

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

Virtual: https://us02web.zoom.us/j/83626747403?pwd=eTM3V2RtMjJyRDRxYTQ5TXpZdnFJZz09 Meeting ID: 836 2674 7403 Passcode: 857325 Phone: 312 626 6799 US (Chicago)

CALL TO ORDER

ROLL CALL OF BOARD MEMBERS

CONSIDER APPROVAL OF THE FOLLOWING AGENDA ITEMS:

- 1. Approve May 10, 2023 Business Improvement District Meeting Minutes
- 2. Approve Updated Financials for 2023

PRIOR OUTSTANDING APPLICATIONS: (if expired, possible extension or cancellation)

<u>3.</u> Review Outstanding Applications

NEW APPLICATIONS FOR REVIEW AND CONSIDERATION:

- 4. Consider BID Application for 416 E Main St (Judson's)
- 5. Consider Application for 307 E Main St Gysber's Jewelry

DISCUSSION ITEMS:

- 6. Waupun Business Alliance Update
- 7. City 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.



Meeting called to order by chairperson Krista Bishop at 7:02 a.m.

Roll call is taken. Members present: Gary DeJager, Rich Matravers, Mitch Greenfield, Teresa Ruch, Craig Much, Kate Bresser, Jodi Mallas, and Krista Bishop. Absent and excused is Tyler Schulz. Also present is Administrator Schlieve, Joe Venhuizen from the Waupun Business Alliance, Janelle Kartechner, and Jill Vanderkin from CDA. Steve Chmielewski with UW Extension arrived at 7:30 a.m.

Administrator Schlieve recognizes the service of board members and thanks Jonathan Leonard who completed a term on the board. Schlieve notes that Leonard's role remains vacant and members can help identify a replacement by contacting her.

DeJager nominates Krista Bishop to serve as Chair, second by Matravers. No other nominations are offered. Vote taken and carries 7-0 with Bishop abstaining.

Bishop nominates Teresa Ruch to serve as Vice-Char, second by Greenfield. No other nominations offered. Vote carries 7-0 with Ruch abstaining.

Discussion on day of month and time of meeting. Administrator Schlieve requests a change due to an ongoing conflict for both herself and Joe Venhuizen with the current schedule. Discussion to move the meeting to the same day as CDA. DeJager motion, Matravers second to schedule the meeting for the third Tuesday of each month at 7 a.m. Carries unanimously.

Motion Matravers, second Greenfield to approve minutes from April 12, 2023 Bid Board meeting. Carries Unanimously.

Administrator Schlieve presents March and April 2023 financials for the BID. The format of financials has been updated to make it easier to understand cash on hand. Motion Greenfield, second Matravers to approve financials for March and April 2023 as presented. Carries unanimously.

Janelle Kartechner presents a request for marketing funds to support billboard advertising downtown Waupun. Administrator Schlieve adds that there is a need to update the Discover Downtown Waupun website to add meaningful content. With the recent WEDC award at 417 E Main the downtown website is being used as a landing page in press releases, but there is very little content on the site. Schlieve recommends that the group consider a \$5,000 award, contingent on the downtown group reporting a marketing plan. Motion DeJager, second Much to authorize \$5,000 to the downtown group for the purpose of marketing, contingent on a marketing plan that details how the money will be spent. Carried unanimously.

Joe Venhuizen provides a brief update on the Waupun Business Alliance, calling attention to a ribbon cutting at All Phase on May 12th and a planned grand opening at Main Street Bistro and Bakery on June 2, 2023.

Administrator Schlieve provides a brief update on grants submitted; work underway on fire staffing study and progress on childcare solutions for the community.

DeJager, Matravers, Greenfield, and Much depart the meeting at 7:30 a.m. The remaining members are part of a working subgroup meeting with UW Extension. Steve Chmielewski with UW Extension presents progress on the

community survey. Survey questions are discussed. Group provides direction to add a question to assess overall community feelings of safety in the downtown as well as a question to solicit opinions on the importance of dog friendliness. The group also discussed possible projects in the downtown and planned for Design WI charrette. Chmielewski to offer dates that the Design WI team has available and Schlieve to coordinate schedules with the BID and CDA.

