



MINUTES
CITY OF WAUPUN COMMUNITY
DEVELOPMENT AUTHORITY MEETING
Waupun City Hall – 201 E. Main Street,
Waupun WI
Wednesday, June 18, 2019 at 8:00 AM

Committee Members Present:

Derek Drews
John Karsten
Jill Vanderkin
Nancy Vanderkin
Casandra Verhage
Sue VandeBerg

Committee Members Absent:

Mayor Julie Nickel

Staff Present:

Jeff Daane Director of Public Works
Michelle Kast Accountant
Kathy Schlieve Administrator
Sarah Van Buren Economic Development Coordinator
Dan VandeZande City Attorney

Audience Present:

Jack Qualmann Q-Tronics

1) Call to Order

In the absence of Chair Nickel, Vice-Chair N. Vanderkin called the meeting to order at 8:00 a.m.

2) Roll Call of Board Members

Roll call and quorum determined.

3) Consideration/Action

a) Recognition of Mayoral Appointment of Members to the Business Improvement District Board

Recognition of Ms. VandeBerg for her reappointment for the CDA.

b) Nominations and Appointment of Chair of Community Development Authority

This item does not require action since the Mayor is the Chair, per CDA bylaws.

c) Nominations and Appointment of Vice-Chair of the Community Development Authority

A motion to appoint Ms. N. Vanderkin as Vice-Chair of CDA was made by Mr. Karsten and seconded by Ms. J. Vanderkin, passing unanimously.

d) Section of the 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. Vandeberg and seconded by Ms. J. Vanderkin, passing unanimously.

e) March 19, 2019 Community Development Authority Minutes

Mr. Karsten requested a clarification as to the approval of the beaver gunite for the wall on the Dynamic Apparel building for the installation of the mural. Administrator Schlieve stated the cost was coming out of the streetscaping line item of the operating budget.

A motion to approve the March 19, 2019 minutes was made by Mr. Drews and seconded by Mr. Karsten, passing unanimously.

f) May 2019 Financial Statement

A motion to approve the May Financial Statement, as presented Ms. Kast, was made by Ms. J. Vanderkin and seconded by Ms. Vandeberg, passing unanimously.

g) Outstanding Grant Applications

i) Gysbers

Ms. Van Buren stated Ms. Bresser would like a 30-day extension for the installation of the awning and lighting. A delay has occurred due to weather, lane restrictions on Main Street, and a change in the availability of the contractor. Mr. Karsten moves to extend 60 days and second by Ms. J. Vanderkin, passing unanimously.

ii) Roadside Relics

Ms. Van Buren informed the group that Ms. Stook would like a 6-month extension to allow additional time to find needed barn board to finish the remaining façade work. Staff recommends closing out the project and reapplying for the additional work once a firmer deadline is known.

Mr. Karsten moves to extend the deadline an additional 30 days and if the project will not be completed by that time, it will be closed. Ms. VandeBerg seconded the motion, passing unanimously.

h) New Grant Applications

Jack Qualmann, Q-Tronics, submitted a Downtown Revitalization Grant application for the property located at 313 E. Main St. for the replacement of one window due to a crack on one of the front windows. The crack started in the winter but due to construction on Madison the vibrations have caused the crack expand. Replacement of the window is necessary to ensure the structural integrity of the building is maintained.

A motion to approve up to 50% of eligible, non-BID funded expenses, not to exceed \$222.50 and allow an exception to the rule regarding multiple applications within a two-year time period was made by Mr. Karsten. Motion seconded by Ms. Verhage, passing unanimously.

4) Discussion Items

a) Senior Democratic Seminar Update

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.

b) Historic Commercial District Designation

Ms. Van Buren provided an update on the Historic Commercial District designation and upcoming training opportunity on the use of Historic Tax Credits (HTC). Funding from the BID and CDA are not enough when it comes to the needs of downtown property owners, specifically for items like roofing repairs and HVAC. This designation allows property owners to utilize HTCs for such work. There will be a HTC informational workshop on June 26, 2019 from 6-7:30 p.m. in the large conference room of the library.

Ms. Schlieve stated that a recommendation identified in the Comprehensive Plan is to obtain certified local government status. Becoming a certified local government would open the City up to additional funding opportunities. Staff will look into the requirements of obtaining this status.

c) Administrator Report

Administrator Schlieve provided the members an update on the following:

- An update was provided regarding transitions occurring in the downtown. K's Boutique will be moving at the end of the month to 317 E. Main St. The former owner has moved to the industrial park. A new tenant is coming to 425 E. Main St. Warzala's Rustic Design opened May 3, 2019 in the space formerly occupied by Riel's Carpet and Vacuum.
- Errin Welty, from WEDC, will be coming to the July BID meeting to discuss visioning, as well as ways to better connect resources and increase effectiveness between the BID and CDA. This will be on July 10, 2019 at 7:00 a.m. and CDA members are encouraged to attend.
- City Staff has been working the Chamber to offer more entrepreneurial training opportunities. A survey will be going out shortly.
- The City submitted an AARP Community Challenge grant request for pedestrian project back in April. It is anticipated a decision will be made this week as to if the City was awarded the funding.
- Silgan will be closing November 8, 2019. Staff is still trying to find out more information as to the true impact of the closure and ways to assist displaced workers.
- Due to the tariff discussions, the land option expired on the property slated for the soybean processing facility. The city will not be actively marketing this land again.
- Envision Greater Fond du Lac continues working on gathering the needed support for its new talent led economic development strategy. Envision staff will be meeting with businesses to explain the plan to help raise the needed investments to implement the plan.

5) Advanced Planning

a) Possible future agenda items

- i) Applications
- ii) BID Visioning Session Update

b) Set next meeting date

- i) The next meeting is scheduled for Tuesday, July 16, 2019 at 8:00 a.m.

6) Adjournment

The motion to adjourn was made by Mr. Drews with a second by Ms. J. Vanderkin. The motion passed unanimously, and the meeting was adjourned at 8:30 a.m.