



**MINUTES**  
**FACILITIES ADVISORY COMMITTEE MEETING**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Thursday, December 19, 2019, at 12:00 PM**

**Committee Members Present:**

Laura Hoekstra ..... REACH Waupun  
Rachel Kaminski.....Senior Center Director  
Pete Kaczmariski..... Common Council Representative  
Mary Jo Kearley.....Citizen  
Jodi Mallas .....My Property Shoppe  
Joan Meyer .....Citizen  
Julie Nickel .....Mayor  
Deb Winterhack..... Waupun Memorial Hospital

**Committee Members Absent:**

Jerry O'Connor ..... NBW Bank  
Marj Peachy .....Citizen

**Staff Present:**

Kathy Schlieve ..... Administrator/Director of Economic Development  
Sarah Van Buren.....Community & Economic Development Coordinator

**Other:**

Seth Hudson ..... Cedar Corporation  
Terri Respalje ..... Waupun Food Pantry  
Cory Scheidler ..... Cedar Corporation  
Darian Schmitz ..... Waupun Area School District

**Call to Order**

Ms. Kaminski called the meeting to order at 12:04 p.m.

**Roll Call**

Roll call and a quorum was determined.

**Persons Wishing to Address the Committee**

No members of the public wished to speak

**ACTION-RECOMMENDATIONS**

- A) Approval of November 20, 2019 Minutes
  - i) A motion to approve the November 20, 2019 minutes was made by Ms. Nickel and seconded by Ms. Winterhack, passing unanimously.

**DISCUSSION**

- B) Review of Conceptual Building Footprint of Multigenerational Facility
  - I) Representatives from Cedar Corporation summarized a phone call that was conducted with impacted stakeholders (the Senior Center, REACH, and the Waupun Food Pantry), that have expressed interest in being part of a multigenerational facility, to gain a better understanding of needs and uses to help determine the size of the potential facility.
  - II) A handout of the conceptual design was given to committee members. The general design incorporates the needs shared by stakeholders and what was seen during walk throughs with the consultant and committee members.
  - III) Proposed space is 23,200 sqft would cost between \$4.6-\$5 million to construct.

- IV) Funding for this type of facility would be enhanced by a CDBG-PF grant (a max award of \$1 million). Senior Centers automatically qualify but the other interested parties would need to demonstrate they serve LMI populations in order to qualify.

*Ms. Nickel left the meeting at 12:50pm*

- C) Discussion on the Pros and Cons of Potential Sites for Multigenerational Facility
  - I) The drafted footprint was overlaid on nine (9) potential sites to house the multigenerational facility. Based on facility size and the amount of required parking, three of the nine sites could accommodate a building size and required parking.
    - (1) The three sites that meet the space and parking requirements are:
      - (A) Community Center
      - (B) McKinley School Site
      - (C) Vacant land near the Truck Stop
  - II) Location of two of the three potential sites could prevent stakeholders from collaborating in the effort.
    - (1) Community Center concerns – Spring St. closed at various times of the year for events; flooding; potential to lose partners due to location; distance of travel.
    - (2) Vacant land near the Truck Stop – No sidewalks lead to concerns over bicycle and pedestrian safety; distance of travel; could lose partners due to location.
  - III) A motion to choose the McKinley School site as the preferred location for a multigenerational facility was made by Mr. Kaczmariski and seconded by Ms. Winterhack. Motion passed unanimously.

*Ms. Schlieve arrived at 1:25pm*

*Ms. Winterhack left at 1:29pm*

- D) Walk Through of Facilities Capital Improvement Plan
  - I) Cedar Corporation passed a document highlighting the various needs by facility with estimated probable costs and broken down by time period. The total to address all items would be \$13,658,700.

*Ms. Kearley and Ms. Myer left at 1:51 pm*

- E) Next Steps
  - i) At this point, the work of this Committee is complete and the findings and recommendations of this study will be presented at a future City Council meeting.

#### **FUTURE MEETINGS**

The work of this Committee is complete and it is not anticipated additional meetings will be needed.

#### **ADJOURNMENT**

Without a quorum, the meeting ended at 2pm.