



**A G E N D A**  
**CITY OF WAUPUN COMMUNITY DEVELOPMENT**  
**AUTHORITY MEETING**  
Waupun City Hall – 201 E. Main Street, Waupun WI  
Tuesday, January 17, 2023 at 8:00 AM

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

**Virtual:** <https://us02web.zoom.us/j/87542528535?pwd=enpZN1FDblVVTmtxSnhDUVZnR1F6QT09>

**Meeting ID:** 875 4252 8535

**Passcode:** 659592

**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)*

**CONSIDERATION - ACTION**

- [1.](#) Approve December 2022 Financials
- [2.](#) Approve Minutes from December 20, 2022 Community Development Authority
- [3.](#) Consider New Application for Wind & Unwined 310 E Main Street
- [4.](#) Administrator Update

**ADVANCED PLANNING**

**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.*

**BUDGET**

2022 Budget	\$ 217,310
Less Approved Grants and Expenses	<u>\$ (205,349)</u>
Remaining Budget Funds Available	<u><u>\$ 11,961</u></u>

**Outstanding Grants & Expenses:**

Open Space Improvements (estimated cost remaining)	\$12,859.48
Weaving It Up To You!	<u>\$3,475.00</u> (extended to 6/30/23)
Total Outstanding Expenses	<u><u>\$16,334.48</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 INC	\$261.30
9/30/2022	2 BOLLARDS INSTALLED TO PROTECT EV CHARGING STATION F	RWI PIPE FABRICATORS, INC	\$692.00
9/30/2022	CDI GRANT GREEN SPACE PROJECT-INSTALL NEW URD CONDUIT	WAUPUN UTILITIES	\$4,488.57
7/31/2022	Trans fm TID 3 to DSF-8/1 Interest Pmt		\$3,385.78
9/24/2022	Signs for EV Charging Station behind Stone & Suede	Traffic & Parking Control Co	\$258.36
10/6/2022	New Business Attraction	Imagine That!	\$3,000.00
11/30/2022	ALLEYWAY BETWEEN MILL & MADISON ST	MSA Professional Services	\$660.00
11/30/2022	ALLEY BEHIND STONE & SUEDE - MILL & PAVE	NORTHEAST ASPHALT	\$57,161.75
12/7/2022	GRANT	ABB&J INVESTEMENTS	\$15,000.00
12/7/2022	GRANT	ABB&J INVESTEMENTS	\$9,550.00
12/7/2022	FACADE IMPROVEMENT REIMBURSEMENT	B&B PLUMBING	\$5,000.00
12/21/2022	CDA GRANT REIMBURSEMENT - 1, 3A & 7W MAIN ST.	WALKING ON WATER INVESTMENTS, LLC	\$15,000.00
2022	EV Charging Station	WAUPUN UTILITIES	\$4,318.77
2022	Wages		<u>\$4,224.84</u>
		Total Paid Grants/Expenses	<u><u>\$189,014.24</u></u>



**MINUTES**  
**CITY OF WAUPUN COMMUNITY DEVELOPMENT**  
**AUTHORITY MEETING**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Tuesday, December 20, 2022 at 8:00 AM**

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

Roll Call taken. Present: Sue Vandenberg, Jill Vanderkin, Cassandra VerHage, Gary DeJager, Mayor Bishop, Attorney Vande Zande; Also Present: Administrator Schlieve, Assistant Administrator Langenfeld, Allison Neuman (Wee Care); Absent & Excused: Nancy Vanderkin, Derek Drews;

Motion DeJager, second J. Vanderkin to approve Minutes from November 15, 2022 CDA Meeting as presented. Carried unanimously.

Motion DeJager, second J. Vanderkin to approve November 2022 CDA Financials as presented. Carried unanimously.

Allison Neuman from Wee Care is present to explain their expansion project. The plan is to remodel elements of the existing facility and complete a 1,600 sq ft addition. The added space will provide 30 additional daycare spaces in the City, which are desperately needed. Administrator Schlieve recommends that a larger grant with a Developer's Agreement could be considered to support this important project. Schlieve notes that it is possible that the City could pursue a CDI Grant. However, there are some things WEDC does not like about the proposed location. Schlieve explains that the City would need to demonstrate efforts to more broadly develop the area to the north currently owned by National Rivet to be given solid consideration on an application. Discussions are underway with National Rivet at this time. Motion DeJager, second Vandenburg to recommend that the Economic Development Committee review the application request and consider a larger amount of grant support. Carried unanimously.

