



“Wild Goose Center of Wisconsin”

City of Waupun

201 E. Main Street
Waupun, WI 53963
Phone: 920-324-7900
Fax: 920-324-7939

Tuesday, February 28, 2018
Community Development Authority

A regular monthly meeting of the Waupun Community Development Authority will be called to order at 8:00 A.M. on **Wednesday**, February 28, 2018 at the Waupun City Hall Council Room.

1. 8:00 A.M. Opening Items

- 1.1. Call to Order
- 1.2. Roll Call

2. Consider approval of the following agenda items

- 2.1. Minutes
- 2.2. Financial Reports

3. Discussion Items

- 3.1. Outstanding Grant Applications
- 3.2. New Grant Applications
 - 3.2.1. Dean Fuller, Fond du Lac Street Properties
- 3.3. Streetscape Planning
- 3.4. Administrator Report

4. Consider approval of the following action items

- 4.1. Housing Program Write-Offs
- 4.2. New Grant Applications
 - 4.2.1. Dean Fuller, Fond du Lac Street Properties

5. Advanced Planning

- 5.1. Possible future agenda items
- 5.2. Set next meeting date

6. Adjournment

Please note that upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, call the City Clerk's office at (920) 324-7900.

CC: Community Development Authority
City Council
Department Heads
City Attorney

News Media
Dean Fuller, Fond du Lac Street

DRAFT

1. 8:00 A.M. Opening Items

1.1 Call to order at 8:00 A.M.

1.2 Present on Roll Call: Jill Vanderkin, Nancy Vanderkin, Mayor Julie Nickel, Sue VandeBerg, Cassandra VerHage, Derek Drews.

Administration Present: City Administrator/Director of Economic Development Kathy Schlieve, City Attorney Dan VandeZande, Administrative Assistant/Accountant Michelle Kast.

Excused: John Karsten

Audience Present: Jack Qualman, Q-Tronics

2. Consider approval of the following agenda items

2.1 Minutes for December 19, 2017

Action: Motion N. Vanderkin second by VandeBerg to approve the minutes. Motion carried 6:0.

3. Discussion Items

3.1 Outstanding Grant Applications - Schlieve reviewed

1. Two grant applications are outstanding
2. Jeff Collien – there have been issues with acquiring H&R Block (septic) which have slowed things down but the project should be complete by the April deadline
3. Randa Strook/Roadside Relics – closing has been slowed down, grant deadline is June 19

3.2 New Grant Applications

3.2.1. Q-Tronics, 313 E. Main

1. Jack Qualman provided background on the history of company: Radio Shack filed bankruptcy 3 years ago, which led to the formation of buying group, Steren electronic solutions has been involved with this group, now Q-Tronics will be a Steren dealer, this family-owned business is very good for small businesses, a February 9 grand re-opening and ribbon cutting is planned and a story will be featured in the paper prior to the event, in July it will be Jack's 20th year in business in Waupun
2. The project includes replacing the sign panel on the front of the building at an estimated cost of \$1,578.38
3. BID awarded a grant covering 50% (\$789.19) of expenses, \$789.19 remains for CDA consideration. A grant of 50% of portion remaining (\$394.60) is requested.

3.3 Administrator Report – Schlieve reported:

1. Change in Building Inspection/Zoning Administration services – Sue left Kunkel, at same time we've issued an RFP, responses due January 19, anticipate 2 responses
2. Economic Development E-newsletter – first ED e-newsletter was sent, will be distributed monthly or more frequently

