



City of Waupun

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Waupun Business Improvement District
Minutes of Meeting
Wednesday, January 10, 2018

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

City Staff present is City Clerk Hull and Administrator Schlieve.

Waupun Chamber Representative Tyler Schulz is present.

Audience present is Jack Qualmann.

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

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

Motion Bishop, second Riel to approve the minutes of the November 8, 2017 meeting of the Business Improvement District. Motion carried 9-0.

Prior Business- Outstanding Applications

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. This application expires February 8, 2018. Construction continues.

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. This application expires February 8, 2018. Construction continues.

Hull commented that she made attempts to contact Collien to question the progress of his project and he did not reply.

Schlieve states she believes he is having difficulty with contractors and asks the Board to consider extending his expiration date.

Motion Theune, second Karsten to extend the expiration date for the projects of Jeff Collien for 306 and 310 E Main Street, Waupun, for an additional 90 days. Motion carried.

Motion Bishop, second Riel to approve the 2018 BID Financial report which provides a fund balance on January 1, 2018 of \$19,711.59 with \$4,000.00 outstanding-prior approved applications waiting completion. Motion carried.

Jack Qualmann, Q-Tronics, submitted a Façade Improvement Program application for the property of 313 E Main Street, Waupun. Renovation to the façade includes new signage. Total project cost is estimated at \$1,503.38. Qualmann also requests the fees for the building/zoning permit, which is estimated at \$50, be added to his request for a total of \$1,553.38.

Motion Karsten, second Matravers to approve a 50% matching grant not to exceed \$2,000 to Jack Qualmann for façade improvements to the property of 313 E Main Street, Waupun. Motion carried 9-0.

Schlieve Report:

The City has issued a RFP for building inspection services to five companies. Creation of a downtown historic district will provide tax credits to those businesses that fall in those boundaries.

Chamber Representative Schulz informs the Board that the Chamber Board is currently advertising for a Chamber Director.

No audience wishes to address the Board.

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

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

Angela J. Hull, City Clerk