

**MUNICIPAL NEEDS COMMITTEE AGENDA  
VILLAGE OF DEERFIELD**

**FOR A MEETING OF THE VILLAGE MUNICIPAL NEEDS COMMITTEE OF THE VILLAGE OF  
DEERFIELD TO BE HELD AT THE DEERFIELD VILLAGE HALL, 4 N. MAIN STREET, DEERFIELD,  
WISCONSIN ON FEBRUARY 5, 2020 AT 6:00 P.M.**

- I. CALL TO ORDER – NOTING OF ROLL BY CLERK**
- II. CONSENT AGENDA**
- III. PUBLIC APPEARANCES**
  - A. PUBLIC COMMENTS**
- IV. NEW BUSINESS**
  - A. REVIEW & ACTION**
    - 1. DISCUSS/CONSIDER PROPOSAL FOR NEW VILLAGE HALL SITE AT 6 LAKE STREET FROM TOM GULLICKSON**
    - 2. DISCUSS/CONSIDER PROPOSAL FOR NEW VILLAGE HALL SITE AT 10 LIBERTY STREET SUITE #115 - #121 FROM CAL AND LAURIE COUILLARD**
    - 3. DISCUSS/CONSIDER VILLAGE HALL/POLICE SCHEMATIC PLANS FROM BARRIENTOS DESIGN – NORMAN BARRIENTOS**
- V. ORDINANCES**
- VI. COMMUNICATIONS**
- VII. STAFF REPORTS**
- VIII. ADJOURN**

Notice is hereby given that it is possible that a majority of the Village Board or other governmental body may be present at the above meeting of the MUNICIPAL NEEDS COMMITTEE to gather information about a subject over which they have ultimate decision-making responsibility. If such a majority is present, it will constitute a meeting of the Village Board or other governmental body under Wisconsin's Open Meeting Laws and is hereby being noticed as such, although only the MUNICIPAL NEEDS COMMITTEE will take formal action at the above meeting.

If you require an interpreter, materials in alternate formats, or other accommodations to access this meeting, please contact the Village Clerk at 764-5404 at least 24 hours prior to the meeting.

Elizabeth McCredie, Clerk  
Village of Deerfield

Posted 2/4/2020

## **New Village Hall at 6 Lake St**

Dear Deerfield Village Board Members,

The property located at 6 Lake St Deerfield would be the ideal location for the new Village Hall.

**Size:** This is a full acre of land bordered by Lake St, Center St, the church parking lot and the Mobil lot. The current building is approximately 4200 sq. ft., and utilizes only a fraction of the available space leaving ample room for the needed parking spaces, room to expand, or to house the police station now or in the future. (See attached CSM for your reference.) Based on the Space Needs Analysis, the plan for the new hall included square footage needs of 5800 sq. ft., only 1600 more than the current building.

**Location:** The visibility is wonderful -- located just off of Main St, only 2 blocks from the current Hall and downtown. The location is centrally located in a residentially dense area of town making walking to the Village Hall very convenient for Deerfield residents. Being a completely flat parcel of land, this makes it ideal for handicapped accessibility and a parking lot.

**Cost:** Having an operational building in place saves money on the infrastructure. Water, sewer, electric is already there. There is a new roof, furnaces, overhead doors (lots of light) and newer sewer lateral from Main to Lake St. It's a steel building that could be easily remodeled using the current building as the shell and creating what you need, or tear it down and start fresh.

We feel this acre parcel in the heart of Deerfield would be the ideal location, you would not be limited on size now or future, ample parking on site, and it's not adjacent to any park land where you could be land locked or where the park space may be at risk. This location is better than 3 of the other proposed sites because of the size of the lot, the infrastructure in place, the available parking and handicap accessibility, and visibility/proximity to residents.

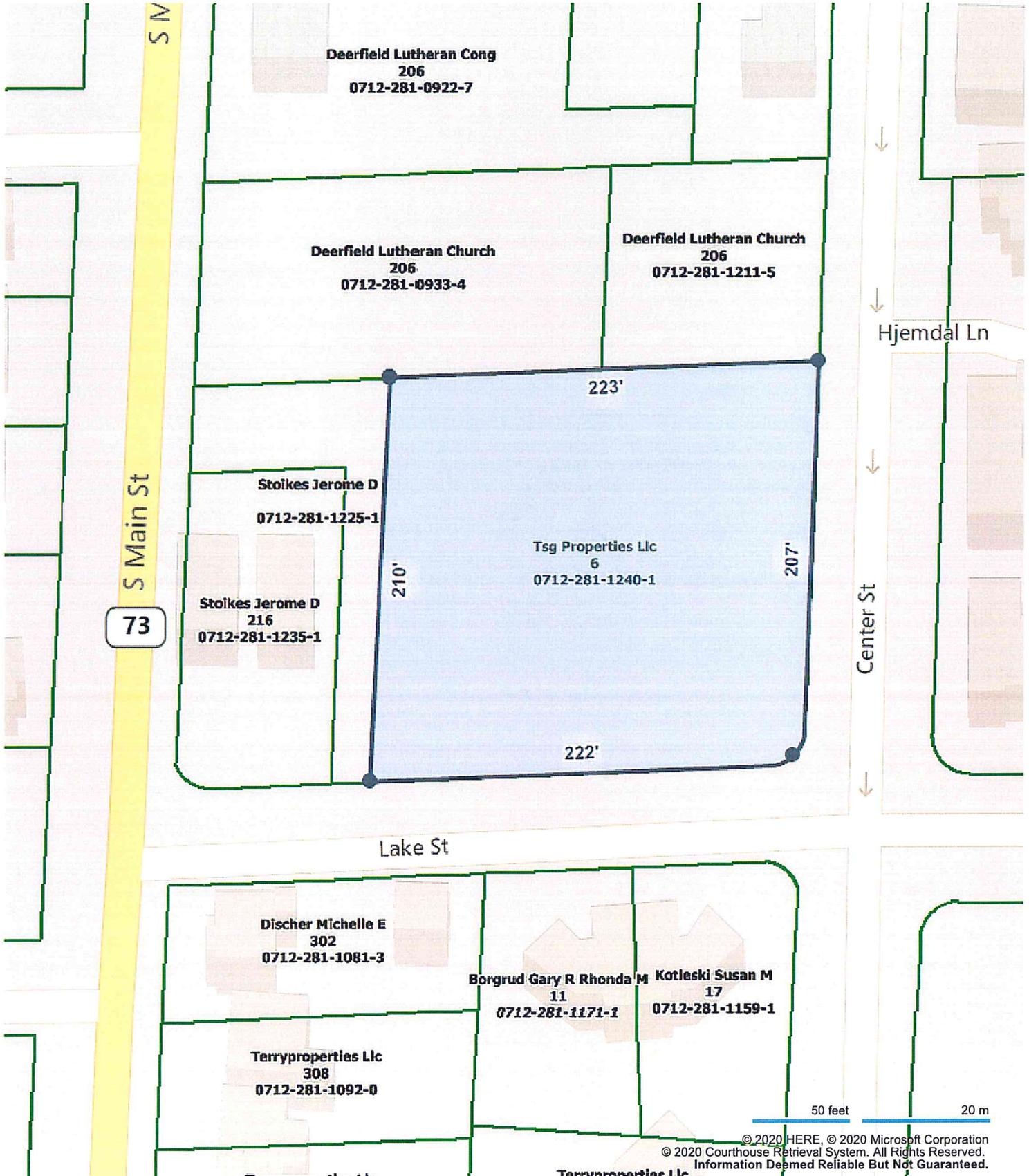
The owners of 6 Lake St, Tom and Susan Gullickson would be happy to discuss generous purchase terms with the board.

