



A G E N D A
CITY OF WAUPUN BUSINESS IMPROVEMENT
DISTRICT MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, June 08, 2022 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 Board Members and Ex-Officio
- [2.](#) Establish Day of Month and Time of Board Meeting
- [3.](#) Nominations and Appointment of Chairperson and Vice Chairperson
- [4.](#) 2021 BID Annual Report

CONSENT AGENDA

- [5.](#) Minutes December 21, 2021 BID Meeting
- [6.](#) BID Financials December 2021
- [7.](#) BID Financials January 2022
- [8.](#) BID Financials February 2022
- [9.](#) BID Financials March 2022
- [10.](#) BID Financials April 2022
- [11.](#) BID Financials May 2022

NEW APPLICATIONS FOR REVIEW AND CONSIDERATION:

- [12.](#) Application for 1 W Main Street AP Solutions for You, LLC
- [13.](#) Application for 3A W Main Street Main Street Bistro & Bakery
- [14.](#) Application for 7 W Main Street Southern Rust Free Parts

DISCUSSION ITEMS:

15. City Administrator Report

ADVANCED PLANNING:

16. Future Agenda Items
17. Next Meeting Date July 13, 2022

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.

BUSINESS IMPROVEMENT DISTRICT (BID) MEMBERS and MEETINGS

1. New members in 2023:

Welcome to Mitch Greenfield and Craig Much

2. Nominations and Appointment of Chairperson and Vice Chairperson

3. Establish Day of Month and Time of Board Meeting

Historically, the Business Improvement District has met on the 2nd Wednesday of each month at 7:00am

The BID Board shall consist of 6 representatives from the BID District and 4 Representatives At-Large. Board commonly elects Chairperson, Vice Chairperson. Mayor may attend as an Ex-Officio non-voting member. Members are as follows:

CATEGORY	TERM END	NAME	PHONE	EMAIL
REPRESENTATIVE FROM BID DISTRICT	4/30/2025	Tyler Schulz	920-960-3833	tyler.schulz@wernerharmesen.com
REPRESENTATIVE FROM BID DISTRICT	4/30/2025	Rich Matravers	920-324-9002	rich.matravers@edwardjones.com
REPRESENTATIVE FROM BID DISTRICT	4/30/2023	Jonathan Leonard	920-948-9636	mgreenfield@nebat.com
REPRESENTATIVE FROM BID DISTRICT	4/30/2023	Gary DeJager	920-392-6846	Jonathan.Leonard@Thrivent.com
REPRESENTATIVE FROM BID DISTRICT	4/30/2023	Krista Bishop	920-296-3546	kristabishop@msn.com
REPRESENTATIVE FROM BID DISTRICT	4/30/2024	Mitch Greenfield	920-324-2302 / 920-979-2290	brooksshoes@gmail.com
REPRESENTATIVE AT-LARGE	4/30/2025	Craig Much	920-539-0448	jodi@mypropertyshoppe.com
REPRESENTATIVE AT-LARGE	4/30/2023	Jodi Mallas	920-583-1768	craig.much@gmail.com
REPRESENTATIVE AT-LARGE	4/30/2024	Kate Bresser	920-382-6789	rockrivereyewear@gmail.com
REPRESENTATIVE AT-LARGE	4/30/2024	Teresa Ruch	920-960-8615	katebresser@yahoo.com

WAUPUN BUSINESS IMPROVEMENT DISTRICT 2021 ANNUAL REPORT



6 FACADE IMPROVEMENT GRANTS AWARDED

\$8,654.24 awarded by the BID board spurred \$51,710.29 of private investment.

ANNUAL SPRING PLANTING

11 businesses participated in the Adopt-a-Planter program and 23 students from WAHS planted the Main Street planters.

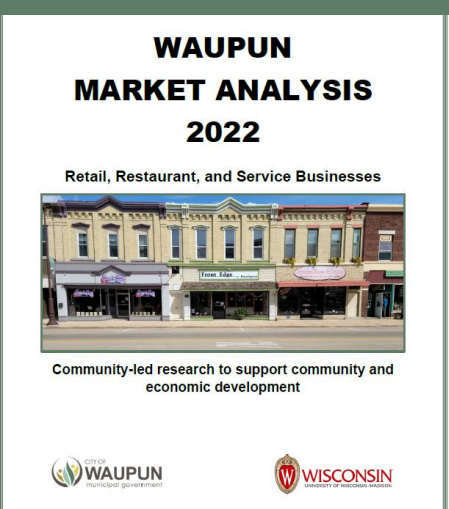


PURCHASED NEW WAYFINDING SIGNAGE

BID, along with the CDA, purchased new wayfinding signage for the downtown.

FUNDING FOR NEW BUSINESS ATTRACTION

BID and CDA combined efforts to create a funding opportunity to support a property owner in making interior improvements to aide in attracting a new tenant.



DEVELOPMENT OF A DOWNTOWN MARKET ANALYSIS

This analysis will support the BID's priorities for business development, expansion, and recruitment efforts.



MINUTES
CITY OF WAUPUN – BUSINESS IMPROVEMENT
DISTRICT MEETING
In-Person & Teleconference
Wednesday, December 21, 2021 at 7:00 AM

Committee Members Present:

Krista Bishop
Gary DeJager
Jonathan Leonard
Jodi Mallas
Rich Matravers
Teresa Ruch
Tyler Schulz (arrived at 7:11 a.m.)

Committee Members Absent:

Austin Armga (unexcused)
Kate Bresser (excused)
Terri Crisp (excused)

Staff Present:

Kathy Schlieve Administrator
Sarah Van Buren Community & Economic Development Coordinator

CALL TO ORDER:

Ms. Bishop called the meeting to order at 7:02 a.m.

ROLL CALL OF BOARD MEMBERS:

Roll call and quorum determined.

PUBLIC COMMENT:

None.

CONSIDER APPROVAL OF THE FOLLOWING AGENDA ITEMS:

1. Approval of Agenda/Motion to Deviate

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

2. Approval of November 10, 2021 Minutes

A motion to approve the November 10, 2021 minutes was made by Mr. DeJager and seconded by Mr. Matravers passing unanimously.

3. Approval of November 2021 Financial Statement

A motion to approve the November 2021 Financial Statement was made by Mr. Matravers and seconded by Ms. Ruch, passing unanimously.

DISCUSSION ITEMS:

4. Downtown Market Analysis Update – Draft Recommendations

Board members felt the draft items highlight that we have all of the right elements and that as a community; we need to do better at collaborating among partners. At times, this is done well but other times, relationships are fractured. With limited resources, better collaboration will have a bigger collective impact.

Mr. Schulz arrived at 7:11 a.m.

The final report will all include a summary of the survey results, will be used for recruitment and guide the work of staff on grants, and implementation of the streetscaping plan but it will be important for everyone to help carry the message.

5. Waupun Area Chamber of Commerce Update

Mr. Dickhut was not present but Mr. Schulz stated Mr. Dickhut's contract has been extended another six months. In addition, the Volksfest committee recently met and decided the event will take place the second Saturday in September 2022.

