



MINUTES
FACILITIES ADVISORY COMMITTEE MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Thursday, May 23, 2019, at 2:00 PM

Committee Members Present:

Laura Hoekstra REACH Waupun
Pete Kaczmarek..... Common Council Representative
Rachel Kaminski.....Senior Center Director
Mary Jo KearleyCitizen
Jodi MallasMy Property Shoppe
Julie NickelMayor
Deb Winterhack..... Waupun Memorial Hospital

Committee Members Absent:

Marj PeachyCitizen
Barb SchroederCitizen
Jerry O'Connor NBW Bank

Staff Present:

Jeff DaaneDirector of Public Works
Kathy Schlieve..... Administrator
Sarah Van Buren..... Economic Development Coordinator

1. Call to Order

Ms. Van Buren called the meeting to order at 2:00 p.m.

2. Roll Call

Roll call and quorum determined.

3. Persons Wishing to Address the Committee

No members of the public were present.

4. Discussion/Updates

- A. Summary of visit to Watermark in Beaver Dam
I. Ms. Winterhack, Ms. Kaminiski, Ms. Schlieve, and Ms. Van Buren participated in a tour of the Watermark in Beaver Dam on May 17, 2019. A summary of the tour and discussion with Watermark staff were summarized for the group.

5. Action-Recommendations

- A. Nominations and Appointment of Chairman
I. A motion to appoint Ms. Kaminiski as Chair of the Facilities Advisory Committee was made by Winterhack and seconded by Ms. Kearley. Motion passed unanimously.
B. Approval of April 18, 2019 Minutes
I. A motion to approve the April 18, 2019 minutes was made by Ms. Schlieve and seconded by Mr. Kaczmarek. Motion passed unanimously.
C. Approval of Revised Committee Roles and Responsibilities
I. A motion to approve the revised committee roles and responsibilities was made by Ms. Winterhack and seconded by Ms. Kearley. Motion passed unanimously.
D. Facilitation Services to Support Municipal Facilities Projects – Consultant Selection

- I. Ms. Van Buren provided the Committee a summary of the outreach effort done for the RFP. Various firms did express their gratitude for being given an opportunity to respond but were unable to due to commitments to other projects this year.
- II. One firm, Cedar Corporation, did submit a response. Ms. Van Buren did reach out to various references provided and all had positives things to say about Cedar Corporation.
- III. Committee member provided their feedback on the response submitted and Mr. Kaczmarski had questions regarding the number of site included in the proposal. Ms. Van Buren will follow-up with Cedar Corporation and forward the response to Mr. Kaczmarki in advance of the Common Council meeting on March 28th.
- IV. Mr. Daane wanted to remind the group that whatever the final recommendation is, we need to keep in consideration upkeep costs, maintenance, staffing, etc.
- V. A motion to recommend approval by the Common Council to select Cedar Corporation was made by Ms. Winterhack and seconded by Ms. Kearley. Motion passed unanimously.

6. Future Meetings

- A. Possible future agenda items
 - I. Committee kick-off meeting with Cedar Corporation
- B. Date of next scheduled meeting
 - I. Once the Council approves Staff to enter into a contract with Cedar Corporation, Ms. Van Buren will work with Cedar Corporation on potential dates and send out a Doodle poll to the group.

7. Adjournment

The motion to adjourn was made by Ms. Schlieve with a second from Ms. Kearley. The motion passed unanimously and the meeting was adjourned at 2:47 p.m.