

Monday, November 12, 2018

Village Board
5:30 PM

McFarland Municipal Center
Community Room

AGENDA

1. CALL TO ORDER.
2. ATTENDANCE/ROLL CALL.
3. PUBLIC APPEARANCES.
4. APPROVAL OF MINUTES.
 - a. Discussion and action regarding the minutes of the meeting held October 22, 2018.
5. BUSINESS.
 - a. Discussion regarding the study of future facility space needs within the Village.
 - b. Update from Project Team meeting regarding general progress on the Public Safety Analysis.
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 22, 2018 - 5:30 PM

1. CALL TO ORDER.

Village President Czebotar called the regular meeting of the 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 Trustee Stephanie Brassington, Village Trustee Carolyn Clow, Village Trustee Dan Kolk, Village Trustee Mary Pat Lytle, Village Trustee Shaun O'Hearn, Village President Brad Czebotar, Village Trustee Jerry Adrian

Village Board members not present: None.

Staff Present: Administrator Matt Schuenke, Clerk/Treasurer Cassandra Suettinger.

3. PUBLIC APPEARANCES.

None.

4. APPROVAL OF MINUTES.

a. Discussion and action regarding minutes of the meeting held on October 8, 2018.

Motion by Village Trustee Mary Pat Lytle, second by Village Trustee Jerry Adrian, to approve the minutes of the meeting held on October 8, 2018. Motion carries 7 - 0 - 0 by acclamation.

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).

Village Staff presented changes to the job description for the Public Works Director position and revisions to the organizational chart for the Public Works Department. The Committee reviewed the job description discussing certain elements and requesting additional changes as discussed. Further discussion was had regarding the organizational chart and questions/comments regarding the changes presented. Direction was provided to Staff to update these items in order to place continued review of these items at the next Village Board meeting scheduled for October 29th. No action was take

b. Discussion regarding the study of future facility space needs within the Village.

No discussion was held on this matter due to time constraints.

6. SCHEDULE NEXT MEETING DATE.

a. To be determined.

Next meeting will be November 12, 2018 beginning at 5:30

7. ADJOURNMENT.

Motion by Village Trustee Shaun O'Hearn, second by Village Trustee Stephanie Brassington, to adjourn at 6:57 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, November 12, 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:

It was previously 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 believed 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:

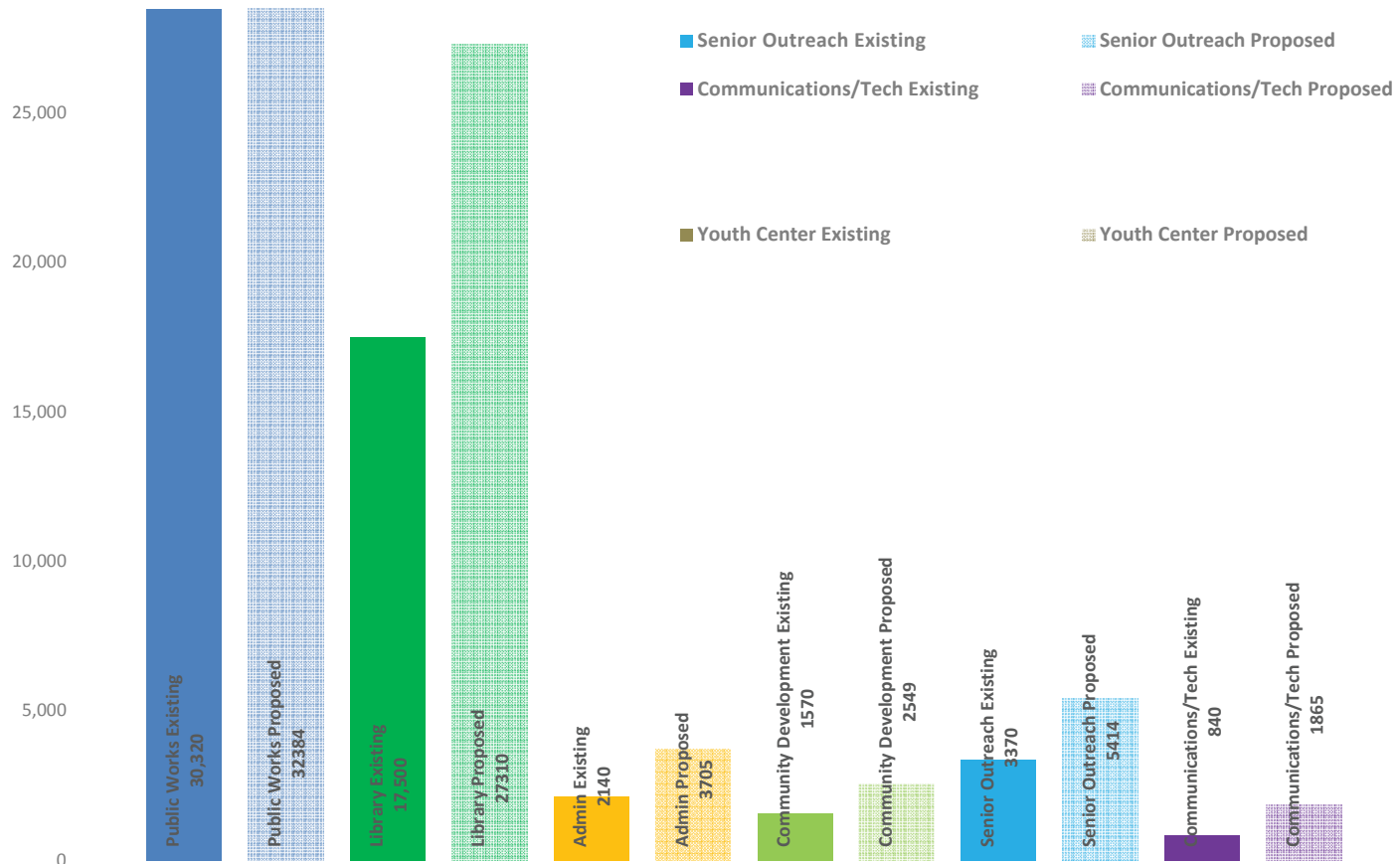
The objective, as it is interpreted, is for the Committee of the Whole to review the other services previously considered as part of facility development and see what, if any, outstanding issues need to be addressed and/or studied. The intent then being this additional work will assist in the facility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

ATTACHMENTS:

1. Facilities Master Plan - Space Projections

SPACE PROJECTIONS





1



Admin Staff Count Projections

Growth Expectations	2017 Present	2027 Future	Remarks
<u>Positions</u>			
Village Clerk / Deputy Treasurer	1	1	
Deputy Clerk	1	1	
EMT / Clerk	1	1	
Finance Director	1	1	
Accounting Clerk	0.5	1	Full time in future
Admin Assistant	0	1	
	0	0	
	0	0	
	0	0	
	0	0	
	0	0	
	0	0	
	0	0	
	0	0	
	0	0	

Staff Space Projections

22x12 Office	12x18 Office	10x12 Office	net to gross	Gross Office sf
1			65%	406
	1		65%	332
			65%	0
	1		65%	332
			65%	0
			65%	0
			65%	0
			65%	0
			65%	0
			65%	0
			65%	0
			65%	0
			65%	0
			65%	0
			65%	0
1	2	0		1071

12x8 Cube	8x8 Cube	6x8 Cube	6x6 Cube	4x6 Cube	net to gross	Gross Cube sf	dept total gsf	Remarks
					95%	0	406	
					95%	0	332	
		1			95%	51	51	
					95%	0	332	
		1			95%	51	51	
		1			95%	51	51	
					95%	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	0	3	0	0		152	1222	Total Staff gsf

Ancillary Spaces

<u>Current Ancillary Spaces</u>	Current Net sf	
Waiting	210	1
Conference Room (A)	430	1.5
Storage	170	0.8
Shared Work Room	320	1
File Storage	200	0.8
Break Room	185	1.5
Open Office	680	1
<u>Future Additional Spaces:</u>		
Conference Room A Duplicate		
	Current	Future
TOTAL STAFF	4.5	6
GROSS AREA REQ'D		3705
SF PER PERSON	0	617

Remarks Concerning Ancillary Spaces

net to gross	net sf ancillary	gross sf ancillary	Notes
	Proposed		
95%	210	221	
95%	645	679	
95%	127.5	134	
95%	320	337	
95%	150	158	
95%	277.5	292	
95%	0	0	
65%	430	662	
	2160	2483	Total Ancillary gsf

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

3705 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		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 Cube	8x8 Cube	6x8 Cube	6x6 Cube	4x6 Cube	net to gross	Gross Cube sf	dept total gsf	Remarks
	1	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	
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 counted 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

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

net to	net sf	gross sf	
gross	ancillary	ancillary	Notes
	Proposed		
65%	256	394	
75%	1940	2587	
65%	150	231	
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	
65%	0	0	
65%	0	0	
65%	0	0	
65%	0	0	
90%	0	0	
	2346	3211.282	Total Ancillary gsf
		5414.359	Grand Total qsf

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



Youth Service Staff Count Projections

Growth Expectations	2017	2017 A	2027 B	Remarks
	Present	Present	Future	
			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	12x15	10x12	net to	Gross
Office	Office	Office	gross	Office sf
1			65%	0
			65%	388
			65%	0
			65%	0
			65%	0
			65%	0
			65%	0
			65%	0
			65%	0
			65%	0
			65%	0
			65%	0
			65%	0
			65%	0
1	0	0		388

12x8	8x8	6x8	6x6	4x6	net to	Gross	dept total	Remarks
Cube	Cube	Cube	Cube	Cube	gross	Cube sf	gsf	
	1			2	65%	0	0	Open open to space
					65%	0	388	
					65%	98	98	
					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	
					65%	0	0	
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	net sf	gross sf	Notes
	gross	ancillary	ancillary	
1.5x, include storage cubbies within adequate space	65%	Proposed 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



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, November 12, 2018

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Update from Project Team meeting regarding general progress on the Public Safety Analysis.

PREVIOUS ACTION:

The Village Board accepted the proposal from RW Management Group and approved its contract on September 24, 2018.

The last update was provided to the Committee of the Whole on October 8, 2018.

ISSUE SUMMARY:

The Project Team consists of the Police Chief, Fire Chief, Public Safety Chair, Administrator, and Consultants. A Status Meeting was held on October 30th to review current progress and preliminary discussion about data received. Included within the packet is the power point of that meeting as a summary of the discussion. The Consultant is now working more closely with the data provided and reviewing the information in order to prepare the report.

The next Project Team meeting is scheduled for December 11th to further review in more detail their findings as they start to put together their report.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

No action needed. This is an update regarding current progress and plan for reporting on the Public Safety Analysis.

ATTACHMENTS:

1. Status Meeting Presentation



Village Of McFarland Public Safety Analysis

Jeffrey R. Roemer
Ed Henschel
Robert Whitaker
Kevin Bierce
Lisa Bergersen

RW Management Group, Inc.



Project Goal

- ◆ Provide a review of the Public Safety Department's
 - ◆ Operations
 - ◆ Staffing
 - ◆ Equipment
 - ◆ Facility needs
- ◆ Provide facility growth needs and recommendations for the future

RW Management Group, Inc.



Today's Situation

◆ Operations

◆ Police Department

- ◆ 24 X 7 LE Services
- ◆ Extensive outreach program
- ◆ Heavy focus on training needs
- ◆ Municipal security program
- ◆ K-9
- ◆ Crime rate fairly level
- ◆ Budget increase directly related to personnel increases

RW Management Group, Inc.



Today's Situation

- ◆ Operations
 - ◆ Fire – EMS
 - ◆ ISO Rating – 3, 2018
 - ◆ 1240 total responses in 2017*
 - ◆ EMS 842 – 68%
 - ◆ Fire 398 – 32% -* medical assist 130
 - ◆ Largest areas of increase over the last 3 years – EMS Assist and Vehicular accidents

RW Management Group, Inc.



Today's Situation

- ◆ Operations
 - ◆ Fire – EMS Continued
 - ◆ Increasing inspection workload
 - ◆ Public education programs
 - ◆ Provide AEMT level EMS
 - ◆ Paramedic Intercept agreements in place and working well
 - ◆ Dane County Consortium Agreement in place for closest due ALS ambulance

RW Management Group, Inc.



Today's Situation

- ◆ Staffing
 - ◆ Police Department
 - ◆ 17 Full time sworn positions
 - ◆ 1 Part time officer
 - ◆ 2.5 clerical positions

RW Management Group, Inc.



Today's Situation

- ◆ Staffing
 - ◆ Fire — EMS Department
 - ◆ Combination Department
 - ◆ 7 FT career, 64 POC's
 - ◆ Shared /12 time administrative assistant with Village Administration
 - ◆ EMS Organized with current contract
 - ◆ Potential for increased 24 hour staffing needs in the next 10 – 20 years

RW Management Group, Inc.



Today's Situation

- ◆ Equipment
 - ◆ Police Department
 - ◆ 9 squad cars, potential for more in next 10-15 years
 - ◆ Evidence drying and other processing needs
 - ◆ Building security cameras and monitors
 - ◆ Armory
 - ◆ File Storage
 - ◆ K-9

RW Management Group, Inc.



Today's Situation

- ◆ Equipment
 - ◆ Fire Department
 - ◆ 2 Engines
 - ◆ 2 Ambulances
 - ◆ 1 Ladder Truck
 - ◆ 1 Heavy rescue
 - ◆ 1 Tender
 - ◆ 1 Brush Truck
 - ◆ 1 ATV and Trailer
 - ◆ 4 Utility - Command Vehicles
 - ◆ 1 Foam Trailer

RW Management Group, Inc.



Today's Situation

- ◆ Equipment
 - ◆ Fire Department Continued
 - ◆ 71+ sets of turnout gear all located within apparatus bays
 - ◆ Limited storage areas for training props
 - ◆ Quality exercise equipment located in mezzanine area of apparatus bay
 - ◆ Limited storage space for fire equipment and tools

RW Management Group, Inc.



Today's Situation

- ◆ Facility Needs

- ◆ Police Department

- ◆ Improved evidence handling area
 - ◆ Squad car garage space
 - ◆ Office space
 - ◆ Interview rooms
 - ◆ Storage
 - ◆ Fitness room
 - ◆ Traffic flow and parking issues
 - ◆ Breakroom – kitchen area
 - ◆ Functional egress for vehicles
 - ◆ Bunk room

RW Management Group, Inc.



Today's Situation

- ◆ Facility Needs
 - ◆ Fire Department
 - ◆ Garage Space
 - ◆ Improved dorm setup
 - ◆ Storage space
 - ◆ Improved work space flow
 - ◆ Better location for fitness room
 - ◆ Laundry area needs
 - ◆ Locker rooms out of space
 - ◆ Parking

RW Management Group, Inc.



Today's Situation

- ◆ Budget and Economic Development
 - ◆ 50% Reserve
 - ◆ 25% of maximum debt capacity
 - ◆ Room for tax increase as growth occurs

RW Management Group, Inc.



Today's Situation

- ◆ Current Municipal Center Building
 - ◆ Administration and other non-Public Safety Departments
 - ◆ Current spaces are fully utilized but adequate to support current service needs.
 - ◆ Limited to no ability to grow as might be needed into the future.

RW Management Group, Inc.



Today's Situation

- ◆ Current Municipal Building
 - ◆ Fire Department
 - ◆ Station location is adequate for current response area coverage
 - ◆ Limited parking for personnel
 - ◆ Ingress/Egress safety concerns
 - ◆ Reception area issues
 - ◆ Dorm layout and locations inadequate
 - ◆ Apparatus floor overcrowded

RW Management Group, Inc.



Today's Situation

- ◆ Current Municipal Building
 - ◆ Police Department
 - ◆ Inadequate garage space
 - ◆ Inadequate evidence areas
 - ◆ Limited vehicle access and parking
 - ◆ Inadequate interview rooms
 - ◆ Inadequate office space
 - ◆ Overcrowded lockers, patrol and briefing space
 - ◆ Inadequate kitchen – break room

RW Management Group, Inc.



How Did We Get Here?

- ◆ Increased service demands, department staff and equipment
- ◆ Limited planning involvement of police and fire with current building
- ◆ Normal growth in public safety needs and services
- ◆ Drug related property crime accelerating common in urban areas
- ◆ Current building location is land locked
- ◆ Current facility was not built for the growth that has occurred in the last 18 years

RW Management Group, Inc.



Future Considerations

- ◆ Anticipated annexation of 122 acres for high-end development
- ◆ Population growth
- ◆ Changing demographics
- ◆ Potential expansion of elder care facilities
- ◆ Limited potential for public use facility land available

RW Management Group, Inc.



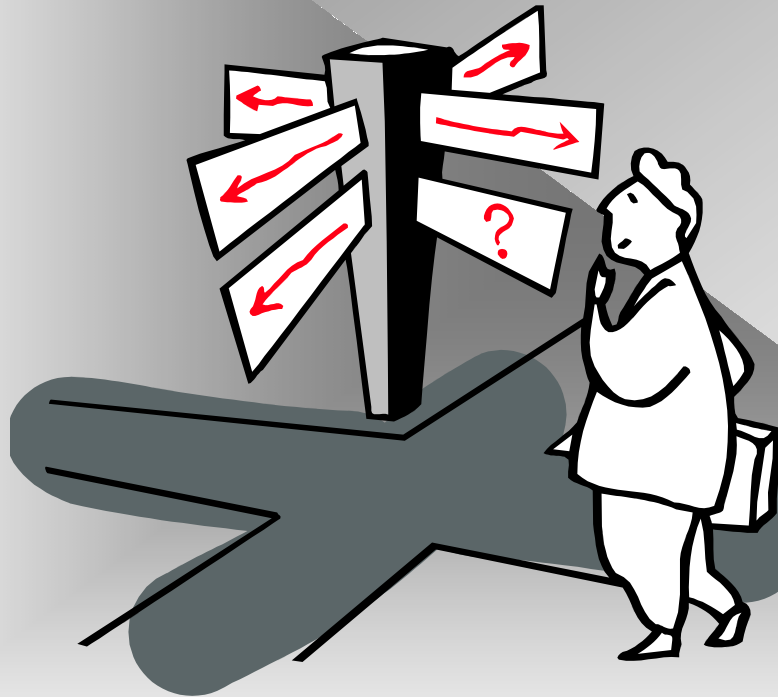
Next Steps

- Analysis of
 - Service Delivery
 - Facilities
 - Equipment Needs
 - Budget
- Draft Recommendations
- Recommendations Meeting
 - December 11th, 2018, 10:00 a.m.

RW Management Group, Inc.



Questions and Comments



RW Management Group, Inc.