6. Administrator Update

Administrator Schlieve provided the following updates:

- Continue to work with owner of 431 E. Main St. regarding the needed improvements to the space. A lease has been signed by the owner of 0638 The Clothing Collection for January 1, 2022. The owner of 431 E. Main St. is interested in working with the City to do additional improvements to the buildings he owns in the 400 block.
- Stone+Suede, 417 E. Main St., will be opening in spring/summer 2022. Staff continues to work with the owners on business planning. Work also continues on a CDI grant request. The CDA has committed to making an investment to help support the work that needs to be done to the site, specifically when it comes to the two green spaces.
- Staff continues to respond to grant opportunities.
- Continuing through due diligence process of the industrial park project.
- Work has begun for the creation on a new TID on the east side.
- Ms. Crisp no longer works for National Exchange. Since her membership was categorized as "BID Representative", she was required to step down. Staff will be looking for a replacement.

Mr. DeJager asked if a CDI application would be submitted for the north side of the 300 block of E. Main and the purchase of the building to enhance the back alley and parking. Administrator Schlieve stated communities are only able to apply for one CDI grant a year and it needs to be bigger projects that will enhance Main Street.

Mr. DeJager wanted to know if staff knew anything about the potential relocation of House of Handcrafters. At this time, staff did not know if this was true or not.

ADVANCED PLANNING:

7. Potential Agenda Items

- Work has begun for the creation on a new TID on the east side.

8.

Promotion of grant opportunities

Provided update on Terri and give recommendations to staff.

9. Date of Next Scheduled Meeting

The next meeting is scheduled for January 12, 2022 at 7:00 a.m.

ADJOURNMENT

The motion to adjourn was made by Mr. Leonard and seconded by Mr. DeJager passing unanimously. The meeting adjourned at 7:37 a.m.

Business Improvement District Financial Statement
For the Month Ending: 12/31/21

CASH ON HAND

Prior Month Ending Balance	\$ 12,213.80
Plus Current Month Deposits	\$ -
Less Current Month Expenses	\$ (5,582.19)
Total Cash on Hand	<u>\$ 6,631.61</u>

DESIGN:

FACADE IMPROVEMENT GRANT PROGRAM

2021 Budget	\$ 8,000.00
2020 Carryover	\$ 273.32
6/9/21 BID approval to reallocate board training to Façade Improvement	\$ 1,000.00
Less Approved Grants <i>(expense details below)</i>	\$ (8,654.24)
Funds Available for Distribution (Will carryover available balance to 2022)	<u>\$ 619.08</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	11/10/2021	Tom Kulczewski/Real Sportscards	\$ 2,000.00	07/07/21	534
5/12/2021	8/12/2021	The Clothing Pallet	\$ 2,000.00	08/09/21	536
6/9/2021	12/9/2021	The Parlor Hair Boutique	\$ 450.00	12/20/21	544
6/9/2021	9/9/2021	Weaving It Up to You	\$ 204.24	07/12/21	535
6/9/2021	12/9/2021	c.verhage.photo	\$ 2,000.00	12/20/2021	541
6/9/2021	12/9/2021	Thrivent Financial	\$ 2,000.00	10/15/2021	539
Total Approved Grants			<u>\$ 8,654.24</u>		

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 <i>(expense details below)</i>	\$ (3,503.28)
Funds Available for Distribution	<u>\$ 294.83</u>

Expense Details:

<u>Date Issued</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount Paid</u>	<u>Check #</u>
5/11/2021	Marten's Ace Hardwa	Replacement planter for Adopt-A -Planter Pr	\$ 14.99	531
6/16/2021	Waupun Florist	Adopt a Planter Program	\$ 630.00	532
6/29/2021	Marten's Ace Hardwa	Plantings for Main St. Planters	\$ 858.29	533
12/15/2021	City of Waupun	Wayfaring Signage (TAPCO)	\$ 2,000.00	543
Total Beautification Expense			<u>\$ 3,503.28</u>	

Promotions:

MARKETING & PROMOTION EXPENSES (BID DISTRICT ADVERTISING)

2021 Budget	\$	500.00
9/8/21 Board approved to reallocate funds from Seminars to Promotions for marketing materials by a consultant	\$	1,000.00
Less Year-to-Date Expense	\$	(500.00)
Funds Available for Distribution	\$	1,000.00

Expense Details:

<u>Date Issued</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount Paid</u>	<u>Check #</u>
9/24/2021	Waupun Downtown Promotions		\$ 500.00	538
Total Marketing & Promo Expense			\$ 500.00	

ECONOMIC VITALITY: Seminars, Market Analysis, New Business Attraction Efforts (formerly Pop-up Waupun Funds)

2021 Budget	\$	12,362.19
2020 Carryover	\$	3,015.62
Less 9/8/21 board approval to reallocate from Seminars to Promotions	\$	(1,000.00)
Less Year-to-Date Expense & Budgeted Rent Expense for 2021	\$	(9,660.11)
Funds Available for Distribution (see details below)	\$	4,717.70

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
8/19/2021	UW Madison	Downtown Market Analysis	\$ 7,230.00	537
12/15/2021	UW Madison	Downtown Market Analysis	\$ 1,132.19	542
Total Economic Vitality Expense			\$ 9,660.11	

Economic Vitality Funds Available Breakdown:

Pop-up Program Detail Breakdown (9/14/21: BID Board Reclassified Pop-up Program to New Business Attraction Efforts) :

2021 Budget Allocation	\$	3,000.00
2020 Carryover	\$	1,646.37
Total funds available for 2021	\$	4,646.37
2021 expenses	\$	1,297.92
9/14/21 Repurpose funds to New Business Attraction Efforts	\$	(3,348.45)
Pop-up Program's 2021 balance	\$	-

New Business Attraction Efforts

9/14/2021 Pop-up Funds Allocated to New Bus. Attraction	\$	3,348.45
2021 Expenses	\$	-
New Business Attraction Efforts Balance Remaining	\$	3,348.45

Market Analysis

2021 Budget	\$ 8,362.19
2020 Carryover	\$ -
Total funds available for 2021	\$ 8,362.19
2021 expenses	\$ 8,362.19
Market Analysis 2021 balance	\$ -

Seminars/other allocations under Economic Vitality:

Training from 2021 budget	\$ 1,000.00
Less 9/8/21 board approval to reallocate training budget to promotions	\$ (1,000.00)
2020 Carryover (includes Ignite training & difference in estimated budgeted carryover)	\$ 1,369.25
Total funds available for 2021	\$ 1,369.25
2021 expenses	\$ -
Balance remaining	\$ 1,369.25

ORGANIZATION: AUDIT AND BOARD MEMBER WORKSHOP

2021 Budget	\$ 1,500.00
2020 Carryover	\$ 500.00
Less 6/9/21 board approval to reallocate training to Façade grants	\$ (1,000.00)
Less Year-to-Date Expenses	\$ (1,000.00)
Funds Available for Distribution	\$ -

Expense Details:

<u>Date Issued</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount Paid</u>	<u>Check #</u>
5/5/2021	City of Waupun	Audit Fee	\$ 1,000.00	530
Total Audit and Board Member Workshop Expense			\$ 1,000.00	

Budget Summary for Remaining Cash Balance

Cash on hand	\$ 6,631.61
Façade Grant Funds Available for Distribution (Carryover for 2022)	\$ 619.08
Outstanding Façade Grants & checks	\$ -
Beautification Funds Available for Distribution (Carryover for 2022)	\$ 294.83
Outstanding Beautification Payments	\$ -
Marketing & Promotion Funds Available for Distribution	\$ 1,000.00
Economic Vitality Funds Available for Distribution	\$ 4,717.70
Organization Funds Available for Distribution	\$ -
2021 allocated grant & expense dollars	\$ 6,631.61

