



**A G E N D A**  
**CITY OF WAUPUN BUSINESS IMPROVEMENT**  
**DISTRICT**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Tuesday, March 17, 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 January 20, 2026 BID Meeting
- [2.](#) January 2026 BID Financials
- [3.](#) February 2026 BID Financials

**REQUESTS FOR FUNDING**

- [4.](#) 313 E Main Street Application (Radio Plus)
- [5.](#) Application for 309 and 311 E Main Street (Blue Heron Antiques and BH Home)

**DISCUSSION ITEMS**

6. Waupun Business Alliance Update
7. City Administrator Update

**ADVANCED PLANNING**

8. Next Regularly Scheduled BID Meeting is April 21, 2026 at 7 am

**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, January 20, 2026 at 7:00 AM**

Meeting called to order by Board Chair, Gary DeJager at 7 am.

Roll call taken. Members present include DeJager, Greenfield, Much (online), Yohn, Daute, Salkowski and Schultz. Absent and Excused, Mallas. Absent and Unexcused, Ruch, Bohn. Also present, Mayor Bishop, Administrator Schlieve, Finance Director, Casey Langenfeld, and Kristen Schultz (Chic Tique Girls - online).

No one is present for public comment.

Motion Schulz, second Greenfield to approve consent agenda, including Minutes from BID Meeting on November 18, 2025 and BID Financials for November and December 2025. Carried unanimously.

Tyler Schulz presented an application for his business located at 116 E Main Street (Werner Harmsen). The business has evolved to include additional signage and is adding signage to represent that. Motion Greenfield, second Much to approve the application as a 50% match grant capped at \$2,400. Carried 6-0-1 with Schulz abstaining.

Kristen Schultz presented an application for business relocating to 301 E Main Street (former Senior Center). The project includes a full façade renovation. Motion Greenfield, second DeJager to approve the application as a 50% match grant capped at \$2,400. Carried unanimously.

Administrator Schlieve discussed annual awards and recognition for the annual Waupun Business Alliance dinner to be held March 10. After group discussion, determination was made to award the Best New Business to Hoya Hop House, Best Redevelopment Project to Jud's for their kitchen addition; and to do a special recognition of Ignite Rural for their entrepreneurship support in Waupun in 2025.

No update from Waupun Business Alliance as staff had previous commitments and were unable to attend.

Administrator Schlieve provides an update of progress with Main Street visit and business meeting with WEDC, indicating a group continues to make progress on the Main Street cohort program. Back alley project engineering is being finalized and the City needs to finalize work with private property owners on private improvements. The Common Council signed an agreement with Dodge County for a grant to support Shaler Drive extension that will open additional housing opportunity.

The next regularly schedule BID meeting will be February 17,2026 at 7 am.

Motion Schultz, second Greenfield to adjourn the meeting at 7:25 am. Carried unanimously.

**CASH ON HAND**

Prior Month Ending Balance	\$	15,398.45
Plus Current Month Deposits	\$	34,632.18
Less Current Month Expenses (including expenses in accounts payable)	\$	-
<b>Total Cash on Hand</b>	<b>\$</b>	<b>50,030.63</b>
Less Outstanding Grants/Checks (not in accounts payable)	\$	(4,800.00)
<b>BID Funds Available</b>	<b>\$</b>	<b>45,230.63</b>

**BUDGET**

Revenue	\$	50,030.63
Less Approved Grants & Expenses	\$	4,800.00
<b>Remaining Budget Funds Available</b>	<b>\$</b>	<b>45,230.63</b>

**2026 Grants Approved - Not Dispersed**

Werner Harmsen	\$	2,400
Chic Tique	\$	2,400
	\$	4,800

**2026 Actual Operating Expenses**

\$ -

**Total of Grants Approved Not Dispersed and Actual Expenses**      **\$ 4,800.00**

***2026 Upcoming Operating Expenses***

\$ -

**Projected Unrestricted Funds**      **\$ 45,230.63**

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

*Applications missing any materials will be returned for completion.*

Date: 2-2-26

Applicant Name: Jeff Collier

Applicant Address: \_\_\_\_\_

Phone: 920-948-7724 Fax: \_\_\_\_\_ Email: jcollier@charter.net

Name of Business/Property: ~~203~~

Property Address: 313 East Main

Property Use: Retail & Radio Station

Property owner, if different than applicant: \_\_\_\_\_

Owner address: 19 Coddie Court Owner Phone: 920-948-7724

**Project Summary:**

Brief Project Summary: New windows Pressure wash  
& Paint

Total Estimated Cost: \$ 24,915.00

Total Grant Request: \$ 25,000.00 😊

Projected Start Date: April 1st

Projected Completion Date: April 20th

Name of Contractor: HOMETOWN

Issue Payment if approved: Property Owner

Approval of City Building Inspector: True Means AS  
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 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: 2-13-26

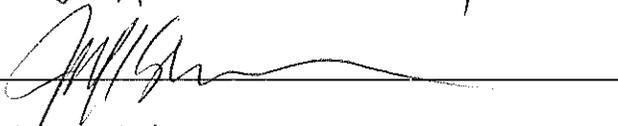
To: Waupun Business Improvement District – Clerk’s Office, Waupun City Hall  
201 E. Main Street, Waupun WI 53963

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): Jeff S Collins

Signature: 

Date: 2-13-26

5:46

SW 6094  
Sensational Sand

200-C4

SW 9092  
Iced Mocha

200-C5





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

Like us on facebook!   
 facebook.com/hometownglass  
 hometownglass.com

Customer

Federal Tax ID: 39-1312115

P/O#:	Cust State Tax ID:	<b>Quote: Q007252</b>
Taken By: Jeff	Cust Fed Tax ID:	
Installer:	Ship Via:	
SalesRep: Jeff	Adv. Code:PC	

**Bill To: JEFCOL**

**Sold To: JEFCOL**

JEFF COLLIEN  
 19 CADDIE COURT  
 WAUPUN, WI 53963

THE SOURCE  
 313 W. MAIN ST.  
 WAUPUN, WI 53963

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

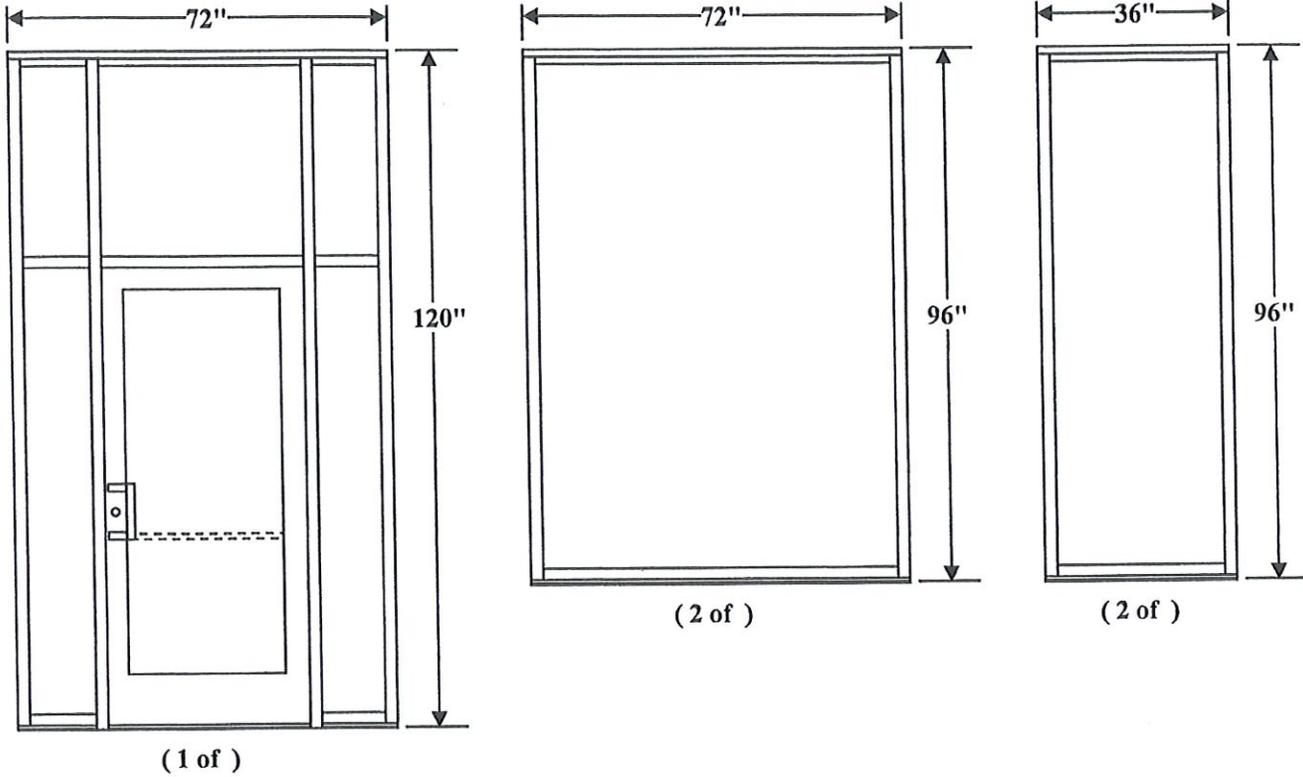
Qty	Part Number	Description	List	Sell	Total
1	MISC	Furnish & install a commercial store front as per the attached sheet.	\$15,475.00	\$15,475.00	\$15,475.00
1	MISC	Furnish & install 3 Lindsay Crownview double hung replacement windows in the front, upstairs.	\$2,940.00	\$2,940.00	\$2,940.00

Please see attached...

