



"Wild Goose Center of Wisconsin"



City of Waupun

201 E. Main Street
WAUPUN, WISCONSIN 53963
Phone: 920-324-7900
Fax: 920-324-7939

Waupun Business Improvement District Minutes of Meeting Wednesday May 13, 2015

The Waupun Business Improvement District met Wednesday, May 13, 2015 in the City Hall Council Chambers with Chairperson Wayne Buteyn presiding.

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

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

Audience present is Jim Viola.

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

Chairman Buteyn comments to the reappointment of Larry Sullivan and Jack Dunham for another 3 year term. Mayor Clark asks that if any Board member has someone in mind to fill the vacant seat to let him know.

Motion Theune, second Karsten to re-appoint Wayne Buteyn as Chairman of the Waupun Business Improvement District Board. Motion Theune, second Karsten to close the nominations. Motion carried.

No public comments are heard.

Motion Riel, second Bishop to approve the minutes of the February 11, 2015 meeting of the Business Improvement District. Motion carried.

Prior Business- Outstanding Applications

Derek Drews of Fox Valley submitted an application in May 2014. This on-going project is a large construction project. Fifty percent (50%) of the initial approved application was paid in 2014 as directed by the Board. The remainder of the approved payment will not be issued until 2015.

Katrina Hoinacki of Katrina Ann Photography at 311 E Main Street submitted an application on February 11, 2015 for renovation of the façade to include a sign at the estimated cost of \$745.06. The Board approved a 50% matching grant not to exceed \$2,000.00. This application expired May 11, 2015.

Motion Theune, second Matravers to approve a 30 day extension for Katrina Hoinacki application for 311 E. Main Street, Waupun. Motion carried.

Hull informs the Board that Melanie Williams submitted invoices for her project, after the agenda was issued, and it is now complete.

Financial Statement Review

BID Financial report provided with the agenda shows a current fund balance as of May 1, 2015 of \$18,154.91 with \$4,872.53 outstanding-prior approved applications waiting completion. \$13,282.38 funds remain available for 2015.

New Business:

Jim Viola of Accel Automotive Repair submitted a Façade Improvement Program application for the property at 99 Fond Du Lac Street, Waupun. Renovation to the façade includes siding, windows, soffit, paving of parking lot, and painting of overhead doors. Total project cost is estimated at \$42,100.00. Mr. Viola is also applying to the CDA for possible funding.

Motion Karsten, second Riel to approve a 50% matching grant not to exceed \$2,000.00 to Jim Viola of Accel Automotive Repair for façade improvements to the building at 99 Fond Du Lac Street. Motion carried.

The Board reviewed the 2014 Business Improvement District Financial Statement and Auditor's Report provided by Baker Tilly Virchow Krause LLP.

Motion Bishop, second Theune to approve the 2014 Business Improvement District Financial Statements and Auditor's Report. Motion carried.

The next meeting of the Business Improvement District is scheduled for June 10, 2015 at 7:00am at the Waupun City Hall.

Motion Sullivan, second Riel duly carried the BID Board adjourned at 7:14a.

Angela J. Hull, City Clerk