



A G E N D A
CITY OF WAUPUN BID MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, June 18, 2024 at 7:00 AM

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/86945781751?pwd=WjJwcW9yV2hKT0FNdzRER0N1NGRvdz09>

MEETING ID: 869 4578 1751

PASSCODE: 497340

CALL TO ORDER

ROLL CALL OF BOARD MEMBERS

APPROVAL OF AGENDA

CONSENT AGENDA

1. Approve Minutes from May 21, 2024 BID Meeting
2. Approve May 2024 BID Financials

PRIOR OUTSTANDING APPLICATIONS: (if expired, possible extension or cancellation)

3. Review Outstanding Applications and Approve Any Needed Amendments

NEW APPLICATIONS FOR REVIEW AND CONSIDERATION:

4. Consider Application for 16 S Madison Street (Gappa Properties)

DISCUSSION ITEMS:

5. Waupun Business Alliance Update
6. City Administrator Update

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.



MINUTES
CITY OF WAUPUN BID MEETING
Waupun City Hall – 201 E. Main Street,
Waupun WI
Tuesday, May 21, 2024 at 7:00 AM

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

Roll call taken. Members present include: Tyler Schulz (online – arrived at 7:15 am); Steve Daute; Gary DeJager; Bryan Yohn; Mitch Greenfield; Craig Much; Jodi Mallas; Katie Bohn and Teresa Ruch. Also present, Mayor Rohn Bishop, Administrator Kathy Schlieve, Assistant Administrator Casey Langenfeld, Joe Venhuizen from Envision Greater Fond du Lac, Lauren Tillema, Janelle Kartechner, and Jason Whitford (online).

No one present for public comment.

Motion Greenfield, second Matravers to adopt the agenda as printed. Carries unanimously.

Group recognizes the work for past members Krista Bishop and Kate Bresser who recently completed terms and welcomes Steve Daute, Bryan Yohn, and Katie Bohn to the committee.

Nominations for Chairperson are considered. Motion Greenfield, second Matravers to nominate Gary DeJager for the role. Additional nomination for Rich Matravers made by DeJager, seconded by Bohn. Motion Greenfield, second Bohn to close nominations. Carried unanimously. Voice vote taken with members casting votes for either DeJager or Matravers with DeJager casting sole vote for Matravers. Chairperson is Gary DeJager who assumes control of the meeting.

Nominations for Vice-Chairperson are considered. Motion Daute, second Greenfield to nominate Teresa Ruch for the role. No further nominations. Carried unanimously.

Motion Matravers, second Ruch to keep the meeting on the third Tuesday of each month at 7 a.m. Carried unanimously.

Motion Greenfield, second Ruch to approve minutes from March 19, 2024 BID Meeting as presented. Carried unanimously.

Motion Matravers, second Yohn to approve the March and April 2024 Financials for BID as presented. Carried unanimously.

Administrator Schlieve notes that the grant for Gysbers Jewelry has been reconciled and will be paid by the end of May. No other extensions are needed at present.

Lauren Tillema and Janelle Kartechner are present to present their application for their building at 417 E Main St (Stone & Suede). The application requests support to repair and paint the east wall of their building. The site will feature a new mural that the CDA has previously approved once complete. Tillema mentions that they are struggling to find a contractor to repair the wall prior to painting and both Mallas and DeJager share available resources. Motion Greenfield, second DeJager to approve a 50% matching grant capped at \$2,100. Carried unanimously.

Joe Venhuizen provides an update for the Waupun Business Alliance. Project Grill purpose and unveiling are overviewed with CWC as a noted school participating. Leadership Fond du Lac recently completed with the mural project on Stone & Suede as one of the complete projects. The program is open for enrollments for next year and members are encouraged to consider participation. June 4, Envision is hosting a 90x90 workshop at Wind & Unwined. Members are encouraged to attend.

Additionally, a presentation on Creation our Community story and building net promoters is being held May 29 and members are encouraged to attend.

