MINUTES

COMMITTEE #1
REVENUES, DISBURSEMENTS, WATER AND WASTEWATER
June 3, 2016

Committee #1 - Revenues, Disbursements, Water and Wastewater met on Friday, June 3, 2016 at 8:00 AM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.

Committee Members present: Rob Kiefer, John Monarski, Brent Ford.
Mayor/Other Council Members present: Mayor Hoffman, Paul Nadreau.
Others present: Finance Manager/Treasurer Lynne Bauer, City Planner Jayson Smith, Parks & Recreation Director Dick Hebert, Utility Office Manager Connie Freagon, City Engineer/Public Works Director/Utility Manager Rick Rubenzer, and Chippewa Falls Main Street Director Teri Ouimette.

Call to Order: 8:00 AM

1. **Discuss funding request from Chippewa Falls Main Street for the Pure Water Days Fireworks show to be held during the 2016 Riverfest Celebration. Possible recommendations to the Council.**

   Teri Ouimette discussed her request for $2,000 to fund fireworks. In previous years, monies were included in the City's General Fund budget however that amount was eliminated during the 2016 budget preparation. It was discussed that room tax monies collected by the City could fund this event. It was suggested that Teri seek funding from the Chamber of Commerce who manages the City's room tax dollars. Because of timing issues this year, the Committee will fund for 2016 and Teri will explore the Chamber option for future years.

   Motion by Kiefer/Monarski to recommend the Council approve funding of $2,000 from room tax dollars for fireworks for the 2016 Riverfest Celebration. **All present voted aye except Ford who voted nay. Motion carried.**

2. **Discuss proposal from Crescendo Fundraising Professionals, LLC to manage Chippewa Riverfront Capital Campaign to raise private funds for Phase II development of the downtown entrance plan. Note that the Rutledge Charities has agreed to fund $100,000 of the cost of the proposal from Crescendo. Possible recommendations to the Council.**

   City Planner Jayson Smith presented a proposal from Crescendo Fundraising Professionals, LLC for fundraising efforts for Phase II Development of Chippewa Riverfront. Estimated cost for Phase II is $1.8M - $2M and will include restrooms, extending the entry area, additional landscaping and an amphitheater. Rutledge Charities have agreed to fund $100,000 of the Crescendo proposal. Mr. Smith indicated the remaining expenses would be funded from the fundraising efforts. The initial assessment study will be completed and presented to the Council.

   Motion by Monarski/Ford to recommend the Council approve the proposal from Crescendo Fundraising Professionals, LLC to manage the Chippewa Riverfront Capital Campaign for Phase II development. **All present voted aye. Motion carried.**

3. **Discuss increasing the State Trust Fund Loan request by $200,000 to cover the estimated costs for engineering design for Phase II of the Chippewa Riverfront plan. Possible recommendations to the Council.**

City Planner Jayson Smith indicated if the fundraising efforts proposed in Item #2 are successful, Phase II Development could be bid out in early 2017. The estimated cost for design of Phase II is $200,000. He is asking the Committee to approve increasing the State Trust Fund Loan amount by $200,000 to cover this cost. He also noted the lead landscape architect will be different for Phase II.

Motion by Monarski/Kiefer to recommend the Council approve increasing the State Trust Fund Loan amount by $200,000 to cover the engineering design for Phase II of the Chippewa Riverfront plan. **All present voted aye except Ford who voted nay. Motion carried.**

4. **Discuss funding for change orders for unanticipated concrete removal, manhole modifications in the roundabout, and additional electrical conduit in Chippewa Riverfront. Possible recommendations to the Council.**

   City Planner Jayson Smith explained change orders of $16,070 for concrete removal; $2,170.84 for manhole modifications in the roundabout; and $3,000 for electrical conduit for the new parking lot on River Street. Discussion included whether or not these issues were anticipated and if they should be paid. Funding could come from increasing the State Trust Fund loan amount. The Committee also discussed whether or not a contingency fund should be established to cover any other unanticipated costs.

