

**COMMITTEE OF
THE WHOLE**

Monday, October 12, 2020

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/84882230524>

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

Webinar ID: 848 8223 0524

1. CALL TO ORDER.
2. ATTENDANCE/ROLL CALL.
3. PUBLIC APPEARANCES.
 - a. This is an opportunity for members of the public to address the Village Board. Please remember this is a virtual meeting conducted through the Zoom online meeting platform. Zoom meeting attendees wishing to address the board may do so using the Question and Answer feature within the Zoom online meeting platform. You may state your name, address, and provide your comments to the board for their consideration. Members of the public who are present in person and wish to address the board should fill out a public comment form and turn into the meeting chairperson. Members of the public may speak during public appearances or during their selected agenda item as they designate on the public comment form. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to cassandra.suettinger@mcfarland.wi.us to be included as part of the meeting.
4. APPROVAL OF MINUTES.
 - a. Discussion and action regarding the minutes of the meeting held on September 28, 2020.
5. BUSINESS.
 - a. Presentation and discussion regarding consulting services to aid in the planning process to develop a Community Center.
6. SCHEDULE NEXT MEETING DATE.

- a. To be determined.

7. ADJOURNMENT.

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related to Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the McFarland Municipal Center at (608) 838-3153 or cassandra.suettinger@mcfarland.wi.us.

VILLAGE OF MCFARLAND
Committee of the Whole Minutes

Monday, September 28, 2020 - 5:30 PM

1. CALL TO ORDER.

Village President Czebotar called the regular meeting of the Committee of the Whole to order at 5:31 pm in the Community Room of the McFarland Municipal Center.

2. ATTENDANCE/ROLL CALL.

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

Village Board members not present: None.

Staff Present: Administrator Matt Schuenke.

3. PUBLIC APPEARANCES.

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None.

4. APPROVAL OF MINUTES.

- a. Discussion and action regarding the minutes for the meeting held on September 14, 2020.*

A motion was made by Trustee Clow, seconded by Trustee Rupert, and unanimously carried by the Committee of the Whole to approve the minute for the meeting held on September 14, 2020. Motion carried 7 - 0.

5. BUSINESS.

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

The Committee of the Whole received a presentation from Jeff King and Darin Barr of Ballard King & Associates. They specialize in the planning of recreational facilities and amenities such as a Community Center. They discussed with the board their past work on such projects and how they go about this work. The Committee asked questions of the consultants and further discussed the project. The Committee wished to discuss more the impact of the project on local stakeholders as well as project elements that might be included in a proposal for consulting services. This would be discussed at a future meeting.

6. SCHEDULE NEXT MEETING DATE.

- a. To be determined.

The next meeting of the Committee of the Whole will be on Monday, October 12, 2020 at 5:30 pm.

7. ADJOURNMENT.

A motion was made by Trustee Flaherty, seconded by Trustee Rupert, and unanimously carried by the Committee of the Whole to adjourn the meeting at 6:54 pm. Motion carried 7 - 0.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, October 12, 2020

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

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

PREVIOUS ACTION:

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

ISSUE SUMMARY:

At our last meeting, we met with a Consultant that specializes in planning for recreational type amenities such as a Community Center as we desire to complete in McFarland. While their work was of interest to us to use here, the Committee wanted to further discuss the work we would intend to complete with such a Consultant and the stakeholders this work would impact. As we consider these points, some background is provided as part of discussion on accessing a Consultant to assist in our planning for a Community Center.

Stakeholders

Included in your packets is Appendix A from the Parks and Recreation Facility Policy. This policy provides for the organization and use of park amenities, and within it established this listing of various community groups. While this is likely not an exhaustive list as it impacts a Community Center development, it is presented as a starting point for the basis of such a discussion. Additional stakeholders to consider for this project could include but would not be limited to are Village Departments, exercise classes, meal program recipients, local exercise businesses, diverse populations, and other social groups/neighborhoods. We can discuss and identify stakeholders that we wish the Consultant to address through their work based on this discussion.

Public Engagement

In addition to accessing stakeholders in the project, we need to decide how to address the public input element to the project. This is a key element of the work noted by the Consultant and something they could assist us in to gather the information needed to plan out the project. Their expertise will be helpful in framing the input desired to help shape the project planning to create the Community Center.



Building Layout

We will need to include some level of architecture within the planning process. Once we talk about what stakeholders have to say, receive public input, and review our options we are going to need to be able to see how that comes together within the space available. This is not detailed design work, but planning work with the assistance of an architecture to work through elements of a floor plan that may or may not be possible based on what is suggested for the project. Have to work in physical review of the facility as much as the program review to figure out the big picture. This work likely comes along later in the process as we spend time on the front end engaging stakeholders, the public, and ourselves on what we are looking to accomplish with a Community Center before we start drawing up concept plans.

Proposal

At the end of the day, we will need to rely on the Consultant's expertise and what they might suggest in a proposal to prepare the plan. We can provide our feedback on how we want them to address stakeholders and the public as well as that we want to review conceptual building layouts, but we need their process built into the proposal as well. Even when we do RFP's we will still give prospective Consultants the ability to apply their process to complete the work that is desired and if we can agree on what work is needed then the same could and should hold true here. If we can agree on how to address the stakeholders, public input, and building layout then naturally the next step is to provide that feedback to the Consultant and ask them to prepare a proposal that includes what we are looking for in concert with their process to prepare the plan.

FINANCIAL/BUDGET IMPACT:

Cost of the planning work is to be determined upon receipt of a proposal. The 2020 Budget has allocated \$50,000 for this purpose.

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

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

ATTACHMENTS:

1. Appendix A - Community Organizations

CHAPTER 2 Parks and Recreation Facility Policy

Appendix A

The following are a list of Village Community Organization Groups that the Committee has determined may be exempt from paying the park shelter rental fee:

4-H

Ally's Honky Tonk Hustle

American Legion

Boy Scouts

Chamber of Commerce

Family Festival

Friends of McFarland Parks

Friends of the Library

Garden Club

Girl Scouts

JAM Fest

Lioness Club

Lions Club

McFarland Hockey

McFarland Music Boosters

McFarland Soccer Club

McFarland Softball Association

McFarland Youth Center

McFarland Youth Softball

Optimists

School District of McFarland