



City of Waupun

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"Wild Goose Center of Wisconsin"

Waupun Business Improvement District Minutes of Meeting Wednesday, April 10, 2013

The Waupun Business Improvement District met Wednesday, April 10, 2013 in the City Hall Council Chambers with Chairperson Wayne Buteyn presiding.

Members present are Wayne Buteyn, John Karsten, Larry Sullivan, Marty Koehler, Jack Dunham, Jeff Riel, and Al Verhage.

Members absent are Dylan Weber, John Theune, and Eunice Beekman.

Staff present are Administrator Kyle Clark and City Clerk Angela Hull.

Audience present is Cassandra Verhage and Dean Fuller.

Chairman Buteyn called the meeting to order at 7:00am.

Motion Verhage, second Riel to approve the minutes of the February 13, 2012 meeting of the Business Improvement District. Motion carried.

BID Financial report provides current fund balance as of March 31, 2013 of \$15,018.95 with \$14,100 outstanding- prior approved applications waiting completion. It is noted that several outstanding-prior approved applications have expired. Clark informs the Board that the applications are contingent upon Community Development Authority (CDA) approval and the projects are in process. The prior approved matching grant up to \$2000 for Ruth Ann Flegner, 435 E. Main Street, Waupun, was discussed. Mrs. Flegner has occupied space in Brandon and will no longer be holding a business at this address.

Motion Riel, second Sullivan to terminate the application from Ruth Ann Flegner for the property of 435 E. Main Street, Waupun. Motion carried.

Cassandra Verhage appeared before the Board to submit a Façade Improvement Program application for her property at 426 E. Main Street, Waupun. Renovation to the façade includes, but not limited to, reconstruction of the front of building, window and door replacement, and signage. Total project cost is estimated at \$21,350.

Motion Karsten, second Riel to approve a matching grant up to the maximum amount of \$2,000 to Cassandra Verhage for façade improvements to the building at 426 E. Main Street contingent upon final approval of the CDA that all improvements meet downtown design guidelines. (Motion not carried)

Clark informs the Board that according to BID guidelines, the Board has the authority to exceed the maximum grant on a case by case basis. As this is a large reconstruction project, the Board may consider additional funding.

Motion Karsten, second Riel to rescind their motion and approve a matching grant up to the maximum amount of \$4,000 to Cassandra Verhage for façade improvements to the building at 426 E. Main Street contingent upon final approval of the CDA that all improvements meet downtown design guidelines. Motion carried with Verhage abstaining.

Jeff Riel appeared before the Board to submit a Façade Improvement Program application for his property at 431E. Main Street, Waupun. Renovation to the façade includes, but not limited to, new gutters and downspouts. Total project cost is estimated at \$936.00.

Motion Karsten, second Verhage to approve a matching grant up to the maximum amount of \$468.00 to Jeff Riel for façade improvements to the building at 431 E. Main Street. Motion carried with Riel abstaining.

Clark appeared on behalf of Jeff Collien who has submitted a Façade Improvement Program application for his property at 306 E. Main Street, Waupun. Renovation to the façade includes, but is not limited to, reconstruction to the front of building, window and door replacement, siding, and an awning. Total project cost is estimated at \$30,000.

Motion Verhage, second Sullivan to approve a matching grant up to the maximum amount of \$4,000 to Jeff Collien for façade improvements to the building at 306 E. Main Street contingent upon final approval of the CDA that all improvements meet downtown design guidelines. Motion carried.

Clark submits language revisions for the Business Improvement District façade Improvement Program Grant Application for approval.

Motion Verhage, second Riel to approve the revised Business Improvement District façade Improvement Program Grant Application. Motion carried.

Motion Koehler, second Karsten duly carried the BID Board adjourned at 7:30am.

Angela J. Hull
City Clerk