



**A G E N D A**  
**CITY OF WAUPUN COMMUNITY DEVELOPMENT**  
**AUTHORITY**  
Waupun City Hall – 201 E. Main Street, Waupun WI  
Tuesday, March 17, 2026 at 7:45 AM

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

**Join:** <https://us02web.zoom.us/j/89303618254?pwd=aPHbezqASnqw0axbHAUrsCuL5045Nt.1>

**Meeting ID:** 893 0361 8254

**Passcode:** 011369

**CALL TO ORDER**

**ROLL CALL**

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

***No Public Participation after this point.***

**FUTURE MEETINGS AND GATHERING INVOLVING THE COMMUNITY DEVELOPMENT AUTHORITY**

1. Next Regularly Scheduled CDA Meeting is April 21, 2026 at 7:45 am

**CONSIDERATION - ACTION**

- [2.](#) Minutes from January 20, 2026 CDA Meeting
- [3.](#) January 2026 CDA Financials
- [4.](#) February 2026 CDA Financials

**CONSIDERATION - ACTION**

5. Request to Extend Deadline for 101 Fond du Lac Street (Waupun Taxi)
- [6.](#) Application for 313 E Main Street (Radio Plus)
- [7.](#) Application for 309 and 311 E Main St (Blue Heron Antiques and BH Home)

**DISCUSSION**

8. City Administrator Update

**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, January 20, 2026 at 7:45 AM**

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

Roll call taken. Members present: Bishop, Drews, Vandenberg; Kunz; Ver Hage (online); DeJager. Also present, Administrator Schlieve, Assistant Administrator Langenfeld, Tyler Schulz (Werner Harmsen), Kristen Schultz (Chic Tique Girls – online).

No one is present for public comment.

Next regularly scheduled CDA meeting is February 17, 2026 at 7:45 am.

Motion DeJager, second Vandenberg to approve consent agenda, including Minutes from November 18, 2025 CDA Meeting, revised financials for October 2025, November and December 2025 CDA Financials. Carried unanimously.

Tyler Schulz presented an application for his business located at 116 E Main Street (Werner Harmsen). The business has evolved to include additional signage and is adding signage to represent that. Motion DeJager, second Kunz to approve the application as a 50% match grant capped at \$5,000. Carried 6-0 unanimously.

Kristen Schultz presented an application for business relocating to 301 E Main Street (former Senior Center). The project includes a full façade renovation. Administrator Schlieve requests a larger award of \$10,000 for the project given the scope of the renovation and past practice. Motion DeJager, second VerHage to approve the application as a 50% match grant capped at \$10,000. Carried unanimously.

Administrator Schlieve provides an update of progress with Main Street visit and business meeting with WEDC, indicating a group continues to make progress on the Main Street cohort program. Back alley project engineering is being finalized and the City needs to finalize work with private property owners on private improvements. Additional work is underway on a Vibrant Spaces grant to assist with the project. The Common Council signed an agreement with Dodge County for a grant to support Shaler Drive extension that will open additional housing opportunity.

Motion Ver Hage, second Vandenberg to adjourn the meeting at 8:05 am. Carried unanimously.



# CDA Financial Statement

For the Month Ending:

1/31/2026

## BUDGET

		YTD Actual	Balance
<b>REVENUE</b>			
CARRYOVER 2025 RESTRICTED	\$ 125,660	\$ -	\$ -
DEBT ISSUE	1,935,979.00	-	-
<b>TOTAL REVENUE</b>	<b>\$ 2,061,639</b>		<b>\$ -</b>
<b>EXPENSE</b>			
	<b>Budget Amt</b>	<b>YTD Actual</b>	<b>Balance</b>
WAGES	\$ 23,575	\$ 5,347	\$ 28,922
PROFESSIONAL SERVICES/AUDIT FEES	5,069	-	5,069
DEBT PAYMENTS	31,199	-	31,199
PAYOUT FOR PROJECTS	60,000	-	60,000
TARGETED REINVESTMENT	1,241,762	120	1,241,882
WRNC GRANT PAYMENTS	10,000	-	10,000
STREETSCAPING	-	-	-
FAÇADE IMPROVEMENT PROJECTS	-	-	-
<b>TOTAL EXPENSE</b>	<b>\$ 1,371,605</b>	<b>\$ 5,467</b>	<b>\$ 1,377,072</b>

## CDA PRIORITIES

Outstanding Debt Service (Issued 2022)	\$ 424,206
North Side Alley Reconstruction (P&I)	869,000
North Side Alley Incentive (50%)	131,000
Interest North Side Alley Project	317,433
Grants*	60,000
WRNC	10,000
Establish Revolving Loan Fund in 2026	250,000
<b>TOTAL</b>	<b>\$ 2,061,639</b>

\*TID 3 Expenditure Period Sunsets Jun 1, 2027

Funds Disbursement			
GRANTS APPROVED	Date	\$	60,000
Waupun Taxi - 101 Fond du Lac St		\$ 5,000	
Werner Harmsen		\$ 5,000	
Chic Tique Girls		\$ 10,000	
<b>AVAILABLE IMPROVEMENT PROJECT FUNDS</b>		<b>\$ 40,000</b>	



# CDA Financial Statement

For the Month Ending:

2/28/2026

## BUDGET

	YTD Actual		
<b>REVENUE</b>			
CARRYOVER 2025 RESTRICTED	\$ 125,660	\$ -	
WRNC GRANT CONTRIBUTIONS		\$ 20,000	
DEBT ISSUE	1,935,979	-	-
<b>TOTAL REVENUE</b>	<b>\$ 2,061,639</b>	<b>\$ 20,000</b>	
<b>EXPENSE</b>			
	<b>Budget Amt</b>	<b>YTD Actual</b>	<b>Balance</b>
WAGES	\$ 23,575	\$ 6,437	\$ 30,012
PROFESSIONAL SERVICES/AUDIT FEES	5,069	28	5,097
DEBT PAYMENTS	31,199	-	31,199
PAYOUT FOR PROJECTS	60,000	-	60,000
TARGETED REINVESTMENT	1,241,762	120	1,241,882
WRNC GRANT PAYMENTS	10,000	25,000	35,000
STREETSCAPING	-	-	-
FAÇADE IMPROVEMENT PROJECTS	-	-	-
<b>TOTAL EXPENSE</b>	<b>\$ 1,371,605</b>	<b>\$ 31,585</b>	<b>\$ 1,403,190</b>

## CDA PRIORITIES

Outstanding Debt Service (Issued 2022)	\$ 424,206
North Side Alley Reconstruction (P&I)	869,000
North Side Alley Incentive (50%)	131,000
Interest North Side Alley Project	317,433
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Waupun Taxi - 101 Fond du Lac St		\$	5,000
Werner Harmsen		\$	5,000
Chic Tique Girls		\$	10,000
<b>AVAILABLE IMPROVEMENT PROJECT FUNDS</b>		<b>\$</b>	<b>40,000</b>

Waupun Community Development Authority (CDA)  
Downtown Revitalization Grant Application

**Applicant Name:** Jeff S Collicott  
**Applicant Address:** (street, city, state, zip) 19-Caddis court  
**Phone:** 920-948-7724 **FAX:** \_\_\_\_\_ **Email:** jcollicott@cedarter.net  
**Name of Business/Property:** ABB+j Investment Properties  
**Property Address:** (street, city, state, zip) 313 East Main  
**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:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Property Owner Address:** (street, city, state, zip) \_\_\_\_\_  
**Property Owner Signature:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
**Expiration Date of Current Lease Agreement:** \_\_\_\_\_ **Owner Initials:** \_\_\_\_\_

<b>Project Summary:</b> (Provide a brief project summary)	<u>New windows - Pressure wash fix Bad motor + paint</u>
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**Estimated Start Date:** April 15 **Estimated Completion Date:** April 20<sup>th</sup>  
**City Building Inspector Approval:** Suzanne Kealey **Date:** 2/16/24

**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:** \$ 24,915.00

**Total CDA Grant Request:** \$ 10,000.00 (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: Jeff S Collins

Applicant Signature: [Handwritten Signature] Date: 2-7-21

**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.

5:46

SW 6094  
Sensational Sand

200-C4

SW 9092  
Iced Mocha

200-C5





N7171 Raceway Road Phone: (920)887-3757  
 Beaver Dam, WI 53916 Fax: (920)887-3338

Like us on facebook!  
 facebook.com/hometownglass  
 hometownglass.com

Customer

Federal Tax ID: 39-1512115

P/O#:	Cust State Tax ID:	<b>Quote: Q007252</b>
Taken By: Jeff	Cust Fed Tax ID:	
Installer:	Ship Via:	
SalesRep: Jeff	Adv. Code:PC	<b>Date: 2/11/2026</b>

**Bill To: JEFCOL**

**Sold To: JEFCOL**

JEFF COLLIEN  
 19 CADDIE COURT  
 WAUPUN, WI 53963

THE SOURCE  
 313 W. MAIN ST.  
 WAUPUN, WI 53963

(920) 324-8619 CELL: (920) 948-7724

Qty	Part Number	Description	List	Sell	Total
1	MISC	Furnish & install a commercial store front as per the attached sheet.	\$15,475.00	\$15,475.00	\$15,475.00
1	MISC	Furnish & install 3 Lindsay Crownview double hung replacement windows in the front, upstairs.	\$2,940.00	\$2,940.00	\$2,940.00

Please see attached...

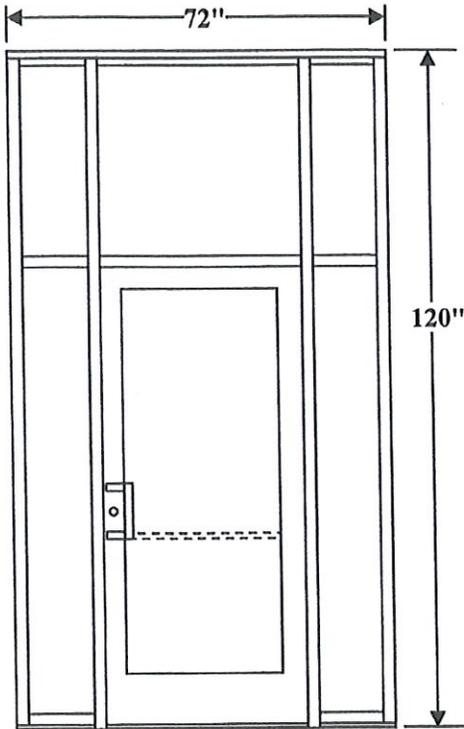
Each vinyl double hung includes Low-E2 insulating glass, white in color and half extruded screens.

Sub Total: \$18,415.00

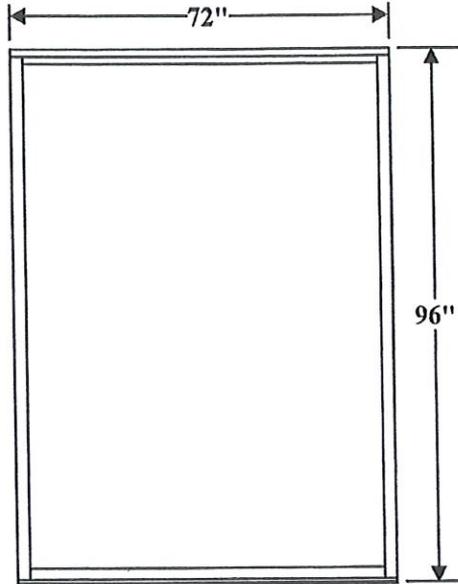
Total: \$18,415.00

**CONTRACT WITH**

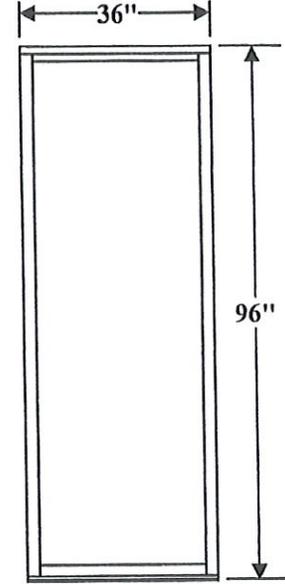
**HOMETOWN**  
GLASS & IMPROVEMENT, INC.



( 1 of )



( 2 of )



( 2 of )

Exterior

2" x 4 1/2" Aluminum Frames

Top Receptor, Subsill w/End Dams

3-0 x 7-0 Medium Stile Aluminum Door

10" Bottom Rail

Dark Bronze Anodized Finish

Tubular Push - 10" Offset Pull

1/2" ADA Threshold

LCN 4040XP Heavy Duty Closer

ABH Heavy Duty Continuous Hinge

Maximum Security Lock w/Thumb-Turn

1" Clear Tempered Insulated Glass w/HP Low-e & Argon

Full Weather-Stripping w/Sweep

Perimeter Caulk

**jc improvements, LLC**

19 Caddie Court, Waupun, WI, USA

920 948 7724

jc Collien@charter.net

ESTIMATE

EST605

DATE

01/15/2026

TOTAL

USD \$6,500.00

TO

**ABB&j Investment Properties**

19 Caddie Court Waupun WI 53963

920-048-7724

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DESCRIPTION	RATE	QTY	AMOUNT
Pressure wash the front of the building Repair any damaged areas on the brick Paint the areas that are painted now Paint color "Iced Mocha" With white trim Supplies and labor Rental for a lift	\$6,500.00	1	\$6,500.00
	TOTAL		USD \$6,500.00

Waupun Community Development Authority (CDA)  
Downtown Revitalization Grant Application

Applicant Name: Melanie Williams  
Applicant Address: W12011 Whooley Rd Waupun  
(street, city, state, zip)  
Phone: 920.519.7775 FAX: - Email: blueheron.waupun51@gmail.com  
Name of Business/Property: Blue Heron Antiques / BH Home  
Property Address: 309 E Main Waupun and 311 E Main  
(street, city, state, zip)  
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: \_\_\_\_\_  
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)	<u>Winner of Main St Makeover Contest - complete facade upgrade</u>
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Estimated Start Date: 5/1/26 Estimated Completion Date: 11/1/26  
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: \$ 36,000 expected to increase  
Total CDA Grant Request: \$ 10,000 (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: Melanie L Williams

Applicant Signature: Melanie L Williams Date: 3/13/2026

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

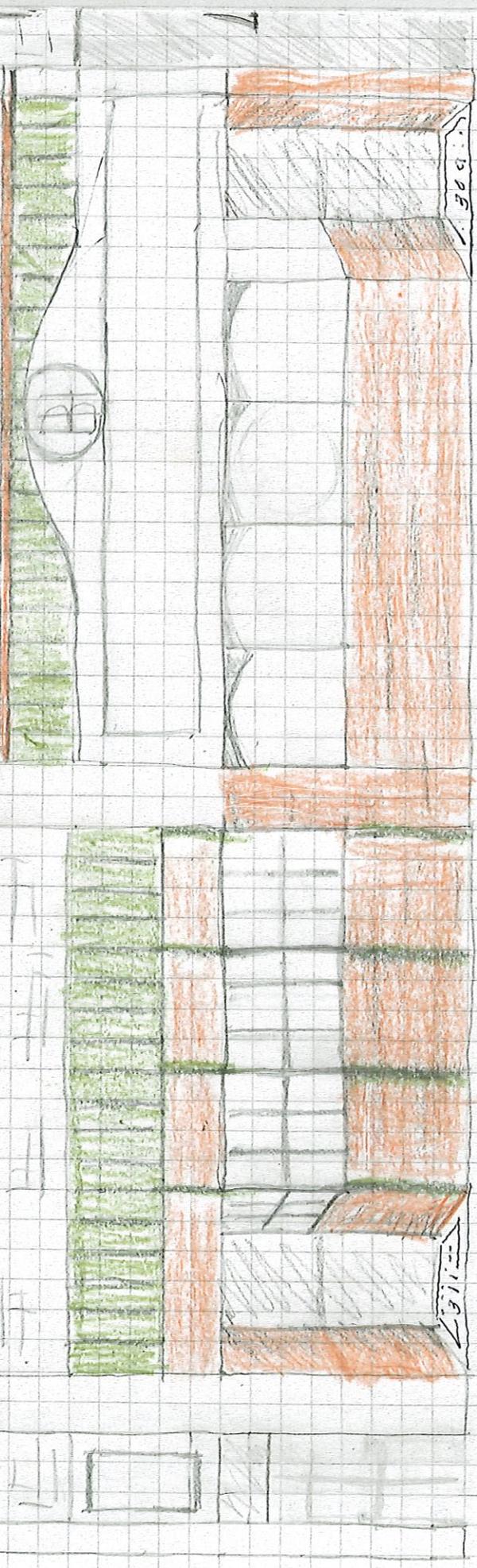
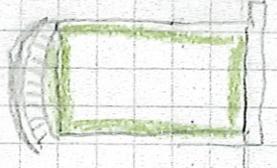
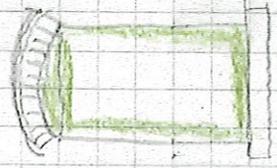
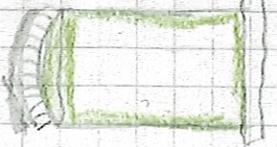
Applicant notified of scheduled CDA meeting by: (initials) \_\_\_\_\_ Date: \_\_\_\_\_

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.

B



# Estimate

## C. Braaksma Electric Inc.

PO BOX 192  
820 S Madison Street  
Waupun, WI 53963

Office#920-324-9403, Cell #920-319-1614

PROPOSAL SUBMITTED TO		PHONE	920-579-7775	PROPOSAL DATE
BLUE HERON C/O MELANIE		EMAIL	Blueheronwaupun54@gmail.com	2/17/2026
STREET		JOB NAME		
309 E MAIN STREET		EXTERIOR LIGHTING		
CITY, STATE, ZIP CODE		JOB LOCATION		
WAUPUN, WI 53963		309/311 E. MAIN ST. WAUPUN, WI 53963		
ARCHITECT	DATE OF PLANS	MISCELLANEOUS		

We hereby submit specifications and estimates for:

### Description

#### EXTERIOR LIGHTING AS FOLLOWS:

##### 309 E. MAIN ST.:

- 1)Install wiring and boxes for up to 5 decorative wall mount fixtures on storefront exterior
- 2)Install up to 5 owner provide fixtures for above
- 3)Install wiring and bronze weatherproof boxes for 2 LED sigh illumination fixtures, including **2-RAB BULLET12A FLD 12/9/6W 3/4/5K 124**
- 4)Install wiring for 5-4" LED soffit recess downlights, including **5-JUNO WF4-SWW6-90CRI-MB-M6 SWITCHABLE MATTE BLACK LED WAFER CANLESS DOWNLIGHTS**
- 5)Power all new lighting from 1-Tork SS703Z 120/277 VAC 60 Hz 15 Amp 7 Day White SPST Astronomic In-Wall Digital Time Switch(location at existing timer location)

##### 311 E. MAIN ST.:

- 1)Install wiring and boxes for up to 5 decorative wall mount fixtures on storefront exterior
- 2)Install up to 5 owner provide fixtures for above
- 3)Install wiring and bronze weatherproof boxes for 2 LED sigh illumination fixtures, including **2-RAB BULLET12A FLD 12/9/6W 3/4/5K 124**
- 4)Install wiring for 4-4" LED soffit recess downlights, including **4-JUNO WF4-SWW6-90CRI-MB-M6 SWITCHABLE MATTE BLACK LED WAFER CANLESS DOWNLIGHTS**
- 5)Power all new lighting from 1-Tork SS703Z 120/277 VAC 60 Hz 15 Amp 7 Day White SPST Astronomic In-Wall Digital Time Switch(location to be determined)

*Notes: Existing branch circuits used for above wiring*

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

**SIX THOUSAND ONE HUNDRED FIFTY AND 00/100 DOLLARS---dollars(\$6150.00)**

**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 \_\_\_\_\_



12W LED equivalent to 75W BR30/halogen/wide flood. Available in black, white, bronze and verde green.

