



A G E N D A
CITY OF WAUPUN COMMUNITY DEVELOPMENT
AUTHORITY MEETING
Video/Teleconference
Tuesday, July 21, 2020 at 8:00 AM

Video & Teleconference Meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/84819855769?pwd=dGw1ZGJzVGw1SS96bnBsWUk5b004dz09>

Meeting ID: 848 1985 5769

Password: 514006

Or

Phone: 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. Recognition of Mayoral Appointment of Members to the Community Development Authority
2. Nominations and Appointment of Vice-Chair of the Community Development Authority
3. Selection of Day of Month and Time of Community Development Authority Meetings
- [4.](#) April 24, 2020 Special Community Development Authority Meeting Minutes
- [5.](#) June 2020 Financial Statement
6. Rescinding of COVID-19 Downtown Business Support Program and Reinstatement of Various Programs
- [7.](#) New Grant - House of Handcrafters (11 N. Madison St.)

DISCUSSION ITEMS

8. Administrator Report
- [9.](#) Housing Program Summary Report January-June 2020)

FUTURE MEETINGS AND GATHERING INVOLVING THE COMMUNITY DEVELOPMENT AUTHORITY

10. Possible Future Agenda Items
11. Next Scheduled Meeting - August 18, 2020

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
SPECIAL CITY OF WAUPUN – COMMUNITY
DEVELOPMENT AUTHORITY MEETING
Waupun City Hall – 201 E. Main Street, Waupun
WI Tuesday, April 24, 2020 at 9:00 AM

Committee Members Present:

John Karsten
Mayor Julie Nickel
Nancy Vanderkin
Sue VandeBerg

Committee Members Absent:

Derek Drews
Jill Vanderkin
Cassandra VerHage

Staff Present:

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

Call to order

Mayor Nickel called the virtual and teleconference meeting of the Community Development Authority to order at 9:15 a.m.

Roll Call of Board Members

Roll call and quorum determined

Public Comment

None.

CONSIDER APPROVAL OF THE FOLLOWING AGENDA ITEMS

1. Approval of April 14, 2020 Community Development Authority Minutes

A motion to approve the April 14, 2020 minutes was made by Ms. N. Vanderkin and seconded by Ms. VandeBerg passing unanimously.

CLOSED SESSION

A motion was made by Ms. N. Vanderkin and seconded by Ms. VandeBerg to adjourn into closed session under Section 19.85(1)(e) of the WI Statutes for the review and selection of projects for the Downtown Business Support Program. Motion unanimously approved.

OPEN SESSION

A motion was made by Ms. N. Vanderkin and seconded by Ms. VandeBerg to reconvene into open session under Section 19.85(2) of the WI Statutes. Motion unanimously approved.

ACTION FROM CLOSED SESSION

A motion to approve eighteen (18) businesses selected for the Downtown Business Support Program and their funding amounts was made by Ms. Nickel and seconded by Ms. N Vanderkin, passing unanimously.

A motion to conditionally approve five (5) business selected for the Downtown Business Support Program and their funding amounts was made by Ms. Nickel and seconded by Ms. N Vanderkin, passing unanimously.

A motion to approve one (1) business selected for the Downtown Business Support Program and their funding amount based on a determination of eligibility was made by Ms. N. Vanderkin and seconded by Ms VandeBerg, passing unanimously.

ADVANCED PLANNING

Next meeting is scheduled for May 19, 2020 at 8 a.m.

ADJOURNMENT

The motion to adjourn was made by Ms. VandeBerg and seconded by Mr. Karsent, passing unanimously. The meeting adjourned at 10:22.a.m.



Community Development Authority Financial Statement
For the Month Ending: 6/30/2020

BUDGET

Budget Category	2020 Budget	YTD Expense*	Budget Balance
Grants	\$30,000	\$65,209	-\$35,209
Market Study	\$5,000		\$5,000
Streetscape	\$59,000		\$59,000
Targeted Building Improvements	\$20,000		\$20,000
Miscellaneous	\$1,000	\$150	\$850
Audit	\$1,200	\$831	\$369
TID Analysis	\$3,000	\$0	\$3,000
	\$119,200	\$66,190	\$53,010
Cash Reserve (prior year unspent budget)	\$20,000	\$0	\$20,000

