



**A G E N D A**  
**CITY OF WAUPUN COMMUNITY DEVELOPMENT**  
**AUTHORITY MEETING**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Tuesday, November 19, 2019 at 8:00 AM**

**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.](#) August 20, 2019 Community Development Authority Minutes
- [2.](#) October 2019 Financial Statement
3. Design for Rear Façade Improvements (Our Bar – 435 E. Main Street)

**DISCUSSION ITEMS**

- [4.](#) Administrator Report
- [5.](#) Housing Program Summary Report January-June 2019

**CLOSED SESSION**

The Waupun Community Development Authority will adjourn in closed session under Section 19.85 (1)(e) of the WI Statutes for the following:

(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

6. Update on the Property Located at 417 E. Main Street, Waupun

**OPEN SESSION**

The Waupun Community Development Authority will reconvene in open session under Section 19.85(2) of the WI Statutes.

**FUTURE MEETINGS AND GATHERING INVOLVING THE COMMUNITY DEVELOPMENT AUTHORITY**

7. Possible future agenda items
8. Date of next scheduled meeting (December 16, 2019)

**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**  
**Wednesday, August 20, 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  
Kathy Schlieve..... Administrator  
Sarah Van Buren..... Economic Development Coordinator  
Dan VandeZande ..... City Attorney

Call to Order

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

Roll Call of Board Members

Roll call and quorum determined.

Public Comment

None.

Consideration/Action

**1. June 18, 2019 Community Development Authority Minutes**

A motion to approve the June 18, 2019 minutes was made by Ms. N. Vanderkin and seconded by Ms. Verhage, passing unanimously.

**2. July 2019 Financial Statement**

A motion to approve the July Financial Statement, as presented by Ms. Kast, was made by Mr. Drews and seconded by Ms. VandeBerg, passing unanimously.

New Grant Applications

2. Our Bar – Staff received word late in the day yesterday that the applicant wishes to withdrawl their application. The owners have identified additional improvements that need to occur on the outside and will be submitting a different application in the future.

Status of Outstanding Grant Applications

**1. Gysbers**

Installation of the awning and signage is complete. Staff is waiting for copies of the paid invoices for reimbursement to occur.

Staff will be submitting the project for consideration at the next Main Street awards.

## **2. Roadside Relics**

Ms. Van Buren informed the group that Ms. Stook received her letter regarding the stipulations outlined at the June 18, 2019 meeting. The approved work was not completed by the July 18, 2019 deadline. Staff is still waiting for the receipts to support the advance payment granted in November 2019. Submittal of required receipts needs to occur prior to a new application is submitted for consideration.

## **3. Q-Tronics**

Ms. Van Buren stated work has been completed and reimbursement has occurred. Ms. VandeBerg asked if this project went through the owner's insurance before coming to the BID or CDA. Staff was not sure but reminded the group that these types of questions can be asked of the applicant to help make a decision regarding the funding request. It was also recommended that CDA bylaws and the application be reviewed, and potentially updated, to provide clarity on what type of requests should be submitted for consideration.

## **Discussion Items**

### **4. Visioning Session Debrief**

- i) Ms. Van Buren and members of the CDA provided a summary of the discussion and activities that came out of the session facilitated by Ms. Welty, Downtown Development Program Manager at WEDC. The discussion will assist both the BID and CDA in setting priorities for the upcoming year.
- ii) Members of the CDA discussed how efforts and resources can better align with the BID activities and how the CDA can do better at fully utilizing the statutory powers given to the board to make a bigger impact in the community.

### **5. Administrator Report**

Administrator Schlieve provided the members an update on the following:

- At the August 13, 2019 Council meeting, a contract with Cedar Corporation was approved to conduct a housing study and needs analysis. As part of their work, input will be sought from business stakeholders to give the City a better sense of workforce housing needs.
- A historic tax credit workshop was held on July 15, 2019 with about 10 attendees. City staff is still waiting to hear back on the status of the National Historic Commercial District designation. Staff is also currently researching becoming a certified local government that will open the City up to additional funding opportunities.
- An update was provided regarding transitions occurring in the downtown. Currently there are nine commercial building are for sale. Staff is researching creating an entrepreneurial pop-up program in 2020 based on what other communities in the state have done.
- An update on the streetscaping efforts in downtown were discussed. The mural has been installed but due to construction installation of other streetscaping, elements have been delayed due to construction. Tweaks are also being made to the banners due to the recent historic district designation. Next year additional elements like a self-serve visitor kiosk, and its placement, will be considered.
- Council will be considering a resolution to support Dodge County in their broadband expansion efforts.

- Ms. J Vanderkin requested an updated on the Rock Shop. Administrator Schlieve said a structural engineer has gone through the building and considered structurally sound however, there is significant damage to the roof requiring replacement. Discussion ensued regarding the role of the CDA and what could be done with the building.

### **Advanced Planning**

#### **6. Possible future agenda items**

- i) Applications
- ii) CDA priorities for 2020 and Budget
- iii) Rock Shop Update

#### **7. Set next meeting date**

- i) The next meeting is scheduled for Tuesday, September 17, 2019 at 8:00 a.m.

### **Adjournment**

The motion to adjourn was made by Ms. N. Vanderkin with a second by Mr. Drews. The motion passed unanimously, and the meeting was adjourned at 9:02 a.m.

11/11/2019

**CITY OF WAUPUN  
BALANCE SHEET  
10/31/19**

**CAPITAL PROJECTS FUND-TIF #3**

**ASSETS**

405-10001	Cash	53,611
405-12100	Property Taxes Receivable	-
405-13810	Accounts Receivable	-
<b>TOTAL ASSETS</b>		<b><u>53,611</u></b>

**LIABILITIES, DEFERRED INFLOWS, AND FUND BALANCES**

405-21100	Accounts Payable	-
405-25100	Advance from General Fund	503,501
405-26110	Deferred (Taxes) Receivable	-
Total Liabilities and Deferred Inflows		<b><u>503,501</u></b>

**FUND BALANCE**

405-31111	City Equity	(495,850)
	Revenue over Expenditures-YTD	45,959
Total Fund Balance		<b><u>(449,890)</u></b>

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

**53,611**

**CITY OF WAUPUN  
STATEMENT OF REVENUES & EXPENDITURES  
10/31/19**

**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	61,309
405-70-5436-339	TIF #3-PROFESSIONAL SERVICES	906
405-70-5436-800	TIF #3-CAPITAL OUTLAY	-
Total Expenditures		<u>62,215</u>
Excess (deficiency) revenues over expenditures		<u><u>45,959</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
<b>Total Expenditures</b>				<b><u>\$62,215.25</u></b>
<b>Expense Categories:</b>				
	Grants			\$35,222.50
	Streetscape/Mural			\$25,306.55
	Audit			\$906.20
	Other			<u>\$780.00</u>
				\$62,215.25

CITY OF WAUPUN  
2020 Budget  
Tax Increment District #3

Account Number	Account Title	2017 Actual	2018 Actual	2019 Budget	2019 8 Month Actual	2019 Estimated	2020 Budget	Budget Notes
<b>TAX INCREMENT DISTRICT #3</b>								
<b>REVENUES</b>								
405-41-4112-0-00	TAXES-TAX INCREMENTAL DISTRICT	\$ 94,946	\$ 121,349	\$ 89,865	\$ 89,312	\$ 89,312	\$ 99,022	
405-41-4115-0-00	TAX-COMPUTER EXEMPT PROPERTY	7,974	8,091	8,210	8,287	8,287	8,286	
405-41-4116-0-00	TAX-EXEMPT PERSONAL PROPERTY	-	-	-	522	522	12,311	
405-42-4240-0-00	PAYMENT IN LIEU OF TAX	9,273	8,720	10,000	10,055	10,055	9,423	
405-43-4355-0-00	STATE GRANT	-	-	-	-	-	-	
405-48-4861-0-00	DONATIONS FROM ORG&INDIVIDUALS	-	-	-	-	-	-	
	<b>TOTAL REVENUES</b>	<b>112,193</b>	<b>138,160</b>	<b>108,075</b>	<b>108,175</b>	<b>108,175</b>	<b>129,042</b>	
<b>EXPENDITURES</b>								
405-70-5436-1-10	TIF #3-SALARIES/WAGES	1,300	1,070	1,700	-	-	-	
405-70-5436-1-11	TIF #3-OVERTIME	-	-	-	-	-	-	
405-70-5436-2-20	TIF #3-HEALTH INSURANCE	-	18	-	-	-	-	
405-70-5436-2-21	TIF #3-LIFE INSURANCE	1	1	-	-	-	-	
405-70-5436-2-22	TIF #3-RETIREMENT	85	76	112	-	-	-	
405-70-5436-2-23	TIF #3-SOCIAL SECURITY	95	86	130	-	-	-	
405-70-5436-2-29	TIF #3-INCOME CONTINUE	-	1	-	-	-	-	
405-70-5436-3-33	TIF #3-POSTAGE	23	-	-	-	-	-	
405-70-5436-3-35	TIF #3-NEWSPAPER PUB.	-	-	-	-	-	-	
405-70-5436-3-38	TIF #3-OPERATING EXPENSES	60,536	22,793	100,000	31,087	91,309	115,000	\$30K grants, \$5K market study, \$59K Streetscape,
405-70-5436-3-39	TIF #3-PROFESSIONAL SERVICES	755	19,464	1,200	906	906	4,200	\$20K Targeted Building Improvements, \$1K Misc
405-70-5436-8-00	TIF #3-CAPITAL OUTLAY	-	-	-	-	-	-	Audit, \$3K Ehlers TID analysis
405-10-5921-6-00	INTEREST EXPENSES ON ADVANCES	-	-	-	-	-	-	
	<b>TOTAL EXPENDITURES</b>	<b>62,796</b>	<b>43,508</b>	<b>103,142</b>	<b>31,993</b>	<b>92,215</b>	<b>119,200</b>	
<b>TAX INCREMENT DISTRICT #3 TOTAL</b>		<b>49,398</b>	<b>94,652</b>	<b>4,933</b>	<b>76,182</b>	<b>15,960</b>	<b>9,842</b>	Pay down advance from General Fund



**Housing Grant Program Summary Report**  
**January - June 2019**

<b>Applications Received</b>	<b># Recieved</b>	<b># Approved</b>	<b># Denied</b>	<b>Reason(s) for Denial</b>
Home Purchaser Program	-			
Owner-Occupied Rehab	4	2		1 out for bids, 1 inspected, 2 to verify income
Renter-Occupied Rehab				1 reinspected due to new lead allowance
<b>Total</b>	<u>4</u>	<u>2</u>	<u>-</u>	

<b>New Loans</b>	<b>Loan Amount*</b>
Home Purchaser Program	\$0.00
Owner-Occupied Rehab	\$36,317.50
Renter-Occupied Rehab	<u>\$0.00</u>
<b>Total New Loans</b>	<u>\$0.00</u>
<i>*amount approved, does not reflect amo</i>	\$36,317.50

<b>Loan Payoffs</b>	<b># of Payoffs</b>	<b>Dollar Amount</b>	
Home Purchaser Program			
Owner-Occupied Rehab			
Renter-Occupied Rehab		<u>\$ 4,476.14</u>	Riel paid off balance on 2 rental loans-\$4,249.22
<b>Total Payoffs</b>	<u>-</u>	<u>\$ 4,476.14</u>	Verran is making payments on loan

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

<b>Grant funds available for distribution</b>		
HOME/HCRI Program	\$ 44,684.01	
CDBG Program	\$ 153,722.67	this amount reflects deducting loans closed
	these are project funds-does not include admin funds	

<b>Marketing Efforts</b>	facebook, library
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Vanderbush write off was reversed