



A G E N D A
CITY OF WAUPUN BUSINESS IMPROVEMENT
DISTRICT MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, June 12, 2019 at 7:00 AM

Call to order

Roll Call of Board Members

Public Comment – *State name, address, and subject of comments (2 minutes).*

CONSIDER APPROVAL OF THE FOLLOWING AGENDA ITEMS:

1. Recognition of Mayoral Appointment of Members to the Business Improvement District Board
2. Nominations and Appointment of Chair of the Business Improvement District Board
3. Nominations and Appointment of Vice-Chair of the Business Improvement District Board
4. Selection of the Day of Month and Time of Business Improvement District Board Meetings
5. Approval of April 10, 2019 Minutes
6. May Financial Statement Review
7. 2018 Business Improvement District Audit

NEW APPLICATIONS FOR REVIEW AND CONSIDERATION:

8. Jack Qualmann, Q-Tronics – 313 E. Main St.

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

9. Jesus Vengas Gutierrez, Mateo’s Café and Restaurant – 435 E. Main St.

DISCUSSION ITEMS:

10. Historic Commercial District Designation Update
11. Waupun Chamber Update
12. Administrator Update

ADVANCED PLANNING:

13. Possible Future Agenda Items
14. Date of next schedule meeting (July 10, 2019)

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 BUSINESS
IMPROVEMENT DISTRICT MEETING
Waupun City Hall – 201 E. Main Street,
Waupun WI
Wednesday, April 10, 2019 at 7:00 AM

Committee Members Present:

- Krista Bishop
Wayne Buteyn, Chair
Jan Harmsen
John Karsten
Rich Matravers
Teresa Ruch
John Theune
Al Verhage

Committee Members Absent:

- Jack Dunham
Jeff Reil

Staff Present:

- Kathy Schlieve..... Administrator
Sarah Van Buren..... Economic Development Coordinator

Waupun Chamber of Commerce Present:

- Ellie Tenpas..... Executive Director

Audience Present:

- Jesus Vengas Gutierrez..... Mateo's Café and Restaurant

Call to Order

In the absence of Chair Buteyn called the meeting to order at 7:01 a.m.

Roll Call of Board Members

Roll call and quorum determined.

Public Comment

No audience present.

1. Approval of January 9, 2019 Minutes

A motion to approve the January 9, 2019 minutes was made by Ms. Harmsen and seconded by Ms. Bishop, passing unanimously.

2. March Financial Statement

A motion to approve the March Financial Statement was made by Mr. Thuene and seconded by Mr. Matravers, passing unanimously.

3. Accept BID Board Resignation – Jeff Riel

Mr. Riel submitted his resignation to the Business Improvement District Board, effective May 1, 2019. Ms. Bishop made a motion to recommend to the City Council accepts the resignation of Mr. Riel from the Business Improvement District and seconded by Mr. Thuene, passing unanimously.

4. Prior Outstanding Applications

- A. Ken Liebenow's project at 300 E. Main St. has progressed but the portion funded by the BID is complete. A tenant has occupied the front portion of the property since the beginning of February. Reimbursement has occurred, as demonstrated in the March financial statement approved earlier
- B. Fox Computer & Networking's new sign has been installed at its new location at 17 N. Madison St. Reimbursement has occurred, as demonstrated in the March financial statement.

5. New Applications for Review and Consideration

- A. Jesus Vengas Gutierrez, Mateo's Café and Restaurant, submitted a Façade Improvement Program application for the property located at 435 E. Main St. for two signs. Total project cost is \$2,500. Staff recommends approval subject to receiving final health, fire, and building inspections. Motion made by Mr. Karsten and seconded by Mr. Matravers to approve 50% of the total project cost, not to exceed \$1,250.

6. Waupun Chamber Update

Ms. Tenpas, Executive Director, provided members an update on the following:

- A. Ms. Tenpas provided an update on the Brave the Barrels promotional program for those businesses impacted by the Madison Street construction project. For more information on the program, please visit www.waupunchamber.com/brave-the-barrels
- B. The annual Wine Walk will be held on May 3, 2019.
- C. Member Roundtable Discussions will be held April 10, 2019 from 11:30-12:30 and on April 11, 2019 from 7:45-8:45am. Both sessions will take place in the City Hall Council Chambers.
- D. The annual Golf Outing, Chip in for the Chamber, will occur June 4, 2019 at the Rock Golf Club. Registration is now available online.
- E. Ms. Tenpas announced that she would be going on maternity leave soon but the Chamber has hired a temporary replacement. She is anticipating returning to her duties at the end of July.

