



MINUTES
CITY OF WAUPUN COMMUNITY DEVELOPMENT
AUTHORITY MEETING
In-Person & Teleconference
Tuesday, June 21, 2022 at 8:00 AM

Committee Members Present:

Derek Drews
Sue VandeBerg
Jill Vanderkin
Nancy Vanderkin
Cassandra VerHage
Rohn Bishop, Mayor
Gary DeJager

Staff Present:

Kathy Schlieve Administrator
Dan Vande Zande Attorney

CALL TO ORDER

Mayor Bishop called the meeting of the Community Development Authority to order at 8:02 a.m.

ROLL CALL

Roll call and quorum determined.

PERSONS WISHING TO ADDRESS THE COMMUNITY DEVELOPMENT AUTHORITY

None.

CONSIDERATION - ACTION

- 1. Recognition of Mayoral Appointment of Board Members and Ex-Officio**
There are no changes to the board membership for 2022. Mayor Bishop thanked members for serving.
- 2. Nominations and Appointment of Vice Chairperson**
Motion Vanderberg, second J. Vanderkin to appoint Gary DeJager to role of Vice Chairman and to close nominations. Carried unanimously.
- 3. Establish Day of Month and Time of Board Meeting**
Consensus to maintain meeting on the third Wednesday of each month at 8 a.m.

CONSENT AGENDA:

4 – 7. Administrator Schlieve noted the highlights of March through May 2022 financials. Minutes from the March 15, 2022 meeting were also included. Motion N. Vanderkin, second Drews to approve consent agenda as presented. Carried unanimously.

CONSIDERATION OF NEW APPLICATIONS.

- 8. Application for 1 W Main Street AP Solutions for You, LLC**
- 9. Application for 3A W Main Street Main Street Bistro & Bakery**
- 10. Application for 7 W Main Street Southern Rust Free Parts**

Todd & Shae Cupery were present via Zoom to discuss their renovation of their property, which is being subdivided and will house the above individual businesses at the unique addresses shown. Renovations for the building are focused on the front façade and include window and door replacement, siding, awnings, and signage as presented in packet. Administrator Schlieve noted that the applications was approved by the BID for each of the businesses listed. Schlieve noted that questions about whether an individual parcel can receive multiple grants were discussed by BID and Schlieve affirmed that the BID Board has discretionary powers to award more than one grant per parcel. As it pertains to CDA, Schlieve indicated that the CDA also reserves the right under this program to exceed the maximum grant amount on a case-by-case basis. Applicants are

eligible for only one grant award per assessed property every two years, unless otherwise approved by the CDA. Exception will be granted to multiple business entities located on a single tax parcel. Motion VandeBerg, second DeJager to grant \$5,000 to each (\$15,000 total) of the applications presented by the Cuperys. Carried 7-0.

DISCUSSION ITEMS

11. CDI Grant Update 400 Block East Main Street

Administrator Schlieve communicated that the City has received a CDI grant from WEDC in the amount of \$134,000 for improvements in the 400 block of E Main. The City collaborated with Stone+Suede, 417 E. Main St., on the grant. Roughly \$100,000 will support building improvements of the Stone + Suede building, and the balance supports public improvements to back alleyways and surrounding green space. As it pertains to green space improvements, group input is needed to advance a master plan for that space. A copy of the master plan was included in board packets and members were asked to review for future discussion.

8. Tourism Secret Shopping Assessment

Roger Brooks, President of Robert Brooks International was recently in Waupun secret shopping and presented his findings on June 13. Waupun received a strong review. Brooks noted strengths and weaknesses that the community can work on to improve the overall experience for visitors. A group discussion with the Chamber and other civic groups is planned.

9. Administrator Report

Administrator Schlieve on the following:

- Overviewed terms of a developer agreement with United Cooperative and broader goals to extend Shaler Drive and expand housing development in the vicinity.
- The City of Waupun is included in a planning grant for Dodge County to help address childcare needs.
- 2023 Budget planning is underway.
- The City is finalizing agreement with State of WI on the Senior Center grant and planning work will commence this month.
- We continue to see ongoing vandalism in parks. Staff have worked to restore the park program and have staffed three parks this year, including Dodge, West End and Pine Street parks.

ADVANCED PLANNING

11. Potential Agenda Items

- Discuss recommendations of the Downtown Market Analysis Report
- Planning CDA Master Plan for Downtown Green Space design

12. Date of Next Scheduled Meeting

The next meeting is scheduled for August 17, 2022 at 8:00 a.m.

ADJOURNMENT

A motion to adjourn was made by N. Vanderkin and seconded by Drews passing unanimously. The meeting adjourned at 8:30 a.m.