



**A G E N D A**  
**CITY OF WAUPUN COMMUNITY DEVELOPMENT**  
**AUTHORITY MEETING**  
Waupun City Hall – 201 E. Main Street, Waupun WI  
Tuesday, November 15, 2022 at 8:00 AM

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

Join Zoom Meeting via the following link:

<https://us02web.zoom.us/j/82821263214?pwd=dTNmRlpkZkRYR01WZXQ5Vy9leFdkdz09>

Phone: 312.626.6799

Meeting ID: 828 2126 3214

Passcode: 408177

**MOTION TO ACCEPT/AMEND AGENDA AS PRINTED**

**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. Future Meetings and Gatherings

**CONSIDERATION - ACTION**

2. Approve Consent Agenda

3. Review and Approve CDA 2023 Grant Program

4. Review and Approve CDA 2023 Budget

5. Review Outstanding Applications

6. Discuss WEDC Vibrant Spaces Grant Opportunity

**CONSIDERATION - ACTION**

7. 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.*



# AGENDA SUMMARY SHEET

**MEETING DATE:** 11-15-22

**TITLE:** Future Meetings and Gatherings

**AGENDA SECTION:** CONSIDERATION/ACTION

**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

The Waupun Business Alliance is a newly formed entity that will be the voice of Waupun businesses. The Alliance results 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 our businesses. There are a number of opportunities for you to learn more about this new organization:

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.

The BID's Downtown Market Analysis identified the need for all of the groups impacting the community (i.e., BID, CDA, Downtown Promotions, Tourism, Chamber, etc.) to come together in a collaborative way to move the community forward on a set of common goals. You are strongly encouraged to attend one of the above sessions to learn more and find ways that the work of the CDA can be supportive of this vision.

## STAFF RECCOMENDATION:

## ATTACHMENTS:

<b>RECCOMENDED MOTION:</b>
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# AGENDA SUMMARY SHEET

**MEETING DATE:** 11-15-22

**TITLE:** Approve Consent Agenda

**AGENDA SECTION:** CONSIDERATION/ACTION

**PRESENTER:** Kathy Schlieve, Administrator

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

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## ISSUE SUMMARY

The following items are part of the Consent Agenda included in this packet:

1. Minutes from July 19, 2022 CDA Meeting
2. July 2022 CDA Financials
3. August 2022 CDA Financials
4. September 2022 CDA Financials
5. October 2022 CDA Financials

## STAFF RECOMMENDATION:

Approve Consent Agenda as Presented

## ATTACHMENTS:

Minutes from July 19, 2022 CDA Meeting  
July 2022 through October 2022 CDA Financials

## **RECOMMENDED MOTION:**

Motion to approve the Consent Agenda as presented.



**CITY OF WAUPUN COMMUNITY DEVELOPMENT  
AUTHORITY MEETING MINUTES - DRAFT**  
Waupun City Hall – 201 E. Main Street, Waupun WI  
Tuesday, July 19, 2022 at 8:00 AM

**CALL TO ORDER**

Meeting called to order at 8 a.m. by Mayor Bishop.

**ROLL CALL**

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

Absent & Excused: Attorney Vande Zande

Also Present: Administrator Schlieve, Bryan Yohn, Krista Bishop, Jeni Maly

**APPROVAL OF MEETING AGENDA**

Motion Nancy Vanderkin, second Jill Vanderkin to adopt the agenda as presented. Carried unanimously.

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

None present.

