



A G E N D A
CITY OF WAUPUN COMMUNITY DEVELOPMENT
AUTHORITY MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, June 21, 2022 at 8:00 AM

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

Join Zoom Meeting: <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

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

CONSIDERATION - ACTION

1. Recognition of Mayoral Appointment of Board Members and Ex-Officio
2. Nominations and Appointment of Vice Chairperson
3. Establish Day of Month and Time of Board Meeting

CONSENT AGENDA

4. Approve Minutes from March 15, 2022 CDA Meeting
5. Approve CDA Financials March 2022
6. Approve CDA Financials April 2022
7. Approve CDA Financials May 2022

CONSIDERATION OF NEW APPLICATIONS

8. Application for 7 W Main St - Southern Rust Free Parts
9. Application for 1 W Main St - AP Solutions for You, LLC
10. Application for 3A W Main St - Main Street Bistro & Bakery

DISCUSSION

11. CDI Grant Update 400 Block East Main Street
12. Tourism Secret Shopping Assessment
13. Administrator Updates

ADVANCED PLANNING

14. Future Agenda Items

15. Future Meeting Date: July 19, 2022

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.

COMMUNITY DEVELOPMENT AUTHORITY (after initial term, 4 Year Term)

Community Development Authority shall regularly meet on the 3rd Tuesday of each month at 8:00am.

The CDA commissioners shall consist of seven commissioners who shall be appointed in accordance with Section 66.1335(2) of the WI Statutes. A commissioner shall hold his or her office until a successor has been appointed and qualified. Removals with respect to commissioners of the CDA shall be governed by the WI Statutes. Officers of the CDA shall be the Chairperson (Mayor) and Vice Chairperson. The Vice-Chairperson shall be elected from among the Commissioners of the CDA at the first meeting of the CDA, and the first meeting after May and shall hold office until the next succeeding April, or until a successor is elected. This list is an advisory list of potential members but not obligatory. The appointments to this committee are at the discretion of the Mayor: Mayor, Council Member, Downtown Business Owner, Downtown Property Owner, (2) Community Member At-Large, and Business Improvement District (BID) Representative. Ex-Officio/Staff Support: City Administrator, City Clerk-Treasurer, City Attorney, Director of Public Works, and Fond du Lac County Economic Development Corp.

MAYOR	<i>Serves as Chairperson</i>		
ALDERMAN			Nancy Vanderkin
DOWNTOWN BUSINESS OWNER		4/30/2023	Sue Vandeberg
DOWNTOWN PROPERTY OWNER		4/30/2026	Cassandra Verhage
COMMUNITY MEMBER AT-LARGE		4/30/2026	Derek Drews
COMMUNITY MEMBER AT-LARGE		4/30/2024	Jill Vanderkin
BUSINESS IMPROVEMENT DISTRICT REPRESENTATIVE		4/30/2025	Gary DeJager

ADMINISTRATOR/EC. DEVELOPMENT	Ex Officio
CITY CLERK/TREASURER	Ex Officio
CITY ATTORNEY	Ex Officio
DIRECTOR OF PUBLIC WORKS	Ex Officio
FOND DU LAC COUNTY ECONOMIC DEVELOPMENT CORP	Ex Officio



MINUTES
CITY OF WAUPUN COMMUNITY DEVELOPMENT
AUTHORITY MEETING
In-Person & Teleconference
Tuesday, March 15, 2022 at 8:00 AM

Committee Members Present:

Derek Drews
Sue VandeBerg
Jill Vanderkin
Nancy Vanderkin
Cassandra VerHage

Committee Members Absent:

Gary DeJager (excused)
Julie Nickel (excused)

Staff Present:

Michelle Kast (left at 8:09 a.m.) Finance Director
Kathy Schlieve Administrator
Sarah Van Buren Community & Economic Development Coordinator
Dan Vande Zande Attorney

CALL TO ORDER

Jill Vanderkin called the meeting of the Community Development Authority to order at 8:01 a.m.

ROLL CALL

Roll call and quorum determined.

PERSONS WISHING TO ADDRESS THE COMMUNITY DEVELOPMENT AUTHORITY

None.

CONSIDERATION - ACTION

1. **Approval of Agenda/Motion to Deviate**
A motion to approve the agenda was made by VandeBerg and seconded by VerHage, passing unanimously.
2. **Approval of December 21, 2021 Community Development Authority Minutes**
A motion to approve the December 21, 2021 Community Development Authority minutes was made by Drews and seconded by VandeBerg, passing unanimously.
3. **Approval of December 2021 Financial Statement**
A motion to approve December 2021 financial statement was made by J. Vanderkin and seconded by VerHage, passing unanimously.

Ms. Kast left at 8:09 a.m.
4. **Approval of January 2022 Financial Statement**
A motion to approve the January 2022 financial statement was made by Drews and seconded by N. Vanderkin, passing unanimously.
5. **Approval of February 2022 Financial Statement**
A motion to approve the February 2022 financial statement was made by Vandeberg and seconded by N Vanderkin, passing unanimously.

STATUS OF OUTSTANDING GRANT APPLICATIONS

6. **Jud-Sons (416 E. Main St.) Downtown Small Business COVID-19 Technology Grant**

In the absence of Ms. Marwitz, Administrator Schlieve provided an update on the grant, which is set to expire on March 20, 2022

Due to the projects occurring at the business in 2021, the implementation of the software upgrades to support programming capabilities and service delivery has been delayed. Ms. Marwitz spoke with staff they are requesting a 90 day extension, from the original expiration date, until June 21, 2022.

A motion to approve the extend the Downtown Small Business COVID-19 Technology Grant until June 21, 2022 was made by Vandenberg and seconded by N Vanderkin, passing unanimously.

DISCUSSION ITEMS

7. Housing Program Summary Report (July-December 2021)

The City has a new point of contact at MSA for the housing program as Sue Koehn has retired.

A summary document, provided by MSA, was included in the meeting packet for informational purposes.

8. Downtown Market Analysis

The downtown market analysis work with UW-Extension has been completed and copy of the final document was included in the meeting packet for informational purposes. The report will be used to help the BID, the CDA, and the Common Council lay out priorities for business development, expansion, and recruitment efforts. Administrator Schlieve asked members to review the report recommendations and be prepared for future discussion.

9. Administrator Report

Administrator Schlieve reported that the Downtown Business Attraction special fund established in 2021 was successful at attracting a business to 431 E Main. She further noted that we are looking for space for the Pop Up Program for 2022 and that this strategy may be something we wish to consider as available spaces are in need of repair.

A CDI grant for \$135,800 has been submitted to WEDC for consideration of renovations at 417 E Main Street (Stone & Suede building). Work on the building is on hold until underwriting of the application begins. A portion of the funds will be used to improve the back alleyway and green space surrounding the building. The City is seeking an AARP grant to support green space improvements.

Administrator Schlieve overviewed the Senior Center grant announcement and acknowledged that at some point we will need to discuss use/disposition of current building.

Work continues on industrial project and additional development in Heritage Ridge near the truck stop. A variety of housing types are being considered to address ongoing gaps in available/affordable housing.