Administrator Schlieve recommends extending the application for Weaving It Up To You through June 30, 2023 due to contractor issues and the need to work with the neighboring property owner to gain access to a roof area where repairs are needed. Motion DeJager, second J. Vanderkin to extend the application deadline to June 30, 2023. Carried unanimously.

Administrator Schlieve provides a general update, noting that the Senior Center design is being worked on and that the City expects to be bidding that work in spring of 2023. Once a construction schedule is determined, we will finalize decisions on the sale of the existing building. Schlieve notes that we are working on nominations for the Main Street Awards through WEDC. Also, work on the Vibrant Spaces grant is underway and we have determined that the area of focus for that grant will be the food truck area in the eastern-most green space. Staff has identified the Knowles Stewardship Grant through WI-DNR as another funding tool with broader coverage and the restroom and remaining areas will be consider under that application. The City will need to update their outdoor recreation plan to be able to apply for that grant. Other notable construction occurring is the extension of Wilson and Shaler Drive and Bayberry Lane, slated for spring of 2023.

Motion J. Vanderkin, second Vandenberg to adjourn the meeting. Carried unanimously. Meeting adjourned at 8:21 a.m.

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

Applicant Name: Brooke Straks  
Applicant Address: N6709 Ctty Rd M, Rosendale WI 54974  
Phone: 9203451169 Fax: \_\_\_\_\_ Email: wind.unwined@gmail.com  
Name of Business/Property: Wind & Unwined  
Property Address: 310 E Main Street, Waupun, WI, 53963  
Property Use: Cafe

**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: Co owners of business are the landlords  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Property Owner Address \_\_\_\_\_  
Property Owner Signature: \_\_\_\_\_ Date \_\_\_\_\_  
Expiration Date of Current Lease Agreement: \_\_\_\_\_ Owner Initials \_\_\_\_\_

**Project Summary:** (Provide a brief project summary)

Install new awnings and signage to distinguish cafe from fitness center. We currently have same awning and we do not have a sign. Also will be installing planters and other facade decor.

Estimated Start Date: Spring 2023 Estimated Completion Date: Summer 2023

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

**Required Attachments:**

- Cost Estimates
- Current photo(s) of property
- Project plan(s) drawn to ¼-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: 1/1/2023 BID Grant Awarded: \$ \_\_\_\_\_

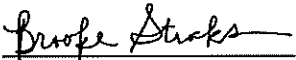
Total Estimated Cost of Application: \$ 16,000

Total CDA Grant Request: \$ \$5,000 (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): Brooke Straks

Applicant Signature:  Date: 12/13/2022

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



**Creative Sign Company Inc.**

505 Lawrence Dr.

DePere, WI 54115

Phone: 920.336.8900

www.greenbaysigns.com

**Proposal**

**CLIENT:** Wind &Unwined

**LOCATION:** 310 East Main St  
 Waupun, WI 53963-1136  
 United States

**Proposal #:** 16739

**Proposal Date:** 06/16/20

Page 1 of 2

<u>Item</u>	<u>Description</u>	<u>Revision</u>	<u>Quantity</u>	<u>Price</u>
1	OPT. 1 SUNBRELLA AWNINGS PRODUCE AND INSTALL SUNBRELLA AWNINGS WITH PAINTED GRAPHICS ONTO EXISTING FRAME. #D16776 PAGE 1. 2 YEAR LABOR WARRANTY. (AWNINGS \$5,400; INSTALL \$1,000)		1	\$6,400.00 /EA
2	OPT. 2 METAL AND WOOD AWNING PRODUCE AND INSTALL METAL AND WOOD AWNING WITH ALUMINUM LETTERS AND THREE SUNBRELLA AWNINGS. #D16776 PAGE 2. 2 YEAR LABOR WARRANTY. (AWNINGS \$7,900; INSTALL \$1,000)		1	\$8,900.00 /EA
3	WINDOW VINYL PRODUCE AND INSTALL CUT VINYL WINDOW GRAPHICS. #D16776 PAGE 3. 2 YEAR LABOR WARRANTY. (\$550.00 vinyl; \$180.00 install)		1	\$730.00 /EA
4	TAX & PERMITTING FEES TAX & PERMITTING FEES NOT INCLUDED.		1	\$0.00 /EA
			<b>Total:</b>	<b>\$16,030.00</b>



