

**Village Board
Retreat
5:00 PM**

Thursday, August 20, 2020

**McFarland Municipal Center
Community Room**

AGENDA

You are invited to this meeting through a Zoom webinar. The Public is strongly encouraged to watch and participate in these meetings remotely through either the webinar or telephone options listed below.

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/89310081787>

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

Webinar ID: 893 1008 1787

1. CALL TO ORDER.
2. ATTENDANCE/ROLL CALL.
3. PUBLIC APPEARANCES.
 - a. This is an opportunity for members of the public to address the Village Board. Please remember this is a virtual meeting conducted through the Zoom online meeting platform. Zoom meeting attendees wishing to address the board may do so using the Question and Answer feature within the Zoom online meeting platform. You may state your name, address, and provide your comments to the board for their consideration. Members of the public who are present in person and wish to address the board should fill out a public comment form and turn into the meeting chairperson. Members of the public may speak during public appearances or during their selected agenda item as they designate on the public comment form. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to cassandra.suettinger@mcfarland.wi.us to be included as part of the meeting.
4. BUSINESS.
 - a. Discussion with Department Heads regarding the proposed action plan to address the 2020-2021 McFarland Strategic Plan Annex as Village Board goals and objectives for the coming year.
 - b. Presentation and discussion regarding Phase 1 Plan Development for Public Safety Center.
 - c. Discussion and action to set schedule for public input session on Phase 1 Plan Development for Public Safety Center.

5. SCHEDULE NEXT MEETING DATE.

- a. To be determined as needed.

6. 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 BOARD SUMMARY SHEET

MEETING DATE: Thursday, August 20, 2020

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion with Department Heads regarding the proposed action plan to address the 2020-2021 McFarland Strategic Plan Annex as Village Board goals and objectives for the coming year.

PREVIOUS ACTION:

The Village Board held its first two retreat meetings on June 29th and 30th earlier this year to work on preparing the goals and objectives contained within this plan annex.

ISSUE SUMMARY:

Enclosed please find the updated Goals and Objectives for the coming year with associated Action Plan referred to as the 2020-2021 McFarland Strategic Plan Annex. This is a link to when the Strategic Plan was adopted earlier this year to the current condition and our priorities for the next year. As such, the document is prepared using the same Goals established within the Strategic Plan as well as the same Strategies. The Action Plan carries over also many of the same characteristics from the Strategic Plan but is more specific in places of need whereby opportunities have been identified. The Action Plan further defines cost, timeline, and assignment for the different items. Two nuances to what's presented here:

1. **Green/Yellow/Red Coloring** - This is meant to highlight priorities for the coming year in a similar fashion on how the Strategic Plan was established. Green means that this is something we intend to work on and complete within the next year. Yellow remains something that is likely ongoing and may span more than 1 year depending on its applicability. Red is something that while this is a goal that we wish to accomplish within the next 10 years, in the next year its not a priority to address at the present. This gives the Board flexibility to put everything out there that the Strategic Plan may have called for but highlight what it intends to prioritize in the coming year while recognizing there are other things out there also that need to be done. An example of this is Goal A. The priority for the coming year is to prepare our plan in accordance with the strategies identified and to accomplish that we follow the action plan suggested. Actual construction of that plan then is in the red, and while its out there on the horizon its not something that can be completed as of yet.
2. **Red Font Color** - These items represent new strategies suggested since the Strategic Plan was adopted earlier this year. One item deals with Committees and the other



address Communication. Another topic of consideration is whether or not issues of Diversity, Equity, and Inclusion could/should be created as a new Strategy as well. Presently (as requested by the board), these items are added on to existing Strategies namely under Section D(2).

We will go through this document in its totality to address remaining points and questions of the board. Staff will be available to address questions as needed. Assuming we complete our review and the document is acceptable, we will schedule it for formal acceptance by the Village Board at the next available board meeting as is customary.

FINANCIAL/BUDGET IMPACT:

Cost implications where applicable are included within the document.

VILLAGE PLAN REFERENCE:

Most of this is based on the Strategic Plan 2020-2030 and updated to address more specific elements. The full Strategic Plan can be found [by clicking on this link](#).

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for discussion.

ATTACHMENTS:

1. 2020-2021 McFarland Strategic Plan Annex 08122020 mgs

2020/2021 - McFarland Strategic Plan Annex

Village Board Goals, Objectives, and Action Plan

All goals should be consistent with the Village Mission statement and vision statement.

A. Goal: Develop a multi-generational community center to serve seniors, youth, and families.			
Strategies (i.e. - Objectives)			
(1) Assess future community/senior center(s) space needs and design features and address indoor and outdoor activities and planned expansion areas. (2) Identify and engage a broad spectrum of residents, including seniors, youth, adults, and community partners in all aspects of the community center planning process. (3) Identify operational issues, challenges, and fiscal impacts associated with the development and construction of a community center.			
Action Steps:	Cost	Timeline	Assignment
i. Create RFP to hire consultant for plan and design.	\$50,000	October 2020	Administrator
ii. RFP Scope of Services will address items (1) - (3) above.	N/A	October 2020	Administrator
iii. Solicit proposals and select consultant.	N/A	January 2021	Administrator Municipal Center Depts
iv. Consider committee/group representation for review and input.	N/A	January 2021	Administrator Village Board
v. Study financial impact including borrowing, fund balance, and other sources/uses.	\$2,500	Duration	Administrator Municipal Center Depts
vi. Draft and prepare plan for VB to consider acceptance to move to design.	N/A	September 2021	Administrator Municipal Center Depts
(4) Build the community/senior center.			
Action Steps:	Cost	Timeline	Assignment
i. Complete Design	\$300,000	March 2022	Administrator
ii. Bid Project/Hire Contractor	\$25,000	April 2022	Administrator
iii. Construct Facility	\$5,000,000	May 2022	Administrator

2020/2021 - McFarland Strategic Plan Annex

Village Board Goals, Objectives, and Action Plan

B. Goal: Plan for and align physical facilities and open space to support future service delivery, quality of life and infrastructure needs.

Strategies (i.e. - Objectives)

(1) Plan, design, and construct a standalone public safety facility for fire, EMS, police, and court services.			
Action Steps:	Cost	Timeline	Assignment
i. RFP to hire firm to plan, design, and bid facility.	N/A	December 2019	Administrator
ii. Solicit proposals and select consultant.	N/A	February 2020	Administrator Fire & Rescue Police
iii. Study financial impact.	\$2,500	October 2020	Administrator
iv. Develop Plan - Phase 1	\$132,000	October 2020	Administrator Fire & Rescue Municipal Court Police
v. Complete Design - Phase 2	\$406,000	April 2021	
vi. Bid Project - Phase 3	\$22,000	May 2021	
vii. Proceed to construction following award of contract.	\$15,000,000	June 2021	Administrator
(2) Improve current Village facilities, including maintenance enhancements, and identify new systems to promote sustainability.			
(3) Develop a long-range Facilities and Infrastructure Master Plan to support future growth with an implementation schedule and funding plan to address construction and maintenance costs.			
Action Steps:	Cost	Timeline	Assignment
i. Develop and Advance new Technology through GIS	\$15,000	March 2021	Community Development Public Works
ii. Complete Sustainability Plan	\$25,000	May 2021	Community Development
iii. Design/Build parking lot to support Brandt Park and Lower Yahara River Trail.	\$200k	June 2021	Public Works
iv. Develop plan for digital archiving project, building recommendations into future budget(s).	TBD	September 2021	Administration
v. Develop Inventory and Improvement Needs of All Village Facilities, Infrastructure	TBD	December 2021	Public Works
vi. Update 5 Year CIP for Improvement Needs of All Village Facilities, Infrastructure	TBD	December 2021	Administrator Public Works
(4) Develop a central Village plaza to connect the Library with the planned community/senior center.			
Action Steps:	Cost	Timeline	Assignment
i. Develop Plan - Phase 1	\$25,000	2023	Library Municipal Center Depts
ii. Complete Design/Bid - Phase 2	\$100,000	2024	Public Works
iii. Construct Project - Phase 3	\$1,000,000	2025	Public Works
(5) Partner with the Library Board to plan for and support future library facility improvements.			
Action Steps:	Cost	Timeline	Assignment
i. Collaborate with Library Board on their space needs planning.	None	March 2021	Administrator Library
ii. Integrate Library space needs planning into Community Center planning.	None	September 2021	Administrator Library
iii. Build proposed Library improvements into CIP.	None	December 2021	Administrator Library

2020/2021 - McFarland Strategic Plan Annex

Village Board Goals, Objectives, and Action Plan

C. Goal: Promote responsible growth, increase economic development, and retain existing businesses.

Strategies (i.e. - Objectives)

- (1) Enhance commercial and retail uses in the downtown area.
- (2) Improve the mix of commercial development along Highway 51.
- (3) Develop incentives for business growth, such as incubator programs and tax increment financing districts (TIF) districts.
- (4) Identify areas for expanding commercial and industrial development.
- (5) Improve business retention and recruitment efforts.

Action Steps:	Cost	Timeline	Assignment
i. Conduct Affordable Housing Study, Gap Analysis.	\$25,000	June 2021	Community Development
ii. Develop TID #6 Project Plan as TID #3 Overlay.	\$25,000	October 2021	Community Development
iii. Establish new Downtown redevelopment plan.	\$50,000	December 2021	Community Development
iv. Conduct update to East Side Neighborhood Growth Plan commercial development feasibility including all newly annexed properties.	\$50,000	December 2021	Community Development
v. Consider Department staffing and resource allocation to assist planning, zoning, GIS, sustainability, and other core services.	TBD	Duration	Administrator Community Development
vi. Evaluate code revisions for commercial uses.	TBD	Duration	Community Development
vii. Consider property acquisition where appropriate.	Case by Case	Duration	Administrator
(6) Promote Village history and heritage using statues, murals, music, special programming, etc.			
(7) Create a public art program that enriches the community and enhances the local quality of life.			
Action Steps:	Cost	Timeline	Assignment
i. Consult with local historians and artists to plan for mural on Well #1.	N/A	June 2021	Administrator
ii. Partner with local groups on implementaton of historical mural.	\$5,000	September 2021	Administrator
iii. Consult public, groups, and artists to plan for public art at "Conversation Corner"	N/A	December 2021	Administrator
iv. Develop Public Art Inventory and archive through digital story boards.	TBD	Duration	Administrator Community Development
v. Partner with Historical Society to creat Original Programming about local history.	N/A	Duration	Comm & Tech
(8) Evaluate, recommend, and consider changes to committee structure and meeting structure where applicable and appropriate.			
Action Steps:	Cost	Timeline	Assignment
i. Inventory current structure, review current code as background.	None	September 2020	Administration
ii. Detail, discuss, and advance desired revisions to format and structure including comparable analysis.	None	December 2020	Administration
iii. Prepare ordinance changes as needed to align with accepted revisions.	\$2,500	January 2021	Administration
iv. Review process for appointments and implement any desired revisions.	None	February 2021	Administration
v. Conduct necessary marketing, outreach, and education to reach broad demographic, especially within communities of color.	None	March 2021	Administration Comm & Tech

2020/2021 - McFarland Strategic Plan Annex

Village Board Goals, Objectives, and Action Plan

D. Goal: Improve the safety and well being of Village residents, businesses, and visitors.

Strategies (i.e. - Objectives)

