



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

Virtual Link: <https://us02web.zoom.us/j/81804592373?pwd=EqLKTCOb0Y3KDbGq5ZAQ20BbUIkOK1>.

Meeting ID: 818 0459 2373

Passcode: 591040

CALL TO ORDER

ROLL CALL

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

No Public Participation after this point.

FUTURE MEETINGS AND GATHERING INVOLVING THE COMMUNITY DEVELOPMENT AUTHORITY

1. Next Regularly Scheduled CDA Meeting is February 17, 2026 at 7:45 am

CONSENT AGENDA

2. Minutes from November 18, 2025 CDA Meeting
3. Revised CDA Financials for October 2025
4. November 2025 CDA Financials
5. December 2025 CDA Financials

CONSIDERATION - ACTION

6. Application for 116 E Main St (Werner Harmsen)
7. Application for 301 E Main St (Chic Tique Girls)

CONSIDERATION - ACTION

8. Administrator Updates

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.



The meeting is called to order at 7:45 am by Chairperson, Mayor Rohn Bishop.

Roll call was taken. Members present include: Mayor Rohn Bishop; Derek Drews (onlin); Steve Daute (online); Gary DeJager, Cassandra Verhage (online), Sue Vandeberg, Bobbi Jo Kunz. Also present, Administrator Schlieve, and Assistant Administrator Langenfeld.

No one is present for public comment.

Motion DeJager, second Kunz to approve the Minutes from the October 21, 2025 CDA meeting. Carried unanimously.

Motion Kunz, second VerHage to approve the October 2025 CDA Financial Report. Carried unanimously.

Administrator Schlieve reviews the 2026 Façade Improvement application, noting that there are no significant changes to the application. Motion DeJager, second Kunz to approve the application as presented. Carried unanimously.

Administrator Schlieve discusses the future of TID 3. The expenditure period for the program, which funds CDA activity ends June 1, 2027. There are a number of priorities that the TID is obligated to financial support, including existing debt payments, support for the WRNC match, the northside alley project and associated incentives for property owners. That leaves approximately \$50K to \$60K of funds remaining for the existing grant program. To continue the work of the CDA, Schlieve recommends the creation of a Revolving Loan Fund, citing the WRNC model as a model that is working to support business startup and expansion. Schlieve reviews financials and indicates that roughly \$250K of funds could be set aside for the creation of such a fund. After discussion, the grant determines that CDA goals should establish the \$250K RLF as outlined and that the final year of grants for the CDA should be 2026. Mayor Bishop emphasizes that he wishes to support some placemaking activity in 2026 as part of the grant process. Motion DeJager, second Kunz to finalize the CDA budget with following key priorities: 1) Debt service, 2) North side alley reconstruction and incentives; 3) grants for 2026; 4) WRNC support; 5) Establish an RLF in the amount of \$250,000. Carries unanimously.

Administrator Schlieve provides an update. A meeting with property and business owners along the north side of 300 and 400 E Main on the alley reconstruction project is complete. Schlieve notes that input from the property owners is needed by December 1 on their private improvement decisions. The WRNC continues to offer revolving loan funds through 2026. A significant amount of work has been done with a group of business owners on the Main Street Cohort project. The group has been working to establish a sustainable organizational structure and has a draft of bylaws. Schlieve notes that if implemented, the structure could have impacts on how the BID functions. Schlieve reminds the group that WEDC will be in Waupun on January 6th as part of the project, and that members are asked to attend parts of that session. A full agenda is forthcoming by early December. The annual Main Street awards program will be held March 19 in Wausau, and the City will be submitting the Hoya Hop House project for consideration. Finally, the new strategic plan for Envision has entrepreneurship development as a main pillar. Schlieve notes that there is significant work happening to define how programs like Ignite Rural and more will be supported through this plan.

Motion Kunz, second Vandeberg to adjourn the meeting at 8:03 am. Carried unanimously.



CDA Financial Statement - Revised

For the Month Ending:

10/31/2025

BUDGET

	YTD Actual		Balance
REVENUE	\$ 228,059	\$ 228,059	\$ 228,059
CARRYOVER 2024 RESTRICTED	100,000	\$ 100,000	\$ 100,000
CARRYOVER 2024 UNRESTRICTED	47,147	\$ 47,147	\$ 47,147
TOTAL REVENUE	\$ 375,206		\$ 375,206

	Budget Amt	YTD Actual	Balance
WAGES	\$ 14,300	\$ (9,588)	\$ 4,712
PROFESSIONAL SERVICES/AUDIT FEES	\$ 1,500	\$ (9,985)	\$ (8,485)
DEBT PAYMENTS	\$ 31,788	\$ (31,754)	\$ 34
PAYOUT FOR 2024 PROJECTS	\$ 100,000	\$ (97,005)	\$ 2,995
TARGETED REINVESTMENT	\$ 120,710	\$ (200,903)	\$ (80,193)
WRNC GRANT PAYMENTS	\$ -	\$ (4,000)	\$ (4,000)
STREETSCAPING	\$ 35,000	\$ -	\$ 35,000
FAÇADE IMPROVEMENT PROJECTS	\$ 71,908	\$ -	\$ 71,908
TOTAL EXPENSE	\$ 375,206	\$ (353,235)	\$ 21,971

AVAILABLE PROJECT FUNDS

IMPROVEMENT PROJECTS	\$ 64,276
TARGETED INVESTMENTS	\$ 62,575
CARRYOVER FUNDS PRIOR YEAR(S)	\$ (33,542)
	\$ 93,308

Funds Disbursement		
GRANTS APPROVED	Date	\$ 71,908
Home Sweet Home Real Estate	7/14/2025	\$ 935
Tony's Family Restaurant		\$ 1,697
Waupun Taxi - 101 Fond du Lac St		\$ 5,000
AVAILABLE IMPROVEMENT PROJECT FUNDS	\$	64,276