City Administrator Schlieve announced that Sarah Van Buren, Community & Economic Development Coordinator, will be leaving employment with the City on April 8, 2022. Van Buren offered words of thanks for the opportunity the City has provided.

ADVANCED PLANNING

11. Potential Agenda Items

- Future grant applications
- Discuss recommendations of the Downtown Market Analysis Report

12. Date of Next Scheduled Meeting

The next meeting is scheduled for April 19, 2022 at 8:00 a.m.

ADJOURNMENT

A motion to adjourn was made by N. Vanderkin and seconded by Vandenberg passing unanimously. The meeting adjourned at 8:26 a.m.



Community Development Authority Financial Statement
For the Month Ending: 3/31/2022

BUDGET

Budget Category	2022 Budget	YTD Expense*	Budget Balance
Payout for 2021 Projects	\$37,898	\$7,262	\$30,636
Improvement Projects	\$30,000		\$30,000
CDI Grant Contribution	\$50,000		\$50,000
Targeted Investments	\$50,000		\$50,000
Wages	\$14,238	\$2,475	\$11,763
Audit	\$1,000		\$1,000
Interest	\$13,050		\$13,050
Misc. Consultant Fees	\$5,000	\$289	\$4,711
Repayment of funds advanced by City	\$16,124		\$16,124
subtotal	<u>\$217,310</u>	<u>\$10,027</u>	<u>\$207,283</u>
 Total	 <u>\$217,310</u>	 <u>\$10,027</u>	 <u>\$207,283</u>

*YTD Expense totals include funds committed for approved grants that have not yet been paid out

GRANT EXPENSE DETAILS

Mtg Date	Applicant	Expiration	Date Paid	Amount paid	Grant Amount
<i>2021 Carryover (budgeted \$37,898)</i>					
9/21/2021	Jud-Sons	3/20/2022			\$5,000.00
10/19/2021	Stone & Suede	4/19/2022	2/28/2022	\$ 5,000.00	\$5,000.00
4/20/2021	ABB+J Inv. Prop./Jeff Collien	4/30/2022			\$9,550.00
4/20/2021	ABB+J Inv. Prop./Jeff Collien	4/30/2022			\$15,000.00
9/22/2021	New Bus. Attraction Effort '21 balance		2/28/2022	\$ 2,262.30	\$3,348.00
<i>Year-to-Date Carryover</i>					<u>\$37,898.00</u>
<i>2021 Carryover Funds Remaining</i>					<u>\$30,635.70</u>

2022 Grant Contributions (budgeted \$50,000)

<i>Year-to-Date CDI Grants</i>	
<i>2022 Grant Funds Remaining</i>	<u>\$50,000.00</u>

NON-GRANT EXPENSE DETAILS

Date Paid	Payment Description	Vendor Name	Amount
1/31/2022	Wages		\$513.25
2/28/2022	Wages		\$1,093.95
3/29/2022	TID 3 Fee	WI Dept. of Revenue	\$150.00
3/29/2022	TID Compilation Fees - TID 3	Baker Tilly	\$139.20
3/31/2022	Wages		\$867.88
<i>Year-to-Date Non-Grant Expenses</i>			<u>\$2,764.28</u>
Total YTD Expenses			\$10,026.58



Community Development Authority Financial Statement
For the Month Ending: 4/30/2022

BUDGET

Budget Category	2022 Budget	YTD Expense*	Budget Balance
Payout for 2021 Projects	\$37,898	\$7,262	\$30,636
Improvement Projects	\$30,000		\$30,000
CDI Grant Contribution	\$50,000		\$50,000
Targeted Investments	\$50,000		\$50,000
Wages	\$14,238	\$3,132	\$11,106
Audit	\$1,000		\$1,000
Interest	\$13,050		\$13,050
Misc. Consultant Fees	\$5,000	\$289	\$4,711
Repayment of funds advanced by City	\$16,124		\$16,124
subtotal	<u>\$217,310</u>	<u>\$10,684</u>	<u>\$206,626</u>
Total	<u>\$217,310</u>	<u>\$10,684</u>	<u>\$206,626</u>

*YTD Expense totals include funds committed for approved grants that have not yet been paid out

GRANT EXPENSE DETAILS

Mtg Date	Applicant	Expiration	Date Paid	Amount paid	Grant Amount
<i>2021 Carryover (budgeted \$37,898)</i>					
9/21/2021	Jud-Sons	3/20/2022			\$5,000.00
10/19/2021	Stone & Suede	4/19/2022	2/28/2022	\$ 5,000.00	\$5,000.00
4/20/2021	ABB+J Inv. Prop./Jeff Collien	4/30/2022			\$9,550.00
4/20/2021	ABB+J Inv. Prop./Jeff Collien	4/30/2022			\$15,000.00
9/22/2021	New Bus. Attraction Effort '21 balance		2/28/2022	\$ 2,262.30	\$3,348.00
<i>Year-to-Date Carryover</i>					<u>\$37,898.00</u>
<i>2021 Carryover Funds Remaining</i>					<u>\$30,635.70</u>

2022 Grant Contributions (budgeted \$50,000)

<i>Year-to-Date CDI Grants</i>	
<i>2022 Grant Funds Remaining</i>	<u>\$50,000.00</u>

NON-GRANT EXPENSE DETAILS

Date Paid	Payment Description	Vendor Name	Amount
1/31/2022	Wages		\$513.25
2/28/2022	Wages		\$1,093.95
3/29/2022	TID 3 Fee	WI Dept. of Revenue	\$150.00
3/29/2022	TID Compilation Fees - TID 3	Baker Tilly	\$139.20
3/31/2022	Wages		\$867.88
4/30/2022	Wages		\$656.99
<i>Year-to-Date Non-Grant Expenses</i>			<u>\$3,421.27</u>
Total YTD Expenses			\$10,683.57



Community Development Authority Financial Statement
For the Month Ending: 5/31/2022

BUDGET

Budget Category	2022 Budget	YTD Expense*	Budget Balance
Payout for 2021 Projects	\$37,898	\$12,262	\$25,636
Improvement Projects	\$30,000	\$2,361	\$27,639
CDI Grant Contribution	\$50,000		\$50,000
Targeted Investments	\$50,000		\$50,000
Wages	\$14,238	\$3,132	\$11,106
Audit	\$1,000		\$1,000
Interest	\$13,050		\$13,050
Misc. Consultant Fees	\$5,000	\$780	\$4,220
Repayment of funds advanced by City	\$16,124		\$16,124
subtotal	<u>\$217,310</u>	<u>\$18,535</u>	<u>\$198,775</u>
Total	<u>\$217,310</u>	<u>\$18,535</u>	<u>\$198,775</u>

*YTD Expense totals include funds committed for approved grants that have not yet been paid out

