



“Wild Goose Center of Wisconsin”



City of Waupun

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Waupun Business Improvement District Minutes of Meeting Wednesday, October 14, 2015

The Waupun Business Improvement District met Wednesday, October 14, 2015 in the City Hall Council Chambers with Acting-Chairperson Al Verhage presiding.

Staff present is City Clerk Angela Hull and Economic Development Planner Kathy Schlieve.

Larry Sullivan of L & G Waupun Properties is present in the audience.

Acting-Chairman Verhage called the meeting to order at 7:00am.

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

No public comments are heard.

Motion Riel, second Bishop to approve the minutes of the July 8, 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.

Katrina Hoinacki of Katrina Ann Photography's application for 311 E Main Street was approved 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. At the July 8, 2015 Ms. Hoinacki appeared and stated she did not have the funds to complete the entire project and requested a 50% payment of what has been complete and for an extension to complete the remaining portion. The Board approved this payment and extension with a 90 day extension to expire October 8, 2015. On October 9, 2015, Ms. Hoinacki called Hull and informed her she no longer wishes to continue with the project and thanks the Board for their prior considerations.

Motion Riel, second Sullivan to terminate the prior-approved application of Katrina Hoinacki of Katrina Ann Photography. Motion carried.

Larry Sullivan submitted a Façade Improvement Program application for the property at 401 E Main Street, Waupun on July 8, 2015 to include window replacement to the upper level windows with a total estimated cost of \$5,000-\$9,000 and was approved a 50% matching grant not to exceed \$2,000 with an expiration date of October 8, 2015. At this time, no paid receipts have been received. Mr. Sullivan is present and states he has the paid receipt in his possession and will submit today for final reimbursement.

Financial Statement Review

BID Financial report provided with the agenda shows a current fund balance as of October 1, 2015 of \$10,866.52 with \$4872.53 outstanding-prior approved applications waiting completion. \$5993.99 funds remain available for 2015.

Motion Riel, second Bishop to approve the October 1, 2015 Business Improvement District Financial Report. Motion carried.

New Business:

Discussion was heard of the 2016 proposed budget. The anticipated budget of \$16,811.10 is comprised of Exterior Grants \$15,311.10, \$500 Advertising, and \$1000 for Beautification. Advertising was discussed and believe for a portion of the funds to be going to the Waupun Chamber of Commerce. Karsten states he would like to have the Chamber Representative attend the next BID meeting and provide and update to what their projects and efforts are. Hull will include Charlene Becker, Chamber Representative, with the next agenda.

Schlieve informs the Board that she has spoken with the City of Horicon regarding a partnership to utilize the Horicon Marsh as a draw for tourism to our communities.

Motion Bishop, second Riel to approve the 2016 Business Improvement District Budget. Motion carried.

The next meeting of the Business Improvement District is scheduled for November 11, 2015 at 7:00am at the Waupun City Hall.

Motion Karsten, second Bishop duly carried the BID Board adjourned at 7:27a.

Angela J. Hull, City Clerk