   Motion by Kiefer/Ford to recommend the Council approve funding for the change orders for concrete removal, manhole adjustments in the roundabout and additional electrical conduit in Chippewa Riverfront. **All present voted aye except Monarski who voted nay. Motion carried.**

5. **Discuss letter agreement from the West Central Wisconsin Regional Planning Commission to serve as the RLF Agent for the City of Chippewa Falls Tax Increment District #4 Revolving Loan Fund and the SEH City and Redevelopment Authority loans. Possible recommendations to the Council.**

   City Planner Jayson Smith presented an agreement from West Central Wisconsin Regional Planning Commission to serve as RLF Agent for the City's TIF #4 Revolving Loan Fund and the SEH City and Redevelopment Authority loan funds. This is an annual agreement with a cost of $65.00 per hour.

   Motion by Ford/Monarski to recommend the Council approve the agreement from West Central Wisconsin Regional Planning Commission to serve as the RLF Agent for the City's Tax Increment District #4 Revolving Loan Fund and the SEH City and Redevelopment Authority loans. **All present voted aye. Motion carried.**

6. **Discuss funding for iPads for Council Members, Mayor and City Attorney and media presentation equipment for the Council Chambers. Possible recommendations to the Council.**

   The Committee discussed a recommendation from Committee #4 to provide iPads for the Council, Mayor and City Attorney. The cost for the iPads, keyboards and cases is estimated at $3,600 with an annual estimated cost of $2,300 for data services. Additional discussion included whether or not Wi-Fi was necessary. Funding could come from franchise fees. Also discussed was a projector with wireless capabilities with an estimated cost of $7,800. Committee members were unsure whether the cost was justified as the projector does not get regular use.

   Motion by Ford/Monarski to recommend the Council approve funding for iPads from franchise fees and table the projector issue for more information. **All present voted aye. Motion carried.**

7. **Adjournment.**
   Motion by Monarski/Ford to adjourn at 9:18 AM. **All present voted aye. Motion carried.**

Minutes submitted by,
Lynne Bauer, Finance Manager/Treasurer

514 North Bridge Street
Chippewa Falls, WI 54729
715-723-6661

MAIN STREET
CHIPPEWA FALLS

Dear Mayor Hoffman and City Council,

Chippewa Falls Main Street is proud to have taken over hosting the Pure Water Days Fireworks Extravaganza during the Riverfest Celebration on Saturday, August 13, 2016. This will be the second year for fireworks downtown on the river.

We are requesting $2000 sponsorship for the Annual Fireworks show. The event would not be possible without your assistance and continued support.!

Thank you for your consideration!

Sincerely,

Teri Ouimette
Director Chippewa Falls Main Street

Planning Study Contract

Riverfront Park Project, Chippewa Falls, Wisconsin

This Agreement is made and entered into this ____ day of _____ 2016 by the Casper Rutledge Foundation, of Chippewa Falls, Wisconsin, (hereinafter referred to as "Client"), and Ellen Hongerholt, M.A. of Crescendo Fundraising Professionals, LLC of Houston, Minnesota, (hereinafter referred to as "Crescendo") who along with Laura Eddy, will organize and execute a planning study to determine the ability to raise private funds for the second phase of the City of Chippewa Falls' Riverfront Park.

Whereas, Crescendo has experience in directing, managing and supervising charitable fundraising campaigns and fundraising planning studies; and

Whereas, the Client intends to contract with Crescendo as a consultant in its capacity as an independent contractor; and

Whereas, Crescendo will conduct a planning study under the terms and conditions set forth,

Now, therefore, in consideration of the promises and of the mutual covenants of the parties contained herein, the Client and Crescendo hereby agree to the following:

Contractual Agreement

1. Crescendo hereby agrees to conduct a planning study to determine the willingness and ability of the Chippewa Falls region to financially support a private capital campaign of approximately $1.8 to $2 million with the exact amount remaining undetermined at this time.

