

Monday, May 13, 2019

Village Board
7:00 PM

McFarland Municipal Center
Community Room

AGENDA

1. CALL TO ORDER.
2. ATTENDANCE/ROLL CALL.
3. PROCLAMATION
 - a. Proclaiming May as Older Americans month in the Village of McFarland
 - b. Proclaiming May 13th through May 19th as Police week.
4. PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS.
 - a. Public Announcements
 - 1) Tuesday, May 28, 2019 at 7:00 pm - Special Village Board Meeting Date due to holiday.
 - b. Public Communications
5. CONSENT AGENDA.
 - a. Motion to approve the minutes of the April 22, 2019 regular Village Board meeting.
 - b. Motion to approve the minutes of the April 29, 2019 special Village Board meeting.
 - c. Motion to approve pre-paid checks #74318-74339 in the amount of \$28,936.39 and current checks #74340-74453 in the amount of \$213,261.40.
 - d. Motion to approve the alcohol beverage operator's licenses for Erin Kietzke (McFarland Liquor), Natalya Jacobson (Loeder Oil), Andy Mendez-Maya (Loeder Oil), and Jeffrey Gonzalez (Loeder Oil) for the period ending June 30, 2019.
 - e. Motion to approve the event permit and the temporary Class B retailer's license applications from Take a Vet Fishing, with the requested variances, for the Take a Vet Fishing Wisconsin Fishing Event to be held on June 1, 2019 and June 2, 2019 at American Legion Post 534, 4911 Burma Road.
 - f. Motion to approve the event permit and the temporary Class B retailer's licenses applications from the Matt Splinter Association, with the requested variances, and to approve the temporary alcohol beverage operator's licenses for John Cheramy and Sondra Splinter for the 14th Annual Matt Splinter Memorial Softball Tournament to be held on June 7, 2019, June 8, 2019, and June 9, 2019 at Brandt Park.

- g. Motion to approve the event permit and the temporary Class B retailer's license applications from The Aly Wolff Foundation, Inc, with the requested variances, for the Aly's Honky Tonk Hustle Event to be held on May 18, 2019 at Brandt Park and The Madison Curling Club
- h. Motion to approve the event permit from Let's Eat Out for the Food Cart Frenzy Events to be held on May 15th, June 18th, July 16th and September 17th at Arnold Larson Park
- i. Motion to approve appointing Rick Ruecking to serve on the Parks, Recreation and Natural Resource Committee for a term ending April 30, 2020.
- j. Motion to appoint Peter Bloechl-Anderson to the Plan Commission for a three year term ending April 30, 2022.
- k. Motion to approve appointing Edward Wreh to serve on the Public Utilities Committee for a term ending April 30, 2024.
- l. Motion to approve the event permit from the American Legion Post 534 for the Memorial Day Parade to be held on May 27, 2019

6. PUBLIC APPEARANCES.

- a. Presentation by Dane County Executive regarding Dane County's Work to Clean the Yahara Chain of Lakes.
- b. This is an opportunity for members of the public to address the Village Board. Members of the public who wish to address the board should fill out a public comment form and turn into the meeting chairperson. Members of the public may speak during public appearances or during their selected agenda item as they designate on the public comment form. Please adhere to the 3-minute time limit.

7. BUSINESS.

- a. Communications and Technology Committee (Trustee Brassington & Kryzenske)
 - 1) Discussion and action regarding the Village Communications Plan.
- b. Community Development Authority (Trustees Brassington & Kolk)
 - 1) Discussion and action on Resolution 2019-11: A resolution approving a development agreement with Ezra Properties LLC. for the property located at 4703 Terminal Drive.
- c. Parks, Recreation, and Natural Resources (Trustees Kolk & Utter)
 - 1) Discuss and action regarding the implementation of a QR Code Project at Indian Mound Park in conjunction with the School Forest by McFarland Girl Scout Troop 2683
 - 2) Discussion and action regarding a proposal for paving an internal trail network in McDaniel Park.
 - 3) Discussion and action regarding the award of contract for the Orchard Hill Frisbee Golf Course project.

d. Public Safety Committee (Trustees Adrian & Brassington)

- 1) Discussion and action regarding Resolution 2019-09: A resolution approving the renewal of applications for liquor and fermented malt beverage licenses for the period of July 1, 2019 through June 30, 2020.
- 2) Discussion and action regarding Ordinance 2019-10: An ordinance amending procedure for operator's license review.
- 3) Discussion and action regarding the expansion of premise for Monumental Enterprises Inc., DBA McFarland Liquors, located at 4716 Farwell St. for the period of July 1, 2019 through June 30, 2020.

e. Discussion and action regarding a contract for services with Management Partners in order to provide Strategic Planning services.

f. Discussion and action regarding the Public Safety Analysis prepared by RW Management.

g. 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

PROCLAMATION

Older Americans Month 2019

A PROCLAMATION

Whereas, Village of McFarland includes a growing number of older Americans who enrich our community through their diverse life experiences; and

Whereas, McFarland Senior Outreach Services is committed to strengthening our community by connecting with and supporting older adults, their families, and caregivers and acknowledging their many valuable contributions to society; and

Whereas, Village of McFarland recognizes the importance of bringing together all generations and engaging in activities that promote physical, mental, and emotional well-being for the benefit of all; and

Whereas, McFarland Senior Outreach Services can enhance the lives of older Americans in our community by:

- promoting home- and community-based services that support independent living;
- involving older adults in community events and other activities; and
- providing opportunities for older adults to work, volunteer, learn, lead, and mentor.

Now, therefore, the McFarland Village Board of McFarland, Wisconsin does hereby proclaim May 2019 to be Older Americans Month. We urge every resident to take time during this month to recognize older adults and the people who serve them as essential and valuable members of our community.

PROCLAMATION

DESIGNATING MAY 13th – May 19th as Police Week

In 1962, President John F. Kennedy signed a proclamation which designated May 15 as Peace Officers Memorial Day and the week in which that date falls as Police Week. Each year, tens of thousands of law enforcement officers from around the world converge on Washington, DC on this week to honor those that have paid the ultimate sacrifice.

WHEREAS, the Congress and President of the United States have designated May 15 as Peace Officers Memorial Day, and the week in which it falls as Police Week;
and WHEREAS, the members of the law enforcement agency of the McFarland Police Department play an essential role in safeguarding the rights and freedoms of the citizens of the Village of McFarland;

and WHEREAS, it is important that all citizens know and understand the problems, duties and responsibilities of their police department, and that members of our police department recognize their duty to serve the people by safeguarding life and property, by protecting them against violence or disorder, and by protecting the innocent against deception and the weak against oppression or intimidation;

and WHEREAS, the police department of the Village of McFarland has grown to be a modern law enforcement agency which unceasingly provides a vital public service;
NOW, THEREFORE, I, Village President Brad Czebotar, call upon all citizens of the Village of McFarland and upon all patriotic, civil and educational organizations to observe the week of May 13th – 19th, 2019 as Police Week with appropriate ceremonies in which all of our people may join in commemorating police officers, past and present, who by their faithful and loyal devotion to their responsibilities have rendered a dedicated service to their communities and, in doing so, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

I FURTHER call upon all citizens of the Village of McFarland to observe May 15th, 2019 as Peace Officers Memorial Day to honor those peace officers who, through their courageous deeds, have lost their lives or have become disabled in the performance of duty.

Proclaimed at a regular meeting of the McFarland Village Board this 13th day of May, 2019

APPROVED

ATTEST:

Brad Czebotar,
Village President

Cassandra Suettinger,
Village Clerk/Treasurer

Community Development Highlights

March 2019

- For the month of March 33 permits were issued. Three permits involved new single-family homes in Juniper Ridge subdivision and six permits were issued for the duplex project adjacent to Siggelkow Road. Revenues collected amounted to just over \$15,000.00.
- Continuing to work on the update to the Villages Outdoor Recreation and Open Space Plan. A public hearing before the Park & Natural Resources Committee will be held on April 25, 2019.
- Working with the Village Attorney regarding drafting a Development Agreement for the Villages financial participation on a project with Ryan Quam through TIF.
- Working with selected developers for the development of Village owned land on Farwell Street, they should be submitting plans in early May.
- Continuing to work through the approval process for Ryan Quam's project on Terminal Drive. Expect final approvals for rezoning, CSM & General/Detailed Plan sometime in April.
- Reviewing submitted plans for expanding McFarland Liquor store on Farwell Street.
- Working with a potential buyer of the remaining 11+ acres at the former 84 Lumber site.
- Attended the McFarland Chamber Annual dinner.
- Met with Wayne Utterback regarding property, which rests just beyond our corporate limits. Wayne and his siblings have inherited the family farm and wish to sell to a developer.
- Spoke with Olivia Parry from Dane County Planning; Ken Brost, CDA chairperson; Matt Schuenke, Village Administrator and myself regarding affordable housing in McFarland.
- Attended the monthly Personal Committee regarding any changes to the job description for the Community Development Director.
- Working with Tara and Nathan Furst to finalize their 3 unit residential project on Lexington Street.

- Attended the following monthly meetings:
 - Village Board
 - Community Development Authority
 - Plan Commission
 - Joint meeting of Public Works and Public Utilities
 - Committee of the Whole.

Submitted by:

Pauline Boness

Community Development Director

VILLAGE OF MCFARLAND
MCFARLAND MUNICIPAL COURT
May, 2019

Monthly Court Docket

April 09, 2019 – Court Docket – Initial Appearances

33 cases scheduled for Initial appearances (44 citations)

- 2 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 23, 2019
- 18 Default appearances – Scheduled for June 11, 2019 Indigency Hearing
- 1 Rescheduled Court date to April 23, 2019

April 09, 2019 - Juvenile Court – Initial Appearances

2 case scheduled for Initial appearances (4 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 April 23, 2019
- 0 Default appearances – Scheduled for June 11, 2019 Indigency Hearing
- 1 Rescheduled Court date to April 23, 2019
- 0 Review - Monthly progress review

April 16, 2019 - Truancy Court – Initial Appearances

2 cases scheduled for Initial appearances (2 citations)

- 0 No Contest or Guilty pleas – Citations adjudicated at Initial Appearance
- 0 Not Guilty pleas - Citations adjudicated or Pretrial scheduled for April 23, 2019
- 0 Default appearances – Scheduled for June 25, 2019 Indigency Hearing
- 0 Rescheduled Court date to May 21, 2019
- 2 Review - Monthly progress review

April 23, 2019 – Court Docket – Initial Appearances

63 cases scheduled for Initial appearances (78 citations)

- 5 No Contest or Guilty pleas – Citations adjudicated at Initial Appearance
- 23 Paid prior to Appearance
- 3 Not Guilty pleas - Citations adjudicated or Pretrial scheduled for May 14, 2019
- 25 Default appearances – Scheduled for June 25, 2019 Indigency Hearing
- 7 Rescheduled Court date to May 21, 2019

April 23, 2019 - Juvenile Court – Initial Appearances

6 case scheduled for Initial appearances (8 citations)

- 5 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 May 14, 2019
- 1 Default appearances – Scheduled for June 25, 2019 Indigency Hearing
- 0 Rescheduled Court date to May 14 2019
- 0 Review - Monthly progress review

Court Activities

Monthly Financial Report

The Municipal Court received 139 payments for the month of April, 2019. Total revenue received by the Court was \$16,368.66. The Municipality retained \$9,850.16 in Court revenue, \$1,689.95 was sent to Dane County and \$4,828.55 was sent to the State.

There were 21 credit card transactions for the month of April. The Court received a total of \$ 2,552.80 in payments from GPS on-line credit card payments.

As of April, 2019, the Municipal Court has received a total of \$3,115.14 in delinquent fines from the Department of Revenue Tax Intercept Program.

As of April, 2019, the Municipal Court has received a total of \$ \$21,274.72 in delinquent fines from the State Debt Collection.

Year to date, \$68,461.80, in forfeitures have been ordered from 439 citations adjudicated in the Municipal Court. Of that, \$9,332.00 has been converted to classroom education and/or community service hours for juveniles, \$55,808.67 has been collected for 2019 and prior forfeitures.



McFarland Fire & Rescue Department

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

Emergency: 911

May 2019 Fire & Rescue Department Report For April 2019 Activity

- **General**

- Ambulance runs are down from 2018 and have been sporadic with occurrences. The occurrences continue to be occurring at a similar time on a more regular basis. The last two months we have been increasing. While reviewing, an item of note is we aren't experiencing the same repeat patients as much as we have in the past. Fire incidents are up a considerable amount and continue to remain at a higher level.
- We have worked with the School District and the general contractor to allow occupancy of the swimming pool area. The fire sprinkler contractor provided a temporary sprinkler zone for a walkway between the existing school and the swimming pool area. The fire alarm system originally was not connected properly between the existing school and swimming pool area. After the connections were corrected we scheduled an early morning test to avoid regularly scheduled school day and the system pass the test.
- We have eleven members completing 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 also have one member completing EMT-Basic and one member completed Firefighter II.
- We have drafted a proposed revision to the Village Fire Prevention Code to adopt the International Fire Code and eliminate some issues with conflicts between the codes. The draft has been reviewed by the Village Administrator and is currently being reviewed by the Village's Attorney.

- We have received the first draft build drawings for the new ambulance and reviewed the drawings with Jefferson Fire & Safety. Minor changes were made to the drawings, and we are waiting for Life Line Engineering to update the drawings. The delivery date has not been set as the chassis is currently on hold due to fuel tank availability to Ford.
- The Fire Inspector and Chief have met an additional time with the developer of property on Terminal Drive for two apartment buildings and two office buildings. The site plan provided a limited access campus with limited ability of fire apparatus movement. The revised submitted plan placed hydrants in locations that didn't meet the requirements of Village Ordinance. After our last meeting, the developer believes he is able to relocate the hydrants to locations that meet ordinance without adding hydrants.
- We are in the process of making the switch to a single online software platform for scheduling, alternative incident notification, messaging, etc. The members have stated the new platform offers an easier interface and they like the single platform. We are working with the developer to make some modifications to improve the product and meeting our needs.
- We have begun the process of specifying the Utility that is planned for purchase in 2020 and will replace the Squad (Heavy Rescue). The specification process will take approximately six months to complete and is planned to be completed near the time of the capital budget is approved. Additionally, the process will allow for more accurate budgeting for the project. The Utility will be a smaller unit and will be intended more for incident support and less direct incident tactical capabilities. The 2018 engine (Engine 2) has already had an increase in equipment and capabilities to make up the difference. The remaining equipment not planned for the Utility will be moved to the ladder truck and the 2005 engine.

- **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 (16 EMTs, 17 Firefighters (2 Active Retired), 11 EMR/Firefighter, & 12 EMT/Firefighters)
 - Total Staffing Level – 63

- We have received the approval filling the vacant Administrative Captain Position, and the position was posted April 22 and will close on May 24. We will schedule panel interviews the first week in June, and the Police and Fire Commission has identified the first part of July for possible interviews. We are looking towards a selection to be made at the end of July with a possible start towards September.
- We received resignations from Sara Moldenhauer and Joelynn Ribble. Sara is moving to the east coast to attend a Physician Assistant program. Joelynn is not able to meet the monthly hour requirements of being an EMT. We also received notification from Vince Duckert and Brittany Gerovac they would not be able to return from leaves of absences. Brittany will be out of the area for Physician Assistant clinical experience and Vince had some changes in his personal life not allowing him the free time he had previously.
- **Training Activity**
 - April training consisted of air consumption and firefighter skills for fire training, and the medical training was multi-victim triage.
 - The air consumption drill placed the firefighters through an obstacle course of crawling while on breathing air from their Self Contained Breathing Apparatuses (SCBAs). The training helps firefighters master the usage of the SCBAs which are critical to their survival in firefighting.
 - The triage training covered new bags, and process that was developed by Dane County EMS and are being deployed throughout the County.
 - The originally planned prescribed burns were canceled due to wet weather.
 - The month of May will be fire sprinkler systems and EMT/EMR advanced skills. The advanced skills are minimum competencies required by state licensure and the medical director for EMTs and EMRs. The month will be shortened due to the Memorial Day holiday.

<u>Inspection/Prevention Activity</u>	<u>Completed</u>	<u>Year to Date Total</u>
Building Inspections	69	227
Fire Code Violations Identified	38	145
Re-Inspections	4	4
Corrections Noted	16	31
Plan Reviews	1	8
Acceptance Inspections/Test	6	11

<u>Public Instruction</u>	<u>Completed</u>	<u>Year to Date Total</u>
CPR Certifications	1	19
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 2014 Tanker (Tender 6) had a failure of the intake manifold heater and required repair at a vendor in DeForest. The truck was out of service for a day and the repair cost was \$350.00.
- The 2012 SUV (Car 1) had regular service performed, and no issues were noted. During the month an airbag sensor failed and required repair at a local vendor. The car was out of service for 2 ½ days, and the repair cost was \$700.00. The 2016 SUV was reallocated to be the command car during the repair.
- The 2018 Pickup (Car 2) had regular service performed, and no issues were noted.
- The 2007 Brush Pickup (Brush 9) had regular service performed, and no issues were noted.
- The 2018 Engine (Engine 2) had annual DOT inspection and service performed. No issues were found.
- The 2000 Heavy Rescue (Squad 5) had annual DOT inspection and service performed. No issues were found.
- The 1997 Aerial (Ladder 8) had annual DOT inspection and service performed. No issues were found.
- The 2015 Ambulance (Rescue 84) had the passenger side rear door handle fail. The handle was replaced by the Village mechanic. During the replacement process, it was determined the handle manufacturer changed the location a linkage rod connection. The Dealer stated the manufacturer didn't provide updated linkage rods. After contacting the manufacturer, we determined updated linkage rods were available, and we ordered the linkage rods from a different vendor. The cost of the repair was \$500.00.

Incidents of Note:

- On April 18, 2019, we were dispatched for a person in cardiac arrest at a local restaurant. As units began responding, we were then dispatched for a possible structure fire in the Town of Dunn. As Rescue 84 arrived on location, the 911 Center provided an updated that the individual was not in cardiac arrest. Engine 2 then diverted to the incident in the Town of Dunn. Car 1 arrived on location at the Town of Dunn incident and determined there was no active fire and odor only. The responding units were downgraded. Engine 1 responded to the incident with Rescue 84, the Rescue 84 crew did not require assistance and released the engine crew. Engine 1 then responded to the incident in the Town of Dunn. Soon after their arrival in the Town of Dunn, Stoughton Fire was dispatched for a barn fire in the Town of Pleasant Springs. Command informed the 911 center that if the Stoughton incident recommended a McFarland Engine for auto-aid that Engine 1 could be released. The 911 center confirmed an engine was recommended and Engine 1 responded to the incident in the Town of Pleasant Springs. The incident commander of the Town of Pleasant Springs Stoughton units arrived on location, and as Tender 6 was released from the Town of Dunn incident, Stoughton requested a MABAS Box Alarm. The MABAS Box alarm requested Tender 6.
- On April 20, 2019 we were dispatched for a crash on Highway 51 between Dyreson Road and Mahoney Road. Car 1 arrived on location and found a two-car head-on crash with significant impact on the front passenger of both vehicles. One patient was out of the vehicle walking around and was transported to UW Hospital with non-life threatening injuries. A second patient was transported to St. Mary's trauma center with injuries meeting trauma center criteria. Highway 51 was closed in the area for about 1 hour due to the crash.

Ambulance Runs By Dispatch Reason

Incident Complaint Reported By Dispatch	04/01/2019 - 04/30/2019		04/01/2018 - 04/30/2018	
Abdominal Pain/Problems	1	1.30%	0	0.00%
Allergic Reaction/Stings	0	0.00%	1	1.35%
Animal Bite	0	0.00%	0	0.00%
Assault	1	1.30%	0	0.00%
Back Pain (Non-Traumatic)	1	1.30%	1	1.35%
Breathing Problem	3	3.90%	5	6.76%
Burns/Explosion	0	0.00%	0	0.00%
Carbon Monoxide/Hazmat/Inhalation/CBRN	0	0.00%	1	1.35%
Cardiac Arrest/Death	2	2.60%	2	2.70%
Chest Pain (Non-Traumatic)	6	7.79%	3	4.05%
Choking	2	2.60%	2	2.70%
Convulsions/Seizure	0	0.00%	2	2.70%
Diabetic Problem	2	2.60%	2	2.70%
Electrocution/Lightning	0	0.00%	0	0.00%
Eye Problem/Injury	0	0.00%	0	0.00%
Falls	16	20.78%	11	14.86%
Fire	4	5.19%	10	13.51%
Headache	0	0.00%	0	0.00%
Heart Problems/AICD	2	2.60%	4	5.41%
Heat/Cold Exposure	0	0.00%	0	0.00%
Hemorrhage/Laceration	0	0.00%	4	5.41%
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%	1	1.35%
Overdose/Poisoning/Ingestion	2	2.60%	0	0.00%
Pregnancy/Childbirth/Miscarriage	0	0.00%	0	0.00%
Psychiatric Problem/Abnormal Behavior/Suicide Attempt	1	1.30%	1	1.35%
Sick Person	13	16.88%	6	8.11%
Stab/Gunshot Wound/Penetrating Trauma	0	0.00%	0	0.00%
Standby	0	0.00%	2	2.70%
Stroke/CVA	2	2.60%	3	4.05%
Traffic/Transportation Incident	3	3.90%	4	5.41%
Transfer/Interfacility/Palliative Care	1	1.30%	0	0.00%
Traumatic Injury	3	3.90%	0	0.00%
Unconscious/Fainting/Near-Fainting	12	15.58%	9	12.16%
Unknown Problem/Person Down	0	0.00%	0	0.00%
Total	77		74	

Ambulance Runs By Dispatch Reason

Incident Complaint Reported By Dispatch	01/01/2019 - 04/30/2019		01/01/2018 - 04/30/2018	
Abdominal Pain/Problems	6	2.26%	3	1.06%
Allergic Reaction/Stings	0	0.00%	4	1.41%
Animal Bite	0	0.00%	0	0.00%
Assault	2	0.75%	0	0.00%
Back Pain (Non-Traumatic)	2	0.75%	3	1.06%
Breathing Problem	21	7.92%	17	5.99%
Burns/Explosion	0	0.00%	0	0.00%
Carbon Monoxide/Hazmat/Inhalation/CBRN	2	0.75%	3	1.06%
Cardiac Arrest/Death	2	0.75%	3	1.06%
Chest Pain (Non-Traumatic)	22	8.30%	6	2.11%
Choking	5	1.89%	3	1.06%
Convulsions/Seizure	3	1.13%	9	3.17%
Diabetic Problem	7	2.64%	5	1.76%
Electrocution/Lightning	0	0.00%	0	0.00%
Eye Problem/Injury	0	0.00%	0	0.00%
Falls	51	19.25%	53	18.66%
Fire	12	4.53%	19	6.69%
Headache	0	0.00%	0	0.00%
Heart Problems/AICD	5	1.89%	10	3.52%
Heat/Cold Exposure	1	0.38%	0	0.00%
Hemorrhage/Laceration	7	2.64%	6	2.11%
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	0.38%	2	0.70%
Overdose/Poisoning/Ingestion	9	3.40%	4	1.41%
Pregnancy/Childbirth/Miscarriage	0	0.00%	0	0.00%
Psychiatric Problem/Abnormal Behavior/Suicide Attempt	3	1.13%	3	1.06%
Sick Person	37	13.96%	40	14.08%
Stab/Gunshot Wound/Penetrating Trauma	0	0.00%	0	0.00%
Standby	0	0.00%	4	1.41%
Stroke/CVA	6	2.26%	6	2.11%
Traffic/Transportation Incident	21	7.92%	45	15.85%
Transfer/Interfacility/Palliative Care	1	0.38%	0	0.00%
Traumatic Injury	9	3.40%	0	0.00%
Unconscious/Fainting/Near-Fainting	30	11.32%	34	11.97%
Unknown Problem/Person Down	0	0.00%	2	0.70%
Total	265		284	

Village Of McFarland Fire EMS
Fire Incident Type Period Comparisons
Alarm Date Between {04/01/2019} and {04/30/2019}

Incident Type	04/01/2019 to 04/30/2019	04/01/2018 to 04/30/2018	04/01/2017 to 04/30/2017	04/01/2016 to 04/30/2016
111 Building fire	3	1	1	1
113 Cooking fire, confined to container	0	0	0	1
140 Natural vegetation fire, Other	0	1	0	0
150 Outside rubbish fire, Other	0	1	0	0
160 Special outside fire, Other	0	1	0	0
171 Cultivated grain or crop fire	0	1	0	1
251 Excessive heat, scorch burns with no ignition	0	0	1	0
311 Medical assist, assist EMS crew	15	7	13	9
322 Motor vehicle accident with injuries	0	1	1	1
331 Lock-in (if lock out , use 511)	0	0	1	0
341 Search for person on land	1	0	0	0
350 Extrication, rescue, Other	0	0	1	0
351 Extrication of victim(s) from building/structure	1	0	0	0
352 Extrication of victim(s) from vehicle	1	0	0	0
353 Removal of victim(s) from stalled elevator	0	0	1	0
412 Gas leak (natural gas or LPG)	0	1	1	1
443 Breakdown of light ballast	0	0	0	1
522 Water or steam leak	0	0	1	0
551 Assist police or other governmental agency	0	0	1	0
561 Unauthorized burning	0	1	0	0
571 Cover assignment, standby, moveup	1	0	0	0
600 Good intent call, Other	0	0	1	1
611 Dispatched & cancelled en route	10	4	3	3
622 No Incident found on arrival at dispatch address	0	0	0	1
631 Authorized controlled burning	1	2	1	1
632 Prescribed fire	0	0	0	1
651 Smoke scare, odor of smoke	1	0	0	0
700 False alarm or false call, Other	0	1	0	0
710 Malicious, mischievous false call, Other	0	1	0	0
711 Municipal alarm system, malicious false alarm	1	0	0	0
714 Central station, malicious false alarm	0	2	0	0
736 CO detector activation due to malfunction	2	1	1	0
740 Unintentional transmission of alarm, Other	0	1	2	0
745 Alarm system activation, no fire - unintentional	0	1	3	1
Totals	37	28	33	23

Village Of McFarland Fire EMS
Fire Incident Type Period Comparisons
Alarm Date Between {01/01/2019} and {04/30/2019}

Incident Type	01/01/2019 to 04/30/2019	01/01/2018 to 04/30/2018	01/01/2017 to 04/30/2017	01/01/2016 to 04/30/2016
111 Building fire	9	8	5	6
113 Cooking fire, confined to container	1	1	2	1
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
140 Natural vegetation fire, Other	0	1	0	0
142 Brush or brush-and-grass mixture fire	0	0	1	1
150 Outside rubbish fire, Other	0	1	0	0
151 Outside rubbish, trash or waste fire	1	0	0	0
154 Dumpster or other outside trash receptacle fire	1	0	0	0
160 Special outside fire, Other	0	1	0	0
171 Cultivated grain or crop fire	0	1	0	1
223 Air or gas rupture of pressure or process vessel	1	0	0	0
251 Excessive heat, scorch burns with no ignition	0	0	1	0
311 Medical assist, assist EMS crew	43	32	43	31
322 Motor vehicle accident with injuries	9	9	5	5
324 Motor Vehicle Accident with no injuries	0	5	2	1
331 Lock-in (if lock out , use 511)	0	0	1	0
341 Search for person on land	1	0	0	0
350 Extrication, rescue, Other	0	0	1	0
351 Extrication of victim(s) from building/structure	1	0	0	0
352 Extrication of victim(s) from vehicle	1	0	1	0
353 Removal of victim(s) from stalled elevator	0	1	1	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	2	2	1
413 Oil or other combustible liquid spill	1	0	0	0
424 Carbon monoxide incident	1	1	2	3
443 Breakdown of light ballast	0	0	0	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	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	2	0
531 Smoke or odor removal	0	1	0	0
542 Animal rescue	0	0	1	0
551 Assist police or other governmental agency	0	0	1	0
553 Public service	1	0	0	0

Village Of McFarland Fire EMS
Fire Incident Type Period Comparisons
Alarm Date Between {01/01/2019} and {04/30/2019}

Incident Type	01/01/2019 to 04/30/2019	01/01/2018 to 04/30/2018	01/01/2017 to 04/30/2017	01/01/2016 to 04/30/2016
571 Cover assignment, standby, moveup	5	1	0	0
600 Good intent call, Other	0	0	1	1
611 Dispatched & cancelled en route	17	17	20	15
622 No Incident found on arrival at dispatch address	3	0	1	1
631 Authorized controlled burning	2	4	1	2
632 Prescribed fire	0	0	0	1
650 Steam, Other gas mistaken for smoke, Other	0	0	1	0
651 Smoke scare, odor of smoke	3	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	2	0	0
710 Malicious, mischievous false call, Other	0	1	0	1
711 Municipal alarm system, malicious false alarm	1	0	0	0
714 Central station, malicious false alarm	1	2	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	4	1	1	1
740 Unintentional transmission of alarm, Other	0	3	2	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	1	4	3
746 Carbon monoxide detector activation, no CO	3	3	3	1
900 Special type of incident, Other	0	0	0	1
Totals	133	112	118	86

MCFARLAND POLICE DEPARTMENT



April 2019 Monthly Report

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APRIL 2019 MONTHLY REPORT

As observed on the attached Call Summary Report, the McFarland Police Department logged 809 cases in April. This is compared to 625 cases for the same time period in 2018. Cases of interest for the month were: six intoxicated drivers, two domestic disturbances, five disturbances, four juvenile complaints, four thefts, nine traffic accidents, forty-eight EMS/Fire assists, and responded to three alarms. Officers also logged 355 traffic incidents during this month.

Cases of interest for the month are as follows:

4/12/2019 An officer attempted to stop a vehicle on Siggelkow Road for speeding. The officer lost sight of the vehicle for a brief period of time and then found it operating on Holscher Road. At the time he initially saw the vehicle, a male was operating it but now a female was in the driver seat. The officer was able to stop the vehicle and found both occupants were under the influence of alcohol. Based on the fact both occupants were observed operating the vehicle, the officer conducted field sobriety tests on both of them. Probable cause was established to arrest both occupants for operating a motor vehicle while under the influence. Both subjects had a .25 blood alcohol concentration.

4/14/2019 An officer stopped a vehicle for an equipment violation. While the vehicle was slowing down for the traffic stop, the officer observed a lot of movement inside. The officer was able to determine the two front seat occupants were switching seats. The officer made contact with the vehicle and smelled the odor of marijuana coming from inside. The four occupants were removed from the vehicle and a search was conducted. The officer located evidence to charge one of the occupants with possession of marijuana with intent to deliver. The other three occupants were charged with various other violations to include curfew, possession of marijuana, possession of tobacco products by a minor, and operating a motor vehicle without a license.

4/17/2019 Officers were dispatched to the 5900 block of Spartan Drive for a disturbance. Officers made contact with a male and female subject involved in the incident. During the investigation it was learned the male subject was on parole and was not supposed to have contact with the female subject. The female also stated the male was arguing with her and would not let her leave the apartment to get away from him. The male subject was arrested and charged with disorderly conduct, false imprisonment, and a parole hold. The subject was transported to the Dane County Jail.

4/26/2019 The Department had previously been made aware of a wanted subject that would frequent McFarland. An officer on patrol observed the wanted male subject at Kwik Trip in McFarland. The subject was taken into custody on the warrant. A search was conducted on his vehicle and several items of drugs, drug paraphernalia, and items used to manufacture drugs were located in his vehicle. The male was charged with possession of methamphetamine, possession of drug paraphernalia, and possession of materials to make methamphetamine. The subject was booked into the Dane County Jail.

Staffing Report

- 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

- All Officers attended the second in-service session for 2019. Training topics were: firearms, active threat training, ICS basics, and use of force scenarios. The training was held at the City of Madison Police Department Training Center.
- Officer Towns and Officer Craft attended two days training with the consortium SET Team (Special Events Team). The training was held at the Dane County Range.
- Officer Bryant attended Intoximeter Certification training. The training allows her to operate the Intoximeter machine when subjects are arrested for OWI.
- Sgt. Jacobsen started the 10 week Northwestern University School of Police Staff and Command.

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

- The Dane County Chief's Association CAPMAR Committee met on April 18th to discuss an upcoming drill. We will be conducting this drill in July, in the City of Stoughton.
- Officer Zietsma is working in conjunction with DAIS of Madison (Domestic Abuse Intervention Services) to transform our front interview room into a soft interview room, to be used for the purposes of interviewing victims of sensitive crimes. The room will receive a makeover to include softer lighting, fresh paint, a sofa and more comfortable chairs. It will also have items available to keep children occupied during interviews, and a small refrigerator stocked with water bottles, etc. DAIS will provide much of the equipment and supplies needed, with some contribution from us as well. The room can then also be used by DAIS staff to conduct meetings with clients in our area.



Incident Analysis Report Summary By Incident Type

McFarland Police Department
Official Case Report
Do Not Re-Release

Print Date/Time: 05/02/2019 09:21
Login ID: mcbgr
Incident Type: All
Call Source: All

From Date: 04/01/2019 00:00
To Date: 04/30/2019 23:59

McFarland Police Department
ORI Number: W0137300

Officer ID: All
Location: All

Incident Type	Number of Incidents
911 Abandoned Call	7
911 Call Playing w/Telephone	1
911 Call Silent	7
911 Call Unintentional	9
911 Disconnect	6
911 Misdialed Call	3
Accident Hit and Run	1
Accident Property Damage	5
Accident Unknown Injuries	2
Accident w/Injuries	1
Adult Arrested Person	4
Alarm	3
Animal Complaint/Disturbance	1
Animal Stray	3
Annoying/Obscene Phone Call	2
Assist Citizen	40
Assist EMS/Fire	48
Assist KB	6
Assist Police	17
ATL Person	3
Battery	1
Burglary Residential	1
Check Person	20
Check Property	123
Civil Dispute	2
Damage to Property	2
Disturbance	5
Drug Incident/Investigation	4
Follow-Up	12
Foot Patrol	3
Fraud	2
Information	18
Juvenile Complaint	4
Missing Juvenile/Runaway	1
Neighbor Trouble	1
Noise Complaint	1
OMV/WII Arrest/Intoxicated Driver	6
Parking Complaint On Street	16

Page: 1 of 2



Incident Analysis Report Summary By Incident Type

McFarland Police Department
Official Case Report
Do Not Re-Release

Print Date/Time: 05/02/2019 09:21
Login ID: mcbgr
Incident Type: All
Call Source: All

From Date: 04/01/2019 00:00
To Date: 04/30/2019 23:59

McFarland Police Department
ORI Number: WM0137300
Officer ID: All
Location: All

Incident Type	Number of Incidents
Phone	4
PNB/AED Response	2
Preserve the Peace	2
Problem Solving Person	16
Property Found	4
Property Lost	3
Safety Hazard	10
Special Event	2
Stolen Auto	1
Suspicious Person	4
Suspicious Vehicle	11
Theft	3
Theft Retail	1
Traffic Complaint/Investigation	85
Traffic Incident	1
Traffic Stop	269
Total:	809

PUBLIC SAFETY COMMITTEE

EMERGENCY MANAGEMENT REPORT

April / May 2019 Report

Update on outdoor warning siren:

Outdoor warning sirens are now being activated and tested the 1st Wednesday of every month. I note that our sirens are working well and appear to be in excellent condition. I received a call from a resident at 3272 Vilas Rd in the Town of Cottage Grove, as she informed me of being very pleased, being this is the first time she has ever heard an outdoor warning siren. She stated that the siren could be heard both indoors and outdoors. My response was that siren located at Stork Rd at US 12 & 18 would have most likely been the siren she must have heard, noting that the wind was heavy and blowing in the right direction that day. I asked that if she is home next month during the monthly siren test to again listen for the siren and please let me know if she can again hear it either indoors or outdoors, reiterating that the sirens are for the purpose of an outdoor warning device. I further noted the village hall siren seemed extra powerful with the windy conditions during this test as well. Again, I will continue to monitor our sirens every month.

Emergency Management Committee Meeting:

Our last meeting was on March 28th with eight members present. The next meeting is scheduled for May 23, 2019 at 2:00 PM.

Storm Activity:

I monitor and have a direct link to both local, for the Madison area, and National Weather Service Broadcasts from Sullivan WI. Very interesting although not that unusual to receive snow and mixed wintry conditions in April, although hoping to see the end very soon as in May we normally switch gears and monitor spring time thunderstorms.

The conditions and weather alerts have been posted and submitted to the social media team. If we receive severe weather warnings, Department heads, Public Safety Committee Members, Emergency Management Committee Members, Village Board Members and the Social Media Team shall continue to be supplied with weather warnings and briefings.

Emergency Response Manual Update:

I have received information and mutual aid type agreements from all emergency services department heads as I will be incorporating the information in the Emergency Response Manual. I will work with department heads and their teams in a collaborative effort as upon invitation, I wish to attend the departments specialized training as an observer, therefore we are still working in the realm of emergency management.

Training:

I have met with our UAS team and reviewed some study materials for the exam as well as inspection of the craft and allowing for some actual flying time. We have another training session planned for May 16th to review training material, checklists, rough draft policy and other information incorporated for the aircraft in addition to more hands on training and flying. I now have a schedule of upcoming FAA UAS webinars that I will be attending to review the latest information from the FAA regarding the usage of UAS crafts.

I was in attendance of Dane County Emergency Management Meetings on March 19th. Discussions at the meetings consisted of input from the surrounding areas and agencies as we dealt with high water levels and flooding issues with the heavy rain fall, and now the snow melting process from this season.

I attended a presentation meeting with a village resident who is involved with operating a storm GPS program and app. I noted the system to be of the latest technology to monitor and draw the path that the storm will take as it is detected miles away and tracked into an area at timely intervals. I have called upon emergency services department heads to also observe the demonstration to ascertain if this tool would be beneficial to us here in the village. I am in hopes of that meeting in early June as schedules are very heavy this month.

Webinars from Emergency Government Technology as well as other affiliations and organizations for Emergency Management programs are attended to assist in my role regarding training and updates, etc.

Community Awareness:

Articles and graphs shall be submitted for inclement weather, to include storm watches and warnings, and other pertinent information and literature for public awareness of our weather and storm related information.

Submitted by: Chuck Di Piazza

Community Development Highlights

April 2019

- During the month of April, 54 permits were issued. Six permits were issued for new single-family homes. Total revenues for the month were just over \$111,500.00. To date 154 permits have been issued with \$277,490.76 collected in revenue.
- Met with a property owner with property on the outskirts of the Village regarding development as well as annexation of their property.
- Met with Melissa Hunt of WEBC regarding one of their economic development grant programs.
- Met with representatives of Horizon Development to discuss possible locations for a project. Looked at some possibilities that might work in the not too distant future.
- Working with other Village staff on a development agreement for Ryan Quams' Terminal Drive project.
- Final touches are being made to our update to the Outdoor Recreation and Open Space Plan. Final approval should occur by late June.
- Working with a realtor and company looking to purchase the remaining portion of the former 84 Lumber site.
- McFarland Liquor project was conditionally approved at the April Plan Commission meeting.
- Met with Carla Gogin of Barker Tilly regarding the analysis study for our park impact & fee's in lieu of parkland dedication.
- Attended the monthly Chamber of Commerce meeting.
- Working with developer on final plans for a three unit on Lot 20 Lexington Street.
- Posting of the job vacancy for the Community Development Director, position has taken place.
- Attended the following monthly meetings.
 - Plan Commission

- Community Development Authority
- Parks & Natural Resources Committee

Submitted by:

Pauline Boness

Community Development Director

VILLAGE OF MCFARLAND

Village Board Minutes

Monday, April 22, 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 Dan Kolk, Village Trustee Mary Pat Lytle, Village Trustee Eric Kryzenske, Village Trustee Clair Utter

Village Board members not present: (None)

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

3. PROCLAMATION

- a. *A Proclamation designating May 19-25, 2019 as Public Works week in McFarland, Wisconsin.*

President Czebotar proclaimed May 19-25, 2019 as Public Works week in McFarland, Wisconsin.

4. PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS.

- a. *Public Announcements*

- 1) *Recognition of former Village Board members.*

President Czebotar recognized and thanked Shaun O'Hearn and Carolyn Clow for serving the Village as trustees for the last two years.

- b. *Public Communications*

5. CONSENT AGENDA.

- a. *Motion to approve the minutes of the April 8, 2019 Village Board meeting.*

- b. *Motion to approve the minutes of the April 16, 2019 Organizational Meeting of the Village Board.*

- c. *Motion to approve pre-paid checks #74188-74201 in the amount of \$19,884.65 and current checks #74202-74317 in the amount of \$319,229.63.*

- d. Motion to approve the alcohol beverage operator's licenses for Korrena Tisue (Byrne's McFarland Tavern) and Isabel Laing (American Legion) for the period ending June 30, 2019.

Motion by Village President Brad Czebotar, second by Village Trustee Mary Pat Lytle, to approve the consent agenda with the revisions noted to item 5a and 5c.

Motion carries 7 - 0 - 0 by acclamation.

6. PUBLIC APPEARANCES.

- a. This is an opportunity for members of the public to address the Village Board. Members of the public who wish to address the board should fill out a public comment form and turn into the meeting chairperson. Members of the public may speak during public appearances or during their selected agenda item as they designate on the public comment form. Please adhere to the 3-minute time limit.

(None)

7. PUBLIC HEARING.

- a. On proposed Resolution 2019-04: a resolution to discontinue as a public way a portion of Lot 24 of the Plat of Edward's Park and Lot 24 of the Plat of Blocks 5 and 6 of Edward's Park.

President Czebotar opened the public hearing at 7:12 p.m.

Gordon Kinder, 5210 N Autumn Lane, spoke in opposition of discontinuing a portion of Lot 24 of the Plat of Edward's Park and Lot 24 of the plat of Blocks 5 and 6 of Edwards Park.

Joe Muting, 5028 Card Avenue, spoke in favor of discontinuing a portion of Lot 24 of the Plat of Edward's Park and Lot 24 of plat of blocks 5 and 6 Edward's Park.

Jeffrey Moore, 5014 Card Avenue, spoke in favor of discontinuing a portion of lot 24 of the plat of Edward's park and lot 24 of plat of blocks 5 and 6 Edward's Park.

Janet Aeschlimann, 4503 Field Avenue, spoke in favor of discontinuing a portion of lot 24 of the plat of Edwards park and lot 24 of plat of blocks 5 and 6 Edward's Park.

President Czebotar closed the Public Hearing at 7:22 p.m.

8. BUSINESS.

- a. Discussion and action on Resolution 2019-04: a resolution to discontinue as a public way a portion of Lot 24 of the Plat of Edward's Park and Lot 24 of the Plat of Blocks 5 and 6 of Edward's Park.

Village Administrator Schuenke reported the Edwards Park Promenade was created in 1899 with the platting of the subdivision. Originally all of the roads in the plat and the promenade were private. Approximately ten years ago the Village accepted dedication and ownership of the private roads and the promenade.

Motion by Village Trustee Dan Kolk, second by Village Trustee Stephanie Brassington, to adopt Resolution 2019-04: a resolution to discontinue as a public way a portion of Lot 24 of the Plat of Edward's Park and Lot 24 of the Plat of Blocks 5 and 6 of Edward's Park. Motion carries 6 - 0 - 1 by acclamation with Utter voting nay.

- b. Presentation regarding the 2018 Annual Report for the McFarland Food Pantry.
Peter Moorehouse, representative of the Food Pantry, provided the 2018 annual report. Mr. Moorehouse thanked the Board for their continued support of the food pantry.
- c. Public Works Committee (Trustees Kolk & Adrian)

- 1) Discussion and action regarding the purchase of a hydraulic breaker.

Motion by Village Trustee Jerry Adrian, second by Village Trustee Clair Utter, to approve the purchase of a hydraulic breaker from Caterpillar. Motion carries 7 - 0 - 0 by acclamation.

- d. Public Utilities Committee (Trustees Lytle & Kryzenske)
Public Works Committee (Trustees Kolk & Adrian)

- 1) Discussion and action regarding a Sanitary Sewer Backup Manual.

Trustee Lytle reported the need for the manual came as a result of a two sanitary sewer backups that occurred in 2017. The manual will provide procedures for handling sanitary sewer backups.

Motion by Village Trustee Mary Pat Lytle, second by Village Trustee Eric Kryzenske, to approve a Sanitary Sewer Backup Manual with the revisions noted. Motion carries 7 - 0 - 0 by acclamation.

- e. Discussion and action regarding the 2019-2020 Village committee, commission, and board appointments.

Motion by Trustee Mary Pat Lytle, second by Trustee Stephanie Brassington to approve the 2019-2020 Village committee, commission and board appointments.

Motion by Trustee Clair Utter to amend the motion to specify approval of the 2019-2020 Village committee, commission and board appointments on the report submitted April 22, 2019. Motion carries 7 - 0 - 0 by acclamation

- f. Discussion and action regarding an agreement with the McFarland Chamber of Commerce for the use of room tax dollars.

Motion by Village President Brad Czebotar, second by Village Trustee Clair Utter, to approve an agreement with the McFarland Chamber of Commerce for the use of room tax dollars. Motion carries 7 - 0 - 0 by acclamation.

- g. Discussion and action to set the schedule regarding the evaluation of proposals for strategic planning services.

Village Administrator Schuenke provided an overview of the proposed schedule to evaluate proposals for strategic planning. Final interviews are scheduled for Monday April 29th. The Board requested the interviews begin at 5 p.m.

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

None.

9. ADJOURNMENT.

Motion by Village Trustee Clair Utter, second by Village Trustee Stephanie Brassington, to adjourn at 8:05 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

VILLAGE OF MCFARLAND

Village Board Minutes

Monday, April 29, 2019 - 5:00 PM

1. CALL TO ORDER.

President Czebotar called the special meeting of the McFarland Village Board to order at 5:00 pm in Conference Room A of the McFarland Municipal Center.

2. ATTENDANCE/ROLL CALL.

Village Board members present: Village President Brad Czebotar, Village Trustee Jerry Adrian, Stephanie Brassington, Dan Kolk, Mary Pat Lytle, Eric Kryzenske, and Clair Utter

Village Board members not present: None.

Staff Present: Administrator Matt Schuenke.

3. BUSINESS.

a. Interview with prospective consultants and review of proposals regarding Strategic Planning services.

The Village Board met with and interviewed potential consultants to provide Strategic Planning services in response to a Request for Proposals sent out earlier in the year. The three consultants interviewed were RW Management Group, Management Partners, and Thomas P. Miller and Associates. Each consultant was given an opportunity to introduce themselves, provide an overview of the work that is planned, and answered several questions. All of which was used to make a final determination as to the desired proposal to select.

b. Discussion and action on selecting a preferred proposal for Strategic Planning services and directing the Village Administrator to initiate the process to prepare a Standard Contract for said services.

Motion by Trustee Kolk, second by Trustee Brassington, for the Village Board to select Management Partners as the preferred proposal for strategic planning services and further authorized the Village Administrator to work with Management Partners to prepare the standard contract for the Village Board to consider for final approval at its next meeting. Motion carries 6 - 0 - 1 by acclamation (Utter abstained).

4. ADJOURNMENT.

Motion by Trustee Kolk, second by Trustee Utter, to adjourn at 8:00 pm.

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

Respectfully submitted,
Matthew G. Schuenke
Village Administ

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	04/26/2019	74291	16414	SIMS, TERRE	ELECTION WORKER	040219	1	100-51440-120-000	43.01- V
Total 74291:									43.01-
04/19	04/26/2019	74318	30	ALLIANT ENERGY/WP&L	WATER TOWER - HOLSCHER	042219	1	600-53716-220-000	18.69
04/19	04/26/2019	74318	30	ALLIANT ENERGY/WP&L	WELL #3	042219	2	600-53716-220-000	1,131.91
04/19	04/26/2019	74318	30	ALLIANT ENERGY/WP&L	WELL #3	042219	3	600-53716-340-000	41.98
04/19	04/26/2019	74318	30	ALLIANT ENERGY/WP&L	CEDAR GLADE FOUNTAIN	042219	4	605-53440-242-000	14.73
04/19	04/26/2019	74318	30	ALLIANT ENERGY/WP&L	FLOOD LIGHT - 2860 HIDDEN FARM	042219	5	100-55200-220-000	123.40
Total 74318:									1,330.71
04/19	04/26/2019	74319	114	BP	PD FUEL	5587610120	1	100-52100-341-000	837.98
04/19	04/26/2019	74319	114	BP	PW FUEL	5587610120	2	100-53000-341-000	1,123.90
04/19	04/26/2019	74319	114	BP	PW FUEL	5587610120	3	600-53615-341-000	102.17
04/19	04/26/2019	74319	114	BP	PW FUEL	5587610120	4	600-53710-341-000	204.35
04/19	04/26/2019	74319	114	BP	PW FUEL	5587610120	5	600-53616-341-000	204.35
04/19	04/26/2019	74319	114	BP	PW FUEL	5587610120	6	600-53718-341-000	102.17
04/19	04/26/2019	74319	114	BP	PW FUEL	5587610120	7	605-53440-341-000	306.51
04/19	04/26/2019	74319	114	BP	CD FUEL	5587610120	8	100-52400-341-000	50.56
Total 74319:									2,931.99
04/19	04/26/2019	74320	1989	CORPORATE BUSINESS SYSTE	COPIER LEASE	24608412	1	205-55110-240-000	142.30
Total 74320:									142.30
04/19	04/26/2019	74321	16378	DANE COUNTY REGISTER OF	RECORDING FEE	042219	1	100-51420-310-000	30.00
Total 74321:									30.00
04/19	04/26/2019	74322	1921	FRONTIER	PHONE	041619	1	600-53610-310-000	138.52
04/19	04/26/2019	74322	1921	FRONTIER	PHONE	041619	2	600-53710-310-000	138.52
04/19	04/26/2019	74322	1921	FRONTIER	PHONE	041619	3	605-53440-340-000	69.26
04/19	04/26/2019	74322	1921	FRONTIER	PHONE	041619	4	100-51420-221-000	49.47
04/19	04/26/2019	74322	1921	FRONTIER	PHONE	041619	5	100-52200-221-000	49.47

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
04/19	04/26/2019	74322	1921	FRONTIER	PHONE	041619	6	100-54600-221-000	49.47
04/19	04/26/2019	74322	1921	FRONTIER	PHONE	041619	7	100-53000-221-000	49.47
04/19	04/26/2019	74322	1921	FRONTIER	PHONE	041619	8	100-52400-221-000	49.47
04/19	04/26/2019	74322	1921	FRONTIER	PHONE	041619	9	100-52100-221-000	49.47
04/19	04/26/2019	74322	1921	FRONTIER	PHONE	041619	10	200-55600-221-000	49.47
Total 74322:									692.59
04/19	04/26/2019	74323	1011	VERIZON WIRELESS	FIRE/EMS DATA	9827965347	1	100-52200-221-000	239.64
Total 74323:									239.64
04/19	04/26/2019	74324	16845	WAEVT	S BRANDT PUMPTSTING SEMINAR	SB042519	1	100-52200-331-000	100.00
04/19	04/26/2019	74324	16845	WAEVT	T REITER PUMPTSTING SEMINAR	TR042519	1	100-52200-331-000	100.00
Total 74324:									200.00
04/19	04/26/2019	74325	16968	HEARTLAND ECOLOGICAL GR	URSO/SCHUETZ WETLAND DELINEATION	20180124.02	1	400-57620-827-116	2,700.00
Total 74325:									2,700.00
04/19	04/26/2019	74326	540	LEAGUE WI MUNICIPALITIES	LOCAL GOVT 101	042219	1	100-51100-331-000	90.00
04/19	04/26/2019	74326	540	LEAGUE WI MUNICIPALITIES	LOCAL GOVT 101	042319	1	100-51100-331-000	100.00
Total 74326:									190.00
04/19	04/30/2019	74327	759	POSTMASTER	UTILITY BILLS	043019	1	605-53440-340-000	138.25
04/19	04/30/2019	74327	759	POSTMASTER	UTILITY BILLS	043019	2	600-53611-340-000	138.25
04/19	04/30/2019	74327	759	POSTMASTER	UTILITY BILLS	043019	3	600-53711-340-000	138.25
Total 74327:									414.75
04/19	04/30/2019	74328	288	DNR-SS/7	WATER LICENSE RENEWAL	043019	1	600-53718-340-000	45.00
Total 74328:									45.00
05/19	05/02/2019	74333	16680	CARDMEMBER SERVICE	SCHUENKE	MSB041819	1	100-1624	419.87
05/19	05/02/2019	74333	16680	CARDMEMBER SERVICE	SUETTINGER	MSB041819	2	100-1624	606.64
05/19	05/02/2019	74333	16680	CARDMEMBER SERVICE	MILLER	MSB041819	3	100-1624	1,370.64

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
05/19	05/02/2019	74333	16680	CARDMEMBER SERVICE	DENNIS	MSB041819	4	100-1624	359.76
05/19	05/02/2019	74333	16680	CARDMEMBER SERVICE	REITER	MSB041819	5	100-1624	43.31
05/19	05/02/2019	74333	16680	CARDMEMBER SERVICE	COX	MSB041819	6	100-1624	2,119.60
05/19	05/02/2019	74333	16680	CARDMEMBER SERVICE	CLARK	MSB041819	7	100-1624	707.04
05/19	05/02/2019	74333	16680	CARDMEMBER SERVICE	KENT	MSB041819	8	100-1624	466.98
05/19	05/02/2019	74333	16680	CARDMEMBER SERVICE	SHERVEN	MSB041819	9	100-1624	203.63
05/19	05/02/2019	74333	16680	CARDMEMBER SERVICE	REDMAN	MSB041819	10	100-1624	20.73
05/19	05/02/2019	74333	16680	CARDMEMBER SERVICE	HESSLING	MSB041819	11	100-1624	3,734.55
05/19	05/02/2019	74333	16680	CARDMEMBER SERVICE	ANDERSEN	MSB041819	12	100-1624	1,046.10
05/19	05/02/2019	74333	16680	CARDMEMBER SERVICE	DAY	MSB041819	13	100-1624	927.85
05/19	05/02/2019	74333	16680	CARDMEMBER SERVICE	JOB	MSB041819	14	100-1624	175.99
05/19	05/02/2019	74333	16680	CARDMEMBER SERVICE	REIMER	MSB041819	15	100-1624	326.87
Total 74333:									12,177.58
05/19	05/02/2019	74334	158	CHARTER COMMUNICATIONS	ADMIN INTERNET	0011825042	1	100-51420-221-000	168.97
05/19	05/02/2019	74334	158	CHARTER COMMUNICATIONS	CABLE INTERNET	0011825042	2	200-55600-221-000	143.10
05/19	05/02/2019	74334	158	CHARTER COMMUNICATIONS	FIRE/EMS INTERNET	0011825042	3	100-52200-221-000	84.00
05/19	05/02/2019	74334	158	CHARTER COMMUNICATIONS	PD INTERNET	0011825042	4	100-52100-221-000	101.00
Total 74334:									497.07
05/19	05/02/2019	74335	161	CHASE LUMBER AND FUEL INC	TEMP MAILBOXES	0003/200009	1	100-53000-370-000	8.80
05/19	05/02/2019	74335	161	CHASE LUMBER AND FUEL INC	TEMP MAILBOXES	0003/200009	1	100-53000-370-000	16.85
Total 74335:									25.65
05/19	05/02/2019	74336	1921	FRONTIER	LIBRARY PHONE	042219	1	205-55110-221-000	72.41
Total 74336:									72.41
05/19	05/02/2019	74337	802	RENNERT'S FIRE EQUIP SRV IN	PW BUCKET TRUCK	40267	1	100-53000-241-000	1,497.13
05/19	05/02/2019	74337	802	RENNERT'S FIRE EQUIP SRV IN	PW BUCKET TRUCK	40267	2	600-53718-241-000	408.30
05/19	05/02/2019	74337	802	RENNERT'S FIRE EQUIP SRV IN	PW BUCKET TRUCK	40267	3	600-53616-241-000	408.31
05/19	05/02/2019	74337	802	RENNERT'S FIRE EQUIP SRV IN	PW BUCKET TRUCK	40267	4	605-53440-241-000	408.31
Total 74337:									2,722.05
05/19	05/02/2019	74338	16181	WILS	DATABASE FEES	490008	1	205-55110-342-000	1,345.99

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Total 74338:									1,345.99
05/19	05/02/2019	74339	30	ALLIANT ENERGY/WP&L	PUBLIC WORKS FACILITY	042619	1	100-53000-220-000	747.24
05/19	05/02/2019	74339	30	ALLIANT ENERGY/WP&L	WATER TOWER - BURMA	042619	2	600-53716-220-000	60.09
05/19	05/02/2019	74339	30	ALLIANT ENERGY/WP&L	WELL #4	042619	3	600-53716-340-000	29.75
05/19	05/02/2019	74339	30	ALLIANT ENERGY/WP&L	LIFT #1	042619	4	600-53615-220-000	135.85
05/19	05/02/2019	74339	30	ALLIANT ENERGY/WP&L	LIFT #2	042619	5	600-53615-220-000	289.85
05/19	05/02/2019	74339	30	ALLIANT ENERGY/WP&L	LIFT #3	042619	6	600-53615-220-000	72.92
05/19	05/02/2019	74339	30	ALLIANT ENERGY/WP&L	BRANDT PARK PAVILLION	042619	7	100-55200-220-000	126.63
05/19	05/02/2019	74339	30	ALLIANT ENERGY/WP&L	LEWIS PARK SHELTER	042619	8	100-55200-220-000	105.09
05/19	05/02/2019	74339	30	ALLIANT ENERGY/WP&L	MCDANIEL	042619	9	100-55200-220-000	28.87
05/19	05/02/2019	74339	30	ALLIANT ENERGY/WP&L	STREET LIGHTING (2)	042619	10	100-53000-291-000	291.93
05/19	05/02/2019	74339	30	ALLIANT ENERGY/WP&L	TRAFFIC FLASHERS - BASHFORD	042619	11	100-53000-291-000	17.51
05/19	05/02/2019	74339	30	ALLIANT ENERGY/WP&L	TRAFFIC FLASHERS - FARWELL (2)	042619	12	100-53000-291-000	17.51
05/19	05/02/2019	74339	30	ALLIANT ENERGY/WP&L	TRAFFIC FLASHERS - CREAMERY	042619	13	100-53000-291-000	17.62
05/19	05/02/2019	74339	30	ALLIANT ENERGY/WP&L	SIRENS - TERMINAL DR/V HALL	042619	14	100-51600-220-000	30.81
05/19	05/02/2019	74339	30	ALLIANT ENERGY/WP&L	4719 FARWELL - SUITE 3	042619	15	315-56700-242-000	17.27
05/19	05/02/2019	74339	30	ALLIANT ENERGY/WP&L	4719 FARWELL - SUITE 5	042619	16	315-56700-242-000	17.62
05/19	05/02/2019	74339	30	ALLIANT ENERGY/WP&L	4719 FARWELL - AREA 3	042619	17	315-56700-242-000	53.69
05/19	05/02/2019	74339	30	ALLIANT ENERGY/WP&L	4719 FARWELL - AREA 4	042619	18	315-56700-242-000	104.88
05/19	05/02/2019	74339	30	ALLIANT ENERGY/WP&L	4719 FARWELL - SUITE 4	042619	19	315-56700-242-000	16.70
Total 74339:									2,181.83
05/19	05/10/2019	74340	1397	ALL COMFORT SERVICES	PW BUILDING REPAIR	591321	1	600-53716-242-000	58.10
05/19	05/10/2019	74340	1397	ALL COMFORT SERVICES	PW BUILDING REPAIR	591321	2	600-53616-242-000	58.11
05/19	05/10/2019	74340	1397	ALL COMFORT SERVICES	PW BUILDING REPAIR	591321	3	605-53440-242-000	58.11
05/19	05/10/2019	74340	1397	ALL COMFORT SERVICES	PW BUILDING REPAIR	591321	4	100-51600-242-000	213.05
Total 74340:									387.37
05/19	05/10/2019	74341	44	ANDERSEN, LORI	MILEAGE EXP REIMBURSEMENT	LA040419	1	100-54600-141-000	88.74
Total 74341:									88.74
05/19	05/10/2019	74342	10	ARAMARK	MAT RENTAL	1640775113	1	205-55110-242-000	55.79
05/19	05/10/2019	74342	10	ARAMARK	MAT RENTAL	1640784651	1	205-55110-242-000	55.79
05/19	05/10/2019	74342	10	ARAMARK	MAT RENTAL	1640789488	1	205-55110-242-000	37.00

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Total 74342:									148.58
05/19	05/10/2019	74343	68	BADGER WELDING SUPP INC	BADGER WELDING - OXYGEN	3525448	1	100-52200-340-000	12.95
05/19	05/10/2019	74343	68	BADGER WELDING SUPP INC	BADGER WELDING - OXYGEN	3525688	1	100-52200-340-000	111.90
Total 74343:									124.85
05/19	05/10/2019	74344	74	BAKER & TAYLOR BOOKS	JUVENILE BOOKS	2034473605	1	205-55110-344-000	48.30
05/19	05/10/2019	74344	74	BAKER & TAYLOR BOOKS	ADULT BOOKS	2034486992	1	205-55110-344-000	307.47
05/19	05/10/2019	74344	74	BAKER & TAYLOR BOOKS	JUVENILE BOOKS	2034488217	1	205-55110-344-000	93.46
Total 74344:									449.23
05/19	05/10/2019	74345	1019	BAKER TILLY VIRCHOW KRAUS	AUDIT	BT1387757	1	100-51420-211-000	21,383.76
05/19	05/10/2019	74345	1019	BAKER TILLY VIRCHOW KRAUS	AUDIT	BT1387757	2	610-53620-211-000	819.24
05/19	05/10/2019	74345	1019	BAKER TILLY VIRCHOW KRAUS	TIF 3 AUDIT	BT1387757	3	305-51410-211-000	80.00
05/19	05/10/2019	74345	1019	BAKER TILLY VIRCHOW KRAUS	TIF 4 AUDIT	BT1387757	4	310-51410-211-000	80.00
05/19	05/10/2019	74345	1019	BAKER TILLY VIRCHOW KRAUS	PARK IMPACT FEE	BT1387757	5	400-57120-211-000	1,153.00
05/19	05/10/2019	74345	1019	BAKER TILLY VIRCHOW KRAUS	UTILITY AUDIT - WATER	BT1391786	1	600-53610-211-000	3,093.60
05/19	05/10/2019	74345	1019	BAKER TILLY VIRCHOW KRAUS	UTILITY AUDIT - SEWER	BT1391786	2	600-53710-211-000	3,093.60
05/19	05/10/2019	74345	1019	BAKER TILLY VIRCHOW KRAUS	UTILITY AUDIT - STW	BT1391786	3	605-53440-211-000	1,546.80
05/19	05/10/2019	74345	1019	BAKER TILLY VIRCHOW KRAUS	UTILITY AUDIT	BT1412891	1	600-53610-211-000	1,020.00
05/19	05/10/2019	74345	1019	BAKER TILLY VIRCHOW KRAUS	UTILITY AUDIT	BT1412891	2	600-53710-211-000	1,020.00
05/19	05/10/2019	74345	1019	BAKER TILLY VIRCHOW KRAUS	UTILITY AUDIT	BT1412891	3	605-53440-211-000	510.00
05/19	05/10/2019	74345	1019	BAKER TILLY VIRCHOW KRAUS	AUDIT	BT1412891	4	100-51420-211-000	3,429.08
05/19	05/10/2019	74345	1019	BAKER TILLY VIRCHOW KRAUS	AUDIT	BT1412891	5	610-53620-211-000	87.93
05/19	05/10/2019	74345	1019	BAKER TILLY VIRCHOW KRAUS	PARK IMPACT FEE STUDY	BT1412891	6	400-57120-211-000	2,100.00
05/19	05/10/2019	74345	1019	BAKER TILLY VIRCHOW KRAUS	TIF 3 AUDIT	BT1412891	7	305-51410-211-000	413.33
05/19	05/10/2019	74345	1019	BAKER TILLY VIRCHOW KRAUS	TIF 4 AUDIT	BT1412891	8	310-51410-211-000	413.33
05/19	05/10/2019	74345	1019	BAKER TILLY VIRCHOW KRAUS	TIF 5 AUDIT	BT1412891	9	315-51410-211-000	413.33
05/19	05/10/2019	74345	1019	BAKER TILLY VIRCHOW KRAUS	UTILITY AUDIT	BT1416596	1	600-53610-211-000	1,633.20
05/19	05/10/2019	74345	1019	BAKER TILLY VIRCHOW KRAUS	UTILITY AUDIT	BT1416596	2	600-53710-211-000	1,633.20
05/19	05/10/2019	74345	1019	BAKER TILLY VIRCHOW KRAUS	UTILITY AUDIT	BT1416596	3	605-53440-211-000	816.60
Total 74345:									44,740.00
05/19	05/10/2019	74346	17116	BARR, STEPHEN	REFUND OF OVERPAYMENT ON FINAL BILL	050719	1	001-1115	102.42

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Total 74346:									102.42
05/19	05/10/2019	74347	17110	BLUMENTHAL, NICHOLAS	OVERPAYMENT ON CITATION	041819	1	100-45110-000	38.40
Total 74347:									38.40
05/19	05/10/2019	74348	104	BOBCAT OF MADISON INC.	TOOLCAT FILTERS	01-74265	1	605-53440-241-000	27.90
05/19	05/10/2019	74348	104	BOBCAT OF MADISON INC.	TOOLCAT FILTERS	01-74265	2	100-53000-241-000	102.32
05/19	05/10/2019	74348	104	BOBCAT OF MADISON INC.	TOOLCAT FILTERS	01-74265	3	600-53718-241-000	27.91
05/19	05/10/2019	74348	104	BOBCAT OF MADISON INC.	TOOLCAT FILTERS	01-74265	4	600-53616-241-000	27.91
Total 74348:									186.04
05/19	05/10/2019	74349	1256	BOUND TREE MEDICAL, LLC	EMS - SUPPLIES	83161728	1	100-52200-340-000	20.78
05/19	05/10/2019	74349	1256	BOUND TREE MEDICAL, LLC	EMS - SUPPLIES	83161729	1	100-52200-340-000	346.45
05/19	05/10/2019	74349	1256	BOUND TREE MEDICAL, LLC	EMS - SUPPLIES	83176931	1	100-52200-340-000	111.24
05/19	05/10/2019	74349	1256	BOUND TREE MEDICAL, LLC	MEDICAL SUPPLIES	83178806	1	100-52200-340-000	17.57
05/19	05/10/2019	74349	1256	BOUND TREE MEDICAL, LLC	EMS - SUPPLIES	83185448	1	100-52200-340-000	17.45
05/19	05/10/2019	74349	1256	BOUND TREE MEDICAL, LLC	EMS - SUPPLIES	83187134	1	100-52200-340-000	267.66
05/19	05/10/2019	74349	1256	BOUND TREE MEDICAL, LLC	EMS - SUPPLIES	83188669	1	100-52200-340-000	4.24
05/19	05/10/2019	74349	1256	BOUND TREE MEDICAL, LLC	EMS - SUPPLIES	83190049	1	100-52200-340-000	2.08
05/19	05/10/2019	74349	1256	BOUND TREE MEDICAL, LLC	EMS - SUPPLIES	83190050	1	100-52200-340-000	3.95
05/19	05/10/2019	74349	1256	BOUND TREE MEDICAL, LLC	EMS - SUPPLIES	83191372	1	100-52200-340-000	49.80
05/19	05/10/2019	74349	1256	BOUND TREE MEDICAL, LLC	EMS - SUPPLIES	83194785	1	100-52200-340-000	181.17
05/19	05/10/2019	74349	1256	BOUND TREE MEDICAL, LLC	EMS - SUPPLIES	83194786	1	100-52200-340-000	84.00
Total 74349:									1,106.39
05/19	05/10/2019	74350	115	BRANDT, BRETT	TRAINING MEALS	BB042219	1	600-53710-331-000	14.00
Total 74350:									14.00
05/19	05/10/2019	74351	17111	BROWN, SCOTT	OVERPAYMENT ON CITATION	041819	1	100-45110-000	311.00
Total 74351:									311.00
05/19	05/10/2019	74352	1958	BRS RADIATOR, MACHINE & FA	TOOL REPAIR	8715	1	100-53000-340-000	58.25
05/19	05/10/2019	74352	1958	BRS RADIATOR, MACHINE & FA	TOOL REPAIR	8715	2	600-53716-340-000	15.88

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05/19	05/10/2019	74352	1958	BRS RADIATOR, MACHINE & FA	TOOL REPAIR	8715	3	600-53616-340-000	15.89
05/19	05/10/2019	74352	1958	BRS RADIATOR, MACHINE & FA	TOOL REPAIR	8715	4	605-53440-340-000	15.89
05/19	05/10/2019	74352	1958	BRS RADIATOR, MACHINE & FA	TRUCK PART/REPAIR	8797	1	100-53000-241-000	227.86
Total 74352:									333.77
05/19	05/10/2019	74353	2207	BUCKYS PORTABLE TOILETS I	LEWIS PARK PORTA POTTY	70204	1	100-55200-340-000	140.00
Total 74353:									140.00
05/19	05/10/2019	74354	16961	CAPITAL COFFEE LLC	COFFEE	135243	1	100-52100-330-000	119.90
Total 74354:									119.90
05/19	05/10/2019	74355	16337	CARL F STATZ & SONS INC	PARTS	T96874	1	605-53440-241-000	522.43
Total 74355:									522.43
05/19	05/10/2019	74356	157	CHAMPIONSHIP AWARDS	PLAQUE W/LOGO	58579	1	100-51100-391-000	186.60
Total 74356:									186.60
05/19	05/10/2019	74357	161	CHASE LUMBER AND FUEL INC	PW SUPPLIES	0003/200009	1	100-53000-340-000	2.89
05/19	05/10/2019	74357	161	CHASE LUMBER AND FUEL INC	PW SUPPLIES	0003/200009	2	600-53716-340-000	.79
05/19	05/10/2019	74357	161	CHASE LUMBER AND FUEL INC	PW SUPPLIES	0003/200009	3	600-53616-340-000	.79
05/19	05/10/2019	74357	161	CHASE LUMBER AND FUEL INC	PW SUPPLIES	0003/200009	4	605-53440-340-000	.79
Total 74357:									5.26
05/19	05/10/2019	74358	2097	CHOICE 1 HEALTH CARE SERV	TEST STRIPS	9558	1	100-52200-340-000	49.90
Total 74358:									49.90
05/19	05/10/2019	74359	166	CINTAS CORPORATION	FIRST AID SUPPLIES	8404081960	1	100-53000-340-000	26.64
05/19	05/10/2019	74359	166	CINTAS CORPORATION	FIRST AID SUPPLIES	8404081960	2	600-53716-340-000	7.27
05/19	05/10/2019	74359	166	CINTAS CORPORATION	FIRST AID SUPPLIES	8404081960	3	600-53616-340-000	7.27
05/19	05/10/2019	74359	166	CINTAS CORPORATION	FIRST AID SUPPLIES	8404081960	4	605-53440-340-000	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 74359:									48.44
05/19	05/10/2019	74360	16965	CITY OF MADISON	INTERCEPT PAYMENT	041819	1	100-46230-000	375.29
Total 74360:									375.29
05/19	05/10/2019	74361	172	CITY OF MADISON TREASURE	SIGNS	21969	1	100-53000-340-000	491.14
Total 74361:									491.14
05/19	05/10/2019	74362	16257	CORPORATE BUSINESS SYSTE	PW COLOR COPY OVERAGES	256943	1	605-53440-310-000	28.71
05/19	05/10/2019	74362	16257	CORPORATE BUSINESS SYSTE	PW COLOR COPY OVERAGES	256943	2	600-53610-310-000	28.72
05/19	05/10/2019	74362	16257	CORPORATE BUSINESS SYSTE	PW COLOR COPY OVERAGES	256943	3	600-53710-310-000	28.72
Total 74362:									86.15
05/19	05/10/2019	74363	16315	CRAFT, ANTHONY	TRAINING MEALS & MILEAGE	AC041719	1	100-52100-331-000	36.04
Total 74363:									36.04
05/19	05/10/2019	74364	234	DANE CO EMERGENCY MGMT	ANNUAL SUPPORT FEE-DANE ELITE	10030	1	100-52200-320-000	496.10
Total 74364:									496.10
05/19	05/10/2019	74365	274	DEPT OF ADMINISTRATION	JOB POSTING	505-0000036	1	100-51420-211-000	175.00
Total 74365:									175.00
05/19	05/10/2019	74366	16379	ENGAGEDPATRONS.ORG	HOSTING FEE-MEETING RM SOFTWARE	3343-19-01	1	205-55110-342-000	100.00
Total 74366:									100.00
05/19	05/10/2019	74367	338	ENGELHART INC	MOWER PARTS	1664791	1	100-53000-241-000	39.83
05/19	05/10/2019	74367	338	ENGELHART INC	MOWER PARTS	1667558	1	100-53000-241-000	21.74
05/19	05/10/2019	74367	338	ENGELHART INC	MOWER PARTS	1667558	2	600-53718-241-000	5.93
05/19	05/10/2019	74367	338	ENGELHART INC	MOWER PARTS	1667558	3	600-53616-241-000	5.93
05/19	05/10/2019	74367	338	ENGELHART INC	MOWER PARTS	1667558	4	605-53440-241-000	5.92

