



**A G E N D A**  
**CITY OF WAUPUN BUSINESS IMPROVEMENT**  
**DISTRICT MEETING**  
Waupun City Hall – 201 E. Main Street, Waupun WI  
Wednesday, July 10, 2019 at 7:00 AM

Call to order

Roll Call of Board Members

Public Comment – *State name, address, and subject of comments (2 minutes).*

**CONSIDER APPROVAL OF THE FOLLOWING AGENDA ITEMS:**

1. Approval of June 12, 2019 Minutes
2. June Financial Statement Review

**NEW APPLICATIONS FOR REVIEW AND CONSIDERATION:**

3. Rohn Bishop, Weaving It Up To You– 307 E. Main St.

**DISCUSSION ITEMS:**

4. Visioning Session – Errin Welty, Downtown Development Program Manager, WEDC

**ADVANCED PLANNING:**

5. Possible future agenda items
6. Date of next schedule meeting (August 14, 2019)

**ADJOURNMENT**

Sarah Van Buren, Economic Dev. Coordinator

*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 BUSINESS
IMPROVEMENT DISTRICT MEETING
Waupun City Hall – 201 E. Main Street,
Waupun WI
Wednesday, June 12, 2019 at 7:00 AM

Committee Members Present:

- Krista Bishop
Gary DeJager
Jack Dunham
Jan Harmsen
Rich Matravers
Teresa Ruch
Tyler Schulz

Committee Members Absent:

- John Karsten
John Theune
Al Verhage

Staff Present:

- Kathy Schlieve..... Administrator
Sarah Van Buren..... Economic Development Coordinator

Waupun Chamber of Commerce Present:

- Casey Despres... Executive Director

Audience Present:

- Jack Qualmann.....Q-Tronics

Call to Order

In the absence of Vice-Chair Verhage, Ms. Van Buren called the meeting to order at 7:00 a.m.

Roll Call of Board Members

Roll call and quorum determined.

Public Comment

Jack Qualmann wants to know if the BID has considered signage (directional) for the construction project and advertising. From his prospective, his business has been impacted and he is not the only one that is struggling.

1. Recognition of Mayoral Appointment of Members to the Business Improvement District Board

Recognition of Mr. Gary DeJager and Mr. Tyler Schulz to the BID Board is heard.

2. Nominations and Appointment of Chair of the Business Improvement District Board

A motion to appoint Ms. Bishop as Chair of the BID Board was made by Ms. Ruch and seconded by Ms. Harmsen, passing unanimously.

### **3. Nominations and Appointment of Vice-Chair of the Business Improvement District Board**

A motion to appoint Ms. Ruch as Vice-Chair of the BID Board was made by Ms. Bishop and seconded by Ms. Harmsen, passing unanimously.

### **4. Selection of the Day of Month and Time of Business Improvement District Board Meetings**

A motion to continue with the second Wednesday at 7:00am for holding the monthly meeting was made by Mr. Matravers and seconded by Mr. DeJager, passing unanimously.

### **5. Approval of April 10, 2019 Minutes**

A motion to approve the April 10, 2019 minutes was made by Mr. Matravers and seconded by Ms. Ruch, passing unanimously. Rich/Teresa approved unanimously.

### **6. May 2019 Financial Statement**

A motion to approve the May Financial Statement was made by Ms. Harmsen and seconded by Mr. DeJager, passing unanimously.

### **7. 2018 Business Improvement District Audit**

As required by Wisconsin statutes regulating business improvement district, Baker Tilly completed the 2018 Waupun Business Improvement District audit, as part of the City's annual audit process. On behalf of Ms. Kast, City Accountant, Ms. Van Buren stated no material modifications to the financial statements were needed in order to comply with accounting principles. City staff recommend accepting the 2018 Business Improvement District Audit. A motion accepting the 2018 audit was made by Mr. Schulz and seconded by Mr. Matravers, passing unanimously.

### **8. New applications for Review and Consideration**

- A. Jack Qualmann, Q-Tronics, submitted a Façade Improvement Program application for the property located at 313 E. Main St. for the replacement of one window due to a crack on one of the front windows. The crack started in the winter but due to construction on Madison, the vibrations have caused the crack to become worse. If replacement is delayed any longer, the structure integrity of the façade will be compromised. The total project cost is \$890. Staff recommends approval. Motion made by Ms. Harmsen and seconded by Mr. Schulz to approve 50% of the total project cost, not to exceed \$445, passing unanimously.

### **9. Prior Outstanding Applications**

- A. Ms. Van Buren stated Jesus Vengas Gutierrez, Mateo's Café & Restaurant, completed the procurement and installation of signage. Reimbursement has occurred, as demonstrated in the May financial statement. The restaurant opened May 20, 2019, business has been good and the customers have been happy with the service and quality of food.