3. ED Letter – a letter was sent out to property and business owners to bring awareness of grant programs, resources available, and a Façade Improvement workshop which will be held in May
4. Communications – starting a process to redesign our website to be more customer friendly, ADA compliant, and address economic development and tourism areas with cohesiveness
5. Historic District – the State Historical Society approved a grant to fund the nomination of our downtown historic district, this 12-18 month process is underway
6. Chamber – working on hiring, hoping to get a couple more applicants
7. Connect Communities – two Waupun businesses, Tyra/Reiki Essentials and Wellness and Theresa Ruch/Rock River Eyewear, received business expansion grants of \$2,000, the funds will be put toward marketing and merchandise needs in their stores; Kim’s working on social media for your business
8. Downtown Promotions – actively working on planning a wine walk; proposing to the Chamber to hire a market intern to assist with Farmer’s Market promotion and open/close of markets through the season; building on existing events - Halloween on Main and Small Business Saturday
9. TIF – starting new TIF on the west side to address needs – Country Club with banquet hall, redevelopment plan for Anding property, housing development

3.4 Streetscape Planning – Schlieve reported:

1. Plant hangers previously discussed will need water systems in place
2. MSA has a landscape architect to work through this, they sent a plan that can be done in phases, plan needs to be reviewed, will discuss further with MSA today
3. Couple month planning process with a timetable of 5-6 months for full picture, though we would look to do some immediate improvements, including planter replacement

4. Consider approval of the following action items

4.1 New Grant Applications

4.1.1. Q-Tronics, 313 E. Main

Action: Motion N. Vanderkin, second by VerHage to approve a grant of 50% of non BID-funded expenses (estimated at \$789.19), up to a maximum of \$394.60. Motion carried 6:0 on roll call.

5. Advanced Planning

5.1 Possible future agenda items: Streetscape Plan

5.2 Set next meeting date: February 20 at 8:00am

6. Adjournment

Action: Motion N. Vanderkin second by Drews to call the meeting adjourned at 8:22am. Motion carried 6:0.

Michelle Kast
Administrative Assistant/Accountant

2/13/2018

**CITY OF WAUPUN
BALANCE SHEET
12/31/17**

CAPITAL PROJECTS FUND-TIF #3

ASSETS

405-10001	Cash	-
405-12100	Property Taxes Receivable	130,069.23
405-13810	Accounts Receivable	-
	Total Assets	<u>130,069.23</u>

LIABILITIES AND EQUITY

405-21100	Accounts Payable	-
405-25100	Advance from General Fund	590,501.35
405-26110	Deferred (Taxes) Receivable	130,069.23
	Total Liabilities	720,570.58

FUND EQUITY

405-31111	City Equity	(639,899.02)
	Revenue over Expenditures-YTD	49,397.67
	Total Fund Equity	(590,501.35)
	Total Liabilities and Equity	<u>130,069.23</u>

2/13/2018

**CITY OF WAUPUN
INCOME STATEMENT
12/31/17**

CAPITAL PROJECTS FUND-TIF #3

REVENUE

405-41-4112-000	TAXES-TAX INCREMENTAL DISTRICT	94,945.89
405-41-4115-000	TAX-COMPUTER EXEMPT PROPERTY	7,974.00
405-42-4240-000	PAYMENT IN LIEU OF TAX	9,273.32
405-44-4431-000	PERMITS-BUILDING-TIF 3	-
405-43-4355-000	STATE GRANT	-
405-48-4861-000	DONATIONS FROM ORG&INDIVIDUALS	-
	Total Fund Revenue	112,193.21

EXPENDITURES

405-70-5436-110	TIF #3-SALARIES/WAGES	1,300.35
405-70-5436-111	TIF #3-OVERTIME	-
405-70-5436-220	TIF #3-HEALTH INSURANCE	-
405-70-5436-221	TIF #3-LIFE INSURANCE	0.84
405-70-5436-222	TIF #3-RETIREMENT	84.90
405-70-5436-223	TIF #3-SOCIAL SECURITY	94.99
405-70-5436-229	TIF #3-INCOME CONTINUE	-
405-70-5436-333	TIF #3-POSTAGE	23.46
405-70-5436-335	TIF #3-NEWSPAPER PUB.	-
405-70-5436-337	TIF #3-TRAV/CONFERENCE	-
405-70-5436-338	TIF #3-OPERATING EXPENSES	60,536.00
405-70-5436-339	TIF #3-PROFESSIONAL SERVICES	755.00
405-70-5436-800	TIF #3-CAPITAL OUTLAY	-
	Total Fund Expenditures	62,795.54
	Net Revenues over Expenditures	49,397.67

