



**A G E N D A**  
**CITY OF WAUPUN COMMUNITY DEVELOPMENT**  
**AUTHORITY MEETING**  
Waupun City Hall – 201 E. Main Street, Waupun WI  
Tuesday, December 20, 2022 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/82821263214?pwd=dTNmRlpkZkRYR01WZXQ5Vy9leFdkdz09>

**Meeting ID:** 828 2126 3214

**Passcode:** 408177

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

**CALL TO ORDER:**

**ROLL CALL**

**CONSIDERATION - ACTION**

- [1.](#) Approve Minutes from November 15, 2022 CDA Meeting
- [2.](#) Approve November 2022 CDA Financials
- [3.](#) Consider 2023 Application for Wee Care Child Center
4. Consider Extension of Weaving It Up To You Application

**DISCUSSION:**

5. 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 MEETING**  
Waupun City Hall – 201 E. Main Street, Waupun WI  
Tuesday, November 15, 2022 at 8:00 AM

**CALL TO ORDER**

CDA Chair, Rohn Bishop, calls the meeting to order at 8 a.m.

Motion DeJager, second Drews to approve the agenda as printed. Carried unanimously.

**ROLL CALL**

Present: Derek Drews, Sue VandeBerg, Jill Vanderkin, Nancy Vanderkin, Cassandra VerHage, Gary DeJager, Mayor Bishop, Attorney Vande Zande

Staff Present: Administrator Schlieve, Assistant City Administrator Langenfeld

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

None present.

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

The Waupun Business Alliance is a newly formed entity that will be the voice of Waupun businesses. The Alliance results from work between the Waupun Chamber Board and Envision Greater Fond du Lac to form a collaborative partnership. The Business Alliance has a new location (10 W Main St) and an array of new support services and programming that will benefit businesses. The organization is hosting listening session and a ribbon cutting as follows:

1. Q&A on Thursday, November 17, at 5:30 p.m. at the Brittain House.
2. Q&A on Tuesday, November 29, at 8 a.m. at 10 W Main St.
3. Ribbon Cutting and Grand Opening on Friday, December 2, 8 a.m. at 10 W Main Street.

**CONSIDERATION – ACTION**

Motion DeJager, Second Drews to approve the consent agenda as printed, including minutes from July 19, 2022 CDA meeting, and financials for July, August, September and October of 2022. Carried unanimously.

Group discussed the 2023 CDA Grant program guidelines. It is the staff recommendation that we review eligibility requirements but that we leave the program unchanged for 2023. Staff noted that the TID expenditure period that funds CDA ends in 2027. Staff further recommends that the committee evaluate program and funding options to begin evolving the program in 2024 with the goal of promoting sustainability of downtown improvement efforts. Consensus from the group to support staff recommendations.

Staff presented the 2023 CDA budget. Estimated carryover from unfinished 2022 projects is roughly \$41K. TID 3 revenue is projected to decrease due to a drop in the City's mill rate and the unlikelihood that commercial properties will gain value at a rate equal to residential. Increment generated is projected to be \$130 (down from \$170K in 2022). Planned expenditures in 2023 include:

- \$15K in wages
- \$33K debt service
- \$1K audit
- Carry over payout – assume all will be paid out
- Façade improvement program (\$40K – which would provide 8 grants of \$5K each)
- Targeted investment /streetscaping – nearly \$54k – designated for grant match.

Motion DeJager, second Verhage to approve the budget as presented. Carried unanimously.

Administrator Schlieve reviewed outstanding applications. Work on projects for ABB+J Inv., AP Solutions, Main Street Bistro & Bakery, and Southern rust Free Parts is advancing slower than planned due to supply chain problems. Both business owners are running into significant cost overruns. Staff recommends payout of the applications based on significant work completed to support cash flow of the projects to completion. After some discussion, motion Drews, second J. Vanderkin to approve early payout of the applications with paid receipts. Carried unanimously.