Each vinyl double hung includes Low-E2 insulating glass, white in color and half extruded screens.

Sub Total: \$18,415.00

Total: \$18,415.00



Exterior

- 2" x 4 1/2" Aluminum Frames
- Top Receptor, Subsill w/End Dams
- 3-0 x 7-0 Medium Stile Aluminum Door
- 10" Bottom Rail
- Dark Bronze Anodized Finish
- Tubular Push - 10" Offset Pull
- 1/2" ADA Threshold
- LCN 4040XP Heavy Duty Closer
- ABH Heavy Duty Continuous Hinge
- Maximum Security Lock w/Thumb-Turn
- 1" Clear Tempered Insulated Glass w/HP Low-e & Argon
- Full Weather-Stripping w/Sweep
- Perimeter Caulk

**jc improvements, LLC**

19 Caddie Court, Waupun, WI, USA

920 948 7724

jcollien@charter.net

ESTIMATE

EST605

DATE

01/15/2026

TOTAL

USD \$6,500.00

TO

**ABB&j Investment Properties**

19 Caddie Court Waupun Wi 53963

920-048-7724

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DESCRIPTION	RATE	QTY	AMOUNT
Pressure wash the front of the building Repair any damaged areas on the brick Paint the areas that are painted now Paint color "Iced Mocha" With white trim Supplies and labor Rental for a lift	\$6,500.00	1	\$6,500.00

TOTAL

USD \$6,500.00

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

*Applications missing any materials will be returned for completion.*

Date: 3-13-26

Applicant Name: Melanie Williams

Applicant Address: W12011 Whoolley Rd, Waupun

Phone: 920.579.7775 Fax: — Email: blueheronwaupun54@gmail.com

Name of Business/Property: Blue Heron Antiques / BH Home

Property Address: 309 E Main and 311 E Main, Waupun

Property Use: retail

Property owner, if different than applicant: —

Owner address: — Owner Phone: —

**Project Summary:**

Brief Project Summary: Winner of Man & Makeover Contest —  
Complete facade upgrade

Total Estimated Cost: \$ 36,000 expected to increase Total Grant Request: \$ 4,800

Projected Start Date: 5/1/26 Projected Completion Date: 11/1/26

Name of Contractor: Hoinacki & various others Issue Payment if approved: Property Owner

Approval of City Building Inspector: \_\_\_\_\_ (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 type="checkbox"/> Release of Information Letter (attached)     | <input type="checkbox"/> Paint color(s) or material sample(s), if applicable |
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**To be completed by City staff only:**

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

Date: 3/13/2026

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

To Whom It May Concern:

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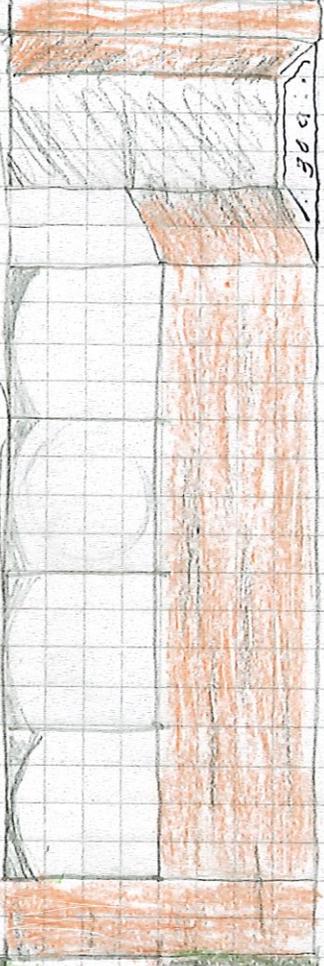
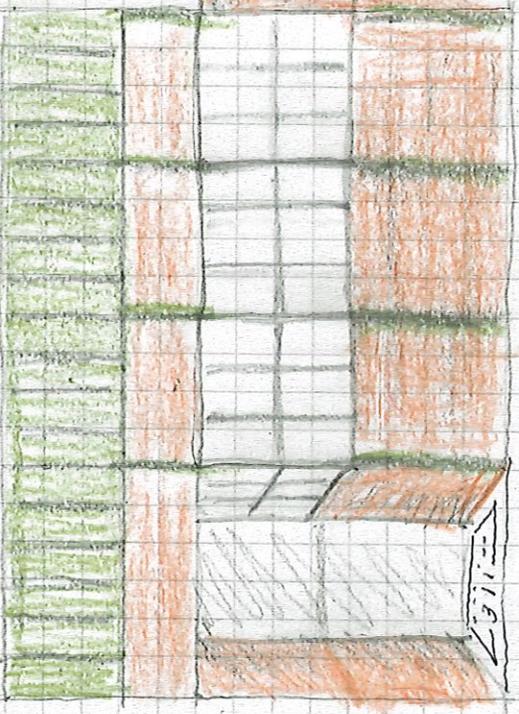
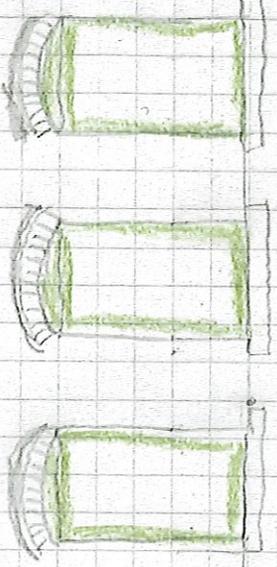
Signed,

Name (print): Melanie L Williams

Signature: Melanie L Williams

Date: 3/13/2026

B



1005

1011

# Estimate

## C. Braaksma Electric Inc.

PO BOX 192  
820 S Madison Street  
Waupun, WI 53963  
Office#920-324-9403, Cell #920-319-1614

PROPOSAL SUBMITTED TO <b>BLUE HERON C/O MELANIE</b>		PHONE 920-579-7775	PROPOSAL DATE 2/17/2026
STREET <b>309 E MAIN STREET</b>		EMAIL Blueheronwaupun54@gmail.com	JOB NAME <b>EXTERIOR LIGHTING</b>
CITY, STATE, ZIP CODE <b>WAUPUN, WI 53963</b>		JOB LOCATION <b>309/311 E. MAIN ST. WAUPUN, WI 53963</b>	
ARCHITECT	DATE OF PLANS	MISCELLANEOUS	

We hereby submit specifications and estimates for:

### Description

#### EXTERIOR LIGHTING AS FOLLOWS:

##### 309 E. MAIN ST.:

- 1) Install wiring and boxes for up to 5 decorative wall mount fixtures on storefront exterior
- 2) Install up to 5 owner provide fixtures for above
- 3) Install wiring and bronze weatherproof boxes for 2 LED sigh illumination fixtures, including **2-RAB BULLET12A FLD 12/9/6W 3/4/5K 124**
- 4) Install wiring for 5-4" LED soffit recess downlights, including **5-JUNO WF4-SWW5-90CRI-MB-M6 SWITCHABLE MATTE BLACK LED WAFER CANLESS DOWNLIGHTS**
- 5) Power all new lighting from 1-Tork SS703Z 120/277 VAC 60 Hz 15 Amp 7 Day White SPST Astronomic In-Wall Digital Time Switch(location at existing timer location)

##### 311 E. MAIN ST.:

- 1) Install wiring and boxes for up to 5 decorative wall mount fixtures on storefront exterior
- 2) Install up to 5 owner provide fixtures for above
- 3) Install wiring and bronze weatherproof boxes for 2 LED sigh illumination fixtures, including **2-RAB BULLET12A FLD 12/9/6W 3/4/5K 124**
- 4) Install wiring for 4-4" LED soffit recess downlights, including **4-JUNO WF4-SWW5-90CRI-MB-M6 SWITCHABLE MATTE BLACK LED WAFER CANLESS DOWNLIGHTS**
- 5) Power all new lighting from 1-Tork SS703Z 120/277 VAC 60 Hz 15 Amp 7 Day White SPST Astronomic In-Wall Digital Time Switch(location to be determined)

*Notes: Existing branch circuits used for above wiring*

We Propose hereby to furnish material and labor-complete in accordance with above specifications for the sum of:

**SIX THOUSAND ONE HUNDRED FIFTY AND 00/100 DOLLARS---dollars(\$6150.00)**

**PAYMENTS TO BE MADE AS FOLLOWS: PAYMENT DUE UPON COMPLETION**

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 estimate 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 \_\_\_\_\_



12W LED equivalent to 75W BR30/halogen/wide flood. Available in black, white, bronze and verde green.

