



A G E N D A
CITY OF WAUPUN COMMUNITY DEVELOPMENT
AUTHORITY MEETING
In-person at Waupun City Hall or Zoom
Tuesday, September 21, 2021 at 8:00 AM

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 US (Chicago)

CALL TO ORDER

ROLL CALL

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

CONSIDERATION - ACTION

1. Approval of Agenda/Motion to Deviate
2. Approval of July 20, 2021 Community Development Committee Open Session Minutes
3. Approval of July 20, 2021 Community Development Authority Closed Session Minutes
4. Approval of July 2021 Financial Statement
5. Approval of August 2021 Financial Statement
6. Funding for New Business Attraction Effort

DOWNTOWN SMALL BUSINESS COVID-19 TECHNOLOGY GRANT REQUEST

7. Jud-Sons (416 E. Main St.)

DISCUSSION ITEMS

8. Administrator Report

CLOSED SESSION

The Waupun Community Development Authority will adjourn in 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.

9. 417 E. Main Street

RECONVENE TO OPEN SESSION

ADVANCED PLANNING

10. Potential Agenda Items
11. Date of Next Scheduled Meeting - October 19, 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.



MINUTES
CITY OF WAUPUN COMMUNITY DEVELOPMENT
AUTHORITY MEETING
In-Person & Teleconference
Tuesday, July 20, 2021 at 8:00 AM

Committee Members Present:

Gary DeJager
Derek Drews
Julie Nickel
Sue VandeBerg (left at 8:39pm)
Jill Vanderkin
Nancy Vanderkin
Cassandra VerHage

Staff Present:

Kathy Schlieve Administrator
Sarah Van Buren Community & Economic Development Coordinator
Dan Vande Zande Attorney

Other:

Todd Snow Snow Law

CALL TO ORDER

Mayor Julie Nickel called the meeting of the Community Development Authority to order at 8:00 a.m.

ROLL CALL

Roll call and quorum determined.

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. N. Vanderkin and seconded by Ms. J. Vanderkin, passing unanimously.

2. Approval of June 15, 2021 Community Development Authority Minutes

A motion to approve the June 15, 2021 Community Development Authority minutes was made by Ms. VandeBerg and seconded by Mr. DeJager, passing unanimously.

3. Approval of June 2021 Financial Statement

A motion to approve the June 2021 financial statement was made by Mr. Drews and seconded by Ms. N. Vanderkin, passing unanimously.

DOWNTOWN REVITALIZATION GRANT REQUEST

4. Todd Snow – Snow Law Firm (514 E. Main St.)

Todd provided a summary of the Downtown Revitalization grant application for the property located at 514 E. Main Street. The project will remove the old, damaged shake shingles from the upper faced of the building and replace it was metal. Lower cedar board will be replaced, if needed, as well as painting of the existing siding and window trim. The total project cost is \$19,900. Staff recommends approval of 50% of the total project cost.

Mayor Nickel asked if the applicant applied for BID funding. Ms. Van Buren stated that with the estimated cost of the project and the amount of Façade Improvement Grant funding that is available

A motion to approve up to 50% of eligible non-BID funded expenses, not to exceed \$9,950, was made by Mr. DeJager and seconded by Ms. N. Vanderkin, passing unanimously.

STATUS OF OUTSTANDING GRANT APPLICATIONS

5. Targeted Reinvestment Grants

- **AAB+J Investment Properties** – Demolition on the upstairs is complete but stills waiting on the drawings, downstairs demolition is almost done. HVAC has been delayed two weeks. Still aiming for completion prior to the October deadline.
- **Real Sportscards** – Drywall is almost completed. The days ahead will focus on flooring, electrical, and HVAC. Applicant is on target for a mid-August completion.
- **The Parlor Hair Boutique**- Electrical and plumbing has been completed, painting needs to be done, flooring will start the week of July 19, 2021, and trim work will be completed afterwards. The project is still on track for completion by the October deadline.

6. Technology Grants

- Links Martial Arts – Half of the approved projects have been finalized and on track for completion prior to the October deadline.

7. Revitalization Grants

- **ABB+J Investment Properties**- The front of the building will not be started until all electric plumbing and heating is complete and a few other things. We want electric ran for lights and signage.
- **The Clothing Pallet (18 N. Madison St.)**
Ms. Van Buren provided the members a status of work being done at The Clothing Pallet. The work was completed the week of July 5, 2021 and once receipts are received, reimbursement will occur.
- **The Parlor Hair Boutique (8 W. Main St.)**
Ms. Van Buren provided the members a status of work being done at The Parlor Hair Boutique. There has been a delay in getting the needed brackets for the sign. The project is expected to be completed in August.
- **c.verhage.photo (426 E. Main St.)** - Ms. Van Buren provided the members a status of work being done at c.verhage.photo. The sign will not be ready until August. Once the sign is installed, the old balcony can be removed, painting can occur, and the new balcony would be installed. The new lighting should be installed within the next few weeks.
- **Thrivent Financial (407 E. Main St.)** - Ms. Van Buren Provided the members a status of work being done at Thrivent Financial. The project has been moved to this week, the upstairs windows are delayed from the warehouse. Project completion is anticipated for late-July/early-August.

