



**A G E N D A**  
**CITY OF WAUPUN ECONOMIC DEVELOPMENT**  
**COMMITTEE**  
**Zoom**  
**Tuesday, August 25, 2020 at 4:30 PM**

**Video & Teleconference Meeting**

Join Zoom Meeting

<https://us02web.zoom.us/j/81003043655?pwd=RWRUUVNJKzhVT3F5MCtXSTREQlp6dz09>

Meeting ID: 810 0304 3655

Passcode: 915202

-Or-

Phone: 312-626-6799

Meeting ID: 810 0304 3655

Passcode: 915202

**CALL TO ORDER**

**ROLL CALL**

**PERSONS WISHING TO ADDRESS THE ECONOMIC DEVELOPMENT COMMITTEE** --State name, address, and subject of comments. (2 Minutes)

**REVIEW PURPOSE OF ECONOMIC DEVELOPMENT COMMITTEE**

1. Economic Development Committee Charter

**APPOINT COMMITTEE CHAIR**

**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.

2. Discuss Marshview Hospitality Developer Agreement in TID 5
3. Negotiation of city-owned property located at 520 McKinley St in TID 6
4. Extend Option on 3 acres of land near Heritage Ridge
5. Investing public funds to address parking needs in 300 Block E Main Street in TID 3
6. Multi-Family land negotiations in TID 5

**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**

7. Determine Date and Time of Monthly Meeting
8. Potential Agenda Items

**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.*



## AGENDA SUMMARY SHEET

**MEETING DATE:** 8/25/2020

**TITLE:** Review Purpose of Economic Development Committee

**AGENDA SECTION:** Purpose of Committee

**PRESENTER:** Kathy Schlieve

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DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Discussion	N/A	

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Since this is the initial meeting of the Economic Development Committee, this agenda item provides time to discuss expectations and roles and responsibilities of those on the Economic Development Committee. A draft charter is offered for your review and input.

**STAFF RECOMMENDATION:**

Discussion

**ATTACHMENTS:**

**RECOMMENDED MOTION:**

N/A

AGENDA ITEM: #

DATE: July 14, 2020

**PURPOSE:**

The Economic Development Committee provides policy guidance to the Waupun Common Council on matters pertaining to economic development, including activities to attract new businesses, to retain and expand current business, to support small and local business/entrepreneurism, and to facilitate workforce development. The Committee also monitors the status of city-owned land and recommends changes to ordinances or programs to enhance economic development efforts.

**DECISION MAKING:**

This committee is advisory to the Waupun Common Council. All decisions will be made by consensus of the group with recommendations being presented to the Waupun Common Council for final review and approval.

**COMMITTEE STRUCTURE:**

The committee shall consist of three members of the Council, an economic development partner, and a banker. The Mayor appoints committee members at the annual reorganization meeting following the April election. The City Administrator, Community & Economic Development Coordinator, and a representative from Waupun Utilities will attend committee meetings to provide information pertinent to agenda item discussion. Staff members in attendance have no voting rights on this committee. The committee will not interfere with work of the Community Development Authority (CDA) in their jurisdictional authority over TID 3 expenditures, but may from time-to-time undertake joint projects with that group.

**MEETINGS:**

- Monthly meetings will be scheduled for the 4<sup>th</sup> Tuesday of each month from 4:30 to 5:30 p.m. at the Waupun City Hall or via zoom conference.
- Adhoc meetings may be called as needed to advance economic development opportunities within the city.
- All meetings will be held in accordance with WI open meetings law as defined in WI Stat. 19.81.

**COMMITTEE RESPONSIBILITIES:**

- Review development opportunities for economic impact and fit for the community. Assessment of economic impact should consider tax benefits and job growth, as well as the potential costs associated with the development and impact on existing resources.
- Provide input and guidance during project negotiations to represent the City's interests while expediting the negotiation process.
- Recommend fully vetted economic development projects to the Waupun Common Council for final approval.
- Maintain confidentiality of all work of the committee.
- Work collaboratively when needed with the CDA and other city committees to ensure productive outcomes in support of desired development opportunities.
- Support City departments to enhance services to the business community.
- Annually approve the plan of work for city staff to advance economic development in the community.

**STAFF RESPONSIBILITIES:**

- Act as a liaison to developers of commercial, industrial and retail business developments throughout the City. Assist and guide businesses and developers through the various procedures and departments to expedite development opportunities.
- Engage city departments to ensure capacity to service proposed development.
- Develop and implement a retention program to retain existing businesses in the City.
- Develop and implement a plan to solicit businesses for relocation to the City.
- Determine local, state and federal tax incentives and alternative funding sources to attract quality businesses and developments.
- Develop a comprehensive marketing strategy to include promotional materials, public relations efforts, surveys and the enhancement of the City's existing web site from a marketing perspective.
- Forge partnerships that support the goals of economic development in the city.