



AMENDED AGENDA
CITY OF WAUPUN COMMUNITY DEVELOPMENT AUTHORITY
MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, June 18, 2019 at 8:00 AM

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **CONSIDERATION – ACTION**
 - a. Recognition of Mayoral Appointment of Members to the Community Development Authority
 - b. Nominations and Appointment of Chair of the Community Development Authority
 - c. Nominations and Appointment of Vice-Chair of the Community Development Authority
 - d. Selection of Day of Month and Time of Community Development Authority Meetings
 - e. March 19, 2019 Community Development Authority Minutes
 - f. May 2019 Financial Statement
 - g. Outstanding Grant Application Extensions
 - i. Gysbers Jewelry, 305 E. Main St. – Expires June 19, 2019
 - ii. Roadside Relics, 10 Jackson St. – Expires June 19, 2019
 - h. New Grant Applications
 - i. Q-Tronics, 313 E. Main St.
4. **DISCUSSION ITEMS**
 - a. Senior Democratic Seminar Project Updates
 - b. Historic Commercial District Designation
 - c. Administrator Report
5. **ADVANCED PLANNING**
 - a. Possible future agenda items
 - b. Set next meeting date:
 - i. Tuesday, July 16, 2019 at 8:00 a.m.
6. **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
Waupun City Hall – 201 E. Main Street,
Waupun WI
Tuesday, March 19, 2019 at 8:00 AM

Committee Members Present:

Derek Drews
John Karsten
Mayor Julie Nickel (Chair)
Nancy Vanderkin
Sue VandeBerg

Committee Members Absent:

Jill Vanderkin
Cassandra Verhage

Staff Present:

Jeff Daane Director of Public Works
Kathy Schlieve..... Administrator/ Director of Economic Development
Sarah Van Buren..... Economic Development Coordinator
Dan VandeZande City Attorney

Audience Present:

Dan Domask Waupun High School
Clareese Kono Waupun High School
Jocelyn Pinnow..... Waupun High School
Kim Schatz Waupun High School
Skyler VandLoo Waupun High School

1. Call to Order

Mayor Nickel called the meeting to order at 8:01 a.m.

2. Roll Call

Roll call and quorum determined.

3. Consider Approval of the Following Agenda Items

A. Minutes for February 19, 2019

A motion to approve the February 19, 2019 minutes was made by Ms. Nancy Vanderkin and seconded by Ms. VandeBerg. Motion carried 5:0.

B. Financial Report

Ms. Van Buren stated no changes in revenues and expenditures have occurred since the last meeting. No action was required.

4. Discussion Items

A. Senior Democratic Seminar Mural Project

Another group of SDS students have been working on projects to assist the City in its downtown beautification efforts. The group presenting today have been working on a mural that would be placed on the wall of east side of the Dynamic Apparel building.

The students presented preliminary design and size options, as well as proposed materials and the budget for supplies. Work would be done at the high school so weather would not be an issue when painting the mural. The building owner has given written permission for the project. Signorama has been contacted for an estimate for installation. The students hope to have the mural completed by the time their class ends in early June.

Director of Public Works Daane has looked at the wall and determined it should be repaired before the mural is to be installed. Cost estimates are being obtained. If an inspector determines patch work is the only needed repair, the City would be able to complete the repairs to provide a cost savings. Based on similar work done, Mr. Karsten stated he thinks the estimate would be close to \$20,000.

Administrator Schlieve stated this group would need to support this project for it to proceed. City staff has been looking at the Community Challenge Grant from AARP as a way to fund this project.

Mr. Karsten made a motion to proceed with the mural project with a second w Ms. VandeBerg. Motion carried 5:0

B. Status of Outstanding Grant Applications

Ms. Van Buren provided the members an update on the following projects:

- Steve Awve has found a tenant for his building at 435 E. Main. All receipts have been submitted and reimbursement will occur soon.
- Gybers Jewelry will complete the stucco work once the weather gets warmer.
- Roadside Relics has moved into its new location at 10 Jackson St. as of the beginning of March. Once receipts have been obtained, the remainder of their funds will be reimbursed.
- Ken Liebenow has completed his work at 300 E. Main St. and once receipts have been obtained, the funds will be reimbursed.

C. Administrator Report

Administrator Schlieve provided the members an update on the following:

- The sale of Sully's last Friday. The new owners have long-term plans but in the short-term will be seeking retail tenants and are willing to subdivide the space.
- A potential tenant is slated to move into the space formally occupied by Riel's Carpet and Vacuum in mid-April. The other buildings owned by Mr. Riel are still for sale.
- Staff is developing ideas to support entrepreneurial development through such ideas as a business plan completion and popup events. The group will be kept up to date as ideas are solidified.
- The Madison Street reconstruction project is on track to begin April 1st. Alliant Energy plan to start construction on or around March 25th (weather dependent). It is estimated that their portion will take four (4) week to complete the portion from Main Street going north to the project limits. Jordan Hopp, from Gremmer, is the contact for the project and Ptaschinski Construction is the contractor for the project.

- Ms. Van Buren has started working with a small sub-group of the BID board to update the BID Operating Plan.
- This spring staff plans on completing a streetwalk to talk with business owners on where they are at, what they are thinking, what programs they need to be successful.
- The option on the land for the proposed soy bean facility will expire on April 1st. The international tariff discussion has impacted getting investors on board. Letting the land expire will not prohibit the City from marketing the land.

5. Advanced Planning

- A. Possible future agenda items
 - I. Building updates resulting from work from the new building inspector.
- B. Set next meeting date
 - I. The next meeting is scheduled for April 16, 2019 at 8 a.m.

6. Adjournment

The motion to adjourn was made by Mr. Drews with a second by Ms. Vanderkin. Motion carried 5:0, and the meeting was adjourned at 8:35 a.m.

Sarah Van Buren
Economic Development Coordinator