



**A G E N D A**  
**CITY OF WAUPUN COMMUNITY DEVELOPMENT**  
**AUTHORITY MEETING**  
Waupun City Hall – 201 E. Main Street, Waupun WI  
Tuesday, September 19, 2023 at 7:45 AM

The Waupun Community Development Authority will meet In-person, virtual, and teleconference. Instructions to join the meeting are provided below:

**Virtual:** <https://us02web.zoom.us/j/84949639125?pwd=YWt0R015Z09wN3E5Q1o0WDFpclhrZz09>

**Meeting ID:** 849 4963 9125

**Passcode:** 757382

**Phone:** 312 626 6799 US (Chicago)

**CALL TO ORDER**

**ROLL CALL**

**CONSIDERATION - ACTION**

- [1.](#) Approve Minutes from August 15, 2023 CDA Meeting
- [2.](#) Approve August 2023 CDA Financials
- [3.](#) Review Outstanding Applications
- [4.](#) Consider Application for 4 Fond du Lac St (Karsten Real Estate)
5. TABLE Application for 321 E Main St (Firefly Gifts)
- [6.](#) Consider Application for 16 S Madison Street (Gappa Properties)

**DISCUSSION**

- [7.](#) Discuss Future Funding Sources and Goals of the CDA
8. City Administrator Update

**ADVANCED PLANNING**

**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, August 15, 2023 at 7:45 AM**

Mayor Bishop called the meeting to order at 7:45 a.m.

Roll Call taken. Present are Mayor Bishop, Gary DeJager, Sue Vandenberg, Derek Drews, Jill Vanderkin and Cassandra VerHage. Also present Administrator Schlieve, Assistant Administrator Langenfeld and BJ Yohn.

Approve Vandenberg, second DeJager to approve minutes from July 18, 2023 CDA meeting. Carried unanimously.

Motion DeJager, second Drews to approve July 2023 CDA Financials. Carried unanimously.

Review of application for 42 Fond du Lac St for Maedox Tax & Accounting. Schlieve notes that the request is for interior remodel and that is outside the scope of the current program guidelines. However, the guidelines as written do allow the CDA discretion in decisions such as this. Schlieve notes that the business currently serves about 1,800 clients in the area and that it is important to keep an accounting firm in the community. After deliberation, motion DeJager, second Vandenberg to approve a 50% matching grant, capped at \$5,000. Carried unanimously.

BJ Yohn is present to explain the projects for 14, 16 and 20 W Main Street. The front awning will be removed and each of the three businesses (Edward Jones, State Farm, and B&B Plumbing) will add a canvas awning with their branding to improve the professional appearance of the building. Motion Vandenberg, second Vanderkin to approve 20 W Main (B&B Plumbing) and 16 W Main (State Farm) applications as a matching grant capped at \$5,000; and, 14 W Main (Edward Jones) as a matching grant capped at 2,360. Total investments \$12,360 for the three projects. Carried unanimously.

Motion DeJager, second VerHage to adjourn meeting. Carried unanimously. Meeting adjourned at 7:58 a.m.



# CDA Financial Statement

For the Month Ending: **8/31/2023**

## BUDGET

<b>REVENUE</b>	<b>\$ 159,598</b>
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EXPENSE	Budget Amt	YTD Actual	Balance
WAGES	\$ 15,116	\$ (11,551)	\$ 3,565
PROFESSIONAL SERVICES/AUDIT FEES	\$ 1,000	\$ (2,774)	\$ (1,774)
DEBT PAYMENTS	\$ 32,967	\$ (32,895)	\$ 72
PAYOUT FOR 2023 PROJECTS	\$ 28,025	\$ (29,446)	\$ (1,421)
IMPROVEMENT PROJECTS	\$ 40,000	\$ -	\$ 40,000
TARGETED INVESTMENT/STREETSCAPING	\$ 53,971	\$ (3,650)	\$ 50,321
<b>TOTAL EXPENSE</b>	<b>\$ 171,079</b>	<b>\$ (80,316)</b>	<b>\$ 90,763</b>

## AVAILABLE PROJECT FUNDS

IMPROVEMENT PROJECTS	\$ 4,449
TARGETED INVESTMENTS/STREETSCAPING	\$ 14,671
CARRYOVER FUNDS PRIOR YEAR(S)	\$ 49,374
REIMBURSEMENT	\$ 28,403
	<b>\$ 96,897</b>

ANNUAL ACTIVITY	AMOUNT
3/23 WEDC GRANT PAYMENT	\$ 134,200
3/23 GRANT REIMBURSEMENT STONE & SUEDE	\$ (105,797)
	<b>\$ 28,403</b>

GRANTS APPROVED - NOT DISPURSED	\$	40,000
<del>WEAVING IT UP TO YOU!</del> - cancelled	\$	-
WIND & UNWIND (est. award \$2,565)	\$	5,000
BROKEN THREADS	\$	5,000
K'S BOUTIQUE	\$	551
JUDSON'S	\$	5,000
MAEDOX TAX & ACCOUNTING	\$	5,000
STATE FARM	\$	5,000
EDWARD JONES	\$	5,000
B&B PLUMBING	\$	5,000
<b>AVAILABLE IMPROVEMENT PROJECT FUNDS</b>	<b>\$</b>	<b>4,449</b>

GRANTS - TARGETED INVESTMENTS	\$	53,971
GYSBER'S JEWELRY	\$	39,300
<b>AVAILABLE IMPROVEMENT PROJECT FUNDS</b>	<b>\$</b>	<b>14,671</b>

GRANTS - CARRYOVER FUNDS	\$	79,374
WEE CARE DAYCARE	\$	30,000
<b>AVAILABLE IMPROVEMENT PROJECT FUNDS</b>	<b>\$</b>	<b>49,374</b>



# AGENDA SUMMARY SHEET

**MEETING DATE:** September 19, 2023

**TITLE:** Review Outstanding Applications

**AGENDA SECTION:** Consideration/Action

**PRESENTER:** Kathy Schlieve, Administrator

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT
Economic Vitality	N/A

## ISSUE SUMMARY

The following grant applications are outstanding for review. Where outlined extensions are being requested to complete the work.

<b>GRANTS APPROVED - NOT DISPURSED</b>	<b>\$</b>	<b>40,000</b>
<del>WEAVING IT UP TO YOU!</del> <b>cancelled</b>	\$	-
WIND & UNWIND (est. award \$2,565)	\$	5,000
BROKEN THREADS	\$	5,000
K'S BOUTIQUE	\$	551
JUDSON'S	\$	5,000
MAEDOX TAX & ACCOUNTING	\$	5,000
STATE FARM	\$	5,000
EDWARD JONES	\$	5,000
B&B PLUMBING	\$	5,000
<b>AVAILABLE IMPROVEMENT PROJECT FUNDS</b>	<b>\$</b>	<b>4,449</b>

The following extensions are being requested:

1. Wind & Unwined until October 31, 2023
2. Broken Threads until November 15, 2023
3. K's Boutique until October 31, 2023
4. Judson's until November 30, 2023

## STAFF RECCOMENDATION:

## ATTACHMENTS:

### RECCOMENDED MOTION:

Motion to extend grant application for as presented.

Waupun Community Development Authority  
Downtown Revitalization Grant Application

Applicant Name: John Karsten

Applicant Address: 4 Fond du Lac St, Waupun

Phone: 920-324-2800 Fax: - Email: john@karstenrealestate.com

Name of Business/Property: KARSTEN REAL ESTATE

Property Address: 4 FOND DULAC ST, WAUPUN

Property Use: BUSINESS OFFICE (DOWNSTAIRS) / RESIDENTIAL (UPSTAIRS)

**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) WEST SIDE OF BUILDING

REMOVE OLD MASONRY, SANDBLAST, APPLY  
"ADHESION PROMOTER", EPOXY, MORTAR, TROWEL  
FINISH, PAINT (SAME COLOR)

Estimated Start Date: ASAP Estimated Completion Date: MID-OCTOBER

City Building Inspector Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**Required Attachments:**

- Cost Estimates
- Project plan(s) drawn to 1/4-inch scale, if applicable
- Current photo(s) of property
- Paint color(s) or material sample(s), if applicable

**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: \$ 9,600

Total CDA Grant Request: \$ 3,800 (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): John F. Karsten

Applicant Signature: [Handwritten Signature]

Date: 9/15/2023

**Submit application and attachments to:**  
Waupun Community Development Authority - City of Waupun  
201 E. Main Street, Waupun WI 53963  
[Kathy@cityofwaupun.org](mailto:Kathy@cityofwaupun.org)

**City Staff Use Only:**

Date application received: \_\_\_\_\_

Application reviewed for completeness by \_\_\_\_\_ (initials). Date: \_\_\_\_\_

Property reviewed for delinquency by \_\_\_\_\_ (initials). Date: \_\_\_\_\_

Applicant notified of scheduled CDA meeting by \_\_\_\_\_ (initials). Date: \_\_\_\_\_

**HANDYMAN MEWS AND RENOVATIONS**  
 266 Doty St.  
 Montello Wi. 53949

608-692-8297

**Proposal**

PROPOSAL NO. <b>007210</b>		DATE <b>Aug 15 2023</b>	
BID NO. <b>920-219-0148</b>		ARCHITECT	
TO <b>John Karsten</b>	PHONE NO.	DATE OF PLANS	
ADDRESS <b>4 Fond Du Lac Street</b>	WORK TO BE PERFORMED AT: <b>same</b>		
<b>Waupun Wi.53963</b>			

We hereby propose to furnish the materials and perform the labor necessary for the completion of Repair side of building, remove all lose aggregate, sandblast prep add adhesion promoter finish coat in epoxy motar trowel finish and paint surface  
Add gutter and down spout

Area below for additional description and/or drawings:

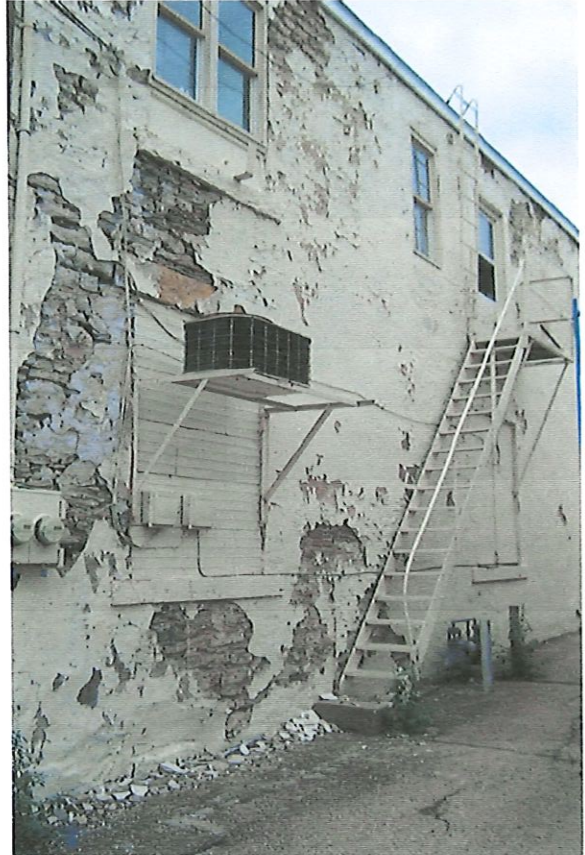
1) Setup scaffolding & removal all lose aggregate		2050.00
2) Sand blast and apply adhesion promoter	1450.00	700.00
3) Apply epoxy motar trowel finish	2050.00	2000.00
4) Paint complete wall white	840.00	380.00
5) Install Gitter and down spout	60.00	70.00
<b>SUB TOTALS</b>	<b>Materials \$4,400.00</b>	<b>Labor \$5,200.00</b>

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of **Nine thousand six hundred and 00/100**

Dollars (\$ **9,600.00** ) with payments to be made as follows. **Half down on acceptance**  
**\$4800.00 down**  
**Balance upon completion**

**ACCEPTANCE OF PROPOSAL** The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

X Signature \_\_\_\_\_





Waupun Community Development Authority  
Downtown Revitalization Grant Application

Applicant Name: Gappa Properties - Forsell & Tracy Gappa  
Applicant Address: 1203 Storbeck Drive Waupun  
Phone: 920-345-2751 Fax: N/A Email: gappaproperties@gmail.com  
Name of Business/Property: Old Lodge  
Property Address: 16 S. Madison Street  
Property Use: Commercial storefront, rental

**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)

fix the old existing tuck-pointing work and tuck-  
point the failing areas on the south facing exterior  
wall. Two line items on the quote with the qty of  
18 and 8. Installing new signage on 16 south Madison.

Estimated Start Date: 10-1-23 Estimated Completion Date: 10-9-23

City Building Inspector Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**Required Attachments:**

- Cost Estimates
- Project plan(s) drawn to 1/4-inch scale, if applicable
- Current photo(s) of property
- Paint color(s) or material sample(s), if applicable

**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: 9/19/23 BID Grant Awarded: \$ \_\_\_\_\_

Total Estimated Cost of Application: \$ 6,940.00 + 6,358.45 = 13,338.45

Total CDA Grant Request: \$ 5,000.00 (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): Forsell Gapp

Applicant Signature: Forsell Gapp Date: 9-15-23

**Submit application and attachments to:**  
Waupun Community Development Authority – City of Waupun  
201 E. Main Street, Waupun WI 53963  
[Kathy@cityofwaupun.org](mailto:Kathy@cityofwaupun.org)

**City Staff Use Only:**

Date application received: \_\_\_\_\_

Application reviewed for completeness by \_\_\_\_\_ (initials). Date: \_\_\_\_\_

Property reviewed for delinquency by \_\_\_\_\_ (initials). Date: \_\_\_\_\_

Applicant notified of scheduled CDA meeting by \_\_\_\_\_ (initials). Date: \_\_\_\_\_

**Daizy Sweeps Inc**

W11007 State Road 16 and 60  
Columbus, WI 53925 US  
920-386-9563  
daizysweeps@daizysweeps.com  
http://www.daizysweeps.com



**ADDRESS**

Calvin Gappa  
16 South Madison Street  
Waupun, WI 53963

**SHIP TO**

Calvin Gappa  
16 South Madison Street  
Waupun, WI 53963

**ESTIMATE # 1844**

**DATE 09/14/2023**

DESCRIPTION	QTY	RATE	AMOUNT
All phases will include two people on site.. If additional time are needed there will be additional charges on all lines. Grinding out and tuck pointing is proposed to take 8 bags of mortar and color die for side of building. If additional material or time are needed they will be on final bill. With being a old building we don't know ho long each phases will take. So this is just a estimate and additional charges will apply if time goes over.			
Lift Rental weekly. If work goes over a 2 weeks there will additional charges	2	1,850.00	3,700.00
Tear down Chimney to just above flashing. Due to chimney being doubled brick the tear down may take additional time. Time is by total hours.	30	135.00	4,050.00
Stainless Steel Chase Cover (Custom made)	1	985.00	985.00
Power wash chimney from flashing to lower part of roof. This is to remove all stains and grime off of chimney	1	485.00	485.00
Cut out bad brick and replace with new. Closest match to existing. IF additional brick are needed there will be additional charges. Since chimney is doubled bricked we don't know condition of chimney on inner portion.	50	48.00	2,400.00
Chimney Grind Out and Tuck Point Chimney. Being a	24	225.00	5,400.00

