



A G E N D A
CITY OF WAUPUN COMMUNITY DEVELOPMENT
AUTHORITY
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, October 21, 2025 at 7:45 AM

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

Virtual: <https://us02web.zoom.us/j/84239920056?pwd=p2AfVyOLUHjN1GmA0XsUYqlhgl0p7f.1>

Meeting ID: 842 3992 0056

Passcode: 041222

CALL TO ORDER

ROLL CALL

PERSONS WISHING TO ADDRESS THE COMMUNITY DEVELOPMENT AUTHORITY--State name, address, and subject of comments. (2 Minutes)

No Public Comment After This Point

CONSENT AGENDA

- [1.](#) CDA Minutes August 19, 2025
- [2.](#) CDA Financials August 2025
- [3.](#) CDA Financials September 2025

CONSIDERATION - ACTION

- [4.](#) Applications for 101 Fond du Lac Street (Waupun Taxi Service)

DISCUSSION

- [5.](#) Back Alley Project Updates
- [6.](#) 2026-2027 CDA Priorities and Budget Allocations
- [7.](#) Central Business District Parking Restrictions
8. City Administrator Update

ADVANCED PLANNING

9. Next Regularly Scheduled CDA Meeting is November 19, 2025
10. Save the Date: WEDC Main Street Meeting January 6, 2026

ADJOURNMENT

Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact the City Clerk at 920-324-7915.



MINUTES
CITY OF WAUPUN COMMUNITY DEVELOPMENT
AUTHORITY
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, August 19, 2025 at 7:45 AM

Meeting called to order by Chairperson Mayor Rohn Bishop at 7:45 am.

Roll call was taken. Members present include: Mayor Rohn Bishop; Derek Drews; Steve Daute (online); Gary DeJager, Cassandra Verhage, Sue Vandeberg. Absent Bobbi Jo Kunz. Also present, Administrator Schlieve, and Assistant Administrator Langenfeld, Jason Whitford (online).

Motion DeJager, second Vandeberg to adopt the agenda with one noted change. The Address for item 4 should read 435 not 425 E Main St. Motion carried unanimously.

No one present for public comment.

Motion Drews, second DeJager to approve the consent agenda, including minutes from June 17, 2025 CDA Meeting, and CDA financials for June and July 2025. Carried unanimously.

Application for 435 S Main St, Tony's Family Restaurant is reviewed. Jose Benitez is present to explain the project. Signage replaces the existing signage from Mateo's as the facility is now under new management. Jose is working through inspections now and hopes to be open in the near future. Total expenditures are estimated at \$5,494.14. Schlieve notes that the BID did approve a matching grant capped at \$2,100. Request is for 50% of remaining estimated costs (\$3,394.14). Motion VerHage, second DeJager to approve a matching grant capped at \$1,697.07.

Betty Woxland and her daughter, Heather Nagel are present to appeal the CDA decision requiring them to repaint their façade on the building they own at 319 E Main Street due to not having color selection preapproved. A copy of the design guideline ordinance (Chapter 25) is included in this packet with key language highlighted specific to color selection. Administrator Schlieve notes that the ordinance specifically references maintain earth ton colors on brick/masonry and that other colors should be complementary to the existing materials on the façade but are not restricted. Woxland contends that the colors painted are similar to the colors of the building in the 1970s when a bakery resided in the space and notes that the city originally painted over tile that had a windmill on the section of the building that is immediately to the left of the main door. Administrator Schlieve shared a video obtained from the Historical Society showing the original design of the building from the 1970s. Schlieve also shared a color palette that was created a number of years ago and additional research obtained from WEDC's Main Street group on colors, indicating that color selection should be recommendations but not mandated with the exception of requiring that brick not be painted due to the impact that has on preservation of the buildings. Woxland notes that since painting her building, she has had improved traffic flow in the space, and received positive comments from the public. Discussion centers on appearance of the building and the CDA board remains consistent with the request to consider repainting. Woxland agrees to review the color and is willing to repaint. Direction to table the discussion for further review and approval, pending final color selection from Woxland.

A preliminary design review for 101 Fond du Lac Street which houses the taxi service is conducted. The property owner wishes to add a pitched roof to address roof repairs/water runoff to improve the property. Motion Vandeberg, second Daute to approve the proposed design as presented. Carried unanimously.