Business Improvement District Financial Statement
For the Month Ending: 01/31/22

CASH ON HAND

Prior Month Ending Balance	\$	6,631.61	2021 Carryover
Plus Current Month Deposits	\$	17,472.45	2021 Bid Assessment
Less Current Month Expenses	\$	-	
Total Cash on Hand	\$	24,104.06	

DESIGN:

FACADE IMPROVEMENT GRANT PROGRAM

2022 Budget	\$	7,869.25
2021 Carryover	\$	619.08
Less Approved Grants <i>(expense details below)</i>	\$	-
Funds Available for Distribution (Will carryover available balance to 2022)	\$	8,488.33

Expense Details:

<u>Date Approved</u>	<u>Expiration Date</u>	<u>Applicant Name</u>	<u>Grant Amount</u>	<u>Date Paid</u>	<u>Check #</u>
Total Approved Grants			\$	-	

BEAUTIFICATION EXPENSES (MAIN STREET AND SIDE STREET PLANTING PROGRAM AND IMPLEMENTATION OF STREETSCAPING PLAN)

2022 Budget	\$	3,500.00
2021 Carryover	\$	294.83
Less Year-to-Date Expense <i>(expense details below)</i>	\$	-
Funds Available for Distribution	\$	3,794.83

Expense Details:

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

Promotions:

MARKETING & PROMOTION EXPENSES (BID DISTRICT ADVERTISING)

2022 Budget	\$	750.00
2021 Carryover	\$	1,000.00
Less Year-to-Date Expense	\$	-
Funds Available for Distribution	\$	1,750.00

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, New Business Attraction Efforts (formerly Pop-up Waupun Funds)

2022 Budget	\$ 4,000.00
2021 Carryover	\$ 4,717.70
Less Year-to-Date Expense	\$ -
Funds Available for Distribution (see details below)	<u>\$ 8,717.70</u>

Expense Details:

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

Economic Vitality Funds Available Breakdown:**Pop-up Program Detail Breakdown :**

2022 Budget Allocation	\$ 3,000.00
2021 Carryover	\$ -
Total funds available for 2022	<u>\$ 3,000.00</u>
2022 expenses	<u>\$ -</u>
Pop-up Program's 2022 balance	<u>\$ 3,000.00</u>

New Business Attraction Efforts

2022 Budget Allocation	\$ -
2021 Carryover	\$ 3,348.45
2021 Expenses	\$ -
New Business Attraction Efforts 2022 Balance	<u>\$ 3,348.45</u>

Educational Workshops:

2022 Budget Allocation	\$ 500.00
2021 Carryover	\$ 1,369.25
Total funds available for 2022	<u>\$ 1,869.25</u>
2022 expenses	<u>\$ -</u>
Balance remaining	<u>\$ 1,869.25</u>

ORGANIZATION: AUDIT AND BOARD MEMBER WORKSHOP

2022 Budget	\$ 1,250.00
2021 Carryover	\$ -
Less Year-to-Date Expenses	\$ -
Funds Available for Distribution	<u>\$ 1,250.00</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>	

Budget Summary for Remaining Cash Balance

Cash on hand	\$	24,104.06
Façade Grant Funds Available for Distribution	\$	8,488.33
Outstanding Façade Grants & checks	\$	-
Beautification Funds Available for Distribution	\$	3,794.83
Outstanding Beautification Payments	\$	-
Marketing & Promotion Funds Available for Distribution	\$	1,750.00
Economic Vitality Funds Available for Distribution	\$	8,717.70
Organization Funds Available for Distribution	\$	1,250.00
2021 allocated grant & expense dollars	\$	24,000.86
2022 unbudgeted funds	\$	103.20

Business Improvement District Financial Statement
For the Month Ending: 02/28/22

CASH ON HAND

Prior Month Ending Balance	\$ 24,104.06
Plus Current Month Deposits	\$ -
Less Current Month Expenses	\$ (2,262.31)
Total Cash on Hand	<u>\$ 21,841.75</u>

DESIGN:

FACADE IMPROVEMENT GRANT PROGRAM

2022 Budget	\$ 7,869.25
2021 Carryover	\$ 619.08
Less Approved Grants <i>(expense details below)</i>	\$ -
Funds Available for Distribution (Will carryover available balance to 2022)	<u>\$ 8,488.33</u>

Expense Details:

<u>Date Approved</u>	<u>Expiration Date</u>	<u>Applicant Name</u>	<u>Grant Amount</u>	<u>Date Paid</u>	<u>Check #</u>
Total Approved Grants			<u>\$ -</u>		

BEAUTIFICATION EXPENSES (MAIN STREET AND SIDE STREET PLANTING PROGRAM AND IMPLEMENTATION OF STREETSCAPING PLAN)

2022 Budget	\$ 3,500.00
2021 Carryover	\$ 294.83
Less Year-to-Date Expense <i>(expense details below)</i>	\$ -
Funds Available for Distribution	<u>\$ 3,794.83</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)

2022 Budget	\$ 750.00
2021 Carryover	\$ 1,000.00
Less Year-to-Date Expense	\$ -
Funds Available for Distribution	<u>\$ 1,750.00</u>

Expense Details:

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

ECONOMIC VITALITY: Seminars, Market Analysis, New Business Attraction Efforts (formerly Pop-up Waupun Funds)

2022 Budget	\$ 4,000.00
2021 Carryover	\$ 4,717.70
Less Year-to-Date Expense	\$ (2,262.31)
Funds Available for Distribution (see details below)	<u>\$ 6,455.39</u>

Expense Details:

<u>Date Issued</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount Paid</u>	<u>Check #</u>
2/9/2022	Dustin Bruntjin	New Business Attraction_431 E. Main St.	\$ 2,262.31	545
Total Economic Vitality Expense			<u>\$ 2,262.31</u>	

Economic Vitality Funds Available Breakdown:**Pop-up Program Detail Breakdown :**

2022 Budget Allocation	\$ 3,000.00
2021 Carryover	\$ -
Total funds available for 2022	<u>\$ 3,000.00</u>
2022 expenses	
Pop-up Program's 2022 balance	<u>\$ 3,000.00</u>

New Business Attraction Efforts

2022 Budget Allocation	\$ -
2021 Carryover	\$ 3,348.45
2021 Expenses	<u>\$ 2,262.31</u>
New Business Attraction Efforts 2022 Balance	<u>\$ 1,086.14</u>

Educational Workshops:

2022 Budget Allocation	\$ 1,000.00
2021 Carryover	\$ 1,369.25
Total funds available for 2022	<u>\$ 2,369.25</u>
2022 expenses	<u>\$ -</u>
Balance remaining	<u>\$ 2,369.25</u>

ORGANIZATION: AUDIT AND BOARD MEMBER WORKSHOP

2022 Budget	\$ 1,250.00
2021 Carryover	\$ -
Less Year-to-Date Expenses	\$ -
Funds Available for Distribution	<u>\$ 1,250.00</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>	

Budget Summary for Remaining Cash Balance

Cash on hand	\$	21,841.75
Façade Grant Funds Available for Distribution	\$	8,488.33
Outstanding Façade Grants & checks	\$	-
Beautification Funds Available for Distribution	\$	3,794.83
Outstanding Beautification Payments	\$	-
Marketing & Promotion Funds Available for Distribution	\$	1,750.00
Economic Vitality Funds Available for Distribution	\$	6,455.39
Organization Funds Available for Distribution	\$	1,250.00
2022 allocated grant & expense dollars	\$	21,738.55
2022 unbudgeted funds	\$	103.20

