

Monday, March 11, 2019

Village Board
7:00 PM

McFarland Municipal Center
Community Room

AGENDA

1. CALL TO ORDER.
2. ATTENDANCE/ROLL CALL.
3. PROCLAMATION
 - a. A proclamation designating the last Friday in April to be Arbor Day in McFarland
4. PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS.
 - a. Public Announcements
 - 1) Village Candidate Forum - March 16th
 - 2) In-Office Absentee Voting Begins March 11th
 - b. Public Communications
5. CONSENT AGENDA.
 - a. Motion to approve the minutes of the February 25, 2019 Village Board meeting.
 - b. Motion to approve pre-paid checks #73921-73930 in the amount of \$20,729.39 and current checks #73931-74011 in the amount of \$93,036.41.
 - c. Motion to approve the alcohol beverage operator's licenses for Paula Clements (Spartan Bowl), Collin Corcoran (Spartan Bowl), Jeremy Rosemeyer (Monumental Enterprises) and Yvonne Schwartz (Loeder Oil) for the period ending June 30, 2019.
 - d. Motion to approve Resolution 2019-07 acknowledging International Migratory Bird Day.
6. 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.
7. BUSINESS.
 - a. Community Development Authority (Trustee Brassington & O'Hearn)
 - 1) Discussion and action regarding the selection of a proposal for the Farwell Street Property Redevelopment project located at and around 4719 Farwell Street.

- 2) Discussion and action regarding Resolution #05-2019: a resolution approving an amendment to Redevelopment District No. 1 Boundary and Project Plan within Tax Increment District #3 revising the land use designation for 4703 Terminal Drive from Industrial to Mixed Use Commercial/Residential.
- 3) Discussion and action regarding acceptance of the Lodging Market Feasibility Study/Analysis.
- b. Finance Committee (Trustee Lytle & Clow)
 - 1) Discussion and action regarding the Capital Improvement Plan for 2019-2023.
- c. Personnel Committee (President Czebotar & Trustee Kolk)
Public Works Committee (Trustee Klow & Adrian)
 - 1) Discussion and action regarding the position description, classification, and approval to fill the vacancies for the Public Works Seasonal Crewperson position within the Public Works Department.
- d. Personnel Committee (President Czebotar & Trustee Kolk)
 - 1) Discussion and action regarding revisions to the position description and status for the Clerk III position within the Community Development Department.
- e. Public Safety Committee (Trustees Adrian & Clow)
 - 1) Discussion and action on Ordinance Amendment 2019-02: An Ordinance consolidating the process for issuing permits for events on public property and streets.
- f. Discussion and action regarding the Organizational Chart for the Public Works Department.
- g. Discussion and action to approve the filling of a vacancy of Assistant to the Public Works Director position within the Public Works Department.
- h. Discussion on 2019/2020 Board, Commission and Committee appointments
- i. Authority, Board, Commission, and Committee agenda item requests, referrals, and updates.
8. 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 possible acquisition of property in order to develop a community park.
 - b. Discussion and action to reconvene into Open Session.
 - c. Discussion and action to authorize the Village Administrator to negotiate for the purchase of lands for the development of a community park.

9. 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

PROCLAMATION

DESIGNATING THE LAST FRIDAY IN APRIL AS ARBOR DAY IN MCFARLAND

WHEREAS, Arbor Day began in Nebraska in 1872 and is now observed throughout the nation and the world; and

WHEREAS, natural areas, trees, and landscapes increase property values, enhance the economic vitality of business areas and beautify our community; and

WHEREAS, trees provide many benefits to the community, including air purification, reducing erosion of topsoil, windbreaks, noise reduction, shade, energy savings, and habitat for wildlife; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products; and

WHEREAS, planting trees and maintaining older trees provides an opportunity for community interaction, volunteerism, economic development, and environmental conservation; and

WHEREAS, actions to diversify our urban forest and improve the environment will benefit present and future generations; and

NOW, THEREFORE, BE IT PROCLAIMED BY THE MCFARLAND VILLAGE BOARD:

THAT, the last Friday in April be designated as Arbor Day in McFarland; and

THAT, all citizens be encouraged to participate in appropriate activities and to support efforts to protect our trees and woodlands.

Proclaimed at a regular meeting of the McFarland Village Board this 11th day of March, 2019.

ATTEST:

APPROVED:

Cassandra Suettinger, Village Clerk

Brad Czebotar, Village President



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, March 11, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT: Stephanie Miller, Comm & Technology Director

AGENDA ITEM: Village Candidate Forum - March 16th

PREVIOUS ACTION:

ISSUE SUMMARY:

The Village of McFarland will be hosting a candidate forum on March 16th in Community Room of the McFarland Center Community Room. This forum will be moderated by the League of Women Voters of Wisconsin.

Members of the community are invited to attend this forum to gain further insight about the candidates running for Village Board President and School Board. Audience members will also be given the opportunity to submit questions to the candidates.

Candidates running for Village Board President:

- Brad Czebotar (I)
- Carolyn Clow

Candidates running for School Board:

- Arlyn Halvorsen (I)
- Christine Pribbenow
- Craig Howery (I)

More information to follow closer to the event.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:



BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, March 11, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer

AGENDA ITEM: In-Office Absentee Voting Begins March 11th

PREVIOUS ACTION:

ISSUE SUMMARY:

In office absentee voting begins in the clerk's office Monday March 11th. The Village will hold absentee voting from 8 a.m. to 4:30 p.m. each day for voters in the administration office. Photo ID shall be required to receive an absentee ballot. For a full list of acceptable photo IDs please visit: <https://bringit.wi.gov/>

Additionally, residents can request an absentee ballot be mailed to them by submitting a request via email to cassandra.suettinger@McFarland.wi.us or online through My Vote Wisconsin at: <https://myvote.wi.gov/en-us/>

All questions and inquiries regarding absentee voting or registering to vote can be directed to the administration office at 608-838-3153.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None

VILLAGE OF MCFARLAND
MCFARLAND MUNICIPAL COURT
March, 2018

Monthly Court Docket

February 26, 2019 – Court Docket – Initial Appearances

- 89 cases scheduled for Initial appearances (110 citations)
 - 15 No Contest or Guilty pleas – Citations adjudicated at Initial Appearance
 - 28 Paid prior to Appearance
 - 12 Not Guilty pleas - Citations adjudicated or Pretrial scheduled for March 12, 2019
 - 30 Default appearances – Scheduled for April 23, 2019 Indigency Hearing
 - 4 Rescheduled Court date to March 12, 2019

February 26, 2019 - Juvenile Court – Initial Appearances

- 4 case scheduled for Initial appearances (8 citations)
 - 2 No Contest or Guilty pleas – Citations adjudicated at Initial Appearance
 - 1 Paid prior to Appearance
 - 0 Not Guilty pleas - Citations adjudicated or Pretrial scheduled for March 12, 2019
 - 1 Default appearances – Scheduled for April 23, 2019 Indigency Hearing
 - 0 Rescheduled Court date to March 12, 2019
 - 0 Review - Monthly progress review

February 19, 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 March 12, 2019
 - 0 Default appearances – Scheduled for April 23 2019 Indigency Hearing
 - 0 Rescheduled Court date to March 19, 2019
 - 6 Review - Monthly progress review

Court Activities

Monthly Financial Report

The Municipal Court received 76 payments for the month of February, 2019. Total revenue received by the Court was \$8,208.88. The Municipality retained \$5,054.45 in Court revenue, \$889.15 was sent to Dane County and \$2,265.28 was sent to the State.

There were 17 credit card transactions for the month of February. The Court received a total of \$ 2,488.40 in payments from GPS on-line credit card payments.

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

As of February, 2019, the Municipal Court has received a total of \$ \$5,046.23 in delinquent fines from the State Debt Collection.

Year to date, \$37,091.40, in forfeitures have been ordered from 224 citations adjudicated in the Municipal Court. Of that, \$3,541.00 has been converted to classroom education and/or community service hours for juveniles, \$20,232.38 has been collected for 2019 and prior forfeitures.



McFarland Fire & Rescue Department

5915 Milwaukee Street • PO Box 110 • McFarland, WI 53558-0110
(608) 838-3278 • Fax: (608) 838-3619

Emergency: 911

March 2019 Fire & Rescue Department Report For February 2019 Activity

- **General**

- Ambulance runs are down from 2018 and have been sporadic with occurrences. We don't have a particular reason, but speculation could be that during the severe cold we tend to have fewer incidents as individuals tend to remain indoors. Fire incidents are up. Some of the increase is directly related to the severe cold and weather. We have been requested to respond mutual aid to more structure fires in the County because of incident commanders ensuring adequate staff rotation occurs.
- We completed the majority of the AED project with a couple of items remaining. The library staff received training on the new AED, and the AED has been placed into service. The municipal center and public works facility staff need to be trained on the new AED and scheduling is being developed for April after elections to allow staff to attend. The AEDs have been mounted and placed into service for public access. In addition, we will be offering "Stop the Bleed" training to the Village staff. The program is funded and coordinated by the Southwest Regional Trauma Advisory Council. The program provides training in stopping life threatening bleeding and is the leading cause of trauma deaths that can be prevented with treatment.
- We have eleven members currently enrolled in Fire Officer I being offered by Madison College. Ten of the members are taking the course here in McFarland and one is taking the course in Fitchburg. We did have three individuals drop from the class because of the commitment to complete work outside of the class. We also have two members completing EMT-Basic and one member completing Firefighter II.
- We have begun drafting a proposed revision to the Village Fire prevention code to adopt the International Fire Code and eliminate some issues with conflicts between codes. FI/PES Mitch Sutter has drafted recommendations and is currently being reviewed by the Chief.
- We have received pricing from four ambulance builders with all four prices within 5% of each other and within budget. We are currently reviewing the packages and are hoping to make a selection in the coming weeks.
- The Fire Inspector and Chief met with the developer of property on Terminal Drive for possible future two apartment buildings and two office buildings. The site plan provided a limited access campus with limited ability of fire apparatus movement. The developer is having difficulty in meeting the requirements of the International Fire Code Appendix D for Fire Department Access. We reviewed the site and with modification of the access roads and

providing standpipe systems, a resolution was determined that will meet the code.

- We are currently reviewing a new online platform to replace two of our existing platforms used for scheduling, message, situational awareness and secondary incident notification. The platform is from a smaller company and evolving rapidly.
- We will be sending four members to the Fire Department Instructor's Conference in Indianapolis Indiana in April. The conference is one of the largest in the United States and possibly in the world. The group will be two Lieutenants, an acting officer and an EMT/Firefighter. The conference is in a prime location for new products and innovations to be unveiled for the EMS and Fire Service.
- Chief Dennis and the SSM Medical Direction team began completing CQI implementation. The first topic was chest pain incidents and completion of 12 lead procedures within the first five minutes of arrival and the administration of aspirin. We determined the ambulance crews have done a great job with completing 12 leads, but need improvement on administering aspirin. We are implementing additional training that focuses on the need. We believe with the implementation of emergency medical dispatch instructions, the instances of the patient having taken aspirin increased. The crews became accustomed to the patient self-administering before the crew arrived. We will be performing the review on a continual basis.

- **Staffing**

- Current Staffing Levels
 - Fulltime Fire Rescue Chief – 1
 - Fulltime Fire Inspector/Public Education Specialist – 1
 - Fulltime EMTs – 4 (1 vacant)
 - Fulltime Confidential Administrative Assistant (Shared w/Admin) - 1
 - Paid on Call – 57 (18 EMTs, 20 Firefighters (2 Active Retired), 10 EMR/Firefighter, & 13 EMT/Firefighters)
 - Total Staffing Level – 69
- We have been covering the vacant EMT shift with the Fire Inspector/Public Education Specialist. The situation allows for the majority of the shift to be covered, but leaves two additional hours for volunteers to cover beyond the Fire Inspector/Public Education Specialist.
- We have been reviewing the vacant EMT position and based on reviewing the position, along with the current and future needs of the Department, it is being recommended to fill the position as the Administrative Captain. The Administrative Captain was vacated in 2015 and was not filled.

- **Training Activity**

- The month of February training was completing a canceled training from January due to weather. The training was touring of the Conrad Primary School and Indian Mound Middle School. The tours were performed at night and during the day. Each group found the process important as both schools changed significantly.
- We have also completed our recertification for the department CPR and surface ice rescue certifications.
- We completed special medical needs patient training provided by SSM health care. It was beneficial to have an outside agency provide complete training with limited support from the department.

- We hosted an Ice Rescue Technician class on February 23rd. We have been hosting the class for several years and have experienced excellent response. We have several departments that send staff to attend from a considerable distance. The class provides additional funding to the Fire & Rescue Association and means to certify our staff at no charge.
- Chief Dennis attended Wisconsin Fire Chief's Education Association's spring conference. The Association is restricted to Career Fire Chief's that are members of Wisconsin Fire Chief's Association. The conference provides training on the executive issues facing fire chiefs and in particular management legal issues.
- March training will be on extrication, cardiac arrest and equipment location check out. The cardiac arrest training will be unique with four simulation manikins being used and two doctors leading the stations. The session will be bridging training resources from the department, SSM and Dane County EMS.

<u>Inspection/Prevention Activity</u>	<u>Completed</u>	<u>Year to Date Total</u>
Building Inspections	40	69
Fire Code Violations Identified	26	54
Re-Inspections	0	0
Corrections Noted	0	0
Plan Reviews	4	5
Acceptance Inspections/Test	0	0

<u>Public Instruction</u>	<u>Completed</u>	<u>Year to Date Total</u>
CPR Certifications	18	18
First Aid Training	0	0
High School CPR (Hands Only)	0	0
Baby Sitters First Aid	0	0
Public Education Tours	1	1

- **Apparatus & Equipment**

- The 2015 Ambulance (Rescue 84) had regular service completed with no issues noted at the time. Later in the month a holder to hold the rear door open failed and was replaced by the Village Mechanic.
- The 2005 Pumper (Engine 1) had the battery cable replaced that failed when a battery shorted last month. Additionally, while replacing the remaining batteries, another cable failed and the temporary cable had to be moved to the other set of batteries. During further testing, we determined issues with the battery charger and it was replaced with a rebuilt unit we had on hand. The charger has been sent to the manufacturer for repair.
- Engine 1 also had the heat tape on a pump discharge short and required replacement by a local vendor.
- The 2016 SUV (Car 3 – Chief's Car) received routine maintenance and no issues found.
- The 2018 Pumper (Engine 2) had an issue with the discharge tube on the oil dry hopper when it became plugged with wet oil dry. We had Reliant Fire Apparatus review the issue and they believe it was tied to the line failure last month. We are requesting modification to the bin to assist in the future.

Incidents of Note:

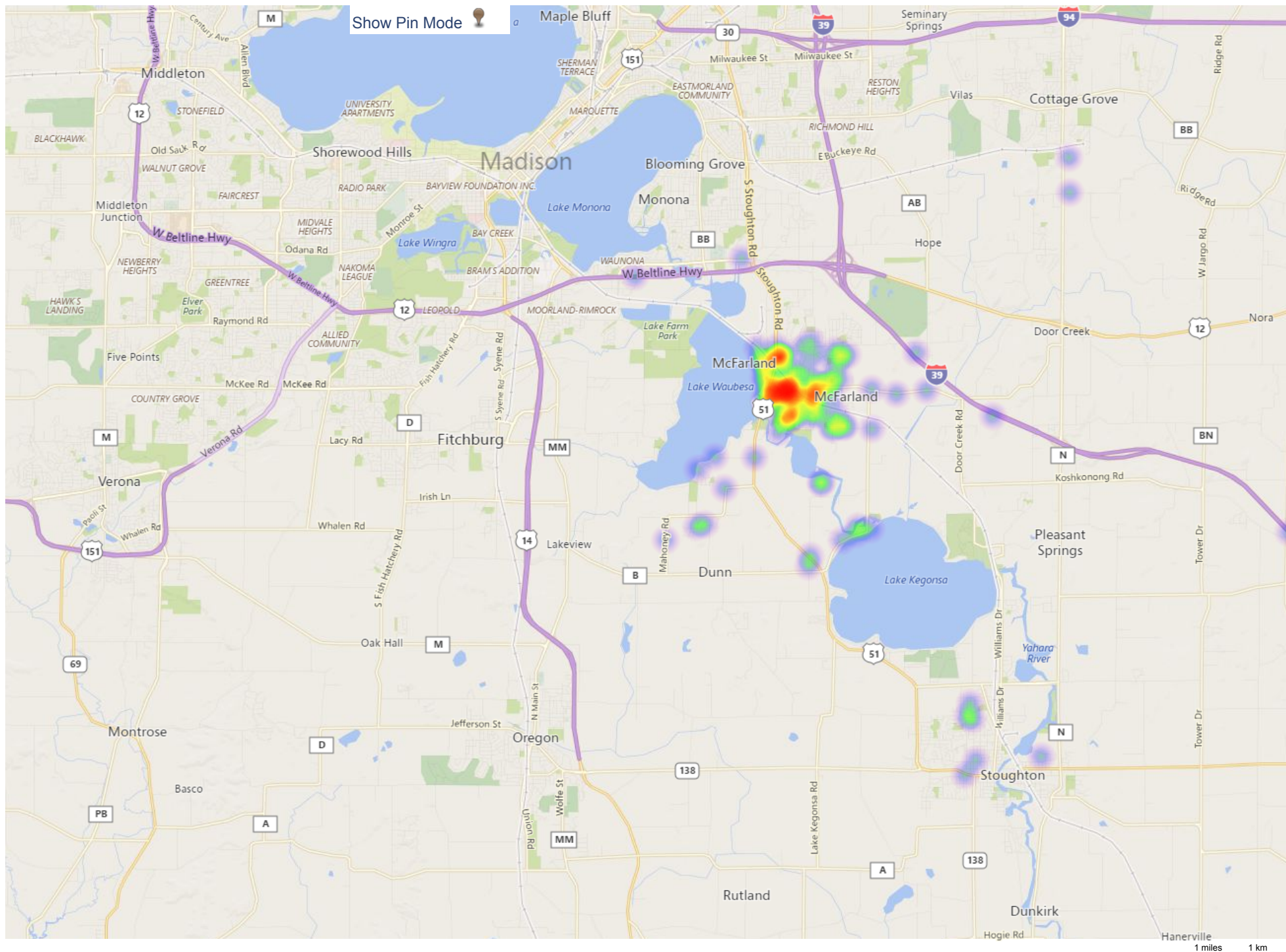
- February 2nd at 9:30 pm, Engine 2 was requested to staff Oregon fire station while they had a crew respond to a fire in Belleville. The Oregon fire department was light on staff due to their bowling tournament occurring that day.
- February 5th we had a series of incidents occur for the day. The first incident was a Delta level medical call with an ambulance and engine at 1:00 am. The next was at 8:30 am with a second medical call with third medical call occurring at 9:00. The 9:00 call was also a Delta level call requiring an engine assist. Then at 10:30 we had a car accident occur requiring both an ambulance and fire units. While the last fire unit was leaving the car accident another medical call occurred at 11:00. The 11:00 call required a mutual aid ambulance as we had no ambulances remaining. The next call occurred at 3:15 pm with a medical call and was followed by another medical call at 3:45 pm. The final medical for the day was at 4:00 pm which also required a mutual aid ambulance as we again had no ambulances remaining.
- February 7th at 8:40 am, Stoughton fire requested an engine and tender to assist with an attic fire that originally dispatched as a chimney fire. The fire was stopped with significant amount of the home saved. The family was grateful for the work of the departments.
- February 16th at 10:00 pm, Edgerton Fire Department requested an engine to staff their station while they were at a house fire. Typically, we would not be requested at the alarm level that the fire was at, but units had passed on providing mutual aid.
- February 28th at 1:00 am, Sun Prairie Fire Department requested a tender to staff their station while they were at a house fire. Twenty minutes later an engine was requested because other departments were unable to send an engine to cover.
- On March 6th at 7:30 pm, DeerGrove EMS and Cottage Grove Fire requested assistance with an ATV to assist with removing a snowmobiler from a crash a distance off the roadway. The Dane County Sheriff's office was responding with an ATV but the time delay was too great for the crews to wait. Our crews arrived on scene and assisted with moving the patient. As the patient was being loaded the Dane County Sheriff's ATV arrived on scene.

Ambulance Runs By Dispatch Reason

Incident Complaint Reported By Dispatch	02/01/2019 - 02/28/2019		02/01/2018 - 02/28/2018	
Abdominal Pain/Problems	2	3.17%	2	2.67%
Allergic Reaction/Stings	0	0.00%	0	0.00%
Animal Bite	0	0.00%	0	0.00%
Assault	0	0.00%	0	0.00%
Back Pain (Non-Traumatic)	1	1.59%	0	0.00%
Breathing Problem	2	3.17%	2	2.67%
Burns/Explosion	0	0.00%	0	0.00%
Carbon Monoxide/Hazmat/Inhalation/CBRN	2	3.17%	2	2.67%
Cardiac Arrest/Death	0	0.00%	1	1.33%
Chest Pain (Non-Traumatic)	6	9.52%	2	2.67%
Choking	2	3.17%	0	0.00%
Convulsions/Seizure	0	0.00%	5	6.67%
Diabetic Problem	2	3.17%	0	0.00%
Electrocution/Lightning	0	0.00%	0	0.00%
Eye Problem/Injury	0	0.00%	0	0.00%
Falls	14	22.22%	13	17.33%
Fire	2	3.17%	2	2.67%
Headache	0	0.00%	0	0.00%
Heart Problems/AICD	1	1.59%	3	4.00%
Heat/Cold Exposure	0	0.00%	0	0.00%
Hemorrhage/Laceration	2	3.17%	1	1.33%
Industrial Accident/Inaccessible Incident/Other				
Entrapments (Non-Vehicle)	0	0.00%	0	0.00%
Medical Alarm	0	0.00%	0	0.00%
No Other Appropriate Choice	0	0.00%	0	0.00%
Overdose/Poisoning/Ingestion	4	6.35%	2	2.67%
Pregnancy/Childbirth/Miscarriage	0	0.00%	0	0.00%
Psychiatric Problem/Abnormal Behavior/Suicide Attempt	0	0.00%	2	2.67%
Sick Person	9	14.29%	8	10.67%
Stab/Gunshot Wound/Penetrating Trauma	0	0.00%	0	0.00%
Standby	0	0.00%	0	0.00%
Stroke/CVA	2	3.17%	1	1.33%
Traffic/Transportation Incident	10	15.87%	20	26.67%
Transfer/Interfacility/Palliative Care	0	0.00%	0	0.00%
Traumatic Injury	0	0.00%	0	0.00%
Unconscious/Fainting/Near-Fainting	2	3.17%	8	10.67%
Unknown Problem/Person Down	0	0.00%	1	1.33%
Total	63		75	

Ambulance Runs By Dispatch Reason

Incident Complaint Reported By Dispatch	01/01/2019 - 02/28/2019		01/01/2018 - 02/28/2018	
Abdominal Pain/Problems	3	2.40%	3	1.82%
Allergic Reaction/Stings	0	0.00%	2	1.21%
Animal Bite	0	0.00%	0	0.00%
Assault	0	0.00%	0	0.00%
Back Pain (Non-Traumatic)	1	0.80%	1	0.61%
Breathing Problem	11	8.80%	8	4.85%
Burns/Explosion	0	0.00%	0	0.00%
Carbon Monoxide/Hazmat/Inhalation/CBRN	2	1.60%	2	1.21%
Cardiac Arrest/Death	0	0.00%	1	0.61%
Chest Pain (Non-Traumatic)	12	9.60%	3	1.82%
Choking	2	1.60%	0	0.00%
Convulsions/Seizure	0	0.00%	7	4.24%
Diabetic Problem	3	2.40%	2	1.21%
Electrocution/Lightning	0	0.00%	0	0.00%
Eye Problem/Injury	0	0.00%	0	0.00%
Falls	26	20.80%	34	20.61%
Fire	6	4.80%	7	4.24%
Headache	0	0.00%	0	0.00%
Heart Problems/AICD	1	0.80%	5	3.03%
Heat/Cold Exposure	1	0.80%	0	0.00%
Hemorrhage/Laceration	3	2.40%	2	1.21%
Industrial Accident/Inaccessible Incident/Other				
Entrapments (Non-Vehicle)	0	0.00%	0	0.00%
Medical Alarm	0	0.00%	0	0.00%
No Other Appropriate Choice	1	0.80%	1	0.61%
Overdose/Poisoning/Ingestion	6	4.80%	3	1.82%
Pregnancy/Childbirth/Miscarriage	0	0.00%	0	0.00%
Psychiatric Problem/Abnormal Behavior/Suicide Attempt	0	0.00%	2	1.21%
Sick Person	18	14.40%	26	15.76%
Stab/Gunshot Wound/Penetrating Trauma	0	0.00%	0	0.00%
Standby	0	0.00%	0	0.00%
Stroke/CVA	3	2.40%	3	1.82%
Traffic/Transportation Incident	14	11.20%	32	19.39%
Transfer/Interfacility/Palliative Care	0	0.00%	0	0.00%
Traumatic Injury	4	3.20%	0	0.00%
Unconscious/Fainting/Near-Fainting	8	6.40%	20	12.12%
Unknown Problem/Person Down	0	0.00%	1	0.61%
Total	125		165	



Village Of McFarland Fire EMS
Fire Incident Type Period Comparisons
Alarm Date Between {02/01/2019} and {02/28/2019}

Incident Type	02/01/2019 to 02/28/2019	02/01/2018 to 02/28/2018	02/01/2017 to 02/28/2017	02/01/2016 to 02/28/2016
111 Building fire	1	2	1	1
113 Cooking fire, confined to container	1	0	1	0
118 Trash or rubbish fire, contained	0	0	1	0
154 Dumpster or other outside trash receptacle fire	1	0	0	0
311 Medical assist, assist EMS crew	15	9	14	4
322 Motor vehicle accident with injuries	5	2	2	0
324 Motor Vehicle Accident with no injuries	0	2	2	0
412 Gas leak (natural gas or LPG)	0	1	0	0
413 Oil or other combustible liquid spill	1	0	0	0
424 Carbon monoxide incident	1	0	0	1
500 Service Call, other	0	0	0	1
521 Water evacuation	1	0	0	0
522 Water or steam leak	1	1	0	0
542 Animal rescue	0	0	1	0
553 Public service	1	0	0	0
571 Cover assignment, standby, moveup	3	1	0	0
611 Dispatched & cancelled en route	2	3	6	4
622 No Incident found on arrival at dispatch address	1	0	0	0
651 Smoke scare, odor of smoke	0	2	0	0
700 False alarm or false call, Other	0	1	0	0
731 Sprinkler activation due to malfunction	1	0	0	0
733 Smoke detector activation due to malfunction	2	0	0	2
736 CO detector activation due to malfunction	1	0	0	0
740 Unintentional transmission of alarm, Other	0	1	0	0
741 Sprinkler activation, no fire - unintentional	1	0	0	0
743 Smoke detector activation, no fire - unintentional	1	1	0	0
745 Alarm system activation, no fire - unintentional	1	0	0	1
746 Carbon monoxide detector activation, no CO	1	1	0	0
900 Special type of incident, Other	0	0	0	1
Totals	42	27	28	15

Village Of McFarland Fire EMS
Fire Incident Type Period Comparisons
Alarm Date Between {01/01/2019} and {02/28/2019}

Incident Type	01/01/2019 to 02/28/2019	01/01/2018 to 02/28/2018	01/01/2017 to 02/28/2017	01/01/2016 to 02/28/2016
111 Building fire	5	5	2	4
113 Cooking fire, confined to container	1	0	1	0
116 Fuel burner/boiler malfunction, fire confined	0	0	0	1
118 Trash or rubbish fire, contained	0	0	1	0
151 Outside rubbish, trash or waste fire	1	0	0	0
154 Dumpster or other outside trash receptacle fire	1	0	0	0
311 Medical assist, assist EMS crew	23	17	23	12
322 Motor vehicle accident with injuries	7	5	4	0
324 Motor Vehicle Accident with no injuries	0	4	2	1
381 Rescue or EMS standby	0	0	1	0
411 Gasoline or other flammable liquid spill	1	0	1	0
412 Gas leak (natural gas or LPG)	2	1	1	0
413 Oil or other combustible liquid spill	1	0	0	0
424 Carbon monoxide incident	1	0	0	2
463 Vehicle accident, general cleanup	1	0	0	0
500 Service Call, other	0	0	0	2
521 Water evacuation	1	0	0	0
522 Water or steam leak	2	1	1	0
542 Animal rescue	0	0	1	0
553 Public service	1	0	0	0
571 Cover assignment, standby, moveup	4	1	0	0
611 Dispatched & cancelled en route	5	10	13	10
622 No Incident found on arrival at dispatch address	1	0	0	0
631 Authorized controlled burning	0	2	0	0
650 Steam, Other gas mistaken for smoke, Other	0	0	1	0
651 Smoke scare, odor of smoke	2	2	0	0
652 Steam, vapor, fog or dust thought to be smoke	0	0	1	0
661 EMS call, party transported by non-fire agency	0	0	1	0
671 HazMat release investigation w/no HazMat	1	1	1	0
700 False alarm or false call, Other	0	1	0	0
710 Malicious, mischievous false call, Other	0	0	0	1
714 Central station, malicious false alarm	1	0	0	0
731 Sprinkler activation due to malfunction	2	1	0	0
733 Smoke detector activation due to malfunction	2	0	0	2
735 Alarm system sounded due to malfunction	2	1	1	0
736 CO detector activation due to malfunction	2	0	0	0
740 Unintentional transmission of alarm, Other	0	2	0	0
741 Sprinkler activation, no fire - unintentional	1	0	0	0
743 Smoke detector activation, no fire - unintentional	1	1	2	0
744 Detector activation, no fire - unintentional	0	1	0	0
745 Alarm system activation, no fire - unintentional	1	0	0	2
746 Carbon monoxide detector activation, no CO	2	3	1	1
900 Special type of incident, Other	0	0	0	1
Totals	75	59	59	39

February Highlights:

- **HVAC**
 - Embassy Controls replaced the freeze stat that was causing a lot of trouble. We thought that the problem was solved and then another patch of very cold weather hit and they are still working out why the freeze stat continues to trip daily. There is so much to go over on this issue that we will do it at the meeting. It would take pages with illustrations to describe.
 - One of the thermostats in the Children's area was repeatedly showing that the area was cold. When Harker went to investigate, they found that one of the coils had leaked and the technician capped it. It is in an area of the ceiling that is difficult to get to. When they removed the pipe that leaked, they found that the reason for the leak was that it wasn't soldered properly most likely because it was difficult to reach. Harker has replaced the pipe and restored heat to the area.
- **Village News** - Mary Pat will give an update
- **Endowment** –
 - **Fund Raising** –
 - Development Committee – The Development Committee met on February 11th. We have begun to discuss plans on what we would like to do moving forward and how to best celebrate our success with meeting our goal.
- **Friends** –
 - The Friends met on February 13th and reported that they raised \$509 at their January book sale. One of their most successful January book sales ever.
- **Systems Report** – Nothing to report
- **Furniture** – Emmons came and picked up the first batch of furniture to be reupholstered. It should be returned in about two weeks and they will pick up a second batch.
- **Automatic Doors** – Because of ongoing problems with both sets of front doors, I'm working with Matt to see if we can get the door closers replaced as soon as possible.
- **Carpeting** –
 - Miliken will be sending a technician in to take care of the frays in the carpet.
 - Sergenians finally delivered our extra attic stock. I've been emailing them since June 2018.
- **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.
- **First Aid/CPR Training**- staff (except shelvers) completed a half day of training (February 20th) on CPR and some basic first aid for falls.
- **Self-Check update** – the self-checks have been set up to provide the option of email receipts. Now when patrons check out they will have the options of no receipt, paper receipt, or email receipt.
- **Linux educational children's games computers** -- Linda worked on getting the two Linux educational children's games computers, (not on South Central's network) set up.
- **Story time room** – The old story time room is being painted. It will be converted into an office for the Youth Services Librarians by the beginning of April. The office that Heather is currently using will be painted and converted into a group study room.
- **Staff member injury** – one of our staff members fell on the ice on her way to her car. After a trip to the emergency room, it was found that she is fine but it did result in a Workman's Comp claim.

Youth Services highlights (Heather Kent)

Storytimes:

- Weather impacted the attendance this month for storytime. That being said, as the weather is getting better attendance is picking back up. Monday mornings still tend to be our busiest times.

Teens:

- The Teen Advisory Board met on February 11th to discuss the upcoming after-hours program, decide on the Escape Room game they wanted to play, and start working on summer planning. They decided on the Rebel Revolt program created by Lock Paper and Scissors.
- On February 22nd we held our Escape Room program with 7 teens in attendance. They enjoyed the challenges and puzzles that were presented through the “Rebel Revolt” game. Instead of doing a large snack we had fruit, vegetables, and trail mix. Next month’s program will be a Teen Chef Program focusing on “Fancy” Grilled Cheese.
- Teen Volunteers for this month: We had two volunteering opportunities in February. We had one teen volunteer help for our PJ Storytime and one teen volunteer with our STEAM Saturday program.

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.
- February 9th was our spring Family Board Game Day. This is a great program sponsored in part by the McFarland State Bank, I Am Board Games, and Pegasus Games. Participants can bring donations for the food pantry and enter for door prizes.
- February 15th the Magic Tree House Book Club met. We discussed Tonight on the Titanic and did titanic themed activities including a game of “Who, What, Where? Titanic Edition” where participants saw real-life photographs from the titanic and had to figure out the facts about the picture. They were also challenged to build boats out of materials that could transport little figures across a container full of water.
- Thursday, February 21st was PJ Storytime. This month’s theme was Music. There were a lot of instruments, including our new set of jingle bells, played during this program. Craft stations were set up in the library for after the storytime. Participants could make tissue box ukuleles, kazoos, and shakers.
- STEAM Saturday on January 23rd was a crazy slime filled time. This month’s theme was Slime Science. We learned about Newtonian and Non-Newtonian fluids and what is so “magic” about the borate solution we add to glue to make slime. This program was so popular people were pouring out of the room – headcount of adults and children was at 87. It is definitely one we will run again.

Other:

- This month Heather made two outreach visits to the Gingerbread 4k program. Although most outreach has been cancelled for this year due to time constraints, Heather feels it is important to keep the door open with this 4k program and make sure we keep a connection with them.
- On February 7th Heather met with Melissa and Jessica from the school district regarding the summer school program. They are looking to help find support for promoting summer literacy through summer reading enrollment. Heather and Joan Evans (librarian at WIS) will be meeting in the next month to see how they can facilitate students registering and participating in the library summer reading program.

Adult Services highlights (Katharine Clark)

- Visited McFarland Villas and checked out materials to staff and residents
- Met with Sara Sprang, Senior Outreach Services, to show her how to use wireless hotspot and will be loaning equipment for them to test for home visits
- Hosted our second after hours adult program Feb 8th Madison Story Slam, 22 attendees. There were people that came intending to share a story about a bad/good first date experience and then four people got up and shared spontaneously. It was a good mix of age demographics, young and older attendees. Very well received.
- Attended first meeting of WLA Conference planning committee, this year's annual conference will be at the Kalahari. I am again the Book Signings Chair which gives me some great speaker ideas for our own library. I am submitting two program proposals to present at this year's conference; one about networking for introverts and the other about the Dane County Beyond the Page grants program
- Subbed as the book group leader for the monthly Wednesday afternoon club, was able to promote other library book groups to attendees
- Started local history digitization project with South Central Library System, scanning materials and creating metadata for items to be uploaded eventually to Recollection Wisconsin website. McFarland Library will have a page on this site and will be linked to our website
- Participated in our staff day, learning CPR and first aid basics
- Met with Tracy Herold, Director Dane County Library Services and Cindy Fesemyer, Director of Columbus Public Library to discuss WLA program proposals
- Met with Tracy Gibbons, McFarland High School special education teacher, to do interview about how library can be involved in community activities to promote racial equity and diversity

----Heidi Cox, Library Director

MCFARLAND POLICE DEPARTMENT



February 2019 Monthly Report

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FEBRUARY 2019 MONTHLY REPORT

As observed on the attached Call Summary Report, the McFarland Police Department logged 698 cases in February. This is compared to 533 cases for the same time period in 2018. Cases of interest for the month were: six intoxicated drivers, three domestic disturbances, five disturbances, five juvenile complaints, three thefts, twenty-six traffic accidents, and thirty-three Fire/EMS assists. Officers also logged 202 traffic stops/complaints.

Cases of interest for the month are as follows:

02/24/2019 An Officer made contact with a subject passed out in a vehicle in the Kwik Trip parking lot. The Officer had a difficult time waking up the driver. Once in contact, the Officer could smell the odor of alcohol coming from the driver. The driver was asked to conduct field sobriety tests and probable cause was established to arrest him for operating a motor vehicle while under the influence-6th offense. The driver was also cited for possession of drug paraphernalia. The driver was out on parole from a previous OWI violation. The driver was booked into the Dane County Jail. Blood test results are still pending.

02/27/2019 An Officer stopped a vehicle for a routine traffic violation on Terminal Drive. The driver was found to be under the influence of alcohol and field sobriety tests were conducted. Probable cause was established to arrest the driver for operating a motor vehicle while under the influence-3rd offense. The driver was not cooperative during the entire incident and a blood draw search warrant was obtained. The driver was booked into the Dane County Jail. Blood test results are still pending.

Staffing Report

- Interviews and skill testing have been conducted for the Police Clerk III recruitment. An initial finalist has been identified, and we will be working through the process of making an offer of employment in early March.
- Retired Police Clerk Bonnie Evans continues to fill our front office vacancy on an LTE basis.
- We are currently operating at one officer short due to a shoulder injury received during an altercation with a suspect in the course of an arrest. We have learned that the officer will likely require surgery, and will be on light duty for 6-8 months.

Equipment Report

- The Department has scheduled staff training for the soon to be implemented TIP411 platform. Once the training is completed, we will then determine how best to serve the community with its features.
- The department is looking into purchasing a Morphident portable fingerprint scanner. This technology allows for officers to instantly identify individuals that may be attempting to conceal their identity.

Training Report

- Chief Sherven, Lt. Redman, Sgt. Maurer, and Sgt. Job attended the Wisconsin Chiefs of Police Conference in the Wisconsin Dells.
- Sgt. Maurer, Officer Onken, and Officer Miller attended an Active Threat Conference in Oshkosh.
- Administrative Assistance Reimer attended a three-day training in Appleton for WI Open Records Laws.
- Officer Schroeckenthaler attended Instructor Development Training at MATC in Madison.
- Officer Wallace attended Intoximeter Certification Training in Madison.
- Officer Craft attended Joint Threat Liaison Officer/Fusion Liaison Officer Training at the Milwaukee County Sheriff's Office.

Budget Report

- Our injured officer situation has put us slightly ahead of where we should be in terms of overtime expenditures. We will continue to monitor this as the year progresses.

Other Information

- Our department, along with several others, will be participating in a large-scale study on police use of force. Our participation entails submitting use of force documentation and related policies to the researcher, and we will be required to sign an MOU. This information is already available to the public on our website, and so we are really not releasing anything that would not be available to the public already. Participation in the program was voted on at a recent Dane County Chiefs of Police Association meeting.

- As was reported last month, the Police Explorers recently participated in the State Explorer Competition. They competed against 33 other teams from all over the state (including Madison). They placed 3rd in Crime Scene Investigation, 2nd in Burglary in Progress, 2nd and 1st in Shoot don't shoot, and 2nd in Overall scores. Once again they represented us well and made our Department proud.



Incident Analysis Report Summary By Incident Type

McFarland Police Department
Official Case Report
Do Not Re-Release

Print Date/Time: 03/05/2019 08:17
Login ID: mcbgr
Incident Type: All
Call Source: All

From Date: 02/01/2019 00:00
To Date: 02/28/2019 23:59

McFarland Police Department
ORI Number: W0137300

Officer ID: All
Location: All

Incident Type	Number of Incidents
911 Abandoned Call	5
911 Call Question	3
911 Call Silent	4
911 Call Unintentional	8
911 Disconnect	2
911 Misdialed Call	1
Accident Hit and Run	1
Accident Private Property	2
Accident Property Damage	15
Accident Unknown Injuries	2
Accident w/Injuries	6
Adult Arrested Person	2
Alarm	12
Animal Complaint/Disturbance	1
Animal Stray	4
Assist Citizen	35
Assist EMS/Fire	33
Assist K9	5
Assist Police	30
ATL Person	4
Check Person	26
Check Property	137
Disturbance	5
Domestic Disturbance	3
Drug Incident/Investigation	4
Follow-Up	11
Foot Patrol	1
Fraud	6
Information	21
Intoxicated Person	1
Juvenile Arrest	1
Juvenile Complaint	4
Neighbor Trouble	1
Noise Complaint	1
OMVWI Arrest/Intoxicated Driver	3
Parking Complaint On Street	38
Phone	11
Preserve the Peace	3



Incident Analysis Report Summary By Incident Type

McFarland Police Department
Official Case Report
Do Not Re-Release

Print Date/Time: 03/05/2019 08:17
Login ID: mcbgr
Incident Type: All
Call Source: All

From Date: 02/01/2019 00:00
To Date: 02/28/2019 23:59

McFarland Police Department
ORI Number: WI0137300
Officer ID: All
Location: All

Incident Type	Number of Incidents
Problem Solving Person	5
Property Found	3
Repo	2
Safety Hazard	19
Serving Legal Papers	1
Suspicious Person	2
Suspicious Vehicle	6
Theft	3
Threats Complaint	1
Traffic Complaint/Investigation	34
Traffic Stop	168
Weapons Offense	1
Weapons Offense Person w/Gun	1
Total:	698

Community Development Highlights

February 2019

- During the month of February 33 permits were issued with six involving new single-family homes in the Prairie Place and Juniper Ridge subdivisions. Revenues totaled just over \$54,000.
- Met with Carla Gogin from Baker Tiller. Carla will be heading up the team from Baker Tilly hired to update our park impact fees and our fees in lieu of parkland dedication.
- Met with John Miller from the Police Department to discuss safety plans for the Community Development Department and Administration Departments.
- Working with Matt Schuenke on tweaking the job description for the Community Development Director position.
- Continuing review of Ryan Quams proposed mixed-use development on Terminal Drive.
- Attended open houses for the developer presentation regarding the redevelopment of the Farwell Street site.
- Continued working on changes to our Plan Commission application as it relates to conditional uses.
- Working with General Engineering staff who has been hired to provide inspection services.
- Continued working with Lakestone Properties and Horizon Development as they revise their development proposals according to parameters set up by CDA.
- Worked with Beach House Developers to comply with the parameters set by the Plan Commission regarding their conditional use permit for staging of construction material on a site next to Walgreens.
- Met with Tara Furst of Galway Companies regarding a proposed 3 unit residential structure on Lexington Street.
- Gave feedback to Flint Hills Resources regarding potential small platform project around some petroleum tanks.
- Working with Attorney Dan Evans and Matt Schuenke to dissolve a promenade area within the former Edwards Park subdivision.

- Appeared before the Park, Recreation and Natural Resources Committee regarding the final draft of the Outdoor Recreation and Open Space Plan. If possible, a public hearing will be held on April 25th provided we have a quorum.
- Received our confirmation as a Certified Local Municipality under the Federal Preservation Program. Great News!!!
- Attended the following monthly meetings:
 - Village Board
 - Plan Commission
 - Community Development Authority
 - Park, Recreation and Natural Resources
 - McFarland Chamber of Commerce

Submitted by:

Pauline Boness

Community Development Director

VILLAGE OF MCFARLAND

Village Board Minutes

Monday, February 25, 2019 - 6:30 PM

1. CALL TO ORDER (6:30 PM).

President Czebotar called the regular meeting of the McFarland Village Board to order at 6:30 pm in Conference Room A of the McFarland Municipal Center.

2. ATTENDANCE/ROLL CALL.

Village Board members present: Village President Brad Czebotar, Village Trustee Jerry Adrian, Stephanie Brassington, Carolyn Clow, Mary Pat Lytle (arrived at 6:10 pm), and Shaun O'Hearn.

Village Board members not present: Village Trustee Dan Kolk.

Staff Present: Administrator Matt Schuenke, Clerk/Treasurer Cassandra Suettinger, Police Chief Craig Sherven, Community Development Director Pauline Boness, and Fire/Rescue Chief Chris Dennis.

3. 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 the employment of the Public Works Director position.*

Motion by President Czebotar, second by Trustee O'Hearn, to enter into Closed Session at 6:31 pm 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 the employment of the Public Works Director position. Motion carries 6 - 0 - 0 on a roll call vote.

- b. Discussion and action to adjourn Closed Session into Open Session.*

Motion by President Czebotar, second by Trustee Lytle, to adjourn Closed Session and enter back into Open Session at 6:57 pm. Motion carries 6 - 0 - 0 by acclamation.

4. RECONVENE OPEN SESSION - BEGIN REGULAR MEETING (7:00 PM)

5. PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS.

- a. Public Announcements*

1) Village Candidate Forum - March 16th

2) In-Office Absentee Voting Begins March 11th

- b. Public Communications

6. **CONSENT AGENDA.**

- a. Motion to approve the minutes of the February 11, 2019 Village Board meeting.
- b. Motion to approve pre-paid checks #73805-73823 in the amount of \$2,696,370.09 and current checks #73824-73920 in the amount of \$109,405.51.
- c. Motion to approve the alcohol beverage operator's licenses for Kurt Grote (Hope Rod & Gun Club), Meggan O'Brien (Green Lantern) and Stephen Burke (McFarland Tavern) for the period ending June 30, 2019.
- d. Motion to approve a street use permit application from Libby Pavelec for the Michael J. Fox Foundation run/walk to be held on April 20, 2019.
- e. Motion to introduce Resolution 2019-02 in order to discontinue the Edwards Park Promenade as public right of way and approval to set public hearing date as April 22, 2019.

Motion by Village President Brad Czebotar, second by Village Trustee Mary Pat Lytle, to approve the consent agenda as presented. Motion carries 6 - 0 - 0 by acclamation.

7. **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.
(none)

8. **BUSINESS.**

- a. Discussion and action to reconsider the conditional approval of applications from Ryan Quam requesting Tax Increment Financing assistance in order to redevelop 4703 Terminal Drive as apartments (Phase 1) and offices (Phase 2).

Ryan Quam appeared before the Board to request reconsideration of the conditions placed on the approval of Tax Incremental Financing for 4703 Terminal Drive for phase 1 and phase 2. He asked the Board reconsider the requirement that a commitment be received from a tenant for the office building before phase 1 can commence. He felt the condition would hinder his ability to move forward with the project.

Motion by Trustee Carolyn Clow, second by Trustee Shaun O'Hearn, to reopen or reconsider the conditional approval of applications from Ryan Quam requesting TIF assistance in order to redevelop 4703 Terminal Drive as apartments (Phase 1) and offices (Phase 2). Motion carries 6 - 0 - 0 by acclamation.

Village Administrator Schuenke provided an overview of the rationale behind the original conditions put forth by staff. He noted the condition was purposeful, and was put in place to ensure the office building was constructed. He also explained the Board could consider the merits of residential only on the site does have challenges that may limit it from other development. There has also been very little interest in development of the parcel.

Mr. Quam explained as just phase 1 for a residential apartment building, the property is not a good investment. He explained the four buildings as planned are a good return on his investment. So while removing the condition provides that he would not be required to complete both phases to receive the TIF loan, it would not be a very satisfactory return on investment if he did not do so.

Motion by Trustee Mary Pat Lytle, second by Trustee Jerry Adrian, to rescind the previous motion to approve the request from Ryan Quam for TIF financing assistance in order to develop 4703 Terminal Drive as apartments (Phase 1) and offices (Phase 2) with conditions 1 through 6. Motion carries 6 - 0 - 1 with Clow voting nay.

Motion by Trustee Mary Pat Lytle, second by Trustee Stephanie Brassington, to approve the application from Ryan Quam requesting tax increment financing assistance in order to redevelopment 4703 Terminal Drive as apartments (Phase 1) and offices (Phase 2). with the following conditions:

1. Amount not to exceed \$675,000 for phase.
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. 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.

b. Plan Commission (President Czebotar & Trustee Kolk)

1) Discussion and action regarding Resolution #2019-03: a resolution amending the McFarland Comprehensive Plan future land use map regarding 4703 Terminal Drive from industrial to mixed use flex commercial.

The proposed amendment allows for residential use on the property to allow for the phase 1 one apartment building. The resolution as drafted provides the attorney to proceed with drafting an ordinance to make the change. A public hearing and action on the ordinance amendment will still be required to make the change.

Motion by President Czebotar, second by Clow, to approve Resolution #2019-03: a resolution amending the McFarland Comprehensive Plan future land use map regarding 4703 Terminal Drive from industrial to mixed use flex commercial and to set the public hearing for April 8, 2018. Motion carries 6 - 0 - 0 by acclamation.

c. Public Safety Committee (Trustees Adrian & Clow)

1) Discussion and recommendation on Ordinance Amendment 2019-02: An Ordinance consolidating the process for issuing permits for events on public property and streets.

Trustee Adrian provided an overview of the ordinance amendment to add events permit and the recommendation from the Public Safety Committee for approval.

Motion by Trustee Adrian, second by Trustee Carolyn Clow, to approve ordinance amendment 2019-02: an ordinance consolidating the process for issuing permits for events on public property and streets.

Trustee O'Hearn brought forth concerns regarding private functions such as family reunions and soccer tournaments would be subject to the ordinance and required to obtain a permit.

Motion by Trustee O'Hearn, second by Trustee Brassington, to postpone ordinance 2019-02 until Village Staff and attorney have had a chance to provide further review. Motion carries 5 - 1 with Adrian voting nay.

d. Discussion and action to confirm the appointment of the Public Works Director.

Motion by President Brad Czebotar, second by Trustee Carolyn, to appoint Jim Hessling to the position of Public Works Director. Motion carries 6 - 0 - 0 by acclamation.

- e. Discussion and action regarding a Parks Impact Fee Study to be conducted by the Village Auditor.

Village Administrator Schuenke provided an overview of the proposal to undertake a parks impact fee study. The study would revisit the Village's fees and fees in lieu calculation currently used for developer to make update regarding recent State law changes.

Motion by Trustee Mary Pat Lytle, second by Trustee Jerry Adrian, to approve engaging Baker Tilly to perform a park impact fee study for a cost not to exceed 12,000. Motion carries 6- 0 - 0 by acclamation.

- f. Discussion and update on Village Board/Committee orientation program for new members.

Clerk/Treasurer Suettinger provided an overview of the draft Village Board/Committee orientation program for new members.

- g. Discussion and action regarding an EMS Clinical and Field Internship Affiliation Agreement between the School of Human & Protective Services (MATC) and McFarland Fire and Rescue (Village).

Motion by Trustee Jerry Adrian, second by Trustee Carolyn Clow, to approve a EMS Clinical and Field Internship Affiliation Agreement between the School of Human & Protective Services (MATC) and McFarland Fire and Rescue (Village). Motion carries 6 - 0 - 0 by acclamation.

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

Trustee Clow requested discussion on a resolution to join the green tier legacy program and create a sustainability committee to be added to the next agenda.

Trustee Shaun O'Hearn reminded Board members of Community Service Day April 20, 2019.

9. 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 possible acquisition of property in order to develop a community park.

Motion by President Czebotar, second by Trustee O'Hearn, to enter into Closed Session at 9:17 pm 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. Motion carries 6 - 0 - 0 by acclamation.

b. Discussion and action to reconvene into Open Session.

Motion by President Czebotar, second by Trustee Clow, to enter back into Open Session at 9:47 pm. Motion carries 6 - 0 - 0 by acclamation.

c. Discussion and action to authorize the Village Administrator to negotiate for the purchase of lands for the development of a community park.

Motion by Trustee Clow, second by Trustee Brassington, to authorize the Village Administrator to issue an offer to purchase the property located at 3234 County Highway AB in an amount of \$750,000. Motion carries 6 - 0 - 0 by acclamation.

10. ADJOURNMENT.

Motion by Trustee O'Hearn, second by Trustee Lytle, to adjourn at 9:50 pm.

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 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	
03/19	03/07/2019	65404	14115	COSTELLO JOHN SUSAN	PROP TAX OVERPMT	123115	1	100-2364	31.99-	V
Total 65404:									31.99-	
03/19	03/07/2019	65469	14170	KLUMPYAN JEFFREY / TAMME	PROP TAX OVERPMT	123115	1	100-2364	51.53-	V
Total 65469:									51.53-	
02/19	02/28/2019	73921	759	POSTMASTER	UTILITY BILLS	022819	1	600-53711-340-000	137.24	
02/19	02/28/2019	73921	759	POSTMASTER	UTILITY BILLS	022819	2	605-53440-340-000	137.25	
02/19	02/28/2019	73921	759	POSTMASTER	UTILITY BILLS	022819	3	600-53611-340-000	137.25	
Total 73921:									411.74	
02/19	02/28/2019	73922	30	ALLIANT ENERGY/WP&L	PUBLIC WORKS FACILITY	022219	1	100-53000-220-000	1,859.57	
02/19	02/28/2019	73922	30	ALLIANT ENERGY/WP&L	WATER TOWER - HOLSCHER	022219	2	600-53716-220-000	49.12	
02/19	02/28/2019	73922	30	ALLIANT ENERGY/WP&L	WATER TOWER - BURMA	022219	3	600-53716-220-000	56.34	
02/19	02/28/2019	73922	30	ALLIANT ENERGY/WP&L	WELL #3	022219	4	600-53716-220-000	1,164.49	
02/19	02/28/2019	73922	30	ALLIANT ENERGY/WP&L	WELL #3	022219	5	600-53716-340-000	106.80	
02/19	02/28/2019	73922	30	ALLIANT ENERGY/WP&L	LIFT #1	022219	6	600-53615-220-000	197.17	
02/19	02/28/2019	73922	30	ALLIANT ENERGY/WP&L	LIFT #2	022219	7	600-53615-220-000	207.68	
02/19	02/28/2019	73922	30	ALLIANT ENERGY/WP&L	BRANDT PARK	022219	8	100-55200-220-000	116.08	
02/19	02/28/2019	73922	30	ALLIANT ENERGY/WP&L	LEWIS PARK	022219	9	100-55200-220-000	274.85	
02/19	02/28/2019	73922	30	ALLIANT ENERGY/WP&L	MCDANIEL	022219	10	100-55200-220-000	29.90	
02/19	02/28/2019	73922	30	ALLIANT ENERGY/WP&L	CEDAR GLADE AERATOR	022219	11	605-53440-242-000	15.37	
02/19	02/28/2019	73922	30	ALLIANT ENERGY/WP&L	STREET LIGHTING (2)	022219	12	100-53000-291-000	358.21	
02/19	02/28/2019	73922	30	ALLIANT ENERGY/WP&L	TRAFFIC FLASHERS - BASHFORD	022219	13	100-53000-291-000	18.09	
02/19	02/28/2019	73922	30	ALLIANT ENERGY/WP&L	TRAFFIC FLASHERS - FARWELL 2	022219	14	100-53000-291-000	16.93	
02/19	02/28/2019	73922	30	ALLIANT ENERGY/WP&L	SIRENS	022219	15	100-51600-220-000	28.73	
02/19	02/28/2019	73922	30	ALLIANT ENERGY/WP&L	4719 FARWELL - SUITE 3	022219	16	315-56700-242-000	14.88	
02/19	02/28/2019	73922	30	ALLIANT ENERGY/WP&L	4719 FARWELL - SUITE 5	022219	17	315-56700-242-000	17.07	
02/19	02/28/2019	73922	30	ALLIANT ENERGY/WP&L	4719 FARWELL - SUITE 4	022219	18	315-56700-242-000	16.72	
02/19	02/28/2019	73922	30	ALLIANT ENERGY/WP&L	4719 FARWELL - AREA 4	022219	19	315-56700-242-000	140.76	
02/19	02/28/2019	73922	30	ALLIANT ENERGY/WP&L	4719 FARWELL - AREA 3	022219	20	315-56700-242-000	86.44	

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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 73922:									4,775.20
02/19	02/28/2019	73923	16680	CARDMEMBER SERVICE	SCHUENKE	MSB-022019	1	100-1624	410.85
02/19	02/28/2019	73923	16680	CARDMEMBER SERVICE	SUETTINGER	MSB-022019	2	100-1624	826.38
02/19	02/28/2019	73923	16680	CARDMEMBER SERVICE	BONESS	MSB-022019	3	100-1624	165.69
02/19	02/28/2019	73923	16680	CARDMEMBER SERVICE	MILLER	MSB-022019	4	100-1624	5,007.71
02/19	02/28/2019	73923	16680	CARDMEMBER SERVICE	DENNIS	MSB-022019	5	100-1624	1,556.53
02/19	02/28/2019	73923	16680	CARDMEMBER SERVICE	REITER	MSB-022019	6	100-1624	20.00
02/19	02/28/2019	73923	16680	CARDMEMBER SERVICE	COX	MSB-022019	7	100-1624	1,092.64
02/19	02/28/2019	73923	16680	CARDMEMBER SERVICE	CLARK	MSB-022019	8	100-1624	614.52
02/19	02/28/2019	73923	16680	CARDMEMBER SERVICE	KENT	MSB-022019	9	100-1624	850.00
02/19	02/28/2019	73923	16680	CARDMEMBER SERVICE	SHERVEN	MSB-022019	10	100-1624	205.71
02/19	02/28/2019	73923	16680	CARDMEMBER SERVICE	REDMAN	MSB-022019	11	100-1624	278.98
02/19	02/28/2019	73923	16680	CARDMEMBER SERVICE	MAURER	MSB-022019	12	100-1624	182.00
02/19	02/28/2019	73923	16680	CARDMEMBER SERVICE	HESSLING	MSB-022019	13	100-1624	103.04
02/19	02/28/2019	73923	16680	CARDMEMBER SERVICE	ANDERSEN	MSB-022019	14	100-1624	584.76
02/19	02/28/2019	73923	16680	CARDMEMBER SERVICE	DAY	MSB-022019	15	100-1624	746.20
02/19	02/28/2019	73923	16680	CARDMEMBER SERVICE	JOB	MSB-022019	16	100-1624	574.99
02/19	02/28/2019	73923	16680	CARDMEMBER SERVICE	REIMER	MSB-022019	17	100-1624	653.20
Total 73923:									13,873.20
02/19	02/28/2019	73924	1921	FRONTIER	PHONE	021619	1	600-53610-310-000	141.69
02/19	02/28/2019	73924	1921	FRONTIER	PHONE	021619	2	600-53710-310-000	141.69
02/19	02/28/2019	73924	1921	FRONTIER	PHONE	021619	3	605-53440-340-000	70.85
02/19	02/28/2019	73924	1921	FRONTIER	PHONE	021619	4	100-51420-221-000	50.61
02/19	02/28/2019	73924	1921	FRONTIER	PHONE	021619	5	100-52200-221-000	50.61
02/19	02/28/2019	73924	1921	FRONTIER	PHONE	021619	6	100-54600-221-000	50.61
02/19	02/28/2019	73924	1921	FRONTIER	PHONE	021619	7	100-53000-221-000	50.61
02/19	02/28/2019	73924	1921	FRONTIER	PHONE	021619	8	100-52400-221-000	50.61
02/19	02/28/2019	73924	1921	FRONTIER	PHONE	021619	9	100-52100-221-000	50.61
02/19	02/28/2019	73924	1921	FRONTIER	PHONE	021619	10	200-55600-221-000	50.61
Total 73924:									708.50
02/19	02/28/2019	73925	1011	VERIZON WIRELESS	PD CELL PHONES	9824016067	1	100-52100-221-000	275.09

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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 73925:									275.09
02/19	02/28/2019	73926	17075	WI DEPT SAFETY & PROF SER	ELECTRICAL INSPECTOR	020819	1	100-52400-331-000	55.00
Total 73926:									55.00
03/19	03/08/2019	73931	1397	ALL COMFORT SERVICES	FACILITY IMPROVEMENT	586785	1	100-51600-242-000	1,429.90
03/19	03/08/2019	73931	1397	ALL COMFORT SERVICES	FACILITY IMPROVEMENT	587859	1	100-51600-242-000	909.07
03/19	03/08/2019	73931	1397	ALL COMFORT SERVICES	PW BUILDING REPAIR	590206	1	100-53000-242-000	90.75
03/19	03/08/2019	73931	1397	ALL COMFORT SERVICES	PW BUILDING REPAIR	590206	2	600-53616-242-000	24.75
03/19	03/08/2019	73931	1397	ALL COMFORT SERVICES	PW BUILDING REPAIR	590206	3	600-53716-242-000	24.75
03/19	03/08/2019	73931	1397	ALL COMFORT SERVICES	PW BUILDING REPAIR	590206	4	605-53440-242-000	24.75
03/19	03/08/2019	73931	1397	ALL COMFORT SERVICES	PW BUILDING REPAIR	590964	1	605-53440-242-000	300.30
03/19	03/08/2019	73931	1397	ALL COMFORT SERVICES	PW BUILDING REPAIR	590964	2	100-53000-242-000	81.90
03/19	03/08/2019	73931	1397	ALL COMFORT SERVICES	PW BUILDING REPAIR	590964	3	600-53616-242-000	81.90
03/19	03/08/2019	73931	1397	ALL COMFORT SERVICES	PW BUILDING REPAIR	590964	4	600-53716-242-000	81.90
Total 73931:									3,049.97
03/19	03/08/2019	73932	30	ALLIANT ENERGY/WP&L	WELL #1	022619	1	600-53716-220-000	405.79
03/19	03/08/2019	73932	30	ALLIANT ENERGY/WP&L	WELL #1	022619	2	600-53716-340-000	78.09
03/19	03/08/2019	73932	30	ALLIANT ENERGY/WP&L	WELL #4	022619	3	600-53716-340-000	66.91
03/19	03/08/2019	73932	30	ALLIANT ENERGY/WP&L	LIFT #3	022619	4	600-53615-220-000	74.68
03/19	03/08/2019	73932	30	ALLIANT ENERGY/WP&L	FLOWER CORNER	022619	5	100-55200-220-000	16.12
03/19	03/08/2019	73932	30	ALLIANT ENERGY/WP&L	GAZEBO	022619	6	100-55200-220-000	38.93
03/19	03/08/2019	73932	30	ALLIANT ENERGY/WP&L	STREET LIGHTING (1)	022619	7	100-53000-291-000	9,152.71
03/19	03/08/2019	73932	30	ALLIANT ENERGY/WP&L	TRAFFIC FLASHERS - FARWELL 1	022619	8	100-53000-291-000	16.36
03/19	03/08/2019	73932	30	ALLIANT ENERGY/WP&L	TRAFFIC FLASHERS - CREAMERY	022619	9	100-53000-291-000	17.28
Total 73932:									9,866.87
03/19	03/08/2019	73933	17084	AMAZON CAPITAL SERVICES	MEMORY CARD - ADMIN	03072019	1	400-57120-813-101	67.99
03/19	03/08/2019	73933	17084	AMAZON CAPITAL SERVICES	MEMORY CARD - SOS	03072019	2	400-57120-813-101	135.98
Total 73933:									203.97
03/19	03/08/2019	73934	10	ARAMARK	MATS	1640746097	1	205-55110-242-000	53.79
03/19	03/08/2019	73934	10	ARAMARK	MATS	1640751054	1	205-55110-242-000	53.79

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
03/19	03/08/2019	73934	10	ARAMARK	MATS	1640755906	1	205-55110-242-000	53.79
Total 73934:									161.37
03/19	03/08/2019	73935	926	AXON ENTERPRISE INC.	BATTERY PACK - 2	SI-1576065	1	100-52100-340-000	152.00
Total 73935:									152.00
03/19	03/08/2019	73936	74	BAKER & TAYLOR BOOKS	ADULT BOOKS	2034344288	1	205-55110-344-000	491.61
03/19	03/08/2019	73936	74	BAKER & TAYLOR BOOKS	JUVENILE BOOKS	2034357130	1	205-55110-344-000	116.04
03/19	03/08/2019	73936	74	BAKER & TAYLOR BOOKS	ADULT BOOKS	2034359888	1	205-55110-344-000	479.83
03/19	03/08/2019	73936	74	BAKER & TAYLOR BOOKS	ADULT BOOKS	2034369417	1	205-55110-344-000	677.55
03/19	03/08/2019	73936	74	BAKER & TAYLOR BOOKS	ADULT BOOKS	5015383349	1	205-55110-344-000	29.22
Total 73936:									1,794.25
03/19	03/08/2019	73937	104	BOBCAT OF MADISON INC.	SKIDSTEER PARTS	01-73041	1	100-53000-241-000	105.90
03/19	03/08/2019	73937	104	BOBCAT OF MADISON INC.	SKIDSTEER PARTS	01-73125	1	100-53000-241-000	213.16
Total 73937:									319.06
03/19	03/08/2019	73938	1256	BOUND TREE MEDICAL, LLC	EMS - SUPPLIES	83118182	1	100-52200-340-000	50.86
03/19	03/08/2019	73938	1256	BOUND TREE MEDICAL, LLC	EMS - SUPPLIES	83121735	1	100-52200-340-000	105.50
03/19	03/08/2019	73938	1256	BOUND TREE MEDICAL, LLC	EMS - SUPPLIES	83125990	1	100-52200-340-000	57.57
Total 73938:									213.93
03/19	03/08/2019	73939	17083	BOURIE, CAROLYNN	BOOK REFUND	030119	1	205-55110-344-000	20.00
Total 73939:									20.00
03/19	03/08/2019	73940	115	BRANDT, BRETT	PLOW MEALS	BB022719	1	100-53000-340-000	14.00
Total 73940:									14.00
03/19	03/08/2019	73941	2277	BRANDT, STEVE	PLOW MEALS	SB021819	1	100-53000-340-000	7.00
Total 73941:									7.00

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
03/19	03/08/2019	73942	16961	CAPITAL COFFEE LLC	COFFEE	133264	1	100-52100-330-000	59.95
Total 73942:									59.95
03/19	03/08/2019	73943	16481	CAPITOL UNDERGROUND	WATER MAIN REPAIRS	0201-19	1	600-53718-822-101	4,144.73
Total 73943:									4,144.73
03/19	03/08/2019	73944	158	CHARTER COMMUNICATIONS	ADMIN INTERNET	0011825022	1	100-51420-221-000	168.97
03/19	03/08/2019	73944	158	CHARTER COMMUNICATIONS	CABLE INTERNET	0011825022	2	200-55600-210-000	134.80
03/19	03/08/2019	73944	158	CHARTER COMMUNICATIONS	FIRE/EMS INTERNET	0011825022	3	100-52200-221-000	84.00
03/19	03/08/2019	73944	158	CHARTER COMMUNICATIONS	PD INTERNET	0011825022	4	100-52100-221-000	101.00
03/19	03/08/2019	73944	158	CHARTER COMMUNICATIONS	PW CABLE	0026239022	1	605-53440-340-000	16.07
03/19	03/08/2019	73944	158	CHARTER COMMUNICATIONS	PW CABLE	0026239022	2	100-53000-340-000	58.95
03/19	03/08/2019	73944	158	CHARTER COMMUNICATIONS	PW CABLE	0026239022	3	600-53716-340-000	16.07
03/19	03/08/2019	73944	158	CHARTER COMMUNICATIONS	PW CABLE	0026239022	4	600-53717-340-000	16.07
Total 73944:									595.93
03/19	03/08/2019	73945	166	CINTAS CORPORATION	YOUTH CENTER FIRE	OF39031587	1	100-51600-340-000	878.00
Total 73945:									878.00
03/19	03/08/2019	73946	16257	CORPORATE BUSINESS SYSTE	COPIER LEASE AND OVERAGES	253140	1	600-53710-310-000	56.89
03/19	03/08/2019	73946	16257	CORPORATE BUSINESS SYSTE	COPIER LEASE AND OVERAGES	253140	2	600-53610-310-000	56.90
03/19	03/08/2019	73946	16257	CORPORATE BUSINESS SYSTE	COPIER LEASE AND OVERAGES	253140	3	605-53440-310-000	56.90
03/19	03/08/2019	73946	16257	CORPORATE BUSINESS SYSTE	COPIER LEASE	253155	1	205-55110-240-000	6.51
03/19	03/08/2019	73946	16257	CORPORATE BUSINESS SYSTE	COPIER LEASE	253156	1	205-55110-240-000	98.33
Total 73946:									275.53
03/19	03/08/2019	73947	14115	COSTELLO JOHN SUSAN	PROP TAX OVERPMT	123115	1	100-2364	31.99
Total 73947:									31.99
03/19	03/08/2019	73948	16545	DEPT OF SAFETY AND PROFE	FIRE ALARM PLAN REVIEW	022819	1	100-44300-106	15.00
Total 73948:									15.00

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
03/19	03/08/2019	73949	17045	DETROIT SALT COMPANY	ROAD SALT	81903	1	100-53000-370-000	4,866.81
03/19	03/08/2019	73949	17045	DETROIT SALT COMPANY	ROAD SALT	82062	1	100-53000-370-000	6,409.39
03/19	03/08/2019	73949	17045	DETROIT SALT COMPANY	ROAD SALT	83308	1	100-53000-370-000	11,313.95
Total 73949:									22,590.15
03/19	03/08/2019	73950	1333	EMS INDUSTRIAL INC	MOTOR REPLACEMENT	0831802	1	600-53616-242-000	178.00
Total 73950:									178.00
03/19	03/08/2019	73951	338	ENGELHART INC	MOWER PARTS	1661495	1	100-55200-340-000	426.00
Total 73951:									426.00
03/19	03/08/2019	73952	341	ENVIRONMENT CONTROL	JANITORIAL SERVICES	9490-613	1	205-55110-210-000	1,304.00
03/19	03/08/2019	73952	341	ENVIRONMENT CONTROL	MC CLEANING	9654-613	1	100-51600-210-000	1,360.00
Total 73952:									2,664.00
03/19	03/08/2019	73953	361	FIRST SUPPLY LLC MADISON	WATER MAIN REPAIR PARTS	11561959-00	1	600-53718-822-102	464.40
Total 73953:									464.40
03/19	03/08/2019	73954	1921	FRONTIER	TELEPHONE	022219	1	205-55110-221-000	68.04
Total 73954:									68.04
03/19	03/08/2019	73955	395	GENERAL COMMUNICATIONS I	CABLE REPAIR	266191	1	100-52200-221-000	280.00
03/19	03/08/2019	73955	395	GENERAL COMMUNICATIONS I	CABLE REPAIR	266242	1	100-52200-221-000	140.00
Total 73955:									420.00
03/19	03/08/2019	73956	17081	GOOD FOOD, LLC	BOXED LUNCHES	1983	1	205-55110-330-000	160.00
Total 73956:									160.00
03/19	03/08/2019	73957	16579	GRIFFITH, JOHN	MILEAGE	JG030119	1	100-52400-330-000	17.98

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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 73957:									17.98
03/19	03/08/2019	73958	1694	HEARTLAND LITHO	UTILITY BILLS	65104	1	600-53710-310-000	65.17
03/19	03/08/2019	73958	1694	HEARTLAND LITHO	UTILITY BILLS	65104	2	600-53610-310-000	65.18
03/19	03/08/2019	73958	1694	HEARTLAND LITHO	UTILITY BILLS	65104	3	605-53440-340-000	65.18
Total 73958:									195.53
03/19	03/08/2019	73959	452	HYDRITE CHEMICAL	WATER CHEMICALS	02223737	1	600-53717-340-000	503.40
Total 73959:									503.40
03/19	03/08/2019	73960	16783	INFORMATION TECHNOLOGY P	NETWORK DISASTER RECOVERY PROJECT	16347	1	400-57140-813-101	2,197.00
03/19	03/08/2019	73960	16783	INFORMATION TECHNOLOGY P	COURT	16408	1	100-51200-210-000	82.21
03/19	03/08/2019	73960	16783	INFORMATION TECHNOLOGY P	GEN ADMIN	16408	2	100-51450-210-000	328.86
03/19	03/08/2019	73960	16783	INFORMATION TECHNOLOGY P	POLICE	16408	3	100-52100-210-000	845.47
03/19	03/08/2019	73960	16783	INFORMATION TECHNOLOGY P	FIRE/EMS	16408	4	100-52200-210-000	360.38
03/19	03/08/2019	73960	16783	INFORMATION TECHNOLOGY P	OUTREACH	16408	5	100-54600-210-000	109.71
03/19	03/08/2019	73960	16783	INFORMATION TECHNOLOGY P	COMM DEV	16408	6	100-52400-210-000	82.21
03/19	03/08/2019	73960	16783	INFORMATION TECHNOLOGY P	PUBLIC WORKS	16408	7	100-53000-210-000	112.10
03/19	03/08/2019	73960	16783	INFORMATION TECHNOLOGY P	WATER	16408	8	600-53710-210-000	44.79
03/19	03/08/2019	73960	16783	INFORMATION TECHNOLOGY P	SEWER	16408	9	600-53610-210-000	44.79
03/19	03/08/2019	73960	16783	INFORMATION TECHNOLOGY P	STORMWATER	16408	10	605-53440-310-000	44.68
03/19	03/08/2019	73960	16783	INFORMATION TECHNOLOGY P	EM MGT	16408	11	100-52500-221-000	27.40
03/19	03/08/2019	73960	16783	INFORMATION TECHNOLOGY P	FAMILY FESTIVAL	16408	12	100-51450-210-000	27.40
03/19	03/08/2019	73960	16783	INFORMATION TECHNOLOGY P	SERVER AND BACK UP	16408	13	100-51450-210-000	3,154.60
Total 73960:									7,461.60
03/19	03/08/2019	73961	476	JEFFERSON FIRE & SAFETY IN	EXTINGUISH REPAIR	IN102682	1	100-52200-240-000	69.75
03/19	03/08/2019	73961	476	JEFFERSON FIRE & SAFETY IN	FF TURNOUT GLOVES	IN102960	1	100-52200-343-000	216.00
03/19	03/08/2019	73961	476	JEFFERSON FIRE & SAFETY IN	FF TURNOUT NAMEPLATE	IN103047	1	100-52200-343-000	249.28
03/19	03/08/2019	73961	476	JEFFERSON FIRE & SAFETY IN	FF HELMET	IN103245	1	100-52200-343-000	311.73
Total 73961:									846.76
03/19	03/08/2019	73962	2070	KKS PROPERTY	COMMON AREA MAINT. FORMER LIB	2019-03	1	100-51600-242-000	115.07

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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 73962:									115.07
03/19	03/08/2019	73963	14170	KLUMPYAN JEFFREY / TAMME	PROP TAX OVERPMT	123115	1	100-2364	51.53
Total 73963:									51.53
03/19	03/08/2019	73964	2046	KRIETE GROUP	FIRE - E1	353200A	1	100-52200-241-000	69.55
03/19	03/08/2019	73964	2046	KRIETE GROUP	FIRE - E1	353552A	1	100-52200-341-000	35.96
Total 73964:									105.51
03/19	03/08/2019	73965	16364	KWIK TRIP EXTENDED NETWO	FUEL	BG2339863-	1	100-52200-341-000	968.25
Total 73965:									968.25
03/19	03/08/2019	73966	531	LARK UNIFORM OUTFITTERS	M SUTTER - UNIFORM	283600	1	100-52200-142-000	57.95
03/19	03/08/2019	73966	531	LARK UNIFORM OUTFITTERS	SCHROECKENTHALER UNIFORM ALLOW	283630	1	100-52100-142-000	60.00
Total 73966:									117.95
03/19	03/08/2019	73967	538	LAWSON PRODUCTS INC	NUTS AND BOLTS	9306516080	1	100-53000-240-000	255.24
03/19	03/08/2019	73967	538	LAWSON PRODUCTS INC	NUTS AND BOLTS	9306516080	2	600-53716-340-000	69.62
03/19	03/08/2019	73967	538	LAWSON PRODUCTS INC	NUTS AND BOLTS	9306516080	3	600-53616-340-000	69.61
03/19	03/08/2019	73967	538	LAWSON PRODUCTS INC	NUTS AND BOLTS	9306516080	4	605-53440-340-000	69.61
Total 73967:									464.08
03/19	03/08/2019	73968	563	LW ALLEN LLC	LIST STATION #2 REPAIRS	107493	1	600-53616-340-000	2,048.39
Total 73968:									2,048.39
03/19	03/08/2019	73969	16782	MADISON EMERGENCY PHYSI	MEDICAL DIRECTION	MCFARLAN	1	100-52200-211-000	700.00
Total 73969:									700.00
03/19	03/08/2019	73970	17080	MADISON FREELANCE REPOR	TRANSCRIPT FEE - R KETTER	LC12023	1	100-51200-390-000	360.00