GRANTS - TARGETED INVESTMENTS	Funds Disbursement Date	\$ 220,710
BREWERY 2023	3/12/2025	\$ 97,005
BACK ALLEY/DESIGN/ENGINEERING		\$ 61,130
AVAILABLE TARGETED IMPROVEMENT PROJECT FUNDS	\$	62,575

Funds Disbursement		
GRANTS - CARRYOVER FUNDS	Date	\$ 47,147
PURCHASE PROPERTY 18A MAIN ST	7/31/2025	\$ 70,000
PURCHASE PROPERTY 425 E FRANKLIN ST	7/31/2025	\$ 10,689
AVAILABLE IMPROVEMENT PROJECT FUNDS	\$	(33,542)



CDA Financial Statement

For the Month Ending:

11/30/2025

BUDGET

	YTD Actual		Balance
REVENUE	\$ 228,059	\$ 228,059	\$ 228,059
CARRYOVER 2024 RESTRICTED	100,000	\$ 100,000	\$ 100,000
CARRYOVER 2024 UNRESTRICTED	47,147	\$ 47,147	\$ 47,147
TOTAL REVENUE	\$ 375,206		\$ 375,206

	Budget Amt	YTD Actual	Balance
WAGES	\$ 14,300	\$ (11,074)	\$ 3,226
PROFESSIONAL SERVICES/AUDIT FEES	\$ 1,500	\$ (10,359)	\$ (8,859)
DEBT PAYMENTS	\$ 31,788	\$ (31,754)	\$ 34
PAYOUT FOR PROJECTS	\$ 100,000	\$ (97,005)	\$ 2,995
TARGETED REINVESTMENT	\$ 120,710	\$ (200,903)	\$ (80,193)
WRNC GRANT PAYMENTS	\$ -	\$ (20,000)	\$ (20,000)
STREETSCAPING	\$ 35,000	\$ -	\$ 35,000
FAÇADE IMPROVEMENT PROJECTS	\$ 71,908	\$ -	\$ 71,908
TOTAL EXPENSE	\$ 375,206	\$ (371,095)	\$ 4,111

AVAILABLE PROJECT FUNDS

IMPROVEMENT PROJECTS	\$ 64,276
TARGETED INVESTMENTS	\$ 2,995
CARRYOVER FUNDS PRIOR YEAR(S)	\$ 10,689
	\$ 77,960

Funds Disbursement		
GRANTS APPROVED	Date	\$ 71,908
Home Sweet Home Real Estate	7/14/2025	\$ 935
Tony's Family Restaurant	11/15/2025	\$ 1,697
Waupun Taxi - 101 Fond du Lac St		\$ 5,000
AVAILABLE IMPROVEMENT PROJECT FUNDS	\$	64,276

GRANTS - TARGETED INVESTMENTS	Funds Disbursement Date	\$ 220,710
BREWERY 2023	3/12/2025	\$ 97,005
BACK ALLEY/DESIGN/ENGINEERING		\$ 120,710
AVAILABLE TARGETED IMPROVEMENT PROJECT FUNDS	\$	2,995

Funds Disbursement		
GRANTS - CARRYOVER FUNDS	Date	\$ 47,147
PURCHASE PROPERTY 18A MAIN ST	7/31/2025	\$ 36,458
AVAILABLE IMPROVEMENT PROJECT FUNDS	\$	10,689



CDA Financial Statement

For the Month Ending:

12/31/2025

BUDGET

	YTD Actual		Balance
REVENUE	\$ 228,059	\$ 228,059	\$ 228,059
CARRYOVER 2024 RESTRICTED	100,000	\$ 100,000	\$ 100,000
CARRYOVER 2024 UNRESTRICTED	47,147	\$ 47,147	\$ 47,147
TOTAL REVENUE	\$ 375,206		\$ 375,206

	Budget Amt	YTD Actual	Balance
WAGES	\$ 14,300	\$ (12,209)	\$ 2,091
PROFESSIONAL SERVICES/AUDIT FEES	\$ 1,500	\$ (10,359)	\$ (8,859)
DEBT PAYMENTS	\$ 31,788	\$ (31,754)	\$ 34
PAYOUT FOR PROJECTS	\$ 100,000	\$ (97,005)	\$ 2,995
TARGETED REINVESTMENT	\$ 120,710	\$ (200,903)	\$ (80,193)
WRNC GRANT PAYMENTS	\$ -	\$ (4,000)	\$ (4,000)
STREETSCAPING	\$ 35,000	\$ -	\$ 35,000
FAÇADE IMPROVEMENT PROJECTS	\$ 71,908	\$ -	\$ 71,908
TOTAL EXPENSE	\$ 375,206	\$ (356,230)	\$ 18,976

AVAILABLE PROJECT FUNDS

IMPROVEMENT PROJECTS	\$ 64,276
TARGETED INVESTMENTS	\$ 2,995
CARRYOVER FUNDS PRIOR YEAR(S)	\$ 10,689
	\$ 77,960

Funds Disbursement		
GRANTS APPROVED	Date	\$ 71,908
Home Sweet Home Real Estate	7/14/2025	\$ 935
Tony's Family Restaurant	11/15/2025	\$ 1,697
Waupun Taxi - 101 Fond du Lac St		\$ 5,000
AVAILABLE IMPROVEMENT PROJECT FUNDS	\$	64,276

GRANTS - TARGETED INVESTMENTS	Funds Disbursement Date	\$ 220,710
BREWERY 2023	3/12/2025	\$ 97,005
BACK ALLEY/DESIGN/ENGINEERING		\$ 120,710
AVAILABLE TARGETED IMPROVEMENT PROJECT FUNDS	\$	2,995

Funds Disbursement		
GRANTS - CARRYOVER FUNDS	Date	\$ 47,147
PURCHASE PROPERTY 18A MAIN ST	7/31/2025	\$ 36,458
AVAILABLE IMPROVEMENT PROJECT FUNDS	\$	10,689



2026 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. 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 parcel 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. The deadline to complete work under this program in December 31, 2026. No extensions will be granted.

