



**A G E N D A**  
**CITY OF WAUPUN COMMUNITY DEVELOPMENT**  
**AUTHORITY MEETING**  
**Waupun City Hall or Zoom**  
**Tuesday, June 15, 2021 at 8:00 AM**

Join Zoom Meeting

<https://us02web.zoom.us/j/82821263214?pwd=dTNmRlpkZkRYR01WZXQ5Vy9leFdkdz09>

Meeting ID: 828 2126 3214

Passcode: 408177

-or-

Dial by your location

(312)626-6799 US

Meeting ID: 828 2126 3214

Passcode: 408177

**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. Approval of Agenda/Motion to Deviate
- [2.](#) Approval of May 18, 2021 Community Development Authority Minutes
- [3.](#) Approval of May 2021 Financial Statement

**DOWNTOWN REVITALIZATION GRANT REQUESTS**

- [4.](#) Ashley VandeKolk - The Parlor Hair Boutique (8 W. Main St.)
- [5.](#) Cassandra VerHage - c.verhage.photo (426 E. Main St.)
- [6.](#) Jonathan Leonard - Thrivent Financial (407 E. Main St.)

**DISCUSSION ITEMS**

7. Downtown Market Analysis Update
8. Administrator Update

**ADVANCED PLANNING**

9. Possible Agenda Items
10. Date of Next Scheduled Meeting - July 20,2021

**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.*



**A G E N D A**  
**CITY OF WAUPUN COMMUNITY DEVELOPMENT**  
**AUTHORITY MEETING**  
**In-Person & Teleconference**  
**Tuesday, May 18, 2021 at 8:00 AM**

Committee Members Present:

Gary DeJager  
Julie Nickel  
Sue VandeBerg  
Jill Vanderkin  
Cassandra VerHage

Committee Members Absent:

Derek Drews  
Nancy Vanderkin

Staff Present:

Kathy Schlieve ..... Administrator  
Sarah Van Buren ..... Community & Economic Development Coordinator  
Dan VandeZande ..... City Attorney

**CALL TO ORDER**

Mayor Julie Nickel called the meeting of the Community Development Authority to order at 8:00 a.m.

**ROLL CALL**

Roll call and quorum determine.

**PERSONS WISHING TO ADDRESS THE COMMUNITY DEVELOPMENT AUTHORITY**

None.

**CONSIDERATION - ACTION**

**1. Approval of Agenda/Motion to Deviate**

A motion to approve the agenda was made by Mr. DeJager and seconded by Ms. VandeBerg, passing unanimously.

**2. Recognition of Mayoral Appointment of Members to the Community Development Authority**

Recognition of Mr. DeJager for his reappointment to the CDA.

**3. Nominations and Appointment of Vice-Chair of the Community Development Authority**

A motion to appoint Mr. DeJager as Vice-Chair was made by Ms. VandeBerg seconded by Mayor Nickel, passing unanimously.

**4. Selection of Day of Month and Time of Community Development Authority**

A motion to continue with the third Tuesday at 8:00 a.m. for the holding of the monthly meeting was made by Mr. DeJager and seconded by Ms. J. Vanderkin, passing unanimously.

**5. Approval of April 20, 2021 Community Development Authority Minutes**

A motion to approve the April 20, 2021 Community Development Authority minutes was made by Ms. J. Vanderkin and seconded by Ms. VandeBerg, passing unanimously.

**6. Approval of April 20, 2021 Community Development Authority Meeting Closed Session Minutes**

A motion to approve April 20, 2021 Community Development Authority closed session minutes was made by Mr. DeJager and seconded by Ms. VandeBerg, passing unanimously.

**7. Approval of April 2021 Financial Statement**

A motion to approve the April 2021 financial statement was made by Mr. DeJager and seconded by Ms. VandeBerg, passing unanimously.

## **DOWNTOWN REVITALIZATION GRANT REQUEST**

### **8. The Clothing Pallet (18 N. Madison Street)**

In the absence of a representative from The Clothing Pallet, Ms. Van Buren provided a summary of the Downtown Revitalization grant application for the property located at 18 N. Madison St. The project will install new windows, paint the exterior of the building, and install a new sign and new lighting. The total project cost is \$11,438.56. The BID approved the request for a Façade Improvement Program grant at their May 2021 meeting for 50% of the total project cost not to exceed \$2,000. Staff recommends approval.

A motion to approve up to 50% of eligible non-BID funded expenses, not to exceed \$4,744.28 was made by Mr. DeJager and seconded by Mayor Nickel, passing unanimously.

## **DISCUSSION ITEMS**

### **9. Administrator Report**

- At the May BID meeting, the board approved to proceed with UW-Extension to work on the downtown market analysis.
- Will need to make a decision on the pop-up program soon since staff is still having difficulty finding an available space.
- The distribution of Adopt-a-Planter pots and the planting of the Main Street planters will occur on May 5, 2021. If it is raining, the make-up date will be May 26, 2021. The horticulture students from the High School will be assisting with the planting.
- The Rock Shop has a very significant contingency that needs to be decided. The sale is in a holding pattern for the next 120 days to determine what is available in terms of grants to assist fill the gap.
- Wayfinding signage was put on hold in 2020 due to COVID. The goal for 2021 is to design and install the new signage throughout the City.
- Our tourism partner, Destination Lake Winnebago Region, will be coming back to our community to film more tourism videos to help market our assets.
- Working on several industrial attraction projects and there will be continue to be a workforce issue and housing issue.
- Staff is reaching out and collaborating with eligible entities on the Restaurant Revitalization Fund and continues to research other opportunities identified in the ARPA legislation.
- The Chamber has five vacancies on the board. If you are interested in filling a position, please reach out to Mr. Dickhut.

## **ADVANCED PLANNING**

### **14. Possible Future Agenda Items**

- Grant Requests, if any.

### **15. Date of Next Scheduled Meeting**

The next meeting is scheduled for June 15, 2021 at 8:00 a.m.

## **ADJOURNMENT**

A motion to adjourn was made by Ms. VandeBerg and seconded by Ms. Vanderkin, passing unanimously. The meeting adjourned at 8:26 a.m.



**Community Development Authority Financial Statement**  
**For the Month Ending: 5/31/2021**

**BUDGET**

Budget Category	2021 Budget	YTD Expense*	Budget Balance
Grants	\$100,000	\$60,690	<b>\$39,310</b>
Market Analysis	\$20,000		<b>\$20,000</b>
Streetscape	\$15,000		<b>\$15,000</b>
Wages	\$11,049	\$1,834	<b>\$9,215</b>
Audit	\$1,200	\$500	<b>\$700</b>
Interest	\$12,000		<b>\$12,000</b>
TID Analysis	\$3,000		<b>\$3,000</b>
Repayment of funds advanced by City	\$9,561		<b>\$9,561</b>
subtotal	\$171,810	\$63,024	<b>\$108,786</b>
Cash Reserve (prior year unspent budget)	\$18,000	\$17,985	<b>\$15</b>
Total	\$189,810	\$81,009	<b>\$108,801</b>

\*YTD Expense totals include funds committed for approved grants that have not yet been paid out

**GRANT EXPENSE DETAILS**

Mtg Date	Applicant	Expiration	Date Paid	Grant Amount
<u>Technology Grants</u>				
4/20/2021	Links Martial Arts	10/20/2021		\$1,145.41
<u>Revitalization Grants</u>				
4/20/2021	ABB+J Inv. Prop./Jeff Collien	10/20/2021		\$9,550.00
5/18/2021	Clothing Pallet	11/20/2021		\$4,744.28
Year-to-Date Approved Revitalization Grants				<b>\$14,294.28</b>
<u>Targeted Investment Grant Requests</u>				
4/20/2021	ABB+J Inv. Prop./Jeff Collien	10/20/2021		\$15,000.00
4/20/2021	Real Sportscards - T. Kulczewski	10/20/2021		\$20,000.00
4/20/2021	The Parlor Hair Boutique	10/20/2021		\$10,249.83
Year-to-Date Approved Targeted Investment Grants				<b>\$45,249.83</b>

**NON-GRANT EXPENSE DETAILS**

Date Paid	Payment Description	Vendor Name	Amount
1/31/2021	Benches & Trash Receptacles/downtown	Lee Recreation	\$17,835.00
1/31/2021	Wages		\$218.03
2/28/2021	Wages		\$328.45
3/31/2021	Wages		\$400.50
3/31/2021	2020 audit fees	Baker Tilly	\$419.83
3/31/2021	Annual TID Certification Fee	WI DOR	\$150.00
4/30/2021	Wages		\$573.34
4/30/2021	2020 audit fees	Baker Tilly	\$80.16
5/31/2021	Wages		\$313.95
Year-to-Date Non-Grant Expenses			<b>\$20,319.26</b>
Total YTD Expenses			<b>\$81,008.78</b>

Waupun Community Development Authority  
Downtown Revitalization Grant Application

Applicant Name: Ashley VandeKolk  
Applicant Address: 8 W Main St Waupun  
Phone: 920-382-2024 Fax: \_\_\_\_\_ Email: parlorhairboutique8@gmail.com  
Name of Business/Property: The Parlor Hair Boutique  
Property Address: 8 W Main St  
Property Use: Hair Salon

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: Till Vanderkin  
Phone: 920-960-4875 Email: vanderkinplumbing@sbcglobal.net  
Property Owner Address: 12 W Main St Waupun  
Property Owner Signature: on vacation Date: \* See attached email  
Expiration Date of Current Lease Agreement: August 2024 Owner Initials: \_\_\_\_\_

Project Summary: (Provide a brief project summary)

• Hanging a projected exterior sign \$750<sup>00</sup>  
• Reimbursement of the conditional use permit \$150<sup>00</sup>

Estimated Start Date: July 2021 Estimated Completion Date: July 2021

City Building Inspector Approval: Supast K. Beatty Date: 6/2/21  
Pending Cup Approval by Plan Commission



**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:**

Total Estimated Cost of Application: \$ 900

Total CDA Grant Request: \$ ~~4400~~ 225 (50% of eligible expenses)

Applied for BID funds? yes  
BID mtg. date: 6/19/21  
BID grant awarded: \$450<sup>00</sup>

**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): Ashley Vande Kolk

Applicant Signature: Ashley Vande Kolk

Date: June 2, 2021

**Submit application and attachments to:**

Waupun Community Development Authority – City of Waupun  
201 E. Main Street, Waupun WI 53963  
sarah@cityofwaupun.org

**City Staff Use Only:**

Date application received: 6/12/21

Application reviewed for completeness by SV (initials). Date: 6/12/21

Property reviewed for delinquency by SV (initials). Date: 6/12/21

Applicant notified of scheduled CDA meeting by SV (initials). Date: 6/12/21

## Sarah Van Buren

---

**From:** Sarah Van Buren  
**Sent:** Wednesday, June 2, 2021 10:22 AM  
**To:** Jill Vanderkin  
**Subject:** RE:

Thanks, Jill. I will include this email with the application.

Sarah

-----Original Message-----

From: Jill Vanderkin <[vanderkinplumbing@sbcglobal.net](mailto:vanderkinplumbing@sbcglobal.net)>  
Sent: Wednesday, June 2, 2021 10:18 AM  
To: Sarah Van Buren <[sarah@cityofwaupun.org](mailto:sarah@cityofwaupun.org)>  
Subject:

Hi Sarah,

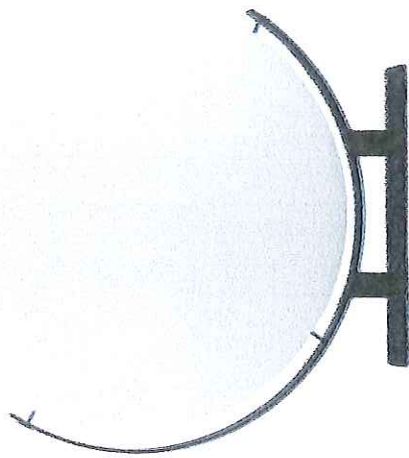
I just talked to Ashley Vande Kolk, she told me about the issue with her sign. I am aware she is hanging a sign, and she has my permission to do so. Hope that things can proceed for her. She asked me to talk to you.

Consider this text my signature. I can sign in I person next week.

Thanks much 😊

Jill Vanderkin

Sent from my iPhone



36" Eclipse Fixed Mount Sign Bracket  
Sign Substrate: 1" Thick - 36" PVC Circle  
Double-sided vinyl print

\$750.00

Installation done by customer





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

Applicant Name: Cassandra VerHage  
Applicant Address: 426 E. Main Street Waupun  
Phone: 920-210-6973 Fax: \_\_\_\_\_ Email: cassandra@cverhagephoto.com  
Name of Business/Property: C.VERHAGE.PHOTO LLC  
Property Address: -see above-  
Property Use: photography studio

**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)

remove existing porch and replace with Juliet balcony, replace door and frame,  
add signage, repaint wall with current color, add goose neck lights to create an attractive,  
clean appearance to the back of the building that faces a busy alleyway.

Estimated Start Date: 6-16-21 Estimated Completion Date: 9-16-21

City Building Inspector Approval: Swank Leahy Date: 6/7/21

**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:**

Total Estimated Cost of Application: \$ 7871.73

Total CDA Grant Request: \$ ~~3935.87~~ 921935.80 (50% of eligible expenses)

Applied for BID? Yes.  
BID Mtg Date: 11/21  
BID grant awarded: \$2000

**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): Cassandra VerHage

Applicant Signature:  Date: 6-7-21

**Submit application and attachments to:**

Waupun Community Development Authority – City of Waupun  
201 E. Main Street, Waupun WI 53963  
sarah@cityofwaupun.org

**City Staff Use Only:**

Date application received: 6/7/21

Application reviewed for completeness by SV (initials). Date: 6/7/21







Property reviewed for delinquency by SV (initials). Date: 6/7/21

Applicant notified of scheduled CDA meeting by SV (initials). Date: 6/7/21



Printed: 6/1/2021

My Store:  
SUN PRAIRIE, WI  
355 S GRAND AVE  
SUN PRAIRIE, WI 53590  
Tuesday: 6:00 AM to 10:00 PM

