



"Wild Goose Center of Wisconsin"



City of Waupun

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Waupun Business Improvement District Minutes of Meeting Wednesday, November 12, 2014

The Waupun Business Improvement District met Wednesday, November 12, 2014 in the City Hall Council Chambers with Chairperson Wayne Buteyn presiding.

Members present are Wayne Buteyn, Larry Sullivan, Al Verhage, Rich Matravers, John Theune, Krista Bishop, Marty Koehler, and John Karsten. Members absent and excused are Jack Dunham and Jeff Riel.

Staff present is City Clerk Angela Hull and Mayor Kyle Clark.

Audience present is Cassandra Verhage.

Chairman Buteyn called the meeting to order at 7:00am.

Motion Bishop, second Sullivan to approve the minutes of the October 8, 2014 meeting of the Business Improvement District. Motion carried.

Prior Business- Outstanding Applications

Derek Drews of Fox Valley submitted an application in May. This on-going project is a large construction project and payment will not be issued until 2015.

Melanie Williams was granted a two month extension appeared for her application submitted in June for 311 E. Main Street. The extension expires in December.

Financial Statement Review

BID Financial report provides current fund balance as of November 1, 2014 of \$6,156.78 with \$2,000.00 outstanding- prior approved applications waiting completion to be paid in 2014 and \$5,000.00 outstanding prior approved application waiting completing to be paid in 2015. \$4,156.78 funds remain available for 2014.

Motion Karsten, second Sullivan to approve the November 1, 2014 Financial Statement as provided. Motion carried.

A Façade Improvement Program application was received from Dan Link for the property of 315 E. Main Street, Waupun. Renovation to the façade includes sign replacement. Total estimated cost of this project is estimated at \$674.25. Kyle Clark is in the audience to speak on Mr. Link's behalf for this project. Signage is ordered but not in place. Board members inquire on the back side of the property regarding the deteriorating windows. Clark states the back side is considered in the construction projects for 2015.

Motion Verhage, second Matravers to approve a 50% matching grant not to exceed \$2,000.00 to Dan Link for façade improvements to the building at 315 E Main Street. Motion carried.

Cassandra Verhage appeared before the Board to submit a Façade Improvement Program application for the property 426 E Main Street, Waupun. Renovation to the rear building façade includes replacing upper windows and sign placement that matches the sign on the front of the building. Total estimated cost of this project is estimated at \$1,501.00.

Motion Karsten, second Sullivan to approve a 50% matching grant not to exceed \$2,000.00 to Cassandra Verhage for façade improvements to the building at 426 E Main Street. Motion carried.

Discussion of the Fox Valley Savings prior approved application was heard. Members feel that there are adequate funds available in 2014 to pay \$2,500 of the \$5,000 approved grant.

Motion Theune, second Verhage to approve the disbursement of \$2,500 of the prior approved \$5,000 grant from the 2014 Business Improvement District budget if there is surplus at 2014 year end. Motion carried.

The 2015 Business Improvement District Budget was discussed.

Motion Theune, second Verhage to adopt the 2015 Business Improvement District Budget. Motion carried.

The next meeting of the Business Improvement District is scheduled for December 10, 2014 at 7:00am at the Waupun City Hall.

Motion Theune, second Verhage duly carried the BID Board adjourned.

Angela J. Hull, City Clerk