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 $\frac{1}{4}$ " 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 and pictures of completed work 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 commence within ninety (90) days and be completed within six (6) months of grant approval unless otherwise approved by the CDA.
- f. All work must complete by December 31, 2026. No extensions will be granted. Projects not completed by the deadline will be considered closed due to incompletion 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 (CDA)
Downtown Revitalization Grant Application

Applicant Name: Werner Harmsen / Tyler Schulz

Applicant Address: 116 E. Main st

Phone: 920-960-3833 FAX: _____ Email: Tyler.Schulz@wernerharmens.com

Name of Business/Property: Werner Harmsen

Property Address: 116 E. Main st

Property Use: _____

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: Werner Harmsen Inc

Phone: 824-5091 Email: Tyler.Schulz@wernerharmens.com

Property Owner Address: 600 N. Madison st, Waupun

Property Owner Signature: Tyler Date Signed: 12-23-25

Expiration Date of Current Lease Agreement: _____ Owner Initials: TV

Project Summary: (Provide a brief project summary)	<u>New Signage for the place, Due to change of What we all Do.</u>
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Estimated Start Date: 12-22-25 Estimated Completion Date: 2-1-26

City Building Inspector Approval: Susan Farby Date: 1/5/26

Required Attachments:

Cost Estimates Project plan(s) drawn to $\frac{1}{4}$ " 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

Total Estimated Cost of Application: \$ 20,999

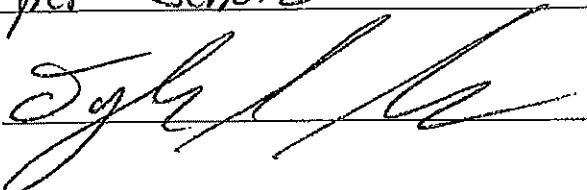
Total CDA Grant Request: \$ 10,499 (50% of non-BID covered expenses)

5,000

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: Tyler Schulz

Applicant Signature: 

Date: 12-23-25

Submit Application and attachments to:

Waupun Community Development Authority – City of Waupun
201 E. Waupun St., Waupun, WI 53963
kathy@cityofwaupunwi.gov

THIS SECTION IS FOR CITY OFFICE STAFF ONLY

Date application received: _____ Application reviewed for completeness by: (Initials) _____ Date reviewed: _____

Property reviewed for delinquency by: (Initials) _____ Date: _____

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

CDA ACTION: Approved Denied Date approved: _____ Amount Approved: \$ _____

Motion/Seconded: _____ Vote Results: _____

Give application and supporting docs to Finance Director to hold until receipts are received from project. Once receipts are provided City Administrator will notify Finance Director that it is ok to pay applicant.



Fond du Lac



N5528 Miranda Way • Fond du Lac, WI • 920.921.7181

INVOICE
IN-F-49907

Payment Terms: 50% Down, Bal on Completion

Created Date: 12/22/2025

DESCRIPTION: Update Pylon Sign New Faces**Bill To:**
Werner Harmsen
116 E Main Street
Waupun, WI 53963
US**Pickup At:** Signarama
N5528 Miranda Way
Fond du Lac, WI 54937
US**Ordered By:** Tyler Schulz
Email: tyler.schulz@wernerharmesen.com**Salesperson:** Andy Wapneski
Email: Andy@Signarama-FDL.com
Work Phone: 920.921.7181

PRODUCTS	QTY	UNIT PRICE	TAXABLE	TOTALS
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1. Refurbish Pole Mount Sign	1	\$10,439.82	\$10,439.82	\$10,439.82
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This estimate includes the following:

- New routed, 125 aluminum faces, backed in translucent acrylic
- Remove neon and internal lighting system and replace with new LED lighting system
- Provide painted covers for the cabinet faces to cover neon G-Cup openings and neon mounts around the perimeter.

• 3D Dimensional Chimney Included

Install Included

***UPATED PAINT REFRESH (NOT INCLUDED)

This estimate assumes installation will involve regular access, soil, and wall conditions. In the event of sub-surface obstacles or obstructions in or behind walls, the parties agree to adjust the installation costs based on Signarama's additional costs. This quote does not include relocation of underground utilities if encountered or restoration of the surrounding landscaped area if disturbed by trucks. Buyer shall bring feed wires of suitable capacity and approved type to the sign's location before installation. Buyer shall provide all necessary reinforcements to the building on which the sign is installed.

Product Discount Applied: (5.69%) \$530.00

Your satisfaction is our priority. Thank you for choosing us!

