



City of Waupun

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"Wild Goose Center of Wisconsin"

Waupun Business Improvement District Minutes of Meeting Wednesday July 13, 2016

The Waupun Business Improvement District met Wednesday, July 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.

No other audience is present.

The meeting was to order at 7:02am.

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

Motion Bishop, second Karsten to approve the minutes of June 8, 2016 meeting of the Business Improvement District. Motion carried 7-0.

Prior Business- Outstanding Applications

Amber Lackey of Green Collar Grooming submitted a Façade Improvement Program application for the property at 23 S Madison Street, Waupun on May 25, 2016. 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.

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 will also go before 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.

Financial Statement Review

The 2016 BID Financial report provides a fund balance on July 1, 2016 of \$19,512.66 with \$4,000 outstanding-prior approved applications waiting completion. Available funds for disbursement are \$15,512.66.

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

New Business:

Krista Bishop of Weaving It Up to You submitted a Façade Improvement Program application for the property at 307 E Main Street, Waupun. Renovation to the façade includes exterior maintenance and signage. Total project cost is estimated at \$1,320.00.

Motion Karsten, second Matravers to approve a 50% matching grant not to exceed \$660.00 to Krista Bishop of Weaving It Up to You for façade improvements to the building at 307 E Main Street, Waupun. Motion carried 6-0 with Bishop abstain.

No audience wishes to address the Board.

Schlieve provides the First Impressions Report to the Board for review and future discussion. City has been accepted to Connect Communities, a resource for the downtown districts. Schlieve will be holding a meeting on August 15th at the Library for a Downtown Listening Session and Connect Communities Open House and asks them to attend.

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

Motion Bishop, second Karsten duly carried the BID Board adjourned at 7:19am.

Angela J. Hull, City Clerk