

APPROVED 11/20/18

1. 8:00 A.M. Opening Items

1.1. Call to order at 8:00 A.M.

1.2. Present on Roll Call: John Karsten, Jill Vanderkin, Nancy Vanderkin, Mayor Julie Nickel, Sue VandeBerg, Cassandra VerHage, Derek Drews.

Members absent: None

Administration Present: City Administrator/Director of Economic Development

Kathy Schlieve, City Attorney Dan VandeZande, Economic Development

Coordinator Sarah Van Buren, Accountant Michelle Kast

Audience Present: Dean Vossekuil, 17 N. Madison Street property owner

2. Consider approval of the following agenda items

2.1. Minutes for September 19, 2018

Action: Motion N. Vanderkin second by J. Vanderkin to approve the minutes.

Motion carried 7:0.

2.2. Financial Reports for September 2018

Action: Motion Drews second by VerHage to approve the financial reports.

Motion carried 7:0.

3. Discussion Items

3.1. Outstanding Grant Applications – Schlieve reviewed:

1. Gysbers Jewelry – the project has had some delays but is progressing and should meet 12/19 deadline

2. Dylan Weber, 512 E. Main – work is progressing and the project is on track

3. Jeff Collien, Club Fitness, 306 E. Main – project became larger, will reapply in 2019

4. Roadside Relics – closed on Jackson Street property, running into more work, may need to extend 12/19 deadline, we will see how the project progresses

3.2. New Grant Applications

3.2.1. Jeff Riel, 425 E. Main - agenda item taken out of order, following item

3.2.2.

3.2.2. Vossekuil Properties LLC, 17 N. Madison

Dean Vossekuil presented his grant application: Fox Computer and

Networking is looking to expand their retail business and is moving in; Work

is underway and includes new façade/windows/brick/finishing interior at a

total cost of \$4,135; BID awarded a \$2,000 grant, CDA grant request is half of remaining total, which is \$1,067.50

Item 3.2.1. Jeff Riel, 425 E. Main

Kathy presented the application as Mr. Riel was out of town: The front of the

Roadside Relics building was damaged during the storm, they were allowed to

proceed with repairs, work includes removing and rebuilding the façade and painting at a cost of \$3,840; BID awarded \$1,920 and the CDA is asked to consider the remaining half which is \$960.

3.3. Housing Program Write-Off Reversal

Kast reported: at the February CDA meeting \$15,897 was written off due to foreclosure of HO #37. However, the sheriff's sale was vacated in June 2018 and the write-off has been reversed.

3.4. Administrator Report

Kathy Reported:

1. New Economic Development Coordinator Sarah Van Buren was introduced
2. Receiving inquiries on starting businesses, working to maintain database of vacant and occupied properties
3. New website launching by end of year
4. Rural Business Development Grant recently awarded to ADVOCAP
5. Explore Starting Your Own Business workshop to be held the first week of November during Startup Wisconsin Week
6. Streetscaping update: met with Fine Arts to discuss ideas for art incorporation, downtown gathering space would be in phase 3, and bumpouts would be well in the future to coincide with street projects
7. Comprehensive Plan adopted last Tuesday, the plan will guide economic development and future land use decisions
8. Resolutions adopted: Dark Store Resolution to address the issue of shifting tax burden from commercial/manufacturing to residential/small business, working with legislators to close this loophole; Transportation Aids Resolution was also passed
9. Working on fire district consolidation project which would result in cost savings, first meeting was held
10. Workforce: working with Envision Greater Fond du lac; will also continue to see business partnerships with the high school, including Fab Lab access to make prototype of business idea; Youth entrepreneurship will be renewed
11. Free Green Dot Certification Training will be offered for violence prevention
12. Tourism: good evidence of expansion of social media presence outside of Waupun with new videos and photography, room tax dollars up 10% over the prior year

4. Consider approval of the following action items

4.1. New Grant Applications

4.1.1. Jeff Riel, 425 E. Main

Action: Motion VerHage second by N. Vanderkin to approve up to 50% of eligible (non BID-funded) expensed up to \$960. Motion carried 7:0 on roll call.

4.1.2. Vossekuil Properties LLC, 17 N. Madison

Action: Motion Karsten second by J. Vanderkin to approve up to 50% of eligible (non BID- funded) expenses up to \$1,067.50. Motion carried 7:0 on roll call.

5. Advanced Planning

5.1. Possible future agenda items: Downtown Streetscaping, 2019 budget

5.2. Set next meeting date: Tuesday, November 20, 2018, 8:00AM

Discussion on Awve property progress.

Discussion on receiving project plans/color samples for grant applications.

6. Adjournment

Action: Motion N. Vanderkin second by VandeBerg to call the meeting adjourned at 8:37. Motion carried 7:0.

Michelle Kast
Accountant