



A G E N D A
CITY OF WAUPUN BUSINESS IMPROVEMENT
DISTRICT
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, April 21, 2026 at 7:00 AM

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

Join: <https://us02web.zoom.us/j/89303618254?pwd=aPHbezqASnqw0axbHAUrsCuL5045Nt.1>

Meeting ID: 893 0361 8254

Passcode: 011369

CALL TO ORDER

ROLL CALL OF BOARD MEMBERS

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

CONSENT AGENDA

- [1.](#) Minutes from March 17, 2026 BID Meeting
- [2.](#) March 2026 BID Financials
- [3.](#) Outstanding BID Applications

CONSIDERATION / ACTION

- [4.](#) Application for 18 S Madison Street (Kartechner & Girls Flower Co.)

DISCUSSION

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

ADVANCED PLANNING:

- [7.](#) Next Regularly Scheduled BID Meeting will be held Tuesday, May 19, 2026

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
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, March 17, 2026 at 7:00 AM

Board chairperson Gary DeJager called the meeting to order at 7 am.

Roll call taken. Members present include DeJager, Much (online), Daute, Mallas and Schultz (online). Absent and excused, Greenfield and Yohn. and Unexcused, Ruch, Vacant seat held by Bohn, and Salkowski. Also present Administrator Schlieve, Finance Director Casey Langenfeld, and Melanie Williams.

No one present for public comment.

Motion Daute, second Much to approve the consent agenda, including Minutes from January 20, 2026 BID Meeting and January and February 2026 BID Financials as presented. Carried unanimously.

Administrator Schlieve discusses the proposed project for 313 E Main Street, home to Radio Plus. Jeff Collien worked with staff on the submitted application. He plans to replace windows, front door and will complete some tuckpointing and paint the exterior. Motion Much, second Mallas to approve the application for a 50% match, capped at \$2,400. No further discussion. Carried unanimously.

Melanie Williams is present as owner of 309 and 311 E Main Street. Melanie is the winner of the Main Street Makeover Contest, which will provide \$10,000 and technical assistance to support a façade makeover. Administrator Schlieve notes that Melanie is working to secure matching funds right now through the BID and CDA. Melanie's project is in the design phase with WEDC and work will be completed over the summer. The design as shown is an illustration of what Melanie hopes to accomplish with this makeover. Once the final design is completed by WEDC partners, Willaims will return for final design review. Because this is two buildings, the request is for \$4,800 combined. Motion Daute, second Mallas to approve \$4,800 combined for the project with the contingency that the final design is presented to BID and CDA prior to work commencing. Carried unanimously.

Jodi Mallas provided a Waupun Business Alliance Update. WBA will hold a community Job Fair at the Waupun Community Center on May 7, from 1 to 4 pm. Employers are encouraged to participate if they are looking for staff. More information is forthcoming from WBA.

Administrator Schlieve reports that the Main Street group has determined that they will fully pursue Main St designation. They will be working with the City on agreements for funding to better leverage BID as well as room tax funds. Spring Wine Walk is May 1 and ticket sales are in process. The intern has created in-store signage with QR Code linked to online ticket sales that will be distributed this week. Back Alley bids are due end of March and the City has secured a majority of private property improvement commitments. Ribbon cutting for Carver Flats will be held March 24, at 1 pm. FVSBank will host an Everyday AI for Small Business seminar at the Stayer center on April 29, starting at 3 pm.

Next regularly scheduled BID meeting is April 21, 2026 at 7 am.

Motion Daute, second Mallas to adjourn meeting at 7:23 am. Carried unanimously.

CASH ON HAND

Prior Month Ending Balance	\$ 50,030.63
Plus Current Month Deposits	\$ -
Less Current Month Expenses (including expenses in accounts payable)	\$ (3,500.00)
Total Cash on Hand	<u>\$ 46,530.63</u>
Less Outstanding Grants/Checks (not in accounts payable)	<u>\$ (12,000.00)</u>
BID Funds Available	<u>\$ 34,530.63</u>

BUDGET

Revenue	\$ 50,030.63
Less Approved Grants & Expenses	<u>\$ 15,500.00</u>
Remaining Budget Funds Available	<u>\$ 34,530.63</u>

2026 Grants Approved - Not Dispersed

Werner Harmsen	\$ 2,400
Chic Tique	\$ 2,400
Blue Heron Antiques/BH Home	\$ 4,800
ABB&J Investment	\$ 2,400
	<u>\$ 12,000</u>

2026 Actual Operating Expenses

Intern Wages	\$ 3,500.00
	<u>\$ 3,500.00</u>

Total of Grants Approved Not Dispersed and Actual Expenses **\$ 15,500.00**

2026 Upcoming Operating Expenses

\$ -

Projected Unrestricted Funds **\$ 34,530.63**



AGENDA SUMMARY SHEET

MEETING DATE: April 21, 2026

TITLE: Outstanding BID Applications

AGENDA SECTION: Discussion

PRESENTER: Schlieve

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Economic Vitality	Grant Budgets as Awarded	

ISSUE SUMMARY:

The following applications are outstanding:

2026 Grants Approved - Not Dispersed			
Werner Harmsen		\$	2,400
Chic Tique		\$	2,400
Blue Heron Antiques/BH Home		\$	4,800
ABB&J Investment		\$	2,400
		\$	12,000

STAFF RECOMMENDATION:

All applications in process. No extensions required at this time.

ATTACHMENTS:

RECOMMENDED MOTION:

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

Applications missing any materials will be returned for completion.

Date: 4/14/26
Applicant Name: Christina Kartechner
Applicant Address: W5928 Milligan Rd, Waupun
Phone: (920) 463-0846 Fax: — Email: gould.christina04@gmail.com
Name of Business/Property: Kartechner & Girls Flower Co.
Property Address: 18 S. Madison St. Waupun
Property Use: Retail Florist
Property owner, if different than applicant: —
Owner address: — Owner Phone: —

Project Summary:

Brief Project Summary: Update vinyl logo and hours on exterior door. Update logo insert on exterior circle sign.

Total Estimated Cost: \$ 786.42 Total Grant Request: \$ 393.21
Projected Start Date: 5/1/26 Projected Completion Date: 5/2/26
Name of Contractor: EP Direct Issue Payment if approved: Property Owner

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

Required attachments:

- | | |
|--|--|
| <input type="checkbox"/> Project plan(s) to 1/4" scale, if applicable | <input type="checkbox"/> Current photo(s) of property |
| <input checked="" type="checkbox"/> Release of Information Letter (attached) | <input type="checkbox"/> Paint color(s) or material sample(s), if applicable |
| <input checked="" type="checkbox"/> Quotes/Estimates | |

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: 4/14/26

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): Christina Kartechner

Signature: CKartechner

Date: 4/14/26



PLEASE NOTE NEW MAILING ADDRESS:
 EP-Direct, Inc.
 1479 S. Hickory St.
 Fond du Lac, WI 54937
 920/923-6310 | Fax 920/922-3164

Estimate

No: **83234**

Date: **4/14/26**

Customer PO:

KARTECHNER AND GIRLS FLOWER CO.
 18 S MADISON ST
 WAUPUN WI 53963

Quantity	Description	Amount
2	36" LOGO FOR OUTDOOR SIGN - IJ180 WITH LUSTER LAMINATION	\$ 262.08
1	DOOR HOURS - WHITE CUT GERBER VINYL	\$ 13.00
1	LOGO FOR FRONT DOOR - ROUGHLY 21.8" X 22" - WHITE CUT VINYL	\$ 41.34
	SET UP	\$ 39.00
	INSTALL	\$ 390.00
ORDERED BY CHRISTINA INSTALL Estimate based on current market pricing - subject to change. Delivery/Ship charges not included in estimate price. 4% will be added if paying by credit card. Accepted by _____ Date _____		SUBTOTAL \$ 745.42 TAX \$ 41.00 SHIPPING \$ 0.00 TOTAL \$ 786.42





Waupun
Business
Alliance

an extension of Envision Greater Fond du Lac

Waupun Community Job Fair

Thursday, May 7, 2026

1:30 - 4:00 p.m.

Waupun Community Center

520 McKinley St.

Waupun, WI 53963

Job Seekers:

- No pre-registration required
- Walk-ins welcomed
- Free admission & parking



**FOR MORE
INFORMATION
SCAN HERE!**

Event Sponsored by

TENNECO

Event Presented by



IDEA SLAM!

Small Business
Networking and
Collaborating



Presenter:
Pat Miller, Founder
of Small Business
Owners Community
(SBOC)

Tuesday, April 28, 2026
10:00 a.m. - 12:00 p.m.
Waupun Public Library
123 S. Forest St.
Waupun, WI 53963