



A G E N D A
CITY OF WAUPUN COMMUNITY DEVELOPMENT
AUTHORITY MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, July 19, 2022 at 8:00 AM

The Waupun Community Development Authority will meet In-person, virtual, and teleconference. Instructions to join the meeting follow:

Join Zoom Meeting via the following link:

<https://us02web.zoom.us/j/82821263214?pwd=dTNmRlpkZkRYR01WZXQ5Vy9leFdkdz09>

Phone: 312.626.6799

Meeting ID: 828 2126 3214

Passcode: 408177

CALL TO ORDER

ROLL CALL

APPROVAL OF MEETING AGENDA

PERSONS WISHING TO ADDRESS THE COMMUNITY DEVELOPMENT AUTHORITY--State name, address, and subject of comments. (2 Minutes)

CONSIDERATION - ACTION

- [1.](#) Approve Minutes from June 21, 2022 CDA Meeting
- [2.](#) Approve CDA Financials for June 2022
- [3.](#) Application for 20 W Main St - B&B Plumbing Services
- [4.](#) Application 307 E Main St - Weaving It Up To You
- [5.](#) Application 409 E Main Street - Imagine That! Art Studio

DISCUSSION

- [6.](#) Roger Brooks Secret Shopping Assessment
- [7.](#) Administrator Updates

ADVANCED PLANNING

8. Future Meeting Date - Discuss Reschedule of August 16, 2022 Meeting

ADJOURNMENT

Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact the City Clerk at 920-324-7915.



MINUTES
CITY OF WAUPUN COMMUNITY DEVELOPMENT
AUTHORITY MEETING
In-Person & Teleconference
Tuesday, June 21, 2022 at 8:00 AM

Committee Members Present:

Derek Drews
Sue VandeBerg
Jill Vanderkin
Nancy Vanderkin
Cassandra VerHage
Rohn Bishop, Mayor
Gary DeJager

Staff Present:

Kathy Schlieve Administrator
Dan Vande Zande Attorney

CALL TO ORDER

Mayor Bishop called the meeting of the Community Development Authority to order at 8:02 a.m.

ROLL CALL

Roll call and quorum determined.

PERSONS WISHING TO ADDRESS THE COMMUNITY DEVELOPMENT AUTHORITY

None.

CONSIDERATION - ACTION

- 1. Recognition of Mayoral Appointment of Board Members and Ex-Officio**
There are no changes to the board membership for 2022. Mayor Bishop thanked members for serving.
- 2. Nominations and Appointment of Vice Chairperson**
Motion Vanderberg, second J. Vanderkin to appoint Gary DeJager to role of Vice Chairman and to close nominations. Carried unanimously.
- 3. Establish Day of Month and Time of Board Meeting**
Consensus to maintain meeting on the third Wednesday of each month at 8 a.m.

CONSENT AGENDA:

4 – 7. Administrator Schlieve noted the highlights of March through May 2022 financials. Minutes from the March 15, 2022 meeting were also included. Motion N. Vanderkin, second Drews to approve consent agenda as presented. Carried unanimously.

CONSIDERATION OF NEW APPLICATIONS.

- 8. Application for 1 W Main Street AP Solutions for You, LLC**
- 9. Application for 3A W Main Street Main Street Bistro & Bakery**
- 10. Application for 7 W Main Street Southern Rust Free Parts**

Todd & Shae Cupery were present via Zoom to discuss their renovation of their property, which is being subdivided and will house the above individual businesses at the unique addresses shown. Renovations for the building are focused on the front façade and include window and door replacement, siding, awnings, and signage as presented in packet. Administrator Schlieve noted that the applications was approved by the BID for each of the businesses listed. Schlieve noted that questions about whether an individual parcel can receive multiple grants were discussed by BID and Schlieve affirmed that the BID Board has discretionary powers to award more than one grant per parcel. As it pertains to CDA, Schlieve indicated that the CDA also reserves the right under this program to exceed the maximum grant amount on a case-by-case basis. Applicants are

eligible for only one grant award per assessed property every two years, unless otherwise approved by the CDA. Exception will be granted to multiple business entities located on a single tax parcel. Motion VandeBerg, second DeJager to grant \$5,000 to each (\$15,000 total) of the applications presented by the Cuperys. Carried 7-0.

DISCUSSION ITEMS

11. CDI Grant Update 400 Block East Main Street

Administrator Schlieve communicated that the City has received a CDI grant from WEDC in the amount of \$134,000 for improvements in the 400 block of E Main. The City collaborated with Stone+Suede, 417 E. Main St., on the grant. Roughly \$100,000 will support building improvements of the Stone + Suede building, and the balance supports public improvements to back alleyways and surrounding green space. As it pertains to green space improvements, group input is needed to advance a master plan for that space. A copy of the master plan was included in board packets and members were asked to review for future discussion.

8. Tourism Secret Shopping Assessment

Roger Brooks, President of Robert Brooks International was recently in Waupun secret shopping and presented his findings on June 13. Waupun received a strong review. Brooks noted strengths and weaknesses that the community can work on to improve the overall experience for visitors. A group discussion with the Chamber and other civic groups is planned.

9. Administrator Report

Administrator Schlieve on the following:

- Overviewed terms of a developer agreement with United Cooperative and broader goals to extend Shaler Drive and expand housing development in the vicinity.
- The City of Waupun is included in a planning grant for Dodge County to help address childcare needs.
- 2023 Budget planning is underway.
- The City is finalizing agreement with State of WI on the Senior Center grant and planning work will commence this month.
- We continue to see ongoing vandalism in parks. Staff have worked to restore the park program and have staffed three parks this year, including Dodge, West End and Pine Street parks.

ADVANCED PLANNING

11. Potential Agenda Items

- Discuss recommendations of the Downtown Market Analysis Report
- Planning CDA Master Plan for Downtown Green Space design

12. Date of Next Scheduled Meeting

The next meeting is scheduled for August 17, 2022 at 8:00 a.m.

ADJOURNMENT

A motion to adjourn was made by N. Vanderkin and seconded by Drews passing unanimously. The meeting adjourned at 8:30 a.m.



Community Development Authority Financial Statement
For the Month Ending: 6/30/2022

BUDGET

Budget Category	2022 Budget	YTD Expense*	Budget Balance
Payout for 2021 Projects	\$37,898	\$36,812	\$1,086
Improvement Projects	\$30,000	\$15,000	\$15,000
CDI Grant Contribution	\$50,000	\$50,000	\$0
Targeted Investments	\$50,000	\$77,971	-\$27,971
Wages	\$14,238	\$3,132	\$11,106
Audit	\$1,000	\$630	\$370
Interest	\$13,050	\$3,386	\$9,664
Misc. Consultant Fees	\$5,000	\$150	\$4,850
Repayment of funds advanced by City	\$16,124		\$16,124
Total	\$217,310	\$187,081	\$30,229

*YTD Expense totals include funds committed for approved grants that have not yet been paid out

GRANT EXPENSE DETAILS

Mtg Date	Applicant	Expiration	Date Paid	Amount paid	Grant Amount	
<u>2021 Projects (budgeted \$37,898)</u>						
9/21/2021	Jud-Sons	3/20/2022	5/31/2022	\$ 5,000.00	\$5,000.00	
10/19/2021	Stone & Suede	4/19/2022	2/28/2022	\$ 5,000.00	\$5,000.00	
4/20/2021	ABB+J Inv. Prop./Jeff Collien	4/30/2022			\$9,550.00	
4/20/2021	ABB+J Inv. Prop./Jeff Collien	4/30/2022			\$15,000.00	
9/22/2021	New Bus. Attraction Effort '21 balance		2/28/2022	\$ 2,262.30	\$3,348.00	
					<u>Year-to-Date 2021 Project Exp's</u>	<u>\$36,812.30</u>
					<u>2021 Project Funds Remaining</u>	<u>\$1,085.70</u>

