



**A G E N D A**  
**CITY OF WAUPUN COMMUNITY DEVELOPMENT**  
**AUTHORITY MEETING**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Tuesday, May 18, 2021 at 8:00 AM**

**In-Person & Teleconference**

Join Zoom Meeting

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

Meeting ID: 828 2126 3214

Passcode: 408177

-or-

Dial by your location

(312 )626-6799

Meeting ID: 828 2126 3214

Passcode: 408177

**CALL TO ORDER**

**ROLL CALL**

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

**FUTURE MEETINGS AND GATHERING INVOLVING THE COMMUNITY DEVELOPMENT AUTHORITY**

**CONSIDERATION - ACTION**

1. Approval of Agenda/Motion to Deviate
2. Recognition of Mayoral Appointment of Members to the Community Development Authority
3. Nominations and Appointment of Vice-Chair of the Community Development Authority
4. Selection of Day of Month and Time of Community Development Authority Meetings
- [5.](#) Approval of April 20, 2021 Community Development Authority Minutes
6. Approval of April 20, 2021 Community Development Meeting Closed Session Minutes
- [7.](#) Approval of April 2021 Financial Statement

**DOWNTOWN REVITALIZATION GRANT REQUEST**

- [8.](#) Maria Ruissen - The Clothing Pallet (18 N. Madison St.)

**DISCUSSION ITEMS**

9. Administrator Report

**ADVANCED PLANNING**

10. Possible Agenda Items
11. Date of Next Scheduled Meeting - June 15, 2021

**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.*



**A G E N D A**  
**CITY OF WAUPUN COMMUNITY DEVELOPMENT**  
**AUTHORITY MEETING**  
**Zoom**  
**Tuesday, April 20 2021 at 8:00 AM**

Committee Members Present:

Gary DeJager  
Derek Drews  
Julie Nickel  
Sue VandeBerg  
Jill Vanderkin  
Nancy Vanderkin (left at 9:00 a.m.)

Committee Members Absent:

Cassandra VerHage

Staff Present:

Kathy Schlieve ..... Administrator  
Sarah Van Buren ..... Community & Economic Development Coordinator  
Dan VandeZande ..... City Attorney

Other:

Daniel Links ..... Links Martial Arts  
Tammylin Links ..... Links Martial Arts  
Tom Kulczewski ..... Real Sportscards  
Ashley VandeKolk ..... The Parlor Hair Boutique

**CALL TO ORDER**

Mayor Julie Nickel called the virtual and teleconference meeting of the Community Development Authority to order at 8:02 a.m.

**ROLL CALL**

Roll call and quorum determine.

**PERSONS WISHING TO ADDRESS THE COMMUNITY DEVELOPMENT AUTHORITY**

None.

**CONSIDERATION - ACTION**

**1. Approval of Agenda/Motion to Deviate**

A motion to approve the agenda was made by Ms. J. Vanderkin and seconded by Mr. DeJager, passing unanimously.

**2. Approval of March 16, 2021 Community Development Authority Minutes**

A motion to approve the March 16, 2021 Community Development Authority Minutes was made by Ms. VandeBerg and seconded by Ms. N. Vanderkin, passing unanimously.

**3. Approval of March 16, 2021 Community Development Authority Closed Session Minutes**

A motion to approved the March 16, 2021 Community Development Authority Closed Session Minutes, was made by Ms. J. Vanderkin and seconded by Ms. N. Vanderkin, passing unanimously.

**4. Approval of March 2021 Financial Statement**

A motion to approve the March 2021 Financial Statement was made by Mr. DeJager and seconded by Ms. J. Vanderkin, passing unanimously.

**5. Design for Rear Façade Improvements – c.verhage.photo (426 E. Main St.)**

The last sentence of Chapter 25.03(5)(b) states, "Plans for substantial remodeling of building facades shall be approved by the Community Development Authority prior to construction". Upon consultation with the City's

Building Inspector, this item is being brought to the CDA for approval since the language is unclear as to if this is applicable to rear facades.

A motion to approve the proposed design for the rear façade was made by Mr. DeJager and seconded by Ms. J. Vanderkin, passing unanimously.

#### **DOWNTOWN SMALL BUSINESS COVID-19 TECHNOLOGY GRANT REQUESTS**

**6. Links Martial Arts - Daniel Link (315 E. Main Street)**

Daniel Links, Links Martial Arts, submitted a Downtown Small Business COVID-19 Technology Grant application for the business located at 315 E. Main Street, to upgrade the business website, include Google Meet option to students, include an on-line purchasing of merchandise their website, and include sanitation stations. The total project cost is \$1,527.22

A motion to approve up to 75% of the eligible project costs, not to exceed, \$1,145.41 was made by Mr. DeJager and seconded by Ms. N. Vanderkin, passing unanimously.

