



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

PERSONS WISHING TO ADDRESS THE COMMUNITY DEVELOPMENT AUTHORITY--*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.



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.

2/12/2020

**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 ASSETS		<u>137,016</u>

LIABILITIES, DEFERRED INFLOWS, AND FUND BALANCES

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		<u>606,106</u>

FUND BALANCE

405-31111	City Equity	(495,850)
	Revenue over Expenditures-YTD	26,759
Total Fund Balance		<u>(469,090)</u>

**TOTAL LIABILITIES, DEFERRED INFLOWS AND
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		<u>108,175</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	80,509
405-70-5436-339	TIF #3-PROFESSIONAL SERVICES	906
405-70-5436-800	TIF #3-CAPITAL OUTLAY	-
Total Expenditures		<u>81,415</u>
Excess (deficiency) revenues over expenditures		<u><u>26,759</u></u>

2019 CDA Expenditures

	<u>Payee</u>	<u>Description</u>	<u>Amount</u>	<u>Total</u>
January				\$0.00
February				\$0.00
March				
	3/14/2019 DEPARTMENT OF REVENUE	Annual TID Fee-TID 3	\$150.00	
	3/21/2019 BAKER TILLY VIRCHOW KRAUSE LLP	2018 TIF District compilation - TID 3	\$444.80	\$594.80
April				
	4/4/2019 WESTPHAL	Business signage for construction project	\$500.00	
	4/25/2019 WESTPHAL	Madison St signage for businesses	\$130.00	
	4/11/2019 BAKER TILLY VIRCHOW KRAUSE LLP	2018 TIF District compilation - TID 3	\$346.40	\$976.40
May				
	5/9/2019 BEAVER GUNITE	Down payment - mural project-resurfacing wall - 409 E Main St	\$10,000.00	
	5/9/2019 HOME CONTRACTORS & SUPPLY INC.	treated plywood - wall mural for SDS-409 E Main	\$645.12	
	5/9/2019 LIEBENOW CONSTRUCTION LLC	Grant Reimbursement - 300 E Main St	\$5,000.00	
	5/9/2019 MARTENS ACE HARDWARE	SDS Class mural project - supplies	\$180.94	
	5/9/2019 BAKER TILLY VIRCHOW KRAUSE LLP	2018 TIF District compilation - TID 3	\$115.00	
	5/22/2019 BEAVER GUNITE	Down payment - mural project-resurfacing wall - 409 E Main St	\$13,865.00	\$29,806.06
June				
	6/20/2019 FLYWAY SIGNS & GRAPHICS	mural installation	\$582.50	
	6/20/2019 MARTENS ACE HARDWARE	supplies for mural	\$32.99	\$615.49
July				\$0.00
August				\$0.00
September				
	9/5/2019 Q-TRONICS	Grant Reimbursement	\$222.50	\$222.50
October				
	10/3/2019 AWVE, STEVE	Grant Reimbursement-435 E Main St Rehab	\$30,000.00	\$30,000.00
November				
	11/7/2019 GYSBERS JEWELRY	CDA Grant	\$15,000.00	\$15,000.00
December				
	1/13/2020 WARRIOR FABRICATION & REPAIR	banners - 2019	\$4,200.00	\$4,200.00
Total Expenditures				<u>\$81,415.25</u>

Expense Categories:

Grants	\$50,222.50
Streetscape/Mural	\$29,506.55
Audit	\$906.20
Other	<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>	<u>\$3,000</u>
	\$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

Date	Applicant	Grant Amount	Expiration
2/18/2020	TBD	TBD	TBD















3 Blocks
= 24''

1 block = 8"

← 50' →

Beam

rock from top to bottom and around windows

Waupun Community Development Authority
Downtown Revitalization Grant Application

Applicant Name: Qemal Alimi
Applicant Address: W4618 County Rd Q Merrill WI 53452
Phone: 715 581 0041 Fax: _____ Email: alimi.09@hotmail.com
Name of Business/Property: Golden Cup Cafe
Property Address: 400 E main st Waupun
Property Use: Restaurant

For Tenants:

The CDA requires you to work with your landlord to obtain project approval indicated by signature below. If you are the owner of the building, you can leave this section blank.

Property Owner Name: _____
Phone: _____ Email: _____
Property Owner Address: _____
Property Owner Signature: _____ Date: _____
Expiration Date of Current Lease Agreement: _____ Owner Initials: _____

Project Summary: (Provide a brief project summary)

Remodeling Front - putting in new windows
redoing the walls outside Reframing w/ 2x8 studs walls
walls inside. It will cost us ~~at~~ \$30,000.00
~~for~~ for what we have planned so far.

As soon as we get permit.
Estimated Start Date: _____ Estimated Completion Date: month after start.

City Building Inspector Approval: Sue Baby Date: 2-17-20

Between each window will be 3x8 ply 2x8 posts for support of header above
due to the sagging of existing

Revised 4/17/2018

Required Attachments:

☐ Cost Estimates

☒ Current photo(s) of property

☒ Project plan(s) drawn to 1/4-inch scale, if applicable

☐ Paint color(s) or material sample(s), if applicable

- previously included w/ agenda packet

Project Budget:

Projects located in the Business Improvement District: (CDA will consider non-BID covered expenses only)

Did you apply for BID's Façade Improvement Grant? ☐ Yes ☒ No

If yes, BID Meeting Date: _____ BID Grant Awarded: \$ _____

Total Estimated Cost of Application: \$ 30,000 - 40,000.00

Total CDA Grant Request: \$ as much as I can get approve (50% of non-BID covered expenses)

Release of Information:

I hereby authorize the Waupun Community Development Authority (CDA) permission to share all application materials with CDA members who will be reviewing my application. I acknowledge that information provided to the CDA may be released upon request in compliance with the open record requirements and in accordance with the freedom of information act. I acknowledge that I am to attend the CDA meeting in which this request will be reviewed and that the City of Waupun will notify me of that meeting.

Applicant Name (print):

Demal Alimi

Applicant Signature:

[Signature]

Date:

2/16/17

Submit application and attachments to:

Waupun Community Development Authority - City of Waupun

201 E. Main Street, Waupun WI 53963

Kathy@cityofwaupun.org

City Staff Use Only:

Date application received: 2/17/20

Application reviewed for completeness by SV (Initials), Date: 2/17/20 → Does not have estimates or info on colors or materials

Property reviewed for delinquency by SV (Initials), Date: 2/17/20 → delinquent on personal property taxes.

Applicant notified of scheduled CDA meeting by SV (Initials), Date: 2/17/20

Utilities are current as of 2/14/20.

Revised 4/17/2018

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	<u>5</u>	<u>2</u>	<u>-</u>	

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

Loan Payoffs	# of Payoffs	Dollar Amount	
Home Purchaser Program			
Owner-Occupied Rehab		\$ 29,431.09	Frigo made partial payment
Renter-Occupied Rehab		<u>\$ 960.88</u>	Verran and Ramthun making monthly payments
Total Payoffs	<u>-</u>	<u>\$ 30,391.97</u>	

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

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
--------------------------	-------------------