

Monday, July 9, 2018

Committee of the Whole
5:00 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 June 11, 2018.
5. BUSINESS.
 - a. Discussion and action regarding the creation of a Facility Concept Development Process.
6. SCHEDULE NEXT MEETING DATE.
 - a. To be determined as needed.
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, June 25, 2018 - 5:00 PM

1. CALL TO ORDER.

Village President Czebotar called the meeting of the McFarland Committee of the Whole to order at 5:00 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, Village Trustee Stephanie Brassington, Village Trustee Carolyn Clow, Village Trustee Dan Kolk, Village Trustee Mary Pat Lytle, Village Trustee Shaun O'Hearn (arrived at 5:05 pm).

Village Board members not present: None.

Staff Present: Administrator Matt Schuenke, Police Chief Craig Sherven, Outreach Director Lori Andersen, and Fire/EMS Director Chris Dennis.

3. PUBLIC APPEARANCES.

None.

4. APPROVAL OF MINUTES.

a. Discussion and action regarding minutes of the meeting held June 11, 2018.

Motion by Village President Brad Czebotar, second by Village Trustee Jerry Adrian, to Approve the minutes of the meeting held June 11, 2018. Motion carries 7 - 0 - 0 by acclamation.

5. BUSINESS.

a. Discussion and review of options regarding McFarland Facilities Project Development Plan.

The Village Administrator provided an introduction and overview regarding the facility planning discussion from the last meeting. He distributed questions that had been submitted to him since the last meeting from Trustees regarding issues of interest they want to review regarding the project. Members of the Committee engaged in a discussion regarding these questions as it relates to facility development as well as further review and consideration of the facility development options to date. It was discussed that the Village Administrator would prepare a process that will be shared with President Czebotar and Trustee Clow prior to the next meeting. The process is to outline how the questions that have been asked to date can be addressed as part of this planning effort to decide how to proceed with facility improvements. No action was taken on this item.

6. SCHEDULE NEXT MEETING DATE.

a. To be determined as needed.

The next meeting date has been scheduled for Monday, July 9, 2018 at 5:00 pm.

7. ADJOURNMENT.

Motion by Village Trustee Mary Pat Lytle, second by Village Trustee Jerry Adrian, to Adjourn the meeting at 6:50 pm. Motion carries 7 - 0 - 0 by acclamation.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, July 9, 2018

SECTION: Business

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Discussion and action regarding the creation of a Facility Concept Development Process.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Facility Concept Development Process 07062018 mgs
2. Facilities Questions



Memorandum

To: Committee of the Whole
From: Matthew G. Schuenke, Village Administrator
Date: July 6, 2018
Re: **Facility Concept Development Process**

Executive Summary

The Committee of the Whole last met on June 25th as part of their ongoing discussion regarding facility development. The Committee wishes to address long term Public Safety needs as well as the possible inclusion of a Community Center to some extent. However, several questions have been raised by Committee members as to the feasibility of such actions and the need for further study to justify the implementations of discussed facility improvements. This memorandum is presented to the Committee as a means to establish a process to address these questions and provide rationale and objective data to support whatever facility improvements might be recommended through the process.

Project

The project to be studied will be the construction of a new Public Safety building for Fire/Rescue, Municipal Court, and Police. This would be the first phase of the project as a means for them to vacate the Municipal Center through new construction. The second phase of the project will study the ongoing use of the Municipal Center with the inclusion of a Community Center to fill in the spaces vacated by the previously mentioned Public Safety users. There are many facets to this discussion centering on who and how many pieces truly need to move within the phases. It is intended through this further study that these movements would be analyzed. Very simply put, the project is for Public Safety to move out of the Municipal Center into their own facility, and a new community center would move into where they were formally located.

Concept Development

The Project as described above will then go through a Conceptual Development process through the assistance of two different consultants. While we've discussed the Project before at previous meetings, this additional study is meant to provide substance and detail to that discussion through these consultants in order to address the questions that have been raised. The consultants to assist us in this work are identified as follows:

- Phase 1 – Staff recommends soliciting a proposal from Five Bugles Design in order to assess the Public Safety aspect of the project. They specialize in fire and police facility development, and have designed several fire stations in the Madison area. Their approach appears comprehensive and thorough enough to address the questions that have been raised. Please follow this link to review their Project Approach and to learn more about their company: <http://www.fivebuglesdesign.com/page/project-approach>

- Phase 2 – The Village has been working with Strand Associates since about February to assist in some of the discussions of the Committee. This has been done to date on a more informal basis. Staff recommends soliciting a proposal from Strand to study all aspects of the Municipal Center as a means to address existing Department's space utilization and that of adding a Community Center to where public safety has vacated.

It should be noted that this portion of the work is solely for Concept Development and does not include design or construction management services. The Village will go out for RFP separately for these services later in the process should the project move forward.

Questions

The specific Questions asked to date about this Project are included as the first attachment to this memorandum. These were distributed at the last meeting and updated following that discussion. The intent is to work these questions into the proposal to the extent possible to insure they are addressed within this process.

Timeline

The following timeline is proposed to move this project forward:

1. Process Review/Approval – *July 9th*: This process is set to be considered by the Committee of the Whole at its next meeting in which approval of the process should be granted if it is desired to move forward as detailed.
2. Proposal Approval(s) – *July 23rd*: Assuming approval of the process, Staff will solicit proposals from Five Bugles and Strand for Concept Development of Phases 1 and 2 in order for the board to consider for approval at this meeting.
3. Concept Development – *August 1st through December 31st*
 - a. Committee of the Whole will meet at 5:00 pm prior to each Village Board meeting through the end of the year.
 - b. Each meeting will alternate our project focus while receiving an update on the one not subject of discussion. The first meeting of the month could be for Phase 1 to work with the consultant on that project while receiving an update on Phase 2. Second meeting of the month would flip that and we would focus on Phase 2 while receiving an update on Phase 1.
 - c. This allows for each consultant to have a reasonable amount of time in between meetings to be responsive to their tasks, keeps the projects from blending together too much, and allows them to be responsive to Staff as needed.
 - d. We will also use this time to involve some public input into both projects organized through the consultants.
 - e. *DISCLAIMER* – It is understood that this proposed meeting schedule may not be popular, but is proposed as an example in order to be structured and deliberate towards the Project. If a different schedule is desired, we can discuss further.

4. Set Referendum Questions – *January 25, 2019*: No matter what is decided to send to referendum, it will need to be done so around this date for the April 2019 election.
5. Referendum – *April 2, 2019*: This is the date of the Spring Local Election at which point this question will be posed.
6. Design Process – *May 1, 2019 through April 30, 2020*: The time allocated for these services would provide for service bidding, project design, project bidding, and contract execution. Further consideration for construction management could take place closer to the project start date. A full year's time should be sufficient to get through these various steps, and if completed sooner would afford the opportunity for the construction to begin sooner.
7. Phase 1 Construction – *May 1, 2020 through April 30, 2021*: Previous estimates put constructing a new facility at about a year which may take more or less based on size and scope.
8. Phase 2 Construction – *May 1, 2021 through December 31, 2021*: This phase is to add the Community Center to the Municipal Center which would not be dependent on weather since we would be working within the existing structure. It might be wishful thinking to have both projects completed in the same year, but if this one spills into 2022 it wouldn't be for the full 12 month duration like the first phase given it is a smaller project. Consideration will have to be given to the parking lot and roof at the Municipal Center either within the same year or thereafter; however, those projects can be worked in when they are feasible as they are already included in the current Capital Improvement Plan.

Location

The site for a proposed Public Safety Building is obviously key to our ongoing review and discussion. Staff will continue to review options for this proposed facility and present these through the Consultant as part of their work. They will have to study these locations to see what might make the best fit as part of the Concept Development process.

Recommendation

It is recommended that the Committee review this proposed process as a means to objectively and comprehensively discuss facility improvements.

Brad

1. What is the future of the Fire and Rescue Department as it applies to both Fire and EMS services? Are we looking at increases in full-time staffing, considering creating a district, higher level of emergency care, shared/joint department, etc.
2. What other operational alternatives are there to provide service going forward absent a Public Safety facility expansion?
3. What does the Municipal Center look like after the Public Safety uses vacate their current spaces?
4. Should a referendum be required to decide Public Safety facility needs?
5. What additional data can be provided to determine the “right size” for facility needs to support Public Safety services? Includes personnel, equipment, consideration of adjacent communities, population, geographic growth, height of buildings, our service responsibilities in relationship to other jurisdictions both municipal, county, and state.
6. Would the Town Square concept be feasible if Public Safety remained in the Municipal Center?

Carolyn

1. What process can we use for determining a site for a public safety building? Fire station? Police station? How can we get ISO minute coverage maps?
2. How were the Strang space projects created? How can we make these projections more fact based?
3. How can we reconcile operating funds needed with space and future staff projections?
4. What type of digital storage does PW need? What would it take for us to get it to them? Are there other departments that need files digitized?

Dan

1. What is the equipment capacity of the current fire bays? What are the projected needs for equipment and vehicle storage over the next 10 years?
2. What are the possibilities for expanding the bays closer to Anthony Street and the parking lot?
3. Has the option of turning the Municipal Center into an exclusive public safety building been considered? Is it feasible?
4. What are the ISO requirements for response time to fire calls, and can they be met from any other feasible location within the village?

5. How will the ISO requirements be met for the newly annexed areas of the village, and those to come in the next ten years to the east?
6. If the Chase Lumber property is not realistically available, are there any properties within the current village boundaries that can be used, either for a new public safety building or for a new municipal building?
7. Does the movement of the community center away from the library destroy the concept of a "Village Square? Is that a concept that should drive the siting of either of these two buildings?
8. Can Police and Fire/EMS services realistically be combined within one public safety building?

Shaun

1. Are there places to locate a new Public Safety building that includes court, fire, and police? (Dan also raised this point)