2. Crescendo shall provide such consulting services to the Client as an independent contractor, and, as such:
   a) Crescendo will maintain their own office and place of business and keep and maintain their own records without cost to the client.
   b) Crescendo's consulting service will be offered to the Client on a non-exclusive, non-full time basis and Crescendo is free to accept similar consulting engagements to run concurrent with this expressed contractual engagement.
   c) Except as mutually agreed upon, Crescendo's consulting services will be rendered on their own time schedule agreed upon with volunteer committee members pursuant to their own judgment and discretion.
   d) Crescendo has the right to engage others without obligation to the Client to assist in executing this consulting agreement.

Within the foregoing parameters, Crescendo agrees to the following:

3. Scope of Work
   a) To coordinate fundraising assessment consulting services with the needs and requirements of the Client's volunteer personnel and the planning study beginning immediately upon signing this contract.
   b) To consult and meet face-to-face as needed with the Client and volunteer representatives at mutually acceptable times and places to complete the requirements of the planning study.
   c) To consult with the Client by telephone, e-mail and mail as needed by the Client prior to, during and following the planning study.
4. Compensation
   a) In consideration of Crescendo's consulting services, the Client agrees to pay Crescendo its billable rate as outlined in its proposal with a total consulting fee of Twenty Thousand Dollars ($20,000) payable as follows: Ten Thousand Dollars ($10,000) at the execution hereof which covers all planning, meetings, pre-study document preparation services, as well as coordinating and

managing two focus groups and completing 10 to 12 personal and confidential interviews; and Ten Thousand Dollars ($10,000) following completion of presentation of the planning study report. These fees will cover all billable time, mileage and miscellaneous expenses incurred, including but not limited to the preparation and printing of the study.

b) City representatives and Crescendo agree to use their best efforts to coordinate the time and place for rendering consulting services so that the project is performed in a timely manner with the presentation of the planning study completed within 10 to 12 weeks of signing this contract.

5. Term and Termination

The term of this Agreement shall be ongoing unless terminated by either party at any time for any reason in accordance with the Scope of Work. Upon termination of this Agreement, the Client shall pay Crescendo all amounts payable for services delivered up to the date of such termination.

6. Indemnification

Each party shall defend, indemnify and hold harmless the other party against any and all claims, actions, losses, liabilities, damages, costs or expenses (including reasonable attorneys' fees) directly arising out of any claim relating to personal injury or property damage and/or any alleged or actual violation of any applicable laws, statues and regulations in connection with and/or covering each party's performance hereunder.

In witness, the parties have caused these present to be executed effective the day and year written at the beginning of this contract.

Foundation Director	Crescendo Fundraising Professionals, LLC
Casper Rutledge Foundation	Ellen Hongerholt

Chippewa Falls Riverfront Park
Capital Campaign Proposal

CRESCENDO FUNDRAISING PROFESSIONALS, LLC

Fundraising for Community Improvements

May 2016

Dear Mayor Greg Hoffman, Council Members, City Staff and Casper Rutledge Foundation,

We are pleased to present a fundraising consulting process to manage a planning study and capital campaign for the second phase of Chippewa Falls' Downtown Riverfront Park which will total approximately $1.8 to $2 million but whose final goal amount remains undetermined at this time. This project will capitalize on the excitement of the new park which will create a community focal point and attractive destination spot for local residents as well as tourists for decades to come.

The following services will be provided through the consulting process:

- A strategic planning tool incorporating focus groups and personal interviews to identify sources of financial support, an obtainable general campaign goal and leadership for your prospective campaign
- The strategy for the campaign
- A strong and compelling case statement
- Detailed financial information to show construction details and costs, costs of future operations, and stewardship of funds to give assurance of the use of contributions
- An exciting communications plan which will help share the message of your project
- Cultivation tools and solicitation techniques with your top potential prospective donors and solicitors

All pre-campaign and campaign costs may be recouped through the fundraising process by adding architectural costs and fundraising costs to the goal amount. The following proposal identifies background and references, pricing, staffing, and organizational support to help ensure the campaign reaches its goal.

I. Background & Experience

Crescendo offers opportunities for not-for-profit organizations and municipalities to raise funds for major construction, expansion and renovation projects. Examples of the consulting firm's work includes: recreational centers, aquatic centers, parks, libraries, senior centers, renovation projects, schools, community centers, and other multi-faceted facilities.