Mtg Date	Applicant	Expiration	Date Paid	Amount paid	Amount	
<u>2022 Improvement Projects (budgeted \$30,000)</u>						
	AP Solutions for You (1 W Main)				\$5,000.00	
	Main Street Bistro & Bakery (3A W Main)				\$5,000.00	
	Southern Rust Free Parts (7 W Main)				\$5,000.00	
					<u>Year-to-Date Improvement Project Exp.'s</u>	<u>\$15,000.00</u>
					<u>Improvement Project Funds Remaining</u>	<u>\$15,000.00</u>

Mtg Date	Applicant	Expiration	Date Paid	Amount paid	Grant Amount	
<u>2022 CDI Grant Contribution (budgeted \$50,000)</u>						
12/21/2021	Stone & Suede		6/30/2022	\$ 50,000.00	\$50,000.00	
					<u>Year-to-Date CDI Grants</u>	<u>\$50,000.00</u>
					<u>CDI Grant Contribution Funds Remaining</u>	<u>\$0.00</u>

Mtg Date	Applicant	Date Paid	Amount	
<u>2022 Targeted Investments (budgeted \$50,000)</u>				
	Ferguson Waterworks Invoice-SW pipes for open space	5/5/2022	\$2,360.84	
	Quality Aggregate Invoice-Storm sewer to open space	6/30/2022	\$609.73	
	Open Space Improvements (estimated cost)		\$75,000.00	
			<u>Year-to-Date Targeted Investment Exp.'s</u>	<u>\$77,970.57</u>
			<u>Targeted Investment Funds Remaining</u>	<u>-\$27,970.57</u>

NON-GRANT EXPENSE DETAILS

Date Paid	Payment Description	Vendor Name	Amount	
1/31/2022	Wages		\$513.25	
2/28/2022	Wages		\$1,093.95	
3/29/2022	TID 3 Fee	WI Dept. of Revenue	\$150.00	
3/29/2022	TID Compilation Fees - TID 3	Baker Tilly	\$139.20	
3/31/2022	Wages		\$867.88	
4/30/2022	Wages		\$656.99	
5/31/2022	TID Compilation Fees - TID 3	Baker Tilly	\$490.80	
July	Interest Payment on Loan	Horicon Bank	\$3,385.78	
			<u>Year-to-Date Non-Grant Expenses</u>	<u>\$7,297.85</u>
			Total YTD Expenses	\$187,080.72

Waupun Community Development Authority
Downtown Revitalization Grant Application

Applicant Name: ~~A+E Storage~~ B+B Plumbing Services
Applicant Address: 20 W Main St
~~503 Industrial Drive~~ Waupun
Phone: 920-517-0973 Fax: --- Email: bryanyohn2@hotmail.com
Name of Business/Property: B+B Plumbing Services
Property Address: 20 W. Main Street
Property Use: offices, plumbing shop, Edward Jones, future rental

For Tenants:

The CDA requires you to work with your landlord to obtain project approval indicated by signature below. If you are the owner of the building, you can leave this section blank.

Property Owner Name: _____
Phone: _____ Email: _____
Property Owner Address _____
Property Owner Signature: _____ Date _____
Expiration Date of Current Lease Agreement: _____ Owner Initials _____

Project Summary: (Provide a brief project summary)

put in new commercial glass front + entrance for B+B Plumbing and replacing a large window with garage door. Replacing window with commercial aluminum style window.

Estimated Start Date: 7/27/22 Estimated Completion Date: Sept. 2022-how long it takes to get doors and windows in
City Building Inspector Approval: [Signature] Date: 7/11/22

Required Attachments:

- Cost Estimates
- Project plan(s) drawn to 1/4-inch scale, if applicable
- Current photo(s) of property
- Paint color(s) or material sample(s), if applicable

Project Budget:

Projects located in the Business Improvement District: (CDA will consider non-BID covered expenses only)

Did you apply for BID's Façade Improvement Grant? Yes No

If yes, BID Meeting Date: _____ BID Grant Awarded: \$ _____

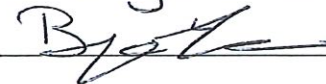
Total Estimated Cost of Application: \$ 27,649⁰⁰

Total CDA Grant Request: \$ _____ (50% of non-BID covered expenses)

Release of Information:

I hereby authorize the Waupun Community Development Authority (CDA) permission to share all application materials with CDA members who will be reviewing my application. I acknowledge that information provided to the CDA 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 CDA meeting in which this request will be reviewed and that the City of Waupun will notify me of that meeting.

Applicant Name (print): Bryan Yohn

Applicant Signature: 

Date: 7/7/22

Submit application and attachments to:
Waupun Community Development Authority - City of Waupun
201 E. Main Street, Waupun WI 53963
Kathy@cityofwaupun.org

City Staff Use Only:

Date application received: _____

Application reviewed for completeness by _____ (initials). Date: _____

Property reviewed for delinquency by _____ (initials). Date: _____

Applicant notified of scheduled CDA meeting by _____ (initials). Date: _____

Existing Roof

Existing Eave Edge



Existing Attaining

Existing Telephone Pole for Post

Existing 36 in Glass Door

36 in Glass Entrance

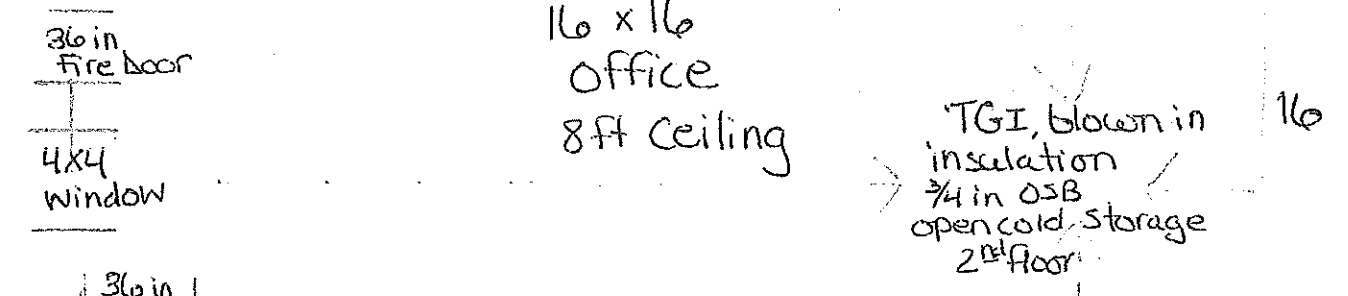
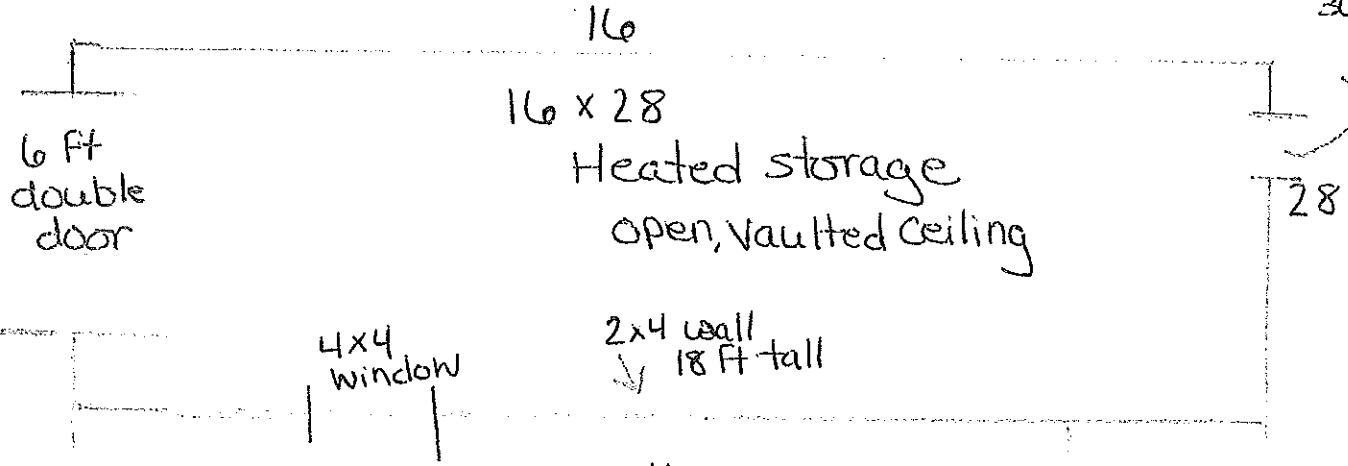
10W x 9H Glass

Existing Roof

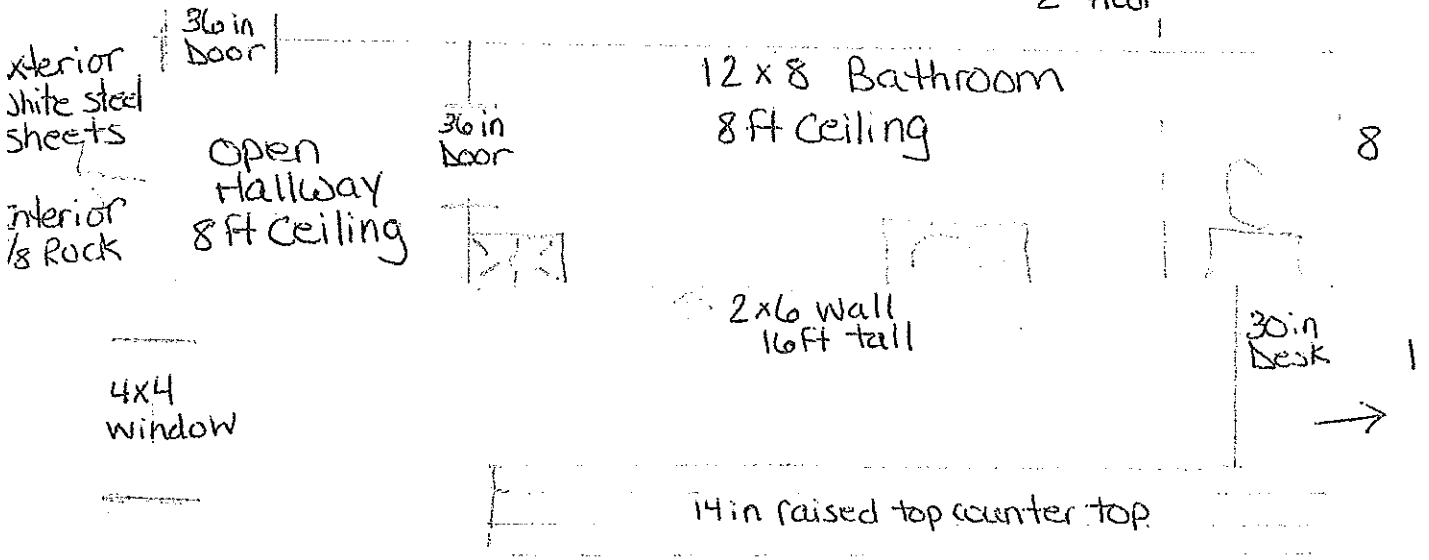
Replace window
with Aluminum
Commercial

New 8x8
Garage Door

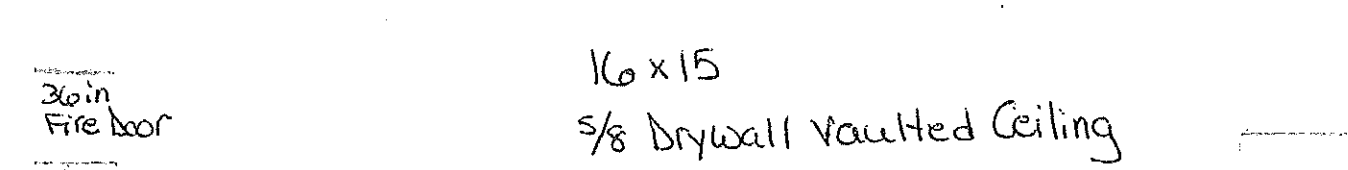
Existing
36 in Fire
Door -
up stair



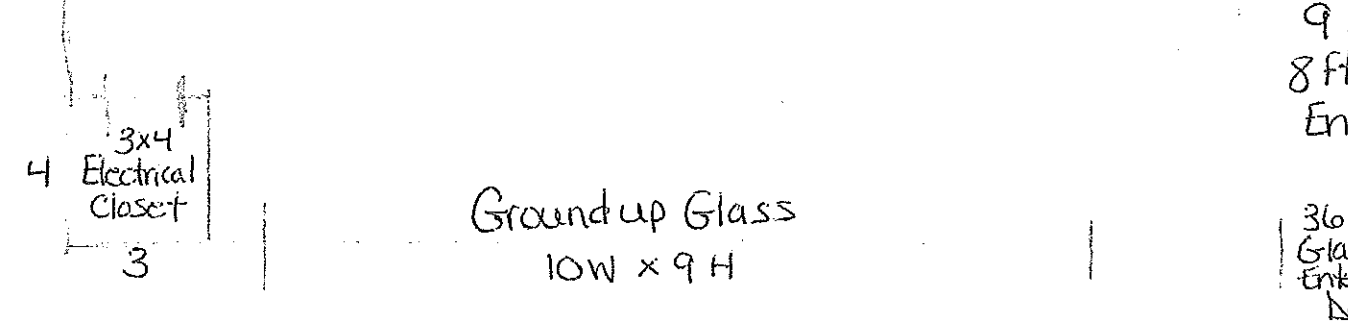
Future
Rente
→



1 hour
Fire wall
→



9 x 8
8 ft ceiling
Entryway



← Cold storage

Anything & Everything Home Maintenance LLC

Estimate

General Contractor

Date	Estimate #
7/11/2022	2064

Solid Surface Countertops-New Construction Remodel-Snow Removal

Company Licensed Contractor # 1169797

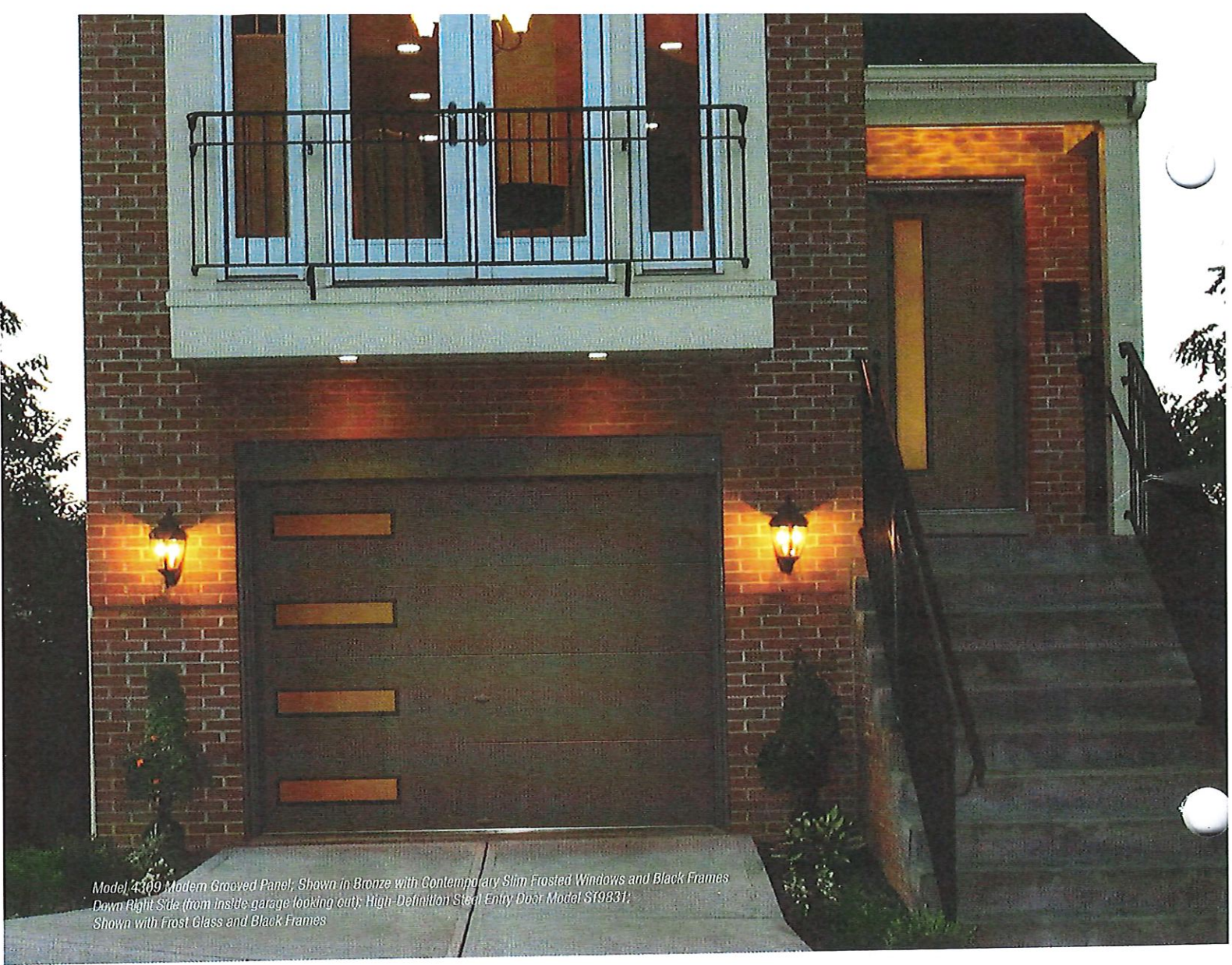
N9263 CTY Road A
Beaver Dam WI 53916

Phone # 920-324-9055

Name / Address	
A and E Storage LLC 503 Industrial Ave. Waupun WI. 53963	
Customer Phone	

Project

Description	Qty	Total
To tear out old garage door, reframe in for glass front, and entry door-including wrapping frames with black aluminum-labor and materials		3,400.00
To put in new commercial glass store front where old garage door was and new glass entry door		9,375.00
To take out and move window from West side to the East side. Remove brick windowsill to make a new 8x9 garage door opening. Materials and labor.		4,200.00
New 8x9 garage door.		3,684.00
To remove 2nd window on West side and reinstall on East side of building, wrap openings with black aluminum-labor and materials		3,540.00
To put new storefront commercial glass in West window location to match the whole West and South side.		3,450.00
Signature _____ Date _____		Total \$27,649.00

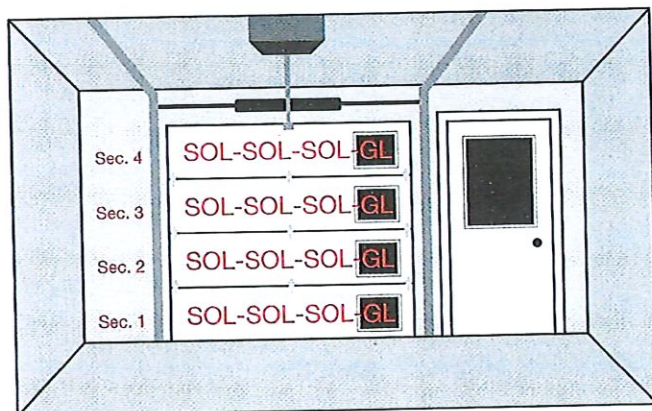


*Model 4309 Modern Grooved Panel, Shown in Bronze with Contemporary Slim Frosted Windows and Black Frames
Down Right Side (from inside garage looking out); High-Definition Steel Entry Door Model ST9831,
Shown with Frost Glass and Black Frames*

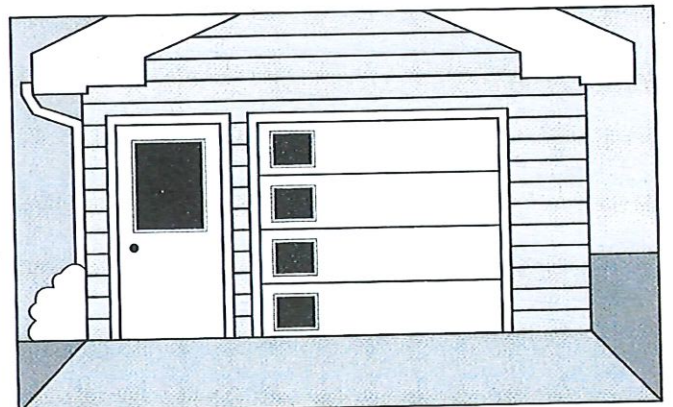
CONTEMPORARY WINDOW ORIENTATION

When ordering contemporary window configurations please reference the examples provided to describe your desired window positions. **Note: Window configurations are described from inside the garage looking out.**

Example: Windows down right side (from inside garage looking out)



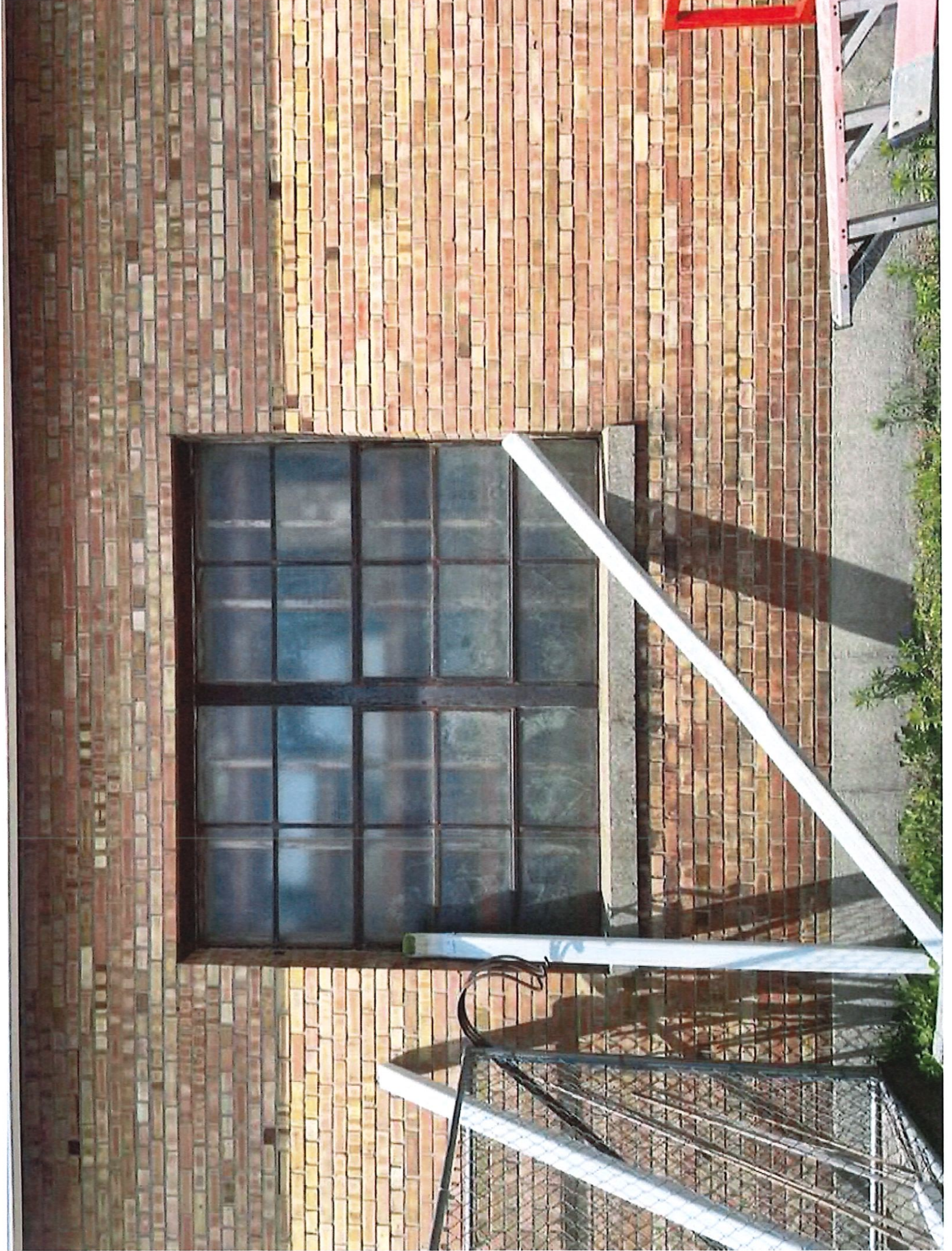
View from Inside Garage



View from Outside Garage









Waupun Community Development Authority
Downtown Revitalization Grant Application

Applicant Name: KRISTA BISHOP
Applicant Address: 307 E. MAIN ST WAUPUN
Phone: 920-296-3544 Fax: NA Email: Kristabishop@msn.com
Name of Business/Property: WEAVING IT UP TO YOU!
Property Address: SAME
Property Use: RETAIL (DOWNSTAIRS) RESIDENTS (UPSTAIRS)

For Tenants:

The CDA requires you to work with your landlord to obtain project approval indicated by signature below. If you are the owner of the building, you can leave this section blank.

Property Owner Name: _____
Phone: _____ Email: _____
Property Owner Address _____
Property Owner Signature: _____ Date _____
Expiration Date of Current Lease Agreement: _____ Owner Initials _____

Project Summary: (Provide a brief project summary)

BUILDING WALL (VISIBLE ABOVE 307 E MAIN ST) NEEDS
TO BE REPAIRED AND RESEALED

Estimated Start Date: ASAP Estimated Completion Date: 10/31/22

City Building Inspector Approval: Susan Deary Date: 7/6/22

Required Attachments:

- Cost Estimates
- Project plan(s) drawn to 1/4-inch scale, if applicable
- Current photo(s) of property
- Paint color(s) or material sample(s), if applicable

Project Budget:

Projects located in the Business Improvement District: (CDA will consider non-BID covered expenses only)

Did you apply for BID's Façade Improvement Grant? Yes No

If yes, BID Meeting Date: 7/13/22 BID Grant Awarded: \$ _____

Total Estimated Cost of Application: \$ 8,950.00

Total CDA Grant Request: \$ 3475.00 (50% of non-BID covered expenses)

Release of Information:

I hereby authorize the Waupun Community Development Authority (CDA) permission to share all application materials with CDA members who will be reviewing my application. I acknowledge that information provided to the CDA 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 CDA meeting in which this request will be reviewed and that the City of Waupun will notify me of that meeting.

Applicant Name (print): KRISTA L. BISHOP

Applicant Signature: *Krista L Bishop*

Date: 7/6/2022

Submit application and attachments to:
Waupun Community Development Authority – City of Waupun
201 E. Main Street, Waupun WI 53963
Kathy@cityofwaupun.org

City Staff Use Only:

Date application received: _____

Application reviewed for completeness by _____ (initials). Date: _____

Property reviewed for delinquency by _____ (initials). Date: _____

Applicant notified of scheduled CDA meeting by _____ (initials). Date: _____

Construction Proposal and Invoice



Owner Information

Name Krista Bishop
Address 307 E Main St
City, State ZIP Waupun, WI
Phone (920)296-3546
Email kristabishop@msn.com
Project name Bishop

Contractor Information

Company J.B. Gierach Masonry & Restoration
Name John Gierach
Address W1031 County Road CCC
City, State ZIP Mount Calvary Wisconsin 53057
Phone (920)979-6100
Email jbgierach@gmail.com
Completion date _____

Scope of Work

We hereby purpose to furnish the materials and perform the labor necessary for the completion of.

Put tarps and plywood on neighbors roof for axis to your parapet wall
Chip away damaged plaster
Grind out cracks in plaster
Seal entire wall with a sealer recommended by Lycon specialist once mortar is dry

Company Proposal

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for work. All labor and material furnished and work performed will be free from defects due to defective materials or workmanship for a period of (1) year from the date of completion. Nothing in the above shall be deemed to apply to work which has been abused or neglected by the owner. The project estimates outlined in this specific proposal are valid for 30 days from the date of the proposal. \$8,950.00

John Gierach 7/5/2022
Submitted by _____ Date _____

Owner Acceptance

The above price, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made upon completion.

Krista Bishop
Sign _____

7/6/2022
Date _____





AGENDA SUMMARY SHEET

MEETING DATE: July 13 (BID) & 19 (CDA), 2022

TITLE: Funding Business Attraction Program

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Kathy Schlieve, Administrator

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
High Performance Government	2023 Budget Preparation	

ISSUE SUMMARY

In 2021, both the CDA and BID provided matched funds to support a business attraction program in lieu of the pop up program. That step was taken to address specific needs within the limited available spaces available in the City to secure new business. Staff are recommending that both the CDA and BID consider a similar approach, with a requirement that the business owner match an equal amount of contribution. For 2022, the recommendation is that BID and CDA fund \$3,000 each in a reimbursement grant, for a total of \$6,000. This year Imagine That! Art Studio is working with the City and the property owner located at 409 E Main Street to make needed improvements to the building to support start-up of an art studio. The projected costs are nearly \$20,000 for renovations to the interior of the building. If CDA and BID collaborate to provide a \$6,000 grant as proposed, the owner will more than match that amount to ready the space for opening.

STAFF RECCOMENDATION:

An art studio brings something new to the downtown and improves the economic vitality of the central business district. Staff recommends approval of this plan as presented.

ATTACHMENTS:

Estimated costs

RECCOMENDED MOTION:

BID: Motion to approve a 50% reimbursement-based business startup grant capped at \$3,000 to Imagine That! Art Studio as presented.

CDA: Motion to approve a 50% reimbursement-based business startup grant capped at \$3,000 to Imagine That! Art Studio as presented.



Waupun Community Development Authority Downtown Revitalization Grant

PURPOSE

- Stimulate private investment in high-quality building facade improvements that contribute to the overall strength of downtown as a shopping and dining destination
- Grow the tax base within Tax Increment District 3
- Attract and retain more small retail, restaurant, high density office, and destination locations to our downtown

The Downtown Revitalization Grant Program is available to property owners and businesses within the City of Waupun's Tax Increment District 3 (TID 3). As a matching grant program, the CDA will reimburse the grantee for up to 50% of expenses, with a maximum award of \$5,000. Additional grant funding equal to 5% of grant amount will be provided if a local registered contractor is used. The CDA reserves the right under this program to exceed the maximum grant amount on a case-by-case basis. Applicants are eligible for only one grant award per assessed property every two years, unless otherwise approved by the CDA. Exception will be granted to multiple business entities located on a single tax parcel. The Downtown Revitalization Grant Program may be used in conjunction with the Business Improvement District's Façade Improvement Program.

APPLICANT ELIGIBILITY

- The property must be located within TID 3 boundaries, see attached map
- Property owners and tenants are eligible to apply; joint applications are encouraged
- Tenants must have a minimum of 1 year remaining on current lease from the date of application
- Properties zoned residential are not eligible
- Tax exempt properties are not eligible
- Properties will not be eligible if any special assessments, real estate or personal property taxes, utility bills, or other city charges are delinquent
- Applicants located within the Business Improvement District (BID) must first apply to the BID through their Façade Improvement Program. If a BID grant is awarded, the CDA will consider the portion of the application not covered by the BID award. In this case the CDA would reimburse the grantee for up to 50% of the remaining expenses, with a maximum award of \$5,000.

ELIGIBLE IMPROVEMENTS

Improvements shall be visible from the exterior of the building, must comply with all building and zoning requirements, and must be in conformance with the Central Business District Design Guidelines (Waupun Municipal Code Chapter 25, attached). Special consideration will be given to projects that have the ability to generate significant tax increment.

Eligible improvements include but are not limited to:

- Façade Renovations
- Painting, tuck-pointing, masonry repairs
- Signage

- Doors
- Windows
- Awnings
- Deck Construction or Repair
- Outdoor Seating
- Exterior Lighting
- Labor for eligible improvements provided by a hired contractor
- Other activities designated by the CDA

INELIGIBLE IMPROVEMENTS

- General Maintenance
- Interior Improvements **Exceptions will be granted for projects that have the ability to generate significant tax increment*
- Parking Lot Construction or Repair
- Roof Repairs
- Landscaping
- Property acquisition
- Any improvements completed prior to receiving grant approval

APPLICATION SUBMITTAL AND REVIEW PROCESS

- a. Applications are distributed and collected by the CDA.
- b. Prior to submission, applicants must receive project approval by the Building Inspector.
- c. Prior to submission, applicants must obtain Cost Estimates*, Property Photos, a Project Plan drawn to ¼" scale, and Paint/Material Samples. **Program funds come from local tax revenues to support local projects. Although not required, it is appreciated if applicants consider obtaining bids from local contractors in preparing their application.*
- d. Completed applications are reviewed on an as needed basis by the CDA, which has discretion over the program. Applicants must attend the scheduled CDA meeting.
- e. Notification of approval/denial will be provided to the applicant by the CDA within 7 days of the scheduled CDA meeting. Note that the project must be approved prior to any of the work taking place.
- f. Changes to an approved project must be reviewed and approved by the City Administrator. Additional approval by the CDA may be deemed necessary. Failure to obtain approval may result in reduction of award amount or grant forfeiture.

PROJECT COMPLETION AND REIMBURSEMENT

- a. Upon project completion, grantee must submit copies of paid invoices to CDA for reimbursement.
- b. Only approved eligible expenses will be considered for reimbursement.
- c. The Grant award amount is not a guaranteed payment amount. Final grant payout is based on project costs reflected in actual paid invoices submitted for reimbursement.
- d. Payout will not exceed the maximum grant amount approved by the CDA. If total project costs are less than estimated, the grant reimbursement will be pro-rated in accordance with grant guidelines.
- e. Projects must be completed within 6 months of grant approval unless otherwise approved by the CDA.
- f. Projects not completed by the deadline will be considered closed due to incompleteness and grant will be forfeited.
- g. Once grant payout is made, the application will be considered closed and no additional expenses will be allowable.

Waupun Community Development Authority
Downtown Revitalization Grant Application

Applicant Name: Jeni Maly
Applicant Address: 120 Carrington Street, Waupun WI 53963
Phone: 920-948-6921 Fax: NA Email: malyjjo7@gmail.com
Name of Business/Property: Imagine That! Art Studio LLC
Property Address: 409 E. Main Street, Waupun WI 53963
Property Use: Art Studio - classes, camps, workshops,
Special events, gallery, splatter studio

For Tenants:

The CDA requires you to work with your landlord to obtain project approval indicated by signature below. If you are the owner of the building, you can leave this section blank.

Property Owner Name: Jonathan Leonard
Phone: 920-296-3598 Email: JONATHAN.LEONARD@THRIVEIT.com
Property Owner Address: 407 E. Main St Waupun, WI 53967
Property Owner Signature: [Signature] Date: 6/22/22
Expiration Date of Current Lease Agreement: 5/31/2024 Owner Initials: JL

Project Summary: (Provide a brief project summary) (See Attachments)

Lighting, Door removal, trim, drywall, signage,
plumbing/sink, electric/kiln, flooring and
painting.

Estimated Start Date: Asap Estimated Completion Date: August 1st 2022

City Building Inspector Approval: [Signature] Date: 7/6/22

Required Attachments:

- Cost Estimates
- Project plan(s) drawn to 1/4-inch scale, if applicable
- Current photo(s) of property
- Paint color(s) or material sample(s), if applicable

Project Budget:

Projects located in the Business Improvement District: (CDA will consider non-BID covered expenses only)

Did you apply for BID's Façade Improvement Grant? Yes No

If yes, BID Meeting Date: 7/13/22 BID Grant Awarded: \$ _____

Total Estimated Cost of Application: \$ _____

Total CDA Grant Request: \$ _____ (50% of non-BID covered expenses)

Release of Information:

I hereby authorize the Waupun Community Development Authority (CDA) permission to share all application materials with CDA members who will be reviewing my application. I acknowledge that information provided to the CDA 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 CDA meeting in which this request will be reviewed and that the City of Waupun will notify me of that meeting.

Applicant Name (print): Jenmae Maly

Applicant Signature: Jenmae Maly

Date: 6/28/22

Submit application and attachments to:
Waupun Community Development Authority - City of Waupun
201 E. Main Street, Waupun WI 53963
Kathy@cityofwaupun.org

City Staff Use Only:

Date application received: _____

Application reviewed for completeness by _____ (initials). Date: _____

Property reviewed for delinquency by _____ (initials). Date: _____

Applicant notified of scheduled CDA meeting by _____ (initials). Date: _____



CITY OF
WAUPUN
201 East Main Street
Waupun, Wisconsin 53963

**Waupun Community Development Authority
Downtown Revitalization Grant Application**

For Tenants:

The CDA requires you to work with your landlord to obtain project approval indicated by signature below. If you are the owner of the building, you can leave this section blank.

Property Owner Name: Jonathan Leonard

Phone: 920-290-3596 Email: JONATHAN.LEONARD@THURSDAY.COM

Property Owner Address 407 E Main St

Property Owner Signature: [Signature] Date 6/22/22

Expiration Date of Current Lease Agreement: 5/31/22 Owner Initials JL

Imagine That! Art Studio		7/7/2022				
BID/CDA Applications for signage at 409 E Main Street, Waupun						
		Amount	BID Eligible	BID Coverage (50%)	CDA Eligible	CDA Coverage (50%)
Signage:						
	Outdoor Sign (Front)	\$ 500.00				
	Outdoor Sign (Back)	\$ 20.00				
	Storefront Vinyl	\$ 300.00				
	Blade Sign	\$ 500.00				
	Installation	\$ 250.00				
	Subtotal	\$ 1,570.00	\$ 1,570	\$ 785	\$ 785	\$ 392.50



Imagine That Outdoor Sign

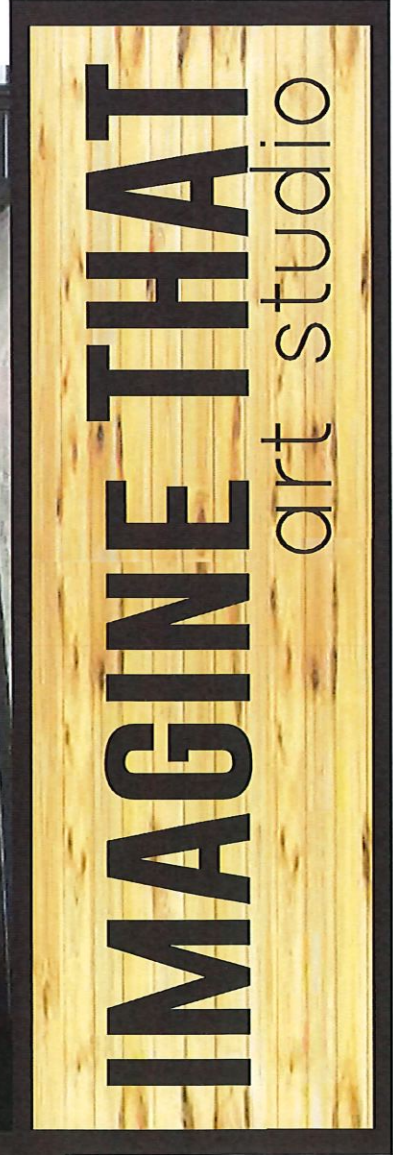
Graphic output on 3M Vinyl

Laminated then applied to 3mm ACM substrate.

