



**MINUTES**  
**SPECIAL CITY OF WAUPUN – COMMUNITY**  
**DEVELOPMENT AUTHORITY MEETING**  
Waupun City Hall – 201 E. Main Street, Waupun WI  
Tuesday, April 14, 2020 at 9:00 AM

Committee Members Present:

- Derek Drews
- John Karsten (arrived at 9:04 a.m.)
- Mayor Julie Nickel
- Jill Vanderkin
- Nancy Vanderkin
- Sue VandeBerg
- Cassandra VerHage

Committee Members Absent:

Staff Present:

- Kathy Schlieve ..... Administrator
- Sarah Van Buren .....Community & Economic Development Coordinator
- Dan VandeZande ..... City Attorney

**Call to order**

Chair Nickel called the meeting to order at 9:01 a.m.

**Roll Call of Board Members**

Roll call and quorum determined

**Public Comment**

None.

**CONSIDER APPROVAL OF THE FOLLOWING AGENDA ITEMS:**

**1. Approval of February 18, 2019 Minutes**

A motion to approve the February 18, 2020 minutes was made by Ms. N. Vanderkin and seconded by Ms. C. VerHage, passing unanimously.

**2. Approval of February 2020 Financial Statement**

A motion to approve the February 2020 financial statement was made by Ms. J. Vanderkin and seconded by Ms. N. Vanderkin, passing unanimously.

**3. Approval of March 2020 Financial Statement**

A motion to approve the March 2020 financial statement was made by Ms. J. Vanderkin and seconded by Ms. N. Vanderkin, passing unanimously.

**4. COVID-19 Business Relief Program Proposal**

Administrator Schlieve introduced a proposal for the creation of the Downtown Waupun Business Support program to support businesses located within TID 3, which is under the authority of the CDA. The data to support the need for such a program was based on calls city staff, the chamber of commerce, and a variety of City Council members conducted with local businesses in response to the COVID-19 pandemic.

Funds originally budgeted for the Downtown Revitalization Grant, targeted redevelopment opportunities, and streetscaping would be redirected to fund this program. If approved, funds for this program could only be accessed by businesses within the TID 3 boundaries. Terms of the program provide loans for \$2500 will be provided for a term of 36 months at 1%. Payments may be deferred for six months from the date of the

loan award. The full loan amount will be forgiven in its entirety for businesses that remain open for business for a continuous period of six months starting on the date of the loan award, or the date in which the business is released from restriction under the Wisconsin Department of Health Services Executive Order #12 as may be amended (“Safer at Home Order”), whichever is later. As resolution to support this program will be brought forward to the Council for their consideration at the April 14 2020 meeting.

To ensure confidentiality of the financial information provided in the applications, Envision Greater Fond du Lac has been enlisted to help administer this program.

A motion to ratify and recommend approval of the Downtown Business Support Program was made by Ms. VandeBerg and seconded by Mr. Karsten, passing unanimously.

#### **ADVANCED PLANNING:**

##### **5. Possible Future Agenda Items**

Review and consider applications for the Downtown Business Support Program.

##### **6. Date of Next Scheduled Meeting**

It is anticipated there will be a special meeting April 24, 2020 to discuss the Downtown Business Support Program applications. The next regular meeting is scheduled for May 19, 2020.

#### **ADJOURNMENT**

The motion to adjourn was made by Ms. N. Vanderkin and seconded by Ms. J. Vanderkin, passing unanimously. The meeting adjourned at 10:06.a.m.