



“Wild Goose Center of Wisconsin”



City of Waupun

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Waupun Business Improvement District Minutes of Meeting Wednesday, November 9, 2016

The Waupun Business Improvement District met Wednesday, November 9, 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 also in attendance.

No audience is present.

The meeting was to order at 7:00am.

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

Motion Matravers, second Bishop to approve the minutes of the October 12, 2016 meeting of the Business Improvement District. Motion carried 6-0.

Prior Business- Outstanding Applications

Chris Moore, Accel Automotive Repair LLC, submitted a Façade Improvement Program application for the property of 99 Fond Du Lac Street, Waupun on October 12, 2016. Renovation to the façade includes replacement of windows and a service door. Total project cost is estimated at \$3935.00, which the Board approved a 50% matching grant not to exceed \$2,000.00.

Financial Statement Review

The 2016 BID Financial report provides a fund balance on November 1, 2016 of \$11,897.94 with \$2,000 outstanding-prior approved applications waiting completion. Available funds for disbursement are \$9,897.94.

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

New Business:

Jeff Riel submitted a Façade Improvement Program application for the property of 425 and 431 E. Main Street, Waupun. Renovation to the façade includes replacement of two doors and maintenance to the second floor deck. Total project cost is estimated at \$995.00.

Motion Bishop, second Matravers to approve a 50% matching grant not to exceed \$2,000.00, to Jeff Riel for façade improvements to the property of 425 and 431 E. Main Street, Waupun. Motion carried 5-0 with Riel abstain.

Schlieve reports: The City 2017 Budget will be on the council agenda for consideration next week. Halloween on Main Street was a success. Shop Small event on November 26, 2016. Two RFP for a tourism entity to aid in promoting Waupun were received. From Waupun Chamber and the Fond Du Lac Convention and Business Bureau.

Becker reports that the Avenue of Angels event will begin at the end of November. Small Business session scheduled for Saturday.

No audience wishes to address the Board.

Schlieve informs the Board that Perfectly Polished will be submitting an application for signage. Hull will contact the Board when the application is received to verify a meeting date due to the holidays.

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

Motion Theune, second Riel duly carried the BID Board adjourned at 7:17am.

Angela J. Hull, City Clerk