Subtotal:	\$10,439.82
Taxable Amount:	\$10,439.82
WI County Tax (0.5000%):	\$52.20
WI State Tax Rate (5.0000%):	\$521.99
Total Taxes:	\$574.19
Total:	\$11,014.01
Amount Paid:	\$0.00
Deposit Required:	\$11,014.01



5528 Miranda Way • Fond du Lac, WI • 920.921.7181



2

ESTIMATE
ES-F-56552

Payment Terms: 50% Down, Bal on Completion

Created Date: 8/7/2025

DESCRIPTION: New/Update Exterior Signs

Bill To: Werner Harmsen
116 E Main Street
Waupun, WI 53963
US

Pickup At: Signarama
N5528 Miranda Way
Fond du Lac, WI 54937
US

Requested By: Tyler Schulz
Email: tyler.schulz@wernerharmesen.com

Salesperson: Andy Wapneski
Email: Andy@Signarama-FDL.com
Work Phone: 920.921.7181

PRODUCTS	QTY	UNIT PRICE	TAXABLE	TOTALS
1 Sign 1: East Side of Building Custom Exterior Sign <ul style="list-style-type: none">• Qty: 1• Size: 210" x 60"• Material: 3mm ACM• Matte Laminate Install Included	1	\$2,728.57	\$2,728.57	\$2,728.57

Disclaimer and Warranty

Installation and Site Conditions: This estimate is based on the assumption of standard installation conditions, including normal site access, soil composition, and wall structures. Should unforeseen subsurface obstacles or obstructions within or behind walls arise, necessitating additional labor or materials, the installation costs will be adjusted accordingly. This quote expressly excludes the relocation of underground utilities and the restoration of disturbed landscaping. The buyer is responsible for providing suitable electrical feed wires and ensuring adequate building reinforcement.

Permitting and Approvals: Unless explicitly stated otherwise in this estimate/invoice, all permitting responsibilities lie with the buyer. If permitting is included in this agreement, Signarama will assist in securing necessary permits from public authorities. However, the buyer remains responsible for obtaining all other required permissions, including those from property owners, and assumes all risks associated with permit revocations. The buyer is solely accountable for securing necessary permissions for trademark or copyrighted material usage and agrees to indemnify Signarama against any related claims. Municipal permit fees will be invoiced at actual cost, which may differ from estimated allowances, and the buyer agrees to accept any resulting cost adjustments.

Warranty: Signature warrants to the original purchaser that the monument sign, as manufactured and installed, will be free from defects in materials and workmanship for a period of one (1) year from the installation date. This warranty covers defects in materials, workmanship, electrical components (subject to manufacturer warranties), and labor. Signature's liability for defects in materials or workmanship is exclusive, personal, and non-transferable.

Warranty Exclusions: This warranty does not cover damage caused by acts of God, vandalism, accidents, Improper maintenance, normal wear and tear (including minor scratches, denting, or scratches not attributable to defective installation).

Warranty Claims: The buyer must notify Signarama in writing of any alleged defects within ten (10) business days of discovery. Signarama will inspect the sign and, at its discretion, repair or replace covered defects, including new or refurbished components as needed.

Disclaimers: This warranty is the sole and exclusive warranty provided by Signarama and is in lieu of all other warranties, express or implied, including any implied warranties of merchantability or fitness for a particular purpose. Signarama shall not be liable for any incidental or consequential damages. This warranty is non-transferable to the original purchaser and is valid, upon payment in full, only.

2	Sign 2: Updated South Side of with a flat panel Custom Exterior Sign <ul style="list-style-type: none">• Qty: 1• Size: 240" x 12"• Material: 3mm ACM	1	\$1,225.28	\$1,225.28	\$1,225.28
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- Matte Laminate

Removal of Letters and Install Included

Disclaimer and Warranty

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Permitting and Approvals: Unless explicitly stated otherwise in this estimate/invoice, all permitting responsibilities lie with the buyer. If permitting is included in this agreement, Signarama will assist in securing necessary permits from public authorities. However, the buyer remains responsible for obtaining all other required permissions, including those from property owners, and assumes all risks associated with permit revocations. The buyer is solely accountable for securing necessary permissions for trademark or copyrighted material usage and agrees to indemnify Signarama against any related claims. Municipal permit fees will be invoiced at actual cost, which may differ from estimated allowances, and the buyer agrees to accept any resulting cost adjustments.

Warranty: Signarama warrants to the original purchaser that the monument sign, as manufactured and installed, will be free from defects in materials and workmanship for a period of one (1) year from the installation date. This warranty covers defects in materials, workmanship, electrical components (subject to manufacturer warranties), and fading or peeling of graphics due to defects in materials or workmanship (excluding normal wear).

Warranty Exclusions: This warranty does not cover damage caused by acts of God, vandalism, accidents, improper maintenance, normal wear and tear (including minor scratches, dents, or fading), or electrical surges not attributable to defective installation.

Warranty Claims: The buyer must notify Signarama in writing of any alleged defects within ten (10) business days of discovery. Signarama will inspect the sign and, at its sole discretion, repair or replace covered defects, utilizing new or refurbished components as needed.

Disclaimer: This warranty is the sole and exclusive warranty provided by Signarama and is in lieu of all other warranties, express or implied, including any implied warranties of merchantability or fitness for a particular purpose. Signarama shall not be liable for any incidental or consequential damages. This warranty is non-transferable and applies only to the original purchaser and is valid only upon full payment.

3	Sign 3: Updated Cornerstone In Markesan (Black Acrylic)	1	\$610.60	\$610.60	\$610.60
Custom Exterior Sign					
<ul style="list-style-type: none"> • Qty: 1 • Size: 2.5" x 66" • Material: 1/4" Black Gloss Acrylic Letters 					
Install Included					

Disclaimer and Warranty

Installation and Site Conditions: This estimate is based on the assumption of standard installation conditions, including normal site access, soil composition, and wall structures. Should unforeseen subsurface obstacles or obstructions within or behind walls arise, necessitating additional labor or materials, the installation costs will be adjusted accordingly. This quote expressly excludes the relocation of underground utilities and the restoration of disturbed landscaping. The buyer is responsible for providing suitable electrical feed wires and ensuring



inadequate building reinforcement.

Permitting and Approvals: Unless explicitly stated otherwise in this estimate/invoice, all permitting responsibilities lie with the buyer. If permitting is included in this agreement, Signarama will assist in securing necessary permits from public authorities. However, the buyer remains responsible for obtaining all other required permissions, including those from property owners, and assumes all risks associated with permit revocations. The buyer is solely accountable for securing necessary permissions for trademark or copyrighted material usage and agrees to indemnify Signarama against any related claims. Municipal permit fees will be invoiced at actual cost, which may differ from estimated allowances, and the buyer agrees to accept any resulting cost adjustments.

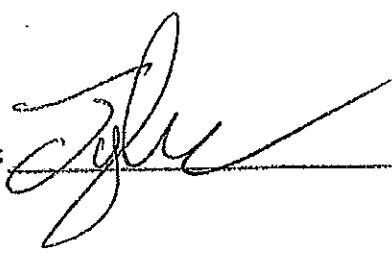
Warranty: Signarama warrants to the original purchaser that the monument sign, as manufactured and installed, will be free from defects in materials and workmanship for a period of one (1) year from the installation date. This warranty covers defects in materials, workmanship, electrical components (subject to manufacturer warranties), and fading or peeling of graphics due to defects in materials or workmanship (excluding normal wear).

Warranty Exclusions: This warranty does not cover damage caused by acts of God, vandalism, accidents, improper maintenance, normal wear and tear (including minor scratches, dents, or fading), or electrical surges not attributable to defective installation.

Warranty Claims: The buyer must notify Signarama in writing of any alleged defects within ten (10) business days of discovery. Signarama will inspect the sign and, at its sole discretion, repair or replace covered defects, utilizing new or refurbished components as needed.

Disclaimer: This warranty is the sole and exclusive warranty provided by Signarama and is in lieu of all other warranties, express or implied, including any implied warranties of merchantability or fitness for a particular purpose. Signarama shall not be liable for any incidental or consequential damages. This warranty is non-transferable and applies only to the original purchaser and is void only upon full payment.

4	Permit	1	\$0.00	\$0.00	\$0.00
			Base Subtotal:	\$4,564.45	
			Subtotal:	\$4,564.45	
			Taxable Amount:	\$4,564.45	
			WI County Tax (0.5000%):	\$22.82	
			WI State Tax Rate (5.0000%):	\$228.22	
			Total Taxes:	\$251.04	
			Grand Total:	\$4,815.49	
			Deposit Required:	\$4,815.49	

Signature: 

Date: 12-22-25

Thank you for choosing Signarama!

N5528 Miranda Way Fond du Lac, WI 54937 (920) 921-7181



3

Estimate ID: 5816

Office Location:
YESCO Central Wisconsin
N5528 Miranda Way
Fond du Lac, WI 54937
(920) 322-2055

Werner-Harmsen Furniture-channel letter LED

Bill To:
Werner-Harmsen Furniture
116 E Main St
Waupun, WI 53963

Site:
Werner-Harmsen Furniture
116 E Main St
Waupun, WI 53963
Tyler Schulz
(920) 324-5091

Account Executive	Effective On	Expires On
Matt Ruppert	12/22/2025	01/22/2026

PRODUCT/SERVICE	DESCRIPTION	QUANTITY	RATE	TAXABLE	AMOUNT
LED Upgrade	<p>LED upgrade all WERNER HARMSEN channel letters on the building(2 sets). -access the channel letter lighting by removing all of the faces. -remove all of the existing neon lighting and components. -Install all new green LED mods in each letter. -Install all new LED power supplies and wire everything in to primary power. -test light the signs -Securely install all of the faces back in place on the channel letter cans.</p> <p>50% deposit required -5 year warranty on LED parts</p>	1	4900.00	✓	\$4,900.00

Subtotal	\$4,900.00
Estimated Sales Tax	\$239.50
Total	\$5,139.50

Werner-Harmsen Furniture - Waupun

Tyler
Printed Name
Tyler
Signature

Actor
Title
12-22-25
Date

Signarama	
Attn: Werner Harmsen, Fond du Lac, 54945-2948	
Mechanical Sales: 920-925-7787 Sales Rep: 920-925-4300	
Address: Werner Harmsen	
City:	
Date:	9/26/2025
Sales Rep:	Andy W.
Designer:	Travis T.
File Name:	55527 South Side
Version:	2
General Sign Specifications	
Vinyl:	3M 1180Cv3 / 8520
Material:	3mm Aluminum Composite
Mount:	Through Face
Sides:	Single Sided
Quantity:	1
Sq Ft:	20
Color-Specifications	
PMS 5615 C	
To Match Building (110)	
Additional Information	
Vector Artwork Needed From Client	
Installation Included	
Sign Information	
<input type="checkbox"/> Shipping	<input type="checkbox"/> Delivery
<input type="checkbox"/> Customer Pickup	<input type="checkbox"/> Stud Mount
<input type="checkbox"/> Adhesive Mount	<input type="checkbox"/> Standoffs
<input type="checkbox"/> Grounds	<input type="checkbox"/> Mounting Pattern
Additional Sign Specifications	

Color Disclaimer: The Ink Colors Shown In This
Ordering May Not Match The Actual Colors
Final Print. Or Any Colors That Will Be Used.
Conceptual Drawings
Quoted According To Information
May Not Reflect Final Product
For Project.

