VILLAGE OF MCFARLAND

Village Board

NOTICE OF PUBLIC MEETING

Tuesday, February 3, 2026

3:00 PM

McFarland Municipal Center
5915 Milwaukee St, McFarland
Training Room

AGENDA

1. CALL TO ORDER.
2. ROLL CALL.
3. PUBLIC APPEARANCES.
   a. This is an opportunity for attendees to provide public comment on matters that are not on the agenda. Attendees desiring to provide public comment on specific items on the agenda may do so at the time that agenda item is brought up. Zoom attendees wishing to speak should type their name, address, and the relevant agenda item in the Q&A feature within the online meeting platform. Zoom attendees may also register in support or opposition of an item through the Q&A feature. In person attendees 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 public comment. Please adhere to the 3-minute time limit. Written comments will not be read into the record during the meeting but may be sent to village.clerk@mcfarland.wi.us to be included with the agenda materials.
4. BUSINESS.
   a. Workshop discussion between the Village Board and related Department Heads regarding facility planning and space needs review.
5. SCHEDULE NEXT MEETING DATE.
   a. Tuesday, February 10, 2026 at 6:00 pm - Regular Village Board
   b. Tuesday, February 24, 2026 at 7:00 pm - Regular Village Board
   c. Tuesday, March 10, 2026 at 5:30 pm - Joint Village Board & Sustainability and Natural Resource Meeting.
   d. Tuesday, March 10, 2026 at 7:00 pm - Regular Village Board
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

SUMMARY SHEET

MEETING DATE: **Tuesday, February 3, 2026**

SECTION: **Business**

DEPARTMENT: **Administration**

CONTACT: **Matt Schuenke, Village Administrator, Cassandra Suettinger, Deputy Administrator/Clerk, Andrew Bremer, Comm & Eco Dev Director, Katie Gletty-Syoen, Director, Heidi Cox, Library Director, Lee Igl, Public Works Director**

AGENDA ITEM: **Workshop discussion between the Village Board and related Department Heads regarding facility planning and space needs review.**

PREVIOUS ACTION:
None.

ISSUE SUMMARY:
The Village Board completed a process in 2023 to finalize the McFarland Municipal Center Campus Master Plan. This was a project to study facility improvements to the Municipal Center following the transition of public safety services to their new facility. The facility improvements contemplated were to address the space needs of the remaining departments, consider inclusion of community center spaces, and look at surrounding impacts of the public spaces including the library. As a plan its meant to collect data, develop ideas, and help formulate a vision to assist in the decision making process on how to move forward in the future. While we did previously advance a design process following acceptance of this plan, the Village Board wants to revisit its facility planning and work on a new vision on how to move forward with facility improvements. This workshop is being held to begin the process to develop that next planning process in order to create that new vision on how we could move forward.

Please note the following format for the facility planning workshop.

Workshop Objective
Village Staff will review the Space Needs identified within the Master Plan that was accepted in 2023. These space needs were developed on the front end of this plan in 2022 before the facility improvement options were developed later within that process. The space needs were revisited for updates in 2024 during design, and when we get back into design they will be revisited again to finalize more specific details for sizing, locations, etc. This Workshop presents an opportunity for the Village Board to go through the data with each of the Department Heads on what was proposed, background as to what the spaces are, why they are needed to support services, and opportunities for overlap. Specific sizes of rooms, locations of things, and other finer details should not be our focus. *We should seek to understand what all is out there for the*

space needs that we have studied previously to be able to create a new vision to be able to move forward with.

Department Review

- Master Plan
  - Please click on this link to view the full Master Plan as accepted in 2023.
  - Community Engagement - Overall engagement is contained within the report within a few different formats beginning on page 34 through page 147. This collects information from various public meetings held, workshops, questionnaires completed by Departments, and a survey that was conducted. These are contained within the full document on page 80-90 provides a more specific summary analysis of the survey that was conducted, and we also pulled that out as an attachment within this packet as background.
  - Structural Analysis - Within the Master Plan, we did also have the architect review the structure to provide a report. Public Works will discuss this as part of the Department Review but the information is contained on pages 162-191 and included in your packet.
  - Space Needs - These are contained within the full document on pages 192-199. We have also included them as an attachment within this packet, and will be used as part of our review within the workshop.
- Key Points:
  - Spaces Proposed
  - Background/Description
  - Need
  - Opportunities to Overlap/Share
- Timeline 3 pm – 7 pm:
  - 3:00-3:15 – Introduction/General Overview
    - Kick Off Process (Matt)
    - General Introduction (Stephanie)
    - 2023 Master Plan Overview (Matt)
  - 3:15-4:00 – Administration/Community Development
  - 4:00-4:45 – Senior Outreach
  - 4:45-5:15 – Shared Space (Matt will cover anything not addressed above, but otherwise flex time)
  - 5:15-5:30 – Meal/Dinner
  - 5:30-6:15 – Library
  - 6:15-7:00 – Facilities

Meeting Goals/Next Steps

- General Understanding the Space Needs
- Recognize the focus shifting to one floor and phased approach will require the development of a *new vision* to moving anything forward.
- Future development of a new scope for the board to consider to bring the architect back

for planning purposes in order to develop that new vision.
    - Emphasis on getting back into a planning phase with the Architect, not design.
    - Within this planning process we will work together to develop the phasing, understand cost limits, and set priorities in how the project moves forward.
    - Board controls and will be part of the planning process to provide direction to set parameters on how/what moves forward.
    - This workshop will not be to develop or review the scope, but general agreement that preparing a new scope of services is a next step to consider in the future.
- Follow up Committee of the Whole after this Workshop to review the new scope of services with board members and allow them to provide their feedback before sending to the Village Board for action.
- Timeline to begin new planning process would tentatively be April/May.

FINANCIAL/BUDGET IMPACT:
None.

VILLAGE PLAN REFERENCE:
Link to the master plan provided above.

ORDINANCE REFERENCE:
None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
Provided for discussion only. No action associated with this meeting.

ATTACHMENTS:
1. 2023 Municipal Campus Plan - Survey Analysis
2. 2023 Municipal Campus Plan - Structrual Report
3. 2023 Municipal Campus Plan - Space Needs

VILLAGE OF McFarland

Naturally Connected

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)

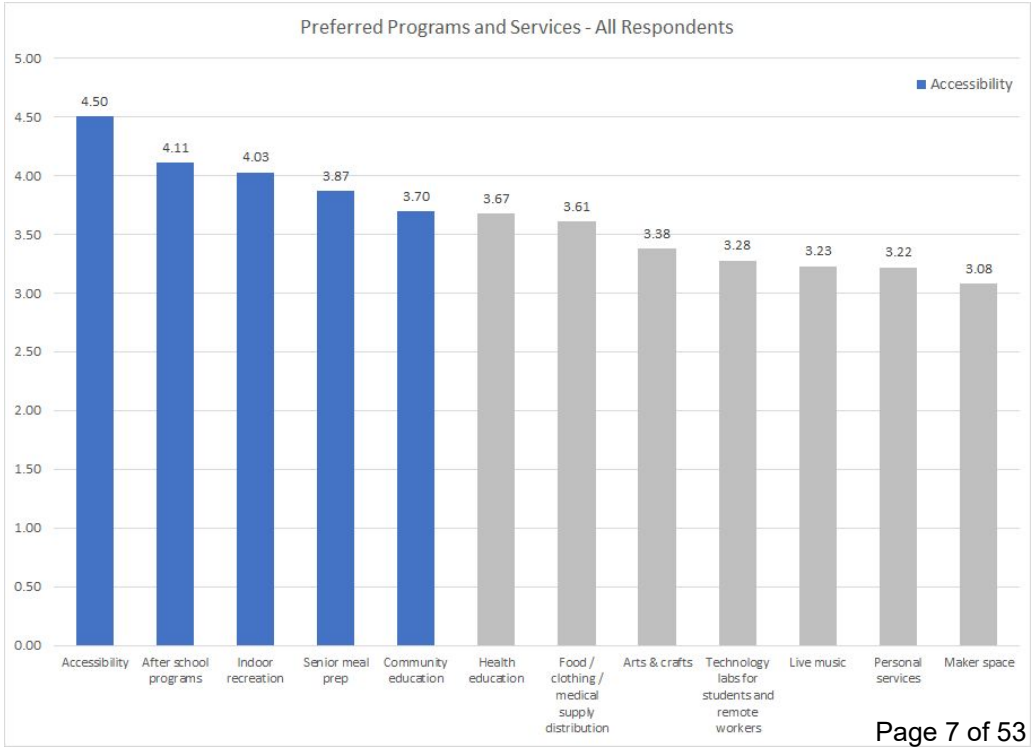
Age Range	Percent Respondents
18 or Under	0.3%
19 to 24	0.8%
25 to 34	9.6%
35 to 44	36.7%
45 to 54	24.9%
55 to 64	8.2%
65+	19.6%