Motion Ruch, second Bresser to adjourn meeting. Carried unanimously. Meeting adjourned at 8:13 a.m.



CASH ON HAND		
Prior Month Ending Balance	\$	25,849.86
Plus Current Month Deposits	\$	-
Less Current Month Expenses (including expenses in accounts payable)	\$ \$ \$ \$ \$	-
Total Cash on Hand	\$	25,849.86
Less Oustanding Grants/Checks (not in accounts payable)	\$	(7,102.48)
BID Funds Available	\$	18,747.38
RUDCET		
BUDGET	ć	6,317.61
2022 Budget Revenue Carryover 2023 Revenue	\$ \$	19,532.25
Less Approved Grants & Expenses	\$	(7,102.48)
Remaining Budget Funds Available	\$	18,747.38
2022 Grants Approved - Not Dispersed		
Weaving It Up To You! - K. Bishop	\$	(2,000.00)
	\$	(2,000.00)
2023 Grants Approved - Not Dispersed		
Wind & Unwined	\$	(2,000.00)
Broken Threads	\$	(2,000.00)
K's Boutique	\$ \$	(1,102.48)
	\$	(5,102.48)
2023 Actual Operating Expenses		
1/31/2023	\$	-
2/28/2023	Ś	_
2, 20, 2020	\$ \$	-
Total of Grants Approved Not Dispersed and Actual Expenses	\$	(7,102.48)



CASH ON HAND			
Prior Month Ending Balance		\$	25,849.86
Plus Current Month Deposits		\$	-
Less Current Month Expenses (including expenses in accounts payable)	\$ \$ <mark>\$</mark> \$	(1,000.00)
Total Cash on Hand		\$	24,849.86
Less Oustanding Grants/Checks	s (not in accounts payable)		(7,102.48)
BID Funds Available		\$	17,747.38
BUDGET			
2022 Budget Revenue Carryove	er	\$	6,317.61
2023 Revenue		\$	19,532.25
Less Approved Grants & Expense	ses	\$	(8,102.48)
Remaining Budget Funds Avail	able	\$	17,747.38
2022 Grants Approved - Not	-		
Weaving It Up To You! - K. Bish	ор	\$ \$	(2,000.00)
		Ş	(2,000.00)
2023 Grants Approved - Not	Dispersed		
Wind & Unwined		\$	(2,000.00)
Broken Threads			(2,000.00)
K's Boutique		\$ \$ \$	(1,102.48)
		\$	(5,102.48)
2023 Actual Operating Expe	nses		
1/31/2023		\$	-
2/28/2023		\$	-
3/31/2023	Audit Fees	\$ \$ \$ \$	(1,000.00)
		\$	(1,000.00)
Total of Grants Approved Not	Dispersed and Actual Expenses	\$	(8,102.48)



CASH ON HAND			
Prior Month Ending Balance		\$	24,849.86
Plus Current Month Deposits			-
Less Current Month Expenses	(including expenses in accounts payable)	\$ \$ \$ \$ \$	-
Total Cash on Hand		\$	24,849.86
Less Oustanding Grants/Check	s (not in accounts payable)	\$	(7,709.98)
BID Funds Available		\$	17,139.88
<u>BUDGET</u>			
2022 Budget Revenue Carryov	er	\$	6,317.61
2023 Revenue		\$	19,532.25
Less Approved Grants & Exper	ses	\$ \$ \$	(8,709.98)
Remaining Budget Funds Avai	lable	\$	17,139.88
2022 Croate Approved No	t Disposed		
2022 Grants Approved - No Weaving It Up To You! - K. Bish	-	ć	(2,000,00)
weaving it op to tou: - K. Bisi	юр	\$ \$	(2,000.00)
			(2,000.00)
2023 Grants Approved - No	t Dispersed		
Wind & Unwined		\$	(2,000.00)
Broken Threads		\$	(2,000.00)
K's Boutique		\$	(1,102.48)
Chic Tique Girls		\$ \$	(607.50)
		\$	(5,709.98)
2023 Actual Operating Expe	enses		
1/31/2023		\$	-
2/28/2023		Ş	-
3/31/2023	Audit Fees	\$ \$ \$	(1,000.00)
		Ş	(1,000.00)
Total of Grants Approved Not	Dispersed and Actual Expenses	\$	(8,709.98)



