

Committee of the Whole

Monday, October 22, 2018

5:30 PM

McFarland Municipal Center
Conference Room A

AGENDA

1. CALL TO ORDER.
2. ATTENDANCE/ROLL CALL.
3. PUBLIC APPEARANCES.
4. APPROVAL OF MINUTES.
 - a. Discussion and action regarding minutes of the meeting held on October 8, 2018.
5. BUSINESS.
 - a. Discussion regarding the proposed position description for the Public Works Director and Organizational Structure for the Public Works Department to be reviewed via Committee(s).
 - b. Discussion regarding the study of future facility space needs within the Village.
6. SCHEDULE NEXT MEETING DATE.
 - a. To be determined.
7. ADJOURNMENT.

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related to Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the McFarland Municipal Center at (608) 838-3153 or cassandra.suettinger@mcfarland.wi.us

VILLAGE OF MCFARLAND
Committee of the Whole Minutes

Monday, October 8, 2018 - 5:30 PM

1. CALL TO ORDER.

Village President Czebotar called the regular meeting of the McFarland Committee of the Whole to order at 5:30 pm in Conference Room A of the McFarland Municipal Center.

2. ATTENDANCE/ROLL CALL.

Village Board members present: Village President Brad Czebotar, Village Trustee Jerry Adrian, Stephanie Brassington, Carolyn Clow, Dan Kolk, Mary Pat Lytle, and Shaun O'Hearn.

Village Board members not present: None.

Staff Present: Administrator Matt Schuenke.

3. PUBLIC APPEARANCES.

None

4. APPROVAL OF MINUTES.

a. Discussion and action regarding minutes of the meeting held on September 24, 2018.

Motion by Trustee O'Hearn, second by Trustee Kolk, to approve the minutes of the meeting held on September 24, 2018 with the change noted. Motion carries 7 - 0 - 0 by acclamation.

5. BUSINESS.

a. Discussion regarding structure of the Public Works Department in relationship to pending vacancy of the Public Works Director position.

The Village Administrator presented the position description for the Public Works Director and the current organizational chart for the Department. The Committee discussed revisions to the position description that will be reviewed in the future including but not limited to civil engineering background, GIS, mapping, grant applications, and public works project contracting. Further the organizational chart was discussed to look at making a Streets/Utilities Division and a Parks Division within the Department as well as bolster Administrative Staffing to support management of the Utilities. The Committee requested these changes to both documents be made for their review at the next meeting on October 22nd. After which they will be forwarded through related Committees for review and consideration in order to make a recommendation to the Village Board to approve the changes and authorize the vacancy to be filled.

- b. Discussion regarding general progress on the Public Safety Analysis and plan for progress reports from the Project Team.

A power point presentation was provided from the Consultant conducting the Public Safety Analysis going over the items discussed as part of the kick off meeting. Most of the month of October is being used for data gathering/review, interviews, and other preliminary work to better understand these services and our Village. Trustees Brassington, Kolk, and Lytle volunteered for to be interviewed by the Consultant as part of their review as that will take place on Monday, October 15th. Several other interviews are taking place directly with the Police and Fire/Rescue Departments as well as Administration. The next meeting of the Project Team is on Tuesday, October 30th and the next update for the Committee can be provided at their meeting on November 12th.

6. SCHEDULE NEXT MEETING DATE.

- a. To be determined.

The next Committee of the Whole meeting will be held on Monday, October 22, 2018 at 5:30 pm in Conference Room A.

7. ADJOURNMENT.

Motion by Village Trustee Shaun O'Hearn, second by Village Trustee Dan Kolk, to adjourn at 6:52 pm.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,
Matthew G. Schuenke
Village Administrator



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, October 22, 2018

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion regarding the proposed position description for the Public Works Director and Organizational Structure for the Public Works Department to be reviewed via Committee(s).

PREVIOUS ACTION:

The Committee of the Whole met on October 8th to discuss this issue.

