



**A G E N D A**  
**CITY OF WAUPUN BUSINESS IMPROVEMENT**  
**DISTRICT MEETING**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Wednesday, May 12, 2021 at 7:00 AM**

**In-Person and Teleconference**

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 (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. Recognition of Mayoral Appointment of Members to the Business Improvement District Board
3. Nominations and Appointment of Chair of the Business Improvement District Board
4. Nominations and Appointment of Vice-Chair of the Business Improvement District Board
5. Nominations and Appointment of Vice-Chair of the Business Improvement District Board
- [6.](#) Approval of March 10, 2021 Business Improvement District Minutes
- [7.](#) Approval of March 2021 Financial Statement
- [8.](#) Approval of April 2021 Financial Statement
- [9.](#) 2020 Business Improvement District Audit

**NEW APPLICATIONS FOR REVIEW AND CONSIDERATION:**

- [10.](#) Maria Ruissen - The Clothing Pallet (18 N. Madison St.)

**DISCUSSION ITEMS:**

11. 2021 Operating Plan Update
12. Waupun Chamber Update
13. Administrator Update

**ADVANCED PLANNING:**

14. Possible Future Agenda Items
15. Date of Next Scheduled Meeting - June 9, 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, March 10, 2021 at 7:00 AM**

**Committee Members Present:**

Krista Bishop  
Gary DeJager  
Jonathan Leonard  
Rich Matravers  
Teresa Ruch  
Tyler Schulz

**Committee Members Absent:**

Austin Armga  
Kate Bresser  
Jan Harmsen  
Jodi Mallas

**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. DeJager and seconded by Mr. Matravers, passing unanimously.

**2. Approval of February 10, 2021 Minutes**

A motion to approve the February 10, 2021 minutes was made by Ms. Ruch and seconded by Mr. Leonard, passing unanimously.

**3. Approval of February 2021 Financial Statement**

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

**NEW APPLICATIONS FORE REVIEW AND CONSIDERATION:**

**4. Tom Kulczewski – Real Sportscards (324 E. Main St.)**

Tom Kulczewski, Real Sportscards, submitted a Façade Improvement Program application for the property located at 324 E. Main St. to replace the windows on the second floor of the building. The total project cost is \$24,000. Staff recommends approval. Motion made by Mr. DeJager and seconded by Mr. Schulz to approve 50% of the total project cost, not to exceed \$2,000, passing unanimously.

**DISCUSSION ITEMS:**

**5. 2021 Operational Plan Updates**

- Design
  - Reached out to Tari Costello, WAHS, to engage her students in helping to draft

- alternatives for the Main Street Planters and to determine their ability to assist with the planting.
- Will reach out to side street businesses within the next week to determine their level of interest in participating.
- Economic Vitality
  - Pop-Up 2020 program has concluded and will need to start looking for space for the 2021 year.
  - Internal review of three downtown market analysis proposals will occur tomorrow.
- Organization
  - Baker Tilley, accounting firm, has concluded their annual audit of the BID. Their report will be presented at a future meeting.
- Promotions
  - The Waupun Downtown Promotions Committee have the following upcoming events:
    - Egg Hunt
    - Farmers Market starts in June
    - Wine Walk in August
    - Halloween on Main is still up in the air
    - Discussion starting with Waupun Festivals regarding 2021 Winter Wonderland

## 6. Main Street Update

Mr. DeJager, Ms. Ruch, and Ms. Van Buren provided an update of the work group progress since the February 10, 2021 BID meeting. The focus of the weekly meetings have been learning more about the direction of the Chamber and discuss the various options for organizational structure. The next meeting will be held with Ms. Welty from the Wisconsin Main Street and Connect Communities program.

## 7. Administrator Update

Administrator Schlieve provided the following updates:

- After the April elections, there will be a change in membership on this Board. If you know of anyone interested in participating, please let staff know.
- Earlier this month, the Senior Center and the Library have opened to the public with restrictions. Dodge County is still in Phase 2 but, based on numbers, they are expected to move to Phase 3 as well.
- In January, the CDA approved changes to the Revitalization grant and created two additional grant opportunities; the Targeted Reinvestment grant and the COVID-19 Technology grant. More information, and applications, can be found on the City website.
- Staff is looking for space to house the 2021 Pop-Up Waupun program. If you, or another downtown property owner, has available commercial space, please reach out to Ms. Van Buren.
- Working with WEDC on two CDI grant opportunities. At this time staff cannot disclose what the projects are but within the central business district.
- Closure of the Industrial Park TID will allow the City to structure a new TID to support perspective projects.
- The Senior Center project is on hold until the City hears if its grant application to the PSC was successful. If awarded, the City Hall boiler will be replaced.
- 520 McKinley Street owned currently owned by City and an RFP for redevelopment of the site is being drafted to assist in generating new interest in the site.
- Parking continues to be an issue on the north side of the 300 block of E. Main Street.
- New entrepreneurial resources from WEDC are included in the Governor's proposed budget. Staff will provide updates as they are known.
- Housing continues to be an issue and there continues to be an ongoing challenge determining the area for future housing developments
- Housing continues to be an issue and there continues to be an ongoing challenge determining the area for future housing developments.
- The City has commissioned a Transportation Utility study. More information on this study will be provided at a future meeting to inform BID members on what it is and what it could do for the community.
- On March 22<sup>nd</sup> Destination Lake Winnebago Region is going to do a shop local video and reaching out to businesses to participate. The videos will be a great asset in promoting our community.
- The Chamber has an interim director, Zac Dickhut, through the end of the year to lead the organization through structural changes. In his role, Mr. Dickhut will support day-to-day operations of the Chamber. A formal announcement, with updated Chamber hours will be going out soon.

Mr. DeJager asked if there were space within the Chamber's new location to house the 2021 Pop-Up program. Administrator Schlieve stated the Chamber is going to work with the current space to figure how

how it can meet their current and future needs. The City has received interest from a downtown property

**ADVANCED PLANNING:**

**8. Potential Agenda Items**

- Grant Requests, if any
- Main Street Update
- BID Audit Update
- Downtown Market Analysis Update
- Transportation Utility Feasibility Study Update

**9. Date of Next Scheduled Meeting**

The next meeting is scheduled for April 14, 2021 at 7:00 a.m.

**ADJOURNMENT**

The motion to adjourn was made by Mr. DeJager and seconded by Ms. Bishop passing unanimously. The meeting adjourned at 7:47 a.m.

**Business Improvement District Financial Statement**  
**For the Month Ending: 03/31/21**

**CASH ON HAND**

Prior Month Ending Balance	\$	28,910.08
Plus Current Month Deposits	\$	-
Less Current Month Expenses	\$	(258.76)
Total Cash on Hand	\$	<u>28,651.32</u>

**FACADE IMPROVEMENT GRANT PROGRAM**

2021 Budget	\$	8,000.00
2020 Carryover	\$	273.32
Less Approved Grants	\$	(2,000.00)
Funds Available for Distribution	\$	<u>6,273.32</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>
3/10/2021		Tom Kulczewski/Real Sportscards	\$ 2,000.00		
Total Approved Grants			\$ 2,000.00		

**BEAUTIFICATION EXPENSES**

2021 Budget	\$	3,500.00
2020 Carryover	\$	298.11
Less Year-to-Date Expense		
Funds Available for Distribution	\$	<u>3,798.11</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
2020 Carryover	\$ 3,515.62
Less Year-to-Date Expense & Budgeted Rent Expense for 2021	\$ (1,297.92)
Funds Available for Distribution	<u>\$ 16,079.89</u>

## Expense Details:

<u>Date Issued</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount 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
3/9/2021	Alliant Energy	Pop-up Shop utilities Feb '21	\$ 130.89	528
3/12/2021	Waupun Utilities	Pop-up shop utilities Feb '21	\$ 127.87	529
Total Other Expense			<u>\$ 1,297.92</u>	

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

**Business Improvement District Financial Statement**  
**For the Month Ending: 04/30/21**

**CASH ON HAND**

Prior Month Ending Balance	\$ 28,651.32
Plus Current Month Deposits	\$ -
Less Current Month Expenses	\$ -
Total Cash on Hand	<u>\$ 28,651.32</u>

**DESIGN:**

**FACADE IMPROVEMENT GRANT PROGRAM**

2021 Budget	\$ 8,000.00
2020 Carryover	\$ 273.32
Less Approved Grants	\$ (2,000.00)
Funds Available for Distribution	<u>\$ 6,273.32</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>
3/10/2021		Tom Kulczewski/Real Sportscards	\$ 2,000.00		
Total Approved Grants			\$ 2,000.00		

**BEAUTIFICATION EXPENSES (MAIN STREET AND SIDE STREET PLANTING PROGRAM AND IMPLEMENTATION)**

2021 Budget	\$ 3,500.00
2020 Carryover	\$ 298.11
Less Year-to-Date Expense	
Funds Available for Distribution	<u>\$ 3,798.11</u>

Expense Details:

<u>Date Issued</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount Paid</u>	<u>Check #</u>
Total Beautification Expense			<u>\$ -</u>	

**Promotions:**

**MARKETING & PROMOTION EXPENSES (BID DISTRICT ADVERTISING)**

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			\$ -	

**ECONOMIC VITALITY: SEMINARS, MARKET ANALYSIS, POP-UP WAUPUN**

2021 Budget	\$ 12,362.19
2020 Carryover	\$ 3,515.62
Less Year-to-Date Expense & Budgeted Rent Expense for 2021	\$ (1,297.92)
Funds Available for Distribution	<u>\$ 14,579.89</u>

## Expense Details:

<u>Date Issued</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount 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
3/9/2021	Alliant Energy	Pop-up Shop utilities Feb '21	\$ 130.89	528
3/12/2021	Waupun Utilities	Pop-up shop utilities Feb '21	\$ 127.87	529
Total Economic Vitality Expense			<u>\$ 1,297.92</u>	

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

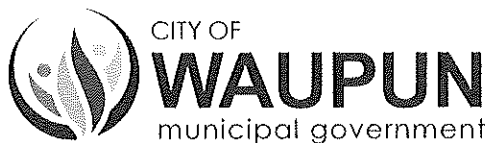
**ORGANIZATION: AUDIT AND BOARD MEMBER WORKSHOP**

2021 Budget	\$ 1,500.00
2020 Carryover	\$ -
Less Year-to-Date Expense & Budgeted Rent Expense for 2021	\$ -
Funds Available for Distribution	<u>\$ 1,500.00</u>

## Expense Details:

<u>Date Issued</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount Paid</u>	<u>Check #</u>
Total Audit and Board Member Workshop Expense			<u>\$ -</u>	





## AGENDA SUMMARY SHEET

**MEETING DATE:** 5/12/21

**TITLE:** 2020 Business Improvement District Audit

**AGENDA SECTION:** CONSIDERATION - ACTION

**PRESENTER:** Sarah Van Buren

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

**ISSUE SUMMARY:**

As required by Wisconsin Statutes regulating Business Improvement Districts, Baker Tilly completed the 2020 Waupun Business Improvement District audit, as part of the City's annual audit process. No material modifications to the financial statements were needed in order to comply with accounting principles.

The City Council accepted the 2020 audit at their April 13, 2021 meeting.

**STAFF RECOMMENDATION:**

Accept the 2020 Business Improvement District audited financial statement.

**ATTACHMENTS:**

- 1) 2020 Financial Highlights

**RECOMMENDED MOTION:**

Motion to accept the 2020 Business Improvement District Audited financial statement.

