



City of Waupun

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"Wild Goose Center of Wisconsin"

Waupun Business Improvement District Minutes of Annual Meeting Wednesday June 8, 2016

The Waupun Business Improvement District met Wednesday, June 8, 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.

No other audience is present.

The meeting was to order at 7:00am.

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

Motion Matravers, second Riel to approve the minutes of February 11, 2015 annual meeting of the Business Improvement District. Motion carried 7-0.

The Board reviewed the 2015 BID projects and Financial Report.

Motion Theune, second Sullivan to approve the minutes of May 25, 2016 regular meeting. Motion carried 7-0.

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 expired March 9. Samplawski estimated the project be completed the beginning of February 2016. Hull has emailed and mailed letters requesting the status of the project. Hull requests to terminate the application and the applicant can refile if wishes to. Schlieve agrees.

Motion Matravers, second Riel to terminate the application submitted by Kale Samplawski of WI Promotions of 434 E Main Street, for signage improvements. Motion carried 7-0.

At the May 25, 2016, Kari Pattee of Thirsty Marlins submitted a Façade Improvement Program application for the property at 428 E Main Street, Waupun. Renovation to the façade includes signage repair and maintenance of the back deck. Total project cost is estimated at \$2,500.00. The Board approved a 50% matching grant not to exceed \$2000. Project continues at this time and the application expires August 25, 2016.

Also, Amber Lackey of Green Collar Grooming submitted a Façade Improvement Program application for the property at 23 S Madison Street, Waupun. Renovation to the façade includes exterior maintenance, signage, and door graphics. Total project cost is estimated at \$6,277.25. The Board approved a 50% matching grant not to exceed \$2,000. Project continues at this time and the application expires August 25, 2016.

Financial Statement Review

The 2016 BID Financial report provides a fund balance on June 1, 2016 of \$20,789.13 with \$615.53 outstanding-prior approved applications waiting completion. Available funds for disbursement are \$20,173.60. Hull comments that as the Board just terminated the application for WI Promotions, the outstanding amount of \$615.53 will return to available funds.

Motion Karsten, second Theune to approve the 2016 Business Improvement District Financial Report. Motion carried 7-0.

New Business:

Cassandra Verhage of C. Verhage Photo submitted a Façade Improvement Program application for the property at 426 E Main Street, Waupun. Renovation to the façade includes maintenance of the front and back walls, an awning, tuck pointing the brick, and rear signage. This application will also go before the CDA Board. Total project cost is estimated at \$9,855.00.

Motion Karsten, second Matravers to approve a 50% matching grant not to exceed \$2,000 to Cassandra Verhage of C. Verhage Photo for façade improvements to the building at 426 E Main Street, Waupun, contingent upon CDA Board approval. Motion carried 7-0.

No audience wishes to address the Board.

The next meeting of the Business Improvement District is scheduled for July 13, 2016 at 7:00am at the Waupun City Hall.

Motion Theune, second Karsten duly carried the BID Board adjourned at 7:16am.

Angela J. Hull, City Clerk