



**A G E N D A**  
**CITY OF WAUPUN COMMUNITY DEVELOPMENT**  
**AUTHORITY**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Tuesday, November 18, 2025 at 7:45 AM**

The Waupun Business Improvement District will meet In-person, virtual, and teleconference. Instructions to join the meeting are provided below:

LINK: <https://us02web.zoom.us/j/81173049098?pwd=NnopUXpnZFDjVxa3vjNSuTcvQHctdZ.1>

**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.](#) October 21, 2025 CDA Minutes
- [2.](#) October 2025 CDA Financials
- [3.](#) 2026 CDA Facade Grant Application

**CONSIDERATION - ACTION**

4. 2026 CDA Budget
5. City Administrator Update

**CONSIDERATION - ACTION**

**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 ( D R A F T )**  
**CITY OF WAUPUN COMMUNITY DEVELOPMENT**  
**AUTHORITY**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Tuesday, October 21, 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; Derek Drews; Steve Daute (online); Gary DeJager, Cassandra Verhage (online), Sue Vandenberg, Bobbi Jo Kunz. Also present, Administrator Schlieve, and Assistant Administrator Langenfeld, Jason Whitford (online).

No one present to speak during public comment.

Motion DeJager, second VerHage to approve the minutes of August 19, 2025 as presented. Carried unanimously.

Motion Vandenberg, second Kunz to approve the financials for August and September 2025 as presented. Carried unanimously.

Tim and Candy Stolaski are present to discuss their application for 101 Fond du Lac St, home of the Waupun Taxi Service. Stolaski communicates that he is seeking to add a pitched roof and fix some of the exterior, missing siding elements to improve the look of the building and to address issues he is having with the existing flat roof. A concept plan is shown. Motion DeJager, second VerHage to approve the grant application for 101 Fond du Lac St as presented. VerHage questions the application and whether it qualifies, as roofs do not qualify by CDA grant rules. Stolaski responds that he would agree if he was just replacing the flat roof. However, his plan alters and improves the appearance of the building. DeJager and Daute agree with Stolaski's explanation. Motion to approve the application with a 50% match required and capped at 50% is restated by Mayor Bishop. Motion carries 6-1 with VerHage voting Nay.

Administrator Schlieve provides an update on the Back Alley Project and discusses impacts to private property abutting the alleyway. Schlieve notes that there are approximately \$208K of known costs for private property owners. The group discusses use of TID funds to incentive private property owners to complete the work. The group strongly favors a strong incentive to support businesses, identifying a 75% incentive and secondarily favoring a 50% incentive. Schlieve communicates that staff is working through financials and that the group's input will be considered as we prepare to meet with property owners, scheduled for November 5, at 5:30 pm at Waupun Community Center.

Administrator Schlieve next reviews CDA financial forecasts and discusses 2026-2027 CDA priorities and budget allocations. TID 3 expenditure period ends in 2027. A majority of remaining dollars will be used to fund the back-alley project and private incentives tied to that. Schlieve discusses the need to establish a revolving loan fund to continue the work of the CDA. Mayor Bishop suggests that this be discussed at a future meeting to finalize budget priorities.

The group discusses current parking regulations in the Central Business District, currently set at 2 hours from 6 am to 6 pm every day, except Fridays, where the 2 hours is restricted between the hours of 6 am to 9 pm. Mayor Bishop explains that he has had one business owner reach out to him with this request. Group discusses changing this to 3 or 4 hours. Final recommendation of 4 hours is made by DeJager with group consensus reached on this recommendation. Schlieve notes that this feedback will now be taken to the Board of Public Works for review and action.

Administrator Schlieve provides updates as follows:

- BID approved their 2026 Operating Plan with no change to the assessment rate, which remains at \$1.85 per \$1,000 of assessed value.
- A groups of business leaders is working on the Main Street Cohort project with WEDC to determine feasibility of a Main St program in Waupun. Considerable work has been done on defining organizational structure and completing a market analysis. WEDC will be onsite for a full day in Waupun on January 6, 2026. An agenda is forthcoming but members are asked to reserve the date and to plan to attend sessions schedule to both understand the program and to provide needed input.
- The first award for a Waupun business from the WRNC Opportunity Fund has been awarded and several more are being pursued.
- Back Alley Project business meeting is scheduled for November 5, 2025 at the Waupun Community Center.
- The Ignite Rural Business Accelerator is in process and the final pitch event will be held on Thursday, November 6, starting at 5 pm. Top prize is \$30K and second prize is \$20K. Members are asked to attend.
- Staff have been working with surrounding towns on a shared service agreement for fire service.
- 2026 budget is finalized and public hearing is scheduled for November 11, 2025.

The next regularly scheduled CDA Meeting is November 19, 2025. All are asked to save the date for WEDC's visit on January 6, 2026.

