



**MINUTES**  
**CITY OF WAUPUN COMMUNITY**  
**DEVELOPMENT AUTHORITY MEETING**  
**Waupun City Hall – 201 E. Main Street,**  
**Waupun WI**  
**Tuesday, August 20, 2019 at 8:00 AM**

Committee Members Present:

Derek Drews  
John Karsten  
Mayor Julie Nickel  
Jill Vanderkin  
Nancy Vanderkin  
Casandra Verhage  
Sue VandeBerg

Committee Members Absent:

None

Staff Present:

Michelle Kast .....Accountant  
Kathy Schlieve..... Administrator  
Sarah Van Buren..... Economic Development Coordinator  
Dan VandeZande ..... City Attorney

**Call to Order**

Chair Nickel called the meeting to order at 8:01 a.m.

**Roll Call of Board Members**

Roll call and quorum determined.

**Public Comment**

None.

**Consideration/Action**

**1. June 18, 2019 Community Development Authority Minutes**

A motion to approve the June 18, 2019 minutes was made by Ms. N. Vanderkin and seconded by Ms. Verhage, passing unanimously.

**2. July 2019 Financial Statement**

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

**New Grant Applications**

- 3.** Our Bar – Staff received word late in the day yesterday that the applicant wishes to withdrawl their application. The owners have identified additional improvements that need to occur on the outside and will be submitting a different application in the future.

**Status of Outstanding Grant Applications**

- 4. Gysbers**

Installation of the awning and signage is complete. Staff is waiting for copies of the paid invoices for reimbursement to occur.

Staff will be submitting the project for consideration at the next Main Street awards.

## **5. Roadside Relics**

Ms. Van Buren informed the group that Ms. Stook received her letter regarding the stipulations outlined at the June 18, 2019 meeting. The approved work was not completed by the July 18, 2019 deadline. Staff is still waiting for the receipts to support the advance payment granted in November 2019. Submittal of required receipts needs to occur prior to a new application is submitted for consideration.

## **6. Q-Tronics**

Ms. Van Buren stated work has been completed and reimbursement has occurred. Ms. VandeBerg asked if this project went through the owner's insurance before coming to the BID or CDA. Staff was not sure but reminded the group that these types of questions can be asked of the applicant to help make a decision regarding the funding request. It was also recommended that CDA bylaws and the application be reviewed, and potentially updated, to provide clarity on what type of requests should be submitted for consideration.

## **Discussion Items**

### **7. Visioning Session Debrief**

- i) Ms. Van Buren and members of the CDA provided a summary of the discussion and activities that came out of the session facilitated by Ms. Welty, Downtown Development Program Manager at WEDC. The discussion will assist both the BID and CDA in setting priorities for the upcoming year.
- ii) Members of the CDA discussed how efforts and resources can better align with the BID activities and how the CDA can do better at fully utilizing the statutory powers given to the board to make a bigger impact in the community.

### **8. Administrator Report**

Administrator Schlieve provided the members an update on the following:

- At the August 13, 2019 Council meeting, a contract with Cedar Corporation was approved to conduct a housing study and needs analysis. As part of their work, input will be sought from business stakeholders to give the City a better sense of workforce housing needs.
- A historic tax credit workshop was held on July 15, 2019 with about 10 attendees. City staff is still waiting to hear back on the status of the National Historic Commercial District designation. Staff is also currently researching becoming a certified local government that will open the City up to additional funding opportunities.
- An update was provided regarding transitions occurring in the downtown. Currently there are nine commercial buildings for sale. Staff is researching creating an entrepreneurial pop-up program in 2020 based on what other communities in the state have done.
- An update on the streetscaping efforts in downtown were discussed. The mural has been installed but due to construction installation of other streetscaping elements have been delayed due to construction. Tweaks are also being made to the banners due to the recent historic district designation. Next year additional elements like a self-serve visitor kiosk, and its placement, will be considered.
- Council will be considering a resolution to support Dodge County in their broadband expansion efforts.

- Ms. J Vanderkin requested an updated on the Rock Shop. Administrator Schlieve said a structural engineer has gone through the building and considered structurally sound however, there is significant damage to the roof requiring replacement. Discussion ensued regarding the role of the CDA and what could be done with the building.

### **Advanced Planning**

#### **9. Possible future agenda items**

- i) Applications
- ii) CDA priorities for 2020 and Budget
- iii) Rock Shop Update

#### **10. Set next meeting date**

- i) The next meeting is scheduled for Tuesday, September 17, 2019 at 8:00 a.m.

### **Adjournment**

The motion to adjourn was made by Ms. N. Vanderkin with a second by Mr. Drews. The motion passed unanimously, and the meeting was adjourned at 9:02 a.m.