

Monday, April 8, 2019

Village Board
7:00 PM

McFarland Municipal Center
Community Room

AGENDA

1. CALL TO ORDER.
2. ATTENDANCE/ROLL CALL.
3. PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS.
 - a. Public Announcements
 - 1) 2018 Tree City USA Recognition.
 - b. Public Communications
 - 1) I-39/90 North Segment Open House, Thursday, April 11, 2019 from 4 to 6 pm at the Town of Pleasant Springs Town Hall.
4. CONSENT AGENDA.
 - a. Motion to approve the minutes of the March 25, 2019 Village Board meeting.
 - b. Motion to approve pre-paid checks #74120-74128 in the amount of \$15,530.19 and current checks #74129-74187 in the amount of \$89,548.00.
5. PUBLIC APPEARANCES.
 - a. This is an opportunity for members of the public to address the Village Board. Members of the public who wish to address the board should fill out a public comment form and turn into the meeting chairperson. Members of the public may speak during public appearances or during their selected agenda item as they designate on the public comment form. Please adhere to the 3-minute time limit.
6. PUBLIC HEARING
 - a. On Proposed Ordinance 2019-09: an ordinance adopting an amendment to the Village of McFarland Comprehensive Plan revising the future land use map designation for 4703 Terminal Drive from Industrial to Mixed Use/Flex Commercial.
7. BUSINESS.
 - a. Discussion and action on Ordinance 2019-09: an ordinance adopting an amendment to the Village of McFarland Comprehensive Plan revising the future land use map designation for 4703 Terminal Drive from Industrial to Mixed Use/Flex Commercial.
 - b. Plan Commission (President Czebotar & Trustee Kolk)

- 1) Discussion and action regarding Ordinance 2019-03: an ordinance to rezone lands at 4703 Terminal Drive from the C-H zone, Highway Commercial District, to the Planned Development District - General Plan Approved and Detailed Plan Approved.
 - 2) Discussion and action regarding the General Development Plan for 4703 Terminal Drive and the Detailed Development Plan for Phase 1 (apartments).
 - 3) Discussion and action regarding a Certified Survey Map (CSM) for the property located at 4703 Terminal Drive.
- c. Community Development Authority (Trustees Brassington & O'Hearn)
- 1) 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.
 - 2) Discussion and action regarding the establishment of a fee within the Tax Increment Financing Development Incentives Policy Manual together with minor text changes relating to payback of TIF loans.
- d. Community Development Authority (Trustees Brassington & O'Hearn)
Personnel Committee (President Czebotar & Trustee Kolk)
- 1) Discussion and action regarding the job description and approval to fill the vacancy for the Community and Economic Development Director position within the Community Development Department.
- e. Personnel Committee (President Czebotar & Trustee Kolk)
Public Utilities Committee (Trustees Lytle & Brassington)
Public Works Committee (Trustees Clow & Adrian)
- 1) Discussion and action regarding the position description, classification, and approval to fill the vacancy for the Streets/Utilities Superintendent position within the Public Works Department.
- f. Parks, Recreation, and Natural Resources Committee (Trustees Kolk & O'Hearn)
Personnel Committee (President Czebotar & Trustee Kolk)
- 1) Discussion and action regarding the position description, classification, and approval to fill the vacancy for the Parks Superintendent position within the Public Works Department.
- g. Personnel Committee (President Czebotar & Trustee Kolk)
Public Safety Committee (Trustees Adrian & Clow)
- 1) Discussion and action regarding the position description, classification, and permission to fill the vacancy for the Administrative Captain position within the the Fire and Rescue Department.
- h. Public Safety Committee (Trustees Adrian & Clow)

- 1) Discussion and action on a Class B Liquor license for the McFarland House Cafe for the period ending June 30, 2019.
- 2) Discussion and action on a request from the McFarland House Cafe to expand its licensed alcohol premise to include a 1,300 square foot outdoor drinking area for the licensing period of July 1, 2019 through June 30, 2020.

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

8. ADJOURNMENT.

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

President Brad Czebotar
P.O. Box 110
McFarland, WI 53558

Dear Tree City USA Supporter,

On behalf of the Arbor Day Foundation, I write to congratulate McFarland on earning recognition as a 2018 Tree City USA. Residents of McFarland should be proud to live in a community that makes the planting and care of trees a priority.

McFarland is one of more than 3,500 Tree City USAs, with a combined population of 150 million. The Tree City USA program is sponsored by the Arbor Day Foundation in partnership with the U.S. Forest Service and the National Association of State Foresters.

If ever there was a time for trees, now is that time. Communities worldwide are facing issues with air quality, water resources, personal health and well-being, and energy use. McFarland is stepping up to do its part. As a result of your commitment to effective urban forest management, you are helping to provide a solution to these challenges.

We hope you are excited to share this accomplishment. Enclosed in this packet is a press release for your convenience as you prepare to contact local media and the public.

State foresters coordinate the presentation of the Tree City USA recognition materials. We will forward information about your awards to your state forester's office to facilitate presentation. It would be especially appropriate to make the Tree City USA award a part of your community's Arbor Day ceremony.

Again, we celebrate your commitment to the people and trees of McFarland and thank you for helping to create a healthier planet for all of us.

Best Regards,



Dan Lambe
President

FOR IMMEDIATE RELEASE:

Arbor Day Foundation Names McFarland Tree City USA

McFarland, WI, was named a 2018 Tree City USA by the Arbor Day Foundation in honor of its commitment to effective urban forest management.

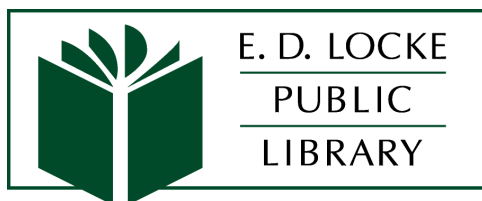
McFarland achieved Tree City USA recognition by meeting the program's four requirements: a tree board or department, a tree care ordinance, an annual community forestry budget of at least \$2 per capita and an Arbor Day observance and proclamation.

"Tree City USA communities see the impact an urban forest has in a community first hand," said Dan Lambe, president of the Arbor Day Foundation. "Additionally, recognition brings residents together and creates a sense of community pride, whether it's through volunteer engagement or public education."

Trees provide multiple benefits to a community when properly planted and maintained. They help to improve the visual appeal of a neighborhood, increase property values, reduce home cooling costs, remove air pollutants and provide wildlife habitat, among many other benefits.

More information on the program is available at arborday.org/TreeCityUSA.

About the Arbor Day Foundation: The Arbor Day Foundation is a million member nonprofit conservation and education organization with the mission to inspire people to plant, nurture, and celebrate trees. More information is available at arborday.org.



E.D. LOCKE PUBLIC LIBRARY DIRECTOR'S REPORT

March 2019

March Highlights:

- **HVAC** – Nothing to report!!
- **Village News** - Mary Pat will give an update
- **Endowment** –
 - 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 March 12th and presented their 2018 annual report. In 2018 they donated \$30,000 to the endowment fund and \$8,000 to the library. The \$8,000 went for programming, DVDs, and CDs, and special purchases such as extra carts.
- **Systems Report** – Monticello is joining Koha/Link in September. Now only six libraries in SCLS won't be included in our software. SCLS is preparing for the 2020 budget.
- **Furniture** – Emmons delivered and installed half of the chairs for the adult areas, the teen chairs, and my office furniture. They also picked up the remaining chairs for the adult areas to be recovered. The table and chairs for the new study room are on back order. It is expected that the table, chairs, and the rest of the adult soft seating will be delivered on April 9th.
- **Automatic Doors** – We signed a quote with Nabco to replace the automatic door opener on the Milwaukee street entrance and add door openers to the restroom and Long st. entrance. I'm working on coordinating the door technician, the electrician and the security company (for the keyless entry system) for installation. We expect installation will take place in May.
- **Carpeting** –
 - When Public Works moved my old furniture they found that Sergenians had installed the carpeting around a file cabinet that was located in the middle of my office. I sent them a terse email and they repaired the carpet the next day.
 - The Technician from Miliken who came out to take care of the fraying, found that Sergenians had installed the carpeting around the cubicles that are outside of my office. Because they were abutting the old carpet, they wouldn't lay flat. Sergenians fixed the carpeting the following week.
- **New Automated External Defibrillator (AED)** – a new AED was installed by McFarland Fire and Rescue. Parts and batteries were no longer available for the old AED. All staff that were able to attend the first-aid training in February were trained on how to use the new AED.
- **Security Plan** – I am currently working with Officer Miller from the Police Department on a library security plan. Staff will be going through Active Shooter/Emergency Training in September.
- **Stop the Bleed Training** – The full-time staff attended Stop the Bleed Training which was taught by our EMS department.
- **Landscape redesign** – David Locke has agreed to pay for the landscape redesign and implementation. We are meeting with Avant to go over the plan on April 19th.
- **State Journal Subscriptions** – I polled the rest of the libraries in SCLS and everyone who responded is paying the same amount for a subscription as we are.
- **YS Assistant leaving** – Heather Palmer has decided to do a semester abroad in Italy this summer. Her last day is May 15th. We will be rehiring our high school student assistant from last year to assist with summer reading. We are also looking back on scaling down the offering a little to make it more manageable for the staff we currently have.
- **Staff keyless entry reader replaced** – the keyless reader on the staff entrance was replaced. The reader had been in place about six months and replaced under warranty.

Technical Services (Linda Stuckey)

- Attended Collection Maintenance Subcommittee on 3-13-19.
- Completed stop the bleed training on 3-19-19.
- Met with Mary D from Oregon regarding their building project.
- Completed catalog cleanup (via reports) of stray collection codes and shelving locations.
- Cleaned up and reorganized storage closet e-waste, meeting room, and staff kitchen.
- Set up a File 13 account for recycling e-waste.
- Ordered a computer for new YA librarian.

Youth Services highlights (Heather Kent)

Story times:

Story time numbers have gone back up this month as the weather has been improving.

Teens:

- The Teen Advisory Board met on March 11th. We discussed the upcoming cooking program as well as choosing the murder mystery theme for April.
- The teen who had won the private NERF Capture the Flag party last summer arranged to have her party on Friday, March 22nd. She and three of her friends came to play and enjoy pizza afterward.
- On March 29th we held our second Teen Chef program that focused on fancy grilled cheese sandwiches. Participants were offered a variety of materials to use to make their grilled cheese sandwiches.
- Teen Volunteers for this month: one volunteer helped with our PJ Storytime 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. Heather is planning on running this program in the fall as well – with a possible clean play day on the “week off.”
- March 7th was the annual Youth Art Month Reception. This is a program through the schools hosted here at the library. Students were able to go through and see their work on display as well as listen to musical performances in the meeting room by the high school music students.
- March 12th the Magic Tree House Book Club met. We discussed Midnight on the Moon and learned about the first moon landing and life in the international space station. They created a phases of the moon craft, folded paper airplanes that looked like the space shuttle, and tried astronaut ice cream as the snack.
- Thursday, March 21st was PJ Storytime. This month’s theme was Imagination and involved lots of creative stories, songs, rhymes, crafts, and (of course) the bubble machine. Crafts included making magic wands and paper bag puppets. The crafts were set up in the library which worked really well the last time. This not only allows families to spread out to do their crafts – but also gives them opportunities to check out books.
- STEAM Saturday on March 23rd focused on Simple Machines. Participants were challenged to use simple machines to move a toy dinosaur around the table.
- Spring break was March 25-29 so the library hosted a mid-week movie – Ralph Breaks the Internet. It was a nice day to come in, watch a movie, and have some popcorn.

Adult Services highlights (Katharine Clark)

- Proctored several exams this month, including corporate business testing for job applicant
- Organized Memory Screenings with Aging and Disability Resource Center, four attendees participated
- Helped over a dozen people with ebook and downloading Libby app to their devices, perhaps Spring Break and vacation plans prompted an increase?
- Attended Stop the Bleeding training with other library staff
- Attended last Bird Festival meeting, I am responsible for raffle ticket design and sales, raffle tickets will be for sale at April 8th Waubesa Wetlands Talk at library and again at the April 13 Bird Festival at Lewis Park held from 9-12 that day.
- Met with local Girl Scout troop about their upcoming book drive, we will be promoting it here in the library and donating books from the Friends Sale to it.
- Attended Beyond the Page Oversight Committee meeting where we decided the recipients of this year's collaborative grant projects. Our library is involved in two of the four selected projects: Four Seasons Theater will be doing a program called the Wonderful World of Disney Musicals on Sunday April 28 from 1-3 pm; A about Bluegrass Music and History and will include a bluegrass band performance and presentation from local Country Music Historian Bill Malone
- Program Highlight: A patron that came to our Adult Craft Club-Pour Painting Class wasn't able to participate because she hadn't signed up, but still stayed and watched the demonstration and got tips on how to do it later. She is a retired art teacher and after the program we chatted. She is going to come and lead a watercolor basics class in August for us. It was a great connection to make.

----Heidi Cox, Library Director

VILLAGE OF MCFARLAND
MCFARLAND MUNICIPAL COURT
April, 2019

Monthly Court Docket

March 12, 2019 – Court Docket – Initial Appearances

- 35 cases scheduled for Initial appearances (46 citations)
 - 3 No Contest or Guilty pleas – Citations adjudicated at Initial Appearance
 - 7 Paid prior to Appearance
 - 5 Not Guilty pleas - Citations adjudicated or Pretrial scheduled for March 26, 2019
 - 18 Default appearances – Scheduled for May 14, 2019 Indigency Hearing
 - 2 Rescheduled Court date to March 26, 2019

March 12, 2019 - Juvenile Court – Initial Appearances

- 2 case scheduled for Initial appearances (3 citations)
 - 1 No Contest or Guilty pleas – Citations adjudicated at Initial Appearance
 - 0 Paid prior to Appearance
 - 0 Not Guilty pleas - Citations adjudicated or Pretrial scheduled for March 26, 2019
 - 1 Default appearances – Scheduled for May 14, 2019 Indigency Hearing
 - 0 Rescheduled Court date to March 26, 2019
 - 0 Review - Monthly progress review

March 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 26, 2019
 - 0 Default appearances – Scheduled for May 28 2019 Indigency Hearing
 - 0 Rescheduled Court date to April 16, 2019
 - 6 Review - Monthly progress review

March 26, 2019 – Court Docket – Initial Appearances

- 40 cases scheduled for Initial appearances (50 citations)
 - 6 No Contest or Guilty pleas – Citations adjudicated at Initial Appearance
 - 7 Paid prior to Appearance
 - 5 Not Guilty pleas - Citations adjudicated or Pretrial scheduled for April 9, 2019
 - 21 Default appearances – Scheduled for May 28, 2019 Indigency Hearing
 - 1 Rescheduled Court date to April 9, 2019

March 26, 2019 - Juvenile Court – Initial Appearances

- 4 case scheduled for Initial appearances (5 citations)
 - 3 No Contest or Guilty pleas – Citations adjudicated at Initial Appearance
 - 0 Paid prior to Appearance
 - 0 Not Guilty pleas - Citations adjudicated or Pretrial scheduled for April 9, 2019
 - 1 Default appearances – Scheduled for May 28, 2019 Indigency Hearing
 - 0 Rescheduled Court date to April 9, 2019
 - 0 Review - Monthly progress review

Court Activities

Monthly Financial Report

The Municipal Court received 175 payments for the month of March, 2019. Total revenue received by the Court was \$19,207.63. The Municipality retained \$12,338.20 in Court revenue, \$2,017.91 was sent to Dane County and \$4,851.43 was sent to the State.

There were 32 credit card transactions for the month of March. The Court received a total of \$ 2,785.40 in payments from GPS on-line credit card payments.

As of March, 2019, the Municipal Court has received a total of \$2,894.74 in delinquent fines from the Department of Revenue Tax Intercept Program.

As of March, 2019, the Municipal Court has received a total of \$ \$13,260.16 in delinquent fines from the State Debt Collection.

Year to date, \$52,178.40, in forfeitures have been ordered from 323 citations adjudicated in the Municipal Court. Of that, \$6,171.00 has been converted to classroom education and/or community service hours for juveniles, \$39,440.01 has been collected for 2019 and prior forfeitures.

McFarland Senior Outreach report First Quarter January- March 2019

Case Management units of service (1 unit equals 1 hour)

January 53.75

February 47.5

March 49.75

We have seen an increase in long-term clients that now require a higher level of service. This necessitates referrals to other service providers such as MCOs(Managed Care Organizations), Hospice and nursing homes. They must be removed from our Dane County service numbers. But we are often still assisting. Some examples are with food share or energy renewals, rent assistance, taxes. This has become a concern for the Area Agency on Aging and the Focal Points. On occasion we get a nursing home that will not assist a spouse or significant other with applying for medical assistance for their loved one. If they are current clients we will assist. We just had this occur with a spouse that was in a facility for rehab and their community spouse was left with having to apply for Medical Assistance to cover the unpaid balance Medicare would not cover. In this case we were able to report the service time it took to complete the application by having the spouse as a client.

Our loan closet was busy during this time period as many people started the year with scheduled surgeries for hip and knee repair. We also have had people that fell and broke bones or injured themselves due to the ice. Several of the people that had surgeries had complications, or required services afterwards, that they or the family were unprepared to handle. In most situations, it involved extended stays and longer recuperative times at home. We were instrumental in setting up services in the home.

We continue to work with Officer Zietsma with the *Are you OK* program by doing joint home visits and coordinating approaches and interventions. As is the case with two different disciplines, there is learning on both sides on how to handle these situations. A recent situation involved a request by one of our seniors to remove a gun from her home so that her husband would not have access to it. Several other guns were in the home as well. This is a senior that both Senior Outreach, the police and EMS have had contact with. Another situation involved a new referral that Outreach received following a small fire in a home where a caregiver is in need of some support and assistance.

We submitted our 2019 Dane County program and personnel budgets for Case management and nutrition in February. We will be submitting our first quarterly report by April 25th.

Training

Sara and I attended our mandatory bi annual Ethics training required for our Social Work license renewal. This year the Dane County Area Agency on Aging sponsored and paid for the training for all focal point case managers regardless of their license status. The speaker, who was from the UW School of Social Work, was excellent. Our Social Work license renewal is complete for 2019-2021 biennium

I attended an active shooter training given by the Dane County sheriff department. Now that our new employee has started, we will be arranging a time to meet with McFarland's Officer Miller in our offices to problem solve a crisis plan for the Outreach area.

Outreach

We have spent the beginning of the year planning some of our outreach events for the year including PI day, our senior picnic, County Executive visit, Advanced Directive presentation and Living Well class.

Our Legal and Financial presentation by the Alzheimer's and Dementia Alliance was cancelled due to lack of interest. They advertised in the Madison paper on the Sunday and Monday prior along with our marketing via newsletter, email, flyers and cable. It has now been rescheduled for May 22nd.

We have completed 5 tax clinics. Approximately 125 people were served.

PI (E) day was a success with around 40 people in attendance. We consumed about 9 total pies. Money received will be used to purchase one Knox Box that we will use in our loan closet. At the event we presented the EMS and Police Departments with Dementia comfort kits, developed by the ADRC for crisis situations in which a client or caregiver is involved. These kits offer opportunities for stimulation and comfort to the person with dementia. This was shared on McFarland's Facebook page.

In April, we will have Agrace Hospice present on advanced Directives. April is National Health Care Decision Month. We will also have County Executive Joe Parisi on the 17th, doing a presentation regarding the cleanup of county waterways and developing renewable energy. Both of these programs are being held at the library.

I have committed the village employees to prepare and serve at Shared Table June 6th.

Meal Sites

We have added several new MOW and Medical drivers but we are still actively recruiting for both.

Our Home Delivered meals have expanded with two additional routes, doubling from 2- 4 routes daily. The newest and longest routes are south to Stoughton Country Club area off of Hwy B and one East past Hwy N into Pleasant Springs. Both additional routes are approximately 20 miles round trip. One route has a single dedicated driver. The other routes have various drivers. The meal program was cancelled on the days the school district was closed due to weather. However, we delivered on the other days. We want to thank the EMS for delivering with our staff during the extreme cold temperatures while using a village vehicle. We also have used Care 4, for delivery by staff on their own on a few bad weather days. On one such occasion one of our volunteer drivers was stuck in a client's driveway. I met him and delivered the remaining meals with the Village vehicle while we then got his vehicle towed. We continued to assess conditions on a daily basis based on client and driver reports. It was a challenge but I feel like we exceeded expectations in accomplishing our goal.

Our Nutrition Manager Mary Gilberts has done an exceptional job with coordinating the increased load. We have also adapted to the use of a new meal packaging system called the Oliver system. It is a recyclable, freezable tray with a sealed top, much like a current frozen dinner. Dane County provided the initial set up equipment including the sealing machine. We, along with many other meal sites were using metal trays with a cardboard crimped top. This is much nicer for reheating and freezing. All the meal sites in the county have changed to this system.

Our Cambridge meal site had a site visit from Dane County. We are still waiting to find out the results of their findings. They check temperatures of food served, procedures regarding food safety and employee training. We retained our LTE employee Keisha Furniss to be trained as a fill in nutrition coordinator and a case manager if the need arises. Keisha has many years restaurant experience and we sent her to become certified in food safety, a requirement for that role.

McFarland

January 78 Congregate 500 MOW vs 383 (2018)

February 91 Congregate 582 MOW vs 293 (2018)

March 94 Congregate 677 MOW vs 313 (2018)

Congregate numbers continue to be low but our Home Delivered meals have almost doubled since last year, same period.

Cambridge

January 135 congregate

February 103 congregate

March 176 congregate

RSVP RIDES

In January, we began coordinating medical rides for not only our past territory but also our new enhanced territories of Town of Dunn and Pleasant Springs. Very few ride requests were from these additional areas in the past two months. Our McFarland based rides have seen a significant increase in the month of February. However, over half were cancelled due to weather. There was still a significant amount of staff time taken to find drivers and then handle cancellations. Adding to the challenge was the fact that 9/18 drivers have been gone out of state for the month at some point. Several drivers had been gone the entire winter. Estimations of the time it takes staff to handle this additional duty appears to be accurate at around 20 hours a month. We are still hoping to find more volunteer drivers and a Volunteer Ride Coordinator, if possible. However, we have prepared to have our new employee handle the coordination as part of their overall responsibilities.

January `15 ride requests compared to 2018 January 16 rides

February 31 ride requests compared to 2018 February 14 rides

March 24 ride requests compared to 2018 March 10 rides

The increase in riders and rides are due to McFarland residents, not the townships.

New employee

We are pleased to announce that Katie Gletty- Syoen has accepted the position as the Case manager /outreach and Volunteer Coordinator at 24 hours a week, 4 days a week. Many of you are familiar with Katie from the community advocacy she has done and the development of the McFarland Community Garden. She brings a different set of skills to our department. We will be looking at workflow changes to maximize the strengths and assets we have within the department over the next year.

She has been able to hit the ground running and help with our sign up genius for Community Service Day. Once that day is complete, we will begin to orient her to case management responsibilities including managing the RSVP ride coordination.

Respectfully submitted,

Lori Andersen

MCFARLAND POLICE DEPARTMENT



March 2019 Monthly Report

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MARCH 2019 MONTHLY REPORT

As observed on the attached Call Summary Report, the McFarland Police Department logged 849 cases in March. This is compared to 604 cases for the same time period in 2018. Cases of interest for the month were: six intoxicated drivers, one domestic disturbances, six disturbances, eight juvenile complaints, six thefts, seven traffic accidents, forty-one EMS/Fire assists, and responded to eight alarms. Officers also logged 328 traffic incidents during this month.

Cases of interest for the month are as follows:

03/13/2019 An officer stopped a vehicle for speeding and found the driver was under the influence of alcohol. The driver was asked to perform field sobriety tests. The officer was able to establish probable cause to arrest him for operating a motor vehicle while under the influence. The driver had a .24 blood alcohol concentration. It should be noted the same driver was arrested in February for OMVWI and had a blood alcohol concentration of .25 at that time.

Staffing Report

- A final candidate has been selected for the Police Clerk III recruitment. The pre-employment background investigation is underway. Once successfully passed, an offer of employment will be made with hopes to have the employee on board by the end of April.
- Retired Police Clerk Bonnie Evans continues to fill our front office vacancy on an LTE basis.
- We continue at one officer short due to a shoulder injury received during an altercation with a suspect in the course of an arrest.

Equipment Report

- Nothing to report.

Training Report

- Sgt. Maurer, SRO Miller, and Officer Onken attended a Threat Assessment training in Oshkosh, WI.
- Officer Bryant attended Gracie Survival Tactics in Green Bay, WI.
- Officer Bryant attended RADAR Certification training at Madison College.

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

- I am scheduling a meeting of the Dane County Chief's Association CAPMAR Committee to plan a CAPMAR drill in the coming months. We will be meeting later this month to discuss logistics, and likely will conduct the drill in the City of Stoughton. Our desire for this drill is to conduct it in a jurisdiction that has a separate dispatch center from the County 911 Center. This will allow us to assess radio interoperability in that type of scenario.



Incident Analysis Report Summary By Incident Type

McFarland Police Department
Official Case Report
Do Not Re-Release

Print Date/Time: 04/02/2019 10:50
Login ID: mcbgr
Incident Type: All
Call Source: All

From Date: 03/01/2019 00:00
To Date: 03/31/2019 23:59

McFarland Police Department
ORI Number: W0137300
Officer ID: All
Location: All

Incident Type	Number of Incidents
911 Abandoned Call	3
911 Call Playing w/Telephone	1
911 Call Question	1
911 Call Silent	2
911 Call Unintentional	12
911 Disconnect	7
911 Misdialed Call	2
Accident Hit and Run	1
Accident Private Property	1
Accident Property Damage	4
Accident w/injuries	1
Adult Arrested Person	2
Alarm	8
Animal Bite	1
Animal Complaint/Disturbance	1
Animal Lost	1
Animal Stray	4
Annoying/Obscene Phone Call	1
Assist Citizen	29
Assist EMS/Fire	41
Assist K9	5
Assist Police	21
ATL Person	2
Battery	1
Check Person	14
Check Property	178
Civil Dispute	1
Damage to Property	1
Disturbance	6
Domestic Disturbance	1
Drug Incident/Investigation	5
Follow-Up	8
Foot Patrol	1
Fraud	5
Information	28
Juvenile Complaint	5
Missing Juvenile/Runaway	1
Neighbor Trouble	1

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Incident Analysis Report Summary By Incident Type

McFarland Police Department
Official Case Report
Do Not Re-Release

Print Date/Time: 04/02/2019 10:50

Login ID: mcbgr

Incident Type: All

Call Source: All

From Date: 03/01/2019 00:00

To Date: 03/31/2019 23:59

McFarland Police Department

ORI Number: W0137300

Officer ID: All

Location: All

Incident Type	Number of Incidents
Noise Complaint	6
OMVWI Arrest/Intoxicated Driver	7
Parking Complaint On Street	18
Phone	11
PNB/AED Response	1
Preserve the Peace	4
Problem Solving Person	16
Property Found	1
Repo	1
Safety Hazard	13
Sexual Assault of a Child	2
Special Event	1
Suspicious Person	1
Suspicious Vehicle	17
Theft	6
Threats Complaint	2
Traffic Complaint/Investigation	50
Traffic Stop	278
Unknown	1
Violation of Court Order	4
Weapons Offense	2
Total:	849



McFarland Fire & Rescue Department

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

Emergency: 911

April 2019 Fire & Rescue Department Report For March 2019 Activity

- **General**

- Ambulance runs are down from 2018 and have been sporadic with occurrences. The occurrences continue to be sporadic and more often occurring at a similar time. While reviewing, an item of note is we aren't experiencing the same patients as much as we have in the past. Fire incidents are up.
- Wisconsin Department of Health Services issued a notice of a public hearing for the scope of revising administrative code 110. The planned revisions for the code include the requirements to comply with recent legislation changes for EMS. Topics include a revision to extend the license period from two years to three years, community EMS, repeal two paramedic staffing requirement, adding language for mass causality incidents, tiered responses based on dispatch information, allowing responders to provide first aid to domestic animals and several clean up issues.
- As many are aware, the Wisconsin Women's Hockey Team became National Champions. We were able to assist with Dane County Fire Chief's Association able to welcome the team home and escort them from Wisconsin Aviation to LaBahn Arena.
- On March 6th, we attended a meeting with Wisconsin DOT and several responders in the I39/90 construction corridor. The meeting reviewed the planned construction for 2019. We were informed the construction would be reaching the Village's part of I39/90 in preparation of much larger construction in 2020. It is currently planned to install an emergency on-ramp to the interstate at the end of Storck Road, and that work is planned to occur in 2020.
- With the scope and complexity of the High School addition and remodeling, we have begun scheduled inspection walk-throughs with

the fire inspector every two weeks. The results have been positive in eliminating issues that occur.

- In January Chief Dennis completed an applied research project for the Executive Analysis on Community Risk Reduction, the second of four sessions of the Executive Fire Officer Program. The research project focused on the fall-related incidents that the Department responds to and accounts for the largest portion of the calls for service for the Department. Due to the research completed, the Department is reviewing a program from the Center for Disease Control and Prevention that originated from UW-Madison called, Stopping Elderly Accidents, Deaths, & Injuries. The program utilizes an assessment algorithm to evaluate individuals for risk of falls and subsequent injury.
- We completed the majority of the AED projects 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 needs 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 which is the leading cause of trauma deaths that can be prevented with treatment.
- We have eleven members currently enrolled in Fire Officer I course 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 which are ~~and is~~ currently being reviewed by the Chief.
- We have placed the new ambulance on order with Jefferson Fire & Safety a dealer’s representative with Life-line Emergency Vehicles based in Sumner Iowa. Jefferson Fire & Safety provided the lowest bid, was the closest dealer, and closest manufacturer.
- 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 have determined to switch our current two online programs for scheduling, forms, notifications, and equipment tracking to a single platform. The new platform is provided from a newer start-up company but offers our needed features in one package at a slight cost savings. The one package is important because the two platforms are causing operational concerns with all individuals getting the necessary information.
- 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 include 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.

- **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 - 1
 - Paid-On-Call – 56 (18 EMTs, 20 Firefighters (2 Active Retired), 10 EMR/Firefighter, & 12 EMT/Firefighters)
 - Total Staffing Level – 68
- 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 begun seeing some more difficulty with staffing at night and weekends as some members have become busier in their personal and professional lives. We have however, experienced several times an EMT-Basic, not certified to drive being our "third" position, when we have been required to mandate overtime. Due to this, we are pushing individuals to become Advanced EMT or Driver certified.
- We received a resignation from Travis Seeley who was a Paid-On-Call EMT/Firefighter. We were one of three commitments beyond being a

full-time student, and he was having difficulty maintaining all of the commitments. He was looking to focus on his other positions that offered a higher hourly rate.

- **Training Activity**

- The month of March training offered two sessions of extrication training at a local towing company, which supplies four cars for the training. Previously we had to travel to Madison to avoid being charged for cars to perform extrication on.
- We also performed cardiac arrest training with SSM and UW Health sending staff and simulation manikins. With the simulation manikin the association provided, it resulted in four simulation stations and a high-performance CPR station. The training was well received by our staff.
- We finished the month with an apparatus familiarity/scavenger hunt for the firefighters to locate items not used as often.
- The April training will be the annual air consumption drill where firefighters demonstrate their ability to manage their Self Contained Breathing Apparatuses and ensure the critical equipment is used to the full extent. We will also be updating our triage training to new standard and new bags that were developed by Dane County EMS are being deployed throughout the County. The remainder of the month will be prescribed burns and grass fire training.

<u>Inspection/Prevention Activity</u>	<u>Completed</u>	<u>Year to Date Total</u>
Building Inspections	89	158
Fire Code Violations Identified	53	107
Re-Inspections	0	0
Corrections Noted	15	15
Plan Reviews	2	7
Acceptance Inspections/Test	5	5

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

- **Apparatus & Equipment**

- The 2015 Ambulance (Rescue 84) had an issue occur where the key wouldn't turn the ambulance on initially, but did after cycling the key a few times. The ambulance then shut down on the way to an incident and the 2008 Ambulance (Rescue 82) had to be dispatched to handle the incident. The truck was sent to the local Ford dealer where they found a cover missing over the fuse block. We are attempting to determine how the cover went missing. Additionally, the rear door holder on the ambulance broke into pieces and required replacement from the mechanic.
- The 2005 Pumper (Engine 1) had the front bumper replaced from an accident that was previously reported in the fall. The repair was funded by an insurance claim.

Incidents of Note:

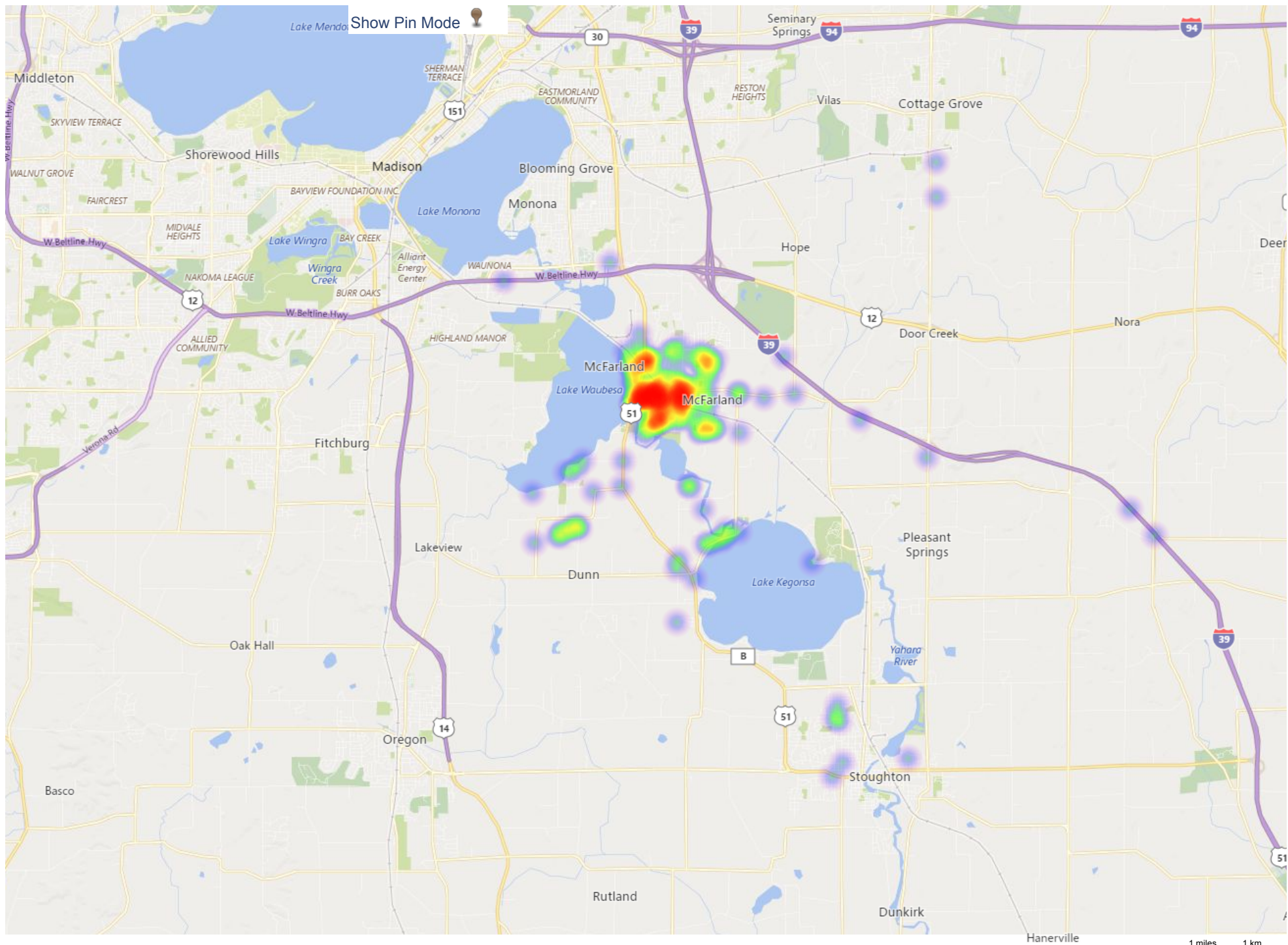
- On March 6th at 7:30 pm, DeerGrove EMS and Cottage Grove Fire requested assistance with an ATV to assist with removing a snowmobiler from a crash a distance off the roadway. The Dane County Sheriff's office was responding with an ATV, but the time delay was too great for the crews to wait. Our crews arrived on scene and assisted with moving the patient. As the patient was being loaded the Dane County Sheriff's ATV arrived on scene.
- On March 9th we received a call for a gas fireplace having the glass explode. The explosion caused no injuries and was extinguished by the explosion itself.
- On March 13th we had a similar incident where an explosion occurred in another gas fireplace at different home. The glass remained intact and no injuries again. Both are believed to be from temperature and wind pressure on the fireplaces causing ignition issues.
- We have received three mutual aid requests for our water rescue team due to local flooding in Monona and Oregon from the winter melt. In both cases, the requesting department was able to remove the victims before our team arrived on the scene.

Ambulance Runs By Dispatch Reason

Incident Complaint Reported By Dispatch	03/01/2019 - 03/31/2019		03/01/2018 - 03/31/2018	
Abdominal Pain/Problems	2	3.17%	0	0.00%
Allergic Reaction/Stings	0	0.00%	1	2.22%
Animal Bite	0	0.00%	0	0.00%
Assault	1	1.59%	0	0.00%
Back Pain (Non-Traumatic)	0	0.00%	1	2.22%
Breathing Problem	7	11.11%	4	8.89%
Burns/Explosion	0	0.00%	0	0.00%
Carbon Monoxide/Hazmat/Inhalation/CBRN	0	0.00%	0	0.00%
Cardiac Arrest/Death	0	0.00%	0	0.00%
Chest Pain (Non-Traumatic)	4	6.35%	0	0.00%
Choking	1	1.59%	1	2.22%
Convulsions/Seizure	3	4.76%	0	0.00%
Diabetic Problem	2	3.17%	1	2.22%
Electrocution/Lightning	0	0.00%	0	0.00%
Eye Problem/Injury	0	0.00%	0	0.00%
Falls	9	14.29%	8	17.78%
Fire	2	3.17%	2	4.44%
Headache	0	0.00%	0	0.00%
Heart Problems/AICD	2	3.17%	1	2.22%
Heat/Cold Exposure	0	0.00%	0	0.00%
Hemorrhage/Laceration	4	6.35%	0	0.00%
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	1	1.59%	1	2.22%
Pregnancy/Childbirth/Miscarriage	0	0.00%	0	0.00%
Psychiatric Problem/Abnormal Behavior/Suicide Attempt	2	3.17%	0	0.00%
Sick Person	6	9.52%	8	17.78%
Stab/Gunshot Wound/Penetrating Trauma	0	0.00%	0	0.00%
Standby	0	0.00%	2	4.44%
Stroke/CVA	1	1.59%	0	0.00%
Traffic/Transportation Incident	4	6.35%	9	20.00%
Transfer/Interfacility/Palliative Care	0	0.00%	0	0.00%
Traumatic Injury	2	3.17%	0	0.00%
Unconscious/Fainting/Near-Fainting	10	15.87%	5	11.11%
Unknown Problem/Person Down	0	0.00%	1	2.22%
Total	63		45	

Ambulance Runs By Dispatch Reason

Incident Complaint Reported By Dispatch	01/01/2019 - 03/31/2019		01/01/2018 - 03/31/2018	
Abdominal Pain/Problems	5	2.66%	3	1.43%
Allergic Reaction/Stings	0	0.00%	3	1.43%
Animal Bite	0	0.00%	0	0.00%
Assault	1	0.53%	0	0.00%
Back Pain (Non-Traumatic)	1	0.53%	2	0.95%
Breathing Problem	18	9.57%	12	5.71%
Burns/Explosion	0	0.00%	0	0.00%
Carbon Monoxide/Hazmat/Inhalation/CBRN	2	1.06%	2	0.95%
Cardiac Arrest/Death	0	0.00%	1	0.48%
Chest Pain (Non-Traumatic)	16	8.51%	3	1.43%
Choking	3	1.60%	1	0.48%
Convulsions/Seizure	3	1.60%	7	3.33%
Diabetic Problem	5	2.66%	3	1.43%
Electrocution/Lightning	0	0.00%	0	0.00%
Eye Problem/Injury	0	0.00%	0	0.00%
Falls	35	18.62%	42	20.00%
Fire	8	4.26%	9	4.29%
Headache	0	0.00%	0	0.00%
Heart Problems/AICD	3	1.60%	6	2.86%
Heat/Cold Exposure	1	0.53%	0	0.00%
Hemorrhage/Laceration	7	3.72%	2	0.95%
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	0.53%	1	0.48%
Overdose/Poisoning/Ingestion	7	3.72%	4	1.90%
Pregnancy/Childbirth/Miscarriage	0	0.00%	0	0.00%
Psychiatric Problem/Abnormal Behavior/Suicide Attempt	2	1.06%	2	0.95%
Sick Person	24	12.77%	34	16.19%
Stab/Gunshot Wound/Penetrating Trauma	0	0.00%	0	0.00%
Standby	0	0.00%	2	0.95%
Stroke/CVA	4	2.13%	3	1.43%
Traffic/Transportation Incident	18	9.57%	41	19.52%
Transfer/Interfacility/Palliative Care	0	0.00%	0	0.00%
Traumatic Injury	6	3.19%	0	0.00%
Unconscious/Fainting/Near-Fainting	18	9.57%	25	11.90%
Unknown Problem/Person Down	0	0.00%	2	0.95%
Total	188		210	



Village Of McFarland Fire EMS
Fire Incident Type Period Comparisons
Alarm Date Between {03/01/2019} and {03/31/2019}

Incident Type	03/01/2019 to 03/31/2019	03/01/2018 to 03/31/2018	03/01/2017 to 03/31/2017	03/01/2016 to 03/31/2016
111 Building fire	1	2	2	1
113 Cooking fire, confined to container	0	1	1	0
115 Incinerator overload or malfunction, fire confined	1	0	0	0
130 Mobile property (vehicle) fire, Other	0	0	0	1
131 Passenger vehicle fire	0	1	0	0
142 Brush or brush-and-grass mixture fire	0	0	1	1
223 Air or gas rupture of pressure or process vessel	1	0	0	0
311 Medical assist, assist EMS crew	5	8	7	10
322 Motor vehicle accident with injuries	2	3	0	4
324 Motor Vehicle Accident with no injuries	0	1	0	0
352 Extrication of victim(s) from vehicle	0	0	1	0
353 Removal of victim(s) from stalled elevator	0	1	0	0
361 Swimming/recreational water areas rescue	1	0	0	0
363 Swift water rescue	1	0	0	0
365 Watercraft rescue	1	0	0	1
411 Gasoline or other flammable liquid spill	0	1	0	0
424 Carbon monoxide incident	0	1	2	1
445 Arcing, shorted electrical equipment	0	0	1	0
451 Biological hazard, confirmed or suspected	0	0	1	0
463 Vehicle accident, general cleanup	1	0	0	0
510 Person in distress, Other	0	0	1	0
531 Smoke or odor removal	0	1	0	0
561 Unauthorized burning	0	1	0	0
611 Dispatched & cancelled en route	2	3	4	2
622 No Incident found on arrival at dispatch address	2	0	1	0
631 Authorized controlled burning	1	0	0	1
651 Smoke scare, odor of smoke	0	1	1	0
671 HazMat release investigation w/no HazMat	1	0	0	0
714 Central station, malicious false alarm	0	0	0	1
736 CO detector activation due to malfunction	0	0	0	1
745 Alarm system activation, no fire - unintentional	0	0	1	0
746 Carbon monoxide detector activation, no CO	1	0	2	0
Totals	21	25	26	24

Village Of McFarland Fire EMS
Fire Incident Type Period Comparisons
Alarm Date Between {01/01/2019} and {03/31/2019}

Incident Type	01/01/2019 to 03/31/2019	01/01/2018 to 03/31/2018	01/01/2017 to 03/31/2017	01/01/2016 to 03/31/2016
111 Building fire	6	7	4	5
113 Cooking fire, confined to container	1	1	2	0
115 Incinerator overload or malfunction, fire confined	1	0	0	0
116 Fuel burner/boiler malfunction, fire confined	0	0	0	1
118 Trash or rubbish fire, contained	0	0	1	0
130 Mobile property (vehicle) fire, Other	0	0	0	1
131 Passenger vehicle fire	0	1	0	0
142 Brush or brush-and-grass mixture fire	0	0	1	1
151 Outside rubbish, trash or waste fire	1	0	0	0
154 Dumpster or other outside trash receptacle fire	1	0	0	0
223 Air or gas rupture of pressure or process vessel	1	0	0	0
311 Medical assist, assist EMS crew	28	25	30	22
322 Motor vehicle accident with injuries	9	8	4	4
324 Motor Vehicle Accident with no injuries	0	5	2	1
352 Extrication of victim(s) from vehicle	0	0	1	0
353 Removal of victim(s) from stalled elevator	0	1	0	0
361 Swimming/recreational water areas rescue	1	0	0	0
363 Swift water rescue	1	0	0	0
365 Watercraft rescue	1	0	0	1
381 Rescue or EMS standby	0	0	1	0
411 Gasoline or other flammable liquid spill	1	1	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	1	2	3
445 Arcing, shorted electrical equipment	0	0	1	0
451 Biological hazard, confirmed or suspected	0	0	1	0
463 Vehicle accident, general cleanup	2	0	0	0
500 Service Call, other	0	0	0	2
510 Person in distress, Other	0	0	1	0
521 Water evacuation	1	0	0	0
522 Water or steam leak	2	1	1	0
531 Smoke or odor removal	0	1	0	0
542 Animal rescue	0	0	1	0
553 Public service	1	0	0	0
561 Unauthorized burning	0	1	0	0
571 Cover assignment, standby, moveup	4	1	0	0
611 Dispatched & cancelled en route	7	13	17	12
622 No Incident found on arrival at dispatch address	3	0	1	0
631 Authorized controlled burning	1	2	0	1
650 Steam, Other gas mistaken for smoke, Other	0	0	1	0
651 Smoke scare, odor of smoke	2	3	1	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	2	1	1	0
700 False alarm or false call, Other	0	1	0	0

Village Of McFarland Fire EMS
Fire Incident Type Period Comparisons
Alarm Date Between {01/01/2019} and {03/31/2019}

Incident Type	01/01/2019	01/01/2018	01/01/2017	01/01/2016
	to 03/31/2019	to 03/31/2018	to 03/31/2017	to 03/31/2016
714 Central station, malicious false alarm	1	0	0	1
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	1
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	1	2
746 Carbon monoxide detector activation, no CO	3	3	3	1
900 Special type of incident, Other	0	0	0	1
Totals	<u>96</u>	<u>84</u>	<u>85</u>	<u>63</u>



Wisconsin Department of Transportation

111 Interstate Blvd., Edgerton WI 53534-9399 (608) 884-1234 FAX (608) 884-1220 www.dot.wisconsin.gov



March 27, 2019

RE: **I-39/90 North Segment Open House**
Project ID 1007-10-01
I-39/90 Expansion Project
North Segment, Dane County/Rock County Line to County AB

The Wisconsin Department of Transportation (WisDOT) continues to reconstruct and expand Interstate 39/90 in Dane and Rock counties. In Dane County, the planned improvements in 2019 include I-39/90 reconstruction and expansion of I-39/90 southbound between County AB and East Church Road, two miles north of the US 51 interchange (Stoughton Exit 156). During this project, southbound Interstate bridge replacements and roadway closures will occur at County MN, Drotning Road, County W, and County B.

Temporary widening on I-39/90 northbound will also occur this fall between County AB and the I-39/90 and US 12/18 (Beltline) interchange. Expansion of I-39/90 within these limits will occur in 2020.

WisDOT has scheduled an **Open House** to provide you with additional information regarding these plans for the project. No formal appointment is necessary. You are encouraged to stop in at any time between 4 p.m. and 6 p.m. at the location listed below. Maps of this year's construction plans will be on display and WisDOT representatives will be available to discuss the project on an individual basis.

I-39/90 North Segment Open House

Date: Thursday, April 11, 2019
Time: 4 p.m. – 6 p.m.
Location: Town of Pleasant Springs Town Hall
2354 County Road N, Stoughton WI 53589
Directions: Take Exit 147 (County N) on I-39/90
Travel south on County N, Town Hall located on left side of road.

To stay informed, we encourage you to register for project email updates at www.i39-90.wi.gov under the "Sign Up for Updates" tab. Also, you can follow the Interstate project on Facebook at www.facebook.com/WisconsinI3990Project.

If you have any questions, please feel free to contact me at (608) 884-1174 or mark.sponem@dot.wi.gov. Thank you in advance for your cooperation.

