



# City of Waupun

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*"Wild Goose Center of Wisconsin"*

Community Development Authority  
March 21, 2017 Meeting Minutes  
**Approved 4/18/17**

The Waupun Community Development Authority met March 21, 2017 at 4:00pm in the City Hall Council Chambers.

Mayor Nickel called the meeting to order at 4:00 PM.

Members present on roll call are John Karsten, Jill Vanderkin, Nancy Vanderkin, Mayor Julie Nickel, Derek Drews.

Cassandra VerHage and Sue VandeBerg are absent.

City Administrator/Director of Economic Development Kathy Schlieve, City Attorney Dan Vande Zande, and Administrative Assistant/Accountant Michelle Kast are also in attendance. Ken Liebenow, 24 E. Main property owner, is present in the audience.

## **Minute Approval**

Motion N. Vanderkin, second by J. Vanderkin to approve the minutes of the February 21, 2017 Community Development Authority meeting. Motion carried unanimously.

## **Finance Reports**

Kast reviewed the February financial reports. A grant payment was made in February, and YTD expenses are \$1,081.

Motion Drews, second by J. Vanderkin to approve the financial reports. Motion carried unanimously.

## **Outstanding Grant Applications**

Schlieve reviewed the status of 2017 grant applications. Jud's project is complete and grant funding has been paid out. Roadside Relics sign is not yet up and follow-up will take place.

## **New Grant Applications**

Ken Liebenow was present to review the grant application for his property located at 24 E. Main Street. The project includes new doors and storefront windows. Total estimated project costs are \$32,806. BID approved \$2,000 in grant funding, leaving \$30,806 for CDA consideration. Two commercial spaces available on the main level, with tenants

lined up - one to occupy space on April 3 and the other around June 1<sup>st</sup>. Space for 4 apartments in the upper level. Two are occupied and the other two need renovations to become renter-ready.

Motion N. Vanderkin, second by J. Vanderkin to approve a grant of 50% of non BID-funded expenses up to \$15,403. All members vote aye on roll call.

Schlieve reviewed the grant application for The Other Bar, 105 W. Main. Significant improvements of approximately \$50,000 have been made to this property. Current project includes replacing leaking roof, replacing the HVAC system, rear entry repairs, and new louvers. Total project cost is \$55,590. Tenant has been in business there for 6 years and is moving toward acquiring the building. Property is assessed at \$90K. Did not go before the BID Board for funding toward this project. Will go to BID for future signage improvements. Discussion/concerns on property ownership.

Motion Karsten, second by Drews to table grant consideration until next month due to high project cost, extenuating circumstances, and applicant not being present to discuss application. Motion carried unanimously.

### **Grant Guidelines and Budget Requirements**

Schlieve introduced the draft of the new grant application entitled Downtown Revitalization Grant. Historic tax credit discussion, may want to consider a district. State and Federal tax credits can be significant. Reviewed draft grant application. Key points: cap of \$20K, bonus for local contractors, tenant-owner joint application, tenants-lease requirements, excluding residential properties, clarification regarding conjunction with BID award, hired contractor labor, review of eligible/ineligible improvements, expanded timeline to 6 months. Discussion on licensed wording – “licensed” local contractor. Will follow up with building inspector. CDA members were asked to review and edit, come back next month and clean up the new application. Identify CDA focus over the remaining life of the TID, approximately 10 years. Discussion on Fond du Lac BIG grant program – apply by deadline, select top applications, and support those improvements. Can layer this on top of our draft application yet. Easier to budget if we know what is out there for the year.

### **Downtown Visioning Report**

The city received a grant and East Center WI Regional Planning Commission came in a facilitated a visioning session for our downtown. Reviewed our jewels and our junk, mix it up - what we'd like to see for businesses. Rock Shop - in contact with owner's son, he's working on estimates as to what's needed to get building fixed up.

### **Update by Administrator Schlieve**

The second branding meeting was held yesterday. Next step is to take feedback from yesterday, lay out the brand and our communication strategy. Target is agri-business. What's our unique niche and who will we market to to attract them here. This will be a 4 month process, we continue to make progress. Working toward unveiling new brand at Celebrate Waupun, unsure if we'll make that time frame.

### **Other Business**

Corner restaurant discussion. Property owner said he signed a lease. August 1<sup>st</sup> is deadline for completion and occupancy.

**Agenda Items**

New applications, grant guidelines

**Next Meeting Date**

The next meeting will be held Tuesday, April 18, 2017 at 4:00pm.

Motion N. Vanderkin, second by Drews to call the meeting adjourned. Motion carried unanimously.

Submitted by Michelle Kast