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

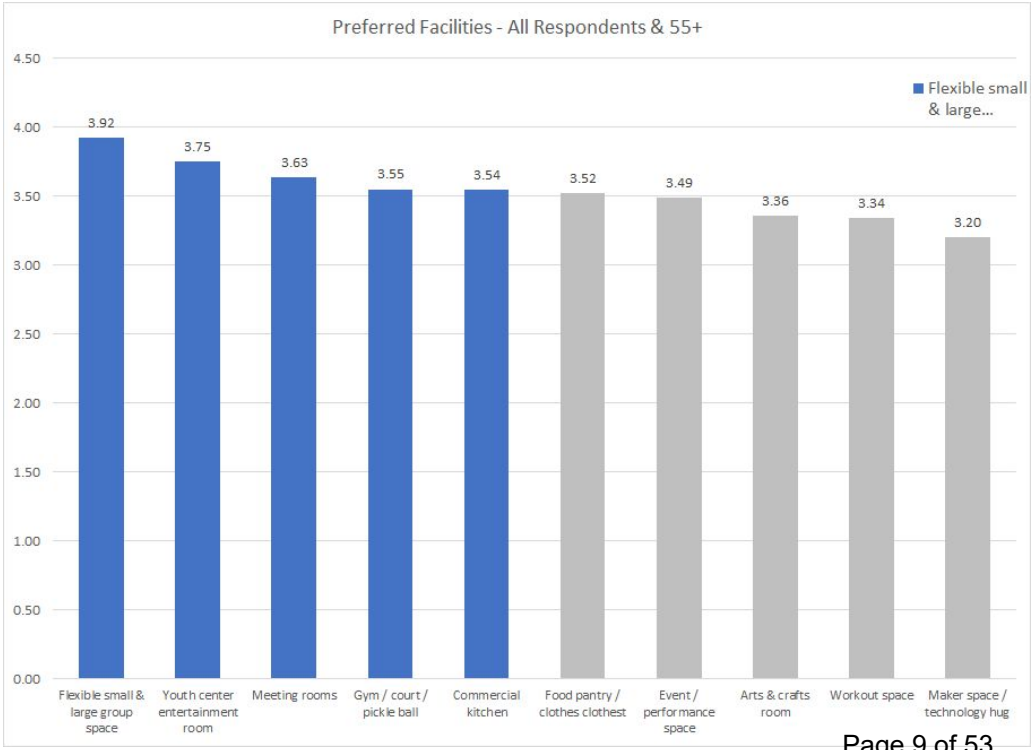
- **Flexibility and efficiency**
- Multi-function **indoor recreation** programs
  - Basketball, pickleball, yoga, weights, meditation, ballet, batting cages, tennis
- **Programs for seniors** to socialize, engage in civic activity, learn, recreate, etc.
- **Avoid overlap** between Village (community 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

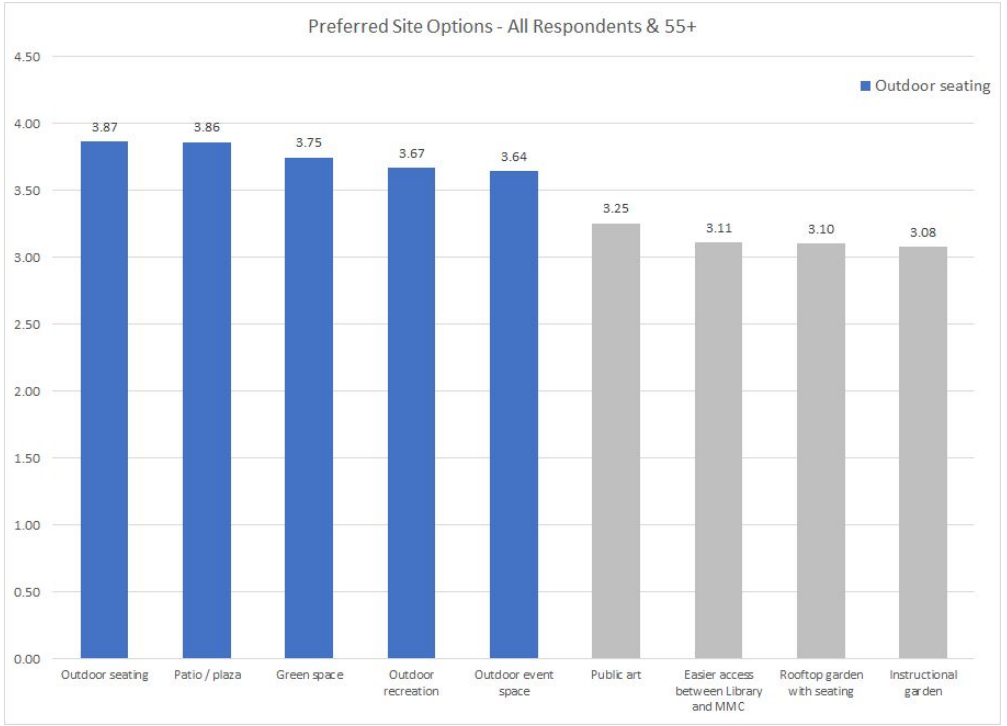
- **Pool / splash pad**
- **Technology space** for a variety of users / purposes
- **Clothes closet**
- **Food pantry**
- **Dedicated storage** for regular users of the community center (e.g. could include Strong Bodies, RSVP, etc)

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**

McFarland Municipal Center Mechanical, Electrical, Plumbing, and Structural Conditions Assessment

The Village of McFarland
McFarland, WI

MCFAW 166924 | August 8, 2022

SEH

Building a Better World for All of Us®

Engineers | Architects | Planners | Scientists

McFarland Municipal Center Mechanical, Electrical, Plumbing, and Structural Conditions Assessment

The Village of McFarland

SEH Project No. MCFAW 166924

August 8, 2022

Mechanical HVAC and Plumbing

Reviewed By: Owen Jensen Date: July 21, 2022

Electrical

Reviewed By: Jeff Mathis Date: July 21, 2022

Structural

Reviewed By: Benjamin Wolf Date: July 22, 2022

Project Manager

Reviewed By: Nate Day Date: July 26, 2022

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Conditions Assessment

The Village of McFarland

1 General

The McFarland Municipal Center is undergoing a process to repurpose the building for new use. The City of McFarland retained SEH to review the existing HVAC and plumbing equipment and provide an opinion on condition, life span, and operability. The results of this study will be used to determine how this equipment will be utilized, or when it will need replacement throughout the transitional period ahead. As part of this evaluation, SEH reviewed the existing equipment schedules, visited the site, and spoke with facility staff about maintenance and operability.

1.1 Overview

The McFarland Municipal Center was originally constructed in 1999. The largest update to original equipment was the replacement of the rooftop units between the years of 2019-2020. The other large HVAC improvement was a vehicle exhaust extraction system added to the Fire Department garage in 2016. No other major HVAC or plumbing renovations have been made in the time since, aside from as-needed replacement of equipment upon failure.

In general, the majority of original HVAC and plumbing equipment is reaching the end of its expected service life. Equipment that has replaced original equipment ranges from excellent to operational/fair condition with years remaining in expected life.

2 HVAC Conditions Assessment

This assessment is based upon visual inspection and personnel interviews. There were no maintenance documents provided to determine past failures of equipment or to quantify regular maintenance schedule.

2.1 VAV Units

2.1.1 Overview:

Carrier Single Duct Hydronic Variable Air Volume (VAV) units serve multiple areas throughout the building. Each VAV includes an inlet damper and hot water heating coil with piping run-out and valves. VAV box's manufacture date is unknown but appear to be original to the building (1999). These VAV units supply heat to most of the spaces in the building, and their proper function is crucial to building needs. The RTU's, boilers, pumps, and VAV's are all currently controlled through a Carrier BACnet system.

