



**MINUTES**  
**CITY OF WAUPUN AMENDED - BUSINESS**  
**IMPROVEMENT DISTRICT MEETING**  
Waupun City Hall – 201 E. Main Street, Waupun WI  
Wednesday, May 13, 2020 at 7:00 AM

Committee Members Present:

- Austin Armga
- Krista Bishop
- Kate Bresser
- Gary DeJaeger
- Jan Harmsen
- Jonathan Leonard
- Jodi Mallas
- Rich Matravvers
- Teresa Ruch
- Tyler Schulz

Waupun Chamber of Commerce:

Casey Despres ..... Executive Director

Staff Present:

Kathy Schlieve ..... Administrator  
Sarah Van Buren .....Community & Economic Development Coordinator

**Call to order**

Ms. Van Buren called the meeting to order at 7:03 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 Ms. Harmsen and seconded by Mr. DeJager, passing unanimously.

**2. Recognition of Mayoral Appointment of Members to the Business Improvement District Board**

Recognition of Mr. Armga, Ms. Bresser, Mr. Leonard, and Ms. Mallas to the BID Board is heard.

**3. Nominations and Appointment of Chair of the Business Improvement District Board**

A motion to appointment of Ms. Bishop as Chair of the BID Board was made by Mr. DeJager and seconded by Mr. Leonard, passing unanimously.

**4. Nominations and Appointment of Vice-Chair of the Business Improvement District Board**

A motion to appointment of Ms. Ruch as Vice-Chair of the BID Board was made by Ms. Bishop and seconded by Mr. DeJager, passing unanimously.

**5. Selection of the Day of Month and Time of Business Improvement District Board**

A motion to continue with the second Wednesday at 7:00am for holding the monthly meeting was made by Ms. Ruch and seconded by Mr. DeJager, passing unanimously.

**6. Approval of March 11, 2020 Minutes**

A motion to approve the March 11, 2019 minutes was made by Ms. Harmsen and seconded by Mr. DeJager, passing unanimously.

**7. Approval of March 2020 Financial Statement**

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

**8. Approval of April 2020 Financial Statement**

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

**9. Revisions to 2020 Operating Budget**

Ms. Van Buren provided a summary of the information included in the agenda packet regarding the need to provide educational supports for our downtown businesses in response to COVID-19.

A motion to recommend City Council approve the reallocation of a portion of funds from the market analysis in the approved 2020 Operating Plan to allow for additional educational programming for business, located in the BID, provided by the Venture Center at Fox Valley Technical College was made by Ms. Harmsen and seconded by Ms. Ruch. Motion passed unanimously.

**DISCUSSION ITEMS:**

**10. Waupun Area Chamber of Commerce Update**

- a. Ms. Despres announced the City Council approved the dates and location for the 2020 outdoor farmers market season. Necessary precautions are being taken in light of COVID-19. Vendors and sponsors are still being sought.
- b. The annual golf outing has been rescheduled to July 28<sup>th</sup>.
- c. Despite COVID-19 membership renewals are still coming in and new businesses have joined the Chamber as a result of the Mother's Day Mashup event.

**11. Administrator Update**

Administrator Schlieve provided the following updates:

- a. Business outreach efforts
  - To date 178 businesses have been contacted. City staff will continue these efforts as we prepare for reopening of businesses.
- b. An updated on a variety of funding opportunities was given:
  - Federal – some businesses within the community have been successful in getting EIDL and PPP from the Small Business Administration (SBA)
  - Fond du Lac County Microloan Program – 15 business in Waupun were awarded funding equating to \$69,000.
  - City of Waupun Downtown Business Relief Program – \$100,000 made available by the CDA. To date 25 businesses have been awarded funds in the amount of \$55,000. If there is no further interest in the funds, the CDA may consider reinstating the Revitalization Grants.
- c. A reopening roundtable was held on May 13<sup>th</sup>.
- d. Streetscaping update
  - Downtown planters have been repainted and will be planted on May 19<sup>th</sup>, with a rain date of May 20<sup>th</sup>.
  - Looking to install new banners this year, replace benches, and trash receptacles.
- e. City staff is preparing plans on what reopening of city facilities may look like.
- f. New multifamily housing developments have started and one property is slated to be open in the fall.

**ADVANCED PLANNING:**

**12. Possible Future Agenda Items**

- a. New grant requests (if any are received).

**13. Date of Next Scheduled Meeting**

The next meeting is scheduled for June 10, 2020.

**ADJOURNMENT**

The motion to adjourn was made by Ms. Mallas and seconded by Mr. Schulz, passing unanimously. The meeting adjourned at 7:54.a.m.