1





Application Form du Lac - Signarama Inc.
Fond du Lac

Marketing Sales
262-281-4250
800-720-2446

Client:	Werner Harmsen
Address:	
City:	
Date:	9/26/2025
Sales Rep.:	Andy W.
Designer:	Travis T.
File Name:	5652 East Side
Version:	2
(General Sign Specifications)	
Vinyl:	3M 1180CV3
Substrate:	3mm Aluminum Composite
Lamination:	3M 8520 Matte
Sides:	Single Sided
Quantity:	1
Sq Ft:	87.5
Color Specifications	
PMS 5655 C	

Additional Information:	
<input type="checkbox"/>	Delivery
<input type="checkbox"/>	Customer Pickup
<input type="checkbox"/>	Stud Mount
<input type="checkbox"/>	Adhesive Mount
<input type="checkbox"/>	Standoffs
<input type="checkbox"/>	Mounting Pattern
<input checked="" type="checkbox"/>	Mount Through Hole
Additional Sign Specifications	

Color Disclaimer: True Ink Colors Shown in This
Production May Not Match The Actual Print.
Final Print On Vinyl Colors That Will Be Used.
Conceptual Drawing
Quote Attached To In The Production
May Not Reflect Final Print For Project.

1

Exterior Signage
East Side Of Building

87.5'

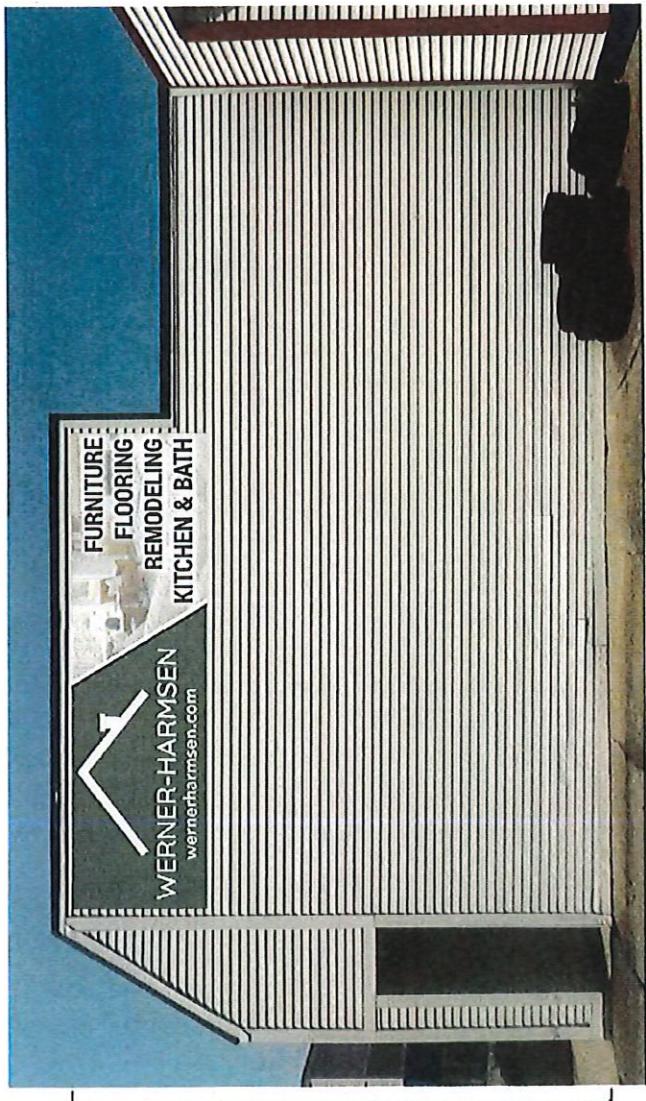
210" Width

60" Height



^ Panel Seam

20ft Building Height



Sign Placement



Building Signage: Produce & Install (1) 3mm Aluminum Composite Sign w/Matte Lamination To East Side Of Building

Legal Production Disclaimer: This Document & The Information Contained In It, Proprietary To Signarama / Fwyway, Inc. The Holder Needs Prior Written Consent Of Signarama / Fwyway, Inc. To Use The Information. Disclose It To Any Third Party Or Reproduce This Document.

Waupun Community Development Authority (CDA)
Downtown Revitalization Grant Application

Applicant Name: Chic Tique Girls LLC

Applicant Address: N9341 Cty Rd C Eldorado WI 54932
(street, city, state, zip)

Phone: 920-410-1261 FAX: _____ Email: chictiquegirls@outlook.com

Name of Business/Property: Chic Tique Girls LLC

Property Address: 301 E Main St Waupun WI 53963
(street, city, state, zip)

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: JLS Management LLC

Phone: 920-410-1261 Email: chictiquegirls@outlook.com

Property Owner Address: N9341 Cty Rd C Eldorado WI 54932
(street, city, state, zip)

Property Owner Signature: Kim S

Date Signed: 12-21-25

Expiration Date of Current Lease Agreement: Owner Owner Initials: TS

Project Summary: (Provide a brief project summary)	New exterior windows, doors, lighting, signage and facade facelift with maintenance free material.
---	--

Estimated Start Date: 1/1/26 Estimated Completion Date: 5/31/26

City Building Inspector Approval: _____ Date: _____

Required Attachments:

Cost Estimates

Project plan(s) drawn to 1/4" 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

Total Estimated Cost of Application: \$ 46,760

Total CDA Grant Request: \$ 23,300 (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: Kristen Schultz

Applicant Signature: Kris Date: 12/22/24

Submit Application and attachments to:

Waupun Community Development Authority – City of Waupun
201 E. Waupun St., Waupun, WI 53963
kathy@cityofwaupunwi.gov

THIS SECTION IS FOR CITY OFFICE STAFF ONLY

Date application received: _____ Application reviewed for completeness by: (initials) _____ Date reviewed: _____