GRANT EXPENSE DETAILS

Mtg Date	Applicant	Expiration	Date Paid	Amount paid	Grant Amount
<i>2021 Carryover (budgeted \$37,898)</i>					
9/21/2021	Jud-Sons	3/20/2022	5/31/2022	\$ 5,000.00	\$5,000.00
10/19/2021	Stone & Suede	4/19/2022	2/28/2022	\$ 5,000.00	\$5,000.00
4/20/2021	ABB+J Inv. Prop./Jeff Collien	4/30/2022			\$9,550.00
4/20/2021	ABB+J Inv. Prop./Jeff Collien	4/30/2022			\$15,000.00
9/22/2021	New Bus. Attraction Effort '21 balance		2/28/2022	\$ 2,262.30	\$3,348.00
<i>Year-to-Date Carryover</i>					<u>\$37,898.00</u>
<i>2021 Carryover Funds Remaining</i>					<u>\$30,635.70</u>

2022 Grant Contributions (budgeted \$50,000)

<i>Year-to-Date CDI Grants</i>	
<i>2022 Grant Funds Remaining</i>	<u>\$50,000.00</u>

NON-GRANT EXPENSE DETAILS

Date Paid	Payment Description	Vendor Name	Amount
1/31/2022	Wages		\$513.25
2/28/2022	Wages		\$1,093.95
3/29/2022	TID 3 Fee	WI Dept. of Revenue	\$150.00
3/29/2022	TID Compilation Fees - TID 3	Baker Tilly	\$139.20
3/31/2022	Wages		\$867.88
4/30/2022	Wages		\$656.99
5/5/2022	Storm Water pipes for open space	Ferguson Waterworks	\$2,360.84
5/31/2022	TID Compilation Fees - TID 3	Baker Tilly	\$490.80
<i>Year-to-Date Non-Grant Expenses</i>			<u>\$6,272.91</u>
Total YTD Expenses			\$18,535.21

Waupun Community Development Authority
Downtown Revitalization Grant Application

Applicant Name: Todd & Shae Cupery
Applicant Address: 5 W. Main St.
Phone: 931-648-4822 Fax: _____ Email: tcupery@yahoo.com
Name of Business/Property: Southern Rust Free Parts, LLC
Property Address: 7 W Main St
Property Use: Parts Business / Show Room

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: Todd & Shae Cupery
Phone: 931-648-4822 Email: _____
Property Owner Address 7 W Main St, Waupun
Property Owner Signature: _____ Date _____
Expiration Date of Current Lease Agreement: _____ Owner Initials _____

Project Summary: (Provide a brief project summary)

see attached quotes

Estimated Start Date: ASAP (6/22) Estimated Completion Date: one month from start

City Building Inspector Approval: Susan Leahy Date: 6/1/22

Required Attachments:

- Cost Estimates
- Current photo(s) of property
- 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

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

Total Estimated Cost of Application: \$ 44,000

Total CDA Grant Request: \$ 5,000 *each Business* (50% of non-BID covered expenses)
(15,000)

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): Shae Cupen

Applicant Signature: Shae Cupen

Date: 6/1/22

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:

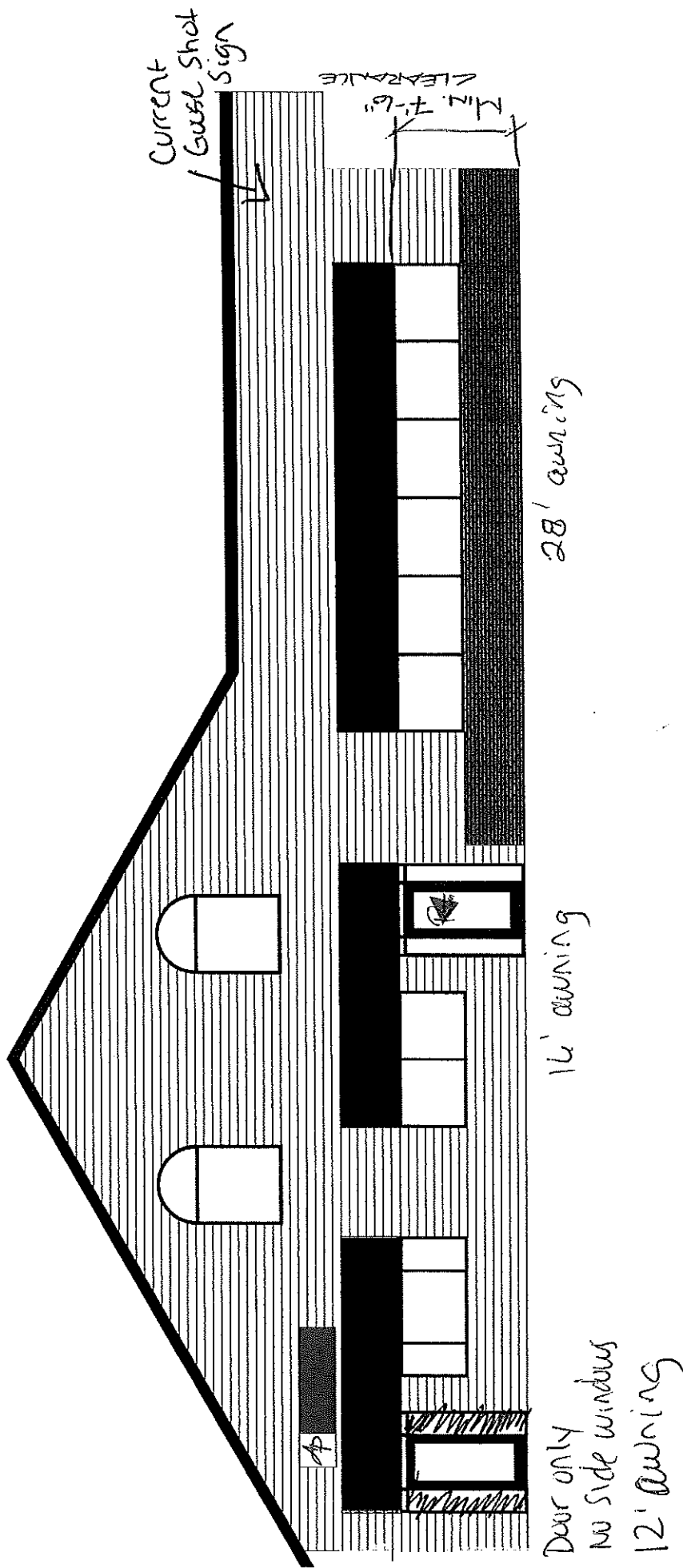
Date application received: 6/1/22

Application reviewed for completeness by _____ (initials). Date: _____

Property reviewed for delinquency by _____ (initials). Date: _____

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

Awnings - Black (Steel/Metal)
 Siding - 6" vinyl/white
 2nd story windows - 5x8 total
 1st story windows/glass (see attached)