Business Improvement District Financial Statement
For the Month Ending: 03/31/22

CASH ON HAND

Prior Month Ending Balance	\$ 21,841.75
Plus Current Month Deposits	\$ -
Less Current Month Expenses	\$ -
Total Cash on Hand	<u>\$ 21,841.75</u>

DESIGN:

FACADE IMPROVEMENT GRANT PROGRAM

2022 Budget	\$ 7,869.25
2021 Carryover	\$ 619.08
Less Approved Grants <i>(expense details below)</i>	\$ -
Funds Available for Distribution (Will carryover available balance to 2022)	<u>\$ 8,488.33</u>

Expense Details:

<u>Date Approved</u>	<u>Expiration Date</u>	<u>Applicant Name</u>	<u>Grant Amount</u>	<u>Date Paid</u>	<u>Check #</u>
Total Approved Grants			<u>\$ -</u>		

BEAUTIFICATION EXPENSES (MAIN STREET AND SIDE STREET PLANTING PROGRAM AND IMPLEMENTATION OF STREETSCAPING PLAN)

2022 Budget	\$ 3,500.00
2021 Carryover	\$ 294.83
Less Year-to-Date Expense <i>(expense details below)</i>	\$ -
Funds Available for Distribution	<u>\$ 3,794.83</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)

2022 Budget	\$ 750.00
2021 Carryover	\$ 1,000.00
Less Year-to-Date Expense	\$ -
Funds Available for Distribution	<u>\$ 1,750.00</u>

Expense Details:

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

ECONOMIC VITALITY: Seminars, Market Analysis, New Business Attraction Efforts (formerly Pop-up Waupun Funds)

2022 Budget	\$ 4,000.00
2021 Carryover	\$ 4,717.70
Less Year-to-Date Expense	\$ (2,262.31)
Funds Available for Distribution (see details below)	<u>\$ 6,455.39</u>

Expense Details:

<u>Date Issued</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount Paid</u>	<u>Check #</u>
2/9/2022	Dustin Bruntjin	New Business Attraction_431 E. Main St.	\$ 2,262.31	545
Total Economic Vitality Expense			<u>\$ 2,262.31</u>	

Economic Vitality Funds Available Breakdown:**Pop-up Program Detail Breakdown :**

2022 Budget Allocation	\$ 3,000.00
2021 Carryover	\$ -
Total funds available for 2022	<u>\$ 3,000.00</u>
2022 expenses	
Pop-up Program's 2022 balance	<u>\$ 3,000.00</u>

New Business Attraction Efforts

2022 Budget Allocation	\$ -
2021 Carryover	\$ 3,348.45
2021 Expenses	<u>\$ 2,262.31</u>
New Business Attraction Efforts 2022 Balance	<u>\$ 1,086.14</u>

Educational Workshops:

2022 Budget Allocation	\$ 1,000.00
2021 Carryover	\$ 1,369.25
Total funds available for 2022	<u>\$ 2,369.25</u>
2022 expenses	\$ -
Balance remaining	<u>\$ 2,369.25</u>

ORGANIZATION: AUDIT AND BOARD MEMBER WORKSHOP

2022 Budget	\$ 1,250.00
2021 Carryover	\$ -
Less Year-to-Date Expenses	\$ -
Funds Available for Distribution	<u>\$ 1,250.00</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>	

Budget Summary for Remaining Cash Balance

Cash on hand	\$	21,841.75
Façade Grant Funds Available for Distribution	\$	8,488.33
Outstanding Façade Grants & checks	\$	-
Beautification Funds Available for Distribution	\$	3,794.83
Outstanding Beautification Payments	\$	-
Marketing & Promotion Funds Available for Distribution	\$	1,750.00
Economic Vitality Funds Available for Distribution	\$	6,455.39
Organization Funds Available for Distribution	\$	1,250.00
2022 allocated grant & expense dollars	\$	21,738.55
2022 unbudgeted funds	\$	103.20

Business Improvement District Financial Statement
For the Month Ending: 04/30/22

CASH ON HAND

Prior Month Ending Balance	\$ 21,841.75
Plus Current Month Deposits	\$ -
Less Current Month Expenses	\$ -
Total Cash on Hand	<u>\$ 21,841.75</u>

DESIGN:

FACADE IMPROVEMENT GRANT PROGRAM

2022 Budget	\$ 7,869.25
2021 Carryover	\$ 619.08
Less Approved Grants <i>(expense details below)</i>	\$ -
Funds Available for Distribution (Will carryover available balance to 2022)	<u>\$ 8,488.33</u>

Expense Details:

<u>Date Approved</u>	<u>Expiration Date</u>	<u>Applicant Name</u>	<u>Grant Amount</u>	<u>Date Paid</u>	<u>Check #</u>
Total Approved Grants			<u>\$ -</u>		

BEAUTIFICATION EXPENSES (MAIN STREET AND SIDE STREET PLANTING PROGRAM AND IMPLEMENTATION OF STREETSCAPING PLAN)

2022 Budget	\$ 3,500.00
2021 Carryover	\$ 294.83
Less Year-to-Date Expense <i>(expense details below)</i>	\$ -
Funds Available for Distribution	<u>\$ 3,794.83</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)

2022 Budget	\$ 750.00
2021 Carryover	\$ 1,000.00
Less Year-to-Date Expense	\$ -
Funds Available for Distribution	<u>\$ 1,750.00</u>

Expense Details:

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

ECONOMIC VITALITY: Seminars, Market Analysis, New Business Attraction Efforts (formerly Pop-up Waupun Funds)

2022 Budget	\$ 4,000.00
2021 Carryover	\$ 4,717.70
Less Year-to-Date Expense	\$ (2,262.31)
Funds Available for Distribution (see details below)	<u>\$ 6,455.39</u>

Expense Details:

<u>Date Issued</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount Paid</u>	<u>Check #</u>
2/9/2022	Dustin Bruntjin	New Business Attraction_431 E. Main St.	\$ 2,262.31	545
Total Economic Vitality Expense			<u>\$ 2,262.31</u>	

Economic Vitality Funds Available Breakdown:**Pop-up Program Detail Breakdown :**

2022 Budget Allocation	\$ 3,000.00
2021 Carryover	\$ -
Total funds available for 2022	<u>\$ 3,000.00</u>
2022 expenses	
Pop-up Program's 2022 balance	<u>\$ 3,000.00</u>

New Business Attraction Efforts

2022 Budget Allocation	\$ -
2021 Carryover	\$ 3,348.45
2021 Expenses	<u>\$ 2,262.31</u>
New Business Attraction Efforts 2022 Balance	<u>\$ 1,086.14</u>

Educational Workshops:

2022 Budget Allocation	\$ 1,000.00
2021 Carryover	\$ 1,369.25
Total funds available for 2022	<u>\$ 2,369.25</u>
2022 expenses	<u>\$ -</u>
Balance remaining	<u>\$ 2,369.25</u>

ORGANIZATION: AUDIT AND BOARD MEMBER WORKSHOP

2022 Budget	\$ 1,250.00
2021 Carryover	\$ -
Less Year-to-Date Expenses	\$ -
Funds Available for Distribution	<u>\$ 1,250.00</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>	

Budget Summary for Remaining Cash Balance

Cash on hand	\$	21,841.75
Façade Grant Funds Available for Distribution	\$	8,488.33
Outstanding Façade Grants & checks	\$	-
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Organization Funds Available for Distribution	\$	1,250.00
2022 allocated grant & expense dollars	\$	21,738.55
2022 unbudgeted funds	\$	103.20

