

Tuesday, January 28, 2025

5:30 PM

McFarland Municipal Center
5915 Milwaukee St, McFarland
Community Room

AGENDA - Amended to add Library Board

The public may attend in-person or remotely through the Zoom webinar or telephone options listed below. *Please Note: Virtual attendance is offered as a convenience, but technical difficulties beyond the Village's control may prevent or limit its availability at any meeting. The public is encouraged to attend the meeting in person to assure full access to the proceedings.*

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/88221462299>

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

Webinar ID: 882 2146 2299

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 Village Board and Library Board for items that are not on the agenda. Please remember this is a hybrid meeting conducted in person and through the Zoom online meeting platform. Meeting attendees wishing to address the Boards about items not on the agenda may do so at this time. Zoom attendees should type their name and address in the Question and Answer feature within the Zoom online meeting platform at this time. Members of the public who are present in person and wish to address the Boards should fill out a public comment form and turn into the meeting chairperson. When you are called upon to speak, state your name, address, and provide your comments to the Boards for their consideration. 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.

Members of the public may also speak during their selected agenda item as they designate on the public comment form or in the Question and Answer feature on Zoom.
4. BUSINESS.
 - a. Discussion regarding request from McFarland Youth Center Board to continue planning transition of youth center services to Village operations.
5. 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.

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, January 28, 2025

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator, Heidi Cox, Library Director

AGENDA ITEM: Discussion regarding request from McFarland Youth Center Board to continue planning transition of youth center services to Village operations.

PREVIOUS ACTION:

Resolution 2023-03 was approved by the Village Board on April 10, 2023 which approved inclusion of the Youth Center into the master planning project as a means to continue to plan their transition as a future municipal service.

The Village Board took action on the referral from Trustee Peña at its meeting on November 26, 2024 to accept the request from the Youth Center and schedule the matter for additional discussion.

At its meeting of December 10, 2024, the Village Board discussed the request and requested further review in a joint meeting with the Library Board that is the subject of this meeting.

ISSUE SUMMARY:

Last year, the McFarland Youth Center requested the Village begin planning again ways for the operations of the Youth Center to be incorporated into Village services in some manner. The Village had been studying this since it adopted a resolution committing to this objective and began to look at its inclusion within the design for the Community Center project at the Municipal Center. That work was paused in August of 2024 and with this latest request, the Youth Center is asking to restart those conversations further stipulating that they feel they are only able to sustain their current level of operations through June of 2026. Also just recently, their current Executive Director announced their resignation whereby they will be departing for a new position elsewhere.

Trustee Peña requested the referral for the Village Board to discuss the request and how to move forward. They requested a joint meeting with the Library Board to discuss the request to see what opportunities might exist to move forward. During the design portion of the capital project, the Library was included within the Community Center project to expand their offerings and incorporate youth services. It was a potential opportunity to build a model for youth service delivery similar to the Youth Center since both entities current offer very similar platforms with a lot of overlap. New operating model within a new footprint would be ideal to line up a smooth transition. With the capital project on pause, it is unclear when that will start again or be completed but understood it would be well after June of 2026 at this point. The



question then becomes what to do, if anything, in the interim before new space is ready through the larger capital project as well as what to do with the larger capital project itself.

Our plan for this meeting is as follows:

- The Library Director will provide a presentation on how existing operations of the Library intersect with the Youth Center, talk about Library structure, and their general operations.
- The Village Administrator will talk about how capital planning is linked to operational planning in relation to their request to transition.
- Both boards can discuss this information between them and ask questions as is needed.

The Youth Center is aware of this meeting and has been invited to attend to provide their perspective as is needed.

FINANCIAL/BUDGET IMPACT:

Capital costs were estimated within the Master Plan and set to be updated based on the design.

The preliminary design work including updated costs for the project were never presented, but also likely will be changed regardless as we have to reconsider the extent of the improvement that is desired to move forward.

Operating costs have not been connected to the updated concept presented by the Library as that too was put on hold as the project progression was paused. The Youth Center presents its budget annually to the Village Board which is around \$123,800 for 2025 with approximately 56% funded by the School District and Village.

VILLAGE PLAN REFERENCE:

[McFarland Municipal Center Campus Master Plan](#) - May 2023.

