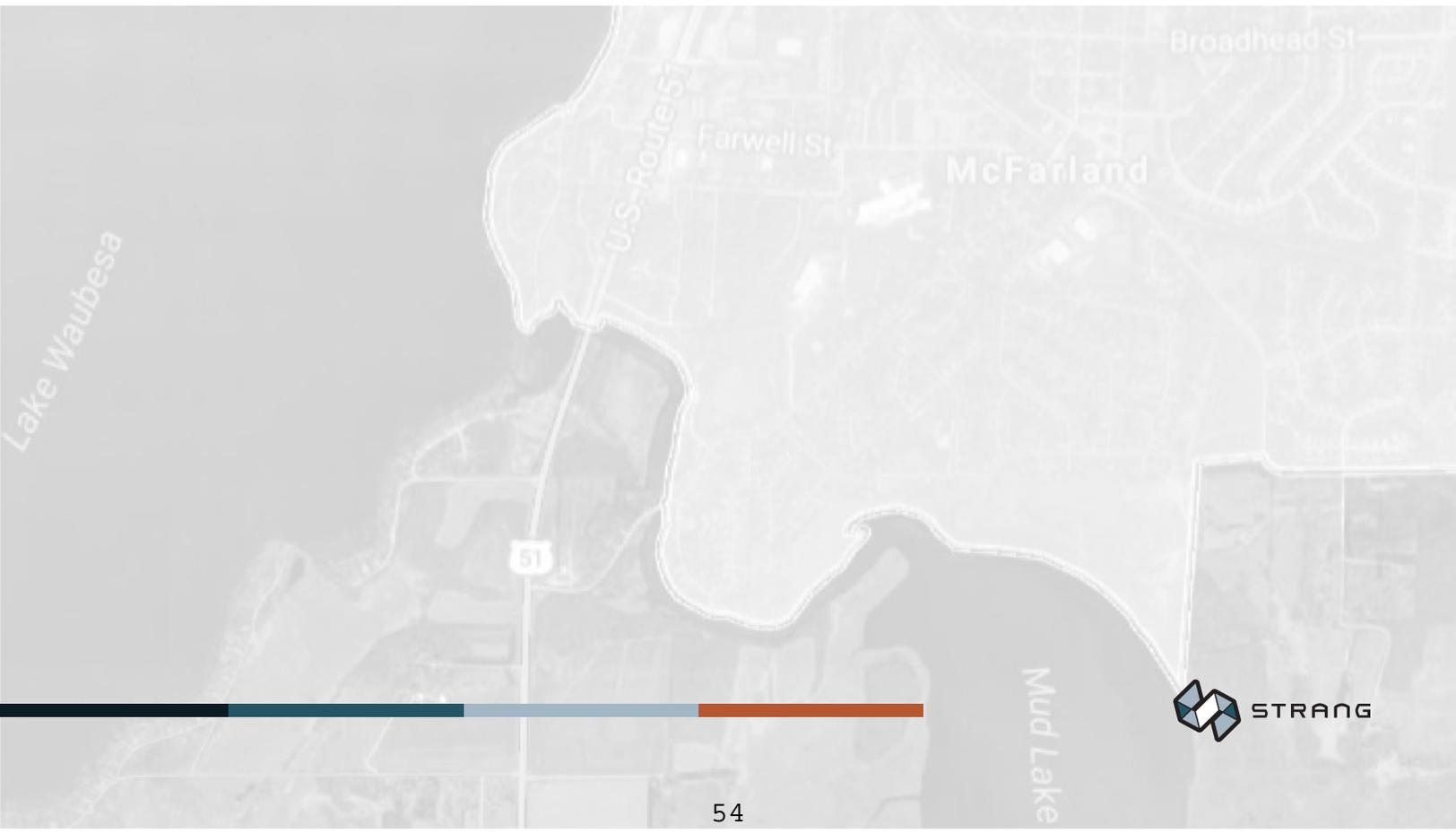




# VILLAGE OF MCFARLAND FACILITIES MASTER PLAN

JUNE 20, 2017





---

# TABLE OF CONTENTS

## VILLAGE OF MCFARLAND FACILITIES MASTER PLAN

<b>Executive Summary</b>	<b>5</b>
A. Introduction	7
B. McFarland Facilities Master Plan Guiding Principles	8
C. Notes on the Master Planning Process	8
D. Listen Phase Summary	8
E. Discover Phase Summary	8
F. Design Phase Summary: Master Planning Options	9
<b>Listen Summary</b>	<b>12</b>
A. Introduction	12
B. Existing Data Review	13
C. Existing Facility Review	14
D. Existing Site Review	15
D. Potential Site Review	16
E. Stake Holder Interviews	17
D. Space Projections	18
<b>Discover Summary</b>	<b>19</b>
A. Building Evaluation Report	21
B. Fire Department Relocation	22
C. Facility Benchmarking	23
D. Site Analysis Exercise	25
E. Budget Exercise	27
<b>Master Plan (Design)</b>	<b>29</b>
A. Introduction	30
B. Phasing	30
C. Site Plan	31
D. Program Layout	32
E. Budgets	35
F. Police Relocation Options	38
<b>Appendix A: Listen Phase Documentation</b>	
<b>Appendix B: Discover Phase Documentation</b>	
<b>Appendix C: Design Phase Documentation</b>	



---

# EXECUTIVE SUMMARY

VILLAGE OF MCFARLAND FACILITIES MASTER PLAN



## Introduction

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

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

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

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

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

## Village of McFarland Master Plan Master Plan Guiding Principles

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

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

## Notes on the Master Planning Process

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

### Listen Summary

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

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

### Discover (Programming) Summary

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

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

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

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

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

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

Discussion items that arose during this process included:

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

### Strang's Facility Programming Approach



## Design Phase (Master Plan)

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

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

### Phase 1:

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

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

### Phase 2:

This phase sees the relocation of the police department via land acquisition. This scenario and budget suggest the acquired site includes an existing metal building that is remodeled to accommodate the police department. In anticipation of continued growth, this phase includes further interior build out at the municipal building 2nd floor of 8,000 SF, leaving the Municipal with 18,0000 SF of usable space at the 2nd floor.

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

### Phase 3:

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

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

### Public Works Site:

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



---

# LISTEN SUMMARY

VILLAGE OF MCFARLAND MASTER PLAN

## Introduction

The first step of this phase involved gathering extensive information about the facilities within the Village of McFarland, the departments represented and their priorities. Strang reviewed information that was provided as part of this programming exercise including the consolidated Input from department leaders on Space Needs and Planning, existing building drawings (See Appendix A for this data). We also gained insights from surveys and group conversations; these discussions revealed important insights from the individuals who have hands-on knowledge of Village operational intricacies.

## Existing Data Review

Listed within this section is owner provided data that Strang has reviewed and taken into account while working with McFarland to develop this master plan. Each item can be found in full form within Appendix A. Defined below is the value and understand Strang took from each particular item.

- McFarland School District Enrollment Projections\*\*
- Village Center Master Plan\*\*
- Village of McFarland Comprehensive Plan\*\*
- Wisconsin Economic Development Corporation Data\*\*
- Previous Village Reports\*\*
- Village of McFarland Project Plan and Boundary Descriptions\*\*
- Current Staffing Counts\*
- Fire Department Incident Projections\*

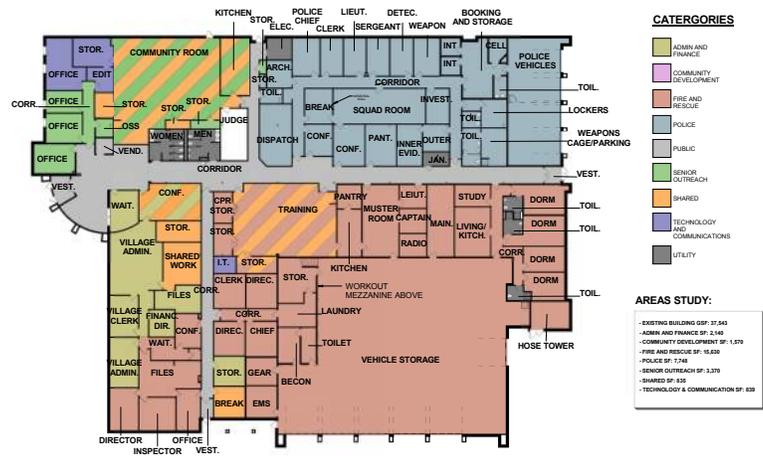
\*These document will be included within Addendum A

\*\* These documents can be found at: [www.mcfarland.wi.us](http://www.mcfarland.wi.us)

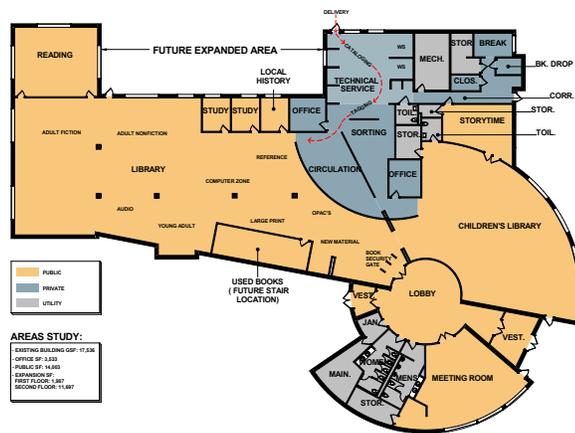
EXISTING FACILITY REVIEW

Each existing facility was toured and mapped to understand the current benefits and challenges each department has within their current space. These plans can be found within appendix A, and offer a great insight into how each facility is currently maximized.

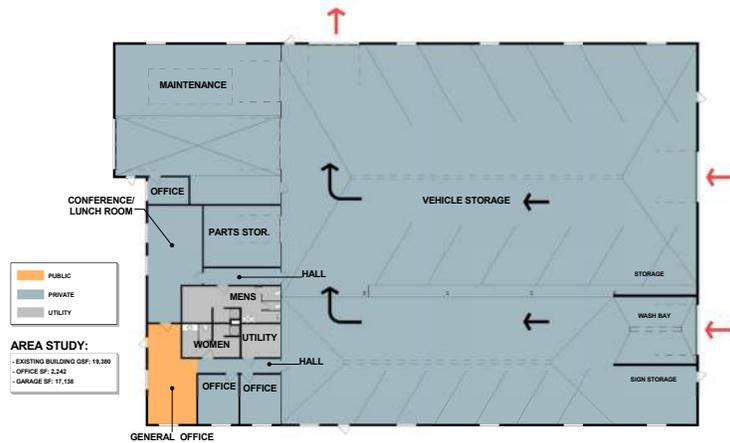
The **Municipal Building**, built in 1999, at 37,000 SF is a heavily used building with six village departments represented. It is in good physical condition and was designed to expand vertically to gain an additional 25,000 SF. Each of the departments projects needed growth immediately and into the future. It is clear this facility is in need of a solution to accommodate the needs of multiple village departments.



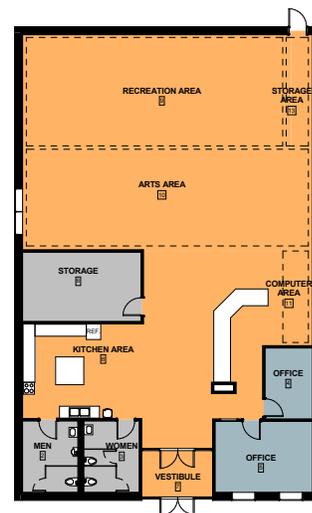
The **Village Library**, built in 2005, at 17,500 SF is in good physical condition with opportunity to expand an additional 13,000 SF vertically. Some existing mechanical issues plague the facility and have been reviewed by Strang in a separate report. The behind scenes working area within the Library holds opportunities to be more efficient as there is generous space at the circulation desk and open office area. A need for storage throughout the facility was expressed, and current storage areas were seen at capacity. Meeting spaces at current library are at times at capacity for larger events, and a desire to continue to accommodate larger meetings at or near the facility was expressed. In general there is a need for expansion within both the children’s library and general collection.



**Public Works** has four structures at their primary location. Represented below is the only facility of the four buildings on site that is temperature controlled. This building has two functions as a garage for multiple large vehicle types as well as the public works office space. The Public Works team has reached capacity at this building with no additional parking bays available, and an office space that is at capacity due to storage and use. Opportunities for additional smaller mezzanine storage within the garage would help accommodate additional storage needs. Additionally, it was discussed that there was much interest from the department in opportunities to scan in much of their drawings to further alleviate their growing storage needs. Additional security was also requested at the entry for staff working directly with the public, providing for both safety of staff and securing the facility and equipment.



The **Youth Center** currently occupies a 4,200 SF facility within an parcel that is intended to be developed into housing in the near future. The space they occupy now works well for their operations as it is generally an open concept with access to ample outdoor space. A walk-thru of the space made it clear more space would be preferred for the multipurpose needs and programs offered. Proximity to schools is critical as well as safe access.



## EXISTING SITE REVIEW

Primary village sites that house current facilities were assessed to understand parking, access, and adjacencies that may be working well or present challenges. This information is further weighed when considering opportunities and design solutions into the discover and design phase. In this exercise the library and Municipal building were looked at in one site assessment due to their proximity and shared parking and community uses. Strang also assessed the Public Works facility as a stand alone site.

## TOWN CENTER SITE

This site houses both the Public Library and Municipal Building. Combined these two sites house all but two of McFarland's Departments, those being Public Works and Youth Services. Two significant factors of this site use are the Police and Fire Department which demand a heavy vehicular presence. The remainder of the departments present a strong relationship with the citizens of McFarland as many of them host large community events within either building. Access and parking immediately around the buildings works well, however much of the current outdoors space is underutilized. Opportunities for expansion or further possible site use are indicated on the site drawing. It is known that the Exchange St and Farwell St pose a traffic concern for access during portions of the day, and this is being studied separately by the Public Works department.



## PUBLIC WORKS SITE

This site accommodates four buildings. One building as discussed earlier in the report is temperature controlled and houses large vehicle storage and office space. The remaining three structures include a salt storage building and two cold storage buildings. The site functions very well for the Public Works needs, although solutions to provide additional heated garage space for vehicle storage during the winter is a need.



POTENTIAL SITE REVIEW

Simultaneous to the assessing current facilities, the steering committee reviewed numerous other properties throughout the Village of McFarland that were considered potential opportunities for future development. The committee discussed at length the strength and weaknesses of each site to be prepared to consider them in more specific detail within the discover phase of the master plan.



# STAKEHOLDER INTERVIEWS

## SUMMARY

Stakeholder interviews provided valuable insight into McFarland operations and business.

A summary of each meeting can be found in Appendix A.

Listed below are the key items that arose as driving topics that were developed further within the Master Plan:

### BIG PICTURE CONCEPTS:

- Village Facilities as an amenity to the community
- Phasing of work
- Collaborative/Sharing of resources
- Flexibility
- Community Presence
- Meeting Space: Shared and Flexible

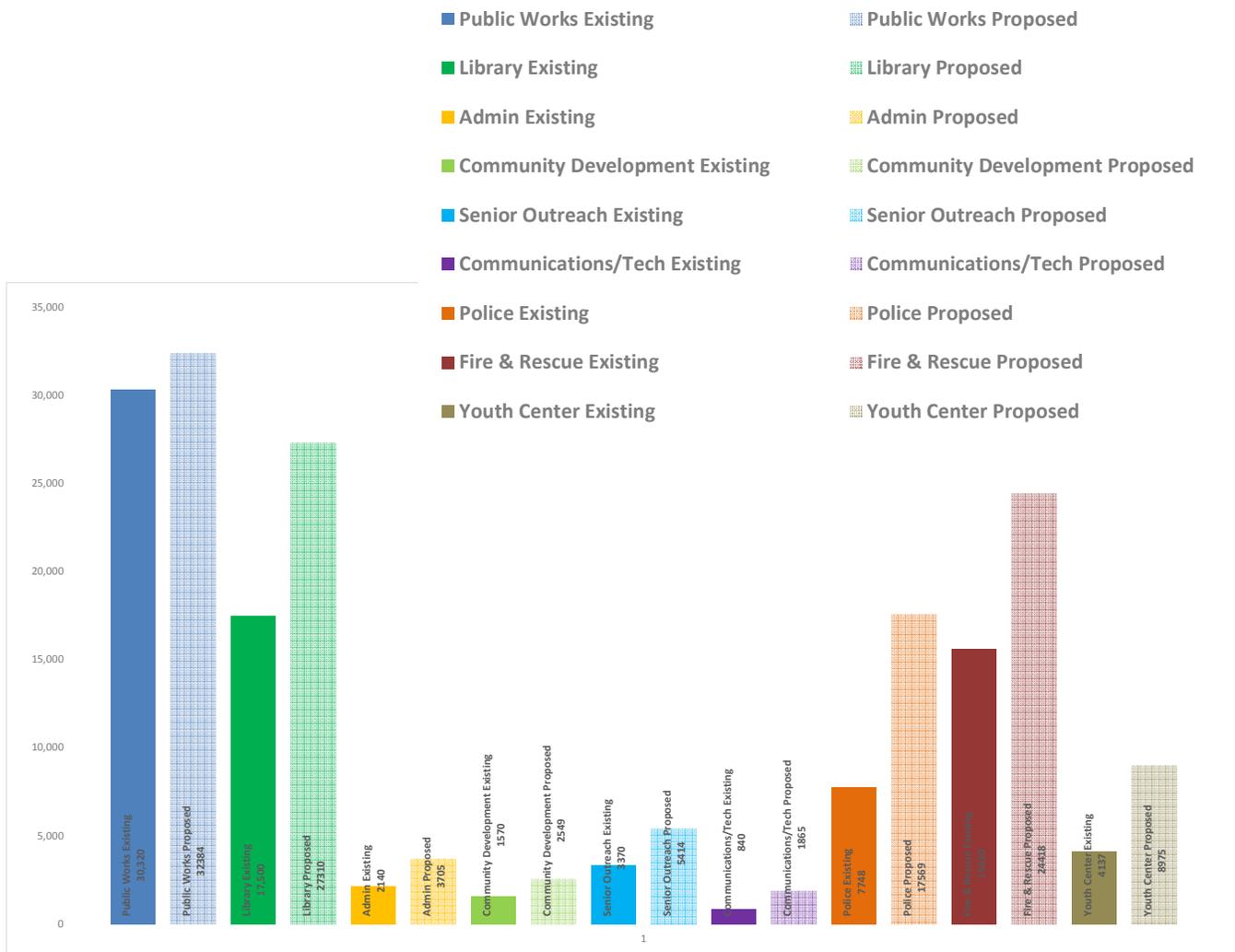
### PROGRAMMATIC DESIRES

- Community Space
- Senior Center
- Youth Services
- Welcoming Entry
- Security
- Storage solutions/strategies

# SPACE PROJECTIONS

## SUMMARY

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



---

# DISCOVER PHASE

VILLAGE OF MCFARLAND FACILITIES MASTER PLAN



# BUILDING EVALUATION REPORT

## VILLAGE OF MCFARLAND

During the Discover Phase the Strang team, in tandem with department representatives, toured and evaluated current Village of McFarland Facilities.

The facilities evaluated included the following:

Library Building  
Municipal Building  
Public Works Campus (4 Buildings)

Located within Addendum B, the evaluation report offers a brief synopsis of some of the existing conditions, constraints, and opportunities of each facility in the perspective of current use by particular departments.

The general take away from the Strang team, which was supported by the steering committee, was to devise a master plan solution that continued expansion and investment near or around current facilities as each building's condition was favorable and worth maintaining and in some cases improving for future functions.

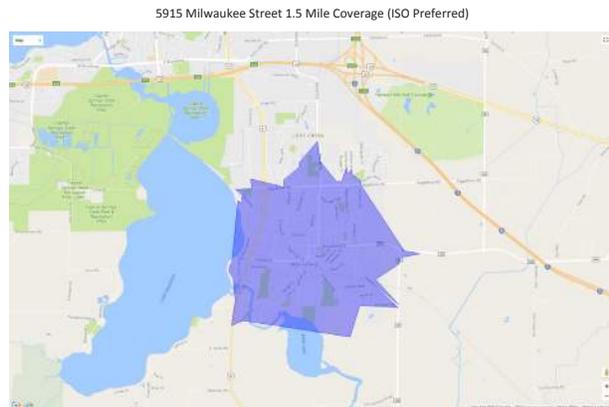
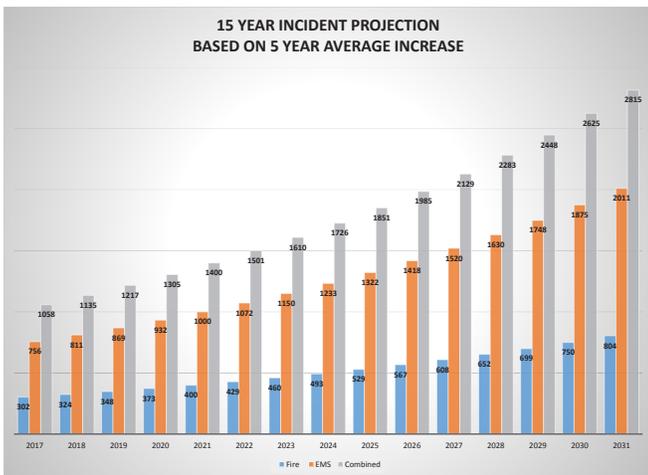
# FIRE DEPARTMENT RELOCATION

## VILLAGE OF MCFARLAND

As a series of scenarios were tested to accommodate the needed additional square footage at the Municipal Building, it became clear consideration should be made for possible relocation of the two most space intensive departments: Fire/EMS and Police.

Although, relocation of the Fire Department was shown to be a costly direction, response times for Fire and EMS was clearly the critical factor as it related to relocation. The department provided incident projections and mapped response times from a couple alternate sites under-consideration.

Ultimately it was proven that relocation of the Fire and EMS would result in reduced quality of service to the surrounding community in the form of slower response times. With that conclusion, it was recommended that the Fire and EMS department expand within the current Municipal building while they continue as single point of response. The police department was better suited to consider an alternate site location remote from the Village center.



-Full incident report and response mapping drawings can be found within Appendix B

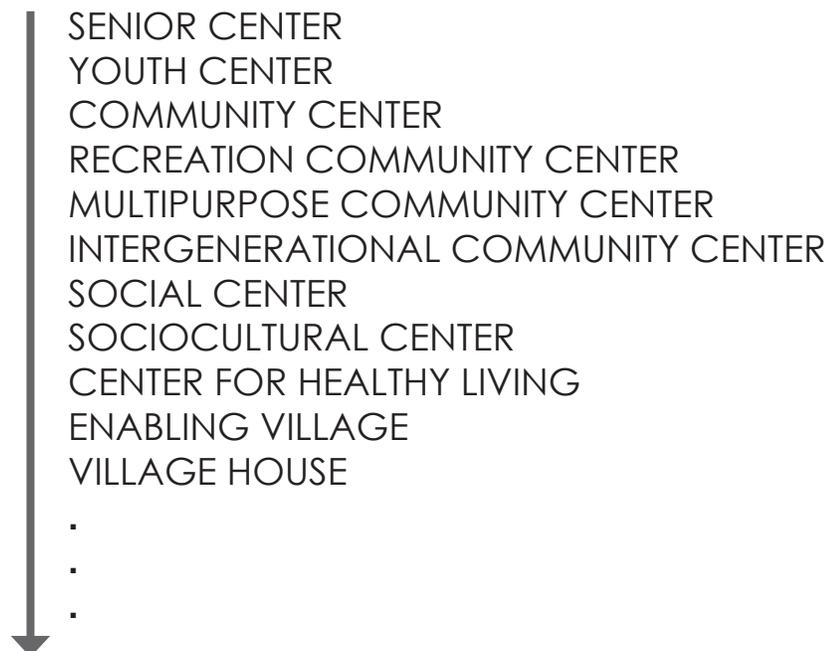
# FACILITY BENCHMARKING

## SUMMARY

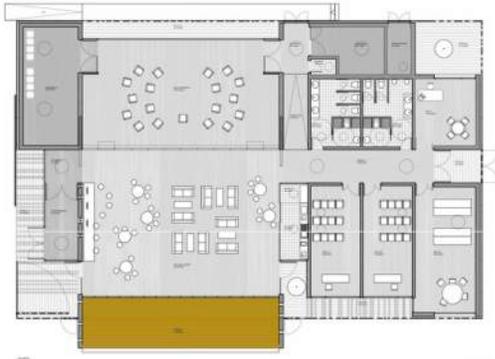
### Community Center | Defining the Program

The steering committee took time to discuss what a community center would mean for the Village of McFarland and the services it would provide. Other facilities were benchmarked as idea starters and challengers to ensure thorough discussion about the variety of community center solutions that could exist.

Research into other community centers uncovered the reality that Terminology varies between facilities, and that at times the name of the Solution, although all fundamentally centers for the community, could define the program and design of the space.



## Community Centers | Free standing



## Library as Community Center | Sharing



**Complimentary Adjacencies | Community and Landscape**



**Site Challenges and Opportunities | Identity**



**Community Resource | Unique Solutions**



# SITE ANALYSIS EXERCISE

## SUMMARY

During a committee workshop within the Discover Phase, Strang facilitated a hands on exercise to get the whole team aligned understanding space needs per department and the available sites. This exercise allowed for rapid testing of sites and lively discussion about opportunities and constraints amongst the team.

