



A G E N D A
CITY OF WAUPUN COMMUNITY DEVELOPMENT
AUTHORITY MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, August 15, 2023 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/83626747403?pwd=eTM3V2RtMjJyRDRxYTQ5TXpZdnFJZz09>

Meeting ID: 836 2674 7403

Passcode: 857325

Phone: 312 626 6799 US (Chicago)

CALL TO ORDER

ROLL CALL

CONSIDERATION - ACTION

- [1.](#) Approve Minutes from July 18, 2023 CDA Meeting
- [2.](#) Approve July 2023 CDA Financials
- [3.](#) Review Application for 42 Fond du Lac St Maedox Tax & Accounting
- [4.](#) Review Application for 14 W Main St Edward Jones
- [5.](#) Review Application for 16 W Main St State Farm
- [6.](#) Review Application for 20 W Main St B&B Plumbing

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
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, July 18, 2023 at 7:45 AM

Meeting called to order at 7:49 a.m. by Mayor Bishop, Chairperson.

Roll call taken. Present: Mayor Bishop, Gary DeJager, Sue Vandeberg, Derek Drews, and Bobbi Joe Kunz are present. Also presented, Administrator Schlieve and Assistant Administrator Langenfeld. Jason Whitford is present online. Absent and excused is Cassandra VerHage.

Motion Vanderkin, second Drews to nominate Sue Vandeberg as Vice-Chair. Carried unanimously.

Motion Vandeberg, second Vanderkin to approve minutes from June 20, 2023 CDA meeting. Carried unanimously.

Motion Vandeberg, second Drews to approve June 2023 financials for CDA. Carried unanimously.

Administrator Schlieve provided an update on outstanding project, noting that progress is occurring on each. No action required to extend projects at this time.

Administrator Schlieve provides an overview of a targeted reinvestment application for Wee Care located at 1 W Brown St. An initial application was received in December of 2022. Schlieve explains the critical infrastructure needs of childcare to support workforce, noting that the City recently extended support through a Childcare Stabilization Grant. The childcare industry is struggling and there is a need to remove more capital cost from the project to bring it to reality. Schlieve requests consideration of a \$30,000 grant application to increase city support. Motion Drews, second Vandeberg to approve a \$30,000 reimbursement grant for Wee Care. Carried unanimously.

Schlieve leads a brief discussion on future planning, noting that the final expenditure year for TID 3 is in 2027. There will be roughly \$500,000 worth of investment that can be made notes that there is a need for the CDA to be strategic about their investment choices. Discussion centers around possible expansion of BID boundaries to increase that groups possible funding, methods to slow down traffic through the central business district, and the need for a pillar/video display sign to advertise events. Schlieve asks the group to give consideration to priorities for 2024 and beyond. A future planning discussion will be held to determine priorities.

Motion Vanderkin, second Kunz to adjourn the meeting. Carries unanimously. Meeting adjourned at 8:32 a.m.



CDA Financial Statement

For the Month Ending: **7/31/2023**

BUDGET

| | |
|----------------|-------------------|
| REVENUE | \$ 159,598 |
|----------------|-------------------|

| EXPENSE | Budget Amt | YTD Actual | Balance |
|-----------------------------------|-------------------|--------------------|------------------|
| WAGES | \$ 15,116 | \$ (10,019) | \$ 5,097 |
| PROFESSIONAL SERVICES/AUDIT FEES | \$ 1,000 | \$ (2,774) | \$ (1,774) |
| DEBT PAYMENTS | \$ 32,967 | \$ (32,895) | \$ 72 |
| PAYOUT FOR 2023 PROJECTS | \$ 28,025 | \$ (29,446) | \$ (1,421) |
| IMPROVEMENT PROJECTS | \$ 40,000 | \$ - | \$ 40,000 |
| TARGETED INVESTMENT/STREETSCAPING | \$ 53,971 | \$ (3,650) | \$ 50,321 |
| TOTAL EXPENSE | \$ 171,079 | \$ (78,784) | \$ 92,295 |

