

**PARKS, RECREATION,
& NATURAL
RESOURCES
COMMITTEE**

Thursday, January 17, 2019

7:00 PM

McFarland Municipal Center
Conference Room A

AGENDA

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
3. APPROVAL OF MINUTES.
 - a. Motion to approve the minutes of the December 20, 2018 meeting.
4. BUSINESS.
 - a. Discussion and action to install bird nesting boxes in and adjacent to McDaniel Park.
 - b. Discussion and update regarding planned improvements within Orchard Hill Park.
 - c. Discussion and action regarding the position description for the Office Manager position within the Public Works Department.
 - d. Discussion and action to make a recommendation regarding the acquisition of land for the future development of an east side community park.
 - e. Presentation by Public Works Director regarding monthly department report.
5. SCHEDULE NEXT MEETING DATE.
 - a. February 21, 2019 at 7:00 pm.
6. ADJOURNMENT.

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

**Parks, Recreation, and Natural Resources Committee
Meeting Minutes (DRAFT)
December 20, 2018**

1. CALL TO ORDER, ROLL CALL. Meeting was called to order at 7 p.m. in Conference Room A of the McFarland Municipal Center by chair Dan Kolk. Roll call: Dan Kolk, Shaun O'Hearn, John Feldner, Chuck Rolfsmeyer, Jacob Schkirkie, Darrell Waldera.

Staff present: Pauline Boness; Community Development, Matt Schuenke; Administrator, Phil McDade; Public Works, Jim Hessling; Acting Director of Public Works

2. PUBLIC APPEARANCES. None.

3. APPROVAL OF MINUTES. Rolfsmeyer motioned, Waldera seconded, to approve the minutes. Passed 6-0.

4. BUSINESS:

a. Reconsideration of the discussion and action to make a recommendation to the Village Board to accept the dedicated parkland and paved path within the Prairie Place Subdivision. The committee held a public hearing with developer Tom Gannon regarding the transfer of the subdivision park improvements and public path to the village. Discussion with the committee centered on liability issues, maintenance including snow removal, and the terms of the developer's agreement, that detailed the timing of the transfer. Kolk motioned, Rolfsmeyer seconded, to have the village accept the dedicated parkland and public path from the developer. Motion passed 4-2, with Waldera and O'Hearn opposing.

b. Discussion and action to recommend to the Village Board revisions to Village Ordinance 44-22 regarding turf protection on public property. Motion by O'Hearn, seconded by Kolk, to accept the ordinance change as presented, which provides authority for the Public Works director to act on requests to dig into village-owned property. Passed 6-0.

c. Review and Possible Recommendation regarding the Parks and Rec Open Space Plan. The committee discussed some of the plan briefly and then deferred discussion until the next meeting.

5. SCHEDULE NEXT MEETING DATE

a. Thursday, January 17, 2019 at 7 p.m.

6. ADJOURNMENT. Rolfsmeyer moved, O'Hearn seconded, to adjourn the meeting. Motion approved unanimously at 8:06 p.m.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Thursday, January 17, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator, Jim Hessling, Assistant Director

AGENDA ITEM: Discussion and action to install bird nesting boxes in and adjacent to McDaniel Park.

PREVIOUS ACTION:

ISSUE SUMMARY:

Included in your packet is a request with pictures from a resident to install nesting boxes within McDaniel Park. The intent would be to provide improved habitat for certain birds that prefer wetland areas, such as in and around the new boardwalk by McDaniel Park.

He will be present in the meeting to provide an overview as to what he is proposing in order to receive approval to move forward.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Fwd_ Lower Yahara River Trail - Nest Boxes

From: [Shawn Miller](#)
To: [Matt Schuenke](#)
Subject: Fwd: Lower Yahara River Trail - Nest Boxes
Date: Wednesday, January 09, 2019 11:48:42 PM
Attachments: [image.png](#)
[image.png](#)
[image.png](#)

Matt - the email chain below should have the photos that I pulled from Google to show what the nest boxes will look like...it will have your property map / sketch as well

thanks
--Shawn

----- Forwarded message -----

From: Shawn Miller <608shawnmiller@gmail.com>
Date: Fri, Sep 14, 2018 at 3:13 PM
Subject: Re: Lower Yahara River Trail - Nest Boxes
To: Matt Schuenke <Matt.Schuenke@mcfarland.wi.us>
Cc: Allan Coville <Allan.Coville@mcfarland.wi.us>

Thanks for the quick reply Matt...

I ran the boardwalk today and I believe the habitat that I'd like to put the nesting boxes in is all Village land per your map/description (i.e. SOUTH of where the rail lines merge).

The nesting structures are for Prothonotary Warblers, a small passerine migratory bird that breeds only in isolated areas in Wisconsin (it's more of a southern US bird).

The habitat they prefer is flood-plain habitat and I think that there is at least a decent chance that this is what we've ended up with below the new boardwalk, just north McDaniel Park proper.

What is the next step? Should I coordinate more discussion or a walk-through with Allan? Just let me know...

I would intent to put up maybe a half-dozen or so of the structures as soon as the winter thaw occurs next spring. I would take the responsibility of installing them and maintaining them (cleaning them out).

I included some photos I found on Google below for a concept of how these structures look, etc.

thanks again
--Shawn





On Thu, Sep 13, 2018 at 8:18 AM, Matt Schuenke <Matt.Schuenke@mcfarland.wi.us> wrote:

Shawn,

The Village has property up to about where the railroad tracks come together and then after that it's the DNR all the way to the bridge. Gets pretty tight against the railroad right of way as you head closer to the bridge. I know we have put up bird related amenities before with residents, and Allan could help coordinate that. I think if its within the property we have then it shouldn't be an issue, and might not be an issue for the DNR either. Just depends on how far you want to go.

Thanks,

Matt



From: Shawn Miller <608shawnmiller@gmail.com>

Sent: Wednesday, September 12, 2018 9:18 PM

To: Matt Schuenke <Matt.Schuenke@mcfarland.wi.us>; Shawn Miller <608shawnmiller@gmail.com>

Subject: Lower Yahara River Trail - Nest Boxes

Hi Matt...

I am looking into putting up some bird nesting boxes along the new Lower Yahara River Trail boardwalk... they would be in the section that starts right after (north of) McDaniel Park in the mucky areas below the boardwalk.

Do you know who the property owner is? (Village? County? Railroad?) If you don't know, any idea where or who I should investigate further?

Thanks

—Shawn

--

Thanks,

Shawn

Disclaimer

The information contained in this communication from the sender is confidential. It is intended solely for use by the recipient and others authorized to receive it. If you are not the recipient, you are hereby notified that any disclosure, copying, distribution or taking action in relation of the contents of this information is strictly prohibited and may be unlawful.

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VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Thursday, January 17, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator, Jim Hessling, Assistant Director

AGENDA ITEM: Discussion and update regarding planned improvements within Orchard Hill Park.

PREVIOUS ACTION:

ISSUE SUMMARY:

Please note a few updates regarding our ongoing efforts to improve Orchard Hill Park and continued implementation of the Master Plan:

- 2019 Budget Approved - This included funding for the development of the disc golf course, connection to the Lower Yahara Trail with grant, possible dog park expansion, additional restoration work, and future facility planning.
- PARC Grant Notification - The Village was informed late last year that we would not be receiving funds through the PARC Program. This money was meant to support a combined boardwalk and trail running north/south from Holscher to help provide improved access to the park and eventual connection to Lower Yahara Trail.
- Clearing Work - This work was approved in 2018 and completed last year. You are encouraged to visit the area to look over via access from the new parking lot. This work will improve the use of the park and our ongoing maintenance.
- Wetland Delineation - This was completed last year as well to better understand the water layout in the area. This is included within one of the mapped attachment to provide this perspective. This data will be helpful planning future improvements of the park.
- Disc Golf - Staff, Engineer, and Course Designer met in late 2018 after the clearing work was complete to go over details of the proposed layout. The plan is for the Engineer to design a 9 hole championship layout based on the concept prepared by the Course Designer. The work would then be bid in the Spring for construction this Summer. We are still working on the design so any input provided would be helpful.
- Dane County - Village Staff has setup a meeting with Dane County Staff to continue discussion of this park in relation to the future trail development. Its not likely the



Village will pursue our trail work without a better commitment or definition from the County on what their future plans are. We would also like to extend some of the clearing work and expand the dog park to the South.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

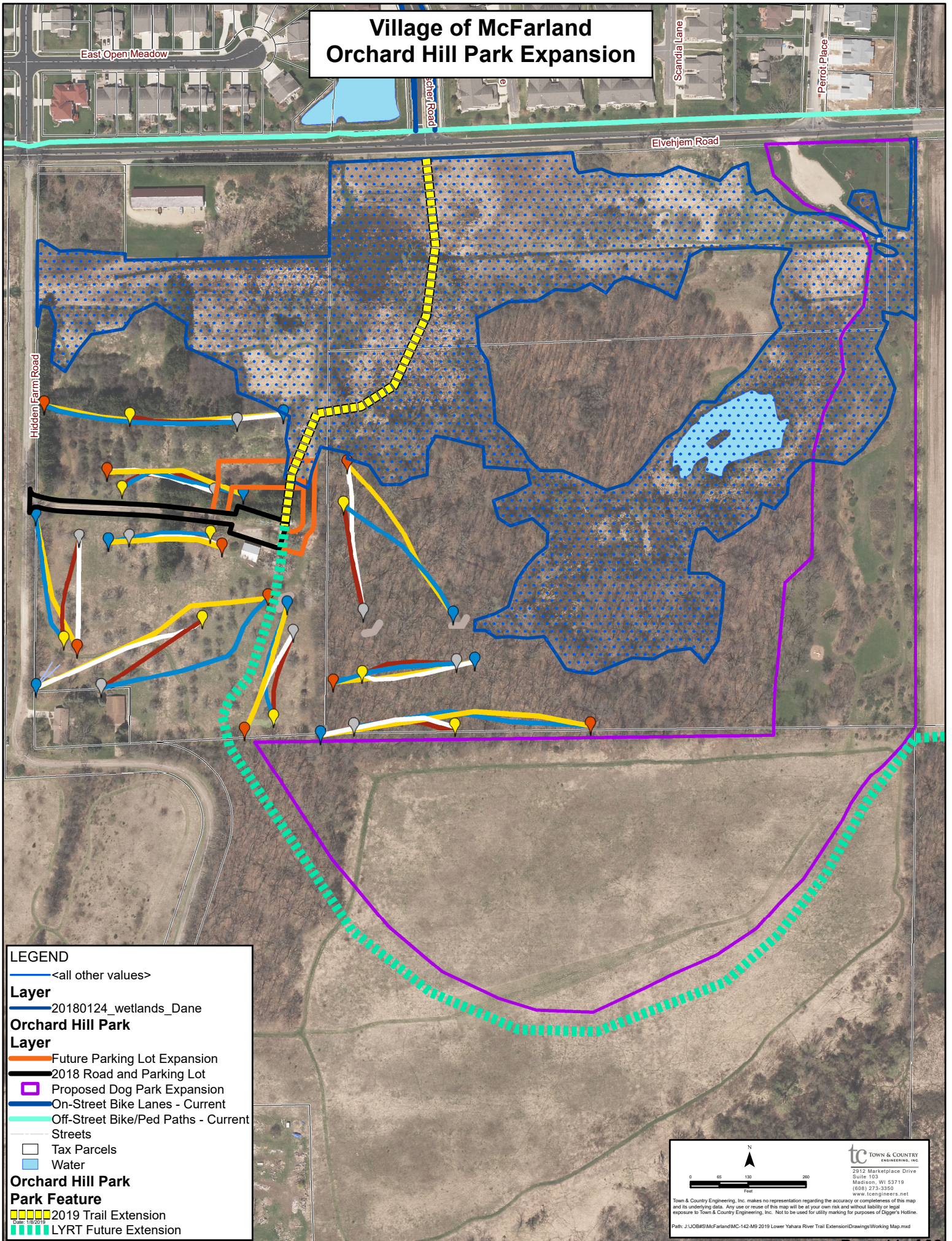
ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Orchard Hill - Working Map
2. PARC & Ride Grant Notification

Village of McFarland Orchard Hill Park Expansion



From: [Rigelman, Sara](#)
To: [Matt Schuenke](#)
Cc: [James, Christopher](#); [Marsh, Darren](#)
Subject: PARC & Ride Grant Notification
Date: Friday, December 14, 2018 2:02:19 PM
Attachments: [image005.png](#)
[image006.png](#)
[image007.png](#)
[image010.png](#)

December 14, 2018

Dear Matt,

Thank you for submitting an application to Dane County's PARC & Ride Grant Program. The project rankings and recommendations for the program are now complete.