(1) Evaluate staffing models and organization structure to meet future public safety service delivery needs.			
Action Steps:	Cost	Timeline	Assignment
i. Study the future inclusion of a multi-disciplinary Case Manager within the Village to assist Police, Fire/Rescue, and Senior Outreach in alternative emergency response and followup.	N/A	June 2021	Administrator Fire and Rescue Police Senior Outreach
ii. Review and consider recommendations from the Public Safety Analysis.	Case by Case	Duration	Fire and Rescue Police
iii. Intergovernmental cooperation between like Departments.	TBD	Duration	Fire and Rescue Police
iv. Create long term staffing plans, identify efficiencies.	TBD	Duration	Fire and Rescue Police
(2) Prioritize community-based policing practices and identify areas for extended outreach and program development.			
Action Steps:	Cost	Timeline	Assignment
i. Creation of a Diversity and Inclusion Committee.	None	November 2020	Administrator
ii. Committee to assist Staff in implementation of Resolution #2020-14 Action Plan.	\$10,000	November 2021	Administrator
iii. Committee and Staff to prepare and publish annual report on these initiatives.	None	December 2021	Administrator
iv. Review policies and procedures on use of force and align with allowable best practices.	\$5,000	Duration	Police
v. Research, advise, develop, train, etc. on Community Based policing best practices	TBD	Duration	Police
vi. Utilization of Community Restorative Court (CRC).	None	Duration	Police
(3) Enhance pedestrian safety for walkers and bicyclists throughout the community, including areas of Highway 51 that go through the Village.			
Action Steps:	Cost	Timeline	Assignment
i. Identify and pursue off-road pedestrian improvements.	\$200,000	June 2021	Public Works
ii. Review opportunities for pedestrian safety enhancements.	\$25,000	September 2021	Police
iii. Work with WisDOT on Environmental Document for USH 51.	TBD	Duration	Administrator Public Works
(4) Promote the concept of a healthy community in an integrated way; from policy to planning and development.			
Action Steps:	Cost	Timeline	Assignment
i. Research best practices to integrate healthy living	TBD	2022	Community Development Senior Outreach
ii. Document best practices most suited for Village.	TBD	2022	Community Development Senior Outreach
iii. Draft healthy community policies.	TBD	2022	Community Development Senior Outreach
iv. Train staff on best practices for health living.	TBD	2022	Community Development Senior Outreach

2020/2021 - McFarland Strategic Plan Annex

Village Board Goals, Objectives, and Action Plan

D. Goal: Improve the safety and well being of Village residents, businesses, and visitors (CONTINUED).

Strategies (i.e. - Objectives)

- (5) Enhance Community communication and presence through the Communications Plan which includes the use of a broad range of electronic mediums to reach residents, businesses, and the general public alike.

Action Steps:	Cost	Timeline	Assignment
i. Upgrade and develop new website platform.	\$25,000	January 2021	Comm & Tech
ii. Develop new model for consolidating information for capital and development projects.	None	January 2021	Comm & Tech
iii. Create information GIS layers that depict interactive mapping for capital and development projects.	TBD	June 2021	Community Development
iv. Utilize Communications and Technology Committee to review performance of Communications Plan and market its ongoing use.	None	Duration	Comm & Tech

E. Goal: Improve Community connectivity along pedestrian and vehicular corridors.

Strategies (i.e. - Objectives)

- (1) Improve, maintain, and enhance bike/walking path connections throughout the Village and in cooperation with neighboring municipalities and government agencies.

Action Steps:	Cost	Timeline	Assignment
i. Study new amenities and improvements to support trail development, internal and external.	\$10,000	February 2021	Community Development Public Works
ii. Implement trail opportunities following study and plan.	\$100,000	October 2021	Public Works
iii. Maintain existing network as applicable.	Varies	Duration	Public Works

- (2) Partner with neighboring municipalities to provide all forms of public transportation within and outside of the Village.

Action Steps:	Cost	Timeline	Assignment
i. Collaborate with neighboring municipalities to extend public transportation.	TBD	September 2021	Administrator
ii. Develop cost sharing and fare models.	TBD	December 2021	Administrator
iii. Review Options with Board, Public, Staff.	\$25,000	December 2021	Administrator

- (3) Enhance and increase access to the lakefront and waterways.

Action Steps:	Cost	Timeline	Assignment
i. Study and evaluate the feasibility of water access within Lewis Park.	\$10,000	June 2021	Public Works
ii. Identify options to add access points.	None	Duration	Public Works
iii. Estimate Costs of increasing access points.	TBD	Duration	Public Works
iv. Review funding sources to add access points.	None	Duration	Public Works
v. Develop long range funding plan to add access points.	TBD	Duration	Public Works

2020/2021 - McFarland Strategic Plan Annex

Village Board Goals, Objectives, and Action Plan

F. Goal: Support the development of active and passive recreational amenities that appeal to all age groups and abilities.

Strategies (i.e. - Objectives)

(1) Develop new and diverse park system amenities for indoor and outdoor use that are not currently offered in our Community.			
Action Steps:	Cost	Timeline	Assignment
i. Plan, Design, and Construct Pickleball Court with supporting amenities as applicable.	\$300k-\$600k	May 2021	Public Works
ii. Design/Build Playground Improvements within aged or under utilized existing park.	\$50k-\$100k	July 2021	Public Works
iii. Review Opportunities for Public/Private Partnerships.	TBD	Duration	Administrator Public Works
iv. Conduct surveys and public input sessions where feasible.	Case by Case	Duration	Administrator Comm & Tech
(2) Dedicate resources to enhance existing parks and green spaces throughout the Village.			
Action Steps:	Cost	Timeline	Assignment
i. Create inventory of all active and passive uses on a park by park basis, create interactive web based platform.	None	March 2021	Comm & Tech Public Works
ii. Prepare annual maintenance plan to address current need and make recommendations on future needs.	None	June 2021	Public Works
iii. Collaborate to bring together funds and resources to enhance system.	Case by Case	September 2021	Public Works
iv. Generate budget requests to address higher maintenance priorities as funds are available.	Case by Case	September 2021	Public Works
(3) Evaluate the costs and benefits of an outdoor aquatic facility, including construction and operation.			
Action Steps:	Cost	Timeline	Assignment
i. Conduct public input session on planning level improvements.	None	October 2020	Administrator
ii. Evaluate options for finalizing a location.	None	November 2020	Administrator
iii. Work with Consultant to finish planning for outdoor aquatic improvements.	\$25,000	December 2020	Administrator
iv. Study financial impact of capital/operating cost implications, determine funding parameters, extent of referendum question if desired.	None	June 2021	Administrator
(4) Partner with the School District to expand recreational opportunities for families.			
Action Steps:	Cost	Timeline	Assignment
i. Evaluate feasibility for Village led recreational services.	TBD	Duration	Administrator
ii. Inventory existing public and private recreational opportunities.	None	Duration	Public Works
iii. Research additional recreational offerings for families.	None	Duration	Public Works
iv. Estimate costs for additional activities.	Case by Case	Duration	Administrator Public Works
v. Partner with the School District to jointly fund and offer additional offerings.	TBD	Duration	Administrator Public Works

2020/2021 - McFarland Strategic Plan Annex

Village Board Goals, Objectives, and Action Plan

F. Goal: Support the development of active and passive recreational amenities that appeal to all age groups and abilities (CONTINUED).

