

Monday, February 11, 2019

Village Board
7:00 PM

McFarland Municipal Center
Community Room

AGENDA

1. CALL TO ORDER.
2. ATTENDANCE/ROLL CALL.
3. PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS.
 - a. Public Announcements
 - b. Public Communications
4. CONSENT AGENDA.
 - a. Motion to approve the minutes of the January 28, 2019 Village Board meeting.
 - b. Motion to approve pre-paid checks #73704-73710 in the amount of \$85,079.76 and current checks #73711-73804 in the amount of \$487,830.73.
 - c. Motion to approve the alcohol beverage operator's license for Mai Vang (Loeder Oil) for the period ending June 30, 2019
 - d. Motion to approve appointing Nancy Vidlak to serve as Election Inspector for the term ending December 31, 2019.
 - e. Motion to approve the appointment of Jason Jasinski to the Communications & Technology Committee for a term ending April 30, 2019.
5. PUBLIC APPEARANCES.
 - a. This is an opportunity for members of the public to address the Village Board. Members of the public who wish to address the board should fill out a public comment form and turn into the meeting chairperson. Members of the public may speak during public appearances or during their selected agenda item as they designate on the public comment form. Please adhere to the 3-minute time limit.
6. BUSINESS.
 - a. Community Development Authority (Trustee Brassington & O'Hearn)
 - 1) Discussion and action regarding applications from Ryan Quam requesting Tax Increment Financing assistance in order to redevelop 4703 Terminal Drive as apartments (Phase 1) and offices (Phase 2).
 - b. Personnel Committee (President Czebotar & Trustee Kolk)

- 1) Discussion and presentation regarding the 2018 Employee Performance Evaluations.
 - 2) Discussion and action regarding the position description, classification, and authorization to fill the vacancy for the Assistant to the Public Works Director position within the Public Works Department.
 - 3) Discussion and action in order to conduct a comparable market survey of wages for Village positions contained within the current wage grid.
- c. Discussion and action regarding the Storm Drain Mural Application.
 - d. Authority, Board, Commission, and Committee agenda item requests, referrals, and updates.
7. CLOSED SESSION.
- a. Discussion and action to convene into Closed Session in accordance with Wis. Stats 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically to discuss the ongoing public ownership of the promenade located within the Edwards Park Subdivision.
 - b. Discussion and action to convene into Closed Session in accordance with Wis. Stats. 19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, specifically regarding a filed lawsuit by the City of Madison against the Village of McFarland concerning lands previously annexed from the Town of Blooming Grove.
 - c. Discussion and action to reconvene into Open Session.
 - d. Discussion and action regarding the ongoing public ownership of the promenade located within the Edwards Park Subdivision.
8. 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



E.D. LOCKE PUBLIC LIBRARY DIRECTOR'S REPORT

January 2019

January Highlights:

- **HVAC**
 - We had an issue with the boilers short cycling (turning on and off quickly) that was caused by a temperature gauge that needed to be recalibrated.
 - The freeze stat has tripped when the weather is cold and requires a manual reset. Until then the library has no heat. We are working with Harker to come up with a better. On January 30th when we had our coldest weather, the freeze stat did trip and an alert was send to Harker who contacted the village and came out and fixed it.
- **Village News** - Mary Pat will give an update
- **Endowment** –
 - **Fund Raising** – As of January 30, we have raised \$36,611.27 in cash and \$65,000 in pledges. We need to raise \$3,888.73 to meet our goal.
 - **Development Committee** – The Development Committee met on January 14th. We have begun to discuss plans on what we would like to do moving forward.
- **Friends** –
 - The Friends met on January 8th and reported that they raised \$10,000 in 2018 through memberships, donations, book sales, the apple pie fund raiser and merchandise sales.
- **Systems Report** – Nothing to report
- **Furniture** –
 - Versteede said that our tables are out of warranty. I've asked Public Works to take a look at them to see if there's anything they can do to fix them. Versteede has offered a discount to purchase new tables (\$21,000 for 15 new tables) we've asked Public Works if they can fix them. This should buy us a few more years until we need to replace them. I am also going to investigate if we can just replace the tops and keep using the legs which are in good shape.
- **Automatic Doors** – We have been receiving complaints about our doors. The main entrance on Milwaukee Street has a power assist button. Sometimes the doors open too quickly and sometimes they don't shut. I've called in a repair to adjust the door and he suggested the power assist unit be replaced. We've had complaints from people that there isn't a power assist unit on the entrance on Long Street. If someone is unable to open the door, they have to go around to the Milwaukee entrance. We've recently had a complaint that the restroom door is heavy and difficult to open and close. I'm currently working on getting quotes for either replacing or adding power assist units to these doors.
- **Public Works Director Interviews**
- **Carpeting** - I'm working with Sergenian's on getting our attic stock replenished. I also noticed some of the carpet looked like it was fraying and I've asked Sergenian's to investigate it.
- **Electrical Issues** - A power outage of undetermined nature shut down the technical services #1 computer and drained the battery backup over the weekend of 1-19/1-20. I'm working with SCLS to try to determine if there is a problem with the outlet at Linda's desk.

Assistant Director highlights (Linda Stuckey)

- Attended CMS (Collection Maintenance Subcommittee) meeting 1-9-19. Bibliovations cataloging is progressing, but is not ready. The switch over will be in the fall at the earliest.
- The bilingual early literacy station and the after school edge computers, also known as AWE stations, were ordered, received and set out for young library patrons to use.
- The two Linux educational children's games computers, not on South Central's network, should be set up by early February. These replace two that have failed hard drives after about 13 years and are extremely popular.
- An additional PAC (patron catalog computer) has been set up on the counter facing Main Street. It was configured by South Central technicians from an older staff computer which we had replaced. This will allow patron and staff access to the catalog without backtracking to the main desk area.
- Created a spreadsheet of all ports in use (computers, phones, printers, etc.); updated technology inventory; updated and verified 2019 payroll/compensation numbers.

Youth Services highlights (Heather Kent)

Storytimes:

Storytimes started back up on January 14th. Two sessions of the baby program were cancelled due to bad weather this month.

Teens:

The Teen Advisory Board met on January 14th to discuss the upcoming program – Cartoons Crafting and Cereal. They discussed what they would like to do during this program.

The Teen After-Hours program for this month was cancelled. Registration for the program was set at needing 5 teens signed up to run. Only 3 teens signed up so the program was cancelled. Next month's program will be an escape room – which has been a successful program in the past.

Programming:

Messy Munchkins continued this month with continued high numbers. This program will continue to be held through May, with two weeks of programming and one week off.

January 15th the Magic Tree House Book Club met. We discussed *Christmas in Camelot* and how, unlike the other books we have read, this is the first book based in fantasy rather than reality. We then created dragon puppets and drew personal crests. This is a really well attended book group. There is a lot of energy and enthusiasm for this program with our students in grades K-3.

Thursday, January 18th was PJ Storytime. This month's theme was nocturnal animals. Participants enjoyed stories, songs, rhymes, and activities about nocturnal animals. Our crafts included making masks and "lightening bug jars."

STEAM Saturday on January 26th had participants studying "cool" science. We explored salt's effects on ice. They grew ice, fished for ice cubes, and made ice cream.

Adult Services highlights (Katharine Clark)

- Had three new attendees at monthly Mystery Book Discussion, a few regular members drop off because they are snow birds so it was good to see new faces
- Visited McFarland Villas and checked out materials to staff and residents
- Hosted our first after hours adult program, Game of Thrones party, 12 people attended, we had a sword fighting demonstration and the Instagram video of it was a hit
- Attended two Wisconsin Library Association functions, the WLA Board meeting (I am the new Treasurer) and WLA Leadership Retreat and Orientation where I met a librarian that does Ireland Travel Talks and booked her for one in April
- Heidi and I participated in an interview with realtor Dan Chin for his Facebook page, the video has over 3,000 views and growing, a great chance to let people know about the library in their community
- Taught an adult craft club class at Oregon Library, staff from Oregon will be teaching a pasta making class here at McFarland later this year
- Signed up for three webinars from the Wild Wisconsin Winter Online Conference, will be watching them to get new programming and collection ideas for our library
- Created displays to promote upcoming February programs, including one on Feb 20 about photography and using your phone to take better pictures
- Working with three other libraries (Oregon, Fitchburg, Stoughton) to put together a Beyond the Page funded event for fall, it will be a documentary screening with panel discussion afterwards featuring people that were filmed in documentary, the film is called ALMOST SUNRISE, about two Iraqi war veterans from Milwaukee. We have our first meeting about it next week
- Finalized Wisconsin Film Festival Sneak Peeks marketing ideas with their staff for March 27th event
- Arranged first visit to South Central Library offices to start scanning local history materials to be a part of Recollection Wisconsin website
- Contacted Stephanie Miller with Village of McFarland Cable Channel to plan the recording the Lost McFarland presentation on Jan 31 so can be viewed online after the event
- Set up date to talk at Skallen Village McFarland monthly coffee talk on Feb 12
- Worked with Spartan Pizza to put together and design coupons for both Locke After Hours events, we are expecting a good turnout for the Madison Story Slam program Feb 8 so made extra coupons
- Worked with Aging and Disability Resource Center to schedule four different dates for memory screenings this year
- Had a patron interaction that stood out: A gentleman that was applying for his weekly unemployment benefits, said they used to allow registration by phone but now registration is only available online. We helped him sign up for benefits and **also** signed him up for a library card that afternoon

----Heidi Cox, Library Director

VILLAGE OF MCFARLAND
MCFARLAND MUNICIPAL COURT
February, 2018

Monthly Court Docket

January 8, 2019 – Court Docket – Initial Appearances

- 61 cases scheduled for Initial appearances (73 citations)
 - 10 No Contest or Guilty pleas – Citations adjudicated at Initial Appearance
 - 13 Paid prior to Appearance
 - 6 Not Guilty pleas - Citations adjudicated or Pretrial scheduled for January 22, 2019
 - 29 Default appearances – Scheduled for March 12, 2019 Indigency Hearing
 - 3 Rescheduled Court date to January 22, 2019

January 8, 2019 - Juvenile Court – Initial Appearances

- 0 case scheduled for Initial appearances (0 citations)
 - 0 No Contest or Guilty pleas – Citations adjudicated at Initial Appearance
 - 0 Paid prior to Appearance
 - 0 Not Guilty pleas - Citations adjudicated or Pretrial scheduled for January 22, 2019
 - 0 Default appearances – Scheduled for March 12, 2019 Indigency Hearing
 - 0 Rescheduled Court date to January 22, 2019
 - 0 Review - Monthly progress review

January 15, 2019 - Truancy Court – Initial Appearances

- 5 cases scheduled for Initial appearances (7 citations)
 - 1 No Contest or Guilty pleas – Citations adjudicated at Initial Appearance
 - 0 Not Guilty pleas - Citations adjudicated or Pretrial scheduled for January 22, 2019
 - 0 Default appearances – Scheduled for March 12, 2019 Indigency Hearing
 - 0 Rescheduled Court date to February 19, 2019
 - 4 Review - Monthly progress review

January 22, 2019 – Court Docket – Initial Appearances

- 41 cases scheduled for Initial appearances (52 citations)
 - 11 No Contest or Guilty pleas – Citations adjudicated at Initial Appearance
 - 11 Paid prior to Appearance
 - 3 Not Guilty pleas - Citations adjudicated or Pretrial scheduled for February 26, 2019
 - 15 Default appearances – Scheduled for March 26, 2019 Indigency Hearing
 - 1 Rescheduled Court date to February 26, 2019

January 22, 2019 - Juvenile Court – Initial Appearances

- 1 case scheduled for Initial appearances (2 citations)
 - 0 No Contest or Guilty pleas – Citations adjudicated at Initial Appearance
 - 0 Paid prior to Appearance
 - 0 Not Guilty pleas - Citations adjudicated or Pretrial scheduled for February 26, 2019
 - 1 Default appearances – Scheduled for March 26, 2019 Indigency Hearing
 - 0 Rescheduled Court date to February 26, 2019
 - 0 Review - Monthly progress review

Court Activities

Monthly Financial Report

The Municipal Court received 113 payments for the month of January, 2019. Total revenue received by the Court was \$12,023.50. The Municipality retained \$7,974.92 in Court revenue, \$883.72 was sent to Dane County and \$3,164.86 was sent to the State.

There were 30 credit card transactions for the month of January. The Court received a total of \$ 4,008.90 in payments from GPS on-line credit card payments.

As of January, 2019, the Municipal Court has received a total of \$0.00 in delinquent fines from the Department of Revenue Tax Intercept Program.

As of January, 2019, the Municipal Court has received a total of \$ \$2,938.85 in delinquent fines from the State Debt Collection.

Year to date, \$18,798.70, in forfeitures have been ordered from 118 citations adjudicated in the Municipal Court. Of that, \$752.00 has been converted to classroom education and/or community service hours for juveniles, \$12,023.50 has been collected for 2019 and prior forfeitures.

Community Development Highlights

January 2019

- During the month of January thirty five permits were issued. New construction encompassed four single-family homes and one duplex. All four single family homes were located in the Juniper Ridge subdivision
- Met with representative of General Engineering to discuss building inspection services for the Village.
- Met with attorney Dan Evans to discuss possible changes to the municipal code as it relates to conditional uses.
- Met with Realtor Blake George and Reggie Mathelier owner of Lazy Bones Commercial laundry regarding the possibility of developing a portion of the commercial property with multi-family housing. George indicated if pursued this would be a fall 2019 project.
- Met with contractors from Washa Construction regarding a remodel at Bob's Liquor on Farwell Street. Owner plans to add 1,200 sq.ft. to the existing building which is in TID #5. Contractors are planning on a March appearance before the Plan Commission.
- Met with representatives of Skaalen Village to discuss development of 30 acres they own at the eastern edge of the Village.
- Attended the open house on January 24th by Lakestone Properties regarding their proposal to develop Farwell Place. About 25 individuals were present.
- Participated in the 1st round of interviews for the Director of Public Works. A total of four interviews were held.
- Finishing up the draft to the Outdoor Open Space Plan. The Park, Recreation and Natural Resources Committee will be continuing their review.
- During the month of January attended the following meetings.
 - Village Board
 - Plan Commission
 - Open House – Farwell Street Re-development

Submitted by:
Pauline Boness
Community Development Director

VILLAGE OF MCFARLAND

Village Board Minutes

Monday, January 28, 2019 - 7:00 PM

1. CALL TO ORDER.

Village President Czebotar called the regular meeting of the McFarland Village Board to order at 7:00pm in the Community Room of the McFarland Municipal Center.

2. ATTENDANCE/ROLL CALL.

Village Board members present: Village President Brad Czebotar, Village Trustee Carolyn Clow, Village Trustee Mary Pat Lytle, Village Trustee Shaun O'Hearn, Village Trustee Dan Kolk, Village Trustee Stephanie Brassington, Village Trustee Jerry Adrian

Village Board members not present: None

Staff Present: Administrator Matt Schuenke, Clerk/Treasurer Cassandra Suettinger, Police Chief Craig Sherven, Community Development Director Pauline Boness, Communications & Technology Director Stephanie Miller and Fire/EMS Director Chris Dennis.

3. PUBLIC APPEARANCES.

None.

4. PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS.

a. Public Announcements

1) Local McFarland Business US Vets wins 2018 Marketplace Governor's award

b. Public Communications

The Madison Transportation Planning Board is taking appointments for the policy Board. Those interested should contact President Czebotar for more information

5. CONSENT AGENDA.

a. Motion to approve the minutes of the January 14, 2019 Village Board meeting.

b. Motion to approve pre-paid checks #73572-73606 in the amount of \$122,188.95 and current checks #73607-73703 in the amount of \$226,428.47.

c. Motion to approve the alcohol beverage operator's licenses for Joseph Sundell (Hwy 51 Liquor and Bait) and David Page (Kwik Trip) for the period ending June 30, 2019

- d. Motion to approve a revised quote from TDS for equipment to establish the McFarland Cable Channel on their communications network.

Motion by Village President Brad Czebotar, second by Village Trustee Shaun O'Hearn, to approve the consent agenda as presented. Motion carries 7 - 0 - 0 by acclamation.

6. BUSINESS.

- a. Presentation from the Wisconsin DNR regarding their Green Tier Legacy Community Program.

Will Erickson, representative from the WI DNR, provided a presentation on the Green Tier Legacy Community Program. He highlighted the program allows municipalities to take actions and share information to achieve superior environmental performance in the areas of water quality and water resource management as well as sustainability practices. There is no charge to participate in the program and the onrequirement is a commitment to attend and be an active participant of the program.

- b. Community Development Authority (Trustees Brassington & O'Hearn)
Plan Commission (President Czebotar & Trustee Kolk)

- 1) Presentation from Ryan Quam regarding a conceptual development plan for 4703 Terminal Drive as a mixed use of commercial and residential improvements.

Ryan Quam appeared before the Board to present his site plan for conceptual development of 4703 Terminal Drive. The plans provide 4 phases which would include 56,000 square feet of office space and 54 units of multi-family apartments. The proposal would also likely also include a request for a TIF financing loan for the first two phases. The Board expressed concern with the possibility of the TIF loan provided the TID will only be active for eight more years. Mr. Quam will bring forward a detailed plan for phase 1 and conceptual plans for 2, 3, and 4 for further review. The Board directed staff to ensure the review process and viability for all phases takes into account the timeline for closure of the TID.

- c. Communications and Technology Committee (Trustees Brassington & O'Hearn)

- 1) Discussion and possible action to renew signing of Polco contract.

Trustee O'Hearn reported on the recommendation from the Communications and Technology Committee to proceed with renewal of the POLCO contract contingent on Department Heads having interest and buy in. Additionally The committee would like to see an permanent agenda item on all Committee agendas regarding setting POLCO questions.

Motion by Village Trustee Shaun O'Hearn, second by Village Trustee Stephanie Brassington, to approve the renewal agreement with Polco to continue the online polling service for 2019. Motion carries 7 - 0 - 0 by acclamation.

- d. Parks, Recreation, and Natural Resources Committee (Trustees Kolk & O'Hearn)

- 1) Discussion and action on ordinance amendment 2019-01: An Ordinance to eliminate Parks, Recreation, and Natural Resource Committee approval for turf disturbance within Village Parks.

Motion by Village Trustee Dan Kolk, second by Village Trustee Shaun O'Hearn, to approve ordinance amendment 2019-01: An Ordinance to eliminate Parks, Recreation, and Natural Resource Committee approval for turf disturbance within Village Parks. Motion carries 7 - 0 - 0 by acclamation.

- e. Authority, Board, Commission, and Committee agenda item requests, referrals, and updates.

None.

7. CLOSED SESSION.

- a. Discussion and action on entering into Closed Session in accordance with Wis. Stats. 19.85(1)(c) to consider employment, promotion, compensation, or other performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically to consider performance evaluation data of the Village Administrator regarding 2018 performance for the position.
- b. Discussion and action to convene into Closed Session in accordance with Wis. Stats. 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically to discuss the possible acquisition of property in order to develop a community park.

- c. Discussion and action to convene into Closed Session in accordance with Wis. Stats. 19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, specifically regarding a filed lawsuit by the City of Madison against the Village of McFarland concerning lands previously annexed from the Town of Blooming Grove.

Motion by President Czebotar, second by Trustee Kolk, to convene in closed session pursuant to:

a. Wis. Stats. 19.85(1)(c) to consider employment, promotion, compensation, or other performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically to consider performance evaluation data of the Village Administrator regarding 2018 performance for the position.

b. Wis. Stats. 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically to discuss the possible acquisition of property in order to develop a community park.

Wis. Stats. 19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, specifically regarding a filed lawsuit by the City of Madison against the Village of McFarland concerning lands previously annexed from the Town of Blooming Grove.

Motion carries on a roll call vote with all voting aye at 8:30 p.m.

- d. Discussion and action to reconvene into Open Session.

Trustee Clow left the table at 10:00 pm.

Trustee Clow returned to the table at 10:15 pm.

Motion by President Czebotar, second by Trustee Brassington, to enter back into Open Session at 10:50 pm. Motion carries 7 - 0 - 0 by acclamation.

- e. Discussion and action regarding the 2018 Performance Evaluation for the Village Administrator position.

Motion by Village Trustee Kolk, second by Trustee Brassington, to provide a wage adjustment for the Village Administrator based upon 2018 Performance Evaluation in an amount of 2.0% for an Across the Board base wage adjustment and an additional 3% as a merit based wage adjustment effective with the next available pay period. Motion carries 7 - 0 - 0 by acclamation.

8. ADJOURNMENT.

Motion by Trustee O'Hearn, second by Trustee Adrian, to adjourn at 10:52 pm. Motion carries 7 - 0 - 0 by acclamation

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,
Cassandra M. Suettinger
Village Clerk/Treasurer

Report Criteria:

Report type: GL detail

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
01/19	01/31/2019	73704	759	POSTMASTER	UTILITY BILLS	013119	1	600-53711-340-000	129.18
01/19	01/31/2019	73704	759	POSTMASTER	UTILITY BILLS	013119	2	605-53440-340-000	129.17
01/19	01/31/2019	73704	759	POSTMASTER	UTILITY BILLS	013119	3	600-53611-110-000	129.17
Total 73704:									387.52
02/19	02/01/2019	73705	16680	CARDMEMBER SERVICE	SCHUENKE	MSB011719	1	100-1624	132.71
02/19	02/01/2019	73705	16680	CARDMEMBER SERVICE	SUETTINGER	MSB011719	2	100-1624	121.77
02/19	02/01/2019	73705	16680	CARDMEMBER SERVICE	MILLER	MSB011719	3	100-1624	4,030.05
02/19	02/01/2019	73705	16680	CARDMEMBER SERVICE	DENNIS	MSB011719	4	100-1624	479.21
02/19	02/01/2019	73705	16680	CARDMEMBER SERVICE	REITER	MSB011719	5	100-1624	484.96
02/19	02/01/2019	73705	16680	CARDMEMBER SERVICE	COX	MSB011719	6	100-1624	308.59
02/19	02/01/2019	73705	16680	CARDMEMBER SERVICE	CLARK	MSB011719	7	100-1624	455.64
02/19	02/01/2019	73705	16680	CARDMEMBER SERVICE	KENT	MSB011719	8	100-1624	21.04
02/19	02/01/2019	73705	16680	CARDMEMBER SERVICE	SHERVEN	MSB011719	9	100-1624	1,291.18
02/19	02/01/2019	73705	16680	CARDMEMBER SERVICE	REDMAN	MSB011719	10	100-1624	3,541.98
02/19	02/01/2019	73705	16680	CARDMEMBER SERVICE	MAURER	MSB011719	11	100-1624	159.92
02/19	02/01/2019	73705	16680	CARDMEMBER SERVICE	JACOBSEN	MSB011719	12	100-1624	75.00
02/19	02/01/2019	73705	16680	CARDMEMBER SERVICE	HESSLING	MSB011719	13	100-1624	702.25
02/19	02/01/2019	73705	16680	CARDMEMBER SERVICE	ANDERSEN	MSB011719	14	100-1624	177.86
02/19	02/01/2019	73705	16680	CARDMEMBER SERVICE	DAY	MSB011719	15	100-1624	1,127.23
02/19	02/01/2019	73705	16680	CARDMEMBER SERVICE	REIMER	MSB011719	16	100-1624	1,125.36
Total 73705:									14,234.75
02/19	02/01/2019	73706	516	KWIK TRIP INC	PD FUEL	00176007-01	1	100-52100-341-000	705.81
Total 73706:									705.81
02/19	02/01/2019	73707	16547	PELLION BENEFITS	ALLAN COVILLE RETIREMENT - MEDICAL P	010819	1	700-51430-210-000	69,395.43
Total 73707:									69,395.43
02/19	02/07/2019	73711	17058	ROYER, SUSAN	REFUND TAX PMT MADE TO UTILITY ACCT	020419	1	001-1115	700.01

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
Total 73711:									700.01
02/19	02/07/2019	73712	30	ALLIANT ENERGY/WP&L	PUBLIC WORKS FACILITY	012819	1	100-53000-220-000	1,432.76
02/19	02/07/2019	73712	30	ALLIANT ENERGY/WP&L	WATER TOWER - HOLSCHER	012819	2	600-53716-220-000	51.26
02/19	02/07/2019	73712	30	ALLIANT ENERGY/WP&L	WATER TOWER - BURMA	012819	3	600-53716-220-000	65.76
02/19	02/07/2019	73712	30	ALLIANT ENERGY/WP&L	WELL #3	012819	4	600-53716-220-000	1,254.26
02/19	02/07/2019	73712	30	ALLIANT ENERGY/WP&L	WELL #3	012819	5	600-53716-340-000	93.24
02/19	02/07/2019	73712	30	ALLIANT ENERGY/WP&L	WELL #4	012819	6	600-53716-340-000	68.35
02/19	02/07/2019	73712	30	ALLIANT ENERGY/WP&L	LIFT #1	012819	7	600-53615-220-000	168.82
02/19	02/07/2019	73712	30	ALLIANT ENERGY/WP&L	LIFT #2	012819	8	600-53615-220-000	207.64
02/19	02/07/2019	73712	30	ALLIANT ENERGY/WP&L	BRANDT PARK	012819	9	100-55200-220-000	103.95
02/19	02/07/2019	73712	30	ALLIANT ENERGY/WP&L	LEWIS PARK	012819	10	100-55200-220-000	232.40
02/19	02/07/2019	73712	30	ALLIANT ENERGY/WP&L	MCDANIEL	012819	11	100-55200-220-000	35.01
02/19	02/07/2019	73712	30	ALLIANT ENERGY/WP&L	CEDAR GLADE AERATOR	012819	12	605-53440-242-000	17.27
02/19	02/07/2019	73712	30	ALLIANT ENERGY/WP&L	STREET LIGHTING (2)	012819	13	100-53000-291-000	455.93
02/19	02/07/2019	73712	30	ALLIANT ENERGY/WP&L	TRAFFIC FLASHERS - BASHFORD	012819	14	100-53000-291-000	17.62
02/19	02/07/2019	73712	30	ALLIANT ENERGY/WP&L	TRAFFIC FLASHERS - FARWELL (2)	012819	15	100-53000-291-000	19.81
02/19	02/07/2019	73712	30	ALLIANT ENERGY/WP&L	TRAFFIC FLASHERS - CREAMERY	012819	16	100-53000-291-000	19.82
02/19	02/07/2019	73712	30	ALLIANT ENERGY/WP&L	SIRENS	012819	17	100-51600-220-000	32.53
02/19	02/07/2019	73712	30	ALLIANT ENERGY/WP&L	4719 FARWELL - SUITE 3	012819	18	315-56700-242-000	19.57
02/19	02/07/2019	73712	30	ALLIANT ENERGY/WP&L	4719 FARWELL - SUITE 5	012819	19	315-56700-242-000	20.04
02/19	02/07/2019	73712	30	ALLIANT ENERGY/WP&L	4719 FARWELL - SUITE 4	012819	20	315-56700-242-000	19.57
02/19	02/07/2019	73712	30	ALLIANT ENERGY/WP&L	4719 FARWELL - AREA 4	012819	21	315-56700-242-000	151.73
02/19	02/07/2019	73712	30	ALLIANT ENERGY/WP&L	4719 FARWELL - AREA 3	012819	22	315-56700-242-000	99.82
02/19	02/07/2019	73712	30	ALLIANT ENERGY/WP&L	WELL #1	020119	1	600-53716-220-000	425.62
02/19	02/07/2019	73712	30	ALLIANT ENERGY/WP&L	WELL #1	020119	2	600-53716-340-000	96.44
02/19	02/07/2019	73712	30	ALLIANT ENERGY/WP&L	LIFT #3	020119	3	600-53615-220-000	81.95
02/19	02/07/2019	73712	30	ALLIANT ENERGY/WP&L	FLOWER CORNER	020119	4	100-55200-220-000	18.21
02/19	02/07/2019	73712	30	ALLIANT ENERGY/WP&L	GAZEBO	020119	5	100-55200-220-000	74.09
02/19	02/07/2019	73712	30	ALLIANT ENERGY/WP&L	STREET LIGHTING (1)	020119	6	100-53000-291-000	9,134.45
02/19	02/07/2019	73712	30	ALLIANT ENERGY/WP&L	TRAFFIC FLASHERS - FARWELL (1)	020119	7	100-53000-291-000	17.62
Total 73712:									14,435.54
02/19	02/07/2019	73713	10	ARAMARK	MATS	1640726996	1	205-55110-242-000	53.19
Total 73713:									53.19

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
02/19	02/07/2019	73714	16979	AYRES ASSOCIATES	AQUATICS STUDY	179011	1	400-57140-211-000	851.31
Total 73714:									851.31
02/19	02/07/2019	73715	17052	BADGER LAUNDRY MACHINER	EXTRACTOR REPAIR	399077	1	100-52200-240-000	623.68
Total 73715:									623.68
02/19	02/07/2019	73716	68	BADGER WELDING SUPP INC	WELD SUPPLIES	3511835	1	100-53000-340-000	153.26
02/19	02/07/2019	73716	68	BADGER WELDING SUPP INC	WELD SUPPLIES	3511835	2	600-53716-340-000	41.79
02/19	02/07/2019	73716	68	BADGER WELDING SUPP INC	WELD SUPPLIES	3511835	3	600-53615-340-000	41.79
02/19	02/07/2019	73716	68	BADGER WELDING SUPP INC	WELD SUPPLIES	3511835	4	605-53440-340-000	41.79
Total 73716:									278.63
02/19	02/07/2019	73717	2173	BAER INSURANCE SERVICES L	EQUIPMENT INSURANCE	1027-2	1	100-51530-510-000	586.79
02/19	02/07/2019	73717	2173	BAER INSURANCE SERVICES L	EQUIPMENT INSURANCE	1027-2	2	610-53620-340-000	12.35
02/19	02/07/2019	73717	2173	BAER INSURANCE SERVICES L	EQUIPMENT INSURANCE	1027-2	3	305-56700-210-000	3.72
02/19	02/07/2019	73717	2173	BAER INSURANCE SERVICES L	EQUIPMENT INSURANCE	1027-2	4	310-56700-210-000	3.72
02/19	02/07/2019	73717	2173	BAER INSURANCE SERVICES L	EQUIPMENT INSURANCE	1027-2	5	600-53610-510-000	193.78
02/19	02/07/2019	73717	2173	BAER INSURANCE SERVICES L	EQUIPMENT INSURANCE	1027-2	6	600-53610-510-000	341.20
02/19	02/07/2019	73717	2173	BAER INSURANCE SERVICES L	EQUIPMENT INSURANCE	1027-2	7	605-53440-510-000	118.44
Total 73717:									1,260.00
02/19	02/07/2019	73718	74	BAKER & TAYLOR BOOKS	ADULT BOOKS	2034290264	1	205-55110-344-000	454.40
02/19	02/07/2019	73718	74	BAKER & TAYLOR BOOKS	ADULT BOOKS	2034294559	1	205-55110-344-000	84.57
Total 73718:									538.97
02/19	02/07/2019	73719	1256	BOUND TREE MEDICAL, LLC	EMS - SUPPLIES	83094716	1	100-52200-340-000	79.46
Total 73719:									79.46
02/19	02/07/2019	73720	115	BRANDT, BRETT	PLOW MEALS	BB012919	1	100-53000-340-000	28.00
Total 73720:									28.00
02/19	02/07/2019	73721	2277	BRANDT, STEVE	PLOW MEALS	SB012919	1	100-53000-340-000	14.00

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
02/19	02/07/2019	73721	2277	BRANDT, STEVE	PLOW MEALS	SB020619	1	100-53000-340-000	7.00
Total 73721:									21.00
02/19	02/07/2019	73722	17065	BURNS, DAVID	REFUND DUPLICATE UTILITY PAYMENT	020619	1	001-1115	61.96
Total 73722:									61.96
02/19	02/07/2019	73723	158	CHARTER COMMUNICATIONS	ADMIN INTERNET	0018250121	1	100-51420-221-000	168.97
02/19	02/07/2019	73723	158	CHARTER COMMUNICATIONS	CABLE INTERNET	0018250121	2	200-55600-210-000	134.80
02/19	02/07/2019	73723	158	CHARTER COMMUNICATIONS	PD INTERNET	0018250121	3	100-52100-221-000	101.00
02/19	02/07/2019	73723	158	CHARTER COMMUNICATIONS	FIRE/EMS INTERNET	0018250121	4	100-52200-221-000	84.00
02/19	02/07/2019	73723	158	CHARTER COMMUNICATIONS	PW CABLE	0026239012	1	100-53000-340-000	53.50
02/19	02/07/2019	73723	158	CHARTER COMMUNICATIONS	PW CABLE	0026239012	2	600-53716-340-000	14.59
02/19	02/07/2019	73723	158	CHARTER COMMUNICATIONS	PW CABLE	0026239012	3	600-53616-340-000	14.59
02/19	02/07/2019	73723	158	CHARTER COMMUNICATIONS	PW CABLE	0026239012	4	605-53440-340-000	14.59
Total 73723:									586.04
02/19	02/07/2019	73724	161	CHASE LUMBER AND FUEL INC	TEMP MAILBOXES	373719	1	100-53000-370-000	109.38
Total 73724:									109.38
02/19	02/07/2019	73725	2097	CHOICE 1 HEALTH CARE SERV	EMS MED SUPPLIES	9409	1	100-52200-340-000	49.90
Total 73725:									49.90
02/19	02/07/2019	73726	1989	CORPORATE BUSINESS SYSTE	PW COPIER	24228891	1	605-53440-310-000	91.52
02/19	02/07/2019	73726	1989	CORPORATE BUSINESS SYSTE	PW COPIER	24228891	2	600-53610-310-000	91.53
02/19	02/07/2019	73726	1989	CORPORATE BUSINESS SYSTE	PW COPIER	24228891	3	600-53710-310-000	91.53
Total 73726:									274.58
02/19	02/07/2019	73727	225	DANE CO HIGHWAY	SALT BRINE	27499	1	100-53000-370-000	990.00
Total 73727:									990.00
02/19	02/07/2019	73728	227	DANE CO CHIEFS' OF POLICE A	DUES-REDMAN & SHERVEN	2019-MFPD	1	100-52100-320-000	80.00

