



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, January 21, 2014** 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 October 15, 2013 Minutes
4. Discussion and possible action on Grant Applications
 - a. Bentz Shell, 25 E. Main
 - b. Fox Valley Savings Bank, 101 S. Madison
5. Consider for approval financial reports
6. Inspection Findings – S. Side 300 Block E. Main
7. Other business
8. Set agenda items for next meeting
9. Next meeting date: Tuesday, February 18, 2014 at 4:00pm
10. 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

Bentz Shell, 25 E. Main
Fox Valley Savings Bank, 101 S. Madison
Mary Kay Vogel, Building Inspector
Jeff Berry, Fire Chief



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Community Development Authority
Minutes of Working Meeting on October 15, 2013
DRAFT

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 John Karsten, Jill Vanderkin, Nancy Vanderkin, Mayor Jodi Steger, Sue VandeBerg and Derek Drews. Member Mike Ford is absent.

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

No media representatives present.

Motion N. Vanderkin, second J. Vanderkin to approve the minutes of the September 17, 2013 meeting of the Community Development Authority. Motion carried unanimously.

Administrator Clark presented a grant request for Golden Cup Café, 400 E. Main. The project includes replacing 16 windows, 13 on the front of the building and 3 in the back. Project cost is approximately \$15,000. It was noted that the cost includes half round windows mullied together (to fill window opening), rather than a half round panel on top of a standard window. The CDA budgeted \$8,500 for the project. A \$7,500 grant is requested. A \$1,500-\$2,000 BID grant will also be requested. Requested CDA contribution will decrease to \$7,000 if BID approves \$2,000 grant. Discussion on lower portion of building, inspections and tax implications.

Motion N. Vanderkin, second J. Vanderkin to approve up to \$7,500 in grant funds for window replacement at the Golden Cup Café, 400 E. Main. Motion carried 5-1. Karsten votes nay. Phase 2 of the project – painting, signage and lower level improvements – will be encouraged.

Kast reviewed the financial reports. Expenses are approximately \$12,900 for September. Net income is slightly over \$17,800 YTD.

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

VandeBerg reviewed options regarding downtown banners. She will look into brackets further and banners will be discussed again when setting the 2014 CDA budget.

Discussion was heard on Main Street planters. Painting and relocation were considered. There will be follow-up with the Public Works Director regarding relocation.

Painting on the 400 block of E. Main Street is almost wrapped up. Edward Jones building remains, as well as trim board replacement/paint at the former City Grill. Administrator Clark has been in contact with property owner about deducting work done from grant funds.

Other Business: Sew What sign has been updated, inspections on S. side of 300 block E. Main will take place Nov 8-15, and the Club Fitness remodeling project should be underway shortly.

Future agenda items include but are not limited to: Update on Banners.

Next meeting date: Tentatively November 19, 2013 at 4:00pm

Motion N. Vanderkin, second by J. Vanderkin to call the meeting adjourned at 5:02pm. Motion carried unanimously.

Michelle Kast
Administrative Assistant