**DUE TO INDUSTRY AND PRODUCT AVAILABILITY. PRICES ARE SUBJECT TO CHANGE AT ANYTIME. IF THERE IS AN INCREASE IN PRICE, IT WILL BE ON PRODUCT ONLY.**

DESCRIPTION	QTY	RATE	AMOUNT
old chimney and double bricked, mortar joints will take a lot of material. Time is by total hours.			
* Lower Portion of Building Grind Out and Tuck Point. All red die will be removed from mortar joints and match the best we can and tuck pointed with closest match of color. Time is by total hours.	28	225.00	6,300.00
* Mortar and Color. If more than 8 bags are used there will be additional charges	8	85.00	680.00
Seal around Flashing	1	65.00	65.00

Thank you for the inquiry with Daizy Sweeps.

SUBTOTAL	24,065.00
TAX	0.00
<b>TOTAL</b>	<b>\$24,065.00</b>

Accepted By

Accepted Date

DUE TO INDUSTRY AND PRODUCT AVAILABILITY. PRICES ARE SUBJECT TO CHANGE AT ANYTIME. IF THERE IS AN INCREASE IN PRICE, IT WILL BE ON PRODUCT ONLY.

The way to grow your business.  
www.signarama.com

Payment Terms: 50% Down, Bal on Completion

Created Date: 9/14/2023

**DESCRIPTION:** Window Graphics, Rear Building Sign, Front Building Sign

**Bill To:** Gappa Properties  
x  
x, WI 53963  
US

**Pickup At:** Signarama  
N5528 Miranda Way  
Fond du Lac, WI 54937  
US

**Requested By:** Forsell Gappa  
Email: fgappa@gappasecuritysolutions.com  
Cell Phone: (920) 210-2694

**Salesperson:** Andy Wapneski  
Email: Andy@Signarama-FDL.com  
Cell Phone: 920-305-7757

NO.	Product Summary	QTY	UNIT PRICE	TAXABLE	AMOUNT
1	Rear Building Sign <ul style="list-style-type: none"> <li>Qty: 1</li> <li>Size: 60" x 120"</li> <li>Material: 3MM ACM</li> </ul> Install Included	1	\$1,273.50	\$1,273.50	\$1,273.50
2	Window Graphics <ul style="list-style-type: none"> <li>Qty: 1</li> <li>Size: 24" x 120"</li> <li>Material: Window Graphics</li> </ul> Install Included	1	\$438.47	\$438.47	\$438.47
3	Exterior Projecting Front Sign <ul style="list-style-type: none"> <li>This is solely a rough estimate. Until we know the exact sign and sizing, I can't give a firm price quote. I am waiting on the layout for this piece. But this is a rough ball park.</li> </ul> Install Included	1	\$4,315.00	\$4,315.00	\$4,315.00

This estimate is an approximation and is not guaranteed. The estimate is based on information provided from the client regarding project requirements. Actual cost may change once all project elements are finalized or negotiated. Prior to any changes of cost, the client will be notified. Estimate valid for 30 days except fabricated or electronic message centers. Due to the volatility of the supply chain in regards to raw steel, aluminum or electronics we can only guarantee quotes of fabricated and electronic signs for 5 business days.

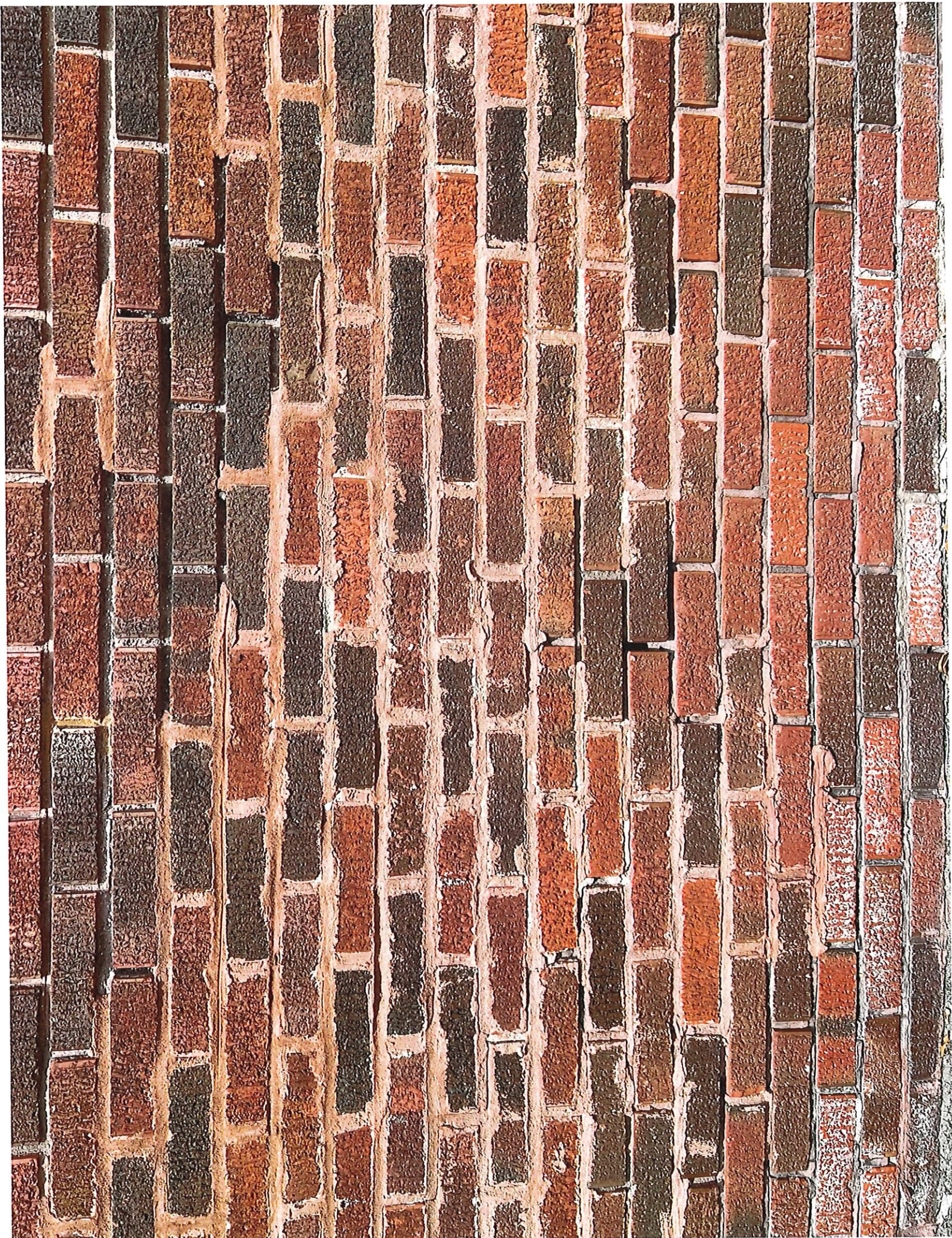
<b>Subtotal:</b>	\$6,026.97
<b>Taxable Amount:</b>	\$6,026.97
<b>Taxes:</b>	\$331.48
<b>Grand Total:</b>	\$6,358.45
<b>Deposit Required:</b>	\$6,358.45

**Get this for as little as \$241.62 per month. Ask us for details.**

Regarding Installation and onsite services, this quote is for estimation purposes and is not a guarantee of cost for sign services for installation. The Estimate is based on current information from client about the project for time required to complete the installation. Actual cost may change once project elements are finalized. Client agrees that sign service & repair will add on the cost of ballast, LED lights, lamps, sockets, wiring and other components to restore sign illumination as needed only. Client must request and approve complete replacement of lamps. Client may choose to pay for a site survey wherein we will inspect the sign illumination and will provide an itemized list of replacement components the sign needs.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Thank you for choosing Signarama!**





FREE AND ACC  
MASON'S



# 16 S Madison St Signage

## Back of Building Signage



Option 1



Option 2



## Front Doors

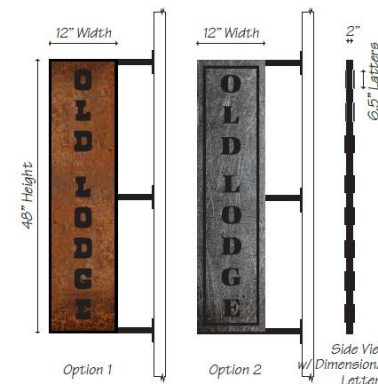


Option 1



Option 2

## Front Projecting Signage



Option 1

Option 2

Side View  
Dimensional  
Letters



Option 1



Option 2

**RESOLUTION #12-21-04-01**

**RESOLUTION TO AUTHORIZE THE CREATION OF A  
COMMUNITY DEVELOPMENT AUTHORITY IN THE CITY OF WAUPUN**

WHEREAS, Section 66.1335, Wis. Stats., authorizes the City Council to adopt a resolution creating a Community Development Authority; and

WHEREAS, the City Council of the City of Waupun has found that the findings and declarations made in Sections 66.1201(2), 66.1331(2), 66.1333(2) and 66.1335(2), Wis. Stats., are in all respects applicable to the City of Waupun and those findings are hereby adopted, restated and incorporated herein. Further, that there exists a need for blight elimination, slum clearance, urban renewal and community development programs and projects and housing projects in the City; and a Community Development Authority functioning within the City constitutes an effective and efficient means of preventing the reoccurrence thereof and for the elimination of unsanitary or unsafe inhabited dwelling accommodations and to provide safe and sanitary swelling accommodations for persons of low income; and the necessity for said Authority is hereby declared as a matter of legislative determination.

NOW, THEREFORE BE IT RESOLVED THAT the City Council of the City of Waupun, Fond du Lac County and Dodge County, Wisconsin, hereby creates the Community Development Authority of the City of Waupun. Pursuant to Section 66.1335, Wis. Stats., there is hereby created the Community Development Authority of the City of Waupun as a separate body politic, for the purpose of carrying out blight elimination, slum clearance, urban renewal programs and projects and housing projects; which Authority shall be known as the "Community Development Authority of the City of Waupun".