7. Update to BID Operational Plan

Ms. Van Buren updated the group on the work of the subcommittee tasked with updating the BID Operational Plan. The updated document, provided in the agenda packet, identified goals for 2019. As presented, the goals do not differ greatly from what was in the original document.

8. Administrator Update

Administrator Schlieve provided the members an update on the following:

- A. Ms. Schlieve thanked Mr. Buteyn for his years of service to the Board. Mayor Nickel will be making appointments this month and new members will be attending our next meeting.
- B. An update was provided regarding new property owners and businesses coming to downtown. Dan Holz purchased the building former occupied by Sully's. Mr.

Holz does have long-term plans for the building but in the short-term is looking for tenants. Warzala's Rustic Design will be opening May 3, 2019 in the space formerly occupied by Riel's Carpet and Vacuum. Mateo's Café & Restaurant will be opening in May at 435 E. Main.

- C. The City received notification that it has been awarded the implementation grant through the Cargill Foundation and the UW School of Nursing. Next steps to be taken as a result of the grant were also discussed.
- D. The Facilities Advisory Committee will have their kick-off meeting on April 18, 2018.
- E. The Madison Street reconstruction project started April 1, 2019. The asphalt was milled off from the Rock River Bridge to Main Street on Monday and Tuesday. Water main installation on the north end of the project began and will continue through next week, working south towards Main Street.
- F. The State has changed CDBG funding surrounding RLFs. The City will need to look at other options that involve regional partners.
- G. The Historic Commercial District nomination papers will be reviewed on May 17, 2019. Prior to that there will be an additional educational session offered by the Wisconsin Historical Society on April 25, 2019 at the Waupun Utilities Building starting at 8am.
- H. Another SDS group has been working with the City to implement components of the recently adopted Streetscaping and Redevelopment Plan. At the March CDA meeting, the students presented preliminary designs, size options, as well as the budget for needed materials for a mural on the east all of the Dynamic Apparel building. The property owner has given written permission to the group for the mural to occur on his building. An estimate was also received from a vendor for installation. It was determined that work would need to be done to repair the wall prior to installation. Staff is working on an application for a funding source that would help with the needed repairs.

9. Possible Future Agenda Items

- A. Update on the historic district designation and what that means to the BID.

10. Date of Next Scheduled Meeting

The next meeting is scheduled for May 8, 2019.

11. Adjourn

The motion to adjourn was made by Mr. Verhage with a second by Ms. Bishop. The motion passed unanimously, and the meeting was adjourned at 7:33 a.m.

Business Improvement District
Statement of Revenues & Expenditures

		5/31/2019	5/31/2019
		YTD Actual	Budget
REVENUE			
502-42-4200-0-00	SPECIAL ASSESSMENTS-BID	17,215.50	-
502-48-4861-0-00	DONATIONS FROM ORD&INDIVIDUALS	-	-
502-49-4931-0-00	FUND BALANCE APPLIED	-	-
Total Revenues		17,215.50	-
 EXPENDITURES			
502-10-5810-3-38	BID-ADMINISTRATION	-	-
502-10-5820-3-38	BID-DOWNTOWN FACADE	3,665.25	-
502-10-5830-3-38	BID-BEAUTIFICATION	-	-
502-10-5840-3-38	BID-MARKETING & PROMOTION	2,500.00	-
502-10-5850-3-38	BID-MISCELLANEOUS EXPENSES	-	-
Total Expenditures		6,165.25	-
Excess (deficiency) revenues over expenditures		11,050.25	-

-2146826252 -2146826265
-2146826252 -2146826265

5/31/2019

Budget Balance

Current Month

(17,215.50)

-

-

-

-

-

(17,215.50)

-

-

-

(3,665.25)

-

-

-

(2,500.00)

-

-

-

(6,165.25)

-

(11,050.25)