Sincerely,

Kristin Gullickson-Wild

Tom and Susan Gullickson

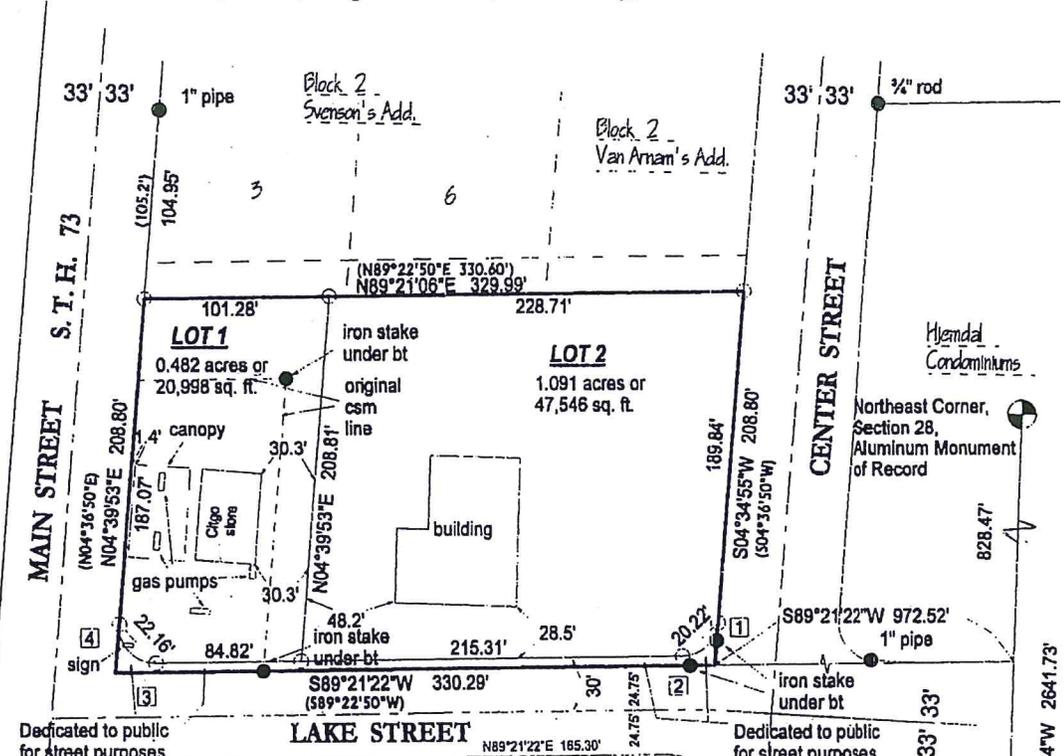
Map for Parcel Address: 6 Lake St Deerfield, WI 53531-9493 Parcel ID: 0712-281-1240-1



001718

# Certified Survey Map

Lots 1 & 2, Dane County Certified Survey Map Number 6725, being part of Block 2, Van Amam's Addition and part of Block 2, Svenson's Addition, being further located in the NE 1/4 of the NE 1/4, Section 28, T.7N., R.12E., Village of Deerfield, Dane County, Wisconsin

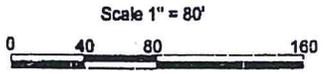


CURVE	RADIUS	ARC	DELTA	LONG CHORD
1-2	15.00'	22.19'	84°46'27"	S48°58'09"W, 20.22'
3-4	15.00'	24.95'	95°18'30"	N42°59'23"W, 22.16'



NOTES:  
 1) Surveyed for Irv Gullickson, 11 West Quarry Street, Deerfield, WI 53531, owner.  
 2) Approved by WIS DOT, File Number 13-078-0101-03

Referenced to the recorded Bearing of the East line of the NE 1/4 per the plat of Second Addition to Irving Heights, assumed datum.



Legend:  
 ● = 3/4" dia. iron pipe found unless otherwise noted  
 ○ = 3/4" dia. X 24" long iron rod set 1.5lbs. per Lineal Foot  
 When Different, Parentheses Indicate Recorded As

**Wisconsin Mapping**  
 surveying and mapping services  
 306 West Quarry Street, Deerfield, Wisconsin 53531  
 (608) 764-5602

Dwg. No. 2551-03csm Date 04/14/2003  
 Sheet 1 of 2  
 Document No. 3759246  
 C. S. M. No. 10810 v. L4 P. 230

8/13



6 Lake Street, Village of Deerfield X 🔍

Show search results for 6 Lake Street,...



60ft

# Certified Survey Map

### OWNER'S CERTIFICATE

As owners, We hereby certify that we have caused the land described on this certified survey to be surveyed, divided, mapped and dedicated as represented on this certified survey map.

S & A Building Partnership LLP by:

STATE OF WISCONSIN)  
COUNTY OF DANE )ss.

*Thomas Gullickson* *Susan Gullickson*  
Thomas Gullickson Susan Gullickson

Personally came before me this 14<sup>th</sup> day of JULY, 2003, the above named owners to me known to be the persons who executed the foregoing instrument and acknowledged the same.

*Don Korte*  
Notary Public, Dane County, Wisconsin  
my commission expires IS PERMANENT

### OWNER'S CERTIFICATE

As owner, I hereby certify that I have caused the land described on this certified survey to be surveyed, divided, mapped and dedicated as represented on this certified survey map.

*Irving Gullickson*  
Irving Gullickson

STATE OF WISCONSIN)  
COUNTY OF DANE )ss.

Personally came before me this 14<sup>th</sup> day of JULY, 2003, the above named owner to me known to be the person who executed the foregoing instrument and acknowledged the same.

*Don Korte*  
Notary Public, Dane County, Wisconsin  
my commission expires IS PERMANENT

### SURVEYOR'S CERTIFICATE

I hereby certify that in full compliance with the provisions of Chapter 236.34 of the Wisconsin Statutes and the subdivision regulations of the Village of Deerfield, and by the direction of the Irv Gullickson, owner. I have surveyed, divided, mapped and monumented the lands described hereon, and that such map correctly represents the exterior boundaries of the lands surveyed, and that this land is located within and more fully described to wit:

Lots 1 & 2, Dane County Certified Survey Map Number 6725, being part of Block 2, Van Aram's Addition and part of Block 2, Svenson's Addition, being further located in the NE 1/4 of the NE 1/4, Section 28, T.7N., R.12E., Village of Deerfield, Dane County, Wisconsin, being further described as follows:

Commencing at the Northeast Corner of Section 28; thence S04°29'44"W along the East line of the NE 1/4 of the NE 1/4, 828.47 feet; thence S89°21'22"W, 972.52 feet to the point of beginning of this description; thence continue S89°21'22"W, 330.29 feet; thence N04°39'53"E along the West line of Dane County Certified Survey Map number 6725, 208.80 feet to the Northwestern corner of the lot; thence N69°21'06"E, along the North line of said Certified Survey Map, 329.99 feet to the Northeast corner thereof; thence S04°34'55"W along the East line of said Certified Survey Map, 208.80 feet to the point of beginning. The above described containing 1.576 acres or 68,842 square feet, being subject to the dedication for Lake Street as mapped hereon.



*David C. Riesop* 7/11/03  
David C. Riesop S-1551

### VILLAGE APPROVAL

I hereby certify that this Certified Survey, was approved by the Village Board of the Village of Deerfield on April 28, 2003 and the public highway right of way dedications designed herein are hereby acknowledged and accepted by the Village of Deerfield.

*Cynthia L. Gotthart*  
Cynthia Gotthart, Village Clerk

### REGISTER OF DEEDS CERTIFICATE

Received for recording this 14 day of JULY, 2003 at 9:06 o'clock A.M.  
and recorded in Volume 104 of Certified Surveys, Pages 230-231.

*Jane Licht*  
Jane Licht, Register of Deeds, Dane County

<b>Wisconsin Mapping</b> * surveying and mapping services 308 West Quarry Street, Deerfield, Wisconsin 53531 (608) 764-5602	Dwg. No. <u>2551-03csm</u> Date <u>04/14/2003</u>
	Sheet <u>2</u> of <u>2</u>
	Document No. <u>3759246</u>
	C. S. M. No. <u>10810</u> V. <u>64</u> P. <u>231</u>

## Proposal for a New Village Hall for Deerfield WI

The Couillard Solar Foundation together with Cal and Laurie Couillard own a significant portion of Liberty Commons, a 25,000 square foot commercial condominium located between West Deerfield Street and Liberty Street in the downtown district of Deerfield WI. They propose to sell up to 6,443 square feet of space to the Village of Deerfield for a new village hall. The proposed area is located on the northeastern corner of the building and includes Suites #115-#121 (see attached drawings). The space is single-story, handicap friendly and has been converted from its former use as an elementary school. As a mostly masonry building, the “bones” are very strong with most interior walls built on concrete foundation walls. The sewer and water service to the building is fully adequate for a much larger facility. There is more than ample electric and natural gas service to the building. There are over 90 existing parking spaces owned by the condominium association. A new R-50 roof has been installed on 75% of the larger facility with full completion this early spring.

The proposed space is just westerly of the Village-owned Police Station and just southerly of the Deerfield Firemen’s Park. As a Village Hall, it could have a street address of 9 West Deerfield Street making it very easy to locate by the general public. Part of the proposed space is presently occupied by Jane Holland’s “Hearts and Hands” Pre-School, who will re-locate her business to a larger part of Liberty Commons. The balance of the area is under-utilized as temporary storage for the Deerfield Community Center and by other parties. There is no need to displace any unwilling business, change the existing commercial use, or adversely impact any neighbor since the proposed space is in the heart of the Village’s business district.

The proposed space being offered is approximately 5,492 square feet for \$335,000 and can be expanded to 6,443 square feet (Option #1) for \$360,000. Either option includes the current 1,542 square foot pre-school unit which is already equipped with a large room, two handicap-accessible bathrooms and a kitchenette. It has its own HVAC system and the floor coverings are kid-use appropriate. The rest of the proposed space is mostly concrete floors, cement block walls, and will be empty and fully ready for the Village to re-model to their specific needs.