**Creative Sign Company Inc.**

505 Lawrence Dr.

DePere, WI 54115

Phone: 920.336.8900

www.greenbaysigns.com

<u>Item</u>	<u>Description</u>	<u>Revision</u>	<u>Quantity</u>	<u>Price</u>
-------------	--------------------	-----------------	-----------------	--------------

**Part Number**

ACCEPTED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SALESPERSON SIGNATURE: \_\_\_\_\_

SALESPERSON: Hayes, M Kelsy-Ann DATE: 6/16/2020

**Permit(s) obtained by:**

The proposal amount does not include sales tax, permits, obtainment fees, parking, warning lights, engineering, primary wiring, or final electrical connection unless specifically stated. Engineering cost if required to be paid by customer. Unforeseen/difficult digging conditions will be billed to customer. If pre wiring is required additional charges may apply. All signs are wired at 120 volts unless otherwise specified in writing.

Payment Terms: 75% down payment is required, balance due upon completion. 1.5% interest on all balances over 30 days. 18% annual fee applicable taxes added to invoice. Client agrees to reimburse Creative Sign Co. for the reasonable attorney's fees, costs, and necessary disbursements incurred by Creative Sign Co. to collect any amount client fails to pay to Creative Sign Co. Credit Cards are accepted and on charges over \$500 there will be a 3% fee added to your invoice.

Sign project will be placed into production after receipt of all of the following; 1) Signed proposal acceptance, 2) signed drawing approval, 3) down payment, and 4) permit approval, if required. Approximately one week after receipt of these requirements, an estimated completion date will be communicated to the Client. No project will be started until down payment has been received, unless prior arrangements have been made.

All material is guaranteed to be as specified. Two year warranty on all parts and labor on new signs excluding lamps on electric signs. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from the above specifications will be executed only upon written change order(s), and will become an extra charge, to be paid by the Client, over and above the proposal amount. All agreements contingent upon strikes, accidents or delays beyond our control. Final price of sign may increase due to site conditions, sizing requirements, and attachment method based on the field survey size taken prior to production upon sale of signage. Failure to tender final payment on due date may void guarantee. Our workers are fully covered by Worker's Compensation Insurance. All attorney and court fees to be paid by buyer if this is disputed in a court of law.

This proposal does not become effective until signed and dated by Creative Sign Co. and may be withdrawn if not accepted within thirty (30) days.

The prices, specifications, terms, and conditions contained herein are satisfactory and are hereby accepted. Creative Sign Co. is authorized to do the work as specified. Payment will be made in accordance with the terms above.



# AWN-1-4: LOC-1 OPTION A



505 LAWRENCE DR. DE PERE, WI 54115  
920.336.8900 GREENBAYSIGNS.COM

**CLIENT:** WIND & UNWIND  
**LOCATION:** 310 E MAIN ST, WAUPUN, WI 53983  
**DRAWN BY:** BRIDGET N  
**SALESPERSON:** KELSY H  
**DATE:** 06/12/2020  
**DESIGN #:** D16776  
PAGE: 1

REVISION LOG:	INTL	DATE	DESCRIPTION
1	00.000.0000		

### RECOVER AWNINGS

**QUANTITY:** 4 (SEE DRAWING)  
**LIGHTING:** NON-ILLUMINATED  
**MATERIAL:** SUNBRELLA (FABRIC)  
**STYLE:** SHED  
**ENDS:** CLOSED  
**PROJECTION:** 48"D  
**GRAPHICS:** PAINTED  
**FONT:** ABOVE  
**EGG CRATING:** NO  
**FRAME:** EXISTING

**INSTALLATION:** FLUSH TO BUILDING

**INSTRUCTION:** RECOVER 4 AWNINGS.

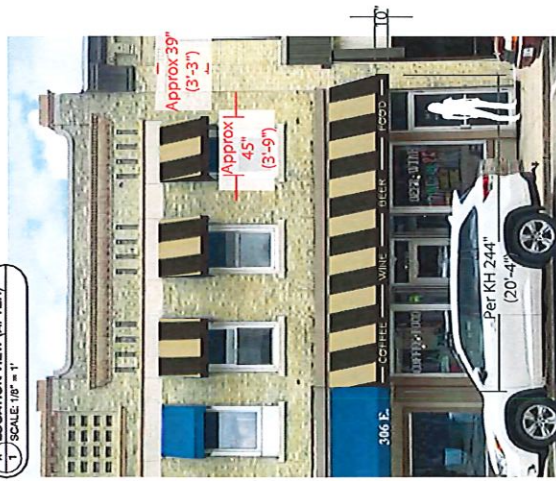
### COLORS:

- S-1 SUNBRELLA 4789-0000 MANHATTAN CLASSIC
- S-2 SUNBRELLA 80009-000 BLACK
- P-3 PAINT TO MATCH TAN IN SUNBRELLA MANHATTAN CLASSIC

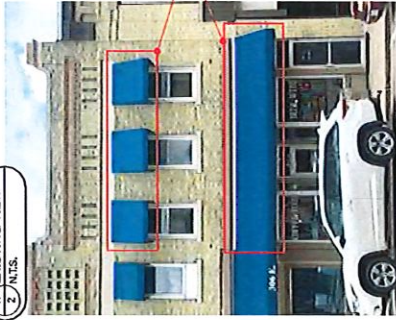
### CUSTOMER SIGNATURE FOR DESIGN APPROVAL:

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

1 LOCATION VIEW (AFTER)  
SCALE: 1/8" = 1'

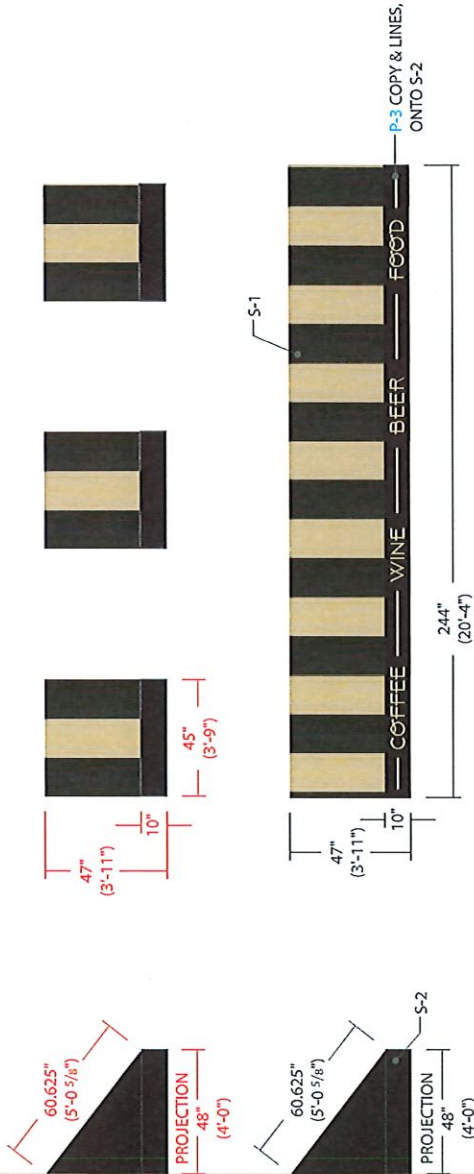


2 EXISTING VIEW  
SCALE: N.T.S.



RECOVER 4 EXISTING AWNINGS

3 DETAIL VIEWS  
SCALE: 1/4" = 1"



SUNBRELLA 4789-0000  
MANHATTAN CLASSIC



AWNING SIZES  
FOR ALL 4 ONCE IN SHOP

**CUSTOMER RESPONSIBILITIES**  
Please review all drawing details closely, as Creative Sign will produce signs as approved drawing indicates. Some changes may occur based on production needs. While Creative Sign will make all efforts to correct any obvious spelling or grammatical errors, the customer is responsible for confirming that the above copy, including names and titles, appear as desired. Creative Sign will make every effort to closely match the color of the materials and patterns used. Best matches due to varying compatibility of surface materials and patterns used.

**CONCEPTUAL DRAWING ONLY**  
All sizes and dimensions are illustrated for client conception of the project and are not to be understood as being exact size or exact scale. Renderings, including lighting effects, graphics, and coloration, are an approximation.

**THIS DRAWING IS THE PROPERTY OF CREATIVE SIGN CO., INC.**  
This is an original, unpublished drawing by Creative Sign Co., Inc. It is for your personal use, in conjunction with a project being planned for you by Creative Sign Co., Inc. It is not to be shown to anyone outside of your organization nor is it to be used, reproduced, copied or exhibited in any fashion. Use of this design or the callout elements of this design in any sign done by any other company, without the expressed written permission of Creative Sign Co., Inc., is forbidden by law and carries a civil forfeiture of up to 25% of the purchase price of the sign.  
**CONTACT YOUR SIGN CONSULTANT TO PURCHASE THE RIGHTS TO THIS DESIGN.**