Administrator Schlieve provides an update. The BID has been working on their 2026 operating plan and will finalize that in the near future. The City has been accepted in the Main Street Cohort program through WEDC as a way to move the community from Connect Community status to Main Street. The kickoff and first workshop is planned from August 27 at 3 pm. A small group of business owners are working on this and have identified the need to diversify the board. BID members are encouraged to attend. Recruitment is in process for Ignite Rural, a

business accelerator program that will run this fall in Waupun. The program culminates with a pitch event with a significant top prize. The WRNC Opportunity fund has met and awarded the first two loans, including an expansion loan in Waupun. Design work on the back alley project continues and staff is expecting a meeting with businesses in September/October. The sale of 301 E Main St is pending final contingency satisfaction but is expected to close by October 1, 2025.

The next regularly scheduled meeting of CDA is September 16, 2025 at 7:45 am.

Motion DeJager, second VerHage to adjourn the meeting at 8:32 am. Carried unanimously.



CDA Financial Statement

For the Month Ending:

8/31/2025

BUDGET

		YTD Actual	Balance
REVENUE	\$ 228,059	\$ 228,059	\$ 228,059
CARRYOVER 2024 RESTRICTED	100,000	\$ 100,000	\$ 100,000
CARRYOVER 2024 UNRESTRICTED	47,147	\$ 47,147	\$ 47,147
TOTAL REVENUE	\$ 375,206		\$ 375,206
EXPENSE	Budget Amt	YTD Actual	Balance
WAGES	\$ 14,300	\$ (7,064)	\$ 7,236
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	\$ (185,850)	\$ (65,140)
STREETSCAPING	\$ 35,000	\$ -	\$ 35,000
FAÇADE IMPROVEMENT PROJECTS	\$ 71,908	\$ -	\$ 71,908
TOTAL EXPENSE	\$ 375,206	\$ (331,658)	\$ 43,548

AVAILABLE PROJECT FUNDS

IMPROVEMENT PROJECTS	\$ 69,276
TARGETED INVESTMENTS	\$ 2,995
CARRYOVER FUNDS PRIOR YEAR(S)	\$ 0
	\$ 72,271

Funds Disbursement			
GRANTS APPROVED	Date	\$	71,908
Home Sweet Home Real Estate	7/14/2025	\$	935
Tony's Family Restaurant		\$	1,697
AVAILABLE IMPROVEMENT PROJECT FUNDS		\$	69,276

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

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
AVAILABLE IMPROVEMENT PROJECT FUNDS		\$	0



CDA Financial Statement

For the Month Ending:

9/30/2025

BUDGET

		YTD Actual	Balance
REVENUE	\$ 228,059	\$ 228,059	\$ 228,059
CARRYOVER 2024 RESTRICTED	100,000	\$ 100,000	\$ 100,000
CARRYOVER 2024 UNRESTRICTED	47,147	\$ 47,147	\$ 47,147
TOTAL REVENUE	\$ 375,206		\$ 375,206
EXPENSE	Budget Amt	YTD Actual	Balance
WAGES	\$ 14,300	\$ (7,939)	\$ 6,361
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	\$ (194,186)	\$ (73,476)
STREETSCAPING	\$ 35,000	\$ -	\$ 35,000
FAÇADE IMPROVEMENT PROJECTS	\$ 71,908	\$ -	\$ 71,908
TOTAL EXPENSE	\$ 375,206	\$ (340,869)	\$ 34,337

AVAILABLE PROJECT FUNDS

IMPROVEMENT PROJECTS	\$ 70,973
TARGETED INVESTMENTS	\$ 2,995
CARRYOVER FUNDS PRIOR YEAR(S)	\$ 0
	\$ 73,968

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

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

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
AVAILABLE IMPROVEMENT PROJECT FUNDS		\$	0

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

Applicant Name: TCS Properties, LLC Tim Stolaski (Member)
Applicant Address: 6413 State Road 144, West Bend, WI 53095
(street, city, state, zip)
Phone: 262-353-0192 **FAX:** **Email:** qualityauto324@att.net
Name of Business/Property: Waupun Taxi
Property Address: 101 Fond du Lac Street, Waupun, WI 53963
(street, city, state, zip)
Property Use: Currently leased to local taxi service

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:**

Project Summary: (Provide a brief project summary)	Construction of a peaked, metal roof including new soffits, fascia, and gable end walls
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Estimated Start Date: 12/01/2025 **Estimated Completion Date:** 1/31/2026
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: \$ 12,000.00

Total CDA Grant Request: \$ 5,000.00 (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: TCS Properties, LLC Tim Stolaski (Member)

Applicant Signature: _____

Date: 8/28/2025

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.

