



*"Wild Goose Center of Wisconsin"*



# City of Waupun

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## Waupun Business Improvement District Minutes of Meeting Wednesday July 8, 2015

The Waupun Business Improvement District met Wednesday, July 8 2015 in the City Hall Council Chambers with Chairperson Wayne Buteyn presiding.

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

Audience present is Katrina Hoinacki and Rohn Bishop.

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

Members present are Wayne Buteyn, Al Verhage, Jack Dunham, Larry Sullivan, John Theune, Jeff Riel, Rich Matravers, Krista Bishop, and John Karsten. No members are absent.

No public comments are heard.

Motion Riel, second Bishop to approve the minutes of the June 10, 2015 meeting of the Business Improvement District. Motion carried.

### Prior Business- Outstanding Applications

Derek Drews of Fox Valley submitted an application in May 2014 and was approved for \$5,000 to be paid over two years due to completion in 2015. Fifty percent (50%) of the initial approved application (\$2500) was paid in 2014 as directed by the Board. The remainder of the approved payment will not be issued until December 2015.

Jim Viola of Accel Automotive at 99 Fond Du Lac Street submitted an application on May 13, 2015 for renovation of the façade to include siding, windows, soffit, paving of the parking lot, and painting of overhead doors at an estimated cost of \$42,000. The Board approved a 50% matching grant not to exceed \$2,000. The expiration date of this application is August 13, 2015.

Kari Pattee of Thirsty Marlins submitted a Façade Improvement Program application on June 10, 2015, for the property at 428 E Main Street, Waupun. Renovation to the façade includes a back deck. Total project cost is estimated at \$15,000-\$16,000. The expiration date of this application is September 9, 2015.

Katrina Hoinacki of Katrina Ann Photography is present for discussion of her prior approved application for 311 E Main Street, which was submitted 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. At the May 13, 2015 meeting, the Board extended the application for an additional 30 days, providing an expiration date of June 11, 2015. Ms. Hoinacki states she did not have the funds to complete the entire project. She asks for the 50% payment for what is complete and for an extension to complete the remaining portion.

Motion Karsten, second Bishop to approve 50% of the \$324.81 paid invoice for a payment of \$162.41 and a 90 day extension to finalize the project. Motion carried.

Financial Statement Review

BID Financial report provided with the agenda shows a current fund balance as of July 1, 2015 of \$15,278.93 with \$6,872.53 outstanding-prior approved applications waiting completion. \$8,406.40 funds remain available for 2015.

New Business:

Larry Sullivan submitted a Façade Improvement Program application for the property at 401 E Main Street, Waupun. Renovation to the façade includes window replacement to the upper level windows. Sullivan has applied for a variance and will go before the Zoning Board of Appeals for approval. Total project cost is estimated at \$5,000-\$9,000. He is also applying to the CDA for possible funding.

Motion Theune, second Riel to approve a 50% matching grant not to exceed \$2,000.00 to Larry Sullivan for façade improvements to the building at 401 E Main Street contingent upon approval from the Zoning Board of Appeals. Motion carried.

Rohn Bishop of the Waupun Historical Society appears before the Board to request a donation for the downtown Plaque Project.

Motion Karsten, second Verhage to approve a \$250.00 donation to the Waupun Historical Society for the Plaque Project. Motion carried.

The next meeting of the Business Improvement District is scheduled for August 12, 2015 at 7:00am at the Waupun City Hall.

Motion Theune, second Riel duly carried the BID Board adjourned at 7:17a.

Angela J. Hull, City Clerk