Strategies (i.e. - Objectives)

(5) Develop individual park master plans that prioritize future developments, including a new Community Park.			
Action Steps:	Cost	Timeline	Assignment
i. Complete Master Plan for Community Park including feasibility for domed athletic structure.	\$25,000	December 2020	Public Works
ii. Complete Master Plan for McFarland Park.	\$25,000	December 2020	Public Works
iii. Complete Master Plan for Special Needs Park.	\$27,000	December 2020	Public Works
iv. Consider master planning services for parks within the system.	Case by Case	Duration	Administrator Public Works
v. Build phased improvements from completed master plans into 5 year CIP.	None	Duration	Administrator Public Works
(6) Expand and develop programs to promote greater use of the lakefront, wetland conservancy, and waterways.			
Action Steps:	Cost	Timeline	Assignment
i. Prepare plan for utilization of programmable space at McDaniel Park.	TBD	March 2021	Administrator
ii. Review and evaluate new programs that promote waterfront use within Village.	TBD	Duration	Public Works
iii. Review costs, and public/private partnerships for programs that promote waterfront.	TBD	Duration	Public Works



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Thursday, August 20, 2020

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator, Craig Sherven, Police Chief,
Chris Dennis, Fire/Rescue Chief

AGENDA ITEM: Presentation and discussion regarding Phase 1 Plan Development for
Public Safety Center.

PREVIOUS ACTION:

The Village Board approved the proposal with Bray Architects to plan, design, and bid the project at their meeting on February 10, 2020. This was done following an RFP process that was initiated in December of 2019.

ISSUE SUMMARY:

The Village is in the midst of planning out the future development of a Public Safety Center to be located at the southeast intersection of Holscher and Broadhead Roads. Since May, Staff have been working with Bray Architects to study space needs, review site conditions, evaluate floor plans, consider timelines, and estimate costs. The Police Chief and Lieutenant have represented the Police Department, the Fire and Rescue Chief and Administrative Captain have represented the Fire and Rescue Department, and the Municipal Court Judge and Judicial Assistant have represented the Municipal Court with the Village Administrator overseeing the project in a general management role. This project is a cornerstone priority for the Village through multiple planning sources over the last several years as a means to address constraints for these Departments as well as free up space to provide for a Community Center renovation at the Municipal Center. Included in your packet is a conceptual site plan, timeline, summary cost estimate, and detailed cost estimate. Also in your packet is a short video to accompany this information as background prior to the meeting. In the meeting the Architect will present this information to the Village Board and walk through how all the information has thus far been prepared.

As far as notable next steps in the timeline...

- August 20th - Village Board Retreat: Review details on the site plan, timeline, and cost estimates. Set schedule for Public Input on the project.
- September 10th - Public Online Forum: At 6:00 pm on this date we would like to schedule an opportunity to meet with the public through a Zoom webinar on the project. This will offer a similar opportunity to what the board will experience on August 20th



and provide them a chance to weigh in on the project. Some items of note to be presented in this meeting:

- Project Background by Architect
 - Need/Support from Departments
 - Financial Implications by Administrator
 - Questions and Answer Session
 - September 28th - Village Board: Tentative date for plan acceptance in order to complete Phase 1 (Planning) and transition into Phase 2 (Design).
- April 2021 - Village Board: Tentative time frame for design acceptance in order to complete Phase 2 (Design) and transition into Phase 3 (Bidding).
- May 2021 - Village Board: Tentative time frame for project award in order to complete Phase 3 (Bidding) and transition into Phase 4 (Construction).
- June 2021 - Project Construction Begin
- June 2022 - Project Construction End

We will schedule additional public input sessions as may be needed in the future as plans develop. The first one again is to dive into the planning information as its known now, and later more detail can be provided on the project as design progresses.

[PLEASE WATCH THIS SHORT VIDEO AS AN INTRODUCTION FROM THE ARCHITECT TO THE PROJECT REGARDING THE MATERIALS PRESENTED IN THE PACKET.](#)

Bray Architects will present all of this information to the Village Board at our meeting on Thursday and walk through how all the information has thus far been prepared as well as taking questions as needed. Staff will also be present for support as applicable.

FINANCIAL/BUDGET IMPACT:

The updated cost projection for the building has notably grown from \$9-11 million to approximately \$16.3 million according to the latest cost estimate provided by the Architect. Most of this cost increase has to do with more detail and refined planning to develop the facility on the site as well as figuring out how additional uses like court and shared spaces interact with the other departments. This is what we set out to do within the planning process when that was initiated earlier this year.

We will review this in detail but understandably there is a lot that goes into any facility project especially one of this nature. This is also an estimate according to planning conducted to date which is further refined throughout the design process up until its time to go out for bids. There are a number of factors that go into determining the cost estimate, and one of these factors is the size of the building. We have been studying the space needs for Fire/Rescue and Police since 2017. A 30 year planning period was used for size planning for all the users. Please note the



following:

- **Fire and Rescue Space Need Projections**

- Current - 15,630
 - 2017 - 24,418
 - 2019 - 24,400
 - 2020 - 26,250

- **Police Space Need Projections**

- Current - 7,748
 - 2017 - 17,569
 - 2019 - 17,570
 - 2020 - 22,500

The total square footage for the building is currently proposed at 57,375 sf and the remaining square footage of 8,625 not identified above is for shared space which includes Municipal Court, court/training room, small meeting room, public restrooms, shared exercise space, and other hallways/access points. Both Department's notably grew as a result of the 2017 Facilities Master Plan with Fire/Rescue staying pretty consistent to date since that time period. Police is growing higher with this proposal than was previously projected most of which is attributed to a longer planning period. Court presently operates out of a few hundred square foot office and shared use of the Community Room and Conference Room A in the Municipal Center, so there growth within the shared area is substantial but needed due to the lack of space and ability to grow they presently have.

As of the end of 2019, the Village has \$16.165 million in outstanding debt with a debt limitation of \$52.8 million according to our equalized value outlined within the audit. This equates to a 31% debt utilization ratio and the current 5 year CIP projected this growing to 58% after 2021 following the borrowing for this project whereby it begins to fall in 2022 and beyond. Current policy provides as a guide not to exceed 67% percent. This project and other assumptions we'll need to make in the next plan will likely take us to this number. We will reset these metrics with the next 5 year plan which would include taking in account updated equalized values that will show an increased maximum debt threshold.

VILLAGE PLAN REFERENCE:

2020-2024 Capital Improvement Plan

The Plan was adopted in 2020 for the next 5 years with the construction of the Public Safety Center programmed in 2021 at a cost of \$10,000,000. We knew this number would change as we began to dive into the project more specifically and admittedly it is higher than anticipated as noted above. At the time with that assumption the overall tax impact was projected at \$0.19 per year for the five years of the plan which on average equated to about \$52.15 in potential additional costs, this is less than or consistent with previous year's CIPs. We are working on



updating the financial forecast for this model with new assumptions on cost and interest rates, but if all else is equal with the current plan then the cost estimate on the tax levy is likely to increase the earlier noted projection by \$20-\$30 per year. However, this is based on adaptation of the current plan with new information. We have the benefit of revisiting all of these future plans/projects with the next 5 year plan to better address and plan for the future financial impact which will change the projected tax impact. Future plans can evaluate terms, interest rates, use of fund balance, shifting of priorities, staggering, refinance, and other factors again to balance the long term fiscal impact of the project. There are a number of tools at our disposal to accomplish this and remains part of our objective to do so as we transition from planning to design.

[This plan can be viewed through this link.](#) Please see page 4 for its inclusion within the plan and page 8 for the financial projection.

2020-2030 Strategic Plan

This is a key strategy to meet our facility goals within this long term plan. Again the cost projection is higher than what was forecasted in this plan; however, the action steps to complete the project are well in line with what is outlined within the plan and on schedule to meet the timeline as we intended to. Doing so allows for other priorities to be achieved and helps to properly situate our public safety uses for multiple decades to come.

[This plan can be viewed through this link.](#) Please see page 6 for its inclusion within the goals and page 16 for the action plan.

2020-2021 Strategic Plan Annex

As it is in the Strategic Plan, this project is a high priority for completion in the next year within the Board's goals and objectives. Within the previous agenda item, this project is noted within the goals and objectives. The action plan presented for the next year is consistent with what is presented within these materials for cost and timeline as well as what is also listed within the Strategic Plan noted in the previous item. The 2021 Budget will be established following this action plan as well as its noted inclusion within the CIP.

2017 Facilities Master Plan

This study looked at Village Departments to forecast space needs into the future and look at some conceptual options to address these issues. This is where it was noted that a sizable jump would be necessary for Police from their current space utilization to what might be needed in the future. Additionally, throughout this plan it was always noted that someone would have to move out ultimately to achieve the key priority of one day constructing a Community Center. The study primarily focused on police only moving out while constructing a second floor to the Municipal Center to support expansion. Costs suggested for these improvements are similarly high as what we are looking at today, and as a result of continued discussions on these improvements following plan acceptance it became more critical to also move Fire and Rescue



out which would avoid a second floor construction while creating space for the Community Center at the Municipal Center as was desired. The study below from 2019 further studied this issue regarding Fire/Rescue and Police in order to assist further planning on a facility project if still warranted.

[Please click on this link to view the whole plan.](#)

2019 Public Safety Analysis

The Public Safety Analysis was commissioned in 2018 and ultimately completed in 2019 to study these two Departments more closely from the space needs they might command to what their staffing implications might be in the future. Operational recommendations are contained within Chapter 2 beginning on Page 11 for Facility Needs. Ultimately the finding was that the current space was inadequate to support these services with little to no room for additional growth. This analysis also did confirm the space needs for both Departments based on the analysis that was done in 2017.

[Please click on this link to view the whole analysis.](#)

ORDINANCE REFERENCE:

Section 23-94 - Referendum for Large Capital Construction Projects

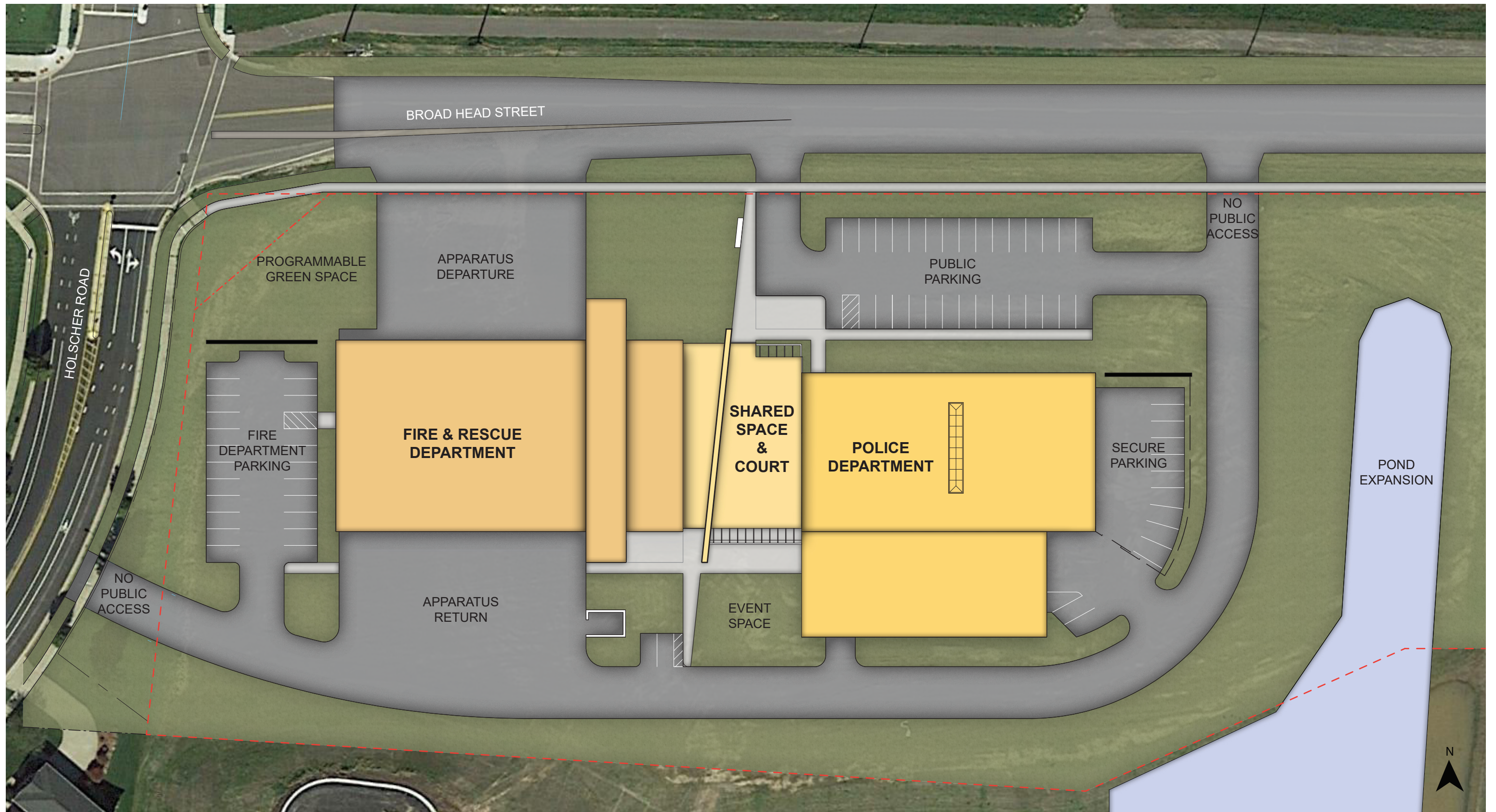
Binding referendums are required for large capital construction projects when the net cost is expected to exceed 1% of our equalized value. The preliminary estimate for January 1, 2020 on the Village's equalized value is \$1.127 billion generating a threshold of around \$11.3 million. However, Section 23-94(b) notes exceptions to this requirement and specifically sub (6) refers to this requirement not apply to "public safety facilities, limited to fire, police, EMS, and municipal court." Even though the anticipated cost exceeds the threshold in our code, a binding referendum is not required for such things.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

This item is a presentation by the Architect and discussion between the Board, Architect, and Staff on the project plan thus far prepared. No action is intended to be taken with this item.

ATTACHMENTS:

1. 3488_McFarland Safety Building_Site Render
2. 3488 - McFarland PS - Preliminary Cost Estimate
3. McFarland PS Schedule - Draft 2020-07-29



Bray Associates Architects, Inc.
Sheboygan & Milwaukee, Wisconsin

Wednesday | August 12, 2020

PRELIMINARY COST ESTIMATE - SUMMARY

Proposed Building Area:

First Floor:	48,394	sq.ft.
Second Floor:	6,249	sq.ft.
Grossing Factor (mech./misc.):	5% <u>2,732</u>	sq.ft.
Total Proposed Building Area:	57,375	sq.ft.

Site Improvement	\$ 1,377,000.00
Architectural General Construction	\$ 7,389,500.00
Architectural Fixed Equipment	\$ 74,900.00
Architectural Specialty Equipment	\$ 106,000.00
Electrical	\$ 1,834,300.00
Plumbing	\$ 438,300.00
Fire Protection	\$ 143,400.00
Mechanical HVAC	\$ <u>1,618,700.00</u>

New Construction | Subtotal: \$ 12,982,100.00

General Construction | Subtotal: \$ 1,135,960.25

Estimating Contingency: \$ 519,284.00

Construction Cost Estimate: \$ 14,637,344.25

Construction Contingency: \$ 731,900.00

Project Soft Costs | Subtotal: \$ 1,524,998.64

Total Project Cost Estimate: \$ 16,894,242.89

Notes:

Bray Associates Architects, Inc.
Sheboygan & Milwaukee, Wisconsin

Wednesday | August 12, 2020

PRELIMINARY COST ESTIMATE - DETAILED

Proposed Building Area:

First Floor:	48,394	sq.ft.
Second Floor:	6,249	sq.ft.
Grossing Factor (mech./misc.): 5%	<u>2,732</u>	sq.ft.
Total Proposed Building Area:	57,375	sq.ft.

Site Improvement

General	57,375	sq.ft. @ \$	24.00	\$ <u>1,377,000.00</u>	
					\$ 1,377,000.00

Architectural | General Construction

General Conditions	57,375	sq.ft. @ \$	8.00	\$ 459,000.00	
Concrete	57,375	sq.ft. @ \$	15.00	\$ 860,600.00	
Masonry	57,375	sq.ft. @ \$	30.00	\$ 1,721,300.00	
Structural Steel & Metals	57,375	sq.ft. @ \$	25.00	\$ 1,434,400.00	
Wood, Plastics and Composite/ Carpentry	57,375	sq.ft. @ \$	4.00	\$ 229,500.00	
Thermal & Moisture Protection	57,375	sq.ft. @ \$	10.00	\$ 573,800.00	
Openings	57,375	sq.ft. @ \$	10.00	\$ 573,800.00	
FD Overhead Doors	12	sq.ft. @ \$	7,500.00	\$ 90,000.00	
Finishes	57,375	sq.ft. @ \$	18.00	\$ 1,032,800.00	
Specialties	57,375	sq.ft. @ \$	6.00	\$ 344,300.00	
Conveying Equipment	2	stops @ \$	35,000.00	\$ <u>70,000.00</u>	
					\$ 7,389,500.00