Color: Bronze

Weight: 1.7 lbs

Project:

Type:

Prepared By:

Date:

### Driver Info

Type	Constant Current
120V	0.10A
208V	N/A
240V	N/A
277V	N/A
Input Watts	11.3W

### LED Info

Watts	12W
Color Temp	5000K (Cool)
Color Accuracy	85 CRI
L70 Lifespan	100,000 Hours
Lumens	1,111 lm
Efficacy	98.3 lm/W

## Technical Specifications

### Compliance

UL Listed:

### Buy American Act Compliance:

RAB values USA manufacturing! Upon request, RAB

### Construction

Thermal Management:

## Technical Specifications (continued)

### Optical

**NEMA Type:**

NEMA Beam Spread of 6H x 6V

### Electrical

**Driver:**

Innovative integrated driver technology with 120V TRIAC and ELV dimming

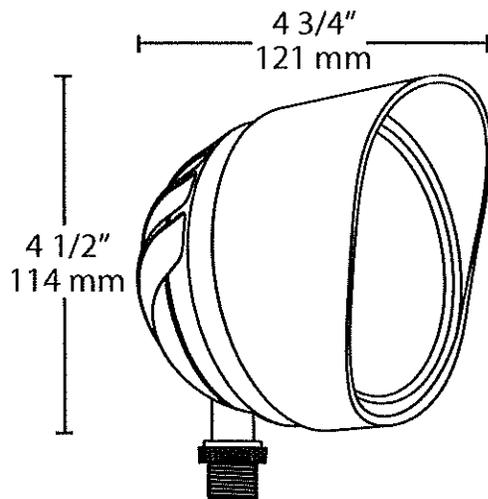
**THD:**

10.9% at 120V

**Power Factor:**

99.1% at 120V

### Dimensions



### Features

12W LED equivalent to 75W BR30/halogen/wide flood

Mount as an uplight or downlight on a RAB Mighty Post or junction box

Microprismatic diffusion lens for smooth and even light distribution

100,000-hour LED Lifespan

### Ordering Matrix

Family	Wattage	Color Temp	Finish	Other Options
BULLET	12		A	
	12 = 12W	Blank = 5000K Cool N = 4000K Neutral Y = 3000K Warm	A = Bronze B = Black VG = Verde Green W = White	Blank = Standard



N7171 Raceway Road Phone: (920)887-3757  
 Beaver Dam, WI 53916 Fax: (920)887-3338

Like us on facebook!   
 facebook.com/hometownglass  
 hometownglass.com

Office Copy

cell: 920.382.2231

Federal Tax ID: 39-1612115

P/O#:	Cust State Tax ID:	<b>Quote: Q007465</b> <b>Date: 1/19/2026</b>
Taken By: Jeff	Cust Fed Tax ID:	
Installer:	Ship Via:	
SalesRep: Jeff	Adv. Code:PC	
<b>Bill To: MELWIL</b>		<b>Sold To: MELWIL</b>

MELANIE WILLIAMS  
 W12011 WHOOLEY RD  
 WAUPUN, WI 53963

BLUE HARON  
 309 E. MAIN ST.  
 WAUPUN, WI 53963

(920) 324-5901 CELL: (920) 579-7775

Qty	Part Number	Description	List	Sell	Total
1	MISC	Furnish & install 4 Lindsay Crownview single hung replacement windows in the upstairs on the front of the building. <i>moon shape inc.</i>	\$4,765.00	\$4,765.00	\$4,765.00

Each window will be white in color with Low-E 2 insulating glass, half extruded screens and a Lifetime glass warranty.

Installation includes removal of the interior trim, removal of the partial wall in front of the existing window opening, installation of the new window, spray foam insulation around the new window and wrapping of the exterior wood trim in aluminum coil stock.

Interior finish work by others.

Sub Total: \$4,765.00

Total: \$4,765.00

## Blue Heron Proposal -

\* External: Demo + Rebuild

Labor + Material = \$25,000.00

Interior: Demo + Framework

Labor = \$6,600.00

\* Inside Finish work - time + material ??

### \* MATERIAL \*

Standing Seam Steel Roof / Steel trims

2x4 wood

Plywood

Vinyl Siding

Nails

Screws

Aluminum soffit

dumpster?