

Village of Black Creek
Municipal Building Ad Hoc Committee Report
Compiled by Allyson Watson, Outagamie County UW-Extension
Presented to Village Board on May 14, 2018

Background

At the request of the Village President, an ad hoc committee was formed to discuss community considerations on the topic of a new municipal building for the Village of Black Creek. This ad hoc committee represented the viewpoints of residents, business owners and community leaders in Black Creek. The group met in April and May 2018 and held discussions which were facilitated by Outagamie County UW-Extension Communities Extension Educator Allyson Watson. The final report shared with the Village Board on May 14, 2018 lies herein.

Ad Hoc Committee Membership

The following Ad Hoc Committee Members contributed their time and considerations for the formation of this report:

1. Patrick Amerson
2. Roger Jezeski
3. Eva Kozerski
4. Rod Lorenz
5. Ryan Minlschmidt
6. Dave Sievert
7. Jodi Wry

Summary

In considering a new municipal building for the Village of Black Creek, the ad hoc committee addressed four main areas:

- The uses and structure of the current facility
- Real and perceived government needs for a future facility

- Attending a court hearing

2. Real and Perceived Government Needs for a Future Facility

In discussing needs for a future facility related to government use, the items discussed were sorted into real needs (absolute, bare minimum required) and perceived needs (those that would be a positive addition, but may not be essential). These listed needs are of course, just a starting point for a discussion as these needs were generated by the ad hoc committee members and not by municipal employees.

Real Government Needs:

- Office space - both for current staff and in anticipation of future staff needs. At a minimum, offices would be needed for the Clerk, Deputy Clerk, Police Department, Clerk of Courts and Municipal Judge. Presently the Outagamie County Sheriff's Department rents space from the Village for a satellite office location. This is a small revenue source for the Village.
- Customer center/ lobby area for dropping off payments to the Village
- Climate controlled and secure storage (fireproof, possibly?)
- Americans with Disabilities Act compliance in building design and accessibility
- Staff Parking: Garage for Police Dept., 4-5 staff parking spaces
- Community Member Parking: Parking should be determined based on the highest volume events or functions taking place in the building (public meetings, election days) and the availability of nearby parking during those time-frames to ensure that parking is not under or overbuilt

Perceived Government Needs:

- High quality office space - in interest of talent attraction to the Village. Logic being it will be easier to attract top candidates to work for the Village if office space is modern, offers natural lighting, ergonomic furnishings, etc.
- Board room* - the ad hoc committee was unsure if the Village Board intended to move their meetings into the new facility or to continue to hold public meetings at the Community Center/Library

- *Childcare site* - recognizing that the Village of Black Creek is a 'childcare desert,' could a space be built that could be rented by a childcare provider or facility to meet the needs of families in Black Creek. This could perhaps become an official after-school program site. This would require a large room with tables, chairs, access to a kitchen and storage space for toys. Revenue generator for Village
- *Fitness Classes* - recognizing that the schools are the only place to engage in wellness activities in Black Creek, the group discussed if having an open room that was rentable by area fitness instructors if classes requiring little infrastructure (such as yoga, kickboxing, interval training, etc.) could be hosted on-site for community members to attend. Would require a large room with storage space for exercise equipment. Revenue generator for Village
- *Movie Rentals* - Would there be an opportunity to lease space outside the building to a video rental company like Redbox to provide access to residents to recently released movie rentals within Black Creek. Revenue generator for Village

4. Trade-Offs, or Unintended Consequences Associated with Site Selection

While the ad hoc committee did not advocate for one specific site, the committee did evaluate trade-offs (or unintended consequences) that might be associated with the three decisions that the board may take on this issue. At present, the board may decide to:

1. Maintain the existing Village Municipal Building at 301 N. Maple Street
2. Build a new Village Municipal Building in a downtown location
3. Build a new Village Municipal Building in a suburban location

The ad hoc committee has considered these three options and has identified trade-offs for each of these three avenues. It is important to note that cost between options 2 and 3 was not a major consideration of the ad hoc committee. While cost is an important factor for projects that impact taxpayers, the ad hoc committee felt that when amortized over the lifespan of the new facility, cost would be close enough between the two sites to not let this factor exclusively influence the decision-making process.

- A downtown location may cost more for development preparation (potential demolition, environmental remediation, site grading, etc.)
- A downtown location is not as likely to have as ample parking as a suburban/edge of town location
- Traffic can be quite burdensome on summer weekends that may discourage visiting a downtown municipal building - however, a site located on the West side of the street versus the East side of the street would greatly reduce weekend traffic impact

Option 3: Build a New Municipal Building in a Suburban/Edge of Town Location

Trade-Offs:

- Depending on zoning requirements for a downtown location (setbacks), a suburban/edge of town location may be less visible
- Higher speed limits (45/mph) in suburban areas may limit accessibility for pedestrians and/or pose safety challenges for vehicles exiting the municipal building
- A greenfield development location does not offer the opportunity to improve a distressed site
- A suburban location may not have municipal infrastructure at the site presently
- Development in a suburban location may send an unintended negative message that the Village is not invested in the revitalization of its own downtown district
- A suburban location is more likely to be no higher than a one-story building, meaning that the site will be less densely developed
- If a suburban location were to serve as an evacuation site, it will be quite close to an existing evacuation site and would not serve a different population
- There will likely be a requirement to create a storm water retention pond at the new facility as it involves adding non-permeable surfaces (asphalt) to a current greenfield site
- A suburban site is likely a more appealing new development site for a new business that may come in to Black Creek - if the Village develops here, it sacrifices the opportunity for property tax generation from this site

Decision Tree for Village Leadership:

