

Monday, February 24, 2020

Village Board
7:00 PM

McFarland Municipal Center
Community Room

AGENDA

1. CALL TO ORDER.
2. ATTENDANCE/ROLL CALL.
3. PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS.
 - a. Public Announcements
 - 1) Spring Primary Results
 - b. Public Communications
4. CONSENT AGENDA.
 - a. Motion to approve the minutes from the meeting held on February 10, 2020.
 - b. Motion to approve pre-paid checks #76376-76392 in the amount of \$2,665,530.19 and current checks #76393-76490 in the amount of \$178,557.04.
 - c. Motion to approve appointing Pauline Beverley-Boness to serve as Election Inspector for the 2020-2021 term.
 - d. Motion to approve an event permit Team 608 LLC. to hold the 608 Fox Trot Run on May 9, 2020 as recommended for approval by the Public Safety Committee.
5. PUBLIC APPEARANCES.
 - a. This is an opportunity for members of the public to address the Village Board. Members of the public who wish to address the board should fill out a public comment form and turn into the meeting chairperson. Members of the public may speak during public appearances or during their selected agenda item as they designate on the public comment form. Please adhere to the 3-minute time limit.
6. BUSINESS.
 - a. Parks, Recreation, and Natural Resources Committee (Trustees Kolk & Utter)
 - 1) Discussion and action regarding a project to expand and regrade portions of the dog park.
 - 2) Discussion and action regarding a proposal for Architectural Services in order to design and bid the construction of a shelter/bathroom facility at the Dog Park.
 - 3) Discussion and action regarding a proposal for Architectural Services in order to design and bid the construction of the bathroom facility addition and second open air shelter at McDaniel Park.

- b. Parks, Recreation, and Natural Resources Committee (Trustee Kolk & Utter)
Plan Commission (President Czebotar & Trustee Kolk)
 - 1) Discussion and action regarding Ordinance 2020-08: an ordinance to amend the municipal code concerning park impact fees, parkland dedication and fees in lieu of parkland dedication.
- c. Plan Commission (President Czebotar & Trustee Kolk)
Public Utilities Committee (Trustees Lytle & Kryzenske)
 - 1) Discussion and action regarding an application to the Capital Area Regional Planning Commission to expand the Village's east side Urban Service Area Boundary.
- d. Public Safety Committee (Trustees Adrian & Brassington)
 - 1) Discussion and action regarding Ordinance 2020-05: an ordinance to establish Section 38-38 of the Municipal Code prohibiting unlicensed massage therapy.
 - 2) Discussion and action regarding a Resolution 2020-05: a resolution adopting a bond schedule for violations of section 38-38 of the McFarland Municipal Code.
 - 3) Discussion and action regarding Ordinance 2020-10: An ordinance updating fees for direct seller's permits.
 - 4) Discussion and action to authorize the Police Department to make application to the COPS Hiring Grant.
- e. Public Utilities Committee (Trustees Lytle & Kryzenske)
 - 1) Discussion and action regarding a proposal from the Village Engineer to design the east side interceptor within the Sanitary Sewer System.
 - 2) Discussion and action regarding a proposal to conduct maintenance at Well #4 located at Egner Park.
 - 3) Discussion and action regarding a lease amendment with US Cellular for their use of the Indian Mound Park Water Tower to mount cellular communications equipment.
 - 4) Discussion and action regarding adjustments to sanitary sewer rates.
- f. Discussion and action regarding an Intergovernmental Agreement for the Madison Area Municipal Storm Water Partnership (MAMSWaP).
- g. Authority, Board, Commission, and Committee agenda item requests, referrals, and updates.

