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# 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, March 18, 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 January 21, 2014 Minutes
4. Consider for Approval Housing Grant Write Off Requests
5. Update on Inspections – S. Side 300 Block E. Main
6. Consider for Approval Financial Reports
7. Other Business
8. Set Agenda Items for Next Meeting
9. Next Meeting Date: Tuesday, April 15, 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

Sue Koehn, MSA Professional Services  
Mary Kay Vogel, Building Inspector



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Community Development Authority  
Minutes of Working Meeting on January 21, 2014  
**DRAFT**

The Waupun Community Development Authority met Tuesday, January 21, 2014 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, Mike Ford, and Derek Drews. No members absent.

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

Sue Bentz is present in the audience.

No media representatives present.

Motion N. Vanderkin, second Ford to approve the minutes of the October 15, 2013 meeting of the Community Development Authority. Motion carried unanimously.

Sue Bentz was present to review the grant request for Bentz Shell, 25 E. Main. The project is complete and included replacement and installation of 3 garage doors, for a cost of \$14,200. The grant request came in prior to project completion but was held by the CDA and BID Board due to funds availability. BID has since granted \$2,000 toward the project. Administrator Clark pointed out that CDA contribution for a project this size is typically in the 25-30% range.

Motion Ford, second Karsten to approve \$2,000 in grant funds for replacement of 3 garage doors at Bentz Shell, 25 E. Main. All members vote aye on roll call.

CDA member Derek Drews presented a grant request for Fox Valley Savings Bank, 101 S. Madison. The project is scheduled to begin in mid-March and includes a complete remodel of the building's interior and exterior at a cost of approximately \$1.5 million. Power lines were buried last fall. A late summer/fall completion date is anticipated. A \$20,000 grant is requested. Clark noted that the tax increment generated from the project will be on the 2015 tax bill, grant payment in 2015 could be considered.

Motion VandeBerg, second N. Vanderkin to approve a \$20,000 grant, payable in 2015. On roll call members Karsten, J. Vanderkin, N. Vanderkin, Steger, VandeBerg and Ford vote aye. Drews abstains. Motion carried.

Kast reviewed the financial reports. Expenses are approximately \$89,400 for the year, exceeding revenue by about \$6,400. Property taxes receivable are approximately \$55,400.

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

Building Inspector Mary Kay Vogel and Fire Chief Jeff Berry presented the findings of the inspections on the south side of the 300 block of E. Main. Follow up contact will be made with the property owners and an update will be provided at the next CDA meeting.

Future agenda items include but are not limited to: Follow-up on Downtown Inspections

Next meeting date: February 18, 2014 at 4:00pm

Motion N. Vanderkin, second by VandeBerg to call the meeting adjourned at 4:42pm. Motion carried unanimously.

Michelle Kast  
Administrative Assistant

## Housing Program Write-Off Requests

To CDA for Action March 2014

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### CDBG Program

#### Write-Off Requests:

1)	\$8,717.00	foreclosure
2)	\$11,000.00	foreclosure
3)	\$1,200.00	foreclosure
4)	\$10,887.00	short sale
5)	\$7,407.97	foreclosure
	<u>          </u>	
	\$39,211.97	

#### CDBG A/R Balance:

12/31/13 Balance	1,574,157.29
Less Write-Offs	<u>(39,211.97)</u>
Revised Balance	1,534,945.32

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### HOME/HCRI Program

#### Write-Off Requests:

1)	\$6,745.29	short sale
2)	\$10,130.00	short sale
3)	\$12.00	
	<u>          </u>	
	\$16,887.29	

#### HOME/HCRI A/R Balance:

12/31/13 Balance	158,593.83
Less Write-Offs	<u>(16,887.29)</u>
Revised Balance	141,706.54