### **10. Historic District Designation**

Ms. Van Buren provided an update on the Historic Commercial District designation and upcoming training opportunity on the use of Historic Tax Credits (HTC). Funding from the BID and CDA are not enough when it comes to the needs of downtown property owners,

specifically for items like roofing repairs and HVAC. This designation allows property owners to utilize HTC's for such work.

Ms. Schlieve stated that a recommendation identified in the Comprehensive Plan is to obtain certified local government status. Becoming a certified local government would open the City up to additional funding opportunities. Staff will look into the requirements of obtaining this status.

**11. Waupun Chamber Update**

Ms. Despres providing the following updates:

- A. "Brave the Barrels"
  - i. The Mayor is doing videos with participating businesses to discuss promos and sales offered during the project.
  - ii. Six additional businesses have signed up to participate in the program.
  - iii. The drawing for the first winner will occur in mid-July.
  - iv. BID Board members discussed the need for enhanced social media and signage in other parts of the community to not only provide an update on the project but also detours. Ms. Schlieve stated she would work with Ms. Daane to discuss options.
- B. Trivia Night
  - i. The Chamber will be hosting its first ever Chamber night on July 18<sup>th</sup> from 6-9pm at Jud's Bowling Alley. For more information, please visit the Chamber's Facebook page.

**12. Administrator Update**

Administrator Schlieve provided the members an update on the following:

- A. An update was provided regarding transitions occurring in the downtown. K's Boutique will be moving at the end of the month to 317 E. Main St. The former owner has moved to the industrial park. A new tenant is coming to 425 E. Main St. Warzala's Rustic Design opened May 3, 2019 in the space formerly occupied by Riel's Carpet and Vacuum.
- B. Errin Welty, from WEDC, will be coming to the July BID meeting to discuss visioning, as well as ways to better connect resources and increase effectiveness between the BID and CDA.
- C. City Staff has been working the Chamber to offer more entrepreneurial training opportunities. A survey will be going out shortly.
- D. An update on the streetscaping efforts in downtown were discussed. The mural has been installed but due to construction installation of other streetscaping elements have been delayed due to construction. Tweaks are also being made to the banners due to the recent historic district designation.
- E. The City submitted an AARP Community Challenge grant request for pedestrian project back in April. It is anticipated a decision will be made this week as to if the City was awarded the funding.
- F. Silgan will be closing November 8, 2019. Staff is still trying to find out more information as to the true impact of the closure and ways to assist displaced workers.
- G. Due to the tariff discussions, the land option expired on the property slated for the soybean processing facility. The city will not be actively marketing this land again.
- H. Envision Greater Fond du Lac continues working on gathering the needed support for its new talent led economic development strategy. Envision staff will be meeting with businesses to explain the plan to help raise the needed investments to implement the plan.

**13. Possible Future Agenda Items**

- A. New application for consideration.
- B. Visioning session with WEDC

**14. Date of Next Scheduled Meeting**

The next meeting is scheduled for July 10, 2019 at 7am

**15. Adjourn**

The motion to adjourn was made by Mr. Schulz with a second by Ms. Ruch. The motion passed unanimously, and the meeting was adjourned at 7:38 a.m.

**CASH ON HAND**

Prior Month Ending Balance	\$	13,853.92
Plus Current Month Deposits	\$	-
Less Current Month Expenses	\$	(1,250.00)
Total Cash on Hand	\$	<u>12,603.92</u>

**BUILDING IMPROVEMENT GRANT EXPENSES**

2019 Budget	\$	12,912.35
Plus Carryover of Prior Year Funds	\$	3,106.82
Less Approved Grants	\$	(5,360.25)
Grant Funds Available for Distribution	\$	<u>10,658.92</u>

Approved Grants:

<u>Date Approved</u>	<u>Expiration Date</u>	<u>Applicant Name</u>	<u>Grant Amount</u>	<u>Date Paid</u>	<u>Check #</u>
11/14/2018	2/14/2019	Liebenow Construction LLC	\$ 2,000.00	02/07/19	496
1/9/2019	4/15/2019	Fox Computer & Networking	\$ 1,665.25	03/18/19	497
4/10/2019	7/10/2019	Mateo's Café and Restaurant	\$ 1,250.00	6/4/2019	498
6/12/2019	9/15/2019	Q-Tronics	\$ 445.00		
			\$ -		
			\$ -		
		Total Approved Grants	\$ 5,360.25		

**BEAUTIFICATION EXPENSES**

2019 Budget	\$	1,500.00
Less Year-to-Date Expense	\$	(361.48)
Beautification Funds Available for Distribution	\$	<u>1,138.52</u>

Beautification Expense Details:

<u>Date Issued</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount Paid</u>	<u>Check #</u>
6/11/2019	Farm & Home	Flowers	\$ 361.48	499
			\$ -	
		Total Beautification Expense	\$ 361.48	

**MARKETING & PROMOTION EXPENSES**

2019 Budget	\$	2,500.00
Less Year-to-Date Expense	\$	(2,500.00)
Marketing & Promotion Funds Available for Distribution	\$	<u>-</u>