2.1.2 Unit Schedule:

Table 1 – VAV Unit Schedule

TAG	SERVES	MAX CFM	MIN CFM	MIN INLET SIZE (“)	COIL MBH	COIL GPM
VAV-1.01	103	360	108	6	16	1.1
VAV-1.02	201	150	60	5	7	0.5
VAV-1.03	202	210	63	5	10	0.7
VAV-1.04	204	360	96	6	15	1.0
VAV-1.05	206	210	60	5	9	0.6
VAV-2.01	301	680	204	10	24	1.6
VAV-2.02	329	330	99	6	12	0.8
VAV-2.03	330	250	75	5	9	0.6
VAV-2.04	309	510	153	6	18	1.2
VAV-2.05	326	330	99	6	12	0.8
VAV-2.06	328	465	140	6	17	0.6
VAV-2.07	214	235	70	5	9	1.2
VAV-3.01	404	300	90	6	11	0.8
VAV-3.02	402	300	90	6	11	0.8
VAV-3.03	405	250	75	5	10	0.6
VAV-3.04	115	100	100	5	-	-
VAV-3.05	412	260	78	5	10	0.7
VAV-3.06	415	250	75	5	10	0.70.7
VAV-3.07	417	680	204	8	26	0.71.7
VAV-3.08	419	270	81	5	10	0.7
VAV-3.09	422	385	115	6	15	1.0
VAV-3.10	411	135	40	5	5	0.5
VAV-3.11	414	170	51	5	7	0.5
VAV-4.01	508	750	225	8	21	1.4
VAV-4.02	515	300	90	6	9	0.6
VAV-4.03	518	600	180	8	17	1.1
VAV-1	RTU-1	900	400	10	-	-
VAV-2	RTU-2	1900	850	14	-	-
VAV-3	RTU-3	2000	900	14	-	-
VAV-4	RTU-4	1000	450	10	-	-

2.1.3 Equipment Condition/Recommendations:

- VAV Boxes are in fair, operational condition with visible corrosion on most. Staff has indicated that the hydronic system has created many problems and needs to be overhauled upon building reconfiguration. Staff indicated that control valves have failed at several places around the hydronic system, resulting in water damage, and times when the entire building was without heat.
- Staff indicated that water flow through the system is too fast, resulting in multiple worn out pipe elbows.
- Staff indicated that isolation valves need to be added to the hydronic system to perform repairs, as the current configuration requires shutting down the entire system to fix any failures.
- All VAV Boxes are in approximately the same condition.
- It is recommended that the VAV boxes are replaced upon reconfiguration of the building along with associated control valves, piping, and controls.
- It is recommended that the hydronic system is rebalanced, and system pumps are replaced. (See section 2.5 Hydronic Pumps).

Figure 1: Carrier VAV Box Controller

Figure 2: Hot Water Coil for VAV-4.02

2.2 Fans

2.2.1 Overview:

2.2.1.1 Exhaust:

Jenco Centrifugal Direct Drive Downblast exhaust fans (EF-1, 2, 3, 4, 7, 8, and 10) serve restrooms, locker rooms, janitor closets, and laboratory exhaust throughout the building. EF-1 is interlocked in operation with RTU-1, 3, and 5. EF-2 is interlocked with RTU-2. EF-3 is interlocked with RTU-4. EF-7 is interlocked with MAU-1.

Carnes Centrifugal Direct Drive Downblast exhaust fan (EF-5) is interlocked in operation with MAU-1 and no longer appears to be in operation. A new vehicle exhaust extraction system was added to the fire department garage after the building was constructed, so operation of this system would be rare as the previous system was controlled via vehicle exhaust detection.

EF-6, 9, and 11 are exhaust hoods that serve the three kitchens that exist in the building.

2.2.1.2 Supply:

SF-1 is a supply air fan for the Mechanical Mezzanine 533 which circulates fresh air through the room interlocked with a motorized damper intake.

2.2.1.3 Destratification:

CF-1, 2, 3, 4, and 5 are destratification fans that circulate stratified air within the fire department garage. Manufacture dates of the fans are unknown due to unreadable tags, and no knowledge from building operators.

2.2.2 Unit Schedule:

Table 2 – Supply Return and Exhaust Fan Schedule

TAG	LOCATION	SERVICE	TYPE	CFM	S.P. (IN. WG)
EF-1	214 (ROOF)	MAIN TOILETS	BI - ROOF	950	0.5
EF-2	323 (ROOF)	LOCKER/TLTS	BI – ROOF	1000	0.5
EF-3	524 (ROOF)	DORM TOILETS	BI – ROOF	300	0.5
EF-4	524 (ROOF)	FD MAINT	BI – ROOF	750	0.5
EF-5	524 (ROOF)	FD GARAGE	BI – ROOF	3600	0.5
EF-6	507	TRNG KITCHEN	(W/HOOD)	150	0.125
EF-7	532 (ROOF)	EMS	BI – ROOF	700	0.5
EF-8	326 (ROOF)	EVID PREP	BI – ROOF	500	0.5
EF-9	212	COMM KITCHEN	(W/HOOD)	150	0.125
EF-10	522 (ROOF)	HOSE TOWER	BI – ROOF	400	0.125
EF-11	515	DORM KITCHEN	(W/HOOD)	150	-
EF-12	LOWER ROOF	FIRE GARAGE TAILPIPE EMISSIONS DUCT	FUME EXHAUST BLOWER	UNKNOWN	UNKNOWN
SF-1	533	MECH ROOM	WALL	1200	-
CF-1	524	FD GARAGE	CIRCULATING	12500	-
CF-2	524	FD GARAGE	CIRCULATING	12500	-
CF-3	524	FD GARAGE	CIRCULATING	12500	-
CF-4	524	FD GARAGE	CIRCULATING	12500	-
CF-5	524	FD GARAGE	CIRCULATING	12500	-

2.2.3 Equipment Condition/Recommendations:

- EF-1 appears in fair, operational condition with small amounts of visible corrosion. This fan is nearing the end of its serviceable lifetime. Manufacture date of the unit is not known. Continue regular maintenance as needed and expect replacement by 2025 or upon failure.

Figure 3: Jenco Downblast Exhaust Fan

- EF-2 appears in fair, operational condition with no visible corrosion. This fan is nearing the end of its serviceable lifetime. Manufacture date of the unit is not known. Continue regular maintenance as needed and expect replacement by 2025 or upon failure.
- EF-3 appears in fair, operational condition with small amounts of visible corrosion. This fan is nearing the end of its serviceable lifetime. Manufacture date of the unit is not known. Continue regular maintenance as needed and expect replacement by 2025 or upon failure.
- EF-4 appears in fair, operational condition with no visible corrosion. This fan is nearing the end of its serviceable lifetime. Manufacture date of the unit is not known. Continue regular maintenance as needed and expect replacement by 2025 or upon failure.
- EF-5 is no longer operational. Visible corrosion. This fan was originally designed to exhaust fumes from the fire garage but was replaced by the new tailpipe connected fume exhaust system. Demolish and replace if garage space is maintained as a garage through transition.

Figure 4: EF-5, visible corrosion. Carnes Downblast Exhaust Fan.

- EF-6 appears in fair, operational condition with no amount of visible corrosion. This fan is nearing the end of its serviceable lifetime. Manufacture date of the unit is not known. Continue regular maintenance as needed and expect replacement by 2025 or upon failure.
- EF-7 appears in fair, operational condition with no amount of visible corrosion. This fan is nearing the end of its serviceable lifetime. Manufacture date of the unit is not known. Continue regular maintenance as needed and expect replacement by 2025 or upon failure.
- EF-8 appears in fair, operational condition with no amount of visible corrosion. This fan is nearing the end of its serviceable lifetime. Manufacture date of the unit is not known. Continue regular maintenance as needed and expect replacement by 2025 or upon failure.
- EF-9 appears in fair, operational condition with no amount of visible corrosion. This fan is nearing the end of its serviceable lifetime. Manufacture date of the unit is not known. Continue regular maintenance as needed and expect replacement by 2025 or upon failure.

Figure 5: SF-1, Mechanical Mezzanine Wall Mount Ventilator

- EF-10 appears in fair, operational condition with no amount of visible corrosion. This fan is nearing the end of its serviceable lifetime. Manufacture date of the unit is not known. Continue regular maintenance as needed and expect replacement by 2025 or upon failure.

- EF-11 appears in fair, operational condition with no amount of visible corrosion. This fan is nearing the end of its serviceable lifetime. Manufacture date of the unit is not known. Continue regular maintenance as needed and expect replacement by 2025 or upon failure.
- EF-12 appears in fair, operational condition with no amount of visible corrosion. This fan was installed sometime around 2016 from manufacture date of the blower motor (assuming blower motor is original). Continue regular maintenance as needed and expect replacement by 2031 or upon failure. If tailpipe exhaust extraction is no longer needed in the garage space through transition, this system can be removed.
- SF-1 appears in fair, operational condition with no amount of visible corrosion. This fan is nearing the end of its serviceable lifetime. Manufacture date of the unit is not known. Continue regular maintenance as needed and expect replacement by 2025 or upon failure.
- All ceiling fans (CF-x) are in fair, operational condition. These fans appear original to building construction. Replace upon failure and perform regular maintenance as needed.

2.3 Rooftop Air Handling Units

2.3.1 Overview:

Rooftop Air Handling Units RTU-1, 2, 3, 4, 5, and 6 are Trane packaged rooftop units with DX cooling. These units were all replaced within the years 2019 to 2020. These systems provide cooling and airflow to the occupiable spaces and are connected to the VAV boxes to provide heat in the winter. The RTU's, boilers, pumps, and VAV's are all currently controlled through a Carrier BACnet system.

