



A G E N D A
CITY OF WAUPUN BUSINESS IMPROVEMENT
DISTRICT MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, February 08, 2023 at 7:00 AM

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/81098431685?pwd=MFlYeHhlaUJFTndYZThzajVUdzBjQT09>

Meeting ID: 810 9843 1685

Passcode: 027163

Phone: 312 626 6799 US (Chicago)

CALL TO ORDER

ROLL CALL OF MEMBERS

CONSIDER APPROVAL OF THE FOLLOWING AGENDA ITEMS:

- [1.](#) Approve January 17 2023 BID Minutes
- [2.](#) Approve January 2023 BID Financials

NEW APPLICATIONS FOR REVIEW AND CONSIDERATION:

- [3.](#) Consider Application for Broken Threads_19 S Madison Street
- [4.](#) Consider Application for K's Boutique_317 S Madison Street

DISCUSSION ITEMS:

- [5.](#) Waupun Business Alliance Update
- [6.](#) Administrator Update

ADVANCED PLANNING:

- [7.](#) Reschedule March 8, 2023 Meeting Date

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.



MINUTES
CITY OF WAUPUN BUSINESS IMPROVEMENT
DISTRICT MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, January 17, 2023 at 7:00 AM

Meeting called to order by Committee Vice-Chairperson, Teresa Ruch at 7:01 a.m.

Roll Call: Member present include Gary DeJager, Rich Matravers, Mitch Greenfield, Teresa Ruch, Craig Much, Tyler Schulz, Kate Bresser. Absent Jodi Mallas and Jonathan Leonard. Krista Bishop arrives at 7:10 a.m.

Also present is Administrator Kathy Schlieve, Assistant City Administrator Casey Langenfeld.

Motion Matravers, second Much to approve November 2022 financials. Carried unanimously.

Motion DeJager, second Greenfield to approve December 2022 financials. Carried unanimously.

Motion Matravers, second Much to approve November 9, 2022 minutes. Carried unanimously.

Administrator Schlieve notes that the application for Weaving It Up To You is delayed 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. CDA extended application through June 30, 2023 and it is recommended that BID extend on the same timeline. Motion DeJager, second Greenfield to extend application through June 30, 2023. Much abstains, carries 7-0. Bishop not present.

Administrator Schlieve discusses Facade Improvement Grant Application for Wind & Unwined 310 E Main Street. The coffee shop is expanding and the proposed project addresses replacement and addition of awning and signage to complete the look of the coffee shop. General discussion about the two options outlined in the packet with preference given to Option 2 cloth awning. Motion DeJager, second Greenfield to approve the application for Option 2 as a 50% reimbursement capped at \$2,000. Much abstains. Bishop not present. Carried 7-0.

Administrator Schlieve provides an update as follows:

- Main Street Award Nominations are being finalized and will be submitted by deadline of January 23. A letter of support from the BID Chairperson is requested and Bishop agrees.
- Vibrant Spaces Grant application is being finalized. Determination that the focus will be on the eastern side of Stone & Suede with a focus on food trucks and seating. Staff have identified a WI-DNR grant (Knowles Stewardship Grant) for restroom because it has the ability to more broadly fund the project. The City's Outdoor Recreation Plan must be updated to pursue that application.
- Final listening session on ARPA will be held today. Council will move to discussion session to evaluate all of the ideas that have come forth.
- UW Extension Grant work on marketing analysis implementation must commence this spring. Several board members will be contacted to support the project.
- Local purchasing allowance has been incorporated into the City's purchasing policies.

Motion Matravers, second DeJager to adjourn meeting. Carried unanimously. Meeting adjourned at 7:18 a.m.

CASH ON HAND

Prior Month Ending Balance	\$ 14,150.61
Plus Current Month Deposits	\$ 19,532.25
Less Current Month Expenses (including expenses in accounts payable)	\$ (7,833.00)
Total Cash on Hand	<u>\$ 25,849.86</u>
Less Outstanding Grants/Checks (not in accounts payable)	
BID Funds Available	<u><u>\$ 25,849.86</u></u>

BUDGET

2023 Budget & Prior Year Carryover	\$ 25,849.86
Less Approved Grants & Expenses	\$ (4,000.00)
Remaining Budget Funds Available	<u>\$ 21,849.86</u>

Grants & Checks that have not cleared (in Accounts Payable)

