



# City of Waupun

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*"Wild Goose Center of Wisconsin"*

## Waupun Business Improvement District Minutes of Meeting Wednesday August 10, 2016

The Waupun Business Improvement District met Wednesday, August 10, 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 Kelly Sayles.

The meeting was to order at 7:02am.

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

Motion Theune, second Riel to approve the minutes of July 13, 2016 meeting of the Business Improvement District. Motion carried 6-0.

### Prior Business- Outstanding Applications

Cassandra Verhage of C. Verhage Photo submitted a Façade Improvement Program application for the property at 426 E Main Street, Waupun on June 8, 2016. Renovation to the façade includes maintenance of the front and back walls, an awning, tuck pointing the brick, and rear signage. This application was also approved by the CDA Board. Total project cost is estimated at \$9,855.00. The Board approved a 50% matching grant not to exceed \$2,000. Project continues at this time and the application expires September 8, 2016.

Krista Bishop of Weaving It Up to You submitted a Façade Improvement Program application for the property at 307 E Main Street, Waupun on July 13, 2016. Renovation to the façade includes exterior maintenance and signage. Total project cost is estimated at \$1,320.00. The Board approved a 50% matching grant not to exceed \$660.00. Project continues at this time and the application expires October 13, 2016.

### Financial Statement Review

The 2016 BID Financial report provides a fund balance on August 1, 2016 of \$18,584.26 with \$2,660 outstanding-prior approved applications waiting completion. Available funds for disbursement are \$15,924.26.

Motion Riel, second Karsten to approve the 2016 Business Improvement District Financial Report. Motion carried 6-0.

New Business:

Kelly Sayles of Trails End Properties LLC submitted a Façade Improvement Program application for the properties of 6 to 16 S. Mill Street, Waupun. Renovation to the façade includes tuck pointing and repair and maintenance of brick. Total project cost is estimated at \$24,500.00. This project has also been approved by the CDA Board.

Motion Theune, second Verhage to approve a 50% matching grant not to exceed \$2,000.00 to Kelly Sayles of Trails End Properties LLC for façade improvements to the properties of 6 to 16 S. Mill Street, Waupun. Motion carried 6-0.

Larry Sullivan, L & G Properties, submitted a Façade Improvement Program application for the property of 401 E Main Street, Waupun. Renovation to the façade includes awnings and maintenance and painting of windows. Total project cost is estimated at \$4665.00. This project has also been approved by the CDA Board.

Motion Theune, second Verhage to approve a 50% matching grant not to exceed \$2,000.00 to Larry Sullivan of L & G Properties LLC for façade improvements to the property of 401 E Main Street, Waupun. Motion carried 5-0 with Sullivan abstain.

Becker informs the Board of new media additions to the Chamber – website and Facebook. Farmer's Market continues to do well this year.

Schlieve reminds and invites the Board to the Downtown Listening Session on August 15<sup>th</sup> at the Library.

No audience wishes to address the Board.

The next meeting of the Business Improvement District is scheduled for September 14, 2016 at 7:00am at the Waupun City Hall.

Motion Riel, second Verhage duly carried the BID Board adjourned at 7:14am.

Angela J. Hull, City Clerk