Color: Bronze

Weight: 1.7 lbs

Project:

Type:

Prepared By:

Date:

### Driver Info

Type	Constant Current
120V	0.10A
208V	N/A
240V	N/A
277V	N/A
Input Watts	11.3W

### LED Info

Watts	12W
Color Temp	5000K (Cool)
Color Accuracy	85 CRI
L70 Lifespan	100,000 Hours
Lumens	1,111 lm
Efficacy	98.3 lm/W

## Technical Specifications

### Compliance

UL Listed:

### Buy American Act Compliance:

RAB values USA manufacturing! Upon request, RAB

### Construction

Thermal Management:

## Technical Specifications (continued)

### Optical

**NEMA Type:**

NEMA Beam Spread of 6H x 6V

### Electrical

**Driver:**

Innovative integrated driver technology with 120V TRIAC and ELV dimming

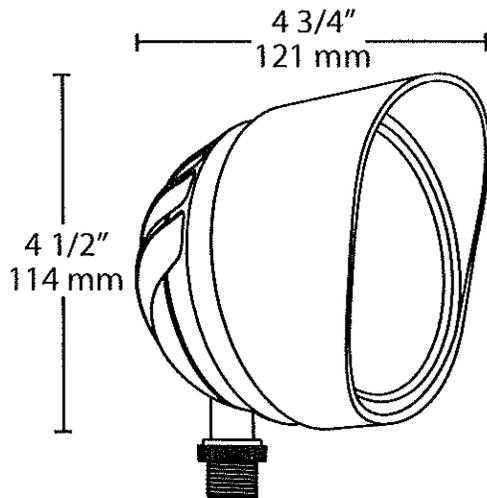
**THD:**

10.9% at 120V

**Power Factor:**

99.1% at 120V

### Dimensions



### Features

12W LED equivalent to 75W BR30/halogen/wide flood

Mount as an uplight or downlight on a RAB Mighty Post or junction box

Microprismatic diffusion lens for smooth and even light distribution

100,000-hour LED Lifespan

### Ordering Matrix

Family	Wattage	Color Temp	Finish	Other Options
BULLET	12		A	
	12 = 12W	Blank = 5000K Cool N = 4000K Neutral Y = 3000K Warm	A = Bronze B = Black VG = Verde Green W = White	Blank = Standard



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

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 facebook.com/hometownglass  
 hometownglass.com

Office Copy

cell: 920.382.2231

Federal Tax ID: 39-1612115

P/O#:	Cust State Tax ID:	<b>Quote: Q007465</b> <b>Date: 1/19/2026</b>
Taken By: Jeff	Cust Fed Tax ID:	
Installer:	Ship Via:	
SalesRep: Jeff	Adv. Code:PC	
<b>Bill To: MELWIL</b>		<b>Sold To: MELWIL</b>

MELANIE WILLIAMS  
 W12011 WHOOLEY RD  
 WAUPUN, WI 53963

BLUE HARON  
 309 E. MAIN ST.  
 WAUPUN, WI 53963

(920) 324-5901 CELL: (920) 579-7775

Qty	Part Number	Description	List	Sell	Total
1	MISC	Furnish & install 4 Lindsay Crownview single hung replacement windows in the upstairs on the front of the building. <i>moon shape inc.</i>	\$4,765.00	\$4,765.00	\$4,765.00

Each window will be white in color with Low-E 2 insulating glass, half extruded screens and a Lifetime glass warranty.

Installation includes removal of the interior trim, removal of the partial wall in front of the existing window opening, installation of the new window, spray foam insulation around the new window and wrapping of the exterior wood trim in aluminum coil stock.

Interior finish work by others.

Sub Total: \$4,765.00

Total: \$4,765.00

## Blue Heron Proposal -

\* External: Demo + Rebuild

Labor + Material = \$25,000.<sup>00</sup>

Interior: Demo + Framework

Labor = \$6,600.<sup>00</sup>

\* Inside Finish work - time + material ??

### \* MATERIAL \*

Standing Seam Steel Roof / Steel trims

2x4 wood

Plywood

Vinyl Siding

Nails

Screws

Aluminum soffit

dumpster?

COMPUTER  
LES, PARTS  
REPAIR



ANTIQUES



LOCAL HONEY FOR SALE

Weave  
It Up To  
Krista L. Bishop

BISHOP'S AUTO  
DETAILING

