

# A G E N D A CITY OF WAUPUN AMENDED - BUSINESS IMPROVEMENT DISTRICT MEETING 201 E. Main St. - Waupun City Hall Council Chambers Wednesday, August 12, 2020 at 7:00 AM

#### **Video & Teleconference Meeting**

Join Zoom Meeting

https://us02web.zoom.us/j/83315697253?pwd=dXpWdjkyVThiNk45eUVDckNKdi83dz09

Meeting ID: 833 1569 7253

Passcode: 714983

Or

Phone: 312 626 6799 US (Chicago)

#### **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. Approval of Agenda/Motion to Deviate
- 2. Approval of July 21, 2020 Minutes
- 3. Approval of July 2020 Financial Statement

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

4. Scott Ayelsworth - House to Home Properties- 314 E. Main Street

#### **NEW APPLICATIONS FOR REVIEW AND CONSIDERATION:**

- 5. Katrina Hoinacki, K's Boutique 317 E. Main St.
- 6. Rich Oosterhouse, Finishing Touches by Rich 432 E. Main St.
- 7. Kate Bresser, Gysbers Jewelry 305 E. Main St.

#### **DISCUSSION ITEMS:**

- 8. Pop-Up Waupun
- 9. 2021 Operating Plan
- 10. Waupun Area Chamber of Commerce Update
- 11. Administrator Update

#### **ADVANCED PLANNING:**

- 12. Potential Agenda Items
- 13. Next Meeting September 9, 2020

#### **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 Waupun City Hall – 201 E. Main Street, Waupun WI Tuesday, July 21, 2020 at 7:00 AM

#### Committee Members Present:

Krista Bishop Kate Bresser Gary DeJager Jodi Mallas Teresa Ruch Tyler Schulz

#### Committee Members Absent:

Austin Armga Jan Harmsen Jonathan Leonard Rich Matravers

#### Staff Present:

#### Other:

Victoria Tripp ...... House of Handcrafters

#### Call to order

Chair Bishop called the meeting to order at 7:04 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. Schulz, passing unanimously.

#### 2. Approval of June 10, 2020 Minutes

A motion to approve the June 10, 2020 minutes was made by Mr. DeJager and seconded by Ms. Ruch, passing unanimously.

#### 3. Approval of June 2020 Financial Statement

A motion to approve the June 2020 financial statement was made by Mr. DeJager and seconded by Mr. Schulz, passing unanimously.

#### **NEW APPLICATIONS:**

#### 4. House of Handcrafters (11 N. Madison St.)

Victoria Tripp, House of Handcrafters, submitted a Façade Improvement Program application for the property located at 11 N. Madison St. to prepare work and repainting of the building façade. The total project cost is \$1,424.09. Staff recommends approval. Motion made by Mr. Schulz and seconded by Ms. Mallas to approve 50% of the total project cost, not to exceed \$712.05, passing unanimously.

#### **DISCUSSION ITEMS:**

#### 5. Waupun Area Chamber of Commerce Update

Ms. Despres was not able to attend the meeting but did provide a written report that was included in the meeting packet.

#### 6. Administrator Update

Administrator Schlieve provided the following updates:

- a. The Council adopted Resolution 06-09-20-04 which provides Common Council in-person meetings to begin after July 27, 2020. The first in-person meeting to be held will be the Committee of the Whole on July 28, 2020. The wearing of facemasks is requested. Other Boards, Committees, and Commission members may continue virtual meetings or in-person as well as Department Staff. New technology has been installed in the Council Chambers to provide the continuation of Zoom meetings of those who attend at City Hall.
- **b.** In response to COVID-19 impacts to capacity of restaurants and bars, the Council approved a revision to the ordinances at their July 14, 2020 meeting that would allow outdoor seating and beer gardens. Restaurants and bars that are interested will need to apply for a conditional use permit through the Plan Commission.
- **c.** Staff assisted 39 business apply for WEDC's "We're All In" grant program.
- **d.** 28 business applied for and received funding from the COVID-19 Downtown Business Support Program. At today's CDA meeting, staff will recommend suspending this program and resuming funding revitalization grant requests.
- **e.** The recent Connect Communities award announcement has brought additional attention to our downtown from small businesses looking to locate to the community.
- **f.** Details for the Pop-Up program are being finalized and staff will be touring one additional property. An update will be provided at next month's meeting.
- **g.** The amendment to the TID 6 boundaries has been approved allowing for redevelopment opportunities to occur in the upcoming months.
- **h.** The multi-family housing development near the Brittan House are on track to be completed in the fall and have already been rented.