**CONSIDERATION - ACTION**

1. Approve Minutes from June 21, 2022 CDA Meeting  
Motion DeJager, second Drews to approve minutes from June 21, 2022 as presented. Carried unanimously.
2. Approve CDA Financials for June 2022  
Motion N. Vanderkin, second VandeBerg to approve June 2022 financials as presented. Carried unanimously.
3. Application for 20 W Main St - B&B Plumbing Services  
BJ Yohn presents his project to relocate plumbing operations to the back of his building and to construct a new commercial lease space in the front of the building. Administrator Schlieve notes that the BID has reviewed and approved a \$2000 grant on this project. Motion to approve a matching grant not to exceed \$5,000 by VandeBerg, second J. Vanderkin. Carried unanimously.
4. Application 307 E Main St - Weaving It Up To You  
Krista Bishop presents a project to repair masonry on the east side of her building. Schlieve notes that the BID has approved up to a \$2000 matching grant on the project. Motion VerHage, second N. Vanderkin. Carried 5-1 with DeJager voting no and Mayor Bishop abstaining.
5. Application 409 E Main Street - Imagine That! Art Studio  
Jeni Maly presents her project to open an art studio at this address. Administrator Schlieve explains a request to support needed interior building repairs to attract the business, using the Business Attraction program that was introduced in 2022. Schlieve notes that the BID is providing a \$3,000 grant for this purpose

and that, as in the previous year, they are requesting that the CDA provide a similar match. Motion DeJager, second N. Vanderkin to provide a matching grant up to \$3,000. Carried unanimously.

### **DISCUSSION**

6. Roger Brooks Secret Shopping Assessment

Administrator Schlieve overviews the work of Destination Lake Winnebago Region to host Roger Brooks in Waupun, an international tourism consultant. Brooks secret shopped Waupun in May and shared his findings at a county-wide meeting in June. Brooks recognized Waupun for the City of Sculpture brand and talked about areas of improvement for the city to focus on. Specifically talked about the importance of working to add restaurants, noting the formula for success for downtowns includes 10 restaurants, 10 retailers with 60% open after 6 p.m. Schlieve noted that the downtown businesses are interested in having a follow-up discussion on the Brook's findings and may host a watch party with follow up discussion.

7. Administrator Updates

Administrator Schlieve discussed that the BID Board was interested in and staff have applied for a planning grant to support downtown green space design. Application has been filed. Schlieve noted that she has been working with several restaurant operators interested in locating in the City. Groups are focused on identifying a suitable location for their operations. Schlieve reported that the Chamber and Envision have formed a partnership and are relocating to a different space on Main Street. Additional conversation on TID 9 creation, business attraction to Heritage Ridge subdivision, and expansion of housing was had.

### **ADVANCED PLANNING**

8. Future Meeting Date – Administrator Schlieve is on vacation during August regularly scheduled meeting and requested that a new date be selected. If a meeting is needed, the next meeting date was identified as August 23, 2022 at 8 a.m.

### **ADJOURNMENT**

Motion N. Vanderkin, second J. Vanderkin to adjourn. Carried unanimously. Meeting adjourned at 8:43 a.m.

**BUDGET**

<b>Budget Category</b>		<b>2022 Budget</b>	<b>YTD Expense*</b>	<b>Budget Balance</b>
A	Grant Payout for 2021 Projects	\$37,898	\$36,812	<b>\$1,086</b>
B	Improvement Projects	\$30,000	\$21,475	<b>\$8,525</b>
C	CDI Grant Contribution	\$50,000	\$50,000	<b>\$0</b>
D	Targeted Investments	\$50,000	\$77,971	<b>-\$27,971</b>
E	Wages	\$14,238	\$3,132	<b>\$11,106</b>
F	Audit	\$1,000	\$630	<b>\$370</b>
G	Interest	\$13,050	\$3,386	<b>\$9,664</b>
H	Misc. Consultant Fees	\$5,000	\$150	<b>\$4,850</b>
I	Repayment of funds advanced by City	\$16,124	\$0	<b>\$16,124</b>
Total		<u>\$217,310</u>	<u>\$193,556</u>	<u><b>\$23,754</b></u>

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

**ACCOUNT DETAIL****Wages**

Jan	\$513.25
Feb	\$1,093.95
Mar	\$867.88
Apr	\$656.99
May	\$0.00
Jun	\$0.00
Jul	\$0.00
Aug	
Sep	
Oct	
Nov	
Dec	\$0.00
Total	<u>\$3,132.07</u>

