



A G E N D A
CITY OF WAUPUN BUSINESS IMPROVEMENT
DISTRICT MEETING
Zoom
Wednesday, March 10, 2021 at 7:00 AM

VIDEO & TELECONFERENCE MEETING

Join Zoom Meeting

<https://us02web.zoom.us/j/84937905633?pwd=THJEQW9neThtOFpMSGRnME5WdIFBZz09>

Meeting ID: 849 3790 5633

Passcode: 892679

-or-

Dial by your location

(312) 626-6799 US (Chicago)

Meeting ID: 849 3790 5633

Passcode: 892679

CALL TO ORDER

ROLL CALL

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

CONSIDER APPROVAL OF THE FOLLOWING AGENDA ITEMS:

1. Approval of Agenda/Motion to Deviate
- [2.](#) Approval of February 10, 2021 Business Improvement District Minutes
- [3.](#) Approval of February 2021 Financial Statement

NEW APPLICATIONS FOR REVIEW AND CONSIDERATION:

- [4.](#) Tom Kulczewski - Real Sportscards (324 E. Main St.)

DISCUSSION ITEMS:

5. 2021 Operational Plan Updates
6. Main Street Update
7. Administrator Update

ADVANCED PLANNING:

8. Potential Agenda Items
9. Next Meeting - April 14, 2021

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 AMENDED – SPECIAL BUSINESS
IMPROVEMENT DISTRICT MEETING
Zoom
Wednesday, February 10, 2021 at 7:00 AM

Committee Members Present:

Krista Bishop
Gary DeJager
Jan Harmsen
Jodi Mallas
Rich Matravers
Teresa Ruch

Committee Members Absent:

Austin Armga
Kate Bresser
Jonathan Leonard
Tyler Schulz

Staff Present:

Kathy Schlieve Administrator
Sarah Van Buren Community & Economic Development Coordinator

CALL TO ORDER:

Chair Bishop called the meeting to order at 7:01 a.m.

ROLL CALL OF BOARD MEMBERS:

Roll call and quorum determined.

PUBLIC COMMENT:

None.

CONSIDER APPROVAL OF THE FOLLOWING AGENDA ITEMS:

1. Approval of Agenda/Motion to Deviate

A motion to approve the agenda was made by Mr. Matravers and seconded by Ms. Harmsen, passing unanimously.

2. Approval of January 13, 2021 Minutes

A motion to approve the January 13, 2021 minutes was made by Mr. DeJager and seconded by Mr. Matravers, passing unanimously.

3. Approval of January 2021 Financial Statement

A motion to approve the January 2021 financial statement was made by Mr. Matravers and seconded by Ms. Ruch, passing unanimously.

DISCUSSION ITEMS:

4. Main Street Update

Mr. DeJager, Ms. Ruch, and Ms. Van Buren provided an update of the work group progress since the January 13, 2021 BID meeting. The focus of the weekly meetings have been surrounding financial resources needed to get to the required \$70K minimum. Part of the work done by the group was gather sample budgets from similar sized communities with a BID that were Main Street communities.

Based on current budgetary constraints, as well as uncertainty surrounding the Waupun Area Chamber of Commerce, the members of the work group feel trying to apply for Main Street status this year is not realistic.

Based on information provided, the Board members agreed that this year is not the right time to apply to become a Main Street Community.

Administrator Schlieve said we could start to discuss common goals and move into a positive direction. This is not an easy decision but the building blocks have been established and will lead partners toward collaboration. Administrator Schlieve thanked the group for their work and for laying the foundation for the future of the community.

5. Future BID Funding Structure

Throughout the research done by the Main Street working group, concerns were brought up regarding the assessment method utilized by the BID. Currently, the assessed rate is \$1.50/\$1,000 in assessed value. This method currently generates around \$17,000 annually to support BID activities on an annual basis. Currently, the state average for the assessments offered by BID is over \$3/\$1,000. The current assessment rate utilized by the City limits the work the group does. Included in the meeting packet was a breakdown of the assessments rates across the state.

Ms. Van Buren stated there is no set process on how to increase the assessment but it is good practice to notify the property owners within the district of any proposed change. Ms. Harmsen and Ms. Bishop agreed that getting feedback from property owners is important. Administrator Schlieve assured the Board that education and awareness would occur and suggested the Main Street working group be used to develop the process and come back to this group with recommendations on how to proceed.

Ms. Bishop asked if the increased assessment would solely be used to support the Main Street activities. Administrator Schlieve stated that everything the BID does is focused on the downtown. Ms. Bishop feels that any increase should go toward increasing the funds available for façade improvements.

Mr. DeJager asked what sort of timeline the group has to get a recommendation to the Council for approval. Administrator Schlieve said clear direction from this group would be needed by the October Council meeting.

6. Downtown Market Analysis

Staff has been working with UW-Extension and Cedar Corporation to gather cost estimates and scope of work documentation to share with this group. It is the hopes that review of the proposals and a decision can be made at the March meeting.

7. Administrator Update

Administrator Schlieve provided the following updates:

- At the January 2021 CDA meeting, members voted on the creation of two new funding opportunities, and making changes to the existing funding opportunity, for property and business owners within the CDA boundaries. Staff is finalizing the applications and hope to have them completed soon. Programmatic changes will help make big impact project and sustainability of the CDA beyond the life of the TID.
- Activity engaged with WEDC about CDI grant opportunity for our community. Looking at combination opportunities and will keep this group.
- The Chamber has met multiple times since the beginning of the year. An interim director to lead the group through this challenging time has been selected and an announcement will be made in the near future. Planning process has started and this is the time for the Chamber to bring all of the players (tourism, BID, CDA, Festivals, WDP, City, Fine Arts) to figure out how to proceed to figure out how to structure things. Board also talked about their new space on Main Street and the opportunity to create a co-working space.

ADVANCED PLANNING:

8. Potential Agenda Items

- Grant Requests, if any
- Main Street Update

9. Date of Next Scheduled Meeting

The next meeting is scheduled for March 10, 2021 at 7:00 a.m.

ADJOURNMENT

The motion to adjourn was made by Mr. DeJager and seconded by Ms. Harmsen passing unanimously. The meeting adjourned at 7:50 a.m.

Business Improvement District Financial Statement
For the Month Ending: 02/28/21

CASH ON HAND

Prior Month Ending Balance	\$	29,549.24
Plus Current Month Deposits	\$	-
Less Current Month Expenses	\$	(639.16)
Total Cash on Hand	\$	<u>28,910.08</u>

FACADE IMPROVEMENT GRANT PROGRAM

2021 Budget	\$	8,000.00
Less Approved Grants	\$	-
Funds Available for Distribution	\$	<u>8,000.00</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>
----------------------	------------------------	-----------------------	---------------------	------------------	----------------

Total Approved Grants \$ -

BEAUTIFICATION EXPENSES

2021 Budget	\$	3,500.00
Less Year-to-Date Expense		
Funds Available for Distribution	\$	<u>3,500.00</u>

Expense Details:

<u>Date Issued</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount Paid</u>	<u>Check #</u>
--------------------	---------------	--------------------	--------------------	----------------

Total Beautification Expense \$ -

MARKETING & PROMOTION EXPENSES

2021 Budget	\$	500.00
Less Year-to-Date Expense	\$	-
Funds Available for Distribution	\$	<u>500.00</u>

Expense Details:

<u>Date Issued</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount Paid</u>	<u>Check #</u>
--------------------	---------------	--------------------	--------------------	----------------

Total Marketing & Promo Expense \$ -

OTHER EXPENSES (Seminars, Market Analysis, Pop-Up Grant Program, Audit)

2021 Budget	\$	13,862.19
Less Year-to-Date Expense & Budgeted Rent Expense for 2021	\$	(1,039.16)
Funds Available for Distribution (not including utility expense)	\$	12,823.03

Expense Details:

<u>Date Issued</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Paid</u>	<u>Check #</u>
1/4/2021	Dustin Bruntjen	Pop-up Shop Rent Jan'21	\$	400.00	521
2/4/2021	Dustin Bruntjen	Pop-up Shop Rent Feb '21	\$	400.00	525
2/16/2021	Waupun Utilities	Pop-up Shop utilities Jan '21	\$	123.48	526
2/23/2021	Alliant Energy	Pop up shop utilities for Jan '21	\$	115.68	527
Total Other Expense			\$	1,039.16	

Note: Pop-up shop's rent & utility expense is committed through February 2021

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

Applications missing any materials will be returned for completion.

Date: 3/2/2021
Applicant Name: Real Sportscards - Tom Kulczewski
Applicant Address: 324 E Main St
Phone: 920-691-6214 Fax: _____ Email: tkulcz@9mail.com
Name of Business/Property: Real Sportscards
Property Address: 324 E Main St, Waupun, WI 53963
Property Use: Upstairs - E-commerce center
Property owner, if different than applicant: Kulczewski Properties - Tom Kulczewski
Owner address: PO Box 132 Owner Phone: 920-691-6214
Bronswelle, WI 53006

Project Summary:

Brief Project Summary: Exterior 2nd floor window replacement.
Current windows are leaky, broken and overall in bad
shape. New windows will be double hung and white (same as current).

Total Estimated Cost: \$ 24,000 Total Grant Request: \$ 2,000
Projected Start Date: April 15, 2021 Projected Completion Date: May 31, 2021
Name of Contractor: Jefferson Glass / Mass Bros Issue Payment if approved: Applicant or Business (circle)

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

Required attachments:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Project ^{Email} 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: 3/2/21
Application reviewed for completeness by SV (initials). Date: 3/3/21
Applicant notified of scheduled BID meeting by SV (initials). Date: 3/4/21

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

Date: 3/2/2021

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

To Whom It May Concern:

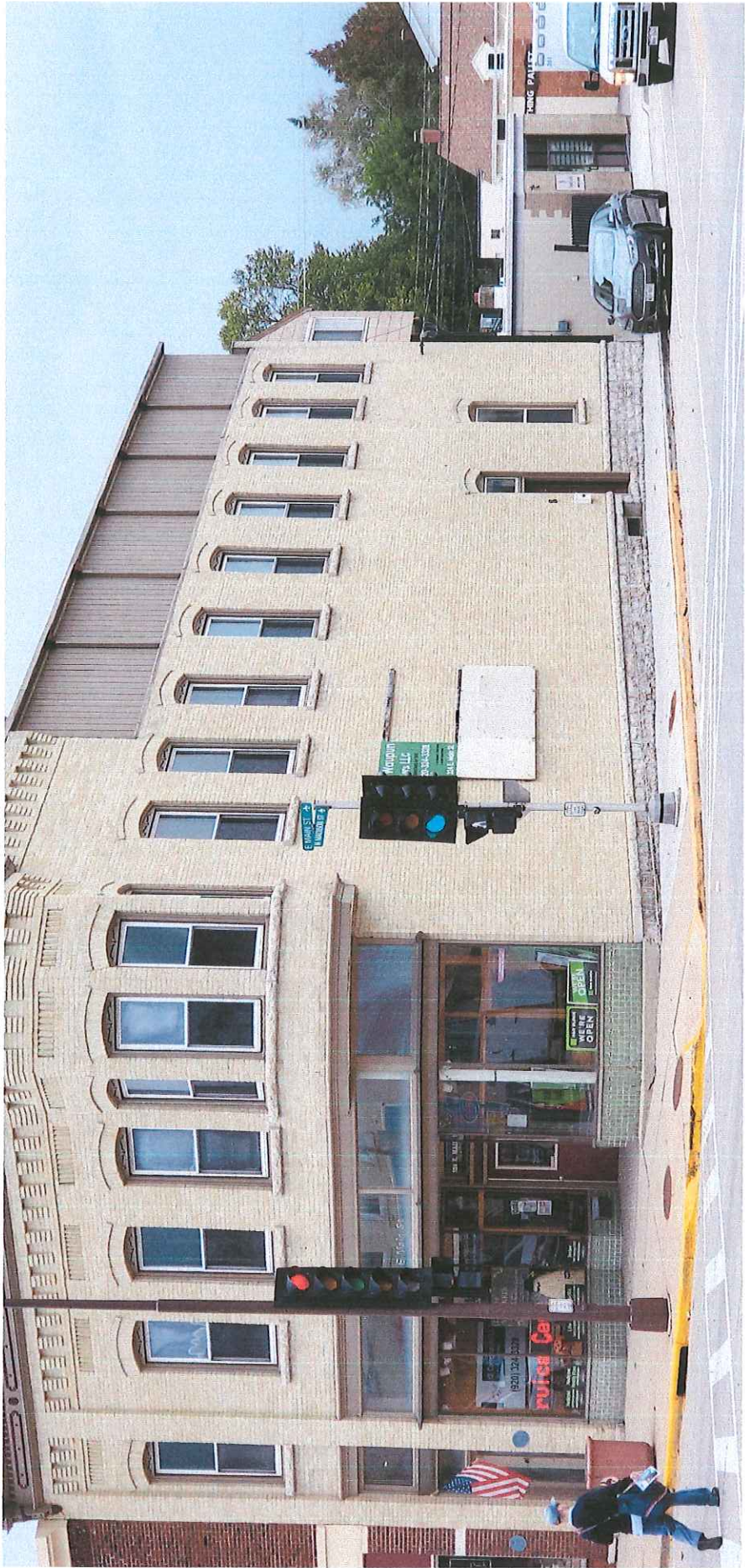
I hereby authorize the Waupun Business Improvement District (BID) permission to share all application materials with BID board members who will be reviewing my application. I acknowledge that information provided to the BID may be released upon request in compliance with the open record requirements 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): Thomas A. Kulczynski

Signature: 

Date: 3/2/2021



PROPOSAL



142 W. Candise Street • Jefferson, WI 53549
(920) 674-3322 • Fax: (920) 674-8950
E-mail: jeffersonglass@att.net

Date Feb 11 2021

Proposal submitted to Maas Bros

Phone _____

Street _____

Job Name Rail Card Breaks card shop
revised

City, State, Zip _____

Job Location _____

We hereby submit specifications and estimates for:

Supply + Install Kawanee 2x4 1/2 center Set Drk Bronze Framing
w/1" grey soluban 60 low-e glass. Bid includes Dr 100 and 1pc of
misc glass for Frame w/F2 (4" clear temp) \$5,550.00

Supply + Install Marvin Essential Bronze Fiberglass Windows
12-FW1, 5-FW2, 1-FW3, 1-FW4 Single Hung Windows \$20,600.00

ALT

Marvin Essential Bronze Fiberglass Windows 12-FW1, 5-FW2, 1-FW3,
1-FW4 Double hung \$22,500.00
Lift supplied by Jefferson Glass +1500.00
No Demo inc.

We Propose hereby to furnish material and labor --

complete in accordance with above specifications, for the sum of: \$ _____

Payment to be made as follows: _____

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 above 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.

Authorized
Signature BT a Dehr

Note: This proposal may be
withdrawn by us if not accepted within 90 days.

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 outlined above.

Date of Acceptance: _____

Signature _____

Signature _____