

Roll call:

John Karsten
Jill Vanderkin
Nancy Vanderkin
Mayor Julie Nickel
Sue VandeBerg
Cassandra Verhage
Derek Drews

DRAFT

1. 8:00 A.M. Opening Items

1.1. Call to order at 8:2 A.M.

1.2. Present on Roll Call: John Karsten, Jill Vanderkin, Mayor Julie Nickel, Sue VandeBerg
Members excused: Cassandra VerHage, Derek Drews, Nancy Vanderkin
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: Stephen Tremlett, MSA Professional Services.

2. Consider approval of the following agenda items

2.1. Minutes for October 16, 2018

Action: Motion VandeBerg second by J. Vanderkin to approve the minutes.
Motion carried 4:0.

2.2. Financial Reports for October 2018

Action: Motion J. Vanderkin second by Karsten to approve the financial reports.
Motion carried 4:0.

3. Discussion Items

3.1. Outstanding Grant Applications – Administrator Schlieve reviewed outstanding applications for Gysbers Jewelry and Roadside Relics.

3.1.1. Gysbers Jewlery is requesting an extension. Remaining façade work cannot be completed until the spring due to weather.

3.1.2. Roadside Relics is requesting an extension. Remaining façade work cannot be completed until the spring due to weather. Applicant is also requesting a payout of half of the approved CDA funding in advance of project completion due to project costs exceeding estimates.

3.2. New Grant Applications

3.2.1. Liebenow Construction, 300 E. Main – Administrator Schlieve presented a new application on behalf of Liebenow Construction. Project includes removal of old windows and brick, installation of new windows, and installation of new doors. Mr. Liebenow has been informed of a potential

CDI grant application that would allow for future funding opportunities. Estimated project cost is \$25,875; BID approved \$2,000. Based on remaining budget for the year, Administrator Schlieve is recommending approval of \$5,000 from the CDA.

3.3. 2019 Budget

3.3.1. The 2019 Budget was approved at the November 13, 2018 Council meeting. Administrator Schlieve highlighted items in the budget pertinent to CDA activities.

3.4. Administrator Report – Administrator Schlieve reported on the following activities:

- Committee members are invited to attend WEDC's main Street and Connect Communities roundtable on January 23, 2019 in Kiel. This will be an opportunity to discuss successes and/or challenges being faced.
- The City will be hosting a Main Street Directors training on February 21' 2019 at the Waupun Utilities facility from 9:30-4:15 p.m. Committee members are encouraged to attend.
- Explore Starting Your Own Business Workshop was held November 7, 2018. Staff is currently reviewing the feedback to determine additional workshop opportunities to be offered in the future.
- Within the upcoming weeks, staff will be visiting other communities in the state that have utilized CDI funding for projects that are similar to what we may have in development.
- Steve Awve had a special reveal of the completed updates to his property located at 435 E. Main Street. The event was held on November 15th and was well attended. A tenant for the space is still being explored.
- The Streetscaping Plan has been completed by MSA and will be presented later in the meeting.
- Aging grant is coming to a conclusion. Many recommendations are being developed and a presentation will be given at a future meeting.
- Staff continues to respond to inquiries regarding available industrial space.

Karsten asked if an update could be provided on activities within Heritage Ridge since there seems to be work being done. Administrator Schlieve stated nothing new was occurring but would look into what may be occurring.

3.5. Streetscape Plan – Stephen Tremlett, MSA Professional Services

3.5.1. Mr. Tremlett, MSA Professional Services, presented the Waupun Streetscape Plan and an update on redevelopment concepts developed

since his last appearance at CDA. The final plan was developed based on reviewing the existing plan, the results of the design preference survey, a parking evaluation, park and redevelopment concepts, and options for streetscaping. The appendices include cost estimates and funding opportunities.

Administrator Schlieve stated the document gives the community a good roadmap for targeted development. Staff will be looking at ways of engaging youth since there are elements of the plan that the schools could help with implementing.

4. Consider approval of the following action items

4.1. Recommend Downtown Streetscape Plan for Council Approval

Action: Motion Nickel second by J. Vanderkin to recommend the Downtown Streetscape Plan be forwarded to Council for approval. Motion carried 4:0.

4.2. Outstanding Grant Applications Extension

4.2.1. Gysbers Jewelry, 305 E. Main St. – expires 12/19/18

Action: Motion Karsten second by J. Vanderkin to extend the deadline for the project at 305 E. Main to June 19, 2019. Motion carried 4:0.

4.2.2. Roadside Relics, 10 Jackson St. – expires 12/19/18

Action: Motion Karsten second by Mayor Nickel to extend the deadline for the project at 10 Jackson St. to June 19, 2019. Motion carried 4:0. Motion J. Vanderkin second by VandeBerg to approve 50% payment of grant application at this time with balance payable upon project completion. Motion carried 4:0.

4.3. New Grant Applications

4.3.1. Liebenow Construction, 300 E. Main

Action: Motion VandeBerg second by Karsten to approve \$5,000. Motion carried 4:0.

5. Advanced Planning

5.1. Possible future agenda items

5.1.1. Report on CDI opportunities.

5.2. Set next meeting date: Tuesday, December 18, 2018, 8:00AM

6. Adjournment

Action: Motion J. Vanderkin second by J. Karsten to call the meeting adjourned at 9:05AM. Motion carried 5:0.

Sarah Van Buren
Economic Development Coordinator