



**A G E N D A**  
**CITY OF WAUPUN COMMUNITY DEVELOPMENT**  
**AUTHORITY MEETING**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Tuesday, June 20, 2023 at 8:00 AM**

The Waupun Community Development Authority will meet In-person, virtual, and teleconference. Instructions to join the meeting are provided below:

**Virtual:** <https://us02web.zoom.us/j/84949639125?pwd=YWt0R0R1S209wN3E5Q1o0WDFpclhrZz09>

**Meeting ID:** 849 4963 9125

**Passcode:** 757382

**Phone:** 312 626 6799 US (Chicago)

**CALL TO ORDER**

**ROLL CALL**

**CONSIDERATION - ACTION**

- [1.](#) Recognition of Mayoral Appointment of Board Members
2. Establish Day of Month and Time of Future Board Meetings
- [3.](#) Approve CDA Minutes from April 18, 2023 and June 14, 2023 Meetings
- [4.](#) Approve CDA Financials for 2023
- [5.](#) Review Outstanding Applications
  
- [6.](#) Consider CDA Application for 416 E Main St - Judson's
- [7.](#) Consider Targeted Reinvestment Application for 307 E Main St - Gysber's Jewelry Store

**DISCUSSION**

8. City 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.*

Last night, Council approved board appointments. At your next meeting, you must list the following on the agenda:

1. **Recognition of Mayoral Appointment of Board Members** *(Just recognize the new members/re-appointed members. There is no action on this)*
2. **Nominations and Appointment of Vice Chairperson**
3. **Establish Day of Month and Time of Board Meeting** *(the Board to make motion on the day of the month and time of which this meeting will be held. Some members may have other commitments that they cannot attend at your current day/time)*

**Following the meeting, forward this email to me, informing me of the information above.**

**COMMUNITY DEVELOPMENT AUTHORITY** (after initial term, 4 Year Term)

Community Development Authority shall regularly meet on **the 3<sup>rd</sup> Tuesday of each month at 8:00am**. The CDA commissioners shall consist of seven commissioners who shall be appointed in accordance with Section 66.1335(2) of the WI Statutes. A commissioner shall hold his or her office until a successor has been appointed and qualified. Removals with respect to commissioners of the CDA shall be governed by the WI Statutes. Officers of the CDA shall be the Chairperson (Mayor) and Vice Chairperson. **The Vice-Chairperson shall be elected from among the Commissioners of the CDA at the first meeting of the CDA, and the first meeting after May** and shall hold office until the next succeeding April, or until a successor is elected. This list is an advisory list of potential members but not obligatory. The appointments to this committee are at the discretion of the Mayor: Mayor, Council Member, Downtown Business Owner, Downtown Property Owner, (2) Community Member At-Large, and Business Improvement District (BID) Representative. Ex-Officio/Staff Support: City Administrator, **City Clerk-Treasurer, City Attorney, Director of Public Works, and Fond du Lac County Economic Development Corp.**

<b>MAYORAL APPOINTMENTS</b>			
Mayor	Chairperson		Rohn Bishop
Aldersperson			Bobbi Jo Kunz
Downtown Business Owner		4/30/2027	Sue Vandenberg
Downtown Property Owner		4/30/2026	Cassandra Verhage
Community Member At Large		4/30/2026	Derek Drews
Community Member At Large		4/30/2024	Jill Vanderkin
BID Representative		4/30/2025	Gary DeJager
<b>EX-OFFICIO / STAFF SUPPORT</b>			
Administrator/Ec. Development			Kathy Schlieve

ADMINISTRATOR/EC. DEVELOPMENT	Ex Officio
CITY CLERK/TREASURER	Ex Officio
CITY ATTORNEY	Ex Officio
DIRECTOR OF PUBLIC WORKS	Ex Officio
FOND DU LAC COUNTY ECONOMIC DEVELOPMENT CORP	Ex Officio

Remove City Clerk/Treasurer, City Attorney, Director of Public Works, Fond du Lac County  
Economic Development Corporation



**MINUTES**  
**CITY OF WAUPUN COMMUNITY DEVELOPMENT**  
**AUTHORITY MEETING**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Wednesday, April 12, 2023 at 8:15 AM**

Meeting called to order at 8:16 a.m. by Chairperson Mayor Rohn Bishop.

Roll Call taken. Present: Sue Vandeberg, Cassandra VerHage, Gary DeJager, Mayor Bishop. Absent and excused is Derek Drews and Jill Vanderkin. Also Present: Administrator Schlieve and Scott Peters.

Motion Vandeberg, second DeJager to approve minutes from February 8, 2023 CDA meeting as presented. Carries unanimously.

Administrator Schlieve tables agenda item 2 on CDA Financials, noting that the items were unable to be loaded to the board packet and will be presented at the next meeting.

