



MINUTES
CITY OF WAUPUN
ECONOMIC DEVELOPMENT MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, May 20, 2025 at 3:00 PM

Chairperson Pete Kaczmarski called the meeting to order at 3 pm.

Roll Call taken with members Pete Kaczmarski, Jason Westphal, Dan Siebers, Steve Brooks and Lisa McArthur present. Also in attendance Jeff Daane, Kathy Schlieve, Casey Langenfeld. Absent and excused, Attorney Dan Vande Zande.

No one speaks during public comment.

Administrator Schlieve thanks board members for their ongoing commitment. There are no changes to the board membership. Alderman Kaczmarski assumes Chairperson role.

Motion Siebers, second McArthur to nominate to nominate Jason Westphal as Vice-Chairperson and to close nominations. Carried unanimously.

Motion Siebers, second Westphal to maintain standing meetings on the last Tuesday of each month at 4:15 pm or as needed. Carried unanimously.

Motion Siebers, second Westphal to approved minutes from March 25, 2025 Economic Development meeting. Carried unanimously.

Administrator Schlieve reviewed the Dodge County Community Development Grant award requirements and contingencies, noting that development agreements will need to be finalized and shared with Dodge County prior to release of the funds. Total grant award is \$894,545 and the City will need to provide match funds. The City share is being planned for a debt issuance in 2025.

Administrator Schlieve reviewed an agreement with MSA to complete engineering for Shaler Drive Extension project covered under the Dodge County Community Development Grant previously discussed. Motion Siebers, second Westphal to recommend agreement to council for approval. Carried unanimously.

Group discussed future use of city-owned land north and west of Summer Avenue and Rosewood Drive. Based on future land use maps the highest band best use of the land is housing. Discussed options to sell or develop the site. General consensus that staff should explore infrastructure requirements for housing with the potential to issue an RFP to solicit developer interest once understood.

Administrator Schlieve reviewed expansion of a small business toolkit that includes new funding obtained through WEDC in collaboration with Envision and Ripon, Campbellsport and North Fond du Lac in Fond du Lac County to create the WRNC Opportunity Fund for startups and small entrepreneurs looking to expand in participating communities. Additionally, Ignite Rural is a business accelerator program running this fall in Waupun with a top pitch prize of \$30,000, and a second-place prize of \$20,000. Staff and Envision representatives are busy meeting with prospective entrepreneurs.

Administrator Schlieve shared data from WEDC Main Street America business surveys that highlighted concerns over impact of tariffs on small businesses. Lisa McArthur provided an overview of Business Retention and Expansion visits being completed in Waupun for 2025.

Motion Siebers, second McArthur to adjourn to closed session under Section 19.85 (1) of the WI Statutes for:
(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

10. Negotiation of Development Agreement for Land North of Claggett Drive in TID 9
11. Negotiation of City-Owned Building at 301 E Main Street, TID 3
12. Redevelopment of 331 Bly Street
13. Sale of City-Owned Land in Heritage Ridge TID 7 and 9
14. Negotiation of Change Order for Rock/Newton Harris Creek Improvements

Motion Westphal, second Siebers to reconvene in open session under Section 19.85(2) of the WI Statutes. Carried unanimously.

No action taken from closed session agenda items.

Under advanced planning, Schlieve notes that staff will continue to advance economic development projects and bring them to committee as warranted.

Motion Westphal, second McArthur to adjourn meeting at 4:37 pm. Carried unanimously.