# City of Waupun

Statement of Net Position  
December 31, 2020

	Primary Government			Component Unit
	Governmental Activities	Business-Type Activities	Total	Business Improvement District
<b>Assets and Deferred Outflows of Resources</b>				
<b>Assets</b>				
Cash and investments	\$ 6,839,666	\$ 6,245,244	\$ 13,084,910	\$ 14,833
Receivables (net):				
Taxes receivable	4,380,240	-	4,380,240	-
Accounts	233,153	1,438,060	1,671,213	-
Accrued interest	-	3,284	3,284	-
Loans	1,329,816	-	1,329,816	-
Special assessments	1,525	-	1,525	17,369
Internal balances	(398,263)	398,263	-	-
Inventories and prepaid items	820,927	279,644	1,100,571	-
Investment in Mutual Insurance Company	280,025	-	280,025	-
Restricted assets				
Cash and investments	-	3,009,387	3,009,387	-
Net pension asset	742,524	278,847	1,021,371	-
Capital assets:				
Land	3,033,158	254,240	3,287,398	-
Construction in progress	-	1,986,610	1,986,610	-
Capital assets, being depreciated	30,720,535	38,680,693	69,401,228	-
Total assets	47,983,306	52,574,272	100,557,578	32,202
<b>Deferred Outflows of Resources</b>				
Unamortized loss on refunding	-	241,946	241,946	-
Pension related amounts	1,743,509	657,976	2,401,485	-
OPEB related amounts	175,072	139,155	314,227	-
Total deferred outflows of resources	1,918,581	1,039,077	2,957,658	-
<b>Liabilities, Deferred inflows of Resources and Net Position</b>				
<b>Liabilities</b>				
Accounts payable	260,725	719,874	980,599	2,253
Accrued liabilities and deposits	135,201	85,284	220,485	-
Noncurrent liabilities:				
Due within one year	1,401,682	1,012,006	2,413,688	-
Due in more than one year	12,349,753	8,181,411	20,531,164	-
OPEB liability	1,061,076	686,006	1,747,082	-
Total liabilities	15,208,437	10,684,581	25,893,018	2,253
<b>Deferred Inflows of Resources</b>				
Unearned revenues	4,308,420	-	4,308,420	17,369
Pension related amounts	2,230,044	831,669	3,061,713	-
OPEB related amounts	170,793	167,516	338,309	-
Total deferred inflows of resources	6,709,257	999,185	7,708,442	17,369

See notes to financial statements

# City of Waupun

Statement of Net Position  
December 31, 2020

	Primary Government			Component
	Governmental Activities	Business- Type Activities	Total	Unit Business Improvement District
<b>Net Position</b>				
Net investment in capital assets	\$ 20,482,343	\$ 32,164,913	\$ 52,647,256	\$ -
Restricted for:				
Debt service	99,400	772,315	871,715	-
Equipment replacement	-	1,974,541	1,974,541	-
Depreciation	-	200,000	200,000	-
Housing rehabilitation and grant programs	1,584,959	-	1,584,959	-
Library	487,875	-	487,875	-
Trust purposes	107,916	-	107,916	-
Recycling and solid waste programs	194,346	-	194,346	-
Tourism	6,760	-	6,760	-
Stormwater activities	579,329	-	579,329	-
Pension	742,524	278,847	1,021,371	-
Unrestricted	<u>3,698,741</u>	<u>6,538,967</u>	<u>10,237,708</u>	<u>12,580</u>
 Total net position	 <u>\$ 27,984,193</u>	 <u>\$ 41,929,583</u>	 <u>\$ 69,913,776</u>	 <u>\$ 12,580</u>

See notes to financial statements

# City of Waupun

## Statement of Activities

Year Ended December 31, 2020

Functions/Programs	Program Revenues				Net (Expenses) Revenues and Changes in Net Position
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
<b>Primary Government</b>					
Governmental activities:					
General government	\$ 1,474,409	\$ 19,521	\$ 25,051	\$ -	\$ (1,429,837)
Public safety	2,686,520	258,366	51,704	206,139	(2,170,311)
Health and human services	90,931	220	39,902	-	(50,809)
Public works	3,494,486	1,053,128	582,590	113,414	(1,745,354)
Culture, education and recreation	1,467,083	88,914	215,784	10,249	(1,152,136)
Conservation and development	400,890	6,593	1,000	-	(393,297)
Interest and fiscal charges	555,109	-	-	-	(555,109)
Total governmental activities	10,169,428	1,426,742	916,031	329,802	(7,496,853)
Business-type activities:					
Electric	8,973,045	9,549,032	-	49,195	-
Water	1,682,979	2,598,452	-	180,432	-
Sewer	2,219,963	2,404,856	-	134,100	-
Total business-type activities	12,875,987	14,552,340	-	363,727	-
Total primary government	\$ 23,045,415	\$ 15,979,082	\$ 916,031	\$ 693,529	(7,496,853)
<b>Component Unit</b>					
Business Improvement District	\$ 14,268	\$ 17,288	\$ -	\$ -	-
<b>General Revenues</b>					
Taxes					
Property taxes, levied for general purposes					2,431,955
Property taxes, levied for debt service					760,983
Property taxes, levied for TIF districts					944,716
Other taxes					129,480
Intergovernmental revenues not restricted to specific programs					3,088,705
Investment income					63,757
Gain on the disposal of assets					-
Miscellaneous					106,224
Transfers					636,393
Total general revenues and transfers					8,162,213
Change in net position					665,360
<b>Net Position, Beginning</b>					27,318,833
<b>Net Position, Ending</b>					\$ 27,984,193