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

EXPENDITURES

Date Paid	Payment Description	Vendor Name	Amount
3/26/2020	Audit Fee	BAKER TILLY VIRCHOW KRAUSE LLP	\$627
3/12/2020	Annual TID Fee-TID 3	WISCONSIN DEPARTMENT OF REVENUE	\$150
4/16/2020	Audit Fee	BAKER TILLY VIRCHOW KRAUSE LLP	\$204

GRANTS

Grant Budget	\$30,000
Less Approved Grants	<u>\$65,209</u>
Grant Funds Available for Distribution	-\$35,209
Year-to-Date Approved Grants	\$65,209

Mtg Date	Applicant	Grant Amount	Expiration	Date Paid
2/18/2020	The Golden Cup, 400 E Main	\$5,000	8/18/2020	
4/24/2020	Various - COVID Business Support Pgm	\$60,209		4/23/20, 5/21/20

Waupun Community Development Authority
Downtown Revitalization Grant Application

Applicant Name: Victoria Tripp
Applicant Address: 650 S Bridge St Markesan, WI 53946
Phone: 920-344-6503 Fax: — Email: VictoriaTripp@outlook.com
Name of Business/Property: House of Handcrafters LLC
Property Address: 11 N Madison St. Waupun
Property Use: Retail - Store Front

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: Benjamin Harp
Phone: 920/326/0204 Email: N/A
Property Owner Address: W11391 Hwy AW Randolph WI 53956

* Property Owner Signature: [Signature] Date: 6/22/2020
Expiration Date of Current Lease Agreement: 12/31/2020 Owner Initials: 22 *

Project Summary: (Provide a brief project summary)

Facade Improvement - including power washing, scrape, prime & paint front & south side of building, caulk & repair windows, boards, doors, shutters & paint shutters. Finish trim also

Estimated Start Date: Aug 2020 Estimated Completion Date: Aug 2020

City Building Inspector Approval: [Signature] Date: 7-10-2020

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: 7/21/20 BID Grant Awarded: \$ 712.05 requested.

Total Estimated Cost of Application: \$ 1424.09

Total CDA Grant Request: \$ 256.02 (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): Vicki Tripp

Applicant Signature: _____

Date: 7/8/20

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: 7/8/20

Application reviewed for completeness by KG (initials). Date: 7/10/20

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

7/13/20 Applicant notified of scheduled CDA meeting by KG (initials), Date: 7/13/2020



CITY OF

WAUPUN201 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:

Benjamin Harper - Victoria Tripp

Phone:

920-326/0204

Email:

N/A - victoriatripp@outlook.com

Property Owner Address

W11391 Hwy AW Randolph WI 53956

Property Owner Signature:

Date

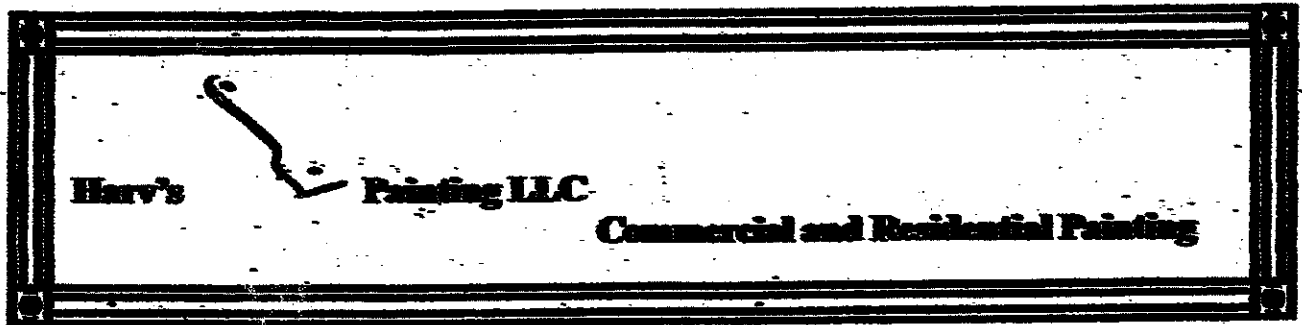
6/22/2020

Expiration Date of Current Lease Agreement:

12/31/2020

Owner Initials

BH



Harvey K. Schaub
N3387 Lori Lane
Waupun, WI 53983

Federal Identification Number: 27-0420280
WI Identification Number: 036102702126702

Cell: 920.948.3818
Fax: 920.324.2596

Wisconsin Business Certificate ID: 1118750
Office phone: 920.324.5718

H + H House of Handcrafters 4/24-2020
11 North Main

Power Wash Front & South Side
Caulk, Scrape Prime Spots Finish
Includes Shutters cont
Owner Provides Paint

