



# City of Waupun

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## Waupun Business Improvement District Minutes of Meeting - **Wednesday, June 14, 2017**

The Waupun Business Improvement District met Wednesday, June 14, 2017 in the City Hall Council Chambers.

City Staff present is City Clerk Hull and Administrator/Economic Development Director Schlieve.

Waupun Chamber Director Charlene Becker is absent and excused.

Audience present is Kari Pattee.

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

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

Motion Matravers, second Sullivan to approve the minutes of the May 10, 2017 meeting of the Business Improvement District. Motion carried 8-0.

### Prior Business- Outstanding Applications

Steve Daute, The Other Bar, submitted a Façade Improvement Program application for the property 105 E. Main Street, Waupun at the March 8, 2017 BID meeting. Renovation to the façade includes siding and awning. Other items listed which will be provided for consideration to the CDA Board are roof, HVAC system, insulation, and other maintenance items. Total project cost is estimated at \$55,590.00 which the Board approved 50% of the BID related expenses not to exceed \$2,000. The project was just approved with the CDA and Daute believes construction will begin in June. Due to the June 8, 2017 expiration of application, at the May 10, 2017 BID meeting, Daute requested an extension and was granted an additional three (3) months, to provide him with an expiration date of August 10, 2017. Daute's project continues.

Ken Liebenow submitted a Façade Improvement Program application for the property 24 E. Main Street, Waupun at the March 8, 2017 BID Meeting. Renovation to the façade includes front windows and doors. Total project cost is estimated at \$32,806.00 which the Board approved 50% of the expenses not to exceed \$2,000. Due to the June 8, 2017 expiration of application, Liebenow requests an extension as the weather has halted his project.

Motion Theune, second Riel to extend the expiration date for two additional months for the project of Ken Liebenow for the BID project of 24 E Main Street, Waupun. Motion carried 8-0.

Katrina Hoinacki, K's Boutique, submitted a Façade Improvement Program application for the property of 311 E Main Street, Waupun at the May 10, 2017 BID Meeting. Renovation to the façade includes signage. Total project cost is estimated at \$501.13 of which the Board approved 50% of the expense. Hoinacki has been paid the 50% of expenses after the agenda was issued.

Teresa Ruch and Jan White of Jan's Optical, submitted a Façade Improvement Program application for the property of 223 E Main Street, Waupun at the May 10, 2017 BID Meeting. Renovation to the façade includes signage, tuck pointing, and caulking of windows. Total project cost is estimated at \$4,685.53 of which the Board approved 50% of the BID related expenses not to exceed \$2,000. This application expires August 10, 2017. The signage is complete but waiting on installation.

The 2017 BID Financial report provides a fund balance on June 1, 2017 of \$19,819.29 with \$6,250.57 outstanding-prior approved applications waiting completion.

Motion Riel, second Sullivan to approve the 2017 Business Improvement District Financial Report provided. Motion carried 8-0.

Kari Pattee, Thirsty Marlins, submitted a Façade Improvement Program application for the property of 428 E Main Street, Waupun. Renovation to the façade includes re-roofing the front façade overhang. Total project cost is estimated at \$1200.00.

Ms. Pattee is not in attendance and Board discusses tabling the application.

Schlieve comments on Verhage's concern of keeping the buildings at their original stature to keep its integrity. Schlieve comments on the downtown guidelines.

Ms. Pattee arrives at 7:10am and Board agrees to hear her application. The Board questions what materials the overhang will be replaced with and color. Pattee believes it to be replaced with a metal overhang.

Motion Theune, second Dunham to approve a 50% matching grant contingent upon meeting downtown guidelines to Kari Pattee of Thirsty Marlins for façade improvements to the property of 428 E. Main Street, Waupun. Motion carried 8-0.

Schlieve Report:

FCEDC and FDL Association of Commerce have dissolved and recreated as Envision Greater FDL. Reviewing CDA grant guidelines to include façade improvements. Branding continues. Ignite, through the WEDC Entrepreneurial Grant, will have Fox Valley Tech offer free business training workshops.

No member from the Waupun Chamber is present to provide a report.

No audience wishes to address the Board.

Sullivan comments on the conditions of the downtown alley on the south side. Cables and wires hanging and requests this to be cleaned up by contacting the cable or phone companies. Schlieve states the TIF plan is being reviewed and this issue is included.

The next meeting of the Business Improvement District is scheduled for Wednesday, July 12, 2017 at 7:00am at the Waupun City Hall.

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

Angela J. Hull, City Clerk