



MINUTES
CITY OF WAUPUN BUSINESS IMPROVEMENT
DISTRICT MEETING
Zoom
Wednesday, November 11, 2020 at 7:00 AM

Committee Members Present:

Krista Bishop
Kate Bresser
Gary DeJager
Jan Harmsen
Jonathan Leonard
Rich Matravers (left at 7:24am)
Teresa Ruch
Tyler Schulz

Committee Members Absent:

Austin Armga
Jodi Mallas

Staff Present:

Sarah Van BurenCommunity & Economic Development Coordinator

Waupun Area Chamber of Commerce:

Casey Koehler Executive Director

CALL TO ORDER:

Chair Bishop called the meeting to order at 7:02am.

ROLL CALL OF BOARD MEMBERS:

Roll call and quorum determined.

PUBLIC COMMENT:

None.

CONSIDER APPROVAL OF THE FOLLOWING AGENDA ITEMS:

1. Approval of Agenda/Motion to Deviate

A motion to approve the agenda was made by Ms. Harmsen and seconded by Mr. Matravers, passing unanimously.

2. Approval of October 14, 2020 Minutes

A motion to approve the October 14, 2020 minutes was made by Mr. DeJager and seconded by Ms. Ruch, passing unanimously.

3. Approval of October 2020 Financial Statement

A motion to approve the October 14 2020 financial statement was made by Mr. Matravers and seconded by Ms. Harmsen, passing unanimously.

PRIOR OUTSTANDING APPLICATIONS:

4. Katrina Hoinacki – K’s Boutique (317 E. Main St.)

Ms. Van Buren provided the members a status of Ms. Hoinacki’s project. This project is set to expire November 12, 2020. The project was completed last week and receipts have been submitted for reimbursement. If reimbursement has not occurred by November 12, 2020, Ms. Van Buren is recommending a brief extension to allow reimbursement to be processed.

A motion to extend the project by two weeks to allow for reimbursement was made by Mr. DeJager and seconded by Mr. Matravers, passing unanimously.

5. Rich Oosterhouse – Finishing Touches by Rich (432 E. Main St.)

Ms. Van Buren informed the group that the installation of the sign was delayed since the property owner expressed interest to the tenant and the City that other façade improvements would be done to the building and would like to complete that work before the sign has been installed. Unfortunately, this has not occurred. Mr. Oosterhouse has procured the signage and was installed yesterday. Signage was installed in a manner that would make for easy removal when the property owner is ready to make the needed façade improvements.

Mr. Oosterhouse is requesting a brief extension to allow for the submittal of receipts and reimbursement by the City to occur.

A motion to extend the project by two weeks to allow for the submittal of receipts and for reimbursement was made by Mr. DeJager and seconded by Ms. Ruch, passing unanimously.

6. Kate Bresser – Gysbers Jewelry (305 E. Main St.)

Ms. Bresser provided an update on her building expansion project. Good progress has been made however, the project is delayed to various items being back ordered. Ms. Bresser is requesting a six-week extension to allow for the completion of the project.

A motion to extend the project by six weeks to allow for completion was made by Ms. Harmsen and seconded by Mr. Matravers, passing unanimously.

DISCUSSION ITEMS:

7. Waupun Area Chamber of Commerce Updates

Ms. Koehler provided the following updates:

- The Winter Market will start November 14th and will take place at Crossroads Fellowship church.
- In response to COVID-19, the Chamber has been working with the City and Waupun Downtown Promotions to come up with new activities in-lieu of Avenue of Angels. Winter Wonderland will take place November 19-21. More information regarding the activities, please visit the Chamber [website](#).
- [Small Business Saturday](#) will be November 28th.
- [Ho Ho Holiday Hours](#) will start November 5th and conclude December 17th. No extended hours will be on Thanksgiving or Christmas Eve.
- The Chamber will be moving to 321 E. Main St on December 1st.

8. Administrator Update

In the absence of Administrator Schlieve, Ms. Van Buren provided the following updates:

- The 2021 budget was approved by the Council at their meeting last night.
- A group of community partners has been exploring what it would take to get Waupun to be a Main Street community. More information will be provided at a future meeting.
- As COVID cases continue to rise in the community, it is important for businesses to have safety protocols in place to keep their businesses open. If signage is needed to help in these efforts, please visit the City's webpage.

ADVANCED PLANNING:

9. Potential Agenda Items

10. Date of Next Scheduled Meeting

The next meeting is scheduled for December 9, 2020 at 7:00 a.m.

ADJOURNMENT

The motion to adjourn was made by Mr. DeJager and seconded by Ms. Bresser passing unanimously. The meeting adjourned at 7:25a.m.