Architectural | Fixed Equipment

Shared Space					
Exercise Room	9	l.f. @ \$	150.00	\$ 1,400.00	
Conference	12	l.f. @ \$	150.00	\$ 1,800.00	
Training Room / Court Room	18	l.f. @ \$	150.00	\$ 2,700.00	
Kitchenette	30	l.f. @ \$	150.00	\$ 4,500.00	
Municipal Court					
Conference / Pre-Trial	9	l.f. @ \$	150.00	\$ 1,400.00	
Office Clerk of Courts	9	l.f. @ \$	450.00	\$ 4,100.00	
Fire Department					
Decon / Laundry Room	9	l.f. @ \$	150.00	\$ 1,400.00	
Treatment Room	12	l.f. @ \$	150.00	\$ 1,800.00	
Public Lobby	9	l.f. @ \$	450.00	\$ 4,100.00	
Conference Room	9	l.f. @ \$	150.00	\$ 1,400.00	
Station Dispatch Office / Radio Room	24	l.f. @ \$	150.00	\$ 3,600.00	
Copier & Electrical Storage	9	l.f. @ \$	150.00	\$ 1,400.00	
Day Room	9	l.f. @ \$	150.00	\$ 1,400.00	
Kitchen / Dining	30	l.f. @ \$	150.00	\$ 4,500.00	
Study / Work Area	12	l.f. @ \$	150.00	\$ 1,800.00	
Resource Library	12	l.f. @ \$	150.00	\$ 1,800.00	
Police Department					

Reception / Waiting Area	9	l.f. @	\$ 450.00	\$ 4,100.00	
Conference Room Soft Interview	9	l.f. @	\$ 150.00	\$ 1,400.00	
Work Room	12	l.f. @	\$ 150.00	\$ 1,800.00	
Copy / Form Supply Area	9	l.f. @	\$ 150.00	\$ 1,400.00	
Break Room	15	l.f. @	\$ 150.00	\$ 2,300.00	
Conference Room Major Case	12	l.f. @	\$ 150.00	\$ 1,800.00	
Booking / Processing	18	l.f. @	\$ 300.00	\$ 5,400.00	
Intoxilator	9	l.f. @	\$ 300.00	\$ 2,700.00	
Evidence Processing Room	18	l.f. @	\$ 300.00	\$ 5,400.00	
Evidence / Property Storage	9	l.f. @	\$ 150.00	\$ 1,400.00	
Briefing / Squad Room	30	l.f. @	\$ 150.00	\$ 4,500.00	
Weapons Cleaning	12	l.f. @	\$ 300.00	<u>\$ 3,600.00</u>	
					\$ 74,900.00
Architectural Specialty Equipment					
Specialty Equipment - PD					
PD Duty Lockers	32	each @	\$ 750.00	\$ 24,000.00	
PD Evidence Lockers	3	each @	\$ 6,000.00	\$ 18,000.00	
Gun Storage Lockers	2	each @	\$ 750.00	\$ 1,500.00	
Holding - Personal Property Lockers	2	each @	\$ 750.00	\$ 1,500.00	
Safety Eye Wash Station	1	each @	\$ 2,500.00	\$ 2,500.00	
Security Grade Equip. - Interview	3	each @	\$ 700.00	\$ 2,100.00	
Security Grade Equip. - Booking	1	each @	\$ 600.00	\$ 600.00	
Security Grade Ceilings	694	sq.ft. @	\$ 12.00	\$ 8,300.00	
Security Glazing	1	each @	\$ 3,000.00	\$ 3,000.00	
Specialty Equipment - FD					
Commercial Kitchen Hood	1	each @	\$ 12,000.00	\$ 12,000.00	
Safety Eye Wash Station	1	each @	\$ 1,000.00	\$ 1,000.00	
Specialty Equipment - Shared					
Exercise Room Flooring	900	sq.ft. @	\$ 10.00	\$ 9,000.00	
Owner Provided/ Contractor Installed Equip	1	l.s. @	\$ 15,000.00	\$ 15,000.00	
Flag Poles	3	each @	\$ 2,500.00	\$ 7,500.00	
Wall Images / Branding / Graphics	5	each @	\$ 3,000.00	\$ 15,000.00	
Signage Allowance	1	@	\$ 40,000.00	<u>\$ 40,000.00</u>	
					\$ 106,000.00
Electrical					
	57,375	sq.ft. @	\$ 22.00	\$ 1,262,300.00	
Parking Lot & Site Lighting	20	each @	\$ 3,000.00	\$ 60,000.00	
Landscape & Walkway Lighting	15	each @	\$ 1,500.00	\$ 22,500.00	
Interview Recording System	6	each @	\$ 10,000.00	\$ 60,000.00	
Emergency Generator	1	each @	\$ 75,000.00	\$ 75,000.00	
Electronic Safety & Security	57,375	sq.ft. @	\$ 1.00	\$ 57,400.00	
Keyless Entry (Fob)	50	each @	\$ 2,500.00	\$ 125,000.00	
Utility Fee, Telephone, Cable, Communications	57,375	sq.ft. @	\$ 3.00	<u>\$ 172,100.00</u>	
					\$ 1,834,300.00
Plumbing					
	57,375	sq.ft. @	\$ 7.50	\$ 430,300.00	
Truck Filling Stations	4	each @	\$ 2,000.00	<u>\$ 8,000.00</u>	
					\$ 438,300.00
Fire Protection					
	57,375	sq.ft. @	\$ 2.50	<u>\$ 143,400.00</u>	
					\$ 143,400.00
Mechanical HVAC					
	57,375	sq.ft. @	\$ 26.00	\$ 1,491,800.00	
Vehicle Exhaust System - Whole Space	10,152	sq.ft. @	\$ 7.50	\$ 76,100.00	
In-Floor Radiant - Apparatus Bay	10,152	sq.ft. @	\$ 5.00	<u>\$ 50,800.00</u>	
					<u>\$ 1,618,700.00</u>
New Construction Subtotal:				\$ 12,982,100.00	
General Construction Costs:					
General Conditions		3.50%	\$	454,400.00	

Insurance	1.00%	\$	129,821.00
Performance and Payment Bond	0.75%	\$	97,365.75
Subcontractor and Supplier Bond	0.50%	\$	64,910.50
Contractor's Fee	3.00%	\$	389,463.00
Estimating Contingency	4.00%	\$	519,284.00

General Construction | Subtotal: \$ 1,655,244.25

Construction Cost Estimate:	\$ 14,637,344.25
Unit Cost:	\$ 255.12

Project Soft Costs:

Construction Contingency (5%)				\$	731,900.00
Architectural / Engineering Fee					
Phase 1 - Planning					132,000.00
Phase 2 - Design					460,000.00
Phase 3 - Bidding					22,000.00
Construction Administration (est.)					219,560.16
Geotechnical services					12,000.00
Environmental Engineering Services					5,000.00
Site permitting fees					
Storm water calculation fee					9,000.00
Notice of Intent (WDNR)					2,500.00
General Site Permitting					8,000.00
Reimbursable expenses (Printing, shipping, etc.)					10,000.00
Plan approval and/or review fees					10,000.00
Owner's builder's risk insurance					7,000.00
Moving and/or relocation services					20,000.00
Furniture, Fixtures & Equipment	57,375	sq.ft. @	\$	6.50	372,938.48
Air Compressor(s)					25,000.00
General Equipment					50,000.00
Fire Station Alerting System					25,000.00
Fire Station Pre-emption System					15,000.00
Fire Station Pre-emption Street Signals					10,000.00
General Communications					25,000.00
Air Fiber System					20,000.00
Telephone system					25,000.00
Technology - switches, routers, projectors, etc. (relocate computers)					20,000.00
Legal / insurance / accounting fees					5,000.00
Land survey/CSM					15,000.00
Hazardous material identification/abatement					not included
Borrowing and/or bonding costs					not included
Traffic impact studies					not included
Multiple bid packages					not included
Design of non-conventional foundations					not included
Wetland delineation and/or relocation					not included
Building commissioning					not included
LEED documentation					not included
Impact fees (storm water, sanitary, water, etc.)					not included
Design/specification of furniture					not included
Construction manager/ owners rep. fees					not included

Project Soft Costs | Subtotal: \$ 2,256,898.64

Total Project Cost Estimate:	\$ 16,894,242.89
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Thursday | July 30, 2020



PROJECT PRODUCTION SCHEDULE

Core Planning Team	Thursday, July 30
<i>Meeting objective: Progress update, site concept and floor plan review</i>	
Core Planning Team	Thursday, August 13
<i>Meeting objective: Progress update, board packet / presentation review</i>	
Village Board Meeting - Retreat	Thursday, August 20
<i>Meeting objective: Review space program, site plan, costs projects and timeline/schedule</i>	
Core Planning Team	Thursday, August 27
<i>Meeting objective: Progress update</i>	
Core Planning Team	Thursday, September 10
<i>Meeting objective: Progress update</i>	
Public Input Meeting	Thursday, September 10
<i>Meeting objective: 6:00pm – virtual open house</i>	
Core Planning Team	Thursday, September 24
<i>Meeting objective: Progress update, Board packet / presentation review</i>	
Village Board Meeting.....	Monday, September 28
<i>Meeting objective: Approval to proceed into Phase 2</i>	
Core Planning Team	Thursday, October 8
<i>Meeting objective: TBD</i>	
Core Planning Team	Thursday, October 22
<i>Meeting objective: Owner / Engineer Meeting</i>	
Core Planning Team	Thursday, November 5
<i>Meeting objective: TBD</i>	
Core Planning Team	Thursday, November 19
<i>Meeting objective: TBD</i>	
25% CD Progress Deadline	Friday, November 20
Core Planning Team	Thursday, December 3
<i>Meeting objective: 25% budget review</i>	

Core Planning Team	Thursday, December 17
<i>Meeting objective: TBD</i>	
Core Planning Team	Thursday, December 31
<i>Meeting objective: Owner / Engineering Meeting</i>	
Core Planning Team	Thursday, January 14
<i>Meeting objective: TBD</i>	
50% CD Progress Deadline	Friday, January 15
Core Planning Team	Thursday, January 28
<i>Meeting objective: 50% budget review</i>	
Core Planning Team	Thursday, February 11
<i>Meeting objective: TBD</i>	
Core Planning Team	Thursday, February 25
<i>Meeting objective: TBD</i>	
Core Planning Team	Thursday, March 11
<i>Meeting objective: TBD</i>	
75% CD Progress Deadline	Friday, March 12
Core Planning Team	Thursday, March 25
<i>Meeting objective: 75% budget review</i>	
Core Planning Team	Thursday, April 8
<i>Meeting objective: Owner / Engineer Meeting</i>	
Core Planning Team	Thursday, April 22
<i>Meeting objective: TBD</i>	
Final CD's Issued	Friday, April 30
<i>Estimated Bidding Phase: 4 weeks</i>	
<i>Advertisement to Bidders, Pre-bid Conference / Site Tour, Addendum Releases</i>	
Public Bid Date	Thursday, May 27
Construction Commencement	June 2021
<i>Estimated Construction Schedule: 12 months</i>	
Construction Completion	June 2022



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Thursday, August 20, 2020

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action to set schedule for public input session on Phase 1 Plan Development for Public Safety Center.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

We would like to share these plans and same information with the Public also to gather feedback on the project and answer their questions. We have selected the tentative date of Thursday, September 10th at 6:00 pm. The meeting would be held as an online forum through the Zoom webinar format similar to what was done recently for the Special Needs Park project. The plan for this meeting will be as follows:

- **Background** - The Architect will present similar background information to the Public as they did tonight for the Village Board going over site plan, cost, timeline, etc.
- **Departments** - Those intended users of the new facility will provide some perspective on the need for the improvement and the benefits this affords to the services they provide.
- **Financial** - Administrator will go over the financial information and discuss the impacts of the debt service in conjunction with the project as well as how it affects Village capital needs as a whole.
- **Questions/Answers** - All involved will be available as panelists to take questions from Attendees either on camera or through chat on Zoom.

At the end we'll reiterate next steps and discuss any other closing remarks.

We have plenty of time to market the event and would do so through the website, social media, e-newsletter, newspaper, and direct mailings within a certain proximity around the site. We can record the meeting and make all information available to people after the meeting as well. Input provided will be used within the planning process to help refine the plan to address concerns to the extent we are able.

FINANCIAL/BUDGET IMPACT:



There is no material cost to host the public input session through an online forum.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended the Village Board approve schedule for public input in accordance with the enclosed format.

ATTACHMENTS:

None