Motion Kunz, second VerHage to adjourn the meeting at 8:05 am. Carried unanimously.



# CDA Financial Statement

For the Month Ending:

10/31/2025

## BUDGET

|                             |            | YTD Actual | Balance    |
|-----------------------------|------------|------------|------------|
| <b>REVENUE</b>              | \$ 228,059 | \$ 228,059 | \$ 228,059 |
| CARRYOVER 2024 RESTRICTED   | 100,000    | \$ 100,000 | \$ 100,000 |
| CARRYOVER 2024 UNRESTRICTED | 47,147     | \$ 47,147  | \$ 47,147  |
| <b>TOTAL REVENUE</b>        | \$ 375,206 |            | \$ 375,206 |

|                                  | Budget Amt | YTD Actual   | Balance     |
|----------------------------------|------------|--------------|-------------|
| <b>EXPENSE</b>                   |            |              |             |
| WAGES                            | \$ 14,300  | \$ (9,588)   | \$ 4,712    |
| PROFESSIONAL SERVICES/AUDIT FEES | \$ 1,500   | \$ (9,985)   | \$ (8,485)  |
| DEBT PAYMENTS                    | \$ 31,788  | \$ (31,754)  | \$ 34       |
| PAYOUT FOR 2024 PROJECTS         | \$ 100,000 | \$ (97,005)  | \$ 2,995    |
| TARGETED REINVESTMENT            | \$ 120,710 | \$ (200,903) | \$ (80,193) |
| WRNC GRANT PAYMENTS              | \$ -       | \$ (4,000)   | \$ (4,000)  |
| STREETSCAPING                    | \$ 35,000  | \$ -         | \$ 35,000   |
| FAÇADE IMPROVEMENT PROJECTS      | \$ 71,908  | \$ -         | \$ 71,908   |
| <b>TOTAL EXPENSE</b>             | \$ 375,206 | \$ (353,235) | \$ 21,971   |

## AVAILABLE PROJECT FUNDS

|                               |                  |
|-------------------------------|------------------|
| IMPROVEMENT PROJECTS          | \$ 70,973        |
| TARGETED INVESTMENTS          | \$ 2,995         |
| CARRYOVER FUNDS PRIOR YEAR(S) | \$ 0             |
|                               | <b>\$ 73,968</b> |

| Funds Disbursement                         |           |           |               |
|--------------------------------------------|-----------|-----------|---------------|
| GRANTS APPROVED                            | Date      | \$        | 71,908        |
| Home Sweet Home Real Estate                | 7/14/2025 | \$        | 935           |
| Tony's Family Restaurant                   |           | \$        | 1,697         |
| <b>AVAILABLE IMPROVEMENT PROJECT FUNDS</b> |           | <b>\$</b> | <b>70,973</b> |

| GRANTS - TARGETED INVESTMENTS                       | Funds Disbursement Date | \$        | 220,710      |
|-----------------------------------------------------|-------------------------|-----------|--------------|
| BREWERY 2023                                        | 3/12/2025               | \$        | 97,005       |
| BACK ALLEY/DESIGN/ENGINEERING                       |                         | \$        | 120,710      |
| <b>AVAILABLE TARGETED IMPROVEMENT PROJECT FUNDS</b> |                         | <b>\$</b> | <b>2,995</b> |

| Funds Disbursement                         |           |           |          |
|--------------------------------------------|-----------|-----------|----------|
| GRANTS - CARRYOVER FUNDS                   | Date      | \$        | 47,147   |
| PURCHASE PROPERTY 18A MAIN ST              | 7/31/2025 | \$        | 36,458   |
| PURCHASE PROPERTY 425 E FRANKLIN ST        | 7/31/2025 | \$        | 10,689   |
| <b>AVAILABLE IMPROVEMENT PROJECT FUNDS</b> |           | <b>\$</b> | <b>0</b> |



## **2026 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. 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 parcel 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 ¼" 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 and pictures of completed work 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 commence within ninety (90) days and be completed within six (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.

**Waupun Community Development Authority (CDA)  
Downtown Revitalization Grant Application**

**Applicant Name:** \_\_\_\_\_

**Applicant Address:** \_\_\_\_\_  
(street, city, state, zip)

**Phone:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Name of Business/Property:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_  
(street, city, state, zip)

**Property Use:** \_\_\_\_\_

**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:** \_\_\_\_\_  
(street, city, state, zip)

**Property Owner Signature:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_

**Expiration Date of Current Lease Agreement:** \_\_\_\_\_ **Owner Initials:** \_\_\_\_\_

|                                                                      |  |
|----------------------------------------------------------------------|--|
| <p><b>Project Summary:</b><br/>(Provide a brief project summary)</p> |  |
|----------------------------------------------------------------------|--|

**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:** \$ \_\_\_\_\_

**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: \_\_\_\_\_

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.