7. CLOSED SESSION.

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

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



www.mcfarland.wi.us | 5915 Milwaukee St, McFarland, WI 53558 | 608.838.3153

SPRING PRIMARY RESULTS! – February 18, 2020

TOTAL BALLOTS CAST		1297
Village Voter Turnout		20.14%
Statewide Voter Turnout		15.6%
<u>STATE SUPREME COURT</u>		
Daniel Kelly		346
Jill J. Karofsky		742
Ed Gallone		203
W/I		2

VILLAGE OF MCFARLAND

Village Board Minutes

Monday, February 10, 2020 - 7:00 PM

1. CALL TO ORDER.

Village President Czebotar called the regular meeting of the McFarland Village Board to order at 7:02 pm in the Community Room of the McFarland Municipal Center.

2. ATTENDANCE/ROLL CALL.

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

Village Board members not present: Village Trustee Eric Kryzenske

Staff Present: Administrator Matt Schuenke, Clerk/Treasurer Cassandra Suettinger, Police Chief Craig Sherven, Community and Economic Development Director Andrew Bremer, Public Works Director Jim Hessling, Outreach Director Lori Andersen, and Fire/EMS Director Chris Dennis, and Communications & Technology Director Stephanie Miller.

3. PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS.

a. Public Announcements

1) Spring Primary - February 18, 2020 - 7:00 a.m. to 8:00 p.m.

b. Public Communications

4. CONSENT AGENDA.

a. Motion to approve the minutes from the meeting held on January 27, 2020.

b. Motion to approve the minutes from the special meeting held on January 30, 2020.

c. Motion to approve pre-paid checks #76274-76281 in the amount of \$433,492.54 and current checks #76282-76375 in the amount of \$372,947.64.

d. Motion to approve appointing Julie Wilcke, Robert Boyd, and Kathy Krusiec to serve as Election Inspector for the 2020-2021 term.

- e. Motion to approve the alcohol beverage operator's license for Kevin Miller (Spartan Pizza) for the period ending June 30, 2020

Motion by President Brad Czebotar, second by Trustee Mary Pay Ltle, to approve the consent agenda as presented with the revisions provided for item a. Motion carries 6 - 0 - 0 by acclamation.

5. PUBLIC APPEARANCES.

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

Carolyn Clow, 6603 Schneider Place, spoke in opposition of approving the Strategic Plan as drafted. She requested the addition of a 10 year Capital Improvement Plan, operational costs of all facilities and review by an economist.

6. BUSINESS.

- a. Finance Committee (Trustees Lytle & Kryzenske)

- 1) Discussion and action regarding an amendment to Section 5.04 of Village's Investment Policy on custodial credit risk.

Motion by Trustee Mary Pat Lytle, second by Trustee Clair Utter, to approve amendment to Section 5.04 of Village's Investment Policy on custodial credit risk. Motion carries 6 - 0 - 0 by acclamation.

- 2) Discussion and action on using an irrevocable letter of credit from the Federal Home Loan Bank of Chicago as collateralization for all funds held at McFarland State Bank.

Motion by Trustee Mary Pat Lytle, second by Trustee Clair Utter, to approve using an irrevocable letter of credit from the Federal Home Loan Bank of Chicago as collateralization for all funds held at McFarland State Bank. Motion carries 6 - 0 - 0 by acclamation.

- 3) Discussion and action regarding an agreement for the State Debt Collection System.

Motion by Trustee Mary Pat Lytle, second by Trustee Jerry Adrian, to approve an agreement for the State Debt Collection System. Motion carries 6 - 0 - 0 by acclamation.

Trustee Clair Utter directed staff to review the agreement annually to monitor the success of the use of the program.

- 4) Discussion and action regarding revisions to Chapter 12 Vehicle Replacement Policy of the Fiscal Policy Manual.

Motion by Trustee Mary Pat Lytle, second by Trustee Jerry Adrian, to approve revisions to Chapter 12 Vehicle Replacement Policy of the Fiscal Policy Manual. Motion carries 6 - 0 - 0 by acclamation.

- b. Parks, Recreation, and Natural Resources Committee (Trustees Kolk & Utter)

- 1) Discussion and action regarding the recreation of a Parks and Recreation Facility Use Policy as Chapter 2 of the Park System Policy Manual.