Marketing & Promotion Expense Details:

<u>Date Issued</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount Paid</u>	<u>Check #</u>
1/31/2019	Waupun Econ Dev	Connect Communities/Ignite	\$ 2,000.00	495
1/31/2019	Waupun Chamber	Advertisement	\$ 500.00	494
		Total Marketing & Promo Expense	\$ 2,500.00	

**Waupun Business Improvement District (BID)**  
**~ Façade Improvement Program – Grant Application ~**

*Applications missing any materials will be returned for completion.*

Date: 6-10-19  
Applicant Name: ROMN BISHOP  
Applicant Address: 307 E. MAIN  
Phone: 324-2611 Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
Name of Business/Property: WEAVING IT UP TO YOU  
Property Address: 307 E. MAIN  
Property Use: STORE  
Property owner, if different than applicant: \_\_\_\_\_  
Owner address: \_\_\_\_\_ Owner Phone: \_\_\_\_\_

**Project Summary:**

Brief Project Summary: UP LIGHTING

Total Estimated Cost: \$ 575<sup>00</sup> Total Grant Request: \$ 287.50

Projected Start Date: \_\_\_\_\_ Projected Completion Date: \_\_\_\_\_

Name of Contractor: BRAAKSMA Issue Payment if approved: Applicant or Business (circle)

Approval of City Building Inspector: SKL (Inspector's initials)  
ELEC. PERMIT REQ'D

**Required attachments:**

- Project plan(s) to 1/4" scale, if applicable
- Release of Information Letter (attached)
- Quotes/Estimates
- Current photo(s) of property
- Paint color(s) or material sample(s), if applicable

**Submit application form and attachments to:**  
Waupun Business Improvement District – City Clerk, Waupun City Hall  
201 E. Main Street, Waupun WI 53963  
920-324-7915 ext. 5

**To be completed by City staff only:**  
Date application received: 6/10/19  
Application reviewed for completeness by SV (Initials). Date: 6/20/19  
Applicant notified of scheduled BID meeting by SV (Initials). Date: 6/25/19

**Waupun Business Improvement District (BID)**  
**~ Façade Improvement Program - Release of Information Letter ~**

Date: \_\_\_\_\_

To: Waupun Business Improvement District – Clerk’s Office, Waupun City Hall  
201 E. Main Street, Waupun WI 53963

To Whom It May Concern:

I hereby authorize the Waupun Business Improvement District (BID) permission to share all application materials with BID board members who will be reviewing my application. I acknowledge that information provided to the BID 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 BID board meeting in which this request will be reviewed and that the City of Waupun will notify me of that meeting.

Signed,

Name (print): ROMAN BISHOP

Signature: *Roman Bishop*

Date: 6-10-19



CONSTRUCTION  
SPECIALTIES

Krista L. Bishop • 920.296.3546

Heaving  
It Up To You!®



# Proposal

## C. Braaksma Electric Inc.

10

259 N. Watertown St.  
Waupun, WI 53963  
Office#920-324-9403, Cell #920-319-1614

PROPOSAL SUBMITTED TO		PHONE	PROPOSAL DATE
RON BISHOP		920-324-2611	6/6/2018
STREET		JOB NAME	
307 W. MAIN ST.		STORE FRONT UP LIGHTS	
CITY, STATE, ZIP CODE		JOB LOCATION	
WAUPUN, WI 53963		STORE FRONT	
ARCHITECT	DATE OF PLANS	MISCELLANEOUS	

We hereby submit specifications and estimates for:

### Description

A) All Labor and Material to complete the following electrical work:

INSTALL UP LIGHTING ON FRONT OF BUILDING INCLUDING:

- 1) install outdoor wiring from existing sign lights to 2 new boxes on ledge
- 2) install 2-RAB X34-3500LUMEN 35 WATT flood lights on 2 new boxes

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

FIVE HUNDRED SEVENTY FIVE AND 0/100 DOLLARS—dollars(\$575.00)

PAYMENTS TO BE MADE AS FOLLOWS: PAYMENT DUE UPON COMPLETION

All material is guaranteed to be as specified. All work to be complete in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra work will become an extra charge over and above this proposal. It is mutually agreed that the contractor shall not be held responsible or liable for any loss or delay caused by fire, strikes, civil or military authority, or by insurrection, or by any other issues beyond his control. Owner to carry fire, tornado, and any other necessary insurance.

Authorized Signature By: \_\_\_\_\_

For CB Electric

**Note: This estimate may be withdrawn if not accepted within 30 days**

### ACCEPTANCE OF PROPOSAL

The above prices, specifications, and conditions are satisfactory and are hereby accepted. We understand that a 1.5% per month service charge will be added to all past due accounts.

You are authorized to do the work specified. Payment will be made as outlined above.

Date \_\_\_\_\_

Signature \_\_\_\_\_