



# City of Waupun

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*"Wild Goose Center of Wisconsin"*

## Waupun Business Improvement District Minutes of Meeting Wednesday January 13, 2016

The Waupun Business Improvement District met Wednesday, January 13, 2016 in the City Hall Council Chambers with Chairperson Wayne Buteyn presiding.

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

Other present are Waupun Chamber Director Charlene Becker.

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

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

No public comments are heard.

Motion Verhage, second Bishop to approve the minutes of the December 9, 2015 meeting of the Business Improvement District. Motion carried.

### Prior Business- Outstanding Applications

On December 9, 2015, the Façade Improvement Program application from Kale Samplawski of WI Promotions of 434 E Main Street, Waupun for signage was approved for a 50% matching grant. The application expires March 9. Hull informed the Board that she made contact with Samplawski regarding the status of his project to update the Board. It is estimated for the project to be complete the beginning of February 2016.

### Financial Statement Review

2015 BID Financial report provided with the agenda shows a current fund balance as of December 31, 2015 of \$3978.03 with \$615.53 outstanding-prior approved applications waiting completion. \$3362.50 funds remain.

The 2016 BID Financial report provided with the agenda shows a fund balance on January 1, 2016 of \$3978.03 with \$615.53 outstanding-prior approved applications waiting completion. \$3362.50 funds remain. The City deposited their annual amount of \$16,811.10 on January 8, 2016 providing a current available balance of \$20,789.13 with \$615.53 outstanding-prior approved application waiting completion. Available funds for disbursement are \$20,173.60.

Motion Bishop, second Riel to approve the 2015 year end and 2016 Business Improvement District Financial Report. Motion carried.

New Business:

Nick Klein of Brooks Shoes and Repair submitted a Façade Improvement Program application for the property at 318 E Main Street, Waupun. Renovation to the façade includes masonry construction of the back porch. Total project cost is estimated at \$1832.00.

Mr. Klein was available by tele-conference.

Board members question why the application was not submitted prior to completion of the project as regulated by the application guidelines. The invoice provides the project has been complete as of December 4, 2015. Klein explains that there was difficulty in obtaining the contractor to begin the project as well as provide him with the invoice.

Motion Karsten, second Bishop to deny the Façade Improvement Program application submitted by Nick Klein of Brooks Shoes and Repair for the property at 318 E Main Street. Motion carried.

Schlieve informs the Board of the February 2, 2016 gathering of the Council, BID, and CDA at the Waupun Utilities at 5pm for Economic Development 101 program.

The next meeting of the Business Improvement District is scheduled for February 10, 2016 at 7:00am at the Waupun City Hall.

Motion Riel, second Karsten duly carried the BID Board adjourned.

Angela J. Hull, City Clerk