Discussed proposed development at 26 W Main Street to determine alignment with Downtown Development Guidelines. Scott Peters presents the plan for development. Administrator Schlieve notes that the building inspector believes that the proposal is in accordance with the guidelines in that the previous structures on the site were gas stations and not historic in nature. Motion Vandeberg, second DeJager to approve the redevelopment plan for 26 W Main Street as presented. Carries unanimously.

Motion VerHage, second DeJager to adjourn the meeting. Carries unanimously. Meeting adjourned at 8:23 a.m.



**MINUTES**  
**CITY OF WAUPUN CDA SPECIAL MEETING**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Wednesday, June 14, 2023 at 8:00 AM**

Meeting called to order at 8 a.m. by Chairperson, Mayor Bishop.

Roll Call taken. Present: Sue Vandeberg, Jill Vanderkin, Cassandra VerHage, Gary DeJager, Mayor Bishop, Derek Drews; Absent and excused: Bobbi Jo Kunz. Also Present: Administrator Schlieve.

Administrator Schlieve explains that the CDA currently holds an agreement on Whispering Oaks Apartments located at 450 E Franklin St. The agreement allows the City to special assess the difference between a guaranteed tax valuation of \$2M and the present value through 2025. The property is being sold. Per the terms of the existing agreement, the CDA must approve the sale. A document that authorizes the sale on behalf of the CDA and requires assignment of the remainder of the original developer's agreement to the new property owner is included for review. Staff recommends approval of the sale contingent on assignment of the original developer agreement terms to the new owners. Motion DeJager, second Vandeberg to approve the sale transfer of Whispering Oaks Apartments, located at 450 E Franklin St to Jason Tracy, Sole Member, W4728 Hogsback Rd, Juneau, WI 53039, contingent on the assignment of the current Developer Agreement terms to Jason Tracy upon property transfer.

Motion Drews, second Vandeberg to adjourn the meeting. Carried unanimously. Meeting adjourned at 8:05 a.m.



## CDA Financial Statement

For the Month Ending: **5/31/2023**

### BUDGET

<b>REVENUE</b>	\$ 159,598
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<b>EXPENSE</b>	<b>Budget Amt</b>	<b>YTD Actual</b>	<b>Balance</b>
WAGES	\$ 15,116	\$ (7,292)	\$ 7,824
PROFESSIONAL SERVICES/AUDIT FEES	\$ 1,000	\$ (2,774)	\$ (1,774)
DEBT PAYMENTS	\$ 32,967	\$ -	\$ 32,967
PAYOUT FOR 2021 PROJECTS	\$ 28,025	\$ -	\$ 28,025
IMPROVEMENT PROJECTS	\$ 40,000	\$ -	\$ 40,000
TARGETED INVESTMENT/STREETSCAPING	\$ 53,971	\$ (3,650)	\$ 50,321
<b>TOTAL EXPENSE</b>	<b>\$ 171,079</b>	<b>\$ (13,716)</b>	<b>\$ 157,363</b>

### AVAILABLE PROJECT FUNDS

IMPROVEMENT PROJECTS	\$ 29,449
TARGETED INVESTMENTS/STREETCAPING	\$ 50,321
CARRYOVER FUNDS PRIOR YEAR(S)	\$ 79,374
REIMBURSEMENT	\$ 28,403
	<b>\$ 187,547</b>

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

<b>GRANTS APPROVED - NOT DISPURSED</b>	<b>\$ 40,000.00</b>
<del>WEAVING IT UP TO YOU!</del> cancelled	\$ -
WIND & UNWIND (est. award \$2,565)	\$ 5,000.00
BROKEN THREADS	\$ 5,000.00
K'S BOUTIQUE	\$ 551.24
<b>AVAILABLE IMPROVEMENT PROJECT FUNDS</b>	<b>\$ 29,448.76</b>



## CDA Financial Statement

For the Month Ending: **4/30/2023**

### BUDGET

<b>REVENUE</b>	\$ 159,598
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<b>EXPENSE</b>	<b>Budget Amt</b>	<b>YTD Actual</b>	<b>Balance</b>
WAGES	\$ 15,116	\$ (5,715)	\$ 9,401
PROFESSIONAL SERVICES/AUDIT FEES	\$ 1,000	\$ (2,199)	\$ (1,199)
DEBT PAYMENTS	\$ 32,967	\$ -	\$ 32,967
PAYOUT FOR 2021 PROJECTS	\$ 28,025	\$ -	\$ 28,025
IMPROVEMENT PROJECTS	\$ 40,000	\$ -	\$ 40,000
TARGETED INVESTMENT/STREETSCAPING	\$ 53,971	\$ (3,650)	\$ 50,321
<b>TOTAL EXPENSE</b>	<b>\$ 171,079</b>	<b>\$ (11,564)</b>	<b>\$ 159,515</b>