BE IT FURTHER RESOLVED THAT the Community Development Authority shall have the exclusive power to proceed to carry on blight elimination, slum clearance and urban renewal projects in the City of Waupun, except that the City may apply, accept and contract for federal grants, advances and loans under the Housing and Community Development Act of 1974 C.P.L. 93-383.

BE IT FURTHER RESOLVED THAT the Mayor shall, with the confirmation of the City Council, appoint five (5) resident persons having sufficient ability and experience in the fields of urban renewal, community development and housing, as Commissioners of the Community Development Authority.

- (1) One (1) of the Commissioners shall be a members of the City Council and shall serve their term of office as Council members.

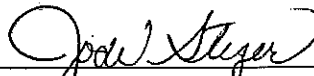
- (2) For the first appointments of the five (5) non-Council members shall be for the following terms: two (2) for one year and one each for terms of two (2), three (3) and four (4) years. Thereafter, the terms of the non-Council members shall be four (4) years and until their successors are appointed and qualified.
- (3) Vacancies shall be filled for the unexpired term as provided in this subsection.
- (4) Commissioners shall be reimbursed their actual and necessary expenses, including local travel expenses incurred in the discharge of their duties.

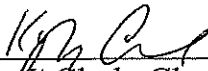
BE IT FURTHER RESOLVED THAT the Community Development Authority will have the following powers and duties:

- (1) The Community Development Authority shall have all powers, duties, and functions set out in Sections 66.1201 and 66.1333, Wis. Stats., for housing and redevelopment authorities and, as to all housing projects initiated by the Community Development Authority, it shall proceed under Section 66.1201, Wis. Stats., and as to all projects relating to blight elimination, slum clearance, urban renewal and redevelopment programs, it shall proceed under Sections 66.1105, 66.1301 to 66.1329, 66.1331, 66.1333, or 66.1337, Wis. Stats., as determined appropriate by the City Council on a project by project basis.
- (2) The Community Development Authority shall act as the agent of the City in planning and carrying out community development programs and activities approved by the Mayor and City Council under the Federal Housing and Community Development Act of 1974. As to all community development programs and activities undertaken by the City under the Federal Housing and Community Development Act of 1974, the Community Development Authority shall proceed under all applicable laws and ordinances not inconsistent with the laws of this State.
- (3) The Community Development Authority shall act as agent to the City to perform all acts, except the development of the general plan of the City which may be otherwise performed by the Plan Commission under Sections 66.1105, 66.1301 to 66.1329, 66.1331, or 66.1337, Wis. Stats.

BE IT FURTHER RESOLVED THAT upon adoption of this resolution any housing authorities or redevelopment authorities previously created in the City under 66.1201 and 66.133 are terminated, according to 66.1335(5).

ADOPTED on this 21<sup>st</sup> day of December, 2004.

  
\_\_\_\_\_  
Jodi Steger, Mayor

  
\_\_\_\_\_  
Kyle J. Clark, Clerk

Respectfully Submitted:

The above resolution has been authorized by the governing body of the City of Waupun by Resolution #12-21-04-01, dated December 21, 2004.

Date Passed: December 21, 2004

Vote Aye: Robert Tank, Art Ehlert, Thomas Hodge III, and Eric Navis

Vote Nay: Rohn Bishop

**WISCONSIN COMMUNITY DEVELOPMENT &  
REDEVELOPMENT AUTHORITIES**

The following is a partial list of Wisconsin communities that have established a Community Development or Redevelopment Authority.

Appleton, City of  
Ashwaubenon, Village of  
Bayside, Village of  
Beloit, City of  
Brodhead, City of  
Brokaw, Village of  
Brookfield, City of  
Brown Deer, City of  
Cashton, Village of  
Chippewa Falls, City of  
Columbus, City of  
Cudahy, City of  
DeForest, Village of  
Delafield, City of  
Eau Claire, City of  
Edgar, Village of  
Edgerton, City of  
Fennimore, City of  
Fitchburg, City of  
Franklin, City of  
Genesee Depot, Town of  
Glendale, City of  
Grafton, Village of  
Green Bay, City of  
Greenfield, City of  
Hartland, Village of  
Horicon, City of  
Janesville, City of  
Juneau, City of  
McFarland, Village of  
Madison, City of  
Marathon City, Village of  
Marshfield, City of  
Mazomanie, Village of  
Medford, City of  
Menominee Falls, Village of  
Merrill, City of  
Middleton, City of  
Milton, City of  
Milwaukee, City of  
Monona, City of  
Monroe, City of  
Mt. Horeb, Village of

Muskego, City of  
New Glarus, Village of  
Oak Creek, City of  
Oconomowoc, City of  
Oconto Falls, City of  
Onalaska, City of  
Platteville, City of  
Port Washington, City of  
Prairie du Chien, City of  
Reedsburg, City of  
Ripon, City of  
Roberts, Village of  
Saukville, Village of  
South Milwaukee, City of  
Sparta, City of  
Stevens Point, City of  
Sturtevant, City of  
Two Rivers, City of  
Verona, City of  
Viroqua, Village of  
Waterford, Village of  
Waukesha, City of  
Waupaca, City of  
Waupun, City of  
Wausau, City of  
West Allis, City of  
Weston, Village of  
Whitefish Bay, City of  
Whitewater, City of  
Windsor, Town of  
Wisconsin Rapids, City of  
Wrightstown, Village of



**COMMUNITY DEVELOPMENT  
AND  
REDEVELOPMENT  
AUTHORITIES**



On-going budget worries and citizen pressures for “smart growth” have made the use of CDA’s and RDA’s—Community Development Authorities and Redevelopment Authorities—more popular than ever. These quasi-governmental agencies give municipal governments grater flexibility to address development issues through public-private partnerships while providing alternative avenues for financing projects. It is especially beneficial to have the ability to provide flexible incentives to private property owners in the case of a downtown redevelopment TIF, because these efforts often require costly improvements to existing structures.

