



“Wild Goose Center of Wisconsin”



City of Waupun

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Waupun Business Improvement District Minutes of Meeting Wednesday May 25, 2016

The Waupun Business Improvement District met Wednesday, May 25, 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.

Audience present is Jim and Kari Pattee.

The meeting was to order at 7:00am.

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

Recognition was made that the Board terms of Buteyn, Matravers, and Theune expired April 30, 2016 and were re-appointed by Mayor Clark for an additional three year term.

Motion Verhage, second Bishop to appoint Wayne Buteyn as Chairman of the Business Improvement District. Motion carried 8-0.

No public comments are heard.

Motion Theune, second Bishop to approve the minutes of the January 13, 2016 meeting of the Business Improvement District. Motion carried 8-0.

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 letter requesting the status of the project. The Board asks for Samplawski to be contacted and an update be made at the next meeting for consideration.

Financial Statement Review

The 2016 BID Financial report provides a fund balance on May 1, 2016 of \$20,789.13 with \$615.53 outstanding-prior approved applications waiting completion. Available funds for disbursement are \$20,173.60.

Motion Bishop, second Sullivan to approve the 2016 Business Improvement District Financial Report. Motion carried 8-0.

New Business:

The Board reviewed the 2015 Business Improvement District Financial Statement and Auditor's Report provided by Baker Tilly Virchow Krause LLP and made recommendation of approval to the Common Council.

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 (estimated \$1213.25) and maintenance of the back deck (estimated \$1250). Total project cost is estimated at \$2,500.00.

Motion Theune, second Bishop to approve a 50% matching grant to Kari Pattee of Thirsty Marlins for façade improvements to the building at 428 E Main Street for signage repairs. Motion carried 8-0.

Motion Theune, second Karsten to approve a 50% matching grant to Kari Pattee of Thirsty Marlins for façade improvements to the building at 428 E Main Street for deck maintenance. Motion carried 8-0.

Total project approval for Kari Pattee of Thirsty Marlins is a 50% matching not to exceed \$2000.00.

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.

As Ms. Lackey could not attend, Economic Development Planner Schlieve informed the Board on this project. Schlieve informs the Board that the application also qualified for CDA Board consideration. The CDA approved the application and funding.

Motion Bishop, second Matravers to approve a 50% matching grant not to exceed \$2,000 to Amber Lackey of Green Collar Grooming for façade improvements to the building at 23 S. Madison Street for signage and door graphics. Motion carried 8-0.

Schlieve informs the Board of the First Impressions Report. Individuals from a community visited Waupun and provided a report of their findings, thoughts, and impressions. This report will be provided for review and discussion at a future meeting.

The next meeting of the Business Improvement District is scheduled for June 8, 2016 at 7:00am at the Waupun City Hall.

Motion Sullivan, second Verhage duly carried the BID Board adjourned at 7:30am.

Angela J. Hull, City Clerk