



**A G E N D A**  
**CITY OF WAUPUN COMMUNITY DEVELOPMENT**  
**AUTHORITY MEETING**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Wednesday, February 08, 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/81098431685?pwd=MFlYeHhlaUJFTndYZThzajVUdzBjQT09>

**Meeting ID:** 810 9843 1685

**Passcode:** 027163

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

**CALL TO ORDER**

**ROLL CALL**

**CONSIDERATION - ACTION**

- [1.](#) Approve Minutes from January 17, 2023 CDA Meeting
- [2.](#) Approve January 2023 CDA Financials
- [3.](#) Consider Grant Application for Broken Threads\_19 S Madison St
- [4.](#) Consider Grant Application for K's Boutique\_317 E Main St

**DISCUSSION**

- [5.](#) Administrator Update

**FUTURE MEETINGS**

6. Next Standing Meeting: March 21, 2023 @ 8 a.m.

**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 MEETING**  
Waupun City Hall – 201 E. Main Street, Waupun WI  
Tuesday, January 17, 2023 at 8:00 AM

Meeting called to order by Chairman Bishop at 8:01 a.m.

Roll Call taken. Present: Sue Vandenberg, Jill Vanderkin, Cassandra VerHage, Gary DeJager, Mayor Bishop, Derek Drews; Absent: Nancy Vanderkin. Also Present: Administrator Schlieve and Assistant Administrator Langenfeld.

No public members present for comment.

Motion DeJager, second Verhage to approve December 2022 Financials. Carried unanimously.

Motion DeJager, second Vandenburg to approve Minutes from December 20, 2022 CDA meeting. Carried unanimously.

Administrator Schlieve discusses grant application for Wind & Unwined 310 E Main Street. The coffee shop is expanding and the proposed project addresses replacement and addition of awning and signage to complete the front façade work on the expanded space. General discussion about the two options outlined in the packet with preference given to Option 2 - cloth awning. Motion DeJager, second Greenfield to approve the application for Option 2 as a 50% reimbursement of non-BID funded expenditures capped at \$5,000. Carried unanimously.

Administrator Schlieve provides an update as follows:

- Main Street Award Nominations are being finalized and will be submitted by deadline of January 23. A letter of support from the BID Chairperson is requested and Bishop agrees.
- Vibrant Spaces Grant application is being finalized. Determination that the focus will be on the eastern side of Stone & Suede with a focus on food trucks and seating. Staff have identified a WI-DNR grant (Knowles Stewardship Grant) for restroom because it has the ability to more broadly fund the project. The City's Outdoor Recreation Plan must be updated to pursue that application.
- Final listening session on ARPA will be held today. Council will move to discussion session to evaluate all of the ideas that have come forth.
- UW Extension Grant work on marketing analysis implementation must commence this spring. Several board members will be contacted to support the project.
- Local purchasing allowance has been incorporated into the City's purchasing policies.
- Wee Care application has been brought before economic development committee and staff is working to pull together a project to submit to WEDC under a CDI application. Schlieve notes that this is still questionable as to whether we will get approval due to application but also notes that childcare is a project submitted under ARPA requests.

Motion Drews, second Verhage to adjourn. Carried unanimously. Meeting Adjourned at 8:14 a.m.



Community Development Authority Financial Statement  
For the Month Ending: 1/31/2023

**BUDGET**

2023 Budget	\$ 133,475
Less Approved Grants and Expenses	<u>\$ (8,475)</u>
Remaining Budget Funds Available	<u><u>\$ 125,000</u></u>

**Outstanding Grants & Expenses:**

Weaving It Up To You!	\$3,475.00 (extended to 6/30/23)
Wind & Unwind	<u>\$5,000.00</u>
Total Outstanding Expenses	<u><u>\$8,475.00</u></u>

**Paid Grants and Expenses**

Date	Description	Vendor	Amount

Total Paid Grants/Expenses	<u><u>\$0.00</u></u>
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Waupun Community Development Authority  
Downtown Revitalization Grant Application