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

This item is presented for discussion only within a joint meeting platform.

ATTACHMENTS:

1. Trustee Peña 11202024 1017 AM (CST)
2. MYC - Letter to Village Board - 2024.10.28
3. MYC - Shawn Close Resignation Letter - 2025.01.13
4. 2023-03 Approving the Inclusion of the McFarland Youth Center within the McFarland Municipal Center Campus Master Plan as a Village Service to be Prov

Village Board Trustee Referral Form

Requested By	Trustee Peña
Item/Issue Referral	The board needs to have a discussion around the letter send to us by the MYC Board of Directors. They would like the letter and the discussion to be added to the 12/10 Village Board meeting. However, it would be helpful to have a short discussion on our next meeting to ensure everyone on the Board has reviewed the letter and it is prepared for the discussion on 12/10.
Action/Referral Request	I request for adding an agenda item on our 11/26 Village Board meeting to discuss the fact that the letter sent to us by the MYC Board of Directors and its contents would be discussed during our upcoming 12/10 Village Board meeting. I am also requesting for an agenda item to be added to our 12/10 Village Board meeting to discuss the letter sent to us by the MYC Board of Directors and the proposed transition plan within it.
Request Referral to (Please select all that apply)	• Village Board
Attachments	 MYC - Letter to Village Board - 2024.10.28.pdf

October 28th, 2024

Village of McFarland Board of Trustees
5915 Milwaukee Street
PO Box 110
McFarland, WI 53558

Dear McFarland Village Board of Trustees:

We, the McFarland Youth Center (MYC) Board of Directors, thank the Village Board for the opportunity to give our annual update at the October 22nd Village Board Meeting. The opportunity to share the MYC mission, programming, partnership and future outlook with the Village of McFarland was appreciated! It was also great to hear the supportive comments from some of the MYC parents.

We are writing today to formally express our desire to continue forward to transition MYC's operations to the Village of McFarland. Although the Community Center project is currently paused, we still feel it is in all parties best interest to continue planning and ultimately finalize a transition plan on a schedule to be determined.

The MYC Board of Directors would like to propose the ***date for the final transition to be July 1st of 2026***. Being approximately 20 months from today, we feel this date should provide ample planning and training time. July 1st also coincides with several MYC funding and financial cycles. Since this date occurs in the summer months when MYC is typically less busy than the school-year, it would provide some needed breathing-space to allow for a measured transition implementation.

We propose to work together with Village Staff to achieve the transition reflected in the timeline below:

- Phase 1 (4/1/2025) - Youth Center History & Operational Pillars
- Phase 2 (6/1/2025) - Programming
- Phase 3 (7/1/2025) - Staffing & Governance
- Phase 4 (9/1/2025) - Financial
- Phase 5 (2/1/2026) - Public Relations with Community
- Phase 6 (4/1/2026) - Training Plan for Implementation
- Official Transition (7/1/2026)

Finally, we would like to suggest that the working-group for the transition (MYC Board members and Village Staff), get paired with a liaison Village Board member so that a report on our transition status be shared with the entire Village Board at regular intervals, quarterly?

Thank you again for your support *with these* transition matters. If possible, We would like to formally present this transition plan at the December 10th Village Board meeting and take any feedback or questions the Village Trustees may have.

Kind regards,

The McFarland Youth Center Board of Directors



McFarland Youth Center
5114 Farwell Street
PO Box 362
McFarland, WI 53558
608-513-6792
www.mcfarlandyouthcenter.org

January 13th, 2025

Dear MYC Board of Directors,

It is with mixed feelings that I inform you that I am submitting my resignation as Managing Director of McFarland Youth Center. I have accepted a position with the city of Fitchburg as their new Community and Recreation Coordinator.

I could not be more grateful for the opportunities I have been given by the McFarland Youth Center and the invaluable skills and experience I have gained these past three years.

I have informed the city of Fitchburg that I required several weeks (at least 2) in order to help McFarland Youth Center be in the best possible position when I leave. I understand that our current staffing situation is not ideal, and it was my intention to not seek further employment until I had hired more staff, but the position with the City of Fitchburg was presented to me and it was too good an opportunity for me to pass up.

