



MINUTES
CITY OF WAUPUN BUSINESS
IMPROVEMENT DISTRICT MEETING
Waupun City Hall – 201 E. Main Street,
Waupun WI
Wednesday, January 09, 2019 at 7:00 AM

Committee Members Present:

Krista Bishop
Wayne Buteyn, Chair (arrived at 7:05 a.m.)
Jan Harmsen
John Karsten
Rich Matravers
Jeff Reil
Teresa Ruch
John Theune
Al Verhage

Committee Members Absent:

Jack Dunham

Staff Present:

Kathy Schlieve..... Administrator
Sarah Van Buren..... Economic Development Coordinator

Waupun Chamber of Commerce Present:

Ellie Tenpas..... Executive Director

Audience Present:

Dylan Weber..... Fox Computer & Networking

1. Call to Order

In the absence of Chair Buteyn, Mr. Verhage called the meeting to order at 7:02 a.m.

2. Approval of November 14, 2018 Minutes

A motion to approve the November 14, 2018 was made by Ms. Harmsen and seconded by Ms. Bishop, passing unanimously.

3. Prior Outstanding Applications

- A. Ken Liebenow's project at 300 E. Main St. is progressing and is scheduled to be completed before the 2/14/19 expiration. The windows are being constructed and are slated for installation in mid-January. A tenant has been identified for the front portion of the property and is anticipated to take occupancy in early February.

4. 2018 Financial Statement Review

A motion to approve the 2018 Financial Statement was made by Mr. Thuene and seconded by Ms. Harmsen, passing unanimously.

5. New Applications for Review and Consideration

- A. Dylan Weber, Fox Computer & Networking, submitted a Façade Improvement Program application for the property located at 17 N. Madison. Renovation to the façade includes replacement of sign panels from previous business and upgrade

signage light to LED bulbs. Total project cost is \$3,403.03. Motion made by Ms. Bishop and seconded by Mr. Reil to approve 50% of the total project cost, not to exceed \$1,701.50.

6. BID Budget

- A. Waupun Chamber of Commerce – Ms. Tenpas requested \$500 to be used toward Chamber advertising efforts. A motion to approve \$500 of the BID budget to be used toward the advertising efforts of the Waupun Chamber of Commerce was made by Ms. Harmsen and seconded by Mr. Matravers passing unanimously.
- B. City Administrator – The City requests \$2,000 to support Connect Communities efforts specifically toward the farmers market. A motion to approve \$2,000 of the BID budget to be used toward the farmers market was made by Ms. Bishop and seconded by Ms. Ruch, passing unanimously.

7. Update to BID Operational Plan.

Ms. Van Buren provided the group information of the statutory requirements regarding the annual update to the BID Operational Plan. The BID's Operational Plan has not been updated since 1988. Ms. Van Buren would like a few members of the Committee to assist her in reviewing the current Plan and developing a draft plan for the full Committee to consider. The updated document will identify goals for the upcoming year, targeted projects, and a budget. Ms. Bishop, Ms. Harmsen, and Ms. Ruch volunteered to assist in this effort.

8. Administrator Update

Administrator Schlieve provided the members an update on the following:

- A. Two upcoming Connect Communities opportunities. The first is the Small Community Roundtable that will be held in Kiel, WI on January 23 from 9:30-1:30pm. The second is the Wisconsin Main Street Director's Training that the City will be hosting February 21 from 9:30-4:15pm and on February 22nd from 8:30-12pm. Both days will be at the Waupun Public Utilities Conference Room. If you are interested in attending any of these offerings, please let Ms. Schlieve or Ms. Van Buren know.
- B. Staff recently met with a group of downtown businesses interested in fostering a stronger retail climate in the downtown. The group intends to meet again in early March to continue discussions.
- C. The members of the Facilities Advisory Committee were approved by the Common Council at their January 8th meeting.
- D. The Madison Street reconstruction project will start at the end of March/early April, weather dependent. Staff will be developing outreach sessions to businesses that are impacted by the project.
- E. Kunkel Engineering has been notified of the City's intent to terminate the due to gaps in performance. Unless significant improvements are noted, March 6 will be the City's last day with Kunkel. Staff is working to finalize plans with a new service provider.
- F. Staff did apply for funding for implementation of the recommendations identified in the recently completed Aging Study. The request was for \$150,000 over a two year period.

9. Waupun Chamber Update

Ms. Tenpas, Executive Director, provided members an update on the following:

- A. The 2019 Winter Market continues the second Saturday through March from 9-1pm at the Senior Centers. The Chamber has received positive feedback and the market is well attended.
- B. The Waupunies Annual Meeting and Award night will be held on February 7th at the Bridges on the Rock. Early bird ticket pricing, good through January 25th, will be \$40 plus a \$4.06 processing fee. At this event, awards will be handed out, the Chamber members will vote on two bylaws amendments, and approval four new board members.
- C. A 2019 Chamber goal is to reach out to 100% of the members.

10. Audience Wishing to Appear Before the Board

- A. No audience present.

11. Date of Next Scheduled Meeting

The next meeting is scheduled for February 13, 2019.

12. Adjourn

The motion to adjourn was made by Ms. Bishop with a second by Mr. Buteyn. The motion passed unanimously, and the meeting was adjourned at 7:32 a.m.