Open Space Improvements funded in support of the CDI grant with Stone & Suede are nearing completion and will close at the end of the year with funds expended.

The owner of Weaving It Up To You identified that the work from her original proposal was guaranteed for only one year and has communicated that she is seeking a longer-term solution. She is also working to overcome challenges with the neighboring property owner to allow contractors on her roof to make needed repairs. Schlieve indicates that we will most likely seek an extension on this application into Spring of 2023.

B&B Plumbing was inspected and granted occupancy this week. The grant application will be paid out on schedule.

The City is working to pursue a pilot Grant through WEDC. The Vibrant Spaces Grant is a 50% matching grant that will fund projects up to \$50,000. The target project for the grant is the green space located to the east and west of Stone & Suede. The purpose of the grant is to help communities activate spaces in their downtowns to improve foot traffic. We must be able to demonstrate how the area would be activated with programming. Concepts created for the green spaces on either side of Stone & Suede were reviewed. The application is due January 31, 2023. We will need letters of support from various groups showing collaboration. Grant process will be competitive. If this application is not awarded, the City has identified a WI-DNR grant that may provide some funding opportunity. The City's outdoor recreation plan expires in 2022 and will need to be updated and adopted by the council before an application can be submitted to the WI-DNR grant program. The group discussed priorities for the grant, naming a public restroom and an area for food trucks as main priorities to focus on.

Administrator Schlieve provided an update, noting that the City has hired Casey Langenfeld as the Assistant City Administrator/Director of Finance. Langenfeld comes to the City from New Holstein where she was the City Administrator/Clerk-Treasurer.

The City continues to see a lot of interest for businesses looking to locate in Downtown Waupun but that quality space is a barrier. A number of properties have recently vacated and/or listed for sale and staff is working to fill those spaces. The Main Street Bounceback program that provides \$10K per vacant space expires at the end of the year. Staff is currently working on trying to secure a brewery/restaurant in the community, which would be consistent with the findings of the market analysis plan.

Work continues to daycare expansion with a strong emphasis on an employer-engaged model.

Facilities advisory committee will be meeting on Nov 17, 2022 to finalize site plan details for the new Senior Center. Schlieve notes that the new center will be completed in 2024. The City will be seeking to sell the current facility as soon as the new building can be occupied.

The BID recently approved their operating plan for 2023 with four objectives. The BID Board has set objectives to be a voice for the downtown Waupun Business Community, Support efforts to promote the downtown as a destination, beautification of the downtown, and work to attract, retain and expand the business mix in the downtown. The BID's façade improvement program remains unchanged for 2023.

Finally, Schlieve notes that work is underway on nominations for Main Street Awards. The last time the Community won this award it had significant impact on business attraction work. Nominations are due January 23, 2023.

Motion J. Vanderkin, second Verhage to adjourn the meeting. Carried unanimously. Meeting adjourned at 8:45 a.m.

**BUDGET**

2022 Budget	\$ 217,310
Less Approved Grants and Expenses	<u>\$ (204,564)</u>
Remaining Budget Funds Available	<u><u>\$ 12,746</u></u>

**Outstanding Grants & Expenses:**

ABB+J Inv. Prop./Jeff Collien Grant approved 4/20/21	\$9,550.00
ABB+J Inv. Prop./Jeff Collien Grant approved 4/20/21	\$15,000.00
AP Solutions for You (1 W Main)	\$5,000.00
Main Street Bistro & Bakery (3A W Main)	\$5,000.00
Southern Rust Free Parts (7 W Main)	\$5,000.00
Open Space Improvements (estimated cost remaining)	\$17,178.25
Weaving It Up To You!	\$3,475.00
B&B Plumbing, 20 W Main St.	<u>\$5,000.00</u>
Total Outstanding Expenses	<u><u>\$65,203.25</u></u>