8/28/2025

Tim Stolaski
Member TCS Properties, LLC

To the members of the Waupun Community Development Authority;

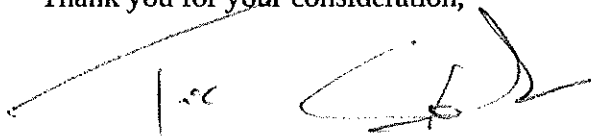
I am applying for a grant through the CDA to help offset costs for improvements to our building located at 101 Fond du Lac Street in Waupun. My wife and I have owned this building for 17 years. I personally ran a small business out of it for the first 8 years of ownership. Currently, and for the last 9 years, we have leased the building to "Brown Cab Service, Inc." who is doing business at this location as "Waupun Taxi", a local service I am sure you are all aware of.

It is our intent to add a peaked roof to this building. It is my belief that this would clearly fall under a facade improvement under the intent of the CDA guidelines. We are not proposing to just re-roof the current structure, which would come at a much lesser cost for us. Instead, we are looking to significantly add to and change the structure, notably changing it's look from both Franklin and Fond du Lac Streets. I feel this change makes the building much more aesthetically pleasing, and gives it a more "finished" look.

I have contacted many different building contractors, and have received estimates anywhere from \$9000 to \$50,000 for materials and labor for this project. It has been difficult to get estimates, as most contractors seem very busy right now. Most of the extremely high bids seemed to come from contractors that were sometimes a year or more out from being able to start the project, and likely were not even that interested. I think this accounts for the wide disparity in estimates.

I have enclosed what I believe to be all of the required attachments.

Thank you for your consideration,

A handwritten signature in black ink, appearing to read 'Tim Stolaski', with a long horizontal line extending to the left.

Tim Stolaski

PROPOSAL

POLE BARN • ROOFING • REROOFING
NEW CONSTRUCTION • DECKS • TEAR OFFS

ERNEST EICHER

6203 Ledvina Rd. • Reedsville, WI 54230

920-901-1103

Proposal Submitted To

Name <u>Jim Stolack</u>	Street <u>6413 State Road 144</u>
Telephone <u>262-629-1416</u>	City <u>West Bend</u>
Estimated Starting Date _____ (weather permitting, material availability & any other unforeseen events)	State <u>WI</u> Zip <u>53095</u>

We hereby proposed the furnish the materials and preform the labor necessary for the completion of

Putting 26' Truss on top of the
shop, 2x8 Truss on the outside walls, concrete foundation
under the 2x8 Truss, 2x4, metal roof, over the sides
the Truss on each side on the sides

Color: Green, not red, and not blue
to be done

Prices subject to change

Thank You

All material is guaranteed to be as specified and the above work to be preformed in accordance with the drawing and specification submitted for above work and completed in a substantial workmanlike manner for the Total of \$ 12,000.

With payments to be made as follows	15% Down Payment	<u>1800.</u>
	45% Paid When Job Is Started	<u>5400.</u>
	30% Paid When Framed	<u>4800.</u>
	10% Balance Due When Job Is Completed	<u>4800.</u>

Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge above the contract. Owner to carry fire, tornado and other necessary insurance upon above work.

Signed by: Ernest Eicher

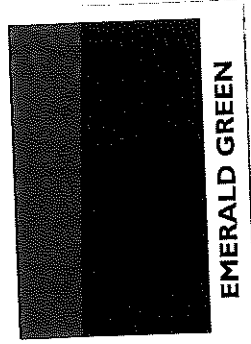
ACCEPTANCE OF CONTRACT

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work specified. One year warranty on all labor. Payment will be made as outlined above. Payments to be made to crew foreman when job is started and completed. Excluding any landscaping, building permits, blue prints, drawing or dirt removal. Not responsible for damages to any underground utilities such as and not limited to, water, gas lines, sewage system, electric and telephone lines.

