



City of Waupun

201 E. Main Street
Waupun, WI 53963
Phone: 920-324-7900
Fax: 920-324-7939

"Wild Goose Center of Wisconsin"

Community Development Authority May 9, 2017 Meeting Minutes **Approved 6/20/17**

The Waupun Community Development Authority met Tuesday, May 9, 2017 at 8:00am in the City Hall Council Chambers.

Mayor Nickel called the meeting to order at 8:00 AM.

Members present on roll call are John Karsten, Jill Vanderkin, Mayor Julie Nickel, Sue VandeBerg, Cassandra VerHage, Derek Drews.

Nancy Vanderkin is excused.

City Administrator/Director of Economic Development Kathy Schlieve, Intern Tyler Sturzl and Administrative Assistant/Accountant Michelle Kast are also in attendance. Steve Daute of The Other Bar and Lisa Stollenwerk of Viaggio are present in the audience.

Minute Approval

Motion J. Vanderkin, second by VerHage to approve the minutes of the April 18, 2017 Community Development Authority meeting. Motion carried unanimously.

CDA Member at Large Appointment

John Karsten is recognized for his re-appointment as the CDA member at large.

Vice Chairperson Appointment

Motion VandeBerg second by J. Vanderkin to appoint John Karsten as the Vice Chairperson of the Community Development Authority. Motion carried unanimously.

Monthly Meeting Time

CDA meetings are currently held on the third Tuesday of the month at 4:00pm. Discussion on moving the meeting time to mornings.

Motion VerHage, second by VandeBerg to change the monthly CDA meeting time to 8:00am the third Tuesday of the month, beginning in June. Motion carried unanimously.

Financial Reports

Motion Drews second by VandeBerg to approve the April financial reports. Motion carried unanimously.

Outstanding Grant Applications

Administrator Schlieve reviewed outstanding grant applications. Roadside Relics application has been withdrawn. We have not seen progress on Mr. Awve's corner restaurant project. Funding declines if the project is not complete before the August 1 deadline. Several large projects are coming up; the CDA may approach the City for funds.

New Grant Applications

The Other Bar, 105 W. Main

Steve Daute was present to continue discussion on his grant application which has been put on hold in the past due to the lease arrangement. Mr. Daute is moving toward purchasing the building and the lease arrangement caps his cash outlay. The application is back before the CDA with no cost revisions. Work includes roof replacement, HVAC system replacement, and new siding and louvers at an estimated cost of \$55,590. BID approved a \$2,000 grant, leaving \$53,590 available for consideration. Discussion on lease terms and purchase agreement.

Motion by VandeBerg, second by J. Vanderkin to approve 50% of non BID-funded expenses up to \$26,795 for completion of the project. Motion carried unanimously.

Viaggio, 215 E. Main

Lisa Stollenwerk was present to review her grant application. The project includes hand rail and exterior base board installation and new vinyl window signage at an estimated cost of \$440.98. BID will meet tomorrow.

Motion VerHage, second by Drews to approve 50% of non BID-funded expenses, estimated at \$110.25. Motion carried unanimously.

Schlieve introduced City Intern Tyler Sturzl.

Grant Guidelines

Schlieve reviewed the proposed grant guidelines which focus on growing the tax base over remaining life of the TID. Discussion on licensed local contractor bonus / registered contractors and certificate of insurance – will research these items and discuss further in the future. Discussion on ineligible improvements and consistency with the purpose of the program. Discussion on historical restoration and historic district. Will bring in Jennifer Lehrky who is a historic preservation consultant. Annual application discussion. Early application process discussion – members in favor of window to submit. Need to spread the word, Fall business networking event may be an option. Clean up guidelines and bring back to a future meeting.

Update by Administrator Schlieve

Branding is progressing. Have a good start on an economic development plan which will address 1) Growing economic base – expand existing business/attract new, 2) Expanding workforce on a regional level, and 3) Communications – both internal and external audiences. A task force has been named. A new development by Eden Meats is coming

to Heritage Ridge. A Downtown Dream follow up session will be held later this month addressing what we found, what's happening now, and keeping people engaged in the process.

Next Meeting Date

The next meeting will be held Tuesday, June 20, 2017 at 8:00am.

Adjourn

Motion VerHage second by J. Vanderkin to call the meeting adjourned at 9:05am.

Motion carried unanimously.

Submitted by Michelle Kast