2/13/2018

2017 CDA Expenditures

	<u>Payee</u>	<u>Description</u>	<u>Amount</u>	<u>Total</u>
January	City Staff	Payroll & Benefits	\$225.08	\$225.08
February	City Staff Ruth Sanders	Payroll & Benefits Grant-Perfectly Polished Sign	\$59.36 \$796.52	\$855.88
March	City Staff Baker Tilly Virchow Krause Jud Sons	Payroll & Benefits Annual Audit Grant-Windows	\$207.61 \$325.00 \$230.00	\$762.61
April	City Staff Department of Revenue	Payroll & Benefits Annual TID 3 Maintenance Fee	\$77.10 \$150.00	\$227.10
May	City Staff Baker Tilly Rohn Bishop Viaggio	Payroll & Benefits Audit Fees Grant-Roof Grant-Handrail,Base Board,Vinyl Signage	\$95.00 \$430.00 \$6,603.50 \$110.25	\$7,238.75
June	City Staff	Payroll & Benefits	\$35.60	\$35.60
July	City Staff Jan Harmsen Steve Daute	Payroll & Benefits Grants - Rock River Eyewear sign / tuckpointing Grant-Roof / HVAC / Siding	\$59.43 \$1,342.77 \$26,795.00	\$28,197.20
August	City Staff Cassandra VerHage Liebenow Construction	Payroll & Benefits Grant-Roof Grant-Window and Door Replacement	\$136.97 \$2,485.00 \$15,403.00	\$18,024.97
September	City Staff	Payroll & Benefits	\$119.69	\$119.69
October	City Staff Pitney Bowes	Payroll & Benefits Postage	\$154.26 \$22.08	\$176.34
November	City Staff Thirsty Marlin Jeff Riel	Payroll & Benefits Grant- Grant-apartment windows	\$207.85 \$3,216.46 \$3,403.50	\$6,827.81
December	City Staff	Payroll & Benefits	\$104.51	\$104.51
Total Expenditures				<u><u>\$62,795.54</u></u>
Expense Categories:				
Grants				\$60,386.00
Staff				\$1,482.46
Other				<u>\$927.08</u>
				\$62,795.54

2/14/2018

**CITY OF WAUPUN
BALANCE SHEET
1/31/18**

CAPITAL PROJECTS FUND-TIF #3

ASSETS

405-10001	Cash	(123.23)
405-12100	Property Taxes Receivable	130,069.23
405-13810	Accounts Receivable	-
	Total Assets	<u>129,946.00</u>

LIABILITIES AND EQUITY

405-21100	Accounts Payable	-
405-25100	Advance from General Fund	590,501.35
405-26110	Deferred (Taxes) Receivable	130,069.23
	Total Liabilities	720,570.58

FUND EQUITY

405-31111	City Equity	(590,501.35)
	Revenue over Expenditures-YTD	(123.23)
	Total Fund Equity	(590,624.58)
	Total Liabilities and Equity	<u>129,946.00</u>

2/14/2018

**CITY OF WAUPUN
INCOME STATEMENT
1/31/18**

CAPITAL PROJECTS FUND-TIF #3

REVENUE

405-41-4112-000	TAXES-TAX INCREMENTAL DISTRICT	-
405-41-4115-000	TAX-COMPUTER EXEMPT PROPERTY	-
405-42-4240-000	PAYMENT IN LIEU OF TAX	-
405-44-4431-000	PERMITS-BUILDING-TIF 3	-
405-43-4355-000	STATE GRANT	-
405-48-4861-000	DONATIONS FROM ORG&INDIVIDUALS	-
	Total Fund Revenue	-

