



**MINUTES**  
**CITY OF WAUPUN COMMUNITY DEVELOPMENT**  
**AUTHORITY MEETING**  
**In-Person & Teleconference**  
**Tuesday, October 19, 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..... Attorney

Other:

Janelle Kartechner ..... Stone + Suede  
Lauren Tillema ..... Stone + Suede

**CALL TO ORDER**

Mayor Julie Nickel called the meeting of the Community Development Authority to order at 8:01 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**  
A motion to approve the agenda, was made by Mr. DeJager and seconded by Ms. J. Vanderkin, passing unanimously.
- 2. Approval of September 21, 2021 Community Development Authority Open Session Minutes**  
A motion to approve the September 21, 2021 Community Development Authority open session minutes was made by Ms. N. Vanderkin and seconded by Ms. J. Vanderkin, passing unanimously.
- 3. Approval of September 21, 2021 Community Development Authority Closed Session Minutes**  
A motion to approve the September 21, 2021 Community Development Authority closed session minutes was made by Mr. DeJager and seconded by Ms. VerHage, passing unanimously.
- 4. Approval of September 2021 Financial Statement**  
A motion to approve the September 2021 financial statement was made by Ms. N. Vanderkin and seconded by Ms. J. Vanderkin, passing unanimously.

**STATUS OF OUTSTANDING GRANT APPLICATIONS**

- 5. 312 E. Main Street – Targeted Reinvestment Grant**  
In the absence of Mr. Collien, Ms. Van Buren provided an update on the project. Due to mold issues discovered during demolition, and delays in the supply chain for things like windows and door, the project is about 3 months behind schedule. The project is anticipated to be completed in the spring and an extension is being requested.

A motion to approve the extend the deadline until April 30, 2022 was made by Ms. N. Vanderkin and seconded by Ms. VerHage, passing unanimously.

**6. 312 E. Main Street – Downtown Revitalization Grant**

In the absence of Mr. Collien, Ms. Van Buren provided an update on the project. Due to mold issues discovered during demolition, and delays in the supply chain for things like windows and door, the project is about 3 months behind schedule. The project is anticipated to be completed in the spring and an extension is being requested.

A motion to approve the extend the deadline until April 30, 2022 was made by Ms. J. Vanderkin and seconded by Mr DeJager, passing unanimously.

**DOWNTOWN SMALL BUSINESS COVID-19 TECHNOLOGY GRANT REQUEST**

**7. Stone + Suede (417 E. Main St.)**

Lauren Tillema, Stone + Suede, submitted a Downtown Small Business COVID-19 Technology Grant application for the business located at 417 E. Main Street, for the development of website for their new business. The total project cost is \$8,000.

A motion to approve up to 75% of eligible project costs, not to exceed \$5,000, was made by Mr. DeJager and seconded by Ms. J. Vanderkin, passing unanimously.

**DISCUSSION ITEMS**

**8. Administrator Report**

Administrator Schlieve provided the following updates:

- Continue to work with owner of 431 E. Main St. regarding the needed improvements to the space in order for an interested business to start occupying the space in January. Staff is hoping to present a plan to this group in December.
- Working on CDI grant for 417 E. Main St. and staff is working on getting the appropriate costs estimates for green space and back alley improvements to be included in the request.
- Work continues on the 2022 budget to approval by City Council on November 9<sup>th</sup>. Funding programs offered by the CDA will look different.
- Public Works Director has finalized the wayfinding signage and has received approval from the Board of Public Works
- Staff has been busing responding to State ARPA grants. There are three projects that are being submitted; the Senior Center, Implementation of McCune Park Master Plan, and new turf for the baseball complex.
- The 2022 budget is being presented to the City Council tonight. The primary drivers for the budget are costs associated to the EMR program, police staffing and retention, and increase to insurance costs.
- Preliminary findings of the transportation utility feasibility study were presented to the Council.
- Continuing through due diligence process of the industrial park project.

**ADVANCED PLANNING**

**9. Potential Agenda Items**

- 2022 CDA Budget
- Draft CDI project

**11. Date of Next Scheduled Meeting**

The next meeting is scheduled for November 16, 2021 at 8:00 a.m.

**ADJOURNMENT**

A motion to adjourn was made by Ms. N. Vanderkin and seconded by Mr. DeJager passing unanimously. The meeting adjourned at 8:31 a.m.