



**A G E N D A**  
**CITY OF WAUPUN ECONOMIC DEVELOPMENT**  
**COMMITTEE**  
**Waupun City Hall (201 E. Main Street) or Zoom**  
**Tuesday, September 28, 2021 at 4:30 PM**

Join Zoom Meeting

<https://us02web.zoom.us/j/81434808042?pwd=N0hiWTVyUGJreFBiOGVaM2JFNENLQT09>

Meeting ID: 814 3480 8042

Passcode: 433839

-or-

Dial by your location

(312)626-6799 US (Chicago)

Meeting ID: 814 3480 8042

**CALL TO ORDER**

**ROLL CALL**

**PUBLIC COMMENT** --State name, address, and subject of comments. (2 Minutes)

**CONSIDERATION - ACTION**

1. Approval of Agenda/Motion to Deviate
- [2.](#) Approval of July 27, 2021 Economic Development Committee Open Session Minutes
3. Approval of July 27, 2021 Economic Development Committee Closed Session Minutes

**DISCUSSION**

- [4.](#) Discuss Federal Grant Readiness and Public Infrastructure Facilities

**ADJOURN TO CLOSED SESSION**

The Waupun Common Council will adjourn in 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.

5. Investing Public Funds in Waupun Industrial Park
6. Investing Public Funds at 103 Gateway Drive
7. Investing Public Funds in TID 3 at 417 E Main
8. Investing Public Funds at 520 McKinley Street

**RECONVENE TO OPEN SESSION**

The Economic Development Committee will reconvene in open session under Section 19.85(2) of the WI Statutes.

**ACTION FROM CLOSED SESSION**

**ADVANCED PLANNING**

9. Potential Agenda Items
10. Date of Next Scheduled Meeting - October 26, 2021 at 4:30 p.m.

**ADJOURNMENT**

*Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact the City Clerk at 920-324-7915.*



**MINUTES**  
**CITY OF WAUPUN ECONOMIC DEVELOPMENT**  
**COMMITTEE MEETING**  
 Video, Teleconference, and In Person (Waupun City  
 Hall-201 E. Main Street, Waupun WI)  
 Tuesday, July 27, 2021 at 4:30 p.m.

**Committee Members Present:**

Steve Brooks ..... Waupun Utilities  
 Rohn Bishop ..... City Council  
 Pete Kaczmarek ..... City Council  
 Julie Nickel ..... Mayor  
 Jason Westphal ..... City Council

**Committee Members Absent:**

Jim Cleveland ..... Envision Greater Fond du Lac

**Staff Present:**

Michelle Kast ..... Finance Director  
 Kathy Schlieve ..... Administrator  
 Sarah Van Buren ..... Community & Economic Development Coordinator  
 Dan VandeZande ..... City Attorney

**CALL TO ORDER:**

Mr. Kaczmarek called the meeting of the Economic Development Committee meeting to order at 4:30 p.m.

**ROLL CALL OF BOARD MEMBERS:**

Roll call and quorum determined.

**PUBLIC COMMENT:**

None.

**CONSIDER APPROVAL OF THE FOLLOWING AGENDA ITEMS:**

**1. Approval of Agenda/Motion to Deviate**

A motion to approve the agenda was made by Mayor Nickel and seconded by Mr. Westphal, passing unanimously.

**2. Approval of May 25, 2021 Economic Development Committee Minutes**

A motion to approve the May 25, 2021 Economic Development Committee minutes was made by Mr. Bishop and seconded by Mr. Westphal, passing unanimously.

**3. Approval of May 25, 2021 Economic Development Committee Closed Session Minutes**

A motion to approve the May 25, 2021 Economic Development Committee Closed Session minutes was made by Mayor Nickel and seconded by Mr. Westphal, passing unanimously.

**ADJOURN TO CLOSED SESSION:**

A motion was made by Mayor Nickel and seconded by Mr. Bishop to adjourn into 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. Motion was unanimously approved.

**4. Investment of Public Funds for Development of Property Located at 520 McKinley Street in TID 6**

**5. Investment of Public Funds for City-Owned Land in Waupun Industrial Park**

**6. Investment of Public Funds for Development of Property Located at 417 E. Main Street in TID 3**

**RECONVENE TO OPEN SESSION**

A motion was made by Mayor Nickel and seconded by Mr. Bishop to reconvene in open session under Section 19.85(2) of the WI Statutes. Motion unanimously approved.

**ACTION FROM CLOSED SESSION**

None

**ADVANCED PLANNING:****7. Potential Agenda Items**

- Will be determined, as needed.

**8. Date of Next Scheduled Meeting**

The next meeting will be August 31, 2021 at 4:30 p.m. Due to the pace of opportunities presented, the members are willing to be flexible with future meeting dates and times.

**ADJOURNMENT**

The motion to adjourn was made by Mr. Bishop and seconded by Mayor Nickel, passing unanimously. The meeting adjourned at 5:19 p.m.



## AGENDA SUMMARY SHEET

**MEETING DATE:** 9-28-21

**TITLE:** Discuss Federal Grant Readiness and Public Infrastructure Facilities

**AGENDA SECTION:** DISCUSSION

**PRESENTER:** Daane/Schlieve

---

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Public Infrastructure	\$30,750, plus related reimbursable expenses	

---

### ISSUE SUMMARY

This agenda item is coming to you because we have a lot of open questions regarding a possible referendum and strategic priorities. We have been reviewing potential infrastructure programs that may be coming as a result of ARPAm which could support needed facility improvements. Grant programs typically favor shovel-ready projects which we do not have on the facilities side at this point. We are recommending that we do a deeper dive to assess needs within the public safety building, examining location and space requirements for final engineering. The goal is to move toward a shovel ready project and apply for any potential grants that support our goals. The 2021 budget supports this request.

### STAFF RECCOMENDATION:

Recommend Cedar Corp proposal to Common Council for approval

### ATTACHMENTS:

Cedar Corp service agreement

### RECCOMENDED MOTION:

Motion to recommend an agreement with Cedar Corp for engineering and architectural services to complete a space needs analysis for public safety building renovation and expansion as presented.

**Confirmation of Client Request for Services  
between Cedar Corporation (ENGINEER)  
and City of Waupun (CLIENT)**

**Authorization to Perform Professional Engineering Services**

ENGINEER is hereby authorized to proceed with the project listed below. The services are to be completed in a timely manner mutually agreeable with the CLIENT and ENGINEER.

**Project:** Space Needs Analysis for Public Safety Building renovation and expansion.

**Scope of Work:** ARCHITECT/ENGINEER will complete design services as outlined in Attachment A

**Method of Compensation:** Work will be compensated as outlined in Attachments B

Payments are due and payable thirty (30) days from the date of the ENGINEER's invoice. Amounts unpaid thirty (30) days after the invoice date shall bear interest at the rate of one percent (1%) per month from invoice date.

**Timetable:** Work will be completed as determined in the kickoff meeting at the start of the project.

THIS AGREEMENT is hereby approved and executed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

CITY OF WAUPUN

CEDAR CORPORATION

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Jeff Daane

Name: Cory A. Scheidler, A.I.A.

Title: Director of Public Works

Title: Director of Architecture

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Julie Nickel

Name: Ron Dalton, P.E.

Title: Mayor

Title: Professional Engineer

## Attachment A Scope of Work

### Scope of Work:

ENGINEER will complete the following Scope of Work for the Project, as follows.

Cedar Corporation's trademark quality is to listen to you.

We want to learn and understand your wants, needs, and expectations. We seek to create an environment that promotes collaboration to develop mutually acceptable solutions.

The key to achieving this is communication. We have developed a process that focuses on communication and facilitation to develop focused discussions and follows a well-defined agenda. This process allows us to efficiently gather all the available information and ideas and then review them to complete a thorough evaluation of the design challenge.

Our approach to the City of Waupun Public Safety Building Project is a six-step process that includes:

1. A project kick-off meeting to identify issues
2. An analysis of the current facility site and adjacent property
3. Define the space needs and programming requirements for the fire and police departments and facility
4. Site analysis
5. Develop conceptual design solutions
6. Review of findings



### Project Kick-off Meeting (Step 1)

We will schedule a kick-off meeting with the City and other appropriate stakeholders to review the project. This will include discussions on the goals, expectations, primary and secondary shareholders established project milestones, and community outreach. At this time, we will complete a preliminary review of the existing facility and site. This meeting will develop a future meeting schedule so that everyone can plan in advance. Upon completion of the kick-off meeting, Cedar Corporation will have a more thorough understanding of your objectives.

Cedar Corporation will then:

- Conduct a review of information we have gathered during the meeting
- Meet with Department heads and staff, as needed, to review information
- Gather available site information, previous studies, and previous project plans
- Upon completion of our review of the current studies and other provided data, we will begin our evaluation of the City's needs and continue with department interviews



## Analysis of Current Facilities (Step 2)

Gathering data and developing a thorough understanding of the existing facility, deficiencies, and needs is critical to establishing goals for the City. We need a thorough understanding of the problem so that we can provide the most effective solutions. Our analysis of the existing facility will include:

- Evaluation the current facilities for immediate improvements and deficiencies
- Evaluation of building systems
- Evaluation of ADA compliance
- Evaluation of storage and space needs
- Evaluation of current features and equipment that should be salvaged, replaced, or added
- Review of parking site access and traffic patterns of the current site
- Assessment of security, access points, reception, and safety of facility
- Review the potential suitability of any existing facilities for renovation
- Review zoning and applicable regulatory approvals that may be required

As we work through the analysis of the existing facilities, we will continue to meet with department heads, and appropriate staff to review current operations and potential facility and operational improvements.



## Analysis of Space Needs and Programming Requirements (Step 3)

The space needs and programming efforts will develop the size and configuration of a new facility for the City. We assess typical department needs for the purpose of estimating a facility size and future expansions. This process will involve collaborative meetings with user groups to discuss needs, present options, and allow everyone to understand the needs of the departments. Our space and needs analysis will include:

- Meet with department heads and appropriate staff to review the facilities and needs
- Review space needs for equipment/vehicle storage and individual workspace
- Evaluate current elements and equipment that will be salvaged or may be required for the facility
- Review staffing growth potential and needs
- Study traffic flow
- Review employee areas, break room, lockers, etc.
- Review facility visitor access and spaces
- Review meeting/staff space
- Review sustainability opportunities
- Review data, IT, and computer equipment
- Review security for facility
- Evaluate Emergency Operations
- Review future facility use modifications
- Preparation of needs consensus as developed from staff interviews
- Preparation of space and function calculations
- Preparation of current and future programming needs



## Site Analysis (Step 4)

Our analysis of the existing and potential site will include:

- Review of existing facilities and site
- Review of adjacent site for public safety options and expansions
- Review site based on current and future land use plans
- Review of mapped wetland and soil data and geotechnical considerations
- Review options for a combined facility versus separate departments
- Review options for street between existing facility and available site
- Review available space for buildings, storage, and access
- Review site access and traffic patterns for the candidate site
- Review of comprehensive plan recommendations for the candidate sites
- Review zoning requirements for candidate site
- Review potential sustainable design and construction approaches
- Review options for future expansions of facilities and services





## Development of Design Scenarios (Step 5)

Upon the completion of our report and summary presentation, our team will begin the development of a design concept. We will collaborate with the City and department heads to develop a conceptual design and cost projections for the project. We anticipate that this phase will include one planning meeting and one presentation meeting. Design concepts will include:

- Review the existing facilities condition and suitability for re-use or renovation
- Review any opportunities for cost savings through re-use, adaptability, and renovation
- Review how the City may maintain operations during the facility transition
- Review sustainable opportunities
- Develop general site layout and overview of traffic patterns and operations
- Develop proposed layout of building locations, storage facilities parking and out buildings
  - Up to two layouts with a revision to each
- Review options with City to create a preferred option and move forward with additional conceptual design and budgeting
- Prepare Final Conceptual Site Plan and Building Plan
- Prepare rendering of conceptual layout and buildings
- Develop an implementation schedule for the project
- Develop preliminary opinions of the cost of a new facility
- Prepare Executive Summary of findings
- Present summary and opinion based on findings

The final deliverables will include:

- Conceptual Site Plan
- Conceptual Building Plan
- Rendering
- Opinion of Probable Cost



## Report Findings and Discuss Suitability of Sites (Step 6)

Upon completion of our investigation and evaluation, we will continue to review and refine the project goals. At this time, our team will conduct another formal meeting. The purpose will be to review our findings, discuss, and define how we move forward with the project. This meeting will include:

- Review our team's findings
- Recommend improvements to address the required immediate short-term and long-term needs of the City
- Review of site access and traffic patterns
- Identify any potential site constraints
- Consider applicable zoning requirements
- Review project constraints that may lead to large financial impacts
- Review the existing facilities condition and suitability for re-use or renovation
- Review any opportunities for cost savings through re-use, adaptability, and renovation
- Review possible facility and operational inefficiencies
- Review sustainable opportunities
- Develop preliminary opinions of the cost of a new facility
- Present summary and opinion based on findings

## Attachment B Compensation

### ARCHITETURAL & ENGINEERING SERVICES

Whereas the CLIENT has elected to compensate the ARCHITECT/ENGINEER for Architectural & ENGINEERING Services on a "Lump Sum" basis, the lump sum price shall include all cost items including labor, overhead, direct expense, and professional fee, and shall be in the amount as follows:

- Space Needs Assessment and Planning Services (steps 1-4) \$ 17,750
- Conceptual Design Services (steps 5-6) \$ 12,950

**Direct Expenses:** Reimbursement of direct expenses incurred in connection with the PROJECT, including but not limited to the following:

Reimbursable expenses in addition to the Lump Sum Fee during may include the following estimated fees.

- Geotechnical Investigation (allowance) \$5,000
- Hazardous Materials Investigation (allowance) \$4,000
- Topographic Survey (allowance) \$3,500