



MINUTES
CITY OF WAUPUN COMMUNITY DEVELOPMENT
AUTHORITY MEETING
In-Person & Teleconference
Tuesday, December 21, 2021 at 8:00 AM

Committee Members Present:

Gary DeJager
Derek Drews
Julie Nickel
Sue VandeBerg
Jill Vanderkin
Nancy Vanderkin
Cassandra VerHage

Staff Present:

Kathy Schlieve Administrator
Sarah Van Buren Community & Economic Development Coordinator
Dan Vande Zande (arrived 8:01) Attorney

Other:

Lauren Tillema Stone + Suede

CALL TO ORDER

Mayor Julie Nickel called the meeting of the Community Development Authority to order at 8:00 a.m.

ROLL CALL

Roll call and quorum determined.

PERSONS WISHING TO ADDRESS THE COMMUNITY DEVELOPMENT AUTHORITY

None.

CONSIDERATION - ACTION

1. Approval of Agenda/Motion to Deviate

Administrator Schlieve would like the closed session item removed from the agenda, as it is no longer needed. A motion to approve the agenda, as amended, was made by Mr. DeJager and seconded by Ms. N. Vanderkin, passing unanimously.

2. Approval of October 19, 2021 Community Development Authority Minutes

A motion to approve the October 19, 2021 Community Development Authority minutes was made by Ms. N. Vanderkin and seconded by Ms. VandeBerg, passing unanimously.

3. Approval of October 2021 Financial Statement

A motion to approve the October 2021 financial statement was made by Ms. J. Vanderkin and seconded by Mr. DeJager, passing unanimously.

4. Approval of November 2021 Financial Statement

A motion to approve the November 2021 financial statement was made by Ms. N. Vanderkin and seconded by Ms. J. Vanderkin, passing unanimously.

5. Approval of 2022 CDA Budget

Administrator Schlieve provided an overview of the draft 2022 CDA budget that was included in the meeting packet. Due to commitments made to projects within the district occurring in 2022, the only grant opportunity that will be available will be the Revitalization grant.

A motion to approve the 2022 CDA budget was made by Ms. J. Vanderkin and seconded by Mr. DeJager, passing unanimously.

6. Design for Façade Improvements – Stone + Suede (417 E. Main St.)

Ms. Tillema provided an overview of the proposed design improvements to the front façade, as well as desired paint colors. Extensive research of other historic building has been done and they would like to have black trim and use Sherwin William Stucco to complement the existing brickwork

A motion to approve the proposed design for façade improvements at 417 E. Main St. was made by Ms. VandeBerg and seconded by Ms. VerHage, passing unanimously.

DISCUSSION

7. Downtown Market Analysis Draft Recommendations

Ms. Van Buren provided an update on the draft downtown market analysis document being finalized by UW-Extension. Administrator Schlieve felt the document has the right elements and that as a community; we need to do better at collaborating among partners. At times, this is done well but other times, relationships are fractured. With limited resources, better collaboration will have a bigger collective impact.

The final report will all include a summary of the survey results, will be used for recruitment and guide the work of staff on grants, and implementation of the streetscaping plan but it will be important for everyone to help carry the message.

8. CDI Grant Update

Staff continues to work with the owners of Stone + Suede on business planning. Work also continues on a CDI grant request. As a reminder, the CDA has committed to making an investment to help support the work that needs to be done to the site, specifically when it comes to the two green spaces.

9. Administrator Update

Administrator Schlieve provided the following updates:

- Continue to work with owner of 431 E. Main St. regarding the needed improvements to the space. The owner of 0638 The Clothing Collection has signed a lease for January 1, 2022. The owner of 431 E. Main St. is interested in working with the City to do additional improvements to the buildings he owns in the 400 block.
- Staff continues to respond to grant opportunities.
- Continuing through due diligence process of the industrial park project.
- Work has begun for the creation on a new TID on the east side.

Ms. VandeBerg asked if the CDA could support improvements at the Senior Center, like new flooring. Administrator Schlieve stated improvements to the Senior Center could not be paid for by the funds generated by the TID, as it is not an eligible building. In addition, Administrator Schlieve reminded the group that staff recently submitted a grant application for the construction of a new Senior Center.

Ms. N. Vanderkin asked if the Goose Shot has been sold. Administrator Schlieve stated there is an offer on the building. Mayor Nickel reminded members of the CDA that private sales do not usually involved the City unless something specific is needed.

Mr. DeJager inquired about the timing of grant announcements for the Neighborhood Investment Grant and the Healthcare Innovation Grant. Ms. Van Buren informed the group the state was anticipating making announcements in December.

ADVANCED PLANNING

11. Potential Agenda Items

12. Date of Next Scheduled Meeting

The next meeting is scheduled for January 18, 2022 at 8:00 a.m.

ADJOURNMENT

A motion to adjourn was made by Ms. N. Vanderkin and seconded by Ms. J. Vanderkin passing unanimously. The meeting adjourned at 8:45 a.m.