



Waupun Business Improvement District

Minutes of Meeting

Wednesday, November 14, 2018

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

Administrator Schlieve is present. Tyler Schultz from the Waupun Chamber is present. Ken Liebenow is present in the audience.

Chairman Buteyn called the meeting to order at 7:05 am. Members present are Jan Harmsen, Teresa Ruch, Al Verhage, Wayne Buteyn, John Theune, John Karsten, and Rich Matravers.

Members absent are Jack Dunham, Jeff Riel, and Krista Bishop

1. Motion Harmsen, second Karsten to approve the minutes of the October 10, 2018 meeting of the Business Improvement District. Motion carried 7-0.

2. Prior Outstanding Applications

Dylan Weber, Fox Computers & Networking has an approved application for his property located at 512 E Main Street, Waupun set to expire on November 15, 2018. Final work is being completed and Weber is seeking a small extension to complete the work. Motion Thuene, second Karsten to extend the application deadline to December 15, 2018. Motion carried 7-0.

3. 2018 Financial Statement Review

Motion Thuene and second Harmsen to approve financials as presented. Motion carried 7-0.

4. New Applications for Review and Consideration:

a) Ken Liebenow from Liebenow Construction presents a façade renovation project that he is completing on a building he owns at 300 E Main Street, Waupun. Liebenow explains that he will be removing the brick enclosure from the building and reintroducing windows, replacing doors and restoring brick where appropriate on the front and side façade of the building. Motion Karsten, second Matravers to approve a 50% matching grant not to exceed \$2,000 to Ken Liebenow's application for the improvements as presented. Motion carried 7-0.

5. Administrator/Economic Development Director Update

Waupun will be hosting WI Main Street Director's Training at the Waupun Public Utilities Conference Room on February 21 and 22. Schlieve noted that the session on

the 21st provides a strong overview of Connect Communities framework and encouraged members to attend. Additionally, Teresa Ruch and Ellie Tenpas will be attending a Small Community Roundtable in Kiel, WI on January 23, as part of Connect Communities. Any BID member is welcome to attend. The subject of this meeting is marketing and business/volunteer engagement.

Schlieve reviewed results of the Explore Starting Your Own Business training that was offered in early November and indicated that results were positive and other training needs were identified. The economic development team will introduce additional trainings in 2019.

Schlieve provided a highlight of the renovations completed on the property located at 435 E Main Street, noting the owner is working on securing a lease agreement with a restaurant operator.

The city is working on a Community Development Investment grant application for a renovation project in the 300 block of E Main Street that involves multiple buildings. Schlieve also noted that work on the streetscaping plan is nearing completion and will be reviewed by the CDA on Tuesday, November 20, 2018.

The 2018 BID donation of \$2,000 to support Connect Communities brought the farmer's market downtown and that move is now leading to the addition of a winter market. Schlieve noted that Connect Communities will be seeking the same dollar contribution for 2019 to support this work.

Work is being finalized on the Aging Healthy Community Grant and results will be shared in early 2019.

Schlieve reminded the group that the city recently held an information meeting for the Madison Street construction project. A majority of this street will be fully reconstructed and Schlieve explained that the group will be holding educational sessions on marketing your business during road construction in the early part of 2019.

6. Waupun Chamber Update

Tyler Schultz discussed growth in membership and events being coordinated by the Chamber in 2019. Schulz explained that the annual Waupunies event will be on February 7. He is working to finalize the location at The Rock. BID members are reminded to attend the ribbon cutting for Tractor Supply on November 30, at 8 a.m.

7. No one is in attendance in the audience to present to the BID Board.

8. Next meeting is scheduled for December 12, 2018.

9. Motion Verhage, second Harmsen to adjourn the meeting. Motion carried 7-0. Meeting adjourned at 7:24 am.