



City of Waupun

201 E. Main Street
Waupun, WI 53963
Phone: 920-324-7900
Fax: 920-324-7939

“Wild Goose Center of Wisconsin”

A regular monthly meeting of the Waupun **Community Development Authority** will be called to order at **4:00 P.M. on Tuesday, April 16, 2013** at the Waupun City Hall Council Room.

AGENDA

1. Call to order – Mayor Jodi Steger, Chairperson
2. Roll call of all members
3. Consider for approval March 19, 2013 Minutes
4. Discussion and possible action on façade improvement program applications
 - a. Cassandra VerHage/c.verhage Photo, 426 E. Main
 - b. Jeff Collien/Club Fitness, 306 E. Main
5. Follow up discussion on inspections - N. side 300 block E. Main
6. Update on improvements to N. side 300 block E. Main – cleaning/tuck-pointing
7. Consider for approval financial reports
8. Other business
9. Set agenda items for next meeting
10. Next meeting date: Tuesday, May 21, 2013 at 4:00pm
11. Adjourn

It is possible that members of, and possibly a quorum of members of other government bodies of the municipality, may be in attendance at the above-mentioned meeting to gather information. No action will be taken by any governmental body at the above-mentioned meeting other than the governmental body specifically referred to in this notice.

Please note that upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, call the City Clerk's office at (920) 324-7900.

CC:

Community Development Authority
City Council
Department Heads
Daniel Vande Zande, City Attorney
News Media

Mary Kay Vogel, Building Inspector
Jeff Berry, Fire Chief
Cassandra VerHage, 426 E. Main
Jeff Collien, 306 E. Main



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Community Development Authority
Minutes of Working Meeting on March 19, 2013
DRAFT

The Waupun Community Development Authority (CDA) met Tuesday, March 19, 2012 at 4:00 PM in the City Hall Council Chambers.

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

Members present on roll call are Jill Vanderkin, Ald. Nancy Vanderkin, Mayor Jodi Steger, Sue VandeBerg, Derek Drews, John Karsten.

Member Mike Ford is excused.

City staff in attendance are City Attorney Dan VandeZande, Building Inspector Mary Kay Vogel, City Administrator Kyle Clark, Fire Chief Jeff Berry, and Administrative Assistant Michelle Kast.

No media representatives present.

No audience members present.

Motion by N. Vanderkin, second Drews to approve the minutes of the January 29, 2013 meeting. Motion carried unanimously.

Vogel, Berry and Clark reported on the results of the inspection follow up meetings held with properties owners on the north side of the 300 block of E. Main. Meetings were held with 5 of the 9 property owners and additional follow up contact/inspections will be done as needed to assure recommendations for code compliance are being adhered to. The group plans to report back at the April CDA meeting on the results of the inspection follow up meetings with remaining property owners.

Kast reviewed the December 2012 and February 2013 financial reports. 2012 expenditures totaled approximately \$128,400, exceeding revenue by about \$32,600. Expenses for January and February 2013 are slightly under \$100. Net income is just under \$500 YTD. Property taxes receivable are approximately \$72,700.

Motion N. Vanderkin, second J. Vanderkin to approve the financial reports. All members vote aye on roll call.

Administrator Clark reviewed the 2013 CDA Working Budget. Approximately \$88,000 in revenue is anticipated for the year. Potential expenditures include: renovations to 426, 428, and

400 E. Main, cleaning and tuck-pointing properties on the north side of the 300 block of E. Main, inspecting the south side of the 300 block of E. Main, and additional potential grant projects. Clark noted that projects approved in 2012 will also be targeted for completion this year.

Discussion was held on the Whispering Oaks property, which is under new ownership.

Future agenda items include but are not limited to: report on inspection follow up meetings (north side 300 block properties), possible grant application.

Next meeting date: April 16, 2013 at 4:00pm

Motion J. Vanderkin, second by Karsten to call the meeting adjourned at 4:44 pm. Motion carried unanimously.

Michelle Kast
Administrative Assistant

DRAFT