**Paid Grants and Expenses**

Date	Description	Vendor	Amount
2/28/2022	New Business Attraction	BRUNTJEN, DUSTIN	\$2,262.30
2/28/2022	CDA - Technology Grant	STONE & SUEDE LLC	\$5,000.00
3/31/2022	Annual TID 3 Fee	WI DEPT OF REVENUE	\$150.00
5/31/2022	CDA Grant Reimbursement	JUDSONS LLC	\$5,000.00
6/30/2022	Grant	STONE & SUEDE LLC	\$50,000.00
3/31/2022	TID Compilation Fees-TID 3	BAKER TILLY US, LLP	\$139.20
5/31/2022	TID Compilation Fees-TID 3	BAKER TILLY US, LLP	\$490.80
5/31/2022	SW pipes for open spaces	FERGUSON WATERWORKS #1476	\$2,360.84
6/30/2022	base - install storm sewer to open lots	QUALITY AGGREGATE LLC	\$609.73
9/30/2022	LOCATE PROPERTY LINE IN ALLEYWAY-CDA CHARGING STATION	MSA PROFESSIONAL SERVICES IN	\$261.30
9/30/2022	2 BOLLARDS INSTALLED TO PROTECT EV CHARGING STATION F	RWI PIPE FABRICATORS, INC	\$692.00
9/30/2022	CDI GRANT GREEN SPACE PROJECT-INSTALL NEW URD CONDUIT	WAUPUN UTILITIES	\$4,488.57
7/31/2022	Trans fm TID 3 to DSF-8/1 Interest Pmt		\$3,385.78
9/24/2022	Signs for EV Charging Station behind Stone & Suede	Traffic & Parking Control Co	\$258.36
10/6/2022	New Business Attraction	Imagine That!	\$3,000.00
11/30/2022	ALLEYWAY BETWEEN MILL & MADISON ST	MSA Professional Services	\$660.00
11/30/2022	ALLEY BEHIND STONE & SUEDE - MILL & PAVE	NORTHEAST ASPHALT	\$57,161.75
	2022 Wages		<u>\$3,440.59</u>
		Total Paid Grants/Expenses	<u><u>\$139,361.22</u></u>

Waupun Community Development Authority  
Downtown Revitalization Grant Application

Applicant Name: Allison Neumann  
Applicant Address: 543 E. Brown St. Waupun  
Phone: 920-344-3872 Fax: 920-324-8116 Email: weecarechildcenter@gmail.com  
Name of Business/Property: Weecare Child Center / A+m weecare too  
Property Address: 1 West Brown Street Waupun  
Property Use: Child Care Center

**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)

An addition, remodel of current building. All new outside components - windows, light, signage, porch, doors, awnings etc.

Estimated Start Date: March/April 2023 Estimated Completion Date: Aug/sep 2023  
City Building Inspector Approval: Duane K. Leahy Date: 12/12/22

**Required Attachments:**

Cost Estimates

Current photo(s) of property

*All submitted with facade improvement program application*

Project plan(s) drawn to 1/4-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 *Not in BID*