**TIF #3-OPERATING EXPENSES**

405-70-5436-338

Account	Pd Date	Comments	Date	Description	Amount	Budget Category
405-70-5436-3-38	2/28/2022	**VendorNo: 6330 **Inv. No: 2-3-22 **Desc: CDA - New Business	2/3/2022	BRUNTJEN, DUSTI	\$2,262.30	A
405-70-5436-3-38	2/28/2022	**VendorNo: 24422 **Inv. No: 2-17-22 **Desc: CDA - Technology	2/17/2022	STONE & SUEDE L	\$5,000.00	A
405-70-5436-3-38	3/31/2022	**VendorNo: 28855 **Inv. No: L1736703824 **Desc: Annual TID	3/29/2022	WI DEPT OF REVE	\$150.00	H
405-70-5436-3-38	5/31/2022	**VendorNo: 16826 **Inv. No: 5-31-22 **Desc: CDA Grant Reimb	5/31/2022	JUDSONS LLC	\$5,000.00	A
405-70-5436-3-38	6/30/2022	**VendorNo: 24422 **Inv. No: 6-23-22 **Desc: CDA Grant Reimb	6/22/2022	STONE & SUEDE L	\$50,000.00	C

**TIF #3-PROFESSIONAL SERVICES**

405-70-5436-339

Account	Pd Date	Comments	Date	Description	Amount	Budget Category
405-70-5436-3-39	3/31/2022	**VendorNo: 4005 **Inv. No: BT2011354 **Desc: 12/31/21 TID C	3/29/2022	BAKER TILLY US, I	\$139.20	F
405-70-5436-3-39	5/31/2022	**VendorNo: 4005 **Inv. No: BT2077793 **Desc: 12/31/21 TID C	5/30/2022	BAKER TILLY US, I	\$490.80	F

**TIF #3-CAPITAL OUTLAY**

405-70-5436-800

Account	Pd Date	Comments	Date	Description	Amount	Budget Category
405-70-5436-8-00	5/31/2022	**VendorNo: 11013 **Inv. No: 0357270 **Desc: SW pipes for ope	5/5/2022	FERGUSON WATE	\$2,360.84	D
405-70-5436-8-00	6/30/2022	**VendorNo: 22350 **Inv. No: 3175 **Desc: base - install storm s	5/23/2022	QUALITY AGGREG	\$609.73	D

**OPERATING TRANSFER OUT-DSF**

405-70-5950-338

Account	Pd Date	Comments	Date	Description	Amount	Budget Category
405-70-5950-3-38	7/31/2022		7/6/2022	Trans fm TID 3 to C	\$3,385.78	G

**Outstanding Expenses**

Description	Amount	Budget Category
ABB+J Inv. Prop./Jeff Collien Grant approved 4/20/21	\$9,550.00	A
ABB+J Inv. Prop./Jeff Collien Grant approved 4/20/21	\$15,000.00	A
AP Solutions for You (1 W Main)	\$5,000.00	B
Main Street Bistro & Bakery (3A W Main)	\$5,000.00	B
Southern Rust Free Parts (7 W Main)	\$5,000.00	B
Open Space Improvements (estimated cost)	\$75,000.00	D
Imagine That!	\$3,000.00	B
Weaving It Up to You!	\$3,475.00	B
Total Outstanding Expenses	<u>\$121,025.00</u>	

**BUDGET**

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**OPERATING TRANSFER OUT-DSF**

405-70-5950-338

Account	Pd Date	Comments	Date	Description	Amount	Budget Category
405-70-5950-3-38	7/31/2022		7/6/2022	Trans fm TID 3 to C	\$3,385.78	G

**Outstanding Expenses**

Description	Amount	Budget Category
ABB+J Inv. Prop./Jeff Collien Grant approved 4/20/21	\$9,550.00	A
ABB+J Inv. Prop./Jeff Collien Grant approved 4/20/21	\$15,000.00	A
AP Solutions for You (1 W Main)	\$5,000.00	B
Main Street Bistro & Bakery (3A W Main)	\$5,000.00	B
Southern Rust Free Parts (7 W Main)	\$5,000.00	B
Open Space Improvements (estimated cost)	\$75,000.00	D
Imagine That!	\$3,000.00	B
Weaving It Up To You!	\$3,475.00	B
B&B Plumbing, 20 W Main St.	\$5,000.00	B
Total Outstanding Expenses	<u>\$126,025.00</u>	