Consultants have assisted cities and organizations in Minnesota, Wisconsin and Iowa raising capital funds to better serve missions and community needs. Crescendo offers a process approach to capital campaign fundraising. Fundraising professionals offer natural interpersonal skills to bring many stakeholders together around a common mission and campaign effort. The firm offers research and assessment of feasibility to raise desired funds, extensive planning, and execution of all campaign phases, solicitation training, grassroots implementation, volunteer leadership support, social media platforms, and promotional material development.

The following professionals will be supporting your fundraising project in key areas of expertise and involvement:

Ellen Hongerholt, M.A., Owner, received her undergraduate degree in mass communications with a special emphasis in public relations from Winona State University in 1985 and master's degree in Philanthropy and Development from Saint Mary's University of Minnesota in 1998. She has more than 23 years of experience in the fundraising field. Hongerholt has worked with municipalities, not-for-profit organizations and schools. Her education and experience is combined with her solid people skills and her ability to effectively work with individuals of many backgrounds and interests. She is devoted to reaching her clients' goals by planning and creatively managing a fundraising process unique to each situation.

Ellen has 18 years of finely-tuned experience in all aspects of capital campaign management including but not limited to the planning study assessment process, fundraising proposal development, grant development, capital campaign execution and both individual and corporate major gifts solicitation.

She served the YWCA of Winona as Director of Marketing and Development for four years and interim Executive Director for one year. Ellen also has seven years of communications and development experience working in the fundraising arena with Winona Health in Winona.

Ellen is immediate past president of the Grace Place Board of Directors and currently serves as secretary of the Houston Community Food Shelf Board of Directors. She formally served on the Board of directors of the Upper Mississippi Chapter of Association of Fundraising Professionals (AFP), and the Children's Museum of La Crosse Board. Ellen is also a former adjunct professor in Capital Campaign Management for St. Mary's University's Master of Arts Program in Philanthropy and Development.

Laura Eddy, has an undergraduate degree in marketing from Arizona State University. Her background includes sales and training in the medical and advertising fields. Her many years of volunteering in organizations such as Winona Community Memorial Hospital, the Winona YMCA, YWCA of Winona, Madison Elementary School, and Winona Community Education's Early Childhood Family Education earned her an award for "Woman of the Year in 1997."

Her sales training skills combined with her years of experience in volunteer work led her to the professional arena of fundraising for the past 16 years. Laura is adept at analyzing fundraising opportunities and challenges and developing uniquely suited plans to help you reach client goals.

Laura serves as Past President of Family and Children's Center, La Crosse, Wisconsin, Habitat of Humanity and serves on the Winona Area Schools Foundation Board of Directors.

Deborah Ward, MA, CFRE, has twenty-five years of professional fundraising experience. She is a nationally recognized grants expert, and the author of three books focusing on proposal writing and grants management. She has raised more than $15 million writing successful proposals to state and federal government, foundation, and corporate funders. Deb received her master's degree in Philanthropy and Development from Saint Mary's University of Minnesota in 1998. She obtained her Certified Fund Raising Executive (CFRE) designation in 1991 and is recertified through 2018.

Deb began her full time, national grants consulting firm, Ward and Associates, in 1998 and has continued to consult on a part-time basis since 2006 for higher educational institutions and agencies, museums, Emergency Medical Services providers, arts organizations, and social service organizations. For the last eight years, she has written successful proposals for a large healthcare system for projects related to energy, patient care, global initiatives, medical education, medical research, and nursing.

Deb is an active volunteer, serving on the development committee of Project FINE (Focus on Integrating Newcomers through Education) and as the chair of the Winona Fine Arts Commission. She is the president-elect of the Board of the Upper Mississippi Valley Chapter of the Association of Fundraising Professionals, serves as the chair of the Education Committee and is a member of the National Philanthropy Day Committee. Last November, she received the prestigious Outstanding Professional Fundraiser of the Year award from the Chapter.

