



A G E N D A
CITY OF WAUPUN FACILITIES ADVISORY
COMMITTEE MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, November 20, 2019 at 12:00 PM

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. Approval of September 26, 2019 Minutes

DISCUSSION

- a. Review of Open House Surveys and Feedback
- b. Review of Survey Monkey Results
- c. Overview of Funding Options
- d. Committee Member Voting and Ranking
- e. Selection of Top Facility

FUTURE MEETINGS

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.



MINUTES
FACILITIES ADVISORY COMMITTEE MEETING
Waupun City Hall – 201 E. Main St., Waupun WI
August 28, 2019, at 1:00 AM

Committee Members Present:

Laura Hoekstra REACH Waupun
Pete Kaczmarek Common Council Representative
Joan Meyer Citizen
Julie Nickel Mayor
Deb Winterhack Waupun Memorial Hospital

Committee Members Absent:

Rachel Kaminski Senior Center Director
Jodi Mallas My Property Shoppe
Marj Peachy Citizen
Jerry O'Connor NBW Bank

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

In the absence of Chair Kaminski, Mr. Kaczmarek 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. Kaczmarek 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.



MINUTES
FACILITIES ADVISORY COMMITTEE MEETING
Waupun City Hall – 201 E. Main St., Waupun WI
September 26, 2019, at 9:00 AM

Committee Members Present:

Laura Hoekstra REACH Waupun
Pete Kaczmarek Common Council Representative
Julie Nickel Mayor
Deb Winterhack Waupun Memorial Hospital

Committee Members Absent:

Rachel Kaminski Senior Center Director
Jodi Mallas My Property Shoppe
Joan Meyer Citizen
Marj Peachy Citizen
Jerry O'Connor NBW Bank

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

Call to Order

Vice-Chair Kaczmarek called the meeting to order at 9:06 a.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 August 28, 2019 Minutes
I. Due to a lack of a quorum, action on the August 28, 2019 minutes is delayed until the November meeting.
2. Accept Facilities Advisory Committee Resignations
I. Due to a lack of a quorum, action on the resignation of Facility Advisory Committee members is delayed until the November meeting.

DISCUSSION

- 3. Facility Tours
I. Mr. Hudson of Cedar Corporation gave tours of the Department of Public Works Garage and the Public Safety Building. 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 answered any questions Committee members had throughout the walk-throughs.
4. Tour Debrief
I. The group discussed issues from each of the buildings that were of a concern. For the DPW garage, the group felt the facility needs to

consider that should be done with the salt storage, more showers for the workers, a better break room and training room. For the Public Safety building Committee members discussed the need for better shower facilities for decontamination purposes, as well as the need for more space of accessory vehicles.

FUTURE MEETINGS

5. Possible future agenda items
 - I. Walk through survey and open house feedback
 - II. Committee ranking of facilities
 - III. Top two projects will be identified and the other projects will be ranked.
6. Date of next scheduled meeting
 - I. Open House - November 6, 2019 from 4-6pm in the City Hall Auditorium
 - II. Facilities Advisory Committee meeting – November 6, 2019 from 6:15-7:15pm (City Council Chambers) to debrief on the open house.
 - III. Facilities Advisory Committee meeting - November 13, 2019 from 12-2 at City Hall and pizza will be ordered for lunch.

Ms. Nickel left at 11:26am

ADJOURNMENT

The meeting adjourned at 11:27 a.m.