

A meeting of the Business Improvement District (BID) Board was held at City Hall on May 16, 2024 at 5:30 P.M. Board members Kylee Wussow, Duane Johnson, Lyall White, Andrea Hoffman (5:55pm), Vincent Meyer, and the City Administrator were present. There was 1 citizen in attendance.

1. The City Administrator called the meeting to order at 5:38 pm.
2. The City Administrator reminded the Board that members having a conflict of interest should recuse themselves from the discussion and vote for items that could result in them realizing personal financial gain. Recusing should include leaving the room because the member's presence could influence the discussion and/or the decision.
3. It was moved by Lyall White, seconded by Duane Johnson to move item #3 after item #4 on the agenda. Motion carried.
4. Rod McGillivray advised the newly formed Downtown BRF group is waiting to hear from the IRS on their 501(c)(3) status. Documents and fees have been submitted and they are now reviewing. Downtown merchants are excited. Rod also shared some thoughts on roles of members and some festivals and events that they are discussing. No action was taken.
5. BID Board member Vincent Meyer recused himself and left the Council Chambers.
6. The Board reviewed the Façade Grant application from Mans Ruin, LLC for 44 Main Street. The application was missing the following required documents: building permit or documentation confirming a building permit is not required and a copy of the rendered or photographic description of the improvement project.
7. It was moved by Kylee Wussow, seconded by Duane Johnson to request the missing required documents from Man's Ruin, LLC for the Façade Grant application for 44 Main Street. Motion carried.
8. BID Board member Vincent Meyer returned to the meeting.
9. BID Board member Andrea Hoffman arrived at 5:55pm. The City Administrator reviewed conflict of interest with Andrea Hoffman.
10. BID Board member Lyall White recused himself and left the Council Chambers.
11. The Board reviewed the Signage Grant application from Reflections on Water for 212 Main Street. The applicant indicated in her hand writing that a building permit is not required for vinyl. A building permit is required for vinyl. The applicant was advised of that, but the applicant has not applied for one to date. A copy of a building permit or documentation confirming a building permit is not required is required documentation.
12. It was moved by Kylee Wussow, seconded by Duane Johnson to request the missing required building permit documents from Reflections on Water for the Signage Grant application for 212 Main Street. Motion carried.
13. BID Board member Vincent Meyer recused himself and left the Council Chambers.
14. The Board reviewed the Signage Grant application from Mans Ruin, LLC for 44 Main Street. The application was missing the following required documents: building permit or documentation confirming a building permit is not required and a copy of signed contractor's estimate or a copy of itemized project cost estimate prepared by the building or business owner. It appears the work is already done, and the paid invoice can serve as the estimate.

15. It was moved by Kylee Wussow, seconded by Duane Johnson to approve Mans Ruin, LLC's Signage Grant application for 44 Main Street in the amount of \$750 contingent on them submitting the missing required building permit documentation. Motion carried.
16. The Board reviewed the Signage Grant application from Hold Fast Properties, LLC for 20 North 1st Street. The application was missing the following required documents: building permit or documentation confirming a building permit is not required and a copy of signed contractor's estimate or a copy of itemized project cost estimate prepared by the building or business owner. It appears the work is already done, and the paid invoice can serve as the estimate.
17. It was moved by Kylee Wussow, seconded by Duane Johnson to approve Hold Fast Properties, LLC's Signage Grant application for 20 North 1st Street in the amount of \$750 contingent on them submitting the missing required building permit documentation. Motion carried.
18. BID Board members Lyall White and Vincent Meyer returned to the meeting.
19. The next BID Board meeting will be scheduled once requests have been received from applicants and the Downtown BRF group has confirmation on their 501(c)(3) status.
20. It was moved by Duane Johnson, seconded by Kylee Wussow to adjourn. Motion carried at 6:16 pm.

A. Brad Chown, City Administrator
City of Black River Falls