If yes, BID Meeting Date: \_\_\_\_\_ BID Grant Awarded: \$ \_\_\_\_\_

Total Estimated Cost of Application: \$ 600,000

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): Allison Neumann

Applicant Signature: Allison Neumann

Date: 12/12/2023

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



Site Plan

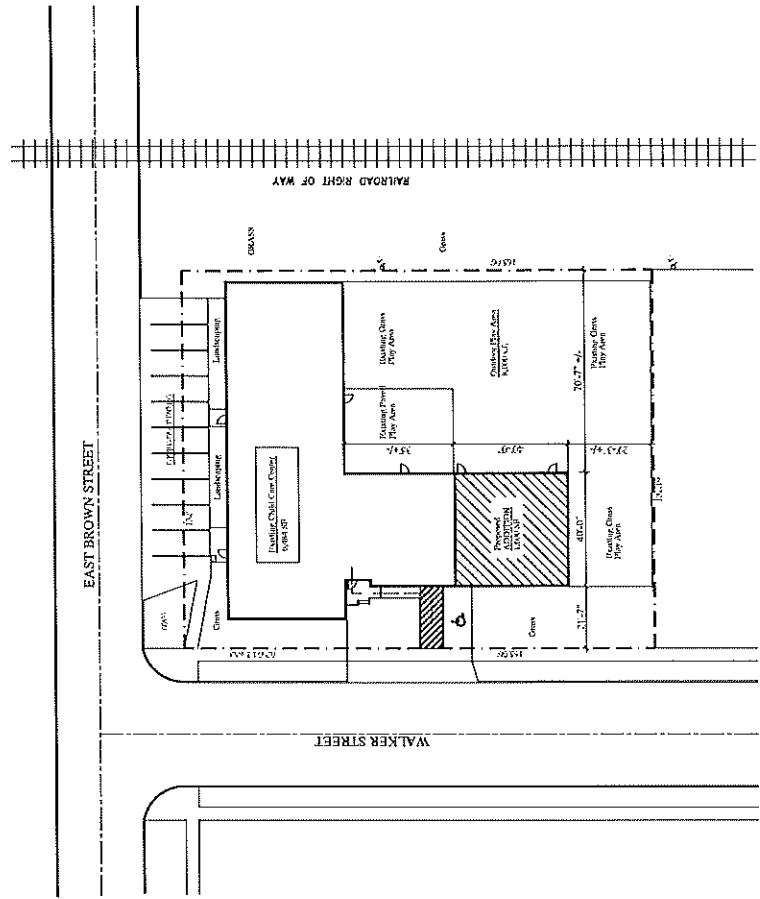
Scale: 1" = 20'-0"  
0 10 20 40 Feet

PRELIMINARY

Addition for:  
**Wee Care Child Center**  
1 West Brown Street  
Waupun, WI 53963

**Tom W Meiklejohn, III AIA**  
ARCHITECT  
13 East First Street  
Pond du Lac, WI 54935  
twn3arch@gmail.com  
p (920) 923-3163

12.2.2022



Sheet Index

- Sheet 1 Site Plan, Project INFO
- Sheet 2 Floor Plan
- Sheet 3 Exterior Elevations



12.2.2022

Tom W Meiklejohn, III AIA  
 ARCHITECT  
 13 East First Street  
 Fond du Lac, WI 54935  
 twm3arch@gmail.com

