



A G E N D A
CITY OF WAUPUN FACILITIES ADVISORY
COMMITTEE MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Monday, October 24, 2022 at 1:00 PM

CALL TO ORDER

ATTENDANCE

ACTION-RECOMMENDATIONS

- a. Approve Minutes from Facility Advisory Committee August 2, 2022 Meeting
- b. Approve Minutes from Facility Advisory Committee August 30, 2022 Meeting

DISCUSSION

- a. Senior Center Facility Conceptual Plan Updates & Discussion

FUTURE MEETINGS

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.



MINUTES
CITY OF WAUPUN FACILITIES ADVISORY
COMMITTEE
 Waupun City Hall – 201 E. Main Street, Waupun WI
 Tuesday, August 02, 2022 at 1:00 PM

Meeting called to order by Administrator Schlieve at 1:03 p.m.

Attendees introduce themselves to the group. Present are the following individuals:

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| Lori Steenbergen, Citizen | Mark Buteyn, REACH Waupun |
| Ann Smits, Citizen | Kathy Schlieve, City Administrator |
| Mary Jo Kearly, Citizen | Jeff Daane, DPW Director |
| Dan Siebers, Alderperson | Rachel Kaminski, Recreation Program Director |
| DeAnn Thurmer, Waupun Memorial Hospital | Kris Dressler, Cedar Corporation |
| Terri Respalje, Waupun Food Pantry | Cory Scheidler, Cedar Corporation |
| Joel Sterk, Waupun Food Pantry Board | Jessie Christian, Cedar Corporation |

Absent and excused: Mike Matoushek, Alderperson

DISCUSSION

Administrator Schlieve overviewed the \$4.9M grant that was awarded through the Neighborhood Investment Fund. Schlieve discussed work down previously on the Senior Center and indicated the site the facility is to be located on is at 520 McKinley St, which is a site of the former CWC grade school that the City acquired. The facility is intended to serve as a new senior center with a broader array of services to address socialization, fitness, food insecurity and programming needs. Schlieve discussed the importance of thinking about future needs with more evidence identified through the City’s Aging in Place work for intergenerational programming. Partners in the facility will be REACH Waupun to support that and a possible daycare space to be determined at a later time. Additionally, Food Pantry involvement is viewed as essential as Seniors regularly use the pantry and the two facilities are located in close proximity today.

Group participated in a facilitated discussion on needs as follows:

Group Represented:	Needs/Design Considerations:
Seniors	<ul style="list-style-type: none"> • There needs to be more “private areas” • Potentially have a community garden outside • Multi-purpose room should be more of a plug and play space, without having impacts to other groups and possible central location • We want to make sure that Seniors don’t feel like they don’t have their own space e. Current operational hours are 8 am – 4 pm (Monday – Friday) • Potentially putting call buttons everywhere - Incase of fall or injury, or someone needs help. • Host a senior lunch Monday-Friday / nutrition program
Staff	<ul style="list-style-type: none"> • Are we going solar? There needs to be an investigation into it. • Slip stream is providing free design assistance for the most efficient building and Electrical hook up for cars • Reference Algoma. They have a community wellness center • Are 4 classrooms the right number? The accordion wall between classrooms is great. The ability to separate the noise and tear down/set up is good

	<ul style="list-style-type: none"> • Shared space will be scheduled space (schedule is key) • TV screens in common areas listing the scheduled activities • Outdoor Storage is needed (they currently utilize the park shelter storage) • Sports equipment storage • Craft supplies storage • There might be a music and art therapy scheduled class • “Check out tablets”, so no physical “computer room”? Or should we have a few stationary computers? This will be determined during the programming and design • Need WI-FI everywhere
REACH	<ul style="list-style-type: none"> • How do mentors and the youth use the space without overwhelming the seniors? • Don’t need their own “corner” • Need own storage • Build in volunteering into the REACH program • Maximum daylight
Food Pantry	<ul style="list-style-type: none"> • Shelves in the “food pantry” • Like backside separate entrance • A office/private room for visitors • Need flexibility with the Seniors • Picnic table area outside / “Social space” outside • Separate parking area, potentially • Bike rack is needed • Host a community meal on Friday’s
Gym/Fitness (All)	<ul style="list-style-type: none"> • Gym has 6 group exercise regular classes • 14 exercise equipment machines (low impact) • Want the exercise equipment to be stationary, consider a dedicated room • 3 pickle ball courts needed • Walking hours (morning or evening) / Seniors need a safe walking space in the winter. Possibly elevated walkway vs making the gym bigger (etc., explained that this would be a significant cost impact) • Fitness room, not in the basement – they want to see outside • Potentially put gym in the center, so that other spaces can get maximum daylight • Are locker rooms necessary? Yes, due to the fact that people change during the winter months. • Hospital: Cardiac rehab program/phases: Phase 1 – monitor in hospital (patient period); Phase 2 – Post discharge pre-exercise period; Phase 3 – exercise and education programs, with a social component
Day Care	<ul style="list-style-type: none"> • Will be a private entity that runs (we know the least about this) • Green space is needed for a playground • West End Park is accessible from proposed site • Estimate space to be 5-6K sq ft. • Huge need in community
Miscellaneous	<ul style="list-style-type: none"> • No entrances off Beaver Dam St • McKinley St has sewer and water / Grace St has limited access • Underground stormwater storage will be reviewed • Low maintenance materials should be evaluated • Homey feel / not clinical/sterile feeling

Next steps, Cedar Corp staff will visit Waupun week of 8/15/22 to meet with individual groups and more clearly identify their needs. Once compiled, a follow up meeting will be scheduled to show some preliminary site plans for further discussion.

Meeting adjourned at 2:31 p.m.



MINUTES
CITY OF WAUPUN FACILITIES ADVISORY
COMMITTEE MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, August 30, 2022 at 1:00 PM

Meeting called to order at 1:02 p.m. by Administrator Schlieve.

Attendance is recorded as follows:

Lori Steenbergen, Citizen

Ann Smits, Citizen

Dan Siebers, Alderperson

Terri Respalje, Waupun Food Pantry

Joel Sterk, Waupun Food Pantry Board

Laura Hoekstra, REACH Waupun

Kathy Schlieve, City Administrator

Jeff Daane, DPW Director

Rachel Kaminski, Recreation Program Director

Kris Dressler, Cedar Corporation

Cory Scheidler, Cedar Corporation

Absent and excused: Mike Matoushek, Alderperson; DeAnn Thurmer, Waupun Memorial Hospital; Mary Jo Kearly, Citizen

Group hears updates from Cedar Corporation on their findings and views preliminary site plan designs and associated budgets. Feedback on overall design is provided from individual groups. Of specific concern is the gym space size, which is shown to be regulation size with no seating. Schlieve encourages Cedar Corp to look at adding several rows of bleachers to allow for seating and observation in the space. Discussion on access and use of common/shared spaces of facilities while still allowing for privacy. Steenbergen expressed concern about what we're going to communicate with Seniors and the Community about use of the facility and the fact that we need to get out ahead of our plans to explain broader use.

Budget projects exceed grant amount and Schlieve emphasizes that we need to stick as close as possible to the budget but mentions TID 6 and ARPA as possible funding options for the facility.

Discussion about applying for design assistance on energy through WPPI. Daane to pursue this.

Consideration must be given to stormwater plan for the site, Daane mentions the NW corner of the site as a possible solution and also notes that underground storage can be used.

Cedar Corp staff will continue to evolve overall plan and work with City staff to fine tune. Next meeting will be convened when there is a more detailed site plan for review along with financials. City staff is concerned about budget and will explore use of TID 6 as a possible support.

Meeting is adjourned at 2:28 p.m.