See notes to financial statements

Primary Government		Component Unit
Business-Type Activities	Total	Business Improvement District
\$ -	\$ (1,429,837)	\$ -
-	(2,170,311)	-
-	(50,809)	-
-	(1,745,354)	-
-	(1,152,136)	-
-	(393,297)	-
-	(555,109)	-
-	(7,496,853)	-
625,182	625,182	-
1,095,905	1,095,905	-
318,993	318,993	-
2,040,080	2,040,080	-
2,040,080	(5,456,773)	-
-	-	3,020
-	2,431,955	-
-	760,983	-
-	944,716	-
-	129,480	-
-	3,088,705	-
100,110	163,867	-
17,000	17,000	-
-	106,224	-
(636,393)	-	-
(519,283)	7,642,930	-
1,520,797	2,186,157	3,020
40,408,786	67,727,619	9,560
\$ 41,929,583	\$ 69,913,776	\$ 12,580

Change in net position

Net Position, Beginning

Net Position, Ending

See notes to financial statements

## City of Waupun

Notes to Financial Statements  
December 31, 2020

### Component Unit

This report contains the Business Improvement District (BID), which is included as a component unit.

In addition to the basic financial statements and the preceding notes to financial statements which apply, the following additional disclosures are considered necessary for a fair presentation.

a. Basis of Accounting/Masurement Focus

The BID follows the full accrual basis of accounting and the flow of economic resources measurement focus. No conversion adjustments are required for the BID statements to present full accrual information.

b. Deposits and Investments

	Carrying Value	Bank and Investment Balances	Associated Risks
Demand deposits	\$ 14,833	\$ 14,833	Custodial credit

### Custodial Credit Risk

#### Deposits

Custodial credit risk is the risk that in the event of a financial institution failure, the BID's deposits may not be returned to the BID.

The BID does not have any deposits exposed to custodial credit risk.

See Note 1. for further information on deposit and investment policies.

## 4. Other Information

### Employees' Retirement System

#### Plan Description

The WRS is a cost-sharing multiple-employer defined benefit pension plan. WRS benefits and other plan provisions are established by Chapter 40 of the Wisconsin Statutes. Benefit terms may only be modified by the legislature. The retirement system is administered by the Wisconsin Department of Employee Trust Funds (ETF). The system provides coverage to all eligible State of Wisconsin, local government and other public employees. All employees, initially employed by a participating WRS employer on or after July 1, 2011 and expected to work at least 1,200 hours a year (880 hours teachers and school district educational support employees) and expected to be employed for at least one year from employee's date of hire are eligible to participate in the WRS.

ETF issues a standalone Comprehensive Annual Financial Report, which can be found at <http://etf.wi.gov/publications/cafr.htm>.

**City of Waupun**

Statement of Cash Flows, Component Unit  
Year Ended December 31, 2020

	<b>Business Improvement District</b>
<b>Cash Flows From Operating Activities</b>	
Received from property owners	\$ 17,288
Payments to suppliers for goods and services	<u>(12,015)</u>
Net cash from operating activities	<u>5,273</u>
Net increase in cash and cash equivalents	5,273
<b>Cash and Cash Equivalents, Beginning</b>	<u>9,560</u>
<b>Cash and Cash Equivalents, Ending</b>	<u><b>\$ 14,833</b></u>
<b>Cash Flows From Operating Activities</b>	
Change in net position	\$ 3,020
Adjustments to reconcile change in net position to net cash from operating activities	
Changes in assets, liabilities and deferred inflows of resources:	
Assessments receivable	(81)
Accounts payable	2,253
Unearned revenue	<u>81</u>
Net cash flows from operating activities	<u><b>\$ 5,273</b></u>
<b>Noncash Activities</b>	
None.	