DISCUSSION ITEMS

8. Housing Program Summary Report (January 1 – June 30, 2021)

Ms. Van Buren reviewed the summary document included in the agenda packet. As a reminder, MSA does not feel it is necessary to provide the housing program informational session traditionally done in the spring due to low turnout at such events. MSA will continue to relay on the City to hang flyers in the Library and post information on the City's Facebook page.

9. Administrator Report

Administrator Schlieve provided the following updates:

- Personal Property tax was appealed in this budget. Stay tuned as to what this mean.
- Pop-Up program location has been identified and 4 applications have been distributed. Applications are due August 13th at 12pm.
- BID is working on a market analysis. Help existing businesses and business attraction. Group meets every two weeks.
- Working on three industrial projects, all are looking positive, which will mean more jobs and the need for new housing. Could be 225 jobs total.
- Daycare is an issue. Working with the current one regarding expansion. Lack of options and impacts workforce.
- June meeting with state representatives regarding corrections. Continue to pay close attention to the situation.

ADJOURN TO CLOSED SESSION

A motion was made by Ms. N. Vanderkin and seconded by Mr. DeJager 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.

10. Rock Shop

RECONVENE TO OPEN SESSION

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

ACTION FROM CLOSED SESSION

None.

ADVANCED PLANNING

11. Potential Agenda Items

- Grant requests, if any
- Project updates

10. Date of Next Scheduled Meeting

The next meeting is scheduled for August 17, 2021 at 8:00 a.m.

ADJOURNMENT

A motion to adjourn was made by Mr. Drews and seconded by Mr. DeJager, passing unanimously. The meeting adjourned at 8:47 a.m.

BUDGET

Budget Category	2021 Budget	YTD Expense*	Budget Balance
Grants	\$100,000	\$78,300	\$21,700
Market Analysis	\$15,000		\$15,000
Streetscape	\$15,000		\$15,000
Wages	\$11,049	\$2,876	\$8,173
Audit	\$1,200	\$500	\$700
Interest	\$12,000		\$12,000
TID Analysis	\$3,000		\$3,000
Misc. Consultant Fees	\$5,000	\$1,238	\$3,762
Repayment of funds advanced by City	\$9,561		\$9,561
subtotal	\$171,810	\$82,915	\$88,895
Cash Reserve (prior year unspent budget)	\$18,000	\$17,985	\$15
Total	\$189,810	\$100,900	\$88,910

*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	Grant Amount
<u>Technology Grants (Budgeted \$20,000 for 2021)</u>				
4/20/2021	Links Martial Arts	10/20/2021		\$1,145.41
			Year-to-Date Approved Technology Grants	\$1,145.41
			Technology Grant Funds Remaining	\$18,854.59
<u>Revitalization Grants (Budgeted \$40,000 for 2021)</u>				
4/20/2021	ABB+J Inv. Prop./Jeff Collien	10/20/2021		\$9,550.00
5/18/2021	Clothing Pallet	11/18/2021		\$4,744.28
6/15/2021	The Parlor Hair Boutique/A. Vandekolk	12/15/2021		\$225.00
6/15/2021	Cassandra VerHage	12/15/2021		\$2,935.86
6/15/2021	J. Leonard/Thrivent Financial	12/15/2021		\$4,500.00
7/20/2021	Snow Law	12/31/2021		\$9,950.00
			Year-to-Date Approved Revitalization Grants	\$31,905.14
			Revitalization Grant funds remaining	\$8,094.86
<u>Targeted Investment Grant Requests (Budgeted \$40,000 for 2021)</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 Targeted Investment Grants	\$45,249.83
			Targeted Investment Grant Funds Remaining	-\$5,249.83

NON-GRANT EXPENSE DETAILS

Date Paid	Payment Description	Vendor Name	Amount
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
5/31/2021	Wages		\$313.95
6/30/2021	Wages		\$382.23
7/31/2021	Wages		\$659.33
7/31/2021	MSA/Research 310 & 312 Main St.		\$1,238.40
Year-to-Date Non-Grant Expenses			\$22,599.22
Total YTD Expenses			\$100,899.60

BUDGET

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Grants	\$100,000	\$78,300	\$21,700
Market Analysis	\$15,000		\$15,000
Streetscape	\$15,000		\$15,000
Wages	\$11,049	\$2,876	\$8,173
Audit	\$1,200	\$857	\$343
Interest	\$12,000		\$12,000
TID Analysis	\$3,000		\$3,000
Misc. Consultant Fees	\$5,000	\$3,767	\$1,233
Repayment of funds advanced by City	\$9,561		\$9,561
subtotal	\$171,810	\$85,800	\$86,010
Cash Reserve (prior year unspent budget)	\$18,000	\$17,985	\$15
Total	\$189,810	\$103,785	\$86,025