Brianna Pyka serves Crescendo Fundraising Professional LLC clients with a specific attention to the process and communications areas through her MBA from St. Catherine's of Minnesota and her undergraduate degree in marketing and entrepreneurship from St. Thomas University. She also has background as a digital marketing strategist, special events manager and marketing/public relations specialist.

Her expertise supports the social media content, branding content, proposal generating and coordination/collaboration of all volunteers and those connected to the client. Details include all communications channels, specifically website, crowd funding, Give by Cell, Twitter, Facebook, and all communications tool kits.

Brianna continuously researches emerging communications trends as well as usage of more traditional communications methods with an understanding of possible implementation strategies with clients and completes these strategies where beneficial and necessary.

Her volunteer activities include a former volunteer tutor at Simpson Housing Services, StuartCo Volunteer Committee Member and Wellness Committee member, and she currently serves on the Marketing Committee for Girls on the Run, Twin Cities Chapter.

II. Campaign Plan and Process

The following identifies the process for integrating a successful fundraising campaign utilizing Crescendo Fundraising Professionals LLC. The three phases include the Planning Study, Pre-campaign phase and the Capital Campaign. Once a campaign is initiated, a detailed timeline of the campaign is developed. A draft timeline is included.

Planning Study - Phase I – June 2016
Estimated time – 8 to 10 weeks

The components of the Planning Study process include:

- Preparing for the Planning Study by identifying initial campaign plan and key prospects to be studied.
- Completing 10 to 12 personal and confidential interviews of your region's top philanthropic and business community members to ascertain the general interest in the project; possible lead gifts, potential financial support, and leadership potential.
- Coordinating two focus groups consisting of 10 to 12 key area stakeholders each to research general findings , favorable and challenging factors, and recommendations to achieve the goal.

Role and Purpose of the Planning Study

Given the increased competition for charitable dollars, both in not-for-profit and municipal sectors, development activities, and functions must be examined closely for their effectiveness and efficiency.

As Chippewa Falls recently completed a successful campaign, the feasibility and access to major funds is evident; however a tool to determine an attainable goal, possible challenges and the correct strategy is necessary.

The key roles of the Planning Study is:

- Identifying a strategy for the campaign to maximize success and experience expedient results.
- Introducing the project to key stakeholders in a professional and non-biased, comfortable manner through focus groups and interviews.
- Establishing a first-front connection to the consultants to provide credibility for the project under review.
- Identifying favorable and challenging factors.
- Identifying volunteer leadership potential.

Cost for the Planning Study is $20,000, which includes mileage, expenses and printing of the studies.

Pre-Campaign - Phase II – Estimated start August 2016

Develop a Thorough Plan for the Campaign
Estimated Time – 4 to 5 Months

- Establish Pre-Campaign Steering Committee
- Create ownership with volunteers for the project by developing the following Committees: Steering, Case Statement, Prospect and Communications
- Other committees may be developed if necessary based on issues identified in Planning Study
- Present a detailed outline of campaign activities
- Establish a campaign office and support systems for the campaign with the Staff
- Present a campaign budget
- Develop and validate a comprehensive Case Statement and FAQ
- Organize and implement a comprehensive communications plan
- Develop and refine master prospect list of potential contributors
- Enlist and recruit top-level leadership for capital campaign
- Create compelling campaign materials to support volunteer efforts and encourage generous financial support as well as use of digital space
- Create gift table of pledges needed
- Develop gift recognition plan
- Create gift acceptance and acknowledgement policies and procedures

Capital Campaign - Phase III
Campaign Solicitation Phase
Estimated Time – 4 to 5 Months

- Recruit, train and solicit Campaign Chairperson(s)
- Recruit and train Capital Campaign Cabinet
- Acknowledge pledges and gifts
- Continually monitor progress toward public kick-off
- Kick-off publicly with at least 60-70 percent of goal
- Hold reporting meetings to provide confidence and support of volunteers
- Finalize all face-to-face and in-kind solicitations
- Celebrate final completion of the Capital Campaign

III. Pricing for Pre-Campaign and Campaign

All campaign fees (and architectural fees if the Client deems appropriate to include) are typically added to the goal amount, which allows Clients to recoup these costs through the pledge remittance process.

