

A G E N D A CITY OF WAUPUN AMENDED - COMMUNITY DEVELOPMENT AUTHORITY MEETING Waupun City Hall – 201 E. Main Street, Waupun WI Tuesday, February 18, 2020 at 8:00 AM

AMENDED AGENDA

CALL TO ORDER

ROLL CALL

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

CONSIDERATION - ACTION

- 1. November 20, 2019 Community Development Authority Minutes
- 2. December 2019 Financial Statement
- 3. January 2020 Financial Statement
- 4. Design for Facade Improvements The Golden Cup (400 E. Main St.)
- 5. New Grant Application The Golden Cup (400 E. Main St.)

DISCUSSION ITEMS

- 6. Administrator Report
- 7. Debrief of Connect Communities event held in January 2020
- 8. Housing Program Summary Report (July-December 2019)

FUTURE MEETINGS AND GATHERING INVOLVING THE COMMUNITY DEVELOPMENT AUTHORITY

- 9. Possible Future Agenda Items
- 10. Date of Next Scheduled Meeting (March 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.



M I N U T E S 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 Kast	Accountant
	Administrator
	Community & Economic Development Coordinator
	City Attorney
Dan vandozando	

Audience Present:

Tana Barsch	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 Statues 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 Statues. 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.

<u>Adjournment</u>

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.

CITY OF WAUPUN BALANCE SHEET 12/31/19

CAPITAL PROJECTS FUND-TIF #3

ASSETS		
405-10001	Cash	25,000
405-12100	Property Taxes Receivable	112,016
405-13810	Accounts Receivable	-
TOTAL ASSET	S	137,016
LIABILITIES, D	EFERRED INFLOWS, AND FUND BA	LANCES
405-21100	Accounts Payable	4,200
405-25100	Advance from General Fund	489,890
405-26110	Deferred (Taxes) Receivable	112,016
Total Liabilities	and Deferred Inflows	606,106
FUND BALANC	E	
405-31111	City Equity	(495,850)
	Revenue over Expenditures-YTD	26,759
Total Fund Bala	nnce	(469,090)
TOTAL LIABIL	ITIES DEFENDED INELOWS AND	
	ITIES, DEFERRED INFLOWS AND	427.040
FUND EQUITY		137,016

CITY OF WAUPUN STATEMENT OF REVENUES & EXPENDITURES 12/31/19

CAPITAL PROJECTS FUND-TIF #3

REVENUES		
405-41-4112-000	TAXES-TAX INCREMENTAL DISTRICT	89,312
405-41-4115-000	TAX-COMPUTER EXEMPT PROPERTY	8,287
405-41-4116-0-00	TAX-EXEMPT PERSONAL PROPERTY	522
405-42-4240-000	PAYMENT IN LIEU OF TAX	10,055
405-44-4431-000	PERMITS-BUILDING-TIF 3	-
405-43-4355-000	STATE GRANT	-
405-48-4861-000	DONATIONS FROM ORG&INDIVIDUALS	-
Total Revenues		108,175
EXPENDITURES		
	TIF #3-SALARIES/WAGES	-
	TIF #3-OVERTIME	-
405-70-5436-220	TIF #3-HEALTH INSURANCE	-
	TIF #3-LIFE INSURANCE	-
	TIF #3-RETIREMENT	-
405-70-5436-223	TIF #3-SOCIAL SECURITY	-
	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	-
	TIF #3-OPERATING EXPENSES	80,509
405-70-5436-339	TIF #3-PROFESSIONAL SERVICES	906
405-70-5436-800	TIF #3-CAPITAL OUTLAY	
Total Expenditur	es	81,415
_ ,, ., .		
Excess (deficiency	y) revenues over expenditures	26,759

