

Wednesday, October 12, 2022**8:30 AM****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/81458814153>

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

Webinar ID: 814 5881 4153

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

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
 - a. This is an opportunity for members of the public to address the Senior Outreach Services Committee. 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 senior.outreach@mcfarland.wi.us to be included as part of the meeting.
3. APPROVAL OF MINUTES.
 - a. Motion to approve the minutes of the June 15, 2022 meeting.
4. BUSINESS.
 - a. Review recent data from Community Center Consultant
 - b. Directors update
5. SCHEDULE NEXT MEETING DATE.
 - a. Wednesday, December 21, 2022 at 8:30 am.
6. ADJOURNMENT.

Any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format should contact the McFarland Municipal Center at (608)838-3153, 5915 Milwaukee Street, McFarland, Wisconsin, or village.clerk@mcfarland.wi.us 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
Senior Outreach Services Committee Minutes

Wednesday, June 15, 2022 - 8:30 AM

1. CALL TO ORDER, ROLL CALL.

Mike Flaherty called the meeting of the McFarland Village Senior Outreach Services Committee to order at 8:30 am in the Community Room of the McFarland Municipal Center and via zoom.

Members present: Carolyn Clow, Colleen McCormick, Jerry Adrian, Diane Mikelbank, Barb Vander Werff, Michael Flaherty

Members not present: Amy Johnson, Leilani Amundson

Staff present: Lori Andersen, Dawn Wallace

2. PUBLIC APPEARANCES.

There were no public appearances.

- a. *This is an opportunity for members of the public to address the Senior Outreach Services Committee. 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 senior.outreach@mcfarland.wi.us to be included as part of the meeting.*

3. BUSINESS.

- a. *Discussion with Consultants to provide input regarding the McFarland Municipal Center Campus Master Plan project.*

Nate Day, of the consulting firm SEH, and Andy Lyons, Engagement Specialist of EUA, along with Paul Raisleger, Architect, of EUA, joined the meeting via zoom to discuss the future Community and Senior center. The following ideas were discussed:

Community Center Ideas:

Kitchens: Lori Andersen noted that it is expected that Dane County will mandate nutrition program sites to upgrade to commercial kitchens in the next couple of years. She will find out what the exact requirements will be as this project moves forward. A commercial kitchen could be used for community events, cooking classes, and rented out for a fee for weddings, etc. as long as there is separate designated storage for the nutrition program. Some of the committee members like the idea of one large kitchen and keeping the other smaller ones. One designated as a coffee area may be a nice meeting place for community members.

Space for large events: Mike Flaherty brought up the idea of the current fire bay being used in the future for large meetings, weddings, etc.

Community Recreation Programs: Currently, programs are coordinated through the school district (which are predominately sports-related). This will most likely remain with the school district, but there is a gap in programs that could be offered for adults. Barb Vanderwerff noted that we would like to expand on all types of programs and classes for adults.

Outdoor areas: A second story with rooftop garden was discussed along with the development of the space between the library and the municipal center to give it a more "campus" feel and to allow for safer foot traffic between the buildings.

All ages spaces: Diane Mikelbank explained that the Monona Community Center has some shared spaces but also designated spaces for different age groups which offers excellent intergenerational opportunities.

Accessibility: Universal design should be used throughout the building so that it is accessible to all community members.

Senior Center Ideas:

Meal program: the current police bays could potentially be used for Meals on Wheels drivers to pick up and drop off which would provide cover in bad weather.

Loan Closet: designated space is needed for loan closet equipment as well as a space to clean the equipment when it comes back. Senior Outreach has expanded loan items to people under 60, and has had to store "overflow" equipment off-site at the VFW building.

Parking: a separate entrance at the back of the building may benefit our area seniors, especially those with disabilities, etc.

Social and wellness programs: Designated space is needed for programming that McFarland residents are currently attending in other towns.

Medical services center: space is needed to provide services such as a foot clinic, blood pressure checks, telehealth appointments (with a stable connection), etc.

Staff needs: Additional space is needed for a reception area, conference rooms for private meetings with families, volunteer management (storage of personal things, gathering space, etc.), and additional offices for staff members.

Next Steps:

Andy Lyons explained the next steps in this process:

They will sort out what programs and services are expected to continue with the library and what will transition to the new community/senior center. There are several in-person engagement sessions with the public scheduled to take place over the next few weeks. An online survey is also currently in the field and the data will be compiled by mid-July.

This information will help the architect in the planning of space needs. The overall space-needs plan will then go to the Village Board.

4. SCHEDULE NEXT MEETING DATE.

a. Next regular meeting is scheduled for August 17, 2022

5. ADJOURNMENT.

Motion by Village President Carolyn Clow, second by Village Trustee Michael Flaherty, to adjourn at 9:55 a.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,
Dawn Wallace
Nutrition Manager

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Wednesday, October 12, 2022

SECTION: Business

DEPARTMENT: Outreach

CONTACT:

AGENDA ITEM: Review recent data from Community Center Consultant

PREVIOUS ACTION:

ISSUE SUMMARY:

[Please click on this link](#) to view public input and project analysis conducted to date.

The Village Administrator will be present to provide an update on the project planning thus far conducted.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Engagement+Log

Engagement Log

Meeting	Date	In-Person (IP) or Virtual (V)
Kick Off Meeting	4/21/2022	V
Village Staff Meeting	5/10/2022	IP
Village Board Meeting #1	5/24/2022	V
Electrical Engineer	6/6/2022	IP
Structural Engineer	6/6/2022	IP
Mech/Plumbing Engineer	6/8/2022	IP
Food Cart Frenzy	canceled	
Senior Coffee Talk	6/15/2022	V
Department Head Meetings	6/20/2022	IP
Senior Outreach	6/20/2022	IP
Community Development	6/20/2022	IP
Comm and Technology	6/20/2022	IP
Administration	6/20/2022	IP
Youth Center	6/29/2022	V
Library	6/30/2022	IP
Village Board Meeting (Matt, Carolyn)	6/21/2022	V
Senior Coffee Hour	6/22/2022	IP
Public Meeting	6/23/2022	IP
Village Board Meeting #2	6/28/2022	IP
McFarland School District	7/14/2022	IP
Village Board Meeting #3	7/26/2022	V



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McFarland Municipal Campus Master Plan Kickoff Meeting

April 21, 2022

2:00 p.m.

MS Teams Virtual Meeting

I. Attendees

- Matt Schuenke, Village Administrator
- Andrew Bremer, Economic Director
- Cassandra Suettinger, Clerk/Treasurer
- Stephanie Miller, Communications Director
- Lori Andersen, Senior Services Director
- Nate Day, SEH
- Bob Kost, SEH
- Andy Lyons, EUA
- Paul Raisleger, EUA
- Jay Thomson, Vogel Brothers

II. Community Center Definition and Goals for the Project

- Create resources and facilities that are multigenerational
- Hub/draw/gathering place for specific demographics (youth, seniors, etc.)
- Inclusionary and welcoming
- Additional meeting room space needed
- Library has meeting space
- Identifying correct programming (exercise programs are not currently working)
- Larger flex space needed for larger events
- Central gathering area would help
- Work to share space with library
- Community comments are found in the Strategic Plan
- Need to establish when and how people can use private rental space. Currently, it's only available for use by non-profits.
- McFarland is a county meal site - potential to share kitchen space with food pantry
- Overgrown space for medical equipment loan closet and meal site area
- Challenge has been where the overlap exists

III. Big Picture Ideas

- Need space for existing services and staffing
- Technology needs upgrading
- Potential of second story will be reviewed. Cost and space are increased. Consider uses
- Waunakee library green roof is a good example to review
- Outdoor space for staff and community needed. At grade or on the roof?
- Consider dividable rooms
- Will be a push to include the youth center. There are opportunities for indoor and outdoor rec space.
- Aquatics will not be part of the facility since the school district built a new indoor pool

MINUTES

McFarland Municipal Campus Master Plan
Kickoff Meeting – April 21, 2022

IV. LEARN (April>May>June)

1. Attendees reviewed Attachment A
2. Data Collection and Base Mapping
 - a. Matt provided PDFs of the building to SEH on 4/21/2022. No CAD files available.
3. Review and Verify Plans/Reports
 - a. [Facilities Master Plan](#)
 - b. Prior to the Facilities Master Plan, the last effort around this was in 2007. There is a hard copy binder with information on that process.
 - c. [Comprehensive Plan](#)
 - d. [Annual Budget](#)
 - e. [Strategic Plan](#)
 - f. [Senior Outreach Planning](#)
4. Site and Building Assessment
 - a. Site assessment has been started; MEP analysis planned for June
 - (1) Roof is constantly leaking in winter
 - (2) HVAC is an issue. All units have been replaced.
 - (3) Temp is still an issue. Controls do not interact with the equipment.
 - (4) Exhaust issues from bays
5. Traffic Assessment – Scheduled for May
 - a. Attendees reviewed Attachment B
 - b. Multimodal study considering cars, bikes, and pedestrians
 - c. Will count parking spaces and utilization during the day.
 - d. Potential Milwaukee Street closure
 - e. Ped/bike/vehicle data (tubes)
 - (1) Northbound of railroad tracks on Milwaukee Street
 - (2) Long Street, near the Municipal Center
 - (3) Milwaukee between Long Street and Anthony Street
 - (4) Between driveways on Milwaukee Street
 - (5) Bike traffic on Milwaukee Street
 - (6) From Andrew Bremer on 4/25/2022:
Chase Lumber has a forklift that operates across Milwaukee to reach both sides of their property. Might want to consider putting the tube just to the south of the railroad tracks to avoid picking up any counts from their operations as I think the point is to get a handle on the amount of north bound traffic coming from Bashford. Could also place one on Milwaukee where it meets Long Street to better understand the amount of north bound traffic to Chase.
 - f. Parking count and village code
 - (1) Consider use of spaces
 - (2) No off-street parking requirements
 - (3) Village staff can assist with occupancy counts and photos



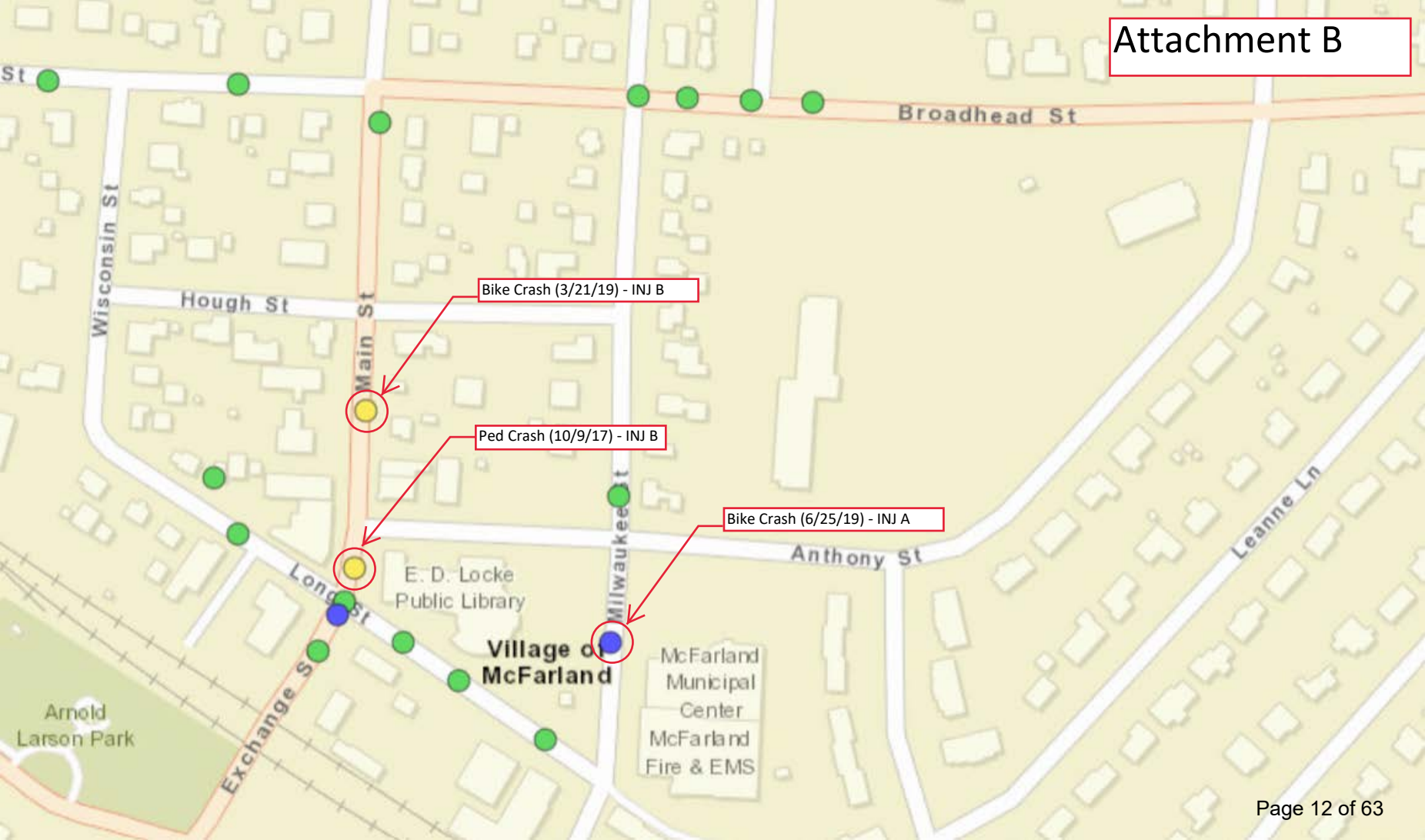
MINUTES

McFarland Municipal Campus Master Plan
Kickoff Meeting – April 21, 2022

6. Space Needs Assessment
 - a. Indoor space
 - (1) What is needed?
 - (2) Set up a time to tour the facility
 - b. Outdoor space
 - (1) Playground is owned and maintained by village.
 - (2) Meant to be inclusive with many amenities and special needs
 7. Community Engagement
 1. SEH Team will prepare a proposed public involvement plan
 2. Webpage – Squarespace
 - a. Stephanie will review the webpage when created
 3. Engagement Sessions Planned for June
 - a. Who is invited? Which stakeholder groups?
 - (1) Food pantry
 - (2) School district – education and recreation
 - (3) Chamber of commerce – placemaking hub for markets
 - (4) Lions Club
 - (5) Optimists – Young people
 - (6) McFarland Youth Center
 - (7) Scouts
 - (8) Garden Club
 - (9) Library
 - (10) Churches
 - (11) Equity project group – underrepresented groups
 - (12) Community Festival
 - (13) Nonprofits
 - (14) Senior citizens (vocal and younger) – comfortable with in-person meetings
 8. Upcoming Meetings
 1. Village Staff Meeting and Facility Walk-through (May 10)
 2. Village Board Meeting (May 24)
 - a. Align with second Tuesday board meetings of month during odd number months.
 - b. The Board will decide if the project is accepted and how it moves forward through referendum or otherwise.
- V. To Do and Next Steps
- A. SEH Team
 1. Previous plan and study review
 2. Site assessment
 3. Space needs assessment – set date/time to tour the facility
 - a. Meet with Village Staff (May 10)
 - b. Facility evaluation
 4. Create high-level public involvement plan
 5. Create project website and share with Matt/Stephanie
 6. Traffic and parking analysis in May, prior to school letting out
 7. Tentatively prepare for Village Board Meeting on May 24
 - B. Village Staff
 1. Assist in gathering parking data in the area (week of May 9)

LEAD PROCESS PROJECT SCHEDULE

2022				2023
MARCH APRIL MAY		JUNE JULY AUGUST	SEPTEMBER OCTOBER NOVEMBER	DECEMBER JANUARY FEBRUARY
TASKS	- o Data Collection and Base Mapping - o Review and Verify Plans/Reports - o Site and Building Assessment - o Traffic Assessment - o Validate Planning Objectives - o Space Needs Assessment - o Community Center Definition	- o Space and Site Programming - o Sustainability Goals and Options - o Universal Design Parameters - o Social Infrastructure Opportunities - o Multiple Design Options - o High-Level Cost Estimates	- o Confirm Design Principles and Objectives - o Community Center Operational Structure Options - o Evaluate Design Options - o Refine Design Options - o Phasing and Timing - o Cost Estimate Updates	- o Select Recommended Concept Design Alternative(s) - o Exterior and Interior Renderings - o Floor Plans, Site Plans, etc. - o Community Center Operational Structure - o Final Master Plan Document - o Master Plan Approval
MEETINGS	May - o Village Staff Meeting 1 - o Village Board Meeting 1	July - o Village Staff Meeting 2 - o Village Board Meeting 2	September - o Village Staff Meeting 3 - o Village Board Meeting 3 October - o Village Staff Meeting 4 - o Village Board Meeting 4	December - o Village Staff Meeting 5 - o Village Board Meeting 5 February - o Village Staff Meeting 6 - o Village Board Meeting 6
ENGAGEMENT	- o Project Webpage - o Online Community Survey 1 - o 4 Community Engagement Sessions - o "All Our Ideas" Online Activity	- o Project Webpage - o Food Cart Pop-Up	- o Project Webpage - o Online Community Survey 2 - o 2 Community Engagement Sessions	- o Project Webpage - o Online Community Open House
LEARN		EXPLORE	ARTICULATE	DELIVER



McFarland Municipal Campus Master Plan Village Staff Meeting #1

May 10, 2022

10:00 a.m. – 12:30 p.m.

5915 Milwaukee St, McFarland, Wisconsin 53558

Attendees

Village: Matt Schuenke, Lori Anderson, Stephanie Miller, Andrew Bremer

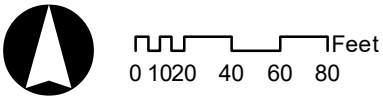
Consultants: Nate Day, Molly Wagner, Caitlin Blue, Josh Woller, Paul Raisleger, Andy Lyons

- I. Matt provided historical context of project
 - A. Discussions started in 2007
 - B. The Facilities Master Plan (2017) was the last big effort to look at the Municipal Center
 - 1. This included staff feedback, cost analysis, and programming information
- II. Traffic
 - A. SEH (Josh) will set out tube counters in May
 - B. Visual logging of pedestrians in the area will also be completed
 - C. Account for the forklifts at Chase Lumber
 - D. There will no longer be Fire/Police/EMS traffic in one year when they move out
- III. Public Involvement Plan
 - A. Survey should begin in June and be available for the entire month
 - B. The local paper prints one time per week on Thursdays
 - C. The group discussed some potential public involvement dates/times
 - 1. The Senior Center Committee meets June 15 at 8:30am
 - 2. The seniors visit for “Coffee Hour” on June 22
 - 3. The food carts congregate on the third Wednesday of each month
 - 4. Chamber e-newsletter
 - 5. Youth Center – prior to school letting out...Library after that time
 - 6. Bands By the Boardwalk
 - 7. Book sale at the library in June
 - D. QR Codes may be helpful at the “go to them” events like food carts and Bands by the Boardwalk
- IV. Urban Design
 - A. More greenspace needed in the area
 - B. Universal design should be included indoors and outdoors
 - C. The park is mostly used by children <10 years old
 - D. More outdoor program space is needed
 - E. The basemap (Attachment A) will be used for site planning
- V. Municipal Services building tour
 - A. Matt gave the group a tour of the building including the spaces that will be vacated in approximately one year’s time. The police, EMS, and Fire Departments will all be moving out upon the construction of the new facility.

ND



- Parcels
- Elevation Contours**
 - 5 Ft Contour
 - 5 Ft Contour - Depression
 - 1 Ft Contour
 - 1 Ft Contour - Depression



VILLAGE OF MCFARLAND
Committee of the Whole Minutes

Tuesday, May 24, 2022 - 5:30 PM

1. CALL TO ORDER.

Village President Clow called the Committee of the Whole meeting to order at 5:30 pm in the Community Room of the McFarland Municipal Center.

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 Trustee Michael Flaherty

Village Board members not present: Village Trustee Chris St. Clair

Staff Present: Administrator Matt Schuenke, Clerk/Treasurer Cassandra Suettinger, Community and Economic Development Director Andrew Bremer, Outreach Director Lori Andersen, and Communications & Technology Director Stephanie Miller.

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 TJ Jerke, to approve the minutes of the May 24, 2022 meeting.

Motion by President Clow, second by Trustee Wreh, to amend the motion to approve the minutes of the May 10, 2022 meeting. Motion carries 6 - 0 - 0 by acclamation.

5. BUSINESS.

- a. *Discussion regarding Master Plan development for the McFarland Municipal Center.*

Village Administrator Schuenke provided a history and background on the master-plan development for the McFarland Municipal Center. He reported the Village has been undertaking community center planning for many years. Additionally, he outlined the proposed schedule for continuing to carry master planning of the Municipal Center

forward with selected consultant SEH and EUA.

The Board provided feedback on the proposed engagement plan.

Village Administrator Schuenke reported SEH would be on hand at the June 28th Committee of the Whole meeting to further discuss feedback on master planning for the McFarland Municipal Center.

6. SCHEDULE NEXT MEETING DATE.

a. To be determined.

7. ADJOURNMENT.

Motion by Village Trustee Edward Wreh, second by Village Trustee Stephanie Brassington, to adjourn at 6:52 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



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NOTES

McFarland Municipal Campus Master Plan
Senior Coffee Talk – June 22, 2022

McFarland Municipal Campus Master Plan Senior Coffee Talk

June 22, 2022
9:00 – 10:00 a.m.

What programs do you currently use? What do you value?

- Strong “women” Bodies – 2x per week – small fee – low impact, stretching – see the same people
 - Kicked out of space because of other meetings – need consistency
- Yoga class was cancelled – the space was too small – 20 people – moved to parking lot, Zoom
- Coffee Hour
- Mai Jong and games
- Library offers computers
- Oregon SC has pool and ping pong
- Meals
 - Dedicated space to see outdoors, good access
 - Doors are very heavy

What time of day is ideal for you to participate in programming?

- Daytime – everyone goes to bed by 9pm
- Youth could use it after school in evenings
- Could have dinners and dances later

What programs would you like to have in McFarland?

- Exercise equipment
- Game room
- Large rooms for social events and dinners – flexible
- Movie nights
- Craft group
- Play club
- Sewing club meets offsite
- Presenters and Speakers
- Technology
- Indoor heated pool
- Community education
 - health and wellbeing class
 - Health services (foot care, flu shot, blood pressure, info, sink)
- Shamrock dinner, thanksgiving dinner



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NOTES

McFarland Municipal Campus Master Plan
Senior Coffee Talk – June 22, 2022

- Dedicated space for programming
- Separate entrances for senior center
- Indoor gym
- Indoor pickleball
- Audio improvements
- Doorless bathrooms
- Second floor office space
- Gazebo onsite for outdoor activities
- Indoor/Outdoor space
- Need to borrow equipment
- Volunteer desk for answering phones and questions
- Music groups
- Rehearsal space

How did you get here today?

- Walking (2) and car (38)

ND

Department: Senior Outreach

Date: 6/20/2022

Please review the 2021 Study, comment on what has changed with assumptions on space needs for those things that were proposed for inclusion or other things that could be removed.

Briefly describe the primary function and goals of your department.

Currently our primary function is to provide social services and outreach to seniors in a Dane County contract defined area which includes McFarland along with a large rural area, including Cambridge. We also provide nutrition services through a home delivered meal program based out of the McFarland meal site, and two meal sites including McFarland and Cambridge. In addition our goal is to provide outreach, education and social opportunities to seniors in McFarland

Where are your spaces located on the plan? (if applicable)

What programs do you have currently?

- Meal and Nutrition home delivered meals daily and meal site M/W/F Cambridge T/F
- Cultural Diversity for Older Adults Collaborate with Newbridge. None on site.
- Health Care Counseling, connection with resources and educational presentations
- Loan Closet very heavily used resource
- Transportation Focal point contracts with Dane County to provide transportation to grocery shopping and other shopping. We coordinate medical rides through volunteer recruitment
- Case Management daily and we have seen a steady increase over the years
- Tax Clinic- has not been feasible the last two years but is heavily used with over 100 clients usually on 5 separate half days .
- Medicare Options Counseling- mandated through Dane County contract on a yearly basis in Fall and as needed.
- RSVP sewing group- HELD OFF SITE Would like to bring it in house
- Foot clinic- had to change due to COVID . Was held at a local senior club house. Currently clients need to go to "clinic" site near Stoughton or local salon. Bring it on site potentially
- Exercise groups- Strong Bodies -8 sessions a week in community room, Yoga has relocated due to space issue, Tai Chi, temporarily located in park during summer. **By far the most used area for participation**
- Education on various topics related to seniors -scams, health advocacy, Medicare etc.
- Social opportunities- ie. Coffee hour, mother's day tea, root beer floats, annual picnic, Christmas program, and various other events
- Recreation- cards (has been on hiatus), maj jong, Spanish club, TOPS GROUP (NOT DIRECTLY UNDER US BUT MOSTLY SENIORS THAT MEET IN EVENING)

What Programs would you like to expand? Which programs are showing the most growth? What spaces are needed to support the programs?

- Our nutrition, particularly the home delivered meal program has grown tremendously over the last 3 years. Expanding the need for space for set up and volunteer pool to deliver. After years of seeing a decline in the meal site here in McFarland we are seeing an uptick, especially related to Lunch and Learns.
- Case management services have grown a lot. Particularly to the McFarland residents. Due to COVID , We have done more contacts via phone but still prefer in person office visits or home visits We have worked closely with the police and EMS departments for shared clients.
- More need for medically based interventions based on community care model. Heavily used loan closet.
- Social opportunities has increased per demand of seniors in community. Heavier turn out post COVID with a new group of seniors coming forward.
- Exercise based activities. No room available for more classes.
- Programming -exclusive space for easier scheduling, set up and take down. Storage space for event supplies and decorations.

**What programs would you like to pursue in a new community Center.
What spaces are needed to support the programs?**

- Better office set up. No room for volunteers to assist in office functions or to se clients comfortably. --- Loan closet severely overcrowded and unsafe.
 - Better kitchen design for home delivered meals and programming AND WASHER AND DRYER AREA
 - Storage, storage and storage - Our offices are filled with medical equipment and supplies, program items, kitchen and holiday storage filled to the max
 - Exclusive exercise area and additional overlap space for two classes at once, Storage for supplies, easy access to water source for drinking,
 - Educational room with hearing assistance, video capabilities
 - Health room -could be used for one on one in person visits, foot clinic, telehealth, private practitioner room to rent (?)
 - Arts and Crafts area (storage for RSVP Sewing supplies- yarn and fabric)
 - small computer access for public
 - More accessible bathrooms – electric doors
- Would love to see an outside area and/or rooftop area for programs like tai chi, gardening, meditation or eating. Would need to be able to reserve the space for dedicated use.

What spaces would you need to support the future programs?

- Larger and preferred dedicated exercise space, multipurpose room, arts and crafts, health room and a gathering drop in space for coffee etc.

- Safe and welcoming office space (not shared) with a dedicated adjacent conference room, room for volunteers, storage
- Commercial kitchen with a safe drive-up area for food delivery and volunteer drivers
- Ample storage in kitchen and for program items
- much larger on-site loan closet with cleaning area

From the Comprehensive Village plan p 27. The term Intergenerational Senior Center used. Can you define this?

My definition may be a bit different because initially we were asked to share space with youth services. I am not in favor of complete shared space with them for a variety of reason. I feel our seniors will in fact use the space during all times, and not just during the day.

Programs could be collaborated on based on staffing since they operate 3-6pm and we operated 8-5pm normally.

Definitely do not want to share office space with them. Strongly prefer a separate kitchen area as well due to health and safety standards and cleanliness and organization. Even if kitchen is shared to for rental we would need a locked storage area for our supplies and equipment. This includes refrigerators, freezers and steam table.

How many visitor/s users do you have daily. Weekly or annually?

This is very deceiving. Covid has changed the way we serve clients and classes weren't being held during that time. We have since secured our hallway which has discouraged people from dropping in. I would say on any given day, between classes, our meal delivery and appointments we have contact with approximately 130 clients a day who could potentially come in and approximately 10 volunteers a day just to support CM, nutrition, and medical rides.

We provide close TO 900 hours of CM services to over 170 clients a year. This does not count SOS programs or exercise hours, just social service. With that I would guess would be an additional 1000 hours of (service) programming a year.

Last year we served over 11,000 meals out of this building, both home delivered and on site.

What are your busiest times of the day, week month, time of year?

-CM-The morning until lunch time is the busiest for calls/visits etc. Afternoon is usually home visits/loan closet pickups or other outreach. There used to be cyclical times, but I would say March /April and then again October – December.

-Meal program -10am -2 clean up unless there is a program then until 3:00. Try to schedule Tuesday-Friday Lately has been doing mostly Wednesday and Friday very successfully.

-Exercise – Monday thru Friday mid-morning is the time slot everyone wants but we have from 7am-10 30 due to room and one slated in afternoon but not the preference and the other relocated for that same time slot in the morning

How many staff do you have currently?

Director Full time
Case manager Full time
Community Outreach Specialist/case manager Full time
Nutrition manager Full time
Nutrition coordinator Part time Cambridge

There has been an increase in hours of staff since 2018- all were part time prior to then so an increase of approx. 54 hours a week. This has allowed us to keep up with our increase nutrition and case management needs, volunteer management for the village and our department and with a recent addition of 320 hours, program planning.

How many staff will you need in the future?

That largely depends on how the structure of the community center is handled. If it centers on us being the primary programmer, it would involve a lot more than we have now. Especially support staff. If our primary service is seniors, then a 1.0 or 1.5 FTE Case manager, 1 FTE Programming, 2 part time Nutrition staff (as needed) Administrative assistant, 1 FTE

How many private offices/workstations?

- Director with conference area if possible, Depending on how facility is managed there could be an additional Director
- Case manager 2 and 1 additional depending on student status and /or shared position with safety departments
- Nutrition manager and a computer set up also in kitchen area
- Volunteer area- small computer area
- Program manager
- Community Outreach Specialist (could be located elsewhere potentially as time goes on)
- Receptionist/administrative assistant
- Health room with a work station and ability to do telehealth /adjacent to health room that can offer massage, acupuncture, reiki etc. . PRIVATE PRACTITIONERS TO USE THE SPACE FOR RENTAL OR EMS check in

Conference Rooms.

1 exclusive and adjacent to CM offices
Access to others in building when needed

What functions can be shared with other city departments? Conference Rooms, Break area, other.

Break area, additional conference room area
Shared space with library for programming
Volunteer area potentially. Need a separate small area by meal site since this is our heaviest daily volunteer need

What is your vision for the Senior Center?

Senior Center Background

[Senior Center Facts \(ncoa.org\)](http://ncoa.org)

- Administration
- Kitchen
- Meal prep for functions
 - Meal prep for delivery to the community
 - Number of meals and state licensing
 - Deliveries and shipping
- Activity Rooms
- Meeting rooms
- Exam and health care support rooms
- Outdoor area.
- Information and assistance
- Health, fitness, and wellness programs. Self-advocacy.
- Transportation services
 - Bus drop off and pick up
 - Car
- Public benefits counseling
- Employment assistance
- Volunteer and civic engagement opportunities
- Social and recreational activities
- Educational and arts programs
- Intergenerational programs
- ADA and design for inclusivity
- Flexibility Shared spaces.
- Little Library
- Casual location to congregate. Eyes on front desk.

McFarland Senior Center Current Programs

- Meal and nutrition programs: [Nutrition Services | McFarland, WI](#)
 - McFarland Senior Outreach, in conjunction with the Area Agency on Aging of Dane County and Dane County Department of Human Services, offers options for Senior Meals. Balanced and nutritious meals are designed following dietary guidelines for older adults and are approved by a Registered Dietician. Meals are prepared off-site by an approved catering company, Consolidated Food Systems, and are delivered hot and fresh to our facility for serving. Meatless options are available daily. A fresh salad is available as an alternative to the main dish on Salad Tuesdays.
Certain special diets can be accommodated with a prescription from a physician such as: Diabetic, No Added Salt, Pureed, and Mechanical Soft. However, our caterer cannot guarantee that meals can be allergen free. Suggested donation of \$4.00 per meal
 - McFarland Meal Site
 - Meal on Wheels
 - Nutritional Counseling
 - My Meal, My Way

- Cultural Diversity Program for Older Adults [Cultural Diversity Program for Older Adults | McFarland, WI](#)
 - The Dane County Cultural Diversity Program for Older Adults is a Countywide program to provide services and reduce isolation for African American and Spanish speaking adults 60 years of age and older. The Cultural Diversity Program for Older Adults identifies and assists in removing barriers that prevent seniors from accessing community services. Services center around health education, socialization, and building a sense of community. African American and Spanish speaking seniors increase their knowledge of local resources and become more comfortable attending community events. NewBridge is currently contracted by Dane County to administer the countywide program.

Services Offered Through the Program

- **Exercise Classes:** English and Spanish
- **Monthly Health and Safety Education Discussion Groups:** Addresses topics such as nutrition, relaxation and stress release, cancer, heart disease, home safety, chronic conditions, dementia, diabetes, brain exercises, accessing health benefits, bilingual wellness fair, energy assistance, severe weather safety, home safety, and food safety.
- **Monthly Support Groups:** Currently two support groups are held for African American and Spanish speaking senior adults; one for seniors with diabetes and another for grandparents as caregivers.
- **Social Activities:** Activities include bilingual bingo, art class, musical concerts, cultural events, and much more.
- **Wellness Workshops:** Workshops include Alzheimer's and dementia screenings, fall prevention, healthy cooking classes, and wellness fairs.

Program participants are referred by family and friends, clinics, churches, senior focal point case managers, the Aging and Disability Resource Center, and other service providers throughout Dane county.

For information on programs for African American seniors, contact Pam Bracey at 608-243-5252 ext 205 or pbracey@nescoinc.org.

For information on programs for Latino seniors, contact Rodrigo Valdivia at 608-243-5252 ext 203 or rvaldivia@nescoinc.org.

From <<https://www.mcfarland.wi.us/244/Cultural-Diversity-Program-for-Older-Adu>>

- Health Care
 - Foot Care [Foot Care | McFarland, WI](#)
 - Coordinate with Artistic Salon and Spa and Stoughton Health Community Health and Wellness Centers for a reduced fee.
- Loan Closet
 - A selection of Durable Medical Equipment is available for short term loan (approximately 6 months or less) to older adults (over age 60) in the Village of McFarland, Town of Dunn, Town of Pleasant Springs, Village of Cambridge, Town of Rockdale and Town of Christiana. Items are available to check out with a suggested donation of \$5.00 per item. Please call ahead at 608-838-7117 to check the availability

of items and to schedule an appointment to pick up from the McFarland Municipal Center, located at 5915 Milwaukee St.

- Transportation [Transportation Services | McFarland, WI](#)
 - Wheels to Meals
 - Medical Rides
 - Shopping Trips
 - Veyo Transportation for Medicaid Customers
 - Dane County Transportation for Seniors to Medical Appointments.
- Case Management [Case Management | McFarland, WI](#)

The Case Management program is a contracted service unique to Dane County, which links older adults with services (i.e. food, housing, legal, medical, financial, social well-being etc.) to help them remain as independent as possible in their homes. McFarland Senior Outreach has two Case Managers who are devoted to coordinating, evaluating and advocating for services to meet each individual's needs and preferences. Case Managers meet with clients either in their homes or at the McFarland Municipal Center.
- Tax Clinic [Tax Clinic | McFarland, WI](#)
- Medicare Options Counseling [Medicare Options Counseling | McFarland, WI](#)
- **Current Program**
 - 6 Secure offices, Volunteer Offices, Medical consultation office, 1 conference room, storage for loan closet and supply area.

Department: Community Development

Date: 6/20/2022

Please review the 2017 Study, comment on what has changed with assumptions on space needs for those things that were proposed for inclusion or other things that could be removed.

- 2021, added PT Planning & Zoning Assistance (position currently vacant). Position does not have any designated in-house office space. An additional general work station is planned for the Building Inspector's office as a temporary place to work as needed.
- 2022, Code Inspector position was eliminated. There is no 12x8 cube station for this position as previously listed in the 2017 Study.
- 2022, Clerk III was reclassified as Community Development Specialist, position is also responsible for Property Maintenance inspections
- 2022, added FT Associate Planner
- Building Inspector is now contracted, working PT (4-6 hrs/day) but maintains in-house office. Future on-staff could be pushed out to 2032.
- Commercial Electrical Inspector is still contracted on a PT basis. Position does not have any designated in-house office space. An additional general work station is planned for the Building Inspector's office as a temporary place to work as needed.
- 2027, Village Engineer currently is contracted, future on staff could be pushed out to 2032.

Briefly describe the primary function and goals of your department.

- Oversees the review of building permits and building inspections
- Responds to property maintenance complaints, inspections, and citations
- Oversees the review of various zoning and land division permits (e.g., zoning amendments, conditional use permits, site design permits, historic preservation permits, Certified Survey Maps, subdivisions, condominiums, and variances)
- Leads the creation and amendment of Village long-range plans (e.g. Comprehensive Plan, Outdoor Recreation Plan, Sustainability Plan, neighborhood, corridor, and downtown master plans, etc.)
- Manages Village Tax Increment Finance Districts, including overseeing the review of development incentive requests, WDOR reporting, etc.
- Leads economic development initiatives
- Leads sustainability initiatives
- Assist with updates to the Municipal Code of Ordinances

Where are your spaces located on the plan? (if applicable)

- ?

What programs do you have currently?

- No current programs other than zoning and building permitting.

What programs would you like to pursue in a new community Center.

- Within the next 20 years it is conceivable that the Village might develop its own housing assistance programs.

What spaces would you need to support the future programs?

- Additional space is needed for Department staff

How many staff do you have currently?

- FT Director
- FT Community Development Specialist
- FT Associate Planner
- PT contracted Building Inspector
- PT contracted Electrical Inspector
- PT Planning & Zoning Assistant (currently vacant)

How many staff will you need in the future?

- Assuming PT Planning & Zoning Assistant will transition into FT
- Two FT Building Inspectors
- One FT Engineer (in collaboration with PW)
- FT Clerk
- PT Intern

How many private offices/workstations?

- 4-6 private offices, 6-10 total work stations

Storage

- Storage for Department records is reaching capacity with filing cabinets being added to hallways. Digitization of Department files could lead to reduced needs for hard copy filing cabinets but some storage of historical maps, plans, permits, records is still likely needed to some extent.

Conference Rooms.

- Current conference room is not audio video enabled and too small for long-term needs.
- An internal staff conference room would be ideal

What functions can be shared with other city departments? Conference Rooms, Break area, other.

- Conference rooms (based on proximity)
- Break area
- Print room (based on proximity)
- Records storage (based on proximity)
- Reception/permit desk

Department: Communications and Technology

Date: June 20, 2022

Please review the 2017 Study, comment on what has changed with assumptions on space needs for those things that were proposed for inclusion or other things that could be removed.

- The proposed plan still checks majority of what is needed for our department and its projected growth.

Briefly describe the primary function and goals of your department.

- The Communications and Technology Dept. can essentially be seen in three avenues, but all overlap in various aspects:
- 1) Communications – social media management, website management, marketing, public relations, emergency communications (only when needed), branding and design management
- 2) Technology – cable infrastructure and management, various internal IT support, website management, phone system management, network management
- 3) Cable – live and pre-recorded productions, including, but not limited to, government meetings, high school athletics, high school music, PSAs, local/community programming

Where are your spaces located on the plan? (if applicable)

- Second floor

What programs do you have currently?

(See answers to question 2)

What infrastructure do you need for communications and technology?

- Individual office space + communal staff space
- Control room
- Production storage
- Production Studio
- Server room

What programs would you like to pursue in a new community Center?

- A large meeting space for the community to use/rent. Right now, the biggest conference room within McFarland is at the intermediate school and therefore, not easily accessible to the entire community. Considering a large space that could also be sectioned off would be great.
- Accessibility for seniors and all the programming the SOS dept. offers to them.
- Distinguishing spaces between each dept. and community areas.
- Outdoor spaces to gather/take breaks
- Sustainability/green measures, i.e., net-zero building

What spaces would you need to support the future programs?

- A production studio

How many staff do you have currently?

- 6 (3 full-time; 3 part-time)

How many staff will you need in the future?

- Hard to say as changes have developed nearly on a year-to-year basis for needs. I think within the next 5-10 years, I could see the full-time employment needing to be 4 or 5 employees, while still maintaining part-time employees as well.

How many private offices/workstations?

- 2 to 5; At least one for the department head and for the full-time employees, though those could be shared (maybe 2 in an office) if necessary.

Storage

- Definitely needed. We have an entire room full of production equipment, tools, technology hardware, and racks for servers and cable equipment.
- We also utilize storage in our server room, which is overflowing and too tight of a space for what is required.

Conference Rooms

- A space for the department to have for meetings and team gatherings would be beneficial.
- We also need to be near, if not connected directly to the main meeting/conference room for our cable channel broadcasts.

What functions can be shared with other village departments? Conference Rooms, Break area, other.

- What's listed – conference rooms and break rooms can easily be shared.

Department: Administration

Date: 06/20/2022

Please review the 2017 Study, comment on what has changed with assumptions on space needs for those things that were proposed for inclusion or other things that could be removed.

As I review the 2017 study, I do not believe the staffing projections of the administration department were accurate. At the time the data was taken the Administration Department was in transition. In May of 2017, the Administration Department completed a restructuring that laid the groundwork for how staffing would grow in the future.

Briefly describe the primary function and goals of your department.

The primary function of the Administration Department is

1. To provide support for Village Departments in the areas of Finance and Human Resources.
2. Serve as the main customer service contact point for Village residents for general questions and directions inquiries accordingly.
3. Administer several areas of licensing and permitting
4. Administer Elections
5. Manage Municipal Center Room Usage

The goal of the department is to achieve our work in the functions in a transparent and efficient manner that provides good customer service to the Public and Village Departments.

Where are your spaces located on the plan? (if applicable)

Labeled as Administration.

What spaces for Administration would you like to pursue in a new community Center?

Would like to pursue spaces for Administration that allow for the staffing growth that will occur in the next 1-20 years.

What spaces would you need to support the future growth?

The main space the administration department needs is mainly related to staffing, however, ideally a community center would provide a location to be used as a second polling place. Currently the Municipal Center serves as the only polling place in the future. The Public Safety Center will have a polling location and the Community Center will house the second.

How many staff do you have currently?

Currently the Administration Department has 4 Full-time Staff members (5 if you count the Village Administrator) and 1 FTE shared with fire rescue

How many staff will you need in the future?

More specificity is likely needed regarding the period of time we are looking to cover staff in the future. The administration department future staffing plan calls for phased growth of employees. Within the next 10 years, the Administration Department would grow from 4.5 employees to 6.5 employees. (Village Administrator is in this 5.5 grows to 7.8)

Within 10-20 years – the Administration Department could potentially grow by another 2 employees.

However, these staffing projections are based on the functions currently utilized by the department as they sit today. Creation of a Community Center would like require dedicated staff to programming that would pickup coordination of room usage within the Community Center. Where and how that task is handled, would have an affect on staffing projections. Current staffing projections just cover current services offered.

How many private offices/workstations?

In looking ahead, currently the Clerk/Treasurer, Village Administrator, and Human Resource Generalist utilize private offices. In next 10 years, an additional 2 private office spaces would be needed.

Additional space would need for a general area for administrative staff to be available to assist the public. Current cubicle space does not allow for much privacy for most employees. Future growth should factor in an office configuration that allows for the employees to be able to meet the needs of the public, but for each employee to have some private space. A more modern office set up.

****Have private restroom facilities for employees (this does not need to be specific to the administration department, but just employees in general) should absolutely be part of future considerations for security reasons. Ensuring Village employee rooms such as breakrooms or restrooms that can be shared by the four departments, but not accessible to the public should be taken into consideration. Also considering the future and DEI initiatives by considering creation of non-gendered restrooms and facilities for staff and the public.**

Storage

The Administration Department is responsible for the retention of records. Currently there are two storage rooms and a small election closet utilized by the department. Additional space could be better utilized by purging non-needed records and getting the Village organized and on a regular schedule for purging. Additionally the Village has identified digitizing records in the future. The future of that process and project will have a direct impact on storage and space needs. But regarding the department needs storage space for permanent records, and election equipment and supplies of the department.

Conference Rooms.

The Department has meetings from time to time with the public and employees of the Village. Have conference space is necessary. Current conference rooms create distractions from an access standpoint.

What functions can be shared with other city departments? Conference Rooms, Break area, other.

Conference Rooms are shared now and likely can remain shared among the departments that remain in the building. Break room can be shared, but should be designed so it is easily accessible and in a shared location for all departments. The current breakroom is way on one side of the building, directly adjacent to an entrance.

Department: McFarland Youth Center

Please review the 2017 Study, comment on what has changed with assumptions on space needs for those things that were proposed for inclusion or other things that could be removed.

What are the ages of the Youth Center users? What are the peaks during the year?

Grades 6-8 (approx 12-14 years old)

Peak attendance is M-F during the school year with pre-COVID levels at 25-30 youth/day.

3-6pm every day

Summer 1-5pm

<12 years old – day care, after school programs, sports

What programs do you have currently?

Game Recreation Space (pool table, air hockey, ping pong)

Electronic Recreation Space (video games, computer stations)

Science Club

Arts & Crafts Club

Service Club

Fresh Cooking Club – stove, fridge, cabinets

MYC Leadership Council

Etc.

Each program is one day/wk

Other programs are mixed in (magician, seasonal)

What programs would you like to pursue in a new community Center. Where is the greatest need?

Indoor recreation space (small gym, etc.)

Expanded homework/tutoring program.

Quiet room (10-15 kids)

Tutoring – staff assistants

Americorp – shared a position with school district

Physical constraints – homework/tutoring area is cramped. No indoor space for recreation

Kitchen improvements

Current space in old library 4,000 sq ft. Office, quiet room, storage, M/F bathrooms, open area with pool table, video games, tables for crafting

What spaces would you need to support the future programs?

Indoor gym of half gym.

Larger “quiet room” with space for tables, chairs and computer workstations.

How many staff do you have currently?

Managing Director (1)

Assistant Directors (2-3) (some of these are technically interns or work-study college students)

Board of Directors – Shawn (president) – all voluntary

How many staff will you need in the future?

Similar to current levels. What we need is more HOURS for all positions.

Perhaps more Assistant Directors if each person cannot handle more hours within their schedules.

25-30 kids feels at capacity and difficult to manage – pre-covid levels

How many private offices/workstations?

One office with desk/computer space for:

(1) Managing Director

(1) Assistant Director (we will have more employed, but they can share one work desk/computer)

Office storage space (file cabinets, general storage)

Etc.

Shared office space would be ok.

Storage

Need space for storage YES. Several cabinets for indoor programming materials. Several large cabinets for outdoor recreation equipment (sports balls, etc.)

No current functional storage

Conference Rooms.

We generally need a room or two that is “quiet” and cordoned off from the general space. This could be shared space for programming and occasional staff meetings (as well as shared space with other community center stakeholders, such as Senior Services)

What functions can be shared with other village departments? Conference Rooms, Break area, other.

Conference Rooms (i.e. Quiet Rooms)

Break Area

Kitchen / Cooking area

Stage

General Comments:

ROOMS – Any interior cordoned off space/rooms would be best to have interior WINDOWS (in order to allow supervision without the supervisor being always physically in the room). Dividable space would also be good (room dividers, etc.)

NOTE – We need to understand OPERATIONAL aspects in parallel with physical space design.

Staff needed for both areas

Indoor Space: separate rooms with windows, protected

Outdoor Space: safe

Shared spaces: kitchen, youth-only activities, stage, outdoor sport courts

Funding: \$120k/yr budget - Village, School District (Fund 80), DC Human Services, Town of Dunn, Friends of Youth Center (\$5k), fundraising car wash/bands, grant writing (alliant, capitol kids funds), local service clubs (optimist, lions).

Youth Center as 501c3 or village dept./service – not opposed if there's long term support. Always looking for revenue streams instead of providing youth center training.

Currently rent spaces

Big Wish – Indoor recreation space with rock climbing wall. Green space with garden, basketball

McFarland Community Center

MYC Youth Requests, July 2022

These items are what the youth console of the McFarland Youth Center requested when asked what they would like to see in the new community center.

NOTE - This list also includes things that are more closely related to MYC programming and less to do with building concerns, but we felt they were important to include them anyway:

General Space Needs - Outdoor:

- Outdoor activity/Athletics space
- Four Square Court
- Gardening Space
- Slide / playground equipment

General Space Needs - Indoor:

- Basketball/Gymnastics/other indoor athletics area
- Kitchen space
- Multiple, smaller activity areas (instead of large single activity are like current MYC Building)
- More dedicated activity space (art area, science area, Escape/puzzle room)
- Better Quiet/sensory space
- Elevated / Stage area
- Library (For Youth Center)
- Indoor workout / exercise space
- Video game room
- Large (conference) style table
- More Storage space
- Student of the Month Wall

Infrastructure Ideas:

- Good security system
- More bathrooms
- Better bathrooms
- Transportation services (field trips)
- Hammock, bean bag chairs and other comfortable furniture.
- Gaming chairs for computers
- New / more dry erase boards

Specific Activity Ideas:

- New ping pong table
- Ice cream machine
- VR Headset
- More video game equipment
- New TV/TVs
- New Pool Table
- Video Projector
- New Computers
- Youth Center pet (Hamster/rat/fish)
- Pinball Machine
- New/better air hockey table

Ideas Not Considered At This Time:

- High School age programming
- Lower volunteer age limit
- Swimming pool
- Archery Room
- Movie Theater
- New Logo
- Basement (youth members didn't really elaborate on this one)
- Trampoline space
- Better AC (our AC is fine, Don't know why this was a concern TBH)

- Cassandra, Paul, Nate, Heidi
- Out of space now – need dedicated library space (6,500 sq ft)
- Do not want to compete for space
- Largest demand in children's services
- Funding is based on check out's
- Children's services could be in the new community center
 - 1,000 books (picture)
 - Express library setup
- Turning people away
- 4-5 FTEs needed in 10 yrs, 6-7 in 20 years
- Mornings 9-12, M-F staffed at new space with current staff
- 2/3 funding comes from Village
- \$325k came from Dane County
- Adjacent counties provide funding too
- Currently one meeting room (134 capacity) – amoeba shaped does not work
- Need access to a room holding 220-250 people – Could be shared space
- Not using it evenings or weekends
- Dedicated staff meeting space
- Storage includes arts/crafts, instruments, scarves, etc.
- Parking is limited
- Monday morning story time has 70 people
- Outdoor programming
 - Outlets
 - Water
 - Indoor/outdoor splash pad
- Restroom facilities – family gender neutral bathrooms, stools
- Staff-only bathrooms
- Public building open to all - tough not to profile (adults going into children's area)
- 22 security cameras now
- Good A/V – dedicated through Fearings – cannot share data so the network needs to be dedicated – Library System (MUFFIN)
- Coordination with the Youth Center – Want more!
- Wish List
 - Discovery Park w/ band stage
 - Outdoor programming
 - Shade structures, trees
 - Movie night outside
- Outdoor story time
- Battery back up
- Stormwater education teaming up with Public Works

Also feel like the new building should have a shared service model in mind. Finding ways so all departments are easier to access. This would lead to easier access for the Public, as well as potentially efficiencies by sharing administrative staff among departments.

Sign-In

Community Center Planning Public Meeting

McFarland VILLAGE OF

NAME

Nate Day

Molly Wagner

Shawn Miller

TJ Jerke

Aaron Sprang

Sara Sprang

Katie Gletty-Syoen

Community Center Planning Public Meeting

COMMENTS

- Personal care (senior center)
- Tonail clipping
- Space programming based on actual needs
- Close Milwaukee Street
- Flexible space for seniors, scouts, etc.
- Outdoor space on Milwaukee Street
- Class space for adults

- Bike rodeo
- Community meal or weekly tailgate
- Splash pad
- Learn to bike area, path
- Meeting rooms
- Exercise equipment
- Walking track
- Senior outreach should focus on younger seniors

Youth Center (501c3)

- Youth services should be represented
- Rely on donations for 25 years
- 25-30 kids/day
- Volunteer board menders
- Former library 4,000 sq. ft
- Pool, ping pong, video games
- Small green space
- Managing Director 30hr/wk (office)
- Assistants 10-15hrs/wk: (2-4) (desks)
- Board of Directors
- Fund 80 + MRAP
- Programming Wants/Needs
- quiet spare
- Real kitchen
- partitionable space
- Windows
- indoor physical education



