



**MINUTES**  
**SPECIAL CITY OF WAUPUN – COMMUNITY**  
**DEVELOPMENT AUTHORITY MEETING**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Tuesday, July 21, 2020 at 9:00 AM**

Committee Members Present:

Gary DeJager  
Derek Drews  
Mayor Julie Nickel  
Nancy Vanderkin (arrived at 8:10 a.m.)  
Sue VandeBerg  
Cassandra VerHage

Committee Members Absent:

Jill Vanderkin

Staff Present:

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

**Call to order**

Mayor Nickel called the virtual and teleconference meeting of the Community Development Authority to order at 8:00 a.m.

**Roll Call of Board Members**

Roll call and quorum determined

**Public Comment**

None.

**CONSIDER APPROVAL OF THE FOLLOWING AGENDA ITEMS**

**1. Recognition of Mayoral Appointment of Members to the Community Development Authority**

Recognition of Mr. DeJager for his appointment for the CDA as the BID Board representative.

**2. Nominations and Appointment of Vice-Chair of the Community Development Authority**

A motion to appoint Ms. VandeBerg as Vice-Chair of CDA was made by Ms. Nickel and seconded by Mr. Drews, passing unanimously.

**3. Selection of Day of Month and Time of Community Development Authority Meetings**

A motion to continue with the third Tuesday at 8:00a.m. for the holding of the monthly meeting was made by Ms. VerHage and seconded by Ms. Nickel passing unanimously.

**4. Approval of April 24, 2020 Special Community Development Authority Minutes**

A motion to approve the April 24, 2020 minutes was made by Ms. VerHage and seconded by Ms. Nickel passing unanimously.

**5. Approval of June 2020 Financial Statement**

A motion to approve the June Financial Statement, as presented, was made by Mr. Drews and seconded by Ms. VandeBerg, passing unanimously.

**6. Rescinding of COVID-19 Downtown Business Support Program and Reinstatement of Various Programs**

Ms. Schlieve updated the group on the COVID-19 Downtown Business Support Program. In total, twenty-eight (28) businesses received funding. Staff has been receiving numerous inquiries regarding needed façade work and, since demand for the program has dwindled, it is recommended that the support program be rescinded and the

remaining funds be reallocated back to items originally identified in the budget. If approved, staff will prepare a new budget for review at the next meet.

A motion to rescind the COVID-19 Downtown Business Support Program and reinstate various programs in the original CDA budget was made by Mr. DeJager and seconded by Ms. VandeBerg, passing unanimously.

#### **7. New Grant – House of Handcrafters (11 N. Madison St.)**

Victoria Tripp, House of Handcrafters, submitted a Downtown Revitalization Grant application for the property located at 11 N. Madison St. to prepare the surface for the repainting of the building façade. The total project cost is \$1,424.09.

A motion to approve up to 50% of eligible, non-BID funded expenses, not to exceed \$356.02. Motion made by Ms. VerHage and seconded by Ms. VandeBerg passing unanimously.

### **DISCUSSION ITEMS**

#### **8. Administrator Report**

- a. The Council adopted Resolution 06-09-20-04 which provides Common Council in-person meetings to begin after July 27, 2020. The first in-person meeting to be held will be the Committee of the Whole on July 28, 2020. The wearing of facemasks is requested. Other Boards, Committees, and Commission members may continue virtual meetings or in-person as well as Department Staff. New technology has been installed in the Council Chambers to provide the continuation of Zoom meetings of those who attend at City Hall.
- b. In response to COVID-19 impacts to capacity of restaurants and bars, the Council approved a revision to the ordinances at their July 14, 2020 meeting that would allow outdoor seating and beer gardens. Restaurants and bars that are interested will need to apply for a conditional use permit through the Plan Commission.
- c. Staff assisted 39 business apply for WEDC's "We're All In" grant program.
- d. The recent Connect Communities award announcement has brought additional attention to our downtown from small businesses looking to locate to the community.
- e. Details for the Pop-Up program are being finalized and staff will be touring one additional property. An update will be provided at next month's meeting.
- f. The amendment to the TID 6 boundaries has been approved allowing for redevelopment opportunities to occur in the upcoming months.
- g. The multi-family housing development near the Brittan House are on track to be completed in the fall and have already been rented.

#### **9. Housing Program Summary Report (January-June 2020)**

Ms. Van Buren reviewed the summary document included in the agenda packet. Ms. Van Buren reached out to As a reminder MSA does not feel it is necessary to provide the housing program informational session traditionally done in the spring 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.

Moving forward, if CDA members would like more information provided by MSA to accompany this biannual report to please let Ms. Van Buren know.

### **FUTURE MEETINGS AND GATHERINGS**

#### **10. Possible Future Agenda Items**

- a. Grant requests (if any)

#### **11. Next Schedule Meeting**

- a. The next scheduled meeting will be August 18, 2020

### **ADJOURNMENT**

The motion to adjourn was made by Ms. N. Vanderkin and seconded by Ms. VandeBerg, passing unanimously. The meeting adjourned at 8:22.a.m.