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=eTM3V2RtMjJyRDRxYTQSTXpZdnFJZz09  
**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.*
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

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

## Available Expense Funds

<table>
<thead>
<tr>
<th>Description</th>
<th>$ 24,449</th>
</tr>
</thead>
<tbody>
<tr>
<td>IMPROVEMENT PROJECTS</td>
<td></td>
</tr>
<tr>
<td>TARGETED INVESTMENTS/STREETSCAPING</td>
<td>$ 14,671</td>
</tr>
<tr>
<td>CARRYOVER FUNDS PRIOR YEAR(S)</td>
<td>$ 49,374</td>
</tr>
<tr>
<td>REIMBURSEMENT</td>
<td>$ 28,403</td>
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<tr>
<td><strong>TOTAL AVAILABLE EXPENSE FUNDS</strong></td>
<td>$ 116,897</td>
</tr>
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</table>

## Annual Activity

<table>
<thead>
<tr>
<th>Activity</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/23 WEDC GRANT PAYMENT</td>
<td>$ 134,200</td>
</tr>
<tr>
<td>3/23 GRANT REIMBURSEMENT STONE &amp; SUEDE</td>
<td>$ (105,797)</td>
</tr>
<tr>
<td>WEAVING IT UP TO YOU! - cancelled</td>
<td>-</td>
</tr>
<tr>
<td>WIND &amp; UNWIND (est. award $2,565)</td>
<td>$ 5,000</td>
</tr>
<tr>
<td>BROKEN THREADS</td>
<td>$ 5,000</td>
</tr>
<tr>
<td>K'S BOUTIQUE</td>
<td>$ 551</td>
</tr>
<tr>
<td>JUDSON'S</td>
<td>$ 5,000</td>
</tr>
<tr>
<td><strong>AVAILABLE IMPROVEMENT PROJECT FUNDS</strong></td>
<td>$ 24,449</td>
</tr>
</tbody>
</table>

## Grants Approved - Not Dispursed

<table>
<thead>
<tr>
<th>Description</th>
<th>$ 40,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRANTS - TARGETED INVESTMENTS</td>
<td>$ 53,971</td>
</tr>
<tr>
<td>GYSBER'S JEWELRY</td>
<td>$ 39,300</td>
</tr>
<tr>
<td><strong>AVAILABLE IMPROVEMENT PROJECT FUNDS</strong></td>
<td>$ 14,671</td>
</tr>
</tbody>
</table>

## Grants - Carryover Funds

<table>
<thead>
<tr>
<th>Description</th>
<th>$ 79,374</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEE CARE DAYCARE</td>
<td>$ 30,000</td>
</tr>
<tr>
<td><strong>AVAILABLE IMPROVEMENT PROJECT FUNDS</strong></td>
<td>$ 49,374</td>
</tr>
</tbody>
</table>
Waupun Community Development Authority  
Downtown Revitalization Grant Application

Applicant Name: Mike Bernolt

Applicant Address: 7999 Pleasant Valley Rd, Larsen, WI 54947

Phone: 920-594-2397 Fax: Email: Mike@macdonaldfax.com

Name of Business/Property: Sanders 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)

Putting removing walls to add a private office (for holding confidential meetings and performing work more) along with converting space to make a conference room to hold private meetings. In addition there will be office spaces added + relocated.

Estimated Start Date: 7-8-27  Estimated Completion Date: 8-15-27

City Building Inspector Approval: ___________________________ Date: ________________

Revised 4/17/2018
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

Shane Rhodes

920.210.9159
shane@shanerhodes.com • 818 Seymour St. Waupun, WI 53963
Waupun Community Development Authority
Downtown Revitalization Grant Application

Applicant Name: Edward Jones - Joe Heerenga
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 John
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: 

Revised 4/17/2018
**Required Attachments:**

- ☑ Cost Estimates
- ✔ Project plan(s) drawn to ¼-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: 9/15/23  BID Grant Awarded: $20,000 (requested)

Total Estimated Cost of Application: $6,700

Total CDA Grant Request: $23,600 (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: ______________

Revised 4/17/2018
## General Contractor Estimate

### Solid Surface Countertops-New Construction
Remodel-Snow Removal

Company Licensed Contractor #: 1169797

<table>
<thead>
<tr>
<th>Name / Address</th>
<th>Customer Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edward Jones</td>
<td></td>
</tr>
<tr>
<td>14 W Main St</td>
<td></td>
</tr>
<tr>
<td>Waupun, WI 53963</td>
<td></td>
</tr>
</tbody>
</table>

### Description

<table>
<thead>
<tr>
<th>Description</th>
<th>Options</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>To tear down black awning and patch steel where needed over entrance door</td>
<td></td>
<td>500.00</td>
</tr>
<tr>
<td>To put new aluminum framed, fabric canopy over door and 2 windows-materials and labor</td>
<td></td>
<td>5,620.00</td>
</tr>
<tr>
<td>Electrical allowance for under canopy lighting by door</td>
<td></td>
<td>600.00</td>
</tr>
</tbody>
</table>

**Total**: $6,720.00
Scope: Install (3) Non-Lit Awnings to Building

1. Awning Over Door
2. Awning Over Window

Edward Jones Investments

Scale: 1/2" = 1'
Waupun Community Development Authority
Downtown Revitalization Grant Application

Applicant Name: John Grey
Applicant Address: 110 W Main St.
Phone: 920.210.5418 Fax: Email:

Name of Business/Property: State Farm Insurance
Property Address: 160 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 John
Phone: 920.324.9055 Email:

Property Owner Address: Industrial Drive
Property Owner Signature: Date 8/11/23
Expiration Date of Current Lease Agreement: 12/31/2023 Owner Initials BY

Project Summary: (Provide a brief project summary)

Signage & awning replacement

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

City Building Inspector Approval: Date: 

Revised 4/17/2018
Required Attachments:
☑️ Cost Estimates  ☐ Project plan(s) drawn to ¼-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: 6/15/23  BID Grant Awarded: $2000 requested

Total Estimated Cost of Application: $22652

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

**Solid Surface Countertops-New Construction**
**Remodel-Snow Removal**

Company Licensed Contractor #: 1169797

<table>
<thead>
<tr>
<th>Name / Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Grey</td>
</tr>
<tr>
<td>State Farm</td>
</tr>
<tr>
<td>16 W Main St</td>
</tr>
<tr>
<td>Waupun, WI 53963</td>
</tr>
</tbody>
</table>

**Customer Phone**

920-885-3158

<table>
<thead>
<tr>
<th>Description</th>
<th>Options</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>To tear off front and side black awning, patch steel where needed-materials and labor</td>
<td></td>
<td>3,652.00</td>
</tr>
<tr>
<td>To put new aluminum framed, fabric awnings up-materials and labor</td>
<td></td>
<td>7,224.00</td>
</tr>
<tr>
<td>New 2x8 ft box sign, LED for above canopy and vinyl for front road sign and vinyl for window signage-materials and labor</td>
<td></td>
<td>8,776.00</td>
</tr>
<tr>
<td>New electrical allowance to signage ard under canopy lighting</td>
<td></td>
<td>3,000.00</td>
</tr>
</tbody>
</table>

**Signature**

**Date**

**Total** $22,652.00
SCOPE: INSTALL (1) NON-LIT AWNING OVER FRONT WINDOWS

John Gray, Agent
885-3158

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

John Grey, Agent

885-3158
Waupun Community Development Authority
Downtown Revitalization Grant Application

Applicant Name: Bryan John
Applicant Address: 20 W Main St
Phone: 920.324.9055 Fax: Email: bryanjohn@hotmail.com

Name of Business/Property: Bob 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 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: 

Revised 4/17/2018
Required Attachments:

☑️ Cost Estimates  ☐ Paint color(s) or material sample(s), if applicable
☑️ Current photo(s) of property  ☐ Project plan(s) drawn to 1/4-inch scale, 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: 3/15/23  BID Grant Awarded: $20,000 (requested)

Total Estimated Cost of Application: $19,732

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: ________________

Revised 4/17/2018
**Anything & Everything Home Maintenance LLC**

**General Contractor**

Solid Surface Countertops-New Construction
Remodel-Snow Removal

Company Licensed Contractor # 1169797

<table>
<thead>
<tr>
<th>Name / Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>B&amp;B Plumbing</td>
</tr>
<tr>
<td>20 West Main Street</td>
</tr>
<tr>
<td>Waupun, WI 53963</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Customer Phone</th>
</tr>
</thead>
</table>

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

**Total**  $19,732.00

Signature ___________________________ Date

N9263 CTY Road A
Beaver Dam WI 53916

Phone # 920-324-9055
SCOPE: INSTALL AWNING TO FRONT OF BUILDING / ADD HANGING SIGN BY ENTRANCE

PROPOSED AWNING

NOTE: OPEN SIGN / BLACK AWNING WITH WHITE COPY