CASH ON HAND

Prior Month Ending Balance	\$ 21,841.75
Plus Current Month Deposits	\$ -
Less Current Month Expenses	\$ -
Total Cash on Hand	<u>\$ 21,841.75</u>

DESIGN:

FACADE IMPROVEMENT GRANT PROGRAM

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2021 Carryover	<u>\$ 619.08</u>
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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>
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BEAUTIFICATION EXPENSES (MAIN STREET AND SIDE STREET PLANTING PROGRAM AND IMPLEMENTATION OF STREETSCAPING PLAN)

2022 Budget	\$ 3,500.00
2021 Carryover	<u>\$ 294.83</u>
Less Year-to-Date Expense <i>(expense details below)</i>	\$ -
Funds Available for Distribution	<u>\$ 3,794.83</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)

2022 Budget	\$ 750.00
2021 Carryover	<u>\$ 1,000.00</u>
Less Year-to-Date Expense	\$ -
Funds Available for Distribution	<u>\$ 1,750.00</u>

Expense Details:

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

ECONOMIC VITALITY: Seminars, Market Analysis, New Business Attraction Efforts *(formerly Pop-up Waupun Funds)*

2022 Budget	\$ 4,000.00
2021 Carryover	\$ 4,717.70
Less Year-to-Date Expense	\$ (2,262.31)
Funds Available for Distribution <i>(see details below)</i>	<u>\$ 6,455.39</u>

Expense Details:

<u>Date Issued</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount Paid</u>	<u>Check #</u>
2/9/2022	Dustin Bruntjin	New Business Attraction_431 E. Main St.	\$ 2,262.31	545

Total Economic Vitality Expense \$ 2,262.31

Economic Vitality Funds Available Breakdown:**Pop-up Program Detail Breakdown :**

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2021 Expenses	<u>\$ 2,262.31</u>
New Business Attraction Efforts 2022 Balance	<u>\$ 1,086.14</u>

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2022 Budget Allocation	\$ 1,000.00
2021 Carryover	<u>\$ 1,369.25</u>
Total funds available for 2022	<u>\$ 2,369.25</u>
2022 expenses	\$ -
Balance remaining	<u>\$ 2,369.25</u>

ORGANIZATION: AUDIT AND BOARD MEMBER WORKSHOP

2022 Budget	\$ 1,250.00
2021 Carryover	\$ -
Less Year-to-Date Expenses	\$ -
Funds Available for Distribution	<u>\$ 1,250.00</u>

Expense Details:

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

Budget Summary for Remaining Cash Balance

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Outstanding Façade Grants & checks	\$	-
Beautification Funds Available for Distribution	\$	3,794.83
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Economic Vitality Funds Available for Distribution	\$	6,455.39
Organization Funds Available for Distribution	\$	1,250.00
2022 allocated grant & expense dollars	\$	21,738.55
2022 unbudgeted funds	\$	103.20

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

Applications missing any materials will be returned for completion.

Date: 5/25/22

Applicant Name: Todd & Shae Cuperly

Applicant Address: 5 W. Main ST Waupun WI 53963

Phone: 936-648-4822 Fax: _____ Email: _____

Name of Business/Property: Water walking Investments LLC / AP Solutions to You, LLC

Property Address: 1 W Main ST

Property Use: Multi-Industry building (Restaurant, offices, Bakery, Event Room, Parts Business)

Property owner, if different than applicant: _____

Owner address: _____ Owner Phone: _____

Project Summary:

Brief Project Summary: Remodel exterior. New glass windows, doors, siding, Soffit, Fascia, & trim

Total Estimated Cost: \$ 44,000

Total Grant Request: \$ 2000 5000/each Business (3 Total)

Projected Start Date: 6/15/22

Projected Completion Date: 10/31/22

Name of Contractor: Tim Weisensei / Todd Cuperly

Issue Payment if approved: Applicant or Business (circle)

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

Required attachments:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Project plan(s) to 1/4" scale, if applicable | <input type="checkbox"/> Current photo(s) of property |
| <input checked="" type="checkbox"/> Release of Information Letter (attached) | <input checked="" type="checkbox"/> Paint color(s) or material sample(s), if applicable |
| <input checked="" type="checkbox"/> Quotes/Estimates | |

Submit application form and attachments to:

Waupun Business Improvement District – City Clerk, Waupun City Hall
201 E. Main Street, Waupun WI 53963
920-324-7915 ext. 5

To be completed by City staff only:

Date application received: _____
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: 5/25/22

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.