Sincerely,

Mark Sponem

Mark Sponem, P.E.
Construction Project Manager

VILLAGE OF MCFARLAND

Village Board Minutes

Monday, March 25, 2019 - 7:00 PM

1. CALL TO ORDER.

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

2. ATTENDANCE/ROLL CALL.

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

Village Board members not present: Village Trustee Shaun O'Hearn

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

3. PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS.

a. Public Announcements

1) Bird Festival - April 13, 2019 - Lewis Park

2) Yard Waste & Brush Drop off Site is Open

3) April 2, 2019 - Spring Election - 7 a.m. to 8 p.m.

b. Public Communications

4. CONSENT AGENDA.

a. Motion to approve the minutes of the March 11, 2019 Village Board meeting.

b. Motion to approve the minutes of the March 18, 2019 meeting.

c. Motion to approve pre-paid checks #74012-74024 in the amount of \$3,061.59 and current checks #74025-74119 in the amount of \$168,858.25.

- d. Motion to approve the 2017 and 2018 Annual Reports to comply with requirements of our Municipal Separate Storm Sewer System (MS4) Permit with the Wisconsin DNR.
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.

5. PUBLIC APPEARANCES.

- a. This is an opportunity for members of the public to address the Village Board. Members of the public who wish to address the board should fill out a public comment form and turn into the meeting chairperson. Members of the public may speak during public appearances or during their selected agenda item as they designate on the public comment form. Please adhere to the 3-minute time limit.
None.

6. BUSINESS.

- a. Finance Committee (Trustee Lytle & Clow)
- 1) Discussion and action regarding Ordinance 2019-05: an ordinance to create a fee for requests to amend the Comprehensive Plan.
Motion by Village Trustee Mary Pat Lytle, second by Village Trustee Carolyn Clow, to approve Ordinance 2019-05: an ordinance to create a fee for requests to amend the Comprehensive Plan. Motion carries 6 - 0 - 0 by acclamation.
- 2) Discussion and action regarding Ordinance #2019-06: an ordinance to amend the language establishing the fee for requests for statement of real property status.
Motion by Village Trustee Mary Pat Lytle, second by Village Trustee Carolyn Clow, to approve Ordinance #2019-06: an ordinance to amend the language establishing the fee for requests for statement of real property status. Motion carries 6 - 0 - 0 by acclamation.
- 3) Discussion and action regarding Ordinance #2019-07: an ordinance amending the current fee schedule contained within Appendix A of the Village Code of Ordinances.
Motion by Village Trustee Mary Pat Lytle, second by Village Trustee Carolyn Clow, to approve Ordinance #2019-07: an ordinance amending the current fee schedule contained within Appendix A of the Village Code of Ordinances. Motion carries 6 - 0 - 0 by acclamation.
- b. Parks, Recreation, and Natural Resources Committee (Trustees Kolk & O'Hearn)
- 1) Discussion and action regarding the acceptance of the Aquatics Feasibility Study.
Motion by Village Trustee Dan Kolk, second by Village Trustee Mary Pat Lytle, to accept the Aquatics Feasibility Study. Motion carries 6 - 0 - 0 by acclamation.
- c. Public Safety Committee (Trustees Adrian & Clow)

- 1) Discussion and action on an application for Tourist Rooming House License for Elisabeth Pentony for the property located at 4711 Yahara Drive for the period ending June 30, 2019.

Motion by Village Trustee Jerry Adrian, second by Village Trustee Carolyn Clow, to approve an application for Tourist Rooming House License for Elisabeth Pentony for the property located at 4711 Yahara Drive for the period ending June 30, 2019. Motion carries 6 - 0 - 0 by acclamation.

- 2) Discussion and action regarding Ordinance 2019-04: an ordinance modifying certain parking restrictions.

Motion by Village Trustee Jerry Adrian, second by Village Trustee Carolyn Clow, to approve Ordinance 2019-04: an ordinance modifying certain parking restrictions. Motion carries 6 - 0 - 0 by acclamation.

- 3) Discussion and action on the operator's license for Dion Bennett for the period ending June 30, 2019.

Motion by Village Trustee Jerry Adrian, second by Village Trustee Carolyn Clow, to deny the operator's license for Dion Bennett for the period ending June 30, 2019. Motion carries 6 - 0 - 0 by acclamation.

- d. Public Utilities Committee (Trustees Lytle & Brassington)
Public Works Committee (Trustees Clow & Adrian)

- 1) Discussion and action regarding the award of contract for the 2019 Water Main and Street Improvements.

Motion by Village Trustee Mary Pat Lytle, second by Village Trustee Jerry Adrian, to approve the award of contract for the 2019 Water Main and Street Improvements to Maddrel Excavating for the base bid, alternate bid no. 3, and the supplemental bid items. Motion carries 6 - 0 - 0 by acclamation.

- e. Public Works Committee (Trustees Clow & Adrian)

- 1) Discussion and action regarding the award of contract for the 2019 Street Maintenance.

Motion by Village Trustee Carolyn Clow, second by Village Trustee Jerry Adrian, to approve the award of contract for the 2019 Street Maintenance to Scott's Construction Inc. for the base bid and both alternate bid streets for an amount not to exceed \$155,918.77. Motion carries 6 - 0 - 0 by acclamation.

- f. Discussion and action on Resolution 2019-08: a resolution ratifying and approving a purchase agreement for property located at 3234 County Highway AB, McFarland, WI.

Motion by Village President Brad Czebotar, second by Village Trustee Dan Kolk, to approve Resolution 2019-08: a resolution ratifying and approving a purchase agreement for property located at 3234 County Highway AB, McFarland, WI. Motion carries 6 - 0 - 0 by acclamation.

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

None.

7. ADJOURNMENT.

Motion by Village Trustee Dan Kolk, second by Village Trustee Jerry Adrian, to adjourn at 7:35 p.m.

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
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
04/19	04/05/2019	73990	2110	SECOND TO NONE INC	GANNON BUILDING CLEANING	022319	1	315-56700-242-000	360.00- V
Total 73990:									360.00-
03/19	03/29/2019	74120	759	POSTMASTER	UTILITY BILLS	032919	1	600-53611-340-000	129.52
03/19	03/29/2019	74120	759	POSTMASTER	UTILITY BILLS	032919	2	600-53711-340-000	129.52
03/19	03/29/2019	74120	759	POSTMASTER	UTILITY BILLS	032919	3	605-53440-340-000	129.53
Total 74120:									388.57
03/19	03/29/2019	74121	30	ALLIANT ENERGY/WP&L	PUBLIC WORKS FACILITY	032519	1	100-53000-220-000	1,312.02
03/19	03/29/2019	74121	30	ALLIANT ENERGY/WP&L	WATER TOWER - HOLSCHER	032519	2	600-53716-220-000	19.87
03/19	03/29/2019	74121	30	ALLIANT ENERGY/WP&L	WATER TOWER - BURMA	032519	3	600-53716-220-000	59.84
03/19	03/29/2019	74121	30	ALLIANT ENERGY/WP&L	WELL #3	032519	4	600-53716-220-000	1,082.88
03/19	03/29/2019	74121	30	ALLIANT ENERGY/WP&L	WELL #3	032519	5	600-53716-340-000	82.29
03/19	03/29/2019	74121	30	ALLIANT ENERGY/WP&L	LIFT #1	032519	6	600-53615-220-000	165.34
03/19	03/29/2019	74121	30	ALLIANT ENERGY/WP&L	LIFT #2	032519	7	600-53615-220-000	302.13
03/19	03/29/2019	74121	30	ALLIANT ENERGY/WP&L	BRANDT PARK	032519	8	100-55200-220-000	72.58
03/19	03/29/2019	74121	30	ALLIANT ENERGY/WP&L	LEWIS PARK SHELTER	032519	9	100-55200-220-000	184.43
03/19	03/29/2019	74121	30	ALLIANT ENERGY/WP&L	MCDANIEL PARK	032519	10	100-55200-220-000	26.48
03/19	03/29/2019	74121	30	ALLIANT ENERGY/WP&L	CEDAR GLADE FOUNTAIN	032519	11	605-53440-242-000	14.22
03/19	03/29/2019	74121	30	ALLIANT ENERGY/WP&L	STREET LIGHTING (2)	032519	12	100-53000-291-000	333.86
03/19	03/29/2019	74121	30	ALLIANT ENERGY/WP&L	TRAFFIC FLASHERS - BASHFORD	032519	13	100-53000-291-000	17.05
03/19	03/29/2019	74121	30	ALLIANT ENERGY/WP&L	TRAFFIC FLASHERS - FARWELL 2	032519	14	100-53000-291-000	18.09
03/19	03/29/2019	74121	30	ALLIANT ENERGY/WP&L	TERMINAL DRIVE - SIRENS	032519	15	100-51600-220-000	26.89
03/19	03/29/2019	74121	30	ALLIANT ENERGY/WP&L	4719 FARWELL - SUITE 3	032519	16	315-56700-242-000	17.85
03/19	03/29/2019	74121	30	ALLIANT ENERGY/WP&L	4719 FARWELL - SUITE 5	032519	17	315-56700-242-000	20.17
03/19	03/29/2019	74121	30	ALLIANT ENERGY/WP&L	4719 FARWELL - SUITE 4	032519	18	315-56700-242-000	19.65
03/19	03/29/2019	74121	30	ALLIANT ENERGY/WP&L	4719 FARWELL - AREA 4	032519	19	315-56700-242-000	139.39
03/19	03/29/2019	74121	30	ALLIANT ENERGY/WP&L	4719 FARWELL - AREA 3	032519	20	315-56700-242-000	79.63
Total 74121:									3,994.66
03/19	03/29/2019	74122	16680	CARDMEMBER SERVICE	SCHUENKE	MSB032019	1	100-1624	197.46
03/19	03/29/2019	74122	16680	CARDMEMBER SERVICE	SUETTINGER	MSB032019	2	100-1624	1,437.53
03/19	03/29/2019	74122	16680	CARDMEMBER SERVICE	BONESS	MSB032019	3	100-1624	994.40

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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	03/29/2019	74122	16680	CARDMEMBER SERVICE	MILLER	MSB032019	4	100-1624	25.36
03/19	03/29/2019	74122	16680	CARDMEMBER SERVICE	DENNIS	MSB032019	5	100-1624	1,215.91
03/19	03/29/2019	74122	16680	CARDMEMBER SERVICE	COX	MSB032019	6	100-1624	1,423.94
03/19	03/29/2019	74122	16680	CARDMEMBER SERVICE	CLARK	MSB032019	7	100-1624	493.43
03/19	03/29/2019	74122	16680	CARDMEMBER SERVICE	KENT	MSB032019	8	100-1624	449.51
03/19	03/29/2019	74122	16680	CARDMEMBER SERVICE	SHERVEN	MSB032019	9	100-1624	2.95-
03/19	03/29/2019	74122	16680	CARDMEMBER SERVICE	REDMAN	MSB032019	10	100-1624	19.95
03/19	03/29/2019	74122	16680	CARDMEMBER SERVICE	MAURER	MSB032019	11	100-1624	470.73
03/19	03/29/2019	74122	16680	CARDMEMBER SERVICE	HESSLING	MSB032019	12	100-1624	114.94
03/19	03/29/2019	74122	16680	CARDMEMBER SERVICE	ANDERSEN	MSB032019	13	100-1624	1,196.94
03/19	03/29/2019	74122	16680	CARDMEMBER SERVICE	DAY	MSB032019	14	100-1624	291.90
03/19	03/29/2019	74122	16680	CARDMEMBER SERVICE	MOTL	MSB032019	15	100-1624	107.85
03/19	03/29/2019	74122	16680	CARDMEMBER SERVICE	JOB	MSB032019	16	100-1624	90.00
03/19	03/29/2019	74122	16680	CARDMEMBER SERVICE	REIMER	MSB032019	17	100-1624	568.58
Total 74122:									9,095.48
03/19	03/29/2019	74123	16257	CORPORATE BUSINESS SYSTE	ADMIN COPIER & OVERAGE	254247	1	100-51420-240-000	781.09
Total 74123:									781.09
03/19	03/29/2019	74124	1921	FRONTIER	PHONE	031619	1	600-53610-310-000	137.39
03/19	03/29/2019	74124	1921	FRONTIER	PHONE	031619	2	600-53710-310-000	137.39
03/19	03/29/2019	74124	1921	FRONTIER	PHONE	031619	3	605-53440-340-000	68.70
03/19	03/29/2019	74124	1921	FRONTIER	PHONE	031619	4	100-51420-221-000	49.06
03/19	03/29/2019	74124	1921	FRONTIER	PHONE	031619	5	100-52200-221-000	49.06
03/19	03/29/2019	74124	1921	FRONTIER	PHONE	031619	6	100-54600-221-000	49.06
03/19	03/29/2019	74124	1921	FRONTIER	PHONE	031619	7	100-53000-221-000	49.06
03/19	03/29/2019	74124	1921	FRONTIER	PHONE	031619	8	100-52400-221-000	49.06
03/19	03/29/2019	74124	1921	FRONTIER	PHONE	031619	9	100-52100-221-000	49.06
03/19	03/29/2019	74124	1921	FRONTIER	PHONE	031619	10	200-55600-221-000	49.06
Total 74124:									686.90
04/19	04/05/2019	74129	30	ALLIANT ENERGY/WP&L	WELL #4	032819	1	600-53716-340-000	58.92
04/19	04/05/2019	74129	30	ALLIANT ENERGY/WP&L	LIFT #3	032819	2	600-53615-220-000	78.21
04/19	04/05/2019	74129	30	ALLIANT ENERGY/WP&L	TRAFFIC FLASHERS - CREAMERY	032819	3	100-53000-291-000	17.05

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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 74129:									154.18
04/19	04/05/2019	74130	2047	BADGER GRAPHIC SYSTEMS	COMM DAY SERVICE POSTERS	1710179	1	100-51100-391-000	59.50
Total 74130:									59.50
04/19	04/05/2019	74131	74	BAKER & TAYLOR BOOKS	ADULT BOOKS	0003152654	1	205-55110-344-000	10.07-
04/19	04/05/2019	74131	74	BAKER & TAYLOR BOOKS	JUVENILE BOOKS	2034419876	1	205-55110-344-000	254.19
04/19	04/05/2019	74131	74	BAKER & TAYLOR BOOKS	ADULT BOOKS	2034420615	1	205-55110-344-000	343.28
04/19	04/05/2019	74131	74	BAKER & TAYLOR BOOKS	ADULT BOOKS	2034424600	1	205-55110-344-000	479.67
04/19	04/05/2019	74131	74	BAKER & TAYLOR BOOKS	ADULT BOOKS	5015431437	1	205-55110-344-000	21.72
Total 74131:									1,088.79
04/19	04/05/2019	74132	16285	BATTERIES & BULBS	FIRE EXIT BATTERIES	P12658997	1	605-53440-242-000	11.84
04/19	04/05/2019	74132	16285	BATTERIES & BULBS	FIRE EXIT BATTERIES	P12658997	2	100-51600-242-000	43.43
04/19	04/05/2019	74132	16285	BATTERIES & BULBS	FIRE EXIT BATTERIES	P12658997	3	600-53716-242-000	11.84
04/19	04/05/2019	74132	16285	BATTERIES & BULBS	FIRE EXIT BATTERIES	P12658997	4	600-53616-242-000	11.84
Total 74132:									78.95
04/19	04/05/2019	74133	96	BILL'S KEY SHOP INC	PW LOCK REPAIR	46514W	1	100-51600-242-000	99.00
04/19	04/05/2019	74133	96	BILL'S KEY SHOP INC	PW LOCK REPAIR	46514W	2	600-53716-242-000	27.00
04/19	04/05/2019	74133	96	BILL'S KEY SHOP INC	PW LOCK REPAIR	46514W	3	600-53616-242-000	27.00
04/19	04/05/2019	74133	96	BILL'S KEY SHOP INC	PW LOCK REPAIR	46514W	4	605-53440-242-000	27.00
04/19	04/05/2019	74133	96	BILL'S KEY SHOP INC	LOCKS	46515W	1	600-53616-242-000	95.00
Total 74133:									275.00
04/19	04/05/2019	74134	1256	BOUND TREE MEDICAL, LLC	EMS - SUPPLIES	83149904	1	100-52200-340-000	101.00
04/19	04/05/2019	74134	1256	BOUND TREE MEDICAL, LLC	EMS - SUPPLIES	83149905	1	100-52200-340-000	221.41
04/19	04/05/2019	74134	1256	BOUND TREE MEDICAL, LLC	EMS - SUPPLIES	83154379	1	100-52200-340-000	16.38
04/19	04/05/2019	74134	1256	BOUND TREE MEDICAL, LLC	EMS - SUPPLIES	83154380	1	100-52200-340-000	113.81
Total 74134:									452.60
04/19	04/05/2019	74135	17096	BRYANT, SYDNEY	TRAINING LUNCH	SB031819	1	100-52100-331-000	7.26

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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 74135:									7.26
04/19	04/05/2019	74136	16961	CAPITAL COFFEE LLC	COFFEE	134394	1	100-52100-330-000	59.95
Total 74136:									59.95
04/19	04/05/2019	74137	158	CHARTER COMMUNICATIONS	ADMIN INTERNET	0011825032	1	100-51420-221-000	168.97
04/19	04/05/2019	74137	158	CHARTER COMMUNICATIONS	CABLE INTERNET	0011825032	2	200-55600-221-000	143.10
04/19	04/05/2019	74137	158	CHARTER COMMUNICATIONS	FIRE/EMS INTERNET	0011825032	3	100-52200-221-000	84.00
04/19	04/05/2019	74137	158	CHARTER COMMUNICATIONS	PD INTERNET	0011825032	4	100-52100-221-000	101.00
04/19	04/05/2019	74137	158	CHARTER COMMUNICATIONS	PW CABLE	0026239032	1	100-53000-340-000	58.94
04/19	04/05/2019	74137	158	CHARTER COMMUNICATIONS	PW CABLE	0026239032	2	600-53716-340-000	16.08
04/19	04/05/2019	74137	158	CHARTER COMMUNICATIONS	PW CABLE	0026239032	3	600-53616-340-000	16.07
04/19	04/05/2019	74137	158	CHARTER COMMUNICATIONS	PW CABLE	0026239032	4	605-53440-340-000	16.07
Total 74137:									604.23
04/19	04/05/2019	74138	172	CITY OF MADISON TREASURE	COMMUNICATION CHARGES	21502	1	100-52100-221-000	493.29
Total 74138:									493.29
04/19	04/05/2019	74139	17099	COMPLETE OFFICE OF WISCO	MAGNETIC BOARD	72998	1	400-57220-811-104	513.91
Total 74139:									513.91
04/19	04/05/2019	74140	1978	COX, HEIDI	OFFICE SUPPLIES	HC032019	1	205-55110-310-000	12.43
04/19	04/05/2019	74140	1978	COX, HEIDI	PROGRAM SUPPLIES	HC032019	2	205-55110-391-000	45.88
04/19	04/05/2019	74140	1978	COX, HEIDI	MILEAGE	HC032019	3	205-55110-330-000	46.40
Total 74140:									104.71
04/19	04/05/2019	74141	225	DANE CO HIGHWAY	SALT BRINE	27629	1	100-53000-370-000	1,485.00
Total 74141:									1,485.00
04/19	04/05/2019	74142	288	DNR-SS/7	WATER LICENSE RENEWAL	031919	1	600-53718-340-000	45.00

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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 74142:									45.00
04/19	04/05/2019	74143	13016	ENDRES, SHERRI	CLERKS TRAINING	04012019	1	100-51420-331-000	34.00
Total 74143:									34.00
04/19	04/05/2019	74144	1146	ENGRAVING & TROPHY SPECI	SIGNS	58944	1	100-52200-310-000	96.50
Total 74144:									96.50
04/19	04/05/2019	74145	341	ENVIRONMENT CONTROL	CLEANING	9892-613	1	100-51600-210-000	1,360.00
Total 74145:									1,360.00
04/19	04/05/2019	74146	17092	GENERAL ENGINEERING COM	FEBRUARY INSPECTIONS	01	1	100-52400-211-000	8,659.62
Total 74146:									8,659.62
04/19	04/05/2019	74147	16579	GRIFFITH, JOHN	MILEAGE	JG031419	1	100-52400-330-000	19.72
Total 74147:									19.72
04/19	04/05/2019	74148	17102	HOPKINS, VICTOR	OVERPAYMENT ON CITATION	032719	1	100-45110-000	54.56
Total 74148:									54.56
04/19	04/05/2019	74149	452	HYDRITE CHEMICAL	WATER CHEMICALS	02229889	1	600-53717-340-000	210.81
04/19	04/05/2019	74149	452	HYDRITE CHEMICAL	WATER CHEMICALS	02230793	1	600-53717-340-000	377.55
04/19	04/05/2019	74149	452	HYDRITE CHEMICAL	WATER CHEMICALS	02230804	1	600-53717-340-000	125.85
Total 74149:									714.21
04/19	04/05/2019	74150	16783	INFORMATION TECHNOLOGY P	SERVER AND BACK UP	16602	1	400-57140-813-101	2,343.00
Total 74150:									2,343.00
04/19	04/05/2019	74151	476	JEFFERSON FIRE & SAFETY IN	FF PASSPORTS	IN104274	1	100-52200-343-000	123.94

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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 74151:									123.94
04/19	04/05/2019	74152	2070	KKS PROPERTY	COMMON AREA MAINT. FORMER LIB	2019-04	1	100-51600-242-000	400.00
Total 74152:									400.00
04/19	04/05/2019	74153	16364	KWIK TRIP EXTENDED NETWO	FUEL	BG2339863-	1	100-52200-341-000	922.73
Total 74153:									922.73
04/19	04/05/2019	74154	2272	LABSOURCE, INC	EMS SUPPLIES	006484470	1	100-52200-340-000	166.64
04/19	04/05/2019	74154	2272	LABSOURCE, INC	GLOVES	006488871	1	100-52200-340-000	166.72
Total 74154:									333.36
04/19	04/05/2019	74155	2121	LAKESIDE INTERNATIONAL LL	TRUCK PARTS	8174411P	1	605-53440-241-000	38.88
04/19	04/05/2019	74155	2121	LAKESIDE INTERNATIONAL LL	TRUCK PARTS	8174411P	2	100-53000-241-000	142.56
04/19	04/05/2019	74155	2121	LAKESIDE INTERNATIONAL LL	TRUCK PARTS	8174411P	3	600-53718-241-000	38.88
04/19	04/05/2019	74155	2121	LAKESIDE INTERNATIONAL LL	TRUCK PARTS	8174411P	4	600-53616-241-000	38.88
04/19	04/05/2019	74155	2121	LAKESIDE INTERNATIONAL LL	TRUCK PARTS	8174685P	1	605-53440-241-000	225.00
04/19	04/05/2019	74155	2121	LAKESIDE INTERNATIONAL LL	TRUCK PARTS	8174685P	2	100-53000-241-000	825.00
04/19	04/05/2019	74155	2121	LAKESIDE INTERNATIONAL LL	TRUCK PARTS	8174685P	3	600-53718-241-000	225.00
04/19	04/05/2019	74155	2121	LAKESIDE INTERNATIONAL LL	TRUCK PARTS	8174685P	4	600-53616-241-000	225.00
Total 74155:									1,759.20
04/19	04/05/2019	74156	531	LARK UNIFORM OUTFITTERS	SCHROECKENTHALER UNIFORM ALLOW	285351	1	100-52100-142-000	60.95
04/19	04/05/2019	74156	531	LARK UNIFORM OUTFITTERS	JOB-UNIFORM ALLOWANCE	285450	1	100-52100-142-000	1,139.00
04/19	04/05/2019	74156	531	LARK UNIFORM OUTFITTERS	MAURER-UNIFORM ALLOWANCE	286253	1	100-52100-142-000	89.99
Total 74156:									1,289.94
04/19	04/05/2019	74157	548	LIBRARY PETTY CASH	LIBRARY OFFICE SUPPLIES	032119	1	205-55110-310-000	19.99
04/19	04/05/2019	74157	548	LIBRARY PETTY CASH	OPERATING SUPPLIES	032119	2	205-55110-340-000	27.25
04/19	04/05/2019	74157	548	LIBRARY PETTY CASH	LIBRARY POSTAGE	032119	3	205-55110-311-000	28.22
Total 74157:									75.46

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04/19	04/05/2019	74158	2237	MADISON COLLEGE	SCHROECKENTHALER - CLASS	CORP-00000	1	100-52100-331-000	115.00
Total 74158:									115.00
04/19	04/05/2019	74159	16782	MADISON EMERGENCY PHYSI	MEDICAL DIRECTION	MCFARLAN	1	100-52200-211-000	700.00
Total 74159:									700.00
04/19	04/05/2019	74160	634	MENARDS - MONONA	FD PLUG CORD REELS	71092	1	100-52200-240-000	24.29
04/19	04/05/2019	74160	634	MENARDS - MONONA	PW SHOP	71147	1	100-51600-242-000	24.43
04/19	04/05/2019	74160	634	MENARDS - MONONA	PW SHOP	71147	2	600-53716-242-000	6.66
04/19	04/05/2019	74160	634	MENARDS - MONONA	PW SHOP	71147	3	600-53616-242-000	6.66
04/19	04/05/2019	74160	634	MENARDS - MONONA	PW SHOP	71147	4	605-53440-242-000	6.66
04/19	04/05/2019	74160	634	MENARDS - MONONA	FACILITY MAINTENANCE	71375	1	100-51600-242-000	15.55
04/19	04/05/2019	74160	634	MENARDS - MONONA	FACILITY MAINTENANCE	71375	2	600-53716-242-000	4.24
04/19	04/05/2019	74160	634	MENARDS - MONONA	FACILITY MAINTENANCE	71375	3	600-53616-242-000	4.24
04/19	04/05/2019	74160	634	MENARDS - MONONA	FACILITY MAINTENANCE	71375	4	605-53440-242-000	4.24
Total 74160:									96.97
04/19	04/05/2019	74161	640	MGE	STREET LIGHTS	13010467-03	1	100-53000-291-000	34.74
04/19	04/05/2019	74161	640	MGE	STREET LIGHTS	14096945-03	1	100-53000-291-000	32.99
04/19	04/05/2019	74161	640	MGE	LIFT #4 ELECT	21056320-03	1	600-53615-220-000	47.51
04/19	04/05/2019	74161	640	MGE	LIFT #5 GAS	27667872-03	1	600-53615-220-000	67.35
Total 74161:									182.59
04/19	04/05/2019	74162	4	MIDDLETON FORD	POLICE VEHICLE MAINTENANCE	142642	1	100-52100-241-000	44.72
04/19	04/05/2019	74162	4	MIDDLETON FORD	DIAGNOSTIC TESTING AMBULANCE IGNITIO	361701	1	100-52200-241-000	55.00
Total 74162:									99.72
04/19	04/05/2019	74163	675	MOLENAAR, BRIAN	MILEAGE FOR CLASS	BM031519	1	100-52200-141-000	171.68
04/19	04/05/2019	74163	675	MOLENAAR, BRIAN	LODGING FOR CLASS	BM031519	2	100-52200-331-000	213.38
Total 74163:									385.06
04/19	04/05/2019	74164	2185	MSA PROFESSIONAL SERVICE	TID #5 PLANNING	R09361005.0	1	315-56700-210-000	741.75
04/19	04/05/2019	74164	2185	MSA PROFESSIONAL SERVICE	3234 CTH AB ACQUISITION	R09361010.0	1	400-57620-826-000	414.00

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Total 74164:									1,155.75
04/19	04/05/2019	74165	687	MUNICIPAL CODE CORPORATI	CODIFICATION SERVICES	00325832	1	100-51300-211-000	1,922.45
Total 74165:									1,922.45
04/19	04/05/2019	74166	1896	NAPA AUTO PARTS	M2 FILTERS	654848	1	100-52100-241-000	11.87
Total 74166:									11.87
04/19	04/05/2019	74167	9151	PAGE PRODUCTION	APRIL SENIOR NEWS	19-4	1	100-54600-321-000	565.00
Total 74167:									565.00
04/19	04/05/2019	74168	2066	PELLITTERI WASTE SYSTEMS	TRASH SERVICE	381255	1	610-53620-212-000	20,284.50
04/19	04/05/2019	74168	2066	PELLITTERI WASTE SYSTEMS	RECYCLING SERVICE	381255	2	610-53620-213-000	13,648.80
04/19	04/05/2019	74168	2066	PELLITTERI WASTE SYSTEMS	LIBRARY SHRED	381255	3	205-55110-310-000	36.75
04/19	04/05/2019	74168	2066	PELLITTERI WASTE SYSTEMS	ADMIN SHRED	381255	4	100-51420-310-000	25.84
04/19	04/05/2019	74168	2066	PELLITTERI WASTE SYSTEMS	PD SHRED	381255	5	100-52100-340-000	37.85
04/19	04/05/2019	74168	2066	PELLITTERI WASTE SYSTEMS	FIRE/EMS SHRED	381255	6	100-52200-340-000	12.02
Total 74168:									34,045.76
04/19	04/05/2019	74169	16890	PIRTEK MADISON	PW SHOP	S2899842.00	1	100-53000-340-000	72.02
04/19	04/05/2019	74169	16890	PIRTEK MADISON	PW SHOP	S2899842.00	2	600-53716-340-000	19.64
04/19	04/05/2019	74169	16890	PIRTEK MADISON	PW SHOP	S2899842.00	3	600-53616-340-000	19.64
04/19	04/05/2019	74169	16890	PIRTEK MADISON	PW SHOP	S2899842.00	4	605-53440-340-000	19.64
Total 74169:									130.94
04/19	04/05/2019	74170	16555	POLCO	POLCO RENEWAL 2019	1184	1	200-55600-211-000	3,000.00
Total 74170:									3,000.00
04/19	04/05/2019	74171	759	POSTMASTER	POSTAL FEES	032019	1	600-53610-310-000	78.35
04/19	04/05/2019	74171	759	POSTMASTER	POSTAL FEES	032019	2	600-53710-310-000	78.33
04/19	04/05/2019	74171	759	POSTMASTER	POSTAL FEES	032019	3	605-53440-310-000	78.32

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
Total 74171:									235.00
04/19	04/05/2019	74172	17100	REILLY, AARON	FDIC REGISTRATION	AR032519	1	100-52200-331-000	58.95
Total 74172:									58.95
04/19	04/05/2019	74173	16829	REUTER, WHITISH & EVANS, S.	GENERAL LEGAL	63901	1	100-51300-210-101	8,360.12
04/19	04/05/2019	74173	16829	REUTER, WHITISH & EVANS, S.	GENERAL LEGAL	63901	2	400-57620-826-000	407.00
04/19	04/05/2019	74173	16829	REUTER, WHITISH & EVANS, S.	GENERAL LEGAL	63901	3	600-53610-210-000	351.50
04/19	04/05/2019	74173	16829	REUTER, WHITISH & EVANS, S.	GENERAL LEGAL	63901	4	600-53710-210-000	333.00
04/19	04/05/2019	74173	16829	REUTER, WHITISH & EVANS, S.	TID #3 LEGAL	63902	1	305-51410-210-000	2,610.00
04/19	04/05/2019	74173	16829	REUTER, WHITISH & EVANS, S.	PRAIRIE PLACE ESCROW	63904	1	100-2640	229.50
04/19	04/05/2019	74173	16829	REUTER, WHITISH & EVANS, S.	GENERAL LEGAL - ANNEXATION	63905	1	100-51300-210-101	2,826.00
04/19	04/05/2019	74173	16829	REUTER, WHITISH & EVANS, S.	PROSECUTIONS	63906	1	100-51300-210-102	1,542.51
Total 74173:									16,659.63
04/19	04/05/2019	74174	9137	RICOH USA INC	COPIER FEE	31558903	1	100-52100-240-000	184.59
Total 74174:									184.59
04/19	04/05/2019	74175	818	ROTO ROOTER SEWER SERVI	SEWER CLEANING	185069	1	600-53616-110-000	2,163.00
Total 74175:									2,163.00
04/19	04/05/2019	74176	824	SAFE COMMUNITIES	MED DROP FEE	549	1	100-51600-340-000	1,000.00
Total 74176:									1,000.00
04/19	04/05/2019	74177	2110	SECOND TO NONE INC	GANNON BUILDING CLEANING	022319	1	315-56700-242-000	360.00
Total 74177:									360.00
04/19	04/05/2019	74178	870	SLINDE TRUCKING	WATER MAIN GRAVEL	032019	1	600-53718-822-101	680.00
Total 74178:									680.00
04/19	04/05/2019	74179	1462	TASC	FSA ADMIN FEE	IN1478776	1	100-51530-514-000	172.96

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
Total 74179:									172.96
04/19	04/05/2019	74180	957	TOM'S AUTO CENTER INC	2016 POLICE INTERCEPTER MAINT	0042755	1	100-52100-241-000	30.00
Total 74180:									30.00
04/19	04/05/2019	74181	9140	TRITECH FORENSICS INC	EVIDENCE SUPPLIES	170776	1	100-52100-340-000	80.98
Total 74181:									80.98
04/19	04/05/2019	74182	992	US CELLULAR	PD PHONE	0301189014	1	100-52100-221-000	459.31
04/19	04/05/2019	74182	992	US CELLULAR	FD/EMS PHONE	0301189014	2	100-52200-221-000	87.37
04/19	04/05/2019	74182	992	US CELLULAR	OUTREACH PHONE	0301189014	3	100-54600-221-000	38.50
04/19	04/05/2019	74182	992	US CELLULAR	CABLE/COMMTECH PHONE	0301189014	4	200-55600-221-000	44.97
04/19	04/05/2019	74182	992	US CELLULAR	PW PHONE	0301189014	5	100-53000-221-000	28.41
04/19	04/05/2019	74182	992	US CELLULAR	WATER PHONE	0301189014	6	600-53710-310-000	28.41
04/19	04/05/2019	74182	992	US CELLULAR	SEWER PHONE	0301189014	7	600-53610-310-000	28.40
04/19	04/05/2019	74182	992	US CELLULAR	INSPECTIONS PHONE	0301189014	8	100-52400-221-000	.50
04/19	04/05/2019	74182	992	US CELLULAR	EM MGT PHONE	0301189014	9	100-52500-340-000	38.50
Total 74182:									754.37
04/19	04/05/2019	74183	1015	VILLAGE OF MCFARLAND	5541 HOLSCHER RD	042019	1	100-53000-220-000	47.03
04/19	04/05/2019	74183	1015	VILLAGE OF MCFARLAND	4719 FARWELL ST	042019	2	315-56700-242-000	203.39
04/19	04/05/2019	74183	1015	VILLAGE OF MCFARLAND	FLOWER CORNER	042019	3	100-53000-220-000	13.91
04/19	04/05/2019	74183	1015	VILLAGE OF MCFARLAND	LEWIS PARK	042019	4	100-53000-220-000	24.72
04/19	04/05/2019	74183	1015	VILLAGE OF MCFARLAND	MCDANIEL PARK	042019	5	100-53000-220-000	13.91
04/19	04/05/2019	74183	1015	VILLAGE OF MCFARLAND	GAZEBO	042019	6	100-53000-220-000	13.91
Total 74183:									316.87
04/19	04/05/2019	74184	16947	WALLACE, BRYAN	WALLACE - UNIFORM ALLOWANCE	BW032119	1	100-52100-142-000	58.03
Total 74184:									58.03
04/19	04/05/2019	74185	17101	WISCONSIN PARKS & RECREA	MEMBERSHIP	3736-19	1	100-55200-210-000	135.00

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
Total 74185:									135.00
04/19	04/05/2019	74186	16346	WOLF PAVING & EXCAVATING	STREET PATCH MATERIAL	63884	1	100-53000-230-000	420.90
Total 74186:									420.90
04/19	04/05/2019	74187	1910	ZURBUCHEN OIL INC	DYED DIESEL FUEL	233716	1	100-53000-341-000	317.90
04/19	04/05/2019	74187	1910	ZURBUCHEN OIL INC	DYED DIESEL FUEL	233716	2	600-53615-341-000	86.70
04/19	04/05/2019	74187	1910	ZURBUCHEN OIL INC	DYED DIESEL FUEL	233716	3	605-53440-341-000	86.70
04/19	04/05/2019	74187	1910	ZURBUCHEN OIL INC	DYED DIESEL FUEL	233716	4	600-53616-341-000	28.90
04/19	04/05/2019	74187	1910	ZURBUCHEN OIL INC	DYED DIESEL FUEL	233716	5	600-53710-341-000	28.90
04/19	04/05/2019	74187	1910	ZURBUCHEN OIL INC	DYED DIESEL FUEL	233716	6	600-53718-341-000	28.90
Total 74187:									578.00
Grand Totals:									104,494.70

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
100-1624	9,098.43	2.95-	9,095.48
100-2120	2.95	49,819.54-	49,816.59-
100-2640	229.50	.00	229.50
100-45110-000	54.56	.00	54.56
100-51100-391-000	59.50	.00	59.50
100-51300-210-101	11,186.12	.00	11,186.12
100-51300-210-102	1,542.51	.00	1,542.51
100-51300-211-000	1,922.45	.00	1,922.45
100-51420-221-000	218.03	.00	218.03
100-51420-240-000	781.09	.00	781.09
100-51420-310-000	25.84	.00	25.84
100-51420-331-000	34.00	.00	34.00
100-51530-514-000	172.96	.00	172.96
100-51600-210-000	1,360.00	.00	1,360.00
100-51600-220-000	26.89	.00	26.89

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
100-51600-242-000	582.41	.00	582.41
100-51600-340-000	1,000.00	.00	1,000.00
100-52100-142-000	1,347.97	.00	1,347.97
100-52100-221-000	1,102.66	.00	1,102.66
100-52100-240-000	184.59	.00	184.59
100-52100-241-000	86.59	.00	86.59
100-52100-330-000	59.95	.00	59.95
100-52100-331-000	122.26	.00	122.26
100-52100-340-000	118.83	.00	118.83
100-52200-141-000	171.68	.00	171.68
100-52200-211-000	700.00	.00	700.00
100-52200-221-000	220.43	.00	220.43
100-52200-240-000	24.29	.00	24.29
100-52200-241-000	55.00	.00	55.00
100-52200-310-000	96.50	.00	96.50
100-52200-331-000	272.33	.00	272.33
100-52200-340-000	797.98	.00	797.98
100-52200-341-000	922.73	.00	922.73
100-52200-343-000	123.94	.00	123.94
100-52400-211-000	8,659.62	.00	8,659.62
100-52400-221-000	49.56	.00	49.56
100-52400-330-000	19.72	.00	19.72
100-52500-340-000	38.50	.00	38.50
100-53000-220-000	1,425.50	.00	1,425.50
100-53000-221-000	77.47	.00	77.47
100-53000-230-000	420.90	.00	420.90
100-53000-241-000	967.56	.00	967.56
100-53000-291-000	453.78	.00	453.78
100-53000-340-000	130.96	.00	130.96
100-53000-341-000	317.90	.00	317.90
100-53000-370-000	1,485.00	.00	1,485.00
100-54600-221-000	87.56	.00	87.56
100-54600-321-000	565.00	.00	565.00
100-55200-210-000	135.00	.00	135.00
100-55200-220-000	283.49	.00	283.49
200-2120	.00	3,237.13-	3,237.13-
200-55600-211-000	3,000.00	.00	3,000.00
200-55600-221-000	237.13	.00	237.13
205-2120	10.07	1,315.78-	1,305.71-
205-55110-310-000	69.17	.00	69.17

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
205-55110-311-000	28.22	.00	28.22
205-55110-330-000	46.40	.00	46.40
205-55110-340-000	27.25	.00	27.25
205-55110-344-000	1,098.86	10.07-	1,088.79
205-55110-391-000	45.88	.00	45.88
305-2120	.00	2,610.00-	2,610.00-
305-51410-210-000	2,610.00	.00	2,610.00
315-2120	360.00	1,581.83-	1,221.83-
315-56700-210-000	741.75	.00	741.75
315-56700-242-000	840.08	360.00-	480.08
400-2120	.00	3,677.91-	3,677.91-
400-57140-813-101	2,343.00	.00	2,343.00
400-57220-811-104	513.91	.00	513.91
400-57620-826-000	821.00	.00	821.00
600-2120	.00	7,965.43-	7,965.43-
600-53610-210-000	351.50	.00	351.50
600-53610-310-000	244.14	.00	244.14
600-53611-340-000	129.52	.00	129.52
600-53615-220-000	660.54	.00	660.54
600-53615-341-000	86.70	.00	86.70
600-53616-110-000	2,163.00	.00	2,163.00
600-53616-241-000	263.88	.00	263.88
600-53616-242-000	144.74	.00	144.74
600-53616-340-000	35.71	.00	35.71
600-53616-341-000	28.90	.00	28.90
600-53710-210-000	333.00	.00	333.00
600-53710-310-000	244.13	.00	244.13
600-53710-341-000	28.90	.00	28.90
600-53711-340-000	129.52	.00	129.52
600-53716-220-000	1,162.59	.00	1,162.59
600-53716-242-000	49.74	.00	49.74
600-53716-340-000	176.93	.00	176.93
600-53717-340-000	714.21	.00	714.21
600-53718-241-000	263.88	.00	263.88
600-53718-340-000	45.00	.00	45.00
600-53718-341-000	28.90	.00	28.90
600-53718-822-101	680.00	.00	680.00
605-2120	.00	726.80-	726.80-
605-53440-241-000	263.88	.00	263.88
605-53440-242-000	63.96	.00	63.96

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
605-53440-310-000	78.32	.00	78.32
605-53440-340-000	233.94	.00	233.94
605-53440-341-000	86.70	.00	86.70
610-2120	.00	33,933.30-	33,933.30-
610-53620-212-000	20,284.50	.00	20,284.50
610-53620-213-000	13,648.80	.00	13,648.80
Grand Totals:	<u>105,240.74</u>	<u>105,240.74-</u>	<u>.00</u>

Report Criteria:

Report type: GL detail

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Amount
03/30/2019	PC	04/05/2019	74125	TRAISMAN-WADDELL, JE	206	107.64
03/30/2019	PC	04/05/2019	74126	GLETTY-SYOEN, KATIE J	456	225.22
03/30/2019	CDPT	04/05/2019	74127	WI AFSCME COUNCIL 32	7	42.94
03/30/2019	CDPT	04/05/2019	74128	WI SCTF	5	207.69

PAYROLL RELATED

\$583.49



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, April 8, 2019

SECTION: Business

DEPARTMENT: Community Development

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: On Proposed Ordinance 2019-09: an ordinance adopting an amendment to the Village of McFarland Comprehensive Plan revising the future land use map designation for 4703 Terminal Drive from Industrial to Mixed Use/Flex Commercial.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

An ordinance has been proposed to amend the Comprehensive Plan to revise the Future Land Use Map to allow for the redevelopment of 4703 Terminal Drive. A Public Hearing is required before action to amend the Comprehensive Plan as well as a 30 day notice preceding. During that time, no additional comments have been received ahead of the meeting.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

This item is simply to open the public hearing, take input, and close the public hearing. Action on the proposed ordinance follows as the next agenda item.

ATTACHMENTS:

1. Comp Plan Amendment Notice

Please publish in the
McFarland Thistle on
March 7th

**VILLAGE OF MCFARLAND
NOTICE OF PUBLIC HEARING
BEFORE THE VILLAGE BOARD**

NOTICE IS HEREBY GIVEN that there will be a public hearing before the Village Board on Monday April 8th 2019, at 7:00 p.m. in the Community Room of the Municipal Center, 5915 Milwaukee St., McFarland, Wisconsin, at which time interested parties and citizens shall have an opportunity to be heard concerning the following:

Review and action on Ordinance 2019-09 AN ORDINANCE ADOPTING AN AMENDMENT TO THE VILLAGE OF MCFARLAND COMPREHENSIVE PLAN

The full map and ordinance amendment are available for viewing at:

1. [www.mcfarland.wi.us/public notices](http://www.mcfarland.wi.us/public%20notices)
2. Village of McFarland administration office, 5915 Milwaukee Street, McFarland, WI 53558 (Monday-Friday, 8:00 a.m. to 4:00 p.m.)
3. E.D. Locke Public Library, 5920 Milwaukee Street, McFarland, WI 53558 (Monday-Thursday 9:30 a.m. to 8:00 p.m.; Friday-Saturday 9:30 a.m. to 5:30 p.m.; and Sunday 12:30 p.m. to 3:00 p.m.)

If you cannot attend the meeting, please submit your written or email comments to the Village Board before April 8, 2019. The mailing address is:

Village of McFarland
PO Box 110
McFarland, WI 53558-0110
Cassandra.suettinger@mcfarland.wi.us

Respectfully submitted by,
Cassandra Suettinger
Clerk/Treasurer



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, April 8, 2019

SECTION: Business

DEPARTMENT: Community Development

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

AGENDA ITEM: Discussion and action on Ordinance 2019-09: an ordinance adopting an amendment to the Village of McFarland Comprehensive Plan revising the future land use map designation for 4703 Terminal Drive from Industrial to Mixed Use/Flex Commercial.

PREVIOUS ACTION:

The Village Board took action on February 25th to adopt a resolution to initiate the process to amend the Comprehensive Plan.

ISSUE SUMMARY:

The redevelopment of 4703 Terminal Drive requires an amendment to the Comprehensive Plan in order for the property to be rezoned to Planned Development as part of a residential and commercial project proposed on this property. The current designation on the Future Land Use Map is Industrial which is recommended to be changed to Mixed-Use Flex Commercial. This would allow for the land use to be changed consistent with the proposed project providing opportunity to develop the property as a mix of residential and commercial land uses. The enclosed ordinance provides the final authorization to amend the Comprehensive Plan by making this noted change to the Future Land Use Map.

A Public Hearing precedes this item to allow individuals to speak on the proposed amendment to the Comprehensive Plan. The notice period prior to this was in excess of 30 days as is required by State law and thus far no comments have been received; however, some might be made in person during the meeting.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

McFarland Comprehensive Plan

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:



This project has been up for consideration by several boards, commissions, and committees since at least January. Throughout the process it has garnered several approvals already and recommendations for approval to advance the development as proposed. The change to the future land use map as an amendment to the Comprehensive Plan facilitates these actions and allows the land use to be approved consistent with the plan to redevelop the property. The recommendation presented is to revise the future land use map for this property as stated as an amendment to the Comprehensive Plan.

ATTACHMENTS:

1. 2019-09 Amending Comprehensive Plan
2. 08.28.2017 - McFarland Future Land Use Map

ORDINANCE 2019-09

AN ORDINANCE ADOPTING AN AMENDMENT TO THE VILLAGE OF MCFARLAND COMPREHENSIVE PLAN

Purpose: To amend the Comprehensive Plan modifying the land use map from Industrial to Mixed Use/ Flex Commercial for land located on Terminal Drive.

Sponsor: Community Development Director Boness

Recommended Referral: Plan Commission (Required)

Public Hearing: Required; Preceded by Class 1 Notice.

WHEREAS, the Village Board adopted the Village of McFarland Comprehensive Plan on August 28, 2017, by Ordinance 2017-19, pursuant to Wis. Stats. § 66.1001(4)(c); and,

WHEREAS, the Comprehensive Plan contains a land use map designating certain areas along Terminal Drive as Industrial and Mixed Use/Flex Commercial; and

WHEREAS, the Comprehensive Plan describes the Mixed Use/Flex Commercial use, in part, as appropriate for transitional and “crossroads” areas; and

WHEREAS, a request has been made to approve changes to the Comprehensive Plan, specifically to change the use of the following described properties along Terminal Drive from Industrial to Mixed Use/ Flex Commercial:

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.

WHEREAS, the Village of McFarland Plan Commission reviewed and adopted a resolution approving the proposed changes, and the Plan Commission recommends that the Village Board amend the Comprehensive Plan to change the use of the aforesaid properties to Mixed Use/Flex Commercial; and,

WHEREAS, the Village Board accepts the recommendation from the Plan Commission and approves the proposed change in use for the aforesaid properties, and that this change is in the public interest and consistent with the overall goals and objectives set forth in the Comprehensive Plan;

NOW, THEREFORE, the Village Board of the Village of McFarland, does ordain as follows:

1. The Village of McFarland Comprehensive Plan is amended to reflect that the aforesaid properties along Terminal Drive are changed from Industrial to Mixed Use/ Flex Commercial.
2. The land use map for the Comprehensive Plan, attached hereto, shall be modified to reflect this amendment.
3. This ordinance shall take effect upon passage by a majority vote of the members-elect of the Village Board

The above and foregoing Ordinance was duly adopted at a regular meeting of the McFarland Village Board on the 8th day of April, 2019.

