



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

Virtual Link: <https://us02web.zoom.us/j/81804592373?pwd=EqLKTCOb0Y3KDbGq5ZAQ20BbUIkOK1>.

Meeting ID: 818 0459 2373

Passcode: 591040

CALL TO ORDER

ROLL CALL OF BOARD MEMBERS

PUBLIC COMMENT – State name, address, and subject of comments (2 minutes).

CONSENT AGENDA:

1. Minutes from BID Meeting on November 18, 2025
2. BID Financials for November 2025
3. BID Financials for December 2025

NEW APPLICATIONS FOR REVIEW AND CONSIDERATION:

4. Application for 116 E Main St (Werner Harmsen)
5. Application for 301 E Main St (Chic Tique Girls)
6. Annual Awards and Recognition

DISCUSSION ITEMS:

7. Waupun Business Alliance Updates
8. Administrator Updates

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 at 7 am by Chairperson Gary DeJager.

Roll call taken. Members present Tyler Schulz, Gary DeJager, Mitch Greenfield (online), Craig Much, Jodi Mallas, Kristine Salkowski, BJ Yohn, and Steve Daute (online). Also present are Mayor Bishop, Administrator Schlieve, Raina Lyman (Envision Greater Fond du Lac), Assistant Administrator Casey Langenfeld.

Absent and excused: Teresa Ruch. Absent and unexcused: Katie Bohn.

No one present for public comment.

Motion Schultz, second Yohn to approve the consent agenda as presented, including October 21, 2025 BID minutes and the October 2025 BID financials. Carried unanimously.

Administrator Schlieve reviews the draft of the 2026 BID Façade Grant application, noting that the only change is to increase the grant amount from \$2,100 to \$2,400. After discussion about neighboring communities, motion Greenfield, second Schultz to approve the 2026 application as presented. Carried unanimously.

Administrator Schlieve reviews the draft of the 2026 Business Attraction Grant application, noting the only change is to increase the grant amount from \$2,100 to \$2,500. Schlieve communicates that an alternative is to reestablish the pop-up program, which had been \$3,000. Schultz clarifies that the board can revise the approach if needed based on what comes in. Motion Greenfield, second Schultz to approve the 2026 Business Attraction Grant application in the amount of \$2,500 as presented. Carried unanimously.

Raina Lyman is present to provide updates for the Waupun Business Alliance. Lyman provides a review of the Ignite Rural program held in Waupun, recognizing the numerous Waupun people involved in making the program successful. Coffee Connection and the Annual meeting are scheduled for March 2026.

Administrator Schlieve provides an update. A meeting with property and business owners along the north side of 300 and 400 E Main on the alley reconstruction project is complete. Schlieve notes that input from the property owners is needed by December 1 on their private improvement decisions. The CDA is working on reducing their grant programs and staff is recommending the creation of a revolving loan fund. The WRNC continues to offer revolving loan funds through 2026. A significant amount of work has been done with a group of business owners on the Main Street Cohort project. The group has been working to establish a sustainable organizational structure and has a draft of bylaws. Schlieve notes that if implemented, the structure could have impacts on how the BID functions. Schlieve reminds the group that WEDC will be in Waupun on January 6th as part of the project, and that members are asked to attend parts of that session. A full agenda is forthcoming by early December. The annual Main Street awards program will be held March 19 in Wausau, and the City will be submitting the Hoya Hop House project for consideration. Finally, the new strategic plan for Envision has entrepreneurship development as a main pillar. Schlieve notes that there is significant work happening to define how programs like Ignite Rural and more will be supported through this plan.

The next regularly scheduled BID meeting is December 16, 2025 at 7 am.

Motion Schultz, second Much to adjourn the meeting at 7:20 am. Carried unanimously.

CASH ON HAND

Prior Month Ending Balance	\$ 18,013.82
Plus Current Month Deposits	\$ -
Less Current Month Expenses (including expenses in accounts payable)	\$ (2,615.37)
Total Cash on Hand	\$ 15,398.45
Less Outstanding Grants/Checks (not in accounts payable)	\$ -
BID Funds Available	\$ 15,398.45

BUDGET

Revenue	\$ 24,762.49
Less Approved Grants & Expenses	\$ 9,364.04
Remaining Budget Funds Available	\$ 15,398.45

2025 Grants Approved - Not Dispersed

2025 Actual Operating Expenses

Holiday Planters	\$ 500.00
Sculpture	\$ 500.00
Checks	\$ 127.87
Audit Fees	\$ 1,837.50
Flower Pots - Potting Soil	\$ 91.80
Lost Lake Acres	\$ 1,621.50
Home Sweet Home Real Estate	\$ 1,870.00
A-Dean Enterprises	\$ 200.00
Prison City Pub	\$ 515.37
Tony's Family Restaurant	\$ 2,100.00
	\$ 9,364.04

Total of Grants Approved Not Dispersed and Actual Expenses \$ 9,364.04

2025 Upcoming Operating Expenses

Projected Unrestricted Funds \$ 15,398.45

CASH ON HAND

Prior Month Ending Balance	\$ 15,398.45
Plus Current Month Deposits	\$ -
Less Current Month Expenses (including expenses in accounts payable)	\$ -
Total Cash on Hand	\$ 15,398.45
Less Outstanding Grants/Checks (not in accounts payable)	\$ -
BID Funds Available	\$ 15,398.45

BUDGET

Revenue	\$ 24,762.49
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Total of Grants Approved Not Dispersed and Actual Expenses **\$ 9,364.04**

2025 Upcoming Operating Expenses

\$ -

Projected Unrestricted Funds **\$ 15,398.45**

2026 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 \$2,400.00 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 \$2,400.00. The BID reserves the right under this program to exceed the maximum grant amount of \$2,400.00 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 every two years**, unless otherwise approved by the BID Board.

ELIGIBLE APPLICANTS

The Façade Improvement Program is available to any Waupun commercial property 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 third Tuesday 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 and pictures of the completed work, must be submitted to the City Economic Development Department for fund reimbursement upon completion of the project. All projects must commence within ninety (90) days of grant approval and reimbursable expenses must be submitted within one-hundred-eighty (180) days of grant approval.
- f. If the projects are not done in accordance with the requirements and time schedule identified, then the applicant MUST re-appear for re-approval. Limited consideration for grant extension will be given based on demand for program dollars.

APPLICATIONS

- a. Completed Façade Improvement Program application form (attached) and supporting documentation
- 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: 12-2-25

Applicant Name: Tyler Schulz

Applicant Address: 610 N. Madison St

Phone: 324-5091 Fax: _____ Email: Tyler.Schulz@WernerHarmsch.

Name of Business/Property: Werner Harmsch

Property Address: 116 E. Main St

Property Use: Retail

Property owner, if different than applicant: _____

Owner address: _____ Owner Phone: _____

Project Summary:

Brief Project Summary: New Signage for Building

Total Estimated Cost: \$ 20,000.00

Total Grant Request: \$ 2500

Projected Start Date: 12-23-25

Projected Completion Date: 2-1-25

Name of Contractor: Symora

Issue Payment if approved: Property Owner

Approval of City Building Inspector: JKL (Inspector's initials)
11/5/24

Required attachments:

- | | |
|---|--|
| <input type="checkbox"/> Project plan(s) to 1/4" scale, if applicable | <input type="checkbox"/> Current photo(s) of property |
| <input type="checkbox"/> Release of Information Letter (attached) | <input type="checkbox"/> Paint color(s) or material sample(s), if applicable |
| <input 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: 12-23-25

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): Tyler Schulz

Signature: Tyler Schulz

Date: 12-23-25



Fond du Lac



N5528 Miranda Way • Fond du Lac, WI • 920.921.7181

INVOICE

IN-F-49907

Payment Terms: 50% Down, Bal on Completion

Created Date: 12/22/2025

DESCRIPTION: Update Pylon Sign New Faces

Bill To: Werner Harmsen
 116 E Main Street
 Waupun, WI 53963
 US

Pickup At: Signarama
 N5528 Miranda Way
 Fond du Lac, WI 54937
 US

Ordered By: Tyler Schulz
 Email: tyler.schulz@wernerharmesen.com

Salesperson: Andy Wapneski
 Email: Andy@Signarama-FDL.com
 Work Phone: 920.921.7181

PRODUCTS	QTY	UNIT PRICE	TAXABLE	TOTALS
1. Refurbish Pole Mount Sign	1	\$10,439.82	\$10,439.82	\$10,439.82

This estimate includes the following:

- New routed, 125 aluminum faces, backed in translucent acrylic
- Remove neon and internal lighting system and replace with new LED lighting system
- Provide painted covers for the cabinet faces to cover neon G-Cup openings and neon mounts around the perimeter.

• 3D Dimensional Chimney Included

Install Included

***UPDATED PAINT REFRESH (NOT INCLUDED)

This estimate assumes installation will involve regular access, soil, and wall conditions. In the event of sub-surface obstacles or obstructions in or behind walls, the parties agree to adjust the installation costs based on Signarama's additional costs. This quote does not include relocation of underground utilities if encountered or restoration of the surrounding landscaped area if disturbed by trucks. Buyer shall bring feed wires of suitable capacity and approved type to the sign's location before installation. Buyer shall provide all necessary reinforcements to the building on which the sign is installed.

Product Discount Applied: (5.69%) \$630.00

Your satisfaction is our priority. Thank you for choosing us!

Subtotal:	\$10,439.82
Taxable Amount:	\$10,439.82
WI County Tax (0.5000%):	\$52.20
WI State Tax Rate (5.0000%):	\$521.99
Total Taxes:	\$574.19
Total:	\$11,014.01
Amount Paid:	\$0.00
Deposit Required:	\$11,014.01

Fond du Lac
N5528 Miranda Way • Fond du Lac, WI • 920.921.7181ESTIMATE
ES-F-56552

Payment Terms: 50% Down, Bal on Completion

Created Date: 8/7/2025

DESCRIPTION: New/Update Exterior Signs

Bill To: Werner Harmsen
116 E Main Street
Waupun, WI 53963
USPickup At: Signarama
N5528 Miranda Way
Fond du Lac, WI 54937
USRequested By: Tyler Schulz
Email: tyler.schulz@wernerharmesen.comSalesperson: Andy Wapneski
Email: Andy@Signarama-FDL.com
Work Phone: 920.921.7181

PRODUCTS	QTY	UNIT PRICE	TAXABLE	TOTALS
1 Sign 1: East Side of Building Custom Exterior Sign <ul style="list-style-type: none">• Qty: 1• Size: 210" x 60"• Material: 3mm ACM• Matte Laminate Install Included	1	\$2,728.57	\$2,728.57	\$2,728.57

Disclaimer and Warranty

Installation and Site Conditions: This estimate is based on the assumption of standard installation conditions, including normal site access, soil composition, and wall structures. Should unforeseen subsurface obstacles or obstructions within or behind walls arise, necessitating additional labor or materials, the installation costs will be adjusted accordingly. This quote expressly excludes the relocation of underground utilities and the restoration of disturbed landscaping. The buyer is responsible for providing suitable electrical feed wires and ensuring adequate building reinforcement.

Permitting and Approvals: Unless explicitly stated otherwise in this estimate/quote, all permitting responsibilities lie with the buyer. If permitting is included in this agreement, Signarama will assist in securing necessary permits from public authorities. However, the buyer remains responsible for obtaining all other required permissions, including those from property owners, and assumes all risks associated with permit revocations. The buyer is solely accountable for securing necessary permissions for trademark or copyrighted material usage and agrees to indemnify Signarama against any related claims. Municipal permit fees will be invoiced at actual cost, which may differ from estimated allowances, and the buyer agrees to accept any resulting cost adjustments.

Warranty: Signarama warrants to the original purchaser that the monument sign, as manufactured and installed, will be free from defects in materials and workmanship, for a period of one (1) year from the installation date. This warranty covers defects in materials, workmanship, electrical components (subject to manufacturer warranties), and fading or peeling of graphics due to defects in materials or workmanship (excluding normal wear).

Warranty Exclusions: This warranty does not cover damage caused by acts of God, vandalism, accidents, improper maintenance, normal wear and tear (including minor scratches, dents, or fading), or electrical surges not attributable to defective installation.

Warranty Claims: The buyer must notify Signarama in writing of any alleged defects within ten (10) business days of discovery. Signarama will inspect the sign and, at its sole discretion, repair or replace covered defects, utilizing new or refurbished components as needed.

Disclaimer: This warranty is the sole and exclusive warranty provided by Signarama and is in lieu of all other warranties, express or implied, including any implied warranties of merchantability or fitness for a particular purpose. Signarama shall not be liable for any incidental or consequential damages. This warranty is non-transferable and applies only to the original purchaser and is valid only upon full payment.

2	Sign 2: Updated South Side of with a flat panel Custom Exterior Sign <ul style="list-style-type: none">• Qty: 1• Size: 240" x 12"• Material: 3mm ACM	1	\$1,225.28	\$1,225.28	\$1,225.28
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- Matte Laminate
- Removal of letters and Install Included

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Permitting and Approvals: Unless explicitly stated otherwise in this estimate/invoice, all permitting responsibilities lie with the buyer. If permitting is included in this agreement, Signarama will assist in securing necessary permits from public authorities. However, the buyer remains responsible for obtaining all other required permissions, including those from property owners, and assumes all risks associated with permit revocations. The buyer is solely accountable for securing necessary permissions for trademark or copyrighted material usage and agrees to indemnify Signarama against any related claims. Municipal permit fees will be invoiced at actual cost, which may differ from estimated allowances, and the buyer agrees to accept any resulting cost adjustments.

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Warranty Claims: The buyer must notify Signarama in writing of any alleged defects within ten (10) business days of discovery. Signarama will inspect the sign and, at its sole discretion, repair or replace covered defects, utilizing new or refurbished components as needed.

Disclaimer: This warranty is the sole and exclusive warranty provided by Signarama and is in lieu of all other warranties, express or implied, including any implied warranties of merchantability or fitness for a particular purpose. Signarama shall not be liable for any incidental or consequential damages. This warranty is non-transferable and applies only to the original purchaser and is void only upon full payment.

3	Sign 3: Updated Cornerstone In Markesan (Black Acrylic)	1	\$610.60	\$610.60	\$610.60
Custom Exterior Sign					
<ul style="list-style-type: none"> • Qty: 1 • Size: 2.5" x 66" • Material: 1/4" Black Gloss Acrylic Letters 					
Install Included					

Disclaimer and Warranty

Installation and Site Conditions: This estimate is based on the assumption of standard installation conditions, including normal site access, soil composition, and wall structures. Should unforeseen subsurface obstacles or obstructions within or behind walls arise, necessitating additional labor or materials, the installation costs will be adjusted accordingly. This quote expressly excludes the relocation of underground utilities and the restoration of disturbed landscaping. The buyer is responsible for providing suitable electrical feed wires and ensuring



inadequate building reinforcement.

Permitting and Approvals: Unless explicitly stated otherwise in this estimate/invoice, all permitting responsibilities lie with the buyer. If permitting is included in this agreement, Signarama will assist in securing necessary permits from public authorities. However, the buyer remains responsible for obtaining all other required permissions, including those from property owners, and assumes all risks associated with permit revocations. The buyer is solely accountable for securing necessary permissions for trademark or copyrighted material usage and agrees to indemnify Signarama against any related claims. Municipal permit fees will be invoiced at actual cost, which may differ from estimated allowances, and the buyer agrees to accept any resulting cost adjustments.

Warranty: Signarama warrants to the original purchaser that the monument sign, as manufactured and installed, will be free from defects in materials and workmanship for a period of one (1) year from the installation date. This warranty covers defects in materials, workmanship, electrical components (subject to manufacturer warranties), and fading or peeling of graphics due to defects in materials or workmanship (excluding normal wear).

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4	Permit	1	\$0.00	\$0.00	\$0.00
			Base Subtotal:		\$4,564.45
			Subtotal:		\$4,564.45
			Taxable Amount:		\$4,564.45
			WI County Tax (0.5000%):		\$22.82
			WI State Tax Rate (5.0000%):		\$228.22
			Total Taxes:		\$251.04
			Grand Total:		\$4,815.49
			Deposit Required:		\$4,815.49

Signature: 

Date: 12-22-25

Thank you for choosing Signarama!

N5528 Miranda Way Fond du Lac, WI 54937 (920) 921-7181



3

Estimate ID: 5816

Office Location:
YESCO Central Wisconsin
N5528 Miranda Way
Fond du Lac, WI 54937
(920) 322-2055

Werner-Harmsen Furniture-channel letter LED

Bill To:
Werner-Harmsen Furniture
116 E Main St
Waupun, WI 53963

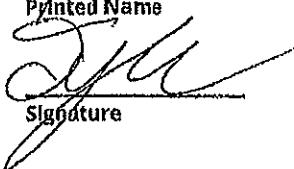
Site:
Werner-Harmsen Furniture
116 E Main St
Waupun, WI 53963
Tyler Schulz
(920) 324-5091

Account Executive	Effective On	Expires On
Matt Ruppert	12/22/2025	01/22/2026

PRODUCT/SERVICE	DESCRIPTION	QUANTITY	RATE	TAXABLE	AMOUNT
LED Upgrade	<p>LED upgrade all WERNER HARMSEN channel letters on the building(2 sets). -access the channel letter lighting by removing all of the faces. -remove all of the existing neon lighting and components. -Install all new green LED mods in each letter. -Install all new LED power supplies and wire everything in to primary power. -test light the signs -Securely install all of the faces back in place on the channel letter cans.</p> <p>50% deposit required -5 year warranty on LED parts</p>	1	4900.00	✓	\$4,900.00

Subtotal	\$4,900.00
Estimated Sales Tax	\$289.50
Total	\$5,189.50

Werner-Harmsen Furniture - Waupun

Tyler
Printed Name

Signature

Tyler
Title
12-22-25
Date

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Address: 10000 W. 82nd Street, Suite 100, Minneapolis, MN 55431 Phone: 612-871-7147 Fax: 612-871-4200 Email: minneapolis@signarama.com Web: www.signarama.com 925-921-7245	
Client: Werner Harmsen Address: City: Date: 9/26/2025 Sales Rep: Andy W. Designer: Travis T. File Name: 50552 South Side Version: 2	
General Sign Specifications Vinyl: 3M 1180CNS / 6520 Material: 3mm Aluminum Composite Mount: Through Face Sides: Single Sided Quantity: 1 Sq Ft: 20 Color Specifications PM15-6015 C <input type="checkbox"/> To Match Building (119)	
Additional Information <input type="checkbox"/> Vector Artwork Needed From Client <input checked="" type="checkbox"/> Installation Included Sign Information Shipping: <input type="checkbox"/> Customer Pickup <input type="checkbox"/> Adhesive Mount <input type="checkbox"/> Grommets Delivery: <input type="checkbox"/> Stud Mount <input type="checkbox"/> Standoffs <input type="checkbox"/> Mounting Pattern	
Additional Sign Specifications Color Disclaimer: The ink colors shown in this rendering may not match the actual print, and print-on-demand colors that will be used.	

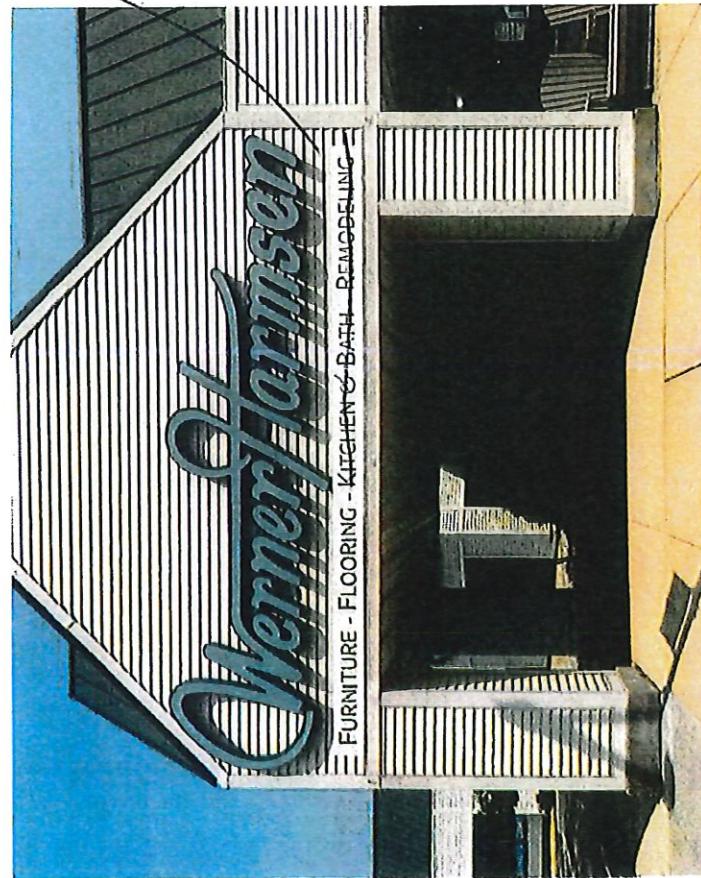
Exterior Signage
South Side Of Building

20'

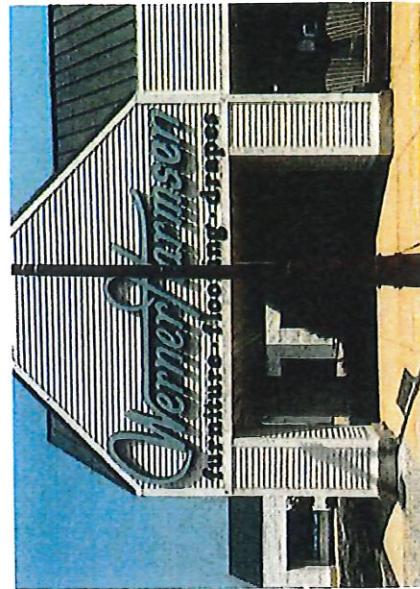
12" Height

FURNITURE - FLOORING - KITCHEN & BATH - REMODELING

kitchen & Bath's



Sign Placement



Existing Letters - Ghosting Likely To Occur



Building Signage: Produce & Install (1) New Aluminum Composite Sign Panel. Removal Of Existing Lettering.

1

Color Disclaimer: The ink colors shown in this rendering may not match the actual print, and print-on-demand colors that will be used.

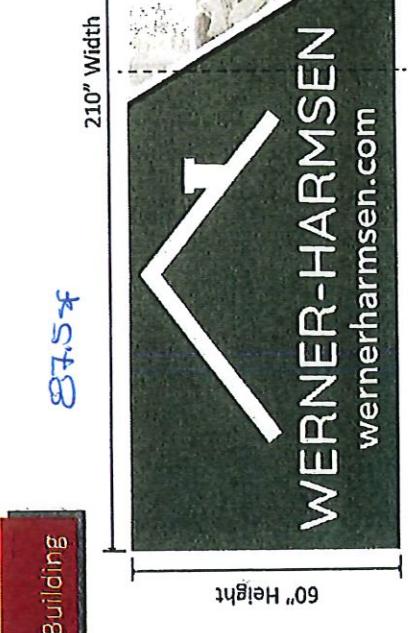
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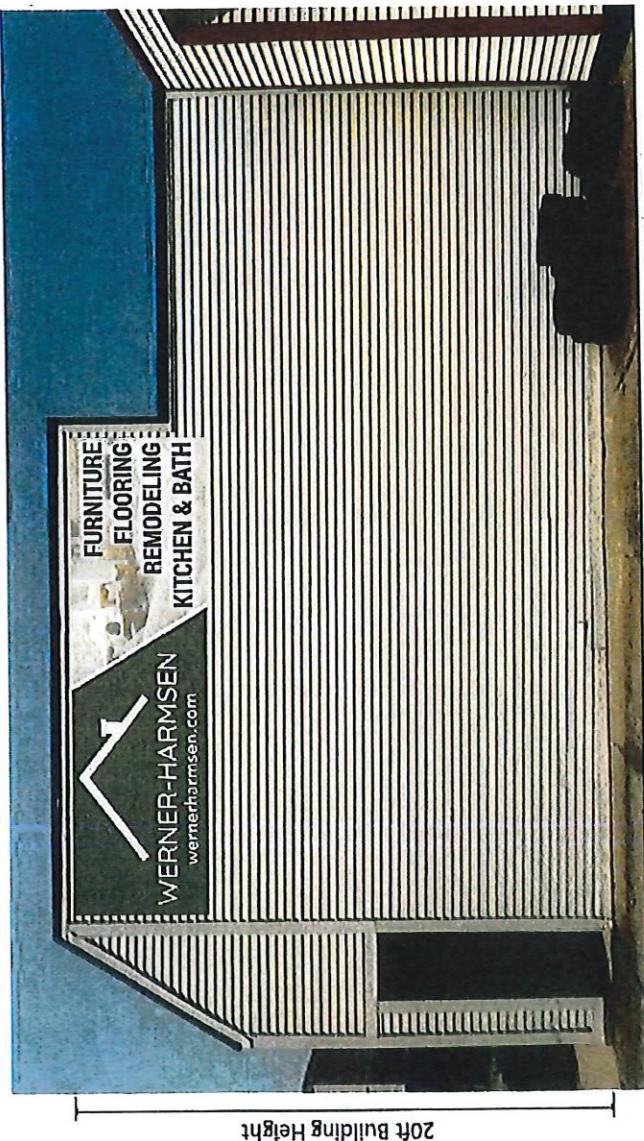
Signarama		
Address: 1000 10th Street, Suite 100, Denver, CO 80203	Phone: 303-293-7101	
Phone: 800-231-4320	Address: 1000 10th Street, Suite 100, Denver, CO 80203	
Client: Werner Harmsen	Address:	
Date: 9/26/2025	City:	
Sales Rep: Andy W.	Designer: Travis T.	
Designer: Travis T.	File Name: 56552 East Side	
Version: 2	Version:	
General Sign Specifications		
Material: 3M 1180CV3	Lamination: 3M 8520 Matte	
Substrate: 3mm/Aluminum Composite	Side: Single Sided	
Quantity: 1	Color Specified: PMS 5655 C	
Sq Ft: 87.5	Additional Information	
Vector Artwork Needed From Client.		
<input checked="" type="checkbox"/> Installation Included <input type="checkbox"/> Shipping <input type="checkbox"/> Customer Pickup <input type="checkbox"/> Stud Mount <input type="checkbox"/> Standoffs <input type="checkbox"/> Grommets <input type="checkbox"/> Mounting Pattern <input checked="" type="checkbox"/> Round Through Face <input type="checkbox"/> Additional Sign Specifications		
Signarama.com		

1

Color Documentation: The Color(s) Shown in This
Presentation May Not Reflect the Actual Color.
Final Prints or Actual Colors Must Verify the Color.
Contractual Drawing
Color Matched to Job Drawing
Not Responsible for Color Match to Project



Exterior Signage
East Side Of Building



Sign Placement



Building Signage: Produce & Install (1) 3mm Aluminum Composite Sign w/Matte Lamination To East Side Of Building

Legal Responsibility Disclaimer: This Document & The Information Contained In It Is Proprietary To Signarama / Fowor, Inc. It Is Under Nondisclosure Agreement To Third Party Or Reproduce This Document. Disclosure It To Any Third Party Or Reproduce This Document.

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

Applications missing any materials will be returned for completion.

Date: 12/22/25

Applicant Name: Chic Tique Girls LLC

Applicant Address: N9341 City Rd C Eldorado WI 54932

Phone: 920-410-1261 Fax: _____ Email: chictiquegirls@outlook.com

Name of Business/Property: JLS Management

Property Address: 301 E Main St. Waupun WI 53963

Property Use: Retail

Property owner, if different than applicant: JLS Management

Owner address: N9341 City Rd C Eldorado WI 54932 Owner Phone: 920-410-1261

Project Summary:

Brief Project Summary: New exterior windows, doors, lighting, signage and façade facelift with maintenance free materials.

Total Estimated Cost: \$ 46,760 Total Grant Request: \$ 2,400

Projected Start Date: 1/1/26 Projected Completion Date: 5/31/26

Name of Contractor: JL Improvements Issue Payment if approved: Property Owner

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

Required attachments:

- | | |
|--|---|
| <input checked="" 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: 12/22/25

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): Kristen Schutz

Signature: Kristen Schutz

Date: 12/22/25

jc improvements, LLC

19 Caddie Court, Waupun, WI, USA

920 948 7724

jcollien@charter.net

ESTIMATE

EST598

DATE

12/06/2025

TOTAL

USD \$15,850.00

TO

Kristen Shultz

N9341 CTY RDC Eldorado WI 54932

✉ +19204101261

DESCRIPTION	RATE	QTY	AMOUNT
Estimate for restoration of the face of the building.	\$15,850.00	1	\$15,850.00
Remove existing siding and steel located above. Repair studs and framing for install of new siding.			
Have wiring installed for gooseneck lights.			
Duplicate top casing and extend it across the east side face of the building.			
Re-side with white maintenance free siding.			
Add detail as pictured on the drawings using white maintenance free trim boards.			
Install lights, caulk and add trim where needed.			
3 10" black gooseneck lights 199.00 each			
Estimate only, as long as the structure is in good shape after the removal of the old siding materials. If we find heavy deterioration we will need to address it.			

TOTAL

USD \$15,850.00



N7171 Raceway Road Phone: (920)887-3757
Beaver Dam, WI 53916 Fax: (920)887-3338

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hometownglass.com

Office Copy

Federal Tax ID: 39-1612115

P/O#:	Cust State Tax ID: Cust Fed Tax ID: Ship Via:	Quote: Q007251 Date: 11/21/2025
Taken By: Jeff Installer: SalesRep: Jeff	Adv. Code:PC	

Bill To: JEFCOL

Sold To: JEFCOL

JEFF COLLIEN
19 CADDIE COURT
WAUPUN, WI 53963

CHIC TIQUE
301 E. MAIN ST.
WAUPUN, WI 53963

(920) 324-8619 CELL: (920) 948-7724

Qty	Part Number	Description	List	Sell	Total
1	MISC	Furnish & install 5 Lindsay Crownview Single Hung replacement windows in the upstairs on the front of the building.	\$5,140.00	\$5,140.00	\$5,140.00
1	MISC	Furnish & install store front windows as per the attached sheet on the front of the building. Updated 11/17.	\$13,810.00	\$13,810.00	\$13,810.00
1	MISC	Furnish & install a double door entry system in the front of the building. Double door with transom and sidelights.	\$11,960.00	\$11,960.00	\$11,960.00

Each upstairs window will be white in color with Low-E2 insulating glass and half screens.

Installation includes removal/disposal of the existing windows, spray foam insulation around each new window and wrapping of the exterior wood frame in white.

See attached for details of the commercial windows. Install includes all caulking as needed. If metal trim is needed on the exterior we will discuss at the time of installation.

See attached for details on the door.

Sub Total: \$30,910.00

Total: \$30,910.00



NORTH
DRAWN
DESIGN

CHIC TIQUE - FAÇADE RENOVATION

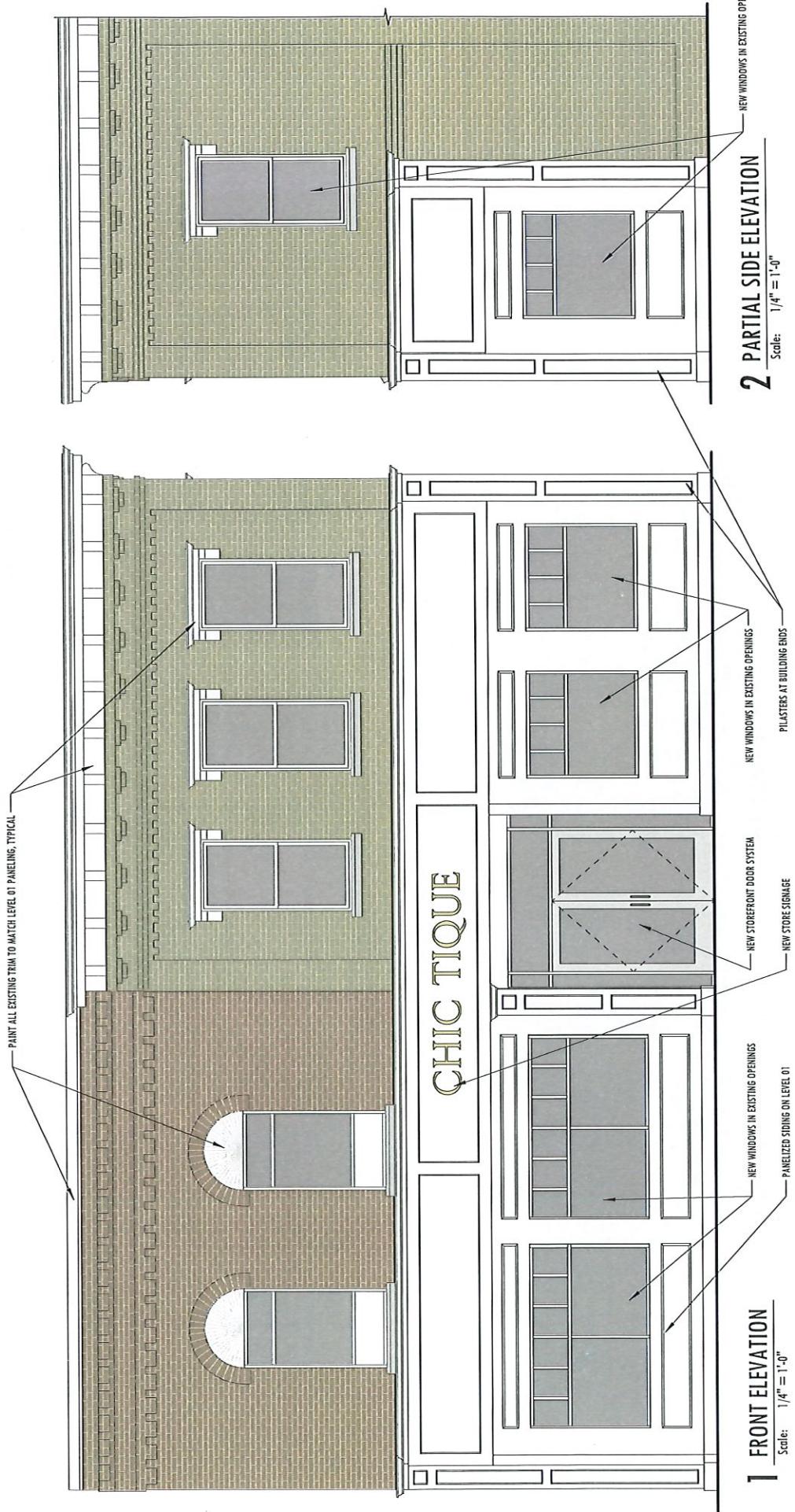
WAUPUN, WI

AD-100

DATE: 12/02/25
NOT FOR CONSTRUCTION

1 FRONT ELEVATION
Scale: $1/4'' = 1'-0''$

2 PARTIAL SIDE ELEVATION
Scale: $1/4'' = 1'-0''$





1 3D VIEW 1

Scale:

AD-101

DATE: 12/02/25
NOT FOR CONSTRUCTION

WAUPUN, WI

CHIC TIQUE - FAÇADE RENOVATION

2026 GRANTS & CAPITAL RESOURCES

Looking to improve your building, open a new business, or expand your operations?

Multiple grant and capital programs are available in 2026 to support façade improvements, business attraction, and business startup and expansion. Funding is limited—early applications are encouraged.

- Check guidelines to make sure your business qualifies before submitting an application (varies by program)
- Visit the City of Waupun website for full program details, guidelines, and applications.
- Questions? Contact the City's Economic Development team via Kathy Schlieve- Kathy@cityofwaupunwi.gov

Business Improvement District (BID) Façade Improvement Grant:



For properties and businesses within the Waupun Business Improvement District

- Up to \$2,400 in matching grant funds
- Reimburses up to 50% of eligible project costs
- Supports exterior improvements or upgrades visible from the street
- One grant every two years (exceptions may apply)

Business Improvement District (BID) Business Attraction Grant:



Supporting new businesses in the Downtown BID

- \$2,500 grant for eligible new businesses locating in the BID
- Designed to diversify the downtown business mix
- Funds may be used for:
 - Lease or mortgage payments
 - Operating expenses
 - Building repairs or tenant improvements
- Available first-come, first-served until funds are depleted

Community Development Authority (CDA) Façade Improvement Grant:

For properties in Tax Increment District (TID) 3



- Up to \$5,000 in matching grant funds
- Reimburses up to 50% of eligible expenses
- One grant per parcel every two years (with limited exceptions)
- May be combined with the BID Façade Grant
- All work must be completed by December 31, 2026 (no extensions)

WNRC Opportunity Fund:

Startup & expansion capital for regional businesses



- Serving businesses in Waupun, Ripon, North Fond du Lac, and Campbellsport
- Two Funding Tracks:
 1. WRNC Start-Up Fund – up to \$10,000
 2. WRNC Expansion Fund – up to \$25,000
- Supports brick-and-mortar startups, business expansion, job creation, and equipment investment
- Includes a forgivable grant component tied to business milestones
- Requires technical assistance through Envision Greater Fond du Lac

*QR Codes provide links to additional information and applications



About Main Street

Why Main Street?



A strong Main Street program benefits the entire community, not just businesses located within the downtown. Successful Main Street programs strengthen the whole city by supporting local businesses, increasing investment, enhancing property values, attracting visitors, and creating places where people want to live, work, and spend time.

Through participation in the Wisconsin Economic Development Corporation Main Street Program, communities gain access to proven revitalization strategies, technical assistance, training, and funding opportunities that support long term economic health citywide.

A core goal of Waupun's Main Street effort is to bring all groups together in a more cohesive way to work toward shared goals. Moving forward, our team's efforts are intentionally inclusive and designed to create connections, collaboration, and opportunity across the community.

This work is most effective when it is community driven. There are many ways to be part of what's next, whether through leadership, financial support, volunteering, or idea sharing.



How can I get involved?

- Serve on the Board of Directors to support strategy and governance
- Participate on an Advisory Committee to share expertise and perspective
- Join or support committees focused on economic vitality, events, design, or community engagement
- Assist with targeted projects (business outreach, events, grants, data)
- Volunteer at events or seasonal initiatives
- Contribute professional skills (marketing, finance, design, photography, planning)
- Provide financial support or sponsorships for programs and events
- Share ideas, feedback, and promote Main Street initiatives
- Advocate for community-focused investment and collaboration



Start Here

We want to hear directly from you!

Main Street 4 Pillar Approach



Why do the pillars matter?

The four pillars work together to create a vibrant, resilient business environment where all businesses can succeed.

A thriving downtown starts with all of us. Join in shaping what's next for Waupun. By working together across neighborhoods, businesses, and organizations, we can create a stronger, more connected community.