A series of sites were assessed for their potential use under a variety of settings. These site drawings can be found with Appendix B.

A product of the discussions and hands on activity was the shared idea that investing within the town center has value above spreading village services and facilities further apart around McFarland. This brought the team into the design phase with a concept in which efforts were use to generate a phased solution that provided a community center at the village core that strengthens each departments resources and acts as active node for the community.

# BUDGETING EXERCISE

## SUMMARY

As sites and scenarios were tested, Strang developed budgets along the way. Below is a representation of a few scenarios that received budget estimates to help facilitate the Steering Committee's decision making process towards the final master plan approach.

Anticipated costs alone do not define the most successful solution. Ultimately the committee selected a phased approach to effectively keep projects within an achievable budget while developing a plan that can realize all the constraints and needs of the Village facilities.

### Budget Comparisons



#### Preliminary Project Budgets

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

<b>Milwaukee Street Option A - Vertical Expansion of City Hall + Library Expansion + Town Square</b>	
Phase One (City Hall Vertical Expansion, Buildout and Remodel)	\$9,900,000
Phase Two (Library and Town Square Site Development)	\$4,400,000
Total	<b>\$14,300,000</b>
<b>Terminal Drive Option - Fire Station + City Hall + Library + Town Square</b>	
<i>Note: \$14,000,000 without library and town square</i>	
<b>Terminal Drive Police + Village Hall/Community Center, Library &amp; Town Square</b>	
<i>Note: \$9,000,000 without library and town square</i>	
<b>Milwaukee Street Option B - New Fire Station Without Town Square or Library</b>	<b>\$14,400,000</b>
<b>Milwaukee Street Option C - New Fire Station With Town Square / no Library</b>	<b>\$15,800,000</b>
<b>Farwell Street Option - New Fire Station + City Hall Remodeling</b>	<b>\$13,600,000</b>
<b>Main Street Option - New Fire Station + City Hall Remodeling</b>	<b>\$15,300,000</b>
<b>Anthony Street Option - New Fire Station + City Hall Remodeling</b>	<b>\$13,800,000</b>
<b>Future Library Vertical Expansion</b>	<b>\$5,000,000</b>
<b>Public Works Building and Site Expansion</b>	<b>\$2,800,000</b>
<b>Option of a Stand-Alone Police Station</b>	<b>\$5,400,000</b>
<b>Option of a Stand-Alone Community Center</b>	<b>\$5,300,000</b>

---

# MASTER PLAN | DESIGN PHASE

VILLAGE OF MCFARLAND FACILITIES MASTER PLAN





## Phasing | The Master Plan

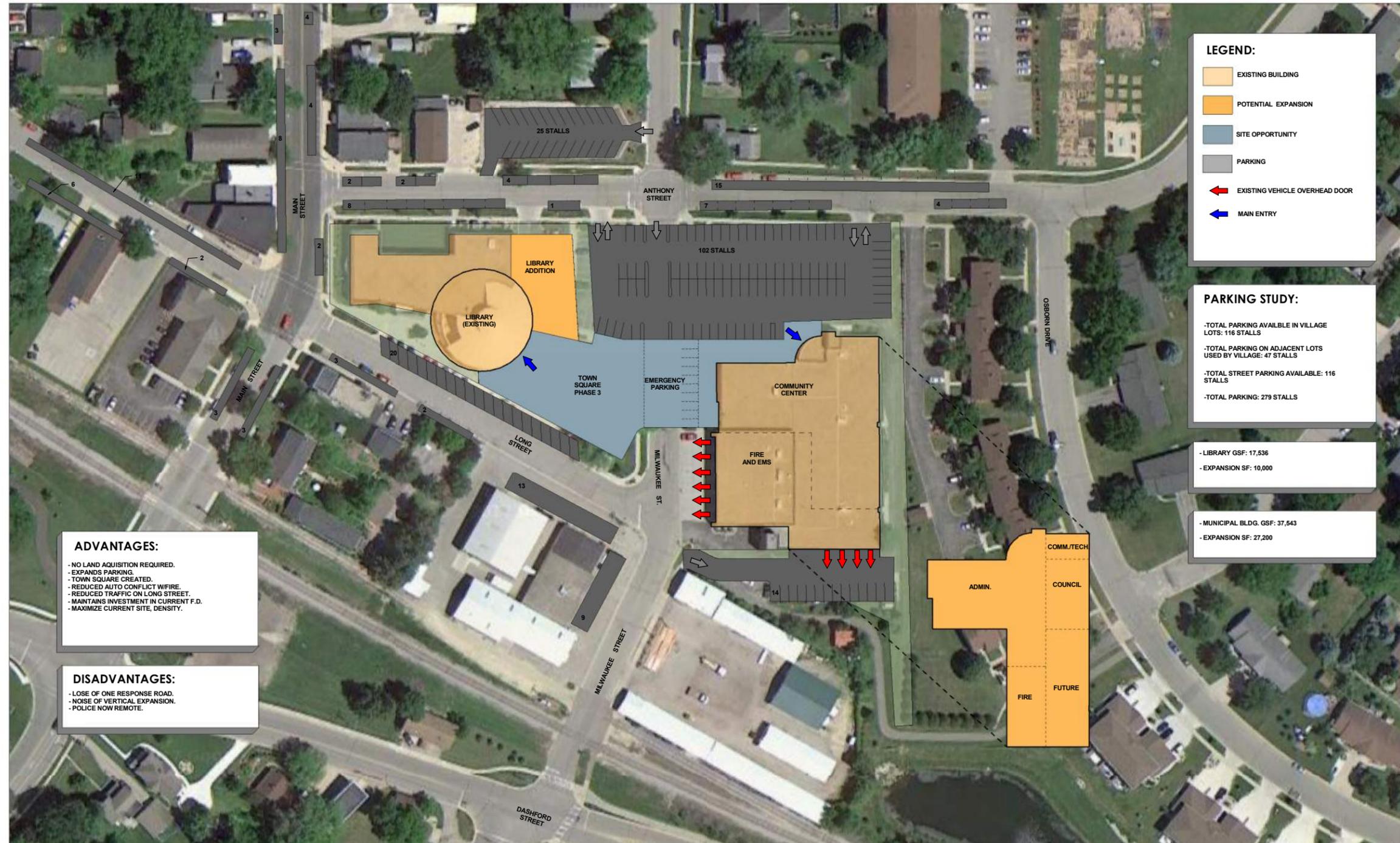
Phase 1 | Municipal Building Vertical Expansion with 10,000 SF 2nd floor interior build-out.

Phase 2 | Alternate site acquisition and relocation of the Police Department. 8000 SF interior build-out at Municipal building 2nd floor, in anticipation of Phase 3.

Phase 3 | 10,000 SF Library expansion and Town Square Development. Village of McFarland departments expand/move to occupy 2nd floor space at the Municipal building, allowing remodeling to occur at the 1st floor to accommodate further community center build-out.



Note | This phasing represents the teams recommended approach for efficiency of staging, schedule, and budget. Alternative approaches could be taken to achieve the same ultimate masterplan given alternative schedule and budgeting constraints.



**LEGEND:**

- EXISTING BUILDING
- POTENTIAL EXPANSION
- SITE OPPORTUNITY
- PARKING
- EXISTING VEHICLE OVERHEAD DOOR
- MAIN ENTRY

**PARKING STUDY:**

- TOTAL PARKING AVAILABLE IN VILLAGE LOTS: 116 STALLS
- TOTAL PARKING ON ADJACENT LOTS USED BY VILLAGE: 47 STALLS
- TOTAL STREET PARKING AVAILABLE: 116 STALLS
- TOTAL PARKING: 279 STALLS

- LIBRARY GSF: 17,536
- EXPANSION SF: 10,000

- MUNICIPAL BLDG. GSF: 37,543
- EXPANSION SF: 27,200

**ADVANTAGES:**

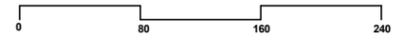
- NO LAND ACQUISITION REQUIRED.
- EXPANDS PARKING.
- TOWN SQUARE CREATED.
- REDUCED AUTO CONFLICT W/FIRE.
- REDUCED TRAFFIC ON LONG STREET.
- MAINTAINS INVESTMENT IN CURRENT F.D.
- MAXIMIZE CURRENT SITE DENSITY.

**DISADVANTAGES:**

- LOSE OF ONE RESPONSE ROAD.
- NOISE OF VERTICAL EXPANSION.
- POLICE NOW REMOTE.



**MCFARLAND TOWN CENTER - SITE PLAN**



**STRANG**

05/17/2017

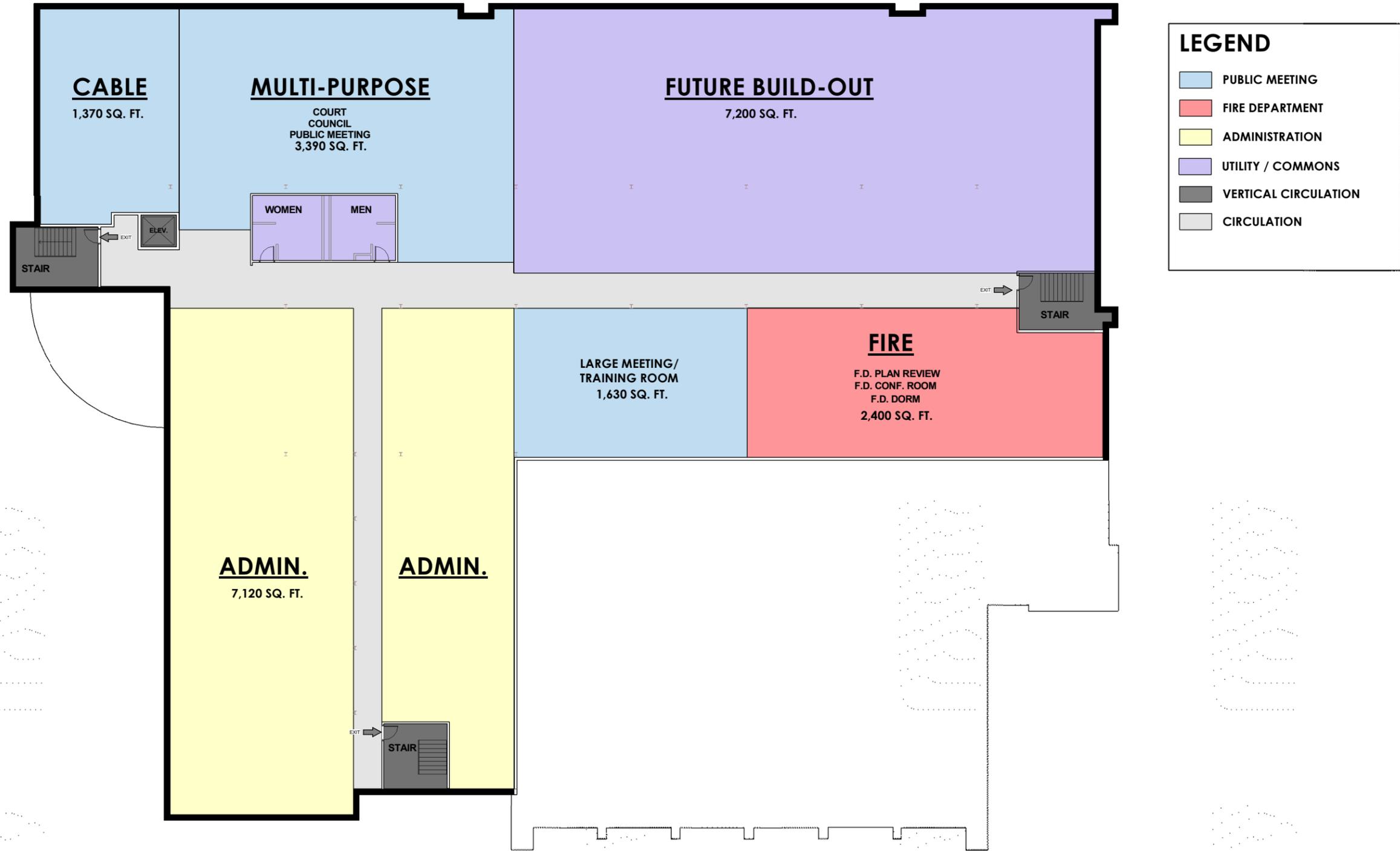


## Programming | The Master Plan

A programming level layout was developed to show potential adjacencies of each department within the expanded and remodeled Municipal Building. This layout would effectively create a community center function with both public and private spaces within the first and second floors. Full realization of this layout would occur at Phase 3 of the Master plan.

The following pages represent both floor plans of the proposed expanded Municipal Building.





**LEGEND**

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

PN  
TN  
0 16 32 48  
**MCFARLAND TOWN CENTER - SECOND FLOOR PLAN**

## Budgeting | The Master Plan

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

### Master Plan - Phase 1

#### Municipal Building Expansion and Partial Buildout

*Preliminary Project Budget*

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



**Project Square Footage = 25,000**

#### Square Foot Cost Estimates (hard costs)

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

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



**Master Plan - Phase 2**

**Police Relcation and Municipal Interior Buildout**

*Preliminary Project Budget*

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



**Project Square Footage = 18,000**

**Square Foot Cost Estimates (hard costs)**

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

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

**Master Plan - Phase 3**

**Library Expansion and 1st Floor Municipal Building Remodel**

*Preliminary Project Budget*

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



**Project Square Footage = 30,000**

**Square Foot Cost Estimates (hard costs)**

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

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



## Police Relocation Options | The Master Plan (Phase 2)

A few sites were test fit to accommodate a future police station. Relocation options considered adapting an existing building as well as building a ground up new facility upon a currently unoccupied site.

### Terminal Drive Test Fit | Existing Building



06/02/2017

**TERMINAL DRIVE (POLICE RELOCATION OPTION)**



### Taylor Road Test Fit | New Building



**PROPOSED POLICE BUILDING LOCATION AT TAYLOR ROAD**



---

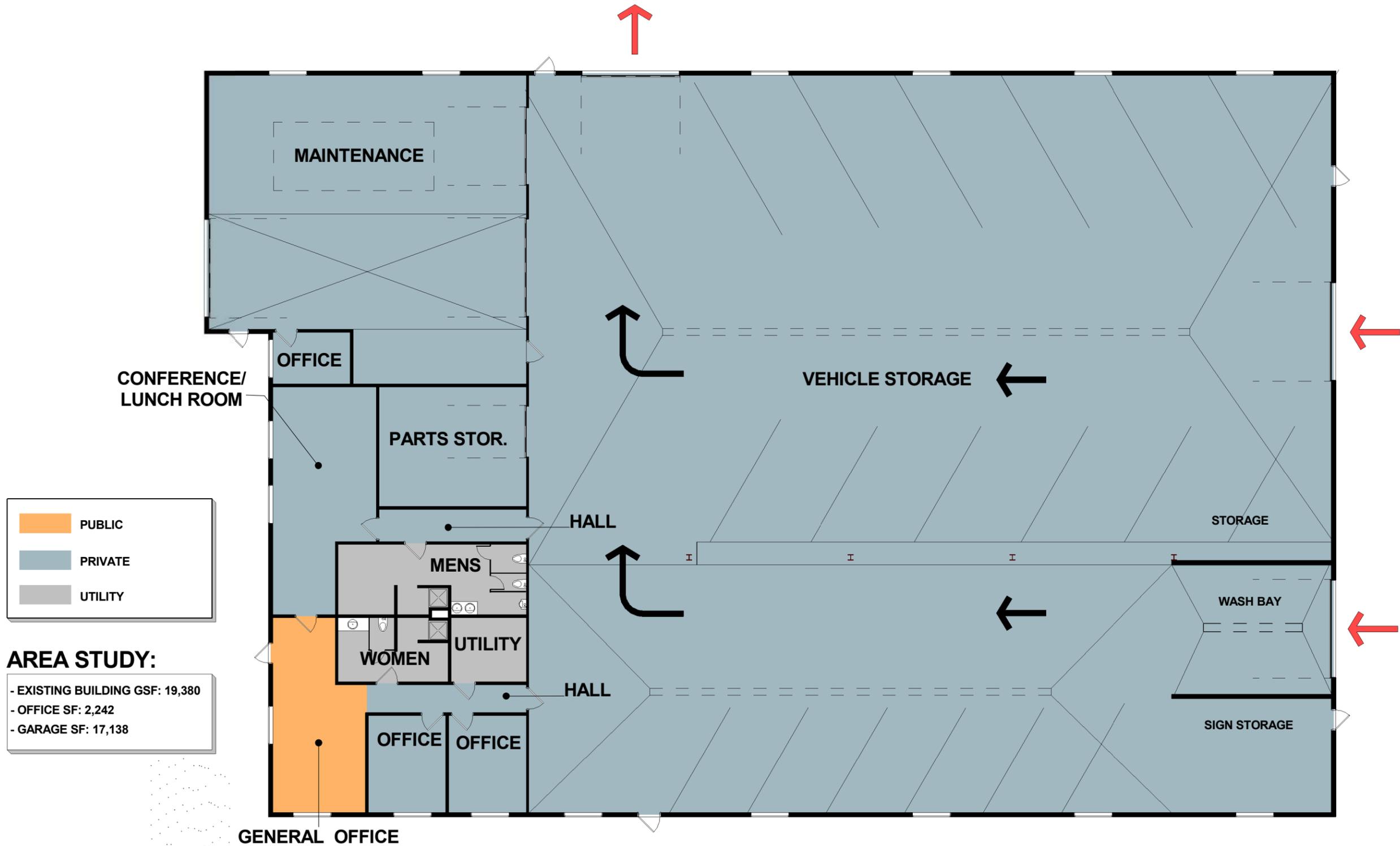
# APPENDIX A

LISTEN DOCUMENTATION

# FACILITIES DRAWINGS

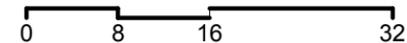






**5115 TERMINAL DRIVE - PUBLIC WORKS BUILDING - FIRST FLOOR PLAN**

SCALE: 1/16" = 1'-0"



03-08-2017

# FACILITY SITES





**LEGEND:**

- EXISTING BUILDING
- POTENTIAL OPPORTUNITY
- POTENTIAL VERTICAL EXPANSION
- EXISTING PARKING
- MAN DOOR
- VEHICLE OVERHEAD DOOR
- MAIN ENTRY

**PARKING STUDY:**

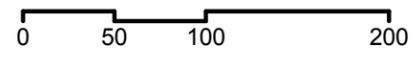
- TOTAL PARKING AVAILABLE IN VILLAGE LOTS: 104 STALLS
- TOTAL PARKING ON ADJACENT LOTS USED BY VILLAGE: 47 STALLS
- TOTAL STREET PARKING AVAILABLE: 122 STALLS
- TOTAL PARKING: 273 STALLS

- LIBRARY GSF: 17,536
- EXPANSION SF: 13,684

- MUNICIPAL BLDG. GSF: 37,543
- EXPANSION SF: 25,060

**MUNICIPAL AND LIBRARY SITE PLAN**

SCALE: 1" = 100'-0"





**LEGEND:**

- EXISTING BUILDING
- POTENTIAL OPPORTUNITY
- EXISTING PARKING
- MAN DOOR
- VEHICLE OVERHEAD DOOR
- MAIN ENTRY

**PARKING STUDY:**

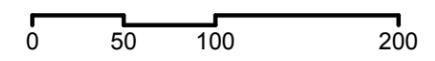
-TOTAL PARKING AVAILABLE :  
21 STALLS

**AREA STUDY:**

- EXISTING BUILDING GSF: 19,380  
- GARAGE SF: 17,138  
- OFFICE SF: 2,242

**↑ N PUBLIC WORKS BUILDING**

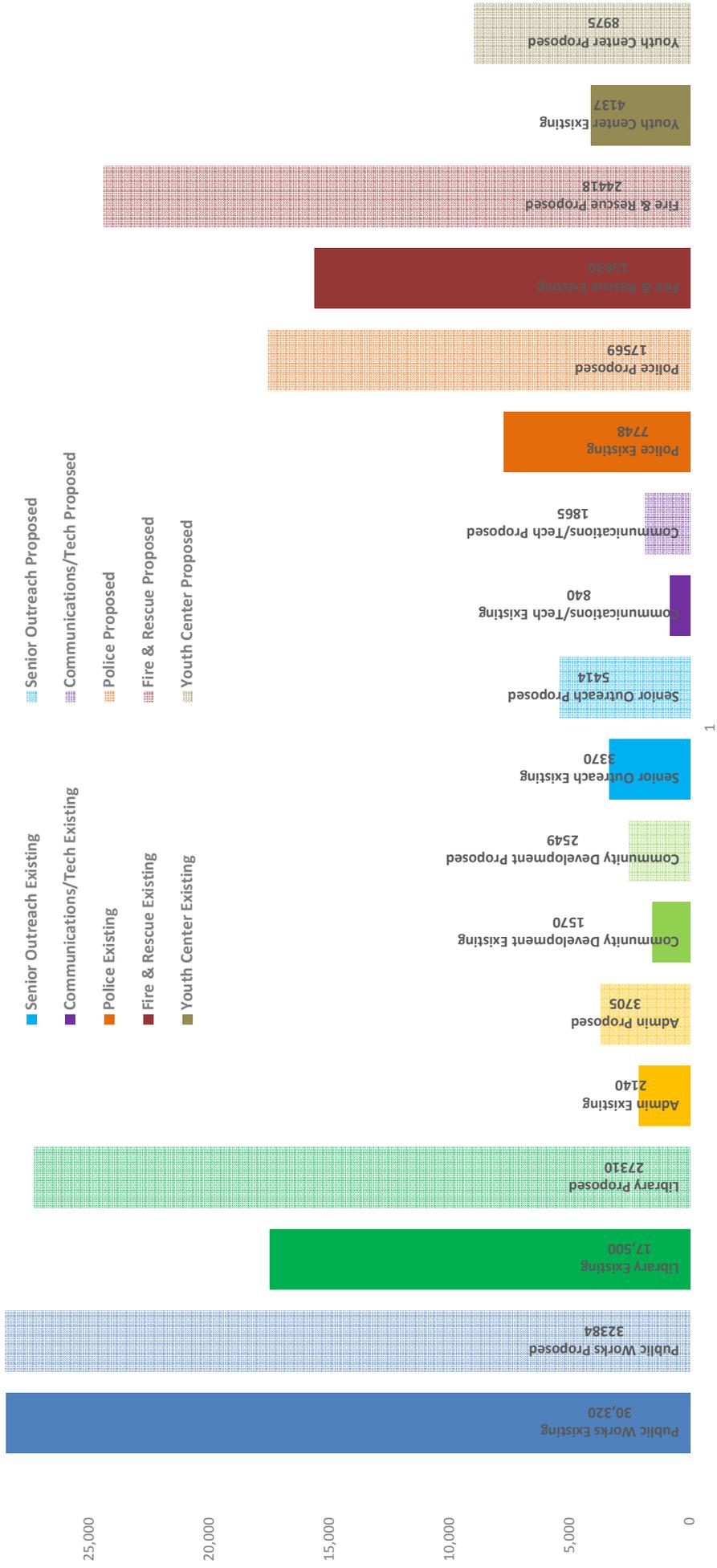
SCALE: 1" = 100'-0"



03-08-2017

# SPACE PROJECTIONS







**Admin Staff Count Projections**

Growth Expectations	2017	2027	Remarks
	Present	Future	
<u>Positions</u>			
Village Clerk / Deputy Treasurer	1	1	
Deputy Clerk	1	1	
EMT / Clerk	1	1	
Finance Director	1	1	
Accounting Clerk	0.5	1	Full time in future
Admin Assistant	0	1	
	0	0	
	0	0	
	0	0	
	0	0	
	0	0	
	0	0	
	0	0	
	0	0	
	0	0	

**Staff Space Projections**

22x12 Office	12x18 Office	10x12 Office	net to gross	Gross Office sf	12x8 Cube	8x8 Cube	6x8 Cube	6x6 Cube	4x6 Cube	net to gross	Gross Cube sf	dept total gsf	Remarks
1			65%	406						95%	0	406	
	1		65%	332						95%	0	332	
		1	65%	0			1			95%	51	51	
			65%	332						95%	0	332	
			65%	0			1			95%	51	51	
			65%	0			1			95%	51	51	
			65%	0						95%	0	0	
			65%	0						65%	0	0	
			65%	0						65%	0	0	
			65%	0						65%	0	0	
			65%	0						65%	0	0	
			65%	0						65%	0	0	
			65%	0						65%	0	0	
			65%	0						65%	0	0	
			65%	0						65%	0	0	
1	2	0		1071	0	0	3	0	0		152	1222	Total Staff gsf

**Ancillary Spaces**

<u>Current Ancillary Spaces</u>	Current Net sf	
Waiting	210	1
Conference Room (A)	430	1.5
Storage	170	0.8
Shared Work Room	320	1
File Storage	200	0.8
Break Room	185	1.5
Open Office	680	1
<u>Future Additional Spaces:</u>		
Conference Room A Duplicate		
	Current	Future
<b>TOTAL STAFF</b>	<b>4.5</b>	<b>6</b>
<b>GROSS AREA REQ'D</b>		<b>3705</b>
		2140 Existing Building GSF
<b>SF PER PERSON</b>	<b>0</b>	<b>617</b>

**Remarks Concerning Ancillary Spaces**

	net to gross	net sf	gross sf	Notes
	ancillary	ancillary	ancillary	
		<b>Proposed</b>		
	95%	210	221	
1.5X for larger meetings	95%	645	679	
Reduce via purge	95%	127.5	134	
Appropriate size currently	95%	320	337	
Reduce via purge	95%	150	158	
Too Small Currently	95%	277.5	292	
SF Accounted Above	95%	0	0	
	65%	430	662	
		2160	2483	Total Ancillary gsf

**3705** Grand Total gsf

Note: Net to Gross % accounts for circulation space, walls, and vertical shafts.



