



A G E N D A
CITY OF WAUPUN BUSINESS IMPROVEMENT
DISTRICT
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, April 15, 2025 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

CONSENT AGENDA

- [1.](#) Minutes from December 17, 2025 BID Meeting
- [2.](#) December 2024 BID Financials
- [3.](#) January 2025 BID Financials
- [4.](#) February 2025 BID Financials
- [5.](#) March 2025 BID Financials

NEW APPLICATIONS FOR REVIEW AND CONSIDERATION:

- [6.](#) Application for 432 E Main Street (Home Sweet Home Real Estate)

DISCUSSION ITEMS:

7. Waupun Business Alliance Update
8. City Administrator Update

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, December 17, 2024 at 7:00 AM

Meeting called to order by board chair, Gary DeJager at 7 am.

Motion Schultz, second Greenfield to approve the agenda as printed. Carried unanimously.

Roll call taken. Members present include: Tyler Schulz; Gary DeJager; Bryan Yohn; Mitch Greenfield; Craig Much; Rich Matravers; Teresa Ruch, and Steve Daute. Absent Katie Bohn; absent and excused is Jodi Mallas. Also present are Mayor Bishop; Administrator Kathy Schlieve; Raina Lyman, Envision Greater Fond du Lac; and, Assistant Administrator Casey Langenfeld. Jason Whitford is online.

Motion Schultz, second Ruch to approved the consent agenda including October 15, 2024 BID minutes, and October and November 2024 financials as presented. Carried unanimously.

The committee reviews the proposed 2025 Business Attraction Program. The program was originally structured as a Pop-Up Program, but was converted to a Business Attraction Program in 2023 due to lack of quality space. Administrator Schlieve notes that there are a number of buildings transitioning in the downtown and that we may want to consider a pop up program again. Group discussion yields that the preference is to maintain the program as a business attraction program. Motion Schultz, second Matravers to approve the program as an attraction program as outlined in program materials. Carried unanimously.

The committee reviews the Façade Improvement program, which provides a 50% matching grant capped at \$2,100 for façade improvements. No change is recommended though the group asks that the assessment rate be evaluated prior to October and that a fee increase be considered that would support expansion of the program. Motion Schultz, second Greenfield to approve the 2025 Grant program as presented with no changes. Carried unanimously.

Administrator Schlieve asks for input for 2025 Business Recognition Award to be handed out at the Waupun Business Alliance: Best Mixed-Use Redevelopment – Gappa Properties – the Lodge; Best BID Redevelopment Project: Green Collar Grooming with support for Gysber’s Jewelry for the Legacy Award; Best New Business – United Cooperative.

Raina Lyman provides an update for the Waupun Business Alliance, highlighting the annual meeting on March 27 and discussing entrepreneurship programs that are being worked on.

Administrator Schlieve highlights updates for the group, including announcement of a multi-family development in Heritage Ridge, work to sell 301 E Main St, efforts to submit a WEDC Small Business Development Grant to create a rural seed fund for small business; development of a new strategic plan for Envision Greater Fond du Lac, engineering work for the back alley improvement project along N Main St, and work to determine the future of CDA funding.

Motion Greenfield, second Ruch to adjourn the meeting at 7:30 am. Carried unanimously.

Business Improvement District Financial Statement
For the Month Ending: 12/31/24

CASH ON HAND

Prior Month Ending Balance	\$ 4,978.16
Plus Current Month Deposits	\$ -
Less Current Month Expenses (including expenses in accounts payable)	\$ (4,755.34)
Total Cash on Hand	<u>\$ 222.82</u>
Less Outstanding Grants/Checks (not in accounts payable)	\$ -
BID Funds Available	<u><u>\$ 222.82</u></u>

BUDGET

2023 Budget Revenue Carryover	\$ 6,572.58
2024 Revenue	\$ 24,633.28
Less Approved Grants & Expenses	\$ (30,983.04)
Remaining Budget Funds Available	<u><u>\$ 222.82</u></u>