CASH ON HAND			
Prior Month Ending Bal	ance	\$	24,849.86
Plus Current Month De		\$,
	penses (including expenses in accounts payable)	\$	(64.26)
Total Cash on Hand		\$ <mark>\$</mark> \$	24,785.60
Less Outstanding Grant	s/Checks (not in accounts payable)	\$	(5,709.98)
BID Funds Available		\$	19,075.62
BUDGET			
2022 Budget Revenue (Carryover	\$	6,317.61
2023 Revenue		\$	19,532.25
Less Approved Grants &	& Expenses	\$	(6,774.24)
Remaining Budget Fun	ds Available	\$	19,075.62
0 000			_,
2022 Grants Approve	ea - Not Dispersea - K. Bishop - cancelled 5/23	¢	_
		<u>ې</u> د	
2023 Grants Approve	ed - Not Dispersed		
Wind & Unwined		\$	(2,000.00)
Broken Threads		\$	(2,000.00)
K's Boutique		\$	(1,102.48)
Chic Tique Girls, LLC		\$	(607.50)
		\$	(5,709.98)
	_		
2023 Actual Operatin	ng Expenses	<u> </u>	
1/31/2023		\$	-
2/28/2023		\$	-
3/31/2023	Audit Fees	Ş	(1,000.00)
5/4/2023	Martens Ace Hardware/potting soil	\$ \$ \$	(64.26)
		\$	(1,064.26)
Total of Grants Approv	ed Not Dispersed and Actual Expenses	\$	(6,774.24)
2023 Upcoming Oper	ratina Expenses		
5/10/2023	Downtown Promotions/Marketing	\$	(5,000.00)
6/2/2023	Waupun Area School District/flowers	\$	(1,105.24)
6/30/2023	Martens Farm and Home/flowers	\$	(141.39)
0,00,2020	waters farm and home nowers	\$	(6,246.63)
		Υ 	(0,210.00)



AGENDA SUMMARY SHEET

MEETING DATE: June 20, 2023

TITLE: Review Outstanding Applications

AGENDA SECTION: Consideration/Action

PRESENTER: Kathy Schlieve, Administrator

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

ISSUE SUMMARY

The following grant applications are outstanding for review. Where outlined extensions are being requested to complete the work.

2023 Grants Approved - Not Dispersed	
Wind & Unwined	\$ (2,000.00
Broken Threads	\$ (2,000.00
K's Boutique	\$ (1,102.48
Chic Tique Girls, LLC	\$ (607.50
	\$ (5,709.98

Wind & Unwined front façade improvement project is in process. Award expires July 31, 2023. I am recommending an extension until September 30, 2023 to allow for adequate time to complete the work.

Broken Threads project is still waiting on scheduling. Grant application expires August 30, 2023. No action needed at this time.

K's Boutique project is in process, however they are still waiting for one of the lights ordered prior to installation. Grant application expires August 30, 2023. No action needed at this time.

Chic Tique Girls sign is installed, just waiting for receipts to reimburse property owner. No action needed at this time.

STAFF RECCOMENDATION:

ATTACHMENTS:

RECCOMENDED MOTION:

Motion to extend grant application for Wind & Unwined until September 30, 2023.

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

1

Applications missing any materials will be returned for completion.