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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 73970:									360.00
03/19	03/08/2019	73971	581	MADISON TRUCK EQUIPMENT I	TRUCK PARTS	1-86225	1	100-53000-241-000	161.70
03/19	03/08/2019	73971	581	MADISON TRUCK EQUIPMENT I	TRUCK PARTS	1-86225	2	600-53718-241-000	44.10
03/19	03/08/2019	73971	581	MADISON TRUCK EQUIPMENT I	TRUCK PARTS	1-86225	3	600-53616-241-000	44.10
03/19	03/08/2019	73971	581	MADISON TRUCK EQUIPMENT I	TRUCK PARTS	1-86225	4	605-53440-241-000	44.10
Total 73971:									294.00
03/19	03/08/2019	73972	603	MCFARLAND CHAMBER OF CO	CHAMBER DUES	534	1	100-51100-320-000	510.00
Total 73972:									510.00
03/19	03/08/2019	73973	634	MENARDS - MONONA	LIFT #2 PARTS	69821	1	600-53616-242-000	8.94
03/19	03/08/2019	73973	634	MENARDS - MONONA	PW SHOP	70056	1	100-51600-242-000	53.56
03/19	03/08/2019	73973	634	MENARDS - MONONA	PW SHOP	70056	2	600-53616-242-000	14.60
03/19	03/08/2019	73973	634	MENARDS - MONONA	PW SHOP	70056	3	600-53716-242-000	14.61
03/19	03/08/2019	73973	634	MENARDS - MONONA	PW SHOP	70056	4	605-53440-242-000	14.61
03/19	03/08/2019	73973	634	MENARDS - MONONA	BUILDING SUPPLIES	70085	1	100-51600-242-000	11.67
Total 73973:									117.99
03/19	03/08/2019	73974	640	MGE	STREET LIGHTS	13010467-02	1	100-53000-291-000	34.63
03/19	03/08/2019	73974	640	MGE	STREET LIGHT	14096945-02	1	100-53000-291-000	33.57
03/19	03/08/2019	73974	640	MGE	LIFT #4 ELECT	21056320-02	1	600-53615-220-000	47.28
03/19	03/08/2019	73974	640	MGE	LIFT #5 GAS	27667872-02	1	600-53615-220-000	98.23
Total 73974:									213.71
03/19	03/08/2019	73975	2058	MICROMARKETING LLC	ADULT AUDIO BOOKS	756064	1	205-55110-345-000	59.99
03/19	03/08/2019	73975	2058	MICROMARKETING LLC	ADULT AUDIO BOOKS	759460	1	205-55110-345-000	79.98
Total 73975:									139.97
03/19	03/08/2019	73976	2089	MIDWEST METER INC	METERS	0109167-IN	1	600-1824	5,643.35
Total 73976:									5,643.35

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
03/19	03/08/2019	73977	1941	MIDWEST TRAILER SALES	VEHICLE MAINTENANCE	1097076-00	1	100-52200-241-000	16.71
Total 73977:									16.71
03/19	03/08/2019	73978	2185	MSA PROFESSIONAL SERVICE	ANALYSIS & DOCUMENTATION	R09361005.0	1	315-56700-210-000	232.13
03/19	03/08/2019	73978	2185	MSA PROFESSIONAL SERVICE	QUAM TIF APPLICATION - PHASE 1	R09361006.0	1	100-2640	2,308.89
Total 73978:									2,541.02
03/19	03/08/2019	73979	1896	NAPA AUTO PARTS	BATTERY FOR M8	649359	1	100-52100-241-000	131.02
03/19	03/08/2019	73979	1896	NAPA AUTO PARTS	CORE DEPOSIT REFUND	649740	1	100-52100-241-000	10.00-
03/19	03/08/2019	73979	1896	NAPA AUTO PARTS	CAR 3 FILTERS	652074	1	100-52200-241-000	7.14
Total 73979:									128.16
03/19	03/08/2019	73980	2082	NASSCO INC	PW SUPPLIES	S2438622.00	1	605-53440-340-000	24.32
03/19	03/08/2019	73980	2082	NASSCO INC	PW SUPPLIES	S2438622.00	2	100-53000-340-000	89.17
03/19	03/08/2019	73980	2082	NASSCO INC	PW SUPPLIES	S2438622.00	3	600-53716-340-000	24.32
03/19	03/08/2019	73980	2082	NASSCO INC	PW SUPPLIES	S2438622.00	4	600-53616-340-000	24.31
03/19	03/08/2019	73980	2082	NASSCO INC	NASSCO (TOWELS, LINERS AND TISSUE)	S2439621.00	1	100-51600-242-000	288.63
03/19	03/08/2019	73980	2082	NASSCO INC	PW SUPPLIES	S2441633.00	1	605-53440-340-000	18.22
03/19	03/08/2019	73980	2082	NASSCO INC	PW SUPPLIES	S2441633.00	2	100-53000-340-000	66.83
03/19	03/08/2019	73980	2082	NASSCO INC	PW SUPPLIES	S2441633.00	3	600-53716-340-000	18.22
03/19	03/08/2019	73980	2082	NASSCO INC	PW SUPPLIES	S2441633.00	4	600-53616-340-000	18.22
Total 73980:									572.24
03/19	03/08/2019	73981	727	OVERHEAD DOOR CO OF MADI	PW DOOR MAINT	S15283	1	100-53000-242-000	677.05
03/19	03/08/2019	73981	727	OVERHEAD DOOR CO OF MADI	PW DOOR MAINT	S15283	2	600-53616-242-000	184.65
03/19	03/08/2019	73981	727	OVERHEAD DOOR CO OF MADI	PW DOOR MAINT	S15283	3	600-53716-242-000	184.65
03/19	03/08/2019	73981	727	OVERHEAD DOOR CO OF MADI	PW DOOR MAINT	S15283	4	605-53440-242-000	184.65
Total 73981:									1,231.00
03/19	03/08/2019	73982	9151	PAGE PRODUCTION	MARCH SENIOR NEWS	19-3	1	100-54600-321-000	565.00
Total 73982:									565.00
03/19	03/08/2019	73983	756	POMP'S TIRE SERVICE INC	TRUCK TIRES	80183334	1	100-53000-241-000	39.60

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
03/19	03/08/2019	73983	756	POMP'S TIRE SERVICE INC	TRUCK TIRES	80183334	2	600-53718-241-000	10.80
03/19	03/08/2019	73983	756	POMP'S TIRE SERVICE INC	TRUCK TIRES	80183334	3	600-53616-241-000	10.80
03/19	03/08/2019	73983	756	POMP'S TIRE SERVICE INC	TRUCK TIRES	80183334	4	605-53440-241-000	10.80
Total 73983:									72.00
03/19	03/08/2019	73984	1245	PROFESSIONAL PEST CONTR	PW PEST CONTROL	397761	1	100-53000-340-000	21.45
03/19	03/08/2019	73984	1245	PROFESSIONAL PEST CONTR	PW PEST CONTROL	397761	2	605-53440-340-000	5.85
03/19	03/08/2019	73984	1245	PROFESSIONAL PEST CONTR	PW PEST CONTROL	397761	3	600-53716-340-000	5.85
03/19	03/08/2019	73984	1245	PROFESSIONAL PEST CONTR	PW PEST CONTROL	397761	4	600-53616-340-000	5.85
03/19	03/08/2019	73984	1245	PROFESSIONAL PEST CONTR	MC PEST CONTROL	397762	1	100-51600-340-000	46.00
Total 73984:									85.00
03/19	03/08/2019	73985	16357	PROTECTION TECHNOLOGIES	FIRE ALARM MONITORING	20969	1	205-55110-242-000	360.00
03/19	03/08/2019	73985	16357	PROTECTION TECHNOLOGIES	FIRE ALARM MONITORING	20970	1	100-55200-340-000	360.00
03/19	03/08/2019	73985	16357	PROTECTION TECHNOLOGIES	FIRE ALARM MONITORING	20971	1	205-55110-242-000	360.00
Total 73985:									1,080.00
03/19	03/08/2019	73986	797	REINDERS INC	MC SIDEWALK ICE MELT	2268156-00	1	100-51600-340-000	411.11
Total 73986:									411.11
03/19	03/08/2019	73987	802	RENNERT'S FIRE EQUIP SRV IN	E1 REPAIRS	40370	1	100-52200-241-000	220.90
03/19	03/08/2019	73987	802	RENNERT'S FIRE EQUIP SRV IN	E1 REPAIRS	40389	1	100-52200-241-000	214.53
Total 73987:									435.43
03/19	03/08/2019	73988	9137	RICOH USA INC	EQUIP RENTAL & MAINT	31402023	1	100-52100-240-000	184.59
03/19	03/08/2019	73988	9137	RICOH USA INC	RICOH COPIER EXTRA	5055812258	1	100-52100-240-000	35.85
Total 73988:									220.44
03/19	03/08/2019	73989	16884	SCHULTE, MIKE	PLOW & TRAINING MEALS	MS022719	1	100-53000-340-000	28.00
Total 73989:									28.00
03/19	03/08/2019	73990	2110	SECOND TO NONE INC	GANNON BUILDING CLEANING	022319	1	315-56700-242-000	360.00

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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 73990:									360.00
03/19	03/08/2019	73991	17050	SHI INTERNATIONAL CORP	WORKSTATION REPLACEMENT	B09558307	1	400-57120-813-101	510.83
03/19	03/08/2019	73991	17050	SHI INTERNATIONAL CORP	WORKSTATION REPLACEMENT	B09558307	2	400-57500-813-101	1,021.66
Total 73991:									1,532.49
03/19	03/08/2019	73992	911	STREICHER'S	TOURNIQUET	I1352503	1	100-52100-142-000	34.99
Total 73992:									34.99
03/19	03/08/2019	73993	16322	STRYKER SALES CORP	STRYKER ANNUAL	2609070M	1	100-52200-240-000	4,361.24
Total 73993:									4,361.24
03/19	03/08/2019	73994	2042	THOMSON REUTERS	WEST INFORMATION CHARGES	839737986	1	100-52100-210-000	167.08
Total 73994:									167.08
03/19	03/08/2019	73995	16993	TIMBERLINE GENERAL CONTR	GANNON PROPERTY EXPENSES	859	1	315-56700-242-000	1,210.00
Total 73995:									1,210.00
03/19	03/08/2019	73996	16640	TOP PACK DEFENSE LLC	MAG GLOCK - SHERVEN	1873	1	100-52100-142-000	26.99
Total 73996:									26.99
03/19	03/08/2019	73997	958	TOWN & COUNTRY ENGINEER	PRAIRIE PLACE	19928	1	100-2640	342.50
03/19	03/08/2019	73997	958	TOWN & COUNTRY ENGINEER	MCFARLAND SCHOOL DISTRICT	19929	1	100-2640	82.50
03/19	03/08/2019	73997	958	TOWN & COUNTRY ENGINEER	2018 VERIDIAN/JUNIPER RIDGE	19932	1	100-2640	308.75
03/19	03/08/2019	73997	958	TOWN & COUNTRY ENGINEER	STORMWATER SERVICES	19936	1	605-53440-211-000	201.25
03/19	03/08/2019	73997	958	TOWN & COUNTRY ENGINEER	4703 TERMINAL DR DEVELOPMENT	19937	1	100-2640	236.25
Total 73997:									1,171.25
03/19	03/08/2019	73998	2270	UNITY POINT HEALTH	BLOODWORK	020519	1	100-52100-210-000	35.65

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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 73998:									35.65
03/19	03/08/2019	73999	992	US CELLULAR	PD PHONE	0296098797	1	100-52100-221-000	573.60
03/19	03/08/2019	73999	992	US CELLULAR	FD/EMS PHONE	0296098797	2	100-52200-221-000	87.59
03/19	03/08/2019	73999	992	US CELLULAR	OUTREACH PHONE	0296098797	3	100-54600-221-000	38.50
03/19	03/08/2019	73999	992	US CELLULAR	CABLE/COMMTECH PHONE	0296098797	4	200-55600-221-000	44.97
03/19	03/08/2019	73999	992	US CELLULAR	PW PHONE	0296098797	5	100-53000-221-000	32.68
03/19	03/08/2019	73999	992	US CELLULAR	WATER PHONE	0296098797	6	600-53710-310-000	32.69
03/19	03/08/2019	73999	992	US CELLULAR	SEWER PHONE	0296098797	7	600-53610-310-000	32.69
03/19	03/08/2019	73999	992	US CELLULAR	INSPECTIONS PHONE	0296098797	8	100-52400-221-000	1.10
03/19	03/08/2019	73999	992	US CELLULAR	EM MGT PHONE	0296098797	9	100-52500-340-000	38.50
Total 73999:									882.32
03/19	03/08/2019	74000	17051	UW HEALTH - EEC	UW HEALTH EEC	8616	1	100-52200-331-000	170.00
Total 74000:									170.00
03/19	03/08/2019	74001	1015	VILLAGE OF MCFARLAND	MUNICIPAL CENTER	032019	1	100-53000-220-000	345.54
03/19	03/08/2019	74001	1015	VILLAGE OF MCFARLAND	PW GARAGE	032019	2	100-53000-220-000	364.82
03/19	03/08/2019	74001	1015	VILLAGE OF MCFARLAND	PW GARAGE	032019	3	100-53000-220-000	401.37
03/19	03/08/2019	74001	1015	VILLAGE OF MCFARLAND	OLD LIBRARY	032019	4	100-53000-220-000	29.66
03/19	03/08/2019	74001	1015	VILLAGE OF MCFARLAND	LIBRARY	032019	5	100-53000-220-000	303.86
03/19	03/08/2019	74001	1015	VILLAGE OF MCFARLAND	LIBRARY	032019	6	100-53000-220-000	164.61
03/19	03/08/2019	74001	1015	VILLAGE OF MCFARLAND	MUNICIPAL CENTER	032019	7	100-53000-220-000	455.96
03/19	03/08/2019	74001	1015	VILLAGE OF MCFARLAND	HOUSE 4902 TERMINAL	032019	8	305-56700-242-000	14.83
03/19	03/08/2019	74001	1015	VILLAGE OF MCFARLAND	HOUSE 4902 TERMINAL	032019	9	305-56700-242-000	13.91
03/19	03/08/2019	74001	1015	VILLAGE OF MCFARLAND	VOM 5541 HOLSCHER RD	032019	10	100-53000-242-000	14.83
03/19	03/08/2019	74001	1015	VILLAGE OF MCFARLAND	PARKING LOT 43 BURMA RD	032019	11	100-53000-220-000	14.83
03/19	03/08/2019	74001	1015	VILLAGE OF MCFARLAND	ROW CREAMERY RD	032019	12	100-53000-242-000	14.83
03/19	03/08/2019	74001	1015	VILLAGE OF MCFARLAND	5411 BASHFORD ST	032019	13	100-53000-242-000	14.83
03/19	03/08/2019	74001	1015	VILLAGE OF MCFARLAND	OLD WELL HOUSE	032019	14	600-53716-340-000	14.83
03/19	03/08/2019	74001	1015	VILLAGE OF MCFARLAND	WATER TOWER - BURMA	032019	15	600-53718-340-000	60.80
03/19	03/08/2019	74001	1015	VILLAGE OF MCFARLAND	HOLSCHER WATER TOWER	032019	16	600-53718-340-000	41.52
03/19	03/08/2019	74001	1015	VILLAGE OF MCFARLAND	WELL #1	032019	17	600-53716-340-000	14.83
03/19	03/08/2019	74001	1015	VILLAGE OF MCFARLAND	WELL #3	032019	18	600-53716-340-000	14.83
03/19	03/08/2019	74001	1015	VILLAGE OF MCFARLAND	LIFT STATIONS 1,2,4	032019	19	600-53616-242-000	44.49
03/19	03/08/2019	74001	1015	VILLAGE OF MCFARLAND	BRANDT PARK	032019	20	100-53000-220-000	44.49

M = Manual Check, V = Void Check

VILLAGE OF MCFARLAND

Board Report
Check Issue Dates: 2/28/2019 - 3/8/2019

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
03/19	03/08/2019	74001	1015	VILLAGE OF MCFARLAND	RIDGE VIEW	032019	21	100-53000-220-000	14.83
03/19	03/08/2019	74001	1015	VILLAGE OF MCFARLAND	PED PATH	032019	22	100-53000-220-000	14.83
03/19	03/08/2019	74001	1015	VILLAGE OF MCFARLAND	YAHARA RIVER PARK	032019	23	100-53000-220-000	14.83
03/19	03/08/2019	74001	1015	VILLAGE OF MCFARLAND	PED PATH	032019	24	100-53000-220-000	14.83
03/19	03/08/2019	74001	1015	VILLAGE OF MCFARLAND	FLOWER CORNER	032019	25	100-53000-220-000	14.83
03/19	03/08/2019	74001	1015	VILLAGE OF MCFARLAND	LEWIS PARK	032019	26	100-53000-220-000	57.84
03/19	03/08/2019	74001	1015	VILLAGE OF MCFARLAND	PED PATH - OSBORN	032019	27	100-53000-220-000	14.83
03/19	03/08/2019	74001	1015	VILLAGE OF MCFARLAND	LEGION MEMORIAL PARK	032019	28	100-53000-220-000	56.35
03/19	03/08/2019	74001	1015	VILLAGE OF MCFARLAND	WM MCFARLAND PARK	032019	29	100-53000-220-000	618.41
03/19	03/08/2019	74001	1015	VILLAGE OF MCFARLAND	BRANDT PARK	032019	30	100-53000-220-000	24.72
03/19	03/08/2019	74001	1015	VILLAGE OF MCFARLAND	WOODLAND ESTATES PARK	032019	31	100-53000-220-000	14.83
03/19	03/08/2019	74001	1015	VILLAGE OF MCFARLAND	AUTUMN GROVE PARK	032019	32	100-53000-220-000	34.11
03/19	03/08/2019	74001	1015	VILLAGE OF MCFARLAND	CEDAR RIDGE	032019	33	100-53000-220-000	53.39
03/19	03/08/2019	74001	1015	VILLAGE OF MCFARLAND	CEDAR GLADE	032019	34	100-53000-220-000	16.31
03/19	03/08/2019	74001	1015	VILLAGE OF MCFARLAND	MCDANIEL PARK	032019	35	100-53000-220-000	99.36
03/19	03/08/2019	74001	1015	VILLAGE OF MCFARLAND	BOCCE BALL COURT	032019	36	100-53000-220-000	13.91
03/19	03/08/2019	74001	1015	VILLAGE OF MCFARLAND	EGNER PARK	032019	37	600-53716-340-000	19.28
03/19	03/08/2019	74001	1015	VILLAGE OF MCFARLAND	GAZEBO	032019	38	100-53000-220-000	29.66
03/19	03/08/2019	74001	1015	VILLAGE OF MCFARLAND	HIGHLAND OAK PARK	032019	39	100-53000-220-000	32.63
03/19	03/08/2019	74001	1015	VILLAGE OF MCFARLAND	COMM GARDEN	032019	40	100-53000-220-000	13.91
03/19	03/08/2019	74001	1015	VILLAGE OF MCFARLAND	PED PATH DALE CURTIN	032019	41	100-53000-220-000	14.83
03/19	03/08/2019	74001	1015	VILLAGE OF MCFARLAND	WM MCFARLAND PARK	032019	42	100-53000-220-000	1.38
03/19	03/08/2019	74001	1015	VILLAGE OF MCFARLAND	WILLIAM MCFARLAND PARK - WATER/SEWE	4820MARSH	1	100-55200-220-000	68.36
Total 74001:									3,647.93
03/19	03/08/2019	74002	16686	WARRENBURG, SPENCER	PLOWING MEALS	SW021419	1	100-53000-340-000	42.00
Total 74002:									42.00
03/19	03/08/2019	74003	16236	WEBER, MARK	PLOW MEALS	MW022719	1	100-53000-340-000	12.58
Total 74003:									12.58
03/19	03/08/2019	74004	16241	WI DEPT OF JUSTICE	BACKGROUND CHECKS	L13173T-022	1	100-51420-310-000	56.00
03/19	03/08/2019	74004	16241	WI DEPT OF JUSTICE	HIRING BACKGROUND CHECKS	L13173T-022	2	100-51420-211-000	35.00
Total 74004:									91.00

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
03/19	03/08/2019	74005	1085	WI RURAL WATER ASSN	MEMBERSHIP RENEWAL	S3380	1	600-53710-210-000	520.00
Total 74005:									520.00
03/19	03/08/2019	74006	1093	WI STATE LABORATORY OF HY	FLUORIDE TEST	584929	1	600-53716-340-000	26.00
Total 74006:									26.00
03/19	03/08/2019	74007	1098	WIEDENBECK INC	TRUCK PARTS	897454	1	100-53000-241-000	60.05
Total 74007:									60.05
03/19	03/08/2019	74008	1152	WISCONSIN STATE JOURNAL	2 PRINT SUBSCRIPTIONS	012919-1900	1	205-55110-344-000	813.94
Total 74008:									813.94
03/19	03/08/2019	74009	16346	WOLF PAVING & EXCAVATING	STREET PATCH	63652	1	100-53000-230-000	756.48
Total 74009:									756.48
03/19	03/08/2019	74010	16489	ZIETSMA, JOEL	TRAINING MEALS	JZ021219	1	100-52100-331-000	30.00
Total 74010:									30.00
03/19	03/08/2019	74011	1910	ZURBUCHEN OIL INC	DPW GREASE	232904	1	100-53000-241-000	27.00
03/19	03/08/2019	74011	1910	ZURBUCHEN OIL INC	DPW GREASE	232904	2	600-53718-241-000	7.36
03/19	03/08/2019	74011	1910	ZURBUCHEN OIL INC	DPW GREASE	232904	3	600-53616-241-000	7.37
03/19	03/08/2019	74011	1910	ZURBUCHEN OIL INC	DPW GREASE	232904	4	605-53440-241-000	7.37
Total 74011:									49.10
Grand Totals:									113,051.62

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
100-1624	13,873.20	.00	13,873.20
100-2120	93.52	82,014.20-	81,920.68-
100-2364	83.52	83.52-	.00
100-2640	3,278.89	.00	3,278.89
100-44300-106	15.00	.00	15.00
100-51100-320-000	510.00	.00	510.00
100-51200-210-000	82.21	.00	82.21
100-51200-390-000	360.00	.00	360.00
100-51420-211-000	35.00	.00	35.00
100-51420-221-000	219.58	.00	219.58
100-51420-310-000	56.00	.00	56.00
100-51450-210-000	3,510.86	.00	3,510.86
100-51600-210-000	1,360.00	.00	1,360.00
100-51600-220-000	28.73	.00	28.73
100-51600-242-000	2,807.90	.00	2,807.90
100-51600-340-000	1,335.11	.00	1,335.11
100-52100-142-000	121.98	.00	121.98
100-52100-210-000	1,048.20	.00	1,048.20
100-52100-221-000	1,000.30	.00	1,000.30
100-52100-240-000	220.44	.00	220.44
100-52100-241-000	131.02	10.00-	121.02
100-52100-330-000	59.95	.00	59.95
100-52100-331-000	30.00	.00	30.00
100-52100-340-000	152.00	.00	152.00
100-52200-142-000	57.95	.00	57.95
100-52200-210-000	360.38	.00	360.38
100-52200-211-000	700.00	.00	700.00
100-52200-221-000	642.20	.00	642.20
100-52200-240-000	4,430.99	.00	4,430.99
100-52200-241-000	528.83	.00	528.83
100-52200-331-000	170.00	.00	170.00
100-52200-340-000	213.93	.00	213.93
100-52200-341-000	1,004.21	.00	1,004.21
100-52200-343-000	777.01	.00	777.01
100-52400-210-000	82.21	.00	82.21
100-52400-221-000	51.71	.00	51.71
100-52400-330-000	17.98	.00	17.98
100-52400-331-000	55.00	.00	55.00
100-52500-221-000	27.40	.00	27.40
100-52500-340-000	38.50	.00	38.50

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
100-53000-210-000	112.10	.00	112.10
100-53000-220-000	5,155.33	.00	5,155.33
100-53000-221-000	83.29	.00	83.29
100-53000-230-000	756.48	.00	756.48
100-53000-240-000	255.24	.00	255.24
100-53000-241-000	607.41	.00	607.41
100-53000-242-000	894.19	.00	894.19
100-53000-291-000	9,647.78	.00	9,647.78
100-53000-340-000	339.98	.00	339.98
100-53000-370-000	22,590.15	.00	22,590.15
100-54600-210-000	109.71	.00	109.71
100-54600-221-000	89.11	.00	89.11
100-54600-321-000	565.00	.00	565.00
100-55200-220-000	544.24	.00	544.24
100-55200-340-000	786.00	.00	786.00
200-2120	.00	230.38-	230.38-
200-55600-210-000	134.80	.00	134.80
200-55600-221-000	95.58	.00	95.58
205-2120	.00	5,286.41-	5,286.41-
205-55110-210-000	1,304.00	.00	1,304.00
205-55110-221-000	68.04	.00	68.04
205-55110-240-000	104.84	.00	104.84
205-55110-242-000	881.37	.00	881.37
205-55110-330-000	160.00	.00	160.00
205-55110-344-000	2,628.19	.00	2,628.19
205-55110-345-000	139.97	.00	139.97
305-2120	.00	28.74-	28.74-
305-56700-242-000	28.74	.00	28.74
315-2120	.00	2,078.00-	2,078.00-
315-56700-210-000	232.13	.00	232.13
315-56700-242-000	1,845.87	.00	1,845.87
400-2120	.00	3,933.46-	3,933.46-
400-57120-813-101	714.80	.00	714.80
400-57140-813-101	2,197.00	.00	2,197.00
400-57500-813-101	1,021.66	.00	1,021.66
600-1824	5,643.35	.00	5,643.35
600-2120	.00	18,261.82-	18,261.82-
600-53610-210-000	44.79	.00	44.79
600-53610-310-000	296.46	.00	296.46
600-53611-340-000	137.25	.00	137.25

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
600-53615-220-000	625.04	.00	625.04
600-53616-241-000	62.27	.00	62.27
600-53616-242-000	537.33	.00	537.33
600-53616-340-000	2,166.38	.00	2,166.38
600-53710-210-000	564.79	.00	564.79
600-53710-310-000	296.44	.00	296.44
600-53711-340-000	137.24	.00	137.24
600-53716-220-000	1,675.74	.00	1,675.74
600-53716-242-000	305.91	.00	305.91
600-53716-340-000	475.65	.00	475.65
600-53717-340-000	519.47	.00	519.47
600-53718-241-000	62.26	.00	62.26
600-53718-340-000	102.32	.00	102.32
600-53718-822-101	4,144.73	.00	4,144.73
600-53718-822-102	464.40	.00	464.40
605-2120	.00	1,312.13-	1,312.13-
605-53440-211-000	201.25	.00	201.25
605-53440-241-000	62.27	.00	62.27
605-53440-242-000	539.68	.00	539.68
605-53440-310-000	101.58	.00	101.58
605-53440-340-000	407.35	.00	407.35
Grand Totals:	<u>113,238.66</u>	<u>113,238.66-</u>	<u>.00</u>

Report Criteria:

Report type: GL detail

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Amount
03/02/2019	PC	03/08/2019	73927	TRAISMAN-WADDELL, JE	206	242.20
03/02/2019	PC	03/08/2019	73928	GREGG, ELI B	4060	86.22
03/02/2019	CDPT	03/08/2019	73929	WI AFSCME COUNCIL 32	7	42.55
03/02/2019	CDPT	03/08/2019	73929	WI AFSCME COUNCIL 32	7	52.00
03/02/2019	CDPT	03/08/2019	73930	WI SCTF	5	207.69

PAYROLL RELATED \$630.66



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, March 11, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Motion to approve Resolution 2019-07 acknowledging International Migratory Bird Day.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2019-07 Bird City Resolution

RESOLUTION #2019-07

A RESOLUTION ACKNOWLEDGING INTERNATIONAL MIGRATORY BIRD DAY

WHEREAS, migratory birds are some of the most beautiful and easily observed wildlife that share our communities, and

WHEREAS, many citizens recognize and welcome migratory songbirds as symbolic harbingers of spring, and

WHEREAS, these migrant species also play an important economic role in our community, controlling insect pests and generating millions in recreational dollars statewide, and

WHEREAS, migratory birds and their habitats are declining throughout the Americas, facing a growing number of threats on their migration routes in both their summer and winter homes, and

WHEREAS, public awareness and concern are crucial components of migratory bird conservation, and

WHEREAS, citizens enthusiastic about birds, informed about the threats they face, and empowered to help address those threats can directly contribute to maintaining healthy bird populations, and

WHEREAS, since 1993 International Migratory Bird Day (IMBD) has become a primary vehicle for focusing public attention on the nearly 350 species that travel between nesting habitats in our communities and throughout North America and their wintering grounds in South and Central America, Mexico, the Caribbean, and southern U.S., and

WHEREAS, hundreds of thousands of people will observe IMBD, fathering in town squares, community centers, schools, parks, nature centers, and wildlife refuges to learn about birds, take action to conserve them, and simply to have fun, and

WHEREAS, while IMBD officially is held each year on the second Saturday in May, its observance is not limited to a single day, and planners are encouraged to schedule activities on the dates best suited to the presence of both migrants and celebrants, and hereas, IMBD is not only a day to foster appreciation for wild birds and to celebrate and support migratory bird conservation, but also a call to action

NOW, THEREFORE, BE IT RESOLVED, that the Village Board of Trustee in McFarland, Wisconsin, do acknowledge International Migratory Bird Day in McFarland annually on the second Saturday of April.

FURTHER, The Board of Trustees urge all citizens to celebrate this observance and to support efforts to protect and conserve migratory birds and their habitats in our community and the world at large.

The above and foregoing Resolution was duly adopted by the Village Board at a regular meeting held on March 11, 2019.

VILLAGE OF McFARLAND, WISCONSIN:

By: _____
Brad Czebotar, President

ATTEST:

By: _____
Cassandra Suettinger, Clerk/Treasurer

RESOLUTION 2019-07

MOTION	SECONDED
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Czebotar	Lytle
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ACTION	DATE
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Adopted

Referred

Tabled

Withdrawn

Defeated

Published

INDIVIDUAL VOTING RECORD

Adrian	Kolk
--------	------

Brassington	Lytle
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Clow	O'Hearn
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Czebotar	
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VOTING RESULTS

Motion Carried:

Motion

Defeated:



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, March 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, March 11, 2019

SECTION: Business

DEPARTMENT: Community Development

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

AGENDA ITEM: Discussion and action regarding the selection of a proposal for the Farwell Street Property Redevelopment project located at and around 4719 Farwell Street.

PREVIOUS ACTION:

The Village Board provided direction to the CDA to evaluate the received proposals at their meeting on November 26, 2018.

ISSUE SUMMARY:

The Village Board issued a Request for Proposals in 2018 in order to redevelop property it acquired at 4719 Farwell Street within TID #5. Two proposals were received and referred to the CDA for review and recommendation in order to make a selection of the proposal they felt was most closely aligned with the RFP and in the best interest of the Village. The CDA considered this project over the course of four different meetings between December and March as well as hosted two different Open Houses to solicit public input. As a result of their review and the input received, the CDA requested revisions to the original proposals and considered these revised proposals at their last meeting. The revisions were meant to address the residential/commercial mix, affordable/market rate mix, density, outdoor usage, aesthetics, and impact fees as well as continuing to negotiate further TIF contribution for the project. Both Developers submitted revised proposals and following review, the CDA was unanimous in recommending the Village Board accept the proposal from Lakestone Properties.

Lakestone's revised project will construct a 44 unit market rate apartment building with a standalone commercial building adjacent to Farwell Street. The initial proposal was heavier on residential development while this revised proposal shifts the focus by nearly doubling the commercial square footage that was planned which was the main priority of the CDA for this area. As such, the density is reduced to an amount of residential units more comparable to other projects we have and under the 25 units per acres threshold the CDA was looking for.

Included in your packet is the original RFP, original Lakestone Proposal, direction from CDA on proposal revisions, and the revised Lakestone Proposal. Additionally, a memorandum comparing the projects and projecting the financial impact is included as part of the background.

FINANCIAL/BUDGET IMPACT:

None of the revised proposals submitted cash flowed by the end of the TID's life. Ideally, the project should cash flow no greater than 20 years after its inception as this lines up with the debt service for the property



acquisition. The Lakestone Proposal will need additional work through the TIF Application process to consider the adjustment of several assumptions to improve the financial projection of the project, which appears feasible given the information we have now.

VILLAGE PLAN REFERENCE:

TID #5 Project Plan

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Village Staff and the CDA recommend to the Village Board the selection of the Lakestone revised proposal for the redevelopment of 4719 Farwell Street. This is not the approval to go forward and begin construction of the Development. Selection of Lakestone at this juncture simply identifies them as the Developer of record in order to begin the formal review process for rezoning, site plan review, TIF assistance, etc. as might be needed to consider the project. We will still be spending a great deal of time to consider various elements of this project as the year goes on. Making this selection helps both parties to focus on the necessary details needed to bring the project to fruition.

ATTACHMENTS:

1. Farwell Street Property Redevelopment - Lakestone REVISED
2. Farwell Street CDA Direction
3. 9361005_McFarland Farewell Street Redevelopment Memo_03062019
4. McFarland Farwell Property Development RFP 09012018 FINAL
5. Farwell Street Property Redevelopment - Lakestone Movin Out

Revised RFP Farwell Street Project

Due to the reduction of allowable affordable housing units in the revised RFP and the elimination of them in the updated proposal, our partner Movin' Out will no longer be a developing partner in this project. However, Lakestone properties and Movin' Out will continue to seek alternative projects in the Village of McFarland to meet the needs of residents.

Lakestone Properties has listened to feedback from the CDA and community residents. The goal of this revised RFP is to respond to these comments and develop a project that will meet these needs and be financially feasible. We would like to also note that the unit mix and target residents for this site is not set in stone. It would be important for the team to work side-by-side with civic leaders and neighborhood organizations to engage in a planning process the ensure needs and goals of the community are met.

3 – Conceptual Proposal of Project

a. Narrative Description & Project Type

The project site currently consists of two vacant parcels and a third parcel with a one-story commercial building. The development proposes to deconstruct the existing ~6,500 SF commercial building and construct a mixed-use building (44 apartments and 2,696 square feet of commercial space) and a commercial building consisting of 12,116 square feet.

The 44 units of will be market rate apartments and we are flexible to develop either senior housing or non-age restricted housing and will continue to research the market and welcome feedback from the community and civic leaders.

Below is a breakout of the unit mix:

Bedrooms	Number of Units
Studio	12
1	16
2	16
Total	44

The mixed-use building will be three stories in height with a significant portion of the building pushed back from Farwell Street to reduce the perceived building mass leaving the façade elements up on the street to convey a commercial feel. The building facades are well articulated and activate the street level with multiple potential entries to the commercial spaces with the multifamily entry located back from Farwell. The commercial building will be one story with multiple exterior areas that maximize utilization of outdoor space.

The exterior materials will be a combination of masonry and fiber-cement siding. A central outdoor gathering area that includes a pavilion, seating areas, grills, and landscape planters will be available for the apartment residents. Each apartment would also have an individual patio or deck. Common residential amenities include an exercise room and community room.

Vehicular access is provided by one central driveway that serves both the commercial and residential buildings. Pedestrian access and on-street parking have been enhanced by recent street improvements to Farwell. Based on parking needs during and after business hours, we feel the site has adequate parking for both the residential residents and commercial customers. The type of commercial tenant will dictate demand for those spaces.

b. Land Use and Anticipated Zoning Classification

The existing site is zoned C-G (General Commercial). To accommodate the proposed development, the existing C-G zoning district would be rezoned to Planned Development. C-G zoning surrounds the property with the exception of R-3 zoning adjacent to the south. This project generally fits into the bulk standards for C-G zoning with the exception for density and parking (parking exception subject to commercial uses).

The redevelopment proposes the deconstruction of the one-story commercial structure. The existing one-story commercial building and parking lot are not consistent with the City plans and redevelopment of that site is a component in the redevelopment of Farwell Street.

c. Occupancy

We would like to also note that the unit mix and target resident for this site is not set in stone. It would be important for the team to work side-by-side with civic leaders and neighborhood organizations to engage in a planning process the ensure needs and goals of the community are met.

d. Ownership

Lakestone Properties would be 100% owner of the development.

e. Management

Lakestone Properties would manage the residential and commercial buildings.

4 - Finance

Financing

Lakestone Properties will be funding both buildings with private equity and financing with a local community bank.

Projected Sources & Uses:

Residential Building

Sources		Uses	
First Mortgage	\$4,584,559	Acquisition	\$1
Equity	\$669,414	Hard Construction Costs	\$5,025,040
Gap Equity	\$700,000	Soft Costs	\$928,932
Total	\$5,953,973	Total	\$5,953,973

Commercial Building

Sources		Uses	
First Mortgage	\$1,650,632	Acquisition	\$1
Equity	\$300,211	Hard Construction Costs	\$1,800,000
Gap Equity	\$250,000	Soft Costs	\$400,842
Total	\$2,200,843	Total	\$2,200,843

6 – Development Schedule

Proposed general development schedule:

Residential Building – 44 Unit Market Rate Residential and 2,696 square feet of Commercial

Real Estate-Option/Contract	4/1/19
Negotiate Developer's Agreement	4/1/19 – 5/31/19
Zoning Approval	4/1/19 – 5/31/19
Final Design and Construction Drawing Preparation	4/1/19 – 7/31/19
Final selection of Lender	7/1/2019
Site Acquisition/Closing	8/1/2019
Select construction vendor and Submit Plans for State Review	8/1/19 – 8/31/19
Issuance of Building Permit	9/1/19
Construction Start Date	9/1/19
Construction Completion	8/31/20
Lease Up Period	9/1/20 – 1/31/21

Commercial Building – 12,116 square feet of Commercial (Schedule subject to change based on lease-up)

Real Estate-Option/Contract	4/1/19
Negotiate Developer's Agreement	4/1/19 – 5/31/19
Zoning Approval	4/1/19 – 5/31/19
Final selection of Lender	7/1/2019
Site Acquisition/Closing	8/1/2019
These dates are based on securing Letter of Intent with at least 60% of the commercial space by 8/1/19.	
Final Design and Construction Drawing Preparation	8/1/19 – 11/30/19
Bid Project and Submit Plans for State Review	11/1/19 – 1/31/19
Closing on construction loan for Phase 2	2/1/20
Issuance of Building Permit and Final Selection of vendors	2/1/20 – 3/1/20
Construction Start Date	3/1/20
Construction Completion	11/1/20
Additional lease Up Period	11/1/20 – 12/31/21

7 – Concept Design



Farwell Street, McFarland, WI - RFP
 Street View 2
 February 25, 2019



Farwell Street, McFarland, WI - RFP
 Street View 1
 February 25, 2019

8 – Preliminary Proforma

a. Operating costs by phase

This project will be built in two phases and the operating costs are in the attached spreadsheet with a breakdown of expenses. Assumptions for the residential building are based on the following recent residential projects by Lakestone Properties.

- 38-unit apartment completed in McFarland in 2016
- 61-unit apartment completed in Oregon in 2018
- 40-unit apartment completed in Mt Horeb in 2018
- 40-unit apartment under construction in Stoughton 2019

Assumptions for the commercial building are based on recently developed retail buildings in Dane County as well as a retail center that Lakestone Property owns listed below.

- Crawford Landing retail center located at 115 E Broadway Monona WI. This is a \$2,500,000 retail center which includes restaurants, full-service salon, office and general retailers.

b. Anticipated sources and timing of capital investment

Residential Building (44 Residential units and 2,696 square feet of commercial)

The total estimated cost of this project will be \$5,953,973. The loan amount will be approximately \$4,584,559 based on a 77% loan to value.

Commercial Building (12,116 square feet of commercial space)

The total estimated cost of this project will be \$2,200,843. The loan amount will be approximately \$1,650,632 based on a 75% loan to value.

Lakestone Properties will be funding both buildings with private equity and financing with a local community bank.

c. Anticipated number of jobs created/retained

The construction of the building will take place over a 15-month period (based on the assumption in the development schedule) and will create jobs for trades involved in the building process. An estimated 30 – 50 new jobs will be created through the new commercial space. The goal of the commercial building is to bring new businesses as well as provide expansion opportunities for existing businesses in the Village.

d. Estimated value at full buildout.

The completed stabilized value of the residential building is estimated to be \$4,151,120.

The completed stabilized value of the commercial building is estimated to be \$1,151,020.

5 Year Proforma - Residential Building

Year :	1	2	3	4	5
Potential Rental Income	613,932	620,071	626,272	632,535	638,860
+Other Income affected by vacancy	4,200	4,242	4,284	4,327	4,371
Vacancy & Credit Losses	30,907	31,216	31,528	31,843	32,162
=Effective Rental Income	587,225	593,098	599,029	605,019	611,069
+Other Income not affected by vacancy					
=Gross Operating Income	587,225	593,098	599,029	605,019	611,069
-Operating Expenses	208,009	212,169	216,412	220,740	225,155
=NET OPERATING INCOME	379,217	380,929	382,617	384,279	385,914
-Interest - 1st Mortgage	227,081	222,245	217,161	211,817	206,200
-Interest - 2nd Mortgage					
-Cost Recovery - Improvements	194,838	194,838	194,838	194,838	194,838
-Cost Recovery - Personal Property	25,518	25,518	25,518	25,518	25,518
=Real Estate Taxable Income	(68,220)	(61,672)	(54,901)	(47,895)	(40,642)
Tax Liability (Savings) at 35.0%	(23,877)	(21,585)	(19,215)	(16,763)	(14,225)

Cash Flow

NET OPERATING INCOME (Line 8)	379,217	380,929	382,617	384,279	385,914
-Annual Debt Service	321,611	321,611	321,611	321,611	321,611
-Reserves for Replacements					
=CASH FLOW BEFORE TAXES	57,606	59,318	61,006	62,668	64,303
Cash on Cash Return	8.6%	8.9%	9.1%	9.4%	9.6%

5 year Proforma - Commercial Building

Year :	1	2	3	4	5
Potential Rental Income	190,440	192,344	194,268	196,211	198,173
+Other Income affected by vacancy					
Vacancy & Credit Losses	28,566	28,852	29,140	29,432	29,726
=Effective Rental Income	161,874	163,493	165,128	166,779	168,447
+Other Income not affected by vacancy					
=Gross Operating Income	161,874	163,493	165,128	166,779	168,447
-Operating Expenses	15,000	15,300	15,606	15,918	16,236
=NET OPERATING INCOME	146,874	148,193	149,522	150,861	152,210
-Interest - 1st Mortgage	81,759	80,017	78,187	76,263	74,241
-Interest - 2nd Mortgage					
-Cost Recovery - Improvements	72,020	72,020	72,020	72,020	72,020
-Cost Recovery - Personal Property	9,432	9,432	9,432	9,432	9,432
=Real Estate Taxable Income	(16,337)	(13,277)	(10,117)	(6,854)	(3,482)
Tax Liability (Savings) at 35.0%	(5,718)	(4,647)	(3,541)	(2,399)	(1,219)

Cash Flow

NET OPERATING INCOME (Line 8)	146,874	148,193	149,522	150,861	152,210
-Annual Debt Service	115,793	115,793	115,793	115,793	115,793
-Reserves for Replacements					
=CASH FLOW BEFORE TAXES	31,081	32,400	33,729	35,068	36,417
Cash on Cash Return	10.4%	10.8%	11.2%	11.7%	12.1%

Matt Schuenke

From: Matt Schuenke
Sent: Thursday, February 7, 2019 8:49 AM
To: Matt Schuenke
Cc: Pauline Boness
Subject: Request for Revised Proposals - 4719 Farwell Street
Attachments: Farwell Street CDA Direction.pdf; McFarland Farwell Property Development RFP 09012018 FINAL.pdf; TID #5 - Approved Design Guidelines 8-13-18.pdf

Good morning,

The CDA met last night to further consider the proposals submitted to redevelop 4719 Farwell Street. In doing so, action was taken to provide direction back to each Developer for their consideration to submit revised proposals for their review at a future meeting. Several categories are included within the attachment and for each criteria is established followed by direction from the CDA on how they would like that item to be addressed. There is also a statement at the end regarding additional TIF incentive in light of these requests.

We would ask that the following materials from the original proposal be revised and resubmitted in line with the attached guidance. ***This revised submittal is due by end of day on Monday, February 25th.*** This may be submitted digitally. Each of these requests corresponds to the original request established within the RFP and contained within your proposal. Please note the following revised sections that are needed:

- Section 4 – Finance
- Section 6 – Development Schedule
- Section 7 – Concept Design
- Section 8 – Preliminary Proforma

Please see attached for reference the original RFP. Contained within this document are the details behind the documentation needed for each of the sections requested. I have also included the design guidelines for the district for reference. Please contact Pauline if you have further questions on impact fees that may apply to this project if you don't already have this information.

As a reminder, this revised submittal will be due on February 25th. Village Staff will complete its review and forward to the CDA by March 1st. The CDA will then consider the revised proposals at its next meeting on March 6th in which they may possibly make a recommendation to the Village Board regarding proposal selection at that meeting.

We certainly understand if you would like to meet to further discuss this new information. I would suggest we do so next week depending on available schedules, just let us know what might work for you and we'll work to get something lined up. Otherwise, let us know if you have any questions and we appreciate your interest and work on this project.

Thanks,
Matt

4719 Farwell Street Redevelopment Project

CDA Requested Proposal Revision Request

<i>Category</i>	<i>Criteria</i>	<i>Direction</i>
Residential/Commercial	Commercial has to be greater than 50% utilization of the ground level.	This is the highest priority of the CDA. Higher consideration will be given to revised proposals that exceed this standard. Commercial portion of the proposed development shall also front on Farwell.
Affordable/Market Rate	Minimum of 25% of units have to be market rate apartments.	The CDA desires to find the right balance between affordable and market rate units within the project, but is requiring at least some of the residential units be committed to market rate apartments. Higher consideration will be given to revised proposals that exceed this threshold for market rate apartments.
Density	25 residential units per acre which would allow for 58 units on 2.3 acres.	The CDA will provide lower consideration for revised proposals that are presented closer to the maximum threshold established here. They will not consider projects in excess of this amount.
Outdoor Usage	Enhanced utilization of outdoor areas to maximize green space, encourage commercial and residential outdoor usage.	Current ideas regarding outdoor utilization are desirable within the current proposals. The CDA desires to see these elements maintained and/or enhanced within the revised proposal. Additional consideration could be provided to the revised proposal that demonstrates the most creativity in utilizing the outdoor space and maximizing available greenspace.
Aesthetics	Full and complete compliance to the TID #5 Design Guidelines.	The CDA will only further consider revised proposals that are in full compliance with the design guidelines for this district.
Impact Fees	Full payment of all relevant impact fees.	The CDA will only further consider revised proposals that include full payment of all associated impact fees for this project.

Further Tax Increment Financing Contribution...

In light of the additional criteria applied and further direction provided, the CDA is willing to further discuss and negotiate an additional Tax Increment Financing assistance beyond simply providing the land as incentive. Further discussion and negotiation will only be considered as a result of those revised proposals that most closely align with the vision of the CDA as developed within the preceding criteria and direction provided. Each Developer may though present their additional TIF request based upon the gap that may be present within the revised proposals in order to meet these priorities.

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

From: Andrew Bremer, Senior Planner

Subject: Farewell Street Property Redevelopment – Proposal Comparison (Resubmittal)

Date: March 6, 2018

Note, the following memo is an update to the original memo dated November 30, 2018 regarding the Horizon Development Group and Lakestone Properties submittals to redevelop the former Gannon properties on Farewell Street. This memo has been updated to reflect the revised submittals of both firms after they obtained public input and CDA input on their original submittals.

The Village has requested MSA provide a review of the two proposals it received for redevelopment of the Farewell Street Properties (4719-4723 Farwell Street) to aid the Village's evaluation and selection process. The two proposals are from Horizon Development Group, herein Horizon, and Lakestone Properties, herein Lakestone. Note, due to the reduction of allowable affordable housing units in the revised submittal from Lakestone Properties, Movin' Out is no longer a developing partner. Specifically, the Village requested:

1. A summary matrix comparing the major components of each proposal including general comments regarding pros/cons, unique elements or questions raised by each proposal.
2. A proforma analysis of each proposal in terms of impact to Tax Increment Finance District #5
3. A summary review of how well each proposal meets what was requested in the Village's RFP issued September 1, 2018, as further clarified after the February 6, 2019 CDA meeting.

Section 1a. Development Overview and Summary Matrix

	Horizon Development Group (Scarlett Oaks Senior Apt.)	Lakestone Properties (Lakeside Commons)
A. Type of Development	Mixed Use	Mixed Use
B. Proposed Uses	Apartments, Commerical	Apartments, Commercial
C. Building Design		
Number of Principal Buildings	1 (down from 2)	2 (up from 1)
Number of Stories	3	Com = 1, Apt = 3
Building Height (peak roof top)	NA	NA
Building Square Footage (build out)	53,592 (down from 112,195)	62,216 (down from 92,400)
Commercial Square Footage (build out)	8,500 (down from 10,000)	14,812 (up from 8,096)
% of Ground Floor Used for Commercial	47%	51.4%
Roof Type	Hip/Gable	Flat
Major Building Materials	Masonry Veneer, Composite Siding	Masonry, Fiber Cement Siding
Apt. Amenities (Common Areas/Fitness Rooms)	Yes	Yes
D. Proposed Number of Units	40	44 (down from 80)
Phase 1	40	44
Phase 2	NA	NA
E. Density at Buildout (units/acre)	17.8 (down from 42.7)	19.6 (down from 35.6)
F. Dwelling Unit Mix (build out)		
Studios/Efficiency	Information not Provided	12 (27%)
1-bedroom	Information not Provided	16 (36%)
2-bedroom	Information not Provided	16 (36%)
G. Percent of Market Rate Units	25% (down from 58%)	100% (up from 0%)
H. Number of Age Restricted Units (Age 55+)	40	Undecided (original 64)
I. Site Design		
Underground Parking Stalls	Information not Provided	38
Surface Parking Stalls	Information not Provided	90
Commercial Parking Ratio (per 1,000 sqft)	Information not Provided	4.50
Residential Parking Ratio (per DU)	Information not Provided	1.27
Residential Parking Ratio (per Bedrooms)	Information not Provided	1.20
Front Yard Parking	No	No
Outdoor Dining/Gathering Spaces	Yes	Yes
J. Construction Start		
Phase 1	April 2021	September 2019
Phase 2	NA	March 2020
K. Construction Completion		
Phase 1	February 2022	September 2020
Phase 2	NA	November 2020
L. Construction Costs (All Phases)		
Cost per Square Foot	\$9,869,420	\$5,953,972
Phase 1 - Subtotal	\$9,869,420	\$5,953,972
Phase 1 - Hard Costs	\$7,700,477	\$5,025,040
Phase 1 - Soft Costs	\$1,739,118	\$928,932
Phase 1 - Financing & Reserves	\$429,825	\$0
Phase 2 - Subtotal	NA	\$2,200,842
Phase 2 - Hard Costs	NA	\$1,800,000
Phase 2 - Soft Costs	NA	\$400,842
Phase 2 - Financing & Reserves	NA	-
M. Sources of Financing		
Phase 1	Permanent Mortgage, Federal, AHP Grant, Dane County AHDF Grant, CDI Grant via WEDC, TIF, Tax Credit Equity	First Mortgage, Equity, TIF, WEDC CDI Grant
Phase 2	NA	First Mortgage, Equity, TIF, WEDC CDI Grant
N. Requests for Additional Village Financing	\$465,000	\$700,000
Phase 1	\$465,000	\$450,000
Phase 2	NA	\$250,000
Waiving Permit & Impact Fees	NA	NA
O. Assessment Value Upon Completion (All Phases)	\$4,855,755	\$5,302,140
Phase 1	\$4,855,755	\$4,151,120
Phase 2	NA	\$1,151,020
Percent of Total Project Costs (All Phases)	49.2%	89.1%
Percent of Total Hard Construction Costs (All Phases)	63.1%	77.7%
Value per Square Foot	\$90.61	\$85.22
P. TIF Return on Investment (Net Increment)		
Phase 1	\$30,910	-\$333,428
Phase 1 & 2	NA	-\$79,183
Q. TIF Payback Year		
Phase 1	2045, with no interest applied	Doesn't payback before closure
Phase 1 & 2	NA	Doesn't payback before closure
R. Village (Waiving Permit and Impact Fees) + TIF Return on Investment (Net Increment)		
Phase 1	\$30,910	-\$333,428
Phase 1 & 2	NA	-\$79,183

Section 1b. General Comments Regarding Development Overview & Summary Matrix

The following provides general comments regarding the revised submittals summarized in the preceding table.

A & B. Type of Development and Proposed Uses.

Both developers are still proposing a mixed use development. The revised Horizon proposal no longer includes space for a potential senior center as one of the commercial tenants.

C. Building Design.

Horizon's revised proposal calls for one principal building on the property. Horizon did not submit a revised concept plan but indicate the design would be similar to their original submission (three-story, wood-frame, with underground parking, community garden, clubhouse space). They indicated Phase II of the original proposal illustrates a general idea of the design concept and that if selected they would update their prior concept plan. The revised proposal includes 8,500 square feet of commercial space occupying 47% of ground floor uses.

Lakestone has revised their proposal to include one mixed-use three story building (Phase 1) and once single story commercial building (Phase 2). The building design is similar to their original submission. The revised proposal includes 14,812 square feet of commercial space occupying 51% of ground floor spaces.

In MSA's opinion, Lakestone's revised submittal more closely aligns with the direction provided by the CDA at their February 6th meeting. Lakestone's submittal includes a larger amount of commercial space meeting the 50% of ground floor ratio criteria. The architectural building design of the Lakestone building is more of an "urban style" that better fits the context of the Farewell commercial corridor vs. the Horizon building which has a bit more of a "residential style."

D & E. Proposed Number of Units and Density at Buildout.

Horizon proposes 40 units, or a density of 17.8 units/acre. Lakestone proposes 44 units, or a density of 19.6 units/acre. Both proposals meet the maximum density criteria of 25 units/acre provided by the CDA at their February 6th meeting.

F. Dwelling Unit Mix (build out)

The Lakestone proposal includes studio/efficiency units whereas Horizon does not. Neither development include 3 bedroom units.

G & H. Market Rate and Age Restricted Units (build out)

Horizon's proposal includes 10 market rate units (25%) while Lakestone's proposal calls for 100% market rate units. Both proposals meet the minimum market rate unit criteria of 25% provided by the CDA at their February 6th meeting. Horizon's proposal maintains all units as age restricted. Lakestone is undecided regarding unit age restrictions.

I. Site Design/Outdoor Usage

Horizon did not submit a revised concept plan but indicate the design would be similar to their original submission and they would work with the Village to meet all aesthetic and zoning requirements. One of the issues with their original design was the inclusion of front yard parking. Given Horizon is only proposing one building there should be ample space on the site to avoid front yard parking. No information was provided to enable a review of on-site parking ratios; however, they indicated heated underground parking is included in the design. Horizon has indicated that they intend to maintain a community garden as part of the site. It is assumed

the commercial component would front Farwell Street; however, without a revised site plan it is unclear exactly how this might look.

Lakestone's revised proposal scales back the size of the outdoor plaza space for the residential tenants, which is likely a result of adding the additional commercial building. Either site plan addresses on-site stormwater management needs.

J & K. Construction Start and Completion

Horizon has proposed starting construction in April 2021 and finishing in February 2022. Horizon's timetable has been adjusted to reflect federal, state, and county funding program timelines. Lakestone has proposed starting Phase 1 in September 2019 and finishing in September 2020. Lakestone has indicated the start date for Phase 2 is March 2020 with completion in November 2020; however, this is contingent on securing letter of intents with at least 60% of the commercial space by 8-1-2019.

M & N. Sources of Financing and Requests for Additional Village Financing

Horizon's proposal calls for a mix of financing (permanent mortgage, federal home loan AHP grant, Dane County AHDF grant, WEDC CDI grant, and TIF). The amount of TIF requested is \$465,000. The revised proposal indicated an interest rate of 5% over 24 years for this funding. The proforma analysis in Section 2 assumes any additional TIF funding is provided via a pay-go agreement with 90% of the annual increment returned to the Developer up to \$465,000 with no interest expense. If interest were applied the project would not cash flow as the interest on \$465,000 at 5% over 24 years would total an additional \$334,365 in interest expenses.

Lakestone's proposal includes a request of \$700,000 in TIF funds (Gap Equity) for Phase 1 and an additional \$250,000 for Phase 2 in the form of a TIF Loan at Occupancy. The analysis in Section 2 assumes the project obtains \$250,000 in WEDC CDI grants funds to lower the Phase 1 TIF request to \$450,000. The remaining funding is from private equity and lending.

O. Assessment Value upon Completion (build out)

Horizon did not provide a revised estimated property assessment value upon build out. Their previous submittal estimated the assessment value to be 49.3% of the total project costs. Using this same percentage, and the revised construction costs provided, the estimated assessment value upon completion of the project is \$4,855,755.

Lakestone provided a revised estimate of property assessment value of \$4,151,120 after completion of Phase 1 and \$5,302,140 after completion of Phase 1 & 2.

P & Q. TIF Return on Investment and TIF Payback Year

Section 2 provides three proforma analysis for TID #5. All four proformas include the Village's actual debt service payments for the acquisition of the property (\$1,460,055) and the base value of the site (\$725,500) when the District was created.

- Horizon – Includes an additional \$465,000 in TIF pay-go payments via a return of 90% of annual tax increment collected. Under the assumptions the District would net \$30,910 and would recover costs in year 2045. However, if interest on the TIF amount were applied, as requested in the application at 5% over 24 years, the project would not cash flow with a deficit of -\$303,455.
- Lakestone, Phase 1 – Under the assumptions the District would not cash flow with a deficit of -\$333,428 when the TID closes in 2045.
- Lakestone, Phase 1 & 2 – Under the assumptions the District would not cash flow with a deficit of -\$79,183 when the TID closes in 2045.

R. Village + TIF Return on Investment

Horizon's revised proposal no longer requests the Village waive impact fees. Both proposals meet the impact fee criteria provided by the CDA at their February 6th meeting.

Section 2. TIF Proforma Analysis

Village of McFarland TID #5 Horizon Redevelopment Proforma																
A	B	C	D	E	F	G	H	I	J	K		L	M	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 LOAN PAYMENTS ⁴	VILLAGE DEV INC PAYMENTS ⁵	ANNUAL CASH FLOW TO THE VILLAGE	CUMULATIVE TID FUND BALANCE	PAYMENT YEAR
2018	\$725,500	\$0	\$725,500	\$0	\$725,500	\$0	2019	\$20.59	\$0	2020		\$55,552	\$0	(\$55,552)	(\$55,552)	2020
2019	\$725,500	\$0	\$725,500	\$0	\$725,500	\$0	2020	\$20.59	\$0	2021		\$78,028	\$0	(\$78,028)	(\$133,580)	2021
2020	\$725,500	\$0	\$725,500	\$0	\$725,500	\$0	2021	\$20.59	\$0	2022		\$78,028	\$0	(\$78,028)	(\$211,607)	2022
2021	\$725,500	\$4,130,255	\$4,855,755	\$0	\$4,855,755	\$4,130,255	2022	\$20.59	\$85,042	2023		\$78,028	\$76,538	(\$69,524)	(\$281,131)	2023
2022	\$4,855,755	\$0	\$4,855,755	\$0	\$4,855,755	\$4,130,255	2023	\$20.59	\$85,042	2024		\$78,028	\$76,538	(\$69,524)	(\$350,655)	2024
2023	\$4,855,755	\$0	\$4,855,755	\$0	\$4,855,755	\$4,130,255	2024	\$20.59	\$85,042	2025		\$78,028	\$76,538	(\$69,524)	(\$420,179)	2025
2024	\$4,855,755	\$0	\$4,855,755	\$0	\$4,855,755	\$4,130,255	2025	\$20.59	\$85,042	2026		\$78,028	\$76,538	(\$69,524)	(\$489,703)	2026
2025	\$4,855,755	\$0	\$4,855,755	\$0	\$4,855,755	\$4,130,255	2026	\$20.59	\$85,042	2027		\$78,028	\$76,538	(\$69,524)	(\$559,226)	2027
2026	\$4,855,755	\$0	\$4,855,755	\$0	\$4,855,755	\$4,130,255	2027	\$20.59	\$85,042	2028		\$78,028	\$76,538	(\$69,524)	(\$628,750)	2028
2027	\$4,855,755	\$0	\$4,855,755	\$0	\$4,855,755	\$4,130,255	2028	\$20.59	\$85,042	2029		\$78,028	\$5,774	\$1,240	(\$627,510)	2029
2028	\$4,855,755	\$0	\$4,855,755	\$0	\$4,855,755	\$4,130,255	2029	\$20.59	\$85,042	2030		\$78,028	\$0	\$7,014	(\$620,496)	2030
2029	\$4,855,755	\$0	\$4,855,755	\$0	\$4,855,755	\$4,130,255	2030	\$20.59	\$85,042	2031		\$78,028	\$0	\$7,014	(\$613,482)	2031
2030	\$4,855,755	\$0	\$4,855,755	\$0	\$4,855,755	\$4,130,255	2031	\$20.59	\$85,042	2032		\$78,028	\$0	\$7,014	(\$606,468)	2032
2031	\$4,855,755	\$0	\$4,855,755	\$0	\$4,855,755	\$4,130,255	2032	\$20.59	\$85,042	2033		\$78,028	\$0	\$7,014	(\$599,454)	2033
2032	\$4,855,755	\$0	\$4,855,755	\$0	\$4,855,755	\$4,130,255	2033	\$20.59	\$85,042	2034		\$78,028	\$0	\$7,014	(\$592,440)	2034
2033	\$4,855,755	\$0	\$4,855,755	\$0	\$4,855,755	\$4,130,255	2034	\$20.59	\$85,042	2035		\$78,028	\$0	\$7,014	(\$585,426)	2035
2034	\$4,855,755	\$0	\$4,855,755	\$0	\$4,855,755	\$4,130,255	2035	\$20.59	\$85,042	2036		\$78,028	\$0	\$7,014	(\$578,412)	2036
2035	\$4,855,755	\$0	\$4,855,755	\$0	\$4,855,755	\$4,130,255	2036	\$20.59	\$85,042	2037		\$78,028	\$0	\$7,014	(\$571,398)	2037
2036	\$4,855,755	\$0	\$4,855,755	\$0	\$4,855,755	\$4,130,255	2037	\$20.59	\$85,042	2038		\$78,028	\$0	\$7,014	(\$564,384)	2038
2037	\$4,855,755	\$0	\$4,855,755	\$0	\$4,855,755	\$4,130,255	2038	\$20.59	\$85,042	2039		\$0	\$0	\$85,042	(\$479,342)	2039
2038	\$4,855,755	\$0	\$4,855,755	\$0	\$4,855,755	\$4,130,255	2039	\$20.59	\$85,042	2040		\$0	\$0	\$85,042	(\$394,300)	2040
2039	\$4,855,755	\$0	\$4,855,755	\$0	\$4,855,755	\$4,130,255	2040	\$20.59	\$85,042	2041		\$0	\$0	\$85,042	(\$309,258)	2041
2040	\$4,855,755	\$0	\$4,855,755	\$0	\$4,855,755	\$4,130,255	2041	\$20.59	\$85,042	2042		\$0	\$0	\$85,042	(\$224,216)	2042
2041	\$4,855,755	\$0	\$4,855,755	\$0	\$4,855,755	\$4,130,255	2042	\$20.59	\$85,042	2043		\$0	\$0	\$85,042	(\$139,174)	2043
2042	\$4,855,755	\$0	\$4,855,755	\$0	\$4,855,755	\$4,130,255	2043	\$20.59	\$85,042	2044		\$0	\$0	\$85,042	(\$54,132)	2044
2043	\$4,855,755	\$0	\$4,855,755	\$0	\$4,855,755	\$4,130,255	2044	\$20.59	\$85,042	2045		\$0	\$0	\$85,042	\$30,910	2045
2044	\$4,855,755	\$0	\$4,855,755	\$0	\$4,855,755	\$4,130,255	2045	\$20.59	x	2046		x	x	x	x	2046
Totals		\$4,130,255		\$0					\$1,955,965			\$1,460,055	\$465,000			

ASSUMPTIONS

1. Assumes 49.2% of Total Construction Costs 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. Actual Village Debt Service Payments for Property Acquisition
5. TIF Pay-Go-Payment of 90% of actual increment up to \$465,000

TID DATES

Creation Date: December 11th, 2017
Expenditure Period: December 11th, 2039
Termination Date: December 11th, 2044

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.

McFarland Farewell Street Redevelopment

March 6, 2019

Village of McFarland TID #5 Lakestone Redevelopment Proforma - Residential Only											L	M	N	O	P
A	B	C	D	E	F	G	H	I	J	K	L	M	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 LOAN PAYMENTS ⁴	VILLAGE DEV INC PAYMENTS ⁵	ANNUAL CASH FLOW TO THE TID	CUMULATIVE TID FUND BALANCE	PAYMENT YEAR
2018	\$725,500	\$0	\$725,500	\$0	\$725,500	\$0	2019	\$20.59	\$0	2020	\$55,552	\$0	(\$55,552)	(\$55,552)	2020
2019	\$725,500	\$0	\$725,500	\$0	\$725,500	\$0	2020	\$20.59	\$0	2021	\$78,028	\$56,618	(\$134,646)	(\$190,197)	2021
2020	\$725,500	\$3,425,620	\$4,151,120	\$0	\$4,151,120	\$3,425,620	2021	\$20.59	\$70,534	2022	\$78,028	\$56,618	(\$64,112)	(\$254,310)	2022
2021	\$4,151,120	\$0	\$4,151,120	\$0	\$4,151,120	\$3,425,620	2022	\$20.59	\$70,534	2023	\$78,028	\$56,618	(\$64,112)	(\$318,422)	2023
2022	\$4,151,120	\$0	\$4,151,120	\$0	\$4,151,120	\$3,425,620	2023	\$20.59	\$70,534	2024	\$78,028	\$56,618	(\$64,112)	(\$382,534)	2024
2023	\$4,151,120	\$0	\$4,151,120	\$0	\$4,151,120	\$3,425,620	2024	\$20.59	\$70,534	2025	\$78,028	\$56,618	(\$64,112)	(\$446,646)	2025
2024	\$4,151,120	\$0	\$4,151,120	\$0	\$4,151,120	\$3,425,620	2025	\$20.59	\$70,534	2026	\$78,028	\$56,618	(\$64,112)	(\$510,758)	2026
2025	\$4,151,120	\$0	\$4,151,120	\$0	\$4,151,120	\$3,425,620	2026	\$20.59	\$70,534	2027	\$78,028	\$56,618	(\$64,112)	(\$574,871)	2027
2026	\$4,151,120	\$0	\$4,151,120	\$0	\$4,151,120	\$3,425,620	2027	\$20.59	\$70,534	2028	\$78,028	\$56,618	(\$64,112)	(\$638,983)	2028
2027	\$4,151,120	\$0	\$4,151,120	\$0	\$4,151,120	\$3,425,620	2028	\$20.59	\$70,534	2029	\$78,028	\$56,618	(\$64,112)	(\$703,095)	2029
2028	\$4,151,120	\$0	\$4,151,120	\$0	\$4,151,120	\$3,425,620	2029	\$20.59	\$70,534	2030	\$78,028	\$56,618	(\$64,112)	(\$767,207)	2030
2029	\$4,151,120	\$0	\$4,151,120	\$0	\$4,151,120	\$3,425,620	2030	\$20.59	\$70,534	2031	\$78,028	\$0	(\$7,494)	(\$774,702)	2031
2030	\$4,151,120	\$0	\$4,151,120	\$0	\$4,151,120	\$3,425,620	2031	\$20.59	\$70,534	2032	\$78,028	\$0	(\$7,494)	(\$782,196)	2032
2031	\$4,151,120	\$0	\$4,151,120	\$0	\$4,151,120	\$3,425,620	2032	\$20.59	\$70,534	2033	\$78,028	\$0	(\$7,494)	(\$789,691)	2033
2032	\$4,151,120	\$0	\$4,151,120	\$0	\$4,151,120	\$3,425,620	2033	\$20.59	\$70,534	2034	\$78,028	\$0	(\$7,494)	(\$797,185)	2034
2033	\$4,151,120	\$0	\$4,151,120	\$0	\$4,151,120	\$3,425,620	2034	\$20.59	\$70,534	2035	\$78,028	\$0	(\$7,494)	(\$804,680)	2035
2034	\$4,151,120	\$0	\$4,151,120	\$0	\$4,151,120	\$3,425,620	2035	\$20.59	\$70,534	2036	\$78,028	\$0	(\$7,494)	(\$812,174)	2036
2035	\$4,151,120	\$0	\$4,151,120	\$0	\$4,151,120	\$3,425,620	2036	\$20.59	\$70,534	2037	\$78,028	\$0	(\$7,494)	(\$819,668)	2037
2036	\$4,151,120	\$0	\$4,151,120	\$0	\$4,151,120	\$3,425,620	2037	\$20.59	\$70,534	2038	\$78,028	\$0	(\$7,494)	(\$827,163)	2038
2037	\$4,151,120	\$0	\$4,151,120	\$0	\$4,151,120	\$3,425,620	2038	\$20.59	\$70,534	2039	\$0	\$0	\$70,534	(\$756,629)	2039
2038	\$4,151,120	\$0	\$4,151,120	\$0	\$4,151,120	\$3,425,620	2039	\$20.59	\$70,534	2040	\$0	\$0	\$70,534	(\$686,096)	2040
2039	\$4,151,120	\$0	\$4,151,120	\$0	\$4,151,120	\$3,425,620	2040	\$20.59	\$70,534	2041	\$0	\$0	\$70,534	(\$615,562)	2041
2040	\$4,151,120	\$0	\$4,151,120	\$0	\$4,151,120	\$3,425,620	2041	\$20.59	\$70,534	2042	\$0	\$0	\$70,534	(\$545,029)	2042
2041	\$4,151,120	\$0	\$4,151,120	\$0	\$4,151,120	\$3,425,620	2042	\$20.59	\$70,534	2043	\$0	\$0	\$70,534	(\$474,495)	2043
2042	\$4,151,120	\$0	\$4,151,120	\$0	\$4,151,120	\$3,425,620	2043	\$20.59	\$70,534	2044	\$0	\$0	\$70,534	(\$403,962)	2044
2043	\$4,151,120	\$0	\$4,151,120	\$0	\$4,151,120	\$3,425,620	2044	\$20.59	\$70,534	2045	\$0	\$0	\$70,534	(\$333,428)	2045
2044	\$4,151,120	\$0	\$4,151,120	\$0	\$4,151,120	\$3,425,620	2045	\$20.59	x	2046	x	x	x	x	2046
Totals		\$3,425,620		\$0					\$1,692,804		\$1,460,055	\$566,178			

ASSUMPTIONS

1. Phase 1 Assessment Value Estimate from Developer 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. Actual Village Debt Service Payments for Property Acquisition
5. Assumes Gap Financing Request of \$700,000 is met thru \$450,000 TIF Loan at Occupancy plus additional \$250,000 WEDC CDI Grant. Loan at 4.75% interest over 10 years.

TID DATES

Creation Date: December 11th, 2017
Expenditure Period: December 11th, 2039
Termination Date: December 11th, 2044

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.

McFarland Farewell Street Redevelopment

March 6, 2019

Village of McFarland TID #5 Lakestone Redevelopment Proforma - Residential + Commercial															
A	B	C	D	E	F	G	H	I	J	K	L	M	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 LOAN PAYMENTS ⁴	VILLAGE DEV INC PAYMENTS ⁵	ANNUAL CASH FLOW TO THE TID	CUMULATIVE TID FUND BALANCE	PAYMENT YEAR
2018	\$725,500	\$0	\$725,500	\$0	\$725,500	\$0	2019	\$20.59	\$0	2020	\$55,552	\$0	(\$55,552)	(\$55,552)	2020
2019	\$725,500	\$0	\$725,500	\$0	\$725,500	\$0	2020	\$20.59	\$0	2021	\$78,028	\$56,618	(\$134,646)	(\$190,197)	2021
2020	\$725,500	\$4,576,640	\$5,302,140	\$0	\$5,302,140	\$4,576,640	2021	\$20.59	\$94,233	2022	\$78,028	\$88,072	(\$71,867)	(\$262,064)	2022
2021	\$5,302,140	\$0	\$5,302,140	\$0	\$5,302,140	\$4,576,640	2022	\$20.59	\$94,233	2023	\$78,028	\$88,072	(\$71,867)	(\$333,931)	2023
2022	\$5,302,140	\$0	\$5,302,140	\$0	\$5,302,140	\$4,576,640	2023	\$20.59	\$94,233	2024	\$78,028	\$88,072	(\$71,867)	(\$405,798)	2024
2023	\$5,302,140	\$0	\$5,302,140	\$0	\$5,302,140	\$4,576,640	2024	\$20.59	\$94,233	2025	\$78,028	\$88,072	(\$71,867)	(\$477,665)	2025
2024	\$5,302,140	\$0	\$5,302,140	\$0	\$5,302,140	\$4,576,640	2025	\$20.59	\$94,233	2026	\$78,028	\$88,072	(\$71,867)	(\$549,533)	2026
2025	\$5,302,140	\$0	\$5,302,140	\$0	\$5,302,140	\$4,576,640	2026	\$20.59	\$94,233	2027	\$78,028	\$88,072	(\$71,867)	(\$621,400)	2027
2026	\$5,302,140	\$0	\$5,302,140	\$0	\$5,302,140	\$4,576,640	2027	\$20.59	\$94,233	2028	\$78,028	\$88,072	(\$71,867)	(\$693,267)	2028
2027	\$5,302,140	\$0	\$5,302,140	\$0	\$5,302,140	\$4,576,640	2028	\$20.59	\$94,233	2029	\$78,028	\$88,072	(\$71,867)	(\$765,134)	2029
2028	\$5,302,140	\$0	\$5,302,140	\$0	\$5,302,140	\$4,576,640	2029	\$20.59	\$94,233	2030	\$78,028	\$88,072	(\$71,867)	(\$837,001)	2030
2029	\$5,302,140	\$0	\$5,302,140	\$0	\$5,302,140	\$4,576,640	2030	\$20.59	\$94,233	2031	\$78,028	\$31,454	(\$15,249)	(\$852,250)	2031
2030	\$5,302,140	\$0	\$5,302,140	\$0	\$5,302,140	\$4,576,640	2031	\$20.59	\$94,233	2032	\$78,028	\$0	\$16,205	(\$836,045)	2032
2031	\$5,302,140	\$0	\$5,302,140	\$0	\$5,302,140	\$4,576,640	2032	\$20.59	\$94,233	2033	\$78,028	\$0	\$16,205	(\$819,840)	2033
2032	\$5,302,140	\$0	\$5,302,140	\$0	\$5,302,140	\$4,576,640	2033	\$20.59	\$94,233	2034	\$78,028	\$0	\$16,205	(\$803,635)	2034
2033	\$5,302,140	\$0	\$5,302,140	\$0	\$5,302,140	\$4,576,640	2034	\$20.59	\$94,233	2035	\$78,028	\$0	\$16,205	(\$787,430)	2035
2034	\$5,302,140	\$0	\$5,302,140	\$0	\$5,302,140	\$4,576,640	2035	\$20.59	\$94,233	2036	\$78,028	\$0	\$16,205	(\$771,225)	2036
2035	\$5,302,140	\$0	\$5,302,140	\$0	\$5,302,140	\$4,576,640	2036	\$20.59	\$94,233	2037	\$78,028	\$0	\$16,205	(\$755,020)	2037
2036	\$5,302,140	\$0	\$5,302,140	\$0	\$5,302,140	\$4,576,640	2037	\$20.59	\$94,233	2038	\$78,028	\$0	\$16,205	(\$738,815)	2038
2037	\$5,302,140	\$0	\$5,302,140	\$0	\$5,302,140	\$4,576,640	2038	\$20.59	\$94,233	2039	\$0	\$0	\$94,233	(\$644,582)	2039
2038	\$5,302,140	\$0	\$5,302,140	\$0	\$5,302,140	\$4,576,640	2039	\$20.59	\$94,233	2040	\$0	\$0	\$94,233	(\$550,348)	2040
2039	\$5,302,140	\$0	\$5,302,140	\$0	\$5,302,140	\$4,576,640	2040	\$20.59	\$94,233	2041	\$0	\$0	\$94,233	(\$456,115)	2041
2040	\$5,302,140	\$0	\$5,302,140	\$0	\$5,302,140	\$4,576,640	2041	\$20.59	\$94,233	2042	\$0	\$0	\$94,233	(\$361,882)	2042
2041	\$5,302,140	\$0	\$5,302,140	\$0	\$5,302,140	\$4,576,640	2042	\$20.59	\$94,233	2043	\$0	\$0	\$94,233	(\$267,649)	2043
2042	\$5,302,140	\$0	\$5,302,140	\$0	\$5,302,140	\$4,576,640	2043	\$20.59	\$94,233	2044	\$0	\$0	\$94,233	(\$173,416)	2044
2043	\$5,302,140	\$0	\$5,302,140	\$0	\$5,302,140	\$4,576,640	2044	\$20.59	\$94,233	2045	\$0	\$0	\$94,233	(\$79,183)	2045
2044	\$5,302,140	\$0	\$5,302,140	\$0	\$5,302,140	\$4,576,640	2045	\$20.59	x	2046	x	x	x	x	2046
Totals		\$4,576,640		\$0					\$2,261,592		\$1,460,055	\$880,721			

ASSUMPTIONS

1. Phase 1 & 2 Assessment Value Estimate from Developer 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. Actual Village Debt Service Payments for Property Acquisition
5. Assumes Gap Financing Request of \$950,000 (Phase 1 & 2) is met thru \$700,000 TIF Loan at Occupancy plus additional \$250,000 WEDC CDI Grant. Loan at 4.75% interest over 10 years.

TID DATES

Creation Date: December 11th, 2017
Expenditure Period: December 11th, 2039
Termination Date: December 11th, 2044

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.

