



**A G E N D A**  
**CITY OF WAUPUN FACILITIES ADVISORY**  
**COMMITTEE MEETING**  
**Community Center – 510 E. Spring St., Waupun WI**  
**Wednesday, August 28, 2019 at 1:00 PM**

Call to order

Roll Call

Persons Wishing to Address the Committee – *State name, address, and subject of comments (2 minutes).*

**ACTION-RECOMMENDATIONS**

1. Approval of May 23, 2019 Minutes
2. Approval of July 24, 2019 Minutes
3. Nominations and Appointment of Vice-Chair

**DISCUSSION**

4. Facility Tours
  - a. Community Center (510 E. Spring St.)
  - b. Waupun City Heritage Museum (22 S. Madison St.)
  - c. Waupun Senior Center (301 E. Main St.)
  - d. City Hall – 2<sup>nd</sup> Floor (201 E. Main St.)
5. Tour Debrief
  - a. Deficiencies and Needs

**FUTURE MEETINGS**

6. Possible future agenda items
7. Date of next scheduled meeting (September 25, 2019)

**ADJOURNMENT**

Sarah Van Buren, Community & Economic Dev. Coordinator

*Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact Sarah Van Buren at 920-345-1656.*

*Please note the Facility Tour entails visiting the Community Center, the Waupun City Heritage Museum, the Senior Center, and will end at City Hall where the remainder of the meeting will take place.*



**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 Kaczmariski .....	Common Council Representative
Rachel Kaminski .....	Senior Center Director
Mary Jo Kearley .....	Citizen
Jodi Mallas .....	My Property Shoppe
Julie Nickel .....	Mayor
Deb Winterhack .....	Waupun Memorial Hospital

**Committee Members Absent:**

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

**Staff Present:**

Jeff Daane .....	Director 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. Kaczmariski. 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. Kaczmariski 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 28<sup>th</sup>.
- 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.



**MINUTES**  
**FACILITIES ADVISORY COMMITTEE MEETING**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Wednesday, July 24, 2019, at 1:00 PM**

**Committee Members Present:**

Laura Hoekstra ..... REACH Waupun  
Rachel Kaminski ..... Senior Center Director  
Joan Meyer ..... Citizen  
Julie Nickel ..... Mayor  
Deb Winterhack (phone) ..... Waupun Memorial Hospital

**Committee Members Absent:**

Pete Kaczmariski ..... Common Council Representative  
Mary Jo Kearley ..... Citizen  
Jodi Mallas ..... My Property Shoppe  
Jerry O'Connor ..... NBW Bank  
Marj Peachy ..... Citizen

**Staff Present:**

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

**Other:**

Seth Hudson... Cedar Corporation  
Cory Scheidler ..... Cedar Corporation

**Call to Order**

Ms. Kaminski called the meeting to order at 1:00 p.m.

**Roll Call**

Roll call and there was not a quorum.

**Persons Wishing to Address the Committee**

No members of the public were present.

**ACTION-RECOMMENDATIONS**

1. Approval of May 23, 2019 Minutes
  - I. Due to a lack of a quorum, action on the May 23, 2019 Minutes will be delayed until the August meeting.
2. Nominations and Appointment of Vice-Chair
  - I. Due to a lack of a quorum, nomination and appointment of a Vice-Chair will be delayed until the August meeting.

**DISCUSSION/UPDATES**

3. Welcome and Introductions with Cedar Corporation & Committee Members
  - I. Introductions of committee members was completed, as well as a brief overview of Cedar Corporation.
4. Looking Back and Forward
  - I. Ms. Van Buren gave a brief overview of what has been done through MSA work and how the City got to the point of selecting Cedar Corporation.
5. Review of Relevant Studies

- I. Mr. Hudson highlighted the facility needs, and appropriate recommendations, identified in the 2040 Comprehensive Plan for such buildings as the Library, the Safety Building, the City Hall, the DPW garage, the Community Center, the Senior Center, and the Waupun Heritage museum.

*Ms. Winterhack left the call at 1:38 p.m.*

6. Group Exercise

- I. Dot Exercise – Mr. Hudson led committee members through an exercise to identify the top three facilities priorities of the group. The top choices were an Intergenerational/recreation facility, the City Hall, and the Safety Building.
- II. Mr. Scheidler handed out a map of the locations Cedar Corporation went through during their June 14, 2019 visit.
- III. Mr. Scheidler discussed the strengths and opportunities each of the facilities visited had. The biggest difference in findings between the work completed by MSA and Cedar Corporation is that the MSA plan highlighted maintenance needs. Whereas Cedar Corporation reviewed each of the facilities from the perspective of space sharing and programming opportunities.

*Laura Hoekstra left at 2:43 p.m.*

*Julie Nickel left at 2:45 p.m.*

7. Review of our Path Forward

- I. Identified potential meetings and topics of discussion at each meeting.

*Ms. Meyers left at 3:15 p.m.*

**FUTURE MEETINGS**

8. Possible future agenda items

- I. Approval of May 23, 2019 Minutes
- II. Approval of July 24, 2019
- III. Nominations and Appointment of Vice-Chair
- IV. Facilities Tour of Senior Center and City Hall

9. Date of next scheduled meeting

- I. Ms. Van Buren will send a Doodle poll for August 28, 2019 at 1p.m.

**ADJOURNMENT**

The meeting adjourned at 3:20 p.m.