



A G E N D A
CITY OF WAUPUN COMMUNITY DEVELOPMENT
AUTHORITY MEETING
Zoom
Tuesday, March 16, 2021 at 8:00 AM

Committee Members Present:

- Derek Drews
- Julie Nickel
- Sue VandeBerg
- Jill Vanderkin
- Nancy Vanderkin
- Cassandra VerHage

Committee Members Absent:

- Gary DeJager

Staff Present:

- Michelle Kast (left at 8:11a.m.) Director of Finance
- Kathy Schlieve Administrator
- Sarah Van Buren Community & Economic Development Coordinator
- Dan VandeZande City Attorney

CALL TO ORDER

Mayor Julie Nickel called the virtual and teleconference meeting of the Community Development Authority to order at 8:03 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

Administrator Schlieve would like to include the Administrator Update under the Discussion item.

A motion to approve the agenda, as amended, was made by Ms. N. Vanderkin and seconded by J. Vanderkin, passing unanimously.

2. Approval of January 19, 2021 Community Development Authority Minutes

A motion to approve the January 19, 2021 Community Development Authority Minutes was made by Mr. Drews and seconded by Ms. VandeBerg, passing unanimously.

3. Approval of December 2020 Financial Statement

A motion to approved the December 2020 Financial Statement, as presented by Ms. Kast, was made by Mr. Drews and seconded by Ms. VandeBerg, passing unanimously.

4. Approval of January 2021 Financial Statement

A motion to approve the January 2021 Financial Statement was made by Ms. VandeBerg and seconded by Ms. J. Vanderkin, passing unanimously.

5. Approval of February 2021 Financial Statement

A motion to approve the February 2021 Financial Statement was made by Ms. VandeBerg and seconded by Ms. J. Vanderkin, passing unanimously.

DISCUSSION ITEMS

6. Administrator Update

Administrator Schlieve provided the following updates:

- New benches and trash receptacles were installed last week in the downtown. Overall, staff have received positive feedback from the community. This year, wayfaring signage will be the focus, as it was delay from 2020 due to COVID.
- FDL County has moved to Phase 3 of its reopening plan. Dodge County is still in Phase 2 but is expected to move to Phase 3.
- Destination Lake Winnebago Region will be in Waupun the week of March 22nd to interview and film 10 downtown businesses. The final video will help the city promote its local businesses.
- Restructuring of other City boards and committees will occur at the April Council reorganization meeting. No changes will be occurring to this board.
- The new CDA grants that were approved at the January 2020 meet are live.
- 2020 Pop-Up program was very successful and the owner is staying in the current location. If you know of any available space for the 2021 program, please reach out to Ms. Van Buren.
- Activity engaged with WEDC about CDI grant opportunity for our community. Looking at combination opportunities and will keep this group.
- Closure of the Industrial Park TID will allow the City to structure a new TID to support perspective projects.
- The Senior Center project is on hold until the City hears if its grant application to the PSC was successful. If awarded, the City Hall boiler will be replaced.
- The McKinley Street property is owned by the City and staff will be developing an RFP.
- Parking continues to be an issue on the north side of the 300 block of E. Main Street.
- New entrepreneurial resources from WEDC are included in the Governor's proposed budget. Staff will provide updates as they are known.
- Housing continues to be an issue and there continues to be an ongoing challenge determining the area for future housing developments.
- The City will be undergoing a Transportation Utility Feasibility Study and updates will be provided at a future meeting.
-

ADJOURN TO CLOSED SESSION

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

7. Rock Shop

RECONVENE TO OPEN SESSION

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

ACTION FROM CLOSED SESSION

None.

ADVANCED PLANNING

8. Possible Future Agenda Items

- Grant Requests, if any
- Transportation Utility Feasibility Study Update
- Downtown Market Analysis Update
- Rock Shop

9. Date of Next Scheduled Meeting - April 20, 2021

ADJOURNMENT

A motion to adjourn was made by Ms. N. Vanderkin and seconded by Ms. J. Vankderin, passing unanimously. The meeting adjourned at 8:33 a.m.