AVAILABLE PROJECT FUNDS

| | |
|------------------------------------|-------------------|
| IMPROVEMENT PROJECTS | \$ 24,449 |
| TARGETED INVESTMENTS/STREETSCAPING | \$ 14,671 |
| CARRYOVER FUNDS PRIOR YEAR(S) | \$ 49,374 |
| REIMBURSEMENT | \$ 28,403 |
| | \$ 116,897 |

| ANNUAL ACTIVITY | AMOUNT |
|--|------------------|
| 3/23 WEDC GRANT PAYMENT | \$ 134,200 |
| 3/23 GRANT REIMBURSEMENT STONE & SUEDE | \$ (105,797) |
| | \$ 28,403 |

| GRANTS APPROVED - NOT DISPURSED | \$ 40,000 |
|--|------------------|
| WEAVING IT UP TO YOU! cancelled | \$ - |
| WIND & UNWIND (est. award \$2,565) | \$ 5,000 |
| BROKEN THREADS | \$ 5,000 |
| K'S BOUTIQUE | \$ 551 |
| JUDSON'S | \$ 5,000 |
| AVAILABLE IMPROVEMENT PROJECT FUNDS | \$ 24,449 |

| GRANTS - TARGETED INVESTMENTS | \$ 53,971 |
|--|------------------|
| GYSBER'S JEWELRY | \$ 39,300 |
| AVAILABLE IMPROVEMENT PROJECT FUNDS | \$ 14,671 |

| GRANTS - CARRYOVER FUNDS | \$ 79,374 |
|--|------------------|
| WEE CARE DAYCARE | \$ 30,000 |
| AVAILABLE IMPROVEMENT PROJECT FUNDS | \$ 49,374 |

Waupun Community Development Authority
Downtown Revitalization Grant Application

Applicant Name: Mike Berndt
Applicant Address: 7999 Pleasant Valley Rd, Larsen, WI 54947
Phone: 920 594 2397 Fax: _____ Email: Mike@mairdoptax.com
Name of Business/Property: Marder Tax & Accounting (Formerly Peters + Assoc)
Property Address: 42 Fond du lac St.
Property Use: Bookkeeping, Payroll Tax

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 _____

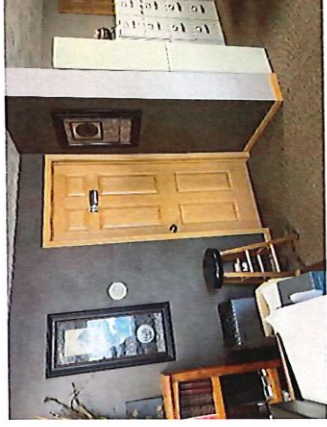
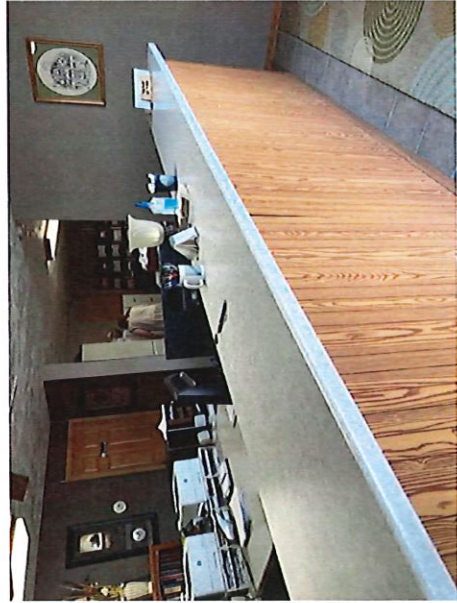
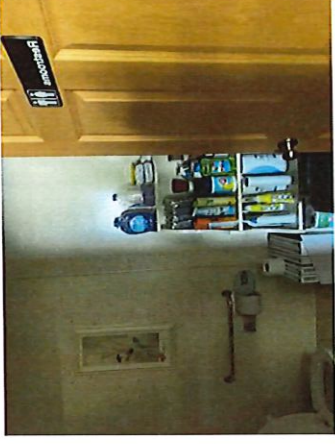
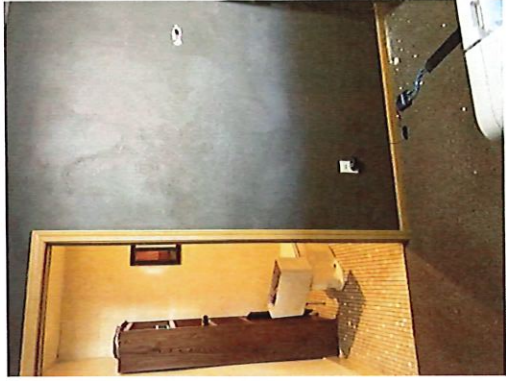
Project Summary: (Provide a brief project summary)