There has been several thousand square feet of extensive remodeling done at Liberty Commons over the last several years. The “finishes” of various offices range from Mid-West Dental, Nelson’s Barber Shop, Forward Pharmacy to Speed Solar. As we project the Village’s needs some areas will be more utilitarian than others. Experience has shown total remodeling will cost between \$290,000 to \$480,000, which with good design and creativity, will result in an interesting aesthetic and functional interior areas. The Village will want it nice.

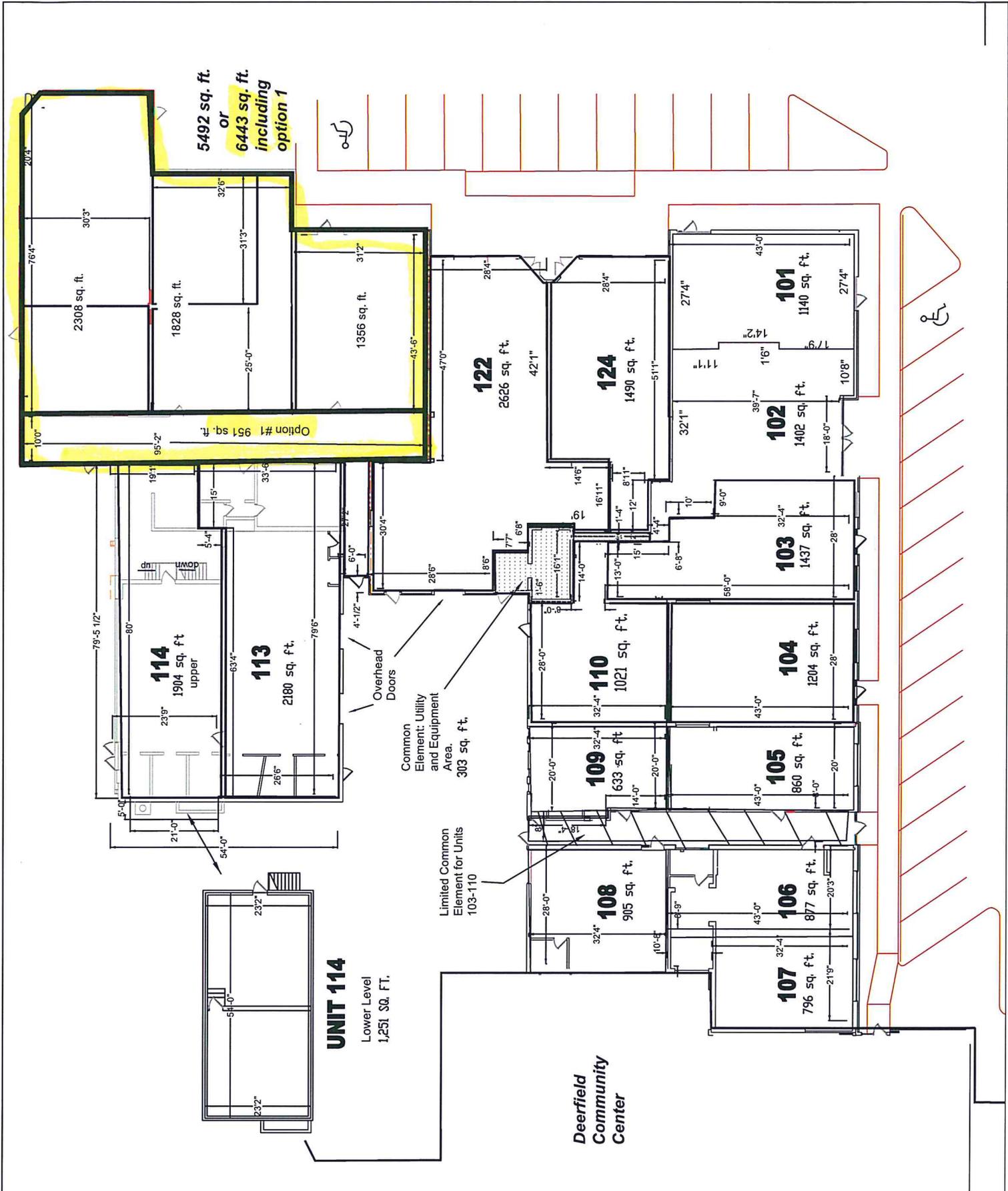
Obviously, the size will meet the Village’s needs including: 1. all of the administrative offices for the Village, room for Board and Commission meetings, voting day requirements, record storage, housing the Deerfield Historical Society collection, and meeting rooms available for public use. As stated earlier, parking adjacent to the space is abundant, and the elevation of the building is designed for accessibility.

The condominium organizational structure is viewed to be a plus. There is a monthly Common Area Maintenance fee which pays for insurance on the common portions of the building, all parking and grounds maintenance including snow removal, garbage and recycling pick-up, and building insurance. (We believe that given the economy of scale of the larger project that there will be a monthly cost savings to the Village verses other comparable options.) The administration of the Liberty Commons Deerfield Condo Association, Inc. is well organized and fully documented. The Village would have a significant vote in the affairs of the organization along with several business owners.

The present owners believe this space would result in an excellent Village Hall that would be an adaptive re-use of an existing facility and be an inspiration to environmentally responsible use of existing building stock. The “second street” location saves a Main Street location for business that are not “destinations” and truly benefit from the visibility. The owners also see this concept as saving the Village taxpayer in excess of a million dollars. And as part of the Couillard Solar Foundation’s mission, the Foundation would gift a rooftop solar system that would meet much of the Village Hall’s electric needs. We look forward to a discussion.

Please contact Dave Dinkel as a representative of the owners as needed.





5492 sq. ft.  
or  
6443 sq. ft.  
including  
option 1

Option #1 951 sq. ft.

**114**  
1904 sq. ft.  
upper

**113**  
2180 sq. ft.

**UNIT 114**  
Lower Level  
1,251 sq. ft.

Common  
Element: Utility  
and Equipment  
Area.  
303 sq. ft.

Limited Common  
Element for Units  
103-110

**122**  
2626 sq. ft.

**124**  
1490 sq. ft.

**101**  
1140 sq. ft.

**102**  
1402 sq. ft.

**103**  
1437 sq. ft.

**104**  
1204 sq. ft.

**105**  
860 sq. ft.

**106**  
877 sq. ft.

**107**  
796 sq. ft.

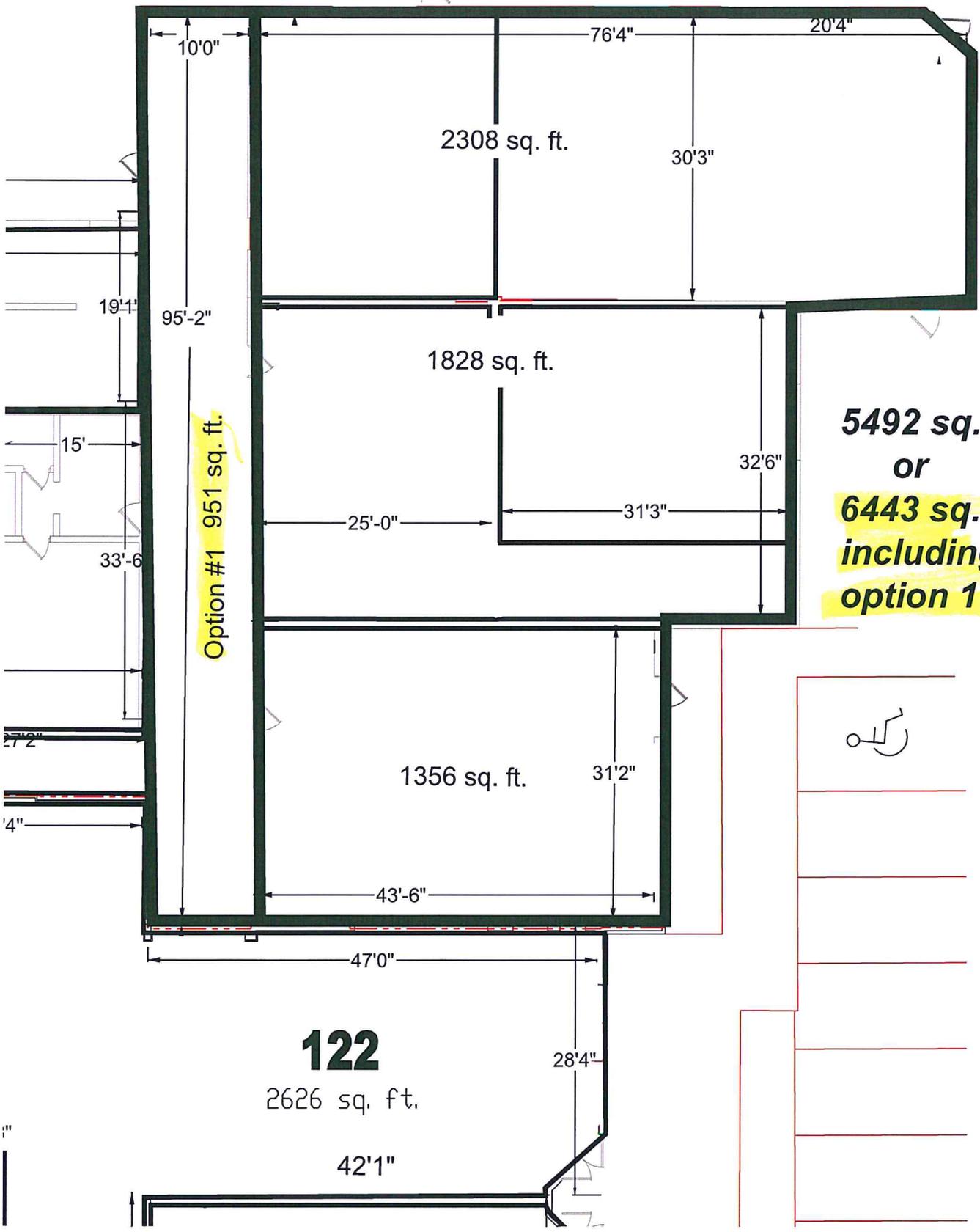
**110**  
1021 sq. ft.

**109**  
633 sq. ft.

**108**  
905 sq. ft.

**Deerfield  
Community  
Center**





Option #1 951 sq. ft.

2308 sq. ft.

1828 sq. ft.

1356 sq. ft.

**122**

2626 sq. ft.

42'1"

**5492 sq. ft.  
or  
6443 sq. ft.  
including  
option 1**



1"

# VILLAGE OF DEERFIELD

## CONCEPTUAL AND SCHEMATIC DESIGN PLANS

### **Option 1—**

#### **Site Plan**

The site is .80 acres and located at the North end of Deerfield Firemens Baseball Park. The stand-alone Village Hall is positioned in a central location of the parcel. This allows for an additional 19 (2 accessible, 17 regular) stalls to be added to the existing parking lot on the adjacent parcel. Per Village ordinance (Sec. 113-292), the 5,160 S.F. building requires 18 stalls.

The Village Hall combined with the Police Department increases by 3,472 S.F. to a total of 8,632 S.F. This requires 30 stalls. Parking lots with 26-50 stalls are required to have 2 accessible stalls. This parcel fits 18 (2 accessible, 2 regular) of the 30 required stalls.

#### **Village Hall Floor Plan**

This option is a compact plan using only two corridors. The information lobby is surrounded by the main public functions—the public access counter and the board room. The meeting room is close to the other public functions as well, just past the toilet rooms. Village employees have separate access to private work spaces.

The storage space provided is more than enough. Voting supplies and office equipment are separated to allow more space closer to where the stored items will be used.

#### **Village Hall Floor Plan w/ Police Department**

Organization of the police department is similar to that of Village Hall. The addition is connected through the central corridor, terminating at the garage. Police Administration is grouped with Police operations with Public Access in proximity to Staff Support. The work room is set on the interior of the building for officer safety.

## **Option 2—**

### **Site Plan**

The site is 1.75 acres and located at the West end of Deerfield Firemens Baseball Park. Both the stand-alone Village Hall and the Village Hall with Police Department are positioned on the South half of the parcel with the parking lot to the North. 18 stalls (1 accessible, 17 regular) are located at the stand-alone Village Hall which requires 16 stalls for a 4,615 S.F. building per Village ordinance (Sec. 113-292).

When combined with the Police Department, the building area is 8,722 S.F. This requires 30 stalls. The layout has 33 stalls (2 accessible, 31 regular). A second drive for police vehicles is located south of the building—separating public functions from police functions.

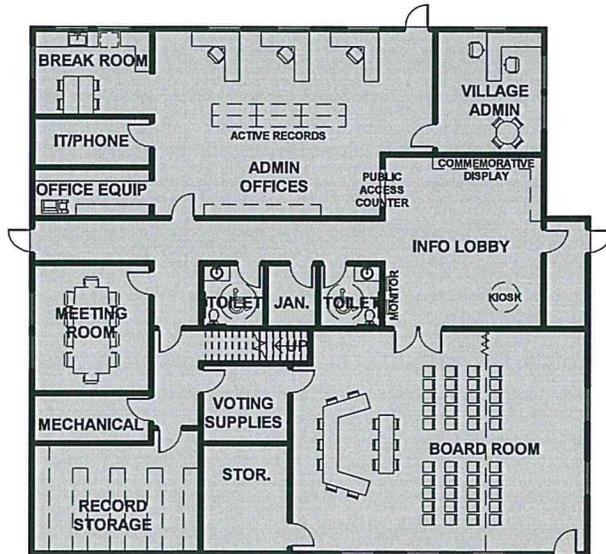
### **Village Hall Floor Plan**

This option takes on an L form. The Board Room meets administrative functions at the corner where the Information Lobby is located. From the lobby there is access to both the Board Room and the Public Access Counter. Village employees have separate access to private work spaces.

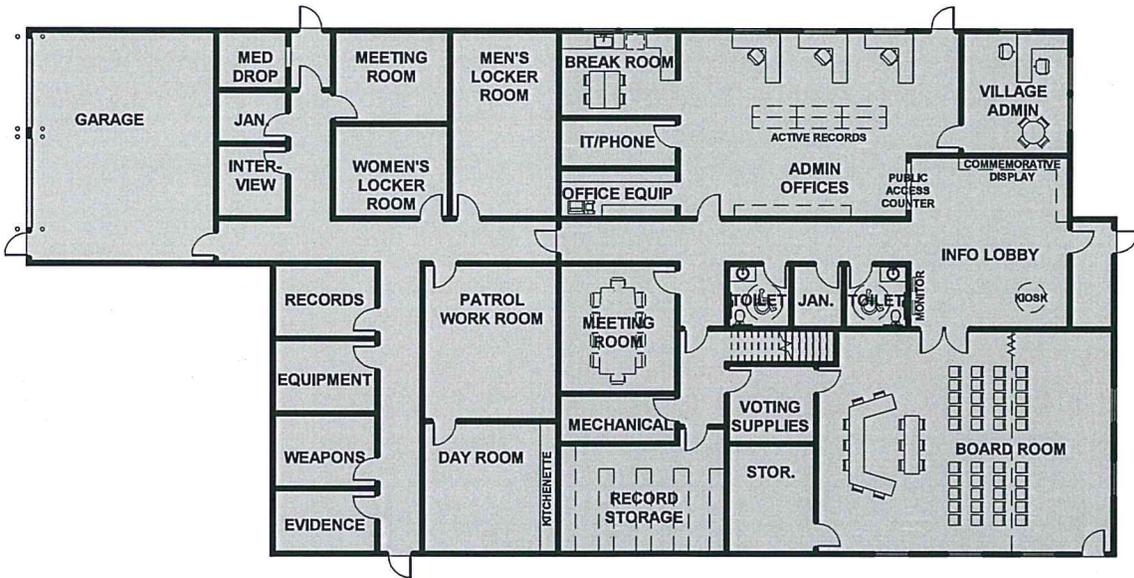
The two wings have a circulation path on the interior edge. This circulation, with visibility and access to the exterior creates a courtyard for Village Hall use.

### **Village Hall Floor Plan with Police Department**

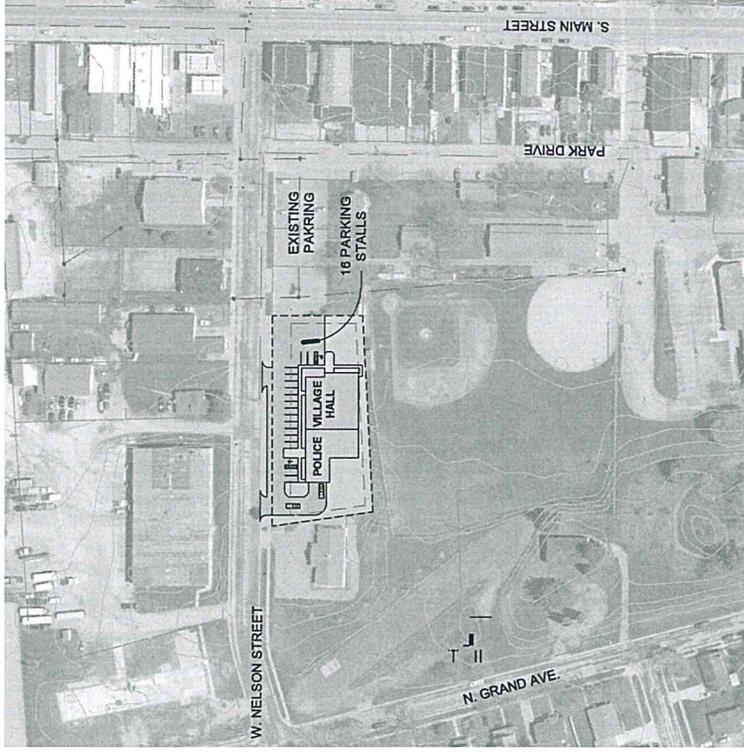
The addition of a police wing closes off another side of the courtyard, further defining its edge. The circulation moves to the interior of the police wing—creating an opaque wall on that side. Due to the nature of police facility functions, this was done for safety.