The total consulting time spent on campaign preparation and management averages 1.5 to 2 days per week. Consulting cost is estimated at $110,000 to $120,000 over a 42 to 48 week period with the first 4 to 5 months of the campaign involving the most time and cost. Pledges would be paid over a three-year period.

In consideration of the consulting services to be provided by Crescendo, the client would agree to pay Crescendo's consulting rate of $2,400.00 per day ($300 per hour) per consultant. Crescendo will bill the client on a monthly basis, with the billing to include an itemization for each hour spent on the campaign. Fees are not based on the goal, according to the Association of Fundraising Professionals (AFP) Code of Ethical Principles and Standards of Professional Practice, but on the time and expenses taken to manage the campaign. The contract also includes an opportunity for the client to conclude the agreement at any time if the appropriate support and volunteer assistance is not forthcoming for the campaign.

Expenses

The Client agrees to reimburse Crescendo for Crescendo's out-of-pocket expenses with such expenses limited to mileage. Expenses will not exceed $3,000. Expenses will be billed out and reimbursed by the Client on a monthly basis. The billing will reflect an itemization of such expenses. Mileage is charged according to IRS standards.

The client is responsible for the campaign operating budget that would include all the necessary expenses for the capital campaign such as clerical assistance to keep records of pledges, supplies, automobile or other travel expenses, postage, telephone, printing of campaign communications' materials, advertising, promotion, event planning and costs, mailings, and any additional support literature require. Such expenses will not exceed $8,000.

Benefits of working with Crescendo professionals

- Completed 27 campaigns plus more than 30 assessment and planning studies
- Background and experience in fundraising, marketing, advertising, public relations, grant writing, volunteerism, digital platforms, two Master's degrees in Philanthropy and Development and a Master's of Science in Business
- Implements proven campaign strategies and follow timelines. All materials are developed specific to each campaign
- Involves volunteers and civic leaders who will become key stakeholders in the project or organization
- Provides hands-on approach tailoring a strategy to foster confidence during execution of fundraising techniques
- Coordinates cost-effective campaigns as professional fees are 5-10 percent or less of the total capital campaign cost
- Conducts meetings which are productive and enjoyable encouraging volunteers to continue involvement

References

Please contact Crescendo references. References with an *asterisk indicate current campaigns and those from the last five years.

*Faribault Area Senior Citizen Center, Faribault, Minnesota – Hired in January 2015 to fundraise $2.1M to triple the Faribault Area Senior Center. Campaign still in progress.
Mona Kaiser, Executive Director, 507-332-7357

*Chippewa Falls Parks and Recreation, Chippewa Falls, Wisconsin - hired in January 2014 to fundraise $3.25M for a renovated and expanded Welcome Center, Small Animal building and Aviary. Raised $4M.
Dick Hebert - Parks and Recreation Director, 715-723-0051
Beth Arenberg - Park Board President, 715-726-1728

*Cannon Falls Library Foundation, Cannon Falls, Minnesota – Hired in 2010 to help fundraise $750,000 to renovate library. The foundation decided to build new with a $1.4M campaign. Campaign completed.
Greg Evans, Advance Division Chair: 507-457-1100 (Merchants National Bank)
Ellen Hartman, Foundation President: 507-263-7205

Nevada Auditorium Committee, Nevada, Iowa – Hired in 2009 to raise $1.9M for total $4.2M School/Community Auditorium ($2M challenge grant). Bids came in $300,000 higher than anticipated; however, we still raised all funds needed.
Greg Madsen, Co-Chair: 515-382-5239
Laurie Henry, Co-Chair: 515-231-8800

Cedar Bend Humane Society, Waterloo, Iowa – Raised $900,000 for a new Adoption Center in 2009. Pledges exceeded initial goal by several hundred thousand dollars.
Kristy Gardner, Co-Staff: 319-232-6887