EXPENDITURES

405-70-5436-110	TIF #3-SALARIES/WAGES	100.46
405-70-5436-111	TIF #3-OVERTIME	-
405-70-5436-220	TIF #3-HEALTH INSURANCE	-
405-70-5436-221	TIF #3-LIFE INSURANCE	0.17
405-70-5436-222	TIF #3-RETIREMENT	10.55
405-70-5436-223	TIF #3-SOCIAL SECURITY	12.05
405-70-5436-229	TIF #3-INCOME CONTINUE	-
405-70-5436-333	TIF #3-POSTAGE	-
405-70-5436-335	TIF #3-NEWSPAPER PUB.	-
405-70-5436-337	TIF #3-TRAV/CONFERENCE	-
405-70-5436-338	TIF #3-OPERATING EXPENSES	-
405-70-5436-339	TIF #3-PROFESSIONAL SERVICES	-
405-70-5436-800	TIF #3-CAPITAL OUTLAY	-
	Total Fund Expenditures	123.23
	Net Revenues over Expenditures	(123.23)

2/14/2018

2018 CDA Expenditures

	<u>Payee</u>	<u>Description</u>	<u>Amount</u>	<u>Total</u>
January	City Staff	Payroll & Benefits	\$123.23	\$123.23

Total Expenditures

\$123.23

Expense Categories:

Grants

\$0.00

Staff

\$123.23

Other

\$0.00

\$123.23

Waupun Community Development Authority
Downtown Revitalization Grant Application

Applicant Name: Dean Fuller

Applicant Address: 200 S. Watertown St.

Phone: 920-744-5069 Fax: _____ Email: dnfuller2@gmail.com

Name of Business/Property: _____

Property Address: 8, 10, 8 1/2, 10 1/2, 12 1/2, 14 1/2 Food de Lee St.

Property Use: 1st Floor Commercial, 2nd story Apartments

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)

Reset, Replace, Truck Point Brick Facade, FAI St. exposure

Estimated Start Date: 03-15-18 Estimated Completion Date: Less than 30 days

City Building Inspector Approval: [Signature] Date: 1/15/18

Required Attachments:

- Cost Estimates
- Current photo(s) of property
- NA Project plan(s) drawn to 1/4-inch scale, if applicable
- NA 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: Feb 14, 2018 BID Grant Awarded: \$ 2,000.00

Total Estimated Cost of Application: \$ 5,600⁰⁰

Total CDA Grant Request: \$ 1,800⁰⁰ (1,200 + 600) (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): NO Full Dean Fuller

Applicant Signature: R Full Date: 01-15-18

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: 1/16/18

Application reviewed for completeness by MK (initials). Date: 1/16/18

Property reviewed for delinquency by MK (initials). Date: 1/18/18

Applicant notified of scheduled CDA meeting by MK (initials). Date: 1/16/18

Dean Fuller

Estimated Expenses	5,600.00
Less BID Grant	<u>2,000.00</u>
CDA Eligible	3,600.00
Grant Coverage	<u>50%</u>
CDA Grant Request	1,800.00



Restoration Proposal Form

OWNER INFORMATION

Name Dean Fuller
Address 200 S. Watertown St.
City, State ZIP Waupun, WI
Phone (920)-539-8645
Email dnfuller@gmail.com

Project name Building Facelift

SCOPE OF WORK

Cut all deteriorated and cracked Mortar Joints on face side of building facing Fond du Lac Ave. Remove and Re-Lay all loose brick. Approx. 100 brick under windows to be removed and relayed. Replace any missing brick which is approx. 5. Pressure wash face of building after cutting all joints. Tuckpoint all mortar joints with color matching mortar using Western Type S Mortar. Apply 3 coats of Water Proofing Sealer upon completion using product Seal Krete product number 100005. All expansion joints to be caulked. Work to be conducted at 10 Fond du Lac Ave. Waupun. Remove any unnecessary bolts and brackets on face of building.