Applicant Name: Dustin Richter  
Applicant Address: 19 S Madison St. Waupun WI 53963  
Phone: 920-2910-2916 Fax: \_\_\_\_\_ Email: dustin.richter@hotmail.com  
Name of Business/Property: Broken Threads  
Property Address: 19 S Madison St. Waupun, WI 53963  
Property Use: Screen Printing + Apparel Shop

**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)

New Siding, fascia and soffit on entire building. 3 new windows installed on bottom half

Estimated Start Date: 2/13/23 Estimated Completion Date: 2/17/23

City Building Inspector Approval: Dueck Date: 1/27/23

**Required Attachments:**

- Cost Estimates
- Current photo(s) of property
- Project plan(s) drawn to ¼-inch scale, if applicable
- 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: \_\_\_\_\_ BID Grant Awarded: \$ \_\_\_\_\_

Total Estimated Cost of Application: \$ 34,192.00

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): DUSTIN RICHTER

Applicant Signature: [Signature]

Date: 1-25-23

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

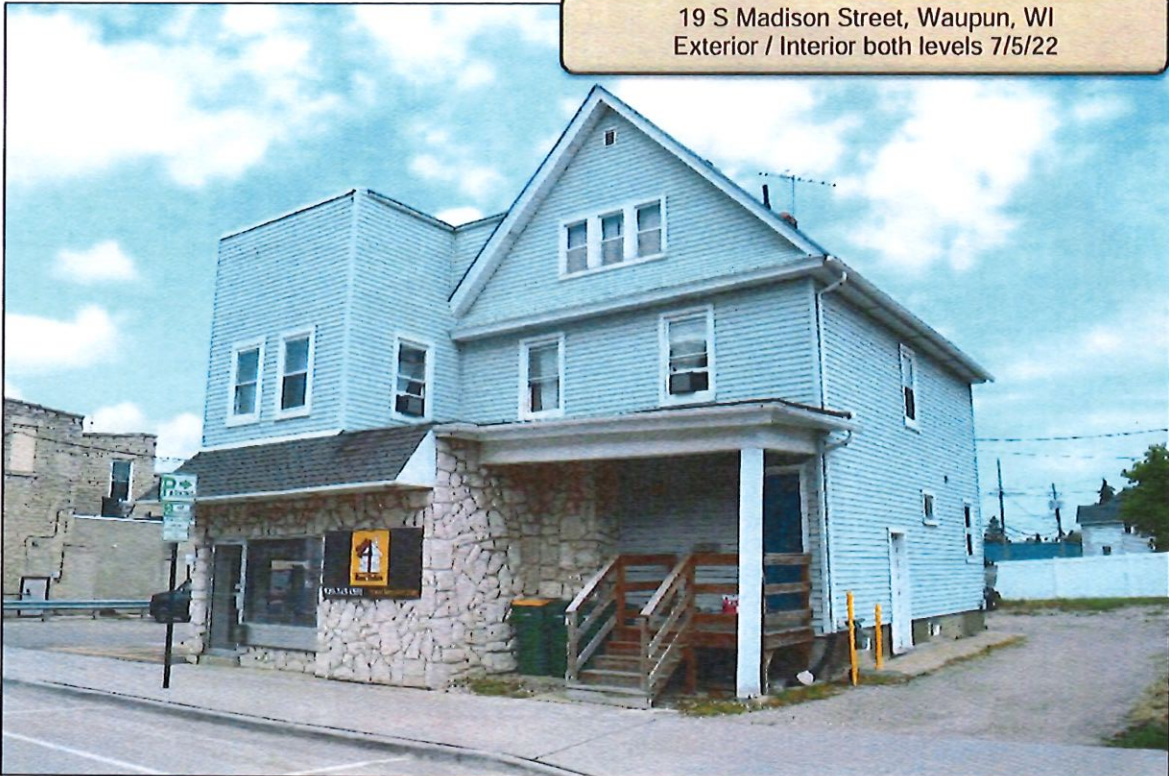
Application reviewed for completeness by \_\_\_\_\_ (initials). Date: \_\_\_\_\_

