



A G E N D A
CITY OF WAUPUN BUSINESS IMPROVEMENT
DISTRICT MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, July 13, 2022 at 7:00 AM

Join Zoom Meeting: <https://us02web.zoom.us/j/85228790808?pwd=VWRMWnprUU1CK1ZNaDdrejNKY2RSQT09>
Meeting ID: 852 2879 0808
Passcode: 981180
Phone: 312 626 6799 US (Chicago)

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.](#) Approve Minutes from June 8, 2022 BID Meeting
- [2.](#) Approve June 2022 Financials for BID

NEW APPLICATIONS FOR REVIEW AND CONSIDERATION:

- [3.](#) New Business Recruitment Matching Grant - Imagine That! Art Studio
- [4.](#) Application for 409 E Main Street - Imagine That! Art Studio
- [5.](#) Application for 307 E Main Street - Weaving It Up to You
- [6.](#) Application for 20 W Main Street - B & B Plumbing Services

DISCUSSION ITEMS:

- [7.](#) Discuss Green Space Design Priorities
8. Administrator Update

ADVANCED PLANNING:

ADJOURNMENT

Sarah Van Buren, Community & 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
In-Person
Wednesday, June 8, 2021 at 7:00 AM

Committee Members Present:

Krista Bishop
Gary DeJager
Jonathan Leonard
Rich Matravers
Mitch Greenfield
Teresa Ruch
Craig Much
Tyler Schulz

Committee Members Absent:

Kate Bresser (excused)
Jodi Mallas (excused)

Staff Present:

Kathy Schlieve Administrator

CALL TO ORDER:

Administrator Schlieve called the meeting to order at 7:00 a.m. Motion Schulz, second DeJager to adopt the agenda as printed. Carried unanimously.

ROLL CALL OF BOARD MEMBERS:

Roll call and quorum determined.

PUBLIC COMMENT:

None.

CONSIDER APPROVAL OF THE FOLLOWING AGENDA ITEMS:

- 1. Recognition of Mayoral Appointment of Board Members and Ex-Officio**
Group recognized new members Craig Much and Mitch Greenfield.
- 2. Establish Day of Month and Time of Board Meeting**
Consensus to maintain the second Wednesday of the month at 7 a.m. as the regularly scheduled meeting time.
- 3. Nominations and Appointment of Chairperson and Vice Chairperson**
Motion DeJager, second Leonard to nominate Krista Bishop for Chairperson and to close nominations. Carried unanimously. Bishop assumed chair role for the balance of the meeting.

Motion DeJager, second Much to nominate Teresa Ruch as Vice Chairperson and to close nominations. Carried unanimously.
- 4. 2021 BID Annual Report**
Administrator Schlieve presented to 2021 Annual report, which highlighted the groups accomplishments for last year.

CONSENT AGENDA:

5 – 11. Administrator Schlieve noted the highlights of December 2021 through May 2022 financials given that no meetings had occurred during the timeframe. Minutes from the December 21, 2021 meeting were also included. Motion Schulz, second Matravers to approve consent agenda as presented. Carried unanimously.

NEW APPLICATIONS FOR REVIEW AND CONSIDERATION:

- 12. Application for 1 W Main Street AP Solutions for You, LLC**
- 13. Application for 3A W Main Street Main Street Bistro & Bakery**
- 14. Application for 7 W Main Street Southern Rust Free Parts**

Todd & Shae Cupery were present to discuss their renovation of their property, which is being subdivided and will house the above individual businesses at the unique addresses shown. Renovations for the building are focused on the front façade and include window and door replacement, siding, awnings, and signage as presented in packet. Chairperson Bishop questioned rules around the BID Grant program and whether the BID could approve three individual businesses for one parcel. Administrator Schlieve read the rules, which indicate the BID may reimburse 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. Motion DeJager, second Schulz to grant \$2,000 to each of the applications presented by the Cuperys and to establish a deadline of December 15, 2022 to complete the work. Carried 7-0 with Much abstaining.

15. Administrator Update

Administrator Schlieve provided the following updates:

- City collaborated with Stone+Suede, 417 E. Main St., on a CDI grant which was recently awarded. Total award is \$134,000 with roughly \$100,000 supporting building improvements and the balance supporting public improvements to back alleyways and surrounding green space. As it pertains to green space improvements, group input is needed to advance a master plan for that space.
- Roger Brooks, President of Robert Brooks International was recently in Waupun secret shopping and will be presenting his findings on June 13. Businesses are invited to attend.
- Schlieve outlined terms of a developer agreement with United Cooperative and broader goals to extend Shaler Drive and expand housing development in the vicinity.
- The City of Waupun is included in a planning grant for Dodge County to help address childcare needs.
- 2023 Budget planning is underway.
- The City is finalizing agreement with State of WI on the Senior Center grant and planning work will commence this month.
- We continue to see ongoing vandalism in parks. Staff have worked to restore the park program and have staffed three parks this year, including Dodge, West End and Pine Street parks.

ADVANCED PLANNING:

16. Potential Agenda Items

17. Date of Next Scheduled Meeting

The next meeting is scheduled for August 10, 2022 at 7:00 a.m.

ADJOURNMENT

The motion to adjourn was made by Ruch and seconded by Schulz, passing unanimously. The meeting adjourned at 7:42 a.m.

CASH ON HAND

Prior Month Ending Balance	\$ 21,841.75
Plus Current Month Deposits	\$ -
Less Current Month Expenses	\$ (831.44)
Total Cash on Hand	<u>\$ 21,010.31</u>

DESIGN:

FACADE IMPROVEMENT GRANT PROGRAM

2022 Budget	\$ 7,869.25
2021 Carryover	\$ 619.08
Less Approved Grants <i>(expense details below)</i>	\$ (6,000.00)
Funds Available for Distribution (Will carryover available balance to 2022)	<u>\$ 2,488.33</u>

Expense Details:

<u>Date Approved</u>	<u>Expiration Date</u>	<u>Applicant Name</u>	<u>Grant Amount</u>	<u>Date Paid</u>	<u>Check #</u>
		Todd & Shae Cupery (1W Main)	\$ 2,000.00		
		Todd & Shae Cupery (3AW Main)	\$ 2,000.00		
		Todd & Shae Cupery (7 W Main)	\$ 2,000.00		
		Total Approved Grants	<u>\$ 6,000.00</u>		

BEAUTIFICATION EXPENSES (MAIN STREET AND SIDE STREET PLANTING PROGRAM AND IMPLEMENTATION OF STREETSCAPING PLAN)

2022 Budget	\$ 3,500.00
2021 Carryover	\$ 294.83
Less Year-to-Date Expense <i>(expense details below)</i>	\$ (831.44)
Funds Available for Distribution	<u>\$ 2,963.39</u>

Expense Details:

<u>Date Issued</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount Paid</u>	<u>Check #</u>
6/3/2022	Farm & Home	Main Street Flowers	\$ 831.44	546
		Total Beautification Expense	<u>\$ 831.44</u>	

Promotions:

MARKETING & PROMOTION EXPENSES (BID DISTRICT ADVERTISING)

2022 Budget	\$ 750.00
2021 Carryover	\$ 1,000.00
Less Year-to-Date Expense	\$ -
Funds Available for Distribution	<u>\$ 1,750.00</u>

Expense Details:

<u>Date Issued</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount Paid</u>	<u>Check #</u>
		Total Marketing & Promo Expense	\$ -	

ECONOMIC VITALITY: Seminars, Market Analysis, New Business Attraction Efforts *(formerly Pop-up Waupun Funds)*

2022 Budget	\$ 4,000.00
2021 Carryover	\$ 4,717.70
Less Year-to-Date Expense	\$ (2,262.31)
Funds Available for Distribution <i>(see details below)</i>	<u>\$ 6,455.39</u>

Expense Details:

<u>Date Issued</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount Paid</u>	<u>Check #</u>
2/9/2022	Dustin Bruntjin	New Business Attraction_431 E. Main St.	\$ 2,262.31	545

Total Economic Vitality Expense \$ 2,262.31

Economic Vitality Funds Available Breakdown:**Pop-up Program Detail Breakdown :**

2022 Budget Allocation	\$ 3,000.00
2021 Carryover	\$ -
Total funds available for 2022	<u>\$ 3,000.00</u>
2022 expenses	
Pop-up Program's 2022 balance	<u>\$ 3,000.00</u>

New Business Attraction Efforts

2022 Budget Allocation	\$ -
2021 Carryover	\$ 3,348.45
2021 Expenses	<u>\$ 2,262.31</u>
New Business Attraction Efforts 2022 Balance	<u>\$ 1,086.14</u>

Educational Workshops:

2022 Budget Allocation	\$ 1,000.00
2021 Carryover	<u>\$ 1,369.25</u>
Total funds available for 2022	<u>\$ 2,369.25</u>
2022 expenses	\$ -
Balance remaining	<u>\$ 2,369.25</u>

ORGANIZATION: AUDIT AND BOARD MEMBER WORKSHOP

2022 Budget	\$ 1,250.00
2021 Carryover	\$ -
Less Year-to-Date Expenses	\$ -
Funds Available for Distribution	<u>\$ 1,250.00</u>

Expense Details:

<u>Date Issued</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount Paid</u>	<u>Check #</u>
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Total Audit and Board Member Workshop Expense \$ -

Budget Summary for Remaining Cash Balance

Cash on hand	\$	21,010.31
Façade Grant Funds Available for Distribution	\$	2,488.33
Outstanding Façade Grants & checks	\$	-
Beautification Funds Available for Distribution	\$	2,963.39
Outstanding Beautification Payments	\$	-
Marketing & Promotion Funds Available for Distribution	\$	1,750.00
Economic Vitality Funds Available for Distribution	\$	6,455.39
Organization Funds Available for Distribution	\$	1,250.00
2022 allocated grant & expense dollars	\$	14,907.11
2022 unbudgeted funds	\$	103.20



AGENDA SUMMARY SHEET

MEETING DATE: July 13 (BID) & 19 (CDA), 2022

TITLE: Funding Business Attraction Program

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Kathy Schlieve, Administrator

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
High Performance Government	2023 Budget Preparation	

ISSUE SUMMARY

In 2021, both the CDA and BID provided matched funds to support a business attraction program in lieu of the pop up program. That step was taken to address specific needs within the limited available spaces available in the City to secure new business. Staff are recommending that both the CDA and BID consider a similar approach, with a requirement that the business owner match an equal amount of contribution. For 2022, the recommendation is that BID and CDA fund \$3,000 each in a reimbursement grant, for a total of \$6,000. This year Imagine That! Art Studio is working with the City and the property owner located at 409 E Main Street to make needed improvements to the building to support start-up of an art studio. The projected costs are nearly \$20,000 for renovations to the interior of the building. If CDA and BID collaborate to provide a \$6,000 grant as proposed, the owner will more than match that amount to ready the space for opening.

STAFF RECCOMENDATION:

An art studio brings something new to the downtown and improves the economic vitality of the central business district. Staff recommends approval of this plan as presented.

ATTACHMENTS:

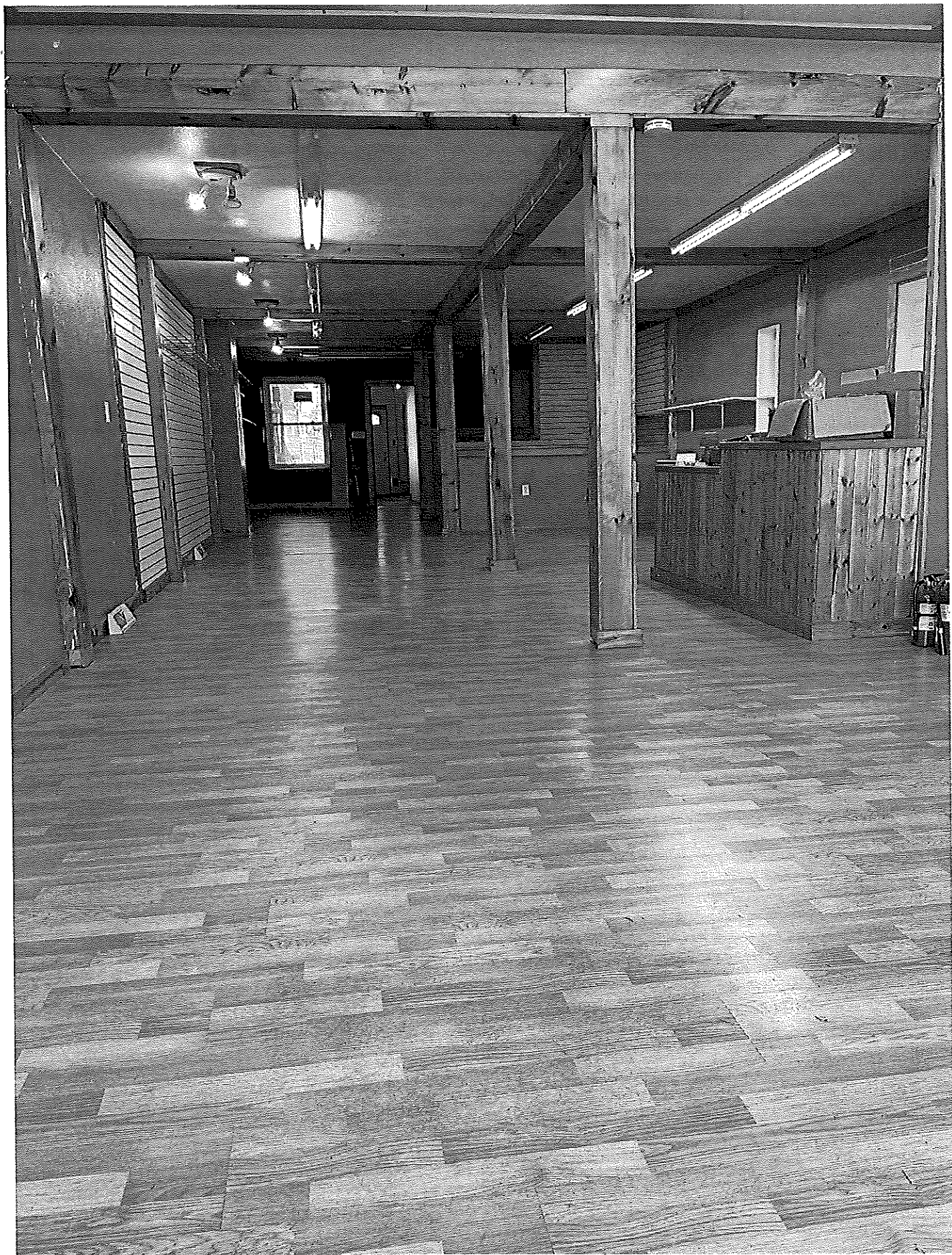
Estimated costs

RECCOMENDED MOTION:

BID: Motion to approve a 50% reimbursement-based business startup grant capped at \$3,000 to Imagine That! Art Studio as presented.

CDA: Motion to approve a 50% reimbursement-based business startup grant capped at \$3,000 to Imagine That! Art Studio as presented.

Imagine That! Art Studio		7/7/2022
Proposed Renovations to 409 E Main Street, Waupun		
Category		Amount
Lighting		\$ 2,399.72
Door Removal, Trim, Drywall		\$ 900.00
Plumbing/Sink		\$ 1,673.00
Electric		\$ 2,400.00
Flooring		\$ 9,567.00
Painting		\$ 2,800.00
GRAND TOTAL		\$ 19,739.72
Proposed Grant Project - Business Attraction		
	2022 POP Up (BID)	\$ 3,000.00
	2022 Reallocate Consulting Fees (CDA Match BID)	\$ 3,000.00
		\$ 6,000.00
	Owner Out of Pocket	\$ 13,739.72





SHOP OUR JULY 4TH SAVINGS. SHOP NOW >

15

Wauwatosa Lowe's Open until 9 PM >



Prices, Promotions, styles, and availability may vary. Our local stores do not honor online pricing. Prices and availability of products and services are subject to change without notice. Errors will be corrected where discovered, and Lowe's reserves the right to revoke any stated offer and to correct any errors, inaccuracies or omissions including after an order has been submitted.

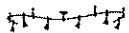
Shopping Cart (15)

[Email Cart](#) [Empty Cart](#)

Wauwatosa Lowe's [Change](#)

Some of your items are low in stock! [View All](#)

Pickup at Wauwatosa Lowe's
13 Items



allen + roth

Sloan 6-Light 96-in Matt Black Dimmable LED Flexible Track Light with Frosted White Glass

Item #2592342 Model #SL-145-6T-BK

[Save For Later](#) | [Remove](#)

- + \$1,329.86
\$189.98/ea

Track
Lighting
& mount

Store Pickup

Get it by Thu, Jun 30

FREE

Ship to Home

Get it by Thu, Jun 30

[Start Secure Checkout](#)

Available

Schedule your delivery during checkout



allen + roth

3-Light 13-in Black Incandescent Semi-flush Mount Light

Item #1448570 Model #41195

[Save For Later](#) | [Remove](#)

- + \$339.92
\$84.98/ea

Store Pickup

FREE

SHOP OUR JULY 4TH SAVINGS. SHOP NOW >

2

Search



Wauwatosa Lowe's Open until 9 PM >



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Shopping Cart (2)

Email Cart Empty Cart

Wauwatosa Lowe's Change

Some of your items are low in stock! View All

Pickup at Wauwatosa Lowe's
2 Items

HURRY! LOW IN STOCK



allen + roth

Aurelis Black Modern/Contemporary Crystal Chandelier



Item #3763780 Model #38839-LWUB

Save For Later | Remove



2



\$639.96

5319.96/ea

Chandelier



Store Pickup

Get it by Fri, Jul 1

FREE



Ship to Home

Get it by Wed, Jun 29



Truck Delivery

Available

Schedule your delivery during checkout

Order Summary

Item Subtotal (2)

Estimated Tax

Add Promo Code

\$639.96

Calculated in Checkout

Start Secure Checkout



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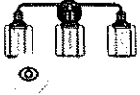
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Ship to Home
Get it by Wed, Jun 29


 **Truck Delivery**
Available
Schedule your delivery during checkout




allen + roth
Buxton Creek 24-in 3-Light Matte Black LED Farmhouse Vanity Light Bar
Item #2482557 Model #42104
Save For Later | Remove


Bathroom


1 + \$119.98

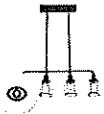
 **Store Pickup**
Get it by Thu, Jun 30

FREE

 **Ship to Home**
Get it by Thu, Jun 30

 **Truck Delivery**
Available
Schedule your delivery during checkout

 **HURRY! LOW IN STOCK**



allen + roth
Buxton Creek 4-Light Matte Black Farmhouse Clear Glass Jar Kitchen Island Light
Item #2482558 Model #42196
Save For Later | Remove


check out


1 + \$169.98

Start Secure Checkout



Get it by Thu, Jun 30

 **Ship to Home**
Get it by Wed, Jun 29


 **Truck Delivery**
Available
Schedule your delivery during checkout

 **Ship to Home . 2 Items**




Uoflin
6-Light Matte Black and Sputnik Shape Modern/Contemporary Cage Chandelier


— +
\$219.99/ea
\$439.98 Was ~~\$252.99~~
You Saved \$66.00 ▼

 **Store Pickup**
Get it by Tue, Jul 5

FREE

 **Ship to Home**
Get it by Tue, Jul 5 (est.)

FREE

 **Truck Delivery**
Get it as soon as Tue, Jul 5
Schedule your delivery during checkout

Your order qualifies for Free Standard Shipping!

\$45

Order Summary

Item Subtotal (15)

Shipping

Estimated Tax

Add Promo Code

▼ You're saving \$66.00 today on this order!

Estimated Total

\$2,399.72

FREE

Calculated in Check



Feedback

\$2,399.72

Start Secure Checkout



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 Contact Us & FAQ Order Status Lowe's Credit Cards Gift Cards

Hopp's Helping Hands

Dennis Hopp 920-382-2404
Call with any questions.

All trim work and material to move door, = \$200.00

4-2x4's

2- dry wall sheets

24'- window & door trim (Back Room) Primed

24'- Floor Casings & quarter Round (Back Room) Primed

20'- Base trim 1x4 - Routed

addl Material

= \$100.00

Stain

dry wall Mud &

liquid nails

Foam great stuff

Labor

= \$600.00

Move door

Sanding & staining

Install Trim

Mudding & Texture

Filling Holes

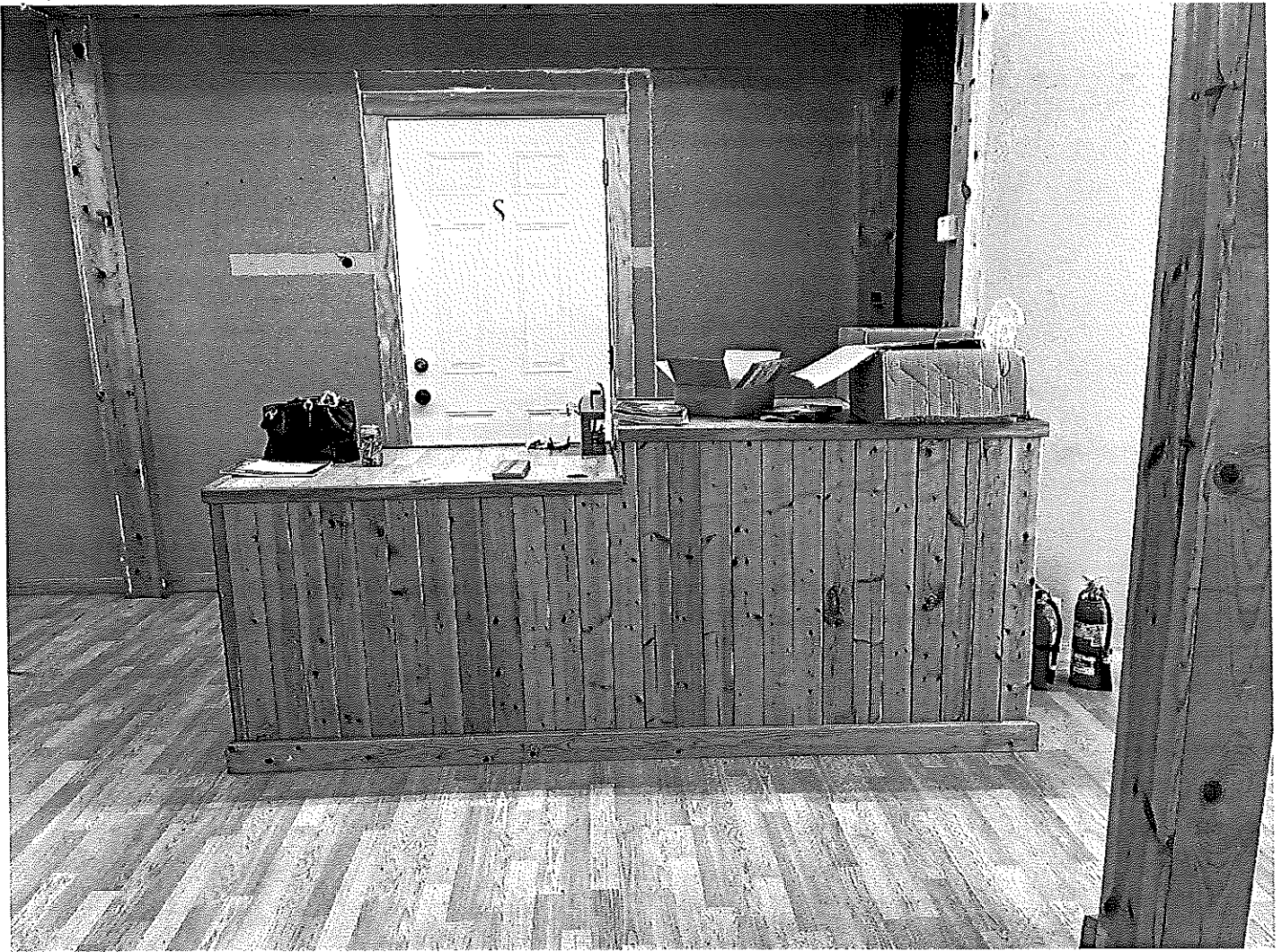
Rough est.

= \$900.00

would like Money for Material first.

Trim work
2nd
estimate

moving
door



K. BROWN PLUMBING LLC

PROPOSAL/REMODEL

PO BOX 270

Waupun, WI 53963

920-960-6624

Kenneth S. Brown

Master Plumber #224092

Proposal Submitted to:

Job Name/Location:

Date: 6/10/22

Jeni Maly

409 E. Main St

We here by submit specifications and estimates for inside plumbing Water piping shall be PEX tubing. Sanitary drain and vents shall be schedule 40 PVC. Does not include electrical and excavation. Permits not included.

We propose hereby to furnish materials and labor. Customer agrees to pay 1.5% finance charge on accounts not paid within 30 days. Not responsible/liable for fixtures or material not supplied by K. Brown Plumbing. Checks payable to: K. Brown Plumbing LLC.

Fixtures & materials	\$1,133.00
Labor	<u>\$ 540.00</u>
Total	<u>\$1,673.00</u>

NOTE: It is the Owners/Builders responsibility to check all fiberglass and/or acrylic modules upon delivery & throughout the building process. Report any defects or damage immediately. Plumbing contractors will not be responsible for damage after installation.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from about specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by workman's Compensation insurance. Prices may be subject to change if the project is not started within 30 days of proposal date.

K. Brown Plumbing, LLC

By Kenneth S. Brown, Member

Acceptance of Proposal: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as specified in this contract.

Customer's Signature: _____ NOTE: this proposal may be withdrawn by us if not accepted within 20 days.

Notice of Lien Rights: As required by the Wisconsin Construction Lien Law, builder hereby notifies owner that persons or companies furnishing labor or materials for the construction on owner's land may have lien rights on owner's land and building if not paid. Those entitled to Lien rights, in addition to the undersigned builder, are those who contract directly with the owner or those who give owner notice within 60 days after they first furnish labor or material for the construction. Accordingly, owner probably will receive notices from those who furnish labor or materials for the construction and should give a copy of each notice received to his mortgage lender, if any. Builder agrees to cooperate with the owner and his lender, if any, to see that all potential lien claimants are duly paid.



Proposal

C. Braaksma Electric Inc.

PO Box 192
Waupun, WI 53963
Office Phone: 920-324-9403
Cell Phone: 920-319-1614

PROPOSAL SUBMITTED TO	PHONE	PROPOSAL DATE
Jeni Maly	920-948-6921	6/14/2022
STREET	JOB NAME	
409 E. Main Street	Kiln & Miscellaneous	
CITY, STATE, ZIP CODE	JOB LOCATION	
Waupun, WI 53963	409 E. Main Street, Waupun, WI 53963	

We hereby submit specifications and estimates for:

KILN & MISCELLANEOUS

- 50amp 240volt single phase power to kiln receptacle in rear of building using existing conduit and box. 1 - 8' cord with cord end installed on kiln. Approximately 8' of 4" ducting from kiln to exterior louver.
- Reattach PVC conduit in splatter paint room.

We Propose hereby to furnish material and labor-complete in accordance with above specifications for the sum of:
ONE THOUSAND ONE HUNDRED AND FIFTY 00/100 DOLLARS---dollars (\$1,150.00)
PAYMENTS TO BE MADE AS FOLLOWS: Payments within 30 days of Invoice.

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 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 proposal 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 _____

Proposal

C. Braaksma Electric Inc.

PO Box 192
Waupun, WI 53963
Office Phone: 920-324-9403
Cell Phone: 920-319-1614

PROPOSAL SUBMITTED TO	PHONE	PROPOSAL DATE
Jeni Maly	920-948-6921	6/14/2022
STREET	JENIMALY@IMAGINETHATARTSTUDIO.ORG	
409 E. Main Street	JOB NAME	
	Lighting	
CITY, STATE, ZIP CODE	JOB LOCATION	
Waupun, WI 53963	409 E. Main Street, Waupun, WI 53963	

We hereby submit specifications and estimates for:

LIGHTING

- Remove 9 fluorescent fixtures and install 9 customer provided track lights. Existing electrical boxes and wiring to remain.
- Remove 4 monopoint fixtures and install 4 customer provided fixtures using existing boxes and wiring.
- Run new wiring and install box for receptacle and chandelier in front area.
- Remove 30amp surface plug from electrical box and install duplex receptacle with cover plate.

We Propose hereby to furnish material and labor-complete in accordance with above specifications for the sum of:
ONE THOUSAND TWO HUNDRED FIFTY AND 00/100 DOLLARS---dollars (\$1,250.00)
PAYMENTS TO BE MADE AS FOLLOWS: Payments within 30 days of Invoice.

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 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 proposal 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 _____

Werner Harmsen

TOTAL & FLOORING

We are pleased to present the following cost estimate

June 20,2022

Jeni Maly
Downtown
Waupun
Email:

Description: New LVT for Business Flooring

Materials	Description		Total
LVT	Mannington, Color not Chosen	940 sqft	\$5,547.00
Subtotal			\$5,547.00

Labor	Description		Total
	Tax		\$305.09
Subtotal			\$305.09
Thank you: Tyler Schulz Total			\$5,852.09

Accepted By:

Date:

Company Policy/Terms:We require 60% down payment to proceed with the order. The Balance is due upon completion of the job.

Note:Werner Harmsen Inc. is not responsible for cutting doors resulting from added height of new flooring nor breakage of quarter round removed or replaced by Werner Harmsen, Inc. Due to synthetic backing on carpet, Werner Harmsen Inc is not responsible for incidental scratching of woodwork. In addition to the proposal, buyer agrees to pay for any agreed upon additional charges for labor or materials resulting from latent defects in the subflooring or condition. Shall include but not be limited to multiply layers of existing flooring covering substandard or deterioration sub-floors, or slab cracks, etc.

Jenimaly ~~imagine that not~~ studio . org

V2 Flaring Jen Maly

tear out tile	250 ⁰⁰
tear out lvp	600 ⁰⁰
baseboards	100 ⁰⁰
disposal	200 ⁰⁰
install lvp (front)	2115 ⁰⁰
install lvp (with back)	2525 ⁰⁰

~~with the back~~ Front #3265
with the back
Included 3715

amount could change
depending what I find
under floor.

Thank You

JENI MALY

PROJECT INFO

Name	Jeni MALY
Email	jenimaly@imaginethatartstudio.org
Phone	920-948-6921
Address	409 East Main Street Waupun, WI 53963

STUDIO

TASKS

Walls, Ceiling

SHERWIN-WILLIAMS PRODUCTS

Duration Home Interior Acrylic Latex
SuperPaint Interior Acrylic Latex
Quick Dry Interior/Exterior Stain Blocking Primer

NOTES

Price includes labor, materials, and paint.
This includes prep, priming as needed, and two coats paint.
This includes walls and ceiling for the open studio space and back room area.
Labor includes prep, cleaning wall/ceiling, filling holes as needed, priming as needed, and painting.

SUBTOTAL



PRODUCT(S) FOR THIS PROJECT



SuperPaint Interior Acrylic Latex



Quick Dry Interior/Exterior Stain Blocking Primer



Duration Home Interior Acrylic Latex

PROJECT NOTES

This project is for the painting of the new studio spaces at 409 east Main Street. This project includes minor drywall repairs and filling of nail holes. Some cleaning of walls/ ceiling is required, and a stain block primer will be used as needed. This project includes the painting of walls and ceiling, color to be chosen by customer. This quote is for 1-2 wall colors and 1 ceiling color. Walls will be a satin sheen, unless specified differently. Ceilings will be extra white flat paint, unless specified differently. All surfaces to be painted will get two coats of paint, this ensures uniform coverage. This quote includes labor, materials, and paint. Estimated time to complete is 40 hours. Due to timeline and other work currently scheduled, some work might be done in evenings.

ESTIMATED PROJECT DURATION

40 Hours

IASON BUTEYN

Created by	Jason Buteyn
Pro Email	jlbuteyn@gmail.com
Pro Phone Number	920-948-1387
Bid No.	G15CJ-1028
Created on	JUN 10, 2022
Last Modified	JUN 10, 2022, 10:54 AM

PROJECT SUBTOTAL	\$2,800.00
TAX (0%)	+\$0.00
ESTIMATED TOTAL	\$2,800.00

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. As there are code restrictions, it is the applicant's responsibility to receive approval by the City Building 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. **Applicant(s) must attend the scheduled BID board meeting.** 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. **Note that the project must be approved prior to any of the work taking place; failure to have prior approval from the BID Board may result in a denial of the funding request for the qualifying project.**
- 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.

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

Applications missing any materials will be returned for completion.

Date: 6/28/22
Applicant Name: Jen Maly
Applicant Address: 120 Carrington Street Waupun WI 53963
Phone: 920 948 6921 Fax: NA Email: malyjj07@gmail.com
Name of Business/Property: Imagine That! Art Studio LLC
Property Address: 409 E. main street Waupun WI 53963
Property Use: Art Studio - classes, camps, workshops etc
Property owner, if different than applicant: Jonathan Leonard
Owner address: 407 E Main St Owner Phone: 920-284-7588

Project Summary: (See Attachments)

Brief Project Summary: Lighting, Door removal, trim, drywall
Signage, Plumbing/Sink, Electric/Kiln, Flooring and
Painting.

Total Estimated Cost: \$ 21,564.72 Total Grant Request: \$ 10,000 (combination with CDA)
Projected Start Date: ASAP Projected Completion Date: Aug 1st 2022
Name of Contractor: See Attachments Issue Payment if approved: Applicant or Business (circle)

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

Required attachments:

- | | |
|--|---|
| <input type="checkbox"/> Project plan(s) to 1/4" scale, if applicable | <input checked="" type="checkbox"/> Current photo(s) of property |
| <input checked="" type="checkbox"/> Release of Information Letter (attached) | <input checked="" 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: June 28, 2022

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):

Jenimae J. Maly

Signature:

Jenimae J Maly

Date:

June 28, 2022

Imagine That! Art Studio		7/7/2022				
BID/CDA Applications for signage at 409 E Main Street, Waupun						
		Amount	BID Eligible	BID Coverage (50%)	CDA Eligible	CDA Coverage (50%)
Signage						
	Outdoor Sign (Front)	\$ 500.00				
	Outdoor Sign (Back)	\$ 20.00				
	Storefront Vinyl	\$ 300.00				
	Blade Sign	\$ 500.00				
	Installation	\$ 250.00				
	Subtotal	\$ 1,570.00	\$ 1,570	\$ 785	\$ 785	\$ 392.50



Imagine That Outdoor Sign

Graphic output on 3M Vinyl

Laminated then applied to 3mm ACM substrate.

Overall Size: 113"W x 37"H

Cost: \$500.00

Installation done by WIC

IMAGINE THAT
art studio



Exterior back door sign

Digital print on 3M material/laminated for outdoor use
applied to 6mm black PVC

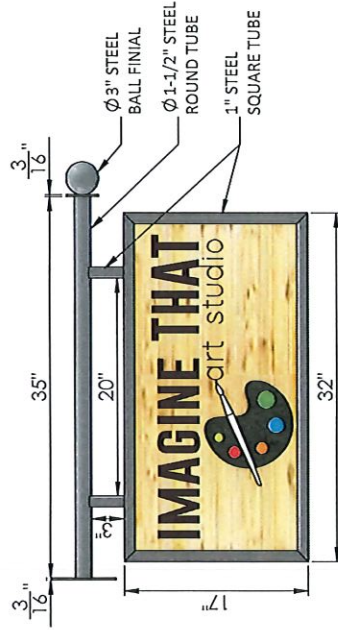
Install to right of back door- drill into vinyl siding

Quantity: 1

Size: 4"W x 30"H

Cost: \$19.40

Installation done by WIC



Outdoor Pedestrian Sign

PVC backer with laminated digital print

Quantity: 1

Cost: \$485.00

Installation done by WIC

Store Front Vinyl Window Design

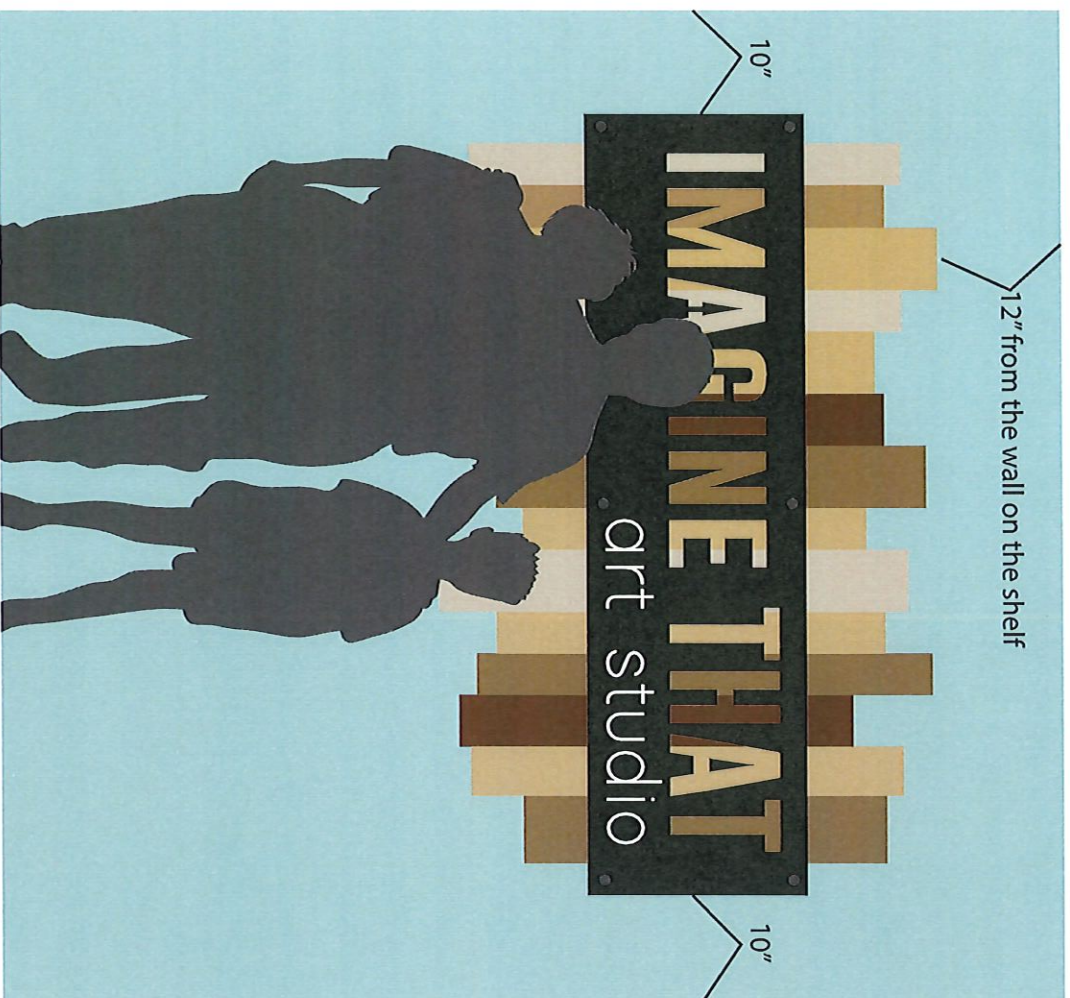
Graphic output on 3M Vinyl

Graphics TBD

Cost: \$200.00- \$300.00

Installation done by WIC

Installation Charge for Outdoor Signage: \$250.00



This shows a scaled version of your wall. The tallest person is 6' tall. I added a color to the wall so that it would separate itself from the gallery walls. Just an idea.

Instagram Wall Sign

Multi-layered sign - wood backer/metal business logo

Bottom Layer

Various types of wood - 3/4" T

Width of wood varies - 4"W, 5"W, 6"W

Length of wood vary from 31"H to 48"H

Top Layer

76"W x 22"H Metal Sign

31.36"W x 5.35"H White vinyl lettering

Hardware

6 - Black Stand-offs

Overall Size: 75.35"W x 48.27"H

Cost: \$525.00

Installation done by WIC





Interior Metal Sign for register

14g Metal cutout sign- powder coated black

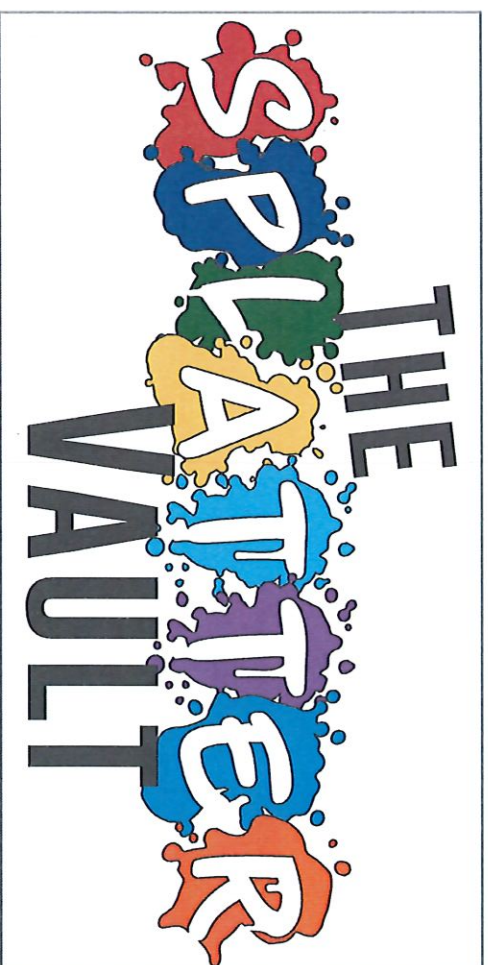
3-4 Black Stand-offs

Quantity: 1

Size: 27"W x 23"H

Cost: \$105.00

Installation done by WIC



The Splatter Vault Signage

6mm white PVC backer with laminate digital print

Quantity: 1

Size: 24"W x 12"H

Cost: \$24.50

Installation done by WIC

Installation Charge for Indoor Signage: \$100.00

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

Applications missing any materials will be returned for completion.

Date: 7/5/2022

Applicant Name: Krista BISHOP

Applicant Address: 307 E MAIN ST WAUPUN

Phone: 920-296-3546 Fax: N/A Email: kristabishop@msn.com

Name of Business/Property: WEAVING IT UP TO YOU!

Property Address: 307 E MAIN

Property Use: RETAIL (MAIN FLOOR) RESIDENTS (2ND FLOOR)

Property owner, if different than applicant: _____

Owner address: _____ Owner Phone: _____

Project Summary:

Brief Project Summary: THE BUILDING WALL ABOVE 307 E MAIN
ST NEEDS TO BE REPAIRED AND RESEALED

Total Estimated Cost: \$ 8950.00

Total Grant Request: \$ 2000.00

Projected Start Date: _____

Projected Completion Date: _____

Name of Contractor: JB GIERACH

Issue Payment If approved: Applicant or Business (circle)

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

Required attachments:

☐ Project plan(s) to 1/4" scale, if applicable

☒ Current photo(s) of property

☐ Release of Information Letter (attached)

☐ Paint color(s) or material sample(s), if applicable

☒ 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: 7/6/2022


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): KRISTA L BISHOP

Signature: 

Date: 7/6/2022



Construction Proposal and Invoice

J.B. GIERACH
MASONRY & RESTORATION



Owner Information

Name Krista Bishop
Address 307 E Main St
City, State ZIP Waupun, WI
Phone (920)296-3546
Email kristabishop@msn.com
Project name Bishop

Contractor Information

Company J.B. Gierach Masonry & Restoration
Name John Gierach
Address W1031 County Road CCC
City, State ZIP Mount Calvary Wisconsin 53057
Phone (920)979-6100
Email jbgierach@gmail.com
Completion date _____

Scope of Work

We hereby purpose to furnish the materials and perform the labor necessary for the completion of.

Put tarps and plywood on neighbors roof for axis to your parapet wall
Chip away damaged plaster
Grind out cracks in plaster
Seal entire wall with a sealer recommended by Lycon specialist once mortar is dry

Company Proposal

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for work. All labor and material furnished and work performed will be free from defects due to defective materials or workmanship for a period of (1) year from the date of completion. Nothing in the above shall be deemed to apply to work which has been abused or neglected by the owner. The project estimates outlined in this specific proposal are valid for 30 days from the date of the proposal. \$8,950.00

John Gierach

7/5/2022

Submitted by

Date

Owner Acceptance

The above price, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made upon completion.

Krista Bishop
Sign

7/6/2022
Date

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

Applications missing any materials will be returned for completion.

Date: 7/7/22

Applicant Name: B+B Plumbing Services

Applicant Address: 20 W. Main St. Waupun

Phone: 920-517-0973 Fax: — Email: bryanyohn2@hotmail.com

Name of Business/Property: B+B Plumbing Services

Property Address: 20 W. Main Street

Property Use: Offices, plumbing shop, Edward Jones, future rental

Property owner, if different than applicant: A+E Storage LLC

Owner address: 503 Industrial Dr. Waupun Owner Phone: 920-517-0973

Project Summary:

Brief Project Summary: put in new commercial glass front + entrance for B+B Plumbing and replacing a large window with garage door. Replacing window with commercial aluminum style window.

Total Estimated Cost: \$ 27,649⁰⁰

Total Grant Request: \$ _____

Projected Start Date: 7/27/22

Projected Completion Date: Sept. 2022 - how long it takes to get doors + windows

Name of Contractor: Anything + Everything Home Maintenance

Issue Payment if approved: Applicant or Business (circle)

Approval of City Building Inspector: SKL (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: 7/7/22


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): Bryan Yohn

Signature: 

Date: 7/7/22

Existing Roof

Existing Eave Edge



Existing Awning

Existing
Telephone Pole
for Post

36 in
Glass
Entrance

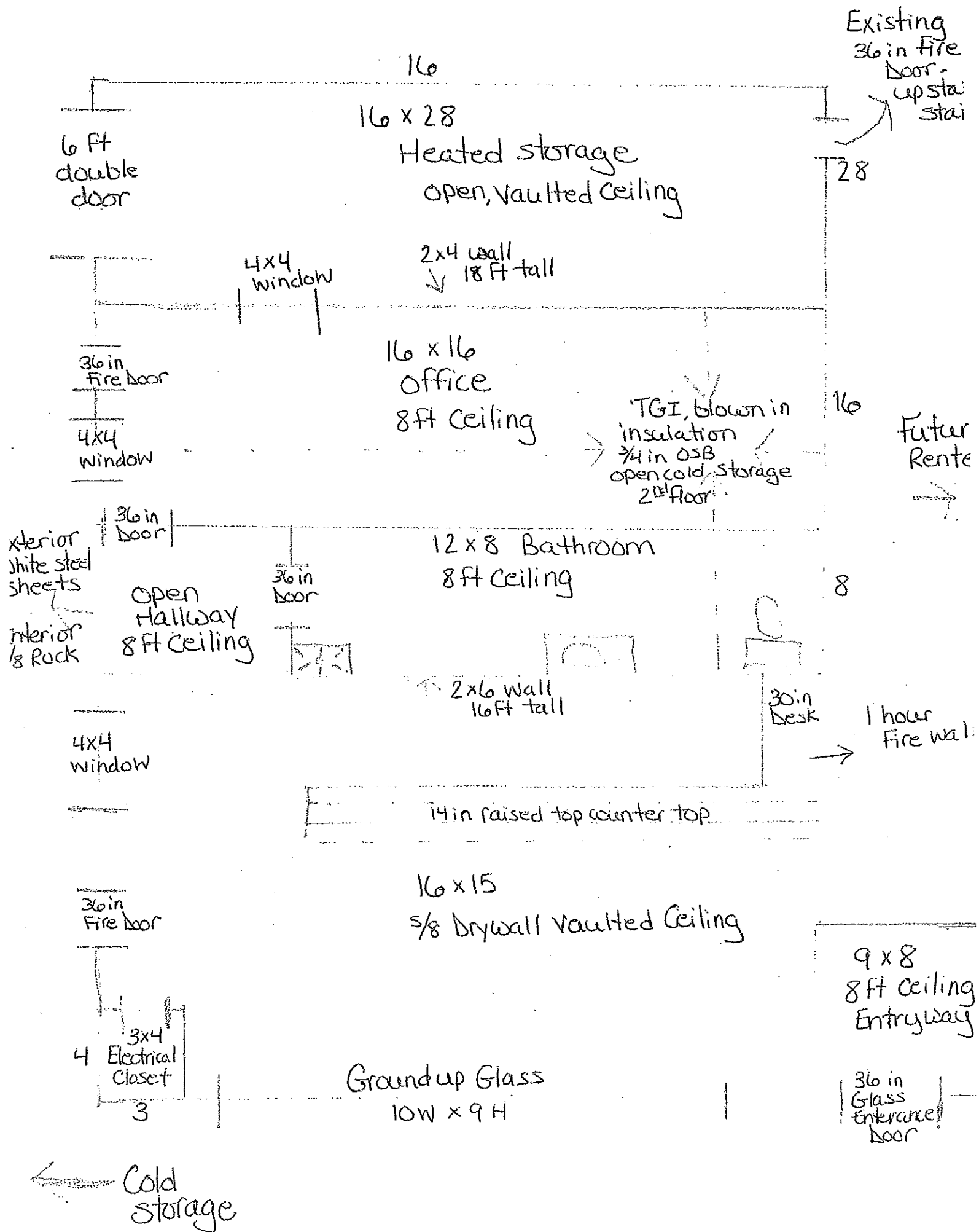
10W x 9H
Glass

Existing
36 in
Glass
Door

Existing Roof

Replace Window
with Aluminum
Commercial

New 8 x 8
Garage Door



Anything & Everything Home Maintenance LLC

Estimate

General Contractor

Date	Estimate #
7/11/2022	2064

Solid Surface Countertops-New Construction Remodel-Snow Removal

Company Licensed Contractor # 1169797

N9263 CTY Road A
Beaver Dam WI 53916

Phone # 920-324-9055

Name / Address	
A and E Storage LLC 503 Industrial Ave. Waupun WI. 53963	
Customer Phone	

Project

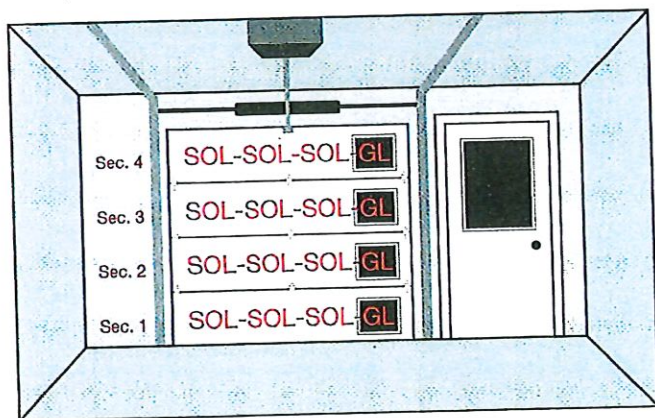
Description	Qty	Total
To tear out old garage door, reframe in for glass front, and entry door-including wrapping frames with black aluminum-labor and materials		3,400.00
To put in new commercial glass store front where old garage door was and new glass entry door		9,375.00
To take out and move window from West side to the East side. Remove brick windowsill to make a new 8x9 garage door opening. Materials and labor.		4,200.00
New 8x9 garage door.		3,684.00
To remove 2nd window on West side and reinstall on East side of building, wrap openings with black aluminum-labor and materials		3,540.00
To put new storefront commercial glass in West window location to match the whole West and South side.		3,450.00
Signature _____ Date _____		Total \$27,649.00



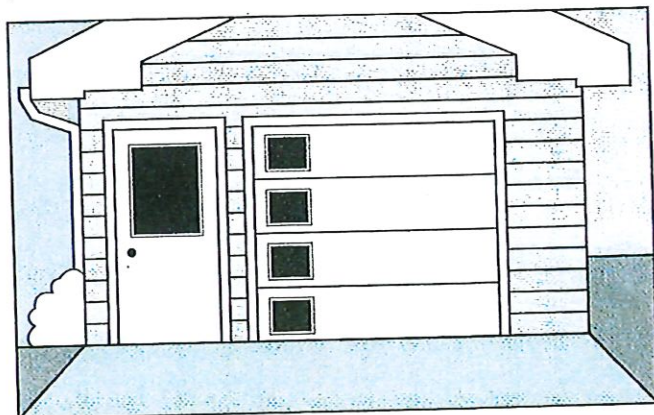
CONTEMPORARY WINDOW ORIENTATION

When ordering contemporary window configurations please reference the examples provided to describe your desired window positions. **Note:** Window configurations are described from inside the garage looking out.

Example: Windows down right side (from inside garage looking out)

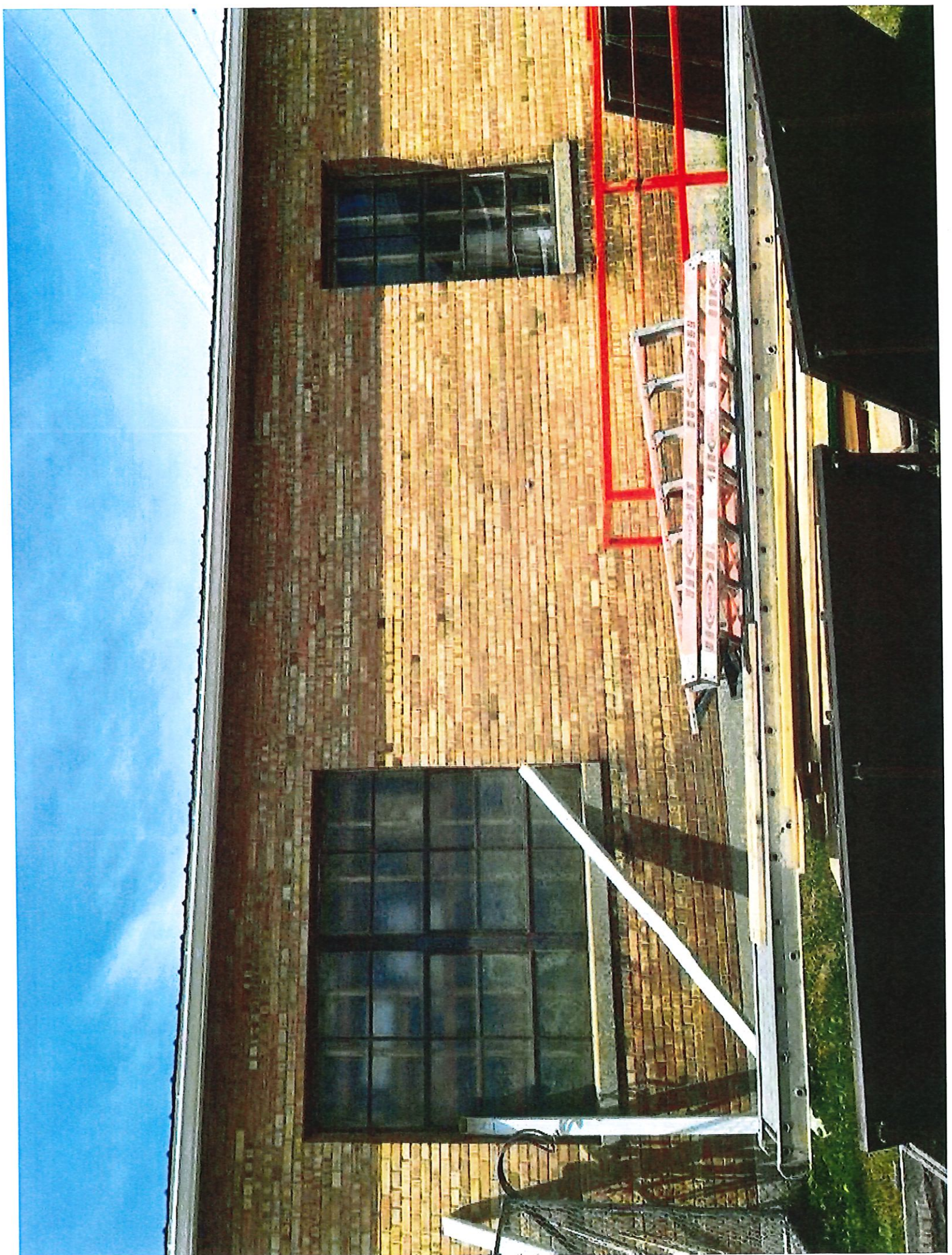


View from Inside Garage



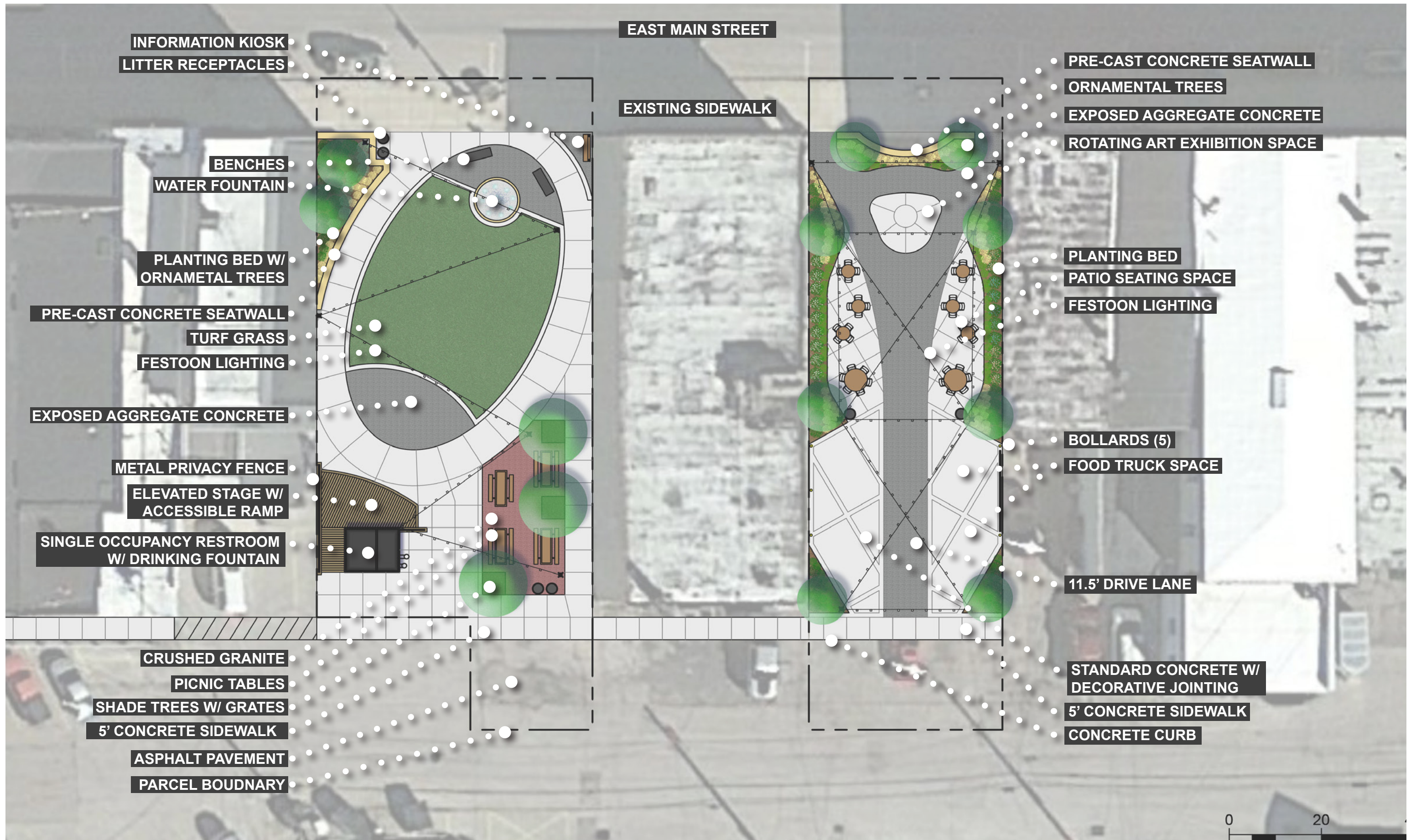
View from Outside Garage











Downtown Plazas

Concept Plan

Waupun, WI
12.22.2021



SCALE

