



# City of Waupun

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*"Wild Goose Center of Wisconsin"*

Community Development Authority  
Minutes of Working Meeting on April 16, 2013  
*Approved June 18, 2013*

The Waupun Community Development Authority (CDA) met Tuesday, April 16, 2013 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, Derek Drews, Mike Ford.

Members John Karsten and Sue VandeBerg are excused.

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

No media representatives present.

Cassandra VerHage of C.VerHage Photo is present in the audience.

Motion by N. Vanderkin, second Ford to approve the minutes of the March 16, 2013 meeting. Motion carried unanimously.

Cassandra VerHage was present to discuss her grant request and plans to remodel the façade of C.VerHage Photo, 426 E. Main Street. The project includes window replacement, repair or replacement of wood panels, repair sagging front, return the building to its original design and style. Estimated cost is \$21,350. Items identified during inspection process were discussed, including recommendations for roof and window improvements. Plans are in place to repair the roof. The BID Board approved a \$4,000 grant toward the project.

Motion Drews, second N. Vanderkin to approve up to \$7,000 in grant funds for the remodeling project at 426 E. Main Street. All members vote aye on roll call.

Administrator Clark reviewed the grant request for Club Fitness, 306 E. Main. The project includes replacing windows on front of building, brick work, awning installation, and siding, windows and doors on the rear of the building. Total project cost is estimated at \$30,000. As part of the CDA-funded cleaning and tuck-pointing project planned for this summer, the paint will be stripped from the brick on the property and returned to natural color. BID approved a \$4,000 grant for the project.

Motion Ford, second J. Vanderkin to approve up to \$7,000 for completion of the entire project or \$6,000 for completion of the project with the exception of the awnings. All members vote aye on roll call.

Vogel and Berry reported on the results of the remaining inspection follow-up meetings held with properties owners on the north side of the 300 block of E. Main. All property owners have now been met with and additional fire inspections and/or follow-up contact will be made as needed to assure recommendations for code compliance are being adhered to.

Administrator Clark spoke on plans to begin cleaning, tuck-pointing and sealing properties on the north side of the 300 block of E. Main. It is anticipated that the project will begin the week of April 29.

Kast reviewed the March 2013 financial reports. Expenses are approximately \$440. Net income is just over \$130 YTD. Property taxes receivable are approximately \$72,700.

Motion Drews, second Ford to approve the financial reports. All members vote aye on roll call.

Discussion was held on the Design Guidelines. A section on banners may be added, permitting the use of temporary banners. Updated guidelines will be emailed to CDA members. Members also discussed sending out a letter to businesses regarding cigarette butts.

Discussion was held on member Ford's anticipated retirement in May 2014, and plans for his daughter to fill his CDA seat at a future time.

Administrator Clark informed members of plans for Thirsty Marlins to apply for grant funding for replacement of upper windows. The property is joined to C.VerHage Photo.

It was suggested that bids from local contractors be sought for grant funded projects.

Future agenda items include but are not limited to: possible grant application.

Next meeting date: tentatively May 21, 2013 at 4:00pm

Motion N. Vanderkin, second by J. Vanderkin to call the meeting adjourned at 4:47 pm. Motion carried unanimously.

Michelle Kast  
Administrative Assistant