2019 CDA Expenditures

January	<u>Payee</u>	<u>Description</u>	<u>Amount</u>	<u>Total</u> \$0.00
February				\$0.00
	9 DEPARTMENT OF REVENUE 9 BAKER TILLY VIRCHOW KRAUSE LLP	Annual TID Fee-TID 3 2018 TIF District compilation - TID 3	\$150.00 \$444.80	\$594.80
4/25/201	9 WESTPHAL 9 WESTPHAL 9 BAKER TILLY VIRCHOW KRAUSE LLP	Business signage for construction project Madison St signage for businesses 2018 TIF District compilation - TID 3	\$500.00 \$130.00 \$346.40	\$976.40
5/9/2019 5/9/2019 5/9/2019 5/9/2019	9 BEAVER GUNITE 9 HOME CONTRACTORS & SUPPLY INC. 9 LIEBENOW CONSTRUCTION LLC 9 MARTENS ACE HARDWARE 9 BAKER TILLY VIRCHOW KRAUSE LLP 9 BEAVER GUNITE	Down payment - mural project-resurfacing wall - 409 E Main St treated plywood - wall mural for SDS-409 E Main Grant Reimbursement - 300 E Main St SDS Class mural project - supplies 2018 TIF District compilation - TID 3 Down payment - mural project-resurfacing wall - 409 E Main St	\$10,000.00 \$645.12 \$5,000.00 \$180.94 \$115.00 \$13,865.00	\$29,806.06
	9 FLYWAY SIGNS & GRAPHICS 9 MARTENS ACE HARDWARE	mural installation supplies for mural	\$582.50 \$32.99	\$615.49
July				\$0.00
August				\$0.00
September 9/5/2019	9 Q-TRONICS	Grant Reimbursement	\$222.50	\$222.50
October 10/3/2019	9 AWVE, STEVE	Grant Reimbursement-435 E Main St Rehab	\$30,000.00	\$30,000.00
November 11/7/201	9 GYSBERS JEWELRY	CDA Grant	\$15,000.00	\$15,000.00
December 1/13/202	0 WARRIOR FABRICATION & REPAIR	banners - 2019	\$4,200.00	\$4,200.00
Total Expen	ditures			\$81,415.25
Expense Ca Grants Streetscape Audit Other	_			\$50,222.50 \$29,506.55 \$906.20 <u>\$780.00</u> \$81,415.25



Community Development Authority Financial Statement For the Month Ending: 1/31/2020

BUDGET

Budget Category	2020 Budget	YTD Expense	Budget Balance
Grants	\$30,000		\$30,000
Market Study	\$5,000		\$5,000
Streetscape	\$59,000		\$59,000
Targeted Building Improvements	\$20,000		\$20,000
Miscellaneous	\$1,000		\$1,000
Audit	\$1,200		\$1,200
TID Analysis	<u>\$3,000</u>	<u>\$0</u>	\$3,000
	\$119,200	\$0	\$119,200

EXPENDITURES

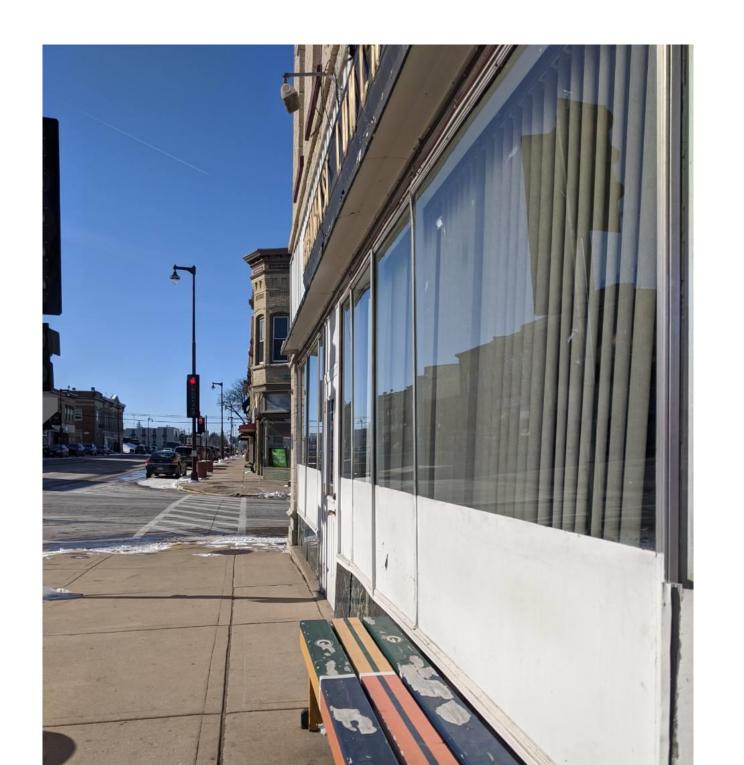
Date Paid Payment Description Vendor Name Amount