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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 74367:									79.35
05/19	05/10/2019	74368	1146	ENGRAVING & TROPHY SPECI	PLASTIC SIGNS	59032	1	400-57220-825-103	24.50
Total 74368:									24.50
05/19	05/10/2019	74369	341	ENVIRONMENT CONTROL	JANITORIAL	10039-613	1	205-55110-210-000	1,304.00
05/19	05/10/2019	74369	341	ENVIRONMENT CONTROL	MC CLEANING	10195-613	1	100-51600-210-000	1,360.00
Total 74369:									2,664.00
05/19	05/10/2019	74370	1200	EZ OFFICE PRODUCTS	COPY PAPER	446603-0	1	100-51420-310-000	185.86
05/19	05/10/2019	74370	1200	EZ OFFICE PRODUCTS	COPY PAPER	446603-0	2	305-51410-210-000	11.15
05/19	05/10/2019	74370	1200	EZ OFFICE PRODUCTS	COPY PAPER	446603-0	3	310-51410-210-000	11.15
05/19	05/10/2019	74370	1200	EZ OFFICE PRODUCTS	COPY PAPER	446603-0	4	315-51410-210-000	11.15
05/19	05/10/2019	74370	1200	EZ OFFICE PRODUCTS	COPY PAPER	446603-0	5	600-53710-310-000	44.61
05/19	05/10/2019	74370	1200	EZ OFFICE PRODUCTS	COPY PAPER	446603-0	6	600-53610-310-000	44.61
05/19	05/10/2019	74370	1200	EZ OFFICE PRODUCTS	COPY PAPER	446603-0	7	605-53440-310-000	44.61
05/19	05/10/2019	74370	1200	EZ OFFICE PRODUCTS	COPY PAPER	446603-0	8	610-53620-310-000	18.57
Total 74370:									371.71
05/19	05/10/2019	74371	350	FASTENAL COMPANY	PIER SUPPLIES	WIMAD4051	1	100-55200-340-000	83.76
05/19	05/10/2019	74371	350	FASTENAL COMPANY	SUPPLIES FOR PIER GATE	WIMAD4052	1	100-55200-340-000	11.41
05/19	05/10/2019	74371	350	FASTENAL COMPANY	PIER SUPPLIES	WIMAD4056	1	100-55200-340-000	50.88
Total 74371:									146.05
05/19	05/10/2019	74372	16234	GALLS, LLC	TRAINING SUPPLIES	012291491	1	100-52200-331-000	80.00
Total 74372:									80.00
05/19	05/10/2019	74373	390	GBR CORPORATION	YOUTH CENTER ROOF REPAIRS	DF1238	1	100-51600-242-000	135.00
Total 74373:									135.00
05/19	05/10/2019	74374	1694	HEARTLAND LITHO	UTILITY BILLS	64885	1	600-53610-310-000	69.68
05/19	05/10/2019	74374	1694	HEARTLAND LITHO	UTILITY BILLS	64885	2	600-53710-310-000	69.68

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05/19	05/10/2019	74374	1694	HEARTLAND LITHO	UTILITY BILLS	64885	3	605-53440-340-000	69.67
05/19	05/10/2019	74374	1694	HEARTLAND LITHO	UTILITY BILLS	65137	1	605-53440-340-000	62.94
05/19	05/10/2019	74374	1694	HEARTLAND LITHO	UTILITY BILLS	65137	2	600-53710-310-000	62.95
05/19	05/10/2019	74374	1694	HEARTLAND LITHO	UTILITY BILLS	65137	3	600-53610-310-000	62.95
05/19	05/10/2019	74374	1694	HEARTLAND LITHO	CONSUMER CONFIDENCE REPORT - CCR	65138	1	600-53710-321-000	2,128.92
Total 74374:									2,526.79
05/19	05/10/2019	74375	16232	HESSLING, JAMES	BURNING CREW LUNCH - REIMBURSEMENT	JH032719	1	100-55200-340-000	51.21
Total 74375:									51.21
05/19	05/10/2019	74376	442	HOMETOWN NEWS LIMITED PA	PRNR PUBLIC HEARING - OUTDOOR REC &	4184-043019	1	100-51100-321-000	27.88
05/19	05/10/2019	74376	442	HOMETOWN NEWS LIMITED PA	AD FOR BIDS - ORCHARD HILL PARK	4184-043019	2	100-51100-321-000	103.40
05/19	05/10/2019	74376	442	HOMETOWN NEWS LIMITED PA	CANCELLATION OF PLAN PUBLIC HEARING	4184-043019	3	100-51100-321-000	18.23
05/19	05/10/2019	74376	442	HOMETOWN NEWS LIMITED PA	PLAN PUBLIC HEARING - 2019-08	4184-043019	4	100-51100-321-000	28.13
05/19	05/10/2019	74376	442	HOMETOWN NEWS LIMITED PA	STREETS SUPERINTENDENT POSTING	4184-043019	5	100-51420-211-000	196.00
05/19	05/10/2019	74376	442	HOMETOWN NEWS LIMITED PA	PARKS SUPERINTENDENT POSTING	4184-043019	6	100-51420-211-000	196.00
05/19	05/10/2019	74376	442	HOMETOWN NEWS LIMITED PA	COMMUNITY DEVELOPMENT DIRECTOR PO	4184-043019	7	100-51420-211-000	168.00
Total 74376:									737.64
05/19	05/10/2019	74377	1175	HORTON GROUP INC THE	A&S INSURANCE COVERAGE	49091	1	100-52200-510-000	3,609.00
Total 74377:									3,609.00
05/19	05/10/2019	74378	1904	HUMPHREY SERVICE PARTS I	SHOP SUPPLIES	1106203	1	100-53000-340-000	19.22
05/19	05/10/2019	74378	1904	HUMPHREY SERVICE PARTS I	SHOP SUPPLIES	1106203	2	600-53716-340-000	5.25
05/19	05/10/2019	74378	1904	HUMPHREY SERVICE PARTS I	SHOP SUPPLIES	1106203	3	600-53616-340-000	5.24
05/19	05/10/2019	74378	1904	HUMPHREY SERVICE PARTS I	SHOP SUPPLIES	1106203	4	605-53440-340-000	5.24
05/19	05/10/2019	74378	1904	HUMPHREY SERVICE PARTS I	SHOP SUPPLIES	1106380	1	100-53000-340-000	88.60
05/19	05/10/2019	74378	1904	HUMPHREY SERVICE PARTS I	SHOP SUPPLIES	1106380	2	600-53716-340-000	24.17
05/19	05/10/2019	74378	1904	HUMPHREY SERVICE PARTS I	SHOP SUPPLIES	1106380	3	600-53616-340-000	24.17
05/19	05/10/2019	74378	1904	HUMPHREY SERVICE PARTS I	SHOP SUPPLIES	1106380	4	605-53440-340-000	24.16
05/19	05/10/2019	74378	1904	HUMPHREY SERVICE PARTS I	SHOP SUPPLIES	1106464	1	100-53000-340-000	24.09-
05/19	05/10/2019	74378	1904	HUMPHREY SERVICE PARTS I	SHOP SUPPLIES	1106464	2	600-53716-340-000	6.57-
05/19	05/10/2019	74378	1904	HUMPHREY SERVICE PARTS I	SHOP SUPPLIES	1106464	3	600-53616-340-000	6.57-
05/19	05/10/2019	74378	1904	HUMPHREY SERVICE PARTS I	SHOP SUPPLIES	1106464	4	605-53440-340-000	6.57-

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Total 74378:									152.25
05/19	05/10/2019	74379	452	HYDRITE CHEMICAL	WATER CHEMICALS	02243640	1	600-53717-340-000	377.55
Total 74379:									377.55
05/19	05/10/2019	74380	16783	INFORMATION TECHNOLOGY P	COURT	16659	1	100-51200-210-000	82.21
05/19	05/10/2019	74380	16783	INFORMATION TECHNOLOGY P	GEN ADMIN	16659	2	100-51450-210-000	328.86
05/19	05/10/2019	74380	16783	INFORMATION TECHNOLOGY P	POLICE	16659	3	100-52100-210-000	845.47
05/19	05/10/2019	74380	16783	INFORMATION TECHNOLOGY P	FIRE/EMS	16659	4	100-52200-240-000	360.38
05/19	05/10/2019	74380	16783	INFORMATION TECHNOLOGY P	OUTREACH	16659	5	100-54600-210-000	109.71
05/19	05/10/2019	74380	16783	INFORMATION TECHNOLOGY P	COMM DEV	16659	6	100-52400-210-000	82.21
05/19	05/10/2019	74380	16783	INFORMATION TECHNOLOGY P	PUBLIC WORKS	16659	7	100-53000-210-000	112.10
05/19	05/10/2019	74380	16783	INFORMATION TECHNOLOGY P	WATER	16659	8	600-53710-210-000	44.79
05/19	05/10/2019	74380	16783	INFORMATION TECHNOLOGY P	SEWER	16659	9	600-53610-210-000	44.79
05/19	05/10/2019	74380	16783	INFORMATION TECHNOLOGY P	STORMWATER	16659	10	605-53440-310-000	44.68
05/19	05/10/2019	74380	16783	INFORMATION TECHNOLOGY P	EM MGT	16659	11	100-52500-221-000	27.40
05/19	05/10/2019	74380	16783	INFORMATION TECHNOLOGY P	FAMILY FESTIVAL	16659	12	100-51450-210-000	27.40
05/19	05/10/2019	74380	16783	INFORMATION TECHNOLOGY P	SERVER AND BACK UP	16659	13	400-57140-813-101	3,168.60
05/19	05/10/2019	74380	16783	INFORMATION TECHNOLOGY P	COURT	16868	1	100-51200-210-000	82.21
05/19	05/10/2019	74380	16783	INFORMATION TECHNOLOGY P	GEN ADMIN	16868	2	100-51450-210-000	328.86
05/19	05/10/2019	74380	16783	INFORMATION TECHNOLOGY P	POLICE	16868	3	100-52100-210-000	845.48
05/19	05/10/2019	74380	16783	INFORMATION TECHNOLOGY P	FIRE/EMS	16868	4	100-52200-240-000	360.39
05/19	05/10/2019	74380	16783	INFORMATION TECHNOLOGY P	OUTREACH	16868	5	100-54600-210-000	109.71
05/19	05/10/2019	74380	16783	INFORMATION TECHNOLOGY P	COMM DEV	16868	6	100-52400-210-000	82.21
05/19	05/10/2019	74380	16783	INFORMATION TECHNOLOGY P	PUBLIC WORKS	16868	7	100-53000-210-000	112.10
05/19	05/10/2019	74380	16783	INFORMATION TECHNOLOGY P	WATER	16868	8	600-53710-210-000	44.79
05/19	05/10/2019	74380	16783	INFORMATION TECHNOLOGY P	SEWER	16868	9	600-53610-210-000	44.79
05/19	05/10/2019	74380	16783	INFORMATION TECHNOLOGY P	STORMWATER	16868	10	605-53440-310-000	44.68
05/19	05/10/2019	74380	16783	INFORMATION TECHNOLOGY P	EM MGT	16868	11	100-52500-221-000	27.40
05/19	05/10/2019	74380	16783	INFORMATION TECHNOLOGY P	FAMILY FESTIVAL	16868	12	100-51450-210-000	27.40
05/19	05/10/2019	74380	16783	INFORMATION TECHNOLOGY P	SERVER AND BACK UP	16868	13	400-57140-813-101	3,143.58
Total 74380:									10,532.20
05/19	05/10/2019	74381	469	ITRON INC	ITRON SUPPORT	516827	1	600-53710-210-000	321.15
05/19	05/10/2019	74381	469	ITRON INC	ITRON SUPPORT	516827	2	600-53610-210-000	321.14

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Total 74381:									642.29
05/19	05/10/2019	74382	476	JEFFERSON FIRE & SAFETY IN	HYDRO TESTS	IN104700	1	100-52200-240-000	492.00
05/19	05/10/2019	74382	476	JEFFERSON FIRE & SAFETY IN	EQUIPMENT MAINTENANCE	IN104727	1	100-52200-240-000	151.36
05/19	05/10/2019	74382	476	JEFFERSON FIRE & SAFETY IN	HYDRO TESTS	IN104907	1	100-52200-240-000	393.60
05/19	05/10/2019	74382	476	JEFFERSON FIRE & SAFETY IN	HYDRO TESTS	IN104913	1	100-52200-240-000	393.60
05/19	05/10/2019	74382	476	JEFFERSON FIRE & SAFETY IN	HYDRO TESTS	IN104948	1	100-52200-240-000	164.00
Total 74382:									1,594.56
05/19	05/10/2019	74383	478	JENSEN EQUIPMENT CO INC	POWER TOOL/PARTS	J-633432	1	100-53000-340-000	157.07
05/19	05/10/2019	74383	478	JENSEN EQUIPMENT CO INC	POWER TOOL/PARTS	J-633432	2	600-53716-340-000	42.83
05/19	05/10/2019	74383	478	JENSEN EQUIPMENT CO INC	POWER TOOL/PARTS	J-633432	3	600-53616-340-000	42.84
05/19	05/10/2019	74383	478	JENSEN EQUIPMENT CO INC	POWER TOOL/PARTS	J-633432	4	605-53440-340-000	42.84
05/19	05/10/2019	74383	478	JENSEN EQUIPMENT CO INC	MARKING PAINT	J-637194	1	600-53718-340-000	118.50
05/19	05/10/2019	74383	478	JENSEN EQUIPMENT CO INC	MARKING PAINT	J-637194	2	600-53615-340-000	118.50
05/19	05/10/2019	74383	478	JENSEN EQUIPMENT CO INC	MARKING PAINT	J-637199	1	600-53718-340-000	116.16
Total 74383:									638.74
05/19	05/10/2019	74384	16530	JERRY'S TRANSMISSION SERV	MISC PARTS	0031881	1	100-52200-241-000	75.49
05/19	05/10/2019	74384	16530	JERRY'S TRANSMISSION SERV	MISC PARTS CREDIT	0032624	1	100-52200-241-000	75.49-
05/19	05/10/2019	74384	16530	JERRY'S TRANSMISSION SERV	MISC PARTS	0032625	1	100-52200-241-000	51.44
05/19	05/10/2019	74384	16530	JERRY'S TRANSMISSION SERV	MISC PARTS	0032749	1	100-52200-241-000	600.77
Total 74384:									652.21
05/19	05/10/2019	74385	16550	KELENY TOP SOIL, INC	TOP SOIL	117889	1	100-55200-340-000	305.50
Total 74385:									305.50
05/19	05/10/2019	74386	505	KLEMENTZ, MICHAEL	UNIFORM ALLOW - KLEMENTZ	MK042719	1	100-52100-142-000	124.99
Total 74386:									124.99
05/19	05/10/2019	74387	17112	KORNBLATT, MARC	ADULT PROGRAM	225	1	205-55110-391-000	75.00

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Total 74387:									75.00
05/19	05/10/2019	74388	16364	KWIK TRIP EXTENDED NETWO	EMS/FIRE FUEL	BG2339863-	1	100-52200-341-000	1,021.44
Total 74388:									1,021.44
05/19	05/10/2019	74389	516	KWIK TRIP INC	PD FUEL	00176007-05	1	100-52100-341-000	785.09
Total 74389:									785.09
05/19	05/10/2019	74390	2121	LAKESIDE INTERNATIONAL LL	TRUCK PARTS	8177035P	1	605-53440-241-000	124.70
05/19	05/10/2019	74390	2121	LAKESIDE INTERNATIONAL LL	TRUCK PARTS	8177035P	2	100-53000-241-000	457.23
05/19	05/10/2019	74390	2121	LAKESIDE INTERNATIONAL LL	TRUCK PARTS	8177035P	3	600-53718-241-000	124.70
05/19	05/10/2019	74390	2121	LAKESIDE INTERNATIONAL LL	TRUCK PARTS	8177035P	4	600-53616-241-000	124.70
05/19	05/10/2019	74390	2121	LAKESIDE INTERNATIONAL LL	ENGINE 2 FILTER	8177152P	1	100-52200-241-000	58.74
05/19	05/10/2019	74390	2121	LAKESIDE INTERNATIONAL LL	TRUCK PARTS	8177402P	1	600-53616-241-000	31.87
05/19	05/10/2019	74390	2121	LAKESIDE INTERNATIONAL LL	TRUCK PARTS	8177402P	2	100-53000-241-000	212.50
05/19	05/10/2019	74390	2121	LAKESIDE INTERNATIONAL LL	TRUCK PARTS	8177402P	3	600-53718-241-000	31.87
05/19	05/10/2019	74390	2121	LAKESIDE INTERNATIONAL LL	TRUCK PARTS	8177402P	4	605-53440-241-000	31.88
05/19	05/10/2019	74390	2121	LAKESIDE INTERNATIONAL LL	TRUCK PARTS	8177402P	5	100-52200-241-000	116.88
Total 74390:									1,315.07
05/19	05/10/2019	74391	531	LARK UNIFORM OUTFITTERS	VIND - UNIFORM	287054	1	100-52200-142-000	203.90
05/19	05/10/2019	74391	531	LARK UNIFORM OUTFITTERS	VIND - UNIFORM	287059	1	100-52200-142-000	173.85
05/19	05/10/2019	74391	531	LARK UNIFORM OUTFITTERS	UNIFORM	287162	1	100-52100-142-000	406.75
05/19	05/10/2019	74391	531	LARK UNIFORM OUTFITTERS	UNIFORM ALLOW - SHERVAN	287180	1	100-52100-142-000	72.95
Total 74391:									857.45
05/19	05/10/2019	74392	16712	LIFE-ASSIST, INC	EMS MEDICAL SUPPLIES	911508	1	100-52200-340-000	121.52
Total 74392:									121.52
05/19	05/10/2019	74393	2237	MADISON COLLEGE	BRYANT - CLASS	CORP-00000	1	100-52100-331-000	95.00
Total 74393:									95.00

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05/19	05/10/2019	74394	16782	MADISON	EMERGENCY PHYSI	MEDICAL DIRECTION	MCFARLAN	1	100-52200-211-000	700.00
Total 74394:										700.00
05/19	05/10/2019	74395	618	MCFARLAND TRUE VALUE	COMMUNITY SERVICE DAY	95094-04301		1	100-51100-391-000	30.10
05/19	05/10/2019	74395	618	MCFARLAND TRUE VALUE	OUTREACH	95094-04301		2	100-54600-391-000	8.98
05/19	05/10/2019	74395	618	MCFARLAND TRUE VALUE	PUBLIC WORKS	95094-04301		3	605-53440-340-000	47.62
05/19	05/10/2019	74395	618	MCFARLAND TRUE VALUE	PUBLIC WORKS	95094-04301		4	100-53000-340-000	174.62
05/19	05/10/2019	74395	618	MCFARLAND TRUE VALUE	PUBLIC WORKS	95094-04301		5	600-53716-340-000	47.62
05/19	05/10/2019	74395	618	MCFARLAND TRUE VALUE	PUBLIC WORKS	95094-04301		6	600-53616-340-000	47.62
05/19	05/10/2019	74395	618	MCFARLAND TRUE VALUE	VEHICLE MAINTENANCE	95094-04301		7	600-53616-241-000	4.05
05/19	05/10/2019	74395	618	MCFARLAND TRUE VALUE	VEHICLE MAINTENANCE	95094-04301		8	100-53000-241-000	14.84
05/19	05/10/2019	74395	618	MCFARLAND TRUE VALUE	VEHICLE MAINTENANCE	95094-04301		9	600-53718-241-000	4.05
05/19	05/10/2019	74395	618	MCFARLAND TRUE VALUE	VEHICLE MAINTENANCE	95094-04301		10	605-53440-241-000	4.05
05/19	05/10/2019	74395	618	MCFARLAND TRUE VALUE	PARKS	95094-04301		11	100-55200-340-000	109.43
05/19	05/10/2019	74395	618	MCFARLAND TRUE VALUE	MUNICIPAL CENTER	95094-04301		12	605-53440-242-000	1.75
05/19	05/10/2019	74395	618	MCFARLAND TRUE VALUE	MUNICIPAL CENTER	95094-04301		13	100-51600-242-000	6.44
05/19	05/10/2019	74395	618	MCFARLAND TRUE VALUE	MUNICIPAL CENTER	95094-04301		14	600-53716-242-000	1.75
05/19	05/10/2019	74395	618	MCFARLAND TRUE VALUE	MUNICIPAL CENTER	95094-04301		15	600-53616-242-000	1.75
05/19	05/10/2019	74395	618	MCFARLAND TRUE VALUE	STREETS	95094-04301		16	100-53000-340-000	132.00
05/19	05/10/2019	74395	618	MCFARLAND TRUE VALUE	WELL #1	95094-04301		17	600-53716-242-000	18.23
05/19	05/10/2019	74395	618	MCFARLAND TRUE VALUE	VALVE MAINTENANCE	95094-04301		18	600-53718-340-000	9.89
05/19	05/10/2019	74395	618	MCFARLAND TRUE VALUE	LIFT #5	95094-04301		19	600-53615-340-000	8.09
05/19	05/10/2019	74395	618	MCFARLAND TRUE VALUE	WATER DEPT	95094-04301		20	600-53716-340-000	13.85
05/19	05/10/2019	74395	618	MCFARLAND TRUE VALUE	WATER LAB	95094-04301		21	600-53717-340-000	12.59
05/19	05/10/2019	74395	618	MCFARLAND TRUE VALUE	STEEL ROD	95094-04301		22	100-52200-241-000	3.59
05/19	05/10/2019	74395	618	MCFARLAND TRUE VALUE	PAINT	95094-04301		23	100-52200-242-000	9.89
05/19	05/10/2019	74395	618	MCFARLAND TRUE VALUE	PAINT	95094-04301		24	100-52200-242-000	21.58
05/19	05/10/2019	74395	618	MCFARLAND TRUE VALUE	PAINT	95094-04301		25	100-52200-242-000	8.54
05/19	05/10/2019	74395	618	MCFARLAND TRUE VALUE	PAINT BRUSHES	95094-04301		26	100-52200-242-000	15.28
05/19	05/10/2019	74395	618	MCFARLAND TRUE VALUE	TAPE	95094-04301		27	100-52200-340-000	6.74
05/19	05/10/2019	74395	618	MCFARLAND TRUE VALUE	ANCHORS	95094-04301		28	100-52200-340-000	17.99
05/19	05/10/2019	74395	618	MCFARLAND TRUE VALUE	PD	95094-04301		29	100-52100-391-000	49.01
05/19	05/10/2019	74395	618	MCFARLAND TRUE VALUE	PD	95094-04301		30	100-52100-340-000	3.40
05/19	05/10/2019	74395	618	MCFARLAND TRUE VALUE	PD	95094-04301		31	100-52100-340-000	39.58
05/19	05/10/2019	74395	618	MCFARLAND TRUE VALUE	KEY	95094-04301		32	100-52200-241-000	14.39
05/19	05/10/2019	74395	618	MCFARLAND TRUE VALUE	SHOP TOWEL	95094-04301		33	100-52200-241-000	13.49
05/19	05/10/2019	74395	618	MCFARLAND TRUE VALUE	NUTS	95094-04301		34	100-52200-241-000	.77

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Total 74395:									903.57
05/19	05/10/2019	74396	640	MGE	STREET LIGHTS	13010467-04	1	100-53000-291-000	35.56
05/19	05/10/2019	74396	640	MGE	STREET LIGHTS	14096945-04	1	100-53000-291-000	34.37
05/19	05/10/2019	74396	640	MGE	LIFT #4 ELECT	21056320-04	1	600-53615-220-000	40.13
05/19	05/10/2019	74396	640	MGE	LIFT #5 GAS	27667872-04	1	600-53615-220-000	40.92
05/19	05/10/2019	74396	640	MGE	STREET LIGHTS	29538501-04	1	100-53000-291-000	90.17
Total 74396:									241.15
05/19	05/10/2019	74397	2058	MICROMARKETING LLC	ADULT AUDIO BOOKS	765419	1	205-55110-345-000	74.99
05/19	05/10/2019	74397	2058	MICROMARKETING LLC	ADULT AUDIO BOOKS	765883	1	205-55110-345-000	30.00
05/19	05/10/2019	74397	2058	MICROMARKETING LLC	ADULT AUDIO BOOKS	766828	1	205-55110-345-000	149.97
Total 74397:									254.96
05/19	05/10/2019	74398	4	MIDDLETON FORD	M3 MAINTENANCE	142935	1	100-52100-241-000	859.98
05/19	05/10/2019	74398	4	MIDDLETON FORD	M3 MAINTENANCE	143143	1	100-52100-241-000	30.69
05/19	05/10/2019	74398	4	MIDDLETON FORD	CORE DEPOSIT RETURN	CM142935	1	100-52100-241-000	80.00-
Total 74398:									810.67
05/19	05/10/2019	74399	1941	MIDWEST TRAILER SALES	VEHICLE MAINTENANCE	1093119-00	1	100-52200-241-000	54.00
05/19	05/10/2019	74399	1941	MIDWEST TRAILER SALES	LADDER 8 MAINTENANCE	1098275-00	1	100-52200-241-000	39.92
Total 74399:									93.92
05/19	05/10/2019	74400	667	MINNESOTA LIFE INS CO	LIFE INSURANCE	002832L-JU	1	100-2157	1,220.23
Total 74400:									1,220.23
05/19	05/10/2019	74401	2185	MSA PROFESSIONAL SERVICE	3234 CTH AB ACQUISITION	R09361011.0	1	400-57620-826-000	3,200.00
Total 74401:									3,200.00
05/19	05/10/2019	74402	1976	MURPHY DESMOND SC	EZRA PROPERTIES DEVELOPMENT ESCRO	8079779	1	100-2640	4,842.95

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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 74402:									4,842.95
05/19	05/10/2019	74403	1896	NAPA AUTO PARTS	FIRE BRUSH TRUCK FILTER	659285	1	100-52200-241-000	47.93
05/19	05/10/2019	74403	1896	NAPA AUTO PARTS	ENGINE 2 FILTER	660275	1	100-52200-241-000	29.68
05/19	05/10/2019	74403	1896	NAPA AUTO PARTS	SHOP SUPPLIES	660423	1	100-53000-340-000	14.57
05/19	05/10/2019	74403	1896	NAPA AUTO PARTS	SHOP SUPPLIES	660423	2	600-53716-340-000	3.97
05/19	05/10/2019	74403	1896	NAPA AUTO PARTS	SHOP SUPPLIES	660423	3	600-53616-340-000	3.97
05/19	05/10/2019	74403	1896	NAPA AUTO PARTS	SHOP SUPPLIES	660423	4	605-53440-340-000	3.98
05/19	05/10/2019	74403	1896	NAPA AUTO PARTS	M3 BATTERY	660570	1	100-52100-241-000	134.61
05/19	05/10/2019	74403	1896	NAPA AUTO PARTS	FILTERS	660572	1	100-52200-241-000	50.07
05/19	05/10/2019	74403	1896	NAPA AUTO PARTS	CORE DEPOSIT REFUND	661089	1	100-52100-241-000	10.00-
05/19	05/10/2019	74403	1896	NAPA AUTO PARTS	L8 FILTER	661380	1	100-52200-241-000	9.94
05/19	05/10/2019	74403	1896	NAPA AUTO PARTS	TENDER 6 FILTERS	661678	1	100-52200-241-000	20.83
05/19	05/10/2019	74403	1896	NAPA AUTO PARTS	CAR 4 FILTERS	662398	1	100-52200-241-000	6.48
05/19	05/10/2019	74403	1896	NAPA AUTO PARTS	M5 FILTERS	662400	1	100-52100-241-000	31.88
Total 74403:									347.91
05/19	05/10/2019	74404	2082	NASSCO INC	CLEANING SUPPLIES	S2455554.00	1	100-51600-242-000	183.93
05/19	05/10/2019	74404	2082	NASSCO INC	CLEANING SUPPLIES	S2461371.00	1	100-51600-242-000	86.73
05/19	05/10/2019	74404	2082	NASSCO INC	CLEANING SUPPLIES	S2464498.00	1	100-51600-242-000	110.60
Total 74404:									381.26
05/19	05/10/2019	74405	17048	NEUMAN, KYLE	INSPECTOR LICENSE	KN041519	1	100-52200-141-000	47.53
Total 74405:									47.53
05/19	05/10/2019	74406	16984	NORTH CENTRAL UTILITY OF	TRUCK PARTS	540876	1	605-53440-241-000	158.42
05/19	05/10/2019	74406	16984	NORTH CENTRAL UTILITY OF	SHOP SUPPLIES	541100	1	100-53000-340-000	5.58
05/19	05/10/2019	74406	16984	NORTH CENTRAL UTILITY OF	SHOP SUPPLIES	541100	2	600-53716-340-000	1.53
05/19	05/10/2019	74406	16984	NORTH CENTRAL UTILITY OF	SHOP SUPPLIES	541100	3	600-53616-340-000	1.52
05/19	05/10/2019	74406	16984	NORTH CENTRAL UTILITY OF	SHOP SUPPLIES	541100	4	605-53440-340-000	1.52
Total 74406:									168.57
05/19	05/10/2019	74407	16880	OREGON POLICE DEPARTMEN	JAN 2019 INSERVICE TRAINING	JAN2019	1	100-52100-331-000	610.00

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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 74407:									610.00
05/19	05/10/2019	74408	9151	PAGE PRODUCTION	MAY SENIOR NEWS	19-7	1	100-54600-321-000	565.00
Total 74408:									565.00
05/19	05/10/2019	74409	2066	PELLITTERI WASTE SYSTEMS	TRASH SERVICE	483195	1	610-53620-212-000	20,355.00
05/19	05/10/2019	74409	2066	PELLITTERI WASTE SYSTEMS	RECYCLING SERVICE	483195	2	610-53620-213-000	13,700.50
Total 74409:									34,055.50
05/19	05/10/2019	74410	756	POMP'S TIRE SERVICE INC	MOWER TIRES	80186783	1	100-53000-241-000	123.20
05/19	05/10/2019	74410	756	POMP'S TIRE SERVICE INC	MOWER TIRES	80186783	2	600-53718-241-000	33.60
05/19	05/10/2019	74410	756	POMP'S TIRE SERVICE INC	MOWER TIRES	80186783	3	600-53616-241-000	33.60
05/19	05/10/2019	74410	756	POMP'S TIRE SERVICE INC	MOWER TIRES	80186783	4	605-53440-241-000	33.60
Total 74410:									224.00
05/19	05/10/2019	74411	759	POSTMASTER	USPS MARKETING MAIL PERMIT	042019	1	605-53440-310-000	78.33
05/19	05/10/2019	74411	759	POSTMASTER	USPS MARKETING MAIL PERMIT	042019	2	600-53710-310-000	78.33
05/19	05/10/2019	74411	759	POSTMASTER	USPS MARKETING MAIL PERMIT	042019	3	600-53610-310-000	78.34
Total 74411:									235.00
05/19	05/10/2019	74412	764	PREMIER PAINT & WALLPAPER	FIRE DEPT TRAINING ROOM PAINT	52382	1	400-57220-825-103	79.98
Total 74412:									79.98
05/19	05/10/2019	74413	1245	PROFESSIONAL PEST CONTR	PW PEST CONTROL	405518	1	100-53000-340-000	21.45
05/19	05/10/2019	74413	1245	PROFESSIONAL PEST CONTR	PW PEST CONTROL	405518	2	600-53710-210-000	5.85
05/19	05/10/2019	74413	1245	PROFESSIONAL PEST CONTR	PW PEST CONTROL	405518	3	600-53610-210-000	5.85
05/19	05/10/2019	74413	1245	PROFESSIONAL PEST CONTR	PW PEST CONTROL	405518	4	605-53440-210-000	5.85
05/19	05/10/2019	74413	1245	PROFESSIONAL PEST CONTR	MC PEST CONTROL	405519	1	605-53440-210-000	6.90
05/19	05/10/2019	74413	1245	PROFESSIONAL PEST CONTR	MC PEST CONTROL	405519	2	100-51600-340-000	25.30
05/19	05/10/2019	74413	1245	PROFESSIONAL PEST CONTR	MC PEST CONTROL	405519	3	600-53710-210-000	6.90
05/19	05/10/2019	74413	1245	PROFESSIONAL PEST CONTR	MC PEST CONTROL	405519	4	600-53610-210-000	6.90
05/19	05/10/2019	74413	1245	PROFESSIONAL PEST CONTR	PARKS PEST CONTROL	407423	1	100-55200-242-000	49.00

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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 74413:									134.00
05/19	05/10/2019	74414	16357	PROTECTION TECHNOLOGIES	LEWIS PARK MONITORING	21065	1	100-55200-340-000	399.00
Total 74414:									399.00
05/19	05/10/2019	74415	16290	PUMPS & EQUIPMENT	SWEEPER PARTS	142796	1	605-53440-241-000	100.03
Total 74415:									100.03
05/19	05/10/2019	74416	797	REINDERS INC	PARK TURF NUTRIENTS	2269436-00	1	100-55200-340-000	409.25
Total 74416:									409.25
05/19	05/10/2019	74417	800	RELIANT FIRE APPARATUS INC	FD VEHICLE MAINT	119-21535	1	100-52200-241-000	233.69
Total 74417:									233.69
05/19	05/10/2019	74418	802	RENNERT'S FIRE EQUIP SRV IN	BUCKET TRUCK INSPECTION	40606	1	100-53000-241-000	251.35
05/19	05/10/2019	74418	802	RENNERT'S FIRE EQUIP SRV IN	BUCKET TRUCK INSPECTION	40606	2	600-53718-241-000	68.55
05/19	05/10/2019	74418	802	RENNERT'S FIRE EQUIP SRV IN	BUCKET TRUCK INSPECTION	40606	3	600-53616-241-000	68.55
05/19	05/10/2019	74418	802	RENNERT'S FIRE EQUIP SRV IN	BUCKET TRUCK INSPECTION	40606	4	605-53440-241-000	68.55
Total 74418:									457.00
05/19	05/10/2019	74419	16829	REUTER, WHITISH & EVANS, S.	GENERAL LEGAL	63995	1	600-53710-210-000	17,502.99
05/19	05/10/2019	74419	16829	REUTER, WHITISH & EVANS, S.	PROSECUTIONS	63996	1	100-51300-210-102	3,011.30
05/19	05/10/2019	74419	16829	REUTER, WHITISH & EVANS, S.	QUAM TERMINAL DRIVE DEVELOPMENT	63999	1	100-2640	4,309.50
05/19	05/10/2019	74419	16829	REUTER, WHITISH & EVANS, S.	TID #5 LEGAL	64001	1	315-51410-210-000	25.50
05/19	05/10/2019	74419	16829	REUTER, WHITISH & EVANS, S.	PARK VIEW ESTATES ESCROW	64003	1	100-2640	292.50
05/19	05/10/2019	74419	16829	REUTER, WHITISH & EVANS, S.	GENERAL LEGAL - ANNEXATION	64008	1	100-51300-210-101	5,156.07
Total 74419:									30,297.86
05/19	05/10/2019	74420	9137	RICOH USA INC	COPIER FEE	31703170	1	100-52100-240-000	184.59
05/19	05/10/2019	74420	9137	RICOH USA INC	RICOH COPIER EXTRA	5056270227	1	100-52100-240-000	21.16
05/19	05/10/2019	74420	9137	RICOH USA INC	RICOH COPIER EXTRA	5056547751	1	100-52100-240-000	20.46

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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 74420:									226.21
05/19	05/10/2019	74421	16884	SCHULTE, MIKE	TRAINING MEALS	MS050119	1	600-53710-331-000	14.00
Total 74421:									14.00
05/19	05/10/2019	74422	2110	SECOND TO NONE INC	GANNON BUILDING CLEANING	042119	1	315-56700-242-000	360.00
Total 74422:									360.00
05/19	05/10/2019	74423	879	SOUTH CENTRAL LIBRARY SY	EQUIPMENT SUPPORT	19-309	1	205-55110-240-000	4,940.00
05/19	05/10/2019	74423	879	SOUTH CENTRAL LIBRARY SY	MOVIE LICENSE	19-357	1	205-55110-342-000	226.00
Total 74423:									5,166.00
05/19	05/10/2019	74424	1165	SPRANG, SARA	MILEAGE REIMBURSEMENT	SS032919	1	100-54600-141-000	63.80
Total 74424:									63.80
05/19	05/10/2019	74425	921	SWNIFRA	SWNIFA DUES	5682	1	100-52200-320-000	30.00
Total 74425:									30.00
05/19	05/10/2019	74426	1462	TASC	FSA ADMIN FEE	IN1498505	1	100-51530-514-000	127.84
Total 74426:									127.84
05/19	05/10/2019	74427	16538	THE KRAEMER COMPANY	AGLIME FOR BALL DIAMONDS	144239	1	100-55200-340-000	273.21
Total 74427:									273.21
05/19	05/10/2019	74428	2042	THOMSON REUTERS	WEST INFORMATION CHARGES	840239028	1	100-52100-210-000	167.08
Total 74428:									167.08
05/19	05/10/2019	74429	957	TOM'S AUTO CENTER INC	CAR 1 AIR BAG SENSOR	0042897	1	100-52200-241-000	705.83

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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 74429:									705.83
05/19	05/10/2019	74430	16640	TOP PACK DEFENSE LLC	MILLER - UNIFORM ALLOW	2082	1	100-52100-142-000	233.99
Total 74430:									233.99
05/19	05/10/2019	74431	1246	TOTAL WATER TREATMENT SY	MC SOFTNER SALT	042919	1	100-51600-340-000	17.57
05/19	05/10/2019	74431	1246	TOTAL WATER TREATMENT SY	MC SOFTNER SALT	042919	2	600-53710-210-000	4.79
05/19	05/10/2019	74431	1246	TOTAL WATER TREATMENT SY	MC SOFTNER SALT	042919	3	600-53610-210-000	4.79
05/19	05/10/2019	74431	1246	TOTAL WATER TREATMENT SY	MC SOFTNER SALT	042919	4	605-53440-210-000	4.79
Total 74431:									31.94
05/19	05/10/2019	74432	958	TOWN & COUNTRY ENGINEER	2017 BRANDT PARK LIGHTING	20055	1	400-57620-827-103	761.25
05/19	05/10/2019	74432	958	TOWN & COUNTRY ENGINEER	2018 DRAINAGE IMP FINAL BILL - MC127	20056	1	400-57310-823-000	252.50
05/19	05/10/2019	74432	958	TOWN & COUNTRY ENGINEER	PRAIRIE PLACE - MC88	20174	1	100-2640	206.50
05/19	05/10/2019	74432	958	TOWN & COUNTRY ENGINEER	5401 PAULSON RD DUPLEXES	20175	1	100-2640	125.00
05/19	05/10/2019	74432	958	TOWN & COUNTRY ENGINEER	PARKVIEW ESTATES	20176	1	100-2640	126.50
05/19	05/10/2019	74432	958	TOWN & COUNTRY ENGINEER	2018 SIGGELKOW RD IMP - MC118	20177	1	400-57310-821-000	254.00
05/19	05/10/2019	74432	958	TOWN & COUNTRY ENGINEER	2018 CTH MN IMP - MC120	20178	1	400-57310-821-000	878.50
05/19	05/10/2019	74432	958	TOWN & COUNTRY ENGINEER	2018 MCDANIEL IMP - MC128	20179	1	400-57620-827-112	569.78
05/19	05/10/2019	74432	958	TOWN & COUNTRY ENGINEER	EXCHANGE ST PRELIM ENGINEERING - MC	20180	1	400-57310-821-000	302.50
05/19	05/10/2019	74432	958	TOWN & COUNTRY ENGINEER	2018 JUNIPER RIDGE - MC140	20181	1	100-2640	1,817.35
05/19	05/10/2019	74432	958	TOWN & COUNTRY ENGINEER	2019 LOWER YAHAR TRAIL - MC142	20182	1	400-57620-827-116	3,690.86
05/19	05/10/2019	74432	958	TOWN & COUNTRY ENGINEER	2019 STREET & WATERMAIN IMPROVEMEN	20183	1	400-57310-821-000	3,027.31
05/19	05/10/2019	74432	958	TOWN & COUNTRY ENGINEER	2019 STREET MAINTENANCE - MC150	20184	1	400-57310-820-101	399.75
05/19	05/10/2019	74432	958	TOWN & COUNTRY ENGINEER	4703 TERMINAL DR - MC152	20185	1	100-2640	933.75
Total 74432:									13,345.55
05/19	05/10/2019	74433	9140	TRITECH FORENSICS INC	EVIDENCE SUPPLIES	170517	1	100-52100-340-000	18.53
05/19	05/10/2019	74433	9140	TRITECH FORENSICS INC	INVESTIGATION SUPPLIES	173149	1	100-52100-340-000	187.97
Total 74433:									206.50
05/19	05/10/2019	74434	16448	TRUCKSTAR COLLISION CENT	BODY REPAIR E1	14247	1	100-52200-241-000	4,524.81

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Total 74434:									4,524.81
05/19	05/10/2019	74435	992	US CELLULAR	PD PHONE	0306425233	1	100-52100-221-000	748.80
05/19	05/10/2019	74435	992	US CELLULAR	FD/EMS PHONE	0306425233	2	100-52200-221-000	560.13
05/19	05/10/2019	74435	992	US CELLULAR	OUTREACH PHONE	0306425233	3	100-54600-221-000	38.50
05/19	05/10/2019	74435	992	US CELLULAR	CABLE/COMMTECH PHONE	0306425233	4	200-55600-221-000	44.97
05/19	05/10/2019	74435	992	US CELLULAR	PW PHONE	0306425233	5	100-53000-221-000	27.09
05/19	05/10/2019	74435	992	US CELLULAR	WATER PHONE	0306425233	6	600-53710-310-000	27.09
05/19	05/10/2019	74435	992	US CELLULAR	SEWER PHONE	0306425233	7	600-53610-310-000	27.08
05/19	05/10/2019	74435	992	US CELLULAR	INSPECTIONS PHONE	0306425233	8	100-52400-221-000	.50
05/19	05/10/2019	74435	992	US CELLULAR	EM MGT PHONE	0306425233	9	100-52500-340-000	38.50
Total 74435:									1,512.66
05/19	05/10/2019	74436	17051	UW HEALTH - EEC	HEALTH CARE PROVIDER CARDS	8716	1	100-52200-331-000	10.00
Total 74436:									10.00
05/19	05/10/2019	74437	16568	VANDEWALLE & ASSOCIATES	PARKS - SUPPORT SERVICES	201904064	1	100-55200-210-000	656.25
Total 74437:									656.25
05/19	05/10/2019	74438	2298	VIKING ELECTRIC SUPPLY	MUNICIPAL BUILDING	S002467812.	1	605-53440-242-000	3.02
05/19	05/10/2019	74438	2298	VIKING ELECTRIC SUPPLY	MUNICIPAL BUILDING	S002467812.	2	100-51600-242-000	11.05
05/19	05/10/2019	74438	2298	VIKING ELECTRIC SUPPLY	MUNICIPAL BUILDING	S002467812.	3	600-53616-242-000	3.02
05/19	05/10/2019	74438	2298	VIKING ELECTRIC SUPPLY	MUNICIPAL BUILDING	S002467812.	4	600-53716-242-000	3.01
05/19	05/10/2019	74438	2298	VIKING ELECTRIC SUPPLY	WELL 3 LIGHTING	S002542053.	1	600-53716-242-000	14.71
05/19	05/10/2019	74438	2298	VIKING ELECTRIC SUPPLY	LIGHT REPAIR	S002542053.	1	600-53716-242-000	14.71
Total 74438:									49.52
05/19	05/10/2019	74439	1015	VILLAGE OF MCFARLAND	MUNICIPAL CENTER	052019	1	100-53000-220-000	345.54
05/19	05/10/2019	74439	1015	VILLAGE OF MCFARLAND	PUBLIC WORKS GARAGE	052019	2	100-53000-220-000	364.82
05/19	05/10/2019	74439	1015	VILLAGE OF MCFARLAND	PUBLIC WORKS GARAGE	052019	3	100-53000-220-000	472.35
05/19	05/10/2019	74439	1015	VILLAGE OF MCFARLAND	OLD LIBRARY	052019	4	100-53000-220-000	29.66
05/19	05/10/2019	74439	1015	VILLAGE OF MCFARLAND	LIBRARY	052019	5	100-53000-220-000	308.93
05/19	05/10/2019	74439	1015	VILLAGE OF MCFARLAND	LIBRARY	052019	6	100-53000-220-000	164.61
05/19	05/10/2019	74439	1015	VILLAGE OF MCFARLAND	MUNICIPAL CENTER	052019	7	100-53000-220-000	471.17

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05/19	05/10/2019	74439	1015	VILLAGE OF MCFARLAND	HOUSE - 4902 TERMINAL DR	052019	8	305-56700-242-000	14.83
05/19	05/10/2019	74439	1015	VILLAGE OF MCFARLAND	VOM - 4902 TERMINAL DR	052019	9	305-56700-242-000	13.91
05/19	05/10/2019	74439	1015	VILLAGE OF MCFARLAND	5541 HOLSCHER RD	052019	10	100-53000-220-000	14.83
05/19	05/10/2019	74439	1015	VILLAGE OF MCFARLAND	PARKING LOT - 43 BURMA RD	052019	11	100-53000-220-000	14.83
05/19	05/10/2019	74439	1015	VILLAGE OF MCFARLAND	41 ROW CREAMERY RD	052019	12	100-53000-220-000	14.83
05/19	05/10/2019	74439	1015	VILLAGE OF MCFARLAND	5411 BASHFORD ST	052019	13	100-53000-220-000	14.83
05/19	05/10/2019	74439	1015	VILLAGE OF MCFARLAND	OLD WELL HOUSE	052019	14	600-53716-340-000	14.83
05/19	05/10/2019	74439	1015	VILLAGE OF MCFARLAND	WATER TOWER - BURMA	052019	15	600-53718-340-000	60.80
05/19	05/10/2019	74439	1015	VILLAGE OF MCFARLAND	WATER TOWER - HOLSCHER	052019	16	600-53718-340-000	41.52
05/19	05/10/2019	74439	1015	VILLAGE OF MCFARLAND	WELL #1	052019	17	600-53716-340-000	14.83
05/19	05/10/2019	74439	1015	VILLAGE OF MCFARLAND	WELL #3	052019	18	600-53716-340-000	14.83
05/19	05/10/2019	74439	1015	VILLAGE OF MCFARLAND	LIFT #1, #2 & #4	052019	19	600-53616-242-000	44.49
05/19	05/10/2019	74439	1015	VILLAGE OF MCFARLAND	BRANDT PARK PAVILLION	052019	20	100-53000-220-000	44.49
05/19	05/10/2019	74439	1015	VILLAGE OF MCFARLAND	RIDGE VIEW	052019	21	100-53000-220-000	14.83
05/19	05/10/2019	74439	1015	VILLAGE OF MCFARLAND	PED PATH - RUNNING DEER TRL	052019	22	100-53000-220-000	14.83
05/19	05/10/2019	74439	1015	VILLAGE OF MCFARLAND	YAHARA RIVER PARK	052019	23	100-53000-220-000	14.83
05/19	05/10/2019	74439	1015	VILLAGE OF MCFARLAND	PED PATH	052019	24	100-53000-220-000	14.83
05/19	05/10/2019	74439	1015	VILLAGE OF MCFARLAND	FLOWER CORNER	052019	25	100-53000-220-000	14.83
05/19	05/10/2019	74439	1015	VILLAGE OF MCFARLAND	LEWIS PARK	052019	26	100-53000-220-000	57.84
05/19	05/10/2019	74439	1015	VILLAGE OF MCFARLAND	PED PATH - OSBORN	052019	27	100-53000-220-000	14.83
05/19	05/10/2019	74439	1015	VILLAGE OF MCFARLAND	LEGION MEMORIAL PARK	052019	28	100-53000-220-000	56.35
05/19	05/10/2019	74439	1015	VILLAGE OF MCFARLAND	WM MCFARLAND PARK	052019	29	100-53000-220-000	618.41
05/19	05/10/2019	74439	1015	VILLAGE OF MCFARLAND	BRANDT PARK	052019	30	100-53000-220-000	24.72
05/19	05/10/2019	74439	1015	VILLAGE OF MCFARLAND	WOODLAND ESTATES	052019	31	100-53000-220-000	14.83
05/19	05/10/2019	74439	1015	VILLAGE OF MCFARLAND	AUTUMN GROVE PARK	052019	32	100-53000-220-000	34.11
05/19	05/10/2019	74439	1015	VILLAGE OF MCFARLAND	CEDAR RIDGE	052019	33	100-53000-220-000	53.39
05/19	05/10/2019	74439	1015	VILLAGE OF MCFARLAND	CEDAR GLADE PARK	052019	34	100-53000-220-000	16.80
05/19	05/10/2019	74439	1015	VILLAGE OF MCFARLAND	MCDANIEL PARK	052019	35	100-53000-220-000	99.36
05/19	05/10/2019	74439	1015	VILLAGE OF MCFARLAND	BOCCE BALL COURT	052019	36	100-53000-220-000	13.91
05/19	05/10/2019	74439	1015	VILLAGE OF MCFARLAND	EGNER PARK	052019	37	600-53716-340-000	19.28
05/19	05/10/2019	74439	1015	VILLAGE OF MCFARLAND	GAZEBO	052019	38	100-53000-220-000	29.66
05/19	05/10/2019	74439	1015	VILLAGE OF MCFARLAND	HIGHLAND OAK PARK	052019	39	100-53000-220-000	32.63
05/19	05/10/2019	74439	1015	VILLAGE OF MCFARLAND	COMM GARDEN	052019	40	100-53000-220-000	13.91
05/19	05/10/2019	74439	1015	VILLAGE OF MCFARLAND	PED PATH DALE CURTIN	052019	41	100-53000-220-000	14.83
05/19	05/10/2019	74439	1015	VILLAGE OF MCFARLAND	WM MCFARLAND PARK	052019	42	100-53000-220-000	65.13
Total 74439:									3,735.07
05/19	05/10/2019	74440	1709	VON BRIESEN & ROPER S.C.	LABOR & PERSONNEL	11772	1	100-51300-210-103	1,430.00

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 74440:									1,430.00
05/19	05/10/2019	74441	1024	WALL STREET JOURNAL	1 YEAR SUBSCRIPTION	0520976901	1	205-55110-344-000	539.88
Total 74441:									539.88
05/19	05/10/2019	74442	1041	WERNER ELECTRIC SUPPLY C	LIGHTING SUPPLIES	S5783888.00	1	100-55200-340-000	92.00
05/19	05/10/2019	74442	1041	WERNER ELECTRIC SUPPLY C	MCDANIEL PARK PARTS	S5835074.00	1	100-55200-340-000	115.00
05/19	05/10/2019	74442	1041	WERNER ELECTRIC SUPPLY C	WELL 4 LIGHTING	S5835834.00	1	600-53716-242-000	14.06
Total 74442:									221.06
05/19	05/10/2019	74443	1053	WI DEPT AG TRADE CONSUME	WEIGHTS & MEASURES	115-0000012	1	100-51420-211-000	2,800.00
Total 74443:									2,800.00
05/19	05/10/2019	74444	16241	WI DEPT OF JUSTICE	HIRING BACKGROUND CHECKS	L1373T-0430	1	100-51420-211-000	7.00
05/19	05/10/2019	74444	16241	WI DEPT OF JUSTICE	BACKGROUND CHECKS	L1373T-0430	2	100-51420-310-000	945.00
Total 74444:									952.00
05/19	05/10/2019	74445	1085	WI RURAL WATER ASSN	WATERWORKS TRAINING	2119	1	600-53710-331-000	200.00
05/19	05/10/2019	74445	1085	WI RURAL WATER ASSN	WATERWORKS TRAINING	2130	1	600-53710-331-000	100.00
Total 74445:									300.00
05/19	05/10/2019	74446	1093	WI STATE LABORATORY OF HY	FLUORIDE TEST	591291	1	600-53716-340-000	26.00
Total 74446:									26.00
05/19	05/10/2019	74447	16940	WIKEL SERVICES LLC	GANNON PROPERTY MOWING	5440	1	315-56700-242-000	118.00
Total 74447:									118.00
05/19	05/10/2019	74448	16347	WISCONSIN STATE LABORATO	WATER TESTS	588281	1	600-53710-210-000	116.00
Total 74448:									116.00

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
05/19	05/10/2019	74449	16489	ZIETSMA, JOEL	UNIFORM ALLOW - ZIETSMA	JZ041219	1	100-52100-142-000	410.56
05/19	05/10/2019	74449	16489	ZIETSMA, JOEL	LE WEEK - LODGING	JZ041919	1	100-52100-331-000	250.00
05/19	05/10/2019	74449	16489	ZIETSMA, JOEL	LE WEEK - LODGING	JZ041919	2	800-52100-210-000	264.00
Total 74449:									924.56
05/19	05/10/2019	74450	30	ALLIANT ENERGY/WP&L	WELL #1	050119	1	600-53716-220-000	401.59
05/19	05/10/2019	74450	30	ALLIANT ENERGY/WP&L	WELL #1	050119	2	600-53716-340-000	25.45
05/19	05/10/2019	74450	30	ALLIANT ENERGY/WP&L	FLOWER CORNER	050119	3	100-55200-220-000	16.81
05/19	05/10/2019	74450	30	ALLIANT ENERGY/WP&L	GAZEBO	050119	4	100-55200-220-000	35.40
05/19	05/10/2019	74450	30	ALLIANT ENERGY/WP&L	STREET LIGHTING (1)	050119	5	100-53000-291-000	9,176.55
05/19	05/10/2019	74450	30	ALLIANT ENERGY/WP&L	TRAFFIC FLASHERS - FARWELL (1)	050119	6	100-53000-291-000	16.93
Total 74450:									9,672.73
05/19	05/10/2019	74451	1989	CORPORATE BUSINESS SYSTE	ADMIN COPIERS	24739769	1	100-51420-240-000	190.54
Total 74451:									190.54
05/19	05/10/2019	74452	17115	NEITZEL, TIM	CLOSE ESCROW ACCOUNT-5611 LAKE EDG	033119	1	100-2640	274.73-
05/19	05/10/2019	74452	17115	NEITZEL, TIM	CLOSE ESCROW ACCT - LOT 2 CSM	033119-2	1	100-2640	2,000.00
05/19	05/10/2019	74452	17115	NEITZEL, TIM	CLOSE ESCROW ACCT - BADGER BUS PAR	033119-3	1	100-2640	1,038.17
Total 74452:									2,763.44
05/19	05/10/2019	74453	9140	TRITECH FORENSICS INC	INVESTIGATION SUPPLIES	175761	1	100-52100-340-000	174.75
Total 74453:									174.75
Grand Totals:									241,157.95

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
001-1115	102.42	.00	102.42
001-2120	.00	102.42-	102.42-

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
100-1624	12,353.57	175.99-	12,177.58
100-2120	683.31	123,847.07-	123,163.76-
100-2157	1,220.23	.00	1,220.23
100-2640	15,692.22	274.73-	15,417.49
100-45110-000	349.40	.00	349.40
100-46230-000	375.29	.00	375.29
100-51100-321-000	177.64	.00	177.64
100-51100-331-000	190.00	.00	190.00
100-51100-391-000	216.70	.00	216.70
100-51200-210-000	164.42	.00	164.42
100-51300-210-101	5,156.07	.00	5,156.07
100-51300-210-102	3,011.30	.00	3,011.30
100-51300-210-103	1,430.00	.00	1,430.00
100-51420-211-000	28,354.84	.00	28,354.84
100-51420-221-000	218.44	.00	218.44
100-51420-240-000	190.54	.00	190.54
100-51420-310-000	1,160.86	.00	1,160.86
100-51440-120-000	.00	43.01-	43.01-
100-51450-210-000	712.52	.00	712.52
100-51530-514-000	127.84	.00	127.84
100-51600-210-000	1,360.00	.00	1,360.00
100-51600-220-000	30.81	.00	30.81
100-51600-242-000	746.80	.00	746.80
100-51600-340-000	42.87	.00	42.87
100-52100-142-000	1,249.24	.00	1,249.24
100-52100-210-000	1,858.03	.00	1,858.03
100-52100-221-000	899.27	.00	899.27
100-52100-240-000	226.21	.00	226.21
100-52100-241-000	1,057.16	90.00-	967.16
100-52100-330-000	119.90	.00	119.90
100-52100-331-000	991.04	.00	991.04
100-52100-340-000	424.23	.00	424.23
100-52100-341-000	1,623.07	.00	1,623.07
100-52100-391-000	49.01	.00	49.01
100-52200-141-000	47.53	.00	47.53
100-52200-142-000	377.75	.00	377.75
100-52200-211-000	700.00	.00	700.00
100-52200-221-000	933.24	.00	933.24
100-52200-240-000	2,315.33	.00	2,315.33
100-52200-241-000	6,658.74	75.49-	6,583.25

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
100-52200-242-000	55.29	.00	55.29
100-52200-320-000	526.10	.00	526.10
100-52200-331-000	290.00	.00	290.00
100-52200-340-000	1,427.39	.00	1,427.39
100-52200-341-000	1,021.44	.00	1,021.44
100-52200-510-000	3,609.00	.00	3,609.00
100-52400-210-000	164.42	.00	164.42
100-52400-221-000	49.97	.00	49.97
100-52400-341-000	50.56	.00	50.56
100-52500-221-000	54.80	.00	54.80
100-52500-340-000	38.50	.00	38.50
100-53000-210-000	224.20	.00	224.20
100-53000-220-000	4,242.99	.00	4,242.99
100-53000-221-000	76.56	.00	76.56
100-53000-241-000	2,948.00	.00	2,948.00
100-53000-291-000	9,698.15	.00	9,698.15
100-53000-340-000	1,192.03	24.09-	1,167.94
100-53000-341-000	1,123.90	.00	1,123.90
100-53000-370-000	25.65	.00	25.65
100-54600-141-000	152.54	.00	152.54
100-54600-210-000	219.42	.00	219.42
100-54600-221-000	87.97	.00	87.97
100-54600-321-000	565.00	.00	565.00
100-54600-391-000	8.98	.00	8.98
100-55200-210-000	656.25	.00	656.25
100-55200-220-000	436.20	.00	436.20
100-55200-242-000	49.00	.00	49.00
100-55200-340-000	2,040.65	.00	2,040.65
200-2120	.00	237.54-	237.54-
200-55600-221-000	237.54	.00	237.54
205-2120	.00	9,598.35-	9,598.35-
205-55110-210-000	1,304.00	.00	1,304.00
205-55110-221-000	72.41	.00	72.41
205-55110-240-000	5,082.30	.00	5,082.30
205-55110-242-000	148.58	.00	148.58
205-55110-342-000	1,671.99	.00	1,671.99
205-55110-344-000	989.11	.00	989.11
205-55110-345-000	254.96	.00	254.96
205-55110-391-000	75.00	.00	75.00
305-2120	.00	533.22-	533.22-

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GL Account	Debit	Credit	Proof
305-51410-210-000	11.15	.00	11.15
305-51410-211-000	493.33	.00	493.33
305-56700-242-000	28.74	.00	28.74
310-2120	.00	504.48-	504.48-
310-51410-210-000	11.15	.00	11.15
310-51410-211-000	493.33	.00	493.33
315-2120	.00	1,138.14-	1,138.14-
315-51410-210-000	36.65	.00	36.65
315-51410-211-000	413.33	.00	413.33
315-56700-242-000	688.16	.00	688.16
400-2120	.00	25,706.11-	25,706.11-
400-57120-211-000	3,253.00	.00	3,253.00
400-57140-813-101	6,312.18	.00	6,312.18
400-57220-825-103	104.48	.00	104.48
400-57310-820-101	399.75	.00	399.75
400-57310-821-000	4,462.31	.00	4,462.31
400-57310-823-000	252.50	.00	252.50
400-57620-826-000	3,200.00	.00	3,200.00
400-57620-827-103	761.25	.00	761.25
400-57620-827-112	569.78	.00	569.78
400-57620-827-116	6,390.86	.00	6,390.86
600-2120	13.14	39,457.12-	39,443.98-
600-53610-210-000	428.26	.00	428.26
600-53610-211-000	5,746.80	.00	5,746.80
600-53610-310-000	449.90	.00	449.90
600-53611-340-000	138.25	.00	138.25
600-53615-220-000	579.67	.00	579.67
600-53615-340-000	126.59	.00	126.59
600-53615-341-000	102.17	.00	102.17
600-53616-241-000	704.92	.00	704.92
600-53616-242-000	107.37	.00	107.37
600-53616-340-000	149.31	6.57-	142.74
600-53616-341-000	204.35	.00	204.35
600-53710-210-000	18,047.26	.00	18,047.26
600-53710-211-000	5,746.80	.00	5,746.80
600-53710-310-000	449.90	.00	449.90
600-53710-321-000	2,128.92	.00	2,128.92
600-53710-331-000	328.00	.00	328.00
600-53710-341-000	204.35	.00	204.35
600-53711-340-000	138.25	.00	138.25

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
600-53716-220-000	1,612.28	.00	1,612.28
600-53716-242-000	124.57	.00	124.57
600-53716-340-000	350.11	6.57-	343.54
600-53717-340-000	390.14	.00	390.14
600-53718-241-000	704.91	.00	704.91
600-53718-340-000	391.87	.00	391.87
600-53718-341-000	102.17	.00	102.17
605-2120	6.57	5,491.28-	5,484.71-
605-53440-210-000	17.54	.00	17.54
605-53440-211-000	2,873.40	.00	2,873.40
605-53440-241-000	1,485.79	.00	1,485.79
605-53440-242-000	77.61	.00	77.61
605-53440-310-000	241.01	.00	241.01
605-53440-340-000	489.42	6.57-	482.85
605-53440-341-000	306.51	.00	306.51
610-2120	.00	34,981.24-	34,981.24-
610-53620-211-000	907.17	.00	907.17
610-53620-212-000	20,355.00	.00	20,355.00
610-53620-213-000	13,700.50	.00	13,700.50
610-53620-310-000	18.57	.00	18.57
800-2120	.00	264.00-	264.00-
800-52100-210-000	264.00	.00	264.00
Grand Totals:	242,563.99	242,563.99-	.00

Report Criteria:

Report type: GL detail

M = Manual Check, V = Void Check

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Amount
04/27/2019	PC	05/03/2019	74329	TRAISMAN-WADDELL, JE	206	242.20
04/27/2019	CDPT	05/03/2019	74330	WI AFSCME COUNCIL 32	7	42.94
04/27/2019	CDPT	05/03/2019	74331	WI SCTF	5	207.69
04/27/2019	CDPT	05/03/2019	74332	WPPA TREASURER	6	504.00

PAYROLL RELATED

\$996.83



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: May 8, 2019
TO: McFarland Village Board
FROM: Craig J. Sherven, Chief of Police
REFERENCE: Recommendation of Approval

I have reviewed the event license and temporary class B retailer's license applications for the Take a Vet Fishing event to be held on June 1st and 2nd, 2019. I am recommending approval of both applications with variance requested to allow for minors to be present where alcohol is sold.

The organization will be carding at the point of entry and utilizing a wrist band system to prevent underage persons from purchasing alcohol. Please see the attached event description and map for more information.

On June 1st, an event benefiting veterans will take place on the post grounds involving live music and alcohol sales, from noon – 8pm. The following conditions apply:

- Organizers will be required to hire two uniformed security personnel, either Deputies from the Dane County Sheriff's Office or a licensed security company experienced in working these types of events, in addition to their own on site security personnel. These security personnel will be on site from the beginning of the event until one hour after closing.
- Volunteers will be wearing bright colored shirts and will be selling beer and checking ID's
- Beer tent and sales area will separated from food area.
- Wrist bands or other method will be utilized to identify those 21 and over.

On June 2nd, the annual fishing event will take place.

This approval is coming directly to the Village Board, per the policy of the Public Safety Committee, as it is a reoccurring event that has not significantly changed from past years. While this year there is the addition of the music event as compared to last year, it is not the first year such an event has been conducted, and has been a part of the overall event in other past years. The Fire Chief and Public Works Director have indicated their approval as well.

Respectfully,

Craig J. Sherven

Craig J. Sherven
Chief of Police



Event Permit

Pursuant to Village Ordinance Chapter 11

For parades, run/walks, car shows, community events, and special events in which 200 or more attendees are anticipated at one time or that is likely to have a significant impact on neighborhood parking or the free-flow of traffic (only pertains to events that are open to the public).

☒ - Application Fee - \$100 (due with application)

Public Property vs. Private Property	Notes/Instructions
1. Will any portion of this event take place on public property? <i>Sunday June 2 Tent 10x10 set up from 6AM to 7:30AM @ High School parking lot.</i> ☒ - Yes ☐ - No	If Yes, please complete entire application. If No, please complete question 1a. <i>High School Parking lot used for parking</i>
1a. If no, will the event involve the sale of alcohol? ☒ - Yes ☐ - No	If yes, please complete the entire application. If no, please contact Village Administration to determine if you need to complete the application

Applicant Information	
Name(First, M.I., Last) of Primary Contact: Robert C Blanchar	Phone 608-279-0516
Address: 5005 Card Ave, McFarland WI 53558	
Email Address [REDACTED]	
Agency/Organization Information – (If applicable)	
Name: Take A Vet Fishing 501-c3	Phone: [REDACTED]
Address: P.O. Box 8519 Bartlett IL 60103	
Email Address: info@takeavetfishing.org	
Event Information	
Name of Event: Take A Vet Fishing 2019 Wisconsin Event	Type of Event Veteran fishing outing/fund raising event
Event Date(s): 6/1/19 Fund Raising, 6/2/19. Fishing Event.	Event Time(s): 6/01/19 6AM to 4PM. 6/02/19 12PM to 9PM
Total number of anticipated attendees: 6/01/19 (300) 6/02/19 (300)	Total Number of attendees anticipated being at the event at one time: 300
Set up Start Time: 6/01/19 (8AM) 6/02/19 (6AM)	Tear Down End Time: 6/01/19 (8:30 PM)

Event Questionnaire	Notes/Instructions
1. Is this event proposed to take place on a Village street? ☐ - Yes ☐ - No	If yes, please attach map of route including all intersections and road closures.

2. Will the event involve closure of a Village Street(s)? ☐ - Yes ☐ - No	
3. Does this event include a parade which will take place on any portion of a Village street? ☐ - Yes ☐ - No	If yes, please attach map of route. *only allowed for community organizations (include definitions)
4. Is this event predicted to have 200 attendees at one time (this only pertains to events open to the public, not private parties)? ☐ - Yes ☐ - No	
5. Will there be outdoor amplified sound? ☐ - Yes ☐ - No	
6. Will the event generate amplified sound after 10 p.m.? ☐ - Yes, a variance is requested as part of this application ☐ - No	Note: All events generating noise after 10 p.m. require a variance from the Village Board.
7a. Will alcohol be consumed? ☐ - Yes ☐ - No	
7b. If Yes, will minors be present where alcohol is served? ☐ - Yes, a variance is requested as part of this application ☐ - No	All events that allow for the presence of minors where alcohol is served require a variance from the Village Board.
7c. Will alcohol be sold? ☐ - Yes ☐ - No	A temporary alcohol license is required. Please contact the Clerk at 608-838-3153. Form may also be accessed at: www.mcfarland.wi.us/eventpermit
8. Will a Village Park be used? ☐ - Yes ☐ - No Please identify the park: _____	Reservations should be made at: Mcfarland.wi.us/parks_reserve
9. Will the event involve tents, or any other activities that will require digging or turf disturbance? ☐ - Yes ☐ - No	*You are required to contact digger's hotline no less than 5 days prior to the event to provide a locate.
10. Has this event been previously approved in prior years by the Village? ☐ - Yes ☐ - No	If yes, when: <u>06/20</u> (month/year)
10b. If Yes, have any of the event details changed from the prior years? ☐ - Yes ☐ - No	If yes, describe changes (attach additional sheets if necessary):

Required attachments
☒ - Detailed event schedule
☒ - Site Plan Requirement – a site plan must be attached that identifies the event layout for the event including stages, tents, equipment, fencing, alcohol sale and carding areas, etc.
☐ - (if applicable) If the event will take place on a Village street, include a map of all routes or activities.
☐ - Insurance - The applicant shall furnish a certificate to the Village demonstrating that applicant has in force and will maintain during the time the Event Permit is in effect public liability insurance of not less than \$1,000,000 per one person, \$2,000,000 per occurrence for personal injury and \$1,000,000 for property damage naming the Village as an additional insured.
<i>Putting updated Insurance forms, I will drop them off @ Village Hall.</i>

Event Details and Security Plan

As part of the application process, you will be required to meet with the McFarland Police Department to discuss details of your event and security requirements. Please provide some dates/times you would be available for a meeting:

Call me we are caregivers for my father-in-law 24/7. 608-279-0516

Event Coordinators

Village requires each event identify event coordinators who shall serve as direct contacts for the event. These should be individuals that are not directly participating in the event activities, but rather specifically assigned to monitor and assist in coordinating the activities of the event

Identify Event coordinators (identify 1 for every 50 expected attendees) – attach additional sheets if necessary.

Name	Location at Event (Ex: Race Start, supply tent)	Time On-site (ex: 10 a.m. to 2 p.m.)	Cell Phone
Rob & Sherry Blanchar	Tent and Legion grounds	6/1 7AM-9PM 6/2 6AM-5PM	
Joe Larson Tyler Mortenson	Tent	6/1 8AM - 9PM	
Jody Armstrong	Tent and Legion grounds	6/1 8AM-9PM	
Matt Skemp	Tent cook	6/1 8AM-9PM	
Jay Garstecki TAVF	Tent area	6/2 6AM-4PM	

Indemnification agreement

I, Robert C Blanchar (insert name) agree to indemnify, defend and hold harmless the Village of McFarland and its officers, officials, agents, and employees against all loss or expense (including liability costs and reasonable attorney's fees) by reason of any claim or suit, or of liability imposed by law upon the Village or its officers, officials, agents or employees, for damages because of injury, including death at any time resulting therefrom, sustained by any person or persons, or on account of damages to property, including loss of use thereof, arising from, in connection with, caused by or resulting from the Event.

Robert C Blanchar

(applicant)

April 5, 2019
(date)

Certification Section

PLEASE READ CAREFULLY BEFORE SIGNING

I understand the application and event requirements and agree to the following:

☒ - I agree to adhere to all applicable, federal, state and municipal laws and understand the violation of such laws will be subject to applicable fines and penalties, and failure to do so is ground for revocation of the event permit.

☒ - I understand that my event permit may be revoked at any time, if the Chief of Police, Fire/EMS Chief, Public Works Director, or designee, in their sole discretion, determine that health or general welfare to the public is endangered.

☒ - I agree to return the site to the condition that existed before the event within twenty-four(24) hours or the expiration of my parks reservation.

☒ - I agree to abide by all including any additional conditions imposed by the Village, and understand failure to adhere to conditions will result in revocation of the event permit.

Robert C Blanchar

Applicant Signature

April 5, 2019
Date

FOR VILLAGE USE ONLY

☒ - Approved ☐ - Denied Police Chief: [Signature] Date: 04-29-19

☒ - Approved ☐ - Denied Fire & Rescue Chief: Christopher C. Davis Date: 04/22/2019

☒ - Approved ☐ - Denied Public Works Director: [Signature] Date: 4-15-19

Application Received: _____ 45-day application requirement met?: ☐ - Yes ☐ - No

Public Safety Committee Date: _____ ☐ - Approved ☐ - Denied ☐ - Not applicable

Village Board Meeting Date: _____ ☐ - Approved ☐ - Denied

To: Village of McFarland

From: Take A Vet Fishing and the McFarland American Legion Post 534.

Subject: The Following Information is the Required Information to obtain a Special Event License Application and/or following Ordinance No. 2019-02 pages 3 and 4, a through p, and Temporary class B beer and wine application.

- (a) The name, address, email address and telephone number of the applicant or applicants.

Rob Blanchar.
5005 Card Ave. McFarland WI 53558



- (b) If the Event is to be conducted for, on behalf of, or by an organization or company, the name, address, email address and telephone number of the organization's or company's headquarters and of individual(s) authorized to act on behalf of the organization or company.

Take A Vet Fishing
PO Box 8519, Bartlett IL 60103
info@takeavetfishing.org



Jay Garstecki President
jay@takeavetfishing.org



Bartlett IL 60103

Rob Blanchar Secretary



5005 Card Ave, McFarland WI 53558

McFarland American Legion Post 534
4911 Burma Rd, McFarland WI 53558



Bill Bley Post Commander



5804 Curtis St, McFarland WI 53558

Rob Blanchar Historian

rob@takeavetfishing.org

5005 Card Ave, McFarland WI 53558

- (c) The name, address, email address and telephone number of the person or persons who will be responsible for operating the Event.

Jay Garstecki President
jay@takeavetfishing.org

Bartlett IL 60103

Rob Blanchar Secretary

5005 Card Ave, McFarland WI 53558

McFarland American Legion Post 534
4911 Burma Rd, McFarland WI 53558

Bill Bley Post Commander

5804 Curtis St, McFarland WI 53558

Rob Blanchar Historian

5005 Card Ave, McFarland WI 53558

- (d) The proposed use, described in detail, for which the Event Permit is requested. Applicants shall select all event types that are applicable to their event.

Outdoors Saturday and Sunday

DETAILED EVENT SCHEDULE for June 1 and June 2, 2019

Take A Vet Fishing 8th Annual Wisconsin Event & American Legion Fund Raising Event.

- (e) Saturday June 1, 2019 Fund Raising Event. 12:00 AM to 9:00 PM
Sunday June 2, 2019 Eighth Annual Fishing Event. 6:00 AM to 4:00 PM

March 2019 contacted Bill Foust at McFarland High School Building and Grounds to ask permission to use the High School Parking lot on June 1st and 2nd. Permission granted.

May 13, 2019 contact Diggers Hot Line.

May 30, 2019 40ft X 100ft tent will be set up behind the flagpoles, same as last 5 years.

May 31, 2019 install fencing around tent with eight feet between fencing. Can we use one fence around the area to sell and consume alcohol? Set up beer trailer. Prep entrance area for ID checks and wristbands for all persons that will consume or buy alcohol.

7AM to 11 AM. Set up tables, chairs, beer stand, ice tanks, ticket booth, food stand, stage, raffle prizes, tables for non-profit veteran organizations.

10:30. Position persons that will perform ID checks at entrance.

10:45 Safety Briefing for all personnel working the event. Items of discussion are as follows

- a. Alcohol sales and consumption. No consumption of alcohol by workers. No alcohol will leave the fenced area. No open alcohol will leave the American Legion building.
- b. Ticket sales for alcohol and food.
- c. Use of golf carts from parking lot to tent.
- d. Parking lot attendant duties.
- e. ID carding at the entrance only, wristbands will be required if you are purchasing or drinking alcohol.
- f. Raffles and money received.
- g. Food prep and sales.
- i. Welcome table and list of non-profits.
- j. Medical Emergency procedures. EMS/Fire on site or dial 911.
- k. Weather emergency: Garage or Legion building.

11:00 AM: Event Starts:
Ticket sales for beverages, food and raffles start.
Non-profit veteran organizations at tables for veterans.

12:00 PM Nashville recording artist Ricky Lee will be playing throughout the day.
Raffles drawings will be announced throughout the day.
Auction of items will take place.

7:30 PM. Alcoholic beverage sales stop.

8:PM. Cleanup and secure area.

Sunday June 2, 2019. 8th Annual Wisconsin Take A Vet Fishing Event.

5:30 AM. Set up tent in High School Parking Lot for Guides and Veterans meet.
Parking lot attendants control high school and Legion parking.

- 7:30 AM. All Guides and Veterans on water. Remove tent from parking lot and clean up area.
- 7:30 - 11:30. Set up tables, chairs, tents, decorate main tent, prep tables for catered food.
- 11:00. Golf carts ready to transport veterans. Parking lot attendants direct guides and vehicles to parking area.
- 11:30. Guides and veterans return to the American Legion grounds for lunch and recognition ceremony. Families of veterans will join them for lunch. Beer sales start. In the past we have sold about 220 cans of beer at this event.
- 12:00 PM Welcome from Legion Commander. National Anthem, and Chaplin.
- 12:05 PM Lunch served for up to 400.
- 12:30 PM Sponsor recognition.
- 1:00 PM Recognition Ceremony
- 2:00 PM Raffle drawings.
- 3:00 PM Event ends, clean up including inspection of High School and Legion parking lots.

- (f) A detailed security plan, including how many individuals will be designated to this function, how they will be identified, and how they will communicate with one another.

Will have Burns Civil Process and Security Services Inc. Take A Vet Fishing has used their services for the annual fishing event.

Mike Burns

- (g) The applicant shall indicate if the Event requires complete, partial, or no closure of any streets.

The Saturday June 1st and Sunday June 2nd events will not require complete, partial, or closure of any streets.

- (h) A map of the Event, including any street(s)/property to be used, the placement of any tents, facilities, equipment, fencing, alcohol sale and carding areas (if applicable). The public Works Director shall have final decision on placement of tents or any place the applicant wishes to break ground.

See map of Legion Grounds and placement of the above items.

- (i) The Approximate number of persons who will attend the Event.
June 1st over 200 to 300. June 2nd over 300.

- (j) A detailed plan for mitigating severe weather (if applicable).

The garage on top of the hill and or the Legion building will be used in case of severe weather.

- (k) A detailed fire evacuation plan (if applicable)

No smoking in tent. All cooking will be done outside of the tent. We will have a fire extinguisher. In case of fire evacuate area and call 911.

- (l) If the event involves the sale or distribution of alcoholic beverages, a detailed plan for identifying and refusing service to those under the legal drinking age shall be included. NOTE: Requires the application for and issuance of a Temporary Class "B" alcohol license, in addition to the Event Permit.

At least one person holding a beverage operator's license from the American Legion will be in the beer/wine area during operation. They will be assisted by other Legion members. All persons drinking or buying alcohol will have a wristband on; if they look like they are 35 or younger they will have an I D check. The American Legion reserves the right to refuse service to anyone under age.

- (m) A detailed plan describing what cleanup activities will take place at the conclusion of the event.

The American Legion Grounds will be cleaned up at the end of the events, including inspection of the High School parking lot.

A distributor will have canned beer and classed B wine for sale at this event. It will be locked up when the event is over. The Special Event License for Saturday and Sunday will require a Temporary Class "B" Beer and Temporary Class "B" Wine.

- (n) Events that are anticipated to allow for the presence of minors where alcohol is served required Village Board approval. It shall be the event organizer's responsibility to request this approval on the application form.

Minors will be present at the Saturday June 1st, and Sunday June 2nd events. The Saturday event will be open to the Public. The Sunday event guest are invited by name on the Take A Vet Fishing web site when they sign up to fish, guide or volunteer.

- (o) Events that anticipate the use of amplified sound, or to in some manner generate excessive noise, beyond 10:00 pm required Village Board approval. It shall be the event organizer's responsibility to request this approval on the application form. Saturday June 1, 2019 we will have amplified sound during the event. Amplified sound will be used for raffles throughout the day. We will also have Nashville Recording Artist Ricky Lee singing through out the day on Saturday.

Sunday June 2, 2019 we will have amplified sound during our recognition ceremony from 11 AM to 3:30 PM. Singing will be during the National Anthem as we do at all of our events.

- (p) Any other information that the Village deems necessary or appropriate.

Questions or concerns?

Sec. 36.14 - Security/Village Staffing Requirements.

In the past I have let the Fire/EMS know about our event. When possible they have been around the boat launch area and had the Fire/EMS rescue boat on the water during the time on the water. Sunday from 7AM to 11:30 AM. Fire/EMS have been invited back to our recognition ceremony starting at 11:30 AM and going to 3:30 PM. Two years ago the temperature was in the 90's, it was great to see them at the boat launch and on the water. We went through 20 cases of water that day.

Sec. 36.17.- Insurance.

Does this apply to private property? We will use the American Legion and Take A Vet Fishing liability insurance if required by the Village of McFarland.

Thank you
Rob Blanchar Veteran Retired
TAVF Secretary
Post 534 Historian
McFarland High School Class of 1972.

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ _____

Application Date: March 2019

☐ Town ☒ Village ☐ City of McFarland

County of Dane

The named organization applies for: (check appropriate box(es).)

☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

☒ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning _____ and ending _____ and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

☐ Bona fide Club ☐ Church ☐ Lodge/Society

☐ Chamber of Commerce or similar Civic or Trade Organization

☒ Veteran's Organization ☐ Fair Association

(a) Name Take A Vet Fishing + American Legion Post 534 McFarland

(b) Address PO Box 8519 Bartlett IL 60103

(Street)

☐ Town ☐ Village ☐ City

(c) Date organized Dec 23, 2012 501-C-3

(d) If corporation, give date of incorporation _____

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☐

(f) Names and addresses of all officers:

President Jason Garstecki Bartlett IL

Vice President N/A

Secretary Rob Blanchard 5005 Card Ave McFarland WI

Treasurer Michelle Eidsor 5201 Kenosha WI

(g) Name and address of manager or person in charge of affair: Robert C Blanchard
5005 Card Ave McFarland WI 53558

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 4911 Burma Rd McFarland WI 53558

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? no

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: _____

3. Name of Event

(a) List name of the event Take A Vet fishing 8th Annual Event

(b) Dates of event June 1, and June 2, 2019

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer Robert Blanchard 20 March 2019 Take A Vet Fishing - American Legion
(Signature/date) TAYS
(Name of Organization)

Officer Bill Bley
(Signature/date)

Officer Jason Garstecki
(Signature/date)

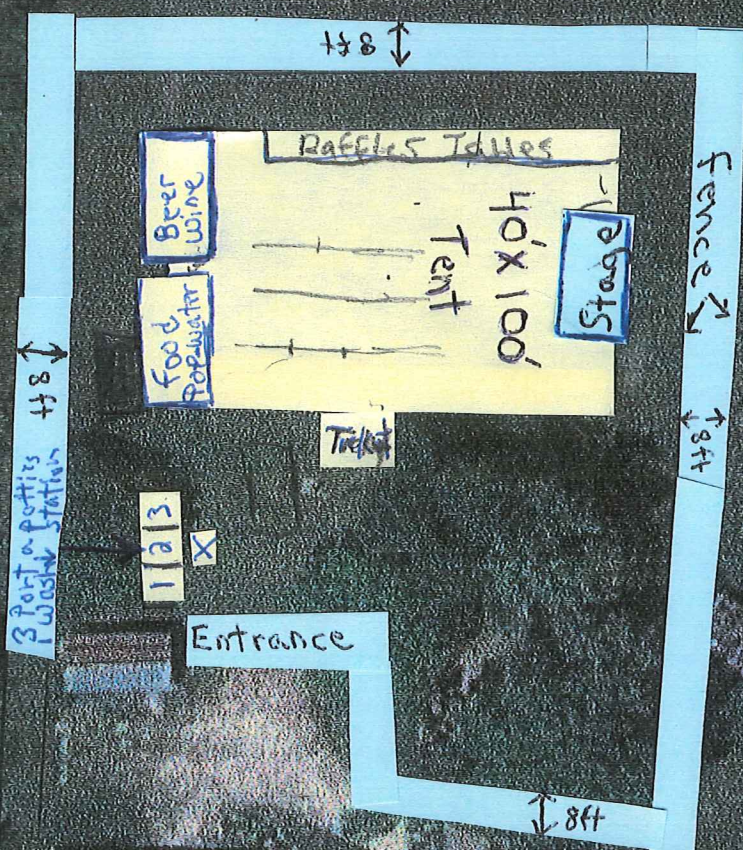
Officer Jody Armstrong
(Signature/date)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____





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: April 29, 2019

TO: McFarland Village Board

FROM: Craig J. Sherven, Chief of Police

REFERENCE: Recommendation of Approval

I have reviewed the special event license and temporary class B retailer's license applications for the 14th Annual Matt Splinter Softball Tournament event to be held June 7th through the 9th at Brandt Park. I am recommending approval of both applications, as well as the ordinance variance request to allow minors to be present where alcohol is sold, with the stipulation that the event coordinators provide proper carding of those purchasing alcohol, and to utilize a wrist-band system for those of age.

The association has also requested a variance of the noise ordinance to allow for amplified music until 11 pm on Friday (7th) and Saturday (8th) evening, with the park vacated by 11:30 pm. I would be in favor of this, with a last call given no later than 10:45 pm and no alcohol service past 11:00 pm.

As in years past, I am requiring the event organizers to provide two security personnel from their membership (in addition to uniformed police or security officers) which are clearly identifiable. The organizers will hire two uniformed Dane County Sheriff Deputies to staff the event on Friday evening from 6pm – close, and Saturday evening from 6pm - close. In addition, private security will be on site Saturday from opening until 6 pm, and from opening to close on Sunday.

The following conditions are being required by the Public Works Department Director:

- If any type of tent or bounce house is used, it must be set up without the use of any penetrating posts driven into the ground.
- Restroom cleaning and necessary supplies are the responsibility of applicant. We will clean the restroom on June 7. If restrooms are dirty on 6/10/19 we will charge extra for the cleaning and supplies used.
- Entire park must be cleaned up when the event is completed.
- Applicant is responsible for any garbage left outside of the dumpsters.

The organization will be carding at the point of sale to prevent underage persons from purchasing alcohol, and will be utilizing a wrist band identification system. The Fire Chief and Public Works Director have indicated approval as well.

Respectfully,

Craig J. Sherven

Craig J. Sherven
Chief of Police



McFarland Fire & Rescue Department

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

Emergency: 911

April 30, 2019

Re: Matt Splinter Memorial Softball Tournament Special Event License Application

On April 30th, 2019, I reviewed the application submitted by Steve Schoenberger for the 14th Annual Matt Splinter Memorial Softball Tournament to obtain a special event license application. I have found the application to be complete and in compliance with the general requirements for a special event license for the aspects reviewed by the Fire & Rescue Department. The event has become a regular event in the community.

I recommend the approval of the special event license and request the event organizers to instruct event staff in the event of an emergency identify an individual to meet arriving first responders and assist with keep event goes away from the emergency that is occurring.

Sincerely,

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

#12553

SPECIAL EVENT LICENSE APPLICATION

I. APPLICANT			
NAME	ADDRESS	PHONE #	EMAIL ADDRESS
STEVE SCHENBERGER	4730 YANARA DR. MCFARLAND		
II. ORGANIZATION			
NAME	ADDRESS	PHONE #	EMAIL ADDRESS
MATT SPLINTER MEMORIAL SOFTBALL TOURNAMENT	PO BOX 322 MCFARLAND, WI 53558		
III. BASIC EVENT DETAILS			
TYPE OF EVENT		NAME OF EVENT	
☒ Outdoor	☐ Indoor	☐ Parade	☐ Other
		14 th ANNUAL MATT SPLINTER MEMORIAL SOFTBALL TOURNAMENT	
DATE(S)	TIME(S)		EVENT LOCATION
JUNE 7 th , 2019	From: 5:00 PM	To: 11:00 PM	Brant Park
JUNE 8 th , 2019	From: 9:00 AM	To: 11:00 PM	Brant Park
JUNE 9 th , 2019	From: 9:00 AM	To: 2:00 PM	Brant Park
	From:	To:	
	From:	To:	
License Applying for: \$ 10.00 individually or for both			
☒ TEMPORARY CLASS "B" BEER		☐ TEMPORARY CLASS "B" WINE	
Are you requesting approval to allow minors to be present where alcohol is sold?		If yes, how do you intend to prevent the distribution of alcohol to minors? (Explain in detail in the event description section on page 2)	
☒ Yes ☐ No		☒ Check ID ☒ Wristband ☐ Stamp ☐ Other	
Will there be activity involving music, amplifiers, loudspeakers, etc?		If yes, do you intend to conduct this activity past 10:00 PM?	
☒ Yes ☐ No		☒ Yes ☐ No	
Persons proposed to sell fermented malt beverages and/or wine (attach additional sheet if necessary)			
Name	Address	Prior relevant experience	
SONDRA SPLINTER		13 YEARS PRIOR w/ TOURNAMENT	
SPAIN CHERAMU		13 YEARS PRIOR w/ TOURNAMENT	
		13 YEARS PRIOR w/ TOURNAMENT	
Attach: 1) Sketch showing the event layout, including all points of sale, entrances and exits to event; 2) A copy of the application or license of each person who will be holding a beverage operator's license requiring the supervision of the sale of fermented malt beverages and/or wine; 3) A list of adjacent property owners and a copy of the form used to notify them of the event (outdoor event only).			
I, <u>STEVE SCHENBERGER</u> , agree to promptly pay the Village for the Village's charges incurred either in regulating this license (Applicant) or remedying any unsatisfactory post-event maintenance by the above named person or organization. I have read and will comply with the attached requirements of the Police, Fire/EMS, or any other Village department.			
Signature <u>Steve Schenberger</u>		Date <u>March 28, 2019</u>	
Office Use: Date Paid _____ Amount Paid _____ Receipt Number _____			

SPECIAL EVENT LICENSE APPLICATION

IV. EVENT DESCRIPTION

Describe in Detail:

- What the event entails: type(s) of activities, anticipated attendance, anticipated age demographic of attendees, etc.
- Genre of music, how it will be broadcast and for how long (if applicable)
- Specific bands that will be performing, when and for how long (if applicable)
- Your security plan, including:
 - How you intend to prevent the distribution of alcohol to minors (if applicable)
 - Your plan in the event of a medical emergency
 - Your plan in the event of severe weather
 - Description of all entry and exit points of the area in which alcohol will be sold and/or consumed, and how you will staff those areas to assure that alcohol does not pass beyond those points
 - Description of all points of alcohol sales including how they will be monitored in order to assure compliance with Village ordinance and State Statutes pertaining to sale and service of alcohol
 - Description of the number of staff designated to provide event security and what attire they will be wearing so as to be recognized as security personnel.
- Name(s) and contact information for the individual(s) who will be on-site and reachable by Village staff in the event it becomes necessary.

This is our 14th year of hosting this softball tournament. At capacity we like to host 16 Men's teams & 8 women's teams. Participation has been declining over past 5 years - so we are introducing a Men's Recreational Division in hopes of getting a few teams of older men who just like to play the game.

At the most we have 200-300 people at any one time and the event is usually 3:00 PM - 8:00 PM on Saturday if weather is good. We have guests from 2 years old to 80 years of age.

We have a DJ (Greg Tucker) who helps us by making announcements & having teams check in, etc. He plays all types of music; 70's, 80's, Country, R&B, Current.

We have one point of entry into the Park, but we constantly monitor fence lines for other activity. All people entering the Park have their ID checked - even if they say they don't drink. If they are 21 or older we put a bracelet on them. No one can consume w/o a bracelet. No one can purchase or be served w/o a bracelet. If anyone is observed trying to purchase or consume alcohol w/o a bracelet their ID is checked. Upon conclusion, either a bracelet is put on or they are escorted out of the park.

In case of a medical emergency - we treat minor injuries on site. Others we call 911.

In case of severe weather we halt games and clear the field. Once or twice we have had to evacuate the park.

We have one point of entry/exits. We have one point of purchase of tickets, and one point of service or dispensing. All three locations are points for ID verification and application of bracelets.

We have Private Security during the day on Saturday & Sunday. We have Off-duty Dane County Sheriffs on-site from 6:00 PM to close on Friday & Saturday evening. They work in Pairs. The Balance of our staff has light orange or light green staff shirts - there are 16 of us who are usually all present at any given time.

Submit completed applications to the Deputy Village Clerk via email at village.administration@mcfarland.wi.us or in person at the Village Administration Office located at 5915 Milwaukee St. in McFarland.

#12553

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ _____

Application Date: 3-25-19

☐ Town ☒ Village ☐ City of McFarland, WI

County of DANE

The named organization applies for: (check appropriate box(es).)

☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

☐ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 6-7-19 and ending 6-9-19 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

☒ Bona fide Club ☐ Church ☐ Lodge/Society

☐ Chamber of Commerce or similar Civic or Trade Organization

☐ Veteran's Organization ☐ Fair Association

(a) Name 14th Annual Matt Splinter Memorial Softball Tournament

(b) Address PO Box 322 McFarland, WI 53558
(Street) ☐ Town ☐ Village ☐ City

(c) Date organized 1-15-05

(d) If corporation, give date of incorporation _____

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☐

(f) Names and addresses of all officers:

President Steve Schoenberger 4730 YANARA DR. McFARLAND, WI 53558

Vice President Don Splinter 5150 TIMBER LAKE McFARLAND, WI 53558

Secretary GAYLE SHARKEY 734 CRAWFORD DRIVE NORTH COTTAGE GROVE, WI 53527-9670

Treasurer Sandra Splinter 509 MORNING SIDE AVE MADISON, WI 53716

(g) Name and address of manager or person in charge of affair: Steve Schoenberger
4730 YANARA DR. McFARLAND, WI 53558

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number BRANDT PARK PAVILION 4601 SIGGLEROW RD. McFARLAND, WI 53558

(b) Lot S.W. CORNER OF SIGGLEROW RD. & TERMINAL DR. Block

(c) Do premises occupy all or part of building? This is a park w/ a shelter. We will occupy the entire park

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover:

3. Name of Event

(a) List name of the event 14th Annual Matt Splinter Memorial Softball Tournament

(b) Dates of event JUNE 7th, 8th & 9th 2019

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer Steve Schoenberger
(Signature/date)

Officer _____
(Signature/date)

Date Filed with Clerk _____

Date Granted by Council _____

Matt Splinter Memorial Foundation
(Name of Organization)

Officer _____
(Signature/date)

Officer _____
(Signature/date)

Date Reported to Council or Board _____

License No. _____



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: April 29, 2019

TO: McFarland Village Board

FROM: Craig J. Sherven, Chief of Police

REFERENCE: Recommendation of Approval

I have reviewed the event license application and Class B alcohol retailer's license applications for the 6th Annual Aly's Honky -Hustle event to be held on May 18th, 2019 from 9:30 am to midnight, submitted by Russel Wolf. A variance has been requested to ordinance allowing minors to be present where alcohol is served.

I am recommending approval of the applications with the stipulation that the event organizers agree to all requirements regarding staffing, reimbursement of overtime costs, safety and any other related requirements set forth by the Police, Fire or Public Works Departments, as defined below:

- As in years past, this event will include a 5K/10K walk/run event, beginning at 9:30 am.
 - Event staff will handle traffic control as they did last year; event organizer is put on notice that sufficient staffing to safely navigate street crossings and travel will be required of them.
 - Event staff working on roadways or road crossings will be required to wear a DOT approved colored shirt or traffic vest for visibility purposes.
 - Event staff will contain at minimum two roaming staff members on bicycles that have a means of communication with each other and the starting and end points. They will also carry basic medical supplies such as bandages, cold packs, etc.
 - Event staff will have communication ability (cell phone, radio to someone with a cell phone) to contact 911 if and when necessary.
- At 6:00 pm, an after-party will take place at the McFarland Curling Club, and will continue until midnight. Alcohol will be sold at this event.

- The event organizer is put on notice that sufficient staffing will be required in order to effectively card attendees so as to prevent the sale or distribution of alcoholic beverages to minors.
- The Police Department offers and highly recommends the organizers utilize it's free services to plan the carding process. The use of wrist bands to delineate between those of legal drinking age and those who are not is required.
- Additionally, due to the fact that alcohol will be sold, as in years past the organizers are required to hire event security. These can be either from a legitimate, bonded security service company experienced in working these type of events, or alternatively two uniformed police officers from either the Dane County Sheriff's Office or McFarland Police Department. Information on hiring Dane County Sheriff's Deputies can be found on their website.

As per Public Safety Committee policy, this approval is coming directly to the Village Board and has bypassed the Public Safety Committee due to the fact that it is a recurring, annual event with no significant changes from previous years. The Fire Chief and Public Works Director have indicated their approval as well.

Respectfully,

Craig J. Sherven

Craig J. Sherven
Chief of Police



Event Permit

Pursuant to Village Ordinance Chapter 11

For parades, run/walks, car shows, community events, and special events in which 200 or more attendees are anticipated at one time or that is likely to have a significant impact on neighborhood parking or the free-flow of traffic (only pertains to events that are open to the public).

☒ - Application Fee - \$100 (due with application)

Public Property vs. Private Property	Notes/Instructions
1. Will any portion of this event take place on public property? ☒ - Yes ☐ - No	If Yes, please complete entire application. If No, please complete question 1a.
1a. If no, will the event involve the sale of alcohol? ☐ - Yes ☐ - No	If yes, please complete the entire application. If no, please contact Village Administration to determine if you need to complete the application

Applicant Information	
Name(First, M.I., Last) of Primary Contact: Russell L. Wolff	Phone [REDACTED]
Address: 2022 Uphoff Road Cottage Grove, WI 53527	
Email Address [REDACTED]	
Agency/Organization Information – (If applicable)	
Name: The Aly Wolff Foundation, Inc.	Phone: [REDACTED]
Address: 2022 Uphoff Road Cottage Grove, WI 53527	
Email Address: info@alyshonkytonkhustle.com	
Event Information	
Name of Event: Aly's Honky Tonk Hustle	Type of Event Charitable Run/Walk and Honky Tonk
Event Date(s): May 18, 2019	Event Time(s): 9:30 a.m. - Noon Run/Walk 6:00 p.m - Midnight Honky Tonk
Total number of anticipated attendees: 500 for run/walk and 250 for Honky tonk	Total Number of attendees anticipated being at the event at one time: 500 for run/walk and 250 for Honky Tonk
Set up Start Time: 7:00 a.m for run/walk	Tear Down End Time: Noon for run/walk

Event Questionnaire	Notes/Instructions
1. Is this event proposed to take place on a Village street? ☒ - Yes ☐ - No	If yes, please attach map of route including all intersections and road closures.

2. Will the event involve closure of a Village Street(s)? ☐ - Yes ☐ - No	
3. Does this event include a parade which will take place on any portion of a Village street? ☐ - Yes ☐ - No	If yes, please attach map of route. *only allowed for community organizations (include definitions)
4. Is this event predicted to have 200 attendees at one time (this only pertains to events open to the public, not private parties)? ☐ - Yes ☐ - No	
5. Will there be outdoor amplified sound? ☐ - Yes ☐ - No	
6. Will the event generate amplified sound after 10 p.m.? ☐ - Yes, a variance is requested as part of this application ☐ - No	Note: All events generating noise after 10 p.m. require a variance from the Village Board.
7a. Will alcohol be consumed? ☐ - Yes ☐ - No	
7b. If Yes, will minors be present where alcohol is served? ☐ - Yes, a variance is requested as part of this application ☐ - No	All events that allow for the presence of minors where alcohol is served require a variance from the Village Board.
7c. Will alcohol be sold? ☐ - Yes ☐ - No	A temporary alcohol license is required. Please contact the Clerk at 608-838-3153. Form may also be accessed at: www.mcfarland.wi.us/eventpermit
8. Will a Village Park be used? ☐ - Yes ☐ - No Please identify the park: <u>Brandt Park</u>	Reservations should be made at: Mcfarland.wi.us/parks_reserve
9. Will the event involve tents, or any other activities that will require digging or turf disturbance? ☐ - Yes ☐ - No	*You are required to contact digger's hotline no less than 5 days prior to the event to provide a locate.
10. Has this event been previously approved in prior years by the Village? ☐ - Yes ☐ - No	If yes, when: <u>5/18</u> (month/year)
10b. If Yes, have any of the event details changed from the prior years? ☐ - Yes ☐ - No	If yes, describe changes (attach additional sheets if necessary):

Required attachments

- ☒ - Detailed event schedule
- ☐ - Site Plan Requirement – a site plan must be attached that identifies the event layout for the event including stages, tents, equipment, fencing, alcohol sale and carding areas, etc.
- ☒ - (if applicable) If the event will take place on a Village street, include a map of all routes or activities.
- ☒ - Insurance - The applicant shall furnish a certificate to the Village demonstrating that applicant has in force and will maintain during the time the Event Permit is in effect public liability insurance of not less than \$1,000,000 per one person, \$2,000,000 per occurrence for personal injury and \$1,000,000 for property damage naming the Village as an additional insured.

Event Details and Security Plan

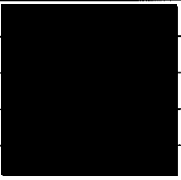
As part of the application process, you will be required to meet with the McFarland Police Department to discuss details of your event and security requirements. Please provide some dates/times you would be available for a meeting:

Very flexible and will accommodate the schedule of the Department

Event Coordinators

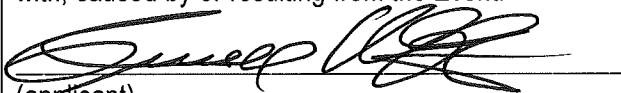
Village requires each event identify event coordinators who shall serve as direct contacts for the event. These should be individuals that are not directly participating in the event activities, but rather specifically assigned to monitor and assist in coordinating the activities of the event

Identify Event coordinators (identify 1 for every 50 expected attendees) – attach additional sheets if necessary.

Name	Location at Event (Ex: Race Start, supply tent)	Time On-site (ex: 10 a.m. to 2 p.m.)	Cell Phone
Russell Wolff	Race start	7:00 a.m.	
Sheila Wolff	Race start	7:00 a.m.	
Tanya Brake	Race start	7:00 a.m.	
Jossie Peterson	Race start	7:00 a.m.	
Jessica Donohue	Race start	7:00 a.m.	

Indemnification agreement

I, Russell L. Wolff (insert name) agree to indemnify, defend and hold harmless the Village of McFarland and its officers, officials, agents, and employees against all loss or expense (including liability costs and reasonable attorney's fees) by reason of any claim or suit, or of liability imposed by law upon the Village or its officers, officials, agents or employees, for damages because of injury, including death at any time resulting therefrom, sustained by any person or persons, or on account of damages to property, including loss of use thereof, arising from, in connection with, caused by or resulting from the Event.


(applicant)

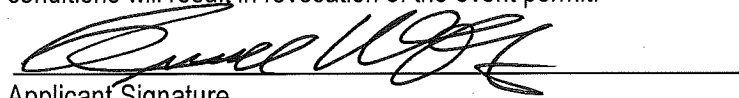
4/15/19
(date)

Certification Section

PLEASE READ CAREFULLY BEFORE SIGNING

I understand the application and event requirements and agree to the following:

- ☒ - I agree to adhere to all applicable, federal, state and municipal laws and understand the violation of such laws will be subject to applicable fines and penalties, and failure to do so is ground for revocation of the event permit.
- ☒ - I understand that my event permit may be revoked at any time, if the Chief of Police, Fire/EMS Chief, Public Works Director, or designee, in their sole discretion, determine that health or general welfare to the public is endangered.
- ☒ - I agree to return the site to the condition that existed before the event within twenty-four(24) hours or the expiration of my parks reservation.
- ☒ - I agree to abide by all including any additional conditions imposed by the Village, and understand failure to adhere to conditions will result in revocation of the event permit.


Applicant Signature

4/15/19
Date

FOR VILLAGE USE ONLY

☒ - Approved ☐ - Denied

Police Chief:

Date: 04-29-19

☒ - Approved ☐ - Denied

Fire & Rescue Chief:

Date: 4/26/2019

☒ - Approved ☐ - Denied

Public Works Director:

Date: 4/30/19

Application Received: _____

45-day application requirement met?: ☐ - Yes ☐ - No

Public Safety Committee Date: _____

☐ - Approved

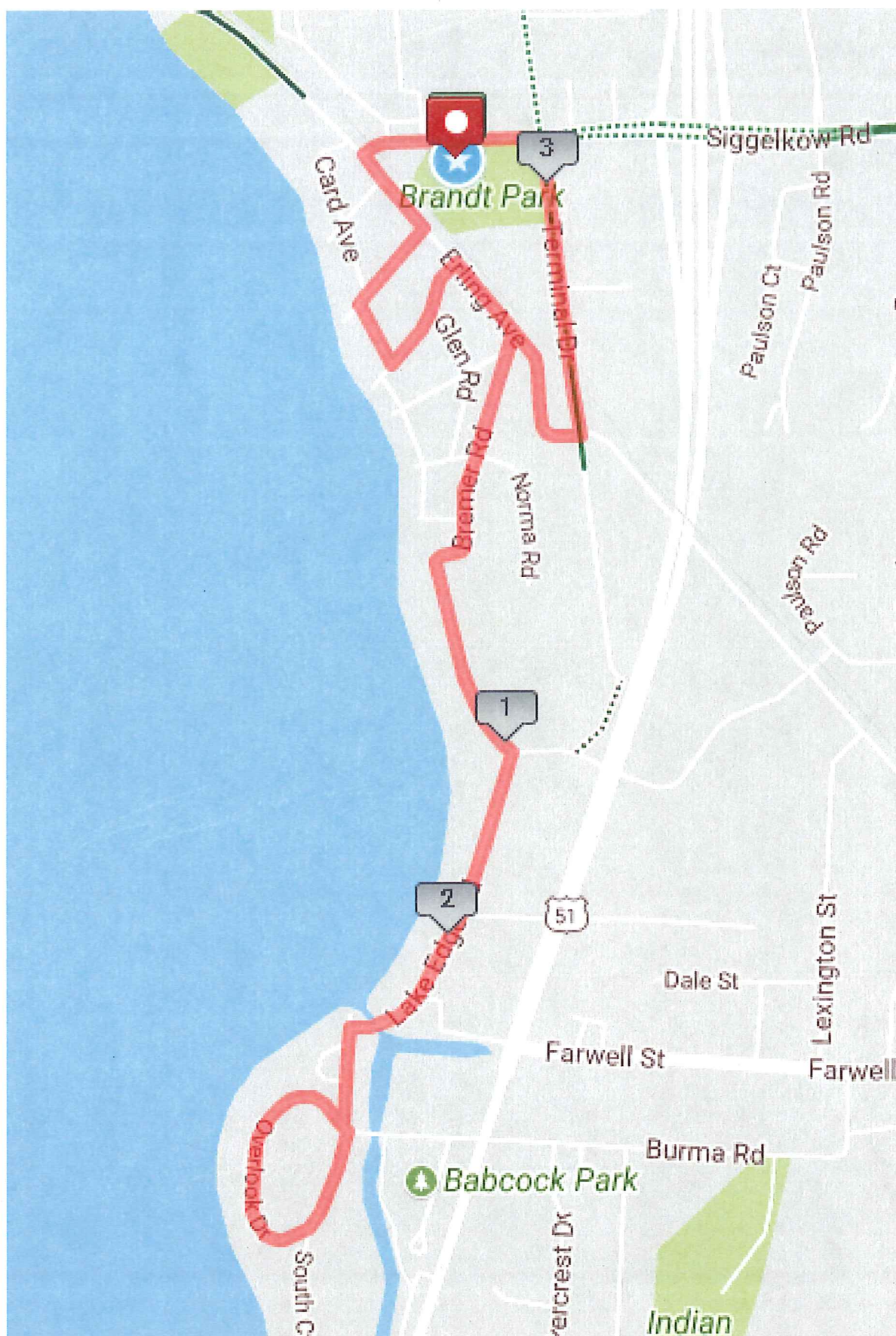
☐ - Denied

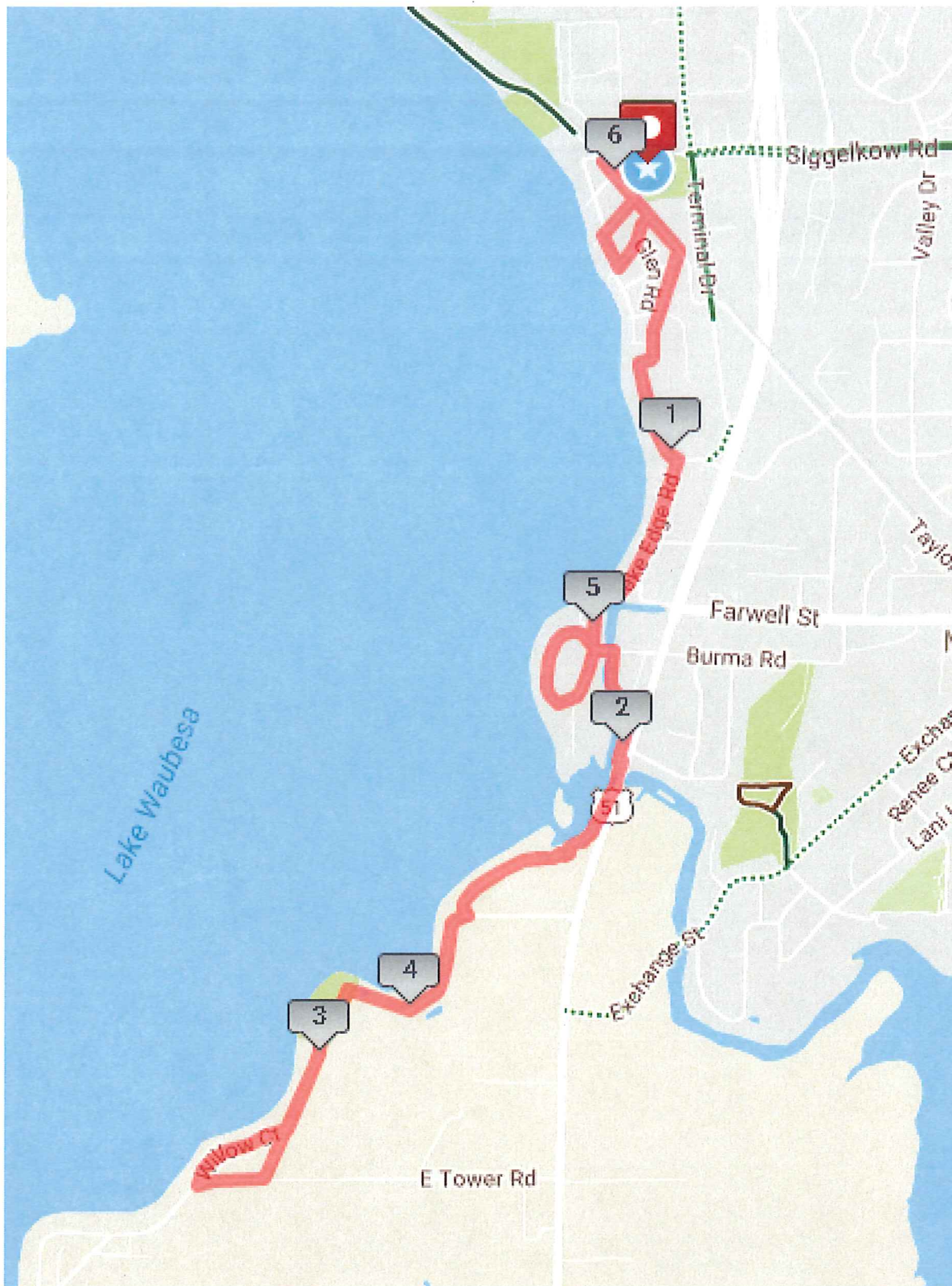
☒ - Not applicable

Village Board Meeting Date: _____

☐ - Approved

☐ - Denied





About

ALY'S HONKY TONK
HUSTLE (/ABOUTAHTH)

ALY WOLFF (/ALY-
WOLFF-1)

THE ALY WOLFF
FOUNDATION, INC.
(/FOUNDATION)

CONTACT (/CONTACT)

ALY'S HONKY TONK HUSTLE

MAY 18, 2019
10:00 A.M.

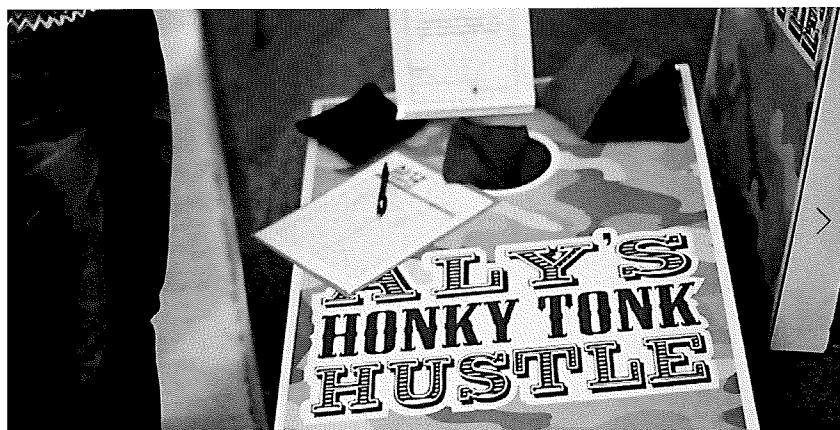
Brandt Park
4601 Siggelkow Road
McFarland WI, 53558

Aly's Honky Tonk Hustle is an annual event held in memory of Aly Wolff. It takes place in McFarland, WI every May and features a 5k Run/Walk and Honky Tonk after party. In the last six years over \$900,000 has been raised for cancer research.

PACKET PICKUP: May 16 & 17 from 5:30-8 P.M. at the Madison Curling Club OR race day between 8:00-9:15 A.M. Others are allowed to pick up packets for fellow friends, family, co-workers, ect.

RACE DAY - MAY
Schedule of Events (Tentative):
9:30 a.m. - Participants line up
9:45 a.m. - Opening ceremony
10:00 a.m. - Race starts

Food and many activities will be available throughout the morning, so bring the kids, the dogs, whatever you got... and hang out with us and #LiveForAly.



HONKY TONK AFTER PARTY

MAY 18, 2019
6:00 P.M. – MIDNIGHT!

Madison Curling Club
4802 Marsh Road
McFarland, WI 53558

Come one, come all! This is when the real fun begins. Kids are very welcome. Taxis or Ubers home are highly encouraged. Live music, dancing, drinks and activities are available all night!

The Honky Tonk features live music, dancing, a silent auction, mechanical bull, a photo booth, food & many beverages!

SILENT AUCTION: 6:00 p.m. – 8:00 p.m.
LIVE MUSIC Peggy and Joe Steil: 6:00 p.m. – 8:00 p.m.
FOOD: 6:00 p.m. – 8:00 p.m.
SPECIAL MOMENT: 8:00 p.m. – 8:30 p.m.
MECHANICAL BULL: 6:00 p.m. – 11:00 p.m.
LIVE MUSIC 5th Gear: 8:30 p.m. – Midnight

#12607

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ _____

Application Date: _____

☐ Town ☒ Village ☐ City of McFarland

County of Dane

The named organization applies for: (check appropriate box(es).)

☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

☒ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 6:00 p.m. May 18, 2019 and ending 11:59 p.m. May 18, 2019 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

- ☒ Bona fide Club ☐ Church ☐ Lodge/Society
☐ Chamber of Commerce or similar Civic or Trade Organization
☐ Veteran's Organization ☐ Fair Association

(a) Name The Aly Wolff Foundation, Inc.

(b) Address 2022 Uphoff Road, Cottage Grove, WI 53527
(Street)

☒ Town ☐ Village ☐ City

(c) Date organized January 29 2014

(d) If corporation, give date of incorporation January 29, 2014

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☒

(f) Names and addresses of all officers:

President Russell L. Wolff 2022 Uphoff Road, Cottage Grove WI 53527

Vice President Tanya Brake W8598 Lake George Terrace Beaver Dam WI 53916

Secretary Sheila L. Wolff 2022 Uphoff Road, Cottage Grove WI 53527

Treasurer Sheila L. Wolff 2022 Uphoff Road, Cottage Grove WI 53527

(g) Name and address of manager or person in charge of affair: Russell L. Wolff
2022 Uphoff Road, Cottage Grove WI 53527

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 4802 Marsh Road

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? All

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: _____

3. Name of Event

(a) List name of the event Aly's Honky Tonk Hustle

(b) Dates of event May 18, 2019

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

The Aly Wolff Foundation Inc.
(Name of Organization)

Officer [Signature] 4/15/19
(Signature/date)

Officer _____
(Signature/date)

Officer _____
(Signature/date)

Officer _____
(Signature/date)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

FOR VILLAGE USE ONLY

☒ - Approved ☐ - Denied Police Chief: [Signature] Date: 04-29-19

☐ - Approved ☐ - Denied Fire & Rescue Chief: _____ Date: _____

☐ - Approved ☐ - Denied Public Works Director: _____ Date: _____

Application Received: _____ 45-day application requirement met?: ☐ - Yes ☐ - No

Public Safety Committee Date: _____ ☐ - Approved ☐ - Denied ☒ - Not applicable

Village Board Meeting Date: _____ ☐ - Approved ☐ - Denied



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, May 13, 2019

SECTION: Consent Agenda

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Motion to approve the event permit from Let's Eat Out for the Food Cart Frenzy Events to be held on May 15th, June 18th, July 16th and September 17th at Arnold Larson Park

PREVIOUS ACTION:

ISSUE SUMMARY:

The McFarland Lions Club will once again be holding their food cart frenzy night the third Wednesday of May, June, July August, and September.

The original application lists the dates as May 22nd, June 18th, July 16th, and September 17th. Let's Eat out later clarified and correct the first date in May should be May 15th.

FINANCIAL/BUDGET IMPACT:

Permitting Revenue

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Chief Sherven's letter of recommendation is attached.

ATTACHMENTS:

1. Food Cart Nights Approval Letter (2019)
2. Event Permit - Food Cart Night_Redacted



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: April 29, 2019

TO: McFarland Village Board / Public Safety Committee

FROM: Craig J. Sherven, Chief of Police

REFERENCE: Recommendation of Approval

I have reviewed the event license application Food Cart Night events to be held on May 15th, June 18th, July 16th, August 20th and September 17th, 2019 from 4:30 pm to 7:30 pm at Arnold Larson Park, submitted by Project Kinect/Let's Eat Out.

I am recommending approval with the stipulation that the event organizers agree to all requirements regarding staffing, safety and any other related requirements set forth by the Police, Fire or Public Works Departments, as discussed with them. The Fire Chief and Public Works Director have indicated their approval as well.

Respectfully,

Craig J. Sherven

Craig J. Sherven
Chief of Police

#12660

**Event Permit**

Pursuant to Village Ordinance Chapter 11

For parades, run/walks, car shows, community events, and special events in which 200 or more attendees are anticipated at one time or that is likely to have a significant impact on neighborhood parking or the free-flow of traffic (only pertains to events that are open to the public).

☐ - Application Fee - \$100 (due with application)

Public Property vs. Private Property	Notes/Instructions
1. Will any portion of this event take place on public property? ☒ - Yes ☐ - No	If Yes, please complete entire application. If No, please complete question 1a.
1a. If no, will the event involve the sale of alcohol? ☐ - Yes ☒ - No	If yes, please complete the entire application. If no, please contact Village Administration to determine if you need to complete the application

Applicant Information	
Name(First, M.I., Last) of Primary Contact: <u>Jaelyn T Smith</u>	Phone [REDACTED]
Address: <u>5003 Taylor Road #1 McFarland WI 53558</u>	
Email Address [REDACTED]	
Agency/Organization Information – (If applicable)	
Name: <u>Project Kinect/Let's Eat Out</u>	Phone: <u>Gregg</u> - [REDACTED] <u>Oliver</u>
Address: <u>2317 International suite 201 53704</u>	
Email Address: [REDACTED]	
Event Information	
Name of Event: <u>Food Cart Night</u>	Type of Event <u>Food Cart Night</u>
Event Date(s): <u>5/21, 6/18, 7/16, 8/20, 9/17</u>	Event Time(s): <u>5-7:30</u>
Total number of anticipated attendees:	Total Number of attendees anticipated being at the event at one time:
Set up Start Time: <u>4:30</u>	Tear Down End Time: <u>7:30</u>

Event Questionnaire	Notes/Instructions
1. Is this event proposed to take place on a Village street? ☐ - Yes ☒ - No	If yes, please attach map of route including all intersections and road closures.

2. Will the event involve closure of a Village Street(s)? ☐ - Yes ☒ - No	
3. Does this event include a parade which will take place on any portion of a Village street? ☐ - Yes ☒ - No	If yes, please attach map of route. *only allowed for community organizations (include definitions)
4. Is this event predicted to have 200 attendees at one time(this only pertains to events open to the public, not private parties)? ☒ - Yes ☐ - No	
5. Will there be outdoor amplified sound? ☐ - Yes ☒ - No	
6. Will the event generate amplified sound after 10 p.m.? ☐ - Yes, a variance is requested as part of this application ☒ - No	Note: All events generating noise after 10 p.m. require a variance from the Village Board.
7a. Will alcohol be consumed? ☐ - Yes ☒ - No	
7b. If Yes, will minors be present where alcohol is served? ☐ - Yes, a variance is requested as part of this application ☒ - No	All events that allow for the presence of minors where alcohol is served require a variance from the Village Board.
7c. Will alcohol be sold? ☐ - Yes ☒ - No	A temporary alcohol license is required. Please contact the Clerk at 608-838-3153. Form may also be accessed at: www.mcfarland.wi.us/eventpermit
8. Will a Village Park be used? ☒ - Yes ☐ - No Please identify the park: <u>Arnold Larson</u>	Reservations should be made at: Mcfarland.wi.us/parks_reserve
9. Will the event involve tents, or any other activities that will require digging or turf disturbance? ☐ - Yes ☒ - No	*You are required to contact digger's hotline no less than 5 days prior to the event to provide a locate.
10. Has this event been previously approved in prior years by the Village? ☒ - Yes ☐ - No	If yes, when: _____ (month/year)
10b. If Yes, have any of the event details changed from the prior years? ☐ - Yes ☒ - No	If yes, describe changes(attach additional sheets if necessary):

Required attachments

- ☒ - Detailed event schedule
- ☐ - Site Plan Requirement – a site plan must be attached that identifies the event layout for the event including stages, tents, equipment, fencing, alcohol sale and carding areas, etc. ** typically work with public works for cert locations*
- ☒ - (if applicable) If the event will take place on a Village street, include a map of all routes or activities.
- ☒ - Insurance - The applicant shall furnish a certificate to the Village demonstrating that applicant has in force and will maintain during the time the Event Permit is in effect public liability insurance of not less than \$1,000,000 per one person, \$2,000,000 per occurrence for personal injury and \$1,000,000 for property damage naming the Village as an additional insured.

Event Details and Security Plan

As part of the application process, you will be required to meet with the McFarland Police Department to discuss details of your event and security requirements. Please provide some dates/times you would be available for a meeting:

Event Coordinators

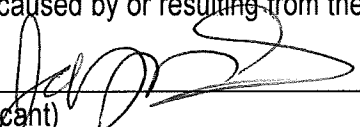
Village requires each event identify event coordinators who shall serve as direct contacts for the event. These should be individuals that are not directly participating in the event activities, but rather specifically assigned to monitor and assist in coordinating the activities of the event

Identify Event coordinators (identify 1 for every 50 expected attendees) – attach additional sheets if necessary.

Name	Location at Event (Ex: Race Start, supply tent)	Time On-site (ex: 10 a.m. to 2 p.m.)	Cell Phone
Jaelyn Smith			
Gregg Potter			

Indemnification agreement

I, Jaelyn Smith (insert name) agree to indemnify, defend and hold harmless the Village of McFarland and its officers, officials, agents, and employees against all loss or expense (including liability costs and reasonable attorney's fees) by reason of any claim or suit, or of liability imposed by law upon the Village or its officers, officials, agents or employees, for damages because of injury, including death at any time resulting therefrom, sustained by any person or persons, or on account of damages to property, including loss of use thereof, arising from, in connection with, caused by or resulting from the Event.


(applicant)

4/19/19
(date)

Certification Section

PLEASE READ CAREFULLY BEFORE SIGNING

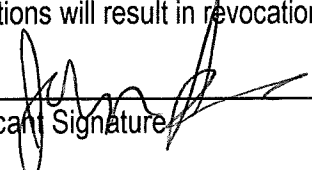
I understand the application and event requirements and agree to the following:

☒ - I agree to adhere to all applicable, federal, state and municipal laws and understand the violation of such laws will be subject to applicable fines and penalties, and failure to do so is ground for revocation of the event permit.

☒ - I understand that my event permit may be revoked at any time, if the Chief of Police, Fire/EMS Chief, Public Works Director, or designee, in their sole discretion, determine that health or general welfare to the public is endangered.

☒ - I agree to return the site to the condition that existed before the event within twenty-four(24) hours or the expiration of my parks reservation.

☒ - I agree to abide by all including any additional conditions imposed by the Village, and understand failure to adhere to conditions will result in revocation of the event permit.


Applicant Signature

4/19/19
Date

FOR VILLAGE USE ONLY

☒ - Approved ☐ - Denied

Police Chief: [Signature]

Date: 04-29-19

☒ - Approved ☐ - Denied

Fire & Rescue Chief: Chapman C. Davis

Date: 4/26/2019

☒ - Approved ☐ - Denied

Public Works Director: [Signature]

Date: 4/30/19

Application Received: _____

45-day application requirement met?: ☐ - Yes ☐ - No

Public Safety Committee Date: _____

☐ - Approved

☐ - Denied

☒ - Not applicable

Village Board Meeting Date: _____

☐ - Approved

☐ - Denied

EDWARD J. WREH

Business Intelligence Developer

SUMMARY

- Business Informatics developer with 5 years of development experience and 2 years of Epic experience
- Experienced in Clarity – Tapestry with additional experience in Case Management workflows, Value-Based initiatives, Population Health reporting, SQL/TSQL, Oracle, Business Objects, Clinical Analytics, Tableau, Milliman’s MedInsight, BMC Remedy, SAS, Qlik, Power BI
- Disciplined and experienced with a passion for data mining, financial and data analysis and project management.
- SQL (Microsoft) and Data Architect (Qlik) certified.

EXPERIENCE

QUARTZ HEALTH SOLUTIONS, MADISON, WI

Healthcare Informatics Analyst – Population Health (2018 to Present)

- Extracted and validated medical and financial data from data warehouse, performed analysis, and created reports to support business needs. Reports were used to drive business decisions, support NCQA accreditation, and provide healthcare quality and financial analysis.
- I have developed reports to support C-suite executives initiatives during strategic planning and financial decommissioning.
- Identified data integrity and governance issues and used data literacy skills to develop and recommend pertinent business cases.
- Met with executives and assisted in the creation of Request for Proposal (RFP) to develop a health plan led the Population Health Program
- Assisted merger by the reconciliation major financial project (\$252 million)
- Designed detailed business requirements to solve challenging system issues
- Responsible for assisting strategic pillars by creating medical and financial reports to support various business units; reports were prepared as needed (ad hoc) or recurring
- Met with stakeholders to define reporting needs and interpret specification requirements. Meetings were proactively done to avoid miscommunication and allowed teams to understand what was required and expected.
- Wrote specifications and oversaw the delivery of automated dashboard reporting
- Provided analytical and technical guidance for automation of reports
- Consulted with business owners to ensure protocols were adhered to for report distributions

WINDSTREAM HOLDINGS, LITTLE ROCK, AR

Data Analyst II – Finance (2015 to 2018)

- Served as a data analyst responsible for researching stranded data circuits tied to small business, enterprise, and wholesale business unit
- Supported interconnect expense management in pursuit of data accuracy
- Investigated stranded circuit expenses through review of multiple inventory systems, invoice management systems, vendor systems, and direct vendor relationships

INDUSTRY EXPERIENCE

- 2 years of Epic experience
- 6 years of management experience
- 2 years in the healthcare industry
- 2 years of medical experience
- 5 years of project management experience
- SQL/TSQL
- Oracle
- Qlik
- SSIS
- SSES
- Power BI
- Business Objects
- Tableau
- Milliman MedInsight
- BMC Remedy
- SAS
- Aginity Workbench
- Netezza
- Risk Reporting
- Performance Reporting
- JIRA

EPIC EXPERIENCE

- Clarity
- Healthy Planet
- My Chart
- Case Management
- Population Health
- Enrollment
- Premium Billing

HEALTHCARE ORGANIZATIONS

- Quartz Health Solutions
- University of Wisconsin Health
- Gunderson Health Systems
- UnityPoint Health- Meriter
- Physician Plus

EDWARD J. WREH

Business Intelligence Developer

- Audited expense datasets to identify inaccuracies
- Assessed and reported on overall impact and scope of data inaccuracies
- Served as analytical lead on circuit reconciliation projects that utilized SQL to locate stranded circuits
- Contributed to the team's annual cost reduction target of \$2.1 million by researching and identifying a monthly average of \$15,000 inaccurately billed data circuits

Project Coordinator II – Network Deployment (2015 to 2016)

- Managed (100 +) concurrent projects ranging from installations, disconnects, and changes for high-speed voice and data services
- Served as the primary contact for projects placed by incumbent local exchange carriers and complete local exchange carrier
- Collaborated with external and internal entities across the country to verify permits and inventory while also meeting regularly with vendors, business unit owners, and customers to provide or obtain updates on projects
- Trained new members on project strategies and procedures
- Served on multiple collaboration teams that held standing status meetings to review issues, risks, and open items that required the attention of senior leadership

CAPITAL ONE, MCLEAN, VA

Principal Coordinator (2014 to 2015)

- Reported employee performance metrics
- Served as team lead for internal teams and led a group of 20 in the absence of management
- Documented confidential financial records in various banking systems while ensuring there were no vulnerabilities
- Marketed contemporary financial products and referred potential customers to the sales team
- Developed sales strategizing to expand business
- Served as fraud investigation liaison; referred fraudulent activities to the internal security team
- Trained and provided new employees with resources to support their success

ARMY NATIONAL GUARD, LAURINBURG, NC

Combat Engineer (2013 to 2018)

- Acted as team leader assisting in troop mobility, counter-mobility, and survivability
- Provided team oversight and coordination of combat training and route clearance
- Supervised lower enlisted soldiers while providing technical guidance to help in the accomplishments of their respective duties and goals
- Conducted extensive monthly training in demolition, breaching, explosives, crisis management, and essential soldier task
- Aided towns in need during a state of emergency and natural crisis

CREDENTIALS

BELLEVUE UNIVERSITY, BELLEVUE, NE

Master of Data Science (in progress)

FAYETTEVILLE STATE UNIVERSITY, FAYETTEVILLE, NC

MBA in Finance

SAINT CLOUD STATE UNIVERSITY, SAINT CLOUD, MN

Bachelor Liberal Arts- Public Relations



Event Permit

Pursuant to Village Ordinance Chapter 11

For parades, run/walks, car shows, community events, and special events in which 200 or more attendees are anticipated at one time or that is likely to have a significant impact on neighborhood parking or the free-flow of traffic (only pertains to events that are open to the public).

☐ - Application Fee - \$100 (due with application)

Public Property vs. Private Property	Notes/Instructions
1. Will any portion of this event take place on public property? ☒ - Yes ☐ - No	If yes, please complete entire application. If no, please complete question 1a.
1a. If no, will the event involve the sale of alcohol? ☐ - Yes ☒ - No	If yes, please complete the entire application. If no, please contact Village Administration to determine if you need to complete the application

Applicant Information	
Name(First, M.I., Last) of Primary Contact: <i>Michael Larson</i>	Phone: <i>808 576-4536</i>
Address: <i>2527 Yohara Dr. McFarland WI 53558</i>	
Email Address: <i>giveit2mike@gmail.com,</i>	

Agency/Organization Information – (If applicable)	
Name: <i>American Legion Post 534</i>	Phone: <i>808 838-3249</i>
Address: <i>4911 Burma Rd McFarland, WI 53558</i>	
Email Address:	

Event Information	
Name of Event: <i>Memorial Day Parade</i>	Type of Event <i>Parade</i>
Location of Event: <i>Christ the King Church to Amer. Legion</i>	
Event Date(s): <i>5-27-19</i>	Event Time(s): <i>12 Noon</i>
Total number of anticipated attendees: <i>Several Hundred</i>	Total Number of attendees anticipated being at the event at one time: <i>same</i>
Set up Start Time: <i>11:00 AM</i>	Tear Down End Time: <i>1:00 PM</i>

Event Questionnaire	Notes/Instructions
1. Is this event proposed to take place on a Village street? ☒ - Yes ☐ - No	If yes, please attach map of route including all intersections and road closures.
2. Will the event involve closure of a Village Street(s)? ☒ - Yes ☐ - No	
3. Does this event include a parade which will take place on any portion of a Village street? ☒ - Yes ☐ - No	If yes, please attach map of route. *only allowed for community organizations
4. Is this event predicted to have 200 attendees at one time? ☒ - Yes ☐ - No	This only pertains to events open to the public, not private parties.
5. Will there be outdoor amplified sound? ☐ - Yes ☒ - No	
6. Will the event generate amplified sound after 10 p.m.? ☐ - Yes, a variance is requested as part of this application ☒ - No	All events generating noise after 10 p.m. require a variance from the Village Board.
7. Will alcohol be consumed? ☐ - Yes ☒ - No	
7a. If yes, will minors be present where alcohol is served? ☐ - Yes, a variance is requested as part of this application ☐ - No	All events that allow for the presence of minors where alcohol is served require a variance from the Village Board.
7b. Will alcohol be sold? ☐ - Yes ☒ - No	A temporary alcohol license is required. Please contact the Clerk at 608-838-3153. Form may also be accessed at: Mcfarland.wi.us/licensespermits
8. Will a Village Park be used? ☐ - Yes ☒ - No Please identify the park: _____	Reservations should be made at: Mcfarland.wi.us/parks_reserve
9. Will the event involve tents, or any other activities that will require digging or turf disturbance? ☐ - Yes ☒ - No	*You are required to contact digger's hotline no less than 5 days prior to the event to provide a locate.
10. Has this event been previously approved in prior years by the Village? ☒ - Yes ☐ - No	If yes, when: _____ (month/year)
10a. If yes, have any of the event details changed from the prior years? ☐ - Yes ☒ - No	If yes, describe changes(attach additional sheets if necessary):

Required Attachments
☐ - Detailed event schedule ☐ - Site Plan Requirement – a site plan must be attached that identifies the event layout for the event including stages, tents, equipment, fencing, alcohol sale and carding areas, etc. ☐ - (if applicable) If the event will take place on a Village street, include a map of all routes or activities. ☐ - Insurance - The applicant shall furnish a certificate to the Village demonstrating that applicant has in force and will maintain during the time the Event Permit is in effect public liability insurance of not less than \$1,000,000 per one person, \$2,000,000 per occurrence for personal injury and \$1,000,000 for property damage naming the Village as an additional insured.

Event Details and Security Plan

As part of the application process, you will be required to meet with the McFarland Police Department to discuss details of your event and security requirements. Please provide some dates/times you would be available for a meeting:

Done

Event Coordinators

Village requires each event to identify event coordinators who shall serve as direct contacts for the event. These should be individuals that are not directly participating in the event activities, but rather specifically assigned to monitor and assist in coordinating the activities of the event.

Identify Event coordinators (identify 1 for every 50 expected attendees) – attach additional sheets if necessary.

Name	Location at Event (Ex: Race Start, supply tent)	Time On-site (ex: 10 a.m. to 2 p.m.)	Cell Phone
<i>Michael Larson</i>	<i>Main St.</i>	<i>11:00 AM to 1:00 PM</i>	<i>608 576-4536</i>
<i>Kathy Duvant</i>	<i>"</i>	<i>"</i>	<i>"</i>
<i>Bill Bley</i>	<i>"</i>	<i>"</i>	<i>"</i>

Indemnification Agreement

I, the above named applicant, agree to indemnify, defend and hold harmless the Village of McFarland and its officers, officials, agents, and employees against all loss or expense (including liability costs and reasonable attorney's fees) by reason of any claim or suit, or of liability imposed by law upon the Village or its officers, officials, agents or employees, for damages because of injury, including death at any time resulting therefrom, sustained by any person or persons, or on account of damages to property, including loss of use thereof, arising from, in connection with, caused by or resulting from the Event.

Applicant Signature: *Michael Larson*

Date: *5-6-19*

Certification Section

PLEASE READ CAREFULLY BEFORE SIGNING

I understand the application and event requirements and agree to the following:

- ☒ - I agree to adhere to all applicable, federal, state and municipal laws and understand the violation of such laws will be subject to applicable fines and penalties, and failure to do so is ground for revocation of the event permit.
- ☒ - I understand that my event permit may be revoked at any time, if the Chief of Police, Fire/EMS Chief, Public Works Director, or designee, in their sole discretion, determine that health or general welfare to the public is endangered.
- ☒ - I agree to return the site to the condition that existed before the event within twenty-four (24) hours or the expiration of my parks reservation.
- ☒ - I agree to abide by all including any additional conditions imposed by the Village, and understand failure to adhere to conditions will result in revocation of the event permit.

Applicant Signature: *Michael Larson*

Date: *5-6-19*

FOR VILLAGE USE ONLY			
☒ - Approved	☐ - Denied	Police Chief: 	Date: <u>05-07-19</u>
Application Received: _____		45-day application requirement met?: ☐ - Yes ☐ - No	
Public Safety Committee Date: _____		☐ - Approved	☐ - Denied ☐ - Not applicable
Village Board Meeting Date: _____		☐ - Approved	☐ - Denied

Detailed Security Plan Requirements – Appendix A

**Police Department to provide criteria regarding security plan requirements. This would include number of event coordinators required per number of attendees, security requirements when alcohol is served, etc.

Detailed Emergency Management Expectations and Requirements – Appendix B

- Actions to be taken in the event of a fire, hazardous condition, or similar emergency requiring building or tent evacuation.
 - Have an individual call 911, not all facilities that have a fire alarm notify the 911 center. The 911 operator will have several questions but know the Fire & Rescue Department will be notified while questions are being obtained.
 - If amplified music is playing, have the music stop and if possible calmly announce the need to evacuate to the nearest exit.
 - Individuals will need to be designated in assisting in evacuating individuals to the nearest exit. Keep in mind most individuals will attempt to exit the same way they accessed the area. The exit will most likely not be able to handle the number of individuals exiting and have people near the exits to allow them to exit quickly while ushering individuals to the exit.
 - Designate an area of event-goers to an assembly area that is away from the building, fire department vehicle access. We want to allow access for fire trucks and firefighters to address the situation.
 - In the event, an individual is unwilling to exit do not put individuals at risk in attempting to remove the individual. Notify the initial arriving first responders.
- Actions to be taken in the event of a medical emergency.
 - Call 911 to report the incident. The 911 operator will have several questions but know the Fire & Rescue Department will be notified while questions are being obtained.
 - Identify individuals that can assist in getting responders from the entrance of the area to the individual that is in need of medical care. Note more than one vehicle will often respond and maybe several depending on the situation. Having adequate staff to remain in locations to direct additional vehicles responding is preferred.



House Preschool & Child Care



4016 D Terminal Dr. • McFarland, WI

WWW.MADISONTRUCKACCESSORIES.COM

WWW.LINEX.COM

608-838-0879



From: [Adrian, Scott](#)
To: [Brad Czebotar](#); [Matt Schuenke](#)
Date: Wednesday, May 1, 2019 2:47:22 PM

Good afternoon,

County Executive Joe Parisi would like the opportunity to come and address your village board regarding the County removing sediment from a stretch of river between Lakes Monona and Waubesa that is restricting the flow of water through the Yahara Chain of Lakes. This location, one of six sites the County will target in five phases, is a \$2 million initiative to improve water flow, flood storage capacity, and fish and wildlife habitat in the Yahara Lakes.

This initiative will increase the flow of water through the Yahara Chain of Lakes and mitigate future flooding risk. Currently, water comes into the Yahara Chain of Lakes faster than it goes out—taking two inches of rain over two weeks to leave the Yahara Lakes system. The efficient movement of water downstream can be undermined by sediment loading. While sediment movement is a naturally occurring process, accumulation of sediment in the Yahara River and Lakes is greatly increased by human activity, including urban development. It's estimated that over 8.5 million pounds of sediment enters the Yahara River and Lakes each year from urban runoff.

The County's multi-year sediment removal project in the Yahara Lakes will take place in five phases, with each phase carried out as Dane County secures permitting. The first phase, taking place between Lakes Monona and Waubesa, is expected to begin this year and the work will be bid this summer. The County is hoping to remove between two to three feet of sediment about 50 feet wide and approximately 1.75 miles long.

County Executive Parisi would appreciate the chance to visit with your Council at an upcoming meeting to discuss this initiative and flood mitigation proposals. I look forward to working with you to find a mutually beneficial date for Mr. Parisi visit with your city council.

Thank you for your attention to my request; we look forward to visiting.

Scott Adrian
Dane County Executive's Office
(608) 266-2444



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, May 13, 2019

SECTION: Business

DEPARTMENT: Communications & Technology

CONTACT: Stephanie Miller, Comm & Technology Director, Matt Schuenke,
Village Administrator

AGENDA ITEM: Discussion and action regarding the Village Communications Plan.

PREVIOUS ACTION:

The Committee met on April 23, 2019 and was unanimous in recommending acceptance of this plan.

ISSUE SUMMARY:

The Communications and Technology Department working with their Committee has assembled a Communications Plan to help guide and enhance our communication mediums. Several of these areas have already been implemented and other items are being considered for further development. Enclosed is the plan that has been developed and it was desired by the Committee to share with the board and reach agreement on these items as the Department working with the Committee continues to evaluate further implementation of these elements.

FINANCIAL/BUDGET IMPACT:

Cost implications vary by communication medium. Each item contains a brief estimate on cost and in some cases would have to be worked into the budget as desired.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for acceptance.

ATTACHMENTS:

1. Communications Plan_March Draft

Communications Plan (Draft; March 2019)



Statement: The McFarland Communications & Technology Department is here to serve the Village of McFarland public sphere through multiple communication paths. This document is to represent these paths in terms of what each provides, estimated costs they may require, priority it holds, and frequency of utilization.

WEBSITE	Priority Level: High
About: - The main source of Village information outside of face-to-face communication. - Should serve as the anchor of all communication paths. - Ability to contain very in-depth information and documents for review as needed. - Offers various analytics and data. - New website to launch spring of 2019. - Provider: GovOffice LLC.	
Cost(s): \$3530/year	
Dept. Usage Frequency: (content-based) ranges from multiple times per day to once per week	

SOCIAL MEDIA	Priority Level: High
About: - Fastest way to get information out to the public. - Visually appealing. - Promotional tool. - Allows for two-way communication. - Ability to reach large audiences (organically or boosting through additional payment) - Offers various analytics and data. - Tool to highlight Village announcements, Village employees, Community achievements, etc. - Aids to direct people back to Village website. - Provider: Facebook; Instagram; YouTube	
Cost(s): varies; less than \$500/year	
Dept. Usage Frequency: (content-based) daily	

CABLE CHANNEL	Priority Level: Medium
About: - The longest running model for communication; legacy platform. - Information and content broadcasted 24/7 - Allows for live broadcasting of Village meetings, presentations, community events, etc. - Generally, reaches older audience - Relies on help of promoting broadcasts through social media and website - Provider: Charter; TDS	
Cost(s): \$120,000/year	
Dept. Usage Frequency: (content-based) ranges from multiple times per day to once per week	

NEWSLETTER (PRINT - "THE OUTLOOK")	Priority Level: Medium
About: - Traditional, historical communication that focuses on seasonal Village content; longer, more detailed articles. - Reaches all residential addresses in the Village without requiring sign up. (~3500 mailings) - Appeals to older demographic. - Offers advertising space to local businesses at various price points. - Drafting, printing, and mailing are contracted out. - Provider: Communication Concepts (drafting); Heartland Litho (printing/mailing)	
Cost(s): \$4,500/issue release (~\$13,500/year)	
Dept. Usage Frequency: three per year (spring, summer, fall/winter)	

NEWSLETTER (DIGITAL)	Priority Level: Medium
About: - Intention: create an e-newsletter that provides a smaller number of stories in a more concise format. - More releases in comparison to Outlook Newsletter. - Can link back to website. - Appeals to younger demographic and those who prefer to go paperless. - Content ranging from upcoming Village meetings, latest Polco question(s), social media links, links to videos or other promotional content, upcoming community events, reminders/notices. - Not a replacement for the Outlook Newsletter or Thistle. - Provider: Constant Contact	
Cost(s): \$459.00/year (\$38.25/month)	
Dept. Usage Frequency: 1-2 releases per month	

POLCO	Priority Level: Medium
About: - Intuitive app to survey and poll various questions to solicit public input. - Option to embed into other online platforms (website, social media, e-newsletter). - Committees are to generate questions and submit to Comm & Tech for final approval and distribution onto platform. - Guaranteed to have feedback from only residents based on initial sign-up and where they are registered to vote. - Offers public to comment on community issues while having the ability to remain anonymous - Various analytics and data provided	
Cost(s): \$3,000/year	
Dept. Usage Frequency: monthly	

DIGITAL MESSAGE BOARDS	Priority Level: Low
About: - Monitors to display announcements/notices/maps/etc. in Municipal Center - Placed in high traffic area to catch eyes of visitors - Potential to add more; i.e. smaller monitors outside of meeting rooms; additional monitor in lobby; monitor(s) at library - Ability to expand with more content and communicate clearly with visitors	
Cost(s): TBD	
Dept. Usage Frequency: case-by-case basis	

MAILERS & HANDOUTS	Priority Level: Low
About: - Traditional model to convey information physically through mail or in person. - Partnership with other departments to help create, guide, and distribute. - Ability to mass produce and send out to large audience. - Reaches various demographic. - Potential information to send to new residents and businesses.	
Cost(s): TBD	
Dept. Usage Frequency: case-by-case basis	

COMMUNITY CALENDAR	Priority Level: Low
About: - Additional calendar to place on Village website that does not relate to Village Meetings calendar - Potential opportunity for people in community to submit events; final approval by Comm & Tech Dept. - Ability to showcase various community events in McFarland not specifically related to one entity - Would bring more people to website - Potential Provider: Loxi Calendars; Microsoft Outlook	
Cost(s): TBD (Less than \$100/month)	
Dept. Usage Frequency: (content-based) daily to weekly	



COMMUNITY DEVELOPMENT AUTHORITY SUMMARY SHEET

MEETING DATE: Monday, May 13, 2019

SECTION: Business

DEPARTMENT: Community Development

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

AGENDA ITEM: Discussion and action on Resolution 2019-11: A resolution approving a development agreement with Ezra Properties LLC. for the property located at 4703 Terminal Drive.

