



MINUTES
CITY OF WAUPUN AMENDED – SPECIAL BUSINESS
IMPROVEMENT DISTRICT MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, July 21, 2020 at 7:00 AM

Committee Members Present:

- Krista Bishop
- Kate Bresser
- Gary DeJager
- Jodi Mallas
- Teresa Ruch
- Tyler Schulz

Committee Members Absent:

- Austin Armga
- Jan Harmsen
- Jonathan Leonard
- Rich Matravers

Staff Present:

- Kathy Schlieve Administrator
- Sarah Van BurenCommunity & Economic Development Coordinator

Other:

- Victoria Tripp House of Handcrafters

Call to order

Chair Bishop called the meeting to order at 7:04 a.m.

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 Mr. DeJager and seconded by Mr. Schulz, passing unanimously.

2. Approval of June 10, 2020 Minutes

A motion to approve the June 10, 2020 minutes was made by Mr. DeJager and seconded by Ms. Ruch, passing unanimously.

3. Approval of June 2020 Financial Statement

A motion to approve the June 2020 financial statement was made by Mr. DeJager and seconded by Mr. Schulz, passing unanimously.

NEW APPLICATIONS:

4. House of Handcrafters (11 N. Madison St.)

Victoria Tripp, House of Handcrafters, submitted a Façade Improvement Program application for the property located at 11 N. Madison St. to prepare work and repainting of the building façade. The total project cost is \$1,424.09. Staff recommends approval. Motion made by Mr. Schulz and seconded by Ms. Mallas to approve 50% of the total project cost, not to exceed \$712.05, passing unanimously.

DISCUSSION ITEMS:

5. Waupun Area Chamber of Commerce Update

Ms. Despres was not able to attend the meeting but did provide a written report that was included in the meeting packet.

6. Administrator Update

Administrator Schlieve provided the following updates:

- a. The Council adopted Resolution 06-09-20-04 which provides Common Council in-person meetings to begin after July 27, 2020. The first in-person meeting to be held will be the Committee of the Whole on July 28, 2020. The wearing of facemasks is requested. Other Boards, Committees, and Commission members may continue virtual meetings or in-person as well as Department Staff. New technology has been installed in the Council Chambers to provide the continuation of Zoom meetings of those who attend at City Hall.
- b. In response to COVID-19 impacts to capacity of restaurants and bars, the Council approved a revision to the ordinances at their July 14, 2020 meeting that would allow outdoor seating and beer gardens. Restaurants and bars that are interested will need to apply for a conditional use permit through the Plan Commission.
- c. Staff assisted 39 business apply for WEDC's "We're All In" grant program.
- d. 28 business applied for and received funding from the COVID-19 Downtown Business Support Program. At today's CDA meeting, staff will recommend suspending this program and resuming funding revitalization grant requests.
- e. The recent Connect Communities award announcement has brought additional attention to our downtown from small businesses looking to locate to the community.
- f. Details for the Pop-Up program are being finalized and staff will be touring one additional property. An update will be provided at next month's meeting.
- g. The amendment to the TID 6 boundaries has been approved allowing for redevelopment opportunities to occur in the upcoming months.
- h. The multi-family housing development near the Brittan House are on track to be completed in the fall and have already been rented.

ADVANCED PLANNING:

7. Possible Future Agenda Items

- a. New grant requests
- b. 2021 Operational Plan
- c. Pop-Up Program

8. Date of Next Scheduled Meeting

The next meeting is scheduled for August 12, 2020.

ADJOURNMENT

The motion to adjourn was made by Mr. Schulz and seconded by Mr. DeJager passing unanimously. The meeting adjourned at 7:21 a.m.