2.3.2 Equipment Schedule:

Table 3 – Rooftop Air Handling Unit Schedule

TAG	LOCATION	SERVES	COOLING MBH	HEATING MBH	SUPPLY CFM	OA CFM	ESP (IN. WG)
RTU-1	ROOF	OSS	44.5	-	1300	160	0.75
RTU-2	ROOF	POLICE	113.2	-	2800	530	1.25
RTU-3	ROOF	VILLAGE	83.0	-	3100	600	1.00
RTU-4	ROOF	FIRE	57.1	-	1650	300	0.75
RTU-5	ROOF	COMMUNITY	60.2	115	1800	940	0.75
RTU-6	ROOF	TRAINING	45.9	108	1200	300	0.75
MAU-1	ROOF	FIRE GARAGE	-	396	3750	3750	1.0

2.3.3 Equipment Condition/Recommendations:

- MAU-1 is original to the building and is past its serviceable lifetime with visible signs of corrosion. This unit should be demolished and replaced if the fire department garage remains a garage through transition. If the space is converted to a different use, ventilation, heat, and cooling requirements will change.
- RTU-1 is operational and in excellent condition with no signs of corrosion. This unit was manufactured in 2019. Continue regular maintenance and expect replacement of this unit between 2034-2039.
- RTU-2 is operational and in excellent condition with no signs of corrosion. This unit was manufactured in 2020 Continue regular maintenance and expect replacement of this unit between 2035-2040.
- RTU-3 is operational and in excellent condition with no signs of corrosion. This unit was manufactured in 2020 Continue regular maintenance and expect replacement of this unit between 2035-2040.
- RTU-4 is operational and in excellent condition with no signs of corrosion. This unit was manufactured in 2020 Continue regular maintenance and expect replacement of this unit between 2035-2040.

Figure 5: MAU-1, Fire Garage Make Up Air Unit.

Figure 6: RTU-2, Trane Rooftop Air Handling Unit.

- RTU-5 is operational and in excellent condition with no signs of corrosion. This unit was manufactured in 2020 Continue regular maintenance and expect replacement of this unit between 2035-2040.
- RTU-6 is operational and in excellent condition with no signs of corrosion. This unit was manufactured in 2020 Continue regular maintenance and expect replacement of this unit between 2035-2040.

2.4 Gas Fired Radiant Heaters

2.4.1 Overview:

The gas fired radiant heaters are hung in the Fire Department Garage and evenly distributed heat to the space. These radiant heaters are original to the building.

2.4.2 Equipment Schedule:

Table 4 – Gas Fired Radiant Heater Schedule

TAG	LOCATION	HEATING OUTPUT (MBH)	GAS RATE (CFH)
GRH-1	524	210	230
GRH-2	524	235	255

2.4.3 Equipment Condition/Recommendations:

- GRH-1 appears to be in fair, operational condition with slight corrosion visible on the heating element. This unit is nearing the end of its serviceable lifetime and should be demolished and removed upon transition of the building. The need for replacement will be determined by use of the space.
- GRH-2 appears to be in fair, operational condition with slight corrosion visible on the heating element. This unit is nearing the end of its serviceable lifetime and should be demolished and removed upon transition of the building. The need for replacement will be determined by use of the space.

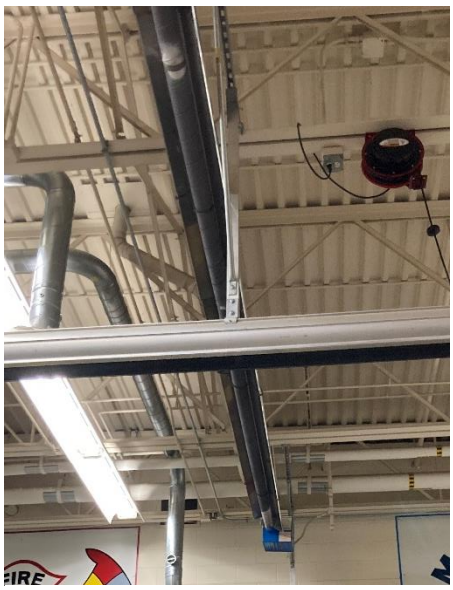

Figure 7: Gas Fired Radiant Heater

2.5 Hydronic Pumps/Hydronic System

2.5.1 Overview:

The boiler pumps (P-3, P-4, and P-6) are inline Grundfos three-speed circulating pumps that are designed for use in heating/hot water recirculation. These pumps are not original to the building and have been replaced in 2010 and 2020. Pumps P-1 and P-2 are Bell and Gossett inline pumps that serve circulation to the entire hydronic system. The RTU's, boilers, pumps, and VAV's are all currently controlled through a Carrier BACnet system.

2.5.2 Equipment Schedule:

Table 5 – Hydronic Pump Schedule

TAG	SERVES	TYPE	GPM	TOTAL HEAD (FT)
P-1 (Above P-2)	HEATING SYSTEM	IN-LINE	45	40
P-2 (Below P-1)	HEATING SYSTEM	IN-LINE	45	40
P-3	BOILER B-1	IN-LINE	55	11
P-4	BOILER B-2	IN-LINE	55	11
P-5	RTU-5 COIL	IN-LINE	8	11
P-6	BOILER B-3	IN-LINE	-	-

2.5.3 Equipment Condition/Recommendations:

- As staff at the facility has mentioned a large quantity of leaking valves, pipes, and worn-out elbows in the hydronic system, these pumps should be rebalanced as soon as possible to slow the flow of water within the system to 4-6 ft/s.
- As the pumps do not appear to be labeled and they are identical, pump P-1 will be designated as the pump installed above P-2. P-1 appears in fair, operational condition and original to the facility. In 2019 this pump received a replacement motor and bearing assembly. Continue regular maintenance and replace components as needed. Expect pump body replacement by 2040.
- Pump P-2 appears in fair, operational condition but has an original motor and bearing assembly. Replace both motor and bearing assembly and continue regular maintenance as needed. Expect pump body replacement by 2040.
- Pump P-3 was replaced in 2010 and appears in excellent condition with no visible corrosion. Continue regular maintenance and expect replacement by 2030.

Figure 8: Pump P-1, Bell and Gossett Hydronic System Circulation Pump

Figure 9: Grundfos Inline Three Speed Boiler Pump

- Pump P-4 was replaced in 2010 and appears in excellent condition with no visible corrosion. Continue regular maintenance and expect replacement by 2030.
- Pump P-6 was replaced in 2020 and appears in excellent condition with no visible corrosion. Continue regular maintenance and expect replacement by 2040.
- The hydronic piping should be evaluated to ensure it is sized correctly for the application and undersized piping should be replaced with correctly sized piping.

2.6 Boilers

2.6.1 Overview:

Peerless Purefire Boilers are high efficiency natural gas boilers that are in the Mechanical Mezzanine 533. These boilers have replaced the original boilers from 1999 and were manufactured in March of 2011. The boilers are in parallel and designed in a primary, secondary, tertiary arrangement with inline boiler pumps for each boiler. As the building demands more heat, each additional boiler and pump will fire sequentially to meet the need. The RTU's, boilers, pumps, and VAV's are all currently controlled through a Carrier BACnet system.

2.6.2 Equipment Schedule:

Table 6 – Boiler Schedule

TAG	WORKING FLUID	WORKING PRESSURE (PSI)	INPUT MBH	OUTPUT MBH	FUEL
B-1	WATER	30	399	373	NAT GAS
B-2	WATER	30	399	373	NAT GAS
B-3	WATER	30	140	130	NAT GAS

2.6.3 Equipment Condition:

- Boiler B-1 appears to be in fair condition, operational, and with no visible corrosion. From conversations with building operators, no large issues have arisen from this boiler aside from regular maintenance.
- Boiler B-2 appears to be in fair condition, operational, and with no visible corrosion. From conversations with building operators, no large issues have arisen from this boiler aside from regular maintenance.
- Boiler B-3 appears to be in fair condition, operational, and with no visible corrosion. From conversations with building operators, no large issues have arisen from this boiler aside from regular maintenance.

Figure 10: Peerless Boiler B-1

2.6.4 Recommendations:

- A typical boiler lifetime is 15-20 years under good maintenance. Boilers 1-3 will need replacement between 2026 and 2031 or as they fail. Continue regular maintenance for the remainder of their lifetime.
- Upon boiler replacement, ensure heating capacity matches what is appropriate for the space. Provide new controls, pumps, and associated piping.

2.7 Hydronic Unit Heaters

2.7.1 Overview:

Individual hydronic Trane unit heaters that provide heat to various places throughout the building are shown on original building drawings. Upon inspection of the building, only UH-3 was found.