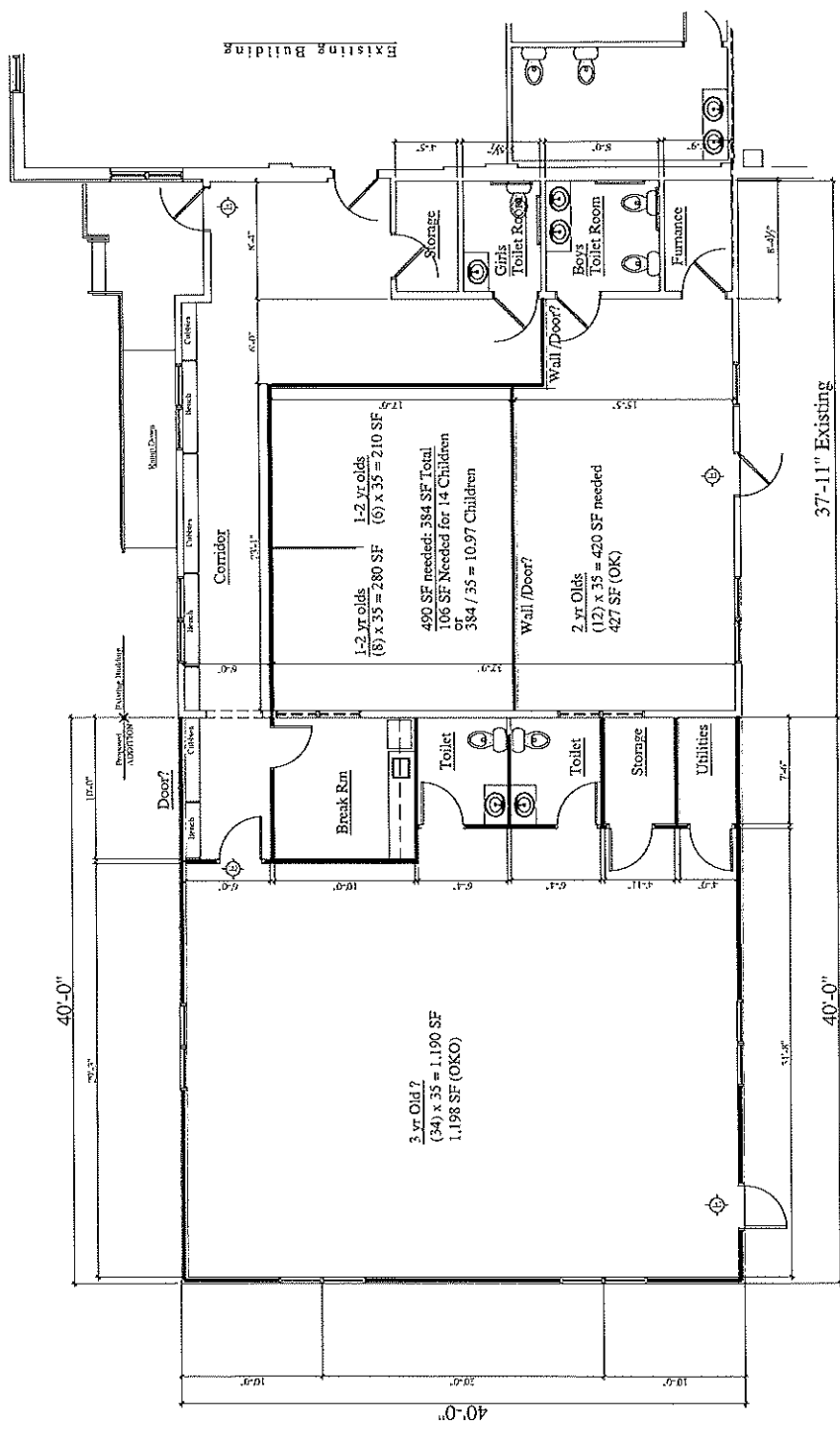
Wee Care Child Center

1 West Brown Street  
 Waupun, WI 53963

Addition for:

PRELIMINARY

2022.42  
 2 of -



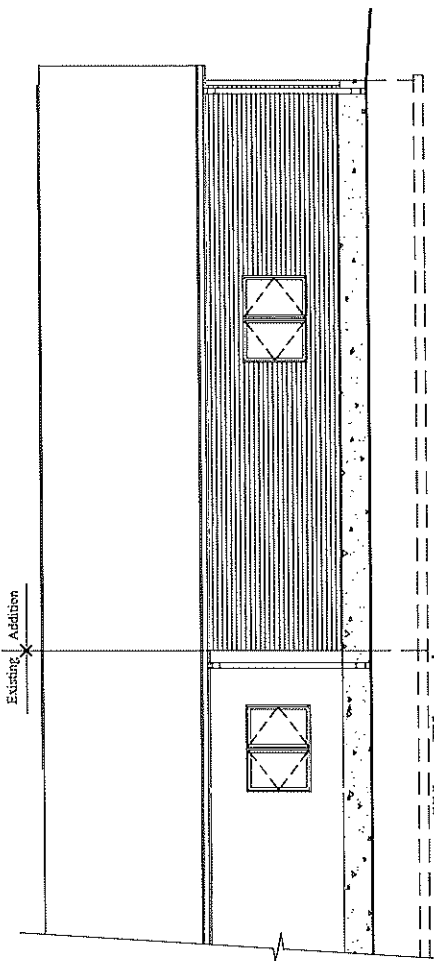
**Floor Plan**  
 Scale: 1/4" = 1'-0"  
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 North

