



MINUTES
CITY OF WAUPUN COMMUNITY DEVELOPMENT
AUTHORITY MEETING
In-Person & Teleconference
Tuesday, July 20, 2021 at 8:00 AM

Committee Members Present:

Gary DeJager
Derek Drews
Julie Nickel
Sue VandeBerg (left at 8:39pm)
Jill Vanderkin
Nancy Vanderkin
Cassandra VerHage

Staff Present:

Kathy Schlieve Administrator
Sarah Van Buren Community & Economic Development Coordinator
Dan Vande Zande..... Attorney

Other:

Todd Snow Snow Law

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 determined.

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. N. Vanderkin and seconded by Ms. J. Vanderkin, passing unanimously.
- 2. Approval of June 15, 2021 Community Development Authority Minutes**
A motion to approve the June 15, 2021 Community Development Authority minutes was made by Ms. VandeBerg and seconded by Mr. DeJager, passing unanimously.
- 3. Approval of June 2021 Financial Statement**
A motion to approve the June 2021 financial statement was made by Mr. Drews and seconded by Ms. N. Vanderkin, passing unanimously.

DOWNTOWN REVITALIZATION GRANT REQUEST

4. Todd Snow – Snow Law Firm (514 E. Main St.)

Todd provided a summary of the Downtown Revitalization grant application for the property located at 514 E. Main Street. The project will remove the old, damaged shake shingles from the upper faced of the building and replace it was metal. Lower cedar board will be replaced, if needed, as well as painting of the existing siding and window trim. The total project cost is \$19,900. Staff recommends approval of 50% of the total project cost.

Mayor Nickel asked if the applicant applied for BID funding. Ms. Van Buren stated that with the estimated cost of the project and the amount of Façade Improvement Grant funding that is available

A motion to approve up to 50% of eligible non-BID funded expenses, not to exceed \$9,950, was made by Mr. DeJager and seconded by Ms. N. Vanderkin, passing unanimously.

STATUS OF OUTSTANDING GRANT APPLICATIONS

5. Targeted Reinvestment Grants

- **AAB+J Investment Properties** – Demolition on the upstairs is complete but stills waiting on the drawings, downstairs demolition is almost done. HVAC has been delayed two weeks. Still aiming for completion prior to the October deadline.
- **Real Sportscards** – Drywall is almost completed. The days ahead will focus on flooring, electrical, and HVAC. Applicant is on target for a mid-August completion.
- **The Parlor Hair Boutique**- Electrical and plumbing has been completed, painting needs to be done, flooring will start the week of July 19, 2021, and trim work will be completed afterwards. The project is still on track for completion by the October deadline.

6. Technology Grants

- Links Martial Arts – Half of the approved projects have been finalized and on track for completion prior to the October deadline.

7. Revitalization Grants

- **ABB+J Investment Properties**- The front of the building will not be started until all electric plumbing and heating is complete and a few other things. We want electric ran for lights and signage.
- **The Clothing Pallet (18 N. Madison St.)**
Ms. Van Buren provided the members a status of work being done at The Clothing Pallet. The work was completed the week of July 5, 2021 and once receipts are received, reimbursement will occur.
- **The Parlor Hair Boutique (8 W. Main St.)**
Ms. Van Buren provided the members a status of work being done at The Parlor Hair Boutique. There has been a delay in getting the needed brackets for the sign. The project is expected to be completed in August.
- **c.verhage.photo (426 E. Main St.)** - Ms. Van Buren provided the members a status of work being done at c.verhage.photo. The sign will not be ready until August. Once the sign is installed, the old balcony can be removed, painting can occur, and the new balcony would be installed. The new lighting should be installed within the next few weeks.
- **Thrivent Financial (407 E. Main St.)** - Ms. Van Buren Provided the members a status of work being done at Thrivent Financial. The project has been moved to this week, the upstairs windows are delayed from the warehouse. Project completion is anticipated for late-July/early-August.

DISCUSSION ITEMS

8. Housing Program Summary Report (January 1 – June 30, 2021)

Ms. Van Buren reviewed the summary document included in the agenda packet. 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.

9. Administrator Report

Administrator Schlieve provided the following updates:

- Personal Property tax was appealed in this budget. Stay tuned as to what this mean.
- Pop-Up program location has been identified and 4 applications have been distributed. Applications are due August 13th at 12pm.
- BID is working on a market analysis. Help existing businesses and business attraction. Group meets every two weeks.
- Working on three industrial projects, all are looking positive, which will mean more jobs and the need for new housing. Could be 225 jobs total.
- Daycare is an issue. Working with the current one regarding expansion. Lack of options and impacts workforce.
- June meeting with state representatives regarding corrections. Continue to pay close attention to the situation.

ADJOURN TO CLOSED SESSION

A motion was made by Ms. N. Vanderkin and seconded by Mr. DeJager 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.

10. Rock Shop

RECONVENE TO OPEN SESSION

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

ACTION FROM CLOSED SESSION

None.

ADVANCED PLANNING

11. Potential Agenda Items

- Grant requests, if any
- Project updates

10. Date of Next Scheduled Meeting

The next meeting is scheduled for August 17, 2021 at 8:00 a.m.

ADJOURNMENT

A motion to adjourn was made by Mr. Drews and seconded by Mr. DeJager, passing unanimously. The meeting adjourned at 8:47 a.m.