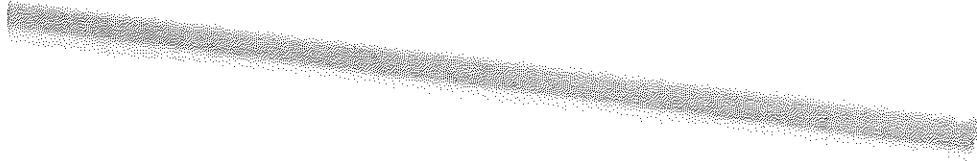
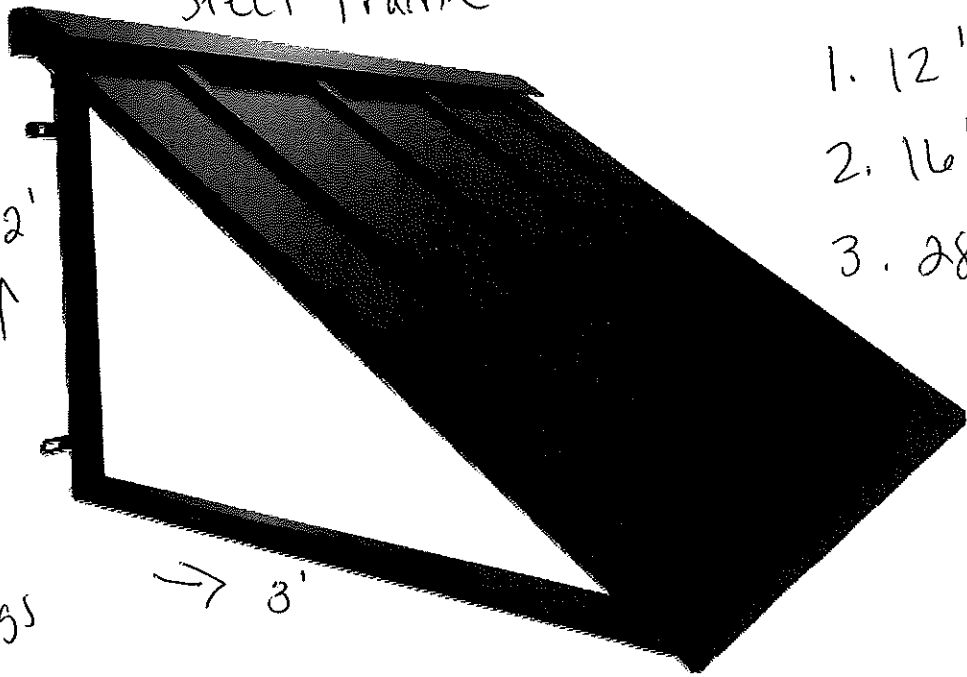
Steel Frame

1. 12'
2. 16'
3. 28'

↑ 2'

→ 3'

all awnings

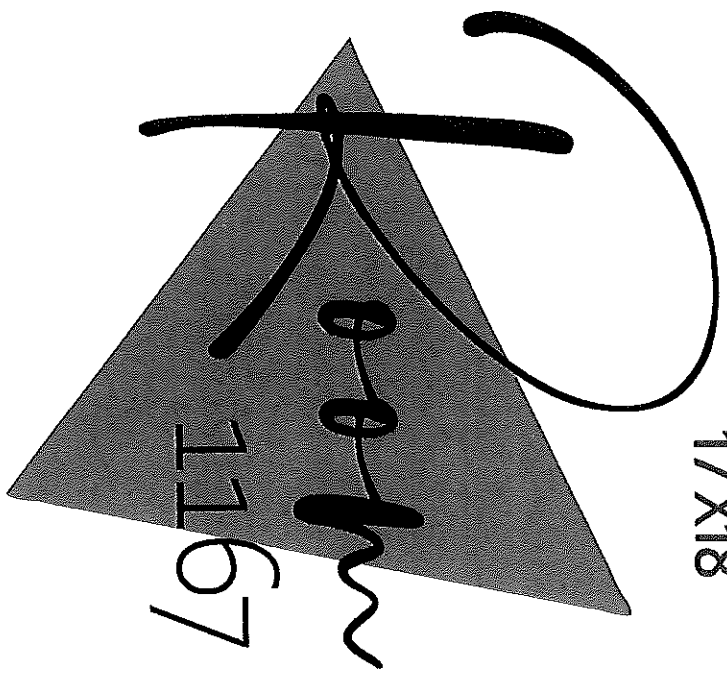


6" planks
VINYL

NOTE: Bldg has Vinyl
Siding Now. Just
Replacing



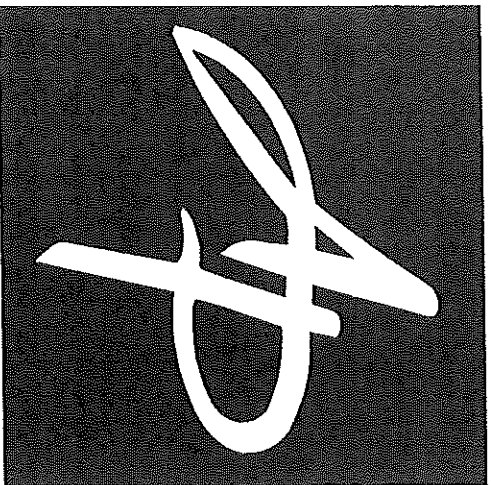
17'X18'



Same as the current Goose Spot sign



lighted
extends
from
building



SOLUTIONS FOR YOU^{LLC}

"FOR ALL OF YOUR ACCOUNTING AND PAYROLL NEEDS"

2X8

CONTRACT WITH HOMETOWN GLASS & IMPROVEMENT, INC.

Building Improvements * Mobile Auto Glass * Complete Glass Service
OFFICE AND SHOP: N7171 Raceway Road
Phone: (920) 887-3757 Fax: (920) 887-3338 Beaver Dam, WI 53916

CONTRACT SUBMITTED TO:

PHONE: Todd 936 648 4822

EMAIL: shaeanna25@yahoo.com

NAME: Todd & Shae Cupary

JOB NAME: Storefront Remodel

STREET: 1 W Main St.

STREET: 1 W Main St.

CITY & STATE: Waupun WI 53963

CITY & STATE: Waupun WI 53963

DATE: 5/3/2022

It is agreed this Contract shall be for the following work and materials:

Furnish and install exterior aluminum storefront windows and entrances. See pages 2 - 3 for details and further scope. Quote is good for 30 days. \$19,925.00

Change order

for Todd Cupary

for labor on road

Demo and a usable 5" rough opening depth is by others.

Quote includes tax, labor and freight.

Permits, if required, are the responsibility of the owner.

- Contractors shall furnish Buyer with lien waivers in writing from contractors, subcontractors and material suppliers in proportion to the value of all labor, services and products or materials furnished or delivered as of the time payment(s) is (are) made upon request.
- A copy of manufacturer's warranties on products shall be provided upon completion. Hometown Glass & Improvement, Inc. warrants that all work will be completed in a workmanlike manner according to standard practices. No other warranties are made.
- All deviations from the above specifications shall be in writing, signed by both parties and specifying any price increase or decrease.
- Owner shall carry fire, wind and any other insurance owner deems necessary.

AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, BUILDER HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES FURNISHING LABOR OR MATERIALS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON OWNER'S LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED BUILDER, ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN 60 DAYS AFTER THEY FIRST FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO THE MORTGAGE LENDER, IF ANY. BUILDER AGREES TO COOPERATE WITH THE OWNER AND THE OWNER'S LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.