### CDA VS. RDA—WHAT’S THE DIFFERENCE?

A CDA and an RDA have similar structures and powers. The primary difference is that a CDA includes all the powers given to Housing Authorities. If a municipality already has a Housing Authority and wants to keep it as a separate organization, then it would create an RDA. If a single organization is desired, the Housing Authority would then be dissolved and a CDA would be created. For the purposes of this information, we will use the term CDA and imply both CDA and RDA.

### WHAT IS A CDA?

A CDA is created by the municipal government as a separate organization with its own governing body. Only two members of the seven-member board can be local government representatives. The purpose of the organization is to prevent and eliminate blighted areas within the local government jurisdiction. It has the power to condemn property, buy and sell real estate, issue bonds, and enter into contracts, among other powers.

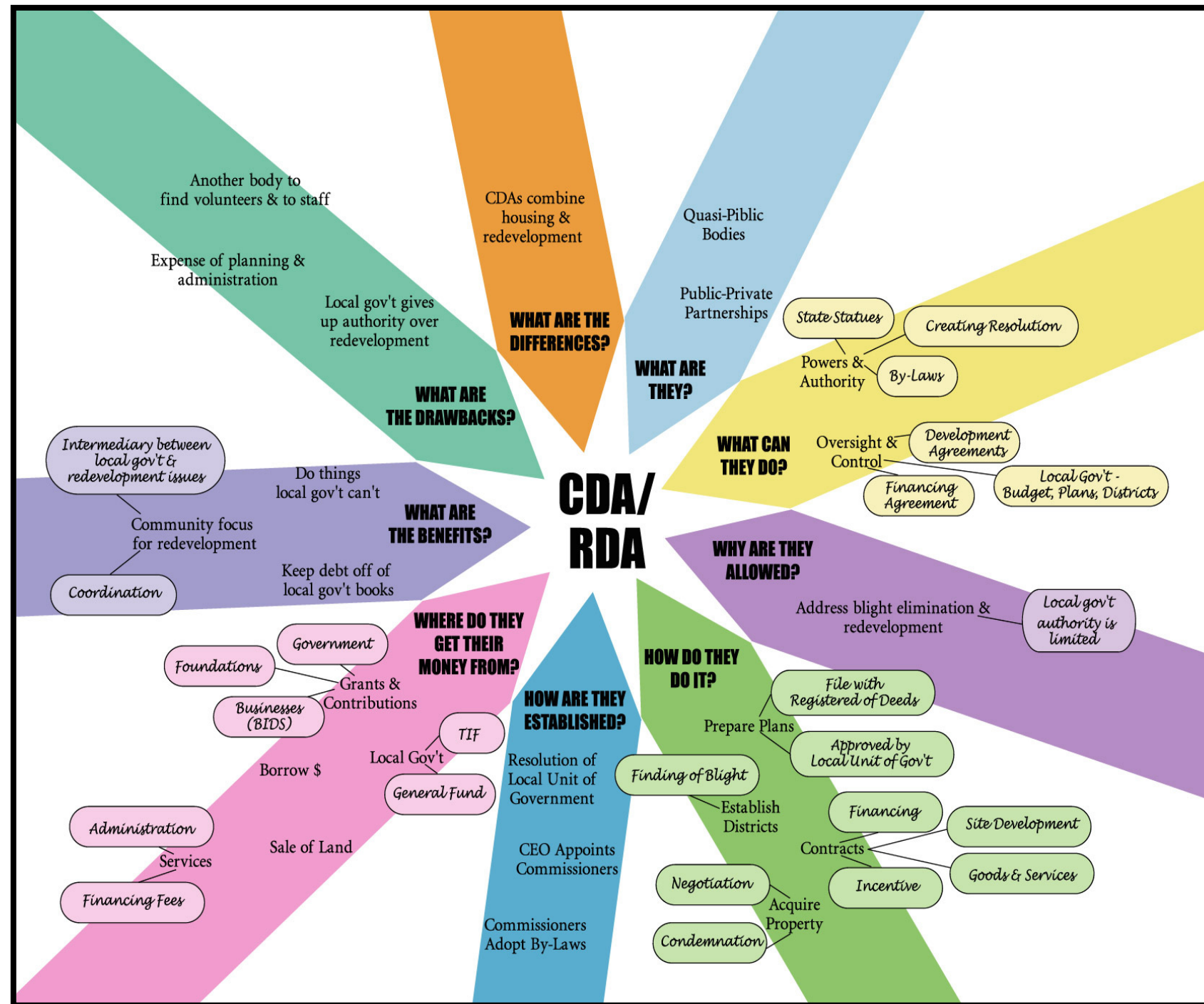
A CDA is authorized by Sections 66.1333 (Redevelopment Authorities) and 66.1335 (Community Development Authorities) of the Wisconsin State Statutes. It is established by resolution or ordinance of the local governing body, and governed by a seven (7) member commission. In order to exercise the power of a CDA, a redevelopment district is established and a redevelopment plan is prepared.