\$875.⁰⁰/₁₀₀

Danny K. Schaub member

OMZR130A

LOWE'S HOME CENTERS, LLC
OSW 2308

PAGE: 1

PROJECT ESTIMATE

PAINT FOR HIR BUSINESS

CONTACT: TRIPP, VICTORIA
CUST #: 232397549SALESPERSON: CUMMINGS, JERRY
SALES #: 2228435

PROJECT NUMBER: 636290018

DATE ESTIMATED: 07/09/10

QTY	ITEM #	ITEM DESCRIPTION	VEND PART #	PRICE
3	833030	126-FL OZ EVERLAST SATIN UW-BS	EV0014001-16	122.94
0	833030	126-FL OZ EVERLAST SATIN UW-BS	EV0014001-16	0.00
2	833039	580-FL OZ EVERLAST SATIN BS 4	EV0014004-20	400.00
TOTAL FOR ITEMS				522.94
FREIGHT CHARGES				0.00
DELIVERY CHARGES				0.00
TAX AMOUNT				26.15
TOTAL ESTIMATE				549.09

This Quote is valid until 08/08/20.

MANAGER SIGNATURE

DATE

THIS ESTIMATE IS NOT VALID WITHOUT MANAGER'S SIGNATURE.
THIS IS AN ESTIMATE ONLY. DELIVERY OF ALL MATERIALS CONTAINED IN THIS
ESTIMATE ARE SUBJECT TO AVAILABILITY FROM THE MANUFACTURER OR SUPPLIER.
QUANTITY, EXTENSION, OR ADDITION ERRORS SUBJECT TO CORRECTION. CREDIT
TERMS SUBJECT TO APPROVAL BY LOWES CREDIT DEPARTMENT.

LOWES IS A SUPPLIER OF MATERIALS ONLY. LOWES DOES NOT ENGAGE IN THE PRACTICE
OF ENGINEERING, ARCHITECTURE, OR GENERAL CONTRACTING. LOWES DOES NOT ASSUME
ANY RESPONSIBILITY FOR DESIGN, ENGINEERING, OR CONSTRUCTION; FOR THE
SELECTION OR CHOICE OF MATERIALS FOR A GENERAL OR SPECIFIC USE; FOR
QUANTITIES OR SIZING OF MATERIALS; FOR THE USE OR INSTALLATION OF MATERIALS;
OR FOR COMPLIANCE WITH ANY BUILDING CODE OR STANDARD OF WORKMANSHIP.

House of Handcrafters Exterior Building as of July 10, 2020

- Current – Front of Building
- Proposed project would spray wash, scrape and paint front of building and south wall to match back paint colors
- Current – Back of Building – Recently painted
- Proposed project; front and south side of building would be painted to match this color



Housing Grant Program Summary Report
January-June 2020

Applications Received	# Recieved	# Approved	# Denied	Reason(s) for Denial
Home Purchaser Program				
Owner-Occupied Rehab	1			verify income-can use HOME Project funds
Renter-Occupied Rehab				
Total	<u>1</u>	<u></u>	<u>-</u>	

New Loans	Loan Amount*	
Home Purchaser Program	\$0.00	
Owner-Occupied Rehab	\$120,161.00	\$56,445-grant to HO due to lead hazards
Renter-Occupied Rehab	<u>\$0.00</u>	
Total New Loans	<u>\$0.00</u>	
<i>*amount of loan/grant, does not reflect a</i>	\$120,161.00	

Loan Payoffs	# of Payoffs	Dollar Amount	
Home Purchaser Program		\$ 13,000.00	
Owner-Occupied Rehab		\$ 28,229.53	
Renter-Occupied Rehab		<u>\$ 404.90</u>	
Total Payoffs	<u>-</u>	<u>\$ 41,634.43</u>	Verran and Gerber making monthly payments

Write-Offs / Bad Debt Allowances	Amount Written Off	Bad Debt Allow. Established
Home Purchaser Program	\$ -	\$ -
Owner-Occupied Rehab		
Renter-Occupied Rehab	<u>\$ -</u>	<u>\$ -</u>
Total	<u>\$ -</u>	<u>\$ -</u>

Grant funds available for distribution	
HOME/HCRI Program	\$ 51,638.80
CDBG Program	\$ -
	these are project funds-does not include admin funds

Marketing Efforts	facebook
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