



A G E N D A
CITY OF WAUPUN COMMUNITY DEVELOPMENT
AUTHORITY MEETING
Zoom
Tuesday, October 20, 2020 at 8:00 AM

Video & Teleconference Meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/88365899515?pwd=VjZUSDFWZkRT1Y1VEJnWnNH3JxUT09>

Meeting ID: 883 6589 9515

Passcode: 194293

-OR-

Dial by your location

(312) 626 6799 US

Meeting ID: 883 6589 9515

Passcode: 194293

CALL TO ORDER

ROLL CALL

PERSONS WISHING TO ADDRESS THE COMMUNITY DEVELOPMENT AUTHORITY--*State name, address, and subject of comments. (2 Minutes)*

CONSIDERATION - ACTION

1. Approval of Agenda/Motion to Deviate
- [2.](#) Approval of September 15, 2020 Community Development Authority Minutes
- [3.](#) Approval of September 2020 Financial Statement

DISCUSSION ITEMS

- [4.](#) Draft 2021 CDA Budget
5. Administrator Report

FUTURE MEETINGS AND GATHERING INVOLVING THE COMMUNITY DEVELOPMENT AUTHORITY

6. Possible Future Agenda Items
7. Next Scheduled Meeting (November 17, 2020)

ADJOURNMENT

Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact the City Clerk at 920-324-7915.



**MINUTES
COMMUNITY DEVELOPMENT AUTHORITY
MEETING
Virtual/Teleconference
September 15, 2020 at 8:00 AM**

Committee Members Present:

Gary DeJager
Derek Drews (left at 9:00 a.m.)
Mayor Julie Nickel
Jill Vanderkin
Nancy Vanderkin (left at 9:02 a.m.)
Sue VandeBerg (left at 8:57 a.m.)
Cassandra VerHage

Staff Present:

Kathy Schlieve Administrator
Sarah Van Buren Community & Economic Development Coordinator
Dan VandeZande (arrived at 8:06 a.m.) City Attorney

CALL TO ORDER

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

ROLL CALL OF BOARD MEMBERS

Roll call and quorum determined

PUBLIC COMMENT

None.

CONSIDER APPROVAL OF THE FOLLOWING AGENDA ITEMS

- 1. Approval August 18, 2020 Community Development Authority Minutes**
A motion to approve the August 18, 2020 minutes was made by Ms. N. Vanderkin and seconded by Mr. DeJager, passing unanimously.
- 2. Approval of August 2020 Financial Statement**
A motion to approve the August Financial Statement was made by Ms. J. Vanderkin and seconded by Mr. Drews, passing unanimously.

DISCUSSION ITEMS

- 3. CDA Visioning Session**
Ms. Van Buren facilitated a session with CDA members to brainstorm ideas as to what improvements should occur in the district and then go through the prioritization process of those ideas.
- 4. Administrator Report**
Administrator Schlieve provided the following update:
 - During the September CDA meeting, a visioning session will be held to help develop a framework for the future. A summary of this will be brought to a future BID meeting but BID members are also invited to participate.
 - Earlier this year, the Council approved a facilities study that identified priorities for the City, specifically the senior center. The group identified a potential location for a new facility but the option for the location no longer exists. The Facilities Advisory Committee will be meeting soon to discuss other potential opportunities for the senior center.
 - The banners have been installed and furnishings are being finalized. Next year's priorities for implementing the streetscaping plan will focus on planer designs, greenspace enhancements, and wayfaring signage.
 - On the tourism front, the City is anticipating an 80% drop in revenues and it is expected to carry over into

2021. This puts an additional strain on the City's budget. At the same time, we need to build upon tourism efforts. The improvements the historical society has made to the Carnegie building will be an additional asset to the downtown.

- Prior to COVID, staff was working with UW-Extension Fond du Lac County to bring entrepreneurship training to the community. As a new date is determined, more information will be passed along.
- Start-Up Wisconsin week is November 8-11, 2020. During the week, many different programming opportunities will be available throughout the region. Staff is working with the Venture Center at Fox Valley Technical College to bring programming specifically geared toward entrepreneurs ages 50+
- Staff will be working on an affordable housing resolution to carry over TIF 1 an additional year.
- Development of the 2021 continues.

FUTURE MEETINGS AND GATHERINGS

5. Possible Future Agenda Items

- a. 2021 CDA Budget Update

6. Next Schedule Meeting

- a. The next scheduled meeting will be October 20, 2020 at 8:00 a.m.

ADJOURNMENT

The motion to adjourn was made by Ms. VerHage and seconded by Ms. J. Vanderkin, passing unanimously. The meeting adjourned at 9:12 a.m.



