

Tuesday, July 26, 2022

5:30 PM

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/85202872532>

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

Webinar ID: 852 0287 2532

Press *9 to raise/lower hand. Press *6 to mute/unmute.

1. CALL TO ORDER.
2. ROLL CALL.
3. PUBLIC APPEARANCES.
 - a. This is an opportunity for members of the public to address the Committee of the Whole. Please remember this is a virtual meeting conducted through the Zoom online meeting platform. Zoom meeting attendees wishing to address the Committee 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 Committee for their consideration. Members of the public who are present in person and wish to address the Committee 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 village.clerk@mcfarland.wi.us to be included as part of the meeting.
4. APPROVAL OF MINUTES.
 - a. Motion to approve the minutes of the June 28, 2022 meeting.
5. BUSINESS.
 - a. Introduction of new HR Generalist.
 - b. Update and Discussion regarding the McFarland Municipal Center Campus Master Planning Project.
6. SCHEDULE NEXT MEETING DATE.
 - a. Tuesday, August 23, 2022 at 5:30 pm.
7. ADJOURNMENT.

by 2:00 p.m. at least 5 business days prior to the meeting so that any necessary arrangements can be made to accommodate each request. If the meeting or request is less than 5 business days from the meeting, requests for accommodations may still be made and reasonable efforts will be made to accommodate each request.

VILLAGE OF MCFARLAND
Committee of the Whole Minutes

Tuesday, June 28, 2022 - 5:30 PM

1. CALL TO ORDER.

President Clow called the Committee of the Whole to order at 5:30 PM in Conference Room A.

2. ROLL CALL.

Village Board members present: Village Trustee Stephanie Brassington, Village President Carolyn Clow, Village Trustee TJ Jerke, Village Trustee Carrie Nelson, Village Trustee Edward Wreh

Village Board members not present: Village Trustee Michael Flaherty, Village Trustee Chris St. Clair

Staff Present: Administrator Matt Schuenke.

3. PUBLIC APPEARANCES.

- a. *This is an opportunity for members of the public to address the Committee of the Whole. Please remember this is a virtual meeting conducted through the Zoom online meeting platform. Zoom meeting attendees wishing to address the Committee 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 Committee for their consideration. Members of the public who are present in person and wish to address the Committee 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 village.clerk@mcfarland.wi.us to be included as part of the meeting.*
None.

4. APPROVAL OF MINUTES.

- a. *Motion to approve the minutes of the May 24, 2022 meeting.*
Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to approve the minutes of the May 24, 2022 meeting. Motion carries 5 - 0 - 0 by acclamation.

5. BUSINESS.

- a. *Discussion and input regarding Community Center planning within the McFarland Municipal Center Campus Master Planning project.*
Consultants from SEH and EUA met with the Village Board to gather input regarding Community Center planning for the McFarland Municipal Center Campus Master Planning project. Several guiding questions were reviewed with members for each person to provide their feedback as input into the project. The Consultants asked follow-up questions and provided perspectives on the process to help facilitate the discussion with their members. The input provided will be built into the final report used to help

guide development of the Master Plan. The input provided in this meeting will be included with all other input including feedback from the public survey, stakeholders, and Staff as applicable. No further action was needed on this item.

6. SCHEDULE NEXT MEETING DATE.

a. Tuesday, July 26, 2022 at 5:30 pm.

7. ADJOURNMENT.

Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to adjourn at 6:55 p.m.

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,
Cassandra Suettinger
Village Clerk/Treasurer

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Tuesday, July 26, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Introduction of new HR Generalist.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, July 26, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator, Lori Andersen, Senior Outreach Director, Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Update and Discussion regarding the McFarland Municipal Center Campus Master Planning Project.

PREVIOUS ACTION:

The Village Board authorized the issuance of the enclosed RFP at their meeting on December 13, 2021.

The Village Board approved hiring the consultant to complete the Master Plan following the RFP process at their meeting on February 28, 2022. [Please click on this link to view the proposal](#) and [click on this link to view the Request for Proposals \(RFP\)](#).

The Village Board met with the Consultant through its Committee of the Whole meeting on May 24, 2022 in order to introduce and begin the project.

The Village Board met with the Consultant through its Committee of the Whole meeting on June 28, 2022 in order to provide input on the project through stakeholder engagement.

ISSUE SUMMARY:

We continue to work on developing the Master Plan for the McFarland Municipal Center Campus. This project was introduced previously back in May and the Village Board met with the Consultant in June to provide input on the project. The first phase of this work is to "Learn" about its various elements by gathering input, studying the existing facility, and familiarizing ourselves with the world around the area in question. Our plan for Tuesday is to review and update on the work that has been done to date and discuss next steps in the process. Please note the following summary to outline our discussion for the meeting:

- Summary Updates
 - Public Engagement
 - Existing Conditions
 - Traffic Study
- Design Directions
 - Sustainability Goals
 - Introduction to Universal Design Parameters
 - Social Infrastructure Opportunities
- Concept Development



- Plan for Concept Design Workshop

These elements will be presented on by the Consultant(s) as the update and discussed by the Village Board as part of the meeting.

Please see below the background/history for this project. This was presented as part of the initial meeting in May of 2022 and carried forward within these memos for reference.

Most of our current facility utilization came out of planning that began in and around 1995 through a Facilities Study Subcommittee that helped plan out the implementation of the current Municipal Center and Public Works facility. The current Library facility was also in its early planning stages as well during this time. The Village took occupancy of the Municipal Center in 2000 while the Library was completed a few years later.

Discussions surrounding the addition of community center style spaces to the Municipal Center began in and around 2008 through the creation of an Ad-Hoc Facilities Study Committee. This group's work began to look at the current spaces and talk about how changes could be made to address additional needs to support Senior Outreach, Youth Center, and Food Pantry.

Discussions amongst this group continued through 2014. This was Committee led by the individuals appointed to the group and they had limited consulting resources provided to study the changes desired. Included in your packet is an excerpt from their work outlining who they were, what they were tasked with doing by the board at the time, general future space planning, survey feedback, and conceptual adjustments to the Municipal Center. Some of this work was used as part of discussions with the School District to see if community center spaces as was planned here could be worked into the referendum project. The District was planning for the referendum in 2014/2015 and did include discussions on the community center within the planning process. The idea did not advance from the planning process when the referendum was passed for their projects in 2016.

The Village Board moved forward with a Facilities Master Plan process in 2017 to better account for space needs across all Departments including the Youth Center (external agency). This work was completed in combination with the Architect from the Municipal Center project, Staff, and the Facility Master Plan Steering Committee. The Committee was made up of a combination of Village Board members and residents from different Committees (i.e. Public Works Committee, Senior Outreach Committee, etc.) The work here was high level planning meant to address current deficiencies with our facilities, talk about future needs (planned 10 years out), and provide different ideas/options to consider in the future to address growth. There were locations studied as part of this work as well as floor plan adjustments to consider adding a second floor to the Municipal Center to add the community center spaces uses while also accommodating growth of other Departments. The full plan link is available later in this memorandum. Included as an attachment are excerpts from this plan showing the space needs planning, floor plan concepts, and site plan adjustments. This plan was important as it laid the ground work for the challenges we are faced with in our facilities and established the idea that one of the public safety users needed to move out in order to accommodate adding the community center.



Continued planning through the Steering Committee went into 2018 but was regularly challenged by how to fit all the space needs into the available foot print with the biggest challenge being the continued inclusion of the Fire and Rescue Department within the Municipal Center. To that end, a Public Safety Analysis was completed in 2019 to further study the future of these Departments and provide a recommendation on their space needs. [Please click this link to view the Public Safety Analysis](#). Through this study, it was recommended that both Police and Fire/Rescue move out of the Municipal Center along with Municipal Court and that they be properly established within a new facility that is planned for use over several decades. This would address their challenges they currently face with the existing facility and also allow for the Community Center to be constructed within the areas they vacate. We were able to work out the location of the new facility in 2019/2020 as a land swap with the School District and hired the architect for the new Public Safety Center in 2020.

Construction on the new Public Safety Center began in October of 2021. Its timeline for completion is a little elongated at the present due to the current economy, but is anticipated for completion in the late Spring of 2023. Generally speaking then about a year from now the current public safety spaces within the Municipal Center will be fully vacant and be available for repurposing as is desired. Looking ahead, this planning process is anticipated for completion in March of 2023. The design/bidding process is anticipated to take about a year to complete which would place that in the Spring of 2024 if we proceed immediately to design following completion of the plan. Construction then can be anticipated to take 12-18 months so likely we take occupancy of the newly renovated building no later than the end of 2025 or early 2026.

Timing for this project can be fluid though, this future schedule is meant to provide perspective and allow for discussion in concept. It is not a request or requirement, just a guide.

The Village is now beginning the process to create a Master Plan for the Municipal Center to finalize a direction on how to improve the space vacated by the public safety users as a Community Center as well as address the campus area surrounding the facility and its connection to the Library. SEH and EUA have been hired to assist the Village for this purpose.

FINANCIAL/BUDGET IMPACT:

Costs associated with the Public Engagement Plan are included with the proposal with SEH.

Costs associated with the improvements will be developed later in the project to help plan what's needed to fund the project.

VILLAGE PLAN REFERENCE:

[2017 Facilities Master Plan](#) - This plan created the idea of a public safety use moving out of the existing location to make room for the Community Center. This latest plan will further study that concept in greater detail knowing the full extent of the space availability. This 2017 effort also established space needs for other Departments that are remaining within the facility and those estimates will be revisited as a result of this work.

[2021 Library Space Needs Study \(Draft\)](#) - This plan is still in draft form but provides an analysis of the space needs for the Library and options for facility improvement to be consider.

This RFP does not need to revisit this work, but simply understand it as background and relate



to it as practicable.

2021-2022 McFarland Strategic Implementation Plan - This plan sets the goals and objectives approved by the Village Board. The work within the RFP presents one of the highest priorities of the board in the coming year and Action Step (vi) within Goal A specifically states to "draft, develop, and solicit Request for Proposals (RFP) to create a plan outlining facility improvements at the Municipal Center, Library, and Plaza." The enclosed RFP was drafted in concert with this action step and presented to move this goal forward.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

No action needed on this item. Presented for discussion.

ATTACHMENTS:

1. Excerpt from Ad-Hoc Committee Facility Planning 2012-2014
2. Excerpt from Facilities Master Plan 062020217
3. Public Engagement Plan 05192022

Survey Summaries

Community-Senior Center

Community Organizations (May-June 2012)

- 32 of 50 organizations responded
- Organizations report membership to remain the same or grow
 - 18 organizations have 50 + members
 - 10 organizations leave McFarland to address programming needs
- 84% indicate they want a banquet room
- 75% + indicate they want the center to offer office space, conference rooms, meeting rooms, storage units/closets, a kitchen with commercial kitchen, an activity room, and outdoor space.
 - Of these spaces, the organizations would most likely use conference rooms, meeting rooms, storage units, a kitchen and activity room.
- 55% indicate it should include an exercise area
- 12 organizations either rent or own office space
- Only 2 organizations would not support a community center. One of them is an informal social group which meets once a month at the Green Lantern. The other is Friends of the Library.

Individual Residents (Nov – Dec 2012)

- 739 completed the survey (1 in every 7 residents)
 - 69% were female
 - 40% were ages 35-44; 19+% were ages 55 or over
 - 59% have lived in McFarland for over 10 years
- 91% said they would support a community center
- 79% would approve of their taxes increased to support a community center
- 40% of respondents would expect to use the facility several times a week
- The activities individuals would most likely participate in a community center were: recreational activities, exercise activities, youth activities, social functions, educational classes, and sports leagues.
- The spaces they feel are important to be incorporated in the design of a community center are: meeting rooms, banquet room, commercial kitchen, multi-purpose activity space, performing arts, exercise equipment area, gymnasium, locker rooms, computer lab for public use, separate space for seniors, separate space for youth, community food pantry.

McFarland Community Organizations 2012 Survey

The following information reflects the open-ended question responses from the survey. They are organized by survey question .

1. Community -Senior Center Space and Use - *comments on support*

We can offer enrichment and professional development courses that would utilize lecture rooms, art rooms, exercise facilities, computer labs, cooking facilities, etc. However, the cost recovery models do not allow us to add additional partnerships that require rental/usage fees.

We have troops aging from kindergarten to high school and we are always looking for a place to meet either after school or around 6:00 in the evenings or on Sunday afternoons. We also hold adult leader meetings 4-5 times each year.

This is a long needed facility in our community and I would support this in any way possible.

A community/senior center would be an excellent compliment to our program and we would be happy to support it.

It depends on space, rent payments for space needed, location

My job position through McFarland School District is to build connections and prevention between the schools and community through events and programs. A community center would certainly enhance and provide more community/school interaction and opportunities.

Board has not discussed

Very rarely. We have facilities on our campus.

McFarland cub scouts pack 53 is chartered by the McFarland Fire Fighters' Association. Since the new McFarland Village Hall was built, there are no meeting rooms large enough to host our monthly meetings. Poor planning when the new facility was built.

We only meet once a month for breakfast

"Support" financially we could if reasonable but our funds we'd like to put towards youth activities as much as possible. In kind support could be clean, vacuum, etc. on a rotating bases with other organizations.

2c. Information about your organization - *how transportation needs of members are met*

Car pooling

Volunteer drivers (parents), use MSD van, etc.

Parents volunteer to drive the girls

Our youth football does not have a 4th grade tackle program and some families go to other programs for that year.

We have practices all around the Madison area. Kids are required to find rides with their parents, carpool, etc. However, it is their responsibility.

Typically buses are provided or separate vehicle transportation

We all drive ourselves - our membership numbers have outgrown restaurant space.

caravan, vans, cars

This is a social group that meets at various eating places/Private transportation

If we need to go outside McFarland/Dane County we carpool and ride share

3. Physical space used and needed by your organization - *additional comments made on this page*

Need a facility in a good location that sends a safe and attractive image for youth (which the exterior of the McFarland Centre Mall does not)

Space not large enough

We have several fund-raisers and due to space in Maple Tree we can only have 100 - 110 people which limits our fund-raising ability. It is noisy and does not have any technology access. Our monthly speakers are limited also (not meet our needs)

Not readily available to the community

We may have multiple requests to use the same area

Additional barrier - money

We don't have any (space). We meet at the café for small meetings and at churches, village hall or the American Legion for bigger events

Troop 53 is sponsored by McFarland Lutheran Church and has access to all rooms, the Family Life Center, kitchens and storage room and garage

No room to use nights and weekends

No barriers - make things happen with what is available.

3b. Physical Space used and needed by your Organization - *total monthly rent*

Reference to comments from #1 where they stated they cannot add additional partnerships that require rental/usage fees

We meet in members homes - no rental fees

10,000 a year

Only a per use fee, not monthly, varies from \$40 to \$100 or more if activities involved in fee

Not sure if district charges us

Provided IK by village

\$550/month + \$37 water/sewer/month + gas and electric utilities

Varies for spaces

\$500

\$500 per year

Additional Comments:

We have a large catalog of courses available for community programming, contact me if you need more information about how our partnerships work

We currently use the Lutheran Church for some of our community events but it is too small for all of our scouts. We have to break into age groups. We would love to use a facility large enough to handle 130 - 150 people. We also use the library, municipal building or Waubesa School for troop meetings. Christ the King Church we use for cookie delivery and some trainings for adults.

Additional meeting rooms would be helpful. Our BOD meeting moves from home to home also.

New community/senior center should have nothing that competes with local businesses - exercise, coffee shop, etc.

The community band rehearses in the high school band room. It has the space we need as well as the music stands, percussion instruments and appropriate acoustics. I can't see us rehearsing anywhere as suitable.

Cub Scout Pack 53 is a guest at the McFarland Lutheran Church. The church has allowed the cub scouts to share storage space with the McFarlands Troop 53 Boy Scouts (chartered by the McFarland Lutheran Church). The Fire Fighters Association allows us to use their EMS/Fire Station Room and apparatus Bay when needed - about once a year, we schedule around vacant times.

We coordinate 2 or 3 blood drives a year. We have no monthly space needs.

In as much as we have no meetings, we have no needs

Our club uses the training room and kitchen at the municipal center - occasionally, we use the board rooms for project meetings. Since there is no cost to our club, it allows us to use our funds for the youth of our club. We would pay a nominal fee or an "in-kind" reciprocity (cleaning grounds, vacuuming, etc.) but couldn't afford to pay for monthly use. If we need to be outside or a larger space for messier projects we use the parking lot or a member's home. One advantage of "organization - specific" storage is that clubs often change leadership and it would be great to have all the literature, banners, etc. in the same place we meet, however cost versus budget would need to be considered for non-profits. There is a need for a senior and community center as we have a great place to live here but I know \$\$ usually is an issue. If we could build an aquatic center (i.e. Whitewater High School) with the gym area of CLM, fitness center of the high school, gift/coffee shop area like McFarland House Cafe with meeting rooms and kitchen of the municipal center the dream would be complete!! It would allow a place for birthdays, evening and weekend activity that is close to home and place where surrounding areas could pay to enjoy. I know this is probably more to consider but please call if you have questions. (I'll start buying lottery tickets in hopes of a big pay-off!!

AD HOC COMMITTEE TO EVALUATE COMMUNITY / SENIOR CENTER FACILITY OPTIONS

MISSION STATEMENT

This new Ad Hoc Committee is created to build upon the work of the previous Ad Hoc Committee to Assess Senior Center / Community Center Facility Needs. The prior work of that Committee found that a variety of community organizations have unmet space needs that could be accommodated in a multi-purpose, multi-generational facility and that there is a high level of public support for a future community / senior center. This Committee will explore in greater detail the specific facility options for meeting those community needs. The specific tasks identified for the Committee are to: evaluate the size and scope of the project based on the space needs and uses to be accommodated; assess potential locations and site acquisition possibilities; consider alternative facility and design options (construct new, expand existing municipal facilities, convert existing private facilities); and suggest financing options. It is contemplated that, as part of the work of the Committee, it may be appropriate to coordinate with the McFarland School District on long range facility planning and necessary to retain a professional consultant(s) to assist with specialized evaluation studies.

COMMITTEE STRUCTURE

It is recommended that the broad-based Committee have eleven (11) members representing the following stakeholder groups:

- 2 – Village Board
- 1 – Food Pantry
- 1 – Youth Center
- 1 – Seniors
- 1 – Chamber of Commerce
- 1 – School District
- 1 – Community member with financial background
- 1 – Community member with architectural /construction/ real estate development background
- 2 – Community members at-large

The Committee would receive staff support from the Administrator, Community Development Director, and Senior Outreach Services Director.