Section 3. Summary review of how well each proposal meets what was requested in the Village's RFP, as further clarified after the February 6, 2019 CDA meeting

4719 Farwell Street Redevelopment Project

CDA Requested Proposal Revision Request

<i>Category</i>	<i>Criteria</i>	<i>Direction</i>
Residential/Commercial	Commercial has to be greater than 50% utilization of the ground level.	This is the highest priority of the CDA. Higher consideration will be given to revised proposals that exceed this standard. Commercial portion of the proposed development shall also front on Farwell.
Affordable/Market Rate	Minimum of 25% of units have to be market rate apartments.	The CDA desires to find the right balance between affordable and market rate units within the project, but is requiring at least some of the residential units be committed to market rate apartments. Higher consideration will be given to revised proposals that exceed this threshold for market rate apartments.
Density	25 residential units per acre which would allow for 58 units on 2.3 acres.	The CDA will provide lower consideration for revised proposals that are presented closer to the maximum threshold established here. They will not consider projects in excess of this amount.
Outdoor Usage	Enhanced utilization of outdoor areas to maximize green space, encourage commercial and residential outdoor usage.	Current ideas regarding outdoor utilization are desirable within the current proposals. The CDA desires to see these elements maintained and/or enhanced within the revised proposal. Additional consideration could be provided to the revised proposal that demonstrates the most creativity in utilizing the outdoor space and maximizing available greenspace.
Aesthetics	Full and complete compliance to the TID #5 Design Guidelines.	The CDA will only further consider revised proposals that are in full compliance with the design guidelines for this district.
Impact Fees	Full payment of all relevant impact fees.	The CDA will only further consider revised proposals that include full payment of all associated impact fees for this project.

Further Tax Increment Financing Contribution...

In light of the additional criteria applied and further direction provided, the CDA is willing to further discuss and negotiate an additional Tax Increment Financing assistance beyond simply providing the land as incentive. Further discussion and negotiation will only be considered as a result of those revised proposals that most closely align with the vision of the CDA as developed within the preceding criteria and direction provided. Each Developer may though present their additional TIF request based upon the gap that may be present within the revised proposals in order to meet these priorities.

MGS
2/7/2019

1. Residential/Commercial. Neither of the revised proposals feature as much commercial and office space as the CDA had envisioned when developing the original RFP. However, Lakestone's revised proposal does meet the minimum criteria established at the February 6th CDA meeting. Lakestone's proposal maintains the commercial component of the development fronting Farewell Street with average setbacks of 10-15 feet. It is assumed the commercial component of Horizon's development would also front Farwell Street; however, without a revised site plan it is unclear exactly how this might look.
2. Affordable/Market Rate. Both proposals meet the minimum affordable/market rate criteria. Lakestone is no longer proposing any affordable units.
3. Density. Both proposals meet the maximum density criteria and include a similar number of total units, 44 (Lakestone) vs 40 (Horizon).
4. Outdoor Usage. Both proposals maintain outdoor spaces for residential and commercial tenants, though without a revised site plan it is more difficult to envision Horizon's layout. Lakestone has scaled back the amount of residential outdoor spaces.
5. Aesthetics. Both proposals indicate a willingness to comply with TID #5 Design Guidelines. Without a revised site plan it is more difficult to envision Horizon's layout; however, they should have ample space to avoid front yard parking layouts as originally proposed. In MSA's opinion, the site and architectural building design of the Lakestone building is more of an "urban style" that better fits the context of the Farewell commercial corridor vs. the Horizon building which has a bit more of a "residential style."
6. Impact Fees. Neither proposal is requesting waiving of impact fees.
7. TIF Assistance. Horizon has requested an additional \$465,000 in TIF assistance, plus interest. Lakestone has requested \$700,000 in TIF assistance for Phase 1 and an additional \$250,000 for Phase 2. Neither project is estimated to cash flow given the estimated assessment values and requested TIF assistance. If a preferred developer is selected the Village will likely need to negotiate a lower amount of additional TIF assistance in order for the project to cash flow and meet the requirements of the Village's Development Incentives Policy Manual.



Request for Proposals

Farewell Street Property Redevelopment

RFP Issuance Date *September 1, 2018*

Proposal Due Date **November 1, 2018 no later than 4:00 pm.**

Please submit to:

Village of McFarland
Attn: Farwell Property RFP
5915 Milwaukee Street, PO Box 110
McFarland, WI 53558

Village of McFarland
Request For Proposals

FARWELL STREET PROPERTY REDEVELOPMENT

Proposal Submission Deadline: 4:00 pm, Thursday, November 1, 2018

GOAL

The Village is seeking qualified real estate development firms to undertake a mixed-use development project in one or multiple phases encompassing three adjacent parcels. The ideal project will incorporate a mix of active commercial uses such as restaurants, offices, and retail space on the ground floor with the upper floors to be offices or residential housing as an option. The project should incorporate a mix of uses with emphasis on commercial retail uses that reinforce each other and contribute positively to the Farwell Street corridor. The Village maintains discretion to consider other ideas based upon justifiable and objective data presented through a market analysis so long as the project is able to meet the other conditions for redevelopment.

COMMUNITY PROFILE

McFarland is a growing lake community with an estimated population of 8,200 located on the southeast side of Madison, WI. The Village maintains a small town atmosphere while offering all the advantages of proximity to a large metropolitan area. Located ½ mile from Madison's Beltline Highway, adjacent to Interstate 39/90 and 5 miles from Interstate 94, the Village provides quick and convenient connections to Madison, Milwaukee, Chicago and Minneapolis.

McFarland supports three active Tax Incremental Financing Districts with an economy comprised primarily of service sector businesses. The Village is interested in (1) attracting new businesses as well as growing its existing businesses to increase employment opportunities, (2) maximizing opportunities with existing properties to entice redevelopment, (3) attracting residents and (4) diversifying our housing stock by providing live/work opportunities, all of which benefits our economy as well our tax base. The Village recently updated its Comprehensive Plan, which can be found on our website www.mcfarland.wi.us under adopted plans.

PROPERTY INFORMATION

- 4719- 4723 Farwell Street located within TID #5 (Exhibit A).
- MSA Professional Services, Inc. conducted a Phase I Environmental Site Assessment in May of 2018 (Exhibit B).
- Construction Geotechnical Consulting (CGC, Inc.) conducted a Preliminary Geotechnical Exploration Report on June 1, 2018 (Exhibit C).

- Approximately 2.25 acres with no formal survey and 1.5 acres of vacant land. Remaining property contains an existing office building (~6,500 square feet) on 0.75 acres that was constructed in 1979.
- The current zoning for the property is C-G General Commercial. Rezoning to Planned Development is an option.
- Design Guidelines for TID #5 (Exhibit D).

FINANCIAL ASSISTANCE BY THE VILLAGE

The Village is the current owner of the property. Upon approval of a development agreement with the selected development entity, it is the intention of the Village through this Agreement to convey property ownership to the Developer selected. The sale price from the Village to Developer shall be set at \$1.00 and this shall be the only Tax Increment Financing assistance provided for the project. The Village also requires that the tax increment created by the project pay back the Village's investment to acquire the land within 15 years. A development agreement will require that a minimum assessed value or tax increment generation be guaranteed.

SUBMISSION REQUIREMENTS

1. Identification and financial capability of development entity:
 - a. Identify the development entity's name, street address, mailing address, phone number, fax, e-mail address and web page.
 - b. Specify the legal form of the organization (e.g. corporation, partnership, LLC, Joint Venture, other).
 - c. Describe the development entity including the number of years in business.
 - d. Identify the person(s) with the authority to represent and make legally binding commitments for the principal development entity.
 - e. List all officers, partners, owners, shareholders and members of the development entity by name, title, percentage of ownership and list addresses, telephone numbers and e-mail addresses.
 - f. Provide all biographical summaries of company officers and/or principals/owners and their experience in commercial or mixed-use development.

- g. Identify all members of the proposed development team that are likely to be engaged in a project in McFarland including engineering, architectural, construction, property management, marketing, geotechnical, environmental, legal, financial, public relations, and other consultants. Describe the structure/hierarchy of the Development Team and indicate the roles of each of the members in implementing the development and managing the completed project.
- h. Describe the development team's familiarity of the project location and Village of McFarland.
- i. Documentation shall be provided demonstrating that the Developer has adequate financial resources to undertake and complete the proposed project. The Finalist selected will be required to provide the following:
 - i. List Business Financial Statements for the last three years; a balance of sheet and reconciliation of Net Worth, Profit and Loss.
 - ii. Income statement for the first six months of 2018.
 - iii. List name, address, telephone, e-mail, percent of ownership, personal net worth and annual compensation of all owners (having 20% or greater interest), officers, directors and/or partners.
- j. Provide information as to any litigation, bankruptcies, or foreclosure actions commenced, or other monetary defaults occurring, in the last three years.

2. Experience

- a. Description of three similar mixed-use projects with municipal financial contribution with a minimum development value of \$2.5 million.
- b. Provide photographs/website address of completed project.
- c. Provide contact name, phone number and email of the municipality where the project is located.
- d. Specify roles and responsibilities of team members on these projects.

3. Conceptual Proposal of Project

- a. Narrative Description
- b. Project Type
- c. Land Use and Anticipated Zoning Classification
- d. Occupancy
- e. Ownership
- f. Management

4. Finance – Include the source and use of funds.

5. Market

- a. Potential Tenants
- b. Market Demand for Potential Uses
- c. Projection for meeting Profit Goals

6. Development Schedule

- a. Include time to plan, design, and construct.
- b. Include time for any local or State approvals.

7. Concept Design

- a. 11 x 17 format
- b. Site plan & layout
- c. Anticipated zoning
- d. Schematic elevations all 4 sides
- e. Floor plans & identification of usage
- f. If phasing, identify all phases to final buildout
- g. Pre-identification of major building materials
- h. Describe any proposed deviations or exceptions of the project program or design guidelines

8. Preliminary Proforma

- a. Operating costs by phase
- b. Anticipated sources and timing of capital investment
- c. Anticipated number of jobs created/ retained for each phase with projected wage rates
- d. Estimated value at full buildout

9. Insurance.

- a. A description and pertinent information regarding the general liability, auto liability, worker's comp and professional liability insurance carried by the Developer, including the limits of coverage provided by such insurance.

SUBMITTALS AND QUESTIONS

- Twenty paper copies and one electronic copy are required for consideration.
- The submittal is required to be physically delivered to the McFarland Municipal Center located at 5915 Milwaukee Street, McFarland, WI 53558 care of Cassandra Suettinger, Village Clerk/Treasurer.
- Delivery is required no later than Thursday, November 1, 2018 by 4:00 pm.
- Questions will be accepted by email only to: pauline.boness@mcfarland.wi.us and matt.schuenke@mcfarland.wi.us. All email questions must contain the phrase "Farwell Property RFP" in the subject line. Email questions must be sent no later than October 22, 2018.
- The Village will not accept copies of RFP or submissions by email or fax.
- All copies to be in color if color is utilized in the original proposal

KEY DATES

- This RFP is issued on September 1, 2018.
- A meeting will be held on September 12, 2018 at 2:00 pm to discuss the proposal and provide a site tour. The meeting will begin at the McFarland Municipal Center and end at the property location.
- All proposals are due to the Village by 4:00 pm on November 1, 2018.
- The Village intends to select a proposal within 90 days of submittal deadline.
- All dates and times subject to change at the discretion of the Village Board.

EVALUATION CRITERIA

- The proposal submitted meets the submittal requirements;
- The applicant demonstrates expertise and experience with similar projects;
- Conceptual proposal (feasibility, functionality, aesthetics, building quality) of the project;
- Capacity to finance and complete;
- Return on Village investment
 - Tax base improvements
 - Employment opportunities
 - Wage rates
- Ability to work effectively with the Village; and
- Other criteria as deemed appropriate by the Village.

The evaluation criteria will be used to develop a short list of firms to be interviewed. Firms selected for interviews will be contacted with details regarding this process. Interested firms must be able to attend the interviewing process in order to be considered for this project. The Village, through the approval of the Village Board upon recommendation of the Community Development Authority, intends to select a development entity within 90 days of the submittal deadline.

TERMS AND CONDITIONS

All proposals upon submission become the property of the Village and are subject to the Open Records Law of the State of Wisconsin as may be applicable. If development entity provides information that they believe is “Confidential” it shall mark “Confidential” on each page it deems to include confidential information. The Village will determine independently whether the information designated by development entity as confidential is exempt from the Open Records Law of the State of Wisconsin.

The Village reserves the right in its sole discretion to select the proposal that it deems to be in the best interest of the Village.

The Village reserves the right to seek clarification of each proposal submitted. The Village also reserves the right to require additional evidence of technical, managerial, financial, or other abilities prior to selection.

This request for proposals does not commit the Village to pay any costs incurred in the preparation or evaluation of a proposal.

Applicants shall provide the following with respect to potential Conflicts of Interest:

1. Provide a list of any known or potential conflicts of interest with parties that reside in or do business in and/or with the Village of McFarland.
2. Provide a list of all business and/or personal relationships the Developer or its members have with officers or employees of the Village.
3. Provide an explanation of how any such relationships or conflicts of interest would affect your ability to work with the Village.
4. Describe how you will identify and manage conflicts of interest.



Proposal for Farwell Street Property Redevelopment
November 1, 2018

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2. Experience
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5. Market
6. Development Schedule
7. Concept Design
8. Preliminary Proforma
9. Insurance
10. Financial Statements
11. Additional Projects
12. Market Data

1 - Identification and Financial Capability of Development Entity

Lakestone Properties & Management LLC has partnered with Movin' Out, Inc. to propose a mixed-use project including affordable senior housing, workforce housing, and commercial business opportunities.

a. Development team contact information:

Lakestone Properties & Management, LLC
5910 Main St.
McFarland, WI 53558
Phone – (608)838-1800
Fax – (608)531-2800
brett@lakestoneproperties.com
www.LakestoneProperties.com

Movin' Out, Inc.
902 Royster Oaks Drive, Suite 105
Madison, WI 53714
Phone - (608) 229-6910
Fax - (608) 819-0623
ms@movin-out.org
www.Movin-Out.org

b. Legal Form of Organization

The proposed development team consists of Lakestone Properties & Management, LLC (a limited liability company) and Movin' Out, Inc. (a 501(c)3 non-profit organization). The proposed development will be owned by a to-be-formed Limited Liability Company where the investor will own 99.99% of the entity and a managing member entity comprised of the joint venture between Lakestone and Movin' Out will own the remaining 0.01%. This ownership structure is common for developments that utilize the Low-Income Housing Tax Credit program.

c. Development Entity Descriptions & f. Summaries of Officers & Principals

Lakestone Properties & Management LLC

Lakestone Properties LLC was founded in 2012 (formerly Spanrie Properties, LLC) with the ambition of developing multifamily homes in Dane County, Wisconsin. Since inception, Lakestone properties has developed and acquired over 300 housing units. Using years of experience and a high level of attention to detail, the team at Lakestone Properties is able to navigate each project's unique challenges to ensure each development is built in a timely fashion and without sacrificing quality. As a locally grown business in McFarland, Lakestone takes pride in the community and works hard to provide projects that benefit both the Village and its residents. Lakestone focuses on smaller communities where the need for residential and commercial developments are high and is typically overlooked by larger development companies.

Brian Spanos, Partner, McFarland resident began investing and selling real estate in 1997 (and real estate analysis, brokerage, and asset management since 1997). Brian currently holds a Wisconsin Brokers license, Wisconsin General contractors license, and had been a Certified Residential appraiser in the state of Wisconsin for over 15 years. Brian is experienced in developing and performing construction management duties for market rate apartments, single family residences and condominiums. Brian oversees day to day operations of the entire portfolio and helps support each stage of the project from site acquisition through stabilized occupancy. His experience in management provides a unique perspective to ensure each property is developed and operated as efficiently as possible.

Brett Riemen, Partner, born and raised in McFarland has been involved with residential and commercial real estate for 20 years. Brett is responsible for leading all facets of the development process including site identification and acquisition, city approvals, financial layering, tax credit approval, and TIF structure. Brett has achieved both the CCIM and SIOR designations. Less than 1% of all commercial realtors have both designations and designees are recognized as leading experts in commercial real estate for financial, market, and investment analysis and have extensive experience in the industry.

Movin' Out, Inc.

Movin' Out, Inc. has over 20 years of experience in helping low income families with the purchase of a home or attaining permanent affordable rental housing solutions. Movin' Out works in close partnership with human service systems to ensure that households who need supportive services to be successful in their homes have a commitment for those services, as part of their housing plan. Movin' Out is using this approach in the planning for "Lakeside Commons" (project name).

During the past 20 years, Movin' Out, Inc. has assisted over 1,500 low-income households to purchase homes statewide in Wisconsin. Additionally, during the past ten years Movin' Out, Inc. has developed and now owns and operates or has under development over 1,000 units of affordable rental units in five Wisconsin counties. Movin' Out participated in the planning of these projects, secured capital subsidies for the development of the units, and provided housing counseling to prospective tenants and home owners. Movin' Out has also provided down payment assistance to many of the home owners.

Movin' Out, Inc. is a Wisconsin 501(c)3 non-profit organization that was formed in 1995. Movin' Out is managed by a Board of Directors consisting of twelve Directors.

The Movin' Out Development Team consists of senior level experts in managing complex housing and disability programs. They have significant professional experience and competencies in all the necessary areas to successfully develop and operate affordable housing. Movin' Out, Inc.'s key development staff include Dave Porterfield and Megan Schuetz.

Dave Porterfield, Real Estate Director, has over 25 years of affordable housing development experience and has been involved with Movin' Out through the provision of real estate consulting services throughout the history of the organization. He joined the staff eleven years ago. During his career, Dave has been the key development staff in the development projects Movin' Out has carried out or been associated with. Dave has extensive experience with a wide range of financing programs including, but not limited to, HUD Section 811 and Section 42 Tax Credits.

Megan Schuetz, Real Estate Developer, joined Movin' Out in 2018 bringing over twelve years of real estate development experience from a for-profit developer in Wisconsin. She has worked on over 40 developments totaling more than \$400M including more than 15 in Wisconsin. Megan is experienced in developing projects from inception through lease-up and beyond.

In addition to our development team, Movin' Out employs staff with a wide experience in management, asset management, service provision, and direct service provider as part of our Home Ownership counseling programs.

Kathryne Auerback, Executive Director, brings over 20 years of experience leading the change for healthier and more equitable organizations and communities. She has managed numerous green building and other environmental and health-related enterprises. Auerback earned her MA and MBA degrees from UW-Madison.

As the Asset Manager, *Mary Myers* has a key role in preserving and increasing the quality and sustainability of the properties Movin' Out reserves for low income tenants with disabilities. She tracks the financial and operational performance of Movin' Out's housing portfolio, communicates with property management firms, and composes required reports to public and private agencies. As asset manager, Ms. Myers is also responsible for knowing and interacting with tenants, their supportive service teams, and guardians or family members. Ms. Myers has received training in numerous aspects of asset and property management.

d. Authority to Represent

The following individuals have authority to represent and make binding commitment for the development team:

Lakestone Properties & Management - Brett Riemen & Brian Spanos

Movin' Out – Dave Porterfield & Megan Schuetz

e. Owners & Members

Lakestone Properties & Management is owned by: Brian Spanos & Brett Riemen –

Brett Riemen- Partner

50% of ownership in Lakestone Properties

2763 Tower Rd

McFarland, WI 53558

608-279-3339

brett@lakestoneproperties.com

Brian Spanos-Partner

50% of ownership in Lakestone Properties

4192 Morris Park Rd

McFarland, WI 53558

608-219-5247

Movin' Out is managed by a Board of Directors consisting of twelve Directors. Below is a listing of the current Board of Directors.

Jimmy Anderson Founder of Drive Clear NFP, WI Assembly Rep, District 47	Jean MacCubbin Retired, WI Dept. of Safety and Professional Services	Sinikka Santala Retired, Wisconsin Department of Health Services
Jake Johnson Owner/Producer Paradyme Productions	Russ Endres President, Wisconsin Management Company, Inc.	Timothy Olp VP Consumer Loan Servicing Associated Bank
Cheryl Schiltz Movin' Out homeowner, disability advocate & photographer	Peter Wilson Director of Administrative Services DeForest Area School District	Karyn Knaak Manager, Business Development Cinnaire
Sariah Daine Commissioner and Vice-Chair Madison Community Development Authority	Valerie Brown Disability and housing advocate; MOI homeowner	Edward Erwin UW-Madison School of Social Work

f. *See above (c) response*

g. *Proposed Professional Team*

Lakestone and Movin' Out have put together a highly experienced and well-regarded team to serve as partners on the proposed development. The team has worked together in varying capacities on multiple prior deals.

Financial Consultant and Market Analyst - Baker Tilly

Donald N. Bernards, CPA
Partner

Donald Bernards, partner in the real estate group with Baker Tilly Virchow Krause, LLP, has been active in many aspects of affordable housing since 1999. He is well versed in structuring affordable housing transactions, including the tax issues. Don is adept at creating a checklist of major issues for each project that can put a deal at risk. Immersed in the affordable housing practice, Don has a wide range of experience with projects, owners, and investors and has built a wide network of contacts within the field. His enthusiasm and passion for the industry are infectious. "It's not just about numbers," he says, "it's about the end product and growing capacity."

Bill Boerigter
Senior Manager

Bill Boerigter, senior manager with Baker Tilly Virchow Krause, LLP, joined the firm's real estate transaction services team in 2014 after serving as Manager of LIHTC Allocation, Multifamily Lending and Asset Management with the Wisconsin Housing and Economic Development Authority (WHEDA). He provides advisory services on real estate transactions that typically involve tax incentives such as the Low-Income Housing Tax Credit (LIHTC), tax-exempt bonds, or others. Services include reviewing financial feasibility of transactions, performing financial structuring and modeling, preparing and consulting on various tax credit and soft funding applications, securing equity and debt, reviewing relevant legal documents, and providing technical or strategic consultation.

Legal - Reinhart Boerner Van Deuren s.c.

Joseph D Shumow
Shareholder

Joseph D. Shumow is a shareholder in Reinhart's Real Estate Practice and a trusted advisor to a variety of tax credit, real estate and corporate clients. His tax credit practice focuses on representing developers, credit allocators, lenders, and investors involved with low-income housing, new markets, and historic tax credit transactions. Joe also represents clients in acquisition, development, leasing and entitlement of real estate transactions and provides business advice to non-profit, governmental entities and corporate clients.

His working relationships have one mission in mind: to provide housing solutions that are safe, decent and affordable despite one's income. His dedication and civic-minded nature motivates him to assist in the transformation and preservation of affordable housing units and ultimately contribute to the improvement of the community at large.

Architect - Knothe & Bruce Architects

J. Randolph Bruce, AIA
Managing Member

Randy Bruce is the Managing Member at Knothe & Bruce Architects, LLC. He believes that the best projects result from fully engaging clients with an enthusiastic team of consultants dedicated to bringing their unique expertise and professional services to the table. Drawing on over thirty years of experience, he manages the firm's project teams through all stages of the design process, ensuring clients a high-quality product.

Brian Stoddard, AIA
Architect Project Manager

Brian Stoddard is a Project Manager at Knothe & Bruce Architects, LLC, and has over thirty years of experience designing, planning and overseeing the construction of a wide variety of project types. Housing projects including student, multifamily and senior housing, complex commercial office buildings and office suites, retail stores, and restaurants. He has done work in several different states across the

country and has established prototype designs that clients can take into many different markets. He is experienced in bridging the interests of developers, contractors and municipalities to ultimately delivering a successful project for all stakeholders.

Engineer - Quam Engineering

Ryan Quam
Owner

Quam Engineering, LLC is a McFarland owned team of civil engineers and construction technicians. They are committed to providing innovative solutions for complex projects at competitive prices. Quam invests in state-of-the-art design software, equipment and technology to provide the highest quality products and service to our clients. The engineering and construction staff is knowledgeable, trustworthy and aims to exceed client expectations.

General Contractor - Montalto Group LLC

Mike Montalto
Owner

Montalto Group, a certified VA builder, brings over 30 years of general contracting experience with the ability and knowledge to oversee projects throughout submittals, development, and completion. They are able to efficiently lead and manage diverse teams effectively, on time, and in budget. Their general contracting experience successfully completed projects that include over 1,000 residential units and 60,000 square feet of commercial property.

Montalto Group has earned a strong reputation based on service, delivering top quality buildings in a timely fashion, and working extremely well with municipalities, owners, and contractors to deliver a high quality finished product.

Property Manager

ACC Management Group, Inc.

ACC Management Group, Inc. is a full-service property management firm dedicated to providing professional results-oriented services to its clients. ACC currently operates over 65 properties and 3500 apartments throughout Wisconsin's major markets and Illinois. Headquartered in Oshkosh, WI, ACC's exceptional team of multi-family leaders has a proven track record of excellence in management of affordable housing with various state and federal programs including, Section 42 Tax Credit, Section 8, and Section 515.

Commitment, trust, and reliability is the foundation of our relationships with residents, employees, and partners. Our team works hard to earn the loyalty needed to develop and retain the long-term relationships associated with our shared success.

ACC Management Group has established a long history of extraordinary program compliance proven by superior ratings with state and federal agencies, such as WHEDA, IHDA, and HUD. Most recently, ACC

has assisted developers transition four properties from Public Housing to Section 8 housing through HUD's RAD program.

h. Familiarity of the Project Location and Village of McFarland

Lakestone Properties management and development office is located at 5910 Main St in McFarland. In addition, Lakestone Properties has completed two development projects in McFarland in the last 3 years. These include 22 units located at Preston Place in McFarland and a 38-unit market rate building located at 5020 Farwell Street. Lakestone was working with Pauline Boness from Community Development and Matt Schuenke at the village of McFarland in 2017 through 2018 on conceptual ideas for this subject site prior to the Village of McFarland securing control of the site. Lakestone continues to put many of our development resources into working on projects in the village of McFarland and we hope to continue this relationship into the future.

i. Financial Resources

Attached you will find 3 years of financial statements from Lakestone and Movin' Out as well as an income statement from the first 3 months of 2018. Ownership breakout for Lakestone is noted in section (e) above as is the Board of Directors for Movin' Out.

Note: Lakestone Properties & Management is a development and management company for the properties that are owned by Brian Spanos and Brett Riemen. The majority of the revenue comes from the properties and not the management company. Personal financial and net worth statements are available upon request.

j. Litigation, Bankruptcies, or Foreclosures

Neither Lakestone Properties or Movin' Out have been involved in any litigation, bankruptcies, foreclosures, or other monetary defaults in the last three years.

2 - Experience

Attached you will find examples of development experience for Lakestone and Movin' Out, as well as a more extensive list of projects.

The Royal

2232 W. Broadway, Madison, WI 53713



Description: The Royal apartment project is a joint venture developed by Movin' Out and Mirus Partners. The project will open in November of 2018. The 48-unit mixed-use, multifamily project includes underground and surface parking and approximately 3,000 square feet of ground floor commercial space, a community room, and leasing office. There is also open green space and playground area. The project is comprised of 4 one-bedroom apartment units, 32 two-bedroom apartment units and 12 three-bedroom apartment units designed for family occupancy. The building is constructed to meet Wisconsin Green-Built Home standards. Through affirmative fair housing marketing efforts Movin' Out targets 12 units to individuals with disabilities. The project was financed with WHEDA 9% tax credit equity, City of Madison Housing Trust Fund, City of Madison HOME funding, Dane County Affordable Housing Funds, and Federal Home Loan Bank of Chicago Affordable Housing Program funds.

Roles & Responsibilities: Movin' Out served as developer between 2014 and 2018 with the project being placed in service in 2018. Movin' Out continues to provide services, asset manage, and serve as Owner. Services provided by Movin' Out include its traditional Tenant Based Success Services, long term care services for people with disabilities, an array of various services to eligible veterans and empowerment services to all tenants on issues like financial education and homebuyer classes to those who are interested. **Website:** <https://www.theroyalapts.com/>

Municipal Contact:

Natalie Erdman, Director of Planning, Community, & Economic Development – City of Madison

Phone – (608) 266-4635

Email – nerdman@cityofmadison.com

Madison & Main
301 E Main St, Waunakee, WI 53597



Madison and Main is located in the heart of downtown Waunakee and is a newly constructed, three-story, 78-unit, mixed-use project with 10 units targeted for households which include a family member with a permanent disability. These units are funded in part with Federal HOME funds and have HOME rent restrictions associated with them which require rents and tenant incomes to be at or below 60% of area median income. Eight of those units have Project-Based Section 8 Vouchers provided by Dane County Housing Authority. An additional 4 units are income restricted to household incomes and rents affordable at or below 80% of AMI. The balance of the units are market rate. There is also 3,000 square feet of commercial space facing Main Street and underground and surface parking. Project financing consists of a first mortgage from WHEDA, a second mortgage from IFF, a third mortgage from Dane County for HOME funding and an investment of private capital from the members of Waunakee Holdings, LLC.

Movin' Out served as developer between 2012 and 2015 with the project being placed in service in 2015. Movin' Out continues to asset manage, provide services, and serve as Owner. Services performed by Movin' Out include: planning and securing financing for the project and co-developer with Waunakee Holdings. Movin' Out oversees the property manager and provides specialized affirmative marketing services to help insure that the supported housing units are leased by income qualified families who have family members with permanent disabilities and that those households have access to necessary supportive services.

Jefferson Crossing
134 Jefferson Street, Oregon, WI



Jefferson Crossing is an infill development in downtown Oregon. The property is a three-story, 61-unit project with a mix of studios, 1 bedroom, and 2 bedroom units with underground parking. The project is located in a TIF district and Lakestone Properties along with the Village of Oregon entered into a developer's agreement using developer financed TIF of \$800,000. The previous use of the property consisted of rundown houses and warehouse buildings that were at the end of their useful life. The Village wanted additional housing options in the downtown district to support the local businesses.

Lakestone Properties developed the property in 2017/2018 and serves as the owner and manager out of its management office in McFarland Wisconsin.

Municipal contact:

Village of Oregon

Mike Gracz mgracz@vil.oregon.wi.us 608-835-3118

Development team:

Developer: Lakestone Properties

Architect: Knothe & Bruce Architects

3 – Conceptual Proposal of Project

a. Narrative Description & Project Type

The project sites currently consist of two vacant parcels and a third parcel with a one-story commercial building. The development proposes to deconstruct the existing ~6,500 SF commercial building and construct a mixed-use building with a mix of 8,000 SF commercial space and 80 multi-family units.

These 80 multi-family units will be targeted to seniors and non-seniors making between 30% and 80% of the Dane County Median Income. More specifically, 20 units will be set aside for individuals making at or below 30% of CMI. These units will be targeted to households where at least one member is a veteran or has a permanent disability. Movin' Out's has extensive experience in providing housing for these individuals.

The project will be **designed and marketed to seniors**. 80% of the units (64) will be reserved for households where one family member is aged 55 and older. The remaining 20% of units will not have an age restriction.

Supportive Services – This development will provide a minimum of 20 units of supported housing. The tenants in these units will have access to a wide range of supportive services depending on their individual needs. Movin' Out will coordinate with the various service providers to ensure tenants will be successful in maintaining their housing as a foundation for stable lives. A detailed description of the various services likely to be available and the service system partners associated with this project will be finalized as we work through the tax credit application due in January.

Rents for the affordable units will be set according to WHEDA standards and income limits for residents at or below 80% AMI. Underwriting assumptions are within WHEDA standards, including 2% rent increase and a 7% vacancy. A projected 15-year Proforma is enclosed which reflects these assumptions.

Below is a breakout of the unit mix:

Bedrooms	Set-Aside	# of Units	Utility Allowance	Tenant Rent	Gross Rent	Sec 42 Limit
Efficiency	30%	5	\$71	\$410	\$481	\$481
Efficiency	50%	15	\$71	\$731	\$802	\$802
1	60%	37	\$82	\$898	\$980	\$1,032
2	60%	8	\$71	\$1,106	\$1,177	\$1,239
2	80%	15	\$104	\$1,269	\$1,373	\$1,618
Total		80				

The mixed-use building will be three stories in height with a significant portion of the building pushed back from Farwell Street to reduce the perceived building mass leaving two façade elements up on the street to convey a more traditional McFarland downtown architectural scale. The building facades are well articulated and activate the street level with multiple potential entries to the commercial spaces with the primary multifamily entry located on the west side of the building and a secondary entry on the east side. The exterior materials will be a combination of masonry and fiber-cement siding. A central hardscaped and landscaped courtyard provides a central outdoor gathering area at grade level that includes a potential pavilion, seating areas, grills, landscape planters, and raised garden plots for residents. This plaza courtyard would be partially screened from the commercial outdoor spaces for privacy. Each apartment would also have an individual patio or deck. Common residential amenities include an exercise room, community room, and an on-site property management office.

Vehicular access is provided by two driveway entrances that serve parking located on the sides of the building. The western parking area provides access to the underground parking garage. Pedestrian access and on-street parking have been enhanced by recent street improvements to Farwell. The proposed parking count is 1.2 stalls per unit which we feel is appropriate for affordable senior housing. We also have a generous commercial parking ratio of 7 stalls per 1000 SF. The type of commercial tenant will dictate demand for those spaces. There is also street parking available.

The project will be construction in a single phase. The commercial space may be constructed as a 'gray box' until tenants have committed.

b. Land Use and Anticipated Zoning Classification

The existing site is zoned C-G (General Commercial). To accommodate the proposed development, the existing C-G zoning district would be rezoned to Planned Development. C-G zoning surrounds the property with the exception of R-3 zoning adjacent to the south. This project generally fits into the bulk standards for C-G zoning with the exception for density and parking (parking exception subject to commercial uses).

The redevelopment proposes the deconstruction of the one-story commercial structure. The existing one-story commercial building and parking lot are not consistent with the City plans and redevelopment of that site is a component in the redevelopment of Farwell Street.

c. Occupancy

The project will be designed and marketed to seniors. 80% of the units (64) will be reserved for households where one family member is aged 55 and older. The remaining 20% of units will not have an age restriction.

We would like to also note that the unit mix and targeting for this site is not set in stone. It would be important for the team to work side-by-side with civic leaders and neighborhood organizations to engage in a planning process the ensure needs and goals of the community are met. Should we determine that a development targeted to families is more apropos for the site for financing or market reasons we would be flexible in adjusting our plan. Lakestone and Movin' Out both have experience in many different types of projects and targeted demographics.

d. Ownership

As noted in Tab 1, the property will be owned by a Limited Liability Company where the investor member serves as 99.99% owner and the managing member joint venture between Lakestone Properties and Movin' Out makes up the remaining 0.01%.

e. Management

ACC Management Group, Inc. – Additional information in section 1-g

4 - Finance

Residential Component

In order to finance the redevelopment, the developers would apply to the Wisconsin Housing and Economic Development Authority (WHEDA) in December 2018 for the 4% low-income housing tax credits and 4% state housing credit. In addition, our current financial model requires an additional \$900,000 of gap funding from two possible options. (Other smaller grants can be applied for as a combination of these options).

Option #1 - AHP Grant (Affordable Housing Program)

AHP grants are awarded through a competitive application process to housing developers or community organizations to create rental or homeownership opportunities for lower-income households. An application for this competitive grant would be submitted by June 2019 and awarded by December 2019. Closing on the development property would happen within 60 days of award.

Option #2 - Developer financed TIF (Pay as you go)

The developer lends money to the municipality, and the municipality then uses the money to help pay for the project. The municipality repays the loan to the developer from the increased property tax revenues generated by the project.

Due to the size and quality of this project, TIF financing would be requested in addition to the land and building the village is contributing. Preliminary models have been created and can be reviewed with the Village to demonstrate the viability.

Commercial Component

The 8,096 square feet of retail and commercial space would be owned 100% by Lakestone Properties and financed through a local community bank. The estimated amount to be financed is \$1,250,000 which will be privately guaranteed by Lakestone Properties & Management LLC.

Projected sources and uses for the Residential Component (Option #1 and #2):

Sources		Uses	
First Mortgage WHEDA	\$5,930,000	Acquisition	\$1
Commercial Condo Mortgage	\$1,250,000	Hard Construction Costs	\$10,014,080
AHP or Developer Financed TIF	\$900,000	Soft Costs	\$4,719,055
GP Equity	\$100	Reserves	\$425,574
LIHTC Equity	\$3,868,830		
State Credit Equity	\$1,728,250		
Deferred Developer Fee	\$1,481,528		
Total	\$15,158,709	Total	\$15,158,709

5 - Market

Residential Component

The development team has done some initial research into market and demographics for the proposed site. Below you will find some details regarding the need for affordable housing in McFarland. As noted previously, we are proposing a majority senior development but are open to adjusting those targeted households based on the needs and wants of the community.

Market Demand – Statistics from a Market Report by Baker Tiller in June 2018

- *Affordable Senior Housing Vacancy Rate in McFarland is 0.0%*
- *Affordable Housing Vacancy Rate in McFarland is 3.5%, 1% when taking in account applications*

Housing issues for seniors will continue to grow as the population ages and Baby Boomers retire. There are many complex issues involved in ensuring affordable housing for seniors, including support for “aging in place” (helping seniors to remain in their own homes) or construction of smaller affordable units for seniors to downsize, or construction of a range of housing with on-site support services.

Below is the tragic number of cost burdened lower-income seniors and non-seniors in McFarland. Households who pay more than 30 percent of their income on housing costs are considered “cost-burdened” while households who pay more than 50 percent of their income on housing are considered “severely cost-burdened.”

- *McFarland has 145 Senior Households that are either Cost-Burden or Severely Cost-Burden*
- *McFarland has 280 Non-Senior Households that are either Cost-Burden or Severely Cost-Burden*

Dane County Housing Needs Assessment shows the GAP in affordable housing in McFarland. Table 6.2 below shows a GAP of 195 affordable units for households in the 0 – 50% AMI

Table 6.2 Affordable Housing Supply: Affordable Units Available vs. Eligible Households

	Rental Units Affordable for Households at 30% AMI	Number of Renter- Households 0-30% AMI	Gap (Households minus affordable units)	Rental Units Affordable for Households at 50% AMI	Number of Renter- Households 0-50% AMI	Gap (Households minus affordable units)
McFarland	30	120	90	175	280	105

Who needs affordable housing? Below is a graph from the Dane County Housing Assessment listing wages for different occupations and corresponding affordable rent.

Table 1.4 Income and Affordable Housing Cost Limits for Selected Occupations, Madison Metropolitan Area (2013)

Occupation (Standard Occupation Code)	"Starting" Wage (Annual)	Median Wage (Annual)	Maximum House	Maximum House	Affordable Gross Rent, Starting Wage	Affordable Gross Rent, Median Wage
			Value, Starting Wage	Value, Median Wage		
Waiters and Waitresses (353031)	\$16,050	\$18,660	\$57,528	\$68,747	\$401	\$467
Retail Salespersons (412031)	\$16,480	\$21,150	\$59,376	\$79,450	\$412	\$529
Childcare Workers (399011)	\$17,030	\$22,190	\$61,740	\$83,921	\$426	\$555
Landscaping and Groundskeeping Workers (373011)	\$17,760	\$27,990	\$64,878	\$108,852	\$444	\$700
Home Health Aides (311011)	\$19,300	\$23,730	\$71,498	\$90,540	\$483	\$593
Light Truck or Delivery Services Drivers (533033)	\$21,120	\$32,840	\$79,321	\$129,700	\$528	\$821
Construction Laborers (472061)	\$21,850	\$42,560	\$82,459	\$171,481	\$546	\$1,064
Child, Family, and School Social Workers (211021)	\$30,550	\$51,330	\$119,856	\$209,179	\$764	\$1,283
Postal Service Clerks (435051)	\$30,970	\$53,840	\$121,662	\$219,969	\$774	\$1,346
Elementary School Teachers (252021)	\$33,840	\$51,620	\$133,998	\$210,426	\$846	\$1,291
Police and Sheriff's Patrol Officers (333051)	\$41,800	\$55,260	\$168,214	\$226,072	\$1,045	\$1,382
Registered Nurses (291141)	\$53,000	\$71,270	\$216,358	\$294,892	\$1,325	\$1,782

Source: Occupational data from US Bureau of Labor Statistics. "Starting" wage is the 10th percentile of all wages for that occupation in the region. "Median" wage is the 50th percentile annual wage.
 Notes: Affordable ownership values calculated based on current FHA mortgage rates as of 12/4/2014, 30-year fixed, 3.5% interest rate to determine maximum loan amount. Assumes 3-percent downpayment, or 97% LTV.
 Calculation of affordable housing expenditure based on limiting Principal, Interest, Taxes and Insurance to no more than 30 percent of monthly income. Assumes closing costs and downpayment paid out of savings.
 Estimation of property tax rates based on reports by Dane County Treasurer. Average city property tax rate is \$18.37 per \$1000 value; village average rate is \$17.98 per \$1000. This analysis uses \$18 per \$1000 in value.
 Estimation assumes homeowners insurance of \$800 per year.

Commercial Component

Market Demand and Potential Tenants

Based on the attached ESRI Retail MarketPlace Profile, McFarland has a Retail Gap (meaning that residents of McFarland are leaving the Village for other goods and services) in the following areas;

- Restaurants – Gap of \$7,000,695
- General Retail – Gap of \$7,543,445
- Health & Personal Care - \$8,929,612

Potentials commercial tenants would include;

- Fast casual restaurants (Ex – Chipotle, Panera Bread, etc)
- Brew Pub
- Existing businesses and restaurants looking to grow
- Wellness Facility (Massage therapy, etc)
- Specialty retail (clothing, pets, etc)

Co-Working Space

In addition to the retail and service options above, we feel there is a need for small business office space. There are very limited options for entrepreneurs or small business owners to find suitable office space in the Village. One concept would to provide a co-working space that would allow business owners to have a monthly membership for their office space. This could be a dedicated office or desk or a non-dedicated work space. Co-working spaces create a sense of community and collaboration that entrepreneurs and small business owners don't get while working out of their homes. The co-working concept is a trend that is changing the face of commercial real estate across all parts of the world and we feel more of these spaces will be in demand not only highly dense cities but also communities like McFarland.

We would also be open to working with the Village on any community uses that could benefit from this development and location (Ex – Senior Center).

6 – Development Schedule

NOTE ABOUT MCFARLAND ZONING PROCESS. To comply with this deadline, the zoning process needs to be commenced on or about December 15, 2018.

Proposed general development schedule:

Option 1 – Gap funding through Affordable Housing Program

Real Estate-Option/Contract	12/21/18
Negotiate Developer's Agreement	1/1/19 – 1/31/19
Zoning Approval	1/15/19
Low Income Housing Tax Credit Application	1/18/19
Final Design and Construction Drawing Preparation	2/1/19 – 4/30/19
Low Income Housing Tax Credit Award	3/15/19
Bid Project and Submit Plans for State Review	5/1/19 – 6/30/19
Apply for Federal HOME Loan Bank AHP Funding	6/15/19
Select Lender and Investor	9/1/19
Lender and Investor Due Diligence Period	9/1/19-12/31/19
AHP Award Announce	12/1/19
Issuance of Building Permit	1/1/20
Site Acquisition/Closing	12/31/19
Construction Start Date	1/1/20
Construction Completion	12/31/20
Lease Up Period	11/1/20-1/31/21

Option 2 – Gap funding through Developer Financed TIF & WI Economic Development Corporation

Real Estate-Option/Contract	12/21/18
Negotiate Developer's Agreement	1/1/19 – 1/31/19
Zoning Approval	1/15/19
Low Income Housing Tax Credit Application	1/18/19
Final Design and Construction Drawing Preparation	2/1/19 – 4/30/19
Low Income Housing Tax Credit Award	3/15/19
Bid Project and Submit Plans for State Review	5/1/19 – 6/30/19
Select Lender and Investor	5/31/19
Lender and Investor Due Diligence Period	6/1/19-9/30/19
Issuance of Building Permit	10/1/19
Site Acquisition/Closing	10/2/19
Construction Start Date	10/2/19
Construction Completion	9/30/20
Lease Up Period	10/1/20-12/31/20

7 – Concept Design

Included on the following pages are;

- a. Site plan and layout
- b. Aerial of Site
- c. Schematic elevations of all four sides
- d. Floor plans and identification of usage











PROJECT DATA

Lot Area	2.25 Acres / ~98,000 SF
Density	35.5 D.U. / Ac 1,225 S.F./D.U.

Commercial Area

East Side	4,048 S.F.
West Side	4,048 S.F.
Total	8,096 S.F.

Dwelling Unit Mix

Studios	20
One Bedroom	37
Two Bedroom	23
Total	80 units

Vehicle Parking

Underground stalls	80
Surface stalls	72
Total	152 stalls

80 units @ 1.2 stalls / D. U = 96 stalls
56 stalls available for commercial = 7/1000 S.F.
- Cross parking aslo available for mixed-use
- Street parking available

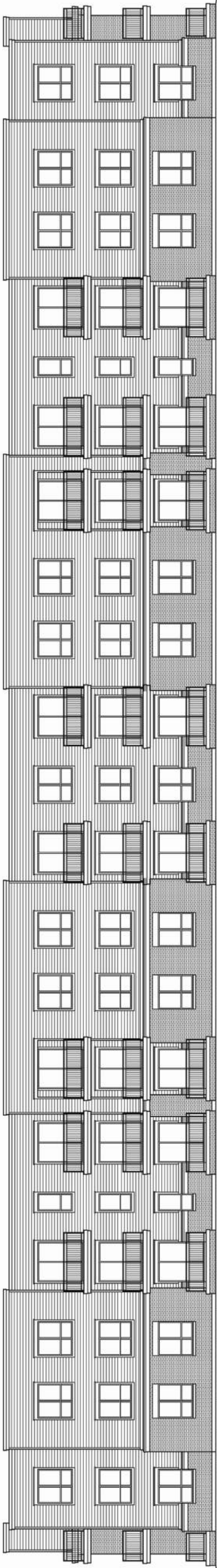




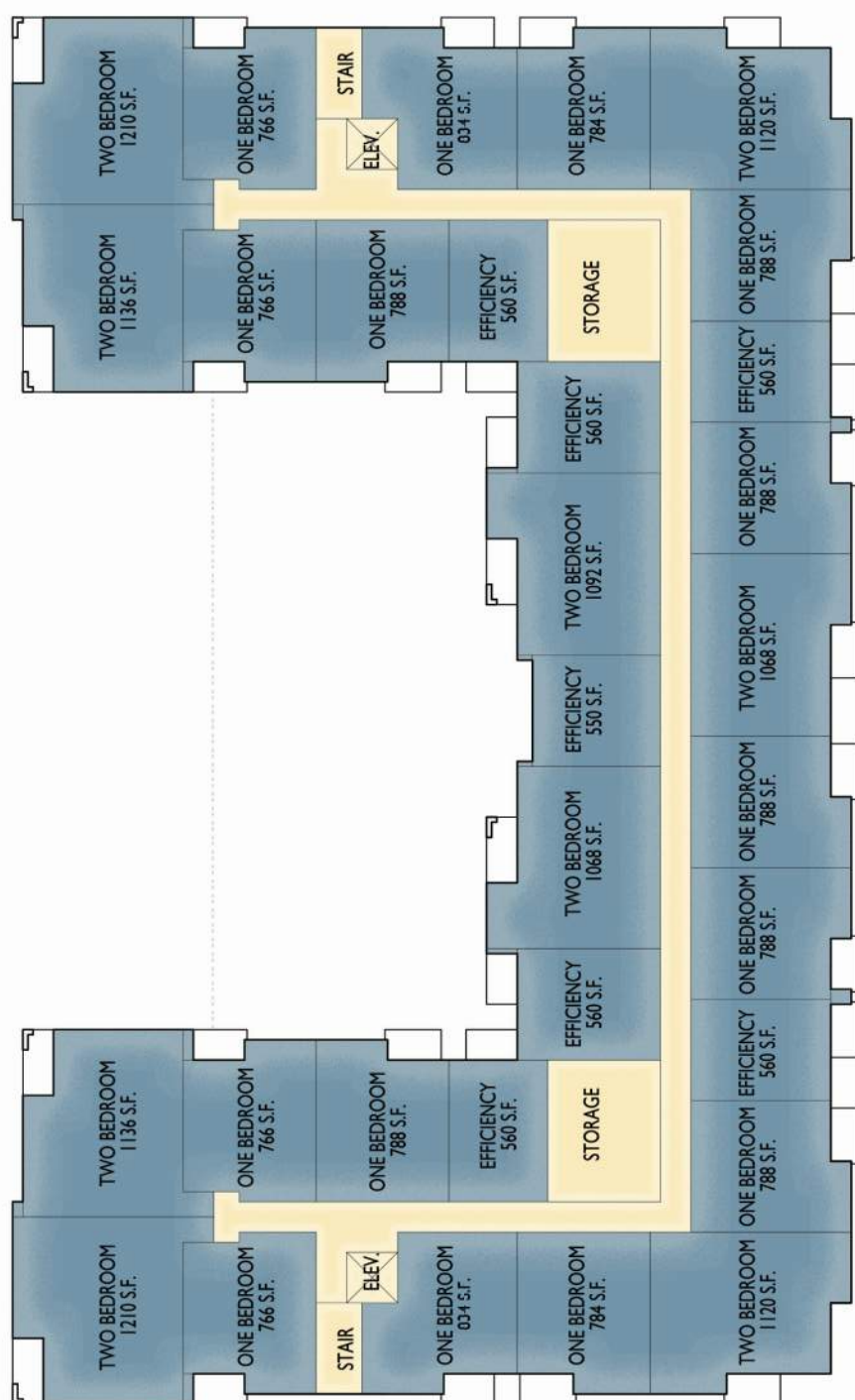
ELEVATION ALONG FARWELL STREET



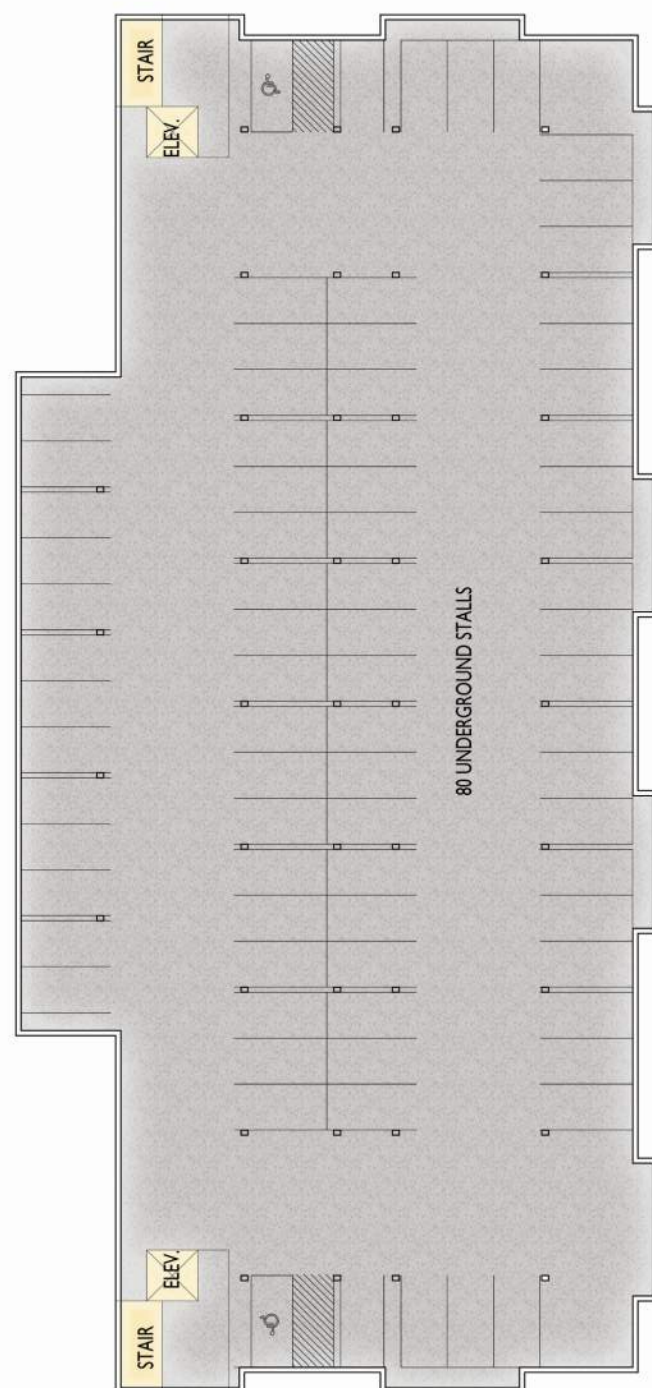
END ELEVATION



REAR ELEVATION



Second Floor Plan



Basement Plan

8 – Preliminary Proforma

a. Operating costs by phase

This project will be built in one phase and the operating costs are in the attached spreadsheet breakdown. Underwriting assumptions are within WHEDA standards with an estimated 7% vacancy rate.

b. Anticipated sources and timing of capital investment

Lakestone properties will be funding the commercial space with a personal guarantee and will be financed through a local community bank. The loan amount will be approximately \$1,250,000 which will be financed at a 75% loan to value. The timing will be based on approvals of this project.

The 80 residential unit will be financed through the following sources:

a. First Mortgage WHEDA	\$ 5,930,000
b. LIHTC Equity	\$ 3,868,830
c. State Credit Equity	\$ 1,728,250
d. Deferred Dev Fee	\$ 1,481,528
e. AHP funds/TIF*	\$ 900,000
f. GP Equity	\$ 100

*Developer financed TIF would allow for the project to move quicker through the development process.

c. Anticipated number of jobs created/retained

The construction of the building will take place over an 18-month time period and will create jobs for trades involved in the building process. Additional long-term jobs are estimated at 20 to 40 in the village of McFarland. These jobs will be created through the new commercial space being brought into the village. The goal of this space is to bring new business to the village and provide a location for existing businesses to grow. The layout of the commercial space is flexible at this time but would most likely consist of 3 – 5 businesses.

d. Estimated value at full buildout.

The completed stabilized value of the development is estimated to be \$7,013,685 for both the residential and commercial space. This value is based on the net operating income at a 7.5% cap rate.

MCFARLAND Sr APARTMENTS
PROJECT ASSUMPTIONS

PAGE 2

PROJECT INFORMATION

Partnership	MCFARLAND Sr APARTMENTS
County	MCFARLAND
Type	New Construction
LIHTC Type	4%
Number of Units	80
LP Formation	2019
	7
Construction Start	2019
	7
Construction Period	15
Operations	2020
	10
Starting Month of Depreciation	10
Starting Month of Lease-Up	10
Absorption Rate (Mos.)	6
Credit % - 30% PV (Nov. '18)	3.31%
Credit % - 70% PV	9.00%
Qualified Census Tract - NO	100.00%
Project Cost	\$ 14,258,709
First Mortgage - WHEDA	\$ 5,930,000
Commercial Condo Mortgage	\$ 1,250,000
GP Equity	\$ 100
LIHTC Equity	\$ 3,868,830
State LIHTC Equity	\$ 1,728,250
Federal HTC Equity	\$ -
State HTC Equity	\$ -
Deferred Dev Fee	\$ 1,481,528
50% Test	84.64%

FINANCING ASSUMPTIONS

Construction Loan- WHEDA	\$ 11,000,000
Construction Loan	\$ 10,601,510
Interest rate	4.16%
Term (months)	24
First Mortgage - WHEDA	\$ 5,930,000
Interest Rate	5.60%
Amortization (years)	35
Term (years)	35
Start Month	4
Start Year	2021
	1.20
AHP Funds	\$ 900,000
Interest Rate	0.000%
Amortization (years)	Cash Flow
Term (years)	30
Start Month	4
Start Year	2021
Commercial Condo Mortgage	\$ 1,250,000
Interest Rate	5.000%
Amortization (years)	25
Term (years)	25
Start Month	4
Start Year	2021
GP Equity	\$ 100
Deferred Developer Fee	\$ 1,481,528
Interest Rate	0.00%

SYNDICATION INFORMATION

Limited Partner's Capital Contribution		Percent of Ownership	
Investor Federal LIHTC Equity	\$ 3,868,830	General Partner	0.01%
Investor State LIHTC Equity	1,728,250	Limited Partner	99.99%
Investor Fed. HTC Capital	0	Total	100.00%
Investor State HTC Capital	0		
Total Investor Capital	5,597,080	Cash Flow Distribution	
Investor Federal Tax Rate	21.00%	General Partner	0.01%
		Limited Partner	99.99%
		Total	100.00%
1st Contribution	Date: 04/01/2019	Income, Loss & Credits	
Closing	F LIHTC 773,766	General Partner	0.0100%
20.00%	S LIHTC 345,650	Limited Partner	99.99%
	Total 1,119,416	Total	100.00%
2nd Contribution	Date: 07/01/2020	State Historic Tax Credits	
Completion	F LIHTC 773,766	General Partner	0.0100%
20.00%	S LIHTC 345,650	Limited Partner	99.99%
	Total 1,119,416	Total	100.00%
3rd Contribution	Date: 06/01/2021	Federal Historic Tax Credits	
Stabilization	F LIHTC 2,321,298	General Partner	0.0100%
60.00%	S LIHTC 1,036,950	Limited Partner	99.99%
	Total 3,358,248	Total	100.00%
Price Per Credit		Sale Proceeds Distribution	
Federal Low Income Housing	\$ 0.9000	General Partner	90.00%
State Low Income Housing	\$ 0.6700	Limited Partner	10.00%
		Total	100.00%
Developer Fee Pay-in Schedule	2,322,302		
Developer Fee Deferred	1,481,528		
Total Paid Developer Fee	840,774		
Closing	Date: 04/01/2019 #		
25%	\$ 210,193		
2nd Contribution	Date: 07/01/2020		
Completion	25%		
210,193			
3rd Contribution	Date: 06/01/2021		
Stabilization	50%		
420,387			

McFARLAND Sr APARTMENTS
PROJECT ASSUMPTIONS

PAGE 3

OPERATING EXPENSES

	Total	Per Unit
Administrative	\$ 65,600	820
Maintenance	54,737	684
Operating	75,662	946
Real Estate Taxes	121,053	1,513
	317,052	3,963

Replacement Reserve	20,000	250	
Property Management Fee	5% 47,281	591	
Total	384,333	4,804	\$ 400.35

Annual Operating Exp. Increase	3.00%
Annual Real Estate Tax Increase	3.00%
Annual Management Fee Increase	3.00%
Annual Reserve Increase	3.00%
Interest rate on reserves	0.00%

CASH FLOW DISTRIBUTION

LP Asset Management Fee	\$ 5,000	Annually
GP Partnership Management Fee	90%	of remaining cash flow, non accruing

RENTAL INCOME

Dane Co

Number of Bedrooms	Units	AMI Set Aside %	Unit Type	Baths	SF per Unit	Monthly Net Rent	Monthly Utility	Monthly Gross Rent	Total Monthly Rent	2018 Max	2018 LIHTC LIMIT Max Rent	Est Mkt Rent	% of Mkt
Efficiency	5	30%		1.0	600	410	71	481	2,050	100.0%	481	900	45.6%
1 Bedroom	-	30%		1.0	800	434	82	516	-	100.0%	516	1,122	38.7%
2 Bedroom	-	30%		2.0	1,000	515	104	619	-	100.0%	619	1,410	36.5%
Efficiency	15	50%		1.0	600	731	71	802	10,965	100.0%	802	920	79.5%
1 Bedroom	-	50%		1.0	800	778	82	860	-	100.0%	860	1,122	69.3%
2 Bedroom	-	50%		2.0	1,000	-	-	-	-	0.0%	1,032	1,410	0.0%
2 Bedroom	8	60%		1.0	600	1,106	71	1,177	8,848	95.0%	1,239	1,410	78.4%
1 Bedroom	37	60%		1.0	800	898	82	980	33,226	95.0%	1,032	1,122	80.0%
2 Bedroom	15	80%		2.0	1,000	1,269	104	1,373	19,035	84.9%	1,618	1,410	90.0%
Total	80	60.00%			61,400				74,124				

Applicable Fraction 100.00% 100.00%

Base Gross Residential Rent	\$ 889,488
Commercial Income-8000sqft \$15/NNN	121,440
Rent Increases	2.000%
Other Income Increases	2.000%
Residential Vacancy Loss	7.00%
Commerical Vacancy Loss	10.00%
	945,619

	Annually	PUPM
Other Income (Parking)	\$ -	\$ -
Other Income (Laundry etc.)	\$ 9,784	\$ 10.19
Total	\$ 9,784	\$ 10.19

MCFARLAND Sr APARTMENTS
STATEMENT OF FORECASTED SOURCES AND USES

SOURCES OF FUNDS	Construction	Post Construction	Permanent						
First Mortgage - WHEDA	\$ -	\$ 5,930,000	\$ 5,930,000	\$ 74,125					
Commercial Condo Mortgage	-	1,250,000	1,250,000						
AHP Funds	900,000	-	900,000						
	-	-	-						
	-	-	-						
	-	-	-						
	-	-	-						
GP Equity	100	-	100						
LIHTC Equity	773,766	3,095,064	3,868,830	12.8%					
State Credit Equity	345,650	1,382,600	1,728,250	5.7%					
Deferred Dev Fee	-	1,481,528	1,481,528	63.8%					
Construction Loan	10,891,316	(10,891,316)	-						
Total Sources Of Funds	\$ 12,910,832	\$ 17,406,585	\$ 30,317,417						
	0	15,158,709	15,158,709						
USES OF FUNDS	Total Construction	Post Construction	Total Permanent	Building 27.5 Yr/SL	Personal Property 5 Yr/200%	Land Impr. 20 Yr/SL	Amortization	Non Depreciable/ Amortizable	4.0% Eligible Basis
Acquisition & Site Costs									
Land Costs	1	-	1					1	
Construction & Commercial Costs									
Residential Construction - New Const \$1.05/sf	10,014,080	-	10,014,080	8,950,068	-	-	-	1,064,012	8,950,068
General Requirements	-	-	-	-	-	-	-	-	-
Contractor Overhead	-	-	-	-	-	-	-	-	-
Contractor Profit	-	-	-	-	-	-	-	-	-
Construction Contingency	500,704	-	500,704	500,704	-	-	-	-	500,704
Permits & Fees	360,000	-	360,000	360,000	-	-	-	-	360,000
Payment/Performance Bond	50,070	-	50,070	50,070	-	-	-	-	50,070
Engineering & Architectural									
Architect	120,000	-	120,000	120,000	-	-	-	-	120,000
Survey & Engineering	25,000	-	25,000	25,000	-	-	-	-	25,000
Construction Interest & Fees									
Insurance	20,000	-	20,000	20,000	-	-	-	-	20,000
Construction Interest	660,000	-	660,000	270,888	-	-	-	389,112	270,888
Construction Title and Recording	35,000	-	35,000	35,000	-	-	-	-	35,000
Construction Bond Costs (1.0%)	50,700	-	50,700	2,741	-	-	47,959	-	2,741
Permanent Financing									
Perm Loan Origination Fee (Bonds) 2.5%	148,250	-	148,250	8,014	-	-	140,236	-	8,014
Soft Costs									
Market Study & Appraisal	15,000	-	15,000	15,000	-	-	-	-	15,000
Environmental Reports	15,000	-	15,000	15,000	-	-	-	-	15,000
Tax Credit Fees	55,000	-	55,000	-	-	-	55,000	-	-
Soft Cost Contingency	-	-	-	-	-	-	-	-	-
Marketing	5,000	-	5,000	-	-	-	-	5,000	-
Cost Certification	8,500	-	8,500	8,500	-	-	-	-	-
Furnishing	50,000	-	50,000	-	50,000	-	-	-	50,000
Consulting	133,895	-	133,895	133,895	-	-	-	-	133,895
Accounting	44,632	-	44,632	44,632	-	-	-	-	44,632
GP Legal Fees	50,000	-	50,000	50,000	-	-	-	-	50,000
Plan and Cost Review	15,000	-	15,000	15,000	-	-	-	-	15,000
Syndication Costs									
Investor Fee	35,000	-	35,000	-	-	-	-	35,000	-
Developer Fees / Reserves									
Developer Fee - 20%	500,000	1,822,302	2,322,302	2,322,302	-	-	-	-	2,322,302
Operating and DS Reserve - 6 months	-	385,574	385,574	-	-	-	-	385,574	-
Rent Up Reserve	-	40,000	40,000	-	-	-	-	40,000	-
Total Uses Of Funds	\$ 12,910,832	\$ 2,247,876	\$ 15,158,709	\$ 12,946,813	\$ 50,000	\$ -	\$ 243,196	\$ 1,918,699	\$ 12,988,313
			\$ 189,483.86						

ACQUISITION CREDIT

Acquisition price	1
Less: Land & other non-depreciable costs	(1)
Less: Other	-
Adjusted Eligible Basis	-
Qualified Census Tract Adjustment	100.00%
Eligible Basis	-
Applicable Fraction (Low Inc. %)	100.00%
Qualified Basis	-
Credit Percentage (30% PV)	3.31%

Potential Annual Credit -

CONSTRUCTION / REHAB CREDIT

Eligible Building Basis	12,988,313
Less: Acquisition Credit	-
Less: Federal HTC - Residential	-
Adjusted Eligible Basis	12,988,313
Qualified Census Tract Adjustment	100.00%
Eligible Basis	12,988,313
Applicable Fraction (Low Inc. %)	100.00%
Qualified Basis	12,988,313
Credit Percentage (70% PV)	3.31%

Potential Annual Credit 429,913

LIH CREDIT ANALYSIS

Annual LIH Credit Calculated	429,913	429,913
Annual LIH Credit Reserved	429,913	429,913
Minimum Credit or Allocation	429,913	429,913
Total Tax Credit	4,299,130	2,579,478
Investor Percentage	99.99%	100.00%
Tax Credits for Syndication	4,298,700	2,579,478
Price per Credit	0.9000	0.6700

Federal LIHTC Equity Raised 3,868,830 1,728,250

STATE CREDIT DELIVERY

Total State Credit Reserved	2,579,478
Annual LIH Credit Reserved	100%
State Eligible Basis	2,579,478
Multiplied * 4% Rate	3.310%
Year 1 - full delivery	429,913
Year 2 - full delivery	429,913
Year 3 - full delivery	429,913
Year 4 - full delivery	429,913
Year 5 - full delivery	429,913
Year 6 - full delivery	429,913
Total Credits	2,579,478

MCFARLAND Sr APARTMENTS
FORECAST OF NET CASH FLOW FROM OPERATIONS

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		0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	TOTAL
Income																		
Rental Income	\$	35,451	\$ 670,081	\$ 925,423	\$ 943,932	\$ 962,810	\$ 982,067	\$ 1,001,708	\$ 1,021,742	\$ 1,042,177	\$ 1,063,020	\$ 1,084,281	\$ 1,105,967	\$ 1,128,086	\$ 1,150,648	\$ 1,173,661	\$ 1,197,134	\$ 15,488,187
Less: Vacancy	-7.0%	(2,482)	(46,906)	(64,780)	(66,075)	(67,397)	(68,745)	(70,120)	(71,522)	(72,952)	(74,411)	(75,900)	(77,418)	(78,966)	(80,545)	(82,156)	(83,799)	(1,084,174)
Other Income		459	8,816	10,180	10,383	10,591	10,803	11,019	11,239	11,464	11,693	11,927	12,166	12,409	12,657	12,910	13,168	171,884
Less: Vacancy	-7.0%	(32)	(617)	(713)	(727)	(741)	(756)	(771)	(787)	(802)	(819)	(835)	(852)	(869)	(886)	(904)	(922)	(12,033)
Commercial Income		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Less: Vacancy	-10.0%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Effective Gross Income		33,396	631,374	870,110	887,513	905,263	923,368	941,836	960,672	979,887	999,484	1,019,473	1,039,862	1,060,660	1,081,874	1,103,511	1,125,581	14,563,863
Expenses																		
Operating Expenses		9,192	173,133	207,936	214,174	220,599	227,217	234,034	241,055	248,286	255,735	263,407	271,309	279,449	287,832	296,467	305,361	3,735,187
Supportive Services		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Real Estate Taxes		5,677	106,930	128,425	132,278	136,246	140,333	144,543	148,880	153,346	157,946	162,685	167,565	172,592	177,770	183,103	188,596	2,306,917
TIF Reimbursement		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Management Fee		1,926	36,396	49,191	50,175	51,178	52,202	53,246	54,311	55,397	56,505	57,635	58,788	59,964	61,163	62,386	63,634	824,097
Reserve for Replacement	3.0%	-	20,000	20,600	21,218	21,855	22,510	23,185	23,881	24,597	25,335	26,095	26,878	27,685	28,515	29,371	30,252	371,978
Total Operating Expenses		16,796	336,459	406,152	417,845	429,878	442,263	455,009	468,126	481,627	495,522	509,823	524,541	539,689	555,280	571,327	587,843	7,238,180
Net Operating Income		16,600	294,915	463,958	469,668	475,385	481,106	486,827	492,546	498,260	503,962	509,650	515,321	520,971	526,593	532,184	537,738	7,325,684
Debt Service																		
First Mortgage - WHEDA		-	290,111	386,815	386,815	386,815	386,815	386,815	386,815	386,815	386,815	386,815	386,815	386,815	386,815	386,815	386,815	5,705,523
Total Debt Service		-	290,111	386,815	386,815	386,815	386,815	386,815	386,815	386,815	386,815	386,815	386,815	386,815	386,815	386,815	386,815	5,705,523
DCR		-	-	1.20	1.21	1.23	1.24	1.26	1.27	1.29	1.30	1.32	1.33	1.35	1.36	1.38	1.39	
Cash Flow-Residential		16,600	4,804	77,143	82,853	88,570	94,290	100,012	105,731	111,445	117,147	122,835	128,506	134,155	139,778	145,369	150,923	1,620,160
Commercial Income		5,696	107,268	126,346	128,873	131,451	134,080	136,761	139,496	142,286	145,132	148,035	150,995	154,015	157,096	160,238	163,442	
Less: Vacancy	-10%	(570)	(10,727)	(12,635)	(12,887)	(13,145)	(13,408)	(13,676)	(13,950)	(14,229)	(14,513)	(14,803)	(15,100)	(15,402)	(15,710)	(16,024)	(16,344)	
Net Commercial Income		5,126	96,541	113,711	115,986	118,306	120,672	123,085	125,546	128,057	130,619	133,232	135,895	138,613	141,386	144,214	147,098	1,918,086
Debt Service																		
Commercial Condo Mortgage		-	65,766	87,689	87,689	87,689	87,689	87,689	87,689	87,689	87,689	87,689	87,689	87,689	87,689	87,689	87,689	1,293,405
Commercial Condo Cash Flow		5,126	30,775	26,023	28,298	30,617	32,983	35,397	37,858	40,369	42,931	45,543	48,207	50,925	53,697	56,525	59,410	624,681
Commercial Condo DCR			1.47	1.30	1.32	1.35	1.38	1.40	1.43	1.46	1.49	1.52	1.55	1.58	1.61	1.64	1.68	
Cash Flow-Residential		16,600	4,804	77,143	82,853	88,570	94,290	100,012	105,731	111,445	117,147	122,835	128,506	134,155	139,778	145,369	150,923	1,620,160
Asset Management Fee	3.0%	-	5,000	5,150	5,305	5,464	5,628	5,796	5,970	6,149	6,334	6,524	6,720	6,921	7,129	7,343	7,563	92,995
		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Release of Excess Construction Interest		-	(10,277)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(10,277)
Cash Flow		16,600	(10,473)	71,993	77,549	83,106	88,663	94,216	99,760	105,295	110,813	116,311	121,787	127,234	132,649	138,026	143,360	1,516,889
Deferred Developer Fee																		
Payment	1,481,528	16,600	-	71,993	77,549	83,106	88,663	94,216	99,760	105,295	110,813	116,311	121,787	127,234	132,649	138,026	97,526	1,481,528
Current Balance		1,464,929	1,464,929	1,392,936	1,315,387	1,232,281	1,143,618	1,049,402	949,642	844,347	733,534	617,223	495,436	368,202	235,552	97,526	-	-
Net Cash Flow for GP Fees		-	(10,473)	-	-	-	-	-	-	-	-	-	-	-	-	-	45,834	35,361
GP Partnership Management Fee	90%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	41,250	41,250
Available Cash Flow for Distribution		\$ -	\$ (10,473)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,583	\$ (5,890)
General Partner	0.01%	\$ -	\$ (1)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	\$ (1)
Limited Partner	99.9900%	-	(10,472)	-	-	-	-	-	-	-	-	-	-	-	-	-	4,583	(5,889)
		\$ -	\$ (10,473)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,583	\$ (5,890)

9 - Insurance

Lakestone Properties & Management LLC holds the following insurance:

Society Insurance Policy through 7/1/19

- General Aggregate \$2,000,000
- Bodily Injury \$1,000,000
- Umbrella - \$3,000,000
- Workers Compensation

General liability insurance is issued for each individual development. The following is what would be estimated for this project based on experience.

- Pending contract approval, Lakestone Properties Inc. (Lakestone Properties and Management Inc.), will secure a Real Estate Development policy (class code 47051) for general liability coverage on roughly two acres of land. The Real Estate Development policy will provide \$1,000,000 per occurrence and \$2,000,000 per aggregate of general liability coverage for the development of a complex with proposed 80 residential units and approximately 8,000 square feet of commercial retail space.

Movin' Out, Inc. holds the following insurance:

Hub International Midwest West through 1/1/19

- Commercial Liability Aggregate - \$2,000,000
- Automotive Liability - \$1,000,000
- Umbrella - \$2,000,000
- Workers Compensation and Employers' Liability

As the project moves forward project-specific policies will be put in place prior to closing. This will include a builder's risk policy, project liability, and others as requested the lender and investor.

10 – Financial Statements

Income Statement

Properties: Lakestone Properties- General Management - 5910 Main St. Suite #1 McFarland, WI 53558

As of: Jun 2018

Account Name	Selected Month	Year to Month End
Operating Income & Expense		
Income		
Rent/Lease Income		
Insurance Income	0.00	150.00
Bonus Payback - Income	3,550.00	6,800.00
Payroll Payback - Income	17,090.00	76,965.02
Lease Fee - Income	900.00	1,500.00
Management Fee-Internal (Income)	31,121.44	181,121.00
Management Fee- 3rd Party (Income)	1,333.56	7,315.04
Tenant Screening Income	0.00	1,155.00
Total Operating Income	53,995.00	275,006.06
Expense		
Office Labor	290.00	447.50
Clerical Salaries	70.00	362.50
Health Insurance	1,019.84	5,949.61
Parking Fee	0.00	63.65
Payroll Taxes	8,695.19	44,888.41
Payroll Service Fee	124.78	1,061.50
Employee Benefits	0.00	250.00
Vision - Employee Benefits	23.17	139.02
Dental - Employee Benefits	40.91	225.21
Gifts	77.20	384.21
Signs / Banners	315.78	315.78
Office Supplies	761.10	4,695.00
Dues & Subscriptions	246.30	450.78
Postage & Delivery	281.92	632.81
TeleOffice	214.69	2,895.53
General Repairs - Other - Do not use	0.00	140.50
Salt - Expense	0.00	363.52
Maintenance & Repair	1,514.54	9,129.69
Snow & Ice Removal	0.00	435.00
Painting & Decorating	0.00	1,124.46
Appliances	0.00	1,791.64
Blinds	0.00	852.67
Grounds Maintenance	0.00	183.67
Cleaning	0.00	574.74
Lights & Fixtures	0.00	15.83
General Contracting Fee	0.00	0.00
Security	0.00	295.39
Fire Alarm Monitoring	0.00	0.00
Electricity	71.62	1,020.15
Water & Sanitation	0.00	128.79
Natural Gas	9.50	96.97
Gasoline	1,003.78	3,130.03
Vehical Repair Expenses	673.49	978.62
Vehicle Purchase	3,600.00	3,600.00
Software	0.00	1,167.66
IT Storage	66.10	445.42
Travel & Lodging	0.00	206.30
Meals and Entertainment	413.10	1,657.65
Riemen/Spanos Food/Entertainment	132.00	4,059.31
Bank Charges	94.20	595.63
Mortgage Interest	0.00	152.96
Legal	0.00	1,332.50
Accounting	0.00	6,613.00
Education & Training	60.00	60.00
Construction Materials	0.00	7.98
Real Estate Taxes	0.00	10.00
Fees & Permits	201.57	799.65
Employee Insurance	0.00	4,422.23
Website	1,304.09	3,993.24
Payroll	24,312.50	121,187.04
Total Operating Expense	45,617.37	233,333.75
NOI - Net Operating Income	8,377.63	41,672.31

Income Statement

Exported On: 10/30/2018

Properties: Lakestone Properties- General Management - 5910 Main St. Suite #1 McFarland, WI 53558

Account Name	2015	2016	2017
Operating Income & Expense			
Income			
Rent/Lease Income			
Insurance Income	0.00	150.00	150.00
Bonus Payback - Income	6,812.00	7,921.00	9,801.00
Payroll Payback - Income	98,013.00	109,212.00	131,219.00
Lease Fee - Income	900.00	1,021.00	2,123.00
Management Fee-Internal (Income)	212,000.00	291,005.00	332,156.00
Management Fee- 3rd Party (Income)	14,121.00	13,215.00	14,215.00
Tenant Screening Income	1,812.00	2,125.00	1,912.00
Total Operating Income	333,658.00	424,649.00	491,576.00
Expense			
Office Labor	729.00	1,129.00	847.00
Clerical Salaries	549.00	724.00	700.00
Health Insurance	5,324.00	8,921.00	11,210.00
Parking Fee	0.00	0.00	63.65
Payroll Taxes	41,215.00	76,213.00	86,212.00
Payroll Service Fee	1,721.00	1,775.00	1,991.00
Employee Benefits	250.00	250.00	250.00
Vision - Employee Benefits	212.00	242.00	298.00
Dental - Employee Benefits	0.00	419.00	498.00
Gifts	0.00	101.00	841.25
Signs / Banners	0.00	0.00	415.00
Office Supplies	4,653.21	5,321.98	9,215.23
Dues & Subscriptions	246.30	1,125.25	898.24
Postage & Delivery	432.15	1,051.21	1,151.21
TeleOffice	5,321.29	5,121.21	5,891.21
General Repairs - Other - Do not use	0.00	140.50	253.00
Salt - Expense	0.00	363.52	694.21
Maintenance & Repair	1,514.54	9,129.69	4,621.36
Snow & Ice Removal	0.00	435.00	891.21
Painting & Decorating	0.00	1,124.46	0.00
Appliances	0.00	0.00	0.00
Blinds	0.00	0.00	0.00
Grounds Maintenance	894.32	183.67	183.67
Cleaning	221.21	574.74	321.29
Lights & Fixtures	0.00	0.00	198.23
General Contracting Fee	0.00	0.00	0.00
Security	0.00	0.00	0.00
Fire Alarm Monitoring	0.00	0.00	0.00
Electricity	701.21	781.21	981.23
Water & Sanitation	0.00	0.00	0.00
Natural Gas	0.00	0.00	0.00
Gasoline	4,121.39	4,512.23	5,121.23
Vehical Repair Expenses	101.23	851.21	2,536.32
Vehicle Purchase	0.00	0.00	0.00
Software	904.26	2,121.29	2,564.23
IT Storage	0.00	0.00	841.23
Travel & Lodging	0.00	0.00	0.00
Meals and Entertainment	217.36	981.23	1,657.65
Riemen/Spanos Food/Entertainment	132.00	4,059.31	1,121.23
Bank Charges	94.20	595.63	1,212.52
Mortgage Interest	0.00	0.00	0.00
Legal	2,356.32	121.21	2,891.26
Accounting	2,315.23	2,921.35	5,463.21
Education & Training	80.00	241.56	30.00
Construction Materials	0.00	0.00	0.00
Real Estate Taxes	0.00	0.00	0.00
Fees & Permits	561.21	0.00	0.00
Employee Insurance	4,923.21	5,121.21	7,921.32
Website	141.21	4,121.23	4,521.36
Payroll	181,234.56	210,369.54	241,656.00
Total Operating Expense	261,166.41	351,143.44	406,163.55
NOI - Net Operating Income	72,491.59	73,505.56	85,412.45

11 – Additional Projects

Additional Projects

Pioneer Ridge Apartments – Wisconsin Dells, WI

18 units of supported housing integrated into a 72-unit mixed-income Section 42 financed project located on the Northeast section of Wisconsin Dells. This project is a joint venture with Mirus Partners.

