



MINUTES
CITY OF WAUPUN COMMUNITY
DEVELOPMENT AUTHORITY MEETING
Waupun City Hall – 201 E. Main Street,
Waupun WI
Tuesday, November 19, 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 KastAccountant
Kathy Schlieve..... Administrator
Sarah Van Buren.....Community & Economic Development Coordinator
Dan VandeZande City Attorney

Audience Present:

Tana Barsch Our Bar
Rick FarleyContractor for Our Bar

Call to Order

Chair Nickel called the meeting to order at 8:00 a.m.

Roll Call of Board Members

Roll call and quorum determined.

Public Comment

None.

Consideration/Action

1. August 20, 2019 Community Development Authority Minutes

A motion to approve the August 20, 2019 minutes was made by Ms. VandeBerg and seconded by Ms. J. Vanderkin, passing unanimously.

2. October 2019 Financial Statement

A motion to approve the October Financial Statement, as presented by Ms. Kast, was made by Ms. N. Vanderkin and seconded by Ms. Verhage, passing unanimously.

3. Design for Rear Façade Improvements (Our Bar – 435 E. Main Street)

The last sentence of Chapter 25.03(5)(b) states, "Plans for substantial remodeling of building facades shall be approved by the Community Development Authority prior to construction". Upon consultation with the City's Building Inspector, this item is being brought to the CDA for approval since the language is unclear as to if this is applicable to rear facades.

Ms. Tana Barsch, owner of Our Bar, and a representative of the construction firm, presented to proposed design for the rear façade at 435 E. Main Street.

A motion to approve the proposed design for the rear façade improvements at 435 E. Main Street was made by Ms. N. Vanderkin and seconded by Ms. VandeBerg, passing unanimously.

Discussion Items

4. Administrator Report

Administrator Schlieve provided the members an update on the following:

- i) City Budget
 - (1) The City Council approved the 2020 budget at their meeting on November 12, 2019. As part of this approval was the TID 3 budget, which is the funding mechanism for the CDA. Ms. Schlieve details on proposed expenditures for 2020 and Ms. Van Buren highlighted CDA expenditures that the BID Board has also committed to supporting in 2020.
- ii) Historic District Designation
 - (1) The decision by the National Park Service regarding the national designation of the Historic Commercial District was made in mid-October. Eligible properties will now be able to utilize state and federal historic tax credits. Two properties owners have expressed interest in reaching out to the Wisconsin State Historical Society about potential projects.
- iii) Housing Study Update
 - (1) Ms. Van Buren provided an update on the work being done by the Cedar Corporation on the Housing Study and Needs Analysis. It is anticipated that the study will be concluded by the end of November.
- iv) Mastermind Series
 - (1) December 10, 2019 will be the next Mastermind course and the topic will be on cooperative marketing. This opportunity is open to all businesses in Waupun.
- v) Facilities Update
 - (1) Ms. Van Buren provided an update on the work of the Facilities Advisory Committee, the results of the recent open house, and next steps. It is anticipated that the study will be concluded by the end of the year.

5. Housing Program Summary Report January-June 2019

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

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)(e) of the WI Statutes for an update on the property located at 417 E. Main Street, Waupun. Motion unanimously approved.

Open Session Advanced Planning

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

Future Meetings and Gathering Involving the Community Development Authority

6. Possible future agenda items

- i) Grant Applications, if any
- ii) Updates on Building Improvements/Investments

7. Set next meeting date

The next meeting is scheduled for Tuesday, December 17, 2019 at 8:00 a.m.

Adjournment

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