



City of Waupun

201 E. Main Street
Waupun, WI 53963
Phone: 920-324-7900
Fax: 920-324-7939

“Wild Goose Center of Wisconsin”

A regular monthly meeting of the Waupun **Community Development Authority** will be called to order at **4:00 P.M. on Tuesday, April 26, 2016** at the Waupun City Hall Council Room.

AGENDA

1. Call to Order – Mayor Kyle Clark, Chairperson
2. Roll Call of All Members
3. Discussion and Possible Action on Grant Application – Snow Links, 17 Fond du Lac Street
4. Consider for Approval March 15, 2016 Minutes
5. Consider for Approval Financial Reports-March 2016
6. Update on Connect Communities Program
7. Other Business
8. Set Agenda Items for Next Meeting
9. Next Meeting Date: Tuesday, May 17, 2016 at 4:00pm
10. Adjourn

It is possible that members of, and possibly a quorum of members of other government bodies of the municipality, may be in attendance at the above-mentioned meeting to gather information. No action will be taken by any governmental body at the above-mentioned meeting other than the governmental body specifically referred to in this notice.

Please note that upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, call the City Clerk's office at (920) 324-7900.

CC:

Community Development Authority
City Council
Department Heads
City Attorney

News Media
Todd Snow, Snow Links

I am applying for:

- BID ONLY
- CDA ONLY
- BOTH

**COMMUNITY DEVELOPMENT AUTHORITY (CDA)
Waupun Business Improvement District (BID)**

~ Façade Improvement Program – Grant Application ~

Applications missing any materials will be returned for completion.

Date: 3-22-16

Applicant Name: Snow Properties (Snow Links)

Applicant Address: 17 FDL St. Waupun, WI 53963

Phone: 920 345 1616 Fax: none Email: snowlinksgolf@gmail.com

Name of Business/Property: Snow Links

Property Address: 17 FDL St. Waupun

Property Use: Indoor Golf

Property owner, if different than applicant: _____

Owner address: _____ Owner Phone: _____

Project Summary:

Purchase &

Brief Project Summary: Install new compressor unit for
central A/C. will include electric work to
hook up unit. Install concrete pad for compressor unit.

Total Estimated Cost: \$ 3,814.00

Total Grant Request: \$ 3,814.00

Projected Start Date: ASAP

Projected Completion Date: ASAP

Name of Contractor: Superior HVAC, R&B Electric, Rainaway Gutters & Concrete

Approval of City Building Inspector: _____ (Inspector's initials)

Required attachments:

- Project plan(s) to 1/4" scale, if applicable
- Release of Information Letter (attached)
- Quotes/Estimates
- Current photo(s) of property
- Paint color(s) or material sample(s), if applicable

Submit application form and attachments to:

Waupun Business Improvement District – City Clerk, Waupun City Hall
201 E. Main Street, Waupun WI 53963
920-324-7915 ext. 5

To be completed by City staff only:

Date application received: _____
Application reviewed for completeness by _____ (initials). Date: _____
Applicant notified of scheduled BID meeting by _____ (initials). Date: _____

Waupun Business Improvement District (BID)
~ Façade Improvement Program - Release of Information Letter ~

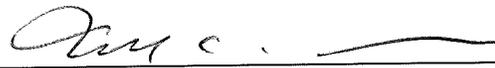
Date: 4/4/16

To: Waupun Business Improvement District – Clerk’s Office, Waupun City Hall
201 E. Main Street, Waupun WI 53963

To Whom It May Concern:

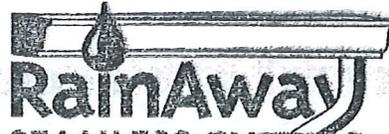
I hereby authorize the Waupun Business Improvement District (BID) permission to share all application materials with BID board members who will be reviewing my application. I acknowledge that information provided to the BID may be released upon request in compliance with the open record requirements and in accordance with the freedom of information act. I acknowledge that I am to attend the BID board meeting in which this request will be reviewed and that the City of Waupun will notify me of that meeting.