PREVIOUS ACTION:

The Community Development Authority evaluated this agreement at its meeting on May 1st and unanimously recommended approval subject to the following conditions (with background on each point):

- **Removal of the requirement for the market analysis as part of Phase 1 agreement; however, we reserve the right to apply this requirement to future phases of development** - This was a suggestion of the Attorney reviewing the business plan. The CDA was in favor of such things but at the outset of the project. Future phases depending on their land use might require a market study to which they would apply this requirement.
- **Removal of the requirement for the installation of public infrastructure as part of the Phase 1 agreement; however, we reserve the right to apply this requirement to future phases of development** - This related to the future reconstruction of Terminal Drive and if ever the Village would embark on such a project. It was felt at the present the future of Terminal Drive was too ambiguous, and until a plan came forward on its reconstruction this item would be held for consideration against future phases.
- **Final language changes as proposed and evaluated by the Village Attorney** - The Village Attorney prepared the draft as well as approved all language changes to date, he is agreeable to what is presented in your packet.
- **Final approval of utility plans to the satisfaction of the Village Engineer** - This remains in process and subject to review also by the Public Utilities Committee at their next meeting.
- **Final approval of the Fire and Rescue Department design elements to the satisfaction of the Fire and Rescue Chief** - This step is complete, the Department is agreeable to the plans as presented.
- **Description of development as prepared by the Village Administrator** - This step is complete, the description has been drafted and included in the agreement.

ISSUE SUMMARY:

Enclosed you will find a complete draft with all exhibits of the Development Agreement with Ryan Quam for the redevelopment of the first phase of 4703 Terminal Drive. This is for a 27 unit apartment building and a storage shed with future phases including office buildings and a final apartment project.



There is one technical item of concern being reviewed by the Developer, Village Attorney, and Village Engineer. Typically the PSC requires water mains to be public and provides some instances where they might be private. Our interpretation is that this project requires the water main to be public versus private as was initially proposed in the utility plan. The PSC requires this to ensure customers of the utility are provided water service and with the mains established as a responsibility of the Village, then the local utility can provide for that into the future. If it is privately owned, its hard to address in perpetuity how water service is maintained for those customers. Again, its a technical matter that will be addressed by the Public Utilities Committee at their next meeting and covered (regardless of public or private) under Section B(4). The detailed plan for the Apartment Building has already been approved and the detailed plan for the shed will be considered by the Plan Commission in June.

Again, this agreement is only for the first phase. As new phases come on board this agreement will be amended as is necessary to accommodate such growth when ready.

FINANCIAL/BUDGET IMPACT:

The Developer shall cause to construct at a minimum \$4.2 million 27 unit apartment building that in return will be provided a loan from TID #3 of \$675,000. This loan will be paid back from the tax increment generated by the project prior to the TID's closure.

VILLAGE PLAN REFERENCE:

Tax Increment District #3 Project Plan

ORDINANCE REFERENCE:

None

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The agreement is recommended for approval with the following conditions:

1. Final approval of the utility plans shall be granted by the Public Utilities Committee upon recommendation from the Village Engineer.
2. The proposed shed to be constructed within Phase 1 of the Development requires Detailed Plan approval from the Plan Commission.
3. Final non-material language changes subject to consideration and approval by the Village Attorney and Administrator.

ATTACHMENTS:

1. 2019-11 Ezra Properties Development Agreement
2. Ezra Properties Developer Agreement 05132019 FINAL

RESOLUTION NO. 2019-11

RESOLUTION APPROVING DEVELOPMENT AGREEMENT WITH EZRA PROPERTIES LLC

WHEREAS, Ezra Properties LLC plans to construct a four phase development, a mixed-use project within Tax Incremental District No. 3; and

WHEREAS, the Village wishes to encourage economic development, expand its tax base and create new jobs within the Village; and

WHEREAS, the Agreement to undertake Development attached hereto as Exhibit “A” sets forth the terms and conditions under which the Village would provide for the payment of project costs within Tax Incremental District No. 3 to cover a portion of the costs to be incurred by Ezra Properties LLC for construction of the project; and

WHEREAS, but for the Village’s provision of this financial assistance to reimburse a portion of the development costs of Farwell Place LLC, the proposed project would not occur;

NOW, THEREFORE, BE IT RESOLVED by the Board of the Village of McFarland as follows:

1. The Agreement to undertake Development attached as Exhibit “A” is hereby approved subject to final review and approval of the Village Attorney. Village President, Brad Czebotar, and the Village Clerk, Cassandra Suettinger, are hereby authorized to execute the Agreement on behalf of the Village of McFarland.

The above and foregoing Resolution was duly adopted by the Village Board of the Village of McFarland at a meeting held on May 13, 2019.

APPROVED:

Brad Czebotar, Village President

ATTEST:

Cassandra Suettinger,
Village Clerk/Treasurer

Resolution 2019-11	
MOTION	SECOND
ACTION	DATE
Adopted	
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Adrian	Kryzenske
Brassington	Lytle
Czebotar	Utter
Kolk	
VOTING RESULTS	
Motion Carried:	
Motion Defeated:	

**AGREEMENT TO UNDERTAKE DEVELOPMENT
BY AND BETWEEN THE
VILLAGE OF MCFARLAND AND EZRA PROPERTIES, LLC**

THIS DEVELOPMENT AGREEMENT is entered into as of the 13th day of May, 2019 by and between the Village of McFarland, Wisconsin municipal corporation (the "Village") and Ezra Properties, LLC, a Wisconsin limited liability company (the "Developer").

WITNESSETH:

WHEREAS, §66.1105, Wis. Stats. (the "Tax Increment Law") provides the authority and establishes procedures by which the Village may exercise powers necessary and convenient to carry out the purposes of the Tax Increment Law and to cause project plans to be prepared and to implement provisions and effectuate the purposes of such plans and may finance such development through the use of tax incremental financing; and

WHEREAS, the McFarland Village Board adopted a Resolution creating Tax Incremental District No. 3 (hereinafter referred to as "TID No. 3"), and adopted a project plan (the "Project Plan") therefor, and

WHEREAS, Developer proposes to acquire and redevelop the lands described in Exhibit A (the "Development Site") by constructing in four phases, a mixed-use project comprised of apartment complexes, a storage building and office buildings with an estimated final completed value in the first phase of the improvements of approximately \$4,200,000; and

WHEREAS, the Village desires to encourage economic development and redevelopment, expand its tax base, and to create new jobs within the Village and TID No. 3, which includes the Development Site; and

WHEREAS, as an inducement to Developer to undertake the Development on the Development Site and, in order to achieve the objectives of TID No. 3, the Village intends to provide economic development assistance to Developer to provide for the gap between the Developer's available and borrowed funds and the cost of the Development, in accordance with this Development Agreement; and

WHEREAS, the governing body of the Village has authorized the Village to execute this Development Agreement providing for certain duties and responsibilities of the Village and the Developer relating to Developer's construction of the Development; and

WHEREAS, the Village finds that the redevelopment of the Development Site and the fulfillment of the terms and conditions of this Development Agreement further the goals of the Redevelopment Plan for Redevelopment Area No. 1 of the Village of McFarland and of TID No. 3 by constructing new improvements which will increase the value of the Development Site for property tax purposes and add incremental value to TID No. 3, thus fulfilling public purposes in accordance with state and local law; and

NOW, THEREFORE, in consideration of the promises and mutual obligations of the parties hereto, each of them does hereby covenant and agree with the other as follows:

I. DEFINITIONS; EXHIBITS.

A. **Definitions.** As used in this Development Agreement, the following terms when having an initial capital letter shall have the following meanings:

1. Agreement. This Development Agreement between the Village and Developer, as amended and supplemented from time to time.
2. Developer. Ezra Properties, LLC, and its successors and assigns.
3. Development. The development of a mixed use project comprised of an initial 27-unit residential apartment complex, a dog park and a 2,800 ft² storage building (collectively "Phase I"), and the possibility of two subsequent phases of office/retail development and one final phase including a second multifamily residential development on the Development Site, along with appropriate site enhancements, all as more fully described in Exhibit "B" attached to this Agreement.
4. Eligible Costs. The hard costs of the Development for which the proceeds of the TIF Loan granted under Article II may be used, as set forth in Exhibit "C."
5. Development Site. The land described in Exhibit "A" when owned by Developer.
6. Plans and Specifications. The construction plans and specifications for the Development, as approved by the Village in connection with the redevelopment of the Development Site and the issuance of building permits for the Development.
7. Schedule. The timetable for the submittals and approvals and undertaking of the construction necessary for the Development as set forth in Exhibit "D."
8. TID No. 3. Tax Incremental District No. 3, Village of McFarland, Wisconsin.
9. Tax Increment Law. Wis. Stats. §66.1105, as may be amended from time to time, as such amendments may apply to TID No. 3.
10. Tax Increments. The tax increments derived from the Development which have been received and retained by the Village in accordance with the provisions of the Tax Increment Law.

B. **Exhibits.** The following exhibits are hereby attached to and incorporated into this Agreement:

Exhibit "A"	Development Site
Exhibit "B"	Development Description
Exhibit "C"	TIF Application
Exhibit "D"	Development Schedule
Exhibit "E"	Business Note
Exhibit "F"	Real Estate Mortgage
Exhibit "G"	Guarantees

II. TIF FINANCING

- A. **The TIF Loan.** In order to induce Developer to undertake Phase I of the Development on the Development Site, the Village agrees to provide Developer with economic development assistance through tax increment financing pursuant to Wis. Stats. §66.1105 in an amount up to \$675,000 (the "TIF Loan"). The TIF Loan shall be utilized solely to pay for project costs, as defined in Wis. Stats. §66.1105(2)(f) and as specified in the project plan for TID No. 3 including those identified in Attachment A to the Developer's application for TIF assistance attached hereto as Exhibit C, incurred by Developer for work done at the Development Site for purposes directly related to the redevelopment and construction of the Development. In no event shall any portion of the TIF Loan be used to pay general property taxes or to reimburse the Developer or any other person or entity for the payment of general property taxes. The above amount constitutes the maximum amount of the TIF Loan available for Phase I of the Development. Under no circumstances may the amount of the TIF Loan exceed \$675,000 for Phase I.
- B. The Village's obligation to disburse any amounts of the TIF Loan shall be conditioned upon all of the following:
1. Developer shall have executed a contract with a design professional for architectural and/or engineering services necessary for completion of the Plans and Specifications.
 2. Developer shall have executed and provided to the Village a construction contract (the "Construction Contract") with a contractor for all construction necessary for completion of the first phase of the Development.
 3. Developer shall have entered into a separate agreement with the Village governing the construction, inspection and dedication to the Village of any proposed public infrastructure improvements related to the Development and has recorded an appropriate agreement, restrictive covenant or other instrument providing for the perpetual maintenance of any proposed private stormwater, sanitary sewer, shared driveway or access road, or water distribution facilities serving the Development in a form approved by the Village and enforceable by the Village.
 4. The Developer shall have provided an accepted financing commitment or evidence of available funds in a form acceptable to the Village, agreeing to provide financing or credit enhancement to fund the first phase of the Development.
 5. Developer shall have delivered to the Village certificates of insurance required to be in force by Section II.G. of this Agreement in a form acceptable to and approved by the Village Attorney, along with any policies, endorsements or other documents necessary to confirm the existence of the required coverage, and such coverage remains in effect.
 6. Developer shall have obtained all approvals, permits, and licenses necessary to complete construction of the first phase of the Development, except state approval of the public water main extension, including:
 - i. all zoning, site plan and other approvals required to commence construction;

- ii. all approvals of the Plans and Specifications, including Village approval of plans for public water mains and related facilities;
 - iii. a Village of McFarland building permit.
- 7. Developer shall have the power and authority to enter into this transaction, to execute, deliver and perform this Agreement, to execute and deliver each and every instrument and otherwise to consummate the transaction herein contemplated. Neither the execution, delivery nor the performance of this Agreement by Developer will result in the breach of any of the contract, covenant or agreement or judgment or decree by which Developer is then bound or affected.
- 8. Developer shall not be the subject of any legal proceedings in foreclosure, reorganization, assignment for the benefit of creditors, receivership, bankruptcy or insolvency.
- 9. The Development and the Development Site shall be in full compliance with all applicable State, Federal and local laws, ordinances and regulations, or a compliance plan acceptable to the Village shall be in effect to achieve such compliance.
- 10. The Developer and the Development shall be in full compliance with this Agreement.
- C. The Village agrees, on the terms and subject to the conditions contained in this Agreement, to disburse the TIF Loan to Developer as follows:
 - 1. Twenty percent after satisfactory inspection by the Building Inspector of the footings and foundation for the Development;
 - 2. Thirty percent upon completion of framing in of the Development;
 - 3. Thirty percent upon satisfactory completion of all mechanicals for the Development; and
 - 4. Twenty percent after final inspection and the issuance of a certificate of occupancy by the Building Inspector.
- D. The specific amounts of the TIF Loan shall be disbursed to Developer within 15 business days of receipt by Village from Developer of a written statement itemizing the expenses paid by the Developer for which payment from the TIF Loan is requested, along with the following written documentation reasonably satisfactory to the Village:
 - 1. A copy of the recorded conveyance document and title insurance policy confirming that the Development Site is owned in fee simple by the Developer.
 - 2. A certification signed by the Developer's project engineer certifying that in his or her professional opinion the expenses paid by Developer are fair and reasonable.
 - 3. A written statement in a form reasonably satisfactory to the Village signed by the Developer stating that in his or her professional opinion, the expenses paid are lawful project costs as defined in Wis. Stats. §66.1105(2)(f) and as specified in the project plan for TID No. 3.

4. Documentation demonstrating that lien waivers have been given for each and every contractor, subcontractor and material supplier for all costs incurred for the particular phase of work as specified in Section III.B, above.
 5. Documentation in a form reasonably acceptable to the Village confirming Developer's compliance with the position opening requirements of Wis. Stats. §66.1105(6c).
 6. A fully executed business note for the TIF Loan in the form attached hereto as Exhibit "E."
 7. A fully executed mortgage securing the TIF Loan in the form attached hereto as Exhibit "F."
- E. The Village may withhold any disbursements from Developer at any time Developer is not in compliance with any of its obligations under this Agreement, including, but not limited to its guarantee of the value of the Development Site.
- F. **Subordination.** The Village's rights in the Development Site arising in connection with the TIF Loan shall be subordinate to a first mortgage and related security interests to secure a letter of credit or loan in the original principal sum not to exceed Four Million, Forty-Seven Thousand Five Hundred Dollars (\$4,047,500). Upon reasonable request by Developer or its lender, the Village shall execute a recordable instrument evidencing such subordination. The Village's subordination agreement shall not apply to any subsequent advances made by the first mortgage lender regardless of the terms of the loan documents, without the written consent of the Village.
- G. **Insurance Policies.** Developer shall furnish to the Village certificates of insurance for all insurance policies required to be delivered under this Agreement. The policies shall include the following:
1. A commercial general liability insurance policy against all claims for personal injury, death or property damage for which Developer might be liable, occurring upon, in or about the Development Site to the limit of not less than \$5,000,000 of combined single limit coverage.
 2. A policy insuring the Development Site (including construction in progress), in an amount at least equal to the full replacement value thereof, without deduction for depreciation, against damage or destruction by fire, wind storm and any other loss or damage customarily insured in comparable structures. The minimum insured value shall, in all cases, be at least equal to the guaranteed values for each phase as specified in Section III.C. of this Agreement.

III. DEVELOPMENT OBLIGATIONS.

- A. **Completion of Development.** The Developer shall cause the Development to be constructed in accordance with the Development Description, attached hereto as Exhibit B, the project description contained in Exhibit C and the approved final Plans and Specifications except as modified by written approval of the Village.

- B. **Operation and Management.** Developer shall, prior to entering into a lease for any unit within the Development, and continuing for such time as any portion of the TIF Loan remains unpaid, contract with a professional real estate management company for the pricing, rental and management of the Development.
- C. **Disclaimer of Relationships.** Developer acknowledges that nothing contained in this Agreement or any contract between Developer and the Village or any act by the Village or any third parties shall be deemed or construed by any of the parties or by third persons to create any relationship of third-party beneficiary, principal, or agent; limited or general partnership or joint venture or of any association or relationship involving the Village.
- D. **Guarantee of Tax Increment.**
1. Developer agrees to construct the multi-family residential building and storage structure on the Development Site (the "Phase I Improvements"), and to assure that the fair market value of the Phase I Improvements added to the Development Site as of January 1, 2021, as determined under Wis. Stats. §70.32(1), shall be not less than \$4,200,000, excluding any value attributable to the land. For avoidance of doubt, the minimum required value applies to taxable new Improvements as defined herein, and is independent of and in addition to the value of any existing buildings or structures on the Development Site.
 2. If the taxable fair market value of the Phase I Improvements for the Development, as of January 1, 2021, or as of January 1 of any succeeding year, is less than \$4,200,000.00, Developer shall pay to Village a sum which is the difference between the general property taxes, if any, actually generated by the Development Site in that year and the amount of general property taxes that would have been generated by the Development Site if such Improvements had a taxable fair market value of \$4,200,000.00. Said payment shall be calculated in each year for which the taxable fair market value is less than \$4,200,000 and shall be payable in equal installments on or before January 31 and July 31 next following the year in which the valuation shortfall occurred.
- E. **Personal Guaranty.** The parties acknowledge that the Village is relying on the professional ability and personal investment of Developer and Developer's principal, Ryan Quam, in entering into this Agreement and that such personal involvement is part of the consideration for this Agreement. Ryan Quam (the "Guarantor") agrees to guaranty to the Village the prompt payment and performance of all obligations of Developer under this Agreement. Concurrently with the execution of this Agreement, the Guarantor shall fully execute and provide to the Village documentation of such guarantees in the form attached hereto as Exhibit "G."
- F. **Application of Funds.** Tax increments generated by the Phase I Improvements shall be applied by the Village toward retirement of the TIF Loan identified in Section II.A. of this Agreement until the earliest of (1) the full repayment of the entire balance of the TIF Loan (2) the termination of TID No. 3 or (3) termination of this Agreement by mutual agreement or as a result of a default by Developer.

- G. **Financial Disclosure.** Developer and the Guarantor shall furnish a current financial statement certified to be true, correct and complete effective January 1, 2019, and annually effective each January 1, thereafter until the termination of this Agreement. Such financial statements shall be delivered to the Village by March 31 of each such year. This financial statement shall be deemed to be records obtained under pledge of confidentiality. In the event of an open records request for information regarding this Development, the Village shall immediately give Developer written notice to allow the Developer to seek a protective order or other appropriate remedy.
- H. **Loan Due on Sale.** The loan to Developer shall become fully due and payable upon the transfer of any portion of the Development Site to a third party or upon the transfer of a controlling interest in Developer to any third party. Developer covenants and agrees to notify the Village prior to any such transfer.
- I. **Village Fees.** The residential portion of the development is subject to fees in lieu of parkland dedication and to impact fees. Developer shall pay such fees to the Village at the same time and on the same schedule as other such development in the Village is required to pay such fees.

IV. **REMEDIES.**

- A. **General.** In the event of any default in or breach of this Agreement or any of its terms of conditions by any party hereto or any successor in interest to such party, such party or successor shall have the right to cure or remedy such default or breach within thirty (30) days of written notice thereof, unless a longer term is specified or unless such default or breach requires more than the payment of money to cure and cannot reasonably be cured or remedied within such thirty (30) day period, in which case, no default or breach shall be deemed to exist if the party alleged to be in default immediately commences to cure the default and diligently continues to take such reasonable action as are necessary to effect a complete cure as soon as practicable thereafter. In case such action is not taken or is not pursued as described in the previous sentence, the aggrieved party may institute such proceedings as may be necessary or desirable in its opinion to cure the default or breach, including but not limited to proceedings to compel specific performance by the party in default or breach of its obligations. Nothing in this Agreement shall be construed to, in any way, affect or control the Village's exercise of its police power.
- B. **No Waiver by Delay.** Either party shall have a right to institute such actions or proceedings as it may deem desirable for effectuating the purposes of this Agreement. Any delay by either party in instituting or prosecuting any such actions or proceedings or otherwise asserting its rights under this Agreement shall not operate as a waiver of such rights or deprive it of or limit such rights in any way (it being the intent of this provision that neither party shall feel compelled to institute legal action so as to avoid the risk of being deprived of or limited in the exercise of the remedy provided in this section because of waiver, laches, or otherwise at a time when it may still hope otherwise to resolve the problems created by the default informally); nor shall any waiver made by a party with respect to any specific default by the other party under this section be considered or treated as the waiver of the rights of the non-defaulting party with respect to any other defaults by the defaulting party under this section or with respect to the particular default except to the extent specifically waived in writing.

- C. **Force Majeure.** For the purposes of any provisions of this Agreement, neither Developer and any successor in interest nor the Village shall be considered in breach or default of its obligations with respect to the beginning and completion of construction of the Development or progress in respect thereto to the extent delay in the performance of such obligations is due to unforeseeable causes entirely beyond its control and without its fault or negligence, including but not restricted to acts of God, acts of the public enemy, acts of the federal government, fires, floods, epidemics, quarantine restrictions, unforeseen site conditions, strikes, embargoes, and unusually severe weather or delays of subcontractors due to such causes, it being the purpose and intent of this provision, that in the event of the occurrence of any such forced delay, the times of performance of any of the obligations of Developer with respect to construction of the Development shall be extended for the period of the forced delay.
- D. **Rights and Remedies Cumulative.** The rights and remedies of the parties to this Agreement whether provided by law or provided by the Agreement shall be cumulative and the exercise by any party of any one or more of such remedies shall not preclude the exercise by it at the same or different times of any other such remedies for the same event of default or breach or of any of its remedies for any other event of default or breach by any other party. No waiver made by either such party with respect to the performance, manner, or time thereof or any obligation of any other party or any of the conditions to its obligations under the Agreement shall be considered a waiver of any other rights of the party making the waiver or any other obligations of any other party.
- E. **Cancellation of Insurance.** Developer shall assure that any insurance policies issued hereunder shall provide the Village with 30 days' prior notice of cancellation of any such insurance policy.
- F. **Indemnification.** Developer and its successors and assigns shall indemnify, save harmless and defend the Village and its officers, agents, attorneys, consultants and employees of and from any and all liability as well as from lawsuits, actions, claims, demands, losses, costs, damages and expenses of every kind and description, including attorneys costs and fees, for claims of any character including liability and expenses in connection with the loss of life, personal injury or damage to property or any of them because of injuries or damages received or sustained by any persons or property on account of or arising out of the approval or construction of the Development occasioned wholly or in partly from any act or omission on Developer's part or on the part of Developer's agents, contractors, subcontractors, invitees or employees, at any time.
- V. **NON-DISCRIMINATION.** Developer for itself, its successors, and assigns, agrees that in the performance of all obligations under the terms and conditions of this Agreement that neither the Development nor any portion thereof shall be used by any party in any manner to permit unlawful discrimination or unlawful restriction on the basis of race, creed, ethnic origin or identity, color, gender, marital status, familial status, age, handicap, sexual orientation, or national origin and the construction and operation of the Development shall be in compliance with all laws, ordinances, and regulations relating to discrimination on any of the foregoing grounds as may be in effect from time to time.

VI. GENERAL PROVISIONS.

- A. **Wisconsin Law.** This Agreement shall be deemed to have been made in the State of Wisconsin and its validity, construction, performance, breach, and operation shall be governed by the laws of the State of Wisconsin. No provision of this Agreement shall be construed to require the Village to take any action in violation of law.
- B. **Approvals.** Whenever under this Agreement approvals, authorizations, determinations, satisfactions, or waivers are authorized or required such approvals, authorizations, determinations, satisfactions, or waivers shall be effective and valid only when given in writing by the officers of the Village authorized by law to give such approval and deliver to the party to whom it is directed at the address specified hereunder.
- C. **Parties and Interests: Survival of Agreements.** Except as otherwise expressly provided herein, this Agreement is made solely for the benefit of the parties hereto and no other person, partnership, association, or corporation shall acquire or have any rights hereunder by virtue hereof. All representations and agreements in this Agreement shall remain operative and at full force and effect regardless of any investigation made by or on behalf of any successors and assigns following construction.
- D. **Binding Effect.** The parties respectively bind themselves, their partners, successors, assigns and legal representatives to the other parties to this Agreement, and to the partners, successors, assigns and legal representatives such other parties with respect to all provisions of this Agreement. Each of the Developer's obligations within this Agreement shall run with title to the Development Site and shall be binding on such Developer's heirs, successors and assigns. Either party may record this Agreement or a memorandum providing notice hereof.
- E. **Assignment.** No party may assign its rights and obligations under this Agreement without the written consent of the other.
- F. **Notices.** All notices, demands, certificates, or other communications under this Agreement by any party to any other party shall be sufficiently given or delivered if it is dispatched by registered or certified mail postage pre-paid return receipt requested or delivered personally to the parties at their addresses as follows:
- G.

To Village:
Village Clerk
Village of McFarland
5915 Milwaukee Street
McFarland, WI 53558

To Developer:
Ezra Properties, LLC
4604 Sigglekow Road, Suite A
McFarland, WI 53558

With a copy to:

Allen D. Reuter
Reuter, Whitish & Evans, S.C.
44 E. Mifflin Street
Suite 306
Madison, WI 53703

With a copy to:

Any party may, by written notice to the other parties, designate a change of address or addressees for the purposes aforesaid.

- H. **Counterparts.** This Development Agreement may be executed in any number of counterparts, each of which shall constitute an original.
- I. **Amendments.** This Development Agreement may be supplemented or amended only by written instrument executed by the parties affected by such supplement or amendment.
- J. **Severability.** If any term or provision of this Agreement or any exhibit hereto or the application thereof to any person or circumstance shall, to any extent, be invalid, unlawful, or otherwise unenforceable, the remainder of this Agreement and exhibits or the application of such term or provision to persons or circumstances other than those to which it is determined invalid, unlawful, or otherwise unenforceable shall not be affected thereby and every other term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.
- K. **Captions.** The captions and headings in this Agreement are for convenience only and in no way define, limit, or describe the scope or intent of any of the provisions of this Agreement.
- L. **Reserved Powers.** Developer understands and acknowledges that as a governmental entity, the Village cannot surrender its governmental authority by contract, and nothing in this Agreement shall be construed to preclude or limit the exercise by the Village of any governmental authority vested in it by law.
- M. **Authority of Signatories.** The Developer warrants and represents that the individual(s) signing on behalf of Developer are duly authorized, in the capacity indicated in the signature blocks forming a part of this Agreement, to sign this Agreement on behalf of Developer, and such signatures are sufficient to bind Developer hereto. The individuals so signing make the same warranties and representations in their individual capacities.
- N. **Neutral Construction.** The parties acknowledge that this Agreement is the product of negotiations between the parties and that, prior to the execution hereof, each party has had full and adequate opportunity to have this Agreement reviewed by, and to obtain the advice of, its own legal counsel with respect hereto. Nothing in this Agreement shall be construed more strictly for or against either party because that party's attorney drafted this Agreement or any part hereof.
- VII. ESTOPPEL CERTIFICATES.** The Village shall, within twenty (20) days of receipt of written request in person or written request by mail, furnish promptly a written statement to Developer, addressed to Developer's mortgage lender or potential mortgage lender stating the amount of Developer's remaining liability under this Agreement and whether there are any events of default or circumstances which could with the passage of time become events of default known to the Village and a description of those circumstances which are known to constitute or potentially constitute a default.
- VIII. VILLAGE AUTHORIZATION.** The execution of this Agreement was authorized by Resolution adopted on May 13, 2019 by the Village Board of the Village of McFarland.

Signatures to follow on next page.

IN WITNESS WHEREOF, the parties have executed this Agreement effective as of May 13, 2019.

VILLAGE OF MCFARLAND

By _____
Brad Czebotar, Village President

ATTEST:

Cassandra Suettinger, Clerk-Treasurer

STATE OF WISCONSIN)
) ss.
COUNTY OF DANE)

Personally came before me this _____ day of May 2019, the above-named Brad Czebotar and Cassandra Suettinger, to me known to be the persons who executed the foregoing and acknowledged the same.

*
Notary Public, State of Wisconsin
My Commission: _____

EZRA PROPERTIES, LLC

By: _____
Ryan Quam, Manager

STATE OF WISCONSIN)
) ss.
COUNTY OF DANE)

Personally came before me this _____ day of May 2019, the above-named Ryan Quam, to me known to be the person who executed the foregoing and acknowledged the same.

*
Notary Public, State of Wisconsin
My Commission: _____

EXHIBIT A

DEVELOPMENT SITE

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, TOWNSHIP 7 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.

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.

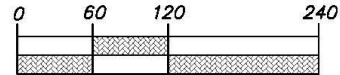
PRELIMINARY

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

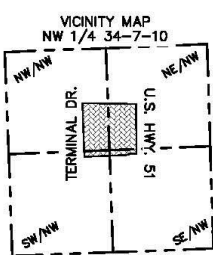
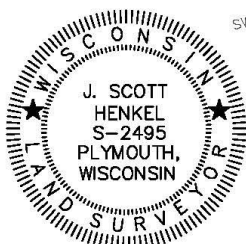
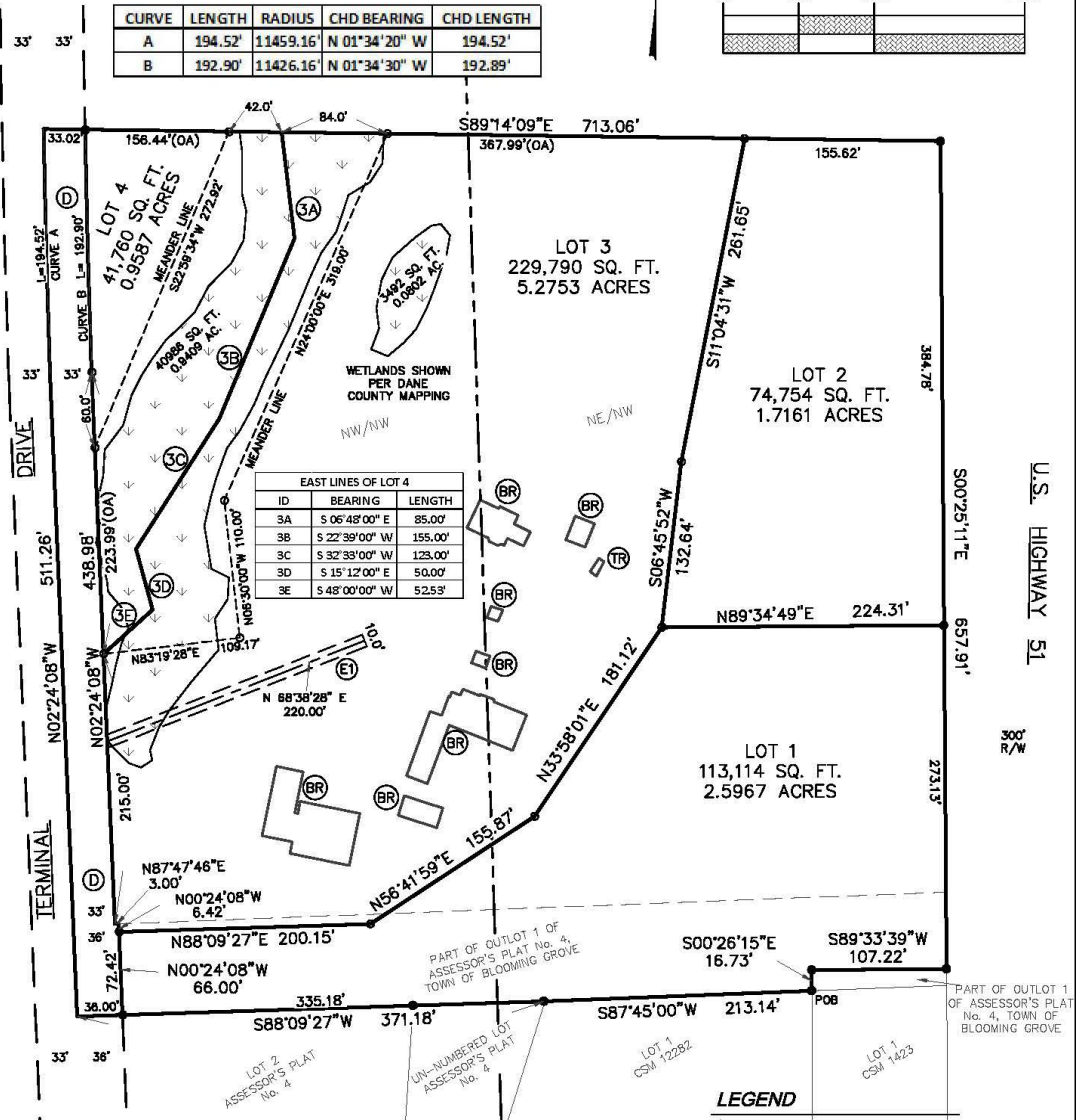
UNPLATTED LANDS

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
 - ① DEDICATED TO THE PUBLIC FOR ROAD PURPOSES. 23,483 SQ. FT. // 0.5391 ACRES
 - (BR) BUILDING TO BE RAZED.
 - (TR) 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 Haglund
Mapped by J. Scott Henkel
SINGLEKOW ROAD
1"=2000 FEET
Rev. 5/7/19

EXHIBIT B DEVELOPMENT DESCRIPTION

Existing Site

The property is located at 4703 Terminal Drive and is comprised of two lots totaling approximately 11.1 acres. The site is currently occupied by a single-family residence, a garage and several outbuildings with significant outdoor storage of used vehicles and equipment. The property is bounded on the west by Terminal Drive and on the east by the USH 51 right-of-way.

Proposed Development

The Development required by this Agreement consists of general site grading to facilitate the construction required hereby and the additional 3 proposed phases of development on the Development Site. The Developer shall also construct the Phase I improvements, which shall consist of the following:

- A 27-unit residential apartment building constructed with premium grade construction materials substantially as described in the Developer's applications for development and financing approvals, including underground parking facilities;
- A 2,800 ft² storage building;
- A dog park;
- A dog washing station;
- A boardwalk creek crossing;
- Landscaping improvements;

The Developer shall also assure that promptly upon completion of construction of the storage building, but in no event later than May 1, 2020, all vehicles and equipment stored on the Development Site shall be removed from the Development Site or stored within a completely enclosed building. This provision does not apply to properly licensed motor vehicles or construction equipment used by Developer's contractors, subcontractors, engineers, architects, tenants or employees in connection with the construction on, or operation of, the Development Site.

The Developer has guaranteed that the first phase of the Development described above will result in an additional \$4,200,000 in taxable fair market value on the Development Site.

Building Details

The apartment building will be constructed to accommodate 27 units within three vertical stories of construction. The units will range in bedroom size and square footage according to the floor plans previously submitted to the Village by Developer, but will all have access to the same common areas and amenities provided for within the Development.

The underground garage includes 28 underground parking stalls, unit storage areas, and refuse area. Phase I of the Development will also provide 26 above-ground parking stalls.

EXHIBIT C
TIF LOAN APPLICATION

**TAX INCREMENT FINANCING
DEVELOPMENT INCENTIVES
APPLICATION**



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

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

A. APPLICANT INFORMATION

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

Applicant: Ezra Properties, LLC

Mailing Address: 4604 Siggelkow Road, McFarland, WI 53558

Primary Contact: Ryan Quam

Telephone: (608)838-7750

Email: rquam@quamengineering.com

Fax: (608)838-7752

Legal Entity: ☐ Individual(s)

☐ Joint Tenants

☐ Tenants in Common

☐ Corporation

☒ LLC

☐ Partnership

☐ Other: _____

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

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

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

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

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

Name	Title/Company	Email	Phone #
------	---------------	-------	---------

B. PROPERTY INFORMATION

Parcel(s) Address: 4703 Terminal Drive

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

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

If no, current owner is: RCA Trust

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

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

Total Lot Size: 457,380 square feet

Parcel Contains Existing Buildings? ☐ No ☒ Yes

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

Most recent property assessment (PA):

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

Existing Uses: Residence and Storage

Existing Zoning: Commercial

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

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

Will a zoning change be requested? ☐ No ☒ Yes

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

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

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

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

If yes, explain: _____

C. PROJECT/BUSINESS INFORMATION

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

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

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

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

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

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

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

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

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

Describe the project schedule.

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

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

Preliminary Construction Completion Date: May 31, 2020

Date Occupied or Opened: May - June 1, 2020

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

Estimated equalized assessed valuation after project completion (EAV)

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

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

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

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

Additional increment (B-A) = \$ 100000

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

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

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

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

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

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

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

Do similar businesses/uses already exist in McFarland?

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

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

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

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

\$0-\$19,000

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

\$20,000-\$39,000

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

\$40,000-\$59,000

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

\$60,000+

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

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

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

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

☐ No ☐ Yes

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

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

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

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

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

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

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

D. TIF REQUEST

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

State the form of incentives requested:

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

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

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

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

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

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

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

E. PROJECT BUDGET AND FINANCIAL STRATEGY

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

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

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

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

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

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

Grant Sources: _____ Grant Amount: _____

Grant Officer: _____ Phone _____ Email _____

Application Status: _____

Date of Grant Announcement: _____

F. APPLICANT CERTIFICATION AND ACKNOWLEDGEMENT

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

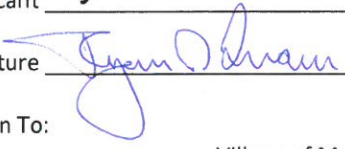
I certify that the information contained in this application is, to the best of my knowledge, true and correct. I agree to notify the Village, in writing, of any changes that materially affect the accuracy of this statement. I authorize the Village or its agents to verify the information provided in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

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

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

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

Applicant Ryan D. Quam Title Managing Member

Signature  Date Jan. 7, 2019

Return To:

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

PHASE 1 APARTMENT BUILDING

TIF Eligible Costs Estimate - Phase 1 Apartments

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

PHASE 1 APARTMENT BUILDING

Costs Estimate

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

PHASE 1 APARTMENT BUILDING

Building Items (Interior, Exterior, and Lighting)

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



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

January 4, 2019

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

RE: Ryan Quam / Entity TBD
Terminal Dr Redevelopment Project

To Whom it May Concern:

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

Sincerely,

STATE BANK OF CROSS PLAINS

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

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

Yeah, we can do that.

EXHIBIT D
DEVELOPMENT SCHEDULE (PHASE I)

July 1, 2019 – August 31, 2019	Site grading
	Utilities
	Parking lot and driveway
September 1, 2019 - September 30, 2019	Foundation and concrete walls
	Spancrete delivery and installation
	Rough Framing
	Rough plumbing, heating, electrical, fire protection
	Roofing
	Building insulation
	Masonry
	Drywall and painting
May 1, 2020 – May 31, 2020	Siding
	Finish carpentry, plumbing heating, electrical
	Finish landscaping
	Floor coverings, appliances, countertops, mini-blinds, exterior signage
	Punch list and final cleanup

EXHIBIT E
BUSINESS NOTE

State Bar of Wisconsin Form 16-2003
FIXED RATE NOTE

Document Number

Document Name

For value received, the undersigned ("Borrower"), jointly and severally if more than one, promises to pay to the order of the Village of McFarland, a Wisconsin municipal corporation ("Holder") the principal sum of \$ 675,000.00 together with interest on the unpaid principal balance from the date of this note ("Note") at the rate of 3.25 % per annum until this Note is paid in full. Interest shall be computed semi-annually on each payment date based on a 360 day year. Payment shall be made as follows:

CHOOSE ONE OF THE FOLLOWING OPTIONS; ONLY ONE SHALL APPLY:

- ☐ A. **Single Payment.** In one payment on _____, plus interest payable _____.
- ☐ B. **Installments of Principal and Interest.** In _____ equal payments of \$ _____ due on _____, and on the same day of each _____ month thereafter, plus a final payment of the unpaid principal and interest due on _____.
- ☐ C. **Installments of Interest Only.** In payments of interest of _____ due on _____, and on the same day of each _____ month thereafter, plus a final payment of the unpaid principal due plus accrued interest on _____.
- ☒ D. **Other.** Payments shall be made as provided in Addendum A.

Payments shall be made to Holder at 5915 Milwaukee Street, McFarland, WI 53558 or such other location as Holder shall designate by written notice to Borrower.

CHOOSE THE FOLLOWING, IF APPLICABLE:

- ☐ On execution of this Note, Borrower will prepay interest to _____.

CHOOSE ONE OF THE FOLLOWING OPTIONS; IF NEITHER IS CHOSEN, OPTION A SHALL APPLY:

- ☒ A. This Note may be prepaid in whole or part without premium or penalty at any time.
- ☐ B. There may be no prepayment of principal without permission of Holder.

CHOOSE ONE OF THE FOLLOWING OPTIONS; IF NEITHER IS CHOSEN, OPTION A SHALL APPLY:

- ☒ A. Any prepayment shall be applied to principal in the inverse order of maturity and shall not delay the due dates or change the amount of the remaining payments until the unpaid balance of principal and interest is paid in full.
- ☐ B. In the event of any prepayment, this Note shall not be treated as in default with respect to payment so long as the unpaid balance of principal and interest (and in such case accruing interest shall be treated as unpaid principal) is less than the amount that said indebtedness would

have been had the payments been made as specified above; provided that payments shall continue in the event of credit of any proceeds of insurance or condemnation, the condemned premises being thereafter excluded from any mortgage given as security for this Note.

Holder may grant renewals or extensions or otherwise modify the terms of this Note or any instrument securing this Note without affecting the liability of Borrower or any guarantor of this Note.

If Borrower fails to pay any installment payable hereunder within 15 days after it becomes due or if any other default, including a default under any security for this Note, is not cured within 15 days after notice of default is mailed to Borrower, Holder may at its option and without further notice accelerate the amount due under the Note and declare it immediately due and payable. If any installment payable hereunder is delinquent more than 15 days, Borrower shall pay a late charge to Holder of 5% of the delinquent amount. Borrower shall pay all costs and expenses, including reasonable attorney fees, of collection and enforcement of any security for the Note, unless prohibited by law.

Other provisions: See Addendum A

Presentment, protest and notice of dishonor are hereby waived.

This Note is secured by a mortgage against the property described in Addendum A and personal guaranty.

Dated _____.

Ezra Properties, LLC.

_____(SEAL)_____(SEAL)
*Ryan Quam, Manager *

GUARANTY

The undersigned, for valuable consideration, hereby guarantees payment of all sums due and to become due under the above Note, including (without limitation) principal, interest and costs and expenses of collection.

Dated _____.

GUARANTOR:

_____(SEAL)_____(SEAL)
*Ryan Quam *

NOTE: THIS IS A STANDARD FORM. ANY MODIFICATIONS TO THIS FORM SHOULD BE CLEARLY IDENTIFIED.
FIXED RATE NOTE STATE BAR OF WISCONSIN FORM NO. 16-2003

* Type name below signatures.

ADDENDUM TO BUSINESS NOTE

Borrower: Ezra Properties, LLC

Lender: Village of McFarland

Date: _____, 2019

Borrower guarantees that the Development that is the subject of this loan shall have new Improvements with a fair market value which, on January 1, 2021, pursuant to Wis. Stats. §70.32(1), shall be no less than Four Million Two Hundred Thousand Dollars (\$4,200,000.00). If the new Improvements of the Development have a fair market value as of January 1, 2021 or as of January 1, of any succeeding year of less than \$4,200,000.00, Borrower shall pay to the Village of McFarland a sum which is the difference between the general property taxes, if any, actually received by the Lender with respect to the Development and the amount of general property taxes that would have been received on Development with such new Improvements having a fair market value of \$4,200,000.00 ("Deficit Payments"). Such Deficit Payment shall be made for each such year that a shortfall exists in the taxable fair market value. The payments due above shall be made by the Maker in two equal payments; the first on or before January 31, and the balance on or before July 31, of each year such taxes are due.

Property tax payments relating to the new Improvements in the Development received by the Lender during the term of Tax Incremental District No. 3, Village of McFarland, as well as any Deficit Payments timely paid, shall be applied to reduce the balance due on this Note.

This Business Note shall mature and become fully payable on the earlier of January 31, 2028 or the conveyance of any part of the property mortgaged as security for this Note by Borrower to a third party or upon transfer of a controlling interest in the Borrower to a third party.

This Business Note is further subject to the terms and conditions of the Agreement to Undertake Development by and between the Village of McFarland and Ezra Properties, LLC dated _____, 2019 (the "Agreement").

Capitalized terms not otherwise defined in this Business Note shall have the meaning set forth in the Agreement.

EXHIBIT F

REAL ESTATE MORTGAGE

State Bar of Wisconsin Form 21-
2003 **MORTGAGE**

Document Number

Document Name

Ezra Properties, LLC, a Wisconsin limited liability company,

("Mortgagor," whether one or more) mortgages to the Village of
McFarland, a Wisconsin municipal corporation
its successors or assigns ("Mortgagee," whether one or more), to
payment of \$675,000.00 evidenced by a note or notes, or
obligation ("Obligation")
executed by Ezra Properties, LLC

to Mortgagee, and any extensions, renewals and modifications of the
Obligation and refinancings of any such indebtedness on any terms
whatsoever (including increases in interest) and the payment of all other
sums, with interest, advanced to protect the Property and the security of
this Mortgage, and all other amounts paid by Mortgagee hereunder, the
following property, together with all rights and interests appurtenant
thereto in law or equity, all rents, issue and profits arising therefrom,
structures, improvements and fixtures located thereon, in
County, State of Wisconsin ("Property"):

See Addendum for legal description.

Recording Area

Name and Return

Village of McFarland
5915 Milwaukee Street
McFarland, WI 53558
Attn: Community Development Dir.

154/0710-342-8200-4 / 154/0710-342-8220-0

Parcel Identification Number

This is not homestead
(is) (is not)

This is not a purchase money
(is) (is not)

1. **MORTGAGOR'S COVENANTS.**

a. **COVENANT OF TITLE.** Mortgagor warrants title to the Property, except restrictions and easements of record, if any, and further excepting: municipal and zoning ordinances.

b. **FIXTURES.** Any property which has been affixed to the Property and is used in connection intended to become a fixture. Mortgagor waives any right to remove such fixture from the Property which is subject to this Mortgage.

c. **TAXES.** Mortgagor promises to pay when due all taxes and assessments levied on the upon Mortgagee's interest in it and to deliver to Mortgagee on demand receipts showing such payment.

d. **INSURANCE.** Mortgagor shall keep the improvements on the Property insured against loss or occasioned by fire, extended coverage perils and such other hazards as Mortgagee may require, without co-insurance, through insurers approved by Mortgagee, in the amount of the full replacement value of the improvements on the Property. Mortgagor shall pay the insurance premiums when due. The policies shall contain the standard mortgage clause in favor of Mortgagee, and evidence of all policies covering the Mortgagor shall promptly give notice of loss to insurance companies and Mortgagee. Unless Mortgagor and

otherwise agree in writing, insurance proceeds shall be applied to restoration or repair of the Property damaged, provided Mortgagee deems the restoration or repair to be economically feasible.

e. **OTHER COVENANTS.** Mortgagor covenants not to commit waste nor suffer waste to be on the Property, to keep the Property in good condition and repair, to keep the Property free from future liens superior to the lien of this Mortgage and to comply with all laws, ordinances and regulations affecting the Property. Mortgagor shall pay when due all indebtedness which may be or become secured at any time by a mortgage or other lien on the Property superior to this Mortgage and any failure to do so shall constitute a default under this Mortgage.

2. **DEFAULT AND REMEDIES.** Mortgagor agrees that time is of the essence with respect to payment of principal and interest when due, and in the performance of the terms, conditions and covenants contained herein or in the Obligation secured hereby. In the event of default, Mortgagee may, at its option, declare the whole amount of the unpaid principal and accrued interest due and payable, and collect it in a suit at law or by foreclosure of this Mortgage or by the exercise of any other remedy available at law or equity. If this Mortgage is subordinate to a superior mortgage lien, a default under the superior mortgage lien constitutes a default under this Mortgage.

3. **NOTICE.** Unless otherwise provided in the Obligation secured by this Mortgage, prior to any acceleration (other than under paragraph 9, below) Mortgagee shall mail notice to Mortgagor specifying: (a) the default; (b) the action required to cure the default; (c) a date, not less than 15 days from the date the notice is mailed to Mortgagor by which date the default must be cured; and (d) that failure to cure the default on or before the date specified in the notice may result in acceleration.

4. **EXPENSES AND ATTORNEY FEES.** In case of default, whether abated or not, all costs and expenses, including, but not limited to, reasonable attorney fees, to the extent not prohibited by law shall be added to the principal, become due as incurred, and in the event of foreclosure be included in the judgment.

5. **FORECLOSURE WITHOUT DEFICIENCY.** Mortgagor agrees to the provisions of Sections 846.101 and 846.103, Wis. Stats., as may apply to the Property and as may be amended, permitting Mortgagee in the event of foreclosure to waive the right to judgment for deficiency and hold the foreclosure sale within the time provided in such applicable Section.

6. **RECEIVER.** Upon default or during the pendency of any action to foreclose this Mortgage, Mortgagor consents to the appointment of a receiver of the Property, including homestead interest, to collect the rents, issues and profits of the Property during the pendency of such an action, and such rents, issues and profits when so collected shall be held and applied as the court shall direct.

7. **WAIVER.** Mortgagee may waive any default without waiving any other subsequent or prior default by Mortgagor.

8. **MORTGAGEE MAY CURE DEFAULTS.** In the event of any default by Mortgagor of any kind under this Mortgage or any Obligation secured by this Mortgage, Mortgagee may cure the default and all sums paid by Mortgagee for such purpose shall immediately be repaid by Mortgagor with interest at the rate then in effect under the Obligation secured by this Mortgage and shall constitute a lien upon the Property.

9. **CONSENT REQUIRED FOR TRANSFER.** Mortgagor shall not transfer, sell or convey any legal or equitable interest in the Property (by deed, land contract, option, long-term lease or in any other way) without the prior written consent of Mortgagee, unless either the indebtedness secured by this Mortgage is first paid in full or the interest conveyed is a mortgage or other security interest in the Property, subordinate to the lien of this Mortgage. The entire indebtedness under the Obligation secured by this Mortgage shall become due and payable in full at the option of Mortgagee without notice, which notice is hereby waived, upon any transfer, sale or conveyance made in violation of this paragraph. A violation of the provisions of this paragraph will be considered a default under the terms of this Mortgage and the Obligation it secures.

10. **ASSIGNMENT OF RENTS.** Mortgagor hereby transfers and assigns absolutely to Mortgagee, as security, all rents, issues and profits which become or remain due (under any form of agreement for use or occupancy of the Property or any portion thereof), or which were previously collected and remain subject to Mortgagor's control following any default under this Mortgage or the Obligation secured hereby and delivery of notice of exercise of this assignment by Mortgagee to the tenant or other user(s) of the Property in accordance with the provisions of Section 708.11, Wis. Stats, as may be amended. This assignment shall be enforceable with or without appointment of a receiver and regardless of Mortgagee's lack of possession of the Property.

11. **ENVIRONMENTAL PROVISION.** Mortgagor represents, warrants and covenants to Mortgagee that (a) during the period of Mortgagor's ownership or use of the Property no substance has been, is or will be present, used, stored, deposited, treated, recycled or disposed of on, under, in or about the Property in a form, quantity or manner which if known to be present on, under, in or about the Property would require clean-up, removal or other remedial action ("Hazardous Substance") under any federal, state or local laws, regulations, ordinances, codes or rules ("Environmental Laws"); (b) Mortgagor has no knowledge, after due inquiry, of any prior use or existence of any Hazardous Substance on the Property by any prior owner or person using the Property; (c) without limiting the generality of the foregoing, Mortgagor has no knowledge, after due inquiry, that the Property contains asbestos, polychlorinated biphenyl components ("PCBs") or underground storage tanks; (d) there are no conditions existing currently or likely to exist during the term of this Mortgage which would subject Mortgagor to any damages, penalties, injunctive relief or clean-up costs in any governmental or regulatory action or third-party claims relating to any Hazardous Substance; (e) Mortgagor is not subject to any court or administrative proceeding, judgment, decree, order or citation relating to any Hazardous Substance; and (f) Mortgagor in the past has been, at the present is and in the future will remain in compliance with all Environmental Laws. Mortgagor shall indemnify and hold harmless Mortgagee from all loss, cost (including reasonable attorney fees and legal expenses), liability and damage whatsoever directly or indirectly resulting from, arising out of or based upon (i) the presence, use, storage, deposit, treatment, recycling or disposal, at any time, of any Hazardous Substance on, under, in or about the Property, or the transportation of any Hazardous Substance to or from the Property, (ii) the violation or alleged violation of any Environmental Law, permit, judgment or license relating to the presence, use, storage, deposit, treatment, recycling or disposal of any Hazardous Substance on, under, in or about the Property, or the transportation of any Hazardous Substance to or from the Property, or (iii) the imposition of any governmental lien for the recovery of environmental clean-up costs expended under any Environmental Law. Mortgagor shall immediately notify Mortgagee in writing of any governmental or regulatory action or third-party claim instituted or threatened in connection with any Hazardous Substance on, in, under or about the Property.

12. **SECURITY INTEREST ON FIXTURES.** To further secure the payment and performance of the Obligation, Mortgagor hereby grants to Mortgagee a security interest in:

CHOOSE ONE OF THE FOLLOWING OPTIONS; IF NEITHER IS CHOSEN, OPTION A SHALL APPLY:

- ☐ A. All fixtures and personal property located on or related to the operations of the Property whether now owned or hereafter acquired.
- ☐ B. All property listed on the attached schedule.

This Mortgage shall constitute a security agreement within the meaning of the Uniform Commercial Code with respect

to those parts of the Property indicated above. This Mortgage constitutes a fixture filing and financing statement as those

terms are used in the Uniform Commercial Code. This Mortgage is to be filed and recorded in the real estate records of

of the record owner of the land is the debtor; (5) the legal name and address of the debtor are _____;

(6) the state of organization and the organizational identification number of the debtor (if applicable) are _____;

(7) the address of the secured party is _____.

13. **SINGULAR; PLURAL.** As used herein, the singular shall include the plural and any gender shall include genders.

14. **JOINT AND SEVERAL/LIMITATION ON PERSONAL LIABILITY.** The covenants of this Mortgage set forth herein shall be deemed joint and several among Mortgagors, if more than one. Unless a Mortgagor is obligated on the Obligation secured by this Mortgage, Mortgagor shall not be liable for any breach of covenants contained in this Mortgage.

15. **INVALIDITY.** In the event any provision or portion of this instrument is held to be invalid or unenforceable, this shall not impair or preclude the enforcement of the remainder of the instrument.

16. **MARITAL PROPERTY STATEMENT.** Any individual Mortgagor who is married represents that the obligation evidenced by this instrument was incurred in the interest of Mortgagor's marriage or family.

Dated _____ .

Ezra Properties, LLC

_____ (SEAL)	_____ (SEAL)
* Ryan Quam, Manager	*
_____ (SEAL)	_____ (SEAL)
*	*

AUTHENTICATION

Signature(s) _____

authenticated _____

* _____
TITLE: MEMBER STATE BAR OF WISCONSIN
(If not, _____
authorized by Wis. Stat. §
706.06)

THIS INSTRUMENT DRAFTED
Allen D. Reuter, Attorney at law
Madison, Wisconsin

ACKNOWLEDGMENT

STATE OF WISCONSIN)
) ss.
DANE COUNTY)
Personally came before me _____,
the above- Ryan Quam
_____ to me known to be the person(s) who executed the
foregoing instrument and acknowledged the same.

* _____
Notary Public, State of Wisconsin
My Commission (is permanent) _____)

(Signatures may be authenticated or acknowledged. Both are not necessary.)
NOTE: THIS IS A STANDARD FORM. ANY MODIFICATIONS TO THIS FORM SHOULD BE CLEARLY IDENTIFIED.
MORTGAGE STATE BAR OF WISCONSIN FORM NO. 21-2003
* Type name below signatures.

ADDENDUM

Legal Description of Mortgaged Property

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, TOWNSHIP 7 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.

EXHIBIT G
GUARANTEES

**UNLIMITED LOAN GUARANTY AGREEMENT
(RYAN QUAM)**

FOR GOOD AND VALUABLE CONSIDERATION, the receipt and sufficiency of which is hereby acknowledged by each of the undersigned, and to enable **EZRA PROPERTIES, LLC**, a Wisconsin limited liability corporation ("Debtor") to obtain tax incremental financing (TIF Loan) in the amount of \$675,000 evidenced by a Business Note (the "Note"), and which was secured by a Real Estate Mortgage executed by Debtor in favor of the Village (the "TIF Mortgage") from the Village of McFarland, a Wisconsin municipal corporation (the "Village") for Phase I of the Development as set forth in the Agreement to Undertake Development by and between the Village of McFarland ("Village") and Ezra Properties, LLC ("Developer"), dated _____, 2019 (the "Agreement") and to receive a subordination from the Village of the TIF Loan to Debtor's Lender State Bank of Cross Plains, the undersigned hereby unconditionally and irrevocably guarantees the full and prompt payment to the Village of any and all indebtedness, liabilities, payments and obligations of every nature and kind of Debtor to the Village represented by the Note and the TIF Mortgage which may hereafter be owing or due, under said loan and the undersigned also agrees to pay in addition thereto, all costs, expenses and reasonable attorneys' fees at any time paid or incurred by the Village in endeavoring to collect said indebtedness, liabilities and obligations, and in and about enforcing this instrument (collectively, the "Indebtedness").

The undersigned warrants to the Village that he is presently able to pay his debts as they become due and that the making of this Guaranty or the payment of any debt encompassed by this Guaranty shall not cause the undersigned to become insolvent or impair its ability to pay any debt which it has incurred, intends to incur or reasonably believes it will incur as it becomes due. The undersigned agrees that its liability under this Guaranty shall not be extinguished unless and until both (a) all of the Indebtedness hereby guaranteed has been paid in full by actual payment, and (b) the preference period applicable to the payment of such indebtedness has expired without any bankruptcy or fraudulent transfer proceeding being brought by or against any of the undersigned or Debtor, and no collateral given for this Guaranty shall be required to be released until both of such conditions have been met. If the Village is required to refund any payments as a result of any insolvency, bankruptcy or fraudulent transfer proceeding, the undersigned's obligations evidenced by this Guaranty shall continue in effect and the undersigned shall be obligated to repay the Village for any such payment so voided or nullified.

The undersigned agrees that his liability hereunder shall in no way be affected or impaired, nor shall it be discharged, in whole or in part, by any of the following occurrence:

(1) the death, incompetency, insolvency, bankruptcy, litigation, dissolution or withdrawal of Debtor or of any guarantor; or (2) renewal, refinancing or extension of the time of the payment of the principal amount of, or any installment or installments of the TIF Loan from the Village; or (3) acceptance by the Village of part payment of the principal amount of, or any installment of the TIF Loan; or (4) release, surrender, sale, exchange or substitution by the Village of all or any part of the collateral of Debtor or of any other guarantor; or (5) release by the Village of any guarantors and/or the acceptance of additional guarantors; or (6) failure of the Village to perfect any security interest in the collateral for the loan or of any guarantor or to record or register any lien or encumbrance thereon; or (7) unenforceability of any document or instrument executed by the Village or the Debtor. The liability of the Guarantor hereunder shall be a continuing liability and shall not be affected by (nor shall anything herein contained be deemed to be a limitation upon) the amount of credit which may be extended to Debtor, the number of transactions with Debtor, repayments by Debtor to the Village, or the allocation by the Village of repayments by Debtor, it being the understanding of the Guarantor that Guarantor's liability shall continue hereunder so long as there are any unsatisfied obligations

from Debtor to the Village pursuant to the TIF Loan or any extensions thereof. The discharge of Debtor's obligations to repay the aforesaid loan, which discharge is a result of any bankruptcy proceeding filed by or against Debtor, shall not diminish, release or impair the obligations of the undersigned under this Loan Guaranty Agreement. The undersigned specifically agrees that in the event of the foreclosure of the TIF Mortgage and in the event of a deficiency resulting therefrom, the undersigned shall be and hereby is expressly made liable to the Village for the amount of such deficiency notwithstanding any provision of the laws of the State of Wisconsin which may prevent the Village from enforcing such deficiency against Debtor, its successors or assigns.

This Guaranty is a guaranty of payment and performance and not of collectability. It is expressly agreed by the undersigned that it shall not be necessary for the Village to proceed first against the Debtor (or to liquidate or foreclose upon any collateral) before proceeding to enforce this guaranty or as a condition to payment or performance by guarantor hereon.

The undersigned agrees that all indebtedness, liability or liabilities now or at any time or times hereafter owing by Debtor, other than obligations incurred in the ordinary course of Debtor's business, to any of the undersigned are hereby subordinated to the obligations guaranteed hereunder, and any payment of indebtedness of the Debtor to any of the undersigned, if the Village so requests, at any time an Event of Default shall exist and be continuing under the terms of the aforesaid loan, shall be received by the undersigned as trustee for the Village on account of the obligations guaranteed hereunder. The undersigned agrees that the payment of any amount or amounts by any of the undersigned pursuant to this Loan Guaranty Agreement which does not result in payment in full of all obligations of Debtor to the Village guaranteed hereunder shall not in any way entitle any of the undersigned whether at law, in equity or otherwise to any right to participate in any security held by the Village for the payment of the obligations guaranteed hereunder, any right to direct the application or disposition of any such security or any right to direct the enforcement of any such security. In the event a right of action and claim has arisen under this Loan Guaranty Agreement in case of the pendency of any receivership, insolvency, liquidation, bankruptcy, reorganization, arrangement, adjustment, composition or other judicial proceeding relative to any of the undersigned or the property of any of the undersigned, the Village shall be entitled and empowered, by intervention in such proceedings or otherwise: (a) to file and prove a claim for the whole amount of the Indebtedness guaranteed and to file such other papers or documents as may be necessary or advisable in order to have the claims of the Village (including any claim for the reasonable compensation, expenses, disbursements and advances of the Village and the Village's agents and counsel) allowed in such judicial proceeding; and (b) to collect and receive any monies or other property payable or deliverable on any such claims.

The undersigned waives demand, notice of dishonor, presentment for payment, diligence in collection, acceptance of this guaranty and notice of any adverse change in the financial condition of Debtor or any guarantor or of any other fact that might materially increase the risk of the guarantor hereon. This guaranty shall be binding upon the undersigned and upon the heirs, legal representatives, successors and assigns of the undersigned, and shall inure to the benefit of the Village, its successors and assigns. The validity and construction of this guaranty shall be governed by the laws of the State of Wisconsin. If any provision of this Guaranty shall be declared invalid, unenforceable, or illegal, that part will not affect the validity, enforceability or legality of any other provision contained herein. The Loan Guaranty Agreement is executed at the same time as the aforesaid note.

This Guaranty constitutes a separate and independent contract with and obligation to the Village, and the undersigned recognizes and intends that this Guaranty be a separate source of repayment of the Indebtedness hereby guaranteed. Therefore, to induce the Village to make the TIF Loan to the Debtor and to subordinate the above-referenced TIF Mortgage with the knowledge and

intention that the Village rely upon these presents in so doing, the undersigned agrees that recourse may be obtained against the undersigned for the repayment of all or any outstanding portion of said indebtedness prior to, concurrently with or after any action, proceeding, settlement or other means by which the Village may from time to time elect to recover said indebtedness; that in no event shall the Village be deemed to have elected any remedy which precludes or impairs its ability to proceed against the undersigned hereunder; and that this Guaranty may be enforced prior to, concurrently, with or after any action against Debtor and shall survive any foreclosure, sheriff sale pursuant to foreclosure or sale on execution, trustee's sale or deed in lieu of foreclosure, deed in lieu of sheriff sale, or deed in lieu of trustee's sale of any personal or real property encumbered or to which any judgment or other lien attaches to satisfy said indebtedness. In particular, this Guaranty shall survive as an independent contractual obligation any public or trustee's sale under a mortgage with power of sale or deed of trust, despite any statutory provision which otherwise prohibits any deficiency judgment, extinguishes the Indebtedness secured thereby, or otherwise relieves Debtor from further liability, the undersigned hereby recognizing and agreeing that their liability hereunder is not conditioned in any manner upon the existence of such liability of Debtor, and for such purposes the undersigned, while not waiving their rights of subrogation as such, hereby waives any defense to their obligations hereunder which is based upon the impairment of their ability to obtain any redress against Debtor through indemnification, subrogation, reimbursement, contribution or otherwise as a result of a foreclosure or trustee's sale, including, without limitation, any defense that such subrogation or similar rights were abrogated by any acts or omissions of the Village (excepting only such defenses which assert that the Village intentionally abrogated the undersigned's subrogation or similar rights for no legitimate purpose other than to deprive the undersigned of such rights; it being understood and agreed that abrogation of such rights of the undersigned solely as a result of the operation of law resulting from the Village's legitimate actions may not be the subject of any such defense). Upon payment in full of the obligations of Debtor to the Village guaranteed hereunder, the Village shall, upon the request of the undersigned, assign to the undersigned all of its rights against Debtor and all evidence of such rights, including, without limitation, notes, mortgages and all other related security documentation.

Guarantor acknowledges that he is an owner of the Debtor, and as a result thereof, Guarantor will benefit from the TIF Loan and the Village's subordination of the TIF Mortgage to _____, and full and adequate consideration has been received by Guarantor in exchange for this Loan Guaranty Agreement.

With respect to the undersigned Wisconsin married residents, the undersigned represent that this obligation is incurred in the interest of his marriage or family.

Executed and delivered at _____, Wisconsin, this _____ day of _____, 2019.

GUARANTOR:

Ryan Quam



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, May 13, 2019

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Jim Hessling, Public Works Director

AGENDA ITEM: Discuss and action regarding the implementation of a QR Code Project at Indian Mound Park in conjunction with the School Forest by McFarland Girl Scout Troop 2683

PREVIOUS ACTION:

The Parks, Recreation, and Natural Resources Committee received a presentation (enclosed) on this topic at their meeting on April 25th and unanimously recommended its approval.

ISSUE SUMMARY:

McFarland Girl Scout Troop 2683 wants to add bird boxes and QR code signs in various areas of Jaeger Conservancy, Thrun Marsh and Indian Mound Parks along with the school forest.

Staff met with the girls that are working on this endeavor along with a couple of the leaders and parents.

The Department supports the project and believes that over time, it will enhance our parks along with providing an educational resource.

FINANCIAL/BUDGET IMPACT:

The Public Works Department will provide the necessary equipment and labor to install the signposts.

VILLAGE PLAN REFERENCE:

None

ORDINANCE REFERENCE:

None

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval.

ATTACHMENTS:

1. 4_25_19 Parks Presentation



Troop #2683 Proposal

04/25/19 McFarland Parks Committee Mtg.



Troop # 2683



Front Row:
Sophia DeVos
Brooke Clark
Jayde Dordel

Back Row:
Cassidy Miller
Savannah Shropshire
Delaney Braun



**Building girls of
courage, confidence,
and character,
who make the world
a better place.**

Our Goals Today

*To **explain** how Troop #2683's Silver Award Project proposes to enhance Indian Mound Conservation Park / McFarland School Forest and to gain **insight, feedback and permission** from the Village Parks Committee*

What is the Girl Scout Silver Award?



Steps to Silver

1. Identify issues you care about
2. Explore your community
3. Pick your "Take Action" project
4. Develop your project
5. Make a **SUSTAINABLE** plan and put it into motion
6. Reflect, share your story, and celebrate



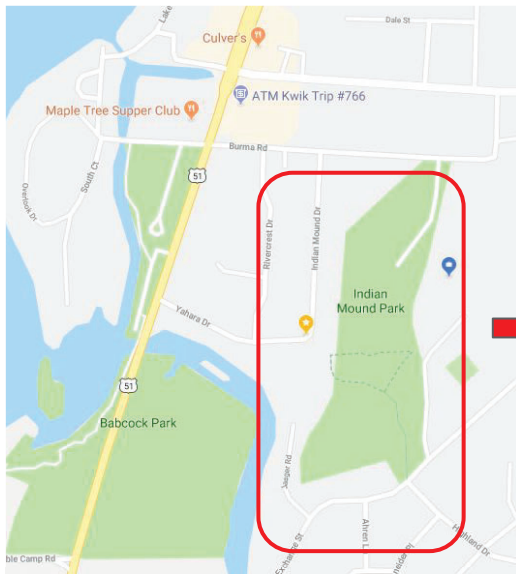
Our “Take Action” Project

Strengthen the McFarland School Forest

and the Village’s Indian Mound Conservation Park

with SUSTAINABLE enhancements

Map



Question: Is there an official map somewhere that can be used for this property?

Initial Troop Ideas



Final Project List

- Project 1 - Bird Boxes
- Project 2 - Bird Boxes
- Project 3 - QR Code Signs

Fundraising & PR

Grants
DonateTime
DonateServices
Donations-Vendors
Donations-Community
McFarlandThistleArticle
Birdhousefundraisers
SupportiveCompanies
Donatematerials
Fundraisers
BakeSales

- Fundraising To Date = \$1,164 (materials, cash)
- Numerous Material Donations = lumber, birdhouses, deck box & bird seed
- Village = offered to donate labor for sign installation
- School = offered to donate labor for sign installation, funding for sign procurement

Bird Feeder Station

Place and create bird feeders to place at Indian Mound Middle School to allow students/staff to observe birds from the forest. Obtain donations of birdseed, pole system and bird feeders.