1 OPTION 1 - VILLAGE HALL PLAN  
 A-101 1/16" = 1'-0"



2 OPTION 1 - VILLAGE HALL PLAN W/ POLICE  
 A-101 1/16" = 1'-0"



**OPTION 1:**

**BUILDING / SITE DATA  
(VILLAGE HALL):**

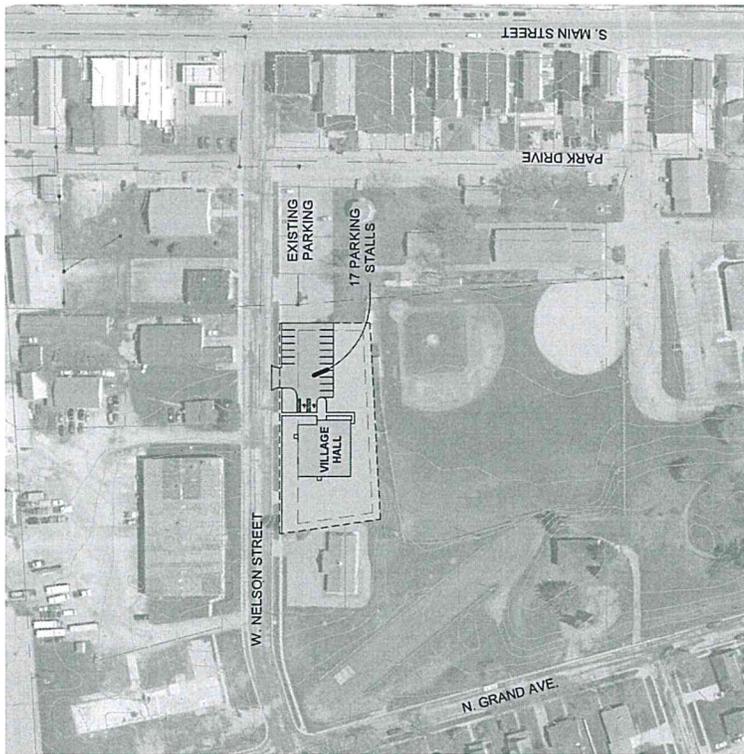
**SITE AREA** .80 ACRES  
**BUILDING AREA** 5,160 S.F.  
**PAVEMENT** 7,636 S.F.

**BUILDING / SITE DATA  
(VILLAGE HALL & POLICE):**

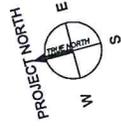
**SITE AREA** .80 ACRES  
**BUILDING AREA** 8,632 S.F.  
**PAVEMENT** 14,184 S.F.