**Community Development Authority Financial Statement**  
**For the Month Ending: 9/30/2022**

**BUDGET**

2022 Budget	\$ 217,310.00
Less Approved Grants and Expenses	<u>\$ (203,997.59)</u>
Remaining Budget Funds Available	<u><u>\$ 13,312.41</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)	\$75,000.00
Imagine That!	\$3,000.00
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>\$126,025.00</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
2022	Wages		<u>\$3,132.07</u>
		Total Paid Grants/Expenses	<u><u>\$77,972.59</u></u>

**BUDGET**

2022 Budget	\$ 217,310
Less Approved Grants and Expenses	<u>\$ (204,256)</u>
Remaining Budget Funds Available	<u><u>\$ 13,054</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)	\$75,000.00
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>\$123,025.00</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
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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
2022	Wages		<u>\$3,132.07</u>
		Total Paid Grants/Expenses	<u><u>\$81,230.95</u></u>



# AGENDA SUMMARY SHEET

**MEETING DATE:** 11-15-22

**TITLE:** Review and Approve CDA 2023 Grant Program

**AGENDA SECTION:** CONSIDERATION/ACTION

**PRESENTER:** Kathy Schlieve, Administrator

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DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Economic Vitality	0	

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## ISSUE SUMMARY

The 2022 CDA Application and program overview is provided in this packet. We will discuss and determine grant program format for 2023.

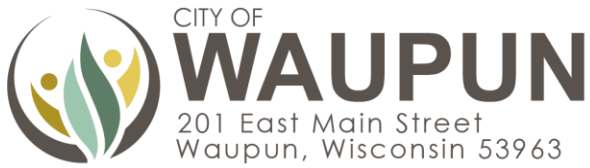
## STAFF RECCOMENDATION:

## ATTACHMENTS:

2022 CDA Application and Program Overview

## RECCOMENDED MOTION:

Motion to approve 2023 CDA Grant Program coverage and eligibility in accordance with committee discussion.



## **Waupun Community Development Authority Downtown Revitalization Grant**

### **PURPOSE**

- Stimulate private investment in high-quality building facade improvements that contribute to the overall strength of downtown as a shopping and dining destination
- Grow the tax base within Tax Increment District 3
- Attract and retain more small retail, restaurant, high density office, and destination locations to our downtown

The Downtown Revitalization Grant Program is available to property owners and businesses within the City of Waupun's Tax Increment District 3 (TID 3). As a matching grant program, the CDA will reimburse the grantee for up to 50% of expenses, with a maximum award of \$5,000. Additional grant funding equal to 5% of grant amount will be provided if a local registered contractor is used. The CDA reserves the right under this program to exceed the maximum grant amount on a case-by-case basis. Applicants are eligible for only one grant award per assessed property every two years, unless otherwise approved by the CDA. Exception will be granted to multiple business entities located on a single tax parcel. The Downtown Revitalization Grant Program may be used in conjunction with the Business Improvement District's Façade Improvement Program.

### **APPLICANT ELIGIBILITY**

- The property must be located within TID 3 boundaries, see attached map
- Property owners and tenants are eligible to apply; joint applications are encouraged
- Tenants must have a minimum of 1 year remaining on current lease from the date of application
- Properties zoned residential are not eligible
- Tax exempt properties are not eligible
- Properties will not be eligible if any special assessments, real estate or personal property taxes, utility bills, or other city charges are delinquent
- Applicants located within the Business Improvement District (BID) must first apply to the BID through their Façade Improvement Program. If a BID grant is awarded, the CDA will consider the portion of the application not covered by the BID award. In this case the CDA would reimburse the grantee for up to 50% of the remaining expenses, with a maximum award of \$5,000.

### **ELIGIBLE IMPROVEMENTS**

Improvements shall be visible from the exterior of the building, must comply with all building and zoning requirements, and must be in conformance with the Central Business District Design Guidelines (Waupun Municipal Code Chapter 25, attached). Special consideration will be given to projects that have the ability to generate significant tax increment.