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

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

Date: 5-4-21

Applicant Name: Maria Ruissen

Applicant Address: W11301 Amity Rd

Phone: 920-948-0309 Fax: \_\_\_\_\_ Email: theclothingpallet18@gmail.com

Name of Business/Property: The Clothing Pallet

Property Address: 18 N. Madison St

Property Use: retail

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

Owner address: \_\_\_\_\_ Owner Phone: \_\_\_\_\_

**Project Summary:**

Brief Project Summary: new windows, exterior painted, new sign,  
new light fixtures above sign

Total Estimated Cost: \$ 11,438.56

Total Grant Request: \$ 2000

Projected Start Date: May 2021

Projected Completion Date: Aug 2021

Name of Contractor: Tyler Koepsell painting Issue Payment if approved: Applicant or Business (circle)

Beaver Dam Glass & Braaksma Electric,  
Approval of City Building Inspector: SKL (Inspector's Initials)

**Required attachments:**

- ☒ Project plan(s) to 1/4" scale, if applicable
- ☒ Release of Information Letter (attached)
- ☒ Quotes/Estimates

- ☒ Current photo(s) of property
- ☒ Paint color(s) or material sample(s), if applicable

**Submit application form and attachments to:**  
Waupun Business Improvement District - City Clerk, Waupun City Hall  
201 E. Main Street, Waupun WI 53983  
920-324-7915 ext. 5

**To be completed by City staff only:**

Date application received: 5/4/21  
Application reviewed for completeness by SV (Initials) Date: 5/14/21  
Applicant notified of selected BIDs meeting by SV Date: 5/15/21



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

Date: 5-4-21

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): Maria Ruessen

Signature: Maria Ruessen

Date: 5-4-21

**Proposal**  
**C. Braaksma Electric inc.**

259 N. Watertown St.

Waupun, WI 53963

Office phone: 920-324-9403 Cell Phone: 920-319-1614

PROPOSAL SUBMITTED TO <b>CLOTHING PALLET</b>		PHONE <b>920-948-0309</b>	PROPOSAL DATE <b>3/22/2021</b>
STREET <b>18 N. MADISON ST.</b>		JOB NAME <b>LED LIGHTING</b>	
CITY, STATE, ZIP CODE <b>WAUPUN, WI 53963</b>		JOB LOCATION <b>18 N. MADISON ST. WAUPUN, WI</b>	
ARCHITECT	DATE OF PLANS	MISCELLANEOUS <b>theclothingpallet@gmail.com</b>	

We hereby submit specifications and estimates for:

**Description**

ALL LABOR AND MATERIALS FOR THE FOLLOWING ELECTRICAL WORK:

**INSTALLATION OF NEW LED LIGHTING**

**A) NEW LIGHTING IN STORE**

- 1) remove and dispose of existing fixtures
- 2) install 18-Lithonia 4000lumen 4k 2'x4' LED lay-in flat panel fixtures
- 3) install needed wiring to connect them together from existing wiring

(ESTIMATED COST: \$2750.00)

(Focus on Energy rebate to customer: \$225.00 plus waupun public utility match)

**B) NEW SIGN LIGHTING**

- 1) install wiring and conduit for 3 new sign lights
- 2) install and provide 3-RAB GN2LED26NRACB LED GOOSENECK FIXTURES (SPEC SHEET ATTACHED)

(ESTIMATED TOTAL PROJECT COST: \$2500.00)

(FIXTURE COST INCLUDED ABOVE: \$1200.00)

**We Propose** hereby to furnish material and labor-complete in accordance with above specifications for the sum of:  
**TOTAL OF COSTS PER PROJECT A OR B CHOSEN ADDED TOGETHER**

**PAYMENTS TO BE MADE AS FOLLOWS: within 30 days of invoice date**

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 proposal 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 \_\_\_\_\_

Tyler Koepsell Painting  
10 Chapman Pl  
Waupun WI 53963

# PROPOSAL AND ACCEPTANCE

## The Clothing Pallet

PROPOSAL SUBMITTED TO		PHONE	DATE April 7 2021
STREET 18 N Madison St. Waupun WI 53963		JOB NAME	
CITY, STATE AND ZIP CODE		JOB LOCATION	
ARCHITECT	DATE OF PLANS	JOB PHONE	

We hereby submit specifications and estimates for:

Paint cinder block on sides and rear of building, also service door and garage door same color.

Prime/Paint aluminum framework around large windows and door on front of building.

Prime/Paint all brick on front and sides of building.

All masking, Primer, Paint and/or other materials will be provided by Tyler Koepsell Painting

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

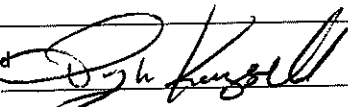
Three thousand Eight hundred and Five <sup>00</sup>/<sub>100</sub> dollars (\$ 3805.<sup>00</sup> ).