<i>Wind and Unwind ('23 grant, no check issued)</i>	\$ 2,000.00
<i>Krista Bishop Weaving It Up to You! ('22 grant, no check issued)</i>	\$ 2,000.00
	<u><u>\$ 4,000.00</u></u>

CHECK REGISTER

Date	Deposit / Check Number	Description	Withdrawals	Deposits	Balance
12/31/2021	Ending Balance				6,631.61
1/11/2022	Deposit	City of Waupun 2021 BID Assessments		17,472.45	24,104.06
2/9/2022	545	Dustin Bruntjen_New Businesss Attraction	2,262.31		21,841.75
6/3/2022	546	Waupun Farm & Home_Flowers Main St.	831.44		21,010.31
9/21/2022	547	City of Waupun_reimburs. for BID Audit exp.	1,000.00		20,010.31
9/23/2022	548	Imagine That!	3,329.70		16,680.61
12/20/2022	549	B&B Plumbing	2,000.00		14,680.61
12/20/2022	550	Stone House Digital Consulting	\$ 1,200.00		13,480.61
12/20/2022	551	C Verhage	530.00		12,950.61
12/20/2022	552	Modern Mercantile	\$ 633.00		12,317.61
12/20/2022	553	Walking on Water Investments (Todd & Shae Cupery	\$ 6,000.00		6,317.61
12/31/2022	Ending Balance				6,317.61
1/16/2023	Deposit	City of Waupun 2021 BID Assessments		19,532.25	25,849.86

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

Applications missing any materials will be returned for completion.

Date: 1/26/23
Applicant Name: Dustin Richter
Applicant Address: 19 S Madison St. Waupun, WI 53963
Phone: 920-296-2916 Fax: — Email: dustin.richter@hotmail.com
Name of Business/Property: Broken Threads
Property Address: 19 S Madison St Waupun, WI 53963
Property Use: Screen Printing & Apparel Shop
Property owner, if different than applicant: _____
Owner address: _____ Owner Phone: _____

Project Summary:

Brief Project Summary: New siding, fascia, and soffit on entire building. 3 new windows installed on bottom half

Total Estimated Cost: \$ 34,192.00 Total Grant Request: \$ 2,000
Projected Start Date: 2/13/23 Projected Completion Date: 2/17/23
Name of Contractor: _____ Issue Payment if approved: Applicant or Business (circle)

Approval of City Building Inspector: OR (Inspector's initials)

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: _____
Application reviewed for completeness by _____ (initials). Date: _____
Applicant notified of scheduled BID meeting by _____ (initials). Date: _____

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

Date: 1/26/23

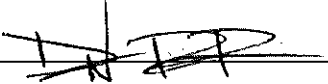
To: Waupun Business Improvement District – Clerk’s Office, Waupun City Hall
201 E. Main Street, Waupun WI 53963

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,

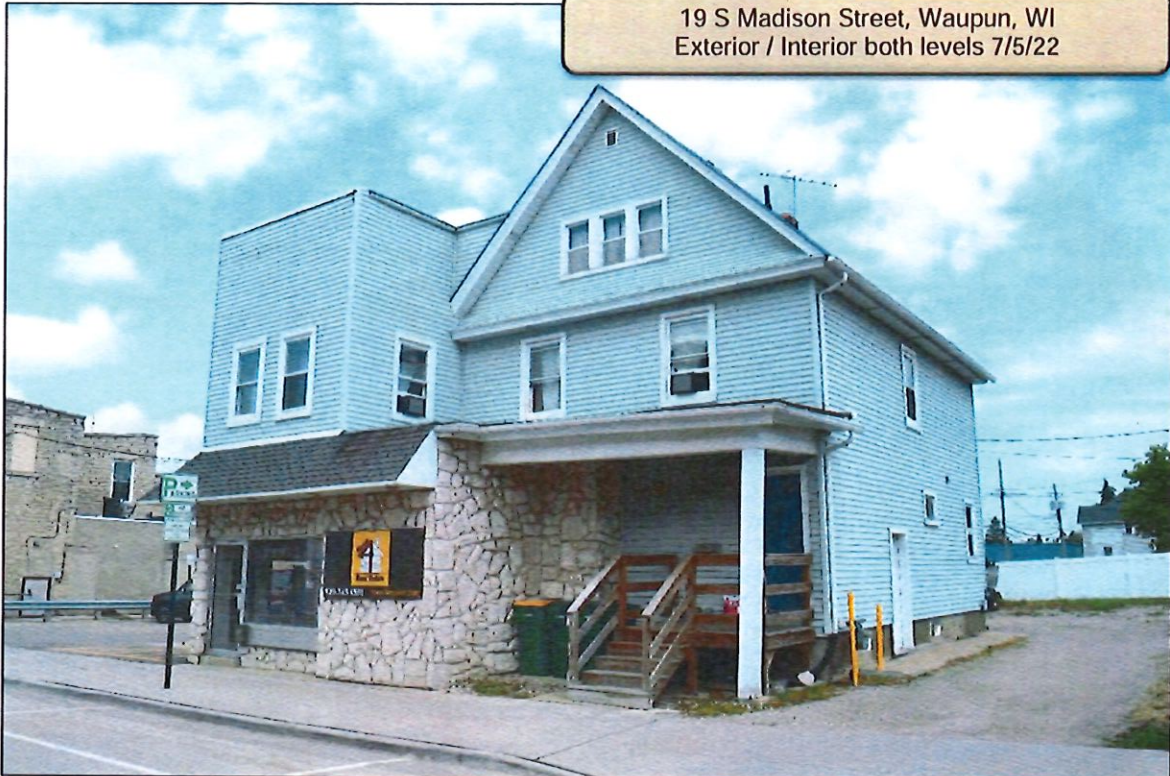
Name (print): DUSTIN RICHER

Signature: 

Date: 1-25-23



19 S Madison Street, Waupun, WI
Exterior / Interior both levels 7/5/22



Contract for

19 s Madison Street
Waupun, WI 53963
920-296-2916

WCB Quality Construction LLC

333 Ledgewood DR
Fond du Lac, WI 54937
920-579-9879
wcbqualityconstructionllc@gmail.com

1. Siding – Will remove all siding from home, will install Tyvek on entire home. Than will install mastic ovation (color l) on entire home . Price includes all outside corners, inside corners, light block, siding, finish trim, mounting blocks and j channel.

There are 41sq of existing siding. I charge \$650.00 a SQ.

$\$650.00 \times 41 = \$26,650.00$

2. Fascia and soffit – Will remove all aluminum fascia and soffit from entire building. It will be replaced with norandex soffit and fascia. (Color white). Soffit will be vented on all eaves and solid on all rakes.

There is 378 ft of soffit and 378 ft of fascia. I charge \$7.00 dollars a ft for each, includes tear off, disposal and new install, and cost of material.

Soffit - $\$7.00 \times 378\text{ft} = \2646.00 Fascia $\$7.00 \times 378 = \2646.00

Total for fascia and soffit = 5292.00

Windows – Will remove ~~15~~³ windows, will install ~~15~~³ Pella double hung. Will cut holes to size and frame them in so we don't have to order custom size windows. We will put a 1x4 trim on the outside of all windows and then wrap them in metal (color _____)

For each hole I charge 750.00 including all above work.

~~15 x \$750.00 = \$11,250.00~~

3x 750.00

~~2250.00~~ WCB

~~9000.00~~ WCB

Total Cost for WCB Quality Construction to remodel your home is

\$11,250.00 + \$5292.00 + \$26,650.00 = \$ 43,192.00

WCB
34,192 total

Down payment is \$20,000.00

214,192.00 WCB

Remaining balance of ~~\$23,192.00~~ will be paid in monthly payments of \$150.00 a month until paid in full.

I also include a 5-year 100% craftsmanship warranty on all my work. If any part of my work fails from the installation and or craftsmanship, we will replace the failure at no cost for labor or materials. It must be from WCB Quality s craftsmanship.

Homeowner [Signature]

Date 1-24-23

WCB Quality Construction [Signature]

Date 1-24-23

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

Applications missing any materials will be returned for completion.

Date: 01.31.23

Applicant Name: Katrina Hoinacki

Applicant Address: 213 Fond du Lac St. Waupun, WI. 53963

Phone: 608.332.5869 Fax: _____ Email: shopkatrinaboutique@gmail.com

Name of Business/Property: K's Boutique

Property Address: 217 E. Main St. Waupun, WI. 53963

Property Use: Retail

Property owner, if different than applicant: _____

Owner address: _____ Owner Phone: _____

Project Summary:

Brief Project Summary: 2 external lights for front face of building.