Signature of consumer or consumers

Date

X 10-11-25 X



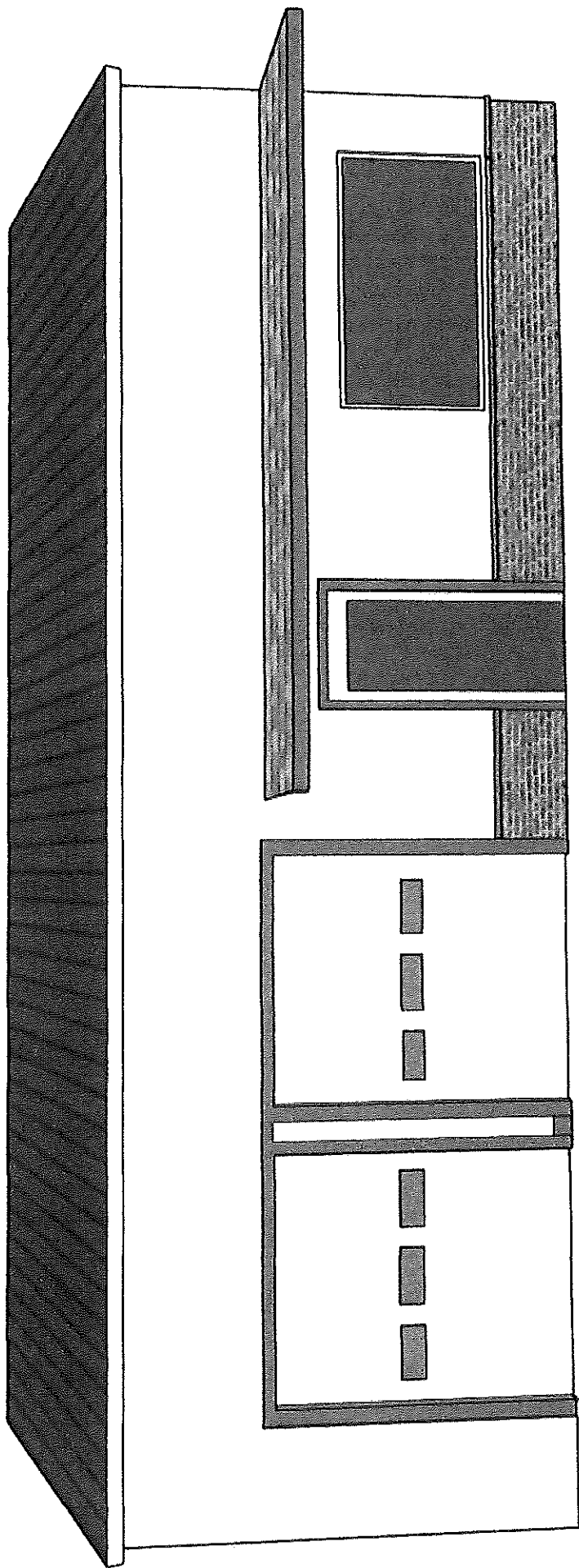
EMERALD GREEN

ROOF

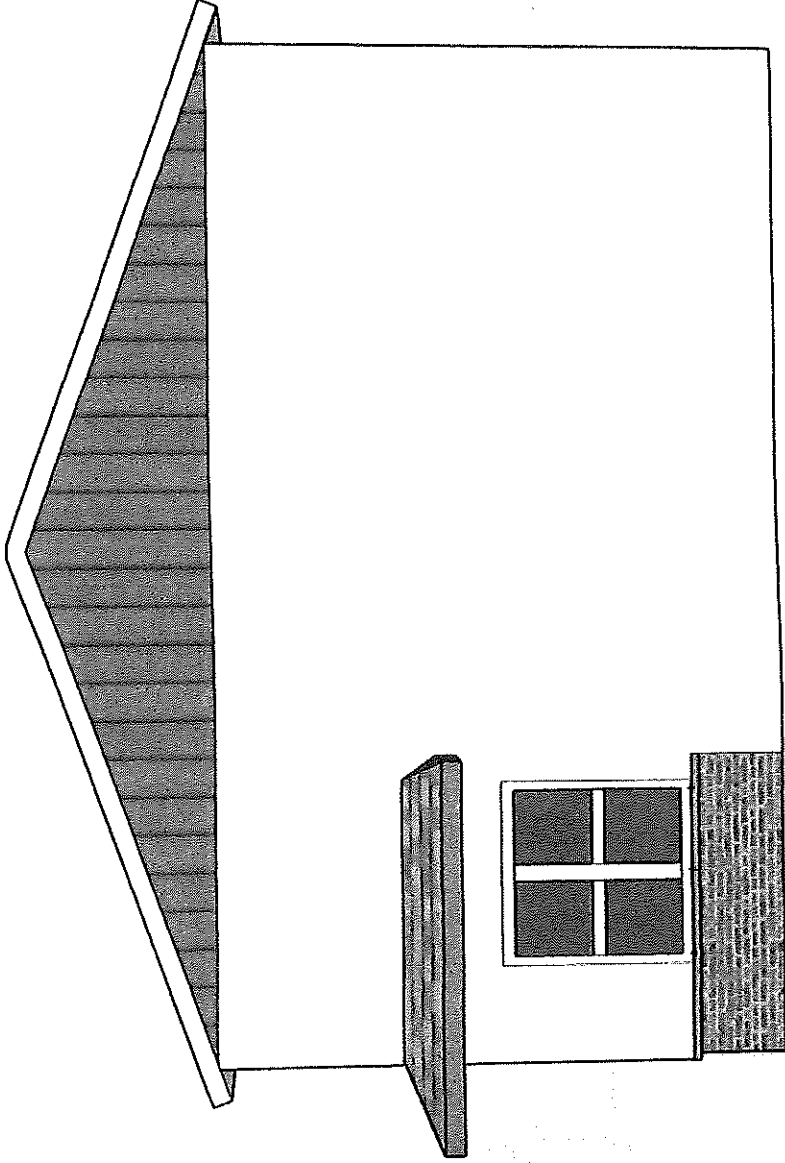
WHITE

FASCIA AND
SOFFITS

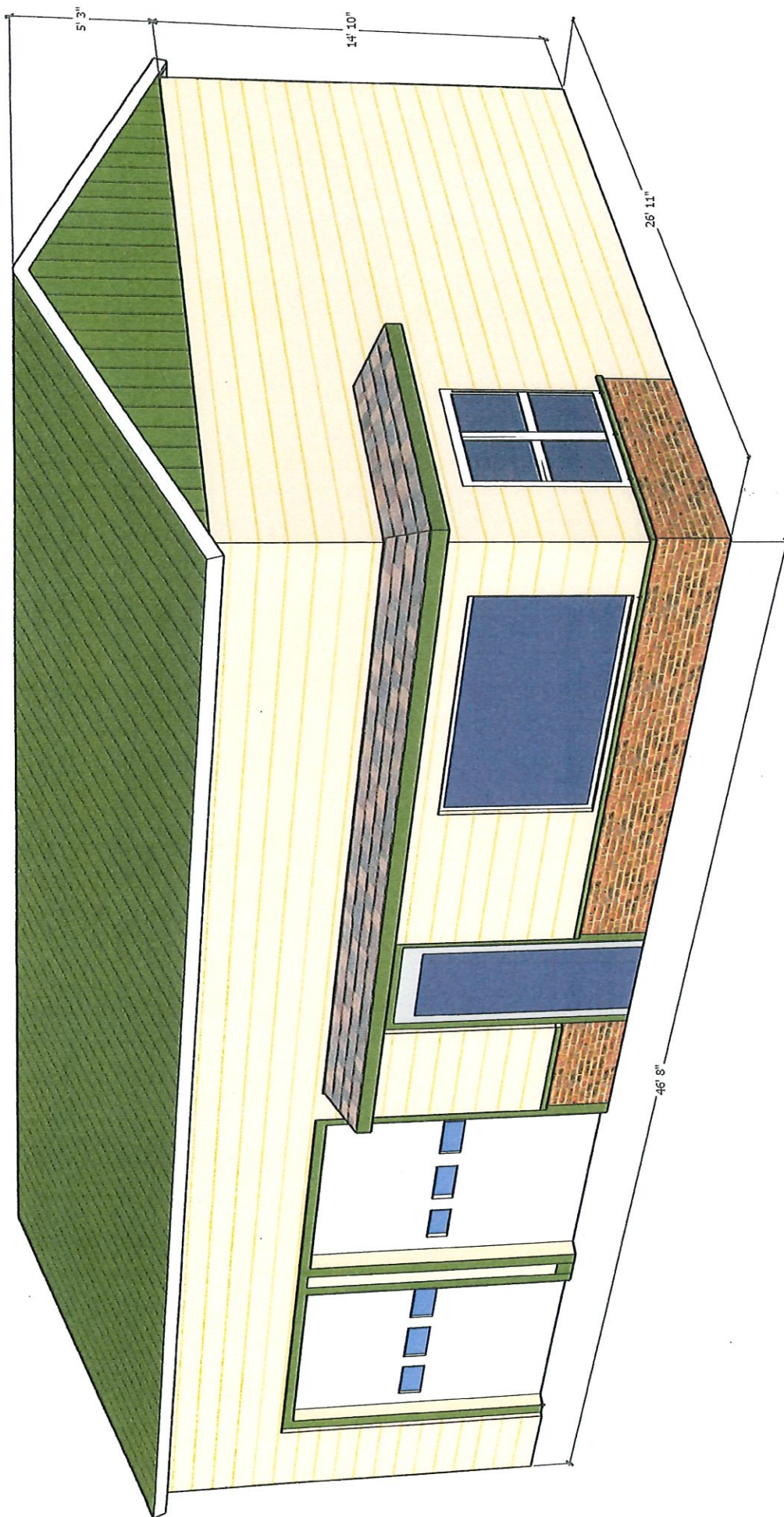




View from Fond du Lac Street
1/4"=1'



View from Franklin Street
1/4"=1'





AGENDA SUMMARY SHEET

MEETING DATE: 10/21/25

TITLE: Back Alley Project Updates

AGENDA SECTION: DISCUSSION/ACTION

PRESENTER: Schlieve

DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT
Economic Vitality	~\$1M (TID 3 funded)

