



MINUTES
CITY OF WAUPUN – COMMUNITY DEVELOPMENT
AUTHORITY MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, February 18, 2020 at 8:00 AM

Committee Members Present:

John Karsten
Mayor Julie Nickel
Jill Vanderkin
Nancy Vanderkin
Cassandra Verhage (arrived at 8:02 a.m.)
Sue VandeBerg

Committee Members Absent:

Derek Drews

Staff Present:

Michelle Kast Accountant
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 8:01 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 November 20, 2019 Minutes

A motion to approve the November 20, 2019 minutes was made by Ms. N. Vanderkin and seconded by Ms. J. Vanderkin, passing unanimously.

2. Approval of December 2019 Financial Statement

A motion to approve the December 2019 financial statement, as presented by Ms. Kast, was made by Ms. VandeBerg and seconded by Ms. J. Vanderkin, passing unanimously.

3. Approval of January 2020 Financial Statement

A motion to approve the January 2020 financial statement, as presented by Ms. Kast, was made by Ms. VandeBerg and seconded by Ms. J. Vanderkin, passing unanimously.

4. Design for Façade Improvements – The Golden Cup (400 E. Main St.)

The last sentence of Chapter 25.03(5)(b) states “Plans for substantial remodeling of building facades shall be approved by the Community Development Authority prior to construction.

Ms. Schlieve presented the proposed façade improvements at 400 E. Main Street on behalf of the property owner. The Building Inspector and Ms. Schlieve met with the owner and contractor to discuss the needed improvements. The owner also worked with a structural engineer to determine the extent of the needed repairs.

The proposed project would provide additional structural support; optimize window size, replacement of the header, and shoring up of the building. During a later phase, the awning will be replaced. The estimated project cost is between \$30,000-\$40,000

A motion to approve the proposed design for the façade improvements at 400 E. Main Street was made by Ms. Nickel and seconded by Ms. Vanderkin, motion passed 4-2.

5. New Grant Application – The Golden Cup (400 E. Main St.)

Ms. Schlieve presented the Downtown Revitalization Grant application at 400 E. Main Street on behalf of the property owner.

A motion to approve up to 50% of eligible expenses, not to exceed \$5,000, was made by Ms. Vanderkin and seconded by Mr. Karsten. This approval is contingent on the applicant providing a copy of the cost estimate for the project and a sample of paint color(s) or material sample(s) that will be used on the project. If the project is completed in accordance with the requirements, the CDA will consider additional funding for a new awning. Motion passed unanimously.

DISCUSSION ITEMS:

6. Administrator Update

Tabled to the next meeting

7. Debrief of Connect Communities event held in January 2020

Tabled to the next meeting.

8. Housing Program Summary Report (July-December 2019)

Ms. Van Buren reviewed the summary document included in the agenda packet. Ms. Van Buren reached out to MSA to organizing a training opportunity to educate the community on the availability and benefits of this program. However, MSA does not feel it is necessary due to low turnout at such events. MSA will continue to relay on the City to hang flyers in the Library and post information on the City's Facebook page.

ADVANCED PLANNING:

9. Possible Future Agenda Items

Ms. VandeBerg would like the CDA to consider how to generate revenue from grant funded projects.

10. Date of Next Scheduled Meeting

The next meeting is scheduled for March 17, 2020.

ADJOURNMENT

The motion to adjourn was made by Ms. N. Vanderkin and seconded by Ms. VandeBerg, passing unanimously. The meeting adjourned at 8:39.a.m.