PRELIMINARY

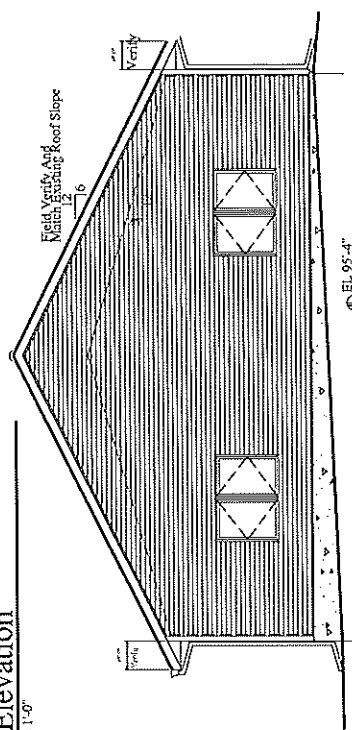
Addition for:  
**Wee Care Child Center**  
1 West Brown Street  
Wausau, WI 53963

**Tom W Meiklejohn, III AIA**  
A R C H I T E C T  
p (920) 923-3163  
twm3arch@gmail.com  
13 East First Street  
Fond du Lac, WI 54935

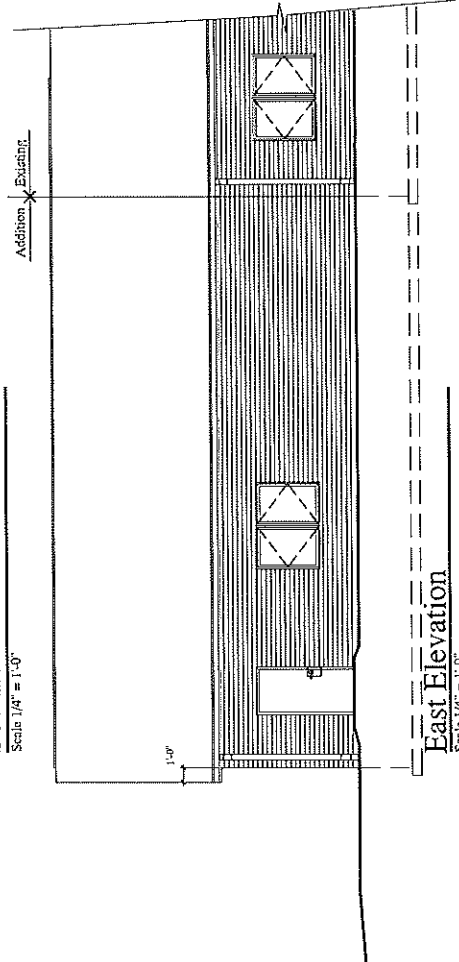
12.2.2022



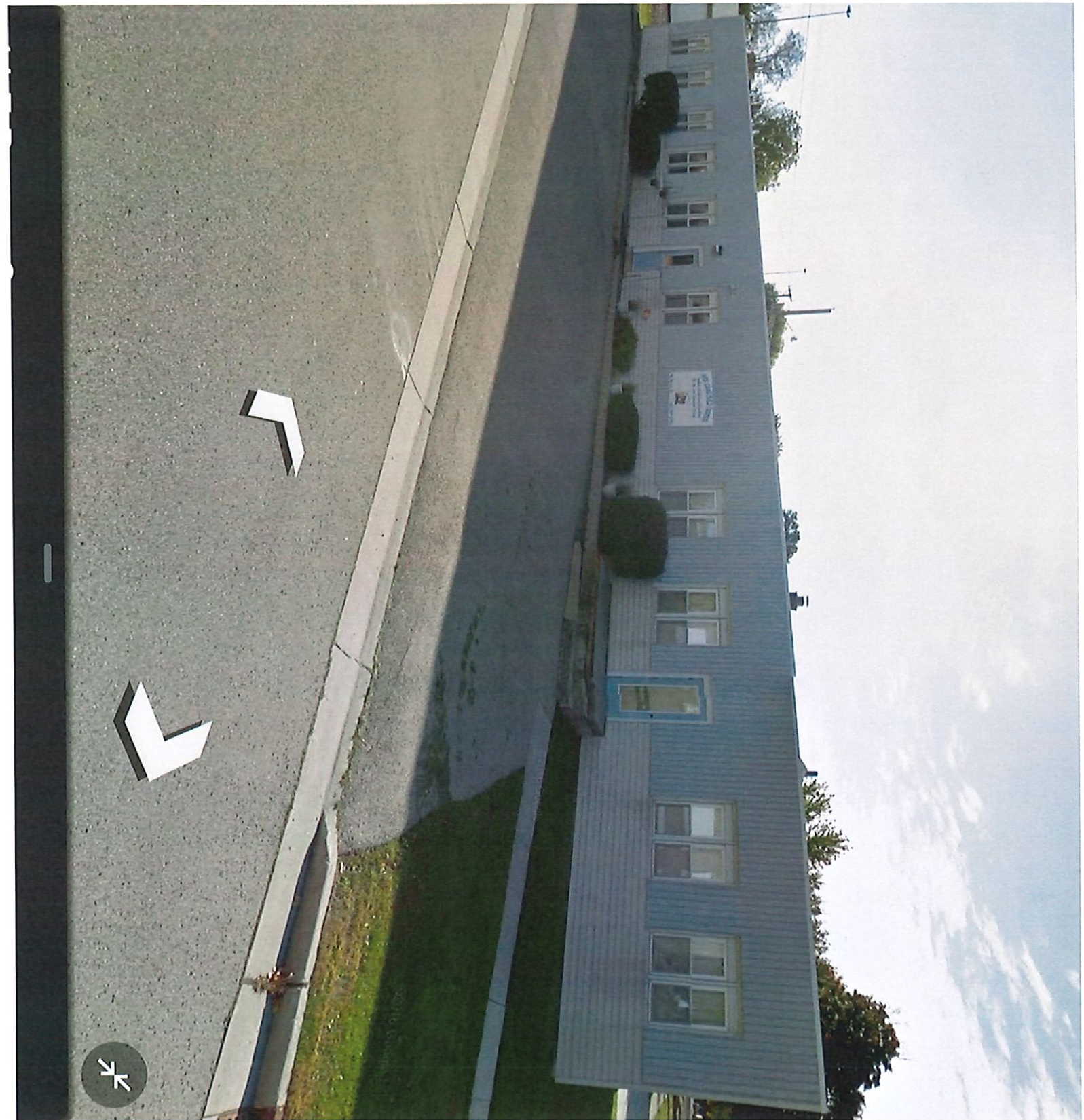
**West Elevation**  
Scale 1/4" = 1'-0"



**South Elevation**  
Scale 1/4" = 1'-0"



**East Elevation**  
Scale 1/4" = 1'-0"



Estimate from Shane Rhodes Construction

920-210-9159

For Wee Care Child Center/A&M Wee Care

Too

Tree Removal	\$750
3 Dumpsters	\$2,000
Ludtke Lumber	\$70,000
*Lumber	
*Windows	
*Siding	
*Trusses	
*Soffit and Fascia	
Labor Framing	\$40,000
Attic	\$20,000
Excavation	\$34,000
Plumbing	\$35,500
Electric	\$20,000
H-Vac	\$22,400
Roof Labor	\$16,000
Concrete	27,350
Gutters	\$4,000
Labor Framing	\$46,000
Flooring	\$44,000
Ceiling	\$15,000
Permits	\$3,000
Blueprints	\$6,000
Interior Cosmetic	\$14,000
Demolition	20,000
New Furniture	\$80,000
Labor Fees	\$80,000
Total	\$600,000