City Administrator Schlieve provides an update that includes the following:

- Roughly 35 businesses participated in the Design WI Kickstart meeting. Engagement was strong and there are three general projects that emerged from that discussion as follows.
 1. Back alleyway parking and design (We've already started fact finding to assess needs and this will be included as a TID funded capital improvement project in 2025 and 2026 budgets)
 2. Downtown Beautification (there is a group that is ready to meet to continue advancing beautification efforts – this will be tied to BID project plan)
 3. Communications / Promotion (BID and Downtown Promotions have provided funds and are hiring a student intern to help with promotion and event coordination. I interviewed and selected the student for the role and we will process payroll as a BID expense.)
- The Common Council recently voted to authorize sale of the current Senior Center building located at 301 E Main Street. RFP details can be found on the city's website.
- Fire staffing study was presented to the council and neighboring town chairs. The council will next discuss the matter on Tuesday, May 28.
- Food truck alley is well underway with final construction schedule pending a meeting with the selected contractor. Additional installation of a mural, string lights/lighting, landscaping and a possible digital kiosk are being evaluated and considered in the total budget.
- The BID still has one remaining business attraction grant for 2024 and staff are working with a possible interested property owner to explore promotion opportunities to fill vacant spaces.
- Five new sculpture exhibits are being installed this week and a ribbon cutting for the Waupun Sculpture tour is being planned for June 1. Details are forthcoming.

Next meeting is planned from Tuesday, June 18, 2024 at 7:00 a.m. at Waupun City Hall, Common Council Chambers.

Motion Ruch, second Mallas to adjourn the meeting at 7:33 a.m. Carried unanimously.

CASH ON HAND

Prior Month Ending Balance	\$	25,427.13
Plus Current Month Deposits	\$	-
Less Current Month Expenses (including expenses in accounts payable)	\$	(2,000.00)
Total Cash on Hand	\$	<u>23,427.13</u>
Less Outstanding Grants/Checks (not in accounts payable)	\$	(5,644.99)
BID Funds Available	\$	<u>17,782.14</u>

BUDGET

2023 Budget Revenue Carryover	\$	6,572.58
2024 Revenue	\$	24,633.28
Less Approved Grants & Expenses	\$	(15,381.82)
Remaining Budget Funds Available	\$	<u>15,824.04</u>

2024 Grants Approved - Not Dispersed

Waupun Gymnastics	2024	\$	(2,100.00)
Kartechner & Girls Flowers	2024	\$	(1,057.99)
Step A Head Styling	2024	\$	(387.00)
Stone & Suede	2024	\$	(2,100.00)
		\$	<u>(5,644.99)</u>

2024 Actual Operating Expenses

1/9/2024	Downtown Planters	\$	(500.00)
1/24/2024	Broken Threads	\$	(2,000.00)
1/29/2024	Madeline Clothing Co.	\$	(2,100.00)
3/18/2024	Madeline Clothing Co.	\$	(1,178.73)
3/31/2024	Baker Tilly - Audit	\$	(1,958.10)
5/22/2024	Gysbers Jewelry	\$	(2,000.00)
		\$	<u>(9,736.83)</u>

Total of Grants Approved Not Dispersed and Actual Expenses **\$** **(15,381.82)**

2024 Upcoming Operating Expenses

\$ -

Projected Unrestricted Funds **\$** **15,824.04**



AGENDA SUMMARY SHEET

MEETING DATE: 6/18/24
AGENDA SECTION: DISCUSSION/ACTION
PRESENTER: Schlieve

TITLE: Review Outstanding Applications and Approve Any Needed Amendments

DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT
Economic Vitality	--

ISSUE SUMMARY:

Applications for the following business are outstanding:

2024 Grants Approved - Not Dispersed

Waupun Gymnastics	2024	\$ (2,100.00)
Kartechner & Girls Flowers	2024	\$ (1,057.99)
Step A Head Styling	2024	\$ (387.00)
Stone & Suede	2024	\$ (2,100.00)
		\$ (5,644.99)

STAFF RECOMMENDATION:

Waupun Gymnastics, Kartechner & Girls Flowers, and Step A Head styling are being reimbursed now. Stone & Suede work is in process and expected to be completed on time. No action is required currently.

ATTACHMENTS:

RECOMMENDED MOTION:

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: 3-21-24
Applicant Name: Gappa Properties - Calvin Gappa
Applicant Address: 1203 Storbeck Drive Waupun
Phone: 920-345-2751 Fax: _____ Email: gappaproperties@gmail.com
Name of Business/Property: Old Lodge
Property Address: 16 S. Madison Street
Property Use: Commercial storefront, Rental
Property owner, if different than applicant: _____
Owner address: _____ Owner Phone: _____

Project Summary:

Brief Project Summary: Repair failing structural stone masonry on
west side. (Near parking lot)
Live item # 3 only.

