

Wednesday, August 19, 2026**8:30 AM****McFarland Municipal Center**
5915 Milwaukee St, McFarland
*Community Room***AGENDA**

The public may attend in-person or remotely through the Zoom webinar or telephone options listed below. *Please Note: Virtual attendance is offered as a convenience, but technical difficulties beyond the Village's control may prevent or limit its availability at any meeting. The public is encouraged to attend the meeting in person to assure full access to the proceedings.*

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/86821126492>

Or by Telephone: +1 (312) 626-6799

Webinar ID: 868 2112 6492

Press *9 to raise/lower hand. Press *6 to mute/unmute.

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
 - a. This is an opportunity for attendees to provide public comment on matters that are not on the agenda. Attendees desiring to provide public comment on specific items on the agenda may do so at the time that agenda item is brought up. Zoom attendees wishing to speak should type their name, address, and the relevant agenda item in the Q&A feature within the online meeting platform. Zoom attendees may also register in support or opposition of an item through the Q&A feature. In person attendees should fill out a public comment form and turn into the meeting chairperson. When you are called upon to speak, state your name, address, and provide your public comment. Please adhere to the 3-minute time limit. Written comments will not be read into the record during the meeting but may be sent to senior.outreach@mcfarland.wi.us to be included with the agenda materials.
3. APPROVAL OF MINUTES.
 - a. Motion to approve the minutes of the July 15, 2026 meeting.
4. BUSINESS.
 - a. Review Quarter 2 Report for Senior Outreach Services Department.
 - b. Discuss progress of Dementia Friendly Trainings for Village of McFarland staff, volunteers and members of boards, commissions and committees.
 - c. Review status of McFarland Municipal Center Facility Plan.
5. SCHEDULE NEXT MEETING DATE.
 - a. Next meeting scheduled for Wednesday, September 16, 2026 at 8:30AM.
6. ADJOURNMENT.

by 2:00 p.m. at least 5 business days prior to the meeting so that any necessary arrangements can be made to accommodate each request. If the meeting or request is less than 5 business days from the meeting, requests for accommodations may still be made and reasonable efforts will be made to accommodate each request.

Senior Outreach Services Committee

Meeting Minutes

Wednesday, July 15, 2026

8:30 AM

McFarland Municipal Center

1. CALL TO ORDER, ROLL CALL

Members Present: Lowell Prill, Jerry Adrian, Colleen McCormick, Barb Vanderwerff, Kathy Annen

Members not present: Diane Mikelbank, Kathy Lyons

Staff Present: Katie Gletty-Syoen, Matt Schuencke

Public Attendees: no public appearances

2. PUBLIC APPEARANCES

- a. There is an opportunity for members of the public to address the Senior Outreach Services Committee. Members of the public who wish to address the Committee should fill out a public comment form and turn in into the meeting chairperson. Members of the public may speak during public appearances or during their selected agenda items as they designate on the public comment form. Please adhere to the 3 minute time limit. Additionally, you may send your public comments to senior.outreach@mcfarland.wi.us to be included as part of the meeting.

There were no public appearances

3. APPROVAL OF MINUTES

- a. Motion to approve the minutes of April 15, 2026 meeting made by Barb Van der Werf. Seconded by Colleen McCormick.

4. BUSINESS

- a. Discuss Operations and Space Needs for Senior Center, including the areas of Volunteering and Arts/Education/Travel.

Discussed the Home Delivered Meal Program and the importance of maintaining an accessible space for older adult volunteers. Space should accommodate fluctuations in volunteer activity and meal distribution while supporting efficient workflow. Volunteer amenities should include secure storage for personal belongings, a snack area, and a message board. Additional features to consider include a drinking water station and standalone ice machine. Reviewed space needs for the RSVP Sewing Group, future arts and crafts classes, the Loan Closet, and clerical volunteers, including meeting space, secure storage, equipment

storage and repair areas, and a dedicated volunteer workstation. Arts, education, and travel programs require flexible activity space with movable tables and chairs, secure storage, sink access, display space for artwork, a piano, and a performance area.

b. Discuss timeline for Municipal Center renovation project.

Matt Schuenke, Village Administrator, discussed the status of the Municipal Center project. HGA Architects have prepared a proposal for the Municipal Center Facility Plan that will be reviewed and voted on at the July 28th Village Board Meeting. The proposal outlines a process of 8-10 months to plan and create a floorplan to ensure the layout of the building is effective. This will include opportunities for stakeholders, including older adults, to engage in the planning process and provide feedback.

c. Discussion and Action for pursuing a grant application via Dane County Arts Commission for a Senior Portrait Project.

Katie presented the opportunity to apply for a grant through the Dane County Cultural Arts Commission for a public art project. Katie shared a project hosted by the organization Aging Well Whatcom out of Bellingham, Washington titled, Art of Aging, which she drew inspiration from. She has reached out to a local photographer, who is interested in collaborating to develop a photography portrait project, featuring local older adults. There would be the visual component of photography, as well as an audio recording of older adults sharing life stories, to be recorded during the photo session. The project would culminate in a public exhibition to increase the visibility of seniors in our community, combat ageism and build engagement across generations. Colleen McCormick motioned to approve pursuing the grant application and bring to the Village Board. Jerry Adrian seconded.

d. Discuss meeting calendar for remainder of 2026.

Rescheduled October meeting to October 7. Other remaining dates are Aug 19, September 16, November 18, and December meeting date TBD.

5. SCHEDULE NEXT MEETING DATE

Next meeting is scheduled for Wednesday, August 19, 2026 at 8:30AM.

6. Adjournment

Lowell Prill motioned to adjourn the meeting and Kathy Annen seconded motion.

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Wednesday, August 19, 2026

SECTION: Business

DEPARTMENT: Outreach

CONTACT:

AGENDA ITEM: Review Quarter 2 Report for Senior Outreach Services Department.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None

**VILLAGE OF
McFarland**
SUMMARY SHEET

MEETING DATE: Wednesday, August 19, 2026

SECTION: Business

DEPARTMENT: Outreach

CONTACT:

AGENDA ITEM: Discuss progress of Dementia Friendly Trainings for Village of McFarland staff, volunteers and members of boards, commissions and committees.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None

McFarland
SUMMARY SHEET

MEETING DATE: Wednesday, August 19, 2026

SECTION: Business

DEPARTMENT: Outreach

CONTACT:

AGENDA ITEM: Review status of McFarland Municipal Center Facility Plan.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. McFarland Municipal Center Proposal - Facility Planning Study_FINAL_2026-07-31

Updated July 31, 2026 Edits Highlighted

Writer's Cell: 414-520-6513

Matt Schuenke, Village Administrator
Village of McFarland
5915 Milwaukee Street
McFarland, WI 53558

Re: Village of McFarland and the McFarland Municipal Center
Facility Planning Study - HGA Proposal

Dear Matt and Members of the McFarland Village Board:

We are excited to hear about the planning study advancement and would be honored to work with the Village again on the next steps at the McFarland Municipal Center. This proposal will outline the scope of HGA's architectural services, deliverables, tasks and quantity of meetings, as well as our proposed fee for the facilities planning study for the renovation of your Municipal Center located at 5915 Milwaukee Street, McFarland, Wisconsin.

Project Description and General Scope

The ultimate goal of this study is to determine the highest, best and most efficient and affordable use of the vacant two-thirds of the McFarland Municipal Center. Since the Village's public safety departments moved into their new facility in 2023 the empty space that was created is in need of renovation and repurposing. This study will create options and recommendations on how to update the existing spaces and layout an economical solution to guide the Village in making decisions to address current needs of the Administration, Community Development, and Senior Outreach departments, as well as provide general space and opportunities for new uses and programs that serve the community. It will be critical that the study recommendations meet the following Village Plan Objectives:

- Align with the Village's vision to serve the best interest of McFarland residents
- Include engagement with and gather feedback from the public, targeted stakeholders, the Village Board and Staff
- Align with the financial benchmarks set by the Village Board
- Emphasize reuse of existing spaces and structure and find opportunities for shared spaces for building users
- Align the project in phases that work with the Village's financial requirements and allow for in-building temporary offices during the phased construction
- Utilizes all of the existing square footage, but does not add to the existing building

- The conceptual floor plans that are created will allow for the seamless transition into the design process within a phased approach at the discretion of the Village Board.

Anticipated HGA Services and Deliverables.

HGA's approach for this study will advance the work through the following four (4) phases of work:

1. **EMMERSE:** in this phase, the HGA team will review the previous Comprehensive and Facilities Master Plans and more recent studies to understand the building and the facilities needs and the spatial requirements of building occupants. This phase will include review of the Village provided space needs document and advancement of the space needs to the final program.
2. **ENGAGE:** HGA will propose engagement options at an initial meeting with the Village and then develop a detailed engagement plan that includes meetings with the community, key stakeholders, elected officials and staff.
3. **CREATE:** the HGA team will verify the program and size needs for each of the departments in the building. The team will create multiple planning options and refine the selected option to floor plans and renderings.
4. **DELIVER:** the team will refine the plans and renderings based on your comments and then all study documents will be incorporated into a Final Facilities Plan Report.

HGA will provide the following services and deliverables:

1. **EMMERSE:**
 - HGA will participate in the following:
 - HGA will review the previous Comprehensive and Facilities Master Plans as well as the Village provided space needs assessment document.
 - Includes up to five benchmarking tours of similar municipal centers facilities
 - Work with the Village to develop a sustainability strategy and approach for working within the LEED standards
 - High-level assessments of existing structural and mechanical, electrical, plumbing and fire protection systems to assist with cost estimating and future systems needs
 - Includes in-person meetings with the Village Board and in-person and virtual meetings with the Municipal Center team.
2. **ENGAGE:**
 - HGA will participate in the following:
 - Meet with the Village and Municipal Center team to develop the key stakeholders and engagement options that you would like to use to gather community input. We will discuss multiple engagement options that we have used including surveys, pop-up stations, community design sessions and town hall meetings. We will facilitate and document engagement meeting outcomes with the community, key stakeholders, elected officials and staff
 - The findings from the engagement sessions will be incorporated into the study's program and conceptual floor plans

- The engagement process, meetings and findings will be documented in the final report
- Engagement Sessions will include the following:
 - Three (3) Public Information Meetings
 - Engagement Sessions with the Village Board and Staff (these engagement sessions will be part of the twelve (12) overall meetings with the Village Board and twelve (12) overall meetings with the Village Staff
 - Up to six (6) Key Stakeholder Meetings. The group of stakeholders will be selected with the Village and options for the type of engagement and timing of the meetings will be reviewed with the Village and Municipal Center team.

3. CREATE:

- HGA will participate in the following:
 - Meet with the Village Board and Staff to verify the Village-created space needs assessment and develop the final program
 - Create and review multiple site plan options with the Village selected site plan to be advanced and included in the final Report
 - Create and review multiple conceptual floor plans with the Village selected conceptual floor plan to be included and advanced to a detailed floor plan with room layouts in the final Report
 - Create up to 3 interior and 1 exterior rendering that show the look and feel of the entry and key interior spaces
 - Create phasing plans that align with the Village budget requirements
 - Cost Estimate based on the developed plans and scope and including cost impacts of phasing plans
 - Planning/ Programming/ Conceptual Design Meetings with the Village Board and Staff (these work sessions / meetings will be part of the twelve (12) overall meetings with the Village Board and twelve (12) overall meetings with the Village Staff

4. DELIVER:

- HGA will participate in the following:
 - Meet with the Village Board and Staff to review a draft of the content which will be bundled into a final Facility Plan Report document
 - HGA will address any comments from the Board and Staff and have a final review meeting with the Board and Staff
 - HGA will document the outlined four phases of scope in a final Facility Plan Report which will include the high-level cost estimates for all of the individual projects and phases proposed. We will provide 3 hard-copy color prints of the report as well as electronic files. At a minimum the report will include:
 - Project Introduction, Scope and Success Criteria
 - Executive Summary
 - Programming / Planning

- Site Plan
- Conceptual Floor Plan
- Exterior and Interior Renderings (up to 4)
- Project Constraints
- Phasing Plans
- Project Schedule
- Cost Estimates (by phase)
- Appendix (including other options considered and project meeting minutes).

Fee.

We would propose a fee of \$125,500 for the study effort including all of the scope listed above and the documentation of the work into a Facility Plan Report. This fee is broken down per the tasks below:

Phase	Task	Meetings	Staff /Total Hours Est.	Fee
1.EMMERSE				
	Review of previous Municipal studies and master plans		5/15	\$3000
	Establish/Document Project Goals/ Success Criteria		3/6	\$1050
	Review Existing Space Needs Documents		3/4	\$800
	Content Prep and Meetings / Workshops with Village Board and Staff to Validate Program/ Needs with Village Team + Document Notes	5	5/120	\$17500
	Update/ Document Program		2/12	\$1400
	Sustainability Content / Plan		3/15	\$2625
	Structural / MEP/ FP Assessments and future requirements		7/56	\$11200
	Benchmarking Tours	2	3/30	\$4,000
2. ENAGE				
	Meeting with Village Board and Staff to review Engagement Strategies and Plan	2	3/8	\$1600
	Public Information Meetings and prep content for meetings	3	3/16	\$2800
	Engagement Sessions with the Village Board and Staff	2	3/12	\$2100

	Key Stakeholder Engagement Meetings and content prep	6	4/48	\$6000
3. CREATE				
	Meet with the Village Board and Staff to verify space needs assessment and develop final program	3	4/40	\$7000
	Create multiple site plan options	1	3/18	\$3150
	Create and review multiple conceptual floor plans	5	5/120	\$13000
	Cost Estimate		2/15	\$3375
	Meetings to Review and Refine Final Plans/ Entry Modifications	3	3/36	\$5300
	Renderings		2/65	\$9750
	Create Phases Plans and review meetings with Village	3	4/32	\$6400
	Document Final Concepts in Report		2/20	\$3000
4. DELIVER				
	Prepare content for final report		5/44	\$7700
	Meeting with Village Board and Staff to review draft report	1	2/6	\$1550
	Refine report based on Village comments		3/20	\$2600
	Final Report Review Meeting with Village Board	1	2/6	\$1550
	Complete + Publish Final Report		2/6	\$1050
Totals		37 Meetings	770 Estimated Hours	\$119,500

Reimbursable Expenses: HGA will bill reimbursable expenses at 1.1 times their cost to help cover administrative costs. Anticipated reimbursable expenses for the project are for mileage to/from the site to HGA's office and occasional meals on meeting days with extended hours through mealtimes, as well as occasional printing costs for content shared at meetings or public engagement sessions.

Schedule.

HGA would estimate a duration of 8 to 10 months for the Study – depending on the sequencing of meetings. We have the staff ready and can start whenever you need to advance the work.

A potential starting date for a Kick-off Meeting could be sometime in late July or August 2026 and completing the work in Spring 2027.

Team.

The project will be led by Principal, Kevin Allebach and Project Manager, Melissa Wolter. Both are registered architects, and each brings decades of planning and project experience. They will both stay with the project from start to finish and will be your primary points of contact. It is anticipated that most of the work will be completed by the following HGA team:

HGA Team:	Role:	Hourly Rate	Phone:	Email:
Kevin Allebach	Principal	\$260	C. 414-520-6513	kallebach@hga.com
Melissa Wolter	Project Manager	\$260	C. 480-206-3919	mwolter@hga.com
Taruna Gupta	Planner/Programmer	\$140		tgupta@hga.com
Brian Wolff	Designer	\$190		bwolff@hga.com
Kim Workman	Project Architect	\$135		kworkman@hga.com
Becky Lyga	Project Coordinator	\$110		blyga@hga.com
Joe Tarlizzo	Cost Estimator	\$230		jtarlizzo@hga.com

Assumptions.

HGA has made the following assumptions in preparation of this proposal:

- HGA has not included civil, structural engineering services or any mechanical, electrical, plumbing or fire protection services in this study. HGA is an integrated architecture and engineering firm and we can provide any of those services as an add service should they be needed.

Potential Add Services.

HGA can provide the following additional services at your request:

- Photo-realistic renderings of the exterior and interior conceptual plans for informational or promotional purposes.
- Additional Community Engagement or other stakeholder meetings (beyond the meetings included).

As your project moves forward, HGA would very much like to be a part of the McFarland Municipal Center Study. Please let us know if there are any questions about our proposal.

Sincerely,



Kevin Allebach, Principal

Melissa Wolter, Project Manager