#### **DOWNTOWN REVITALIZATION GRANT REQUESTS**

**7. ABB+J Investments Property, LLC - Jeff Collien (312 E. Main Street)**

Jeff Collien, ABB+J Investments Property, LLC., submitted a Downtown Revitalization Grant application for the property located at 312 E. Main Street, to remove and installed new windows and doors, as well as finish the siding with stone and mortar. The total project cost is \$19,900.

A motion to approve up to 50% of the eligible project costs, not to exceed, \$9,550 was made by Mr. DeJager and seconded by Ms. J. Vanderkin, passing unanimously.

#### **DOWNTOWN TARGETED REINVESTMENT GRANT REQUESTS**

**8. ABB+J Investments Property, LLC - Jeff Collien (312 E. Main Street)**

Jeff Collien, ABB+J Investments Property, LLC., submitted a Downtown Targeted Reinvestment Grant application for the property located at 312 E. Main Street, to renovate the second floor apartments and to renovate the first floor to allow for the expansion of Wind & Unwind. The total project cost is \$85,750.

**9. Real Sportcards - Tom Kulczewski (324 E. Main Street)**

Tom Kulczewski, Real Sportcards, submitted a Downtown Targeted Reinvestment Grant application for the property located at 324 E. Main Street, to turn the second floor into an e-commerce workspace, create employee workstations, three offices, a lounge, a bathroom, and a conference room. The total project cost is \$301,871.

**10. The Parlor Hair Boutique – Ashley VandeKolk (8 W. Main Street)**

Ashley VandeKolk, The Parlor Hair Boutique, submitted a Downtown Targeted Reinvestment Grant application for the property located at 8 W. Main Street, to expand the space to add three salon chairs allowing the business to grow. The total project cost is \$20,499.65.

#### **ADJOURN TO CLOSED SESSION**

A motion was made by Ms. N. Vanderkin and seconded by Ms. J. Vanderkin to adjourn into closed session under Section 19.85 (1) of the WI Statutes for:

(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

**11. Rock Shop**

**12. Determination on Downtown Targeted Reinvestment Grant Requests**

#### **RECONVENE TO OPEN SESSION**

A motion was made by Ms. N. Vanderkin and seconded by Mr. DeJager to reconvene in open session under Section 19.85(2) of the WI Statutes.

#### **ACTION FROM CLOSED SESSION**

A motion to approve to the Targeted Reinvestment Grant request from ABB+J Investments Property, LLC for \$15,000 was made by Ms. VandeBerg and seconded by Ms. J. Vanderkin, passing unanimously.

A motion to approve the Targeted Reinvestment Grant request for Real Sportscards for \$20,000 was made by Mr. DeJager and seconded by Ms. Vanderkin, passing unanimously.

A motion to approve the Targeted Reinvestment Grant request for The Parlor Hair Boutique for \$10, 249.83 was made by Ms. N. Vanderkin and seconded by Mr. DeJager. The motion passed 5-0 with an abstention from Ms. J. Vanderkin.

### **DISCUSSION ITEMS**

#### **13. Administrator Update**

- Staff has been very busy with potential economic development opportunities.
- The City is experiencing a housing shortage.
- Continue to work with WEDC and local partners about incentive packages for development opportunities (both current and new facilities).
- Workforce continues to be an issue for many of our employers.
- Construction on Hwy 68 begins the last week of April. The project on South Madison has been delayed until 2022 due to a WisDot process failure. Bridge work on North Madison will take about a month to complete.
- An RFP for 520 McKinley Street will be issued soon.
- The construction of multifamily units at the former Washington School site will start this summer with and anticipated April 2022 opening. Once completed, this development will bring an additional 28 units to the City.

### **ADVANCED PLANNING**

#### **14. Possible Future Agenda Items**

- Budget Amendment
- Grant Requests, if necessary
- Transportation Utility Update

#### **15. Date of Next Scheduled Meeting – May 18, 2021**

The date of the May meeting may be rescheduled to an earlier date to accommodate the closing of the Rock Shop that is scheduled for May 15, 2021.

### **ADJOURNMENT**

A motion to adjourn was made by Ms. J. Vanderkin and seconded by Ms. VandeBerg, passing unanimously. The meeting adjourned at 9:08 a.m.



