

**COMMITTEE OF
THE WHOLE**

Monday, November 23, 2020

6:00 PM

McFarland Municipal Center
Conference Room A

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/87902119092>

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

Webinar ID: 879 0211 9092

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. APPROVAL OF MINUTES.
 - a. Discussion and action regarding minutes of the meeting held on October 12, 2020.
5. BUSINESS.
 - a. Discussion regarding the planning process to develop a Community Center.
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 12, 2020 - 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 the Community Room of the McFarland Municipal Center.

2. ATTENDANCE/ROLL CALL.

Village Board members present: Village President Brad Czebotar; Village Trustee Stephanie Brassington, Carolyn Clow, Brad Czebotar, Michael Flaherty, Eric Kryzenske, Justin Rupert, and Clair Utter.

Village Board members not present: None.

Staff Present: Administrator Matt Schuenke.

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.*

Non

4. APPROVAL OF MINUTES.

- a. *Discussion and action regarding the minutes of the meeting held on September 28, 2020.*

Motion by Village President Brad Czebotar, second by Village Trustee Michael Flaherty, to approve the minutes of the meeting held on September 28, 2020. Motion carries 7 - 0 - 0 by acclamation.

5. BUSINESS.

a. Presentation and discussion regarding consulting services to aid in the planning process to develop a Community Center.

The Committee of the Whole discussed elements of the proposed development of a Community Center at the Municipal Center. Discussion centered around the extent of the project, various uses of the space, and how that could impact services provided within and out of it. As a result of this discussion, four directives were provided for followup:

1. Senior Outreach Committee and Staff will review service delivery in order to develop a 5 to 10 year plan on how these services should be provided in the future.
2. Scheduling a joint meeting/planning with the Library Board to discuss issues of mutual concern regarding future facility planning.
3. Connect with the School District on the future of the Youth Center, specifically regarding funding. Consider restarting talks on additional service swap opportunities.
4. Remaining Municipal Center Departments will review their space needs from the 2017 Facilities Master Plan and make new projects for the future.

Staff and other groups as applicable will work on these over the course of the next several weeks and report back to the next Committee of the Whole meeting as an update.

6. SCHEDULE NEXT MEETING DATE.

a. To be determined.

The next meeting will be held on Monday, November 23, 2020 at 5:30 pm.

7. ADJOURNMENT.

Motion by Village Trustee Clair Utter, second by Village Trustee Michael Flaherty, to adjourn at 6:41 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 23, 2020

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion regarding the planning process to develop a Community Center.

PREVIOUS ACTION:

The Committee of the Whole met on September 14th to begin discussing the definition of a Community Center, and then again on September 28th they met with a Consultant that could aid in this planning effort.

At the meeting on October 12th to formulate these directives and further discuss the issues to date surrounding the Community Center.

ISSUE SUMMARY:

At our last meeting, the Committee discussed how it would embark on a planning process for the future development of a Community Center. This was previously related to a discussion centered on the use of a Consultant to assist in the process, but before that was pursued more formally there were several directives provided to follow up on for this meeting. Each item is summarized as follows and expanded upon within the attachments:

1. Senior Outreach Committee and Staff will review service delivery in order to develop a 5 to 10 year plan on how these services should be provided in the future.
2. Scheduling a joint meeting/planning with the Library Board to discuss issues of mutual concern regarding future facility planning.
3. Connect with the School District on the future of the Youth Center, specifically regarding funding. Consider restarting talks on additional service swap opportunities.
4. Remaining Municipal Center Departments will review their space needs from the 2017 Facilities Master Plan and make new projections for the future.

The information provided in the attachments is meant to be included as follow up to these directives as a response in some cases and/or updates for other items as to our progress.

FINANCIAL/BUDGET IMPACT:

Cost of the planning work is to be determined upon receipt of a proposal. The 2020 Budget has allocated \$50,000 for this purpose. This has been carried forward into the 2021 Budget as well.



VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Continued discussion regarding the desire to move forward on the planning of a Community Center in McFarland.

ATTACHMENTS:

1. Part 1 - Senior Outreach Services - Planning Update 11202020 mgs
2. Part 2 - Joint Library Meeting - Planning Update 11202020 mgs
3. Part 3 - School District Response - Planning Update 11202020 mgs
4. Part 4 - Municipal Center Departments - Planning Update 11202020 mgs

Memorandum

To: Committee of the Whole
From: Matthew G. Schuenke, Village Administrator
Date: November 20, 2020
Re: **Future Senior Outreach Services Planning**

Directive

Senior Outreach Committee and Staff will review service delivery in order to develop a 5 to 10 year plan on how these services should be provided in the future.

Executive Summary

The Senior Outreach Department provides a variety of different services to Seniors in and around the Village of McFarland. It is staffed by a Director, Case Manager, Case Manager/Volunteer Coordinator, and Nutrition Manager to provide these services. Currently it focuses on three key areas including case management, nutrition, and specialized services. Case management involves direct intervention with a Client to assist them in aspects of their everyday life which could involve a broad range of tasks. Nutrition is provided through home delivered meals and prior to the pandemic was also provided in person through the meal site. Lastly, programs are developed through specialized services that help to promote social interactions, medical needs, and other related programs. This work is funded mainly by the tax levy but does receive financial support from Dane County and other communities that are recipients of these services. In accepting the funds from Dane County we agree to act as a focal point and in turn provide many of these same services within a larger region. The directive is related to the idea on how these services would be impacted, grow, or otherwise change through the development of a Community Center.

Update

The Senior Outreach Committee held their first meeting to receive this directive at their meeting on November 19, 2020. Their meeting was broken into categories to provide concentration into the different areas of service. The categories are as follows:

- Case Management
- Nutrition
- Health/Wellness
- Recreational Programming
- Volunteer Management
- Center Administration
- Collaboration

As they continue their work they will build onto the services for each category as part of their preparation for a plan. Eventually this will lead to the development of staffing, space needs, and potentially associated costs. Their next meeting will be held on December 17th to continue to refine these categories in more detail.

Memorandum

To: Committee of the Whole
From: Matthew G. Schuenke, Village Administrator
Date: November 20, 2020
Re: Joint Meeting/Planning with the Library

Directive

Scheduling a joint meeting/planning with the Library Board to discuss issues of mutual concern regarding future facility planning.

Executive Summary

As the Village is considering its future facility needs in terms of planning for a Community Center, so to is the Library Board as they consider future improvements to the library facility. They have engaged a Consultant to assist them in their future planning needs and currently in the process of completing a survey to gather public input regarding their work. The Committee of the Whole desired to connect with the Library Board to learn more about their work thus far into that process and discuss areas of shared interest between facility planning. It was desired that this take place through a joint meeting between the Library and Village Board as is customary at least annually.

Update

We have scheduled a joint meeting between the Library and Village Board for Thursday, December 10th at 5:00 pm. This meeting will be held through Zoom as we've hosted all of our public meetings. We will plan on a discussion that does not exceed 1.5 hours.

Memorandum

To: Committee of the Whole
From: Matthew G. Schuenke, Village Administrator
Date: November 20, 2020
Re: **School District Feedback on Youth Center Funding**

Directive

Connect with the School District on the future of the Youth Center, specifically regarding funding. Consider restarting talks on additional service swap opportunities.

Executive Summary

One of the potential future uses of a Community Center that has been previously studied has been the inclusion of the McFarland Youth Center within the new facility. The Youth Center presently leases space from the Village in what was formerly the library at the McFarland Shopping Center. The Village provides some funding to the Youth Center in the form of returning their rent payment to them as well as a general contribution to support their operations. Additionally, discussions have been held in the past with the School District about their ability to provide funding support and related discussions between our organizations where there might be opportunities to swap services. The swap idea is meant to identify different areas they could be doing for us and we could do for them in return in order to make our organizations more efficient in the delivery of services to the Community.

Update

Staff has contacted the School District to discuss funding of the Youth Center as it affects our two organizations. Their response is that they are committed to funding the Youth Center in calendar year 2021 at an amount of \$15,000 and for calendar year 2022 they are committed to funding at \$26,000. These funds would be paid directly to the Youth Center. For 2023 and beyond, they would like to continue to work with all involved on a more long term plan that addresses past issues discussed. As far as timeline, those discussions would begin at the Staff level beginning in the first quarter of 2021 and work their way up to the Joint Subcommittee between our organizations as the need arises. Our goal then would be to work over the course of the next year to again put a longer-term solution together that could be integrated into all of our organizations as might be appropriate. As a result of this, a lease amendment is proposed on the Village Board agenda to extend the term with the Youth Center for two years to give ourselves time to continue to work on these elements.

Memorandum

To: Committee of the Whole
From: Matthew G. Schuenke, Village Administrator
Date: November 20, 2020
Re: Planning Regarding Municipal Center Departments

Directive

Remaining Municipal Center Departments will review their space needs from the 2017 Facilities Master Plan and make new projects for the future.

Executive Summary

As we are aware, the Village will be constructing a Public Safety Center beginning in the Summer of 2021. It will be complete in the Summer of 2022 and in doing so cause the Public Safety users (Fire/EMS, Municipal Court, and Police) to vacate the Municipal Center. This then frees up their spaces to be repurposed within the Municipal Center for the most part directed at the inclusion of a Community Center. Not everyone within the Municipal Center though is related to the development of a Community Center nor moving to a new facility. Those departments that are to remain include Administration, Communications/Technology, and Community Development. Each of the remaining Departments participated in the 2017 Facilities Master Plan and within it projected their space needs for 10 years to help in that planning exercise. This information is included as Appendix A to this memorandum and serves as the base for information we had considered previously but updated for the current condition.

Administration

The following shows the progression of staffing as was planned originally in 2017 and how its progressed since that point through the projections into the future. Since 2017, the current level of staffing has dipped slightly following a reorganization within that year when vacancies were created. Adjustments have been made and likely our current format carries through into the future as the base for the Department with considerations in the future to add positions around finance and human resources.

Positions	2017	2020	2027	2037
Clerk/Treasurer (DH)	1	1	1	1
Finance Director (DH)	1	0	0	0
Deputy Treasurer/Accountant	0	1	1	1
Deputy Clerk	1	1	1	1
EMT/Clerk	1	0	0	0
Administrative Assistant	0	0.5	1	1
Human Resources Generalist	0	0	1	1
Payroll/Finance Specialist	0.5	0	0	1
Total	4.5	3.5	5	6

This next table is meant to be less specific and a general outline of what areas are provided now. It also looks at how those areas might change in the future as well as potentially new spaces. To describe this in a general sense it is presented as trending smaller, adequate, or trending larger. If something is labeled as trending smaller it might mean that space current is undersized or in the future condition could be downsized, similar for those things trending larger. Adequate would suggest the current or future space as listed is sufficient for their use. Most of the spaces in place now to serve the Department are adequate and as we grow consideration could be given to alter the size for some spaces both up or down.

Ancillary (Support) Spaces	Current	Future
Waiting Room	Adequate	Adequate
Conference Room	Adequate	Trending Larger
Storage – General	Adequate	Adequate
Shared Work Room (Mail)	Adequate	Adequate
Storage – Files	Adequate	Trending Smaller
Break Room	Trending Smaller	Trending Larger
Open Office	Adequate	Trending Larger

Communications and Technology

This Department has been slowly growing over the last several years as we have pursued opportunities through consolidation. Prior to 2018 the entire Department was staffed by part-time individuals. As a result of some reorganization and hiring we have been able to add hours in some places while also transitioning some positions into full-time where applicable. This has provided for a good core team of full-time support and allowed more consistent presence within the organization. Going forward the growth likely remains slow as we continue to evaluate the needs of the Department.

Positions	2017	2020	2027	2037
Director (DH)	0.5	1	1	1
Communications Specialist	0.5	0	0	0
Senior Audio-Visual Technician	0.5	0	0	0
Audio Visual Technician (0.5 FTE x 2)	1	0	0	0
Technical Specialist (Network IT Person)	0.5	1	1	1
Production Assistant	0	1	1	1
Camera Operators (.25 FTE x 2)	0	0.5	0.75	1
Total	2.5	3.5	3.75	4

Current space allocation is adequate to support current staffing and services. As we consider changes to this space there are potentially areas where new spaces might be trending larger to improve their use. The Department is presently served by one open office for all staff and in the future at least one office is likely needed along with more definition to shared and individual work spaces. The studio is a new area to help provide space for the origination of programs as well as potentially expand the control room where editing takes place. Lastly, the storage for the Department is presently maxed out given the equipment needs and in the future may be larger to continue to accommodate projected inventory levels.

Ancillary (Support) Spaces	Current	Future
Info Tech (IT) Closet	Adequate	Adequate
Editing	Adequate	Trending Larger
Office	Adequate	Trending Larger
Storage	Adequate	Trending Larger
Conference Room	None	Trending Larger
Studio	None	Trending Larger

Community Development

The core positions of this Department are the Director, Clerk, and Inspector. The Inspector position was converted to a contracted position in 2019 but still represents 1 FTE within the Department as had been in place previously. The Clerk position was converted to full-time in 2019 also to help provide additional administrative support and a Planning Intern has been funded beginning in 2021. At some point over the next decade the intern position will transition into a full-time role of Community Planner or something of a similar capacity. Additionally, also in the future there should be some consideration for dedicated Staff support for Code Inspector as well.

Positions	2017	2020	2027	2037
Director (DH)	1	1	1	1
Clerk III	0.75	1	1	1
Building Inspector (Contracted)	1	1	1	1
Commercial Electrical Inspector (Contracted)	0.25	0.25	0.25	0.25
Code Inspector	0.25	0	0	0.5
Community Planner	0	0	1	1
Planning Intern	0	0.5	0	0
Total	3.25	3.75	4.25	4.75

The main space deficiency presently within the Department is file storage. The Department is required to keep a property file with all permitting information for each property in the Village. As we grow, the need for space to maintain property files increases as does the ability to store large plan sets from bigger development projects. The filing cabinets and storage files the main office, individual offices, and conference room in order to maintain these records. This will likely need to increase and transition out of general areas to a specific area through high efficiency or digital filing options. All work stations are presently occupied within the Department as it grows planning for additional offices and/or individual workstations should be included within the plan.

Ancillary (Support) Spaces	Current	Future
Waiting	Adequate	Adequate
Files/Storage	Trending Smaller	Trending Larger
Conference Room	Adequate	Trending Larger
Office Space	Adequate	Trending Larger

Update

This again is meant to be generally informative as an update of where these Departments are today from when they last studied their future plans. More critical analysis is likely needed as it relates to their staffing and space needs in conjunction with future facility planning of the Municipal Center.