### AVAILABLE PROJECT FUNDS

IMPROVEMENT PROJECTS	\$ 25,974
TARGETED INVESTMENTS/STREETCAPING	\$ 50,321
CARRYOVER FUNDS PRIOR YEAR(S)	\$ 79,374
REIMBURSEMENT	\$ 28,403
	<b>\$ 184,072</b>

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

<b>GRANTS APPROVED - NOT DISPURSED</b>	<b>\$ 40,000.00</b>
WEAVING IT UP TO YOU!	\$ 3,475.00
WIND & UNWIND (est. award \$2,565)	\$ 5,000.00
BROKEN THREADS	\$ 5,000.00
K'S BOUTIQUE	\$ 551.24
<b>AVAILABLE IMPROVEMENT PROJECT FUNDS</b>	<b>\$ 25,973.76</b>



## CDA Financial Statement

For the Month Ending: **3/31/2023**

### BUDGET

<b>REVENUE</b>	\$ 159,598
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<b>EXPENSE</b>	<b>Budget Amt</b>	<b>YTD Actual</b>	<b>Balance</b>
WAGES	\$ 15,116	\$ (5,069)	\$ 10,047
PROFESSIONAL SERVICES/AUDIT FEES	\$ 1,000	\$ (2,199)	\$ (1,199)
DEBT PAYMENTS	\$ 32,967	\$ -	\$ 32,967
PAYOUT FOR 2021 PROJECTS	\$ 28,025	\$ -	\$ 28,025
IMPROVEMENT PROJECTS	\$ 40,000	\$ -	\$ 40,000
TARGETED INVESTMENT/STREETSCAPING	\$ 53,971	\$ (3,650)	\$ 50,321
<b>TOTAL EXPENSE</b>	<b>\$ 171,079</b>	<b>\$ (10,918)</b>	<b>\$ 160,161</b>

### AVAILABLE PROJECT FUNDS

IMPROVEMENT PROJECTS	\$ 25,974
TARGETED INVESTMENTS/STREETCAPING	\$ 50,321
CARRYOVER FUNDS PRIOR YEAR(S)	\$ 79,374
REIMBURSEMENT	\$ 28,403
	<b>\$ 184,072</b>

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

<b>GRANTS APPROVED - NOT DISPURSED</b>	<b>\$ 40,000.00</b>
WEAVING IT UP TO YOU!	\$ 3,475.00
WIND & UNWIND (est. award \$2,565)	\$ 5,000.00
BROKEN THREADS	\$ 5,000.00
K'S BOUTIQUE	\$ 551.24
<b>AVAILABLE IMPROVEMENT PROJECT FUNDS</b>	<b>\$ 25,973.76</b>





## CDA Financial Statement

For the Month Ending: **2/28/2023**

### BUDGET

<b>REVENUE</b>	<b>\$ 159,598</b>
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<b>EXPENSE</b>	<b>Budget Amt</b>	<b>YTD Actual</b>	<b>Balance</b>
WAGES	\$ 15,116	\$ (2,515)	\$ 12,601
PROFESSIONAL SERVICES/AUDIT FEES	\$ 1,000	\$ -	\$ 1,000
DEBT PAYMENTS	\$ 32,967	\$ -	\$ 32,967
PAYOUT FOR 2021 PROJECTS	\$ 28,025	\$ -	\$ 28,025
IMPROVEMENT PROJECTS	\$ 40,000	\$ -	\$ 40,000
TARGETED INVESTMENT/STREETSCAPING	\$ 53,971	\$ (3,500)	\$ 50,471
<b>TOTAL EXPENSE</b>	<b>\$ 171,079</b>	<b>\$ (6,015)</b>	<b>\$ 165,064</b>

### AVAILABLE PROJECT FUNDS

IMPROVEMENT PROJECTS	\$ 25,974
TARGETED INVESTMENTS/STREETSCAPING	\$ 50,471
CARRYOVER FUNDS PRIOR YEAR(S)	\$ 79,374
REIMBURSEMENT	\$ 28,403
	<b>\$ 184,222</b>

<b>ANNUAL ACTIVITY</b>	<b>AMOUNT</b>

<b>GRANTS APPROVED - NOT DISPURSED</b>	<b>\$ 40,000.00</b>
WEAVING IT UP TO YOU!	\$ 3,475.00
WIND & UNWIND (est. award \$2,565)	\$ 5,000.00
BROKEN THREADS	\$ 5,000.00
K'S BOUTIQUE	\$ 551.24
<b>AVAILABLE IMPROVEMENT PROJECT FUNDS</b>	<b>\$ 25,973.76</b>



# AGENDA SUMMARY SHEET

**MEETING DATE:** June 20, 2023

**TITLE:** Review Outstanding Applications

**AGENDA SECTION:** Consideration/Action

**PRESENTER:** Kathy Schlieve, Administrator

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT
Economic Vitality	N/A

### ISSUE SUMMARY

The following grant applications are outstanding for review. Where outlined extensions are being requested to complete the work.