### HOW IS A CDA FUNDED?

A redevelopment authority can be funded through various tools. Of course they could be funded directly through the local municipality, but there are also several other tools that are available to fund a CDA or RDA. Tax Incremental Financing (TIF) is an economic development tool that is often used to establish redevelopment plans for blighted areas. TIF is able to direct funds to a CDA to help fulfill the purpose of the TIF. In addition, many grants are available to redevelop blighted or contaminated areas. The community may also choose to borrow the fund necessary to establish and maintain a CDA/RDA, or funds may be available from the sale of real estate that has been acquired by the CDA.

### HOW IS ONE ESTABLISHED?

To establish a CDA, the local government must adopt a resolution or ordinance that will create a CDA or RDA, which will be a seven-member commission appointed by the Mayor or Village President. At least one of the Commissioners must be a member of the local legislative body, but no more than two of the Commissioners may be officers of the local governing body. Commissioners, as much as possible, should include representatives from the general public, labor, industry, finance or business and civic organizations.



### HOW DO THEY EXERCISE POWER?

In order to exercise the powers of a redevelopment authority, a district boundary and redevelopment project area must be established. The district should largely be made up of blighted properties and in need of redevelopment. If the district is appropriate to be a redevelopment area, the municipality must pass a resolution declaring the district a blighted area. The CDA or RDA will then prepare a redevelopment plan for the district, which will include an inventory of projects that should be undertaken with an estimated budget of each. When the redevelopment plan is complete, a public hearing is held for people to ask questions and find out more information about the district and proposed projects. After the public hearing, the local municipal government must approve the plan. The CDA/RDA will then certify the plan to the local legislative body and can thereafter exercise its power. Any projects that the redevelopment authority undertakes must be in conformance with the certified redevelopment plan.

### PROS AND CONS

Developing a CDA generally has both positive and negative attributes. A CDA signifies a single agency that has the responsibility to address and carry out redevelopment issues within the community. One major benefit of an established CDA is that it can act as a buffer between the local governing body and the private sector in an acquisition, condemnation, relocation and disposition of a property. This ability provides the potential to protect the local government from associated liability.

A CDA also has the ability to issue bonds for projects without counting against the local government’s statutory debt limit. CDA projects are eligible to obtain double tax-exempt bonds which may be able to provide lower rates than those obtained through other financing. An established CDA also provides greater flexibility when creating and implementing a TIF district. The TIF district is able to fund CDA activities that the local government may not be able to undertake directly, such as making direct loans or grants to projects.

In addition to these benefits, there are also several detriments to creating a CDA. The primary one being that the local governing body or Planning Commission loses direct control of redevelopment projects. The decision making authority rests with the CDA commissioners, only two of which can be members of the local legislative body. However, the local government is able to limit the powers of the CDA through the creation resolution of its initial establishment.

The local governing body must also approve the CDA’s budget annually and all project redevelopment plans. In order to prepare a redevelopment plan, the CDA must identify an area as blighted, which the local governing body must also approve.

A drawback to establishing any committee or organization is the hours that are required for it to operate. It needs to be staffed and volunteers need to be found to serve as commissioners. Some communities intentionally form their Plan Commission as the CDA to address this issue. The establishment of a CDA implies the need for redevelopment in a community. Along with redevelopment comes added expense. Preparing a redevelopment plan and staffing expenses should be considered an investment when moving forward with needed improvements in the community. Although these negative aspects are important to consider, many communities find that the positive contributions that a CDA bring to the community far outweigh negative ones.

### POWERS OF A CDA

The following is a list of local powers that a Community Development or Redevelopment Authority is able to hold in a community.

1. Prepare or cause to be prepared redevelopment and urban renewal plans and to undertake and carry out redevelopment and urban renewal projects within the corporate limits of the Village.
2. Enter into contracts determined by the authority to be necessary to effectuate its purposes and objectives.
3. Acquire by purchase, lease, or eminent domain real or personal property necessary or incidental to a redevelopment or urban renewal project.
4. Hole, improve, clear, or prepare property for redevelopment or urban renewal projects.
5. Sell, lease, subdivide, retain real property or make available for Village’s use.
6. Develop covenants, restrictions, or conditions for property.
7. Temporarily operate and maintain real property.
8. Enter any building or property in any project are to make inspections, surveys, appraisals, soundings, or test borings.
9. Own and hold property and to insure property and its operations against any risks or hazards.
10. Invest any project funds held in reserve or any funds not required for immediate disbursement.
11. Borrow money and issue bonds to finance its activities and for carrying out its projects.
12. Apply for and accept advances, loans, grants, contributions and any other form of financial assistance from the Village, County, State, Federal government, or other public or private body.
13. Debt or obligation of the authority shall not be deemed debt or obligation of the Village, County, State, or any other governmental authority.
14. Bonds issued by a redevelopment authority are declared to be for essential public purpose and, together with interest