The 2018 grant cycle was very competitive. We received 7 applications requesting just over \$800,000 in grant assistance, significantly more than the \$500,000 that was available for the program this year. The Village's application for the Lower Yahara Trail Extension project has a lot of merit and the Park Commission and staff commend your efforts in improving bicycle connections and safety throughout your community. However, due to funding limitations and a lower project ranking, the project was not selected for funding by the Park Commission. We encourage you to apply to the program in the future if funding is made available in forthcoming County budgets.

Again, thank you for your application and efforts to further our outstanding bicycle trail system in Dane County.

Sincerely,
Sara Rigelman

Please note that the 2019 County budget included a new 2019 bicycle trail flood repair grant program funded at \$1 million that your community may be eligible for. Information and application materials for this grant program will be available later in 2019.



Sara Rigelman, Park Property Planner

Parks Division
Dane County Land & Water Resources Department
5201 Fen Oak Drive #208
Madison WI 53718
(608) 224-3611; rigelman@countyofdane.com
www.danecountyparks.com



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Thursday, January 17, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator, Cassandra Suettinger, Village Clerk/Treasurer

AGENDA ITEM: Discussion and action regarding the position description for the Office Manager position within the Public Works Department.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

In November of 2018, several Committees reviewed changes to the Public Works Department through a revision to the Organizational Chart. This chart was approved as a draft by the Village Board at their meeting on November 26th of last year. Within it there are two new positions that have to be created starting with their job description. Previously, the position of Office Manager was proposed to be added to the Department to provide administrative support. This position was funded in the 2019 Budget as of January 1, 2019 and review of that description began with the Personnel Committee at their meeting last month.

The Personnel Committee discussed at length the position description for the proposed Office Manager within the Public Works Department providing some direction through their comments. Staff reviewed this discussion and updated the position description for review by the Personnel Committee on January 7th, Public Works Committee on January 8th, Public Utilities Committee on January 15th, and finally Parks Committee on January 17th. The objective is to complete our review this month and work on the remainder of what's necessary to fill the position next month.

The original position description for the Office Manager was included for your review as part of the Organizational Chart approval in November of last year. The revised version included within your packets shows the changes proposed to the document now related to what they looked like at that time. Enclosed is a clean and revised version with a summary of the major changes:

- Title - The position title across most Committee's has not been uniformly agreed upon. Staff is proposing to re-title the position to Assistant to the Public Works Director. These types of positions are common in high level professional capacities to assist the



Director in fulfilling the essential administrative services of the Department beyond general admin support that is presently available on a part-time basis.

- Theme - Changing the title in this capacity allows for the position to serve in a broader capacity across the Department which spans Public Works, Parks, Utilities, Facilities, Solid Waste, Utilities, and Stormwater Utility. Several of the changes to the duties presented are meant to reflect this theme and make it less specific to the former leadership role it had managing the utilities.
- Financial - These responsibilities remain a large part of this position but again is presented more in a way to assist the Director in overseeing the financial responsibilities of the Department. They would also work with other Departments as needed to facilitate their duties.

FINANCIAL/BUDGET IMPACT:

This will remain "to be determined". The 2019 Budget was approved funding the position at Grade 18; however, once the position description is complete we will restart the classification process to more specifically determine the grade. At that time we would have a more direct correlation to what the financial impact is; however, funds should be sufficient for what is intended.

VILLAGE PLAN REFERENCE:

Compensation and Benefits Manual
Personnel Policy Manual

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended the Committee review the job description and affirm as a draft it is acceptable.

ATTACHMENTS:

1. 01.10.2019 - Asst to PW Director Job Description mgs REDLINE
2. 01.10.2019 - Asst to PW Director Job Description mgs CLEAN

Assistant to the Public Works Director **Office Manager**

POSITION DESCRIPTION

Position Title:	<u>Assistant to the Public Works Director</u>	FLSA: Non-Exempt
Department:	Public Works	Represented: No
Reports to:	Public Works Director	Employment Status: Full-Time

POSITION SUMMARY

Distinguishing Characteristics of the Class

The highly responsible professional work of this position involves assisting the Public Works Director in managing and supervising the financial operations of the municipal utility operations and providing key administrative support for the Public Works Department. It is also a hands-on position, which performs critical and routine financial activities as part of the management of the sewer, water, and stormwater utilities. Key responsibilities include: customer billing, monitoring financial performance, projecting capital needs, forecasting the adequacy of revenue to meet expenditures, budgeting, audit compliance, accounts payable, maintaining inventory, meeting management, and other related tasks to support the operations of the Department and the services it provides.

Supervision Received

Performs under the direction and general supervision of the Public Works Director, but exercises considerable independent judgement in establishing work priorities and managing day to day administrative operations of the Department especially sewer, water, and stormwater utilities.

Supervision Exercised

Supervises a part-time Utility Clerk and Meter Reader that assist in the fulfillment of the administrative duties for the Department and related utilities.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Manages customer service expectations and relationships for the Public Works Department.
- Assists the Public Works Director in administering the annual operating budget and monitoring revenues and expenditures in assigned areas to assure sound fiscal control.
- Assists in administering agendas, packets, and minutes for the Public Utilities, Public Works, and Parks, Rec. and Natural Resources Committee. Serves as direct liaison to the Public Utilities Committee.

- Completes all necessary paperwork within the Department related to Accounts Payable and Accounts Receivable as directed by the Public Works Director.
- Approves check refunds of applicable utility credits and issue notification of NSF payments for certain bills.
- ~~Notification of NSF payments for utility bills.~~
- ~~Assist the Public Works Director in coding of invoices and tracking of parks, utilities, storm water and capital projects.~~
- Assists the Public Works Director in forecasting ~~Forecast~~ the impact of future capital investments and operational expenditures as well as associated impacts on revenue sources on revenue requirements and recommend rate increases when necessary.
- Monitors and tracks impact fees for utilities, parks, and all other related impact fees related to the Department. Recommend to the Director of Public Works eligible projects to use impact fees. ~~and recommend projects for its use.~~
- Maintains inventory and maintenance records for all related assets within the Department as applicable including annual review of asset replacement. ~~of meters, hydrants, valves, and mains including annual meter change outs.~~
- Supervises ~~Oversee~~ the utility customer billing for residential, commercial, industrial, and government accounts for all utility services. ~~the utilities.~~
- Manages the financial performance of the utilities and report findings to the Public Works Director to ensure that they maintain current and future financial stability.
- ~~Forecasting short term and long term capital needs of the utilities including annual review of asset replacement.~~
- Ensures the utility is operating in accordance with Public Service Commission (PSC), Wisconsin Department of Natural Resources (DNR), and Generally Accepted Accounting Principles (GAAP) ~~PSC, WI DNR, and GAAP~~ rules and regulations including the submittal of required reports.
- Coordinates annual cross connection inspections ~~ors~~ for residential, commercial, and government accounts.
- Maintains storm water Equivalent Runoff Units (ERU)s for all properties in the Village.
- Assists the Public Works Director in the day to day management of the contract for solid waste collection including residential garbage, recycling, and yard waste pickups/drop offs. Further responsibility for solid waste billing, associated record keeping, and related customer service.