**Comm Dev Staff Count Projections**

Growth Expectations	2017	2027	Remarks
	Present	Future	
<i>Positions</i>			
Director	1	1	
Clerk III	1	1	
Building Inspector	1	1	
Commercial Elec. 1 Inspector	0	1	Future on staff (contract now)
Code Inspector	0.5	1	Future on staff (contract now)
Engineer	0	1	
	0	0	
	0	0	
	0	0	
	0	0	
	0	0	
	0	0	
	0	0	
	0	0	
	0	0	

**Staff Space Projections**

12x18 Office	16x15 Office	10x18 Office	net to gross	Gross Office sf
1			65%	332
			65%	0
	1		65%	295
		1	65%	277
			65%	0
		1	65%	277
			65%	0
			65%	0
			65%	0
			65%	0
			65%	0
			65%	0
			65%	0
			65%	0
1	1	2		1181.538

12x8 Cube	8x8 Cube	6x8 Cube	6x6 Cube	4x6 Cube	net to gross	Gross Cube sf	dept total gsf	Remarks
					65%	0	332	
		1			65%	74	74	
					65%	0	295	
					65%	0	277	
1					65%	148	148	
					65%	0	277	
					65%	0	0	
					65%	0	0	
					65%	0	0	
					65%	0	0	
					65%	0	0	
					65%	0	0	
					65%	0	0	
1	0	1	0	0		221.538462	1403.077	Total Staff gsf

**Ancillary Spaces**

<u>Current Ancillary Spaces</u>			<u>Current Net sf</u>
Waiting			180
Files/Reception			400
Conference Room			165
<i>Future Additional Spaces:</i>			
Inspector truck parking			
	Current	Future	
<b>TOTAL STAFF</b>	<b>3.5</b>	<b>6</b>	Existing Building GSF
<b>GROSS AREA REQ'D</b>		<b>2549</b>	1570
<b>SF PER PERSON</b>	<b>0</b>	<b>425</b>	

**Remarks Concerning Ancillary Spaces**

	net to gross	net sf ancillary	gross sf ancillary	Notes
		<b>Proposed</b>		
Necessary but could be relocated	65%	180	277	
	65%	400	615	
	65%	165	254	
Two parking spaces. One for each inspector.	65%	0	0	
	65%	0	0	
	65%	0	0	
	90%	0	0	
		745	1146.154	Total Ancillary gsf

Note: Net to Gross % accounts for circulation space, walls, and vertical shafts.

**2549.231** Grand Total gsf





### Staff Count Projections

Growth Expectations	2017	2027	Remarks
	Present	Future	
<b>Positions</b>			
Fire & Rescue Chief	1	1	
Fire Inspector	1	1	
24 Hour EMT	3	6	56 HR work week
40 Hour EMT	1.5	1	1 shared with Admin.
Paid on Call Chiefs	2	3	
Paid on Call Captains	4	4	
Paid on Call Lieutenants	8	8	
Paid on Call Firefighters - EMT's	45	55	
?	0	0	
?	0	0	
?	0	0	
?	0	0	
?	0	0	
?	0	0	

### Fire and Rescue Staff Space Projections

14x18	12x15	10x12	net to	Gross	12x8	8x8	6x8	6x6	4x6	net to	Gross	dept total	Remarks
Office	Office	Office	gross	Office sf	Cube	Cube	Cube	Cube	Cube	gross	Cube sf	gsf	
	1		65%	277						65%	0	277	
			65%	0			1			65%	74	74	
			65%	0						65%	0	0	
			65%	0						65%	0	0	
			65%	0			3			65%	222	222	
		1	65%	185						65%	295	480	
		1	65%	185			4			65%	0	185	
			65%	0						65%	0	0	
			65%	0						65%	0	0	
			65%	0						65%	0	0	
			65%	0						65%	0	0	
			65%	0						65%	0	0	
			65%	0						65%	0	0	
0	1	2		646	0	0	8	0	0		591	1237	Total Staff gsf

### Ancillary Spaces

<u>Current Ancillary Spaces</u>		<u>Current Net sf</u>
Vehicle Storage		7050
Becon		145
Gear		170
EMS		190
Laundry		190
Dorm Rooms (4)		1510
Living Kitchen		335
Study		143
Maintenance Rm.		360
Radio		120
Training Rm (Emerg Ops Rm)		1450
Training Storage		135
CPR Storage		112
Fundraising Storage		112
Lieutenant Office		120
Captain Office		120
Muster Rm.		515
Kitchen		210
Pantry		110
Hose Tower		200
Office area		1000
Storage		240
Work Out Mezzanine		445
Storage Shed		300
<b>Future Additional Spaces:</b>		
Plan Review Area (within Open Office Area)		
Dedicated Office Conference Room		
	Current	Future
<b>TOTAL STAFF</b>	<b>65.5</b>	<b>79</b>
<b>GROSS AREA REQ'D</b>		<b>24418</b>
		Existing Building GSF
<b>SF PER PERSON</b>	<b>0</b>	<b>309</b>
		15630

### Remarks Concerning Ancillary Spaces

Remarks Concerning Ancillary Spaces	net to	net sf	gross sf	Notes
	gross	ancillary	ancillary	
Additional 2 Bays	85%	10000	11765	
	65%	145	223	
	65%	170	262	
	65%	190	292	
	65%	190	292	
Reconfigure existing area as more efficient use of existing space (not hotel style)	65%	1510	2323	
	65%	335	515	
	65%	143	220	
	65%	540	831	
	65%	120	185	
	65%	1740	2677	
	65%	135	208	
	65%	112	172	
	85%	112	132	
2 Desks Per Office (SF Captured Above)	65%	0	0	
2 Desks Per Office (SF Captured Above)	65%	0	0	
	85%	515	606	
	85%	210	247	
	85%	110	129	
	85%	200	235	
SF Accounted Above	65%	240	369	
	65%	445	685	
Equipment and Training Prop Storage	90%	300	333	
24x36 plan review space within open office	65%	120	185	
12x16	65%	192	295	
	65%	0	0	
	90%	0	0	
		17774	23181	Total Ancillary gsf

Note: Net to Gross % accounts for circulation space, walls, and vertical shafts.

**24418** Grand Total gsf





**Staff Count Projections**

Growth Expectations	2017	2027	Remarks
	Present	Future	
<i>Positions</i>			
Chief of Police	1	1	
Assistant Chief	0	1	
Lieutenant	1	3	
Sergeant	3	4	5 possible by yr 10
Investigator	2	3	
School Resource Officer	1	2	3 possible by yr 10
Patrol Officer	7	13	14 possible by yr 10
K9 Officer	1	2	
Office Manager	1	1	
Police Clerk	2	3	
Part-Time Police Officers	5	5	(Hired as-need basis)
Administrative Assistant	0	1	

**Police Staff Space Projections**

14x18 Office	12x16 Office	10x16 Office	net to gross	Gross Office sf	12x8 Cube	8x8 Cube	6x8 Cube	6x6 Cube	4x6 Cube	net to gross	Gross Cube sf	dept total gsf	Remarks
	1		65%	295						65%	0	295	
	1		65%	295						65%	0	295	
		2	65%	492						65%	0	492	
		3	65%	738						65%	0	738	
		3	65%	738						65%	0	738	
		1	65%	246						65%	0	246	
			65%	0				13		65%	720	720	
			65%	0					2	65%	74	74	
			65%	0			1			65%	74	74	
			65%	0				3		65%	166	166	
			65%	0					5	65%	185	185	
		1	65%	246						65%	0	246	
			65%	0						65%	0	0	
			65%	0						65%	0	0	
			65%	0						65%	0	0	
			65%	0						65%	0	0	
0	2	10		3052	0	0	1	16	7		1218	4271	Total Staff gsf

**Ancillary Spaces**

<u>Current Ancillary Spaces</u>	<u>Current Net sf</u>	
Police Vehicles	1349	3
Lockers	137	1
Toilets (4)	205	1.5
Storage	15	1
Squad Room	632	1
Outer Evidence	140	2
Inner Evidence	205	2
Janitor	67	1
Dispatch	385	1
Pantry	261	1
Conference -1	175	1
Conference -2	250	1
Break Room	188	1.5
Archives	131	1.5
Weapons cage	186	1
Booking And Storage	345	3
Cell	74	1
Int.(2)	128	2
<u>Future Additional Spaces:</u>		
Additional Conference Room		
	Current	Future
<b>TOTAL STAFF</b>	24	39
<b>GROSS AREA REQ'D</b>		17569
<b>SF PER PERSON</b>	0	450

**Remarks Concerning Ancillary Spaces**

	net to gross	net sf ancillary	gross sf ancillary	Notes
3X Growth. 16-18 Stalls plus sally port	65%	4047	6226	
Expand with growth	65%	137	211	
Expand with growth. Keep memorial wall within. SF captured above	65%	307.5	473	
2X Growth	65%	500	769	
2X Growth	65%	0	0	
Expansion SF Captured Above	65%	280	431	
	65%	410	631	
	65%	67	103	
	65%	0	0	
	65%	261	402	
	65%	175	269	
	65%	250	385	
1.5X Growth	65%	282	434	
1.5X Growth	65%	196.5	302	
	65%	186	286	
3x Growth	65%	1035	1592	
	65%	74	114	
Provide 2 additional	65%	256	394	
	65%	0	0	
	65%	0	0	
	65%	0	0	
	65%	0	0	
	90%	0	0	
		180	277	
		0	0	
		0	0	
		0	0	
		0	0	
		8644	13298	Total Ancillary gsf

17569 Grand Total gsf

Note: Net to Gross % accounts for circulation space, walls, and vertical shafts.







**Youth Service Staff Count Projections**

Growth Expectations	2017	2017 A	2027 B	Remarks
	Present	Present	Future	
			recreat. services	
<i>Positions</i>				
President - MYC Board of Directors	1	1	1	Volunteer Position
Managing Director	0.75	1	1	30 hrs/wk
Assistant Director	1	1	3	10 hrs/wk
Support Person	1.5	2	4	Interns Currently
?	0	0	0	
?	0	0	0	
?	0	0	0	
?	0	0	0	
?	0	0	0	
?	0	0	0	
?	0	0	0	
?	0	0	0	
?	0	0	0	

**Staff Space Projections**

14x18 Office	12x15 Office	10x12 Office	net to gross	Gross Office sf	12x8 Cube	8x8 Cube	6x8 Cube	6x6 Cube	4x6 Cube	net to gross	Gross Cube sf	dept total gsf	Remarks
1			65%	0			1		2	65%	0	0	Open open to space
			65%	388						65%	0	388	
			65%	0						65%	98	98	
			65%	0						65%	74	74	
			65%	0						65%	0	0	
			65%	0						65%	0	0	
			65%	0						65%	0	0	
			65%	0						65%	0	0	
			65%	0						65%	0	0	
			65%	0						65%	0	0	
1	0	0		388	0	1	0	0	2		172	560	Total Staff gsf

**Ancillary Spaces**

<i>Current Ancillary Spaces</i>	<b>Current Net sf</b>		
Kitchen			315
Quiet Room/Reading			210
Quiet Room (special needs)			240
Restrooms			260
Storage for students			20
Storage for Operations			140
Front Desk Area			225
Computer Area			45
Recreation Indoor space (non programming)			935
Programing Areas			860
Outdoor bike rack			0
Outdoor area			0
Outdoor Storage Shed			80
<i>Future Additional Spaces:</i>			
Gym			
Computer Lab			
Shed			
outdoor basketball/blacktop space			
Greenspace:			
Quiet Room			
IT Needs			
Closets with all rooms			
IT Needs			
Staff/Parent Parking			
?			
	Current	Current	Future
<b>TOTAL STAFF</b>	<b>4.25</b>	<b>5</b>	<b>9</b>
<b>GROSS AREA REQ'D</b>			<b>8975</b>
<b>SF PER PERSON</b>	<b>0</b>	<b>0</b>	<b>997</b>

**Remarks Concerning Ancillary Spaces**

	net to gross	net sf ancillary	gross sf ancillary	Notes
	Proposed			
1.5x, include storage cubbies within adequate space	65%	320	492	
	65%	300	462	
	65%	240	369	
	65%	0	0	
	65%	0	0	
Sizing Adequate	65%	300	462	
Cubbie along ciruclation	65%	100	154	
10x10-10x20	65%	200	308	
Adequate if not shared with functions (1.5x to accommodate gathering room)	65%	340	523	
3x size, 10-12 computers. Computer Lab	65%	150	231	
2x, dedicated zone to not. Pool table, ping pong, 2 gaming areas/tv (1.5x), seating zones, foosball, air hockey.	65%	1800	2769	
(arts, crafts, science) 20 kids at one time, at multiple tables (2x)	65%	1600	2462	
25% students use	65%	0	0	
Both sides used, adequate	65%	0	0	
	65%	120	185	
	65%	0	0	
	65%	0	0	
not neccissarity enclosed	65%	0	0	
10x12 outdoor storage. Garden tools	65%	0	0	
	90%	0	0	
	65%	0	0	
Provide additional	65%	0	0	
Not required (managed by school district)	65%	0	0	
	65%	0	0	
	65%	0	0	
Drop Off area	65%	0	0	
	90%	0	0	
		5470	8415.385	Total Ancillary gsf

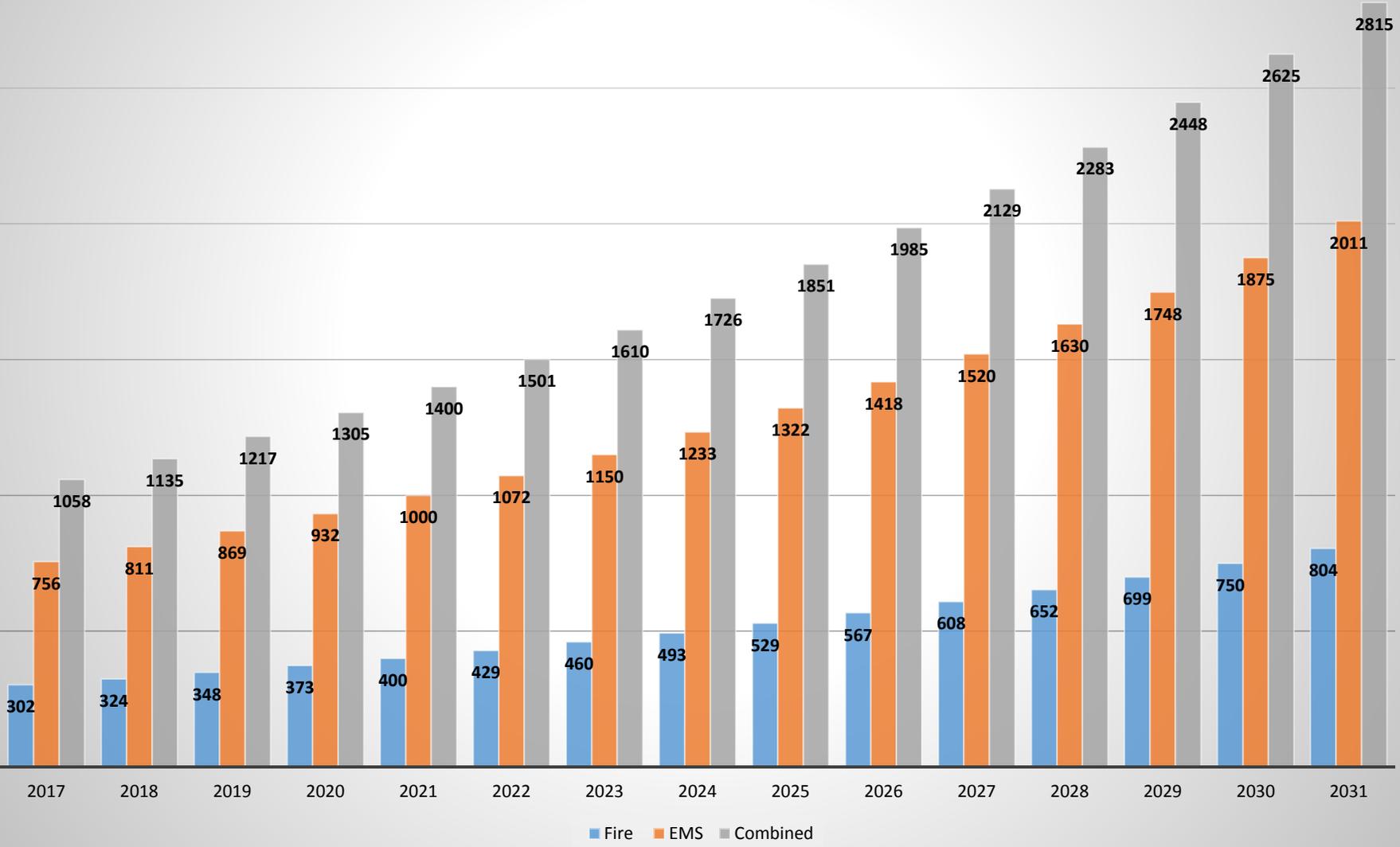
Note: Net to Gross % accounts for circulation space, walls, and vertical shafts.

**8975.385** Grand Total gsf

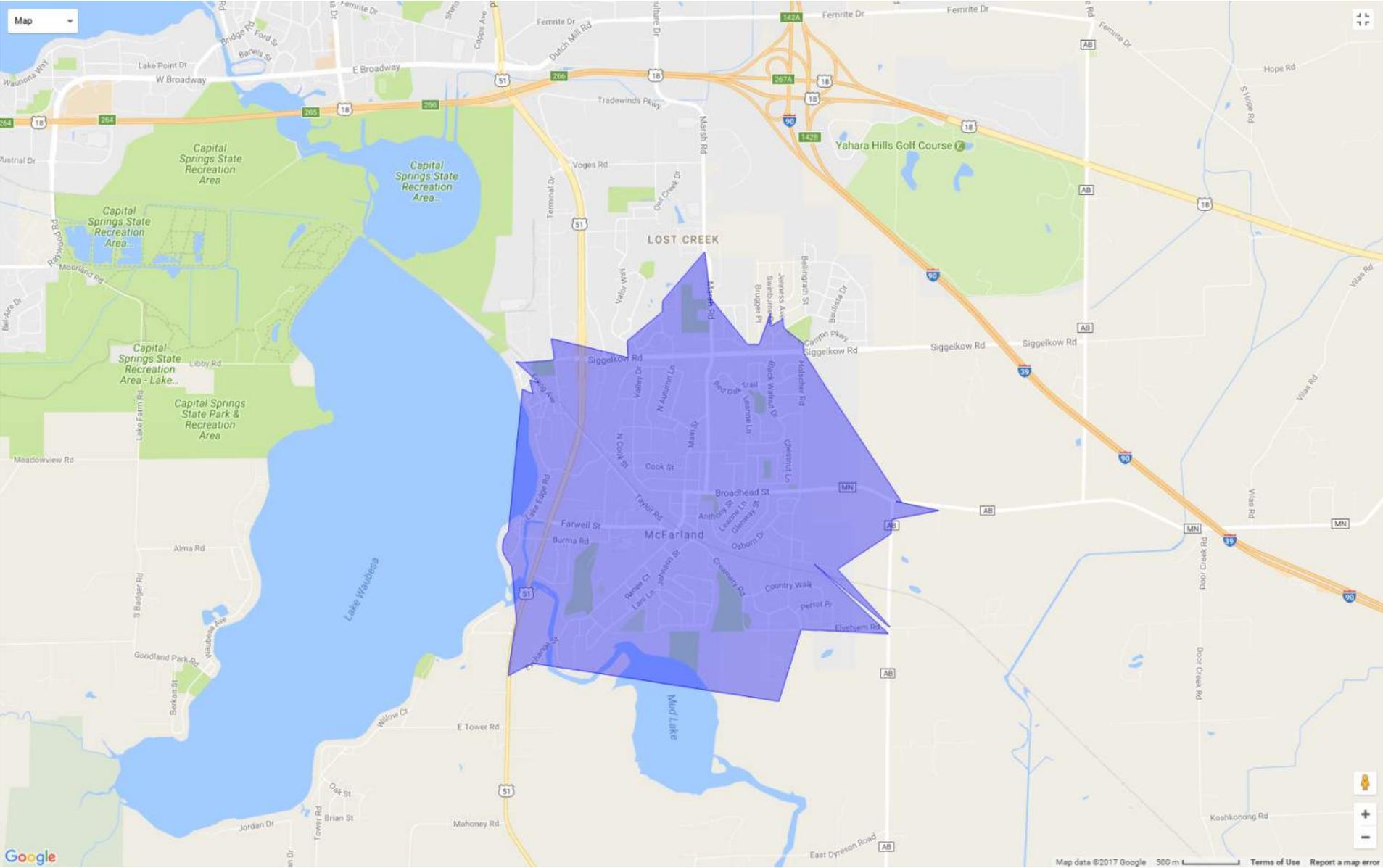
# VILLAGE RESOURCES



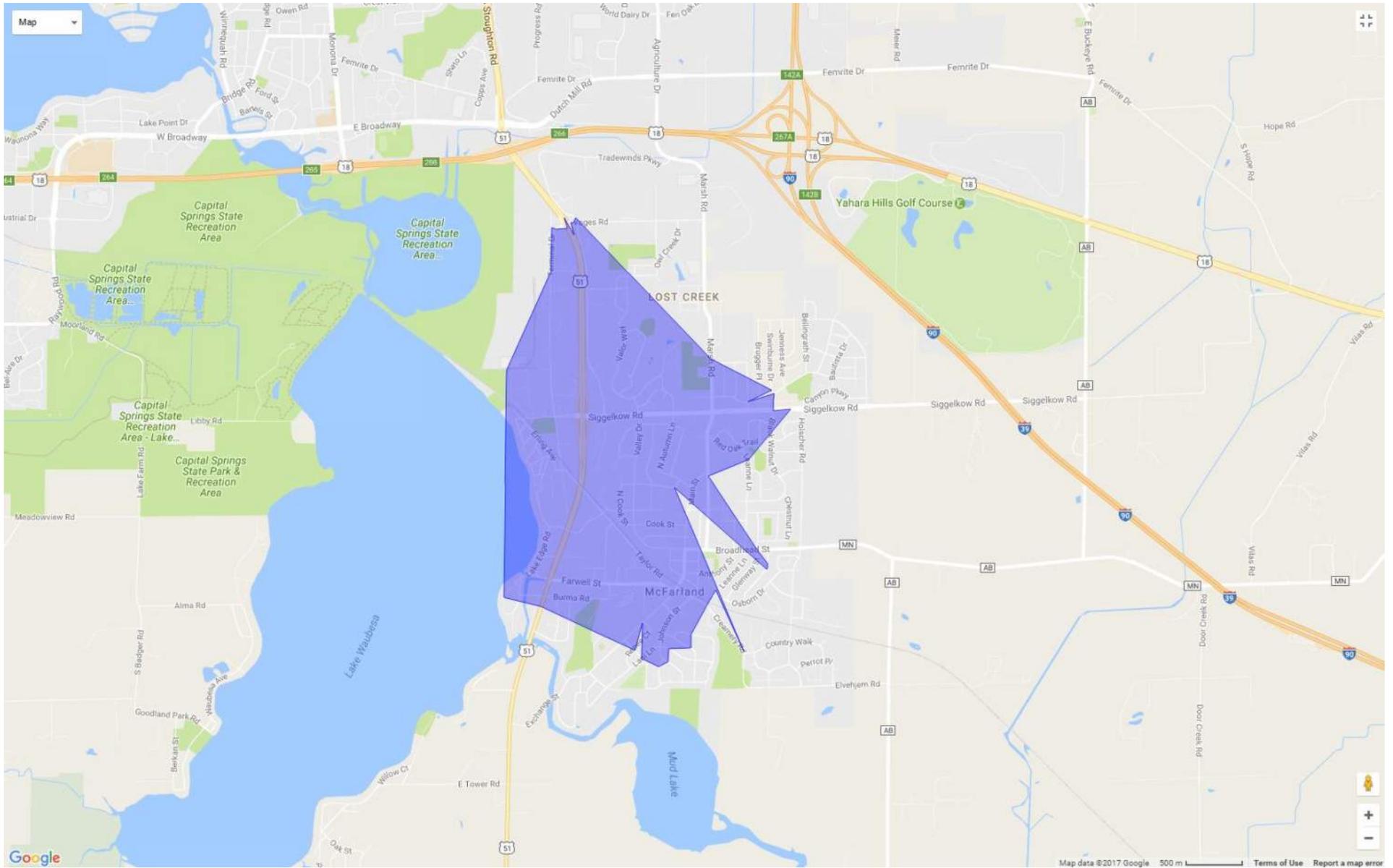
# 15 YEAR INCIDENT PROJECTION BASED ON 5 YEAR AVERAGE INCREASE