**Community Development Authority Financial Statement**  
**For the Month Ending: 4/30/2021**

**BUDGET**

<b>Budget Category</b>	<b>2021 Budget</b>	<b>YTD Expense*</b>	<b>Budget Balance</b>
Grants	\$100,000	\$55,945	<b>\$44,055</b>
Market Analysis	\$20,000		<b>\$20,000</b>
Streetscape	\$15,000		<b>\$15,000</b>
Wages	\$11,049	\$1,520	<b>\$9,529</b>
Audit	\$1,200	\$500	<b>\$700</b>
Interest	\$12,000		<b>\$12,000</b>
TID Analysis	\$3,000		<b>\$3,000</b>
Repayment of funds advanced by City	\$9,561		<b>\$9,561</b>
subtotal	\$171,810	\$57,966	<b>\$113,844</b>
Cash Reserve (prior year unspent budget)	\$18,000	\$17,985	<b>\$15</b>
Total	\$189,810	\$75,951	<b>\$113,859</b>

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

**GRANT EXPENSE DETAILS**

<b>Mtg Date</b>	<b>Applicant</b>	<b>Expiration</b>	<b>Date Paid</b>	<b>Grant Amount</b>
<u>Technology Grants</u>				
4/20/2021	Links Martial Arts	10/20/2021		\$1,145.41
<u>Revitalization Grants</u>				
4/20/2021	ABB+J Inv. Prop./Jeff Collien	10/20/2021		\$9,550.00
<u>Targeted Investment Grant Requests</u>				
4/20/2021	ABB+J Inv. Prop./Jeff Collien	10/20/2021		\$15,000.00
4/20/2021	Real Sportscards - T. Kulczewski	10/20/2021		\$20,000.00
4/20/2021	The Parlor Hair Boutique	10/20/2021		\$10,249.83
Year-to-Date Approved Grants				<b>\$55,945.24</b>

**NON-GRANT EXPENSE DETAILS**

<b>Date Paid</b>	<b>Payment Description</b>	<b>Vendor Name</b>	<b>Amount</b>
1/31/2021	Benches & Trash Receptacles/downtown	Lee Recreation	\$17,835.00
1/31/2021	Wages		\$218.03
2/28/2021	Wages		\$328.45
3/31/2021	Wages		\$400.50
3/31/2021	2020 audit fees	Baker Tilly	\$419.83
3/31/2021	Annual TID Certification Fee	WI DOR	\$150.00
4/30/2021	Wages		\$573.34
4/30/2021	2020 audit fees	Baker Tilly	\$80.16
Year-to-Date Non-Grant Expenses			<b>\$20,005.31</b>
Total YTD Expenses			<b>\$75,950.55</b>

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

Applicant Name: Maria Ruissen  
Applicant Address: W11301 Amity Rd  
Phone: 920-948-0309 Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
Name of Business/Property: The Clothing Pallet  
Property Address: 18 N. Madison St  
Property Use: retail

**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: Maria Ruissen & Andrea Oosterhouse  
Phone: 920-948-0309 Email: theclothingpallet18@gmail.com  
Property Owner Address W11301 Amity Rd  
Property Owner Signature: Maria Ruissen Date April 26, 2021  
Expiration Date of Current Lease Agreement: \_\_\_\_\_ Owner Initials \_\_\_\_\_

**Project Summary:** (Provide a brief project summary)

<u>exterior paint</u>	<u>\$ 3,805</u>
<u>new windows</u>	<u>\$ 4,633.56</u>
<u>out door lights installed</u>	<u>\$ 2500</u>
<u>new sign</u>	<u>\$550.00</u>

Estimated Start Date: May 2021 Estimated Completion Date: August 2021

City Building Inspector Approval: Susan Henry Date: 4/30/2021

**Required Attachments:**

- ☒ Cost Estimates  
☒ Current photo(s) of property

- ☒ Project plan(s) drawn to 1/4-inch scale, if applicable  
☒ Paint color(s) or material sample(s), if applicable

**Project Budget:**

Total Estimated Cost of Application: \$ ~~10,938~~ 11,488.54

Total CDA Grant Request: \$ ~~5,000~~ 4,744.28 (50% of eligible expenses) BID Facade Grant 5/12/21 \$2000.00  
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): Maria Ruissen

Applicant Signature: Maria Ruissen Date: 4-26-21

**Submit application and attachments to:**

Waupun Community Development Authority - City of Waupun  
201 E. Main Street, Waupun WI 53963  
sarah@cityofwaupun.org