<b>GRANTS APPROVED - NOT DISPURSED</b>	<b>\$ 40,000.00</b>
WEAVING IT UP TO YOU!- cancelled	\$ -
WIND & UNWIND (est. award \$2,565)	\$ 5,000.00
BROKEN THREADS	\$ 5,000.00
K'S BOUTIQUE	\$ 551.24
<b>AVAILABLE IMPROVEMENT PROJECT FUNDS</b>	<b>\$ 29,448.76</b>

Wind & Unwined front façade improvement project is in process. Award expires July 31, 2023. I am recommending an extension until September 30, 2023 to allow for adequate time to complete the work.

Broken Threads project is still waiting on scheduling. Grant application expires August 30, 2023. No action needed at this time.

K's Boutique project is in process, however they are still waiting for one of the lights ordered prior to installation. Grant application expires August 30, 2023. No action needed at this time.

### STAFF RECCOMENDATION:

### ATTACHMENTS:

#### RECCOMENDED MOTION:

Motion to extend grant application for Wind & Unwined until September 30, 2023.

Waupun Community Development Authority  
Downtown Revitalization Grant Application

Applicant Name: Jamie J. Marwitz  
Applicant Address: N3244 Oak Grove Rd, Waupun, WI 53963  
Phone: (920) 210-8795 Fax: — Email: jmarwitzof7@gmail.com  
Name of Business/Property: Jud-Sons LLC  
Property Address: 416 E. Main St, Waupun, WI 53963  
Property Use: Bowling Alley (Recreational)

**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: N/A  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Property Owner Address \_\_\_\_\_  
Property Owner Signature: \_\_\_\_\_ Date \_\_\_\_\_  
Expiration Date of Current Lease Agreement: \_\_\_\_\_ Owner Initials \_\_\_\_\_

**Project Summary:** (Provide a brief project summary)

Outdoor signage, exterior painting, to include removal of  
current signage  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Start Date: 5/30/2023 Estimated Completion Date: 9/1/2023

City Building Inspector Approval: See Leahy Date: 5/24/23

**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: 6/20 BID Grant Awarded: \$ \_\_\_\_\_


Total Estimated Cost of Application: \$ 11,286.24

Total CDA Grant Request: \$ 4,643.12 (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): Jamie J. Marwitz

Applicant Signature: 

Date: 5/23/2023

**Submit application and attachments to:**  
Waupun Community Development Authority – City of Waupun  
201 E. Main Street, Waupun WI 53963  
[Kathy@cityofwaupun.org](mailto: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: \_\_\_\_\_



CITY OF  
**WAUPUN**  
201 East Main Street  
Waupun, Wisconsin 53963

## **Waupun Community Development Authority Downtown Revitalization Grant**

### **PURPOSE**

- Stimulate private investment in high-quality building facade improvements that contribute to the overall strength of downtown as a shopping and dining destination
- Grow the tax base within Tax Increment District 3
- Attract and retain more small retail, restaurant, high density office, and destination locations to our downtown

The Downtown Revitalization Grant Program is available to property owners and businesses within the City of Waupun's Tax Increment District 3 (TID 3). As a matching grant program, the CDA will reimburse the grantee for up to 50% of expenses, with a maximum award of \$5,000. Additional grant funding equal to 5% of grant amount will be provided if a local registered contractor is used. The CDA reserves the right under this program to exceed the maximum grant amount on a case-by-case basis. Applicants are eligible for only one grant award per assessed property every two years, unless otherwise approved by the CDA. Exception will be granted to multiple business entities located on a single tax parcel. The Downtown Revitalization Grant Program may be used in conjunction with the Business Improvement District's Façade Improvement Program.

### **APPLICANT ELIGIBILITY**

- The property must be located within TID 3 boundaries, see attached map
- Property owners and tenants are eligible to apply; joint applications are encouraged
- Tenants must have a minimum of 1 year remaining on current lease from the date of application
- Properties zoned residential are not eligible
- Tax exempt properties are not eligible
- Properties will not be eligible if any special assessments, real estate or personal property taxes, utility bills, or other city charges are delinquent
- Applicants located within the Business Improvement District (BID) must first apply to the BID through their Façade Improvement Program. If a BID grant is awarded, the CDA will consider the portion of the application not covered by the BID award. In this case the CDA would reimburse the grantee for up to 50% of the remaining expenses, with a maximum award of \$5,000.

### **ELIGIBLE IMPROVEMENTS**

Improvements shall be visible from the exterior of the building, must comply with all building and zoning requirements, and must be in conformance with the Central Business District Design Guidelines (Waupun Municipal Code Chapter 25, attached). Special consideration will be given to projects that have the ability to generate significant tax increment.