2024 Grants Approved - Not Dispersed

\$ -

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)
5/22/2024	Gysbers Jewelry	\$ (2,000.00)
6/17/2024	Waupun Gymnastics	\$ (2,100.00)
6/17/2024	Kartechner & Girls Flowers	\$ (598.37)
6/17/2024	Step A Head Styling	\$ (387.00)
6/17/2024	Lost Lake Acres	\$ (1,508.30)
6/17/2024	Martens Ace Hardware	\$ (180.00)
6/17/2024	City of Waupun - Youth Apprentice	\$ (5,000.00)
6/17/2024	Charming Reads	\$ (387.50)
7/2/2024	Audit Expenses	\$ (1,958.10)
7/24/2024	Gappa Properties	\$ (2,100.00)
7/30/2024	Check Order - Deluxe	\$ (29.70)
9/26/2024	Stone & Suede	\$ (2,100.00)
10/17/2024	Lavendar Valley	\$ (2,100.00)
10/17/2024	Rens Floral, LLC	\$ (555.34)
11/19/2024	The Graceful Nest	\$ (2,100.00)
12/7/2024	Green Collar Grooming	\$ (2,100.00)
		<u>\$ (30,983.04)</u>

Total of Grants Approved Not Dispersed and Actual Expenses **\$ (30,983.04)**

2024 Upcoming Operating Expenses

Holiday Planters	<u>\$ -</u>
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Projected Unrestricted Funds	<u><u>\$ 222.82</u></u>
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Business Improvement District Financial Statement
For the Month Ending: 01/31/25

CASH ON HAND

Prior Month Ending Balance	\$ 222.82
Plus Current Month Deposits	\$ 24,539.67
Less Current Month Expenses (including expenses in accounts payable)	\$ (1,000.00)
Total Cash on Hand	<u>\$ 23,762.49</u>
Less Outstanding Grants/Checks (not in accounts payable)	<u>\$ -</u>
BID Funds Available	<u>\$ 23,762.49</u>

BUDGET

Revenue	\$ 24,762.49
Less Approved Grants & Expenses	\$ 1,000.00
Remaining Budget Funds Available	<u>\$ 23,762.49</u>

2025 Grants Approved - Not Dispersed

\$ -

2025 Actual Operating Expenses

Holiday Planters	\$ 500.00
Sculpture	\$ 500.00
	<u>\$ 1,000.00</u>

Total of Grants Approved Not Dispersed and Actual Expenses **\$ 1,000.00**

2025 Upcoming Operating Expenses

\$ -

Projected Unrestricted Funds **\$ 23,762.49**

Business Improvement District Financial Statement
For the Month Ending: 02/28/25

CASH ON HAND

Prior Month Ending Balance	\$ 24,762.49
Plus Current Month Deposits	\$ -
Less Current Month Expenses (including expenses in accounts payable)	\$ (1,127.87)
Total Cash on Hand	<u>\$ 23,634.62</u>
Less Outstanding Grants/Checks (not in accounts payable)	<u>\$ -</u>
BID Funds Available	<u>\$ 23,634.62</u>

BUDGET

Revenue	\$ 24,762.49
Less Approved Grants & Expenses	\$ 1,127.87
Remaining Budget Funds Available	<u>\$ 23,634.62</u>

2025 Grants Approved - Not Dispersed

\$ -

2025 Actual Operating Expenses

Holiday Planters	\$ 500.00
Sculpture	\$ 500.00
Checks	\$ 127.87
	<u>\$ 1,127.87</u>

Total of Grants Approved Not Dispersed and Actual Expenses **\$ 1,127.87**

2025 Upcoming Operating Expenses

\$ -

Projected Unrestricted Funds **\$ 23,634.62**

Business Improvement District Financial Statement
For the Month Ending: 03/31/25

CASH ON HAND

Prior Month Ending Balance	\$ 23,634.62
Plus Current Month Deposits	\$ -
Less Current Month Expenses (including expenses in accounts payable)	\$ (1,837.50)
Total Cash on Hand	<u>\$ 21,797.12</u>
Less Outstanding Grants/Checks (not in accounts payable)	<u>\$ -</u>
BID Funds Available	<u>\$ 21,797.12</u>

BUDGET

Revenue	\$ 24,762.49
Less Approved Grants & Expenses	\$ 2,965.37
Remaining Budget Funds Available	<u>\$ 21,797.12</u>

2025 Grants Approved - Not Dispersed

\$ -

2025 Actual Operating Expenses

Holiday Planters	\$ 500.00
Sculpture	\$ 500.00
Checks	\$ 127.87
Audit Fees	\$ 1,837.50
	<u>\$ 2,965.37</u>

Total of Grants Approved Not Dispersed and Actual Expenses **\$ 2,965.37**

2025 Upcoming Operating Expenses

\$ -

Projected Unrestricted Funds **\$ 21,797.12**

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

Applications missing any materials will be returned for completion.