Property reviewed for delinquency by \_\_\_\_\_ (initials). Date: \_\_\_\_\_

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



19 S Madison Street, Waupun, WI  
Exterior / Interior both levels 7/5/22



Contract for

19 s Madison Street  
Waupun, WI 53963  
920-296-2916

**WCB Quality Construction LLC**

333 Ledgewood DR  
Fond du Lac, WI 54937  
920-579-9879  
wcbqualityconstructionllc@gmail.com

1. Siding – Will remove all siding from home, will install Tyvek on entire home. Than will install mastic ovation (color l ) on entire home . Price includes all outside corners, inside corners, light block, siding, finish trim, mounting blocks and j channel.

There are 41sq of existing siding. I charge \$650.00 a SQ.

$\$650.00 \times 41 = \$26,650.00$

2. Fascia and soffit – Will remove all aluminum fascia and soffit from entire building. It will be replaced with norandex soffit and fascia. (Color white ). Soffit will be vented on all eaves and solid on all rakes.

There is 378 ft of soffit and 378 ft of fascia. I charge \$7.00 dollars a ft for each, includes tear off, disposal and new install, and cost of material.

Soffit -  $\$7.00 \times 378\text{ft} = \$2646.00$  Fascia  $\$7.00 \times 378 = \$2646.00$

Total for fascia and soffit = 5292.00



Windows – Will remove <sup>3</sup>/~~15~~ windows, will install <sup>3</sup>/~~15~~ Pella double hung. Will cut holes to size and frame them in so we don't have to order custom size windows. We will put a 1x4 trim on the outside of all windows and then wrap them in metal (color \_\_\_\_\_)

For each hole I charge 750.00 including all above work.

~~15 x \$750.00 = \$11,250.00~~

3x 750.00

~~2250.00~~ WCB

~~9000.00~~ WCB

Total Cost for WCB Quality Construction to remodel your home is

\$11,250.00 + \$5292.00 + \$26,650.00 = \$ 43,192.00

WCB  
34,192 total

Down payment is \$20,000.00

WCB  
23,192.00

Remaining balance of ~~\$23,192.00~~ will be paid in monthly payments of \$150.00 a month until paid in full.

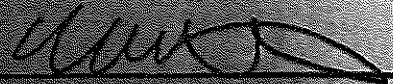
I also include a 5-year 100% craftsmanship warranty on all my work. If any part of my work fails from the installation and or craftsmanship, we will replace the failure at no cost for labor or materials. It must be from WCB Quality s craftsmanship.

Homeowner



Date 1-24-23

WCB Quality Construction



Date

1-24-23

Waupun Community Development Authority  
Downtown Revitalization Grant Application

Applicant Name: Kis Boutique / Katrina Hornacki  
Applicant Address: 213 Fond du Lac St. Waupun, WI. 53963  
Phone: 608.332.5869 Fax: \_\_\_\_\_ Email: shopkatrinaboutique@gmail.com  
Name of Business/Property: Kis Boutique  
Property Address: 317 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: Katrina Hornacki  
Phone: 608.332.5869 Email: shopkatrinaboutique@gmail.com  
Property Owner Address: 213 Fond du Lac St. Waupun, WI. 53963  
Property Owner Signature: Katrina A. Hornacki Date: 01.31.23  
Expiration Date of Current Lease Agreement: \_\_\_\_\_ Owner Initials: K.H.