Overall Size: 113"W x 37"H

Cost: \$500.00

Installation done by WIC.



Exterior back door sign

Digital print on 3M material/laminated for outdoor use applied to 6mm black PVC

Install to right of back door- drill into vinyl siding

Quantity: 1

Size: 4"W x 30"H

Cost: \$19.40

Installation done by WIC

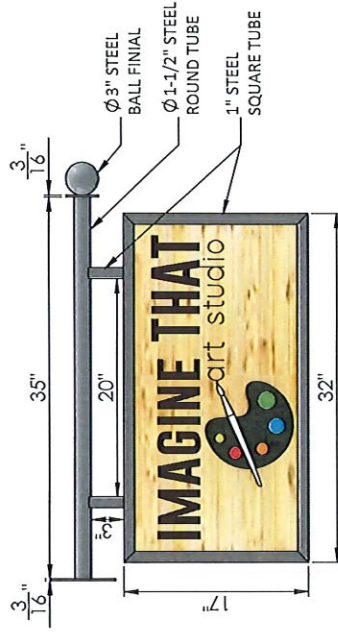
Store Front Vinyl Window Design

Graphic output on 3M Vinyl

Graphics TBD

Cost: \$200.00- \$300.00

Installation done by WIC



Outdoor Pedestrian Sign

PVC backer with laminated digital print

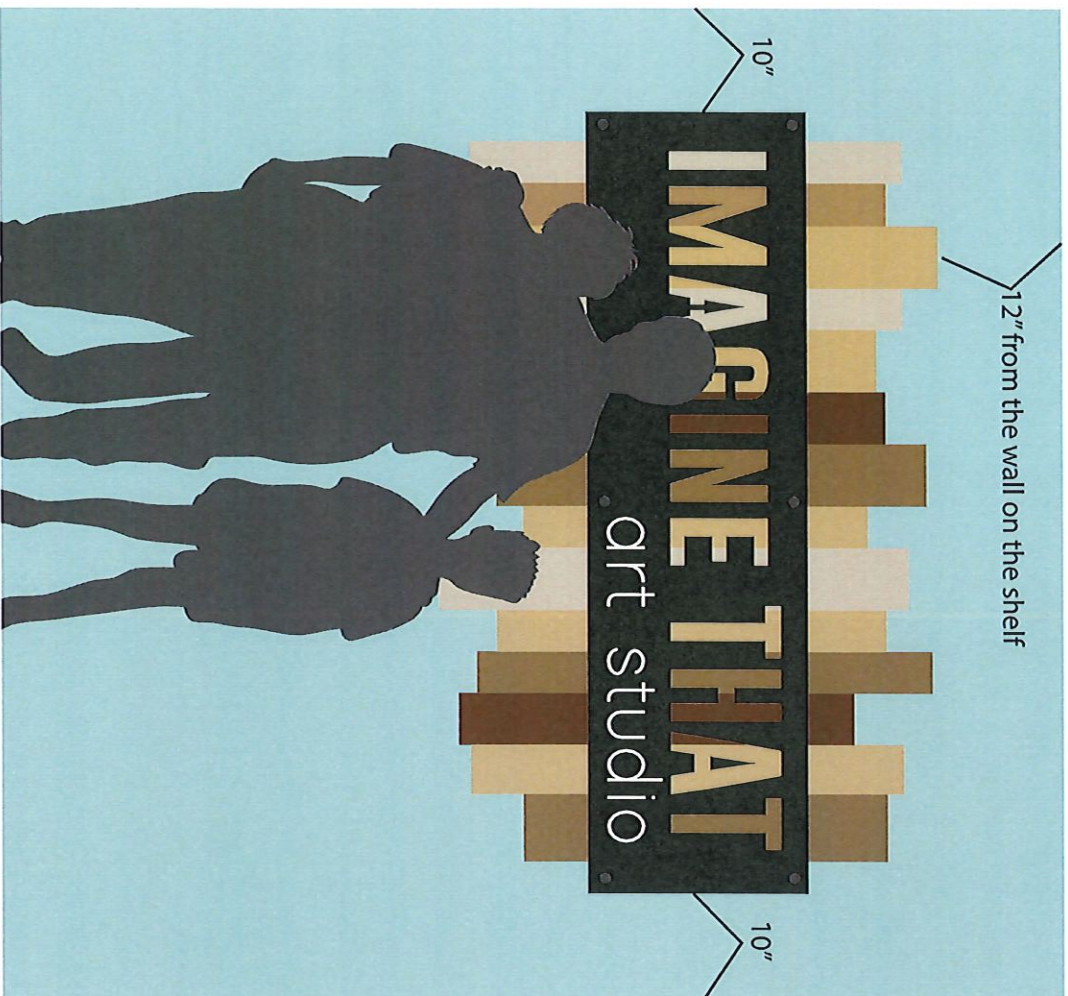
Quantity: 1

Cost: \$485.00

Installation done by WIC

Installation Charge for Outdoor Signage: \$250.00

ART STUDIO



This shows a scaled version of your wall. The tallest person is 6' tall. I added a color to the wall so that it would separate itself from the gallery walls. Just an idea.

Instagram Wall Sign

Multi-layered sign - wood backer/metal business logo

Bottom Layer

Various types of wood - 3/4" T
 Width of wood varies - 4"W, 5"W, 6"W
 Length of wood vary from 31"H to 48"H

Top Layer

76"W x 22"H Metal Sign
 31.36"W x 5.35"H White vinyl lettering

Hardware

6 - Black Stand-offs

Overall Size: 75.35"W x 48.27"H

Cost: \$525.00

Installation done by WIC





Interior Metal Sign for register

14g Metal cutout sign - powder coated black

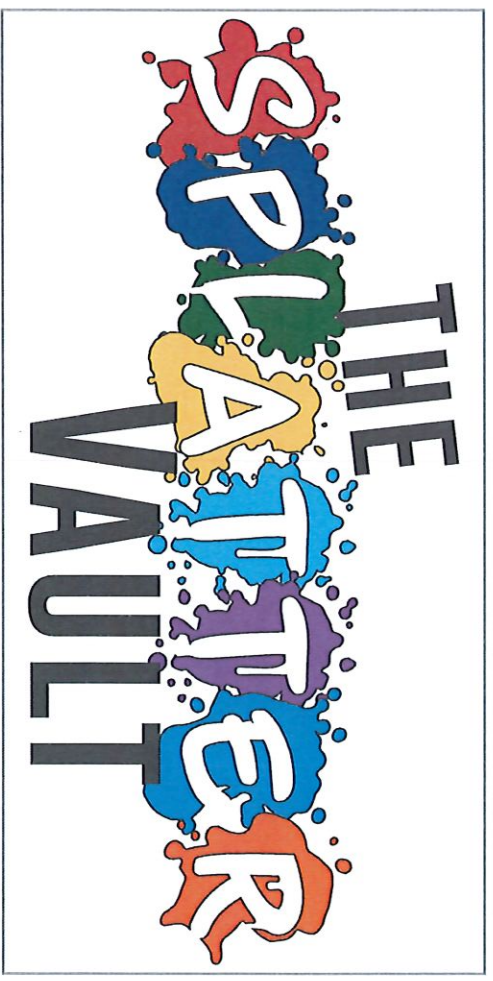
3-4 Black Stand-offs

Quantity: 1

Size: 27"W x 23"H

Cost: \$105.00

Installation done by WIC



The Splatter Vault Signage

6mm white PVC backer with laminate digital print

Quantity: 1

Size: 24"W x 12"H

Cost: \$24.50

Installation done by WIC

Installation Charge for Indoor Signage: \$100.00



AGENDA SUMMARY SHEET

MEETING DATE: July 19, 2022

TITLE: Roger Brooks Secret Shopping Assessment

AGENDA SECTION: DISCUSSION

PRESENTER: Kathy Schlieve, Administrator

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
High Performance Government	2023 Budget Preparation	