#### **ADVANCED PLANNING:**

#### 7. Possible Future Agenda Items

- a. New grant requests
- **b.** 2021 Operational Plan
- c. Pop-Up Program

#### 8. Date of Next Scheduled Meeting

The next meeting is scheduled for August 12, 2020.

#### **ADJOURNMENT**

The motion to adjourn was made by Mr. Schulz and seconded by Mr. DeJager passing unanimously. The meeting adjourned at 7:21.a.m.



### Business Improvement District Financial Statement For the Month Ending: 07/31/20

CASH ON HAND						
Prior Month Ending Balance			\$	24,957.24		
Plus Current Month Deposits			\$	-		
Less Current Month	Expenses		\$	(436.94)	_	
Total Cash on Hand			\$	24,520.30	=	
FACADE IMPROVEM	JENT GRANT PROGRA	AM				
FACADE IMPROVEMENT GRANT PROGRAM 2020 Budget			\$	8,000.00		
Less Approved Grants			\$	(3,356.49)		
Funds Available for Distribution			\$	4,643.51	-	
Fullus Available for Distribution			<del>-</del>	1,0 13.31	=	
Expense Details:						
Date Approved	<b>Expiration Date</b>	Applicant Name	<u>Gran</u>	<u>t Amount</u>	Date Paid	Check #
1/8/2020	4/8/2020	Rohn Bishop	\$	1,125.00	02/25/20	505
6/10/2020	9/10/2020	House to Home Properties	\$	1,519.44		
7/21/2020	10/21/2020	V. Tripp / House of Handcrafters	\$	712.05		
TBD	TBD	Finishing Touches by Rich	\$	-		
TBD	TBD	K's Boutique	\$	-		
		Total Approved Grants	\$	3,356.49	-	
BEAUTIFICATION EX	KPENSES					
2020 Budget	AT ENGLO		\$	3,500.00		
_	vnanca		\$	(1,201.89)		
Less Year-to-Date Expense Funds Available for Distribution			<del>\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ </del>	2,298.11	-	
Turius Available for	Distribution		<del>-</del>	2,230.11	=	
Expense Details:						
<u>Date Issued</u>	<u>Vendor</u>	<u>Description</u>	<u>Amou</u>	<u>ınt Paid</u>	Check #	
6/15/2020	Waupun Florist	Side Street Flower Planters	\$	690.00	507	
6/26/2020	Farm and Home	Flowers	\$	74.95	506	
7/21/2020	Martin's Ace Hardw	ar Flowers & Fertilizer	\$	436.94	508	
		Total Beautification Expense	\$	1,201.89	=	
MARKETING & PRO	MOTION EXPENSES					
2020 Budget			\$	500.00		
Less Year-to-Date Expense			\$	-		
Funds Available for Distribution			\$	500.00	-	
and transfer for	50		<del></del>		=	
Expense Details:						
Date Issued	<u>Vendor</u>	<u>Description</u>	Amou	int Paid	Check #	
		Total Marketing & Promo Expense	\$	-	-	

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

2020 Budget\$ 14,847.19Less Year-to-Date Expense\$ -Funds Available for Distribution\$ 14,847.19

Expense Details:

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

Total Other Expense \$ -

### Waupun Business Improvement District (BID) $\sim$ Façade Improvement Program – Grant Application $\sim$

Applications missing any materials will be returned for completion.