Motion by Trustee Dan Kolk, second by Trustee Stephanie Brassington, to approve the recreation of a Parks and Recreation Facility Use Policy as Chapter 2 of the Park System Policy Manual. Motion carries 5 - 1 - 0 by acclamation by Trustee Clair Utter voting nay.

- c. Parks, Recreation, and Natural Resources (Trustees Kolk & Utter)
Public Utilities Committee (Trustees Lytle & Kryzenske)

- 1) Discussion and action to sell or reuse of the former Well #2 property located between 5317 & 5407 Bremer Road.

Trustee Dan Kolk reported on the discussion from the Parks, Recreation, and Natural Resource Committee. He reported that the committee was divided on the selling of the property. Some were in support of the proposal to sell the site, while others felt it would make a nice small community park. Overall the PRNR Committee recommended the sale of the former well #2 site by a vote of 5 - 4 .

Trustee Mary Pat Lytle reported on the discussion from the Public Utilities Committee. The Committee felt the property was better sold and being able to be on the tax roll.

Motion by Trustee Dan Kolk, second by Trustee Mary Pat Lytle, to sell or reuse of the former Well #2 property located between 5317 & 5407 Bremer Road. Motion carries 6 - 0 - 0 by acclamation.

- d. Personnel Committee (President Czebotar & Trustee Utter)

- 1) Discussion and action to create Section 16.02 within the Compensation and Benefits Manual regarding night differential.

Motion by President Brad Czebotar, second by Trustee Jerry Adrian, to create Section 16.02 within the Compensation and Benefits Manual regarding night differential. Motion carries 6 - 0 - 0 by acclamation.

- 2) Discussion and action to update section 15.12 of the Village Personnel Policy regarding meals.

Motion by President Brad Czebotar, second by Trustee Dan Kolk, to update section 15.12 of the Village Personnel Policy regarding meals. Motion carries 6 - 0 - 0 by acclamation.

- e. Public Utilities Committee (Trustees Lytle & Kryzenske)

- 1) Discussion and action regarding Ordinance #2020-03: an ordinance revising Section 47-148 detailing the Appeal Procedures within the Sanitary Sewer System municipal code.

Motion by Trustee Mary Pat Lytle, second by Trustee Clair Utter, to approve Ordinance #2020-03: an ordinance revising Section 47-148 detailing the Appeal Procedures within the Sanitary Sewer System municipal code. Motion carries 6 - 0 - 0 by acclamation.

- 2) Discussion and action regarding the establishment of a Sanitary Sewer Billing Policy.
Motion by Trustee Mary Pat Lytle, second by Trustee Jerry Adrian, to approve the establishment of a Sanitary Sewer Billing Policy. Motion carries 6 - 0 - 0 by acclamation.

f. Public Works Committee (Trustees Kolk & Adrian)

- 1) Discussion and action on Ordinance 2020-06: an ordinance amending the provisions for excavation and street privilege permits.

Motion by Trustee Dan Kolk, second by Trustee Jerry Adrian, to approve Ordinance 2020-06: an ordinance amending the provisions for excavation and street privilege permits. Motion carries 6 - 0 - 0 by acclamation.

- 2) Discussion and action on Ordinance 2020-07: an ordinance adopting a fee and bond schedule for excavation permits.

Motion by Trustee Dan Kolk, second by Trustee Jerry Adrian, to approve Ordinance 2020-07: an ordinance adopting a fee and bond schedule for excavation permits. Motion carries 6 - 0 - 0 by acclamation.

- g. Discussion and action to accept a proposal for Architectural Services in order to plan, design, and bid the construction of a Public Safety Center.

Motion by President Brad Czebotar, second by Trustee Mary Pat Lytle, to accept a proposal for Architectural Services in order to plan, design, and bid the construction of a Public Safety Center. Motion carries 5 - 1 - 0 by acclamation with Trustee Clair Utter voting nay.

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

None.