Signed, 
Name (print): Todd A. Snow

Signature: 

Date: 4/4/16

Proposal



SEAMLESS CUTTERS LLC
920.882.8253 • RainAwaySeamless@gmail.com
P.O. Box 894 • Beaver Dam, WI 53916

PROPOSAL SUBMITTED TO: <i>Snow links</i>	JOB NAME	JOB #
ADDRESS <i>17 Fondular St</i>	JOB LOCATION <i>Warren</i>	DATE OF PLANS
PHONE # <i>324-4715</i>	DATE <i>4/1/16</i>	ARCHITECT

We hereby submit specifications and estimates for:

★ Removal of existing black top, Disposal, and prep for concrete pad 36" x 36" - \$265.00

★ Pour 36" x 36" concrete pad with wire mesh & broom finish - \$325.00

We propose hereby to furnish material and labor – complete in accordance with the above specifications for the sum of:

\$ _____ - \$590.00 Dollars

with payments to be made as follows:

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully submitted

Note — this proposal may be withdrawn by us if not accepted within _____ days.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature _____

Date of Acceptance _____

Signature _____



R & B Electric

Fast. Affordable. Quality.

Wisconsin State Contractor #130221
148 Center street
Randolph, Wi
53956
rbelectricwis@gmail.com

Thank you for your Business

QUOTE

Date: March 22, 2016
Quote # 244
Expiration Date: May 23,
2016

To Todd Snow
Golf shop

	Description	Unit Price	Line Total
	Parts and labor for condenser outside at the golf simulator business.		\$495.00
Subtotal		\$495.00	
Sales Tax		Included	
Total		\$495.00	

Quotation prepared by: Randy _____

To accept this quotation, sign here and return: _____

Thank you for your business!

SUPERIOR HVAC, LLC

Phone: 920.344.8585

*Industrial Commercial Residential
Design Fabrication Installation*

Jeff Tischler – Owner
108 Lake Shore Terrace
Beaver Dam, WI 53916
Fax: 920.219.9774
Email:jtischler@charter.net



March 2, 2016

Quote #: 0316-1

Snow Law, SC
514 E. Main Street
Waupun, WI 53963

ATTN: Todd Snow

Thank you for the opportunity to provide pricing on the following:

Provide all labor and materials to install one new air-conditioning condensing unit with pad, refrigerant line set and low voltage wiring to the indoor golf building.

INCLUDES:

- One new Guardian 3-ton condensing unit with 13 seer efficiency.
- Condenser pad.
- Refrigerant line set.
- 24-volt wiring.
- All refrigerant and 24-volt wiring connections.
- System pressure test.
- Start-up.
- Five-year parts warranty.

EXCLUDES:

- All line voltage wiring and wiring materials.

TOTAL PRICE: \$2729.00.

Thank you again for this opportunity to be of service. Please call if you have any questions. Superior HVAC looks forward to working with you on this project.

Sincerely,

Jeff Tischler



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"Wild Goose Center of Wisconsin"

Community Development Authority
Minutes of Working Meeting on March 15, 2016
DRAFT

The Waupun Community Development Authority met March 15, 2016 at 4:00pm in the City Hall Council Chambers.

Mayor Clark called the meeting to order at 4:02 PM.

Members present on roll call are John Karsten, Jill Vanderkin, Nancy Vanderkin, Mayor Kyle Clark, and Cassandra VerHage. Sue VandeBerg arrives at 4:12. Derek Drews is excused.

City Attorney Dan VandeZande, Economic Development Planner Kathy Schlieve, and Accountant Michelle Kast are also in attendance.

Motion N. Vanderkin, second J. Vanderkin to approve the minutes of the January 19, 2016 CDA meeting. Motion carried unanimously.

Kast presented the February 2016 financial reports. Minimal activity year to date, around \$450 in payroll and benefit expenses. Mayor Clark informed the board that grant paperwork has been submitted for the trail project. Anticipated reimbursement is just over \$160,000.

Motion J. Vanderkin, second VerHage to approve the financial reports. Motion carried unanimously.

Schlieve reviewed the Connect Communities Program. Simpler approach than the Main Street Program which requires a staff person. 20 communities are accepted into the program each year. Provides technical assistance. WEDC determines who's accepted. Best approach would be to apply jointly – CDA/BID Board/Chamber Board. Chamber Board showed mild interest, BID meeting was cancelled. Members meet a couple times per year / attend training sessions. \$200 investment. Received a grant through ECRPC for downtown planning. Notify WEDC by 4/1 if applying for the program.

Arrival of VandeBerg.

VerHage and VandeBerg possibly interested in participating on the joint board. Schlieve with look into time commitments and follow up with them. Schlieve will work on the Connect Communities application.

Motion N. Vanderkin, second by VandeBerg to adjourn to closed session under Section 19.85(1)(e) of the WI Statutes for the purpose of deliberating on the purchase of public property. Motion carried unanimously.

Motion N. Vanderkin, second by VandeBerg to reconvene in open session under Section 19.85(2) of the WI Statutes. Motion carried unanimously.

No action from closed session.

Next meeting date: Tuesday, April 19, 2016 at 4:00pm

Motion VerHage, second by VandeBerg to call the meeting adjourned. Motion carried unanimously.

Submitted by Michelle Kast

DRAFT

4/20/2016

**CITY OF WAUPUN
BALANCE SHEET
3/31/16**

CAPITAL PROJECTS FUND-TIF #3

ASSETS

405-11000	Cash	(775.11)
405-12100	Property Taxes Receivable	111,021.16
405-13810	Accounts Receivable	160,387.72
	Total Assets	<u>270,633.77</u>

LIABILITIES AND EQUITY

405-21100	Accounts Payable	-
405-25100	Advance from General Fund	890,817.23
405-26110	Deferred (Taxes) Receivable	271,408.88
	Total Liabilities	1,162,226.11

FUND EQUITY

405-31111	City Equity	(890,817.23)
	Revenue over Expenditures-YTD	(775.11)
	Total Fund Equity	(891,592.34)
	Total Liabilities and Equity	<u>270,633.77</u>

4/20/2016

**CITY OF WAUPUN
INCOME STATEMENT
3/31/16**

CAPITAL PROJECTS FUND-TIF #3

REVENUE

405-41-4112-000	TIF Increment	-
405-41-4115-000	Tax-Exempt Computer Property	-
405-42-4240-000	Developer Income	-
405-44-4431-0-00	Building Permits-TIF 3	-
405-48-4861-000	Donations	-
	Total Fund Revenue	-

EXPENDITURES

405-70-5436-110	Salaries/Wages	368.06
405-70-5436-111	Overtime	-
405-70-5436-220	Health Insurance	65.29
405-70-5436-221	Life Insurance	1.03
405-70-5436-222	Retirement	24.30
405-70-5436-223	Social Security	27.64
405-70-5436-229	Income Continuation	1.79
405-70-5436-333	Postage	-
405-70-5436-335	Newspaper Publication	-
405-70-5436-337	Travel/Conference	-
405-70-5436-338	Operating Expenses	287.00
405-70-5436-800	Capital Outlay	-
	Total Fund Expenditures	775.11
	Net Revenues over Expenditures	(775.11)

4/20/2016

2016 CDA Expenditures

	<u>Payee</u>	<u>Description</u>	<u>Amount</u>	<u>Total</u>
January				\$0.00
February	City Staff	Payroll & Benefits		\$447.36
March	City Staff	Payroll & Benefits	\$40.75	
	Baker Tilly Virchow Krause	TIF 3 audit fees	\$287.00	
				\$327.75
Total Expenditures				<u><u>\$775.11</u></u>