



MINUTES
CITY OF WAUPUN BID MEETING
Waupun City Hall – 201 E. Main Street,
Waupun WI
Tuesday, May 21, 2024 at 7:00 AM

Meeting was called to order by Vice-Chairperson, Teresa Ruch, at 7 a.m.

Roll call taken. Members present include: Tyler Schulz (online – arrived at 7:15 am); Steve Daute; Gary DeJager; Bryan Yohn; Mitch Greenfield; Craig Much; Jodi Mallas; Katie Bohn and Teresa Ruch. Also present, Mayor Rohn Bishop, Administrator Kathy Schlieve, Assistant Administrator Casey Langenfeld, Joe Venhuizen from Envision Greater Fond du Lac, Lauren Tillema, Janelle Kartechner, and Jason Whitford (online).

No one present for public comment.

Motion Greenfield, second Matravets to adopt the agenda as printed. Carries unanimously.

Group recognizes the work for past members Krista Bishop and Kate Bresser who recently completed terms and welcomes Steve Daute, Bryan Yohn, and Katie Bohn to the committee.

Nominations for Chairperson are considered. Motion Greenfield, second Matravets to nominate Gary DeJager for the role. Additional nomination for Rich Matravets made by DeJager, seconded by Bohn. Motion Greenfield, second Bohn to close nominations. Carried unanimously. Voice vote taken with members casting votes for either DeJager or Matravets with DeJager casting sole vote for Matravets. Chairperson is Gary DeJager who assumes control of the meeting.

Nominations for Vice-Chairperson are considered. Motion Daute, second Greenfield to nominate Teresa Ruch for the role. No further nominations. Carried unanimously.

Motion Matravets, second Ruch to keep the meeting on the third Tuesday of each month at 7 a.m. Carried unanimously.

Motion Greenfield, second Ruch to approve minutes from March 19, 2024 BID Meeting as presented. Carried unanimously.

Motion Matravets, second Yohn to approve the March and April 2024 Financials for BID as presented. Carried unanimously.

Administrator Schlieve notes that the grant for Gysbers Jewelry has been reconciled and will be paid by the end of May. No other extensions are needed at present.

Lauren Tillema and Janelle Kartechner are present to present their application for their building at 417 E Main St (Stone & Suede). The application requests support to repair and paint the east wall of their building. The site will feature a new mural that the CDA has previously approved once complete. Tillema mentions that they are struggling to find a contractor to repair the wall prior to painting and both Mallas and DeJager share available resources. Motion Greenfield, second DeJager to approve a 50% matching grant capped at \$2,100. Carried unanimously.

Joe Venhuizen provides an update for the Waupun Business Alliance. Project Grill purpose and unveiling are overviewed with CWC as a noted school participating. Leadership Fond du Lac recently completed with the mural project on Stone & Suede as one of the complete projects. The program is open for enrollments for next year and members are encouraged to consider participation. June 4, Envision is hosting a 90x90 workshop at Wind & Unwined. Members are encouraged to attend.

Additionally, a presentation on Creation our Community story and building net promoters is being held May 29 and members are encouraged to attend.

City Administrator Schlieve provides an update that includes the following:

- Roughly 35 businesses participated in the Design WI Kickstart meeting. Engagement was strong and there are three general projects that emerged from that discussion as follows.
 1. Back alleyway parking and design (We've already started fact finding to assess needs and this will be included as a TID funded capital improvement project in 2025 and 2026 budgets)
 2. Downtown Beautification (there is a group that is ready to meet to continue advancing beautification efforts – this will be tied to BID project plan)
 3. Communications / Promotion (BID and Downtown Promotions have provided funds and are hiring a student intern to help with promotion and event coordination. I interviewed and selected the student for the role and we will process payroll as a BID expense.)
- The Common Council recently voted to authorize sale of the current Senior Center building located at 301 E Main Street. RFP details can be found on the city's website.
- Fire staffing study was presented to the council and neighboring town chairs. The council will next discuss the matter on Tuesday, May 28.
- Food truck alley is well underway with final construction schedule pending a meeting with the selected contractor. Additional installation of a mural, string lights/lighting, landscaping and a possible digital kiosk are being evaluated and considered in the total budget.
- The BID still has one remaining business attraction grant for 2024 and staff are working with a possible interested property owner to explore promotion opportunities to fill vacant spaces.
- Five new sculpture exhibits are being installed this week and a ribbon cutting for the Waupun Sculpture tour is being planned for June 1. Details are forthcoming.

Next meeting is planned from Tuesday, June 18, 2024 at 7:00 a.m. at Waupun City Hall, Common Council Chambers.

Motion Ruch, second Mallas to adjourn the meeting at 7:33 a.m. Carried unanimously.