Bird Feeder Station

Request to Village Parks Committee:

None at this time (station to be mounted at Indian Mound Middle School Property)

Bird Boxes

Build bird boxes, place them in the forest & educate the community

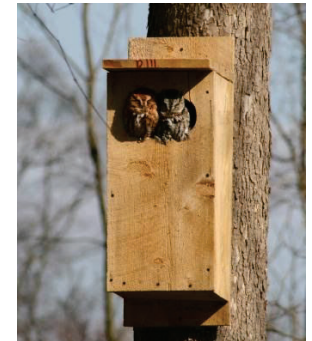


Bird Boxes

Request to Village Parks Committee:

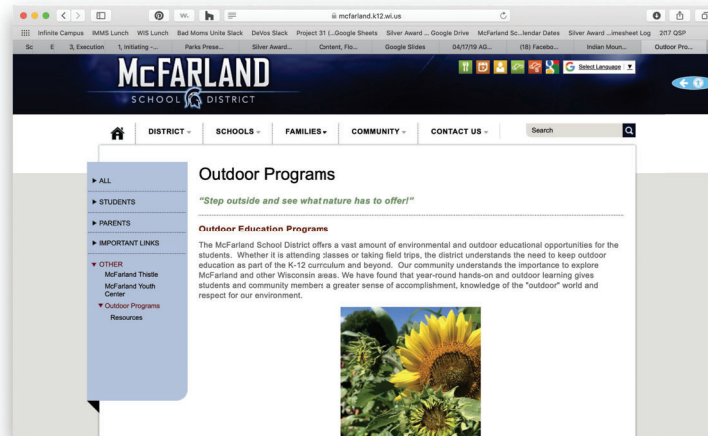
Permission to mount bird boxes, as needed, in Village park properties (Indian Mound Conservation Park) - Note, similar quantities to be installed in McFarland School Forest

- 5-6 House Wren Boxes
- 1-2 Blue Bird Boxes
- 2-3 Screech-Owl Boxes



QR Code Signs

Create & install interpretive signs that will use QR codes to link to website pages to explain forest history, habitats, plants, and animals





Received Initial Approval From Key Stakeholders



SCHOOL

Cyndy White, Outdoor Education Coordinator

Bill Foust, Director of Building & Grounds

Michelle Eversoll, School Website Administrator

Aaron Tarnutzer, IMMS Principal



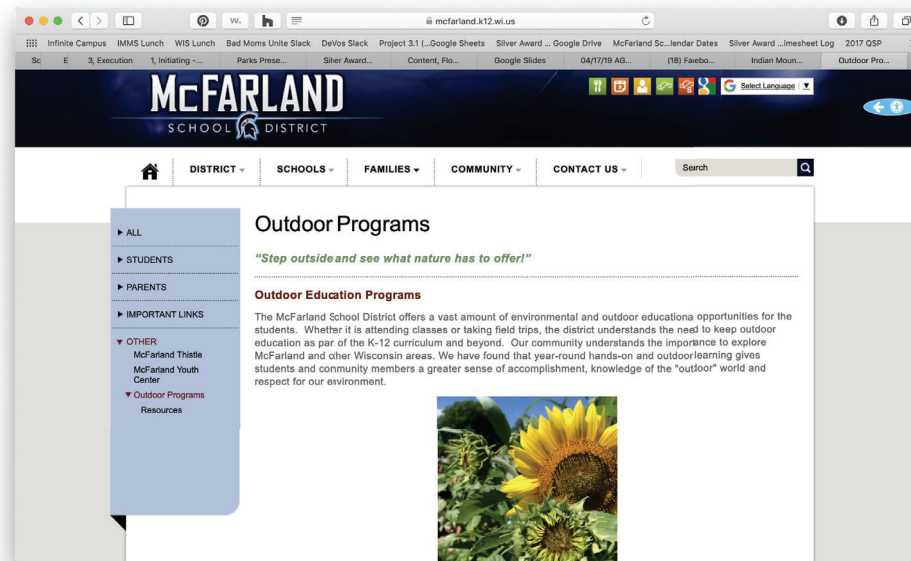
VILLAGE

Jim Hessling, Director of Public Works

Village Parks Committee (pending 4/25 committee meeting)

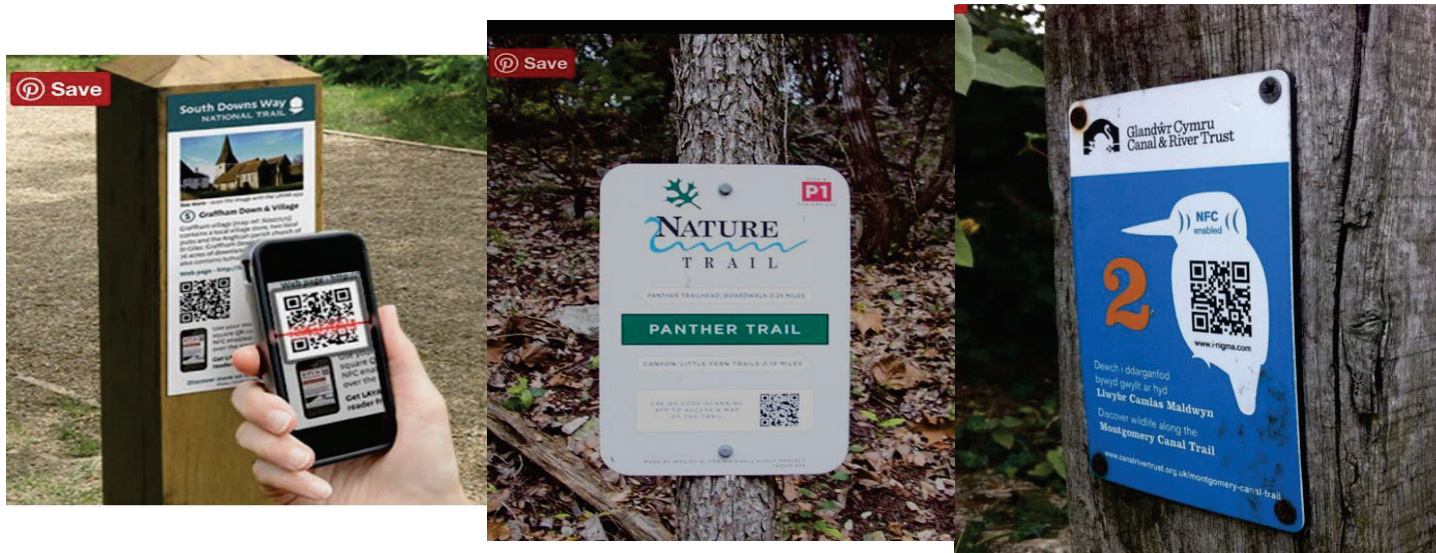
QR Sign Content

Troop #2683 curated interesting content, will put it on the school website, and the QR Codes will be linked to this site to provide additional learning opps for users of the forest.



Sign Design

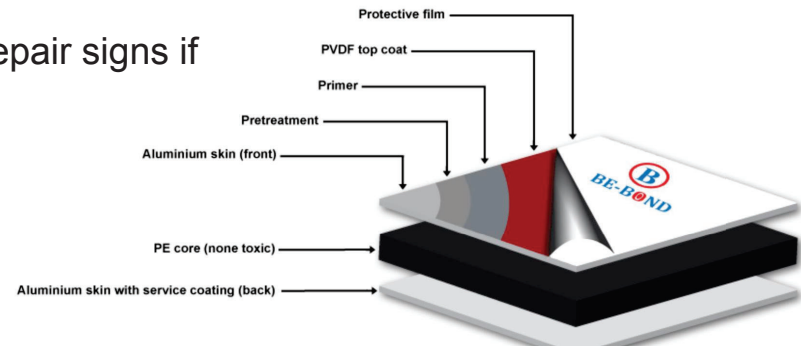
FRESH DESIGN STUDIO will create professional sign templates for this project



Sign Production

MADISON TOP, a local promotional products supplier, will produce the signs

- Printed on **bebond** (a high-quality, low-cost ACP panel for interior and exterior signage needs, to create the signs).
- 8 x 10 with round corners and mounting holes
- MCFSD requested extra aluminum stickers -- to repair signs if vandalism occurs



Post Specs

- 4x4 wood posts made from treated wood
- Each hole would be 2ft. below ground, so he suggested a cost-effective measure -- cut a 10x10 board in half and lop off the top at a 45 degree angle
- Troop #2683 has requested wood donations from local vendors and raised partial funds to support the building of posts



Post Installation

- Village = Jim Hessling thought the Village can dig holes and put in posts in the village forest (*pending Parks Committee Approval*)
- Jim Hessing recommended NOT cording around a tree, screwing signs into the trees, or using metal stakes
- School = Cyndy White received Bill Faust's approval to put posts in the school forest
- GS Troop #2683 will walk the school forest / village forest with Cyndy White to place each sign in the correct location.

Our Questions for You

- *Generally, can we move forward to implement this project in the village forests at IMCP?*
- *What should we name the property? Indian Mound Conservation Park actually consists of several parks. May we use the name Indian Mound Conservation Park to provide a general name to the group of separate forests? Why or Why not?*
 - McFarland School Forest
 - Indian Mound Conservation Park
 - Thrun Marsh Park
 - Jaeger Park (Jaeger Conservatory?)
- *Do you want us to brand/template the Village Forest signs differently from the School Forest signs?*



Specific Questions for You

- *What information should be featured on each sign?*
 - **Logos:** Village of McFarland, McFarland School District Logo, GS Troop #2683
 - **Name** of the species/area represented
 - **QR Code**
 - **Photo/Silhouette** of the species/area represented
 - **Trail name?** (only 1 trail is currently "named" in the park)
- Website - plan is for QR codes to direct the user's smartphone to the MSD website (does Village want to mirror site?)

We Want to Hear From You!

What are your impressions, questions, concerns, & feedback about this proposal?

Thank You!





VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, May 13, 2019

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Discussion and action regarding a proposal for paving an internal trail network in McDaniel Park.

PREVIOUS ACTION:

The Parks, Recreation, and Natural Resources Committee reviewed the estimate and recommended its approval at their last meeting on April 25th.

ISSUE SUMMARY:

Included within your packet is a site plan submitted to the DNR requesting a permit to fill wetlands for the purpose of internal trail development. This permit was originally granted to the Village over the Winter but then withdrawn upon a request for further archaeological study. That information was completed recently and permission has again been reissued. This site plan also shows the remaining improvements we have planned for McDaniel Park as the results of some planning we did a few years ago regarding its future amenities.

As we were preparing for the paving work last year in anticipation of receiving the permit, we received a quote from the contractor that did the paving for County Highway MN project. That estimate is provided in your packet. The contractor will still honor this estimate and could complete this work in May or early June if the Village was agreeable. Our only other alternative would be to bid this work as a stand alone project and if we do so, it is anticipated the cost will be significantly higher. We have received a few other bids this Spring for road projects that are showing higher asphalt prices than the previous year. Accepting this estimate is cost effective and the work can be done in a timely manner before park usage picks up for the Summer.

For reference, there are essentially two additional projects remaining within the park:

1. Facility Work - We have funds approved to add a second open air shelter and construct an addition onto the bathroom facility. We have been waiting on the shelter so we can relocate the canoe/kayak rack which has been tied up in DNR permitting. Now that its moving forward, we'll have a place to move the rack and can move forward with the shelter as well as the addition. The next step is to get a consultant on board to complete the design and bring the project to bid as with both projects they'll be in excess of the



\$25,000 threshold. Staff is working on evaluating these next steps in hopes of still completing this in 2019.

2. Gateway Sign - We had approved a vertical sign for this park but as we continued to evaluate the construction of such a sign, the design intended became cost prohibitive mainly due to the weight of the sign and the poor soil conditions in the park. A horizontal sign would be less costly to construct in this area and a new design was on hold until we could complete the branding process. That is now done and there are several elements being rolled out for rebranding. Staff is evaluating new gateway sign alternatives and will be bringing this forward also in 2019.

FINANCIAL/BUDGET IMPACT:

The total allocation in the 2019 Budget for this work is \$235,000. This is proposed to be split equally by the Parks Fund and Capital Projects Fund. The portion from the Capital Projects Fund is fueled by borrowed money which has not been set yet for 2019. The total cost of this work is estimated at \$71,545 is within the budget parameters and would leave \$163,455 for remaining work on the facility and sign.

VILLAGE PLAN REFERENCE:

McDaniel Park Master Plan - September 2017

ORDINANCE REFERENCE:

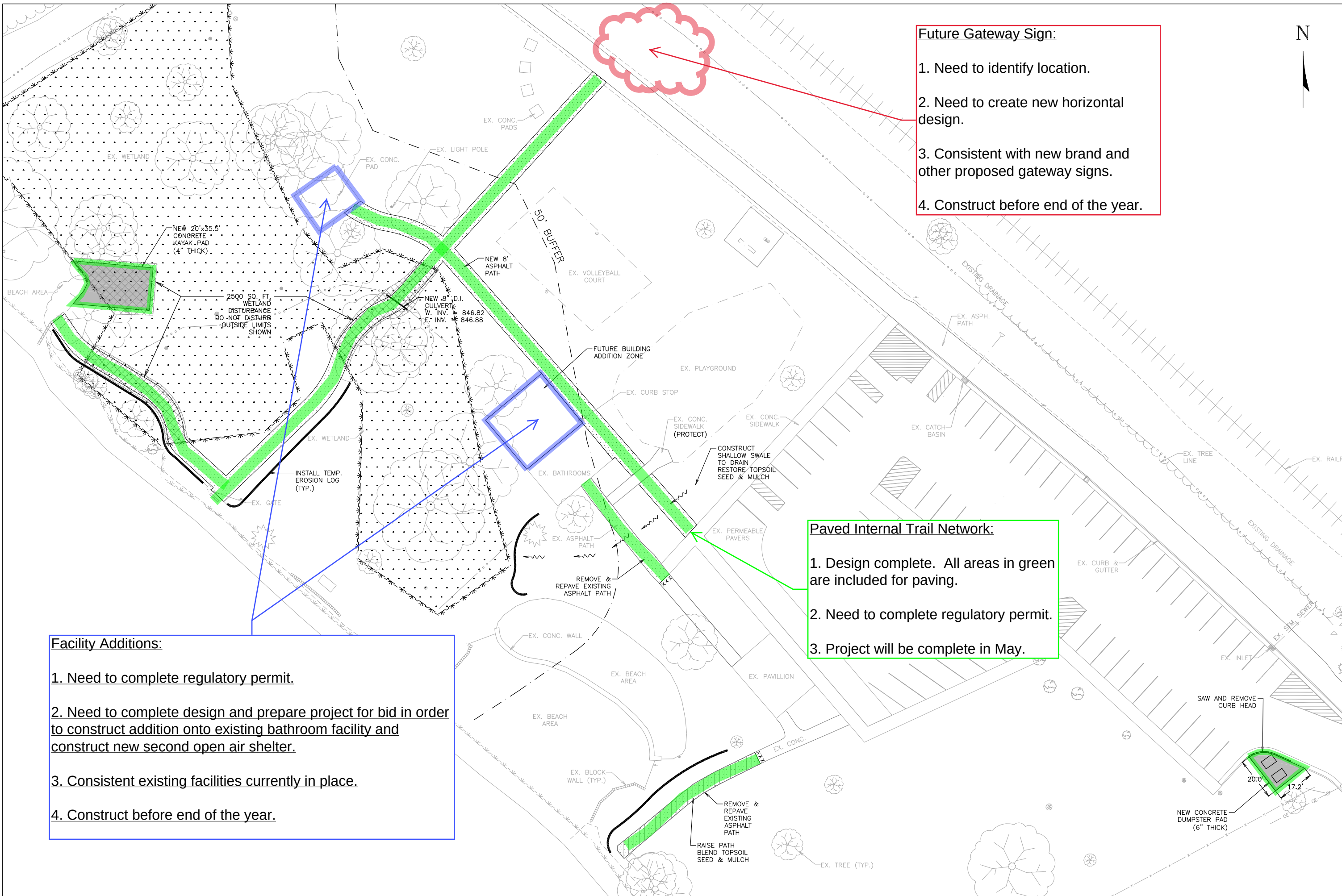
None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval.

ATTACHMENTS:

1. McDaniel Park 2019 Planned Improvements
2. Quote for McDaniel Park Paths 3-14-19



- Future Gateway Sign:**
- 1. Need to identify location.
 - 2. Need to create new horizontal design.
 - 3. Consistent with new brand and other proposed gateway signs.
 - 4. Construct before end of the year.

- Paved Internal Trail Network:**
- 1. Design complete. All areas in green are included for paving.
 - 2. Need to complete regulatory permit.
 - 3. Project will be complete in May.

- Facility Additions:**
- 1. Need to complete regulatory permit.
 - 2. Need to complete design and prepare project for bid in order to construct addition onto existing bathroom facility and construct new second open air shelter.
 - 3. Consistent existing facilities currently in place.
 - 4. Construct before end of the year.



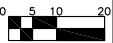
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Suite 103
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TOWN & COUNTRY
ENGINEERING, INC.

MCDANIEL PARK
PATH PLAN

2018 PARK IMPROVEMENTS
MCDANIEL PARK
Village of McFarland, Wisconsin

PROJECT NO.: MC 128
DRAWING FILE: PATHS.DWG
DRAWN BY: J.R.K.
CHECKED BY: T.J.T.
REVISIONS:
10-8-18



1

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UNIT PRICE QUOTATION

PAGE 1 OF 1

Project: 2018 McDaniel Park Path Construction; Village of McFarland
 Engineer's Project Number: MC 128

ITEM NO.	DESCRIPTION OF WORK	BID		Raymond P. Cattell, Inc. Madison, WI	
		QUANT.	UNITS	UNIT PRICE	AMOUNT
McDANIEL PARK PATHS					
1	Existing Asphalt & Concrete Removal & Disposal; Site Grading	1	lump sum	26,400 ⁰⁰	26,400 ⁰⁰
2	3" Breaker Run	300	tons	13 ⁵⁰	\$4,050 ⁰⁰ Recy
3	¾" Crushed Aggregate Base Course	350	tons	14 ⁰⁰	\$4,900 ⁰⁰ Recy
4	8" Ductile Iron Culvert Pipe	12	lin. ft.	60 ⁰⁰	\$720 ⁰⁰
5	4" Concrete Sidewalk	700	sq. ft.	7 ⁰⁰	\$4,900 ⁰⁰
6	6" Concrete Sidewalk	250	sq. ft.	7 ⁵⁰	\$1,875 ⁰⁰
7	2" Hot-Mix Asphalt Path, Type 5LT	700	sq. yds.	29 ⁰⁰	\$20,300 ⁰⁰
8	Topsoil Restoration, Seeding, Fertilizing and Mulching	600	sq. yds.	9 ⁰⁰	\$5400 ⁰⁰
9	Erosion Control	1	lump sum	2000 ⁰⁰	\$2,000 ⁰⁰
	TOTAL McDANIEL PARK PATHS				\$70,545 ⁰⁰
	NOVEMBER 16, 2018 COMPLETION				

EXCAVATION, BARRICADES,
SAWCUTTING CURB-PROFILE
MOBILIZATION,

8" Blue Brute

ASPHALT WENT UP SINCE LAST
YEAR.
WITH MATTING

	DEDUCT FOR SPRING CONSTRUCTION	1	lump sum		
	JUNE 1, 2019 COMPLETION				

NOTES:

6" of breaker run and 6" of 3/4" base course under all asphalt and concrete
 minimum of 4" of topsoil, with fertilizer, seed and mulch
 2" of asphalt in one lift
 Do not disturb wetland outside the limits shown on the plan
 erosion logs as shown
 grading and elevations as directed by the engineer
 remove curb head at new dumpster pad incidental to removal item
 payment per above unit costs under change order to existing contract with Village

\$1,000⁰⁰
 \$71,545⁰⁰

Fabric under stone
BASE. Lump Sum.
Approx 850 sq. yd.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, May 13, 2019

SECTION: Business

DEPARTMENT: Public Works

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

AGENDA ITEM: Discussion and action regarding the award of contract for the Orchard Hill Frisbee Golf Course project.

PREVIOUS ACTION:

The Parks, Recreation, and Natural Resources Committee took action at its last meeting on April 25th to reject the bid as submitted.

ISSUE SUMMARY:

At its March meeting, the Parks Committee provided direction to the Village Engineer to proceed with bidding the project to construct a Frisbee Golf Course at Orchard Hill Park (formerly Urso/Schuetz). The project was originally conceived in the master plan for this park with the design work started last year and completed this past Winter. The bids were advertised and recently opened with the results included within your packet.

There was only one bidder for this original plan set with a total cost 2-3 times higher than what was anticipated. As such the Committee took action to formerly reject the bid and requested the Engineer further evaluate the project. At their next meeting the Committee will look at a scaled back design as something to address concerns of the contractors who did not submit a bid. This will be authorized as part of their next meeting with new and hopefully more favorable results evaluated at their June meeting.

FINANCIAL/BUDGET IMPACT:

The 2019 Budget provides \$500,000 in borrowed money for this project within the Capital Projects Fund. However, only a portion of this was to be allocated to this project as it was also intended to create a connection through the park to the Lower Yahara Trail (grant dependent), dog park expansion, future facility planning, and additional woodland restoration.

The connection to the Lower Yahara Trail will not happen in 2019 as has already been announced. The Village was not the recipient of the PARC Grant it desired from Dane County for this work plus the County is still working on a final route between McFarland and Fish Camp Park. This project will be deferred into the future following more study.



Staff is continuing to explore options for the dog park expansion and possible some additional planning work as a result of this to update the plan and explore additional options. This remains in process throughout the year.

We would like to pursue additional woodland restoration work in the winter of 2019/2020 similar to what was done last year. Some funds will be set aside for this purpose for use at the end of the year. If we were to have accepted the bid, it would have exhausted all of these funds beyond what was originally anticipated.

VILLAGE PLAN REFERENCE:

Urso/Schuetz Park Master Plan Update - October 2017

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for rejection.

ATTACHMENTS:

1. 00 10 10 Advertisement for Bidders
2. Orchard Hill Disc Golf Plan Set ORIGINAL
3. Orchard Hill Disc Golf Recommendation Letter ORIGINAL

ADVERTISEMENT FOR BIDS

PROJECT: **2019 SITE IMPROVEMENTS - Orchard Hill Park Disc Golf Course**

OWNER: Village of McFarland
5915 Milwaukee Street, P.O. Box 110
McFarland, WI 53558

CONTRACTS AND BID DEADLINE:

Sealed bids for a single contract for disc golf course construction, grading, landscaping, boardwalk construction, sidewalk construction, fence installation, and retaining wall construction will be received by the Village of McFarland in the McFarland Village office until 11 a.m. local time on April 19, 2019. Bids will be publicly opened and read aloud immediately thereafter in the Village Board of Trustees meeting room.

The contract consists of the following approximate quantities:

Excavation/Fill to Subgrade	1,100 cubic yards
Boulder Retaining Wall	504 face square feet
5-inch Concrete Sidewalk	780 square feet
8-foot Tall Fence, Picket Type	130 lineal feet
Boardwalk Path	75 lineal feet

CONTRACT DOCUMENTS:

The Contract Documents, consisting of Advertisement for Bids, Instructions to Bidders, Bidder's Proof of Responsibility, Bid Proposal Form, Affidavit of Organization and Authority, Bid Bond (in the amount of 5% of the maximum amount of the bid), Notice of Award Form, Agreement Form, Notice to Proceed Form, Performance/Payment Bond (100%), Certificate of Insurance, General Conditions, Supplementary Conditions, Technical Specifications, Drawings and Addenda (if any) may be examined at the following locations:

Village of McFarland
5915 Milwaukee Street, P.O. Box 110
McFarland, WI 53558

Town & Country Engineering, Inc.
2912 Marketplace Drive, Suite 103
Madison, WI 53719

Copies of the Contract Documents and the Construction Plans may be obtained at the office of Town & Country Engineering, Inc., 2912 Marketplace Drive, Suite 103, Madison, WI 53719. There is a **\$25 non-refundable** copying and distribution charge for these documents. Electronic bidding documents are available on-line at Questcdn.com, Project No. 6242496 for \$15.00. An additional fee of \$10.00 is required for those submitting a bid on-line via Questcdn.

QUALIFICATIONS:

Bidders must be pre-qualified with the Village of McFarland within the last year or must be pre-qualified for this work 5 days prior to the bid deadline in accordance with Section 66.0903 of the Wisconsin Statutes. Each bidder must deposit, with his bid, security in the amount of 5% of the maximum bid amount. Bidders must be experienced in municipal concrete and street construction.

RIGHTS RESERVED:

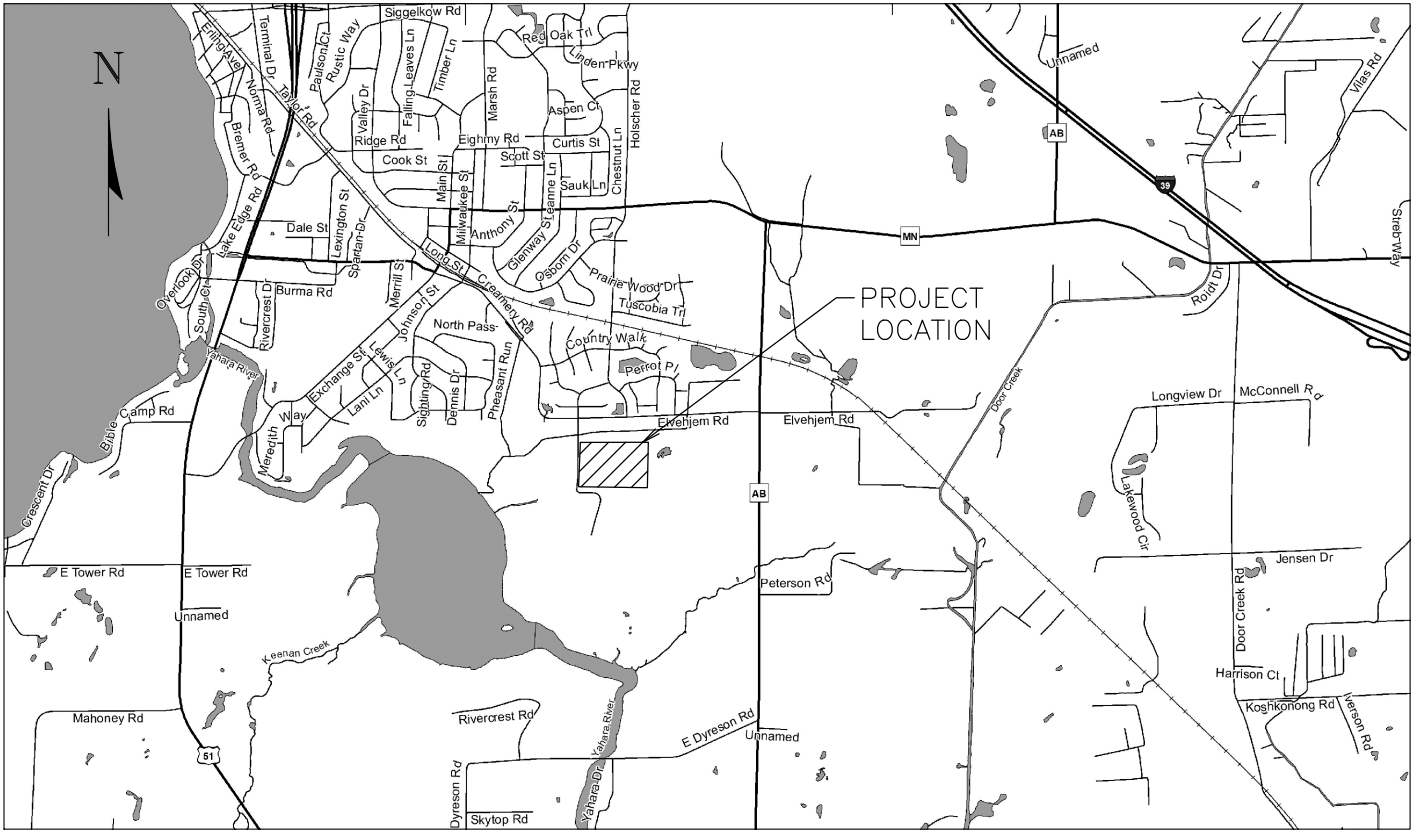
The Village of McFarland reserves the right to reject any and all bids and to waive informalities in any bid.

Published by the authority of:
Matthew Schuenke, Village Administrator
Village of McFarland

2019 DISC GOLF COURSE GRADING ORCHARD HILL PARK

Village of McFarland, Wisconsin

SHEET INDEX	
SHEET NO.	SHEET DESCRIPTION
1	EROSION CONTROL PLAN AND GENERAL NOTES
2	EROSION CONTROL – STANDARD CONSTRUCTION DETAILS
3	GRADING PLAN
4	GRADING PLAN



NO SCALE

MEMBER

TO OBTAIN LOCATION OF PARTICIPANTS' UNDERGROUND FACILITIES BEFORE YOU DIG IN WISCONSIN

CALL DIGGERS HOTLINE

1-800-242-8511

TOLL FREE

WIS. STATUTE 182.0175 (1974)

REQUIRES MIN. OF 3 WORK DAYS

NOTICE BEFORE YOU EXCAVATE.

LEGEND

UNDERGROUND TELE. — UT — UT — UT — UT —

UNDERGROUND CATV. — CBL — CBL — CBL — CBL —

UNDERGROUND ELEC. — UE — UE — UE — UE —

OVERHEAD — OH — OH — OH — OH —

EXISTING GAS — G — G — G — G —

PROPERTY LINE — — — — —

EXISTING WATER MAIN — — — — —

EXISTING SANITARY SEWER — — — — —

EXISTING STORM SEWER — x — x — x — x — x —

EXISTING FENCE LINE — — — — —

SAWCUT — — — — —

NEW STORM SEWER — — — — —

NEW WATER MAIN — — — — —

NEW SANITARY SEWER — — — — —

NEW ITEMS:

WATER VALVE

CURB STOP

HYDRANT

MANHOLE

CURB INLET

ENDWALL

GAS WARNING

EXISTING ITEMS:

FLAG POLE

MAILBOX

POWER POLE

LIGHT POLE

LAMP POST

PULL BOX

WATER VALVE

CURB STOP

HYDRANT

WELL

MONITORING WELL

TRACER WIRE

SANITARY MANHOLE

SANITARY VALVE

CLEANOUT

STORM MANHOLE

CURB INLET

CIRCULAR INLET

SQUARE INLET

ENDWALL

STUMP

DECID. TREE (RELATIVE SIZE SHOWN)

EVERGREEN

SHRUB OR HEDGE

SIGN

CATV. PED.

TELE. PED.

ELEC. PED.

GAS VALVE

STREET SIGN

IRON PIPE

IRON ROD

NOTES:

1.) EXISTING FEATURES AND LABELS ARE SHOWN WITH SCREENED, LIGHTER LINES.

2.) NEW CONCRETE IS SHOWN SHADED IN PLAN VIEWS

3.) CONCRETE REMOVALS ARE SHOWN BY CROSS-HATCHING

2912 Marketplace Drive
Suite 103
Madison, WI 53719
(608) 273-3350
www.tcengineers.net

tc

TOWN & COUNTRY
ENGINEERING, INC.

BY

DATE

REVISIONS

SHEET

2019 DISC GOLF COURSE GRADING
ORCHARD HILL PARK
Village of McFarland, Wisconsin

DRAWN BY: J.R.K.

CHECKED BY: T.J.S.

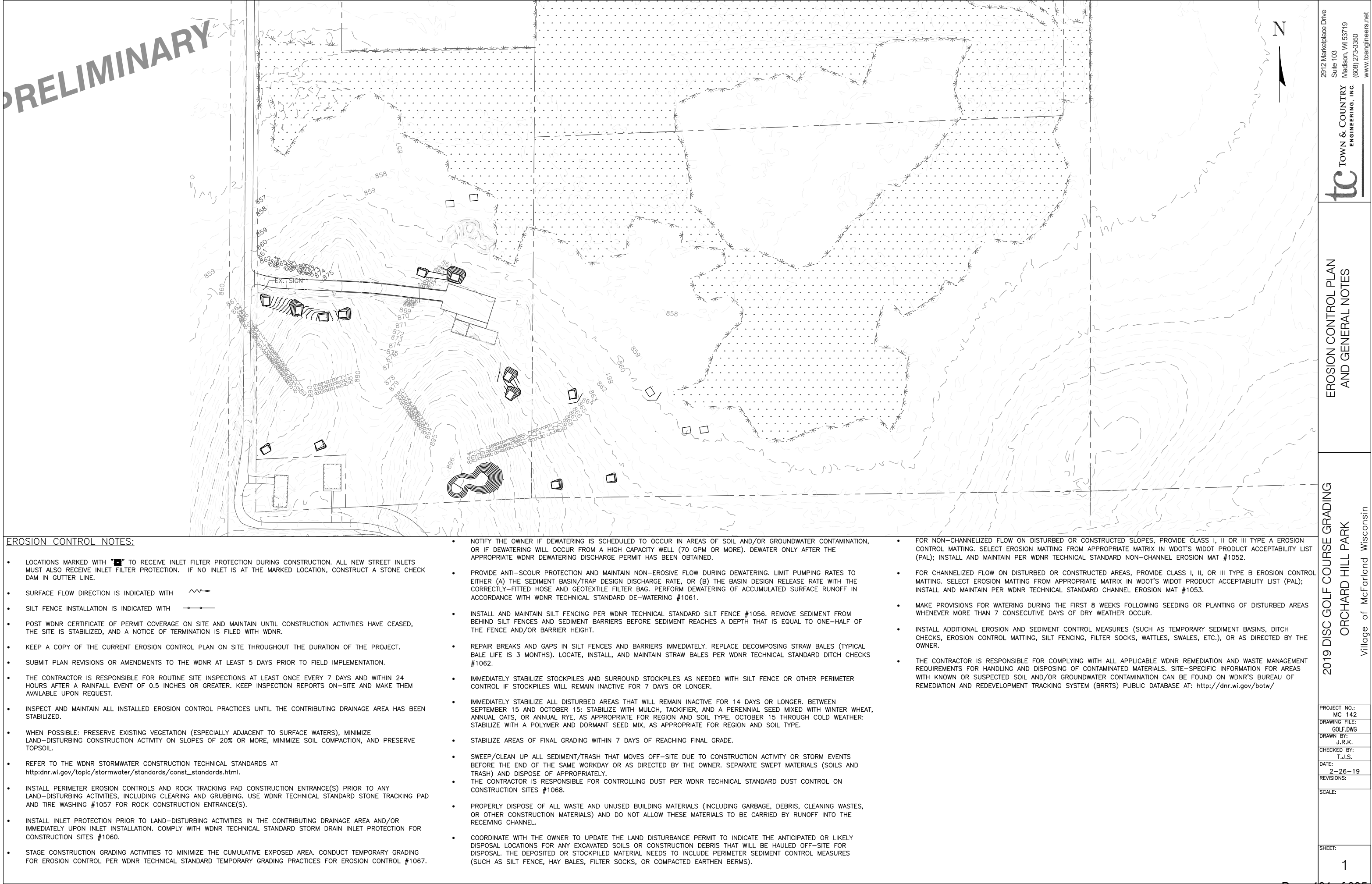
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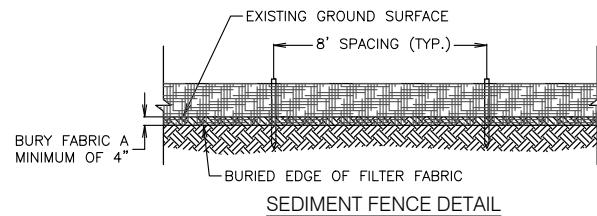
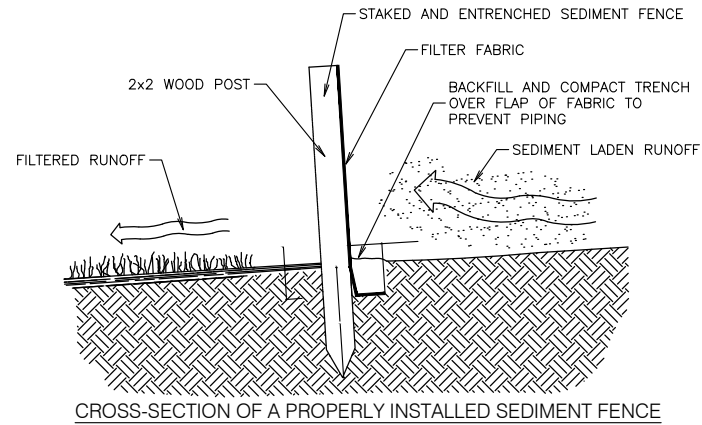
PROJECT NO.: MC 142

DRAWING FILE: GOLF.DWG

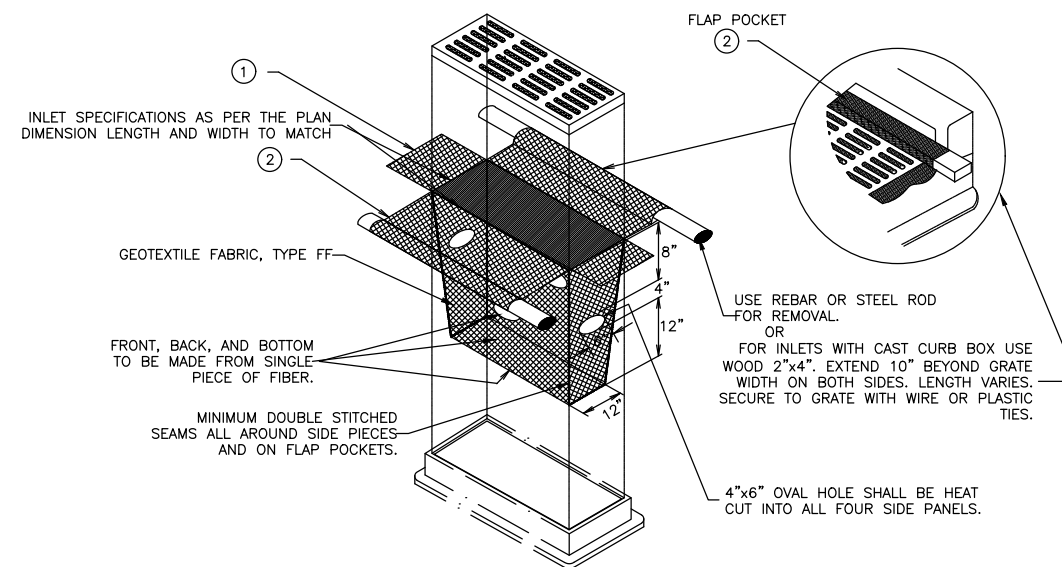
DATE: 2-26-19

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EROSION CONTROL DETAILS
DETAIL NO. 02270-A



GENERAL NOTES:

WHEN REMOVING OR MAINTAINING INLET PROTECTION, CARE SHALL BE TAKEN SO THAT THE SEDIMENT TRAPPED ON THE GEOTEXTILE FABRIC DOES NOT FALL INTO THE INLET. ANY MATERIAL FALLING INTO THE INLET SHALL BE REMOVED IMMEDIATELY.

- ① FINISHED SIZE, INCLUDING FLAP POCKETS WHERE REQUIRED, SHALL EXTEND A MINIMUM OF 10" AROUND THE PERIMETER TO FACILITATE MAINTENANCE OR REMOVAL.
- ② FLAP POCKETS SHALL BE LARGE ENOUGH TO ACCEPT WOOD 2x4.

INSTALLATION NOTES:

DO NOT INSTALL INLET PROTECTION TYPE D IN INLETS SHALLOWER THAN 3 FT; MEASURED FROM THE BOTTOM OF THE INLET TO THE TOP OF THE GRATE.

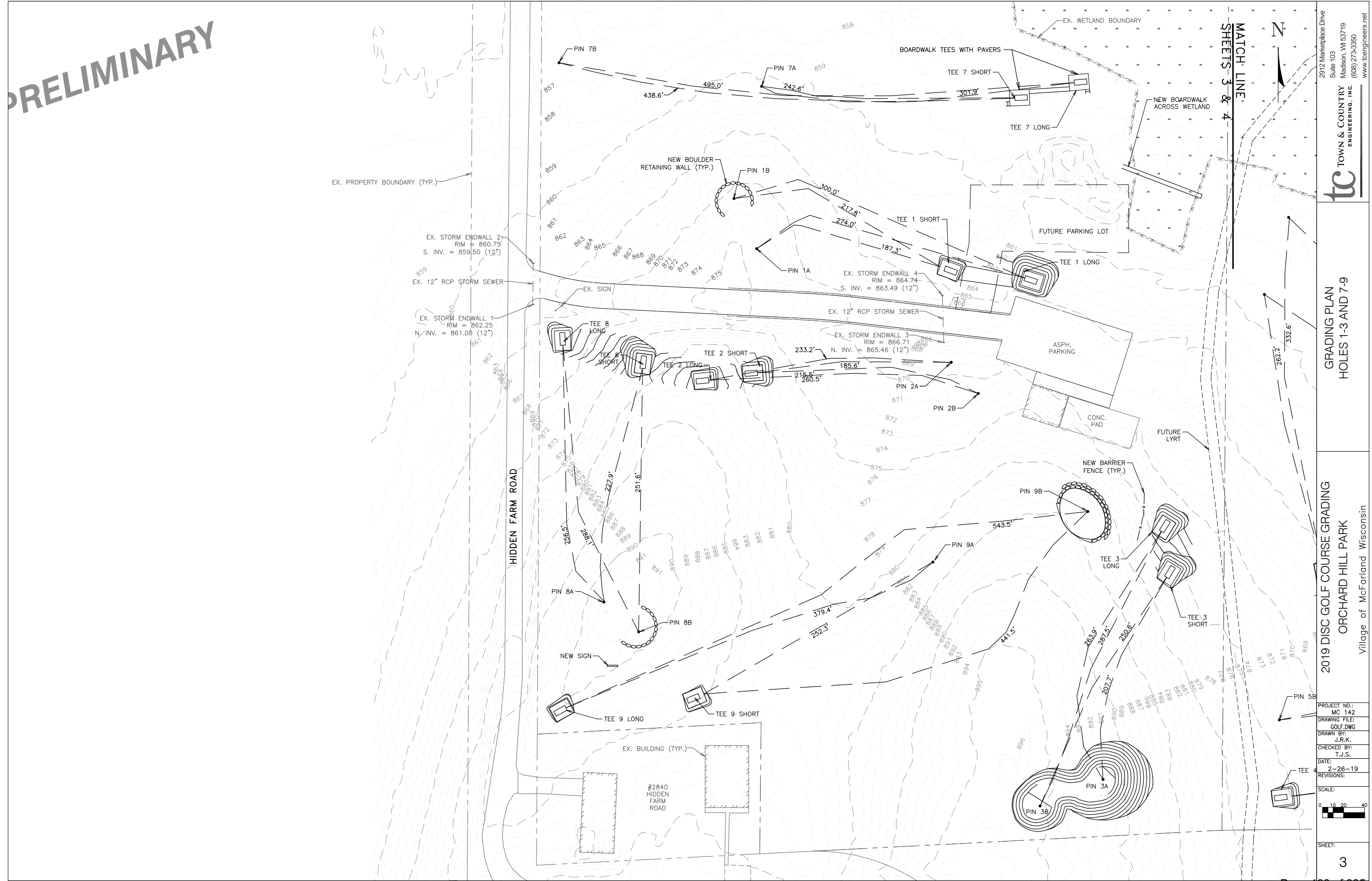
TRIM EXCESS FABRIC IN THE FLOW LINE TO WITHIN 3" OF THE GRATE.

THE INSTALLED BAG SHALL HAVE A MINIMUM SIDE CLEARANCE, BETWEEN THE INLET WALLS AND THE BAG, MEASURED AT THE BOTTOM OF THE OVERFLOW HOLES, OF 3". WHERE NECESSARY THE CONTRACTOR SHALL CINCH THE BAG, USING PLASTIC ZIP TIES, TO ACHIEVE THE 3" CLEARANCE. THE TIES SHALL BE PLACED AT A MAXIMUM OF 4" FROM THE BOTTOM OF THE BAG.

INLET PROTECTION, TYPE D
(WITH CURB BOX)
DETAIL NO. 02270-C3

PRELIMINARY

PRELIMINARY



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TOWN & COUNTRY
ENGINEERING, INC.

GRADING PLAN
HOLES 1-3 AND 7-9

2019 DISC GOLF COURSE GRADING
ORCHARD HILL PARK
Village of McFarland Wisconsin

PROJECT NO.:
MC 142

DRAWING FILE:
GOLF.DWG

DRAWN BY:
J.R.K.

CHECKED BY:
T.J.S.

DATE:
2-26-19

REVISIONS:

SCALE:
0 10 20 40

SHEET:
3

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PROJECT NO.:
MC 142

DRAWING FILE:
GOLF.DWG

DRAWN BY:
J.R.K.

CHECKED BY:
T.J.S.

DATE:
2-26-19

REVISIONS:

SCALE:
0 10 20 40

SHEET:
4

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tc TOWN & COUNTRY
ENGINEERING, INC.

GRADING PLAN
HOLES 4-6

2019 DISC GOLF COURSE GRADING
ORCHARD HILL PARK
Village of McFarland Wisconsin

April 25, 2019

Attention: Mr. Matthew Schuenke, Village Administrator

Subject: Analysis of Bids and Recommendation;
2019 Site Improvements – Orchard Hill Park Disc Golf Course;
Village of McFarland

Bid Deadline: April 19, 2019 at 11:00 a.m. local time

Ladies and Gentlemen:

The purpose of this letter is to analyze the bid received for the 2019 Site Improvements – Orchard Hill Park Disc Golf Course project and to provide a recommendation. This project involves construction of a new disc golf course, including grading, landscaping, boardwalk construction, platform tee construction, sidewalk construction, fence installation, and retaining wall construction. An alternate bid includes a 10-foot wide helical pile boardwalk path (in lieu of a traditional pile footing), and supplemental bid items are for imported woodchips and excavation and disposal of bad subbase below subgrade.

The pre-bid estimate for the base bid was \$205,054. Sixteen general contractors, subcontractors, and material suppliers requested sets of the plans, specifications and bidding documents. One contractor submitted a bid:

Contractor	Base Bid	Alternate Bid	Supplemental Bid Total
Joe Daniels Construction Co., Inc.	\$485,495.50	\$53,817.75	\$11,800

The bid was properly submitted, except that Joe Daniels Construction had a mathematical error. This error has been corrected as shown above and in the attached bid tabulation. This may be waived as a minor informality, and we so recommend.

Joe Daniels Construction Co. is an experienced general contractor that has done similar sitework projects in many communities throughout Dane County. However, the bid prices are considerably higher than the original budget due to pricing received for lump sum excavation, platform tees, and erosion control. In speaking with Joe Daniels staff, they feel as though their bid cannot be significantly reduced without removing items from the project entirely.

We have contacted several of the prime contractors from the planholders list that did not submit a bid to obtain feedback on the project. Four of the contractors indicated that they were not interested due to the inclusion of the boardwalk and platform tees. One contractor said that they missed the deadline for submitting a prequalification. Another contractor misinterpreted the project deadline and did not believe they could complete the project in time.

Due to the significant cost above budget, we recommend that the bid be rejected and that the Village consider subdividing the work into multiple projects to address concerns from both Joe Daniels and the other potential bidders.

If you have any questions with respect to our thoughts on this matter, I am available at your convenience to discuss them with you and will plan on attending tonight's Village Parks Committee meeting and Monday's Village Board meeting to review the project.

Very truly yours,
TOWN & COUNTRY ENGINEERING, INC.

A handwritten signature in black ink, appearing to read 'Tim Stieve', with a stylized, cursive script.

Tim Stieve, P.E., ENV-SP
Project Engineer

TJS:sai

J:\JOB#\S\McFarland\MC-142-M9 2019 Lower Yahara River Trail Extension\Bidding\Recommendation Ltr.docx

BID TABULATION

PAGE 1 OF 1

Project: 2019 Site Improvements – Orchard Hill Park Disc Golf Course; Village of McFarland
 Engineer's Project Number: MC 142 Bid Deadline: April 19, 2019 at 11:00 a.m. local time

ITEM NO.		BID		PRE-BID ESTIMATE		Joe Daniels Construction Co., Inc. Madison, WI	
	DESCRIPTION OF WORK	QUANT.	UNITS	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
BASE BID							
1.	Excavation/Fill to Subgrade	1	lump sum	\$ 65,000.00	\$ 65,000.00	\$ 244,744.00	\$ 244,744.00
2.	0.75" Crushed Aggregate Base Course	36	tons	\$ 13.50	\$ 486.00	\$ 30.00	\$ 1,080.00
3.	5" Thick Concrete Sidewalk	780	sq. ft.	\$ 5.00	\$ 3,900.00	\$ 20.00	\$ 15,600.00
4.	Boulder Retaining Wall	504	face sq. ft.	\$ 65.00	\$ 32,760.00	\$ 50.00	\$ 25,200.00
5.	New 8' Fence, Picket-Type	125	lin. ft.	\$ 60.00	\$ 7,500.00	\$ 90.30	\$ 11,287.50
6.	6' Wide Boardwalk Path	75	lin. ft.	\$ 325.00	\$ 24,375.00	\$ 256.00	\$ 19,200.00
7.	8' Wide Woodchip Path	5,400	sq. ft.	\$ 0.50	\$ 2,700.00	\$ 1.00	\$ 5,400.00
8.	Platform Tee Surface 5	1	lump sum	\$ 15,000.00	\$ 15,000.00	\$ 32,651.00	\$ 32,651.00
9.	Platform Tee Surface 6	1	lump sum	\$ 10,000.00	\$ 10,000.00	\$ 14,796.00	\$ 14,796.00
10.	Platform Tee Surface 7	1	lump sum	\$ 15,000.00	\$ 15,000.00	\$ 35,642.00	\$ 35,642.00
11.	New Permanent Disc Golf Target Basket	18	each	\$ 500.00	\$ 9,000.00	\$ 880.00	\$ 15,840.00
12.	Erosion Control	1	lump sum	\$ 6,000.00	\$ 6,000.00	\$ 40,000.00	\$ 40,000.00
13.	Sediment Control Barrier	300	lin. ft.	\$ 6.00	\$ 1,800.00	\$ 5.00	\$ 1,500.00
14.	Coconut Erosion Control Matting	511	sq. yds.	\$ 3.00	\$ 1,533.00	\$ 5.00	\$ 2,555.00
15.	Topsoil Restoration, Seeding, Fertilizing and Mulching	2,000	sq. yds.	\$ 5.00	\$ 10,000.00	\$ 10.00	\$ 20,000.00
	TOTAL BASE BID				\$ 205,054.00		\$ 485,495.50
ALTERNATE BID							
A1.	10' Wide Helical Pile Boardwalk Path	75	lin. ft.	\$ 425.00	\$ 31,875.00	\$ 717.57	\$ 53,817.75
SUPPLEMENTAL BID ITEMS							
S1.	Imported Woodchips	40	cu. yds.	\$ 30.00	\$ 1,200.00	\$ 45.00	\$ 1,800.00
S2.	Excavation and Disposal of Bad Subbase Below Subgrade	200	cu. yds.	\$ 45.00	\$ 9,000.00	\$ 50.00	\$ 10,000.00
	SUPPLEMENTAL BID TOTAL				\$ 10,200.00		\$ 11,800.00



PUBLIC SAFETY COMMITTEE SUMMARY SHEET

MEETING DATE: Monday, May 13, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer

AGENDA ITEM: Discussion and action regarding Resolution 2019-09: A resolution approving the renewal of applications for liquor and fermented malt beverage licenses for the period of July 1, 2019 through June 30, 2020.

PREVIOUS ACTION:

Informational definitions:

Class A licenses - for consumption OFF premise (examples include liquor stores, grocery stores, etc.)

Class B Licenses - for consumption ON premise and a limited ability to sell beer for off premise consumption (examples include bars)

ISSUE SUMMARY:

Submitted for review is the annual renewal of beer and wine licenses for the Village. Establishments included in this resolution are those establishments that have submitted their renewal paperwork and all inspections have been completed.

FINANCIAL/BUDGET IMPACT:

Budgeted Permitting fees

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

Village Ordinance Chapter 11, Article II

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Building Inspector, Fire Inspector, and Chief of Police have reviewed the renewal applications, and a summary of their compliance checks and recommendations is attached.

Staff recommends approval of Resolution 2019-09.

The Public Safety Committee unanimously recommends approval of Resolution 2019-09: A resolution approving the renewal of applications for liquor and fermented malt beverage licenses for the period of July 1,



2019 through June 30, 2020.

ATTACHMENTS:

1. Alcohol & Tobacco Establishment Listing 2019-2020
2. Report to Public Safety Committee on 2018 - 2019 Liquor License Establishments (May)
3. McFarland Alcohol Seller Incidents
4. 2019-09 Resolution Approving the Renewal Applications for Liquor and Fermented Malt Beverage Applications

**Village of McFarland
Alcohol Licensing
July 1, 2019 - June 30, 2020**

LEGAL NAME	D/B/A	ADDRESS	AGENT	BACKGROUND Pass/Fail	PD INSPECT Pass/Fail	FIRE INSPECT Pass/Fail	BI INSPECT Pass/Fail	COMMENTS
McFarland House Café Inc	McFarland House Café	5923 Exchange St	Shaun O'Hearn	Pass	Pass	Pass	Pass	
Byrne's McFarland Tavern LLC	Byrne's McFarland Tavern	5915 Exchange St	Ashley Byrne	Pass	Pass	Pass	Pass	
Green Lantern Restaurant Inc.	Green Lantern Restaurant	4412 Siggelkow Rd	Joy Wheeler	Pass	Pass	Pass	Pass	
SWN Inc	Maple Tree Restaurant	6010 US HWY 51	Gary Seiler	Pass	Pass	Pass	Pass	
Parkside Pub LTD	Parkside Pub	5016 Erling Ave	Joshua Lavik	Pass	Pass	Pass	Pass	
Spartan Bowl Inc	Spartan Bowl	4711 Farwell St	Robert Bloxham	Pass	Pass	Pass	Pass	
Spartan Pizza LLC	Spartan Pizza	5813 Main St	Shena Scott	Pass	Pass	Pass	Pass	
Edwards-Foye Post No. 534 of the American Legion	American Legion Post 534	4911 Burma Rd	William Bley	Pass	Pass	Pass	Pass	
ARUBA0204	Angelo's McFarland	4706 Farwell St	Susan Hubanks	Pass	Pass	Pass	Pass	
Palenque Mexican Restaurant LLC	Palenque Mexican Restaurant	5906 US HWY 51	Andres Castellano	Pass	Pass	Pass	Pass	
Kwik Trip Inc.	Kwik Trip #766	4701 Farwell St	Sheila Mickelson	Pass	Pass	Pass	Pass	
Loeder Oil Co., Inc.	Larson Beach BP	4800 Larson Beach Rd	Daniel Loeder	Pass	Pass	Pass	Pass	
Loeder Oil Co., Inc.	McFarland BP	4701 Burma Rd	Daniel Loeder	Pass	Pass	Pass	Pass	
Mangat Enterprises LLC	Terminal Citgo	4004 Terminal Dr	Gurmail Mangat	Pass	Pass	Pass	Pass	
Monumental Enterprises Inc	McFarland Liquor	4716 Farwell St	Patrick Machovec	Pass	Pass	Pass	Pass	
Walgreen Co	Walgreens #10554	4605 Larson Beach Rd	Jennifer Boyle	Pass	Pass	Pass	Pass	
The Madison Curling Club	The Madison Curling Club	4802 Marsh Rd	Douglas Pahl	Pass	Pass	Pass	Pass	

Report to Public Safety Committee on July 1, 2018- June 30, 2019 Liquor License Establishments

American Legion

Call Type	# of Calls	Notes: (if necessary)
Calls Related to Licensure	1	Disturbance between male and female. Both cited for Disorderly Conduct. No evidence of overserving.
Other Calls	3	

Angelo's

Call Type	# of Calls	Notes: (if necessary)
Calls Related to Licensure	0	
Other Calls	8	

BP – Burma Rd.

Call Type	# of Calls	Notes: (if necessary)
Calls Related to Licensure	1	Employee on site (alone) sold alcohol without Operator's License, and was intoxicated while on duty. Employee was cited, later fired by Management (18-379720). <i>Note: In 2017, a Clerk knowingly sold beer to underage person; cited for same. Employee moved out of state before management was able to fire them.</i>
Other Calls	19	

BP - Larson Beach

Call Type	# of Calls	Notes: (if necessary)
Calls Related to Licensure	0	
Other Calls	68	

Byrne's Tavern

Call Type	# of Calls	Notes: (if necessary)
Calls Related to Licensure	4	Disturbance – verbal argument involving intoxicated individuals, no arrests Battery – verbal argument involving intoxicated individuals, no arrests, recoded to disturbance Disturbance – intoxicated male causing disturbance, kicked out of bar by staff Disturbance - verbal argument involving intoxicated individuals, no arrests
Other Calls	8	

Citgo

Call Type	# of Calls	Notes: (if necessary)
Calls Related to Licensure	0	
Other Calls	1	

Dollar General		
Call Type	# of Calls	Notes: (if necessary)
Calls Related to Licensure	0	
Other Calls	4	

Green Lantern		
Call Type	# of Calls	Notes: (if necessary)
Calls Related to Licensure	0	
Other Calls	15	

Kwik Trip		
Call Type	# of Calls	Notes: (if necessary)
Calls Related to Licensure	0	
Other Calls	147	

Maple Tree		
Call Type	# of Calls	Notes: (if necessary)
Calls Related to Licensure	0	
Other Calls	1	

McFarland House Cafe		
Call Type	# of Calls	Notes: (if necessary)
Calls Related to Licensure	0	
Other Calls	5	

McFarland Liquor		
Call Type	# of Calls	Notes: (if necessary)
Calls Related to Licensure	0	
Other Calls	6	

Madison Curling Club		
Call Type	# of Calls	Notes: (if necessary)
Calls Related to Licensure	0	
Other Calls	31	

Palenque Mexican Restaurant

Call Type	# of Calls	Notes: (if necessary)
Calls Related to Licensure	0	
Other Calls	0	

Parkside

Call Type	# of Calls	Notes: (if necessary)
Calls Related to Licensure	1	Sexual Assault – three intoxicated individuals arguing over whether one of them grabbed the other's girlfriend's butt. No evidence of wrongdoing by bar staff.
Other Calls	12	

Spartan Bowl

Call Type	# of Calls	Notes: (if necessary)
Calls Related to Licensure	0	
Other Calls	24	

Spartan Pizza

Calls Related to Licensure	0	
Other Calls	3	

Walgreens

Call Type	# of Calls	Notes: (if necessary)
Calls Related to Licensure	0	
Other Calls	33	

McFarland incident report for businesses with a liquor license

458 calls from 7/18/18 through 4/24/19

	Date Occurred	Business Address	Incident Number	Call Type	
Angelos McFarland					8
	8/13/18 3:57 pm	4706 Farwell St	18-311024	Private Parking	
	11/3/18 8:00 pm	4706 Farwell St	18-430548	Traffic Stop	
	11/27/18 6:39 pm	4706 Farwell St	18-460732	17B1G-Falls/Poss Dangerous/Grd	
	11/27/18 6:41 pm	4706 Farwell St	18-460736	Aa-Assist Ambulance	
	1/23/19 6:53 pm	4706 Farwell St	19-029081	Ac-Assist Citizen	
	3/30/19 8:26 pm	4706 Farwell St	19-117653	55B2-Electhaz/Wiresdwnnosmkarc	
	3/30/19 8:27 pm	4706 Farwell St	19-117654	Afd-Assist Fire Department	
	4/4/19 7:51 pm	4706 Farwell St	19-124322	Ac-Assist Citizen	
Byrnes McFarland Tavern					12
	7/17/18 5:48 pm	5915 Exchange St	18-270957	Traffic Complaint	
	9/4/18 8:08 pm	5915 Exchange St	18-345410	Traffic Stop	
	9/20/18 1:04 am	5915 Exchange St	18-368424	Liquor Law-Bar Check	
	10/12/18 2:26 am	5915 Exchange St	18-399392	Disturbance	
	11/25/18 12:22 am	5915 Exchange St	18-457301	Theft	
	12/15/18 12:50 am	5915 Exchange St	18-483691	Battery	
	3/29/19 6:29 pm	5915 Exchange St	19-116369	31D3-Uncon/Faint/Not Alert	
	3/29/19 6:30 pm	5915 Exchange St	19-116372	Aa-Assist Ambulance	
	3/29/19 11:45 pm	5915 Exchange St	19-116720	Disturbance	
	4/3/19 11:09 pm	5915 Exchange St	19-123110	Disturbance	
	4/4/19 8:17 pm	5915 Exchange St	19-124349	Check Property	
	4/9/19 11:30 pm	5915 Exchange St	19-131723	Arrested Adult	
Dollar General					12
	8/3/18 4:28 pm	5712 Ush 51	18-296615	26C1-Sick/Altered Conscious	
	8/3/18 4:29 pm	5712 Ush 51	18-296616	Aa-Assist Ambulance	
	8/22/18 4:07 pm	5712 Ush 51	18-325451	Information (Law)	
	9/4/18 8:35 am	5712 Ush 51	18-344332	Theft-Retail	
	9/14/18 1:44 pm	5712 Ush 51	18-360182	Traffic Stop	
	10/1/18 11:44 am	5712 Ush 51	18-384303	Theft	
	10/11/18 8:54 pm	5712 Ush 51	18-399137	Suspicious Person	
	11/25/18 7:17 pm	5712 Ush 51	18-458085	Check Property	
	11/26/18 7:16 pm	5712 Ush 51	18-459388	Fraud	
	11/27/18 2:51 pm	5712 Ush 51	18-460394	Follow Up	
	4/3/19 9:40 pm	5712 Ush 51	19-123047	Suspicious Vehicle	
	4/21/19 3:36 pm	5712 Ush 51	19-147958	Ac-Assist Citizen	
Green Lantern Restaurant					15
	7/5/18 11:31 pm	4412 Siggelkow Rd	18-253359	Recovd Stolen-Outside Agency	
	7/5/18 11:32 pm	4412 Siggelkow Rd	18-253361	Aoa-Assist Other Agency	
	7/6/18 10:37 am	4412 Siggelkow Rd	18-253880	Accident-No Injury	
	8/2/18 1:59 am	4412 Siggelkow Rd	18-294171	Check Property	
	8/7/18 2:25 pm	4412 Siggelkow Rd	18-302085	Private Parking	
	9/1/18 10:57 am	4412 Siggelkow Rd	18-340488	Accident-Private Property	
	9/29/18 10:43 am	4412 Siggelkow Rd	18-381916	Ac-Assist Citizen	
	11/15/18 6:50 pm	4412 Siggelkow Rd	18-446265	Aoa-Assist Other Agency	
	11/19/18 7:38 am	4412 Siggelkow Rd	18-450483	Aoa-Assist Other Agency	
	12/22/18 12:03 am	4412 Siggelkow Rd	18-493120	Check Property	
	1/21/19 6:47 pm	4412 Siggelkow Rd	19-026164	Check Person	
	2/2/19 7:55 pm	4412 Siggelkow Rd	19-042657	17B1-Falls/Poss Dangerous	
	2/2/19 7:55 pm	4412 Siggelkow Rd	19-042661	Aa-Assist Ambulance	
	3/19/19 12:00 pm	4412 Siggelkow Rd	19-102873	Traffic Stop	
	3/27/19 8:08 am	4412 Siggelkow Rd	19-113000	Traffic Stop	

Date Occurred	Business Address	Incident Number	Call Type
7/3/18 3:50 pm	4701 Farwell St	18-249590	Traffic Complaint
7/6/18 2:24 pm	4701 Farwell St	18-254194	Check Property
7/7/18 2:24 pm	4701 Farwell St	18-255636	Recovd Stolen-Outside Agency
7/8/18 6:22 am	4701 Farwell St	18-256608	Follow Up
7/8/18 10:44 am	4701 Farwell St	18-256783	Check Property
7/10/18 10:58 am	4701 Farwell St	18-259663	Check Property
7/11/18 1:09 am	4701 Farwell St	18-260749	Traffic Stop
7/12/18 10:02 am	4701 Farwell St	18-262844	Ac-Assist Citizen
7/12/18 2:48 pm	4701 Farwell St	18-263324	Check Property
7/21/18 2:36 am	4701 Farwell St	18-276161	Disturbance
7/23/18 3:00 am	4701 Farwell St	18-278695	Traffic Stop
7/24/18 8:03 pm	4701 Farwell St	18-281416	Arrested Adult
7/25/18 12:10 am	4701 Farwell St	18-281725	Check Person
7/26/18 11:49 am	4701 Farwell St	18-283993	Suspicious Person
7/26/18 8:46 pm	4701 Farwell St	18-284814	Ac-Assist Citizen
7/27/18 9:32 pm	4701 Farwell St	18-286529	Traffic Stop
7/27/18 11:35 pm	4701 Farwell St	18-286666	Ac-Assist Citizen
7/28/18 1:22 pm	4701 Farwell St	18-287347	Check Property
7/29/18 1:31 pm	4701 Farwell St	18-288729	Check Property
7/30/18 12:04 am	4701 Farwell St	18-289509	Conveyance
7/30/18 11:09 am	4701 Farwell St	18-289999	Accident-Private Property
7/30/18 4:22 pm	4701 Farwell St	18-290440	12C4-Seizure/Notnow/Is Breath
7/30/18 4:24 pm	4701 Farwell St	18-290446	Aa-Assist Ambulance
7/30/18 11:06 pm	4701 Farwell St	18-290931	Check Property
8/1/18 12:10 am	4701 Farwell St	18-292564	Traffic Stop
8/1/18 1:10 am	4701 Farwell St	18-292592	Check Property
8/2/18 7:00 pm	4701 Farwell St	18-295287	Theft-Retail
8/5/18 11:22 am	4701 Farwell St	18-299042	Traffic Stop
8/6/18 7:13 pm	4701 Farwell St	18-301017	Check Property
8/8/18 10:57 am	4701 Farwell St	18-303219	Follow Up
8/8/18 11:02 am	4701 Farwell St	18-303229	Found Property
8/9/18 2:06 pm	4701 Farwell St	18-305066	Follow Up
8/13/18 1:10 am	4701 Farwell St	18-310151	Traffic Stop
8/16/18 12:56 am	4701 Farwell St	18-314716	Check Property
8/17/18 12:50 am	4701 Farwell St	18-316203	Check Property
8/18/18 12:50 am	4701 Farwell St	18-317800	Ac-Assist Citizen
8/18/18 10:33 pm	4701 Farwell St	18-319151	Intoxicated Driver
8/18/18 11:12 pm	4701 Farwell St	18-319215	Information (Law)
8/29/18 10:49 am	4701 Farwell St	18-335328	Ac-Assist Citizen
8/30/18 9:24 pm	4701 Farwell St	18-338080	Check Property
8/31/18 11:04 pm	4701 Farwell St	18-339958	Ac-Assist Citizen
9/3/18 2:48 am	4701 Farwell St	18-342914	Check Property
9/4/18 11:31 pm	4701 Farwell St	18-345601	Check Property
9/5/18 3:28 pm	4701 Farwell St	18-346520	Check Property
9/6/18 12:14 am	4701 Farwell St	18-347145	Check Property
9/6/18 4:43 pm	4701 Farwell St	18-348201	Check Property
9/12/18 7:37 pm	4701 Farwell St	18-357628	Check Property
9/17/18 8:25 am	4701 Farwell St	18-364151	Traffic Stop
9/20/18 9:40 pm	4701 Farwell St	18-369675	Check Property
9/21/18 8:11 am	4701 Farwell St	18-370168	Ac-Assist Citizen
9/22/18 4:21 am	4701 Farwell St	18-371597	Theft
9/23/18 12:27 am	4701 Farwell St	18-372853	Check Property
9/23/18 2:06 pm	4701 Farwell St	18-373425	Follow Up
9/24/18 3:48 am	4701 Farwell St	18-374194	Check Property
9/30/18 1:52 am	4701 Farwell St	18-382883	Suspicious Vehicle
10/1/18 12:09 pm	4701 Farwell St	18-384335	Ac-Assist Citizen
10/3/18 12:32 pm	4701 Farwell St	18-387176	Traffic Stop
10/3/18 1:51 pm	4701 Farwell St	18-387324	Ac-Assist Citizen
10/5/18 4:06 pm	4701 Farwell St	18-390467	Theft
10/5/18 7:38 pm	4701 Farwell St	18-390764	Follow Up
10/8/18 7:42 pm	4701 Farwell St	18-394769	Check Property

Date Occurred	Business Address	Incident Number	Call Type
10/13/18 9:19 pm	4701 Farwell St	18-401828	Traffic Stop
10/16/18 9:43 pm	4701 Farwell St	18-405735	Ac-Assist Citizen
10/17/18 11:10 am	4701 Farwell St	18-406307	Information (Law)
10/17/18 11:25 pm	4701 Farwell St	18-407245	Check Person
10/19/18 11:29 pm	4701 Farwell St	18-410165	Check Person
10/25/18 12:13 am	4701 Farwell St	18-417009	Traffic Stop
10/27/18 10:58 pm	4701 Farwell St	18-421158	Traffic Complaint
10/27/18 11:00 pm	4701 Farwell St	18-421161	Traffic Complaint
11/1/18 10:03 pm	4701 Farwell St	18-427809	Check Person
11/1/18 10:18 pm	4701 Farwell St	18-427828	13C2-Diabetic/Abnorm Behavior
11/1/18 10:18 pm	4701 Farwell St	18-427829	Aa-Assist Ambulance
11/1/18 11:04 pm	4701 Farwell St	18-427859	Traffic Stop
11/2/18 11:15 pm	4701 Farwell St	18-429395	Traffic Stop
11/3/18 12:35 am	4701 Farwell St	18-429486	Traffic Stop
11/3/18 11:27 am	4701 Farwell St	18-429944	Animal-Found
11/4/18 12:16 am	4701 Farwell St	18-430791	Disturbance
11/5/18 11:34 pm	4701 Farwell St	18-433177	Traffic Stop
11/6/18 9:17 am	4701 Farwell St	18-433473	Traffic Stop
11/6/18 7:47 pm	4701 Farwell St	18-434329	Follow Up
11/11/18 7:25 pm	4701 Farwell St	18-440880	Ac-Assist Citizen
11/11/18 8:48 pm	4701 Farwell St	18-440944	Ac-Assist Citizen
11/16/18 1:32 am	4701 Farwell St	18-446584	Check Property
11/21/18 11:18 am	4701 Farwell St	18-453348	Ac-Assist Citizen
11/23/18 1:48 am	4701 Farwell St	18-455085	Intoxicated Driver
11/24/18 5:08 pm	4701 Farwell St	18-456901	Check Property
11/26/18 2:06 pm	4701 Farwell St	18-458966	Information (Law)
12/7/18 10:33 pm	4701 Farwell St	18-474249	.Pre-Alert Emd (Medical) Call
12/7/18 10:34 pm	4701 Farwell St	18-474251	Aa-Assist Ambulance
12/7/18 10:36 pm	4701 Farwell St	18-474257	Information (Law)
12/8/18 4:29 am	4701 Farwell St	18-474539	Found Property
12/10/18 4:37 pm	4701 Farwell St	18-477644	Ac-Assist Citizen
12/10/18 5:56 pm	4701 Farwell St	18-477737	Missing Juvenile
12/13/18 1:10 am	4701 Farwell St	18-480820	Check Property
12/14/18 2:32 am	4701 Farwell St	18-482227	31D1-Uncons/Agonal/Ineffective
12/14/18 2:33 am	4701 Farwell St	18-482228	Aa-Assist Ambulance
12/14/18 3:23 pm	4701 Farwell St	18-483007	Traffic Stop
12/14/18 9:20 pm	4701 Farwell St	18-483507	Drug Investigation
12/16/18 6:40 am	4701 Farwell St	18-485235	Check Property
12/19/18 6:05 pm	4701 Farwell St	18-489967	Traffic Stop
12/24/18 1:36 am	4701 Farwell St	18-495307	Traffic Complaint
12/24/18 3:14 am	4701 Farwell St	18-495341	Damage To Property
12/28/18 4:08 pm	4701 Farwell St	18-499742	911 Unintentional/Callercontct
12/29/18 1:33 am	4701 Farwell St	18-500319	Check Property
12/29/18 9:44 pm	4701 Farwell St	18-501263	Traffic Stop
1/1/19 1:11 pm	4701 Farwell St	19-000637	Check Property
1/2/19 8:58 am	4701 Farwell St	19-001458	Theft
1/8/19 12:41 am	4701 Farwell St	19-008558	Suspicious Person
1/9/19 11:10 pm	4701 Farwell St	19-011076	Animal-General/Stray
1/12/19 2:52 am	4701 Farwell St	19-013950	Check Property
1/17/19 7:20 pm	4701 Farwell St	19-021005	Traffic Stop
1/17/19 11:24 pm	4701 Farwell St	19-021227	Traffic Stop
1/19/19 10:43 pm	4701 Farwell St	19-023969	Traffic Stop
1/21/19 12:37 pm	4701 Farwell St	19-025729	Information (Law)
1/21/19 7:23 pm	4701 Farwell St	19-026204	Check Property
1/24/19 12:19 am	4701 Farwell St	19-029318	Check Property
1/24/19 5:40 pm	4701 Farwell St	19-030331	Traffic Complaint
1/29/19 12:42 am	4701 Farwell St	19-036074	Check Property
1/29/19 12:40 pm	4701 Farwell St	19-036707	Ac-Assist Citizen
2/3/19 3:55 pm	4701 Farwell St	19-043600	Private Parking
2/6/19 1:36 pm	4701 Farwell St	19-047355	Accident-No Injury
2/8/19 1:03 pm	4701 Farwell St	19-050021	Theft
2/8/19 1:27 pm	4701 Farwell St	19-050048	Follow Up
2/10/19 2:11 am	4701 Farwell St	19-052226	Traffic Stop
2/10/19 4:41 pm	4701 Farwell St	19-052865	Check Person

Date Occurred	Business Address	Incident Number	Call Type
2/11/19 8:12 am	4701 Farwell St	19-053469	Accident-Private Property
2/13/19 3:32 pm	4701 Farwell St	19-056929	Accident-No Injury
2/17/19 12:23 am	4701 Farwell St	19-061791	Found Property
2/18/19 12:04 pm	4701 Farwell St	19-063560	Accident-Private Property
2/19/19 1:40 am	4701 Farwell St	19-064462	Check Property
2/24/19 1:24 am	4701 Farwell St	19-071505	Intoxicated Driver
2/24/19 9:02 am	4701 Farwell St	19-071806	59B1O-Fuelspill/Smuncntndoutsd
2/24/19 9:03 am	4701 Farwell St	19-071809	Afd-Assist Fire Department
2/27/19 12:10 am	4701 Farwell St	19-075402	Check Property
3/11/19 11:31 pm	4701 Farwell St	19-092512	Ac-Assist Citizen
3/15/19 5:15 am	4701 Farwell St	19-097039	Check Property
3/16/19 6:47 pm	4701 Farwell St	19-099358	Ac-Assist Citizen
3/19/19 5:28 pm	4701 Farwell St	19-103353	Traffic Stop
3/22/19 10:59 am	4701 Farwell St	19-106782	Check Property
3/23/19 12:26 am	4701 Farwell St	19-107785	Traffic Stop
3/23/19 12:41 am	4701 Farwell St	19-107807	Traffic Stop
3/24/19 12:30 am	4701 Farwell St	19-109080	Check Property
4/1/19 2:12 am	4701 Farwell St	19-119045	Traffic Stop
4/5/19 2:36 am	4701 Farwell St	19-124668	Check Property
4/6/19 11:38 pm	4701 Farwell St	19-127608	Traffic Stop
4/9/19 3:25 pm	4701 Farwell St	19-131126	Check Person
4/15/19 11:56 pm	4701 Farwell St	19-139852	Check Property
4/26/19 10:11 pm	4701 Farwell St	19-156048	Check Person

Larson Beach BP

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7/3/18 5:15 am	4800 Larson Beach R	18-248768	Traffic Stop
7/28/18 3:17 pm	4800 Larson Beach R	18-287474	Theft-Bicycle
7/29/18 7:31 pm	4800 Larson Beach R	18-289221	Ac-Assist Citizen
7/30/18 3:53 pm	4800 Larson Beach R	18-290402	Follow Up
8/1/18 9:59 am	4800 Larson Beach R	18-292928	Traffic Stop
8/8/18 6:00 pm	4800 Larson Beach R	18-303885	911 Unintentional/Callercontct
8/8/18 8:14 pm	4800 Larson Beach R	18-304056	29B2-Trafacc/Serioushemorrhage
8/8/18 8:15 pm	4800 Larson Beach R	18-304057	Aa-Assist Ambulance
8/10/18 10:24 am	4800 Larson Beach R	18-306265	Follow Up
8/22/18 10:31 am	4800 Larson Beach R	18-324941	Arrested Adult
8/22/18 10:34 am	4800 Larson Beach R	18-324946	Aoa-Assist Other Agency
8/27/18 8:36 pm	4800 Larson Beach R	18-333132	Atl-Person
9/9/18 12:26 pm	4800 Larson Beach R	18-352362	Traffic Stop
9/13/18 10:35 am	4800 Larson Beach R	18-358378	Check Property
9/14/18 3:50 am	4800 Larson Beach R	18-359570	Alarm
9/14/18 3:57 am	4800 Larson Beach R	18-359574	Aoak9-Assist Other Agency-K9
9/14/18 4:02 am	4800 Larson Beach R	18-359575	Aoa-Assist Other Agency
9/14/18 7:10 pm	4800 Larson Beach R	18-360737	Check Property
9/14/18 7:19 pm	4800 Larson Beach R	18-360752	Intoxicated Driver
9/14/18 7:22 pm	4800 Larson Beach R	18-360757	Information (Law)
9/17/18 11:15 am	4800 Larson Beach R	18-364390	Fraud
9/18/18 2:22 am	4800 Larson Beach R	18-365532	Check Property
9/20/18 10:24 am	4800 Larson Beach R	18-368793	Traffic Stop
9/21/18 4:11 am	4800 Larson Beach R	18-370010	Check Property
9/21/18 9:22 pm	4800 Larson Beach R	18-371245	Ac-Assist Citizen
10/4/18 5:16 pm	4800 Larson Beach R	18-389129	Battery
10/16/18 6:11 pm	4800 Larson Beach R	18-405494	911 Open Line
11/1/18 1:46 pm	4800 Larson Beach R	18-427229	Ac-Assist Citizen
11/15/18 11:49 am	4800 Larson Beach R	18-445616	Private Parking
11/16/18 11:08 am	4800 Larson Beach R	18-446978	Check Property
11/22/18 9:44 am	4800 Larson Beach R	18-454488	Check Property
11/26/18 7:47 pm	4800 Larson Beach R	18-459411	Check Property
11/28/18 8:06 pm	4800 Larson Beach R	18-462286	Traffic Stop
12/11/18 7:54 pm	4800 Larson Beach R	18-479218	Battery
12/14/18 5:04 am	4800 Larson Beach R	18-482278	Ac-Assist Citizen
12/14/18 7:56 pm	4800 Larson Beach R	18-483398	Check Property
12/14/18 10:12 pm	4800 Larson Beach R	18-483570	Check Property
12/23/18 5:19 am	4800 Larson Beach R	18-494457	Check Property

Date Occurred	Business Address	Incident Number	Call Type
1/4/19 5:51 am	4800 Larson Beach R	19-003864	Suspicious Person
1/6/19 9:57 pm	4800 Larson Beach R	19-007207	Theft-Retail
1/7/19 9:04 pm	4800 Larson Beach R	19-008425	Follow Up
1/8/19 10:02 am	4800 Larson Beach R	19-008908	Follow Up
1/9/19 8:06 am	4800 Larson Beach R	19-010044	Traffic Stop
1/9/19 8:25 pm	4800 Larson Beach R	19-010940	Traffic Stop
1/12/19 9:57 pm	4800 Larson Beach R	19-014829	Traffic Stop
1/16/19 11:19 am	4800 Larson Beach R	19-019073	Traffic Stop
1/25/19 8:49 pm	4800 Larson Beach R	19-031995	Ac-Assist Citizen
2/2/19 8:02 am	4800 Larson Beach R	19-041829	Preserve Peace
2/4/19 11:13 am	4800 Larson Beach R	19-044501	Traffic Stop
2/7/19 3:23 pm	4800 Larson Beach R	19-048961	Ac-Assist Citizen
2/17/19 6:11 pm	4800 Larson Beach R	19-062658	Juvenile Complaint
2/22/19 8:05 am	4800 Larson Beach R	19-069008	Traffic Stop
3/14/19 2:28 am	4800 Larson Beach R	19-095436	Suspicious Vehicle
3/15/19 12:38 pm	4800 Larson Beach R	19-097467	Theft
3/16/19 7:49 am	4800 Larson Beach R	19-098684	Traffic Stop
3/17/19 10:09 am	4800 Larson Beach R	19-100086	Preserve Peace
3/17/19 10:25 am	4800 Larson Beach R	19-100097	Phone Message (Law)
3/19/19 11:11 pm	4800 Larson Beach R	19-103677	Suspicious Vehicle
3/21/19 8:55 am	4800 Larson Beach R	19-105294	Traffic Stop
3/23/19 10:45 pm	4800 Larson Beach R	19-108964	Intoxicated Driver
3/24/19 8:22 pm	4800 Larson Beach R	19-109975	Annoying Phone Calls
3/28/19 1:28 am	4800 Larson Beach R	19-114064	Suspicious Vehicle
4/4/19 12:42 pm	4800 Larson Beach R	19-123754	Ac-Assist Citizen
4/10/19 4:26 am	4800 Larson Beach R	19-131849	Check Property
4/19/19 2:03 am	4800 Larson Beach R	19-144249	Intoxicated Driver
4/19/19 7:07 am	4800 Larson Beach R	19-144385	Found Property
4/19/19 4:36 pm	4800 Larson Beach R	19-145116	Annoying Phone Calls
4/23/19 8:11 am	4800 Larson Beach R	19-150161	Traffic Stop

Madison Curling Club

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7/17/18 2:02 am	4802 Marsh Rd	18-269941	Check Property
7/18/18 11:21 am	4802 Marsh Rd	18-271900	Information (Law)
7/20/18 2:35 pm	4802 Marsh Rd	18-275177	Traffic Complaint
7/20/18 2:36 pm	4802 Marsh Rd	18-275178	Traffic Complaint
8/1/18 12:26 pm	4802 Marsh Rd	18-293114	Found Property
8/16/18 12:24 am	4802 Marsh Rd	18-314694	Check Property
9/11/18 12:48 am	4802 Marsh Rd	18-354773	Juvenile Complaint
9/18/18 9:09 am	4802 Marsh Rd	18-365787	Check Property
9/20/18 9:39 am	4802 Marsh Rd	18-368739	Check Property
9/29/18 10:18 am	4802 Marsh Rd	18-381885	Check Property
10/7/18 8:43 am	4802 Marsh Rd	18-392719	Check Property
10/7/18 4:25 pm	4802 Marsh Rd	18-393089	Check Property
10/11/18 11:46 pm	4802 Marsh Rd	18-399301	Juvenile Complaint
10/17/18 4:55 am	4802 Marsh Rd	18-405943	Check Property
10/18/18 8:22 am	4802 Marsh Rd	18-407523	Check Property
11/27/18 8:44 am	4802 Marsh Rd	18-459892	Check Property
1/11/19 8:48 am	4802 Marsh Rd	19-012776	Check Property
1/30/19 12:39 pm	4802 Marsh Rd	19-037945	Check Property
2/4/19 9:36 am	4802 Marsh Rd	19-044375	Check Property
2/8/19 8:59 am	4802 Marsh Rd	19-049757	Check Property
3/2/19 11:24 am	4802 Marsh Rd	19-080042	Check Property
3/7/19 1:48 am	4802 Marsh Rd	19-085839	Check Property
3/11/19 1:11 pm	4802 Marsh Rd	19-091827	Check Property
3/17/19 12:16 pm	4802 Marsh Rd	19-100222	Check Property
4/4/19 11:09 am	4802 Marsh Rd	19-123630	911 Test
4/4/19 11:11 am	4802 Marsh Rd		
4/9/19 2:11 am	4802 Marsh Rd	19-130348	Check Property
4/13/19 8:45 am	4802 Marsh Rd	19-136226	Street Parking
4/15/19 8:47 am	4802 Marsh Rd	19-138657	Found Property
4/16/19 5:15 am	4802 Marsh Rd	19-139966	Check Property
4/18/19 10:53 pm	4802 Marsh Rd	19-144119	Suspicious Vehicle

	Date Occurred	Business Address	Incident Number	Call Type	
McFarland BP					20
	7/4/18 11:31 am	4701 Burma Rd	18-250792	Traffic Stop	
	7/14/18 3:50 am	4701 Burma Rd	18-265926	Check Property	
	7/15/18 2:37 pm	4701 Burma Rd	18-267794	Check Person	
	8/2/18 9:53 am	4701 Burma Rd	18-294473	Traffic Stop	
	9/2/18 10:25 pm	4701 Burma Rd	18-342726	Alarm	
	9/14/18 4:21 am	4701 Burma Rd	18-359580	Check Property	
	9/27/18 7:26 pm	4701 Burma Rd	18-379720	Check Person	
	10/1/18 10:24 pm	4701 Burma Rd	18-385049	Suspicious Person	
	12/14/18 8:55 pm	4701 Burma Rd	18-483474	Check Property	
	12/15/18 9:27 am	4701 Burma Rd	18-484006	Traffic Stop	
	1/1/19 3:06 pm	4701 Burma Rd	19-000740	Intoxicated Driver	
	1/1/19 11:17 pm	4701 Burma Rd	19-001153	Check Property	
	1/29/19 12:34 am	4701 Burma Rd	19-036069	Traffic Stop	
	2/11/19 12:51 am	4701 Burma Rd	19-053253	Check Person	
	3/9/19 12:51 am	4701 Burma Rd	19-088791	Traffic Stop	
	3/15/19 9:04 pm	4701 Burma Rd	19-098213	Traffic Complaint	
	3/26/19 6:34 pm	4701 Burma Rd	19-112505	Arrested Adult	
	4/9/19 8:37 pm	4701 Burma Rd	19-131567	Traffic Stop	
	4/15/19 11:05 pm	4701 Burma Rd	19-139811	Suspicious Vehicle	
	4/19/19 9:28 am	4701 Burma Rd	19-144531	Private Parking	
McFarland House Cafe					5
	9/19/18 8:56 pm	5923 Exchange St	18-368233	Check Person	
	11/30/18 12:48 am	5923 Exchange St	18-463926	6C1A-Breathprob/Abnormalasthma	
	11/30/18 12:48 am	5923 Exchange St	18-463927	Aa-Assist Ambulance	
	12/12/18 11:44 am	5923 Exchange St	18-479897	Fraud	
	3/24/19 12:44 am	5923 Exchange St	19-109101	Street Parking	
McFarland Liquors					6
	8/30/18 12:04 am	4716 Farwell St	18-336505	Traffic Stop	
	11/22/18 10:01 am	4716 Farwell St	18-454501	Check Property	
	11/30/18 11:17 am	4716 Farwell St	18-464349	Traffic Stop	
	12/7/18 3:04 pm	4716 Farwell St	18-473683	Check Property	
	3/2/19 5:31 pm	4716 Farwell St	19-080410	Information (Law)	
	3/23/19 1:27 pm	4716 Farwell St	19-108342	Traffic Stop	
Palenque Mexican Bar and Grill					3
	7/22/18 12:52 pm	5906 Ush 51	18-277893	Aa-Assist Ambulance	
	7/22/18 12:53 pm	5906 Ush 51	18-277894	21B1M-Hemorrhage/Possdangerous	
	7/24/18 3:44 pm	5906 Ush 51	18-281076	Atl-Person	
Park Side Pub					13
	8/23/18 10:59 pm	5016 Erling Ave	18-327577	Theft	
	10/16/18 11:33 am	5016 Erling Ave	18-404953	Traffic Stop	
	10/28/18 10:44 am	5016 Erling Ave	18-421708	Check Person	
	10/29/18 12:46 pm	5016 Erling Ave	18-422995	Check Person	
	11/18/18 2:45 am	5016 Erling Ave	18-449361	Sexual Assault-Adult	
	12/7/18 1:49 pm	5016 Erling Ave	18-473594	Traffic Complaint	
	12/17/18 7:10 pm	5016 Erling Ave	18-487236	Arrested Adult	
	12/17/18 7:14 pm	5016 Erling Ave	18-487243	Information (Law)	
	1/2/19 12:23 pm	5016 Erling Ave	19-001723	Ac-Assist Citizen	
	1/26/19 7:12 pm	5016 Erling Ave	19-033195	Disturbance	
	2/10/19 12:58 pm	5016 Erling Ave	19-052638	Street Parking	
	2/18/19 6:23 pm	5016 Erling Ave	19-064114	Accident-No Injury	
	3/5/19 8:13 am	5016 Erling Ave	19-083379	Traffic Complaint	
Pick N Save					56
	7/5/18 2:28 am	5709 Ush 51	18-251927	Drug Investigation	

Date Occurred	Business Address	Incident Number	Call Type
7/6/18 11:31 am	5709 Ush 51	18-253974	Check Property
7/6/18 4:49 pm	5709 Ush 51	18-254405	Check Property
7/6/18 9:51 pm	5709 Ush 51	18-254856	Animal-General/Stray
7/11/18 3:09 pm	5709 Ush 51	18-261671	Suspicious Person
7/12/18 9:44 pm	5709 Ush 51	18-263955	5A1-Backpain/Nontraumatic
7/12/18 9:45 pm	5709 Ush 51	18-263956	Aa-Assist Ambulance
7/24/18 11:06 am	5709 Ush 51	18-280653	Alarm
7/31/18 3:45 pm	5709 Ush 51	18-291932	Theft
8/1/18 11:48 am	5709 Ush 51	18-293057	Follow Up
8/2/18 3:30 pm	5709 Ush 51	18-294993	Check Property
8/4/18 7:15 am	5709 Ush 51	18-297475	Follow Up
8/7/18 8:11 am	5709 Ush 51	18-301566	32D1-Unkprob/Lifestatusqueston
8/7/18 8:12 am	5709 Ush 51	18-301568	Aa-Assist Ambulance
8/7/18 8:55 am	5709 Ush 51	18-301633	Information (Law)
8/19/18 2:24 pm	5709 Ush 51	18-319922	Ac-Assist Citizen
8/21/18 8:39 pm	5709 Ush 51	18-324293	Traffic Stop
8/27/18 10:18 am	5709 Ush 51	18-332263	Alarm
9/3/18 10:54 am	5709 Ush 51	18-343192	Alarm
9/13/18 11:12 am	5709 Ush 51	18-358433	Ac-Assist Citizen
9/23/18 11:19 am	5709 Ush 51	18-373235	Threats
10/12/18 12:04 pm	5709 Ush 51	18-399862	Theft-Retail
10/30/18 5:24 pm	5709 Ush 51	18-424826	Theft
10/31/18 2:54 pm	5709 Ush 51	18-425932	Follow Up
11/2/18 3:28 pm	5709 Ush 51	18-428778	Traffic Complaint
11/5/18 3:27 pm	5709 Ush 51	18-432642	Accident-No Injury
11/10/18 2:44 pm	5709 Ush 51	18-439423	Check Property
11/17/18 12:22 am	5709 Ush 51	18-447963	Traffic Stop
11/26/18 7:25 am	5709 Ush 51	18-458432	Check Person
11/28/18 6:33 pm	5709 Ush 51	18-462188	Ac-Assist Citizen
11/28/18 11:11 pm	5709 Ush 51	18-462474	Traffic Stop
12/3/18 3:25 pm	5709 Ush 51	18-468288	911 Unintentional/Callercontct
12/5/18 12:25 am	5709 Ush 51	18-470172	Traffic Stop
12/7/18 9:01 am	5709 Ush 51	18-473251	Follow Up
12/9/18 5:20 pm	5709 Ush 51	18-476410	Damage To Property
12/18/18 3:17 pm	5709 Ush 51	18-488307	Follow Up
12/30/18 11:38 am	5709 Ush 51	18-501787	Traffic Incident-Past
1/12/19 8:17 pm	5709 Ush 51	19-014754	Traffic Stop
1/21/19 8:10 am	5709 Ush 51	19-025428	Phone Message (Law)
2/5/19 3:59 pm	5709 Ush 51	19-046211	17B1-Falls/Poss Dangerous
2/5/19 4:01 pm	5709 Ush 51	19-046214	Aa-Assist Ambulance
2/8/19 12:18 am	5709 Ush 51	19-049451	Traffic Stop
2/12/19 6:04 pm	5709 Ush 51	19-055667	17B1G-Falls/Poss Dangerous/Grd
2/12/19 6:06 pm	5709 Ush 51	19-055669	Aa-Assist Ambulance
2/17/19 6:03 pm	5709 Ush 51	19-062645	Check Property
2/20/19 11:43 pm	5709 Ush 51	19-067226	Traffic Stop
2/22/19 10:18 pm	5709 Ush 51	19-070161	Accident-No Injury
2/22/19 11:45 pm	5709 Ush 51	19-070236	Traffic Stop
2/26/19 4:35 am	5709 Ush 51	19-074178	Traffic Stop
3/17/19 1:19 pm	5709 Ush 51	19-100284	Theft
3/18/19 4:47 pm	5709 Ush 51	19-101903	Suspicious Person
3/29/19 2:08 pm	5709 Ush 51	19-116038	Check Person
4/2/19 1:53 pm	5709 Ush 51	19-121073	Theft
4/8/19 3:43 pm	5709 Ush 51	19-129713	Traffic Complaint
4/9/19 6:22 pm	5709 Ush 51	19-131408	Suspicious Vehicle
4/11/19 1:33 am	5709 Ush 51	19-133181	Traffic Stop

Spartan Bowl

24

7/1/18 4:03 pm	4711 Farwell St	18-246443	26A10-Sick/Unwell Or Ill
7/1/18 4:04 pm	4711 Farwell St	18-246444	Aa-Assist Ambulance
7/29/18 9:10 pm	4711 Farwell St	18-289344	Traffic Complaint
8/27/18 11:35 pm	4711 Farwell St	18-333331	Traffic Complaint
8/31/18 2:03 am	4711 Farwell St	18-338386	Alarm
8/31/18 7:42 pm	4711 Farwell St	18-339660	17B1G-Falls/Poss Dangerous/Grd

Date Occurred	Business Address	Incident Number	Call Type
8/31/18 7:44 pm	4711 Farwell St	18-339667	Aa-Assist Ambulance
10/13/18 4:03 pm	4711 Farwell St	18-401515	12D4E-Seizure/Breathnotverifid
10/13/18 4:04 pm	4711 Farwell St	18-401517	Aa-Assist Ambulance
10/13/18 4:13 pm	4711 Farwell St	18-401527	Aoa-Assist Other Agency
11/20/18 11:19 pm	4711 Farwell St	18-452873	Traffic Stop
12/23/18 7:23 pm	4711 Farwell St	18-495061	Traffic Stop
1/4/19 5:14 am	4711 Farwell St	19-003854	Suspicious Vehicle
1/16/19 11:06 pm	4711 Farwell St	19-019862	Traffic Stop
2/8/19 12:55 pm	4711 Farwell St	19-050005	Ac-Assist Citizen
2/8/19 10:53 pm	4711 Farwell St	19-050756	Traffic Stop
2/17/19 3:43 pm	4711 Farwell St	19-062512	Information (Law)
2/26/19 12:22 am	4711 Farwell St	19-074033	Check Property
3/16/19 10:50 pm	4711 Farwell St	19-099674	Follow Up
3/28/19 8:47 pm	4711 Farwell St	19-115129	31A1-Fainting/Alrt=35Wocardiac
3/28/19 8:47 pm	4711 Farwell St	19-115130	Aa-Assist Ambulance
4/1/19 12:05 am	4711 Farwell St	19-118964	Traffic Stop
4/2/19 4:47 am	4711 Farwell St	19-120503	Check Property
4/7/19 1:28 am	4711 Farwell St	19-127734	Suspicious Vehicle

Spartan Pizza

3

10/8/18 4:45 pm	5813 Main St	18-394551	Check Property
10/24/18 3:08 pm	5813 Main St	18-416424	Ac-Assist Citizen
11/8/18 9:05 pm	5813 Main St	18-437102	Damage To Property

Terminal Citgo

1

8/15/18 9:34 am	4606 Terminal Dr	18-313484	Animal-General/Stray
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Walgreens

33

7/8/18 12:57 pm	4605 Larson Beach R	18-256928	Follow Up
7/10/18 1:15 pm	4605 Larson Beach R	18-259845	Check Property
7/18/18 12:33 pm	4605 Larson Beach R	18-272010	Check Property
8/14/18 4:37 pm	4605 Larson Beach R	18-312468	26C1-Sick/Altered Conscious
8/14/18 4:39 pm	4605 Larson Beach R	18-312475	Aa-Assist Ambulance
8/24/18 2:33 am	4605 Larson Beach R	18-327754	Check Property
8/29/18 1:43 pm	4605 Larson Beach R	18-335619	Check Person
8/30/18 6:11 pm	4605 Larson Beach R	18-337815	Check Property
9/6/18 4:26 am	4605 Larson Beach R	18-347261	Check Property
9/14/18 4:23 am	4605 Larson Beach R	18-359581	Check Property
10/1/18 1:34 am	4605 Larson Beach R	18-383894	Check Property
10/3/18 12:15 pm	4605 Larson Beach R	18-387147	911 Disconnect
10/7/18 9:20 am	4605 Larson Beach R	18-392740	Traffic Stop
10/14/18 4:00 am	4605 Larson Beach R	18-402134	Intoxicated Driver
10/22/18 8:15 am	4605 Larson Beach R	18-413061	Traffic Stop
10/22/18 8:18 am	4605 Larson Beach R	18-413067	Traffic Stop
10/31/18 2:45 pm	4605 Larson Beach R	18-425919	Check Property
11/16/18 6:49 pm	4605 Larson Beach R	18-447596	Traffic Stop
11/25/18 11:12 pm	4605 Larson Beach R	18-458225	Theft
11/25/18 11:35 pm	4605 Larson Beach R	18-458246	Phone Message (Law)
12/12/18 2:28 pm	4605 Larson Beach R	18-480129	Follow Up
12/19/18 3:29 am	4605 Larson Beach R	18-489006	Check Property
12/21/18 6:34 pm	4605 Larson Beach R	18-492820	Check Person
12/27/18 3:43 am	4605 Larson Beach R	18-498039	Check Property
1/25/19 4:46 am	4605 Larson Beach R	19-030871	Check Property
2/8/19 1:48 am	4605 Larson Beach R	19-049507	Suspicious Vehicle
2/17/19 6:11 pm	4605 Larson Beach R	19-062655	Check Property
2/21/19 7:53 pm	4605 Larson Beach R	19-068506	Traffic Stop
2/25/19 12:20 pm	4605 Larson Beach R	19-073209	911 Open Line
2/28/19 8:28 am	4605 Larson Beach R	19-076927	Fraud
3/29/19 3:20 am	4605 Larson Beach R	19-115434	Suspicious Vehicle
4/1/19 4:59 pm	4605 Larson Beach R	19-119967	Traffic Stop
4/4/19 5:01 am	4605 Larson Beach R	19-123276	Check Property

Date Occurred	Business Address	Incident Number	Call Type
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RESOLUTION 2019-09

A RESOLUTION APPROVING THE RENEWAL OF APPLICATIONS FOR LIQUOR AND FERMENTED MALT BEVERAGE LICENSES FOR 2019-2020

WHEREAS, on Monday, June 10, 2019, the Village Board met to consider the following applications for renewal of Liquor and Fermented Malt Beverage licenses for 2019-2020. The Public Safety Committee previously reviewed all submitted applications and recommended approval.

Class "A"/"Class A" (Combination Class A)

LEGAL NAME	D/B/A	ADDRESS	AGENT
Kwik Trip Inc.	Kwik Trip #766	4701 Farwell St	Sheila Mickelson
Loeder Oil Co., Inc.	McFarland BP	4701 Burma Rd	Daniel Loeder
Mangat Enterprises LLC	Terminal Citgo	4004 Terminal Dr	Gurmail Mangat
Monumental Enterprises Inc	McFarland Liquor	4716 Farwell St	Patrick Machovec
Walgreen Co	Walgreens #10554	4605 Larson Beach Rd	Jennifer Boyle

Class "A" Beer and Cider

LEGAL NAME	D/B/A	ADDRESS	AGENT
Loeder Oil Co., Inc.	Larson Beach BP	4800 Larson Beach	Daniel Loeder

Class "A" Beer

LEGAL NAME	D/B/A	ADDRESS	AGENT
The Madison Curling Club	The Madison Curling Club	4802 Marsh Rd	Douglas Pahl

Class "B"/"Class B" (Combination Class B)

LEGAL NAME	D/B/A	ADDRESS	AGENT
ARUBA0204	Angelo's McFarland	4706 Farwell St	Susan Hubanks
Byrne's McFarland Tavern LLC	Byrne's McFarland Tavern	5915 Exchange St	Ashley Byrne
Edwards-Foye Post No. 534 of the American Legion	American Legion Post 534	4911 Burma Rd	William Bley
Green Lantern Restaurant Inc.	Green Lantern Restaurant	4412 Siggelkow Rd	Joy Wheeler
Spartan Pizza LLC	Spartan Pizza	5813 Main St	Shena Scott
Palenque Mexican Restaurant LLC	Palenque Mexican Restaurant	5906 US HWY 51	Andres Castellano
Parkside Pub LTD	Parkside Pub	5016 Erling Ave	Joshua Lavik
Spartan Bowl Inc	Spartan Bowl	4711 Farwell St	Robert Bloxham
SWN Inc	Maple Tree Restaurant	6010 US HWY 51	Gary Seiler
McFarland House Café Inc.	McFarland House Café	5923 Exchange St.	Shaun O'Hearn

WHEREAS, all of the establishments have had the necessary reviews, background investigations of applicants, and inspections of premises as required by Municipal Code and State Statutes; and

WHEREAS, after review and consideration, it is recommended that the Village approve the Alcohol Beverage renewals; and

WHEREAS, all establishments are current on all fees, taxes, and/or invoices.

NOW THEREFORE, BE IT RESOLVED, that the Village Board of the Village of McFarland, Dane County, Wisconsin, hereby approves the renewal of applications for liquor and fermented malt beverage licenses for the period of July 1, 2019 through June 30, 2020.

Approved:

Brad Czebotar, Village President

Attest: Cassandra Suettinger, Clerk/Treasurer

RESOLUTION 2019 – 09	
MOTION	SECOND
ACTION	
Adopted	
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Adrian	Kolk
Brassington	Lytle
Czebotar	Utter
Kryzenske	
VOTING RESULTS	
Motion Carried:	
Motion Defeated:	



PUBLIC SAFETY COMMITTEE SUMMARY SHEET

MEETING DATE: Monday, May 13, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer

AGENDA ITEM: Discussion and action regarding Ordinance 2019-10: An ordinance amending procedure for operator's license review.

PREVIOUS ACTION:

The Village approved the Operator's License approval policy in July of 2018.

ISSUE SUMMARY:

With the approval of the new Village branding and logo, the Village has begun the work of redesigning all license and permit applications to include the new brand. As part of the process staff is updating the license application, but also lining it up with the Village Ordinance to ensure compliance. In reviewing the operator's license application, staff recommends the ordinance be amended to match up with the Village operator's license approval policy. There are three proposed revisions:

1. Limiting the offenses required to be listed on the application to those offenses we have identified within our operator license approval policy - Currently the ordinance and application require applicants to disclose ALL arrests and convictions. As written if applicants do not list every arrest and conviction, including speeding citations, parking tickets, etc., that are not within our scope of review.
2. Removing the requirement to indicate whether the applicant has been hospitalized for drug or alcohol abuse within the last five years - This is not contained within our operator's license approval policy as valid grounds for denial.
3. Remove the requirement to indicate whether the applicant is a US Citizen or a resident of the State - neither of these are required to hold an operator's license,

FINANCIAL/BUDGET IMPACT:

N/A

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

Chapter 11, Article II



Village Operator's License Approval Policy

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Staff recommends approval of Ordinance 2019-10.

The Public Safety unanimously recommends approval of ordinance amendment 2019-10: An ordinance amending procedure for operator's license review.

ATTACHMENTS:

1. 2019-10 Operator Lic. App Policy

ORDINANCE NO. 2019-10

**AN ORDINANCE AMENDING PROCEDURE FOR OPERATOR'S LICENSE
REVIEW**

Purpose: To update Village Ordinance on Operator's License to update the review procedure.

Sponsor: Village Clerk Cassandra Suettinger

Recommended Referral: Public Safety Committee

Public Hearing: None required.

The Village Board of the Village of McFarland do hereby ordain as follows:

1. Article XI of the McFarland Municipal Code is hereby amended to read as follows:
Sec. 11-71. - Procedure upon application for operator's license.

(a) *Application.* The Village Board may issue an operator's license, which license shall be granted only upon application in writing on forms to be obtained from the Village Clerk-Treasurer only to persons 18 years of age or older as the requirement in Wis. Stats. § 125.04(5)(a)3. that the applicant must have attained the legal drinking age does not apply to applicants for operators' licenses under Wis. Stats. § 125.17. Operator's licenses shall be operative only within the limits of the Village. Applicants shall provide the following information:

(1) Name, address, home, and work phone numbers.

(2) Date of birth, gender, social security number, and driver's license or state identification card number.

(3) Whether the applicant has completed a responsible beverage server training course pursuant to Wis. Stats. § 125.17(6).

(4) Whether the applicant has held an operator's license within the previous two years. If one has been held in a different municipality, a copy of the license or a letter from the clerk of the municipality shall be provided.

5) The applicant's arrest and conviction record substantially related to the licensed activity, including:

a) Whether the applicant has ever been convicted of a felony.

~~b) Whether the applicant has been arrested for and/or convicted of violating any law or ordinance during the last 10 years.~~

~~c) Whether the applicant has any pending charges, including criminal and ordinance violations.~~

~~If so, the applicant shall provide the details of each arrest, conviction and charge, including:~~

- ~~a) The dates of the arrest and conviction.~~
- ~~b) The specific offense for which the applicant was arrested or charged.~~
- ~~c) The name and location of the court that adjudicated the case, and case number.~~
- ~~d) A description of the nature and circumstances of the offense.~~
- ~~e) Whether the applicant was consuming alcohol beverages or drugs at the time of the incident, not including non-impairing medications prescribed to the applicant.~~
- ~~f) Whether the incident occurred in or around an establishment that serves alcohol beverages.~~
- ~~g) Whether the incident involved alcohol beverages or controlled substances in any other way.~~

~~The applicant may also submit evidence of rehabilitation and fitness to perform the licensed activity.~~

~~(5) Whether the applicant has been arrested for and/or convicted of violating any law of the state or the United States, including traffic violations. If so, the applicant shall provide the date of arrest, date of conviction, name of the court, and nature of the offense.~~

(6) Whether the applicant has had a license to serve alcohol beverages suspended, revoked, or surrendered in lieu of suspension or revocation and if so, the name of the municipality and the date the license was suspended, revoked, or surrendered.

~~(7) Whether the applicant has been hospitalized or treated for drug abuse or alcoholism within the previous five years, and if so, the applicant shall provide an explanation of the circumstances and dates of occurrence.~~

~~(8) Whether the applicant is a citizen of the United States and a resident of the state.~~

~~(9)~~(7) The address and date of residency for each place the applicant has resided for the previous five years.

~~(10) Reserved.~~

~~(11)~~(8) Any other information required by the Village Clerk-Treasurer or Chief of Police to run all required background checks or to otherwise process the application.

Comment [CS1]: The arrest and conviction section has historically been a challenge for applicants. The application currently asks for any and all arrests and convictions. State Law and the Village operator license approval policy provide limited offenses that can be considered as rationale to deny an operator's license. Staff and the Village Attorney recommend revising this section to be more specific to what arrests and convictions the Village will consider in approving or denying an operator's license.

Comment [CS2]: Village Attorney and Staff recommend removal of this provision from the requirements given the privacy of medical records, including the provisions of HIPPA. Additionally, hospitalization for drug or alcoholism is not contained within the Village's Operator's License approval policy as criteria for denial.

Comment [CS3]: Neither of these are a requirement by State Law to hold an operator's license, Staff and the Village Attorney recommend its removal from our ordinance.

Comment [CS4]: Remove and renumber section with all the changes.

~~(12)~~(9) Any other information required by the Village Board.

ORDINANCE 2019-10	
MOTION	SECOND
ACTION	DATE
Adopted	
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Adrian	Kryzenske
Brassington	Lytle
Czebotar	Utter
Kolk	
VOTING RESULTS	
Motion Carried:	
Motion Defeated:	

APPROVED:

Brad Czebotar, Village President

ATTEST:

Cassandra Suettinger,

Village Clerk- Treasurer



PUBLIC SAFETY COMMITTEE SUMMARY SHEET

MEETING DATE: Monday, May 13, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer

AGENDA ITEM: Discussion and action regarding the expansion of premise for Monumental Enterprises Inc., DBA McFarland Liquors, located at 4716 Farwell St. for the period of July 1, 2019 through June 30, 2020.

PREVIOUS ACTION:

ISSUE SUMMARY:

McFarland Liquors has applied to expand their liquor store and licensed premise. This would expand the licensed area from an approximately 1,800 square foot area to an approximately 3,000 square foot area.

FINANCIAL/BUDGET IMPACT:

No additional revenue.

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

Village Ordinance Chapter 11, Article II

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Building Inspector, Fire Inspector, and Chief of Police have reviewed the application and recommend approval.

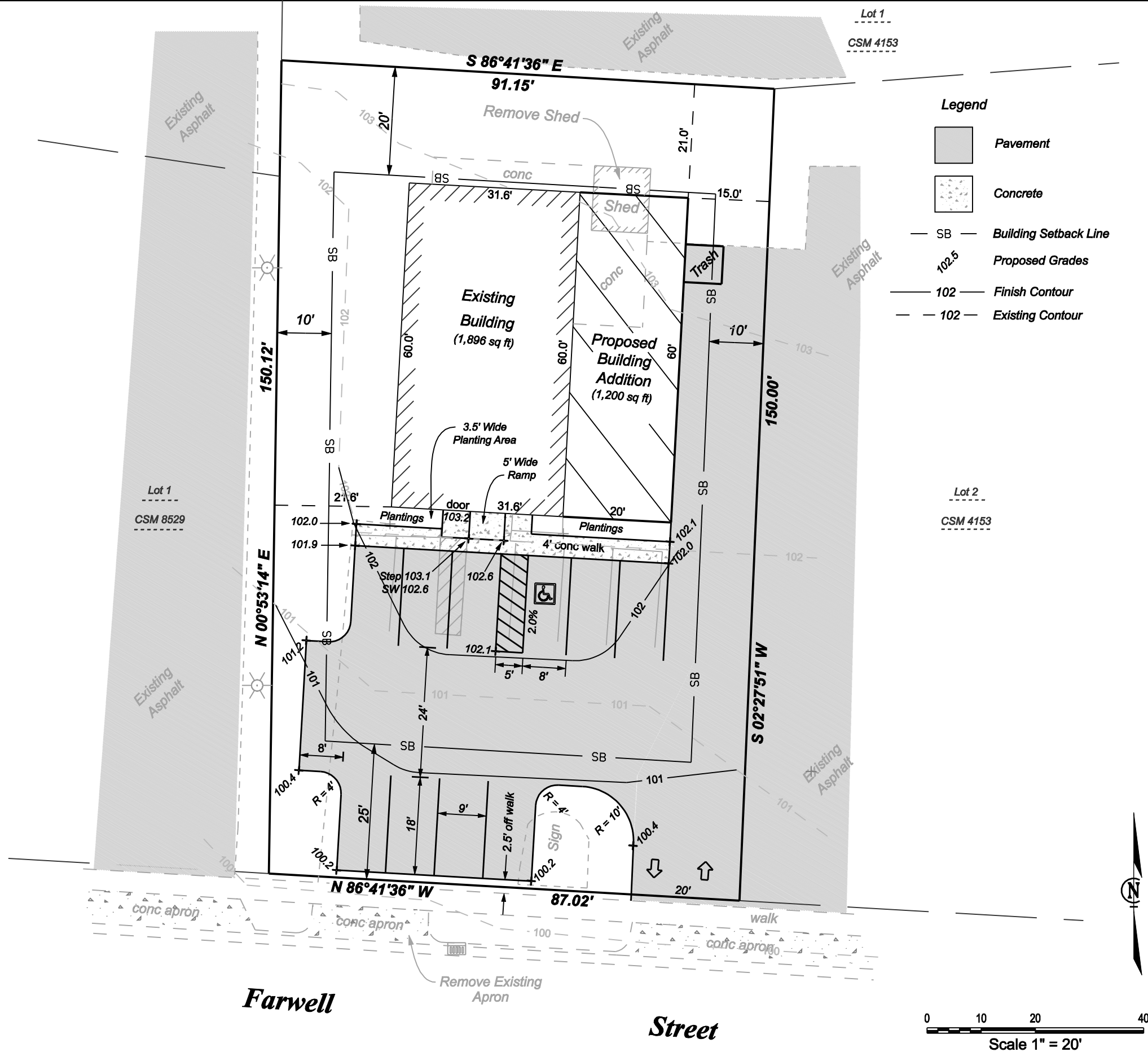
The Public Safety Committee unanimously recommends conditional approval of the expansion of premise for Monumental Enterprises Inc., for the period of July 1, 2019 through June 30, 2020, with the condition the Clerk/Treasurer being authorized and directed to amend the license to revise the description of the licensed premise to expand from 1,800 square feet to 3,000 square feet as provided on the attached detailed site plan dated April 16, 2019, upon satisfaction of the following requirements:

1. Inspection and approval from the McFarland Fire Department prior to the issuance of an occupancy permit;
2. Issuance of an occupancy permit from the building Inspector.

ATTACHMENTS:



1. McFarland Liquors Site Plan 01-21-19
2. McFarland Liquors Existing Conditions 01-22-19
3. Monumenal - Change of Premise app



Project Description

This project consist of a 20' x 60' addition to the existing building. The parking area will be reconstructed to 9 regular parking stalls in place of the existing 5 regular stalls. The will be one handicap stall. The entrance and exit of the site will utilize the existing east side apron of the parcel from Farwell Street. The existing west apron will be removed.

Site Information

Parcel lying in part of OL 70, Assessors Plat of the Village of McFarland, lying in the SE1/4 of the NW1/4 of Section 03, T06N, R10E, Village of McFarland, Dane County, Wisconsin

Owners: Patrick A Machovec LLC
McFarland Liquor's
Site Address: 4716 Farwell Street
Zoning: (C-G) General Commercial
Use of Property: Liquor Store

Parcel Information

Lot Area = 13,362 sq ft			
	Existing	Proposed	% of Site
Building	1,896 sq ft	3,096 sq ft	23%
Pavement Concrete	7,005 sq ft	5,517 sq ft	41%
Total Impervious	8,901 sq ft	8,613 sq ft	64%
Green Space	4,336 sq ft	4,749 sq ft	36%
Parking Stalls	5 Reg. Stalls 1 Hand. Stall	9 Reg. Stalls 1 Hand. Stall	

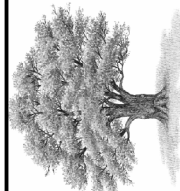
Trash Enclosure
Trash area proposed in the Northeast Corner of Building (shown).

Lighting
Lighting will be installed on the front of Building

Sign
The existing sign along the sidewalk will be removed. The area will be utilized as landscaping.

Drafted By: TT
Checked By: CN
Approved By: CN
Date: 07-06-18
01-21-18

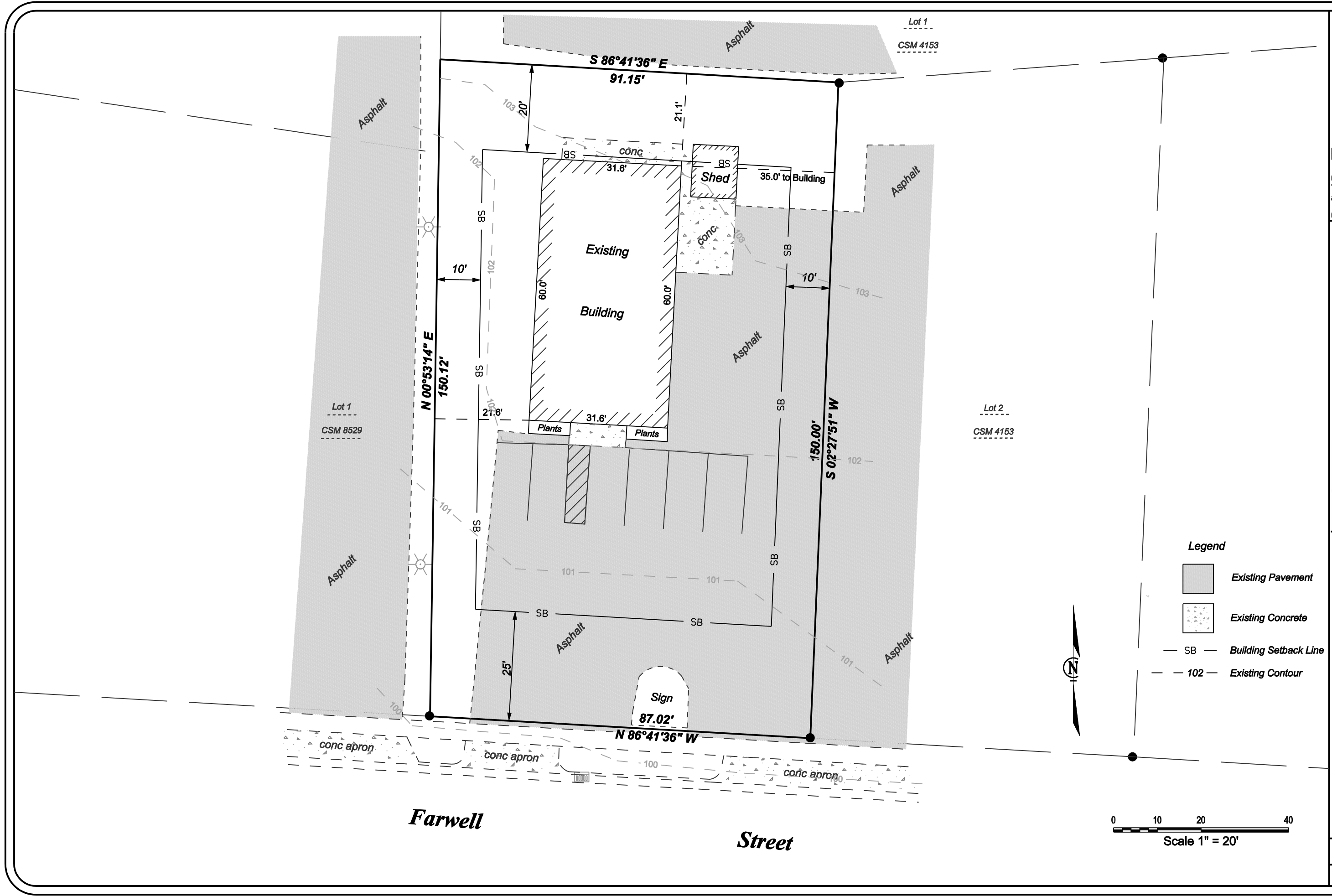
Royal Oak & Associates, Inc.
3678 Kinsman Blvd
Madison, WI 53704
Phone (608) 274-0500



Proposed Site Plan
McFarland Liquors
4716 Farwell Street
Village of McFarland, Dane County WI

Office Map No
16347

Sheet C-2



0 10 20 40
Scale 1" = 20'

- Legend**
- Existing Pavement
 - Existing Concrete
 - SB Building Setback Line
 - 102 Existing Contour

Existing Conditions McFarland Liquors 4716 Farwell Street Village of McFarland, Dane County WI	Drafted By: TT Checked By: CMS Approved By: CMS Date: 01-04-17 05-24-18 01-22-19 added contours
	Royal Oak & Associates, Inc. 3678 Kinsman Blvd Madison, WI 53704 Phone (608) 274-0500 Fax (608) 274-4530

Office Map No
16347
Sheet C-1

Application for Change of Licensed Premise

A Change of Licensed Premise application is required for any remodeling project, expansion of the area where you will be serving or storing alcohol, or any change in the conditions which may have been placed on the approval of your license. The physical area(s) covered under your current license cannot be expanded or changed without the approval of the Village Board.

*Detailed floor plans must accompany this form, or the request will not be presented to the Village Board.

If the change involves applying for an outdoor area for consumption of alcohol beverages or outdoor sports activity area, please provide a list of dates and times you would be available for a preliminary concept review meeting.

Corporate/Owner Name Monumental Enterprises Inc, McFarland Liquor

DBA: Pat Machovec Contact Phone Number: 608-838-3157

Address: 4716 Farwell Street, McFarland WI 53558

Current Capacity (Indoor): _____ Proposed Capacity (Indoor): _____

Current Capacity (Outdoor): _____ Proposed Capacity (Outdoor): _____

Description of Proposed Changes: Expand retail space from aprox. 1800 sq. ft. to aprox. 3,000 sq. ft. Add ADA compliant toilet room, a new roof truss assembly, new masonry face on the front of the building and reside the remainder.

Dates and times available to meet: Any time Mondays, after 4pm Tues - Fri

Pat Machovec
Applicant Name (Please Print)

mcfarlandliquor@gmail.com
Email Address

Pat Machovec
Signature of Applicant

4/10/2019
Date

Application to be considered at the Public Safety Committee meeting on _____ and the Village Board meeting on _____.

License # _____ Date Granted or Denied: _____

Amount Due: _____



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, May 13, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action regarding a contract for services with Management Partners in order to provide Strategic Planning services.

PREVIOUS ACTION:

The Village Board interviewed the applicant at its meeting on April 29th and recommended their approval.

ISSUE SUMMARY:

Enclosed within your packet is the contract for services with Management Partners in order to preform strategic planning services for the Village. They were selected following interviews held on April 29th. The contract is the standard form the Village uses according to its Purchasing Policy and includes by attachment the original proposal submitted as well as the cost for the services to be rendered. Management Partners was selected from a pool of 8 applicants for these services that included both a Village Staff evaluation and interview with the Village Board. They intend to begin their work the week of May 20th and be complete in late August to early September in association with the next budget cycle.

FINANCIAL/BUDGET IMPACT:

The cost for these services are \$26,500 of which \$20,000 is included within the Village Board's 2019 Budget. The remaining overage will come out of this budget and likely be supplemented from other sources and/or fund balance.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval.

ATTACHMENTS:

1. Strategic Planning Contract (Management Partners) 05132019 FINAL



2. EXHIBIT A - Proposal
3. EXHIBIT B - Proposal Cost

VILLAGE OF MCFARLAND CONTRACT

Expiration Date: September 15, 2019

Maximum Cost: \$26,500

Registered Agent: Registered Agent Solutions, Inc.

Street Address: 901 S. Whitney Way

City, State, Zip: Madison, WI 53711

THIS CONTRACT, made and entered into, by and between the Village of McFarland (hereinafter referred to as "VILLAGE") and Management Partners, Incorporated (hereafter, "PROVIDER"),

WHEREAS VILLAGE, whose address is 5915 Milwaukee St., P.O. Box 110, McFarland, WI 53558, desires to purchase services from PROVIDER for the purpose of conducting a strategic planning process; and

WHEREAS PROVIDER, whose address is 1730 Madison Road ,Cincinnati, OH, 45206, is able and willing to provide such services;

NOW, THEREFORE, in consideration of the above premises and the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which are acknowledged by each party, VILLAGE and PROVIDER agree as follows:

- I. TERM. The term of this Contract shall commence as of the date on which all parties have executed this Contract and shall end as of the EXPIRATION DATE set forth on page 1 hereof, unless sooner agreed to in writing by the parties or as provided in Section IV. PROVIDER shall complete its obligations under this Contract not later than the EXPIRATION DATE.
- II. SERVICES.
 - A. PROVIDER agrees to provide the services detailed in the attached Schedule A.
 - B. PROVIDER shall commence, carry on and complete its obligations under this Contract with all deliberate speed and in a sound, economical and efficient manner, in accordance with this Contract and all applicable laws. In providing services under this Contract, PROVIDER agrees to cooperate with the various departments, agencies, employees and officers of VILLAGE. Time is of the essence with regard to all dates for completion of any services under this Contract unless expressly provided otherwise.
 - C. PROVIDER agrees to secure at PROVIDER's own expense all personnel necessary to carry out PROVIDER's obligations under this Contract. Such personnel shall not be deemed to be employees of VILLAGE nor shall they or any of them have or be deemed to have any direct contractual relationship with VILLAGE.

- D. All services by PROVIDER shall be performed in a good and workmanlike manner and consistent with all standards of performance customary in the State of Wisconsin as well as any standards of quality advertised by PROVIDER.
- III. ASSIGNMENT/TRANSFER: PROVIDER shall neither assign nor transfer any interest or obligation in this Contract, without the prior written consent of VILLAGE unless otherwise provided herein, provided that claims for money due or to become due PROVIDER from VILLAGE under this Contract may be assigned to a bank, trust company or other financial institution without such approval if and only if the instrument of assignment contains a provision substantially to the effect that the right of the assignee in and to any moneys due or to become due to PROVIDER shall be subject to prior claims of all persons, firms and corporations for services rendered or materials supplied for the performance of the work called for in this Contract. PROVIDER shall promptly provide notice of any such assignment or transfer to VILLAGE.
- IV. TERMINATION.
- A. The Village may terminate this Contract for any reason upon thirty (30) day written notice to PROVIDER.
- B. The following shall constitute grounds for immediate termination:
1. violation by PROVIDER of any State, Federal or local law, or failure by PROVIDER to comply with any applicable States and Federal service standards, as expressed by applicable statutes, rules and regulations.
 2. failure by PROVIDER to carry applicable licenses or certifications as required by law in order to complete the services to be provided under this Contract.
 3. failure of PROVIDER to comply with reporting requirements contained herein.
 4. inability of PROVIDER to perform the work provided for herein.
- C. Failure of the Village Board or the State or Federal Governments to appropriate sufficient funds to carry out VILLAGE's obligations hereunder, shall result in automatic termination of this Contract as of the date funds are no longer available, without notice.
- D. Upon the expiration or any termination of this Contract, all finished and unfinished documents, services, papers, data, products, and the like prepared, produced or made by PROVIDER under this Contract shall at the option of VILLAGE become the property of VILLAGE, and PROVIDER shall be entitled to receive just and equitable compensation, for any satisfactory work completed on such documents, services, papers, data, products. Notwithstanding the above, PROVIDER shall not be relieved of liability to VILLAGE for damages sustained by VILLAGE by virtue of any breach of this Contract by PROVIDER, and VILLAGE may withhold any payments to PROVIDER for the purpose of offset.
- V. PAYMENT. VILLAGE agrees to make such payments for services rendered under this Contract as and in the manner specified herein and in the attached Schedule B, which is fully incorporated herein by reference. Notwithstanding any language to the contrary in this Contract or its attachments, VILLAGE shall never be required to pay more than the sum set forth on page 1 of this Contract under the heading MAXIMUM COST, for all services rendered by PROVIDER under this Contract.
- VI. REPORTS. PROVIDER agrees to make such reports as are required in the attached Schedule C, which is fully incorporated herein by reference. With respect to such reports it is expressly understood that time is of the essence.

VII. DELIVERY OF NOTICE. Notices, bills, invoices and reports required by this Contract shall be deemed delivered as of the date of postmark if deposited in a United States mailbox, first class postage attached, addressed to a party's address as set forth above. Either party may change the address to which notices should be sent by written notice to the other party.

VIII. INSURANCE.

- A. PROVIDER shall indemnify, hold harmless and defend VILLAGE, its boards, committees, agencies, officers, employees and representatives against any and all liability, loss (including, but not limited to, property damage, bodily injury and loss of life), damages, costs or expenses which VILLAGE, its officers, employees, agencies, boards, commissions and representatives may sustain, incur or be required to pay by reason of PROVIDER's acts or omissions in the course of furnishing the services or goods required to be provided under this Contract, provided, however, that the provisions of this paragraph shall not apply to liabilities, losses, charges, costs, or expenses to the extent caused by or resulting from the acts or omissions of VILLAGE, its agencies, boards, commissions, officers, employees or representatives. The obligations of PROVIDER under this paragraph shall survive the expiration or termination of this Contract.
- B. In order to protect itself and VILLAGE, its officers, boards, committees, agencies, agents, volunteers, employees and representatives under the indemnity provisions of the subparagraph above, PROVIDER shall, at PROVIDER's own expense, obtain and at all times during the term of this Contract keep in full force and effect the insurance coverages, limits, and endorsements listed below. When obtaining required insurance under this Contract and otherwise, PROVIDER agrees to preserve VILLAGE's subrogation rights in all such matters that may arise that are covered by PROVIDER's insurance. Neither these requirements nor the VILLAGE's review or acceptance of PROVIDER's certificates of insurance is intended to limit or qualify the liabilities or obligations assumed by the PROVIDER under this Contract.

Commercial General Liability.

PROVIDER agrees to maintain Commercial General Liability insurance at a limit of not less than \$1,000,000 per occurrence. Coverage shall include, but not be limited to, Bodily Injury and Property Damage to Third Parties, Contractual Liability, Personal Injury and Advertising Injury Liability, Premises-Operations, Independent PROVIDERs and Subcontractors, and Fire Legal Liability. The policy shall not exclude Explosion, Collapse, and Underground Property Damage Liability Coverage unless the VILLAGE waives such requirement in writing. The policy shall list the VILLAGE as an Additional Insured.

Commercial/Business Automobile Liability.

PROVIDER agrees to maintain Commercial/Business Automobile Liability insurance at a limit of not less than \$1,000,000 Each Occurrence. PROVIDER further agrees coverage shall include liability for Owned, Non-Owned & Hired automobiles. In the event PROVIDER does not own automobiles, PROVIDER agrees to maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

Workers' Compensation.

PROVIDER agrees to maintain Workers Compensation insurance to the extent required by law.

Umbrella or Excess Liability.

PROVIDER may satisfy the minimum liability limits required above for Commercial General Liability and Business Auto Liability through an Umbrella or Excess Liability policy provided that the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for the Commercial General Liability and Business Auto Liability. PROVIDER agrees to list the VILLAGE as an "Additional Insured" on its Umbrella or Excess Liability policy.

- C. Upon execution of this Contract, PROVIDER shall furnish VILLAGE with a Certificate of Insurance listing VILLAGE as an additional insured and, upon request, certified copies of the required insurance policies. If PROVIDER's insurance is underwritten on a Claims-Made basis, the Retroactive Date shall be prior to or coincide with the date of this Contract. The Certificate of Insurance shall state that professional malpractice or errors and omissions coverage, if the services being provided are professional services is Claims-Made and indicate the Retroactive Date, and PROVIDER shall maintain coverage for the duration of this Contract and for six (6) years following the completion of this Contract. PROVIDER shall furnish VILLAGE, annually on the policy renewal date, a Certificate of Insurance as evidence of coverage. It is further agreed that PROVIDER shall furnish the VILLAGE with a 30-day notice of aggregate erosion, in advance of the Retroactive Date, cancellation, or renewal. It is also agreed that on Claims-Made policies, either PROVIDER or VILLAGE may invoke the tail option on behalf of the other party and that the Extended Reporting Period premium shall be paid by PROVIDER. In the event any action, suit or other proceeding is brought against VILLAGE upon any matter herein indemnified against, VILLAGE shall give reasonable notice thereof to PROVIDER and shall cooperate with PROVIDER's attorneys in the defense of the action, suit or other proceeding. PROVIDER shall furnish evidence of adequate Worker's Compensation Insurance, if required. In case of any sublet of work under this Contract, PROVIDER shall furnish evidence that each and every subcontractor has in force and effect insurance policies providing coverage identical to that required of PROVIDER.
- D. The VILLAGE, acting at its sole option and through its Village Board, may waive any and all requirements contained in this Contract, such waiver to be in writing only. Such waiver may include or be limited to a reduction in the amount of coverage required above. The extent of waiver shall be determined solely by Village Board taking into account the nature of the work and other factors relevant to VILLAGE's exposure, if any, under this Contract.
- IX. NO WAIVER BY PAYMENT OR ACCEPTANCE. In no event shall the making of any payment or acceptance of any service or product required by this Contract constitute or be construed as a waiver by VILLAGE of any breach of the covenants of this Contract or a waiver of any default of PROVIDER and the making of any such payment or acceptance of any such service or product by VILLAGE while any such default or breach shall exist shall in no way impair or prejudice the right of VILLAGE with respect to recovery of damages or other remedy as a result of such breach or default.
- X. NON-DISCRIMINATION. During the term of this Contract, PROVIDER agrees not to discriminate on the basis of age, race, ethnicity, religion, color, gender, disability, marital status, sexual orientation, national origin, cultural differences, ancestry, physical appearance, arrest record or conviction record, military participation or membership in the national guard, state defense force or any other reserve component of the military forces of the United States, or political beliefs against any person, whether a recipient of services (actual or potential) or an employee or applicant for employment, except to the extent that such factors are substantially related to the qualifications of such person to perform the work or receive the services. Such equal opportunity shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, training, rates of pay, and any other form of compensation or level of service(s). PROVIDER agrees to post in conspicuous places, available to all employees, service recipients and applicants for employment and services, notices setting forth the provisions of this paragraph.

XI. MISCELLANEOUS.

- A. Registered Agent. PROVIDER warrants that it has complied with all necessary requirements to do business in the State of Wisconsin, that the persons executing this Contract on its behalf are authorized to do so, and, if a corporation, that the name and address of PROVIDER's registered agent is as set forth opposite the heading REGISTERED AGENT on page 1 of this Contract. PROVIDER shall notify VILLAGE immediately, in writing, of any change in its registered agent, his or her address, and PROVIDER's legal status. For a partnership, the term 'registered agent' shall mean a general partner. The person(s) executing this Contract on behalf of PROVIDER individually warrants and represents that he, she or they are duly authorized to enter into this Contract and bind the PROVIDER hereto, and that no signatures other than those shown in the signature blocks below are necessary to make this Contract binding on PROVIDER.
- B. Controlling Law and Venue. It is expressly agreed that in the event of any disagreement or controversy between the parties, Wisconsin law shall be controlling. Venue for any legal proceedings shall lie solely in the Dane County Circuit Court.
- C. Limitation of Contract. This Contract is intended to be an agreement solely between the parties hereto and for their benefit only. No part of this Contract shall be construed to add to, supplement, amend, abridge or repeal existing duties, rights, benefits or privileges of any third party or parties, including but not limited to employees of either of the parties.
- D. Entire Contract. The entire agreement of the parties is contained herein and this Contract supersedes any and all oral agreements and negotiations between the parties relating to the subject matter hereof. The parties expressly agree that this Contract shall not be amended in any fashion except in writing, executed by both parties.
- E. Counterparts. The parties may evidence their agreement to this contract upon one or several counterparts of this instrument, which together shall constitute a single instrument.
- F. Severability. In the event any provision, term or clause contained in this Contract shall be determined unlawful or unenforceable, such determination shall not affect the remaining provisions of this Contract which shall remain in full force and effect. In the event any such provision, term or clause shall be determined unlawful or unenforceable as to any particular person or circumstances, such determination shall not affect the applicability of such provision to any other person or under any other circumstances.

IN WITNESS WHEREOF, VILLAGE and PROVIDER, by their respective authorized agents, have caused this Contract and its Schedules to be executed, effective as of the date by which all parties hereto have affixed their respective signatures, as indicated below.

FOR PROVIDER:

Date Signed: _____
Jerry Newfarmer, President and CEO

Date Signed: _____
Amy C. Paul, Vice President and Treasurer

FOR VILLAGE:

Date Signed: _____
Brad Czebotar, Village President

Date Signed: _____
Cassandra Suettinger, Clerk/Treasurer

Approved as to form:

Allen D. Reuter
Village Attorney

VILLAGE OF MCFARLAND CONTRACT

Schedule A – Scope of Services

Pursuant to Section II(A) of this Contract, the PROVIDER shall provide the following services:

1. Scope of Work - The Village President and Board of Trustees identified within the Request for Proposal the following strategic planning services and activities it desires to see completed as a result of this project:
 - a. Interviews with Village President and Board of Trustees;
 - b. Interviews with the Village Administrator and Department Heads;
 - c. Facilitation of Strategic Planning workshops with the Village President, Board of Trustees, Village Administrator and Department Heads;
 - d. Surveys, research, public workshops, and input from citizens;
 - e. Analysis of current financial condition and projection of future budgetary environment;
 - f. Preparation of a draft report and draft findings that are inclusive of the deliverables; and
 - g. Preparation of a final report and presentation to Village Board that are inclusive of the deliverables.
2. Deliverables – The Village President and Board of Trustees desires the following deliverables in the strategic planning process and document upon completion of the scope of work:
 - a. *Mission and Vision Statement* – The VILLAGE already has a completed Mission and Vision Statement. The PROVIDER should review the existing statements for continuity with potential modest revisions to be discussed with the VILLAGE.
 - b. *Statement of Values* – A statement of the values that are important for the fulfillment of the VILLAGE's mission.
 - c. *SWOT Analysis* – A review of the VILLAGE's strengths, weaknesses, opportunities, and threats.
 - d. *Goals, Objectives & Strategies* – An outline and prioritization of what the VILLAGE hopes to achieve over the next ten (10) years.
 - e. *Environmental Scan* – A review of the VILLAGE's external environment including an assessment of local, state and national trends that may impact the goals, objectives, and strategies of the VILLAGE. This could include local, state and national best practices, fiscal implications, innovations of similar cities, as well as, opportunities for collaboration as needed to define the timeline, responsible parties, and costs.
 - f. *Timeline, Responsible Parties & Costs* – An overview of when the VILLAGE's strategies are to be started and completed; a listing of individuals who take responsibility for making sure each strategy is addressed and estimated financial costs of implementation for each strategy.
 - g. *Monitoring Success and Key Performance Indicators* – A strategy for identifying key performance indicators used regularly to monitor progress on the strategic plan.

Schedule A – Scope of Services (CONTINUED)

- h. *Considerations for the Next Strategic Planning Process* – An overview of the successes and challenges of the strategic planning process. This section may include advice on linking strategic plans to budget priorities and capital/operational plans.

In accomplishing the scope of work and providing the deliverables as outlined above, the PROVIDER will adhere to the concepts, provisions, and process detailed within its proposal dated February 22, 2019 and attached hereto and incorporated herein by reference as Exhibit A.

VILLAGE personnel shall cooperate with the PROVIDER and its agents in the performance of the PROVIDER's obligations hereunder.

VILLAGE OF MCFARLAND CONTRACT

Schedule B – Payment for Services

For and in consideration of the services provided under this Contract, the VILLAGE will pay PROVIDER the sum of \$26,500 which is inclusive of all fees and expenses.

PROVIDER will furnish all labor and other services necessary to complete the work relating to and including the development and administration of the strategic planning process. PROVIDER hereby agrees to perform the work as specified by the VILLAGE detailed in Schedule A of this Contract.

The PROVIDER shall invoice the VILLAGE monthly for the completion of milestones (activities) listed in the cost proposal detailed February 22, 2019 and attached hereto and incorporated herein by reference as Exhibit B. The VILLAGE shall pay PROVIDER within 30 days of the receipt of each invoice from the PROVIDER.

VILLAGE OF MCFARLAND CONTRACT

Schedule C – Project Schedule

Please note the following project schedule:

<u>Activity 1</u> Start Project	<u>Date</u> Week 1, May 20, 2019
<u>Activities 2 and 3</u> Gather and Analyze Information Provide Guidance for Environmental Scan	<u>Date</u> Weeks 2 – 6, May 27 to June 21, 2019
<u>Activity 4</u> Prepare for and Facilitate Strategic Plan Workshop	<u>Date</u> Weeks 7 and 8, June 24 to July 12, 2019
<u>Activity 5</u> Prepare Strategic Plan	<u>Date</u> Weeks 9 – 12, July 15 to August 9, 2019
<u>Activity 6</u> Prepare Draft Implementation Action Plan	<u>Date</u> Weeks 13 and Ongoing, August 12, 2019

The term of the agreement shall be in effect within the dates stated unless otherwise provided according to the terms of this contract. The Project Schedule may be amended at any time by mutual agreement between the VILLAGE and the PROVIDER.



Proposal for
Strategic Planning Services
Village of McFarland

February 22, 2019



Management Partners
1730 Madison Road
Cincinnati, Ohio 45206
(513) 861-5400

www.managementpartners.com
jnewfarmer@managementpartners.com



February 22, 2019

Mr. Matt Schuenke
Village Administrator
Village of McFarland
5915 Milwaukee Street
McFarland, WI 53558

Dear Mr. Schuenke:

Management Partners is pleased to provide this proposal to assist with the creation of a strategic plan. We understand you wish to review the current vision and mission and formulate goals, strategies and an action plan with the objective of achieving consensus for new initiatives. Doing so will also ensure that staff is working to support the Board of Trustees' goals.

Management Partners has a wealth of experience facilitating and preparing strategic plans for jurisdictions of all sizes. In the past five years we have worked with many cities to establish and/or update their strategic plans. We are able to successfully assist you with this effort and we would be pleased to do so.

Our team is excited about the potential of this project and we look forward to discussing our approach and qualifications with you in more detail. One of our team members is based in Madison, Wisconsin, and as such is available to be on site quickly and easily as needed. The rest of the team is based in our Cincinnati headquarters and will also be available as needed.

Please let me know if there is any other information we can provide.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jerry Newfarmer', is placed over a light gray rectangular background.

Jerry Newfarmer
President and CEO

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About Management Partners

Management Partners was founded in 1994 with a specific mission to help local government leaders improve their service to the public. Since then we have worked with cities, counties, towns, and special districts of all sizes across the United States to help them work more effectively and run more efficiently.

We have about 80 associates in three national offices (Cincinnati, Ohio; and San Jose and Costa Mesa, California). Our extensive roster of local government experts gives us the ability to perform many projects simultaneously, and we have more than sufficient capacity to complete this important work for the Village. Our contact information is provided on our letterhead.

Why Management Partners?

We offer a balance of perspectives with a practitioner's bias and a proven track record of successful consulting engagements. This experience gives us a sensitivity that produces positive outcomes. We are proud to say that as a result of our quality work, many of our clients ask us to complete subsequent assignments. Ask our clients and they'll tell you:

We Know Local Government	Our associates have served in local governments, so we have a deep understanding of the operating and political environments in which you work.
We Take a Collaborative Approach	We consider ourselves part of your team and strive to ensure our work supports your overall corporate strategy and goals.
We Have Extensive Experience	Each of our more than 80 associates is an expert in one or more service areas, and our firm has assisted hundreds of jurisdictions in 42 states.
We Have Developed Proven Methodologies	We understand the importance of a holistic approach to improving organizations, using field-tested techniques for each aspect of the work.
Our Work Plan Is Tailored to Your Needs	Each of our projects is individually tailored to our client's unique needs, starting with a careful learning process.
We Take Pride in the Quality of Our Work	Our internal processes ensure first-rate, complete staff work and adherence to the highest ethical standards in public service.
We Are Focused on Implementation	As practitioners, our strategic plans make practical sense and are designed for implementation.

Taking a Collaborative Approach

Success in the public sector requires an approach that is inclusive, collaborative, respectful of differing viewpoints, and appreciative of democratic self-government, with its focus on

extensive input and diverse opinions. This philosophy governs our work, and it will be a key element in how we approach this work for the Village of McFarland.

We view each project as an opportunity to design the best possible approach to achieve the desired results. At the beginning of our partnership we work with you to design a work plan and schedule that takes into account the needs of your organization. We are sensitive to the impact a project can have on busy staff and plan our work accordingly to minimize disruption.

We often involve employees throughout the enterprise in the project because they are in the best position to know what works and what is needed to achieve future goals. When they have a chance to express their concerns and share their ideas, they are more likely to support the goals in the strategic plan.

From Strategic Planning Goals to Implementation

Management Partners has a strong bias for action. Our strategic plans become tools for setting priorities and for developing department and division work plans. After completing the plan, we help prepare a draft Implementation Action Plan. The draft action plan lays out the steps required for implementation, assigns responsibility for action, considers resource needs, and suggests milestones.

Services to Support Local Government Leaders

Management Partners' services include everything required to support local government leaders. The range of our services includes:

- » *Strategic and Business Planning* – Setting the direction for the enterprise and preparing business plans required to achieve desired outcomes.
- » *Organization Assessments* – Analyzing the organization (including structure, staffing, business processes, policies and resources) to identify improvements to an operation's efficiency and effectiveness.
- » *Organization Development* – Developing organizational capacity, a key to high-performance organizations, through executive coaching, customer service training, employee and customer surveys, and conflict management workshops.
- » *Performance Management* – Systematically tracking the performance of the enterprise, including performance measurement, process management, performance budgeting, employee performance evaluation, and strategic and process benchmarking.
- » *Process Improvement* – Critically examining specific business processes through which internal or external customers are served to identify opportunities for improvement using process mapping, performance improvement workshops, and other quality tools.
- » *Financial Planning, Budgeting and Analysis* – Managing the financial affairs of the enterprise, performing multi-year financial planning, and developing a well-structured, transparent budgeting process supported by thorough analysis.