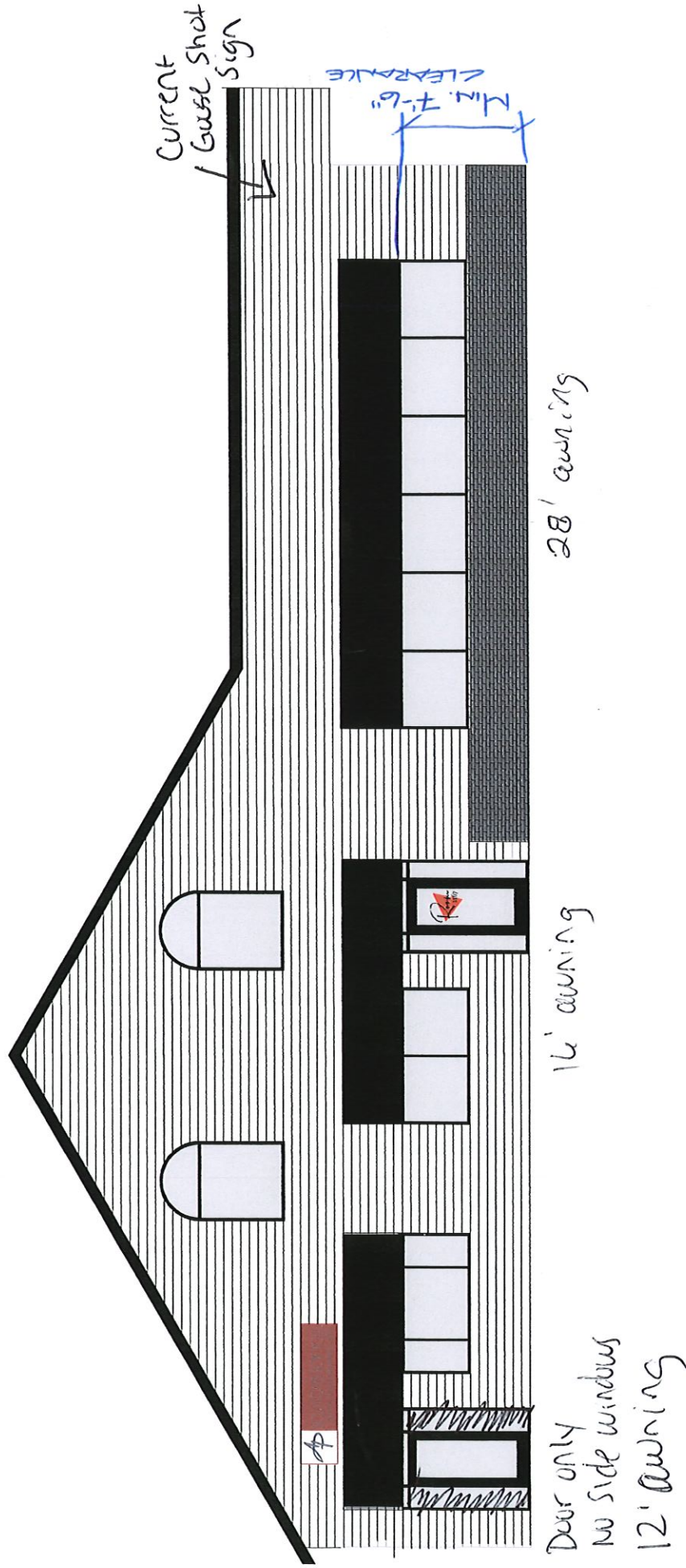
Signed,

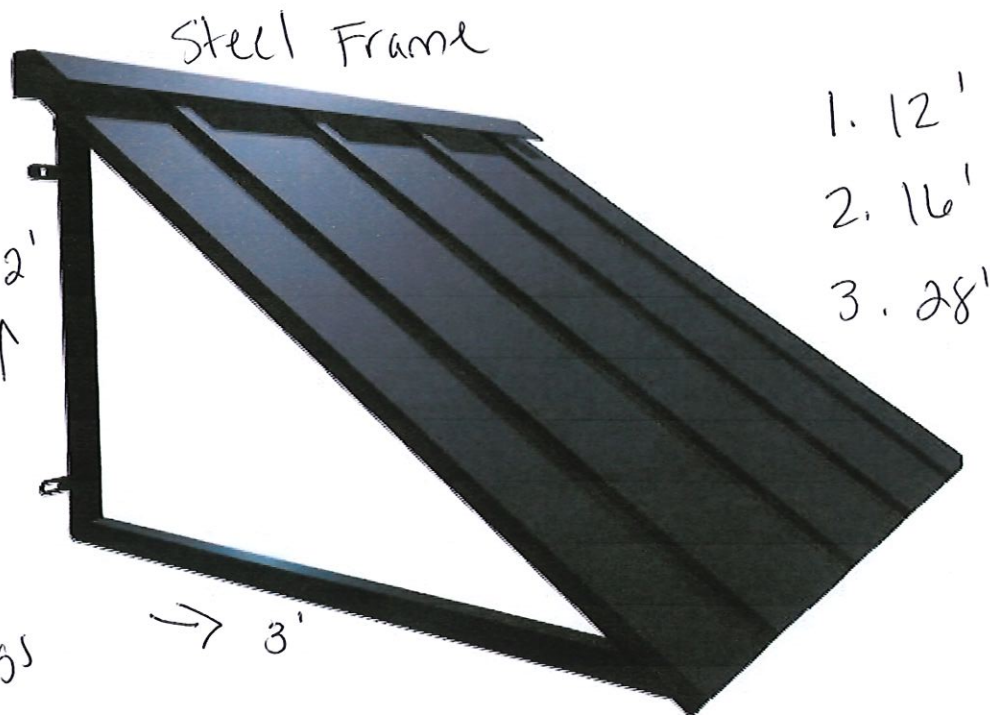
Name (print): Shae Cullen

Signature: Shae Cullen

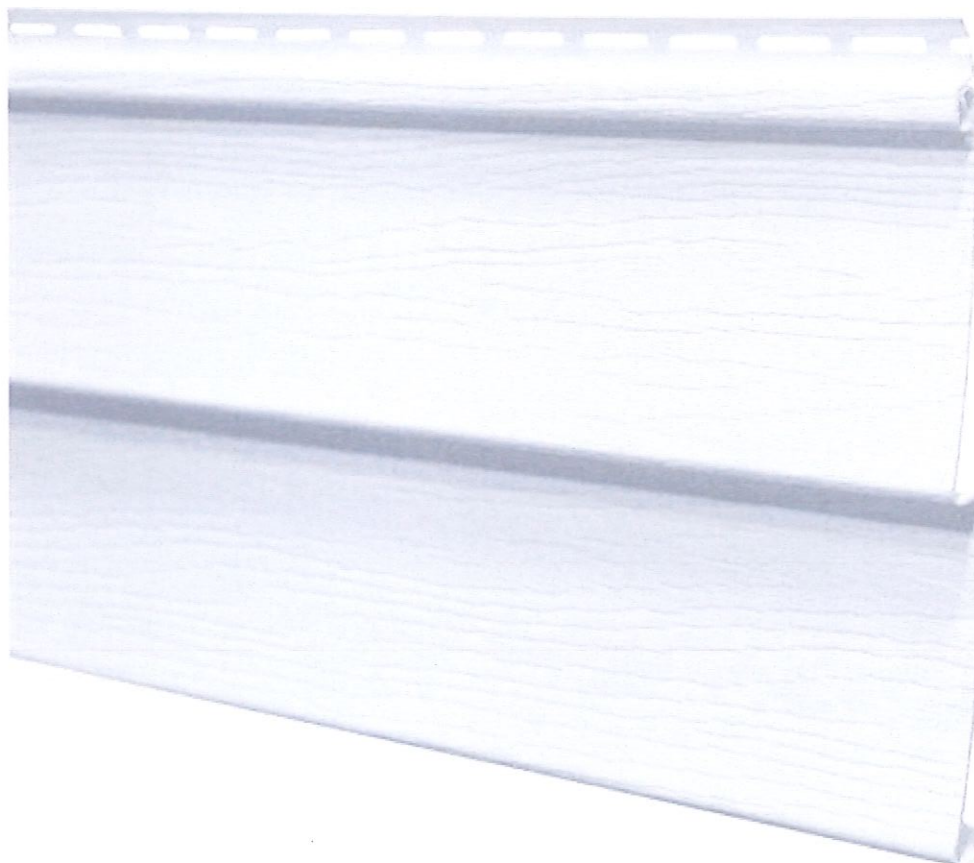
Date: 5/25/22

Awnings - Black (steel)
 Siding - 6" vinyl (white)
 2nd story windows - 5' x 8' total
 1st story windows / glass (see attached)



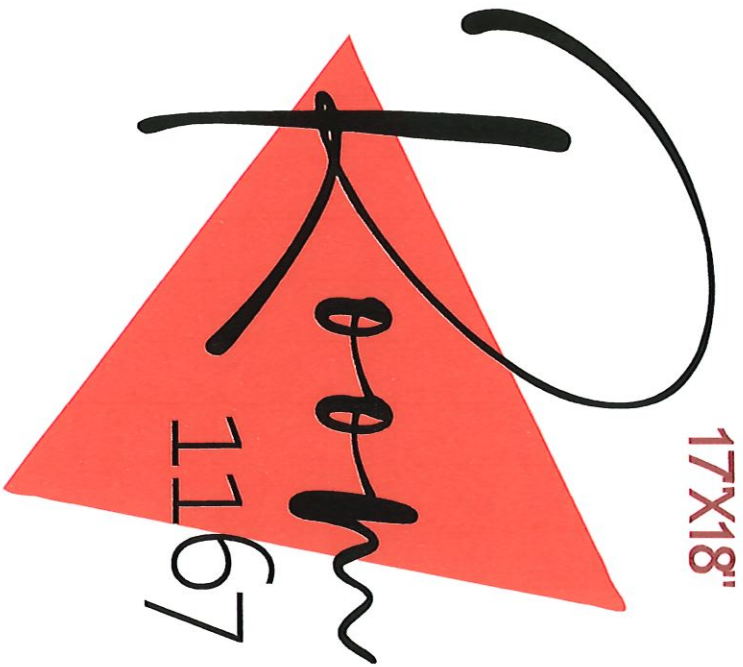


all
awnings



6" planks
vinyl

NOTE: Bldg has vinyl
siding now. Just
Replacing



17'X18"



Same as the current Goose Shot sign

lighted
extends
from
Building

2X8



SOLUTIONS FOR YOU^{LLC}

"FOR ALL OF YOUR ACCOUNTING AND PAYROLL NEEDS"

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

Page 1 of 3

CONTRACT SUBMITTED TO:

PHONE: Todd 936 648 4822

EMAIL: shaeanna25@yahoo.com

NAME: Todd & Shae Cupary

JOB NAME: Storefront Remodel

STREET: 1 W Main St.