National Eagle Center, Port Authority, Wabasha, Minnesota - hired in 2006 to raise $2.5M to add to $2M in grants from the State of Minnesota, federal government and local tax-increment financing. Surpassed goal.
Don Jacoby, VP Agristar, Co-chair: 612-270-8248
Jerry Arens, State Farm Insurance Agent, Co-chair: 612-565-3325

Waterloo Elks Charity for Veterans and Youth, Waterloo, Iowa - Hired in 2006 to raise $1.5M to renovate their historical building. Goal was increased to $2M.
Don Timmerman: 319-404-0458
Marv Schumacher, President of Schumacher Elevator: 319-984-5676

Rock Solid Youth Center, Winona, Minnesota – Hired in 2005 to raise $1.5M for renovation and programming.
Shirley Oberton, Co-chair: 507-452-2259

City of Spring Grove, Spring Grove, Minnesota – Hired in 2005 to fundraise $1.2M for New Aquatic Center. Raised $1.3M in pledges.
Tom Falbo, retired City Administrator: 507-450-9822
Tom Bjerke, Co-chair: 507-498-5310

City of Stewartville, Stewartville, Minnesota – Hired in 2004 to fundraise $1.5M for an aquatic center with completion through a referendum in 2005.**.

City of Waseca, Waseca, Minnesota – Hired in 2003 to raise $2M for an aquatic center, with completion through referendum.**

Spring Valley Ambulance Association – Hired in 2002 to raise $250,000 for a building addition. **

St. Charles Public Library – Hired in 2002 to help raise $250,000 for library renovation. Pledges amounted to more than $250,000.**

City of Carlisle, Carlisle, Iowa – Hired in 2002 to raise $1.5M for an aquatic center, with completion through a referendum.**

Chickasaw Athletic Boosters, New Hampton, Iowa – Hired in 2002 to help raise $2.3M for School/Community Fitness Facility.
Lynn Schwickerath, Treasurer Booster Club: 641-394-2646

City of Denver/Greater Denver Activities Association, Denver, Iowa – Hired in 2000 to raise $1.4M for a new library. Campaign leaders desired to fundraise an additional $800,000 for new school athletic fields. Phase II of the athletic fields was completed 10 years later by another private citizen effort.
Marv Schumacher, President, Schumacher Elevator: 319-984-5676

City of Goodview, Goodview, Minnesota- Hired in 2000 to fundraise $1.4M for a large lake and park development.
Greg Volkart, Public Works Director: 507-452-1630
Bernie Brenner, Co-chair: 507-454-1163

St. Charles Aquatic Center, St. Charles, Minnesota – Hired in 1999 to fundraise $500,000 to add to $750,000, which city government allocated to supporting construction of the center. Raised $550,000.

Eagle Bluff Environmental Learning Center, Lanesboro, Minnesota – Hired in 1999 to raise $750,000 for the organization's new Discovery Center building.

Bluffview Montessori School, Winona, Minnesota - Hired in 1999 to raise $750,000 for a new charter school building.

City of Arcadia of Wisconsin – Hired in 1998 to fundraise $1.2M for an aquatic center. Surpassed goal by $100,000.
Dr. Bud English, Co-chair: 507-453-9215
Glen Reit, Co-chair: 608-232-2123

Spring Valley Public Library, Spring Valley, Minnesota – Hired in 1998 to raise $1M for a new library. Surpassed goal by $200,000.
Lee Himle, Co-chair: 507-356-7217
Dave Foster, Library Board President: 507-346-7740

City of Nevada, Nevada, Iowa - Hired in 1998 to raise $2.5M for aquatic center. Goal increased during campaign to $4.5M to expand the park area. Goal surpassed.
Phil Feeney, Park Recreation Board President: 515-232-5605
Rich Parker, Co-chair: 515-382-5431

Additional campaigns and references available upon request: Veteran's Memorial Hospital, Waukon, IA; City of Winona, MN, and City of Caledonia, MN

**Contact City Hall for references.

SEH

Building a Better World
for All of Us®

CHANGE ORDER

City of Chippewa Falls *OWNER*	6/1/16 *DATE*
OWNER'S PROJECT NO.	2 *CHANGE ORDER NO.*
Downtown Riverfront Gateway Park - Phase I *PROJECT DESCRIPTION*	CFCIT 136938 71.50 *SEH FILE NO.*

The following changes shall be made to the contract documents:

Description:

To break up and remove from the site unforeseen concrete discovered during grading and delineated by Heartland.