Eligible improvements include but are not limited to:

- Façade Renovations
- Painting, tuck-pointing, masonry repairs
- Signage

- Doors
- Windows
- Awnings
- Deck Construction or Repair
- Outdoor Seating
- Exterior Lighting
- Labor for eligible improvements provided by a hired contractor
- Other activities designated by the CDA

#### **INELIGIBLE IMPROVEMENTS**

- General Maintenance
- Interior Improvements *\*Exceptions will be granted for projects that have the ability to generate significant tax increment*
- Parking Lot Construction or Repair
- Roof Repairs
- Landscaping
- Property acquisition
- Any improvements completed prior to receiving grant approval

#### **APPLICATION SUBMITTAL AND REVIEW PROCESS**

- a. Applications are distributed and collected by the CDA.
- b. Prior to submission, applicants must receive project approval by the Building Inspector.
- c. Prior to submission, applicants must obtain Cost Estimates\*, Property Photos, a Project Plan drawn to ¼" scale, and Paint/Material Samples. *\*Program funds come from local tax revenues to support local projects. Although not required, it is appreciated if applicants consider obtaining bids from local contractors in preparing their application.*
- d. Completed applications are reviewed on an as needed basis by the CDA, which has discretion over the program. Applicants must attend the scheduled CDA meeting.
- e. Notification of approval/denial will be provided to the applicant by the CDA within 7 days of the scheduled CDA meeting. Note that the project must be approved prior to any of the work taking place.
- f. Changes to an approved project must be reviewed and approved by the City Administrator. Additional approval by the CDA may be deemed necessary. Failure to obtain approval may result in reduction of award amount or grant forfeiture.

#### **PROJECT COMPLETION AND REIMBURSEMENT**

- a. Upon project completion, grantee must submit copies of paid invoices to CDA for reimbursement.
- b. Only approved eligible expenses will be considered for reimbursement.
- c. The Grant award amount is not a guaranteed payment amount. Final grant payout is based on project costs reflected in actual paid invoices submitted for reimbursement.
- d. Payout will not exceed the maximum grant amount approved by the CDA. If total project costs are less than estimated, the grant reimbursement will be pro-rated in accordance with grant guidelines.
- e. Projects must be completed within 6 months of grant approval unless otherwise approved by the CDA.
- f. Projects not completed by the deadline will be considered closed due to incompleteness and grant will be forfeited.
- g. Once grant payout is made, the application will be considered closed and no additional expenses will be allowable.

**Waupun Community Development Authority  
Downtown Revitalization Grant Application**

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Business/Property: \_\_\_\_\_

Property Address: \_\_\_\_\_

Property Use: \_\_\_\_\_

**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)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

City Building Inspector Approval: \_\_\_\_\_ Date: \_\_\_\_\_

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

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): \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**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:**

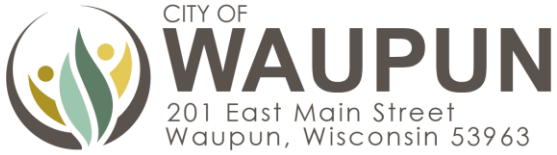
Date application received: \_\_\_\_\_

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

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

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





**Waupun Community Development Authority  
Downtown Revitalization Grant Application**

**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.

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Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner Address \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_ Date \_\_\_\_\_

Expiration Date of Current Lease Agreement: \_\_\_\_\_ Owner Initials \_\_\_\_\_



# AGENDA SUMMARY SHEET

**MEETING DATE:** 11-15-22

**TITLE:** Review and Approve CDA 2023 Budget

**AGENDA SECTION:** CONSIDERATION/ACTION

**PRESENTER:** Kathy Schlieve, Administrator

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DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Economic Vitality	0	

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**ISSUE SUMMARY**

The CDA Draft 2023 budget is attached for review, discussion and approval.

**STAFF RECCOMENDATION:**

**ATTACHMENTS:**

2023 CDA DRAFT Budget

**RECCOMENDED MOTION:**

Motion to approve the 2023 CDA Budget as presented.