Community Development Authority Financial Statement
For the Month Ending: 9/30/2020

BUDGET

Budget Category	Original 2020 Budget	Revised 2020 Budget	YTD Expense*	Budget Balance
Grants	\$30,000	\$80,000	\$85,560	-\$5,560
Market Study	\$5,000	\$0		\$0
Streetscape	\$59,000	\$17,000	\$1,611	\$15,389
Targeted Building Improvements	\$20,000	\$20,000		\$20,000
Miscellaneous	\$1,000	\$1,000	\$150	\$850
Audit	\$1,200	\$1,200	\$831	\$369
TID Analysis	\$3,000	\$0	\$0	\$0
	\$119,200	\$119,200	\$88,152	\$31,048
Cash Reserve (prior year unspent budget)	\$20,000	\$20,000	\$0	\$20,000

*YTD Expense totals include funds committed for approved grants that have not yet been paid out

GRANT EXPENSE DETAILS

Mtg Date	Applicant	Expiration	Date Paid	Grant Amount
2/18/2020	The Golden Cup, 400 E Main	8/18/2020	9/3/2020	\$4,500.00
4/24, 5/19, 7/21/2020	Various - COVID Business Support Pgm		4/23, 5/21, 7/23	\$64,512.02
7/21/2020	House of Handcrafters, 11 N. Madison	1/21/2021	9/3/2020	\$356.02
8/18/2020	K's Boutique 317 E. Main St.	2/18/2021	outstanding	\$440.00
8/18/2020	Finishing Touches by Rich 432 E Main St	2/18/2021	outstanding	\$751.69
8/18/2020	Gysbers Jewelry 305 E. Main St.	2/18/2021	outstanding	\$15,000.00
Year-to-Date Approved Grants				\$85,559.73

NON-GRANT EXPENSE DETAILS

Date Paid	Payment Description	Vendor Name	Amount
3/26/2020	Audit Fee	BAKER TILLY VIRCHOW KRAUSE LLP	\$627.00
3/12/2020	Annual TID Fee-TID 3	WISCONSIN DEPARTMENT OF REVENUE	\$150.00
4/16/2020	Audit Fee	BAKER TILLY VIRCHOW KRAUSE LLP	\$204.00
7/23/2020	Banner brackets for downtown banners	TRAFFIC & PARKING CONTROL CO.	\$3,610.80
8/21/2020	BID Contribution to banner brackets	Waupun Business Improvement District	-\$2,000.00
Year-to-Date Non-Grant Expenses			\$2,591.80
Total YTD Expenses			\$88,151.53

**CITY OF WAUPUN
BALANCE SHEET
9/30/20**

CAPITAL PROJECTS FUND-TIF #3

ASSETS

405-10001	Cash	81,454
405-12100	Property Taxes Receivable	-
405-13810	Accounts Receivable	-
TOTAL ASSETS		<u>81,454</u>

LIABILITIES, DEFERRED INFLOWS, AND FUND BALANCES

405-21100	Accounts Payable	-
405-25100	Advance from General Fund	489,890
405-26110	Deferred (Taxes) Receivable	-
Total Liabilities and Deferred Inflows		<u>489,890</u>

FUND BALANCE

405-31111	City Equity	(469,090)
	Revenue over Expenditures-YTD	60,654
Total Fund Balance		<u>(408,436)</u>

**TOTAL LIABILITIES, DEFERRED INFLOWS AND
FUND EQUITY**

81,454

**CITY OF WAUPUN
STATEMENT OF REVENUES & EXPENDITURES
9/30/20**

CAPITAL PROJECTS FUND-TIF #3

REVENUES	9/30/2020 YTD	12/31/2020 Budget	Difference (Budget - YTD)
405-41-4112-000 TAXES-TAX INCREMENTAL DISTRICT	102,592	99,022	(3,570)
405-41-4115-000 TAX-COMPUTER EXEMPT PROPERTY	8,287	8,286	(1)
405-41-4116-0-00 TAX-EXEMPT PERSONAL PROPERTY	12,311	12,311	(0)
405-42-4240-000 PAYMENT IN LIEU OF TAX	9,423	9,423	(0)
405-44-4431-000 PERMITS-BUILDING-TIF 3	-	-	-
405-43-4355-000 STATE GRANT	-	-	-
405-48-4861-000 DONATIONS FROM ORG&INDIVIDUALS	-	-	-
Total Revenues	<u>132,614</u>	<u>129,042</u>	<u>(3,572)</u>
 EXPENDITURES			
405-70-5436-110 TIF #3-SALARIES/WAGES	-	-	-
405-70-5436-111 TIF #3-OVERTIME	-	-	-
405-70-5436-220 TIF #3-HEALTH INSURANCE	-	-	-
405-70-5436-221 TIF #3-LIFE INSURANCE	-	-	-
405-70-5436-222 TIF #3-RETIREMENT	-	-	-
405-70-5436-223 TIF #3-SOCIAL SECURITY	-	-	-
405-70-5436-229 TIF #3-INCOME CONTINUE	-	-	-
405-70-5436-330 TIF #3-OFFICE SUPPLIES	-	-	-
405-70-5436-333 TIF #3-POSTAGE	-	-	-
405-70-5436-337 TIF #3-TRAV/CONFERENCE	-	-	-
405-70-5436-338 TIF #3-OPERATING EXPENSES	71,129	115,000	43,871
405-70-5436-339 TIF #3-PROFESSIONAL SERVICES	831	4,200	3,369
405-70-5436-800 TIF #3-CAPITAL OUTLAY	-	-	-
Total Expenditures	<u>71,960</u>	<u>119,200</u>	<u>47,240</u>
Excess (deficiency) revenues over expenditures	<u>60,654</u>	<u>9,842</u>	<u>(50,812)</u>

COMMUNITY DEVELOPMENT AUTHORITY

Proposed Expenditures for 2021 Calendar Year
-DRAFT-

EXPENSES

Wages	\$	11,049	
Wayfaring/Streetscaping	\$	15,000	
Interest	\$	12,000	
Downtown Market Analysis	\$	5,000	
Audit	\$	1,200	
TID Analysis	\$	3,000	
Improvement Grants	\$	72,000	
Repayment	\$	5,000	
Subtotal			\$124,249