Total Estimated Cost: \$ 3,940.00 Total Grant Request: \$ 1970
Projected Start Date: 4-1-24 Projected Completion Date: 4-15-24
Name of Contractor: Hermanson Concrete Issue Payment if approved: Applicant or Business (circle)

Approval of City Building Inspector: _____ (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 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: 5/30
Application reviewed for completeness by KS (initials). Date: 5/30
Applicant notified of scheduled BID meeting by KS (Initials). Date: 5/30

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

Date: 3-21-24

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): Calvin Gappa

Signature: Calvin Gappa

Date: 3-21-24

Hermanson Concrete & Masonry LLC

PO Box 203 Columbus, WI 53925
 Ph (920) 623-3174 FAX (920) 623-3126

Ruth@Hermansonllc.com
 hermansonssnowandicecontrol.com

Estimate

DATE	ESTIMATE #
1/31/2024	8005

NAME / ADDRESS:

Calvin Gappa
 %Gappa Properties
 16 S Madison St.
 Waupun, WI 53963

DESCRIPTION	TOTAL
PROJECT ADDRESS: 16. S. Madison St. Waupun, WI 53963 CONTACT: Calvin Gappa (920) 583-6707 Email: gappaproperties@gmail.com PROJECT: Masonry Restoration	
1. Back of Building Pool table room. Lower Section only from Top of Windows down: Grind/remove & Tuckpoint Masonry deteriorate joints on this side of building. Some bricks will need to be removed & properly cleaned & relayed. Some brick faces will be rebuilt or bricks replaced. Properly Re- Tuck-point mortar back, to min. of 1.75 inches or deeper. Care taken to match original Design of Mortar, color, strike joint design & sand grit. Caulk as needed. Apply Masonry Preservative Breathable Sealer for protection. All Clean up.	3,900.00
2. Basement Door. Remove and replace. Remove door and do any repairs to foundation as needed. Install new treated wood plate. Install new door Bilco with lock.	6,740.00
3. Back of Building Stone area. Grind/remove & Tuckpoint Masonry deteriorate joints on back of building. Some stone may need to be removed & properly cleaned & relayed. Properly Re- Tuck-point mortar back, to min. of 1.75 inches or deeper. Care taken to match original Design of Mortar, color, strike joint design & sand grit. Apply Masonry Preservative Breathable Sealer for protection. All Clean up.	3,940.00
4. Masonry above back door. Grind/remove & Tuckpoint Masonry deteriorate joints on back of building. Some brick will need to be removed and relayed with new matching brick. Remove old angle iron header and install new one that is the proper width to support masonry. Properly Re- Tuck-point mortar back, to min. of 1.75 inches or deeper. Care taken to match original Design of Mortar, color, strike joint design & sand grit. Apply Masonry Preservative Breathable Sealer for protection. All Clean up.	8,500.00
5. If something unforeseen is exposed during the process. We will send pricing & pictures to get OK'd in writing before any additional work completed	
TOTAL	

Signed estimates are considered to be contracted agreements,
 thank you. Page 1

SIGNATURE

Hermanson Concrete & Masonry LLC

PO Box 203 Columbus, WI 53925
 Ph (920) 623-3174 FAX (920) 623-3126

Ruth@Hermansonllc.com
 hermansonssnowandicecontrol.com

Estimate

DATE	ESTIMATE #
1/31/2024	8005

NAME / ADDRESS:
Calvin Gappa %Gappa Properties 16 S Madison St. Waupun, WI 53963

DESCRIPTION	TOTAL
<p>6. Any and all permits would be additional.</p> <p>7. Payment Terms: Half down upon job start, and balance upon Completion.</p> <p>We have been serving the area since 1979. Certificate of Insurance available upon request. If you any question or concerns please contact. We are a licensed contractor in the State of WI. Lic. # 1007757 & 1007758. State of WI Historic Codes will be followed in the Restoration. U.S. Dept. of Interior National Parks Code followed. We warrenty this work for 4 years.</p> <p>Respectfully Submitted,</p> <p>Ruth Hermanson & Joe Hermanson Hermanson Concrete & Masonry, LLC</p>	

TOTAL	\$23,080.00
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One half of the payment is due at the start of the project and the remainder to be paid when completed, unless otherwise agreed upon with payments to be made as above (payments not made within 30 days will incur interest at the rate of 18% annually). Any alteration or deviation from above specifications involving extra costs will be executed upon oral or 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 upon above work. Hermanson's Concrete & Masoury has Workmen's Compensation and Public Liability Insurance coverage. This proposal may be withdrawn by us if not accepted within 30 days. All proposed prices are based on outside dimensions. All material is guaranteed to be as specified and the above work to be performed in accordance with the drawings and specifications submitted for above work.

Signed estimates are considered to be contracted agreements,
 thank you. Page 2

 SIGNATURE