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
Total 73728:									80.00
02/19	02/07/2019	73729	247	DANE CO TREASURER	JAIL & SURCHARGES - JAN 19	154-020119	1	100-45110-000	883.72
Total 73729:									883.72
02/19	02/07/2019	73730	17054	DEFOREST PUBLIC LIBRARY	MISSING BOOK PAYMENT	010719	1	205-55110-344-000	17.00
Total 73730:									17.00
02/19	02/07/2019	73731	17045	DETROIT SALT COMPANY	SALT	79444	1	100-53000-370-000	11,296.93
02/19	02/07/2019	73731	17045	DETROIT SALT COMPANY	ROAD SALT	80079	1	100-53000-370-000	11,627.06
Total 73731:									22,923.99
02/19	02/07/2019	73732	17061	DOMASK, RACHEL	PROPERTY TAX OVERPAYMENT	021119	1	100-2364	203.66
Total 73732:									203.66
02/19	02/07/2019	73733	17066	DUREN CUSTOM HOMES	REFUND DUPLICATE UTILITY PAYMENT	020619	1	001-1115	25.14
Total 73733:									25.14
02/19	02/07/2019	73734	1358	EBI INC	FURNITURE REPLACEMENT AND REPAIR	128840	1	400-57610-811-106	20,916.98
Total 73734:									20,916.98
02/19	02/07/2019	73735	341	ENVIRONMENT CONTROL	JANITORIAL	9242-613	1	205-55110-210-000	1,304.00
02/19	02/07/2019	73735	341	ENVIRONMENT CONTROL	MC CLEANING	9407-613	1	100-51600-210-000	1,360.00
Total 73735:									2,664.00
02/19	02/07/2019	73736	361	FIRST SUPPLY LLC MADISON	HYDRANT PARTS	11532260-00	1	600-53718-822-104	510.00
Total 73736:									510.00
02/19	02/07/2019	73737	1921	FRONTIER	PHONE	011619	1	600-53610-310-000	136.75
02/19	02/07/2019	73737	1921	FRONTIER	PHONE	011619	2	600-53710-310-000	136.75

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
02/19	02/07/2019	73737	1921	FRONTIER	PHONE	011619	3	605-53440-340-000	68.38
02/19	02/07/2019	73737	1921	FRONTIER	PHONE	011619	4	100-51420-221-000	48.84
02/19	02/07/2019	73737	1921	FRONTIER	PHONE	011619	5	100-52200-221-000	48.84
02/19	02/07/2019	73737	1921	FRONTIER	PHONE	011619	6	100-54600-221-000	48.84
02/19	02/07/2019	73737	1921	FRONTIER	PHONE	011619	7	100-53000-221-000	48.83
02/19	02/07/2019	73737	1921	FRONTIER	PHONE	011619	8	100-52400-221-000	48.84
02/19	02/07/2019	73737	1921	FRONTIER	PHONE	011619	9	100-52100-221-000	48.84
02/19	02/07/2019	73737	1921	FRONTIER	PHONE	011619	10	200-55600-221-000	48.84
02/19	02/07/2019	73737	1921	FRONTIER	LIBRARY PHONE - SECURITY UPGRADES 20	011619	11	400-57140-825-101	383.43
02/19	02/07/2019	73737	1921	FRONTIER	TELEPHONE BILL	012219	1	205-55110-221-000	64.88
Total 73737:									1,132.06
02/19	02/07/2019	73738	16579	GRIFFITH, JOHN	MILEAGE	JG011719	1	100-52400-330-000	20.30
Total 73738:									20.30
02/19	02/07/2019	73739	16012	HARDIMAN, MICHAEL	PROP TAX OVERPMT	021119	1	100-2364	185.45
Total 73739:									185.45
02/19	02/07/2019	73740	1694	HEARTLAND LITHO	UTILITY BILLS	65052	1	605-53440-340-000	62.94
02/19	02/07/2019	73740	1694	HEARTLAND LITHO	UTILITY BILLS	65052	2	600-53610-310-000	62.95
02/19	02/07/2019	73740	1694	HEARTLAND LITHO	UTILITY BILLS	65052	3	600-53710-310-000	62.95
Total 73740:									188.84
02/19	02/07/2019	73741	17059	HOLMAN, TODD	REFUND FOR DUPLICATE PMT	012519	1	100-46230-000	45.57
Total 73741:									45.57
02/19	02/07/2019	73742	442	HOMETOWN NEWS LIMITED PA	SHOP WITH A COP SINGLE PUBLISH	2960-123118	1	100-52100-310-000	125.10
Total 73742:									125.10
02/19	02/07/2019	73743	1904	HUMPHREY SERVICE PARTS I	VEHICLE PARTS	1197993	1	100-53000-241-000	6.33
02/19	02/07/2019	73743	1904	HUMPHREY SERVICE PARTS I	VEHICLE PARTS	1197993	2	600-53718-241-000	1.73
02/19	02/07/2019	73743	1904	HUMPHREY SERVICE PARTS I	VEHICLE PARTS	1197993	3	600-53616-241-000	1.73
02/19	02/07/2019	73743	1904	HUMPHREY SERVICE PARTS I	VEHICLE PARTS	1197993	4	605-53440-241-000	1.73

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
02/19	02/07/2019	73743	1904	HUMPHREY SERVICE PARTS I	DEF	1198264	1	100-53000-341-000	22.28
02/19	02/07/2019	73743	1904	HUMPHREY SERVICE PARTS I	DEF	1198264	2	600-53616-341-000	6.08
02/19	02/07/2019	73743	1904	HUMPHREY SERVICE PARTS I	DEF	1198264	3	600-53616-341-000	6.08
02/19	02/07/2019	73743	1904	HUMPHREY SERVICE PARTS I	DEF	1198264	4	605-53440-341-000	6.08
02/19	02/07/2019	73743	1904	HUMPHREY SERVICE PARTS I	TIE WRAPS	1198566	1	100-52200-241-000	34.92
Total 73743:									86.96
02/19	02/07/2019	73744	452	HYDRITE CHEMICAL	WATER CHEMICALS	02215453	1	600-53717-340-000	673.32
Total 73744:									673.32
02/19	02/07/2019	73745	16783	INFORMATION TECHNOLOGY P	NETWORK DISASTER RECOVERY PROJECT	16171	1	400-57140-813-101	1,183.30
Total 73745:									1,183.30
02/19	02/07/2019	73746	469	ITRON INC	MAINT AGREEMENT	507979	1	600-53710-210-000	308.79
02/19	02/07/2019	73746	469	ITRON INC	MAINT AGREEMENT	507979	2	600-53610-210-000	308.79
Total 73746:									617.58
02/19	02/07/2019	73747	17067	JACKSON, WILLIAM B	REFUND DUPLICATE UTILITY PAYMENT	020619	1	001-1115	29.40
Total 73747:									29.40
02/19	02/07/2019	73748	476	JEFFERSON FIRE & SAFETY IN	FIRE DEPT TOOLS	IN102250	1	100-52200-340-000	1,926.48
02/19	02/07/2019	73748	476	JEFFERSON FIRE & SAFETY IN	FF TURNOUT GEAR	IN102303	1	400-57220-811-103	7,503.00
Total 73748:									9,429.48
02/19	02/07/2019	73749	2248	KELLN, JACK	PLOW MEALS	JK012919	1	100-53000-340-000	6.26
02/19	02/07/2019	73749	2248	KELLN, JACK	PLOW MEALS	JK020619	1	100-53000-340-000	7.00
Total 73749:									13.26
02/19	02/07/2019	73750	505	KLEMENTZ, MICHAEL	UNIFORM ALLOW	MK011519	1	100-52100-142-000	154.90
Total 73750:									154.90

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
02/19	02/07/2019	73751	2046	KRIETE GROUP	E1 MAINTENANCE	351213A	1	100-52200-241-000	627.90
Total 73751:									627.90
02/19	02/07/2019	73752	16364	KWIK TRIP EXTENDED NETWO	FUEL	BG2339863-	1	100-52200-341-000	865.35
Total 73752:									865.35
02/19	02/07/2019	73753	1822	LAU, TIMOTHY	HOTEL FOR WEMSA CONFERENCE	TL011819	1	100-52200-331-000	293.59
02/19	02/07/2019	73753	1822	LAU, TIMOTHY	PHTLS ONLINE MODULES	TL011819	2	100-52200-331-000	39.95
Total 73753:									333.54
02/19	02/07/2019	73754	540	LEAGUE WI MUNICIPALITIES	MS4 LEAF PROJECT	013119	1	605-53440-210-000	2,000.00
Total 73754:									2,000.00
02/19	02/07/2019	73755	560	L-R METER TEST & REPAIR	TESTING LARGE METERS	4379	1	600-53718-822-103	2,161.31
Total 73755:									2,161.31
02/19	02/07/2019	73756	575	MADISON MET SEWERAGE DIS	Q4 - 2018 SEWER CHARGES	IN000014964	1	600-53615-210-000	169,981.77
02/19	02/07/2019	73756	575	MADISON MET SEWERAGE DIS	ADAPTIVE MGMT	RC000000281	1	605-53440-210-000	7,385.00
Total 73756:									177,366.77
02/19	02/07/2019	73757	581	MADISON TRUCK EQUIPMENT I	PLOW PARTS	1-86520	1	100-53000-241-000	75.08
02/19	02/07/2019	73757	581	MADISON TRUCK EQUIPMENT I	PLOW PARTS	1-86564	1	100-53000-241-000	88.70
02/19	02/07/2019	73757	581	MADISON TRUCK EQUIPMENT I	TRUCK PARTS	1-86618	1	100-53000-241-000	1,016.00
02/19	02/07/2019	73757	581	MADISON TRUCK EQUIPMENT I	PLOW PARTS	2-86763	1	100-53000-241-000	121.02
Total 73757:									1,300.80
02/19	02/07/2019	73758	618	MCFARLAND TRUE VALUE	JAN TRUE VALUE STATEMENT	95094-01311	1	100-1624	117.07
Total 73758:									117.07
02/19	02/07/2019	73759	634	MENARDS - MONONA	RUBBER BASE BOARD	68496	1	200-55600-390-000	2.48

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
Total 73759:									2.48
02/19	02/07/2019	73760	640	MGE	STREET LIGHT	13010467-01	1	100-53000-291-000	38.64
02/19	02/07/2019	73760	640	MGE	STREET LIGHT	14096945-01	1	100-53000-291-000	38.85
02/19	02/07/2019	73760	640	MGE	LIFT #4 ELECT	21056320-01	1	600-53615-220-000	51.44
02/19	02/07/2019	73760	640	MGE	LIFT STATION #5	27667872-01	1	600-53615-220-000	110.53
Total 73760:									239.46
02/19	02/07/2019	73761	2089	MIDWEST METER INC	METERS	0108262-IN	1	600-1824	3,085.55
Total 73761:									3,085.55
02/19	02/07/2019	73762	1941	MIDWEST TRAILER SALES	FUEL ADDITIVE	1096732-0	1	100-52200-341-000	18.10
Total 73762:									18.10
02/19	02/07/2019	73763	667	MINNESOTA LIFE INS CO	LIFE INSURANCE	002832L-MA	1	100-2157	1,235.99
Total 73763:									1,235.99
02/19	02/07/2019	73764	17063	MOONEY, KEVIN & KARA CHRI	PROPERTY TAX OVERPAYMENT	021119	1	100-2364	203.66
Total 73764:									203.66
02/19	02/07/2019	73765	1733	MOTOROLA SOLUTIONS INC	PORTABLE POLICE RADIO	16031051	1	400-57210-813-101	74,968.68
Total 73765:									74,968.68
02/19	02/07/2019	73766	1896	NAPA AUTO PARTS	VEHICLE PARTS	642622	1	100-53000-241-000	3.54
02/19	02/07/2019	73766	1896	NAPA AUTO PARTS	VEHICLE PARTS	642622	2	600-53718-241-000	.97
02/19	02/07/2019	73766	1896	NAPA AUTO PARTS	VEHICLE PARTS	642622	3	600-53616-241-000	.97
02/19	02/07/2019	73766	1896	NAPA AUTO PARTS	VEHICLE PARTS	642622	4	605-53440-241-000	.97
02/19	02/07/2019	73766	1896	NAPA AUTO PARTS	VEHICLE PARTS	642623	1	100-53000-241-000	17.72
02/19	02/07/2019	73766	1896	NAPA AUTO PARTS	VEHICLE PARTS	642623	2	600-53718-241-000	4.84
02/19	02/07/2019	73766	1896	NAPA AUTO PARTS	VEHICLE PARTS	642623	3	600-53616-241-000	4.84
02/19	02/07/2019	73766	1896	NAPA AUTO PARTS	VEHICLE PARTS	642623	4	605-53440-242-000	4.84
02/19	02/07/2019	73766	1896	NAPA AUTO PARTS	VEHICLE PARTS	643128	1	100-53000-241-000	132.24

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
02/19	02/07/2019	73766	1896	NAPA AUTO PARTS	VEHICLE PARTS	643128	2	600-53616-241-000	36.06
02/19	02/07/2019	73766	1896	NAPA AUTO PARTS	VEHICLE PARTS	643128	3	600-53718-241-000	36.06
02/19	02/07/2019	73766	1896	NAPA AUTO PARTS	VEHICLE PARTS	643128	4	605-53440-241-000	36.06
02/19	02/07/2019	73766	1896	NAPA AUTO PARTS	VEHICLE PARTS	643438	1	100-53000-241-000	54.21
02/19	02/07/2019	73766	1896	NAPA AUTO PARTS	VEHICLE PARTS	643438	2	600-53718-241-000	14.79
02/19	02/07/2019	73766	1896	NAPA AUTO PARTS	VEHICLE PARTS	643438	3	600-53616-241-000	14.79
02/19	02/07/2019	73766	1896	NAPA AUTO PARTS	VEHICLE PARTS	643438	4	605-53440-241-000	14.79
02/19	02/07/2019	73766	1896	NAPA AUTO PARTS	CORE DEPOSIT REFUND	643492	1	100-53000-241-000	11.00-
02/19	02/07/2019	73766	1896	NAPA AUTO PARTS	CORE DEPOSIT REFUND	643492	2	600-53616-241-000	3.00-
02/19	02/07/2019	73766	1896	NAPA AUTO PARTS	CORE DEPOSIT REFUND	643492	3	600-53718-241-000	3.00-
02/19	02/07/2019	73766	1896	NAPA AUTO PARTS	CORE DEPOSIT REFUND	643492	4	605-53440-241-000	3.00-
02/19	02/07/2019	73766	1896	NAPA AUTO PARTS	M8 MAINTENANCE	643784	1	100-52100-241-000	93.22
02/19	02/07/2019	73766	1896	NAPA AUTO PARTS	CREDIT FOR BATTERY CAR 3	644552	1	100-52200-241-000	10.00-
02/19	02/07/2019	73766	1896	NAPA AUTO PARTS	VEHICLE PARTS	644672	1	100-53000-241-000	38.07
02/19	02/07/2019	73766	1896	NAPA AUTO PARTS	VEHICLE PARTS	644672	2	600-53718-241-000	10.38
02/19	02/07/2019	73766	1896	NAPA AUTO PARTS	VEHICLE PARTS	644672	3	600-53616-241-000	10.38
02/19	02/07/2019	73766	1896	NAPA AUTO PARTS	VEHICLE PARTS	644672	4	605-53440-241-000	10.38
02/19	02/07/2019	73766	1896	NAPA AUTO PARTS	VEHICLE PARTS	644673	1	100-53000-241-000	64.50
02/19	02/07/2019	73766	1896	NAPA AUTO PARTS	VEHICLE PARTS	644673	2	600-53718-241-000	17.59
02/19	02/07/2019	73766	1896	NAPA AUTO PARTS	VEHICLE PARTS	644673	3	600-53616-241-000	17.59
02/19	02/07/2019	73766	1896	NAPA AUTO PARTS	VEHICLE PARTS	644673	4	605-53440-241-000	17.59
02/19	02/07/2019	73766	1896	NAPA AUTO PARTS	SHOP SUPPLIES	644958	1	100-53000-340-000	269.60
02/19	02/07/2019	73766	1896	NAPA AUTO PARTS	SHOP SUPPLIES	644958	2	600-53716-340-000	73.52
02/19	02/07/2019	73766	1896	NAPA AUTO PARTS	SHOP SUPPLIES	644958	3	600-53616-340-000	73.52
02/19	02/07/2019	73766	1896	NAPA AUTO PARTS	SHOP SUPPLIES	644958	4	605-53440-340-000	73.52
02/19	02/07/2019	73766	1896	NAPA AUTO PARTS	SHOP SUPPLIES	645104	1	100-53000-340-000	15.45
02/19	02/07/2019	73766	1896	NAPA AUTO PARTS	SHOP SUPPLIES	645104	2	600-53616-340-000	4.21
02/19	02/07/2019	73766	1896	NAPA AUTO PARTS	SHOP SUPPLIES	645104	3	600-53716-340-000	4.21
02/19	02/07/2019	73766	1896	NAPA AUTO PARTS	SHOP SUPPLIES	645104	4	605-53440-340-000	4.21
02/19	02/07/2019	73766	1896	NAPA AUTO PARTS	SHOP SUPPLIES	645171	1	605-53440-340-000	73.52
02/19	02/07/2019	73766	1896	NAPA AUTO PARTS	SHOP SUPPLIES	645171	2	600-53616-340-000	73.52
02/19	02/07/2019	73766	1896	NAPA AUTO PARTS	SHOP SUPPLIES	645171	3	600-53716-340-000	73.52
02/19	02/07/2019	73766	1896	NAPA AUTO PARTS	SHOP SUPPLIES	645171	4	100-53000-340-000	269.60
02/19	02/07/2019	73766	1896	NAPA AUTO PARTS	SHOP SUPPLIES	645214	1	100-53000-340-000	269.60-
02/19	02/07/2019	73766	1896	NAPA AUTO PARTS	SHOP SUPPLIES	645214	2	600-53716-340-000	73.52-
02/19	02/07/2019	73766	1896	NAPA AUTO PARTS	SHOP SUPPLIES	645214	3	600-53616-340-000	73.52-
02/19	02/07/2019	73766	1896	NAPA AUTO PARTS	SHOP SUPPLIES	645214	4	605-53440-340-000	73.52-
02/19	02/07/2019	73766	1896	NAPA AUTO PARTS	SHOP SUPPLIES	645215	1	100-53000-340-000	5.16
02/19	02/07/2019	73766	1896	NAPA AUTO PARTS	SHOP SUPPLIES	645215	2	600-53716-340-000	1.40

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
02/19	02/07/2019	73766	1896	NAPA AUTO PARTS	SHOP SUPPLIES	645215	3	600-53616-340-000	1.40
02/19	02/07/2019	73766	1896	NAPA AUTO PARTS	SHOP SUPPLIES	645215	4	605-53440-340-000	1.40
02/19	02/07/2019	73766	1896	NAPA AUTO PARTS	VEHICLE PARTS	646244	1	100-53000-241-000	19.26
02/19	02/07/2019	73766	1896	NAPA AUTO PARTS	VEHICLE PARTS	646244	2	600-53718-241-000	5.24
02/19	02/07/2019	73766	1896	NAPA AUTO PARTS	VEHICLE PARTS	646244	3	600-53616-241-000	5.24
02/19	02/07/2019	73766	1896	NAPA AUTO PARTS	VEHICLE PARTS	646244	4	605-53440-241-000	5.24
02/19	02/07/2019	73766	1896	NAPA AUTO PARTS	VEHICLE PARTS	646245	1	100-53000-241-000	17.37
02/19	02/07/2019	73766	1896	NAPA AUTO PARTS	VEHICLE PARTS	646245	2	600-53718-241-000	4.73
02/19	02/07/2019	73766	1896	NAPA AUTO PARTS	VEHICLE PARTS	646245	3	600-53616-241-000	4.73
02/19	02/07/2019	73766	1896	NAPA AUTO PARTS	VEHICLE PARTS	646245	4	605-53440-241-000	4.73
02/19	02/07/2019	73766	1896	NAPA AUTO PARTS	WIPER BLADES	646246	1	100-52200-241-000	15.78
Total 73766:									1,237.31
02/19	02/07/2019	73767	2082	NASSCO INC	PW SUPPLIES	S2432031.00	1	100-53000-340-000	75.56
02/19	02/07/2019	73767	2082	NASSCO INC	PW SUPPLIES	S2432031.00	2	600-53716-340-000	20.61
02/19	02/07/2019	73767	2082	NASSCO INC	PW SUPPLIES	S2432031.00	3	600-53616-340-000	20.61
02/19	02/07/2019	73767	2082	NASSCO INC	PW SUPPLIES	S2432031.00	4	605-53440-340-000	20.61
Total 73767:									137.39
02/19	02/07/2019	73768	17064	NEP LLC	PROPERTY TAX OVERPAYMENT	021119	1	100-2364	531.22
Total 73768:									531.22
02/19	02/07/2019	73769	16547	PELLION BENEFITS	RETIREE SICK LEAVE	020219PILG	1	700-51430-210-000	29,257.04
Total 73769:									29,257.04
02/19	02/07/2019	73770	2066	PELLITTERI WASTE SYSTEMS	TRASH SERVICE	328389	1	610-53620-212-000	20,416.80
02/19	02/07/2019	73770	2066	PELLITTERI WASTE SYSTEMS	RECYCLING SERVICE	328389	2	610-53620-213-000	13,611.20
02/19	02/07/2019	73770	2066	PELLITTERI WASTE SYSTEMS	ADMIN SHRED	328389	3	100-51420-310-000	37.86
02/19	02/07/2019	73770	2066	PELLITTERI WASTE SYSTEMS	PD SHRED	328389	4	100-52100-340-000	37.85
02/19	02/07/2019	73770	2066	PELLITTERI WASTE SYSTEMS	FIRE/EMS SHRED	328389	5	100-52200-340-000	37.85
02/19	02/07/2019	73770	2066	PELLITTERI WASTE SYSTEMS	PW SHRED	328389	6	100-53000-340-000	37.85
02/19	02/07/2019	73770	2066	PELLITTERI WASTE SYSTEMS	LIBRARY SHRED	328389	7	205-55110-310-000	36.75
Total 73770:									34,216.16

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
02/19	02/07/2019	73771	16011	PENTONY, ELISABETH	PROP TAX OVERPMT	021119	1	100-2364	161.91
Total 73771:									161.91
02/19	02/07/2019	73772	16890	PIRTEK MADISON	VEHICLE MAINTENANCE	S2858792.00	1	100-53000-241-000	32.15
02/19	02/07/2019	73772	16890	PIRTEK MADISON	VEHICLE MAINTENANCE	S2858792.00	2	600-53718-241-000	8.77
02/19	02/07/2019	73772	16890	PIRTEK MADISON	VEHICLE MAINTENANCE	S2858792.00	3	600-53616-241-000	8.77
02/19	02/07/2019	73772	16890	PIRTEK MADISON	VEHICLE MAINTENANCE	S2858792.00	4	605-53440-241-000	8.77
Total 73772:									58.46
02/19	02/07/2019	73773	783	QUILL CORPORATION	XEROX TONER	4077783	1	100-51200-310-000	194.99
Total 73773:									194.99
02/19	02/07/2019	73774	16657	RAYMOND P. CATTELL, INC.	PAYMENT #7 - CTY HWY MN 2018	012119	1	400-57310-821-000	54,745.42
Total 73774:									54,745.42
02/19	02/07/2019	73775	797	REINDERS INC	MC SIDEWALK ICE MELT	2267286-00	1	100-51600-340-000	401.31
Total 73775:									401.31
02/19	02/07/2019	73776	16	RICOCHET MANUFACTURING C	TURNOUT GEAR	8682-UPDAT	1	100-52200-142-000	2,131.81
Total 73776:									2,131.81
02/19	02/07/2019	73777	9137	RICOH USA INC	EQUIPMENT RENTAL & MAINT	31267845	1	100-52100-240-000	184.59
Total 73777:									184.59
02/19	02/07/2019	73778	837	SCHMIDT'S AUTO INC	TOWING	012119	1	100-52100-210-000	95.00
Total 73778:									95.00
02/19	02/07/2019	73779	16268	SCHROECKENTHALER, MATTH	UNIFORM ALLOW - SCHROECKENTHALER	MS010619	1	100-52100-142-000	93.98
Total 73779:									93.98

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
02/19	02/07/2019	73780	16884	SCHULTE, MIKE	PLOW MEALS	MS012919	1	100-53000-340-000	14.00
Total 73780:									14.00
02/19	02/07/2019	73781	2110	SECOND TO NONE INC	GANNON BUILDING CLEANING	012219	1	315-56700-242-000	360.00
Total 73781:									360.00
02/19	02/07/2019	73782	17050	SHI INTERNATIONAL CORP	WORKSTATION REPLACEMENT	B09419240	1	100-51420-810-000	241.00
02/19	02/07/2019	73782	17050	SHI INTERNATIONAL CORP	WORKSTATION REPLACEMENT	B09419240	2	400-57120-813-101	250.00
02/19	02/07/2019	73782	17050	SHI INTERNATIONAL CORP	WORKSTATION REPLACEMENT	B09419240	3	600-53610-310-000	250.00
02/19	02/07/2019	73782	17050	SHI INTERNATIONAL CORP	WORKSTATION REPLACEMENT	B09419240	4	600-53710-310-000	250.00
02/19	02/07/2019	73782	17050	SHI INTERNATIONAL CORP	WORKSTATION REPLACEMENT	B09419240	5	605-53440-310-000	250.00
Total 73782:									1,241.00
02/19	02/07/2019	73783	1738	STATE OF WI TREASURER	MONTHLY COURT FEES - JAN 19	154-020119	1	100-45110-000	3,164.86
Total 73783:									3,164.86
02/19	02/07/2019	73784	17062	SUMINSKI, AARON & APRIL	PROPERTY TAX OVERPAYMENT	021119	1	100-2364	203.66
Total 73784:									203.66
02/19	02/07/2019	73785	2032	TEN-41	STREAM SURVIVOR LED BATTERY	795	1	100-52200-241-000	189.95
Total 73785:									189.95
02/19	02/07/2019	73786	2042	THOMSON REUTERS	WEST INFORMATION CHARGES	839562132	1	100-52100-210-000	167.08
Total 73786:									167.08
02/19	02/07/2019	73787	16993	TIMBERLINE GENERAL CONTR	GANNON PROPERTY EXPENSES	840	1	315-56700-242-000	910.00
Total 73787:									910.00
02/19	02/07/2019	73788	957	TOM'S AUTO CENTER INC	TRUCK REPAIR	0042033	1	100-53000-241-000	427.35
02/19	02/07/2019	73788	957	TOM'S AUTO CENTER INC	TRUCK REPAIR	0042033	2	600-53718-241-000	116.55
02/19	02/07/2019	73788	957	TOM'S AUTO CENTER INC	TRUCK REPAIR	0042033	3	600-53616-241-000	116.55

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
02/19	02/07/2019	73788	957	TOM'S AUTO CENTER INC	TRUCK REPAIR	0042033	4	605-53440-241-000	116.55
Total 73788:									777.00
02/19	02/07/2019	73789	992	US CELLULAR	PD PHONE	0291058594	1	100-52100-221-000	400.73
02/19	02/07/2019	73789	992	US CELLULAR	FD/EMS PHONE	0291058594	2	100-52200-221-000	88.53
02/19	02/07/2019	73789	992	US CELLULAR	OUTREACH PHONE	0291058594	3	100-54600-221-000	38.50
02/19	02/07/2019	73789	992	US CELLULAR	CABLE/COMMTECH PHONE	0291058594	4	200-55600-221-000	44.97
02/19	02/07/2019	73789	992	US CELLULAR	PW PHONE	0291058594	5	100-53000-221-000	27.94
02/19	02/07/2019	73789	992	US CELLULAR	WATER PHONE	0291058594	6	600-53710-310-000	27.94
02/19	02/07/2019	73789	992	US CELLULAR	SEWER PHONE	0291058594	7	600-53610-310-000	27.94
02/19	02/07/2019	73789	992	US CELLULAR	INSPECTIONS PHONE	0291058594	8	100-52400-221-000	1.10
02/19	02/07/2019	73789	992	US CELLULAR	EM MGT PHONE	0291058594	9	100-52500-340-000	38.50
Total 73789:									696.15
02/19	02/07/2019	73790	17051	UW HEALTH - EEC	UW HEALTH EEC	012519	1	100-52200-331-000	170.00
Total 73790:									170.00
02/19	02/07/2019	73791	16173	VENTURINO, JOHN	CDL RENEWAL	JV012619	1	100-53000-340-000	41.39
02/19	02/07/2019	73791	16173	VENTURINO, JOHN	CDL RENEWAL	JV012619	2	600-53717-340-000	11.29
02/19	02/07/2019	73791	16173	VENTURINO, JOHN	CDL RENEWAL	JV012619	3	600-53616-340-000	11.29
02/19	02/07/2019	73791	16173	VENTURINO, JOHN	CDL RENEWAL	JV012619	4	605-53440-340-000	11.29
Total 73791:									75.26
02/19	02/07/2019	73792	2298	VIKING ELECTRIC SUPPLY	MUNICIPAL BUILDING-LIGHT BULBS	S002305890.	1	100-51600-340-000	67.47
Total 73792:									67.47
02/19	02/07/2019	73793	1015	VILLAGE OF MCFARLAND	5541 HOLSCHER RD	022019	1	100-53000-220-000	47.03
02/19	02/07/2019	73793	1015	VILLAGE OF MCFARLAND	4719 FARWELL ST	022019	2	315-56700-242-000	237.12
02/19	02/07/2019	73793	1015	VILLAGE OF MCFARLAND	FLOWER CORNER	022019	3	100-53000-220-000	13.91
02/19	02/07/2019	73793	1015	VILLAGE OF MCFARLAND	LEWIS PARK	022019	4	100-53000-220-000	24.72
02/19	02/07/2019	73793	1015	VILLAGE OF MCFARLAND	MCDANIEL PARK	022019	5	100-53000-220-000	13.91
Total 73793:									336.69

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
02/19	02/07/2019	73794	16267	WARREN, BRAD	PLOWING - BREAKFAST	BW012919	1	100-53000-340-000	28.00
Total 73794:									28.00
02/19	02/07/2019	73795	17060	WEBER, KYLE & KAYLA	PROPERTY TAX OVERPAYMENT	021119	1	100-2364	1,603.47
Total 73795:									1,603.47
02/19	02/07/2019	73796	16236	WEBER, MARK	PLOW MEALS	MW012919	1	100-53000-340-000	21.00
Total 73796:									21.00
02/19	02/07/2019	73797	17057	WEIER, NATE	WEMSA CONFERENCE	NW011819	1	100-52200-331-000	246.54
Total 73797:									246.54
02/19	02/07/2019	73798	16241	WI DEPT OF JUSTICE	BACKGROUND CHECKS	L1373T-0131	1	100-51420-310-000	35.00
Total 73798:									35.00
02/19	02/07/2019	73799	1094	WI SUPREME COURT	CONTINUING JUDICIAL EDUCATION	010819	1	100-51200-320-000	700.00
Total 73799:									700.00
02/19	02/07/2019	73800	17056	WILS, MARY KAY	LOST BOOK REFUND	010719	1	205-55110-344-000	22.00
Total 73800:									22.00
02/19	02/07/2019	73801	1118	WPPA TREASURER	STFL FINANCIAL ADVISOR EXPENSE	012919	1	315-58000-690-000	3,500.00
Total 73801:									3,500.00
02/19	02/07/2019	73802	17055	YUN GUO, CHEN	LOST ITEM REFUND	010719	1	205-55110-344-000	25.00
Total 73802:									25.00
02/19	02/07/2019	73803	17053	ZONES	CHUCK'S SSD	K120184301	1	100-52500-221-000	68.43

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
Total 73803:									68.43
02/19	02/07/2019	73804	1910	ZURBUCHEN OIL INC	PD OIL	231661	1	100-52100-341-000	176.40
02/19	02/07/2019	73804	1910	ZURBUCHEN OIL INC	FIRE OIL	231661	2	100-52200-341-000	88.20
02/19	02/07/2019	73804	1910	ZURBUCHEN OIL INC	PW OIL	231661	3	100-53000-240-000	725.60
02/19	02/07/2019	73804	1910	ZURBUCHEN OIL INC	BULK DIESEL FUEL	232130	1	100-53000-341-000	618.32
02/19	02/07/2019	73804	1910	ZURBUCHEN OIL INC	DYED DIESEL FUEL	232447	1	100-53000-341-000	574.74
Total 73804:									2,183.26
Grand Totals:									572,554.24