Adding Removing Walls to add a private office (for holding confidential meetings and performing work needs) along with converting space to make a conference room to hold private meetings. In addition there will be office desks added + relocated

Estimated Start Date: 7-8-23 Estimated Completion Date: 8-15-23

City Building Inspector Approval: _____ Date: _____

42 Fond du Lac St – Interior Improvement





6-18-23

ESTIMATE FOR MAEDEX TAX & ACCOUNTING

42 FOND DU LAC ST.
WAUPUN, WI 53963

SCOPE OF WORK :

- DEMOLITION OF ALL EXISTING BATHROOM
- REBUILD WALL(S) PER SPECS OF OWNER
- RECONFIGURE ELECTRICAL AS NEEDED
- DELETE EXISTING PLUMBING AS NEEDED
- HANG DOORS, TRIM, HARDWARE
- HANG & FINISH DRYWALL
- PAINT & PRIME NEW CONSTRUCTION
- REPLACE FLOORING AS NEEDED
- DISPOSAL OF ALL WASTE

MATERIALS + LABOR

TOTAL ESTIMATE \$ 31,300

THANK YOU

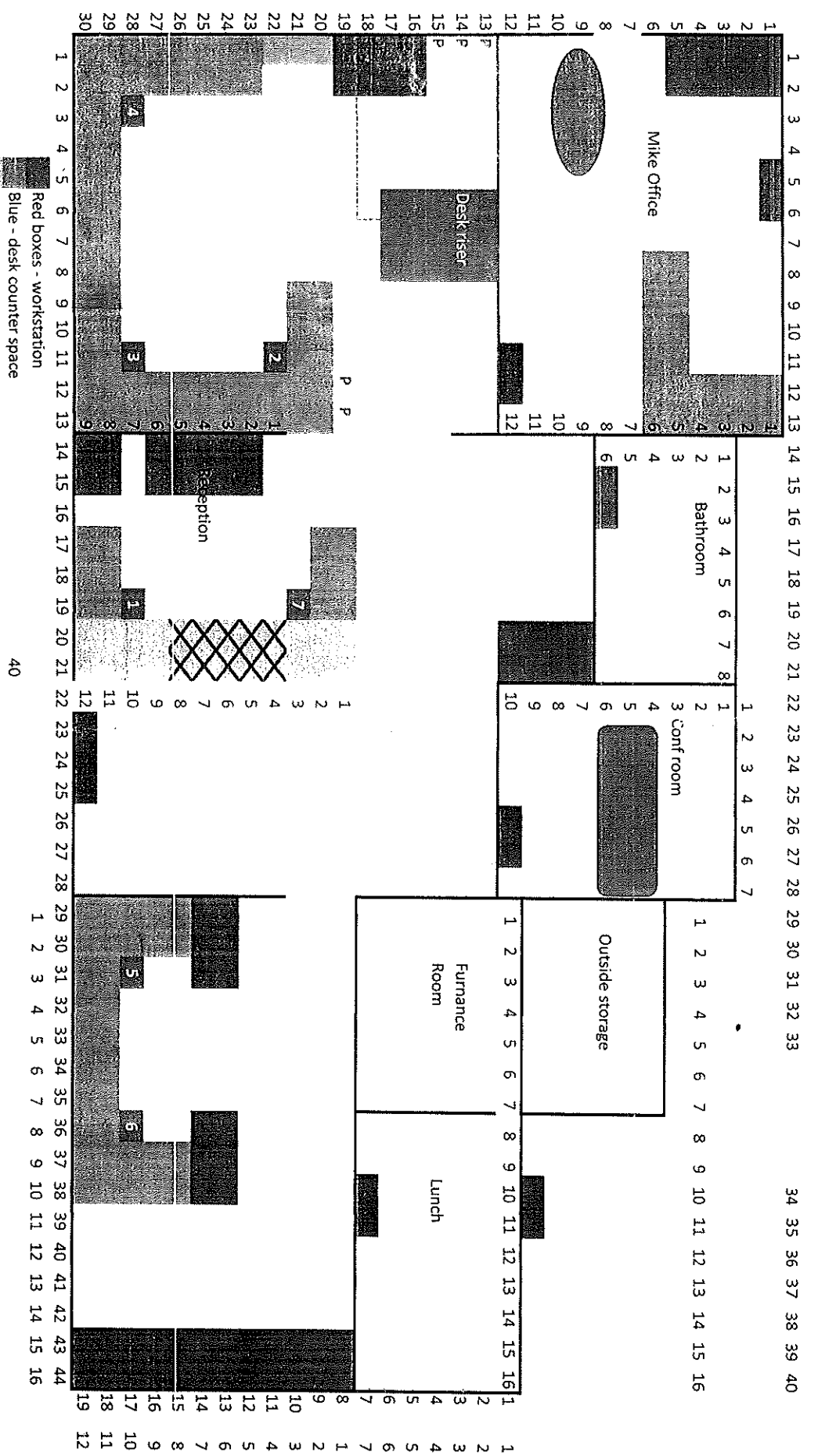
A handwritten signature in cursive script, appearing to read 'Shane Rhodes', is written below the 'THANK YOU' text.

SHANE RHODES

920.210.9159

SHANETARRRHODES@ATT.NET • 816 SEYMOUR ST. WAUPUN, WI 53963

- Red boxes - workstation
- Blue - desk counter space
- Light blue - double high/reception desk
- Purple - cabinets
- Green - doors
- Orange - drive up window
- Metal cabinets



Waupun Community Development Authority
Downtown Revitalization Grant Application

Applicant Name: Edward Jones - Joe Heeringa
Applicant Address: 14 W Main St, Waupun WI 53963
Phone: 920.382.2624 Fax: _____ Email: _____
Name of Business/Property: Edward Jones
Property Address: 14 W Main St, Waupun, WI 53963
Property Use: financial advisor

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: Bryan Yohn
Phone: 920.324.9055 Email: _____
Property Owner Address: Industrial Drive

Property Owner Signature: Bryan Date 8/11/23
Expiration Date of Current Lease Agreement: 12/31/27 Owner Initials BY

Project Summary: (Provide a brief project summary)

signage & awning replacement

Estimated Start Date: 9/1/23 Estimated Completion Date: 11/1/23

City Building Inspector Approval: _____ Date: _____

Required Attachments:

Cost Estimates

Current photo(s) of property

Project plan(s) drawn to ¼-inch scale, if applicable

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: 8/15/23 BID Grant Awarded: \$ 2000 (requested)

Total Estimated Cost of Application: \$ 6720⁰⁰

Total CDA Grant Request: \$ 2360⁰⁰ (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): _____

Applicant Signature: _____ Date: _____

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: _____

Application reviewed for completeness by _____ (initials). Date: _____

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

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

Anything & Everything Home Maintenance LLC

General Contractor

Estimate

| Date | Estimate # |
|-----------|------------|
| 8/11/2023 | 2109 |

Solid Surface Countertops-New Construction Remodel-Snow Removal

Company Licensed Contractor # 1169797

N9263 CTY Road A
Beaver Dam WI 53916

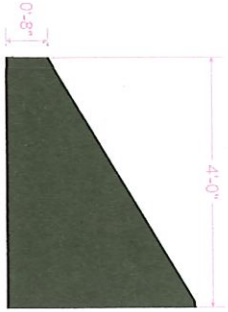
Phone # 920-324-9055

| |
|--|
| Name / Address |
| Edward Jones 14 W Main St Waupun, WI 53963 |
| Customer Phone |
| |

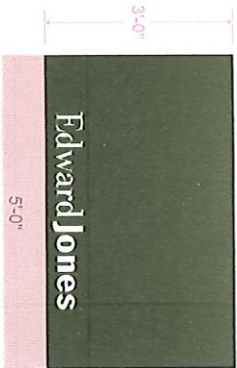
| Description | Options | Total |
|---|---------|-------------------|
| To tear down black awning and patch steel where needed over entrance door | | 500.00 |
| To put new aluminum framed, fabric canopy over door and 2 windows-materials and labor | | 5,620.00 |
| Electrical allowance for under canopy lighting by door | | 600.00 |
| Total | | \$6,720.00 |

Signature _____ Date _____

SCOPE: INSTALL (3) NON-LIT AWNINGS TO BUILDING



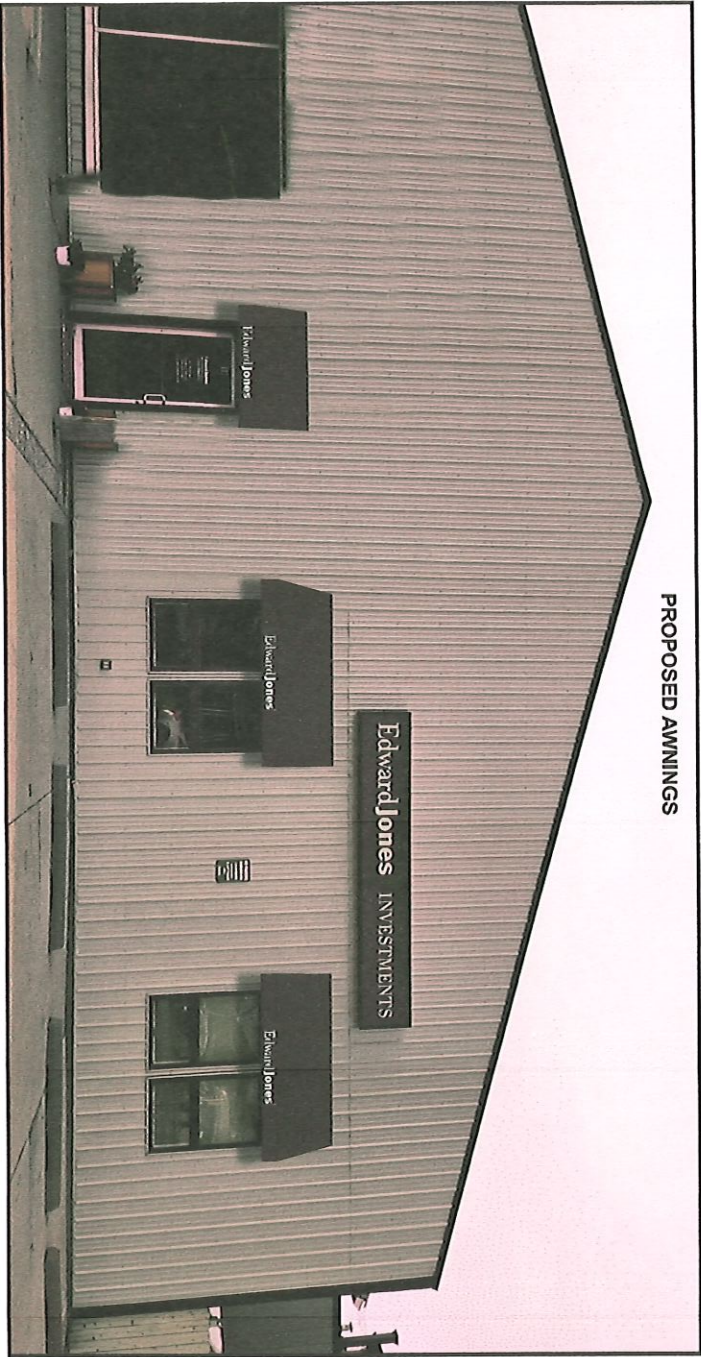
(1) AWNING OVER DOOR



(2) AWNINGS OVER WINDOW



PROPOSED AWNINGS



Scale: 1/2" = 1'

PROJECT

Edward Jones

SITE ADDRESS

14 W Main Street
Waupun, WI

REVISIONS

| DATE | NOTES |
|------|-------|
| A | |
| B | |
| C | |
| D | |
| E | |

CLIENT APPROVAL

DATE: _____
Signature of Client Representative

© 2023 ABLE SIGN™. All rights reserved. This drawing is the property of Able Sign and is not to be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or by any information storage and retrieval system, without the prior written permission of Able Sign. The information contained herein is for informational purposes only and does not constitute an offer of any financial product or service. Please contact your financial advisor for more information.