It would have been my preference to stay at my current MYC position, as I love the people and community I worked with. However, the lack of career advancement opportunities and benefits made it untenable long term and I needed to do what was best for me and my loved ones. Ultimately, I needed the security of full time hours, guaranteed medical and dental benefits and retirement 401k plan (with matching) that the McFarland Youth Center is unable to provide.

Thank you once again for everything, this position has been an amazing opportunity.

-Shawn Close
Managing Director
McFarland Youth Center

RESOLUTION 2023-03

RESOLUTION APPROVING THE INCLUSION OF THE MCFARLAND YOUTH CENTER WITHIN THE MCFARLAND MUNICIPAL CENTER CAMPUS MASTER PLAN AS A VILLAGE SERVICE TO BE PROVIDED

WHEREAS, the McFarland Youth Center is a free, non-profit enrichment program for middle school youth (6th through 8th grades) serving the McFarland area since 1998. They offer a free space for youth recreational activities, daily hands-on programming, clubs, and volunteer opportunities at their location of 5114 Farwell Street leased to them at no cost by the Village of McFarland;

WHEREAS, the Village Board for the Village of McFarland authorized the issuance of a Request for Proposals on December 15, 2021 to complete the McFarland Municipal Center Campus Master Plan. The purpose of this work is to help guide future public improvements to the existing McFarland Municipal Center, E.D. Locke Public Library, and adjoining public open spaces to comprehensively study the development of a new multi-generational Community Center. Plan objectives identified the inclusion of space within the Community Center concept to support youth as well as the development of the Community Center as a multi-generational project including the space needs of the McFarland Youth Center within the planning;

WHEREAS, the McFarland Youth Center presented to the Village Board on October 11, 2022 in which they provided their Annual Report outlining their service delivery for the prior year. Within this report, the McFarland Youth Center made an Operational Request to both the "Village of McFarland Board and McFarland School Board to consider assuming ownership of the youth-center operations by approximately 2025" which remains consistent with the master planning work already underway;

WHEREAS, having received the same request from the McFarland Youth Center, Staffs from the McFarland School District and Village of McFarland discussed the feasibility of assuming ownership of the services provided. The McFarland School District Staff were supportive of the planning effort underway by the Village and the McFarland Youth Center transitioning operations within the Community Center concept. Additionally they remained committed to providing support to the ongoing programming currently provided as it would transition to a new model for service delivery;

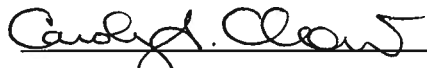
WHEREAS, Village Staff through its Consultants to prepare McFarland Municipal Center Campus Master Plan have been studying the inclusion of the McFarland Youth Center both from a space needs consideration as well as an operational model. This work remains consistent with the original intent of the Request for Proposals authorized for issuance on the project and also the request made by the McFarland Youth Center.

NOW, THEREFORE, BE IT RESOLVED by the Village Board for the Village of McFarland that the McFarland Youth Center is approved for inclusion within the McFarland Municipal Center Campus Master Plan to be developed as a municipal service administered by the Village within the facility project currently being planned.

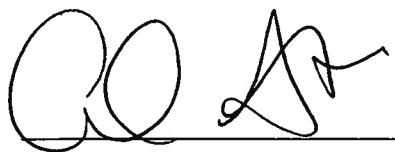
BE IT FURTHER RESOLVED the Village Board shall continue to plan the conceptual addition of the McFarland Youth Center to the services offered by the Village of McFarland and further recognizes additional work is required through the design process on any facility improvement and/or other formal agreements that may be needed to complete this action for final implementation.

Adopted at a regular meeting of the Village Board this 10th day of April, 2023.

APPROVED:


Carolyn A. Clow
Village President

ATTEST:


Cassandra Suettinger
Deputy Village Administrator/Clerk

RESOLUTION # 2023-03	
MOTION	SECOND
Clow	Wreh
ACTION	DATE
Adopted	04/10/2023
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL	
VOTING RECORD	
Brandt -Aye	Jerke -Aye
Brassington -Aye	Nelson -Aye
Clow -Aye	Wreh -Aye
Flaherty -Aye	
VOTING RESULTS	
Motion Carried	7 - 0 - 0
Motion Defeated:	