



# City of Waupun

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*"Wild Goose Center of Wisconsin"*

## Community Development Authority July 18, 2017 Meeting Minutes **Approved 8/22/17**

### 1. 8:00 A.M. Opening Items

#### 1.1 Call to order at 8:05 A.M.

1.2 Present on Roll Call: Jill Vanderkin, Nancy Vanderkin, Mayor Julie Nickel, Cassandra VerHage

Absent: John Karsten, Sue Vande Berg, Derek Drews

Administration Present: City Administrator/Director of Economic Development Kathy Schlieve, City Attorney Dan VandeZande, Administrative Assistant/Accountant Michelle Kast

Audience Present: Daina Penkiunas, Wisconsin Historical Society

### 2. Consider approval of the following agenda items

#### 2.1 Minutes for June 20, 2017

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

#### 2.2 Financial Reports

Action: Motion J. Vanderkin second by N. Vanderkin to approve the financial reports. Motion carried unanimously.

### 3. Discussion Items

#### 3.1 Outstanding Grant Applications - Schlieve reported:

- 1) No progress on Mr. Awve's project, he will be invited to a CDA meeting
- 2) Mr. Liebenow's project is nearly finished, Kathy will follow up with him
- 3) Cassandra hopes to start at the end of the month

#### 3.2 Administrator Report – Schlieve reported:

- 1) First board meeting for Envision Greater Fond du Lac (FCEDC) tomorrow
- 2) Brand revealed 6pm, August 8
- 3) Sent out annual Connect Communities report, develop deeper engagement, 4 pillars of program: 1) design 2) promotion 3) economic vitality 4) organization. Design – CDA façade grants, website improvements (ED page). Promotion group fairly strong, goal of shared event calendar, think about a staff position. Economic vitality – how to get businesses more successful and get right type of business downtown. Organization – host education sessions, right types of signage, helping businesses cross market. Formalize approach with Connect Communities.

N. Vanderkin leaves at 8:14am.

(Administrator Report continued)

- 4) Heritage Ridge groundbreaking held
- 5) Getting close on Christian home
- 6) Working on budget
- 7) Old Washington School coming down, interest in redeveloping site
- 8) Housing – no housing plan, done some analysis, talked with developers

3.3 Historic Tax Credit Presentation – Daina Penkiunas, Wisconsin Historical Society reported:

- 1) looked at historic district 10-12 years ago, potential boundaries
- 2) have a listed district to get tax credits
- 3) most properties aren't listed individually, collection of buildings – historic district
- 4) to use tax credits they have review authority over project, not reviewed if using private funds
- 5) city hall projects would be required to consult with Wisconsin Historical Society
- 6) commercial property state tax credit, 20% credit, minimum \$50,000 project to get tax credit, credit is transferrable
- 7) commercial property federal tax credit, 20% credit, can't sell tax credits, minimum investment is \$5,000, depends on value of bldg/depreciation, can use in conjunction with state tax credit or alone
- 8) site work, new construction, moveable equipment – not eligible for tax credit
- 9) potentially someone could get a 40% tax credit on their commercial project
- 10) federal – final approval through parks
- 11) state – WEDC issues certificate to use the credit, funding is dependent on state budget
- 12) tax credits are usually paid back within 7-10 years
- 13) new construction – most cost in buying materials; rehab – most cost in labor
- 14) credit for non-income generating properties
- 15) 25% tax credit for residential improvements
- 16) no residential district
- 17) Dahl house has used tax credits, state hospital, state prison, library
- 18) potentially eligible properties (from years ago) – 3 houses (429 E. Main, 500 S. Madison, 421 S. Carrington), hospital for criminally insane
- 19) determined eligible properties (done in 1999 for highway project) – city hall through 400 block of E. Main
- 20) if community is interested in historic district - figure out how to pay for nomination fee (~\$10,000-\$20,000)– such as HUD money
- 21) informational community meeting for property owners and/or council – this is what is proposed, this is what it means, get a feel for whether or not this has support, next step hire consultant to prepare the nomination – could take a couple months up to a year, nominations are reviewed quarterly by state historical society, then another meeting is held, consultant presents what they found, opportunity to ask questions
- 22) up to 3 months after state review board, national park service has 45 days to act on nomination
- 23) federal: can apply for a project when there's a pending nomination

- 24) becoming a certified local government is an eligible expense – must have an active local historical commission to become a certified local government – contact is Joe DeRose [joe.derose@wisconsinhistory.org](mailto:joe.derose@wisconsinhistory.org), certified local government coordinator at state historical society
- 25) Daina will provide list of consultants who provide nominations ~20
- 26) each property owner has a chance to object, if majority object it won't go through, discussion on reasons for objections, local landmark discussion – programs that have state/federal and local designation do better
- 27) successful similar sized communities: Monroe, Platteville
- 28) once district is established buildings can decide whether or not they will apply for tax credits
- 29) info on website: baker tilly report 2016 economic impact study – reference when talking to civic leaders about dollar value of district
- 30) tour of downtown buildings to get interest in historic district

#### 4. Consider approval of the following action items

##### 4.1 Beautification Committee Formation

No action taken.

Beautification discussion. TIF performance is funding CDA projects, ~ 10 years remaining life of district, make sure money invested is right for the long-term, identify core projects as a group, next step is to form group of people to do a community walk about, identify priorities for the downtown, and have brain storm session, volunteer with degree in urban planning is involved, recruit cross section of stake holders

#### 5. Advanced Planning

#### 6. Adjournment

Action: Motion C. VerHage second by J. Vanderkin to call the meeting adjourned at 9:30am. Motion carried unanimously.

Michelle Kast

Administrative Assistant/Accountant