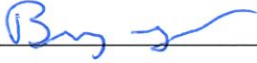
Waupun Community Development Authority
Downtown Revitalization Grant Application

Applicant Name: John Grey
Applicant Address: 16 W Main St.
Phone: 920.210.5218 Fax: _____ Email: _____
Name of Business/Property: State Farm Insurance
Property Address: 16 W Main St. Waupun, WI
Property Use: insurance 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: Bryan Ypha
Phone: 920.324.9055 Email: _____
Property Owner Address: Industrial Drive

X Property Owner Signature:  Date: 8/11/23
Expiration Date of Current Lease Agreement: 12/31/2028 Owner Initials: BY

Project Summary: (Provide a brief project summary)

signage & awning replacement

Estimated Start Date: 9/1/23 Estimated Completion Date: 11/1/23

City Building Inspector Approval: _____ Date: _____

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:

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: 8/15/23 BID Grant Awarded: \$ 2000 requested.

Total Estimated Cost of Application: \$ 22652

Total CDA Grant Request: \$ 5,000 (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): _____

Applicant Signature: _____ Date: _____

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: _____

Application reviewed for completeness by _____ (initials). Date: _____

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

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

Anything & Everything Home Maintenance LLC

General Contractor

Estimate

| | |
|-----------|------------|
| Date | Estimate # |
| 8/11/2023 | 2108 |

Solid Surface Countertops-New Construction Remodel-Snow Removal

Company Licensed Contractor # 1169797

N9263 CTY Road A
Beaver Dam WI 53916

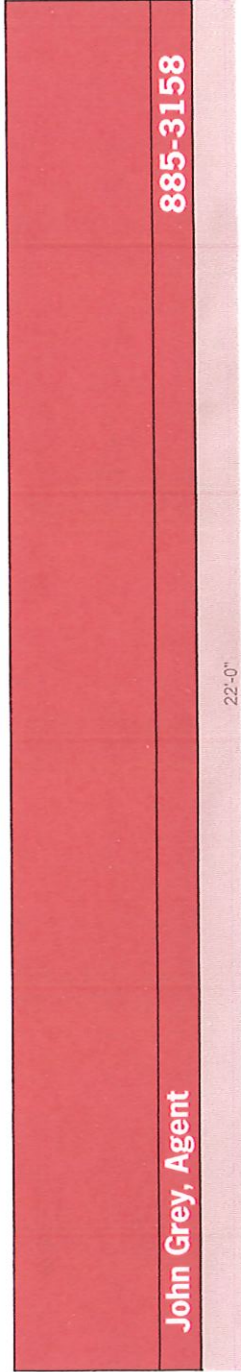
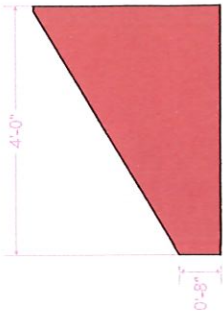
Phone # 920-324-9055

| | |
|---|--|
| Name / Address | |
| John Grey State Farm 16 W Main St Waupun, WI 53963 | |
| Customer Phone | |
| 920-885-3158 | |

| Description | Options | Total |
|--|---------|--------------------|
| To tear off front and side black awning, patch steel where needed-materials and labor | | 3,652.00 |
| To put new aluminum framed, fabric awnings up-materials and labor | | 7,224.00 |
| New 2x8 ft box sign, LED for above canopy and vinyl for front road sign and vinyl for window signage-materials and labor | | 8,776.00 |
| New electrical allowance to signage and under canopy lighting | | 3,000.00 |
| Total | | \$22,652.00 |

Signature _____ Date _____

SCOPE: INSTALL (1) NON-LIT AWNING OVER FRONT WINDOWS



ABLE SIGN
 182246 N Crystal Lake Rd.
 Beaver Dam, WI 53516
 Date: 7/14/23
 Drawing: 523715
 Page #: 1
 Designer: JF

PROJECT
 John Grey
 State Farm

SITE ADDRESS
 W. Main Street
 Waupun, WI

REVISIONS

| NO. | DATE | DESCRIPTION |
|-----|------|-------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