Tomala 2000
Date: Charles   Charles
Applicant Name: NOTIVE TO NOTICE TO Applicant Name:
Applicant Address: 17 Cone St. Cone St.
Phone: (08.3835816) Fax: Email: Shopkatrina Stoution et @ Strai
Name of Business/Property: KS Bouthon se
Property Address: 317 E. Wain Street
Property Use: retail
Property owner, if different than applicant:
Owner address: Owner Phone: 408.333.58.69
Project Summary:
Brief Project Summary: Signage from Store Front and
hander
3
Total Estimated Cost: \$ 1,700.00 Total Grant Request: \$
Projected Start Date: Upon approved Projected Completion Date: to be Datem ver
Name of Contractor: Motor Work's Issue Payment if approved: Applicant & Business (circle)
Approval of City Building Inspector: (Inspector's initials)
Required attachments:  Required attachments:
Project plan(s) to 1/4" scale, if applicable
Release of Information Letter (attached)  Paint color(s) or material sample(s), if applicable  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
Date application received: 36300001
Application received

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

Date: 0 02.20

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,

#### **METALWORKS**

210 WASHINGTON ST., RIPON, WI 54971 Ph; 920-748-2133 C: 920-299-1784

annpahlas@gmail.com

Nov. 14, 2019

K's Boutique

Katrina,

Here is a new sketch of the sign ideas we discussed. This sign would be fabricated out of 1 ½" thick Sign Foam, which, when sandblasted, looks like carved stone. The circle would be framed in a ½" x 1½" flat steel ring. The mounting hardware can be welded to this ring, and then bolted to the sign hanger. The sign hanger would be in the forged steel, primed and painted.

- 1) Two sided sandblasted sign, out of 1 1/2" thick Sign foam, 2" diameter circle
  - . K's Boutique logo sandblasted in to both sides of sign
  - . Logo in black, background and border in rose, to match business card
  - Sign framed with 1/4" x 1 1/2" flat steel ring
  - · Mounting hardware welded to ring, and bolted to hanger
    - 1) Wrought Iron Sign Hanger, as drawn
  - Primed and painted black
  - Price does not include installation

SIGN & HANGER: \$1,760.00

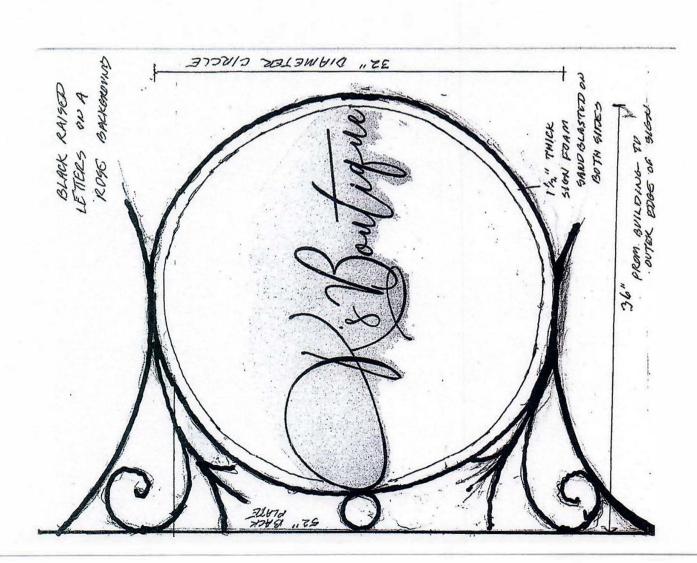
TERMS: 50% down with order, balance due

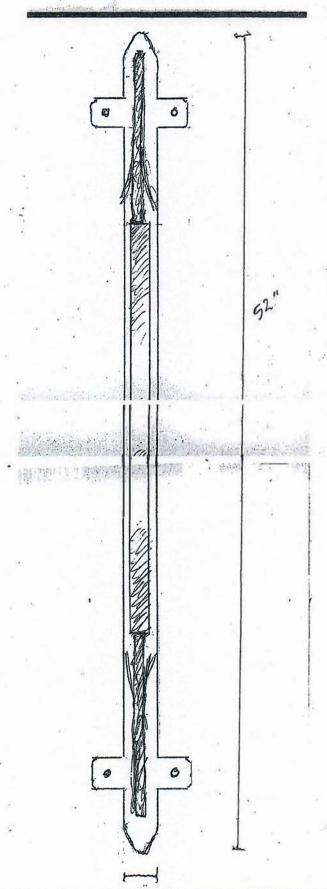
Upon delivery of sign and hanger

Please let me know if you have any questions about this quote.

It was great to meet you and see your lovely, creative shop!

Thanks much, Pahles





### Waupun Business Improvement District (BID) ∼ Façade Improvement Program — Grant Application ∼

Applications missing any materials will be returned for completion.