Product	How to Get It	Qty	Total Price
 <u>Master Mark Plastics® 10" Black Terrace Board Landscape Edging Stakes - 10 Pack</u> Black SKU: 2680313 Model #: 99410	<b>Ship To Home</b> Available for immediate shipment <b>Deliver From Store</b> Qualifies for Same-Day Delivery! <b>Pick Up At Store - Menards Picks</b>	2 \$7.99/each	\$15.98
 <u>Master Mark Plastics® 40" Black Terrace Board Landscape Edging</u> Black SKU: 2680311 Model #: 94440	<b>Ship To Home</b> Available for immediate shipment <b>Deliver From Store</b> Qualifies for Same-Day Delivery! <b>Pick Up At Store - Menards Picks</b>	1 \$18.99/each	\$18.99
 <u>NuPlay Black Rubber Mulch Nuggets - .8 Cu. Ft.</u> Black SKU: 1803020 Model #: NP8BK	<b>Ship To Home</b> Available for immediate shipment <b>Deliver From Store</b> <b>Pick Up At Store - Customer Picks</b>	15 \$6.73/each	\$100.95
 <u>Schlage® Matte Black Single Cylinder Door Deadbolt with Collins Trim</u> Matte Black SKU: 4403064 Model #: B60G622COL	<b>Ship To Home</b> Available for immediate shipment <b>Deliver From Store</b> Qualifies for Same-Day Delivery! ✓ <b>Pick Up At Store - Menards Picks</b>	1 \$41.99/each	\$41.99
 <u>Schlage® Century Matte Black Lower Half Door Handleset and Latitude Door Lever with Century Trim</u> Matte Black SKU: 4403066 Model #: FE285GCEN622LATCEN	<b>Ship To Home</b> Available for immediate shipment <b>Deliver From Store</b> Qualifies for Same-Day Delivery! ✓ <b>Pick Up At Store - Menards Picks</b>	1 \$100.99/each	\$100.99
 <u>Mastercraft® 36"W x 80"H Primed Steel Full Lite Composite Frame Exterior Door System - Left Inswing</u> Primed Steel SKU: 4145621 Model #: 4145621	<b>Ship To Home</b> Estimated arrival date 06/11/2021 <b>Deliver From Store</b> ✓ <b>Ship To Store - Free!</b> Estimated arrival date at store 06/09/2021	1 \$418.00/each	\$418.00



**Save BIG With your Menards® BIG Card**

Earn a 2% rebate on all Menards® purchases or take advantage of financing offers when you use your Big Card.

**Order Summary**

Merchandise Subtotal:	\$696.90
Pretax Subtotal	\$696.90



---

# Proposal

## C. Braaksma Electric Inc.

259 N. Watertown St.  
Waupun, WI 53963  
Office#920-324-9403, Cell #920-319-1614

PROPOSAL SUBMITTED TO C. VERHAGE PHOTOGRAPHY		PHONE 920-948-0964	PROPOSAL DATE 4/6/2021
STREET 426 E. MAIN ST.		JOB NAME REAR SIGN LIGHTS	
CITY, STATE, ZIP CODE WAUPUN, WI 53963		JOB LOCATION 426 E. MAIN ST. WAUPUN, WI 53963	
ARCHITECT	DATE OF PLANS	MISCELLANEOUS	

We hereby submit specifications and estimates for:

### Description

A)All Labor and Material to complete the following electrical work:

#### WIRING AND INSTALLATION OF 3 SIGN LIGHTS ON REAR OF BUILDING

- 1)install power from breaker panel and tork 7day timer in basement
- 2)install surface mount conduit and wiring on exterior of building to 3 boxes above proposed sign
- 3)install 3 customer provided sign lights

---

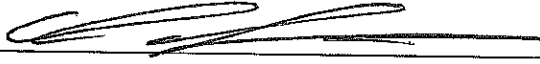
We Propose hereby to furnish material and labor-complete in accordance with above specifications for the sum of:

SEVEN HUNDRED NINTY FIVE AND 0/100 DOLLARS---dollars(\$795.00)

PAYMENTS TO BE MADE AS FOLLOWS: PAYMENT DUE UPON COMPLETION

---

All material is guaranteed to be as specified. All work to be complete in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra work will become an extra charge over and above this proposal. It is mutually agreed that the contractor shall not be held responsible or liable for any loss or delay caused fire, strikes, civil or military authority, or by insurrection, or by any other issues beyond his control. Owner to carry fire, tornado, and any other necessary insurance.

Authorized Signature By: 

For CB Electric

Note: This estimate may be withdrawn if not accepted within 30 days

#### ACCEPTANCE OF PROPOSAL

---

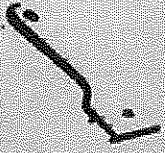
The above prices, specifications, and conditions are satisfactory and are hereby accepted. We understand that a 1.5% per month service charge will be added to all past due accounts.

You are authorized to do the work specified. Payment will be made as outlined above.

Date \_\_\_\_\_

Signature \_\_\_\_\_

Harv's



Painting LLC

Commercial and Residential Painting

Harvey K. Schaub  
N3387 Lori Lane  
Waukan, WI 53963

Federal Identification Number: 27-0420280  
WI Identification Number: 036102702126702

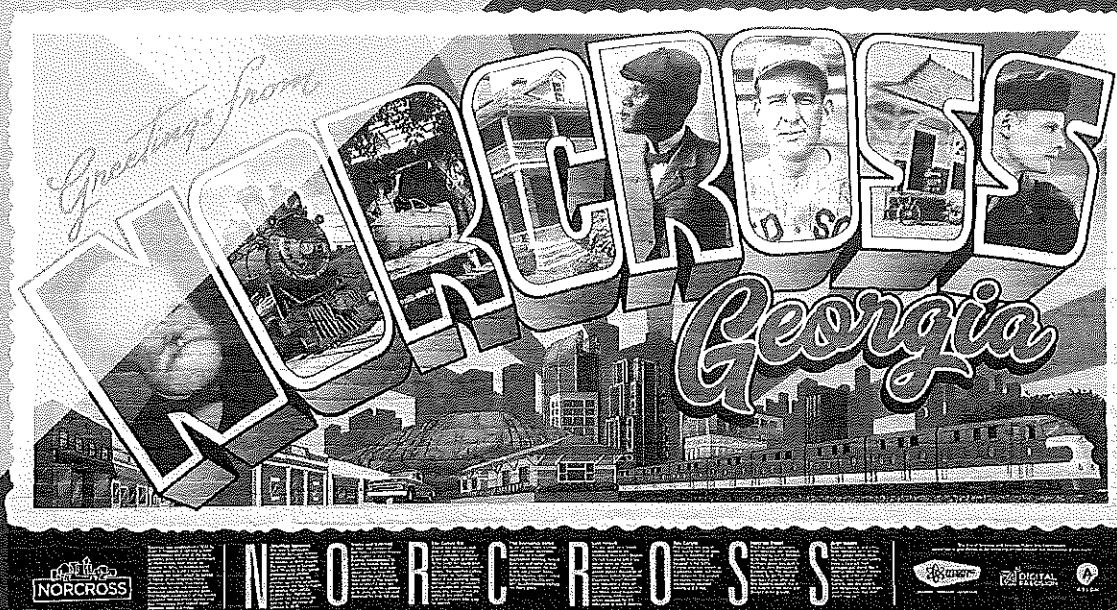
Cell: 920.948.3818  
Fax: 920.324.2596

Wisconsin Business Certificate ID: 1118750  
Office phone: 920.324.5718

Verhage Studio  
Paint North Block Wall  
Labor & Materials  
\$1200.<sup>00</sup>/<sub>=</sub>

3-302021

Harvey K. Schaub marker



ARLON

## DPF 6700

DPF 6700 is a highly conformable film for interior and exterior wall wraps. Apply with heat to provide your graphic with a paint-like finish. DPF 6700 is formulated to conform to textured unpainted\* masonry surfaces such as brick, stucco and concrete. Combine DPF 6700 with Series 3220 overlamine to get the perfect gloss, matte, satin or luster finish for your wall graphic applications.

*\* If surface is painted, surface vinyl compatibility testing is recommended prior to installation.*

### Unique Features:

- ▶ Highly Conformable, Paint-Like Finish
- ▶ Superior Bond to Textured Surfaces
- ▶ Cast Film for Lasting Results

### Applications:

- ▶ Building Wraps
- ▶ Wall Graphics (Interior, Exterior)

### Performance & Physical Data

Finish:	Gloss
Durability (Unprinted):	7 Years
Roll Widths:	30" (0,76 m), 48" (1,22 m) 54" (1,37 m), 60" (1,52 m)
Roll Lengths:	50 Yards (45,72 m)
Adhesive:	Permanent (Clear)
Release Liner:	Lay-Flat Polycoated
Ink Compatibility:	Eco-Solvent Solvent UV Latex
Compatible Overlamine:	Series 3200 Series 3210 Series 3220 Series 3310



USA: 200 Boysenberry Lane, Placentia, CA 92870, USA  
EUROPE: North Sea Building, Gevers Deynootweg 93, 4th Floor, 2586BK Den Haag, The Netherlands

800 232 7161 / 714 985 6300  
+31 0 70 354 4311  
800 329 2756  
+31 0 70 355 7721

arlon.com

October 2018

## C. VerHage Photo

Exterior mural on back side of building

Graphic mural applied to painted cinder block - various small pieces to enhance the astetic

Size: - TBD (36" H or larger)

Length: 10' - 15'L

### Material

Digital print on Arlon DPF 6700 cast film with Eco-Solvent ink.