Elven Sted- Stoughton, WI

33-unit affordable rental housing projects financed with Section 42 tax credits.

Maple Grove Commons - Madison, WI

20 units of supported housing integrated into a 78 unit mixed-income Section 42 financed project located on McKee Road in Southwest Madison as a joint venture with Oakbrook Corporation.

Berkshire Greendale - Greendale, WI

11 units of affordable rental housing for seniors with permanent disabilities as part of a 90-unit independent senior housing project which Movin' Out did in partnership with General Capital Group. The project is financed with a combination of Section 42 tax credits and federal HOME funding.

Bradley Crossing - Brown Deer, WI

11-unit affordable rental housing project targeted for families who have family members with permanent disabilities which is part of a 60-unit Section 42 financed supportive housing project. Movin' Out completed in partnership with Jewish Family Services and General Capital Group.

Globe Apartments - Watertown, WI

11 units of supported housing integrated into a 48-unit Section 42 tax credit project located in downtown Watertown, WI. Movin' Out carried out this project in partnership with Mirus Partners and Horizon Development and Construction.

Harbor House - Madison, WI

11-unit affordable rental project integrated within a 240-unit owner occupied condominium project that utilized a combination of Federal Section 811 and HOME funding

Middleton Senior Apartments - Middleton, WI

8 units of affordable rental housing project for seniors with permanent disabilities as part of a 56-unit independent senior housing project in which Movin' Out partnered with MSP Inc. The project is financed with a combination of Section 42 tax credits and federal HOME funding.

Monroe Street Apartments - Waterloo, WI

8 units of supported housing integrated into a 24-unit, mixed-income Section 42 project carried out as a joint venture with Mirus Partners and located in the downtown of Waterloo, Wisconsin in Jefferson County.

New Berlin City Center - New Berlin, WI

102-unit affordable rental housing project for families with eleven units reserved for tenants who have family members with permanent disabilities. This project was developed in partnership with MSP Inc. The project is financed with a combination of section 42 tax credits and federal HOME funding.

North Lawn Avenue - Madison, WI

Redevelopment of existing older single-family home into a fully accessible rental duplex.

North Port - Glendale, WI

10-unit affordable rental project integrated within a 40-unit owner occupied condominium project that utilized a combination of Federal Section 811 and HOME funding.

Stonebridge - Madison, WI

12-unit affordable rental project integrated within a 300-unit owner occupied condominium project that utilized a combination of Federal Section 811 and HOME funding.

Northcape Apartments – Mount Horeb, WI

Development of three, 20 unit market rate apartment buildings.

Farwell Place – McFarland, WI

Infill and redevelopment project with the first phase a 38-unit market rate apartment building.

12 – Market Data



Retail MarketPlace Profile

53558 (Mc Farland)
53558 (Mc Farland)
Geography: ZIP Code

Prepared by Esri

Summary Demographics

2018 Population	12,196
2018 Households	4,795
2018 Median Disposable Income	\$65,096
2018 Per Capita Income	\$43,012

2017 Industry Summary

	NAICS	Demand (Retail Potential)	Supply (Retail Sales)	Retail Gap	Leakage/Surplus Factor	Number of Businesses
Total Retail Trade and Food & Drink	44-45,722	\$225,535,731	\$112,268,407	\$113,267,324	33.5	63
Total Retail Trade	44-45	\$203,247,118	\$98,053,740	\$105,193,378	34.9	44
Total Food & Drink	722	\$22,288,613	\$14,214,667	\$8,073,946	22.1	19

2017 Industry Group

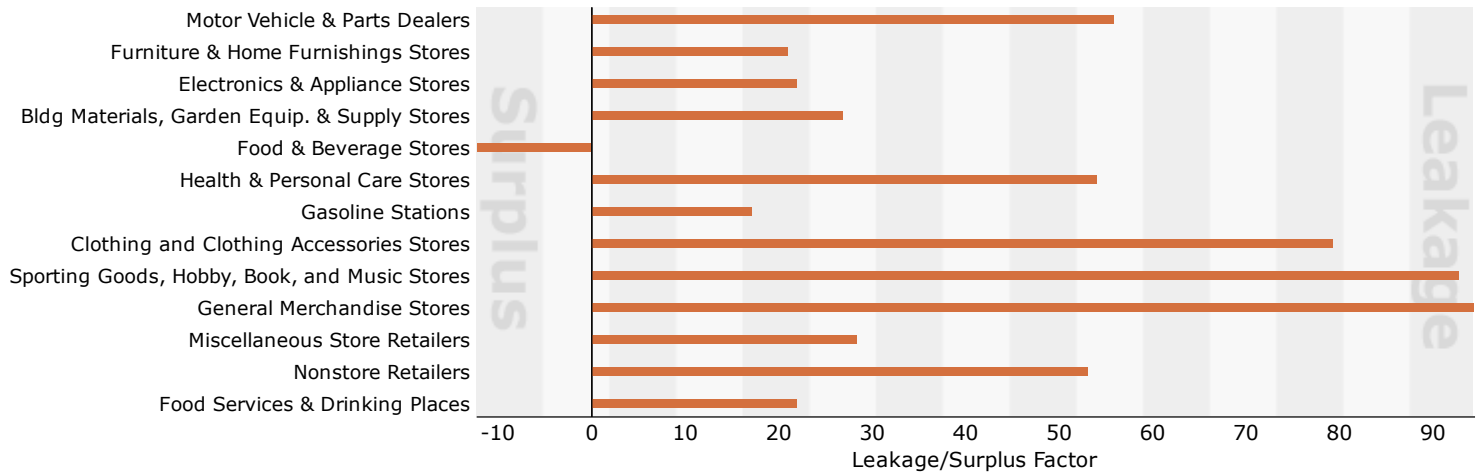
	NAICS	Demand (Retail Potential)	Supply (Retail Sales)	Retail Gap	Leakage/Surplus Factor	Number of Businesses
Motor Vehicle & Parts Dealers	441	\$43,303,118	\$12,214,925	\$31,088,193	56.0	3
Automobile Dealers	4411	\$34,185,222	\$0	\$34,185,222	100.0	0
Other Motor Vehicle Dealers	4412	\$5,602,686	\$11,464,684	-\$5,861,998	-34.3	2
Auto Parts, Accessories & Tire Stores	4413	\$3,515,210	\$750,241	\$2,764,969	64.8	1
Furniture & Home Furnishings Stores	442	\$6,863,992	\$4,476,115	\$2,387,877	21.1	5
Furniture Stores	4421	\$4,012,710	\$2,247,480	\$1,765,230	28.2	1
Home Furnishings Stores	4422	\$2,851,282	\$2,228,635	\$622,647	12.3	4
Electronics & Appliance Stores	443	\$6,868,782	\$4,378,504	\$2,490,278	22.1	2
Bldg Materials, Garden Equip. & Supply Stores	444	\$14,363,789	\$8,258,571	\$6,105,218	27.0	9
Bldg Material & Supplies Dealers	4441	\$12,979,441	\$7,710,910	\$5,268,531	25.5	7
Lawn & Garden Equip & Supply Stores	4442	\$1,384,348	\$547,661	\$836,687	43.3	2
Food & Beverage Stores	445	\$31,187,883	\$39,945,227	-\$8,757,344	-12.3	6
Grocery Stores	4451	\$27,117,588	\$32,543,707	-\$5,426,119	-9.1	2
Specialty Food Stores	4452	\$2,239,825	\$6,046,587	-\$3,806,762	-45.9	2
Beer, Wine & Liquor Stores	4453	\$1,830,470	\$1,354,933	\$475,537	14.9	2
Health & Personal Care Stores	446,4461	\$12,718,642	\$3,789,030	\$8,929,612	54.1	5
Gasoline Stations	447,4471	\$23,420,800	\$16,512,823	\$6,907,977	17.3	3
Clothing & Clothing Accessories Stores	448	\$9,027,703	\$1,032,525	\$7,995,178	79.5	2
Clothing Stores	4481	\$5,808,810	\$0	\$5,808,810	100.0	0
Shoe Stores	4482	\$1,300,643	\$624,014	\$676,629	35.2	1
Jewelry, Luggage & Leather Goods Stores	4483	\$1,918,250	\$408,511	\$1,509,739	64.9	1
Sporting Goods, Hobby, Book & Music Stores	451	\$5,362,376	\$201,032	\$5,161,344	92.8	1
Sporting Goods/Hobby/Musical Instr Stores	4511	\$4,532,924	\$0	\$4,532,924	100.0	0
Book, Periodical & Music Stores	4512	\$829,452	\$201,032	\$628,420	61.0	1
General Merchandise Stores	452	\$36,296,765	\$1,029,327	\$35,267,438	94.5	2
Department Stores Excluding Leased Depts.	4521	\$27,723,993	\$0	\$27,723,993	100.0	0
Other General Merchandise Stores	4529	\$8,572,772	\$1,029,327	\$7,543,445	78.6	2
Miscellaneous Store Retailers	453	\$7,911,249	\$4,402,147	\$3,509,102	28.5	3
Florists	4531	\$398,099	\$331,585	\$66,514	9.1	2
Office Supplies, Stationery & Gift Stores	4532	\$1,898,546	\$0	\$1,898,546	100.0	0
Used Merchandise Stores	4533	\$1,828,452	\$0	\$1,828,452	100.0	0
Other Miscellaneous Store Retailers	4539	\$3,786,152	\$4,070,562	-\$284,410	-3.6	1
Nonstore Retailers	454	\$5,922,019	\$1,813,514	\$4,108,505	53.1	3
Electronic Shopping & Mail-Order Houses	4541	\$4,877,918	\$921,228	\$3,956,690	68.2	1
Vending Machine Operators	4542	\$428,317	\$0	\$428,317	100.0	0
Direct Selling Establishments	4543	\$615,784	\$892,286	-\$276,502	-18.3	2
Food Services & Drinking Places	722	\$22,288,613	\$14,214,667	\$8,073,946	22.1	19
Special Food Services	7223	\$547,791	\$0	\$547,791	100.0	0
Drinking Places - Alcoholic Beverages	7224	\$1,647,370	\$1,121,910	\$525,460	19.0	4
Restaurants/Other Eating Places	7225	\$20,093,452	\$13,092,757	\$7,000,695	21.1	15

Data Note: Supply (retail sales) estimates sales to consumers by establishments. Sales to businesses are excluded. Demand (retail potential) estimates the expected amount spent by consumers at retail establishments. Supply and demand estimates are in current dollars. The Leakage/Surplus Factor presents a snapshot of retail opportunity. This is a measure of the relationship between supply and demand that ranges from +100 (total leakage) to -100 (total surplus). A positive value represents 'leakage' of retail opportunity outside the trade area. A negative value represents a surplus of retail sales, a market where customers are drawn in from outside the trade area. The Retail Gap represents the difference between Retail Potential and Retail Sales. Esri uses the North American Industry Classification System (NAICS) to classify businesses by their primary type of economic activity. Retail establishments are classified into 27 industry groups in the Retail Trade sector, as well as four industry groups within the Food Services & Drinking Establishments subsector. For more information on the Retail MarketPlace data, please click the link below to view the Methodology Statement.
<http://www.esri.com/library/whitepapers/pdfs/esri-data-retail-marketplace.pdf>

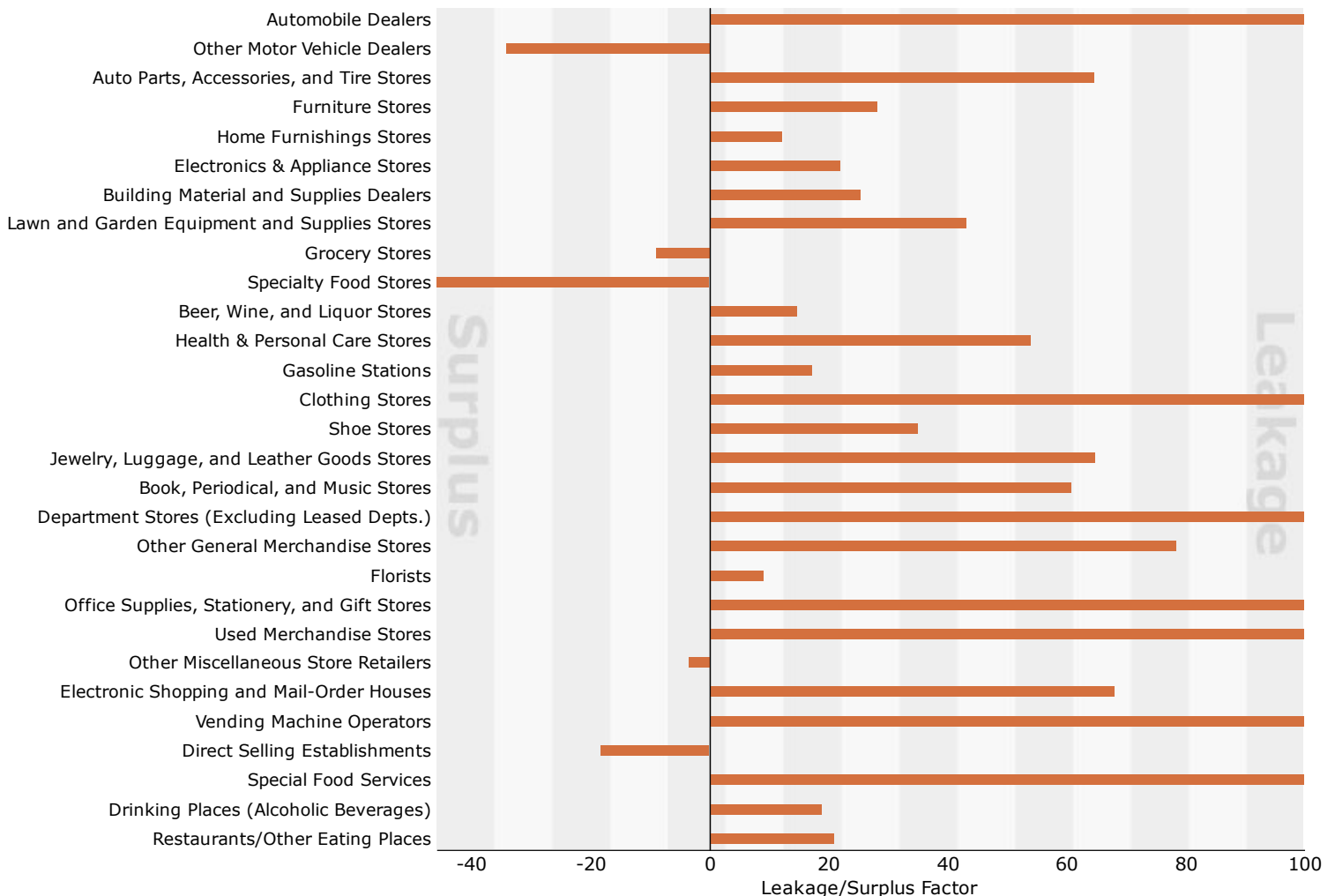
Source: Esri and Infogroup. Esri 2018 Updated Demographics. Esri 2017 Retail MarketPlace. Copyright 2018 Esri. Copyright 2017 Infogroup, Inc. All rights reserved.

September 12, 2018

2017 Leakage/Surplus Factor by Industry Subsector



2017 Leakage/Surplus Factor by Industry Group



Conclusions

Based on the research conducted, Baker Tilly concludes that a market exists for the addition of multifamily mixed income rental housing in the City of McFarland, WI. The following table is a summary of the current McFarland area market conditions for the various housing types surveyed in this analysis.

Rental Housing Type	Perceived Strength/ (Market Vacancy Rate)	Potential Net Rents*
Low Income (LIHTC)	Strong/ (3.5%) (1.0% with applications pending)	1 BR 30% AMI-\$429 1 BR 50% AMI-\$713 1 BR 60% AMI-\$842 2 BR 30% AMI-\$514 2 BR 50% AMI-\$855 2 BR 60% AMI-\$1,010 3 BR 30% AMI-\$592 3 BR 50% AMI-\$986 3 BR 60% AMI-\$1,165
Market Rate	Strong/ (3.4%) (2.2% with applications pending)	1 BR/1 BA-\$1,085 2 BR/2 BA-\$1,405 3 BR/2 BA-\$1,625

McFarland Apartments Suggested Rents						
Unit Type	% of AMI	Net Rent \$/Mo.	Utility Allowance	Gross Rents	2018 Dane County Maximum Rent	Ratio of Proposed Gross Rents to Program Rents
1 BR/1 BA	30%	\$429	\$87	\$516	\$516	100.0%
1 BR/1 BA	50%	\$713	\$87	\$800	\$860	93.0%
1 BR/1 BA	60%	\$842	\$87	\$929	\$1,032	90.0%
1 BR/1 BA	MKT	\$1,085	\$87	\$1,172	N/A	N/A
2 BR/1 BA	30%	\$514	\$105	\$619	\$619	100.0%
2 BR/1 BA	50%	\$855	\$105	\$960	\$1,032	93.0%
2 BR/1 BA	60%	\$1,010	\$105	\$1,115	\$1,239	90.0%
2 BR/1 BA	MKT	\$1,405	\$105	\$1,510	N/A	N/A
3 BR/2 BA	30%	\$592	\$123	\$715	\$715	100.0%
3 BR/2 BA	50%	\$986	\$123	\$1,109	\$1,192	93.0%
3 BR/2 BA	60%	\$1,165	\$123	\$1,288	\$1,431	90.0%
3 BR/2 BA	MKT	\$1,625	\$123	\$1,748	N/A	N/A

Note: Assumes owner pays water, sewer, trash removal. Tenant pays unit electric charges as well as hot water and heat



COMMUNITY DEVELOPMENT AUTHORITY SUMMARY SHEET

MEETING DATE: Monday, March 11, 2019

SECTION: Business

DEPARTMENT: Community Development

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

AGENDA ITEM: Discussion and action regarding Resolution #05-2019: a resolution approving an amendment to Redevelopment District No. 1 Boundary and Project Plan within Tax Increment District #3 revising the land use designation for 4703 Terminal Drive from Industrial to Mixed Use Commercial/Residential.

PREVIOUS ACTION:

The Community Development Authority reviewed this revision at its meeting on March 6th and unanimously recommended its approval.

ISSUE SUMMARY:

The property being planned for redevelopment as apartments and offices located at 4703 Terminal Drive is designated as "Industrial" land use within the Redevelopment Plan for District #1. In order to allow for the development that has been requested, the property needs to be added to the adjacent district as "Mixed/Use Commercial/Residential" land use. Given the contiguous nature of this adjacent district, it is simply a boundary change and does not create any islands within the plan.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

Redevelopment District No. 1 (TID #3) - District Boundary and Project Plan...full plan enclosed within the packet for reference.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Resolution is recommended for approval.

ATTACHMENTS:

1. Resolution - CDA Approving Amendment to Plan 05-2019
2. District_Boundary__Project_Plan_-_Redevelopment_District_1_TID_3
3. Proposed Change



RESOLUTION #05-2019

**RESOLUTION APPROVING AMENDMENT TO THE
REDEVELOPMENT DISTRICT NO. 1 PROJECT PLAN FOR THE
VILLAGE OF MCFARLAND WISCONSIN**

WHEREAS, the Community Development Authority for the Village of McFarland created the Redevelopment District No. 1 Project Plan in 2010, which includes a redevelopment plan for Tax Increment District No. 3, pursuant to Wis. Stats. § 66.1333 (the Redevelopment Plan); and;

WHEREAS, the Redevelopment Plan contains a land use map designating certain areas along Terminal Drive for industrial, commercial, residential and mixed use; and,

WHEREAS, a request was made to the Community Development Authority to amend the Redevelopment Plan, specifically to change the use of the following described properties from industrial to a mix of residential and commercial uses:

All that part of Outlot One (1), Assessor's Plat No. 4, Town of Blooming Grove, in the Village of McFarland, Dane County, Wisconsin, lying West of the West right of way line of Relocated U.S. Highway No. 51

and

All that part of the North ½ of the Northwest ¼ of Section 34, Township 7 North, Range 10 East, in the Village of McFarland, Dane County, Wisconsin, lying between the centerline of Terminal Drive and the West right of way line of Relocated U.S. Highway No. 51, except that part thereof conveyed by Warranty Deed recorded in Volume 694 of Deeds, Page 473, as Document No. 981101.

Tax Parcel ID Nos. 154/0710-342-8220-0, 154/0710-342-8200-4, 154/0710-342-7002-1 (Lots 52, 53 and 71 set forth on Map 1 of the Redevelopment Plan);

WHEREAS, notice was properly given and a public hearing was held on the proposed modifications, pursuant to Wis. Stats. § 66.1333(11);

WHEREAS, the Community Development Authority finds that the proposed change in use for the aforesaid properties is in the public interest, will not affect the objectives of the Redevelopment Plan, and will not produce conditions leading to a reoccurrence of blight within project area;

NOW, THEREFORE, BE IT RESOLVED, that the Community Development Authority for the Village of McFarland hereby approves the proposed change in use for the aforesaid properties to reflect a mix of commercial and residential use, amends to the

Redevelopment Plan to reflect this change, subject to approval by the Village Board, and recommends to the Village Board that it approve the amendment, pursuant to Wis. Stats. § 66.1333(11); and,

BE IT FURTHER RESOLVED that upon Village Board approval of the amendment the Village Clerk-Treasurer shall record an amendment with the Dane County Register of Deeds consistent with this Resolution; and

The above and foregoing Resolution was duly adopted at a regular meeting of the Community Development Authority for the Village of McFarland on the ____ day of _____, 2019.

APPROVED:

Community Development Authority Chair

ATTEST:

Cassandra Suettinger, Village Clerk-Treasurer

RESOLUTION # ____-2019	
MOTION	SECOND
ACTION	DATE
Adopted	
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Brassington	O'Hearn
Brost	Smith
Dietzel	Stolarik
Bloechl-Anderson	
VOTING RESULTS	
Motion Carried	
Motion Defeated:	

A Planning Document For

VILLAGE OF MCFARLAND, WISCONSIN District Boundary and Project Plan

Redevelopment District No. 1 (TID #3)

CDA Public Hearing Draft – April 7, 2010



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Introduction

The Village of McFarland has been actively engaged in the process of guiding the growth of the Village in an orderly fashion for 30 years through the use of tax increment financing, comprehensive and neighborhood master plans and careful implementation of sound planning and engineering. Through the creation of four TIF Districts, the Village has been able to accomplish the goals and objectives identified in each project plan. Over \$100,000,000 of new value within the corporate limits has been built as a result of the TIDs enabling the Village to possess a financing vehicle to encourage new construction and redevelopment.

Not only has the Village grown in valuation but it has also grown in an orderly fashion with the highest and best land uses appropriately located within the Village. This comprehensive approach to planning and development has greatly benefitted Village of McFarland residents and business owners. This Village attitude of orderly growth has also allowed McFarland to capture new businesses that provide living wage and high quality jobs. High quality residential growth is also another benefit enjoyed by the Village of McFarland and its residents. This orderly growth is directly associated with the comprehensive approach that the Village has maintained through these past three decades.

In an effort to continue the quality of development within the Village of McFarland, Village elected and appointed officials and staff, with consultants, are moving forward with the long-range planning and implementation of two areas within the Village limits. The first area is TID #3 which encompasses the gateway to the community from the north on the Hwy 51 corridor. This is a key area of the Village as Hwy 51 is a major transportation corridor and directly links the Village to City of Madison metropolitan area, the I-90/94 transportation corridor and all communities to the south along Hwy 51. This area will be designated as Redevelopment District #1 and will duplicate the boundaries of TID #3.

The second area the Village is addressing is TID #4 and that encompasses the historic Downtown and properties to the west along Farwell St. This area will be designated as Redevelopment District #2 and will have its own project plan with specific goals and objectives.

Historically, the properties within Redevelopment District #1 have been industrial in nature. Located on Hwy 51 just south of the South Beltline which connects to the Interstate system, the properties located in Redevelopment District #1 enjoy transportation access second to none in the region. In addition, many years ago, a major gasoline pipeline was laid parallel to the Hwy 51 corridor through and north of the Village. Consequently, the logical growth pattern along this pipeline and the Hwy 51 corridor with its excellent transportation connections, encouraged the location of many tank “farms”. This necessary land use did not significantly impact the region for many years. However, within the last twenty years, the adverse

effects of the tank farms have negatively impacted the redevelopment potential of surrounding properties.

This type of land use requires intensive transportation access and use with hundreds of large tanker semis accessing each of the terminals on a daily basis. In addition, safety precautions are very strict and require stringent adherence which negatively affects abutting properties in the types of land use, landscaping, transportation access and similar activities. The safety precautions necessary for each tank farm terminal also limit themselves in the types of landscaping allowed, necessary setbacks and vacant land surrounding the tanks, etc. so as to provide minimal density of development vs. intense density of development that could occur along this highway corridor.

Another issue which arises due to this type of land use is the impact on the environment surrounding this area. Lake Waubesa is immediate adjacent to many of the terminal properties. In addition, an environmental stormwater corridor bisects the Redevelopment District. The nature of the tank farm terminal useage could present extreme environmental concerns if accidental spillage or leakage occurred. This plan acknowledges that the current owners have taken the required legal steps to avoid any environmental disaster but accidents do happen and that is reason to acknowledge the potential for an environmental problem sometime in the future.

The tank farms have been and continue to be “good neighbors and citizens” in McFarland. The recommendations in this Redevelopment Plan are not meant to imply that these businesses and owners are not wanted in the Village. The land use recommendations contained herein are intended to be very long-range (50-100 years) and only if certain other conditions in the region are met.

In addition, Redevelopment District #1 contains some old and tired industrial uses that were located along the Hwy 51 corridor. A few are no longer in existence; others should be moved to a less visible site in a heavier industrial area. These land uses are located primarily in the northeast portion of the Redevelopment District, east of Hwy 51.

The purpose of the Redevelopment District #1 Project Plan is to provide the Village with a vehicle to allow the Community Development Authority to participate in redevelopment projects and also to use Lease Revenue Bonds for financing the infrastructure in TID #3. Another vehicle available to the CDA with the creation of a redevelopment district is to use Lease Revenue Bonds for financing the infrastructure in TID #3. Under this scenario, the CDA borrows funds to pay for infrastructure or other redevelopment activities and maintains control of those improvements. The Village reimburses the CDA for those improvements and their borrowing with tax revenues generated from new development and increment within the Tax Increment District. With these revenues, the CDA pays back the bond and is made whole.

As stated above, the Redevelopment District boundary is limited to the current TID #3 boundary. The Village may choose to expand the project area in the future if the property immediately north of the northwest corner would switch jurisdictions from Madison to McFarland. That property is currently a tank farm property and should be incorporated into a larger redevelopment proposal. Transfer of the property between jurisdictions is a very complex process with no concrete discussions taking place at the writing of this plan. However, for long-range planning purposes, inclusion of this property into a larger redevelopment project in that area would bring the most logical and orderly growth to the community at the northernmost area of the Village.

Redevelopment District #1 Project Plan should be used in conjunction with the TID #3 Project Plan. While TID #3 is the financial enabling tool, the TID #3 Project Plan is also the planning document from which to undertake public improvement projects and redevelopment direction for implementation with Redevelopment District #1 Project Plan.

Statutory Authority

This plan has been prepared and adopted under the provisions of §66.1333, Wis. Stats.

Redevelopment Area

The boundary of the redevelopment area is shown on Map One.

It is further described as follows:

METES & BOUNDS DESCRIPTION

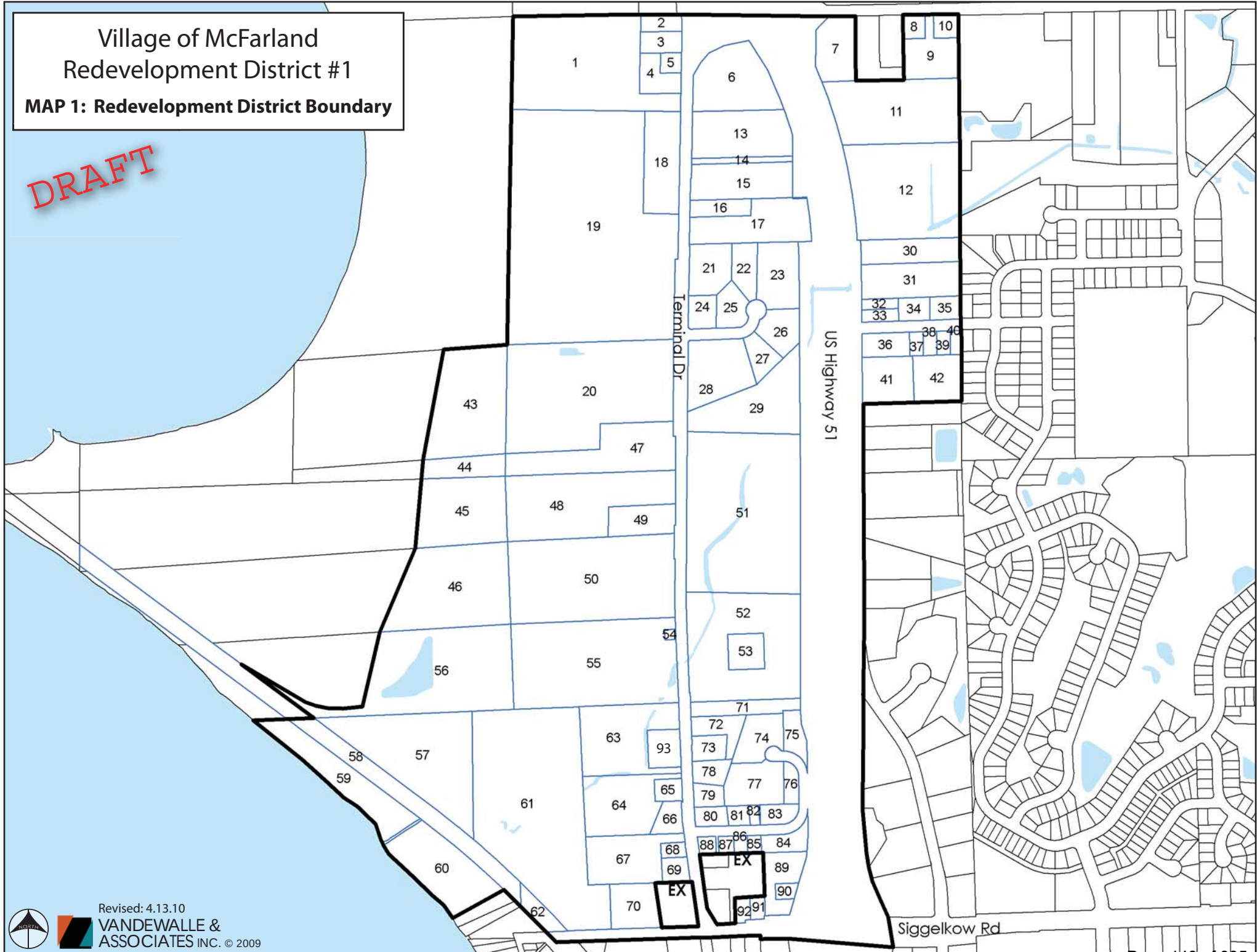
Commencing at the West $\frac{1}{4}$ corner of Section 34, Township 7 North, Range 10 East, thence S 86° W, 297.12 feet, thence N 35° W, 106 feet to the Point of Beginning of this description; thence northwesterly along the lake shore to the intersection of the NW $\frac{1}{4}$ NE $\frac{1}{4}$ south line with the lakeshore; thence east along said $\frac{1}{4}$ line to the intersection of the Easterly Right-of-Way line with said NE $\frac{1}{4}$ NE $\frac{1}{4}$ south line; thence N $86^{\circ}44'30''$ E along south line of NE $\frac{1}{4}$ line of Section 33 to the east railroad right-of-way line; thence northwesterly along said railroad right-of-way line 573.93 feet; thence leaving said right-of-way line, S $59^{\circ}30'$ E, 418.54 feet to a solid iron stake set, said stake being 50 feet off the centerline of a spur railroad track; thence southeasterly along the arc of a curve, said curve running parallel and 50 feet northerly of the centerline of said spur railroad track, to a solid iron stake set being S $79^{\circ}47'$ E, 268.33 feet from the last described point; thence N $86^{\circ}39'$ E running parallel to and 50 feet northerly of said spur track centerline, 100.10 feet to a solid iron stake set; thence N $16^{\circ}30'52''$ E, 458.28 feet; thence N $66^{\circ}52'15''$ E, 530.26 feet; thence N $03^{\circ}28'20''$ W, 507.02 feet; thence N $10^{\circ}24'14''$ E, 650.59 feet; thence easterly to the east line of Section 28; thence N $00^{\circ}30'39''$ E, 1941.6 feet, thence N $88^{\circ}52'40''$ E, 439.44 feet; thence N $89^{\circ}03'33''$ E, 13.61 feet; thence N $89^{\circ}03'33''$ E, 211.24 feet to the west right-of-way line of Terminal Drive; thence West to the east right-of-way line of Triangle Street; thence S $43^{\circ}46'42''$ W, 111.56 feet, thence S $00^{\circ}12'45''$ E, 215.46 feet, thence on a curve to the right of radius 3030.79', whose long chord bears S $22^{\circ}50'21''$ E, 97.05 feet; thence south along the east right-of-way of Triangle Street which is parallel to and 66 feet east of the east right-of-way line of USH 51 which curves concave to the west with a radius of 2967.9 feet and a long chord of S 15° E, 401.3 feet; thence N 87° E, 688.23 feet, thence S 545.35 feet; thence S 01° W, 337.6 feet; thence S $00^{\circ}38'00''$ E, 347.45 feet; thence S $01^{\circ}50'$ W, 270.2 feet; thence S $89^{\circ}39'$ E, 578.85 feet to the easterly right-of-way line of Triangle Street; thence following the easterly right-of-way line of Triangle Street S $01^{\circ}50'$ W, 405.3 feet; thence W, 66 feet to the easterly right-of-way line of USH 51; thence along the easterly right-of-way line of USH 51 S $0^{\circ}49'17''$ E, 354.75 feet; thence S $0^{\circ}48'10''$ E, 417.38 feet; thence south along the easterly right-of-way line of USH 51 to the

intersection of the easterly right-of-way line of USH 51 and the westerly right-of-way line of Triangle Street; thence south along the easterly line right-of-way line of USH 51 955.83 feet; thence West to the west right-of-way line of USH 51; thence S 88°26'58" W, 275.71 feet, thence East 400.75 feet to the easterly right-of-way line of Terminal Drive; thence S 08°14' E, 60.18 feet; thence S 08°14' E to a point 303.71 feet N 05°56'17"W of the intersection of the centerlines of Terminal Drive and Siggelkow Road; thence S 89°13'59" W, 548.91 feet, thence S 0°11'24" E, 301.86 feet; thence West along the north right-of-way line of Siggelkow Road 351.95 feet to the west railroad right-of-way line; thence N 46°10' W along curve to left of radius 5680.15 feet 246.47 feet; thence S 61° W, 330.89 feet to the Point of Beginning; except Lot 2, CSM 1034, except Lot 1, Lot 2, Lot 3, CSM 8755.

Village of McFarland
Redevelopment District #1

MAP 1: Redevelopment District Boundary

DRAFT



Revised: 4.13.10

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Redevelopment Objectives

The objectives of this redevelopment plan are to provide direction in the following areas which include, but are not limited to: (1) types and mix of land uses; (2) density of land uses; (3) removing blight as identified in Table 3: Blight Determination; (4) location and types of businesses appropriate to individual development areas; (5) transportation access to new and redevelopment areas and its impact on existing neighborhoods; (6) impact of new and redevelopment upon environmental corridors and areas and stormwater quality management; and (7) quality of materials and level of landscaping in types of land uses;.

In the late 1980s, early 1990s, the Village aggressively marketed the east side of the Hwy 51 corridor north of Siggelkow Road. As a result of this aggressive marketing, many good quality, industrial uses located on the north end of Triangle and then mid-way down and south to Siggelkow Road. Development interest waned on the west side of the Hwy 51 corridor due to the restrictive nature of land uses that could commingle with tank farms and terminals.

In 2004, the Village created TID #3. The purpose of creation of this TID was to repeat the aggressive marketing and business recruitment done in the 1990s but primarily on the west side of Hwy 51. With creation of this TID, the Village was able to successfully market to two new businesses which brought significant new tax base and quality jobs to the community and were good corporate citizens and businesses that could co-exist with the tank farms and terminals. Unfortunately, due to the economic downturn experienced in 2008 and 2009, one of the businesses was unable to stay open and is currently vacant. The original business is still operating and hoping to expand on the vacant portion of the property when the economy gets better and they are able to secure more customers.

In 2005, the Village of McFarland adopted The Terminal and Triangle District Plan. The purpose of this plan was to address the following areas, both generally and in detail:

- Presents detailed criteria against which to evaluate requests for rezoning, site plans, conditional use permits and other development proposals. To the extent that development proposals offer alternate approaches to achieve similar or better results, the Village should consider such alternate approaches.
- Helps direct public improvements, such as Terminal Drive enhancements and landscaping, which will in turn attract high quality economic development and enhance McFarland's northern gateway.
- Provides guidance to the Village Board and new Community Development Authority on the types of projects to support with TIF financing.

The Terminal and Triangle District Plan further identifies unique opportunities in each of the subdistricts as follows:

- **Highway 51 Design Subdistrict**, including the public highway right-of-way and private lands adjacent to (and across Triangle Drive from) Highway 51. This corridor is critical to McFarland's image, and McFarland's image is critical in establishing the Village's economic future.
- **Beltline-Oriented Commercial Subdistrict**, including lands along Terminal Drive near its intersection with Highway 51. This area presents superior highway access and visibility, is next to permanently protected lake and wetland areas, and is ripe for redevelopment focused on commercial service uses.
- **Mixed-Use Lakeview Village Subdistrict**, including lands near the intersection of Terminal Drive and Siggelkow Road, near the south end of the planning area. This subdistrict presents opportunities for mixed-use, higher density development focused on its waterfront and water view location and good road, rail, and community access.
- **Industrial Center Subdistrict**, including industrial and distribution focused lands along Terminal Drive between the previous two subdistricts. These areas will continue with similar uses, with upgrades in development quality when new proposals are offered.
- **Triangle/Meinders Subdistrict**, focused on small parcels near the intersection of these two streets. These parcels—currently in a mix of land uses of generally low quality—enjoy good highway visibility. Land assembly will be particularly critical for future redevelopment.

The purpose of Redevelopment District Plan #1 is to provide the redevelopment tools necessary to recruit new business and complement the financing tool already in place with TID #3. The Village may need to participate more in identification, recruitment and securing of business and redevelopment of key properties in this District. Elimination of blighted buildings and uses on the east side of Hwy 51 on Triangle St. will provide smaller lots for smaller businesses that need visibility and good transportation access.

In addition, the Development Design Principles contained in The Terminal and Triangle District Plan list the importance of following the land use recommendations, the development design principles and transportation recommendations which will guide new and redevelopment in this area.

In summary, Redevelopment Objectives include business recruitment, job creation, elimination of blighted buildings and land uses, encouragement of infill development on underutilized land by cooperating with existing property owners to promote new building, recruit businesses that do not require the heavy transportation uses currently within the District in an effort to offset the current transportation demand, and protect and enhance the environmental corridor and areas on the far western portion of the District.

All of these Redevelopment Objectives, if met, will help alleviate the “blighted” conditions which currently exist and which the Village is preparing to address through creation of Redevelopment District #1 Project Plan.

Consistency with Local Plans

This redevelopment plan is consistent with the recommendations contained in the Village of McFarland Comprehensive Plan. It is also consistent with the Tax Increment Finance District #3 Project Plan and Tax Increment Financing District #3 Amendment #1 Project Plan. These plans may be amended from time to time. This Redevelopment Plan is intended to be consistent with any changes or modifications in the Village’s plans as amended and adopted.

These documents are available for inspection during normal business hours. Contact Village of McFarland Village Clerk to review the above documents at Village Hall.

Existing Conditions

Existing Land Use and Zoning

Existing land use in the Redevelopment District is depicted on Map Two and Table One. Over 60% of the district is industrial or an industrial-commercial type of use. There are 20 lots (or 25%) which are residential uses and approximately 7 lots which are strictly commercial use.

Existing zoning in the Redevelopment District is depicted on Map Three.

Existing Conditions

The existing land uses within the proposed boundary for Redevelopment District No. 1 are notated on Map Two: Existing Land Uses. The existing condition of uses are described below on the east and west side of Hwy 51.

East Side of Hwy 51

New development has taken place on the northern-most properties. Old buildings have been demolished and new development is currently being undertaken. Tank farms and terminals are located along Triangle Street immediately south of this new development. Between the tank farms and the southern edge of the boundary on the east side of Hwy 51 contains old, dilapidated, underutilized properties and buildings and also some very new, very attractive buildings. There is a stark contrast between

the blighted properties and the newly developed properties on Triangle Street which further points out the need to redevelop the blighted properties to further enhance existing and new development in this portion of the Redevelopment District.

West Side of Hwy 51

The west side of Hwy 51 along Terminal Drive could be described as containing tank farms and terminals in approximately 50% of the land by area. There exists a significant amount of vacant and/or underutilized land due to the nature and requirements for safety on the properties owned by the oil companies. There has been significant redevelopment of underutilized properties on McFarland Court. Properties north of this new development contains a propane distributor and trucking and/or truck repair facilities. Redevelopment of this area is critical as it is the major gateway to the Village and the trucking and repair facilities could be located on an interior lot and/or relocated to another area in the Village that has the same transportation access.

There is significant environmental corridors and wetlands/environmentally sensitive areas on this side of the highway. Lake Waubesa is literally a “stone’s throw” from many of these uses. The Village has a beautiful park on the water. Rail access is available along the western edge of part of the properties.

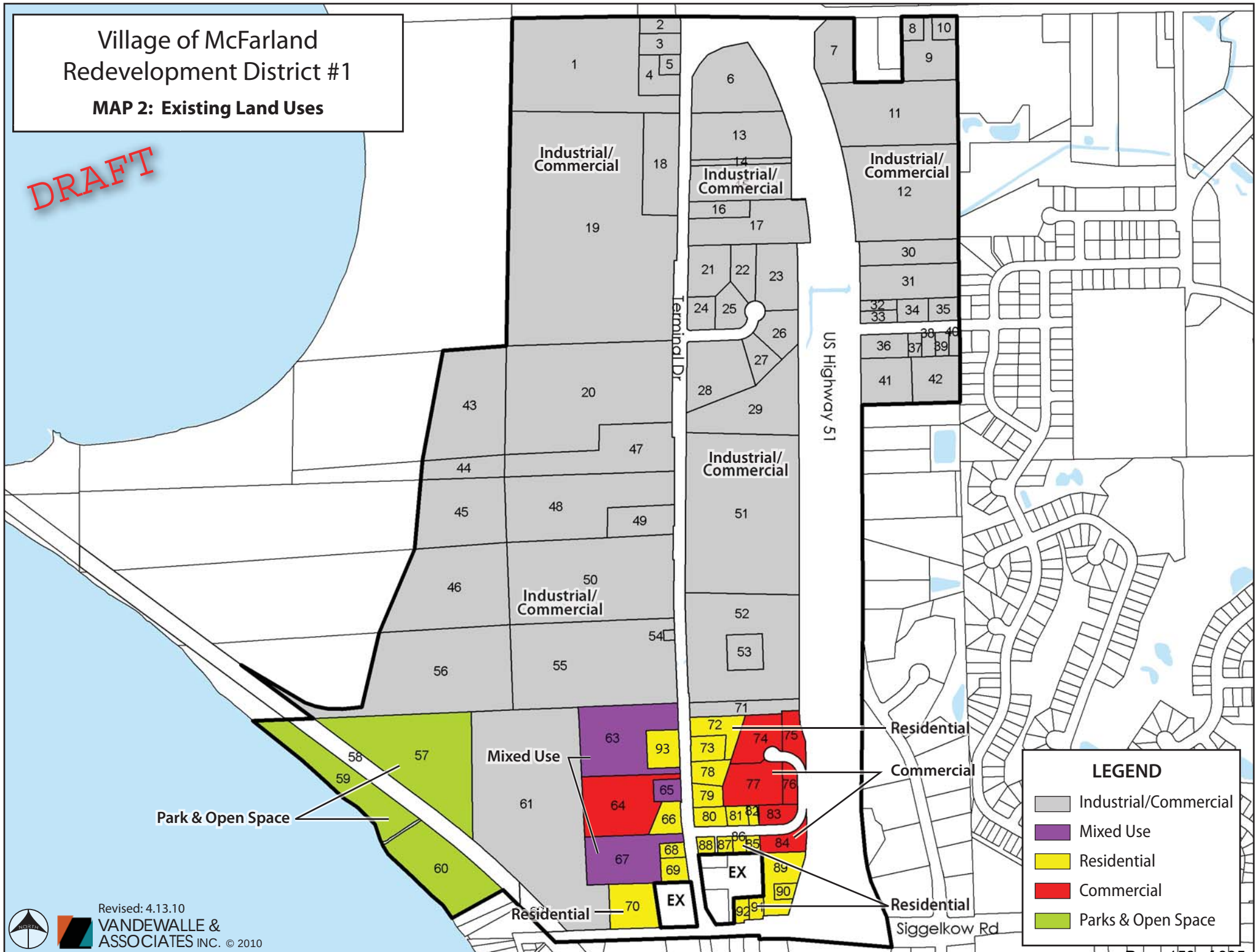
There are also a few small businesses and several residential properties in the southern portion along Terminal Drive and Hwy 51. Many of the residential uses are nicely maintained. There is also under utilized property in this area as well.

The redevelopment area currently has the following zoning:

Highway Commercial
Limited Commercial
Conservancy
Commercial Park
Manufactured-Intensive
Single & Two-Family Residence
General Residence

Village of McFarland
Redevelopment District #1
MAP 2: Existing Land Uses

DRAFT



Revised: 4.13.10

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VILLAGE OF MCFARLAND
REDEVELOPMENT DISTRICT NO. 1
TABLE 1: PARCEL USE

Map #	Parcel #	Property Owner	Property Address	Class
1	071027385651	Access Dane has AMBR II LLC	4306 TERMINAL DR	Comm
2	071027385407	MANGAT ENTERPRISES LLC	4004 TERMINAL DR	Comm
3	071027385158	RICHARD L GRAMS	4008 TERMINAL DR	Comm
4	071027385354	BRUCE GJERMO	4016 TERMINAL DR	Comm
5	071027385256	RICHARD L GRAMS	4012 TERMINAL DR	Comm
6	071027385005	A-BUDGET WAREHOUSING INC	4015 TERMINAL DR	Comm
7	071027380420	TIMOTHY T NEITZEL	4801 VOGES RD	Comm
8	071027380019	SPARTAN PROPERTIES OF MCFARLAND LLC	4905 VOGES RD	Comm
9	071027380117	SPARTAN PROPERTIES OF MCFARLAND LLC	4913 VOGES RD	Comm
10	071027380215	SPARTAN PROPERTIES OF MCFARLAND LLC	4915 VOGES RD	Comm
11	071027384300	ARC TERMINAL HOLDINGS LLC	4009 TRIANGLE ST	Comm
12	071027383203	FARMERS UNION CENTRAL EXCHANGE INC	4103 TRIANGLE ST	Comm
13	071027389207	INNOVATIVE WISCONSIN ENTERPRISES LLC	4107 TERMINAL DR	Comm
14	071027389109	INNOVATIVE WISCONSIN ENTERPRISES LLC		Comm
15	071027389001	NATIONAL PROPANE LP	4117 TERMINAL DR	Comm
16	071027388913	4201 BUILDING PARTNERSHIP	4121 TERMINAL DR	Comm
17	071027388600	MMI LLC	4123 TERMINAL DR	Comm
18	071027385751	US OIL CO INC	4306 TERMINAL DR	Comm
19	071027385851	GETTY REFINING & MARKETING CO	4306 TERMINAL DR	Comm
20	071027391801	US OIL CO INC	4402 TERMINAL DR	Comm
21	071027390008	VENTURE FUELS LLC	4215 TERMINAL DR	Comm
22	071027340631	BADGER TERMINAL LLC	4760 MCFARLAND CT	Comm
23	071027340941	BADGER TERMINAL LLC	4772 MCFARLAND CT	Comm
24	071027340011	CSAK REIK LLC	4700 MCFARLAND CT	Comm
25	071027340321	MCDONALD PROPERTIES LLC	4740 MCFARLAND CT	Comm
26	071027341311	BADGER TERMINAL LLC	4791 MCFARLAND CT	Comm
27	071027341681	BADGER TERMINAL LLC	4761 MCFARLAND CT	Comm
28	071027342061	ROGER A SCHINK	4701 MCFARLAND CT	Comm
29	071027342501	MCFARLAND, VILLAGE OF		Exempt
30	071027395003	RANDY S SLINDE	4215 TRIANGLE ST	Comm
31	071027399803	GARY M BROWN	4219 TRIANGLE ST	Comm
32	071027399961	RAU INVESTMENTS LLC	4307 TRIANGLE ST	Comm
33	071027399861	PGB GILBERT LLC	4311 TRIANGLE ST	Comm
34	071027399761	MEINDERS DEVELOPMENT LLC	4910 MEINDERS RD	Comm
35	071027399705	S&R HOLDINGS LLC	4922 MEINDERS RD	Comm
36	071027398859	LEO J DUREN	4901 MEINDERS RD	Comm
37	071027399054	BRIAN ROGERS	4919 MEINDERS RD	Comm
38	071027399152	HARVEY WILLIAM ALEXANDER	4921 MEINDERS RD	Comm
39	071027399250	LEO J DUREN	4927 MEINDERS RD	Comm
40	071027399205	S&R HOLDINGS LLC	4931 MEINDERS RD	Comm
41	071027399401	BJCMS PROPERTIES LLC	4313 TRIANGLE ST	Comm
42	071027399551	BJCMS PROPERTIES LLC	4405 TRIANGLE ST	Comm
43	071028498909	US OIL CO INC		Comm
44	071028498301	MHMWI LLC		Comm
45	071033180009	MHMWI LLC		Comm
46	071033184201	CITGO PETROLEUM CORPORATION		Comm
47	071027392408	MHMWI LLC		Comm
48	071034285501	MHMWI LLC	4412 TERMINAL DR	Comm
49	071034285350	BADGER PIPE LINE CO	4508 TERMINAL DR	Comm
50	071034286500	CITGO PETROLEUM CORPORATION	4606 TERMINAL DR	Comm
51	071027393505	KOCH REFINING COMPANY	4405 TERMINAL DR	Comm

VILLAGE OF MCFARLAND
REDEVELOPMENT DISTRICT NO. 1
TABLE 1: PARCEL USE

Map #	Parcel #	Property Owner	Property Address	Class
52	071034282004	ROBERT C ANDERSON	4703 TERMINAL DR	Comm
53	071034282200	ROBERT C ANDERSON		Comm
54	071034289101	MCFARLAND, VILLAGE OF		Exempt
55	071034287111	HIGH TRACK LLC	4704 TERMINAL DR	Comm
56	071033182507	HIGH TRACK LLC		Comm
57	071033162047	WI DNR		Exempt
58	071033186709	WI DOT		Exempt
59	071033165571	MCFARLAND, VILLAGE OF	4800 MCDANIEL LN	Exempt
60	071033164661	MCFARLAND, VILLAGE OF	4806 MCDANIEL LN	Exempt
61	071034244046	BUCKEYE TERMINALS LLC	4516 SIGGELKOW RD	Comm
62	071034382503	WI DOT		Exempt
63	071034242922	JOLEIGH LLC	4712 TERMINAL DR	Comm
64	071034242404	CHECKMATE INVESTMENTS LLC	4800 TERMINAL DR	Comm
65	071034242253	CINDY L KRENZ	4810 TERMINAL DR	Comm
66	071034242011	ADALINE A NICHOLS	4818 TERMINAL DR	Res
67	071034241423	CENTRAL WISCONSIN ENTERPRISES INC	4900 TERMINAL DR	Comm
68	071034241227	MCFARLAND, VILLAGE OF	4902 TERMINAL DR	Exempt
69	071034241003	TIMOTHY R BLUM	4908 TERMINAL DR	Res
70	071034240317	WAUBESA VILLAGE LLC	4604 SIGGELKOW RD	Res
71	071034270021	ROBERT C ANDERSON		Comm
72	071034270231	ROBIN H BECKER	4715 TERMINAL DR	Res
73	071034270437	DAVID G MCGUIRE	4719 TERMINAL DR	Res
74	071034270951	STORAGESHOPUSA-MCFARLAND LLC	See below	Comm
75	071034272021	IT PARTNERS LLC	4900 IVYWOOD TRL	Comm
76	071034272328	CAPITAL AREA UNISERY BUILDING CORPORATION	4800 IVYWOOD TRL	Comm
77	07103426902c	STORAGESHOPUSA-MCFARLAND LLC	See below	Comm
78	071034270642	DALE A HEINEMEIER	4805 TERMINAL DR	Res
79	071034270791	PATRICIA A BECKER	4813 TERMINAL DR	Res
80	071034271365	JOHN T BARTELME	4706 IVYWOOD TRL	Res
81	071034271561	SANDRA M GIESE	4714 IVYWOOD TRL	Res
82	071034271767	TIFFANY K NELSON	4718 IVYWOOD TRL	Res
83	071034272631	TERRA L LEE	4808 IVYWOOD TRL	Comm
84	071034272846	Ivywood Properties LLC	4719 IVYWOOD TRL	Comm
85	071034273101	THOMAS N EVERSON	4711 IVYWOOD TRL	Res
86	071034273081	THOMAS N EVERSON	4707 IVYWOOD TRL	Res
87	071034273363	FREDRIC J HOLMES	4705 IVYWOOD TRL	Res
88	071034273569	GILBERT J SUTHERS JR	4901 TERMINAL DR	Res
89	071034274997	WHITEHORSE REV TR	4907 WHITEHORSE PL	Res
90	071034275094	WALTER R WHITEHORSE	4911 WHITEHORSE PL	Res
91	071034274586	BILL N MARGETIS	4708 SIGGELKOW RD	Res
92	071034274782	GURMAIL S MANGAT	4704 SIGGELKOW RD	Res
93	071034243636	KAREN A HINCKLEY	4814 TERMINAL DR	Res
77	071034269001	STORAGESHOPUSA-MCFARLAND LLC	Unit 1	Comm
77	071034269021	STORAGESHOPUSA-MCFARLAND LLC	Unit 2	Comm
77	071034269041	McCaughey Properties LLC	Unit 3	Comm
77	071034269061	AUTUMN HOLDINGS	Unit 4	Comm
77	071034269101	Mark Alan Hermanson.	Unit 6	Comm
77	071034269121	STORAGESHOPUSA-MCFARLAND LLC	Unit 7	Comm
77	071034269141	STORAGESHOPUSA-MCFARLAND LLC	Unit 8	Comm
74	071034269161	HOWARD DAVIS	Unit 9	Comm
74	071034269181	STORAGESHOPUSA-MCFARLAND LLC	Unit 10	Comm

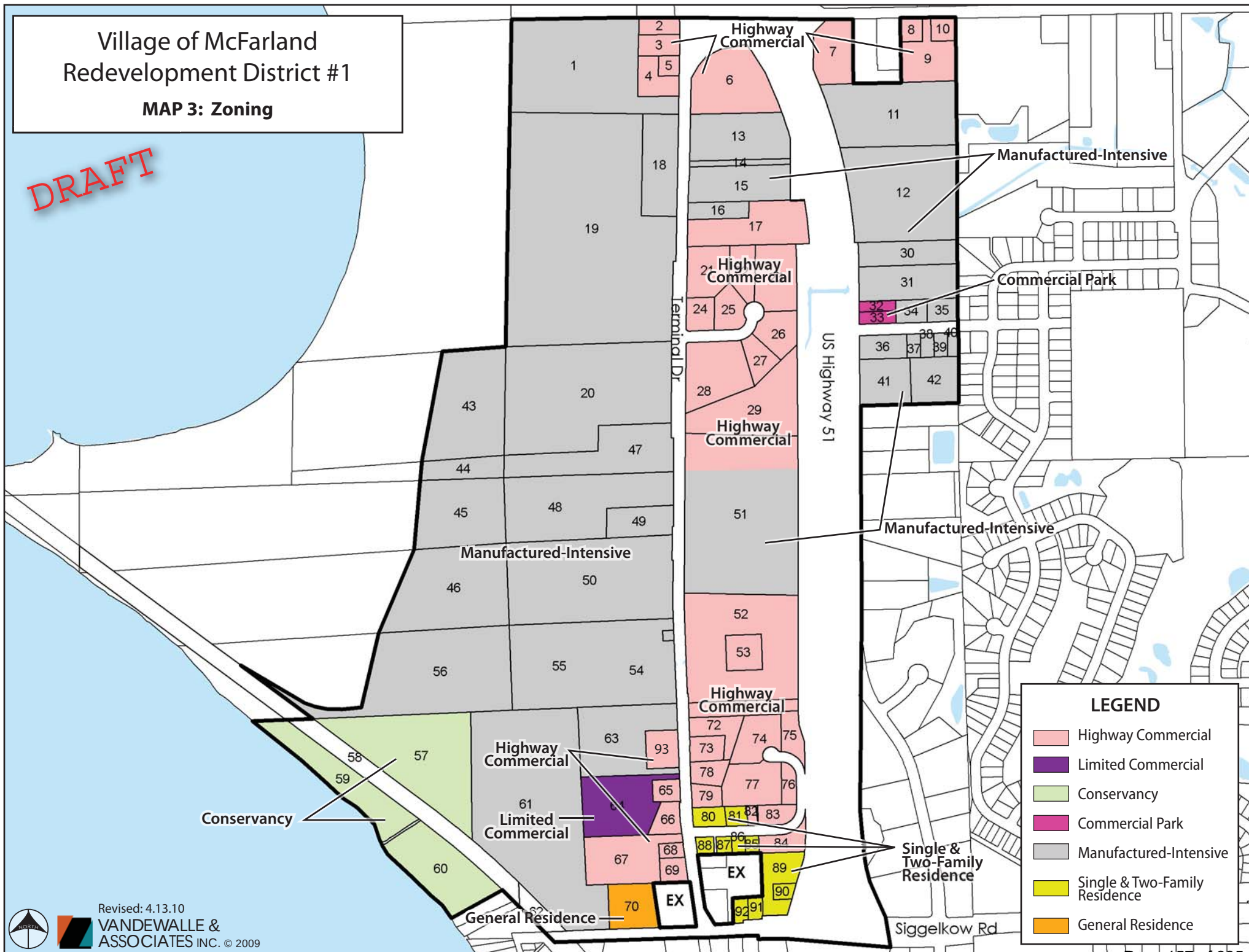
VILLAGE OF MCFARLAND
REDEVELOPMENT DISTRICT NO. 1
TABLE 1: PARCEL USE

Map #	Parcel #	Property Owner	Property Address	Class
74	071034269201	STORAGESHOPUSA-MCFARLAND LLC	Unit 11	Comm
74	071034269221	STORAGESHOPUSA-MCFARLAND LLC	Unit 12	Comm
74	071034269241	STORAGESHOPUSA-MCFARLAND LLC	Unit 13	Comm
74	071034269261	STORAGESHOPUSA-MCFARLAND LLC	Unit 14	Comm
74	071034269281	STORAGESHOPUSA-MCFARLAND LLC	Unit 15	Comm
74	071034269301	STORAGESHOPUSA-MCFARLAND LLC	Unit 16	Comm
74	071034269321	STORAGESHOPUSA-MCFARLAND LLC	Unit 17	Comm

Village of McFarland Redevelopment District #1

MAP 3: Zoning

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LEGEND

- Highway Commercial
- Limited Commercial
- Conservancy
- Commercial Park
- Manufactured-Intensive
- Single & Two-Family Residence
- General Residence

Revised: 4.13.10

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Redevelopment Area Parcels

Map Four is taken from The Terminal and Triangle District Plan (Map 2: Planned Land Uses). Please refer to The Terminal and Triangle District Plan for the subdistrict breakdowns of land use, concept layouts, design guidelines and specific redevelopment concepts. The Village of McFarland Comprehensive Plan also identifies this area as a primary focus for the Village to recruit modern and clean industrial uses as well as encourage infill redevelopment of mixed use/residential land uses over the next 20 years.

Redevelopment Areas are interspersed with already improved parcels containing businesses that are consistent with the goals and objectives of the overall District. Vacant land also exists among fully developed property as well as vacant land coexisting with partially improved lots.

A challenge exists in this Redevelopment District that is very unique. This challenge consists of finding appropriate development and businesses that can co-exist with the tank farms and terminals along the pipeline located in this corridor. Because of the very tight restrictions tied to each of the terminals that somewhat dictate the land uses adjacent to or near the terminal properties, the Village has a challenging implementation task to accomplish redevelopment of this District. In addition, the high volume of truck traffic that is generated from the terminals/tank farms can create a negative impact on a potential future business that does not necessarily want heavy truck traffic going past their business. There is significant vacant land on many of the terminal/farms' properties that is totally underutilized and, if developed, could bring in significant tax base and more jobs. However, the opportunity for redevelopment is lessened with the restrictions placed on development of these sites and so the Village is somewhat limited on what it is able to promote and accomplish.

In viewing Map 4 and summarizing recommendations contained in The Terminal and Triangle District Plan, the most prominent potential redevelopment area is in the northwest portion of the District or labeled "Beltline-Oriented Commercial Subdistrict". Existing land uses include vacant land, commercial, propane distribution, truck transporting and truck and trailer repair. Access and visibility is excellent. It is the prime entry to the Village along a very busy highway corridor. In a prime redevelopment scenario, these properties would be part of a comprehensive redevelopment project that could include hotel, retreat/conference center, sit-down restaurant, highway and job-oriented retail, clinics and daycare, office and limited fuel/convenience uses.

Several of these properties are blighted from an economic (vacant land), visual, environmental and obsolete land use definitions. Also the mix of land uses is very haphazard. One can see that the mix has evolved over many years without much control on types of uses. Approximately 1/3 of the properties are directly fronting on Hwy 51. Immediately south of this area, prime redevelopment has occurred with

very attractive buildings fronting onto Hwy 51 with back access from Terminal Drive. Complementary buildings and even higher density should be planned for in this first redevelopment area.

The next subdistrict to the south is the “Industrial Center”. Currently, it is composed of primarily tank farms with High Track at the south and the now vacant 84 Lumber site. The 84 Lumber site was briefly used before the company pulled out due to the severely declining economy of the building industry. This property was constructed as a lumber yard with truss manufacturing facility. It is unique in its type of use and is completely useable for a similar type of use. Since the buildings are new, they also could potentially be reconfigured, added on to and retrofitted. Business recruitment for this site should be a top priority of the Village by assisting the landowner with Village connections, inquiries into available properties by other businesses and potential relocation of existing businesses into this property. Recommended land uses include manufacturing, distribution, office and compatible commercial.

There was a mixed use commercial/residential proposal for property located south on Siggelkow Road next to the railroad tracks. That proposal is on hold as most others are due to economic conditions. The Village should make sure that communication is kept open with the property owner on potential redevelopment of this underutilized area. This area is identified as the “Mixed-Use Lakeview Village” subdistrict in The Terminal and Triangle District Plan. Recommended uses include mixed-use buildings and sites, office and residential, neighborhood and lake-oriented retail and potential transit station. The architecture is recommended to be higher profile due to proximity to the lake as well as under-building parking to minimize environmental and visual impact on surrounding properties.

Ivywood Trail produces a unique blend of uses with single family and duplexes, small businesses and warehousing storage facilities. Most of the properties are in very good condition. The commercial properties lack landscaping and screening and do not present the best visual image from Hwy 51. Upgrading of landscaping would help this area. The only development opportunity for vacant land is located on Map #74. It is assumed that a continuation of the storage buildings/units will take place on that property once demand exceeds the supply. This subdistrict has land use recommendations for long-term residential, office and mixed use along the Highway 51 corridor.

There is redevelopment proposed and partially completed in the northeast portion of the District on Map # 8, 9 and 10. Partial demolition has taken place with construction beginning in 2010. This is an excellent example of public/private cooperation for redevelopment of severely blighted properties. This type of assemblage and public/private cooperative efforts should be aggressively pursued in the area of Map #s 32 through 42. This area is identified in The Terminal and Triangle District Plan as the “Triangle/Meinders Subdistrict”. The majority of buildings are extremely blighted, underutilized, obsolete, structurally questionable

and potentially could create a dangerous situation in case of fire. Some of the buildings are inhabited; some are vacant. All are in need of rehabilitation or redevelopment. The massing of this provides an excellent opportunity for comprehensive redevelopment and cleans up the last blighted area on the east side of Hwy 51. Recommendations for specific land use include land uses similar to those built on Badger Business Park and employment center to the south, stormwater improvements as this area is a collector for a very large area to the north and also consolidation and/or assemblage of properties previously discussed.

It is important to note that some of the parcels that are marked as potential redevelopment parcels contain businesses that are not anticipated to be redeveloped. Situations where a portion of the property is vacant and, consequently, underutilized, forms the basis for including that entire parcel as a potential redevelopment parcel. It should be understood that the Village is identifying potential redevelopment sites and anticipates working with existing property owners on the development of their properties to best serve the business, the property owner and the redevelopment area.

Private sector activities will include, but not be limited to, assemblage of property, site preparation and construction of new development.

The Village intends to pursue public/private sector cooperative activities to comprehensively implement this Redevelopment Plan. Developer agreements and the Village of McFarland's applicable plans will be used in order to ensure quality of development and fulfillment of the public purpose of this Redevelopment Plan and TID No. 3 Project Plan.

Village of McFarland
Redevelopment District #1

MAP 4: Potential Redevelopment Areas

DRAFT

Beltline-Oriented
Commercial Subdistrict

Industrial Center

Mixed-Use
Lakeview Village

Long-Term
Residential

Office

Mixed-Use

Triangle/Meinders
Subdistrict

Highway 51
Design Subdistrict

Source: Village of McFarland
Terminal and Triangle District Plan,
Adopted September 8, 2005

Proposed Uses of the Area

Proposed Land Uses and Zoning

The Redevelopment District is proposed to be developed as shown on Map Five: Proposed Land Uses. As previously stated, much of the District is already developed but contain underutilized properties and/or vacant land. Many of the developed parcels contain land uses that are very complementary to the overall area. The planning process for creation of this District included these complementary uses as important for the success of the District as these current land uses created a successful business mix for that redeveloped area. Other businesses may be classified as “more appropriate” if relocated to other areas of the District and/or Village in order to comprehensively implement the Redevelopment District Project Plan.

The proposed land uses include mixed use hospitality/commercial/office/light industrial in the northern portion of the District on the west side of Hwy 51. Further south on Terminal Drive is anticipated to be developed more in light industrial/research & development/industrial infill projects. The south end of Terminal Drive could include mixed use residential with minor commercial. The east side of Hwy 51 would continue with the commercial/light industrial development south of Meinders Road down to Siggelkow. There is significant opportunity for redevelopment in the Meinders Road parcels.

The current zoning allows the proposed land uses. If different zoning is required to complete a project as outlined in this Project Plan, the necessary steps will be taken to change the zoning to the appropriate zoning classification.

Standards of Population Density, Land Coverage and Building Intensity after Development

Properties in the redevelopment area will be developed in accord with applicable municipal zoning, subdivision and other land use regulations.

The Village of McFarland is promoting the creation of an atmosphere where sustainability, potential use of “green” building materials and high density is encouraged. With the demands on natural resources and impacts on the environment, the expectation that development and future growth will include using as much sustainable materials and resources as possible, making sure that development is sustainable not just from a construction standpoint but also impact on the environment, using complementary transportation support and other important factors which will continue to keep McFarland ahead in the development arena. The designation of high density mixed use in appropriate areas will be pursued by the Village when meeting with potential developers within the

Redevelopment District. Meeting these goals and objectives will further justify the basis for the Redevelopment District and TID.

Present and Potential Equalized Value

As of January 1, 2009, the total equalized value of the parcels in the redevelopment area is an estimated \$59,500,000 (Table 2).

Potential Equalized Value

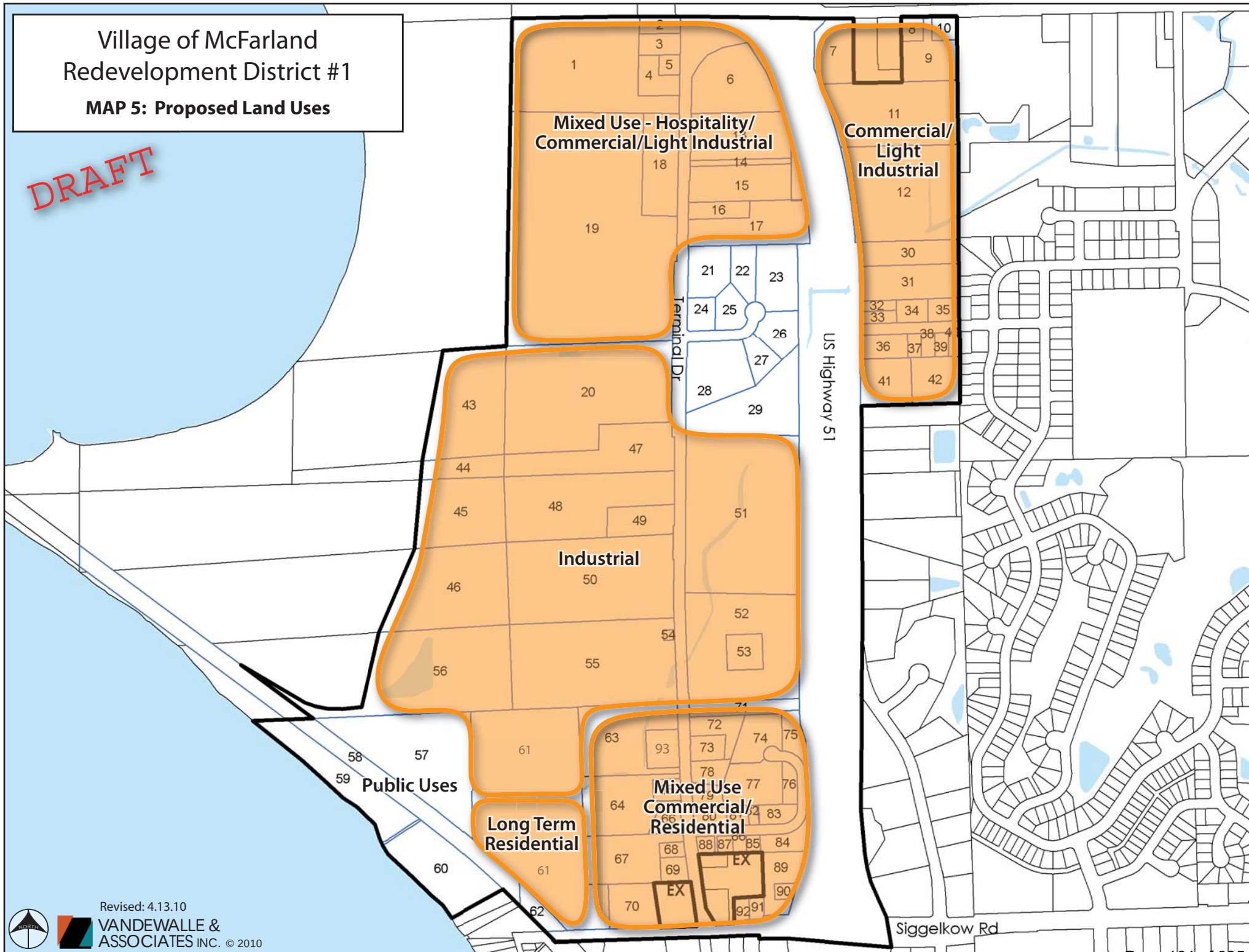
The potential equalized value has been projected based on the Proposed Land Uses Map (Map Five).

It is projected that the new total equalized value of the redevelopment area could total a potential range of approximately \$150,000,000. There is approximately \$23,000,000 of base value in the district as described in the Table Two: Parcel & Valuation Listing. This represents a new tax base increase in equalized value of \$125,000,000 for anticipated redevelopment projects. These potential projections are taken from the original TID #3 project plan as well as Amendment #1 to the TID #3 Project Plan.

