



**MINUTES**  
**FACILITIES ADVISORY COMMITTEE MEETING**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Thursday, April 18, 2019, at 8:31 AM**

Committee Members Present:

Laura Hoekstra ..... REACH Waupun  
Pete Kaczmariski ..... Common Council Representative  
Mary Jo Kearley ..... Citizen  
Jodi Mallas ..... My Property Shoppe  
Jerry O'Connor ..... National Bank of Waupun  
Deb Winterhack ..... Waupun Memorial Hospital

Committee Members Absent:

Rachel Kaminski ..... Senior Center Director  
Marj Peachy ..... Citizen  
Barb Schroeder ..... Citizen

Staff Present:

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

Other:

Carter Arndt ..... MSA Professional Services

**1. Welcome & Introductions**

Ms. Van Buren called the meeting to order at 8:31 a.m. and introductions of committee members occurred

**2. Purpose of the Group**

A. Roles and Responsibilities

- I. Draft document was provided in advance of the meeting.
- II. Discussion and clarification of the roles of the group, specifically surrounding its role in making recommendations and a proposed budget for Council consideration.
- III. Ms. Van Buren will update the document based on the conversation for review and approval at the next meeting.

**3. Background**

A. 2018 Facilities Study – Carter Arndt (MSA)

- I. Power Point presentation was given by Mr. Arndt that provided information on the big pictures of the facilities in questions, conditions of the facilities, needs for the future, and prioritization of the needs.
- II. Identification of projects to move forward with is the next step and City Staff is hoping a facilitator can assist the group through that process that would include the option to move forward with, a detailed scope of work, a detailed schedule, and a detailed budget.

**4. Next Steps**

A. RFP for Facilitator

- I. Draft RFP was given to the group for their feedback.
- II. Staff would like to get the RFP out the week of April 22<sup>nd</sup> to allow for a four (4) week advertisement.

- III. This group will be utilized in the review of proposals and the selection of a vendor.

## **5. Advanced Planning**

- A. Possible future agenda items
  - I. The next meeting will focus on reviewing the proposals received and pick a vendor to assist in the facilitation process.
- B. Set next meeting date
  - I. Based on consensus of the group, Ms. Van Buren will send a Doodle poll for a variety of times for May 23<sup>rd</sup> and May 24.

## **6. Adjourn**

The meeting was adjourned at 10:00 a.m.