-

502-__-____-__

**Business Improvement District
Balance Sheet**

As of 5/31/2019

ASSETS

502-10001	CASH ALLOCATED	-
502-11111	CASH	13,853.92
502-12100	PROPERTY TAX (BID) RECEIVABLE	<u>4,878.44</u>
TOTAL ASSETS		<u><u>18,732.36</u></u>

LIABILITIES, DEFERRED INFLOWS, AND FUND BALANCES

502-21100	ACCOUNTS PAYABLE	-
502-21111	ACCRUED EXPENSES PAYABLE	-
502-25100	ADVANCE-GENERAL FUND TO BID	-
502-26110	DEFERRED (BID) REVENUE	<u>4,878.44</u>
Total Liabilities and Deferred Inflows		<u><u>4,878.44</u></u>

FUND BALANCE

502-31111	FUND BALANCE	2,803.67
Revenue over Expenditures YTD		<u>11,050.25</u>
Total Fund Balance		<u><u>13,853.92</u></u>

TOTAL LIABILITIES, DEFERRED INFLOWS AND FUND EQUITY		<u><u><u>18,732.36</u></u></u>
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City of Waupun Business Improvement District Financial Statement
For the Month Ending: 05/31/19

CASH ON HAND

Prior Month Ending Balance	\$ 13,853.92
Plus Current Month Deposits	\$ -
Less Current Month Expenses	\$ -
Total Cash on Hand	\$ 13,853.92

BUILDING IMPROVEMENT GRANT EXPENSES

2019 Budget	\$ 12,912.35
Plus Carryover of Prior Year Funds	\$ 3,106.82
Less Approved Grants	\$ (4,915.25)
Grant Funds Available for Distribution	\$ 11,103.92

Approved Grants:

<u>Date Approved</u>	<u>Expiration Date</u>	<u>Applicant Name</u>	<u>Grant Amount</u>	<u>Date Paid</u>	<u>Check #</u>
11/14/2018	2/14/2019	Liebenow Construction LLC	\$ 2,000.00	02/07/19	496
1/9/2019	4/15/2019	Fox Computer & Networking	\$ 1,665.25	03/18/19	497
4/10/2019	7/10/2019	Mateo's Café and Restaurant	\$ 1,250.00		
			\$ -		
			\$ -		
		Total Approved Grants	\$ 4,915.25		

BEAUTIFICATION EXPENSES

2019 Budget	\$ 1,500.00
Less Year-to-Date Expense	\$ -
Beautification Funds Available for Distribution	\$ 1,500.00

Beautification Expense Details:

<u>Date Issued</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount Paid</u>	<u>Check #</u>
None				

MARKETING & PROMOTION EXPENSES

2019 Budget	\$ 2,500.00
Less Year-to-Date Expense	\$ (2,500.00)
Marketing & Promotion Funds Available for Distribution	\$ -

Marketing & Promotion Expense Details:

<u>Date Issued</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount Paid</u>	<u>Check #</u>
1/31/2019	Waupun Econ Dev	Connect Communities/Ignite	\$ 2,000.00	495
1/31/2019	Waupun Chamber	Advertisement	\$ 500.00	494
		Total Marketing & Promo Expense	\$ 2,500.00	

CITY OF WAUPUN
BUSINESS IMPROVEMENT DISTRICT
(A Component Unit of the City of Waupun)
Waupun, Wisconsin

FINANCIAL STATEMENTS

Including Independent Accountants' Review Report

As of and for the Year Ended December 31, 2018

CITY OF WAUPUN
BUSINESS IMPROVEMENT DISTRICT
(A Component Unit of the City of Waupun)

TABLE OF CONTENTS
As of and for the Year Ended December 31, 2018

Independent Accountants' Review Report	1 – 2
Financial Statements	
Statement of Net Position	3
Statement of Revenues, Expenses, and Changes in Net Position – Actual and Budget	4
Statement of Cash Flows	5
Notes to Financial Statements	6 – 9
Other Information	
Operating Plan – Goals, Timing, and Action	10
Independent Accountants' Review Report on Compliance	11

INDEPENDENT ACCOUNTANTS' REVIEW REPORT

To the Board of Directors
Waupun Business Improvement District
Waupun, Wisconsin

We have reviewed the accompanying financial statements of the Waupun Business Improvement District ("District"), a component unit of the City of Waupun, Wisconsin, as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents. A review includes primarily applying analytical procedures to management's financial data and making inquiries of district management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error.

