



MINUTES
CITY OF WAUPUN CDA COMMITTEE
MEETING
Waupun City Hall – 201 E. Main Street,
Waupun WI
Tuesday, May 21, 2024 at 7:45 AM

Meeting called to order by Chairperson Mayor Bishop at 7:45 a.m.

Roll call was taken. Members present include: Mayor, Rohn Bishop; Bobbi Jo Kunz; Sue Vandenberg; Cassandra Verhage (online); Derek Drews; Steve Daute; and Gary DeJager. Also present, Administrator Schlieve, Assistant Administrator Langenfeld, Lauren Tillema, Janelle Kartechner, and Jason Whitford (online).

Motion DeJager, second Kunz to update the agenda as presented to include selection of day and time of meeting as agenda item number four. Carried unanimously.

Motion DeJager, second Drews to appoint Sue Vandenberg as Vice-Chairperson of the committee. Carried unanimously.

Meeting day and time will remain unchanged with the group meeting the third Tuesday of each month at 7:45 a.m. Motion DeJager, second VerHage. Carried unanimously.

Motion Vandenberg, second VerHage to approve minutes as presented for March 19, 2024 CDA Meeting. Carried unanimously.

Motion DeJager, second Kunz to approve CDA financials from March and April 2024 as presented. Carried unanimously.

Administrator Schlieve notes that there is one outstanding application that has been previously approved by the Common Council for Ravenvale, LLC for redevelopment of 432 and 434 E Main Street. Schlieve notes that at the time of approval, there were several critical issues with the building that, if not addressed, would have lead to ongoing and significant deterioration of the buildings. Schlieve recommends adoption of a grant for \$5,000 for 432 E Main and \$5,000 for 434 E Main Street into the current financials as previously authorized by the Common Council. Motion Vandenberg, second VerHage to approve the addition of grants totaling \$10,000 for the two properties as presented. Carried unanimously.

Lauren Tillema and Janelle Kartechner are present to overview their project and application for 417 E Main Street. The back portion of the building needs to be restored. Bricks are loose and falling from the structure and it is not financially viable to restore the brick at this point in time. The group proposes a board and batten design that fits with their overall brand and will complement the nearby food truck plaza currently under construction. Motion DeJager, second Vandenberg to approve a matching grant capped at \$5,000 for the project. Carried unanimously.

Administrator Schlieve provides an update on the following items:

- Roughly 35 businesses participated in the Design WI Kickstart meeting. Pete and Dan Siebers were in attendance at the event. Engagement was strong and there are three general projects that emerged from that discussion as follows.
 1. Back alleyway parking and design (We've already started fact finding to assess needs and this will be included as a TID funded capital improvement project in 2025 and 2026 budgets)
 2. Downtown Beautification (there is a group that is ready to meet to continue advancing beautification efforts – this will be tied to BID project plan)

3. Communications / Promotion (BID and Downtown Promotions have provided funds and are hiring a student intern to help with promotion and event coordination. I interviewed and selected the student for the role and we will process payroll as a BID expense.)

- The Common Council recently votes to authorize sale of the current Senior Center building located at 301 E Main Street. RFP details can be found on the city's website.
- Fire staffing study was presented to the council and neighboring town chairs. The council will next discuss the matter on Tuesday, May 28.
- Derek Drews and Casey Langenfeld provided an update on the revolving loan fund project being considered as a future financing option for CDA projects. The main concern cited at this point is the risk associated with securing these types of loans. Schlieve notes that RLFs typically exist because they are designed for gap financing purposes and therefore are riskier by nature as the banks will hold primary position on a project.
- Food truck alley is well underway with final construction schedule pending a meeting with the selected contractor. Additional installation of a mural, string lights/lighting, landscaping and a possible digital kiosk are being evaluated and considered in the total budget.
- The BID still has one remaining business attraction grant for 2024 and staff are working with a possible interested property owner to explore promotion opportunities to fill vacant spaces.
- Five new sculpture exhibits are being installed this week and a ribbon cutting for the Waupun Sculpture tour is being planned for June 1. Details are forthcoming.

Next meeting is planned from Tuesday, June 18, 2024 at 7:45 a.m. at Waupun City Hall, Common Council Chambers.

Motion Kunz, second Daute to adjourn the meeting at 8:06 a.m. Carried unanimously.