Date: 5/23/2023
Applicant Name: Jamie J. Marwitz
Applicant Address: <u>N3244 Oak Grove Rd, Waupun, WI 53963</u>
Phone: (920)210-8795 Fax: Email: jmarwitzof7@gmail.com
Name of Business/Property: Jud-Sons LLC
Property Address: 416 E. Main St, Waupun, WI 53963
Property Use: Bowling Alley (Recreational)
Property owner, if different than applicant:
Owner address: Owner Phone:
Project Summary:
Brief Project Summary: Out door signage, exterior painting, to include
removal of current signage
Total Estimated Cost: \$ 11,286.24 Total Grant Request: \$ 2000.00
Projected Start Date: $5/30/2023$ Projected Completion Date: $9/1/2023$
Name of Contractor: Worrior Fab Lab - *940. 80 Issue Payment if approved: Applicant or Business (circle)
Approval of City Building Inspector: (Inspector's initials)
Required attachments:
 Project plan(s) to ¼" 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: (initials). Date:
Applicant notified of scheduled BID meeting by (initials). Date:

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

5-23-2023 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): Jamie J. Marwitz Signature Date:

Waupun Business Improvement District ~ Façade Improvement Program ~

INTRODUCTION

The Façade Improvement Program has been established by the Waupun Business Improvement District (BID) and may be utilized in conjunction with the Community Development Authority's Design Assistant Grant and Building Improvement Program.

PURPOSE/MISSION

- To improve the business climate in downtown Waupun.
- To improve the aesthetics (façade) of existing businesses
- This mission will also enhance the quality of life in the Waupun Area.

FAÇADE IMPROVEMENT PROGRAM

Property owners and businesses within the B I D of the City of Waupun are eligible for up to \$2,000.00 in matching grant funds for improvements to the exterior of their buildings or improvements visible from the exterior of the building. As a matching grant program, the BID will reimburse the property owner for up to 50% of the expense, up to a maximum of \$2,000.00 The BID reserves the right under this program to exceed the maximum grant amount of \$2,000.00 on a case-by-case basis. All grants will be awarded to eligible applicants while funds are available. Applicants are eligible for only **one grant award per calendar year**, unless otherwise approved by the BID Board.

ELIGIBLE APPLICANTS

The Façade Improvement Program is available to any Waupun commercial property, or commercial property having a residence, and business owner located in the Business Improvement District.

No application will be reviewed or presented to the committee for their consideration on behalf of an individual or entity that is delinquent in their City of Waupun Property Taxes or Waupun Utility Bills. Neither the grant recipient nor the landlord (if not the same entity) can be delinquent on any utility bills or property taxes in the City of Waupun on any property located in the City.

Eligible projects must meet the requirements of the Zoning Code and Design Standards identified in the Waupun Municipal Code.

ELIGIBLE ACTIVITIES

- Façade renovations including but not limited to Window Installation, Signage, Awnings and Exterior lighting
- Other expenses deemed eligible by the BID Board

INELIGIBLE ACTIVITIES

- Interior items including but not limited to appliances, lighting, wall coverings, carpet and paint. These
 items may be funded through grants offered by the Community Development Authority.
- Other expenses deemed ineligible by the BID Board

PROCESS

a. Applications are distributed and collected by the BID Board:

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

b. <u>As there are code restrictions, it is the applicant's responsibility to receive approval by the City Building</u> Inspector for all projects prior to submission of application.

- c. Completed applications must be submitted no later than the 1st Wednesday of the month in order to be considered at the BID board meeting for that month. <u>Applicant(s) must attend the scheduled BID</u> <u>board meeting.</u> Regular BID board meetings are held at 7:00 AM the second Wednesday of every month, Waupun City Hall Council Chambers.
- d. Notification of approval/denial will be provided to the applicant by the BID within five (5) days of application. <u>Note that the project must be approved prior to any of the work taking place;</u> <u>failure to have prior approval from the BID Board may result in a denial of the funding request</u> <u>for the qualifying project</u>.
- e. Appropriate documentation, such as invoices, must be submitted to the City Clerk for fund reimbursement upon completion of the project. All reimbursable expenses must be submitted within 90 days of grant approval.
- f. Note that all projects must be underway within ninety (90) days of grant approval.
- g. If the projects are not done in accordance with the requirements and time schedule identified, then the applicant MUST re-appear for re-approval.

