



"Wild Goose Center of Wisconsin"



City of Waupun

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Waupun Business Improvement District Minutes of Meeting Wednesday, November 11, 2015

The Waupun Business Improvement District met Wednesday, November 11, 2015 in the City Hall Council Chambers with Chairperson Wayne Buteyn presiding.

City Staff present is City Clerk Angela Hull, Economic Development Planner Kathy Schlieve, and Waupun Chamber Director Charlene Becker.

Cassandra Verhage and Todd Snow are present in the audience.

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

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

No public comments are heard.

Motion Karsten, second Sullivan to approve the minutes of the October 14, 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. Hull informs the Board that the remaining \$2,500 was issued in November. This application is now closed.

Financial Statement Review

BID Financial report provided with the agenda shows a current fund balance as of November 1, 2015 of \$6,366.52 with \$0.00 outstanding-prior approved applications waiting completion. \$6,366.52 funds remain available for 2015.

Motion Sullivan, second Thuene to approve the November 1, 2015 Business Improvement District Financial Report. Motion carried.

New Business:

Cassandra Verhage of Cverhage Photo submitted a Façade Improvement Program application for the property at 426 E Main Street, Waupun. Renovation to the façade includes replacement of screen and storm doors to rear entrance of building. Total project cost is estimated at \$765.00. For the labor, she does not have written estimate. This must be received before payment issued.

Motion Karsten, second Thuene to approve a 50% matching grant not to exceed \$382.50 to Cassandra VerHage of Cverhage Photo for façade improvements to the building at 426 E Main Street. Motion carried.

Todd Snow of Snow Links Inc. submitted a Façade Improvement Program application for the property at 17 Fond Du Lac Street, Waupun. Renovation to the façade includes signage. Total project cost is estimated at \$596.08.

Motion Thuene, second Karsten to approve a 50% matching grant not to exceed \$298.04 to Todd Snow of Snow Links Inc for façade improvements to the building at 17 Fond Du Lac Street. Motion carried.

Charlene Becker, Director of the Waupun Chamber of Commerce, provided an update of the events at the Chamber. Becker is preparing for the Christmas holiday season for the Avenue of Angels. Continues to work with current businesses for marketing and promotion. Requests \$500 towards advertising from the BID. To be tabled to next meeting.

Kathy Schlieve, Economic Development Planner, informs the Board that the City joined the Ignite Program. She has been working with the Chamber of Commerce in area of tourism and using Marsh Haven as an attraction to come to Waupun. Will be hosting Economic Development 101 session for Local Leaders and invites the BID Board.

The next meeting of the Business Improvement District is scheduled for December 9, 2015 at 7:00am at the Waupun City Hall.

Motion Verhage, second Karsten duly carried the BID Board adjourned at 7:55a.

Angela J. Hull, City Clerk