**City Staff Use Only:**

Date application received: 4/28/21

Application reviewed for completeness by SV (initials). Date: 4/30/21

Property reviewed for delinquency by SV (initials). Date: 4/30/21

Applicant notified of scheduled CDA meeting by SV (initials). Date: 5/12/21



# Proposal

## C. Braaksma Electric inc.

259 N. Watertown St.

Waupun, WI 53963

Office phone: 920-324-9403 Cell Phone: 920-319-1614

PROPOSAL SUBMITTED TO		PHONE	PROPOSAL DATE
CLOTHING PALLET		920-948-0309	3/22/2021
STREET		JOB NAME	
18 N. MADISON ST.		LED LIGHTING	
CITY, STATE, ZIP CODE		JOB LOCATION	
WAUPUN, WI 53963		18 N. MADISON ST. WAUPUN, WI	
ARCHITECT	DATE OF PLANS	MISCELLANEOUS	
		theclothingpallet@gmail.com	

We hereby submit specifications and estimates for:

### Description

ALL LABOR AND MATERIALS FOR THE FOLLOWING ELECTRICAL WORK:

#### INSTALLATION OF NEW LED LIGHTING

##### A) NEW LIGHTING IN STORE

- 1) remove and dispose of existing fixtures
- 2) install 18-Lithonia 4000lumen 4k 2'x4' LED lay-in flat panel fixtures
- 3) install needed wiring to connect them together from existing wiring

(ESTIMATED COST: \$2750.00)

(Focus on Energy rebate to customer: \$225.00 plus waupun public utility match)

##### \* B) NEW SIGN LIGHTING

- 1) install wiring and conduit for 3 new sign lights
- 2) install and provide 3-RAB GN2LED26NRACB LED GOOSENECK FIXTURES (SPEC SHEET ATTACHED)

(ESTIMATED TOTAL PROJECT COST: \$2500.00)

(FIXTURE COST INCLUDED ABOVE: \$1200.00)

We Propose hereby to furnish material and labor-complete in accordance with above specifications for the sum of:  
TOTAL OF COSTS PER PROJECT A OR B CHOSEN ADDED TOGETHER

#### PAYMENTS TO BE MADE AS FOLLOWS: within 30 days of invoice date

All material is guaranteed to be as specified. All work to be complete in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra work will become an extra charge over and above this proposal. It is mutually agreed that the contractor shall not be held responsible or liable for any loss or delay caused by fire, strikes, civil or military authority, or by insurrection, or by any other issues beyond his control. Owner to carry fire, tornado, and any other necessary insurance.

Authorized Signature By:   
For CB Electric

**Note: This proposal may be withdrawn if not accepted within 30 days**

#### ACCEPTANCE OF PROPOSAL

The above prices, specifications, and conditions are satisfactory and are hereby accepted. We understand that a 1.5% per month service charge will be added to all past due accounts. You are authorized to do the work specified. Payment will be made as outlined above.

Date \_\_\_\_\_

Signature \_\_\_\_\_



# Beaver Dam Paint & Glass Co.

"ANYTHING IN GLASS"

PICTURE FRAMING • GLASS • WINDOW TREATMENTS • WALLPAPER • MIRRORS  
 Didl (920) 885-4064 112 South Center Street Beaver Dam, Wisconsin 53916  
 TERMS: 30 Days Net

Customer's  
 Order No.

Date March 31, 2021

The Clothing Outlet  
18 Nord Main St.  
Hampden WI

SOLD BY	MOUSE SOLD	CASH	CHARGE	C.O.D.	MOUSE RETD.	CASH	CHARGE	REC'D ON ACCT.	MISC.	P.D. OUT

QUAN.	STACK NUMBER	DESCRIPTION	PRICE	AMOUNT
1		Estimate Commercial Order		
2		Brongl' Mates window assembly		
3		w/ 4 windows approx 1/4"		
4		cheap plate glass	\$3,132.00	
5		Gabon 2 mm 8 hrs		
6		1 mm 4 hrs	1,060.00	
7		materials & disposal of old		
8		windows	200.00	
9			4,392.00	
10				
11				
12				
13				
14				
15				

4,633.56

Received By	Tax	241.56
	TOTAL \$	4,875.12

0003633

In case of claims or returned goods, please present this bill.

Tyler Koepsell Painting  
10 Chapman Pl  
Waupun WI 53963

# PROPOSAL AND ACCEPTANCE

PROPOSAL SUBMITTED TO <u>The Clothing Pallet</u>		PHONE	DATE <u>April 7 2021</u>
STREET <u>18 N Madison St Waupun WI 53963</u>		JOB NAME	
CITY, STATE AND ZIP CODE		JOB LOCATION	
ARCHITECT	DATE OF PLANS	JOB PHONE	

We hereby submit specifications and estimates for:

Paint cinder block on sides and rear of building, also service door and garage door same color.