7. ADJOURNMENT.

Motion by Trustee Mary Pat Lytle, second by Trustee Jerry Adrian, to adjourn at 7:44 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

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Amount
02/15/2020	CDPT	02/21/2020	76390	WIAFSCME COUNCIL 32	7	50.12
02/15/2020	CDPT	02/21/2020	76391	WI SCTF	5	207.69
02/15/2020	CDPT	02/21/2020	76392	WPPA TREASURER	6	504.00

Payroll Related

\$761.81

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	
02/20	02/13/2020	76358	17297	TAUBENHEIM, LARRY & CAROL	PROPERTY TAX OVERPAYMENT	021020	1	100-2364	3,722.31-	V
Total 76358:									3,722.31-	
02/20	02/14/2020	76376	158	CHARTER COMMUNICATIONS	PW INTERNET	0026239020	1	100-53000-221-000	108.64	
Total 76376:									108.64	
02/20	02/14/2020	76377	1989	CORPORATE BUSINESS SYSTE	PW COPIER & PROP TAX	26452872	1	600-53710-310-000	83.97	
02/20	02/14/2020	76377	1989	CORPORATE BUSINESS SYSTE	PW COPIER & PROP TAX	26452872	2	600-53610-310-000	83.97	
02/20	02/14/2020	76377	1989	CORPORATE BUSINESS SYSTE	PW COPIER & PROP TAX	26452872	3	605-53440-310-000	83.96	
Total 76377:									251.90	
02/20	02/14/2020	76378	16257	CORPORATE BUSINESS SYSTE	PW COLOR COPY OVERAGES	274420	1	605-53440-340-000	11.51	
02/20	02/14/2020	76378	16257	CORPORATE BUSINESS SYSTE	PW COLOR COPY OVERAGES	274420	2	600-53616-340-000	11.51	
02/20	02/14/2020	76378	16257	CORPORATE BUSINESS SYSTE	PW COLOR COPY OVERAGES	274420	3	600-53716-340-000	11.51	
02/20	02/14/2020	76378	16257	CORPORATE BUSINESS SYSTE	PW COLOR COPY OVERAGES	274420	4	100-53000-340-000	42.21	
Total 76378:									76.74	
02/20	02/14/2020	76379	247	DANE CO TREASURER	LOTTERY CREDIT PENALTY	021120	1	100-2431	1,660.82	
Total 76379:									1,660.82	
02/20	02/14/2020	76380	2237	MADISON COLLEGE	FEB TAX SETTLEMENT	021120	1	100-2470	156,126.44	
Total 76380:									156,126.44	
02/20	02/14/2020	76381	613	MCFARLAND SCHOOL DISTRIC	FEB TAX SETTLEMENT	021120	1	100-2460	1,974,970.01	
Total 76381:									1,974,970.01	
02/20	02/14/2020	76382	640	MGE	STREET LIGHTS	11299443-02	1	100-53000-291-000	730.18	