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

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

CDA ACTION: Approved Denied Date approved: _____ Amount Approved: \$ _____

Motion/Seconded: _____ Vote Results: _____

Give application and supporting docs to Finance Director to hold until receipts are received from project. Once receipts are provided City Administrator will notify Finance Director that it is ok to pay applicant.

jc improvements, LLC

19 Caddie Court, Waupun, WI, USA
920 948 7724
jcollien@charter.net

ESTIMATE

EST598

DATE

12/06/2025

TOTAL

USD \$15,850.00

TO

Kristen Shultz

N9341 CTY RDC Eldorado WI 54932
+19204101261

DESCRIPTION	RATE	QTY	AMOUNT
Estimate for restoration of the face of the building.	\$15,850.00	1	\$15,850.00
Remove existing siding and steel located above. Repair studs and framing for install of new siding.			
Have wiring installed for gooseneck lights.			
Duplicate top casing and extend it across the east side face of the building.			
Re-side with white maintenance free siding.			
Add detail as pictured on the drawings using white maintenance free trim boards.			
Install lights, caulk and add trim where needed.			
3 10" black gooseneck lights 199.00 each			
Estimate only, as long as the structure is in good shape after the removal of the old siding materials. If we find heavy deterioration we will need to address it.			

TOTAL

USD \$15,850.00



N7171 Raceway Road Phone: (920)887-3757
Beaver Dam, WI 53916 Fax: (920)887-3338

Like us on facebook! facebook.com/hometownglass
hometownglass.com

Office Copy

Federal Tax ID: 39-1612115

P/O#:	Cust State Tax ID: Cust Fed Tax ID: Ship Via: SalesRep: Jeff	Quote: Q007251 Date: 11/21/2025
Taken By: Jeff Installer: Bill To: JEFCOL	Adv. Code:PC Sold To: JEFCOL	

JEFF COLLIE
19 CADDIE COURT
WAUPUN, WI 53963

CHIC TIQUE
301 E. MAIN ST.
WAUPUN, WI 53963

(920) 324-8619 CELL: (920) 948-7724

Qty	Part Number	Description	List	Sell	Total
1	MISC	Furnish & install 5 Lindsay Crownview Single Hung replacement windows in the upstairs on the front of the building.	\$5,140.00	\$5,140.00	\$5,140.00
1	MISC	Furnish & install store front windows as per the attached sheet on the front of the building. Updated 11/17.	\$13,810.00	\$13,810.00	\$13,810.00
1	MISC	Furnish & install a double door entry system in the front of the building. Double door with transom and sidelights.	\$11,960.00	\$11,960.00	\$11,960.00

Each upstairs window will be white in color with Low-E2 insulating glass and half screens.

Installation includes removal/disposal of the existing windows, spray foam insulation around each new window and wrapping of the exterior wood frame in white.

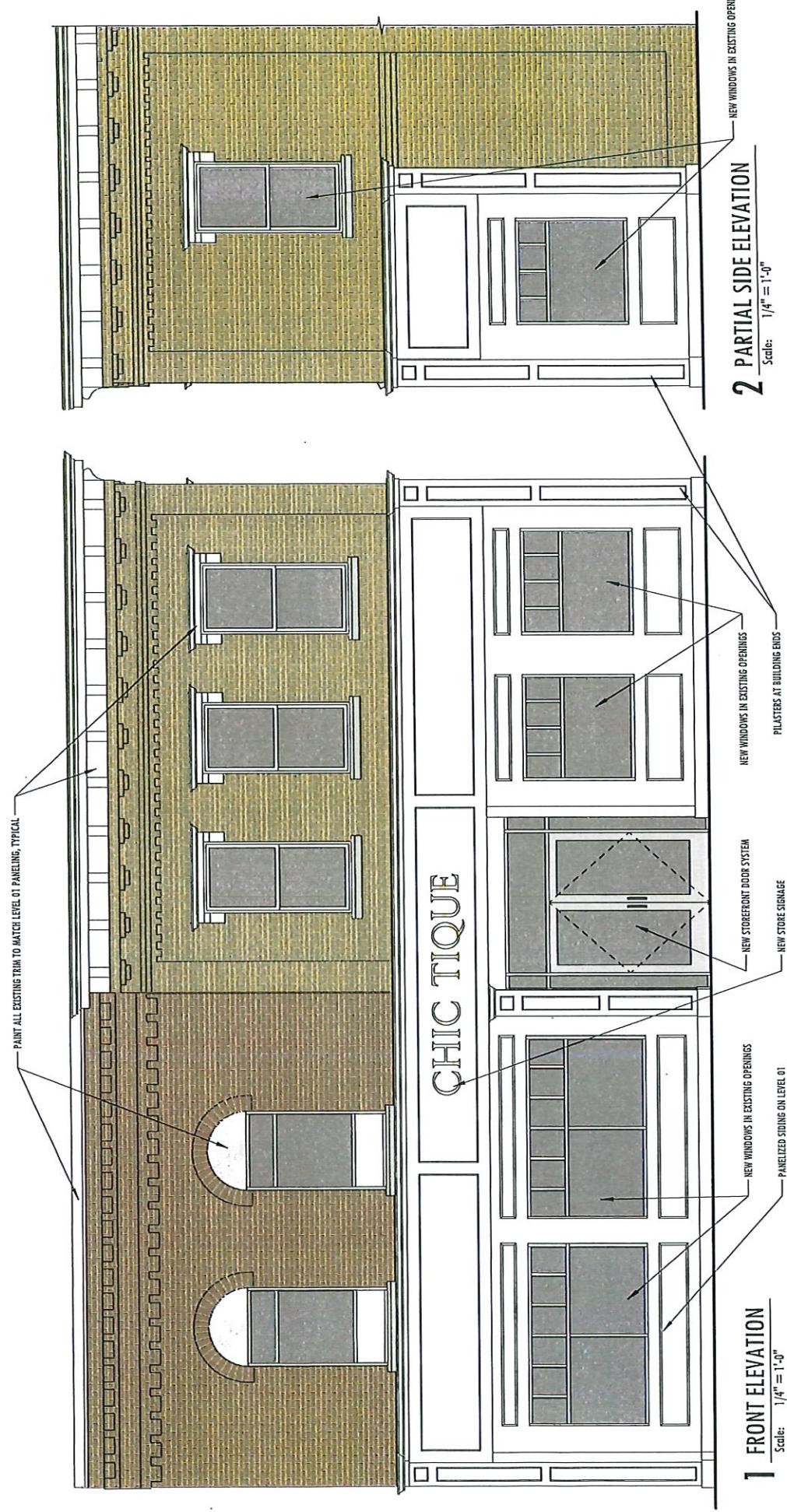
See attached for details of the commercial windows. Install includes all caulking as needed. If metal trim is needed on the exterior we will discuss at the time of installation.