ISSUE SUMMARY:

A property owner meeting is scheduled for November 5 to review back alley designs before engineering plans are finalized. Preliminary cost estimates for the project are as follows:

	Mill to Franklin	Madison to FDL	Mill to Madison
Utility Services	\$ 84,816	\$ 185,400	\$ 181,284
Streets	\$ 63,444	\$ 324,660	\$ 204,672
Stormwater	\$ -	\$ 77,952	\$ 62,610
SUBTOTAL	\$ 148,260	\$ 588,012	\$ 448,566
GRAND TOTAL	\$ 1,184,838		
TID Eligible Costs	\$ 63,444	\$ 402,612	\$ 267,282
SUBTOTAL	\$ 733,338		
Utility Costs	\$ 451,500		
Private Property Improvements	\$ 207,672.64		
Potential Private Incentives	Amount	Project Total	
25% Incentive	\$ 51,918.16	\$ 785,256.16	
50% Incentive	\$ 103,836.32	\$ 837,174.32	
75% Incentive	\$ 155,754.48	\$ 889,092.48	

This is a general discussion on goals of the project and incentive considerations to aid property owners with private improvements adjacent to the alley.

STAFF RECOMMENDATION:

ATTACHMENTS:

Meeting Invitation to Property / Business Owners

RECOMMENDED MOTION:



AGENDA SUMMARY SHEET

MEETING DATE: 10/21/25

TITLE: 2026-2027 CDA Priorities and Budget Allocations

AGENDA SECTION: DISCUSSION/ACTION

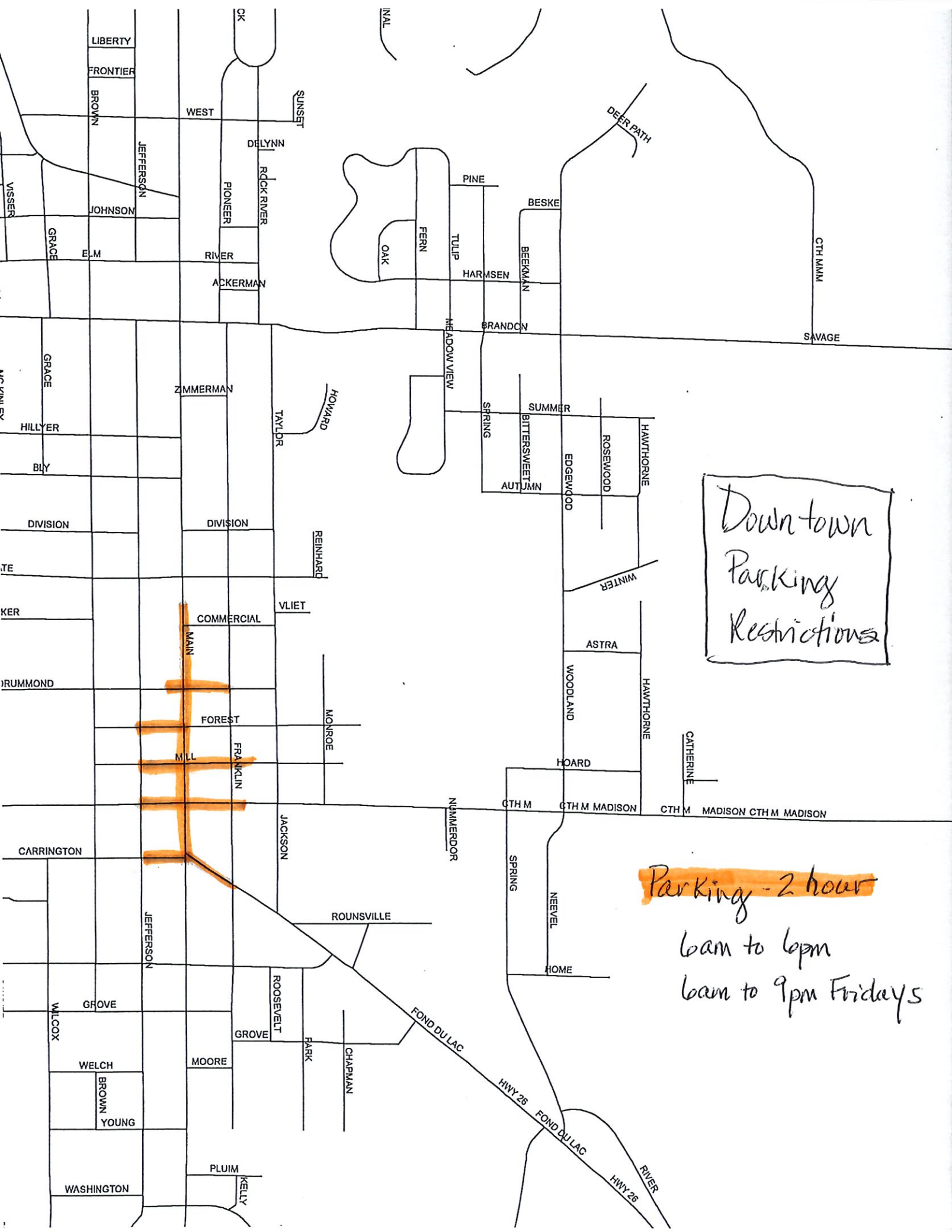
PRESENTER: Schlieve

DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Economic Vitality	TBD	

ISSUE SUMMARY:

2027 is the final expenditure year for TID 3, which funds all CDA activity. A plan needs to be developed to devise a funding sustainability plan. Following is a snapshot of available revenues and expenditures (estimate). Back Alley Project final costs and private property incentives will impact performance of the TID. Key decisions need to be made specific to 2026 and 2027 expenditures to maximize the long-term impact on the CDA.

TID 3 Budget Forecast - Estimate	
Estimated Carryover 2025	\$ 101,114
TID 3 Forecasted Revenues (through 2033)	\$ 1,902,458
TOTAL	\$ 2,003,572
Debt Obligations/Expenses	
Existing GO Debt with Interest	\$ 424,206
Staff Time	\$ 10,000
Back Alley Project Estimate	\$ 1,100,000
TOTAL	\$ 1,534,206
Available Funds	\$ 469,366
Prospective Projects (2027 Final Year of Expenditure):	
Façade Improvement Grants	\$ 90,000
Targeted Improvements	\$ 90,000
Mural Project	\$ 20,000
Advance to Revolving Loan Fund	\$ 225,000
TOTAL	\$ 425,000



Downtown
Parking
Restrictions

Parking - 2 hour
6am to 6pm
6am to 9pm Fridays