Applicant Name: RICH Costerhouse  Applicant Address: 220 W Summit Str MARKEJAN  Phone: 920-296353 Fax: 920-324-5597 Email: FINISHING FOULUPS RICH & GMAR
Phone: 920-296-3533 Fax: 920-324-5597 Email: FINISHING foucues RICH & GMAI
CON
CON
Name of Business/Property: I CNASHING TOUCHES BY RICH
Property Address: 4.32 F MAIN 510 WAYDUN WISC 53963
Property Use: CABINET & Floor SALES
Property owner, if different than applicant: Pam Fuller Dean Fuller ALENT
Owner address: Po Box 357 Owner Phone: 926 - 539 - 8645
Project Summary:
Brief Project Summary: Put NEW SIGN ON Front of BUILDING
Total Estimated Cost: \$ 3006-75 Total Grant Request: \$ 1,503,38
Projected Start Date: ABout 4 weeks AFter Projected Completion Date: A Bout 4 week AFter Apprount
Name of Contractor: Crontice Siew Co Issue Payment if approved: Applicant or Business (circle)
Approval of City Building Inspector:(Inspector's initials)
Required attachments:
Project plan(s) to ¼" scale, if applicable Current photo(s) of property
Release of Information Letter (attached)  Paint color(s) or material sample(s), if applicable
Quotes/Estimates MAROUN 4 5110 85
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: 115130  Application reviewed for completeness by (initials). Date: 3 W 30  Applicant notified of scheduled BID meeting by (initials). Date:

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

Date: 7-14-20

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): _	RICH	Dostenhouse	_
Signature:	RL Do	W	
Date:7	-14-20		



#### **Creative Sign Company Inc.**

505 Lawrence Dr. DePere, WI 54115 Phone: 920.336.8900 www.greenbaysigns.com

#### **Proposal**

Proposal #: 16894

Proposal Date: 07/09/20

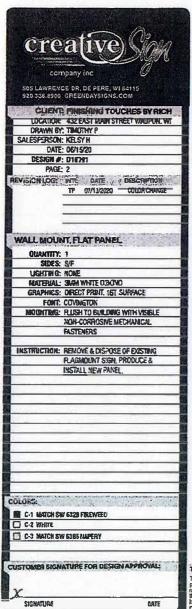
Page 1 of 2

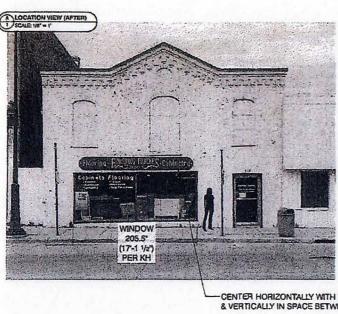
**CLIENT:** Finishing Touches by Rich

LOCATION: 432 East Main St Waupun, WI 53963

United States

	Part Number			
ltem	Description	Revision	Quantity	Price
1	LOGO DESIGN NEW COMPANY LOGO. PROVIDE CUSTOMER WITH VARIOUS FILE TYPES.		1	\$250.00 /EA
2	OPT, 1 FLAT PANEL SIGN PRODUCE AND INSTALL NON-ILLUMINATED DIRECT PRINTED GRAPHICS ON NEW ALUMINUM PANEL. (Sign: \$2,000.00 Instali: \$400.00) #D16791 PAGE 2		1	\$2,400.00 /EA
5	PERMITTING PERMITTING FEES NOT INCLUDED, CITY PERMIT FEE + \$85 PROCUREMENT FEE.		1	\$0.00 /EA
6	TAX DODGE COUNTY TAX 5.5%.		1	\$156.75 /EA
7	REMOVE EXISTING REMOVE & RECYCLE EXISTING FLAG MOUNT SIGN.		1	\$200.00 /EA
			Total:	\$3,006.75



