



# City of Waupun

201 E. Main Street  
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Waupun Business Improvement District  
Minutes of Meeting  
**Wednesday, October 10, 2018**

The Waupun Business Improvement District met Wednesday, October 10, 2018, in the City Hall Council Chambers.

City Clerk Hull, Administrator Schlieve, and Economic Development Coordinator Van Buren are present.

No members of the Waupun Chamber are present.

Audience present is Dean Vossekul.

Chairman Buteyn called the meeting to order at 7:03am.

Members present are Jeff Riel, Krista Bishop, Jan Harmsen, Teresa Ruch, Wayne Buteyn, John Theune, John Karsten, and Rich Matravers.

Members absent are Jack Dunham and Al Verhage.

Motion Theune, second Riel to approve the minutes of the August 13, 2018 meeting of the Business Improvement. Motion carried.

#### Prior Business- Outstanding Applications

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. The application originally expired February 8, 2018. At the January 10, June 13, and August 13, 2018 meetings of the BID Board, extensions were granted, with a recent September 13, 2018 expiration date. As construction continues due to unexpected issues, it is recommended that the application be cancelled and the applicant re-applies in the future.

Motion Bishop, second Riel to terminate the application submitted by Jeff Collien of Club Fitness at 306 E. Main Street. Motion carried.

Kate Bresser of Gysbers Jewelry (305 E Main St), 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 expired September 13, 2018. As construction continues and nearing completion, a 30 day extension is requested.

Motion Theune, second Karsten to extend the expiration date for the BID application for Kate Bresser of Gysbers Jewelry at 305 E Main Street, an additional 30 days. Motion carried.

Dylan Weber, Fox Computers & Networking submitted a Façade Improvement Program application for the property of 512 E Main Street, Waupun at the August 13, 2018 BID meeting. 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 which the Board approved 50% of the BID related expenses not to exceed \$2,000. The application will expire in 90 days (November 15, 2018).

Motion Bishop, second Matravers to approve the 2018 BID Financial report which provides a fund balance for July 2018 of \$10,723.67 with \$6,000 outstanding-prior approved applications waiting completion. Motion carried.

The 2019 BID Budget was presented with no changes for consideration.

Motion Matravers, second Harmsen to approve the 2019 BID Budget. Motion carried.

Dean Vossekuil submitted a Façade Improvement Program application for the property of 17 N. Madison Street, Waupun. Renovation to the front façade includes windows and siding. Total project cost is estimated at \$4,135.

Motion Karsten, second Bishop to approve a 50% matching grant not to exceed \$2,000 to Dean Vossekuil for the façade improvements to 17 N. Madison Street, Waupun. Motion carried.

Jeff Riel submitted a Façade Improvement Program application for the property of 425 E Main Street, Waupun. Renovation to the front façade includes reconstruction and painting. Total project cost is estimated at \$3,840.

Motion Karsten, second Ruch to approve a 50% matching grant not to exceed \$2,000 to Jeff Riel for the façade improvements to 425 E Main Street, Waupun. Riel abstains from voting. Motion carried.

Discussion if building permit and zoning fees could be submitted in the application process.

Motion Harmsen, second Matravers to include building permit and zoning fees in the BID application process. Motion carried.

Karsten makes comment that all applicants should be attending the meeting in person and not requesting a staff member to do so.

Schlieve Report:

- Welcomes Sara Van Buren who has been hired by the City as the Economic Development Coordinator.
- Will be updating the BID Plan in the near future as it is to be approved annually.
- Future training through Ignite Network is expected in 2019.
- The downtown survey included planters, trees, and bump outs.
- Common Council approved the Comprehensive Plan and Dark Store Resolution to appeal Legislature.

Ellie Tenpas, Chamber Director, is unable to attend and provides an update of the Chamber activities.

- New Member, Photo Focus Photography.
- Chamber Cheers on Wednesday October 10<sup>th</sup> for Reiki Essentials & Wellness to celebrate 2 years in business
- Garland sales are back! Deadline for orders is October 18<sup>th</sup>. Access 4 Recess will likely be doing the delivery and hanging.
- Halloween on Main is October 27<sup>th</sup> - 30 businesses have signed up to participate.
- Small Business Saturday is November 24<sup>th</sup>. Information will be going out soon for participant sign up.

No audience wishes to address the Board.

The next meeting of the Business Improvement District is scheduled for Wednesday, November 14, 2018 at 7:00am at the Waupun City Hall.

Motion Bishop, second Riel duly carried the BID Board adjourned at 7:34am.

Angela J. Hull, City Clerk