



City of Waupun

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"Wild Goose Center of Wisconsin"

Community Development Authority
February 21, 2017 Meeting Minutes
Approved 3/21/17

The Waupun Community Development Authority met February 21, 2017 at 4:00pm in the City Hall Council Chambers.

Vice-Chair Ald. Nancy Vanderkin called the meeting to order at 4:03 PM.

Members present on roll call are John Karsten, Jill Vanderkin, Nancy Vanderkin, Derek Drews and Sue VandeBerg.

Mayor Julie Nickel, Cassandra VerHage are absent.

City Administrator/Director of Economic Development Kathy Schlieve, City Attorney Dan Vande Zande, Sue Koehn of MSA Professional Services, and Administrative Assistant/Accountant Michelle Kast are also in attendance. Steve Awve, 435 E. Main property owner, is present in the audience.

Motion Drews, second by J. Vanderkin to approve the minutes of the January 17, 2017 Community Development Authority meeting. Motion carried unanimously.

Kast reviewed the December 2016 and January 2017 financial reports. General fund advance decreased by approximately \$250,000 during the year (2016) and is down to about \$640,000. Taxes receivable are just over \$104,000 and expenses for the year were approximately \$25,000. January expenses are \$225, minimal activity to report to date. Outstanding grants for Jud-Sons and Roadside Relics, grant deadline is in April.

Motion Drews, second by Vande Berg to approve the financial reports. All members vote aye on roll call.

Schlieve and property owner Steve Awve review the grant applications for 435 E. Main Street. Concerns regarding obtaining a viable tenant have slowed progress on interior renovations. Mr. Awve has a good tenant lined up and has approached the city regarding two items. Item 1) Grant payout on the original application from 2012, which was approved for \$15,000 in grant funding. The majority of the work (~80%) has been completed. No grant has been paid out. Item 2) A new grant application for additional funding for interior renovations to make the property restaurant-tenant ready. An additional \$15,000 in grant funding is requested for this portion of the project, bringing

the total grant request for the 2 applications to \$30,000. Build out to be complete by August 1, 2017. Discussion on tenant, developer agreement, and sliding scale for grant payout - if completed after deadline ~20% reduction per month, no reimbursement if not complete by 12/31/17. It was also noted that items 15 and 28 in the work to be completed list will be removed from the proposal and negotiated separately with council.

Motion Karsten, second by Vande Berg to approve a \$30,000 grant for 435 E. Main Street for completion of the project and occupancy by August 1, 2017. This is for the work described in grant applications dated 7/25/12 and 1/25/17 and is further subject to the terms of a developer's agreement to be drafted by Administrator Schlieve. All members vote aye on roll call.

Sue Koehn of MSA Professional Services provided an update on the housing program. The state revised the housing program manual. Everyone uses a standard calculation to determine project eligibility. There is no discussion anymore so we no longer have the housing sub-committee to review applications. Applicants must have equity to be eligible. State has been out monitoring, everything passed. There is new regional funding, however, the RFL money must be used first. There's quite a bit of money available. Trying to spread the word, info will go in a future city newsletter.

Discussion on grant guidelines. Grant comparison table was reviewed, Schlieve will design new guidelines for review at the next CDA meeting. Guidelines will show clear intent, so dollars can be directed toward that intent.

Update by Administrator Schlieve: Ady Advantage economic development consultants came to Waupun on February 14 and 15. Employer interviews were conducted and a site selector tour was provided. It was a very good day and additional info will be forthcoming. The Downtown Visioning report was released, and will be reviewed next month. House of Hunan closed, potential buyers having difficulty coming together on a price. A meeting will be held with Mrs. Dommissie regarding the Rock Shop, it's anticipated that something will need to be done with the building.

Projected Cash Flow and Closed Session are tabled.

The next meeting will be held Tuesday, March 21, 2017 at 4:00pm. Agenda items may include Projected Cash Flow, New TIF Law.

Motion J. Vanderkin, second by Vande Berg to call the meeting adjourned at 5:03pm. Motion carried unanimously.

Submitted by Michelle Kast