APPLICATIONS

- a. Completed Façade Improvement Program application form (attached).
- b. Completed Release of Information Letter (attached)

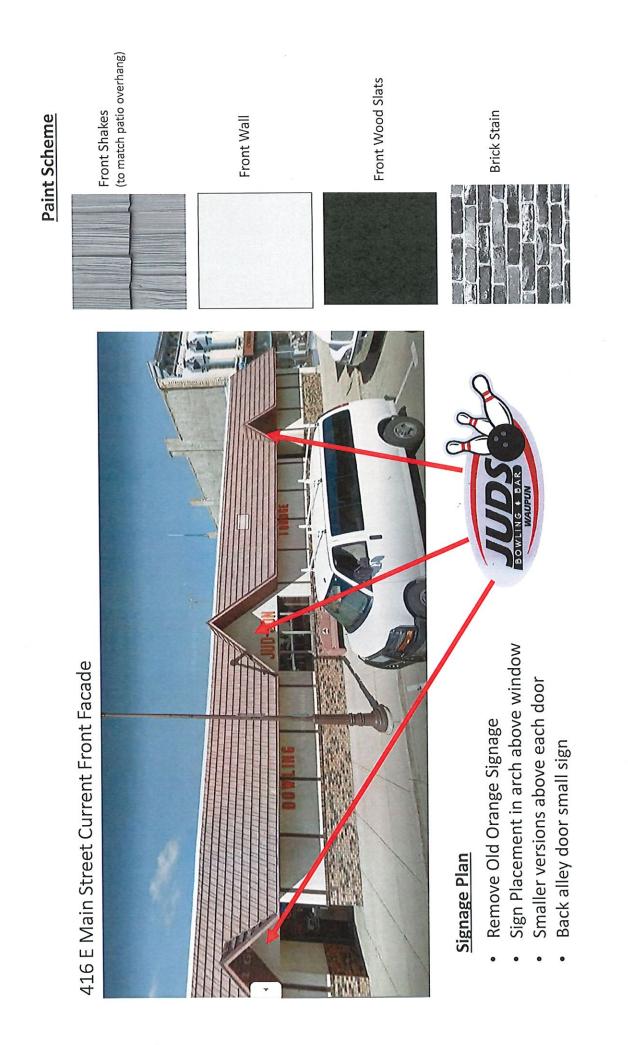
DESIGN GUIDELINES

All applicants shall utilize the design standards set forth in Chapter 25 of the Municipal Code as a guideline for designing improvements to buildings. These design criteria were recommended by the Community Development Authority to the Common Council.

1. PURPOSE & INTENT

It is the general intent of the Community Development Authority to renovate, preserve and maintain properties within the redevelopment area of the City of Waupun through a process of design review in order to:

- Encourage urban design excellence
- Integrate urban design and preservation of Waupun's heritage into the process of redevelopment
- Enhance the character of the Waupun business community
- 2. APPLICABILITY
 - *Context:* The facility is designed in a manner that is mindful of and complementary to the existing building and natural environment.
 - *Harmony:* The facility uses materials, forms and colors that serve as unifying elements with the surrounding buildings and natural environment.
 - *Compatibility:* The facility should be compatible with nearby buildings' architectural scale, color, rhythm and proportions.
 - Building Design: All buildings shall be designed with attention and sensitivity to the historical, architectural and physical context in which they are located.
 - Facades: Facades should exhibit rhythms similar to those found in adjacent structures.
 - Colors: Color selection of exterior surfaces, materials and equipment should not detract from the surrounding area. Neon and fluorescent tones are prohibited.
 - Awnings: Awnings and canopies are encouraged. If provided, they should be designed as an integral component of the building façade.
 - Signage: Placement of signs shall not be unduly obscure or interfere with sight lines to other properties. Signs should be architecturally compatible and contribute to the character of the area through the incorporation of tasteful presentations.
 - Historic preservation: Preservation of unique historic or architectural landmarks is encouraged.



