



# City of Waupun

201 E. Main Street  
WAUPUN, WISCONSIN 53963  
Phone: 920-324-7900  
Fax: 920-324-7939

## Waupun Business Improvement District Minutes of Meeting Wednesday, March 14, 2018

The Waupun Business Improvement District met Wednesday, March 14, 2018, in the City Hall Council Chambers.

City Staff present is City Clerk Hull and Administrator Schlieve.

Waupun Chamber Representative Tyler Schulz is absent.

Audience present is Rohn Bishop.

The meeting was called to order at 7:00am.

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

Motion Bishop, second Riel to approve the minutes of the February 13, 2018 meeting of the Business Improvement District. Motion carried 9-0.

### Prior Business- Outstanding Applications

Jeff Collien, ABB & J Investments, submitted a Façade Improvement Program application for the property of 310 E Main Street, Waupun at the November 8, 2017 BID meeting. Renovation to the façade includes new windows, new doors, awnings and stucco resurfacing the front of the property to match 306 E Main Street. Total project cost is estimated at \$16,250.00 which the Board approved 50% of the BID related expenses not to exceed \$2,000. At the January 10, 2018, the Board extended the application expiration date to May 8, 2018. Construction continues.

Jeff Collien, Club Fitness, submitted a Façade Improvement Program application for the property of 306 E Main Street, Waupun at the November 8, 2017 BID meeting. Renovation to the façade includes siding and downspouts to the rear of the building. Total project cost is estimated at \$8,750.00 which the Board approved 50% of the BID related expenses not to exceed \$2,000. At the January 10, 2018, the Board extended the application expiration date to May 8, 2018. Construction continues.

At the February 13, 2018 meeting, Dean Fuller submitted a Façade Improvement Program application for the properties of 8-8 ½, 10-10 ½, 12 ½, 14 ½ Fond Du Lac Street, Waupun. Renovation to the façade includes tuck pointing and sealing of exterior brick, on the Fond Du Lac Street side of the facade. Total project cost is estimated at \$5,600 which the Board approved 50% of the BID related expenses not to exceed \$2,000. The application expires May 13, 2018. Hull made contact with Fuller for an update on the project. Fuller states he received approval from the CDA Board in late February and intends to begin construction on March 15, 2018.

Motion Riel, second Theune to approve the 2018 BID Financial report which provides a fund balance for March 2018 of \$23,422.40 with \$6,000.00 outstanding-prior approved applications waiting completion. Motion carried 9-0.

7:04am, Jack Dunham appears and takes his seat with the Board.

Rohn Bishop submitted a Façade Improvement Program application for the properties of 307 E Main Street, Waupun. Renovation to the façade includes replacement of windows Total project cost is estimated at \$5,680.19.

Motion Theune, second Verhage to approve a 50% matching grant not to exceed \$2,000 to Rohn Bishop for façade improvements to the property of 307 E Main Street, Waupun. Motion carried 9-0 with Bishop abstaining from the vote.

#### Schlieve Report:

The City has selected Kunkel Engineering for building inspection and zoning services. John Lust has been assigned to the City of Waupun and will have increased service hours. The Council approved the creation of TID 8, located on the west side of the City, to incorporate the banquet facility and residential development with stormwater needs. The City approved the hiring of a part time Economic Development Coordinator and the advertisement will begin soon. The CDA continues to discuss the downtown planters. Public Works will begin to remove the large planters in the near future.

Chamber news: A candidate, who was offered the position as Chamber Director, declined the position. The Board will begin the hiring process again. The Farmers Market was approved and designated as June 2-September 29 and to be held at the City Hall parking lot. A wine walk with the downtown businesses is scheduled for May 4.

No audience wishes to address the Board.

The next meeting of the Business Improvement District is scheduled for Wednesday, April 11, 2018 at 7:00am at the Waupun City Hall.

Motion Bishop, second Matravers duly carried the BID Board adjourned.

Angela J. Hull, City Clerk