



A G E N D A
CITY OF WAUPUN COMMUNITY DEVELOPMENT
AUTHORITY
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, April 15, 2025 at 7:45 AM

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/86945781751?pwd=WjJwcW9yV2hKT0FNdzRER0N1NGRvdz09>

MEETING ID: 869 4578 1751

PASSCODE: 497340

Phone: 312 626 6799 US (Chicago)

CALL TO ORDER

ROLL CALL

CONSENT AGENDA

- [1.](#) CDA Meeting Minutes from February 18, 2025
- [2.](#) February 2025 CDA Financials
- [3.](#) March 2025 CDA Financials

CONSIDERATION - ACTION

- [4.](#) Application for 432 E Main Street (Home Sweet Home Real Estate)
5. Administrator Update

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
Waupun Community Center, FVSB Conference
Room, 520 McKinley Street, Waupun, WI
Tuesday, February 18, 2025 at 7:45 AM

Meeting called to order at 7:45 am by chairperson, Mayor Bishop.

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

Motion DeJager, second Verhage to approve the agenda as presented. Carries unanimously.

Next Regularly Scheduled CDA Meeting, Tuesday, March 18, 2025, 7:45 am, Waupun City Hall

Motion Drews, second Kunz to approve the consent agenda, including minutes from December 17, 2024 CDA meeting and December 2024 CDA financials. Carried unanimously.

Review of façade improvement completed at 319 E Main St that was completed without CDA review and approval. The changes are in conflict with Waupun Municipal Code Chapter 25 Design Guidelines for the downtown, which require earth tone colors. The building was painted an aqua color. Motion by Bishop, second by Kunz to require the building owner to repaint and bring the building into compliance by June 30, 2025. Administrator to send letter along with grant information to support required updates. Carried unanimously.

Administrator Schlieve provides general updates. There is a group examining Connect Communities Gold Tier vs. Main Street Status for the downtown. The city is progressing on the sale of 301 E Main St. First meeting with property owners on back alley design was held and there will be ongoing discussion with property owners as design is worked on this year. Eagle Flexible Packaging has announced an expansion project in the Waupun Industrial Park. Work to be proposed to qualify contractors for WHEDA low interest loan funding to develop apartments in the upper level of Main Street. Finally discussed importance of CDA relooking at revolving loan fund financing programs as an alternative to the current grant program as TID expenditures end in 2027.

Motion DeJager, second Drews to adjourn the meeting at 8:12 am. Carried unanimously.



CDA Financial Statement

For the Month Ending:

2/28/2025

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

EXPENSE	Budget Amt	YTD Actual	Balance
WAGES	\$ 14,300	\$ (1,349)	\$ 12,951
PROFESSIONAL SERVICES/AUDIT FEES	\$ 1,500	\$ (25)	\$ 1,475
DEBT PAYMENTS	\$ 31,788	\$ -	\$ 31,788
PAYOUT FOR 2024 PROJECTS	\$ 100,000	\$ -	\$ 100,000
TARGETED REINVESTMENT	\$ 120,710	\$ -	\$ 120,710
STREETSCAPING	\$ 35,000	\$ -	\$ 35,000
FAÇADE IMPROVEMENT PROJECTS	\$ 71,908	\$ -	\$ 71,908
TOTAL EXPENSE	\$ 375,206	\$ (1,374)	\$ 373,832

AVAILABLE PROJECT FUNDS

IMPROVEMENT PROJECTS	\$ 71,908
TARGETED INVESTMENTS	\$ -
CARRYOVER FUNDS PRIOR YEAR(S)	\$ 47,147
	\$ 119,055

Funds Disbursement		
GRANTS APPROVED	Date	\$ 71,908
AVAILABLE IMPROVEMENT PROJECT FUNDS \$ 71,908		

GRANTS - TARGETED INVESTMENTS	Funds Disbursement Date	\$ 220,710
BREWERY 2023		\$ 100,000
BACK ALLEY/DESIGN/ENGINEERING		\$ 120,710
AVAILABLE TARGETED IMPROVEMENT PROJECT FUNDS \$ -		

GRANTS - CARRYOVER FUNDS	Date	\$ 47,147
AVAILABLE IMPROVEMENT PROJECT FUNDS \$ 47,147		



CDA Financial Statement

For the Month Ending:

3/31/2025

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
EXPENSE			
WAGES	\$ 14,300	\$ (2,448)	\$ 11,852
PROFESSIONAL SERVICES/AUDIT FEES	\$ 1,500	\$ (5,274)	\$ (3,774)
DEBT PAYMENTS	\$ 31,788	\$ -	\$ 31,788
PAYOUT FOR 2024 PROJECTS	\$ 100,000	\$ (97,005)	\$ 2,995
TARGETED REINVESTMENT	\$ 120,710	\$ -	\$ 120,710
STREETSCAPING	\$ 35,000	\$ -	\$ 35,000
FAÇADE IMPROVEMENT PROJECTS	\$ 71,908	\$ -	\$ 71,908
TOTAL EXPENSE	\$ 375,206	\$ (104,727)	\$ 270,479

AVAILABLE PROJECT FUNDS

IMPROVEMENT PROJECTS	\$ 71,908
TARGETED INVESTMENTS	\$ 2,995
CARRYOVER FUNDS PRIOR YEAR(S)	\$ 47,147
	\$ 122,050

Funds Disbursement		
GRANTS APPROVED	Date	\$
		71,908
AVAILABLE IMPROVEMENT PROJECT FUNDS		\$ 71,908

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

GRANTS - CARRYOVER FUNDS	Date	\$
AVAILABLE IMPROVEMENT PROJECT FUNDS		\$ 47,147

Waupun Community Development Authority (CDA)
Downtown Revitalization Grant Application

Applicant Name: Bobbi Jo Kunz

Applicant Address: _____
(street, city, state, zip)

Phone: 920.392.9366 FAX: _____ Email: bobbijo@homesweethomowisconsin.com

Name of Business/Property: Home Sweet Home Real Estate

Property Address: 432 E Main St Waupun
(street, city, state, zip)

Property Use: Real Estate Office

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: Dean Depito / Ravenvale

Phone: 414.520.7663 Email: foxlakeproperties@yahoo.com

Property Owner Address: _____
(street, city, state, zip)

Property Owner Signature: _____ Date Signed: _____

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

Project Summary: (Provide a brief project summary)	<u>Replace front main entrance door</u>
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Estimated Start Date: _____ Estimated Completion Date: _____

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

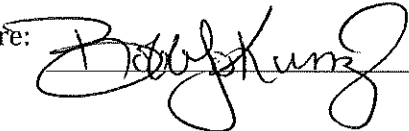
Total Estimated Cost of Application: \$ 3740

Total CDA Grant Request: \$ 935 (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: Bobbi Jokunz

Applicant Signature:  Date: _____

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.

CONTRACT WITH HOMETOWN GLASS & IMPROVEMENT, INC.

Building Improvements * Mobile Auto Glass * Complete Glass Service

OFFICE AND SHOP: N7171 Raceway Road

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

CONTRACT SUBMITTED TO:		PHONE:	920 392 9366
		EMAIL:	bobbijo@homesweethomewi.com
NAME:	Home Sweet Home Realty	JOB NAME:	Entrance Replacement
STREET:	432 E Main St.	STREET:	432 E Main St.
CITY & STATE:	Waupun WI 53963	CITY & STATE:	Waupun WI 53963
			DATE: 3/7/2025

It is agreed this Contract shall be for the following work and materials:

Furnish and install an exterior aluminum storefront entrance, replacing the existing. See page 2 for details and further scope. Quote is good for 30 days. **\$3,740.00**

Quote includes demo, disposal, tax, labor and freight.
Permits, if required, are the responsibility of the owner.

- Contractors shall furnish Buyer with lien waivers in writing from contractors, subcontractors and material suppliers in proportion to the value of all labor, services and products or materials furnished or delivered as of the time payment(s) is (are) made upon request.
- A copy of manufacturer's warranties on products shall be provided upon completion. Hometown Glass & Improvement, Inc. warrants that all work will be completed in a workmanlike manner according to standard practices. No other warranties are made.
- All deviations from the above specifications shall be in writing, signed by both parties and specifying any price increase or decrease.
- Owner shall carry fire, wind and any other insurance owner deems necessary.
- Finance charge of 1.5% per month on unpaid balance after 30 days, 18% annum. 3% charge will be added to invoice if paid by a credit card.
- 3% charge will be added to invoice if paid by a credit card.

AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, BUILDER HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES FURNISHING LABOR OR MATERIALS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON OWNER'S LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED BUILDER, ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN 60 DAYS AFTER THEY FIRST FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO THE MORTGAGE LENDER, IF ANY. BUILDER AGREES TO COOPERATE WITH THE OWNER AND THE OWNER'S LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.

It is proposed that work shall be completed on or about: _____

It is agreed the above described work will be completed in accordance with the above specifications for the sum of: _____

payable as follows: Net 30 Days

Authorized Signature: _____

* Insert name or representative who solicited or negotiated this contract.

Tim Weisensel

This contract shall be null and void if not accepted on or before: (30 Days From Today's Date) 3/7/2025

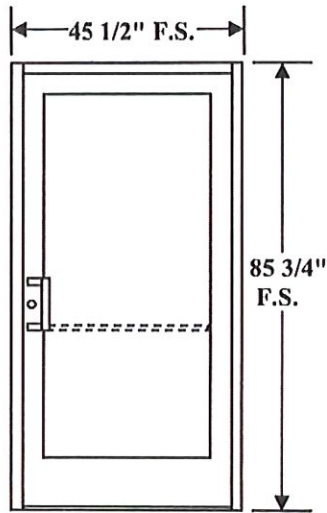
ACCEPTANCE OF CONTRACT

Owner hereby agreed to the foregoing specifications, prices, terms and conditions and authorizes Hometown Glass & Improvement, Inc. to proceed. By signing this Acceptance, owner acknowledges receipt of a copy of this contract.

Date: 03/21/2025

Signature: Bobbijo

Signature: _____



(1 of)

Exterior

1 3/4" x 4 1/2" Aluminum Frame

3-0 x 7-0 Medium Stile Aluminum Door

10" Bottom Rail

Black Anodized Finish

Tubular Push - 10" Offset Pull

1/2" ADA Threshold

LCN 4040XP Heavy Duty Closer

ABH Heavy Duty Continuous Hinge

Maximum Security Lock w/Thumb-Turn

1" Clear Tempered Insulated Glass w/HP Low-e & Argon

Full Weather-Stripping w/Sweep

Perimeter Caulk