Public Art

Arts and Crafts

After School Programming

Outdoor Seating

Patio

Instructional Garden

Maker Space

Workout Room

Gardening Classes

Sustainability

Meeting Room

Personal Care

Easier Access between Library and Municipal Center

Makerspace/Techhub

Cooking Classes

Senior Meal Preparation

Arts and Crafts Room

Family Education

Rooftop Garden with Seating

Gym/Court/Pickleball

Food/Clothing/Medical Supply Distribution

Plaza with Indoor/Outdoor Access

Remote Work Stations

Tax Preparation

Youth Center Entertainment Room

Technology Classes

Outdoor Event Space

Food Bank/Clothing Closet

Accessibility

Flex Spaces

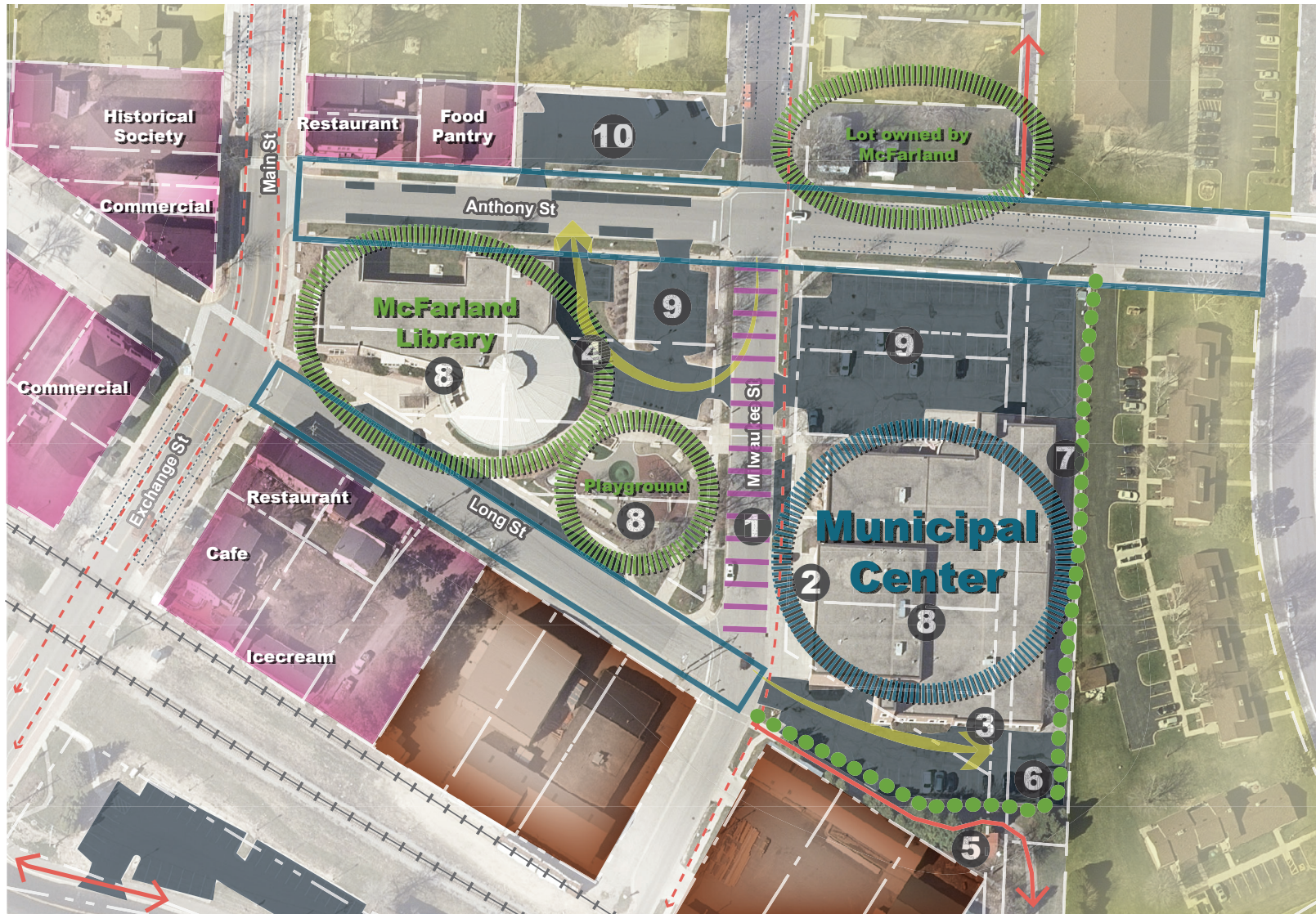
Green Space

Health Education

WORD PROMPT

McFarland Municipal Campus

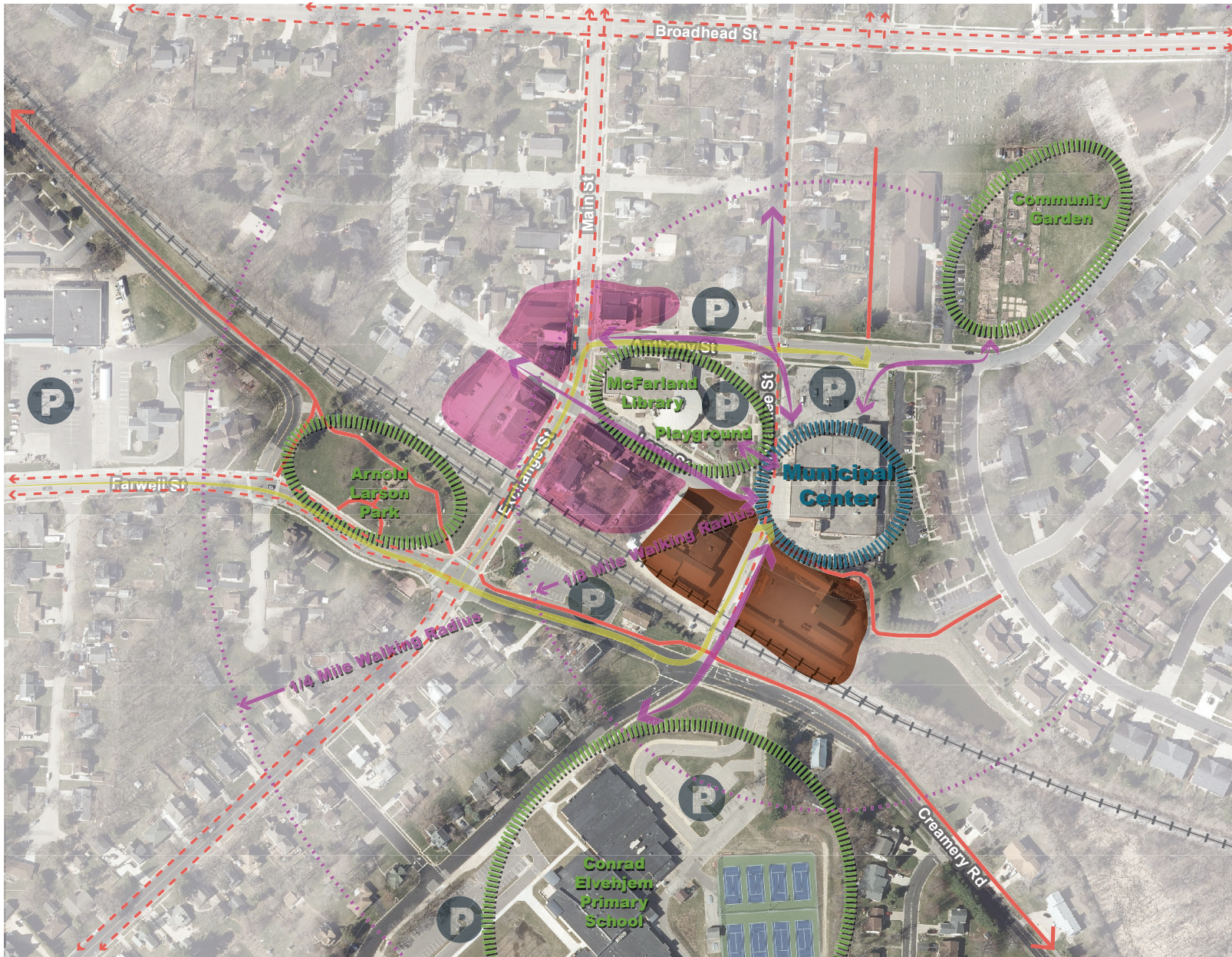




McFarland Municipal Campus Site Analysis - Issues & Opportunities

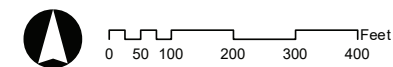
- Local Businesses
- Lumber Yard
- Residential
- Public Parking - reassess need and amount
- Additional On-Street Parking - Unstriped
- Municipal Center / Future Community Center
- Civic Space
- Vehicular Circulation - Key Route
- Possible Road Closure
- Streetscape should feel like extension of municipal campus; consider temporary closure for events
- Screening Opportunity
- Shared Path
- Bike Lane
- Railroad

- 1 Closing/repurposing Milwaukee Street could expand opportunities for community activities and strengthen connection between library and future community center
- 2 Existing garage doors - good indoor/outdoor connectivity - enhance view from Long Street
- 3 Opportunity for improved dropoff for Meals on Wheels and senior designated parking
- 4 Library book dropoff - location encourages vehicle trips into site; reconsider relocation options
- 5 Storage Building - determine best use
- 6 Quiet area on south side of building conducive to sensory garden
- 7 Remove vehicle loading function from alley. Mark pavement for trail connection to community garden
- 8 Strengthen connection within campus through use of plantings, site furnishings, signage and wayfinding
- 9 Consider sustainability enhancements at parking lots:
 - reduce runoff with permeable paving
 - reduce urban heat island with more shade trees
 - cover with solar panel pergola structure
- 10 Private parking area used during community events



McFarland Municipal Campus **Site Analysis - Connections**

- Local Businesses
- Lumber Yard
- P Public Parking
- Municipal Center / Future Community Center
- Civic Space - Explore opportunities to strengthen identity, wayfinding, and pedestrian and bike connectivity
- Vehicular Circulation - Key Route
- Pedestrian Circulation - Key Route
- Walking Radius
- Shared Path
- Bike Lane
- Railroad



McFarland Municipal Campus Master Plan Committee of the Whole (Village Board) Meeting #2

June 28, 2022

5:30 – 6:30 p.m.

MS Teams Virtual Meeting OR In-Person

I. What are your main needs or must haves for a community center – programs, services, or spaces you couldn't accept a master plan without?

TJ: Expand senior outreach services, youth space, community space with technology.

Stephanie: Expand senior and youth areas.

Carrie: Accessibility for all ages and abilities. Meeting space. Village government must be here. Flexibility and coordination with many groups.

Ed: Be intentional about the end product. Don't want new space in 10-20 years. Flexibility. Inclusivity – resources available to the entire population. Space available for all groups. Young couples and preschool programming.

Carolyn: Senior, youth, meeting, and gathering space. What will the initial building look like? Operations...need more space in 20 years. Flexible space in the future. Cannot be full when the doors open.

II. What are your main wants (dreams) for a community center?

Carolyn: Actual community center. Actionable items that lead to construction. Cut a ribbon.

Ed: Gym, splash pad/aquatic feature, Exercise

Carrie: The campus becoming a destination/campus/place to hang out (ice rink in monona), Bay doors could be open for indoor/outdoor space (street dancing), walkable, ice cream, art

Stephanie: Used every day, all day, things are happening. See your friends, neighbors, and the municipal gov't.

TJ: Close Milwaukee Street for a downtown plaza area. Farmers market, pop up tents, to attract people downtown. Walking path or track to connect to trail. Indoor/outdoor areas. Bike/ped educational area. Splash pad. Outdoor feature allowing acting or music. performance

III. How will you prioritize space needs within the facility? What sort of factors, data sets, or other guidelines will you be looking for to aide in the decision-making process?

Carrie: Would concur with the community feedback. flexibility and funding

Stephanie: staff will be using the space more than anyone. Make sure we have met those needs for IT, storage, etc. More active space for seniors.

NOTES

McFarland Municipal Campus Master Plan
Village Board Meeting #2 – June 28, 2022

Ed: Staff space takes priority. Considering the programs that are doing well or ones that may need to be revamped.

TJ: How would survey respondents use the facility? Would they be inclined to use the space with specific features? Look to other communities for hints on what to expect with a community center.

Carolyn: Flexibility and funding

IV. Ultimately the Village Board will make the final decision to accept the master plan when it is complete. The master plan will be used to build a design off and then construct the facility. What will it take for you to accept the Master Plan with the preferred alternative for the Community Center when it is presented at the end of the process?

Carolyn: A room of happy people. Flexibility and a model to help fund and build out.

Ed: Enough info from the board, etc. Innovative, something that makes the community proud.

Carrie: The plan should be a responsible use of funds. No significant things brought up.

BIGGIES

How we pay for the ongoing operations

MRAP and other funding

Funding and programming

Aligning the program into design and space needs

Flexibility and funding

Notes:

Community Center Planning

Village of McFarland

Matt Schuenke

McFarland School District

Jeff Mahoney, Stu Schaefer, Alisha Fix

EUA

Andy Lyons

Date

7/14/2022

What programs and services are offered through MRAP?

- MRAP – McFarland Recreational, Aquatics, Play
- Programming is year-round, but most intensive in the summer months
- Programming is focused on 4K-12 students, however, MRAP does provide limited programming to an older population (40+) and a younger population, largely through the pool.
- Programs are segmented into aquatics and non-aquatics. Non-aquatic includes a recreational athletics program and an art/drama program
- All programs are fee-based and must be self-supporting. However, the school district provides the facilities – pool most notably.
- All-day-every-day in summer. Shift focus to weekends and after-school-based programming during the school year.
- Previous seasons' programming guides are available online to review offerings.

What facilities do you currently use?

- Primarily school district and municipal facilities.
- Significant outdoor facilities use in the summertime
- School District co-curricular programs have first priority over MRAP

Demand for school district / MRAP facilities is very high

- Annually approximately 6,000 individual requests for courts. The school district is turning down court requests. High demand in the hours of 5-8.
- Basketball, futsal, baseball cage / softball cage are all high-demand items
- School district to provide EUA / SEH / Village data on court requests and court turn-downs annually over the last several years.

Dream Space

- Stu
 - Where are kids going now – what do those spaces look like:
 - Legacy Academy
 - GBH (?) GRB (?)
 - Forward
 - Trampoline place
 - Unplug - Ping Pong / Air Hockey
 - Staffing is really important – must be fun and engaging

- Turfed indoor space for baseball / softball cage
 - Weights / safe surface
- Alisha
 - Need meeting rooms
 - Flexible spaces
 - Commercial kitchen
 - Multi-uses area with appropriate flooring for a variety of athletics / dance
 - Way to get kids not interested in athletics engaged and doing things together. Gaming / Inclusive / Accessibility
 - Indoor / outdoor
 - Mentioned an MSCR facility in Fitchburg.
- Jeff
 - Large space with appropriate flooring / surface / materiality
 - Multi-purpose room

Other

- Jeff – kids don't want to be in the school for another hour or two after school. They want to escape
- Jeff – agree that 6-8 participation in Youth Center would increase if space/funding was available. However, 1/3 to 1/2 of kids are open enrollees waiting to be picked up
- Jeff – challenged by cap / freeze on Fund 80 levy
- Jeff mentioned a good working relationship with Village
- Likely operating referendum in November 2022.

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.