Purpose of Change Order:

Provide for Time and Materials for Heartland to remove unforeseen concrete.

Basis of Cost: ☒ *Actual* ☐ *Estimated*

Attachments (list supporting documents)

Heartland Contractor's Change Order Form
Heartland Contractor's Daily Work Order and Documentation
Summary of Agreed Hours and Rates

Contract Status	*Time*	*Cost*
Original Contract	7/17/16	$2,052,718.58
Net Change Prior C.O.'s 1 to 1	7/23/16	$49,750.00
Change this C.O.	4 Days	$16,070.00
Revised Contract	7/27/16	$2,118,538.58

Recommended for Approval: ***Short Elliott Hendrickson Inc.*** *by* Timothy M. Marko

Timothy M. Marko, PE - Project Manager

Agreed to by Contractor:

BY *Heartland Contractors Inc.*

TITLE

Approved for Owner:

BY *City of Chippewa Falls*

TITLE

Distribution *Contractor 2* *Owner 1* *Project Representative 1* *SEH Office 1*

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SEH

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CHANGE ORDER

City of Chippewa Falls	6/1/16
OWNER	*DATE*
	3
OWNER'S PROJECT NO.	*CHANGE ORDER NO.*
Downtown Riverfront Gateway Park - Phase I	CFCIT 136938 71.50
PROJECT DESCRIPTION	*SEH FILE NO.*

The following changes shall be made to the contract documents:

Description:

To remove cone from on top of manhole lid in roundabout and replace with a vertical riser. This includes salvaging the existing casting, cutting a yard riser to grade, adjusting rings, and placing the existing casting on the new lid.

Purpose of Change Order:

Provide for Time and Materials for Heartland to adjust manhole due to the cone intruding into the planter wall face.

Basis of Cost: ☒ *Actual* ☐ *Estimated*

Attachments (list supporting documents)

Summary of Agreed Hours and Rates

Heartland Contractor's Daily Work Order and Documentation

Contract Status	*Time*	*Cost*
Original Contract	7/17/16	$2,052,718.58
Net Change Prior C.O.'s 1 to 2	7/27/16	$65,820.00
Change this C.O.		$2,170.84
Revised Contract	7/27/16	$2,120,709.42

Recommended for Approval: ***Short Elliott Hendrickson Inc.*** *by* Timothy M. Marko

Timothy M. Marko, PE - Project Manager

Agreed to by Contractor:

BY *Heartland Contractors Inc.*

TITLE

Approved for Owner:

BY *City of Chippewa Falls*

TITLE

Distribution *Contractor 2* *Owner 1* *Project Representative 1* *SEH Office 1*

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An innovative leader in responsible planning and development for over 40 years.

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April 20, 2016

Gregory Hoffman, Mayor
City of Chippewa Falls
30 W. Central Street
Chippewa Falls, WI 54729

Dear Mayor Hoffman:

This letter will serve as an agreement that the West Central Wisconsin Regional Planning Commission (WCWRPC) will serve as the RLF Agent for the City of Chippewa Falls **Tax Increment District #4**. These services will be provided at the maximum rate of $65 per hour for calendar year 2016. The costs can be paid from your revolving loan fund administration budget. The City will provide payment in response to invoices submitted.

Please indicate your approval of the above terms by signing below and returning one copy of this letter for our files. You may keep the other copy for your files. If you have any questions, please give Beth Waldhart or me a call.

Sincerely,

Lynn Nelson
Executive Director

LN:kz

The City of Chippewa Falls agrees to the terms of the agreement as outlined above.

Gregory Hoffman, Mayor
City of Chippewa Falls

Date

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