10/10/2020 10:10 AM





505 LAWRENCE DR. DE PERE, WI 54115  
920.336.8900 GREENBAYSIGNS.COM

**CLIENT:** WIND & UNWIND  
**LOCATION:** 310 E MAIN ST, WAUPUN, WI 53983  
**DRAWN BY:** BRIDGET N  
**SALESPERSON:** KELSY H  
**DATE:** 06/12/2020  
**DESIGN #:** D16776  
**PAGE:** 2

REVISION LOG:	INTL	DATE	DESCRIPTION
---	00/00/0000		

**RECOVER 3 AWNINGS, 1 ALL NEW**

**TOP QUANTITY:** RECOVER 3 AWNINGS  
**LIGHTING:** NON-ILLUMINATED  
**MATERIAL:** SUNBRELLA (FABRIC)  
**STYLE:** SHED  
**ENDS:** CLOSED  
**PROJECTION:** 48" D  
**EGG CRATING:** NO  
**FRAME:** EXISTING

**BOTTOM QTY:** 1  
**LIGHTING:** NON-ILLUMINATED  
**MATERIAL:** TEXTURE PLUS RUSTIC BARNWOOD APPLIED  
**FLUSH TO CORRUGATED METAL**  
**STYLE:** SHED  
**ENDS:** CLOSED  
**PROJECTION:** 48" D  
**EGG CRATING:** NONE  
**FRAME:** UNFINISHED (NEW)

**COPY:** .125" ALUM RAW, CLEAR COATED FLUSH TO TEXTURE PLUS  
**MOUNTING:** FLUSH TO FAUX WOOD W/ STUDS

**INSTRUCTION:** RECOVER 3 AWNINGS. PRODUCE 1 NEW.

**COLORS:**

- S-1 SUNBRELLA 4676-0000 COCOA
- T-2 TEXTURE PLUS RUSTIC BARNWOOD CEDAR BROWN
- P-3 ALUMINIUM CLEAR COAT

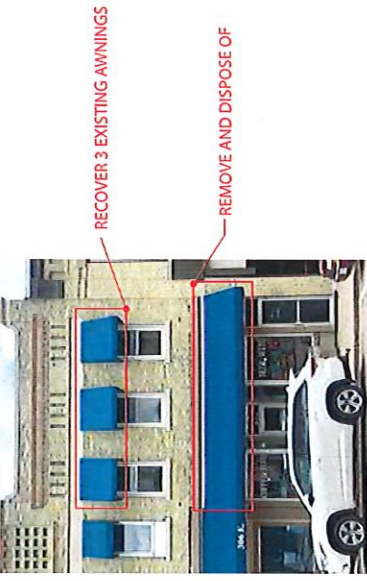
**CUSTOMER SIGNATURE FOR DESIGN APPROVAL:**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

1 LOCATION VIEW (AFTER)  
SCALE: 1/8" = 1'-1"



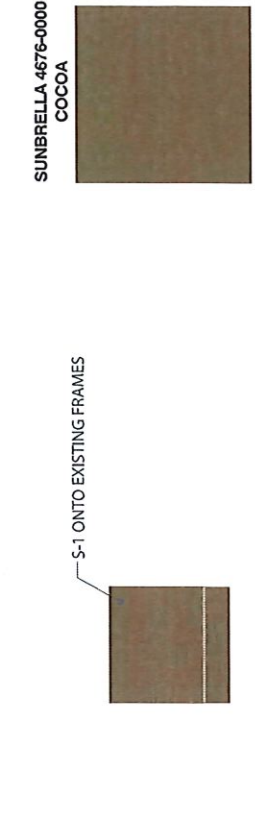
2 EXISTING VIEW  
SCALE: N.T.S.