Eligible improvements include but are not limited to:

- Façade Renovations
- Painting, tuck-pointing, masonry repairs
- Signage

- Doors
- Windows
- Awnings
- Deck Construction or Repair
- Outdoor Seating
- Exterior Lighting
- Labor for eligible improvements provided by a hired contractor
- Other activities designated by the CDA

#### INELIGIBLE IMPROVEMENTS

- General Maintenance
- Interior Improvements *\*Exceptions will be granted for projects that have the ability to generate significant tax increment*
- Parking Lot Construction or Repair
- Roof Repairs
- Landscaping
- Property acquisition
- Any improvements completed prior to receiving grant approval

#### APPLICATION SUBMITTAL AND REVIEW PROCESS

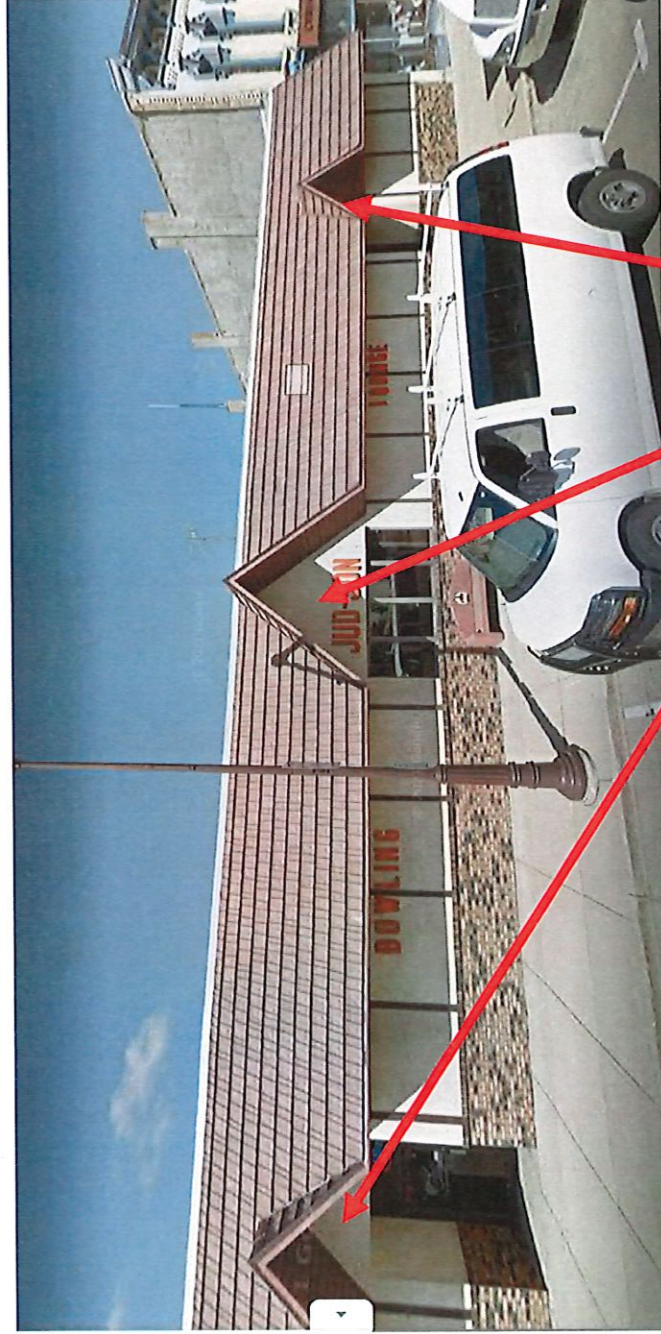
- a. Applications are distributed and collected by the CDA.
- b. Prior to submission, applicants must receive project approval by the Building Inspector.
- c. Prior to submission, applicants must obtain Cost Estimates\*, Property Photos, a Project Plan drawn to 1/4" scale, and Paint/Material Samples. *\*Program funds come from local tax revenues to support local projects. Although not required, it is appreciated if applicants consider obtaining bids from local contractors in preparing their application.*
- d. Completed applications are reviewed on an as needed basis by the CDA, which has discretion over the program. Applicants must attend the scheduled CDA meeting.
- e. Notification of approval/denial will be provided to the applicant by the CDA within 7 days of the scheduled CDA meeting. Note that the project must be approved prior to any of the work taking place.
- f. Changes to an approved project must be reviewed and approved by the City Administrator. Additional approval by the CDA may be deemed necessary. Failure to obtain approval may result in reduction of award amount or grant forfeiture.

