



MINUTES
FACILITIES ADVISORY COMMITTEE MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, November 20, 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
Joan Meyer	Citizen
Julie Nickel	Mayor
Marj Peachy	Citizen

Committee Members Absent:

Jodi Mallas	My Property Shoppe
Jerry O'Connor	NBW Bank
Deb Winterhack	Waupun Memorial Hospital

Staff Present:

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

Other:

Seth Hudson	Cedar Corporation
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Call to Order

Ms. Kaminski called the meeting to order at 12:00 p.m.

Roll Call

Roll call and a quorum was determined.

Persons Wishing to Address the Committee

No members of the public were present.

ACTION-RECOMMENDATIONS

- A) Approval of August 29, 2019 Minutes
 - i) A motion to approve the August 29, 2019 minutes was made by Ms. Nickel and seconded by Ms., Meyer, passing unanimously.
- B) Approval of September 26, 2019 Minutes
 - i) A motion to approve the September 26, 2019 minutes was made by Ms. Hoekstra and seconded by Ms. Kearley, passing unanimously.

DISCUSSION

- C) Review of Open House Surveys and Feedback
 - i) Mr. Hudson provided a summary of comments received from the open house, paper, and on-line survey.
- D) Review of Survey Monkey Results
 - I) Mr. Hudson provided a handout with the results received from the open house paper, and on-line survey.
 - II) Discussion over the overall ranking
 - (1) Senior Center
 - (2) City Hall
 - (3) Public Safety Building
 - (4) Public Works Facility

- (5) Library
- (6) Aquatics Center
- (7) Community Center
- (8) Museum

III) Discussion on the findings from the individual questions.

E) Overview of Funding Options

- I) In general, communities have a couple of funding option, the General Fund, TIF, and grants. All three have limitations.
- II) The following grant opportunities were discussed:
 - (1) Community Development Block Grant (CDBG) program, a funding source from the U.S. Department of Housing & Urban Development that is administered through the Wisconsin Department of Administration, was discussed. With this source, municipalities cannot utilize the funds on public facilities unless they are used to address ADA upgrades, or target certain populations (for example, low-to-moderate income and senior citizens).
 - (2) Community Development Investment (CDI) grants from WEDA is another funding option if a project is located in a downtown. It can be used to match CDBG funds and cannot be used on a city owned facility.
 - (3) Out of the facilities, we have, if we have a senior center with a non-profit component we have a better shot. There are always one off grants but the amount of funds available is usually a lot smaller.

F) Committee Member Voting and Ranking

- I) Potential sites, if a new senior center is chosen, were discussed to help inform committee members when making their final vote.

G) Selection of Top Facility

- I) A motion was made by Ms. Nickel and seconded by Ms. Meyer to select a multipurpose/multigenerational facility with the primary tenant being the Senior Center and secondary tenants be non-profit organizations that serve LMI populations, to be the top priority project. Motioned passed unanimously.
- II) A motion was made by Mr. Kaczmarek and seconded by Ms. Nickel to select the City Hall & Auditorium as the second priority facility. Motion passed unanimously.
- iii) Ms. Hoekstra wanted to make sure the committee does not lose sight of the needs of the other facilities and their needs. Ms. Schlieve and Mr. Hudson stated another aspect of the project is to prioritization of the additional needs to assist the City in enhancing its Capital Improvement Plan.

FUTURE MEETINGS

H) Possible future agenda items

- I) Conceptual building layout for Multipurpose/Multigenerational facility
- II) Discussion of potential locations for Multipurpose/Multigenerational facility
- iii) Review and prioritization of additional facility needs
- I) Date of next scheduled meeting
 - I) December 19, 2019 at 12pm in the City Hall Council Chambers

ADJOURNMENT