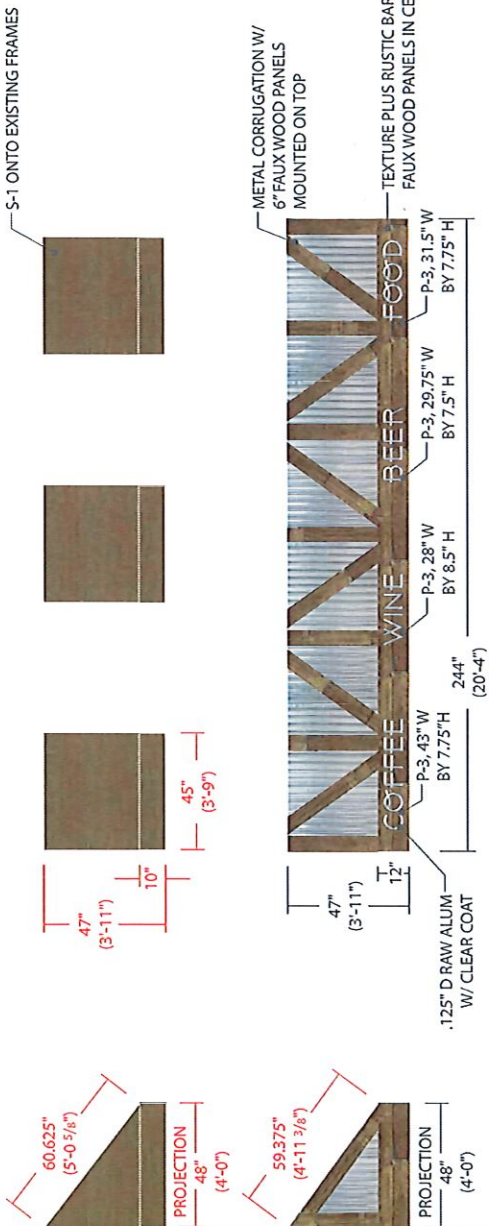
RECOVER 3 EXISTING AWNINGS

REMOVE AND DISPOSE OF

3 DETAIL VIEWS  
SCALE: 1/4" = 1'-1"



SUNBRELLA 4676-0000 COCOA



**THIS DRAWING IS THE PROPERTY OF CREATIVE SIGN CO., INC.**  
This is an original, unpublished drawing by Creative Sign Co., Inc. It is for your personal use, in connection with a project being planned for you by Creative Sign Co., Inc. It is not to be shown to anyone outside of your organization nor is it to be used, reproduced, copied or exhibited in any fashion. Use of this design or the salient elements of this design in any sign done by any other company, without the expressed written permission of Creative Sign Co., Inc., is prohibited by law and carries a civil penalty of up to 25% of the purchase price of the sign.  
**CONTACT YOUR SIGN CONSULTANT TO PURCHASE THE RIGHTS TO THIS DESIGN.**

**CONCEPTUAL DRAWING ONLY**  
All sizes and dimensions are illustrated for client conception of the project and are not to be understood as being exact size or exact scale. Renderings, including lighting effects, materials, and coloration, are an approximation.

**CUSTOMER RESPONSIBILITIES**  
Please review all drawing details closely, as Creative Sign will produce signs as approved drawing indicates. Some changes may occur based on production needs. While Creative Sign will make all efforts to correct any obvious spelling or grammatical errors, the customer is responsible for confirming that the above copy, including names and titles, appear as intended. Creative Sign will make every effort to ensure that the sign matches the customer's requirements and materials used.



ENSURE S-1 MATCHES TEXT PLUS W/ BOTTOM, SIZES OF TOP



# VYL-1: LOC-1 OPTION A

1 LOCATION VIEW (AFTER)  
SCALE: 1/8" = 1'



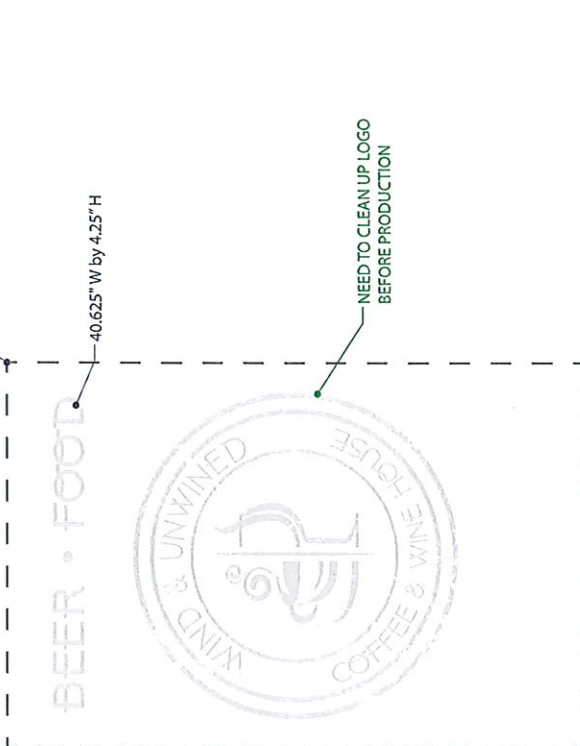
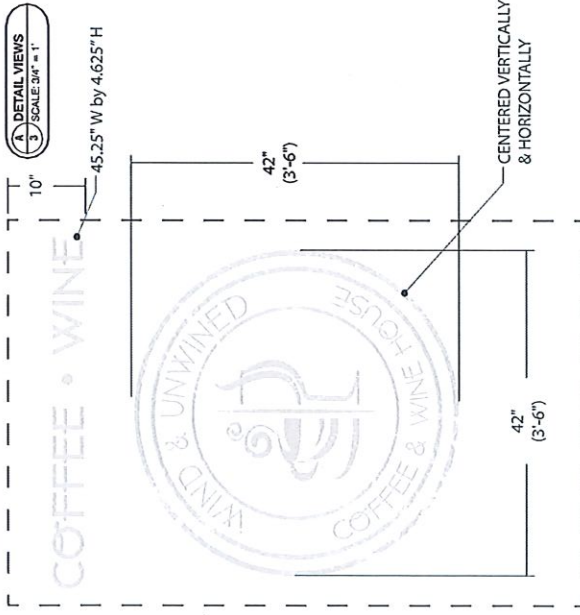
2 EXISTING VIEW  
N.T.S.