ISSUE SUMMARY

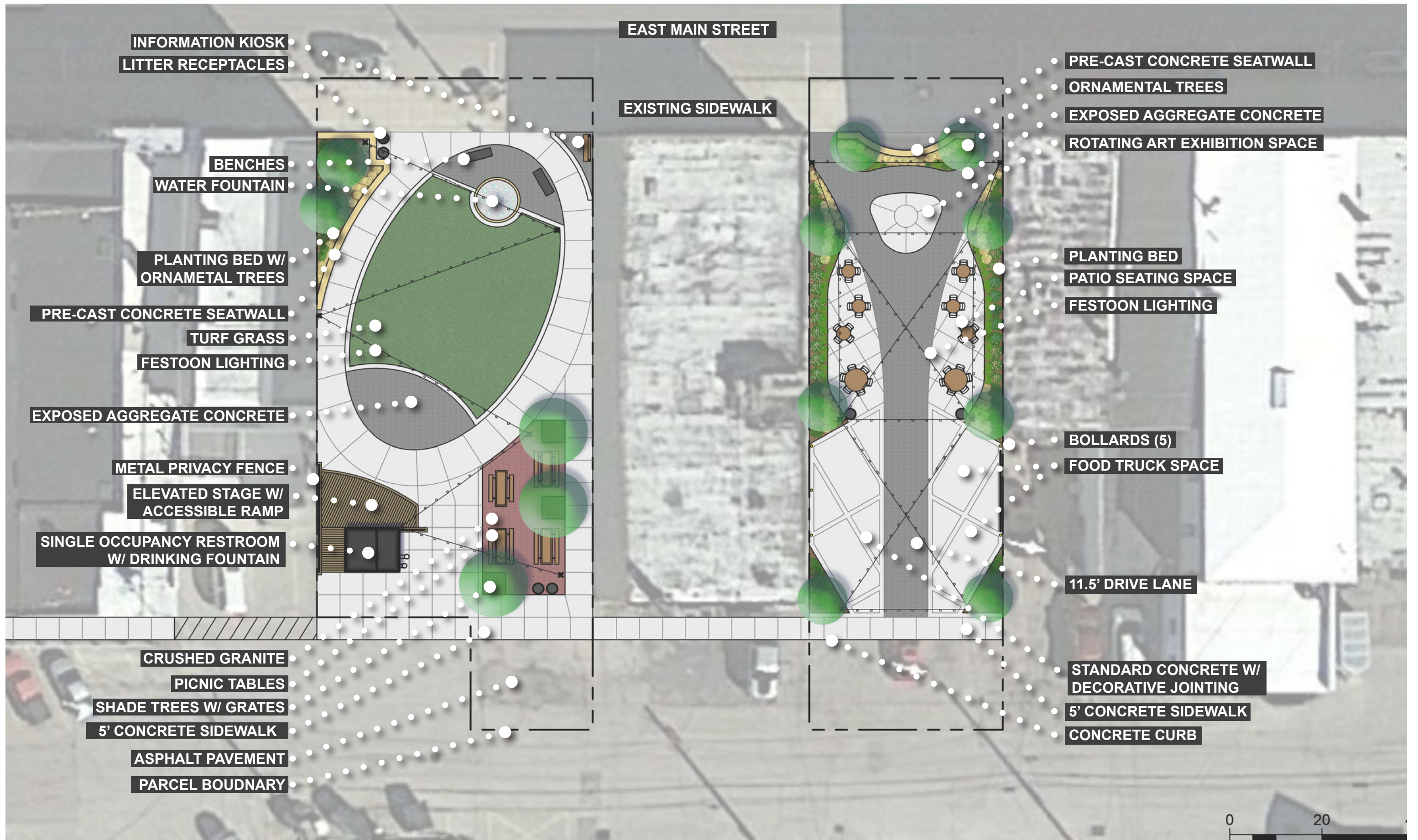
In May, Roger Brooks, an International Tourism Consultant, secret shopped Waupun and Fond du Lac County. This was sponsored by Destination Lake Winnebago Region (DLWR), our tourism entity. Brooks provided a presentation of his findings. A recording of that presentation can be found at the link below. Community-wide, a conversation has started related to what to do with the information provided to improve our community's opportunities around destination marketing and tourism. Much of what is included in this video applies to the downtown and this group should examine its work plans related to making needed improvements over the remaining life of the TID (expenditure ending in 2027).

Roger Brooks Recording: <https://www.youtube.com/watch?v=c-t3HXL9YAs>

STAFF RECCOMENDATION:

ATTACHMENTS:

RECCOMENDED MOTION:



INFORMATION KIOSK
LITTER RECEPTACLES

BENCHES
WATER FOUNTAIN

PLANTING BED W/
ORNAMENTAL TREES

PRE-CAST CONCRETE SEATWALL
TURF GRASS

FESTOON LIGHTING

EXPOSED AGGREGATE CONCRETE

METAL PRIVACY FENCE

ELEVATED STAGE W/
ACCESSIBLE RAMP

SINGLE OCCUPANCY RESTROOM
W/ DRINKING FOUNTAIN

CRUSHED GRANITE

PICNIC TABLES

SHADE TREES W/ GRATES

5' CONCRETE SIDEWALK

ASPHALT PAVEMENT

PARCEL BOUNDARY

EAST MAIN STREET

EXISTING SIDEWALK

PRE-CAST CONCRETE SEATWALL
ORNAMENTAL TREES
EXPOSED AGGREGATE CONCRETE
ROTATING ART EXHIBITION SPACE

PLANTING BED
PATIO SEATING SPACE
FESTOON LIGHTING

BOLLARDS (5)
FOOD TRUCK SPACE

11.5' DRIVE LANE

STANDARD CONCRETE W/
DECORATIVE JOINTING
5' CONCRETE SIDEWALK
CONCRETE CURB





Does your downtown or business corridor need a boost?

Are there design ideas or improvements you want to pursue?

Are your businesses still suffering from the impacts of COVID-19?

2022 Technical Assistance Program

In partnership with East Central Wisconsin Regional Planning Commission (ECWRPC), one of Wisconsin's leading planning firms can provide you with personalized, one-on-one technical assistance through a grant funded by the US Economic Development Administration. Our professionals can assist you by providing your community with a personally designed one day workshop to address your community's needs. We will bring design, marketing, and planning experts to your community at no cost to you (a workshop like this would typically cost more than \$8,000). With your help, we will plan fun and interactive visioning lessons, generate drawings and ideas, and then present them to your stakeholders.

Recipients of technical assistance will be chosen based on: need, project potential, ability to organize, geography, inclusion, economic benefit & the ability to pay it forward.



Click **HERE** or scan the QR code for a short video describing what you could receive.



Apply by Monday, August 1st, by filling out the simple set of questions [HERE](#).