



MINUTES
CITY OF WAUPUN COMMUNITY DEVELOPMENT
AUTHORITY MEETING
In-Person & Teleconference
Tuesday, May 18, 2021 at 8:00 AM

Committee Members Present:

Gary DeJager
Julie Nickel
Sue VandeBerg
Jill Vanderkin
Cassandra VerHage

Committee Members Absent:

Derek Drews
Nancy Vanderkin

Staff Present:

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

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 determine.

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. VandeBerg, passing unanimously.
- 2. Recognition of Mayoral Appointment of Members to the Community Development Authority**
Recognition of Mr. DeJager for his reappointment to the CDA.
- 3. Nominations and Appointment of Vice-Chair of the Community Development Authority**
A motion to appoint Mr. DeJager as Vice-Chair was made by Ms. VandeBerg seconded by Mayor Nickel, passing unanimously.
- 4. Selection of Day of Month and Time of Community Development Authority**
A motion to continue with the third Tuesday at 8:00 a.m. for the holding of the monthly meeting was made by Mr. DeJager and seconded by Ms. J. Vanderkin, passing unanimously.
- 5. Approval of April 20, 2021 Community Development Authority Minutes**
A motion to approve the April 20, 2021 Community Development Authority minutes was made by Ms. J. Vanderkin and seconded by Ms. VandeBerg, passing unanimously.
- 6. Approval of April 20, 2021 Community Development Authority Meeting Closed Session Minutes**
A motion to approve April 20, 2021 Community Development Authority closed session minutes was made by Mr. DeJager and seconded by Ms. VandeBerg, passing unanimously.
- 7. Approval of April 2021 Financial Statement**
A motion to approve the April 2021 financial statement was made by Mr. DeJager and seconded by Ms. VandeBerg, passing unanimously.

DOWNTOWN REVITALIZATION GRANT REQUEST

8. The Clothing Pallet (18 N. Madison Street)

In the absence of a representative from The Clothing Pallet, Ms. Van Buren provided a summary of the Downtown Revitalization grant application for the property located at 18 N. Madison St. The project will install new windows, paint the exterior of the building, and install a new sign and new lighting. The total project cost is \$11,438.56. The BID approved the request for a Façade Improvement Program grant at their May 2021 meeting for 50% of the total project cost not to exceed \$2,000. Staff recommends approval.

A motion to approve up to 50% of eligible non-BID funded expenses, not to exceed \$4,744.28 was made by Mr. DeJager and seconded by Mayor Nickel, passing unanimously.

DISCUSSION ITEMS

9. Administrator Report

- At the May BID meeting, the board approved to proceed with UW-Extension to work on the downtown market analysis.
- Will need to make a decision on the pop-up program soon since staff is still having difficulty finding an available space.
- The distribution of Adopt-a-Planter pots and the planting of the Main Street planters will occur on May 5, 2021. If it is raining, the make-up date will be May 26, 2021. The horticulture students from the High School will be assisting with the planting.
- The Rock Shop has a very significant contingency that needs to be decided. The sale is in a holding pattern for the next 120 days to determine what is available in terms of grants to assist fill the gap.
- Wayfinding signage was put on hold in 2020 due to COVID. The goal for 2021 is to design and install the new signage throughout the City.
- Our tourism partner, Destination Lake Winnebago Region, will be coming back to our community to film more tourism videos to help market our assets.
- Working on several industrial attraction projects and there will be continue to be a workforce issue and housing issue.
- Staff is reaching out and collaborating with eligible entities on the Restaurant Revitalization Fund and continues to research other opportunities identified in the ARPA legislation.
- The Chamber has five vacancies on the board. If you are interested in filling a position, please reach out to Mr. Dickhut.

ADVANCED PLANNING

14. Possible Future Agenda Items

- Grant Requests, if any.

15. Date of Next Scheduled Meeting

The next meeting is scheduled for June 15, 2021 at 8:00 a.m.

ADJOURNMENT

A motion to adjourn was made by Ms. VandeBerg and seconded by Ms. Vanderkin, passing unanimously. The meeting adjourned at 8:26 a.m.