CUSTOMER WILL REMOVE WINDOW PAINT

WINDOW IS 49.5" W BY 74.375" H PER KH

3 DETAIL VIEWS  
SCALE: 3/8" = 1"



THIS DRAWING IS THE PROPERTY OF CREATIVE SIGN CO. INC. This is an original, unpublished drawing by Creative Sign Co. Inc. It is for your personal use, in conjunction with a project being planned for you by Creative Sign Co. Inc. It is not to be shown to anyone outside of your organization nor is it to be used, reproduced, copied or exhibited in any fashion. Use of this design or the salient elements of this design in any sign done by any other company, without the expressed written permission of Creative Sign Co. Inc. is prohibited by law and carries a civil penalty of up to 25% of the purchase price of the sign. CONTACT YOUR SIGN CONSULTANT TO PURCHASE THE RIGHTS TO THIS DESIGN.

CUSTOMER RESPONSIBILITIES Please review all drawing details closely, as Creative Sign will produce signs as approved drawing indicates. Some changes may occur based on production needs. While Creative Sign will make all efforts to correct any obvious spelling or grammatical errors, the customer is responsible for confirming that the above copy, including names and titles, appear as intended. Creative Sign will make every effort to ensure the accuracy of the sign, but cannot guarantee exact matches due to varying compatibility of surface materials and paints used.



NEED VECTORS & TO REMOVE TEXTURE



505 LAWRENCE DR. DE PERE, WI 54115  
920.336.8900 GREENBAYSIGNS.COM

CLIENT: WIND & UNWIND  
LOCATION: 310 E MAIN ST, WAUPUN, WI 53963  
DRAWN BY: BRIDGET N  
SALESPERSON: KELSY H  
DATE: 06/12/2020  
DESIGN #: D16776  
PAGE: 3

REVISION LOG:	INTL	DATE	DESCRIPTION
		00/00/0000	

VINYL GRAPHICS  
QUANTITY: 4 TOTAL (SEE DRAWING)  
GRAPHICS: CUT VINYL, 1ST SURFACE  
INSTRUCTION: PRODUCE AND INSTALL.

COLORS:  
 V-4 ORACAL 751-010 WHITE

CUSTOMER SIGNATURE FOR DESIGN APPROVAL:  
SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



# The OTA Company

2840 Bradley St.  
 Oshkosh, WI 54902  
 Ph: 920-235-3170  
 Fx: 920-235-7100  
[www.otainc.com](http://www.otainc.com)

# QUOTE

Quote Valid for 60 Days

**Sold To:**

Wind & Unwined  
 Lisa Colleen  
 310 E. Main Street  
 Waupun, WI 53963  
 Phone:  
 Email:

**Install At:**

Same as Sold To:

County: Green Lake

Quote Date: 6/17/2021      Lead Time: 5 Weeks

Qty	Description	Unit	Price
<b>Recvoer existing awnigs over the Coffe &amp; Wine House</b>			
1	<b>Approx: Measurements</b> 245" length x 47" height x 48" projection Lace-on Awning		\$1,530.00
3	<b>Rough Measurements for 2nd Story Awnings</b> 48" width x 48" height x 48" projection		\$2,445.00

**Fabric: Sunbrella**  
**Color: TBD**  
**Style: Traditional**  
**Valance: Rigid**  
**Closed Ends**

**PVC Trim: Best Match**  
**Graphics: None**  
**Lights: None**  
**Egg Crating: None**  
 Permits to be supplied by customer if necessary

**Conditions:** All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders and such charges will become part of this agreement. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our employees are covered by Worker's Compensation Insurance. All work listed above is considered custom made and non-refundable. A finance charge of 1.5% (18% per annum) will be added to all past due invoices. Collection and attorneys fees will be assessed to all accounts placed for collection.