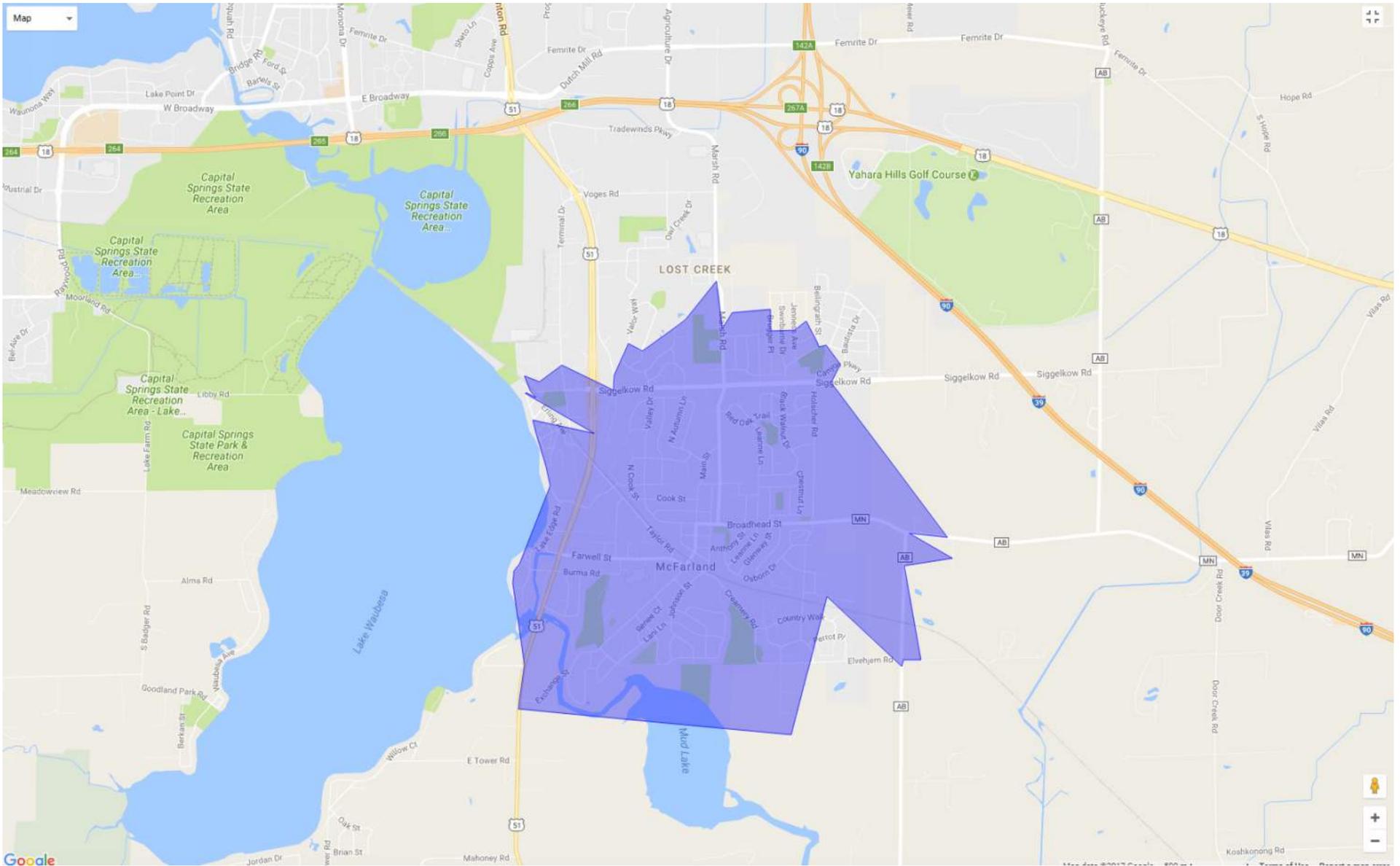
# 5915 Milwaukee Street 1.5 Mile Coverage (ISO Preferred)



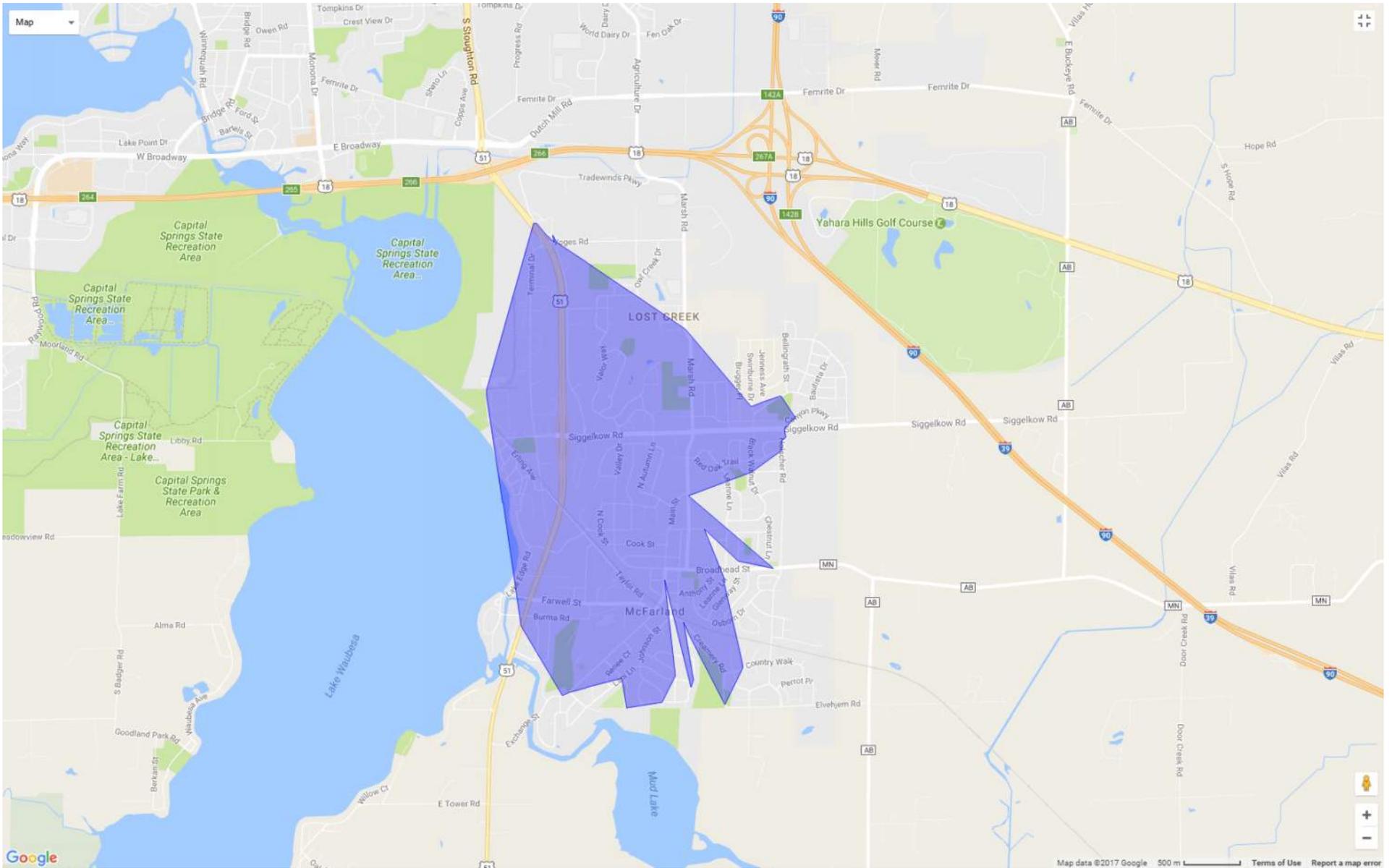
# 5119 Terminal Drive 1.5 Mile Coverage (ISO Preferred)



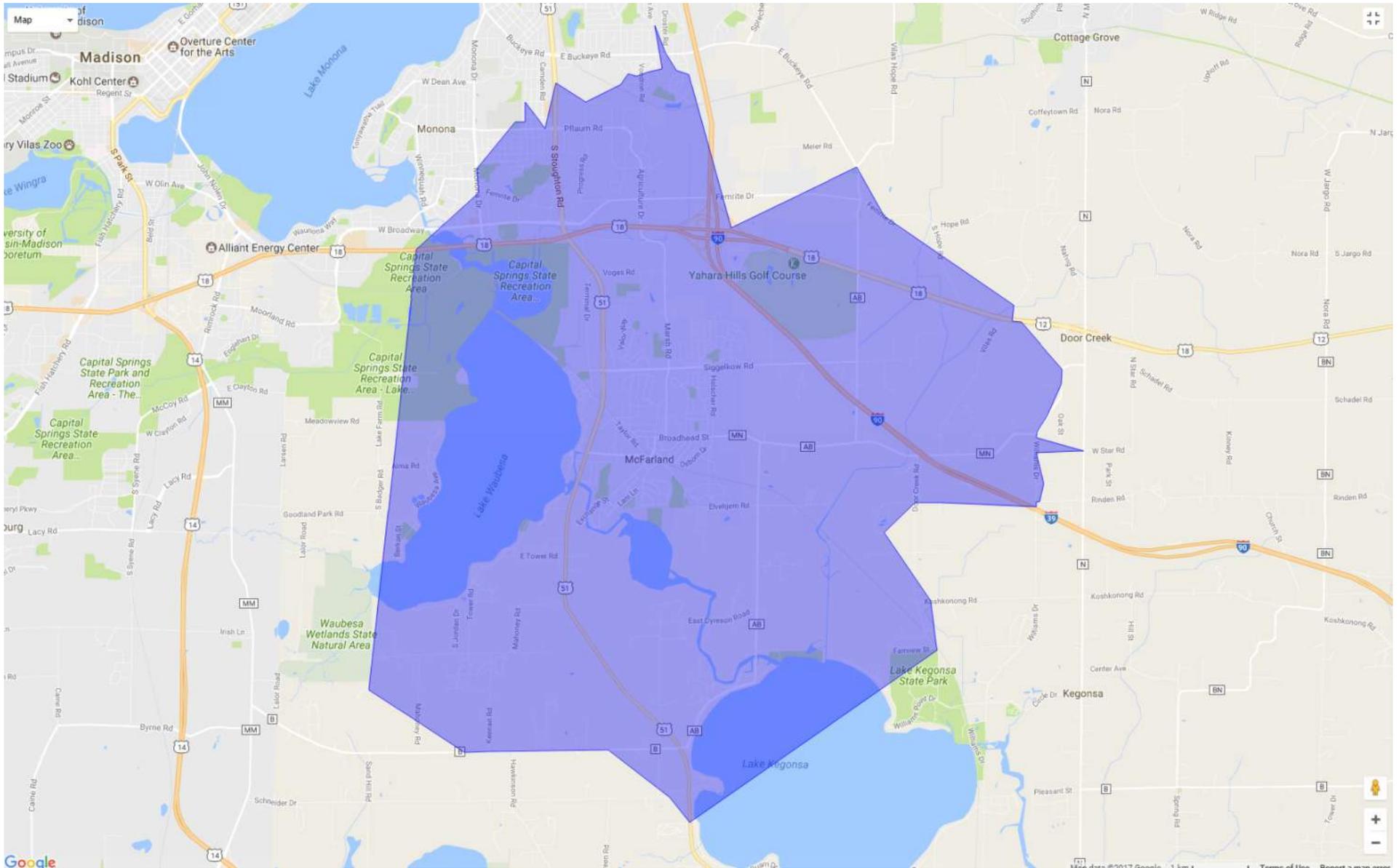
# 5915 Milwaukee Street 4 minute response time (NFPA 1710)



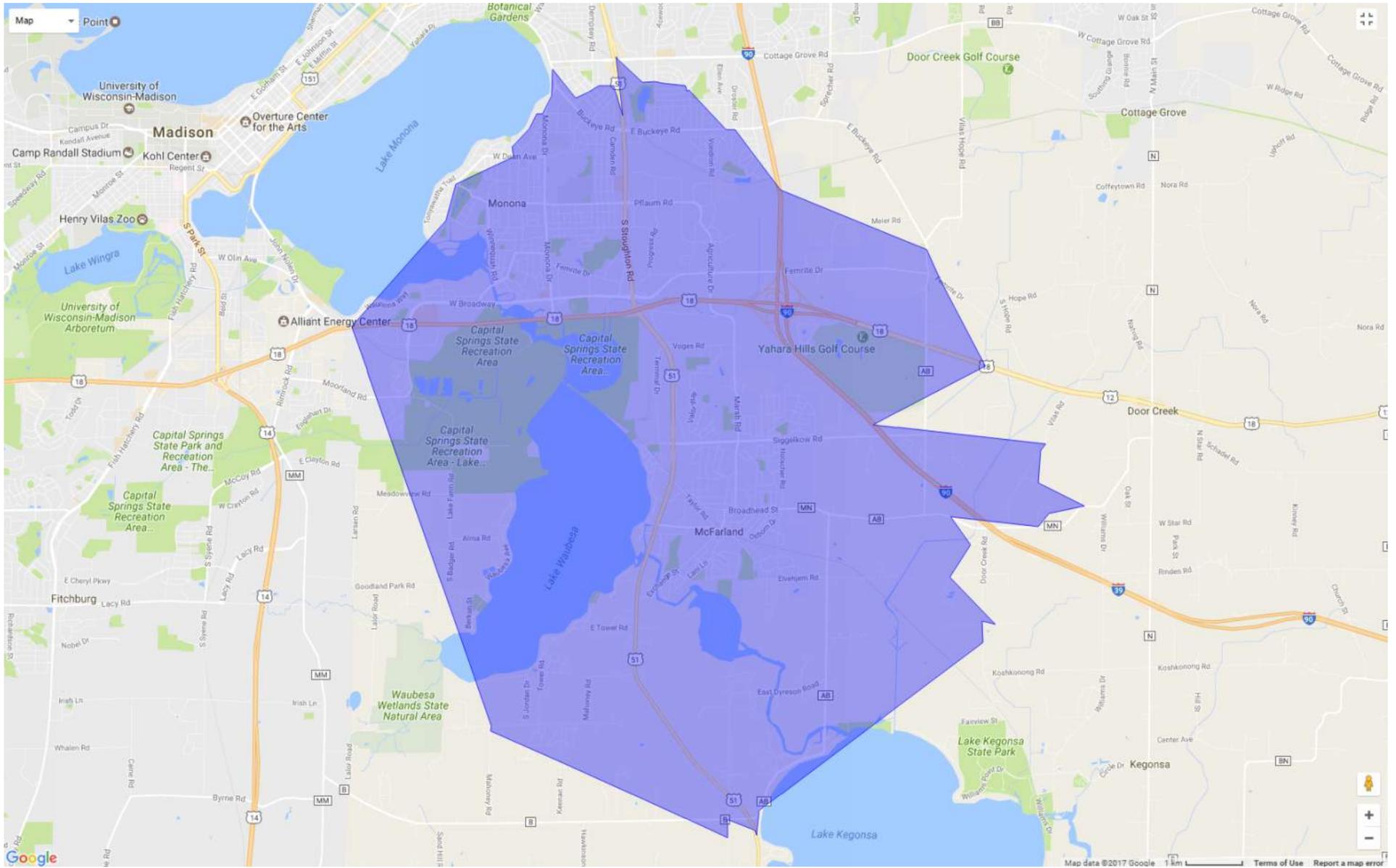
# 5119 Terminal Drive 4 minute response time (NFPA 1710)



# 5915 Milwaukee Street 5 Mile Coverage (ISO Minimum)



# 5119 Terminal Drive 5 Mile Coverage (ISO Minimum)



---

# APPENDIX B

DISCOVER DOCUMENTATION

# BUILDING EVALUATIONS



---

# BUILDING EVALUATIONS

VILLAGE OF MCFARLAND - FACILITIES MASTER PLAN

## **Public Works Building**

5115 Terminal Drive, McFarland

Building Area: 19,380 sf

Building Expansion Available: 14,000 sf (on grade, adjacent)

Building Construction Type: IIB

Sprinklered: Yes

Year Built: 1997

On Site Parking: 21 (Parking Ratio: .8)

**Comments:** Building is in good physical condition. Use of spaces have been expanded and maximized. Use is not yet compromised but need and opportunities exist for storage solutions. Security concerns at building entry and receptionist.



**ALL VEHICLE PARKING STALLS OCCUPIED. NO ADDITIONAL SPACES AVAILABLE WITHIN BUILDING**



**STORAGE MEZZANINE OPPORTUNITIES ABOVE SMALLER VEHICLE PARKING AREAS**



LIMITED WORKSPACE OCCASIONALLY SHARED AS STORAGE



HIGHER STORAGE AREAS ALREADY IN USE. NOT PARTICULARLY CONVENIENT FOR ACCESS OF HEAVY EQUIPMENT.



MAIN BUILDING SHELL IN GOOD CONDITION.



LIMITED ON-SITE STORAGE AVAILABLE. OCCASIONALLY SHARED WITH OTHER DEPARTMENTS.



CONSIDER STORAGE MEZZANINE WITHIN MAINTENANCE BAYS FOR ADDITIONAL PARTS STORAGE.



LOCATION OF LIFT AND EXTERIOR OVERHEAD DOOR DO NOT ALIGN. COMPLICATES SERVICE WORK.



**OPEN OFFICE SPACE ORGANIZED BUT AT MAX CAPACITY FOR STORAGE. CONSIDER SECURITY AT ENTRY.**



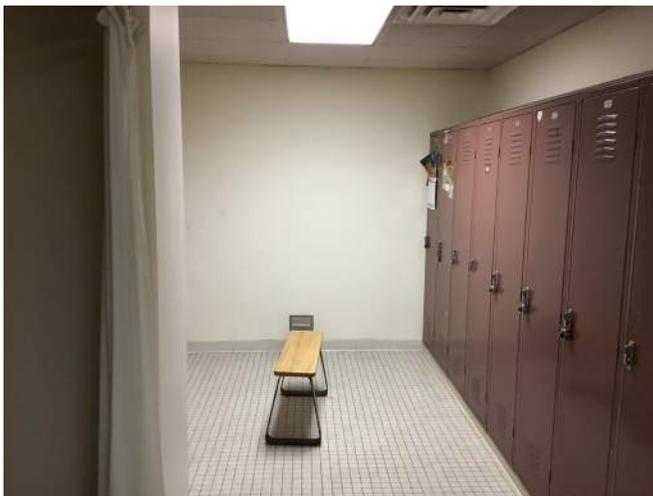
**OFFICE SPACE AT MAX CAPACITY FOR STORAGE. CONSIDER DIGITAL STORAGE AND SHARED PLAN ROOM.**



**CORRIDORS USED FOR ADDITIONAL STORAGE. IMPEDING ON ACCESSIBLE DOOR CLEARANCES.**



**BREAK ROOM HOSTS MANY FUNCTIONS BUT WORKS ADEQUATELY.**



**LOCKER ROOMS IN GOOD CONDITION.**



**LOCKER ROOM USED FOR ADDITIONAL STORAGE NEEDS.**



## **Library Building**

5920 Milwaukee St., McFarland

Building Area: 17,820 sf

Building Expansion Available: 13,600

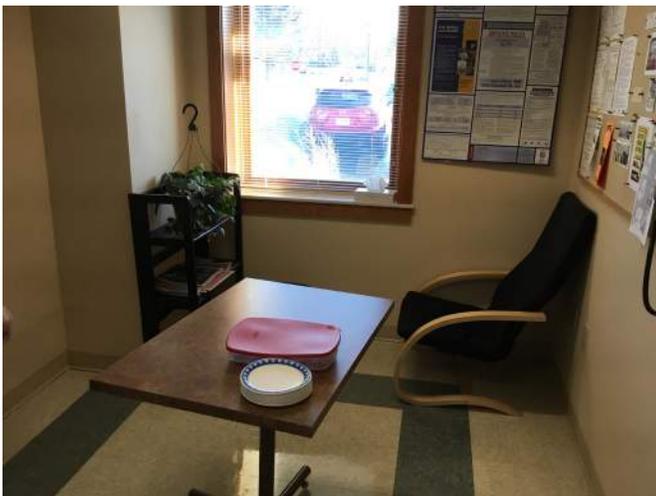
Building Construction Type: 3B

Sprinklered: Yes

Year Built: 2005

On Site Parking: 42 (Parking Ratio: 2.5)

**Comments:** Building is in good physical condition. Separate facility report has occurred to investigate current HVAC issues. Library is at capacity for storage availability and programmable space. Current meeting rooms do not meet demand quantity and scale. Proximity to adjacent municipal departments is ideal. Opportunities exist for improved landscaping or park on-site due to large amount of concrete currently.



**BREAK ROOM NOT ADEQUATE SIZE FOR STAFF. ACCOMMODATES MAXIMUM 4 PEOPLE.**



**STORAGE AREAS ARE FULL THROUGHOUT BUILDING.**



HEATING AND COOLING ISSUES EXIST.  
(ADDRESSED WITHIN SEPARATE REPORT)



OPEN OFFICE AREA WORKS WELL, AMPLE SPACE. COULD BE OPPORTUNITY FOR MORE EFFICIENT USE.



OPEN OFFICE WORKS WELL, AMPLE SPACE. COULD BE OPPORTUNITY FOR MORE EFFICIENT USE.



GENEROUS SPACE BEHIND CIRCULATION DESK.



EXPANSION WOULD LOCATE STAIR SHAFT AT CURRENT BOOK SALE LOCATION.



UPGRADED LIGHTING PROJECT RECENTLY.



**LARGE MEETING ROOM BEYOND CAPACITY FREQUENTLY.**



**CONCERNS ABOUT ACCESSIBILITY OF OUTDOOR SPACE, AND EFFICIENCY DUE TO QUANTITY OF CONCRETE.**



**PUBLIC RESTROOMS IN GOOD CONDITION.**



**CHILDREN'S AREA LIMITED ON SPACE FOR EXPANDED COLLECTION AND PROGRAM SPACE.**



**LIMITED STORAGE WITHIN CHILDREN'S AREA.**



## **Municipal Building**

5915 Milwaukee St., McFarland

Building Area: 37,543 sf

Building Expansion Available: 25,000 sf

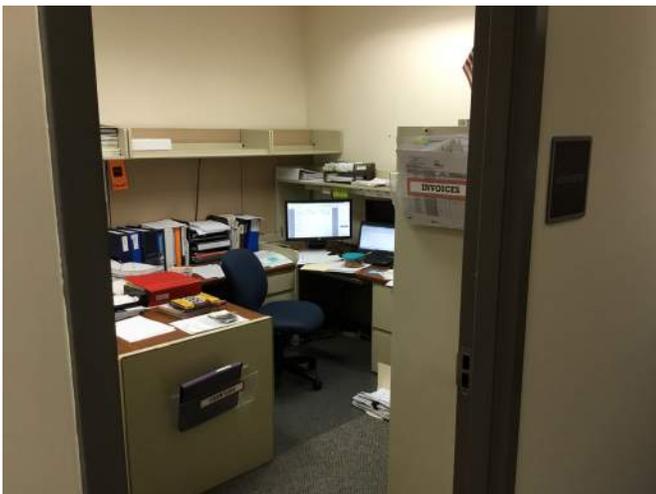
Building Construction Type: 5B

Sprinklered: Yes

Year Built: 1999

On Site Parking: 82 (Parking Ratio: 2.5)

**Comments:** Building is in good condition, although at capacity with all departments. Storage and meeting space needs are a challenge. Security and orientation exist concerns throughout the building.



**ACCESS TO DAYLIGHT WITHIN OFFICES NOT AVAILABLE THROUGHOUT BUILDING.**



**STORAGE AREAS ARE ORGANIZED BUT FULL THROUGHOUT BUILDING.**



**ACCESS AND SECURITY NOT CONSISTENT THROUGHOUT BUILDING.**



**GENERALLY ADEQUATE SIZED OFFICES THROUGHOUT. OCCASIONALLY MORE GENEROUS THAN MAY BE REQUIRED.**



**HIGH DEMAND ON LIMITED NUMBER OF LARGE MEETING ROOMS.**



**STORAGE CONCERNS FROM SOME DEPARTMENTS.**



**HEAVILY USED KITCHEN BY MULTIPLE PARTIES. SOME FUNCTIONAL IMPROVEMENTS POSSIBLE.**



**ORIENTATION AND SECURITY CONCERNS MENTIONED AT BUILDING ENTRY.**



**SERVER ROOM REQUIRES COOLING.**



**EMERGENCY RESPONSE CENTER CRITICAL. SPACE DOUBLES FOR ELECTION/PUBLIC USE.**



**LIMITED STORAGE FOR LARGE TRAINING ROOM.**



**FIRE/RESCUE GARAGE AT CAPACITY.**



**POLICE GARAGE DOUBLES FOR EVIDENCE STORAGE. LIMITS PARKING, NO SECURE SALTY PORT IS CONCERN.**



**CERTAIN OFFICE ENVIRONMENTS WOULD BENEFIT FROM OPEN OFFICE APPROACH RATHER THAN MULTIPLE PEOPLE WITHIN SINGLE OFFICES.**



## **Youth Services Building**

5920 Milwaukee St., McFarland

Building Area: 4,137 sf

Building Construction Type: N.A.

Building Expansion Available: N.A.

Sprinklered: No

Year Built: 1996

On Site Parking: N.A.

**Comments:** Building to be vacated, future location to be determined. Recommend durable interior construction and ability for space to open to the outdoors more directly. Open space layout with visual connections outdoors would be ideal. Flexible layout is a requirement with variety of uses present.



**KITCHEN ADEQUATE FOR CURRENT SIZE.**



**STORAGE/READING ROOM LEASED OUT FOR ANOTHER GROUP.**



**INDOOR RECREATION SPACE AT CAPACITY.**



**LIMITED PROGRAMMABLE/ARTS SPACE. IDEAL WOULD ALLOW MORE STUDENTS TO PARTICIPATE.**



**COMPUTER AREA COULD GROW TO MEET DEMAND. PROXIMITY TO RECEPTION DESK IS GOOD.**



**OUTDOOR SPACE IDEAL FOR PROGRAM.**



**BIKE PARKING AND OUTDOOR GARDEN SPACE UTILIZED OFTEN.**



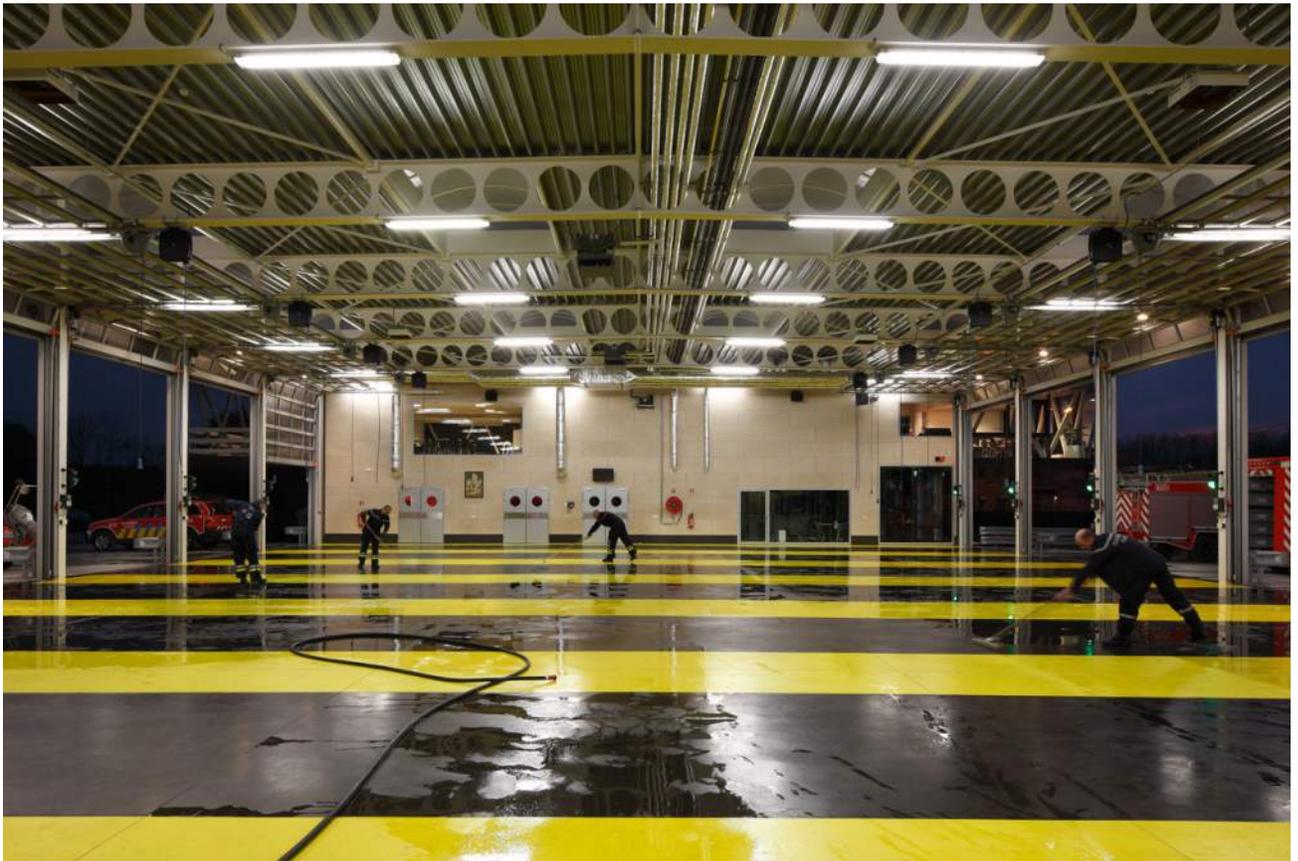
**ADEQUATE STORAGE NEEDED FOR STUDENTS BELONGINGS.**

# FACILITY BENCHMARKING



## NEW FACILITIES

2 | VILLAGE OF MCFARLAND



## NEW FACILITIES

VILLAGE OF MCFARLAND | 3





## UNIQUE OPPORTUNITIES AND RELATIONSHIPS



## UNIQUE OPPORTUNITIES AND RELATIONSHIPS

**VILLAGE COMMUNITY CENTER  
(SENIOR CENTER)  
(YOUTH CENTER)  
(MORE?)**

**SENIOR CENTER**

**YOUTH CENTER**

**COMMUNITY CENTER**

**RECREATION COMMUNITY CENTER**

**MULTIPURPOSE COMMUNITY CENTER**

**INTERGENERATIONAL COMMUNITY CENTER**

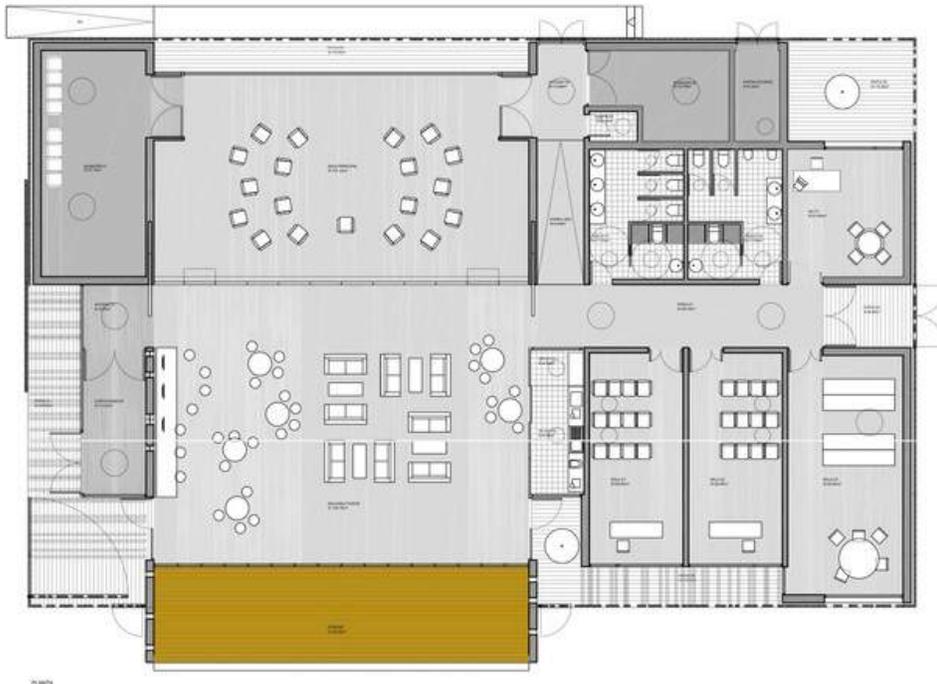
**SOCIAL CENTER**

**SOCIOCULTURAL CENTER**

**CENTER FOR HEALTHY LIVING**

**ENABLING VILLAGE**

**VILLAGE HOUSE**



## FREE STANDING COMMUNITY CENTER



## FREE STANDING COMMUNITY CENTER

VILLAGE OF MCFARLAND | 9



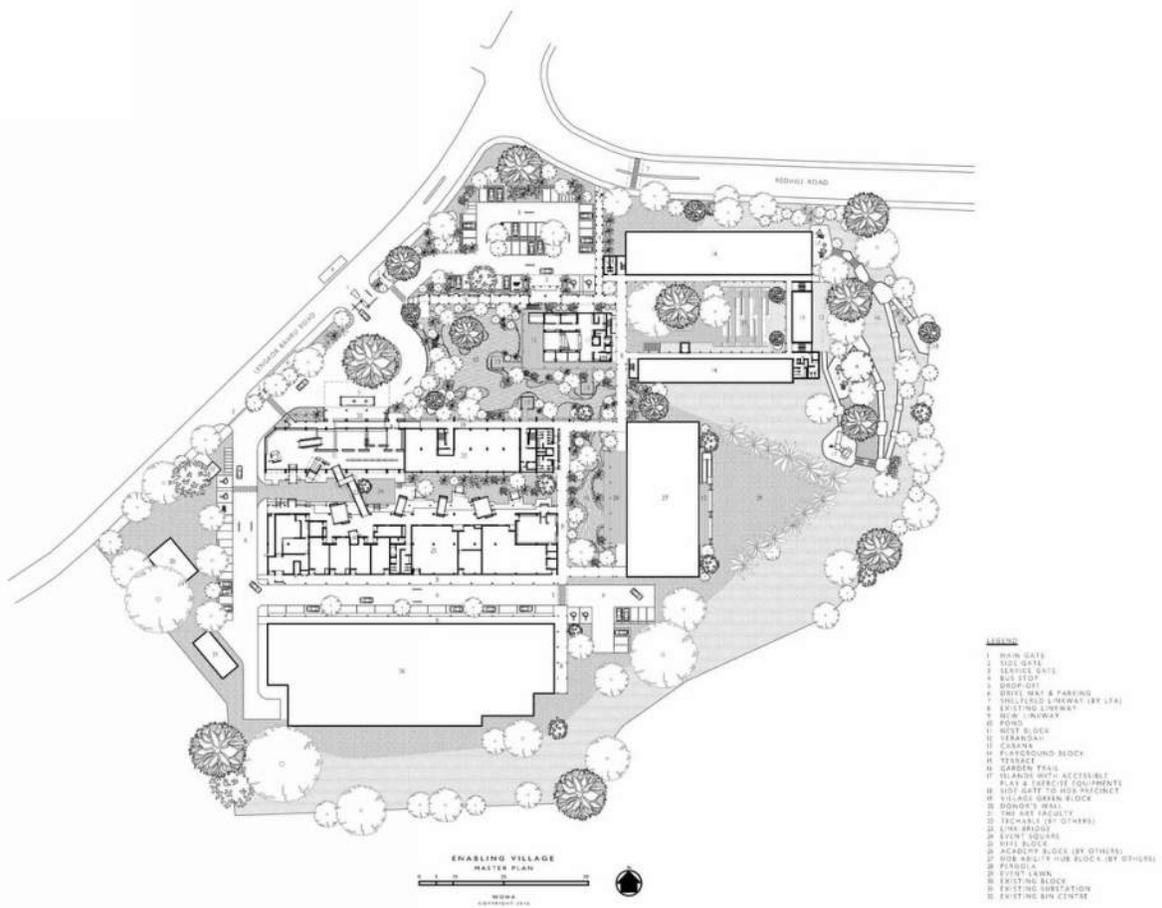


## COMMUNITY CENTER

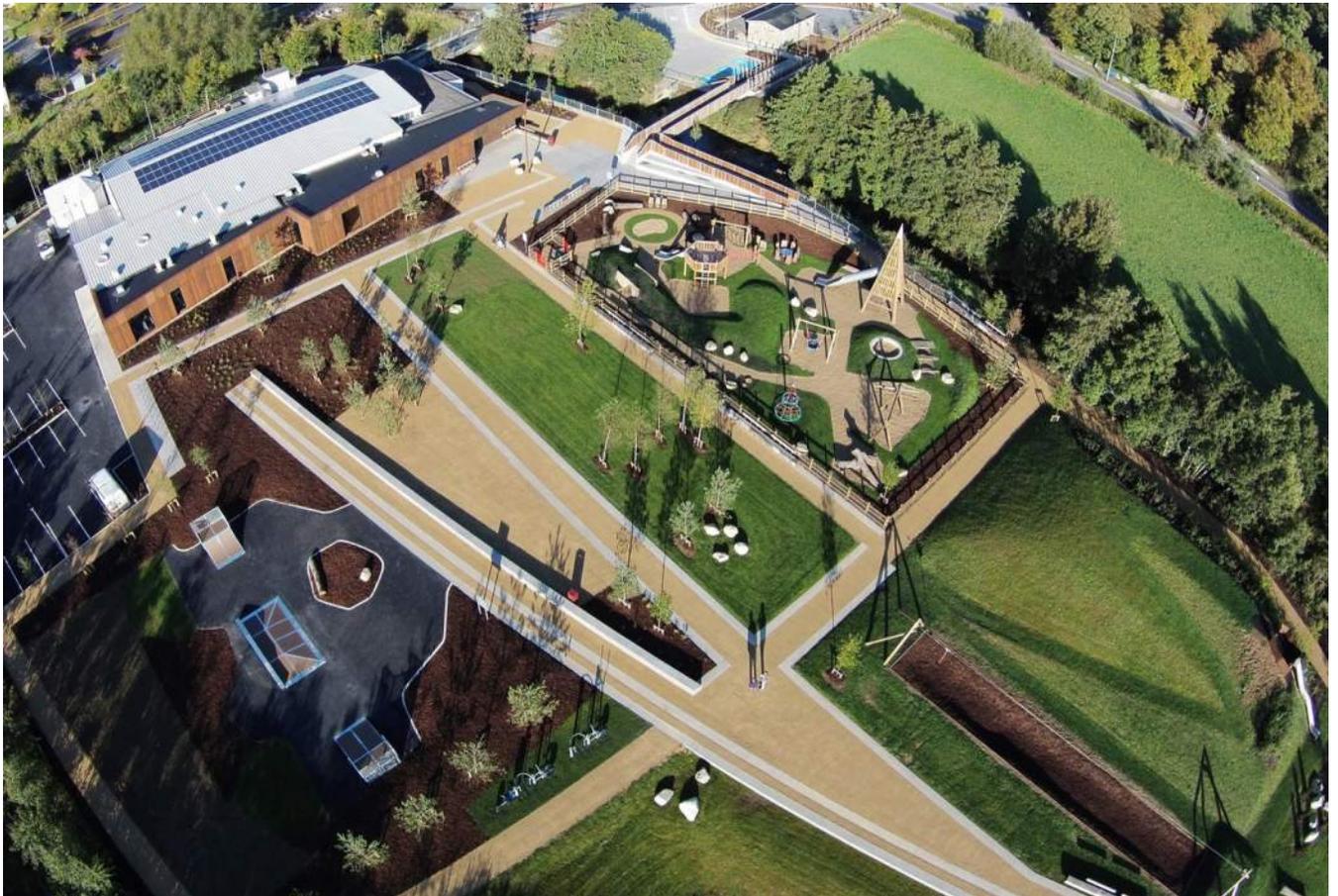
10 | VILLAGE OF MCFARLAND



## LIBRARY AS COMMUNITY CENTER



## COMPLIMENTARY ADJACENCIES



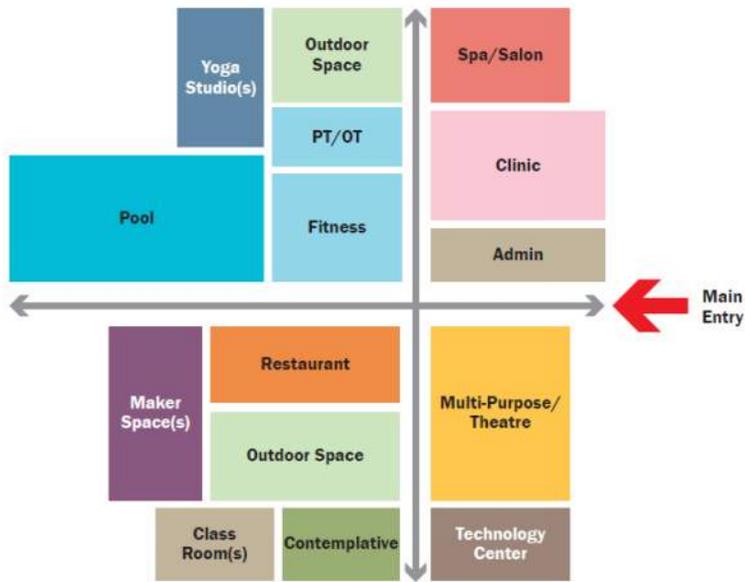
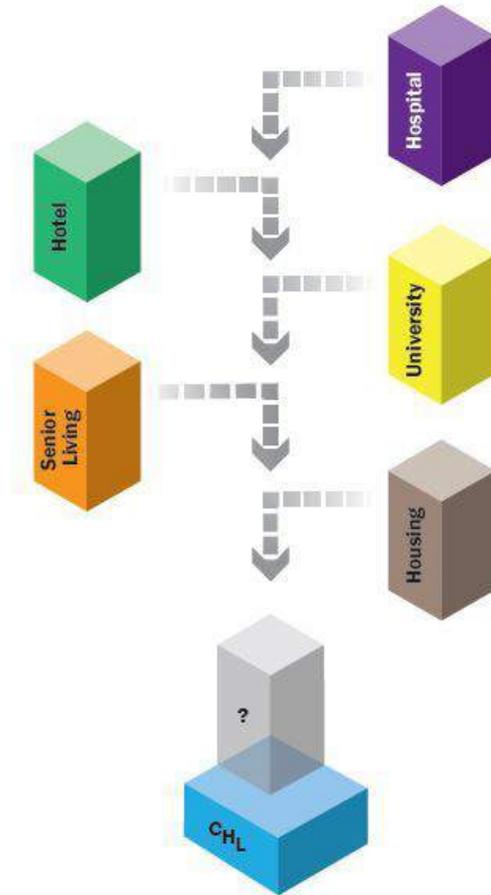
## SITE CHALLENGES OR OPPORTUNITIES



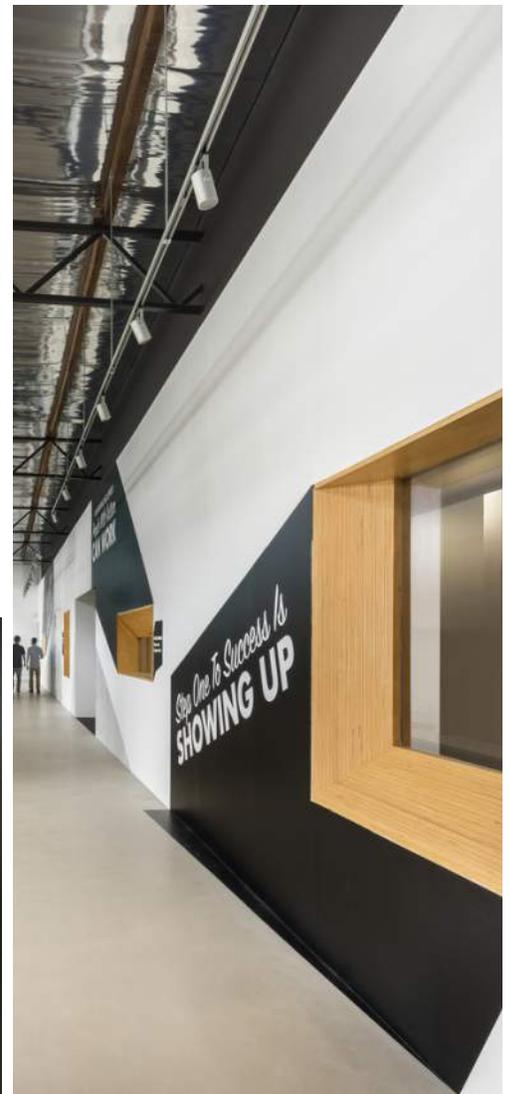
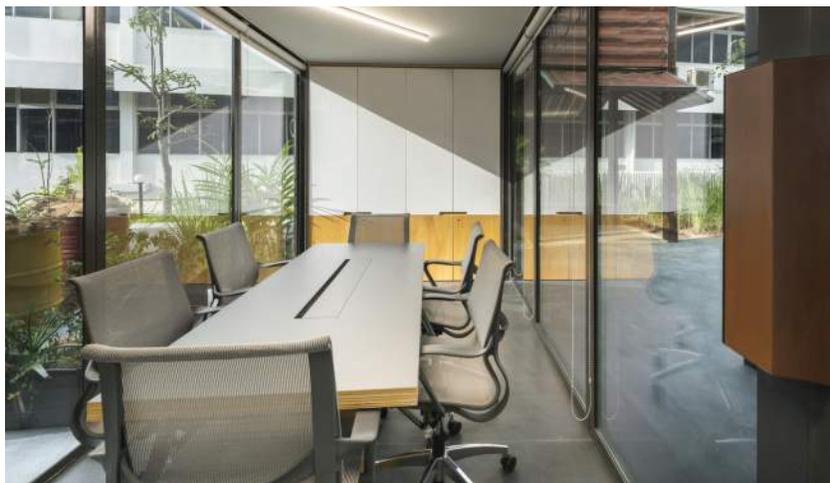
## SITE CHALLENGES OR OPPORTUNITIES



## SITE CHALLENGES OR OPPORTUNITIES



# “CENTER FOR HEALTHY LIVING”



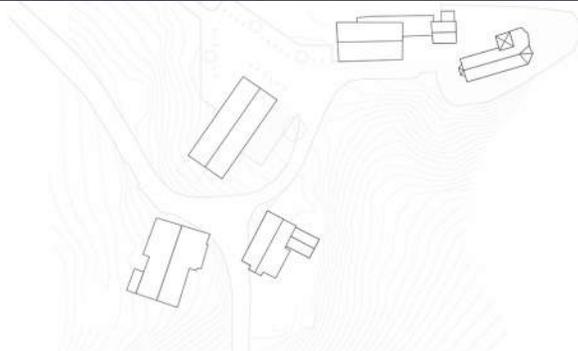
## “ENABLING VILLAGE”

VILLAGE OF MCFARLAND | 17





## “MULTIPURPOSE COMMUNITY CENTER”

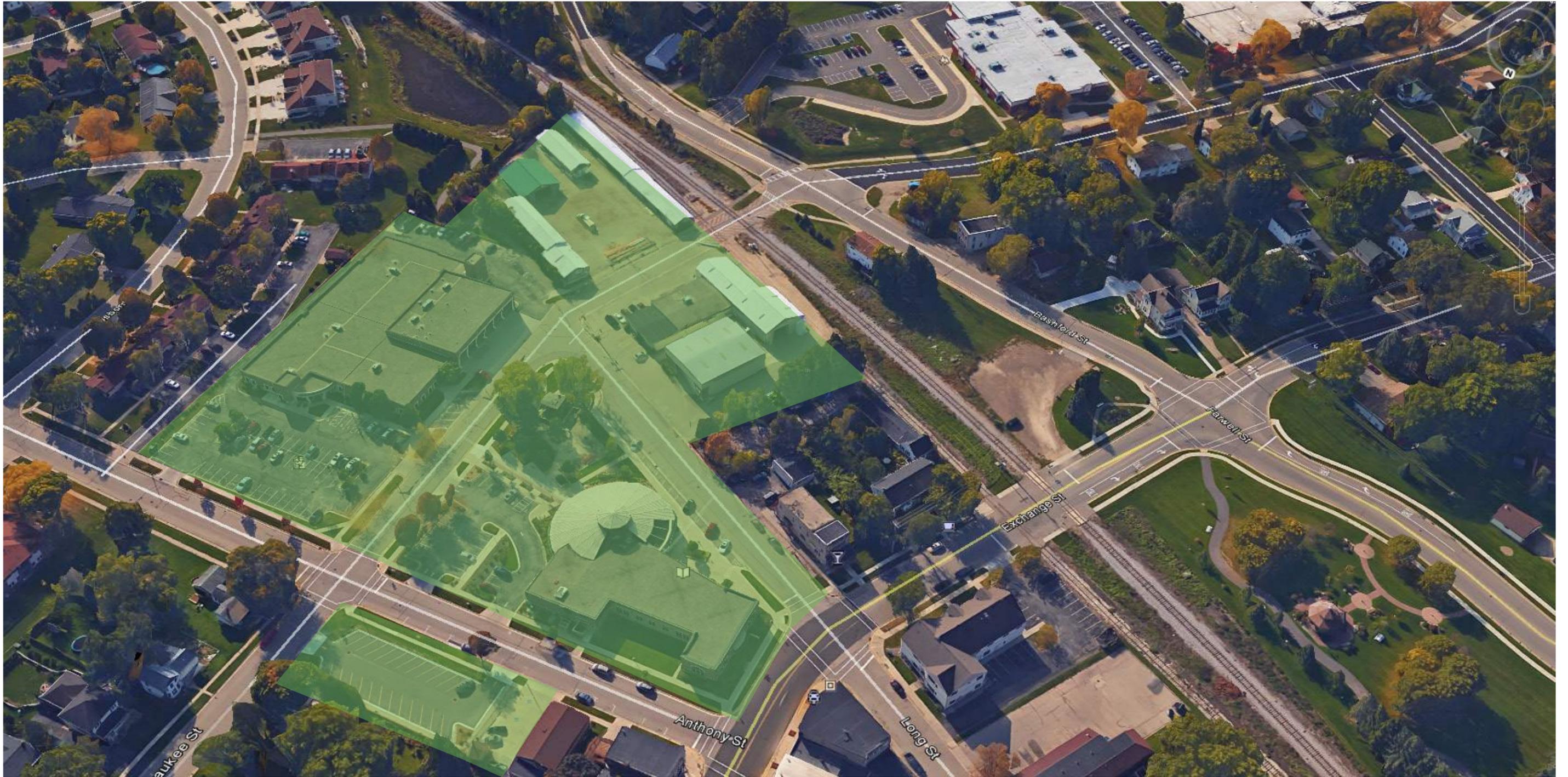


## “VILLAGE HOUSE”

VILLAGE OF MCFARLAND | 19







# POTENTIAL SITES





**OVERALL SITE PLAN**

SCALE: NTS

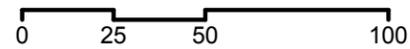


02-22-2017

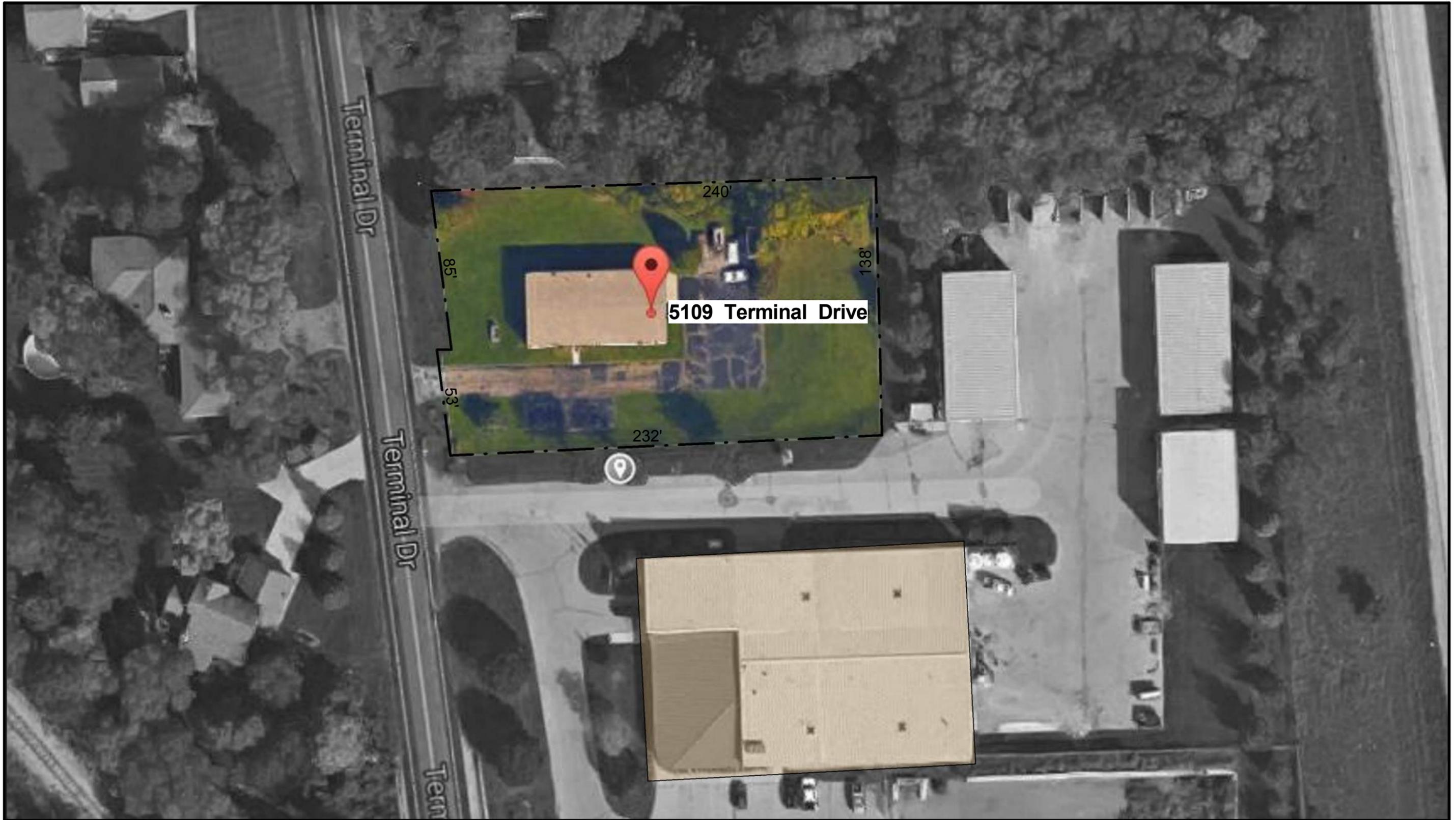


**4719 FARWELL STREET**

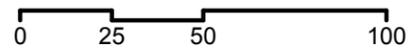
SCALE: 1" = 50'-0"

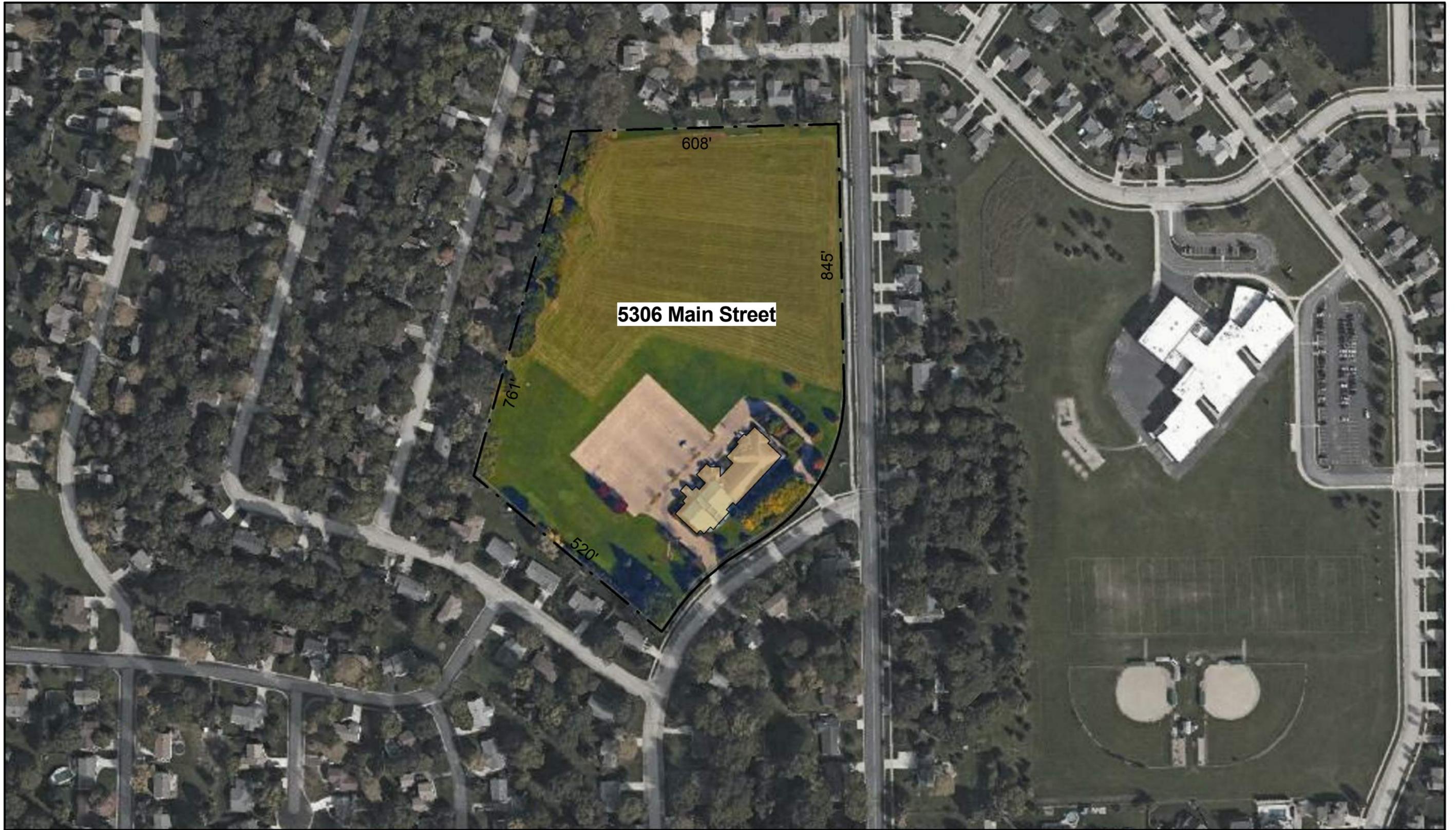


02-22-2017



↑  
N  
**5109 TERMINAL DRIVE**  
SCALE: 1" = 50'-0"





↑  
N **5306 MAIN STREET**

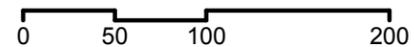
SCALE: 1" = 200'-0"





↑  
N **5710 ANTHONY STREET**

SCALE: 1" = 100'-0"



# SITE STUDIES



**ADVANTAGES:**

- CONSOLIDATES CITY SERVICES.
- NO LAND AQUISITION REQUIRED.
- FITS ON SITE.
- POTENTIAL EXPANSION.
- NON DISRUPTIVE CONSTRUCTION.
- PARKING AREA
- CENTRAL LOCATION NEAR HOUSING DENSITY

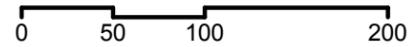
**DISADVANTAGES:**

- LAND COST.
- DEMOLITION REQUIRED.
- MORE REMODELING OF BACK-FILL AREA
- SITE BIGGER THAN NECESSARY



**ANTHONY STREET OPTION**

SCALE: 1" = 100'-0"





**ADVANTAGES:**

- DOUBLE SITE ACOMODATES F.D.
- LESS EXPENSIVE CONSTRUCTION.
- QUICK ACCESS TO 51
- DUAL RESPONSE DIRECTIONS.
- LESS DISRUPTIVE CONSTRUCTION.
- NLESS DISRUPTIVE TO NEIGHBOURS
- LEVEL ACCESS POSSIBLE.

**DISADVANTAGES:**

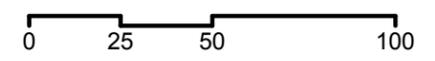
- REMOTE FROM HOUSING DENSITY.
- DISCONNECTED FROM OTHER SERVICES.
- LAND COST.
- MORE REMODEL AT BACK-FILL.

**4719 Farwell St.  
East Parcel**



**FARWELL STREET OPTION**

SCALE: 1" = 50'-0"





**ADVANTAGES:**

- EXPENSIVE CONSTRUCTION.
- FITS EASILY ON SITE.
- CENTRAL LOCATION NEAR HOUSING
- LEVEL ACCESS POSSIBLE.
- NON-DISRUPTIVE CONSTRUCTION.

**DISADVANTAGES:**

- SITE BIGGER THAN NECESSARY.
- NEARBY CHURCH AND NEIGHBORS.
- DISCONNECTIONG FROM OTHER SERVICES.
- LAND COST.
- MORE REMODEL AT BACK-FILL.

↑  
N **MAIN STREET OPTION**

SCALE: 1" = 200'-0"





**LEGEND:**

- EXISTING BUILDING
- POTENTIAL OPPORTUNITY
- PARKING
- MAN DOOR
- VEHICLE OVERHEAD DOOR
- MAIN ENTRY

**PARKING STUDY:**

-TOTAL PARKING AVAILABLE :  
21 STALLS

**AREA STUDY:**

- EXISTING BUILDING GSF: 19,380  
- GARAGE SF: 17,138  
- OFFICE SF: 2,242

**ADVANTAGES:**

- FITS + EXPANSION.
- ADJACENCY TO PUBLIC WORKS.
- NON-DISRUPTIVE CONSTRUCTION.
- CONVENIENT EQUIPMENT MAINTENANCE.

**DISADVANTAGES:**

- ONLY ONE ACCESS POINT.
- POTENTIAL FOR TRUCK CONFLICT.
- ON A HILL.
- LAND COST.
- DISTANCE FROM HOUSING DENSITY.
- DEMO OF EXISTING REQUIRED.
- SITE REMEDIATION ?
- MORE REMODEL AT BACK-FILL.
- NO STREET PARKING.



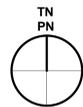
**TERMINAL DRIVE OPTION**

SCALE: 1" = 100'-0"



### LEGEND

- POLICE DEPARTMENT
- CIRCULATION



# PROPOSED POLICE BUILDING - FIRST FLOOR PLAN



STRANG

06/02/2017



**LEGEND:**

- EXISTING BUILDING
- POTENTIAL EXPANSION
- SITE OPPORTUNITY
- PARKING
- NEW VEHICLE OVERHEAD DOOR
- EXISTING VEHICLE OVERHEAD DOOR
- PUBLIC ENTRY
- POLICE ENTRY

**PARKING STUDY:**

- TOTAL VISITOR PARKING AVAILABLE : 21
- TOTAL STAFF PARKING AVAILABLE : 41
- TOTAL PARKING: 61 STALLS

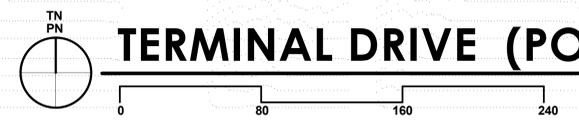
- EXISTING BUILDING GSF: 19,380
- GARAGE GSF: 17,140
- OFFICE GSF: 2,242

**ADVANTAGES:**

- ADEQUATE TURNING RADUISES
- AMPLE PARKING.
- ADJACENCY TO PUBLIC WORKS.
- ACCESS ALL AROUND BUILDING.

**DISADVANTAGES:**

- AGE AND QUALITY OF BUILDING.
- DRIVEWAY CONGESTION.
- LESS CENTRALIZED LOCATION.



**TERMINAL DRIVE (POLICE RELOCATION OPTION)**





**LEGEND:**

- POLICE BUILDING
- PARKING
- POLICE ENTRY
- PUBLIC ENTRY
- SALLY PORT ENTRY

- BUILDING GRAND TOTAL GSF: 11,370

**ADVANTAGES:**

- SUFFICIENT LAND
- ACCESSIBILITY TO MAIN ROAD
- ACCESS AROUND BUILDING.

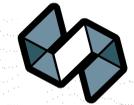
**DISADVANTAGES:**

- SHARED DRIVEWAY
- REMOTE FROM TOWN CENTER



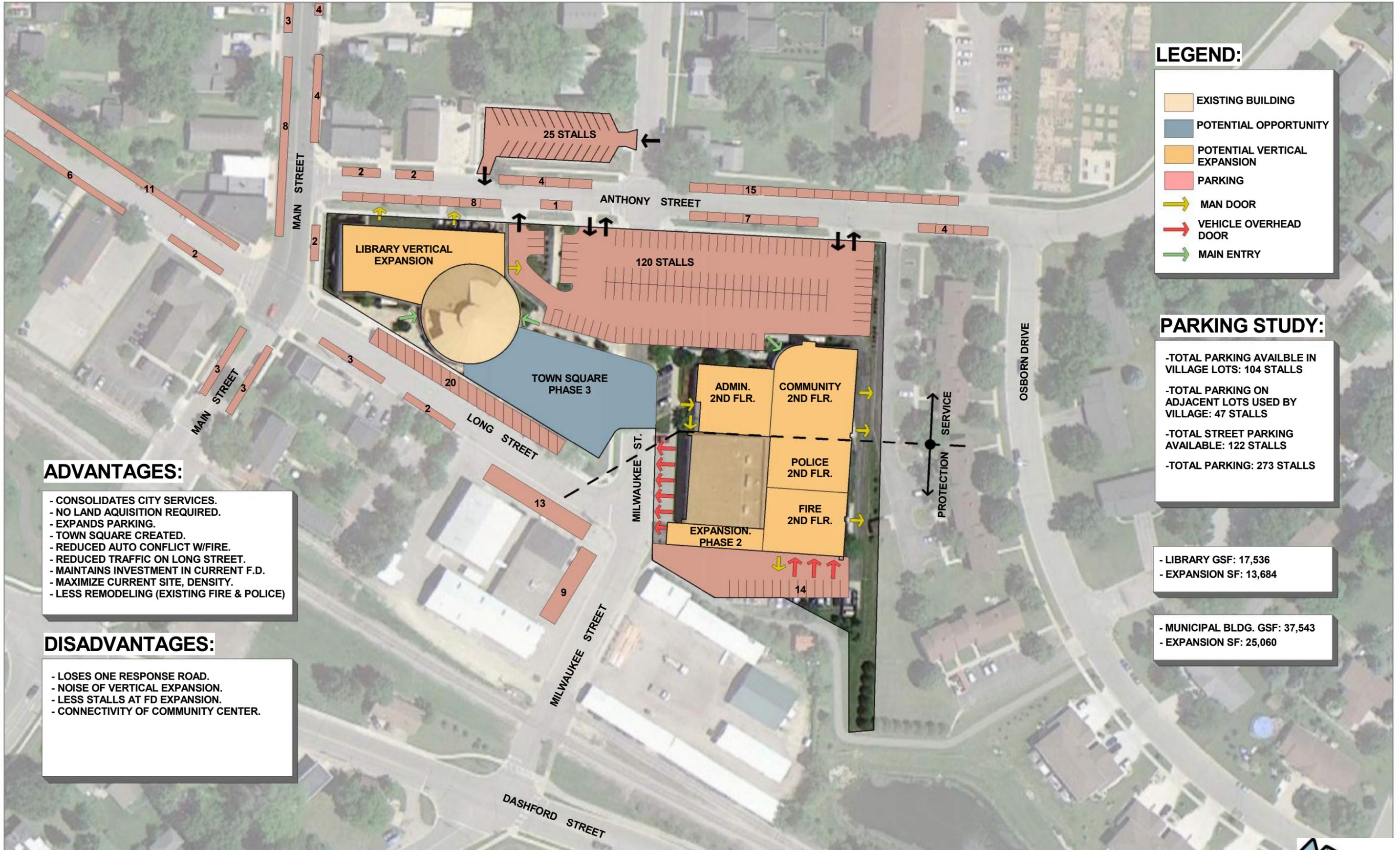
## PROPOSED POLICE BUILDING LOCATION AT TAYLOR ROAD

SCALE : 1" = 40'-0" 0 20 40 80



**STRANG**

06/02/2017



**LEGEND:**

- EXISTING BUILDING
- POTENTIAL OPPORTUNITY
- POTENTIAL VERTICAL EXPANSION
- PARKING
- MAN DOOR
- VEHICLE OVERHEAD DOOR
- MAIN ENTRY

**PARKING STUDY:**

- TOTAL PARKING AVAILABLE IN VILLAGE LOTS: 104 STALLS
- TOTAL PARKING ON ADJACENT LOTS USED BY VILLAGE: 47 STALLS
- TOTAL STREET PARKING AVAILABLE: 122 STALLS
- TOTAL PARKING: 273 STALLS

- LIBRARY GSF: 17,536
- EXPANSION SF: 13,684

- MUNICIPAL BLDG. GSF: 37,543
- EXPANSION SF: 25,060

**ADVANTAGES:**

- CONSOLIDATES CITY SERVICES.
- NO LAND AQUISION REQUIRED.
- EXPANDS PARKING.
- TOWN SQUARE CREATED.
- REDUCED AUTO CONFLICT W/FIRE.
- REDUCED TRAFFIC ON LONG STREET.
- MAINTAINS INVESTMENT IN CURRENT F.D.
- MAXIMIZE CURRENT SITE, DENSITY.
- LESS REMODELING (EXISTING FIRE & POLICE)

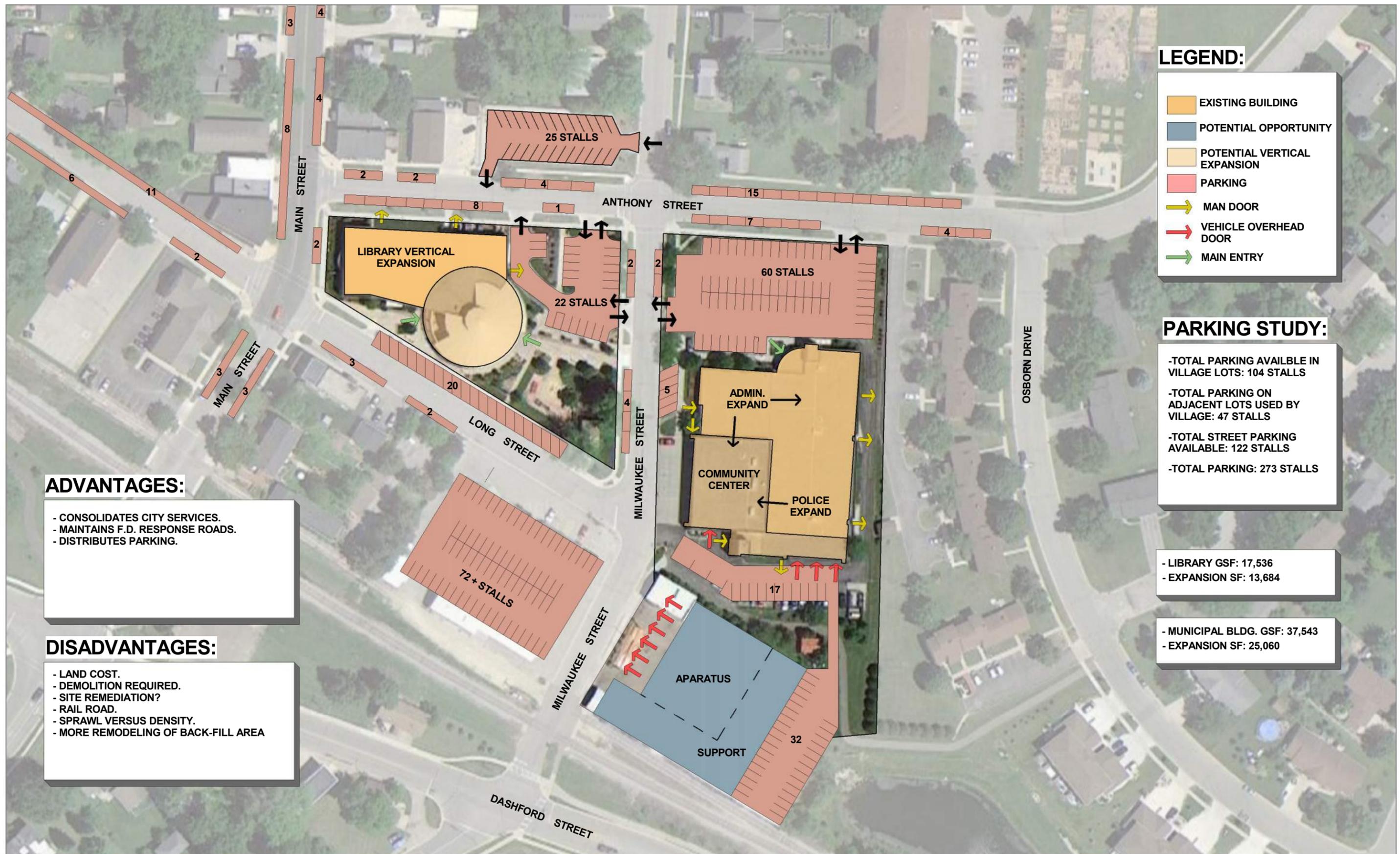
**DISADVANTAGES:**

- LOSES ONE RESPONSE ROAD.
- NOISE OF VERTICAL EXPANSION.
- LESS STALLS AT FD EXPANSION.
- CONNECTIVITY OF COMMUNITY CENTER.

**MILWAUKEE STREET - OPTION A**

SCALE: 1" = 100'-0"





**LEGEND:**

- EXISTING BUILDING
- POTENTIAL OPPORTUNITY
- POTENTIAL VERTICAL EXPANSION
- PARKING
- MAN DOOR
- VEHICLE OVERHEAD DOOR
- MAIN ENTRY

**PARKING STUDY:**

- TOTAL PARKING AVAILABLE IN VILLAGE LOTS: 104 STALLS
- TOTAL PARKING ON ADJACENT LOTS USED BY VILLAGE: 47 STALLS
- TOTAL STREET PARKING AVAILABLE: 122 STALLS
- TOTAL PARKING: 273 STALLS

- LIBRARY GSF: 17,536
- EXPANSION SF: 13,684

- MUNICIPAL BLDG. GSF: 37,543
- EXPANSION SF: 25,060

**ADVANTAGES:**

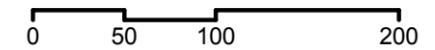
- CONSOLIDATES CITY SERVICES.
- MAINTAINS F.D. RESPONSE ROADS.
- DISTRIBUTES PARKING.