GRANTS

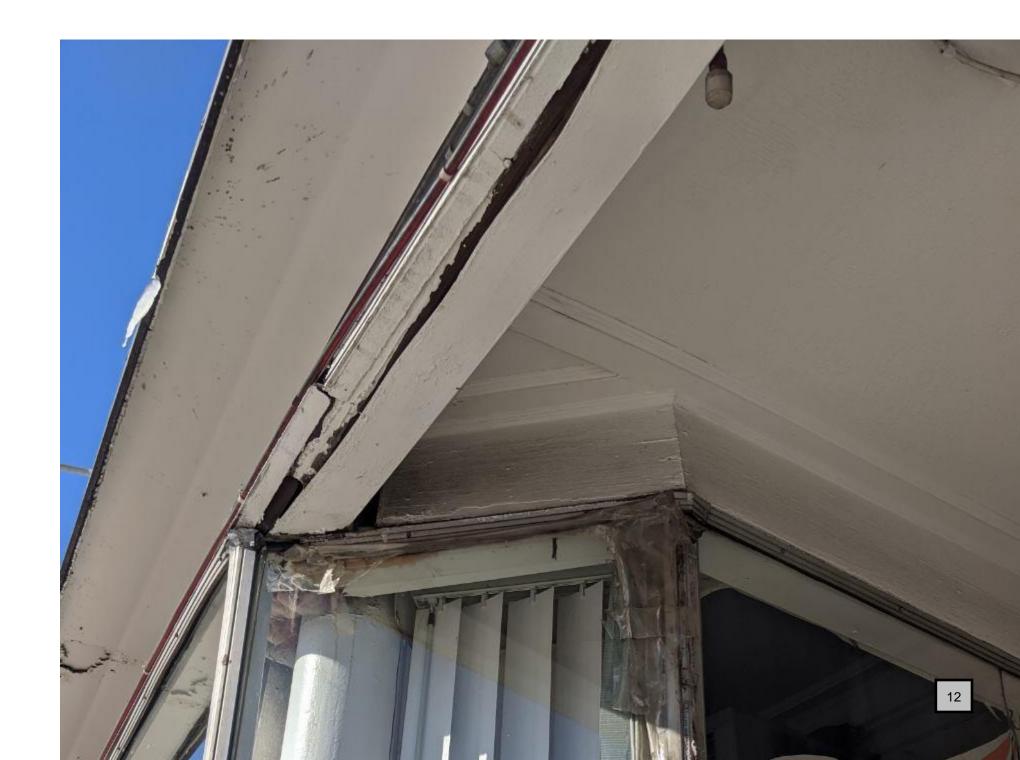
Grant Budget	\$30,000
Less Approved Grants	<u>\$0</u>
Grant Funds Available for Distribution	\$30,000
Year-to-Date Approved Grants	\$0

DateApplicantGrant AmountExpiration2/18/2020TBDTBDTBD



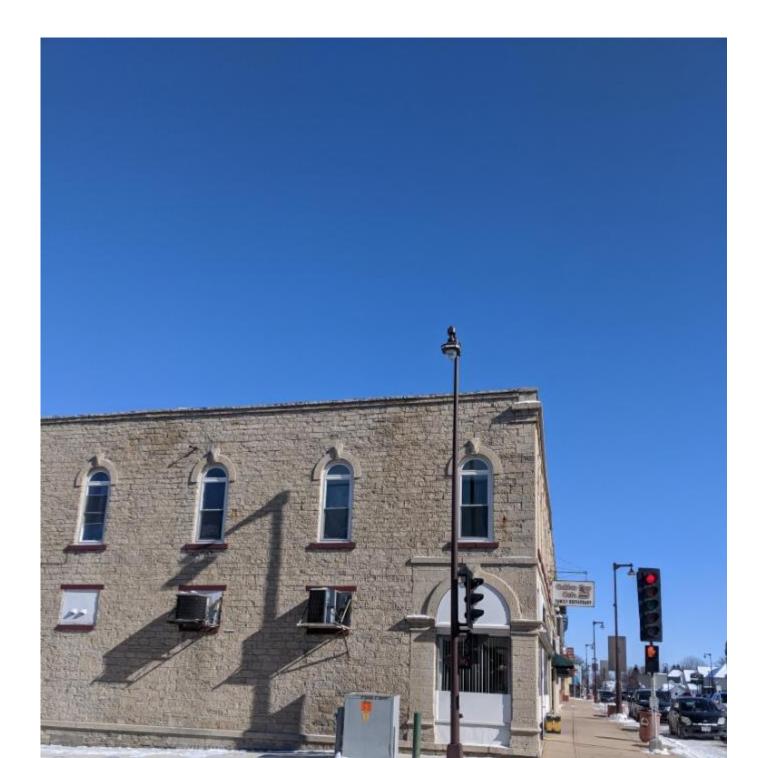


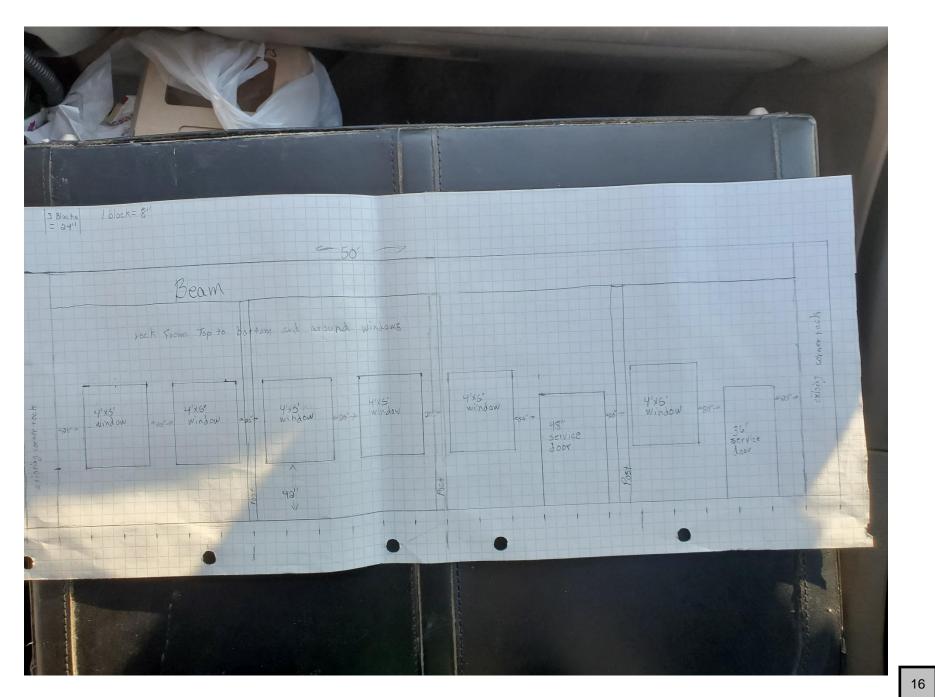












Waupun Community Development Authority Downtown Revitalization Grant Application

Applicant No.	
Applicant Name: Remail Alimi Applicant Address: WHOS Carnty Rd	1 Merrill W/ 54452
Phone: 715 5812011 Form	small: Call Miles
Name of Business/Property: Golden Cap (a	T-a
Property Address: 400 E main St	MANDUA
Property Use: lestaurant	- Company of the comp
For Tenants:	
The CDA requires you to work with your landlord to obtain you are the owner of the building, you can leave this section.	n project approval indicated by signature below. If on blank.
Property Owner Name:	
Phone: Email:	
Property Owner Address	
Property Owner Signature:	
Expiration Date of Current Lease Agreement:	Owner Initials
Project Summary: (Provide a brief project summary)	
Remodeling Front-putte	ng in new windows
redains the Wallsays	de Reforming w/ 2x8 Studiunis
walls inside. It wil	1 cost us @ \$30,000.00
	we have planned sofar.
Estimated Start Date: We got per Estimated	Completion Date: Month after Start.
City Building Inspector Approval:	Date: 2-17-20
tween each window will be 3x8 ply 2x8	posis for support of header above
due to the sagging operating	Revised 4/17/2018

	Required Attachments: Cost Estimates Current photo(s) of property Project Budget: Projects located in the Business Improven	Project plan(s) drawn to ¼-inch sca paint color(s) or material sample(s) A nent District: (CDA will consider non-B	
	Did you apply for BID's Façade Improvement If yes, BID Meeting Date: Total Estimated Cost of Application: \$ 30 Total CDA Grant Request: \$ 45 pulse Release of Information: I hereby authorize the Waupun Community I application materials with CDA members whinformation provided to the CDA may be released in accordance with the free CDA meeting in which this request will be remeeting. Applicant Name (print): Submit applicant Signature: Submit applicant Community I applicant Signature: Submit applicant Signature:	Grant? Yes No Grant Awarded: \$	n to share all knowledge that the open record that I am to attend the notify me of that
white and we was of a	City Staff Use Only: Date application received: 2/17/20 Application reviewed for completeness by Property reviewed for delinquency by Applicant notified of scheduled CDA meeting	M (initials). Date: <u>alplao</u> (initials). Date: <u>217120</u> by <u>67</u> (initials). Date: <u>21712</u>	Does not haul estimates Por into an low's maderials Alliquent an personal Proporty taxes.

Housing Grant Program Summary Report July - December 2019

Applications Received	# Recieved	# Approved	# Denied	Reason(s) for Denial
Home Purchaser Program	1	1		
Owner-Occupied Rehab	4	1		2 over income-1 referred to region funds
Renter-Occupied Rehab				1 HO approved will use \$125,000.00
Total	5		_	_

New Loans	Loan Amount*
Home Purchaser Program	\$4,786.98
Owner-Occupied Rehab	\$61,501.18
Renter-Occupied Rehab	\$0.00
Total New Loans	\$0.00
*amount approved, does not reflect amou	\$66,288.16

Loan Payoffs	# of Payoffs	Dollar Amount	
Home Purchaser Program			
Owner-Occupied Rehab		\$	29,431.09
Renter-Occupied Rehab		\$	960.88
Total Payoffs	=	\$	30,391.97

Frigo made partial payment Verran and Ramthun making monthly payments

	An	Amount Written Off		Bad Debt Allow. Established	
Write-Offs / Bad Debt Allowances	Writ				
Home Purchaser Program	\$	-	\$	-	
Owner-Occupied Rehab					
Renter-Occupied Rehab	\$	-	\$	-	
Total	\$	-	\$	-	

Grant funds available for distribution

 HOME/HCRI Program
 \$ 39,925.68

 CDBG Program
 \$ 174,722.09

these are project funds-does not include admin funds

Marketing Efforts facebook, library