Screenshot 2023-05-18 at 11.42.24 AM.png



Large Multi-Layer Outdoor Sign Applied to substrate Size: 84"W x 39.25"H Qty: 1

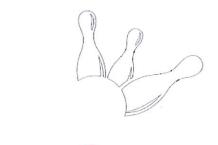
Cost per sign: \$700.80



JUDS VAUPUN

Bottom Layer 3mm ACM substrate Graphic print applied to substrate

Middle Layer 6mm Black PVC routed to shape



BOWLING & BAR

Middle Layer 3mm White ACM routed to shape of bowling pins

Top Layer Outdoor Vinyl accents Screenshot 2023-05-18 at 11.42.17 AM.png



Door Entrances Substrate: 3mm ACM Digital print on vinyl/laminated Applied to substrate Size: 47"W x 22"H Oty: 2

Cost per sign: \$95.00



Back Alley Entrance Substrate: 3mm ACM Digital print on vinyl/laminated Applied to substrate Size: 24"W x 14"H Qty: 1

Cost per sign: \$50.00



proposal

521 Bronson St. Waupun, WI 53963 Phone (920) 583-6614 DATE: May 9, 2023 ESTIMATE # 458 FOR: exterior repaint

Bill To: Juds Bowling 416 E Main St Waupun, WI gmarwitz@waupun.k12.wi.us 920-210-2730

1.9

DESCRIPTION	A	MOUNT
Repainting to south side of buildings exterior-metal shakes, soffet and overhang, exterior		
wall and vertical slats.		
separate quote to stain front brick		
shakes to match w side gray overhang, light gray to exterior wall and black to wood slats		
brick color TBD		
scope of work		
a powerwash maybe necessary to clean substrate, this will aid in topcoat adhesion		
once cleaned, all loose and peeling paint will be handscraped. At this time we will recaulk		
areas where the previous calking has failed. This allows for a more uniform appearance, as		
well as keeping unwanted moisture out of the buildiing and help reduce drafts		
depending on the product chosen we may have to spot prime any bare surfaces to allow		
the next coat of paint to "bite" into the substrate		
once primed, we will begin the topcoat, depending on colors chosen the project may need		
an additional coat to avoid flashing and an inconsistent finish		
excluded items		
we will cover and protect anything not being painted ei. Concrete, roof, patio furniture, etc.		
pricing		
labor for all but the brick		6,000.00
materials		845.44
labor and materials for the brick		3,500.00
SUBTOTAL	\$	10,345.44
DEPOSIT DUE PRIOR TO COMMENCMENT OF WORK		
BALANCE DUE AT COMPLETION	\$	10,345.44

We hereby propose to furnish material & labor complete in accordance with the above specs. If you have any questions concerning this estimate, contact Josh, (920) 583-6614, joshmuld@gmail.com

Acceptance of Proposal:_

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Signature & Date

THANK YOU FOR YOUR BUSINESS!

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

Applications missing any materials will be returned for completion.

Date:
Applicant Name: Kate Bresser
Applicant Address: 410 W. Spring St Waupun, WI 53903
Applicant Address: <u>410 W. Spring St Waupun, WI 53903</u> Phone: <u>M-960-8615</u> Fax: Email: <u>Katebresser@yanoo.com</u>
Name of Business/Property: GIVSbers JEWEIVU
Property Address: 305 & Main St Waupun, W153963
Property Use: <u>Retail</u>
Property owner, if different than applicant:
Owner address: 410 W.Spring St Owner Phone: 920-960-8615
Project Summary:
Brief Project Summary: Demo & Complete remodel of existing building
Electrical, HVAC, Plumping, Plastering, Window, flooring, Security,
rement work, Insulation,
Total Estimated Cost: \$ \$393, 300. Total Grant Request: \$ 2,000
Projected Start Date: 00/10/23 Projected Completion Date: 0010 per 2023
Name of Contractor: Wayne Quade Issue Payment if approved: Applicant or Business (circle)
Approval of City Building Inspector: (Inspector's initials)
Required attachments:
 Project plan(s) to ¼" 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:

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

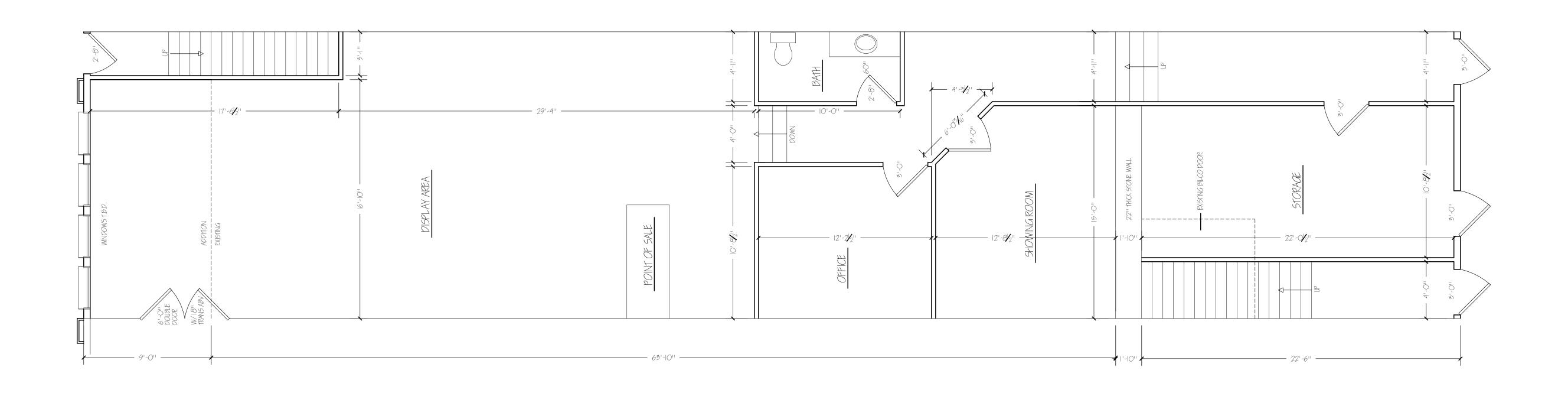
Date: 0/10/23

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

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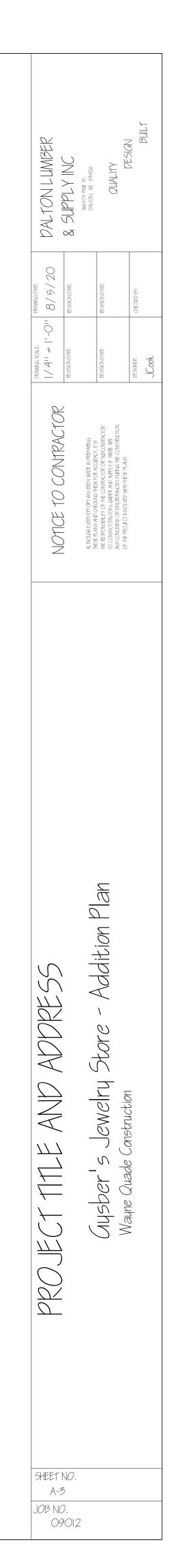
Signed,
Name (print): Kate Bresser
Signature: Kelle Brom
Date: <u>b-16-23</u>



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GYSBER'S JEWLERS PROPOSED STREET VIEW REMODEL



A Quade Construction - Estimate

W190 Zacharia: Randolph, WI 5 Phone: 920.326	3956				
Bill To: Address:	Gysbers Jewelry 307 E Main Street Waupun, WI 53963			Date:	6/9/2023
Invoice For:	Renovation of 307 E Main and expansion to existing retail space				
Item #	Description	Qty	Unit Price	Discount	Price
1	Electrical	1			\$ 25,000.00
2	HVAC	1			\$ 43,000.00
3	Plumbing	1			\$ 17,500.00
4	Plastering	1			\$ 15,000.00
5	Windows	1			\$ 6,000.00
6	Flooring	1			\$ 32,000.00
7	Cement Work	1			\$ 32,000.00
8	Insulation	1			\$ 9,600.00
9	Dumpsters	1			\$ 3,000.00
10	Excavation	1			\$ 5,000.00
11	Block Work	1			\$ 14,000.00
12	Materials	1			\$ 56,000.00
13	Labor	1			\$ 135,200.00
				Invoice Subtotal	\$ 393,300.00
				Tax Rate	
				Sales Tax	\$ -
				Other	
				Deposit Received	
				TOTAL	\$ 393,300.00