2.7.2 Equipment Schedule:

Table 7 – Hydronic Unit Heater Schedule

TAG	LOCATION	MBH	CFM	GPM
UH-1	523	27	815	2.0
UH-2	524	38	1200	2.6
UH-3	321	79	2380	3.3

2.7.3 Equipment Condition/Recommendations:

- UH-3 serves the police garage and appears original to the building. The unit appears operational and has visible corrosion. This unit is nearing the end of its expected serviceable lifetime. Demolish and replace upon failure or by 2025.

2.8 Cabinet Unit Heaters

2.8.1 Overview:

Wall hung hydronic cabinet unit heaters serve various vestibules and entrance areas around the building. These are controlled with a thermostat near the unit and run when temperature is below the design set point.

2.8.2 Equipment Schedule:

Table 8 – Cabinet Unit Heater Schedule

TAG	LOCATION	MBH	GPM	CABINET TYPE
CUH-1	100	25	1.7	WALL RECESSED INVERTED FLOW
CUH-2	107	16	1.1	WALL HUNG INVERTED FLOW
CUH-3	317	16	1.1	WALL HUNG INVERTED FLOW
CUH-4	102	16	1.1	WALL RECESSED INVERTED FLOW
CUH-5	101	19	1.1	WALL HUNG INVERTED FLOW

2.8.3 Equipment Condition/Recommendations:

- All cabinet unit heaters are in the same approximate condition and are original to the building. All are in operational condition but nearing the end of their serviceable lifetime. Replace upon failure or by 2027.

Figure 11: CUH-4, Hydronic Cabinet Heater

2.9 Split System Heat Pumps

2.9.1 Overview:

HPU-1 and HPU-2 are Mitsubishi Electric heat pumps designed to supply supplemental heating and cooling to rooms 528/526. The respective condensing units are in the EMS vehicle garage (525).

2.9.2 Equipment Schedule:

Table 9 – Split System Heat Pump Schedule

TAG	LOCATION	HEATING MBH	COOLING MBH	CFM
HPU-1	525, 528	8.7	9.0	252
HPU-2	525, 526	8.7	9.0	252

2.9.3 Equipment Condition/Recommendations:

- HPU-1 and HPU-2 are in fair, operational condition. As these heat pumps appear original to the building, they are nearing the end of their serviceable lifetime. Expect replacement between 2025-2030.

Figure 12: Mitsubishi Split System Heat Pump

3 Plumbing Condition Assessment

This assessment is based upon visual inspection and personnel interviews. There were no maintenance documents provided to determine past failures of equipment or to quantify regular maintenance schedule.

3.1 Domestic Water Equipment

3.1.1 Overview:

This category includes all water heaters along with the circulating pump for the domestic water system. This equipment creates and transports hot water throughout the building for use in various bathrooms, kitchens, janitor sinks, etc. Most of the equipment is located in the Mechanical Mezzanine 533, with the exception of the local electric water heater paired with the dishwasher. The original gas water heaters are both still located in the Mechanical Mezzanine with neither appearing operational. A replacement water heater was installed in 2017.

3.1.2 Equipment Schedule:

Table 10 – Water Heaters

TAG #	LOCATION	MBH/KW	RECOVERY FLOW (GPH)	TANK SIZE (GAL)
GWH-1 (DECOMMISSIONED)	533	150 MBH	115	100
GWH-2 (DECOMMISSIONED)	533	150 MBH	115	100
GWH-3	533	300 MBH	460	95
EWH-1	DISHWASHER	4 KW	40	5

Table 11 – Circulating Pump Schedule

TAG #	LOCATION	FLOW (GPM)	HEAD (FT)
CP-1	533	15	14

3.1.3 Equipment Conditions/Recommendations:

- GWH-1 appears to be original to construction of the building. It appears to be in poor condition and not currently operational. Valves were closed on associated piping, and the power switch was in the off position. Demolish and remove all associated piping and valves.
- GWH-2 appears to be original to construction of the building. It appears to be in poor condition and not currently operational. Entire sections of pipe have been removed. Valves were closed on associated piping, and the power switch was in the off position. Demolish and remove all associated piping and valves.
- GWH-3 appears to be in excellent condition and was installed in 2017. Continue regular maintenance and expect replacement from 2032 to 2037.
- Staff did not mention any issues arising from only having a single water heater; one could be added for redundancy to help with repairs and demand.
- CP-1 was replaced in 2017 along with the water heater. Continue regular maintenance and expect replacement from 2032 to 2037.

Figure 14: GWH-3, Operational Water Heater

Figure 13: GWH-1,2 Decommissioned Water Heaters

3.2 Domestic Water Fixtures/Piping

3.2.1 Overview:

Domestic water fixtures are plentiful throughout the McFarland Municipal Center and serve the building via hot and cold-water domestic piping. These fixtures include toilets, sinks, washers, hose bibs, etc. Most fixtures and piping are original to construction of the building (1999) aside from replacements due to failure throughout the years.

3.2.2 Equipment Schedule:

Table 12 – Plumbing Fixtures - Domestic

TAG #	QUANTITY	CW SIZE (IN.)	HW SIZE (IN.)	COLD WSFU	HOT WSFU
WC-1*	14	¾”	-	3	-
UR-1	4	¾”	-	4	-
CU-1	1	1”	½”	7	0.5
L-1*	12	½”	½”	0.5	0.5
S-1*	8	½”	½”	1	1
US-1*	3	¾”	¾”	2	2
SH-1*	6	½”	½”	2	2
SH-4	1	¾”	¾”	2	2
MB-1*	2	¾”	¾”	2	2
EWC-1*	2	½”	-	0.5	-
EW-1	1	½”	-	1	-
WH-1	6	¾”	-	4	-
HB-1	6	¾”	-	4	-
DISHWASHER	2	-	½”	-	1
WASHER-EXTRACTOR	1	¾”	¾”	2	2
LU-1	1	¾”	¾”	1	1

*Multiple variations of the fixture exist, but connection sizes stay consistent. Refer to original building drawings for continuation.

3.2.3 Equipment Conditions/Recommendations:

- Staff did not indicate any large number of issues stemming from the domestic water piping or fixtures.
- Corrosion is visible on many fixture connections to the water system. This piping should be demolished and replaced as it is reaching the end of its serviceable lifetime.
- Most fixtures were installed in 1999 upon construction of the building. Due to this, all fixtures should be demolished and replaced by 2027, upon failure, or when the Municipal Center undergoes renovations for conversion to a new usage.
- 2” CW hose bib connections currently exist within the fire department garage to fill tanker trucks. If this space is converted to something else without the need for large amounts of water, these connections should be demolished back to the main and capped.

Figure 15: Visible Corrosion Example, Washer Box

3.3 Natural Gas Fixtures/Piping

3.3.1 Overview:

The natural gas piping on the McFarland Municipal Center serves the gas radiant heaters, make up air unit, boilers, and water heaters. The gas meter was sized for a maximum load of 3231 CFH at 5 PSI service pressure. Any additional connections to the system should be evaluated to ensure that the meter is appropriately sized for demand. The natural gas piping is original to building construction 1999.

Figure 16: Rusting Gas Meter

3.3.2 Equipment Conditions/Recommendations:

- The gas meter is showing signs of rusting. This meter is owned by the local utility and replacement should be handled through them when replacement is determined to be necessary.
- Regulators for individual equipment connections should be replaced when connected equipment is replaced. These regulators handle supply pressures of 5 PSIG and reduce to the correct supply pressure for each piece of equipment.

3.4 Sanitary Sewer Fixtures/Piping

3.4.1 Overview:

The sanitary sewer system transports waste and used water from the building. The sanitary system is original to building construction.

3.4.2 Equipment Schedule:

Table 13 – Plumbing Fixtures - Sanitary Waste and Vent

TAG #	QUANTITY	SAN SIZE (IN.)	VENT SIZE (IN.)	SAN DFU
WC-1*	14	3”	1-1/2”	4
UR-1	4	2”	1-1/2”	2
CU-1	1	4”	1-1/2”	7
L-1*	12	1-1/4”	1-1/2”	1
S-1*	8	1-1/2”	1-1/2”	2 OR 3*
US-1*	3	2”	1-1/2”	3
SH-1*	6	2”	1-1/2”	2
SH-4	1	-	-	2
MB-1*	2	3”	1-1/2”	3
EWC-1*	2	1-1/4”	1-1/4”	1
EW-1	1	1-1/4”	1-1/4”	2
DISHWASHER	2	3”	1-1/2”	2
WASHER-EXTRACTOR	1	4”	1-1/2”	4

TAG #	QUANTITY	SAN SIZE (IN.)	VENT SIZE (IN.)	SAN DFU
LU-1	1	4”	1-1/2”	4
FG-1	4	1-1/2”	1-1/2”	2
FD-1*	12	3”	1-1/2”	3
*Multiple variations of the fixture exist, but connection sizes stay consistent. Refer to original building drawings for continuation.				

3.4.3 Equipment Conditions/Recommendations:

- Sanitary fixtures appear in good condition with no noticeable amounts of corrosion. Replace fixtures as needed or once corrosion is noticeable.
- Staff did not indicate any issues with sanitary sewer systems.
- Underfloor piping could not be analyzed.

Figure 17: Garage Catch Basin

4 Electrical Condition Assessment

4.1 Lighting

4.1.1 Interior Lighting

4.1.1.1 Overview:

The fixture types are a mix of T5, T8 and T12. Fluorescent tube lighting is still available today in T5 and T8 varieties. T12 tubes have been banned for newly manufactured units to be sold in the US by the Department of Energy (DOE). In 2018, the DOE banned some T8 lamps that did not meet the required lumens/watt efficiency ratio but are still available. No date is known for bans on the manufacture of these lamps.

The lighting was installed with lighting controls.

4.1.1.2 Equipment Condition:

The fixtures and lighting controls tend to be in fair condition.

Figure 18: Existing Fluorescent Tube

Figure 19: Existing Lighting Contractor

Figure 20: Existing Wall Occupancy Sensor

4.1.2 Exterior Lighting

4.1.2.1 Overview:

Fixture types are a mix of high-pressure sodium (HPS) and metal halide (MH).

4.1.2.2 Equipment Condition:

The fixtures tend to be in fair condition.

Figure 21: Existing Outdoor Light Pole

Figure 22: Existing Outdoor Wall Pack

4.1.3 Lighting Recommendations

All existing light fixtures are recommended to be replaced within the next 5 years, or during the renovation of the existing building.

Some of the benefits to lighting replacement

- LED lighting technology will provide quality lighting levels at 50% to 75% of the current energy usage.
- LED lighting fixtures provide average operating hours of 50,000+ hours.
- LED lights are dimmable at no extra fixture cost.
- LED lights can provide more comfortable and consistent color of light than fluorescent which makes the space more pleasant to be in.

Downsides to a lighting replacement:

- Although LED lighting lasts much longer than any other lighting source before failure, when it does fail you usually need to replace the entire fixture.

Lighting Controls: It is recommended to upgrade the existing lighting controls with a lighting replacement and comply with latest energy code for existing and additional rooms or changes in room type.

4.2 Power Distribution

4.2.1 Overview

The building's power distribution system is for the most part original. One major upgrade was the installation of an emergency panel in the Police Department.

4.2.2 Service Entrance Equipment

4.2.2.1 Overview:

The incoming service is a 1200A, 120/208V, 3-phase, 4-wire system feed by an outdoor 300kVA pad mount transformer and 400A automatic transfer switch.

4.2.2.2 Equipment Condition:

The service entrance equipment tends to be in fair-to-good condition.

Figure 23: Existing Service Entrance Equipment

Table 14 – Service Entrance Equipment

Name	Equipment Type	Voltage Rating	Rating (A)	Approximate Age (years)	Condition	Remaining Life (years)
MDP-1	Switchboard	120:208V/3PH/4W	1200	20	Fair	15-20

4.2.3 Panelboards

4.2.3.1 Overview:

The facility has seven (7) 120/208V panelboards and three (3) 120/208V emergency panelboards mainly originally to the facility.

4.2.3.2 Equipment Conditions:

The panelboards tend to be in fair-to-good condition.

Figure 24: Panelboard Exterior

Figure 25: Panelboard Interior

Table 15 – Panelboard Equipment Summary

Name	Equipment Type	Voltage Rating	Rating	Approximate Age (years)	Condition	Remaining Life (years)
Panel A	Panelboard	120:208V/3PH/4W	400A	20	Fair-to-Good	15-20
Panel B	Panelboard	120:208V/3PH/4W	225A	20	Fair-to-Good	15-20
Panel C	Panelboard	120:208V/3PH/4W	225A	20	Fair-to-Good	15-20
Panel D	Panelboard	120:208V/3PH/4W	225A	20	Fair-to-Good	15-20
Panel E	Panelboard	120:208V/3PH/4W	400A	20	Fair-to-Good	15-20
Panel F	Panelboard	120:208V/3PH/4W	225A	20	Fair-to-Good	15-20
Panel G	Panelboard	120:208V/3PH/4W	400A	20	Fair-to-Good	15-20
Panel EGA	Panelboard	120:208V/3PH/4W	225A	20	Fair-to-Good	15-20
Panel EGB	Panelboard	120:208V/3PH/4W	225A	20	Fair-to-Good	15-20

Panel EGC	Panelboard	120:208V/3PH/4W	225A	20	Fair-to-Good	15-20

4.2.4 Power Distribution Recommendations:

The power distribution equipment has been exposed to a dry, clean environment which extends the useful life of the equipment. A renovation of the facility would not require a replacement of the electrical distribution equipment.

A review of existing power demand should be completed to evaluate the capacity of the electrical service size to support future expansion or changes in electrical loads due to repurposing of existing space.

4.3 Backup Generation

4.3.1 Overview:

The backup generation system for the facility consists of a 60kW, 120/208V genset, 400A automatic transfer switch (ATS) and 400A emergency distribution panel, EMDP.

4.3.2 Equipment Conditions:

The backup generation genset and ATS at or near the end of its service life. EMDP is in similar condition as the power distribution equipment and has 15-20 years of service life remaining.

Figure 27: Existing Genset

Figure 28: Existing ATS

4.3.3 Recommendations:

The backup generation requirements and size of a repurposed and expanded building will need to be reviewed.

The installed investment of an outdoor natural gas genset with ATS of similar size to the existing could exceed $100,000. A diesel genset of the same size would increase the investment another $10,000 - $20,000.

Alternatively, the installation of a manual transfer switch with receptacle for a portable generator would be a less costly option.

5 Structural Conditions Assessment

This assessment is based upon visual observations, personnel interviews, and review of original construction documents, which were available at the time of observations.

Structural construction appeared consistent with the information in the construction documents in all locations where direct observations were made. Structural systems consist of load bearing masonry cavity walls at the perimeter and steel frames of wide flange beams and tube steel columns inside. According to the drawings, foundations consist of spread footings on soil with design allowable bearing capacity of 3,000 pounds per square foot (psf). The roof of the apparatus bay consists of long span bar joists and metal deck. The roof above the remainder of the building including office and meeting areas consists of hollowcore plank with 3" topping. This is a substantial roof system and original construction documents indicate it was designed for a future second level with live load of 100 psf, which provides broad flexibility for potential future expansion or installation of other roof top equipment. In field observations we visually confirmed areas where masonry is in place for stair and elevator shafts that could serve a second level.

No significant structural concerns were noted during observations inside and outside of the building. The veneer on the exterior cavity walls was in good condition, with no significant cracking. Sealant in veneer control joints is in fair condition but exhibited minor separation in some locations and hardening because of age. Some non-structural items, including steel protective covers at apparatus bay piers and hollow metal doors on the east side of the building exhibit surface rust from salt exposure and paint system flaking, but these do not affect the structural integrity of the building.

6 Summary

6.1 Recommendations

6.1.1 Mechanical/Plumbing

After concluding the analysis on the entirety of the Plumbing and HVAC systems within the McFarland Municipal Center, major findings can be summarized as follows. The hydronic system appears to be in the most need of attention. The system should be analyzed to ensure that pipe sizing is correct for the application. As this system has produced many leaks and worn pipe elbows, the water flow should be corrected to land between 4-6 ft/s. Major HVAC and Plumbing equipment do not need immediate replacement; however, a large portion of them are reaching the end of their serviceable lifetime and should be replaced by 2027 or when renovations or repurposing takes place.

6.1.2 Electrical

6.1.2.1 Lighting

From a service life perspective, lighting and lighting controls are not in need of immediate replacement. The increased energy efficiency and quality of light rendering can justify lighting

replacement especially when adding additional fixtures or changing the configuration. At the same time, it is advantageous to review the lighting controls for compliance with current energy code.

6.1.2.2 Power Distribution

The existing service entrance equipment and panelboard have many years of service life remaining. Budget for replacement in the next 10-15 years.

6.1.2.3 Backup Generation

A genset and ATS replacement is recommended in the next 1-5 years or with any major changes to the building.

6.1.3 Structural

The building structural systems are in good condition. No significant distress or evidence of structural issues was discovered during field observations. Provided roofing systems and walls are maintained to protect the structure from moisture, the structural systems are not expected to be a controlling factor in the useful service life of the building.

The building structural systems are particularly robust as the building appears to have been designed for a future second story. This allows flexibility in support of new or replacement roof top equipment and provides an opportunity for expansion of the building space.