Prime/ Paint aluminum framework around large windows and door on front of building.

Prime/ Paint all brick on front and sides of building.

All masking, Primer, Paint and/or other materials will be provided by Tyler Koepsell Painting

We Propose hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

Three Thousand Eight hundred and Five <sup>00/100</sup> dollars (\$ 3805.<sup>00</sup> )

Payment to be made as follows:

Full payment at completion of Job

All material is guaranteed to be as specified. All work to be completed in a workman-like manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized  
Signature

*Tyler Koepsell*

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. Payment will be made as outlined above.

Signature \_\_\_\_\_

Date of Acceptance \_\_\_\_\_

Signature \_\_\_\_\_

# Beaver Dam Paint & Glass Co.

"ANYTHING IN GLASS"

PICTURE FRAMING • GLASS • WINDOW TREATMENTS • WALLPAPER • MIRRORS  
 Dial (920) 885-4064 112 South Center Street Beaver Dam, Wisconsin 53916  
 TERMS: 30 Days Net

Customer's Order No. SP-2083 Date March 31, 2021

She Clothing Outlet  
18 North Main St.

Hampton WI

SOLD BY	MOSE SOLD		MOSE RET'D		REC'D ON		MISC.		PD. OUT
	CASH	CHARGE	C.O.D.	CHARGE	ACCT.	NOTE			

QUAN.	STOCK NUMBER	DESCRIPTION	PRICE	AMOUNT
1		Estimate Commercial Glass		
2		Brong Metals window assembly		
3		w/4 windows assembled 1/2 "O		
4		clear plate glass	\$3,132.00	
5		Gabor 2mm glass		
6		1mm 4 in	1,060.00	
7		materials & labor of old		
8		windows	200.00	
9			4,392.00	
10				
11				
12				
13				
14				
15				

4,633.56

Received By		Tax	241.56
In case of claims or returned goods, please present this bill.		TOTAL \$	4,875.12

0003633



Front of sign

**The Clothing Pallet Outdoor Sign**

Overall Size: 144"W x 24" H

Materials: 7/8" x 8"W x 144"L wood(supplied by customer)

1" Angle Iron frame - primed and painted

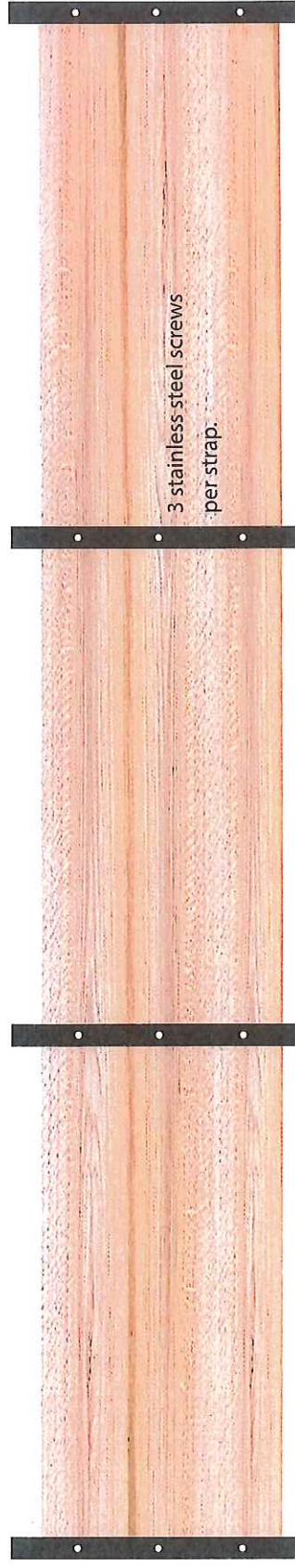
8"H Metal lettering - 11 gauge primed and painted

black carriage bolts will be used to apply the lettering to the wood.

2"W x 27"L 11g metal straps  
To be used to anchor sign to brick  
without having to drill through frame

Production Time: 2 weeks

Cost: \$550.00



Back of sign

3 stainless steel screws  
per strap.

Metal straps will be used  
to hold the wood  
together and aide in the  
installation of the sign



**Zurich White – SW 7626**  
Fascia, Soffits, Trim, Gutters, Downspout, Porch Ceilings