Gloss Overlamine (3220) to produce a paint-like finish

Film will be heat sealed to conform to the painted cinder block

Preliminary Design: 8 hours

### Installation

Wall will be pressure washed - dry for 24-48 hours

A bucket lift or scaffolding will be required - if rental of equipment is needed - additional costs will be incurred by the customer.

2 person install / 10 - 16 hours

Estimated Cost: \$3,250.00



POTS & PLANTERS

ARTIFICIAL PLANTS

SHUTTERS

FAUX BALCONIES

INDOOR ACCENTS

Cart

Summary

Estimate Shipping

Subtotal

Shipping (Shipping

Estimate - Estimate

Code For Account

Order Total

PROCESS

1a Ellipse Faux Balcony

AL-6012-36H-BT

Length: 60in Length

Height: 36"H Included in price

Color: Bronze-Tone - \$75.00

Subtotal

Qty

Price

\$1,754.85

\$1,754.85

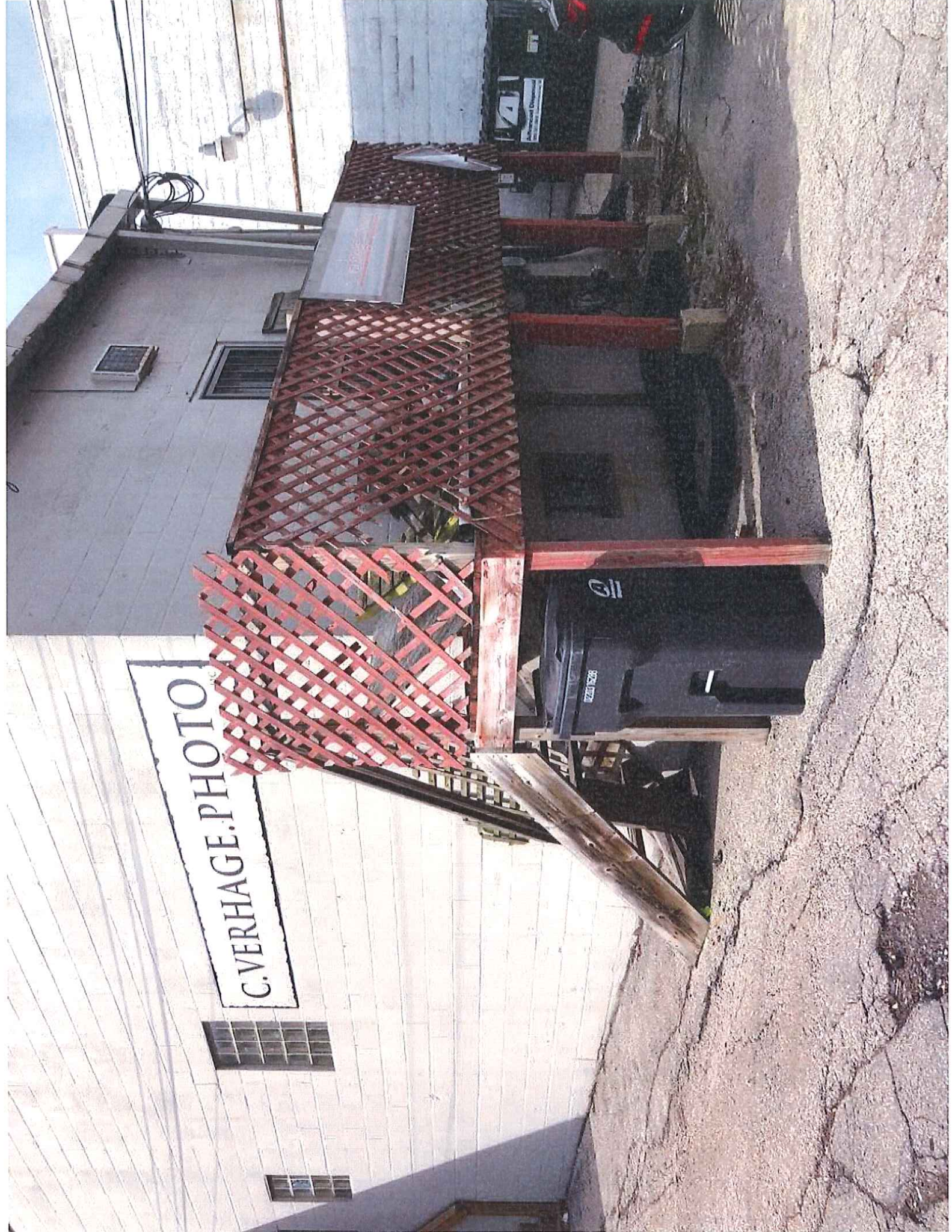
1



UPDATE SHOPPING CART



C.VERHAGE.PHOTO











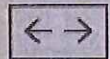


SW 7031

**Mega Greige**

Interior / Exterior

Locator Number: 243-C3



243



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

Applicant Name: Jonathan Leonard

Applicant Address: 407 E Main St

Phone: 920-296-3598 Fax: 800-646-5721 Email: jonathan.leonard@thrivent.com

Name of Business/Property: Thrivent Financial

Property Address: 407 E Main St, Waupun

Property Use: Financial Advisor Office/t-Shirt Company

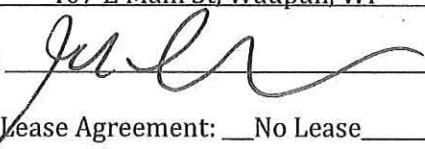
**For Tenants:**

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: Jonathan Leonard Real Estate LLC

Phone: 920-296-3598 Email: jonathan.leonard@thrivent.com

Property Owner Address 407 E Main St, Waupun, WI

Property Owner Signature:  Date 06/07/2021

Expiration Date of Current Lease Agreement: No Lease Owner Initials JK

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

We rented our property for the past year and in last November, we purchased the property from our current landlord at the time as there was a high possibility that an outside investment company was going to purchase the property and evict and nearly make impossible for those renters including other commercial business to stay in the spot. We began remodeling the inside office space that our office resides on and updated the electrical, plumbing and heating in part of the office.

We have now moved to the outside and after some inspections realized that we need to update many aspects from most specifically the windows that are broken and not properly installed on both commercial sides as well as the back facing the parking lot and the side facing the open grass area owned by the city. We plan to finish up this portion of the outside with fixing the outside front walls that were never completed near the top of the building as well as some type of landscaping that faces that open grass area underneath our stairs to upper units. We hope to make the property look much more appealing but fit into the community and commercial space we reside. We are grateful for this opportunity to use some needed funding to complete these needed tasks.

Estimated Start Date: July 1, 2021 Estimated Completion Date: July 30, 2021



City Building Inspector Approval: Susan K. Leahy Date: 6/9/21

**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: 6/9/21 BID Grant Awarded: \$ 2,000.00

Total Estimated Cost of Application: \$ 11,000

Total CDA Grant Request: \$ 5,000 \$4,500 (50% of non-BID covered expenses) \$9,000

**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): Jonathan D Leonard

Applicant Signature: [Signature] Date: 6/8/21

**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: 6/8/21

Application reviewed for completeness by SV (initials). Date: 6/8/21

Property reviewed for delinquency by SV (initials). Date: 6/8/21

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

**CONTRACT WITH****HOMETOWN  
GLASS & IMPROVEMENT, INC.**

Building Improvements \* Mobile Auto Glass \* Complete Glass Service

24 Hour Emergency Service

OFFICE AND SHOP: N7171 Raceway Road

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

E-mailed Jonathan 6/3/21 12:09

<b>CONTRACT SUBMITTED TO:</b>		<b>PHONE:</b>	(920) 296-3598
		<b>E-Mail</b>	jonathanleonard@thrivent.com
<b>NAME:</b>	Thrivent	<b>JOB NAME:</b>	New Storefront
<b>STREET:</b>	407 Main St.	<b>STREET:</b>	407 Main St.
<b>CITY &amp; STATE:</b>	Waupun, WI 53963	<b>CITY &amp; STATE:</b>	Waupun, WI 53963
Attn: Jonathan Leonard		<b>DATE:</b>	06/03/21

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

To furnish &amp; install new thermally broken aluminum storefront. ( See page 2 of 2 for details )

Quote includes demo, tax, labor &amp; freight.

\$9,630.00

- 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.

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: \$9630.00

payable as follows: Net 30 Days

Authorized Signature:

*Chuck Rabehl*

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

Chuck Rabehl

This contract shall be null and void if not accepted within 30 days

**ACCEPTANCE OF CONTRACT**

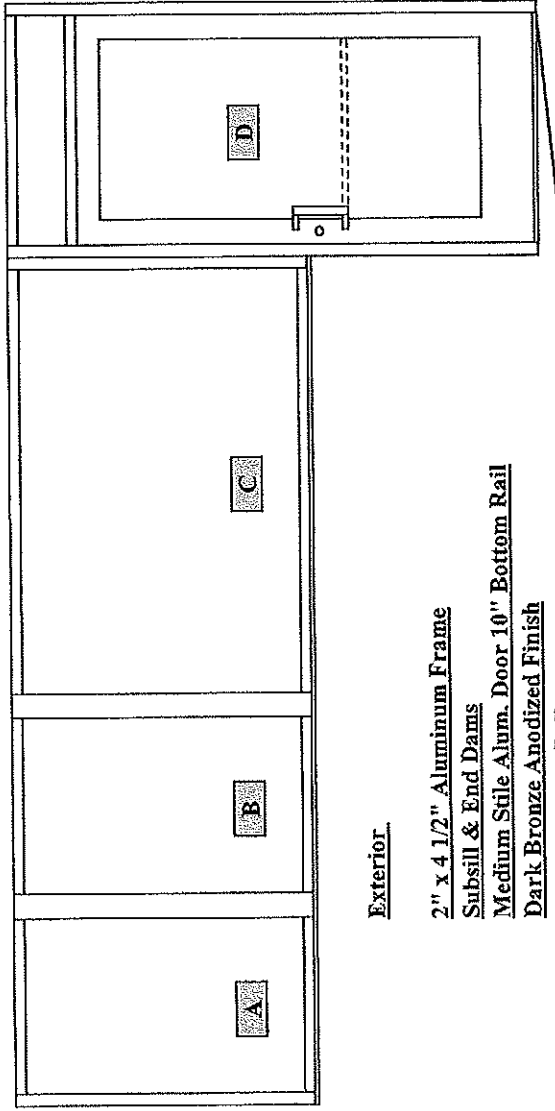
Owner hereby agreed to the foregoing specifications, prices, terms & conditions and authorizes Hometown Glass & Improvement, Inc. to proceed. By signing this Acceptance, owner acknowledges receipt of a copy of this contract.

Date:

Signature:

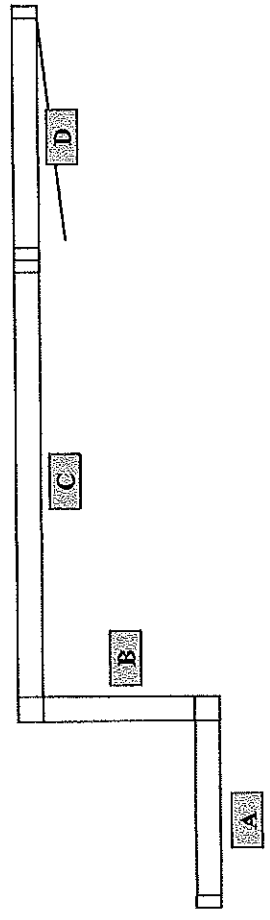
Signature:





Exterior

- 2" x 4 1/2" Aluminum Frame
- Subsill & End Dams
- Medium Stile Alum. Door 10" Bottom Rail
- Dark Bronze Anodized Finish
- Tubular Push - Pulls
- 1/2" x 4" Threshold
- LCN 4040XP Rw/PA x Brz.
- A240HD x Continuous Hinge
- Maximum Security Lock w/Cyl. & Thumb-Turn
- 1" Clr. Temp. Insul. Glass w/ Low-e
- Full Weather-Stripping w/Sweep
- Perimeter Caulk
- Metal Trim "AS NEEDED"



# Beaver Dam Paint & Glass Co.

"ANYTHING IN GLASS"

PICTURE FRAMING • GLASS • WINDOW TREATMENTS • WALLPAPER • MIRRORS  
Dial (920) 885-4064 112 South Center Street Beaver Dam, Wisconsin 53916

TERMS: 30 Days Net

Customer's Order No. dandre.arther@trivent.com Date June 3, 2021  
NAME Jonathan D Leonard  
ADDRESS 407 E Main St.  
Sturgeon WI 53963

SOLD BY	MOSE. SOLD			MOSE. RET'D.		REC'D ON		MISC.	PD. OUT
	CASH	CHARGE	C.O.D.	CASH	CHARGE	ACOT.	NOTE		

QUAN.	STOCK NUMBER	DESCRIPTION	PRICE	AMOUNT
1		Estimate on insulated unit		
2		4 vinyl replacement window		
3		Insulated unit low E argon		
4	2 - 60 x 37 x 3/4" o.e.	C 332.00		664.00
5	1 - 60 x 75 1/2 x 3/4" o.e.			662.00
6	4 Simonton (double) heavy white vinyl			
7	replacement window low E argon			
8	33 x 82	C 688.00		2,752.00
9	1 - 30 x 41			554.00
10	1 - 41 x 60			553.00
11	1 slider (double) 58 x 23 full screen			553.00
12	1 slider (double) 48 x 41 full screen			554.00
13	Installation 3 days 2 men			2,400.00
14	(Simonton Plastics puff Xtrix)			8,694.00
15				

Received By \_\_\_\_\_ Tax 478.17

0003670

In case of claims or returned goods, please present this bill.

TOTAL \$ 9,172.17