



A G E N D A
CITY OF WAUPUN FACILITIES ADVISORY
COMMITTEE MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Thursday, September 26, 2019 at 9:00 AM

Call to order

Roll Call

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

ACTION-RECOMMENDATIONS

- a. Approval of August 28, 2019 Minutes
- b. Accept Facilities Advisory Committee Resignations from O'Connor and Peachy

DISCUSSION

- a. Facility Tours of DPW Garage and Public Safety Building
- b. Tour Debrief

FUTURE MEETINGS

- a. Possible Future Agenda Items
- b. Date of Next Scheduled Meeting

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 the meeting will start at City Hall in the Council Chambers. The Facility Tour entails visiting the Department of Public Works Garage and the Safety Building. The meeting will return to the City Hall Council Chamber for the remainder of the meeting.



MINUTES
FACILITIES ADVISORY COMMITTEE MEETING
Community Center – 510 E. Spring Street, Waupun WI
August 28, 2019, at 1:00 PM

Committee Members Present:

Laura Hoekstra REACH Waupun
Pete Kaczmarski..... Common Council Representative
Mary Jo Kearley.....Citizen
Joan MeyerCitizen
Marj PeachyCitizen
Deb Winterhack Waupun Memorial Hospital

Committee Members Absent:

Rachel Kaminski.....Senior Center Director
Jodi MallasMy Property Shoppe
Julie NickelMayor
Jerry O'Connor NBW Bank

Staff Present:

Jeff DaaneDirector 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

In the absence of Chair Kaminski, Mr. Kaczmarski called the meeting to order at 1:13 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

1. Approval of May 23, 2019 Minutes
 - I. A motion to approve the May 23, 2019 minutes was made by Ms. Winterhack and seconded by Ms. Kearley, passing unanimously.
2. Approval of July 24, 2019 Minutes
 - I. A motion to approve the July 24, 2019 minutes was made by Ms. Meyer and seconded by Ms. Hoekstra, passing unanimously.
3. Nominations and Appointment of Vice-Chair
 - I. A motion to appoint Mr. Kaczmarski as Vice-Chair of the Facilities Advisory Committee was made by Ms. Hoekstra and seconded by Ms. Kearley, passing unanimously.

DISCUSSION

4. Facility Tours
 - I. Mr. Hudson and Mr. Scheidler of Cedar Corporation gave tours of the Community Center, the Waupun City Heritage Museum, the Waupun Senior Center, and the 2nd floor of the Waupun City hall. The group was asked to keep in mind how the city currently utilizes

the space and how citizens utilize the space. At each location, highlights of positive attributes and challenges were discussed. Mr. Hudson and Mr. Scheidler answered any questions Committee members had throughout the walk-throughs.

5. Tour Debrief

- I. Based on needs, the debrief included an exercise to rank the sites visited in order of priorities. The first priority identified was the Senior Center, the second priority is the City Hall, and tied for third was the Community Center and the Museum.

Ms. Hoekstra left at 2:59 p.m.

FUTURE MEETINGS

6. Possible future agenda items

- I. Facilities Tour of DPW Garage and Safety Building
- II. Tour debrief

7. Date of next scheduled meeting

- I. September 26 2019 at 9 a.m.

ADJOURNMENT

The meeting adjourned at 3:19 p.m.