Accountants' Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

Accountants' Conclusion

Based on our reviews, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

Other Matter

The accompanying other information as listed in the table of contents is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from, and relates directly to, the underlying accounting and other records used to prepare the financial statements. The other information has not been subjected to the review procedures applied in our review of the basic financial statements. We have not audited the other information and do not express an opinion on such information.

Report on Other Legal and Regulatory Requirements

We have also issued our report dated April 3, 2019 on our tests of its compliance with Wisconsin State Statutes Section 66.1109. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing, and not to provide an opinion on compliance.

Baker Tilly Voichau Krause, LLP

Madison, Wisconsin
April 3, 2019

**CITY OF WAUPUN
BUSINESS IMPROVEMENT DISTRICT**

STATEMENT OF NET POSITION
For the Year Ended December 31, 2018

ASSETS

Cash and investments	\$ 2,804
Assessments receivable	<u>17,216</u>
Total Assets	<u>20,020</u>

DEFERRED INFLOWS OF RESOURCES

Unearned revenue	<u>17,216</u>
Total Deferred Inflows of Resources	<u>17,216</u>

NET POSITION

Unrestricted	<u>2,804</u>
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TOTAL NET POSITION	<u>\$ 2,804</u>
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**CITY OF WAUPUN
BUSINESS IMPROVEMENT DISTRICT**

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
ACTUAL AND BUDGET
For the Year Ended December 31, 2018

	<u>Actual</u>	<u>Original and Final Budget</u>	<u>Variance</u>
OPERATING REVENUES			
Assessments	\$ 16,912	\$ 16,912	\$ -
Total Operating Revenues	<u>16,912</u>	<u>16,912</u>	<u>-</u>
OPERATING EXPENSES			
Downtown exterior building improvement grants	19,626	12,912	(6,714)
Beautification	992	1,500	508
Marketing and promotion	2,789	500	(2,289)
Miscellaneous	<u>-</u>	<u>2,000</u>	<u>2,000</u>
Total Operating Expenses	<u>23,407</u>	<u>16,912</u>	<u>(6,495)</u>
CHANGE IN NET POSITION	(6,495)	-	(6,495)
NET POSITION - Beginning of Year	<u>9,299</u>	<u>9,299</u>	<u>-</u>
NET POSITION - END OF YEAR	<u>\$ 2,804</u>	<u>\$ 9,299</u>	<u>\$ (6,495)</u>

**CITY OF WAUPUN
BUSINESS IMPROVEMENT DISTRICT**

STATEMENT OF CASH FLOWS
For the Year Ended December 31, 2018

CASH FLOWS FROM OPERATING ACTIVITIES

Received from property owners	\$ 16,912
Payments to suppliers for goods and services	<u>(23,407)</u>
Net Cash From Operating Activities	<u>(6,495)</u>

Net Decrease in Cash and Cash Equivalents (6,495)

CASH AND CASH EQUIVALENTS, Beginning 9,299

CASH AND CASH EQUIVALENTS, ENDING \$ 2,804

NONCASH ACTIVITIES

None.

**CITY OF WAUPUN
BUSINESS IMPROVEMENT DISTRICT**

NOTES TO FINANCIAL STATEMENTS
As of and for the Year Ended December 31, 2018

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the City of Waupun's Business Improvement District (the "District") conform to accounting principles as applicable to governmental units. The accepted standard-setting body for establishing governmental accounting and financial reporting principles is the Governmental Auditing Standards Board (GASB).

A. DESCRIPTION OF REPORTING ENTITY

This report contains the financial information of the City of Waupun's Business Improvement District, which is a component unit of the City of Waupun, Wisconsin.

The District was created under the provisions of Wisconsin Statute Section 66.1109. It is the purpose of that section to authorize municipalities to create one or more business improvement districts to allow businesses within those districts to develop, manage and promote the districts and to establish an assessment method to fund these activities.

The District is a legal entity separate and distinct from the City of Waupun, Wisconsin. The District is governed by a ten member board appointed and approved by the city council. The members serve staggered, three-year terms. A majority of the board members shall own or occupy real property in the District.