- ~~Supervise and coordinate the work of the Utility Clerk.~~
- ~~Assist the Public Works Director with various financial related projects or assignments.~~
- Coordinates with the Treasurer to administer tax certification process including but not limited to for delinquent utility accounts, special assessments for solid waste collection, and all other applicably related charges for the annual property tax roll.
- Maintains data and process grant applications to support Department projects as well as process all necessary and follow-up reports as directed by the Public Works Director.
- ~~Prepare rate applications for the PSC.~~
- Performs other related duties as assigned.

Equipment Used

Personal computer with various software office applications (especially Microsoft Word and Excel) and web based financial management software (Caselle Clarity). Also may use printer, copy/fax machine, calculator, phone, adding machine, label maker, and handheld meter reading device.

Work Environment and Working Conditions

Works in a normal Public Works office setting with moderate noise levels. Some hours beyond a normal work week may be required. ~~Occasional a~~ Attendance at a minimum of two ~~a~~ evening meetings per month will be required.

TECHNICAL REQUIREMENTS

Knowledge of

- Modern ~~governmental and utility accounting~~ theory, principles, and practices related to municipal public works operations.
- Public finance and fiscal planning.
- Public Works service delivery including facility, parks, solid waste, sanitary sewer, stormwater, streets, and water operations.
- Budgetary, accounting and reporting systems as applicable to the Department, GAAP, GASB, PSC, and DNR.
- Applicable federal and state laws, regulatory codes, and municipal ordinances and the ability to interpret and apply them in different situations.
- Supervisory principles and practices.
- Municipal accounting software, preferably Caselle Clarity.

Ability to

- Effectively communicate both orally and in writing.
- Prepare and analyze complex financial reports.
- Work independently and as part of a team to facilitate Department service responsibilities.
- Maintain efficient and effective financial systems and procedures.
- Establish effective working relationships with co-workers and other contacts.
- Maintain excellent relations with the public.

GENERAL COMPETENCIES

While performing the duties of this job, the employee is required to accomplish all of the tasks routinely associated with the performance of office type functions. In addition, the employee must be able to satisfy the following competency requirements.

- ◆ ANALYTICAL SKILLS: Identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
- ◆ COMMUNICATION SKILLS: Communicate ideas and information effectively in both written and oral form.
- ◆ PROBLEM-SOLVING SKILLS: Develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.
- ◆ ORGANIZATIONAL SKILLS: Establish systematic methods of accomplishing goals.
- ◆ READING ABILITY: Effectively read and understand information contained in memoranda, reports, ordinances, codes, regulations, technical manuals, bulletins.
- ◆ TECHNICAL COMPREHENSION: Ability to learn, adopt, and apply new technology, computer systems and software programs.
- ◆ ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS: Effectively follow verbal or written instructions from supervisor.
- ◆ MATHEMATICAL ABILITY: Calculate basic arithmetic problems (addition, subtraction, multiplication, division) without aid of a calculator.
- ◆ TIME MANAGEMENT SKILLS: Set priorities in order to meet assignment deadlines.

REQUIRED MINIMUM QUALIFICATIONS

A B.A. degree in accounting, finance, public, or business administration, or related field. A minimum of three to five (3-5) years progressively responsible ~~experience~~ municipal accounting experience, public works administrative operations, and/or utility management. Any combination of education and experience which in the sole discretion of the Village would demonstrate the Employee's ability to meet the required knowledge, skills, and abilities for the position may also be considered.

NOTES

1. The job duties listed herein are intended only as illustrations of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.
2. The work environment characteristics and physical demands described herein are representative of those that the employee encounters or must meet while performing the essential functions of this job. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities. The Village is an Equal Opportunity Employer.
3. The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change. The Village retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this position description.

I hereby acknowledge that I have received a copy of and do understand the requirements of this position description with the Village of McFarland.

Dated this ____ day of _____, 20__.

Employee Signature

Department Head Signature

Created: XXXX XX, 2019

Amended: None.

Assistant to the Public Works Director

POSITION DESCRIPTION

Position Title:	Assistant to the Public Works Director	FLSA:	Non-Exempt
Department:	Public Works	Represented:	No
Reports to:	Public Works Director	Employment Status:	Full-Time

POSITION SUMMARY

Distinguishing Characteristics of the Class

The highly responsible professional work of this position involves assisting the Public Works Director in managing and supervising the financial operations of the municipal utility operations and providing key administrative support for the Public Works Department. It is also a hands-on position, which performs critical and routine financial activities as part of the management of the sewer, water, and stormwater utilities. Key responsibilities include: customer billing, monitoring financial performance, projecting capital needs, forecasting the adequacy of revenue to meet expenditures, budgeting, audit compliance, accounts payable, maintaining inventory, meeting management, and other related tasks to support the operations of the Department and the services it provides.

Supervision Received

Performs under the direction and general supervision of the Public Works Director, but exercises considerable independent judgement in establishing work priorities and managing day to day administrative operations of the Department especially sewer, water, and stormwater utilities.

Supervision Exercised

Supervises a part-time Utility Clerk and Meter Reader that assist in the fulfillment of the administrative duties for the Department and related utilities.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Manages customer service expectations and relationships for the Public Works Department.
- Assists the Public Works Director in administering the annual operating budget and monitoring revenues and expenditures in assigned areas to assure sound fiscal control.
- Assists in administering agendas, packets, and minutes for the Public Utilities, Public Works, and Parks, Rec. and Natural Resources Committee. Serves as direct liaison to the Public Utilities Committee.

- Completes all necessary paperwork within the Department related to Accounts Payable and Accounts Receivable as directed by the Public Works Director.
- Approves check refunds of applicable credits and issue notification of NSF payments for certain bills.
- Assists the Public Works Director in forecasting the impact of future capital investments and operational expenditures as well as associated impacts on revenue sources when necessary.
- Monitors and tracks impact fees for utilities, parks, and all other related impact fees related to the Department. Recommend to the Director of Public Works eligible projects to use impact fees.
- Maintains inventory and maintenance records for all related assets within the Department as applicable including annual review of asset replacement.
- Supervises the utility customer billing for residential, commercial, industrial, and government accounts for all utility services.
- Manages the financial performance of the utilities and report findings to the Public Works Director to ensure that they maintain current and future financial stability.
- Ensures the utility is operating in accordance with Public Service Commission (PSC), Wisconsin Department of Natural Resources (DNR), and Generally Accepted Accounting Principles (GAAP) rules and regulations including the submittal of required reports.
- Coordinates annual cross connection inspections for residential, commercial, and government accounts.
- Maintains storm water Equivalent Runoff Units (ERU) for all properties in the Village.
- Assists the Public Works Director in the day to day management of the contract for solid waste collection including residential garbage, recycling, and yard waste pickups/drop offs. Further responsibility for solid waste billing, associated record keeping, and related customer service.
- Coordinates with the Treasurer to administer tax certification process including but not limited to delinquent utility accounts, special assessments for solid waste collection, and all other applicably related charges for the annual property tax roll.
- Maintains data and process grant applications to support Department projects as well as process all necessary follow-up reports as directed by the Public Works Director.
- Performs other related duties as assigned.

Equipment Used

Personal computer with various software office applications (especially Microsoft Word and Excel) and web based financial management software (Caselle Clarity). Also may use printer, copy/fax machine, calculator, phone, adding machine, label maker, and handheld meter reading device.

Work Environment and Working Conditions

Works in a normal Public Works office setting with moderate noise levels. Some hours beyond a normal work week may be required. Attendance at a minimum of two evening meetings per month will be required.

TECHNICAL REQUIREMENTS

Knowledge of

- Modern theory, principles, and practices related to municipal public works operations.
- Public finance and fiscal planning.
- Public Works service delivery including facility, parks, solid waste, sanitary sewer, stormwater, streets, and water operations.
- Budgetary, accounting and reporting systems as applicable to the Department.
- Applicable federal and state laws, regulatory codes, and municipal ordinances and the ability to interpret and apply them in different situations.
- Supervisory principles and practices.
- Municipal accounting software, preferably Caselle Clarity.

Ability to

- Effectively communicate both orally and in writing.
- Prepare and analyze complex financial reports.
- Work independently and as part of a team to facilitate Department service responsibilities.
- Maintain efficient and effective financial systems and procedures.
- Establish effective working relationships with co-workers and other contacts.
- Maintain excellent relations with the public.

GENERAL COMPETENCIES

While performing the duties of this job, the employee is required to accomplish all of the tasks routinely associated with the performance of office type functions. In addition, the employee must be able to satisfy the following competency requirements.

- ◆ ANALYTICAL SKILLS: Identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
- ◆ COMMUNICATION SKILLS: Communicate ideas and information effectively in both written and oral form.
- ◆ PROBLEM-SOLVING SKILLS: Develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.
- ◆ ORGANIZATIONAL SKILLS: Establish systematic methods of accomplishing goals.
- ◆ READING ABILITY: Effectively read and understand information contained in memoranda, reports, ordinances, codes, regulations, technical manuals, bulletins.
- ◆ TECHNICAL COMPREHENSION: Ability to learn, adopt, and apply new technology, computer systems and software programs.
- ◆ ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS: Effectively follow verbal or written instructions from supervisor.
- ◆ MATHEMATICAL ABILITY: Calculate basic arithmetic problems (addition, subtraction, multiplication, division) without aid of a calculator.
- ◆ TIME MANAGEMENT SKILLS: Set priorities in order to meet assignment deadlines.

REQUIRED MINIMUM QUALIFICATIONS

A B.A. degree in accounting, finance, public, or business administration, or related field. A minimum of three to five (3-5) years progressively responsible municipal accounting experience, public works administrative operations, and/or utility management. Any combination of education and experience which in the sole discretion of the Village would demonstrate the Employee's ability to meet the required knowledge, skills, and abilities for the position may also be considered.

NOTES

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3. The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change. The Village retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this position description.

I hereby acknowledge that I have received a copy of and do understand the requirements of this position description with the Village of McFarland.

Dated this ____ day of _____, 20__.

Employee Signature

Department Head Signature

Created: XXXX XX, 2019

Amended: None.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Thursday, January 17, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action to make a recommendation regarding the acquisition of land for the future development of an east side community park.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

The 2019 Budget includes funds to purchase land on the east side of the Village for the future development of a community park. There is a property presently listed for sale adjacent the Village and on the far east side that is presented for discussion to see if this fits the criteria the Village is seeking. Ultimately the Village Board will have to authorize the issuance of an offer to purchase, and this item is added to see if the Committee wishes to make a recommendation to them to do so. Enclosed is the flier for the property and a simple very conceptual map offered for perspective on size.

FINANCIAL/BUDGET IMPACT:

The 2019 Capital Projects Fund Budget includes \$2.5 million for park land acquisition specifically for this purpose. All of which would be borrowed money.

VILLAGE PLAN REFERENCE:

Parks and Open Space Plan

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for discussion.

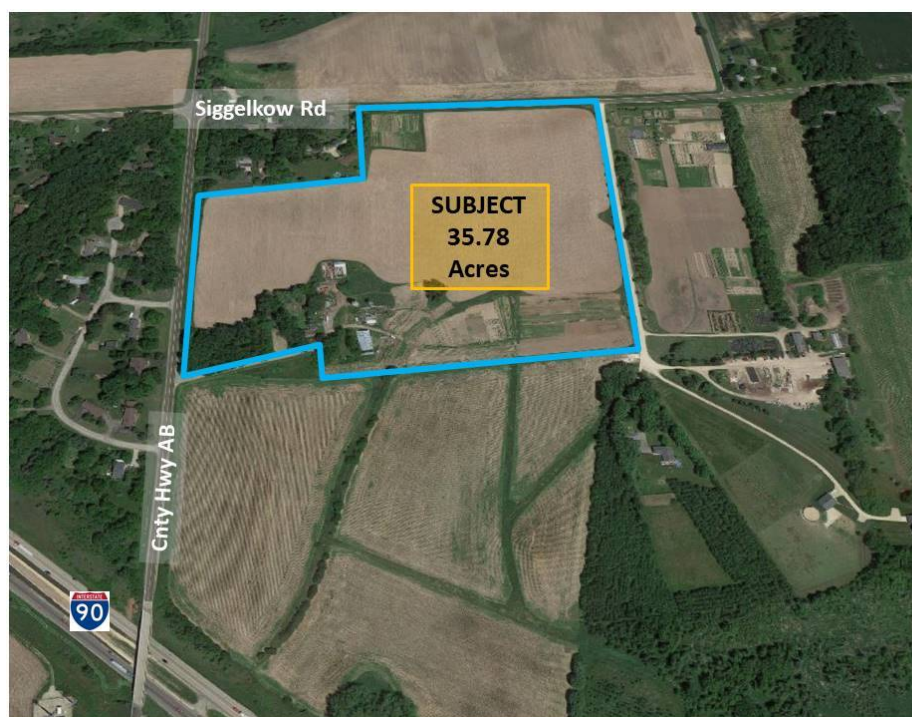
ATTACHMENTS:

1. County Highway AB
2. CTH AB Athletic Fields

AGRICULTURAL LAND

3234 COUNTY HIGHWAY AB, MCFARLAND, WI

// EXECUTIVE SUMMARY



OFFERING SUMMARY

Sale Price: \$200,000 - \$875,000

Lot Size: 35.78 Acres

Zoning: A-3

Price / SF: \$0.56

PROPERTY OVERVIEW

35.78 acres of farm land with unoccupied residence (needs to be removed) and out buildings. Land and buildings are currently leased. Property is designated for commercial development in the Town of Cottage Grove Comprehensive Plan and therefore has potential for rezone to commercial. Property could be kept as farmland, used as live-work and lease out land or potentially divided into parcels of 5-10 acres or larger and re-zoned to commercial. Property is currently accessible from Cnty Hwy AB via Brandt Rd and could have access via Siggelkow Rd as well. Total acreage \$875,000 | 5 Acre parcel \$200,000 | 10 Acre parcel \$300,000.

PROPERTY HIGHLIGHTS

- Currently farmland with vacant residence & out buildings
- Can divide to 5+ Acre parcels
- Near Monona, McFarland & the Yahara Hills Golf Course

AGRICULTURAL LAND

3234 COUNTY HIGHWAY AB, MCFARLAND, WI

// ADDITIONAL PHOTOS



Total Parcel



Lot 5 | 5 Acre Parcel



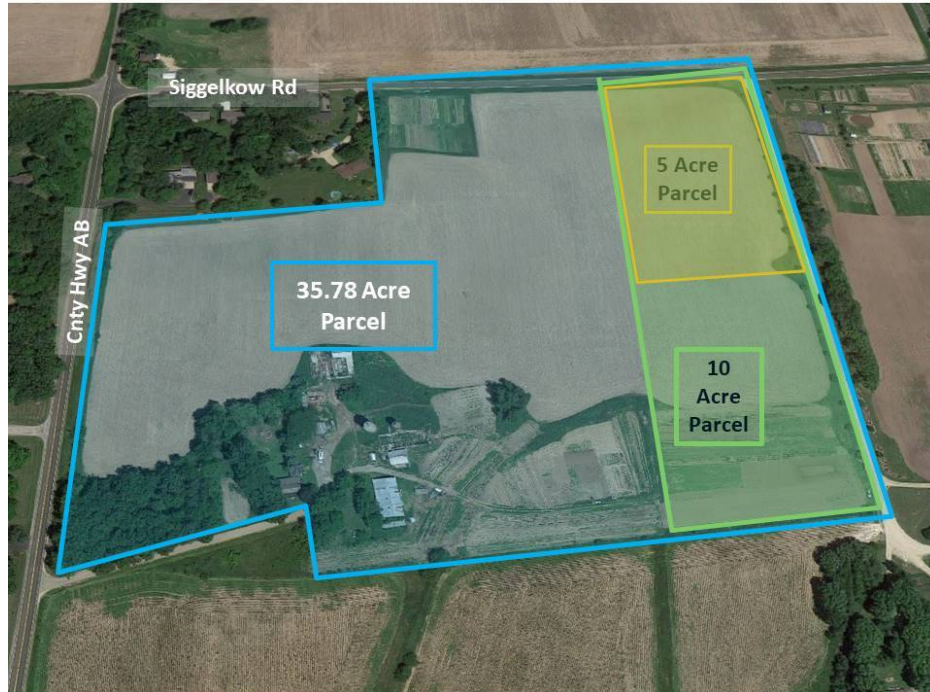
Lot 4 & 5 | 10 Acre Parcel

AGRICULTURAL LAND

3234 COUNTY HIGHWAY AB, MCFARLAND, WI

// LAND LOTS

OF LOTS | 1 TOTAL LOT SIZE | 5.0 - 35.78 Acres TOTAL LOT PRICE | \$200,000 - 875,000 BEST USE | Agricultural to Commercial

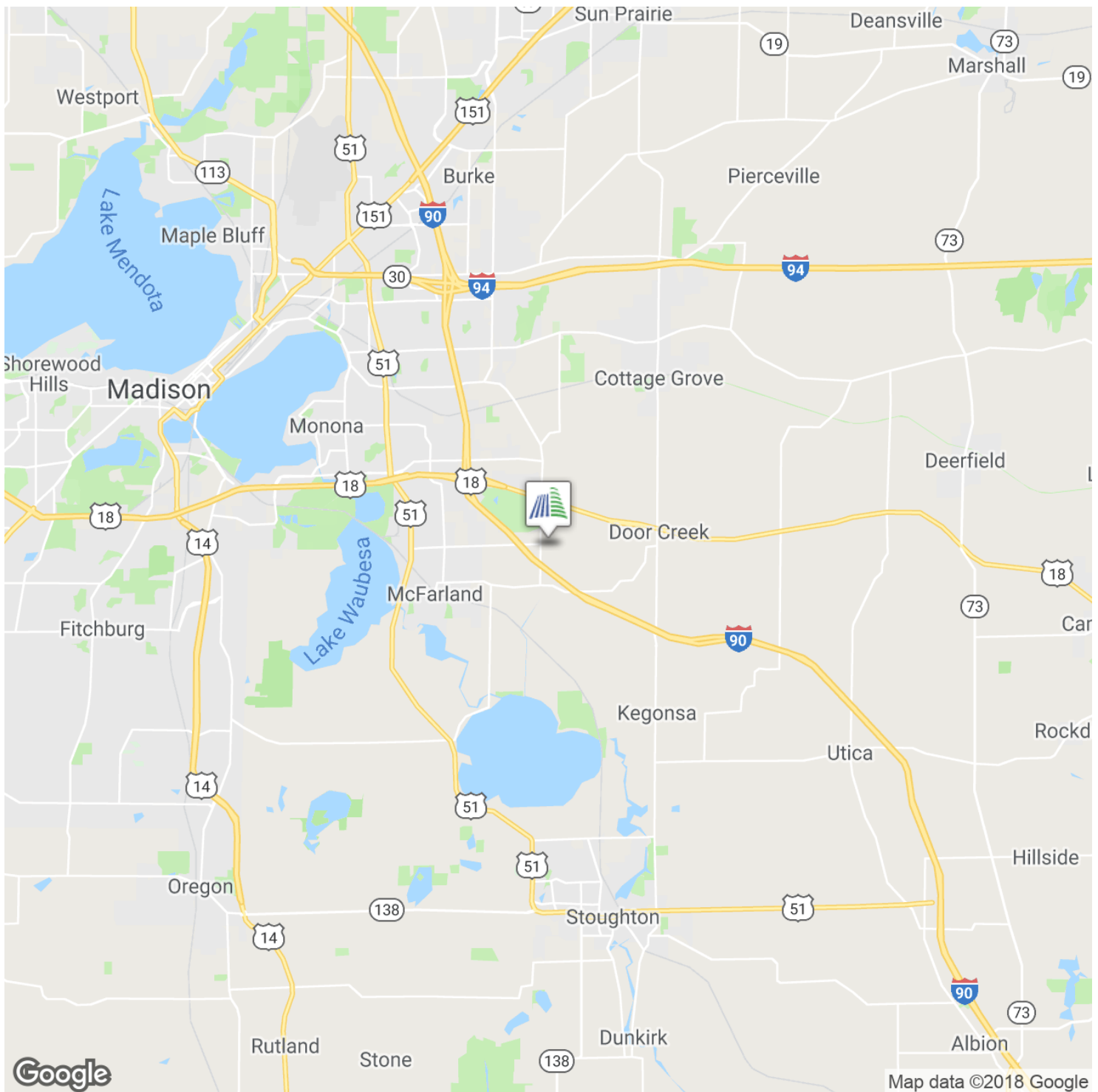


STATUS	LOT #	ADDRESS	APN	SUB-TYPE	SIZE	PRICE	ZONING
Available	Total Parcel			Other	35.78 Acres	\$875,000	A-3
Available	Lot 5			Other	5 Acres	\$200,000	A-3
Available	Lot 4&5			Other	10 Acres	\$300,000	A-3

AGRICULTURAL LAND

3234 COUNTY HIGHWAY AB, MCFARLAND, WI

// LOCATION MAPS



WI DISCLOSURE TO NON-RESIDENTIAL CUSTOMERS

WISCONSIN REALTORS® ASSOCIATION
4801 Forest Run Road, Madison, WI 53704

Altus Comm R/E Inc
Effective July 1, 2016

DISCLOSURE TO NON-RESIDENTIAL CUSTOMERS

1 Prior to negotiating on your behalf the brokerage firm, or an agent associated with the firm, must provide you the
2 following disclosure statement:

3 **DISCLOSURE TO CUSTOMERS** You are a customer of the brokerage firm (hereinafter Firm). The Firm is either an agent
4 of another party in the transaction or a subagent of another firm that is the agent of another party in the transaction. A
5 broker or a salesperson acting on behalf of the Firm may provide brokerage services to you. Whenever the Firm is
6 providing brokerage services to you, the Firm and its brokers and salespersons (hereinafter Agents) owe you, the
7 customer, the following duties:

8 (a) The duty to provide brokerage services to you fairly and honestly.

9 (b) The duty to exercise reasonable skill and care in providing brokerage services to you.

10 (c) The duty to provide you with accurate information about market conditions within a reasonable time if you request
11 it, unless disclosure of the information is prohibited by law.

12 (d) The duty to disclose to you in writing certain Material Adverse Facts about a property, unless disclosure of the
13 information is prohibited by law (see lines 42-51).

14 (e) The duty to protect your confidentiality. Unless the law requires it, the Firm and its Agents will not disclose your
15 confidential information or the confidential information of other parties (see lines 23-41).

16 (f) The duty to safeguard trust funds and other property held by the Firm or its Agents.

17 (g) The duty, when negotiating, to present contract proposals in an objective and unbiased manner and disclose the
18 advantages and disadvantages of the proposals.

19 Please review this information carefully. An Agent of the Firm can answer your questions about brokerage services,
20 but if you need legal advice, tax advice, or a professional home inspection, contact an attorney, tax advisor, or home
21 inspector. This disclosure is required by section 452.135 of the Wisconsin statutes and is for information only. It is a
22 plain-language summary of the duties owed to a customer under section 452.133(1) of the Wisconsin statutes.

23 **CONFIDENTIALITY NOTICE TO CUSTOMERS** The Firm and its Agents will keep confidential any information given to the
24 Firm or its Agents in confidence, or any information obtained by the Firm and its Agents that a reasonable person
25 would want to be kept confidential, unless the information must be disclosed by law or you authorize the Firm to
26 disclose particular information. The Firm and its Agents shall continue to keep the information confidential after the
27 Firm is no longer providing brokerage services to you.

28 The following information is required to be disclosed by law:

29 1. Material Adverse Facts, as defined in Wis. Stat. § 452.01(5g) (see lines 42-51).

30 2. Any facts known by the Firm or its Agents that contradict any information included in a written inspection
31 report on the property or real estate that is the subject of the transaction.

32 To ensure that the Firm and its Agents are aware of what specific information you consider confidential, you may
33 list that information below (see lines 35-41) or provide that information to the Firm or its Agents by other means. At a
34 later time, you may also provide the Firm or its Agents with other Information you consider to be confidential.

35 **CONFIDENTIAL INFORMATION:** _____

36 _____

37
38 **NON-CONFIDENTIAL INFORMATION** (the following information may be disclosed by the Firm and its Agents): _____

39 _____

40 _____

41 _____ (Insert information you authorize to be disclosed, such as financial qualification information.)

42 **DEFINITION OF MATERIAL ADVERSE FACTS**

43 A "Material Adverse Fact" is defined in Wis. Stat. § 452.01(5g) as an Adverse Fact that a party indicates is of such
44 significance, or that is generally recognized by a competent licensee as being of such significance to a reasonable
45 party, that it affects or would affect the party's decision to enter into a contract or agreement concerning a transaction
46 or affects or would affect the party's decision about the terms of such a contract or agreement.

47 An "Adverse Fact" is defined in Wis. Stat. § 452.01(1e) as a condition or occurrence that a competent licensee
48 generally recognizes will significantly and adversely affect the value of the property, significantly reduce the structural
49 integrity of improvements to real estate, or present a significant health risk to occupants of the property; or information
50 that indicates that a party to a transaction is not able to or does not intend to meet his or her obligations under a
51 contract or agreement made concerning the transaction.

52 **NOTICE ABOUT SEX OFFENDER REGISTRY** You may obtain information about the sex offender registry and persons
53 registered with the registry by contacting the Wisconsin Department of Corrections on the Internet at
54 <http://www.doc.wi.gov> or by telephone at 608-240-5830.

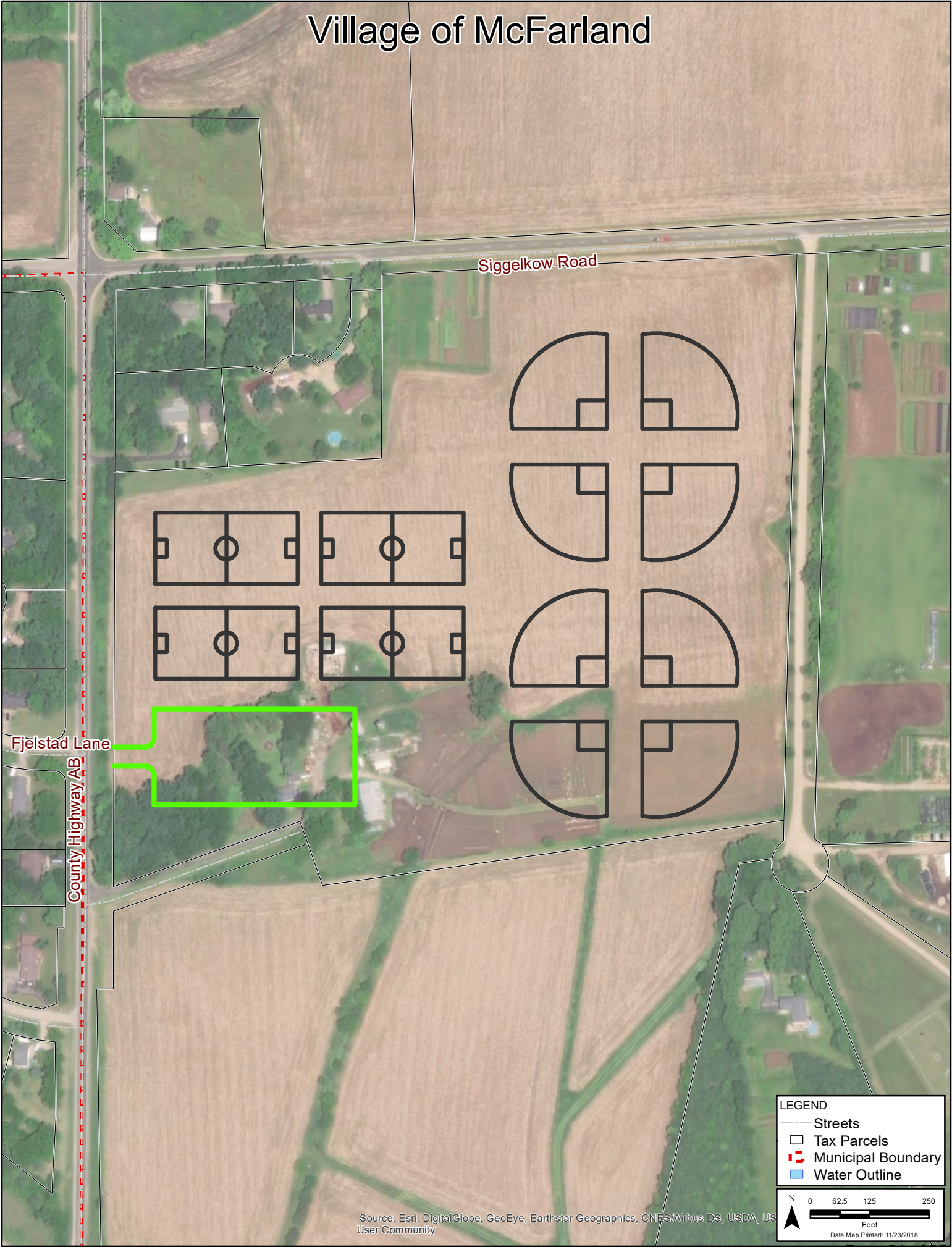
No representation is made as to the legal validity of any provision or the adequacy of any provision in any specific transaction.
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Altus Comm R/E Inc, 6527 Normandy Ln, Ste 201 Madison WI 53719
Jeff Jansen

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Forms

Village of McFarland



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, US
User Community

LEGEND

- Streets
- Tax Parcels
- Municipal Boundary
- Water Outline

N 0 62.5 125 250
Feet
Date Map Printed: 11/23/2018

PUBLIC WORKS COMMITTEE

February 9, 2019

PUBLIC UTILITIES COMMITTEE

February 15, 2019

PARKS, RECREATION & NATURAL RESOURCES COMMITTEE

February 17, 2019

Acting Directors Report

for

December 2018

The following is information concerning events and activities of the Public Works Department along with the Water and Sewer Utilities for the previous month. This information is provided in brief to provide an overview of the highlights.

Plowing Operations

On December 25, the department handled a fast moving snow storm that deposited approximately a half inch of snow that slowed travels. Staff salted intersections as the weather was expected to be above freezing the next day. The department also handled a few minor storms along with some freezing rain events.

Orchard Park

Clearing at Orchard Hill Park is still on going. Staff has been trimming up various trees and clearing additional brush from the site.

Meter Change Outs

Water meters are being changed out to meet testing requirements. We anticipate this to continue through the winter months.