PRESS RELEASE

AD HOC COMMITTEE TO EVALUATE COMMUNITY / SENIOR CENTER FACILITY OPTIONS

The McFarland Village Board is soliciting letters of interest from community members who would like to serve on a new Ad Hoc Committee being appointed to evaluate community / senior center facility options. If you would like to be considered for appointment, please send a brief letter explaining why you are interested in serving and a statement of qualifications by June 6, 2013 to: Village President, PO Box 110, McFarland, WI 53558-0110.

The Village is seeking eight citizen members to serve on the Ad Hoc Committee representing the following stakeholder groups: McFarland Youth Center; McFarland Chamber of Commerce; McFarland School District; and the interests of senior citizens. Two community members at-large are needed. In addition, one member with a financial background and one with experience in architecture, construction, or real estate development are desired. The anticipated time commitment is a monthly meeting of several hours in length over a period of 12-18 months.

This Ad Hoc Committee will build upon the work of the previous Ad Hoc Committee to Assess Senior Center / Community Center Facility Needs. The prior work of that Committee found that a variety of community organizations have unmet space needs that could be accommodated in a multi-purpose, multi-generational facility and that there is a high level of public support for a future community / senior center. This Committee will explore in greater detail the available facility options for meeting those community needs. The specific tasks identified for the Committee are to: evaluate the size and scope of the project based on the space needs and uses to be accommodated; assess potential locations and site acquisition possibilities; consider alternative facility and design options (construct new, expand existing municipal facilities, convert existing private facilities); and suggest financing options.

Senior Center Spaces

Wish List
2013 - 2014

Offices:

- Director
- Case Managers (2)
- Nutrition/Volunteer Station/Program Director (shared)
- Health (foot care, blood pressure, shots, misc.)

Reception/clerical

Waiting area

Loan Closet (8' x 12' minimum)

Kitchen & storage for supplies

Large activity room which can be sub-divided

Exercise area (yoga, tai chi, etc.) plus equipment

Adequate and centrally located restrooms

Storage, storage, storage – for equipment, crafts, service groups

Coffee area/gathering place

*Covered drive-up/drop-off

Activity	Space	#
Director's Office	16' x 9' (144 SF)	1
Case Managers' Offices	16' x 9' (288 SF)	2
Shared Office (Nutrition, Program Director, Volunteer Station)	20' x 12' (240 SF)	1
Receptionist/Clerical	8' x 6' (48 SF)	1
Health Station	12' x 9' (108 SF)	1
Waiting Area	10' x 10' (100 SF)	1
Loan Closet	3' x 20' (60 SF)	1
Kitchen	14' x 26' (364 SF)	1
Kitchen Supply Closet	4' x 24' (96 SF)	1
Meal Site (divided into 3)	2,800 sq. ft.	1
Exercise/Fitness Equipment	1,200 sq. ft.	1
Coffee Area/Gathering Place	20' x 16' (320 SF)	1
Storage for Activities	3 x 8 (96 SF)	4
Restrooms	16' x 16' (1,024 SF)	4
Family Restroom	9' x 9' (81 SF)	1
Total	6,969 SF	

**McFarland Youth Center
March 2014**

MYC facility is currently 4,000 ft² (former library)

This area is divided into the following areas:

- Staff office
- Kitchen
- Study room with door/group room
- Computer area (3 stations)
- Reading/quiet area with door
- TV/Video game area- open in back corner
- Table game area- ping pong, foosball, table hockey, pool table
- Art-creative project area –open
- Plus tables/ 2 booths
- Restrooms

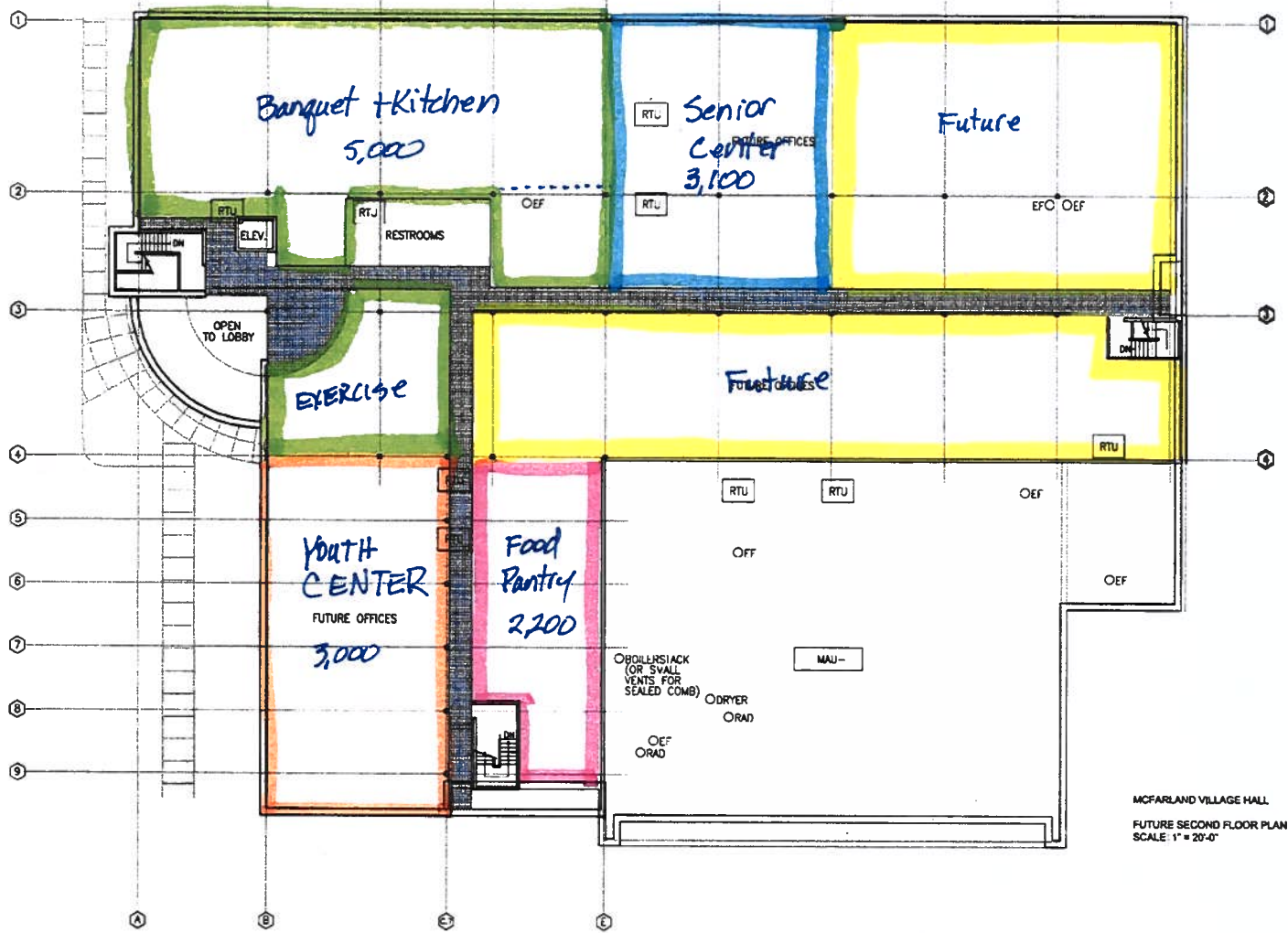
Future MYC space needs- if possible the same ft² as now

Subdivision specifications:

1. Quiet area (room with door) - 300-400 ft²
2. Kitchen-functional with stove, refrigerator, microwave, sink, food prep areas, eating space – 400-500 ft²
3. Small office for 1 to 2 staff with desk(s), file cabinet space- no more than 100sqft
4. Closet/storage cabinet for seasonal items, art supplies, sports equipment...
5. Open space for the group activities, table games, video, art/craft project

Thank you for considering the space allocation requested.

Submitted by Penny Simmons
March 13, 2014



5.8.14



VILLAGE OF MCFARLAND FACILITIES MASTER PLAN

JUNE 20, 2017



Introduction

In the Spring of 2017, the Village of McFarland commissioned Strang, Inc. to perform a long-range Facilities Master Plan. This work included programming of needs and master planning of their facilities to define a 10 year development plan. The purpose of the Facilities Master Plan is to help effectively guide the Village in planning for the infrastructure needed to support both the anticipated growth needs in services, as well as current shortcomings while maintaining the Village mission, vision, and strategic goals.

Central to this study has been the focus to define a solution that integrates a community center services (Youth Center and Senior Services) while meeting department needs simultaneously.

Essential input and guidance was provided throughout the development of this report by the Village Steering Committee consisting of the following representatives:

Mat Schuenke - Village Admin
 Alan Coville - Public Works
 Colleen McCormick - Senior Outreach Committee Member
 Jerry Adrian - Village Trustee
 Lori Anderson - Senior Outreach Services Director
 Mary Pat Lyle - Village Trustee
 Shawn Miller - Village Youth Services
 Heidi Cox - Library Director

Additional input was provided by representatives from the Police and Fire Department

Village of McFarland Master Plan Master Plan Guiding Principles

During the Master Planning process the steering committee created the following list of Guiding Principles that attempts to capture the Purpose, Vision and Core Values of McFarland more specifically in the context of a physical Facilities Master Plan:

- 1 | Work to provide better service to the community of McFarland. Focus on seniors and youth.
- 2 | Weigh short-term needs versus long-term needs.
- 3 | Set 5 year and long-term phasing plans that weigh priorities
- 4 | Consider financing along the phasing model
- 5 | Use metrics of Village growth and projections
- 6 | Provide services specific to demographic needs for quality of life
- 7 | Understand Operational Models in sync with master planning effort
- 8 | Understand cost benefit projections with recommendations

Notes on the Master Planning Process

Strang incorporated a Listen/ Discover/ Design approach to the McFarland master planning effort. This collaborative approach provided ample opportunity to listen to current stakeholders, explore options, and arrive at a master plan solution that not only accommodates the needs of the village and its departments, but builds in flexibility and phasing to deal with managed growth and expenditures into the future.

Listen Summary

The first step of this phase involved gathering extensive information about the Village of McFarland, the staff and their priorities. Strang reviewed information provided as part of this programming exercise including the consolidated input from previous Village Ad Hoc committees on community needs and planning, Census data and projected growth statistics were also reviewed. We also gained insights from departmental surveys and stakeholder interviews, these discussions revealed important insights from the individuals who have hands-on knowledge of McFarland's intricacies.

The Listen Phase is described in more detail in Chapter 2, Listen Summary. Steering Committee workshops were conducted to share and discuss the highlights from the Listen Phase.

Discover (Programming) Summary

A visual preference survey was taken to better define the design and programmatic preferences of the steering committee with respect to a Village community focused facility.

Department Adjacency was discussed with the Steering Committee to understand the important face-to-face physical relationships between departments and shared resources within the village.

Analysis was also completed by the Fire Department to understand response times in relation to proposed alternative sites if they function were to be relocated. It was determined the best service, as a single point of response, would be provided from the existing Milwaukee street location as opposed to other sites considered within this study. The response maps can be found within Appendix A.

The design and construction industry was benchmarked as a reference point for the creation of the Space Needs and Space Standards for all proposals.

Please see appendix B for industry benchmarking, visual preference survey, and comparison budgeting.

Based on the information gleaned from the Listen and Discover Phases, a Space Needs Spreadsheet (Appendix A) was created and reviewed for each village department with the Steering Committee, indicating current and projected 5 and 10-year staff counts, workstation types, accessory spaces and square footages.

Discussion items that arose during this process included:

1. Needs vs Wants
2. Opportunities for consolidation or shared space
3. Maximizing existing facilities
4. Holistic solutions that benefit all departments and the community

Strang's Facility Programming Approach



Design Phase (Master Plan)

The Master Plan is a synthesis of the findings of the Listen and Discover steps into a tool for future phased expansion and remodel of facilities within the Village of McFarland. Central to this study was the development of a single strategy to accommodate anticipated growth and current needs while improving the village center as an amenity to its citizens.

The recommendation developed is an approach to expand all department needs that have been projected for the upcoming 10 years, while simultaneously developing a community center to support growing demand for youth and senior services around a town square in the core of McFarland. Below are the recommended phases, in order, to achieve the master plan with the most efficient staging and ultimate project costs. It should be noted however, that alternative approaches to meet alternative budgetary or schedule constraints.

Phase 1:

Vertical expansion of the Municipal Building to accommodate an additional 25,000 gross square feet of future usable space. This phase would include the necessary permanent infrastructure of vertical stairs, elevator, and MEP spaces to serve the second floor. This phase includes the build out 10,000 SF of interior space at the second floor to provide immediate space needed for existing departments located within the Municipal Building. No work would occur at the 1st floor in this phase.

Budget: \$5,643,750 (Refer to page 35 for a detailed budget)

Phase 2:

This phase sees the relocation of the police department via land acquisition. This scenario and budget suggest the acquired site includes an existing metal building that is remodeled to accommodate the police department. In anticipation of continued growth, this phase includes further interior build out at the municipal building 2nd floor of 8,000 SF, leaving the Municipal with 18,000 SF of usable space at the 2nd floor.

Budget: \$4,735,925 (Refer to page 36 for a detailed budget)

Phase 3:

This final phase realizes the community center and town square at the library and municipal building sites. Included is a 10,000 SF expansion and build-out of the library, as well as a partial remodel of the 1st floor at the Municipal Building to accommodate community center functions within spaces previously used by departments that are now located at the 2nd floor. Site development costs are also included to develop a shared plaza/outdoor space between the Library and Municipal building to function similar to a town square to host public events such as farmers markets, concerts, etc.

Budget: \$7,776,531 (Refer to page 37 for a detailed budget)

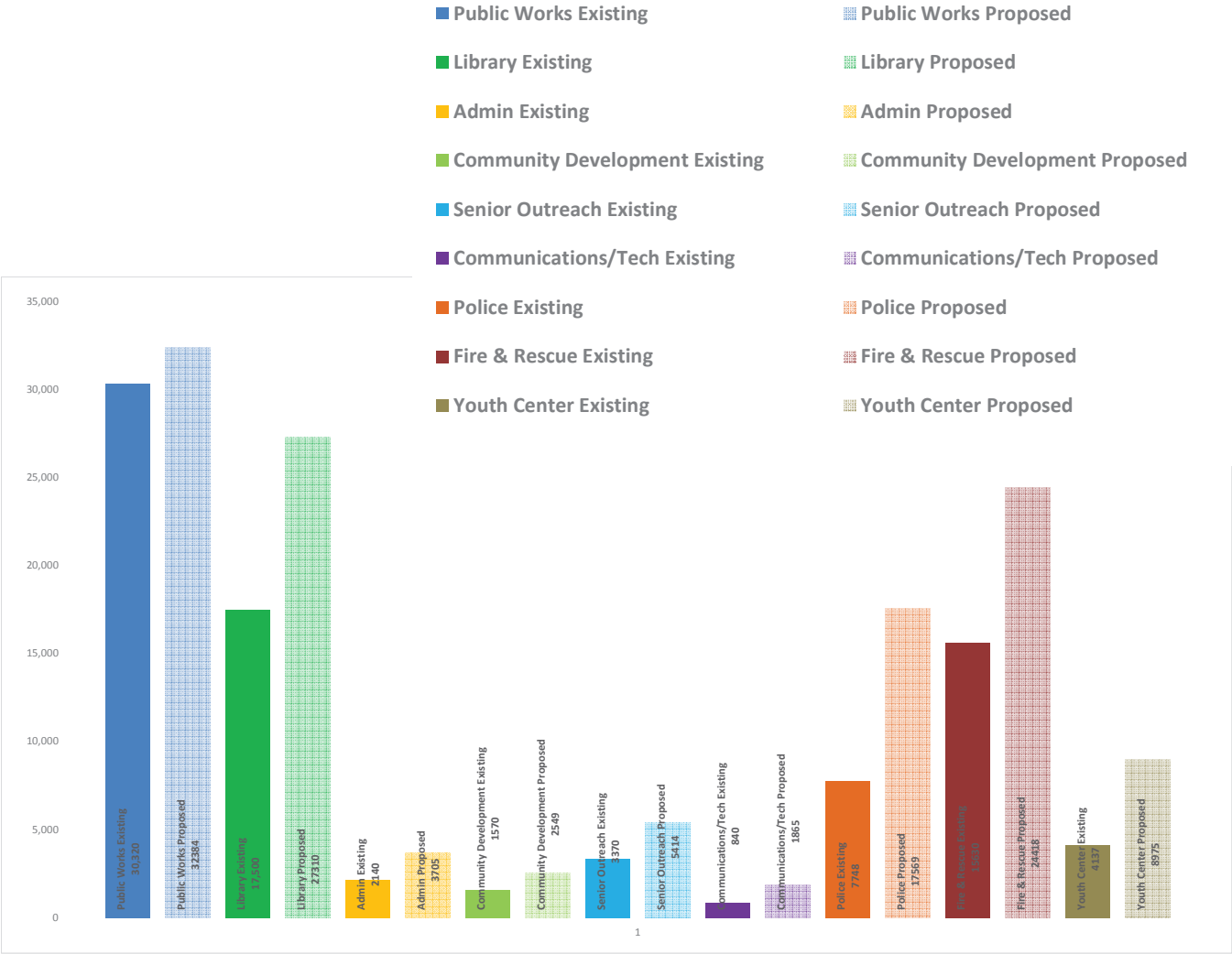
Public Works Site:

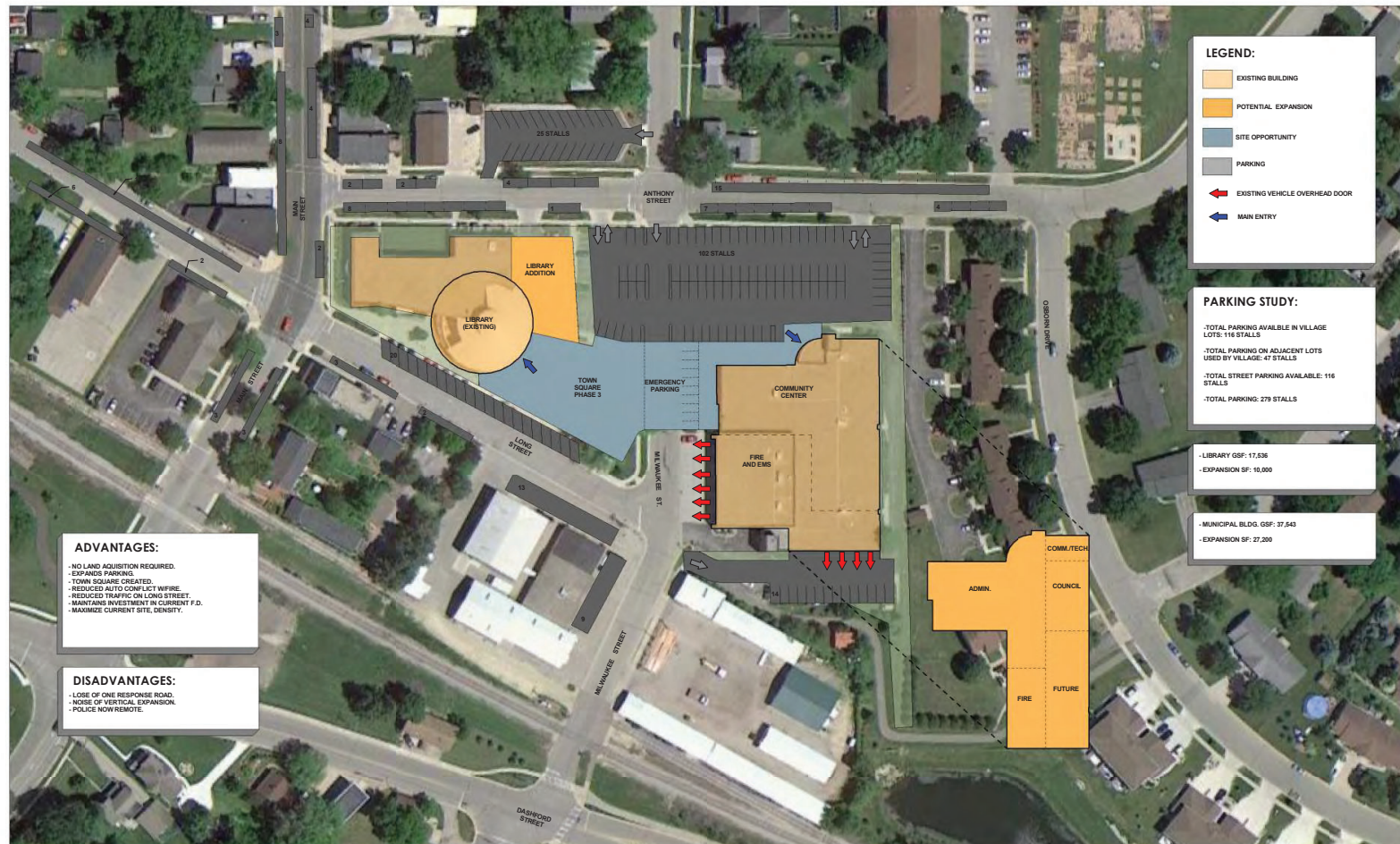
This study came to the recommendation to provide the minimal intervention of insulating and heating one of the two existing cold storage buildings at the public works sites in order to offer significant operational support the department needs while delaying a more expensive build out solution. The site would continue to hold the opportunity to handle a significant expansion at a future date. This intervention would maximize current facilities into the winter months.

SPACE PROJECTIONS

SUMMARY

Each department worked with the Strang team to define staffing and space needs at current levels and as a 10 year projection. These numbers were used to more accurately recommend planning solutions during the later phases of master planning. The chart below shows current space use per department (bold color bar) along side their anticipated 10 year growth (Lighter color bar) as it relates to space needed. Specific data used to develop this chart can be found within Appendix A.





MCFARLAND TOWN CENTER - SITE PLAN

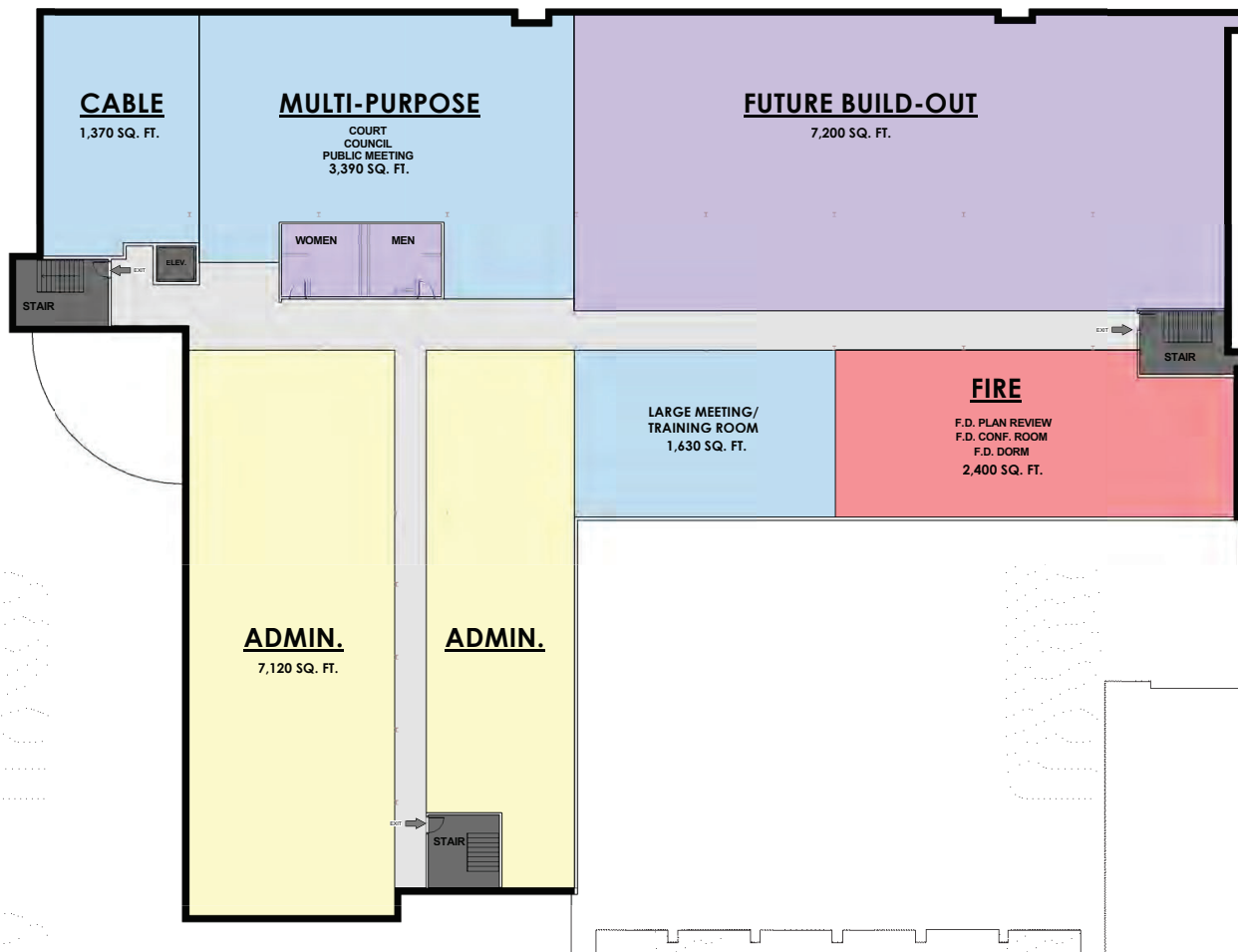


STRANG

05/17/2017



MCFARLAND TOWN CENTER - FIRST FLOOR PLAN



LEGEND

- PUBLIC MEETING
- FIRE DEPARTMENT
- ADMINISTRATION
- UTILITY / COMMONS
- VERTICAL CIRCULATION
- CIRCULATION

MCFARLAND TOWN CENTER - SECOND FLOOR PLAN

Budgeting | The Master Plan

The following pages outline an estimating budget per phase of the proposed Master plan.

Master Plan - Phase 1

Municipal Building Expansion and Partial Buildout

Preliminary Project Budget

Strang, Inc. (date 4/19/2017)



Project Square Footage = 25,000

Square Foot Cost Estimates (hard costs)

Note: Costs primarily derived from RSMeans Cost Guides + recent project cost comparisons

System / Component	qty	unit	unit\$	SD budget	Notes
<u>Site Development</u>					
Misc Site work at Municipal Building	10,000	sf	\$10.00	\$100,000	
				subtotal	\$100,000.00
<u>Milwaukee Street Remodeling and Additions</u>					
2nd floor vertical expansion	25,000	sf	\$100.00	\$2,500,000	
2nd floor build-out	10,000	sf	\$100.00	\$1,000,000	
				subtotal	\$3,500,000.00
Sub-Total Estimated Component Costs				\$3,600,000	
General Requirements		10%		\$360,000	
Contractor overhead & profit		15%		\$540,000	
Estimating Contingency		5%		\$225,000	
Estimated Construction Total				\$4,725,000	
				\$189.00	cost per square foot
Owner FF&E Costs (NIC by owner):					
FF&E Budget at \$20/s.f.				\$200,000	
Total				\$200,000	
Project Soft Costs					
Land acquisition cost (assuming assessed value)				\$0	
A/E fee budget				\$472,500	
Printing & Plan Review Fees				\$5,000	
Legal, Insurance, Testing				\$5,000	
Owner contingency @ 5%				\$236,250	
Total				\$718,750	
Total Project Cost Summary					
Construction Total				\$4,725,000	
FF&E Total				\$200,000	
Soft Cost Total				\$718,750	
				\$5,643,750	

Master Plan - Phase 2**Police Relocation and Municipal Interior Buildout****Preliminary Project Budget**

Strang, Inc. (date 4/19/2017)

**Project Square Footage =** 18,000**Square Foot Cost Estimates (hard costs)**

Note: Costs primarily derived from RSMeans Cost Guides + recent project cost comparisons

System / Component	qty	unit	unit\$	SD budget	Notes
<u>Site Development</u>					
Existing Site Upgrades at Terminal Drive	72,000	sf	\$10.00	\$720,000	
				subtotal	\$720,000.00
<u>Police at Terminal Drive</u>					
Existing building remodeling	10,000	sf	\$100.00	\$1,000,000	
				subtotal	\$1,000,000.00
<u>Milwaukee Street Remodeling and Additions</u>					
2nd floor build-out	8,000	sf	\$100.00	\$800,000	
				subtotal	\$800,000.00
Sub-Total Estimated Component Costs				\$2,520,000	
General Requirements	10%			\$252,000	
Contractor overhead & profit	15%			\$378,000	
Estimating Contingency	5%			\$157,500	
Estimated Construction Total				\$3,307,500	
				\$183.75	cost per square foot including site
Owner FF&E Costs (NIC by owner):					
FF&E Budget at \$20/s.f.				\$360,000	
Total				\$360,000	
Project Soft Costs					
Land acquisition cost (assuming assessed value)				\$564,300	
A/E fee budget				\$330,750	
Printing & Plan Review Fees				\$3,000	
Legal, Insurance, Testing				\$5,000	
Owner contingency @ 5%				\$165,375	
Total				\$1,068,425	
Total Project Cost Summary					
Construction Total				\$3,307,500	
FF&E Total				\$360,000	
Soft Cost Total				\$1,068,425	
				\$4,735,925	

Master Plan - Phase 3**Library Expansion and 1st Floor Municipal Building Remodel***Preliminary Project Budget**Strang, Inc. (date 4/19/2017)***Project Square Footage = 30,000****Square Foot Cost Estimates (hard costs)***Note: Costs primarily derived from RSMeans Cost Guides + recent project cost comparisons*

System / Component	qty	unit	unit\$	SD budget	Notes
<u>Site Development</u>					
Site work at Milwaukee St. (town square)	50,000	budget	\$15.00	\$750,000	
				subtotal	\$750,000.00
<u>Milwaukee Street Remodeling and Additions</u>					
1st floor remodeling portions	20,000	sf	\$100.00	\$2,000,000	
Library expansion (includes build-out/remodel)	10,000	sf	\$200.00	\$2,000,000	
				subtotal	\$4,000,000.00
Sub-Total Estimated Component Costs				\$4,750,000	
General Requirements		10%		\$475,000	
Contractor overhead & profit		15%		\$712,500	
Estimating Contingency		5%		\$296,875	
Estimated Construction Total				\$6,234,375	
				\$207.81	cost per square foot including site
Owner FF&E Costs (NIC by owner):					
FF&E Budget at \$20/s.f.				\$600,000	
			Total	\$600,000	
Project Soft Costs					
A/E fee budget				\$623,438	
Printing & Plan Review Fees				\$2,000	
Legal, Insurance, Testing				\$5,000	
Owner contingency @ 5%				\$311,719	
			Total	\$942,156	
Total Project Cost Summary					
Construction Total				\$6,234,375	
FF&E Total				\$600,000	
Soft Cost Total				\$942,156	
				\$7,776,531	

Village Board
E.D. Locke Public Library
McFarland School District
McFarland Youth Center