



MINUTES
CITY OF WAUPUN – BUSINESS IMPROVEMENT
DISTRICT MEETING
In-Person
Wednesday, June 8, 2021 at 7:00 AM

Committee Members Present:

Krista Bishop
Gary DeJager
Jonathan Leonard
Rich Matravers
Mitch Greenfield
Teresa Ruch
Craig Much
Tyler Schulz

Committee Members Absent:

Kate Bresser (excused)
Jodi Mallas (excused)

Staff Present:

Kathy Schlieve Administrator

CALL TO ORDER:

Administrator Schlieve called the meeting to order at 7:00 a.m. Motion Schulz, second DeJager to adopt the agenda as printed. Carried unanimously.

ROLL CALL OF BOARD MEMBERS:

Roll call and quorum determined.

PUBLIC COMMENT:

None.

CONSIDER APPROVAL OF THE FOLLOWING AGENDA ITEMS:

- 1. Recognition of Mayoral Appointment of Board Members and Ex-Officio**
Group recognized new members Craig Much and Mitch Greenfield.
- 2. Establish Day of Month and Time of Board Meeting**
Consensus to maintain the second Wednesday of the month at 7 a.m. as the regularly scheduled meeting time.
- 3. Nominations and Appointment of Chairperson and Vice Chairperson**
Motion DeJager, second Leonard to nominate Krista Bishop for Chairperson and to close nominations. Carried unanimously. Bishop assumed chair role for the balance of the meeting.

Motion DeJager, second Much to nominate Teresa Ruch as Vice Chairperson and to close nominations. Carried unanimously.
- 4. 2021 BID Annual Report**
Administrator Schlieve presented to 2021 Annual report, which highlighted the groups accomplishments for last year.

CONSENT AGENDA:

5 – 11. Administrator Schlieve noted the highlights of December 2021 through May 2022 financials given that no meetings had occurred during the timeframe. Minutes from the December 21, 2021 meeting were also included. Motion Schulz, second Matravers to approve consent agenda as presented. Carried unanimously.

NEW APPLICATIONS FOR REVIEW AND CONSIDERATION:

- 12. Application for 1 W Main Street AP Solutions for You, LLC**
- 13. Application for 3A W Main Street Main Street Bistro & Bakery**
- 14. Application for 7 W Main Street Southern Rust Free Parts**

Todd & Shae Cupery were present to discuss their renovation of their property, which is being subdivided and will house the above individual businesses at the unique addresses shown. Renovations for the building are focused on the front façade and include window and door replacement, siding, awnings, and signage as presented in packet. Chairperson Bishop questioned rules around the BID Grant program and whether the BID could approve three individual businesses for one parcel. Administrator Schlieve read the rules, which indicate the BID may reimburse 50% of the expense, up to a maximum of \$2,000.00. The BID reserves the right under this program to exceed the maximum grant amount of \$2,000.00 on a case-by-case basis. All grants will be awarded to eligible applicants while funds are available. **Applicants are eligible for only one grant award per calendar year**, unless otherwise approved by the BID Board. Motion DeJager, second Schulz to grant \$2,000 to each of the applications presented by the Cuperys and to establish a deadline of December 15, 2022 to complete the work. Carried 7-0 with Much abstaining.

15. Administrator Update

Administrator Schlieve provided the following updates:

- City collaborated with Stone+Suede, 417 E. Main St., on a CDI grant which was recently awarded. Total award is \$134,000 with roughly \$100,000 supporting building improvements and the balance supporting public improvements to back alleyways and surrounding green space. As it pertains to green space improvements, group input is needed to advance a master plan for that space.
- Roger Brooks, President of Robert Brooks International was recently in Waupun secret shopping and will be presenting his findings on June 13. Businesses are invited to attend.
- Schlieve outlined terms of a developer agreement with United Cooperative and broader goals to extend Shaler Drive and expand housing development in the vicinity.
- The City of Waupun is included in a planning grant for Dodge County to help address childcare needs.
- 2023 Budget planning is underway.
- The City is finalizing agreement with State of WI on the Senior Center grant and planning work will commence this month.
- We continue to see ongoing vandalism in parks. Staff have worked to restore the park program and have staffed three parks this year, including Dodge, West End and Pine Street parks.

ADVANCED PLANNING:

16. Potential Agenda Items

17. Date of Next Scheduled Meeting

The next meeting is scheduled for August 10, 2022 at 7:00 a.m.

ADJOURNMENT

The motion to adjourn was made by Ruch and seconded by Schulz, passing unanimously. The meeting adjourned at 7:42 a.m.