- » *Sharing and Consolidation of Services* – Improving the cost-effectiveness and quality of service delivery by partnering with other units of government through sharing or consolidation.
- » *Management Services* – Assisting government leaders by structuring assignments to provide additional expert capacity where and when it's needed.
- » *Executive Recruitment* – Identifying top quality leaders who are a good fit for your organization and your community.

Your Partner

Management Partners has helped hundreds of local government leaders improve their service to the public. The work we do is not an academic exercise; it is grounded in the real world of customer service and accomplishment in the public sector. We will work closely with you to produce the desired results, focused on achieving your goals.

Project Approach

Summary of the Proposal

In assisting the Village of McFarland with its strategic plan, Management Partners proposes to perform the activities described below.

Activity 1 – Start Project

Meet with key Village officials and staff to discuss the process, key goals, timeline and other relevant activities in the project.

Activity 2 – Gather and Analyze Information

Next, we will gather information from interviews, a review of Village documents, a survey of employees and the public, and community meetings. We can suggest alternative approaches to gathering information during this activity if cost containment is primary.

Activity 3 – Provide Guidance for Environmental Scan

We propose to assist Village staff in the preparation of an environmental scan. We are also able to complete this activity ourselves, but this provides an opportunity for Village staff to contribute in a way that saves time and money, as they are more readily familiar with the information needed for the scan.

Activity 4 – Prepare for and Facilitate Strategic Planning Workshop

In this activity, we will facilitate a workshop with the Village President, Board of Trustees, Village Administrator and department heads, as well as others as desired, to review the information gathered in the previous activities and to review, update, and/or create the vision, mission, values, goals and strategies.

Activity 5 – Prepare Strategic Plan

We will prepare a draft strategic plan that includes vision, mission values, goals, strategies, success indicators and accountability mechanisms, as well as a description of the process for gathering the information. We will review the draft with Village officials, make modifications and present the final document.

Activity 6 – Support Implementation

Management Partners will prepare a draft Implementation Action Plan that details the specific steps needed to accomplish each of the strategies included in the plan.

Management Partners has extensive experience with similar work and is prepared to assist the Village of McFarland with all elements of the scope of work as identified in the RFP. We make a commitment to quality and timely performance with each client we serve. Our approach emphasizes engagement and partnership with Village leaders, staff and the community, taking into account the distinctive circumstances of the organization and community. This approach will ensure a meaningful vision, mission, values, goals, and strategic priorities are articulated to inform budget development as well as the use of resources in the coming years.

Our Strategic Planning Model

Before we describe our suggested work plan, we would like to explain the elements of strategic planning that will be considered as we proceed collaboratively with your project team. Strategic planning involves establishing a vision for the future; a clear mission; articulating the organization's values; conducting a scan of the environment to identify opportunities and potential impediments that could affect the organization; establishing goals; identifying priority strategies and critical success factors; and creating an implementation action plan to ensure timely results. This framework and process will be tailored to the specific needs of McFarland.

The following key components of strategic planning are provided as an overview of the elements we recommend for inclusion in the process. Our strategic planning framework and supporting definitions and descriptions correspond to the planning goals stated in the RFP.

Strategic planning is fundamental to successful work planning. It enables the goals of the organization to be aligned with the annual budget processes and helps use resources intelligently. Periodic review and updating of a strategic plan ensures that current realities (internal and external) are taken into consideration and appropriately factored into the operations of the organization.

We have provided the following key components of strategic planning as an overview of the elements that McFarland might wish to consider for inclusion in the process.

A **vision** is a clear and concise statement of where the organization wants to be in the future. Setting a vision is a fundamental element of the strategic planning process. All goals, objectives and strategies are directed toward achieving an established vision for the future. The Village's current vision statement is:

The vision of the Village of McFarland is to create an inviting, dynamic, diverse community that offers a high quality of life and a supportive environment in which all citizens may practice their individual value choices. The community actively seeks to preserve its proud heritage, protect its abundant natural resources, plan for responsible and balanced residential and commercial growth, promote a viable economic base, support educational excellence, provide diverse leisure options, and foster a healthy social fabric.

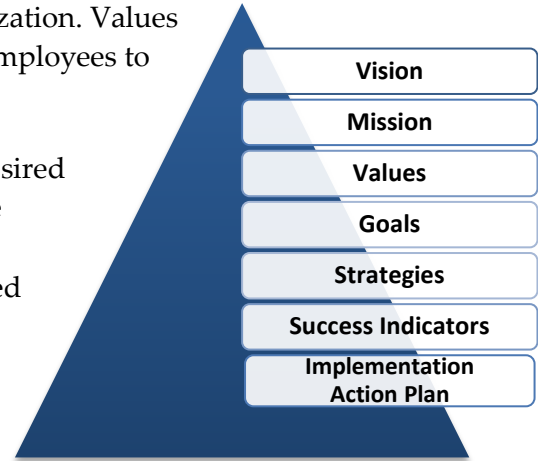
A **mission statement** states the purpose of the organization and guides the prioritization of opportunities. It defines what the organization stands for and what it will do. The mission also directs the day-to-day actions of an organization and its employees. The current mission statement is:

With direction encouraged from an engaged citizenry, Village elected officials and employees will maintain and enhance the quality of life of the community by delivering quality services in an efficient and accountable manner and by providing an orderly, unbiased system of government that is transparent and accessible. To create and sustain a high level of confidence in Village government, we pledge to function with: professional integrity; fiscal responsibility; open communications; environmental sustainability; sensitivity to the values of each individual; full cooperation in achieving the priority goals determined by the community.

The **values** are the core operating principles of an organization. Values govern the actions and behaviors of policy makers and employees to effectuate the mission and vision of the organization.

Goals are closely aligned with the vision and state the desired outcomes to be achieved. Goals provide the “why” of the specific actions the organization will take. Typically, a strategic plan has four to six goals, which may be achieved over several years.

Strategies are the means to achieve multi-year goals. They are measurable, with specific resources assigned, timeframes allocated, and responsibilities determined. Generally, several strategies are established for each goal.



Success indicators express the final results that are desired. Indicators (often called metrics) should answer the question: *How will we know if we are successful at achieving what we set out to do?*

An **implementation action plan** is the blueprint for carrying out the strategic plan. It contains the detailed steps that must be taken to assure that the goals and objectives are achieved. Action plans provide a framework for determining specific timelines, assignments, and resource allocations. They are designed to be a management tool to help the organization assure that goals are attained and are suited to periodic check-in about progress, changes or challenges. An example of an implementation action plan template is shown below.

Goal:					
Strategy 1:					
Key Tasks	Fiscal Year to Start/Complete	Resources (Staff, Funding, Other)		Lead Manager/ Team Members	Milestones
		Currently Available	Needed		

Reporting on progress in implementing the strategic plan is a key element. As part of the process, a reporting structure and timeline is created. It can range from a quarterly update of each goal and strategy, to a semi-annual review, once as part of the budget process and again in six months, with adjustments made to reflect changing conditions and accomplishments.

Proposed Work Plan and Timeline

Based on our experience and our understanding of the needs of McFarland as outlined in the RFP, we have prepared the following detailed plan of work that will result in a strategic plan document and draft Implementation Action Plan.

The result of the strategic planning effort is that the Village Board will align its current efforts with a focused strategic vision, mission and goals, as well as a plan for prioritizing and executing them. This will ensure Village leaders are pursuing goals with intention and purpose, and will provide a way to measure achievement of the goals. This shared vision will create consensus among those tasked with moving McFarland forward and reduce or eliminate effort spent on work that falls outside of the Village Board's agreed-upon vision.

McFarland's staff and leaders will have an important role in preparing the strategic plan, including developing goals and strategies. We will provide expert advice, facilitation and preparation of the strategic plan document.

Activity 1 – Start Project

We will begin by meeting with the Village Administrator, project manager, and any other key staff the Administrator may designate. During the kickoff meeting, we will discuss your objectives, the overall process, detailed schedule, and each of the major tasks. This initial planning meeting will afford the opportunity to share information, establish communication protocols and refine the schedule and approach so it is comfortably integrated with staff's other work demands during the project.

Activity 2 – Gather and Analyze Information

Next, we will gather information by conducting interviews, developing and analyzing the results of online surveys, and reviewing pertinent documents. Each is described below.

- » ***Conduct Interviews.*** We will interview each member of the Board, the Village Administrator and each department head. The purpose of these interviews is to obtain input for the strategic plan, which will also aid us in developing the online community survey (described below). Examples of interview questions are:
 - What are the strengths, weaknesses, opportunities and threats (SWOT) facing the Village?
 - What is your vision for McFarland? Does the current vision still apply or should it be altered to better fit the Village's current state?
 - How should the Village's mission be expressed? How closely does the current mission statement suit the Village? Where can it be improved?
 - What are the Village's core values?
 - What goals would you like to see the Village strive for during the next ten years?

When the interviews are completed, we will summarize the themes from them.

- » ***Design and Administer Online Staff Survey.*** McFarland employees will have important observations and suggestions that will be helpful in creating the strategic plan. Management Partners will design a confidential online survey to seek their input about vision, mission, values, goals and objectives.
 - The Village Administrator will send the link to all employees. It will be important to provide computer access (or hard-copy surveys) for any staff that do not normally have access, so they are encouraged to participate.
 - Once the survey is closed, we will summarize the survey results.
- » ***Design and Administer Online Community Survey.*** Seeking input from McFarland community members and businesses will also be important in developing the strategic plan. We will design and administer a confidential online survey to obtain their input. Questions will elicit ideas about vision and priorities for the future.
 - The Village will send a link to the survey to a wide variety of individuals for whom there are email addresses (e.g., board and committee members, recreation class participants, volunteers and others), and also place a link on the Village website (and any other locations the Village identifies as helpful for dissemination).
 - Once the survey is closed, we will summarize the results and prepare a document containing the key themes, including charts and graphs showing respondents' answers.
- » ***Design and Facilitate Community Meetings.*** We will work with you to plan and facilitate two community meetings to offer additional opportunities for residents and stakeholders to provide input about priorities for the strategic plan. If desired, we can conduct more community meetings at an additional cost.
 - The community input sessions are structured and interactive to allow residents, business owners and other stakeholders (including non-profit organizations or other government agencies) an opportunity to provide input about McFarland programs, services, and issues for the future.
 - A summary of themes from the community meetings and survey will be prepared and included in the preparatory materials for the workshop (described below).
- » ***Review Relevant Documents.*** We will review the Village's previous strategic plan and outcomes from it, as well as any goals developed since then. We will also review other background materials to understand existing priorities, and other planning initiatives underway that will be important factors and context for developing the strategic plan.

We will analyze the information gathered, as it will be important input into creating the workbooks containing the draft materials to be used in the workshop (described below).

Please note: the RFP asks for "Analysis of current financial condition and projection of future budgetary environment." We would expect to review the budget and other fiscal conditions

during this activity. However, if Village leaders wish to have a more detailed examination of fiscal conditions, including potentially a long-term financial forecast and exploration of budget strategies, we would be happy to provide a proposal for this scope of work, as we have extensive experience helping local governments stabilize their budgetary forecasts.

Activity 3 – Provide Guidance for Environmental Scan

During this activity, Village staff will prepare an environmental scan with advice from Management Partners. An environmental scan will provide important information for discussions in the workshop described in Activity 4. Types of information that could be gathered for the environmental scan include the following:

- » Demographic trends and projections
- » Budget information (revenue and expenditure trends over the past five years and any available financial forecasts),
- » Existing services provided and how they have changed over the past several years,
- » Service demand drivers,
- » Infrastructure needs profile, and
- » Regional and state mandates and issues of importance to McFarland.

We will provide examples of environmental scans to staff. After staff prepare the scan, we will review it and provide feedback. We suggest Village staff compile and present the information during the workshop.

Activity 4 – Prepare for and Facilitate Strategic Planning Workshop

Next, we will facilitate a workshop with the Village President, Board of Trustees, Village Administrator and department heads, as well as others as desired, to review the information gathered in the previous activities and to review and update the vision and mission statements, and create values, goals and strategies. To prepare for the workshop, the following tasks will be completed.

- » ***Determine workshop participants and coordinate logistics.*** We will coordinate logistics of the workshops, including location, room setup and other aspects necessary to set the stage for productive sessions for all participants with staff.
- » ***Prepare draft agenda and workshop materials.*** We will prepare a detailed agenda for the workshop, as well as a briefing book with workshop materials. To ensure the time during the workshops is used most productively, we are likely to ask participants to complete work in advance of the session.

The agenda will likely include the following components, subject to discussions with project leaders:

- Review and discuss the results of stakeholder input;
- Review and discuss the environmental scan;
- Review and discuss strengths, weaknesses, opportunities and threats;

- Review current vision and mission statements and discuss suggestions for revisions;
- Draft a values statement;
- Identify goals and strategies; and
- Identify success factors.

Our strategic planning workshops are engaging and interactive and are designed to ensure full participation. We use a combination of facilitation techniques including small and large group discussions and typically change small groups at least once during the workshop to mix the participants. Because we are former local government practitioners, we are attuned to helping workshop participants clarify issues. We understand how to address sensitive issues in a neutral, non-confrontational manner.

Following the workshop, we will prepare a summary of the outcomes.

Please note: the RFP mentions more than one workshop. We often find it effective to hold two separate workshops to give leaders and staff time to reflect on the ideas raised in the first workshop before the vision, mission, goals and strategies are finalized in the second workshop. However, given that the Village has a current vision and mission statement, and the RFP calls for reviewing them “for continuity” with only “potential modest revisions” contemplated, we believe there is the potential for cost savings if the Village elects to hold one workshop. We are also open to the suggestion of two workshops and would be pleased to provide a price for a second workshop if desired.

Activity 5 – Prepare Strategic Plan

Next, Management Partners will prepare a draft strategic plan document. It will be visually pleasing, using photos supplied by the Village to illustrate goals and highlight some of McFarland’s assets.

It is likely to contain the following components:

- » Description of the process, including how data were gathered;
- » Vision, mission, values;
- » Multi-year goals;
- » Several strategies for each goal;
- » Success indicators for each goal; and
- » Reporting and accountability mechanisms for the strategic plan.

We will review the draft with the project team and make modifications based on the feedback we receive. A final strategic plan document will then be prepared and presented to the Village President and Board of Trustees.

Activity 6 – Prepare Draft Implementation Action Plan

Upon completion of the strategic plan document, Management Partners will prepare a draft Implementation Action Plan. The Implementation Action Plan will serve as an executable

roadmap that details the specific steps needed to accomplish each of the strategies included in the plan. For implementation to occur in an orderly and effective manner, we will help staff identify the following elements:

- » Key tasks;
- » Timeline (start and completion dates);
- » Resources needed and currently available;
- » Staff assigned (including a lead person); and
- » Milestones.

Timeline

Our estimated timeline is provided below. We will work with you to develop a detailed schedule that meets your needs during Activity 1.

Activity	Schedule
1 – Start Project	Week 1
2 – Gather and Analyze Information	Weeks 2-6
3 – Provide Guidance for Environmental Scan	Weeks 2-5
4 – Prepare for and Facilitate Strategic Plan Workshop	Weeks 6-8
5 – Prepare Strategic Plan	Weeks 9-12
6 – Prepare Draft Implementation Action Plan	Week 13-Ongoing

Staffing Plan

Management Partners has a strong project team that is well qualified to complete this work for McFarland. This project will be a top priority for Management Partners and our team members will be available in whatever capacity and with whatever availability will contribute to the success of the project. Wayne Chapman will serve as project director and will oversee the substantive work of the project. Jacquelyn McCray will serve as project manager and will be responsible for the execution of the project. They will be supported by Mike Casey and Kristin Youngmeyer.

The qualifications of each team member are briefly summarized below. Complete resumes for each person are included in Attachment A of this response.

Wayne Chapman, Regional Vice President

Wayne has more than 35 years of experience as a practicing public manager and nearly 20 years of experience assisting local governments as a consultant for Management Partners. Wayne is a nationally-recognized expert in municipal finance, housing and community development. Wayne's consulting engagements have included comprehensive staffing reviews, organizational analyses, process improvement projects, management information systems, performance measurement, training, financial modeling and forecasting, and cost recovery modeling. Wayne led our recent projects for the City of Covington, Kentucky, and Pinellas County, Florida. He has been with Management Partners since 1994, after a career of public service including the positions of city manager of Aspen, Colorado and Schenectady, New York, and as budget director and director of neighborhood housing and conservation for the City of Cincinnati, Ohio.

Jacquelyn McCray, Ph.D., Senior Manager

Jacquelyn is a Senior Manager with extensive local government consulting experience. She is a certified urban planner and has extensive experience assisting local governments to reform and improve development review processes, organizational and workflow analyses, performance measurement, succession planning and strategic benchmarking and planning. Jacquelyn has expertise in process improvement and re-engineering of local government development review processes and procedures. She also has excellent interview and facilitation skills, and she frequently conducts employee and stakeholder focus group meetings, strategic planning sessions. Before joining Management Partners, Jacquelyn held positions as a budget analyst, project manager and land-use manager with the City of Cincinnati. She served as vice chairperson and member of the Cincinnati City Planning Commission for nine years. Jacquelyn is a member of the American Institute of Certified Planners (AICP).

Mike Casey, Partner

Mike has more than 35 years of experience in local government management. He has served as a city or county manager in Oregon, Colorado and Virginia, and has held other management positions in Missouri, North Carolina and Iowa. He also has provided consulting and/or executive recruitment assistance to more than 100 cities, counties and private organizations, from California to Florida to Maine. Over the span of his career, Mike has assisted public and private organizations in developing strategic business plans, recruiting senior managers, creating and managing operating and capital budgets, improving project management capacity, analyzing organizational performance and evaluating service consolidation options. Mike has served as a regional vice president for the International City/County Management Association.

Kristin Youngmeyer, Management Analyst

Kristin joined Management Partners after serving in the City of Hamilton, Ohio, as an ICMA City Management Fellow. In her role as a Management Fellow she completed numerous special analysis projects for the City Manager's Office, Public Works, Parks Department, Community Development Department, and Finance Department. Prior to her experience in Hamilton, Kristin helped the Children's Mental Health Bureau in Helena, Montana by researching best practices in the systems of care to create a strategic plan for the state agency to effectively implement a statewide youth advocacy network. She also served as a community health worker with the Children's Hunger Alliance, where she evaluated program engagement statistics and made suggestions to improve reconnection rates with clients. Kristin has a bachelor of arts in biology and obtained her MPA from The Ohio State University, John Glenn College of Public Affairs.

Experience and References

Management Partners specializes in providing quality strategic planning and facilitation to local government clients. In addition to the references below, our website, managementpartners.com, has information about our past clients, which includes hundreds of jurisdictions in 42 states. You are welcome to contact any of them about our performance. We believe our track record completing similar projects on time and on budget, with quality deliverables specifically designed to be implemented, makes Management Partners well qualified to successfully complete this work for the Village of McFarland.

Our Experience Conducting Strategic Planning

We are proud to have assisted a wide range of organizations with strategic planning and are experienced working with small and large jurisdictions, as illustrated by the list of recent clients below.

- » American Canyon, California
- » Benicia, California
- » Bladensburg, Maryland
- » Brentwood, California
- » Cass County, Michigan
- » Cypress, California
- » Deerfield Beach, Florida
- » El Segundo, California
- » Fresno County Fire Protection District, California
- » Green Township, Ohio
- » Hillsborough, California
- » Kansas City Area Transportation Authority, Missouri
- » Lake Forest, California
- » Margate, Florida
- » Martinez, California
- » Modesto, California
- » Monterey County, California
- » Montgomery, Ohio
- » Morgantown, West Virginia
- » Newport, Rhode Island
- » Parkland, Florida
- » Peninsula Family Service, California
- » Pleasanton, California
- » Port Chester, New York
- » Port Orange, Florida
- » San Joaquin Valley Library System, California
- » San Pablo, California
- » Santa Barbara County, California
- » Soquel Creek Water District, California
- » South Bay Cities Council of Governments, California
- » South San Luis Obispo Sanitation District, California
- » Ventura County General Services Agency, California
- » West Palm Beach, Florida

References

We would be pleased to provide contact information for any client, but have selected several similar projects to highlight that demonstrate our experience with engagements similar to what McFarland is seeking.

West Palm Beach, Florida	
Ms. Dorritt Miller, CPA, CIA, CGFM, Deputy City Administrator 401 Clematis Street West Palm Beach, FL 33402 (561) 822-1400 dmiller@wpb.org	Strategic Planning Management Partners facilitated a process to help the Mayor and City Commission develop a strategic plan that established the City's mission, values, and strategic priorities. Working with staff, we also identified performance metrics for each department for use in the City's budget process that identified outcomes. A subset of these were used as key performance indicators in the strategic plan. In addition, we assessed the overlap between the City's operational performance metrics and measures being collected for the City's STAR Communities effort.
Montgomery, Ohio	
Mr. Brian Riblet City Manager City Hall 10101 Montgomery Road Montgomery, OH 45242 (513) 891-2424 brian.riblet@ci.montgomery.oh.us	Strategic Planning Management Partners has assisted the City of Montgomery with several projects, including designing and facilitating four separate strategic planning processes (each covering a five-year interval) with City Council and staff. Each included developing/updating a citizen survey and several also involved facilitating community input. In the fall of 2015, we completed the City's fourth strategic plan, which involved facilitating goal setting with Council and staff (about 25 participants), and helping staff develop an Implementation Action Plan to track progress of the work. In addition, during the past 15 years, Management Partners has assisted with service sharing, process improvement and consultation, and assistance with performance measurement.
Cass County, Michigan	
Ms. Karen Folks County Administrator Cass County 120 North Broadway Cassopolis, MI 49031 (269) 445-4420 karenf@cassco.org	Strategic Planning Management Partners prepared a strategic plan for Cass County that involved conducting interviews with each County Commissioner, elected official and department head, conducting a community survey and employee survey, providing advice about an environmental scan, and facilitating a strategic planning session with all Commissioners, elected officials and department heads. The resulting strategic plan contains a vision, mission, values, goals, strategies, and success factors for each goal. We also provided an implementation action plan as a blueprint for action.

In addition to strategic planning, the firm has extensive experience helping improve both the efficiency and effectiveness of all local government services. We have assisted jurisdictions with organizational staffing and improvement projects in virtually every type of local government service, including reviews of entire governments as well as selected studies of individual departments and functional activities.

Conclusion

Management Partners has the experience, the professional talent, and the commitment to quality necessary to successfully complete this project for the Village of McFarland. We welcome the opportunity to provide additional information that may be helpful, and we look forward to the chance to discuss the ideas contained in this proposal.

Cover photo: Courtesy of the Village of McFarland Facebook page

Attachment A – Project Team Resumes

WAYNE V. CHAPMAN

Wayne Chapman, Regional Vice President, has more than 35 years of experience in local government organizations. He has led a variety of consulting projects for Management Partners since 1994. Earlier, he served as city manager of Aspen, Colorado, and Schenectady, New York; and he was budget director and director of Neighborhood Housing and Conservation for the City of Cincinnati, Ohio.

Wayne's consulting engagements have included comprehensive staffing reviews, organizational analyses, process improvement projects, management information systems, performance measurement, training, financial modeling and forecasting, and cost recovery modeling. He is knowledgeable about numerous functions of government, including law enforcement, courts, jails, child support enforcement, development review, emergency communications operations, housing, schools, public works, airports and fire service.

As a Management Partners consultant, Wayne has helped police departments in Boston, Baltimore, Cleveland, Albuquerque, Louisville, Kentucky; and Topeka, Kansas. Wayne has worked with sheriff's departments in Polk County, Florida; King County, Washington; and Loudoun County, Virginia. He has reviewed court operations in district and common pleas courts. And he has worked with corrections agencies, including affiliated services such as probation, parole and diversion programs.

Wayne has managed development review improvement projects for several fast-growing jurisdictions, including Wichita, Kansas; Cape Coral, Florida; Louisville and Las Vegas. These projects have successfully improved the development review process without compromising quality.

Wayne also has carried out comprehensive organization reviews of many local governments, as well as specific departments within local governments. Those include Polk County, Melbourne, Oakland Park, Cape Coral and Sanford, Florida; Topeka and the Unified Government of Wyandotte/Kansas City, Kansas; Raleigh, North Carolina; Independence, Missouri; Kenton County, Covington and Louisville, Kentucky; New Orleans, Louisiana; Gulf Shores, Alabama; Las Vegas, Nevada; Wichita, Kansas; Allegan County, Michigan; Spartanburg, South Carolina; and Loudoun County, Virginia.

Wayne earned a bachelor's degree in political science from the University of Cincinnati.

JACQUELYN Y. MCCRAY, PH.D., AICP

Jacquelyn McCray, Senior Manager, has more than 25 years of experience in local government management. Nine of those years were with the City of Cincinnati, where she was a budget analyst, project manager and land-use planner. Since joining Management Partners Jacquelyn has been a key staff member on myriad projects analyzing development review processes, performance measurement and organizational review. She is particularly adept at strategic planning, process improvement, benchmarking, performance management, training and development, and focus group facilitation. She is a skilled civic engagement and group process facilitator and has served various civic and professional groups in this capacity. Jacquelyn is a member of the American Planning Association and the American Institute of Certified Planners (AICP). She served as a member and vice chairperson of the Cincinnati City Planning Commission for nine years.

Jacquelyn has assisted organizations in future search, mission and vision setting, the identification of critical environmental indicators, and in crafting goals and objectives in the completion of strategic planning projects. Specifically she has assisted the following cities and organizations to develop strategic plans: City of Rochester, Minnesota; City of Boulder City, Nevada; Village of Port Chester, New York; Town of Bladensburg, Maryland; City of Newport, Rhode Island; City of Margate, and Lakeland, Florida, Cass County and Ingham County, Michigan; City of Morgantown, West Virginia; the Mansfield Downtown Partnership, Mansfield, Connecticut; Montgomery, Ohio; the Louisville, Kentucky Health Department; the Town of Mansfield, Connecticut; Hamilton County, Ohio Department of Job and Family Services; Lake County, Illinois and The Advance, a Division of the General Board of Global Ministries of the United Methodist Church.

With Management Partners, Jacquelyn has developed refined expertise in conducting development review process analyses and improvement projects for the following clients: Saint Paul, Minnesota; Largo, Florida; the Louisville, Kentucky consolidated government; Cape Coral, Florida; Wichita, Lenexa and Olathe, Kansas; Nevada County, California; the Maryland-National Capital Park and Planning Commission; the Unified Government of Wyandotte County and Kansas City, Kansas; Lexington, Kentucky; Howard County, Maryland; North Port, Michigan; and Oklahoma City, Oklahoma.

In the area of performance measurement and management projects, Jacquelyn has assisted Westerville, Ohio; the District of Columbia; Arlington County Public Schools and Loudoun County, Virginia; the Louisville, Kentucky consolidated government; the Unified Government of Wyandotte County, Kansas; and King County, Washington. She has also conducted performance measurement training for many jurisdictions.

Jacquelyn has completed human resources benchmarking analyses for Sedgwick County, Kansas; and Loudoun County, Virginia; and she assisted with benchmarking and compensation analyses for the cities of Oakland and Santa Clara, California. She also worked with the City of Covington, Kentucky to develop a long-range financial plan.

Jacquelyn has completed organization development and improvement reviews, position analyses and service consolidation assessments for agencies across the country. Among them are Blue Ash, Montgomery and Sycamore Community Schools in Ohio; Chesapeake, Hampton and Richmond, Virginia; Berks County, Pennsylvania; Kansas City, Kansas; the Nashville (Tennessee) Airport Authority; Kenton County and the consolidated governments of Louisville and Lexington Kentucky; the City of Fort Wayne and Allen County, Indiana and Lancaster, Muhlenberg, Harrisburg and Reading, Pennsylvania.

Jacquelyn completed her doctoral studies at Antioch University in Leadership and Change. She also holds a bachelor's degree in urban planning and a master's degree in public administration from the University of Cincinnati.

J. MICHAEL CASEY

Mike Casey joined Management Partners in 2006 as a partner. He has more than 35 years of management experience in local government and the private sector, and is a recognized regional and national leader in industry professional organizations.

Mike served as city or county manager in Grants Pass and Gresham, Oregon; Mesa County, Colorado; and Middleburg, Virginia. He also worked in local government management positions in Independence, Missouri; Winston-Salem, North Carolina; and Des Moines, Iowa.

As a consultant, Mike has assisted public and private sector organizations, including the cities of Boston; New; San Diego, Louisville, Kentucky; and Fulton County, Georgia. He has also assisted cities and counties in recruiting leaders whose skills and experience were well-suited to their specific requirements.

Mike is passionate about helping organizations and communities articulate and achieve their goals. He has practical experience in the difficult process of building communities and managing for short-term, as well as long-term, results.

He has direct experience in obtaining cost-effective results for service delivery at both the community and regional level. In the Portland, Oregon, metropolitan area, he was instrumental in delivering fire protection services across community boundaries to a significant portion of the metropolitan area. In Louisville, he evaluated the effectiveness of the merged Emergency Medical Services operation to identify improvements.

He has served as president of the Oregon City Management Association, as regional vice president for the International City/County Management Association, and as fellow of the American Leadership Forum.

Mike graduated from Coe College with a double major in history and political science and he earned a master's degree in public administration from Pennsylvania State University, where he was the Cappazola Fellow. He also holds a Certificate in Local Government Management from Harvard University.

KRISTIN YOUNGMAYER

Kristin Youngmeyer, Management Analyst, joined Management Partners in the summer of 2018. She is responsible for conducting analyses to support many types of client projects, including organization reviews, and process improvement. She has a background in public administration with experience in strategic planning, community engagement, and project coordination. Her analytic training includes multivariate statistics, organizational management, and program evaluation. She is experienced in collecting data and using analysis, policy analysis, and the design of projects and plans.

Prior to joining Management Partners, she served in the City of Hamilton, Ohio, as an ICMA City Management Fellow. In her role as a Management Fellow she completed numerous special analysis projects for the City Manager's Office, Public Works, Parks Department, Community Development Department, and Finance Department. Some of her accomplishments include reviewing quantitative and qualitative data to form a project proposal for a \$5 million grant opportunity, researching and drafting an ordinance to increase economic activity in the Downtown Central Business District which was successfully passed by council and implemented, conducting budget analysis and financial reporting for a local micro-grant program, and advising the city youth commission with a City Council member.

Prior to her experience in Hamilton, Kristin helped the Children's Mental Health Bureau in Helena, Montana by researching best practices in the systems of care to create a strategic plan for the state agency to effectively implement a statewide youth advocacy network. She also served as a community health worker with the Children's Hunger Alliance, where she evaluated program engagement statistics and made suggestions to improve reconnection rates with clients. She also gained experience working with the Ohio Housing Finance Agency in program compliance reviewing operational metrics for a state grant program and data collection systems to improve internal and external communication.

Kristin has a bachelor of arts in biology with a minor in education from Luther College. She obtained her master's of public administration from the Ohio State University, John Glenn College of Public Affairs.



Proposal for
Strategic Planning Services
Village of McFarland

February 22, 2019



Management
Partners



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February 22, 2019

Mr. Matt Schuenke, Village Administrator
Village of McFarland
5915 Milwaukee Street
McFarland, WI 53558

Dear Mr. Schuenke:

Management Partners anticipates devoting 147 hours of our staff time to complete the plan of work described in our proposal. The total cost of this project is \$26,500, which includes all fees and expenses. We realize that this exceeds the Village's identified budget for this project, and we would be happy to work with the Village to identify alternative approaches, especially while gathering information, if cost containment is primary. The ultimate test of a quality project is that the client is pleased with the results, and we are committed to achieving that goal.

Activity	Hours	Cost
1 – Start Project	6	\$1,855
2 – Gather and Analyze Information	71	\$12,330
3 – Provide Guidance for Environmental Scan	6	\$510
4 – Prepare for and Facilitate Strategic Planning Workshop	35	\$7,405
5 – Prepare Strategic Plan	21	\$3,200
6 – Prepare Draft Implementation Action Plan	8	\$1,200
TOTALS	147	\$26,500

Sincerely,

A handwritten signature in black ink, appearing to read "Jerry Newfarmer".

Jerry Newfarmer
President and CEO



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, May 13, 2019

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action regarding the Public Safety Analysis prepared by RW Management.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Since last Fall the Village has been working on a study of our public safety services as to the future challenges we might face. A draft of this study was completed and reviewed by the Village Board as part of their Committee of the Whole meeting on February 25th. Staff provided comments back to the Consultant on March 15th to which the Consultant responded back on March 25th. Staff replied again on April 17th with specific direction on additional work it felt needed to be addressed and received a new appendix as a response to that direction on April 29th. This plus the original study are presented to the Village Board for final review and consideration of receipt of the study in order to complete this study.

Some background on the attachments:

- Original Draft Study - The Village Board received a copy of this document on or around February 5th of this year. They followed that up with a review of this document on February 25th. The discussion centered around the desire for further information to help better understand and address the recommendations. Direction was provided to the Village Administrator to work with the Police and Fire/Rescue Chief to prepare a response based on the concerns voiced in the meeting.
- Staff Prepared Response - The Village Administrator met with both Chiefs and prepared a response to give to the Consultant for further review on March 15th. This response was prepared in three different documents: 1) General; 2) Fire and Rescue; and 3) Police. These sets of documents were also used to track what we as Staff asked for, how the Consultant responded, and finally what direction they were provided to complete the analysis. The original request is listed in black and was conveyed on March 15th. The Consultant's response to this original request is listed in red and was received on March 25th. Final direction was provided in green and given on April 17th. This is provided as background to understand how we arrived at the additional appendix from where we left



this in February as it provides some additional perspective on some of the key issues discussed thus far.

- Final Appendix - The final appendix is provided to accompany the main report that has thus far been reviewed. The comments provided in it are additional background and information regarding the points raised by Village Staff based on the past discussion with the Village Board. This work was completed on April 29th and subject of our most current discussion on Monday in order to complete the analysis.

The desired action when any plan, analysis, or study is complete is that they be accepted. We do not "approve" of this type of work as we typically defer to the expertise of the Consultant and follow or otherwise adjust to what they present as is reasonable and appropriate. The action for acceptance simply means the analysis is complete according to the terms of our contract and received their work.

FINANCIAL/BUDGET IMPACT:

The total for this study has been paid in accordance with the terms of the contract in an amount not to exceed \$25,400.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Village Staff recommends the Village Board accept the analysis as presented with the additional appendix presented by the Consultant. This action would complete this analysis but will not complete the "project". The project being our work to further evaluate our facility needs in order to address the Board's goal of implementing a Community Center. That work will continue likely through the Strategic Planning work upcoming scheduled to start very soon as well as additional planning as is recommended in this analysis. Whatever questions may come up or require further analysis/discussion there will be ample opportunity to do so as we continue to chart our future with these improvements.

ATTACHMENTS:

1. McFarland Public Safety Analysis 02052019
2. RW Mgmt Response - General 04172019 mgs
3. RW Mgmt Response - Fire and Rescue Department 04172019 mgs
4. RW Mgmt Response - Police Department 04182019 mgs
5. Chapter 7- Appendix

PUBLIC SAFETY ANALYSIS



February 2019

RW Management Group, Inc.
1256 Wrenfield Way
Oconomowoc, WI 53066-2387
Phone: 262.354.0731

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**VILLAGE OF MCFARLAND, WI
PUBLIC SAFETY ANALYSIS**

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VILLAGE OF MCFARLAND, WI PUBLIC SAFETY ANALYSIS CHAPTER 1 – INTRODUCTION

Project Overview

RW Management Group, Inc. was retained by the Village of McFarland to conduct a Public Safety Analysis. Based upon the proposal submitted by RW Management Group, Inc. (RW) in August 2018, the scope of the project was to conduct an operational, staffing, and equipment review as part of a public safety space needs analysis for the Village. This analysis was designed to provide for an independent third-party review of current and future anticipated Police and Fire-EMS service needs, and provide facility-related options and recommendations on fulfilling those needs.

The findings and recommendations are related to the Police and Fire-EMS service needs of the Village, which include a high-level evaluation of the McFarland Police and Fire Departments. This evaluation includes review of operations, staffing, equipment, and space needs for future anticipated service demands.

Project Work Tasks

To complete the objectives set forth by the Village, RW evaluated the operations, staffing, equipment and facility needs of the Police and Fire Departments and reviewed the economic development in the Village. RW met with and gathered information from Police and Fire Department personnel, Village Board and Police and Fire Commission members, and project team members. RW also met with Village Administration to further understand the growth potential of the Village and the relationship between the projected growth of the Village and needs of the Public Safety Departments.

The following presents an overview of the work tasks completed by RW during the project.

1. **Project Kickoff Meeting:** RW Management conducted a kickoff/project planning meeting with the Project Team and key stakeholders of the Village. The purpose of this meeting was to confirm project scope and timelines, obtain project contact information, and develop a schedule of Project Team meetings and other logistical arrangements.
2. **Data Collection and Analysis:** RW provided the Project Team with a comprehensive data request that was used as the foundation for analysis. The data request included:
 - Copies of previous plan documents
 - Current public safety programs and initiatives provided by the Village
 - Village Budgets
 - Department staffing levels, training and workloads
 - Equipment inventories
 - Other relevant documents
3. **Service Delivery Analysis:** RW analyzed current public safety services being provided in the community, the method of service delivery and compared it to current best practices.



VILLAGE OF MCFARLAND, WI PUBLIC SAFETY ANALYSIS

CHAPTER 1 – INTRODUCTION

A long-range view of these services was provided based on growth, development, changing demographics, etc. as projected for the next 10 years. A high-level analysis of opportunities to work collaboratively with neighboring communities was also conducted. Interviews were held with all levels of the Police and Fire Departments, with representatives of the Village Board and Police and Fire Commission and Village Administration.

4. **Facilities Analysis:** RW conducted a thorough Police, Fire, EMS and Administration facilities analysis that focused on current needs and services. Based on current needs, future facility needs will be addressed based on population, growth projections, environmental impacts, development type, etc.
5. **Facilities Location and Uses:** Public safety response times are critical to providing a high level of service to residents. RW conducted an analysis of optimum public safety station locations that minimizes response times while maximizing facility needs. This analysis included an examination of up to three potential locations that would affect response times and determine impact on service delivery. Consideration was given to the benefits of developing joint facilities as well as separate facilities for the various services. Opportunities for the reuse of the current Municipal Center were included in this comprehensive analysis.
6. **Facility Costs:** Upon completion of the current and future staffing analysis, RW worked with The McMahon Group to develop long range facility estimates based on the Analysis recommendations and needs as the result of projected growth and community changes.
7. **Equipment Needs:** RW conducted a review of current Police, Fire and EMS equipment and compared it to current services. We also provided a projection of future equipment needs taking into consideration growth, opportunities to share equipment with neighboring communities, and projected service changes.
8. **Project Draft Report:** RW developed a draft report that included findings, recommendations, and implementation plan. The draft report was presented to the Project Team for review. Comments were incorporated into the final report as appropriate.
9. **Project Final Report:** After review and input from the Project Team, RW prepared a final report and presented it to the Village Board.

Overview of the Current Demographics and Environment

The Village of McFarland has a population of approximately 8,449 based on the 2017 census estimates and encompasses approximately 3.55 square miles. The Village of McFarland is in Dane County.



VILLAGE OF MCFARLAND, WI PUBLIC SAFETY ANALYSIS

CHAPTER 1 – INTRODUCTION

The Village has a full-service Police Department that provides law enforcement services 24 hours a day, every day. The Department has an extensive outreach program, has a heavy focus on training, provides a municipal security program and K-9 services. The crime rate has been kept fairly level, with the exception of property crime increase, primarily due to the current urban area drug addictions. Budget increases have been primarily due to the need to add personnel.

The Village has a full-service Fire Department which provides Advanced Emergency Medical Technician (AEMT) level care service. The McFarland Fire Department is a combination department. It has an ISO rating of 3 and responded to 1,110 incidents in 2017. It also serves the Towns of Dunn and Pleasant Springs. The Fire Department covers approximately 45 square miles with a population of approximately 15,000.

Public Safety Analysis

To present the findings and recommendations that resulted from the engagement, RW has prepared this document, referred to as the ***Village of McFarland Public Safety Analysis***.

The remainder of this report is structured as follows:

- Chapter 2 – Operational Overview and Recommendations: This section lists the findings and presents recommendations on the current and future issues associated with organizational aspects of the Public Safety Departments. Chapter 2 is outlined in the following sections:
 - Operations
 - Staffing
 - Equipment
 - Facility Needs
 - Current Municipal Center Building
 - Budget and Economic Development
 - Village of McFarland's Facilities Master Plan
 - Comprehensive Recommendations and Options
- Chapter 3 – Implementation Plan: This chapter contains a phased implementation for the recommendations made in the ***Analysis***.



VILLAGE OF MCFARLAND, WI PUBLIC SAFETY ANALYSIS

CHAPTER 1 – INTRODUCTION

- Chapter 4 – Budget: Estimated Budget Worksheet
- Chapter 5 – Management Summary: A summarized version of the **Analysis** is presented, highlighting the project's objectives and recommendations.
- Chapter 6 – Glossary of Terms: A glossary of terms is presented for reference.



VILLAGE OF MCFARLAND, WI PUBLIC SAFETY ANALYSIS

CHAPTER 2 – OPERATIONAL RECOMMENDATIONS

Operational Overview and Recommendations

As stated earlier, the objectives of this project were to evaluate the Village of McFarland's public safety requirements in the areas of operations, staffing, equipment and facility needs. Based on this evaluation, RW has made recommendations for the Public Safety Department's short/long-term growth and facility needs. The report includes findings and recommendations relating to Police, Fire and Emergency Medical Service (EMS) operations, staffing, and equipment, and outlines how these needs relate to future facility recommendations. This analysis is based on the Center for Public Safety Excellence (CPSE).

The McFarland Police and Fire Departments overall are doing a very good job of maintaining high standards in providing police, fire and emergency medical services. Department personnel displayed professionalism and were very cooperative throughout the review.

Operations

Police Department

The McFarland Police Department provides law enforcement services twenty-four hours a day, seven days a week. The Department responds to requests for service, provides protective patrol, and investigates all criminal activity in the Village. In addition, the Department has an extensive outreach program including:

- Explorer Program
- Citizen Volunteer Program
- Neighborhood Watch

The Police Department's Canine (K-9) Officer and K-9 partner are prepared and equipped to assist with critical incidents which go beyond the scope of normal police operations. They also handle routine calls for service, assist with searching for suspects, assist officers with narcotics searches, and are often called upon to do public relations activities. Additionally, they also assist the school district with random searches for narcotics within the different campuses.

The Police Department has a significant focus on meeting the training needs of its staff. The Village's crime rate has remained stable, although drug-related property crime continues to rise similar to the trend seen in other metropolitan areas. Budget increases over the last three years have been directly related to changes in staffing.

Service Delivery Analysis

McFarland is a stable and developed community that will not experience much additional growth. As a result, most crime and incident responses should remain fairly level.

However, due in part to its proximity to Madison, the Police Department does devote a measurable amount of its response time dealing with drug-related crimes. These types of crimes create an increase in property offenses, most notably burglaries. Between 2015 and



VILLAGE OF MCFARLAND, WI PUBLIC SAFETY ANALYSIS

CHAPTER 2 – OPERATIONAL RECOMMENDATIONS

2018, the number of burglaries in the Village nearly doubled. Burglaries require added man hours due to the increased response and investigative functions associated with solving these crimes.

As the Madison area has grown, the increase in traffic accidents that necessitate an EMS response similarly dictate an increase in patrol response for investigative and traffic management functions on scene.

Looking forward, the Department should plan to remain proactive in its efforts to raise public awareness of prevention and response to school violence.

Fire Department

The McFarland Fire Department responded to 1,110 incidents in 2017 and has an Insurance Service Office (ISO) rating of 3. EMS incidents account for 76% of its total call volume, which is not unusual for departments that provide EMS. The largest increase in types of calls over the past 3 years has been in lift assist and vehicle accidents.

The Department provides Advanced Emergency Medical Technician (AEMT) level service and utilizes mutual aid agreements for paramedic intercepts. Provision of paramedic services is managed through the Dane County Consortium Agreement which provides for closest Advanced Life Support (ALS) unit response.

The Fire Department provides plan review and business inspections as part of its prevention efforts. This workload has been increasing over the last several years. The Department also provides the community with a public education program.

Service Delivery Analysis

While the Fire Department has made great strides in moving towards integration of the firefighting and EMS functions, it needs to continue efforts to achieve a higher level of integration. The goal is to have all members of the Department trained to work together on fighting fires and providing EMS services. Their utilization in each discipline should be based on their certification and training levels.

The Department currently struggles to complete fire inspections. If there is any increase in commercial businesses in the Village, the Department risks being unable to complete the State mandated inspections. Therefore, it should evaluate the inspection function and seek to improve organization of inspection services and cross-train all members of the Department to perform this function.

As the state, regional and national trend continues toward paramedic-level service, there will be an increased expectation by citizens and businesses for this assistance. Sometime over the next 10 years, it is likely the Department will need to move towards providing paramedic service. Continued provision of services is predicated on the Department's ongoing commitment to mutual aid and the MABAS System.



VILLAGE OF MCFARLAND, WI PUBLIC SAFETY ANALYSIS

CHAPTER 2 – OPERATIONAL RECOMMENDATIONS

Staffing

Police Department

The Police Department is currently staffed with 17 full-time sworn positions, 1 part-time sworn position and 2.5 clerical positions.

Staffing Analysis

Based upon the foregoing Service Delivery Analysis, over the next 10 years, the Police Department will likely have to add three additional full-time patrol officers and a full-time investigator. No additional supervisory positions are anticipated.

We were questioned during the analysis regarding the utilization of part-time officers. There is a legitimate concern with the utilization of part-time personnel to cover for needed full-time positions. Part-time officers are often transitional employees, creating constant recruitment and training needs. They tend to be more committed to their full-time job or anticipation of finding full-time employment and are often not available as needed. In light of these concerns, RW recommends the addition of three full-time police officers and one full-time investigator position over the next 5 – 10 years.

Fire Department

The Fire Department is a combination department with 7 full-time and 64 paid-on-call positions. The Department also has a ½ time administrative position shared with the Village Administration. EMS personnel are organized and have a current labor agreement.

Staffing Analysis

The current separation of fire and EMS duties is detrimental to the delivery of both services and this separation should be eliminated. Employees should be cross-trained to provide both firefighting and EMS services. The current EMS Labor Agreement does not address coordination of Fire and EMS duties or restrict them in any way.

The ability to utilize on-duty personnel, whether EMS or Fire specific, to operate equipment and apparatus as needed for a response to fire or rescue calls is critical to the delivery of services and the effective and efficient operation of the Department. All personnel are Fire Department personnel and should be able to provide fire, rescue and or medical duties throughout the day.

As the Department moves toward this integration of services over the next 10 years, it will likely need to add 3 twenty-four-hour command-level positions as well as 3-6 twenty-four-hour staff level positions. The command level positions are needed to provide consistent management and supervision 24 hours per day, three hundred sixty-five days per year.

Currently, command level functions are provided by what is called a “Duty Chief”, who is available on-duty or off-duty. As incidents continue to increase it becomes more crucial to have



VILLAGE OF MCFARLAND, WI PUBLIC SAFETY ANALYSIS

CHAPTER 2 – OPERATIONAL RECOMMENDATIONS

the ability for on-duty crews, dispatch personnel, police and emergency management personnel to have better access to a fire department supervisor who is actually at work and actively monitoring the daily situation onsite.

Equipment

Police Department

The Police Department currently has 9 squad cars. There are evidence-drying and other related equipment needs. The building has security cameras and monitors, an armory for working on internal weapons, limited file storage areas and equipment related to the K-9 unit.

Equipment Analysis

Based on the foregoing Service Delivery and Staffing Analyses relative to the Police Department, it is probable that the Department will need to add 2 additional vehicles to its fleet. In addition, as the need for investigations increases, the Department will similarly need to add to its evidence equipment.

Fire Department

The Fire Department currently has the following apparatus:

- 2 Engines
- 2 Ambulances
- 1 Ladder Truck
- 1 Heavy Rescue
- 1 Tender
- 1 Brush Truck
- 1 Rescue Boat
- 1 ATV and Trailer
- 4 Utility - Command Vehicles
- 1 Foam Trailer

The Department also has 71+ sets of turnout gear all located within apparatus bays. They have multiple training props, quality exercise equipment and several pieces of fire equipment, hoses and tools.

Equipment Analysis

The Fire Department is well-equipped. It is unlikely that the Village will need to add to the Fire Department fleet. However, to ensure that the Department can effectively and adequately handle a response requiring the foam trailer, it will need to increase the current capacity of the



VILLAGE OF MCFARLAND, WI PUBLIC SAFETY ANALYSIS

CHAPTER 2 – OPERATIONAL RECOMMENDATIONS

trailer. There is currently a potential to share foam trailers with the DeForest - Windsor Fire EMS Department.

There was discussion during this study regarding the rescue boat and the antique fire truck used in parades. RW feels that a boat stored on a trailer allowing for movement between the four lakes and different launch sites is needed. In an effort to find additional space for day-to-day operations, the antique fire apparatus could be stored at a separate location if desired.

RW recommends removal of the turn-out gear from the garage, removal of the exercise equipment from its current location on the mezzanine in the garage, and a dedicated space for training props. These items will be more fully addressed in the facilities analysis.

Facility Needs

Police Department

Review and study of the Police Department's current facilities revealed shortcomings and needs relative to a number of different areas. Insufficient space currently exists for evidence handling, offices, interview rooms, storage, briefing and training. There is no fitness area, bunk area, and the kitchen area/break room are inadequate to meet the Department's twenty-four operation.

The current garage space is insufficient to house the Department's fleet and does not provide for a secure sally port. In addition, there are traffic flow, egress, and parking issues in the outside areas of the Department.

Facility Needs Analysis

In order for the Department to remain in its current space, a number of needs would have to be addressed. Additional space is needed for the garage, offices, evidence processing, storage and interview rooms. Based on the amount of activity in the Department, we felt there was a need for at least four interview/interrogation rooms. RW also feels it is most appropriate to separate office space, rather than have an open concept office, due to the need for private conversations, telephone calls and meetings. Conference rooms should be provided for times when collaboration is needed.

The evidence room in a police department building is the most restricted access area in the building. Evidence processing needs include:

- Drying room and cabinets
- Processing tables
- Forensic kit storage
- Chemical workstations
- Secure evidence lockers with biometric access controls
- Fingerprint development equipment
- Biohazard storage



VILLAGE OF MCFARLAND, WI PUBLIC SAFETY ANALYSIS

CHAPTER 2 – OPERATIONAL RECOMMENDATIONS

- Drug storage
- Weapon storage
- Found property storage including big items like vehicles
- Door access control readers and cameras
- Materials utilized in the room must be chemical resistant

Public Safety buildings need to provide a safe environment for staff and visitors. Security and access control from active assailants include the following building protections:

- Restricted I.D.'s and access
- Camera systems
- Non-public areas should be signed as restricted non-public access
- Visitors should log in, have I.D. Display and be escorted
- Camera system monitoring of:
 - o Sally Port access
 - o Prisoner processing area
 - o Protected parking for staff and police vehicles
 - o Interview, interrogation and holding areas
 - o Evidence storage
- Fencing, gates and proper signage
- Proper lighting internally and externally
- Security windows

Other items identified in our analysis if the Department is to remain in its current space are:

- Access to fitness and training areas
- The kitchen is missing items and lacks space
- Briefing and meeting areas need to be created
- Traffic flow and parking need to be improved
- Security measures throughout the Department need to be improved
- A sally port needs to be added for prisoner movement from squads to the facility

Fire Department

Review and study of the Fire Department's current facilities revealed shortcomings and needs relative to a number of areas. Parking is insufficient for current personnel, and ingress and egress to the apparatus bays poses a safety concern and often can block egress for the Police Department.

Additional space needs to be provided for turn-out gear and exercise equipment, which should not be housed in the garage due to safety considerations. The laundry area and storage need to be expanded. The workspace flow throughout the Department as well as the dorm setup need to be improved. The Department also needs a reception area.



VILLAGE OF MCFARLAND, WI PUBLIC SAFETY ANALYSIS

CHAPTER 2 – OPERATIONAL RECOMMENDATIONS

Facility Needs Analysis

Should the Department remain in its current space, a number of needs have to be addressed.

- The entire work flow of the station would need to be reconfigured. Modifications to the location and/or layout of the kitchen and break area, dorm rooms and training room would need to occur.
- Office and storage space would need to be increased and an entry/foyer created.
- The work out room and turnout gear would need to be relocated to safer areas because of environmental and health concerns.
- Additional parking would be required, as well as improvements to ingress and egress of departmental vehicles.
- The laundry and equipment cleaning areas would have to be relocated or reconfigured in their current locations.
- The building security features listed under Police Department Facility Needs Assessment should also be included.

Current Municipal Center Building

Village Administration and Other Offices

The current space in the Municipal Center for administration and non-public safety departments is fully utilized but adequate to support current service needs. However, should space needs increase in the future, there is no room for expansion.

Police Department

As indicated previously in this report, the current Municipal Center is inadequate for the Police Department's facility needs, primarily as related to garage space, evidence areas, parking, vehicle ingress/egress, interview rooms, offices, lockers, patrol and briefing space, and kitchen/break room facilities.

Fire Department

The current Municipal Center location is adequate for the Fire Department's response area and coverage. However, parking is insufficient at the current location, there are safety concerns with the ingress/egress of departmental vehicles, there is no reception area, the dorm layout and locations are deficient, and the apparatus floor/garage is overcrowded.



VILLAGE OF MCFARLAND, WI PUBLIC SAFETY ANALYSIS

CHAPTER 2 – OPERATIONAL RECOMMENDATIONS

Current Municipal Center Building Analysis

Village Administration and Other Offices

Additional space will have to be provided for future expansion and growth needs for administration and other departments. Moving Public Safety Departments out of the current building will provide for future expansion and other public needs within the existing space. If needed, this would also provide a more efficient and economical way to build a second story at the current Municipal Center.

Police Department

There is no solution to the inadequate garage space for the Police Department fleet at the current Municipal Center. Vehicle access and traffic flow will also remain problematic. Finally, the Department would require additional space and all Department areas would require extensive reconfiguration to solve all of the shortcomings.

Fire Department

The ingress/egress issues for the Fire Department at the current building would be difficult if not impossible to solve given the lack of space in which to make any improvements or reconfigurations. Parking issues would continue to be problematic for the same reason. Finally, extensive reconfiguration of the garage, apparatus floor and interior space would be required to address all of the Department's facility needs as outlined earlier in this report.

Budget and Economic Development

Budget Analysis

Future Considerations

Additional factors that were taken into consideration by RW in making its recommendations in this report include:

- Anticipated annexation of 122 acres for high-end development
- Population growth
- Changing demographics
- Potential expansion of elder care facilities
- Limited potential for public use facility land available

Village of McFarland's Facilities Master Plan

RW reviewed our thoughts and concerns relative to the Facilities Master Plan with our partner the McMahon Group of Companies. Build-out concerns on the current property are:



VILLAGE OF MCFARLAND, WI PUBLIC SAFETY ANALYSIS

CHAPTER 2 – OPERATIONAL RECOMMENDATIONS

- The building is currently occupied twenty-four hours a day, three hundred and sixty-five days a year.
- This would add extensive cost to any construction or build-out at the current site.
- Estimated costs of \$1.5 million or more to move occupants out to a different location during construction.
- Build-out would not resolve the parking or egress issues that currently exist for police and fire.
- Extensive and costly reconfiguration and remodeling would have to take place.

Comprehensive Recommendations and Options

Based on the factors outlined in this report and an evaluation of all data, resources, and options, RW makes the following recommendations:

1. Erect a new Public Safety building to be shared by the Police and Fire Departments. A new building will be the most efficient and cost-effective way to address all of the current shortcomings for each department in the current Municipal Center Building. A new building will permit multiple shared resources, potentially including kitchen/break room, lockers, dorms, training and workout areas, as well as shared administrative staff. It will be critical to include stakeholders from the Police and Fire Departments in selection of location and design of a new Public Safety building.
 - a. Site Location
 - i. Due to the need to stay close to Fire-EMS personnel responding from home to the station, along with the need for easy access routes, RW recommends that the new public safety building be located approximately ½ mile to the East of the current station near or on Holscher Rd.
2. Moving the Police and Fire Departments out of the current Municipal Center Building will free up a great deal of additional space. This space could be used for future expansion of administration and other Village Departments within the Municipal Center. In addition, there would be room to construct the Community Center that the Village has wanted within the space vacated by the public safety departments. One advantage to this proposal is that the “Village Square” atmosphere would be provided by keeping the Library, Village Hall, and the Community Center in close proximity to each other. This would also improve the ability to expand vertically if there was a need.

The practicalities of a combined public safety building include the following:

- Exterior should fit into surroundings.
- Emergency responses require less complicated floor plans and bottlenecks, non-slip floors and wide stairways.
- Safeguard designs are needed to protect staff and visitors from unruly, drunken or violent offenders and assailants.
- Occupant comforts should include quality lighting, daylighting, well insulated walls, and be free from air leaks and moisture problems.



VILLAGE OF MCFARLAND, WI PUBLIC SAFETY ANALYSIS

CHAPTER 3 – IMPLEMENTATION PLAN

Implementation Plan by Priority

To properly and successfully implement the recommendations made for public safety physical needs and other related recommendations, certain key components must be addressed. Without the implementation of these components, overall services, productivity and organizational buy-in will be tempered and system performance will suffer.

The following implementation plan lists, by priority, those requirements that satisfy the principles of comprehensive facilities planning for public safety. The plan has been developed taking into consideration the benefits that have a high overall return to the residents, the Departments, the Village and the neighboring communities. Using this approach, the Village will not only be moving toward sound public safety services, practices and systems, but they will also be implementing changes in facility planning that yield the highest returns first. The exact details and dates for some of these changes are left up to the Village to determine depending on its assessment of current economics and prioritization of needs.

Fiscal Years 2019 - 2023

The goal for the next five years is to conduct the comprehensive planning of the recommendations. The following areas should be part of the planning process over the next five years:

- Define a Project Team made up of members from the Village Board, Administration and Police and Fire Departments. This team will provide oversight of the Village Facilities Planning and Public Safety Analysis recommendations implementation to occur with internal and external resources to coordinate efforts.
- Develop a long-term public safety facility plan for managing the Village Public Safety Building project.
- Engage the assistance of an architectural firm to assist with the facility planning and cost estimates.
- Search for specific locations and assess their availability and cost.
- Plan the reconfiguration of the existing Village Municipal Building.

Fiscal Years 2024 - 2028

The following areas are to be developed and implemented during this period:

- Erect a new Public Safety building to be shared by the Police and Fire Departments. The new building will permit multiple shared resources, potentially including shared kitchen/break



VILLAGE OF MCFARLAND, WI PUBLIC SAFETY ANALYSIS

CHAPTER 3 – IMPLEMENTATION PLAN

room, lockers, dorms, training and workout areas, as well as shared administrative staff. It will be critical to include stakeholders from the Police and Fire Departments in selection of location and design of a new Public Safety building.

- a. Site Location
 - i. Due to the need to stay close to fire-EMS personnel responding from home to the station, along with the need for easy access routes, RW recommends that the new public safety building be located approximately ½ mile to the East of the current station near or on Holscher Rd.
- Moving the Police and Fire Departments out of the current Municipal Center Building will free up a great deal of additional space. This space could be used for future expansion of administration and other Village Departments within the Municipal Center. In addition, there would be room to construct the Community Center that the Village has wanted within the space vacated by the public safety departments. One advantage to this proposal is that the “Village Square” atmosphere would be provided by keeping the Library, Village Hall, and the Community Center in such close proximity to each other. The potential to expand vertically in the current building becomes more economic and efficient with public safety no longer residing in the current facility.



**VILLAGE OF MCFARLAND, WI
PUBLIC SAFETY ANALYSIS
CHAPTER 4 – ESTIMATED BUDGET**

Project Budget

Chapter 4 presents budget estimates and costs associated with future short/long term public safety facility recommendations to meet the needs of the Village's Police, Fire and EMS departments. The budget has been developed considering the recommendations presented throughout this document.

As with any project, these estimates were developed anticipating that the Village would implement the plan as presented and, in the timeframes, specified. Should the project timeframes be lengthened, or the scope or direction of the project be changed, the budget estimates would need to be adjusted accordingly. The costs for these recommendations are approximate estimations and can be adjusted at any time by the project team.

The budget is presented to provide the basis for the continuing project efforts should the Village adopt and begin implementation of the recommendations. The budget is characterized by the following major components:

- Capital Expenses – Public Safety Facilities – Cost associated with the building of a public safety facility or renovation of the current municipal structure.

The estimated costs for constructing a new Public Safety Building to serve the needs of Police, Fire and Rescue are shown in the table below. A more detailed breakdown of costs is shown in Exhibits A, B and C included at the end of this chapter.

While expanding the current Village Hall by adding a second story appears to be less costly, it does not resolve the future space needs for General Government. It also does not resolve the concerns of parking, ingress, egress, safety, large evidence storage and several other issues identified in this report.

VILLAGE OF MCFARLAND BUILDING EXPANSION				
	BUDGET PROJECTIONS			
	Current Space	2028 Projected Space needs	Separate (off-site) Building Cost	2nd Story expansion of Village Hall
Fire Department	15,630 SF	24,400 SF	\$ 4,398,425	
Police Department	7,750 SF	17,570 SF	\$ 3,751,600	
Combined PD/FD/EMS Building	23,380 SF	41,970SF	\$ 8,150,025	\$ 6,199,200
Arch, Eng, Site Dev,etc.			\$ 2,610,975	\$ 2,267,850
Total			\$ 10,761,000	\$ 8,467,050

Note: See Exhibit A for a more detailed cost breakdown.



**VILLAGE OF MCFARLAND, WI
PUBLIC SAFETY ANALYSIS**

CHAPTER 4 – ESTIMATED BUDGET

Benefits

As a result of implementing RW's recommendations, the Village, the Departments and the citizens living in the Village should realize significant tangible benefits, mitigate liabilities, and justify the recommended investment. The following tangible and intangible benefits should be realized as a result of implementation of the recommendations:

- Provide a long-term approach to facility needs for the Village to use as a planning guide for budgetary and operational considerations. This approach improves efficiencies by reducing repetitive processes and provides for a structured management plan, along with cost efficiencies through the sharing of a station.
- Mitigate liability in instances where accepted national standards are not being met. These standards are nationally recognized in a court of law and will serve to protect the Village.
- Provide a proactive approach to planning for the future development of the community by detailed evaluation of the public safety services and facility needs, which is then revisited periodically.
- Improve the confidence and abilities of emergency response personnel to handle emergency incidents by providing the appropriate facilities.
- Provide Village management with prompt accurate information and decision-making tools to increase efficiency and effectiveness.
- The improvement and retention of the overall fitness and health of the Department members should be given a higher priority. This should contribute to the mitigation of work accidents, occupational exposure, hazard awareness and the reduction of lost time injuries and related legal proceedings.
- Provide for better utilization of the area surrounding the current municipal building. There would now be the potential to create a community area within close proximity to the library.
- Provide for improved public safety proficiencies related to daily operational needs of police, fire and EMS.
- Provide space in the current facilities to pursue expansion of Village offices and potential community center.



VILLAGE OF MCFARLAND, WI PUBLIC SAFETY ANALYSIS

CHAPTER 5 – MANAGEMENT SUMMARY

Project Overview

RW Management Group, Inc. was retained by the Village of McFarland to conduct a Public Safety Analysis.

The analysis provides a review of Public Safety operations, staffing, equipment and facility needs. Recommendations and options for the Village to use now and in the future, when assessing Police, Fire-EMS facility needs in the Village. Based upon the proposal submitted by RW Management Group, Inc. (RW) in August 2018, the scope of the project was to conduct an operational, staffing, equipment review, as part of a public safety space needs analysis for the Village. This analysis was designed to provide for an independent third-party review current and future anticipated Police, and Fire-EMS service needs, and provide facility related options and recommendations on fulfilling those needs.

The findings and recommendations are related to the Police and Fire-EMS service needs of the Village, which include a high-level evaluation of the McFarland Police and Fire Departments. This evaluation includes review of operations, staffing, equipment needs, and space needs anticipated for future anticipated service needs.

The findings and recommendations are related to the operations, staffing, equipment needs, and facility needs of the Police and Fire Department in the Village. The review included the following categories:

- **Operations Analysis**
- **Staffing Analysis**
- **Equipment Analysis**
- **Facility Needs Analysis**
- **Current Municipal Building Analysis**
- **Budget Analysis**
- **Comprehensive Recommendations and Options**

Comprehensive Recommendations and Options

There are recommendations relating to the Village public safety operations, staffing, equipment and facility needs. These recommendations relate to potential organizational and operational and facility needs for public safety in the Village. This review was based on the Center for Public Safety Excellence Standards and best practices recommendations.



VILLAGE OF MCFARLAND, WI PUBLIC SAFETY ANALYSIS

CHAPTER 5 – MANAGEMENT SUMMARY

Operations

Police

McFarland is a stable and developed community that will not experience much additional growth. As a result, most crime and incident responses should remain fairly level.

However, due in part to its proximity to Madison, the Police Department does devote a measurable amount of its response time dealing with drug-related crimes. These types of crimes create an increase in property offenses, most notably burglaries. Between 2015 and 2018, the number of burglaries in the Village nearly doubled. Burglaries require added man hours due to the increased response and investigative functions associated with solving these crimes.

As the Madison area has grown, the increase in traffic accidents that necessitate an EMS response similarly dictate an increase in patrol response for investigative and traffic management functions on scene.

Looking forward, the Department should plan to remain proactive in its efforts to raise public awareness of prevention and response to school violence.

Fire

While the Fire Department has made great strides in moving towards integration of the firefighting and EMS functions, it needs to continue efforts to achieve a higher level of integration. The goal is to have all members of the Department trained to work together on fighting fires and providing EMS services. Their utilization in each discipline should be based on their certification and training levels.

The Department currently struggles to complete fire inspections. If there is any increase in commercial businesses in the Village, the Department risks being unable to complete the State mandated inspections. Therefore, it should evaluate the inspection function and seek to improve organization of inspection services and cross-train all members of the Department to perform this function.

As the state, regional and national trend continues toward paramedic-level service, there will be an increased expectation by citizens and businesses for this assistance. Sometime over the next 10 years, it is likely the Department will need to move towards providing paramedic service. Continued provision of services is predicated on the Department's ongoing commitment to mutual aid and the MABAS System.



VILLAGE OF MCFARLAND, WI PUBLIC SAFETY ANALYSIS

CHAPTER 5 – MANAGEMENT SUMMARY

Staffing

Police

Based upon the foregoing Service Delivery Analysis, over the next 10 years, the Police Department will likely have to add three additional full-time patrol officers and a full-time investigator. No additional supervisory positions are anticipated.

We were questioned during the analysis regarding the utilization of part-time officers. There is a legitimate concern with the utilization of part-time personnel to cover for needed full-time positions. Part-time officers are often transitional employees, creating constant recruitment and training needs. They tend to be more committed to their full-time job or anticipation of finding full-time employment and are often not available as needed. In light of these concerns, RW recommends the addition of three full-time police officers and one full-time investigator position over the next 5 – 10 years.

Fire

The current separation of fire and EMS duties is detrimental to the delivery of both services and this separation should be eliminated. Employees should be cross-trained to provide both firefighting and EMS services. The current EMS Labor Agreement does not address coordination of Fire and EMS duties or restrict them in any way.

The ability to utilize on-duty personnel, whether EMS or Fire specific, to operate equipment and apparatus as needed for a response to fire or rescue calls is critical to the delivery of services and the effective and efficient operation of the Department. All personnel are Fire Department personnel and should be able to provide fire, rescue and or medical duties throughout the day.

As the Department moves toward this integration of services over the next 10 years, it will likely need to add 3 twenty-four-hour command-level positions as well as 3-6 twenty-four-hour staff level positions. The command level positions are needed to provide consistent management and supervision 24 hours per day, three hundred sixty-five days per year.

Currently, command level functions are provided by what is called a “Duty Chief”, who is available on-duty or off-duty. As incidents continue to increase it becomes more crucial to have the ability for on-duty crews, dispatch personnel, police and emergency management personnel to have better access to a fire department supervisor who is actually at work and actively monitoring the daily situation onsite.



VILLAGE OF MCFARLAND, WI PUBLIC SAFETY ANALYSIS

CHAPTER 5 – MANAGEMENT SUMMARY

Equipment

Police

Based on the foregoing Service Delivery and Staffing Analyses relative to the Police Department, it is probable that the Department will need to add 2 additional vehicles to its fleet. In addition, as the need for investigations increases, the Department will similarly need to add to its evidence equipment.

Fire

The Fire Department is well-equipped. It is unlikely that the Village will need to add to the Fire Department fleet. However, to ensure that the Department can effectively and adequately handle a response requiring the foam trailer, it will need to increase the current capacity of the trailer. There is currently a potential to share foam trailers with the DeForest - Windsor Fire EMS Department.

There was discussion during this study regarding the rescue boat and the antique fire truck used in parades. RW feels that a boat stored on a trailer allowing for movement between the four lakes and different launch sites is needed. In an effort to find additional space for day-to-day operations, the antique fire apparatus could be stored at a separate location if desired.

RW recommends removal of the turn-out gear from the garage, removal of the exercise equipment from its current location on the mezzanine in the garage, and a dedicated space for training props. These items will be more fully addressed in the facilities analysis.

Facility Needs

Police

In order for the Department to remain in its current space, a number of needs would have to be addressed. Additional space is needed for the garage, offices, evidence processing, storage and interview rooms. Based on the amount of activity in the Department, we felt there was a need for at least four interview/interrogation rooms. RW also feels it is most appropriate to separate office space, rather than have an open concept office, due to the need for private conversations, telephone calls and meetings. Conference rooms should be provided for times when collaboration is needed.

The evidence room in a police department building is the most restricted access area in the building. Evidence processing needs include:

- Drying room and cabinets
- Processing tales
- Forensic kit storage



VILLAGE OF MCFARLAND, WI PUBLIC SAFETY ANALYSIS

CHAPTER 5 – MANAGEMENT SUMMARY

- Chemical workstations
- Secure evidence lockers with biometric access controls
- Fingerprint development equipment
- Biohazard storage
- Drug storage
- Weapon storage
- Found property storage including big items like vehicles
- Door access control readers and cameras
- Materials utilized in the room must be chemical resistant

Public Safety buildings need to provide a safe environment for staff and visitors. Security and access control from active assailants include the following building protections:

- Restricted I.D.'s and access
- Camera systems
- Non-public areas should be signed as restricted non-public access
- Visitors should log in, have I.D. Display and be escorted
- Camera system monitoring of:
 - o Sally Port access
 - o Prisoner processing area
 - o Protected parking for staff and police vehicles
 - o Interview, interrogation and holding areas
 - o Evidence storage
- Fencing, gates and proper signage
- Proper lighting internally and externally
- Security windows

Other items identified in our analysis if the Department is to remain in its current space are:

- Access to fitness and training areas
- The kitchen is missing items and lacks space
- Briefing and meeting areas need to be created
- Traffic flow and parking need to be improved
- Security measures throughout the Department need to be improved
- A sally port needs to be added for prisoner movement from squads to the facility

Fire

Should the Department remain in its current space, a number of needs have to be addressed.

- The entire work flow of the station would need to be reconfigured. Modifications to the location and/or layout of the kitchen and break area, dorm rooms and training room would need to occur.
- Office and storage space would need to be increased and an entry/foyer created.



VILLAGE OF MCFARLAND, WI PUBLIC SAFETY ANALYSIS

CHAPTER 5 – MANAGEMENT SUMMARY

- The work out room and turnout gear would need to be relocated to safer areas because of environmental and health concerns.
- Additional parking would be required, as well as improvements to ingress and egress of departmental vehicles.
- The laundry and equipment cleaning areas would have to be relocated or reconfigured in their current locations.
- The building security features listed under Police Department Facility Needs Assessment should also be included.

Current Municipal Center Building

Village Administration and Other Offices

Additional space will have to be provided for future expansion and growth needs for administration and other departments. Moving Public Safety Departments out of the current building will provide for future expansion and other public needs within the existing space. If needed, this would also provide a more efficient and economical way to build a second story at the current Municipal Center.

Police Department

There is no solution to the inadequate garage space for the Police Department fleet at the current Municipal Center. Vehicle access and traffic flow will also remain problematic. Finally, the Department would require additional space and all Department areas would require extensive reconfiguration to solve all of the shortcomings.

Fire Department

The ingress/egress issues for the Fire Department at the current building would be difficult if not impossible to solve given the lack of space in which to make any improvements or reconfigurations. Parking issues would continue to be problematic for the same reason. Finally, extensive reconfiguration of the garage, apparatus floor and interior space would be required to address all of the Department's facility needs as outlined earlier in this report.



VILLAGE OF MCFARLAND, WI PUBLIC SAFETY ANALYSIS

CHAPTER 5 – MANAGEMENT SUMMARY

Budget and Economic Development

Future Considerations

Additional factors that were taken into consideration by RW in making its recommendations in this report included:

- Anticipated annexation of 122 acres for high-end development
- Population growth
- Changing demographics
- Potential expansion of elder care facilities
- Limited potential for public use facility land available

Village of McFarland's Facilities Master Plan

RW reviewed our thoughts and concerns relative to the Facilities Master Plan with our partner the McMahon Group of Companies. Build-out concerns on the current property are:

- The building is currently occupied twenty-four hours a day, three hundred and sixty-five days a year.
- This would add extensive cost to any construction or build-out at the current site.
- Estimated costs of \$1.5 million or more to move occupants out to a different location during construction.
- Build-out would not resolve the parking or egress issues that currently exist for police and fire.
- Extensive and costly reconfiguration and remodeling would have to take place.

Comprehensive Recommendations and Options Summary

Based on the factors outlined in this report and an evaluation of all data, resources, and options, RW makes the following recommendations:

1. Erect a new Public Safety building to be shared by the Police and Fire Departments. A new building will be the most efficient and cost-effective way to address all of the current shortcomings for each department in the current Municipal Center Building. A new building will permit multiple shared resources, potentially including kitchen/break room, lockers, dorms, training and workout areas, as well as shared administrative staff. It will be critical to include stakeholders from the Police and Fire Departments in selection of location and design of a new Public Safety building.
 - a. Site Location
 - i. Due to the need to stay close to Fire-EMS personnel responding from home to the station, along with the need for easy access routes, RW recommends that the new public safety building be located approximately ½ mile to the East of the current station near or on Holscher Rd.



VILLAGE OF MCFARLAND, WI PUBLIC SAFETY ANALYSIS

CHAPTER 5 – MANAGEMENT SUMMARY

2. Moving the Police and Fire Departments out of the current Municipal Center Building will free up a great deal of additional space. This space could be used for future expansion of administration and other Village Departments within the Municipal Center. In addition, there would be room to construct the Community Center that the Village has wanted within the space vacated by the public safety departments. One advantage to this proposal is that the “Village Square” atmosphere would be provided by keeping the Library, Village Hall, and the Community Center in close proximity to each other. This would also improve the ability to expand vertically if there was a need.

The practicalities of a combined public safety building include the following:

- Exterior should fit into surroundings.
- Emergency responses require less complicated floor plans and bottlenecks, non-slip floors and wide stairways.
- Safeguard designs are needed to protect staff and visitors from unruly, drunken or violent offenders and assailants.
- Occupant comforts should include quality lighting, daylighting, well insulated walls, and be free from air leaks and moisture problems.

Implementation Plan by Priority

Fiscal Years 2019 - 2023

The goal for the next five years is to conduct the comprehensive planning of the recommendations. The following areas should be part of the planning process over the next five years:

- Define a Project Team made up of members from the Village Board, Administration and Police and Fire Departments. This team will provide oversight of the Village Facilities Planning and Public Safety Analysis recommendations implementation to occur with internal and external resources to coordinate efforts.
- Develop a long-term public safety facility plan for managing the Village Public Safety Building project.
- Engage the assistance of an architectural firm to assist with the facility planning and cost estimates.
- Search for specific locations and assess their availability and cost.
- Plan the reconfiguration of the existing Village Municipal Building.



VILLAGE OF MCFARLAND, WI PUBLIC SAFETY ANALYSIS

CHAPTER 5 – MANAGEMENT SUMMARY

Fiscal Years 2024 - 2028

The following areas are to be developed and implemented during this period:

3. Erect a new Public Safety building to be shared by the Police and Fire Departments. The new building will permit multiple shared resources, potentially including shared kitchen/break room, lockers, dorms, training and workout areas, as well as shared administrative staff. It will be critical to include stakeholders from the Police and Fire Departments in selection of location and design of a new Public Safety building.
 - a. Site Location
 - i. Due to the need to stay close to fire-EMS personnel responding from home to the station, along with the need for easy access routes, RW recommends that the new public safety building be located approximately ½ mile to the East of the current station near or on Holscher Rd.
4. Moving the Police and Fire Departments out of the current Municipal Center Building will free up a great deal of additional space. This space could be used for future expansion of administration and other Village Departments within the Municipal Center. In addition, there would be room to construct the Community Center that the Village has wanted within the space vacated by the public safety departments. One advantage to this proposal is that the “Village Square” atmosphere would be provided by keeping the Library, Village Hall, and the Community Center in such close proximity to each other. The potential to expand vertically in the current building becomes more economic and efficient with public safety no longer residing in the current facility.

Benefits

As a result of implementing RW's recommendations, the Village, the Departments and the citizens living in the Village should realize significant tangible benefits, mitigate liabilities, and justify the recommended investment. The following tangible and intangible benefits should be realized as a result of implementation of the recommendations:

- Provide a long-term approach to facility needs for the Village to use as a planning guide for budgetary and operational considerations. This approach improves efficiencies by reducing repetitive processes and provides for a structured management plan, along with cost efficiencies through the sharing of a station.
- Mitigate liability in instances where accepted national standards are not being met. These standards are nationally recognized in a court of law and will serve to protect the Village.



**VILLAGE OF MCFARLAND, WI
PUBLIC SAFETY ANALYSIS**

CHAPTER 5 – MANAGEMENT SUMMARY

- Provide a proactive approach to planning for the future development of the community by detailed evaluation of the public safety services and facility needs, which is then revisited periodically.
- Improve the confidence and abilities of emergency response personnel to handle emergency incidents by providing the appropriate facilities.
- Provide Village management with prompt accurate information and decision-making tools to increase efficiency and effectiveness.
- The improvement and retention of the overall fitness and health of the Department members should be given a higher priority. This should contribute to the mitigation of work accidents, occupational exposure, hazard awareness and the reduction of lost time injuries and related legal proceedings.
- Provide for better utilization of the area surrounding the current municipal building. There would now be the potential to create a community area within close proximity to the library.
- Provide for improved public safety proficiencies related to daily operational needs of police, fire and EMS.
- Provide space in the current facilities to pursue expansion of Village offices and potential community center.



**VILLAGE OF MCFARLAND, WI
PUBLIC SAFETY ANALYSIS**

CHAPTER 6 – GLOSSARY

AEMT	Advanced Emergency Medical Technician – This is the third level of a five-tiered EMS in Wisconsin. AEMT's have a scope of practice that allows them to perform advanced airway, ventilation, oxygenation, cardiovascular and immobilization procedures beyond the EMT level.
ANNEXATION	The act or an instance of annexing, or adding to something larger, especially the incorporation of new territory into the domain of a city, country, or state.
APPARATUS	Apparatus is commonly used to describe multiple types of fire trucks or emergency response vehicles like ambulances.
BIOHAZARD	A biological agent or condition that is a hazard to humans or the environment.
BIOMETRICS	Biometrics is the technical term for body measurements and calculations. It refers to metrics related to human characteristics.
CPSE	Center for Public Safety Excellence - Evaluation process that measures fire departments to established and accepted national standard criteria. The International City /County Management Association and the International Association of Fire Chiefs were both committed to the development of these standards.
DANE COUNTY CONSORTIUM	Through a county-wide agreement, the closest paramedic unit is assigned to specific calls. Under this agreement, ALS care is provided by the closest available Advanced Life Support ambulance as determined by Priority Medical Dispatch without regard to jurisdictional boundaries.
DUTY CHIEF	A fire officers who is assigned the duty of supervising a shift, whether on duty or of duty at home.
EMS	Emergency Medical Service - This term is utilized to cover the multiple tiers of emergency medical response, from first responder to Paramedic.
FORENSIC	Relating to or denoting the application of scientific methods and techniques to the investigation of crime.
INTERROGATION	Interrogation is interviewing as commonly employed by law enforcement officers, military personnel, and intelligence agencies with the goal of eliciting useful information.



**VILLAGE OF MCFARLAND, WI
PUBLIC SAFETY ANALYSIS**

CHAPTER 6 – GLOSSARY

INTERVIEW	A formal meeting in which one or more persons question, consult, or evaluate another person: a victim interview.
ISO	Insurance Services Office Rating Schedule – System used to rate fire departments for insurance rating purposes.
K-9	A police dog, known in some English-speaking countries as a "K-9" or "K9", is a dog that is specifically trained to assist police and other law-enforcement personnel. Their duties include: searching for drugs and explosives, locating missing people, finding crime scene evidence, and attacking people targeted by the police. Police dogs must remember several verbal cues and hand gestures.
MABAS	Mutual Aid Box Alarm System – A Wisconsin statutory system in place for the coordination of fire and EMS mutual aid throughout the State of Wisconsin.
MUTUAL AID	Mutual aid is utilized frequently in fires that exceed the capabilities of a department's equipment or available manpower to appropriately fight a large fire. Mutual aid requires a specific request for assistance by the incident commander.
PARAMEDIC	This is the fourth level of a five-tiered EMS system in Wisconsin. Paramedics are advanced providers of emergency medical care and are highly educated in topics such as anatomy and physiology, cardiology, medications, and medical procedures.
SALLY PORT	A sally port is a secure, controlled entryway to a fortification or prison. The entrance is usually protected by some means, such as a fixed wall on the outside, parallel to the door—which must be circumvented to enter and prevents direct enemy fire from a distance. It may include two sets of doors that can be barred independently to further delay enemy penetration.

EXHIBIT A

McFarland Remote Combined Fire/Rescue Station and Police Station

Fire and Rescue Department

Current Area (2017) 15,630 gsf⁴ Projected need (2027) 17,414 nsf^{4,5} 23,924 gsf^{4,5}

Police Department

Current Area (2017) 7,748 gsf⁴ Projected need (2027) 8,400 nsf^{4,5} 17,076 gsf^{4,5}

Combined Facility

Current Area (2017) 23,378 gsf⁴ Projected need (2027) 25,814 nsf^{4,5} 41,000 gsf^{4,5}

Square Footage Cost Estimate (hard costs)

Fire and Rescue Dept. cost 23,924 sf x \$183.85/sf^{1,3} = \$4,398,425

Police Dept. cost 17,076 sf x \$219.70/sf^{1,3} = \$3,751,600

Building Cost Subtotal **\$8,150,025**

Locale adjustment factor² (2% reduction) \$163,000

Estimated Building Cost Total **\$7,987,025**

Site development \$400,000

Estimated Construction Subtotal **\$8,387,025**

Estimating Contingency (5%) \$419,350

Estimated Construction Total **\$8,806,375**

¹ based on 2 story building

² adjustment to RS Means for locale (Madison)

³ includes general conditions, overhead and profit

⁴ from existing studies or similar documents

⁵ size adjusted for space sharing (training room, exercise room, conference rooms, etc.) by Police Department and Fire/Rescue Department

Owner FF&E Costs (NIC by Owner)

New FF&E Budget (\$20/sf) \$48,725

Existing FF&E relocation \$65,000

Estimated FF&E Cost Total **\$113,725**

Project Soft Costs

Land acquisition (assuming assessed value) (assuming 1.5 acre site min. for 2-story building)	\$375,000
Demolition	\$100,000
A/E Fee budget	\$880,625
Printing and Plan Review Fees	\$5,000
Legal, Insurance and Testing	\$5,000
Owner Contingency (5%)	\$440,325
Telephone/Technology relocation	<u>\$35,000</u>
Project Soft Cost Total	\$1,840,950

Total Project Cost Summary

Construction Total	\$8,806,375
FF&E Total	\$113,725
Soft Cost Total	<u>\$1,840,950</u>

Grand Project Total	\$10,761,000
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NOTE – 23,378 sf of 1st story space becomes available for other departments following above expenditure and construction.

EXHIBIT B

McFarland Second Floor Expansion of Municipal Building

Fire and Rescue Department

Current Area (2017)	15,630 sf	Projected need (2027)	18,365 nsf	24,418 gsf
		2,735 nsf increase (+33%)	3,638 gsf	

Police Department

Current Area (2017)	7,748 sf	Projected need (2027)	9,862 nsf	17,569 gsf
		2,114 nsf increase (+78%)	3,763 gsf	

Square Footage Cost Estimate (hard costs)

Roof demolition/recycle	25,000 gsf ^{1,3}	\$125,000
2nd Story Addition (unfinished interior)	15,000 gsf x \$135.50 ^{1,3}	\$2,032,500
2nd Story Fire and Rescue Dept. Build-out	688 sf x \$201.34/sf ^{1,3} =	\$138,525
2nd Story Police Dept. Build-out	3,763 sf x \$201.34/sf ^{1,3} =	\$757,650
2nd Story Administration Build-out	5,549 sf x \$201.34/sf ^{1,3} =	\$1,117,050
Elevator (1st to 2nd)	1 x \$110,000 x 1.25 ³ =	\$137,500
Stair (1st to 2nd)	3 x \$25,200 x 1.25 ³ =	\$94,500
1st Story Remodeling for Elevator/stairs		\$35,000
1st Story Addition (FD Apparatus Bay)	2950 sf x \$154.28 ³ =	<u>\$455,125</u>
<i>Building Cost Subtotal</i>		\$4,892,850
Premium for Phased Construction/Occupied Building (20% increase)		\$978,575
Locale adjustment factor ² (2% reduction)		<u>\$117,425</u>
Estimated Building Cost Total		\$5,754,000
Site development		<u>\$150,000</u>
<i>Estimated Construction Subtotal</i>		\$5,904,000
Estimating Contingency (5%)		<u>\$295,200</u>
Estimated Construction Total		\$6,199,200
Owner FF&E Costs (NIC by Owner)		

FF&E Budget (\$20/sf)	\$200,000 ⁴
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Project Soft Costs

Land acquisition (assuming assessed value)	\$0
A/E Fee budget	\$619,925
Printing and Plan Review Fees	\$5,000
Legal, Insurance and Testing	\$5,000
Owner Contingency (10%)	\$619,925
Temporary relocation of employees and/or operations	<u>\$818,000</u>
Off-site office space rental (5000 sf x \$12/sf x 12 months) = \$720,000	
Moving expenses (remote location and within existing) = \$58,000	
Misc. furnishings rental (1 year) and Signage = \$20,000	
Telephone/Technology "switching" = \$20,000	

Project Soft Cost Total	\$2,067,850
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Total Project Cost Summary

Construction Total	\$6,199,200
FF&E Total	\$200,000
Soft Cost Total	\$2,067,850

Grand Project Total	\$8,467,050⁵
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¹ based on 2nd story space

² adjustment to RS Means for locale (Madison)

³ includes general conditions, overhead and profit

⁴ no FF&E included for FD apparatus bay addition

⁵ No inclusion of costs for rework/remodeling of existing 1st story space except at elevator/stairs

NOTE – 15,000 sf remains for future build-out at second story following above expenditure and construction.

EXHIBIT C

McFarland site cost 12-26-2018

.78 acre Chase Lumber West site	With Building(s)	\$467,308.00/acre
\$347060.00/acre for combo of both Chase Lumber sites		
.91 acre Chase Lumber East site	With Building(s)	\$226,813.00/acre
2.08-acre 5710 Anthony St. site	Vacant Land	No assessment \$350,000.00 site if based on Farwell St. \$/acre
1.534 acre 4719 Farwell St. site	Vacant Land	\$168,318.00/acre
.76 acre 5109 Terminal Dr. site	With Building(s)	\$263,421.00/acre
2.467 acre 5119 Terminal Dr. site	With Building(s)	\$241589.00/acre
1.353 acre Taylor Rd. site	Vacant Land	\$514,930.00/acre
14.18 acre 5306 Main St. site	With Building(s)?	No assessment

Response to Public Safety Analysis

General Feedback

Generally speaking, I believe everyone understands and ultimately agrees with the recommendations that are being presented. The thought process is that this study along with future work will be used to demonstrate to the public that we have a real facility need to support our public safety departments and the cost is worth the investment to support these services. These additional points are meant to specify certain areas we feel needs more attention, but I would suggest with your team you review aspects of the whole report to see if more information could be presented to help justify the recommendations that are put forth. I tried to include areas where additional facts would help to support arguments made, but if there are other studies, documentation, or other information we could link to then that would be helpful as well.

Page 1.1 – Project Work Tasks

- Village – I listed this here but wherever you think is appropriate, can you include the authors of this report and anyone who may have contributed to it? I think explaining who those people are and how they helped craft this message is important to understanding the meaning behind the recommendation coming from people who know about these things.
- Consultant – RW manages our projects with a team approach. The RW Project Team was Ed Henschel, Robert Whitaker, Kevin Bierce, Lisa Bergersen and I. Lisa was the only one added to the project team and not listed in the original proposal. This provided us with municipal administrative, human resources and public safety experience. Everyone on the team had input and participated in this project and the final report. This team was also coupled with the McFarland Project Team, which had local administrative, political and public safety experience.
- Resolution – Village requests Consultant to provide as an appendix a list including their bios of the RW Project Team that contributed to the report. This information was included as part of the proposal, we request that it simply be added as an Appendix.

Page 2.1 – Operational Overview and Recommendations

- Village – What is the Center for Public Safety Excellence (CPSE)? How does it apply to this report? Not sure if this is more of a fire standard and how might it also apply to police. What are we using from this as part of our report, its mentioned here but not linked anywhere else in this report. Trying to understand how this adds value.
- Consultant – The Center for Public Safety Excellence is a quality improvement model for the fire and EMS services. The law enforcement equivalent is CALEA or the Commission on Accreditation for Law Enforcement agencies. These are nationally excepted public safety standards and best practices and are the basis of all RW Management Group public safety reports. CPSE is also explained in the glossary section of the report on page 1.
- Resolution – No further action is needed.

Pages 2.7 & 2.8 – Current Municipal Center Building

- Village – There is a paragraph for the Village Administration and Other Offices, Police Department, and Fire Department, and then its repeated on the next page. The reference to Village Administration and Other Offices should be removed. The relevant text for the Police and Fire Departments should be worked into the previous sections as appropriate. Its kind of redundant as its presented and we didn't spend a lot of time on Admin, so we'll just keep the focus on public safety. If there is something to say about admin, we can work it in somewhere else as appropriate.
- Consultant – The report was reviewed by the Village Project Team and the Village Board before being put in a final format. The administrative section was relevant as it pertained to the existing building and potential repurposing.
- Resolution – This is accurate that the Village Project Team would have reviewed this as part of the report and we did not comment at that point. However, the Village Board did not see this until after it had been provided to them following the summary presentation you provided. This item was raised to provide some clarity and efficiency in the information presented. The references to non-public safety areas is relevant when we drill into the planning of this facility without public safety present. We can leave it as is, but if possible would like to revisit adjusting this as requested above.

Pages 3.1 & 3.2 – Implementation Period

- Village – I would like to change the timeline a bit as follows:
 - **Planning Period** – 12 Months: Not necessarily tied to the calendar year or fiscal year, just setting aside a time period of 12 months that we would complete all planning related activities regarding what's necessary to construct a joint public safety building that houses police, fire, and court. Throughout this process the Village would finalize the location as is necessary. The Village could also consider the optional task for planning the reuse of the Municipal Center following the vacancy of the public safety departments. I say its option at this point because we wouldn't be able to implement anything until after their building is done, so there is going to be more time to plan for this and doesn't have to be done at the same time. It could though and we would just delay design work.
 - **Design Period** – 12 Months: Take the next step coming out of the planning process to design the improvement, go out for bid, and get ready for construction. This process would flush out any final details with respect to the improvement that the plan did not otherwise address. If planning hasn't been commenced, it should be started by this point for the reuse of the Municipal Center following vacancy of the public safety departments.
 - **Construction Period** – 12-18 Months: Break ground in order to construct the improvement that has been designed. Design process on the Municipal Center should be done at this point so that when this project is done they can get started right away.
 - **Transition Period** – 3-6 Months: Moving the public safety departments into their new space in order to get them fully operational.
- Consultant – These are all legitimate decisions the Village Administration and Board can make, based on our recommendations.

- Village – Do you think this is realistic? I know we would have to be committed to it, but assuming we were then do you think this kind of timeline is achievable?
- Consultant – Yes, based on our review we feel it is realistic.
- Village – Maybe there is a graph that could show this using a hypothetical start date of July 2019 and then carrying forward this schedule to graphically depict that this type of project can be completed within 5 years if we want it to.
- Consultant – The schedule we presented is our recommendation and the Board or Administration can adjust or make any changes they want based on their needs.
- Village – The narrative you provided is fine, you would just need to align it with this new schedule.
- Resolution – We would request the originally proposed timeline be revised to follow this proposed schedule.

Exhibit C

- Village – Simply delete this from the report and references to it. I think you can simply make assumptions on land costs like you have and a separate exhibit showing the math on these is not necessary.
- Consultant – The Exhibit can be removed.
- Resolution – We are agreeable to its removal.

Response to Public Safety Analysis

Fire and Rescue Department

Page 1.2 – Facilities Location and Uses

- Village – Under #5 it references joint facilities but is not expanded on within the report. What sorts of opportunities exist for the Village to pursue shared service agreement, create joint departments, or explore creating a district. The question was raised by the board about the ability for the Village to partner with its neighbors and then within the study this is not discussed.
- Consultant – During the project we did discuss and ask questions regarding shared services with other communities and it was determined that there was no action being taken at this time with anyone in the area. The reference in the report regarding joint facilities is joint Village police, fire and EMS facilities.
- Resolution – No further action is needed.

Page 2.2 – Fire Department (Operational Recommendations)

- **Call Volumes**
 - Village – Within the first paragraph there is some discussion about call volumes. We would like to have this more graphically depicted to show the growth of calls over the last decade. This should show the total amount of calls, call out certain trends, and make reasonable projections we might expect into the future.
 - Consultant – In the service delivery analysis on page 2.2 it outlines our concerns relating to inspections and the potential need for ALS services. We also point out the percentage of EMS calls and did not feel that there was going to be any major changes in fire-rescue responses that would affect the facilities or staffing needs over the next 5 – 10 years.
 - Resolution – Is it possible to still address this? Can Village Staff assist in assembling the data and the graphical representation as part of this? If someone were to pick up this study, I think at the very least having that information for them to see the calls has value to understand what the Department is going through.
- **Fall Related Calls**
 - Village – I think one area we should call out is that our EMS call response is predominantly fall related. Having some statistics to show that would be helpful to describe the effect an aging population has on the service provided. This discussion may also call out national trends in this area on older populations and what this might mean for our EMS response.
 - Consultant – This is a national trend and is taking place in McFarland but does not change the space needs or response needs for a station move.
 - Resolution – No further action is needed.

- **Community EMS Program**

- Village – We think it would be good for the study to discuss what a Community EMS program would look like in McFarland or the effect it could have on our services. Going over what the new laws provide for and what it might take to do this in the future. Its been brought up before that EMS should follow up after calls for service and for the second point above that could be beneficial to reduce falls.
- Consultant – It was made clear to us at the beginning of the project and we reviewed the objectives of this project at each meeting with the project team, that this was a high-level look at police, fire and EMS operations and how they related to space and facility needs. This was not an organizational analysis of the police fire and EMS departments, where this type of information would need to be brought into the picture.
- Resolution – I guess I feel differently on your interpretation of our discussions and that a study such as this certainly could address this issue. However, given the other areas we've put forth to address I do not see pursuing further evaluation of this as a priority. No further action is needed.

Page 2.2 – Fire Department (Service Delivery Analysis)

- **Integration**

- Village – The first paragraph talks about integration between fire and EMTs. I think we need to explain more what this means for the Department as it reflects volunteers versus career staff. Most of the integration applies to the career staff versus the volunteers, and under our volunteer model there would be no way to fully integrate all volunteer firefighters with EMTs.
- Consultant – This was discussed with fire administration throughout the project. We state that the department should continue to increase its integration of firefighters and EMT's and fully understand that their will never be full integration. They still need to be able to work together as one department.
- Resolution – No further action is needed.

- **Inspection**

- Village – For inspections, can you add in how many inspections we go through in a graphical way. This should also explain what the Department is responsible to inspect. That way we can tell them what they are responsible for and then show them the data to depict what that means. This should also reference the inspector staffs the ambulance in the afternoons (and other times as needed) which at undefined time periods that person gets pulled away from inspection duties. Additionally information on the duties required for new construction inspection and the ancillary tasks with fire prevention (pre-plans and public education)
- Consultant – We did not interview or request the detailed documentation that we would need to provide this. This came up in our interviews as a concern that we felt needed to be addressed. It would not have a direct impact on the facility needs currently or in the future.
- Resolution – No further action is needed.

- **Paramedic**

- Village – The paramedic comment had a fair amount of reaction from the board as part of their discussion. I think there are several points that need to be addressed in order for them to better understand paramedic level of service.
 - When do you need to have a “paramedic” respond to a call?
 - How does the paramedic intercept system work?
 - What is our call volume for the need specifically related to paramedic level of service?
 - Other reasons you could expand on regarding why we might need to consider paramedic level of service:
 - Availability of advanced EMTs is going down.
 - There is a cost to the Village per paramedic call of around \$300.
 - Public perception regarding the need for this service.
 - Its not clear how long the intercept program might be viable.
 - Probably need to adjust the recommendation on this item based on the information presented. Essentially we will need to consider these factors over the next ten years as we continue to staff our department with existing personnel and if new positions are added.
- Consultant – As you can tell by your bullets above, this is again an organizational analysis scope of work that does not have a major affect on facility needs for the fire department. There are specific station drug related needs that would need to be addressed in the design of the new station.
- Resolution – Again, this is where I share a different interpretation on what was asked to be done here. If this was not something that was part of what was asked then why was it referenced to begin with. The title itself as a Public Safety Analysis suggests this is a topic that should be covered and it was one the Village Board had questions upon seeing your recommendation. We would like to see this covered as part of the addendum.

Page 2.3 – Fire Department

- Village – Can you list the actual positions we have instead of lumping them in to one number? I think this would then help better differentiate whom is represented or not. The last sentence makes it feel like all EMTs in the department is covered by the labor agreement when its just the career EMTs.
- Consultant – The only reference to a labor agreement is in regard to the fact that there are no restrictions in the agreement on how EMS and fire personnel can work together.
- Resolution – No further action is needed.

Page 2.3 – Fire Department (Staffing Analysis)

- **Separation of Duties**

- Village – Can you provide more emphasis that the separation of duties applies to career employees? Should also clarify the labor agreement only applies to the career EMTs and that future bargaining sessions should be had to discuss this transition to firefighting duties.
- Consultant – Again, we only reference the EMS Labor Agreement as it relates to working together.
- Resolution – No further action is needed.

- **Full-Time Supervision**

- Village – As part of the justification for having more full-time supervision, can you expand on the justification for this item? A description of the duties that are required of the Command Staff and why there are difficulties having volunteers responsible for these duties, especially in the absence of the Chief whom is the only career supervisor. Trying to demonstrate why it is not sustainable to have volunteers continue to serve as supervisors on a continuous basis versus career staff. Have to also hit on the importance of supervision needs as a whole and why it is important to make sure all employees have oversight so that proper procedures and policies are followed ensure their safety and those they care for.
- Consultant – We had this discussion several times and we agree on everything you stated in this paragraph. This study was specifically designated to the narrow scope of how these issues affect your facility needs. This also has limited affect on your facility needs and those should be addressed with the recommended new facility. We most likely went beyond our scope by even providing this recommendation.
- Resolution – No further action is needed.

- **Additional EMTs**

- Village – What is the justification you are using for saying we need to add 3-6 additional career EMTs? How did you come up with this amount? Is it related to call volume? Availability of EMTs? As Chris and I talked about this, it might be good to describe the life of a volunteer EMT that has the overnight shift. Essentially what the length of an average call is that they go on in the middle of the night and maybe how often that happens, combined with the fact they have to go to their day job the next day. Its not very appealing and eventually wears people out. That would be a good justification for why additional full-time staff are needed, because we will not be able to find enough volunteers to cover in the long run.
- Consultant – We again approached this at a high level to determine the future facility needs of the fire department. Nationwide with the aging population and growing demands for EMS it is anticipated that you will need to increase your EMS staffing.
- Resolution – I think we agree this item has a significant effect on the facility as well as the operations of the Department. We would like to pursue further justification for this based on the questions and points raised above. Again, I don't believe anyone disagrees with this need but demonstrating it through this report will help provide justification in the future for adding these positions as well as the facility improvement.

Page 2.4 – Fire Department

- Village – I think it is necessary to provide a brief explanation of what each piece of equipment is and what purpose it serves. You and Chris know exactly what all of this is used for, I kind of do, but most people really have no idea. How we meet NFPA/ISO fire flow requirements with the three large pumps. Identification of conservancy space, parks, and marsh areas needing fire protection. Additional item of having the DNR agreement and grant programs from that.
- Consultant – All we are trying to accomplish in this section is point out what equipment the department has, whether more equipment is needed in the future and how that will affect the facility needs.

- Village – Do you also track what other Departments have in this area? Provide a comparison of what we have versus what others.
- Consultant – We do not track all departments in the State, but have a very good understanding and utilize best practices and NFPA, ISO and CPSE standards to determine the current and future needs.
- Village – As part of the description on what the equipment is used for, we'll need to elaborate further on why we have a boat and why you think we need to continue to have a boat. Describing that since we are adjacent to these waterways, we still get dispatched for emergency medical response. Dane County is also dispatched for water rescue but they are not responsible for medical care, we still hold that responsibility. Their response times for water rescue are also significantly higher. If we do not have the means to provide immediate access to the incident, then we would be at their mercy to respond which usually we have completed the call by the time they arrive. In the past if we didn't have the means for access, volunteers would find other ways to respond to provide immediate care based on their desire to help people which may potentially put them at risk and the Village for liability.
- Consultant – This again was only addressed because it was brought up by a member of the project team and we answered the question. The overall premise on the study recommendations was that there was a need for the boat and it should not be taken out of the equation for apparatus floor space.
- Resolution – As it relates to all three of these points raised regarding equipment in general, no further action is needed.

Page 2.5 – Fire Department (Equipment Analysis)

- Village – Can you explain more why the turnout gear should be moved out of the garage bays? We've talked about it in our meetings but there should be more narrative to explain the reasoning for doing so, potentially national trends, and generally by Departments are moving in this direction. The impact of carcinogens and firefighter cancer rates.
- Consultant – There is currently a new effort to make fire departments more aware of the impact of carcinogens and related risks. The latest training states that turn out gear should not be stored in apparatus bays where they are often exposed to exhaust from apparatus, dirty fire hose and equipment. It is not an official standard at this time, just a recommendation.
- Resolution – Below the turnout gear is reference again as part of the limitation on our current facility on how would we even separate it within our current facility. Can we work this justification into the addendum through that work? I think that should be sufficient.

- We think it would be beneficial to categorize the main facility needs we have at the present. It will help to call out these issues and better describe their shortcomings. Again, trying to focus on the main items and generally list them as follows:
 - **Ingress/Egress**
 - Village – Shared parking on the south end of the building is limited and conflicts with service delivery. Half of the vehicle space that is provided is utilized for outdoor storage of Department vehicles between the Police and Fire Departments. The Police Department also operates within this area as their main point of access for emergency response which might conflict with the Fire Department doing the same. Volunteers also respond by parking in the street adjacent to and opposite of the garage bays where the emergency vehicles are leaving. Presence of emergency vehicles entering and existing on a frequent basis adjacent to the park and library as well as in somewhat proximity to the school. The one way at the railroad is also a limiting factor.
 - Consultant – We would be willing to add this as an addendum to the report.
 - Resolution – Yes, we would like to further address this in an addendum. Chris is very concerned about continued workflow limitations of the current facility and challenges it poses. An example he provided to highlight this issue is if we have a call for brush fire response. This requires the pickup truck to be extracted to the south for staging within the parking lot where volunteers are arriving at and potentially police officers are being dispatched from. In this same scenario, they are moving the tender to the west towards Milwaukee Street so that the ATV Trailer can be removed as part of the response. It is conceivable this could happen also as school is beginning or letting out which then adds pedestrians using their apron as a sidewalk and potentially more vehicle traffic. Now, he's describing the perfect storm for all of that to happen at once but the idea is that any one of those things could happen at any given time based on the limitations of the building which affects response time.
 - **Garage Bays**
 - Village – Bays are not drive through which requires more time on the reentry and requires additional personnel to oversee. Limitations of depth with vehicle length and requirement to utilize the extra south door for a stall and all factors limits configuration of vehicles in the bay. All space fully occupied, using some spaces for additional locker storage and some vehicles outside yet. While additional vehicles are not needed, more space is needed to accommodate the amount of vehicles we do have. Are there any statistics to suggest how big a garage bay should be with the amount of trucks we do have? Or national standards of some sort? Explanation of how fire apparatus bays are more than a garage for parking apparatus and how they are different for an individuals residential garage for vehicle storage.
 - Consultant – We would be willing to add this as an addendum to the report.
 - Resolution – Yes, we would like to further address this in an addendum. Chris pointed out that in theory some things could be moved out of the garage to free up space but it would not fix the constraints they are faced as those items are

smaller in nature. Things like the antique could be relocated but its behind the ladder truck and nothing else really fits behind the ladder truck, so not much would be gained by relocating that. We are slowly cycling through new trucks, new trailers, etc. and those lengths of those vehicles will continue to make it challenging.

- **Turnout Gear**

- Village – This is a key point, since if we agree that they cannot go in the garage then where do they go? We do not have the space to put them anywhere. Is there any sort of size guidance on how big a room should be added for how many sets of gear we have? That would provide perspective on why this is such a key issue considering no matter what that guidance is, we don't have it. Item that maybe tied to turnout gear is not having personnel lockers for uniform and spare cloth storage to allow changing of clothing after incidents such as fires. There is presently a single bathroom now for this purpose. Additionally, some of the turnout gear is now taking up space that is supposed to be for a vehicle so its encroaching on the previous point regarding the lack of compatible garage space.
- Consultant – We would be willing to add this as an addendum to the report.
- Resolution – Yes, we would like to further address this in an addendum.

- **Workflow**

- Village – I think related to the offices the workflow needs to be improved and your comments about the laundry, etc. should be expanded upon. Why the current situation is not as efficient as it could be and what could be done to improve upon this situation. We are assuming location in relation to normal activities of the laundry is an issue and should be explained if so. Also impacts climate control for the offices as well.
- Consultant – We would be willing to add this as an addendum to the report.
- Resolution – Yes, we would like to further address this in an addendum. This is probably one of Chris' biggest concerns with the current layout and the inefficiencies that it presents. Mainly these are not simple inefficiencies to fix and that if we were to gut the structure the Department exists we would still be faced with significant constraints that would not alleviate the problems he's facing.

- **Offices**

- Village – Should expand on comments that current offices are shared by multiple people on the same shifts. If we add supervisors, it will be difficult for them to share offices with subordinates in order to do their job. Some offices for other command staff are also disconnected from the main set of offices. Need to develop a better work room space that is shared similar to the "squad room" concept in the police department. The current system where not all the offices are connected which creates some fracture in the administrative tasks to some degree.
- Consultant – We would be willing to add this as an addendum to the report.
- Resolution – Yes, we would like to further address this in an addendum.

- **Dorms**

- Village – What can we do to better project the need for sleeping quarters and what do we truly need to support this Department? Is there a standard to follow on how much space we need for the size of the dorms? I don't think anyone disagrees at the present that the current space provided is inefficient and we could rearrange this to provide more segregated spaces, but to what extent are we targeting. Currently we average about 3 out of 4 rooms are taken each night, and its becoming more prevalent for all 4 rooms to be occupied which leads us to have to turn some people away.
- Consultant – This is an item that is more of concept and design and should be competed with architectural assistance.
- Resolution – I agree with your comment, I wouldn't be asking you to design it or even conceptualize it. I was curious if there was some sort of standard we could use to introduce some objectivity to the issue. Like if there was some rule to follow that for every 10 volunteers you have, you should have one bed for someone to sleep in or something like that. Just to give people perspective on how many we might want to consider as part of the design process versus what we currently have available. Additionally, the addendum could mention or include current utilization of the dorms is presently running pretty full based on the last two sentences I have above.

- **Storage**

- Village – This is no different than anywhere else in the building. Also hits on the point you made where training props are stored elsewhere and there really is no ability to add more due to lack of storage space.
- Consultant – We would be willing to add this as an addendum to the report.
- Resolution – Yes, we would like to further address this in an addendum.

- The other items referenced on the next page are good, but trying to focus on the big items above and then calling out those other issues as well.

Page 2.9 – Comprehensive Recommendations and Options

- Village

- We need to have more information on how the site location was derived. This was one of the points they were looking for in the original RFP and more information should be provided as to how the optimal site for a station such as this gets calculated and what sort of justification was arrived at to pick the site that is recommended.
- This could also include a pros and cons of moving the facility from its current location. As well as how it might correlate with the home addresses of the volunteers whom are responding.
- This might also be a good place to expand on the use of response times or how they were evaluated in this report. It says early on to this effect, but there is no data later where that is used as part of the information presented. Maybe a reference to ISO and NFPA compared to how we are doing could provide a comparison from national standards to local experience. Would need to differentiate between volunteer response and career response when analysis this data.

- Consultant – We would be willing to add this as an addendum to the report.
- Resolution – Yes, we would like to further address this in an addendum.

- Village
 - Need to explain further how the space needs were derived. If they were used from the prior study, then a description would need to be provided as to how they were evaluated to determine that what was proposed previously is appropriate for what we need.
 - I wrote this under fire but we would want to understand for both how the square footage was derived and why we feel this appropriate.
- Consultant – We would be willing to add this as an addendum to the report.
- Resolution – Yes, we would like to further address this in an addendum.

Response to Public Safety Analysis

Police Department

Page 2.1 – Police Department (Operations)

- Village – One of the challenges currently faced by the Department are calls for service that are mental health related. A effect of mental health and the lack thereof for treatment for some has an effect on the number of calls received by the Department. This will be something to note and continue to present challenges in the future. From an operations standpoint it looks fine, but would like to add a paragraph noting the Department’s commitment to community policing. They offer a lot of programs beyond traditional law enforcement services and the effect that type of effort within the Department has on the community.
- Consultant – We agree and stated, “the Department has an extensive outreach program” and listed several areas.
- Resolution – The rising challenges of mental health response and its effect on police service delivery is of particular concern to the Chief. Essentially a trickle down effect that a continued rise in calls related to mental health, increased demand for more officers, and then within our current facility where do we put them. Further, some of the programing that we offer as part of our effort to implement community policing is also meant to help that and has an effect on Staffing beyond just general call volume in your traditional calls for service. We would like to expand upon these areas to help support the need for more officers in the future which then relates to general operations and facility needs. For this item, Craig can be a resource to help expand on these areas on the programs we offer and generally what our goals/objectives are we are trying to accomplish.

Page 2.1 – Police Department (Service Delivery Analysis)

- **Growth**
 - Village – I have to disagree on the first sentence of this paragraph. Our population growth and building permit data would suggest otherwise, as well as the call volume. What is the data behind this statement?
 - Consultant – The data was from the departments call statistics and this information was verified and agreed upon at the project status meeting and recommendations meeting.
 - Resolution – The sentence “McFarland is a stable and developed community that will not experience much additional growth” needs to be revised, it is factually inaccurate. Ed would have been the one to do the research on demographics, budgets, population trends, building permits, etc. beyond call statistics. I know him and I talked about this as part of my interview regarding Administration and Community Development. I realize it was in the draft report you sent out prior to board distribution, but it is not something I recall agreeing to as part of our prior meetings. We need to remove that paragraph or adjust how it is presented.

- **Call Volume**

- Village – Similar to a comment on the Fire Department, can we add a graph to depict call volume over the last ten years. This should allow us to show our experience, call out certain trends, and make projections based on what the data would suggest.
- Consultant – We can add the call volume information that the departments gave us as part of the addendum. I would assume this information is given to the council already on a regular basis by the Chiefs.
- Resolution – Yes, we would like to pursue this as part of an addendum. Craig does provide call reports to the Public Safety Committee and Village Board (both Departments do). But within this report showing these volumes on an annual level will help depict for people more readily what they experience over a greater sample period. The other important part of this is explaining how call response has evolved over time and the types of situations they have to deal with are more complete, require more time, etc. than they ever have in the past. Again, he could be a resource here to explain this and its related somewhat to the first item referenced above under operations. The real story in terms of time allocation and staffing needs is in the change in the types of calls that has increased. Providing some description or interpretation on the effect of calls like referral so the District Attorney's Office, subsequent court proceedings, financial crimes, internet/online fraud, mental health commitments, etc. have on service delivery.

Page 2.3 – Police Department (Staffing Analysis)

- **Staffing**

- Village – Can we also put in the first paragraph here where it lists the amount of staff as a general total provide a longer list noting which positions we have within the Department and how many within those positions.
- Consultant – The report is complete as presented. I do not see a value in adding this to an addendum.
- Resolution – No further action is needed.

- **Detective/Sergeant**

- Village – We agree with the recommendation of the investigator but are suggesting we make this position recommendation a Detective/Sergeant position. We'll likely have a supervisory need over that same time period as well and would be good to note here (like we did for Fire) the importance of having supervisors on hand as much as possible.
- Consultant – This recommendation should be made by the Chief as further clarification to our recommendation.
- Resolution – No further action is needed.

- **Officer Additions**

- Village – How did you come up with the recommendation on the number of officers to add to the Department in the next ten years? As the chief shared with you his data he presents when requesting an officer, this is crucial during the budget process to justify the position. We will need to explain, show, and justify the need for additional Staff. What sorts of information or data was used to make this recommendation on staffing? Craig suggested maybe the best metric to follow is the IACP recommended staffing levels for the Midwest. Maybe there are other but some sort of metric to show the need for these positions as it might relate to population, growth in call volume or other trends.
- Consultant – This was based on our interview and the data the chief presented to us. We are only anticipating the facility needs in the future for the department, not trying to provide a complete staffing analysis for the board to consider.
- Resolution – If that is the case, then we feel it needs to be better characterized that what you provided is essentially an estimate to help forecast space needs. If we wanted a more detailed number then we could analyze certain metrics and industry standards as we've done in the past to determine the appropriate level of staffing within the Department. Like we've been talking in this document, there is certainly a lot of justification behind why more will be needed and those points could be worked into the revision as well.

Page 2.4 – Police Department (Equipment)

- **Vehicle Utilization**

- Village – Can you expand on how the squad cars are used and who they are assigned to? Should also make a differentiation on which vehicles are stored outside and which ones are inside.
- Consultant – We did not receive that information. The recommendation was made on the data we received and interviews with the police department. Again, this was verified at the status meeting and finalized at the recommendations meeting and final report review.
- Resolution – No further action is needed.

- **Number of Vehicles**

- Village – Are there any metrics to go by on how many vehicles we should have within the Department? Then we could use that to make assumptions on how their fleet would grow knowing we already have space issues for vehicles.
- Consultant – None that we are aware of.
- Resolution – No further action is needed.

- **Additional Equipment**

- Village – What other sorts of equipment might we want to consider that we do not presently utilize?
- Consultant – We did not come up with any anticipated major equipment needs for the police department that would affect their facility needs.
- Resolution – No further action is needed.

- Similar to fire, I think it would be good to list the main shortcomings and expand on those topics as we discuss limitations of the existing facility.
 - **Garage**
 - Village – How can we further justify why it is important for the whole fleet to be parked inside? Why is it beneficial for the cars to be parked inside? We have over half the vehicles parked outside right now and if that grows in the future then that problem only grows. We should be able to point to long term maintenance, safety, vandalism, etc. What is a sally port and what is the benefit of having one?
 - Consultant – We would be willing to add this as an addendum to the report.
 - Resolution – Yes, we would like to further address this in an addendum.
 - **Office Space**
 - Village – The report should identify who and what positions presently share an office. We should also describe how the squad room is setup. Is there any standard regarding police departments on how they are configured to suggest who should have an office? I think sharing in some cases is fine but to what extent. Maybe this could also relate to how the squad is versus how it should be.
 - Consultant – This again should be part of the facility design teams work and need the utilization of an architect.
 - Resolution – Yes, I agree. My comments are not intended to design a new space. I think was trying to point out with the office space and squad room we do have, its awfully full at the present and people are having to double up. As we grow, that's going to continue to be a problem. With Craig's assistance, can we at least provide an inventory of what offices we do have and how they are occupied? Additionally, he could list the work spaces in the squad room and how those are shared? We would want to include in the addendum as background.
 - **Evidence Room**
 - Village – I think the comments you make in the report are good, this helps describe why an expansion or new construction would be needed. It should also be noted that the room is about 80% full in a concise and organized manner. The building is about 20 years old and has been expanded once during that time. This would suggest within the next 5-10 years another expansion is likely. Is there a standard or guide on the square footage of these types of room, how big it should be against our size?
 - Consultant – Not that we are aware of.
 - Resolution – That's fine on the size guidance. Could we work these comments into the addendum with the additional comments below on Storage? Conceptually, they are the same thing but obviously have to be treated and accounted for differently.

○ **Storage**

- Village – General shared storage for the whole facility is beyond 100% occupied. General storage now bleeds into offices, garage, and other areas not intended as their primary use.
- Consultant – We were only made aware of this from the fire and police departments. These comments could also be added to the addendum.
- Resolution – Yes, we would like to further address this in an addendum.

○ **Interview rooms**

- Village – Currently have two secure interview rooms, and when these are full the interviews will likely take place outside of a secure setting within the offices contained as part of the main department, some of which those offices are already shared. I asked Craig whether we could isolate multiple arrests on call volume that might demonstrate how frequently these rooms would fill up. These are the only two places to securely hold two individuals separately as we cannot contain them together in the same room.
- Consultant – We would be willing to add these bullets as an addendum to the report.
- Resolution – Yes, we would like to further address this in an addendum. Similar to adding garage space or office space to the existing facility, this is another fairly significant limitation of our current facility. If everyone can agree that its lacking (and there are good reasons why that's the case), then what do we do to improve it? I think explaining as we do above the importance of these rooms and what they are meant to serve would help as part of the justification to recommend we need more of them.



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Appendix Overview

This appendix contains additional information that was not part of the original analysis but was requested as a supplement to the analysis. Some of this information was provided after the analysis was completed and some is just additional information related to the recommendations in the analysis.

The appendix will contain four sections; General, Fire and Rescue, Police, and Comprehensive Recommendations and Options.

General

Bio's

Project Team Members

Project staff was selected for their relevant experience in the service to be provided. Each was assigned with specific responsibilities related to the elements of the project. The work of the project staff was provided to the project manager for review, collation and for interface with the client's project team.

Project Manager: Mr. Jeffrey R. Roemer – Mr. Roemer has over 35 years of experience in public safety. Mr. Roemer is a certified public manager and has been providing full time public safety management consulting for the last twenty (20) years. He worked as Fire Chief for the City of Menasha from 1995 to 1998, Public Safety Director for the Village of Allouez from 1988 to 1995, and shift commander for the Village of Ashwaubenon for seven (7) years. He has worked on numerous public safety projects for the last twenty (20) years, as project manager, in communities nationwide. He recently served as the Fire Chief and Emergency Management Director for the City of Green Bay, where he had responsibility for all aspects of emergency management including preparedness, response, recovery, and mitigation. Mr. Roemer just completed serving as Interim Emergency Service Director for the County of Door, WI.

Project Team Member: Edmund M. Henschel – Mr. Henschel is a senior consultant with RW Management Group, Inc. Prior to joining RW, he served as a city manager for over 30 years, serving municipalities in Wisconsin and Michigan. He also has 15 years of municipal consulting experience conducting consolidation studies, department operation reviews, and labor negotiations (representing municipal management). As a consultant he has specialized in shared service and consolidation studies as well as management reviews for a wide range of municipal departments. As a city manager, he was instrumental in forming one of the first police consolidations in the State of Michigan in the 1970s. He has conducted numerous consolidation studies in the past ten years. He was the lead consultant in a police consolidation that involved a total of seven municipalities in Michigan. He has spoken at national and regional conferences and written several articles on the subject of municipal consolidations. He has also drafted several inter-governmental cooperation agreements.



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Project Team Member: Lisa Bergersen – Ms. Bergersen is a senior consultant with RW Management Group, Inc. Lisa currently serves as the Human Resources Director for the City of Pewaukee, Wisconsin where she has developed and reorganized the Human Resources department to add value by way of strategic planning tied to organizational objectives, cost-conscious benefit programs, employee policies and legal compliance, leadership and employee development, wellness, employee engagement, and information technology.

Project Team Member: Mr. Robert Whitaker – Chief Whitaker's experience in fire and rescue service spans more than 25 years. He currently serves as the Fire Chief/Administrator for North Shore Fire/Rescue, just outside of Milwaukee, WI. As Fire Chief/Administrator, Mr. Whitaker's responsibilities focus on strategic direction of the organization, fiscal management, information technology and intergovernmental relations between the department and the multiple municipalities served by the organization.

Project Team Member: Mr. Kevin Bierce - Mr. Bierce has been actively engaged in the fire and emergency service operations for the past 25 years including both fire suppression and life safety inspections. He currently serves as Fire Chief for City of Pewaukee, in central Waukesha County in southeastern Wisconsin. The Department is a combination department, fully accredited by Commission of the Fire Accreditation (CFAI), ISO Class 2 agency delivering both fire and paramedic level response. His primary responsibilities are strategic planning and direction of the organization as it continues its transition to a fully career agency.

STAFF BIOGRAPHIES

Jeffrey R. Roemer, CPM
Principal Officer
RW Management Group, Inc.



Professional Summary

Mr. Roemer has an extensive background in the Public Safety area. For more than 35 years he has served with municipal governments in various duties, including Fire Chief for the City of Menasha, WI. Before serving with the City of Menasha, he was Public Safety Director for the Village of Allouez, WI. He has worked in nearly all facets of Public Safety, as a Police Officer, Firefighter, and Emergency Medical Technician, and as a supervisor and department head in each of the disciplines.

As Police and Fire Chief, Mr. Roemer was responsible for all activities in the municipal Public Safety environment. He has provided departmental support for planning and implementing Information Systems, Dispatch Centers, Emergency Operations Centers, Budgeting, Shared Services, and Command Post and ICS operations, along with many other administrative and supervisory duties. His broad knowledge base allows a unique perspective and understanding of the varied requirements found in the municipal environment. Serving at this level of the



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organization provided Mr. Roemer with the opportunity to recommend, plan and manage change within the organization and often, outside of his organization.

As a Public Safety Consultant, Mr. Roemer has been a project manager for numerous Public Safety related organizational, communication, dispatch center, consolidation, information system, operational, and emergency operation center projects. Mr. Roemer has served as Interim Public Safety Director and Fire Chief for several agencies in the last 19 years, including the City of Green Bay, Wisconsin. Mr. Roemer also serves as an active member of the International Association of Fire Chiefs, the Wisconsin Society of Certified Public Managers, the American Academy of Certified Public Managers, and the Associated Public Safety Communications Organizations.

Mr. Roemer's knowledge of Public Safety in a municipal setting has gained him recognition both at a local, national and international level. He has served as Secretary-Treasurer to the Great Lakes Division of the International Association of Fire Chiefs, Past President of the Wisconsin Society of Certified Public Managers and numerous other positions with Police, Fire and Rescue Boards and Committees. Mr. Roemer has been recognized as the 2001 "Manager of the Year" by the Wisconsin Society of Certified Public Managers. He currently serves on the State of Wisconsin All Hazards Incident Management Team and the Northeast Wisconsin Regional Incident Management Team. Jeff Roemer also serves on the newly consolidated Western Lakes Fire Department Oversight Board and was voted in as Vice President of the Board.

Education

Northeast Wisconsin Technical College
National Fire Academy
University of Wisconsin
Northwestern University

Associate Degree in Police Science
Executive Fire Officer Graduate
Certified Public Manager
School of Police Staff and Command Graduate

Edmund M. Henschel
General Manager/Senior Consultant
RW Management Group, Inc.



Professional Summary

Ed Henschel is the General Manager for RW Management Group, Inc. Prior to joining RW Management Group he served as a city administrator and village manager for 30 years, serving municipalities in Wisconsin and Michigan. He also has 18 years of municipal consulting experience conducting department operation reviews and labor negotiations. As a consultant he has specialized in shared service and consolidation studies as well as management reviews for a wide range of municipal departments.

Ed successfully created one of the first consolidated police departments in Michigan in the 1970s. Since then he has been involved in a number of shared service projects throughout the Midwest,



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both as a municipal manager and a consultant. He has also written articles and spoken at state, regional and national conferences on this subject.

As a labor negotiator he has represented management to bargain contracts with unions representing a number of different departments of various sizes. He negotiated the first as well as successor contracts for a newly created consolidated fire department. He also has negotiated a very complex contract to transition municipal employees from a private pension fund to a state Retirement System.

As a result of his many years managing municipal governments, Ed has extensive experience with personnel matters, overtime analysis, department operations, strategic planning, budgeting, financial planning and shared service studies.

In addition to his responsibilities as a consultant, Ed has also served as the Executive Director of the Wisconsin City/County Management Association. He is a member of the International City/County Management Association and is on the board of directors of the Public Policy Forum, which conducts regional public policy analysis. He was on the Advisory Board for the master's in public administration Program at Northern Illinois University, is a member of the Waukesha County Sheriff's Department Grievance Committee and currently teaches a graduate level course at the University of Wisconsin - Milwaukee.

Education

Central Michigan University

Bachelor of Science in Education

Master of Arts in Political Science

University of Minnesota

Carlson School of Management - Management Training Program

Lisa Bergersen
Senior Consultant
RW Management Group, Inc.



Professional Summary

Lisa Bergersen has nearly 30 years of experience in human resources and employment law, with much of that time spent in public sector service. She has a keen understanding of the interplay and balance required between governmental budgets, obligations to taxpayers, and providing the highest quality service for the community.

Lisa has developed best practices across a broad array of core Human Resources management



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responsibilities including:

- Employment Laws and Legal Compliance
- Compensation and Benefits
- Recruitment and Staffing
- Training, Development, and Performance Management
- Employee Relations and Engagement
- Strategic Initiatives and Policies

Lisa received her law degree from Marquette University Law School and became a partner with the management employment law firm of Lindner & Marsack, S.C., where she represented public and private sector clients in the areas of employment litigation and investigations, development of human resources policies, procedures and strategic initiatives, and negotiation of labor agreements. Lisa also gained extensive experience in developing and presenting programs and training sessions for clients, human resources professionals and employer groups.

Lisa is certified by the HR Certification Institute (HRCI) as a Senior Professional in Human Resources (SPHR) and by the Society of Human Resources Management (SHRM) as a Senior Certified Professional (SHRM-SCP).

For twenty years, Lisa was a contributor to the Wisconsin State Bar's Employment Law Book Series on State and Federal Employment Statutes. She also served two years as co-chair of the SHRM Metro Milwaukee Chapter's Special Interest Group: HR Departments of One.

Lisa is a member of the Wisconsin Public Employer Labor Relations Association (WPELRA), the Society of Human Resources Management (SHRM), the Metro-Milwaukee SHRM Chapter, and the Local Government Law and Labor & Employment Law Sections of the Wisconsin State Bar Association.

Education

Marquette University Law School

Juris Doctor of Law



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**Robert Whitaker
Senior Consultant
RW Management Group, Inc.**



Professional Summary

Mr. Whitaker has worked in fire, emergency medical and emergency management settings for 24 years. He currently serves as the Fire Chief/Administrator for North Shore Fire/Rescue, just outside of Milwaukee, WI. As Fire Chief/Administrator, Mr. Whitaker's responsibilities focus on strategic direction of the organization, fiscal management, information technology and intergovernmental relations between the department and the multiple municipalities served by the organization.

Mr. Whitaker has worked in several roles within the fire and emergency medical/service field. He started his career as a paid-on call firefighter, moving to career firefighter, firefighter/paramedic, Fire Lieutenant, Operations Battalion Chief, Battalion Chief of Training and Emergency Medical Services, Deputy Chief of Administration and now, Fire Chief/Administrator. Throughout his career, he has managed programs that included transition of records management systems, professional development and training for the organization and transition of 911 PSAP and Communications/Dispatch responsibilities to a newly consolidated center.

Mr. Whitaker is an active member of the International Association of Fire Chiefs, Wisconsin Fire Chiefs Association, the Great Lakes Fire Accreditation Managers Association, the International City/County Managers Association, serves as a member of Curriculum Committee for the Wisconsin Fire Chiefs Education Association and as the Secretary/Treasurer of the Milwaukee County Association of Fire Chiefs.

Mr. Whitaker has recently been employed by RW Management Group, Inc. to provide his expertise in public safety consolidation and accreditation. He was involved in the functional consolidation efforts needed to combine the North Shore Fire Departments and Dispatch center. The North Shore Fire Department recently completed the accreditation process of the Commission on Fire Accreditation International (CFAI).

Education

Oklahoma State University
Masters of Science, Fire & Emergency Management
Southern Illinois University
Bachelor of Science, Fire Service Management



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Kevin Bierce
Senior Consultant
RW Management Group, Inc.



Professional Summary

Mr. Bierce has been actively engaged in the fire and emergency service operations for the past 25 years including both fire suppression and life safety inspections. He currently serves as Fire Chief for City of Pewaukee, in central Waukesha County in southeastern Wisconsin. The Department is a combination department, fully accredited by Commission of the Fire Accreditation (CFAI), ISO Class 2 agency delivering both fire and paramedic level response. His primary responsibilities are strategic planning and direction of the organization as it continues its transition to a fully career agency.

Mr. Bierce has served in variety of positions from fire chief to senior building official during his tenure in the fire service. As a senior building official Mr. Bierce was responsible for the integration of the building inspection and fire inspection into joint operation providing code management, inspection and planning. This integration created a more seamless life safety procedure enhancing the community risk management model. He holds both commercial and residential building certification along with expertise in both flammable and combustible liquids storage. Mr. Bierce has appointed to the Wisconsin Commercial Code Council by the Governor of Wisconsin.

Mr. Bierce draws heavily on his past military experience, Mr. Bierce is a retired military officer with both active and reserve components tours serving in a multitude of positions from company command to Brigade level staff positions, a graduate of both the Officer Advance Courses and the Army Command College. Mr. Bierce Continues to work with the Military in a variety of roles as a Subject Matter Expert in Incident Command and Disaster Response. He has actively served in both the planning and execution of several large-scale training exercises coordinating both interagency responses to variety of both man-made and natural disasters. He is staff trainer for Wisconsin REACT (Regional Emergency All Climate Training) center at Volk Field Wisconsin. He has been appointed by the Governor of Wisconsin as the Fire Representative to the Wisconsin Homeland Security Council.

Mr. Bierce is the Past President of the Waukesha County Chiefs Association, Past President of the Wisconsin State Chiefs and current President of Wisconsin MABAS. He was awarded the Fire Chief of the Year by the Wisconsin State Chiefs in 2017.

Education

University of Wisconsin, Stevens Point
US Army
US Army

Bachelor of Science Degree in Physical Sciences
Officer Basic and Advanced Courses
US Command College



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Implementation Period

The Village requested that the implementation period be addressed as follows;

- o **Planning Period** – 12 Months: Not necessarily tied to the calendar year or fiscal year, just setting aside a time period of 12 months that we would complete all planning related activities regarding what's necessary to construct a joint public safety building that houses police, fire, and court. Throughout this process the Village would finalize the location as is necessary. The Village could also consider the optional task for planning the reuse of the Municipal Center following the vacancy of the public safety departments.
- o **Design Period** – 12 Months: Take the next step coming out of the planning process to design the improvement, go out for bid, and get ready for construction. This process would flush out any final details with respect to the improvement that the plan did not otherwise address. If planning hasn't been commenced, it should be started by this point for the reuse of the Municipal Center following vacancy of the public safety departments.
- o **Construction Period** – 12-18 Months: Break ground in order to construct the improvement that has been designed. Design process on the Municipal Center should be done at this point so that when this project is done they can get started right away.
- o **Transition Period** – 3-6 Months: Moving the public safety departments into their new space in order to get them fully operational.

RW believes that this reorganization of the implementation period makes sense and fits into the Villages long term strategic planning.

Fire and Rescue

Operational Recommendations

Call Volume

When reviewing the call volume statistics for the Fire Department, especially that last three years, there has been a steady increase in the amount or responses. This increase is consistent with the national trend. Total incident responses over the last three years have increased by 23%. This continued increase will more than double the number of incident responses by the 2025. The Fire Department has provided detailed incident response statistics that should be attached to this appendix.



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Service Delivery Analysis

Paramedic Service Level

RW made the statement in the Analysis that we feel the Fire department will move towards providing Paramedic level of service over the next ten years. To help clarify this statement, we need to briefly explain the differences between a paramedic and an EMT or Emergency Medical Technician. There is a difference of between 120 – 150 hours of training for an EMT and 1,200 to 1,800 hours of training, up to a 2 year degree for a paramedic. The biggest difference in the scope of practice is the ability to break the skin, which includes shots, intravenous lifelines, advanced airway management and the ability to provide 30 – 40 different medications. This ability to provide advanced emergency medical care for a minimal difference in the overall EMS budget, generally leads to the implementation of paramedic level services.

It has increasingly become more difficult to recruit and sustain the number of advanced EMT's and Paramedics needed for a service, and the Village will soon find that the advanced EMT's usually want to upgrade their skill level and get their paramedic license. This will further reduce the ability to sustain advanced EMT level service. Most services experience that about 50% of their incident responses require paramedic level skill sets.

Staffing Analysis

Additional EMT's

The aging population will continue to affect the increased emergency medical responses over the next ten years. It has already become more and more difficult nationwide to recruit and sustain volunteer or paid on call personnel. The level of time and training needed to fill these positions creates an atmosphere where if someone really has an interest in providing this type of care, they decide to do this in a full time position. The increased call volume, 18% for EMS over the last three years, will also increase the need for more availability of response, with more back to back or simultaneous incidents occurring, along with the need to improve the first responder's skill sets.

Equipment Analysis

RW recommended the turnout gear be removed from the apparatus bays and kept in a separate locker area. In 2010, the National Institute for Occupational Safety and Health (NIOSH) initiated a study to evaluate the cancer risk of firefighters. The study spanned 4 years and the sample size included over 30,000 career firefighters serving in Chicago, Philadelphia and San Francisco between 1950 and 2010. This was the largest study of firefighters ever completed.

The study served to identify whether or not firefighters are at a higher risk of developing cancer related to their exposures on the job. Deaths related to cancer was examined as well specific cancers types involved. Researchers took into consideration the types and number of fire runs, use of protective equipment and diesel exhaust controls.



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The initial findings of the study were published in November 2013 and they weren't pretty. The NIOSH study found that "fire fighters may be at higher risk of digestive, oral, respiratory, and urinary system cancers than the general population." Additionally, firefighters experienced more cancer cases and cancer deaths than previously expected. The study found that firefighters are twice as likely to develop malignant mesothelioma, which is related to asbestos exposure. This study was the first to identify an excess of mesothelioma in US firefighters.

There has been a long practice of hanging turnout gear in the apparatus bay of the fire station. It has also been the habit to come back from a fire incident and just hang up the turnout gear and go home. These practices have led to an apparatus bay that not only is contaminated by extensive diesel exhaust fumes, but also smoke carcinogens left over from contaminated turnout gear. Running apparatus without hooking up to an exhaust system, lack of cleaning of turnout gear after a fire, often coupled with dirty hose and firefighting tools left contaminated in the apparatus bays have led to extensive exposure to carcinogens. Department personnel performing daily equipment checks and moving vehicles in and out of the garage, along with visitors viewing the fire apparatus and taking tours of the stations, are continually exposed to these cancer causing carcinogens. Firefighter turnout gear needs to be cleaned after incidents and removed from further diesel fuel contamination of the apparatus bay to limit this exposure.

It is important to be on top of these developments. Continue to educate the department and watch for the next phase of this study to be published. Fortunately, this study has raised awareness to the increasing cancer risks we face as firefighters, but it's up to fire administration to take care of yourself and share this information with your crews. Maintaining situational awareness is a vital skill in firefighting. It is important to apply this skill when considering our exposures and implementing plans to avoid and minimize them.

Facility Needs Analysis

Ingress/Egress

The parking on the South side of the building is for Fire-EMS and Police employees. This space is inadequate to start with and half of the space is utilized to park department vehicles. When there is a need for an incident response, police vehicles utilize this side of the building to respond, which may conflict with Fire-EMS vehicles moving on a response. The traffic flow area on this side of the building is also very narrow and often in conflict with the school and library traffic depending on the time of day. This creates a very dangerous situation and occurs often.

Garage Bays

The current apparatus bays create additional confusion with ingress and egress. They are not drive through bays, which creates the continual need to back into slots, some of which are too short for current vehicles. This also creates a concern with pedestrian traffic in the area and personnel on the apparatus floor, putting on or taking off turnout gear and moving to other vehicles. Currently all of the space is fully occupied, turnout gear is taking up space and some of the space is used



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for storage. While there are not specific National Fire Protection Association (NFPA) standards that address garage space, safety concerns should be the prime goal and garage space should be determined based on equipment needs. There have been firefighter deaths related to backing apparatus in the station nation wide and here in Wisconsin.

Workflow

The current building design does not create an efficient workflow for the daily work at the station. The fire station must accommodate extremely diverse function, including housing, recreation, administration, training, community education, equipment and vehicle storage and maintenance and sometimes hazardous materials. Certain functions should be grouped together, such as dorm areas, day room and an outdoor area. Training, administration, inspections and lobby should be grouped together, while the apparatus bays and maintenance and vehicle support should be together. It would be very difficult to rearrange the current building to accommodate those efficiencies.

Offices

There is not adequate office space currently and with the addition of officers in the future there will be an even greater need. Some of the current offices are shared with personnel working on the same shift, they are disconnected and in different parts of the building and there is no adequate lobby or entrance area. There is also need for a shared work space that could be utilized for project teams and larger projects.

Dorms

Dorm spaced has changed over the years in the fire service. Dorms need to now accommodate males and females, with adequate locker and shower-bathroom facilities. This result is separate dorm rooms that provide a bed, locker, desk and often a TV. The number of rooms is dependent on operations and staffing. Plans should allow for separate form rooms for the maximum number of staffed positions on duty, along with at least two to three extra rooms to provide space for emergency overnight stays, often due to weather, and the potential need to house intern staff.

Storage

Fire Departments have the need to store extra equipment, hoses, appliances, airpacks, training props, bedding, turnout gear and extra vehicle equipment at a minimum. This historically has been eliminated or neglected to save money on the size of the building. The current building has very limited and inadequate storage areas, which has resulted in this equipment being stored in inappropriate locations throughout the building.



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Police

Operations

The current state of mental health related issues, within the State, has started to create more demands on the Police Department. There are initiatives being put in place state wide to train and have police officers work with mentally ill patients and divert them from incarceration. There has also been a reduction in facilities that are able to handle Statute 51.15 mental health holds, which has given rise to longer transport needs. These often occur overnight when there are a limited number of officers on duty.

Growth

RW stated in the analysis that the Village was fairly stable and should not experience much growth over the next ten years. This was tempered with the comments relating to the increase in burglaries that the Police Department was experiencing, mainly due to the drug related issues. We also noted that traffic and accidents were seeing a dramatic increase. It has since been pointed out that building permits and population trends are showing a stronger growth pattern.

Call Volume

The number of calls for service over the last three years for the Police Department has increased by 47%. There have also been major changes in the types of calls and work related to those incidents. Referrals to the District Attorney's Office, subsequent court proceedings, financial crimes, internet/online fraud, and mental health commitments and response as discussed earlier in this document have taken a toll on the officer's time and availability. The Police Department has provided detailed calls for service information, attached to this report.

Staffing

Officer Additions

Due to the increase in the number and types of incidents and the amount of times that officers are involved in incident paperwork and follow-up, including mental health situations and transports, it can be anticipated that the number of officers needed will increase as stated in the analysis over the next 5 – 10 years.

Garage

The need for additional garage space is a primary concern with the new building. There are multiple concerns relating to storing any squad cars outside and unprotected for any extended period of time. The cars themselves and especially the equipment, including computers, is not meant to be left out in Wisconsin's winter and weather. The potential for vandalism or theft is also



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a major concern. The computers, camera equipment, firearms and radios contain confidential information and create security concerns if vandalized or stolen from vehicle.

Office Space

Office space needs in a Police Department are continuing to evolve. While there is still a need for privacy and separate offices, that allow for private discussions and meetings, there should also be plug and play workspaces, where officers can quickly setup their laptop and complete reports or do internet research. Project rooms and interview rooms can also be set up and interchangeable depending on the utilization at the time. Flexible space planning techniques now allow the workplace to absorb the increases and decrease in personnel and office needs. The current building has a limited number of offices and personnel working the same shift are often forced to share office space. The current police department section of the building was built with the old office concepts and does not allow for growth or the changing programs and policing techniques. It is no longer as specific as “we need 6 separate offices”. The design must take into account the department programs current and anticipated, the change in how briefings are handled, the changes in privacy needs, such as mental health work and sensitive investigations.

Evidence Room

The current evidence room is about 80% full in a concise and organized manner. This would indicate that this area or building will need expansion and reconstruction within the next 3-5 years. Storage of evidence is very complicated. There are different types of unique storage needs for different evidence. The overall size of the room needed should be based on previous experience and anticipated growth. Right sized shelving allows for quick and easy movement of shelves based on the size of the evidence. This area is one of the most important design concerns at the initial building design stages. Following is a list of key concerns that need to be addressed:

- Evidence and property should be separated, but drugs, weapons and valuables need extra security.
- Everything should be inventoried with a program that flags when disposal can be made.
- Proper training is essential, and certification recommended.
- Biological evidence must be properly maintained and destroyed only when state and future national standards allow.
- Every evidence room should be governed by a written policy and procedural manual.
- Key or access cards should control access with logs to document entries.
- Surveillance cameras/video should be operated on a 24-hour basis.

Storage

The current building does not have enough current storage areas for all the occupants, including the Police Department. Storage in offices, garages, apparatus bays and other areas not intended for storage, further complicates the needs in those areas.



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Interview Rooms

There are currently only two secure interview rooms in the Police Department. There are often times when there is the need for more than two separate interview rooms needed for an incident or when several incidents are occurring that require interview rooms at the same time. As discussed earlier in this document, there is potential to design multiple purpose rooms for projects, and secure interview needs in a newly designed facility. The current building does not allow for the needed expansion or redesign to accommodate these rooms.

Comprehensive Recommendations and Options

The site location recommendation for a new station was made primarily on the data that showed the current location has been a good location, for acceptable response times within the fire district, and for the police department. This response time is initially based on paid on call personnel responding to the station, and then response from the station to the incident. Having full time personnel in the station to respond on the first due engine or ambulance greatly enhances the Departments response times. While law enforcement response is generally based on squad cars actively on patrol, fire department vehicles normally respond from the station. There are several accepted national standards regarding response times for fire – EMS departments. National Fire Protection Association (NFPA) Standards 1710 and 1720 recommend the time frame for deployment to on scene of fire and EMS apparatus. The Insurance Service Office (ISO) rating criteria scores departments on the deployment of fire suppression and emergency medical operations. The McFarland Fire Department received their ISO review in 2018 and were graded as a Class 3, out of 10. This is a very good rating for the department. Specifically, where the rating looked at deployment, the department received an 8.47 score out of a possible 10. RW's recommendation to move the station ½ mile to the East, would have no negative affect on this rating, mainly since it is still near the staff responding from home and should not add additional time to the incident response time. The new station and the related improvements to ingress and egress, should have a positive effect on the response times.

Project Budget

In Chapter 4 – Estimated Budget of the Public Safety Analysis, we provided some cost estimates that could be used as comparables to the remodeling of the current Village building. The square footage estimates were taken directly from the Village of McFarland Facilities Master Plan of 2017, provided by Strang. This gave our architectural partners the ability to provide some rough cost estimates, that could be used as comparables.