Subtotal	\$3,975.00
5.5 % Sales Tax	\$218.63
<b>Total</b>	<b>\$4,193.63</b>

Thank you for allowing us this opportunity to provide a quote. We look forward to working with you.

Terms	Credit Card
Purchase order or contract with approved credit or 50% down payment required to schedule, balance due at time of installation. Payment Options: Cash, Check, MasterCard or Visa Credit Cards	Name (as it appears on card): _____ Number: _____ Expiration date: ____/____/____ Card Type: MC <input type="checkbox"/> Visa <input type="checkbox"/> Billing Zip Code _____ Security Code (from back of card): _____ Balance will be processed two working days after installation.

Please sign here to indicate acceptance of conditions, terms, lead-time, and price quote.

		<i>Toby Hegner</i>	<i>17-Jun-21</i>
Customer	Date	Quoted by Toby Hegner	Date



# AGENDA SUMMARY SHEET

**MEETING DATE:** January 17 2023

**TITLE:** Administrator Update

**AGENDA SECTION:** DISCUSSION

**PRESENTER:** Kathy Schlieve, Administrator

---

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

---

## ISSUE SUMMARY

An update on the following items will be provided:

1. Vibrant Spaces Grant (support letter attached)
2. Main Street Bounceback Grant Awards
3. Main Street Awards Submissions
4. ARPA Funding Process
5. New Businesses
6. Vacant Spaces
7. General Updates

## STAFF RECCOMENDATION:

## ATTACHMENTS:

BID Letter of Support Vibrant Spaces Grant Application

<b>RECCOMENDED MOTION:</b>
----------------------------





January 12, 2023

Wisconsin Economic Development Corporation  
Vibrant Spaces Pilot Program Grant Committee  
201 W Washington Ave  
Madison, WI 53703

RE: WI Economic Development Corporation (WEDC) Vibrant Spaces Grant Program

To Whom it May Concern,

I am writing this letter in support of the City of Waupun's application to the Wisconsin Economic Development Corporation's Vibrant Spaces Pilot Grant Program. As chair of the City's Business Improvement District (BID) board, our committee has worked in cooperation with the City's Community Development Authority (CDA), Downtown Promotions Committee, and City staff on revitalization efforts of our Central Business District. In 2016, the City became a Connect Community and since that time we have strengthened cooperative working relationships among these groups to foster revitalization throughout our Historic Downtown.

As part of our work, the BID Board contributed to the development of a streetscape plan that is the basis for this application. Our predominant goal is to activate vacant City-owned land within our downtown to increase foot traffic and economic vitality of the district. This will result in the creation of a community gathering space that can be programmed to achieve this goal.

The City currently has a Downtown Promotions committee that hosts regular events, with marketing money contributed from our BID. The creation of the streetscaping plan identified a lack of viable gathering space to host community events planned by this group. Additionally, a recent tourism assessment completed by Destination Lake Winnebago Region through the Roger Brooks organization found that the City has a significant gap in restaurants, with several lost in our downtown district as a result of the pandemic.

The City's proposed plan includes creation of a destination location for food trucks with seating for outdoor dining. The longer-term plan includes the addition of public restrooms, art and activities to further complement the recommendations found in this application. In addition to programming currently happening through the City's downtown promotions committee, the addition of food trucks will serve to activate the space to accomplish the goal of greater economic vibrancy in the central business district.

The recommendations in this application are consistent with the goals of our BID organization and essential to long-term business success in Waupun's Central Business District. As a showing of ongoing support, the BID Board is committed to investing roughly \$20,000 annually in various revitalization efforts to support event promotion, education, business attraction and improvement of existing business. Award of this grant will extend available city funding to realize progress toward our stated goals. As such, our board has authorized this letter of support and I strongly recommend consideration of this application.





Thank you for your consideration.

Respectfully Submitted,

A handwritten signature in black ink that reads "Krista Bishop". The signature is fluid and cursive, with the first name and last name clearly legible.

Krista Bishop  
BID Board Chair | Owner of Weaving It Up To You