ISSUE SUMMARY:

At our last Committee meeting we discussed the position description for the Public Works Director for which the current individual is scheduled to retire near the end of the year. Additionally, we reviewed the organizational structure to discuss the Department in which the position oversees. Based on the discussion, a revised job description is presented for review as well as an updated organizational chart. A summary of each is provided as follows:

- Position Description - The main theme with the changes are to make this position responsible for managing the services provided by the Department in an administrative role. There are other changes suggested in the organizational chart that provide support to conduct day to day operations as well. Additional consideration was provided to place further emphasis on public works contracting, mapping/GIS, solid waste, grant opportunities, and civil engineering to name a few areas we discussed.
- Organizational Chart - An Office Manager was added to the hierarchy to help better manage and facilitate the administrative functions of the Department, especially the utility responsibilities. The remaining services provided are broken into the Streets/Utilities Division and Parks Division. Both of which would be lead by Superintendents and provide direct oversight for the day to day operations of these services. The Office Manager would be a new position and primarily be funded through the Utilities given a significant majority of their time would be spent within those functions. The Parks Superintendent would be a general fund responsibility that would require further review regarding funding.

This is the beginning of the process to review these issues and not the end. The objective was to provide a place to start for the position description and organizational chart in order to allow these issues to be further discussed by the various Committees they encompass. Ultimately the



review culminates with an approval by the Village Board for the changes sought, and an authorization to fill the vacancy for the Director position. A tentative schedule for this review is outlined as follows:

- November 5 - Personnel Committee
- November 13 - Public Works Committee
- November 15 - Parks, Recreation, and Natural Resources Committee
- November 20 - Public Utilities Committee
- November 26 - Village Board
- November 30 - Begin Recruitment
- February 28 - End Recruitment (Hiring Made)

Again this process is to finalize the job description of the Public Works Director as well as firm up the structure underneath this position in order to begin the recruitment. Additional work within the changed structure may be needed to rewrite existing position descriptions, create new ones, etc. to align with what is desired for the structure. Implementation then to some extent would be left to the new Director when they begin to put their Department together.

FINANCIAL/BUDGET IMPACT:

The changes to the position description likely do not have much financial or budget impact as the position will continue to fulfill many of the current responsibilities it already does. This will be monitored more closely during the review process.

The organizational chart does create two new full-time positions that if filled will result in additional expense. Both positions present opportunities for funding across the funds but also challenges in their implementation. This will be looked at more closely as part of the review process where applicable.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Committee should discuss the changes that are presented based on the direction they provided at the previous meeting, and if no other revisions are necessary the process to review will proceed as presented.

ATTACHMENTS:

1. 10.17.2018 - Public Works Director - Job Description - mgs
2. 10162018 Public Works Organizational Chart



Public Works/~~Utilities~~ Director

POSITION DESCRIPTION

Position Title: Public Works/~~Utilities~~ Director

FLSA: Exempt

Department: Public Works/~~Utilities~~

Represented: No

Reports to: Administrator/~~Treasurer~~

Employment Status: Full-Time

POSITION SUMMARY

Distinguishing Characteristics of the Class

This Department Head position is responsible for directing and administering the activities of the Public Works/~~Utilities~~ Department, including street and sidewalk construction and maintenance, construction and maintenance of water, sanitary sewer, and stormwater utilities, vehicle and equipment maintenance, solid waste collection, and maintenance of municipal facilities and parks. The work involves: planning and coordinating the programs and services of the department; selecting, training, and supervising departmental employees; formulating departmental goals and short/long range plans; preparing and administering the departmental budget; and establishing standard operating policies and procedures for the department.

Supervision Received

Performs under general policy direction from the Village Board and assigned Committees, ~~Public Works Committee and Public Utilities Committee,~~ and administrative direction from the Administrator/~~Treasurer~~, but exercises considerable independent judgement in determining program and work priorities and the technical/operational objectives and practices of the department.

Supervision Exercised

Provides direct supervision to the Division Superintendents and Office Manager. Provides indirect supervision of all full-time crew workers, part-time, and other seasonal employees through their respective Division Head. Also serves as the liaison to the contracted Village Engineer position. ~~Supervises crew workers through an intermediate lead position, vehicle maintenance and administrative support staff, meter reader, and various seasonal employees.~~

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Plans, directs, and exercises general supervision over the work of the Public Works/~~Utilities~~ Department.
- Prepares and administers annual operating budget for all services delivered by the Department. Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.

- Recommends public policy, service levels, and municipal ordinances to the Village Board.
- Establishes and enforces internal rules, policies, work methods and procedures.
- Recommends the selection, directs the training, and evaluates the performance of departmental employees.
- Directs the maintenance of appropriate maps, plans, and records, and the preparation of required reports to the Village Board, Wisconsin Department of Transportation, DNR, and the P.S.C.
- Directs the acquisition and maintenance of vehicles and equipment and the inventory of supplies.
- Prepares long-range plans and recommends priorities for the construction, reconstruction, and maintenance of streets, sidewalks, ~~storm-sewers and~~ storm water management projects, sanitary sewers, water supply/~~and~~-distribution systems, ~~and~~ Village-owned facilities, and parks.
- Coordinates the design, contracting, and construction of public works and utilities projects with engineers and contractors.
- Performs construction field inspections of public works and utility projects.
- Administers the day-to-day operations of the Public Works Department including functions within the streets, facilities, parks, water utility, sanitary sewer utility, ~~and~~-stormwater utility, and related services.
- Oversees the application of the contract for solid waste collection including residential garbage, recycling, and yard waste pickups/drop offs. Responsible for addressing and delegating resident inquiries on solid waste collection as is appropriate. Shall keep the Administrator and Village Board apprised of contractual changes as they result in alterations of service or renewal.
- Oversee the customer service process regarding ~~Processes~~-citizen inquiries or complaints relating to Public Works Department public works/public utilities-services and manage response ~~as~~-to requests for services.
- Identifies, reviews, and presents grant opportunities to the Village Board, Committees, and Administrator as appropriate to support operating and capital needs of the Department.
- Represents the department on matters requiring inter-departmental or inter-agency coordination.
- Performs other related duties as required.

Equipment Used

Personal computer/printer and various software applications including GIS mapping; calculator, copier, GPS, telephone, radio, pager, audio-visual equipment, motor vehicle.

Work Environment and Working Conditions

Works in normal office setting with moderate noise level and under uncontrolled field conditions. Hours beyond normal work week and weekend work required; attendance at evening meetings required. Subject to 24-hour emergency call-in and exposure to extreme weather conditions.

TECHNICAL REQUIREMENTS

Knowledge of

- * Current principles and practices of public works administration, ~~and construction,~~ civil engineering, and the ability to keep abreast of future developments in the field.
- * Pertinent federal and state laws, regulatory codes, public works contracting requirements, and municipal ordinances and the ability to interpret and apply them in a variety of situations.
- * The measures and standards by which the efficiency, effectiveness, and quality of the services provided by the Public Works Department ~~public works/public utilities services~~ can be evaluated.
- * Methods, techniques, materials, and equipment used in the maintenance, repair and construction projects coordinated by the Public Works Department. ~~of public works and public utilities projects.~~
- * Occupational hazards, safety equipment, and the standard working practices associated with ~~public works and utility~~ the functions of the Public Works Department.
- * Water and wastewater equipment, operations, and processes.
- * Data processing techniques and applications.

Ability to

- † Plan, organize, direct, and evaluate the work of subordinate personnel.
- † Forecast the operational and capital needs of the department and formulate and administer the departmental budget.
- † Establish and enforce standard departmental policies and procedures.
- † Determine proper priorities, and delegate work to accomplish departmental objectives.
- † Maintain necessary records and prepare required reports.
- † Read, prepare, and interpret maps, graphs, charts, blueprints, and construction plans and specifications.
- † Prepare technical reports, specifications, and bid proposals, coordinate the activities of multiple contractors, and ensure adherence to construction plans and specifications.
- † Administer planning and zoning ordinances and interpret and apply building and dwelling codes.

- † Interpret and implement policy and procedural direction from the Village Board and the Administrator.
- † Establish and maintain effective working relationships with the Village Board, Administrator, other department heads, employees, other governmental agencies, builders, contractors, and the general public.
- † Represent the Village in meetings, public presentations, and before the media.
- † Maintain a valid Wisconsin driver's license.

GENERAL COMPETENCIES

In carrying out the duties of this job, the employee is required to accomplish all of the tasks routinely associated with the performance of office-type functions. The employee must frequently lift and/or move up to 25 pounds and occasionally is required to perform heavy lifting and strenuous physical activity. The fine motor skills necessary to operate cameras and electronic video and audio equipment are required. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

- ◆ ANALYTICAL SKILLS: Identify problems and opportunities; review possible alternative course of action before selecting one; utilize information resources available when making decisions.
- ◆ COMMUNICATION SKILLS: Communicate ideas and information both in written and oral form.
- ◆ PROBLEM SOLVING SKILLS: Develop feasible, realistic solutions to problems, recommend actions designed to prevent problems from occurring.
- ◆ PLANNING AND ORGANIZATIONAL SKILLS: Develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals.
- ◆ READING ABILITY: Effectively read and understand information contained in memoranda, reports, ordinances, statutes, technical manuals, bulletins.
- ◆ TECHNICAL COMPREHENSION: Ability to learn, adopt, and apply new technology, computer systems and software programs.
- ◆ ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS: Effectively follow verbal or written instructions from supervisor.
- ◆ MATHEMATICAL ABILITY: Calculate basic arithmetic problems (addition, subtraction, multiplication, division) without aid of a calculator.

- ◆ TIME MANAGEMENT SKILLS: Set priorities in order to meet assignment deadlines.
- ◆ PERSONNEL MANAGEMENT SKILLS: Supervise, direct, train, & evaluate subordinate personnel.

REQUIRED QUALIFICATIONS

A B.A. degree in civil engineering, public or business administration, or related field; ~~A -a~~ minimum of ten (10) years progressively responsible experience in the public works or utility fields, including five to seven years of experience in a supervisory and administrative capacity; ~~Professional Engineer (PE) license preferred. or any equivalent~~ Any combination of education training and experience which in the sole discretion of the Village would demonstrate the Employee's ability to meet ~~provides~~ the required knowledge, skills, and abilities for the position may also be considered. ~~Must possess or be able to obtain a valid WI driver's license. Village residency is required.~~

NOTES

1. The job duties listed herein are intended only as illustrations of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.
2. The work environment characteristics and physical demands described herein are representative of those that the employee encounters or must meet while performing the essential functions of this job. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities. The Village is an Equal Opportunity Employer.
3. The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change. The Village retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this position description.

I hereby acknowledge that I have received a copy of and do understand the requirements of this position description with the Village of McFarland.

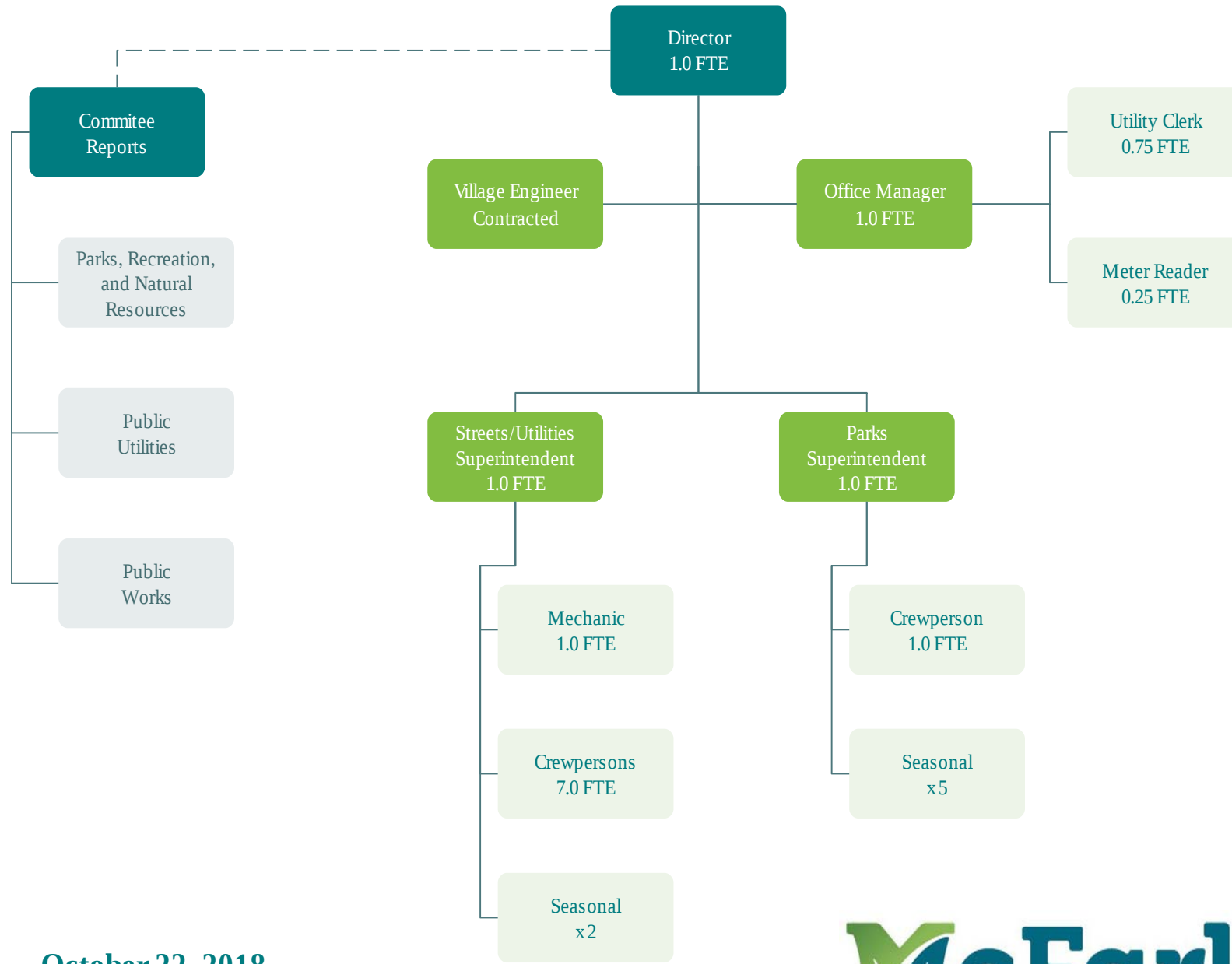
Dated this ____ day of _____, 20__.

Employee Signature

Department Head Signature

Created: ????

Amended: May 1, 2014
October 22, 2018



October 22, 2018
DRAFT



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, October 22, 2018

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion regarding the study of future facility space needs within the Village.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

At the last meeting it was requested the Committee continue to discuss other facility planning needs beyond simply the Public Safety Analysis that is presently underway. The intent of that study was to answer questions generated by the Village Board regarding future service delivery as a means to help in planning decisions for facility development. The desire to conduct the study originated out of a larger discussion on facility development that spanned all Village Departments previously reviewed in the Facilities Master Plan that was prepared in 2017. It is believe the intent for Monday's discussion is to review what other areas of study are needed for other services that are not otherwise being considered by the Public Safety Analysis, what if anything do we need to review with these Departments. The hope for which is that when all of this study is complete, facility planning can commence and decisions can start to be made as to how the Village wishes to move forward, if at all, with any of these projects.

To assist in this discussion, included in your packet are the Space Projections from the Facility Master Plan that was completed in 2017. These were prepared by Village Staff with assistance from the Architect to determine various sizes for the needs included. Public Safety was removed from this as their needs are being reviewed again through the previously mentioned study.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.



BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

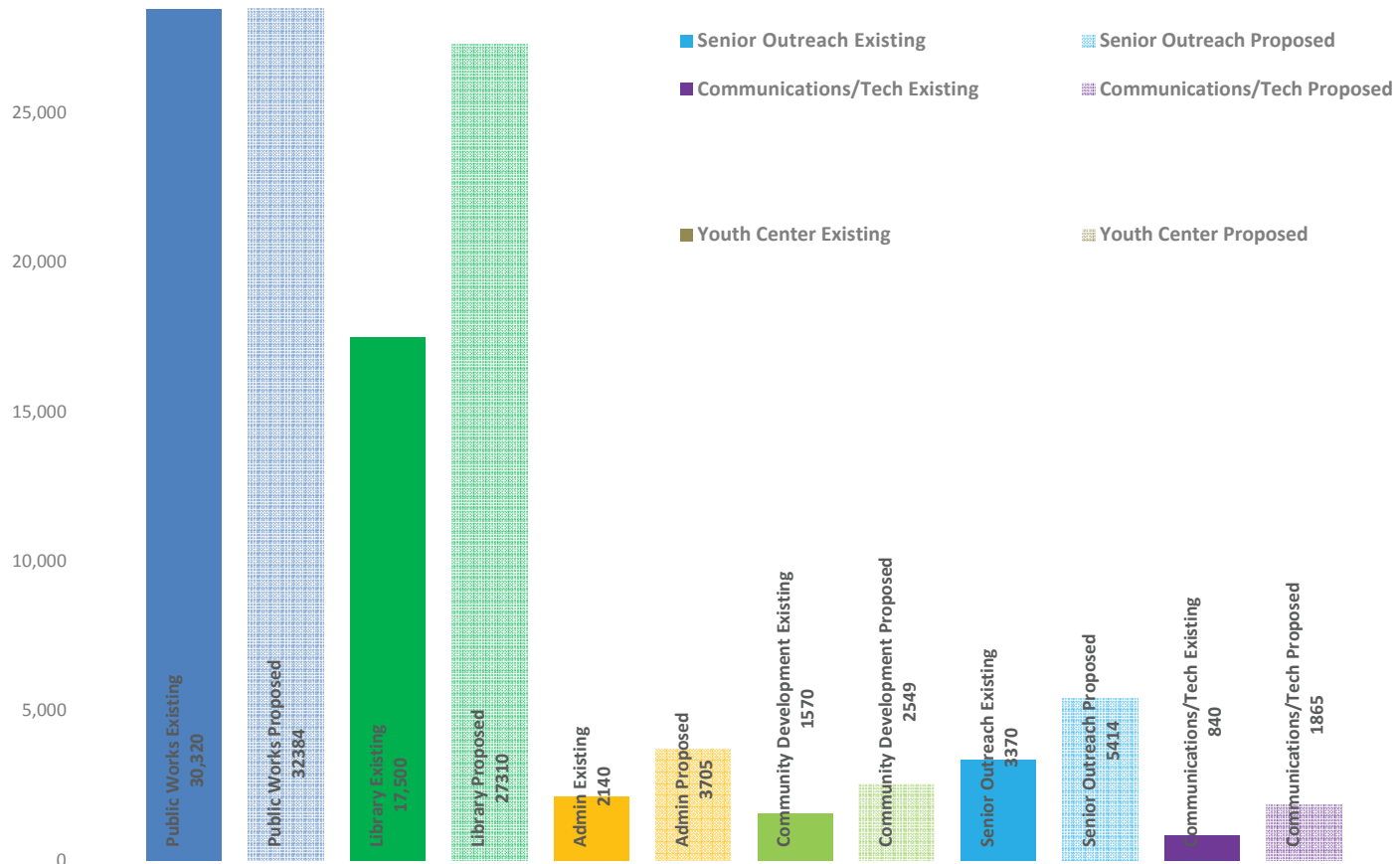
The objective, as it is interpreted, is for the Committee of the Whole to review the other services previously considered as part of facility development and see what, if any, outstanding issues need to be addressed and/or studied. The intent then being this additional work will assist in the facility planning process going forward.

ATTACHMENTS:

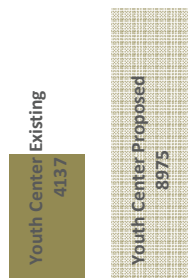
1. Facilities Master Plan - Space Projections

SPACE PROJECTIONS





1







Staff Space Projections

12x8	8x8	6x8	6x6	4x6	net to	Gross	dept total	
Cube	Cube	Cube	Cube	Cube	gross	Cube sf	gsf	Remarks
1		1			65%	0	332	
					65%	74	74	
					65%	0	295	
					65%	0	277	
					65%	148	148	
					65%	0	277	
					65%	0	0	
					65%	0	0	
					65%	0	0	
					65%	0	0	
					65%	0	0	
					65%	0	0	
					65%	0	0	
1	0	1	0	0		221.538462	1403.077	Total Staff gsf

Remarks Concerning Ancillary Spaces

Remarks Concerning Ancillary Spaces	net to	net sf	gross sf	
	gross	ancillary	ancillary	Notes
Necessary but could be relocated		Proposed		
	65%	180	277	
	65%	400	615	
	65%	165	254	
Two parking spaces. One for each inspector.	65%	0	0	
	65%	0	0	
	65%	0	0	
	65%	0	0	
	90%	0	0	
		745	1146.154	Total Ancillary gsf

2549.231 Grand Total gsf



Staff Space Projections

12x8	8x8	6x8	6x6	4x6	net to	Gross	dept total	
Cube	Cube	Cube	Cube	Cube	gross	Cube sf	gsf	Remarks
	1				65%	98	98	
		1			65%	74	74	
		1			65%	74	74	
		1			65%	74	74	
		1			65%	74	74	
					65%	0	0	
					65%	0	0	
					65%	0	0	
					65%	0	0	
					65%	0	0	
					65%	0	0	
					65%	0	0	
					65%	0	0	
					65%	0	0	
0	1	4	0	0		393.8	394	Total Staff gsf

Remarks Concerning Ancillary Spaces

Remarks Concerning Ancillary Spaces		net to	net sf	gross sf	
		gross	ancillary	ancillary	Notes
1 5 2 Requires Cooling 1.5X Growth SF area ccounted above Increase in size and provide improved security		Proposed			
	65%	74	114		
	65%	168	258		
	65%	0	0		
	65%	434	668		
	65%	0	0		
	65%	0	0		
	65%	0	0		
	65%	0	0		
	65%	0	0		
	65%	0	0		
	65%	0	0		
	65%	0	0		
14'x20' minimum Captured in Admin Space Projections	65%	280	431		
	65%	0	0		
	65%	0	0		
	90%	0	0		
		956	1471	Total Ancillary gsf	

1865 Grand Total gsf



Staff Space Projections

Ancillary Spaces

Remarks Concerning Ancillary Spaces

Note: Net to Gross % accounts for circulation space, walls, and vertical shafts

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Staff Space Projections

12x8	8x8	6x8	6x6	4x6	net to	Gross	dept total	
Cube	Cube	Cube	Cube	Cube	gross	Cube sf	gsf	Remarks
	1				65%	0	388	
					65%	0	388	
					65%	0	388	
					65%	0	388	
					65%	0	369	
					65%	0	0	
					65%	98	283	
					65%	0	0	
					65%	0	0	
					65%	0	0	
					65%	0	0	
					65%	0	0	
					65%	0	0	
0	1	0	0	0		98	2203	Total Staff gsf

Remarks Concerning Ancillary Spaces

[illegible]

Note: Net to Gross % accounts for circulation space, walls, and vertical shafts.



