



City of Waupun

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Waupun Business Improvement District Minutes of Meeting - **Wednesday, March 8, 2017**

The Waupun Business Improvement District met Wednesday, March 8, 2017 in the City Hall Council Chambers with Chairperson Wayne Buteyn presiding.

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 BJ Yohn and Ken Liebenow.

The meeting was to order at 7:00am.

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

Motion Bishop, second Matravets to approve the minutes of the January 11, 2017 meeting of the Business Improvement District. Motion carried 8-0.

Prior Business- Outstanding Applications

Kate Gysbers, Gysbers Jewelry, submitted a Façade Improvement Program application for the property of 305 E Main Street, Waupun on December 14, 2016. Renovation to the façade includes signage. Total project cost is estimated at \$3,200.00, which the Board approved a 50% matching grant not to exceed \$2,000.00. This project completion expires March 14, 2017. Bresser informed the Clerk that the signage is complete and paid in full. Bresser will return with a copy of the paid receipt this week for reimbursement.

Jamie Marwitz, Judson's LLC, submitted a Façade Improvement Program application for the property 416 E. Main Street, Waupun on January 11, 2017. Renovation to the façade includes replacement of a front window. Total project cost is estimated at \$920.00, which the Board approved 50% for a total of \$460.00. This project completion expires April 11, 2017.

Randa Strook, Roadside Relics, submitted a Façade Improvement Program application for the property 425 E. Main Street, Waupun on January 11, 2017. Renovation to the façade includes signage. Total project cost is estimated at \$755.83 which the Board approved 50% for a total of \$377.92. This project completion expires April 11, 2017.

Financial Statement Review

The 2017 BID Financial report provides a fund balance on March 1, 2017 of \$22,099.78 with \$2837.92 outstanding-prior approved applications waiting completion. Deposit was received from the City for its 2017 budgeted funds in the amount of \$16,912.35.

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

New Business:

Jeff Riel submitted a Façade Improvement Program application for the properties of 314, 425, 427, 431 E. Main Street, Waupun. Renovation to the façade includes replacement of 18 front windows. Total project cost is estimated at \$11,475.00.

Motion Theune, second Matravers to approve a 50% matching grant not to exceed \$2,000.00 contingent upon Building Inspector approval, to Jeff Riel for façade improvements to the property of 314, 425, 427, 431 E. Main Street, Waupun. Motion carried 7-0 with Riel abstain.

Steve Daute, The Other Bar, submitted a Façade Improvement Program application for the property 105 E. Main Street, Waupun. Renovation to the façade applicable for the BID grant 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. BJ Yohn is in attendance to speak on this project.

Motion Theune, second Karsten to approve a 50% matching grant for façade improvements, not to exceed \$2,000 for BID eligible expenses contingent upon Building Inspector approval, to Steve Daute for the property of The Other Bar located at 105 E. Main Street, Waupun. Daute is to provide invoices, splitting out the BID eligible and CDA eligible expenses to verify the amount of BID only expenses and to be reimbursed accordingly. Motion carried 8-0.

Ken Liebenow submitted a Façade Improvement Program application for the property 24 E. Main Street, Waupun. Renovation to the façade includes front windows and doors. Total project cost is estimated at \$32,806.00.

Motion Verhage, second Riel to approve a 50% matching grant not to exceed \$2,000.00 contingent upon Building Inspector approval, to Ken Liebenow for façade improvements to the property of 24 E. Main Street, Waupun. Motion carried 8-0.

BID Board terms for John Karsten, Jeff Riel, Krista Bishop, and Al Verhage will expire April 30, 2017. All of these BID members did sign to accept another term if the Mayor so chooses. Hull informs that Board that there is still a vacancy for an At Large member. If any members know of an individual who they would recommend as a member to inform Hull.

Schlieve Report:

Farmers Market is requested to be located in the City Hall parking lot and the section of road in front of City Hall south side of Forest Street for this year. Council will be asked to take action on this March 14. We were awarded a WEDC Grant, the CDA will be reviewing its goals and guidelines; and the City went into agreement with Steve Awve to occupy his property by August 1.

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

No audience wishes to address the Board.

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

Motion Theune, second Verhage duly carried the BID Board adjourned.

Angela J. Hull, City Clerk