B. BASIS OF ACCOUNTING/MEASUREMENT FOCUS

The accounting and financial reporting treatment applied to the district is determined by its measurement focus. The transactions of the district are accounted for on a flow of economic resources measurement focus. With this measurement focus, all assets and all liabilities associated with the operations are included on the statement of net position. Net Position is segregated into "net investment in capital assets"; "restricted"; and "unrestricted" components.

The statement of net position and statement of revenues, expenses, and changes in net position – actual and budget are reported using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Assessments are levied upon all property within the district and are recognized as revenues in the year for which they are levied.

The district distinguishes *operating* revenues and expenses from *nonoperating* items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the district are charges to the district members. Operating expenses for the district include salaries and wages, operation and maintenance, business development and promotions. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

**CITY OF WAUPUN
BUSINESS IMPROVEMENT DISTRICT**

NOTES TO FINANCIAL STATEMENTS
As of and for the Year Ended December 31, 2018

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)

B. BASIS OF ACCOUNTING/MEASUREMENT FOCUS (cont.)

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

C. SPECIAL ASSESSMENT METHOD

The District is authorized to levy special assessments to fund its operations. The method of levy is based on assessed valuation of all real property within the District except property used exclusively for residential and manufacturing purposes.

D. DEFERRED INFLOWS OF RESOURCES

A deferred inflow of resources represents an acquisition of net position that applies to a future period and therefore will not be recognized as an inflow of resource (revenue) until that future time.

E. ASSETS, LIABILITIES, AND NET POSITION

1. Deposits and Investments

Investment of District funds is restricted by state statutes. Available investments are limited to:

1. Time deposits in any credit union, bank, savings bank or trust company maturing in three years or less.
2. Bonds or securities of any county, city, drainage district, technical college district, village, town, or school district of the state. Also, bonds issued by a local exposition district, a local professional baseball park district, a local professional football stadium district, a local cultural arts district, the University of Wisconsin Hospitals and Clinics Authority, or the Wisconsin Aerospace Authority.
3. Bonds or securities issued or guaranteed by the federal government.
4. The local government investment pool.
5. Any security maturing in seven years or less and having the highest or second highest rating category of a nationally recognized rating agency.
6. Securities of an open-end management investment company or investment trust, subject to various conditions and investment options.
7. Repurchase agreements with public depositories, with certain conditions.

**CITY OF WAUPUN
BUSINESS IMPROVEMENT DISTRICT**

NOTES TO FINANCIAL STATEMENTS
As of and for the Year Ended December 31, 2018

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)

E. ASSETS, LIABILITIES, AND NET POSITION (cont.)

1. Deposits and Investments (cont.)

The District has not adopted an investment policy.

For purposes of the statement of cash flows, cash and cash equivalents have original maturities of three months or less from the date of acquisition.

Investments are stated at fair value, which is the amount at which an investment could be exchanged in a current transaction between willing parties. Fair values are based on quoted market prices. No investments are reported at amortized cost. Adjustments necessary to record investments at fair value are recorded in the operating statement as increases or decreases in investment income.

The District's cash and investments at year end were comprised of the following:

	Carrying Value	Bank Balance	Associated Risks
Demand deposits	\$ 2,804	\$ 2,804	Custodial credit risk
Total Cash and Investments	\$ 2,804	\$ 2,804	

Deposits in each local and area bank are insured by the FDIC in the amount of \$250,000 for time and savings accounts (including NOW accounts) and \$250,000 for demand deposit accounts (interest bearing and noninterest bearing). In addition, if deposits are held in an institution outside of the state in which the government is located, insured amounts are further limited to a total of \$250,000 for the combined amount of all deposit accounts.

Bank (and credit union) accounts are also insured by the State Deposit Guarantee Fund in the amount of \$400,000. However, due to the nature of this fund, recovery of material principal losses may not be significant to individual municipalities. This coverage has not been considered in computing custodial credit risk.

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 District.

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

**CITY OF WAUPUN
BUSINESS IMPROVEMENT DISTRICT**

NOTES TO FINANCIAL STATEMENTS
As of and for the Year Ended December 31, 2018

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont.)

E. ASSETS, LIABILITIES, AND NET POSITION (cont.)

2. Long-Term Obligations

The District has no long-term obligations at year end.