#### PROJECT COMPLETION AND REIMBURSEMENT

- a. Upon project completion, grantee must submit copies of paid invoices to CDA for reimbursement.
- b. Only approved eligible expenses will be considered for reimbursement.
- c. The Grant award amount is not a guaranteed payment amount. Final grant payout is based on project costs reflected in actual paid invoices submitted for reimbursement.
- d. Payout will not exceed the maximum grant amount approved by the CDA. If total project costs are less than estimated, the grant reimbursement will be pro-rated in accordance with grant guidelines.
- e. Projects must be completed within 6 months of grant approval unless otherwise approved by the CDA.
- f. Projects not completed by the deadline will be considered closed due to incompleteness and grant will be forfeited.
- g. Once grant payout is made, the application will be considered closed and no additional expenses will be allowable.



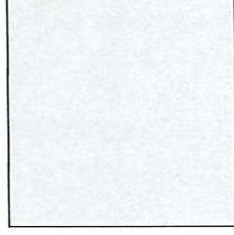
## 416 E Main Street Current Front Facade



### Paint Scheme



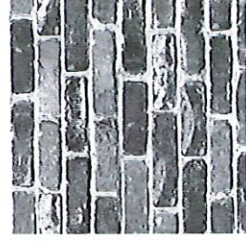
Front Shakes  
(to match patio overhang)



Front Wall



Front Wood Slats

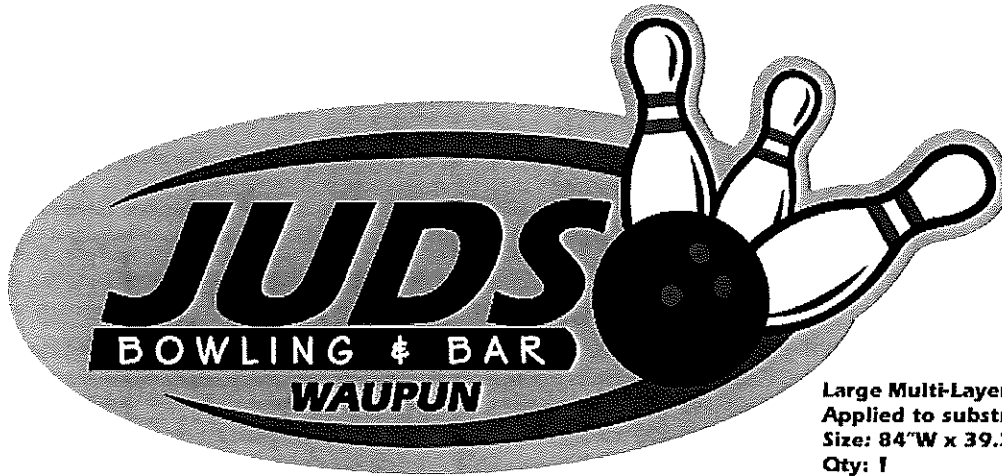


Brick Stain



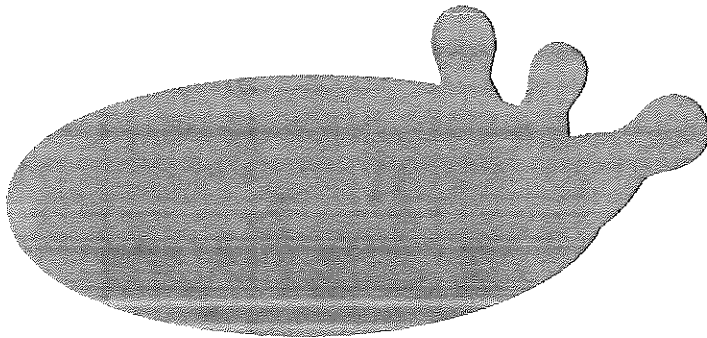
### Signage Plan

- Remove Old Orange Signage
- Sign Placement in arch above window
- Smaller versions above each door
- Back alley door small sign



**Large Multi-Layer Outdoor Sign**  
 Applied to substrate  
 Size: 84"W x 39.25"H  
 Qty: 1

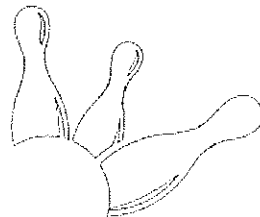
**Cost per sign: \$700.80**



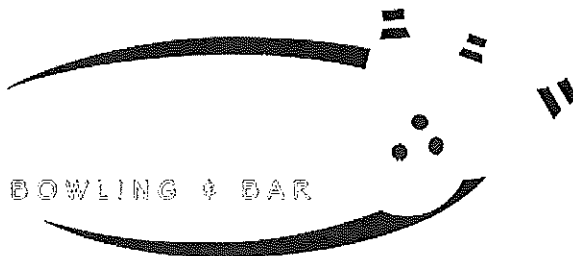
**Bottom Layer**  
 3mm ACM substrate  
 Graphic print applied to substrate