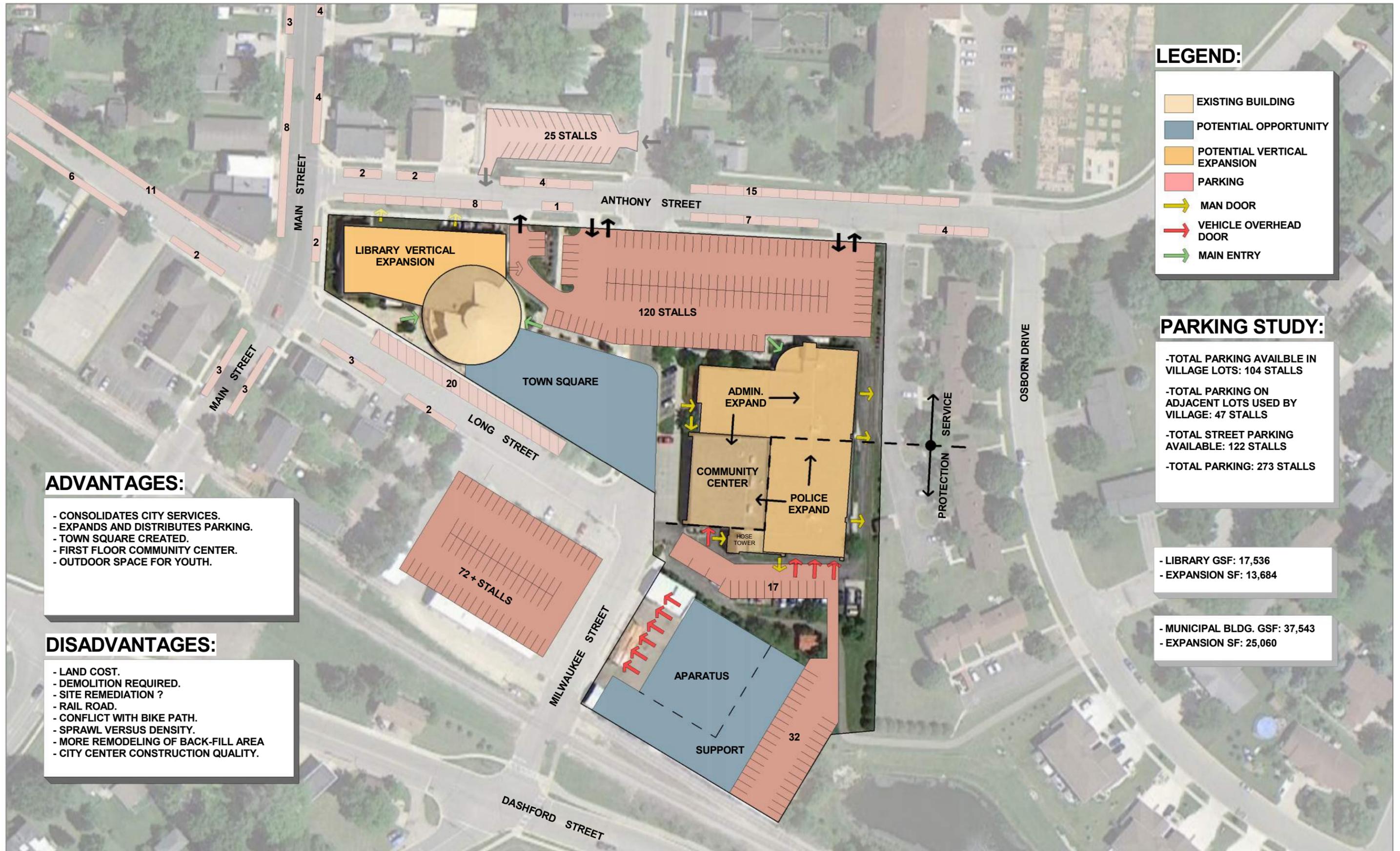
**DISADVANTAGES:**

- LAND COST.
- DEMOLITION REQUIRED.
- SITE REMEDIATION?
- RAIL ROAD.
- SPRAWL VERSUS DENSITY.
- MORE REMODELING OF BACK-FILL AREA

**MILWAUKEE STREET- OPTION B**

SCALE: 1" = 100'-0"





**LEGEND:**

- EXISTING BUILDING
- POTENTIAL OPPORTUNITY
- POTENTIAL VERTICAL EXPANSION
- PARKING
- MAN DOOR
- VEHICLE OVERHEAD DOOR
- MAIN ENTRY

**PARKING STUDY:**

- TOTAL PARKING AVAILABLE IN VILLAGE LOTS: 104 STALLS
- TOTAL PARKING ON ADJACENT LOTS USED BY VILLAGE: 47 STALLS
- TOTAL STREET PARKING AVAILABLE: 122 STALLS
- TOTAL PARKING: 273 STALLS

- LIBRARY GSF: 17,536
- EXPANSION SF: 13,684

- MUNICIPAL BLDG. GSF: 37,543
- EXPANSION SF: 25,060

**ADVANTAGES:**

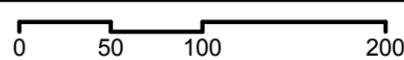
- CONSOLIDATES CITY SERVICES.
- EXPANDS AND DISTRIBUTES PARKING.
- TOWN SQUARE CREATED.
- FIRST FLOOR COMMUNITY CENTER.
- OUTDOOR SPACE FOR YOUTH.

**DISADVANTAGES:**

- LAND COST.
- DEMOLITION REQUIRED.
- SITE REMEDIATION ?
- RAIL ROAD.
- CONFLICT WITH BIKE PATH.
- SPRAWL VERSUS DENSITY.
- MORE REMODELING OF BACK-FILL AREA
- CITY CENTER CONSTRUCTION QUALITY.

**MILWAUKEE STREET - OPTION C**

SCALE: 1" = 100'-0"

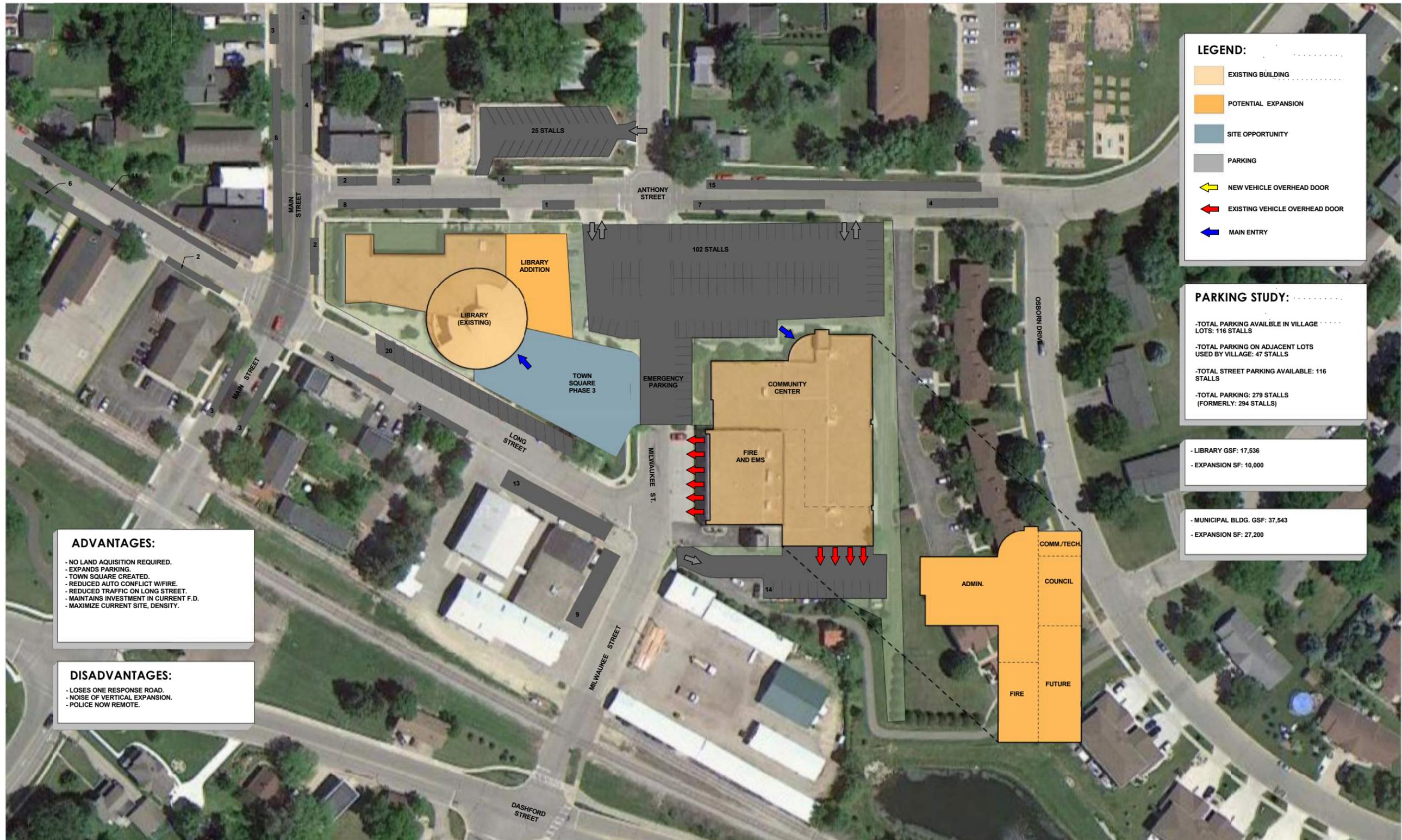


---

# APPENDIX C

DESIGN DOCUMENTATION

# TOWN CENTER PLANS

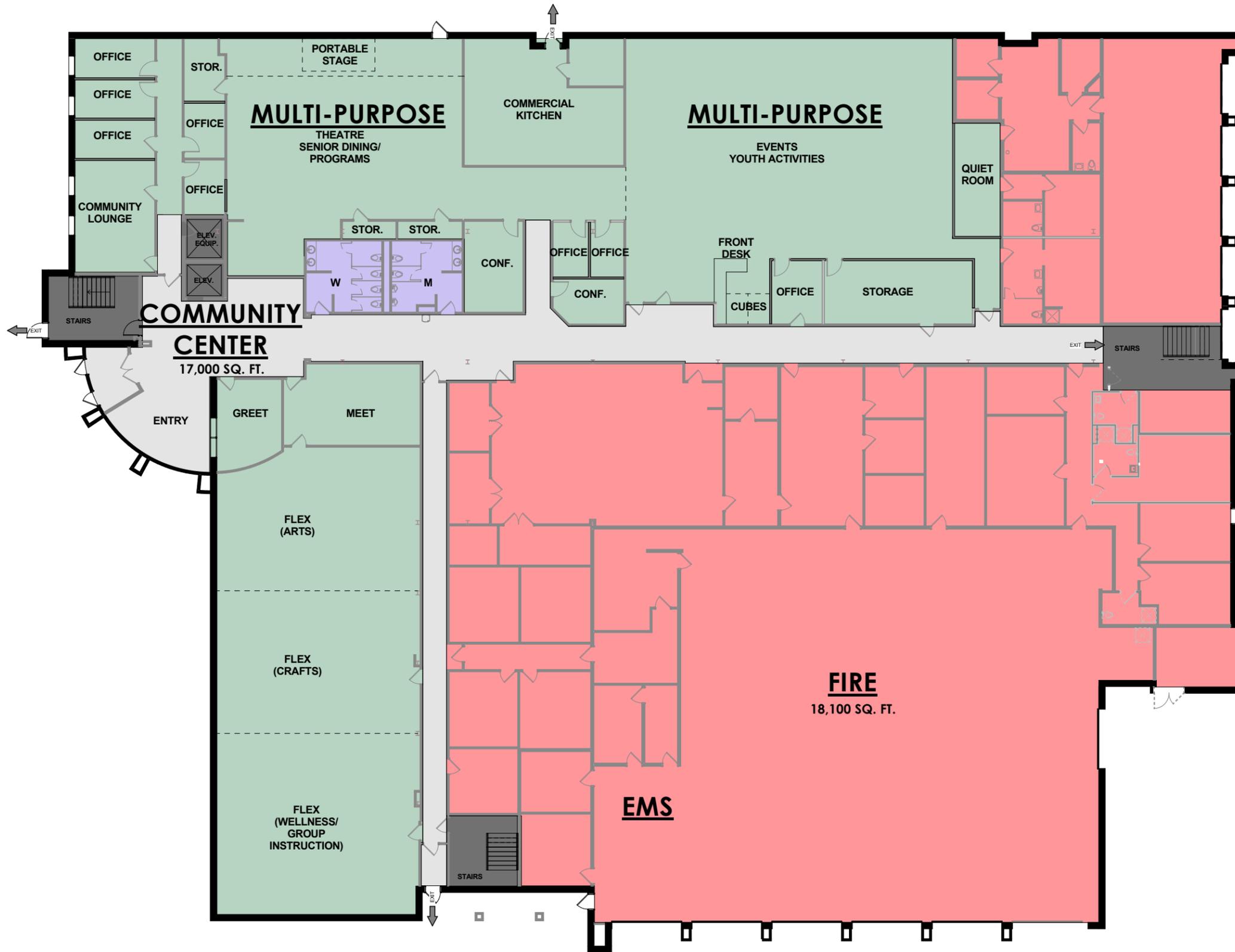


**MCFARLAND TOWN CENTER - SITE PLAN**



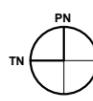
**STRANG**

05/17/2017

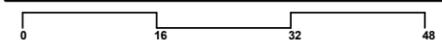


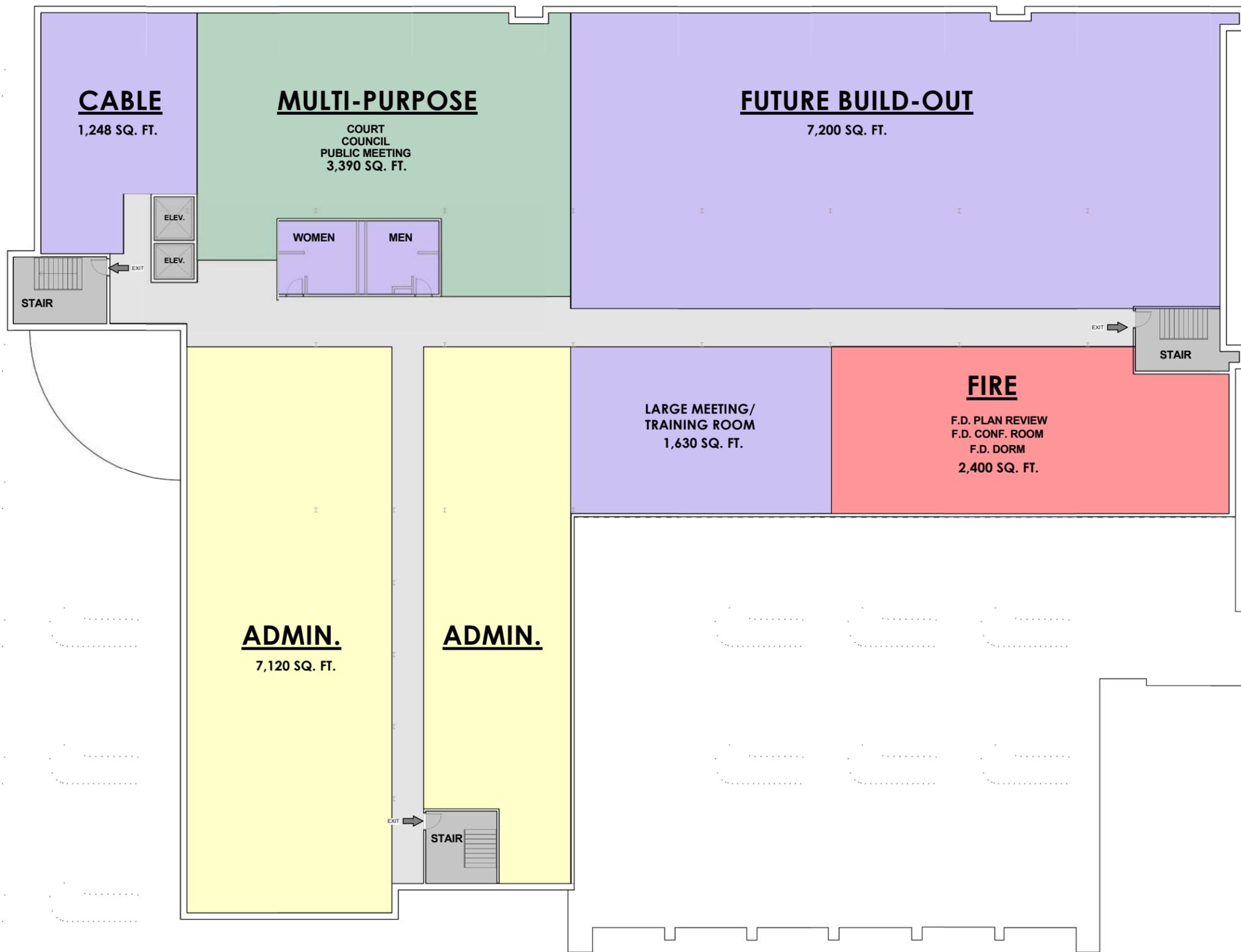
**LEGEND**

	FIRE DEPARTMENT
	COMMUNITY CENTER
	UTILITY/ COMMONS
	VERTICAL CIRCULATION
	CIRCULATION



**MCFARLAND TOWN CENTER - FIRST FLOOR PLAN**





**LEGEND**

	POLICE DEPARTMENT
	FIRE DEPARTMENT
	COURT / COUNSEL CHAMBERS
	ADMINISTRATION
	UTILITY / COMMONS
	VERTICAL PENETRATIONS

# POLICE RELOCATION STUDIES



# Master Plan - Phase 1

## Municipal Building Expansion and Partial Buildout

Preliminary Project Budget

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



Project Square Footage = 25,000

### Square Foot Cost Estimates (hard costs)

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

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

## Master Plan - Phase 2

### Police Relocation and Municipal Interior Buildout

Preliminary Project Budget

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



Project Square Footage = 18,000

#### Square Foot Cost Estimates (hard costs)

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

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

## Master Plan - Phase 3

### Library Expansion and 1st Floor Municipal Building Remodel

Preliminary Project Budget

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



Project Square Footage = 30,000

#### Square Foot Cost Estimates (hard costs)

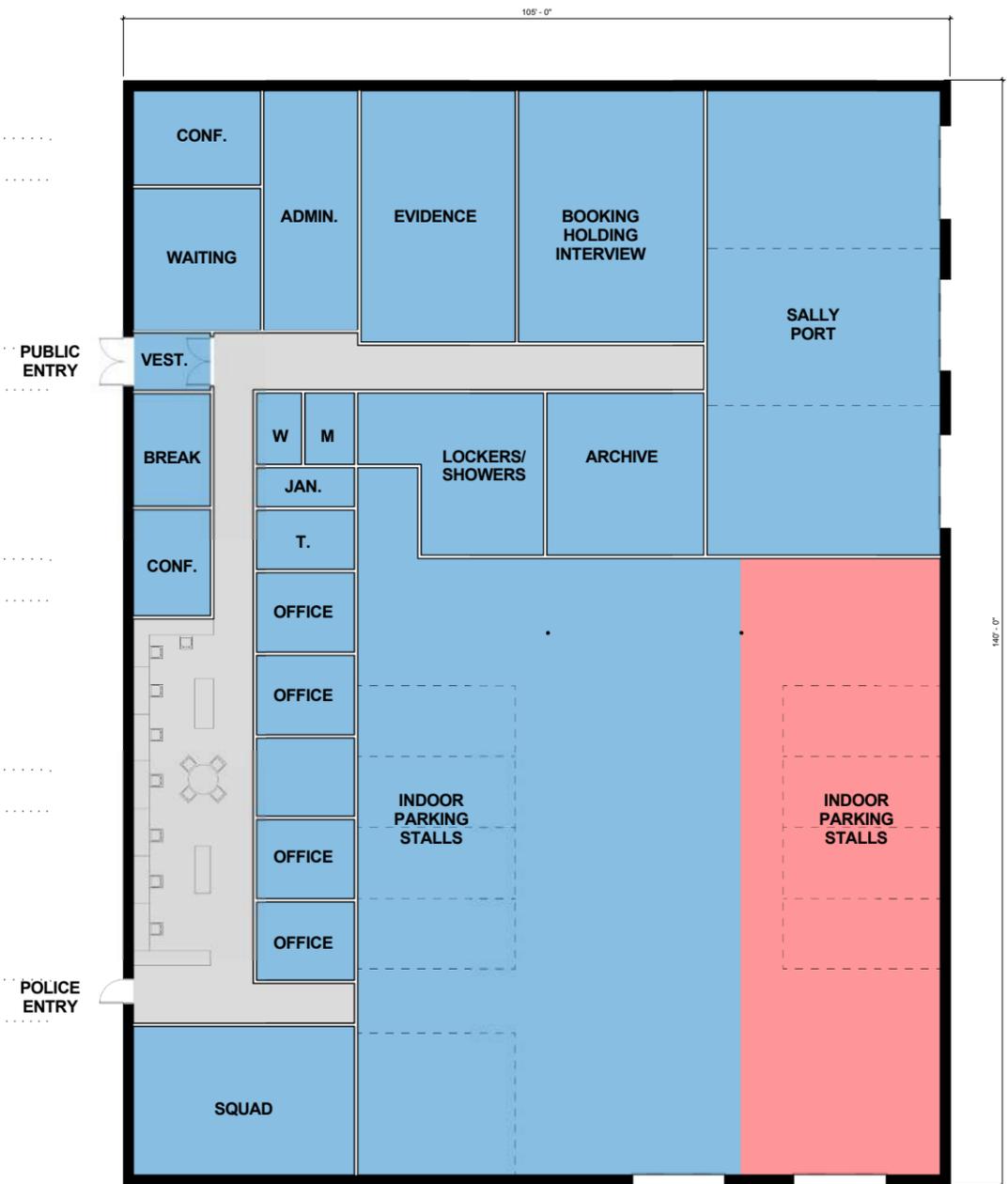
Note: Costs primarily derived from RSMMeans Cost Guides + recent project cost comparisons

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



### LEGEND

- POLICE DEPARTMENT
- FIRE DEPARTMENT
- COURT / COUNSEL CHAMBERS
- ADMINISTRATION
- UTILITY / COMMONS
- VERTICAL PENETRATIONS





**ADVANTAGES:**

- SUFFICIENT LAND
- ACCESSIBILITY TO MAIN ROAD
- ACCESS AROUND BUILDING.

**DISADVANTAGES:**

- SHARED DRIVEWAY
- REMOTE FROM TOWN CENTER

**LEGEND:**

- POLICE BUILDING
- PARKING
- ← POLICE ENTRY
- ← PUBLIC ENTRY
- ← SALLY PORT ENTRY

- BUILDING GRAND TOTAL GSF: 11,370



**PROPOSED POLICE BUILDING LOCATION AT TAYLOR ROAD**

SCALE : 1" = 40'-0" 0 20 40 80



**STRANG**

06/02/2017

# BUDGETING WORKSHEETS



# Master Plan - Phase 1

## Municipal Building Expansion and Partial Buildout

Preliminary Project Budget

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



Project Square Footage = 25,000

### Square Foot Cost Estimates (hard costs)

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

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

## Master Plan - Phase 2

### Police Relcation and Municipal Interior Buildout

Preliminary Project Budget

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



Project Square Footage = 18,000

#### Square Foot Cost Estimates (hard costs)

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

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

### Master Plan - Phase 3

#### Library Expansion and 1st Floor Municipal Building Remodel

Preliminary Project Budget

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



Project Square Footage = 30,000

#### Square Foot Cost Estimates (hard costs)

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

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

---

# APPENDIX D

## MASTERPLAN MINUTES

# Village of McFarland

PROJECT NAME: Facilities Master Plan  
 PROJECT LOCATION: McFarland Wisconsin  
 PROJECT NUMBER: 2017008



## Meeting Minutes

### 5/3/2017 Steering Committee Workshop - Meeting 3.1, Design Phase

#### Attendance

Owner: Matt Schuenke + Steering Committee  
 Architect: Ivo Rozendaal, Larry Barton

	<b>I Comments or corrections from past meeting minutes:</b>	<b>Responsibility:</b>	<b>Due Date:</b>
	a) None. Approved as submitted	Strang	Complete
	<b>II Schedule: (see workplan)</b>	<b>Responsibility:</b>	<b>Due Date:</b>
status	a) The workplan was reviewed and approved as presented. The master plan process is on schedule.	Strang	Complete
	<b>III Contracts and budgets:</b>	<b>Responsibility:</b>	<b>Due Date:</b>
contracts	a) Letter agreement for master planning services has been executed by Village and Strang.	Strang	Complete
budgets	b) The total project budget including hard costs, soft costs and FF&E should target \$6,000,000 or less for first phase of master plan	Strang	5/22/2017
	c) Current options requested exceed the \$6M budget. Strang has been authorized to explore higher cost options to meet user needs.	Strang	5/22/2017
	<b>IV Old Business</b>	<b>Responsibility:</b>	<b>Due Date:</b>
	a) None	Strang	Complete
	<b>V New Business:</b>	<b>Responsibility:</b>	<b>Due Date:</b>
	a) <u>Strang Presentation - Milwaukee St. Option</u>	Strang	Complete
	1. Option A further developed to include phased 10,000 SF expansion to Library		
	2. Reconfigured first floor of Municipal building to locate community center, senior outreach, and youth services at first floor		
	3. Single longer and wider apparatus bay expansion to fire station proposed		
	4. Administrative, comm/tech, and community development office moved to 2nd floor		
	5. Fire would add offices and dorm at 2nd floor		
	6. Police would have additional office space available at 2nd floor		
	<u>Proposed Phasing</u>		
	Phase 1: Municipal building vertical expansion and interior remodeling at 1st floor		
	Phase 2: Library expansion and town square		
	b) <u>Committee Feedback - Milwaukee St. Option</u>	Committee	Complete
	1. Consider purchase of residential lots across from library for parking		
	2. Consider opportunities for shared spaces due to adjacency at 1st floor between library, senior center, youth services		
	3. Fire Chief was present to offer thoughts		
	4. Volunteer (paid on call) service currently		

## Village of McFarland

PROJECT NAME: Facilities Master Plan  
 PROJECT LOCATION: McFarland Wisconsin  
 PROJECT NUMBER: 2017008



## Meeting Minutes

5. Concerns about dependance of Long street for response vehicles
  6. Milwaukee Street is safest return route to back trucks into bays
  7. Up to 1/2 of volunteer fire fighters currently come from Milwaukee St direction
  8. Without Milwaukee street, fire fighter arrival could be delayed several seconds due to traffic and intersection concerns at Long St.
  9. Consider driveable landscape or plaza through town square and through parking lot to maintain Milwaukee as access
  10. Typical fire emergency has 12 responders
  11. Higher response would be closer to 24 responders
  12. Reduction of parking in scheme noted
  13. Decision to be made whether town square is integral to phasing or considered an option
  14. Detailed walk through of proposed Expanded Municipal building program layout requested
  15. Expanded bay for fire station needs to accomodate vehicle manuevering
  16. Consider significance of hose tower and need to rebuild or keep it
  17. Police expansion of garage to integrate sally port
  18. Police remodeled to provide needed interview and office spaces
  19. Senior services expands at current location to capture meeting space and comm/tech space
  20. Youth services would have 5000 SF at current Administrative and Comm Dev office space
  21. Fire station would have dorm spaces and office space upstairs
  22. Police would gain office space upstairs
- c) Strang Presentation - Terminal Drive Option Strang Complete
1. Existing building would allow multiple 20' wide x 75' deep apparatus bays with offices at first floor and existing mezzanine.
  2. 41 Parking stalls but existing parking lot would need to be resurfaced
  3. Scheme allows expansion possibility for a 2 bay apparatus drive through scenario
- d) Committee Feedback - Terminal Drive Option Committee Complete
1. Concerns on brush collection days as there tends to be a line of vehicles
  2. FD coverage benchmarks are met from current location at Milwaukee St.
  3. Terminal drive location would make south east portion of village outside of 1.5 road mile benchmark
  4. NFPA benchmarks would not be met at Terminal Drive
  5. Service to village of Dunn would be reduced
  6. Distance for volunteers would increase and residential options in proximity to Terminal Drive
  7. Time would likely be extended by minutes due to volunteers drive time to access station
  8. Site is very appealing in regards to size and layout
  9. Given just the two options, remaining at current location would be a more preferred option for the Fire Department
- e) Municipal Building Scenario if Fire Station were to relocate Strang Complete
1. Apparatus bay would turn into youth center
  2. Admin would expand within current location
  3. Police would expand within some of fire station space
  4. Senior services would expand within current location
  5. Budget estimate discussed



## Village of McFarland

PROJECT NAME: Facilities Master Plan  
 PROJECT LOCATION: McFarland Wisconsin  
 PROJECT NUMBER: 2017008



## Meeting Minutes

contracts	a) Letter agreement for master planning services has been executed by Village and Strang.	Strang	Complete
budgets	b) The total project budget including hard costs, soft costs and FF&E should target \$6,000,000 or less for first phase of master plan	Strang	5/22/2017

### IV Old Business

a) None		Strang	Complete
---------	--	--------	----------

### V New Business:

a) Updated Staffing Projections		Strang	Complete
1. Police, Public Works, Comm/Tech. Reviewed and updated.			
2. Public Works/Parks growth reduced via proposed heating of existing cold storage building.		N/A	N/A
-Offer growth/storage needs within masterplan timeframe		N/A	N/A

- b) Site Analysis Study  
 Review of site options that accommodate department growth and incorporate community center facilities.