STREET: 1 W Main St.

CITY & STATE: Waupun WI 53963

CITY & STATE: Waupun WI 53963

DATE: 5/3/2022

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

Furnish and install exterior aluminum storefront windows and entrances. See pages 2 - 3 for details and further scope. Quote is good for 30 days. **\$19,925.00**

Demo and a usable 5" rough opening depth is by others.

Quote includes tax, labor and freight.

Permits, if required, are the responsibility of the owner.

Shaeanna Cupary

Todd Cupary

Bill and Bob

1. 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.
2. 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.
3. All deviations from the above specifications shall be in writing, signed by both parties and specifying any price increase or decrease.
4. 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) 5/3/2022

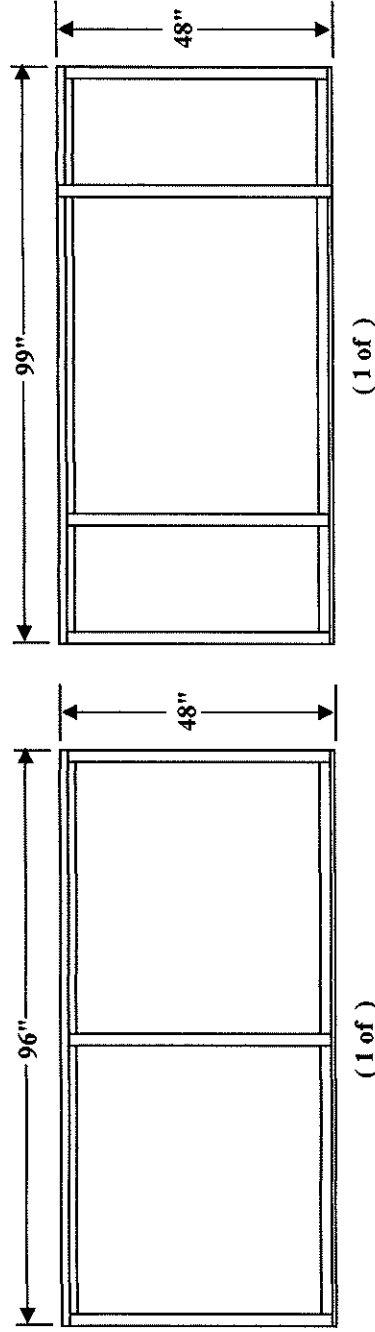
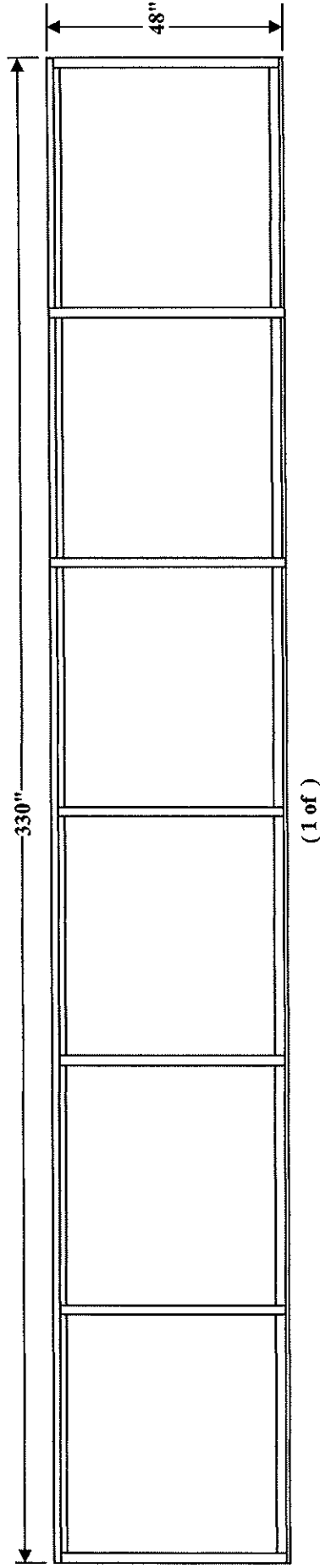
ACCEPTANCE OF CONTRACT

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: _____

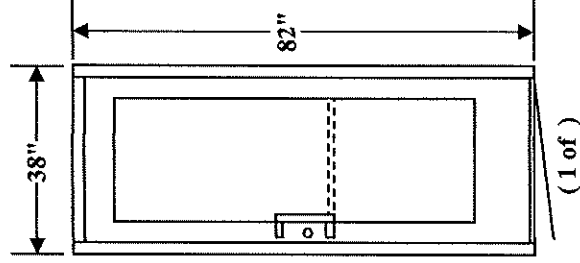
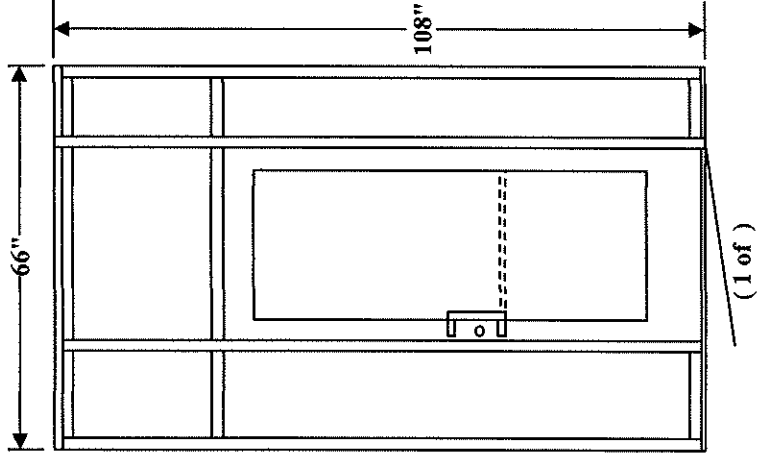
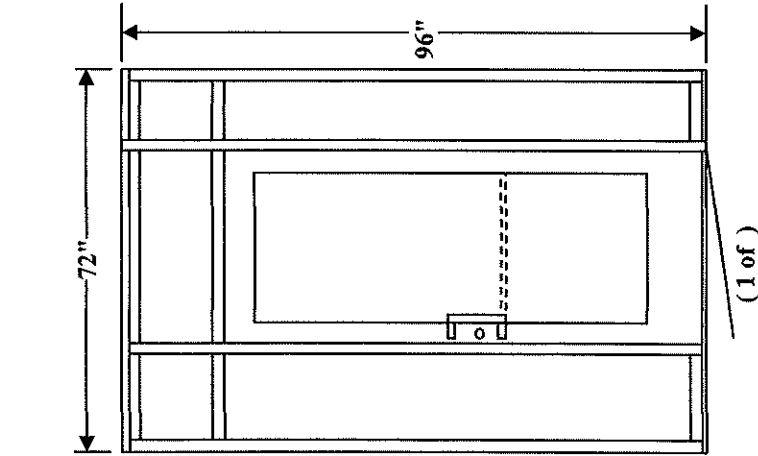
Signature: _____



Exterior

- 2" x 4 1/2" Thermally Broken Aluminum Frames
- Top Receptor, Subsill w/End Dams & Insulated Jamb
- Black Anodized Finish
- 1" Clear Tempered Insulated Glass w/Low-e
- Perimeter Caulk

CONTRACT WITH HOMETOWN GLASS & IMPROVEMENT, INC.