**Middle Layer**  
 6mm Black PVC routed to shape

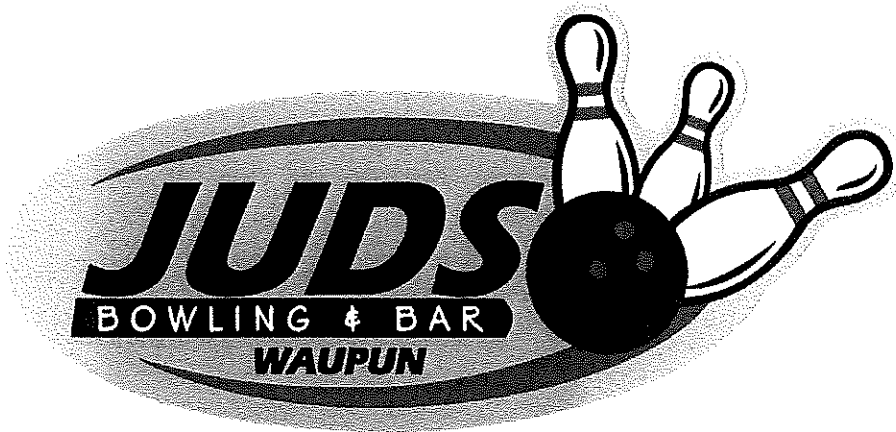


**Middle Layer**  
 3mm White ACM routed to shape of  
 bowling pins



**Top Layer**  
 Outdoor Vinyl accents





**Door Entrances**  
**Substrate: 3mm ACM**  
**Digital print on vinyl/laminated**  
**Applied to substrate**  
**Size: 47"W x 22"H**  
**Qty: 2**

**Cost per sign: \$95.00**



**Back Alley Entrance**  
**Substrate: 3mm ACM**  
**Digital print on vinyl/laminated**  
**Applied to substrate**  
**Size: 24"W x 14"H**  
**Qty: 1**

**Cost per sign: \$50.00**



**Residential - Commercial - Interior/Exterior**

521 Bronson St.  
 Waupun, WI 53963  
 Phone (920) 583-6614

proposal

DATE: May 9, 2023  
 ESTIMATE # 458  
 FOR: exterior repaint

**Bill To:**

Juds Bowling  
 416 E Main St  
 Waupun, WI  
[gmarwitz@waupun.k12.wi.us](mailto:gmarwitz@waupun.k12.wi.us)  
[920-210-2730](tel:920-210-2730)

DESCRIPTION	AMOUNT
<p>Repainting to south side of buildings exterior-metal shakes, soffet and overhang, exterior wall and vertical slats.</p> <p>separate quote to stain front brick</p> <p>shakes to match w side gray overhang, light gray to exterior wall and black to wood slats</p> <p>brick color TBD</p> <p><b><u>scope of work</u></b></p> <p>a powerwash maybe necessary to clean substrate, this will aid in topcoat adhesion</p> <p>once cleaned, all loose and peeling paint will be handscraped. At this time we will recaulk areas where the previous calking has failed. This allows for a more uniform appearance, as well as keeping unwanted moisture out of the building and help reduce drafts</p> <p>depending on the product chosen we may have to spot prime any bare surfaces to allow the next coat of paint to "bite" into the substrate</p> <p>once primed, we will begin the topcoat, depending on colors chosen the project may need an additional coat to avoid flashing and an inconsistent finish</p> <p><b><u>excluded items</u></b></p> <p>we will cover and protect anything not being painted ei. Concrete, roof, patio furniture, etc.</p> <p><b><u>pricing</u></b></p> <p>labor for all but the brick</p> <p>materials</p> <p>labor and materials for the brick</p>	<p>6,000.00</p> <p>845.44</p> <p>3,500.00</p>
<b>SUBTOTAL</b>	\$ 10,345.44
<b>DEPOSIT DUE PRIOR TO COMMENCMENT OF WORK</b>	
<b>BALANCE DUE AT COMPLETION</b>	
	\$ 10,345.44

We hereby propose to furnish material & labor complete in accordance with the above specs.  
If you have any questions concerning this estimate, contact Josh, (920) 583-6614, joshmuld@gmail.com

Acceptance of Proposal: \_\_\_\_\_  
Signature & Date

**THANK YOU FOR YOUR BUSINESS!**

Waupun Community Development Authority  
Downtown Revitalization Grant Application

Applicant Name: Kate Bresser  
Applicant Address: 410 W. Spring St. Waupun, WI 53963  
Phone: 920 960 8415 Fax: \_\_\_\_\_ Email: Katebresser@yahoo.com  
Name of Business/Property: Gysbers Jewelry  
Property Address: 305 E main St. Waupun, WI 53963  
Property Use: Retail

