



**A G E N D A**  
**CITY OF WAUPUN COMMUNITY DEVELOPMENT**  
**AUTHORITY MEETING**  
**Zoom**  
**Tuesday, April 20 2021 at 8:00 AM**

Committee Members Present:

- Gary DeJager
- Derek Drews
- Julie Nickel
- Sue VandeBerg
- Jill Vanderkin
- Nancy Vanderkin (left at 9:00 a.m.)

Committee Members Absent:

- Cassandra VerHage

Staff Present:

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

Other:

- Daniel Links ..... Links Martial Arts
- Tammylin Links ..... Links Martial Arts
- Tom Kulczewski ..... Real Sportscards
- Ashley VandeKolk ..... The Parlor Hair Boutique

**CALL TO ORDER**

Mayor Julie Nickel called the virtual and teleconference meeting of the Community Development Authority to order at 8:02 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 Ms. J. Vanderkin and seconded by Mr. DeJager, passing unanimously.
- 2. Approval of March 16, 2021 Community Development Authority Minutes**  
A motion to approve the March 16, 2021 Community Development Authority Minutes was made by Ms. VandeBerg and seconded by Ms. N. Vanderkin, passing unanimously.
- 3. Approval of March 16, 2021 Community Development Authority Closed Session Minutes**  
A motion to approved the March 16, 2021 Community Development Authority Closed Session Minutes, was made by Ms. J. Vanderkin and seconded by Ms. N. Vanderkin, passing unanimously.
- 4. Approval of March 2021 Financial Statement**  
A motion to approve the March 2021 Financial Statement was made by Mr. DeJager and seconded by Ms. J. Vanderkin, passing unanimously.
- 5. Design for Rear Façade Improvements – c.verhage.photo (426 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”. Upon consultation with the City’s

Building Inspector, this item is being brought to the CDA for approval since the language is unclear as to if this is applicable to rear facades.

A motion to approve the proposed design for the rear façade was made by Mr. DeJager and seconded by Ms. J. Vanderkin, passing unanimously.

#### **DOWNTOWN SMALL BUSINESS COVID-19 TECHNOLOGY GRANT REQUESTS**

##### **6. Links Martial Arts - Daniel Link (315 E. Main Street)**

Daniel Links, Links Martial Arts, submitted a Downtown Small Business COVID-19 Technology Grant application for the business located at 315 E. Main Street, to upgrade the business website, include Google Meet option to students, include an on-line purchasing of merchandise their website, and include sanitation stations. The total project cost is \$1,527.22

A motion to approve up to 75% of the eligible project costs, not to exceed, \$1,145.41 was made by Mr. DeJager and seconded by Ms. N. Vanderkin, passing unanimously.

#### **DOWNTOWN REVITALIZATION GRANT REQUESTS**

##### **7. ABB+J Investments Property, LLC - Jeff Collien (312 E. Main Street)**

Jeff Collien, ABB+J Investments Property, LLC., submitted a Downtown Revitalization Grant application for the property located at 312 E. Main Street, to remove and installed new windows and doors, as well as finish the siding with stone and mortar. The total project cost is \$19,900.

A motion to approve up to 50% of the eligible project costs, not to exceed, \$9,550 was made by Mr. DeJager and seconded by Ms. J. Vanderkin, passing unanimously.

#### **DOWNTOWN TARGETED REINVESTMENT GRANT REQUESTS**

##### **8. ABB+J Investments Property, LLC - Jeff Collien (312 E. Main Street)**

Jeff Collien, ABB+J Investments Property, LLC., submitted a Downtown Targeted Reinvestment Grant application for the property located at 312 E. Main Street, to renovate the second floor apartments and to renovate the first floor to allow for the expansion of Wind & Unwind The total project cost is \$85,750.

##### **9. Real Sportcards - Tom Kulczewski (324 E. Main Street)**

Tom Kulczewski, Real Sportcards, submitted a Downtown Targeted Reinvestment Grant application for the property located at 324 E. Main Street, to turn the second floor into an e-commerce workspace, create employee workstations, three offices, a lounge, a bathroom, and a conference room. The total project cost is \$301,871.

##### **10. The Parlor Hair Boutique – Ashley VandeKolk (8 W. Main Street)**

Ashley VandeKolk, The Parlor Hair Boutique, submitted a Downtown Targeted Reinvestment Grant application for the property located at 8 W. Main Street, to expand the space to add three salon chairs allowing the business to grow. The total project cost is \$20,499.65.

#### **ADJOURN TO CLOSED SESSION**

A motion was made by Ms. N. Vanderkin and seconded by Ms. J. Vanderkin to adjourn into closed session under Section 19.85 (1) of the WI Statutes for:

(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

##### **11. Rock Shop**

##### **12. Determination on Downtown Targeted Reinvestment Grant Requests**

#### **RECONVENE TO OPEN SESSION**

A motion was made by Ms. N. Vanderkin and seconded by Mr. DeJager to reconvene in open session under Section 19.85(2) of the WI Statutes.

#### **ACTION FROM CLOSED SESSION**

A motion to approve to the Targeted Reinvestment Grant request from ABB+J Investments Property, LLC for \$15,000 was made by Ms. VandeBerg and seconded by Ms. J. Vanderkin, passing unanimously.

A motion to approve the Targeted Reinvestment Grant request for Real Sportscards for \$20,000 was made by Mr. DeJager and seconded by Ms. Vanderkin, passing unanimously.

A motion to approve the Targeted Reinvestment Grant request for The Parlor Hair Boutique for \$10, 249.83 was made by Ms. N. Vanderkin and seconded by Mr. DeJager. The motion passed 5-0 with an abstention from Ms. J. Vanderkin.

### **DISCUSSION ITEMS**

#### **13. Administrator Update**

- Staff has been very busy with potential economic development opportunities.
- The City is experiencing a housing shortage.
- Continue to work with WEDC and local partners about incentive packages for development opportunities (both current and new facilities).
- Workforce continues to be an issue for many of our employers.
- Construction on Hwy 68 begins the last week of April. The project on South Madison has been delayed until 2022 due to a WisDOT process failure. Bridge work on North Madison will take about a month to complete.
- An RFP for 520 McKinley Street will be issued soon.
- The construction of multifamily units at the former Washington School site will start this summer with and anticipated April 2022 opening. Once completed, this development will bring an additional 28 units to the City.

### **ADVANCED PLANNING**

#### **14. Possible Future Agenda Items**

- Budget Amendment
- Grant Requests, if necessary
- Transportation Utility Update

#### **15. Date of Next Scheduled Meeting – May 18, 2021**

The date of the May meeting may be rescheduled to an earlier date to accommodate the closing of the Rock Shop that is scheduled for May 15, 2021.

### **ADJOURNMENT**

A motion to adjourn was made by Ms. J. Vanderkin and seconded by Ms. VandeBerg, passing unanimously. The meeting adjourned at 9:08 a.m.