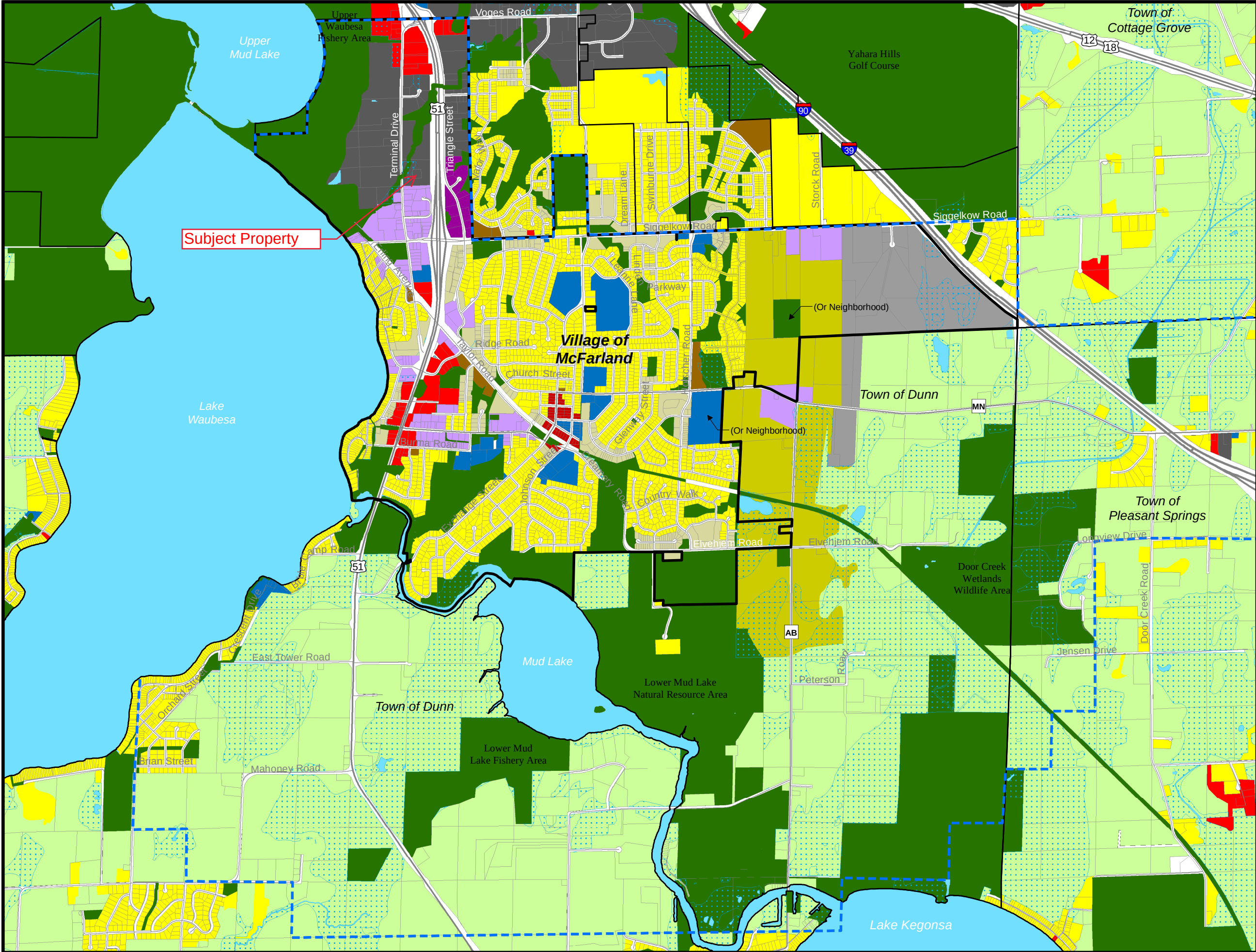
APPROVED:

Brad Czebotar, Village President

ATTEST:

Cassandra Suettinger, Village Clerk-Treasurer

ORDINANCE 2019 – 09	
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:	



MAP 6

FUTURE LAND USE



COMPREHENSIVE PLAN

Legend

Future Land Use

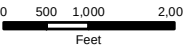
- Single Family Residential
- Two Family and Townhouse Residential
- Multiple Family Residential
- Neighborhood
- Downtown
- Highway and General Commercial
- Commercial Park
- Industrial
- Mixed Use/Flex Commercial
- Institutional and Governmental
- Public Lands, Recreation, and Environmental Corridor
- DNR Wetlands and Potential Wetland Indicators over Undeveloped Lands
- Agricultural Preservation
- Urban Reserve
- Water
- Rights-of-Way

--- Village of McFarland Extraterritorial Jurisdiction Boundary

⬢ Village of McFarland Limits (8/17)

⬢ Other Municipal Limits (2017)

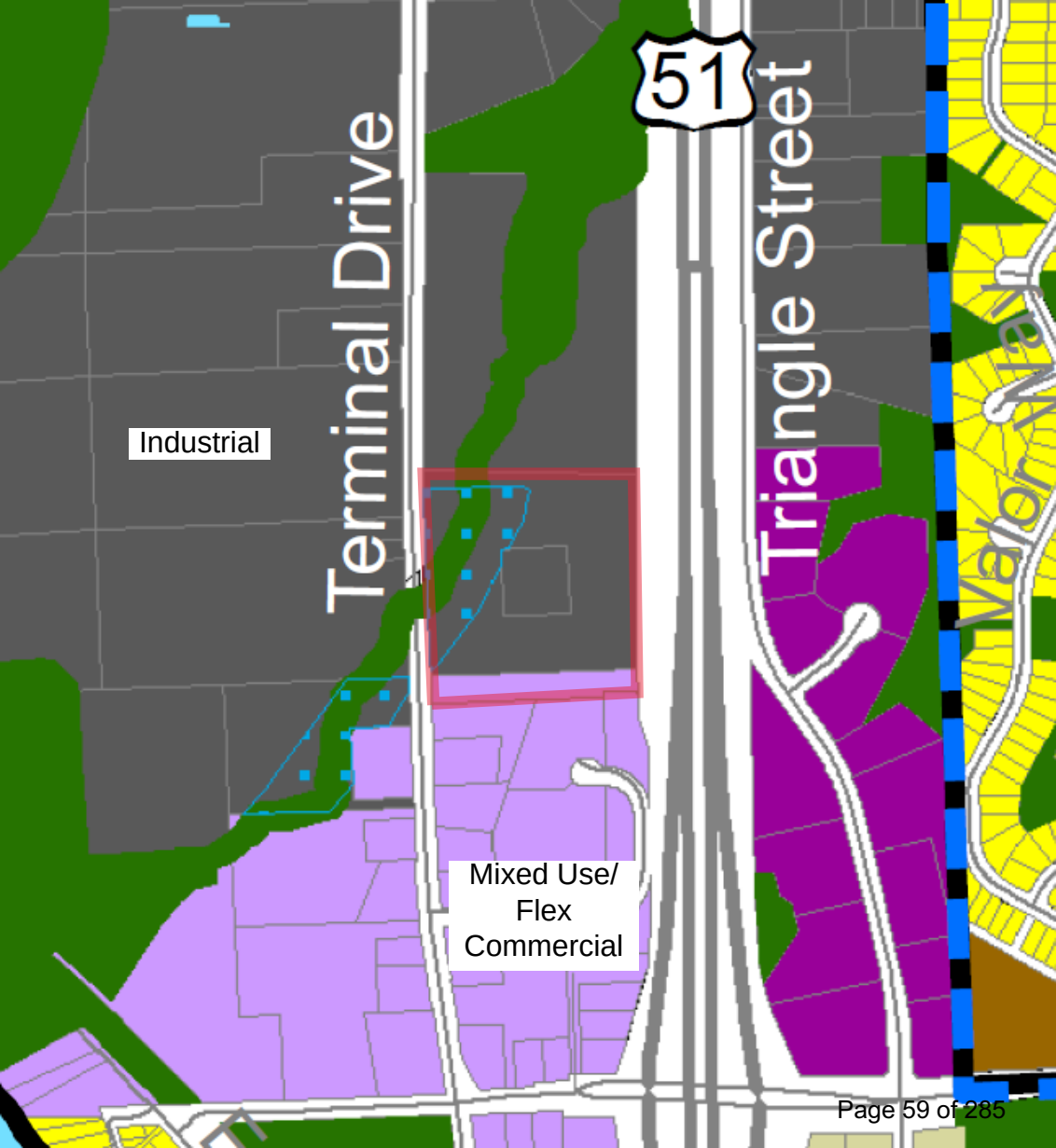
Shapes on this map represent the Village's vision for future land use within the Village and its extraterritorial jurisdiction. For such lands, this map is not intended to represent existing land use or zoning, or to compel property owners to change the use of their land. For example, owners of agricultural or other rural land may maintain their current land use. Actual boundaries between different future use categories and implementing zoning districts may vary somewhat from representations on this map. This map also identifies the City's Marsh Road Neighborhood Plan west of the Interstate and north of Siggelkow Road, and existing land use elsewhere beyond the Village's extraterritorial jurisdiction.



Date: August 2017

Data Sources: Village of McFarland, Dane County LIO, WDNR, and CARPC





Industrial

Terminal Drive

51

Triangle Street

Mixed Use/
Flex
Commercial

Valor Way



PLAN COMMISSION SUMMARY SHEET

MEETING DATE: Monday, April 8, 2019

SECTION: Business

DEPARTMENT: Community Development

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

AGENDA ITEM: Discussion and action regarding Ordinance 2019-03: an ordinance to rezone lands at 4703 Terminal Drive from the C-H zone, Highway Commercial District, to the Planned Development District - General Plan Approved and Detailed Plan Approved.

PREVIOUS ACTION:

The Plan Commission held a Public Hearing and review the proposed rezoning at its meeting on March 18th. No comments were received as a result of that public hearing, and the Commission took action to recommend approval of the ordinance to rezone.

ISSUE SUMMARY:

Ryan Quam has proposed redeveloping 4703 Terminal Drive as a combination of apartments and office buildings. In order to do so, he is requesting the property be rezoned from Commercial Highway to Planned Development. The main reason for the change is that the current zoning does not allow for residential land uses. This has been the subject of several past discussions and also an associated necessity to change the Comprehensive Plan. Secondly, a change to Planned Development gives him flexibility on the layout for the site which has constraints related to wetlands, navigable creek, and topography. The process to rezone to Planned Development is generally a three step process involving (1) ordinance change authorizing the change in districts, (2) approval of a general plan that encompasses the whole site, and (3) a detailed plan addressing the specifics of development for a portion or the whole site as presented. Item #1 is this action item on the agenda and Items #2 and #3 are the next item. In all three cases the Plan Commission reviews and makes a recommendation to the Village Board.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

Village Code of Ordinances - Chapter 62: Zoning Code

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval.



ATTACHMENTS:

1. 2019-03 Quam Terminal Drive Rezoning Ordinance
2. 2019-03 Quam Terminal Drive Rezoning Ordinance Exhibit A

ORDINANCE 2019-03

AN ORDINANCE TO REZONE LANDS ON TERMINAL DRIVE FROM THE C-H ZONE, HIGHWAY COMMERCIAL DISTRICT, TO THE PLANNED DEVELOPMENT DISTRICT - GENERAL PLAN APPROVED AND DETAILED PLAN APPROVED.

Purpose: To rezone the lands on Terminal Drive as part of the 4703 Terminal Drive Development.

Sponsor: Community Development Director Boness

Recommended Referral: Plan Commission (Required)

Public Hearing: Required; Preceded by Class 2 Notice

WHEREAS, the developer of the proposed 4703 Terminal Drive Development submitted a development plan to the Village on February 14, 2019, and requested that the General Plan for development and the Detailed Plan for Phase 1 of the development be processed and approved as a Planned Development District; and

WHEREAS, the developer has submitted a legal description and map for rezoning purposes, and a copy of the map is attached hereto as Exhibit A; and

WHEREAS, the developer has submitted documents fulfilling the requirements for approval of the General Plan of the planned development for the lands specified below, as well as the Detailed Plan for Phase 1 of the development; and

WHEREAS, the Village Board is willing to grant approval of the General Plan and conditional approval of the Detailed Plan, and the Village Board finds approval thereof is in the public interest;

NOW, THEREFORE, the Village Board of the Village of McFarland, does ordain as follows:

1. Section 62-62(a) of the McFarland Municipal Code and the Official Zoning Map are hereby amended so that the following described real estate is rezoned from the Commercial Highway District to Planned Development District - Detailed Plan Approved:

PARCEL A:

A part of Outlot One (1), Assessor's Plat No. 4, Town of Blooming Grove and a part of the North 1/2 of the Northwest 1/4 of Section 34, Township 7 North, Range 10 East, in the Village of McFarland, Dane County, Wisconsin, being more particularly described as follows:

COMMENCING at a found Dane County aluminum monument at the North 1/4 Corner said Section 34; thence, along the North line of said Northwest 1/4, South 87°43'52" West, 944.61 feet; thence South 00°25'11" East, 755.58 feet to the Northeast corner of the Property; thence, along the North line of said Property, North 89°14'09" West, 523.61 feet to the **POINT OF BEGINNING**;

thence South 06°48'00" East, 85.00 feet;
thence South 22°39'00" West, 88.06 feet;
thence South 67°21'00" East, 115.00 feet;
thence South 22°48'58" East, 60.00 feet;
thence South 32°22'41" West, 60.00 feet;
thence South 47°59'27" East, 235.23 feet;
thence South 33°58'01" West, 84.71 feet;
thence South 56°41'59" West, 155.87 feet;
thence South 88°09'27" West, 200.15 feet to a point on the Easterly right-of-way line of Terminal Drive;
thence, along said Easterly right-of-way line, North 00°24'08" West, 6.42 feet;
thence, continuing along said Easterly right-of-way line, South 87°47'46" West, 3.00 feet;
thence, continuing along said Easterly right-of-way line, North 00°24'08" West, 438.98 feet to the beginning of a tangent curve, being concave Easterly, having a radius of 11,426.16 feet and a chord which bears North 01°34'30" West, 192.89 feet;
thence Northerly, 192.90 feet along the arc of said curve through a central angle of 00°58'02" to its intersection with aforesaid North line of the Property; thence, along said North line, South 89°14'09" East, 156.44 feet to the **POINT OF BEGINNING**, containing 156,005 square feet or 3.58 acres, more or less.

2. Section 62-62(a) of the McFarland Municipal Code and the Official Zoning Map are hereby amended so that the following described real estate is hereby rezoned from the Commercial Highway District to Planned Development District - General Plan Approved:

PARCEL B:

A part of Outlot One (1), Assessor's Plat No. 4, Town of Blooming Grove and a part of the North 1/2 of the Northwest 1/4 of Section 34, Township 7 North, Range 10 East, in the Village of McFarland, Dane County, Wisconsin, being more particularly described as follows:

COMMENCING at a found Dane County aluminum monument at the North 1/4 Corner said Section 34; thence, along the North line of said Northwest 1/4, South 87°43'52" West, 944.61 feet; thence South 00°25'11" East, 755.58 feet to the Northeast corner of the Property and the **POINT OF BEGINNING**, lying on the West right-of-way line of U.S. Highway 151;

thence, along said West right-of-way line, South 00°25'11" East, 657.91 feet to the Southeast corner of the Property;
thence, along the South line of said Property, South 89°33'39" West, 107.22 feet;
thence, continuing along said South line, South 00°26'15" East, 16.73 feet;
thence, continuing along said South line, South 87°45'00" West, 213.14 feet;

thence, continuing along said South line, South 88°09'27" West, 335.18 feet to a point on the Easterly right-of-way line of Terminal Drive;
thence, along said Easterly right-of-way line, North 00°24'08" West, 66.00 feet;
thence North 88°09'27" East, 200.15 feet;
thence North 56°41'59" East, 155.87 feet;
thence North 33°58'01" East, 84.71 feet;
thence North 47°59'27" West, 235.23 feet;
thence North 32°22'41" East, 60.00 feet;
thence North 22°48'58" West, 60.00 feet;
thence North 67°21'00" West, 115.00 feet;
thence North 22°39'00" East, 88.06 feet;
thence North 06°48'00" West, 85.00 feet to a point on aforesaid North line of the Property;
thence, along said North line, South 89°14'09" East, 523.61 feet to the **POINT OF BEGINNING**, containing 303,414 square feet or 6.97 acres, more or less.

3. The Zoning Administrator is hereby directed to label these changes on the Official Zoning Map, once the rezoning is effective.

4. Section 1 of this ordinance shall not take effect until the Village approves a final Detailed Plan for Phase 1 of the development in accordance with the Village Zoning Code. If the Village fails to approve the Detailed Plan within one (1) year after the recording of this ordinance, then Section 1 of this ordinance shall become null and void, and Parcel A shall continue to be designated in the C-H zoning district.

5. Section 1 of this ordinance does not constitute approval of any earthwork or building construction within any of the property described in the ordinance. No construction of any kind, including earthwork or building construction, is permitted on Parcel A until a development agreement for Phase I of the development is reached between the Village and developer. If the developer fails to reach a development agreement with the Village or fails to commence construction on Parcel A within one (1) year after the enactment of this ordinance, then Section 1 of this ordinance shall become null and void, and Parcel A shall continue to be designated in the C-H zoning district.

6. Section 2 of this ordinance shall not take effect until the Village approves a Detailed Plan for the property in accordance with the Village Zoning Code.

7. No construction of any residential buildings will be permitted on Parcel B until the office buildings proposed in Phases 2 and 3 of the General Plan are approved as part of a Detailed Plan and construction of the same has been completed.

The above and foregoing Ordinance was duly adopted at a regular meeting of the McFarland Village Board on the 8th day of April, 2019.

APPROVED:

Brad Czebotar, Village President

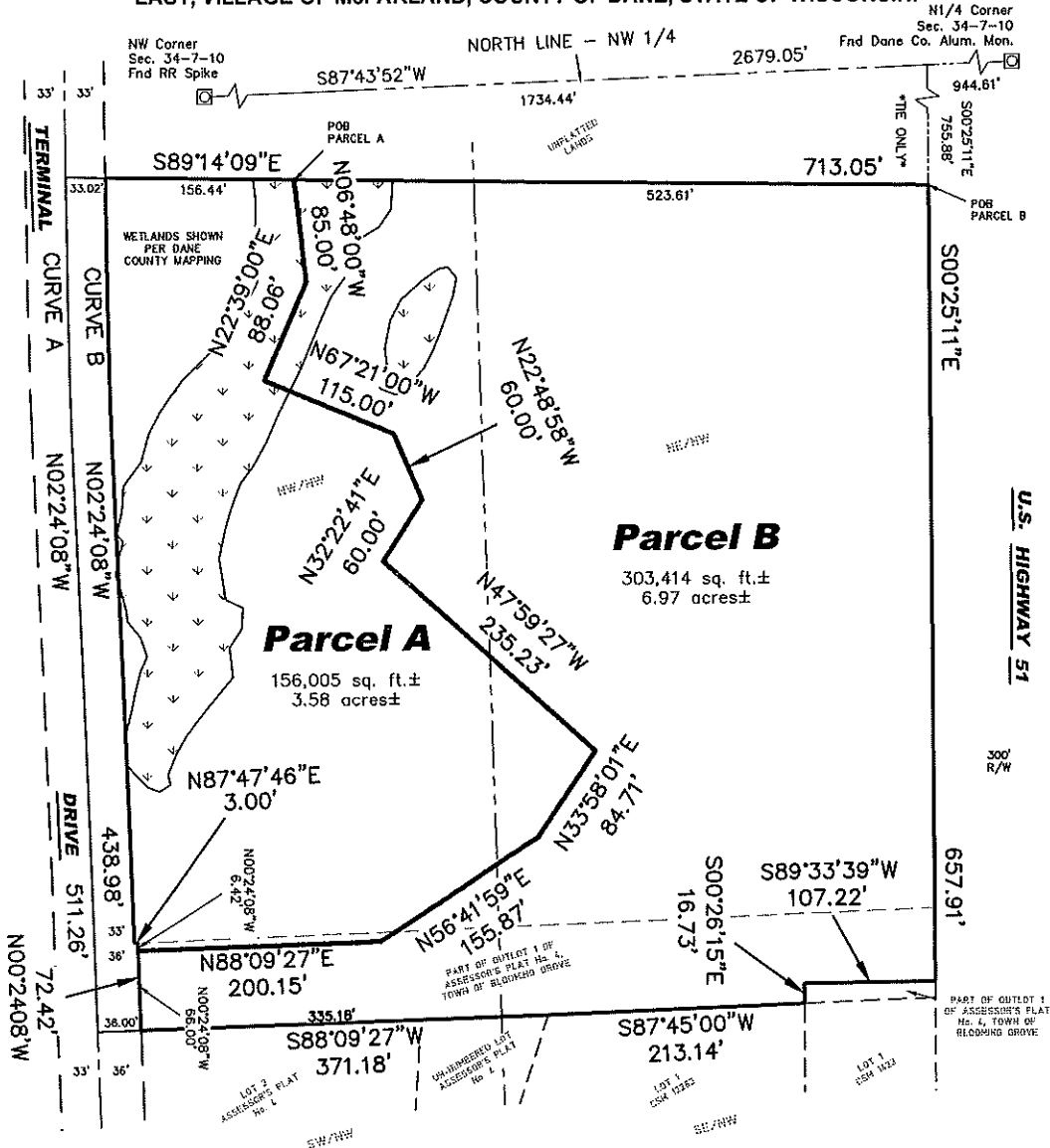
ATTEST:

Cassandra Suettinger, Village Clerk-Treasurer

ORDINANCE 2019 –03	
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:	

Exhibit A - Rezoning Map

PART OF OUTLOT 1, ASSESSOR'S PLAT No. 4, TOWN OF BLOOMING GROVE IN THE SOUTHEAST 1/4 AND THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4, AND PART OF THE NORTH 1/2 OF THE NORTHWEST 1/4, ALL IN SECTION 34, TOWNSHIP 7 NORTH, RANGE 10 EAST, VILLAGE OF McFARLAND, COUNTY OF DANE, STATE OF WISCONSIN.



CURVE	LENGTH	RADIUS	CHD BEARING	CHD LENGTH
A	194.52'	11459.16'	N 01°34'20" W	194.52'
B	192.90'	11426.16'	N 01°34'30" W	192.89'

LEGEND

- Property Boundary Line
- Wetland Boundary Line
- Existing R/W Line
- Sectional Subdivision Line

BEARINGS ARE REFERENCED TO THE WISCONSIN COUNTY COORDINATE SYSTEM, DANE COUNTY. THE NORTH LINE OF CSM 12282 BEARS SOUTH 87°45'00" WEST.

GRAPHIC SCALE



(IN FEET)

SEE EXHIBIT A FOR LEGAL DESCRIPTIONS

REZONING MAP
VILLAGE OF McFARLAND
PROJECT NO. RQ-05-17 SHEET 2 OF 2
February 22, 2019
QUAM ENGINEERING, LLC
Residential and Commercial Site Design Consultants
www.quamengineering.com
4804 Siggekow Road, Suite A - McFarland, Wisconsin 53558
Phone (608) 838-7750; Fax (608) 838-7752



PLAN COMMISSION SUMMARY SHEET

MEETING DATE: Monday, April 8, 2019

SECTION: Business

DEPARTMENT: Community Development

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

AGENDA ITEM: Discussion and action regarding the General Development Plan for 4703 Terminal Drive and the Detailed Development Plan for Phase 1 (apartments).

PREVIOUS ACTION:

The CDA reviewed the project at its March 6th meeting and recommended approval.

The Public Utilities and Works Committees met jointly on March 12th and recommended approval.

The Plan Commission reviewed the project at its March 18th meeting and recommended approval.

ISSUE SUMMARY:

Ryan Quam is proposing a four-phase development of 10.5 acres at 4703 Terminal Drive. He is seeking approval of the General Development Plan for the entire property and a Detailed Development Plan for Phase 1. The first phase is planned as apartments followed by office buildings in the second and third phases concluding with a final apartment building in the fourth phase. Enclosed within your packet as part of the review is a narrative provided by the Developer outlining the project, the general plan, and detailed plan for the first phase. Future phases have to at least follow the general plan that is approved which will require land use develop in concert with what is proposed here. However, the details for these future phases will be presented in phases when brought forth by the Developer. Deviations from the General Plan require Plan Commission and Village like any other zoning change. The Village holds discretion to determine what they feel is in the best interest of the Village should a change from this plan be proposed.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Approval is recommended by the Plan Commission conditioned upon the following:



- Staff approval of final landscaping plan.
- Village Engineer approval of final street, utility, stormwater, and erosion control plans as is necessary and appropriate. Several items were called out by the Village Engineer during the Commission and Committee review. Nearly all of these items have been resolved by the Developer, but within your packet is a letter from the Village Engineer noting remaining items they continue to work out.
- Village Board to approve final approval for the project in its entirety through a Development agreement.

ATTACHMENTS:

1. 4703 Terminal Drive PDD Rezoning - Narrative
2. 4703 Terminal Drive General Plan
3. 4703 Terminal Drive Detailed Plan Phase 1
4. Review Letter

Planned Development District

Statement of Owners Intent,
General Plan for Staged
Development, and Detailed
Plan for Phase 1 Development

Project:
4703 Terminal Drive Development

Owner:
Ezra Properties, LLC
Attn: Ryan Quam

Statement of Owners Intent

It is the intent of the Owner to develop the lands controlled by the Owner as a Mixed Use development in general conformance with the TIF plan. The purpose of this submittal is to seek the following Village approvals:

- 1) General Plan for Staged Development for all controlled lands;
- 2) Detailed Plan for Phase 1 Development;
- 3) Zoning amendment creating the Planned Development District;

Legal Description

The lands controlled by the Owner address is 4703 Terminal Drive and the legal description is as follows:

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, except that part thereof conveyed by warranty deed recorded as document no. 4408230

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.

Existing Site

The Existing Site Plan is included as sheet C-1 and site features are as follows:

- 1) 10.54 total acres;
- 2) Currently zoned Industrial without an existing house and six storage buildings.
- 3) Sloping with 82 feet of fall from the southeast property corner to the creek crossing the northwest portion of the property.
- 4) U.S. Highway 51 is adjacent to the east;
- 5) Existing storage, contractor storage/office, and commercial building is adjacent to the south;
- 6) Existing Oil Terminal is adjacent to the north;
- 7) Terminal Drive and mini-warehouse and refrigerated storage are adjacent to the west;
- 8) Public sanitary sewer and water main is available beneath Terminal Drive;

Description of General Plan for Staged Development

The General Plan proposes the development of the land with four buildings and associated drive aisles, parking lot, and regional ponds as shown on the General Development Plan included as sheet C-2. The buildings and site layout are described as follows:

- 1) Phase 1 Apartment Building
 - 27 unit, three story apartment building which will be described in the Detailed Plan for Phase 1 Development portion of this submittal;
- 2) Phase 2 Office Building
 - Future two story office building
 - Approximately 20,000 square feet of leased office space;
 - Approximately 11,130 square foot footprint;
 - Approximately 26 underground parking stalls;
 - Approximately 160 feet long;
 - Approximately 70 feet deep;

- 3) Phase 3 Office Building
 - Future three story office building
 - Approximately 30,000 square feet of leased office space;
 - Approximately 11,130 square foot footprint;
 - Approximately 26 underground parking stalls;
 - Approximately 160 feet long;
 - Approximately 70 feet deep;
- 4) Phase 4 Apartment Building
 - Future three story apartment building;
 - 27 units;
 - Approximately 30,000 square feet of leased office space;
 - Approximately 11,300 square foot footprint;
 - Approximately 29 underground parking stalls;
 - Approximately 175 feet long;
 - Approximately 70 feet deep;
 - Mix of 1, 2, and 3 bedroom units with individual washers and dryers and private balconies;
- 5) Certified Survey Map is included with the submittal
 - Lot 1 contains 2.52 acres for the proposed phase 2 office building;
 - Lot 2 contains 1.79 acres for the proposed phase 3 office building;
 - Lot 3 contains 5.27 acres for the proposed phase 1 and phase 4 apartment buildings and proposed shed and existing house;
 - Lot 4 contains 0.96 acres for the proposed dog park. Lot 4 is required because State of Wisconsin standards requires a lot division along navigable streams;
- 6) Site Layout
 - Approximately 164 above ground parking stalls are proposed to supplement the underground parking and to meet overall parking requirements;
 - Two regional detention ponds will meet rate runoff control, sediment control requirements and two infiltration ponds will meet infiltration requirements for all proposed impervious areas;
 - Approximately 0.65 acre dog park within the proposed perimeter fence with boardwalk access.
- 7) Tabulations
 - 50,000 approximate gross square feet of office space;
 - 66,780 approximate gross square feet of apartment space;
 - 54 approximate total number of apartment units;
 - 5.14 Dwelling Units / Acre (overall development site which is 10.54 acres)
 - 10.25 Dwelling Units / Acre (over Lot 3 which is 5.27 acres)
- 8) Schedule
 - Phase 1 27 Unit apartment building open on June 2020
 - Phase 2 Two-story office building open on October 2020
 - Phase 3 Three-story office building open on May 2024
 - Phase 4 27 Unit apartment building open on May 2025

Description of Detailed Plan for Phase 1 Development

A three story 27-unit apartment building is proposed as the first phase of development and the details are as follows:

- 1) The Site Plan is included as sheet C-3 with features as follows:
 - 11,300 square foot footprint;
 - 175 feet long;

- 70 feet deep;
 - 25 above ground parking stalls;
 - 29 below ground parking stalls;
 - The existing house and detached garage are to remain.
- 2) The Grading Plans are included as sheets C-4.1 and C-4.2 with features as follows:
- Apartment building underground garage entrance on the north side of the building;
 - Apartment building first floor doors on the east side of the building;
 - Apartment building garage doors on the north and west sides of the building;
 - Apartment retaining walls to accommodate the natural grade changes;
 - 40'x70' shed shown on sheet C-4.1;
- 3) The Exterior Elevations drawing is included
- Intended to meet the TIF goal to “emphasize high quality natural building wall materials such as brick, block, and glass”;
 - Materials include single hung vinyl windows, aluminum railing systems, thin stone veneer, fiber-cement lap siding, and fiber-cement siding panels with reveal joints;
 - Roof materials include three dimensional asphalt shingles and standing seam metal accent roofs;
- 4) The Landscape and Lighting Plan is included as sheet C-6
- 5) The Utility Plan is included as sheet C-5
- The 8” sanitary sewer will connect to the existing sanitary manhole under Terminal Drive to provide 6” sanitary sewer laterals to serve the phase 1 through phase 4 buildings as well as the existing house.
 - The 8” water main will connect to the water main to the existing 10” water main under Terminal Drive to provide 6” water services to serve the phase 1 through phase 4 buildings as well as the existing house.
 - Inlets and catch basins will collect runoff from all impervious areas and storm sewer will carry runoff to the detention pond and infiltration pond;
- 6) The First Floor Plan is included
- 8,912 approximate apartments area;
 - Six two bedrooms;
 - Three one bedrooms;
 - Each unit will have individual washers and dryers and private balconies;
- 7) The Second Floor Plan is included
- 8,912 approximate apartments area;
 - Six two bedrooms;
 - Three one bedrooms;
 - Each unit will have individual washers and dryers and private balconies;
- 8) The Third Floor Plan is included
- 9,712 square feet apartments area (including lofts);
 - Four two bedrooms with loft;
 - Two two bedrooms;
 - Three one bedrooms;
 - Each unit will have individual washers and dryers and private balconies;
- 9) The Garage Floor Plan is included
- Tenant storage and mechanical rooms in the garage;
 - 29 parking stalls;
 - Dog washing station;

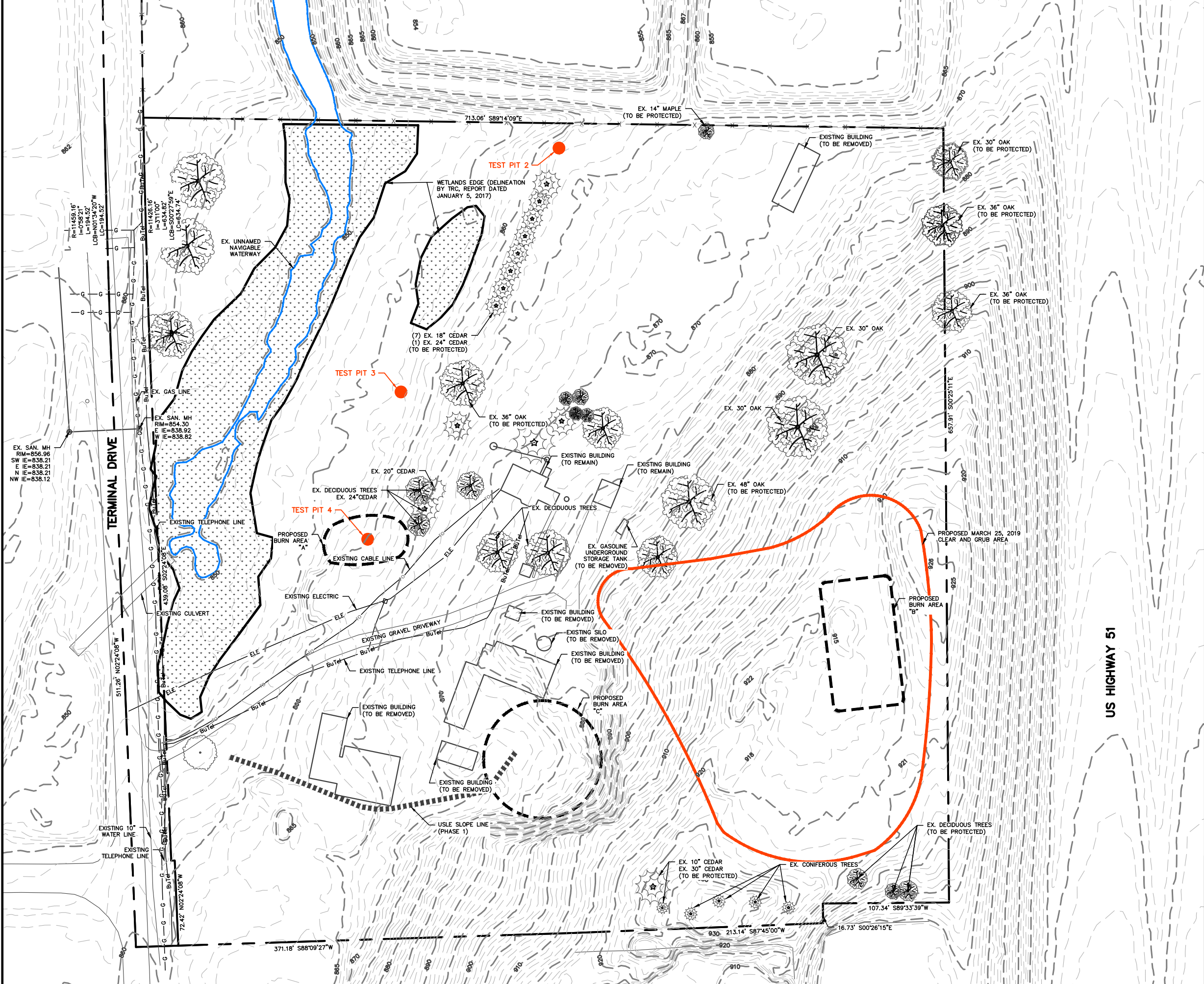
Planned Development District Standards and Responses

Section 62-67(4) lists the standards shall apply in the review of all general or detailed plans proposed for the Planned Development District. The standards and this submittal responses are as follows:

- a) *“The uses proposed in the planned development shall be in general conformance with the Village Comprehensive Plan”*. This application includes a request for a Comprehensive Plan amendment to accommodate this proposed General Plan for Staged Development, and Detailed Plan for Phase 1.
- b) *“The establishment, maintenance or operation of the uses proposed in the planned development shall not substantially impair or diminish the use value and enjoyment of other properties within the neighborhood”*. The proposed General Plan for Staged Development, and Detailed Plan for Phase 1 Development will not substantially impair or diminish the use value and enjoyment of the adjacent properties.
- c) *“Traffic circulation into and within the development shall be designed to minimize traffic congestion and traffic hazards, provide for the accessibility of all uses and buildings and also provide for the safe and convenient movement of both vehicles and pedestrians”*. The proposed private driveway from Terminal Drive serving the proposed buildings is located directly across the street from the driveway serving the mini-ware house development to the west. The existing residential driveway will be removed. The 24’ wide driveway will provide safe and convenient movement of vehicles and the adjacent sidewalk will provide safe movement for pedestrians.
- d) *“The planned development shall incorporate environmental design considerations, including the preservation of topography, trees and ground cover, streams and natural bodies of waters, and other significant natural features and control of erosion and runoff in accord with the Village Erosion Control and Stormwater Management Ordinances”*. The proposed buildings are located a minimum of 75’ from the delineated wetlands and the proposed grading limits are a minimum of 25’ from the delineated wetlands. Stormwater runoff from the development will pass through detention ponds and infiltration ponds. The proposed development will include storm sewer, detention ponds, and infiltration ponds to meet Village Erosion Control and Stormwater Management Ordinances. Many large oak trees and cedar trees will be protected during construction in order to remain. The Landscape Plan will meet Village landscaping ordinances.
- e) *“The planned development shall provide for convenient and harmonious groups of buildings, structures and uses; and buildings shall be spaced and sited to ensure adequate safety, light, ventilation and privacy”*. The four proposed buildings will be designed with similar materials and architectural style. The office buildings are located over 100 horizontal feet and 30 vertical feet from the apartment buildings to maximize privacy.
- f) *“In a planned development for residential use, adequate open space and recreational areas shall be provided in appropriate locations, and all public and common open spaces shall be designed and located to provide safe and convenient access to residents”*. A 0.65 acre dog park with perimeter fencing and boardwalk access is proposed as shown on sheet C-2. The lawn and landscaped areas will provide a common open space that is safe and accessible to residents.
- g) *“Planned Development Districts housing impacts on community resources in the same manner as other new development, which are characterized by division of land into lots. In particular, the additional population density places demands upon Village parks and recreation areas. Accordingly, each dwelling unit newly established shall be required to dedicate land or provide fees in lieu of land, in accordance with the procedures set forth in Section 62-64”*. The proposed 74

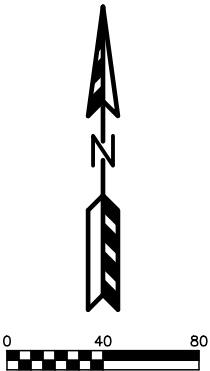
dwelling units will provide \$222,210 of fees-in-lieu of parkland dedication, \$23,653 in Park Improvement fees, and \$23,274 in Library Impact fees.

- h) *“The planned development will not adversely affect the ability of public agencies to provide school or other municipal services”*. The planned development will not adversely affect the ability of public agencies to provide school or other municipal services
- i) *“The width of street rights-of-way, width of paving, width and location of street or other paving, outdoor lighting, location of sewer and water lines, provision for stormwater drainage or other similar environmental engineering considerations shall be based on a determination and the appropriate standards necessary to implement the specific function in the specific situation; provided, however, that in no case shall standards be less than those necessary to ensure the public safety and welfare as determined by the Village”*. The constructions will meet Village and State requirements.
- j) *“The proponents of a Planned Development District application shall provide evidence satisfactory to the Village Board of its economic feasibility of available adequate financing and that it would not adversely affect the economic prosperity of the Village or the values of surrounding properties”*. The applicant feels that this proposal will be a benefit to the Village and not adversely affect surrounding properties;
- k) *“The proponents of a Planned Development District shall submit a reasonable schedule for the implementation of the development of the development to the satisfaction of the Village Board, including suitable provisions for assurance that each phase could be brought to completion in a manner that would not result in an adverse effect upon the community as a result of termination at that point”*. The anticipated development schedule is included on page 2 of this submittal and on sheet C-2.



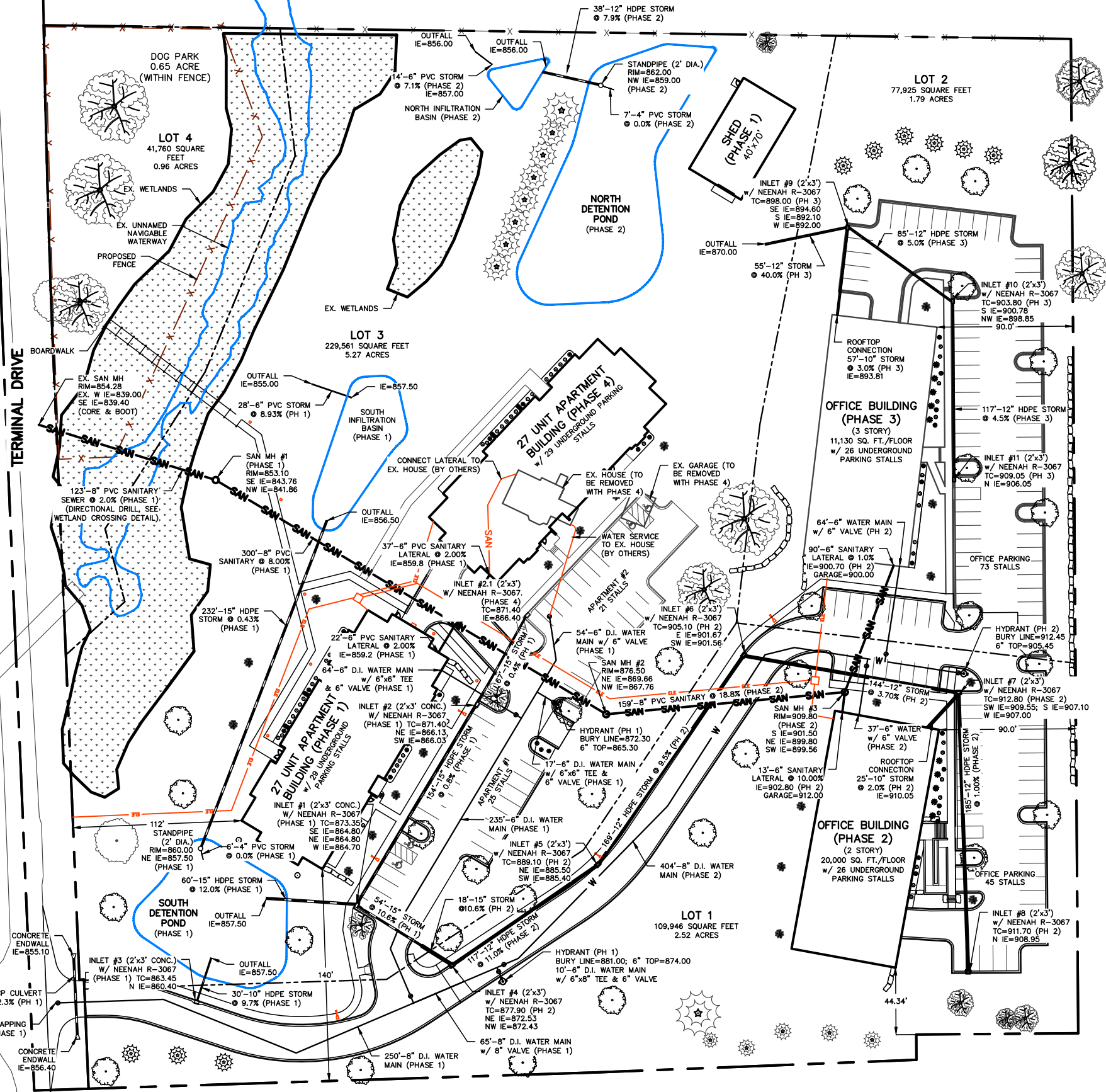
LEGAL DESCRIPTION:
ALL THAT PART OF OUTLOT ONE (1), ASSESSOR'S PLAT NO. 4, TOWN OF BLOOMING GROVE, IN THE VILLAGE OF MCFARLAND, DANE COUNTY, WISCONSIN LYING WEST OF THE WEST RIGHT OF WAY LINE OF RELOCATED U.S. HIGHWAY NO. 51, EXCEPT THAT PART THEREOF CONVEYED BY WARRANTY DEED RECORDED AS DOCUMENT NO. 4408230.
AND ALL THAT PART OF THE NORTH 1/2 OF THE NORTHWEST 1/4 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.

BURNING SCHEDULE:
MARCH 25-27, 2019: BURN AREAS "A" & "B"
JULY 22-25, 2019: BURN AREAS "B" & "C"



4703 TERMINAL DRIVE
EXISTING SITE & DEMOLITION PLAN WITH BURN AREAS
SHEET: C-1
DATED: MARCH 15, 2019

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



US HIGHWAY 51

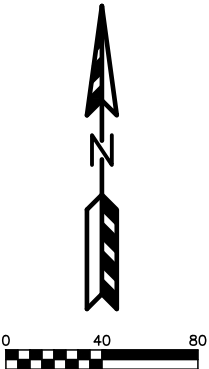
BUILDING INFORMATION			
BUILDING	# OF STORIES	BUILDING FOOTPRINT (SF)	GROSS FLOOR AREA (SF)
PHASE 1 APARTMENTS	3 + UNDERGROUND PARKING	11310	45240
PHASE 2 OFFICE	2+UNDERGROUND PARKING	11200	33600
PHASE 3 OFFICE	2+UNDERGROUND PARKING	11200	33600
PHASE 4 APARTMENTS	3+ UNDERGROUND PARKING	11310	45240

LOT INFORMATION	
LOT #	AREA (ACRES)
1	2.52
2	1.79
3	5.27
4	0.96

TIME SCHEDULE:

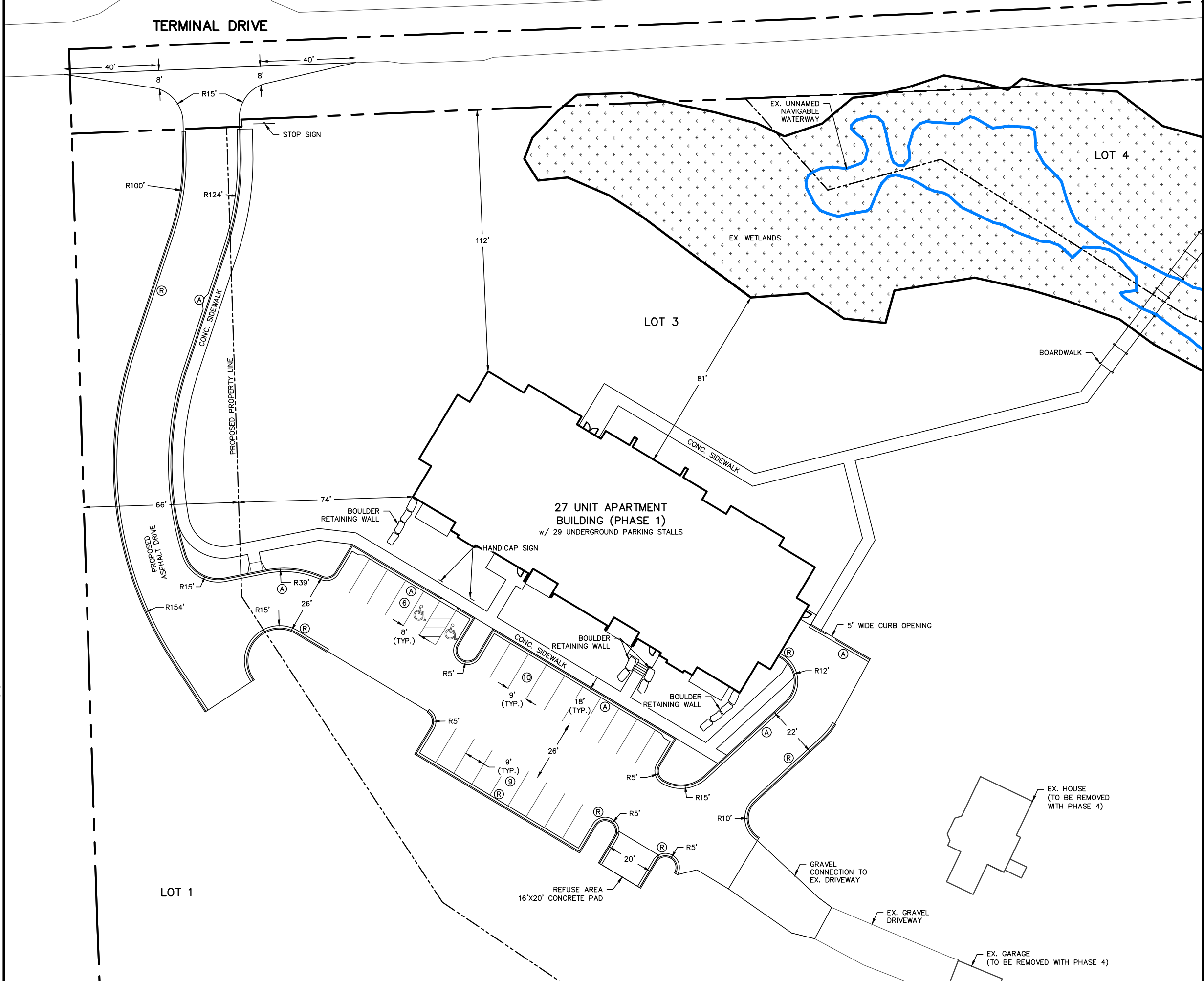
PHASE 1 JULY 15 - 30, 2019	REMOVE EXISTING BUILDINGS, CLEAR UNDERBRUSH, REMOVE TREES AS DIRECTED BY THE ENGINEER, AND BURN MATERIALS IN VILLAGE APPROVED BURN AREAS.
AUGUST 1 - 3, 2019	GRADE SOUTH DETENTION POND AND RESTORE DISTURBED AREAS.
AUGUST 4 - 15, 2019	GRADE REMAINDER OF PHASE 1 CONSTRUCTION SITE AND RESTORE DISTURBED AREAS.
AUGUST 16 - SEPTEMBER 15, 2019	INSTALL SANITARY SEWER, WATER MAIN, AND STORM SEWER.
SEPTEMBER 1, 2019 - MAY 14, 2020	CONSTRUCT APARTMENT BUILDING.
APRIL 1 - MAY 14, 2020	CONSTRUCT PARKING LOT, DRIVE AISLES, AND SIDEWALKS AND RESTORE REMAINING DISTURBED AREAS.
MAY 1 - 14, 2020	INSTALL LANDSCAPING.
PHASE 2 APRIL 15 - SEPTEMBER 15, 2020	CONSTRUCT OFFICE BUILDING AND ASSOCIATED PARKING LOT AND SIDEWALKS AND RESTORE DISTURBED AREAS.
PHASE 3 SEPTEMBER 1, 2023 - APRIL 30, 2024	CONSTRUCT OFFICE BUILDING AND ASSOCIATED PARKING LOT AND RESTORE DISTURBED AREAS.
PHASE 4 SEPTEMBER 1, 2024 - APRIL 30, 2025	CONSTRUCT APARTMENT BUILDING AND ASSOCIATED PARKING LOT AND SIDEWALKS AND RESTORE DISTURBED AREAS.


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

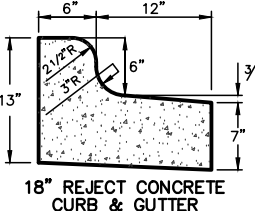
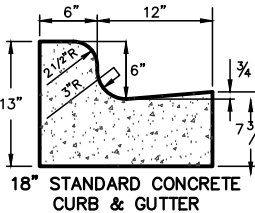


4703 TERMINAL DRIVE
GENERAL DEVELOPMENT PLAN
C-2
DATED: MARCH 15, 2019


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RESIDENTIAL STALLS REQUIRED		STALLS REQUIRED
1-BEDROOM: 27 D.U. AT 2.0 STALLS =	54 STALLS REQUIRED	
TOTAL REQUIRED:	54 STALLS REQUIRED	
RESIDENTIAL STALLS PROVIDED		STALLS PROVIDED
SOUTH PARKING LOT	= 25 STALLS PROVIDED	
UNDERGROUND PARKING LOT	= 29 STALLS PROVIDED	
TOTAL PROVIDED:	= 54 STALLS PROVIDED	



- (A) = 18" ACCEPT CONCRETE CURB & GUTTER
(R) = 18" REJECT CONCRETE CURB & GUTTER



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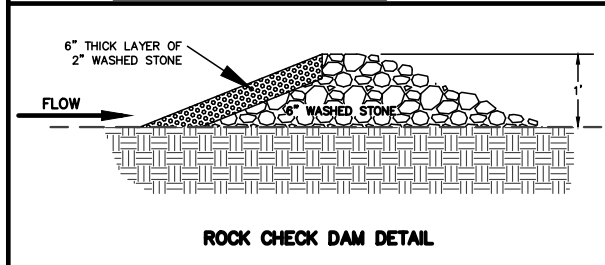
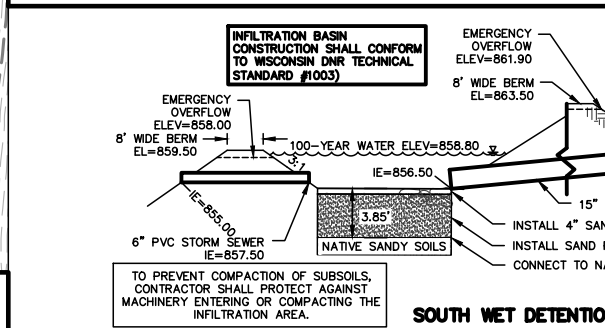
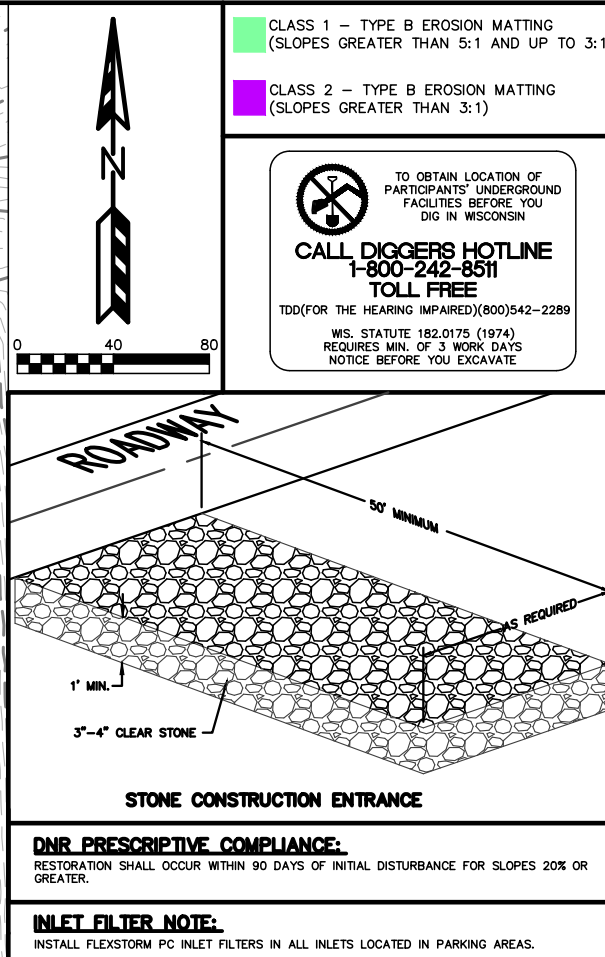
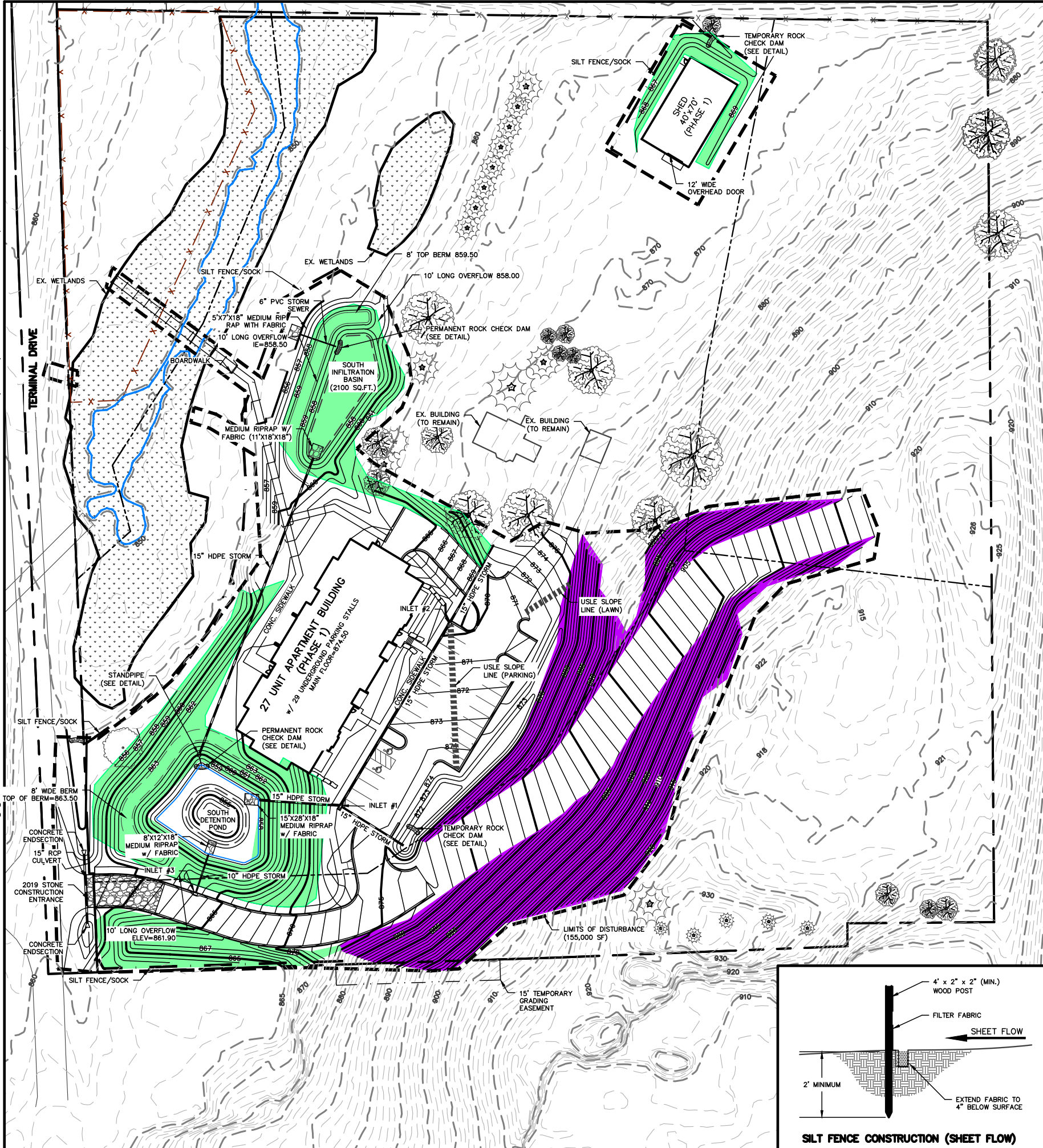
4703 TERMINAL DRIVE
PHASE 1 APARTMENTS SITE PLAN
SHEET: C-3
DATED: MARCH 15, 2019



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EROSION NOTES:

THE STONE CONSTRUCTION ENTRANCE SHALL BE INSTALLED PRIOR TO ANY CONSTRUCTION. THE TRACKING PAD IS TO BE MAINTAINED BY THE CONTRACTOR IN A CONDITION, WHICH WILL PREVENT THE TRACKING OF MUD OR DRY SEDIMENT ONTO THE ADJACENT PUBLIC STREETS. SEDIMENT REACHING THE PUBLIC ROAD SHALL BE REMOVED BY STREET CLEANING (NOT HYDRAULIC FLUSHING) BEFORE THE END OF EACH WORKDAY.

EROSION CONTROL DEVICES SHALL BE INSTALLED PRIOR TO GRADING OPERATIONS AND SHALL BE PROPERLY MAINTAINED FOR MAXIMUM EFFECTIVENESS UNTIL VEGETATION IS ESTABLISHED. ALL EROSION CONTROL MEASURES AND STRUCTURES SERVING THE SITE MUST BE INSPECTED AT LEAST WEEKLY OR WITHIN 24 HOURS OF A 0.5 INCH RAIN EVENT. ALL MAINTENANCE WILL FOLLOW AN INSPECTION WITHIN 24 HOURS.

CUT AND FILL SLOPES SHALL BE NO GREATER THAN 2:1.

EROSION CONTROL IS THE RESPONSIBILITY OF THE CONTRACTOR UNTIL ACCEPTANCE OF THIS PROJECT. EROSION CONTROL MEASURES AS SHOWN SHALL BE THE MINIMUM PRECAUTIONS THAT WILL BE ALLOWED. THE CONTRACTOR SHALL BE RESPONSIBLE FOR RECONSTRUCTING AND CORRECTING ALL EROSION CONTROL PROBLEMS THAT ARE A RESULT OF CONSTRUCTION ACTIVITIES. ADDITIONAL EROSION CONTROL MEASURES, AS REQUESTED IN WRITING BY THE STATE OR LOCAL INSPECTORS, OR THE DEVELOPER'S ENGINEER, SHALL BE INSTALLED WITHIN 24 HOURS.

TIME SCHEDULE:

PHASE 1

JULY 15 - 30, 2019 REMOVE EXISTING BUILDINGS, CLEAR UNDERBRUSH, REMOVE TREES AS DICTATED BY THE ENGINEER, AND BURN MATERIALS IN VILLAGE APPROVED BURN AREAS.

AUGUST 1 - 3, 2019 CONSTRUCT SOUTH DETENTION POND AND ROUGH GRADE SOUTH INFILTRATION BASIN, RESTORE DISTURBED AREAS AND SIDE SLOPES OF PONDS.

AUGUST 4 - 15, 2019 GRADE REMAINDER OF PHASE 1 CONSTRUCTION SITE AND RESTORE DISTURBED AREAS.

AUGUST 16 - SEPTEMBER 15, 2019 INSTALL SANITARY SEWER, WATER MAIN, AND STORM SEWER.

SEPTEMBER 1, 2019 - MAY 14, 2020 CONSTRUCT APARTMENT BUILDING.

APRIL 1 - MAY 14, 2020 CONSTRUCT PARKING LOT, DRIVE AISLES, AND SIDEWALKS AND RESTORE REMAINING DISTURBED AREAS.

MAY 1 - 14, 2020 INSTALL LANDSCAPING.
IN INFILTRATION BASIN, REMOVE ACCUMULATED SEDIMENT, ADD 4" COMPOST AND SAND MIXTURE TO BOTTOM SURFACE, AND SEED THE BOTTOM OF THE BASIN.

RESTORATION NOTES:

ALL PERVIOUS DISTURBED AREAS SHALL RECEIVE A MINIMUM OF SIX (6) INCHES OF TOPSOIL, SEED AND MULCH. ALL PERVIOUS DISTURBED AREAS SHALL RECEIVE FERTILIZER EXCEPT NATIVE PLANTING AREAS. RESTORATION WILL OCCUR AS SOON AFTER THE DISTURBANCE AS PRACTICAL. WET DETENTION NATIVE SEED MIXTURES SHALL BE USED FOR THE BOTTOM OF THE INFILTRATION BASINS. SEED MIXTURE 40 SHALL BE USED ON ALL OTHER DISTURBED AREAS EXCEPT SLOPES GREATER THAN 3:1. SLOPES GREATER THAN 3:1 SHALL BE RESTORED WITH A CAREFREE FINE FESCUE SEED MIXTURE. MIXTURES SHALL BE IN ACCORDANCE WITH SECTION 630 OF D.O.T. SPECIFICATIONS. AN EQUAL AMOUNT OF ANNUAL RYEGRASS SHALL BE ADDED TO THE MIX.

SEED MIXTURES SHALL BE APPLIED AT THE RATE OF FOUR (4) POUNDS PER 1,000 SQUARE FEET. FERTILIZER SHALL BE APPLIED AT THE RATE OF FOUR (4) POUNDS PER 1,000 SQUARE FEET. MULCH SHALL CONSIST OF HAY OR STRAW APPLIED AT THE RATE OF 2 TONS PER ACRE.

FERTILIZER SHALL MEET THE MINIMUM REQUIREMENTS THAT FOLLOW: NITROGEN, NOT LESS THAN 16%; PHOSPHORIC ACID, NOT LESS THAN 8%; POTASH, NOT LESS THAN 8%.

OWNER:
ROBERT ANDERSON AND CAROLYN SIMPSON
4703 TERMINAL DRIVE
MCFARLAND, WJ 53558

ENGINEER:
QUAM ENGINEERING, LLC
ATTN: RYAN QUAM
4604 SIGELKOW ROAD, SUITE A
MCFARLAND, WJ 53558

36" RCP STAND PIPE
W/ TRASH RACK OR EQUAL
RIM=860.00; IE=857.50

4" PIPE
IE=857.50

100-YEAR WATER ELEV.=862.48

PERMANENT POOL EL=857.50

8' 10"

10:1

856.70

852.50

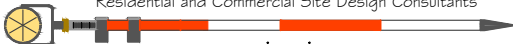
HDPE STORM SEWER
ND & COMPOST MIXTURE
PER DNR TECHNICAL STANDARD
ATIVE SANDY SOILS

WET DETENTION BASIN CONSTRUCTION SHALL CONFORM TO WISCONSIN DNR TECHNICAL STANDARD #1001

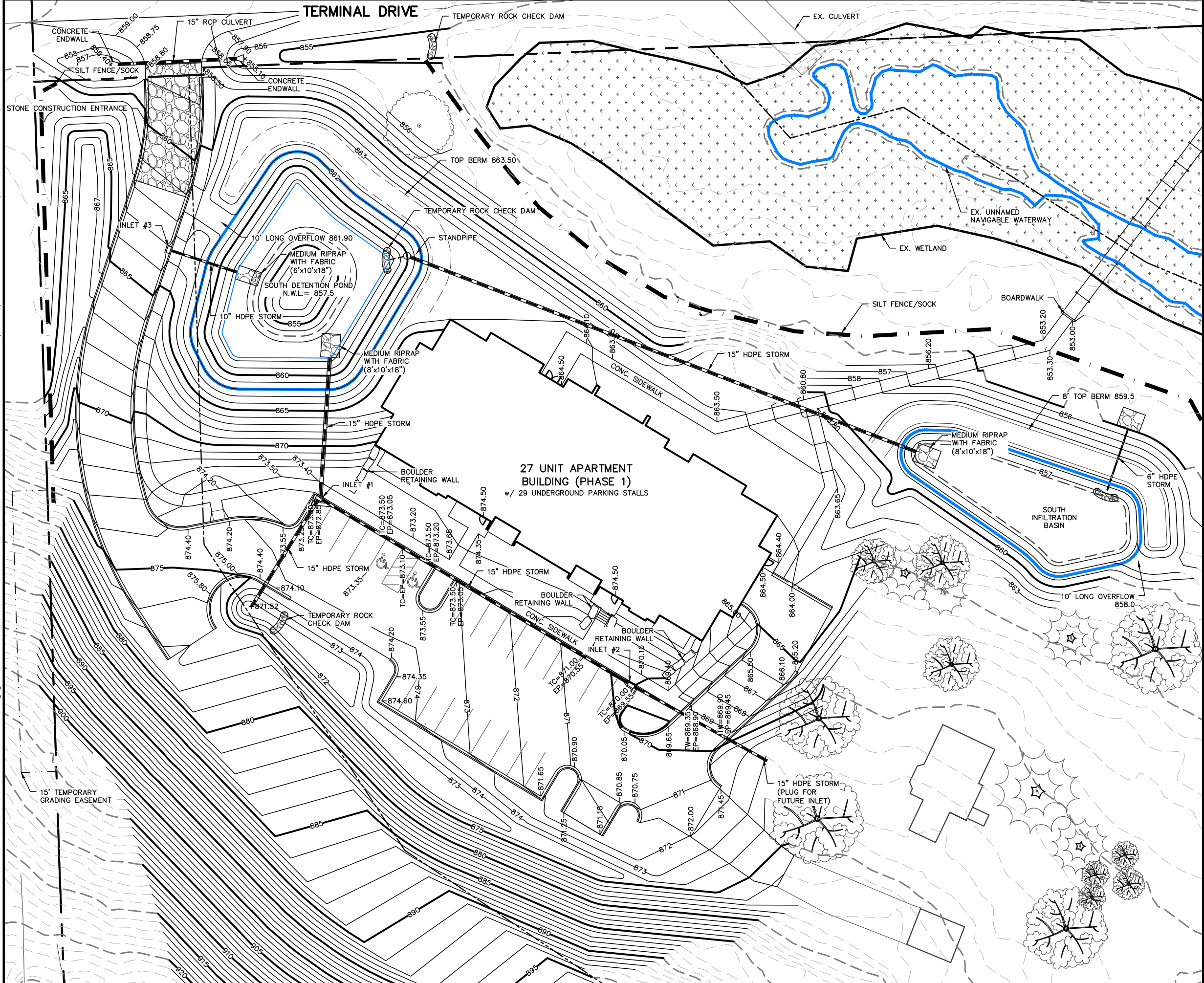
WET POND/ SOUTH INFILTRATION BASIN CROSS SECTION

4703 TERMINAL DRIVE
PHASE 1 GRADING AND EROSION CONTROL PLAN
 C-4.1
 DATED: MARCH 15, 2019

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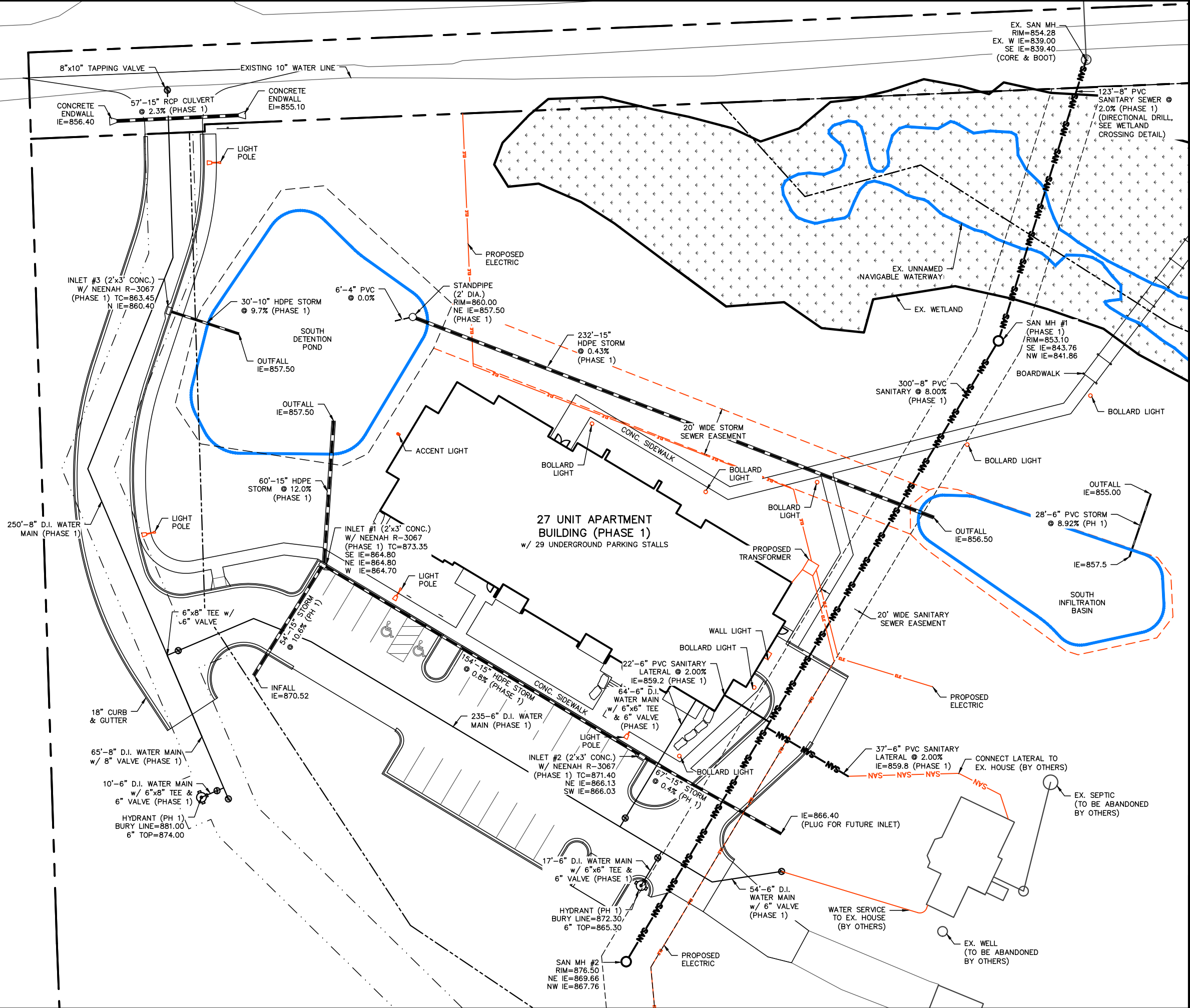


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4703 TERMINAL DRIVE
APARTMENTS GRADING AND EROSION CONTROL PLAN
C-4.2
DATED: MARCH 15, 2019

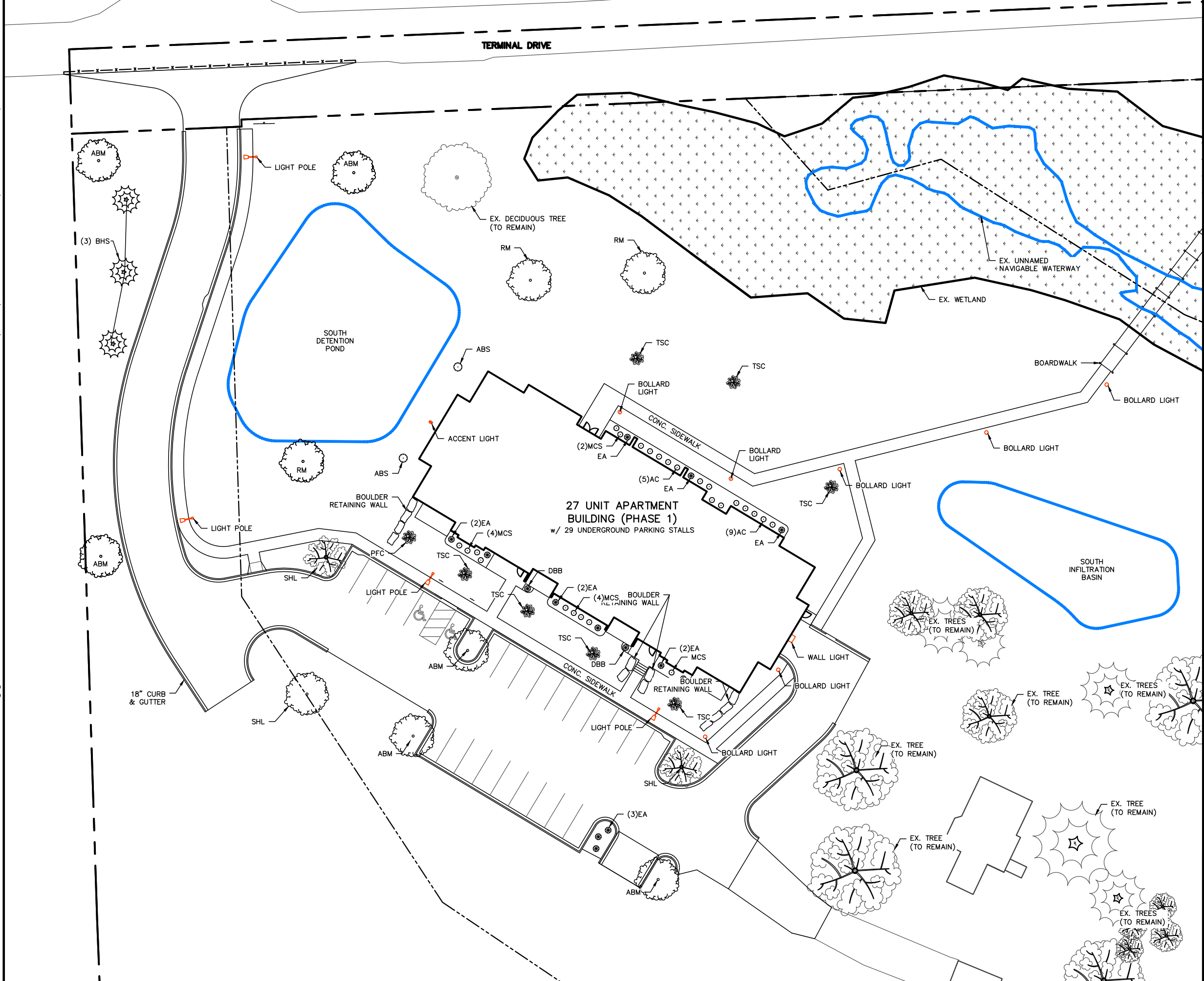
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4703 TERMINAL DRIVE
PHASE 1 APARTMENTS UTILITY PLAN
C-5
DATED: MARCH 15, 2019



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APARTMENT BUILDING PHASE 1 LANDSCAPE PLANT LIST						
KEY	QUANTITY	SIZE	COMMON NAME	ROOT	UNIT POINTS	TOTAL POINTS
	9		Large Deciduous Trees		40	360
ABM	6	2"	Autumn Blaze Maple	BB		
RM	3	2"	Red Maple	BB		
	3		Medium Deciduous Trees		25	75
SHL	3	1 1/2"	Skyline Honey Locust	BB		
	14		Small Deciduous Trees		15	210
PFC	1	1 1/2"	Prairie Fire Crab	BB		
TSC	7	1 1/2"	Tina Sergeant Crab	BB		
	3		Medium Evergreen Trees		20	60
BHS	3	4'	Black Hill Spruce	BB		
	2		Tall Deciduous Shrubs		5	10
ABS	2	5'	Autumn Brilliance Serviceberry	BB		
	2		Medium Deciduous Shrubs		3	6
DBB	2	24"	Dwarf Burning Bush	Pot		
	29		Low Deciduous Shrubs		1	29
MCS	15	18"	Magic Carpet Spirea			
AC	14	18"	Alpine Currant			
	12		Medium Evergreen Shrub		5	60
EA	12	4'	Emerald Arborvitae	BB		
Total Landscape Points Provided						810
Phase 1 Apartments Points Required						

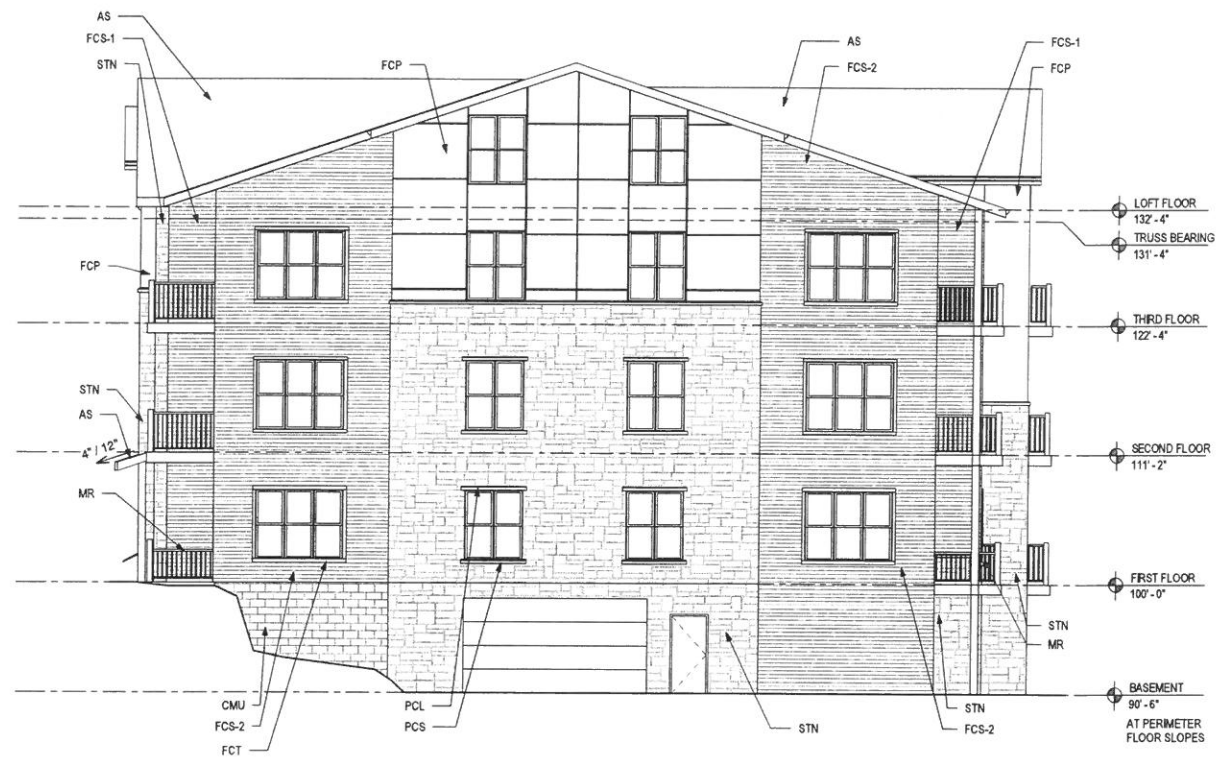
	Quantities	Points Required
Lineal Feet of building foundation	566	226
Square Feet of gross floor area of building footprints	22617	226
Square Feet of Paved area	16909	135
Total Points Required		588

(Ord. No. 2011-06, S1, 5-23-2011)
1. 40 points per 100 lineal feet of building foundation
2. 10 points per 1000 square feet of gross floor area of building footprints
3. 80 points per 10,000 square feet of paved area



4703 TERMINAL DRIVE
PHASE 1 APARTMENTS LANDSCAPE AND LIGHTING PLAN
C-6
DATED: MARCH 15, 2019

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1 NORTH ELEVATION
1/8" = 1'-0" ON 22x34 HALF SCALE ON 11x17



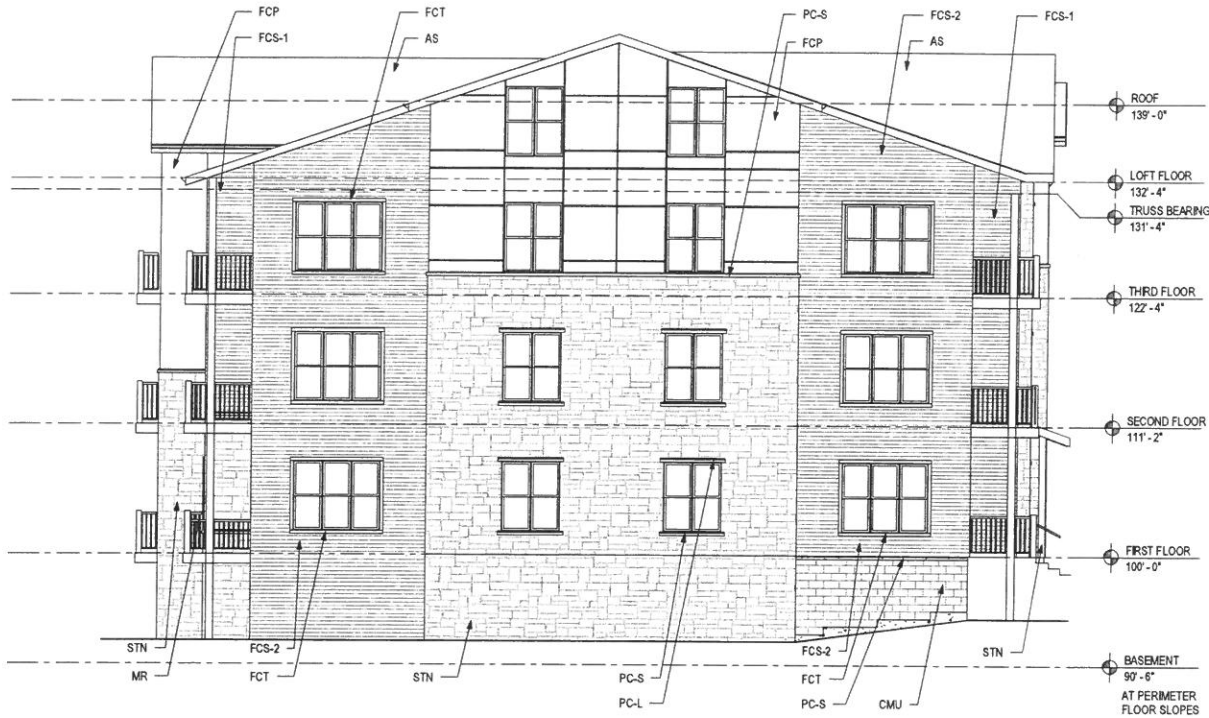
2 WEST ELEVATION
1/8" = 1'-0" ON 22x34 HALF SCALE ON 11x17

EXTERIOR ELEVATIONS GENERAL NOTES AND LEGEND		
LEGEND		
FCS-1	FIBER CEMENT SIDING	SW 6102 - PORTABELLO
FCS-2	FIBER CEMENT SIDING	SW 2803 - TERRA COTTA
FCP	FIBER CEMENT PANELS	JH - IRON GRAY
TRIM	VERTICAL REVEAL TRIM	TAMLYN - PAINTED TO MATCH SIDING
FCT	FIBER CEMENT TRIM	COLOR TO MATCH SOFFIT AND FASCIA
		1X4 @ WINDOWS, TYP.
		1X10 @ BAND BOARD
		1X12 @ FRIEZE BOARD
STN	STONE VENEER	CYPRESS DRY STACK DUTCH QUALITY STONE
		WATER TABLE SILL - COLOR "BROWN"
		DUTCH QUALITY STONE
CMU	SPLIT-FACE CMU	PROVIDE SILL @ WINDOW BASE, HEAD AND TOP OF STONE
		COUNTY MATERIALS 01-034A CLIFF GRAY
PCS	PRE CAST SILL	
PCL	PRE CAST LINTEL	
PMF	PREFINISHED METAL FASCIA - MUSKET (ROLLEX)	
MR	METAL RAILING SYSTEM	
GENERAL NOTES		
A. NOT ALL MASONRY PENETRATIONS SHOWN, COORDINATE WITH MEP CONTRACTORS.		
B. REFER TO WINDOW TYPE SHEET A6.2 FOR ALL WINDOW INFORMATION.		
C. CONTROL JOINTS CONTINUOUS FROM TOP OF FOUNDATION TO TOP OF WALL.		

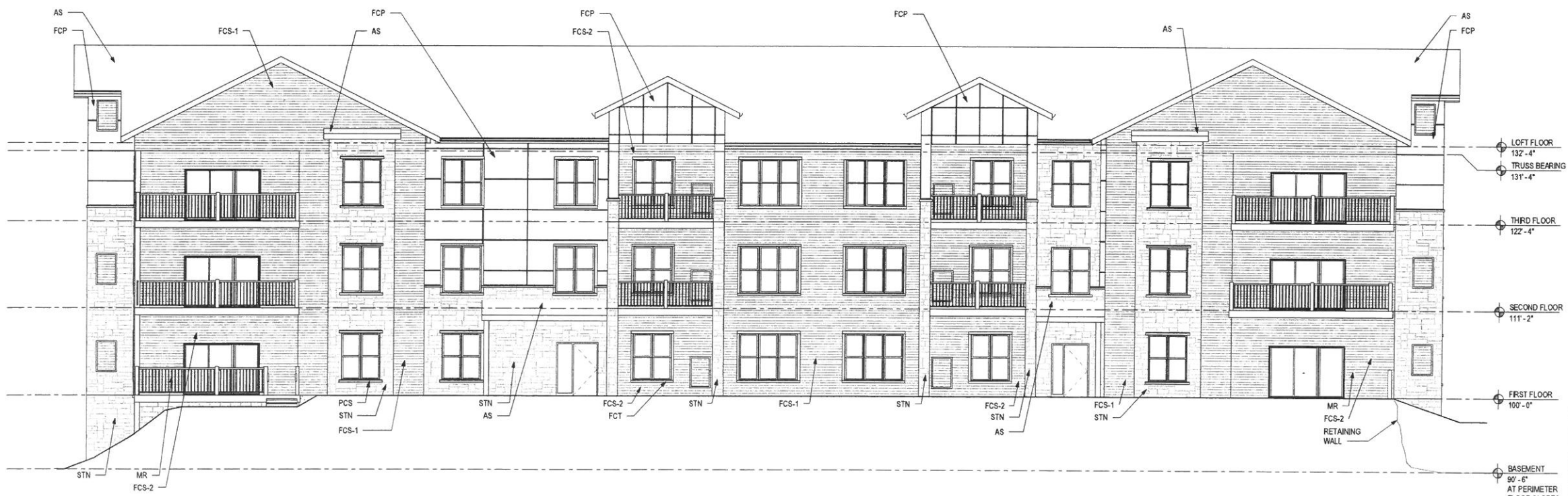
4703 TERMINAL DRIVE MULTIFAMILY - 1
EXTERIOR ELEVATIONS
PAGE: A2.1
DATE: FEB. 11, 2019

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2 SOUTH ELEVATION
1/8" = 1'-0" ON 22x34 HALF SCALE ON 11x17



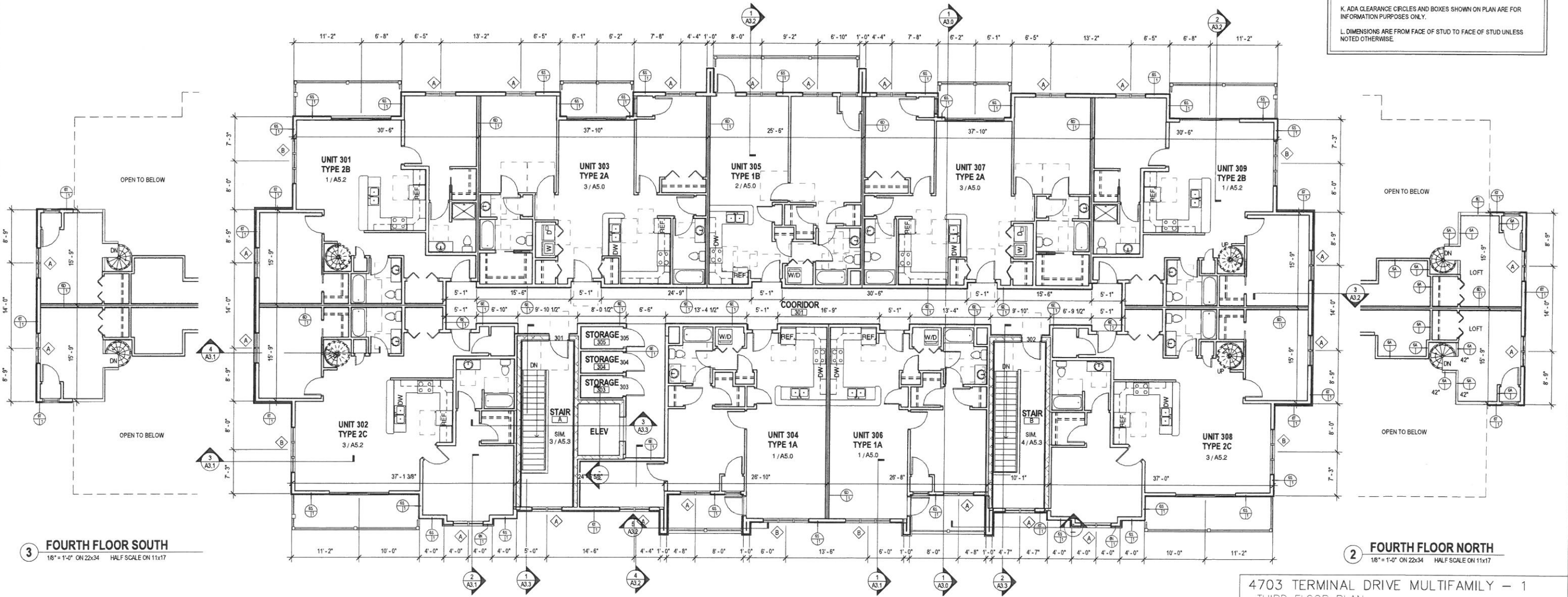
1 EAST ELEVATION
1/8" = 1'-0" ON 22x34 HALF SCALE ON 11x17

EXTERIOR ELEVATIONS GENERAL
NOTES AND LEGEND

LEGEND	
FCS-1	FIBER CEMENT SIDING
FCS-2	FIBER CEMENT SIDING
FCP	FIBER CEMENT PANELS
TRIM	VERTICAL REVEAL TRIM
FCT	FIBER CEMENT TRIM
STN	STONE VENEER
CMU	SPLIT-FACE CMU
PCS	PRE CAST SILL
PCL	PRE CAST LINTEL
PMF	PREFINISHED METAL FASCIA - MUSKET (ROLLEX)
MR	METAL RAILING SYSTEM
GENERAL NOTES	
A. NOT ALL MASONRY PENETRATIONS SHOWN, COORDINATE WITH MEP CONTRACTORS.	
B. REFER TO WINDOW TYPE SHEET A6.2 FOR ALL WINDOW INFORMATION.	
C. CONTROL JOINTS CONTINUOUS FROM TOP OF FOUNDATION TO TOP OF WALL.	

4703 TERMINAL DRIVE MULTIFAMILY - 1
EXTERIOR ELEVATIONS
DATE: 12.0
DATE: FEB. 11, 2019
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3 FOURTH FLOOR SOUTH
1/8" = 1'-0" ON 22x34 HALF SCALE ON 11x17



1 THIRD FLOOR PLAN
1/8" = 1'-0" ON 22x34 HALF SCALE ON 11x17

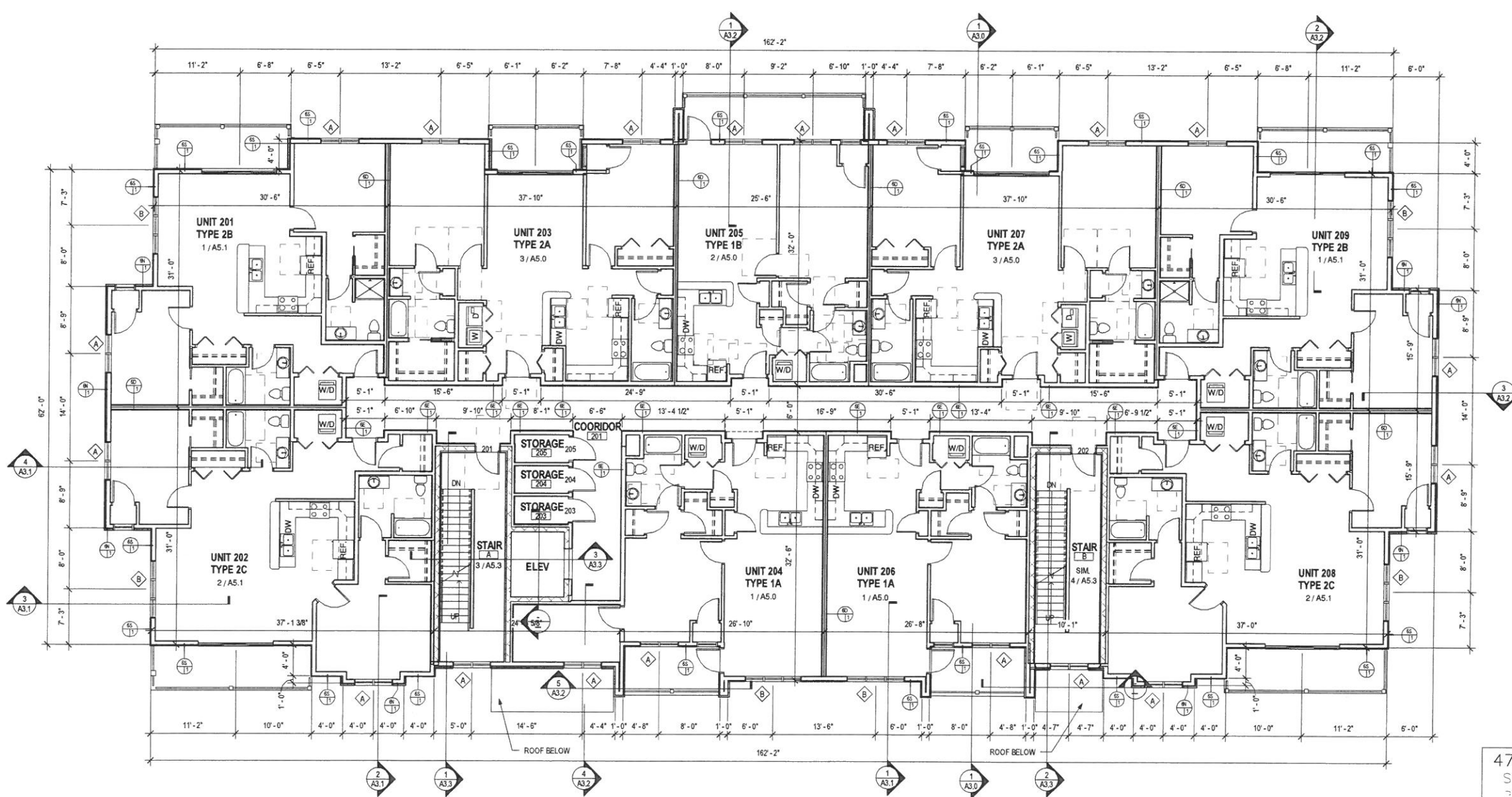
FLOOR PLAN GENERAL NOTES

- SEE SHEET A5.0-5.3 FOR LARGE SCALE PLANS.
- SEE SHEET A6.2 FOR INTERIOR ELEVATIONS.
- PROVIDE VERTICAL CONTROL JOINTS (CJS) WHERE STRUCTURAL SYSTEMS CHANGE, LOCATIONS THAT ARE PRONE TO CRACKING AND AS REQUIRED BY MANUFACTURER'S INSTALLATION RECOMMENDATIONS.
- VERIFY SIZE AND LOCATIONS OF ALL MECHANICAL OPENINGS. GENERAL CONTRACTOR TO PAINT AND SEAL LOUVER PERIMETER, TYPICAL.
- GENERAL CONTRACTOR TO PROVIDE CONCRETE EQUIPMENT PADS/CURBS AS REQUIRED FOR MECHANICAL/ELECTRICAL EQUIPMENT. VERIFY SIZE/PROFILE/LOCATION WITH PLUMBING/MECHANICAL/ELECTRICAL.
- GENERAL CONTRACTOR TO INSTALL FOAM FILLER AT ALL MASONRY WALL CONTROL/EXPANSION JOINTS AND SEAL BOTH SIDES (WALL REINFORCING TO DISCONTINUE AT JOINTS).
- GENERAL CONTRACTOR TO PROVIDE WOOD BLOCKING BETWEEN WOOD/METAL STUDS AS REQUIRED FOR CASEWORK/HANDRAIL/TOILET ACCESSORIES ETC. MOUNTING.
- PROVIDE VINYL CARPET EDGE AT ALL CARPET TO DISSIMILAR FLOOR MATERIALS UNLESS NOTED OTHERWISE (U.N.O.).
- REFER TO EXTERIOR ELEVATIONS FOR EXTERIOR WALL CONTROL JOINTS.
- VERIFY ALL ACTUAL CHASE DIMENSIONS WITH HVAC CONTRACTOR.
- ADA CLEARANCE CIRCLES AND BOXES SHOWN ON PLAN ARE FOR INFORMATION PURPOSES ONLY.
- DIMENSIONS ARE FROM FACE OF STUD TO FACE OF STUD UNLESS NOTED OTHERWISE.