It is proposed that work shall be completed on or about: _____

It is agreed the above described work will be completed in accordance with the above specifications for the sum of:

payable as follows: Net 30 Days

Authorized Signature: _____

Tim Weisensel

* Insert name or representative who solicited or negotiated this contract.

Tim Weisensel

This contract shall be null and void if not accepted on or before: (30 Days From Today's Date) 5/3/2022

ACCEPTANCE OF CONTRACT

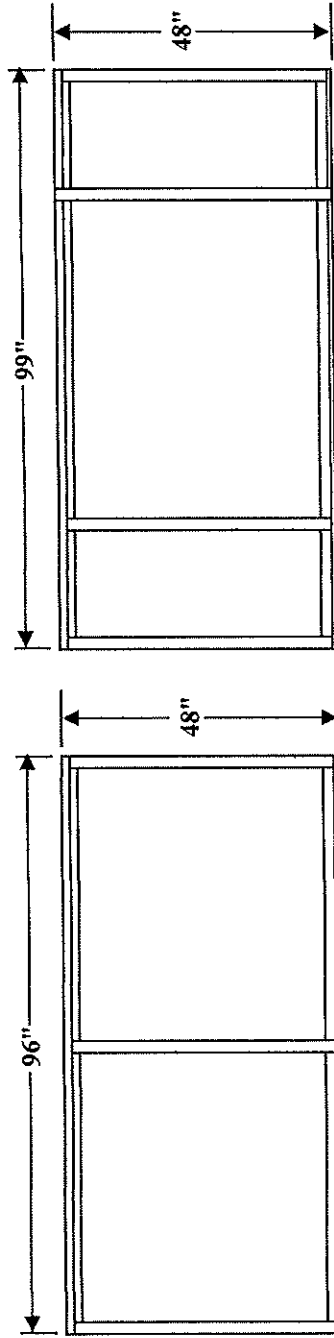
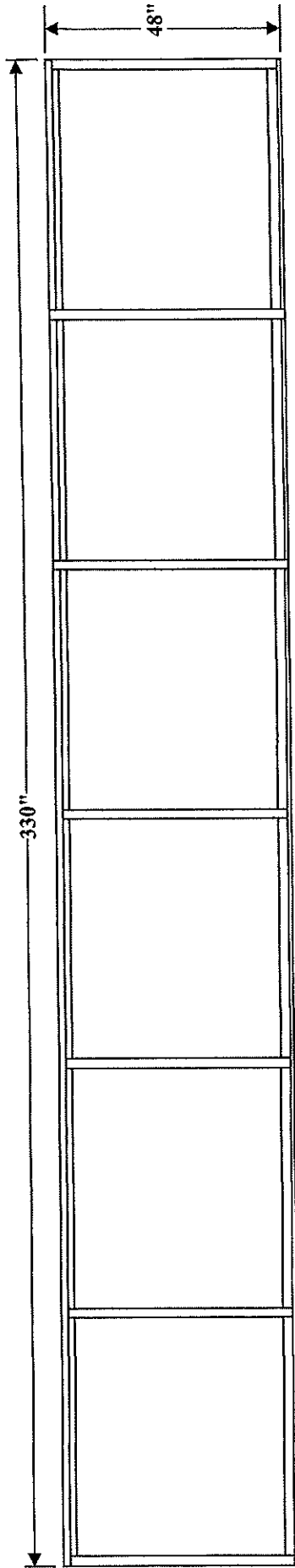
Owner hereby agreed to the foregoing specifications, prices, terms and conditions and authorizes Hometown Glass & Improvement, Inc. to proceed. By signing this Acceptance, owner acknowledges receipt of a copy of this contract.

Date: _____

Signature: _____

Signature: _____

CONTRACT WITH HOMETOWN
GLASS & IMPROVEMENT, INC.



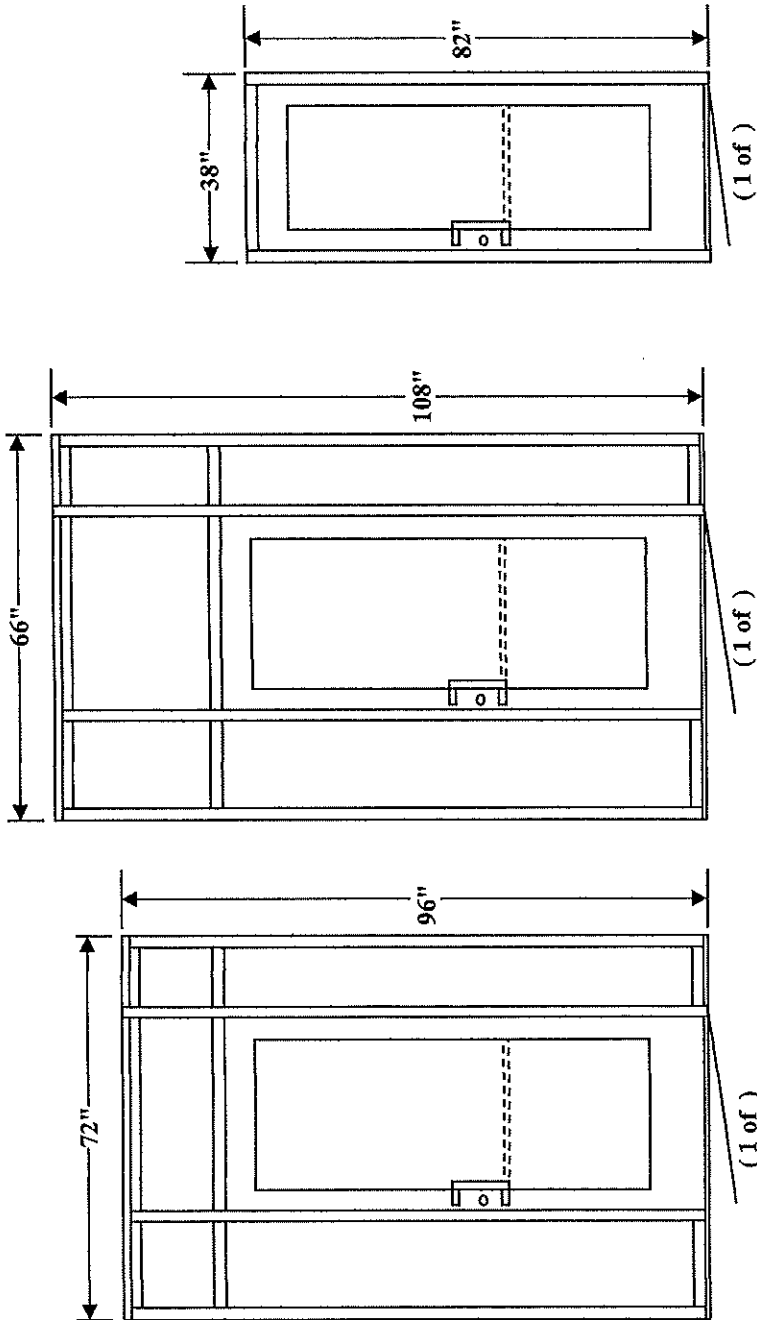
Exterior

- 2" x 4 1/2" Thermally Broken Aluminum Frames
- Top Receiver, Sub sill w/End Dams & Insulated Jamb
- Black Anodized Finish
- 1" Clear Tempered Insulated Glass w/Low-e
- Perimeter Caulk

CONTRACT WITH **HOMETOWN**
GLASS & IMPROVEMENT, INC.

Exterior

- 2" x 4 1/2" Aluminum Frames
- Top Receptor, Subsill w/End Dams
- Medium Stile Aluminum Doors
- 10" Bottom Rail
- Black Anodized Finish
- Tubular Push - 10" Offset Pulls
- 1/2" ADA Threshold
- LCN 4040XP Heavy Duty Closers
- ABH A240HD Continuous Hinges
- Maximum Security Locks w/Thumb-Turn
- 1" Clear Tempered Insulated Glass w/Low-e
- Full Weather-Stripping w/Sweep
- Perimeter Caulk



ROCK RIVER HOME IMPROVEMENT CO. INC.

W 4756 COUNTY ROAD ME WATERTOWN, WI 53098

Telephone: (920)349-8335-(920) 887-1211-(920) 382-2514

Siding * Trim * Windows * Construction * Fully Insured Workmen

Proposal

*Contractor may change to
Todd Cuperly price would be
\$10,000*

Proposal Submitted To TODD CUPERY	Phone (920) 648-4822	Date 5/2/22
Street 1 WEST MAIN STREET	Job Name WINDOWS, SOFFIT, FASCIA, SIDING & TRIM	
City, State, Zip WAUPUN, WI 53963	Job Location SAME	

We hereby submit specifications and estimates for

ON THE PARKING LOT SIDE OF THE BUILDING WE WILL INSTALL WHITE ALUMINUM SOFFIT ON THE BOTTOMS OF THE EAVES AND WE WILL WRAP THE FASCIA BOARDS WITH WHITE ALUMINUM TRIM, THEM WE WILL REMOVE ALL THE CEDAR WOOD SIDING, ON THE FRONT OF THE BUILDING AND THE SIDE WE WILL REMOVE ALL THE VINYL SIDING, AROUND ALL THE WINDOWS, DOORS, WE WILL WRAP THE WOOD CASING WITH BLACK ALUMINUM TRIM COIL, WE WILL REMOVE THE WHITE ALUMINUM SOFFIT AND FASCIA AND INSTALL ALL NEW BLACK ALUMINUM SOFFIT AND FASCIA, WE WILL INSTALL A TYVEK STYLE VAPOR BARRIER FROM THE PLATE TO THE SOFFIT, OVER THE VAPOR BARRIER WE WILL INSTALL ALL NEW MASTIC D-4 WHITE VINYL SIDING.

THIS PART OF THE PROJECT WOULD COST \$24,600.00

TO FURNISH AND INSTALL 22 NEW ALSIDE-MEZZO-VINYL REPLACEMENT WINDOWS, THERE WOULD BE 2 DOUBLE HUNG UNITS AND 20 STATIONARY UNITS, THEY WILL ALL BE BLACK ON THE EXTERIOR AND WHITE ON THE INTERIOR, THEY WILL ALL ALSO HAVE THE CLIMA TECH GLASS PACKAGE. ANY EXPOSED WOOD ON THE EXTERIOR WILL BE WRAPPED WITH BLACK ALUMINUM TRIM COIL.

THE COST FOR THIS PART OF THE PROJECT THE DOUBLE HUNG \$950.00 EACH THE STATIONARY UNITS ARE \$800.00 EACH FOR A TOTAL OF \$17,900.00

TO INSTALL WHITE SIDING, BLACK SOFFIT AND FASCIA ON THE BALANCE OF THE NORTH WALL WOULD COST \$14,000.00

PRICE INCLUDES ALL PERMITS, MATERIALS, LABOR, TAXES, CLEAN UP AND HAUL AWAY OF RUBBLE STATE OF WISCONSIN CONTRACTOR ID NUMBER 1093695

THANK YOU FOR THE OPPORTUNITY TO BE OF SERVICE

Estimate Job Start Date _____ Estimate Completion Date _____

We hereby propose to furnish material and labor complete in accordance with above specifications, for the sum of _____

dollars (\$ _____)

Payment to made as follows IN FULL ON COMPLETION LIEN WAVER FURNISHED AT THIS TIME

Authorized by JACK L RAITH

Note this proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Waupun Community Development Authority
Downtown Revitalization Grant Application

Applicant Name: Todd & Shae Cuperly
Applicant Address: 5 W. Main St.
Phone: 931-648-4822 Fax: _____ Email: tcuperly@yahoo.com
Name of Business/Property: AP Solutions For You, LLC
Property Address: 1 W Main Street, Waupun, WI 53963
Property Use: Offices - Accounting

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: Todd & Shae Cuperly
Phone: 931-648-4822 Email: _____
Property Owner Address: 7 W Main St, Waupun
Property Owner Signature: _____ Date _____
Expiration Date of Current Lease Agreement: _____ Owner Initials _____

Project Summary: (Provide a brief project summary)

see attached quotes

Estimated Start Date: ASAP (6/22) Estimated Completion Date: one month from start
City Building Inspector Approval: Susan Leahy Date: 6/1/22

Required Attachments:

Cost Estimates

Project plan(s) drawn to 1/4-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: \$ 44,000

Total CDA Grant Request: \$ 5,000 Local Business (50% of non-BID covered expenses)
(15,000)

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): Shae Cuperl

Applicant Signature: Shae Cuperl

Date: 6/1/22

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: 6/1/22

Application reviewed for completeness by _____ (initials). Date: _____

Property reviewed for delinquency by _____ (initials). Date: _____

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

Waupun Community Development Authority
Downtown Revitalization Grant Application

Applicant Name: Todd & Shae Cupery
Applicant Address: 5 W. Main St.
Phone: 936-648-4822 Fax: _____ Email: tcupery@yahoo.com
Name of Business/Property: Main Street Bistr & Bakery
Property Address: 3A. W. main St.
Property Use: Restaurant / Bakery

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: Todd & Shae Cupery
Phone: 936.648.4822 Email: _____
Property Owner Address 7 W Main St, Waupun
Property Owner Signature: _____ Date _____
Expiration Date of Current Lease Agreement: _____ Owner Initials _____

Project Summary: (Provide a brief project summary)

see attached quotes

Estimated Start Date: ASAP (6/22) Estimated Completion Date: one month from start
City Building Inspector Approval: Susan Babay Date: 6/1/22

Required Attachments:

- Cost Estimates
- Current photo(s) of property
- 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

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

Total Estimated Cost of Application: \$ \$44,000

Total CDA Grant Request: \$ 5,000 each Business (50% of non-BID covered expenses)
(15,000)

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): Shae Cuperl

Applicant Signature: Shae Cuperl Date: 6/1/22

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:

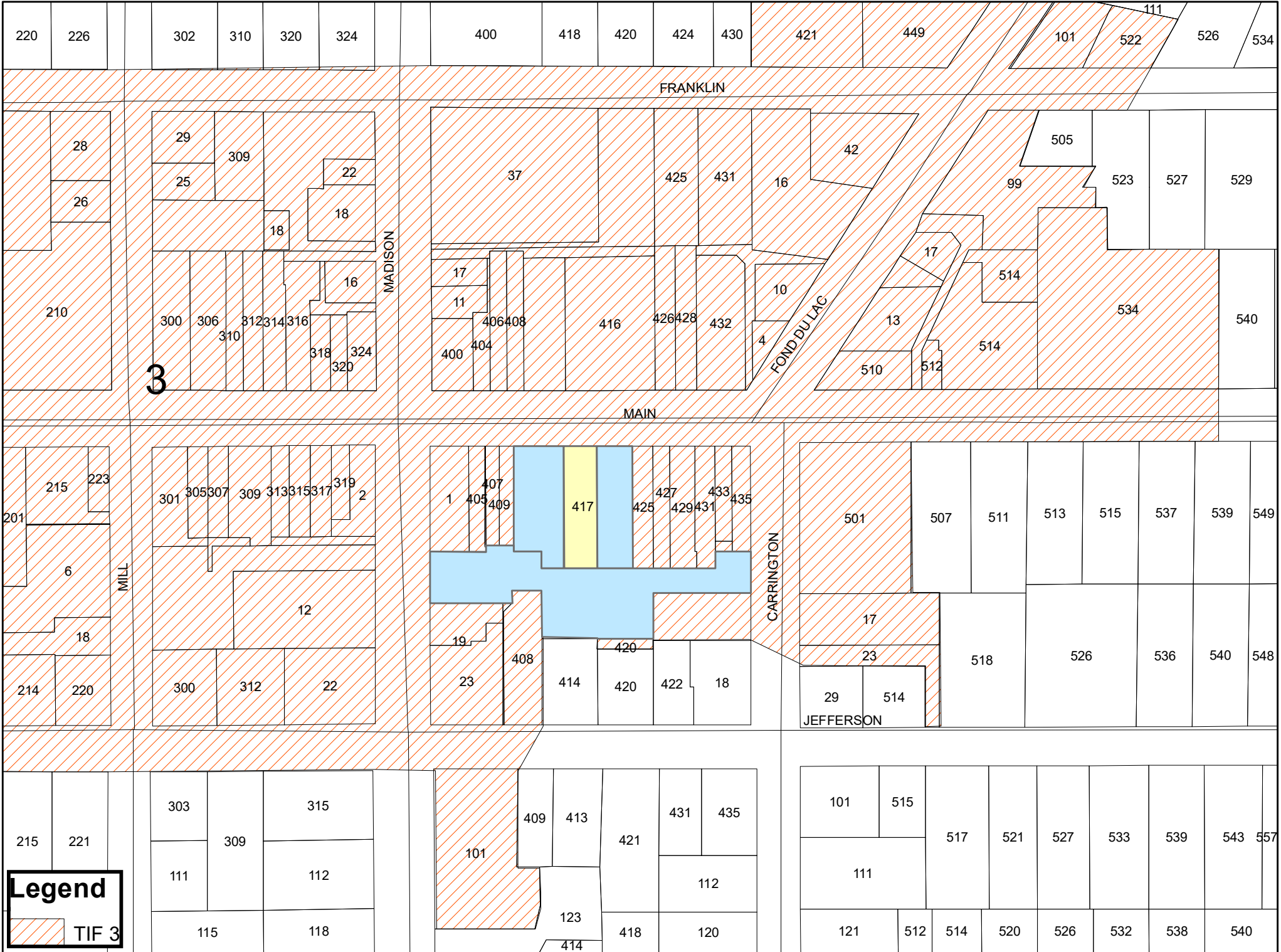
Date application received: 6/1/22

Application reviewed for completeness by _____ (initials). Date: _____

Property reviewed for delinquency by _____ (initials). Date: _____

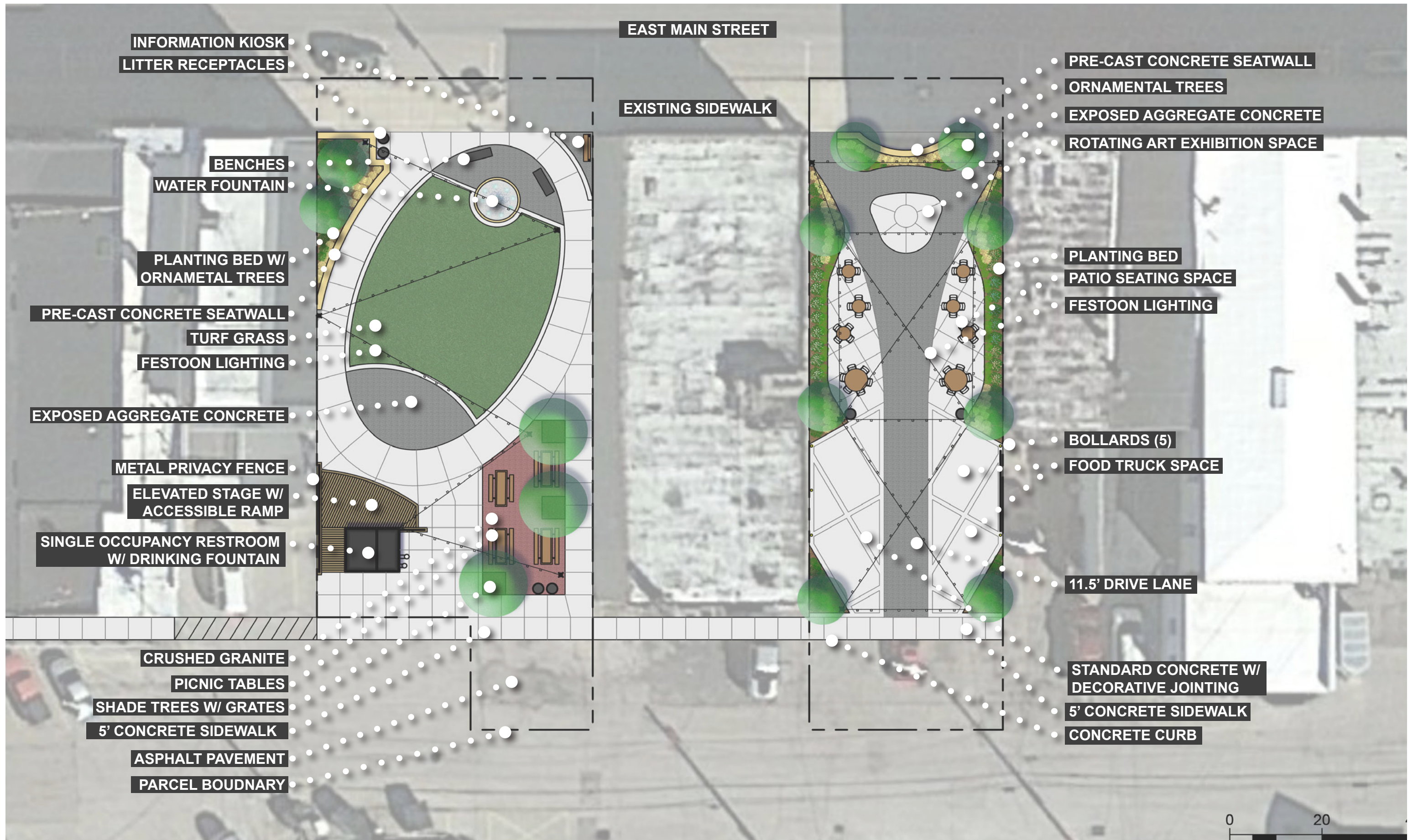
Applicant notified of scheduled CDA meeting by _____ (initials). Date: _____