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



Community Center Survey Comment Analysis



Summary

- Respondents = 660
 - Plurality of respondents fell in 35 - 44 category
- Open - June 14 to July 1
- Delivered electronically via Village email system & various stakeholder partners
 - Limited number of hardcopy responses (approx 35)

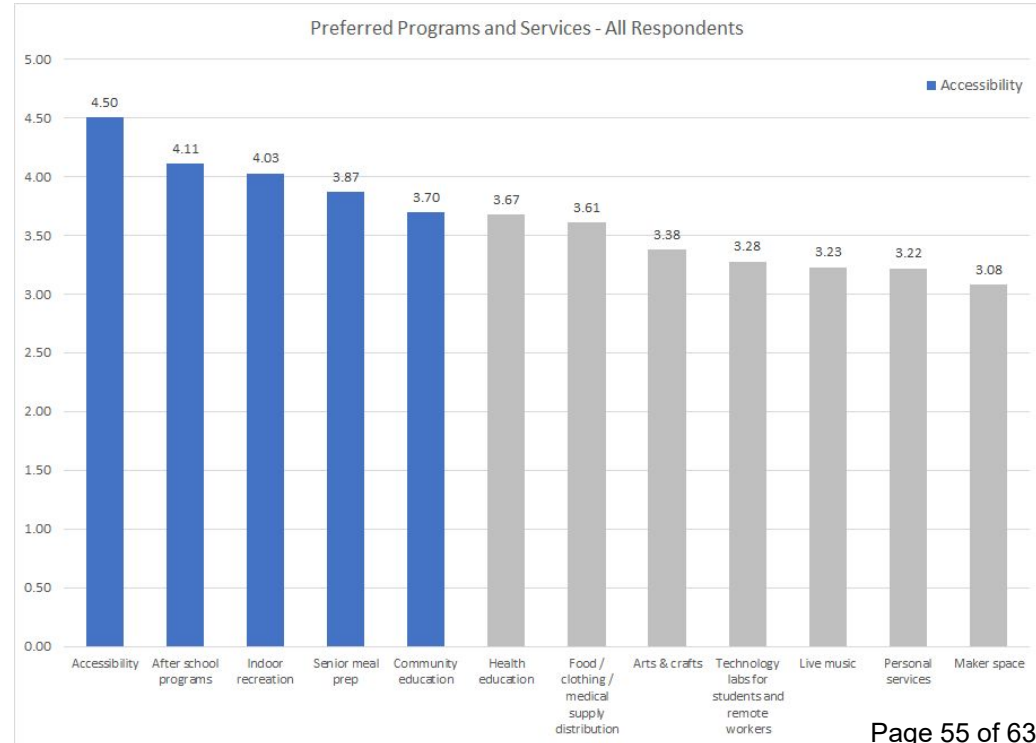
Age Range	Percent Respondents
18 or Under	0.3%
19 to 24	0.8%
25 to 34	9.6%
35 to 44	36.7%
45 to 54	24.9%
55 to 64	8.2%
65+	19.6%

Top 5 Programs & Services

- After School Programs
- Indoor Recreation
- Senior Meal Prep
- Community Education

Themes

- Those 55+ have different priorities
 - Senior Meal Prep
 - Health Education
 - Food Distribution
 - Personal Services



Comments: Programs & Services

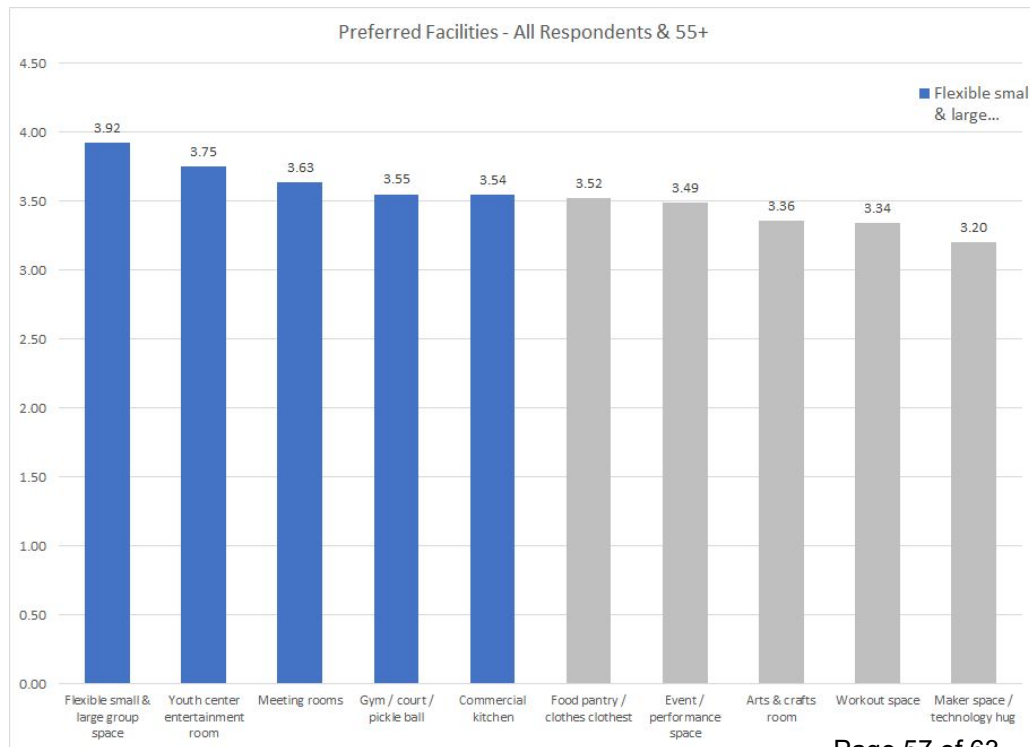
- **Flexibility and efficiency**
- Multi-function **indoor recreation** programs
 - Basketball, pickleball, yoga, weights, meditation, ballet, batting cages, tennis
- **Programs for seniors** to socialize, engage in civic activity, learn, recreate, etc.
- **Avoid overlap** between Village (community center) functions and various other functions (e.g. school, Youth Center) to **protect taxpayers**
- Child care, Youth Center / MRAP offerings and / or **youth services**
- **Community splash pad** or pool
- High demand for **large group** and **small group** meeting rooms
- Ensure the Village meets the needs of **disabled** and **underserved** populations
- **RSVP** needs a home

Top 5 Facilities

- Flexible Small / Large Group Space
- Youth Center Entertainment Room
- Meeting Rooms
- Gym / Court / Pickleball
- Commercial Kitchen

Themes

- Those 55+ have different priorities
 - Flexible Small / Large Group Space
 - Meeting Rooms
 - Commercial Kitchen
 - Event / Performance Space
 - Workout Space



Comments: Facilities

- **Accessibility**
- **Do not duplicate facilities.** The community center could overlap with existing facilities like the Youth Center, E.D. Locke Public Library and private business.
- Indoor / winter **farmers market**
- Indoor **recreation space**
- Indoor **walking track**
- **Youth space** for entertainment, gathering, education, recreation, etc
- Free or low cost **large and small meeting / event** facilities
- **Senior spaces** for social activities, social services, commercial kitchen, recreation, etc.

Comments: Facilities, Continued

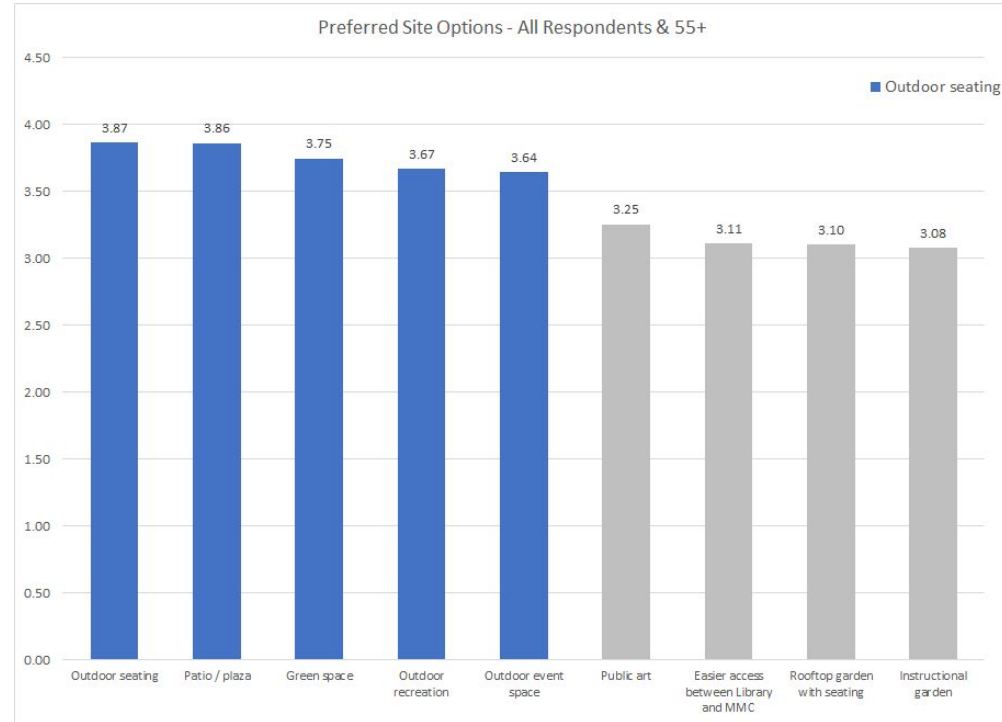
- **Pool / splash pad**
- **Technology space** for a variety of users / purposes
- **Clothes closet**
- **Food pantry**
- **Dedicated storage** for regular users of the community center (e.g. could include Strong Bodies, RSVP, etc)

Top 5 Site Amenities

- Outdoor Seating
- Patio / Plaza
- Greenspace
- Outdoor Recreation
- Outdoor Event Space

Themes

- Both those 55+ and those in the 24 - 45 year-old demographic have the same top-5 priorities.



Comments: Site Amenities

- **Bike racks** and bike safety instruction
- **Sufficient and easily accessible parking**
- **Greenspace**, highlighting the natural environment / landscape however, don't need another park
- Close **Milwaukee St.** between the library and municipal center (greenspace, pedestrian, splash pad, etc)
 - NOTE: fewer respondents were opposed to this idea
- Hope that improvements will **draw people to the center of the Village**

Comments: Sustainability

- Materials and systems need to be **low maintenance**
- Sustainability is important, provided the Village **remains within budget**
 - **Cost benefit analysis** should justify investment (consider future ROI)
- McFarland should **continue to lead** on sustainability
- Be thoughtful about **using existing structure** so as to not create waste
- Consider **solar**
- Use the construction process and building as a **teaching tool** for kids

Comments: Final Thoughts

- Be **practical**
- Be **inclusive and intergenerational**
- **Programming and staffing** will be critical components in the long-term success of the project
- Look to other communities for **examples of success**
- **Avoid duplication** with existing facilities when programming the community center
- **Continue the conversation** with the community
- Concern about **costs, tax impact**
- **Can't wait**, this is a great idea - a long-time-coming
- Thank you for the **opportunity to provide input**