NOT INCLUDED

N/A

CONTRACTOR INFORMATION

Company Knock Out Building Restoration LLC.
Name Ryan Jones
Address 97 Rose Ave.
City, State ZIP Fond du Lac, WI 54935
Phone (920)-296-7427
Email ryantajones@gmail.com

COMPANY PROPOSAL

Scope of Work will be completed at a cost of \$5600. 1st payment of \$1800 upon signing contract. 2nd payment of \$1800 due upon starting job which will be approx.. March 15 weather pending. 3rd and final payment of \$2000 upon completion of work. Work Guaranteed for 5 yrs from completion date. If anything shall Fail, work will be done at no charge. A 30 day Check of the work done will be conducted to assure of no shrink cracks.

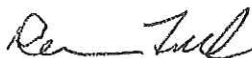
Ryan Jones - Owner

Submitted by (Company Representative)

01/14/2018

Date

OWNER ACCEPTANCE



Submitted by (home owner or authorized representative)

01-15-18

Date

Letter to City of Waupun



OWNER INFORMATION

Name Dean Fuller
Address 200 S. Watertown St.
City, State ZIP Waupun, WI
Phone (920)-539-8645
Email dnfuller@gmail.com

Project name Building Facelift

Project Address: 10 Fond du Lac St. Waupun, WI

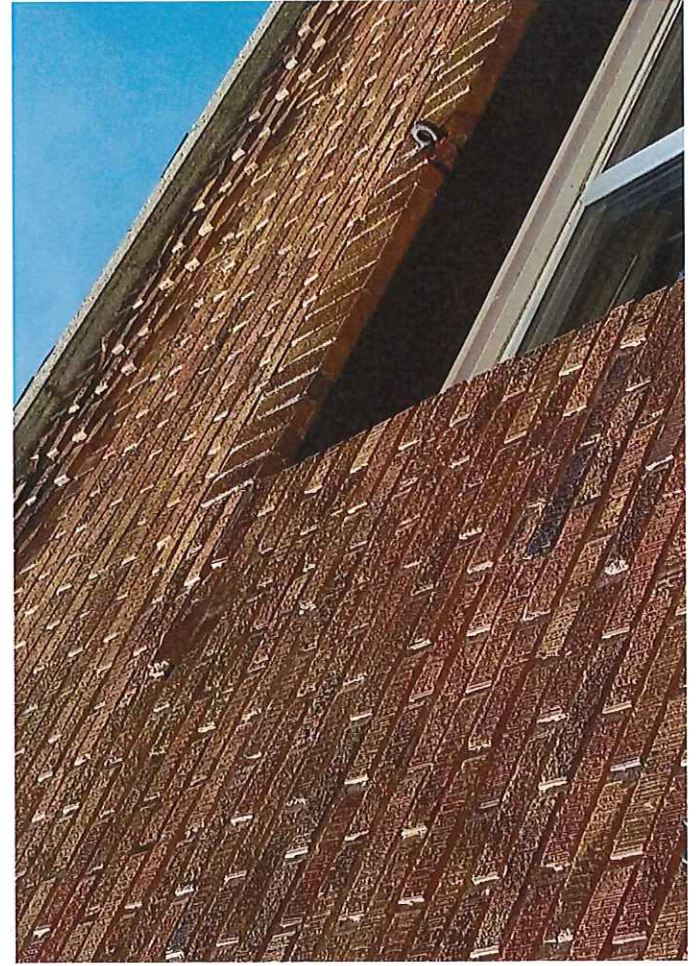
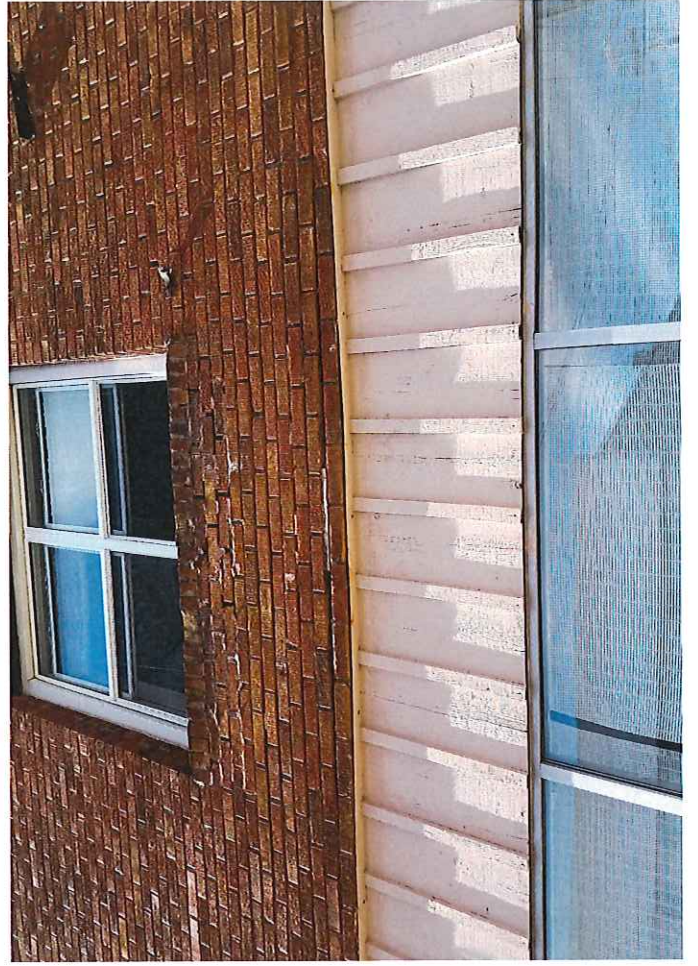
On January 13th. 2018 I conducted an inspection to the exterior of 10 Fond du Lac St. Waupun WI., at the request of Mr. Dean Fuller. It was expressed that the City of Waupun was requesting that the Fond du Lac Street side be repaired. There is nothing at this time in need of immediate attention or posing an immediate threat, but repairs should be made in the very near future. Due to weather conditions at this time tuckpointing cannot be done, as the temperatures are too cold. If there is a break in the weather some prep work could be started on the building. Work could start approximately March 15th 2018 weather pending.