See attached for details on the door.

Sub Total: \$30,910.00

Total: \$30,910.00





AD-100
DATE: 12/02/25
NOT FOR CONSTRUCTION

WAUPUN, WI

CHIC TIQUE - FAÇADE RENOVATION

NORTH
DRAWN
DESIGN



1 3D VIEW 1
Scale:

AD-101

DATE: 12/02/25
NOT FOR CONSTRUCTION

CHIC TIQUE - FAÇADE RENOVATION

WAUPUN, WI



1 3D VIEW 2
Scale:

AD-102

DATE: 12/02/25
NOT FOR CONSTRUCTION

CHIC TIQUE - FACADE RENOVATION

WAUPUN, WI

2026 GRANTS & CAPITAL RESOURCES

Looking to improve your building, open a new business, or expand your operations?

Multiple grant and capital programs are available in 2026 to support façade improvements, business attraction, and business startup and expansion. Funding is limited—early applications are encouraged.

- Check guidelines to make sure your business qualifies before submitting an application (varies by program)
- Visit the City of Waupun website for full program details, guidelines, and applications.
- Questions? Contact the City's Economic Development team via Kathy Schlieve- Kathy@cityofwaupunwi.gov

Business Improvement District (BID) Façade Improvement Grant:



For properties and businesses within the Waupun Business Improvement District

- Up to \$2,400 in matching grant funds
- Reimburses up to 50% of eligible project costs
- Supports exterior improvements or upgrades visible from the street
- One grant every two years (exceptions may apply)

Business Improvement District (BID) Business Attraction Grant:



Supporting new businesses in the Downtown BID

- \$2,500 grant for eligible new businesses locating in the BID
- Designed to diversify the downtown business mix
- Funds may be used for:
 - Lease or mortgage payments
 - Operating expenses
 - Building repairs or tenant improvements
- Available first-come, first-served until funds are depleted

Community Development Authority (CDA) Façade Improvement Grant:

For properties in Tax Increment District (TID) 3



- Up to \$5,000 in matching grant funds
- Reimburses up to 50% of eligible expenses
- One grant per parcel every two years (with limited exceptions)
- May be combined with the BID Façade Grant
- All work must be completed by December 31, 2026 (no extensions)

WNRC Opportunity Fund:

Startup & expansion capital for regional businesses



- Serving businesses in Waupun, Ripon, North Fond du Lac, and Campbellsport
- Two Funding Tracks:
 1. WRNC Start-Up Fund – up to \$10,000
 2. WRNC Expansion Fund – up to \$25,000
- Supports brick-and-mortar startups, business expansion, job creation, and equipment investment
- Includes a forgivable grant component tied to business milestones
- Requires technical assistance through Envision Greater Fond du Lac

*QR Codes provide links to additional information and applications



About Main Street

Why Main Street?



A strong Main Street program benefits the entire community, not just businesses located within the downtown. Successful Main Street programs strengthen the whole city by supporting local businesses, increasing investment, enhancing property values, attracting visitors, and creating places where people want to live, work, and spend time.

Through participation in the Wisconsin Economic Development Corporation Main Street Program, communities gain access to proven revitalization strategies, technical assistance, training, and funding opportunities that support long term economic health citywide.

A core goal of Waupun's Main Street effort is to bring all groups together in a more cohesive way to work toward shared goals. Moving forward, our team's efforts are intentionally inclusive and designed to create connections, collaboration, and opportunity across the community.

This work is most effective when it is community driven. There are many ways to be part of what's next, whether through leadership, financial support, volunteering, or idea sharing.



How can I get involved?

- Serve on the Board of Directors to support strategy and governance
- Participate on an Advisory Committee to share expertise and perspective
- Join or support committees focused on economic vitality, events, design, or community engagement
- Assist with targeted projects (business outreach, events, grants, data)
- Volunteer at events or seasonal initiatives
- Contribute professional skills (marketing, finance, design, photography, planning)
- Provide financial support or sponsorships for programs and events
- Share ideas, feedback, and promote Main Street initiatives
- Advocate for community-focused investment and collaboration



Start Here

We want to hear directly from you!

Main Street 4 Pillar Approach



Why do the pillars matter?

The four pillars work together to create a vibrant, resilient business environment where all businesses can succeed.

A thriving downtown starts with all of us. Join in shaping what's next for Waupun. By working together across neighborhoods, businesses, and organizations, we can create a stronger, more connected community.