



**CITY OF WAUPUN COMMUNITY DEVELOPMENT
AUTHORITY MEETING MINUTES**
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, July 19, 2022 at 8:00 AM

CALL TO ORDER

Meeting called to order at 8 a.m. by Mayor Bishop.

ROLL CALL

Present: Derek Drews, Sue VandeBerg, Jill Vanderkin, Nancy Vanderkin, Cassandra VerHage, Gary DeJager, Mayor Bishop

Absent & Excused: Attorney Vande Zande

Also Present: Administrator Schlieve, Bryan Yohn, Krista Bishop, Jeni Maly

APPROVAL OF MEETING AGENDA

Motion Nancy Vanderkin, second Jill Vanderkin to adopt the agenda as presented. Carried unanimously.

PERSONS WISHING TO ADDRESS THE COMMUNITY DEVELOPMENT AUTHORITY--*State name, address, and subject of comments. (2 Minutes)*

None present.

CONSIDERATION - ACTION

1. Approve Minutes from June 21, 2022 CDA Meeting
Motion DeJager, second Drews to approve minutes from June 21, 2022 as presented. Carried unanimously.
2. Approve CDA Financials for June 2022
Motion N. Vanderkin, second VandeBerg to approve June 2022 financials as presented. Carried unanimously.
3. Application for 20 W Main St - B&B Plumbing Services
BJ Yohn presents his project to relocate plumbing operations to the back of his building and to construct a new commercial lease space in the front of the building. Administrator Schlieve notes that the BID has reviewed and approved a \$2000 grant on this project. Motion to approve a matching grant not to exceed \$5,000 by VandeBerg, second J. Vanderkin. Carried unanimously.
4. Application 307 E Main St - Weaving It Up To You
Krista Bishop presents a project to repair masonry on the east side of her building. Schlieve notes that the BID has approved up to a \$2000 matching grant on the project. Motion VerHage, second N. Vanderkin. Carried 5-1 with DeJager voting no and Mayor Bishop abstaining.
5. Application 409 E Main Street - Imagine That! Art Studio
Jeni Maly presents her project to open an art studio at this address. Administrator Schlieve explains a request to support needed interior building repairs to attract the business, using the Business Attraction program that was introduced in 2022. Schlieve notes that the BID is providing a \$3,000 grant for this purpose

and that, as in the previous year, they are requesting that the CDA provide a similar match. Motion DeJager, second N. Vanderkin to provide a matching grant up to \$3,000. Carried unanimously.

DISCUSSION

6. Roger Brooks Secret Shopping Assessment

Administrator Schlieve overviews the work of Destination Lake Winnebago Region to host Roger Brooks in Waupun, an international tourism consultant. Brooks secret shopped Waupun in May and shared his findings at a county-wide meeting in June. Brooks recognized Waupun for the City of Sculpture brand and talked about areas of improvement for the city to focus on. Specifically talked about the importance of working to add restaurants, noting the formula for success for downtowns includes 10 restaurants, 10 retailers with 60% open after 6 p.m. Schlieve noted that the downtown businesses are interested in having a follow-up discussion on the Brook's findings and may host a watch party with follow up discussion.

7. Administrator Updates

Administrator Schlieve discussed that the BID Board was interested in and staff have applied for a planning grant to support downtown green space design. Application has been filed. Schlieve noted that she has been working with several restaurant operators interested in locating in the City. Groups are focused on identifying a suitable location for their operations. Schlieve reported that the Chamber and Envision have formed a partnership and are relocating to a different space on Main Street. Additional conversation on TID 9 creation, business attraction to Heritage Ridge subdivision, and expansion of housing was had.

ADVANCED PLANNING

8. Future Meeting Date – Administrator Schlieve is on vacation during August regularly scheduled meeting and requested that a new date be selected. If a meeting is needed, the next meeting date was identified as August 23, 2022 at 8 a.m.

ADJOURNMENT

Motion N. Vanderkin, second J. Vanderkin to adjourn. Carried unanimously. Meeting adjourned at 8:43 a.m.