**WAUPUN COMMUNITY DEVELOPMENT AUTHORITY**  
DRAFT Budget for 2023 Calendar Year (prepared 11.11.22)

<b>Income</b>	<b>Budget</b>
Projected Carryover for 2022 Projects	\$41,079
2022 TID #3 Revenue	\$130,000
<b>Total Income</b>	<b>\$171,079</b>
<b>Expenses</b>	<b>Budget</b>
Wages	15,116
Debt Service	32,967
Audit fees	1,000
Payout for 2021 Projects	28,025
Improvement Projects	40,000
Targeted Investment/Streetscaping	53,971
<b>Total Expenses</b>	<b>\$171,079</b>
Net Income (Loss)	\$0



# AGENDA SUMMARY SHEET

**MEETING DATE:** 11-15-22

**TITLE:** Review Outstanding Applications

**AGENDA SECTION:** CONSIDERATION/ACTION

**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

The CDA will review the following outstanding grant applications. Any actions needed to extend or modify grant awards based on group discussion will be taken under this agenda item.

<b><u>Outstanding Grants &amp; Expenses:</u></b>	
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)	\$75,000.00
Weaving It Up To You!	\$3,475.00
B&B Plumbing, 20 W Main St.	\$5,000.00
Total Outstanding Expenses	\$123,025.00

## STAFF RECCOMENDATION:

## ATTACHMENTS:

### **RECCOMENDED MOTION:**

Motion modify/extend outstanding grant applications per discussion.



# AGENDA SUMMARY SHEET

**MEETING DATE:** 11-15-22

**TITLE:** Discuss WEDC Vibrant Spaces Grant Opportunity

**AGENDA SECTION:** CONSIDERATION/ACTION

**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

We will discuss the new Vibrant Spaces Grant, a pilot program within the Community Development Investment (CDI) Grant Program offered through WEDC that is designed to assist with creating vibrant and engaging communities that make it easier to recruit and retain residents, sustain a robust labor force and enhance local quality of life. With the help of this grant, public gathering places will foster community connections and provide accessible locations for the programming and amenities local residents desire—with the additional benefit of boosting foot traffic for area businesses.

## HOW IT WORKS:

Grants in amounts from \$25,000 to \$50,000 are available to help local communities develop and enhance public spaces. The application must come from the municipality, and only one application per municipality will be considered. In the FY23 competitive grant cycle, no more than 30 grants will be awarded. Applicants must agree to provide a 1:1 match of the grant amount.

## HOW TO QUALIFY:

Competitive projects will:

- Incorporate multiple improvements within or associated with one public space
- Demonstrate community engagement and support via a community document/plan and/or via letters of support from public, private and civic partners
- Be ready to begin construction during 2023
- Increase the number and type of audiences using the space
- Create visible and lasting transformations that foster public activity

## REVIEW CRITERIA:

Applications will be evaluated based on criteria including:

- Creation of visible and pedestrian-oriented public space
- Potential of the space to attract multiple user groups and activities
- Impact of the project on the community, the district and nearby businesses
- Demonstrated community support for the project (e.g., multiple funding partners, civic organization participation)
- Ability of the project to be started in 2023

Alternative funding sources have been identified and will be discussed.

Applicants must provide a signed resolution by the governing elected body authorizing the submittal of the application(s) to the CDI Grant Program, including the Vibrant Spaces Pilot. If the CDA determines that there is value in

pursuing this opportunity, staff will be looking for a motion to recommend the passage of a resolution by the Council to submit an application to this program.