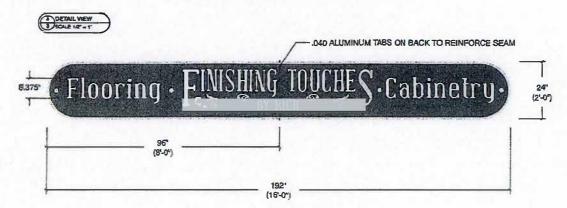




PNL-1: LOC-1

- REMOVE & DISPOSE OF EXISTING SIGN

-CENTER HORIZONTALLY WITH WINDOW BELOW & VERTICALLY IN SPACE BETWEEN WINDOWS ABOVE & BELOW



#### THIS DRAWING IS THE PROPERTY OF CREATIVE SIGN CO.INC.

This is an original promotisted dowing by Destina Sign Co. Inc. It is far year personal use, in conjunction with a project being planned for you by Destina Sign Co. Inc. It is not to be shown to asynch excisive original original on a it to be used. International cooled or meta-fail any factional Loss of two designs or the subject of memory and this design in any sign dose by any other company, without the contract whitein permission of Destina Sign Co. Inc. is stablished by large and carries a cold fortigate of our 2019, or to particular planned for the sign. CONTROL YOUR SIGN CONSULTANT TO PORCHASE THE RIGHTS TO THIS DESTINA.

#### CONCEPTUAL DRAWING ONLY

All sizes and dimensions are illustrated for classic cooregized of the project and are not to be understood as being exact size or exact scale. Penderskyp, scholang Egyting effects, posseites, and coloration, are an

#### CUSTOMER RESPONSIBLINES

Plage review all crawing details closely, as Creative Sign will produce signs as approved crawing indicates. Some changes may occur based or production needs, While Creative Sign will make a efforts to correct any obvious prolifty or grammatical errors, the customer is responsible for confirming that the above copy, including paties and filles, appear as decided. Creative Sign will inside every effort to closely make closus, including plats, water apposites. We cannot guarantee exact matchins due to varying compatibility of surface materials and paints used.



SOS LAWRENCE DR. DE PERE, VII SATTS 920 136 8500 GREEN BAYSIGNS COM

CLIENT: FINISHING TOUCHES BY RICH I DOCATION 430 EAST MAIN STREET WALFUN, W

DRAWN BY: TANOTHY P SALESPERSON: KELSY H

DATE: 06/15/20

DESIGN #: D16781 PAGE: 3

REVISION LOG: UT. DATE DESCRIPTION - 00/00/0000 DESCRIPTION

WALL MOUNT FLAT PANEL

SIDES: S/F

LIGHTING: NONE

MATERIAL: 3MM WASTE DIBOND

GRAPHICS: DIRECT PRINT 1ST SURFACE FORT: COVENGTON

MOUNTONS: FLUSH TO BUILDING WATH VISIBLE NON-CORROSIVE MECHANICAL

INSTRUCTION: OUSTOMER TO REMOVE & DISPOSE OF

EXISTING FLAGMOUNT SIGN. CSC TO PRODUCE & INSTALL NEW PANEL

E C-1 PMS 7622C

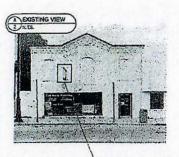
C-2 WHITE

CUSTOMER SHONATURE FOR DESIGN APPROVAL:

SIGNATURE

DATE

A LOCATION VIEW (AFTER) 1 /SCALE: 18" . 1" 205.5" (17'-1 1/2") PER KH



CUSTOMER TO REMOVE & DISPOSE OF EXISTING SIGN

21.5"

CENTER HORIZONTALLY WITH DOOR & VERTICALLY IN SPACE BETWEEN ADDRESS LETTERS & WINDOW





(5'-0")

THIS DRAWING IS THE PROPERTY OF CREATIVE SIGN CO, INC.

This is an original, population of challing by Chable-Sign Co. Inc. It is for your personal use, in commenter with a provide being planned for you by Creak in Sign Co. Inc. It is not tobe about 10 money exocide of your organization enter in a lot to use of challing considering considering your control of the control of

CONCEPTUAL DRAWING ONLY CUSTOMER RESPONSIBILITIES

As sizes and favorations are Bushahd for drain conception of the project and are not to be understood as Delay exert size or exist scale. Rendthigh, including lighting effects, agastiles, and activation, are an approximation.

Please ration of districting feaths closely as Cliticities Sign will produce styles as approved devicing individues. Some changes may occur based of production reads. While Deather Sign will make at lefton be constructed every distriction and approved of the construction of the styles of constructing that the above copy, including harpes and tigher. Special as decirce. Creative Sign will make every effort to district make closely included to the styles and colors, indication Signs, where specially well-constructed exact multiples due to varying compatibility of surface materials and paints used.

