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

Roll Call taken. Present: Sue Vandeberg, 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.
BUDGET
2023 Budget $133,475
Less Approved Grants and Expenses $ (8,475)
Remaining Budget Funds Available $125,000

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

Paid Grants and Expenses

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Vendor</th>
<th>Amount</th>
</tr>
</thead>
</table>

Total Paid Grants/Expenses $0.00
Applicant Name:  **Dustin Richter**
Applicant Address:  **19 S Madison St. Waupun, WI 53963**
Phone: 920-291-2916  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 Inspecto: Approval:  __________________________ Date:  **1/27/23**

Revised 4/17/2018
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: $______________

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): Dusty Rachter

Applicant 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

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: ______________

Revised 4/17/2018
19 S Madison Street, Waupun, WI
Exterior / Interior both levels 7/5/22

19 S Madison Street, City of Waupun; Dodge County, WI
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 ________) 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 x 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 ________) 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 x 378ft = $2646.00  Fascia $7.00 x 378 = $2646.00

Total for fascia and soffit = 5292.00
Windows – Will remove \( \frac{3}{25} \) windows, will install \( \frac{3}{18} \) 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.

\[
15 \times 750.00 = 11,250.00 \\
3 \times 750.00 = 2,250.00
\]

Total Cost for WCB Quality Construction to remodel your home is $11,250.00 + $5292.00 + $26,650.00 = $43,192.00

Down payment is $20,000.00

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 Hanacki
Applicant Address:  213 Food 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 Hanacki
Phone: 608-332-5869  Email: shopkatrinaboutique@gmail.com
Property Owner Address:  213 Food du Lac St, Waupun, WI 53963
Property Owner Signature:  Katrina A. Hanacki  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: 01.23  Estimated Completion Date: 03.23

City Building Inspector Approval:  

Date:

Revised 4/17/2018
Required Attachments:

- [ ] Cost Estimates
- [x] 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?  [x] Yes  [ ] No

If yes, BID Meeting Date: __________  BID Grant Awarded: $1,102.48

Total Estimated Cost of Application: $2,041.95

Total CDA Grant Request: $551.24  (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): Katrina A. Holnacki

Applicant Signature: Katrina A. Holnacki  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

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: ________________

Revised 4/17/2018
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, not 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 two glass the shade and the back wall when the lights are on.

FLOS was first established in 1962 in Milan, 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 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 Ratings: 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.

<table>
<thead>
<tr>
<th>Small</th>
<th>Large</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lamp Type</td>
<td>LED</td>
</tr>
<tr>
<td>Total Lumens</td>
<td>1100.0</td>
</tr>
<tr>
<td># of Bulbs</td>
<td>1 (Not Included)</td>
</tr>
<tr>
<td>Bulb Type</td>
<td>12W A19 E26</td>
</tr>
<tr>
<td>Volts</td>
<td>120</td>
</tr>
<tr>
<td>Color Temp</td>
<td>2700 (Warm)</td>
</tr>
<tr>
<td>Average Lifespan (Hours)</td>
<td>25,000</td>
</tr>
<tr>
<td>CRI</td>
<td>90</td>
</tr>
<tr>
<td>Equivalent Halogen, CFL, or LED Bulb Can Be Used</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Dimensions:
- Small Option Backplate: Diameter 4.3"
- Small Option Fixture: Width 7.9", Height 8.5", Depth 3.1", Weight 4.85 lbs
- Large Option Backplate: Diameter 4.3"
- Large Option Fixture: Width 11.8", Height 12.4", Depth 15", Weight 8.37 lbs

Compare Brightness:

Manufacturer IDs: view
California Residents: Prop 65 regulations

You're Currently Viewing

IC Outdoor Wall Sconce
by Michael Anastassiades for FLOS

$1,045.00 + Free Shipping

Finish: Black | Size: Large

Add to Cart

Usually ships within 9 to 11 weeks

\[ \times 2 \]

\[ \text{total} + \text{tax} = \$2,204.95 \]

9-11 Weeks to Ship

From The Product Family | IC Lights By Flos
AGENDA SUMMARY SHEET

MEETING DATE: February 8, 2023

TITLE: Administrator Update

AGENDA SECTION: DISCUSSION

PRESENTER: Kathy Schlieve, Administrator

<table>
<thead>
<tr>
<th>DEPARTMENT GOAL(S) SUPPORTED (if applicable)</th>
<th>FISCAL IMPACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economic Vitality</td>
<td>N/A</td>
</tr>
</tbody>
</table>

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 RECOMMENDATION:

ATTACHMENTS:

RECOMMENDED MOTION: