



City of Waupun

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"Wild Goose Center of Wisconsin"

Waupun Business Improvement District Minutes of Meeting Wednesday October 12, 2016

The Waupun Business Improvement District met Wednesday, October 12, 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.

Waupun Chamber Director Charlene Becker is unable to attend.

Audience present is Kelly Sayles and Chris Moore.

The meeting was to order at 7:02am.

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

Motion Matravers second Riel to approve the minutes of August 10, 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 project is complete and Verhage has received payment as approved by the Board.

Kelly Sayles of Trails End Properties LLC submitted a Façade Improvement Program application for the properties of 6 to 16 S. Mill Street, Waupun on August 10, 2016. Renovation to the façade includes tuck pointing and repair and maintenance of brick. Total project cost is estimated at \$24,500.00, which the Board approved a 50% matching grant not to exceed \$2,000.00. Sayles informs the Board that the project is nearing completion.

Motion Bishop, second Matravers to extend the November 10, 2016 application deadline for Trails End Properties LLC of 6 to 16 S. Mill Street, if needed. Motion carried 6-0.

Financial Statement Review

The 2016 BID Financial report provides a fund balance on October 1, 2016 of \$15,897.94 with \$4,000 outstanding-prior approved applications waiting completion. Available funds for disbursement are \$11,897.94. Hull reminds the Board that C. Verhage Photo received payment after the agenda was disbursed.

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

New Business:

Chris Moore, Accel Automotive Repair LLC, submitted a Façade Improvement Program application for the property of 99 Fond Du Lac Street, Waupun. Renovation to the façade includes replacement of windows and a service door. Total project cost is estimated at \$3935.00.

Motion Bishop, second Riel to approve a 50% matching grant not to exceed \$2,000.00, to Chris Moore of Accel Automotive Repair LLC for façade improvements to the property of 99 Fond Du Lac Street, Waupun. Motion carried 6-0.

Chamber Director Becker is not present.

Schlieve reports: Approximately 50 interested people attended the Downtown Visioning Session. Several citizens have signed up to be a part of Connect Communities. Downtown Businesses are considering events during Halloween and Black Friday to bring people to the downtown area. Council approve and RFP to find a tourism entity to aid in promoting Waupun. The RFP is due Friday at 430pm. An evaluation process will follow to select the most qualified candidate. Marketing and branding of the City of Waupun is also a priority.

No audience wishes to address the Board.

Bishop informs the Board that the Waupun Historical Society is considering a Ghost Walk on October 29, 2016 in the Forest Mound Cemetery at approximately 7pm.

The next meeting of the Business Improvement District is scheduled for Wednesday, November 9, 2016 at 7:00am at the Waupun City Hall.

Motion Bishop, second Matravers duly carried the BID Board adjourned at 7:25am.

Angela J. Hull, City Clerk