



City of Waupun

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

"Wild Goose Center of Wisconsin"

Community Development Authority
Minutes of Working Meeting on September 17, 2013
Approved 10/15/13

The Waupun Community Development Authority met Tuesday, September 17, 2013 at 4:00pm in the Council Chambers.

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

Members present on roll call are Jill Vanderkin, Mayor Jodi Steger, Sue VandeBerg and Mike Ford. John Karsten arrived at 4:05. Members Nancy Vanderkin and Derek Drews are absent.

City staff in attendance are City Attorney Dan VandeZande, City Administrator Kyle Clark and Administrative Assistant Michelle Kast.

No media representatives present.

Motion Ford, second J. Vanderkin to approve the minutes of the June 18, 2013 meeting of the Community Development Authority. Motion carried unanimously.

Kast reviewed the financial reports. Expenses are approximately \$16,000 for July, \$23,000 for August. Net income is slightly over \$30,000 YTD.

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

Administrator Clark reported that the cleaning, tuckpointing and sealing work on the N. side of the 300 block of E. Main is complete. Positive comments have been received regarding the downtown.

The painter plans to begin painting properties on the 400 block of E. Main this week. Additional downtown restoration projects were discussed. A meeting with the owner of the Golden Cup is scheduled for September 23rd.

Members discussed downtown inspections. More detailed reports are desired. Building Inspector Vogel and Fire Chief Berry can perform inspections on the S. side of the 300 block of E. Main if desired.

Motion VandeBerg, second Karsten to approve city staff performing inspections on the south side of the 300 block of E. Main in 2013. Motion carried unanimously.

Revision of the design guidelines was discussed. Sections on banners and temporary wall signs will be added.

Motion Ford, second J. Vanderkin to update the Central Business District Design Guidelines. Motion carried unanimously.

Future agenda items include but are not limited to: update on Golden Cup.

Next meeting date: October 15, 2013 at 4:00pm

Motion Ford, second by VandeBerg to call the meeting adjourned at 4:35 pm. Motion carried unanimously.

Michelle Kast
Administrative Assistant