*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>Technology Grants (Budgeted \$20,000 for 2021)</u>					
4/20/2021	Links Martial Arts	10/20/2021	8/31/2021	\$ 988.41	\$1,145.41
					<u>Year-to-Date Approved Technology Grants</u> \$1,145.41
					<u>Technology Grant Funds Remaining</u> \$18,854.59
<u>Revitalization Grants (Budgeted \$40,000 for 2021)</u>					
4/20/2021	ABB+J Inv. Prop./Jeff Collien	10/20/2021			\$9,550.00
5/18/2021	Clothing Pallet	11/18/2021	8/31/2021	\$ 3,876.53	\$4,744.28
6/15/2021	The Parlor Hair Boutique/A. Vandekolk	12/15/2021			\$225.00
6/15/2021	Cassandra VerHage	12/15/2021			\$2,935.86
6/15/2021	J. Leonard/Thrivent Financial	12/15/2021			\$4,500.00
7/20/2021	Snow Law	12/31/2021			\$9,950.00
					<u>Year-to-Date Approved Revitalization Grants</u> \$31,905.14
					<u>Revitalization Grant funds remaining</u> \$8,094.86
<u>Targeted Investment Grant Requests (Budgeted \$40,000 for 2021)</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
					<u>Year-to-Date Approved Targeted Investment Grants</u> \$45,249.83
					<u>Targeted Investment Grant Funds Remainin</u> -\$5,249.83

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4/30/2021	2020 audit fees	Baker Tilly	\$80.16
5/31/2021	Wages		\$313.95
6/30/2021	Wages		\$382.23
7/31/2021	Wages		\$659.33
7/31/2021	MSA/Research 310 & 312 Main St.		\$1,238.40
8/31/2021	MSA/Research 310 & 312 Main St.		\$2,528.40
8/31/2021	Wages		\$357.03
			<u>Year-to-Date Non-Grant Expenses</u> \$25,484.65
			<u>Total YTD Expenses</u> \$103,785.03

**Waupun Community Development Authority
Downtown Waupun Small Business COVID-19 Technology Grant**

Applicant Name: Jamie or Glenn Marwitz
Applicant Address: N3244 Oak Grove Rd, Waupun, WI 53963
Phone: 920.210.2730 Fax: — Email: jmarwitzof7@gmail.com
Name of Business: Jud-son's Bowling
Property Address: 416 E Main St, Waupun, WI 53963
Property Use: Bowling / recreation center

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)

Software upgrades needed to support programming capability and service delivery. System allows remote control of facility, tracking for improved financial oversight and management of open, league and tournament play.

Estimated Start Date: 9/21/21 Estimated Completion Date: 12/21/21

Required Attachments:

☒ Cost Estimates

☒ Budget

Project Budget:Total Estimated Cost of Project: \$: 15,880.07Total CDA Grant Request: \$ 5,000 (75% of total eligible 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): Jamie S. MarwitzApplicant Signature: Jamie MarwitzDate: 9/17/21**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 9/17/21Application reviewed for completeness by SN (initials). Date: 9/17/21Property reviewed for delinquency by SN (initials). Date: 9/17/21Applicant notified of scheduled CDA meeting by KS (initials). Date: 9/17/21 (verbal)

September 9, 2021

*Mr. Glenn Marwitz
Jud-Sons, LLC
Waupun, WI 53963*

Dear Glenn:

Per your request, below is pricing to upgrade your current system:

CAPITAL IMPROVEMENT PROPOSAL

Prepared For:

*Jud-Sons
Waupun, WI*

To include the following:

- **Vector Plus current version software**
- **Manuals**
- **1 Dell replacement Vector Plus server w/ ups only**
- **2 16 port ethernet switches**
- **3 year Dell warranty for new server**
- **CDE BLS software license required**
- **16 Lane Legacy Scoresheet software option**
- **1 Year of BTS unlimited telephone tech support**
- **Field Engineer onsite to perform necessary Network Certification**
- **Trainer onsite to stage new server along with training you and your staff on current Vector Plus**
- **Tax and Freight**

Discounted Price: \$ 15,880.07

Current Vector Plus Benefits and Features:

- **Increase monthly profitability through better cash security and management control**
- **Drive top-line revenue with a significantly enhanced bowling experience**
- **Increase profitability through better marketing**
- **Get the latest system updates for improved performance and stability, including cumulative application updates**
- **Customer have the option of choosing their own backgrounds**
- **Scan coupons on Smart Phones with new coupon 2D bar code scanners (optional)**

If you have any questions, please call me at 231-725-4636. Pricing is valid for 30 days.
Thank you.

Best Regards,

Kathy McLain
Brunswick Bowling Products
Capital Equipment
Inside Sales

Jud-sons Vector System Upgrade - Budget
9/17/2021

Vector System, includes hardware and software and installation, maintenance agreement.	\$	15,880.07
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	TOTAL	\$	15,880.07
Grant Allowance (75% coverage capped at \$5,000)		\$	5,000.00
Grant Request		\$	5,000.00
Owner Out of Pocket		\$	10,880.07