Date: 4/8/25
Applicant Name: Bobbi Jo Kunz
Applicant Address: _____
Phone: 920.392.9366 Fax: _____ Email: bobbjo@homesweethomewi.com
Name of Business/Property: Home Sweet Home Real Estate
Property Address: 432 E Main St
Property Use: Real Estate office
Property owner, if different than applicant: Dean Pepito / Ravenvale
Owner address: _____ Owner Phone: _____

Project Summary:

Brief Project Summary: Replace main entrance door on front facade

Total Estimated Cost: \$ 3740⁰⁰ Total Grant Request: \$ ~~935⁰⁰~~ 1870⁰⁰
Projected Start Date: _____ Projected Completion Date: _____
Name of Contractor: Hometown Glass 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 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: _____

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): Bobbi Jo Kunz

Signature: 

Date: _____

CONTRACT WITH HOMETOWN GLASS & IMPROVEMENT, INC.

Building Improvements * Mobile Auto Glass * Complete Glass Service

OFFICE AND SHOP: N7171 Raceway Road

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

CONTRACT SUBMITTED TO:

NAME: Home Sweet Home Realty
STREET: 432 E Main St.
CITY & STATE: Waupun WI 53963

PHONE: 920 392 9366
EMAIL: bobbijo@homesweethomewi.com
JOB NAME: Entrance Replacement
STREET: 432 E Main St.
CITY & STATE: Waupun WI 53963
DATE: 3/7/2025

It is agreed this Contract shall be for the following work and materials:

Furnish and install an exterior aluminum storefront entrance, replacing the existing. See page 2 for details and further scope. Quote is good for 30 days. **\$3,740.00**

Quote includes demo, disposal, tax, labor and freight.
Permits, if required, are the responsibility of the owner.

- Contractors shall furnish Buyer with lien waivers in writing from contractors, subcontractors and material suppliers in proportion to the value of all labor, services and products or materials furnished or delivered as of the time payment(s) is (are) made upon request.
- A copy of manufacturer's warranties on products shall be provided upon completion. Hometown Glass & Improvement, Inc. warrants that all work will be completed in a workmanlike manner according to standard practices. No other warranties are made.
- All deviations from the above specifications shall be in writing, signed by both parties and specifying any price increase or decrease.
- Owner shall carry fire, wind and any other insurance owner deems necessary.
- Finance charge of 1.5% per month on unpaid balance after 30 days, 18% annum. 3% charge will be added to invoice if paid by a credit card.
- 3% charge will be added to invoice if paid by a credit card.

AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, BUILDER HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES FURNISHING LABOR OR MATERIALS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON OWNER'S LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED BUILDER, ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN 60 DAYS AFTER THEY FIRST FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO THE MORTGAGE LENDER, IF ANY. BUILDER AGREES TO COOPERATE WITH THE OWNER AND THE OWNER'S LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.

It is proposed that work shall be completed on or about: _____

It is agreed the above described work will be completed in accordance with the above specifications for the sum of: _____

payable as follows: Net 30 Days

Authorized Signature: _____

* Insert name or representative who solicited or negotiated this contract.

Tim Weisensel

This contract shall be null and void if not accepted on or before: (30 Days From Today's Date) 3/7/2025

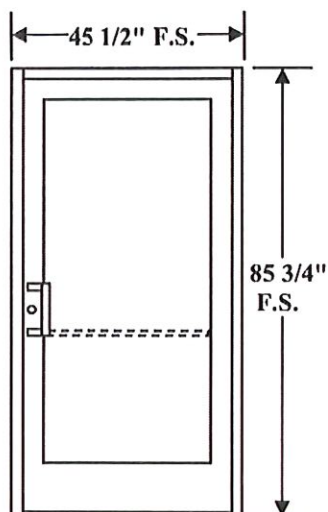
ACCEPTANCE OF CONTRACT

Owner hereby agreed to the foregoing specifications, prices, terms and conditions and authorizes Hometown Glass & Improvement, Inc. to proceed. By signing this Acceptance, owner acknowledges receipt of a copy of this contract.

Date: 03/21/2025

Signature: _____

Signature: _____



(1 of)

Exterior

1 3/4" x 4 1/2" Aluminum Frame

3-0 x 7-0 Medium Stile Aluminum Door

10" Bottom Rail

Black 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