3. Equity Classifications

Equity is classified as net position and displayed in three components:

- > Net investment in capital assets – Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances (excluding unspent debt proceeds) of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- > Restricted net position – Consists of net position with constraints placed on their use either by 1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments or, 2) law through constitutional provisions or enabling legislation.
- > Unrestricted net position – All other net position that do not meet the definition of “restricted” or “net investment in capital assets.”

When both restricted and unrestricted resources are available for use, it is the District’s policy to use restricted resources first, then unrestricted resources as they are needed. The District did not have equity in invested in capital assets or restricted net position as of year end.

F. CLAIMS AND JUDGMENTS

Claims and judgments are recorded as expenses when the related liabilities are incurred.

G. OPERATING PLAN BUDGET

The budgetary information is derived from the annual operating plan budget and is presented using the same basis of accounting as described in Note 1.B.

**CITY OF WAUPUN
BUSINESS IMPROVEMENT DISTRICT**

OPERATING PLAN – GOALS, TIMING, AND ACTION
December 31, 2018

<u>Goals</u>	<u>Timing</u>	<u>Action</u>
Business recruitment / training / retention / facades and other exterior building improvements.	Ongoing	Matching grants to businesses involved in store front improvements. Money is also available for training programs and marketing programs.

INDEPENDENT AUDITORS' REVIEW REPORT ON COMPLIANCE

To the Board of Directors
Waupun Business Improvement District
Waupun, Wisconsin

We have reviewed the financial statements of the Waupun Business Improvement District ("District"), a component unit of the City of Waupun, Wisconsin as of and for the year ended December 31, 2018, and have issued our report thereon dated April 3, 2019. We conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA.

In connection with our review, nothing came to our attention that caused us to believe that the District failed to comply with Wisconsin State Statutes Section 66.1109, insofar as it relates to accounting matters. However, our review was not directed primarily toward obtaining knowledge of such noncompliance. Accordingly, had we performed additional procedures, other matters may have come to our attention regarding the District's noncompliance with the above-referenced statutes, insofar as it relates to accounting matters.

This report is intended solely for the information and use of the District's Board and management and is not intended to be, and should not be, used by anyone other than these specified parties.

Baker Tilly Virchow Krause, LLP

Madison, Wisconsin
April 3, 2019

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

Applications missing any materials will be returned for completion.

Date: 3 June 2019
Applicant Name: Jack Qualmann Q-Tronics
Applicant Address: 313 E. Main St.
Phone: 920-384-3308 Fax: none Email: qtronics@charter.net
Name of Business/Property: Q-Tronics / Steven Electronics
Property Address: 313 E. Main St.
Property Use: Retail Electronics
Property owner, if different than applicant: _____
Owner address: 301 Oak Dr. Owner Phone: 920-382-5708
Rosendale, WI 54974

Project Summary:
Brief Project Summary: Replace Cracked Window In Front Of Store

Total Estimated Cost: \$ 890.00 Total Grant Request: \$ 445.00
Projected Start Date: ASAP Projected Completion Date: _____
Name of Contractor: Hometown Glass Issue Payment if approved: Applicant or Business (circle)

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 53963
920-324-7915 ext. 5

To be completed by City staff only:
Date application received: 6/3/19
Application reviewed for completeness by RV (initials). Date: 6/3/19
Applicant notified of scheduled BID meeting by _____ (initials). Date: _____

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

Date: 3 June 2019

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): Jack Qualmann

Signature: 

Date: 3 June 2019

CONTRACT WITH HOMETOWN GLASS & IMPROVEMENT, INC.

Building Improvements * Mobile Auto Glass * Complete Glass Service
24 Hour Emergency Service

OFFICE AND SHOP: N7171 Raceway Road

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

CONTRACT SUBMITTED TO:

PHONE: 920 382 5708
EMAIL: q-tronics@charter.net
JOB NAME: Insulated Glass Replacement
STREET: 313 E Main St.
CITY & STATE: Waupun WI 53963
DATE: 5/21/2019

NAME: Q-Tronics
STREET: 313 E Main St.
CITY & STATE: Waupun WI 53963

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

Furnish and install a new exterior 1" clear tempered insulated unit with low e, replacing cracked unit. \$890.00

Quote includes tax, labor and freight.

- 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.

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) 5/21/2019

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: _____

Signature: _____

Signature: _____