4703 TERMINAL DRIVE MULTIFAMILY - 1
THIRD FLOOR PLAN
PAGE: A1.3
DATE: FEB. 11, 2019

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1 SECOND FLOOR PLAN
1/8" = 1'-0" ON 22x34 HALF SCALE ON 11x17

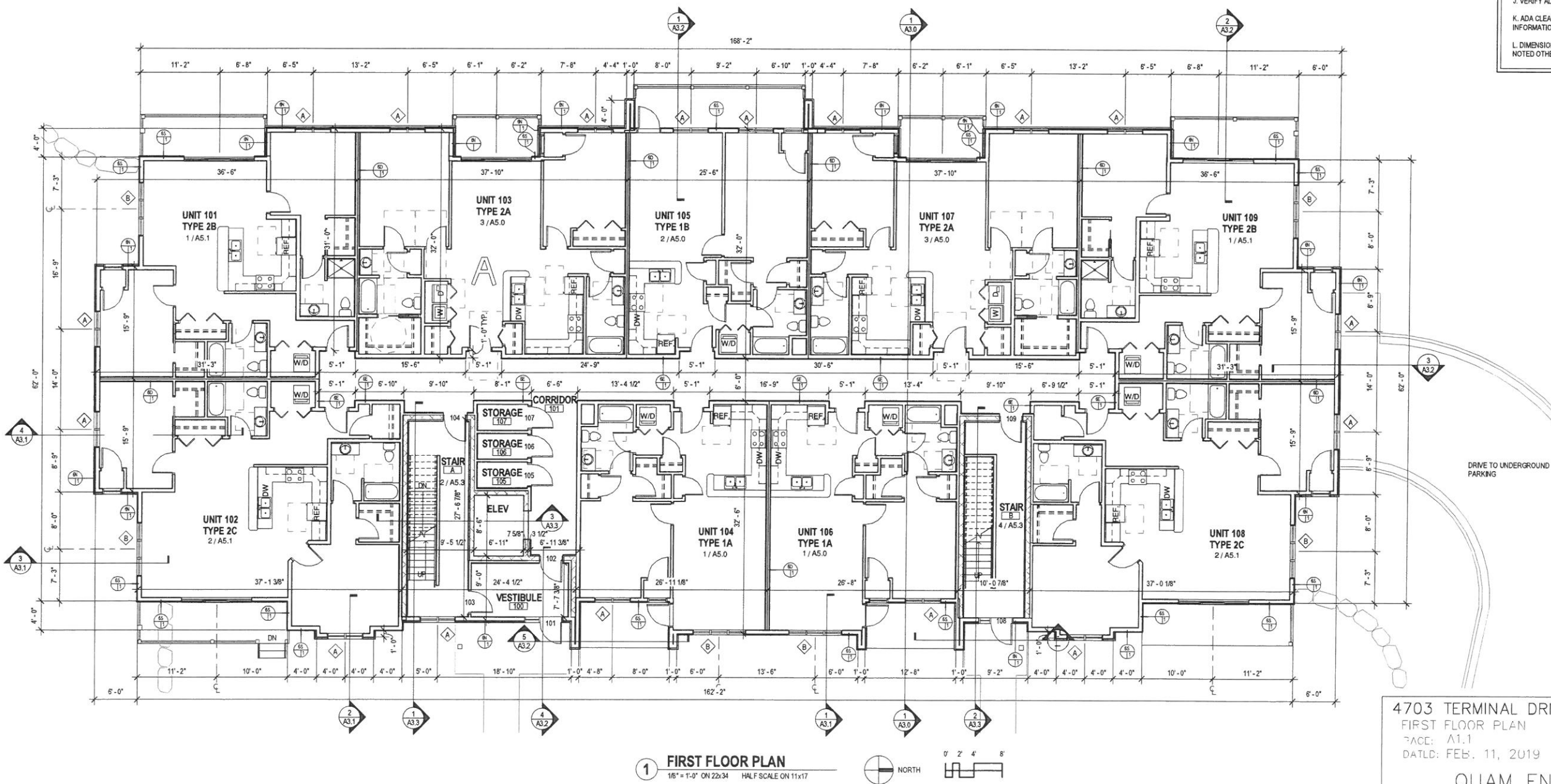
FLOOR PLAN GENERAL NOTES

- A. SEE SHEET A5.0-5.3 FOR LARGE SCALE PLANS.
- B. SEE SHEET A5.2 FOR INTERIOR ELEVATIONS.
- C. PROVIDE VERTICAL CONTROL JOINTS (CJS) WHERE STRUCTURAL SYSTEMS CHANGE, LOCATIONS THAT ARE PRONE TO CRACKING AND AS REQUIRED BY MANUFACTURES INSTALLATION RECOMMENDATIONS.
- D. VERIFY SIZE AND LOCATIONS OF ALL MECHANICAL OPENINGS, GENERAL CONTRACTOR TO PAINT AND SEAL LOUVER PERIMETER, TYPICAL.
- E. GENERAL CONTRACTOR TO PROVIDE CONCRETE EQUIPMENT PADS/CURBS AS REQUIRED FOR MECHANICAL/ELECTRICAL EQUIPMENT, VERIFY SIZE/PROFILE/LOCATION WITH PLUMBING/ELECTRICAL/ELECTRICAL.
- F. GENERAL CONTRACTOR TO INSTALL FOAM FILLER AT ALL MASONRY WALL CONTROL/EXPANSION JOINTS AND SEAL BOTH SIDES (WALL REINFORCING TO DISCONTINUE AT JOINTS).
- G. GENERAL CONTRACTOR TO PROVIDE WOOD BLOCKING BETWEEN WOOD/METAL STUDS AS REQUIRED FOR CASEWORK/HANDRAIL/TOILET ACCESSORIES ETC. MOUNTING.
- H. PROVIDE VINYL CARPET EDGE AT ALL CARPET TO DISSIMILAR FLOOR MATERIALS UNLESS NOTED OTHERWISE (U.N.O.).
- I. REFER TO EXTERIOR ELEVATIONS FOR EXTERIOR WALL CONTROL JOINTS.
- J. VERIFY ALL ACTUAL CHASE DIMENSIONS WITH HVAC CONTRACTOR.
- K. ADA CLEARANCE CIRCLES AND BOXES SHOWN ON PLAN ARE FOR INFORMATION PURPOSES ONLY.
- L. DIMENSIONS ARE FROM FACE OF STUD TO FACE OF STUD UNLESS NOTED OTHERWISE.

4703 TERMINAL DRIVE MULTIFAMILY — 1
SECOND FLOOR PLAN
DATE: FEB. 11, 2019

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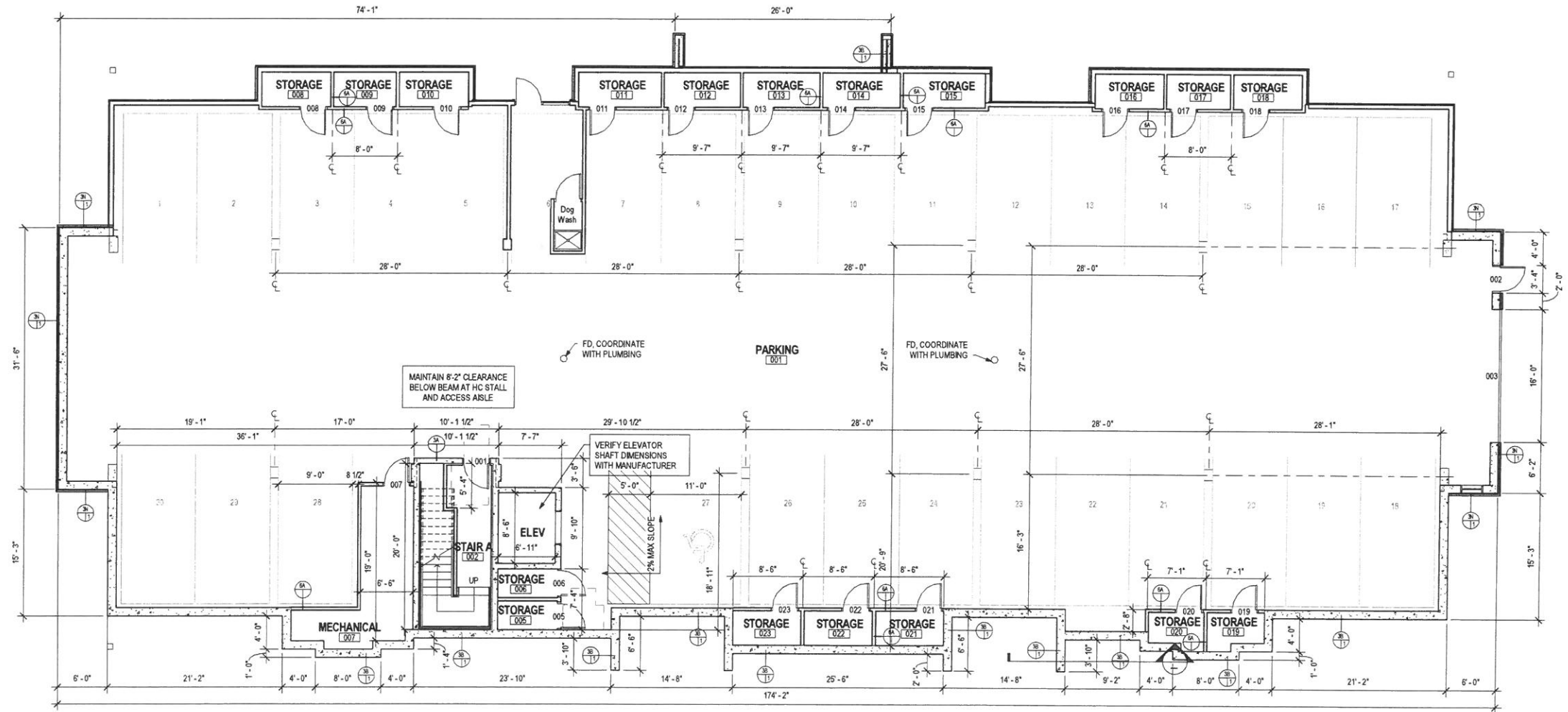


- FLOOR PLAN GENERAL NOTES**
- A. SEE SHEET A5.0-5.3 FOR LARGE SCALE PLANS.
 - B. SEE SHEET A6.2 FOR INTERIOR ELEVATIONS.
 - C. PROVIDE VERTICAL CONTROL JOINTS (C/J'S) WHERE STRUCTURAL SYSTEMS CHANGE, LOCATIONS THAT ARE PRONE TO CRACKING AND AS REQUIRED BY MANUFACTURES INSTALLATION RECOMMENDATIONS.
 - D. VERIFY SIZE AND LOCATIONS OF ALL MECHANICAL OPENINGS, GENERAL CONTRACTOR TO PAINT AND SEAL LOUVER PERIMETER, TYPICAL.
 - E. GENERAL CONTRACTOR TO PROVIDE CONCRETE EQUIPMENT PADS/CURBS AS REQUIRED FOR MECHANICAL/ELECTRICAL EQUIPMENT, VERIFY SIZE/PROFILE/LOCATION WITH PLUMBING/MECHANICAL/ELECTRICAL.
 - F. GENERAL CONTRACTOR TO INSTALL FOAM FILLER AT ALL MASONRY WALL CONTROL/EXPANSION JOINTS AND SEAL BOTH SIDES (WALL REINFORCING TO DISCONTINUE AT JOINTS).
 - G. GENERAL CONTRACTOR TO PROVIDE WOOD BLOCKING BETWEEN WOOD/METAL STUDS AS REQUIRED FOR CASEWORK/HANDRAIL/TOILET ACCESSORIES ETC. MOUNTING.
 - H. PROVIDE VINYL CARPET EDGE AT ALL CARPET TO DISSIMILAR FLOOR MATERIALS UNLESS NOTED OTHERWISE (U.N.O.).
 - I. REFER TO EXTERIOR ELEVATIONS FOR EXTERIOR WALL CONTROL JOINTS.
 - J. VERIFY ALL ACTUAL CHASE DIMENSIONS WITH HVAC CONTRACTOR.
 - K. ADA CLEARANCE CIRCLES AND BOXES SHOWN ON PLAN ARE FOR INFORMATION PURPOSES ONLY.
 - L. DIMENSIONS ARE FROM FACE OF STUD TO FACE OF STUD UNLESS NOTED OTHERWISE.

4703 TERMINAL DRIVE MULTIFAMILY — 1
FIRST FLOOR PLAN
DATE: A1.1
DATE: FEB. 11, 2019

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- FLOOR PLAN GENERAL NOTES
- A. SEE SHEET A5.0 - 5.3 FOR LARGE SCALE PLANS.

B. SEE SHEET A5.2 FOR INTERIOR ELEVATIONS.

C. PROVIDE VERTICAL CONTROL JOINTS (CJS) WHERE STRUCTURAL SYSTEMS CHANGE, LOCATIONS THAT ARE PRONE TO CRACKING AND AS REQUIRED BY MANUFACTURES INSTALLATION RECOMMENDATIONS.

D. VERIFY SIZE AND LOCATIONS OF ALL MECHANICAL OPENINGS. GENERAL CONTRACTOR TO PAINT AND SEAL LOUVER PERIMETER, TYPICAL.

E. GENERAL CONTRACTOR TO PROVIDE CONCRETE EQUIPMENT PADS/CURBS AS REQUIRED FOR MECHANICAL/ELECTRICAL EQUIPMENT. VERIFY SIZE/PROFILE/LOCATION WITH PLUMBING/MECHANICAL/ELECTRICAL.

F. GENERAL CONTRACTOR TO INSTALL FOAM FILLER AT ALL MASONRY WALL CONTROL/EXPANSION JOINTS AND SEAL BOTH SIDES (WALL REINFORCING TO DISCONTINUE AT JOINTS).

G. GENERAL CONTRACTOR TO PROVIDE WOOD BLOCKING BETWEEN WOOD/METAL STUDS AS REQUIRED FOR CASEWORK/HANDRAIL/TOILET ACCESSORIES ETC. MOUNTING.

H. PROVIDE VINYL CARPET EDGE AT ALL CARPET TO DISSIMILAR FLOOR MATERIALS UNLESS NOTED OTHERWISE (J.N.O.).

I. REFER TO EXTERIOR ELEVATIONS FOR EXTERIOR WALL CONTROL JOINTS.

J. VERIFY ALL ACTUAL CHASE DIMENSIONS WITH HVAC CONTRACTOR.

K. ADA CLEARANCE CIRCLES AND BOXES SHOWN ON PLAN ARE FOR INFORMATION PURPOSES ONLY.

L. DIMENSIONS ARE FROM FACE OF STUD TO FACE OF STUD UNLESS NOTED OTHERWISE.

1 BASEMENT PLAN

1/8" = 1'-0" ON 22x34 HALF SCALE ON 11x17

NORTH

0 2 4 8

4703 TERMINAL DRIVE MULTIFAMILY - 1

BASEMENT FLOOR PLAN

DATE: A1.0

DATLD: FEB. 11, 2019

QUAM ENGINEERING, LLC

Residential and Commercial Site Design Consultants

www.quamengineering.com

4604 Siggelkow Road, Suite A - McFarland, Wisconsin 53558

Phone (608) 838-7750; Fax (608) 838-7752

March 4, 2019

Ms. Pauline Boness
Director of Community Development
Village of McFarland
5915 Milwaukee Street
P.O. Box 110
McFarland, WI 53558

Subject: Revised Plan Review for 4703 Terminal Drive Redevelopment; Village of McFarland

Dear Pauline:

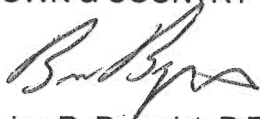
We have received the updated drawings for the proposed redevelopment at 4703 Terminal Drive dated March 15, 2019, and completed our review relative to the previous comments and other discussions with Village officials and staff. We recommend approval of the plans, conditioned upon the following items:

- The grading is proposed to occur in three distinct phases. Given the size of this site and potential for multiple interim and future owners, we recommend that erosion control approval be confined to just the initial, and that separate erosion control submittals and permit applications be submitted for future respective phases.
- The maintenance affidavit for permanent stormwater features is filled in by Ezra Properties LLC, but the current owners of the property are Robert Anderson and Carolyn Simpson. This should be resolved upon execution of the certified survey map.
- We are recommending additional inlets along the entrance road to ensure runoff is adequately collected and sent to the ponds. This can be discussed further with the site engineer.
- The fire department has requested a 26-foot wide roadway to the back of the properties. It is not currently labelled on the plan, but scaling appears to provide a width of approximately 22 feet. Therefore, a wider driveway will be required.
- The developer has provided the requested grading easement for the southern neighbor of the property. This should be signed and filed with the Village before beginning work.

Please feel free to contact us with any questions regarding this review.

Enclosed with this letter, please also find a \$750 check (#2504) that was included with the submitted plan.

Very truly yours,
TOWN & COUNTRY ENGINEERING, INC.



Brian R. Berquist, P.E.
President

cc: Mr. Matthew Schuenke, Administrator, Village of McFarland (5915 Milwaukee Street,
P.O. Box 110, McFarland, WI 53558)

Mr. Jim Hessling, Director of Public Works, Village of McFarland (5915 Milwaukee
Street, P.O. Box 110, McFarland, WI 53558)

Mr. Ryan Quam, P.E., Quam Engineering, LLC (4604 Siggelkow Road, Suite A,
McFarland, WI 53558)

BRB:sai

J:\JOB#S\McFarland\MC-152-M6 4703 Terminal Drive Development Review\Admin\Review Ltr. (2).docx



PLAN COMMISSION SUMMARY SHEET

MEETING DATE: Monday, April 8, 2019

SECTION: Business

DEPARTMENT: Community Development

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

AGENDA ITEM: Discussion and action regarding a Certified Survey Map (CSM) for the property located at 4703 Terminal Drive.

PREVIOUS ACTION:

The Plan Commission reviewed the CSM at their meeting on March 18th and recommended approval.

ISSUE SUMMARY:

Developer wishes to subdivide the 10.5 acre parcel into 4 lots. Building to be razed have been identified, as well as easement for the sewer, water, stormwater and access. Right of way will also be dedicated to the Village on Terminal Drive in tune with this plan. The lot split is aligned with the proposed phasing of the project.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval as presented.

ATTACHMENTS:

1. 4703 Terminal Drive CSM

PRELIMINARY

CERTIFIED SURVEY MAP #

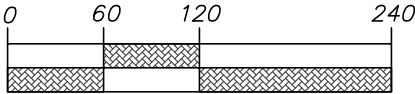
PART OF OUTLOT 1, ASSESSOR'S PLAT No. 4, TOWN OF BLOOMING GROVE IN THE SOUTHEAST 1/4 AND THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4, AND PART OF THE NORTH 1/2 OF THE NORTHWEST 1/4, OF SECTION 34, TOWNSHIP 7 NORTH, RANGE 10 EAST, IN THE VILLAGE OF McFARLAND, COUNTY OF DANE, STATE OF WISCONSIN.

LABEL	WIDTH	EASEMENT	DOCUMENT No.	RECORDED
E1	10'	R-O-W GRANT - UE	1976747	11/10/1986

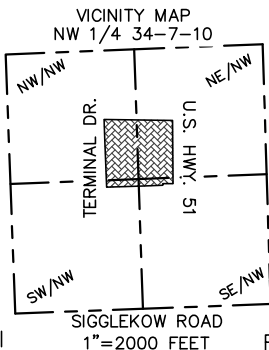
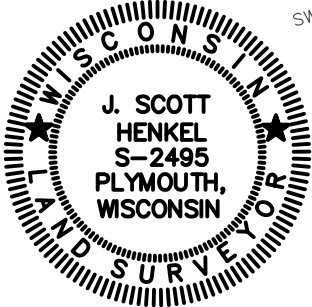
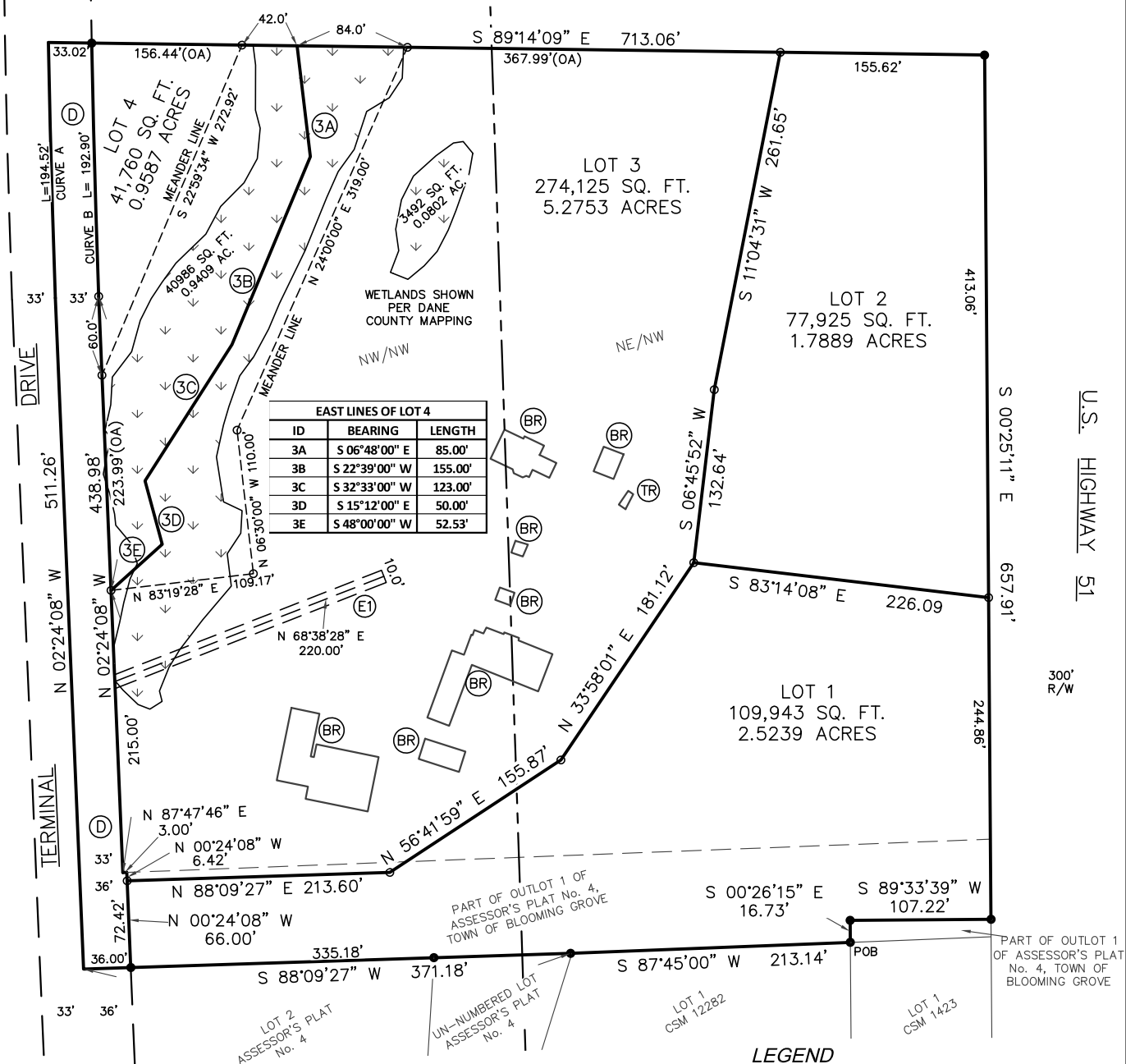
UNPLATTED LANDS

BEARINGS ARE REFERENCED TO THE WISCONSIN COUNTY COORDINATE SYSTEM, DANE COUNTY. THE NORTH LINE OF CSM 12282 BEARS SOUTH 87°45'00" WEST.

SCALE



CURVE	LENGTH	RADIUS	CHD BEARING	CHD LENGTH
A	194.52'	11459.16'	N 01°34'20" W	194.52'
B	192.90'	11426.16'	N 01°34'30" W	192.89'



- LEGEND**
- 1" IRON PIPE FOUND
 - 3/4" x 18" REBAR WEIGHING 1.13 LBS/FOOT SET.
 - (OA) OVERALL LENGTH
 - ⓓ DEDICATED TO THE PUBLIC FOR ROAD PURPOSES. 23,483 SQ. FT. // 0.5391 ACRES
 - ⓑR BUILDING TO BE RAZED.
 - ⓓR UNDERGROUND TANK TO BE REMOVED.

QUAM ENGINEERING, LLC

122 WISCONSIN ST., WEST BEND WI, 53095
262-338-6641 www.quamengineering.com
Project # RQ-05-17 Date: 12/26/18

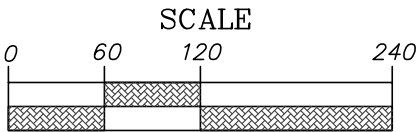
Surveyed by Matt Hoglund
Mapped by J. Scott Henkel

Rev. 2/11/19

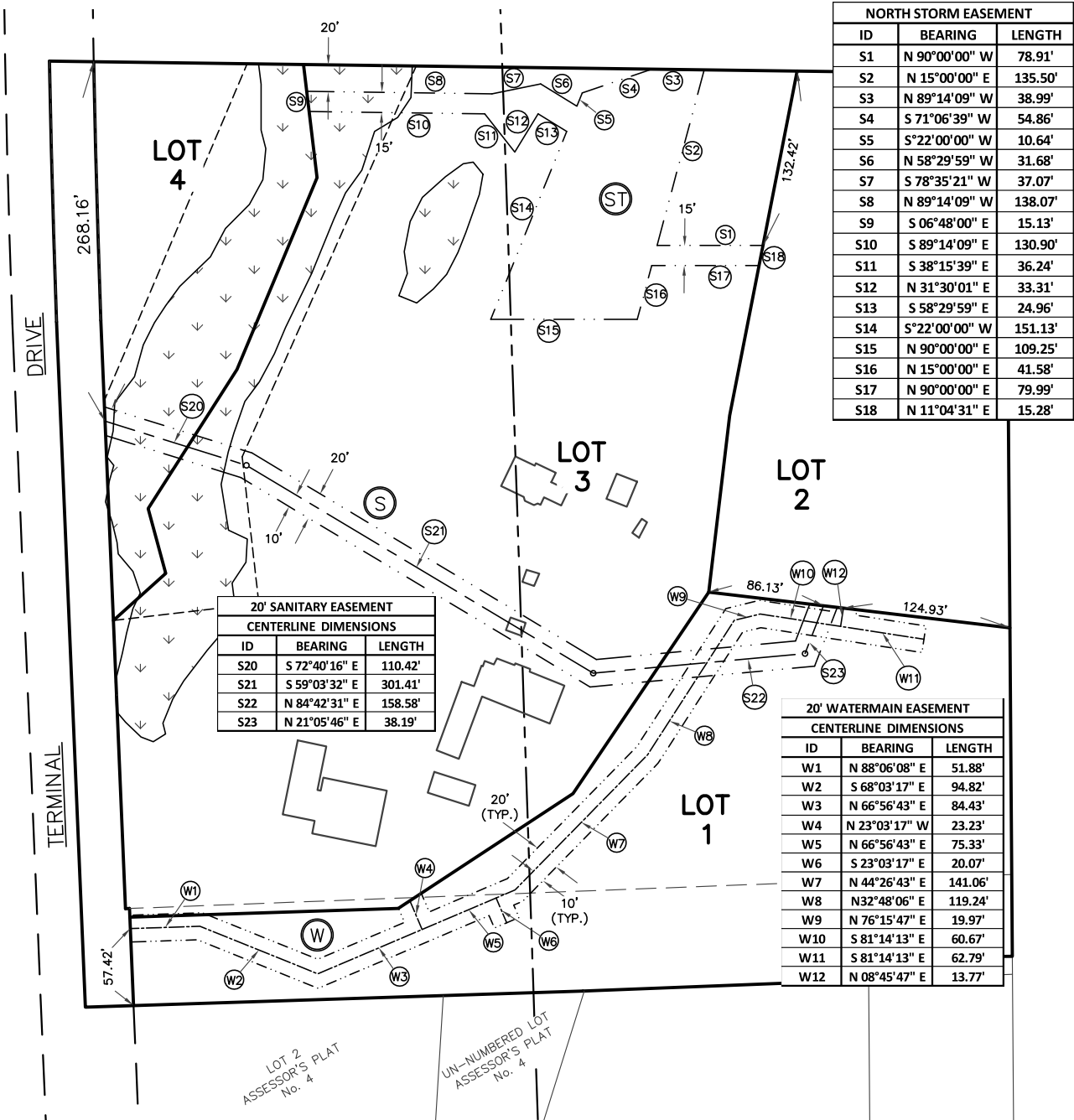
PRELIMINARY

CERTIFIED SURVEY MAP # _____

PART OF OUTLOT 1, ASSESSOR'S PLAT No. 4, TOWN OF BLOOMING GROVE IN THE SOUTHEAST 1/4 AND THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4, AND PART OF THE NORTH 1/2 OF THE NORTHWEST 1/4, OF SECTION 34, TOWNSHIP 7 NORTH, RANGE 10 EAST, IN THE VILLAGE OF McFARLAND, COUNTY OF DANE, STATE OF WISCONSIN.



UNPLATTED LANDS



NORTH STORM EASEMENT		
ID	BEARING	LENGTH
S1	N 90°00'00" W	78.91'
S2	N 15°00'00" E	135.50'
S3	N 89°14'09" W	38.99'
S4	S 71°06'39" W	54.86'
S5	S°22'00'00" W	10.64'
S6	N 58°29'59" W	31.68'
S7	S 78°35'21" W	37.07'
S8	N 89°14'09" W	138.07'
S9	S 06°48'00" E	15.13'
S10	S 89°14'09" E	130.90'
S11	S 38°15'39" E	36.24'
S12	N 31°30'01" E	33.31'
S13	S 58°29'59" E	24.96'
S14	S°22'00'00" W	151.13'
S15	N 90°00'00" E	109.25'
S16	N 15°00'00" E	41.58'
S17	N 90°00'00" E	79.99'
S18	N 11°04'31" E	15.28'

20' SANITARY EASEMENT		
CENTERLINE DIMENSIONS		
ID	BEARING	LENGTH
S20	S 72°40'16" E	110.42'
S21	S 59°03'32" E	301.41'
S22	N 84°42'31" E	158.58'
S23	N 21°05'46" E	38.19'

20' WATERMAIN EASEMENT		
CENTERLINE DIMENSIONS		
ID	BEARING	LENGTH
W1	N 88°06'08" E	51.88'
W2	S 68°03'17" E	94.82'
W3	N 66°56'43" E	84.43'
W4	N 23°03'17" W	23.23'
W5	N 66°56'43" E	75.33'
W6	S 23°03'17" E	20.07'
W7	N 44°26'43" E	141.06'
W8	N 32°48'06" E	119.24'
W9	N 76°15'47" E	19.97'
W10	S 81°14'13" E	60.67'
W11	S 81°14'13" E	62.79'
W12	N 08°45'47" E	13.77'



20' WIDE NON-EXCLUSIVE PRIVATE EASEMENT FOR WATERMAIN PURPOSES BENEFITTING LOTS 1, 2, AND 3 HEREOF.



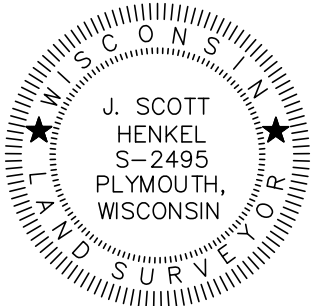
20' WIDE NON-EXCLUSIVE PRIVATE EASEMENT FOR SANITARY SEWER PURPOSES BENEFITTING LOTS 1, 2, AND 3 HEREOF.



VARIABLE WIDTH NON-EXCLUSIVE PRIVATE EASEMENT FOR STORMWATER MANAGEMENT PURPOSES BENEFITTING LOT 2 HEREOF.

QUAM ENGINEERING, LLC

122 WISCONSIN ST., WEST BEND WI, 53095
262-338-6641 www.quamengineering.com
Project # RQ-05-17 Date: 12/26/18

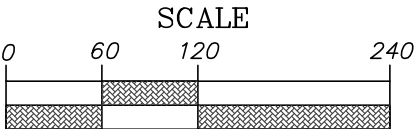


Surveyed by Matt Hoglund
Mapped by J. Scott Henkel

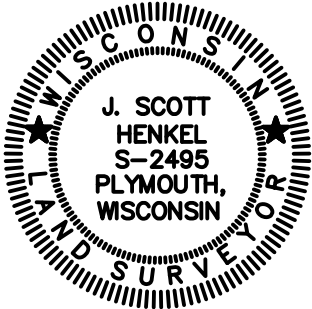
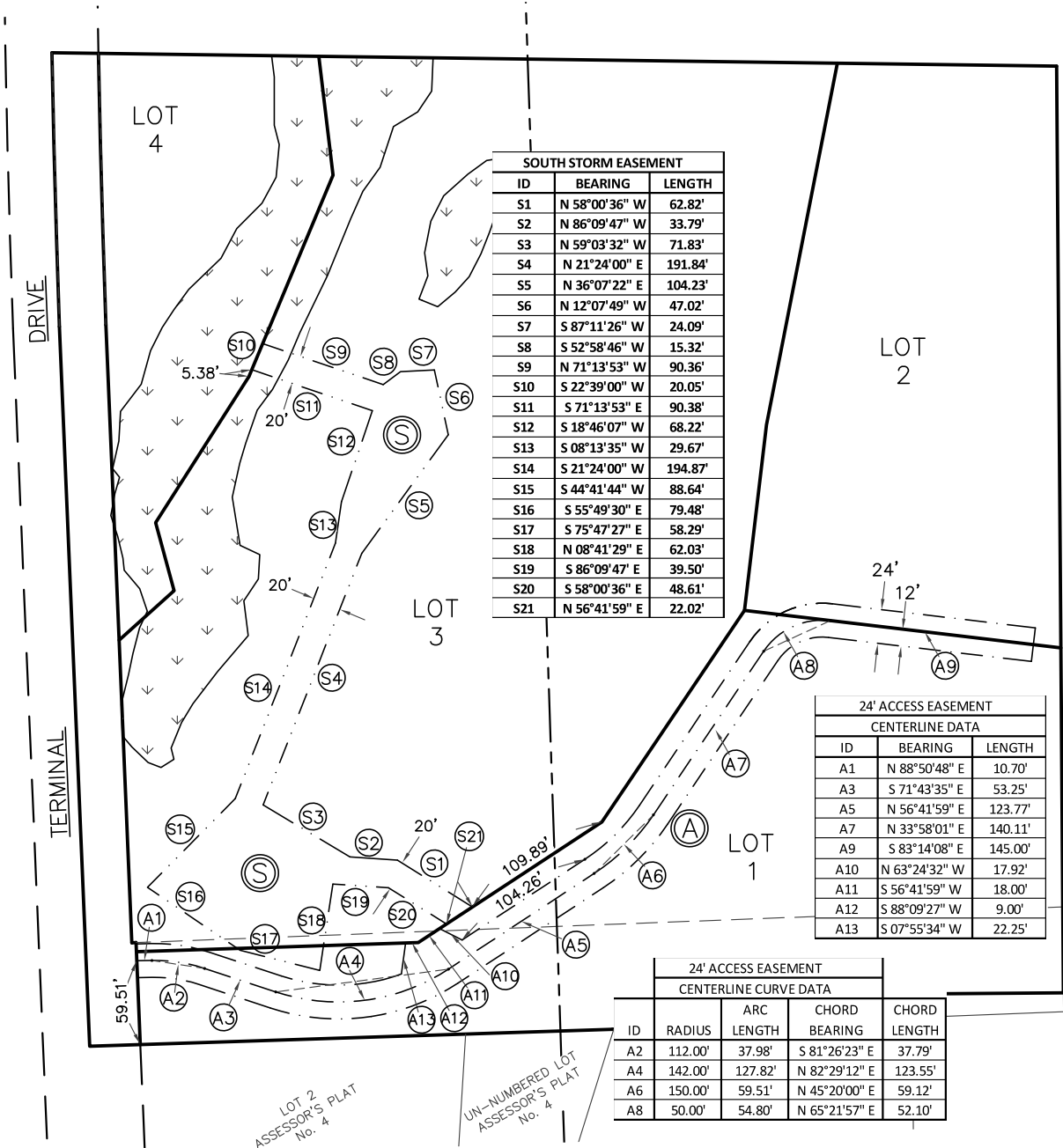
Rev. 3/13/19

CERTIFIED SURVEY MAP #

PART OF OUTLOT 1, ASSESSOR'S PLAT No. 4, TOWN OF BLOOMING GROVE IN THE SOUTHEAST 1/4 AND THE SOUTHWEST 1/4 OF THE NORTHWEST 1/4, AND PART OF THE NORTH 1/2 OF THE NORTHWEST 1/4, OF SECTION 34, TOWNSHIP 7 NORTH, RANGE 10 EAST, IN THE VILLAGE OF McFARLAND, COUNTY OF DANE, STATE OF WISCONSIN.



UNPLATTED LANDS



- (A) 24' WIDE NON-EXCLUSIVE PRIVATE EASEMENT FOR INGRESS AND EGRESS PURPOSES BENEFITTING LOTS 1, 2, AND 3 HEREOF.
- (S) VARIABLE WIDTH NON-EXCLUSIVE PRIVATE EASEMENT FOR STORMWATER MANAGEMENT PURPOSES BENEFITTING LOT 1 HEREOF.

QUAM ENGINEERING, LLC

122 WISCONSIN ST., WEST BEND WI, 53095
262-338-6641 www.quamengineering.com
Project # RQ-05-17 Date: 12/26/18

Surveyed by Matt Hoglund
Mapped by J. Scott Henkel

Rev. 2/11/19

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SURVEYOR'S CERTIFICATE

I, J. SCOTT HENKEL, PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY THAT I HAVE SURVEYED, DIVIDED, AND MAPPED THE FOLLOWING LAND AS DIRECTED BY THE OWNERS, ROBERT ANDERSON AND CAROLYN SIMPSON:

THAT PART OF OUTLOT 1 OF ASSESSOR'S PLAT NO. 4, TOWN OF BLOOMING GROVE, IN THE VILLAGE OF McFARLAND, OF THE NORTHWEST 1/4 OF SECTION 34, TOWNSHIP7 NORTH, RANGE 10 EAST, IN THE VILLAGE OF McFARLAND, COUNTY OF DANE, STATE OF 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, FURTHER DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF LOT 1 OF CERTIFIED SURVEY MAP 12262, SAID CORNER ALSO BEING THE POINT OF BEGINNING OF THIS DESCRIPTION;

THENCE SOUTH 87°45'00" WEST, 213.14 FEET, ALONG THE NORTH LINE OF SAID CERTIFIED SURVEY MAP TO THE NORTHWEST CORNER OF SAID CERTIFIED SURVEY MAP;

THENCE SOUTH 88°09'27" WEST, 371.18 FEET, ALONG THE SOUTH LINE OF OUTLOT 1 OF ASSESSOR'S PLAT NO. 4, TOWN OF BLOOMING GROVE, TO THE CENTERLINE OF TERMINAL DRIVE;

THENCE NORTH 02°24'08 WEST, 511.26 FEET, ALONG SAID CENTERLINE;

THENCE ALONG SAID CENTERLINE BEING THE ARC OF A CURVE BEARING TO THE RIGHT 194.52 FEET, WITH A RADIUS OF 11459.16 FEET, AND A CHORD BEARING AND LENGTH OF NORTH 01°34'20" WEST, 194.52 FEET;

THENCE SOUTH 89°14'09" EAST, 713.06 FEET, TO THE WEST RIGHT-OF-WAY LINE OF RELOCATED U.S. HIGHWAY NO. 51;

THENCE SOUTH 00°25'11" EAST, 657.91 FEET, ALONG SAID WEST LINE;

THENCE SOUTH 89°33'39" WEST, 107.22 FEET;

THENCE SOUTH 00°26'15" EAST, 16.73 FEET, TO THE POINT OF BEGINNING.

CONTAINING 482,902 SQUARE FEET // 11.0859 ACRES, MORE OR LESS, AND SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.

I FURTHER CERTIFY THAT THE MAP PREPARED IS A CORRECT REPRESENTATION OF ALL EXTERIOR BOUNDARIES AS SHOWN AND THAT I HAVE FULLY COMPLIED WITH THE PROVISIONS OF CHAPTER 236.34 OF THE WISCONSIN STATUTES, AND THE VILLAGE OF McFARLAND MUNICIPAL CODE.

J. SCOTT HENKEL, PLS 2495

OWNER'S CERTIFICATE

AS OWNERS, ROBERT ANDERSON AND CAROLYN SIMPSON DO HEREBY CERTIFY THAT THEY HAVE CAUSED THE LAND DESCRIBED TO BE SURVEYED, DIVIDED, DEDICATED, AND MAPPED AS REPRESENTED ON THIS PLAT IN ACCORDANCE WITH WISCONSIN STATUTES 236.34 AND THE VILLAGE OF MCFARLAND REQUIREMENTS FOR CERTIFIED SURVEY MAPS.

STATE OF WISCONSIN :SS
COUNTY

PERSONALLY CAME BEFORE ME THIS DAY OF , 2019,

, AND TO ME KNOWN AS THE PERSONS WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED SAME.

MY COMMISSION EXPIRES: NOTARY PUBLIC, STATE OF WISCONSIN

QUAM ENGINEERING, LLC
122 WISCONSIN ST., WEST BEND WI, 53095
262-338-6641 www.quamengineering.com
Project # RQ-05-17 Date: 12/26/18

CERTIFIED SURVEY MAP # _____

**PART OF OUTLOT 1, ASSESSOR'S PLAT No. 4, TOWN OF
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SOUTHWEST 1/4 OF THE NORTHWEST 1/4, AND PART OF THE
NORTH 1/2 OF THE NORTHWEST 1/4, OF SECTION 34,
TOWNSHIP 7 NORTH, RANGE 10 EAST, IN THE VILLAGE OF
McFARLAND, COUNTY OF DANE, STATE OF WISCONSIN.**

VILLAGE OF McFARLAND PLAN COMMISSION APPROVAL

THIS LAND DIVISION IS HEREBY APPROVED BY THE PLAN COMMISSION OF THE VILLAGE OF McFARLAND ON THIS
_____ DAY OF _____, 2019.

CASSANDRA SUETTINGER, CLERK, VILLAGE OF McFARLAND

VILLAGE OF McFARLAND BOARD APPROVAL

THIS LAND DIVISION IS HEREBY APPROVED BY THE VILLAGE BOARD OF THE VILLAGE OF McFARLAND ON THIS
_____ DAY OF _____, 2019.

CASSANDRA SUETTINGER, CLERK, VILLAGE OF McFARLAND

REGISTER OF DEEDS CERTIFICATE

RECEIVED FOR RECORDING THIS _____ DAY OF _____, 2019
AT _____ O'CLOCK _____ M, AND RECORDED IN VOLUME _____ OF CERTIFIED SURVEY MAPS OF
DANE COUNTY ON PAGES _____.
CERTIFIED SURVEY MAP No. _____ DOCUMENT No. _____

KRISTI CHLEBOWSKI, DANE COUNTY REGISTER OF DEEDS



COMMUNITY DEVELOPMENT AUTHORITY SUMMARY SHEET

MEETING DATE: Monday, April 8, 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.

The Village Board reviewed this at its meeting on March 11th but deferred to align with the comprehensive plan amendment and zoning approvals.

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. This is the final approval to be granted to align our planning documents with the intended land use.

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 $\frac{1}{2}$ of the Northwest $\frac{1}{4}$ 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

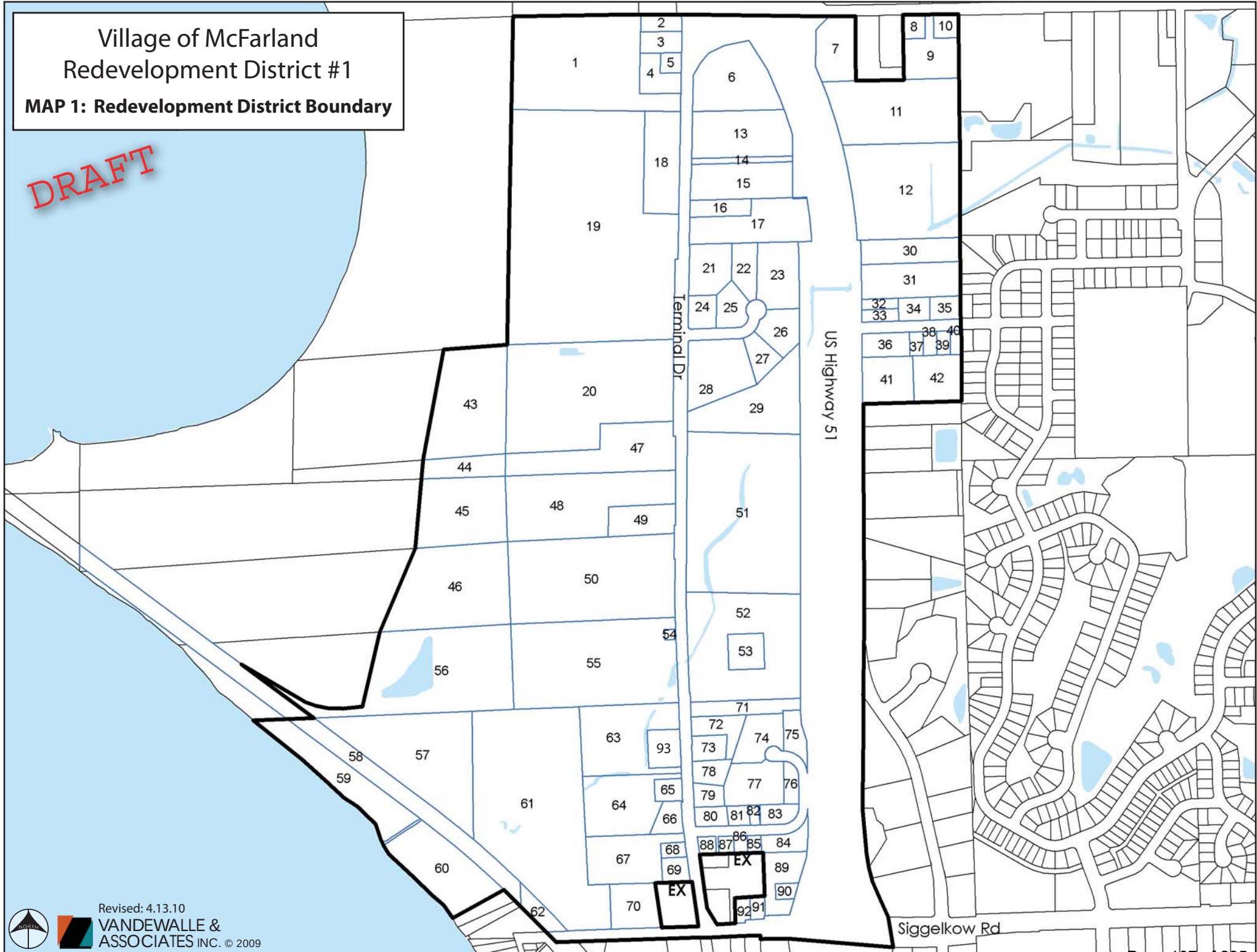
Commencing at the West $\frac{1}{4}$ corner of Section 34, Township 7 North, Range 10 East, thence S 86° W, 297.12 feet, thence N 35° W, 106 feet to the Point of Beginning of this description; thence northwesterly along the lake shore to the intersection of the NW $\frac{1}{4}$ NE $\frac{1}{4}$ south 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.

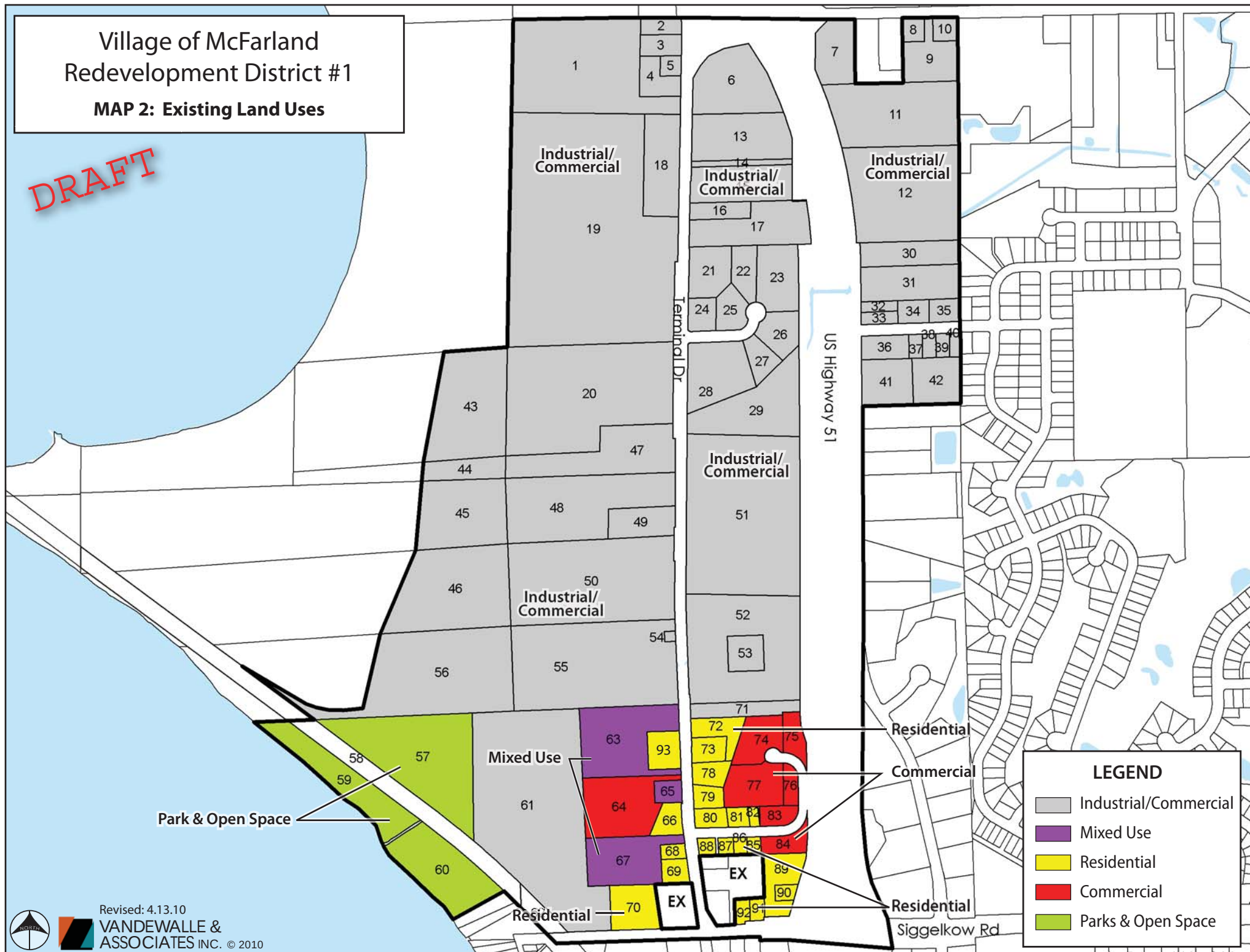
The redevelopment area currently has the following zoning:

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

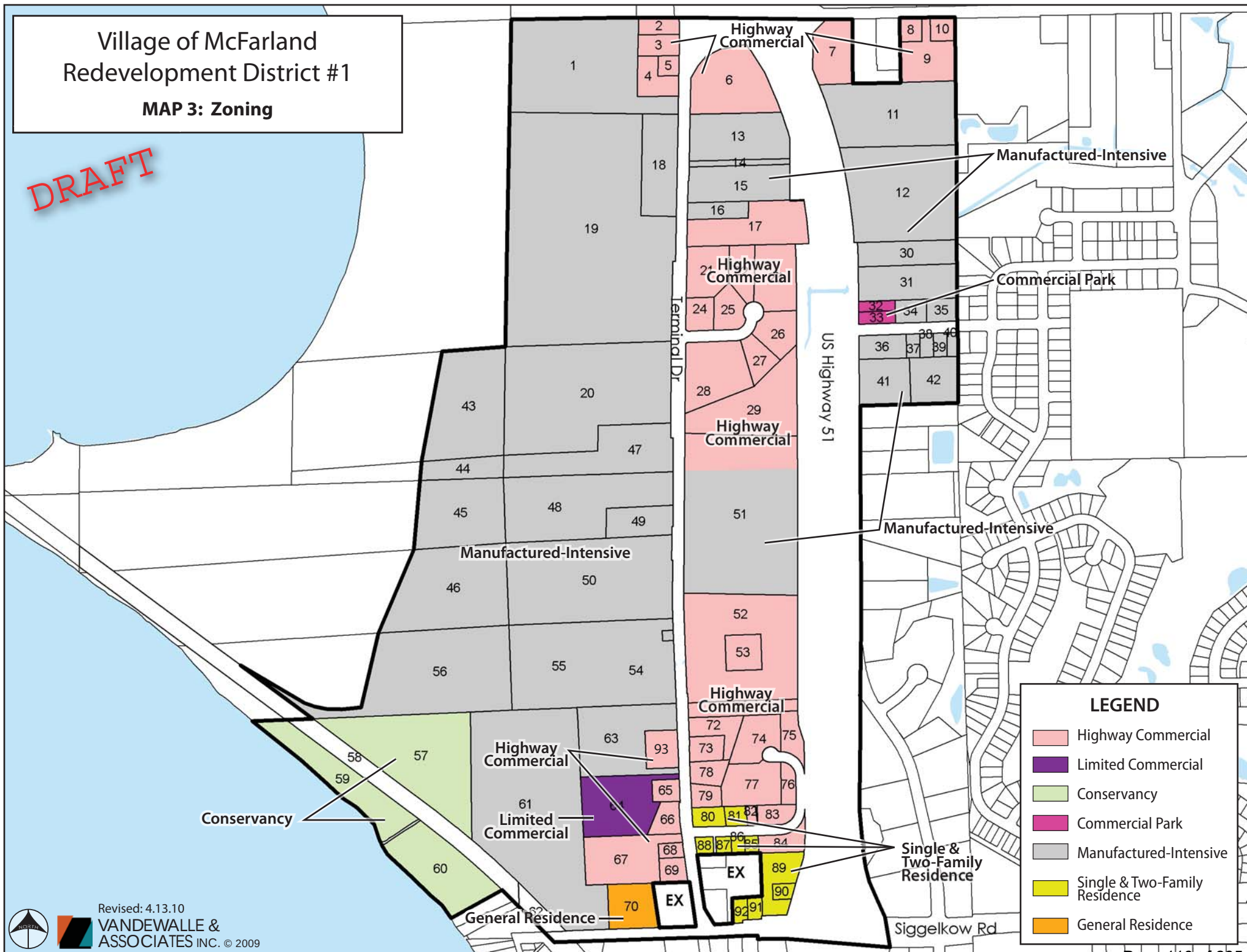
VILLAGE OF MCFARLAND
REDEVELOPMENT DISTRICT NO. 1
TABLE 1: PARCEL USE

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



Revised: 4.13.10

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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).

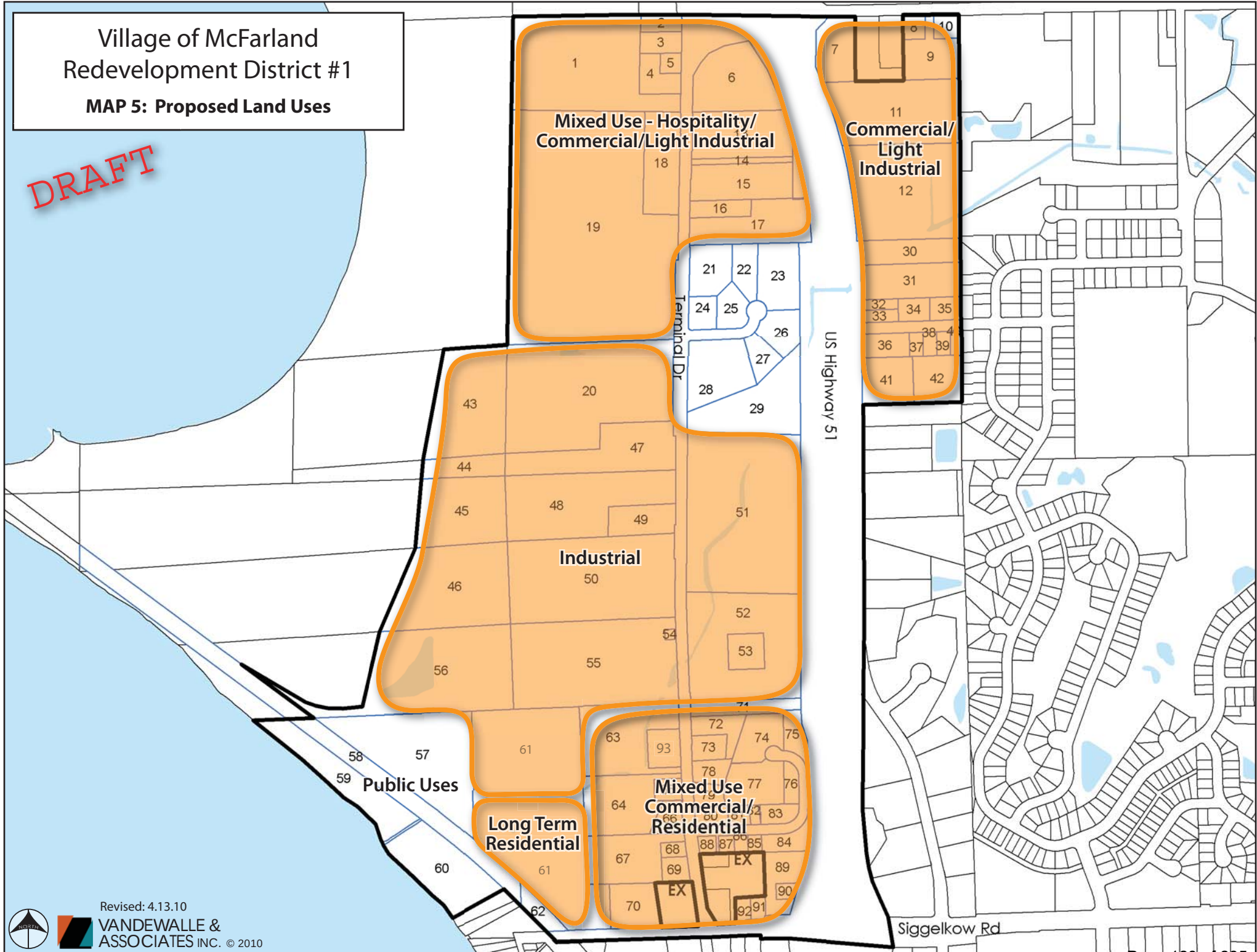
Potential Equalized Value

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
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
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.

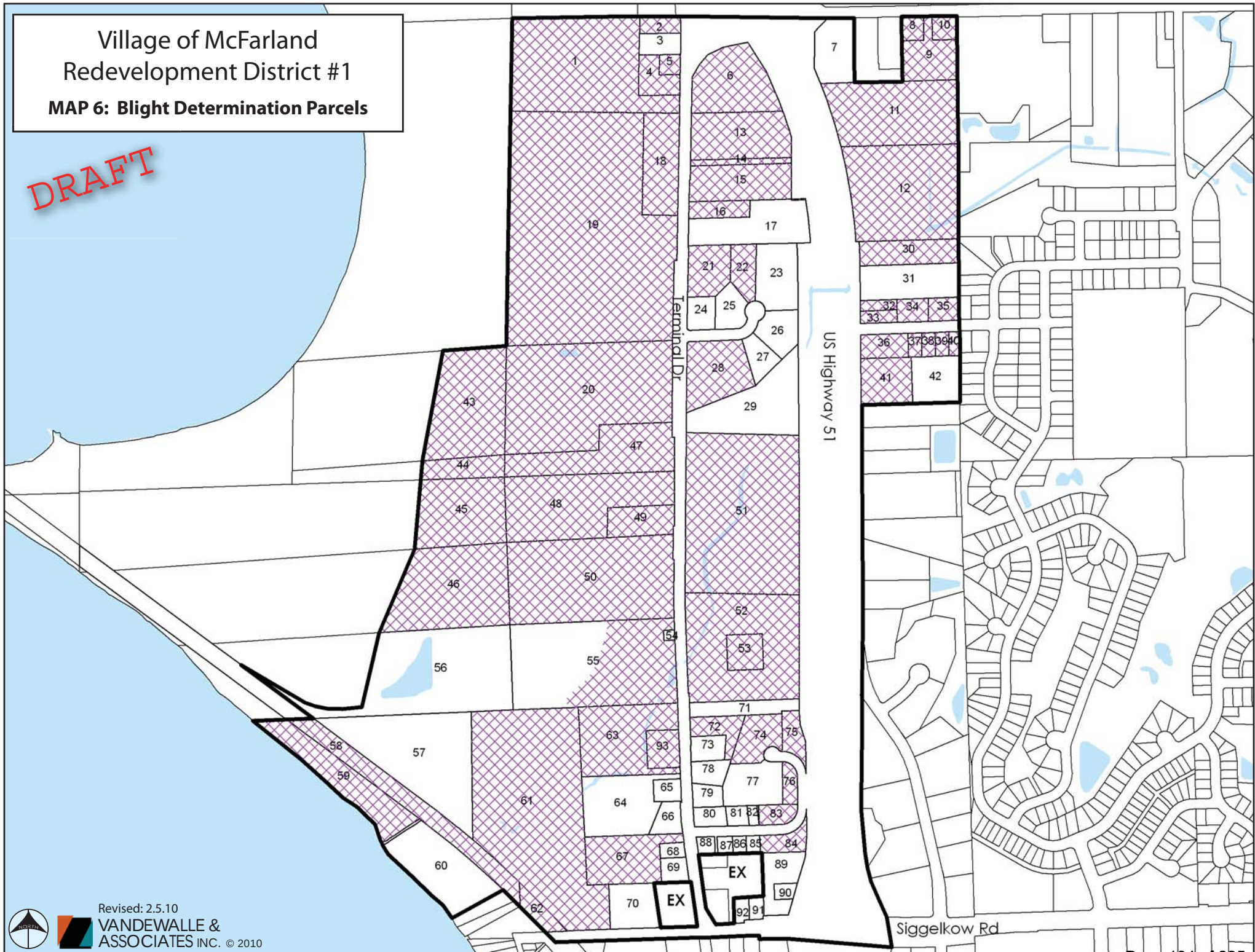
It must be noted that blighted conditions can be changed through appropriate modification of buildings, public infrastructure construction, minor façade upgrades, major renovation or demolition. A property may be found to be blighted and, when appropriately modified, will have that blight determination 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

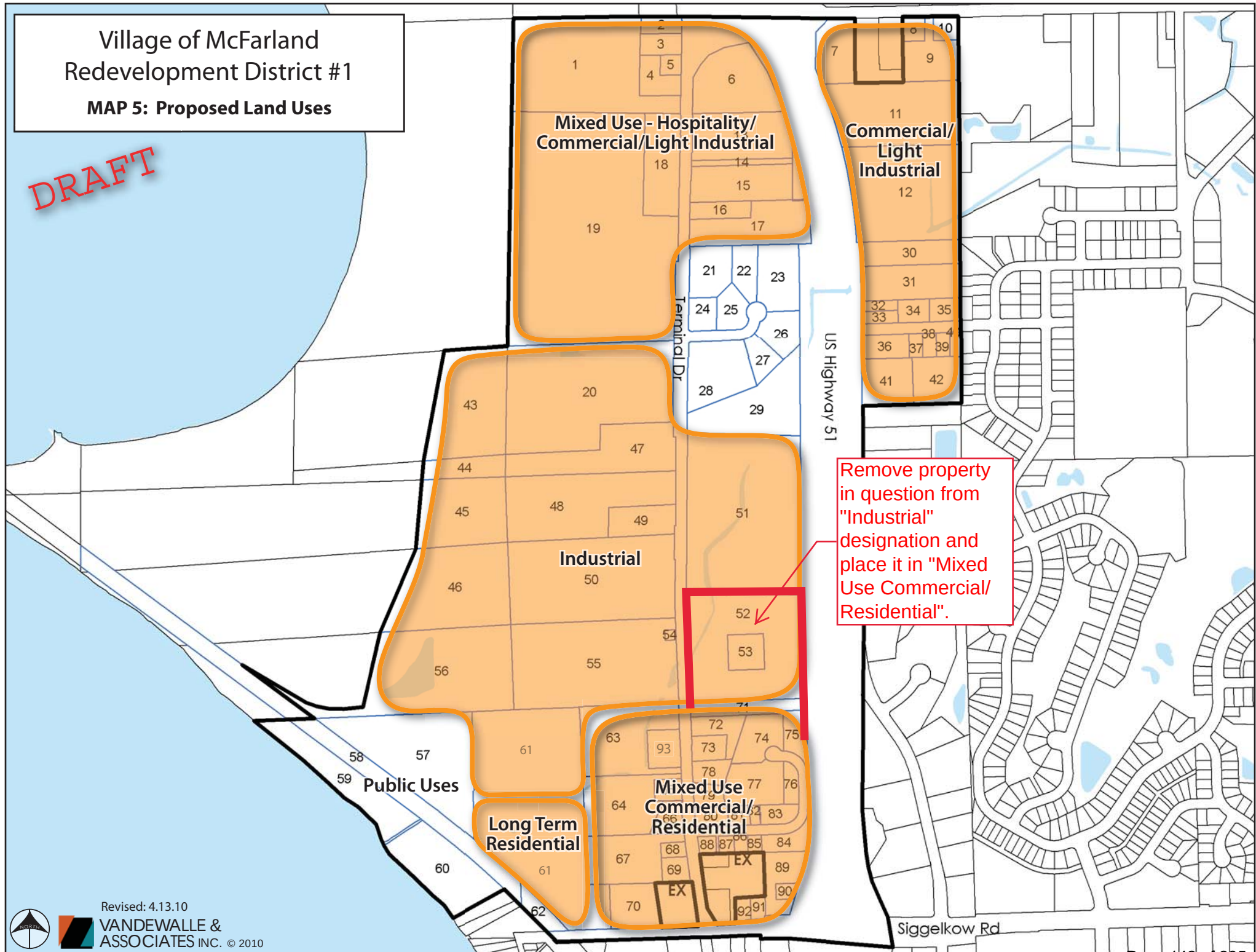


Revised: 4.13.10

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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, April 8, 2019

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Discussion and action regarding the establishment of a fee within the Tax Increment Financing Development Incentives Policy Manual together with minor text changes relating to payback of TIF loans.

PREVIOUS ACTION:

The Village Board upon recommendation of the CDA approved the original manual at its meeting on November 13, 2017.

The CDA reviewed these changes at their meeting on April 3, 2019 and recommends their approval.

ISSUE SUMMARY:

Revisions are proposed for discussion by the CDA to the TIF Manual for requests for financing. The main reason for this is that a fee needs to be set for these applications. Originally it was thought we would include this within our fee schedule; however, that document is codified based on Village ordinance established fees. This process is implemented as a matter of policy and not the code, so codifying it would be more burdensome than helpful. The Village Attorney recommended we simply amend the policy to include the fee which these changes do provide for.

Generally, two other changes are proposed:

1. It is suggested we consider a tiered approach to the 30% contribution allowing projects that are pay as you go to access the full amount but traditional funding models would be limited to lower amounts.
2. Allowing projects to receive credit for value received during the full life of the district and not limit them to the time when the expenditure limitation period begins.

FINANCIAL/BUDGET IMPACT:

Adding the fee language provides clear direction to whomever is applying what their costs for the application will be. Further, the policy manual itself is crucial in evaluating the financial impact of projects requesting financial assistance from our TIDs. It is suggested the TIF application carry a fee of \$250 with a \$2,500 deposit for escrow.

VILLAGE PLAN REFERENCE:

None.



ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for approval.

ATTACHMENTS:

1. McFarland_TIF Incentives Policy Manual and Application_11132017_rev_02272019

TAX INCREMENT FINANCING DEVELOPMENT INCENTIVES POLICY MANUAL



1. PURPOSE

The attached policies, and associated application, have been adopted by the Village of McFarland for the purpose of guiding decisions related to requests for development incentives within Village tax increment financing (TIF) districts.

2. DISCLAIMER

The authority to make decisions regarding the use of TIF funds is vested solely in the Village Board of the Village of McFarland. This policy manual and associated application have been prepared by the Village to provide both Village Officials and applicants a consistent process and set of criteria for reviewing requests for TIF assistance. The actual amount of TIF assistance provided to a project will be determined at the discretion of the Village Board on the basis of need, risk, project characteristics, applicant qualifications and the degree to which the project meets the public objectives of the Village described in Section 3 General Objectives and Section 6 Evaluation Criteria. The Village Board reserves the right to amend or adjust these policies, and recommend any project the Village Board deems to be in the best interests of the Village of McFarland.

The Village Board also reserves the right to reject any and all applications, even those which satisfy all of the attached criteria for the use of TIF for any reason whatsoever, without regard for the viability of the project. The Village will provide the applicant with reasons for rejecting the application. Examples why a project may be rejected include but are not limited to: the Village's own capacity to fund the project, the scale of the project is too small, the project results in minimal public benefits, failure to meet one or more evaluation criteria, other existing Village, County or State funding programs are available for the proposed project, the project results in a tax exempt property, etc.

3. GENERAL OBJECTIVES FOR THE USE OF TAX INCREMENT FINANCING – DEVELOPMENT INCENTIVES

The overall objective of the program is to stimulate redevelopment of commercial, industrial, multi-family (4+ units) residential, and mixed-use properties within the boundaries of Village TIF districts. While TIF is an important and useful economic development tool, it is essential that it be used appropriately to accomplish the Village's economic development goals and objectives. A fundamental principle of tax increment financing is that it is designed to encourage development that would not otherwise occur, or would only occur to a lesser extent, "but for" the assistance provided through tax increment financing. It is the policy of the Village Board to consider the judicious use of TIF incentives for those projects that demonstrate a substantial and significant public benefit by:

- ✓ Eliminating blight, unhealthy, or unsafe conditions
- ✓ Strengthening the employment and economic base of the Village
- ✓ Increasing property values and tax revenues
- ✓ Fostering rehabilitation and conservation activities
- ✓ Installing, constructing, or reconstructing community amenities or utilities
- ✓ Implementing plans and development strategies adopted by the Village
- ✓ Implementing high-quality site and building designs and materials

4. ELIGIBLE COSTS

Allowable uses of TIF development incentives include, but are not limited to:

- ✓ Land acquisition and surveying
- ✓ Construction costs of new building and utility improvements (interior or exterior)
- ✓ Environmental audits or remediation
- ✓ Demolition of buildings and site grading to bring sites to shovel ready status
- ✓ Rehabilitation of existing structures and utilities (interior or exterior)
- ✓ Site improvements (parking, landscaping, lighting, stormwater, signage, etc.)
- ✓ Planning, legal, engineering, architectural, financing, permit costs and reasonable developer fees

5. METHODS OF FINANCING & PROJECT COMPLETION ASSURANCES

Applications for TIF assistance require the applicant to indicate the type of financing method they are requesting from the Village from the list of options below. The list is ordered sequentially based on the Village's preferred methods of providing TIF assistance. Applicants seeking more advantageous financing terms (e.g. Tax Increment Loan at Project Start) should be aware that the Village reserves the right to both specify which form of financing the Village will offer based on the merits of the project AND to lower the amount of TIF assistance (i.e. as the Village incurs more risk the Village reserves the right to reduce the amount of assistance below the amount requested). The Village may also consider the use of a combination of financing methods.

- **Pay-As-You-Go (Developer Financed Loan):** Under a pay-as-you-go incentive the applicant finances the upfront costs related to the construction project and the Village agrees to make an annual payment back to the applicant starting with the first year the Village receives taxes from the improved property (i.e. two years after project completion). The terms of the annual payment are subject to the development agreement negotiated and signed by both parties. The terms are typically represented as a percentage of the annual tax increment collected over a set period of years (e.g. 90% of the actual tax increment collect over 10 years or until the total requested financing amount has been reached).
- **Traditional Loan.** The Village may provide financing in the form of a loan at project start (e.g. after completion of the development agreement and within 60 days of receiving all necessary building permits). The terms of the loan (i.e. interest rate, amortization schedule, collateral) will be negotiated as part of the development agreement. The Village may also consider the use of no-interest loans or loans with forgivable payments (e.g. waiving a final payment) to provide an additional incentive to the applicant based on the merits of the proposed project. The use of future tax increments generated from the project to pay back the loan from the Village is not applicable. Examples of this type of financing are usually part of a community façade improvement revolving loan program.
- **Tax Increment Loan at Occupancy.** The Village may provide financing in the form of a loan at occupancy. Under this form of financing the Village provides a cash payment at the time (e.g. within 60 days) the proposed applicant completes the project (i.e. receives a building occupancy permit from the Village). The Village reserves the right to withhold a percentage of the TIF assistance until all landscaping has been installed on the property in accordance with approved site plans. The loan is paid back through future tax increments generated from the project.
- **Tax Increment Loan at Project Start.** The Village may provide financing in the form of a loan at the start of a project. Under this form of financing the Village provides a cash payment at the time the project starts (e.g. after completion of the development agreement and within 60 days of receiving all necessary building permits). The Village reserves the right to stagger payments to the applicant from the time of obtaining building permits to the time of receiving a building occupancy permit based on meeting predetermined construction milestones. The Village reserves the right to withhold a percentage of the TIF assistance until all landscaping has been installed on the property in accordance with approved site plans. The loan is paid back through future tax increments generated from the project.

Applicants are advised that the Village will require certain financial and project completion guarantees. These may include, but are not limited to, assessment guarantees, letters of credit, personal or corporate guarantees, minimum payment agreements, lien waivers for contractors, consent of mortgagee or other loan security instruments. In addition, the Village reserves the right to require an applicant to provide copies of paid invoices demonstrating actual costs incurred and to adjust accordingly any assistance provided by the Village in proportion to the ratio of estimated to actual project costs. **All terms and obligations of the Village and the applicant shall be finalized through the execution of a development agreement.**

6. EVALUATION CRITERIA – DEVELOPMENT INCENTIVE QUALIFICATIONS

The following criteria and qualifications will be used by the Village to evaluate requests for development incentives. All terms and obligations of the Village and the applicant shall be finalized through the execution of a development agreement.

- ☐ **Location Criteria:** The proposed project must be within the boundaries of a Village TIF district at the time of approval of a development agreement.
- ☐ **Ownership Criteria:** The applicant must be the owner of the property or have a written agreed option to purchase the property from the current owner at the time of approval of a development agreement. Proof of property ownership will be required prior to receiving financial assistance from the Village.
- ☐ **“But For” Criteria:** The applicant must demonstrate to the Village’s satisfaction that “but for” the TIF assistance, the project is not feasible on the proposed site, or would occur to a lesser extent, and that the public benefits described in Section 3 General Objectives would not be achieved.
- ☐ **Financial Capability Criteria:** Each TIF application must include evidence that the applicant possesses the financial ability to complete and operate the project and will be liable for, or contribute equity of at least 15% of the total cost of the project. Proof of equity and private commercial lending commitment will be required prior to receiving financial assistance from the Village.
- ☐ **Maximum Assistance Criteria¹:** The total amount of TIF assistance in support of a project may not exceed 30% of the estimated total project costs. The Village at its discretion may include in the total percentage of project costs other costs incurred by the Village in support of bringing the subject property to shovel ready status (e.g. prior land acquisition costs, environmental remediation costs, public works costs, etc.).
- ☐ **Payback Period Criteria¹:** All requests for TIF assistance will be required to demonstrate that the tax increment estimated to be generated by the project will be sufficient to payback any TIF assistance provided by the Village (including applicable interest expenses) in support of the project according to the following terms:
 - ☐ For Pay-As-You-Go (Developer Financed) Agreements. Payments to the Developer shall commence with the first year in which the Village receives tax increment from the completed project and continue no longer then the year in which the applicable TID Expenditure Period ends for the TID the subject property lies within terminates, or until the maximum amount of assistance is reached, whichever comes first. In addition, the annual amount of tax increment applied toward retirement of the developer loan shall not exceed 90% of the actual annual amount of tax increment collected from the project, unless a higher percentage is granted by the Village Board.
 - ☐ For Traditional Loan agreements. Within 12 years starting with the year the loan is obtained and no longer then the year in which the applicable TID Expenditure Period ends for the TID the subject property lies within terminates. Interest shall be charged based on current general obligation loan interest rates from the Wisconsin Board of Commissioners of Public Lands, for the applicable loan term, at the time of Village disbursement of funds, plus 0.15%.
 - ☐ For Tax Increment Loan at Occupancy agreements. Within 12 years starting with the year the loan is obtained and no longer then the year in which the applicable TID Expenditure Period ends for the TID the subject property lies within terminates.
 - ☐ For Tax Increment Loan at Project Start agreements. Within 7 years starting with the year the loan is obtained and no longer then the year in which the applicable TID Expenditure Period ends for the TID the subject property lies within.

Commented [AB1]: The Village may want to consider a revision to this section that would tier the maximum amount of assistance based on the level of risk similar to how the Payback Period Criteria is tiered. A suggestion:

30% for Pay-Go
20% for Traditional Loans and Loans at Occupancy
10% for Loans at Project Start

Commented [AB2]: Since this form of financing is the highest risk to the Village the Village may want to keep the policy that the payback has to occur prior to the expenditure period terminating. It would provide another deterrent to requesting upfront TID funds.

¹ At the Village’s discretion, the maximum amount of assistance and/or the payback period criteria may be modified for projects that demonstrate substantial merit (e.g. completion of LEED Certified Buildings, projects which lead to at least 50% of all jobs created with annual salaries (not including benefits) at or exceeding the median household income for the Village as reported by the U.S. Census, etc.).

- ☐ Financial/Project Assurances Criteria: The applicant must agree to provide financial and project completion guarantees to the Village. These may include, but are not limited to, assessment guarantees, letters of credit, personal or corporate guarantees, minimum payment agreements, lien waivers for contractors, consent of mortgagee or other loan security instrument.
- ☐ Technical & Operational Capability Criteria: The applicant must provide evidence satisfactory to the Village that the applicant possesses the technical ability to complete the project or has obtained construction cost estimates from professional businesses capable of performing the work. Applicants must demonstrate that they have the ability to operate the proposed use. The Village may require applicants to submit copies of contracts with design professionals and construction contractor prior to receiving financial assistance from the Village.
- ☐ Insurance Criteria: Applicants shall furnish to the Village certificates of insurance for all insurance policies required under the development agreement prior to receiving financial assistance from the Village.
- ☐ Adherence to Local Land Use Plans Criteria: The project is consistent with the Village of McFarland Comprehensive Land Use Plan, Village Building or Zoning Ordinances, or any other applicable plans and ordinances adopted by the Village which includes the subject property.
- ☐ Adherence to TIF Project Plan Criteria: All requests for TIF assistance must clearly comply with the requirements of the Wisconsin TIF Statutes and the Village's adopted TID Project Plan applicable to the subject property.
- ☐ Creation of Tax Increment Criteria: The project will not result in a tax exempt property, aside from any remnant portions of a parcel which are specifically dedicated to the Village for public use. Applicants will be required to return any TIF assistance provided to the Village if during the terms of the development agreement the property becomes exempt from property taxes.
- ☐ Applicant in Good Standing Criteria: The applicant does not have a history of delinquent property tax payments or own any property within the Village with known zoning or building code violations.
- ☐ Absence of Conflict of Interest Criteria: The applicant is not a member of the Village Board or a Village Committee, or any other official, employee, or agent of the Village who is authorized to exercise policy decision-making functions or responsibilities in connection with the application.
- ☐ Application Criteria: A completed application, fee, and escrow have been filed with the Village Community Development Director.

7. APPLICATION PROCEDURE

Applications submitted for TIF assistance shall be reviewed through the following process:

- ☐ Initial Consultation. Applicants are encouraged to meet with the Village Administrator and Community Development Director to discuss proposed TIF assistance requests and conceptual development plans prior to submitting an application.
- ☐ Plan Commission Referral. Applicants may be referred to the Village's Plan Commission to discuss the proposed project in order to gain better insight on how to design the project to meet the Village's planning objectives and applicable zoning requirements. *Note, it is not the intent of the Plan Commission to make recommendations regarding the financing requested, only design aspects of projects.*
- ☐ Application. Application materials, including the required fee and escrow shall be submitted to the Village Community Development Director who will notify the appropriate Village Staff, Village Attorney or any other professional who provides services to the Village whom are directed by the Village Community Development Director to review the application.

- Fees and Escrow Deposit. A processing fee in the amount ~~of \$250 per application specified under Appendix A of the Village's Municipal Code of Ordinances~~ must be submitted with the application. In addition, the applicant will be required to submit an initial escrow deposit in the amount of \$2,500 per application, with addition \$2,500 increment payments as needed, to reimburse as specified under Appendix A of the Village's Municipal Code of Ordinances for any fees for professional services incurred by the Village related to the review of the application or development agreement.
- Preliminary Determination of Completeness. The Village Community Development Director, and other designated staff, will review the application for completeness and applicability. If the application is incomplete or if additional information is needed the applicant will be notified that the application is not complete, and the reasons will be stated referring to the specific additional information required. The applicant may then resubmit the application with additional information/modifications or may withdraw the application.
- Project Management Team Review. The Village's Project Management Team (PMT) will review the application for eligibility and complete a pro forma analysis of the project. In order to better understand the needs of the project, the applicant or staff may request a meeting(s). Review time will be approximately 30 days from the date the completed application is submitted to the Village; however, more or less time may be required for particular applications. Upon completion of staff review, the application and a supplemental staff report will be submitted to the Village's Community Development Authority.
- Community Development Authority Recommendation. Within 30 days of receiving the staff report the TIF application shall be reviewed by the Village Community Development Authority (CDA), unless a delay is requested by the applicant. The applicant will be notified of the date of the meeting(s)² in which the application is reviewed. Applicants will be required to be present at the CDA meeting to answer questions regarding the proposed project. The CDA will make a recommendation to the Village Board to approve, approve with conditions, deny the application, or table the application pending further discussion or information by the applicant.
- Village Board Preliminary Approval. The application will be reviewed by the Village Board at its next scheduled meeting following action by the CDA. The applicant will be notified of the date of Village Board meeting(s)² in which the application is reviewed. Applicants will be required to be present at the Village Board meeting to answer questions regarding the proposed project. The Village Board at their discretion may refer the matter to another Village committee for recommendation or may hold a public hearing. The Village Board may approve, approve with conditions, deny the application, or table the application pending further discussion or information by the applicant. *Note, at this stage in the process the Village Board may make a determination as to whether to provide TIF assistance, a maximum amount of assistance, the form of incentives, and required assurances. These decision points will provide parameters for Village Staff and the applicant to negotiate a draft Development Agreement for future consideration by the Village Board.*
- Draft Development Agreement. Upon preliminary approval of the TIF Application by the Village Board, Village Staff shall create a draft Development Agreement based on the direction provided by Village Board. The draft Development Agreement will be reviewed with the applicant. The Development Agreement will describe the obligations of both the Village and the applicant, and the terms and conditions of TIF assistance.
- Village Board Final Approval. The Development Agreement will be reviewed by the Village Board. The applicant will be notified of the date of Village Board meeting(s)² in which the Development Agreement is reviewed. Applicants will be required to be present at the Village Board meeting to answer questions regarding the proposed Development Agreement. The Village Board may approve, approve with conditions, deny the Development Agreement, or table action pending further discussion or information by the applicant. *Note, the*

² The CDA and/or Village Board may meet in closed session, pursuant to Wisconsin statutes, 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 TIF application or Development Agreement.

applicant shall also be responsible for submitting other documentation in order to gain required zoning or building permit approvals.

- ☐ Expiration. Approved TIF applications shall become void if after six months (6) from the date of approval the applicant and Village have not executed the Development Agreement, unless both parties agree to an extension.

**TAX INCREMENT FINANCING
DEVELOPMENT INCENTIVES
APPLICATION**



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

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

A. APPLICANT INFORMATION

Project Name: _____

Applicant: _____

Mailing Address: _____

Primary Contact: _____ Telephone: _____

Email: _____ Fax: _____

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

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

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

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

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

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

Name	Title/Company	Email	Phone #

B. PROPERTY INFORMATION

Parcel(s) Address: _____

Parcel(s) Tax Number: _____

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

If no, current owner is: _____

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

documentation and note the expiration date here: _____

Total Lot Size: _____ square feet

Parcel Contains Existing Buildings? ☐ No ☐ Yes

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

Most recent property assessment (PA):

\$ _____ Land \$ _____ Improvements \$ _____ Total

Existing Uses: _____

Existing Zoning: _____

Existing Uses, Adjacent Parcels: _____ N _____ S _____ E _____ W

Existing Zoning, Adjacent Parcels: _____ N _____ S _____ E _____ W

Will a zoning change be requested? ☐ No ☐ Yes

If yes, indicate new zoning _____

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

Existing Mortgage Holder: _____

Contact Person & Phone Number: _____

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

If yes, explain: _____

C. PROJECT/BUSINESS INFORMATION

The proposed project is: ☐ An Improvement to Existing Business ☐ A New Business(s)

☐ Business Relocation ☐ Residential Development ☐ Other

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

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

Current annual revenue: \$_____ Estimated annual revenue: \$_____

Current annual expenses: \$_____ Estimated annual expenses: \$_____

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

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

Describe the project schedule.

Final Plan/Specification Preparation Date: _____

Preliminary Construction Start Date: _____

Preliminary Construction Completion Date: _____

Date Occupied or Opened: _____

VILLAGE OF MCFARLAND TAX INCREMENTAL FINANCING – DEVELOPMENT INCENTIVES APPLICATION

Number of principal buildings and estimated square footage: _____

Estimated equalized assessed valuation after project completion (EAV)

\$ _____ Land \$ _____ Improvements \$ _____ Total

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

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

Post-improvements: \$ _____ PA x _____ Mill Rate = \$ _____ Total (B)

Additional increment (B-A) = \$ _____

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

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

Will the proposed project result in the relocation of economic activity from an adjacent community?

☐ No ☐ Yes

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

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

Who will own and operate the developed property? _____

Do similar businesses/uses already exist in McFarland?

☐ No ☐ Yes, If yes, indicate _____

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

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

\$0-\$19,000

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

\$20,000-\$39,000

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

\$40,000-\$59,000

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

\$60,000+

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

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

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

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

☐ No ☐ Yes

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

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

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

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

State the form of incentives requested:

-
- This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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

E. PROJECT BUDGET AND FINANCIAL STRATEGY

Project Costs	Amount (\$)	Source(s) of Financing
Property Acquisition		
Environmental testing/remediation		
Demolition		
Construction of new building(s)		
Site Improvements		
Renovation of existing structures		
Cost of installation of machinery/equipment		
Architectural/Engineering fees		
Legal & other professional fees		
Permit fees		
Financing fees		
Developer fees		
Other (please specify)		
Total Project Costs		

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

Sources of Financing	Amount (\$)	Percent of Total Costs
TIF		%
Equity		%
Loans		%
Grants		%
Other (please specify)		%
Total Project Costs		100.0 %

Lender for Project if in addition to the Village: _____

Officer _____ Phone _____ Email _____

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

Grant Sources: _____ Grant Amount: _____

Grant Officer: _____ Phone _____ Email _____

Application Status: _____

Date of Grant Announcement: _____

F. APPLICANT CERTIFICATION AND ACKNOWLEDGEMENT

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

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

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

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

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

Applicant _____ Title _____

Signature _____ Date _____

Return To:

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



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, April 8, 2019

SECTION: Business

DEPARTMENT: Community Development

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action regarding the job description and approval to fill the vacancy for the Community and Economic Development Director position within the Community Development Department.

PREVIOUS ACTION:

The Committee of the Whole has reviewed this description at its meetings on March 11th and 25th.

The Personnel Committee reviewed the position description at its meeting on April 1st and unanimously recommended approval.

The Community Development Authority reviewed the position description at its meeting on April 3rd and unanimously recommended approval.

ISSUE SUMMARY:

Enclosed within your packet is the final draft for the Community and Economic Development Director position description based on comments provided in all reviews. The Committee of the Whole, Personnel Committee, and Community Development Authority have all reviewed the proposed description and present it for approval. The changes enclosed are meant to address areas of emphasis for position going forward. Assuming the Village Board concurs with the recommendations provided, the final steps would be to approve the position description and authorize the vacancy to be filled.

FINANCIAL/BUDGET IMPACT:

The present grade for the position is Grade 20 which currently has a range of \$73,237 to \$95,118 with a market rate of \$84,178.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:



Recommended for approval of the position description and to fill the vacancy.

ATTACHMENTS:

1. 04.03.2019 - Community Development Director mgs REDLINE
2. 04.03.2019 - Community Development Director mgs CLEAN

Community **and Economic** Development Director

Commented [M51]: Another option was considered for "Planning and Development Director"

POSITION DESCRIPTION

Position Title:	Community Development Director	FLSA:	Exempt
Department:	Community Development	Represented:	No
Reports to:	Village Administrator	Employment Status:	Full-Time

POSITION SUMMARY

Distinguishing Characteristics of the Class

This department head position is responsible for directing and administering the activities of the Community Development Department, including land use planning, zoning, plan review, inspections, code enforcement, sustainability, and economic development functions. The work involves: planning and coordinating the programs and services of the department; selecting, training, and supervising departmental employees; formulating departmental goals and short/long range plans; preparing and administering the departmental budget; and establishing standard operating policies and procedures for the department.

Supervision Received

Performs under general policy direction from the Village Board and assigned Commissions, Committees, and administrative direction from the Administrator, but exercises considerable independent judgment in determining program and work priorities and the technical/operational objectives and practices of the department.

Supervision Exercised

Provides direct supervision to the Building Inspector, Community Development Clerk III, and Property Maintenance Enforcement Inspector. Also serves as the liaison to contracted Village consultants as assigned.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Serves as a liaison to the business community and other commercial interests as a means to advance and advise on local ~~coordinate~~ economic development opportunities ~~activities that recruit, market, and engage these groups as part of their development within the Village.~~
- Responds to local citizens inquiring about community development, planning and zoning regulations and ordinances; resolves complex and sensitive customer service issues.
- Provides professional planning, development advice, meeting management, and staff support to elected and appointed officials; makes private and public presentations to boards, commissions, committees, civic groups and the general public.
- Facilitates and oversees Village sustainability efforts by working with the Village Board, Public, and Staff ~~on opportunities and issues to improve the environment.~~

- Manages and supervises Community and Economic Development operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed to improve efficiency and effectiveness of operations.
- Serves as Zoning Administrator and Floodplain Zoning Administrator assisting property owners, business owners, builders, architects, and engineers regarding Zoning Code and Comprehensive Plan application and interpretation.
- Coordinates site plan review of current development and consistency with long range planning documents.
- Researches, evaluates, and recommends healthy community initiatives that enhance Community livability and general welfare.
- Oversees the enforcement of a variety of codes, including the Uniform Dwelling Code and pertinent mechanical codes, plumbing codes, electrical codes, housing codes, and local codes such as sprinkling, nuisance, clearing, grading, filling, and zoning, etc. Issues correction notices and citations.
- Oversees the permit issuance functions of the department, including application, fee determination and collection, plan review, inspections, and occupancy.
- Ensures the maintenance of accurate and complete records of department activities and of records relating to licenses, permits, maps, blueprints, overlays, and sketches pertinent to urban planning and development programs and projects.
- Provides leadership and direction in the development of short and long range plans and projects; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
- Develops and implements ~~Supervises the development and implementation of~~ growth management, land use, economic development, housing, historic preservation, sustainability, or other plans and codes to meet the Village's needs and any intergovernmental agreements or requirements.
- Evaluates ~~Supervises the evaluation of~~ land use proposals for conformity to established plans and ordinances; evaluates the impact of development proposals as they relate to the adopted plans of the Village and makes recommendations. Oversees the application of the land division code for applications as needed.
- Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning, zoning, economic development, and sustainability.
- Monitors intergovernmental decisions and legislation affecting department operations and takes appropriate action.

- Prepares and administers annual operating budget. Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Identifies, reviews, and presents grant opportunities to the Village Board, Committees, and Administrator as appropriate to support operating and capital needs of the Department.
- Performs other related duties as required.

Equipment Used

Personal computer/printer and various software applications including GIS mapping, motor vehicle, calculator, telephone, copier, fax machine, audio-visual equipment.

Work Environment and Working Conditions

Works in normal office setting with moderate noise levels. Occasional outdoor work may be required under controlled field conditions. Hours beyond the normal work week required; attendance at evening meetings required.

TECHNICAL REQUIREMENTS

Knowledge of

- Principles and practices of zoning administration and of local zoning regulations.
- The process of formulating, adopting, and implementing comprehensive project plans.
- Planning programs and processes.
- Economic development techniques, including structuring of financial incentives and development agreements including but not limited to those incentives allowed under Tax Increment Financing law.
- The standards by which the efficiency, effectiveness, and quality of department services and the performance of employees can be evaluated.
- Federal and State grant programs for environmental remediation and development incentives.
- Data processing and GIS applications and basic computer skills.
- 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.

Ability to

- Plan, organize, direct, and evaluate the work of employees supervised.
- ~~Forecast the operational and capital needs of the department and to formulate and administer the departmental budget.~~
- Establish and enforce standard departmental policies and procedures.
- Determine proper priorities and to set and accomplish departmental objectives.
- Maintain necessary records and to prepare and analyze technical reports and data.
- Interpret and apply complex regulations.
- Communicate effectively in oral and written form with board, commission, and committee members as well as co-workers, architects, contractors, developers, and property owners.
- Train and educate individuals associated with carrying out the services provided by the Department on necessary responsibilities as they apply to policy, ordinance, and/or State law.
- ~~Interpret and implement policy and procedural direction from the Village Board, Plan Commission, and Administrator/Treasurer.~~
- Establish and maintain effective working relationships with the Village Board, administrator, other department heads, employees, other governmental agencies, and the general public.
- Represent the department and the Village in meetings, public presentations, and before the media.
- Work independently and as part of a team to facilitate Department service responsibilities.
- 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 land use municipal planning, public administration, urban planning, or closely related field is required. ~~with a~~ A M.A. degree or an American Institute of Certified Planners (AICP) certification is preferred. ~~desirable.~~ A minimum of three (3) to five (3-5) years of progressively responsible experience in any of the following: municipal planning, land use, permitting, inspections, and economic development services. 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: May 1, 2000

Amended: March 2, 2006
May 1, 2014
April 8, 2019

Community and Economic Development Director

POSITION DESCRIPTION

Position Title:	Community Development Director	FLSA:	Exempt
Department:	Community Development	Represented:	No
Reports to:	Village Administrator	Employment Status:	Full-Time

POSITION SUMMARY

Distinguishing Characteristics of the Class

This department head position is responsible for directing and administering the activities of the Community Development Department, including land use planning, zoning, plan review, inspections, code enforcement, sustainability, and economic development functions. The work involves: planning and coordinating the programs and services of the department; selecting, training, and supervising departmental employees; formulating departmental goals and short/long range plans; preparing and administering the departmental budget; and establishing standard operating policies and procedures for the department.

Supervision Received

Performs under general policy direction from the Village Board and assigned Commissions, and administrative direction from the Administrator, but exercises considerable independent judgment in determining program and work priorities and the technical/operational objectives and practices of the department.

Supervision Exercised

Provides direct supervision to the Building Inspector, Community Development Clerk III, and Property Maintenance Enforcement Inspector. Also serves as the liaison to contracted Village consultants as assigned.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Serves as a liaison to the business community and other commercial interests as a means to advance and advise on local economic development opportunities.
- Responds to local citizens inquiring about community development, planning and zoning regulations and ordinances; resolves complex and sensitive customer service issues.
- Provides professional planning, development advice, meeting management, and staff support to elected and appointed officials; makes private and public presentations to boards, commissions, committees, civic groups and the general public.
- Facilitates and oversees Village sustainability efforts by working with the Village Board, Public, and Staff.

- Manages and supervises Community and Economic Development operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed to improve efficiency and effectiveness of operations.
- Serves as Zoning Administrator and Floodplain Zoning Administrator assisting property owners, business owners, builders, architects, and engineers regarding Zoning Code and Comprehensive Plan application and interpretation.
- Coordinates site plan review of current development and consistency with long range planning documents.
- Researches, evaluates, and recommends healthy community initiatives that enhance Community livability and general welfare.
- Oversees the enforcement of a variety of codes, including the Uniform Dwelling Code and pertinent mechanical codes, plumbing codes, electrical codes, housing codes, and local codes such as sprinkling, nuisance, clearing, grading, filling, and zoning, etc. Issues correction notices and citations.
- Oversees the permit issuance functions of the department, including application, fee determination and collection, plan review, inspections, and occupancy.
- Ensures the maintenance of accurate and complete records of department activities and of records relating to licenses, permits, maps, blueprints, overlays, and sketches pertinent to urban planning and development programs and projects.
- Provides leadership and direction in the development of short and long range plans and projects; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
- Develops and implements growth management, land use, economic development, housing, historic preservation, sustainability, or other plans and codes to meet the Village's needs and any intergovernmental agreements or requirements.
- Evaluates land use proposals for conformity to established plans and ordinances; evaluates the impact of development proposals as they relate to the adopted plans of the Village and makes recommendations. Oversees the application of the land division code for applications as needed.
- Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning, zoning, economic development, and sustainability.
- Monitors intergovernmental decisions and legislation affecting department operations and takes appropriate action.
- Prepares and administers annual operating budget. Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

- Identifies, reviews, and presents grant opportunities to the Village Board, Committees, and Administrator as appropriate to support operating and capital needs of the Department.
- Performs other related duties as required.

Equipment Used

Personal computer/printer and various software applications including GIS mapping, motor vehicle, calculator, telephone, copier, fax machine, audio-visual equipment.

Work Environment and Working Conditions

Works in normal office setting with moderate noise levels. Occasional outdoor work may be required under controlled field conditions. Hours beyond the normal work week required; attendance at evening meetings required.

TECHNICAL REQUIREMENTS

Knowledge of

- Principles and practices of zoning administration and of local zoning regulations.
- The process of formulating, adopting, and implementing comprehensive project plans.
- Planning programs and processes.
- Economic development techniques, including structuring of financial incentives and development agreements including but not limited to those incentives allowed under Tax Increment Financing law.
- The standards by which the efficiency, effectiveness, and quality of department services and the performance of employees can be evaluated.
- Federal and State grant programs for environmental remediation and development incentives.
- Data processing and GIS applications and basic computer skills.
- 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.

Ability to

- Plan, organize, direct, and evaluate the work of employees supervised.
- Establish and enforce standard departmental policies and procedures.
- Determine proper priorities and to set and accomplish departmental objectives.
- Maintain necessary records and to prepare and analyze technical reports and data.
- Interpret and apply complex regulations.

- Communicate effectively in oral and written form with board, commission, and committee members as well as co-workers, architects, contractors, developers, and property owners.
- Train and educate individuals associated with carrying out the services provided by the Department on necessary responsibilities as they apply to policy, ordinance, and/or State law.
- Establish and maintain effective working relationships with the Village Board, administrator, other department heads, employees, other governmental agencies, and the general public.
- Represent the department and the Village in meetings, public presentations, and before the media.
- Work independently and as part of a team to facilitate Department service responsibilities.
- 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 land use municipal planning, public administration, urban planning, or closely related field is required. A M.A. degree or an American Institute of Certified Planners (AICP) certification is preferred. A minimum of three (3) years of progressively responsible experience in any of the following: municipal planning, land use, and economic development services. 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: May 1, 2000

Amended: March 2, 2006
May 1, 2014
April 8, 2019



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, April 8, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator, Jim Hessling, Public Works Director

AGENDA ITEM: Discussion and action regarding the position description, classification, and approval to fill the vacancy for the Streets/Utilities Superintendent position within the Public Works Department.

PREVIOUS ACTION:

The Public Utilities and Works Committees unanimously recommended approval of this position description at their joint meeting held on March 12, 2019.

The Personnel Committee reviewed the position description and classification recommending approval at their meeting on April 1, 2019.

ISSUE SUMMARY:

In November of 2018, the Village Board approved the funding to create the divisions of Streets/Utilities and Parks to be led each by their own Superintendents. The new organizational chart created two positions to supervise operations rather than the former structure which had simply the Assistant Director overseeing both functions. The former Assistant Director has now been confirmed as Director and the draft Organizational Chart was confirmed by the Village Board at their meeting on March 11th. The next steps to finalize this reorganization is to pursue approval for the Superintendent positions within the Department that have now been reviewed by their respective Committees.

The position itself is essentially the former Assistant Director position without the responsibilities for Parks. The Parks responsibilities have been shifted to the new Superintendent position for that Division to carve out those responsibilities separately. This newly titled position will still hold the same key responsibilities of overseeing service delivery for public works, water, sanitary, storm sewer, facilities, and solid waste services. As such the position retains a high level of responsibility within these services and necessity to supervise Staff. Formerly by definition this position would assume the director role when the director was not present, going forward this is not defined in job descriptions and that assignment will be made by the Director as needed and as people are available.

All reviews are now complete and the final step(s) in the process are for the Village Board to



consider the job description, classification, and approval to fill the vacancy.

FINANCIAL/BUDGET IMPACT:

The funding for this position in 2019 will be used from what has been established for wages and benefits to fund the Assistant Director position. That position was at Grade 19 within the Wage Grid and this position has graded out at Grade 17. The total allocation for the position in 2019 is \$113,796 which would include the costs for both wages and benefits. The benefits for this position would apply the same regardless of the position given the status for both is full-time. The wage range for Grade 19 is \$69,092 to \$89,740 with a market rate of \$79,416. The wage range going forward for Grade 17 is \$61,492 to \$79,869 with a market rate of \$70,680. As such, we would expect the position to be approximately \$7,500 to \$9,500 under budget depending on the final hire. The 2020 Budget will reset the funding allocation from that point going forward.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended to approve the position description, classification, and to fill the vacancy.

ATTACHMENTS:

1. 1 - StreetsUtilities Superintendent - Job Description 04042019
2. 2 - StreetsUtilities Superintendent - Position Analysis Questionnaire 04012019
3. 3 - StreetsUtilities Superintendent - Position Points Assessment 04042019
4. 4 - StreetsUtilities Superintendent - Grade Assignment 04012019

Streets/Utilities Superintendent

POSITION DESCRIPTION

Position Title:	Streets/Utilities Superintendent	FLSA: Non -Exempt
Department:	Public Works	Represented: No
Reports to:	Public Works Director	Employment Status: Full-Time

POSITION SUMMARY

Distinguishing Characteristics of the Class

This position is responsible for supervising between ten and fifteen employees and coordinating the street, utility, and related operations within the Public Works Department, including street and sidewalk construction and maintenance, construction and maintenance of water, ~~and~~ sanitary ~~sewer, stormwater~~ sewer utilities, vehicle and equipment maintenance, solid waste collection, and maintenance of municipal facilities. This position will also assist the Director with planning and coordinating the programs and services of the department, training departmental employees, formulating departmental goals and short/long range plans, preparing and administering the departmental budget, meeting management, and establishing standard operating policies and procedures for the department.

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 operations of the Division.

Supervision Exercised

Provides direct supervision to the Mechanic, Public Works Crewpersons, and other limited term employees as applicable. Provides indirect supervision of all full-time Parks Crewperson(s), part-time, and other seasonal employees when assigned to work within the Division.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Plans and organizes workloads and staff assignments and supervises employees to ensure safety, efficiency, and compliance with established policies and procedures, work methods, and internal rules.
- Administers Village personnel policies within the Public Works Department including the hiring and training of employees, conducting performance evaluations, investigating and responding to grievances, recommending necessary employee counseling, and utilizing Village disciplinary process from written reprimand through a recommendation for discharge in compliance with appropriate standards, rules, and policies.
- Assists the Director in coordinating the work of contractors and conducts field inspections of public works and utilities construction projects.

- Responds to and trouble-shoots issues that arise during the daily operations, activities, and projects.
- Assists in administering the annual operating budget and monitoring revenues and expenditures in assigned areas to assure sound fiscal control.
- Maintain inventory of streets, utilities, facilities, vehicles, and equipment in order to recommend replacement within the 5-year capital improvement plan.
- Prepares, implements and oversees a standard plan for annual maintenance of all Village streets, utilities, vehicles, equipment, and facilities including roads, sidewalks, water, sanitary, storm sewer, and buildings as applicable.
- Prepares and manages grant applications for local, state, federal, and other aids for development and maintenance of street and utility facilities.
- Interprets and implements policy and procedural direction from the Director of Public Works, Village Administrator, and Village Board.
- Operates various pieces of heavy equipment such as plow trucks, dump trucks, street sweeper, end-loader, and others.
- Uses hand tools and power equipment such as chain saws, mowers, edgers, skid-steers, and others.
- Responsible for the development ing-of programming related to street and utility services to help support their utilization.
- Keeps staff and elected officials informed of new developments or trends in street and utility management.
- Provides effective and efficient customer service as well as promotes and maintains responsive community relations.
- Liaison to the Public Works and/or Public Utilities Committee as needed.
- Performs other related duties as assigned.

Equipment Used

Personal computer with various software office applications including GIS mapping. Also may use printer, copy/fax machine, calculator, GPS devices, phone, adding machine, vehicle, hand tools, power tools, radio, pagers, audio-visual equipment, computer tablet, and light/medium/heavy duty equipment as applicable.

Work Environment and Working Conditions

Works in normal office setting with moderate noise level and ~~under~~ uncontrolled field conditions. Hours beyond normal work week and weekend work are required and attendance at evening meetings are required. Subject to 24-hour emergency call-in and exposure to extreme weather conditions.

TECHNICAL REQUIREMENTS

Knowledge of

- Current principles and practices of public works and utility service delivery, maintenance, and construction as well as the ability to keep abreast of future developments in these fields.
- Water, sanitary sewer, and storm sewer equipment, operations, and processes.
- Pertinent federal and state laws, regulatory codes, and municipal ordinances and the ability to interpret and apply them in a variety of situations.
- The measures and standards by which the efficiency, effectiveness, and quality of public works services can be evaluated.
- Methods, techniques, materials, and equipment used in general maintenance of public works and utility improvements.
- Occupational hazards, safety equipment, and the standard working practices associated with public works and utility service delivery.

Ability to

- Plan, organize, direct, and evaluate the work of subordinate personnel.
- Create standard plans for annual maintenance needs.
- Establish and enforce standard departmental policies and procedures as they relate to service delivery.
- Read and interpret maps, graphs, charts, blueprints, and construction plans and specifications and prepare technical reports, specifications, and bid proposals, coordinate the activities of multiple contractors, and ensure adherence to construction plans and specifications.
- Maintain a valid Wisconsin driver's license with applicable CDL endorsements.
- Establish effective working relationships with co-workers and other contacts.
- Effectively communicate both orally and in writing.
- Maintain excellent relations with the public.

GENERAL COMPETENCIES

While performing the duties of this job, the employee is required to accomplish all of the tasks routinely associated with the combination of office type functions and general field operations. The employee must be able to frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 75 pounds. 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 high school diploma or equivalency required with an Associates Degree preferred in the fields of construction, project management, civil engineering, or related field. A minimum of three ~~to five (3-5)~~ years of progressively responsible experience in the fields of public works, water utility, sanitary sewer utility, or related field. Any combination of education and experience which in the sole discretion of the Village would demonstrate the Employee's ability to meet the required knowledge, skills, and abilities for the position may also be considered.

NOTES

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

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

Dated this ____ day of _____, 20__.

Employee Signature

Department Head Signature

| Created: April 8, 2019

Amended:

Village of McFarland, Wisconsin

Position Analysis Questionnaire

1. Name (Last, First)	2. Current Position Title Streets/Utilities Superintendent	3. Current Annual Salary TBD
4. Immediate Supervisor's Title Public Works Director	5. Department/Division Public Works	6. Date of Hire with Village TBD
7. How many hours are you scheduled to work in a week? ☐ 35 ☐ 37.5 ☒ 40 ☐ 43 ☐ 56 ☒ Other Night meeting, 365 service delivery. <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>Construction, Project Management, Civil Engineering, Public Works Services, Utilities</u> Type of Experience <u>Public Works, Water Utility, Sanitary Sewer Utility, Stormwater Utility, Facilities.</u> Years of Experience ☐ No experience ☐ ☐ Less than one year (minimal) ☐ ☐ One to three years (moderate) ☐ ☒ Three through five years (considerable) ☒ ☐ Six or more years (extensive) ☐		
11. Licenses, Certificates and Registrations Please indicate if there are any licenses, certificates and/or registrations required to perform your job (e.g. driver's license) (Supervisor's comments regarding this information may be provided on Page 4 in the Supervisor's Comments section) <u>Wisconsin Drivers License with CDL.</u> <u>Water Operator</u> Are these required: ☐ Upon Hire ☒ Within 6 months ☐ Within 1 year ☐ Within 2 years <i>If requirement is specific to the license, certification or registration, please indicate timeframe by each one individually.</i>		
12. Special Training Please indicate if there is any special training required to perform your job. (Supervisor's comments regarding this information may be provided on Page 4 in the Supervisor's Comments section) <u>Meter Reading Equipment</u> <u>PSC Rules and Regulations</u> <u>SCADA System</u> <u>Meeting Management System</u> 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.)

Department Employees

Public

Regulatory Agencies

Contractors

Village Co-Workers

Boards, Commission, Committee

Consultants (i.e. Engineers)

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 + |

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

Please check all that apply:

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

For the positions listed above, do you effectively recommend or take action on the following:

Supervisor's Comments (To be completed by immediate supervisor of employee)

[illegible]

N/A - Classifying Newly Created Position

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

Add 25 points for certification requirements.

- | | |
|----------------------|---|
| 10 | <p>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.)</p> |
| 20 | <p>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.)</p> |
| 40 | <p>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.)</p> |
| 80 | <p>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.)</p> |
| 1.5 times Bachelor's | <p>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.)</p> |
| 2.0 times Bachelor's | <p>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.)</p> |

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: Streets/Utilities Superintendent (Public Works Department)

Skill Level: IV (Skilled Technical)

Factor	Value
I. Training and Ability	45
II. Experience	50
III. Level of Work	60
IV. Human Relations Skills	30
V. Physical Demands	40
VI. Working Conditions and Hazards	45
VII. Independence of Action	80
VIII. Impact on End Results	80
IX. Supervision Exercised	15
Point Total	445

*** As of January 5, 2015

445

2019	2.0% Adjustment	61,461.00	70,680.16	79,899.31
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VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, April 8, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator, Jim Hessling, Public Works Director

AGENDA ITEM: Discussion and action regarding the position description, classification, and approval to fill the vacancy for the Parks Superintendent position within the Public Works Department.

PREVIOUS ACTION:

The Parks, Recreation, and Natural Resources Committee unanimously recommended approval of this position description at its meeting held on March 14, 2019.

The Personnel Committee reviewed the position description and classification recommending approval at their meeting on April 1, 2019.

ISSUE SUMMARY:

In November of 2018, the Village Board approved the funding to create the divisions of Streets/Utilities and Parks to be led each by their own Superintendents. The new organizational chart created two positions to supervise operations rather than the former structure which had simply the Assistant Director overseeing both functions. The former Assistant Director has now been confirmed as Director and the draft Organizational Chart was confirmed by the Village Board at their meeting on March 11th. The next steps to finalize this reorganization is to pursue approval for the Superintendent positions within the Department that have now been reviewed by their respective Committees.

This is a new position made specifically to manage the maintenance, utilization, and future improvements to our Park system. Isolating these tasks as their own division was felt necessary to provide better vision towards the park system as they have grown over the years. All reviews are now complete and the final step(s) in the process are for the Village Board to consider the job description, classification, and approval to fill the vacancy.

FINANCIAL/BUDGET IMPACT:

The funding for this position in 2019 was established assuming a position Grade of 15 and result of this classification process yielded Grade 14. The total allocation for the position in 2019 is \$42,385 which would include the costs for both wages and benefits for half the year. For the total year, it would have been \$84,770.



The wage range for Grade 14 is \$51,629 to \$67,058 with a market rate of \$59,343. This is about \$3,000 to \$4,000 less in wages than Grade 15 as it was budgeted this year. The hiring for this position will commence around July 1st to align with the budget approval. The 2020 Budget will reset the funding allocation from that point going forward.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended to approve the position description, classification, and to fill the vacancy.

ATTACHMENTS:

1. 1 - Parks Superintendent - Job Description 04052019
2. 2 - Parks Superintendent - Position Analysis Questionnaire 04012019
3. 3 - Parks Superintendent - Position Points Assessment
4. 4 - Parks Superintendent - Grade Assignment 04012019

Parks Superintendent

POSITION DESCRIPTION

Position Title: Parks Superintendent
Department: Public Works
Reports to: Public Works Director

FLSA: Non-Exempt
Represented: No
Employment Status: Full-Time

POSITION SUMMARY

Distinguishing Characteristics of the Class

This position is responsible for managing and supervising the operations of the Parks Division. This is also a hands-on position that performs critical and routine direction to ensure the Village park system is properly funded, maintained, and necessary capital improvements are properly planned. Key responsibilities include: plan development for maintenance activities, land management activities, maintain inventory, program development, customer service, marketing, revenue development, budgeting, forestry, planning, meeting management, and other related tasks to support the operations of the Department and Division.

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 operations of the Village park system.

Supervision Exercised

Provides direct supervision to the Parks Crewperson(s) and Seasonal Parks employees as applicable. Provides indirect supervisions of all full-time Public Works Crewpersons, part-time, and other seasonal employees when assigned to work within the Village park system.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Prepares, implements and oversees a standard plan for annual maintenance of all Village Parks including recreational facilities, passive recreation areas.
- Performs land management activities for village properties to include tree planting, and invasive species control as needed for Village property.
- Maintains the inventory of parks amenities, equipment and vehicles in order to recommend replacement within the 5 year capital improvement plan.
- Responsible for the developing of programming related to Village Park offerings to help support their utilization.

- Keeps staff and elected officials informed of new developments or trends in park management.
- Provides effective and efficient customer service as well as promotes and maintains responsive community relations.
- Creates and implements a local and regional marketing program for the McFarland Park System.
- Prepares and manages grant applications for local, state, federal, and other aids for development and maintenance of parks and trail facilities.
- Participates in the planning and coordination of prescribed burns as it affects park and recreational lands in the Village.
- Oversees and performs grounds maintenance activities including, but not limited to, mowing, snow removal/plowing, trail maintenance/grooming, park equipment maintenance, use area maintenance, herbicide application, hazardous tree removal, brush removal, and establishing/maintaining the ice skating rink.
- Reviews opportunities to integrate the Lower Yahara River Trail into the community.
- Oversees the implementation of the Indian Mound maintenance program for all mounds in the Village.
- Evaluates and recommends use of Park impact fees throughout the Village.
- Oversees the forestry duties of the Village including tree trimming and emerald ash borer response plan.
- Assists in administering the annual operating budget and monitoring revenues and expenditures in assigned areas to assure sound fiscal control.
- Maintains compliance with the parks and open spaces plan and works with Community Development to provide updates to the plan when necessary.
- Liaison to the Parks, Recreation, and Natural Resources Committee.
- Maintains relationships with School District, local recreation groups and other community organizations to help manage utilization of Village park facilities.
- Performs other related duties as assigned.

Equipment Used

Personal computer with various software office applications including GIS mapping. Also may use printer, copy/fax machine, calculator, GPS devices, phone, adding machine, vehicle, hand tools, power tools, radio, pagers, audio-visual equipment, and light/medium/heavy duty equipment as applicable.

Work Environment and Working Conditions

Works in normal office setting with moderate noise level and under uncontrolled field conditions. Hours beyond normal work week and weekend work required; attendance at evening meetings required. Subject to 24-hour emergency call-in and exposure to extreme weather conditions.

TECHNICAL REQUIREMENTS**Knowledge of**

- Current principles and practices of parks and urban forestry administration, development, maintenance, and construction as well as the ability to keep abreast of future developments in these fields.
- Pertinent federal and state laws, regulatory codes, and municipal ordinances and the ability to interpret and apply them in a variety of situations.
- The measures and standards by which the efficiency, effectiveness, and quality of park services can be evaluated.
- Methods, techniques, materials, and equipment used in general maintenance of facilities, grounds, parks, recreational facilities, playgrounds, natural areas, and storm water management areas.
- Occupational hazards, safety equipment, and the standard working practices associated with parks and urban forestry functions.

Ability to

- Plan, organize, direct, and evaluate the work of subordinate personnel.
- Create standard plans for annual park maintenance needs.
- Establish and enforce standard departmental policies and procedures as they related to the Village park system.
- Read and interpret maps, graphs, charts, blueprints, and construction plans and specifications and prepare technical reports, specifications, and bid proposals, coordinate the activities of multiple contractors, and ensure adherence to construction plans and specifications.
- Maintain a valid Wisconsin driver's license with applicable CDL endorsements.
- Establish effective working relationships with co-workers and other contacts.
- Effectively communicate both orally and in writing.
- Maintain excellent relations with the public.

GENERAL COMPETENCIES

While performing the duties of this job, the employee is required to accomplish all of the tasks routinely associated with the combination of office type functions and general field operations. The employee must be able to frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 75 pounds. 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 high school diploma or equivalency required with the minimum of an Associates Degree preferred in the fields of parks, land management, urban forestry, or related field. A minimum of three ~~(3) to five (3-5)~~ years ~~of~~ progressively responsible experience in the fields of parks, land management, urban forestry, or related field. Any combination of education and experience which in the sole discretion of the Village would demonstrate the Employee's ability to meet the required knowledge, skills, and abilities for the position may also be considered.

NOTES

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

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

Dated this ____ day of _____, 20__.

Employee Signature

Department Head Signature

| Created: April 8, 2019

Amended:

Village of McFarland, Wisconsin

Position Analysis Questionnaire

1. Name (Last, First)	2. Current Position Title Parks Superintendent	3. Current Annual Salary TBD
4. Immediate Supervisor's Title Public Works Director	5. Department/Division Public Works	6. Date of Hire with Village TBD
7. How many hours are you scheduled to work in a week? ☐ 35 ☐ 37.5 ☒ 40 ☐ 43 ☐ 56 ☒ Other Night meeting, 365 service delivery. <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>Parks, land management, urban forestry, project management.</u> Type of Experience <u>Public Works services, landscaping, construction, program development, supervision.</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 with CDL. _____ _____ _____ 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> Meeting Management System _____ _____ _____ Urban Forestry _____ _____ _____ 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.)

Department Employees

Public

Regulatory Agencies

Contractors

Village Co-Workers

Boards and Committees

Consultants (i.e. Engineers)

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 + |

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

Please check all that apply:

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

Parks Crewperson LTEs x 5

Other

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

[illegible]

N/A - Classifying Newly Created Position

Date _____

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

Add 10 points for certification requirements.

- | | |
|-------------------------|---|
| 10 | <p>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.)</p> |
| 20 | <p>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.)</p> |
| 40 | <p>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.)</p> |
| 80 | <p>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.)</p> |
| 1.5 times
Bachelor's | <p>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.)</p> |
| 2.0 times
Bachelor's | <p>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.)</p> |

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: Parks Superintendent (Public Works Department)

Skill Level: IV (Skilled Technical)

Factor	Value
I. Training and Ability	30
II. Experience	50
III. Level of Work	60
IV. Human Relations Skills	30
V. Physical Demands	40
VI. Working Conditions and Hazards	45
VII. Independence of Action	60
VIII. Impact on End Results	40
IX. Supervision Exercised	5
Point Total	360

*** As of January 5, 2015

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

360

2016	1.0% Adjustment	48,627.46	55,921.58	63,215.69
2017	2.0% Adjustment	49,600.01	57,040.01	64,480.00
2018	2.0% Adjustment	50,592.01	58,180.81	65,769.60
2019	2.0% Adjustment	51,603.85	59,344.43	67,084.99



PUBLIC SAFETY COMMITTEE SUMMARY SHEET

MEETING DATE: Monday, April 8, 2019

SECTION: Business

DEPARTMENT: Fire/EMS

CONTACT: Chris Dennis, Chief, Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action regarding the position description, classification, and permission to fill the vacancy for the Administrative Captain position within the the Fire and Rescue Department.

PREVIOUS ACTION:

The Public Safety Committee reviewed the job description at its meeting on March 13, 2019 and unanimously recommended its approval.

The Personnel Committee reviewed the position description and classification at its meeting on April 1, 2019 recommending approval.

ISSUE SUMMARY:

In September of 2014, the Administrative Captain position was created within the Fire & Rescue Department. An individual was hired in the position, and unfortunately, the individual resigned in the spring of 2015 to pursue a chief position elsewhere. The Interim Chief and Administrator in 2015 decided not to fill the position and fill a full-time EMT position instead. In December of 2015, the part-time Captain of the Department that picked up the training development responsibilities when that vacancy was created requested these responsibilities be removed from their position. A second Captain within the Department was and still is currently assisting in coordinating training, but is struggling with the time commitment need to complete this task. The Chief has been required to assume the majority of the duties for coordinating training. The Chief has recognized the need for supervisory support in the department as the majority of the supervisors of the sixty-five-plus members are part-time with other full-time careers and families. The Administrative Captain position would fill the training coordination duties and a portion of the supervisory need of the Department. As it stands now, the only career Staff member within the Department that has supervisory responsibility is the Chief. The addition of this position helps to address shortfalls in training development, supervision of the entire Department on a regular basis, and general high level management support to assist the Chief in overseeing day to day responsibility.

The Job Description was reviewed and updated due to the prolonged vacancy. Additionally, the classification of the position was evaluated based upon the questionnaire, point assessment, and grade assignment that is customary. The previous assignment was 16 and this new analysis would suggest Grade 17. Following review, the final step would be to take action to approve the job description, classification, and request to fill the vacancy.

**FINANCIAL/BUDGET IMPACT:**

The Administrative Captain position is presently graded at Level 16 within our Wage Grid and based upon the assessment completed here would be elevated to Grade 17. For 2019, this has a range of \$61,492 to \$79,869 with a Market Rate of \$70,680.

The funding for the position would come from not filling the currently vacant Advanced 24 Hour EMT position. Both are full-time and would receive a proportionately similar amount of benefits; however, there is a difference in salaries. The EMT position is a contracted position that in 2019 will start at \$41,893 and for employees with experience of 7 years or greater that would increase to \$47,484. The vacancy has existed since January of this year and would not likely be filled now until July or August of this year. The costs saved due to the vacancy would address the cost variance between the two positions and then the next year's budget would reset the wage allocations for the Department to account for the change.

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

It is recommended to approve to job description, classification, and request to fill the vacancy.

ATTACHMENTS:

1. 1 - Administrative Captain - Job Description 04042019
2. 2 - Administrative Captain - Position Analysis Questionnaire 04012019
3. 3 - Administrative Captain - Position Points Assessment
4. 4 - Administrative Captain - Grade Assignment

Administrative Captain

POSITION DESCRIPTION

Position Title: Administrative Captain
Department: Fire and Rescue
Reports to: Fire and Rescue Chief

FLSA: Exempt
Represented: No
Employment Status: Full-Time

POSITION SUMMARY

Distinguishing Characteristics of the Class

Under the direction of the Fire ~~and Rescue~~ /EMS Chief, this position is responsible for planning, overseeing, and coordinating administrative and operational activities of the Fire and Rescue Department. The Administrative Captain also responds to emergency calls when available and covers the ambulance schedule as needed during normal working hours.

Supervision Received

Performs under the general supervision of the Fire and Rescue Chief. The Administrative Captain works under the general supervision of the Fire/EMS Chief but exercises considerable independent judgment in planning, organizing, coordinating, and directing day to day administrative operations of the Department. wide activities. The Administrative Captain may act as the designee of the Fire and Rescue Chief in the absence of the Fire and Rescue Chief.

Supervision Exercised

Assists the Fire and Rescue Chief and Command Staff in the supervision of subordinate staff as assigned and necessary. ~~paid on call and LTE/part time employees.~~

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Manages department training records, competencies, ~~and~~ certifications, and re-certifications as required by Statute.
- Plans, organizes, schedules, conducts, and evaluates the department's training programs.
- Develops, delivers, and evaluates basic and advanced training courses for members of the department.
- Collects and organizes training material and provides direction and objectives to training assistants.
- ~~Coordinates and tracks certifications and/or re-certifications of staff as required by statute.~~

- Instructs classes in assigned subject areas.
- ~~Establishes and maintains effective working relationships with other firefighters, EMTs, public officials, and all members of the general public.~~
- Researches, drafts, ~~and recommends,~~ and enforces department policies and guidelines.
- Participates in emergency public safety functions up to and including commanding an emergency incident and other duties as assigned by the Fire and Rescue ~~/EMS~~ Chief.
- ~~Supervises subordinate paid on call officers, firefighters, and EMTs.~~
- ~~Assists with departmental accounts payable and accounts receivable.~~
- Manages and audits the payroll for paid on call ~~Fire & EMS~~ employees.
- Coordinates hiring process for paid on call ~~Fire & EMS~~ employees
- Manages the orientation, ~~of new Fire & EMS paid on call employees and the~~ progress evaluations of paid-on-call probationary employees.
- Conducts and/or coordinates yearly performance appraisals of paid on call employees ~~EMT's~~.
- Conducts and/or recommends disciplinary action as required for paid on call employees.
- Reviews EMS patient care reports, and coordinates with quality assurance program and the medical director.
- Reviews fire incident reports for quality assurance and compliance with National Fire Incident Reporting System.
- ~~Manages and coordinates EMS patient billings with billing company.~~
- Completes various Fire and EMS reports and statistical monitoring/documentation.
- ~~Manages infectious control program for department.~~
- Attends and participates in professional group meetings and committees at the county and local levels; stays abreast of new trends and innovations in the field of fire suppression, fire prevention, rescue operations, emergency medical practices, and safety.
- Coordinates drills with outside agencies and other outside events as assigned, including specialized drills such as hazardous materials, rescue, and emergency medical services.

~~• Assists in other department administrative activities as assigned.~~

- Assists in developing plans for special assignments such as emergency preparedness, hazardous communications, training programs, firefighting, hazardous materials, or emergency aid activities.
- Performs other related duties as assigned.

Equipment Used

Fire and ambulance vehicles, motor vehicle, emergency medical equipment; fire pumps, hoses, nozzles, appliances, ladders, and other standard firefighting equipment and tools; mobile and portable radios, pager, personal computer/~~printer~~ with various software applications, ~~phone, copier, fax machine.~~ Also may use printer, copy/fax machine, calculator, and telephone.

Work Environment and Working Conditions

Works in a normal office setting with moderate noise levels; also works under uncontrolled field conditions; attendance at evening meetings and weekend work routinely required; subject to 24 hour emergency call in; work is sometimes performed in emergency and stressful situations; exposure to extreme weather conditions, smoke, fumes, noxious odors, toxic chemicals and hazardous substances can be encountered; requires heavy lifting and strenuous physical activity; exposure to dangers of smoke, fire and explosion, moving mechanical parts, bloodborne/airborne pathogens, risk of electrical shock, vibration, and high noise levels; may work in high or precarious places.

TECHNICAL REQUIREMENTS

Knowledge of

- Principles, practices, methods and techniques of fire suppression, prevention and safety.
- Considerable knowledge and proficiency in performing advance techniques of teaching methodologies.
- Management skills to analyze programs, policies and operational needs.
- Advanced knowledge of National Incident Management standards.
- Thorough and expert knowledge of emergency medical service practices and protocols.

~~• Medical billing practices.~~

• Supervisory principles and practices.~~Human resources laws and practices.~~

• General knowledge of municipal budget process.

~~• Payroll calculation procedures.~~

- Considerable knowledge in computer applications including; Microsoft Office, Firehouse, Image Trend Elite, WebEOC, Aladtec Scheduler, E-Sponder, and iamresponding various online programs used by the Department.
- Demonstrated skills in oral and communications and presentations.
- Applicable federal and state laws, regulatory codes, and municipal ordinances and the ability to interpret and apply them in different situations.

Ability to

- Lead, direct and supervise personnel effectively, to maintain discipline, to exercise sound judgment, and to cooperate in a professional manner with other municipal officers.
- Plan, schedule, direct, supervise, train, and review the performance of subordinates in a manner conducive to productivity and high morale.
- Maintain effective working relationships with the public, other fire/EMS departments and other local agencies; ability to communicate clearly and concisely, both orally and in writing.
- ~~Function as Incident Commander on wide variety of emergency incidents.~~
- ~~Plan, organize, direct and coordinate the work level of lower level staff.~~
- Respond to and act ~~Act~~ effectively in emergency and stressful situations.
- Follow verbal and written instructions.
- ~~Select, supervise and train members of the department.~~
- ~~Respond to emergency situations.~~
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- ~~Interpret and apply Federal, State and local policies, laws and regulations.~~
- Maintain confidentiality of sensitive records and materials.
- Maintain a valid WI driver's license.
- Maintain physical condition appropriate to the performance of assigned duties and responsibility.

GENERAL COMPETENCIES

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 30 pounds and occasionally lift and/or move up to 100 pounds. The employee must possess specific vision abilities as per DMV requirements. 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

An associates degree in fire science, emergency medical management, public, or business administration, or related field. ~~Preferred candidates would have a~~ minimum of three (3) -five (5)-years of progressively responsible administrative management ~~rial~~ experience in either the Fire or EMS service, Fire or EMS training development, and/or with a minimum of three (3) years supervisory ~~or administrative~~ experience in both services which demonstrates leadership and managerial qualities. Must ~~;- prior experience in recruiting and managing both Fire and EMS paid on-call staff;~~ have current certifications in NIMS 100, 200, 300, 400, 700, and 800; ~~have current~~

Wisconsin certification as an -Advanced EMT with CEVO and CPR certifications with preference toward Wisconsin certification as an EMT-Paramedic; ~~have strong oral and written communication abilities; be able to meet established physical fitness standards; or any equivalent combination of training and experience which provides the required knowledge, skill, and abilities.~~ 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 be able to 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: May 1, 2014

Amended: April 8, 2019

Village of McFarland, Wisconsin

Position Analysis Questionnaire

1. Name (Last, First) TBD	2. Current Position Title Administrative Captain	3. Current Annual Salary Grade 16
4. Immediate Supervisor's Title Fire and Rescue Chief	5. Department/Division Fire and Rescue Department	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 Emergency response, training <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> ☐ Less than High School Diploma or GED ☐ High School Diploma or GED ☒ Associates Degree ☐ Bachelors Degree ☐ Masters Degree ☐ PhD ☐ Other Major/Coursework: <u>Fire Science, Emergency Medical Management, Public/Business Administration</u> Type of Experience <u>Management, supervision, training development, advanced EMT, etc. in fire/emt dept.</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> <u>Wisconsin Drivers License</u> <u>NIMS 300</u> <u>Advanced EMT with CEVO and CPR</u> 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> <u>Fire Service</u> <u>Emergency Medical Technician Services</u> 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.)

Department Career Staff

Village Co-Workers

Public

Boards, Commissions, and Committees

Emergency Room Staff

Department Volunteer Staff

Police and Fire Commission

Patients

External Career and Volunteer Fire and EMS

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:

24 Hour Advanced EMT x 3

40 Hour Advanced EMT x 1

Paid on Call Firefighter

Paid on Call Emergency Medical Technician

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.

The paid on call staff represent the volunteer ranks that fuel emergency response within the Department whether that be for fire or emergency medical services. They are paid members of the Department and compensated by the Village like other employees. They are also part of the hierarchy for the Department and require supervision like other employees. The only career staff member (i.e. full-time) that is a Supervisor within the Department is the Fire and Rescue Chief. The remainder of the Command Staff is filled by paid on call staff which respond as supervisors when assigned and/or available.

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.

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: Equipment, patient or items in emergency response.

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.)

Add 20 points for certification requirements.

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 | <p>Excellent
Working conditions with absence of disagreeable conditions and little or no accident or health hazards (or) limited mental effort and/or stress.</p> |
| 5 | <p>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.</p> |
| 15 | <p>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.</p> |
| 25 | <p>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.</p> |
| 45 | <p>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.</p> |
| 70 | <p>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.</p> |

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: Administrative Captain (Fire and Rescue Department)

Skill Level: IV (Protective Services)

Factor	Value
I. Training and Ability	60
II. Experience	50
III. Level of Work	60
IV. Human Relations Skills	50
V. Physical Demands	20
VI. Working Conditions and Hazards	45
VII. Independence of Action	60
VIII. Impact on End Results	80
IX. Supervision Exercised	25
Point Total	450

*** As of January 5, 2015

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

450

2016	1.0% Adjustment	57,916.08	66,603.49	75,290.90
2017	2.0% Adjustment	59,074.40	67,935.56	76,796.72
2018	2.0% Adjustment	60,255.89	69,294.27	78,332.66
2019	2.0% Adjustment	61,461.00	70,680.16	79,899.31



PUBLIC SAFETY COMMITTEE SUMMARY SHEET

MEETING DATE: Monday, April 8, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer

AGENDA ITEM: Discussion and action on a Class B Liquor license for the McFarland House Cafe for the period ending June 30, 2019.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

The McFarland Cafe has submitted a request to add a class B liquor license for their current premise. Currently the McFarland House Cafe holds a a class C beer and class C wine license to serve and consume alcohol on the current premise of:

1st floor and basement of McFarland House Cafe.

FINANCIAL/BUDGET IMPACT:

Additional Revenue from Class B Alcohol license Revenues

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

Village Code of Ordinances Chapter 11, Article II.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Public Safety Committee unanimously recommended approval of the Class B Liquor License with the condition that the Class C Wine License be surrendered upon the issuance of the Class B Combo license.

ATTACHMENTS:

1. Class B License Application
2. Chief Sherven Recomm

Original Alcohol Beverage Retail License Application

Submit to municipal clerk.

For the license period beginning 2019 20 19 ;
ending 20 20 20

TO THE GOVERNING BODY of the: ☐ Town of } McFarland
☒ Village of }
☐ City of }

County of Dane Aldermanic Dist. No. _____ (if required by ordinance)

Applicant's WI Seller's Permit No.: FEIN Number:	
LICENSE REQUESTED ▶	
TYPE	FEE
☐ Class A beer	\$
☐ Class B beer	\$
☐ Class C wine	\$
☐ Class A liquor	\$
☐ Class A liquor (cider only)	\$ N/A
☒ Class B liquor	\$
☐ Reserve Class B liquor	\$
☐ Class B (wine only) winery	\$
Publication fee	\$
TOTAL FEE	\$

1. The named ☐ Individual ☐ Partnership ☐ Limited Liability Company
☒ Corporation / Nonprofit Organization

hereby makes application for the alcohol beverage license(s) checked above.

2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name): McFarland House Cafe Inc.

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the name, title, and place of residence of each person.

Title	Name (Last, First, M.I.)	Home Address	Post Office & Zip Code
President/Member			
Vice President/Member			
Secretary/Member			
Treasurer/Member			
Agent ▶	<u>Owner, Sharon T</u>	<u>5705 Linden Pkwy</u>	<u>53558</u>
Directors/Managers			

3. Trade Name ▶ McFarland House Cafe Business Phone Number _____

4. Address of Premises ▶ 5923 Exchange Street Post Office & Zip Code ▶ 53558

5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? ☐ Yes ☒ No

6. Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant? ☐ Yes ☒ No

7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? ☐ Yes ☒ No

8. (a) Corporate/limited liability company applicants only: Insert state _____ and date _____ of registration.

(b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? ☐ Yes ☒ No

(c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or

agent hold any interest in any other alcohol beverage license or permit in Wisconsin? ☐ Yes ☒ No

(NOTE: All applicants explain fully on reverse side of this form every YES answer in sections 5, 6, 7 and 8 above.)

9. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) 1st Floor and Basement at McFarland House

10. Legal description (omit if street address is given above): _____

11. (a) Was this premises licensed for the sale of liquor or beer during the past license year? ☒ Yes ☐ No

(b) If yes, under what name was license issued? McFarland House Cafe Inc

12. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277]. ☒ Yes ☐ No

13. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776]. ☒ Yes ☐ No

14. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ☒ Yes ☐ No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000. Signer agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants, or one member of a partnership applicant must sign; one corporate officer, one member/manager of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

[Signature]
(Officer of Corporation / Member / Manager of Limited Liability Company / Partner / Individual)

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk	Date reported to council / board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	



Village of McFarland Police Department

5915 Milwaukee St. • P.O. Box 110 • McFarland, WI 53558 • 608/838-3151 • Fax 608/838-7954

Craig J. Sherven • Chief of Police

DATE: January 21, 2019

TO: Public Safety Committee/Village Board

FROM: Craig J. Sherven, Chief of Police

REFERENCE: Original Alcohol Beverage License Application for Shaun O'Hearn, McFarland House Café.

This letter is to advise that I have conducted the necessary criminal records check in reference to this application. I have discovered no information that would disqualify the applicant.

Should you have any questions regarding this communication, feel free to contact me at 608-838-3151.

Respectfully,

Craig J. Sherven 

Craig J. Sherven
Chief of Police



PLAN COMMISSION SUMMARY SHEET

MEETING DATE: Monday, April 8, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer, Pauline Boness, Director, Chris Dennis, Chief, Craig Sherven, Chief

AGENDA ITEM: Discussion and action on a request from the McFarland House Cafe to expand its licensed alcohol premise to include a 1,300 square foot outdoor drinking area for the licensing period of July 1, 2019 through June 30, 2020.

PREVIOUS ACTION:

The Plan Commission evaluated this application at its meeting on February 18th and provided a unanimous recommendation of approval. They did provide further direction that additional parking alternatives be "explored".

The Public Safety Committee reviewed the Plan Commission recommendation at their meeting on March 13th.

ISSUE SUMMARY:

the McFarland House Cafe has applied to expand their liquor license premise. For alcohol licensing, the premise describes everywhere the storage, sales and consumption of alcohol are allowed. All expansions of that licensed premise must be approved by the Village Board. The proposal includes two parts:

1. Expanding the premise to now include the 2nd floor and 3rd floor of the cafe and the 1st floor and basement of the greenhouse.
2. A 1,300 sq. ft outdoor drinking area. Section 11-64(n) of the Village Code of Ordinances outlines the procedure and conditions for a liquor licensee to hold an outdoor consumption area within the Village. The process outlined in the ordinances provides a detailed set of conditions that must be met, along with the ability for the Village to impose any additional conditions deemed necessary as part of the review. Plan Commission shall review the submittal first and make a recommendation to the Public Safety Committee regarding the outdoor consumption area. The Public Safety Committee shall then make a recommendation to the Village Board. Attached is the Village ordinance regarding outdoor consumption and staff's review of compliance with the ordinance. Additionally comments are also attached from the Police Department, Fire & Rescue Department, and Community Development Department.

The current liquor license premise for the McFarland House Cafe is:
1st floor and basement



The proposed liquor license premise is:

Basement, 1st floor, 2nd floor, 3rd floor of the McFarland House Café, and basement and 1st floor of the Greenhouse, and a 1,300 sf deck area

FINANCIAL/BUDGET IMPACT:

No additional Revenues.

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

Outdoor consumption of alcohol is contained within Village Ordinance 11-64(n).

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Public Safety Committee unanimously recommended approval of the current licensed area for the period of July 1, 2019 through June 30, 2020, with the condition the Clerk/Treasurer being authorized and directed to amend the license to revise the description of the licensed premise to include the new areas of the 2nd and 3rd floor of the McFarland House Café the 1st floor and basement of the greenhouse, and the 1,300 square foot deck area as conceptually provided on the attached site plan dated November 20, 2018 upon satisfaction of the following requirements:

1. Approval of a detailed site plan;
2. Inspection and approval from the McFarland Fire Department prior to the issuance of an occupancy permit;
3. Issuance of an occupancy permit from the building Inspector; and
4. Continue to explore onsite parking expansion as part of the site plan development.

*Liquor licensing runs from July 1st each year to June 30th. This current application would be for the period between July 1, 2019 through June 30, 2020. After which, as with any other licensee, and new renewal application would be necessary for the next license period.

The request as presented, reviewed, and discussed is recommended for approval with the conditions noted above.

ATTACHMENTS:

1. McFarland House Cafe Expansion of Premise
2. Mcf House Expansion - Comm Dev Feedback
3. Mcf House Expansion - PD Feedback
4. Mcf House Expansion - Fire & Rescue Feedback
5. Mcf House Plans
6. MHC Background
7. MCF Cafe Feedback

MEMORANDUM

To: Plan Commission

From: Cassandra Suettinger, Village Clerk/Treasurer

Date: February 6, 2019

RE: McFarland House Café Expansion of Licensed premise including outdoor Consumption

Background – Section 11-64(n) of the Village Code of Ordinances outlines the procedure and conditions for a liquor licensee to hold an outdoor consumption area within the Village. The process outlined in the ordinances provides a detailed set of conditions that must be met, along with the ability for the Village to impose any additional conditions deemed necessary as part of the review. Plan Commission shall review the submittal first and make a recommendation to the Public Safety Committee regarding the outdoor consumption area. The Public Safety Committee shall then make a recommendation to the Village Board. Attached is the Village ordinance regarding outdoor consumption and staff's review of compliance with the ordinance. Additionally comments are also attached from the Police Department, Fire & Rescue Department, and Community Development Department.

Compliance with Ordinance

(n)*Outdoor consumption.* Licensed premises under a "Class B," Class "B" or "Class C" license may include areas outside a fully enclosed building in accordance with the following:

(1) Any application for a new license, a renewal of an existing license or an application to expand the premises' description of an existing license which seeks to include an outdoor area within the licensed premises' description shall require notice to each person owning property within 500 feet of the proposed premises. The applicant shall prepay the cost of sending such notice before the notices are sent. The notice shall include a copy of the application and the date, time and location of any public hearings or other public meetings at which the application is scheduled to be considered.

Compliant – mailing sent on January 25, 2019 to all property owners within 500 feet of proposed license expansion.

(2) The Village Board, in addition to any general conditions or conditions set forth under subsection (n)(3), may impose conditions or stricter conditions upon the license specific to any outdoor areas within the premises' description to prevent undo adverse impact on neighboring property, the character of the surrounding neighborhood, traffic conditions, parking or any other matter affecting the public health, safety, welfare or convenience, including, but not limited to:

- a. Limiting the size and location of any outdoor premises;*
- b. Restricting the hours during which alcohol consumption may be permitted within the outdoor area;*
- c. Requiring additional parking to address increased capacity;*

d. Regulating lighting.

Community Development Director Boness has recommended review of any outdoor lighting plans.

(3) In addition to any conditions imposed at the Village Board's discretion, the following shall be minimum conditions of all licenses with respect to outdoor areas:

a. Outdoor areas are prohibited within 50 feet of the lot line of a parcel used for residential purposes whether as a primary use or in conjunction with commercial uses. This prohibition shall not apply to prohibit an outdoor area where an accessory apartment exists on the same parcel as the licensed premises.

Compliant.

b. The hours during which alcohol consumption may be permitted within the outdoor area is restricted to 11:00 a.m. to 9:00 p.m.

Compliant.

c. The perimeter of any outdoor portion of a licensed premises not bordered by a main building shall be enclosed by a permanent fence not less than four feet. Such fence shall be constructed of wood, plastic, or metal and erected and maintained in accordance with all applicable Village ordinances. If the outdoor portion of a licensed premises is an outdoor sports area, the enclosure may instead be made by temporary netting not less than ten feet high. Such netting shall not be installed sooner than 14 days prior to, and shall be removed no later than 14 days after, the season or the period established under [Section 11-69\(f\)\(6\)c.](#), whichever is shorter. The outdoor area shall comply with all applicable building code requirements including the provision of readily distinguishable means of egress for fire and emergency purposes.

Compliant.

d. The outdoor area may not be covered by a roof.

Compliant.

e. Amplified music, speakers, microphones, televisions or other audio or video devices are prohibited.

The Police Department has expressed concerns with compliance of this provision with the proposed use. See attached from Chief Sherven.

f. At no time shall unreasonable noise emanate from any outdoor area that tends to disturb the peace and quiet enjoyment of property in the vicinity contrary to [Section 20-58](#).

The Police Department has expressed concerns with compliance with this provision given the scale of the proposed expansion. See attached from Chief Sherven.

g. The outdoor area shall not have an undue adverse impact upon nearby property, the character of the neighborhood, traffic conditions, parking or other matter affecting the public health, safety, welfare, or convenience.

The Police Department has expressed concerns with compliance with this provision given the scale of the proposed expansion. See attached from Chief Sherven.

Additionally, Community Development Boness has reported according to Building Inspector Marty Pilgers calculations, 183 parking spaces are needed to accommodate all the improvements proposed at the café site. While the zoning code states the parking requirements are advisory in the CC zoning District, in order to satisfy item g, the owner should provide information as to how the parking needs of this project will be satisfied as this number of spaces is beyond the number of parking spaces in the downtown area.

h. The size of the outdoor area is restricted to 30 percent of the public usage area of the portion of the premises which is inside the building. Interior building capacity shall not be increased as a result of the addition of the outdoor area. The playing area of any outdoor sports area permitted under [Section 11-69](#) shall not be included for purposes of determining compliance with this subparagraph so long as the playing area is not permitted to be occupied by persons not participating in the sporting activity for which the playing area is designed.

The applicant owns the property which includes two disconnected above ground structures which both have basements that are connected. Prior to this application, the business has operated primarily out of the first floor of the main structure closest to Main Street (i.e. – McFarland House). If this application is approved, the property owner desires to make certain improvements to both structures to expand the business operations which in turn increases the area in which the public can access and use the space. The total area that is conceivable between both buildings for the public to access based on this plan was determined jointly between the applicant, Building Inspector, and Fire/Rescue Chief. From Village Staff's perspective, we feel his application is compliant with the 30% threshold only if he is able to make and maintain these improvements. If he is not able to or does not want to make these improvements, then the outdoor area will only be as large as the 30% allows based on what the public is able to use as part of the business.

i. The outdoor area shall have no entrance or exit, except for fire exits, other than to or from the interior of the main building of the licensed premises.

Compliant

j. A conspicuous notice shall be posted at each fire exit stating: "No Beer, Liquor or Wine May Be Carried in an Open Container Off the Premises."

Compliance would be ensured with final inspection.

k. No bar shall be permitted in outdoor areas, however, wait staff may serve in the outdoor area.

Compliant.

l. Except for outdoor sports activities permitted under [Section 11-69](#), the outdoor area shall not be used for any activities other than service and consumption of food and drink. Smoking may be permitted in accordance with applicable State and local regulations. Food service shall be available in the outdoor area at all times during which it is open to patrons for alcohol consumption.

Compliant.

m. Except for playing areas and other areas adjacent thereto that are primarily intended for use by participants in outdoor sports activities permitted under [Section 11-69](#), the outdoor area must be located on an paved surface or hard all-weather decking material.

Compliant.

n. The outdoor area shall be accessible to the disabled, and the license holder shall at all times comply with all applicable federal, state and village laws, ordinances and regulation concerning accessibility.

Compliant as proposed, and would be inspected as part of final review by Building Inspector and Fire Department.

o. The outdoor area cannot be within 300 feet of any property used for a school or church as measured from the edge of the outdoor area to the property line of the school or church.

Compliant.

p. Outdoor areas may not be placed on any rooftop.

Compliant.

q. Containers for refuse disposal and regular cleanup shall be placed inside of the outdoor area.

Compliant.

r. Improper control of the outdoor area could result in loss of the premises alcohol beverage license.

To be assessed on an ongoing basis by the Village.

s. Construction of an outdoor area shall not reduce the minimum number of parking stalls required of the establishment.

Compliant.

t. If the outdoor area is used for outdoor sports activities as permitted under [Section 11-69](#) and persons under the age of 21 are allowed to be present on the licensed premises, all persons 21 years of age or older who intend to consume

alcohol beverages in the outdoor area, shall be issued a wristband that is bright in color which shall be issued only upon showing valid identification proving the person is 21 years of age or older.

Not applicable.

(4) If the outdoor area is greater than 1,000 feet from any property line of a property in residential use, the conditions established in subsections (3)b., e., h., and m. may be modified by the Village Board.

Application not eligible, proposed expansion is NOT 1,000 from a residential use.

(5) The application shall be accompanied by detailed plans or drawings demonstrating the size and location of the outdoor area, location of required fencing and any other information necessary to determine compliance with this subsection. Plans and drawings shall be reviewed for a recommendation by the Plan Commission, followed by a review and recommendation on the application from the Public Safety Committee.

Compliant – detailed plans are attached and submitted.

Recommended Conditions– If the Village were to find the application for an expansion of premise agreeable, because the improvements do not exist, we would need to provide conditional approval for expansion of the liquor license that is contingent upon specific requirements.

Staff recommends any consideration for approval at least include the following, with any additional items and recommended by the review process:

Approval of the current licensed area for the period of July 1, 2019 through June 30, 2020, with the condition Clerk/Treasurer being authorized and directed to amend the license to revise the description of the licensed premise to include the new areas of the 2nd and 3rd floor of the McFarland House Café the 1st floor and basement of the greenhouse, and the 1,300 square foot deck area as conceptually provided on the attached site plan dated November 20, 2018 upon satisfaction of the following requirements:

- a. Approval of a detailed site plan
- b. Inspection and approval from the McFarland Fire Department prior to the issuance of an occupancy permit
- c. Issuance of an occupancy permit from the building Inspector

*Liquor licensing runs from July 1st each year to June 30st. This current application would be for the period between July 1, 2019 through June 30, 2020. After which, as with any other licensee, and new renewal application would be necessary for the next license period.

Community Development Feedback

In general, I have no objection to the proposal to expand the premises and provide outdoor consumption at the McFarland House Café. My opinion is predicated on the submission of and approval of acceptable code complying plans for the remodeling of the third floor space, the greenhouse space and construction of the deck. In regards to the parking situation Sec. 62-172(j)(1) requires space equal to 30% of the capacity in persons. Per the ordinance where seats are not fixed each seven square feet equals a seat. The plan shows 4274 as the total useable square footage. $4274/7 = 611$ seats $\times 30\% = 183$ parking spaces. Per the ordinance the parking regulations are only advisory in the C-C Zoning District.

Marty Pilger, Building Inspector

The only question I have is the adequacy of parking given whatever is the capacity and any outdoor lighting that might be planned. The plans also show cooking outdoors is this planned?

Pauline Boness
Comm. Dev. Dir.
Village of McFarland
608-838-3154

Cassandra – here are my comments.

The focus mainly on the below two sections of 11-64 as it pertains to this particular venue.

(2) The Village Board, in addition to any general conditions or conditions set forth under subsection (n)(3), may impose conditions or stricter conditions upon the license specific to any outdoor areas within the premises' description to prevent undue adverse impact on neighboring property, the character of the surrounding neighborhood, traffic conditions, parking or any other matter affecting the public health, safety, welfare or convenience, including, but not limited to:

f. At no time shall unreasonable noise emanate from any outdoor area that tends to disturb the peace and quiet enjoyment of property in the vicinity contrary to [Section 20-58](#).

g. The outdoor area shall not have an undue adverse impact upon nearby property, the character of the neighborhood, traffic conditions, parking or other matter affecting the public health, safety, welfare, or convenience.

I question whether an outdoor drinking area, especially as large as what is proposed, could exist in this particular location while complying with the two above ordinance subsections. Ordinance does not allow for the use of amplification equipment, yet one of the intended purposes is for weddings and wedding receptions. I can't see how those activities could be conducted without amplification, but even the noise that arises from such events without amplification could pose a noise problem given the close proximity of residences and the library, and thereby be in violation of this subsection. Under those circumstances, I would anticipate an increased or high level of noise complaints from neighbors and other residents who enjoy the amenities of the area. This could become an enforcement problem very quickly. The last thing we need is a situation (like we've had in the past with other venues) where officers have to stand at the lot line and measure noise levels several times a month. And, even absent a reading above the allowable threshold, technically by ordinance if the activity "disturbs" someone else, they could be in violation. The term "disturbs" is not well defined, and comes down to each individual's perception and tolerance. This could lead to a toxic neighborhood environment.

Craig J. Sherven
Chief of Police
McFarland Police Department
608-838-2352



McFarland Fire & Rescue Department

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

Emergency: 911

January 25, 2019

To: Village of McFarland Plan Commission
From: Chief Chris Dennis

Re: McFarland House Café Premise Expansion

We have received and reviewed the McFarland House Café premise expansion request and associated plans. We have met with Mr. O'Hearn to review the property. The renovation of the property will require coordination with Mr. O'Hearn, the building inspector, and our department, and is a normal process for the renovation of public space. We identified the usage of the third floor will require an additional exit to comply with the building code. Mr. O'Hearn had identified the need for an additional exit and has proposed an exterior to grade exit. We support the installation of an exterior dedicated stair exit to grade. The dedicated exit eliminates the compounding effects of shared exits between levels.

The "Greenhouse" building's estimated square footage and associated occupancy are near the threshold for requiring a fire sprinkler system. We will continue to work with Mr. O'Hearn to ensure the building complies with the building code if any modifications are made to the plan, we will advise Mr. O'hearn of the implications from the modification.

The outdoor deck is currently being provided with two dedicated exits and appear to be of code complaint size for the space being served. We will review the sizing in detail as the project progresses to ensure the exit width provides the required discharge for the outdoor deck.

Based on the information and general plans provided by Mr. O'Hearn, at this time we don't have any items that we have found to prevent from allowing the premise expansion.

Sincerely,

Christopher C. Dennis, Chief
Fire & Rescue Department
Village of McFarland



McFarland House

5923 Exchange St
McFarland, WI 53558

OWNERS:

Shaun and Jessica
O’Hearn
5205 Linden Pkwy
Mcfarland, WI

PROPERTY:

Lots 4 and 5
located in Block 29
refer to PLAT
SURVEY attached
page 2

DATE:

Jan 5, 2019

DESIGNER:

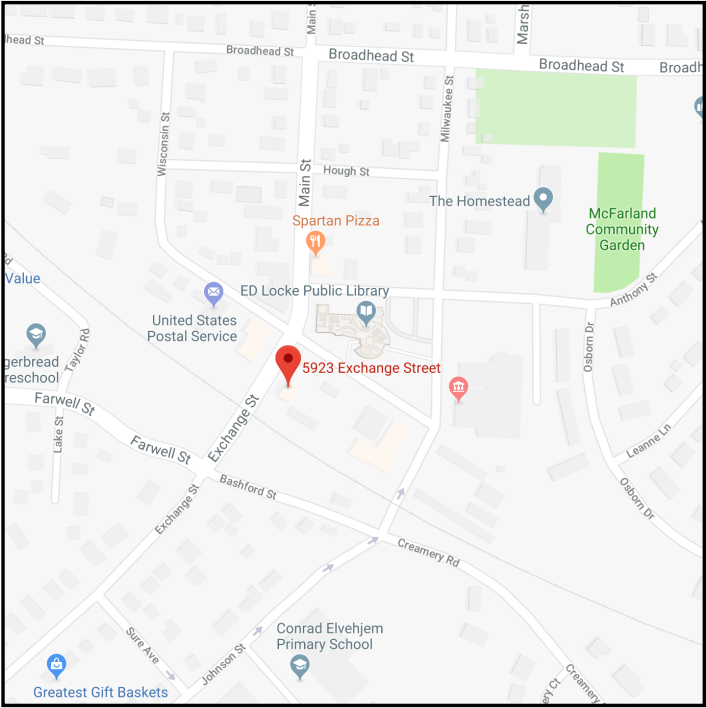
Eric Heid
Eric H Heid

PROJECT:

Outdoor Deck (not to exceed 1,282 sf*) connected to rear building for customers. Remodel of interior of rear building for private events and cafe use. Modify main house 2nd and 3rd floor for public flex use or short term rentable space.

***30% of Overall Square Footage of Public Interior space used to calculate the proposed deck area**

MAIN HOUSE	SQ. FT
1st Floor (Cafe)	1,172
2nd Floor	762
3rd Floor (ATTIC)	1,265
Basement	NA
GREENHOUSE	
1st Floor	1,075
Basement	NA
TOTAL	4,274
x 30%	1,282



New Deck not to exceed public space of 1,282 sf

PROPOSED PROJECT





**BIRRENKOTT
SURVEYING, INC.**

P.O. Box 237
1677 N. Bristol Street
Sun Prairie, WI. 53590
Phone (608) 837-7463
Fax (608) 837-1081

PLAT OF SURVEY

SURVEYOR'S CERTIFICATE:

I, Daniel V. Birrenkott, hereby certify that this survey is in compliance with the Wisconsin Administrative Code, Chapter A-E7. I also certify that I have surveyed and mapped the lands described hereon and that the map is a correct representation in accordance with the information provided and is correct to the best of my knowledge and belief.

Description of Record:

Lots Four (4), Five (5) and Six (6), Block Twenty-nine (29), Village of McFarland, in the Village of McFarland, except that part of said Lots 4, 5 and 6, described as follows: Beginning at the North Northwest line of said lot 60 feet; thence Southeast parallel to the Northeast line of Block 29, 139 feet; thence Northeast to said Northeast line at a point 139 feet Southeast from the point of beginning; thence Northwest to the point of beginning.

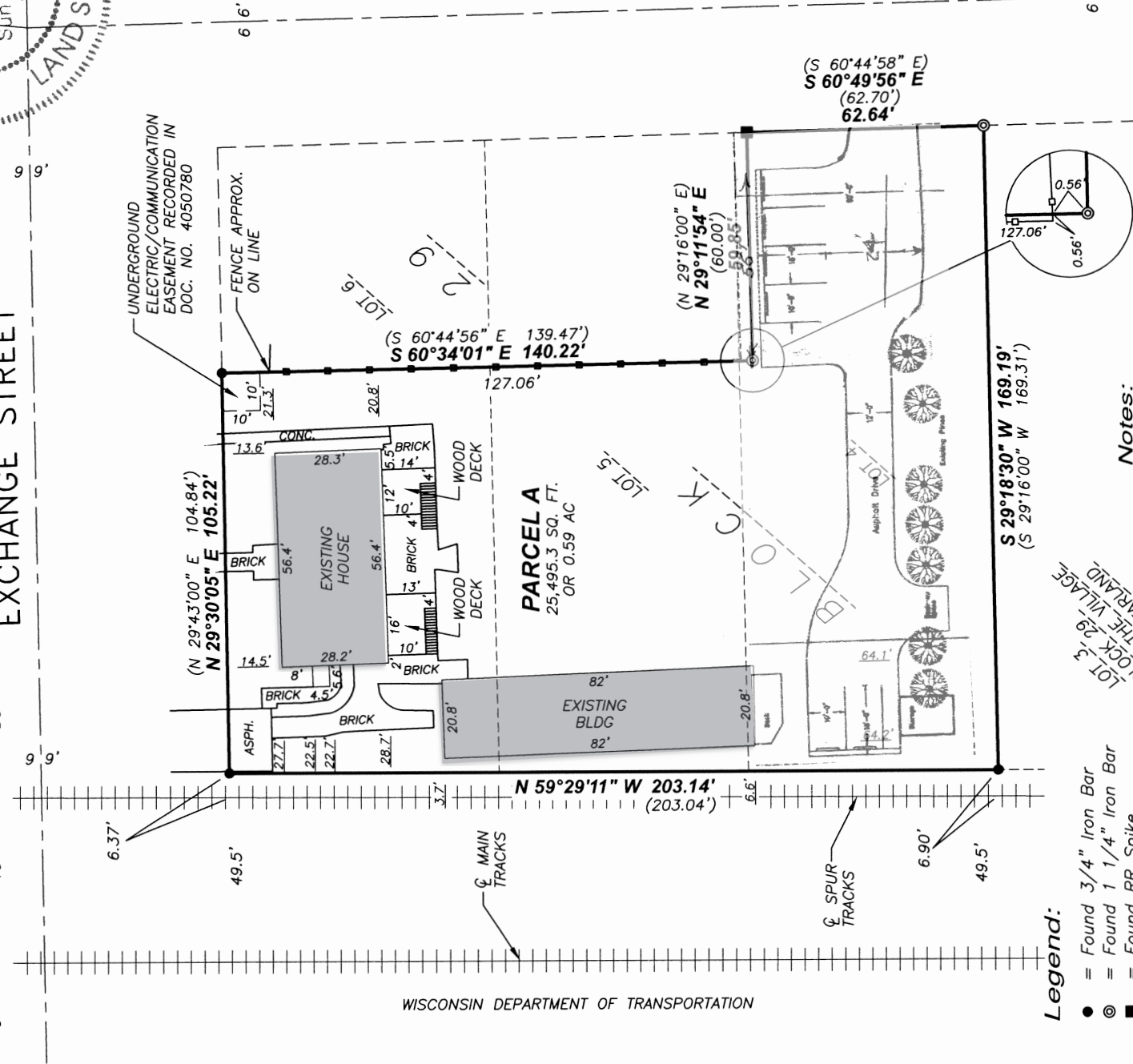
Daniel V. Birrenkott
Wisconsin Professional Land Surveyor No. S-1531.

3-16-2018



EXCHANGE STREET

LONG STREET



Notes:
This survey is subject to any and all easements and agreements both recorded and unrecorded.

The disturbance of a survey stake by anyone is in violation of Section 236.32 of Wisconsin Statutes.
Wetlands, if present have not been delineated.
This survey shows visible, above-ground improvements only. No guarantee is made for below-ground structures.

Legend:

- = Found 3/4" Iron Bar
- ⊙ = Found 1 1/4" Iron Bar
- = Found RR Spike
- () = Recorded as data
- = Fence Line
- ASPH. = Asphalt Paving
- BRICK = Brick Pavers

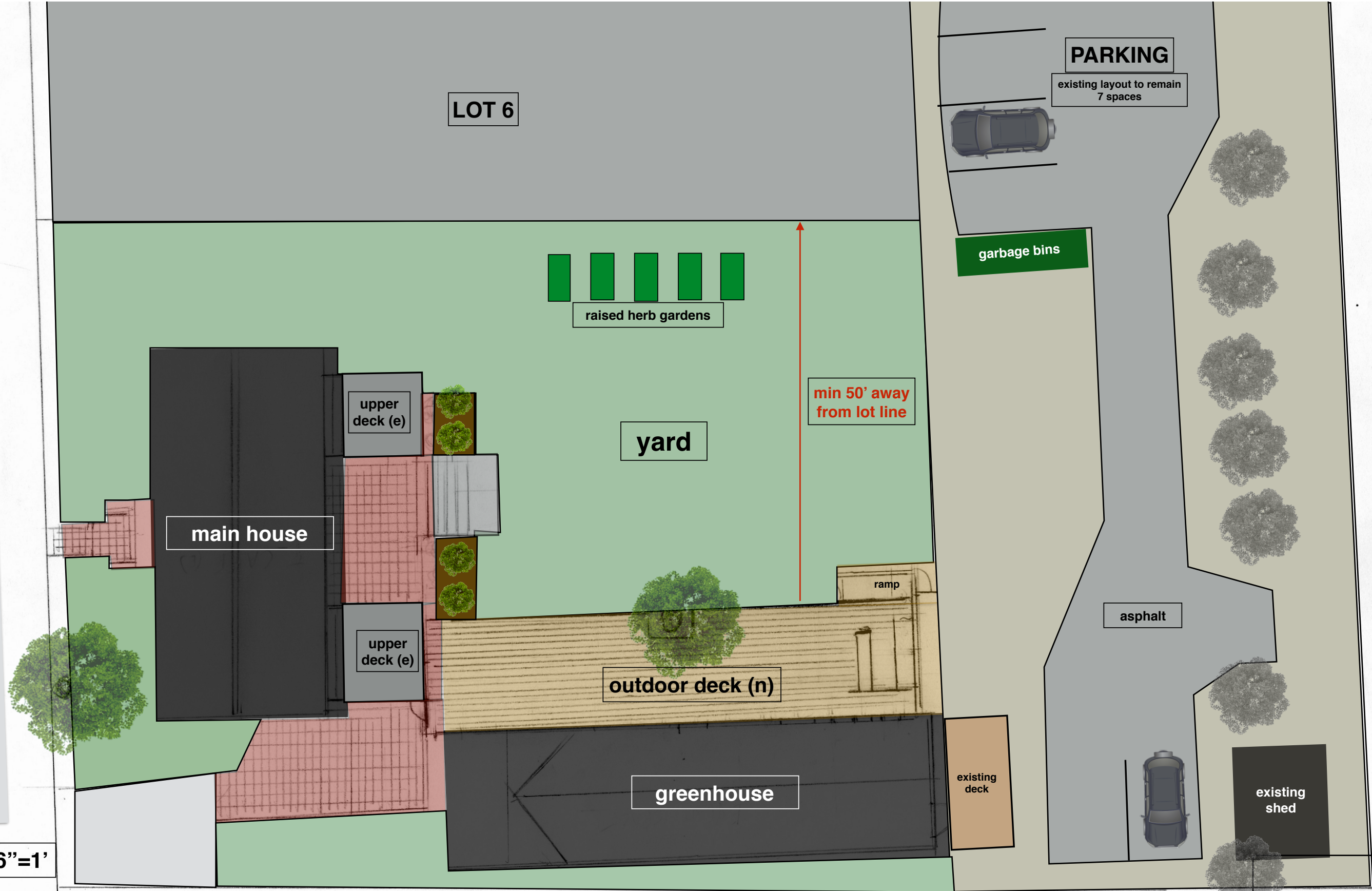
Dated: March 16, 2018
Surveyed: T.A.S.
Drawn: B.S.S.
Checked: D.V.B.
Approved: D.V.B.
Field book: 369/34-35
Comp. File: J:\2018\CARLSON
Office Map No. 180176

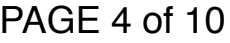
SHEET 1 OF 1



Exchange st

scale 1/16"=1'







**proposed sketch of
exterior***

***not to scale/design and layout will be
modified per final approval of dimensions**





MAIN HOUSE

1st Floor

existing

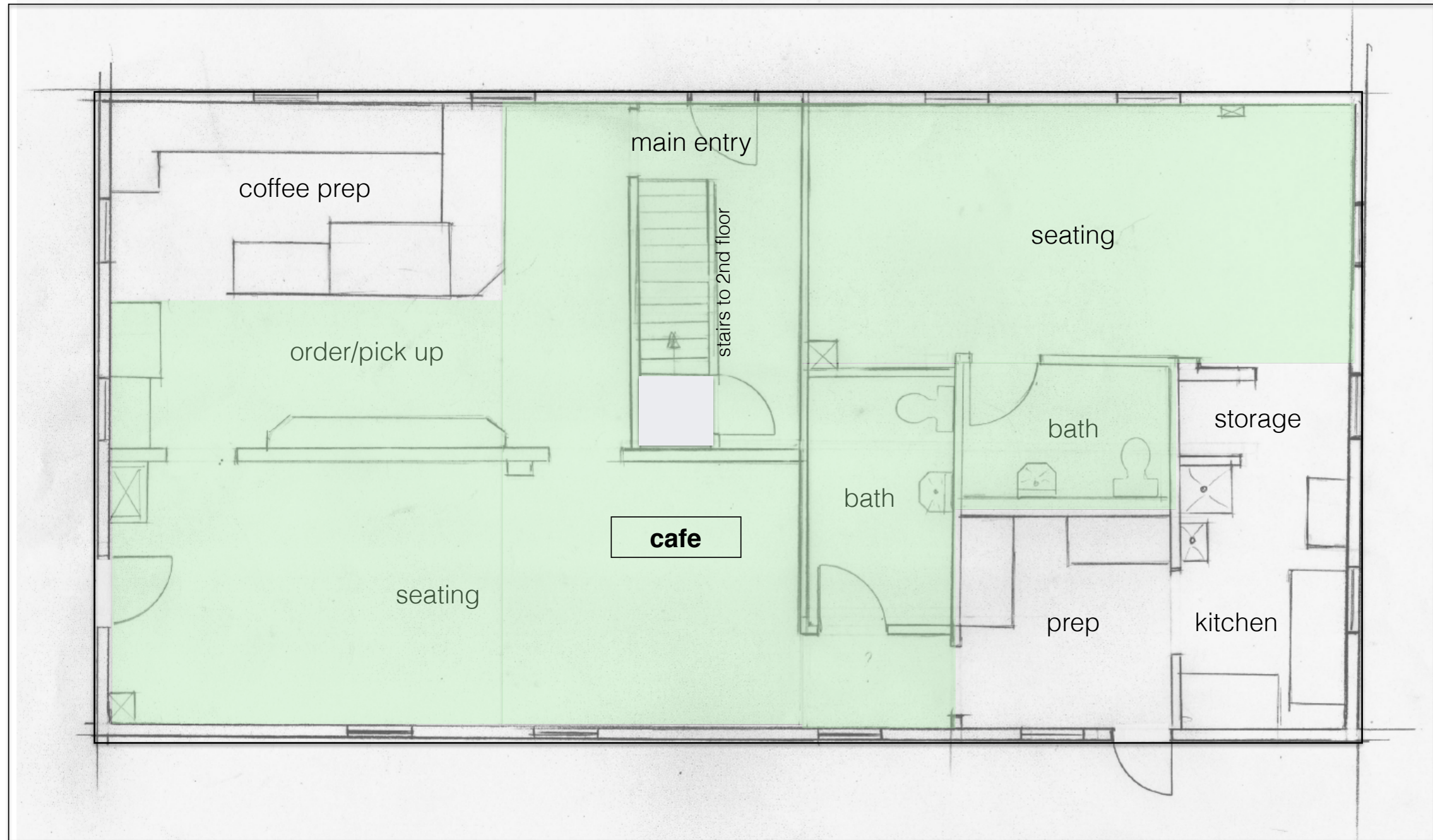
Estimated Public SF:

1,172

Ceiling HT:

8'6"

27' 2"



55' 8"

PAGE 6 of 10



MAIN HOUSE

2nd Floor

existing

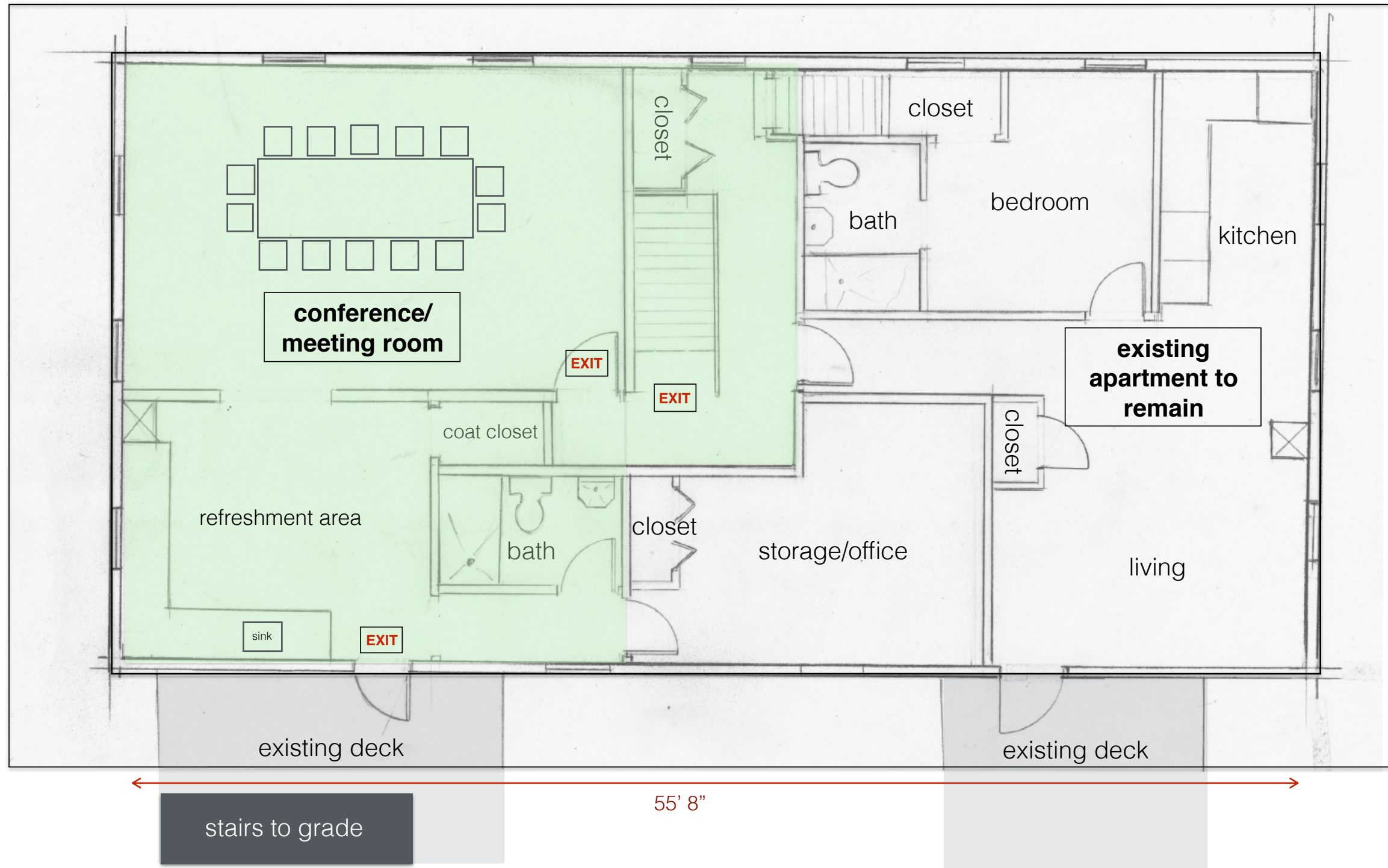
Estimated public SF:

762 sf

Ceiling HT:

7'10"

27' 2"





MAIN HOUSE

Attic

existing

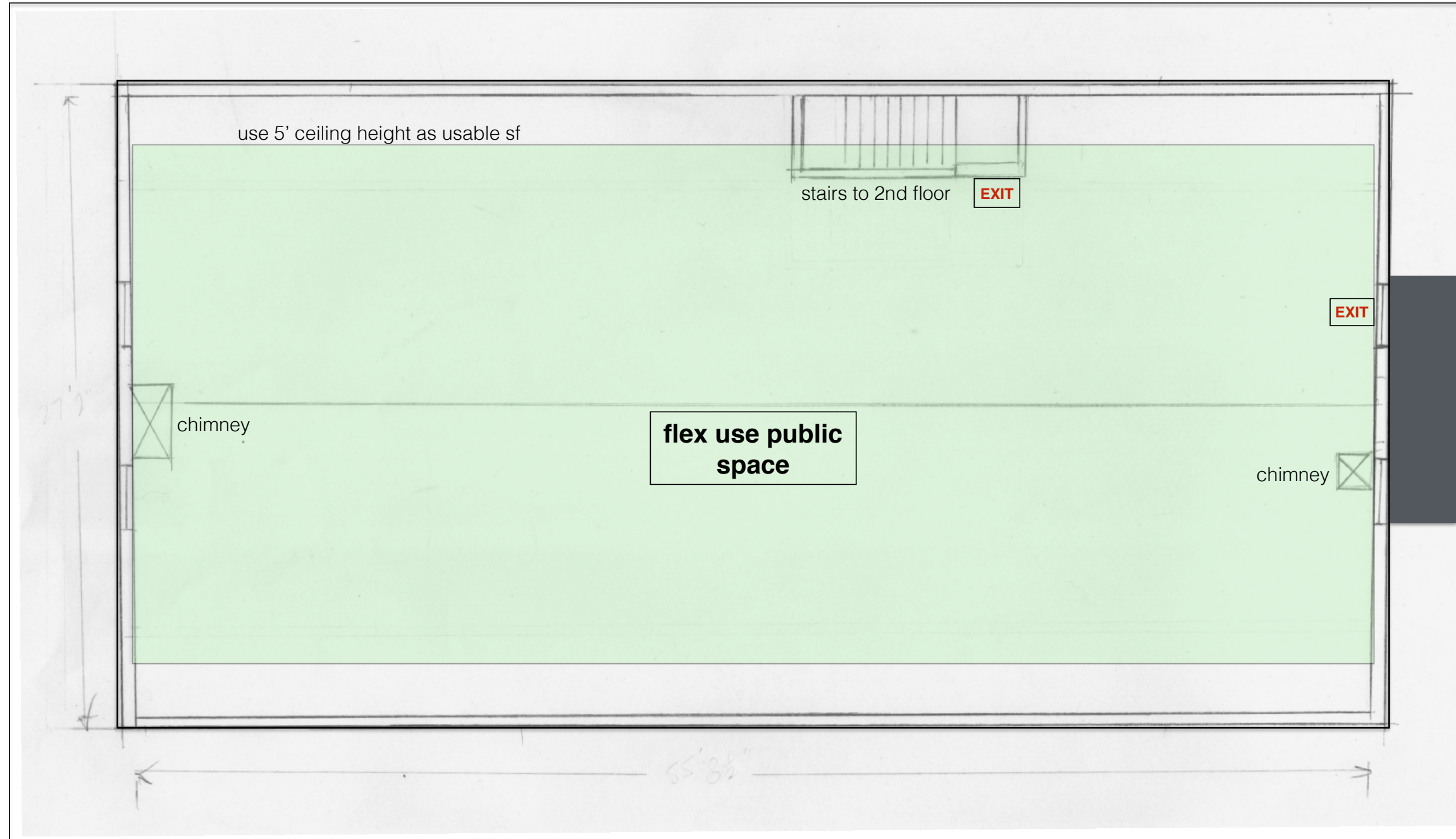
Estimated public SF:

1,265

Ceiling HT:

4' to 8'2"

27' 2"



55' 8"

PAGE 8 of 10



MAIN HOUSE

Basement

existing

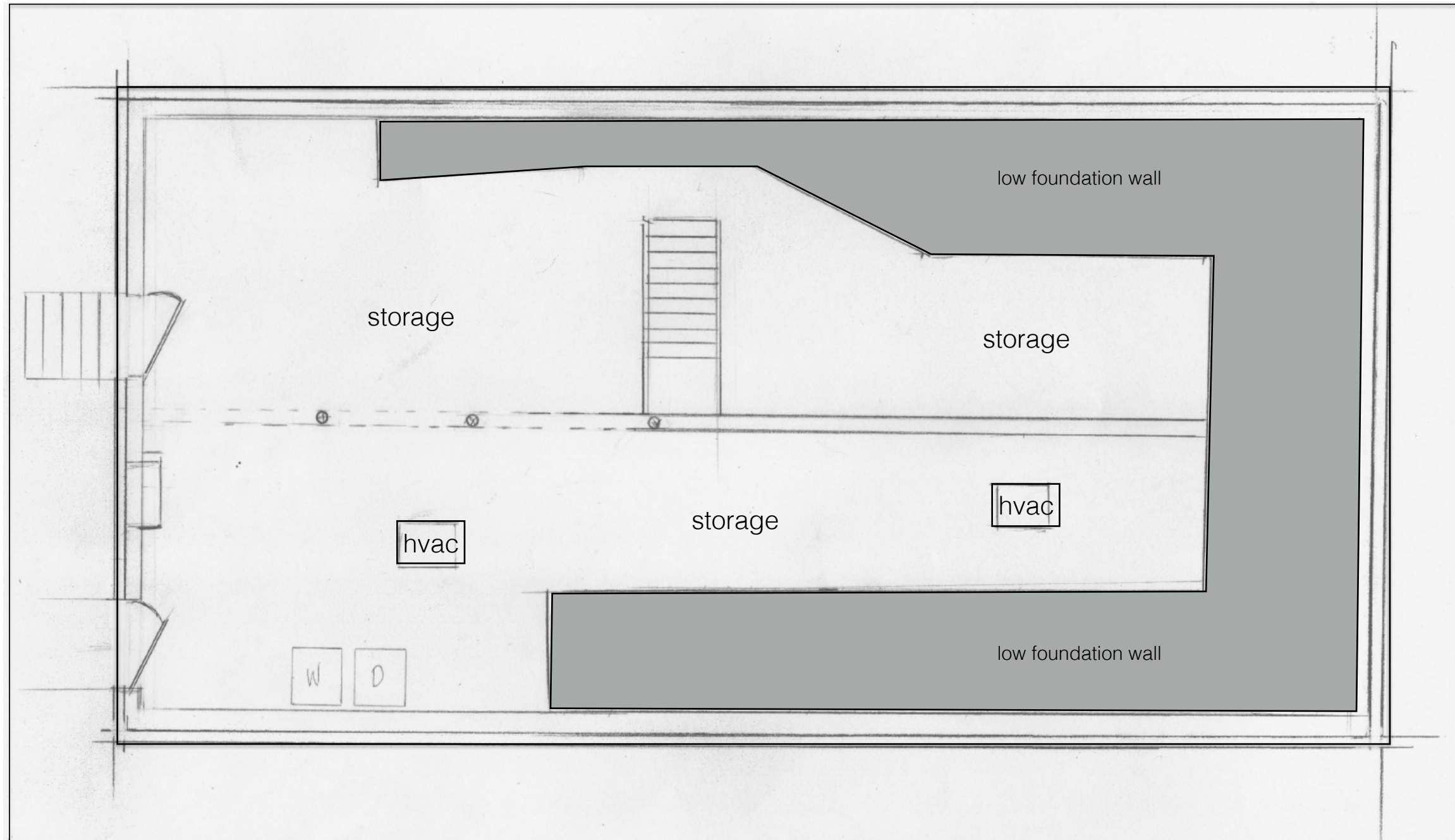
Estimated SF:

NA

Ceiling HT:

6'4"

27' 2"



55' 8"

PAGE 9 of 10

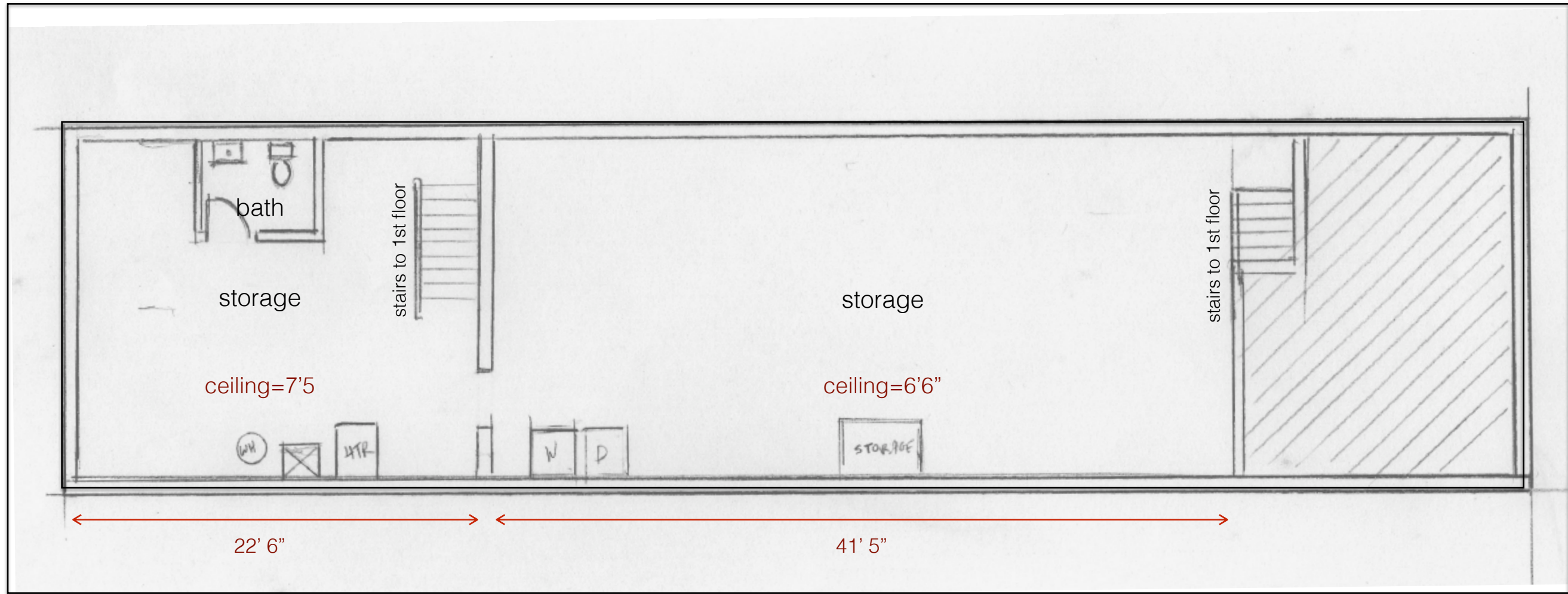


GREENHOUSE

Basement

Estimated SF:
NA
Ceiling HT:
6'6" to 7'5"

18'10"



Cassandra Suettinger

From: Matt Schuenke
Sent: Monday, January 7, 2019 1:41 PM
To: Cassandra Suettinger
Subject: FW: MHC Project

From: Shaun O'Hearn <mcfarlandcafe@gmail.com>
Sent: Monday, January 07, 2019 1:23 PM
To: Matt Schuenke <Matt.Schuenke@mcfarland.wi.us>
Cc: eric@martinheid.com
Subject: MHC Project

Project:

Expansion of McFarland House Café into adjacent "Greenhouse" and additional flex use spaces within the McFarland House

Overview:

The McFarland House Café currently operates out of the first floor of 5923 Exchange Street with storage in the basement and third floor spaces. We have grown each and every year since we bought the business in 2015. In April of 2018, Steve Washa sold the property to O'Hearn Ventures LLC. This provided an opportunity for the business to expand into other areas of the building. During our busy season we routinely run out of space for guests and storage of product. We also have to turn away countless groups because we can not accommodate their space needs. The expansion of license to include additional spaces is needed for our business continue to grow and provide the community a gathering place. One of the largest needs this community has shown is in outdoor dinning.

Operations:

We are proposing the addition of public use space on the south end of the second floor and the entire third floor. The second floor currently has two apartments which would be reduced to one. The space would act as a meeting/conference room with the ability when no reserved for overflow seating or quiet workspace. There would be restroom access and a small area for us to house an office with storage for "banquet" supplies. The space is already equipped with a secondary fire exit. A second emergency exit would be added to the third floor and be brought down to grade or connected to the exiting fire exit off the second floor. This attic room would remain flexible public use space. While it may have the ability for a larger capacity, we feel the best use will be for smaller yoga classes and meeting a little too large for the second floor. The sale of any alcohol would remain on the first floor behind the current counter with storage being located in the basement.

The second addition of public use space we are proposing is into what has been referred to as the "Greenhouse" which is adjacent to the McFarland House. We have a unique situation in which both buildings are connected through a hallway in the basement. The Greenhouse would act as an extension of the Café with the majority of the kitchen prep, food storage, and alcohol storage being housed in its basement. A separate counter/bar area would be the only point of service of any/all alcohol for the Greenhouse. Guests would not be allowed to bring beverage between the two spaces. The space would act as an evening gathering place with the ability to host events as well. The hours of operation would be different from the café itself but cater to families just the same.

A wooden deck would be added to the Greenhouse to provide the community with additional outdoor dining options. The deck will remain 50' from the lot line with the McFarland Tavern and will not exceed hours of use before 11:00am or after 9:00pm. The area will be tiered down to grade with four foot metal fencing placed around the entire perimeter that would match the décor of the buildings. There would be no amplified music on the patio or mounted speaker system outdoors. We would like to make this a beautiful space for the neighborhood unlike the blighted façade it currently is. Based on the input from Chief Dennis and the building inspector, the space would not exceed 1282sf as the 30% rule allows. The deck would provide entrance and exit points only to and from the building with additional emergency exits available toward the rear of the building. Proper signage will be posted in and around those points of access stating that no beverage would be allowed past them. The bar area for service will not be located outside and food service will be available during all hours of the patio operation. Our current choice of material for the decking is wood planking that has been treated. The space will accommodate ADA access through its design and sits outside the 300' from church/school. There isn't anything linking this patio to the rooftop. We will provide a bus station for trash/recycling collection as well as water filling and dishes. Additional parking has been added to the property that was not currently accessed by the public before as shown on page 2 of the project plans.

We hope to have provided you all adequate information to help us improve our business as well as this site.

Shaun O'Hearn
McFarland House Café Inc.

Cassandra Suettinger

From: Michael McManigal <mbmcmanigal@hotmail.com>
Sent: Wednesday, March 13, 2019 9:41 PM
To: Cassandra Suettinger
Subject: McFarland House

Dear Cassandra (and McFarland Board),

I am a McFarland resident and wanted to voice my support for McFarland House's proposed outdoor space expansion. You may have noticed that our town is virtually devoid of outdoor dining. Our restaurant and hospitality sector is abysmal given our size and demographics. We have nothing like what they are proposing and it's a huge step in the right direction with respect to bringing our community together and providing the type of entertainment options our town needs.

Thanks for your consideration.

Michael McManigal

Cassandra Suettinger

From: Connie Hutchison <hutchison.connie11@gmail.com>
Sent: Friday, March 15, 2019 11:28 AM
To: Cassandra Suettinger
Subject: Please vote yes to give McFarland house outside seating with drinking allowed

Please support this effort. I am fully in favor of it. It's a wonderful venue and a nice addition to McFarland's choices to stay in town for an evening

Connie Hutchison

Connie

Cassandra Suettinger

From: Ann Ford <Ann.Ford@wicourts.gov>
Sent: Wednesday, February 6, 2019 9:33 AM
To: Cassandra Suettinger
Subject: McFarland House Cafe

Good morning - I just wanted to submit my support for the expansion of the liquor licensed premise of McFarland House Cafe. I have been a resident of McFarland for over 40 years and my family has been here since the late 1950's. The McFarland House has been a fixture in the community - proudly standing and always a landmark when giving directions. Very little has changed to this site (ok the Greenhouse would be "newer") but the upgrades have always been thoughtfully done and this building and grounds have always maintained their charm. With the opening of the cafe and their expanded hours - there has been a steady customer base and the potential for increased business with the expansion of the bike trail. I have traveled extensively throughout Wisconsin in search of new winery's. It has become a favorite girls trip to go exploring for a wonderful glass of wine, some good food and maybe enjoy a local musician. Of course, the cafe is not opening a winery, but the location and grounds are very similar to places I have visited where you can sit outside, enjoy the weather and friends with a glass of wine or some other beverage. Why can't we have that here - at McFarland House?? I think it is a winner for the community and for the McFarland House. There is very little reason for "outsiders" to venture to the old main street of McFarland and I think this would definitely showcase an area that gets overshadowed for new business. I can't see the harm in providing the expansion - with the new parking lot abutting the business, the problem of parking has been solved. I think there is definitely potential to draw more people to the beautified 4-way and a reason to stay a little longer in the old downtown.

Ann M. Ford
Court Clerk, Branch 9
608-266-4010
608-267-4151 FAX

Cassandra Suettinger

From: Meg Chin <meg@danchinhomes.com>
Sent: Wednesday, March 13, 2019 9:09 PM
To: Cassandra Suettinger
Subject: McFarland House Cafe

Hello,

I want to share my support for McFarland House Cafe expansion with outdoor space where alcohol can be served. This would be an awesome thing for McFarland families and community members. We love outdoor dining and know it would attract more people downtown to enjoy our beautiful town! Please let us know if there is anything more we can do to support this proposal moving forward.

Warm regards,

Meg Chin

--

Meg Chin

Director, Operations

Dan Chin Homes

Inventure Realty Group

p: [\(608\) 620-4177](tel:6086204177) | [Facebook](#) | [Twitter](#) | [LinkedIn](#) | [Youtube](#) | danchinhomes.com

Cassandra Suettinger

From: Cyndy White <cyndywhite4@gmail.com>
Sent: Thursday, March 14, 2019 12:02 AM
To: Cassandra Suettinger
Subject: McFarland House Cafe

Hello Cassandra,

I would like the Village to allow Shaun & Jessica O'Hearn to move forward with this project.

They listed very important and valid reasons in the article.

McFarland is far behind in most areas as far as. "downtowns" go. Our community seems to support many new things that the Village Board doesn't. That is sad.

We have plenty of room downtown for parking.

In front of the tavern they park on the street and use the library for parking.

Spartan Pizza uses public parking in front, across the street and along the side.

Please allow this to move forward without any kinks.

Shaun & Jessica have done nothing, but to try and improve on the quality of our downtown area and have done it very well.

Thank you for your time.

Cyndy White

Cassandra Suettinger

From: Jacob Tisue <paddletish@gmail.com>
Sent: Wednesday, March 13, 2019 11:05 PM
To: Cassandra Suettinger
Subject: McFarland House Support

I'm writing to show my support in the matter of McFaltand House Cafe being permitted to develop an outdoor patio.

Thanks

Jacob Tisue
6134 Exchange St

Cassandra Suettinger

From: Suzanne McManigal <smcmanigs@gmail.com>
Sent: Wednesday, March 13, 2019 9:47 PM
To: Cassandra Suettinger
Subject: McFarland House

Hi Cassandra, I'd like to voice my support of the proposal by the McFarland House to provide alcoholic beverages on their patio. I feel this will help bring our community together.

Thanks,
Suzanne McManigal

Sent from my iPhone