PNL-1: LOC-1

### Waupun Business Improvement District (BID) $\sim$ Façade Improvement Program – Grant Application $\sim$

Applications missing any materials will be returned for completion.

Date: <u>8-5-20</u>
Applicant Name: Kate Bresser
Applicant Address: 30 410 W. Spring
Phone: 920-324-5261 Fax: Email: Kadelorasser@ yahoo.com
Name of Business/Property: Gysbers Tewelry
Property Address: 305 E. Main St.
Property Use: Rotaul
Property owner, if different than applicant:
Owner address: Owner Phone:
Project Summary:
Brief Project Summary: Adding a room on the back of store for
the use of a goldsmith shop.
Total Estimated Cost: \$ 97,000.00 Total Grant Request: \$ 2000.00
Projected Start Date: with in the next 6 weeks Projected Completion Date: 3-4 months after start date
Name of Contractor: Lagre Quade Issue Payment if approved: Applicant or Business (circle)
Approval of City Building Inspector:(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   Crey and burguide
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: 8 (42)  Application reviewed for completeness by  Applicant notified of scheduled BID meeting by (initials). Date: 8 1 20

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

Date: 8-5-20

To: Waupun Business Improvement District - Clerk's Office, Waupun City Hall

201 E. Main Street, Waupun WI 53963

#### To Whom It May Concern:

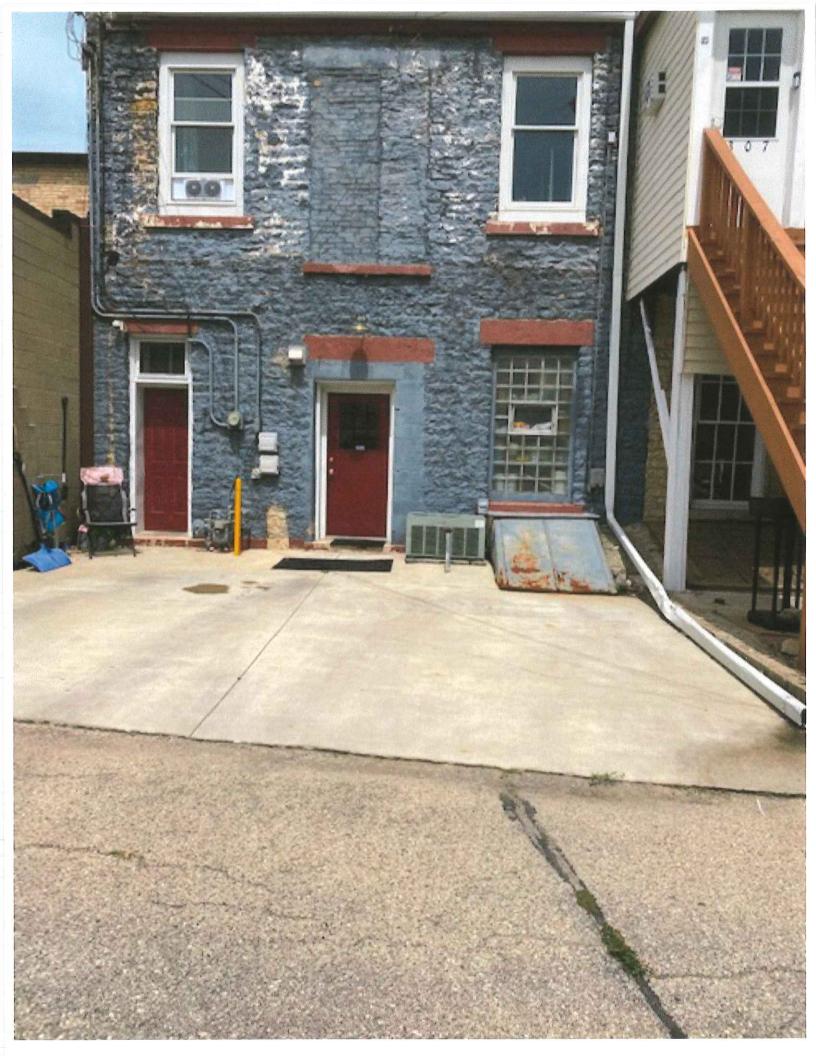
I hereby authorize the Waupun Business Improvement District (BID) permission to share all application materials with BID board members who will be reviewing my application. I acknowledge that information provided to the BID may be released upon request in compliance with the open record requirements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