During personnel interviews we were made aware of issues with past roof leaks over the entry lobby area. We did not observe structural issues associated with moisture intrusion, but ongoing monitoring and prompt attention to any leakage issues is recommended to protect the structural integrity of the building.

6.1.3.1 Structural Support of New and Replacement Roof Top Equipment

Because the existing roof of the building was designed to function as a future second floor, the design capacity of the roof system is greater than what is required for support of typical snow and roof dead loads. Therefore, the roof system allows flexibility in replacing existing mechanical units with larger, heavier units or units with different configurations. Some supplemental structural reinforcement may still be appropriate if unit weights or configurations are significantly different, but we do not expect that major modifications would be required. The high roof capacity also opens options for consideration of other roof top equipment, such as roof top solar panels.

6.1.3.2 Future Second Level

Because it was incorporated into the original building structural design, expansion of the building to a second level would be a viable option for consideration when evaluating space needs. This does not mean there would not be challenges proceeding with this approach. Structural considerations that should be considered when evaluating this option alongside others would include:

- Structural systems would need to be evaluated for the design loads applicable at the time of the proposed addition, some uses (such as storage or some assembly uses) may exceed capacities of existing systems
- The original construction documents are not explicit on the design height and support layout of a future addition, therefore careful attention would be needed in evaluating existing walls, lintels, columns, and foundations for a proposed second story addition

- Heavy construction work above an occupied space is probably not practical, so a second story addition would require temporary relocation of offices housed in the building during the construction process
- Opening the roof to allow construction above may expose existing spaces to the elements at least temporarily even if temporary protection measures are used, therefore repair or remodeling of intact and functional existing spaces may be necessary as part of an addition
- Costs of addition and renovation projects can be significantly higher than new construction, particularly a complex addition of additional stories
- Other non-structural considerations such as parking requirements, current zoning regulations regarding building heights, etc. may limit options for an addition

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SEH

McFarland Community Center

4/7/2023

Space Needs Summary

2022 Programming				2017 Master Plan	Program Change
	NSF	GSF	Notes	GSF	
Senior Center Total Dedicated Space	2,917	4,488	Dedicated to use		
Shared Space	6,234	9,591	Can be shared with the Community Center		
Total Senior Center Space	9,151	14,078		5,414	38.46%
Administration Total Dedicated Space	2,371	3,736	Dedicated to use		
Shared Space	1,235	1,900	Can be shared with the Community Center		
Total Adminstrative Space	3,606	5,636		3,705	65.73%
Community Dev Total Dedicated Space	952	1,465	Dedicated to use		
Shared Space	980	1,508	Can be shared with the Community Center		
Total Community Dev Space	1,932	2,972		2,549	-1.10%
Communications Total Dedicated Space	1,397	2,149	Dedicated to use		
Shared Space	120	185	Can be shared with the Community Center		
Total Communications Space	1,517	2,334		1,865	79.91%
Youth Center Total Dedicated Space	428	658	Dedicated to use		
Shared Space	4,420	6,800	Can be shared with the Community Center		
Total Youth Center Space	4,848	7,458		8,975	-1.20%
Library Total Dedicated Space	1,650	2,538	Dedicated to use		
Shared Space	2,450	3,769	Can be shared with the Community Center		
Total Library Space	4,100	6,308		6,308	27,310 Libray Master Plan separate
School District Dedicated Space	0	0	Dedicated to use		
Shared Space	8,035	12,362	Can be shared with the Community Center		
Total School District Space	8,035	12,362			
Total Community Center Dedicated Area	9,715	21,094	This number will be verified		
Total Community Center Shared Area	23,474	36,114	This shared number will need to be adjusted down to accommodate sharing of spaces and space effeciency. The School distrcit is included in GSF		
Total Area	33,189	57,208	This shared number will need to be adjusted down to accommodate sharing of spaces and space efficiency	28,816	
Tota Area without School District	25,154	44,846	All areas larger exept Youth Center and Library is included. Sr Center is the largest increase. Need to account for shared spaces.	28,816	

29592.94

Total area will need to be updated to include common restrooms, Kitchen, Meeting rooms, storage

McFarland Municipal Center Master Plan

4/7/2023

Senior Outreach

	QTY	2021 Study Area(1)	Proposed Area	NSF	GSF @ 65% Efficiency	Shared Space	Notes
Case Management							
Director Office	1	14x18	12x15	180	277	N	
Future TBD	1.0	10X12	10x12	120	185	N	Set up as a front office, maybe not separate space.
Volunteer/Outreach Office	1	14x18	10x12	120	185	N	Areas with open offices space for 2 workstations
Case Manager	2	14x18	12x15	360	554	N	Room for Meetings with family
Conference Room	1		10x12	120	185	Maybe	Private meetings for Case Manager and staff. Resource area.
Admin Assistant	0.5		8x8	64	98	Maybe	Desk at Entry, may be shared with Community Center TBD.
Total Case Management	**6.5**			**964**	**1,483**		
Nutrition Program							
Nutrition Office	1	10x12	10x12	120	185	N	
Commercial Kitchen	1	20x40	20x40	800	1,231	Y	Can be shared with Community Center. With storage within. 55 up to 75 meals. Steam Table
Loading	1			432	665	N	Would prefer to be away from back alley and protected. Size to be determined
Storage	1	15x15	15x15	225	346	N	Secure. Size to be determined. Decorations and other for Sr Outreach. Could combine with Loan.
Refrigeration	1	10x12	10x12	120	185	N	Size to be determined. 2 commercial size. Separate from general use.
Freezer	1	10x12	10x12	120	185	N	Size to be determined. 2 commercial size. Separate from general use.
Laundry	1	8x10	8x10	80	123		Residential grade washer and dryer.
Volunteer Space	1	10x10	10x10	100	154		One computer sign in. Space for 5 volunteers. Persoanl belongings. Clip boards for routes. Messages.
Dining	1	47x47	47x47	2,250	3,462	Y	Seating for 150 accommodate special needs. Semi-Designated can be used for other uses. Plan for 15sf per person. Prefer not to share with board meetings. Stage. Can be partitioned. Food in at 10 done by 1:30
Dining Storage		10x20	10x20	200	308	N	Table and chair storage. Accommodate other storage uses. 6/8ft tables.
Indoor Lounge Area	1	20x25	20x25	500	769	Maybe	Separate food/kitchen area. Could have salad bar or breakfast area. Maybe a food cart for short term rentals.
Total Nutrition Program	**10**			**4,947**	**7,611**		
Health and Wellness							
Coordinator	0.5	8x8	8x8	64	98	N	
Classroom	1	38x38	31x31	1,000	1,538	Y	50 Occupants. Set up to record and broadcast. 20 sf per person
Exercise	1	50x50	31x31	1,000	1,538	Y	50 Occupants. Set up to record and broadcast. 20 sf per person
Exercise Storage	1	15x15	200	200	308	Y	Outdoor games, connect 4 , bags, bocci ball, golf, canopy tent, coolers
Treatment Room	1	10x10	10x10	100	154	N	Designated for BP, weigh in, foot care, diabetic monitoring. Access to waiting and restroom
Loan Closet	1	16x16	16x16	256	394	N	Close to the Admin Assistant. Combine with line 23 and cleaning supplies for equip.
Area to clean/sanitize equip		10x10	10x10	100	154	N	Close to the Loan Closet and outdoor. Floor drain/plumbing.
Storage	1	10x10	10x10	100	154	N	Designated for instructors
Restroom	2	7.5x8	7.5x8	120	185	N	All Gender close to Treatment Room
Waiting	1	10x10	10x10	100	154	Maybe	Close to the Admin Assistant.
Total Health and Wellness	**9.5**			**3,040**	**4,677**		
Recreational Programming							
Craft Room	1			200	308	Y	Consider a shared space with the Community Center.
Open Area	1				0	Y	No general program area in the space needs
Total Recreational Programming	**2**			**200**	**308**		
Total				**9,151**	**14,078**		
Outdoor Area	**1**			**1,000**	**1,000**	Y	**Not included in SF totals**
Senior Outreach Total Dedicated Space				**2,917**	**4,488**		
Shared Space				**6,234**	**9,591**		Can be shared with the Community Center
Total Senior Outreach Space				**9,151**	**14,078**		

1. Senior Outreach completed an in-depth space needs in 2021. These are the spaces listed. When applicable the 2017 area requirements were used.

McFarland Municipal Center Master Plan

4/7/2023

Administration

	QTY	2017 Study Area	Proposed Area	NSF	GSF @ 65% Efficiency	Shared Space	Notes
Positions							
Village Administrator	1	22x12	22x12	264	406	N	Room for 6' desk credenza, side table and 4 person meeting table
Deputy Village Administrator	1	22x12	22x12	264	406	N	Room for 6' desk credenza, side table and 4 person meeting table
Clerk	1	12x18	12x18	216	332	N	Is there a need for a meeting table
Finance	1	12x18	12x18	216	332	N	Is there a need for a meeting table
Human Resources	1		12x18	216	332	N	
Admin	1.0	6x8	6x8	64	128	N	Desk at Entry. 50% effeciency
Admin	1.0	6x8	6x8	64	128	N	Department support within 10 years. 50% efficiency
Admin	1.0		6x8	64	128	N	Community Center Support 10 year Staffing. 50% efficiency
Total Positions	**8.0**			**1,368**	**2,193**		
Support Spaces							
Waiting	1	210	210	210	323	Maybe	Can be shared with Community Center. 95% efficiency
Conference Room A	1	20x32	20x32	645	992	Y	
Medium Conf Room	1		15x20	300	462	Y	
Storage	1	170	170	170	262	N	Secure
Shared Work Room	1	320	320	320	492	N	
File Storage	1	200	200	200	308	N	
Break Room	1	185	185	185	285	N	
Mothers Room	1		80	80	123	Maybe	
Total Support Spaces	**8**			**2,110**	**3,246**		
Restrooms							
Gender Neutral	1		8x8	64	98	N	Dedicated for staff. 95% effecinecy
Gender Neutral	1		8x8	64	98	N	Dedicated for staff. 95% effecinecy
Total Restrooms	**2**			**128**	**197**		
Total	**18.0**			**3,606**	**5,636**		
Administration Total Dedicated Space				**2,371**	**3,736**		
Shared Space				**1,235**	**1,900**		Can be shared with the Community Center
Total Adminstrative Space				**3,606**	**5,636**		

McFarland Municipal Center Master Plan

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Community Development

	QTY	2017 Study Area	Proposed Area	NSF	GSF @ 65% Efficiency	Shared Space	Notes
Positions							
Director	1.0	12x18	12x18	216	332	N	Room for 6' desk credenza, side table and 4 person meeting table
Community Dev Specialist	1.0	16x15	10x12	120	185	N	Workstation in the files/reception area
Building Inspector	1.0	16x15	10x12	120	185	N	4 person meeting table
Commercial Elec Inspector I	1.0	6x8	8x8	64	98	N	
Associate Planner	1.0		10x12	120	185	N	
Planner/Zoning Administrator	1.0	10x18	10x12	120	185	N	Long term position
Building Inspector II	1.0		8x8	64	98		Long term position
Community Development Clerk	1.0		8x8	64	98	N	Long term position
Open Work station (intern)	1.0	6x8	8x8	64	98	N	Long term position
Total Positions	**8.0**			**952**	**1,465**		
Support Spaces							
Waiting	1	180	180	180	277	Maybe	Can be shared with Community Center, increase if shared.
Files/Reception	1	400	600	600	923	Y	Would prefer to away from back alley and protected.
Medium Conf Room	1	165	200	200	308	Y	
Total Support Spaces	**3**			**980**	**1,508**		
Total	**11.0**			**1,932**	**2,972**		
Community Dev Total Dedicated Space				**952**	**1,465**		
Shared Space				**980**	**1,508**		Can be shared with the Community Center
Total Community Dev Space				**1,932**	**2,972**		

Need access to restrooms including gender neutral

McFarland Municipal Center Master Plan

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Commuications/IT

	QTY	2017 Study Area	Proposed Area	NSF	GSF @ 65% Effeciency	Shared Space	Notes
Positions							
Communications Tech Director	1	8x8	8x8	64	98	N	
Communications Specialist	1	6x8	6x8	64	98	N	
Sr Audio Visual Technician	1	6x8	6x8	48	74	N	
Audio Visual Technician	2	6x8	6x8	48	74	N	
Network IT	1	6x8	6x8	48	74	N	
Future Staff	1.0		6x8	64	98	N	
Total Positions	**7.0**			**336**	**517**		
Support Spaces							
Control Room	1		10x15	150	231	N	Used during meetings will need 2 control stations. Ideal close to meeting rooms
Production Storage	1		10x12	120	185	N	Boxes for computers
Work Area	1		10x12	120	185	N	Work on Computers
Production Studio	1	14x20	14x20	280	431	N	like a green room no windows sound proof. Rig lighting form ceiling. Would like to be able to do local access programs
Server Room	1		10x10	100	154	N	Need to expand current
IT Closet	1	74	74	74	114		Space for 2 open workstations
Editing	1	112	120	120	185	Y	Editing of content. Provide 1 work station for community use
Storage		217	217	217	334	N	
Total Support Spaces	**7**			**1,181**	**1,817**		
Total	**14.0**			**1,517**	**2,334**		
CommunicationsTotal Dedicated Space				**1,397**	**2,149**		
Shared Space				**120**	**185**		Can be shared with the Community Center
Total Communications Space				**1,517**	**2,334**		

Need access to restrooms including gender neutral

McFarland Municipal Center Master Plan

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Youth Center

	QTY	2017 Study Area	Proposed Area	NSF	GSF @ 65% Efficiency	Shared Space	Notes
Administration							
President MYC Board of Direc	1						
Managing Director	0.75	14x18	12x15	180	277	N	
Asst Director	1	8x8	8x8	64	98	N	
Support	1	4x8	4x8	32	49	N	
Admin Assistant	0.5		4x8	32	49	N	
Total Administration	**4.3**			**308**	**474**		
Support Spaces							
Kitchen	1	320	320	320	492	Y	
Quiet Reading Room	1	300	320	320	492	Maybe	Storage area for supplies and books
Quiet Room (Special needs)	1	300	320	320	492	Maybe	25sf per student, 12.8 students per room
Restrooms	1	300	320	320	492	Y	
Storage for Students	1	20	20	20	31	N	Cubicles along circulation
Storage for operations	1	140	10x10	100	154	N	
Front Desk Area	1		300	300	462	Y	Can be shared need space for gathering
Computer Area	1	150	180	180	277	Y	10-12 computers
Recreational Indoor Space	1	1800	1800	1800	2,769	Maybe	Recreation fooseball or hockey. Located in the new Gym/Multi Purpose
Programming Areas	1	860	860	860	1,323	Maybe	Arts, Crafts, science 20 kids at a time. In one of the shared rooms.
Total Support Spaces	**10**			**4,540**	**6,985**		
Total	**14.3**			**4,848**	**7,458**		
Outdoor Programming							
Outdoor Area	1			1,250	1,250	Y	Tables and chairs 25-50. 25sf per person
Bike Racks	1					Y	
Outdoor Storage Shed	1	120	120	120	120	Y	Secure area for crafts 4-8 tables. 32 occupants 25sf per person
Total	**3**			**1,370**	**1,370**		**Not Included in SF Totals**
Youth Center Total Dedicated Space				**428**	**658**		
Shared Space				**4,420**	**6,800**		Can be shared with the Community Center
Total Youth Center Space				**4,848**	**7,458**		

Need access to restrooms including gender neutral

McFarland Municipal Center Master Plan

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Library

	QTY	2017 Study Area	Proposed Area	NSF	GSF @ 65% Efficiency	Shared Space	Notes
Support Spaces							Taken from Library Master Plan 2021
Express Library	1	1000	1200	1200	1,846	N	Collections
Storage Room	1	150	150	150	231	N	Crafts and musical items 72" high shelving
Craft Room	1	250	250	250	385	Maybe	Areas with open offices space for 2 workstations
Work Center Office for Staff	1	300	300	300	462	N	
Meeting Room for 220-250	1	2200	2200	2,200	3,385	Y	Can be shared but will need access for story time
Total	**5.0**			**4,100**	**6,308**		

Library Total Dedicated Space				**1,650**	**2,538**		
Shared Space				**2,450**	**3,769**		Can be shared with the Community Center
Total Library Space				**4,100**	**6,308**		

Need access to restrooms including gender neutral

McFarland Community Center

4/7/2023

School District

	QTY	2017 Study Area	Proposed Area	NSF	GSF @ 65% Efficiency	Shared Space	Notes
Case Management							
Legacy Academy	1		400	400	615		Room for activities
Commercial Kitchen	1			TBD	0	Y	Access to regular Kitchen
Staff	1		10x12	120	185	Maybe	Areas with open offices space for 2 workstations
Indoor Recreation Area	1.0		7515	7,515	11,562	Y	Trampoline, Turf surface for baseball/softball. Basketball. Other athletics/activities. Weights
Total	**4.0**			**8,035**	**12,362**		

Senior Center School District Space				**0**	**0**		
Shared Space				**8,035**	**12,362**		Can be shared with the Community Center
Total School District Space				**8,035**	**12,362**		

Need access to restrooms including gender neutral

These spaces are tracked but may all be shared space no dedicated.