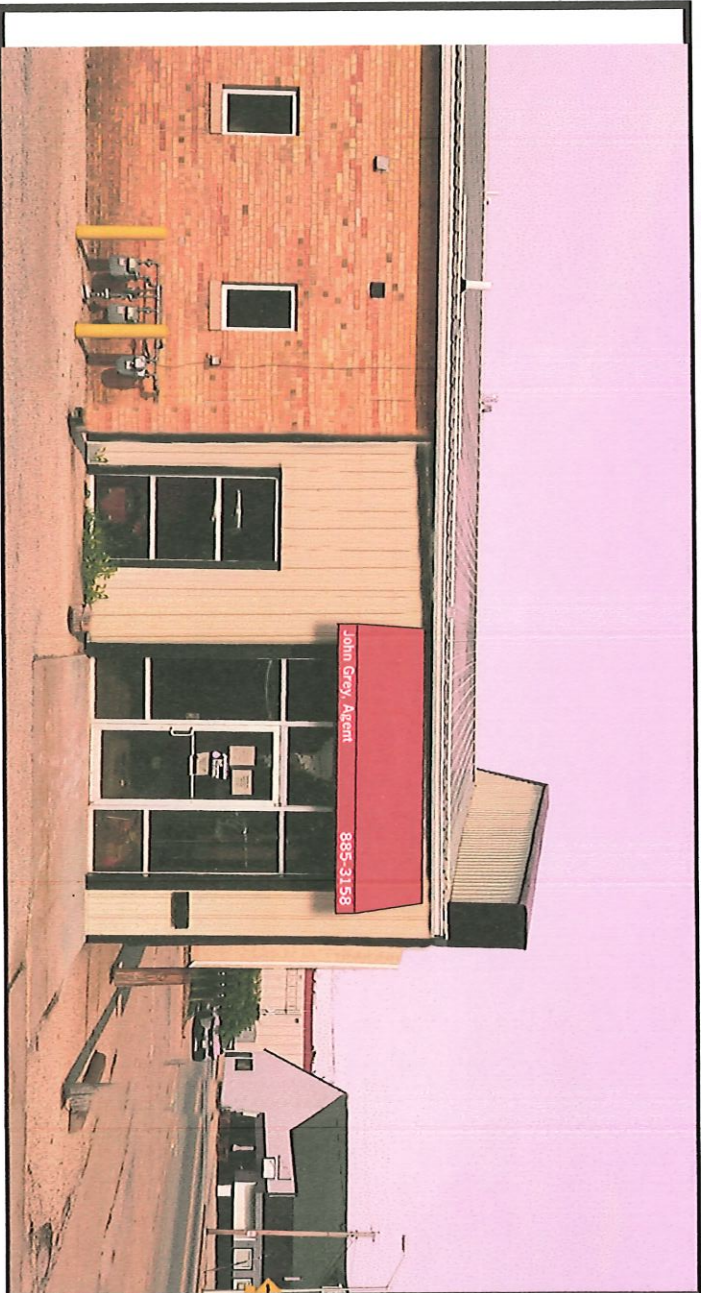
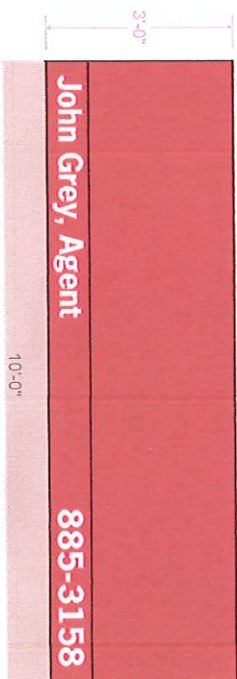
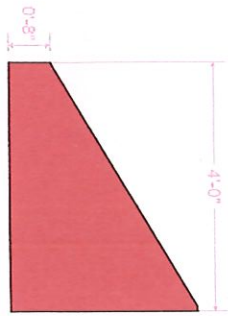
CLIENT APPROVAL

DATE: _____

NOTES:

ON-SITE APPROVAL: This sign is intended for use as a temporary sign. It is not to be used for permanent signage. The sign must be removed within 90 days of installation. If the sign is not removed within 90 days, it will be removed by the company at the client's expense. The client is responsible for obtaining all necessary permits and approvals. The company is not responsible for any damage to property or injury to persons. © 2023

SCOPE: INSTALL (1) NON-LIT AWNING OVER ENTRANCE DOOR



Scale: 1/2" = 1'

ABLE SIGN
 70246 N. Crystal Lake Rd.
 Beaver Dam, WI 53916
 Date: 7/14/23
 Drawing: S33716
 Page #: 2
 Designer: TF

PROJECT
 John Grey
 State Farm

SITE ADDRESS
 W. Main Street
 Waupun, WI

REVISIONS

| DATE | NOTES |
|------|-------|
| A | |
| B | |
| C | |
| D | |
| E | |

CLIENT APPROVAL

ABLE SIGN™ is a registered trademark of Able Sign, Inc. All other trademarks are the property of their respective owners. © 2023



 **State Farm**
Agent Name
Agent
123-345-7890
agentname.com
Office Hours
Mon-Fri 9:00am-5:00pm
Sat-Sun 10:00am-4:00pm
Evenings and weekends by appointment



Waupun Community Development Authority
Downtown Revitalization Grant Application

Applicant Name: Bryan John
Applicant Address: 20 W Main St
Phone: 920.324.9055 Fax: _____ Email: bryan.john@hotmail.com
Name of Business/Property: B+B Plumbing
Property Address: 20 W Main St, Waupun, WI 53963
Property Use: Plumbing Trades

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: Bryan John
Phone: 920.324.9055 Email: _____
Property Owner Address: Industrial Dr
Property Owner Signature: _____ Date: 8/11/23
Expiration Date of Current Lease Agreement: 12/31/2028 Owner Initials: BJ

Project Summary: (Provide a brief project summary)

Signage & awning replacement

Estimated Start Date: 9/1/23 Estimated Completion Date: 11/1/23

City Building Inspector Approval: _____ Date: _____

Required Attachments:

- Cost Estimates
- Current photo(s) of property

- Project plan(s) drawn to ¼-inch scale, if applicable
- 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: 8/15/23 BID Grant Awarded: \$ 2000 (requested)

Total Estimated Cost of Application: \$ 19732

Total CDA Grant Request: \$ 5000 (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): _____

Applicant Signature: _____ Date: _____

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: _____

Application reviewed for completeness by _____ (initials). Date: _____

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

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

Anything & Everything Home Maintenance LLC

General Contractor

Estimate

| Date | Estimate # |
|-----------|------------|
| 8/11/2023 | 2110 |

Solid Surface Countertops-New Construction Remodel-Snow Removal

Company Licensed Contractor # 1169797

N9263 CTY Road A
Beaver Dam WI 53916

Phone # 920-324-9055

| |
|---|
| Name / Address |
| B&B Plumbing 20 West Main Street Waupun, WI 53963 |
| Customer Phone |
| |

| Description | Options | Total |
|--|---------|--------------------|
| To put backer behind awning to cover old holes in brick-materials and labor | | 3,180.00 |
| To put new aluminum framed, fabric canopy over doors and windows-materials and labor | | 9,645.00 |
| Electrical allowance for under canopy lighting | | 3,000.00 |
| New fabricated and installed 10 high by 36 inch wide, single faced, back lit, LED, open sign | | 1,627.00 |
| New black 6 inch gutter-materials and labor | | 2,280.00 |
| Total | | \$19,732.00 |

Signature _____ Date _____



ABLE SIGN
 W9246 N Crystal Lake Rd.
 Beaver Dam, WI 53916
 Date: 7/14/23
 Drawing #: B23714
 Page #: 1
 Designer: JF

PROJECT
 B&B Plumbing
 Services

SITE ADDRESS
 20 W. Main Street
 Waupun, WI

REVISIONS

NOTES:

DATE:

CLIENT APPROVAL

ABLE SIGN LLC reserves the right to make any and all revisions to this design without notice and without liability. This design is not to be used for any other project without the written consent of Able Sign LLC. All other rights reserved. © 2023

SCOPE: INSTALL AWNING TO FRONT OF BUILDING / ADD HANGING SIGN BY ENTRANCE