Signature Kott Ches

Date: 8-5-20





PROPOSAL 7/30/2020

**W12034 County Road T Brandon, WI 53919-9788** 

All Materials & Labor-\$87,000.00

Cell: 1-920-960-8675 Office: 1-920-346-2369 Fax: 1-920-346-2309 Gysbers Jewelry

ATTN- Kate Bresser

24 feet by 16 feet addition

The price is for cutting out old concrete, digging foundation walls and footings on two sides, taking block down on one side, and reforming with concrete. Pouring new slab, building 2x6 walls with I Joist on top, and plywood. Roof would be 8 inches of foam by existing building and 2 inches by parking lot, with rubber membrane on it. Gutters and downspout on parking lot side, two windows high up, one door, insulation walls, and ceiling electrical, heating air and heat combined in new unit, vinyl siding on outside, new concrete outside where we disturb areas. New 2x4 wall up against existing wall to clean up old block wall, with sheetrock walls, with a knock down light finish and trim.

Thank you,

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

Payment terms: Payments to be made following job completion.

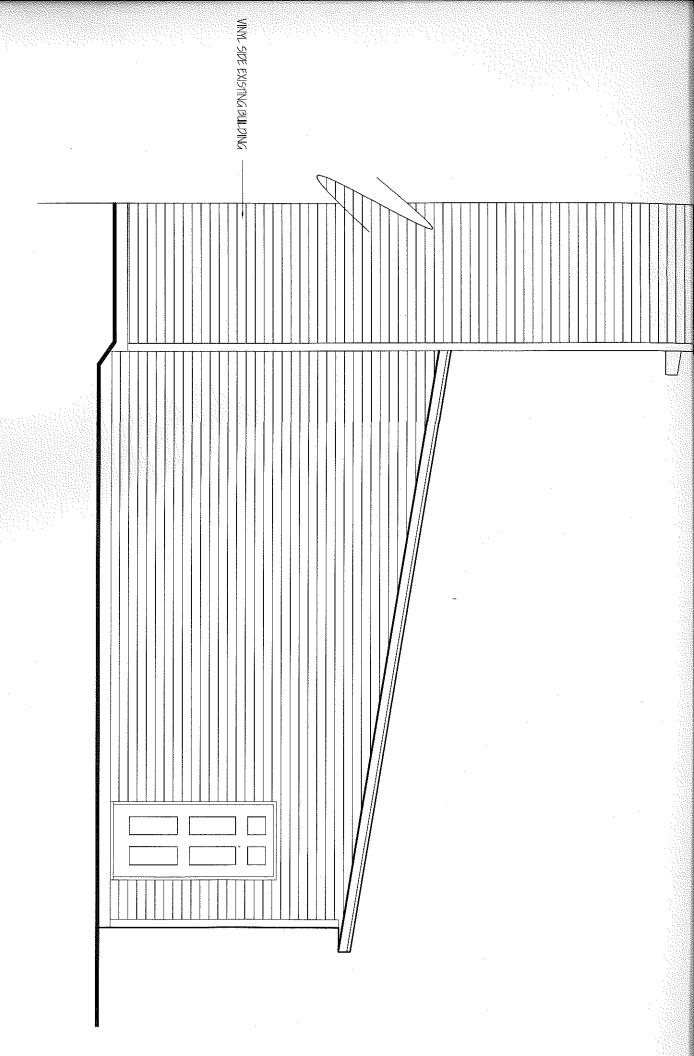
Authorized signature:

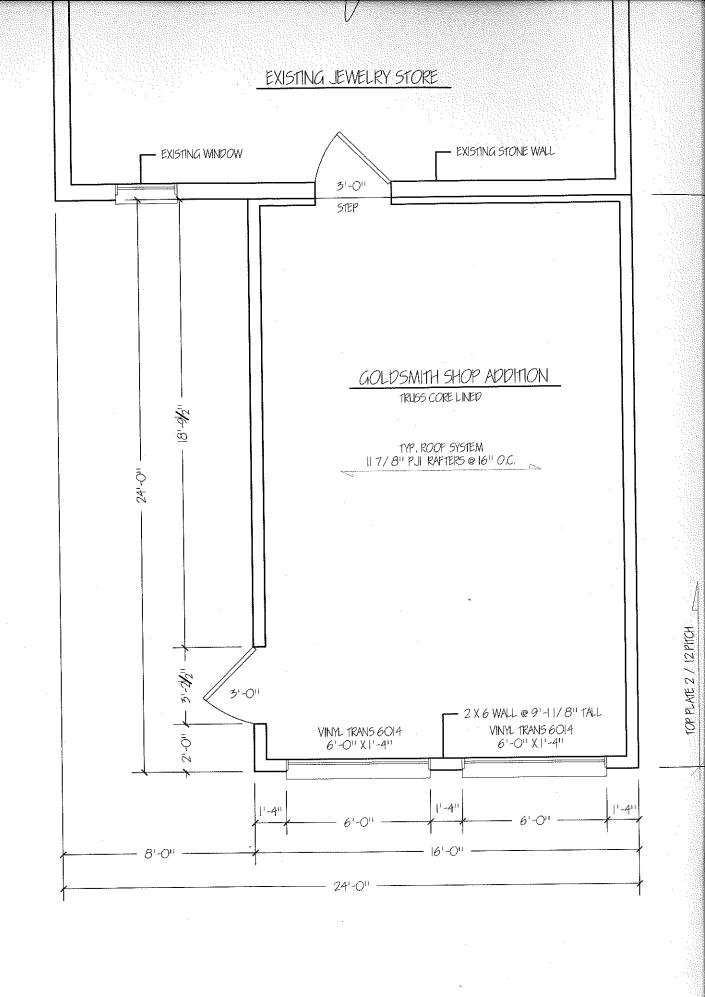
THIS ACCEPTED PROPOSAL MUST BE SIGNED AND RETURNED — KEEP ONE COPY FOR YOUR RECORDS.

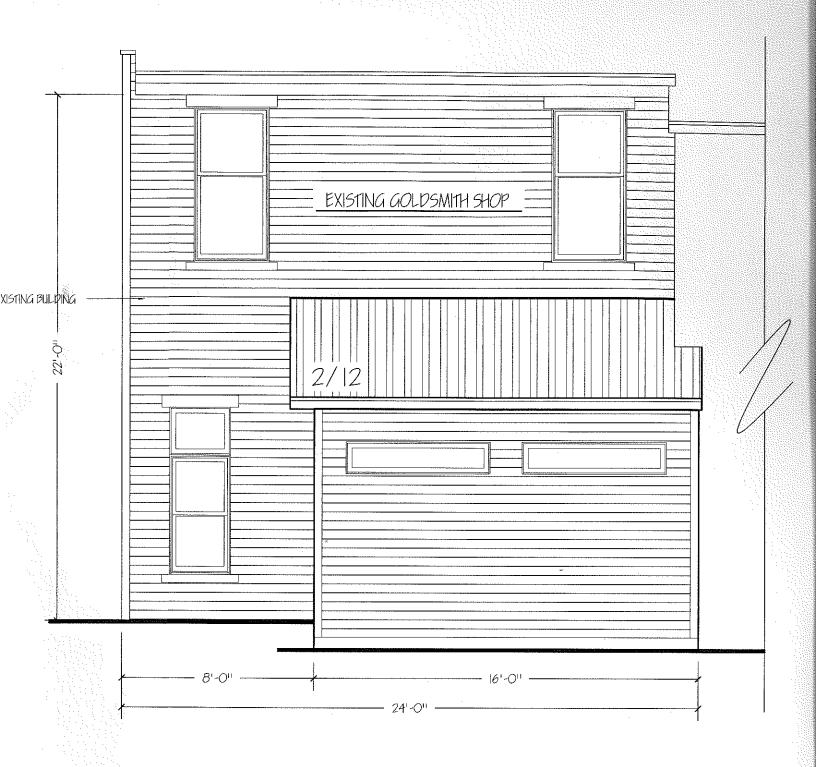
ACCEPTED: Date:

Signature:

No cabinets or countertops figured in this price. Flooring would be concrete.







### REAR ELEVATION