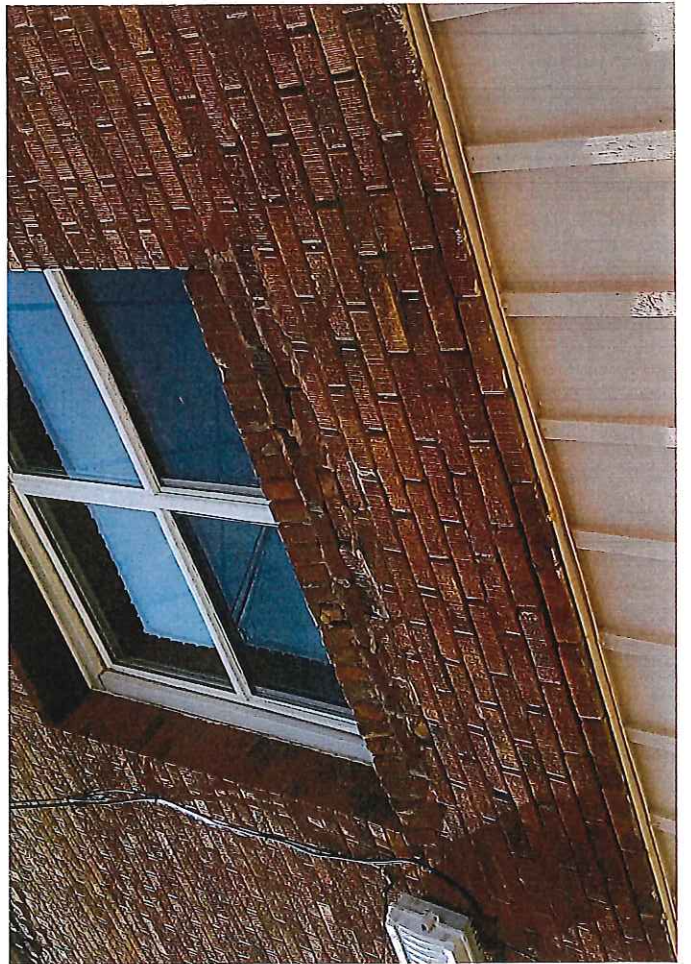
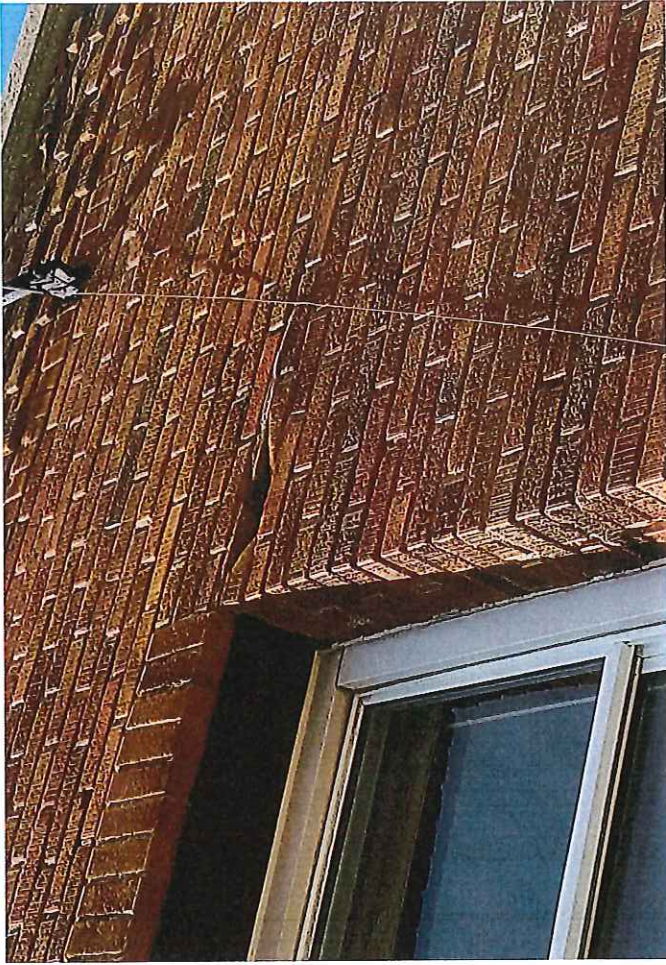
If there are any other questions or concerns feel free to contact me.

Ryan Jones
Owner of Knockout Building Restoration

CONTRACTOR INFORMATION

Company Knock Out Building Restoration LLC.
Name Ryan Jones
Address 97 Rose Ave.
City, State ZIP Fond du Lac, WI 54935
Phone (920)-296-7427
Email ryantajones@gmail.com





Housing Program Write-Off Requests				
To CDA for Action February 20, 2018				
<u>CDBG Program</u>				
Write Offs Due to Foreclosure:				
	HO #116		\$2,565.00	*
	HO #37		<u>\$15,897.00</u>	**
			\$18,462.00	
12/31/17	Loan Receivable Balance		\$1,216,439.02	
	Less Write-Offs		-\$15,897.00	
			\$1,200,542.02	
<i>* Written off in 2017</i>				
<i>** Bad debt allowance set up in 2016</i>				