Village of McFarland
Redevelopment District #1

MAP 5: Proposed Land Uses

DRAFT



Revised: 4.13.10



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VILLAGE OF MCFARLAND
REDEVELOPMENT DISTRICT NO. 1
TABLE 2: 2009 PARCEL AND VALUATION LIST

Map #	Parcel #	Property Owner	Property Address	Size	Land Assessed	Imprvmt Assessed	Total Assessed	Land Equal (99%)	Imprvmt Equal	Total Equal
1	071027385651	US OIL CO INC	4306 TERMINAL DR	0.000	\$0	\$0	\$0	\$0	\$0	\$0
2	071027385407	MANGAT ENTERPRISES LLC	4004 TERMINAL DR	0.490	\$151,300	\$327,100	\$478,400	\$152,828	\$330,404	\$483,232
3	071027385158	RICHARD L GRAMS	4008 TERMINAL DR	0.615	\$166,800	\$174,400	\$341,200	\$168,485	\$176,162	\$344,646
4	071027385354	BRUCE GJERMO	4016 TERMINAL DR	0.994	\$183,900	\$383,900	\$567,800	\$185,758	\$387,778	\$573,535
5	071027385256	RICHARD L GRAMS	4012 TERMINAL DR	2.570	\$212,800	\$111,000	\$323,800	\$214,949	\$112,121	\$327,071
6	071027385005	A-BUDGET WAREHOUSING INC	4015 TERMINAL DR	4.900	\$380,000	\$1,415,000	\$1,795,000	\$383,838	\$1,429,293	\$1,813,131
7	071027380420	TIMOTHY T NEITZEL	4801 VOGES RD	1.930	\$319,800	\$1,420,200	\$1,740,000	\$323,030	\$1,434,545	\$1,757,576
8	071027380019	SPARTAN PROPERTIES OF MCFARLAND LLC	4905 VOGES RD	0.513	\$139,700	\$239,200	\$378,900	\$141,111	\$241,616	\$382,727
9	071027380117	SPARTAN PROPERTIES OF MCFARLAND LLC	4913 VOGES RD	1.969	\$174,200	\$296,900	\$471,100	\$175,960	\$299,899	\$475,859
10	071027380215	SPARTAN PROPERTIES OF MCFARLAND LLC	4915 VOGES RD	0.463	\$126,200	\$0	\$126,200	\$127,475	\$0	\$127,475
11	071027384300	ARC TERMINAL HOLDINGS LLC	4009 TRIANGLE ST	7.100	\$471,000	\$523,600	\$994,600	\$475,758	\$528,889	\$1,004,646
12	071027383203	FARMERS UNION CENTRAL EXCHANGE INC	4103 TRIANGLE ST	8.100	\$408,900	\$526,000	\$934,900	\$413,030	\$531,313	\$944,343
13	071027389207	INNOVATIVE WISCONSIN ENTERPRISES LLC	4107 TERMINAL DR	4.000	\$335,000	\$943,600	\$1,278,600	\$338,384	\$953,131	\$1,291,515
14	071027389109	INNOVATIVE WISCONSIN ENTERPRISES LLC		0.502	\$25,100	\$0	\$25,100	\$25,354	\$0	\$25,354
15	071027389001	NATIONAL PROPANE LP	4117 TERMINAL DR	3.570	\$313,500	\$163,100	\$476,600	\$316,667	\$164,747	\$481,414
16	071027388913	4201 BUILDING PARTNERSHIP	4121 TERMINAL DR	1.590	\$214,500	\$193,900	\$408,400	\$216,667	\$195,859	\$412,525
17	071027388600	MMI LLC	4123 TERMINAL DR	3.338	\$243,500	\$2,149,800	\$2,393,300	\$245,960	\$2,171,515	\$2,417,475
18	071027385751	AMBR II LLC	4306 TERMINAL DR	0.000	\$0	\$0	\$0	\$0	\$0	\$0
19	071027385851	GETTY REFINING & MARKETING CO	4306 TERMINAL DR	0.000	\$994,500	\$852,200	\$1,846,700	\$1,004,545	\$860,808	\$1,865,354
20	071027391801	US OIL CO INC	4402 TERMINAL DR	17.160	\$506,600	\$720,600	\$1,227,200	\$511,717	\$727,879	\$1,239,596
21	071027390008	VENTURE FUELS LLC	4215 TERMINAL DR	1.540	\$212,000	\$144,000	\$356,000	\$214,141	\$145,455	\$359,596
22	071027340631	BADGER TERMINAL LLC	4760 MCFARLAND CT	1.026	\$185,500	\$0	\$185,500	\$187,374	\$0	\$187,374
23	071027340941	BADGER TERMINAL LLC	4772 MCFARLAND CT	2.237	\$209,800	\$1,151,300	\$1,361,100	\$211,919	\$1,162,929	\$1,374,848
24	071027340011	CSAK REIK LLC	4700 MCFARLAND CT	0.757	\$140,000	\$359,300	\$499,300	\$141,414	\$362,929	\$504,343
25	071027340321	MCDONALD PROPERTIES LLC	4740 MCFARLAND CT	0.961	\$184,900	\$544,000	\$728,900	\$186,768	\$549,495	\$736,263
26	071027341311	BADGER TERMINAL LLC	4791 MCFARLAND CT	0.000	\$189,100	\$497,000	\$686,100	\$191,010	\$502,020	\$693,030
27	071027341681	BADGER TERMINAL LLC	4761 MCFARLAND CT	0.000	\$155,200	\$0	\$155,200	\$156,768	\$0	\$156,768
28	071027342061	ROGER A SCHINK	4701 MCFARLAND CT	2.950	\$224,000	\$874,600	\$1,098,600	\$226,263	\$883,434	\$1,109,697
29	071027342501	MCFARLAND, VILLAGE OF		4.319	\$0	\$0	\$0	\$0	\$0	\$0
30	071027395003	RANDY S SLINDE	4215 TRIANGLE ST	2.003	\$240,100	\$37,400	\$277,500	\$242,525	\$37,778	\$280,303
31	071027399803	GARY M BROWN	4219 TRIANGLE ST	3.000	\$350,000	\$826,200	\$1,176,200	\$353,535	\$834,545	\$1,188,081

VILLAGE OF MCFARLAND
REDEVELOPMENT DISTRICT NO. 1
TABLE 2: 2009 PARCEL AND VALUATION LIST

Map #	Parcel #	Property Owner	Property Address	Size	Land Assessed	Imprvmt Assessed	Total Assessed	Land Equal (99%)	Imprvmt Equal	Total Equal
32	071027399961	RAU INVESTMENTS LLC	4307 TRIANGLE ST	0.329	\$90,300	\$182,800	\$273,100	\$91,212	\$184,646	\$275,859
33	071027399861	PGB GILBERT LLC	4311 TRIANGLE ST	0.365	\$91,500	\$271,200	\$362,700	\$92,424	\$273,939	\$366,364
34	071027399761	MEINDERS DEVELOPMENT LLC	4910 MEINDERS RD	0.590	\$162,000	\$263,400	\$425,400	\$163,636	\$266,061	\$429,697
35	071027399705	S&R HOLDINGS LLC	4922 MEINDERS RD	0.586	\$67,800	\$0	\$67,800	\$68,485	\$0	\$68,485
36	071027398859	LEO J DUREN	4901 MEINDERS RD	0.906	\$203,900	\$277,800	\$481,700	\$205,960	\$280,606	\$486,566
37	071027399054	BRIAN ROGERS	4919 MEINDERS RD	0.260	\$71,300	\$59,500	\$130,800	\$72,020	\$60,101	\$132,121
38	071027399152	HARVEY WILLIAM ALEXANDER	4921 MEINDERS RD	0.260	\$71,300	\$60,900	\$132,200	\$72,020	\$61,515	\$133,535
39	071027399250	LEO J DUREN	4927 MEINDERS RD	0.455	\$124,800	\$66,500	\$191,300	\$126,061	\$67,172	\$193,232
40	071027399205	S&R HOLDINGS LLC	4931 MEINDERS RD	0.195	\$53,500	\$61,800	\$115,300	\$54,040	\$62,424	\$116,465
41	071027399401	BJCMS PROPERTIES LLC	4313 TRIANGLE ST	1.864	\$293,200	\$179,200	\$472,400	\$296,162	\$181,010	\$477,172
42	071027399551	BJCMS PROPERTIES LLC	4405 TRIANGLE ST	1.729	\$286,500	\$621,800	\$908,300	\$289,394	\$628,081	\$917,475
43	071028498909	US OIL CO INC	w/20	0.000	\$0	\$0	\$0	\$0	\$0	\$0
44	071028498301	HMC WI LLC	w/48	0.000	\$0	\$0	\$0	\$0	\$0	\$0
45	071033180009	HMC WI LLC	w/48	0.000	\$0	\$0	\$0	\$0	\$0	\$0
46	071033184201	CITGO PETROLEUM CORPORATION	w/50	0.000	\$0	\$0	\$0	\$0	\$0	\$0
47	071027392408	HMC WI LLC	w/48	0.000	\$0	\$0	\$0	\$0	\$0	\$0
48	071034285501	HMC WI LLC	4412 TERMINAL DR	17.560	\$760,600	\$4,105,700	\$4,866,300	\$768,283	\$4,147,172	\$4,915,455
49	071034285350	BADGER PIPE LINE CO	4508 TERMINAL DR	0.000	\$0	\$0	\$0	\$0	\$0	\$0
50	071034286500	CITGO PETROLEUM CORPORATION	4606 TERMINAL DR	18.030	\$515,300	\$720,500	\$1,235,800	\$520,505	\$727,778	\$1,248,283
51	071027393505	KOCH REFINING COMPANY	4405 TERMINAL DR	15.320	\$488,200	\$1,245,100	\$1,733,300	\$493,131	\$1,257,677	\$1,750,808
52	071034282004	ROBERT C ANDERSON	4703 TERMINAL DR	8.500	\$151,100	\$100,700	\$251,800	\$152,626	\$101,717	\$254,343
53	071034282200	ROBERT C ANDERSON	w/52	0.000	\$0	\$0	\$0	\$0	\$0	\$0
54	071034289101	MCFARLAND, VILLAGE OF		0.090	\$0	\$0	\$0	\$0	\$0	\$0
55	071034287111	HIGH TRACK LLC	4704 TERMINAL DR	19.810	\$533,100	\$15,252,800	\$15,785,900	\$538,485	\$15,406,869	\$15,945,354
56	071033182507	HIGH TRACK LLC	w/55	0.000	\$0	\$0	\$0	\$0	\$0	\$0
57	071033162047	WI DNR		8.200	\$0	\$0	\$0	\$0	\$0	\$0
58	071033186709	WI DOT		0.000	\$0	\$0	\$0	\$0	\$0	\$0
59	071033165571	MCFARLAND, VILLAGE OF	4800 MCDANIEL LN	0.000	\$0	\$0	\$0	\$0	\$0	\$0
60	071033164661	MCFARLAND, VILLAGE OF	4806 MCDANIEL LN	0.000	\$0	\$0	\$0	\$0	\$0	\$0
61	071034244046	BUCKEYE TERMINALS LLC	4516 SIGGELKOW RD	16.780	\$502,800	\$864,500	\$1,367,300	\$507,879	\$873,232	\$1,381,111
62	071034382503	WI DOT		0.000	\$0	\$0	\$0	\$0	\$0	\$0

VILLAGE OF MCFARLAND
REDEVELOPMENT DISTRICT NO. 1
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Map #	Parcel #	Property Owner	Property Address	Size	Land Assessed	Imprvmt Assessed	Total Assessed	Land Equal (99%)	Imprvmt Equal	Total Equal
63	071034242922	JOLEIGH LLC	4712 TERMINAL DR	4.580	\$345,800	\$0	\$345,800	\$349,293	\$0	\$349,293
64	071034242404	CHECKMATE INVESTMENTS LLC	4800 TERMINAL DR	3.542	\$150,600	\$487,100	\$637,700	\$152,121	\$492,020	\$644,141
65	071034242253	CINDY L KRENZ	4810 TERMINAL DR	0.472	\$67,500	\$160,500	\$228,000	\$68,182	\$162,121	\$230,303
66	071034242011	ADALINE A NICHOLS	4818 TERMINAL DR	0.717	\$72,300	\$90,800	\$163,100	\$73,030	\$91,717	\$164,747
67	071034241423	CENTRAL WISCONSIN ENTERPRISES INC	4900 TERMINAL DR	2.980	\$206,300	\$0	\$206,300	\$208,384	\$0	\$208,384
68	071034241227	MCFARLAND, VILLAGE OF	4902 TERMINAL DR	0.310	\$0	\$0	\$0	\$0	\$0	\$0
69	071034241003	TIMOTHY R BLUM	4908 TERMINAL DR	0.521	\$70,200	\$96,900	\$167,100	\$70,909	\$97,879	\$168,788
70	071034240317	WAUBESA VILLAGE LLC	4604 SIGGELKOW RD	1.847	\$156,800	\$184,800	\$341,600	\$158,384	\$186,667	\$345,051
71	071034270021	ROBERT C ANDERSON		0.000	\$0	\$0	\$0	\$0	\$0	\$0
72	071034270231	ROBIN H BECKER	4715 TERMINAL DR	1.028	\$60,600	\$47,100	\$107,700	\$61,212	\$47,576	\$108,788
73	071034270437	DAVID G MCGUIRE	4719 TERMINAL DR	0.693	\$69,900	\$143,000	\$212,900	\$70,606	\$144,444	\$215,051
74	071034270951	STORAGESHOPUSA-MCFARLAND LLC	484 IVYWOOD TRL	1.444	\$163,600	\$0	\$163,600	\$165,253	\$0	\$165,253
75	071034272021	IT PARTNERS LLC	4900 IVYWOOD TRL	0.747	\$140,100	\$549,600	\$689,700	\$141,515	\$555,152	\$696,667
76	071034272328	CAPITAL AREA UNISERY BUILDING CORPORATION	4800 IVYWOOD TRL	0.000	\$0	\$0	\$0	\$0	\$0	\$0
78	071034270642	DALE A HEINEMEIER	4805 TERMINAL DR	0.711	\$72,200	\$139,400	\$211,600	\$72,929	\$140,808	\$213,737
79	071034270791	PATRICIA A BECKER	4813 TERMINAL DR	0.527	\$70,200	\$102,300	\$172,500	\$70,909	\$103,333	\$174,242
80	071034271365	JOHN T BARTELME	4706 IVYWOOD TRL	0.522	\$70,200	\$98,100	\$168,300	\$70,909	\$99,091	\$170,000
81	071034271561	SANDRA M GIESE	4714 IVYWOOD TRL	0.337	\$68,200	\$94,300	\$162,500	\$68,889	\$95,253	\$164,141
82	071034271767	TIFFANY K NELSON	4718 IVYWOOD TRL	0.189	\$54,700	\$128,000	\$182,700	\$55,253	\$129,293	\$184,545
83	071034272631	TERRA L LEE	4808 IVYWOOD TRL	0.563	\$134,500	\$157,300	\$291,800	\$135,859	\$158,889	\$294,747
84	071034272846	WILLIAM CUTA PROPERTIES LLC	4719 IVYWOOD TRL	0.688	\$103,200	\$336,900	\$440,100	\$104,242	\$340,303	\$444,545
85	071034273101	THOMAS N EVERSON	4711 IVYWOOD TRL	0.192	\$56,000	\$132,900	\$188,900	\$56,566	\$134,242	\$190,808
86	071034273081	THOMAS N EVERSON	4707 IVYWOOD TRL	0.192	\$56,000	\$132,100	\$188,100	\$56,566	\$133,434	\$190,000
87	071034273363	FREDRIC J HOLMES	4705 IVYWOOD TRL	0.263	\$67,400	\$75,300	\$142,700	\$68,081	\$76,061	\$144,141
88	071034273569	GILBERT J SUTHERS JR	4901 TERMINAL DR	0.000	\$61,000	\$108,200	\$169,200	\$61,616	\$109,293	\$170,909
89	071034274997	WHITEHORSE REV TR	4907 WHITEHORSE PL	1.471	\$80,500	\$288,600	\$369,100	\$81,313	\$291,515	\$372,828
90	071034275094	WALTER R WHITEHORSE	4911 WHITEHORSE PL	0.457	\$69,500	\$79,000	\$148,500	\$70,202	\$79,798	\$150,000
91	071034274586	BILL N MARGETIS	4708 SIGGELKOW RD	0.277	\$67,500	\$162,200	\$229,700	\$68,182	\$163,838	\$232,020
92	071034274782	GURMAIL S MANGAT	4704 SIGGELKOW RD	0.298	\$67,700	\$154,200	\$221,900	\$68,384	\$155,758	\$224,141
93	071034243636	KAREN A HINCKLEY	4814 TERMINAL DR	0.973	\$75,100	\$42,900	\$118,000	\$75,859	\$43,333	\$119,192
77	071034269001	STORAGESHOPUSA-MCFARLAND LLC	4840 IVYWOOD TRL #1	w/74	\$25,000	\$67,900	\$92,900	\$25,253	\$68,586	\$93,838

VILLAGE OF MCFARLAND
REDEVELOPMENT DISTRICT NO. 1
TABLE 2: 2009 PARCEL AND VALUATION LIST

Map #	Parcel #	Property Owner	Property Address	Size	Land Assessed	Imprvmt Assessed	Total Assessed	Land Equal (99%)	Imprvmt Equal	Total Equal
77	071034269021	STORAGESHOPUSA-MCFARLAND LLC	4806 IVYWOOD TRL #2		\$25,000	\$59,400	\$84,400	\$25,253	\$60,000	\$85,253
77	071034269041	AUTUMN HOLDINGS	Unit 3		\$25,000	\$67,900	\$92,900	\$25,253	\$68,586	\$93,838
77	071034269061	AUTUMN HOLDINGS	Unit 4		\$25,000	\$76,400	\$101,400	\$25,253	\$77,172	\$102,424
77	071034269001	JENNEKE DAVID	Unit 5		\$25,000	\$67,900	\$92,900	\$25,253	\$68,586	\$93,838
77	071034269101	Mark Alan Hermanson	Unit 6		\$25,000	\$67,900	\$92,900	\$25,253	\$68,586	\$93,838
77	071034269121	STORAGESHOPUSA-MCFARLAND LLC	Unit 7		\$25,000	\$51,000	\$76,000	\$25,253	\$51,515	\$76,768
77	071034269141	STORAGESHOPUSA-MCFARLAND LLC	Unit 8		\$25,000	\$51,000	\$76,000	\$25,253	\$51,515	\$76,768
74	071034269161	HOWARD DAVIS	Unit 9		\$25,000	\$71,400	\$96,400	\$25,253	\$72,121	\$97,374
74	071034269181	STORAGESHOPUSA-MCFARLAND LLC	Unit 10		\$25,000	\$75,400	\$100,400	\$25,253	\$76,162	\$101,414
74	071034269201	STORAGESHOPUSA-MCFARLAND LLC	Unit 11		\$25,000	\$0	\$25,000	\$25,253	\$0	\$25,253
74	071034269221	STORAGESHOPUSA-MCFARLAND LLC	Unit 12		\$25,000	\$0	\$25,000	\$25,253	\$0	\$25,253
74	071034269241	STORAGESHOPUSA-MCFARLAND LLC	Unit 13		\$25,000	\$0	\$25,000	\$25,253	\$0	\$25,253
74	071034269261	STORAGESHOPUSA-MCFARLAND LLC	Unit 14		\$25,000	\$0	\$25,000	\$25,253	\$0	\$25,253
74	071034269281	STORAGESHOPUSA-MCFARLAND LLC	Unit 15		\$25,000	\$0	\$25,000	\$25,253	\$0	\$25,253
74	071034269301	STORAGESHOPUSA-MCFARLAND LLC	Unit 16		\$25,000	\$0	\$25,000	\$25,253	\$0	\$25,253
74	071034269321	STORAGESHOPUSA-MCFARLAND LLC	Unit 17		\$1,000	\$0	\$1,000	\$1,010	\$0	\$1,010
		TOTALS		216.967	\$15,003,700	\$43,856,200	\$58,859,900	\$15,155,253	\$44,299,192	\$59,454,444

Proposed Changes in Zoning, Building Codes, Ordinances, and Maps

Zoning

Redevelopment in this area will be implemented according to the *Village of McFarland Comprehensive Plan*, *The Village of McFarland TID #3 & Amendment #1 Project Plans* and *The Terminal and Triangle District Plan*. The current zoning allows the proposed land uses. If different zoning is required to complete a project as outlined in this Project Plan, the necessary steps will be taken to change the zoning to the appropriate zoning classification.

Building Codes and Ordinances

This redevelopment plan anticipates no changes to Village of McFarland building codes or other ordinances. Should a development proposal come forward that is worthy of code or ordinance consideration, the Village Commissions, Boards and staff will carefully review the request and act in the best interest of the community.

Maps

This redevelopment plan anticipates no significant changes to the Village of McFarland's official map. Annexation may occur and will be reflected accordingly.

Proposed Site Improvements and Utilities

Potential project public sector activities include, but are not limited to:

- Stormwater quality management improvements
- Public rights-of-way and utilities
- Bike/pedestrian improvements
- Economic development funding
- General administration, legal, planning, engineering
- Relocation of displaced individuals and businesses, if applicable

A detailed list of project activities is shown in the TID No. 3 & Amendment No. 1 to TID #3 Project Plan, Table One.

Central to this redevelopment plan are public improvements for stormwater quality management, the redevelopment of vacant or underutilized properties, business stimulation and support, traffic circulation and safety, way finding and streetscape, landscaping and private development. Aesthetics of the area are a high priority for improvement as this Redevelopment District includes properties fronting on Hwy 51.

Project Financing

Financing can be accomplished in different ways. One potential method of financing includes CDA bonding (*e.g., Lease Revenue Bonds*) as provided in Sec. 66.1331(5), Wis. Stats. Principal and interest on the CDA bonds can be paid through the following three methods:

1. Revenues generated from the sale or lease of the property;
2. Payments made to the CDA from tax increment revenues from the Village received from increased taxes on new development within TID #3;
3. Receipt of revenues from the TID Economic Development Fund expenditure.

However, the Village may choose to bond separately for improvements through their normal borrowing channels.

Developer Financed bonds may also be used to pay for improvements. Simply stated, a development agreement between the Village and the Developer is first negotiated and entered into. The development agreement specifies the share of the tax revenue that the Village will reimburse the Developer once the Developer pays the taxes as billed by the Village. The Developer then borrows the funds. The improvements (buildings, etc.) are constructed and a tax bill stating the amount of property tax owed is sent to the Developer/property owner. The Developer pays the taxes and the Village reimburses the previously-agreed upon amount to the Developer. This reimbursement continues until the agreement has been fulfilled or the TID is retired, whichever occurs first.

Performance Standards

Throughout the project, developers and contractors will adhere to the provisions of applicable municipal ordinances and codes including, but not limited to, the zoning ordinance, subdivision and platting ordinance, building and construction codes, traffic ordinances, site plan review regulations and deed restrictions. In addition, there is an overlay zoning district (Terminal/Triangle Overlay District) which more comprehensively addresses land use, site planning, design guidelines, architectural and landscaping requirements, etc.

Plan Amendments

This plan may be amended at any time in accordance with the provisions of Section 66.1333(11), Wis. Stats. If the plan is modified, a public hearing will be conducted by the CDA. All modifications to the plan must be recommended by the CDA, reviewed by the Plan Commission, and approved by the Village Board by a two-thirds majority.

Relocation of Displaced Persons and Businesses

If applicable, persons displaced by project activities will be relocated in accordance with applicable federal and state laws and regulations. Relocation plans for the project will be filed with the Department of Commerce, Relocation Unit, Division of Community Development. These plans will be the basis for all relocation payments made as part of this project.

Land Disposition

It is possible that either the Village or the CDA will acquire land as a result of implementation of this plan. All negotiations will follow the legal requirements imposed on the Village and CDA for land acquisition.

Termination

This Redevelopment Plan and District may terminate on the date of retirement of TID No. 3. However, it could remain in effect for a longer period of time upon decision by the Village Board.

Appendix A. Blighted Area Finding

This Blighted Area Finding was made for Redevelopment District #1.

Urban redevelopment is done to effect removal of blight and to promote economic development, enhance community character and increase quality of life. Vandewalle & Associates, a Madison-based urban planning and economic development consulting firm, evaluated the property proposed for inclusion in the redevelopment plan and determined that the properties contained in the redevelopment area meet the statutory requirement of a redevelopment district.

Redevelopment District #1 Project Plan states that a preponderance of properties must be blighted and in need of rehabilitation within the meaning of the criteria set forth in Section 66.1333, Wis. Stats. The criteria upon which blight was determined for Redevelopment District #1 properties included, but are not limited to, impact of significant transportation at the main entry to the community from land uses within the district boundary, inappropriate land uses in relation to impact on the entry of the community and abutting environmentally sensitive areas, the need for stormwater quality management, deteriorating, obsolete and/or vacant buildings that are a physical hazard, economically obsolete uses, significant amount of underutilized properties due to types of land uses and their safety requirements, and other statutory factors meeting the definition of blight that do not comply with adopted Village planning documents.

Some properties that are in good physical condition, are properly maintained and meet the land uses appropriate for the district may be included in the district. The purpose for inclusion of these “non-blighted” properties is to comprehensively address redevelopment in the long-range planning process and encourage other property owners to upgrade their properties in order to accomplish the goals and objectives of this Redevelopment District and TID #3 or due to the necessity of the boundary being contiguous.

The criteria for defining conditions of blight in this analysis is the statutory definition of “blighted area” appearing in Section 66.1333, Wis. Stats., which read as follows:

Section 66.1333(2m)(b), Wis. Stats.

“Blighted area” means any of the following:

1. *An area, including a slum area, in which there is a predominance of buildings or improvements, whether residential or non-residential, which by reason of dilapidation, deterioration, age or obsolescence, inadequate provision for ventilation, light, air sanitation, or open spaces, high density of population and overcrowding, or the*

existence of conditions which endanger life or property by fire and other causes, or any combination of such factors is conducive to ill health, transmission of disease, infant mortality, juvenile delinquency, or crime, and is detrimental to the public health, safety, morals or welfare.

2. *An area which by reason of the presence of a substantial number of substandard, slum, deteriorated or deteriorating structures, predominance of defective or inadequate street layout, faulty lot layout in relation to size, adequacy, accessibility or usefulness, unsanitary or unsafe conditions, deterioration of site or other improvements, diversity of ownership, tax or special assessment delinquency exceeding the fair value of the land, defective or unusual conditions of title, or the existence of conditions which endanger life or property by fire and other causes, or any combination of such factors, substantially impairs or arrests the sound growth of a Village, retards the provision of housing accommodations or constitutes an economic or social liability and is a menace to the public health, safety, morals or welfare in its present condition and use.*
3. *An area which is predominantly open and which because of obsolete platting, diversity of ownership, deterioration of structures or of site improvements, or otherwise, substantially impairs or arrests the sound growth of the community.*

(bm) *“Blighted property means any property within a Village, whether residential or nonresidential, which by reason of dilapidation, deterioration, age or obsolescence, inadequate provisions for ventilation, light, air or sanitation, high density of population and overcrowding, or the existence of conditions which endanger life or property by fire and other causes, or any combination of such factors, is conducive to ill health, transmission of disease, infant mortality, juvenile delinquency or crime, and is detrimental to the public health, safety, morals or welfare, or any property which by reason of faulty lot layout in relation to size, adequacy, accessibility or usefulness, unsanitary or unsafe conditions, deterioration of site or other improvements, diversity of ownership, tax or special assessment delinquency exceeding the fair market value of the land, defective or unusual conditions of title, or the existence of conditions which endanger life or property by fire and other causes, or any combination of such factors, substantially impairs or arrests the sound growth of a Village, retards the provisions of housing accommodations or constitutes an economic or social liability and is a menace to the public health, safety, morals or welfare in its present condition and use, or any property which is predominantly open and which because of obsolete platting, diversity of ownership, deterioration of structures or of site improvements, or otherwise, substantially impairs or arrests the sound growth of the community.*

General Description of Site

Table 3: Blight Determination lists each individual property, is keyed to Map 6: Blight Determination Parcels; includes the property owner name; property address; size of parcel; the blight determination, if any, for the parcel and notes leading to this determination. A detailed physical analysis was also conducted from the public right of way and was undertaken as a part of the redevelopment process.

Implementation of the TID and Redevelopment Plans, including such activities such as appraisals and environmental examinations, may identify additional information that will substantiate the blight findings found in this analysis. The blight finding made in this report is primarily based on the broader conditions within the overall district. These conditions emphasize inconsistent land use patterns, properties not being used to their highest and best use and which are partially or primarily vacant or underutilized, visually and/or physically blighted properties, environmental concerns due to nature of uses and also location of environmentally sensitive areas, diversity of land ownership, substandard buildings that are hazardous to the public welfare and transportation problems that present tremendous demands on the current infrastructure of the northern edge of the Village and which could substantially impair the sound growth and expansion of this area of the community. Some or all of these areas of blight, as defined above, may be present in the project boundary.

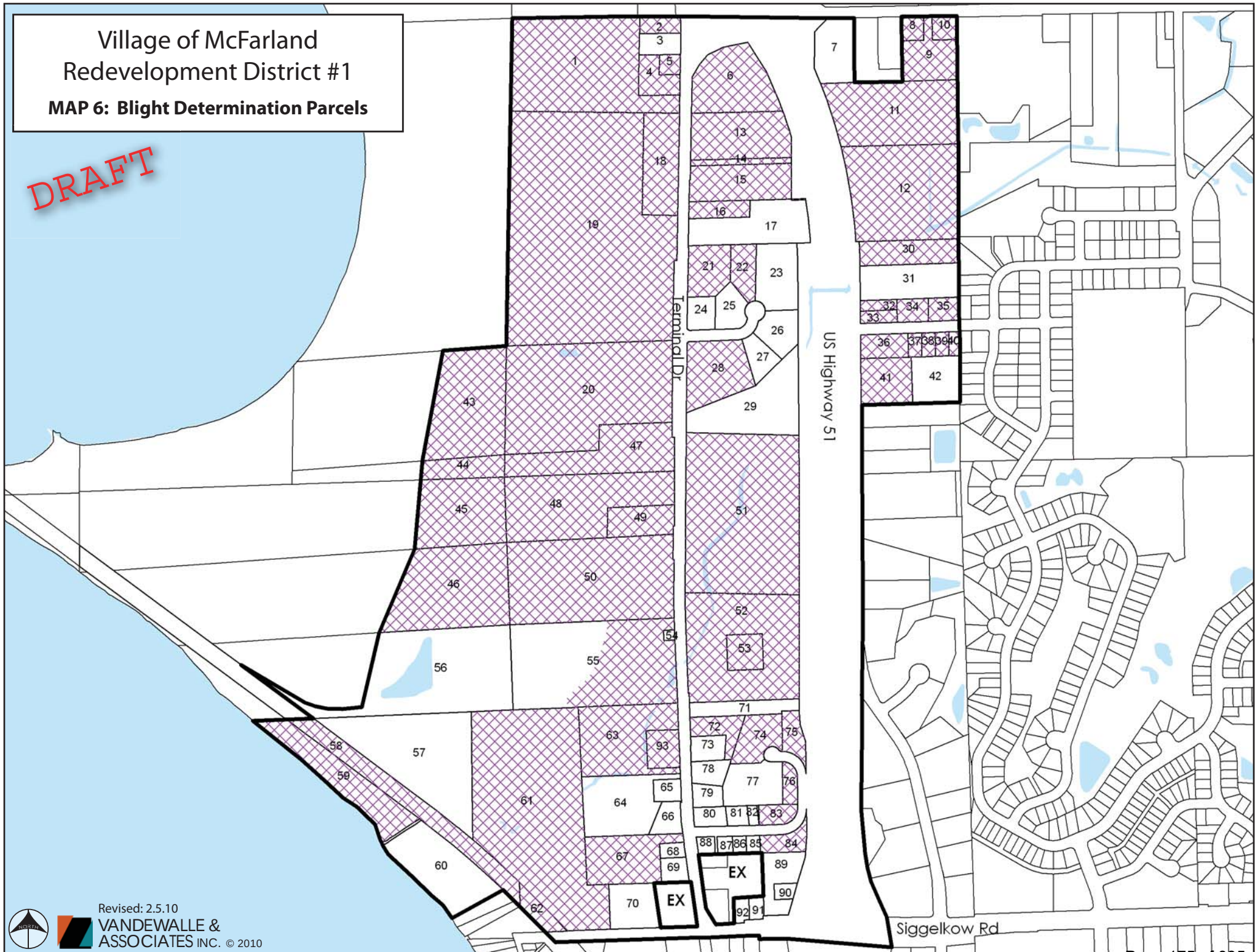
It must be noted that blighted conditions can be changed through appropriate modification of buildings, public infrastructure construction, minor façade upgrades, major renovation or demolition. A property may be found to be blighted and, when appropriately modified, will have that blight determination removed. Some of the blight determinations that have been made are not through negligence of the landowner. These external factors have been noted when applicable. This blight determination has the potential to encourage property owners who can upgrade their buildings, landscaping, land uses, etc. to do so. It is with this spirit of cooperative growth that the Village adopts this blight determination.

Parcel Analysis and Assessment

Table 3 is a review of the parcels within Redevelopment District #1. Parcels have been reviewed and critiqued on an individual ownership basis.

Village of McFarland
Redevelopment District #1
MAP 6: Blight Determination Parcels

DRAFT



Revised: 2.5.10

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ASSOCIATES INC. © 2010

VILLAGE OF MCFARLAND
REDEVELOPMENT DISTRICT NO. 1
TABLE 3: BLIGHT DETERMINATION

Map #	Parcel #	Property Owner	Property Address	TYPE OF BLIGHT						NOTES
				Economic	Environmental	Physical	Visual	Transportation	Inconsistent Land Use/ Obsolete Platting	
1	071027385651	AMBR II LLC	4306 TERMINAL DR	X	X		X	X	X	Major entry to McFarland; visually blighted; potential environmental due to land use
2	071027385407	MANGAT ENTERPRISES LLC	4004 TERMINAL DR		X					Gas station; potential environmental due to land use
3	071027385158	RICHARD L GRAMS	4008 TERMINAL DR							Church -- property well maintained
4	071027385354	BRUCE GJERMO	4016 TERMINAL DR						X	SF home; adequately maintained; inconsistent land use among commercial/indust
5	071027385256	RICHARD L GRAMS	4012 TERMINAL DR				X			No landscaping, building maintenance barely adequate
6	071027385005	A-BUDGET WAREHOUSING INC	4015 TERMINAL DR			X	X			No screening of truck parking and outdoor storage; bad visual image for entry to community
7	071027380420	TIMOTHY T NEITZEL	4801 VOGES RD							Well maintained, nice landscaping, good land use
8	071027380019	SPARTAN PROPERTIES OF MCFARLAND LLC	4905 VOGES RD	X			X			Vacant land, potential for development and tax base & job creation
9	071027380117	SPARTAN PROPERTIES OF MCFARLAND LLC	4913 VOGES RD	X		X	X			Miniwarehouses; potential for inclusion in larger development project
10	071027380215	SPARTAN PROPERTIES OF MCFARLAND LLC	4915 VOGES RD	X			X			Vacant large; potential for development and tax base & job creation
11	071027384300	ARC TERMINAL HOLDINGS LLC	4009 TRIANGLE ST		X		X	X	X	Due to use, no potential for screening of tanks; potential environmental due to type of use
12	071027383203	FARMERS UNION CENTRAL EXCHANGE INC	4103 TRIANGLE ST		X		X	X	X	Due to use, no potential for screening of tanks; potential environmental due to type of use; tanks being painted to upgrade visual image
13	071027389207	INNOVATIVE WISCONSIN ENTERPRISES LLC	4107 TERMINAL DR			X	X			No landscaping, building needs maintenance, excessive outdoor storage, multiple buildings; less than desirable image for major entry to community
14	071027389109	INNOVATIVE WISCONSIN ENTERPRISES LLC					X			Drive to previous parcel; excessive outdoor storage; visually very blighted
15	071027389001	NATIONAL PROPANE LP	4117 TERMINAL DR	X	X	X	X	X		No screening, outdoor storage, lack of building and landscape maintenance; potential environmental due to nature of land use
16	071027388913	4201 BUILDING PARTNERSHIP	4121 TERMINAL DR	X	X			X		Adequate maintenance of building, no landscaping, vehicle storage outside; should be screened
17	071027388600	MMI LLC	4123 TERMINAL DR							Typical industrial building; adequate maintenance
18	071027385751	AMBR II LLC	4306 TERMINAL DR	X				X		Vacant land; potential for development with appropriate setbacks from existing use
19	071027385851	GETTY REFINING & MARKETING CO	4306 TERMINAL DR		X			X		Nicely maintained; landscaping present; potential environmental issues
20	071027391801	US OIL CO INC	4402 TERMINAL DR		X			X		Well maintained; potential environmental issues
21	071027390008	VENTURE FUELS LLC	4215 TERMINAL DR				X	X		No screening or landscaping; lack of building maintenance
22	071027340631	BADGER TERMINAL LLC	4760 MCFARLAND CT	X						Vacant land
23	071027340941	BADGER TERMINAL LLC	4772 MCFARLAND CT							Back doors of businesses facing Terminal Drive; Could add landscaping as screening of outdoor storage and treat as another entry; very nice image from Hwy 51 corridor
24	071027340011	CSAK REIK LLC	4700 MCFARLAND CT							Well maintained

VILLAGE OF MCFARLAND
REDEVELOPMENT DISTRICT NO. 1
TABLE 3: BLIGHT DETERMINATION

Map #	Parcel #	Property Owner	Property Address	TYPE OF BLIGHT						NOTES
				Economic	Environmental	Physical	Visual	Transportation	Inconsistent Land Use/ Obsolete Platting	
25	071027340321	MCDONALD PROPERTIES LLC	4740 MCFARLAND CT							Good condition and well maintained
26	071027341311	BADGER TERMINAL LLC	4791 MCFARLAND CT							Well maintained; typical "backside" of business; could add landscaping to soften storage and dock doors; Hwy 51 frontage very appealing
27	071027341681	BADGER TERMINAL LLC	4761 MCFARLAND CT	X						Vacant land; small area available for development
28	071027342061	ROGER A SCHINK	4701 MCFARLAND CT				X			Lot fully developed with building and/or outdoor storage; no screening; on corner lot and visually blighted; property otherwise very well maintained. Plantings along fencing would help screen storage.
29	071027342501	MCFARLAND, VILLAGE OF								Wetlands; not available for development
30	071027395003	RANDY S SLINDE	4215 TRIANGLE ST	X	X	X	X		X	Property poorly maintained; no landscaping; major outdoor storage; use better suited in area not visually seen
31	071027399803	GARY M BROWN	4219 TRIANGLE ST							Nicely maintained; screen parking along driveway; property subdivided with new building in back of lot
32	071027399961	RAU INVESTMENTS LLC	4307 TRIANGLE ST	X			X			No landscaping, building appears to be vacant
33	071027399861	PGB GILBERT LLC	4311 TRIANGLE ST	X			X			No landscaping, building appears to be vacant
34	071027399761	MEINDERS DEVELOPMENT LLC	4910 MEINDERS RD				X			Building adequately maintained; side yard not maintained; significant outdoor storage of all types of debris and articles; area not paved
35	071027399705	S&R HOLDINGS LLC	4922 MEINDERS RD	X		X	X			Prime redevelopment lot; poorly maintained; debris and outdoor storage everywhere
36	071027398859	LEO J DUREN	4901 MEINDERS RD	X	X	X	X		X	Prime redevelopment project; buildings poorly maintained; should be part of larger redevelopment project
37	071027399054	BRIAN ROGERS	4919 MEINDERS RD	X	X	X	X		X	Prime redevelopment project; buildings poorly maintained; should be part of larger redevelopment project
38	071027399152	HARVEY WILLIAM ALEXANDER	4921 MEINDERS RD	X	X	X	X		X	Prime redevelopment project; buildings poorly maintained; should be part of larger redevelopment project; major blight
39	071027399250	LEO J DUREN	4927 MEINDERS RD	X	X	X	X		X	Prime redevelopment project; buildings poorly maintained; should be part of larger redevelopment project; no maintenance of landscaping
40	071027399205	S&R HOLDINGS LLC	4931 MEINDERS RD	X	X	X	X		X	Prime redevelopment project; buildings adequately maintained; no landscaping or landscape maintenance; should be part of larger redevelopment project
41	071027399401	BJCMS PROPERTIES LLC	4313 TRIANGLE ST	X	X	X	X		X	Property not in good physical shape and in need of maintenance. Should be part of larger redevelopment project.
42	071027399551	BJCMS PROPERTIES LLC	4405 TRIANGLE ST							New building; nice maintained
43	071028498909	US OIL CO INC						X		See #20 above

VILLAGE OF MCFARLAND
REDEVELOPMENT DISTRICT NO. 1
TABLE 3: BLIGHT DETERMINATION

Map #	Parcel #	Property Owner	Property Address	TYPE OF BLIGHT						NOTES
				Economic	Environmental	Physical	Visual	Transportation	Inconsistent Land Use/ Obsolete Platting	
44	071028498301	MHMWI LLC		X						Vacant land; great opportunity for business development
45	071033180009	MHMWI LLC		X						Same as 44
46	071033184201	CITGO PETROLEUM CORPORATION						X		Tank farm; well maintained
47	071027392408	MHMWI LLC		X						Former 84 Lumber site; opportunity for new business and jobs
48	071034285501	MHMWI LLC	4412 TERMINAL DR	X						Former 84 Lumber site; opportunity for new business and jobs
49	071034285350	BADGER PIPE LINE CO	4508 TERMINAL DR				X	X		Terminal; visually blighted; need for building maintenance
50	071034286500	CITGO PETROLEUM CORPORATION	4606 TERMINAL DR					X		Tank farm
51	071027393505	KOCH REFINING COMPANY	4405 TERMINAL DR					X		Tank farm; upgrading exterior by painting
52	071034282004	ROBERT C ANDERSON	4703 TERMINAL DR	X			X			Older metal buildings along roadway; lack of maintenance; appears to be part of #53
53	071034282200	ROBERT C ANDERSON					X			Mostly vacant land; home set back from road
54	071034289101	MCFARLAND, VILLAGE OF								Village-owned
55	071034287111	HIGH TRACK LLC	4704 TERMINAL DR				X			Opportunity for expansion and/or additional building in front acreage; old building needs to be torn down
56	70833182507	HIGH TRACK LLC	4704 TERMINAL DR							New business; nicely landscaped; property totally developpec
57	70833162047	WIS DNR								Vacant land; wooded; no access
58	071033186709	WI DOT					X			RR ROW
59	071033165571	MCFARLAND, VILLAGE OF	4800 MCDANIEL LN				X			Vacant land; clean up for potential park extension/walkway
60	071033164661	MCFARLAND, VILLAGE OF	4806 MCDANIEL LN							McDaniel Park; beautiful, well maintained public space on water
61	071034244046	BUCKEYE TERMINALS LLC	4516 SIGGELKOW RD				X			Well maintained; could use screening along fence at ROW to screen activities
62	071034382503	WI DOT					X			RR ROW
63	071034242922	JOLEIGH LLC	4712 TERMINAL DR	X	X			X		Vacant land; potential for further development of appropriate land use
64	071034242404	CHECKMATE INVESTMENTS LLC	4800 TERMINAL DR							Mini-warehouses; good infill use for difficult access
65	071034242253	CINDY L KRENZ	4810 TERMINAL DR							Local business; property well maintained
66	071034242011	ADALINE A NICHOLS	4818 TERMINAL DR							Single family home; nicely maintained
67	071034241423	CENTRAL WISCONSIN ENTERPRISES INC	4900 TERMINAL DR	X						Underutilized vacant land; part of larger redevelopment
68	071034241227	MCFARLAND, VILLAGE OF	4902 TERMINAL DR							Single family home; nicely maintained
69	071034241003	TIMOTHY R BLUM	4908 TERMINAL DR							Single family home; nicely maintained
70	071034240317	WAUBESA VILLAGE LLC	4604 SIGGELKOW RD							Single family home; could landscape fence along roadway
71	071034270021	ROBERT C ANDERSON								Access road
72	071034270231	ROBIN H BECKER	4715 TERMINAL DR				X			Lack of landscape maintenance; minimal outdoor storage
73	071034270437	DAVID G MCGUIRE	4719 TERMINAL DR							Single family home; could soften double garage appearance with landscaping

VILLAGE OF MCFARLAND
REDEVELOPMENT DISTRICT NO. 1
TABLE 3: BLIGHT DETERMINATION

Map #	Parcel #	Property Owner	Property Address	TYPE OF BLIGHT						NOTES
				Economic	Environmental	Physical	Visual	Transportation	Inconsistent Land Use/ Obsolete Platting	
77	071034270951	STORAGE SHOP USA-MCFARLAND LLC		X						Vacant land; could be used for extension of storage facilities or business
75	071034272021	IT PARTNERS LLC	4900 IVYWOOD TRL				X		X	Significant unscreen outdoor storage; no screening along trucks and tractors; more plantings would help screen truck/tractor parking from Hwy 51 corridor views
76	071034272328	CAPITAL AREA UNISERY BUILDING CORPORATION	4800 IVYWOOD TRL						X	Nicely landscaped and maintained; ROW within property --obsolete platting
78	071034270642	DALE A HEINEMEIER	4805 TERMINAL DR							Nice single family home; well maintained
79	071034270791	PATRICIA A BECKER	4813 TERMINAL DR							Single family home adequately maintained; appears 2 homes on lot
80	071034271365	JOHN T BARTELME	4706 IVYWOOD TRL							Nicely resttored older home with excelent maintenance
81	071034271561	SANDRA M GIESE	4714 IVYWOOD TRL							Single family home adequately maintained; some outdoor storage which could be stored or screened to enhance neighborhood
82	071034271767	TIFFANY K NELSON	4718 IVYWOOD TRL							Single family home adequately maintained; some outdoor storage which could be stored or screened to enhance neighborhood
83	071034272631	TERRA L LEE	4808 IVYWOOD TRL				X		X	No screening or landscaping; asphalt to road; no landscaping presence along Ivywood and Hwy 51
84	071034272846	Ivywood Properties LLC	4719 IVYWOOD TRL				X		X	No screening, no landscaping; asphalt to road; no landscaping presence along Hwy 51 corridor
85	071034273101	THOMAS N EVERSON	4711 IVYWOOD TRL							Duplex; some excessive outdoor storage; otherwise adequately maintained
86	071034273081	THOMAS N EVERSON	4707 IVYWOOD TRL							Duplex; some excessive outdoor storage; otherwise adequately maintained
87	071034273363	FREDRIC J HOLMES	4705 IVYWOOD TRL							Single family home adequately maintained with unscreened outdoor storage
88	071034273569	GILBERT J SUTHERS JR	4901 TERMINAL DR							Single family home nicely maintained; additional landscaping would enhance property
89	071034274997	WHITEHORSE REV TR	4907 WHITEHORSE PL							Two single family homes adequately maintained
90	071034275094	WALTER R WHITEHORSE	4911 WHITEHORSE PL							Single family home adequately maintained
91	071034274586	BILL N MARGETIS	4708 SIGGELKOW RD							Duplex; well maintained; nicely landscaped
92	071034274782	GURMAIL S MANGAT	4704 SIGGELKOW RD							Duplex well maintained; nicely landscaped
93	071034243636	KAREN A HINCKLEY	4814 TERMINAL DR				X			Lack of landscape maintenance; significant outdoor storage
77	071034269001	STORAGE SHOP USA-MCFARLAND LLC	4840 IVYWOOD TRL #1							New storage facilities; could use some landscaping for screening of dock/doors
77	071034269021	STORAGE SHOP USA-MCFARLAND LLC	4806 IVYWOOD TRL #2							New storage facilities; could use some landscaping for screening of dock/doors
77	071034269041	McCaughey Properties LLC	Unit 3							New storage facilities; could use some landscaping for screening of dock/doors
77	071034269061	AUTUMN HOLDINGS	Unit 4							New storage facilities; could use some landscaping for screening of dock/doors
77	071034269101	Mark Alan Hermanson	Unit 6							New storage facilities; could use some landscaping for screening of dock/doors

VILLAGE OF MCFARLAND
REDEVELOPMENT DISTRICT NO. 1
TABLE 3: BLIGHT DETERMINATION

Map #	Parcel #	Property Owner	Property Address	TYPE OF BLIGHT						NOTES
				Economic	Environmental	Physical	Visual	Transportation	Inconsistent Land Use/ Obsolete Platting	
77	071034269121	STORAGESHOPUSA-MCFARLAND LLC	Unit 7							New storage facilities; could use some landscaping for screening of dock/doors
77	071034269141	STORAGESHOPUSA-MCFARLAND LLC	Unit 8							New storage facilities; could use some landscaping for screening of dock/doors
74	071034269161	HOWARD DAVIS	Unit 9	X						Vacant land
74	071034269181	STORAGESHOPUSA-MCFARLAND LLC	Unit 10	X						Vacant land
74	071034269201	STORAGESHOPUSA-MCFARLAND LLC	Unit 11	X						Vacant land
74	071034269221	STORAGESHOPUSA-MCFARLAND LLC	Unit 12	X						Vacant land
74	071034269241	STORAGESHOPUSA-MCFARLAND LLC	Unit 13	X						Vacant land
74	071034269261	STORAGESHOPUSA-MCFARLAND LLC	Unit 14	X						Vacant land
74	071034269281	STORAGESHOPUSA-MCFARLAND LLC	Unit 15	X						Vacant land
74	071034269301	STORAGESHOPUSA-MCFARLAND LLC	Unit 16	X						Vacant land
74	071034269321	STORAGESHOPUSA-MCFARLAND LLC	Unit 17	X						Vacant land

Conclusions

Based on the above findings, it is determined that a preponderance or substantial number of properties within proposed Redevelopment District #1 are blighted and in need of rehabilitation within the meaning of the criteria set forth in Section 66.1333, Wis. Stats. for the following reasons:

- Inappropriate land use within the context of the surrounding area.
- Potential environmental and stormwater quality issues that impact the surrounding region and its lakes, streams and rivers
- Economic blight due to properties not developed for their highest and best use and/or are vacant or have and are experiencing a high rate of vacancy
- Potential of environmental concerns due to current and historical uses.
- Physical and/or visual deterioration of the structures and site improvements of a significant number of properties.
- Diversity of ownership
- Land uses that impair the sound growth of the community
- Traffic counts that render properties unsafe for ingress/egress

It is determined that physical and economic conditions exist that, if left unattended, would impair and impede the sound and safe growth of the Village of McFarland. Only through comprehensive redevelopment of a large part of this area, will the Village be able to appropriately redevelop flagship properties, thereby contributing to the overall vitality of the community.

Village of McFarland
Redevelopment District #1

MAP 4: Potential Redevelopment Areas

DRAFT

Beltline-Oriented
Commercial Subdistrict

Industrial Center

Mixed-Use
Lakeview Village

Long-Term
Residential

Office

Mixed-Use

Triangle/Meinders
Subdistrict

Highway 51
Design Subdistrict

Property in
Question

Source: Village of McFarland
Terminal and Triangle District Plan,
Adopted September 8, 2005

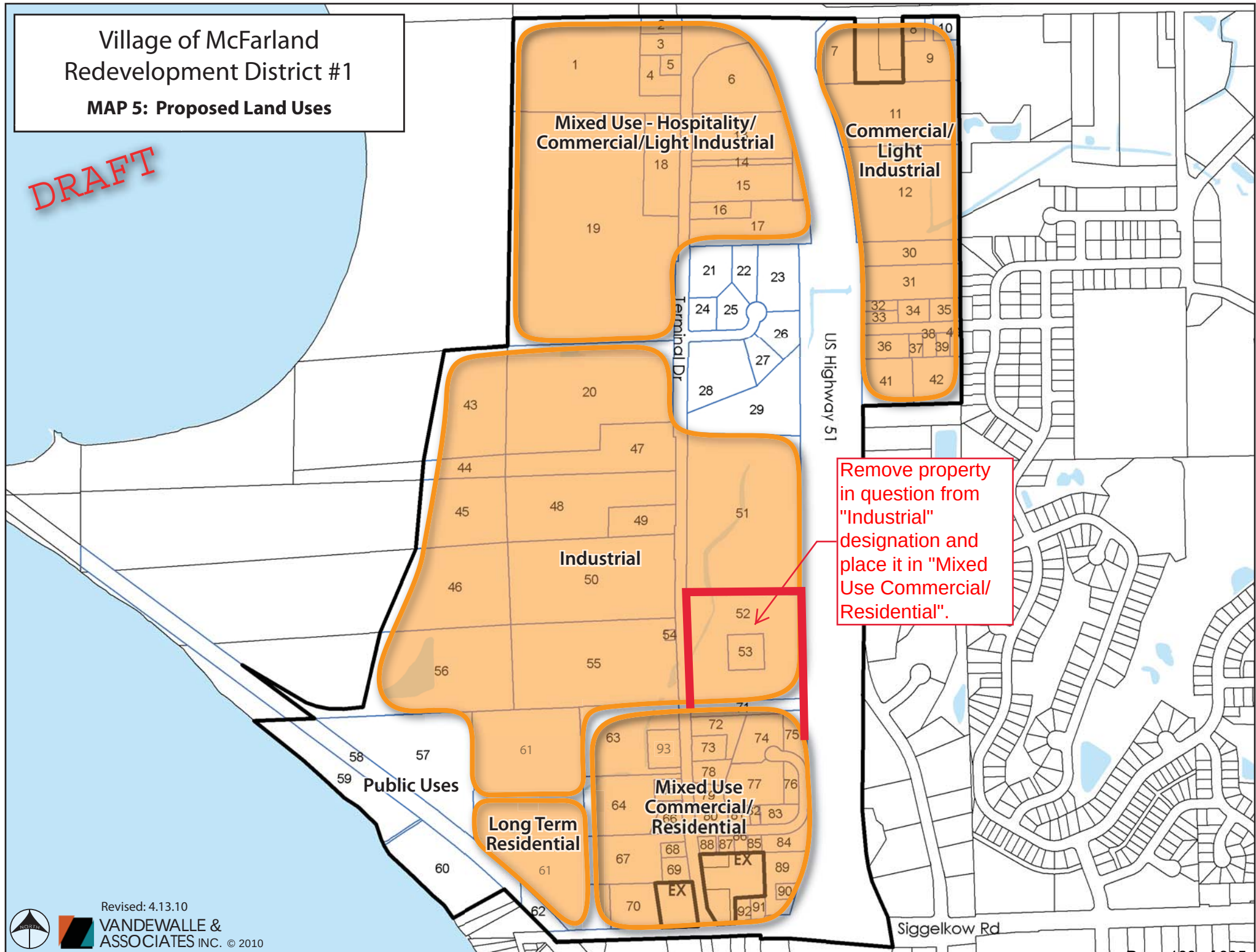


Revised: 4.13.10

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ASSOCIATES INC. © 2010

Village of McFarland
Redevelopment District #1
MAP 5: Proposed Land Uses

DRAFT



Revised: 4.13.10



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ASSOCIATES INC. © 2010



COMMUNITY DEVELOPMENT AUTHORITY SUMMARY SHEET

MEETING DATE: Monday, March 11, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action regarding acceptance of the Lodging Market Feasibility Study/Analysis.

PREVIOUS ACTION:

The CDA approved this study at its meeting on November 7, 2018.

The CDA reviewed the study at their meeting on March 6, 2019 and unanimously recommends its acceptance.

ISSUE SUMMARY:

Last year the Village entered into a study with a consultant to study the viability of developing a hotel in the Community. That work is now complete after they have since reviewed the Village, our demographics, local trends, and the potential for the development. Their recommendation is that a hotel could be supported in the Community and it has the potential to bring with it other desirable amenities like an indoor pool, restaurant/bar, large event meeting space, etc. We presently have received some interest regarding this type of development, and this study can be used as a basis to support the project. However, the property in question is privately owned and they will have to take the next step to sell the property to a developer for additional discussions to be had on the project. The information though is helpful and can be used for this project or in the future as these needs might arise.

FINANCIAL/BUDGET IMPACT:

The cost of this work was \$8,000 and paid for out of TID #3.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for acceptance.

ATTACHMENTS:

1. McFarland, WI - Final





Core DISTINCTION GROUP

McFarland, WI

Lodging Market Feasibility Study/Analysis

Prepared
Exclusively for:
**McFarland,
Wisconsin**

Prepared by:
Core Distinction Group

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The following Comprehensive Lodging Feasibility Study Report will review the potential development of a hotel in McFarland, WI.

Intended Use - This report is to be used by the Client for determining feasibility and attracting a hotel.

Intended User - Village of McFarland, WI is the only intended user for this report.

Core Distinction Group LLC (CDG) has been engaged to provide this Comprehensive Lodging Feasibility Study Report for the McFarland, WI market area. This Lodging Feasibility Study provides an overview of information concerning the market area and the factors that would affect the possible development of a hotel facility in this community.

This consultant from Core Distinction Group LLC met with representatives of the community and the surrounding area to gather information pertinent to hotel development. Comprehensive research was performed and reviewed regarding the community's economic indicators, competitive lodging supply, and lodging demand generators. CDG performed field research to determine the relationship between the community and its lodging need. Economic indicators were studied to determine the stability and future growth potential of the general market. The research was conducted as a macro and micro market analysis of the McFarland, WI and the areas immediately surrounding area to determine their viability to support the potential of a hotel development.

This report will present projections for stabilized hotel operation based upon current operating performance in the market area. Occupancy, Average Daily Room Rate, and Sales Revenue projections for the hotel were based upon a detailed review of the field research data. Also, recommendations as to the property type, suggested property size, services, and amenities were included. These projections and recommendations were based upon the market demand research for a potential lodging facility.

This report provides statistical and highlighted narratives to support the conclusions regarding the market area and its ability to support potential hotel development.

General Assumptions - For the purpose of this assignment, we assumed the proposed property will be operated as an upper-mid scaled to upper scaled, franchised hotel with a central reservations system that is fully-integrated with a recognized marketing platform. If this or any of the following are not followed, it could affect the overall feasibility of subject property.

Operational Assumptions - For the purpose of this assignment, we assume the subject property would be managed by a professional Hotel Management Company at an industry standard fee between five and seven percent.

Franchise Fees - For the purpose of this assignment, we assume the subject property would pay franchise fees either quoted to Core Distinction Group, LLC by the developer or franchise representative. In the event that Core Distinction Group is not able to receive a quote, fees will be based on the franchise's registered Franchise Disclosure Document.

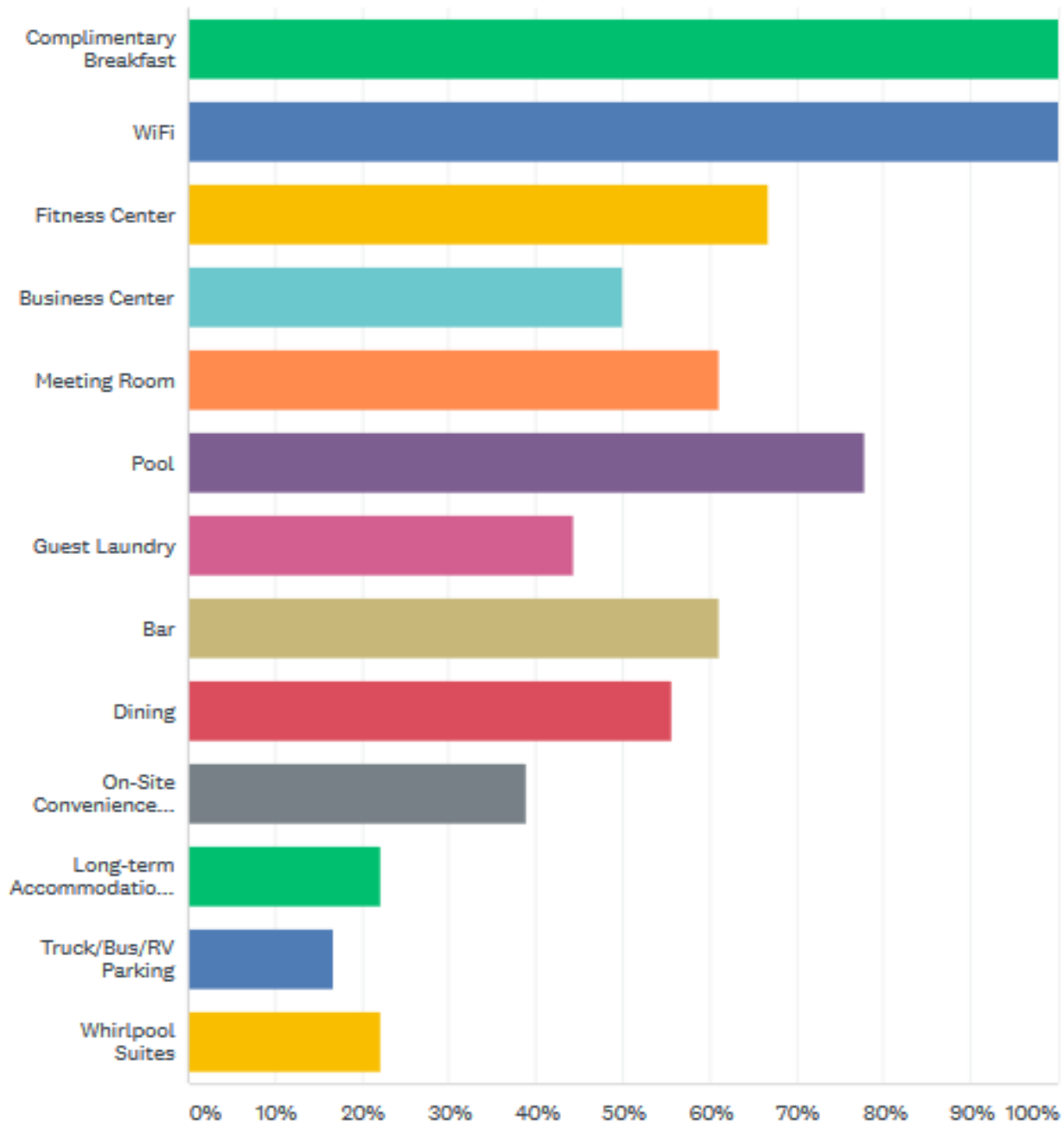
Property segment recommended for the potential development of a hotel is an Upper Midscale hotel. This type of hotel would allow the property to be positioned properly at the subject site. It is anticipated that a new hotel would capture displaced Lodging Demand currently staying in markets surrounding McFarland, WI. Additionally, the newness of the hotel should be well received in the marketplace. It's location will be ideal to serve McFarland and regional markets. This type of hotel would also be capable of adjusting rates to best fit the demand in the market and the seasonality of the area.

Property size recommendation of a newly developed hotel was researched to be between 60-70 guestrooms in this report. This would position it to be slightly smaller than the average room size of 86 noted by the competitive set surveyed. The size would assist the property in achieving the Occupancy projections listed in this report. It is not advisable to over-build in this market at this time. Expansion of the hotel in future years could be considered as the market's Lodging Demand grows. Adjusting the room count will modify Performance.

Rate Competition will be dictated by both the immediate market and regional market demand. With proper rate positioning the hotel should achieve a yield to the regional market hotels at 120% or greater peak season and match the competitive set at 100% during low season. The newly developed hotel in this market could expect to run similar rates to the only upper midscale hotel in the competitive set surveyed.



Property features, amenities, and services of the hotel should satisfy the market it is attempting to attract. Standard features and amenities required for a proposed hotel in this market should include:



The recommended Sleeping Room Configuration should be compatible with the overall Market Segmentation of the area. The property should offer a comparable selection of both single occupancy king bedded rooms to double occupancy double queen bedded guestrooms due to the mix of business being primarily transient, corporate, and group.

Economic Impact Potential: There are multiple economic impacts of building and developing a new hotel in a community. Some direct impact drivers include projected hotel revenue including all rooms revenues, meeting room revenue, as well as vending/bar revenue. On Average, this size property will create 15-25 full time jobs, part-time employment varies by hotel need and hiring practices. Additional economic development will include taxes, which include all sales taxes collected on hotel revenue, as well as all payroll related taxes collected from full-time hotel employees and temporary construction workers. Local governments will also collect new property taxes from the operation of the hotel. Indirect Impact includes all jobs and income generated by businesses that supply goods and services to the hotel. A few examples of businesses that will indirectly benefit from the development of a hotel include suppliers of rooms related goods (housekeeping supplies, room amenities, etc.), telecommunication vendors (internet, cable, etc.), utility companies, food and beverage suppliers, and other hotel related vendors.



A **Lodging Demand Analysis** was performed. This demand analysis is based on general observations of the surrounding market area and the overall McFarland, WI market area.

1st Quarter (Jan-Mar)	January	February	March
Lodging Rooms Available	1,860	1,680	1,860
Lodging Occupancy %	45.7%	53.6%	56.5%
Total Occ. Rooms	850	900	1,050
Average Daily Rate	92.86	99.10	105.50
Total Revenue	\$78,931	\$89,190	\$110,775
2nd Quarter (Apr-June)	April	May	June
Lodging Rooms Available	1,800	1,860	1,800
Lodging Occupancy %	69.4%	83.3%	88.9%
Total Occ. Rooms	1,250	1,550	1,600
Average Daily Rate	113.15	111.85	111.70
Total Revenue	\$141,438	\$173,368	\$178,720
3rd Quarter (July-Sept)	July	August	September
Lodging Rooms Available	1,860	1,860	1,800
Lodging Occupancy %	83.3%	88.7%	75.0%
Total Occ. Rooms	1,550	1,650	1,350
Average Daily Rate	113.89	143.97	124.18
Total Revenue	\$176,530	\$237,551	\$167,643
4th Quarter (Oct-Dec)	October	November	December
Lodging Rooms Available	1,860	1,800	1,860
Lodging Occupancy %	78.0%	52.8%	43.0%
Total Occ. Rooms	1,450	950	800
Average Daily Rate	139.45	104.72	90.40
Total Revenue	\$202,203	\$99,484	\$72,320

**Based on 60
Guestrooms**

TOTAL
21,900
68.3%
14,950
\$115.60
1,728,151

NOTE: Above "Lodging Rooms Available" represent the total amount each month. Due to the variation of days in the month, this number changes.

* The above forecasts represent projections for occupancy, adr, and revenue of a developed 60 unit lodging option. Financial Returns projected based on specific brand chosen for development. Development costs and FDD required by each brand for financial projection estimates.

NOTE: The above information is a forward looking projection of anticipated occupancies, average daily rate and revenue based on the professional experience of Core Distinction Group LLC (CDG) participation in other projects, similar in nature. Occupancy and ADR projections derived from market data trends reported by Smith Travel Research (STR) in the market's proximity along with to date rate shopping of local and surrounding hotels, and community feedback. This projection could change due to changes in the economy, both locally and overall, the acceptance of the project by the local community and patrons and the fact that CDG has not been involved in a project in this area and in a municipality with these demographics in the past. Thereby, all investors understand and acknowledge that these forward looking projections are not warranted by CDG and are subject to change and fluctuation.

Source: Core Distinction Group LLC





First Year Ramp Up Projections of 60 Guestroom Lodging Options:

OCC%	ADR:	REVPAR	Room Revenue:
64.9%	\$112.13	\$72.72	\$1,592,491

1-5 Year Projections:

OCC%	ADR:	REVPAR	Room Revenue:	YEAR 1
68.30%	\$115.60	\$78.91	\$1,728,151	

OCC%	ADR:	REVPAR	Room Revenue:	YEAR 2
70.00%	\$117.91	\$82.58	\$1,808,544	

OCC%	ADR:	REVPAR	Room Revenue:	YEAR 3
72.00%	\$120.27	\$86.59	\$896,367	

OCC%	ADR:	REVPAR	Room Revenue:	YEAR 4
75.00%	\$121.47	\$91.04	\$1,993,859	

OCC%	ADR:	REVPAR	Room Revenue:	YEAR 5
75.00%	\$122.68	\$91.95	\$2,013,798	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
23	24	45	47	40	124	130
38%	41%	75%	78%	67%	207%	217%

* Demand % of demand for available rooms graph shown above. Weekend Demand shows the greatest potential for increased revenues through proper yield management. Required minimum length of stays of 2 nights Friday/ Saturday required to maximize weekend demand revenue.

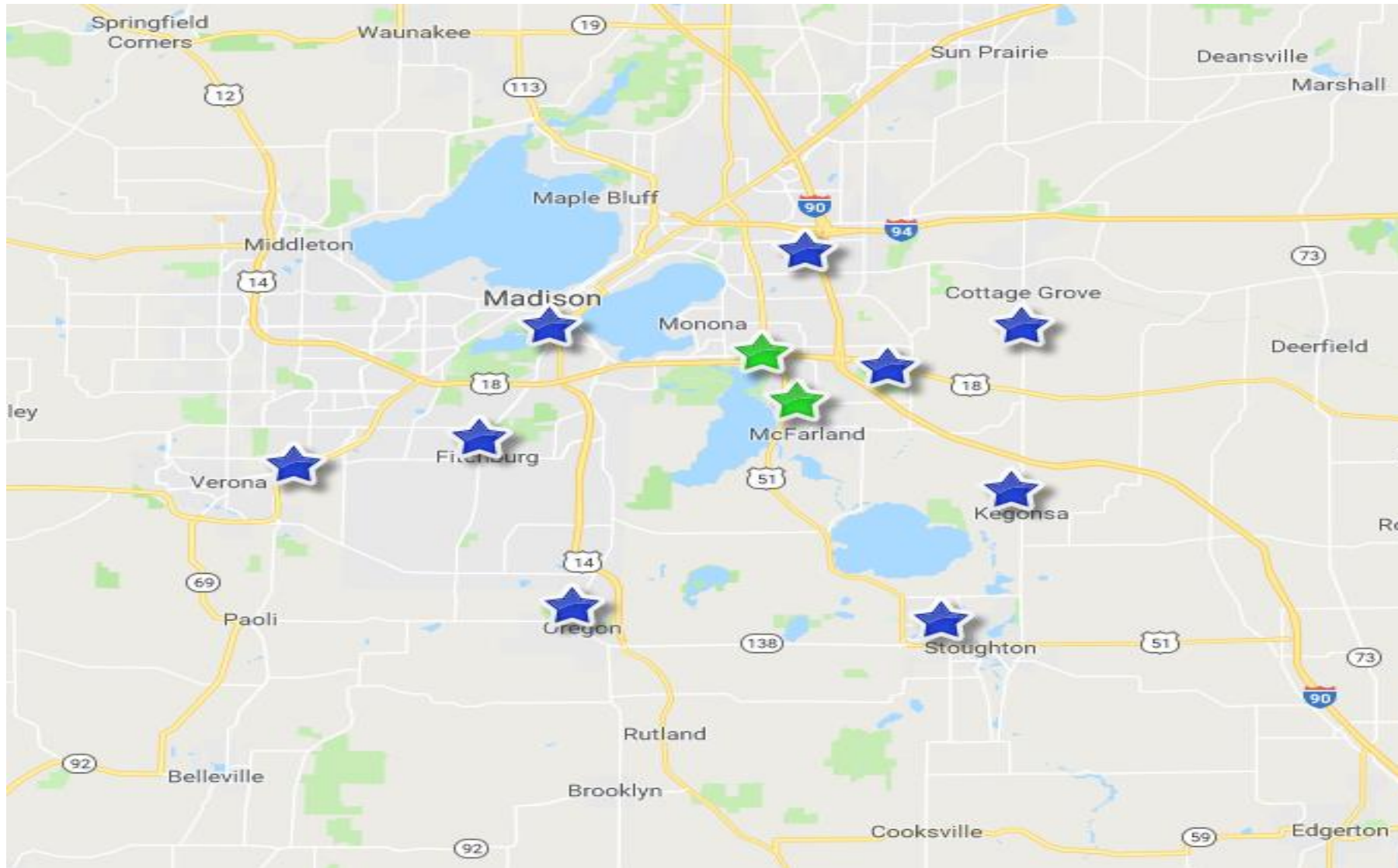
It should be noted that the above projections are considered to be forecasted for the first full year open. Consideration for a ramp up period at a minimum of 90 to 180 days is typical for new hotel development. It should be noted that projections shown in any forward reaching proforma will indicate a first partial year ramp up period for comparison and budget planning. The opening of this potential hotel development should be in timing up to 90 days prior to peak season to ensure highest potential profitability in year 1. A minimum of \$150k should be factored into the total project cost under working capital to offset this first year ramp up period loss potential. Hotels used in this seasonality analysis are from both the immediate and neighboring markets of McFarland, WI. The market's demand patterns appear above average at the time of this report.

Source: Core Distinction Group LLC





Market Demand Area: (Focus Area of Sales Efforts of Additional Lodging)



★ Immediate Feeder Market

★ Secondary Feeder Market

** Feeder Market = Outlying Community that feeds travelers into desired market (Sales Focus Area)

Source: Google Maps; TripAdvisor; Core Distinction Group, LLC.



Strengths of McFarland, WI:

(In no specific order)

-  Close Proximity to Larger Community
-  Lower Yahara River Trail
-  Easy Access to Interstate and Major Highways
-  Good Schools
-  Recreation Access
-  Parks
-  Family Friendly
-  Low Crime
-  Community Pride

Weaknesses of McFarland, WI:

(In no specific order)

-  Lack of Jobs
-  Lack of Downtown/Business District
-  Lack of Employers

Opportunities:

(In order of most mentioned)

-  Event/Meeting Space
-  Medical Facility
-  Downtown Development
-  Retail
-  Restaurants

Source: Core Distinction Group LLC Community Interviews (2018)

*** The above mentioned listings are not the opinion of Core Distinction Group, LLC, yet a compilation of direct feedback by members of the community during our interview process.*





Understanding Terms:

Average Daily Rate (ADR)

A measure of the average rate paid for rooms sold, calculated by dividing room revenue by rooms sold. $ADR = \text{Room Revenue} / \text{Rooms Sold}$

Chain Scale

Chain Scale segments are grouped primarily according to actual average room rates. An independent hotel, regardless of average room rate, is included as a separate Chain Scale category. The Chain Scale segments are: Luxury, Upper Upscale, Upscale, Upper Midscale, Midscale, Economy and Independent.

Competitive Set (Comp Set)

A peer group of hotels that competes for business and is selected to benchmark the subject property's performance.

Date-To-Date Comparison

Comparison of daily performance by actual calendar date (1st of January this year vs. 1st of January last year).

Day-To-Day Comparison

Comparison of daily performance by day of week (Monday this year vs. Monday last year).

Demand

The number of rooms sold in a specified time period (excludes complimentary rooms).

Group Rooms

Typically defined as 10 or more rooms per night, sold pursuant to a signed agreement. Refer to Data Reporting Guidelines for more specific application.

Index

Measures a hotel's performance relative to an aggregated grouping of hotels (i.e., competitive set, market or submarket). We utilize indexes to measure performance in three key areas: Occupancy, ADR and RevPAR.

Occupancy (OCC)

Percentage of available rooms sold during a specified time period. Occupancy is calculated by dividing the number of rooms sold by rooms available. $\text{Occupancy} = \text{Rooms Sold} / \text{Rooms Available}$

Revenue Per Available Room (RevPAR)

Total room revenue divided by the total number of available rooms. $\text{Room Revenue} / \text{Rooms Available} = \text{RevPAR}$



Total Revenue

Revenue from all hotel operations - including rooms, F&B, other revenue departments (i.e., spa, golf, parking) and miscellaneous revenue (i.e., rentals, leases, resort fees and cancellation fees).

Year to Date

Period starting at the beginning of the current year and ending on the current date.