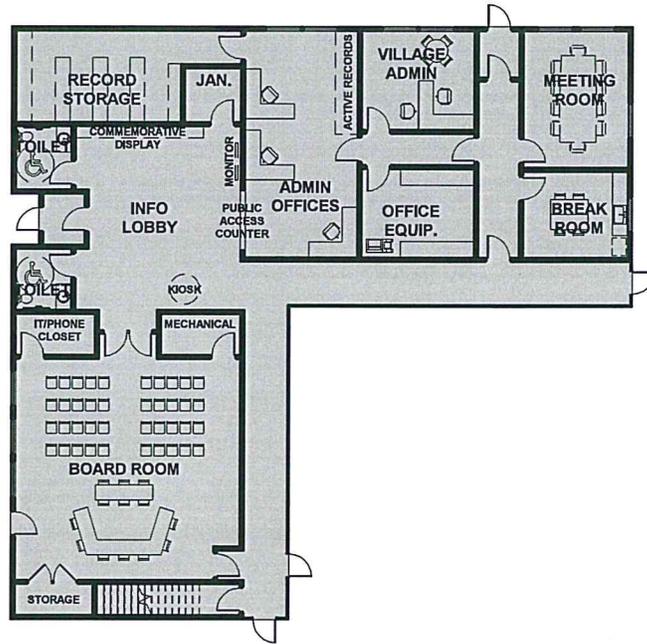


**2** OPTION 1 - VILLAGE HALL SITE PLAN W/ POLICE  
 1" = 160'-0"

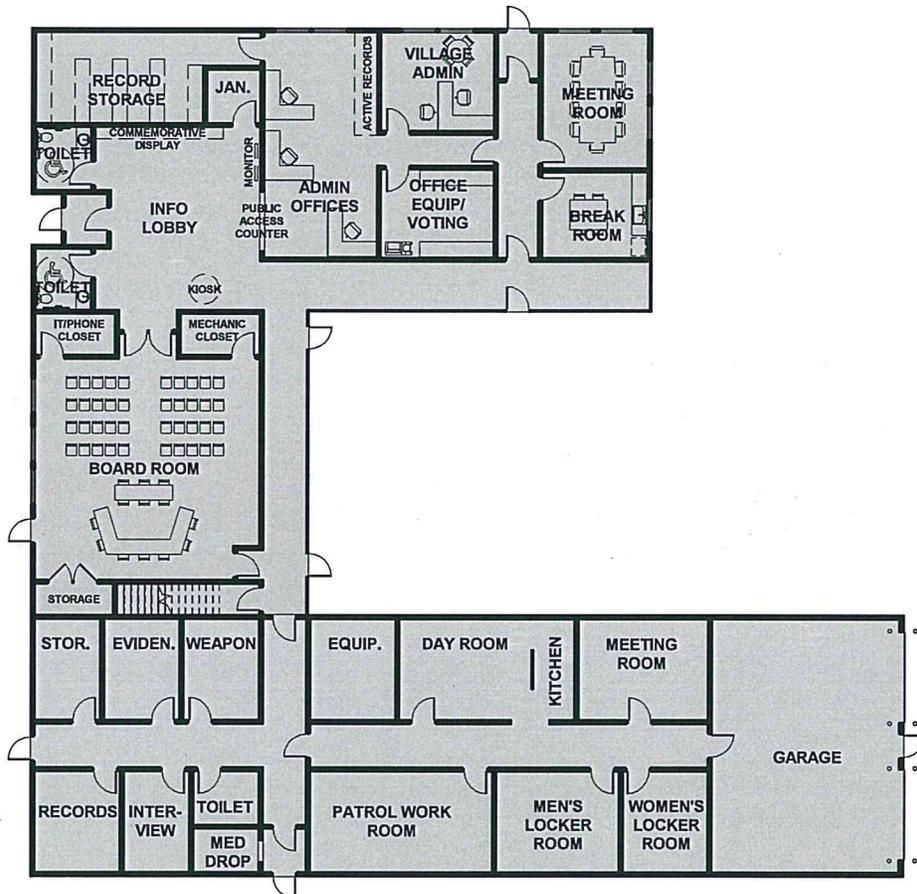


**1** OPTION 1 - VILLAGE HALL SITE PLAN  
 1" = 160'-0"



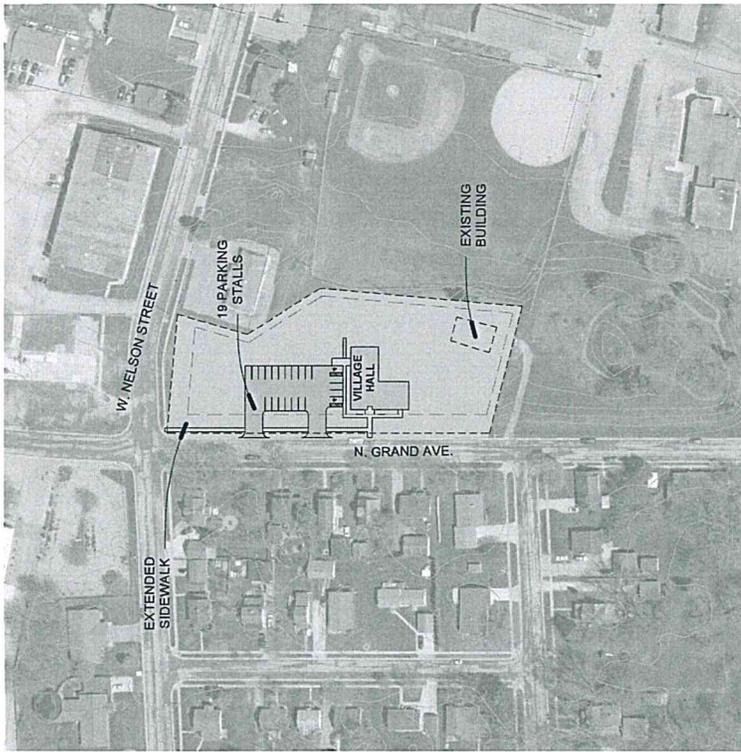


1 OPTION 2 - VILLAGE HALL PLAN  
 A-111 1/16" = 1'-0"



2 OPTION 2 - VILLAGE HALL PLAN W/ POLICE  
 A-111 1/16" = 1'-0"

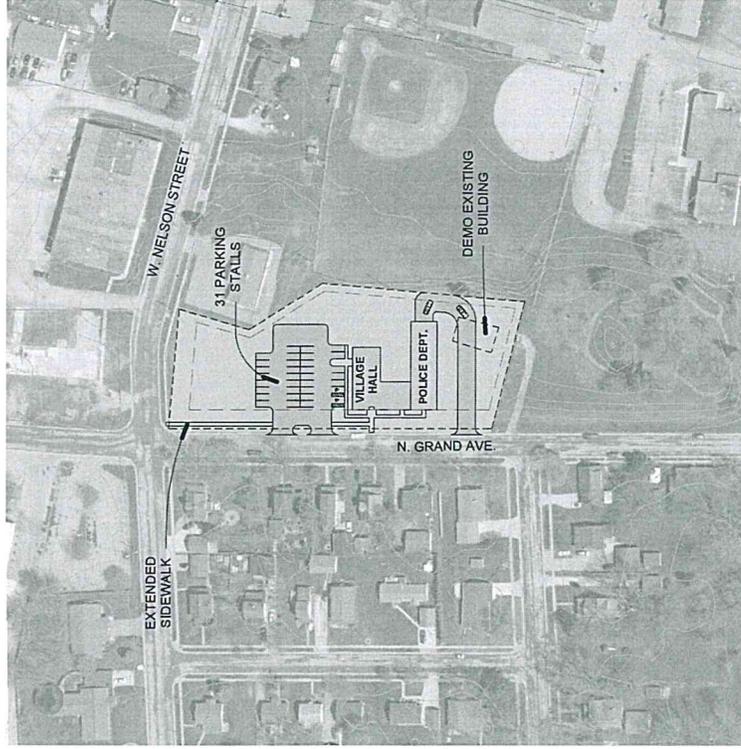
CITY OF DEERFIELD - CITY HALL



1 OPTION 1 - VILLAGE HALL SITE PLAN  
 A-110 1" = 160'-0"



CITY OF DEERFIELD - CITY HALL



2 OPTION 2 - VILLAGE HALL SITE PLAN W/ POLICE  
 A-110 1" = 160'-0"

**OPTION 2:**

BUILDING / SITE DATA  
(VILLAGE HALL):

SITE AREA 1.75 ACRES  
 BUILDING AREA 4,615 S.F.  
 PAVEMENT 9,629 S.F.

BUILDING / SITE DATA  
(VILLAGE HALL & POLICE):

SITE AREA 1.75 ACRES  
 BUILDING AREA 8,722 S.F.  
 PAVEMENT 20,206 S.F.

