



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

**CALL TO ORDER**

**ROLL CALL**

**CONSIDERATION - ACTION**

1. February 19, 2019 Community Development Authority Minutes
2. Financial Statement

**DISCUSSION ITEMS**

3. Senior Democratic Seminar Mural Project
4. Status of Outstanding Grant Applications
5. Administrators Report

**ADVANCED PLANNING**

6. Possible future agenda Items
7. Set next meeting date: April 16, 2019 at 8:00am

**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, February 19, 2019 at 8:00 AM

Committee Members Present:

- John Karsten
Mayor Julie Nickel (Chair)
Jill Vanderkin
Nancy Vanderkin
Cassandra Verhage

Committee Members Absent:

- Derek Drews
Sue VandeBerg

Staff Present:

- Michelle Kast.....Accountant
Kathy Schlieve..... Administrator/ Director of Economic Development
Sarah Van Buren..... Economic Development Coordinator
Dan VandeZande ..... City Attorney

Audience Present:

- Claire Bresser .....Waupun High School
Olivia DeVries .....Waupun High School
Dawn Disch .....Waupun High School
Taylor Giese .....Waupun High School
Claire Harder.....Waupun High School
Eryn Hautamaki.....Waupun High School
Emily Matravers.....Waupun High School
Cassie Mattila .....Waupun High School

1. Call to Order

Mayor Nickel called the meeting to order at 8:00 a.m.

2. Consider Approval of the Following Agenda Items

A. Minutes for November 20, 2018

A motion to approve the November 20, 2018 minutes was made by Ms. Nancy Vanderkin and seconded by Ms. Verhage. Motion carried 5:0.

B. Financial Reports for December 2018

A motion to approve the December 2018 Financial Report was made by Ms. Jill Vanderkin and seconded by Mr. Karsten. Motion carried 5:0.

3. Discussion Items

A. Administrator Report

Administrator Schlieve provided the members an update on the following:

- Steve Awve has entered into a lease agreement for a new restaurant located at his property. Mateo's Café and Restaurant hopes to be open

in early March. Once final receipts have been submitted, CDA reimbursement will occur.

- Numerous transitions will be occurring in downtown in the near future with numerous building going up for sale. The CDA will need to start focusing on entrepreneurial development. The City needs to know who is out there wanting to start a business and if they are capable of doing so. Mr. Karsten asked if there were any programs available to help financial secure the available buildings. Administrator Schlieve stated most funding programs are geared toward assistance with rehabilitation efforts.
- Roadside Relics will be holding an open house at its new location, located at 10 Jackson St. on February 28, 2019 from 5-7 p.m.
- The Madison Street reconstruction project will start at the end of March/early April, weather dependent. The City and the Chamber will be hosting an outreach session to businesses that are impacted by the project on Monday, February 25, 2019 from 5:30-7:00 p.m. at City Hall.
- The CDBG RLF funds through counties will be ending within the next two years and the City will need to start looking toward alternative funding sources, like those offered through the USDA-Rural program. Staff will continue to provide updates at future meetings.
- The City will be hosting Main Street Directors training on February 21, 2019 at the Waupun Utilities facility from 9:30-4:15 p.m. If you are interested in attending please let Staff know.
- The Wine Walk will take place on May 3<sup>rd</sup>. If your business is interested in participating, please contact the Waupun Chamber of Commerce for additional information.
- There are various redevelopment opportunities the City needs to evaluate. As more information becomes available, Staff may come to future CDA meetings to discuss funding.
- Kunkel Engineering has been notified of the City's intent to terminate the due to gaps in performance. Staff is working to finalize a contract with Grand Valley Inspection for Council's approval to be the new service provider. Once approved, the new provider will start at the beginning of March.
- The members of the Facilities Advisory Committee were approved by the Common Council at their January 8<sup>th</sup> meeting.
- Ms. Van Buren will begin working with a subset of the BID board to review and update the BID Operational Plan.
- Staff will work to develop a "street walk" with businesses to get a pulse on what assistance, in terms of training, is needed.

#### B. Senior Democratic Seminar Involvement with Implementation of Streetscaping Plan

Administrator Schlieve informed the group that the Council approved the Streetscaping Plan in January 2019. Staff has been working with the Waupun High School on ways to engage the students to potentially be involved with implementing components of the Streetscaping Plan. Such projects groups have been helping with are benches, garbage receptacles, and planters. Another group is exploring an idea of a mural by the Rock Shop and ways to utilize the surrounding green space. The SDS group presenting today has been specifically working on a banner design for our downtown.

The students presented preliminary design options, as well as design specifications. Questions were answered regarding how the banners would be installed, how they would withstand the elements, and color options. Staff will

work with the group to finalize cost estimates to determine how many banners can be produced and installed.

C. Housing Program Summary Report July-December 2018

Ms. Kast reviewed the summary document included in the agenda packet. Ms. Van Buren will be working with MSA staff to organize a training opportunity to educate the community on the availability and benefits of this program.

**4. Consider Approval of the Following Action Items**

None

**5. Advanced Planning**

- A. Possible future agenda items
  - I. Streetscaping Update
  - II. Outstanding applications.
- B. Set next meeting date
  - I. The next meeting is scheduled for March 19, 2019.

**6. Adjournment**

The motion to adjourn was made by Ms. Nancy Vanderkin with a second by Ms. Verhage. Motion carried 5:0, and the meeting was adjourned at 8:37 a.m.

Sarah Van Buren  
Economic Development Coordinator