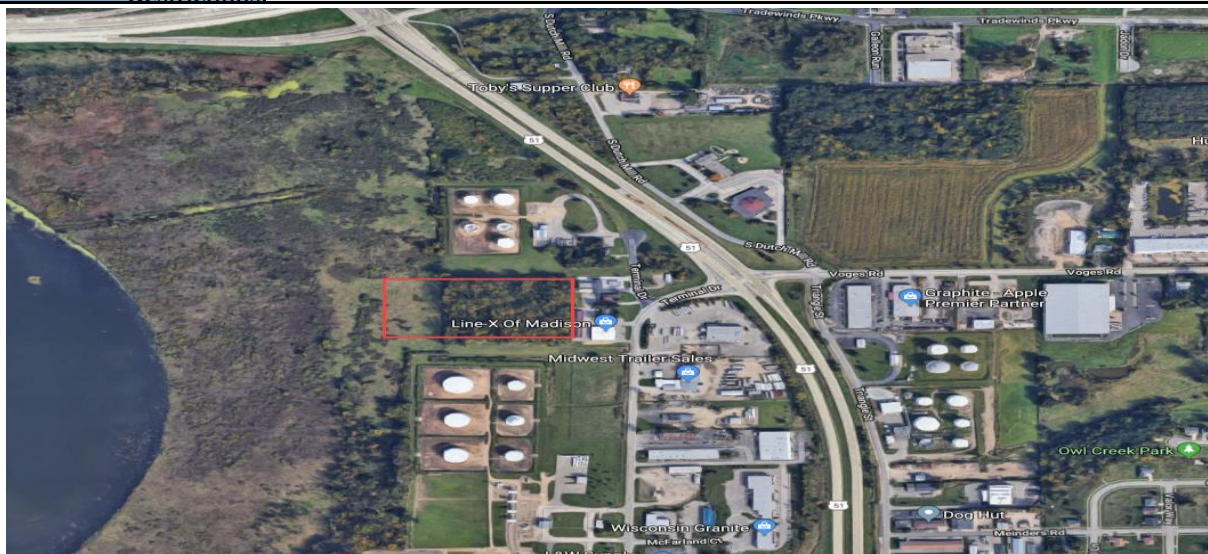
Hotel Types

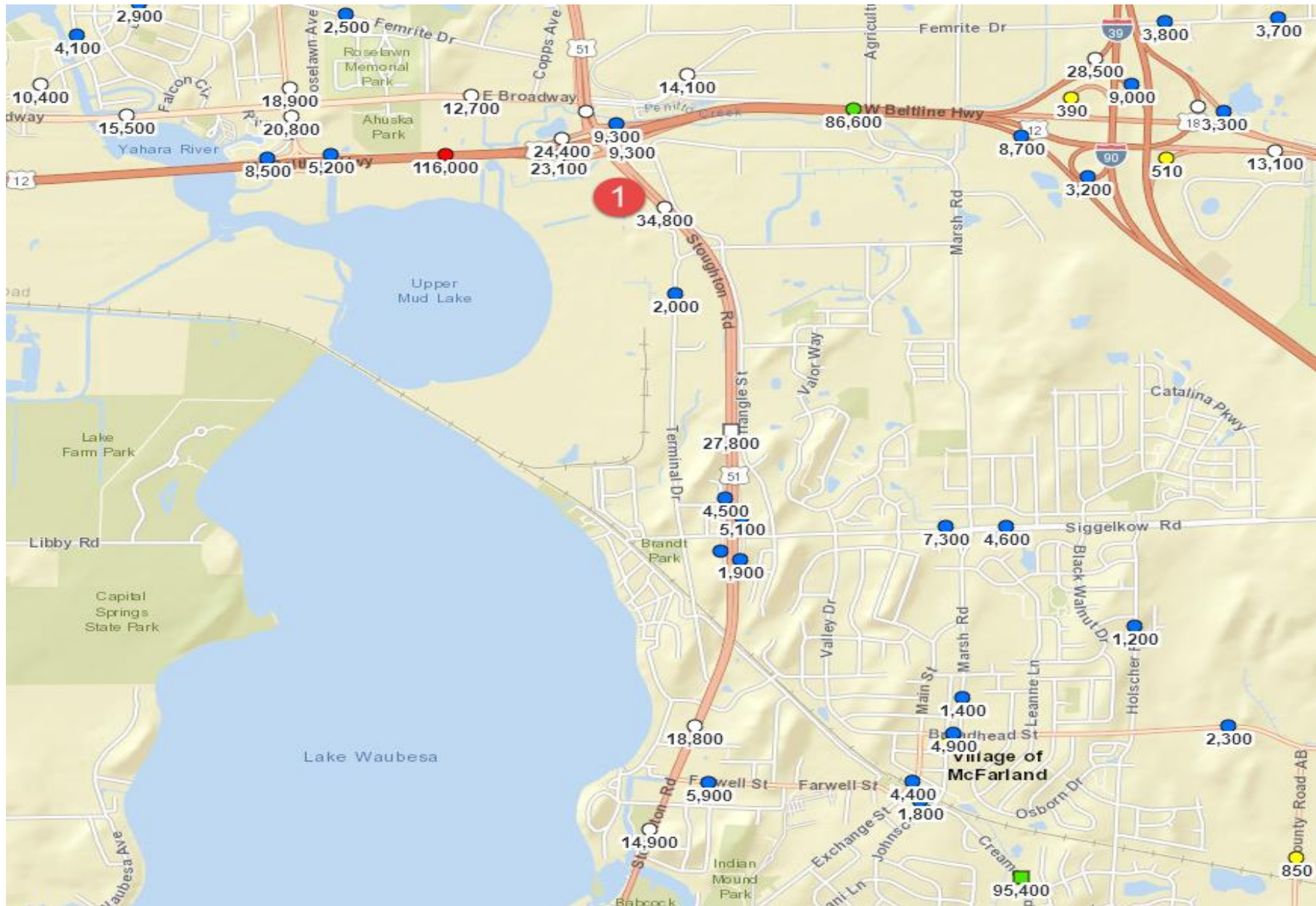
Hotel classifications are driven primarily by building structure and, secondarily, by service level. Hotel types include:

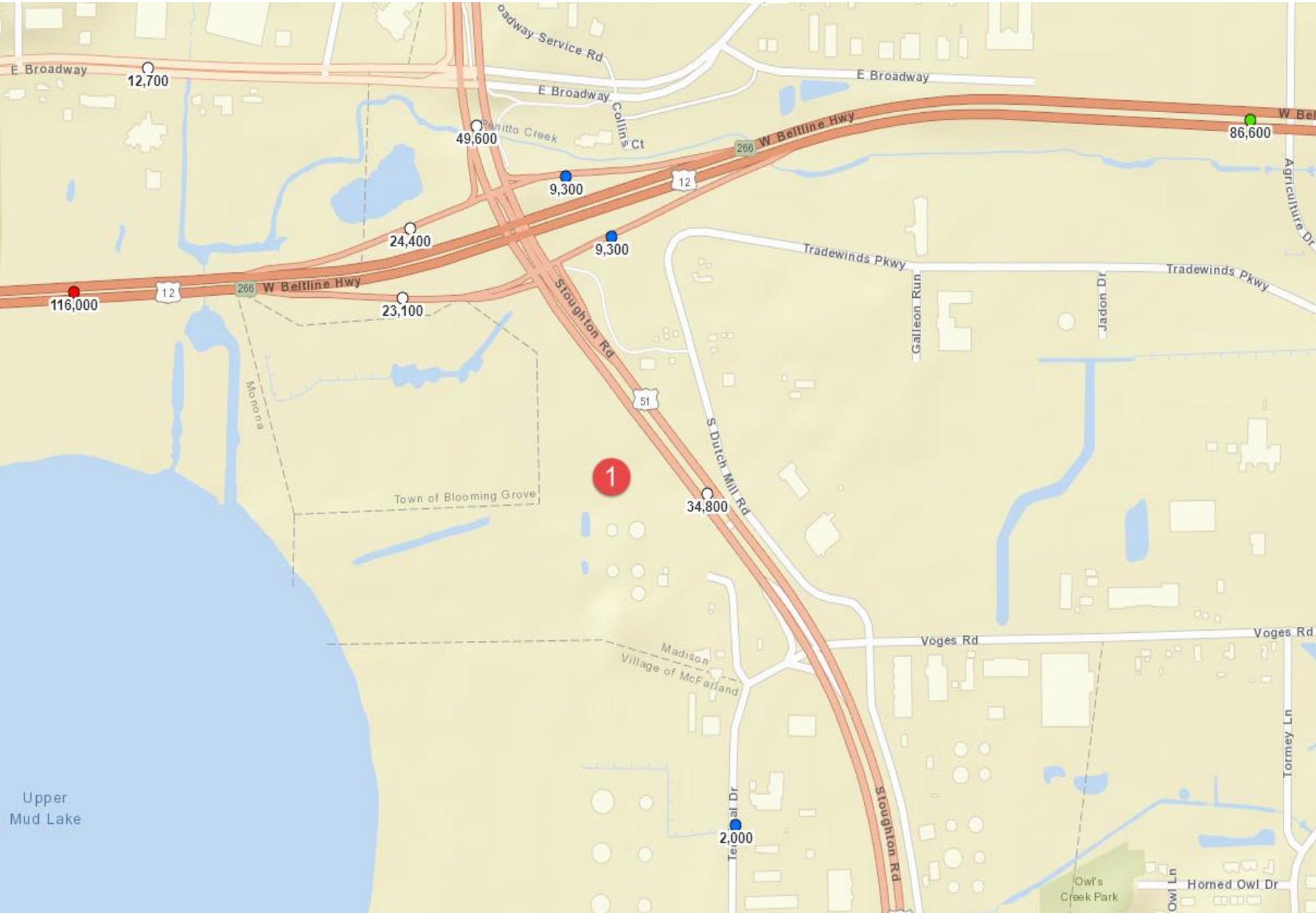
- All-Inclusive: Property with rooms sold only as a complete package, bundling overnight accommodations and value-added amenities and services (i.e., food, beverage, activities and gratuities, etc.)
- All-Suite: Property with guestroom inventory that exclusively consists of rooms offering more space and furniture than a typical hotel room, including a designated living area or multiple rooms.
- B&B/Inn: Independently owned and operated properties that typically include breakfast in the room rates, 20 rooms or fewer and a resident/owner innkeeper.
- Boutique: Hotel that appeals to guests because of its atypical amenity and room configurations. Boutiques are normally independent (with fewer than 200 rooms), have a high average rate and offer high levels of service. Boutique hotels often provide authentic cultural, historic experiences and interesting guest services.
- Condo: Individually and wholly-owned condominium units. Inventory is included in a rental pool operated and serviced by a management company.
- Conference Center: Lodging hotel with a major focus on conference facilities.
- Convention Center: Property with a minimum of 300 rooms and large meeting facilities (minimum of 20,000 square feet).
- Destination Resort: Property that appeals to leisure travelers, typically located in resort markets, and considered a destination in and of themselves with extensive amenity offerings. These properties are typically larger and full-service.
- Extended Stay: Properties typically focused on attracting guests for extended periods. These properties quote weekly rates. The typical length of stay average for guests is four to seven nights.
- Full Service Hotel: Typically Upscale, Upper Upscale and Luxury properties with a wide variety of onsite amenities, such as restaurants, meeting spaces, exercise rooms or spas.
- Gaming/Casino: Property with a major focus on casino operations.
- Golf: Property that includes a golf course amenity as part of its operations. A property does not qualify if it only has privileges on a nearby course.
- Hotel/Motel: Standard hotel or motel operation.
- Limited Service: Property that offers limited facilities and amenities, typically without a full-service restaurant. These hotels are often in the Economy, Midscale or Upper Midscale class.
- Lifestyle Brand: Group of hotels operating under the same brand that is adapted to reflect current trends.
- New Build: Property built from the ground up, not a conversion or building that was not previously a hotel.
- Ski: Property with onsite access to ski slopes.
- Soft Brand: Collection of hotels that allows owners and operators to affiliate with a major chain while retaining their unique name, design and orientation.
- Spa: Property with an onsite spa facility and full-time staff offering spa treatments.
- Timeshare: Property that typically is a resort condominium unit, in which multiple parties hold property use rights, and each timeshare owner is allotted a period of time when the property may be used.



Subject Site Evaluation (Site 1) - Off Stoughton Rd, Visibility to Highway 12, 18 and 51 - On Upper Mud Lake					
Visibility	1	2	3	4	5
Accessibility	1	2	3	4	5
Traffic Counts	1	2	3	4	5
Site Prep	1	2	3	4	5
Major Utilities	1	2	3	4	5
Zoning	1	2	3	4	5
Area Support Services	1	2	3	4	5
Demand Generator Position	1	2	3	4	5
Competition Position	1	2	3	4	5
Overall Result			93%	42	45
Location	Potential site is located off of Highway 51 with easy access to Highway 12/18, Interstate 90 and the community of Madison, Monona and McFarland.				
Land Area	The recommended site size for proposed property is two to three acres.				
Frontage	This proposed site does not offer frontage to major highways but does have high visibility.				
Topography	The area offers many options with very little issues. The topography does not appear to have development issues at this time. Due to the proposed land's proximity to the lake, the developer may need to conduct additional testing.				
Drainage	No drainage issues were observed at the time of visit and none were disclosed to Core Distinction Group at the time of Site Visit.				
Environmental Hazards	An environmental assessment report was not provided for review. However, these issues are out of Core Distinction Group's scope of work and expertise. It is assumed that property is no adversely affected by these hazards.				
Ground Stability	A soil report was not provided for review. However, these issues are out of Core Distinction Group's scope of work and expertise. It is assumed that property is no adversely affected by these hazards.				
Utilities	It is our understanding that water, electric and sewer are available in the general area.				
Parking	This site is assumed to be able to accommodate the appropriate number of parking spaces.				
Easements, Encroachments and Restrictions	Core Distinction Group was not provided a title report on said site and was not made aware of any easements, encroachments or restrictions that would affect this site.				







Source - Wisconsin Department of Transportation



Population

McFarland is a village in Dane County, Wisconsin on the eastern shore of Lake Waubesa. The population was 7,808 at the 2010 census. McFarland is part of the Madison Metropolitan Statistical Area.

McFarland, WI	April 1, 2010		Population Estimate (as of July 1)				
	Census	Estimates Base	2013	2014	2015	2016	2017
	7,808	7,805	8,086	8,168	8,177	8,294	8,449

2010 Census Data (Including 2017)	McFarland, WI	Dane County
Population estimates, July 1, 2017	8,449	536,416
Population estimates base, April 1, 2010	7,805	488,075
Population, percent change - April 1, 2010 to July 1, 2017	8.3%	9.9%
Population, Census, April 1, 2010	7,808	488,073
Persons under 5 years, percent, 2017	6.3%	5.8%
Persons under 18 years, percent, 2017	22.0%	20.7%
Persons 65 years and over, percent, 2017	15.4%	13.2%
Female persons, percent, July 1, 2017	48.1%	50.3%
White alone, percent, July 1, 2017	95.2%	85.2%
Black or African American alone, percent, July 1, 2017	2.0%	5.4%
American Indian and Alaska Native alone, percent, July 1, 2017	0.0%	0.5%
Asian alone, percent, July 1, 2017	1.1%	6.2%
Native Hawaiian and Other Pacific Islander alone, percent, July 1, 2017	0.0%	0.1%
Two or More Races, percent, July 1, 2017	1.5%	2.7%
Hispanic or Latino, percent, July 1, 2017	1.3%	6.5%
White alone, not Hispanic or Latino, percent, July 1, 2017	94.4%	79.6%
Housing units, July 1, 2017	-	233,009
Owner-occupied housing unit rate, 2011-2017	79.3%	58.3%
Median value of owner-occupied housing units, 2010-2014	\$242,600	\$242,700
Building permits, 2017	-	4,336
Travel time to work (min), workers age 16 years+, 2010-2014	20.8	21.0

Source: US Census Bureau



Effective Buying Income

Households by Income	2017
Median Household Income	\$79,152
Mean Income	\$95,266
<\$10,000	1.4%
\$10,000-\$14,999	2.1%
\$15,000-\$24,999	3.6%
\$25,000-\$34,999	7.9%
\$35,000-\$49,999	10.4%
\$50,000-\$74,999	22.6%
\$75,000-\$99,999	13.0%
\$100,000-\$149,999	21.6%
\$150,000-\$199,999	11.1%
\$200,000+	6.4%

Source: U.S. Census Bureau, 2013-2017 5-Year American Community Survey

Workforce/Employment Distribution

by NAICS Codes (McFarland, WI)	Percent (%)
Educational services	13.40%
Health care and social assistance	13.36%
Retail trade	12.84%
Manufacturing	11.59%
Professional, scientific, and technical services	7.17%
Other services, except public administration	6.44%
Construction	4.96%
Accommodation and food services	4.63%
Wholesale trade	4.61%
Finance and insurance	4.21%
Public administration	3.77%
Real estate and rental and leasing	2.73%
Agriculture, forestry, fishing and hunting	2.57%
Transportation and warehousing	2.29%
Information	1.85%
Administrative and support and waste management services	1.68%
Utilities	1.01%
Arts, entertainment, and recreation	0.80%

Source: U.S. Census Bureau, 2013-2017 5-Year American Community Survey



Unemployment

The current unemployment rate for McFarland is 2.1% in October 2018

Labor Supply / Wage Pressures

Wisconsin's minimum wage is set at \$7.25 (2018). The labor supply is felt to be average to support a hotel development. The hotel could draw employment from the broad geographic area of Dane County or the surrounding counties to stay closer to home for work. The unemployment levels in the county do have the potential to place limitations on labor supply needed for this build. Wage pressures were reported to be a concern in attracting Service employees for a hotel.

Air Transportation

The closest major airport to McFarland, Wisconsin is Dane County Regional Airport (MSN / KMSN). This airport is in Madison, Wisconsin and is 11 miles from the center of McFarland, WI.

International airports near McFarland, WI

86 miles: Milwaukee, WI (MKE / KMKE) [General Mitchell International Airport](#)

128 miles: Chicago, IL (ORD / KORD) [Chicago O'Hare International Airport](#)

137 miles: Green Bay, WI (GRB / KGRB) [Austin Straubel International Airport](#)

146 miles: Chicago, IL (MDW / KMDW) [Chicago Midway International Airport](#)

Domestic airports near McFarland, WI

11 miles: Madison, WI (MSN / KMSN) [Dane County Regional Airport](#)

78 miles: Rockford, IL (RFD / KRFD) [Chicago Rockford International Airport](#)

86 miles: Milwaukee, WI (MKE / KMKE) [General Mitchell International Airport](#)

106 miles: Dubuque, IA (DBQ / KDBQ) [Dubuque Regional Airport](#)

109 miles: Appleton, WI (ATW / KATW) [Outagamie County Regional Airport](#)

128 miles: Chicago, IL (ORD / KORD) [Chicago O'Hare International Airport](#)

Local airports near McFarland, WI

42 miles: Janesville, WI (JVL / KJVL) [Southern Wisconsin Regional Airport](#)

55 miles: Lone Rock, WI (LNR / KLNR) [Tri-County Regional Airport](#)

56 miles: Juneau, WI (UNU / KUNU) [Dodge County Airport](#)

57 miles: Baraboo, WI (KDLL) [Baraboo-Wisconsin Dells Airport](#)





Market Segmentation Projection for McFarland, WI are as follows:

SMERF (Social, Military, Education, Religion, and Fraternal):	30%
Social(Weddings/Events)	5%
Military	0%
Education (Sports/Other)	25%
Religious	0%
Fraternal	0%
Transient/Walk-In:	30%
Area Events & Attractions:	20%
Healthcare & Social Assistance:	10%
Corporate:	10%
Total Need:	100%

Identifying which segments have the potential to produce 80 percent of your hotel's revenue is imperative to the success of developing these segments to ensure hotel is achieving fair market share. This starts with understanding the market in which any given hotel operates. A fundamental understanding of the competitive environment, key economic drivers and historical trends are essential to understanding which market segments are relevant. At this time, the proposed hotel should experience the same Market Segmentation as the overall market. The proposed hotel in McFarland, WI, would be the newest hotel in the immediate regional area and would be positioned to serve a wide variety of Lodging Demand. Also, as a proposed upper midscale hotel, it would be able to flex rates and services to accommodate a full range of Lodging Demand identified for this market.

Source: Core Distinction Group LLC





Events (McFarland & Surrounding Area Overflow) (The events listed below are demand generators for leisure transient business)	
January:	Frozen Five and Under Bonspiel, Drives Bonspiel, Wedding Show (Alliant Energy Center), Winter Restaurant Week, Monster Truck Nationals (Alliant Energy Center), Isthmus Beer & Cheese Fest (Alliant Energy Center)
February:	Madison Mixed Invitational Bonspiel, Curling vs. Cancer Bonspiel, All-American Woman's Bonspiel, Madison Mixed Bonspiel, Madison Winter Festival, Garden Expo (Alliant Energy Center), WIAA State Boys Swimming & Diving Championship, Wisconsin Fishing Expo (Alliant Energy Center), WIAA Individual Wrestling Tournament,
March:	Kraut Spiel, The Fowler Event Bonspiel, Canoecopia (Alliant Energy Center), WIAA State Boys Basketball Tournament (Kohl Center), Midwest Bicycle Show (Alliant Energy Center), WIAA Girls & Boys State Hockey Championship,
April:	Field & Stream Deer & Turkey Expo (Alliant Energy Center), Midwest Horse Fair (Alliant Energy Center), Capital Village Jazz Fest, Reddan Spring Shootout (Reddan Park)
May:	Madison Craft Beer Week, UW Madison Spring Commencement, Syttende Mai Folk Festival (Stoughton), World's Largest Brat Fest (Alliant Energy Center), MAYSA Cup (Reddan Park),
June:	WIAA State Boys Golf Tournament, WIAA Softball State Tournament, Mount Horeb Summer Folic, WIAA Boys Team Tennis Tournament, Marquette Waterfront Festival, PGA Tour: American Family Insurance Championship, McFarland Soccer Club Summer Soccer Cup,
July:	National Woman's Music Festival, Dane County Fair (Alliant Energy Center), Reebok CrossFit Games (Alliant Energy Center), Reddan Thunder Invitational (Reddan Park),
August:	Africa Fest, Sugar Maple Music Festival, Audl National Championship, Sun Prairie Sweet Corn Festival, Agora Art Fair (Fitchburg), Major League Quidditch Championship, UW Madison Football Home Opener, Reddan Toe Bash (Reddan Park)
September:	UW Madison Move-in, Quilt Expo (Alliant Energy Center), Thirsty Troll Brew Fest (Mount Horeb), Wizard World (Alliant Energy Center), UW Madison Woman's Hockey Home Opener, UW Madison Football, Madison 56ers Fall Invitational Tournament (Reddan Park), Reddan Toe Bash (Reddan Park)
October:	Halloween Spiel Invitational Bonspiel, World Dairy Expo (Alliant Energy Center), World Clydesdale Show (Alliant Energy Center), Mount Horeb Fall Heritage Festival, WIAA Girls Golf Tournament, WIAA Girls Individual Tennis Tournament, Wisconsin Science Festival, WIAA Girls Team Tennis Tournament, UW Madison Football, Reddan Ice Age Classic (Reddan Park)
November:	Schmecken Spiel, Madtown Doubledown Bonspiel, WIAA State Girls Swimming & Diving Championship, WIAA Football State Finals, Madison Women's Expo, MMOCA Art Fair, Wizard World Comic Con (Alliant Energy Center),
December:	MCC Junior Bonspiel, Holiday Glo-Spiel, Madison Men's Bonspiel,





Area/Regional Attractions:

Madison Curling Club - The roots of the Madison Curling Club date back to 1921, when some hearty University of Wisconsin professors and Madisonians made one sheet of ice under the stadium bleachers at Camp Randall on the campus of the University of Wisconsin. The early curlers each had their own set of stones and, therefore, uniform size and performance of stones was virtually nonexistent. The club was located under the Camp Randall bleachers from 1921 to 1929. In 1930, these members got permission from the Village of Madison to build a wooden building with casement windows at Burr Jones Field on East Washington Avenue. Ice was made when the weather was cold enough. Due to lack of artificial ice making equipment, some of the early “spiels” would have curling draws into the early morning hours. In 1950, a cement block 18 x 45 foot clubroom with a small kitchen was added and artificial ice making equipment was installed under the sand of the four sheets. In 1958 the wooden walls of the rink house were replaced with cement blocks and the men’s locker room and the clubroom were expanded. Expansion of the men’s locker room took place in 1964, along with the addition of a women’s locker room. The Madison Curling Club was at the East Washington Avenue location for seventy-nine years. Unfortunately, in September of 1997, the club’s relationship with the Village of Madison came to an end. In June of 1997, our new multipurpose, six sheet facility was constructed at a cost of 1.3 million dollars at William McFarland Park in McFarland, WI. The club’s relationship with the Village of McFarland has been a positive experience.

University of Wisconsin Madison - For 168 years, this campus has been a catalyst for the extraordinary. As a public land-grant university and prolific research institution, students, staff, and faculty members partake in a world-class education and solve real-world problems. The campus spans over 900 acres with advance athletic, academic, research and development facilities.

University of Wisconsin Madison - The University offer 9,000-plus courses; 200-plus undergraduate majors and certificates; 250-plus master’s, doctoral, and professional programs; 2,000-plus faculty.

University of Wisconsin Madison - Athletics

Men's Athletics	Hockey	Softball	Hockey
Baseball	Rowing	Cross Country	Basketball
Basketball	Volleyball	Track & Field	Golf
Wrestling	Soccer	Soccer	
Football	Tennis	Tennis	
Cross Country	Track & Field	Swimming & Diving	
Golf	Women's Athletics	Rowing & Rowing Lightweight	





Area/Regional Attractions:

University of Wisconsin Madison - Research oversees more than \$1 billion in annual research expenditures, a figure that puts UW–Madison sixth in the nation among universities for volume of research. The office also includes administration of 19 offices and cross-campus research and service centers, and maintains oversight of the Graduate School, which has an annual budget of \$160 million and is responsible for 9,400 graduate students in 150 master's and 120 doctoral fields. The Vice Chancellor's leadership team consists of faculty and staff members representing the various disciplines of research and graduate education, including administration, compliance, policy physical sciences, biological sciences, social sciences, and arts and humanities. In addition, an extensive network of operational support is in place to support the office's mission. The OVCERGE values the contributions of each person and respects the profound ways their identity, culture, background, experience, status, abilities, and opinion enrich the university community. We commit ourselves to the pursuit of excellence in research, graduate education, and diversity as inextricably linked goals. Diversity is a source of strength, creativity, and innovation for UW–Madison.

Alliant Energy Center – From food festivals and business conferences to horse shows and Roller Derby bouts, the Alliant Energy Center is Madison's premier entertainment venue. Less than four miles away from our hotel, this complex is home to a 10,000-seat coliseum, a 255,000-square-foot exhibit hall, a 29-acre outdoor space and more.

Reddan Soccer Park is a 60 acre facility belonging to the Madison Area Youth Soccer Association. On an annual basis, Reddan Soccer Park hosts more than 1,200 league games (and 700 practices), 8 major tournaments and events with participants from across the Midwest, over 225,000 visitors annually. Reddan Soccer Park was originally a 40 acre parcel in 1997. The land is leased from Dane County Parks and was developed through collaborative efforts, including both the financial and volunteer support of local businesses and individuals. Reddan Soccer Park grew to its present size in 2002 when it leased an additional 20 acres from Dane County Parks. The Greater Madison Convention & Visitors Bureau estimated the annual impact of the 2009 Tournaments at Reddan alone (apart from practices and league play) to be \$3 million, not including the impact of indirect spending.

Monona Terrace – Designed by Frank Lloyd Wright in 1938, Monona Terrace is a community and convention center on the bank of Lake Monona. As one of the Midwest's best event venues, it is noted for its state-of-the-art facilities and beautiful backdrop. Attend a wedding, concert, symposium or IRONMAN® competition, or simply tour this architectural wonder.

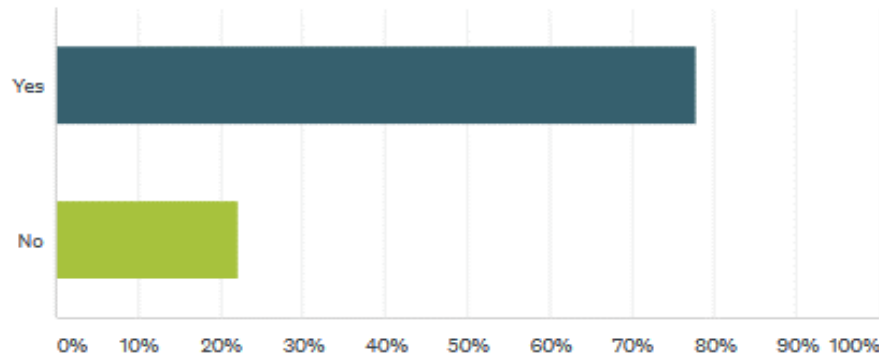
Capital Springs State Park – Trek through the park on a snowmobile in winter and paddleboard to your campsite in summer at Capital Springs State Park, less than a mile from the hotel. You can also hike or bike all the way into downtown on the park's Capital Village State Trail.



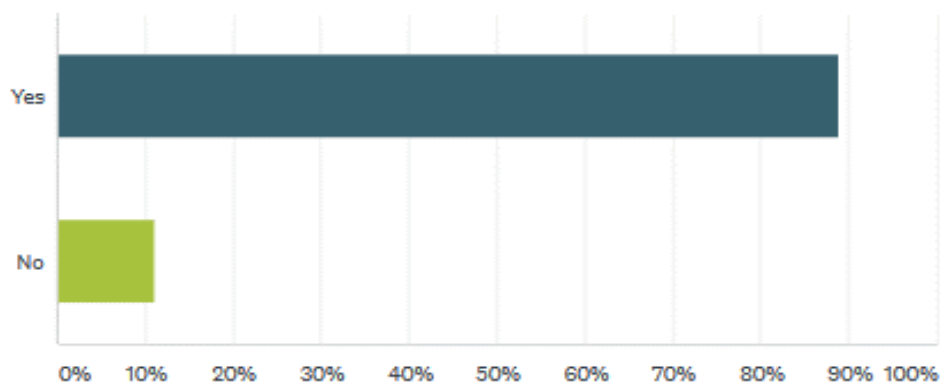


Community Interviews Overall Key Response

When Core Distinction Group asked individual businesses in the area if they had need for new, quality accommodations in the community, 78% identified specific a need:



When Core Distinction Group asked individual and businesses in the area if they felt there was a need in McFarland for a new hotel, 89% stated they did:



In surveying a representative with State Farm Insurance, they indicated that although they do not have need for lodging, they feel there is a need.

I surveying a representative with the Public Library, they indicated they have need for lodging two to four times a year for speakers they that will stay for one night. They will typically put them at the AmericInn in Monona.

In surveying a representative with Christ the King Parish, they indicated that although they do not have need for lodging they believe there is a need for lodging for families visiting people in McFarland as well as the many sporting events in the area.

I surveying a representative with Hoyos Consulting, they indicated they have need for lodging one or two times a month for one or two nights. They will typically recommend the Country Inn and Suites or send people downtown Madison.

In surveying a representative with Schraml Realty Group, they indicated they have need for lodging around five times a year for business visits for their company. In addition, they see a need for lodging three times or more a year for clients that are selling or buying homes. Sometimes the clients can have need to stay up to forty-five nights. They currently send clients to the Days Inn for temporary housing and clients to the Hilton in downtown Madison.

In surveying a representative with The Little Gym in McFarland, they indicated they have need for lodging two or three times a year. They will typically send anyone looking to the Sleep Inn by they seem to fill fast.

In surveying a representative with Hot Water Products, they indicated a need for lodging three times a month for vendors and typically will utilize the AmericInn.

In surveying a former representative with the Village of McFarland, they indicated they have need for ten rooms per year. They utilize the Sleep Inn or the Days Inn in Madison.

In surveying a representative with Double M Resources, they indicated a need for lodging in the past for employees that have relocated. They recommend the Sleep Inn.

In surveying a representative with Jaeckle Distributors, they indicated they have need for five to ten rooms per month. They typically will utilize the Sleep Inn and feel that shuttle service would be crucial to them utilizing a hotel in McFarland.

In surveying a representative with the McFarland Softball Association, they indicated a need for one large softball tournament in June each year. They typically see a few teams that are from out of the area. They also expect that some spectators may need rooms during their tournament.

In surveying a representative with McFarland Historical Society, they indicated they are only open on Sunday afternoons in the Summer and do see between five and ten visitors each day. Most are local but some are from out of the area.

In surveying a representative with the Madison Curling Club, they indicated a great need for lodging during their Bonspiels. These are extremely large curling events held at their facility (see Lodging Demand). Each Bonspiel brings in ten to fifteen teams from out of the area. In addition, they rent out their facility for events, accommodating between eight times a month for one hundred and sixty to three hundred people. Their facility also houses Olympic events. They are currently in the beginning stages of expanding their facility as well.

In surveying a representative with the McFarland School District, they currently have need for lodging once or twice a year for continuing education events. The school district is currently going through a large expansion that includes an update of all athletic facilities. The major and most substantial expansion is their indoor swimming facilities. They will have room for five hundred spectators and be in a position to house swim meets.

In surveying a representative with McFarland State Bank, they indicated they do not have much need for lodging in the area. Possibly a client or two each year. They did voice the need coming from the University of Wisconsin System, Cummins, AmTelco and Hospitals in the area.

Source: Core Distinction Group LLC Community Interviews (2018/2019)



Competitive Hotel Properties Regional

STR Competitive Hotel Rates Quoted (August 2019)						Peak Season
Property	Rooms	RATE ANALYSIS			Date Opened:	SEGMENT
		SINGLE	DOUBLE	WEEKEND		
Hawthorn Suites by Wyndham Madison E	79	\$102	\$102	\$102	Jul-07	Midscale
Sleep Inn & Suites Madison	88	\$97	\$97	\$105	Aug-09	Midscale
Holiday Inn Express & Suites Madison C	111	\$271	\$271	\$144	Nov-14	Upper Midscale
Comfort Inn Madison Downtown	91	\$91	\$91	\$170	Jan-96	Upper Midscale
AmericInn Lodge & Suites Madison Sout	61	\$84	\$84	\$84	Nov-00	Upper Midscale
Country Inn & Suites Madison	87	\$156	\$156	\$156	May-97	Upper Midscale
AVERAGE DAILY ROOM RATE QUOTED:		\$134	\$134	\$127	120%	
% of Rate vs. Comp Set Rates:		119%	112%	130%		
Projected Rate vs. Comp Set Rates:		\$159	\$149	\$165		

Room Rate Competition Comparison/Review Peak Season:

	Average Rate	Yield	Probable Rate
Upper Midscale STR Comp Set Lodging Average Rates:	\$163	98%	\$159
Midscale STR Comp Set Lodging Average Rates:	\$99	160%	\$159



Competitive Hotel Properties Regional

STR Competitive Hotel Rates Quoted (December 2019)						Low Season
Property	Rooms	RATE ANALYSIS			Date Opened:	SEGMENT
		SINGLE	DOUBLE	WEEKEND		
Hawthorn Suites by Wyndham Madison E	79	\$102	\$102	\$102	Jul-07	Midscale
Sleep Inn & Suites Madison	88	\$97	\$97	\$105	Aug-09	Midscale
Holiday Inn Express & Suites Madison C	111	\$135	\$135	\$110	Nov-14	Upper Midscale
Comfort Inn Madison Downtown	91	\$68	\$68	\$68	Jan-96	Upper Midscale
AmericInn Lodge & Suites Madison Sout	61	\$84	\$84	\$89	Nov-00	Upper Midscale
Country Inn & Suites Madison	87	\$76	\$76	\$91	May-97	Upper Midscale
AVERAGE DAILY ROOM RATE QUOTED:		\$94	\$94	\$94	100%	
% of Rate vs. Comp Set Rates:		100%	100%	100%		
Projected Rate vs. Comp Set Rates:		\$94	\$94	\$94		

Room Rate Competition Comparison/Review Low Season:

	Average Rate	Yield	Probable Rate
Upper Midscale STR Comp Set Lodging Average Rates:	\$99	95%	\$94
Midscale STR Comp Set Lodging Average Rates:	\$94	100%	\$94





Competitive Hotels	
Primary Competitive Hotels	# of Rooms
Hawthorn Suites by Wyndham Madison Fitchburg	79
Sleep Inn & Suites Madison	88
Holiday Inn Express & Suites Madison Central	111
Comfort Inn Madison Downtown	91
AmericInn Lodge & Suites Madison South	61
Country Inn & Suites Madison	87
Grand Total:	517
Average Room Count:	86
<i>Source: STR / Core Distinction Group, LLC</i>	

The primary competitors are expected to be the hotels in the regional market shown above. Based on STR data provided the following table summarizes the historical trends in occupancy and rates for the competitive supply in the past five years.

Historical Market Performance					
Year	Annual Occupancy	Rooms Sold	Average Rate	Occ %	ADR
				(Growth/Decline)	
2013	69.5%	131,058	\$88.66	4.1%	\$1.73
2014	67.3%	126,998	\$93.76	-2.2%	\$5.10
2015	65.9%	124,379	\$101.29	-1.4%	\$7.52
2016	71.0%	133,956	\$107.76	5.1%	\$6.48
2017	67.2%	126,885	\$112.63	-3.7%	\$4.87
<i>Source: STR / Core Distinction Group, LLC</i>					

Based on STR data provided the following table summarizes the projected occupancy and rates for the competitive supply in the upcoming three years.

Projected Market Performance					
Year	Annual Occupancy	Rooms Sold	Average Rate	Occ %	ADR
				(Growth/Decline)	
2018	66.0%	124,545	\$112.50	-1.2%	(\$0.13)
2019	65.0%	122,658	\$113.63	-1.0%	\$1.13
2020	62.0%	116,997	\$114.76	-3.0%	\$1.14
<i>Source: Core Distinction Group, LLC</i>					





STR Competitive Set Surveyed





Hawthorn Suites by Wyndham Madison Fitchburg



# of Guestrooms	# of Floors	Year Built/Year Renovated
79	4	July-17

Welcome to Fitchburg. Off Route 18 and 14 near Madison Village center. Just a short drive from Dane County Regional Airport (MSN), our Hawthorn Suites by Wyndham Madison Fitchburg hotel is located near the University of Wisconsin-Madison campus. Enjoy easy access to Madison Village center, including convention and event venues like Alliant Energy Center. We also serve as a convenient extended stay hotel for nurses and doctors traveling to Unity Point Health or St. Mary's Hospital, as well as businesspeople in town for Epic Systems Software training, visits to Thermo Fisher Scientific offices, or meetings at Placon Corporation headquarters. Convenience comes first with in-room kitchenettes and local shuttle service. Kick off every morning with a free buffet breakfast, and reserve your free local area and airport shuttle ahead of time to make your trip as seamless as possible. Our fitness center helps you stay active, while our indoor pool and hot tub give you a chance to relax. Park outdoors for free or opt for underground parking for a nominal daily fee. Each guest room features a flat-screen HDTV with cable, hairdryer, iron and ironing board, as well as a kitchenette with a microwave, dishwasher, toaster, stove, coffee maker, cookware, silverware, and a refrigerator with an ice maker. Pet-friendly rooms are also available for a small charge. Discover nature trails, interact with wildlife, or catch a game. With UW-Madison nearby, you can see a Badgers basketball or hockey game at Kohl Center, or a football game at Camp Randall Stadium. The University of Wisconsin-Madison Arboretum offers a variety of forests and wetlands to explore, while Military Ridge State Trail features a scenic 40-mile hiking and biking trail alongside woods and prairies. Visit fascinating wildlife at the Henry Vilas Zoo, or check out the interactive exhibits at Madison Children's Museum. You can also hit the links at Nakoma Golf Club and Nine Springs Golf Course, or catch a race at Madison International Speedway.

Source: Wyndham Brand Website





Holiday Inn Express & Suites Madison Central



# of Guestrooms	# of Floors	Year Built/Year Renovated
<i>111</i>	<i>4</i>	<i>November-14</i>

Less than a mile from Alliant Energy Center sports venue, this relaxed hotel is 3 miles from the Wisconsin State Capitol and the Henry Vilas Zoo. Straightforward rooms feature minifridges, microwaves, and tea and coffeemaking facilities, plus desks, flat-screen TVs and free Wi-Fi. Suites add separate sitting areas and pull-out sofas. Amenities include free breakfast buffet, local shuttle service and parking. There's also an indoor saltwater pool, a 24-hour fitness room and a business center, plus laundry facilities and a snack shop. Experience our award-winning Holiday Inn Express & Suites Madison Central. Our exquisitely designed, upscale hotel is located near everything in Wisconsin's capitol Village. We are within walking distance to the Alliant Energy Center and Veterans Memorial Coliseum, and just minutes to Downtown Madison, Monona Terrace Convention Center, the State Capitol, the University of Wisconsin and Dane County Regional Airport. Convention attendees and business travelers alike will find our upscale accommodations exceed expectations. We provide complimentary local area shuttle service to nearby businesses Epic Systems, SubZero and UW Hospitals. While you stay at our Downtown Madison, Wisconsin hotel, we offer an indoor salt water pool, 24 hour state-of-the-art Fitness Center, guest laundry and our Complimentary Hot Breakfast Buffet. Conference Services available for up to 40 people and you will stay productive away from the office with fast high-speed Internet and a Business Center. Families will enjoy staying at our Downtown Madison location minutes from the University of Wisconsin, Camp Randall, Kohl Center, Capitol Square, State Street and Downtown Madison events adjacent to Lake Monona and miles of running/biking trails. Other area attractions include the Henry Vilas Zoo, Wisconsin Arboretum, Madison Children's Museum, Olbrich Botanical Gardens and Overture Center for the Arts.

Source: IHG Brand Website





Comfort Inn Madison Downtown



# of Guestrooms	# of Floors	Year Built/Year Renovated
<i>91</i>	<i>3</i>	<i>November-14</i>

This unpretentious hotel is 3 miles from Henry Vilas Zoo and 7 miles from Olbrich Botanical Gardens. Enjoy cozy accommodations and a convenient location at our newly renovated hotel near the Madison State Capitol building. Amenities include: - Free WiFi - Free hot breakfast - Free parking - Indoor heated pool and hot tub - Fitness center. Guest rooms feature: - Microwave and refrigerator - MP3 radio - Flat-panel TV - Free weekday newspaper. Whether you're searching for a place to stay on a business trip or looking for a pet-friendly family hotel, we've got you covered at the Comfort Inn® Madison - Downtown. We're near Alliant Energy Center and: - Monona Terrace Convention Center - Wisconsin Veteran's Museum - Capital Village Bike Trail - Camp Randall - Kohl Center. Join us every Monday through Thursday evening from 5-7p.m. for our evening social. We offer two free drinks for each guest over the age of 21. Also, don't forget to try our free fresh baked cookies and remember that guests of our hotel near Madison State Capitol can earn rewards, including free nights and gift cards, with our Choice Privileges® Rewards program.

Source: Choice Hotels Brand Website





AmericInn Lodge & Suites Madison South



# of Guestrooms	# of Floors	Year Built/Year Renovated
<i>61</i>	<i>3</i>	<i>November-00</i>

This informal hotel is 3 miles from the 16-acre Olbrich Botanical Gardens and 7 miles from Dane County Regional Airport. Comfortable hotel near I-90 and UW-Madison. Come stay with us at AmericInn Lodge & Suites Madison South, conveniently located on Route 18 just a short distance from downtown Madison and I-90. The University of Wisconsin-Madison is nearby, making us an ideal place to stay for college visits and Badger home games. Golfers enjoy the two nearby courses, and we're a great spot for business travelers, with WPS Health Solutions and Dawes Crane both within a short drive of our hotel. Dane County Regional Airport is also a quick ride away. Free breakfast and WiFi, plus a relaxing indoor pool, hot tub, and sauna. Fuel up for the day with a free homestyle breakfast offering favorites like Belgian waffles, scrambled eggs, fresh pastries, and more. Our free hotel-wide WiFi ensures you'll stay connected throughout your stay, while our soothing indoor pool, hot tub, and sauna are great spots to unwind. The comfortable fireside lounge is ideal for relaxing, or catching up on what's happening in the world with a free newspaper. Each welcoming room offers a flat-screen TV, mini-refrigerator, microwave, safe, iron, and ironing board. Art, sports, and entertainment on the water in Wisconsin's capital. Attend one of the variety of events always happening at the University of Wisconsin, including sports games, theater performances, and art exhibitions. The unique boutiques and delicious restaurants on State Street in downtown Madison are perfect for an afternoon of exploration, and the stunning and historic Wisconsin State Capitol Building offers free tours daily. Go for a hike and learn about the natural world at the Aldo Leopold Nature Center. Nearby lakes, including Lake Monona and Lake Mendota, offer lovely swimming, boating, and fishing spots.

Source: Wyndham Brand Website





Country Inn & Suites Madison



# of Guestrooms	# of Floors	Year Built/Year Renovated
87	3	May-97

Enjoy a Convenient Stay at Our Hotel near Downtown Madison. Nestled east of downtown Madison, the Country Inn & Suites® by Radisson, Madison, WI puts guests close to everything Monona has to offer. Whether you drive in from Beltline Highway or arrive via Dane County Regional Airport, our hotel welcomes you to enjoy your new home away from home near waterside fun at Yahara River and the burgeoning foodie culture by Capitol Square. When you check in, connect to the free Wi-Fi and grab a handful of complimentary cookies on the way to your room or suite. You can change into your swimsuit and head to the indoor pool for a swim or, if you're on a deadline, use the business center to catch up on work before you turn in for the night. The next morning, choose something tasty from our free, hot breakfast, and then walk out our back door for a calming stroll around the Yahara River. Our amenities and services include: •Free, Hot Breakfast •Free Wi-Fi •Heated Indoor Pool and Hot Tub •Fitness Center •Business Center. Our hotel offers comfortable guest rooms and suites so you can get a restful night's sleep before cheering on the Badgers or attending a wedding at Monona Terrace. Standard room amenities include: •Free Wi-Fi •Microwave and Refrigerator •Coffee/Tea Facilities •Rollaway Beds Available (\$10 per night) •Adjoining Rooms Available. Traveling with a large group? Reserve a King Suite, which includes all standard amenities, a plush king bed, plus extras like an additional TV and a sleeper sofa in the separate living room. In the morning, sit down to biscuits with gravy, waffles and fresh fruit at our hotel's free, hot breakfast. For an extra pick-me-up, hot coffee is available all day long.

Source: Radisson Brand Website





Sleep Inn & Suites Madison

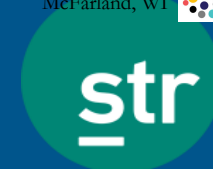


# of Guestrooms	# of Floors	Year Built/Year Renovated
88	3	August-09

Refresh and relax at the Sleep Inn & Suites® hotel in Madison, WI near Alliant Energy Center. Our affordable hotel in Madison is conveniently located less than a mile from Interstates 39 and 90 near many popular points of interest, including: - University of Wisconsin- Downtown Madison - Mona Terrace - East Towne Mall and West Towne Mall - Wisconsin State Capitol. While you are searching for pet-friendly hotels near MSN Airport – Dane County Regional Airport, look no further than the Sleep Inn & Suites. Business travelers appreciate our business center, which features copy and fax services and a computer with Internet access. As our valued guest at this affordable Madison hotel, you can also enjoy such amenities as an arcade room and:- Free hot Morning Medley breakfast - Free WiFi - Indoor pool and hot tub - Fitness center - Guest laundry facilities. We invite you to relax in your guest room, which features a smart HDTV, refrigerator, microwave, coffee maker, iron, ironing board and hair dryer.

Source: Choice Hotels Brand Website





Trend # 1044671_SADIM / Created January 03, 2019

Trend Report - Madison, WI Area Selected Properties (McFarland)

January 2012 to November 2018 Currency : USD - US Dollar

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Core Distinction Group, LLC

Tab 2 - Data by Measure

Madison, WI Area Selected Properties (McFarland)

Job Number: 1044671_SADIM Staff: MB Created: January 03, 2019

Occupancy (%)															
	January	February	March	April	May	June	July	August	September	October	November	December		Total Year	Nov YTD
2012	54.2	60.2	65.9	64.6	64.2	76.5	74.7	77.6	73.3	75.8	57.8	40.0		65.4	67.8
2013	50.2	68.3	64.1	71.9	68.3	80.6	83.1	86.8	78.1	76.5	61.5	44.5		69.5	71.8
2014	49.9	62.7	68.0	69.0	68.5	84.6	85.8	84.3	80.8	78.2	49.3	38.9		67.3	70.6
2015	45.0	56.4	64.6	68.0	64.5	79.7	76.8	80.5	76.4	76.7	56.2	45.7		65.9	67.8
2016	52.8	63.4	66.7	79.9	70.2	81.9	81.1	83.1	78.5	82.6	65.7	46.0		71.0	73.3
2017	49.1	59.3	66.1	68.3	68.4	81.7	74.9	79.2	77.2	77.4	61.6	43.6		67.2	69.4
2018	48.8	55.5	60.7	70.8	69.4	81.4	78.0	84.3	74.4	75.8	58.3			68.9	
Avg	49.9	60.5	65.1	70.5	67.7	80.9	79.0	82.2	76.9	77.6	58.6	43.2		67.8	69.9

ADR (\$)															
	January	February	March	April	May	June	July	August	September	October	November	December		Total Year	Nov YTD
2012	77.94	81.72	86.34	86.95	85.04	86.36	81.87	85.91	99.85	102.10	82.75	76.85		86.93	87.48
2013	80.49	81.98	83.89	87.39	86.74	86.80	85.93	89.78	107.01	102.24	84.18	76.66		88.66	89.35
2014	79.90	84.13	89.45	89.74	89.38	93.03	93.89	96.81	114.22	106.06	92.52	81.73		93.76	94.53
2015	85.02	91.03	97.61	100.04	95.62	101.27	95.89	107.55	126.53	113.76	92.46	90.53		101.29	101.96
2016	90.44	98.15	101.70	112.46	101.79	104.40	106.37	106.48	128.33	131.22	100.85	93.67		107.76	108.58
2017	95.37	100.65	103.65	116.46	111.69	114.14	105.90	114.63	133.11	133.33	111.59	90.94		112.63	113.89
2018	91.94	98.02	102.42	109.85	108.60	108.44	110.58	139.78	117.65	135.33	103.68			113.36	
Avg	86.44	91.39	95.80	101.96	98.13	100.34	98.14	107.42	119.30	119.27	96.46	85.97		99.57	102.38

RevPAR (\$)															
	January	February	March	April	May	June	July	August	September	October	November	December		Total Year	Nov YTD
2012	42.24	49.16	56.90	56.14	54.64	66.08	61.15	66.70	73.24	77.36	47.82	30.74		56.87	59.29
2013	40.40	55.98	53.74	62.81	59.28	69.93	71.41	77.90	83.53	78.18	51.80	34.11		61.58	64.12
2014	39.86	52.74	60.81	61.96	61.23	78.67	80.55	81.63	92.29	82.97	45.59	31.79		63.10	66.71
2015	38.26	51.32	63.07	68.04	61.70	80.70	73.69	86.55	96.65	87.28	52.00	41.33		66.76	69.12
2016	47.74	62.27	67.80	89.86	71.41	85.49	86.25	88.48	100.68	108.37	66.30	43.11		76.50	79.60
2017	46.86	59.72	68.49	79.50	76.43	93.20	79.32	90.79	102.80	103.17	68.77	39.63		75.73	79.08
2018	44.84	54.39	62.19	77.79	75.34	88.25	86.21	117.81	87.53	102.56	60.40			78.14	
Avg	43.09	55.33	62.33	71.92	66.45	81.21	77.53	88.29	91.75	92.60	56.50	37.12		67.47	71.60

Supply															
	January	February	March	April	May	June	July	August	September	October	November	December		Total Year	Nov YTD
2012	12,648	11,424	12,648	12,240	12,648	12,240	12,648	12,648	12,240	12,648	12,240	12,648		148,920	136,272
2013	12,648	11,424	12,648	12,240	12,648	12,240	12,648	12,648	12,240	12,648	12,240	12,648		148,920	136,272
2014	12,648	11,424	12,648	12,240	12,648	12,240	12,648	12,648	12,240	12,648	15,540	16,058		155,630	139,572
2015	16,058	14,504	16,058	15,540	16,058	15,540	16,058	16,058	15,540	16,058	15,540	16,058		189,070	173,012
2016	16,058	14,504	16,058	15,540	16,058	15,540	16,058	16,058	15,540	16,058	15,540	16,058		189,070	173,012
2017	16,058	14,504	16,058	15,510	16,027	15,510	16,027	16,027	15,510	16,027	15,510	16,027		188,795	172,768
2018	16,027	14,476	16,027	15,510	16,027	15,510	16,027	16,027	15,510	16,027	15,510			172,678	
Avg	14,592	13,180	14,592	14,117	14,588	14,117	14,588	14,588	14,117	14,588	14,589	14,916		170,068	157,655

Demand															
	January	February	March	April	May	June	July	August	September	October	November	December		Total Year	Nov YTD
2012	6,854	6,872	8,335	7,903	8,126	9,365	9,447	9,821	8,978	9,583	7,073	5,060		97,417	92,357
2013	6,349	7,801	8,102	8,797	8,644	9,862	10,511	10,975	9,555	9,671	7,532	5,628		103,427	97,799
2014	6,310	7,162	8,598	8,451	8,665	10,350	10,851	10,665	9,890	9,895	7,657	6,245		104,739	98,494
2015	7,227	8,177	10,376	10,569	10,362	12,384	12,340	12,923	11,870	12,321	8,740	7,331		124,620	117,289
2016	8,476	9,202	10,706	12,416	11,265	12,726	13,021	13,343	12,192	13,262	10,216	7,390		134,215	126,825
2017	7,890	8,605	10,610	10,588	10,967	12,665	12,004	12,694	11,979	12,402	9,558	6,984		126,946	119,962
2018	7,816	8,033	9,732	10,983	11,119	12,622	12,495	13,508	11,539	12,146	9,036			119,029	
Avg	7,275	7,979	9,494	9,958	9,878	11,425	11,524	11,990	10,858	11,326	8,545	6,440		115,227	110,251

Revenue (\$)															
	January	February	March	April	May	June	July	August	September	October	November	December		Total Year	Nov YTD
2012	534,233	561,553	719,662	687,168	691,051	808,779	773,459	843,683	896,420	978,408	585,271	388,851		8,468,538	8,079,687
2013	511,031	639,518	679,666	768,757	749,745	855,997	903,159	985,290	1,022,444	988,777	634,022	431,470		9,169,876	8,738,406
2014	504,148	602,505	769,082	758,429	774,435	962,905	1,018,751	1,032,518	1,129,653	1,049,415	708,426	510,416		9,820,683	9,310,267
2015	614,418	744,315	1,012,811	1,057,294	990,841	1,254,096	1,183,328	1,389,870	1,501,927	1,401,580	808,126	663,649		12,622,255	11,958,606
2016	766,593	903,132	1,088,794	1,396,347	1,146,680	1,328,584	1,384,986	1,420,765	1,564,620	1,740,203	1,030,292	692,213		14,463,209	13,770,996
2017	752,488	866,115	1,099,745	1,233,042	1,224,935	1,445,604	1,271,260	1,455,105	1,594,468	1,653,550	1,066,559	635,104		14,297,975	13,662,871
2018	718,592	787,398	996,782	1,206,478	1,207,475	1,368,757	1,381,654	1,888,116	1,357,522	1,643,673	936,859			13,493,306	
Avg	628,786	729,219	909,506	1,015,359	969,309	1,146,389	1,130,942	1,287,907	1,295,293	1,350,801	824,222	553,617		11,473,756	11,287,734

Tab 3 - Percent Change from Previous Year - Detail by Measure

Madison, WI Area Selected Properties (McFarland)

Job Number: 1044671_SADIM Staff: MB Created: January 03, 2019

Occupancy														
	January	February	March	April	May	June	July	August	September	October	November	December	Total Year	Nov YTD
2013	-7.4	13.5	-2.8	11.3	6.4	5.3	11.3	11.8	6.4	0.9	6.5	11.2	6.2	5.9
2014	-0.6	-8.2	6.1	-3.9	0.2	4.9	3.2	-2.8	3.5	2.3	-19.9	-12.6	-3.1	-1.7
2015	-9.8	-10.1	-4.9	-1.5	-5.8	-5.8	-10.4	-4.6	-5.5	-1.9	14.1	17.4	-2.1	-3.9
2016	17.3	12.5	3.2	17.5	8.7	2.8	5.5	3.3	2.7	7.6	16.9	0.8	7.7	8.1
2017	-6.9	-6.5	-0.9	-14.6	-2.5	-0.3	-7.6	-4.7	-1.6	-6.3	-6.3	-5.3	-5.3	-5.3
2018	-0.7	-6.5	-8.1	3.7	1.4	-0.3	4.1	6.4	-3.7	-2.1	-5.5			-0.7
Avg	-1.4	-0.9	-1.2	2.1	1.4	1.1	1.0	1.6	0.3	0.1	1.0	2.3	0.7	0.4

ADR														
	January	February	March	April	May	June	July	August	September	October	November	December	Total Year	Nov YTD
2013	3.3	0.3	-2.8	0.5	2.0	0.5	4.9	4.5	7.2	0.1	1.7	-0.2	2.0	2.1
2014	-0.7	2.6	6.6	2.7	3.0	7.2	9.3	7.8	6.7	3.7	9.9	6.6	5.8	5.8
2015	6.4	8.2	9.1	11.5	7.0	8.8	2.1	11.1	10.8	7.3	-0.1	10.8	8.0	7.9
2016	6.4	7.8	4.2	12.4	6.5	3.1	10.9	-1.0	1.4	15.4	9.1	3.5	6.4	6.5
2017	5.5	2.6	1.9	3.6	9.7	9.3	-0.4	7.7	3.7	1.6	10.6	-2.9	4.5	4.9
2018	-3.6	-2.6	-1.2	-5.7	-2.8	-5.0	4.4	21.9	-11.6	1.5	-7.1			-0.5
Avg	2.9	3.2	3.0	4.2	4.2	4.0	5.2	8.7	3.0	4.9	4.0	3.5	5.3	4.5

RevPAR														
	January	February	March	April	May	June	July	August	September	October	November	December	Total Year	Nov YTD
2013	-4.3	13.9	-5.6	11.9	8.5	5.8	16.8	16.8	14.1	1.1	8.3	11.0	8.3	8.2
2014	-1.3	-5.8	13.2	-1.3	3.3	12.5	12.8	4.8	10.5	6.1	-12.0	-6.8	2.5	4.0
2015	-4.0	-2.7	3.7	9.8	0.8	2.6	-8.5	6.0	4.7	5.2	14.1	30.0	5.8	3.6
2016	24.8	21.3	7.5	32.1	15.7	5.9	17.0	2.2	4.2	24.2	27.5	4.3	14.6	15.2
2017	-1.8	-4.1	1.0	-11.5	7.0	9.0	-8.0	2.6	2.1	-4.8	3.7	-8.1	-1.0	-0.6
2018	-4.3	-8.9	-9.2	-2.2	-1.4	-5.3	8.7	29.8	-14.9	-0.6	-12.2			-1.2
Avg	1.5	2.3	1.8	6.5	5.6	5.1	6.5	10.4	3.4	5.2	4.9	6.1	6.0	4.9

Supply															
	January	February	March	April	May	June	July	August	September	October	November	December		Total Year	Nov YTD
2013	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		0.0	0.0
2014	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	27.0	27.0		4.5	2.4
2015	27.0	27.0	27.0	27.0	27.0	27.0	27.0	27.0	27.0	27.0	0.0	0.0		21.5	24.0
2016	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		0.0	0.0
2017	0.0	0.0	0.0	-0.2	-0.2	-0.2	-0.2	-0.2	-0.2	-0.2	-0.2	-0.2		-0.1	-0.1
2018	-0.2	-0.2	-0.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0				-0.1
Avg	4.5	4.5	4.5	4.5	4.5	4.5	4.5	4.5	4.5	4.5	4.5	5.4		5.2	4.4

Demand														
	January	February	March	April	May	June	July	August	September	October	November	December	Total Year	Nov YTD
2013	-7.4	13.5	-2.8	11.3	6.4	5.3	11.3	11.8	6.4	0.9	6.5	11.2	6.2	5.9
2014	-0.6	-8.2	6.1	-3.9	0.2	4.9	3.2	-2.8	3.5	2.3	1.7	11.0	1.3	0.7
2015	14.5	14.2	20.7	25.1	19.6	19.7	13.7	21.2	20.0	24.5	14.1	17.4	19.0	19.1
2016	17.3	12.5	3.2	17.5	8.7	2.8	5.5	3.3	2.7	7.6	16.9	0.8	7.7	8.1
2017	-6.9	-6.5	-0.9	-14.7	-2.6	-0.5	-7.8	-4.9	-1.7	-6.5	-6.4	-5.5	-5.4	-5.4
2018	-0.9	-6.6	-8.3	3.7	1.4	-0.3	4.1	6.4	-3.7	-2.1	-5.5			-0.8
Avg	2.7	3.1	3.0	6.5	5.6	5.3	5.0	5.8	4.5	4.5	4.5	7.0	5.7	4.6

Revenue															
	January	February	March	April	May	June	July	August	September	October	November	December	Total Year	Nov YTD	
2013	-4.3	13.9	-5.6	11.9	8.5	5.8	16.8	16.8	14.1	1.1	8.3	11.0	8.3	8.2	
2014	-1.3	-5.8	13.2	-1.3	3.3	12.5	12.8	4.8	10.5	6.1	11.7	18.3	7.1	6.5	
2015	21.9	23.5	31.7	39.4	27.9	30.2	16.2	34.6	33.0	33.6	14.1	30.0	28.5	28.4	
2016	24.8	21.3	7.5	32.1	15.7	5.9	17.0	2.2	4.2	24.2	27.5	4.3	14.6	15.2	
2017	-1.8	-4.1	1.0	-11.7	6.8	8.8	-8.2	2.4	1.9	-5.0	3.5	-8.3	-1.1	-0.8	
2018	-4.5	-9.1	-9.4	-2.2	-1.4	-5.3	8.7	29.8	-14.9	-0.6	-12.2			-1.2	
Avg	5.8	6.6	6.4	11.4	10.1	9.7	10.5	15.1	8.1	9.9	8.8	11.1	11.5	9.4	

Tab 4 - Percent Change from Previous Year - Detail by Year



Madison, WI Area Selected Properties (McFarland)

Job Number: 1044671_SADIM Staff: MB Created: January 03, 2019

	Jan 13	Feb 13	Mar 13	Apr 13	May 13	Jun 13	Jul 13	Aug 13	Sep 13	Oct 13	Nov 13	Dec 13	Total Year	Nov YTD
Occ	-7.4	13.5	-2.8	11.3	6.4	5.3	11.3	11.8	6.4	0.9	6.5	11.2	6.2	5.9
ADR	3.3	0.3	-2.8	0.5	2.0	0.5	4.9	4.5	7.2	0.1	1.7	-0.2	2.0	2.1
RevPAR	-4.3	13.9	-5.6	11.9	8.5	5.8	16.8	16.8	14.1	1.1	8.3	11.0	8.3	8.2
Supply	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Demand	-7.4	13.5	-2.8	11.3	6.4	5.3	11.3	11.8	6.4	0.9	6.5	11.2	6.2	5.9
Revenue	-4.3	13.9	-5.6	11.9	8.5	5.8	16.8	16.8	14.1	1.1	8.3	11.0	8.3	8.2

	Jan 14	Feb 14	Mar 14	Apr 14	May 14	Jun 14	Jul 14	Aug 14	Sep 14	Oct 14	Nov 14	Dec 14	Total Year	Nov YTD
Occ	-0.6	-8.2	6.1	-3.9	0.2	4.9	3.2	-2.8	3.5	2.3	-19.9	-12.6	-3.1	-1.7
ADR	-0.7	2.6	6.6	2.7	3.0	7.2	9.3	7.8	6.7	3.7	9.9	6.6	5.8	5.8
RevPAR	-1.3	-5.8	13.2	-1.3	3.3	12.5	12.8	4.8	10.5	6.1	-12.0	-6.8	2.5	4.0
Supply	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	27.0	27.0	4.5	2.4
Demand	-0.6	-8.2	6.1	-3.9	0.2	4.9	3.2	-2.8	3.5	2.3	1.7	11.0	1.3	0.7
Revenue	-1.3	-5.8	13.2	-1.3	3.3	12.5	12.8	4.8	10.5	6.1	11.7	18.3	7.1	6.5

	Jan 15	Feb 15	Mar 15	Apr 15	May 15	Jun 15	Jul 15	Aug 15	Sep 15	Oct 15	Nov 15	Dec 15	Total Year	Nov YTD
Occ	-9.8	-10.1	-4.9	-1.5	-5.8	-5.8	-10.4	-4.6	-5.5	-1.9	14.1	17.4	-2.1	-3.9
ADR	6.4	8.2	9.1	11.5	7.0	8.8	2.1	11.1	10.8	7.3	-0.1	10.8	8.0	7.9
RevPAR	-4.0	-2.7	3.7	9.8	0.8	2.6	-8.5	6.0	4.7	5.2	14.1	30.0	5.8	3.6
Supply	27.0	27.0	27.0	27.0	27.0	27.0	27.0	27.0	27.0	27.0	0.0	0.0	21.5	24.0
Demand	14.5	14.2	20.7	25.1	19.6	19.7	13.7	21.2	20.0	24.5	14.1	17.4	19.0	19.1
Revenue	21.9	23.5	31.7	39.4	27.9	30.2	16.2	34.6	33.0	33.6	14.1	30.0	28.5	28.4

	Jan 16	Feb 16	Mar 16	Apr 16	May 16	Jun 16	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Total Year	Nov YTD
Occ	17.3	12.5	3.2	17.5	8.7	2.8	5.5	3.3	2.7	7.6	16.9	0.8	7.7	8.1
ADR	6.4	7.8	4.2	12.4	6.5	3.1	10.9	-1.0	1.4	15.4	9.1	3.5	6.4	6.5
RevPAR	24.8	21.3	7.5	32.1	15.7	5.9	17.0	2.2	4.2	24.2	27.5	4.3	14.6	15.2
Supply	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Demand	17.3	12.5	3.2	17.5	8.7	2.8	5.5	3.3	2.7	7.6	16.9	0.8	7.7	8.1
Revenue	24.8	21.3	7.5	32.1	15.7	5.9	17.0	2.2	4.2	24.2	27.5	4.3	14.6	15.2

	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Total Year	Nov YTD
Occ	-6.9	-6.5	-0.9	-14.6	-2.5	-0.3	-7.6	-4.7	-1.6	-6.3	-6.3	-5.3	-5.3	-5.3
ADR	5.5	2.6	1.9	3.6	9.7	9.3	-0.4	7.7	3.7	1.6	10.6	-2.9	4.5	4.9
RevPAR	-1.8	-4.1	1.0	-11.5	7.0	9.0	-8.0	2.6	2.1	-4.8	3.7	-8.1	-1.0	-0.6
Supply	0.0	0.0	0.0	-0.2	-0.2	-0.2	-0.2	-0.2	-0.2	-0.2	-0.2	-0.2	-0.1	-0.1
Demand	-6.9	-6.5	-0.9	-14.7	-2.6	-0.5	-7.8	-4.9	-1.7	-6.5	-6.4	-5.5	-5.4	-5.4
Revenue	-1.8	-4.1	1.0	-11.7	6.8	8.8	-8.2	2.4	1.9	-5.0	3.5	-8.3	-1.1	-0.8

	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Total Year	Nov YTD
Occ	-0.7	-6.5	-8.1	3.7	1.4	-0.3	4.1	6.4	-3.7	-2.1	-5.5			-0.7
ADR	-3.6	-2.6	-1.2	-5.7	-2.8	-5.0	4.4	21.9	-11.6	1.5	-7.1			-0.5
RevPAR	-4.3	-8.9	-9.2	-2.2	-1.4	-5.3	8.7	29.8	-14.9	-0.6	-12.2			-1.2
Supply	-0.2	-0.2	-0.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0			-0.1
Demand	-0.9	-6.6	-8.3	3.7	1.4	-0.3	4.1	6.4	-3.7	-2.1	-5.5			-0.8
Revenue	-4.5	-9.1	-9.4	-2.2	-1.4	-5.3	8.7	29.8	-14.9	-0.6	-12.2			-1.2

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Tab 5 - Twelve Month Moving Average

Madison, WI Area Selected Properties (McFarland)

Job Number: 1044671_SADIM Staff: MB Created: January 03, 2019

Occupancy (%)												
	January	February	March	April	May	June	July	August	September	October	November	December
2013	65.1	65.7	65.5	66.1	66.5	66.8	67.5	68.3	68.7	68.8	69.1	69.5
2014	69.4	69.0	69.3	69.1	69.1	69.4	69.7	69.5	69.7	69.8	68.4	67.3
2015	66.4	65.8	65.5	65.5	65.2	65.1	64.7	64.7	64.6	64.8	65.3	65.9
2016	66.6	67.1	67.3	68.3	68.7	68.9	69.3	69.5	69.7	70.2	71.0	71.0
2017	70.7	70.4	70.3	69.4	69.2	69.2	68.7	68.3	68.2	67.8	67.4	67.2
2018	67.2	66.9	66.5	66.7	66.8	66.7	67.0	67.4	67.2	67.1	66.8	

ADR (\$)												
	January	February	March	April	May	June	July	August	September	October	November	December
2013	87.14	87.11	86.91	86.95	87.09	87.13	87.50	87.90	88.63	88.66	88.74	88.66
2014	88.63	88.82	89.26	89.46	89.68	90.29	91.11	91.84	92.57	92.96	93.56	93.76
2015	93.99	94.43	95.13	96.01	96.48	97.32	97.49	98.65	100.12	101.01	100.94	101.29
2016	101.49	101.92	102.25	103.42	103.90	104.20	105.20	105.09	105.31	107.12	107.60	107.76
2017	108.13	108.34	108.50	108.76	109.61	110.56	110.55	111.37	111.78	111.86	112.72	112.63
2018	112.43	112.31	112.28	111.72	111.44	110.87	111.31	114.00	112.53	112.68	112.12	

RevPAR (\$)												
	January	February	March	April	May	June	July	August	September	October	November	December
2013	56.71	57.23	56.97	57.51	57.91	58.22	59.10	60.05	60.89	60.96	61.29	61.58
2014	61.53	61.28	61.88	61.81	61.98	62.70	63.47	63.79	64.51	64.92	64.00	63.10
2015	62.44	62.13	62.32	62.88	62.89	63.36	63.08	63.86	64.73	65.42	65.95	66.76
2016	67.56	68.40	68.81	70.60	71.42	71.82	72.88	73.05	73.38	75.17	76.35	76.50
2017	76.42	76.23	76.28	75.43	75.86	76.49	75.90	76.09	76.27	75.82	76.02	75.73
2018	75.57	75.16	74.63	74.49	74.39	73.99	74.57	76.87	75.61	75.56	74.87	

Supply												
	January	February	March	April	May	June	July	August	September	October	November	December
2013	148,920	148,920	148,920	148,920	148,920	148,920	148,920	148,920	148,920	148,920	148,920	148,920
2014	148,920	148,920	148,920	148,920	148,920	148,920	148,920	148,920	148,920	148,920	152,220	155,630
2015	159,040	162,120	165,530	168,830	172,240	175,540	178,950	182,360	185,660	189,070	189,070	189,070
2016	189,070	189,070	189,070	189,070	189,070	189,070	189,070	189,070	189,070	189,070	189,070	189,070
2017	189,070	189,070	189,070	189,040	189,009	188,979	188,948	188,917	188,887	188,856	188,826	188,795
2018	188,764	188,736	188,705	188,705	188,705	188,705	188,705	188,705	188,705	188,705	188,705	

Demand												
	January	February	March	April	May	June	July	August	September	October	November	December
2013	96,912	97,841	97,608	98,502	99,020	99,517	100,581	101,735	102,312	102,400	102,859	103,427
2014	103,388	102,749	103,245	102,899	102,920	103,408	103,748	103,438	103,773	103,997	104,122	104,739
2015	105,656	106,671	108,449	110,567	112,264	114,298	115,787	118,045	120,025	122,451	123,534	124,620
2016	125,869	126,894	127,224	129,071	129,974	130,316	130,997	131,417	131,739	132,680	134,156	134,215
2017	133,629	133,032	132,936	131,108	130,810	130,749	129,732	129,083	128,870	128,010	127,352	126,946
2018	126,872	126,300	125,422	125,817	125,969	125,926	126,417	127,231	126,791	126,535	126,013	

Revenue (\$)												
	January	February	March	April	May	June	July	August	September	October	November	December
2013	8,445,336	8,523,301	8,483,305	8,564,894	8,623,588	8,670,806	8,800,506	8,942,113	9,068,137	9,078,506	9,127,257	9,169,876
2014	9,162,993	9,125,980	9,215,396	9,205,068	9,229,758	9,336,666	9,452,258	9,499,486	9,606,695	9,667,333	9,741,737	9,820,683
2015	9,930,953	10,072,763	10,316,492	10,615,357	10,831,763	11,122,954	11,287,531	11,644,883	12,017,157	12,369,322	12,469,022	12,622,255
2016	12,774,430	12,933,247	13,009,230	13,348,283	13,504,122	13,578,610	13,780,268	13,811,163	13,873,856	14,212,479	14,434,645	14,463,209
2017	14,449,104	14,412,087	14,423,038	14,259,733	14,337,988	14,455,008	14,341,282	14,375,622	14,405,470	14,318,817	14,355,084	14,297,975
2018	14,264,079	14,185,362	14,082,399	14,055,835	14,038,375	13,961,528	14,071,922	14,504,933	14,267,987	14,258,110	14,128,410	

High value is boxed.

Low value is boxed and italicized.

Tab 6 - Twelve Month Moving Average with Percent Change

Madison, WI Area Selected Properties (McFarland)

Job Number: 1044671_SADIM Staff: MB Created: January 03, 2019

Date	Occupancy		ADR		RevPar		Supply		Demand		Revenue	
	This Year	% Chg	This Year	% Chg	This Year	% Chg	This Year	% Chg	This Year	% Chg	This Year	% Chg
Jan 13	65.1		87.14		56.71		148,920		96,912		8,445,336	
Feb 13	65.7		87.11		57.23		148,920		97,841		8,523,301	
Mar 13	65.5		86.91		56.97		148,920		97,608		8,483,305	
Apr 13	66.1		86.95		57.51		148,920		98,502		8,564,894	
May 13	66.5		87.09		57.91		148,920		99,020		8,623,588	
Jun 13	66.8		87.13		58.22		148,920		99,517		8,670,806	
Jul 13	67.5		87.50		59.10		148,920		100,581		8,800,506	
Aug 13	68.3		87.90		60.05		148,920		101,735		8,942,113	
Sep 13	68.7		88.63		60.89		148,920		102,312		9,068,137	
Oct 13	68.8		88.66		60.96		148,920		102,400		9,078,506	
Nov 13	69.1		88.74		61.29		148,920		102,859		9,127,257	
Dec 13	69.5	6.2	88.66	2.0	61.58	8.3	148,920	0.0	103,427	6.2	9,169,876	8.3
Jan 14	69.4	6.7	88.63	1.7	61.53	8.5	148,920	0.0	103,388	6.7	9,162,993	8.5
Feb 14	69.0	5.0	88.82	2.0	61.28	7.1	148,920	0.0	102,749	5.0	9,125,980	7.1
Mar 14	69.3	5.8	89.26	2.7	61.88	8.6	148,920	0.0	103,245	5.8	9,215,396	8.6
Apr 14	69.1	4.5	89.46	2.9	61.81	7.5	148,920	0.0	102,899	4.5	9,205,068	7.5
May 14	69.1	3.9	89.68	3.0	61.98	7.0	148,920	0.0	102,920	3.9	9,229,758	7.0
Jun 14	69.4	3.9	90.29	3.6	62.70	7.7	148,920	0.0	103,408	3.9	9,336,666	7.7
Jul 14	69.7	3.1	91.11	4.1	63.47	7.4	148,920	0.0	103,748	3.1	9,452,258	7.4
Aug 14	69.5	1.7	91.84	4.5	63.79	6.2	148,920	0.0	103,438	1.7	9,499,486	6.2
Sep 14	69.7	1.4	92.57	4.4	64.51	5.9	148,920	0.0	103,773	1.4	9,606,695	5.9
Oct 14	69.8	1.6	92.96	4.9	64.92	6.5	148,920	0.0	103,997	1.6	9,667,333	6.5
Nov 14	68.4	-1.0	93.56	5.4	64.00	4.4	152,220	2.2	104,122	1.2	9,741,737	6.7
Dec 14	67.3	-3.1	93.76	5.8	63.10	2.5	155,630	4.5	104,739	1.3	9,820,683	7.1
Jan 15	66.4	-4.3	93.99	6.1	62.44	1.5	159,040	6.8	105,656	2.2	9,930,953	8.4
Feb 15	65.8	-4.6	94.43	6.3	62.13	1.4	162,120	8.9	106,671	3.8	10,072,763	10.4
Mar 15	65.5	-5.5	95.13	6.6	62.32	0.7	165,530	11.2	108,449	5.0	10,316,492	11.9
Apr 15	65.5	-5.2	96.01	7.3	62.88	1.7	168,830	13.4	110,567	7.5	10,615,357	15.3
May 15	65.2	-5.7	96.48	7.6	62.89	1.5	172,240	15.7	112,264	9.1	10,831,763	17.4
Jun 15	65.1	-6.2	97.32	7.8	63.36	1.1	175,540	17.9	114,298	10.5	11,122,954	19.1
Jul 15	64.7	-7.1	97.49	7.0	63.08	-0.6	178,950	20.2	115,787	11.6	11,287,531	19.4
Aug 15	64.7	-6.8	98.65	7.4	63.86	0.1	182,360	22.5	118,045	14.1	11,644,883	22.6
Sep 15	64.6	-7.2	100.12	8.2	64.73	0.3	185,660	24.7	120,025	15.7	12,017,157	25.1
Oct 15	64.8	-7.3	101.01	8.7	65.42	0.8	189,070	27.0	122,451	17.7	12,369,322	27.9
Nov 15	65.3	-4.5	100.94	7.9	65.95	3.0	189,070	24.2	123,534	18.6	12,469,022	28.0
Dec 15	65.9	-2.1	101.29	8.0	66.76	5.8	189,070	21.5	124,620	19.0	12,622,255	28.5
Jan 16	66.6	0.2	101.49	8.0	67.56	8.2	189,070	18.9	125,869	19.1	12,774,430	28.6
Feb 16	67.1	2.0	101.92	7.9	68.40	10.1	189,070	16.6	126,894	19.0	12,933,247	28.4
Mar 16	67.3	2.7	102.25	7.5	68.81	10.4	189,070	14.2	127,224	17.3	13,009,230	26.1
Apr 16	68.3	4.2	103.42	7.7	70.60	12.3	189,070	12.0	129,071	16.7	13,348,283	25.7
May 16	68.7	5.5	103.90	7.7	71.42	13.6	189,070	9.8	129,974	15.8	13,504,122	24.7
Jun 16	68.9	5.9	104.20	7.1	71.82	13.3	189,070	7.7	130,316	14.0	13,578,610	22.1
Jul 16	69.3	7.1	105.20	7.9	72.88	15.5	189,070	5.7	130,997	13.1	13,780,268	22.1
Aug 16	69.5	7.4	105.09	6.5	73.05	14.4	189,070	3.7	131,417	11.3	13,811,163	18.6
Sep 16	69.7	7.8	105.31	5.2	73.38	13.4	189,070	1.8	131,739	9.8	13,873,856	15.5
Oct 16	70.2	8.4	107.12	6.0	75.17	14.9	189,070	0.0	132,680	8.4	14,212,479	14.9
Nov 16	71.0	8.6	107.60	6.6	76.35	15.8	189,070	0.0	134,156	8.6	14,434,645	15.8
Dec 16	71.0	7.7	107.76	6.4	76.50	14.6	189,070	0.0	134,215	7.7	14,463,209	14.6
Jan 17	70.7	6.2	108.13	6.5	76.42	13.1	189,070	0.0	133,629	6.2	14,449,104	13.1
Feb 17	70.4	4.8	108.34	6.3	76.23	11.4	189,070	0.0	133,032	4.8	14,412,087	11.4
Mar 17	70.3	4.5	108.50	6.1	76.28	10.9	189,070	0.0	132,936	4.5	14,423,038	10.9
Apr 17	69.4	1.6	108.76	5.2	75.43	6.8	189,040	-0.0	131,108	1.6	14,259,733	6.8
May 17	69.2	0.7	109.61	5.5	75.86	6.2	189,009	-0.0	130,810	0.6	14,337,988	6.2
Jun 17	69.2	0.4	110.56	6.1	76.49	6.5	188,979	-0.0	130,749	0.3	14,455,008	6.5
Jul 17	68.7	-0.9	110.55	5.1	75.90	4.1	188,948	-0.1	129,732	-1.0	14,341,282	4.1
Aug 17	68.3	-1.7	111.37	6.0	76.09	4.2	188,917	-0.1	129,083	-1.8	14,375,622	4.1
Sep 17	68.2	-2.1	111.78	6.1	76.27	3.9	188,887	-0.1	128,870	-2.2	14,405,470	3.8
Oct 17	67.8	-3.4	111.86	4.4	75.82	0.9	188,856	-0.1	128,010	-3.5	14,318,817	0.7
Nov 17	67.4	-4.9	112.72	4.8	76.02	-0.4	188,826	-0.1	127,352	-5.1	14,355,084	-0.6
Dec 17	67.2	-5.3	112.63	4.5	75.73	-1.0	188,795	-0.1	126,946	-5.4	14,297,975	-1.1
Jan 18	67.2	-4.9	112.43	4.0	75.57	-1.1	188,764	-0.2	126,872	-5.1	14,264,079	-1.3
Feb 18	66.9	-4.9	112.31	3.7	75.16	-1.4	188,736	-0.2	126,300	-5.1	14,185,362	-1.6
Mar 18	66.5	-5.5	112.28	3.5	74.63	-2.2	188,705	-0.2	125,422	-5.7	14,082,399	-2.4
Apr 18	66.7	-3.9	111.72	2.7	74.49	-1.3	188,705	-0.2	125,817	-4.0	14,055,835	-1.4
May 18	66.8	-3.5	111.44	1.7	74.39	-1.9	188,705	-0.2	125,969	-3.7	14,038,375	-2.1
Jun 18	66.7	-3.5	110.87	0.3	73.99	-3.3	188,705	-0.1	125,926	-3.7	13,961,528	-3.4
Jul 18	67.0	-2.4	111.31	0.7	74.57	-1.8	188,705	-0.1	126,417	-2.6	14,071,922	-1.9
Aug 18	67.4	-1.3	114.00	2.4	76.87	1.0	188,705	-0.1	127,231	-1.4	14,504,933	0.9
Sep 18	67.2	-1.5	112.53	0.7	75.61	-0.9	188,705	-0.1	126,791	-1.6	14,267,987	-1.0
Oct 18	67.1	-1.1	112.68	0.7	75.56	-0.3	188,705	-0.1	126,535	-1.2	14,258,110	-0.4
Nov 18	66.8	-1.0	112.12	-0.5	74.87	-1.5	188,705	-0.1	126,013	-1.1	14,128,410	-1.6

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Tab 7 - Day of Week Analysis

Madison, WI Area Selected Properties (McFarland)

Job Number: 1044671_SADIM Staff: MB Created: January 03, 2019



Occupancy (%)								Total Month
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Dec - 17	32.9	47.3	49.9	49.9	41.9	37.3	48.7	43.6
Jan - 18	31.8	40.6	55.6	59.9	43.8	51.4	55.8	48.8
Feb - 18	25.3	47.2	57.2	56.9	60.3	69.9	71.6	55.5
Mar - 18	28.6	56.8	69.1	67.9	63.0	73.8	61.8	60.7
Apr - 18	41.2	71.1	78.0	78.4	75.1	75.7	83.6	70.8
May - 18	40.5	57.1	79.3	79.2	67.4	72.8	84.9	69.4
Jun - 18	51.4	82.3	93.0	91.9	80.9	77.3	91.3	81.4
Jul - 18	56.9	77.6	86.1	82.5	80.1	77.4	88.4	78.0
Aug - 18	64.8	84.5	93.3	90.3	74.4	87.3	95.6	84.3
Sep - 18	61.0	59.6	75.9	81.8	75.7	75.4	90.7	74.4
Oct - 18	39.3	65.5	77.4	78.5	85.2	93.1	92.9	75.8
Nov - 18	28.8	49.6	56.6	60.7	59.6	72.2	76.4	58.3
Total Year	42.4	61.8	72.8	73.5	67.2	71.7	78.1	66.8

Three Year Occupancy (%)								Total Year
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Dec 15 - Nov 16	44.9	66.1	79.0	78.6	69.8	75.5	82.6	71.0
Dec 16 - Nov 17	41.2	62.9	75.3	75.3	65.8	72.4	79.2	67.4
Dec 17 - Nov 18	42.4	61.8	72.8	73.5	67.2	71.7	78.1	66.8
Total 3 Yr	42.8	63.6	75.7	75.8	67.6	73.2	79.9	68.4

ADR								Total Month
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Dec - 17	86.88	92.40	93.42	90.41	86.83	92.38	92.66	90.94
Jan - 18	83.06	88.82	96.37	96.91	89.75	91.56	89.72	91.94
Feb - 18	86.02	92.07	98.68	93.33	102.09	105.05	99.10	98.02
Mar - 18	88.52	92.09	97.31	98.82	101.68	115.67	107.85	102.42
Apr - 18	104.21	109.33	105.20	101.96	104.99	121.59	119.34	109.85
May - 18	92.43	94.86	106.68	103.31	100.36	126.41	126.84	108.60
Jun - 18	98.96	103.43	106.74	106.90	102.42	112.36	119.91	108.44
Jul - 18	102.04	107.35	116.63	109.41	105.37	111.49	118.64	110.58
Aug - 18	156.18	136.96	134.66	140.49	125.40	140.59	148.37	139.78
Sep - 18	120.00	104.63	103.64	106.70	110.15	129.95	137.02	117.65
Oct - 18	102.36	118.72	123.73	130.28	135.43	156.67	159.83	135.33
Nov - 18	90.50	92.87	96.58	99.91	98.37	113.39	117.62	103.68
Total Year	105.85	105.43	108.73	109.22	107.23	120.85	122.73	112.12

Three Year ADR								Total Year
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Dec 15 - Nov 16	98.04	102.82	105.83	105.81	101.79	115.80	117.47	107.60
Dec 16 - Nov 17	103.90	106.49	110.18	109.38	105.86	123.81	123.53	112.72
Dec 17 - Nov 18	105.85	105.43	108.73	109.22	107.23	120.85	122.73	112.12
Total 3 Yr	102.50	104.88	108.19	108.08	104.92	120.09	121.18	110.75

RevPAR								Total Month
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Dec - 17	28.56	43.73	46.66	45.11	36.40	34.48	45.12	39.63
Jan - 18	26.45	36.08	53.54	58.01	39.31	47.11	50.07	44.84
Feb - 18	21.76	43.50	56.47	53.14	61.55	73.40	70.93	54.39
Mar - 18	25.36	52.27	67.21	67.06	64.07	85.36	66.66	62.19
Apr - 18	42.89	77.77	82.05	79.91	78.84	92.07	99.71	77.79
May - 18	37.47	54.17	84.56	81.84	67.61	92.02	107.72	75.34
Jun - 18	50.91	85.16	99.24	98.20	82.90	86.88	109.50	88.25
Jul - 18	58.11	83.34	100.45	90.25	84.37	86.25	104.86	86.21
Aug - 18	101.15	115.70	125.61	126.89	93.33	122.74	141.84	117.81
Sep - 18	73.14	62.32	78.71	87.33	83.39	98.00	124.22	87.53
Oct - 18	40.27	77.76	95.78	102.31	115.33	145.84	148.55	102.56
Nov - 18	26.07	46.06	54.62	60.66	58.66	81.91	89.89	60.40
Total Year	44.83	65.12	79.12	80.23	72.05	86.71	95.80	74.87

Three Year RevPAR								Total Year
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Dec 15 - Nov 16	43.98	68.00	83.57	83.18	71.01	87.40	97.00	76.35
Dec 16 - Nov 17	42.83	67.03	82.98	82.38	69.68	89.59	97.79	76.02
Dec 17 - Nov 18	44.83	65.12	79.12	80.23	72.05	86.71	95.80	74.87
Total 3 Yr	43.88	66.72	81.90	81.94	70.91	87.89	96.86	75.75

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Tab 8 - Raw Data



Madison, WI Area Selected Properties (McFarland)

Job Number: 1044671_SADIM Staff: MB Created: January 03, 2019

Date	Occupancy		ADR		RevPar		Supply		Demand		Revenue		Census & Sample %		
	This Year	% Chg	This Year	% Chg	This Year	% Chg	This Year	% Chg	This Year	% Chg	This Year	% Chg	Census Props	Census Rooms	% Rooms STAR Participants
Jan 12	54.2		77.94		42.24		12,648		6,854		534,233		5	408	100.0
Feb 12	60.2		81.72		49.16		11,424		6,872		561,553		5	408	100.0
Mar 12	65.9		86.34		56.90		12,648		8,335		719,662		5	408	100.0
Apr 12	64.6		86.95		56.14		12,240		7,903		687,168		5	408	100.0
May 12	64.2		85.04		54.64		12,648		8,126		691,051		5	408	100.0
Jun 12	76.5		86.36		66.08		12,240		9,365		808,779		5	408	100.0
Jul 12	74.7		81.87		61.15		12,648		9,447		773,459		5	408	100.0
Aug 12	77.6		85.91		66.70		12,648		9,821		843,683		5	408	100.0
Sep 12	73.3		99.85		73.24		12,240		8,978		896,420		5	408	100.0
Oct 12	75.8		102.10		77.36		12,648		9,583		978,408		5	408	100.0
Nov 12	57.8		82.75		47.82		12,240		7,073		585,271		5	408	100.0
Dec 12	40.0		76.85		30.74		12,648		5,060		388,851		5	408	100.0
Jan 13	50.2	-7.4	80.49	3.3	40.40	-4.3	12,648	0.0	6,349	-7.4	511,031	-4.3	5	408	100.0
Feb 13	68.3	13.5	81.98	0.3	55.98	13.9	11,424	0.0	7,801	13.5	639,518	13.9	5	408	100.0
Mar 13	64.1	-2.8	83.89	-2.8	53.74	-5.6	12,648	0.0	8,102	-2.8	679,666	-5.6	5	408	100.0
Apr 13	71.9	11.3	87.39	0.5	62.81	11.9	12,240	0.0	8,797	11.3	768,757	11.9	5	408	100.0
May 13	68.3	6.4	86.74	2.0	59.28	8.5	12,648	0.0	8,644	6.4	749,745	8.5	5	408	100.0
Jun 13	80.6	5.3	86.80	0.5	69.93	5.8	12,240	0.0	9,862	5.3	855,997	5.8	5	408	100.0
Jul 13	83.1	11.3	85.93	4.9	71.41	16.8	12,648	0.0	10,511	11.3	903,159	16.8	5	408	100.0
Aug 13	86.8	11.8	89.78	4.5	77.90	16.8	12,648	0.0	10,975	11.8	985,290	16.8	5	408	100.0
Sep 13	78.1	6.4	107.01	7.2	83.53	14.1	12,240	0.0	9,555	6.4	1,022,444	14.1	5	408	100.0
Oct 13	76.5	0.9	102.24	0.1	78.18	1.1	12,648	0.0	9,671	0.9	988,777	1.1	5	408	100.0
Nov 13	61.5	6.5	84.18	1.7	51.80	8.3	12,240	0.0	7,532	6.5	634,022	8.3	5	408	100.0
Dec 13	44.5	11.2	76.66	-0.2	34.11	11.0	12,648	0.0	5,628	11.2	431,470	11.0	5	408	100.0
Jan 14	49.9	-0.6	79.90	-0.7	39.86	-1.3	12,648	0.0	6,310	-0.6	504,148	-1.3	5	408	100.0
Feb 14	62.7	-8.2	84.13	2.6	52.74	-5.8	11,424	0.0	7,162	-8.2	602,505	-5.8	5	408	100.0
Mar 14	68.0	6.1	89.45	6.6	60.81	13.2	12,648	0.0	8,598	6.1	769,082	13.2	5	408	100.0
Apr 14	69.0	-3.9	89.74	2.7	61.96	-1.3	12,240	0.0	8,451	-3.9	758,429	-1.3	5	408	100.0
May 14	68.5	0.2	89.38	3.0	61.23	3.3	12,648	0.0	8,665	0.2	774,435	3.3	5	408	100.0
Jun 14	84.6	4.9	93.03	7.2	78.67	12.5	12,240	0.0	10,350	4.9	962,905	12.5	5	408	100.0
Jul 14	85.8	3.2	93.89	9.3	80.55	12.8	12,648	0.0	10,851	3.2	1,018,751	12.8	5	408	100.0
Aug 14	84.3	-2.8	96.81	7.8	81.63	4.8	12,648	0.0	10,665	-2.8	1,032,518	4.8	5	408	100.0
Sep 14	80.8	3.5	114.22	6.7	92.29	10.5	12,240	0.0	9,890	3.5	1,129,653	10.5	5	408	100.0
Oct 14	78.2	2.3	106.06	3.7	82.97	6.1	12,648	0.0	9,895	2.3	1,049,415	6.1	5	408	100.0
Nov 14	49.3	-19.9	92.52	9.9	45.59	-12.0	15,540	27.0	7,657	1.7	708,426	11.7	6	518	78.6
Dec 14	38.9	-12.6	81.73	6.6	31.79	-6.8	16,058	27.0	6,245	11.0	510,416	18.3	6	518	100.0
Jan 15	45.0	-9.8	85.02	6.4	38.26	-4.0	16,058	27.0	7,227	14.5	614,418	21.9	6	518	100.0
Feb 15	56.4	-10.1	91.03	8.2	51.32	-2.7	14,504	27.0	8,177	14.2	744,315	23.5	6	518	100.0
Mar 15	64.6	-4.9	97.61	9.1	63.07	3.7	16,058	27.0	10,376	20.7	1,012,811	31.7	6	518	100.0
Apr 15	68.0	-1.5	100.04	11.5	68.04	9.8	15,540	27.0	10,569	25.1	1,057,294	39.4	6	518	100.0
May 15	64.5	-5.8	95.62	7.0	61.70	0.8	16,058	27.0	10,362	19.6	990,841	27.9	6	518	100.0
Jun 15	79.7	-5.8	101.27	8.8	80.70	2.6	15,540	27.0	12,384	19.7	1,254,096	30.2	6	518	100.0
Jul 15	76.8	-10.4	95.89	2.1	73.69	-8.5	16,058	27.0	12,340	13.7	1,183,328	16.2	6	518	100.0
Aug 15	80.5	-4.6	107.55	11.1	86.55	6.0	16,058	27.0	12,923	21.2	1,389,870	34.6	6	518	100.0
Sep 15	76.4	-5.5	126.53	10.8	96.65	4.7	15,540	27.0	11,870	20.0	1,501,927	33.0	6	518	100.0
Oct 15	76.7	-1.9	113.76	7.3	87.28	5.2	16,058	27.0	12,321	24.5	1,401,580	33.6	6	518	100.0
Nov 15	56.2	14.1	92.46	-0.1	52.00	14.1	15,540	0.0	8,740	14.1	808,126	14.1	6	518	100.0
Dec 15	45.7	17.4	90.53	10.8	41.33	30.0	16,058	0.0	7,331	17.4	663,649	30.0	6	518	100.0
Jan 16	52.8	17.3	90.44	6.4	47.74	24.8	16,058	0.0	8,476	17.3	766,593	24.8	6	518	100.0
Feb 16	63.4	12.5	98.15	7.8	62.27	21.3	14,504	0.0	9,202	12.5	903,132	21.3	6	518	100.0
Mar 16	66.7	3.2	101.70	4.2	67.80	7.5	16,058	0.0	10,706	3.2	1,088,794	7.5	6	518	100.0
Apr 16	79.9	17.5	112.46	12.4	89.86	32.1	15,540	0.0	12,416	17.5	1,396,347	32.1	6	518	100.0
May 16	70.2	8.7	101.79	6.5	71.41	15.7	16,058	0.0	11,265	8.7	1,146,680	15.7	6	518	100.0
Jun 16	81.9	2.8	104.40	3.1	85.49	5.9	15,540	0.0	12,726	2.8	1,328,584	5.9	6	518	100.0
Jul 16	81.1	5.5	106.37	10.9	86.25	17.0	16,058	0.0	13,021	5.5	1,384,986	17.0	6	518	100.0
Aug 16	83.1	3.3	106.48	-1.0	88.48	2.2	16,058	0.0	13,343	3.3	1,420,765	2.2	6	518	100.0
Sep 16	78.5	2.7	128.33	1.4	100.68	4.2	15,540	0.0	12,192	2.7	1,564,620	4.2	6	518	100.0
Oct 16	82.6	7.6	131.22	15.4	108.37	24.2	16,058	0.0	13,262	7.6	1,740,203	24.2	6	518	100.0
Nov 16	65.7	16.9	100.85	9.1	66.30	27.5	15,540	0.0	10,216	16.9	1,030,292	27.5	6	518	100.0
Dec 16	46.0	0.8	93.67	3.5	43.11	4.3	16,058	0.0	7,390	0.8	692,213	4.3	6	518	100.0
Jan 17	49.1	-6.9	95.37	5.5	46.86	-1.8	16,058	0.0	7,890	-6.9	752,488	-1.8	6	518	100.0
Feb 17	59.3	-6.5	100.65	2.6	59.72	-4.1	14,504	0.0	8,605	-6.5	866,115	-4.1	6	518	100.0
Mar 17	66.1	-0.9	103.65	1.9	68.49	1.0	16,058	0.0	10,610	-0.9	1,099,745	1.0	6	518	100.0
Apr 17	68.3	-14.6	116.46	3.6	79.50	-11.5	15,510	-0.2	10,588	-14.7	1,233,042	-11.7	6	517	100.0
May 17	68.4	-2.5	111.69	9.7	76.43	7.0	16,027	-0.2	10,967	-2.6	1,224,935	6.8	6	517	100.0
Jun 17	81.7	-0.3	114.14	9.3	93.20	9.0	15,510	-0.2	12,665	-0.5	1,445,604	8.8	6	517	100.0
Jul 17	74.9	-7.6	105.90	-0.4	79.32	-8.0	16,027	-0.2	12,004	-7.8	1,271,260	-8.2	6	517	100.0
Aug 17	79.2	-4.7	114.63	7.7	90.79	2.6	16,027	-0.2	12,694	-4.9	1,455,105	2.4	6	517	100.0
Sep 17	77.2	-1.6	133.11	3.7	102.80	2.1	15,510	-0.2	11,9,						

Tab 9 - Classic



Madison, WI Area Selected Properties (McFarland)
Job Number: 1044671_SADIM Staff: MB Created: January 03, 2019

Date	Occupancy		ADR		RevPar		Supply		Demand		Revenue		Census & Sample %		
	This Year	% Chg	This Year	% Chg	This Year	% Chg	This Year	% Chg	This Year	% Chg	This Year	% Chg	Census Props	Census Rooms	% Rooms STAR Participants
Jan 12	54.2		77.94		42.24		12,648		6,854		534,233		5	408	100.0
Feb 12	60.2		81.72		49.16		11,424		6,872		561,553		5	408	100.0
Mar 12	65.9		86.34		56.90		12,648		8,335		719,662		5	408	100.0
Apr 12	64.6		86.95		56.14		12,240		7,903		687,168		5	408	100.0
May 12	64.2		85.04		54.64		12,648		8,126		691,051		5	408	100.0
Jun 12	76.5		86.36		66.08		12,240		9,365		808,779		5	408	100.0
Jul 12	74.7		81.87		61.15		12,648		9,447		773,459		5	408	100.0
Aug 12	77.6		85.91		66.70		12,648		9,821		843,683		5	408	100.0
Sep 12	73.3		99.85		73.24		12,240		8,978		896,420		5	408	100.0
Oct 12	75.8		102.10		77.36		12,648		9,583		978,408		5	408	100.0
Nov 12	57.8		82.75		47.82		12,240		7,073		585,271		5	408	100.0
Dec 12	40.0		76.85		30.74		12,648		5,060		388,851		5	408	100.0
Nov YTD 2012	67.8		87.48		59.29		136,272		92,357		8,079,687				
Total 2012	65.4		86.93		56.87		148,920		97,417		8,468,538				
Jan 13	50.2	-7.4	80.49	3.3	40.40	-4.3	12,648	0.0	6,349	-7.4	511,031	-4.3	5	408	100.0
Feb 13	68.3	13.5	81.98	0.3	55.98	13.9	11,424	0.0	7,801	13.5	639,518	13.9	5	408	100.0
Mar 13	64.1	-2.8	83.89	-2.8	53.74	-5.6	12,648	0.0	8,102	-2.8	679,666	-5.6	5	408	100.0
Apr 13	71.9	11.3	87.39	0.5	62.81	11.9	12,240	0.0	8,797	11.3	768,757	11.9	5	408	100.0
May 13	68.3	6.4	86.74	2.0	59.28	8.5	12,648	0.0	8,644	6.4	749,745	8.5	5	408	100.0
Jun 13	80.6	5.3	86.80	0.5	69.93	5.8	12,240	0.0	9,862	5.3	855,997	5.8	5	408	100.0
Jul 13	83.1	11.3	85.93	4.9	71.41	16.8	12,648	0.0	10,511	11.3	903,159	16.8	5	408	100.0
Aug 13	86.8	11.8	89.78	4.5	77.90	16.8	12,648	0.0	10,975	11.8	985,290	16.8	5	408	100.0
Sep 13	78.1	6.4	107.01	7.2	83.53	14.1	12,240	0.0	9,555	6.4	1,022,444	14.1	5	408	100.0
Oct 13	76.5	0.9	102.24	0.1	78.18	1.1	12,648	0.0	9,671	0.9	988,777	1.1	5	408	100.0
Nov 13	61.5	6.5	84.18	1.7	51.80	8.3	12,240	0.0	7,532	6.5	634,022	8.3	5	408	100.0
Dec 13	44.5	11.2	76.66	-0.2	34.11	11.0	12,648	0.0	5,628	11.2	431,470	11.0	5	408	100.0
Nov YTD 2013	71.8	5.9	89.35	2.1	64.12	8.2	136,272	0.0	97,799	5.9	8,738,406	8.2			
Total 2013	69.5	6.2	88.66	2.0	61.58	8.3	148,920	0.0	103,427	6.2	9,169,876	8.3			
Jan 14	49.9	-0.6	79.90	-0.7	39.86	-1.3	12,648	0.0	6,310	-0.6	504,148	-1.3	5	408	100.0
Feb 14	62.7	-8.2	84.13	2.6	52.74	-5.8	11,424	0.0	7,162	-8.2	602,505	-5.8	5	408	100.0
Mar 14	68.0	6.1	89.45	6.6	60.81	13.2	12,648	0.0	8,598	6.1	769,082	13.2	5	408	100.0
Apr 14	69.0	-3.9	89.74	2.7	61.96	-1.3	12,240	0.0	8,451	-3.9	758,429	-1.3	5	408	100.0
May 14	68.5	0.2	89.38	3.0	61.23	3.3	12,648	0.0	8,665	0.2	774,435	3.3	5	408	100.0
Jun 14	84.6	4.9	93.03	7.2	78.67	12.5	12,240	0.0	10,350	4.9	962,905	12.5	5	408	100.0
Jul 14	85.8	3.2	93.89	9.3	80.55	12.8	12,648	0.0	10,851	3.2	1,018,751	12.8	5	408	100.0
Aug 14	84.3	-2.8	96.81	7.8	81.63	4.8	12,648	0.0	10,665	-2.8	1,032,518	4.8	5	408	100.0
Sep 14	80.8	3.5	114.22	6.7	92.29	10.5	12,240	0.0	9,890	3.5	1,129,653	10.5	5	408	100.0
Oct 14	78.2	2.3	106.06	3.7	82.97	6.1	12,648	0.0	9,895	2.3	1,049,415	6.1	5	408	100.0
Nov 14	49.3	-19.9	92.52	9.9	45.59	-12.0	15,540	27.0	7,657	1.7	708,426	11.7	6	518	78.6
Dec 14	38.9	-12.6	81.73	6.6	31.79	-6.8	16,058	27.0	6,245	11.0	510,416	18.3	6	518	100.0
Nov YTD 2014	70.6	-1.7	94.53	5.8	66.71	4.0	139,572	2.4	98,494	0.7	9,310,267	6.5			
Total 2014	67.3	-3.1	93.76	5.8	63.10	2.5	155,630	4.5	104,739	1.3	9,820,683	7.1			
Jan 15	45.0	-9.8	85.02	6.4	38.26	-4.0	16,058	27.0	7,227	14.5	614,418	21.9	6	518	100.0
Feb 15	56.4	-10.1	91.03	8.2	51.32	-2.7	14,504	27.0	8,177	14.2	744,315	23.5	6	518	100.0
Mar 15	64.6	-4.9	97.61	9.1	63.07	3.7	16,058	27.0	10,376	20.7	1,012,811	31.7	6	518	100.0
Apr 15	68.0	-1.5	100.04	11.5	68.04	9.8	15,540	27.0	10,569	25.1	1,057,294	39.4	6	518	100.0
May 15	64.5	-5.8	95.62	7.0	61.70	0.8	16,058	27.0	10,362	19.6	990,841	27.9	6	518	100.0
Jun 15	79.7	-5.8	101.27	8.8	80.70	2.6	15,540	27.0	12,384	19.7	1,254,096	30.2	6	518	100.0
Jul 15	76.8	-10.4	95.89	2.1	73.69	-8.5	16,058	27.0	12,340	13.7	1,183,328	16.2	6	518	100.0
Aug 15	80.5	-4.6	107.55	11.1	86.55	6.0	16,058	27.0	12,923	21.2	1,389,870	34.6	6	518	100.0
Sep 15	76.4	-5.5	126.53	10.8	96.65	4.7	15,540	27.0	11,870	20.0	1,501,927	33.0	6	518	100.0
Oct 15	76.7	-1.9	113.76	7.3	87.28	5.2	16,058	27.0	12,321	24.5	1,401,580	33.6	6	518	100.0
Nov 15	56.2	14.1	92.46	-0.1	52.00	14.1	15,540	0.0	8,740	14.1	808,126	14.1	6	518	100.0
Dec 15	45.7	17.4	90.53	10.8	41.33	30.0	16,058	0.0	7,331	17.4	663,649	30.0	6	518	100.0
Nov YTD 2015	67.8	-3.9	101.96	7.9	69.12	3.6	173,012	24.0	117,289	19.1	11,958,606	28.4			
Total 2015	65.9	-2.1	101.29	8.0	66.76	5.8	189,070	21.5	124,620	19.0	12,622,255	28.5			
Jan 16	52.8	17.3	90.44	6.4	47.74	24.8	16,058	0.0	8,476	17.3	766,593	24.8	6	518	100.0
Feb 16	63.4	12.5	98.15	7.8	62.27	21.3	14,504	0.0	9,202	12.5	903,132	21.3	6	518	100.0
Mar 16	66.7	3.2	101.70	4.2	67.80	7.5	16,058	0.0	10,706	3.2	1,088,794	7.5	6	518	100.0
Apr 16	79.9	17.5	112.46	12.4	89.86	32.1	15,540	0.0	12,416	17.5	1,396,347	32.1	6	518	100.0
May 16	70.2	8.7	101.79	6.5	71.41	15.7	16,058	0.0	11,265	8.7	1,146,680	15.7	6	518	100.0
Jun 16	81.9	2.8	104.40	3.1	85.49	5.9	15,540	0.0	12,726	2.8	1,328,584	5.9	6	518	100.0
Jul 16	81.1	5.5	106.37	10.9	86.25	17.0	16,058	0.0	13,021	5.5	1,384,986	17.0	6	518	100.0
Aug 16	83.1	3.3	106.48	-1.0	88.48	2.2	16,058	0.0	13,343	3.3	1,420,765	2.2	6	518	100.0
Sep 16	78.5	2.7	128.33	1.4	100.68	4.2	15,540	0.0	12,192	2.7	1,564,620	4.2	6	518	100.0
Oct 16	82.6	7.6	131.22	15.4	108.37	24.2	16,058	0.0	13,262	7.6	1,740,203	24.2	6	518	100.0
Nov 16	65.7	16.9	100.85	9.1	66.30	27.5	15,540	0.0	10,216	16.9	1,030,292	27.5	6	518	100.0
Dec 16	46.0	0.8	93.67	3.5	43.11	4.3	16,058	0.0	7,390	0.8	692,213	4.3	6	518	100.0
Nov YTD 2016	73.3	8.1	108.58	6.5	79.60	15.2	173,012	0.0	126,825	8.1	13,770,996	15.2			
Total 2016	71.0	7.7	107.76	6.4	76.50	14.6	18								

Tab 10 - Response Report

Madison, WI Area Selected Properties (McFarland)
Job Number: 1044671_SADIM Staff: MB Created: January 03, 2019

STR Code	Name of Establishment	City & State	Zip Code	Class	Aff Date	Open Date	Rooms	Chg in Rms	2016												2017												2018																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
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56058	Hawthorn Suites by Wyndham Madison Fitchburg	Madison, WI	53711	Midscale Class	Jul 2017	Jul 2007	79		•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•

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Tab 11 - Terms and Conditions

Before purchasing this product you agreed to the following terms and conditions.

In consideration of the mutual promises contained herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, STR, Inc. ("STR"), STR Global, Ltd. ("STRG"), and the licensee identified elsewhere in this Agreement agree as follows:



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1.1 Definitions.

(a) "Agreement" means these Standard Terms and Conditions and any additional terms specifically set out in writing in the document(s) (if any) to which these Standard Terms and Conditions are attached or in which they are incorporated by reference, and, if applicable, any additional terms specifically set out in writing in any Schedule attached hereto.

(b) "Licensed Materials" means the newsletters, reports, databases or other information resources, and all lodging industry data contained therein, provided to Licensee hereunder.

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1.7 Reservation of Rights. Licensee has no rights in connection with the Licensed Materials other than those rights expressly enumerated herein. All rights to the Licensed Materials not expressly enumerated herein are reserved to STR.

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2.2 Disclaimers. STR shall have no liability with respect to its obligations under this agreement or otherwise for consequential, exemplary, special, incidental, or punitive damages even if STR has been advised of the possibility of such damages. Furthermore, STR shall have no liability whatsoever for any claim relating in any way to any decision made or action taken by licensee in reliance upon the licensed materials.

2.3 Limitation of Liability. STR's total liability to licensee for any reason and upon any cause of action including without limitation, infringement, breach of contract, negligence, strict liability, misrepresentations, and other torts, shall be limited to all fees paid to STR by the licensee during the twelve month period preceding the date on which such cause of action first arose.

3. MISCELLANEOUS

3.1 Liquidated Damages. In the event of a violation of Section 1.5 of these Standard Terms and Conditions, Licensee shall be required to pay STR an amount equal to the sum of (i) the highest aggregate price that STR, in accordance with its then-current published prices, could have charged the unauthorized recipients for the Licensed Materials that are the subject of the violation, and (ii) the full price of the lowest level of republishing rights that Licensee would have been required to purchase from STR in order to have the right to make the unauthorized distribution, regardless of whether Licensee has previously paid for any lower level of republishing rights, and (iii) fifteen percent (15%) of the total of the previous two items. This provision shall survive indefinitely the expiration or termination of this Agreement for any reason.

3.2 Obligations on Termination. Within thirty (30) days of the termination or expiration of this Agreement for any reason, Licensee shall cease all use of the Licensed Materials and shall return or destroy, at STR's option, all copies of the Licensed Materials and all other information relating thereto in Licensee's possession or control as of the such date. This provision shall survive indefinitely the expiration or termination of this Agreement for any reason.

3.3 Governing Law; Jurisdiction and Venue. This Agreement shall be governed by the substantive laws of the State of Tennessee, without regard to its or any other jurisdiction's laws governing conflicts of law. Any claims or actions regarding or arising out of this Agreement shall be brought exclusively in a court of competent jurisdiction located in Nashville, Tennessee, and the parties expressly consent to personal jurisdiction thereof. The parties also expressly waive any objections to venue.

3.4 Assignment. Licensee is prohibited from assigning this Agreement or delegating any of its duties under this Agreement without the prior written consent of STR.

3.5 Independent Relationship. The relationship between the parties is that of an independent contractor. Nothing in this Agreement shall be deemed to create an employer/employee, principal/agent, partnership or joint venture relationship.

3.6 Notices. All notices required or permitted to be given hereunder shall be in writing and shall be deemed given i) when delivered in person, at the time of such delivery; ii) when delivered by facsimile transmission or e-mail, at the time of transmission (provided, however, that notice delivered by facsimile transmission shall only be effective if such notice is also delivered by hand or deposited in the United States mail, postage prepaid, registered, certified or express mail or by courier service within two (2) business days after its delivery by facsimile transmission); iii) when delivered by a courier service or by express mail, at the time of receipt; or iv) five (5) business days after being deposited in the United States mail, postage prepaid, registered or certified mail, addressed (in any such case) to the addresses listed on the first page of this Agreement or to such other address as either party may notify the other in writing.

3.7 Waiver. No waiver of any breach of this Agreement will be deemed to constitute a waiver of any subsequent breach of the same or any other provision.

3.8 Entire Agreement. This Agreement constitutes the entire agreement of the parties with respect to the matters described herein, superseding in all respects any and all prior proposals, negotiations, understandings and other agreements, oral or written, between the parties.

3.9 Amendment. This Agreement may be amended only by the written agreement of both parties.

3.10 Recovery of Litigation Costs. If any legal action or other proceeding is brought for the enforcement of this Agreement, or because of an alleged dispute, breach, default or misrepresentation in connection with any of the provisions of this Agreement, the successful or prevailing party or parties shall be entitled to recover reasonable attorneys' fees and other costs incurred in that action or proceeding, in addition to any other relief to which it or they may be entitled.

3.11 Injunctive Relief. The parties agree that, in addition to any other rights or remedies which the other or STR may have, any party alleging breach or threatened breach of this Agreement will be entitled to such equitable and injunctive relief as may be available from any court of competent jurisdiction to restrain the other from breaching or threatening to breach any of the provisions of this Section, without posting bond or other surety.

3.12 Notice of Unauthorized Access. Licensee shall notify STR immediately upon Licensee's becoming aware of any facts indicating that a third party may have obtained or may be about to obtain unauthorized access to the Licensed Materials, and shall fully cooperate with STR in its efforts to mitigate the damages caused by any such breach or potential breach.

3.13 Conflicting Provisions. In the event that any provision of these Standard Terms and Conditions directly conflicts with any other provision of the Agreement, the conflicting terms of such other provision shall control.

3.14 Remedies. In addition to any other rights or remedies that STR may have, in the event of any termination by STR on account of a breach by Licensee, STR may, without refund, immediately terminate and discontinue any right of Licensee to receive additional Licensed Materials from STR.



How can we assist you?

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For all STR definitions, please visit www.str.com/resources/glossary

Frequently Asked Questions (FAQ):

For all STR FAQs, please click here or visit www.str.com/resources/faq

Please visit our website at www.str.com, or if you need additional assistance please reach out to our Customer Support team.

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hoteltrends@str.com

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T: +64 6800 7850
hoteltrends@str.com

For the latest in industry news, visit HotelNewsNow.com.

To learn more about the Hotel Data Conference, visit HotelDataConference.com.



STR Chain Scales – North America and Caribbean

Luxury

21c Museum Hotels
AKA
Andaz
Belmond
Conrad
Dorchester Collection
Edition
Fairmont
Four Seasons
Grand Hyatt
InterContinental
JW Marriott
Langham
Loews
Luxury Collection
Mandarin Oriental
Montage
Palace Resorts
Park Hyatt
Ritz-Carlton
RockResorts
Rosewood
Sixty Hotels
Sofitel
St Regis
Taj
The Peninsula
Thompson Hotels
Trump Hotel Collection
Valencia Group
Viceroy
W Hotel
Waldorf Astoria

Upper Upscale

Ace Hotel
Affinia
Autograph Collection
Club Quarters
Curio Collection
Delta
Dolce
Embassy Suites
Gaylord
Hard Rock
Hilton
Hyatt
Hyatt Centric

Hyatt Regency
Joie De Vivre
Kimpton
Le Meridien
Magnolia Hotel
Marriott
Marriott Conference
Center
Millennium
Omni
Outrigger
Pan Pacific Hotel Group
Pestana
Pullman
Radisson Blu
Renaissance
Sheraton
Starhotels
Swissotel
Tribute Portfolio
Warwick Hotels
Westin
Wyndham

Upscale

AC Hotels by Marriott
aloft Hotel
Ascend Collection
Aston Hotel
Best Western Premier
Cambria Suites
Canad Inn
CitizenM Hotels
Club Med
Coast Hotels & Resorts
USA
Courtyard
Crowne Plaza
Disney Hotels
Double Tree
element
EVEN Hotels
Four Points
Graduate Hotels
Grand America
Great Wolf Lodge
Hilton Garden Inn
Homewood Suites

Hotel Indigo
Hyatt House
Hyatt Place
Larkspur Landing
Legacy Vacation Club
Melia
Miyako Hotels
Novotel
NYLO Hotel
Prince Hotel
Radisson
Residence Inn
Room Mate
Shell Vacations Club
Sonesta Hotel
Springhill Suites
Staybridge Suites
Stoney Creek
Vacation Condos by
Outrigger

Upper Midscale

Ayres
Aqua Hotels
Best Western Plus
Boarders Inn & Suites
Centerstone Hotels
Chase Suites
Clarion
Cobblestone
Comfort Inn
Comfort Suites
Country Inn & Suites
Doubletree Club
Drury Inn
Drury Inn & Suites
Drury Plaza Hotel
Drury Suites
Fairfield Inn
Golden Tulip
Hampton Inn
Hampton Inn & Suites
Holiday Inn
Holiday Inn Express
Home2 Suites by Hilton
Isle of Capri
Lexington
MOXY

OHANA
Oxford Suites
Park Inn
Phoenix Inn
Ramada Plaza
Red Lion Hotels
Silver Cloud
Sonesta ES Suites
Tryp by Wyndham
TownePlace Suites
Westmark
Wyndham Garden Hotel
Xanterra

Midscale

3 Palms Hotels & Resorts
A Victory Hotels
AmericInn
Baymont Inn & Suites
Best Western
Candlewood Suites
ClubHouse
Crossings by GrandStay
Crystal Inn
FairBridge Inn
GrandStay
Residential Suites
Hawthorn Suites
by Wyndham
InnSuites Hotel
Lakeview
Distinctive Hotels
La Quinta Inn & Suites
MainStay Suites
Oak Tree Inn
Quality Inn
Ramada
Red Lion Inn & Suites
Settle Inn
Shilo Inn
Sleep Inn
Vagabond Inn
Vista
Wingate by Wyndham
Yotel

Economy

Affordable Suites
of America
America's Best Inn
America's Best Value Inn
Budget Host
Budget Suites of America
Budgetel
Country Hearth Inn
Crestwood Suites
Crossland Suites
Days Inn
Econo Lodge
Extended Stay America
E-Z 8
Family Inns of America
Good Nite Inn
GuestHouse Inn
Home-Towne Suites
Howard Johnson
InTown Suites
Jameson Inn
Key West Inn
Knights Inn
Lite Hotels
Masters Inn
Microtel Inn &
Suites by Wyndham
Motel 6
National 9
Passport Inn
Pear Tree Inn
Red Carpet Inn
Red Roof Inn
Rodeway Inn
Savannah Suites
Scottish Inn
Select Inn
Studio 6
Suburban Extended Stay
Sun Suites Hotels
Super 8
Travelodge
Value Place
WoodSpring Suites

Brands/Chains are slotted by Chain Scale based on the previous year's annual system wide (global) Average Daily Rate. Rate ranges defining each Chain Scale are determined by STR. The STR Chain Scales – North America and Caribbean is a subset of the larger Global Chain Scale list. Brand Chain Scale pairings are consistent with each list. Brands listed above are located in U.S., Mexico, Caribbean and Canada. If you have any questions about the Chain Scales, please email support@str.com. Copyright 2016. STR, Inc. Publishing or reproducing this information is strictly prohibited. www.str.com +1 (615) 824 8664. Last updated May 2016.





DISCLAIMER

Thank you for the opportunity to complete this market and feasibility study for the proposed hotel project located in McFarland, WI. We have studied the market area for additional demand for a lodging facility and the results of our fieldwork and analysis are presented in this report. We have also made recommendations for the scope of the proposed project, including general site location, size of hotel, and brand segment.

We hereby certify that we have no undisclosed interest in the property and our employment and compensation are not contingent upon our findings. This study is subject to the comments made throughout this report and to all assumptions and limiting conditions set forth herein.

The conclusions presented in this report are based upon the information available and received at the time the report was filed. Core Distinction Group, LLC (“CDG”) has taken every possible precaution to evaluate this information for its complete accuracy and reliability. Parts of this report were prepared or arranged by third-party contributors, as indicated throughout the document. While third-party contributions have been reviewed by CDG for reasonableness and consistency for including in this report, third-party information has not been fully audited or sought to be verified by CDG. CDG does not provide financial advice.

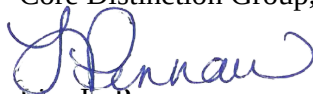
It should be understood that economic and marketplace conditions are in constant change. The results presented in this report are the professional opinion of CDG and are based on information available at the time of the report preparation. These opinions infer that market conditions do not change the information received upon which those opinions have been based. CDG assumes no responsibility for changes in the marketplace. CDG assumes no responsibility for information that becomes outdated once this report is written; nor are we responsible for keeping this information current after the date of the final document presentation.

CDG makes no express or implied representation or warranty that the contents of this report are verified, accurate, suitably qualified, reasonable or free from errors, omissions or other defects of any kind or nature. Those who rely on this report do so at their own risk and CDG disclaims all liability, damages or loss with respect to such reliance.

It is presumed that those reading this report understand the contents and recommendations. If this reader is unclear of understanding the contents, clarification can be received directly from a representative of CDG. While the terms of CDG’s engagement do not require that revisions be made to this report to reflect events or conditions which occur subsequent to the date of completion of fieldwork, we are available to discuss the necessity for revisions in view of changes in the economic climate or market factors affecting the proposed hotel project.

Please do not hesitate to call should you have any comments or questions.

Sincerely,
Core Distinction Group, LLC



Lisa L. Pennau
Owner





VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, March 11, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Finance Committee (Trustee Lytle & Clow)

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, March 11, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action regarding the Capital Improvement Plan for 2019-2023.

PREVIOUS ACTION:

The Finance Committee reviewed this plan at its meeting on February 26, 2019 and unanimously recommended its approval.

ISSUE SUMMARY:

Enclosed within your packet is a complete draft of the next 5 year Capital Improvement Plan (CIP) from 2019-2023. A summary sheet is provided along with a funding sheet for each year organized by Department and by Fund. Carol's analysis then follows each of the individual year sheets for the Capital Projects, Sewer, Water, and Stormwater. The Plan puts forth a general capital spending plan for the next five years trying to balance large projects and account for all other projects in an equitable fashion.

FINANCIAL/BUDGET IMPACT:

There is no cost to prepare the plan as Staff puts together the bulk of the document and the costs for the Adviser to run the projections are included within her role to conduct the annual borrowing. The CIP itself is financially based trying to project future expenses that are capital in nature. This helps to forecast borrowing needs and provide future planning for large projects as known within the next 5 years.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval.

ATTACHMENTS:

1. 2019-2023 McFarland CIP - FINAL - 0311019 mgs



5 Year
Capital Improvement Program

2019-2023

February 26, 2019
Finance Committee Review and Recommendation

March 11, 2019
Village Board Review and Approval

2019-2023 McFarland Capital Improvement Plan

Funding Summary

<i>By Department...</i>	<i>2019</i>	<i>2020</i>	<i>2021</i>	<i>2022</i>	<i>2023</i>	<i>Total</i>
Administration	36,000	37,000	28,000	14,000	15,500	130,500
Facilities	425,000	675,000	151,000	976,000	151,000	2,378,000
Communications/Technology	23,000	15,000	15,000	15,000	5,000	73,000
Police	160,000	70,000	69,000	85,000	85,000	469,000
Fire and Rescue	341,500	762,250	1,486,250	176,500	160,500	2,927,000
Emergency Management	1,500	0	0	0	0	1,500
Public Works	2,070,500	4,940,000	5,340,000	3,189,000	2,625,500	18,165,000
Senior Outreach	10,000	0	2,500	0	0	12,500
Library	164,000	17,500	8,000	58,000	108,000	355,500
Parks	3,450,000	615,000	615,000	1,315,000	65,000	6,060,000
Community Development	54,000	154,000	54,000	29,000	4,000	295,000
Total	6,735,500	7,285,750	7,768,750	5,857,500	3,219,500	30,867,000

<i>By Fund...</i>	<i>2019</i>	<i>2020</i>	<i>2021</i>	<i>2022</i>	<i>2023</i>	<i>Total</i>
General - Fund 100	364,500	29,500	29,500	29,500	29,500	482,500
Comm/Tech - Fund 200	8,000	15,000	15,000	15,000	5,000	58,000
TID #3 - Fund 305	-	-	-	-	-	-
TID #4 - Fund 310	99,250	-	-	-	-	99,250
TID #5 - Fund 315	-	100,000	-	-	-	100,000
Capital Projects - Fund 400	5,043,000	6,169,000	4,255,000	4,713,750	1,346,500	21,527,250
Parks - Fund 405	298,750	65,000	115,000	65,000	65,000	608,750
Utility - Fund 600	781,500	674,750	3,003,500	995,500	1,734,750	7,190,000
Stormwater - Fund 605	140,500	232,500	350,750	38,750	38,750	801,250
Total	6,735,500	7,285,750	7,768,750	5,857,500	3,219,500	30,867,000

<i>Within Fund 400...</i>	<i>2019</i>	<i>2020</i>	<i>2021</i>	<i>2022</i>	<i>2023</i>	<i>Total</i>
Tax Levy	310,000	320,000	330,000	340,000	350,000	1,650,000
Grants	50,000	50,000	1,260,750	-	-	1,360,750
Intergovernmental	117,500	974,750	-	-	-	1,092,250
Borrowing	4,424,750	4,169,250	2,629,250	3,613,750	994,500	15,831,500
Reserves	140,750	655,000	35,000	760,000	2,000	1,592,750
Total	5,043,000	6,169,000	4,255,000	4,713,750	1,346,500	21,527,250

<i>Within Fund 600...</i>	<i>2019</i>	<i>2020</i>	<i>2021</i>	<i>2022</i>	<i>2023</i>	<i>Total</i>
Water	718,000	608,750	1,673,250	978,250	917,250	4,895,500
Sewer	63,500	66,000	1,330,250	17,250	817,500	2,294,500
Total	781,500	674,750	3,003,500	995,500	1,734,750	7,190,000

Capital Improvement Program

Village of McFarland

Prior Plan Approval/Inclusion Year:

2016	2017	2018	2019	2020	2021	2022	2023
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Program Year: 2019

Funding by Project

Projects	Dept	General Fund 100	Comm/Tech Fund 200	TID #3 Fund 305	TID #4 Fund 310	TID #5 Fund 315	Capital Projects - Fund 400						Parks Fund 405	Utility - 600		Stormwater Fund 605	Total
							Tax Levy	Grants	Intergov	Borrow	Reserve	Total		Water	Sewer		
Accounting Updates	Admin	2,500					10,000					10,000					10,000
Equipment/Furniture	Admin											-					2,500
Impact Fee Study	Admin						15,000					15,000					15,000
Workstation Replace	Admin						8,500					8,500					8,500
Aquatics Study	Facilities	100,000									20,000	20,000					20,000
DEVELOPMENT	Facilities											-					100,000
Land Acquisition	Facilities						40,000					40,000					40,000
MC Upgrades	Facilities										10,000	10,000					10,000
Network Equip	Facilities									15,000		15,000		5,000	5,000	5,000	30,000
Security Upgrades	Facilities									125,000		125,000					125,000
Sinking Fund	Facilities						100,000					100,000					100,000
Video on Demand	CT		8,000				13,000				2,000	15,000					23,000
Equipment	Police	15,000										-					15,000
Patrol Vehicle (Lease)	Police						50,000					50,000					50,000
Radios	Police	75,000										-					75,000
Traffic Safety	Police									20,000		20,000					20,000
Ambulance Replace	Fire/EMS	100,000								168,000		168,000					268,000
Car 1 Sinking Fund	Fire/EMS						5,000					5,000					5,000
EMS Equipment	Fire/EMS						8,250					8,250					8,250
Facility	Fire/EMS						3,250					3,250					3,250
Fire Equipment	Fire/EMS						22,250					22,250					22,250
Technology	Fire/EMS	25,000								9,750		9,750					34,750
Aqua Dams	EM						1,500					1,500					1,500
County MN - Phase 4	DPW									125,000		125,000					125,000
Farwell Under Phase 2	DPW									25,000		25,000					25,000
Leased Equipment	DPW						10,000					10,000		3,500	3,500	3,000	20,000
Lift Station #2	DPW											-			5,000		5,000
Mower	DPW									70,000		70,000				20,000	90,000
Patrol Truck	DPW									40,250		40,250		40,250	40,250	40,250	161,000
Pickup Truck	DPW									8,750		8,750		8,750	8,750	8,750	35,000
Sidewalk Replace	DPW									80,000		80,000					80,000
Sinking Fund	DPW										1,000	1,000		1,000	1,000	1,000	4,000
Small Capital	DPW											-				2,500	2,500
Stormwater	DPW											-				40,000	40,000
Street Const	DPW					33,000				295,500		295,500		659,500			988,000
Street Maint	DPW									300,000		300,000					300,000
Street Resurfacing	DPW									150,000		150,000					150,000
Street Sweeper	DPW											-				20,000	20,000
Street Tree Planting	DPW	25,000										-					25,000
Furniture Replace	Outreach										5,000	5,000					5,000
Workstation Replace	Outreach						5,000					5,000					5,000
Bathroom Remodel	Library	20,000									17,000	17,000					37,000
Comp - Workstation	Library						16,250					16,250					16,250
Equip - Shelving	Library										10,000	10,000					10,000
Facility Improvements	Library										10,750	10,750					10,750
Facility Reserve	Library							50,000				50,000					50,000
Remodel Work	Library										25,000	25,000					25,000
Security Upgrades	Library										15,000	15,000					15,000
General Improve	Parks											-	50,000				50,000
McDaniel Park	Parks									67,500		67,500	167,500				235,000
McFarland Park	Parks									25,000		25,000					25,000
Park Equipment	Parks											-	10,000				10,000
Park Signage	Parks											-	5,000				5,000
Property Acquisition	Parks					66,250			117,500	2,500,000	25,000	2,642,500	66,250				2,775,000
Urso/Schuetz Park	Parks									350,000		350,000					350,000
Branding - Phase 1	CD									50,000		50,000					50,000
Small Capital	CD	2,000										-					2,000
Sinking Fund	CD						2,000					2,000					2,000
Total Projects		364,500	8,000	-	99,250	-	310,000	50,000	117,500	4,424,750	140,750	5,043,000	298,750	718,000	63,500	140,500	6,735,500

Capital Improvement Program

Village of McFarland

Prior Plan Approval/Inclusion Year: 2016 2017 2018 2019 2020 2021 2022 2023

Program Year: 2020

Funding by Project

Projects	Dept	General Fund 100	Comm/Tech Fund 200	TID #3 Fund 305	TID #4 Fund 310	TID #5 Fund 315	Capital Projects - Fund 400					Total	Parks Fund 405	Utility - 600		Stormwater Fund 605	Total
							Tax Levy	Grants	Intergov	Borrow	Reserve			Water	Sewer		
Equipment/Furniture	Admin	2,500										-					-
File Storage	Admin											-					2,500
Workstation Replace	Admin						9,500			25,000		25,000					25,000
	Admin											9,500					9,500
DEVELOPMENT	Facilities											-					-
Land Acquisition	Facilities						40,000					40,000					40,000
Network Equip	Facilities						4,000					4,000		2,000	2,000	2,000	10,000
Public Works Roof	Facilities									250,000	250,000	500,000					500,000
Sinking Fund	Facilities						100,000					100,000					100,000
Sustainability	Facilities									25,000		25,000					25,000
Equipment Upgrade	C/T		15,000									-					-
	C/T											-					15,000
	C/T											-					-
Equipment	Police						13,000				2,000	15,000					15,000
Patrol Vehicle (Lease)	Police						35,000					35,000					35,000
Traffic Safety	Police						14,250			5,750		20,000					20,000
Car 1 Sinking Fund	Fire/EMS						5,750					5,750					5,750
EMS Equipment	Fire/EMS						5,500					5,500					5,500
Fire Equipment	Fire/EMS						22,000					22,000					22,000
Foam Trailer	Fire/EMS									40,000		40,000					40,000
Technology	Fire/EMS						8,500					8,500					8,500
Radios	Fire/EMS									260,500		260,500					260,500
Stair Chair	Fire/EMS						6,000					6,000					6,000
Thermal Image Cameras	Fire/EMS						14,000					14,000					14,000
Utility (Squad)	Fire/EMS									400,000		400,000					400,000
	EM											-					-
	EM											-					-
	EM											-					-
Bucket Truck	DPW									155,000		155,000					155,000
County MN - Phase 4	DPW							924,750		744,250	328,000	1,997,000					1,997,000
Dredging	DPW					100,000		50,000			50,000	100,000				190,000	390,000
Exchange Bridge	DPW										25,000	25,000					25,000
Facility Improvements	DPW									500,000		500,000					500,000
Farwell Under Phase 2	DPW									700,000		700,000					700,000
Leased Equipment	DPW						12,000					12,000		4,500	4,250	4,250	25,000
Mower - Small	DPW									3,750		3,750		3,750	3,750	3,750	15,000
Mower - Big	DPW									100,000		100,000					100,000
Pickup Truck	DPW									10,000		10,000		10,000	10,000	10,000	40,000
Sidewalk Replace	DPW						10,000					10,000					10,000
Sinking Fund	DPW						1,000					1,000		1,000	1,000		3,000
Small Capital	DPW											-				2,500	2,500
Street Constr	DPW									-		-		412,500			412,500
Street Maintenance	DPW									300,000		300,000					300,000
Street Sweeper	DPW											-				20,000	20,000
Street Tree Planting	DPW											-					25,000
Utility Van	DPW											-		45,000	45,000		90,000
Well Maintenance	DPW											-		130,000			130,000
	Outreach											-					-
	Outreach											-					-
	Outreach											-					-
	Library											-					-
Comp - Workstation	Library						13,500					13,500					13,500
Site Improvements	Library						4,000					4,000					4,000
	Library											-					-
Community Park	Parks									50,000		50,000					50,000
General Improve	Parks											-	50,000				50,000
Park Equipment	Parks											-	10,000				10,000
Park Signage	Parks											-	5,000				5,000
Property Acquisition	Parks											-					-
Urso/Schuetz Park	Parks											-					-
Brand Development	CD							50,000		450,000		500,000					500,000
Small Capital	CD	2,000								150,000		150,000					150,000
Sinking Fund	CD						2,000					-					2,000
	CD											2,000					2,000
Total Projects		29,500	15,000	-	-	100,000	320,000	50,000	974,750	4,169,250	655,000	6,169,000	65,000	608,750	66,000	232,500	7,285,750

Capital Improvement Program

Village of McFarland

Prior Plan Approval/Inclusion Year:

2016	2017	2018	2019	2020	2021	2022	2023
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Program Year: 2021

Funding by Project

Projects	Dept	General Fund 100	Comm/Tech Fund 200	TID #3 Fund 305	TID #4 Fund 310	TID #5 Fund 315	Capital Projects - Fund 400						Parks Fund 405	Utility - 600		Stormwater Fund 605	Total
							Tax Levy	Grants	Intergov	Borrow	Reserve	Total		Water	Sewer		
Comp/Class Study	Admin						15,000					15,000					15,000
Equipment/Furniture	Admin	2,500					-					-					2,500
Workstation Replace	Admin						10,500					10,500					10,500
DEVELOPMENT	Facilities						-					-					-
Land Acquisition	Facilities						40,000					40,000					40,000
Network Equip	Facilities						5,000					5,000		2,000	2,000	2,000	11,000
Sinking Fund	Facilities						100,000					100,000					100,000
	C/T						-					-					-
Equipment Upgrade	C/T		15,000				-					-					15,000
	C/T						-					-					-
Equipment	Police									15,000		15,000					15,000
Patrol Vehicle (Lease)	Police						34,000					34,000					34,000
Traffic Safety	Police						20,000					20,000					20,000
Car 1 Sinking Fund	Fire/EMS						5,750					5,750					5,750
EMS Equipment	Fire/EMS						7,000					7,000					7,000
Extrication Equip	Fire/EMS						26,750			11,500		38,250					38,250
Fire Equipment	Fire/EMS						23,250					23,250					23,250
Ladder Truck	Fire/EMS									1,405,000		1,405,000					1,405,000
Technology	Fire/EMS						7,000					7,000					7,000
	EM						-					-					-
	EM						-					-					-
	EM						-					-					-
Exchange Street	DPW							1,260,750		156,000		1,416,750		1,176,250	1,265,500	264,500	4,123,000
Farwell Under Phase 3	DPW									25,000		25,000					25,000
Leased Equipment	DPW						12,250					12,250		4,250	4,250	4,250	25,000
Patrol Truck	DPW									47,500	20,000	67,500		47,500	47,500	47,500	210,000
Pickup Truck	DPW									10,000		10,000		10,000	10,000	10,000	40,000
Sidewalk Replace	DPW						10,000					10,000					10,000
Sinking Fund	DPW						1,000					1,000		1,000	1,000		3,000
Small Capital	DPW											-				2,500	2,500
Street Constr	DPW									124,250		124,250		332,250			456,500
Street Maintenance	DPW									300,000		300,000					300,000
Street Sweeper	DPW											-				20,000	20,000
Street Tree Planting	DPW	25,000										-					25,000
Water Valve Turner	DPW											-		100,000			100,000
	Outreach						-					-					-
Tables	Outreach						2,500					2,500					2,500
	Outreach						-					-					-
	Library						-					-					-
Comp - Workstation	Library						8,000					8,000					8,000
	Library						-					-					-
Brandt Park	Parks									150,000		150,000	50,000				200,000
General Improve	Parks											-	50,000				50,000
Park Equipment	Parks											-	10,000				10,000
Park Signage	Parks											-	5,000				5,000
Property Acquisition	Parks									-		-					-
Urso/Schuetz	Parks									350,000		350,000					350,000
Brand Development	CD									50,000		50,000					50,000
Small Capital	CD	2,000										-					2,000
Sinking Fund	CD						2,000					2,000					2,000
Total Projects		29,500	15,000	-	-	-	330,000	1,260,750	-	2,629,250	35,000	4,255,000	115,000	1,673,250	1,330,250	350,750	7,768,750

Capital Improvement Program

Village of McFarland

Prior Plan Approval/Inclusion Year:

2016	2017	2018	2019	2020	2021	2022	2023
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Program Year: 2022

Funding by Project

Projects	Dept	General Fund 100	Comm/Tech Fund 200	TID #3 Fund 305	TID #4 Fund 310	TID #5 Fund 315	Capital Projects - Fund 400					Total	Parks Fund 405	Utility - 600		Stormwater Fund 605	Total
							Tax Levy	Grants	Intergov	Borrow	Reserve			Water	Sewer		
	Admin											-					-
Equipment/Furniture	Admin	2,500										-					2,500
Workstation Replace	Admin						11,500					11,500					11,500
DEVELOPMENT	Facilities											-					-
Land Acquisition	Facilities						40,000					40,000					40,000
Muni Center ParkLot	Facilities						18,000			107,000		125,000					125,000
Muni Center Roof	Facilities										700,000	700,000				2,000	700,000
Network Equip	Facilities						5,000					5,000		2,000	2,000	2,000	11,000
Sinking Fund	Facilities						100,000					100,000					100,000
												-					-
Equipment Upgrade	C/T		15,000									-					15,000
												-					-
Equipment	Police						15,000					15,000					15,000
Patrol Vehicle (Lease)	Police						50,000					50,000					50,000
Traffic Safety	Police						20,000					20,000					20,000
ATV Replace	Fire/EMS									27,000		27,000					27,000
Car 1 Replacement	Fire/EMS										60,000	60,000					60,000
Car 1 Sinking Fund	Fire/EMS						6,000					6,000					6,000
EMS Equipment	Fire/EMS						7,500					7,500					7,500
Fire Equipment	Fire/EMS						24,250					24,250					24,250
Patient Cots	Fire/EMS									42,250		42,250					42,250
Technology	Fire/EMS						9,500					9,500					9,500
	EM											-					-
	EM											-					-
	EM											-					-
Farwell Under Phase 3	DPW									700,000		700,000					700,000
Leased Equipment	DPW						12,250					12,250		4,250	4,250	4,250	25,000
Pickup Truck	DPW									10,000		10,000		10,000	10,000	10,000	40,000
Sidewalk Replace	DPW						10,000					10,000					10,000
Sinking Fund	DPW						1,000					1,000		1,000	1,000		3,000
Small Capital	DPW											-				2,500	2,500
Street Constr	DPW									1,102,500		1,102,500		961,000			2,063,500
Street Maintenance	DPW									300,000		300,000					300,000
Street Sweeper	DPW											-				20,000	20,000
Street Tree Planting	DPW	25,000										-					25,000
	Outreach											-					-
	Outreach											-					-
	Outreach											-					-
	Library											-					-
Comp - Workstation	Library						8,000					8,000					8,000
Parking Lot Repave	Library									50,000		50,000					50,000
	Library											-					-
General Improve	Parks											-	50,000				50,000
Park Equipment	Parks											-	10,000				10,000
Park Signage	Parks											-	5,000				5,000
Property Acquisition	Parks											-					-
Urso/Schuetz	Parks									1,250,000		1,250,000					1,250,000
Brand Development	CD									25,000		25,000					25,000
Small Capital	CD	2,000										-					2,000
Sinking Fund	CD						2,000					2,000					2,000
Total Projects		29,500	15,000	-	-	-	340,000	-	-	3,613,750	760,000	4,713,750	65,000	978,250	17,250	38,750	5,857,500

Capital Improvement Program

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Village of McFarland

Prior Plan Approval/Inclusion Year:

2016	2017	2018	2019	2020	2021	2022	2023
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Program Year: 2023

Funding by Project

Projects	Dept	General Fund 100	Comm/Tech Fund 200	TID #3 Fund 305	TID #4 Fund 310	TID #5 Fund 315	Capital Projects - Fund 400						Parks Fund 405	Utility - 600		Stormwater Fund 605	Total
							Tax Levy	Grants	Intergov	Borrow	Reserve	Total		Water	Sewer		
Equipment/Furniture	Admin						-					-					-
Workstation Replace	Admin	2,500					-					-					2,500
DEVELOPMENT	Admin						13,000					13,000					13,000
Land Acquisition	Facilities						-					-					-
Network Equip	Facilities						40,000					40,000					40,000
Sinking Fund	Facilities						5,000					5,000		2,000	2,000	2,000	11,000
	Facilities						100,000					100,000					100,000
Equipment Upgrade	C/T						-					-					-
	C/T		5,000				-					-					5,000
	C/T						-					-					-
Equipment	Police						15,000					15,000					15,000
Patrol Vehicle (Lease)	Police						50,000					50,000					50,000
Traffic Safety	Police						18,000				2,000	20,000					20,000
Car 1 Sinking Fund	Fire/EMS						6,000					6,000					6,000
EKG Monitors	Fire/EMS								84,500			84,500					84,500
EMS Equipment	Fire/EMS						12,000					12,000					12,000
Fire Equipment	Fire/EMS						48,250					48,250					48,250
Technology	Fire/EMS						9,750					9,750					9,750
	EM						-					-					-
	EM						-					-					-
	EM						-					-					-
Leased Equipment	DPW						12,000					12,000		4,250	4,500	4,250	25,000
Lift Station #2	DPW						-					-			800,000		800,000
Pickup Truck	DPW								10,000			10,000		10,000	10,000	10,000	40,000
Sidewalk Replace	DPW						10,000					10,000					10,000
Sinking Fund	DPW						1,000					1,000		1,000	1,000		3,000
Small Capital	DPW						-					-				2,500	2,500
Street Constr	DPW								500,000			500,000		500,000			1,000,000
Street Maintenance	DPW								300,000			300,000					300,000
Street Sweeper	DPW						-					-				20,000	20,000
Street Tree Planting	DPW	25,000					-					-					25,000
Tower Clean/Paint	DPW						-					-		400,000			400,000
	Outreach						-					-					-
	Outreach						-					-					-
	Outreach						-					-					-
Boiler Replacement	Library						-					-					-
Comp - Workstation	Library						8,000		100,000			100,000					100,000
	Library						-					-					8,000
	Library						-					-					-
General Improve	Parks						-					-	50,000				50,000
Park Equipment	Parks						-					-	10,000				10,000
Park Signage	Parks						-					-	5,000				5,000
Property Acquisition	Parks						-				-	-					-
	CD						-					-					-
Small Capital	CD	2,000					-					-					2,000
Sinking Fund	CD						2,000					2,000					2,000
Total Projects		29,500	5,000	-	-	-	350,000	-	-	994,500	2,000	1,346,500	65,000	917,250	817,500	38,750	3,219,500

Village of McFarland
2019 - 2023 Capital Improvement Program
Estimated Debt Service - Village Purposes

Year	Existing	2019	2020	2021	2022	2023	Combined	Est. Tax
<u>Due</u>	<u>Debt Service</u>	<u>\$4,425,000 Est.</u>	<u>\$4,180,000</u>	<u>\$2,630,000</u>	<u>\$3,655,000</u>	<u>\$995,000</u>	<u>Debt Service</u>	<u>Rate Increase*</u>
2017	\$1,293,569						\$1,293,569	
2018	1,362,827						1,362,827	\$0.07
2019	1,610,602						1,610,602	0.26
2020	1,420,181	438,063					1,858,244	0.26
2021	1,202,809	525,250	372,454				2,100,513	0.26
2022	1,233,298	513,250	345,000	255,404			2,346,952	0.26
2023	1,242,897	501,250	358,013	212,675	281,227		2,596,062	0.26
2024	1,247,198	489,250	390,375	283,300	284,425	149,335	2,843,883	0.26
2025	1,255,100	502,250	481,438	276,300	318,825	131,325	2,965,238	0.13
2026	1,250,850	514,500	544,250	269,300	361,825	142,825	3,083,550	0.13
2027	674,650	851,000	779,625	302,300	403,075	173,800	3,184,450	0.11
2028		927,000	931,875	378,900	592,575	178,550	3,008,900	(0.19)
2029			903,438	642,525	675,075	192,950	2,413,988	(0.63)
2030				636,525	824,075	196,650	1,657,250	(0.80)
2031					802,125		802,125	(0.91)
2032							0	(0.85)
2033							0	0.00
2034							0	0.00
2035							0	0.00
2036							0	0.00
2037							0	0.00
2038							0	0.00
2039							0	0.00
2040							0	0.00
2041							0	0.00
2042							0	0.00
	\$13,793,981	\$5,261,813	\$5,106,467	\$3,257,229	\$4,543,227	\$1,165,435	\$33,128,152	
Est. Int. Rate		3.00%	3.25%	3.50%	3.50%	3.50%		

*Based on Villages 2018 Assessed Valuation -

\$942,877,508

2/15/2019

Village of McFarland
2019 - 2023 Capital Improvement Program
Estimated Debt Service - Sewer Utility Purposes

Year	Existing	2019	2020	2021	2022	2023	Combined	Est. Tax
<u>Due</u>	<u>Debt Service</u>	<u>\$65,000 Est.</u>	<u>\$70,000</u>	<u>\$1,335,000</u>	<u>\$60,000</u>	<u>\$820,000</u>	<u>Debt Service</u>	<u>Rate Increase*</u>
2017	\$152,463						\$152,463	
2018	162,364						162,364	\$0.01
2019	187,750						187,750	0.03
2020	194,450	12,763					207,213	0.02
2021	195,863	11,650	13,223				220,736	0.01
2022	192,175	11,350	11,950	76,194			291,669	0.08
2023	193,663	11,050	11,625	71,375	12,975		300,688	0.01
2024	199,932	10,750	11,300	65,500	11,750	55,658	354,890	0.06
2025	40,800	15,450	15,975	214,800	11,400	53,175	351,600	(0.00)
2026			15,488	263,850	11,050	62,300	352,688	0.00
2027				240,975	20,700	91,075	352,750	0.00
2028				238,625		83,800	322,425	(0.03)
2029				241,100		81,700	322,800	0.00
2030				243,225		79,600	322,825	0.00
2031						267,500	267,500	(0.06)
2032						258,750	258,750	(0.01)
2033							0	(0.27)
2034							0	0.00
2035							0	0.00
2036							0	0.00
2037							0	0.00
2038							0	0.00
2039							0	0.00
2040							0	0.00
2041							0	0.00
2042							0	0.00
	\$1,519,460	\$73,013	\$79,560	\$1,655,644	\$67,875	\$1,033,558	\$4,429,110	
Est. Int. Rate		3.00%	3.25%	3.50%	3.50%	3.50%		

*Based on Villages 2018 Assessed Valuation -

\$942,877,508

2/15/2019

Village of McFarland
2019 - 2023 Capital Improvement Program
Estimated Debt Service - Water Utility Purposes

Year	Existing	2019	2020	2021	2022	2023	Combined
<u>Due</u>	<u>Debt Service</u>	<u>\$785,000 Est.</u>	<u>\$610,000</u>	<u>\$1,675,000</u>	<u>\$1,020,000</u>	<u>\$920,000</u>	<u>Debt Service</u>
2017	\$181,915						\$181,915
2018	270,386						270,386
2019	267,027						267,027
2020	267,328	113,363					380,691
2021	262,352	121,150	103,085				486,587
2022	262,378	108,150	82,388	148,052			600,968
2023	267,477	110,450	80,275	131,350	110,575		700,127
2024	272,377	97,600	73,163	113,725	93,600	55,617	706,081
2025	91,800	90,050	76,213	226,625	156,500	61,850	703,038
2026		92,650	79,100	250,500	152,125	130,800	705,175
2027		90,100	76,825	258,325	152,750	127,300	705,300
2028		87,550	74,550	255,625	148,200	138,800	704,725
2029			72,275	347,750	143,650	139,775	703,450
2030				336,375	139,100	155,575	631,050
2031					134,550	155,675	290,225
2032						165,600	165,600
2033							0
2034							0
2035							0
2036							0
2037							0
2038							0
2039							0
2040							0
2041							0
2042							
	\$2,143,040	\$911,063	\$717,873	\$2,068,327	\$1,231,050	\$1,130,992	\$8,202,344
Est. Int. Rate		3.00%	3.25%	3.50%	3.50%	3.50%	

Village of McFarland
2019 - 2023 Capital Improvement Program
Estimated Debt Service - Stormwater Utility Purposes

Year	Existing	2019	2020	2021	2022	2023	Combined	Est. Tax
<u>Due</u>	<u>Debt Service</u>	<u>\$145,000 Est.</u>	<u>\$235,000</u>	<u>\$355,000</u>	<u>\$80,000</u>	<u>\$40,000</u>	<u>Debt Service</u>	<u>Rate Increase*</u>
2017	\$165,177						\$165,177	
2018	167,415						167,415	\$0.00
2019	164,190						164,190	(0.00)
2020	166,100	16,163					182,263	0.02
2021	167,715	14,050	20,820				202,585	0.02
2022	69,040	33,750	42,313	57,602			202,705	0.00
2023	67,805	32,850	41,175	46,025	13,967		201,822	(0.00)
2024	71,505	26,950	40,038	39,800	12,450	11,983	202,726	0.00
2025		41,200	63,900	48,750	32,100	16,050	202,000	(0.00)
2026			61,950	77,350	31,050	15,525	185,875	(0.02)
2027				74,900			74,900	(0.12)
2028				72,450			72,450	(0.00)
2029							0	(0.08)
2030							0	0.00
2031							0	0.00
2032							0	0.00
2033							0	0.00
2034							0	0.00
2035							0	0.00
2036							0	0.00
2037							0	0.00
2038							0	0.00
2039							0	0.00
2040							0	0.00
2041							0	0.00
2042							0	0.00
	\$1,038,947	\$164,963	\$270,195	\$416,877	\$89,567	\$43,558	\$2,024,106	
Est. Int. Rate		3.00%	3.25%	3.50%	3.50%	3.50%		

*Based on Villages 2018 Assessed Valuation -

\$942,877,508

2/15/2019

McFarland Capital Improvement Program (CIP)

2019 – 2023

Administration

Planned Projects:

Accounting Update

- *Description* – Several advancements to the accounting software were made late in 2017 to help improve internal efficiency for accounts payable. Additional steps are desired for payroll and other modules of the software to improve the use of this software.
- *Year(s)* – 2019.
- *Funding* – Tax Levy within Capital Projects Fund (400).

Compensation and Classification Study

- *Description* – The Village’s compensation platform is based upon a Compensation and Classification Study that was completed on January 5, 2015 by Springsted Incorporated. Section 3.05(2) of the Village’s Compensation and Benefits Manual details the “Maintenance of the Pay Plan Integrity Over Time” in order to maintain internal equity and market competitiveness. Subsection B states that the Village should complete a comprehensive update every three to four years. Some positions and elements of the original study are being updated in 2019; while a complete update is proposed now in a couple years.
- *Year(s)* – 2021.
- *Funding* – Tax Levy within Capital Projects Fund (400).

Equipment/Furniture

- *Description* – Small capital contribution from the General Fund to purchase various small office, furniture, and other related needs.
- *Years* – 2019, 2020, 2021, 2022, and 2023.
- *Funding* – Tax Levy within General Fund (100).

File Storage

- *Description* – In an effort to continue paperless initiatives and be more efficient the intent of this project would be to convert the current paper method of storing documents to digital record keeping.
- *Years* – 2020.
- *Funding* – Tax Levy within General Fund (100).

Administration (continued)

Impact Fee Study

- *Description* – The last full comprehensive study that was done regarding the Village's impact fees was completed by Baker Tilley in 2004. Recent law changes and substantial collections due to growth indicates the need to revisit and update this study to properly manage collection of these funds.
- *Years* – 2019.
- *Funding* – Tax Levy within the Capital Projects Fund (400).

Workstation Replacement

- *Description* – The Village sets aside funds in order to replace computer workstations as they either fail or become obsolete. These funds are provided for through tax levy support within the Capital Fund and available for use within the organization.
- *Years* – 2019, 2020, 2021, 2022, and 2023.
- *Funding* – Tax Levy within Capital Projects Fund (400).

McFarland Capital Improvement Program (CIP)

2019 – 2023

Facilities

Planned Projects:

Aquatics Study

- *Description* – The Village Board approved funding for a study to be conducted regarding the feasibility of constructing aquatics facilities. The project was awarded in 2018 and the work has carried over for completion into 2019.
- *Year(s)* – 2019.
- *Funding* – Reserves within the Capital Projects Fund (400).

Development

- *Description* – The Village Board is presently reviewing service needs within its Public Safety Departments as well as embarking on a Strategic Planning Process in 2019. The intent of this work is to help shape and assist in the decision making process regarding Facility Development within the organization and Community. Development is carried in each of the years without identifying costs other than what has initially been set aside to assist in the planning process as it might related to facilities. Future capital expenses associated with facility construction will be included as they become known and agreed on by the Village Board.
- *Year(s)* – 2019, 2020, 2021, 2022, and 2023.
- *Funding* – Reserves within the General Fund (100) and Borrowed Money within the Capital Projects Fund (500).

Land Acquisition

- *Description* – This reserve account sets aside funds to be used by the Organization to fund land acquisitions as might be necessary for the Village. The reserve was created as an assignment for land acquisition and not earmarked for any specific use other than that general purpose.
- *Year(s)* – 2019, 2020, 2021, 2022, and 2023.
- *Funding* – Tax levy within the Capital Projects Fund (400).

Facilities (continued)

Municipal Center Parking Lot

- *Description* – The parking lot for the Municipal Center was constructed in 2000 when the facility was completed. It will require repaving as annual maintenance is no longer sufficient.
- *Year(s)* – 2022.
- *Funding* – Combination of tax levy and borrowed money within the Capital Projects Fund (400).

Municipal Center Roof

- *Description* – The roof for the Municipal Center Facility is in need of replacement in 2022 according to an assessment that was completed in 2015.
- *Year(s)* – 2022.
- *Funding* – Reserves from the sinking fund setup for facility maintenance within the Capital Projects Fund (400).

Municipal Center Upgrades

- *Description* – Funds were set aside in the 2019 Budget to purchase a new board table that was more functional and compatible with the uses of the Community Room.
- *Year(s)* – 2019.
- *Funding* – Reserves within the Capital Projects Fund (400).

Network Equipment

- *Description* – Funds are set aside annually for the replacement and upgrading of network equipment to help maintain the Village's technology needs. Additional funds are included in 2019 to make improvements to the networks backup system.
- *Year(s)* – 2019, 2020, 2021, 2022, and 2023.
- *Funding* – Tax Levy within the Capital Projects Fund (400) with equal shares from the Utility Fund (600) and Stormwater Utility Fund (605). Includes borrowed money within the Capital Projects Fund (400) for backup work planned in 2019.

Public Works Roof

- *Description* – The roof for the Public Works Facility is in need of replacement in 2020 according to an assessment that was completed in 2015.
- *Year(s)* – 2020.
- *Funding* – Combination of Borrowed Money and Reserves from the sinking fund setup for facility maintenance within the Capital Projects Fund (400).

Facilities (continued)

Security Upgrades

- *Description* – The first phase of this work was completed in 2018 at the Library and Public Works facility with some work at the Municipal Center. The second phase is to include security improvements to the Municipal Center.
- *Year(s)* – 2019.
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Sinking Fund

- *Description* – Savings set aside for the development, expansion, and/or maintenance of Village owned facilities.
- *Year(s)* – 2019, 2020, 2021, 2022, and 2023.
- *Funding* – Tax Levy within the Capital Projects Fund (400).

Sustainability Assessment

- *Description* – Assess facilities for sustainability projects to improve energy efficiency.
- *Year(s)* – 2020.
- *Funding* – Borrowed money within the Capital Projects Fund (400).

McFarland Capital Improvement Program (CIP)

2019 – 2023

Communications and Technology

Planned Projects:

Equipment/Technology Upgrade

- *Description* – Funding for equipment purchases, replacements, and general upgrades to support operations and service delivery. 2019 includes funding for new video on demand equipment.
- *Year(s)* – 2018, 2019, 2020, 2021, 2022.
- *Funding* – Most years, Reserves within Communications and Technology Fund (200) are utilized. 2019 includes the use of Tax Levy and Reserves from the Capital Projects Fund (400) as well.

McFarland Capital Improvement Program (CIP)

2019 – 2023

Police Department

Planned Projects:

Equipment

- *Description* – Several small equipment items are included within this item on a year to year basis including but not limited to Taser replacements, annual MDC replacements, evidence camera, helmets, vests, shields, radios, and other items of need as prioritized within the Department.
- *Year(s)* – 2019, 2020, 2021, 2022, and 2023.
- *Funding* – Tax Levy and Reserves within the Capital Projects Fund (400).

Patrol Vehicle (Leases)

- *Description* – This includes the annual lease payments for the Department's vehicles through the conversion of the vehicle from cars to SUV's.
- *Year(s)* – 2019, 2020, 2021, 2022, and 2023.
- *Funding* – Tax Levy within the Capital Projects Fund (500).

Radios

- *Description* – There are currently 18 portable radios within the Department that beginning in 2019 will no longer be supported by the manufacturer. The intent of which is to replace each radio as one project and assign to an individual officer as a means to better align with the new DaneCom technology.
- *Year(s)* – 2019.
- *Funding* – Reserves within the General Fund (100).

Traffic Safety

- *Description* – Annual allocation for the Department to implement various traffic safety measures including speed boards, RRFB's, flashing signs, and other related improvements.
- *Year(s)* – 2019, 2020, 2021, 2022, and 2023.
- *Funding* – Combination of Tax Levy and Borrowed Money as detailed within the Capital Projects Fund (500).

McFarland Capital Improvement Program (CIP)

2019 – 2023

Fire and Rescue

Planned Projects:

ATV Replacement

- *Description* – This vehicle was first acquired in 2004 by the Firefighter’s Association and assists the Department in responding to grass/marsh fire, ice rescues, remote rescues, and personnel transports to larger scenes.
- *Year(s)* – 2022.
- *Funding* – Borrowed Money within the Capital Projects Fund (400).

Ambulance Replacement

- *Description* – Replacement of the secondary ambulance that was acquired in 2008. Current primary ambulance was acquired in 2015 and would rotate to secondary as part of this transition.
- *Year(s)* – 2019.
- *Funding* – Combination of Reserves from General Fund (100) and Borrowed Money within the Capital Projects Fund (400).

Car 1 Replacement

- *Description* – The replacement of Car 1 which is the suburban style emergency response vehicle used as the main incident command response vehicle. There is a sinking fund setup as a vehicle replacement assignment that will be used to pay for the cost of this item.
- *Year(s)* – 2022.
- *Funding* – Reserves within the Capital Projects Fund (400).

Car 1 Sinking Fund

- *Description* – Annual savings set aside for the replacement of Car 1 which is the suburban style used as the main incident command response vehicle.
- *Year(s)* – 2019, 2020, 2021, 2022, and 2023.
- *Funding* – Tax Levy within the Capital Projects Fund (400).

EMS Equipment

- *Description* – Provides annual funding for small equipment needs, turnout gear as is needed from year to year, and other general items needed to support this service.
- *Year(s)* – 2019, 2020, 2021, 2022, and 2023.
- *Funding* – Tax Levy within the Capital Projects Fund (400).

Fire and Rescue (continued)

EKG Monitors

- *Description* – The monitors used on the ambulance to obtain vital signs, 12-Lead defibrillation and capnography. Current units were purchased in 2013.
- *Year(s)* – 2023.
- *Funding* – Borrowed Money within the Capital Projects Fund (400).

Extrication Equipment Replacement

- *Description* – This equipment is used to extract individuals who are trapped typically within vehicles as a result of car accidents.
- *Year(s)* – 2021.
- *Funding* – Combination of tax levy and borrowed money within the Capital Projects Fund (400).

Facility

- *Description* – Some funding is provided for minor improvements to the Training Room within the Fire and Rescue Department.
- *Year(s)* – 2019.
- *Funding* – Tax Levy within the Capital Projects Fund (400).

Fire Equipment Replacement

- *Description* – Provides annual funding for small equipment needs, turnout gear as is needed from year to year, and other general items needed to support this service.
- *Year(s)* – 2019, 2020, 2021, 2022, and 2023.
- *Funding* – Tax Levy within the Capital Projects Fund (400).

Foam Trailer

- *Description* – The trailer would provide additional foam for protection of flammable gas fires. The Department is working on an agreement with Deforest-Windsor Fire Department to have each Department provided a trailer to meet foam needs for the hazards each entity might encounter from flammable liquid facilities.
- *Year(s)* – 2020
- *Funding* – Borrowed Money within the Capital Projects Fund (400).

Ladder Truck

- *Description* – The largest truck in the fleet and is used as part of elevated fire and rescue operations within the coverage area. Additionally, the truck may act as an engine and provides the required pump capacity that is required for the Village. Acquired in 2007 as a used truck and was originally manufactured in 1997. The current amount is based on a new truck and a used truck may be investigated. Used vehicle will require additional expenses to locate, inspect, repair, and place into service above the purchase price.
- *Year(s)* – 2021.
- *Funding* – Borrowed Money within the Capital Projects Fund (400).

Fire and Rescue (continued)

Patient Cots

- *Description* – There are currently two of these cots in use within each ambulance. They were purchased separately in 2013 and 2015. They are specialized pieces of equipment that assist in the lifting and transportation of patients into and out of the ambulance helping to save on worker's compensation claims.
- *Year(s)* – 2022.
- *Funding* – Borrowed Money within the Capital Projects Fund (400).

Radios

- *Description* – Replacement of the equipment & system used for our radio network within vehicles and handheld units utilized by members. Equipment acquired in 2011 and 2012.
- *Year(s)* – 2020.
- *Funding* – Borrowed Money within the Capital Projects Fund (400).

Stair Chairs Replacement

- *Description* – Used by EMS members to transport a patient up or down a set of stairs when responding to emergency calls for service. Acquired in 2000.
- *Year(s)* – 2020.
- *Funding* – Tax Levy within the Capital Projects Fund (400).

Technology

- *Description* – Annual replacement for mobile computers located within fleet vehicles. The computers provide information from dispatch and department pre-plan data for facilities. The funding provides for one replacement per year. This line also assists with other Department specific technology needs as they arise.
- *Year(s)* – 2019, 2020, 2021, 2022, and 2023.
- *Funding* – Tax Levy within the Capital Projects Fund (400).

Thermal Imaging Cameras Replacement

- *Description* – Used by Fire members on fire emergency calls for service to locate individuals that may be trapped within an active fire and to locate hidden fires. Acquired in 2015.
- *Year(s)* – 2020.
- *Funding* – Tax Levy within the Capital Projects Fund (400).

Utility (Squad) Replacement

- *Description* – This vehicle is the primary vehicle for carrying extrication equipment and general support. Also carries necessary equipment for vehicular accidents, water/ice rescues, rehab supplies for structure fires. Acquired in 2000. The replacement vehicle is intended to be a reduction in size and equipment carried. Equipment is being shifted to the Engine and Ladder Trucks.
- *Year(s)* – 2020.
- *Funding* – Borrowed Money within the Capital Projects Fund (400).

McFarland Capital Improvement Program (CIP)

2019 – 2023

Emergency Management

Planned Projects:

Aqua Dams

- *Description* – Portable dams that can be inflated with water that help to control water flow in flood like conditions. Alternative use for similar function provided by sand bags.
- *Year(s)* – 2019.
- *Funding* – Tax Levy within the Capital Projects Fund (400).

McFarland Capital Improvement Program (CIP)

2019 – 2023

Department of Public Works

Planned Projects:

Bucket Truck

- *Description* – Replacement of the main vehicle used for tree trimming, street light maintenance as appropriate, and other high-level access.
- *Years* – 2020.
- *Funding* – Road construction costs split with Dane County and Village share paid for through Borrowed Money within the Capital Projects Fund (400). Adjoining property owners on the two developed sites will also contribute to the project.

County MN Phasing

- *Description* – Phase 1, 2, and 3 of the County MN project have been completed in 2016, 2017, and 2018, respectively. A fourth phase is contemplated for design in 2019 and construction in 2020 on Broadhead Street from Holscher Road to County Highway AB.
- *Years* – 2019 and 2020.
- *Funding* – Road construction costs split with Dane County and Village share paid for through Borrowed Money within the Capital Projects Fund (400). Adjoining property owners on the two developed sites will also contribute to the project.

Dredging

- *Description* – Includes the possibility of dredging two different areas to clean out sedimentation. The first being the Country Walk Detention Basin located at the corner of Holscher and Elvehjem. The second is the lagoon located at USH 51 and Severson.
- *Year(s)* – 2020.
- *Funding* – Charges for Public Services collected within the Stormwater Utility Fund (605). Cleaning out the lagoon area will be the larger of the two projects and likely require funding from TID #5 Fund (315), Dane County, and Special Assessments.

Exchange Street

- *Description* – This project will be a complete reconstruction (street, curb/gutter, sidewalk, utilities, etc.) from Farwell to the Yahara River. The Village is in the process of apply for Federal funding through the Madison Area Transportation Planning Board within their 2019-2023 Transportation Improvement Program. This would allow the Village to access Federal money set aside for smaller communities within this regional transportation area.
- *Years* – 2021
- *Funding* – Combination of Grants and Borrowed Money within the Capital Projects Fund (400) as well as from the Utilities Fund (600) and Stormwater Utility Fund (605).

Department of Public Works (continued)

Exchange Street Bridge

- *Description* – Staff has met with the Town of Dunn recently to review a bridge inspection report for the shared responsibility bridge on Exchange Street over the Yahara River. Engineers are currently studying the matter further to see if the damage was caused by 2018 Flooding which could be reimbursed. Most of it is attributed to maintenance; however, and will be shared with the town.
- *Years* – 2020
- *Funding* – Fund balance within the Capital Projects Fund (400).

Facility Improvements

- *Description* – This same year the roof has already been approved within this plan for replacement and additional funds are recommended to address further facility advancement. The two main themes are to convert a cold storage building to climate controlled, and renovating/constructing new office space to accommodate expanding positions within the leadership of the Department.
- *Years* – 2020
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Farwell Utility Undergrounding

- *Description* – The first phase to underground certain utilities on Farwell Street is approximately 1,000 lineal feet and runs from USH 51 to 4725 Farwell Street. This was completed in 2018. There remains approximately 3,000 more lineal feet to underground through Exchange Street within the core of the Village. Two additional phases are anticipated with study for the second phase in 2019 and implementation in 2020. The final phase, if needed, would be studied in 2021, and implemented in 2022.
- *Year(s)* – 2019, 2020, 2021, and 2022.
- *Funding* – The first phase was paid through borrowed money within the Capital Projects Fund (400), but will be reimbursed by TID #5 Fund (315).

Leased Equipment

- *Description* – Includes annual charges for the use of the skid steer and front end loader.
- *Year(s)* – 2019, 2020, 2021, 2022, and 2023.
- *Funding* – Tax Levy within the Capital Projects Fund (400) plus equal shares from Utility Fund (600) and Stormwater Utility (605).

Lift Station #2

- *Description* – Additional maintenance is proposed in 2019 to clean, paint, and maintain the storage container used to convey stormwater to help prolong its useful life. Full replacement is recommended to put on the back end of the plan in 2023 but may be delayed further and is contingent upon new development requiring it to be sized larger.
- *Year(s)* – 2019 and 2023.
- *Funding* – Funding provided through Utility Fund (600).

Department of Public Works (continued)

Mower Replacement

- *Description* – A large format mower is scheduled for acquisition in 2019 followed by a smaller format in 2020. The larger format was previously programmed in 2021.
- *Year(s)* – 2019 and 2020.
- *Funding* – Cost split between the Capital Projects Fund (400), Utilities Fund (600), and Stormwater Utility Fund (605).

Patrol Truck Replacement

- *Description* – Includes the full replacement with trade in of a Patrol Truck (Snow Plow) with associated equipment for both listed years.
- *Year(s)* – 2019 and 2021.
- *Funding* – Trade-in value deducted from gross cost of the vehicle. Remaining expense split equally between Capital Projects Fund (400), Utility Fund (600), and Stormwater Utility Fund (605).

Pickup Truck Replacement

- *Description* – Replacement of a pickup truck for general service responsibilities.
- *Year(s)* – 2019, 2020, 2021 2022, and 2023.
- *Funding* – Cost split equally between the Capital Projects Fund (400), Utilities Fund (600), and Stormwater Utility Fund (605).

Sidewalks/Paths

- *Description* – Annual funds to repair and replace sidewalks as well as additional funds in 2018 for bike path restoration.
- *Year(s)* – 2019, 2020, 2021 2022, and 2023.
- *Funding* – Borrowed Money and/or Tax Levy as applicable within the Capital Projects Fund (400).

Sinking Fund

- *Description* – Annual savings set aside for the replacement of the Director's vehicle.
- *Year(s)* – 2019, 2020, 2021 2022, and 2023.
- *Funding* – Tax Levy within the Capital Projects Fund (400) plus Utility Fund (600).

Small Capital

- *Description* – The Stormwater Utility is provided funds for small capital items for its administration including equipment, materials, and other supplies as needed.
- *Year(s)* – 2019, 2020, 2021 2022, and 2023.
- *Funding* – Charges for Public Services collected within the Stormwater Utility Fund (605).

Department of Public Works (continued)

Stormwater

- *Description* – Additional improvements within the stormwater system to improve conveyance where appropriate.
- *Year(s)* – 2019.
- *Funding* – Funding provided through Stormwater Utility Fund (605).

Street Construction

- *Description* – The work in 2019 will include Main Street and Timber Lane followed by Burma Road in 2020. Paulson Road would be worked on in 2021 and a portion of Marsh Road in 2022.
- *Year(s)* – 2019, 2020, 2021, 2022, and 2023.
- *Funding* – Borrowed Money within the Capital Projects Fund (400) with corresponding contribution from the Utility Fund (600).

Street Maintenance

- *Description* – Includes street repairs needed on an annual basis that have a longer than one year useful life including chip sealing, crack filling, and various areas for patch work.
- *Year(s)* – 2019, 2020, 2021, 2022, and 2023.
- *Funding* – Borrowed Money within the Capital Projects Fund (400).

Street Resurfacing

- *Description* – Several streets are planned for a basic resurfacing included but not limited to Osborn, Scott, Tina, Hankins, Eighthmy, and Smith Ridge.
- *Year(s)* – 2019.
- *Funding* – Borrowed Money within the Capital Projects Fund (400).

Street Sweeper

- *Description* – Annual savings set aside for the future replacement of the street sweeper.
- *Year(s)* – 2019, 2020, 2021, 2022, and 2023.
- *Funding* – Charges for Public Services collected within the Stormwater Utility Fund (605).

Street Tree Planting

- *Description* – Implementation of a program to address the Ash Tree population as a response to the Emerald Ash Borer.
- *Year(s)* – 2019, 2020, 2021, 2022, and 2023.
- *Funding* – Fund Balance within the General Fund (100).

Department of Public Works (continued)

Tower Clean/Pain

- *Description* – Consideration for cleaning and repainting the water towers to keep up with their exterior maintenance requirements.
- *Year(s)* – 2023.
- *Funding* – Cost is paid for by water funding within the Utilities Fund (600).

Utility Van

- *Description* – This vehicle is used within the utilities specifically to address maintenance and service needs of the sewer and water system.
- *Year(s)* – 2020.
- *Funding* – Cost is split between sewer and water funding within the Utilities Fund (600).

Water Valve Turner

- *Description* – This piece of equipment within the water utility will improve the efficiency of exercising water valves for general maintenance and during main breaks as needed. It takes what is currently an invasive manual function into a controlled mechanical operation which is good for the worker and the infrastructure.
- *Year(s)* – 2021.
- *Funding* – Cost is paid for by water funding within the Utilities Fund (600).

Well Maintenance

- *Description* – Every so often the water wells need to be removed from service for general maintenance, cleaning, and repair in order to prolong their useful life.
- *Year(s)* – 2020.
- *Funding* – Cost is paid for by water funding within the Utilities Fund (600).

McFarland Capital Improvement Program (CIP)

2019 – 2023

Senior Outreach

Planned Projects:

Equipment/Furniture Replacement

- *Description* – New furnishings within the Department to support operations and replacement of refrigerators for meal program.
- *Year(s)* – 2019.
- *Funding* – Reserves within the Capital Projects Fund (400).

Tables

- *Description* – Replacement of tables and related furnishings that support the meal program.
- *Year(s)* – 2021.
- *Funding* – Tax Levy within the Capital Projects Fund (400).

Workstation Replacement

- *Description* – In conjunction with the new furniture in the same year, it is proposed to replace the computers and other supporting technology within the Department.
- *Year(s)* – 2019.
- *Funding* – Tax Levy within the Capital Projects Fund (400).

McFarland Capital Improvement Program (CIP)

2019 – 2023

Library

Planned Projects:

Bathroom Remodel

- *Description* – Funding provided to remodel and improve the accessibility of the men's and women's restrooms that serve the facility.
- *Year(s)* – 2019.
- *Funding* – Combination of Reserves within the General Fund (100) and Capital Projects Fund (400).

Boiler Replacement

- *Description* – The boiler will have exceeded its useful life by this point and could be evaluated for replacement based upon projected maintenance needs.
- *Year(s)* – 2023.
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Computer – Workstation(s)

- *Description* – Includes funds to replace both computers used by the public for either adults, teens, or children and those used by Staff on an annual basis.
- *Year(s)* – 2019, 2020, 2021, 2022, and 2023.
- *Funding* – Tax Levy within the Capital Projects Fund (400).

Facility Improvements

- *Description* – Funds are proposed within the facility to replace the drinking fountain and improve exterior accessibility into the facility.
- *Year(s)* – 2019.
- *Funding* – Fund balance collected within the Capital Projects Fund (400).

Facility Reserve

- *Description* – Annually the Village collects an Impact Fee for the development of the Library. This had previously been applied to Debt Service to help pay for the cost of the current facility that was construction about 15 years ago. The money is now collected to fund reserves to support future improvements to the facility.
- *Year(s)* – 2019, 2020, 2021, 2022, and 2023.
- *Funding* – Impact Fees collected within the Capital Projects Fund (400).

Library (continued)

Parking Lot Replacement

- *Description* – This parking lot was completed shortly after the building was complete in the early 2000's and is proposed for replacement in line with the Municipal Center.
- *Year(s)* – 2022.
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Remodel Work

- *Description* – Remodeling of the story time room is proposed in order to better accommodate users after the usage frequency and volume has increased significantly whereby the room cannot be used for its intended purpose.
- *Year(s)* – 2019.
- *Funding* – Reserves within the Capital Projects Fund (400).

Security Upgrades

- *Description* – Additional opportunities for cameras and door access were discovered after the first phase of this project in 2018.
- *Year(s)* – 2019.
- *Funding* – Reserves within the Capital Projects Fund (400).

Shelving – Children and Teens

- *Description* – Desire to replace certain shelving units that are presently obsolete and non-user friendly.
- *Year(s)* – 2019.
- *Funding* – Reserves within the Capital Projects Fund (400).

Site Improvements

- *Description* – Externally it is proposed to add bike racks and replace existing benches.
- *Year(s)* – 2020.
- *Funding* – Tax levy within the Capital Projects Fund (400).

McFarland Capital Improvement Program (CIP)

2019 – 2023

Parks

Planned Projects:

Brandt Parking Lot

- *Description* – Provide funding to construct a parking lot in an area to be determined within Brandt Park. Originally considered in 2019 but deferred to 2021 to allow more time to assess need.
- *Year(s)* – 2021.
- *Funding* – Borrowed Money within the Capital Projects Fund (400) as well as a contribution from the Parks Fund (405).

Community Park

- *Description* – Funding is proposed to conduct a master planning effort surrounding property purchased for a Community Park should an acquisition be completed.
- *Year(s)* – 2020.
- *Funding* – Borrowed Money within the Capital Projects Fund (400).

General Improvements

- *Description* – Money set aside annually to be used for general park improvements through the use of fees collected within new developments.
- *Year(s)* – 2019, 2020, 2021, 2022, and 2023.
- *Funding* – Impact Fees collected within Parks Fund (405).

McDaniel Park

- *Description* – Projects to add another small shelter, internal network of paved paths, new canoe/kayak stand, gateway signage, and facility expansion.
- *Year(s)* – 2019.
- *Funding* – Impact Fees collected within Parks Fund (405) plus borrowed money contribution from Capital Projects Fund (400).

McFarland Park

- *Description* – It is proposed a new master plan be developed for this park to help guide the Village in making future decision on land use as the variety of needs continue to grow.
- *Year(s)* – 2019.
- *Funding* – Borrowed Money within the Capital Projects Fund (400).

Parks (continued)

Park Equipment

- *Description* – Annually the Village looks to replace and/or repair certain park amenities and play structures.
- *Year(s)* – 2019, 2020, 2021, 2022, and 2023.
- *Funding* – Impact Fees collected within Parks Fund (405).

Park Signage

- *Description* – Annually, some signage is needed for replacement or restoration in order to maintain the signage displays within the parks.
- *Year(s)* – 2019, 2020, 2021, 2022, and 2023.
- *Funding* – Impact Fees collected within Parks Fund (405).

Property Acquisition

- *Description* – Land acquisition in 2019 includes the possible purchase of a property on Bashford to support future trail development. Additionally for next year it would include the acquisition of land to develop an East Side Community Park. Future years it remains as a placeholder within the plan with no allocation unless opportunities arise or as directed. Further purpose requires definition to allocate funding but is recognized that future acquisition may be desirable.
- *Year(s)* – 2019, 2020, 2021, 2022, and 2023.
- *Funding* – Borrowed Money within the Capital Projects Fund (400) as well as a contribution from the Parks Fund (405).

Urso/Schuetz Park

- *Description* – Several years of improvements with this park are planned following the update of the master plan for the area that was completed as a 10 year update in 2017. The recommendations from that plan can then be implemented over a multi-year period as a means to improve this area. The first phase was completed in 2018 which included a new parking lot and woodland restoration work. The second phase continues to study the addition of a disc golf course, dog park expansion, and further woodland restoration. Future phases will look at trail development, facility improvements, and further restoration work.
- *Year(s)* – 2018, 2019, 2020, 2021, and 2022.
- *Funding* – Borrowed Money within the Capital Projects Fund (400) plus various contributions from the Parks Fund (405) as detailed within the plan.

McFarland Park

- *Description* – The Village is working on a facility development partnership with the Soccer Association to develop a facility at McFarland Park similar to how a facility was developed at Brandt Park with softball. The Village would borrow for a portion of the funding and paid back from the soccer association over time.
- *Year(s)* – 2018.
- *Funding* – Borrowed Money within the Capital Projects Fund (500).

McFarland Capital Improvement Program (CIP)

2019 – 2023

Community Development

Planned Projects:

Branding Initiative

- *Description* – The rebranding study was completed in 2018 and funding in future years is put into phases to support this effort through new signage, vehicle identification, personal items, and other organization materials containing the brand.
- *Year(s)* – 2019, 2020, 2021, and 2022.
- *Funding* – Borrowed money within Capital Projects Fund (400).

Small Capital

- *Description* – The Department is provided funds for small capital items within the office including furniture, equipment, and other supplies as needed.
- *Years* – 2019, 2020, 2021, 2022, and 2023.
- *Funding* – Tax Levy within the General Fund (100).

Sinking Fund

- *Description* – Annual contribution towards savings for the future replacement of the Building Inspector's vehicle.
- *Years* – 2019, 2020, 2021, 2022, and 2023.
- *Funding* – Tax Levy within the Capital Projects Fund (400).



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, March 11, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Personnel Committee (President Czebotar & Trustee Kolk)
Public Works Committee (Trustee Klow & Adrian)

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, March 11, 2019

SECTION: Approval of Minutes

DEPARTMENT: Administration

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

AGENDA ITEM: Discussion and action regarding the position description, classification, and approval to fill the vacancies for the Public Works Seasonal Crewperson position within the Public Works Department.

PREVIOUS ACTION:

The Public Works Committee reviewed the job description at their meeting on February 12th and recommended approval.

The Personnel Committee reviewed the job description and classification at their meeting on March 4th and recommended approval.

ISSUE SUMMARY:

The Village Board approved funding in 2019 for two additional seasonal employees to assist the Public Works Department with general service support. This position was informally referred to as "Summer Help" where it is expected to be filled from approximately June through August each year by two individuals. In general the duties would include assisting full-time staff, minor road maintenance, debris removal, storm drain cleanup, public right of way cleanup, sign maintenance, landscaping assistance, painting, facility cleaning, and other related functions. The main idea is to have these individuals focus on items of lower priority to help take some pressure off the full-time personnel with these tasks. This is different from the Parks Seasonal Crewperson positions which focus almost exclusively on mowing, general landscaping, and other park operations.

Approval is needed for the position description and classification to create the position as well as the board's approval to fill the vacancies. Included within your packet is the job description, questionnaire, pointing assessment, and grade assignment recommended for the position.

FINANCIAL/BUDGET IMPACT:

The positions were budgeted at Grade 2 for 500 hours each this year. This afforded a total budget for the positions of \$13,284. The final assignment is presented at Grade 3 which would suggest an actual cost of \$14,081. The difference between budget to actual will be absorbed into other wage allocations not realized thus far due to vacancies.



VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval.

ATTACHMENTS:

1. 1 - PW Crewperson LTE - Job Description
2. 2 - PW Seasonal Crewperson - Position Analysis Questionnaire
3. 3 - PW Seasonal Crewperson - Position Points Assessment
4. 4 - PW Seasonal Crewperson - Grade Assignment

Public Works ~~Seasonal~~ Crewperson LTE

POSITION DESCRIPTION

Position Title: Public Works Crewperson LTE **FLSA:** Non-Exempt
Department: Public Works **Represented:** No
Reports to: Streets/Utilities Superintendent **Employment Status:** Limited Term Employee

POSITION SUMMARY

Distinguishing Characteristics of the Class

This position is responsible for performing a variety of unskilled and semi-skilled work associated with the public works, utilities, solid waste, facilities, and park services provided by the Department. The work associated with these services includes but is not limited to basic construction, landscaping, cleaning, repair, and other assigned tasks related to general upkeep within the Village. The position will require the operation and routine care of a variety of light duty vehicles, machinery, power tools, and equipment as assigned.

Supervision Received

Performs under the ~~direction and~~ general supervision of the Streets/Utilities Superintendent.

Supervision Exercised

None.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- ~~• Assists Parks and Public Works Crewperson(s) as needed with fulfillment of services within the Department.~~
- Conducts road maintenance activities including pot hole filling and other repairs.
- Assists in debris removal following receipt of storm damage including the clearing of storm drains.
- Removal of weeds, trash, debris, and other nuisances from public right of way.
- Conducts sign maintenance including the replacement, restoration, painting, cleaning, and other work as needed.
- Plants, removes, and waters trees and shrubs within Village facilities, parks, and other public areas as ~~needed~~ assigned.

- Maintains, paints, and cleans Municipal facilities.
- Insures proper maintenance of equipment and tools by cleaning and checking them before and after each use.
- Operates a variety of light duty power tools and related small engine equipment.
- Drives pickup trucks and/or light utility vehicles with or without trailers of various sizes in the loading, hauling, and unloading of various equipment and materials.
- Performs other related duties as assigned in order to assist Public Works Staff as needed with the fulfillment of services within the Department.

Equipment Used

A variety of smaller motorized vehicles and equipment, including utility vehicles, trailers, mowers and trimmers, common hand and power tools; telephone, mobile phone, and portable radio.

Work Environment and Working Conditions

Works under uncontrolled field conditions. While performing the duties of this job, the employee frequently works near moving mechanical parts and in a work environment where the noise level is moderately noisy. The employee regularly works in outside weather conditions and may be exposed to extreme heat and wet and/or humid conditions. The employee is occasionally exposed to fumes and toxic/caustic chemicals.

TECHNICAL REQUIREMENTS

Knowledge of

- Methods, materials, tools, and equipment used in the construction, operation, maintenance and service delivery of public works services.
- The operation of equipment and power tools used in the maintenance of grounds and buildings.
- Occupational hazards and standard safety precautions common to this field of work.

Ability to

- Operate and care for a variety of vehicles, equipment, hand and power tools as allowed by law.
- Perform heavy manual tasks for extended periods of time.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Traverse uneven terrain and varying degrees of slopes.
- 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 crewperson type functions. The employee must use power and hand tools, frequently lift and/or move up to 25 pounds, occasionally lift and/or move up to 50 pounds, and on rare occurrences lift and/or move up to 100 pounds with assistance. 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

Graduation from high school or equivalency, or enrollment within High School or equivalency. ~~A minimum of one (1) year of either P~~personal or professional experience related to public works services is preferred. 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 Wisconsin 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 Public Works Seasonal Crewperson	3. Current Annual Salary TBD
4. Immediate Supervisor's Title Streets/Utilities Superintendent	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 <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: <i>Employee (check one)</i> ☒ Less than High School Diploma or GED ☐ High School Diploma or GED ☐ Associates Degree ☐ Bachelors Degree ☐ Masters Degree ☐ PhD ☐ Other <i>Supervisor (check one)</i> ☒ ☐ ☐ ☐ ☐ ☐ ☐ Major/Coursework: <u>General Studies</u> Type of Experience <u>Manual labor, painting, landscaping, trash collection, cleaning, hand tools.</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) <i>(Supervisor's comments regarding this information may be provided on Page 4 in the Supervisor's Comments section)</i> 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. <i>(Supervisor's comments regarding this information may be provided on Page 4 in the Supervisor's Comments section)</i> 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. *(Supervisor's comments regarding this information may be provided on Page 5 in the Supervisor's Comments section)*

- | | | |
|---|--|---|
| ☒ \$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*)

Do you supervise or have oversight of other positions: ☐ Yes, continue in this box ☒ No, continue to next section

Please check all that apply:

☐ N/A ☐ Work Group/Team ☐ Unit/Section ☐ Department ☐ Division ☐ Organization

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

_____	_____
_____	_____
_____	_____
_____	_____

For the positions listed above, do you effectively recommend or take action on the following:

Effectively Recommend	Take Action		Effectively Recommend	Take Action	
☐	☐	Hire	☐	☐	Suspend
☐	☐	Assign Work	☐	☐	Terminate
☐	☐	Direct Work	☐	☐	Discipline (Oral Reprimand)
☐	☐	Reward	☐	☐	Discipline (Written Reprimand)
☐	☐	Transfer	☐	☐	Evaluate Performance
☐	☐	Promote	☐	☐	Demote
☐	☐	Adjust Grievances	☐	☐	Coach and/or Counsel
☐	☐	Train	☐	☐	Develop Staff Schedules
☐	☐	Inspect Work	☐	☐	Other

Supervisor's Comments (*To be completed by immediate supervisor of employee*)

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

I certify that the answers to the above questions are my own and to the best of my knowledge and belief are correct and complete.

N/A - Classifying Newly Created Position

Employee Signature

Date

Supervisor or Dept/Div Head Signature

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	10 - 160
II. Experience	0 - 125
III. Level of Work	10 - 140
IV. Human Relations Skills	0 - 80
V. Physical Demands	0 - 50
VI. Working conditions and Hazards	0 - 70
VII. Independence of Action	0 - 120
VIII. Impact on End Results	0 - 140
IX. Supervision Exercised	0 - 140

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: I (Manual)

Factor	Value
I. Training and Ability	10
II. Experience	5
III. Level of Work	15
IV. Human Relations Skills	0
V. Physical Demands	20
VI. Working Conditions and Hazards	15
VII. Independence of Action	5
VIII. Impact on End Results	0
IX. Supervision Exercised	0
Point Total	70

*** As of January 5, 2015

70

2019	2.0% Adjustment	27,184.26	31,261.90	35,339.54
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VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, March 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, March 11, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action regarding revisions to the position description and status for the Clerk III position within the Community Development Department.

PREVIOUS ACTION:

The Personnel Committee reviewed this change at its meeting on March 4, 2019 and unanimously recommended its approval.

ISSUE SUMMARY:

The 2019 Budget included funds in order to elevate the Clerk III position within the Community Development Department from part-time to full-time. The current schedule of this position is 32 hours per week (essentially 8-4:30 pm on M, W-F) and this would take it to the standard 40 hours with occasional night meetings. The reason for the change is to keep up with the expanding workload for the Department. This position supports the administrative functions of the Director and Inspectors within the Department while also serving as the main point of contact for the public at their front desk. The scope of the Department may expand or evolve later this year also through the recruitment of a new Director as our current Director has announced her retirement in July.

FINANCIAL/BUDGET IMPACT:

The funding is already approved and included within the 2019 Budget. Simply changing the status will move it from part to full-time which will fall within the funds provided. The position is already established within the wage grid and no further adjustments are recommended at this time.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval.



ATTACHMENTS:

1. 03.08.2019 - Comm Devel Clerk III mgs

Community Development Clerk III

POSITION DESCRIPTION

Position Title:	Community Development Clerk III	FLSA: Non-Exempt
Department:	Community Development	Represented: AFSCME No
Reports to:	Community Development Director	Employment Status: <u>Full</u> -Time

POSITION SUMMARY

Distinguishing Characteristics of the Class

This position is responsible for performing a variety of clerical, ~~secretarial~~, and administrative support work for the Community Development Department. The work involves: functioning as a receptionist for the department; providing customer service and answering inquiries about municipal services, ordinances, and building codes; issuing permits and collecting and recording fees; ~~scheduling appointments for building inspections~~; and preparing and distributing agendas for various committee meetings and taking minutes of meetings.

Supervision Received

Clerk works under the supervision of the Community Development Director, but exercises independent judgment in establishing work priorities and determining work methods.

Supervision Exercised

None.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Provides customer assistance in person or by answering phones or email, including answering questions, responding to inquiries, receiving payments, and providing copies. Screens and routes incoming calls to appropriate personnel.
- Issues various types of building permits and calculates and collects fees.
- ~~Schedules inspections for building inspectors.~~
- Prepares agendas and packets for meetings of the Plan Commission, Board of Zoning Appeals, Community Development Authority, and Landmarks Commission.
- Prepares and publishes legal notices of public hearings and mails notices of public hearings and pending committee actions to affected parties.
- Attends evening meetings of the Plan Commission, Board of Zoning Appeals, Community Development Authority, and Landmarks Commission. Takes and prepares Minutes of the proceedings.

- Maintains statistical data on building permit activity and prepares summary reports.
- Records, balances, and prepares bank deposits of fees collected by the department.
- Maintains departmental petty cash fund.
- Establishes and maintains records filing systems.
- Updates and maintains maps and parcel information.
- Types, composes, and edits a variety of correspondence, reports, and memoranda.
- Provides back-up coverage to the Administration offices.
- Updates and maintains departmental website pages.
- Performs other related duties as required.

Equipment Used

Personal computer/printer and various software applications, calculator, telephone, copy machine, fax machine, and motor vehicle.

Work Environment and Working Conditions

Works in normal office setting with moderate noise levels. Hours beyond the normal work week are required on occasion; attendance at evening meetings required.

TECHNICAL REQUIREMENTS

Knowledge of

- Current office equipment, terminology, procedures, and methods.
- Design and maintenance of filing systems.
- Village ordinances pertaining to zoning and subdivisions.
- Data entry, spreadsheet, data base management, word processing techniques and procedures, and basic website functions.
- Proper grammar, spelling, and punctuation.
- Plat maps, certified survey maps, zoning maps, and property assessment information.
- Working knowledge of basic building and zoning code requirements.

Ability to

- Type and proofread a variety of written materials.
- Understand and carry out complex oral and written directions.
- Handle routine clerical and bookkeeping details independently.
- Maintain confidentiality of sensitive records and materials.
- Employ tact, courtesy, composure, and good judgment in dealing with the public.
- Establish and maintain effective working relationships with fellow employees and the general public.
- Maintain a valid Wisconsin driver's license.
- Respond to basic building and zoning code questions.
- Employ basic map reading skills.

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

Graduation from high school; advanced training in current office practices and procedures; a minimum of three (3) years of prior work experience in a clerical, secretarial, or administrative field, preferably in the planning, zoning or building inspection area. 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 Wisconsin 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: September 25, 2012

Amended: May 1, 2014



PUBLIC SAFETY COMMITTEE SUMMARY SHEET

MEETING DATE: Monday, March 11, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT: Craig Sherven, Chief

AGENDA ITEM: Discussion and action on Ordinance Amendment 2019-02: An Ordinance consolidating the process for issuing permits for events on public property and streets.

PREVIOUS ACTION:

This item was discussed at the last board meeting on February 25, 2019.

ISSUE SUMMARY:

At our last meeting we reviewed the proposed a new special event permit process and as part of our discussion, several concerns were raised. Staff has reviewed these concerns and prepared some modifications to the former draft in an attempt to address these. These changes are summarized as follows:

- Added definition of the School District to also include their Recreation Program.
- Expanded Neighborhood Event definition.
- Created a section for exemptions from the Special Event Permit application process:
 - Events that take place on private property owned by a public entity.
 - Sporting events on sporting fields.
 - Funerals.
 - Private events that do not use a public street.
 - Village events.
 - Added the ability for the Village Board to waive the requirement for a permit.
- Added the ability for the Village Board to waive the insurance requirement.

The Village Attorney has reviewed these changes and is agreeable to what is proposed.

FINANCIAL/BUDGET IMPACT:

Additional permit revenues.

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

Creation of a new Chapter 36 ordinance on events on public property. Amendment of several sections of current Village ordinances to consolidate.



BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Staff recommends approval of the ordinance amendment as submitted to create a new event permit.

The Public Safety Committee has unanimously recommended approval of ordinance amendment 2019-04 as submitted.

ATTACHMENTS:

1. 2019-02 Event Permit Ordinance 03082019 mgs
2. Event Permit Application 2019

ORDINANCE NO. 2019-02

AN ORDINANCE CONSOLIDATING THE PROCESS FOR ISSUING EVENT PERMITS

Purpose: To consolidate different sections of the Municipal Code regulating parades, special events, neighborhood events and other events involving use of public streets and parks, as well as events involving the issuance of a temporary alcohol licenses, and creating one uniform procedure for the issuance of permits.

Sponsor: Village Clerk-Treasurer

Recommended Referral: Public Safety Committee

Public Hearing: None required.

The Village Board of the Village of McFarland do hereby ordain as follows:

1. Chapter 36 of the McFarland Municipal Code is hereby created to read as follows:

Chapter 36 – EVENTS REQUIRING PERMIT

Sec. 36-1. - Purpose. This Chapter is enacted to regulate and control the use of streets and public property to ensure that the health, safety and general welfare of the public and the good order of the Village is protected and maintained. The Village’s authority to regulate streets and public property is contained in the Wisconsin Statutes, including, but not limited to, Sec. 349.185, Wis. Stats.

Sec. 36-2. - Definitions. As used in this Chapter:

- (a) Processions, runs, walks, marathons, bicycle races, block parties, and similar activities have their usual and customary usage.
- (b) “Community Organization” means an active group or organization that regularly meets within the Village of McFarland, that is tax exempt pursuant to section 501(c)(3) of the Internal Revenue Code, and that provides charitable services, sponsorships or donations within the Village of McFarland community.
- (c) “Event” means a Street Use Event, Neighborhood Event, Parade or Special Event occurring on or in any portion of a Village owned street, roadway or cul-de-sac, or off-street property owned by the Village of McFarland.
- (d) “Event Permit” means a permit granted by the Village of McFarland authorizing an Event.

- (e) "School District" means the School District of McFarland and/or that of the McFarland Recreation, Activities, and Play ("MRAP").
- (f) "Street Use Event" means a planned event or situation in which any portion of a Village owned street, roadway or cul-de-sac will be utilized, for events including, but not limited to: estate sales or auctions, run/walk events, car shows, community event, or public demonstration.
- (g) "Neighborhood Event" means a planned gathering in which any portion of a Village owned street, roadway or cul-de-sac will be utilized. Examples: a neighborhood block party, graduation party, family reunions, and farmers market.
- (h) "Parade" means any parade or procession taking place in which any portion of a Village owned street, roadway or cul-de-sac will be utilized, but not including any funeral procession. Authorities and organizers of funeral processions are requested to coordinate preparations with the Chief of Police or his/her designee.
- (i) "Special Event" means any other planned event on off-street property owned by the Village of McFarland in which 200 or more attendees are anticipated at one time, or that is likely to have significant impact on neighborhood parking or the free-flow of vehicular or pedestrian traffic, including, but not limited to:
- Festivals or celebrations
 - Estate sales, auctions or other sales activities
 - Political gatherings or events
 - Events involving the sale or distribution of alcoholic beverages
 - Concerts
 - Events involving the use of amplified music, sound or public address
 - Events in which tents or other temporary structures will be erected and require stakes to be driven into the ground
 - Runs, walks, marathons not on roadways
- (j) "Highways" and "streets" have the meanings set forth in Wis. Stats. § 340.01, and also include alleys (as defined in Sec. 340.01, Wis. Stats.) and areas owned by the Village of McFarland which are used primarily for pedestrian or vehicular traffic.
- (k) "Person" means any natural individual, group, entity, organization, partnership, association, corporation, or limited liability company.

Sec. 36-3. - Permit Required.

- (a) No person may hold an Event on any part of a highway, roadway, street or cul-de-sac in the Village of McFarland, or on any property owned by the Village of McFarland without first obtaining an Event Permit from the Village. No person may hold or conduct an Event in violation of any requirements or restrictions set forth in an applicable Event Permit.

(b) Property and Events Exempt from Permit Requirement. Notwithstanding subsection (a), the following Events do not require a permit under this section:

(1) The Event is to take place on property which is under the control or jurisdiction of the federal government, the State of Wisconsin, Dane County, or the School District.

(2) The Event is a sporting event that is to take place on property equipped with facilities designed for the purpose of accommodating such events, including baseball diamonds, soccer fields, and football fields, whether or not bleachers or other seating is provided.

(3) Funeral processions.

(4) Events both not open to the public and not utilizing any public street, roadway or cul-de-sac.

(5) Events sponsored by the Village of McFarland subject to approval by the Village Board as may be appropriate.

Sec. 36-4. - Application. A person seeking to hold an Event shall file an application with the Village Clerk on the form provided by the Village Clerk. The completed application shall be filed at least forty-five (45) days before the proposed event, along with the application fee. The application shall contain, but is not limited to, the following information:

- (a) The name, address, email address and telephone number of the applicant or applicants.
- (b) If the Event is to be conducted for, on behalf of, or by an organization or company, the name, address, email address and telephone number of the organization's or company's headquarters and of individual(s) authorized to act on behalf of the organization or company.
- (c) The name, address, email address and telephone number of the person or persons who will be responsible for operating the Event.
- (d) The proposed use, described in detail, for which the Event Permit is requested. Applicants shall select all event types that are applicable to their event.
- (e) The date(s) and duration of time during which the Event is to occur, including a detailed schedule of events.
- (f) A detailed security plan, including how many individuals will be designated to this function, how they will be identified, and how they will communicate with one another.
- (g) The applicant shall indicate if the Event requires complete, partial, or no closure of any streets.

- (h) A map of the Event, including any street(s)/property to be used, the placement of any tents, facilities, equipment, fencing, alcohol sale and carding areas (if applicable). The Public Works Director shall have final decision on placement of tents or any place the applicant wishes to break ground.
- (i) The approximate number of persons who will attend the Event.
- (j) A detailed plan for mitigating severe weather (if applicable).
- (k) A detailed fire evacuation plan (if applicable).
- (l) If the event involves the sale or distribution of alcoholic beverages, a detailed plan for identifying and refusing service to those under the legal drinking age shall be included. NOTE: Requires the application for and issuance of a Temporary Class "B" alcohol license, in addition to the Event Permit.
- (m) A detailed plan describing what cleanup activities will take place at the conclusion of the event.
- (n) Events that are anticipated to allow for the presence of minors where alcohol is served requires Village Board approval. It shall be the event organizer's responsibility to request this approval on the application form.
- (o) Events that ~~are anticipated to require~~ the use of amplified sound, or to in some manner generate excessive noise, beyond 10:00 pm requires Village Board approval. It shall be the event organizer's responsibility to request this approval on the application form.
- (p) Any other information that the Village deems necessary or appropriate.

Sec. 36-5. - Special Requirements.

- (a) Parade Restrictions.
 - (1) Drivers to stay near right-hand edge of roadway. Each driver in any procession, shall drive as near to the right-hand edge of the roadway as practical, except upon one-way streets or when otherwise directed or approved by a police officer, and shall follow the vehicle ahead as close as is practical and safe.
 - (2) No person who leads or participates in a parade shall disobey, or encourage others to disobey, the direction of any police officer, the terms of this Chapter, or the terms of the applicable Event Permit.
 - (3) Sponsors or organizers shall obtain any county or state permits that may be required for use of any roadway under the jurisdiction of the county or state.

- (4) Only Community Organizations may be issued an Event Permit for a parade, and no Event Permit shall be issued for a parade this is primarily for private economic or commercial purposes.

(b) Petition Required for Street Use Events.

An application for an Event Permit for a Street Use Event shall be accompanied by a petition designating the proposed area of the street to be used and time for said proposed use, said petition to be signed by not less than 75 percent of the residents over 18 years of age residing along that portion of the street designated for the proposed use. Said petition shall be in a form provided in the application packet. Events involving a marathon, bicycle race, run/walk race, triathlon, or other athletic event do not require a petition.

(c) Petition required for Neighborhood Events.

Applicants shall apply for a neighborhood event on a form provided by the Village Clerk/Treasurer, no less than two weeks prior to the event. The application shall be accompanied by a petition designating the proposed area of the street to be used and time for said proposed use, said petition shall be signed by not less than 75 percent of the residents over 18 years of age residing along that portion of the street designated for the proposed use.

The Director of Public Works or designee is given authorization to approve or deny street use permits for block parties in coordination with recommendations from the Police Department and Fire/EMS Department. If approved, the Clerk/Treasurer shall issue a permit. If denied, the applicant may appeal to the Village Board by filing a notice of appeal with the Village Clerk/Treasurer within ten days of notification of denial. The applicant must state the basis of appeal. The Village Board may be majority vote to reverse or modify the decision.

Sec. 36.6. – Events occurring in Public Parks.

- (a) Events occurring in public parks are subject to all regulations and requirements as set forth in Chapter 44 (Parks and Recreation) of Village Ordinance.
- (b) Events occurring in public parks which qualify under this Chapter that include the operation or use of any amplifying system, public address systems or equipment shall generally be approved or denied by the Public Safety Committee, pursuant to Section 44-20 (b) of Village Ordinance. The Public Safety Committee reserves the right to require the approval of the Parks and Recreation Committee.
- (c) Events occurring in public parks which qualify under this Chapter that include the disturbance of soil by utilization of tent poles, tent stakes or any other activity likely to penetrate the grass and or soil bed shall require Village approval. It is the sole responsibility of the organizer to contact digger's hotline and schedule a site inspection

to occur no less than five (5) business days prior to the date any such disturbance is to occur, and to provide the Director of Public Works with a written report of the assessment no less than two (2) business days prior to the date any such disturbance is to occur. Should such report indicate the presence of any obstructions or other hazards, any prior approval specific to soil disturbance is revoked and is no longer permitted. If time permits, the organizer may, at the discretion and with the assistance of the Public Works Director, attempt to identify an alternate placement on the event site. In such circumstances, the organizer may conduct all other approved activities not related to soil disturbance.

Sec. 36.7. - Application Review. If the Village Clerk-Treasurer determines that the Event Permit application is timely and complete, including payment of the application fee, the Village Clerk-Treasurer shall immediately forward copies of the same to the Director of Public Works, the Chief of Police, and the Fire/EMS Chief who shall consider the same and make recommendation thereon. Village staff may require the applicant to provide additional information in support of the application if deemed necessary for review purposes. Incomplete or untimely applications will not be forwarded for review or approval.

The Director of Public Works or designee is given authorization to approve or deny permits for block parties in coordination with recommendations from the Police Department and Fire/EMS Department. If approved, the Clerk/Treasurer shall issue a permit.

Sec. 36.8. - Review by the Public Safety Committee.

- (a) Complete Event Permit applications shall be forwarded with staff recommendations to the Public Safety Committee for review and recommendation to the Village Board, except that annual recurring Events that propose no substantial changes from the previous year(s) shall be reviewed by the Chief of Police, who may make a recommendation of approval or denial directly to the Village Board. The Village Board will ultimately approve or deny all applications for Event Permits, and the Village Board may impose any conditions or restrictions it deems appropriate as part of any Event Permit. The Village Board may waive the requirement for an Event Permit within its sole discretion.
- (b) The Village reserves the authority, under its sole discretion, to refer any Event Permit application to any pertinent committee for review.
- (c) If the Public Safety Committee recommends denial of an Event Permit application, the application will not be forwarded to the Village Board for review unless the applicant submits a written request to the Village Clerk-Treasurer within ten (10) days of the Public Safety Committee's decision, and the applicant's failure to make this request will result in the application being denied.

Sec. 36.9. - Issuance of Permit. If the Village Board approves the issuance of the Event Permit, the Village Clerk-Treasurer shall issue the Event Permit, subject to any restrictions and conditions imposed by the Village Board. Prior to issuance of the Event Permit, the applicant shall provide adequate proof of insurance to the Village Clerk-Treasurer and shall deposit of any funds required by the Village Board as a condition of approval. Upon issuance of the Event Permit, the applicant shall comply with all requirements and conditions as set forth in the Event Permit, along with all applicable federal and state laws and regulations, and Village ordinances. The applicant shall also meet the requirements of Section 11-1.

Sec. 36.10. – Denial of an Event Permit.

- (a) The Public Safety Committee may recommend denying the issuance of an Event Permit, or the Village Board may deny the issuance of an Event Permit if, in their discretion, it is determined that one or more of the factors identified below warrant denial of the application. Further, the Public Safety Committee may recommend, and the Village Board may impose, conditions on the approval of an Event Permit application.
- (b) Reasons for denial of an Event Permit. An application for an Event Permit may be denied for any of the following reasons. This list is demonstrative only, and the Village Board may deny the issuance of an Event Permit for any reason related to public safety, health, and welfare, ordinance, the prevention of any nuisance or other hazard, and the preservation of Village property, services and resources.
 - (1) The proposed use would violate any federal or state law or regulation, or any Village ordinance.
 - (2) The proposed use will substantially hinder the movement of police, fire or emergency vehicles, constituting a risk to persons or property.
 - (3) The application does not contain information requested or required by Village staff, the Public Safety Committee, or the Village Board.
 - (4) The application requests a period for the use of the street for an excessive amount of time.
 - (5) The proposed use on a street could equally be held in a public park or other location.
 - (6) The granting of the Event Permit would conflict with another Event Permit already granted or for which application is already pending.
 - (7) If reasonably anticipated utilization of public services, including police and fire protection, by the proposed street use will require so large a number of persons and vehicles, including ambulances, as to prevent adequate service of the needs of the rest of the Village.

- (8) It appears that the proposed Event is so poorly organized that participants therein are likely to engage in aggressive, destructive, or otherwise unlawful activity.
- (9) If any part of the area described in the said Event Permit application includes a through intersection such that the highways cross each other.
- (10) If the event is to be held between the hours of 10:00 p.m. and 6:00 a.m., or, in the case of a parade, sufficient parade marshals are not provided as to reasonably assure the orderly conduct of the parade.
- (11) The event organizer(s) refuses to cooperate with, meet with or communicate with Village Officials regarding event planning and related requirements, and/or fails to or has demonstrated a past history of failing to comply with conditions set forth for this or past Event Permits.
- (12) Requiring the pre-payment of any amounts to cover increased costs to the Village for services anticipated for the Event.
- (13) How vehicular traffic and parking availability may be affected by the Event, including the effect, if any, of construction projects or other scheduled events in and around the Village.
- (14) Whether the Event will negatively affect the health, safety or general welfare of the public, including, but not limited to, the movement of police, fire, or emergency vehicles within the Village, the overall impact to the neighborhood, including noise levels, and the effectiveness of hazard mitigation plans as submitted by the organizer(s).
- (15) Whether sufficient supervision and event security will be provided to reasonably assure orderly conduct by the attendee.

Sec. 36.11. - Termination of Event Permit and Event. An Event may be immediately terminated, and the Event Permit revoked, while the event is in progress, if the Chief of Police, Fire/EMS Chief, or Public Works Director or his or her designee determine that the health, safety or general welfare of the public, including participants at the Event, is endangered by activities generated as a result of the Event, or if the Event has violated any conditions placed on the event in the Permit, or if the Event has violated any Village ordinances, applicable laws or other regulations.

Sec. 36.12. - Emergency Revocation. The Chief of Police, Fire/EMS Chief, or Public Works Director or his or her designee may revoke an Event Permit that has already been issued if they determine that revocation is justified by an actual or potential emergency due to weather, fire, riot, other catastrophe or likelihood of a breach of the peace, or by a major change in the conditions forming the basis for the issuance of the Event Permit.

Sec. 36.13. - Penalties. Any person who violates any provisions of this Chapter shall be subject to a penalty as provided in Section 1-16 of this Code. Additionally, failure to comply with any provisions of this Chapter may result in the withholding of approval on any subsequent permit applications for this or other permits required by the Village.

Sec. 36.14. - Security/Village Staffing Requirements. If the Chief of Police, Fire Chief or Public Works Director determines that members of the Police Department, other Law Enforcement, private Security Officers, Fire Department, Emergency Medical Services or Public Works personnel must be available to staff the Event, the applicant shall pay all associated costs incurred by the Village or other provider to staff the event. When utilizing Village of McFarland Employees, the event organizer shall reimburse the Village at each employee's full overtime rate, and the Village shall subsequently reimburse each employee through standard payroll practices. The Village Board may require the applicant to make a deposit to the Village in an amount necessary to cover the cost of Village services and staff for an Event.

Sec. 36.15. - Representative at meeting. It is recommended the event organizer(s) making application for an event be present when the Public Safety Committee and Village Board considers the application in order for the applicant to provide any additional information that is reasonably necessary to make a fair determination as to whether the Event Permit should be issued. Failure by the applicant to be present could result in denial of the application in the event additional information or input from the organizer(s) is needed, but is not available due to lack of attendance of the meeting. It is the event organizer's responsibility to make themselves aware of when the Public Safety Committee and Village Board will consider the application.

Sec. 36.16. - Fee. The permit fee shall be as established by the Village Board. The Village Board may waive the fee for Community Organizations.

Sec. 36.17. - Insurance.

(a) The applicant shall furnish a certificate with the Village demonstrating that applicant has in force and will maintain during the time the Event Permit is in effect public liability insurance of not less than \$1,000,000 per one person, \$2,000,000 per occurrence for personal injury and \$1,000,000 for property damage naming the Village as an additional insured. If the certificate references any policy language, endorsement or other requirement as being necessary for the additional insured coverage to take effect, the applicant shall provide all such required documentation. The required coverage for the Village shall be written on a primary, non-contributory basis, and include a waiver of subrogation rights.

(b) Additional insurance requirements may apply in the reasonable discretion of the Village. The Village may waive or modify these insurance requirements for purely private events if it determines that the requirements would impose an undue hardship and that the public interest is otherwise adequately protected.

Sec. 36.18. - Indemnification. The applicant shall indemnify, defend and hold harmless the Village of McFarland and its officers, officials, agents, and employees against all loss or expense (including liability costs and reasonable attorney's fees) by reason of any claim or suit, or of liability imposed by law upon the Village or its officers, officials, agents or employees, for damages because of injury, including death at any time resulting therefrom, sustained by any person or persons, or on account of damages to property, including loss of use thereof, arising from, in connection with, caused by or resulting from the Event.

Sec. 36.19. - Cleanup Requirements. The applicant shall return the site to the condition that existed before the Event occurred within twenty-four (24) hours of the completion of the Event. The Village may require the applicant to provide a deposit in an amount to be determined by the Village to ensure that the site is adequately restored.

2. Chapter 35, Article XII. – PARADES AND PROCESSIONS, of the McFarland Municipal Code, is repealed.

3. Chapter 53, Article V., Division 4. – STREET USE PERMITS, of the McFarland Municipal Code, is repealed.

4. Section 44-24 (b) of the McFarland Municipal Code is amended to read as follows:

(b) *Reservation of park space.* A permit is required for any special usage of any park within the Village. An organized gathering desiring to reserve a specific portion of any park in the Village shall constitute a special usage. A person or group, firm, organization, partnership or corporation may reserve the use of a park facility or a park shelter by written application filed with the Village Clerk-Treasurer for a permit for exclusive use of the same. The Village Clerk-Treasurer shall issue permits for the exclusive use of a portion of a park or park shelter, while the Village Board shall issue permits for the exclusive use of the Village parks. Park facilities are reserved on a first-requested, first-reserved basis. Certain proposed uses and gatherings may require the issuance of an Event Permit, subject to the requirements of Chapter 36, instead of a permit issued under this Section.

5. Section 11-66 of the McFarland Municipal Code is amended to read as follows:

Sec. 11-66. – Restrictions on Temporary Class “B” and “Class B” licenses.

(a) *Requirements.* No person or organization shall be granted a temporary Class “B” fermented malt beverage license or temporary “Class B” wine license by the Village Board, as authorized by Wis. Stats. §125.26(6) and §125.51(10), until such person or organization has met the applicable requirements under this Article and been approved pursuant to this Section.

- (b) *Procedure.* The applicant for a temporary Class “B” or “Class B” license shall submit a completed application to the Village Clerk-Treasurer, on a form approved by the Village Clerk-Treasurer, providing all information required for the issuance of the license and all applicable information required for an Event Permit under of Chapter 36 of this Code. The application shall also include the following:
- (1) The proposed location, dates and times where alcohol beverages will be sold.
 - (2) A sketch showing the layout for handling sales of alcohol beverages.
 - (3) The names, address, and prior relevant experience, if any, of every person proposed to sell alcohol beverages.
 - (4) A statement that the person or organization agrees to promptly pay the Village for the Village's charges incurred either in regulating this license or in remedying any unsatisfactory post-event maintenance by the person or organization.
 - (5) A copy of the application or license of each person holding the beverage operator's license who will supervise the sales of alcohol beverages.
 - (6) A certificate of insurance in the amount of \$1,000,000.00 per person, \$2,000,000.00 per occurrence and \$1,000,000.00 property damage and naming the Village as an additional insured.
 - (7) Such application shall also contain such other reasonable and pertinent information as the Village Board may, from time to time, require.
- (c) *Standards for issuance of license.* The Village Board shall not issue a temporary Class “B” or “Class B” license unless it is satisfied that the following standards will be met by the applicant:
- (1) The applicant may sell alcohol beverages only from locations that are physically separate from locations where any other items are sold.
 - (2) The location where alcohol beverages are sold shall not be accessible to the public, except from the selling point.
 - (3) The Village shall provide and the applicant shall post conspicuous notices at the point of sale prohibiting the presence of minors at the point of sale and the sale of alcohol beverages to minors or intoxicated persons.
 - (4) Prior to the special event, the applicant shall contact the Police Department for instruction in the proper sale of alcohol beverages and to arrange for routine on-site police protection and patrol. At the time the Village Board considers the application, the Chief of Police shall report what on-site arrangements are appropriate and the arrangements made by the applicant.
 - (5) A person holding a beverage operator's license shall supervise all sales of alcohol beverages at the point of sale. Said person shall restrict access to the point of sale to those persons actually selling alcohol beverages.
- (d) *Exception.* In its sole discretion, the Village Board may prescribe additional reasonable requirements based on the particular circumstances of the special event to provide adequate security of the premises or at the point of sale. The Village Board may also waive any requirements of this Section in circumstances where the Village Board finds, on the basis of the applicant's representations, that security is adequate without the specific requirement.

6. This ordinance is effective for all events held after May 1, 2019.

The above and foregoing Ordinance was duly adopted at a regular meeting of the McFarland Village Board on the ____ day of _____, 2019.

Approved:

Brad Czebotar, Village President

Attest:

Cassandra Suettinger, Village Clerk/Treasurer

ORDINANCE 2019 –__	
MOTION	SECOND
ACTION	DATE
Adopted	
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Adrian	Kolk
Brassington	Lytle
Clow	O'Hearn
Czebotar	
VOTING RESULTS	
Motion Carried:	
Motion	
Defeated:	



Event Permit

Pursuant to Village Ordinance Chapter 11

For parades, run/walks, car shows, community events, and special events in which 200 or more attendees are anticipated at one time or that is likely to have a significant impact on neighborhood parking or the free-flow of traffic.

☐ - Application Fee - \$100 (due with application)

Public Property vs. Private Property	Notes/Instructions
1. Will this event take place on public or private property? ☐ - Public ☐ - Private	If public, please complete entire application. If private, please complete question 1a.
1a. If private, will the event involve the sale of alcohol? ☐ - Yes ☐ - No	If yes, please complete the entire application. If no, please contact Village Administration to determine if you need to complete the application

Applicant Information	
Name(First, M.I., Last) of Primary Contact:	Phone
Address:	
Email Address	
Agency/Organization Information – (If applicable)	
Name:	Phone:
Address.	
Email Address:	
Event Information	
Name of Event:	Type of Event
Event Date(s):	Event Time(s):
Total number of anticipated attendees:	Total Number of attendees anticipated being at the event at one time:
Set up Start Time:	Tear Down End Time:

Event Questionnaire	Notes/Instructions
1. Is this event proposed to take place on a Village street? ☐ - Yes ☐ - No	If yes, please attach map of route including all intersections and road closures.

2. Will the event involve closure of a Village Street(s)? ☐ - Yes ☐ - No	
3. Does this event include a parade which will take place on any portion of a Village street? ☐ - Yes ☐ - No	If yes, please attach map of route. *only allowed for community organizations (include definitions)
4. Is this event predicted to have 200 attendees at one time? ☐ - Yes ☐ - No	
5. Will there be outdoor amplified sound? ☐ - Yes ☐ - No	
6. Will the event generate amplified sound after 10 p.m.? ☐ - Yes, a variance is requested as part of this application ☐ - No	Note: All events generating noise after 10 p.m. require a variance from the Village Board.
7a. Will alcohol be consumed? ☐ - Yes ☐ - No	
7b. If Yes, will minors be present where alcohol is served? ☐ - Yes, a variance is requested as part of this application ☐ - No	All events that allow for the presence of minors where alcohol is served require a variance from the Village Board.
7c. Will alcohol be sold? ☐ - Yes ☐ - No	A temporary alcohol license is required. Please contact the Clerk at 608-838-3153. Form may also be accessed at: www.mcfarland.wi.us/eventpermit
8. Will a Village Park be used? ☐ - Yes ☐ - No Please identify the park: _____	Reservations should be made at: Mcfarland.wi.us/parks_reserve
9. Will the event involve tents, or any other activities that will require digging or turf disturbance? ☐ - Yes ☐ - No	*Digger's hotline must be contacted no less than 5 days prior to the event to provide a locate.
10. Has this event been previously approved in prior years by the Village? ☐ - Yes ☐ - No	If yes, when: _____ (month/year)
10b. If Yes, have any of the event details changed from the prior years? ☐ - Yes ☐ - No	If yes, describe changes:

Required attachments
☐ - Detailed event schedule ☐ - Site Plan Requirement – a site plan must be attached that identifies the event layout for the event including stages, tents, equipment, fencing, alcohol sale and carding areas, etc. ☐ - (if applicable) If the event will take place on a Village street, include a map of all routes or activities. ☐ - Insurance - The applicant shall furnish a certificate to the Village demonstrating that applicant has in force and will maintain during the time the Event Permit is in effect public liability insurance of

not less than \$1,000,000 per one person, \$2,000,000 per occurrence for personal injury and \$1,000,000 for property damage naming the Village as an additional insured.

Event Details and Security Plan

As part of the application process, you will be required to meet with the McFarland Police Department to discuss details of your event and security requirements. Please provide some dates/times you would be available for a meeting:

Emergency Planning

Identify location or shelter for evacuation of attendees in the case of a severe weather emergency:

Event Coordinators

Village requires each event identify event coordinators who shall serve as direct contacts for the event. These should be individuals that are not directly participating in the event activities, but rather specifically assigned to monitor and assist in coordinating the activities of the event

Identify Event coordinators (identify 1 for every 50 expected attendees) – attach additional sheets if necessary.

Name	Location at Event (Ex: Race Start, supply tent)	Time On-site (ex: 10 a.m. to 2 p.m.)	Cell Phone

Indemnification agreement

I, _____ (insert name) agree to indemnify, defend and hold harmless the Village of McFarland and its officers, officials, agents, and employees against all loss or expense (including liability costs and reasonable attorney's fees) by reason of any claim or suit, or of liability imposed by law upon the Village or its officers, officials, agents or employees, for damages because of injury, including death at any time resulting therefrom, sustained by any person or persons, or on account of damages to property, including loss of use thereof, arising from, in connection with, caused by or resulting from the Event.

(applicant)

(date)

Certification Section

PLEASE READ CAREFULLY BEFORE SIGNING

I understand the application and event requirements and agree to the following:

- ☐ - I agree to adhere to all applicable, federal, state and municipal laws and understand the violation of such laws will be subject to applicable fines and penalties, and failure to do so is ground for revocation of the event permit.
- ☐ - I agree to pay any invoices received from the Village of McFarland for staff time at the event within 30 days of the invoice date.
- ☐ - I understand that my event permit may be revoked at any time, if the Chief of Police, Fire/EMS Chief, Public Works Director, or designee, in their sole discretion, determine that health or general welfare to the public is endangered.
- ☐ - I agree to return the site to the condition that existed before the event within twenty-four(24) hours or the expiration of my parks reservation.
- ☐ - I have read the expectations and requirements in appendix A and B, and agree to abide by all including any additional conditions imposed by the Village.

Applicant Signature

Date

FOR VILLAGE USE ONLY

☐ - Approved ☐ - Denied Police Chief: _____ Date: _____

☐ - Approved ☐ - Denied Fire & Rescue Chief: _____ Date: _____

☐ - Approved ☐ - Denied Public Works Director: _____ Date: _____

Application Received: _____ 45-day application requirement met?:

☐ - Yes ☐ - No

Public Safety Committee Date: _____ ☐ - Approved ☐ - Denied ☐ - Not applicable

Village Board Meeting Date: _____ ☐ - Approved ☐ - Denied

Detailed Security Plan Requirements – Appendix A

**Police Department to provide criteria regarding security plan requirements. This would include number of event coordinators required per number of attendees, security requirements when alcohol is served, etc.

Detailed Emergency Management Expectations and Requirements – Appendix B

- Actions to be taken in the event of a fire, hazardous condition, or similar emergency requiring building or tent evacuation.
 - Have an individual call 911, not all facilities that have a fire alarm notify the 911 center. The 911 operator will have several questions but know the Fire & Rescue Department will be notified while questions are being obtained.
 - If amplified music is playing, have the music stop and if possible calmly announce the need to evacuate to the nearest exit.
 - Individuals will need to be designated in assisting in evacuating individuals to the nearest exit. Keep in mind most individuals will attempt to exit the same way they accessed the area. The exit will most likely not be able to handle the number of individuals exiting and have people near the exits to allow them to exit quickly while ushering individuals to the exit.
 - Designate an area of event-goers to an assembly area that is away from the building, fire department vehicle access. We want to allow access for fire trucks and firefighters to address the situation.
 - In the event, an individual is unwilling to exit do not put individuals at risk in attempting to remove the individual. Notify the initial arriving first responders.
- Actions to be taken in the event of a medical emergency.
 - Call 911 to report the incident. The 911 operator will have several questions but know the Fire & Rescue Department will be notified while questions are being obtained.
 - Identify individuals that can assist in getting responders from the entrance of the area to the individual that is in need of medical care. Note more than one vehicle will often respond and maybe several depending on the situation. Having adequate staff to remain in locations to direct additional vehicles responding is preferred.

General Rules & Restrictions – Appendix C

Parade Restrictions.

- 1) Drivers to stay near right-hand edge of roadway. Each driver in any procession, shall drive as near to the right-hand edge of the roadway as practical, except upon one-way streets or when otherwise directed or approved by a police officer, and shall follow the vehicle ahead as close as is practical and safe.
- 2) No person who leads or participates in a parade shall disobey, or encourage others to disobey, the direction of any police officer, the terms of this Chapter, or the terms of the applicable Event Permit.
- 3) Sponsors or organizers shall obtain any county or state permits that may be required for use of any roadway under the jurisdiction of the county or state.

Events occurring in Public Parks.

- 1) Events occurring in public parks are subject to all regulations and requirements as set forth in Chapter 44 (Parks and Recreation) of Village Ordinance. A full set of rules and regulations will be distributed as part of the park reservation process.
- 2) Events occurring in public parks which qualify under this Chapter that include the operation or use of any amplifying system, public address systems or equipment shall generally be approved or denied by the Public Safety Committee, pursuant to Section 44-20 (b) of Village Ordinance. The Public Safety Committee reserves the right to require the approval of the Parks and Recreation Committee.
- 3) Events occurring in public parks which qualify under this Chapter that include the disturbance of soil by utilization of tent poles, tent stakes or any other activity likely to penetrate the grass and or soil bed shall require approval of the Public Works Director or designee. It is the sole responsibility of the organizer to contact digger's hotline and schedule a site inspection to occur no less than five (5) business days prior to the date any such disturbance is to occur, and to provide the Director of Public Works with a written report of the assessment no less than two (2) business days prior to the date any such disturbance is to occur. Should such report indicate the presence of any obstructions or other hazards, any prior approval specific to soil disturbance is revoked and is no longer permitted. If time permits, the organizer may, at the discretion and with the assistance of the Public Works Director, attempt to identify an alternate placement on the event site. In such circumstances, the organizer may conduct all other approved activities not related to soil disturbance.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, March 11, 2019

SECTION: Business

DEPARTMENT: Public Works

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

AGENDA ITEM: Discussion and action regarding the Organizational Chart for the Public Works Department.

PREVIOUS ACTION:

The Village Board approved the organizational chart as draft at its meeting on November 26, 2018.

ISSUE SUMMARY:

Enclosed is the organizational chart for the Public Works Department. This is the same version the Village Board approved as draft previously. The recruitment for the Public Works Director is now complete and he is recommending it be approved as presented. The current Public Works Director worked with the former Director on this chart when it was being drafted and feels it is a good framework for the future. It provides for a better delineation of service delivery and proper oversight of day to day operations. This structure provides for a better ability to plan, manage, and lead the core services while also spreading out meeting responsibilities.

FINANCIAL/BUDGET IMPACT:

The 2019 Budget was established and approved with the necessary funds to implement this new chart.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

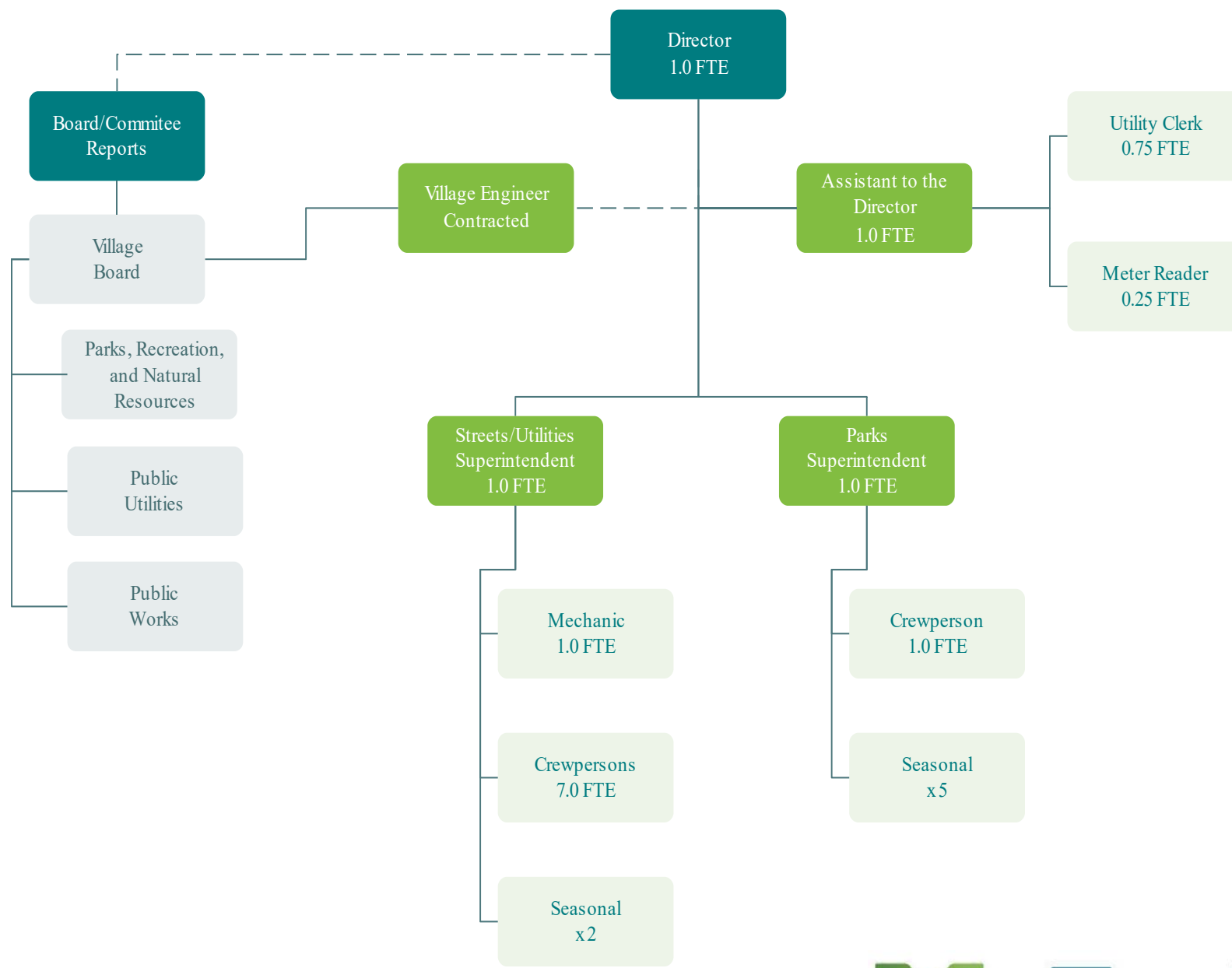
None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval.

ATTACHMENTS:

1. Public Works Organizational Chart 03112019



Effective as of March 11, 2019



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, March 11, 2019

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Discussion and action to approve the filling of a vacancy of Assistant to the Public Works Director position within the Public Works Department.

PREVIOUS ACTION:

The Village Board approved the position description and vacancy at its meeting on February 11, 2019.

ISSUE SUMMARY:

Enclosed is the job description for the Assistant to the Public Works Director position and a memo from the Director evaluating the need for the position. We have already approved the description and classification, with the organizational chart adopted we need to approve the vacancy to begin the recruitment.

FINANCIAL/BUDGET IMPACT:

The classification was set through the first approval and is included within the existing 2019 Budget across all applicable funds.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval.

ATTACHMENTS:

1. 02.07.2019 - Asst to PW Director Job Description mgs CLEAN
2. Assistant to the Directors position for 2019

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.



Memorandum

To: Village Board
From: James R. Hessling, Public Works Director

Cc: Matthew G. Schuenke, Village Administrator
Cassandra Suettinger, Village Clerk/Treasurer

Date: March 8, 2019

Re: Filling the Assistant to the Director position

Dear Village Board Members,

As you are aware, the Village Board adopted the 2019 Budget that included monies for the position of an Office Manager at Public Works, which has since been changed to Assistant to the Public Works Director. This position will mainly be funded by the utility. The position description has been reviewed, revised and approved by the following committees; Utility, Public Works, Parks and Natural Resources and Personnel.

The services that the Public Works Department provides to the citizens of McFarland are crucial in the quality of one's everyday life. We have been successful thus far in providing quality services although the time has come to expand the staff that provides support for these services. This letter is intended to start the process on hiring an individual for this position.

We currently have **one** permanent part-time person working in the office. That person's main job is that of the utility, although other tasks are performed. Some of the very important utility tasks that this person is responsible for include utility billing, handing out water meters along with setting up new customer accounts, scheduling of meter change outs, final water meter readings, overseeing monthly meter reading and responding to customer questions, both in person and those on the phone. Some phone calls regarding utility billing can take upwards of twenty minutes. NOT answering the phone in a timely fashion makes our citizens upset, sometimes feeling ignored because they cannot get their questions answered promptly.

There is also the issue of back up staffing in the Public Works office. The current person has very limited back up. The Municipal Center is able to provide support as needed but mainly by taking phone calls when they come in. Vacations and days off have to be scheduled around meter reading events and such. This makes it challenging to schedule other activities and employee time off as might be appropriate.

There are several benefits to starting this recruitment now and hiring someone. The village will be able to maximize productivity sooner rather than later. Morale will be boosted as additional help will be welcomed which in turn helps everyone. Absences will be better covered, providing better service to assist our citizens. We will be more efficient and at the same time increasing productivity. Another possible benefit is that when the village brings someone on , they may have innovative ideas and help out the department by streamlining some everyday tasks.

I would like to thank you in advance for allowing me to move forward with the recruitment and hiring of the Assistant to the Director position.

Sincerely,

James R. Hessling
Director of Public Works



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, March 11, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Discussion on 2019/2020 Board, Commission and Committee appointments

PREVIOUS ACTION:

ISSUE SUMMARY:

Annually the Village considers appointments for its Board, Commissions, and Committees after the April election. Committee chairs are encouraged to discuss the upcoming re-appointments with committee members.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None