Exterior

2" x 4 1/2" Aluminum Frames
Top Receptor, Subsill w/End Dams
Medium Stile Aluminum Doors
10" Bottom Rail
Black Anodized Finish
Tubular Push - 10" Offset Pulls
1/2" ADA Threshold
LCN 4040XP Heavy Duty Closers
ABH A240HD Continuous Hinges
Maximum Security Locks w/Thumb-Turn
1" Clear Tempered Insulated Glass w/Low-e
Full Weather-Stripping w/Sweep
Perimeter Caulk

ROCK RIVER HOME IMPROVEMENT CO. INC.

W 4756 COUNTY ROAD ME WATERTOWN, WI 53098

Telephone: (920)349-8335-(920) 887-1211-(920) 382-2514

Siding * Trim * Windows * Construction * Fully Insured Workmen

Proposal

Contractor may change to
TODD CUPERY price would be
\$10,000

Proposal Submitted To TODD CUPERY	Phone (920) 648-4822	Date 5/2/22
Street 1 WEST MAIN STREET	Job Name WINDOWS, SOFFIT, FASCIA, SIDING & TRIM	
City, State, Zip WAUPUN, WI 53963	Job Location SAME	

We hereby submit specifications and estimates for

ON THE PARKING LOT SIDE OF THE BUILDING WE WILL INSTALL WHITE ALUMINUM SOFFIT ON THE BOTTOMS OF THE EAVES AND WE WILL WRAP THE FASCIA BOARDS WITH WHITE ALUMINUM TRIM, THEM WE WILL REMOVE ALL THE CEDAR WOOD SIDING, ON THE FRONT OF THE BUILDING AND THE SIDE WE WILL REMOVE ALL THE VINYL SIDING, AROUND ALL THE WINDOWS, DOORS, WE WILL WRAP THE WOOD CASING WITH BLACK ALUMINUM TRIM COIL, WE WILL REMOVE THE WHITE ALUMINUM SOFFIT AND FASCIA AND INSTALL ALL NEW BLACK ALUMINUM SOFFIT AND FASCIA, WE WILL INSTALL A TYVEK STYLE VAPOR BARRIER FROM THE PLATE TO THE SOFFIT, OVER THE VAPOR BARRIER WE WILL INSTALL ALL NEW MASTIC D-4 WHITE VINYL SIDING.

THIS PART OF THE PROJECT WOULD COST \$24,600.00

TO FURNISH AND INSTALL 22 NEW ALSIDE MEZZO-VINYL REPLACEMENT WINDOWS, THERE WOULD BE 2 DOUBLE HUNG UNITS AND 20 STATIONARY UNITS, THEY WILL ALL BE BLACK ON THE EXTERIOR AND WHITE ON THE INTERIOR, THEY WILL ALL ALSO HAVE THE CLIMA TECH GLASS PACKAGE. ANY EXPOSED WOOD ON THE EXTERIOR WILL BE WRAPPED WITH BLACK ALUMINUM TRIM COIL.

THE COST FOR THIS PART OF THE PROJECT THE DOUBLE HUNG \$950.00 EACH THE STATIONARY UNITS ARE \$800.00 EACH FOR A TOTAL OF \$17,900.00

TO INSTALL WHITE SIDING, BLACK SOFFIT AND FASCIA ON THE BALANCE OF THE NORTH WALL WOULD COST \$14,000.00

PRICE INCLUDES ALL PERMITS, MATERIALS, LABOR, TAXES, CLEAN UP AND HAUL AWAY OF RUBBLE STATE OF WISCONSIN CONTRACTOR ID NUMBER 1093695

THANK YOU FOR THE OPPORTUNITY TO BE OF SERVICE

Estimate Job Start Date _____ Estimate Completion Date _____

We hereby propose to furnish material and labor complete in accordance with above specifications, for the sum of _____

dollars (\$ _____)

Payment to made as follows IN FULL ON COMPLETION LIEN WAVER FURNISHED AT THIS TIME

Authorized by JACK L RAITH

Note this proposal may be withdrawn by us if not accepted within 30 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 _____

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

Applications missing any materials will be returned for completion.

Date: 5/25/22

Applicant Name: Todd & Shae Cuperly

Applicant Address: 5 W. Main ST Waupun WI 53963

Phone: 930-648-4822 Fax: _____ Email: _____

Name of Business/Property: Water Walking Investments LLC / ~~Event 7~~ Bistro + Bakery

Property Address: 3A W Main ST

Property Use: Multi-Industry building (Restaurant, offices, Bakery, Event Room, Parts Business)

Property owner, if different than applicant: _____

Owner address: _____ Owner Phone: _____

Project Summary:

Brief Project Summary: Remodel exterior. New glass windows, doors, siding, soffit, fascia, & trim

Total Estimated Cost: \$ 44,000

Total Grant Request: \$ 2000 / each Business (3 BTL)

Projected Start Date: 6/15/22

Projected Completion Date: 10/31/22

Name of Contractor: Tim Weisensei / Todd Cuperly

Issue Payment if approved: Applicant or Business (circle)

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

Required attachments:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Project plan(s) to 1/4" scale, if applicable | <input type="checkbox"/> Current photo(s) of property |
| <input checked="" type="checkbox"/> Release of Information Letter (attached) | <input checked="" type="checkbox"/> Paint color(s) or material sample(s), if applicable |
| <input checked="" type="checkbox"/> Quotes/Estimates | |

Submit application form and attachments to:
Waupun Business Improvement District – City Clerk, Waupun City Hall
201 E. Main Street, Waupun WI 53963
920-324-7915 ext. 5

To be completed by City staff only:

Date application received: _____
Application reviewed for completeness by _____ (initials). Date: _____
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Waupun Business Improvement District (BID)
~ Façade Improvement Program - Release of Information Letter ~

Date: 5/25/22

To: Waupun Business Improvement District – Clerk's Office, Waupun City Hall
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To Whom It May Concern:

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Signed,

Name (print): Shae Cullen

Signature: Shae Cullen

Date: 5/25/22

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

Applications missing any materials will be returned for completion.

Date: 5/25/22

Applicant Name: Todd & Shae Cuperly

Applicant Address: 5 W. Main ST Waupun WI 53963

Phone: 920-648-4822 Fax: _____ Email: _____

Name of Business/Property: Water Walking Investments LLC / ~~Rust Free~~ Rust Free

Property Address: 7 W Main ST

Property Use: Multi-Industry building (Restaurant, offices, Bakery, Event Room, Parts Business)

Property owner, if different than applicant: _____

Owner address: _____ Owner Phone: _____

Project Summary:

Brief Project Summary: Remodel exterior. New glass windows, doors, siding, soffit, fascia, & trim

Total Estimated Cost: \$ 44,000

Total Grant Request: \$ 2000 ~~5000~~ / each Business (3 TOTAL)

Projected Start Date: 6/15/22

Projected Completion Date: 10/31/22

Name of Contractor: Tim Weisensei / Todd Cuperly

Issue Payment if approved: Applicant or Business (circle)

Approval of City Building Inspector: JLL (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: _____
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: 5/25/22

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): Shae Cullen

Signature: Shae Cullen

Date: 5/25/22