**STAFF RECCOMENDATION:**

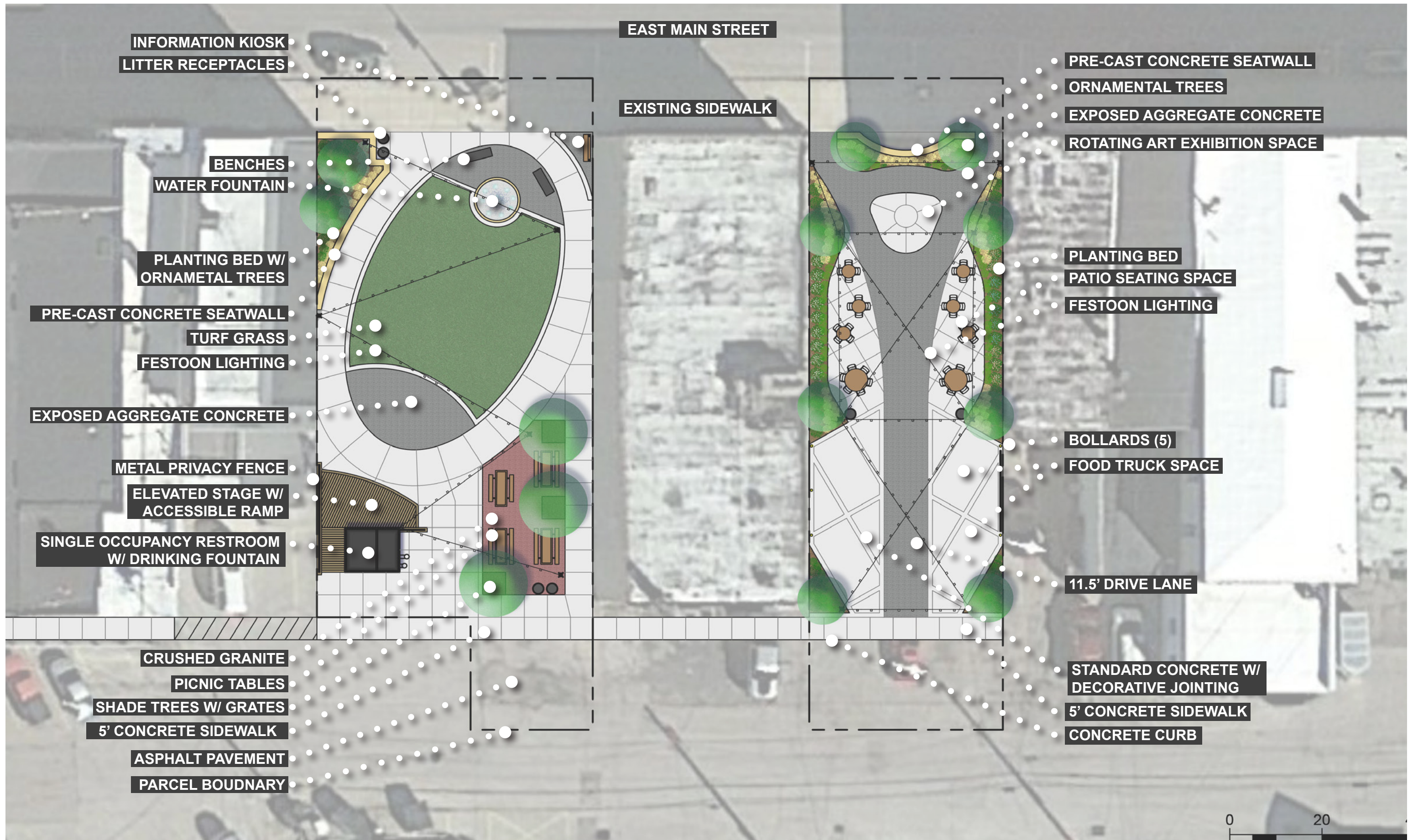
**ATTACHMENTS:**

Concept Board

Costs for Development of Green Space

**RECCOMENDED MOTION:**

Motion to recommend to the Common Council that they authorize a resolution in support of a Vibrant Spaces grant as outlined by staff.



SCALE



**WAUPUN DOWNTOWN PLAZAS**  
**ENGINEER'S ESTIMATE OF PROBABLE COSTS - EAST OF 417 E MAIN ST**  
**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
<b>TOTAL Base Bid Project=</b>					<b>\$ 192,500.00</b>
<b>20% Contingency =</b>					<b>\$ 38,500.00</b>
<b>Survey =</b>					<b>\$ 3,000.00</b>
<b>Engineering=</b>					<b>\$ 19,250.00</b>
<b>Total Base Project=</b>					<b>\$ 253,250.00</b>



**WAUPUN DOWNTOWN PLAZAS**  
**ENGINEER'S ESTIMATE OF PROBABLE COSTS - EAST OF 417 E MAIN ST**  
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