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
001-1115	816.51	.00	816.51
001-2120	.00	816.51-	816.51-
100-1624	14,351.82	.00	14,351.82
100-2120	290.60	77,979.57-	77,688.97-
100-2157	1,235.99	.00	1,235.99
100-2364	3,093.03	.00	3,093.03
100-45110-000	4,048.58	.00	4,048.58
100-46230-000	45.57	.00	45.57
100-51200-310-000	194.99	.00	194.99
100-51200-320-000	700.00	.00	700.00
100-51420-221-000	217.81	.00	217.81
100-51420-310-000	72.86	.00	72.86
100-51420-810-000	241.00	.00	241.00
100-51530-510-000	586.79	.00	586.79
100-51600-210-000	1,360.00	.00	1,360.00
100-51600-220-000	32.53	.00	32.53
100-51600-340-000	468.78	.00	468.78
100-52100-142-000	248.88	.00	248.88
100-52100-210-000	262.08	.00	262.08
100-52100-221-000	550.57	.00	550.57

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
100-52100-240-000	184.59	.00	184.59
100-52100-241-000	93.22	.00	93.22
100-52100-310-000	125.10	.00	125.10
100-52100-320-000	80.00	.00	80.00
100-52100-340-000	37.85	.00	37.85
100-52100-341-000	882.21	.00	882.21
100-52200-142-000	2,131.81	.00	2,131.81
100-52200-221-000	221.37	.00	221.37
100-52200-240-000	623.68	.00	623.68
100-52200-241-000	868.55	10.00-	858.55
100-52200-331-000	750.08	.00	750.08
100-52200-340-000	2,093.69	.00	2,093.69
100-52200-341-000	971.65	.00	971.65
100-52400-221-000	49.94	.00	49.94
100-52400-330-000	20.30	.00	20.30
100-52500-221-000	68.43	.00	68.43
100-52500-340-000	38.50	.00	38.50
100-53000-220-000	1,532.33	.00	1,532.33
100-53000-221-000	76.77	.00	76.77
100-53000-240-000	725.60	.00	725.60
100-53000-241-000	2,113.54	11.00-	2,102.54
100-53000-291-000	9,742.74	.00	9,742.74
100-53000-340-000	1,046.63	269.60-	777.03
100-53000-341-000	1,215.34	.00	1,215.34
100-53000-370-000	24,023.37	.00	24,023.37
100-54600-221-000	87.34	.00	87.34
100-55200-220-000	463.66	.00	463.66
200-2120	.00	231.09-	231.09-
200-55600-210-000	134.80	.00	134.80
200-55600-221-000	93.81	.00	93.81
200-55600-390-000	2.48	.00	2.48
205-2120	.00	2,061.79-	2,061.79-
205-55110-210-000	1,304.00	.00	1,304.00
205-55110-221-000	64.88	.00	64.88
205-55110-242-000	53.19	.00	53.19
205-55110-310-000	36.75	.00	36.75
205-55110-344-000	602.97	.00	602.97
305-2120	.00	3.72-	3.72-
305-56700-210-000	3.72	.00	3.72
310-2120	.00	3.72-	3.72-

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
310-56700-210-000	3.72	.00	3.72
315-2120	.00	5,317.85-	5,317.85-
315-56700-242-000	1,817.85	.00	1,817.85
315-58000-690-000	3,500.00	.00	3,500.00
400-2120	.00	160,802.12-	160,802.12-
400-57120-813-101	250.00	.00	250.00
400-57140-211-000	851.31	.00	851.31
400-57140-813-101	1,183.30	.00	1,183.30
400-57140-825-101	383.43	.00	383.43
400-57210-813-101	74,968.68	.00	74,968.68
400-57220-811-103	7,503.00	.00	7,503.00
400-57310-821-000	54,745.42	.00	54,745.42
400-57610-811-106	20,916.98	.00	20,916.98
600-1824	3,085.55	.00	3,085.55
600-2120	153.04	182,573.83-	182,420.79-
600-53610-210-000	308.79	.00	308.79
600-53610-310-000	569.17	.00	569.17
600-53610-510-000	534.98	.00	534.98
600-53611-110-000	129.17	.00	129.17
600-53615-210-000	169,981.77	.00	169,981.77
600-53615-220-000	620.38	.00	620.38
600-53615-340-000	41.79	.00	41.79
600-53616-241-000	221.65	3.00-	218.65
600-53616-340-000	199.14	73.52-	125.62
600-53616-341-000	12.16	.00	12.16
600-53710-210-000	308.79	.00	308.79
600-53710-310-000	569.17	.00	569.17
600-53711-340-000	129.18	.00	129.18
600-53716-220-000	1,796.90	.00	1,796.90
600-53716-340-000	487.67	73.52-	414.15
600-53717-340-000	684.61	.00	684.61
600-53718-241-000	221.65	3.00-	218.65
600-53718-822-103	2,161.31	.00	2,161.31
600-53718-822-104	510.00	.00	510.00
605-2120	76.52	10,591.38-	10,514.86-
605-53440-210-000	9,385.00	.00	9,385.00
605-53440-241-000	216.81	3.00-	213.81
605-53440-242-000	22.11	.00	22.11
605-53440-310-000	341.52	.00	341.52
605-53440-340-000	501.42	73.52-	427.90

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
605-53440-341-000	6.08	.00	6.08
605-53440-510-000	118.44	.00	118.44
610-2120	.00	34,040.35-	34,040.35-
610-53620-212-000	20,416.80	.00	20,416.80
610-53620-213-000	13,611.20	.00	13,611.20
610-53620-340-000	12.35	.00	12.35
700-2120	.00	98,652.47-	98,652.47-
700-51430-210-000	98,652.47	.00	98,652.47
Grand Totals:	<u>573,594.56</u>	<u>573,594.56-</u>	<u>.00</u>

Report Criteria:

Report type: GL detail

VILLAGE OF MCFARLAND

Check Register
Report Dates: 1/20/2019-2/2/2019Page: 1
Feb 08, 2019 08:50AM

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Amount
02/02/2019	PC	02/08/2019	73708	TRAISMAN-WADDELL, JE	206	53.82
02/02/2019	CDPT	02/08/2019	73709	WI AFSCME COUNCIL 32	7	42.74
02/02/2019	CDPT	02/08/2019	73709	WI AFSCME COUNCIL 32	7	52.00
02/02/2019	CDPT	02/08/2019	73710	WI SCTF	5	207.69

PAYROLL RELATED \$356.25

From: "Jasinski, Jason A" <jasinskj@uww.edu>

Date: Tuesday, January 29, 2019 at 1:45 PM

To: "village.administration@mcfarland.wi.us" <village.administration@mcfarland.wi.us>

Subject: Ad Hoc Branding Committee: Brief letter of interest and statement of qualifications

Hello Brad,

As a newer resident in the Village of McFarland, I am excited about being more involved in the community and I have identified a committee listed on the village website that I feel would be a good fit for me with my background and skills. I hope there is still an opportunity to serve on the Ad Hoc Branding Committee as I see it has not reached the desired amount of members.

I feel my skills would be a good fit for this committee as I have dedicated my entire career to building brands and telling the stories of people. In my current role as the Director of Marketing and Communication for the College of Business and Economics at the University of Wisconsin-Whitewater, I am responsible for the student recruitment, brand awareness, and external communications of the college to a broad audience of prospective students, current students, and alumni. My skills include campaign development, brand development, social media marketing, website development, and budget management.

I hope there is a chance that I may add value to the Ad Hoc Branding Committee, thank you for taking the time to consider me.

All of the best wishes,

Jason Jasinski
608-219-1573
6026 Little Bluestem Dr.
McFarland, WI



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, February 11, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Community Development Authority (Trustee Brassington & O'Hearn)

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None



COMMUNITY DEVELOPMENT AUTHORITY SUMMARY SHEET

MEETING DATE: Monday, February 11, 2019

SECTION: Business

DEPARTMENT: Community Development

CONTACT: Matt Schuenke, Village Administrator, Pauline Boness, Director

AGENDA ITEM: Discussion and action regarding applications from Ryan Quam requesting Tax Increment Financing assistance in order to redevelop 4703 Terminal Drive as apartments (Phase 1) and offices (Phase 2).

PREVIOUS ACTION:

The CDA, Plan Commission, and Village Board all received a conceptual review of the proposed project at their meetings in January.

The CDA considered these applications at their meeting on February 6th and unanimously recommended approval.

ISSUE SUMMARY:

Ryan Quam has proposed redeveloping the property at 4703 Terminal Drive as a mix of residential and office land uses. This project has been designed for implementation over four phases and was presented previously as part of a conceptual review. The Developer has formally filed application for Tax Increment Financing to assist in funding the gap for Phases 1 and 2 of the project. The total amount requested is \$1.1 million with the first phase being apartments and second phase an office building. Review and recommendation of the applications to the Village Board is necessary to consider the project for financial assistance to help increase the value of the property and improve the use of the land. A financial mortgage agreement is generated as a result of this approval once the project has completed its review. There are additional comprehensive plan, zoning, site plan, and CSM approvals it is also beginning in February. It is expected that in April or May this process will be complete in order for the project to break ground. Enclosed within your packet are each application for Phase 1 and 2 plus the concept plans and memorandum reviewing the TIF request.

FINANCIAL/BUDGET IMPACT:

The total request for the first two phases is \$1.1 million. It is noted within the memo that due to the District's closing in 2027, there are limited years to collect increment on the new value when the project realizes full value in 2021 according to the schedule presented. The CDA is agreeable to providing cash to fund the contribution which can be paid back through the new increment prior to the TID closing.

VILLAGE PLAN REFERENCE:

TID #3 Project Plan

ORDINANCE REFERENCE:



None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The CDA and Staff recommend approval of the applications as presented with the following conditions:

1. Amount not to exceed \$1,100,000 for phases 1 and 2.
2. Contribution will utilize cash and not borrowed money for funding.
3. Developer will cause to construct enclosed private improvements in order to guarantee the necessary value to generate increment to pay back this contribution prior to the closer of TID #3.
4. Private financing will have to be confirmed prior to execution between the Village and Developer.
5. Anchor tenant participation within the Phase 2 Office Building will have to be confirmed prior to execution between the Village and Developer.
6. Proposed project will receive all necessary approvals from the Village Board, Plan Commission, Community Development Authority, other Village Committees, and all other external agencies as may be necessary to implement the project as proposed.

ATTACHMENTS:

1. McFarland TIF Application - Quam Development Phase 1 (Apartment)
2. McFarland TIF Application - Quam Development Phase 2 (Office)
3. Quam Development Concept Plans
4. McFarland Ezra Development Memo_01312019

**TAX INCREMENT FINANCING
DEVELOPMENT INCENTIVES
APPLICATION**



Application ID: _____ (Year) - _____ (#) to be completed by Village Community Development Director upon submittal

Please complete and submit the following information to the Village Community Development Director for a more detailed review of the feasibility of your request for Tax Incremental Financing (TIF) Development Incentives. The application is comprised of five sections: (A) Applicant Information, (B) Property Information, (C) Project/Business Information, (D) TIF Request, (E) Budget/Financing Strategy, and (F) Applicant Certification and Acknowledgement. Where there is not enough room for responses provided, please use an attachment. Where questions do not apply, mark NA (not applicable). Applicants are encouraged and may be required to submit additional information such as site plans, environmental studies, market studies, business plans, business or personal financial statements, or financial commitment letters to be included for review and consideration.

A. APPLICANT INFORMATION

Project Name: 4703 Terminal Drive Redevelopment - Phase 1 Apartment Building

Applicant: Ezra Properties, LLC

Mailing Address: 4604 Siggelkow Road, McFarland, WI 53558

Primary Contact: Ryan Quam

Telephone: (608)838-7750

Email: rquam@quamengineering.com

Fax: (608)838-7752

Legal Entity: ☐ Individual(s)

☐ Joint Tenants

☐ Tenants in Common

☐ Corporation

☒ LLC

☐ Partnership

☐ Other: _____

If not a Wisconsin corporation/partnership/LLC, state where organized: _____

Will new entity be created for ownership? ☒ No ☐ Yes

Is any owner, member, stockholder, partner, officer or director of any previously identified entities, or any member of the immediate family of any such person, an employee or elected official of the Village of McFarland?

☒ No ☐ Yes, If yes, give the name and relationship of the employee: _____

Provide the names of consultants (e.g. attorneys, engineers, planners, architects, contractors, etc.) authorized to act on behalf of the applicant.

Name	Title/Company	Email	Phone #

B. PROPERTY INFORMATION

Parcel(s) Address: 4703 Terminal Drive

Parcel(s) Tax Number: 154/0710-342-8200-4

As the Applicant, are you the current owner of this parcel(s)? ☒ No ☐ Yes

If no, current owner is: RCA Trust

If no, do you have an agreed upon option to purchase the property? ☐ No ☒ Yes (provide documentation and note the expiration date here: July 15, 2019)

Total Lot Size: 457,380 square feet

Parcel Contains Existing Buildings? ☐ No ☒ Yes

If yes, indicate Total Building Size 9140 sq.ft.

Most recent property assessment (PA):

\$ 650000 Land \$ 100,700 Improvements \$ 4850000 Total

Existing Uses: Residence and Storage

Existing Zoning: Commercial

Existing Uses, Adjacent Parcels: Terminal N Storage S Highway 51 E Terminal Drive W

Existing Zoning, Adjacent Parcels: Terminal N Storage S Highway 51 E Terminal Drive W

Will a zoning change be requested? ☐ No ☒ Yes

If yes, indicate new zoning PUD to allow residential and office

Identify other approvals, permits, or licenses your project may need (e.g. County, State or Federal permits).

Village Erosion Control and Stormwater Management, WDNR WRAPP and Chapter 30

Existing Mortgage Holder: RCA TrustContact Person & Phone Number: Robert AndersonDoes the property have any existing tax delinquencies, zoning or building violations? ☒ No ☐ Yes

If yes, explain: _____

C. PROJECT/BUSINESS INFORMATION

The proposed project is: ☐ An Improvement to Existing Business ☒ A New Business(s)
☐ Business Relocation ☒ Residential Development ☐ Other

Project Description. Include any plans or illustrations prepared for the project, if available. At a minimum, a concept plan shall be submitted with the application.

See Overall Development Plan for the five proposed buildings. Phase 1 includes mass grading of the site, installation of the detention ponds, shared drives, and shared utilities required for all phases, the addition of a 27 unit apartment building, dog park, and 2,800 storage building. Phase 2 includes the addition of a 2 story office building with 22,260 square feet of office space and underground parking. Phase 3 includes the addition of a 3 story office building with 33,390 square feet of office space and underground parking. Phase 4 includes the removal of the existing house and addition of a 27 unit apartment building.

Will the project incorporate any "sustainability" or "green design" concepts? Describe.

Erosion control and stormwater management requirements will be met. Many existing trees will be protected so they can remain.

Current annual revenue: \$ N/A Estimated annual revenue: \$ N/A

Current annual expenses: \$ N/A Estimated annual expenses: \$ N/A

Business Plan and/or Marketing Plan attached? ☒ No ☐ Yes

Balance Sheets and Profit and Loss Statements for the past two years attached? ☒ No ☐ Yes

Describe the project schedule.

Final Plan/Specification Preparation Date: Feb. 6, 2019

Preliminary Construction Start Date: May 1, 2019 (Site) / Sept. 1, 2019 (Building)

Preliminary Construction Completion Date: May 31, 2020

Date Occupied or Opened: May - June 1, 2020

Number of principal buildings and estimated square footage: 36,700 floor area (phase 1)

Estimated equalized assessed valuation after project completion (EAV)

\$ 650000 Land \$ 4200000 Improvements \$ 4850000 Total

Estimate the incremental property taxes to be generated by the project (attach any independent appraisals).

Pre-improvements: \$ 251,800 PA x 0.0215 Mill Rate = \$ 5,413 Total (A)

Post-improvements: \$ 4,900,000 PA x 0.0215 Mill Rate = \$ 105,000 Total (B)

Additional increment (B-A) = \$ 100000

Will the proposed project result in the relocation of economic activity/businesses from another location within the Village? ☒ No ☐ Yes

If yes, discuss the nature of any anticipated relocations and the impact the relocation would have on the neighborhood where such activity is currently located.

Will the proposed project result in the relocation of economic activity from an adjacent community? ☒ No ☐ Yes

If yes, discuss the nature of any anticipated relocations and the impact the relocation would have on the community where such activity is currently located.

Identify any proposed tenants of the project. Have leases been negotiated or signed? ☒ No ☐ Yes

One, two, and three bedrooms to be rented by qualified tenants.

Who will own and operate the developed property? Ezra Properties, LLC

Do similar businesses/uses already exist in McFarland?

☐ No ☒ Yes, If yes, indicate Waubesa Village 27-unit apartment building

Describe any differences in your proposed business/uses to existing businesses/uses

Phase 1 apartment building will be designed to accomodate dogs (additional lawn areas, dog park, washing station, etc.)

Current and Created Jobs by Annual Wage Range (Full Time ≥ 30 hrs/week).

\$0-\$19,000

____ Full Time (current) ____ Part Time (current) ____ FT (created) ____ PT (created)

\$20,000-\$39,000

____ Full Time (current) ____ Part Time (current) ____ FT (created) ____ PT (created)

\$40,000-\$59,000

____ Full Time (current) ____ Part Time (current) ____ FT (created) ____ PT (created)

\$60,000+

____ Full Time (current) ____ Part Time (current) ____ FT (created) ____ PT (created)

Average per hour wage rate of all employees (not including benefits) \$ ____

Approximately what percentage of employees do you expect will be hired from the McFarland area (i.e. 53558 zip code) ____.

Will the proposed business offer its employees a benefit package including health care and retirement benefits?

☐ No ☐ Yes

Discuss neighborhood impact/support for the project. Has the applicant discussed the project with neighboring property owners? ☒ No ☐ Yes

Project will have minimal impact on neighbors which are a
terminal and storage properties.

Discuss any history of community involvement by the applicant or business within the Village.

Ryan Quam was a Village Board member when TID #3 was
formed. Quam Engineering, LLC and Waubesa Village, LLC are
businesses owned by Ryan Quam and located in McFarland.

Has any portion of the project already been started or completed? ☐ No ☒ Yes

If yes, describe the portions of the project completed, the work remaining, and why public financing is necessary to complete the project.

Engineering design, plan preparation, and permitting is 70%
completed. Public financing is required to overcome blight and
unique site costs and to meet bank loan financing requirements.

D. TIF REQUEST

State the total amount of TIF assistance being requested: \$ 675,000 (phase 1)

State the form of incentives requested:

- ☐ Developer Loan (pay-as-you-go) ☐ Traditional Loan ☒ Tax Increment Loan at Occupancy
☐ Tax Increment Loan at Project Start ☐ Other _____

State the need and justification for TIF assistance. Explain how the applicant intends to demonstrate compliance with the "but for" test. Substantiate that other alternative methods of financing have been thoroughly explored.

A higher level of construction materials are being proposed to attract tenants and to overcome the blighted conditions of the overall area. Site amenities such as a dog park, dog washing station, boardwalk creek crossing, enhanced lawn and landscape areas, additional sidewalks, additional site lighting, etc. are being proposed to attract tenants and to overcome the blighted conditions of the overall area. The unique site requires irregular development costs such as the demolition, tree removal, archaeology study and permitting, WDNR chapter 30 permitting, sanitary sewer creek crossing, significant earthwork, deepened garages, exposed garage wall, retaining walls to protect existing trees, restoration of steep slopes, etc. The bank loan will require a minimum 20% owner contribution which will require TIF assistance to be a part of the 20% owner contribution.

In order to demonstrate compliance with the "but for" test, the applicant will provide costs for the higher level of construction materials, the site amenities, and the unique site development costs. The applicant will also provide the business plan proforma.

The applicant has met with and will meet with multiple lenders to explore alternate methods of financing but currently believes that TIF assistance will be required.

Check which box(s) best describe the use of TIF funds:

- ☐ Land Acquisition/Survey ☐ Environmental Audits ☒ Site Grading
☒ Demolition/Remediation ☒ New Construction ☐ Rehabilitation/Expansion
☒ Utility Improvements ☐ Parking/Access ☒ Landscaping
☒ Recreation/Conservation ☐ Professional Services ☐ Financing Costs
☐ Other _____

E. PROJECT BUDGET AND FINANCIAL STRATEGY

Project Costs	Amount (\$)	Source(s) of Financing
Property Acquisition	755000	Applicant & Bank Loan
Environmental testing/remediation	0	
Demolition	30000	Applicant, Bank Loan, & TIF Loan
Construction of new building(s)	3580000	Applicant, Bank Loan, & TIF Loan
Site Improvements	700000	Applicant, Bank Loan, & TIF Loan
Renovation of existing structures	0	
Cost of installation of machinery/equipment	0	
Architectural/Engineering fees	160000	Applicant & Bank Loan
Legal & other professional fees	15000	Applicant & Bank Loan
Permit fees	145000	Applicant & Bank Loan
Financing fees	110000	Applicant & Bank Loan
Developer fees	30000	Applicant & Bank Loan
Other (please specify) <i>Archaeology Tests</i>	25000	Applicant, Bank Loan, & TIF Loan
Total Project Costs	5550000	

Budget source: ☒ Developer ☐ Arch/Eng ☐ Contractor ☐ Other _____

Sources of Financing	Amount (\$)	Percent of Total Costs
TIF	670000	12.07 %
Equity	832500	15.00 %
Loans	4047500	72.93 %
Grants		%
Other (please specify)		%
Total Project Costs	5550000	100.0 %

Lender for Project if in addition to the Village: Yet to be determined

Officer Ryan Quam Phone (608)838-7750 Email rquam@quamengineering.com

Preapproved: ☒ No ☐ Yes, attach a Letter of Commitment from the Lender indicating that the applicant has sufficient financial resources to obtain the private financing for the project.

Grant Sources: _____ Grant Amount: _____

Grant Officer: _____ Phone _____ Email _____

Application Status: _____

Date of Grant Announcement: _____

F. APPLICANT CERTIFICATION AND ACKNOWLEDGEMENT

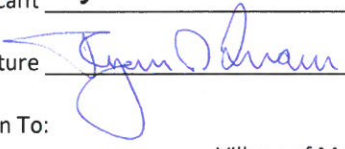
I acknowledge being informed that the Village of McFarland (Village) will, upon request by a member of the public or in the course of reporting its activities to the public, disclose the names of individuals requesting Tax Incremental Financing (TIF), the amount of TIF requested, state/federal programs used, if any, and the development impact of the TIF requested (e.g. jobs created, tax base impact and total project investment). I have been assured by the Village, and I understand, that other financial information provided by me in connection with this application or with assistance from the Village, if any is given (including, but not necessarily limited to business and personal financial statements, business operating statements, data on historical and projected future sales or other aspects of business performance, and business plans) will, to the extent permissible by law, and except for use in collection proceedings, if any, be treated as confidential. This will confirm that I have relied upon such assurance by the Village in providing financial information to the Village, and that, but for such assurances, such information would not be provided.

I certify that the information contained in this application is, to the best of my knowledge, true and correct. I agree to notify the Village, in writing, of any changes that materially affect the accuracy of this statement. I authorize the Village or its agents to verify the information provided in this application and to obtain additional information concerning the applicant(s) financial condition.

I certify through signing the TIF application that the final form and amount of financing the Village offers may differ from that requested. The form and amount of financing shall be finalized through the execution of a development agreement.

I certify that financial, insurance, and project assurances will be required as part of the final development agreement to be negotiated with the Village upon preliminary approval of this application. These may include, but are not limited to, assessment guarantees, letters of credit, personal or corporate guarantees, minimum payment agreements, lien waivers for contractors, consent of mortgagee or other loan security instrument. All terms and obligations of the Village and the applicant shall be finalized through the execution of a development agreement.

I certify, by signing and submitting this application, that additional costs, above the amount of the application fee, incurred by the Village for outside professional review or expertise of this application, and any development agreement resulting from this application, will be the responsibility of the applicant. I further certify, that denial of the application or failure to reach agreement with the Village on a development agreement shall not entitle the applicant to a refund of the application fee or any amounts of the escrow used in the review of the application.

Applicant Ryan D. Quam Title Managing Member
 Signature  Date Jan. 7, 2019

Return To:

Village of McFarland
 Attn: Village Community Development Director
 5915 Milwaukee Street
 McFarland, WI 53558
 P: 608-838-3153

PHASE 1 APARTMENT BUILDING

TIF Eligible Costs Estimate - Phase 1 Apartments

Description	Total
Building Demolition	\$15,000
Underground Storage Tank Removal	\$10,000
Abandon Well and Septic	\$5,000
Tree Removal - Overall Site	\$20,000
Archaeology Investigation and Permitting	\$25,000
Earthwork - Overall Site Mass Grading	\$90,000
Remove Excess Material From Site (5,000 CY at \$8 per yard)	\$40,000
Regional Ponds (Storm Sewer Outfall Structures and Restoration)	\$40,000
Retaining Walls - Overall Site and Apartments	\$35,000
Tree Protection - Overall Site	\$5,000
Steep Slopes Erosion Matting	\$20,000
Sanitary Sewer Creek Crossing Permitting and Installation	\$70,000
Existing House Utility Connections	\$10,000
Garage Footing (west and south apartment walls)	\$15,000
Exposed Garage 10% Stone Veneer and 90% LP Smartsiding	\$19,000
Apt. Exterior Materials Upgrade (Stone Veneer, LP Smartsiding)	\$112,000
Apt. Finishes Upgrade (Granite Counters, Stainless Steel Appliances)	\$83,000
Garage West Exit, Sidewalks, & Lighting (Western Yard to Boardwalk)	\$25,000
Boardwalk for Creek Crossing	\$50,000
Dog Park Clearing and Grubbing, Restoration, and Fencing	\$20,000
Dog Washing Station	\$6,000
Total: \$685,000.00	

PHASE 1 APARTMENT BUILDING

Costs Estimate

Description	Quantity	Unit	Unit Price	Total
<u>Land Purchase</u>				
Initial Land Purchase	1	LS	\$755,000.00	\$755,000.00
<u>Permitting Item</u>				
PUD Rezoning	1	LS	\$200.00	\$200.00
Building Permit	1	LS	\$4,000.00	\$4,000.00
Erosion Control Permit	1	LS	\$1,000.00	\$1,000.00
Stormwater Management Permit	1	LS	\$1,000.00	\$1,000.00
Plumbing Fee	1	LS	\$2,500.00	\$2,500.00
HVAC Fee	1	LS	\$600.00	\$600.00
Fire Alarm and Suppression System Fee	1	LS	\$1,500.00	\$1,500.00
Engineering Review Fees	1	LS	\$5,000.00	\$5,000.00
Attorney Review Fees	1	LS	\$10,000.00	\$10,000.00
Financial Agreement Fee	1	LS	\$500.00	\$500.00
Site Design Fee	1	LS	\$750.00	\$750.00
Public Water	1	4 in	\$8,750.00	\$8,750.00
<u>Impact Fee</u>				
Park Fee-in-lieu	27	DU	\$4,115.00	\$111,105.00
Park Improvement	27	DU	\$444.00	\$11,988.00
Public Library	27	DU	\$431.00	\$11,637.00
<u>Transaction Fees</u>				
Bank Fee	1	LS	\$18,000.00	\$18,000.00
Appraisal Fee	1	LS	\$3,000.00	\$3,000.00
Title Fee	1	LS	\$3,000.00	\$3,000.00
Miscellaneous Closing Fees	1	LS	\$3,000.00	\$3,000.00
Construction Interest Carrying Costs Through 5/2020	1	LS	\$83,000.00	\$83,000.00
<u>Professional Items</u>				
Dimension IV Architect	1	LS	\$25,000.00	\$25,000.00
Structural Design	1	LS	\$10,000.00	\$10,000.00
Ryan Quam Building Plans Drafting	1	LS	\$15,000.00	\$15,000.00
Quam Engineering, LLC Site Design	1	LS	\$45,000.00	\$45,000.00
Quam Engineering, LLC Construction Staking	1	LS	\$25,000.00	\$25,000.00
Quam Engineering, LLC Site General Administration	1	LS	\$25,000.00	\$25,000.00
Quam Engineering, LLC Approvals Administration	1	LS	\$30,000.00	\$30,000.00
Ryan Quam Development Fee	1	LS	\$30,000.00	\$30,000.00
<u>Site Items</u>				
Grading and Utilities	1	LS	\$485,000.00	\$485,000.00
Boulder Retaining Wall	1700	VSF	\$16.00	\$27,200.00
18" Curb and Gutter	1910	LF	\$18.00	\$34,380.00
5" Concrete Sidewalk with 6" Base Course	3240	SF	\$6.00	\$19,440.00
3" Asphalt Binder and Surface Course	3200	SY	\$20.00	\$64,000.00
Restoration (Seed & Mulch)	21000	SY	\$1.50	\$31,500.00
Class II, Type B Erosion Matting	6000	SY	\$2.00	\$12,000.00
Rain Garden	800	SF	\$18.00	\$14,400.00
Landscaping Trees & Shrubs	1	LS	\$30,000.00	\$30,000.00

PHASE 1 APARTMENT BUILDING

Building Items (Interior, Exterior, and Lighting)

Riegert Builders Contract	1	LS	\$3,500,000.00	\$3,500,000.00
Subtotal Costs:				\$5,458,450.00
Contingency (Approx. 2%):				\$91,550.00
Total:				<u>\$5,550,000.00</u>



Black Earth • Cross Plains • Madison • Middleton • Mount Horeb • Oregon • Verona • Waunakee

January 4, 2019

Village of McFarland
Attn: Village Community Development Director
5915 Milwaukee St
McFarland, WI 53558

RE: Ryan Quam / Entity TBD
Terminal Dr Redevelopment Project

To Whom it May Concern:

We would like to introduce you to Ryan Quam, a highly valued client of State Bank of Cross Plains. We are currently in discussions with Ryan over the proposed redevelopment project located at Terminal Drive, North of Siggelkow Rd. This is to confirm that we have an existing lending relationship with Ryan and are excited for the opportunity to partner with Ryan on the referenced project. Once the project drawings and numbers have been finalized, we will be able to proceed with analyzing the project further for formal loan commitment. This is not a commitment to lend. We look forward to working with Ryan and the Village of McFarland on this project.

Sincerely,

STATE BANK OF CROSS PLAINS

A handwritten signature in black ink, appearing to read "Casey C. McClyman".

Casey C McClyman
VP – Commercial Banker
cmcclyman@sbcpl.bank
608-416-4834

Yeah, we can do that.

**TAX INCREMENT FINANCING
DEVELOPMENT INCENTIVES
APPLICATION**



Application ID: _____ (Year) - _____ (#) to be completed by Village Community Development Director upon submittal

Please complete and submit the following information to the Village Community Development Director for a more detailed review of the feasibility of your request for Tax Incremental Financing (TIF) Development Incentives. The application is comprised of five sections: (A) Applicant Information, (B) Property Information, (C) Project/Business Information, (D) TIF Request, (E) Budget/Financing Strategy, and (F) Applicant Certification and Acknowledgement. Where there is not enough room for responses provided, please use an attachment. Where questions do not apply, mark NA (not applicable). Applicants are encouraged and may be required to submit additional information such as site plans, environmental studies, market studies, business plans, business or personal financial statements, or financial commitment letters to be included for review and consideration.

A. APPLICANT INFORMATION

Project Name: 4703 Terminal Drive Redevelopment - Phase 2 Office Building

Applicant: Ezra Properties, LLC

Mailing Address: 4604 Siggelkow Road, McFarland, WI 53558

Primary Contact: Ryan Quam

Telephone: (608)838-7750

Email: rquam@quamengineering.com

Fax: (608)838-7752

Legal Entity: ☐ Individual(s) ☐ Joint Tenants ☐ Tenants in Common
☐ Corporation ☒ LLC ☐ Partnership ☐ Other: _____

If not a Wisconsin corporation/partnership/LLC, state where organized: _____

Will new entity be created for ownership? ☒ No ☐ Yes

Is any owner, member, stockholder, partner, officer or director of any previously identified entities, or any member of the immediate family of any such person, an employee or elected official of the Village of McFarland?

☒ No ☐ Yes, If yes, give the name and relationship of the employee: _____

Provide the names of consultants (e.g. attorneys, engineers, planners, architects, contractors, etc.) authorized to act on behalf of the applicant.

Name	Title/Company	Email	Phone #
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B. PROPERTY INFORMATION

Parcel(s) Address: 4703 Terminal Drive

Parcel(s) Tax Number: 154/0710-342-8200-4

As the Applicant, are you the current owner of this parcel(s)? ☒ No ☐ Yes

If no, current owner is: RCA Trust

If no, do you have an agreed upon option to purchase the property? ☐ No ☒ Yes (provide

documentation and note the expiration date here: July 15, 2019

Total Lot Size: 457,380 square feet

Parcel Contains Existing Buildings? ☐ No ☒ Yes

If yes, indicate Total Building Size 9140 sq.ft.

Most recent property assessment (PA):

\$ 660000 Land \$ 100,700 Improvements \$ 3490000 Total

Existing Uses: Residence and Storage

Existing Zoning: Commercial

Existing Uses, Adjacent Parcels: Terminal _N Storage _S Highway 51 _E Terminal Drive _W

Existing Zoning, Adjacent Parcels: Terminal _N Storage _S Highway 51 _E Terminal Drive _W

Will a zoning change be requested? ☐ No ☒ Yes

If yes, indicate new zoning PUD to allow residential and office

Identify other approvals, permits, or licenses your project may need (e.g. County, State or Federal permits).

Village Erosion Control and Stormwater Management, WDNR WRAPP and Chapter 30

Existing Mortgage Holder: RCA Trust

Contact Person & Phone Number: Robert Anderson

Does the property have any existing tax delinquencies, zoning or building violations? ☒ No ☐ Yes

If yes, explain: _____

C. PROJECT/BUSINESS INFORMATION

The proposed project is: ☐ An Improvement to Existing Business ☒ A New Business(s)
☒ Business Relocation ☐ Residential Development ☐ Other

Project Description. Include any plans or illustrations prepared for the project, if available. At a minimum, a concept plan shall be submitted with the application.

See Overall Development Plan for the five proposed buildings. Phase 1 includes mass grading of the site, installation of the detention ponds, shared drives, and shared utilities required for all phases, the addition of a 27 unit apartment building, dog park, and 2,800 storage building. Phase 2 includes the addition of a 2 story office building with 22,260 square feet of office space and underground parking. Phase 3 includes the addition of a 3 story office building with 33,390 square feet of office space and underground parking. Phase 4 includes the removal of the existing house and addition of a 27 unit apartment building.

Will the project incorporate any "sustainability" or "green design" concepts? Describe.

Erosion control and stormwater management requirements will be met. Many existing trees will be protected so they can remain.

Current annual revenue: \$ N/A Estimated annual revenue: \$ N/A

Current annual expenses: \$ N/A Estimated annual expenses: \$ N/A

Business Plan and/or Marketing Plan attached? ☒ No ☐ Yes

Balance Sheets and Profit and Loss Statements for the past two years attached? ☒ No ☐ Yes

Describe the project schedule.

Final Plan/Specification Preparation Date: February 22, 2019
 Preliminary Construction Start Date: March 1, 2020
 Preliminary Construction Completion Date: September 30, 2020
 Date Occupied or Opened: October 1, 2020

Number of principal buildings and estimated square footage: 22,260 floor area (phase 2)

Estimated equalized assessed valuation after project completion (EAV)

\$ 660000 Land \$ 2830000 Improvements \$ 3490000 Total

Estimate the incremental property taxes to be generated by the project (attach any independent appraisals).

Pre-improvements: \$ 0 PA x 0.0215 Mill Rate = \$ 0 Total (A)

Post-improvements: \$ 3500,000 PA x 0.0215 Mill Rate = \$ 75,000 Total (B)

Additional increment (B-A) = \$ 75000

Will the proposed project result in the relocation of economic activity/businesses from another location within the Village? ☒ No ☐ Yes

If yes, discuss the nature of any anticipated relocations and the impact the relocation would have on the neighborhood where such activity is currently located.

Will the proposed project result in the relocation of economic activity from an adjacent community? ☐ No ☒ Yes

If yes, discuss the nature of any anticipated relocations and the impact the relocation would have on the community where such activity is currently located.

The anticipated 74 additional professional services jobs will bring demand to McFarland restaurants and stores.

Identify any proposed tenants of the project. Have leases been negotiated or signed? ☒ No ☐ Yes

One anticipated office development partner includes a professional services business currently leasing space in the Madison and Milwaukee areas. Another is Quam Engineering.

Who will own and operate the developed property? Partnership LLC yet to be formed

Do similar businesses/uses already exist in McFarland?

☒ No ☐ Yes, If yes, indicate _____

Describe any differences in your proposed business/uses to existing businesses/uses

This will be a large, higher end office building that will be unique from other buildings in McFarland.

Current and Created Jobs by Annual Wage Range (Full Time ≥ 30 hrs/week).

\$0-\$19,000

_____ Full Time (current) _____ Part Time (current) _____ FT (created) _____ PT (created)

\$20,000-\$39,000

_____ Full Time (current) _____ Part Time (current) _____ FT (created) _____ PT (created)

\$40,000-\$59,000

15 Full Time (current) _____ Part Time (current) 15 FT (created) _____ PT (created)

\$60,000+

15 Full Time (current) _____ Part Time (current) 15 FT (created) _____ PT (created)

Average per hour wage rate of all employees (not including benefits) \$ 35

Approximately what percentage of employees do you expect will be hired from the McFarland area (i.e. 53558 zip code) 20.

Will the proposed business offer its employees a benefit package including health care and retirement benefits?
☐ No ☒ Yes

Discuss neighborhood impact/support for the project. Has the applicant discussed the project with neighboring property owners? ☒ No ☐ Yes

Project will have minimal impact on neighbors which are a terminal and storage properties.

Discuss any history of community involvement by the applicant or business within the Village.

Ryan Quam was a Village Board member when TID #3 was formed. Quam Engineering, LLC and Waubesa Village, LLC are businesses owned by Ryan Quam and located in McFarland.

Has any portion of the project already been started or completed? ☐ No ☒ Yes

If yes, describe the portions of the project completed, the work remaining, and why public financing is necessary to complete the project.

Engineering design, plan preparation, and permitting is 80% completed. Public financing is required to overcome blight and unique site costs and to meet bank loan financing requirements.

D. TIF REQUEST

State the total amount of TIF assistance being requested: \$ 425,000 (phase 2)

State the form of incentives requested:

- ☐ Developer Loan (pay-as-you-go) ☐ Traditional Loan ☒ Tax Increment Loan at Occupancy
☐ Tax Increment Loan at Project Start ☐ Other _____

State the need and justification for TIF assistance. Explain how the applicant intends to demonstrate compliance with the "but for" test. Substantiate that other alternative methods of financing have been thoroughly explored.

A higher level of construction materials are being proposed to attract tenants and to overcome the blighted conditions of the overall area. Site amenities enhanced lawn and landscape areas, additional sidewalks, additional site lighting, etc. are being proposed to attract tenants and to overcome the blighted conditions of the overall area. The unique site requires irregular development costs such as the tree removal, archaeology study and permitting, WDNR chapter 30 permitting, sanitary sewer creek crossing, significant earthwork, deepened garages, exposed garage wall, retaining walls to protect existing trees, restoration of steep slopes, etc. The bank loan will require a minimum 25% owner contribution which will require TIF assistance to be a part of the 25% owner contribution.

In order to demonstrate compliance with the "but for" test, the applicant will provide costs for the higher level of construction materials, the site amenities, and the unique site development costs. The applicant will also provide the business plan proforma.

The applicant has met with and will meet with multiple lenders to explore alternate methods of financing but currently believes that TIF assistance will be required.

Check which box(s) best describe the use of TIF funds:

- ☐ Land Acquisition/Survey ☐ Environmental Audits ☒ Site Grading
☒ Demolition/Remediation ☒ New Construction ☐ Rehabilitation/Expansion
☒ Utility Improvements ☐ Parking/Access ☒ Landscaping
☒ Recreation/Conservation ☐ Professional Services ☐ Financing Costs
☐ Other _____

E. PROJECT BUDGET AND FINANCIAL STRATEGY

Project Costs	Amount (\$)	Source(s) of Financing
Property Acquisition	660000	Applicant & Bank Loan
Environmental testing/remediation	0	
Demolition	0	Applicant, Bank Loan, & TIF Loan
Construction of new building(s)	2500000	Applicant, Bank Loan, & TIF Loan
Site Improvements	342000	Applicant, Bank Loan, & TIF Loan
Renovation of existing structures	0	
Cost of installation of machinery/equipment	0	
Architectural/Engineering fees	145000	Applicant & Bank Loan
Legal & other professional fees	15000	Applicant & Bank Loan
Permit fees	21000	Applicant & Bank Loan
Financing fees	102000	Applicant & Bank Loan
Developer fees	15000	Applicant & Bank Loan
Other (please specify)		
Total Project Costs	38000000	

Budget source: ☒ Developer ☐ Arch/Eng ☐ Contractor ☐ Other _____

Sources of Financing	Amount (\$)	Percent of Total Costs
TIF	425000	11.18 %
Equity	570000	15.00 %
Loans	2805000	73.82 %
Grants		%
Other (please specify)		%
Total Project Costs	3800000	100.0 %

Lender for Project if in addition to the Village: Yet to be determined

Officer Ryan Quam Phone (608)838-7750 Email rquam@quamengineering.com

Preapproved: ☒ No ☐ Yes, attach a Letter of Commitment from the Lender indicating that the applicant has sufficient financial resources to obtain the private financing for the project.

Grant Sources: _____ Grant Amount: _____

Grant Officer: _____ Phone _____ Email _____

Application Status: _____

Date of Grant Announcement: _____

F. APPLICANT CERTIFICATION AND ACKNOWLEDGEMENT

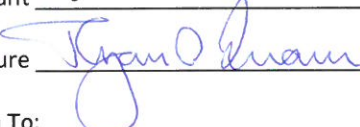
I acknowledge being informed that the Village of McFarland (Village) will, upon request by a member of the public or in the course of reporting its activities to the public, disclose the names of individuals requesting Tax Incremental Financing (TIF), the amount of TIF requested, state/federal programs used, if any, and the development impact of the TIF requested (e.g. jobs created, tax base impact and total project investment). I have been assured by the Village, and I understand, that other financial information provided by me in connection with this application or with assistance from the Village, if any is given (including, but not necessarily limited to business and personal financial statements, business operating statements, data on historical and projected future sales or other aspects of business performance, and business plans) will, to the extent permissible by law, and except for use in collection proceedings, if any, be treated as confidential. This will confirm that I have relied upon such assurance by the Village in providing financial information to the Village, and that, but for such assurances, such information would not be provided.

I certify that the information contained in this application is, to the best of my knowledge, true and correct. I agree to notify the Village, in writing, of any changes that materially affect the accuracy of this statement. I authorize the Village or its agents to verify the information provided in this application and to obtain additional information concerning the applicant(s) financial condition.

I certify through signing the TIF application that the final form and amount of financing the Village offers may differ from that requested. The form and amount of financing shall be finalized through the execution of a development agreement.

I certify that financial, insurance, and project assurances will be required as part of the final development agreement to be negotiated with the Village upon preliminary approval of this application. These may include, but are not limited to, assessment guarantees, letters of credit, personal or corporate guarantees, minimum payment agreements, lien waivers for contractors, consent of mortgagee or other loan security instrument. All terms and obligations of the Village and the applicant shall be finalized through the execution of a development agreement.

I certify, by signing and submitting this application, that additional costs, above the amount of the application fee, incurred by the Village for outside professional review or expertise of this application, and any development agreement resulting from this application, will be the responsibility of the applicant. I further certify, that denial of the application or failure to reach agreement with the Village on a development agreement shall not entitle the applicant to a refund of the application fee or any amounts of the escrow used in the review of the application.

Applicant Ryan D. Quam Title Managing Member
 Signature  Date Jan. 7, 2019

Return To:

Village of McFarland
 Attn: Village Community Development Director
 5915 Milwaukee Street
 McFarland, WI 53558
 P: 608-838-3153

PHASE 1 APARTMENT BUILDING

TIF Eligible Costs Estimate - Phase 2 Office

Description	Total
Retaining Walls - Office	\$1,000
Steep Slopes Erosion Matting	\$3,000
Shared Sanitary Sewer Extension	\$32,000
Shared Water Main Extension	\$44,000
Shared Storm Sewer Extension	\$40,000
Shared Driveway, Sidewalk, Lighting, Landscaping	\$105,000
Office Exterior Materials Upgrade (Stone Veneer, LP Smartside)	\$85,000
Exposed Garage Stone Veneer	\$5,000
Flat Roof with Roof Drain Plumbing	\$85,000
Balcony with Rails	\$15,000
Sidewalk Ramp and Stairs with Rails	\$10,000
Enhanced Landscaping (Screening)	\$5,000
	Total: \$430,000.00

PHASE 2 OFFICE BUILDING

Costs Estimate

Description	Quantity	Unit	Unit Price	Total
<u>Land Purchase</u>				
Usable Lot 2 Land (Parking, Driveway & Building Areas	60000	SF	\$11.00	\$660,000.00
<u>Permitting Item</u>				
PUD Rezoning	1	LS	\$200.00	\$200.00
Building Permit	1	LS	\$4,000.00	\$4,000.00
Erosion Control Permit	1	LS	\$1,000.00	\$1,000.00
Stormwater Management Permit	1	LS	\$1,000.00	\$1,000.00
Plumbing Fee	1	LS	\$2,500.00	\$2,500.00
HVAC Fee	1	LS	\$600.00	\$600.00
Fire Alarm and Suppression System Fee	1	LS	\$1,500.00	\$1,500.00
Engineering Review Fees	1	LS	\$5,000.00	\$5,000.00
Attorney Review Fees	1	LS	\$10,000.00	\$10,000.00
Finiancial Agreement Fee	1	LS	\$500.00	\$500.00
Site Design Fee	1	LS	\$500.00	\$500.00
Public Water	1	4 in	\$8,750.00	\$8,750.00
<u>Transaction Fees</u>				
Bank Fee	1	LS	\$18,000.00	\$18,000.00
Appraisal Fee	1	LS	\$3,000.00	\$3,000.00
Title Fee	1	LS	\$3,000.00	\$3,000.00
Miscellaneous Closing Fees	1	LS	\$3,000.00	\$3,000.00
Construction Interest Carrying Costs Through 9/2020	1	LS	\$75,000.00	\$75,000.00
<u>Professional Items</u>				
Dimension IV Architect	1	LS	\$40,000.00	\$40,000.00
Structural Design	1	LS	\$15,000.00	\$15,000.00
Ryan Quam Building Plans Drafting	1	LS	\$15,000.00	\$15,000.00
Quam Engineering, LLC Site Design	1	LS	\$25,000.00	\$25,000.00
Quam Engineering, LLC Construction Staking	1	LS	\$20,000.00	\$20,000.00
Quam Engineering, LLC Site General Administration	1	LS	\$30,000.00	\$30,000.00
Quam Engineering, LLC Developer Fee	1	LS	\$15,000.00	\$15,000.00
<u>Site Items</u>				
Rice Grading - Fine Grading and Utilities	1	LS	\$160,000.00	\$160,000.00
Boulder Retaining Wall	480	VSF	\$16.00	\$7,680.00
18" Curb and Gutter	464	LF	\$18.00	\$8,352.00
5" Concrete Sidewalk with 6" Base Course	1250	SF	\$6.00	\$7,500.00
3" Asphalt Binder and Surface Course	1800	SY	\$20.00	\$36,000.00
Restoration (Seed & Mulch)	5000	SY	\$1.50	\$7,500.00
Class II, Type B Erosion Matting	2000	SY	\$2.00	\$4,000.00
Rain Garden	600	SF	\$18.00	\$10,800.00
Landscaping Trees & Shrubs	1	LS	\$20,000.00	\$20,000.00
<u>Building Items (Interior, Exterior, and Lighting)</u>				
Riegert Builders Contract	1	LS	\$2,300,000.00	\$2,300,000.00
Subtotal Costs:				\$3,519,382.00
Contingency (Approx. 8%):				\$280,618.00
Total:				<u>\$3,800,000.00</u>



Black Earth Cross Plains Madison Middleton Mount Horeb Oregon Verona Waunakee

January 4, 2019

Village of McFarland
Attn: Village Community Development Director
5915 Milwaukee St
McFarland, WI 53558

RE: Ryan Quam / Entity TBD
Terminal Dr Redevelopment Project

To Whom it May Concern:

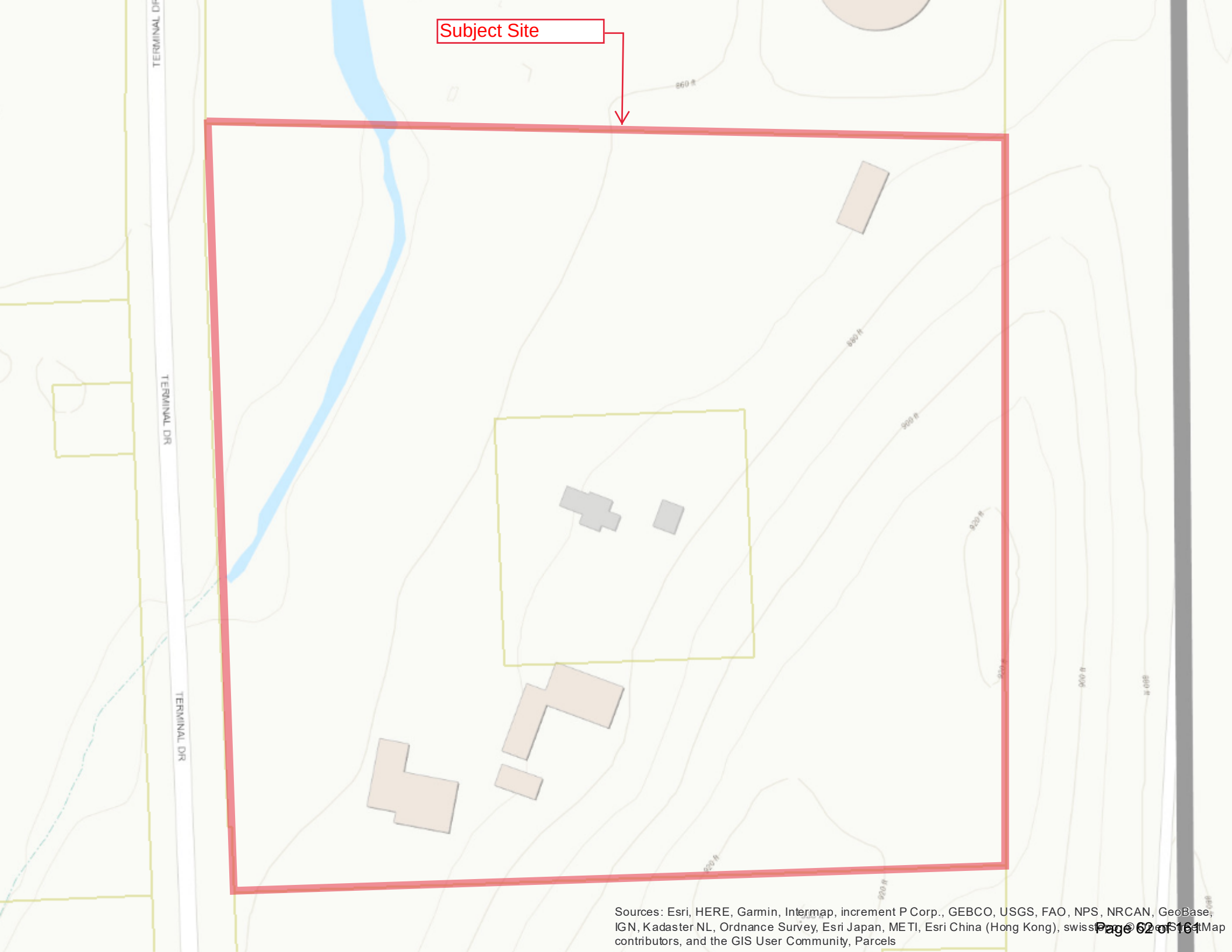
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Sincerely,

STATE BANK OF CROSS PLAINS

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Casey C McClyman
VP – Commercial Banker
cmcclyman@sbcpl.bank
608-416-4834



Subject Site

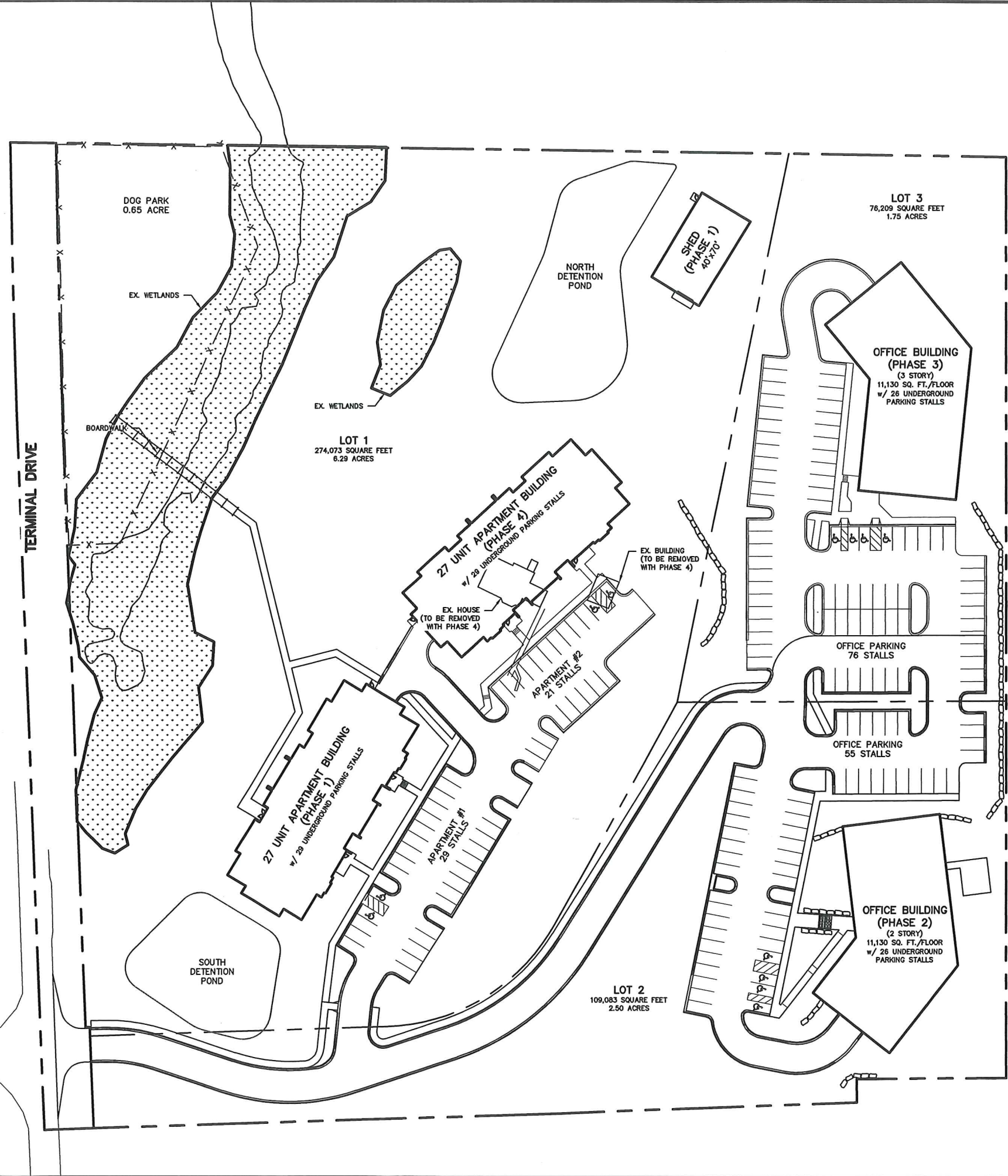
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TERMINAL DR

Subject Site





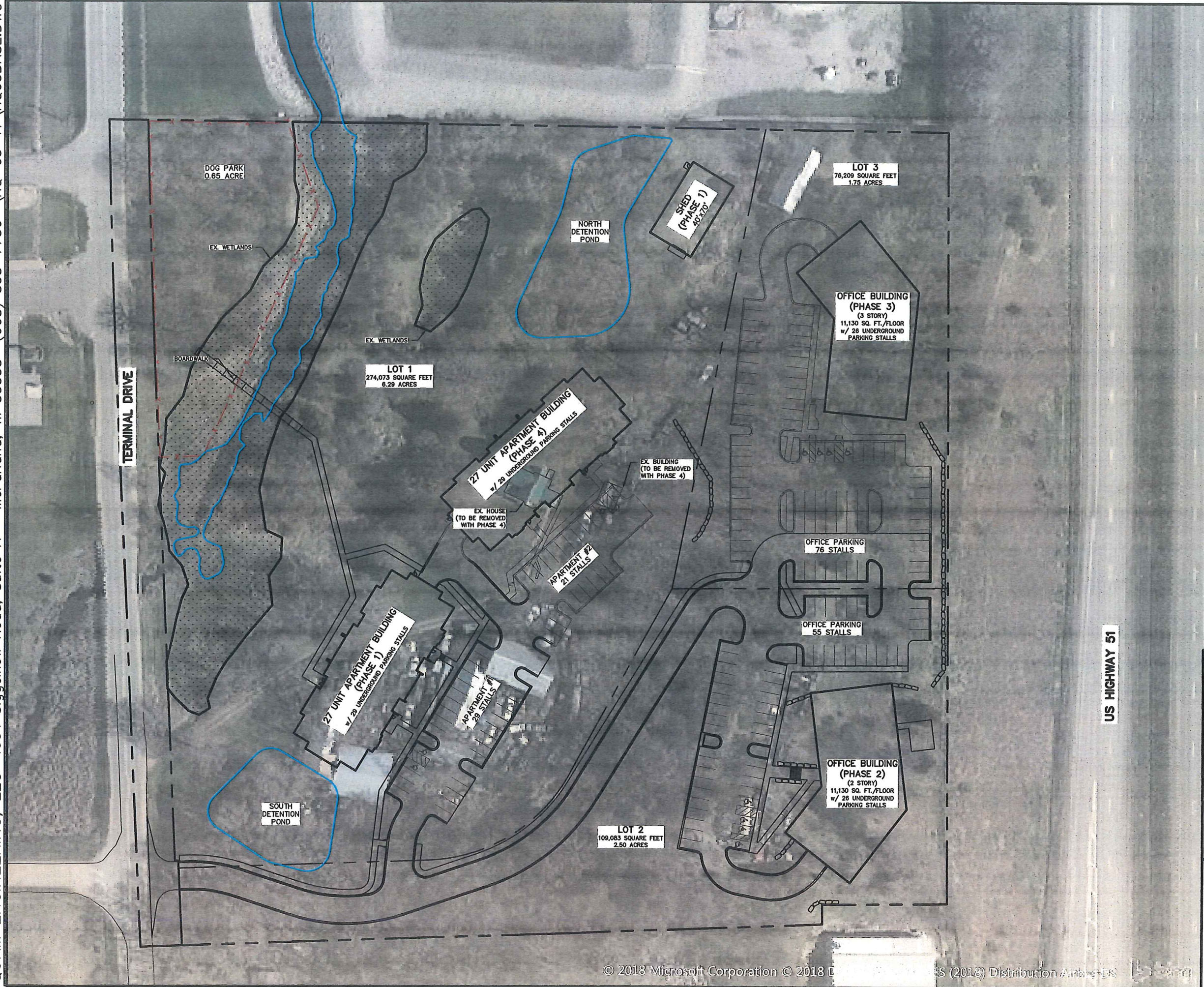
US HIGHWAY 51

0 40 80

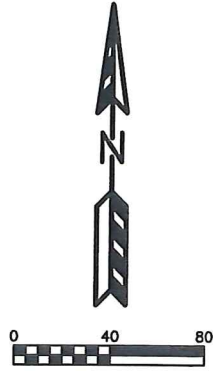
TO OBTAIN LOCATION OF PARTICIPANTS' UNDERGROUND FACILITIES BEFORE YOU DIG IN WISCONSIN
CALL DIGGERS HOTLINE
1-800-242-8511
TOLL FREE
TDD(FOR THE HEARING IMPAIRED)(800)542-2289
WIS. STATUTE 182.0175 (1974)
REQUIRES MIN. OF 3 WORK DAYS
NOTICE BEFORE YOU EXCAVATE

OFFICES AND APARTMENTS
OVERALL DEVELOPMENT PLAN
EXHIBIT #2
DATED: DECEMBER 17, 2018

QUAM ENGINEERING, LLC
Residential and Commercial Site Design Consultants
www.quamengineering.com
4604 Siggelkow Road, Suite A - McFarland, Wisconsin 53558
Phone (608) 838-7750; Fax (608) 838-7752

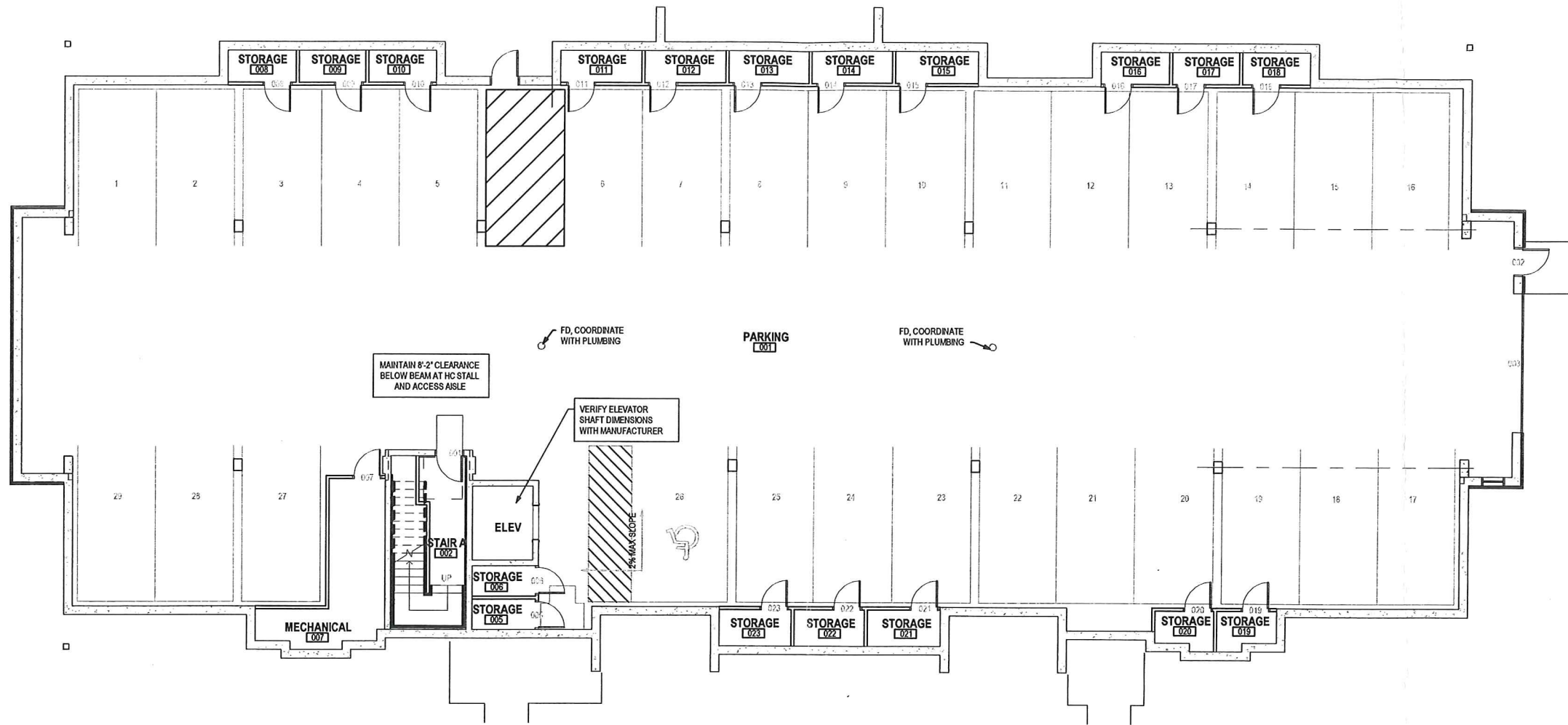


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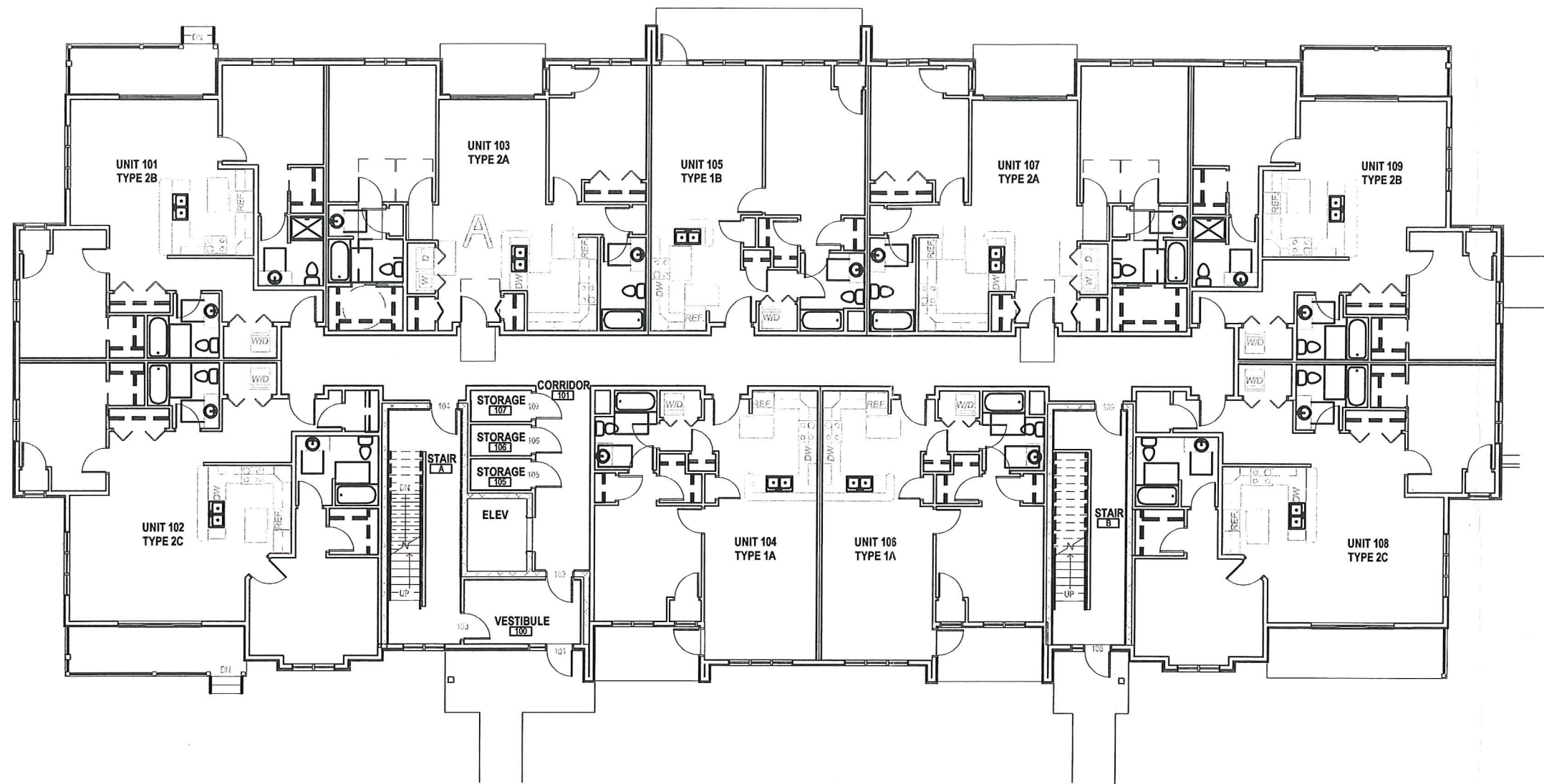
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4604 Siggelkow Road, Suite A - McFarland, Wisconsin 53558
Phone (608) 838-7750; Fax (608) 838-7752



SCALES:
1/8" = 1'-0" (22" x 34" PLOT)
1/16" = 1'-0" (11" x 17" PLOT)

PHASE 1 APARTMENTS BUILDING
PRELIMINARY GARAGE FLOOR PLAN
EXHIBIT #4
DATED: DECEMBER 7, 2018

QUAM ENGINEERING, LLC
Residential and Commercial Site Design Consultants
www.quamengineering.com
4604 Siggelkow Road, Suite A - McFarland, Wisconsin 53558
Phone (608) 838-7750; Fax (608) 838-7752



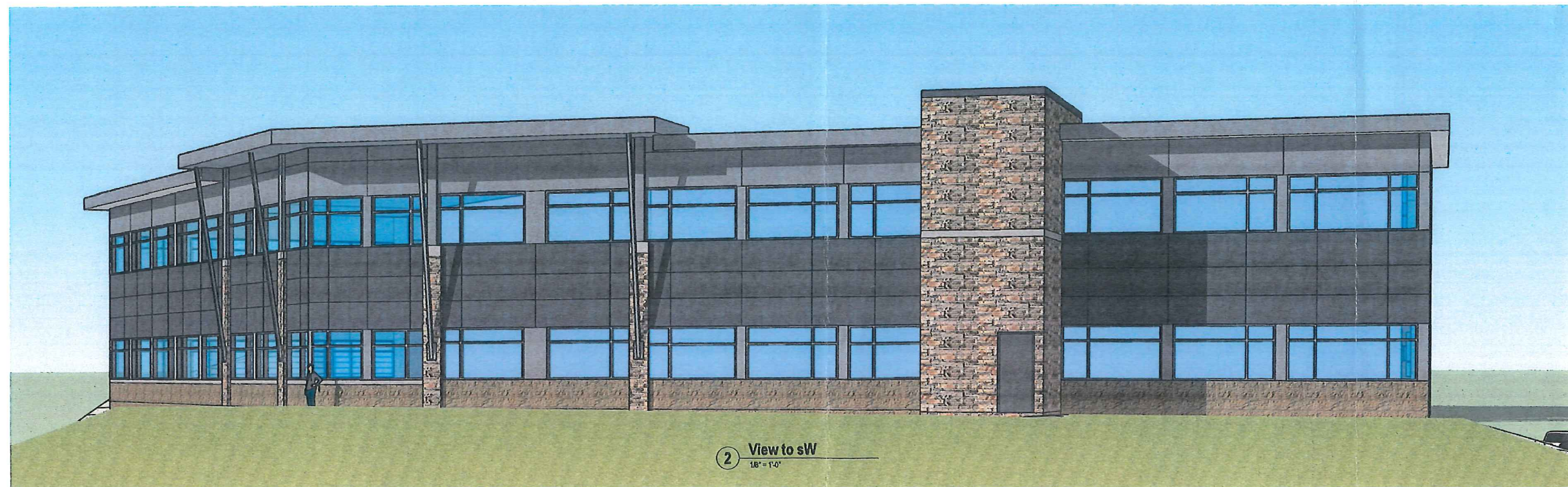
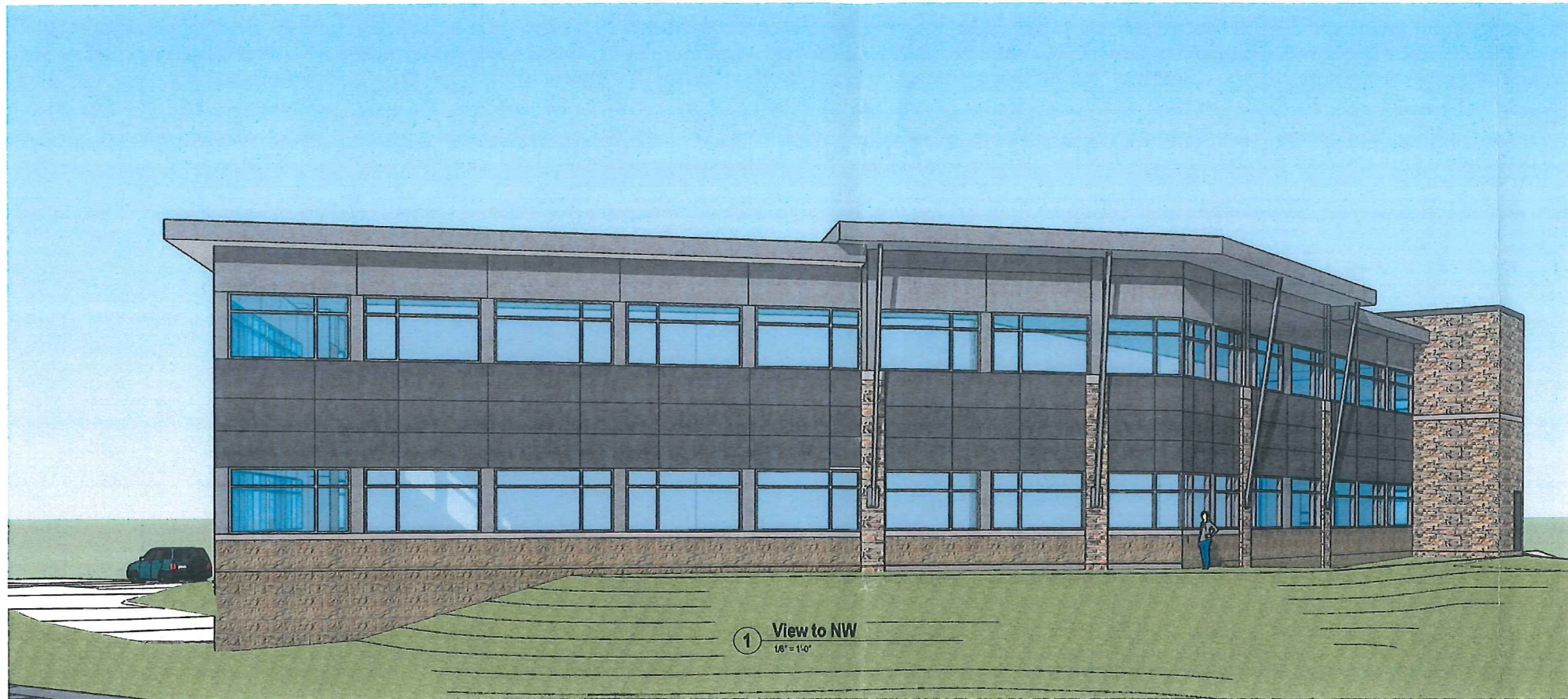
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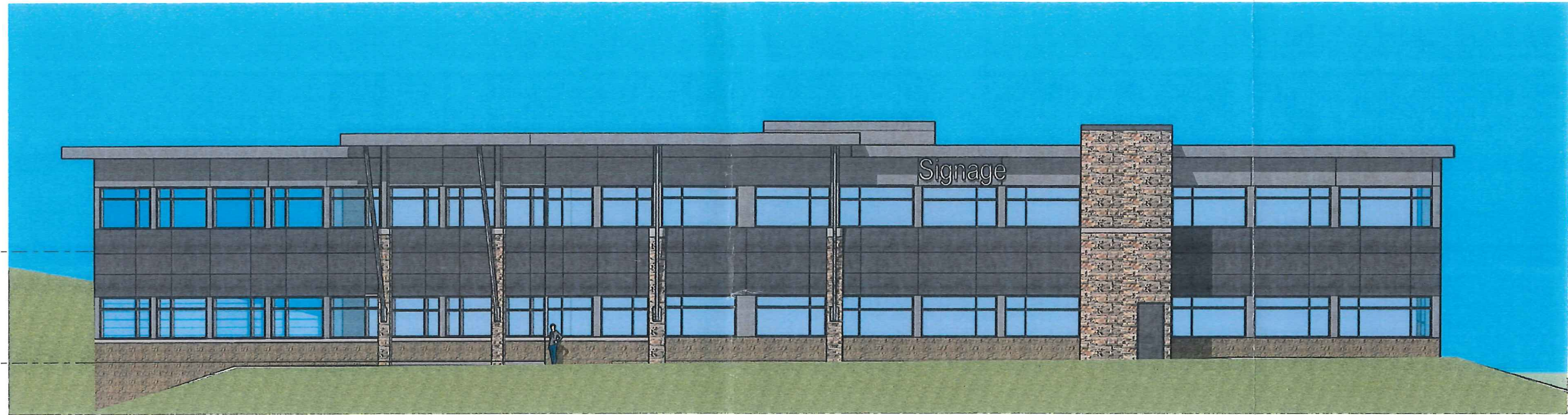
PHASE 1 APARTMENTS BUILDING
PRELIMINARY FLOOR PLAN
EXHIBIT #3
DATED: DECEMBER 19, 2018

QUAM ENGINEERING, LLC
Residential and Commercial Site Design Consultants
www.quamengineering.com
4604 Siggelkow Road, Suite A - McFarland, Wisconsin 53558
Phone (608) 838-7750; Fax (608) 838-7752

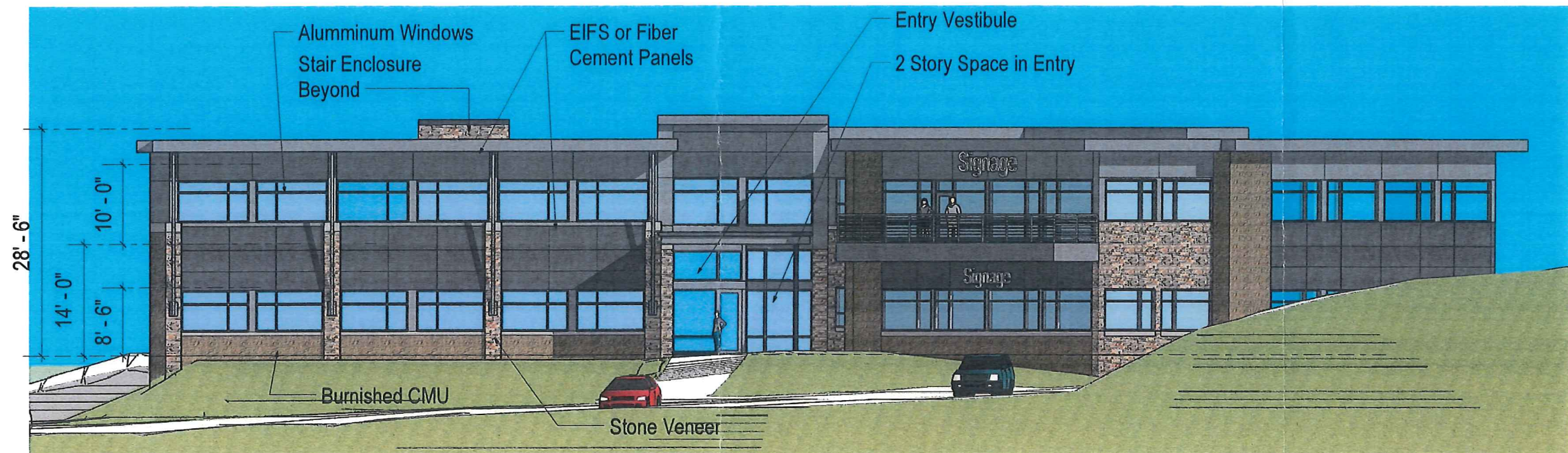


1 View to SE
1/8" = 1'-0"





① East Elevation
1/8" = 1'-0"



② West Elevation 1
1/8" = 1'-0"



To: Matt Schuenke, McFarland Village Administrator
Pauline Boness, McFarland Community Development Director

From: Andrew Bremer, AICP, Senior Planner

Subject: Ezra Development LLC – Analysis of TIF Development Incentives Request

Date: January 31, 2019

The Village requested MSA provide a review of two TIF Development Incentive Applications it received for redevelopment of 4703 Terminal Drive (parcels: 0710-342-8200-4, 0710-342-8220-0, 0710-342-7002-1) in TID #3. Specifically the Village has requested a review of the application for compliance with the Village adopted TIF Development Incentives Policy Manual and a proforma analysis of the project and its impact on TID #3. The two applications are from Ezra Properties, LLC. Highlights of the applications are summarized below. The development site is 10.3 acres in size with an assessed value of \$251,800.

1. Phase 1 Development:
 - Type of Development: 27-Unit Multi-Family Apartment, dog park, and 2,800 sqft storage building
 - Date of Completion: June 1, 2020
 - Estimated Post Improvement Property Assessment Value: \$4,850,000
 - Total Construction Costs: \$5,550,000
 - TIF Request: \$675,000
 - TIF Request Percent of Project Costs: 12%
 - Requested Form of Payment: Tax Increment Loan at Occupancy
2. Phase 2 Development:
 - Type of Development: 2-Story, 22,260 sqft Office Building w/ underground parking
 - Date of Completion: October 1, 2020
 - Estimated Post Improvement Property Assessment Value: \$3,490,000 (excluding Phase 1)
 - Total Construction Costs: \$3,800,000
 - TIF Request: \$425,000
 - TIF Request Percent of Project Costs: 11%
 - Requested Form of Payment: Tax Increment Loan at Occupancy

The applicant is also considering a future Phase 3 and 4 development consisting of a 3-story, 33,390 sqft office building and a second 27-unit apartment building respectively; however, at this time no funding is being requested for these phases. The timing of these phases is to be determined. Phase 1 construction costs also includes mass grading of the site, installation of detention ponds, shared drives, and utilities required for all development phases. Refer to each application for additional details.

Section 1. Consistency with the Village's Adopted TIF Development Incentives Policy Manual

In 2017 the Village Board adopted a Policy Manual and Application to guide the submittal, review, and approval of future requests for development incentives in Village TIF districts. Section 6 of the policy manual includes 15 Evaluation Criteria. The criteria are summarized below including MSA's opinion regarding whether the criteria have been met. Where in MSA's opinion a criterion has not been met, or can't be determined at this time, comments are provided.

- ✓ Location Criteria: The proposed project must be within the boundaries of a Village TIF district at the time of approval of a development agreement.

Comment: The development site is within the boundaries of TID #3, adopted August 9, 2004. The TID terminates on or before August 9, 2027.

- ✓ Ownership Criteria: The applicant must be the owner of the property or have a written agreed option to purchase the property from the current owner at the time of approval of a development agreement. Proof of property ownership will be required prior to receiving financial assistance from the Village.

Comment: Applicant is not the current property owner but has an agreed option to purchase the property for \$755,000, with a closing date of July 15, 2019. The terms of this criterion would be required as part of a development agreement for this project.

- ☐ "But For" Criteria: The applicant must demonstrate to the Village's satisfaction that "but for" the TIF assistance, the project is not feasible on the proposed site, or would occur to a lesser extent, and that the public benefits described in Section 3 General Objectives would not be achieved.

Comment: Refer to page 6 of the applications for the justification for TIF assistance. Essentially, the applicant has indicated that public financing is required to overcome blight and unique site costs and to meet bank loan financing requirements. MSA concurs that the topography and existing conditions of the development site present additional challenges and construction costs above and beyond a typical development site. In addition, the development (Phases 1-4) would meet the General Objectives of the TIF Policy Manual by eliminating blight, strengthening the employment and economic base of the Village, and increasing property values and tax revenues. As is the case in many projects, a final determination of this criterion needs to consider the amount of incentives in relation to public benefits, including the payback criterion described within the remainder of this memo.

- ☐ Financial Capability Criteria: Each TIF application must include evidence that the applicant possesses the financial ability to complete and operate the project and will be liable for, or contribute equity of at least 15% of the total cost of the project. Proof of equity and private commercial lending commitment will be required prior to receiving financial assistance from the Village.

Comment. The applicant as indicated equity contributions for Phase 1 of \$832,500 (15% of total project costs) and for Phase 2 of \$570,000 (15% of total project costs). In addition, the applicant has submitted a letter from the State Bank of Cross Plains indicating they are in discussions with the applicant about the private lending needs for the project. However at this time a formal commercial lending commitment has not been provided to verify private lending and equity contributions. These items should be provided prior to approval of a development agreement to satisfy this criterion.

- ✓ Maximum Assistance Criteria¹: The total amount of TIF assistance in support of a project may not exceed 30% of the estimated total project costs. The Village at its discretion may include in the total percentage of project costs other costs incurred by the Village in support of bringing the subject property to shovel ready status (e.g. prior land acquisition costs, environmental remediation costs, public works costs, etc.).
- ✗ Payback Period Criteria: All requests for TIF assistance will be required to demonstrate that the tax increment estimated to be generated by the project will be sufficient to payback any TIF assistance provided by the Village (including applicable interest expenses) in support of the project according to the following terms:
 - ☐ For Pay-As-You-Go (Developer Financed) Agreements. Payments to the Developer shall commence with the first year in which the Village receives tax increment from the completed project and continue no longer than the year in which the TID Expenditure Period ends for the TID the subject property lies within, or until the maximum amount of assistance is reached, whichever comes first. In addition, the annual amount of tax increment applied toward retirement of the developer loan shall not exceed 90% of the actual annual amount of tax increment collected from the project.
 - ☐ For Traditional Loan agreements. Within 12 years starting with the year the loan is obtained and no longer than the year in which the TID Expenditure Period ends for the TID the subject property lies within. Interest shall be charged based on current general obligation loan interest rates from the Wisconsin Board of Commissioners of Public Lands, for the applicable loan term, at the time of Village disbursement of funds, plus 0.15%.
 - ✗ **For Tax Increment Loan at Occupancy agreements. Within 12 years starting with the year the loan is obtained and no longer than the year in which the TID Expenditure Period ends for the TID the subject property lies within.**
 - ☐ For Tax Increment Loan at Project Start agreements. Within 7 years starting with the year the loan is obtained and no longer than the year in which the TID Expenditure Period ends for the TID the subject property lies within.

Comment. Section 2 of this memo contains a proforma analysis for Phases 1 and 2. Due to the limited remaining years to collect tax increment this criterion could not be met given the stated assumptions. Under this policy the Village would only be able to provide one year of tax increment as 2022 is the first year the project would create tax increment and is also the year in which the District's expenditure period ends. Refer to the comments below each table for additional details.

- ✓ Financial/Project Assurances Criteria: The applicant must agree to provide financial and project completion guarantees to the Village. These may include, but are not limited to, assessment guarantees, letters of credit, personal or corporate guarantees, minimum payment agreements, lien waivers for contractors, consent of mortgagee or other loan security instrument.

Comment. The applicant has previously provided an assessment guarantee as part of the TIF agreement for Waubesa Village and understands a similar form of financial/project assurances would be required as part of a development agreement for this project.

- ✓ Technical & Operational Capability Criteria: The applicant must provide evidence satisfactory to the Village that the applicant possesses the technical ability to complete the project or has obtained construction cost estimates from professional businesses capable of performing the work. Applicants must demonstrate that they have the ability to operate the proposed use. The Village may require applicants to submit copies of contracts with design professionals and construction contractor prior to receiving financial assistance from the Village.

Comment. The applicant is the owner of Quam Engineering LLC, a residential and commercial site design consulting company, which has most recently completed a mixed-use redevelopment project called Waubesa Village on Siggelkow Road.

- ✓ Insurance Criteria: Applicants shall furnish to the Village certificates of insurance for all insurance policies required under the development agreement prior to receiving financial assistance from the Village.

Comment. This criterion would be incorporated and agreed to in any eventual development agreement.

- ✗ Adherence to Local Land Use Plans Criteria: The project is consistent with the Village of McFarland Comprehensive Land Use Plan, Village Building or Zoning Ordinances, or any other applicable plans and ordinances adopted by the Village which includes the subject property.

Comment. The development site is currently zoned C-H Highway Commercial. Multi-family uses are not a permitted or conditional use in the C-H district. The applicant has indicated a request to rezone the property to PUD to allow for the mix of residential and office uses. This request would likely trigger a need to amend the Village's Comprehensive Plan as the Future Land Use Map identifies the development site as Industrial. In addition, the Terminal Triangle District Plan adopted for TID #3 in 2005 identifies the development site as part of a planned Industrial Center. Neither the Comprehensive Plan nor Terminal Triangle District Plan call for residential development on the development site. With the proper approvals these planning and zoning inconsistencies could be overcome prior to approval of a development agreement.

- ✓ Adherence to TIF Project Plan Criteria: All requests for TIF assistance must clearly comply with the requirements of the Wisconsin TIF Statutes and the Village's adopted TID Project Plan applicable to the subject property.

Comment. Development Incentives as an approved expenditures within the TID #3 Project Plan, so long as said expenditures are made prior to August 9, 2022, the expenditure period for the District.

- ✓ Creation of Tax Increment Criteria: The project will not result in a tax exempt property, aside from any remnant portions of a parcel which are specifically dedicated to the Village for public use. Applicants will be required to return any TIF assistance provided to the Village if during the terms of the development agreement the property becomes exempt from property taxes.
- ✓ Applicant in Good Standing Criteria: The applicant does not have a history of delinquent property tax payments or own any property within the Village with known zoning or building code violations.
- ✓ Absence of Conflict of Interest Criteria: The applicant is not a member of the Village Board or a Village Committee, or any other official, employee, or agent of the Village who is authorized to exercise policy decision-making functions or responsibilities in connection with the application.
- ✓ Application Criteria: A completed application, fee, and escrow have been filed with the Village Community Development Director.

Section 2. TIF Proforma Analysis

Village of McFarland		TID #3		Ezra Properties LLC - Phase 1 Development										
A	B	C	D	E	F	G	H	I	J	K	L	N	O	P
IMPROV.	BEGINNING	EST. GROWTH			END	TAX		TAX	TAX		VILLAGE	ANNUAL	CUMULATIVE	
DURING	OF YEAR	IN VALUE FROM	CUMULATIVE	INFLATION	OF YEAR	INCREMENT	TAX VALUE	RATE ³	INCREMENT	COLLECTION	LOAN	CASH FLOW	TID FUND	PAYMENT
YEAR	VALUE	NEW DEVELOP. ¹	VALUE	INCREMENT ²	VALUE	VALUE	YEAR	\$1,000	COLLECTED	YEAR	PAYMENTS ⁴	TO THE VILLAGE	BALANCE	YEAR
2018	\$251,800	\$0	\$251,800	\$0	\$251,800	\$0	2019	\$20.59	\$0	2020	\$0	\$0	\$0	2020
2019	\$251,800	\$0	\$251,800	\$0	\$251,800	\$0	2020	\$20.59	\$0	2021	\$113,536	(\$113,536)	(\$113,536)	2021
2020	\$251,800	\$4,648,200	\$4,900,000	\$0	\$4,900,000	\$4,648,200	2021	\$20.59	\$95,706	2022	\$113,536	(\$17,830)	(\$131,365)	2022
2021	\$4,900,000	\$0	\$4,900,000	\$0	\$4,900,000	\$4,648,200	2022	\$20.59	\$95,706	2023	\$113,536	(\$17,830)	(\$149,195)	2023
2022	\$4,900,000	\$0	\$4,900,000	\$0	\$4,900,000	\$4,648,200	2023	\$20.59	\$95,706	2024	\$113,536	(\$17,830)	(\$167,025)	2024
2023	\$4,900,000	\$0	\$4,900,000	\$0	\$4,900,000	\$4,648,200	2024	\$20.59	\$95,706	2025	\$113,536	(\$17,830)	(\$184,855)	2025
2024	\$4,900,000	\$0	\$4,900,000	\$0	\$4,900,000	\$4,648,200	2025	\$20.59	\$95,706	2026	\$113,536	(\$17,830)	(\$202,685)	2026
2025	\$4,900,000	\$0	\$4,900,000	\$0	\$4,900,000	\$4,648,200	2026	\$20.59	\$95,706	2027	\$113,536	(\$17,830)	(\$220,515)	2027
2026	\$4,900,000	\$0	\$4,900,000	\$0	\$4,900,000	\$4,648,200	2027	\$20.59	\$95,706	2028	\$0	\$95,706	(\$124,809)	2028
2027	\$4,900,000	\$0	\$4,900,000	\$0	\$4,900,000	\$4,648,200	2028	\$20.59	x	2029	x	x	x	2029
Totals		\$4,648,200		\$0					\$669,940		\$794,749			

ASSUMPTIONS

1. \$4,900,000 (Phase 1) property assessment value (based on TIF application) minus base value of properties
2. No inflation or deflation of assessment values over the life of the TID
3. No change in the tax rate over the life of the TID
4. Debt service on TIF request \$675,000 (Phase 1) assumed at 4.75% fixed over seven years

TID DATES

Creation Date: 08-09-2004
Expenditure Period: 08-09-2022
Termination Date: 08-09-2027

The proforma analysis above demonstrates that the amount of financing as requested (\$675,000) is in excess of the Village's total costs in support of the project (\$794,749) and would therefore have a negative impact of the TID's fund balance of \$124,809. This analysis assumes the Village finances the requested \$675,000 at 4.75% interest over seven years with loan repayments occurring in years 2021-2027. Given all other stated assumptions, the amount of TIF funds requested would need to be reduced to \$560,000 or less in order for the project to break even. In addition, MSA notes that the Phase 1 post construction assessment value estimate provided by the applicant of \$4,900,000, or 88% of the total project costs, may be overstated. Section E of the TIF Application includes a breakdown of the total project costs by major expenditures. While the total project cost is \$5,550,000, this includes soft costs and other expenditures that likely won't translate into assessment value added. A general planning assumption is to assume a post-construction assessment value of 70-80% of total project costs, or \$3,885,000 to \$4,440,000 in this case. Itemized project expenditures provided by the applicant that do have a more direct impact on property assessment include acquisition costs (\$755,000), building construction costs (\$3,580,000) and site improvements (\$700,000). Together these items total \$4,405,000. A more accurate projection of the post construction assessment value could be verified through an appraisal or review by the Village Assessor. Per prior practice of the Village, any difference between the guaranteed property assessment/tax increment and the actual property assessment/tax increment levied would be required to be paid by the developer under the terms of the development agreement.

The numbers presented in these tables are estimates subject to change based upon the actual development performance and actual lending terms. Nothing contained herein shall be construed as a guarantee of future tax increment collection or a recommendation by MSA regarding the method or source of financing the Village should utilize for this project.

McFarland Ezra Development

January 31, 2019

Village of McFarland		TID #3		Ezra Properties - Phase 1 & 2 Development										
A	B	C	D	E	F	G	H	I	J	K	L	N	O	P
IMPROV. DURING YEAR	BEGINNING OF YEAR VALUE	EST. GROWTH IN VALUE FROM NEW DEVELOP. ¹	CUMULATIVE VALUE	INFLATION INCREMENT ²	END OF YEAR VALUE	TAX INCREMENT VALUE	TAX VALUE YEAR	TAX RATE ³ \$1,000	TAX INCREMENT COLLECTED	COLLECTION YEAR	VILLAGE TIF PAYMENTS ⁴	ANNUAL CASH FLOW TO THE VILLAGE	CUMULATIVE TID FUND BALANCE	PAYMENT YEAR
2018	\$251,800	\$0	\$251,800	\$0	\$251,800	\$0	2019	\$20.59	\$0	2020	\$0	\$0	\$0	2020
2019	\$251,800	\$0	\$251,800	\$0	\$251,800	\$0	2020	\$20.59	\$0	2021	\$185,021	(\$185,021)	(\$185,021)	2021
2020	\$251,800	\$8,148,200	\$8,400,000	\$0	\$8,400,000	\$8,148,200	2021	\$20.59	\$167,770	2022	\$185,021	(\$17,251)	(\$202,272)	2022
2021	\$8,400,000	\$0	\$8,400,000	\$0	\$8,400,000	\$8,148,200	2022	\$20.59	\$167,770	2023	\$185,021	(\$17,251)	(\$219,522)	2023
2022	\$8,400,000	\$0	\$8,400,000	\$0	\$8,400,000	\$8,148,200	2023	\$20.59	\$167,770	2024	\$185,021	(\$17,251)	(\$236,773)	2024
2023	\$8,400,000	\$0	\$8,400,000	\$0	\$8,400,000	\$8,148,200	2024	\$20.59	\$167,770	2025	\$185,021	(\$17,251)	(\$254,024)	2025
2024	\$8,400,000	\$0	\$8,400,000	\$0	\$8,400,000	\$8,148,200	2025	\$20.59	\$167,770	2026	\$185,021	(\$17,251)	(\$271,275)	2026
2025	\$8,400,000	\$0	\$8,400,000	\$0	\$8,400,000	\$8,148,200	2026	\$20.59	\$167,770	2027	\$185,021	(\$17,251)	(\$288,525)	2027
2026	\$8,400,000	\$0	\$8,400,000	\$0	\$8,400,000	\$8,148,200	2027	\$20.59	\$167,770	2028	\$0	\$167,770	(\$120,755)	2028
2027	\$8,400,000	\$0	\$8,400,000	\$0	\$8,400,000	\$8,148,200	2028	\$20.59	x	2029	x	x	x	2029
Totals		\$8,148,200		\$0					\$1,174,391		\$1,295,146			

ASSUMPTIONS

- \$4,900,000 (Phase 1) + \$3,500,000 (Phase 2) property assessment value (based on TIF application) minus base value of properties
- No inflation or deflation of assessment values over the life of the TID
- No change in the tax rate over the life of the TID
- Debt service on TIF request \$675,000 (Phase 1) + \$425,000 (Phase 2) assumed at 4.75% fixed over seven years

TID DATES

Creation Date: 08-09-2004
Expenditure Period: 08-09-2022
Termination Date: 08-09-2027

The proforma analysis above demonstrates that the amount of financing as requested (\$675,000 + \$425,000) is in excess of the Village's total costs in support of the project (\$1,295,146) and would therefore have a negative impact of the TID's fund balance of \$120,755. This analysis assumes the Village finances the requested \$1,100,000 (\$675,000 + \$425,000) at 4.75% interest over seven years with loan repayments occurring in years 2021-2027. Given all other stated assumptions, the amount of TIF funds requested would need to be reduced to \$980,000 or less in order for the project to break even. In addition, MSA notes that the Phase 1 & 2 combined post construction assessment value estimate provided by the applicant of \$8,400,000, or 90% of the combined total project costs, may be overstated. Section E of the TIF Applications include a breakdown of the total project costs by major expenditures. While the combined Phase 1 and 2 total project cost is \$9,350,000, this includes soft costs and other expenditures that likely won't translated into assessment value added. A general planning assumption is to assume a post-construction assessment value of 70-80% of total project costs, or \$6,545,000 to \$7,480,000 in this case. Itemized project expenditures provided by the applicant that do have a more direct impact on property assessment include acquisition costs (\$755,000), building construction costs (\$3,580,000 + 2,500,000) and site improvements (\$700,000 + \$342,000). Together these items total \$7,877,000. A more accurate projection of the post construction assessment value could be verified through an appraisal or review by the Village Assessor. Per prior practice of the Village, any difference between the guaranteed property assessment/tax increment and the actual property assessment/tax increment levied would be required to be paid by the developer under the terms of the development agreement.

The numbers presented in this table are estimates subject to change based upon the actual development performance and actual lending terms. Nothing contained herein shall be construed as a guarantee of future tax increment collection or a recommendation by MSA regarding the method or source of financing the Village should utilize for this project.

Section 3. Conclusion

The existing property is underutilized and redevelopment of the property would benefit the community in multiple ways. The property has changed very little since TID #3 was created in 2004. The assessment value of the property in 2004 was \$202,883, compared to \$249,976 in 2018.

Setting aside the zoning and preferred land use issues previously discussed, the remaining major issue with the TIF request is the total amount of funds requested in light of the remaining number of years to collect tax increment. The final year to collect tax increment for TID #3 is 2028 meaning the TID will only have seven years to collect tax increment from the project assuming completion of Phase 1 and 2 in year 2020. Assuming the applicant's estimated post-construction assessment values are correct, the project should generate enough tax increment to pay for the principal costs of the Village's loan to the applicant (\$1.1M) but would be insufficient to recoup all interest expenses before the TID closes. If the Village is agreeable to the overall project the following are a few options for addressing the negative cash flow.

- 1. Use projected surplus TID #3 revenues.** According to the 2017 Compiled Financial Statements for TID #3, the District received approximately \$800,000 in tax increment in 2017 and ended that year with a fund balance of \$1,455,485. The District has \$1,683,487 in remaining debt obligations (principal and interest payments for years 2018-2023). In addition, the District is incurring approximately \$52,000 per year in administrative expenses. Therefore, the District's total remaining costs are approximately \$2.2M for years 2018-2027. If the District continues to collect \$800,000 per year in tax increment an additional \$8,800,000 in revenue will be collected (2018-2028), which will be more than sufficient to retire the existing debt obligations and future administrative costs, while providing additional revenue to allocate to TID #4 at the Village Board's discretion. The projected revenues for the District should be sufficient to offset the projected cash flow deficits from the applicant's requested funding assistance. However, in MSA's opinion this alternative is probably bad precedent to set as requests for development incentives should demonstrate their ability to cash flow within whatever remaining years are left in a TID and applicants should not benefit from surplus tax increment revenues as these revenues should be used for additional public infrastructure improvements or eventually returned to all taxing entities.
- 2. Lower the amount of TIF assistance.** As previously noted, the amount of TIF funds requested would need to be reduced from \$1.1M to \$980,000 or less in order for the project to break even prior to closure of the TID.
- 3. Provide incentives via a Pay-As-You-Go Agreement.** If acceptable to both parties, the Village could provide incentives through a pay-as-you-go agreement in which the Village would return 90% of the actual tax increment created by the project to the applicant annually starting in year 2022 and continuing until 2027. The final payment in 2027 could include 90% of the projected tax increment to be collected in year 2028. Based on the proforma assumptions the applicant would receive \$1,056,952 in tax increment to offset project expenditures. If the Village opted to provide a larger return of the tax increment the projected maximum amount of assistance for Phase 1 and 2 is \$1,174,391, or 100% of projected tax increment collection.
- 4. Request a 3-year extension to TID #3.** Since the District was created between 9-30-95 and 10-1-04 it is not eligible for the standard 3-year extension afforded newer TIDs as it is already allowed to collect tax increment for 23 years vs new industrial TIDs that are 20 years. Also, once it became a donor to TID #4 it is no longer eligible for the standard extension per 66.1105(6)(f)4. However, the Village may request the Joint Review Board extend the life of the District by 3 years if during the TIDs existence the annual and

total amount of tax increment to be generated over the life of the TID are adversely impacted by 2013 Wisconsin Act 145. This Act included providing technical college property tax relief aid that may have lowered the tax increment collected by the District. The JRB must approve the extension if an independent audit demonstrates the District is unable to pay off its project costs. If no independent audit is provided the JRB has discretion to approve or deny the extension request. While 2013 Wisconsin Act 145 probably had some impact on the amount of tax increment collected by the District it was not substantial enough to cause the District to be unable to pay off its project costs prior to termination given the data provided in the 2017 Financial Statements for the District. Therefore, this extension would be at the discretion of the JRB and highly unlikely as the projected fund balance of the District should be able to cover the cash flow deficit of this project. In MSA's opinion this option is not worth pursuing.

5. **Create a new overlay TID #6.** The Village could create a new overlay TIF District (TID #6). Under state statute communities can create a new TID on top of an existing TID. All tax increment from development created after the new TID is approved is funneled to the new TID. Creating a new TID #6 would allow the Village 20-years to collect tax increment instead of seven. MSA projects that the project (Phase 1 and 2) could cash flow within a 10-year period at the requested funding request.

An additional alternative is to consider creating a new overlay TID #6 for portions of the development site that are intended for Phases 2-4. The applicant's concept plan shows a reconfiguration of the existing properties into three new lots. The Village could do an overlay TID for the two proposed office lots and negotiate separate agreements under the new TID for those phases. The Village could provide funding assistance for Phase 1 through TID #3; however, still at a reduced amount (\$560,000 or less) in order for the project to cash flow before TID #3 closes. Under this option the CSM would need to be approved prior to the creation of the new TID.

The creation of any new overlay TID will require the standard adoption process, including a public hearing, Plan Commission recommendation, Village Board approval, and approval by the Joint Review Board. This process would likely take 3-4 months to complete.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, February 11, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Personnel Committee (President Czebotar & Trustee Kolk)

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, February 11, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and presentation regarding the 2018 Employee Performance Evaluations.

PREVIOUS ACTION:

The Personnel Committee reviewed this information at its meeting on February 4, 2019.

ISSUE SUMMARY:

Enclosed within your packet is a summary regarding the wage adjustments aligned with the 2018 Performance Evaluations that were completed within the 4th Quarter of 2018. In total there were 56 non-represented employees evaluated as part of that process with 31 of those individuals on the grid (i.e. - below market rate) and 25 on merit (i.e. - above market rate). Overall a majority of the evaluations fell within the meets expectation ranking as expected and then tapering off after that towards above average and exceeds expectations. This item is presented for discussion as we review the overall process.

FINANCIAL/BUDGET IMPACT:

The total budget allocation for wage adjustments is \$46,042 and this process utilized only \$36,636 of that amount.

VILLAGE PLAN REFERENCE:

McFarland Compensation and Benefits Manual dated October 8, 2018.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

No action needed, presented for discussion.

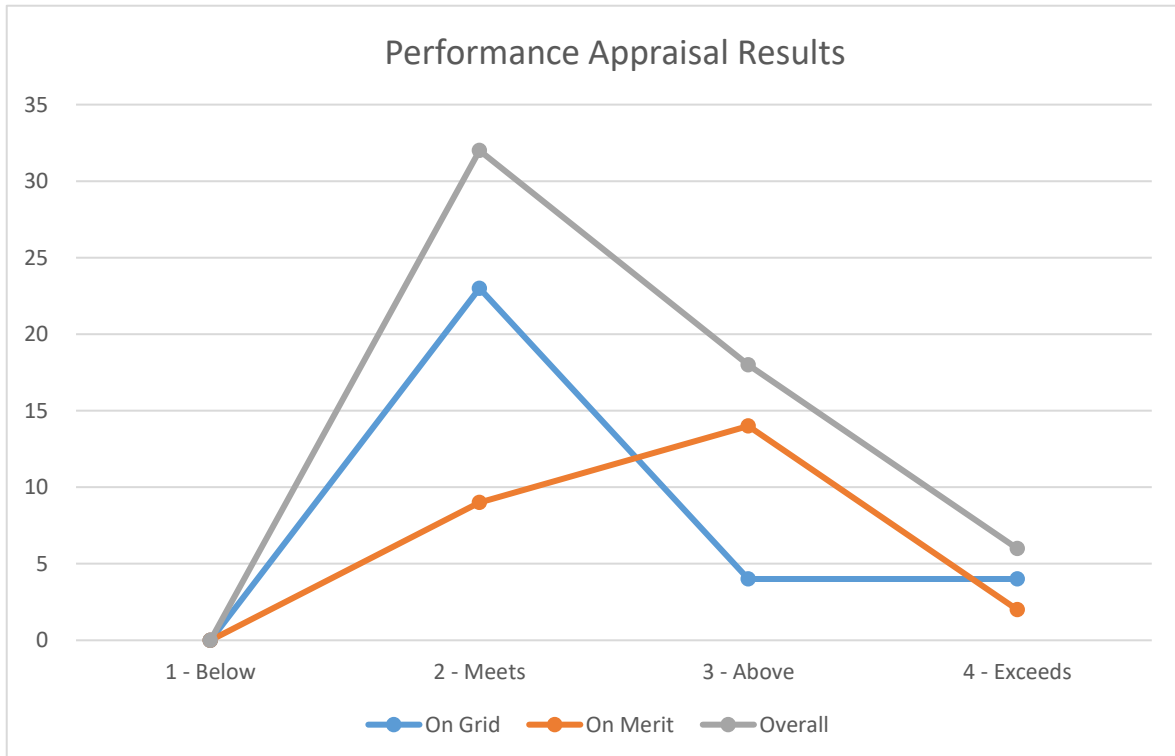
ATTACHMENTS:

1. 2018 Wage Adjustment Summary

2018 Performance Evaluation *Wage Adjustment Summary*

	Employees		2019 Funding		
	Number	Percent	Budget	Actual	Difference
On Grid	31	55%	26,042	24,845	(1,197)
On Merit	25	45%	20,000	11,792	(8,208)
Total	56		46,042	36,636	(9,406)

On Grid			On Merit			Overall		
1 - Below	0	0%	1 - Below	0	0%	1 - Below	0	0%
2 - Meets	23	74%	2 - Meets	9	36%	2 - Meets	32	57%
3 - Above	4	13%	3 - Above	14	56%	3 - Above	18	32%
4 - Exceeds	4	13%	4 - Exceeds	2	8%	4 - Exceeds	6	11%
31			25			56		





VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, February 11, 2019

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Discussion and action regarding the position description, classification, and authorization to fill the vacancy for the Assistant to the Public Works Director position within the Public Works Department.

PREVIOUS ACTION:

The following Committee's also reviewed the position description on the following dates:

- January 8th - Public Works
- January 15th - Public Utilities
- January 17th - Parks
- February 4th - Personnel

ISSUE SUMMARY:

The Village Board approved funding in 2019 within the Public Works Department to add a position that assisted the Director in facilitating the administrative tasks of the Department as they spanned the services provided. Committees have been reviewing this position and are recommending approval to establish the position of Assistant to the Public Works Director. The basic desire to add the position lies within the need to provide highly responsible management support to the Director for administrative responsibilities within the Department. Like any new position, approval needs to be granted for the job description, classification, and permission to fill the vacancy. The Village Board initially looked at this position in the Fall of 2018 as part of the process to update the organizational chart and Director's description. Here is a summary regarding the related enclosed documents for each of these items:

- **Job Description** - The enclosed description is a similar markup as was reviewed previously but now contains input from all Committees. Administrative management of the utilities is a very important function for this position but people have agreed that the revised title and proposed changes to the essential job duties gives it a broader impact to help the Department as a whole. All Committees that reviewed the description were unanimously agreeable to the position as presented.



- **Classification** - The job description is used to classify the position within the Village's wage grid. In order to do that the following steps are taken:
 - Position Analysis Questionnaire - This form asks some baseline questions in order to establish various levels the position falls to be compared against certain job factors within the assessment. The position has a higher education requirement and a medium degree of responsibility for most levels presented.
 - Position Points Assessment - The assessment is then used to create a score in order to determine a grade for the position. A Skill Level IV is selected for this assessment and designation of the position as Administrative given the job description that's presented. Each of the job factors are compared against the questionnaire to determine a score. The score is totaled in the pointing sheet and for this position suggests a score of 370.
 - Grade Assignment - Finally the score is placed within a range set for each position grade. Based on a score of 370, the position would be placed at Grade 15. The range for this position as of January 1, 2019 would be a minimum of \$54,700.08 up to a maximum of \$71,110.10. The market rate would be set at \$62,905.09. For internal comparability, the Building Inspector and Senior Outreach Director are also located within Level 15. The Assistant Library Director and Fire Inspector/Public Education Specialist are located within Grade 14 while the Deputy Treasurer/Accountant and Administrative Fire Captain (not filled) are located within 16.
- **Approval to Fill Vacancy** - By policy, this is a responsibility of the Village Board to grant approval as authorization to fill any employment vacancy.

Village Staff filled out this information based on our review of the position against all of these factors. The Personnel Committee evaluated these aspects and concurred with the findings.

FINANCIAL/BUDGET IMPACT:

The 2019 Budget was approved funding the position at Grade 18. The total amount set aside for wages and benefits as of January 1, 2019 was \$102,965. A position graded at 15 would likely be about \$10,000 to \$15,000 less than what was included within the budget. It was also funded at 100% beginning January 1st and is not likely be filled until almost the mid-point of the year. The allocation amongst the funds was setup the same way the current Utility Clerk is distributed. The cost is broken out 5% in the General Fund, 10% in the Solid Waste Fund, 70% in the Utilities Fund, and 15% in the Stormwater Utility Fund. The 2019 Budget has been approved, so with the position proposed at a lower grade than what was budgeted the overall cost will come in under budget.

VILLAGE PLAN REFERENCE:

Compensation and Benefits Manual
Personnel Policy Manual



ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for approval as recommended by Committee.

ATTACHMENTS:

1. 1 - Assist to PW Director - Job Description CLEAN REVISED
2. 1 - Assist to PW Director - Job Description REDLINE REVISED
3. 2 - Assit to PW Director - Position Analysis Questionnaire REVISED
4. 3 - Assist to PW Director - Position Points Assessment
5. 4 - Assist to PW Director - Grade Assignment

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 overseeing 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.
- Accurately and consistently records time spent supporting public utilities functions and for all other Public Works and Parks activities for the purpose of allocating labor related costs between the public utilities and other Public Works activities.
- 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.
- Maintain a valid Wisconsin driver's license.

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. Must possess or be able to obtain a valid WI driver's license.

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 **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/overseeing 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.
- Accurately and consistently records time spent supporting public utilities functions and for all other Public Works and Parks activities for the purpose of allocating labor related costs between the public utilities and other Public Works activities.

- 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 n-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.
- Maintain a valid Wisconsin driver's license.

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. Must possess or be able to obtain a valid WI driver's license.

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.

Village of McFarland, Wisconsin

Position Analysis Questionnaire

1. Name (Last, First)	2. Current Position Title Assistant to Public Works Director	3. Current Annual Salary TBD
4. Immediate Supervisor's Title Public Works Director	5. Department/Division Public Works	6. Date of Hire with Village TBD
7. How many hours are you scheduled to work in a week? ☐ 35 ☐ 37.5 ☒ 40 ☐ 43 ☐ 56 ☒ Other Scheduled attendance at night meetings. <i>Explain shift rotation, stand-by, call back, etc.</i>		8. Date of Hire in Position TBD
9. Is the content listed in the applicable position/class description accurate? ☒ Yes, it is complete and accurate ☒ ☐ No, it is not complete and/or accurate ☐ If no, please use the word version of your position/class description to track/mark/record any changes needed to the content. The remainder of this form must also be filled out.		
10. Education and Experience - Please indicate the <u>minimum</u> education and <u>minimum</u> experience level needed to complete the normal, day-to-day tasks: Employee (check one) ☐ Less than High School Diploma or GED ☐ High School Diploma or GED ☐ Associates Degree ☒ Bachelors Degree ☐ Masters Degree ☐ PhD ☐ Other Supervisor (check one) ☐ ☐ ☐ ☒ ☐ ☐ ☐ Major/Coursework: <u>Accounting, finance, public administration, and/or business administration.</u> Type of Experience <u>Utility billing/collections, AP/AR, auditing, customer service, and/or public works operations.</u> Years of Experience ☐ No experience ☐ ☐ Less than one year (minimal) ☐ ☐ One to three years (moderate) ☐ ☒ Three through five years (considerable) ☒ ☐ Six or more years (extensive) ☐		
11. Licenses, Certificates and Registrations Please indicate if there are any licenses, certificates and/or registrations required to perform your job (e.g. driver's license) (Supervisor's comments regarding this information may be provided on Page 4 in the Supervisor's Comments section) Wisconsin Drivers License _____ _____ _____ Are these required: ☐ Upon Hire ☐ Within 6 months ☒ Within 1 year ☐ Within 2 years <i>If requirement is specific to the license, certification or registration, please indicate timeframe by each one individually.</i>		
12. Special Training Please indicate if there is any special training required to perform your job. (Supervisor's comments regarding this information may be provided on Page 4 in the Supervisor's Comments section) Financial Management Software Utility Payment Software Meeting Management System Meter Reading Equipment PSC Rules and Regulations Are these required: ☐ Upon Hire ☐ Within 6 months ☒ Within 1 year ☐ Within 2 years <i>If requirement is specific to the training, please indicate timeframe by each one individually.</i>		

13. Work Level

Level of work required to complete your normal, day-to-day duties satisfactorily.

- ☐ Handles every day, reoccurring basic assignments and problems.....☐
- ☐ Handles a variety of typical assignments and problems independently.....☐
- ☒ Senior or supervisory level; handles all assignments and problems except those requiring policy or procedural change☒
- ☐ Managerial in nature; directs all assignments and deals with all problems☐

14. Work Complexity

Complexity and difficulty level associated with the tasks necessary to complete your work. Consider the level of judgment, analytical ability and creativity required and whether there are standards, policies and procedures that guide your actions.

- ☐ Regular and repetitive tasks, processes or operations requiring the selection and execution of actions based on defined procedures☐
- ☐ Fairly standard procedures and tasks where basic analytical ability is required, such as comparison of numbers and facts to select the correct actions. Detailed guidelines and procedures are generally used to make decisions or determine actions.☐
- ☐ Requires the application of a variety of procedures, policies and/or precedents and moderate analytic ability in adapting standard methods to fit facts and conditions.....☐
- ☒ Considerable analytical ability is needed to select, evaluate and interpret data from several sources; interpretation of guidelines, policies and procedures is required.....☒
- ☐ Widely varied and involving many complex and significant variables, requiring analytical ability and inductive thinking in adapting policies, procedures and methods to fit unusual and complex situations.☐

15. Interpersonal Skills and Communication Skills

Skills required during your day-to-day duties:

- ☐ Little or no contact required except with immediate associates and direct supervisor.☐
- ☐ Regular contact within the department and periodic contacts with other departments, outside agencies and the general public.....☐
- ☐ Regular contact within the department and other departments, outside agencies and general public (supplying or seeking information) on specialized matters.☐
- ☒ Outside and inside contacts to carry out organization programs or occasional contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion, or work requiring enforcement of laws, ordinances, policies and procedures.☒
- ☐ Regular contact with persons of importance and influence involving considerable tact, discretion and persuasion.....☐
- ☐ Continuing contact involving difficult negotiations calling for well-developed sense of timing and strategy; representing department or organization in policy settings☐

Please list people or groups with whom you must interact and/or communicate in the performance of your job.

(e.g.: citizens, customers, clients, elected officials, supervisors, subordinates, consultants, engineers, etc.)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

16. Working Conditions

Conditions you are subjected to during your day-to-day duties:

- ☐ Absence of disagreeable conditions.....☐
- ☒ Involves occasional exposure to some disagreeable elements (*dust, heat, fumes, cold, noise, vibration or wetness*) and accidents are improbable other than minor injuries.☒
- ☐ One or more elements above; involves frequent exposure to hazards where lost-time accidents are definitely possible☐
- ☐ Several elements above are occasionally present to the extent of being objectionable or regular exposure to work situations that could result in incapacitating accidents or, on occasion, loss of life.☐
- ☐ One or more of the above elements are regularly present and objectionable, or continuing exposure to work situations that could result in incapacitating accidents or periodic exposure to situations involving hazards that could result in total disability, critical illness or loss of life☐
- ☐ Continuous exposure to work situations involving hazards that could result in total disability, critical illness or loss of life, despite the provision and/or implementation of available safety measures.☐

17. Mental Stress and/or Effort Conditions you are subjected to during your day-to-day duties: ☐ Limited mental effort and/or stress.....☐ ☐ Some mental effort and stress involved resulting in inconvenience and frustration.☐ ☒ Considerable mental effort and stress.....☒ ☐ Serious mental stress involved that could, over a period of time, result in temporary nervous disorder and severe mental anguish.☐ ☐ Severe mental stress involved that could result in permanent nervous disorder/mental instability☐												
18. Level of Responsibility How much freedom or independence is required or allowed in the performance of your normal day-to-day duties: ☐ Close supervision, or tasks are so routine and standardized that they do not require supervision.☐ ☐ Moderate supervision within standard operating procedures; supervisor or senior workers are generally nearby to answer questions, make "judgment calls" and/or prioritize work.....☐ ☒ Limited supervision with general autonomy in determining how objectives are achieved; supervisors generally set operating benchmarks, goals and objectives☒ ☐ General direction, based on broad goals and policies☐ ☐ Involves setting policies and goals for the department or organization operation☐												
19. Organizational Impact and Consequences How your day-to-day duties impact the organization and the consequences of those duties: ☐ Supportive, informational, recording or other services to assist others in producing correct and effective results; minor consequences☐ ☐ Assisting and supporting others or individually providing data or facilitating services for use by others; minor to moderate consequences☐ ☐ Daily actions or services affect individual clients/citizens; activity has moderate impact on specific cases in service area.☐ ☒ Participating with others (within and/or outside of community/agency) in program development, service delivery and supervision of subordinate staff; moderate to serious impact☒ ☐ Major individual impact on and accountability for end results affecting organizational unit or total community/agency.....☐												
20. Financial Please indicate the dollar amount over which you have accountability, approval and/or authority. <i>(Supervisor's comments regarding this information may be provided on Page 5 in the Supervisor's Comments section)</i> <table> <tr> <td>☐ \$0 (N/A)</td> <td>☐ \$20,000 - \$49,000</td> <td>☐ \$1,000,000 - \$4,999,999</td> </tr> <tr> <td>☐ \$1 - \$999</td> <td>☐ \$50,000 - \$99,999</td> <td>☒ \$5,000,000 - \$19,999,999</td> </tr> <tr> <td>☐ \$1,000 - \$4,999</td> <td>☐ \$100,000 - \$499,999</td> <td>☐ \$20,000,000 – 49,999,999</td> </tr> <tr> <td>☐ \$5,000 - \$19,999</td> <td>☐ \$500,000 - \$999,999</td> <td>☐ \$50,000,000 +</td> </tr> </table>	☐ \$0 (N/A)	☐ \$20,000 - \$49,000	☐ \$1,000,000 - \$4,999,999	☐ \$1 - \$999	☐ \$50,000 - \$99,999	☒ \$5,000,000 - \$19,999,999	☐ \$1,000 - \$4,999	☐ \$100,000 - \$499,999	☐ \$20,000,000 – 49,999,999	☐ \$5,000 - \$19,999	☐ \$500,000 - \$999,999	☐ \$50,000,000 +
☐ \$0 (N/A)	☐ \$20,000 - \$49,000	☐ \$1,000,000 - \$4,999,999										
☐ \$1 - \$999	☐ \$50,000 - \$99,999	☒ \$5,000,000 - \$19,999,999										
☐ \$1,000 - \$4,999	☐ \$100,000 - \$499,999	☐ \$20,000,000 – 49,999,999										
☐ \$5,000 - \$19,999	☐ \$500,000 - \$999,999	☐ \$50,000,000 +										

21. **Supervision and/or Oversight**
The scope and type of responsibility that you exercise as a supervisor or lead worker of other employees. *(Supervisor's comments regarding this information may be provided on Page 4 in the Supervisor's Comments section)*

Please check all that apply:

List the positions by title, along with number of individuals within the position, that you have responsibility for:

Meter Reader (P/T)

Effectively Recommend	Take Action
--------------------------	----------------

☒

Take Action

Hire

Hire

Assign Work

Direct Work

Reward

Transfer

Promote

Adjust Grievances

Train

Inspect Work

Effectively
Recommend☐

Take Action

1

9

☒☒☒

11

☒☒

11

Suspend

Terminate

Discipline (Oral Reprimand)

Discipline (Written Reprimand)

Evaluate Performance

Demote

Coach and/or Counsel

Develop Staff Schedules

Other

Are the statements provided by the employee accurate and complete? ☐ Yes ☐ No Please indicate any inaccuracies or incomplete items.

[illegible]

N/A - Classifying Newly Created Position

Date _____

Date _____

Americans with Disabilities Act Supplemental Information Form

In order to assist in developing class descriptions which recognize and accommodate the requirements of the Act, each employee is requested to complete the attached ADA supplemental information form. Please check only those physical requirements or activities and sensory requirements that are **absolutely necessary** to perform the essential functions of your job and those environmental conditions which apply. If options provided are not applicable, please do not check the corresponding box.

The employee should check the appropriate box on the left side of the form. Supervisors should review information provided by the employee and verify the requirements of the position by checking the appropriate box on the right side of the form.

1. The physical requirements of this position.

Does this job require that weight be lifted or force be exerted? If so, how much and how often? Check the appropriate boxes below.

	Employee Amount of Time				Supervisor's Input			
	None	up to 1/3	1/3 to 2/3	2/3 & up	None	up to 1/3	1/3 to 2/3	2/3 & up
Up to 10 pounds of force	☐	☐	☐	☒	☐	☐	☐	☒
Up to 25 pounds of force	☐	☒	☐	☐	☐	☒	☐	☐
Up to 50 pounds of force	☐	☒	☐	☐	☐	☒	☐	☐
Up to 100 pounds of force	☒	☐	☐	☐	☒	☐	☐	☐
In excess of 100 pounds of force	☒	☐	☐	☐	☒	☐	☐	☐

What is being lifted: _____

2. The physical activity of this position.

How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

	Employee Amount of Time				Supervisor's Input			
	None	up to 1/3	1/3 to 2/3	2/3 & up	None	up to 1/3	1/3 to 2/3	2/3 & up
Stand	☐	☐	☒	☐	☐	☐	☒	☐
Walk	☐	☐	☒	☐	☐	☐	☒	☐
Sit	☐	☐	☐	☒	☐	☐	☐	☒
Speak or hear	☐	☐	☐	☒	☐	☐	☐	☒
Use hands to finger, handle or feel	☐	☐	☐	☒	☐	☐	☐	☒
Climb or balance	☐	☒	☐	☐	☐	☒	☐	☐
Stoop, kneel, crouch or crawl	☐	☒	☐	☐	☐	☒	☐	☐
Reach with hands and arms	☐	☐	☒	☐	☐	☐	☒	☐
Taste or smell	☒	☐	☐	☐	☒	☐	☐	☐
Push or pull	☐	☒	☐	☐	☐	☒	☐	☐
Lifting	☐	☒	☐	☐	☐	☒	☐	☐
Repetitive Motions	☐	☐	☐	☒	☐	☐	☐	☒

Employee (check all that apply)

Supervisor (verify job requirement)

3. The sensory requirements of the position are:

Visual Acuity

- | | |
|---|-------------------------------------|
| ☒ Standard vision requirements..... | ☒ |
| ☐ Close vision | ☐ |
| ☐ Distance vision | ☐ |
| ☐ Ability to adjust focus | ☐ |
| ☐ Depth perception..... | ☐ |
| ☐ Color perception | ☐ |
| ☐ Night vision | ☐ |
| ☐ Peripheral vision..... | ☐ |

Vocal Communication

- ☒ Expressing or exchanging ideas by means of the spoken word. ☒
- ☐ Detailed or loud talking to convey detailed or important spoken instructions to others accurately, loudly or quickly. ☐

Hearing Perception

- ☒ Ability to recognize information at normal spoken word levels. ☒
- ☒ Ability to receive detailed information through oral communications and/or to make fine distinctions in sound. ☒

Sensory Utilization

- ☒ Preparing and analyzing written or computer data. ☒
- ☒ Visual inspection involving small defects and/or small parts ☒
- ☒ Use of measuring devices ☒
- ☐ Assembly or fabrication of parts within arms length. ☐
- ☒ Operating machines, including office equipment. ☒
- ☐ Operating motor vehicles or equipment. ☐
- ☒ Observing general surroundings and activities ☒

4. The environmental conditions the worker will be subject to in this position.

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

	Employee Amount of Time				Supervisor's Input			
	None	up to 1/3	1/3 to 2/3	2/3 & up	None	up to 1/3	1/3 to 2/3	2/3 & up
Wet, humid conditions (non-weather)	☒	☐	☐	☐	☒	☐	☐	☐
Work near moving mechanical parts	☐	☒	☐	☐	☐	☒	☐	☐
Work in high, precarious places	☒	☐	☐	☐	☒	☐	☐	☐
Fumes or airborne particles	☐	☒	☐	☐	☐	☒	☐	☐
Toxic or caustic chemicals	☒	☐	☐	☐	☒	☐	☐	☐
Outdoor weather conditions	☐	☒	☐	☐	☐	☒	☐	☐
Extreme cold (non-weather)	☒	☐	☐	☐	☒	☐	☐	☐
Extreme heat (non-weather)	☒	☐	☐	☐	☒	☐	☐	☐
Risk of electrical shock	☒	☐	☐	☐	☒	☐	☐	☐
Work with explosives	☒	☐	☐	☐	☒	☐	☐	☐
Vibration	☒	☐	☐	☐	☒	☐	☐	☐
Breathing apparatus	☒	☐	☐	☐	☒	☐	☐	☐
Exposure to blood borne pathogens	☒	☐	☐	☐	☒	☐	☐	☐
Other:	☐	☐	☐	☐	☐	☐	☐	☐
Other:	☐	☐	☐	☐	☐	☐	☐	☐
Other:	☐	☐	☐	☐	☐	☐	☐	☐

5. Typical Noise Level

Employee (check only one)

Supervisor (verify job requirement)

- ☐ Very Quiet (e.g. park trail, storage or file room) ☐
- ☐ Quiet (e.g. library, private offices) ☐
- ☒ Moderate Noise (e.g. business office with typewriters and/or computer printers, light traffic) ☒
- ☐ Loud Noise (e.g. heavy traffic, large earth-moving equipment) ☐
- ☐ Very Loud Noise (e.g. jack hammer work, garbage recycle plant) ☐

5. Characteristics of Work by Skill Level

Characteristics of work can be defined as that general of the scope of the work performed by a position or class of positions that serves to distinguish it from other positions and serves to designate the position in an organizations classification system.

Listed and defined below are sixteen (16) work characteristics grouped by skill level that, when used in conjunction with the nine (9) job factors, determines the value of the position or class of positions as it relates to all other positions within the organization. As the first step of job evaluation the work characteristic and skill level for the position must be determined.

Skill Level I

Manual – work requiring the use of basic physical skills in performing uncomplicated tasks.

Skill Level II

Administrative Support – work requiring the use of basic language, mathematical and social skills in the orderly reproduction, processing, recording and maintenance of informational and financial documents requiring word-processing, data entry and/or typing skills.

Human Support – work requiring the use of basic social and physical skills in aiding in the care, comfort, and well-being of human beings.

Semiskilled – work requiring the use of specialized physical skills in performing routine to complicated tasks.

Skill Level III

Skilled Administrative Support – work requiring the use of highly developed language, mathematical, social and specialized skills in the orderly production, processing, recording and maintenance of informational and financial documents and requiring word-processing, data entry and/or spreadsheet skills.

Skilled Human Support – work requiring the use of specialized social and physical skills in aiding in the care, comfort, and well being of human beings.

Skilled Trades – work requiring the use of specialized physical skills and heavy and specialized equipment in performing complicated tasks.

Technical – work requiring the use and application of basic technical procedures and techniques in performing and responding to routine tasks, situations or problems. Work may also require specialized physical skills.

Skill Level IV

Administrative – work requiring the application of specialized procedural knowledge and communication skills in the planning, organizing, coordinating, supervising, managing, and or directing programs, department or division activities, procedures and practices.

Advanced Human Support – work requiring the use of highly developed and specialized social and physical skills in aiding in the care, comfort and well-being of human beings.

Protective Services – work requiring the use of basic and specialized social and physical skills and the application of specialized knowledge in the protection of life and property from criminal, negligent or natural acts in accordance with federal, state and local laws, regulations and procedures.

Skilled Technical – work requiring the use and skilled application of detailed technical procedures and techniques to recurring situations or problems. Work may also require specialized physical skills.

Skill Level V

Advanced Protective Services – work requiring the use of highly developed and specialized social and physical skills and the application of specialized knowledge in the protection of life and property from criminal, negligent or natural acts in accordance with federal, state and local laws, regulations and procedures.

Advanced Technical – work requiring the use and application of highly developed and detailed technical procedures and techniques to a variety of situations or problems. Work may also require specialized physical skills.

Professional – work in providing highly developed planning or implementation of professional activities requiring the application of advanced knowledge and communication skills, research, data the analysis, client assistance and/or other activities.

Skill Level VI

Executive – work requiring the application of advanced knowledge, communication skills, personal integrity, creativity, judgment, evaluation or related input to the solution of complex problems or situations.

6. Job Factors

Listed and defined below are the nine (9) job factors that, when used in conjunction with the skill level of the work characteristic, determine the value of the position as it relates to all of the positions in the organization. The sum of the numerical values for each factor determines the total point value for each position.

Factors		Point Brackets
I.	Training and Ability	80 10 - 160
II.	Experience	50 0 - 125
III.	Level of Work	60 10 - 140
IV.	Human Relations Skills	30 0 - 80
V.	Physical Demands	10 0 - 50
VI.	Working conditions and Hazards	15 0 - 70
VII.	Independence of Action	60 0 - 120
VIII.	Impact on End Results	60 0 - 140
IX.	Supervision Exercised	5 0 - 140
		<u>370</u>

It should be noted that some factors have degrees at “0” point value, indicating that the factor may not be present at all in some positions. Other factors are presumed to be present at least to some extent, in all positions.

Training and Ability This factor evaluates the job requirements in terms of training and ability which an employee must have acquired to satisfactorily perform the essential functions of the position, whether acquired in school or by independent study.

Point Value

- 10 **Less than High School Diploma/GED**
Can read sentences with common vocabulary; can copy information from one record to another accurately; can add, subtract, multiply and divide whole numbers. (Equivalent - less than high school graduation.)
- 20 **High School/GED**
Can read and prepare a variety of written or non-technical reports; communicates effectively with others; can make a variety of mathematical calculations, such as fractions, decimals and percentages, or can operate machines, tools or equipment requiring extended instruction and some formal on-the-job training; comprehends moderately complex technical instructions and graphic material. (Equivalent to high school/vocational school graduation.)
- 40 **Associates/Technical**
Fundamental study of a specialized field such as sociology, accounting, sub-professional engineering, recreation, business studies; or high school diploma or GED and completion of specialized training, and/or attainment of required licenses and certifications; able to research and compose related original material; able to apply basic theoretical principles in the solution of practical problems; or the knowledge and ability to operate highly specialized machinery, tools or equipment requiring extended theoretical study and training. (Equivalent to completion of technical school/junior college graduate.)
- 80 **Bachelor's**
Thorough study of a social, technical or artistic field of study (i.e., business, social work, art, engineering, nursing, journalism, accounting, etc.); or Vocational/Associates Degree, and completion of specialized training, and/or attainment of required licenses and certifications; must be able to define problems, collect data, establish and interpret facts and draw valid conclusions; manipulates data with complex mathematical or other systems related to the field of work. (Equivalent - Bachelor's degree.)
- 1.5 times Bachelor's **Master's**
Advanced study of the principles, philosophies, methods, procedures, management and administration of a complex field of study. Able to develop theories and approaches to solve highly complex or technical problems. (Equivalent - graduate degree.)
- 2.0 times Bachelor's **PhD**
Comprehensive study of a specialized and complex field of study requiring extensive independent research and creative work; ability to write and edit complex theoretical and informational material; ability to define and resolve complex and intricate problems and to develop corresponding theory. (Equivalent - postgraduate degree.)

Experience

This factor evaluates the time usually required for a person with the requisite educational background to develop the necessary skills and abilities to do a specific job under normal supervision. Only that experience acquired through related work qualifies for consideration.

Minimal Experience

Experience sufficient to enable an employee to acquire some familiarity with the methods and procedures found in common work situations of the occupational field. Usually less than one year of related experience.

Moderate Experience

Experience sufficient to enable an employee to acquire moderate familiarity with the methods and procedures found in common work situations of the occupational field. Usually one to three years of related experience.

Considerable Experience

Experience sufficient in an occupational field to enable an employee to perform work as assigned with little direct supervision; work calls for a journeyman comprehension of standard work situations. Usually three to five years related experience.

Extensive Experience

Broad experience in both commonplace and unusual work situations and problems of the occupational field; sufficient to enable an employee to plan and administer major work programs. Usually six years or more related experience.

Experience Level	Skill Level					
	I	II	III	IV	V	VI
None	0	0	0	0	0	0
Minimal	5	10	15	20	30	40
Moderate	10	20	30	40	50	60
Considerable	15	25	35	50	65	85
Extensive		35	45	65	95	125

Level of Work

This factor, when applied to the characteristic of work/skill level, determines a uniform foundation upon which the balance of the factor evaluation process builds. It also serves to refine and evaluate the position or rank of the specific position to all positions in the organization.

Basic

Typically entry level of the type of work performed requiring the incumbent to handle a restricted scope of fundamental assignments or problems.

Intermediate

Intermediate level of the type of work performed requiring the incumbent to handle a variety of assignments or problems independently.

Difficult

Advanced and often supervisory level of this type of work requiring the incumbent to handle all assignments or problems except those requiring unit or departmental policy or procedural change.

Complex

Highest level of mastery of this type of work and is an expert and often a managerial position. It requires the incumbent to handle or direct the handling of all assignments or problems including the establishment of policy and procedures, in the field of work.

Experience Level	Skill Level					
	I	II	III	IV	V	VI
Basic	10	15	20	35	45	60
Intermediate	15	20	30	45	60	80
Difficult	0	30	40	60	80	100
Complex	0	40	55	80	110	140

Human Relations Skills

This factor evaluates the responsibility for working with or through other people to achieve the desired results. The rating should be based on the extent, frequency and purpose of the contacts and the importance of the resulting actions.,

Point Value

- 0 **Limited**
Little or no contact required except with immediate associates and direct supervisor.
- 10 **General**
Requires regular contact within the department and periodic contacts with other departments, outside agencies and the general public, supplying or seeking information on non-specialized matters.
- 15 **Reactive**
Requires regular contact within the department and periodic contacts with other departments, outside agencies and the general public, supplying or seeking information on specialized matters.
- 30 **Proactive**
Requires outside and inside contacts to carry out organization programs and to explain specialized matters or occasional contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion or work requiring continuing personal contact with the public involving the enforcement of laws, ordinances, policies and procedures.
- 50 **Influential**
Requires regular contacts with persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and/or the handling of difficult interpersonal relationships.
- 80 **Managerial**
Requires continuing contacts involving difficult negotiations calling for well-developed sense of timing and strategy and detailed explanation and interpretation of policies, rules and regulations and/or the handling of very difficult interpersonal relationships.

Physical Demands

This factor measures the job requirements which induce physical fatigue through exertion and strain.

**Point
Value**

- | | |
|----|---|
| 0 | Sedentary
Requires little or no physical effort or exertion. |
| 10 | Light
Requires light physical effort working almost exclusively with light weight materials (up to 25 pounds) or short periods in difficult work positions. |
| 20 | Medium
Requires moderate physical effort working regularly with light weight materials and occasionally with heavy weight materials (over 60 pounds) or occasional requirements for continuing periods in difficult work positions. |
| 40 | Heavy
Requires considerable physical effort working continuously with average and frequently with heavy weight or frequent requirements for long periods in difficult work positions. |
| 50 | Substantial
Requires heavy physical effort continually working with heavy weight materials for the entire work period. |

Working Conditions and Hazards

This factor measures the surroundings and environmental or physical conditions under which the job must be done and/or the hazards present on the job, even though all reasonable safety precautions have been taken, the frequency and duration of undesirable conditions or hazards encountered are also taken into consideration. The mental effort and/or stress of the position is included under this factor.

Point Value

0 Excellent

Working conditions with absence of disagreeable conditions and little or no accident or health hazards (or) limited mental effort and/or stress.

5 Good

Working conditions, may be slightly dirty or involve occasional exposure to some disagreeable elements (dust, heat, fumes, cold, noise, vibration or wetness) and accidents are improbable other than minor injuries such as abrasions, cuts or bruises; health hazards negligible (or) some mental effort and stress involved resulting in inconvenience and frustration.

15 Somewhat Disagreeable

Working conditions due to exposure to one or more of the elements listed above; may be exposed to one element regularly or several elements occasionally, but usually not at the same time; work involves frequent exposure to hazards where lost-time accidents are definitely possible, such as injuries to a hand or foot, etc.; some exposure to health hazards, although not incapacitating (or) considerable mental effort and stress involved which could result in tension or anxiety.

25 Disagreeable

Working conditions where several of the above elements are occasionally present to the extent of being objectionable or regular exposure to work situations which could result in incapacitating accidents or health hazards that could result in serious injury or, on occasion, loss of life (or) serious mental stress involved which could, over a period of time, result in a temporary mental disorder and/or physical illness.

45 Hazardous

Working conditions where one or more of the above elements are regularly present and objectionable, or continuing exposure to work situations which could result in incapacitating accidents or periodic exposure of work situations involving hazards that could result in total disability, critical illness or loss of life, despite the provision and/or implementation of available safety measures (or) severe mental stress involved that could result in a serious mental disorder and/or impair physical health.

70 Very Hazardous

Constant exposure to work situations involving hazards which could result in total disability, critical illness or loss of life despite the provision and/or implementation of available safety measures.

Independence of Actions

This factor evaluates the extent to which the job requires or allows the employee to work independently.

Prescribed

Work subject to direct and detailed instruction with close supervision.

Standardized

Work subject to general instructions, established routines and/or standardized practices and procedures with supervision of progress and results.

Directed

Work subject to general policy direction, practices and procedures covered by precedents and general supervisory review.

Broad

Work, by nature and scope, is subject to functional policies and goals under general managerial direction.

Strategic

Work, by reason and scope, complexity and effect on overall organizational results, is subject only to broad policy and general management guidance.

Experience Level	Skill Level					
	I	II	III	IV	V	VI
Prescribed	0	0	10	20	30	40
Standardized	5	10	20	30	40	50
Directed	15	20	30	40	60	80
Broad	-	-	40	60	80	100
Strategic	-	-	-	80	100	120

Impact of End Results

This factor evaluates the extent to which the job directly influences and affects actions impacting the end results.

Incidental

Supportive, informational, recording or other service to assist others to meaningful and correct end results. (Minor consequences).

Advisory

Work efforts and actions assisting and supporting others or individually providing data or facilitating services for use by others. (Moderate consequences).

Operational

Daily actions or services affect individual clients/citizens, activity has meaningful impact on specific cases within service area. (Moderate consequences).

Contributory

Participating with others (within and/or outside organizational unit) in program development, service delivery and supervision of subordinate staff. (Serious consequences).

Primary

Major individual impact on and accountability for end results affecting organizational unit or total organization. (Serious consequences).

Experience Level	Skill Level					
	I	II	III	IV	V	VI
Incidental	0	5	15	20	30	40
Advisory	0	15	20	30	40	50
Operational	5	20	30	40	60	80
Contributory	-	-	40	60	80	100
Primary	-	-	-	80	120	140

Supervision Exercised This factor evaluates the employee's responsibility for exercising supervision over other employees. The determination of the point rating for supervisory responsibility is based on the organizational level, the size and the work characteristics of the group over which the supervision is exercised and the level of supervisory responsibility of the position.

Number of Staff	Point Value
0	0
1-5	5
6-10	15
11 - 19	30
20 - 49	40
50 - 99	50
100 - 199	60
200 - or more	70

Occasional or Limited Supervision

Above value x 0.5

Continuous and/or Full Supervision

Above value

Division Head or Assistant Department Head

Above value x 1.5

Department Head

Above value x 2.0

Supervision of Volunteers

Utilize occasional or limited supervision value multiplied by percentage of time involved in supervision of volunteers.

Position or Class Title: Assistant to Public Works Director (Public Works)

Skill Level: IV (Administrative)

Factor	Value
I. Training and Ability	80
II. Experience	50
III. Level of Work	60
IV. Human Relations Skills	30
V. Physical Demands	10
VI. Working Conditions and Hazards	15
VII. Independence of Action	60
VIII. Impact on End Results	60
IX. Supervision Exercised	5
Point Total	370

*** As of January 5, 2015

			% Between Grades:	6%	
			Range:	30.0%	
			Starting midpoint:	25,958.63	
			Salary Range		
Pts	Grade	Min	Mid	Max	
0 - 55	1	22,572.72	25,958.63	29,344.54	
56 - 68	2	23,927.09	27,516.15	31,105.21	
69 - 83	3	25,362.71	29,167.12	32,971.52	
84 - 103	4	26,884.47	30,917.14	34,949.81	
104 - 124	5	28,497.54	32,772.17	37,046.80	
125 - 145	6	30,207.39	34,738.50	39,269.61	
146 - 167	7	32,019.84	36,822.81	41,625.79	
168 - 189	8	33,941.03	39,032.18	44,123.34	
190 - 211	9	35,977.49	41,374.11	46,770.74	
212 - 235	10	38,136.14	43,856.56	49,576.98	
236 - 262	11	40,424.31	46,487.95	52,551.60	
263 - 292	12	42,849.77	49,277.23	55,704.69	
293 - 325	13	45,420.75	52,233.86	59,046.98	
326 - 361	14	48,146.00	55,367.90	62,589.79	
362 - 400	15	51,034.76	58,689.97	66,345.18	
401 - 442	16	54,096.84	62,211.37	70,325.89	
443 - 487	17	57,342.65	65,944.05	74,545.45	
488 - 532	18	60,783.21	69,900.69	79,018.17	
533 - 577	19	64,430.20	74,094.73	83,759.26	
578 - 622	20	68,296.02	78,540.42	88,784.82	
623 - 667	21	72,393.78	83,252.84	94,111.91	
668 - 712	22	76,737.40	88,248.01	99,758.62	
713 - 757	23	81,341.65	93,542.89	105,744.14	
758 - 802	24	86,222.15	99,155.47	112,088.79	
803 - 847	25	91,395.47	105,104.80	118,814.12	

370

2016	1.0% Adjustment	51,545.11	59,689.97	67,008.63
2017	2.0% Adjustment	52,576.01	60,462.41	68,348.80
2018	2.0% Adjustment	53,627.53	61,671.66	69,715.78
2019	2.0% Adjustment	54,700.08	62,905.09	71,110.10



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, February 11, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action in order to conduct a comparable market survey of wages for Village positions contained within the current wage grid.

PREVIOUS ACTION:

The Personnel Committee met on February 4th and unanimously recommended approval of this work.

ISSUE SUMMARY:

Enclosed within your packet is the Compensation and Classification Study from 2015. Staff would like to update the data contained within the appendix that is the market survey. Essentially a finite review of the wages for all currently utilized positions as compared to our comparable communities identified within the Study. As we have been working on some recruitments, there is some concern that the salaries we have established within the wage grid are not comparable to the market. Updating the survey would help to identify if market adjustments are needed for certain positions based on what the survey data suggests. All that is presented here is to gather data to be used as part of decisions we would revisit later, simply collecting the data does not guarantee changes to the wage grid. The Personnel Committee and Village Board would consider changes to the wage grid as is customary at a future date if needed.

This is an un-budgeted expense as the funding for the full update to the Compensation and Classification Study was removed from the 2019 Budget. It is proposed to complete this work through a combination of Village Staff and Springsted whom is the consultant that complete the original study. The work asked of the consultant will be to simply collect the data from the comparable communities and note any differences between position titles when that data is received. No meetings, analysis, or reporting is anticipated through their work or is felt necessary.

FINANCIAL/BUDGET IMPACT:

The Consultant would be capped at \$5,000 which is the amount Staff is authorized to spend for items not contained within the Budget. The cost would then be allocated across multiple funds to spread out the expense. Staff would fill in for what work could not be completed within the



established budget.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

It is not necessary for the Village Board to approve such an expense or action; however, Staff felt in this situation given the ramifications of the data once received that the Village Board should be aware of this work as if there are changes as a result of it they will be using it as part of their future consideration.

ATTACHMENTS:

1. Final Report



Final Report

Village of McFarland, Wisconsin

Classification and Compensation Study

January 5, 2015

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Mission Statement

Springsted provides high quality, independent financial and management advisory services to public and non-profit organizations, and works with them in the long-term process of building their communities on a fiscally sound and well-managed basis.



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LETTER OF TRANSMITTAL

January 5, 2015

Mr. Eric Rindfleisch
Village Administrator
Village of McFarland
5915 Milwaukee Street
P.O. Box 110
McFarland, WI 53558-0110

Re: Classification and Compensation Study Final Report

Dear Mr. Rindfleisch:

Springsted Incorporated is pleased to provide the Village of McFarland with the completed Classification and Compensation Study. This Study provides an overview of the Village's current compensation and classification system and our final report, including the methodology used to evaluate positions, conduct a comprehensive market survey, development of a compensation plan and options for implementing a new compensation program.

This Study represents a thorough and comprehensive review of all aspects of the Village's classification and compensation system. The recommendations offered in this Study will increase the market competitiveness of the Village's compensation program for its employees within the regional marketplace and provide increased internal equity among positions. Implementation of these recommendations will help the Village attract new employees and assist in retaining current employees needed to meet the Village's service demands.

Springsted expresses its thanks to the Village of McFarland staff who completed Springsted's Position Analysis Questionnaires and to Village staff for providing information and feedback throughout the phases of the Study. Springsted, Incorporated appreciates the privilege of serving the Village of McFarland and hope that we may be of assistance to you in the future.

Respectfully submitted,

Ann Antonsen

Ann Antonsen
Consultant

1. Introduction

The Village of McFarland, Wisconsin, retained Springsted Incorporated to conduct a Classification and Compensation Study of the Village's regular full-time and part-time non-represented positions in the spring of 2014 in a cooperative effort with five other communities. The Study did not cover the Village's represented Police or Fire positions. The Study represents a comprehensive review of the components that affect an organization's compensation program – position descriptions, current compensation structure, the Village's pay philosophy, regional market competitiveness of Village salaries, the internal equity of salaries paid to comparable Village positions, fringe benefits, and ongoing maintenance and administration of the compensation system.

A classification and compensation system provides the framework for determining how employees will be paid. As a general rule, most organizations conduct new classification and compensation studies approximately every five to seven years ensuring their ability to hire and retain qualified employees and that internal relationships are equitable. The external market comparison is important because it ensures that the compensation plan is adequate to attract new employees and retain existing employees.

If compensation levels fall below those in the regional marketplace:

- The organization will experience difficulty hiring people
- Increased employee turnover as employees seek jobs with other organizations that will pay the market rates for their skills and abilities

Organizations should expect some employee turnover, but when it becomes excessive turnover has a serious impact on the organization's overall effectiveness. Advertising costs are a measurable component of turnover, and as the Village moves through the selection process the time spent by current employees covering the void left by the departing employee often diverts their attention from their day to day responsibilities creating overtime demands and often frustration on the part of the remaining employees as they attempt to meet deadlines and maintain acceptable levels of service. These are some of the hidden and non-quantifiable costs associated with turnover.

In addition, time spent by Village staff participating in the recruitment and selection process for new employees:

- Often diverts focus from their other duties and responsibilities
- Slowing progress on meeting established goals
- Adding to frustrations in meeting other job objectives beneficial to the Village

There is also a substantial cost to turnover that comes with training new employees. Employees receive significant on-the-job training which diverts

the attention of other employees away from their regular duties to assist in training. Organizational effectiveness is affected as employees train new employees as those new employees endeavor to become proficient in their job. While these costs are not necessarily visible in expense reports, they will show up in performance data in the form of reduced service outcomes.

The following Study documents the comprehensive review and evaluation of the Village's existing classification and compensation system and the methodology used to develop a new classification and compensation system. The Study was conducted with extensive participation and input from Village employees. Department heads were interviewed concerning the nature of their operations and discussed particular issues they were having with employee recruitment and retention. Village employees supplied information about the work they perform and other factors applicable to their positions, by employees and their supervisors completing Position Analysis Questionnaires (PAQs) and reviewing current job descriptions, which provided information on essential duties and responsibilities and job requirements. Positions were then evaluated by Springsted using the Systematic Analysis and Factor Evaluation (SAFE®) system. The SAFE system provides a consistent and objective approach to evaluating jobs by applying standard criteria to the training and experience needed to perform the job, the level of complexity in the work performed, working conditions, the impact of end results and the consequences of error.

A compensation survey was developed and comprehensive wage and benefit data was collected from comparable regional employers. The results of the job evaluation and the salary survey data were used to create a salary curve which served as the foundation for creating a revised classification and compensation program. The compensation program structure relied upon a review of pay philosophy concepts that included:

- Providing fair and equitable compensation to employees
- Maintaining a competitive pay structure that takes into consideration the Village's fiscal resources
- Ensuring that employee compensation is based on individual performance that meets or exceeds expectations, and reflects changing economic conditions
- Providing consistent administration of pay policies and procedures among all Village departments
- Evaluate additional compensation and fringe benefits in comparison with comparable employers
- Developing recommendations for modifications to the current compensation system that addresses internal equity and external market competitiveness

This final report represents the culmination of the Classification and Compensation Study. It reflects significant Village staff involvement,

including their participation and attendance at orientation meetings held in July of 2014 and submission of Position Analysis Questionnaires. Members of the Springsted team also met with Village department heads to learn about the Village's operations. These interviews also provided an opportunity for department heads to explain staffing problems affecting their operations that could be addressed through the Study.

A comprehensive salary survey was also conducted as part of this Study. The survey was conducted in conjunction with the communities of Middleton, Monona, Stoughton, Sun Prairie and Verona. Survey recipients were selected in conjunction with the six communities based on demographics and geographic proximity. Forty-seven public entities, listed below, were invited to participate in the survey:

- **City of Baraboo**
- **City of Beaver Dam**
- **City of Brookfield**
- City of Burlington
- City of Delafield
- **City of Delavan**
- **City of DePere**
- City of Fitchburg
- City of Fort Atkinson
- **City of Franklin**
- City of Lake Geneva
- **City of Marshfield**
- City of Menasha
- City of Mequon
- **City of Middleton**
- **City of Monona**
- City of Monroe
- **City of Muskego**
- **City of Neenah**
- City of Oconomowoc
- **City of Pewaukee**
- City of Portage
- City of St. Francis
- **City of Stevens Point**
- **City of Stoughton**
- **City of Sun Prairie**
- **City of Superior**
- **Village of McFarland**
- **City of Watertown**
- **City of West Bend**
- City of Whitewater
- Madison Area Technical College
- **Stoughton Area SD**
- **Town of Grand Chute**
- **Verona Area SD**
- **Village of DeForest**
- **Village of Grafton**
- Village of Greendale
- Village of Hartland
- **Village of Howard**
- Village of Jackson
- **Village of McFarland**
- Village of Mount Horeb
- Village of Mukwonago
- **Village of Oregon**
- **Village of Shorewood**
- **Village of Sussex**
- **Village of Waunakee**

The communities in bold responded to the survey, providing a total of 29 responses. Multiple contacts were made both by Springsted and the six communities participating in the survey to encourage the remaining communities to participate. Information was also collected from the Bureau of Labor Statistics and the Department of Labor.

Survey respondents were asked to provide information on only those Village of McFarland positions which they considered to be comparable to positions in their organizations. Therefore, survey respondents did not provide data for every position surveyed.

The Village Board, upon recommendation of the Personnel Committee determined that the following communities and the Bureau of Labor Statistics were the most comparable to the Village of McFarland based on size, location and demographics:

- City of Baraboo
- City of Delafield
- City of Delavan
- City of Monona
- City of Portage
- City of Stoughton
- City of Sun Prairie
- City of Verona
- Village of DeForest
- Village of Grafton
- Village of Hartland
- Village of Oregon
- Village of Sussex
- Village of Waunakee

2. Methodology

Springsted, Incorporated used the following methodology to develop recommendations for the Village of McFarland:

1. Springsted met with the Village Administrator to establish a working relationship and gain an understanding of the needs and expectations of the Village. This also provided an opportunity to discuss the Village's goals in reviewing the compensation and fringe benefits offered to the Village's employees, review current policies and practices relating to the Village's existing pay practices, and obtain data on the programs and materials currently in use.
2. Springsted conducted individual meetings with each department head to collect data on organizational structure, operations, and staffing along with identifying any specific departmental needs and concerns related to this study.
3. Employee orientation sessions were conducted by Springsted explaining the study process and answering questions. These meetings also provided an opportunity for employees to ask questions, voice concerns and have input into the study.
4. All employees received Position Analysis Questionnaires (PAQs) and instruction sheets. They were encouraged to participate in the study by using the PAQ to provide information on the characteristics and factors applicable to their position. Each employee's supervisor then reviewed the completed questionnaires for completeness and accuracy and provided any additional information they felt was relevant to the position. Employees and supervisors were also asked to review the current job descriptions for each position and provide input on any necessary changes in the essential functions of the position and the knowledge, skills and abilities required of the position.
5. Information was gathered from the Village on the current compensation structure, current benefits, and existing job descriptions covering the positions included in the study.
6. Springsted developed a comprehensive wage and benefits survey which included requests for general information on compensation policies, such as whether an open range or step system was utilized, years to maximum, number of steps if utilized, and percentage between steps and grades.
7. Information was also gathered on minimum, maximum and actual wage information for all benchmark positions selected by the six communities participating in the study, information on any additional compensation such as longevity pay, pay for performance, educational incentives, and information on a wide variety of fringe benefits, including holidays, vacation, sick leave, insurances, deferred compensation, uniform allowance and any other additional compensation.

8. Springsted met with the Village's personnel committee to discuss selection of the specific market comparables and the Village's pay philosophy and structure of the compensation plan.
9. Using the market survey data, the internal relationships and the Village's pay philosophy recommendations were created for development of a compensation system.
10. Guidelines for implementation and ongoing administration of the compensation program were developed. These guidelines provide for annual adjustments to the salary schedule ensuring that the Village's pay scale stays current with changing economic and market conditions. The guidelines also provide for annual salary adjustments based on individual employee performance.

3. Findings and Recommendations

Conducting a comprehensive compensation study involves the analysis of substantial quantities of data collected from comparable employers and the Village. We have evaluated the Village's existing compensation program based on our analysis of the study data and the survey results. Using this information, we have developed recommendations for development of a new compensation system for the Village of McFarland.

A. Evaluation of the Current Compensation Program

Discussions with Village personnel and a review of current compensation data indicates that the Village has a fairly stable work force but there are some positions in the Village are under-compensated in relation to other comparable organizations and in relation to comparable positions within the Village. Other findings indicate:

- Concerns about the potential for future employee turnover as employees reach retirement or because employees choose to leave the Village to take higher paying jobs or promotional opportunities with other employers
- Positions with comparable responsibilities requiring comparable education and experience that are currently being compensated at different levels

B. Pay Philosophy

A pay philosophy guides the design of a compensation system and answers key questions regarding pay strategy. It generally takes a comprehensive, long term focus and explains the compensation program's goals and how the program supports the employer's long-range strategic goals. Without a pay philosophy, compensation decisions tend to be viewed from a short-term tactical standpoint apart from the organization's overall goals.

Market competitiveness and internal equity are among the most important areas addressed in a pay philosophy. An organization's desired market position involves defining the market and identifying where the organization wants to be positioned within that market. Market position should balance what it takes to attract new employees and to retain skilled employees (in other words, eliminating higher pay as the reason employees leave the organization) with the organization's financial resources. Internal equity expresses an organization's desire to provide comparable pay to positions with comparable duties and responsibilities.

A pay philosophy should be developed that establishes a compensation program based on individual employee performance as a key feature of the pay philosophy. Individual employee movement between steps should be based on satisfactory performance. Therefore, we have emphasized references to performance in the pay philosophy discussion. As part of

this Study, it is recommended that the Village consider these concepts in the adoption of a formal pay philosophy:

- Providing fair and equitable rates of pay to employees
- Defining the Village's market area
- Developing a system that establishes a "market rate" for each position and states the minimum wage and maximum rates that the Village will pay individuals within a position
- Establishing rates of pay that allow the Village to compete successfully for new employees within its market area
- Establishing a market position that is fiscally responsible with public resources
- Ensuring that pay rates for existing employees are based on individual performance that meets or exceeds expectations and reflects changing economic conditions
- Developing a pay system that allows employees to progress through the pay range as long as their performance consistently meets expectations
- Developing pay administration policies and procedures that ensure their consistent application between departments
- Ensuring that the compensation program is understandable to employees, managers, the Village Council, and the public

C. Defining and Evaluating Job Classes

Village employees completed individual Position Analysis Questionnaires (PAQs). Supervisors reviewed the PAQs and provided information for each position. Employees and supervisors both responded to questions regarding the various job factors affecting positions, working conditions and the physical requirements of each job in compliance with the Americans with Disabilities Act (ADA).

We examined the PAQs carefully to review the type of work performed and the qualifications of positions. If the work performed is essentially the same, positions can be consolidated into one job class, such as Administrative Assistant. Consolidating job titles, if practicable, can be beneficial for an organization as it can promote internal equity, particularly with comparable positions that exist in different departments. It also gives greater flexibility to supervisors in assigning work and supports employee cross training and professional development.

All job classes were reviewed to determine those positions that can be exempted from the overtime provisions of the federal Fair Labor Standards Act (FLSA) consistent with the regulations which took effect on August 23, 2004.

With the completion of the review of the PAQ's completed by employee's and supervisor's and current job descriptions, we utilized the SAFE job evaluation system, to review and rate each Village position. The factors considered in determining the relative value of classifications are:

- Training and Ability
- Level of Work
- Physical Demands
- Independence of Actions
- Supervision Exercised
- Experience Required
- Human Relations Skills
- Working Conditions/Hazards
- Impact on End Results

D. Developing A Salary Schedule

The process of developing a salary schedule draws substantially from market data. This data is obtained by conducting a survey of other comparable employers within the Village's defined market. Respondents are asked to provide information about the structure of their pay plans, the minimum, maximum and actual salary rates of positions, years to maximum, number of steps, and information on additional compensation if relevant.

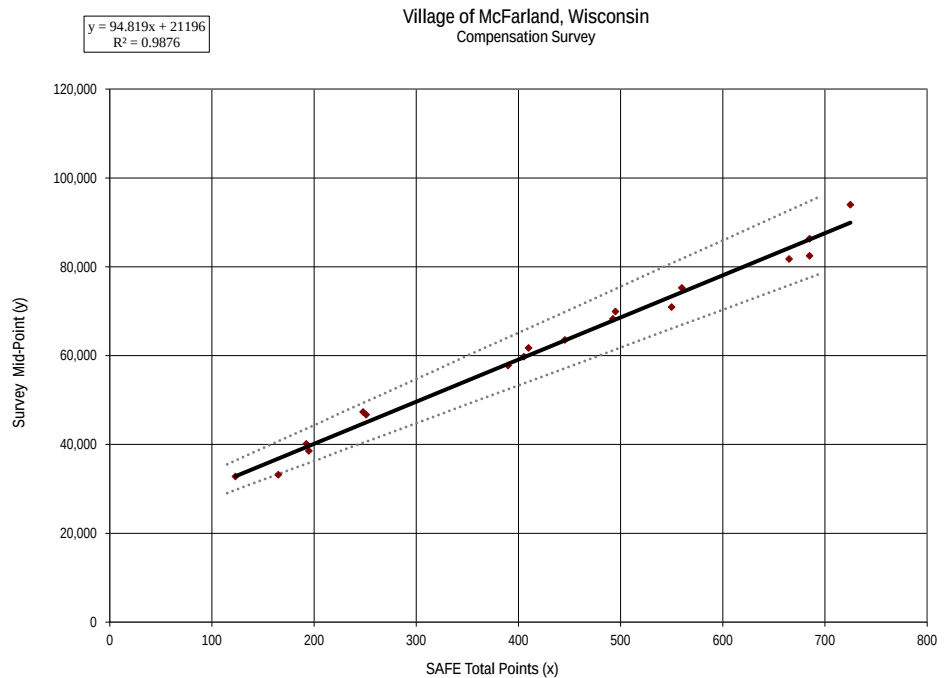
Survey Results. The salary survey included a series of questions designed to obtain information on a variety of pay practices. This survey was conducted using data from comparable employers in the region. Of the 49 benchmark positions included in the survey, the information for 23 Village positions were a match for the benchmark positions. The survey information was analyzed to ensure that data provided by each responding agency was consistent with the Village of McFarland and with the position responsibilities and requirements of the positions within the Village. A comparison was made of the wage ranges available to the positions included in the survey. Based on the analysis of the data, on average the Village's minimum salaries are 0.74% below the market, midpoint salaries are 4.61% below the market. Village of McFarland maximum salaries are, on average, 7.98% below the average maximums reported by the survey participants. This data indicates that, on average, the Village's starting wages are more competitive than the maximum wages available to Village employees.

A summary of the market survey results can be found in Appendix I.

Compensation Plans. A review of the compensation programs of the survey participants indicates that of the 12 organizations that completed the fringe benefit portions of the survey, 7 have an adopted pay plan. Of those 5 utilize a step system and 2 use an open range system, the remaining respondents either used multiple systems or did not have established compensation plans and structures. The number of steps varied from 4 to 19, with an average of 12 steps. The percentage between steps varied from 1.5 to 5 percent, with an average of 3.08% between steps. The number of grades in the pay plans averaged 17 with an average spread from minimum to

maximum of 29.5%. The spread between grades ranges from 5% to 7.5% with an average of 6.3% between grades.

Designing the Salary Schedule. The first step in designing a compensation plan is to create a salary curve using the salary survey data for the Village's positions and the corresponding job evaluation point factors for each position. This data produced the salary curve shown below. Any given point on the salary curve identifies where the market salary rate and the job evaluation point factors intersect.



The recommended compensation plan was designed as an open range system with 25 pay grades and a 6 percent spread between pay grades. There is a 30% spread between the minimum and the maximum of the range. The midpoint of each pay grade generally corresponds with the market as defined by the salary survey. The compensation plan is structured on annual wages based on a 2080 hour work year. The proposed compensation plan for the Village of McFarland can be found in Appendix II of this report.

The consultant then assigned each position to the appropriate salary grade in the salary schedule. The List of Positions and Assignment to Salary Grade is shown in Appendix III.

It is recommended that as part of this compensation plan, individual employee movement within the range be based on individual employee performance. Employees should only receive wage increases if their performance is satisfactory or better.

An established performance evaluation program includes ongoing training of the system ensuring that supervisors in all departments consistently apply performance standards. When compensation is based on performance, employees look for assurance that managers will honestly evaluate performance and not inflate ratings in order to obtain a higher salary for particular employees. Generally, such systems provide for a review by the Village Administrator's Office to provide a mechanism that helps supervisors apply performance standards consistently for all employees.

When pay is based on performance, the evaluation system often provides for reviews at six or 12 month intervals, so employees know how supervisors view their performance and have the opportunity to improve performance and their prospect for a pay increase. Employees who have satisfactory or better performance evaluations should expect annual wage increases.

4. Implementing the Recommended Salary Plan

A. Implementation

To estimate implementation costs we used current 2014 employee salaries supplied by the Village for all positions. The scale was developed utilizing 2014 market survey information and then adjusted by 1.5% for 2015. The costs of implementation include wages only and reflect full-year impacts.

Implementation – Base Adjustment

The first step for implementation was to increase individual employee wages by the 1.5 annual adjustment for 2015. The annual cost for the base adjustment for all Village employees is \$25,127.48

1.50% Base Increase					
	# of Staff	Current Salary	Proposed Salary	Difference	% Increase
Totals	47	\$ 1,675,165.18	\$ 1,700,292.66	\$ 25,127.48	1.50%

Implementation – Option 1

The next step for implementation is to place employees within the proposed wage schedule. The first option for implementation of the study results is to place employees whose current wage falls below the minimum of the proposed range for their position at the minimum of the range. Of the Village's 47 employees, 12 employees are compensated at a level which is below the minimum wage of the proposed wage scale for their position. The annual cost to bring these employees to the minimum is \$22,238.06, which is 1.31% of the Village's total payroll.

Option 1 - Move to Min					
	# of Staff	Current Salary	Proposed Salary	Difference	% Increase
Totals	47	\$ 1,700,292.66	\$ 1,722,530.72	\$ 22,238.06	1.31%
Employee Below Min	12	\$ 155,947.75	\$ 178,185.80	\$ 22,238.06	14.26%
Employee Within Range	35	\$ 1,544,344.91	\$ 1,544,344.91	\$ -	-
Employee Above Max	0	\$ -	\$ -	\$ -	-

The Villages remaining 35 employees, 74.5% of the Village's workforce are compensated at a level which falls within the proposed wage scale for their position.

Ongoing Administration

After initial implementation is achieved, the Village will need to develop administration procedures that provide for annual salary adjustments based on market and economic conditions and satisfactory individual employee job performance.

Employee Adjustments. Employees will move through the wage schedule based on years of service, cost of living adjustments and performance.

Base adjustments. In subsequent years it will be necessary for the Village to adjust the salary schedules based on cost of living and other factors such as recruitment and retention issues. The Village can establish a guideline for determining annual base adjustments. For example, the Village could base its adjustment on the Consumer Price Index (CPI). The Village could also contact comparable jurisdictions to find out what percentage adjustment they are making to their pay scales as a second level of verification of the pay range adjustment. This would also ensure that the Village maintains marketability among comparable regional organizations.

If the CPI for example, is 2.0 a 2.0 percent increase would be applied to the pay scale. In addition, employees would move through the wage schedule on their anniversary date, based on satisfactory performance and based on the policy developed by the Village to ensure that employees are moving through the wage schedule. By making this base adjustment to all employee salaries, the Village ensures that employees will not fall behind the market.

B. Review of Fringe Benefits

The local government organizations that responded to the salary survey also provided information about their fringe benefit programs. A summary of the fringe benefits survey appears in Appendix IV.

Market Survey Information

APPENDIX I Market Survey Information

Market Survey Information

Position Surveyed	Number of Respondents	Average FTES	Average YOS	Average Midpoint	Minimum Salary			Midpoint Salary		Maximum Salary		
					Lowest	Highest	Average	Lowest	Highest	Lowest	Highest	Average
Village Administrator	13	1.00	8.58	93,971.16	73,953.00	89,860.00	81,038.00	85,232.50	102,908.00	90,000.00	126,175.00	107,686.82
Village Clerk/Deputy Treasurer	12	1.00	11.15	63,515.27	52,227.00	60,000.00	55,261.17	59,634.00	67,500.00	66,080.00	75,619.00	71,769.37
Deputy Clerk	9	0.94	2.87	40,105.29	33,524.00	40,030.00	36,156.90	38,155.50	42,681.50	41,620.80	49,067.00	44,311.88
Administration Clerk III	11	1.36	8.83	33,155.23	14,100.00	35,131.20	26,172.67	26,100.00	38,605.50	37,211.00	45,211.00	40,294.37
Senior Accountant	7	1.00	7.00	59,721.67	46,797.00	55,203.00	52,333.33	57,148.50	63,483.50	62,220.00	71,764.00	66,621.00
Bookkeeper	6	1.00	12.00	48,867.03	39,748.80	45,859.00	43,124.70	41,953.60	53,661.50	44,158.40	61,464.00	55,130.24
Clerk III	10	1.00	8.80	37,286.03	31,600.00	32,000.00	31,800.00	35,965.00	38,605.50	22,776.00	45,211.00	42,772.83
Community Development Director	8	1.00	8.13	75,222.17	59,612.00	71,178.00	65,790.33	67,561.00	79,804.00	75,510.00	90,022.00	84,654.00
Building Inspector	7	1.00	17.20	57,775.28	45,854.00	56,380.00	51,117.00	52,900.50	63,212.50	59,947.00	70,045.00	64,152.33
Director of Public Works/Utilities	13	1.00	13.67	81,730.71	59,488.00	80,600.00	70,923.13	69,971.00	92,175.20	80,454.00	103,750.40	92,614.04
Parks Manager/Assistant Director of Public Works	8	1.00	11.67	68,247.30	55,890.00	64,000.00	59,969.20	65,738.50	72,000.00	74,248.00	80,000.00	76,525.40
Public Works Maintenance Worker	12	3.67	7.50	45,093.26	36,795.00	45,711.00	41,017.46	42,099.00	51,917.00	43,056.00	59,738.00	48,741.05
Mechanic	7	1.14	9.00	47,280.02	39,707.00	44,366.40	41,826.25	45,397.50	49,670.50	44,824.00	59,696.00	52,952.56
Chief of Police	11	1.00	13.56	86,294.86	66,768.00	84,774.00	75,092.83	77,784.50	95,048.00	88,801.00	108,493.00	97,690.14
DNU - Administrative Captain	11	1.27	13.78	70,923.42	59,278.00	66,414.40	61,739.10	67,920.00	75,878.40	73,000.00	88,544.00	80,520.69
Police Sergeant	12	2.75	9.14	67,423.31	50,733.00	75,132.00	61,540.62	57,741.00	78,865.00	61,136.00	82,598.00	72,583.43
Municipal Court Clerk	11	0.98	9.89	37,484.41	29,452.00	35,373.00	33,138.05	33,331.50	39,660.00	37,211.00	49,213.00	42,392.34
Library Director	11	1.00	8.33	69,926.01	55,890.00	66,414.40	61,957.91	65,738.50	77,325.50	67,538.00	90,213.00	77,086.71
Youth Services Librarian	12	1.17	8.67	46,673.54	37,402.00	46,797.00	41,024.20	42,569.00	56,156.00	45,167.00	65,515.00	51,625.68
Library Assistant I	11	4.30	7.40	32,764.69	14,838.72	41,067.00	27,704.10	18,314.36	46,255.00	21,790.00	51,443.00	37,724.96
Senior Outreach Director	7	1.00	16.00	61,711.66	51,498.00	57,944.00	54,588.30	57,983.50	66,781.50	64,469.00	75,619.00	68,532.32
Case Manager	7	1.00	6.00	38,535.11	32,596.00	35,373.00	33,984.50	37,603.00	39,660.00	42,411.00	43,947.00	42,989.33
Fire/EMS Chief	7	0.93	4.00	82,467.38	66,768.00	79,975.00	71,964.00	77,784.50	89,667.50	88,801.00	99,360.00	92,970.75
Averages	9.70	1.37	9.70									
DNU - did not use survey information												

Market Survey Information

Position Surveyed	Village of McFarland Information								
	Min	Diff	%	Mid	Diff	%	Max	Diff	%
Village Administrator	76,392.00	(4,646.00)	-6.08%	86,492.50	(7,478.66)	-8.65%	96,593.00	(11,093.82)	-11.49%
Village Clerk/Deputy Treasurer	55,197.00	(64.17)	-0.12%	62,482.50	(1,032.77)	-1.65%	69,768.00	(2,001.37)	-2.87%
Deputy Clerk	37,460.80	1,303.90	3.48%	39,540.80	(564.49)	-1.43%	41,620.80	(2,691.08)	-6.47%
Administration Clerk III	35,131.00	8,958.33	25.50%	37,096.50	3,941.27	10.62%	39,062.00	(1,232.37)	-3.15%
Senior Accountant	55,000.00	2,666.67	4.85%	60,000.00	278.33	0.46%	65,000.00	(1,621.00)	-2.49%
Bookkeeper	39,749.00	(3,375.70)	-8.49%	41,953.50	(6,913.53)	-16.48%	44,158.00	(10,972.24)	-24.85%
Clerk III	35,131.00	3,331.00	9.48%	37,096.50	(189.53)	-0.51%	39,062.00	(3,710.83)	-9.50%
Community Development Director	59,612.00	(6,178.33)	-10.36%	67,561.00	(7,661.17)	-11.34%	75,510.00	(9,144.00)	-12.11%
Building Inspector	47,749.00	(3,368.00)	-7.05%	53,736.00	(4,039.28)	-7.52%	59,723.00	(4,429.33)	-7.42%
Director of Public Works/Utilities	70,209.00	(714.13)	-1.02%	79,593.50	(2,137.21)	-2.69%	88,978.00	(3,636.04)	-4.09%
Parks Manager/Assistant Director of Public Works	55,197.00	(4,772.20)	-8.65%	62,482.50	(5,764.80)	-9.23%	69,768.00	(6,757.40)	-9.69%
Public Works Maintenance Worker	40,913.00	(104.46)	-0.26%	43,138.50	(1,954.76)	-4.53%	45,364.00	(3,377.05)	-7.44%
Mechanic	44,336.00	2,509.75	5.66%	46,743.00	(537.02)	-1.15%	49,150.00	(3,802.56)	-7.74%
Chief of Police	70,209.00	(4,883.83)	-6.96%	79,593.50	(6,701.36)	-8.42%	88,978.00	(8,712.14)	-9.79%
DNU - Administrative Captain	59,612.00			67,561.00			75,510.00		
Police Sergeant	55,197.00	(6,343.62)	-11.49%	62,482.50	(4,940.81)	-7.91%	69,768.00	(2,815.43)	-4.04%
Municipal Court Clerk	35,131.00	1,992.95	5.67%	37,096.50	(387.91)	-1.05%	39,062.00	(3,330.34)	-8.53%
Library Director	59,612.00	(2,345.91)	-3.94%	67,561.00	(2,365.01)	-3.50%	75,510.00	(1,576.71)	-2.09%
Youth Services Librarian	40,624.00	(400.20)	-0.99%	46,033.50	(640.04)	-1.39%	51,443.00	(182.68)	-0.36%
Library Assistant I	29,931.20	2,227.10	7.44%	31,657.60	(1,107.09)	-3.50%	33,384.00	(4,340.96)	-13.00%
Senior Outreach Director	50,890.00	(3,698.30)	-7.27%	57,679.50	(4,032.16)	-6.99%	64,469.00	(4,063.32)	-6.30%
Case Manager	32,906.00	(1,078.50)	-3.28%	34,736.00	(3,799.11)	-10.94%	36,566.00	(6,423.33)	-17.57%
Fire/EMS Chief	70,209.00	(1,755.00)	-2.50%	79,593.50	(2,873.88)	-3.61%	88,978.00	(3,992.75)	-4.49%
Averages	50278.17	(942.67)	-0.74%	55735.28	(2,768.23)	-4.61%	61192.38	(4,541.22)	-7.98%
DNU - did not use survey information									

APPENDIX II

Compensation Plan

[illegible]

Position Grade Assignment

APPENDIX III Position Grade Assignment

Position Grade Assignment

Poir	Department	Division	Title	Proposed Range			
				Grade	Min	Mid	Max
55	Library	N/A	Shelver	1	22,572.72	25,958.63	29,344.54
65	Library	N/A	Youth Services Page	2	23,927.09	27,516.15	31,105.21
123	Library	N/A	Library Assistant I	5	28,497.54	32,772.17	37,046.80
118	Police	N/A	Police Clerk I	5	28,497.54	32,772.17	37,046.80
113	Public Works/Utilities	N/A	Utility Clerk I	5	28,497.54	32,772.17	37,046.80
123	Senior Outreach	N/A	Nutrition Site Manager	5	28,497.54	32,772.17	37,046.80
145	Cable	N/A	Production Assistant	6	30,207.39	34,738.50	39,269.61
143	Community Development	N/A	Community Development Clerk II	6	30,207.39	34,738.50	39,269.61
165	Administration	N/A	Administration Clerk III	7	32,019.84	36,822.81	41,625.79
165.5	Library	N/A	Library Assistant II	7	32,019.84	36,822.81	41,625.79
168	Library	N/A	Technology Services Assistant	8	33,941.03	39,032.18	44,123.34
175	Public Works/Utilities	N/A	Parks/Public Works Maintenance Worker	8	33,941.03	39,032.18	44,123.34
192.5	Administration	N/A	Deputy Clerk	9	35,977.49	41,374.11	46,770.74
203.5	Cable	N/A	Senior Production Assistant	9	35,977.49	41,374.11	46,770.74
201	Municipal Clerk	N/A	Judicial Assistant/Court Clerk III	9	35,977.49	41,374.11	46,770.74
195.5	Public Works/Utilities	N/A	Clerk III	9	35,977.49	41,374.11	46,770.74
213	Public Works/Utilities	N/A	Public Works Maintenance Worker	10	38,136.14	43,856.56	49,576.98
195	Senior Outreach	N/A	Case Manager	9	35,977.49	41,374.11	46,770.74
220.5	Police	N/A	Confidential Administrative Assistant	10	38,136.14	43,856.56	49,576.98
251	Library	N/A	Youth Services Librarian	11	40,424.31	46,487.95	52,551.60
248	Public Works/Utilities	N/A	Mechanic	11	40,424.31	46,487.95	52,551.60
267.5	Public Works/Utilities	N/A	Public Works Lead Maintenance Worker	12	42,849.77	49,277.23	55,704.69
310	Cable	N/A	Program Manager	13	45,420.75	52,233.86	59,046.98
315	Cable	N/A	Technical Manager	13	45,420.75	52,233.86	59,046.98
317.5	Fire and Rescue	N/A	Fire Inspector/Public Education Specialist	13	45,420.75	52,233.86	59,046.98
355	Library	N/A	Assistant Library Director/Technical Services Supervisor	14	48,146.00	55,367.90	62,589.79
390	Community Development	N/A	Building Inspector	15	51,034.76	58,689.97	66,345.18
405.5	Administration	N/A	Senior Accountant	16	54,096.84	62,211.37	70,325.89
410	Senior Outreach	N/A	Senior Outreach Director	16	54,096.84	62,211.37	70,325.89
445.5	Administration	N/A	Village Clerk/Deputy Treasurer	17	57,342.65	65,944.05	74,545.45
495	Library	N/A	Library Director	18	60,783.21	69,900.69	79,018.17
492.5	Public Works/Utilities	N/A	Parks Manager/Assistant Director of Public Works	18	60,783.21	69,900.69	79,018.17
560	Community Development	N/A	Community Development Director	19	64,430.20	74,094.73	83,759.26
550	Fire and Rescue	N/A	Administrative Captain	19	64,430.20	74,094.73	83,759.26
665	Public Works/Utilities	N/A	Director of Public Works/Utilities	21	72,393.78	83,252.84	94,111.91
685	Fire and Rescue	N/A	Fire/EMS Chief	22	76,737.40	88,248.01	99,758.62
685	Police	N/A	Chief of Police	22	76,737.40	88,248.01	99,758.62
725	Administration	N/A	Village Administrator	23	81,341.65	93,542.89	105,744.14

APPENDIX IV

Fringe Benefit Comparison

Fringe Benefit Comparison

	<u>Least Reported</u>	<u>Most Reported</u>	<u>Average Reported</u>	<u>Village of McFarland</u>
Multiple sets of fringe benefits?	No (3)	Yes (8)	Yes	Yes
Holidays (Days/Year)	8	11	9	9
Floating Holidays	No (0)	Yes (12)	Yes	Yes
If yes, how many?	1.00	4.00	2	2
Holiday on Regular Days Off	Other (0)	Fri-Mon (11)	Fri-Mon	Fri-Mon
Comp on Holidays Worked		T&½ (7)		
Time and a ½	T&½ (7)	7	T&½ (7)	T&1/2
Double Time	Dbl (1)	1		
Double Time and a ½	DT&½ (2)	2		
Other	Other (0)	0		
Annual Leave (Days/Year)				
Vacation/Sick or PTO	PTO (1)	Vac-Sick (11)	Vac-Sick	Vac-Sick
Vacation - days or hours?				
6 months	-	8.00	5	-
1 year	5.00	10.00	8	10.00
2 years	10.00	14.00	11	10.00
3 years	10.00	14.00	11	10.00
4 years	10.00	14.00	11	10.00
5 years	10.00	21.00	14	15.00
6 years	13.00	21.00	15	15.00
7 years	15.00	21.00	16	15.00
8 years	15.00	21.00	16	15.00
9 years	15.00	21.00	17	15.00
10 years	15.00	21.00	18	15.00
11 years	15.00	21.00	19	20.00
12 years	17.00	22.00	20	20.00
13 years	18.00	23.00	20	20.00
14 years	18.00	25.00	21	20.00
15 years	18.00	25.00	22	20.00
16 years	18.00	25.00	22	20.00
17 years	20.00	25.00	23	20.00
18 years	20.00	25.00	23	20.00
19 years	20.00	25.00	23	20.00
20 years	20.00	25.00	24	20.00
20+ years	20.00	30.00	25	25.00
Carried into Next Year	-	40.00	13	10.00
Max Accumulation	-	36.00	18	10.00
Comp after Max Accumulation	Yes (2)	No (9)	No	Yes
Sick Leave (Days/Year)	1.00	13.00	11	12.00
Carried into Next Year	12.00	Unltd (3)	83	12.00
Max. Accumulation	60.00	Unltd. (2)	112	180.00
Paid at Termination/Retirement	No (4)	Yes (5)	Yes	Yes
Use for Medical Appointments	No (0)	Yes (11)	Yes	Yes
Use for Dental Appointments	No (0)	Yes (11)	Yes	Yes
Use for Family Illness	No (1)	Yes (10)	Yes	Yes
Sick Leave Bank	Yes/No (5/5)	Yes/No (5/5)		Yes

Fringe Benefit Comparison

	<u>Least Reported</u>		<u>Most Reported</u>		<u>Average Reported</u>		<u>Village of McFarland</u>
<u>Pension and Retirement</u>							
Other Than Social Security	No (0)		Yes (12)		Yes		Yes
State Sponsored	No (1)		Yes (11)		Yes		Yes
Employer Paid	6%		7%		7%		7%
Employee Paid	0%		7%		6%		0%
Death Benefit	No (0)		Yes (10)		Yes		Yes
<u>Life & Disability Insurance</u>							
Life Insurance	No (0)		Yes (12)		Yes		Yes
Employer Paid	0%		100%		73%		25%
AD&D	Yes (4)		No (7)		No		Yes
AD&D Double Indemnity	Yes (1)		No (7)		No		Yes
Employer Paid	0%		100%		50%		Yes
Short Term Disability	Yes (4)		No (7)		No		Yes
Employer Paid	0%		100%		30%		25%
Long Term Disability	No (2)		Yes (8)		Yes		Yes
Employer Paid	0%		100%		66%		25%
<u>Health Insurance</u>	No (0)		Yes (12)		Yes		Yes
Different Types of Coverage?	Yes/No (6/6)		Yes/No (6/6)				Yes
100% FTE participation required	Yes (1)		No (10)		No		No
Not participating	Yes (3)		No (8)		No		Yes
Employee Only	\$ 364.77	\$	720.10	\$	532.28	\$	562.30
Employer Paid	10%		100%		84%		98%
Employee Paid	0%		90%		20%		2%
Max out of pocket	\$ -	\$	6,350.00	\$	1,308.33		
Standard Office Visit Co-pay	N/A	\$	20.00	\$	7.50	\$	-
Employee/Spouse	\$ 820.74	\$	1,345.44	\$	1,083.09		
Employer Paid	10%		95%		71%		
Employee Paid	5%		90%		30%		
Max out of pocket	\$ -	\$	1,000.00	\$	500.00		
Standard Office Visit Co-pay	\$ 10.00	\$	10.00	\$	10.00		
Employee/Child	\$ 820.74	\$	1,345.44		1083		
Employer Paid	10%		95%		71%		
Employee Paid	5%		90%		30%		
Max out of pocket	\$ -	\$	1,000.00	\$	500.00		
Standard Office Visit Co-pay	\$ 10.00	\$	10.00	\$	10.00		
Employee/Family	\$ 1,123.83	\$	1,793.70	\$	1,369.39	\$	1,399.20
Employer Paid	10%		100%		84%		98%
Employee Paid	0%		90%		20%		2%
Max out of pocket	\$ -	\$	127,000.00	\$	21,666.67		
Standard Office Visit Co-pay	N/A	\$	20.00	\$	7.50	\$	-

Fringe Benefit Comparison

	Least Reported	Most Reported	Average Reported	Village of McFarland
HEALTH INSURANCE TYPE 2 -				
Employee Only	\$ 602.65	\$ 1,272.40	\$ 849.51	\$ 690.00
Employer Paid	10%	97%	60%	80%
Employee Paid	3%	90%	40%	20%
Annual Deductible	\$ 100.00	\$ 500.00	\$ 366.67	
Standard Office Visit Co-pay	\$ -	\$ 30.00	\$ 13.75	\$ -
Annual Maximum Out-of-Pocket	\$ 2,100.00	\$ 5,850.00	\$ 3,975.00	
Employee/Spouse	\$ 1,542.78	\$ 1,542.78	\$ 1,542.78	
Employer Paid	10%	10%	10%	
Employee Paid	90%	90%	90%	
Annual Deductible	\$ 200.00	\$ 200.00	\$ 200.00	
Standard Office Visit Co-pay	\$ 25.00	\$ 25.00	\$ 25.00	
Annual Maximum Out-of-Pocket	\$ 4,200.00	\$ 4,200.00	\$ 4,200.00	
Employee/Child	\$ 1,542.78	\$ 1,542.78	\$ 1,542.78	
Employer Paid	10%	10%	10%	
Employee Paid	90%	90%	90%	
Annual Deductible	\$ 200.00	\$ 200.00	\$ 200.00	
Standard Office Visit Co-pay	\$ 25.00	\$ 25.00	\$ 25.00	
Annual Maximum Out-of-Pocket	\$ 4,200.00	\$ 4,200.00	\$ 4,200.00	
Employee/Family	\$ 1,542.78	\$ 3,174.50	\$ 2,025.70	\$ 1,718.50
Employer Paid	10%	97%	59%	80%
Employee Paid	3%	90%	41%	20%
Annual Deductible	\$ 200.00	\$ 1,000.00	\$ 733.33	
Standard Office Visit Co-pay	\$ -	\$ 30.00	\$ 13.75	\$ -
Annual Maximum Out-of-Pocket	\$ 4,200.00	\$ 11,700.00	\$ 7,950.00	
Supplemental program for HDP?	Yes (5)	No (6)	No	Yes
Type of Program				VEBA
Employer Paid	0%	100%	25%	100
Retirees	No (2)	Yes (8)	Yes	Yes
Years of Service Required	No (1)	Yes (4)	Yes	No
If yes, how many?	-	15.00	9	
Employer Paid	0%	100%	25%	0%
Dental Insurance	No (4)	Yes (8)	Yes	Yes
Part of Health Plan	Yes (2)	No (9)	No	Yes
Employee Only	\$ -	\$ 44.68	\$ 30.64	
Employer Paid	0%	100%	86%	
Employee/Family	\$ -	\$ 138.16	\$ 94.07	
Employer Paid	0%	100%	86%	
Vision Insurance	Yes (4)	No (7)	No	Yes
Part of Health Plan	No (5)	Yes (6)	Yes	Yes
Employee Only	Yes/No (0/0)	Yes/No (0/0)		
Employer Paid	0%	100%	33%	
Employee/Family	\$ 16.99	\$ 203.46	\$ 79.39	
Employer Paid	0%	100%	33%	

Fringe Benefit Comparison

	<u>Least Reported</u>	<u>Most Reported</u>	<u>Average Reported</u>	<u>Village of McFarland</u>
Deferred Compensation	No (0)	Yes (11)	Yes	Yes
Available to all Employees	No (1)	Yes (10)	Yes	Yes
Type of Plan				ETF Deferred Comp and Security
Employer Contribution	Yes (1)	No (9)	No	no
Other Benefits Program				
Other Benefits	Yes (5)	No (6)	No	Yes
Post Retirement Hlth Care Svcs	Yes (3)	No (7)	No	No
Call Back Pay	No (3)	Yes (8)	Yes	Yes
On Call/Stand By Pay	No (3)	Yes (8)	Yes	Yes
Clothing Allowance	No (2)	Yes (8)	Yes	Yes
Mgr/Administrator Compensation				
Included in Pay Plan	No (3)	Yes (7)	Yes	Yes
Car or Vehicle Allowance	Yes (4)	No (6)	No	No
Personal Allowance	No (1)	Yes (2)	Yes	No
Accrues Leave Differently	Yes (1)	No (9)	No	No
Retirement Plan Differ	Yes (2)	No (8)	No	No
Additional Benefits	Yes/No (2/2)	Yes/No (2/2)		No



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, February 11, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action regarding the Storm Drain Mural Application.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Enclosed is an application to the Storm Drain Mural Program for 2019. This program is led by the Madison Area Municipal Stormwater Partnership (MAMSWaP), Dane County, and Dane Arts Mural Arts (DAMA). The objective is to create murals around our storm drains to educate the public on where stormwater eventually ends up. This program means to do so through art in a public setting. There is no cost to the Village and it is expected to remain for 1 to 2 years based on wear and tear.

There is no cost to the Village. We would work with the program on the design and they would implement. We would also organize a public information session about this effort and clean stormwater. The application is included within your packet for approval along with two options presented as part of the process.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval.

ATTACHMENTS:

1. 2019-Storm-Drain-Mural-Application-FINAL-fillable
2. Option #1 - McDaniel Park
3. Option #2 - Larson Park



Storm Drain Mural Program

2019 Application



The Storm Drain Mural Program, led by the Madison Area Municipal Stormwater Partnership (MAMSWaP, Dane County, and Dane Arts Mural Arts (DAMA) is using storm drains as a canvas to educate residents about stormwater pollution through art. The goal of these colorful murals is to capture the attention of those who pass by, help them understand where the stormwater that enters their storm drain flows and get them thinking about what they can do to “Keep It Clean.” In 2019, another ten storm drain murals will be added to the landscape. Municipalities, organizations, schools or community groups **located in Dane County** that are interested in having a storm drain mural painted in their community are encouraged to apply.

Applicants have the option to assist with the design process and painting. Visit www.ripple-effects.com/storm-drain-murals to view existing storm drain mural designs and locations.

All mural supplies and painting costs are covered through this program. There is no cost to the applicant or municipality. Murals will be painted using traffic paint and have a life expectancy of 1-2 years. Dane County, MAMSWaP and DAMA are not financially responsible for maintaining or removing the mural once painted.

Requirements

Murals must be painted on public property; therefore applicants are required to work with their local municipality to obtain proper approvals.

Municipal Requirements:

1. Approve application and provide a main point of contact for Dane County and DAMA to work with throughout the process.
2. Provide at least two possible storm drain mural locations that meet the following requirements:
 - storm drain is surrounded by concrete (see examples on right),
 - located near an area with lots of foot or bike traffic to allow for maximum visibility while also considering safety for viewer and existing traffic paint,
 - located in an area that can be coned off for a day to paint

Example of a good mural location:



Drain is surrounded by concrete and in an area with a lot of pedestrian traffic.

Example of a bad mural location:



Drain has grass above it and is located on a busy road with few bikes/pedestrians.

Applicant Requirements:

1. Choose one of the project options below.

Option A - Group selects two potential mural designs from the [Storm Drain Mural Catalogue](#). DAMA artists will tailor the chosen design to the specifics of the approved drain location. Group will have the option to assist with the mural painting, if interested.

Option B - Group provides input and ideas that DAMA uses for a new mural design specific to approved location. Group will have the option to assist with the mural painting, if interested.

2. Organize an educational meeting for Dane County staff to present information about stormwater and actions residents can take to protect our waters. Groups that choose option B would also use this time to brainstorm ideas and sketches to provide to DAMA. DAMA will present mural options based on group ideas to the group and municipal representatives for approval. Presentations/activities will be tailored for specific groups.

3. If the group is interested in painting, provide at least three, but no more than ten people to assist DAMA artists on paint day.



Review Criteria

If more than ten suitable applications are received, Dane County staff will use the following criteria to rank applications:

1. Location of the Mural:
 - No other storm drain murals nearby.
 - Located in a high profile, visible area that will allow for maximum viewing.
2. Youth Involvement: project involves a youth group or school.

Timeline

Application Deadline: February 15th, 2019

Applicants notified: early March 2019

Educational meetings with groups: March thru early April 2019

Designs Options from DAMA: April 2019 (for groups assisting with design)

Final Design Selection: early May 2019

Painting: School groups will be scheduled first in May/early June. All other paintings will be completed in June and July 2019

Application for a Storm Drain Mural

Name: Matt Schuenke

Email: matt.schuenke@mcfarland.wi.us Phone: 838-2303

Community Group, Municipality or School Affiliation: Village of McFarland

Please select one of the mural options below:

- ☐ **Option A** - Group selects two potential mural designs from the storm drain mural design catalogue. View the [Storm Drain Mural Catalogue](#) to view design options. Group will have the option to assist with the mural painting, if interested.
- ☒ **Option B** - Group provides input on design of mural. Group will have the option to assist with the mural painting, if interested.

Why is your group interested in getting a storm drain mural painted in your community?

The Village to some extent is surrounded by water on over half of its boundaries being adjacent to the chain of lakes channeled by the Yahara River. The Upper Mud Lake, Lake Waubesa, Yahara River, and Lower Mud Lake are important natural resources that serve a significant contribution to our local quality of life. As stormwater management has evolved, so has our awareness of taking steps to improve control and treatment of runoff. This program combined with areas in proximity to these resources will help to call attention to the progression of stormwater as it flows through our Community and its ultimate effect on the local water resources we cherish.

List at least two potential storm drain locations for the mural that have been approved by the local municipality. Storm drain locations must meet the specified requirements (see page 1). Include photos and nearest intersection. Photos can be attached separately.

1. McDaniel Park - This park is located directly on Lake Waubesa and adjacent to the Lower Yahara River Trail. This area is well traveled and the park well used given the natural amenities it provides access too. There are two locations possible that are immediately adjacent the trail along the parking lot. While having the mural on the trail would be a very good visible location, the surface behind the curb is asphalt. See attachment.
2. Arnold Larson Park - Close to McFarland's Downtown and one of our more heavily utilized parks. It contains our local gazebo that holds multiple weekly events throughout the warmer months. Also situated between schools and several restaurants, businesses, and schools. The possible location shown was constructed entirely of concrete in 2018. See attachment.

The attachments presented were pictures taken on February 8, 2019. There remains a lot of snow on the ground at this time so in general if one of the locations are acceptable and meet the intent of the program, they could be reassessed more closely when the snow has melted and we can see the full picture of these areas.

Application continued.....

If your group chose Option A please indicate which two potential designs you selected from the Storm Drain Mural Catalogue.

First Choice: _____

Second Choice: _____

Part of the requirement of this application is that you organize an educational meeting so that Dane County staff can present information about stormwater and actions residents can take to help protect our waters. Describe who this meeting would be with. If your group chose Option B, designs ideas will also be collected as part of this meeting.

Ideally we would like to create a community forum or discussion through our local Library as they could organize a meeting of interested residents to participate in the discussion. If that does not come to fruition, we could utilize our Parks, Recreation, and Natural Resources Committee for this purpose as they are well positioned for this type of work. As a final option, the School District could be consulted to participate either through an art program or other class for assistance.

Municipal Approval

The Village of McFarland supports the storm drain mural project, approves the potential storm drain mural locations above and is willing to work with Dane County to approve designs and coordinate mural painting with Dane Arts Mural Arts.

Municipal Contact Matt Schuenke

Email: matt.schuenke@mcfarland.wi.us

Phone: 838-2303

Municipal Contact Signature: _____ Date: 02/12/2019

Please return this form by February 15, 2019 to:

Christal Campbell-Stormwater Education Coordinator
Dane County Land & Water Resources Department
5201 Fen Oak Dr. Room 208
Madison, WI 53718

Campbell.christal@countyofdane.com (608) 224-3746

Option #1 - McDaniel Park

Lake
Waubesa



Option #1 - McDaniel Park

Lake
Waubesa

Lower Yahara
River Trail

Option #1 - McDaniel Park

Lower Yahara
River Trail



Option #1 - McDaniel Park

Lower Yahara
River Trail

Possible
Location



Option #1 - McDaniel Park

Lower Yahara
River Trail

Possible
Location

Option #1 - McDaniel Park



Lower Yahara
River Trail

Possible
Location

Option #2 - Arnold
Larson Park

Lower Yahara
River Trail

Possible
Location



Option #2 - Arnold
Larson Park

Lower Yahara
River Trail

Possible
Location



Option #2 - Arnold
Larson Park



Possible
Location



Option #2 - Arnold
Larson Park

Possible
Location