#### 1. OPTION A

Expansion of existing Municipal building with 25,000 SF maximum available  
 Fire Station expansion of one bay at current location.  
 Community Center, Senior services, Youth center could be located at 2nd floor

#### Budget

Total: \$10,000,000  
 Phase 1: Vertical Expansion at Municipal Building \$8,400,000  
 Phase 2: Fire station bay expansion \$770,000  
 Phase 3: Town square and Parking Expansion \$900,000

#### Comments

Consider community center at 1st floor (would mean higher remodel costs)

#### 2. OPTION B

New fire station building at east Chase Lumber site  
 No expansion of existing Municipal Building  
 15,000 SF of now available space would be claimed by other departments.

#### Budget

\$14,400,000

#### Comments

Confirm 15,000 SF expansion

## Village of McFarland

PROJECT NAME: Facilities Master Plan  
PROJECT LOCATION: McFarland Wisconsin  
PROJECT NUMBER: 2017008



## Meeting Minutes

Loses properties on tax base at chase lumber site

### **3. OPTION C**

Similar to option B however;  
Incorporates Central park plaza to connect

#### Budget

\$15,300,000

#### Comments

None Specific to option

### **4. OPTION D**

#### **Anthony Street Site**

Fire department test fit  
Accommodates future expansion  
Land acquisition required

#### Budget

\$13,800,000

#### Comments

Concern about proximity to residential

### **5. OPTION E**

#### **Farwell Street**

Site accommodates future expansion  
Central location may suggest a more expensive building rather a metal building solution that would be acceptable at a remote site  
Proximity and access times would need review by fire department  
Requires land acquisition and removes potential expansion of tax base

#### Budget

\$13,600,000

#### Comments

None Specific to option

### **6. OPTION F**

#### **Marsh Road site**

Large site is more than required by fire station program

## Village of McFarland

PROJECT NAME: Facilities Master Plan  
PROJECT LOCATION: McFarland Wisconsin  
PROJECT NUMBER: 2017008



## Meeting Minutes

Opportunity for inexpensive construction  
Centrally located with fairly level access  
Proximity to residential neighborhood may be a concern

### Budget

\$15,300,000

### Comments

None Specific to option

## **7. OPTION G**

### **Terminal Drive site**

Site acquisition would be necessary  
Adjacency to public works could have advantages  
Single access point at top of hill could be a concern  
Proximity and access times would need to be assessed by fire department

### Budget

\$14,000,000

### Comments

None Specific to option

### 7. General Discussion

- Could community center be located at Farwell site?  
Concern would be this does not accommodate any growth for any other village departments
- Include department expansions within minutes
- Farwell site is known to be for sale
- Terminal Drive site will be on the market soon, but has other commercial interest considering property
- Church properties are not actively for sale and without any conversation started
- Chase Lumber site is not for sale and no conversation has been had yet.
  
- Majority Interest in option A - while considering community center at 1st floor
- Move of community center to 1st floor increases remodeling quantity and costs within scheme at 1st floor.
  
- Desire to represent village priorities within final solution
  
- One statement in concern of going vertical at Municipal Building
- Some appeal voiced towards Chase Lumber location as primary
- Some but not unanimous concern about removing access through Milwaukee Street
- Intersection study at Main St is underway by public works, will consider the results of this masterplan concurrently

## Village of McFarland

PROJECT NAME: Facilities Master Plan  
 PROJECT LOCATION: McFarland Wisconsin  
 PROJECT NUMBER: 2017008



## Meeting Minutes

- Farwell St not appealing to most
- Interest shown in fire department site out at terminal drive. Concerns about ability to acquire property due to timing.
- No schemes accommodate Library growth, include as phased/priority approach to option A.
- Desire for centralized solution is most appealing
- Consider possibility to expand/provide community center at grade attached to Library
- Consider usage/programming challenges of shared public use of community center
- Appeal to density of village program in regards to public works energy as it relates to maintenance
- Option B parking lot not particularly appealing
- Verify parking availability vs needs at site

### V Next Meeting

	<u>Responsibility:</u>	<u>Due Date:</u>
a) Steering Committee - Discovery Workshop 3, May 5th at 5:30 p.m. at Village Hall Community Room	Strang	5/3/2017

### 4/5/2017 Steering Committee - Meeting 2.1, Discover Phase Benchmarking

#### Attendance

Owner: Matt Schuenke + Steering Committee  
 Architect: Ivo Rozendaal, Larry Barton

#### I Comments or corrections from past meeting minutes:

	<u>Responsibility:</u>	<u>Due Date:</u>
a) None. Approved as submitted	Strang	Complete

#### II Schedule: (see workplan)

	<u>Responsibility:</u>	<u>Due Date:</u>
status a) The workplan was reviewed and approved as presented. The master plan process is on schedule.	Strang	Complete

#### III Contracts and budgets:

	<u>Responsibility:</u>	<u>Due Date:</u>
contracts a) Letter agreement for master planning services has been executed by Village and Strang.	Strang	Complete



## Village of McFarland

PROJECT NAME: Facilities Master Plan  
 PROJECT LOCATION: McFarland Wisconsin  
 PROJECT NUMBER: 2017008



## Meeting Minutes

8. The word "campus" was used quite a bit. Thought of as positive.	N/A	N/A
9. It would be nice if community center could accommodate wedding receptions.	N/A	N/A
10. Lots of groups would like to use a community space like this.	N/A	N/A
11. Serpentine idea (not much response)	N/A	N/A
12. Traffic flow would be biggest concern with campus concept.	N/A	N/A
13. Consider impact to businesses on Main Street.	N/A	N/A
14. Center for healthy living (interesting). Maybe a store for nutritious food, food coop.	N/A	N/A
15. Mentioned desire to have a trail head for bikes connect here.	N/A	N/A
16. Enabling Village (no comment)	N/A	N/A
f) Site Map Exercise:		
1. Idea of farmers market on campus brought forward	N/A	N/A
2. Most things need to be within walking distance of schools	N/A	N/A
<b>V Next Meeting</b>	<b>Responsibility:</b>	<b>Due Date:</b>
a) Steering Committee - Discovery Workshop 2.5, April 19 at 5:30 p.m. at Village Hall Community Room	Strang	4/19/2017

### 3/8/2017 Stakeholder Meeting Agenda

#### Attendance

Owner: Matt Schuenke  
 Architect: Ivo Rozendaal

#### I Comments or corrections from past meeting minutes:

	<u>Responsibility:</u>	<u>Due Date:</u>
a) Review/Approve Previous Minutes	N/A	N/A

#### II Schedule: (see workplan)

	<u>Responsibility:</u>	<u>Due Date:</u>
status a) Review Schedule	Strang	N/A

## Village of McFarland

PROJECT NAME: Facilities Master Plan  
 PROJECT LOCATION: McFarland Wisconsin  
 PROJECT NUMBER: 2017008



## Meeting Minutes

### III Contracts and budgets:

	<u>Responsibility:</u>	<u>Due Date:</u>
contracts	N/A	N/A
budgets		

### IV Overview Discussions

	<u>Responsibility:</u>	<u>Due Date:</u>
a) Overview summary of Stakeholder Interview	Strang & Stakeholders	
b)		

### V New Business:

	<u>Responsibility:</u>	<u>Due Date:</u>
a) Review existing spaces use for all Departments	Strang	
1. Walk through Observations	Strang	
2. Interview topics/discussion	Strang	
b) Review space needs/growth projections for all Departments	Strang	
c) Parcel/Site Review	Strang	
d) Lay of The Land Discussion (Strang Observations/Listening Summary)	Strang	
1. Discuss opportunities/constraints that arose via interviews with Stakeholders	Strang	
2. Discuss opportunities/constraints that arose via Strang observation	Strang	

## 2/22/2017 Stakeholder Interviews

### Attendance

Owner: Matt Schuenke  
 Architect: Ivo Rozendaal, Larry Barton

### I Comments or corrections from past meeting minutes:

	<u>Responsibility:</u>	<u>Due Date:</u>
a) None	N/A	N/A

## Village of McFarland

PROJECT NAME: Facilities Master Plan  
 PROJECT LOCATION: McFarland Wisconsin  
 PROJECT NUMBER: 2017008



## Meeting Minutes

	<b>II Schedule: (see workplan)</b>	<b>Responsibility:</b>	<b>Due Date:</b>
status	a) Study is on schedule	N/A	N/A
	<b>III Contracts and budgets:</b>	<b>Responsibility:</b>	<b>Due Date:</b>
contracts	a) Letter Agreement has been executed	N/A	N/A
budgets	b) No Change		
	<b>IV Overview Discussions</b>	<b>Responsibility:</b>	<b>Due Date:</b>
	a) Reviewed the master planning process and timeframe with each stakeholder group.		
	b) Survey Monkey responses were reviewed and clarifying questions asked.		
	c)		
	<b>V Stakeholder Interviews:</b>	<b>Responsibility:</b>	<b>Due Date:</b>
	a) Public Works Discussions		
	1. Reviewed Master Planning Schedule		
	2. Walking tour of stakeholders rooms/facility		
	3. Desire to acquire adjacent site discussed. Consider first right of refusal agreement.		
	4. Desire to consolidate storage from off site locations (Wells 3/4, Parks) onto public works primary location		
	5. Security concerns at entry. Desire to create secure reception area with protective transaction window.		
	6. Conference room hosts morning group meetings, report station, break room Time sheets.		
	7. More filing needs (short term, smaller formats). More paperless process desired.		
	8. Electronic filing would be of great assistance with large format older drawings		
	9. Facility is wirelessly connected to municipal building via dish (public works-water tower-municipal building)		
	10. Part/Full time help to work to organize documents by department and electronically catalog would be helpful		
	9. Schutz Apple Orchard used as storage (17-18 acres). Trash storage and snow plows. 1 building and 1 acres site storage		
	10. Consider moving parks department to URSO Park. Masterplan in process		
	11. Storage at Larson Park (odds and ends), old oil gas station. Site has been remediated.		
	12. Welding space required, maintain proximity to vehicle maintenance shop		
	13. Full expansion would be the ultimate buildout: \$2,000,000 budget estimated		
	14. Capitol improvement plan to accommodate roof repair and parking lot repair		
	15. Wireless connectivity generally good		
	b) Library Discussions		
	1. Reviewed Master Planning Schedule		
	2. Walking tour of stakeholders rooms/facility		
	3. Library board holds the buildings, could complicate sharing services with other departments		

## Village of McFarland

PROJECT NAME: Facilities Master Plan  
PROJECT LOCATION: McFarland Wisconsin  
PROJECT NUMBER: 2017008



## Meeting Minutes

4. Storage needs throughout facility
  5. Meeting room needs throughout facility: Larger more functional large meeting space as well as smaller meeting rooms.
  6. Discovery garden has fallen into disrepair. Needs to be updated.
  7. Desire to have park meet accessible needs of citizens
  8. Facility needs have been tested against a public calculator for library sizing: 30,000 sf. Was recommended
  9. A community center would reduce demand on meeting space at library
  10. Expansion discussed to include 1st floor growth and 2nd floor addition.
  11. Rarely share meeting space with fire department and police
  12. Community connection between municipal and library building is valuable. Current response time also appreciated.
  13. Parking study/capacity of both sites has been performed in the past.
  14. Multiple Mechanical system issues reported.
  15. Large meeting room hits 134 occupants regularly, for public events. Turning away patrons.
  16. Desire more display area for art/history throughout space
  17. Reading room is used for staff meetings
  18. Desire for additional soft seating areas
  19. Desire for more collaborative/play area within children's area
- c) Administration / Finance Discussions
1. Reviewed Master Planning Schedule
  2. Walking tour of stakeholders rooms/facility
  3. Building entry experience is self serve with security concerns.
  4. Elections facilitated (single polling place) - in the past have used the fire bay. Current facility does not accommodate well.
    - Smaller local elections are held in community room. 2 lines
    - General elections are held in fire bay. 5 lines. May not be sustainable.
  5. Office thermal comfort could be improved
  6. Finance director on interior room without windows. Desire for daylight and additional space for secure storage within office
  7. Opportunities to purge would open up additional square footage
  8. Shared workroom location and layout functions well
  9. Security/Layout concern with Village Admin office proximity to Comm Dev. Waiting area
- d) Community Development Discussions
1. Reviewed Master Planning Schedule
  2. Walking tour of stakeholders rooms/facility
  3. additional services occasionally requested by citizens that are not accommodated currently/spatially:
    - Apartment inspections, print space (24x36) could share functions with public works,
  4. Small conference space is at a premium but could be relocated

## Village of McFarland

PROJECT NAME: Facilities Master Plan  
PROJECT LOCATION: McFarland Wisconsin  
PROJECT NUMBER: 2017008



## Meeting Minutes

5. Could use two indoor parking spaces for building inspectors
  6. Need for large scale plotter exists (24"x36")
  7. Building south entry door tends to be primary entry for visitors.
  8. Office sizes are acceptable, potential desire for larger rooms for scenarios with multiple occupants. Consider plan layout area.
  9. Files area and reception are at capacity. Beginning to impede on access into offices.
- e) Senior Outreach Discussions
1. Reviewed Master Planning Schedule
  2. Walking tour of stakeholders rooms/facility
  3. Adjacency and relationship with youth services staff could be stronger. Timing/logistics would be important
  4. Need flexible meeting space. Current room has immovable table. Capacity of potentially 60 people.
  5. Currently set up as a social service organization rather than recreation. (Recreation would modify needs)
  6. Need additional storage. Loan items storage and storage adjacent to large meeting space.
  7. Office sizing is desired to be larger to accommodate meetings with families.
  8. Kitchen sizing functions OK, desire more visible/improved organization rather than locked cabinets.
  9. Proximity/expansion into lobby area presents security concern and confusing orientation.
- f) Communications & Technology Discussions
1. Reviewed Master Planning Schedule
  2. Walking tour of stakeholders rooms/facility
  3. Security is mild concern with SOO with so much traffic. Security of equipment.
  4. Desire duplication of conference room A
  5. Original studio functions as storage space. Dedicated studio space desired.
  6. Office space currently adequate, but at capacity.
  7. IT room within corridor requires cooling. Not currently cooled.
  8. Current Editing room adequate. Consider circulation improvements for efficiency.
- g) Police Discussions
1. Reviewed Master Planning Schedule
  2. Walking tour of stakeholders rooms/facility
  3. Increased parking needs (35 staff)
  4. Need dedicated sally port, and 14 indoor stalls (ideally)
  5. Department growth anticipated
  6. Processing concerns with layout. Desire for additional interview rooms (Soft interview room).
  7. Dispatch room currently adequate but at capacity.
  8. Squad room currently adequate but at capacity with upcoming additional desks.

## Village of McFarland

PROJECT NAME: Facilities Master Plan  
PROJECT LOCATION: McFarland Wisconsin  
PROJECT NUMBER: 2017008



## Meeting Minutes

9. Existing office being modified into weapons room
  10. Anticipate need for additional investigators and office space
- h) Fire & Rescue Discussions
1. Reviewed Master Planning Schedule
  2. Walking tour of stakeholders rooms/facility
  3. Outdoor parking in demand during call
  4. Additional storage needs: CPR, Fundraising
  5. Current kitchen and pantry are appropriately sized.
  6. Preference for an open office work environment with team space.
  7. Technology integration critical, particularly within emergency operations room.
  8. Currently occupy a remediation shed for storage (15'x20' approximately)
  9. Currently have limited training prop storage.
  10. Could use 12 beds within doors, and create shared restroom condition.
  11. Apparatus bays need more depth, as well as 2 additional bays. Currently at capacity.
  12. Ideal station would have drive through bay capability.
  13. Currently staff parking requires 5 stalls. For an engine company 10 additional would be necessary.
  14. Dorm room layout/needs would modify significantly with engine company scenario

### VI Site Tours

Responsibility:    Due Date:

- a) 4719 Farwell Street
  1. Site walked by Strang Team
  2. Centrally located within "Business District," further away from existing village properties
  3. Mostly surrounded by standalone commercial buildings. Variety of residential densities within one block.
  4. Very flat site.
  5. Some existing utilities visible on site.
  
- b) 5109 Terminal Drive
  1. Site viewed from adjacent public works property by Strang Team
  2. Good proximity to existing public works facility. Would be great expansion/overflow for public works storage needs.
  3. Adjacent to highway, other commercial properties, and some light single family residential.
  4. Depressed site as it relates public works site. Generally flat, good access from terminal drive.
  5. Existing utilities likely on site.
  
- c) 5306 Main Street
  1. Site walked by Strang Team

## Village of McFarland

PROJECT NAME: Facilities Master Plan  
PROJECT LOCATION: McFarland Wisconsin  
PROJECT NUMBER: 2017008



## Meeting Minutes

2. Least centrally located site.
  3. Located around predominantly single family residential properties and one church.
  4. Large site with generally positive drainage. Backs up to wooded slope.
  5. Some existing utilities visible on site.
- d) 5710 Anthony Street
1. Site walked by Strang Team
  2. Centrally located, close to existing village properties
  3. Mixed densities and uses surrounding site: single family, multifamily, church, cemetery
  4. Good site grading, positive downward pitch towards south west.
  5. No existing utilities visible on site.

### VII Next Meeting

Responsibility: Due Date:

- a) Steering Committee Workshop

### **2/6/2017 Organizational Meeting**

#### **Attendance**

Owner: Matt Schuenke  
Architect: Larry Barton

#### **I Statement of Purpose**

- The meeting was to confirm the planning process with the common goal of designing the best possible facilities master plan.
- a)
  - b) We discussed the proposed design process, tools, responsibilities and schedule.
  - c) We identified the most important project goals.

#### **II Scope of Work:**

- a) Project overview: Facilities Master Plan for Public Works, Library and Village Hall plus building condition report for the library.
- b) Official project name: Village of McFarland Facilities Master Plan.
- c) Primary user groups include Admin., Police, Fire, Youth, Seniors, Library and Community Center.
- d) Owner highlighted the following primary master planning goals:
  1. Identify home for Youth Center.
  2. Improve space for Senior Outreach.
  3. Incorporate elements of the Community Center.

## Village of McFarland

PROJECT NAME: Facilities Master Plan  
PROJECT LOCATION: McFarland Wisconsin  
PROJECT NUMBER: 2017008



## Meeting Minutes

4. Evaluate continued use of existing buildings.

### III Project Team

---

- a) Design team roles and responsibilities: Larry Barton - Principal-In-Charge, Ivo Rozendaal - Planner
- b) Owner roles and responsibilities: Matt Schuenke will be the primary owner representative and key contact for design team.
- c) Steering Committee members will be made up of the following:
  1. Youth Center (2 representatives)
  2. Community Center Director
  3. Senior Outreach Representative
  4. Library Director
  5. Public Works Director
  6. Village President
  7. Village Administrator
  8. Community Representation (2 representatives)

### IV Project Communications

---

- a) The preferred method of communication is by email with the occasional phone call when needed.
- b) Information flow between Strang and Owner should be controlled with communications sent through Matt.
- c) The dashboard communication tool utilized by Strang was reviewed and accepted for use on this project.
- d) Meeting format will include comments/corrections, schedule, budgets, old business, new business and next meeting.
- e) Distribution of meeting minutes: Email directly to Matt and post on project sharefile site.
- f) Decision making procedures used by Owner:
  1. Matt will have decision making authority on behalf of and in collaboration with Village departments.
  2. Team decisions will occur during the workshops and be recorded in the minutes.
  3. Matt will be responsible for reviewing and approving Strang's work.
  4. Other decision making parties include the Village Board, Library Board and Public Works Board.

### V Review of Project Schedule (preliminary work plan reviewed and updated)

---

- a) Workshops will be scheduled on a bi-weekly basis beginning the week of February 20th.
- b) The master planning process should be completed in the first quarter of 2017.
- c) Final design and bidding may occur in the 3rd and 4th quarter of 2017 if the project is approved to go forward.
- d) The earliest construction will start in the spring of 2018.

### VI Review of Project Contracts and Budgets

---

- a) The initial construction budget should target \$4,250,000 +/-.

## Village of McFarland

PROJECT NAME: Facilities Master Plan  
 PROJECT LOCATION: McFarland Wisconsin  
 PROJECT NUMBER: 2017008



## Meeting Minutes

- b) The total project budget including hard costs, soft costs and FF&E should target \$6,000,000 or less.
- c) Strang's letter agreement for master planning has been executed.
- d) The project delivery method will be design-bid-build utilizing standard AIA agreements.

### VII Facilities Master Planning Process Summary

- a) Listen (data gathering and stakeholder interviews)
- b) Discover (benchmarking and needs analysis)
- c) Design (alternative options, budgeting and implementation planning)

### VIII Old Business

- a) none, first meeting

<u>Responsibility:</u>	<u>Due Date:</u>
N/A	N/A

### IX New business:

- a) Data Gathering Assignments
  - 1. Assemble site maps of each building location (Matt provided electronic copies of Library and Public Works sites).
  - 2. Assemble pertinent information about current facilities (recent upgrades, repairs, maintenance plans, etc.)
  - 3. Demographic information (community trends, economic impacts, departmental utilization, etc.).
  - 4. Assemble previous pertinent studies, reports, surveys, master plans, etc. for design team review.
  - 5. Matt provided Strang with a copy of a facilities needs study completed in 2014. Strang to review.
- b) Preparations for Stakeholder Interviews (full day in McFarland) during week of February 20th. Matt S. to schedule.
  - 1. Tentatively - 8:00 a.m. Public Works
  - 2. Tentatively - 10:00 a.m. Library
  - 3. Tentatively - 1:00 p.m. Village Hall
  - 4. Tentatively - 4:00 p.m. Visit 3 sites that could be options for a new stand-alone Community Center.
- c) Preparations for Building Condition Site Visit
  - 1. Building condition evaluation of the Library will be tentatively scheduled for the week of March 13th.

<u>Responsibility:</u>	<u>Due Date:</u>
Strang	2/17/2017
Matt S.	2/17/2017
Matt S.	2/17/2017
Matt S.	2/17/2017
Strang	2/17/2017
Matt S.	2/24/2017
Strang	3/17/2017

### X Next Meeting

- a) Stakeholder Interviews week of February 20th.

<u>Responsibility:</u>	<u>Date:</u>
Matt S.	TBD