Total Estimated Cost: \$ 2204.95

Total Grant Request: \$ 1,102.48

Projected Start Date: 5.01.23

Projected Completion Date: 05.01.23

Name of Contractor: Trek Hoinacki

Issue Payment if approved: Applicant or Business (circle)

Approval of City Building Inspector: _____ (Inspector's initials)

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: _____
Application reviewed for completeness by _____ (initials). Date: _____
Applicant notified of scheduled BID meeting by _____ (initials). Date: _____

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

Date: 01.31.23

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): Katrina A. Hoinacki

Signature: Katrina A. Hoinacki

Date: 01.31.23

Spec Sheet Print This Tab

Key Features

- Dimmable
- OK For Outdoor Use

Inspired by a ball juggling act, the IC Outdoor Wall Sconce from FLOS balances a lighthearted motif with the modern home's architectural lighting needs. It's a true modern classic, satisfying creator Michael Anastassiades' goal of creating pieces of permanent value. Anastassiades takes a reductive approach to design, one focused on familiar form and clear function. Here, the designer presents an artful composition of shapes that look natural around the home. This natural look comes from a compact backplate and a perpendicular arm. The arm frames the charming light source and gives it an intriguing floating look. The sphere shade encapsulates the bulb for a uniform, glare-free lighting experience. A warm, mood-setting hue glazes the shade and the back wall when the lights come on.

FLOS was first established in 1962 in Merano, Italy, to produce high quality modern lighting. This Italian lighting company continues to do so to this day by collaborating with talented international designers and researching the latest lighting technologies and materials. Resulting FLOS lighting fixtures are daring and provocative, yet uphold the fundamental principles of good design.

Details:

- OK for Outdoor Use
- Dimmer Not Included
- Lighting Style: Soft/Diffused/Ambient
- Designed by Michael Anastassiades
- Designed in 2020
- Awards: Interior Design's Best of Year Award - Table Lamp (2014)
- Material: Glass
- Shade Material: Blown Glass Opal Diffuser
- Dimmable: Yes
- Dimmer Type: Electronic low voltage (ELV)
- Location Rating: UL Listed Wet
- Made In Italy

Options:

- Finish: Black, Brass, Burgundy, Deep Brown, Stainless Steel
- Size: Small, Large

Lighting:

Choose an option from the tabs below to see complete lighting specifications.

	Small	Large
Lamp Type	LED	LED
Total Lumens	1100.0	1100.0
# of Bulbs	1 (Not Included)	1 (Not Included)
Bulb Type	12W A19 E26	12W A19 E26
Volts	120	120
Color Temp	2700 (Warm)	2700 (Warm)
Average Lifespan (Hours)	25,000	25,000
CRI	90	90
Equivalent Halogen, CFL or LED Bulb Can Be Used	Yes	Yes

Dimensions:

- Small Option Backplate: Diameter 4.3"
- Small Option Fixture: Width 7.9", Height 8.5", Depth 11", Weight 4.85Lbs
- Large Option Backplate: Diameter 4.3"
- Large Option Fixture: Width 11.8", Height 12.4", Depth 15", Weight 8.37Lbs

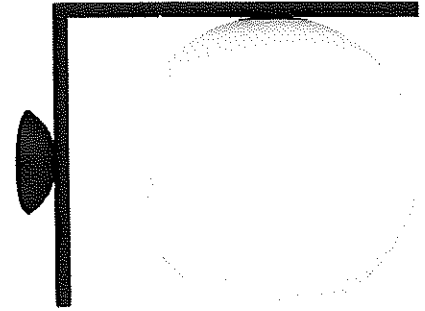
Compare Brightness:



Manufacturer IDs: view

California Residents: Prop 65 regulations

You're Currently Viewing



IC Outdoor Wall Sconce
by Michael Anastassiades for FLOS

\$1,045.00 + Free Shipping

Finish: Black | Size: Large

Change Options Add to Cart

Usually ships within 9 to 11 weeks

X 2
total with tax
• 114.95
= \$ 2,204.95

9-11 weeks to ship



AGENDA SUMMARY SHEET

MEETING DATE: February 8, 2023

TITLE: Administrator Update

AGENDA SECTION: DISCUSSION

PRESENTER: Kathy Schlieve, Administrator

DEPARTMENT 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 submitted January 31, 2023
2. Main Street Awards Submission submitted January 23, 2023
3. ARPA Funding Update
4. New Businesses in District
5. Vacant Spaces in District
6. General Administrative Updates

STAFF RECCOMENDATION:

ATTACHMENTS:

RECCOMENDED MOTION:
