



A G E N D A
CITY OF WAUPUN ECONOMIC DEVELOPMENT
COMMITTEE
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, July 23, 2025 at 3:00 PM

The Waupun Economic Development Committee will meet In-person, virtual, and teleconference. Instructions to join the meeting are provided below:

Online: <https://us02web.zoom.us/j/83822739678?pwd=E0nOCDBfPjTyqCla4Lfd5rUvQFoQIC.1>

Meeting ID: 838 2273 9678

Passcode: 746074

CALL TO ORDER

ROLL CALL

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

ACTION ITEMS

1. Minutes from May 20, 2025 Economic Development Committee Meeting

DISCUSSION

2. Future Use of City-Owned Land Northwest of Summer Ave and Rosewood Dr

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.

3. Sale of City-Owned Building at 301 E Main St, TID 3
4. Sale of City-Owned Land in Waupun Industrial Park, TID 9
5. Investment of Public Funds at 1 W Brown St, TID 3
6. Sale of City Owned Land in Heritage Ridge Business Park, TID 7 and 9
7. Investment of Public Funds for Housing Development at 331 Bly St and in TID 9

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

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 MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, May 20, 2025 at 3:00 PM

Item 1.

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.



AGENDA SUMMARY SHEET

MEETING DATE: 7/23/25

TITLE: Future Use of City-Owned Land Northwest of Summer Ave and Rosewood Dr

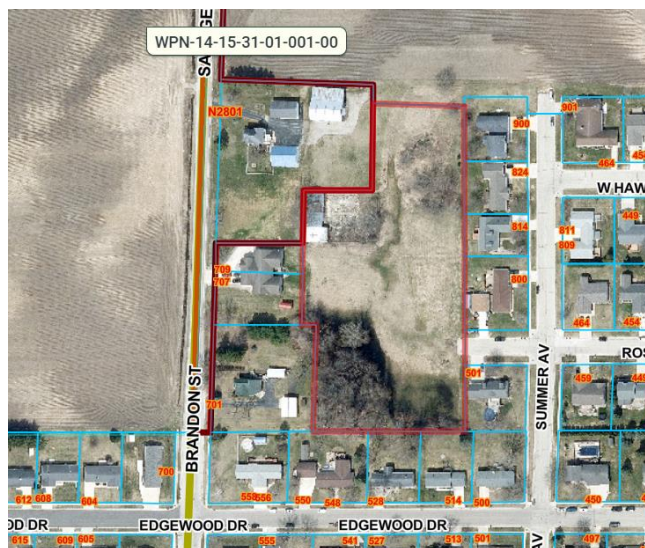
AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Kathy Schlieve

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Economic Vitality		

ISSUE SUMMARY:

The City owns the land identified in the map below. Water and sewer are run through the site along Rosewood Dr. DPW has put in significant work to clean up the site, has reviewed wetland areas with WI-DNR, and devotes staff time to mow/maintain the property. The site is currently zoned R1/R2 with the northern most section of the parcel unzoned. In follow-up from May 20, 2025, staff have investigated possible subdivision of the land for the purpose of housing development. Site layout and potential costs are attached and will be discussed.

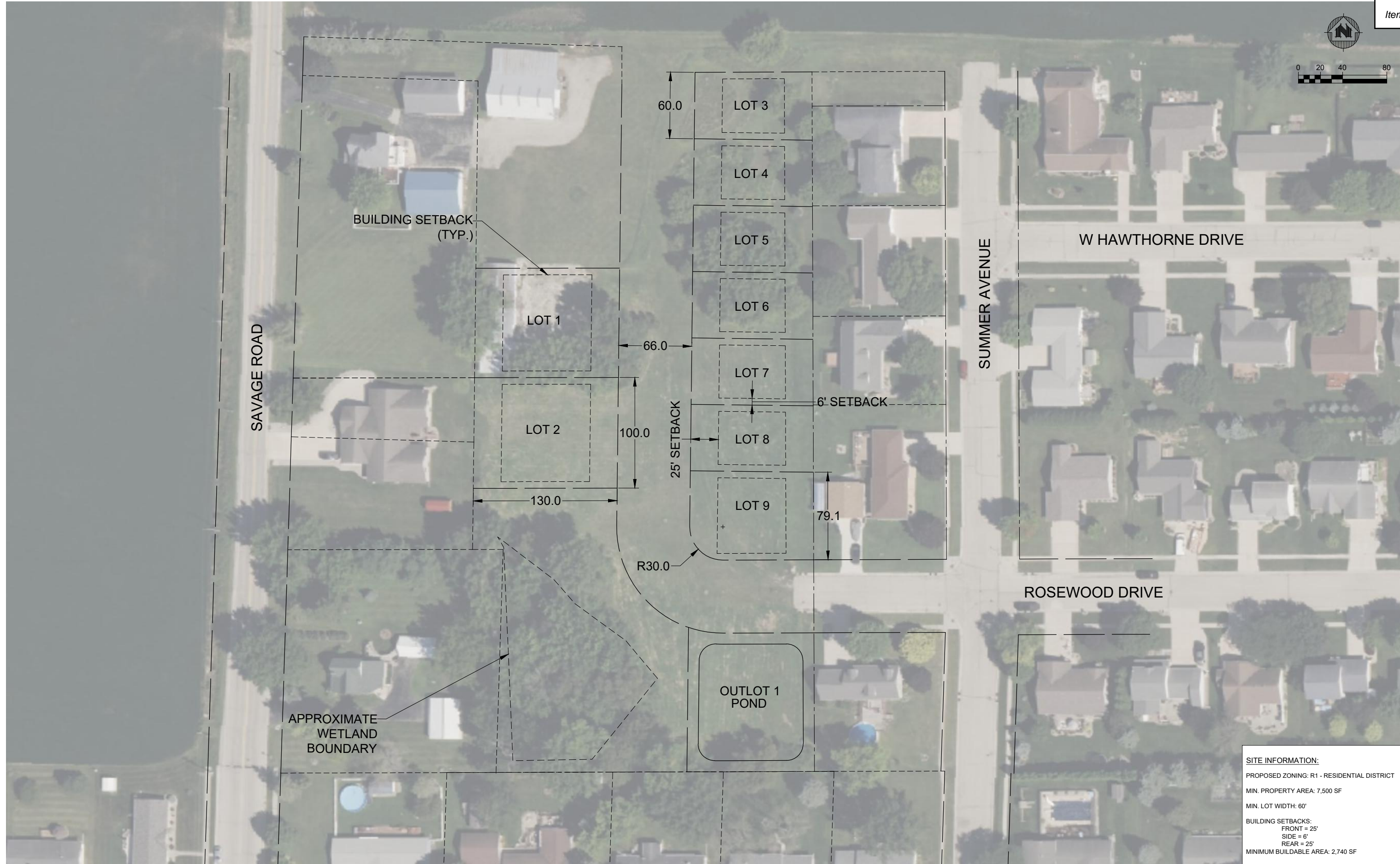


STAFF RECOMENDATION:

ATTACHMENTS:

Site layout and estimated costs

RECOMENDED MOTION:



SITE INFORMATION:	
PROPOSED ZONING: R1 - RESIDENTIAL DISTRICT	
MIN. PROPERTY AREA: 7,500 SF	
MIN. LOT WIDTH: 60'	
BUILDING SETBACKS:	
FRONT = 25'	
SIDE = 6'	
REAR = 25'	
MINIMUM BUILDABLE AREA: 2,740 SF	

PROJECT DATE:	DRAWN BY:	NO.	DATE	REVISION	BY:
	Init	-	-		-
	DESIGNED BY:	Init	-		-
	CHECKED BY:	Init	-		-
PLOT DATE: 6/3/2025 4:53 PM, G:\00\00212\00212056\Rosewood Concept Plan\CAD\Rosewood Concept Plan.dwg					

PRELIMINARY



ENGINEERING | ARCHITECTURE | SURVEYING
FUNDING | PLANNING | ENVIRONMENTAL
201 Corporate Drive Beaver Dam, WI 53916
(920) 887-4242 www.msa-ps.com
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ROSEWOOD CONCEPT LAYOUT
CITY OF WAUPUN
FOND DU LAC COUNTY, WISCONSIN

CONCEPT LAYOUT

PROJECT NO:	00212056
SHEET	1

ESTIMATE OF PROBABLE CONSTRUCTION COST

Rosewood Drive Extension (See Attached Concept Plan For Illustration)

Estimated Length (feet) = 630

Estimated Width (feet) = 32

Note: This project includes the extension of public utilities and street infrastructure along Rosewood Drive as per the attached MSA concept plan dated 6/3/2025. This estimate includes the extension of 8" sanitary sewer main along the new street as well as new sanitary laterals (assume 7 total - 2 lots have existing laterals off existing mainline). This estimate includes the extension of new 8" water main along the new street as well as new water services (assume 8 total - 1 existing service off the existing main). This estimate includes the installation of storm sewer piping and structures along the new public street as well as the construction of a storm water management pond. This estimate also includes the installation of the new roadway gravel base, asphalt, curb (both sides of the street), and concrete sidewalk (both sides). Assume 66' wide R/W. Assume the new street will be approximately 37' wide from back of curb to back of curb.

ITEM	EST. QNTY.	UNITS	UNIT PRICE	TOTAL
SANITARY SEWER CONSTRUCTION				
PVC Sanitary Sewer Reconstruction (8" I.D.)	400	L.F.	\$80	\$32,000
Sanitary Manhole (4' I.D.)	1	Ea.	\$6,000	\$6,000
Sanitary Service Lateral Reconstruction (6" I.D.)	315	L.F.	\$70	\$22,050
Sanitary Wye (8"x6")	9	Ea.	\$500	\$4,500
Rock Excavation (Assumed)	100	C.Y.	\$50	\$5,000
Imported Granular Trench Backfill (Assume 20% of Mainline)	540	Ton	\$8	\$4,320
Subtotal Sanitary Sewer Construction				\$73,870
Contingency (15%)				\$11,080
Total Sanitary Sewer Construction				\$84,950

WATER CONSTRUCTION				
PVC Water Main (6" I.D.)	30	L.F.	\$80	\$2,400
PVC Water Main (8" I.D.)	410	L.F.	\$85	\$34,850
Gate Valve & Box (6" I.D.)	2	Ea.	\$2,000	\$4,000
Gate Valve & Box (8" I.D.)	2	Ea.	\$3,000	\$6,000
Misc. Water Fittings (Cross, Tee, Reducer, etc.) (Assumed)	4	Ea.	\$800	\$3,200
Complete Hydrant Assembly	2	Ea.	\$7,000	\$14,000
Connect to Existing Watermain	1	Ea.	\$2,000	\$2,000
Water Service Corporation (1 Inch I.D.)	8	Ea.	\$400	\$3,200
Curb Stop & Box (1 Inch I.D.)	8	Ea.	\$500	\$4,000
HDPE Water Service (1 Inch I.D. CTS)	320	L.F.	\$60	\$19,200
Imported Granular Trench Backfill (Assumed 20% of Main)	400	TONS	\$10	\$4,000
Subtotal Water Construction				\$96,850
Contingency (15%)				\$14,530
Total Water Construction				\$111,380

STORM SEWER CONSTRUCTION				
Storm Inlet (2'x3')	4	Ea.	\$3,500	\$14,000
Storm Manhole (5' I.D.)	1	Ea.	\$6,000	\$6,000
Storm Sewer Main (12" RCP)	100	L.F.	\$80	\$8,000
Storm Sewer Main (15" RCP)	150	L.F.	\$90	\$13,500
Unclassified Excavation (Stormwater Management Pond)	1	L.S.	\$80,000	\$80,000
Clay Pond Liner (Complete)	1	L.S.	\$40,000	\$40,000
Pond Outfall Structure (Complete)	1	L.S.	\$8,000	\$8,000
Imported Granular Trench Backfill (Assumed 20%)	80	Ton	\$10	\$800
Subtotal Storm Sewer Construction				\$170,300
Contingency (15%)				\$25,550
Total Storm Sewer Construction				\$195,850

ITEM	EST. QNTY.	UNITS	UNIT PRICE	TOTAL
STREET CONSTRUCTION				
Mobilization, Bonds, & Insurance	1	L.S.	\$30,000	\$30,000
Traffic Control	1	L.S.	\$2,000	\$2,000
Erosion Control	1	L.S.	\$5,000	\$5,000
Unclassified Excavation & Removals (Street Only)	1	L.S.	\$40,000	\$40,000
Over-Excavation and Sub-Base Repair with Breaker Run	300	C.Y.	\$35	\$10,500
Stabilization Fabric for Sub-Base Repair	3000	S.Y.	\$4	\$12,000
Crushed Breaker Run Base Course (8" Thick)	3000	S.Y.	\$7	\$21,000
Crushed Aggregate Base Course (4" Thick)	3000	S.Y.	\$6	\$18,000
Asphaltic Binder Pavement (2.25" Thick)	2460	S.Y.	\$11	\$27,060
Asphaltic Surface Pavement (2.0" Thick)	2460	S.Y.	\$10	\$24,600
Concrete Curb & Gutter (30" Wide)	1390	L.F.	\$17	\$23,630
Concrete Sidewalk (4" Thick) (4' Wide)	5540	S.F.	\$6	\$33,240
Restoration and Clean-up	3100	S.Y.	\$7	\$21,700
Subtotal Street Construction				\$268,730
Contingency (15%)				\$40,310
Total Street Construction				\$309,040
Design Engineering (Estimated - 8% of total)				\$56,100
Construction Engineering (Estimated - 10% of total)				\$70,120
Total Estimate of Probable Construction Cost				\$827,440

General Notes:

1. The quantities and prices are the best estimate at this time and should be re-computed after a more detailed engineering study is performed and plans are prepared. The costs associated with administration, financing, inflation (due to delayed project phasing), etc. are not included. All costs are assumed to be 2025 construction costs.
2. The utility pipe sizes and quantities are estimated and will require further study to determine the appropriate sizes, types, and configurations. The cost for site earthwork and grading is estimated and should be re-computed after a more detailed engineering study is performed and plans are prepared.
3. Costs are based upon "normal" construction conditions. There is no allowance for poor sub-soil conditions, poor native backfill conditions, high bedrock, high groundwater, or any other un-foreseen conditions that would require extra effort from the contractor.
4. Costs for engineering are an estimate at this time based on a percentage of the total construction costs. These costs should be re-computed after a more detailed engineering scope/proposal is determined thru consultation with the City.