TIF 3



Legend

 TIF 3



INFORMATION KIOSK
LITTER RECEPTACLES

BENCHES
WATER FOUNTAIN

PLANTING BED W/
ORNAMETAL TREES

PRE-CAST CONCRETE SEATWALL
TURF GRASS

FESTOON LIGHTING

EXPOSED AGGREGATE CONCRETE

METAL PRIVACY FENCE

ELEVATED STAGE W/
ACCESSIBLE RAMP

SINGLE OCCUPANCY RESTROOM
W/ DRINKING FOUNTAIN

CRUSHED GRANITE

PICNIC TABLES

SHADE TREES W/ GRATES

5' CONCRETE SIDEWALK

ASPHALT PAVEMENT

PARCEL BOUDNARY

EAST MAIN STREET

EXISTING SIDEWALK

PRE-CAST CONCRETE SEATWALL
ORNAMENTAL TREES
EXPOSED AGGREGATE CONCRETE
ROTATING ART EXHIBITION SPACE

PLANTING BED
PATIO SEATING SPACE
FESTOON LIGHTING

BOLLARDS (5)
FOOD TRUCK SPACE

11.5' DRIVE LANE

STANDARD CONCRETE W/
DECORATIVE JOINTING
5' CONCRETE SIDEWALK
CONCRETE CURB



**WAUPUN DOWNTOWN PLAZAS
ENGINEER'S ESTIMATE OF PROBABLE COSTS
WAUPUN, WISCONSIN**

01/11/22

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNITS	UNIT PRICE	TOTAL PRICE
1.	Mobilization, Bonds, and Insurance	1	LS	\$ 35,000.00	\$ 35,000.00
2.	Erosion Control	1	LS	\$ 1,500.00	\$ 1,500.00
3.	Sod	1,600	SF	\$ 18.00	\$ 28,800.00
4.	Traffic Control	1	LS	\$ 2,500.00	\$ 2,500.00
5.	Concrete Quality Control	1	LS	\$ 1,500.00	\$ 1,500.00
6.	Unclassified Excavation	1	LS	\$ 10,000.00	\$ 10,000.00
7.	5-inch Concrete Sidewalk with Base	3,600	SF	\$ 8.00	\$ 28,800.00
8.	5-inch Exposed Aggregate Sidewalk with Base	600	SF	\$ 12.00	\$ 7,200.00
9.	24-inch Concrete Curb and Gutter	60	LF	\$ 35.00	\$ 2,100.00
10.	Re-used crushed granite	1	LS	\$ 5,000.00	\$ 5,000.00
10.	Stage	1	LS	\$ 50,000.00	\$ 50,000.00
11.	Screen Fencing	30	LF	\$ 25.00	\$ 750.00
12.	Single Occupancy Restroom	1	LS	\$ 120,000.00	\$ 120,000.00
13.	Benches	2	EA	\$ 1,500.00	\$ 3,000.00
14.	Picnic Tables	4	EA	\$ 1,200.00	\$ 4,800.00
15.	Fountain	1	LS	\$ 35,000.00	\$ 35,000.00
16.	Pre-Cast Seat Wall	54	LF	\$ 225.00	\$ 12,150.00
17.	Drinking Fountain	1	LS	\$ 8,000.00	\$ 8,000.00
18.	Landscaping	250	SF	\$ 10.00	\$ 2,500.00
19.	Trees	5	EA	\$ 500.00	\$ 2,500.00
20.	Miscellaneous Utilites	1	LS	\$ 20,000.00	\$ 20,000.00
21.	Electrical/Lighting	1	LS	\$ 28,000.00	\$ 28,000.00
				TOTAL Base Bid Project=	\$ 409,100.00
				20% Contingency =	\$ 81,820.00
				Survey and Geotech=	\$ 5,000.00
				Engineering=	\$ 40,910.00
				Total Base Project=	\$ 536,830.00

12 - Blank Poles with Outlets, lighting strings and cable, elect. Service

Item #1 should I
Mobilization (89
\$ 29,928.00

374,100.00

**WAUPUN DOWNTOWN PLAZAS
ENGINEER'S ESTIMATE OF PROBABLE COSTS
WAUPUN, WISCONSIN**

01/11/22

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNITS	UNIT PRICE	TOTAL PRICE
1.	Mobilization, Bonds, and Insurance	1	LS	\$ 18,000.00	\$ 18,000.00
2.	Erosion Control	1	LS	\$ 1,500.00	\$ 1,500.00
3.	Traffic Control	1	LS	\$ 2,000.00	\$ 2,000.00
4.	Concrete Quality Control	1	LS	\$ 1,500.00	\$ 1,500.00
5.	Unclassified Excavation	1	LS	\$ 5,000.00	\$ 5,000.00
6.	5-inch Concrete Sidewalk with Base	900	SF	\$ 8.00	\$ 7,200.00
7.	5-inch Exposed Aggregate Sidewalk with Base	1,100	SF	\$ 12.00	\$ 13,200.00
8.	8-inch Concrete with base	1,500	SF	\$ 15.00	\$ 22,500.00
9.	8-inch Exposed Aggregate Concrete with base	500	SF	\$ 18.00	\$ 9,000.00
10.	24-inch Concrete Curb and Gutter	90	LF	\$ 35.00	\$ 3,150.00
11.	Screen Fencing	18	LF	\$ 25.00	\$ 450.00
12.	Patio Furniture	10	EA	\$ 3,000.00	\$ 30,000.00
13.	Pre-Cast Seat Wall	32	LF	\$ 225.00	\$ 7,200.00
14.	Landscaping	880	SF	\$ 10.00	\$ 8,800.00
15.	Trees	8	EA	\$ 500.00	\$ 4,000.00
16.	Bollards	5	EA	\$ 1,000.00	\$ 5,000.00
17.	Miscellaneous Utilites	1	LS	\$ 10,000.00	\$ 10,000.00
18.	Electrical/Lighting	1	LS	\$ 44,000.00	\$ 44,000.00
TOTAL Base Bid Project=					\$ 192,500.00
20% Contingency =					\$ 38,500.00
Survey =					\$ 3,000.00
Engineering=					\$ 19,250.00
Total Base Project=					\$ 253,250.00

Probably need t

Item #1 should I
Mobilization (89
\$ 13,960.00

Blank Poles with Outlets, lighting strings and cable, elect. Service
174,500.00