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

Two external lights for front face of building.  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Start Date: 05.01.23 Estimated Completion Date: 05.30.23

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: \_\_\_\_\_ BID Grant Awarded: \$ 1,102.48

Total Estimated Cost of Application: \$ 2,204.95

Total CDA Grant Request: \$ 551.24 (50% of non-BID covered expenses)

**Release of Information:**

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Applicant Name (print): Katrina A. Hoinacki

Applicant Signature: Katrina A. Hoinacki

Date: 01.31.23

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

Spec Sheet Print This Tab

Key Features

- Dimmable
- OK For Outdoor Use

Inspired by a ball juggling act, the IC Outdoor Wall Sconce from FLOS balances a lighthearted motif with the modern home's architectural lighting needs. It's a true modern classic, satisfying creator Michael Anastassiades' goal of creating pieces of permanent value. Anastassiades takes a reductive approach to design, one focused on familiar form and clear function. Here, the designer presents an artful composition of shapes that look natural around the home. This natural look comes from a compact backplate and a perpendicular arm. The arm frames the charming light source and gives it an intriguing floating look. The sphere shade encapsulates the bulb for a uniform, glare-free lighting experience. A warm, mood-setting hue glazes the shade and the back wall when the lights come on.

FLOS was first established in 1962 in Merano, Italy, to produce high quality modern lighting. This Italian lighting company continues to do so to this day by collaborating with talented international designers and researching the latest lighting technologies and materials. Resulting FLOS lighting fixtures are daring and provocative, yet uphold the fundamental principles of good design.

Details:

- OK for Outdoor Use
- Dimmer Not Included
- Lighting Style: Soft/Diffused/Ambient
- Designed by Michael Anastassiades
- Designed in 2020
- Awards: Interior Design's Best of Year Award - Table Lamp (2014)
- Material: Glass
- Shade Material: Blown Glass Opal Diffuser
- Dimmable: Yes
- Dimmer Type: Electronic low voltage (ELV)
- Location Rating: UL Listed Wet
- Made In Italy

Options:

- Finish: Black, Brass, Burgundy, Deep Brown, Stainless Steel
- Size: Small, Large

Lighting:

Choose an option from the tabs below to see complete lighting specifications.

Small Large

Lamp Type	LED	Color Temp	2700 (Warm)
Total Lumens	1100.0	Average Lifespan (Hours)	25,000
# of Bulbs	1 (Not Included)	CRI	90
Bulb Type	12W A19 E26	Equivalent Halogen, CFL or LED Bulb Can Be Used	Yes
Volts	120		

Dimensions:

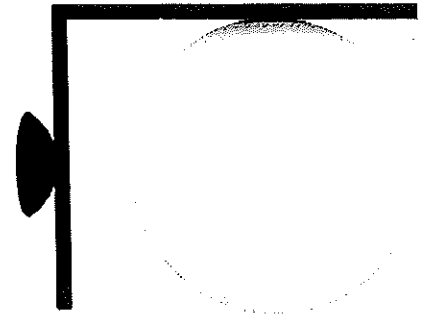
- Small Option Backplate: Diameter 4.3"
- Small Option Fixture: Width 7.9", Height 8.5", Depth 11", Weight 4.85Lbs
- Large Option Backplate: Diameter 4.3"
- Large Option Fixture: Width 11.8", Height 12.4", Depth 15", Weight 8.37Lbs

Compare Brightness:



Manufacturer IDs: view

California Residents: Prop 65 regulations



IC Outdoor Wall Sconce by Michael Anastassiades for FLOS

\$1,045.00 + Free Shipping

Finish: Black | Size: Large

Change Options Add to Cart

Usually ships within 9 to 11 weeks

X 2  
 total with tax  
 = \$2,204.95

9-11 weeks to ship.



# AGENDA SUMMARY SHEET

**MEETING DATE:** February 8, 2023

**TITLE:** Administrator Update

**AGENDA SECTION:** DISCUSSION

**PRESENTER:** Kathy Schlieve, Administrator

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

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## ISSUE SUMMARY

An update on the following items will be provided:

1. Vibrant Spaces Grant submitted January 31, 2023
2. Main Street Awards Submission submitted January 23, 2023
3. ARPA Funding Update
4. New Businesses in District
5. Vacant Spaces in District
6. General Administrative Updates

## STAFF RECCOMENDATION:

## ATTACHMENTS:

<b>RECCOMENDED MOTION:</b>
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