



City of Waupun

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Waupun Business Improvement District
Minutes of Meeting
Wednesday, August 15, 2018

The Waupun Business Improvement District met Wednesday, August 13, 2018, in the City Hall Council Chambers.

City Clerk Hull and Administrator Schlieve are present.

Waupun Chamber Representative Tyler Schulz is present.

Audience present is Dylan Weber and Renee Hattaway.

Chairman Buteyn called the meeting to order at 7:02am.

Members present are Jack Dunham, Krista Bishop, Jan Harmsen, Teresa Ruch, Wayne Buteyn, John Theune, John Karsten, and Rich Matravets.

Members absent are Jeff Riel and Al Verhage.

Motion Karsten, second Matravets to approve the minutes of the June 13, 2018 meeting of the Business Improvement. Motion carried.

Prior Business- Outstanding Applications

Kate Bresser, Gysbers Jewelry, submitted a Façade Improvement Program application for the property of 305 E Main Street, Waupun at the June 13, 2018 BID meeting. Renovation to the façade includes a new store front to include windows, doors, lighting, and an awning. Total project cost is estimated at \$22,835 which the Board approved 50% of the BID related expenses not to exceed \$2,000. Application expires September 13, 2018. Construction continues

Doug Duer, Front Edge, submitted a Façade Improvement Program application for the property of 316 E Main Street, Waupun. Renovation to the façade includes a new roof. Total project cost is estimated at \$15,800 which the Board approved 50% of the BID related expenses not to exceed \$2,000. Application expires September 13, 2018. Construction continues.

Mike Mueller, Automatic Transmission Specialists, submitted a Façade Improvement Program application for the property of 510 E Main Street, Waupun. Renovation to the façade includes building tuck pointing. Total project cost is estimated at \$5,300 which the Board approved 50% of the BID related expenses not to exceed \$2,000. Application expires September 13, 2018. Construction continues.

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 June 13, 2018, the Board extended the application expiration date to July 31, 2018.

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 June 13, 2018, the Board extended the application expiration date to July 31, 2018.

Schlieve spoke with Collien regarding his projects. Construction continues due to unexpected issues but believes the eligible expenses relating to the BID should be finalized soon. Schlieve recommends extending the applications until the next BID on September 12, 2018.

Motion Bishop, second Karsten to extend the application expiration to September 12, 2018 for Jeff Collien's BID applications for 306 and 310 E Main Street. Motion carried.

Lynsey Fiedler of Body Logic submitted an application and was approved. She is now requesting 50% of the permit fees (\$75 Building Permit and \$150 Conditional Use Permit), also be included.

Discussion was heard on the eligibility of permit fees as part of the application or not. Consensus is to approve the permit fees today, as they have been approved in the past, but further discussion to continue at the next meeting to make a decision if permit fees are acceptable or not.

Motion Thuene, second Karsten to approve 50% of the \$225 permit fees paid by Lynsey Fiedler of Body Logic. Motion carried.

Motion Matravers, second Thuene to approve the 2018 BID Financial report which provides a fund balance for July 2018 of \$17,941.98 with \$10,000 outstanding-prior approved applications waiting completion. Motion carried.

Dylan Weber, Fox Computers & Networking, submitted a Façade Improvement Program application for the property of 512 E Main Street, Waupun. Renovation to the façade includes maintenance of the brick such as tuck pointing, waterproofing and sealing, and painting. Total project cost is estimated at \$5800.

Motion Bishop, second Ruch to approve a 50% matching grant not to exceed \$2,000 to Dylan Weber of Fox Computers & Networking for façade improvements of 512 E Main Street, Waupun. Motion carried.

Renee Hattaway, Photo Focus Photography submitted a Façade Improvement Program application for the property of 427 E Main Street, Waupun. Renovation to the façade includes painting, additional lighting, signage and permit fees. Total project cost is estimated at \$2,211.61

Motion Thuene, second Harmsen to approve a 50% matching grant of \$1105.81 to Renee Hattaway of Photo Focus Photography for façade improvements of 427 E Main Street, Waupun. Motion carried.

Schlieve Report:

- Parking study will be presented to the CDA for review next week.
- The soybean crushing facility received the air permit from the DNR so the project will move forward. Infrastructure planning will begin.
- West side: (Prior Market Fresh) Anding building and the site plan will be before the Plan Commission today.
- East side: the Washington School is demolished and ready to begin development to parcel off lots.
- Aging Grant: Our population continues to age. Senior Center is named a dementia friendly community.
- Website upgrade continues with a launch date in October.
- Municipal Court: the City has joined with City of Beaver Dam's municipal court for cost savings
- Fire District: Consideration of a Fire District is being reviewed.

Chamber Report, Tyler Schulz:

The Chamber has hired Ellie Tenpas as the Chamber Director who will start next week.

No audience wishes to address the Board.

The next meeting of the Business Improvement District is scheduled for Wednesday, September 12, 2018 at 7:00am at the Waupun City Hall.

Motion Thuene, second Karsten duly carried the BID Board adjourned.

Angela J. Hull, City Clerk