Payment to be made as follows:

Full payment at completion of Job

All material is guaranteed to be as specified. All work to be completed in a workman-like 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 Workmen's Compensation Insurance.

Authorized  
Signature



Note: This proposal may be withdrawn by us if not accepted within \_\_\_\_\_ 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.

Signature \_\_\_\_\_

Date of Acceptance \_\_\_\_\_

Signature \_\_\_\_\_

# Beaver Dam Paint & Glass Co.

"ANYTHING IN GLASS"

PICTURE FRAMING • GLASS • WINDOW TREATMENTS • WALLPAPER • MIRRORS  
 Dial (920) 885-4164 112 South Center Street Beaver Dam, Wisconsin 53916  
 TERMS: 30 Days Net

Customer's  
 Order No.

Date March 31, 2021

The Clothing Outlet

18 North Main St.

Stoughton, WI

SOLD BY	MOUSE SOLD	CASH	CHARGE	REC'D ON	MISC.	PD. OUT

QUAN.	STACK NUMBER	DESCRIPTION	PRICE	AMOUNT
1		Estimate Commercial Glass		
2		Brong Mats with assembly		
3		w/ 4 windows approx 1/2" x 1/2"		
4		cheap plate glass	\$3132.00	
5		Gaboc 2mm 8' x 10'		
6		1mm 4' x 10'	\$1060.00	
7		Materials & disposal of old		
8		windows	20000	
9			4392.00	
10				
11				
12				
13				
14				
15				

41,633.56

Received By	Tax	24156
In case of claims or returned goods, please present this bill.	TOTAL \$	41,633.56

0003633



Front of sign

**The Clothing Pallet Outdoor Sign**

Overall Size: 144"W x 24" H

Materials: 7/8" x 8"W x 144"L wood(supplied by customer)

1" Angle Iron frame - primed and painted

8" H Metal lettering - 11 gauge primed and painted

black carriage bolts will be used to apply the lettering to the wood.

2"W x 27"L 11g metal straps

To be used to anchor sign to brick without having to drill through frame

Production Time: 2 weeks

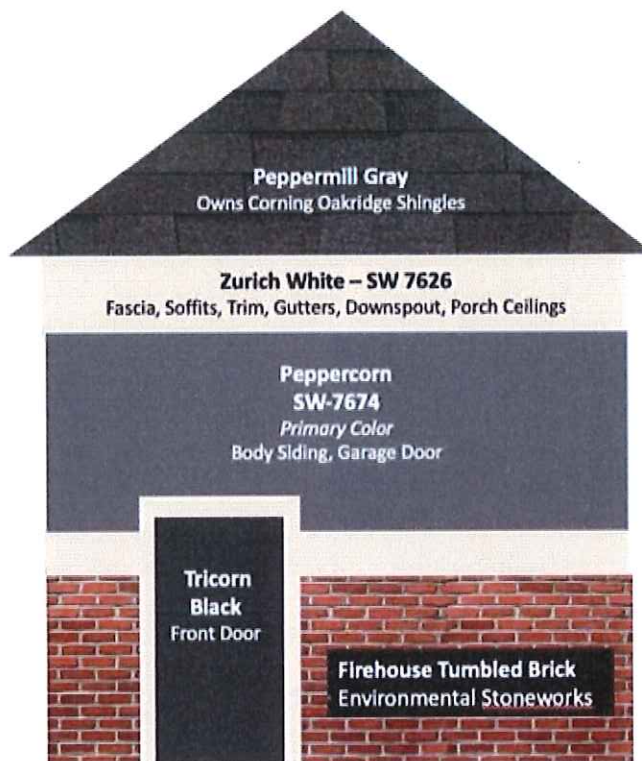
Cost: \$550.00



Back of sign

3 stainless steel screws  
per strap.

Metal straps will be used  
to hold the wood  
together and aide in the  
installation of the sign



**Peppermill Gray**  
Owens Corning Oakridge Shingles

**Zurich White – SW 7626**  
Fascia, Soffits, Trim, Gutters, Downspout, Porch Ceilings

**Peppercorn**  
**SW-7674**  
*Primary Color*  
Body Siding, Garage Door

**Tricorn**  
**Black**  
Front Door

**Firehouse Tumbled Brick**  
Environmental Stoneworks