Youth Service Staff Count Projections

Growth Expectations	2017 Present	2017 A Present	2027 B Future	Remarks
			recreat. services	
<i>Positions</i>				
President - MYC Board of Directors	1	1	1	Volunteer Position
Managing Director	0.75	1	1	30 hrs/wk
Assistant Director	1	1	3	10 hrs/wk
Support Person	1.5	2	4	Interns Currently
?	0	0	0	
?	0	0	0	
?	0	0	0	
?	0	0	0	
?	0	0	0	
?	0	0	0	
?	0	0	0	
?	0	0	0	
?	0	0	0	

Staff Space Projections

14x18 Office	12x15 Office	10x12 Office	net to gross	Gross Office sf	12x8 Cube	8x8 Cube	6x8 Cube	6x6 Cube	4x6 Cube	net to gross	Gross Cube sf	dept total gsf	Remarks
1			65%	0		1			2	65%	0	0	Open open to space
			65%	388						65%	0	388	
			65%	0						65%	98	98	
			65%	0						65%	74	74	
			65%	0						65%	0	0	
			65%	0						65%	0	0	
			65%	0						65%	0	0	
			65%	0						65%	0	0	
			65%	0						65%	0	0	
			65%	0						65%	0	0	
			65%	0						65%	0	0	
			65%	0						65%	0	0	
1	0	0		388	0	1	0	0	2		172	560	Total Staff gsf

Ancillary Spaces

<i>Current Ancillary Spaces</i>	Current Net sf		
Kitchen			315
Quiet Room/Reading			210
Quiet Room (special needs)			240
Restrooms			260
Storage for students			20
Storage for Operations			140
Front Desk Area			225
Computer Area			45
Recreation Indoor space (non programming)			935
Programing Areas			860
Outdoor bike rack			0
Outdoor area			0
Outdoor Storage Shed			80
<i>Future Additional Spaces:</i>			
Gym			
Computer Lab			
Shed			
outdoor basketball/blacktop space			
Greenspace:			
Quiet Room			
IT Needs			
Closets with all rooms			
IT Needs			
Staff/Parent Parking			
?			
	Current	Current	Future
TOTAL STAFF	4.25	5	9
GROSS AREA REQ'D			8975
SF PER PERSON	0	0	997

Remarks Concerning Ancillary Spaces

	net to gross	net sf ancillary	gross sf ancillary	Notes
1.5x, include storage cubbies within adequate space	65%	320	492	
	65%	300	462	
	65%	240	369	
	65%	0	0	
	65%	0	0	
Sizing Adequate	65%	300	462	
Cubbie along circulation	65%	100	154	
10x10-10x20	65%	200	308	
Adequate if not shared with functions (1.5x to accommodate gathering room)	65%	340	523	
3x size, 10-12 computers. Computer Lab	65%	150	231	
2x, dedicated zone to not. Pool table, ping pong, 2 gaming areas/tv (1.5x), seating zones, foosball, air hockey.	65%	1800	2769	
(arts, crafts, science) 20 kids at one time, at multiple tables (2x)	65%	1600	2462	
25% students use	65%	0	0	
Both sides used, adequate	65%	0	0	
	65%	120	185	
	65%	0	0	
not necessity enclosed	65%	0	0	
10x12 outdoor storage. Garden tools	65%	0	0	
	90%	0	0	
Provide additional	65%	0	0	
Not required (managed by school district)	65%	0	0	
	65%	0	0	
	65%	0	0	
Drop Off area	65%	0	0	
	90%	0	0	
		5470	8415.385	Total Ancillary gsf
			8975.385	Grand Total gsf

Note: Net to Gross % accounts for circulation space, walls, and vertical shafts.

Strang, Inc.
Madison, WI