**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)

Demo & Complete Removal of existing Building  
Electrical, HVAC, Plumbing, Plastering, Windows  
flooring, Cement work, Block work, Insulation

Estimated Start Date: 6/10/23 Estimated Completion Date: October 2023

City Building Inspector Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**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: 6/20/23 BID Grant Awarded: \$ \_\_\_\_\_

Total Estimated Cost of Application: \$ 393,000.00

Total CDA Grant Request: \$ \_\_\_\_\_ (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): Kate Bresser

Applicant Signature: [Signature] Date: 6-16-23

**Submit application and attachments to:**  
Waupun Community Development Authority – City of Waupun  
201 E. Main Street, Waupun WI 53963  
[Kathy@cityofwaupun.org](mailto: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: \_\_\_\_\_

# A Quade Construction - Estimate

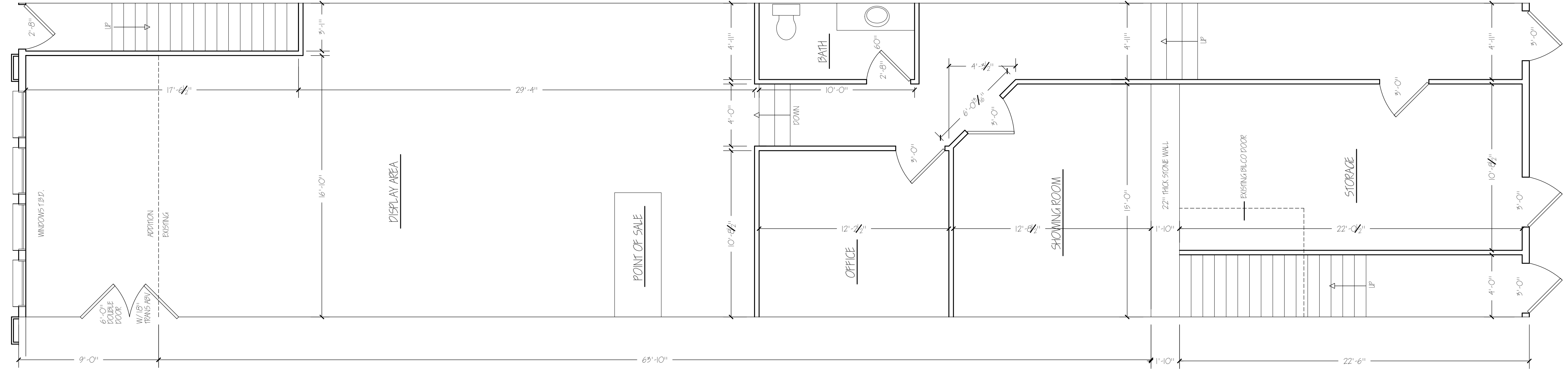
W190 Zacharias Dr  
 Randolph, WI 53956  
 Phone: 920.326.3655

Bill To: Gysbers Jewelry  
 Address: 307 E Main Street  
 Waupun, WI 53963

Date: 6/9/2023

Invoice For: Renovation of 307 E Main and  
 expansion to existing retail space

Item #	Description	Qty	Unit Price	Discount	Price	
1	Electrical	1			\$ 25,000.00	
2	HVAC	1			\$ 43,000.00	
3	Plumbing	1			\$ 17,500.00	
4	Plastering	1			\$ 15,000.00	
5	Windows	1			\$ 6,000.00	
6	Flooring	1			\$ 32,000.00	
7	Cement Work	1			\$ 32,000.00	
8	Insulation	1			\$ 9,600.00	
9	Dumpsters	1			\$ 3,000.00	
10	Excavation	1			\$ 5,000.00	
11	Block Work	1			\$ 14,000.00	
12	Materials	1			\$ 56,000.00	
13	Labor	1			\$ 135,200.00	
					Invoice Subtotal	\$ 393,300.00
					Tax Rate	
					Sales Tax	\$ -
					Other	
					Deposit Received	
					<b>TOTAL</b>	\$ 393,300.00



GYSBER'S JEWELERS PROPOSED STREET VIEW REMODEL

PROJECT TITLE AND ADDRESS

Gysber's Jewelry Store - Addition Plan  
Wayne Quade Construction

NOTICE TO CONTRACTOR  
 ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE PERMITS AND REGULATIONS OF THE CITY OF WAYNE, MICHIGAN. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND REGULATIONS OF THE CITY OF WAYNE, MICHIGAN.

DATE: 8/5/20	DESIGNER: [Signature]
DATE: [Signature]	DESIGNER: [Signature]
DATE: [Signature]	DESIGNER: [Signature]
DATE: [Signature]	DESIGNER: [Signature]

DALTON LUMBER & SUPPLY INC.  
 1000 W. WASHINGTON ST.  
 ANN ARBOR, MI 48106  
 QUALITY PERSON BUILT