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 76382:									730.18
02/20	02/14/2020	76383	667	MINNESOTA LIFE INS CO	LIFE INSURANCE	002832L-MA	1	100-2157	1,329.04
Total 76383:									1,329.04
02/20	02/14/2020	76384	16238	PUBLIC HEALTH MADISON & D	JAN & FEB TAX SETTLEMENT	02112020	1	100-2465	485.52
Total 76384:									485.52
02/20	02/14/2020	76385	17140	US BANK VOYAGER FLEET SYS	PD FUEL	8694160990	1	100-52100-341-000	1,504.58
02/20	02/14/2020	76385	17140	US BANK VOYAGER FLEET SYS	PW FUEL	8694160990	2	600-53615-341-000	167.87
02/20	02/14/2020	76385	17140	US BANK VOYAGER FLEET SYS	PW FUEL	8694160990	3	600-53710-341-000	335.73
02/20	02/14/2020	76385	17140	US BANK VOYAGER FLEET SYS	PW FUEL	8694160990	4	600-53616-341-000	335.73
02/20	02/14/2020	76385	17140	US BANK VOYAGER FLEET SYS	PW FUEL	8694160990	5	600-53718-341-000	167.87
02/20	02/14/2020	76385	17140	US BANK VOYAGER FLEET SYS	PW FUEL	8694160990	6	605-53440-341-000	503.60
02/20	02/14/2020	76385	17140	US BANK VOYAGER FLEET SYS	PW FUEL	8694160990	7	100-53000-341-000	1,846.53
02/20	02/14/2020	76385	17140	US BANK VOYAGER FLEET SYS	PARKS FUEL	8694160990	8	100-55200-341-000	224.08
02/20	02/14/2020	76385	17140	US BANK VOYAGER FLEET SYS	FIRE/EMS FUEL	8694160990	9	100-52200-341-000	1,017.82
Total 76385:									6,103.81
02/20	02/14/2020	76386	247	DANE CO TREASURER	FEB TAX SETTLEMENT	021120-FEB	1	100-2431	512,023.17
Total 76386:									512,023.17
02/20	02/14/2020	76387	30	ALLIANT ENERGY/WP&L	MUNICIPAL CENTER	021020	1	100-51600-220-000	3,348.78
02/20	02/14/2020	76387	30	ALLIANT ENERGY/WP&L	LIBRARY	021020	2	205-55110-220-000	2,066.91
02/20	02/14/2020	76387	30	ALLIANT ENERGY/WP&L	WELL #4	021020	3	600-53716-220-000	1,557.34
02/20	02/14/2020	76387	30	ALLIANT ENERGY/WP&L	SOCCER BUILDING - 4820 MARSH	021020	4	100-55200-220-000	206.77
Total 76387:									7,179.80
02/20	02/14/2020	76388	247	DANE CO TREASURER	PAYMENT FOR PARCEL #0610-034-0695-8	021420	1	100-2364	3,610.52
Total 76388:									3,610.52
02/20	02/14/2020	76389	17303	SHORETTE, JOSEPH & BRITTA	PROPERTY TAX OVERPAYMENT	021420	1	100-2364	111.79

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 76389:									111.79
02/20	02/21/2020	76393	16808	ALBRECHT, MARCIA	ELECTION WORKER	021820	1	100-51440-120-000	34.00
Total 76393:									34.00
02/20	02/21/2020	76394	1397	ALL COMFORT SERVICES	LEWIS PARK REPAIR	606305	1	100-55200-242-000	285.91
Total 76394:									285.91
02/20	02/21/2020	76395	30	ALLIANT ENERGY/WP&L	2860 HIDDEN FARM RD - FLOOD LIGHT	021420	1	100-55200-220-000	27.61
02/20	02/21/2020	76395	30	ALLIANT ENERGY/WP&L	3234 CTY RD AB	021720	1	100-55200-220-000	18.99
Total 76395:									46.60
02/20	02/21/2020	76396	17084	AMAZON CAPITAL SERVICES	ELECTION SUPPLIES	1DQ1-DHWY	1	100-51440-340-000	60.40
Total 76396:									60.40
02/20	02/21/2020	76397	2216	ANDRES MEDICAL	JANUARY COLLECTIONS	248392	1	100-46230-000	1,285.25
Total 76397:									1,285.25
02/20	02/21/2020	76398	17232	APG OF SOUTHERN WISCONSI	HIRING CLASSIFIED	24777-0120	1	100-51420-211-000	867.00
02/20	02/21/2020	76398	17232	APG OF SOUTHERN WISCONSI	VB MINUTES	28886-0120	1	100-51100-321-000	96.46
02/20	02/21/2020	76398	17232	APG OF SOUTHERN WISCONSI	PLAN PUBLIC HEARING - CSM MCFARLAND	28886-0120	2	100-51100-321-000	23.78
02/20	02/21/2020	76398	17232	APG OF SOUTHERN WISCONSI	PLAN PUBLIC HEARING - CSM VILLAGE OF	28886-0120	3	100-51100-321-000	24.32
02/20	02/21/2020	76398	17232	APG OF SOUTHERN WISCONSI	PLAN PUBLIC HEARING - ORD 2020-01	28886-0120	4	100-51100-321-000	58.28
02/20	02/21/2020	76398	17232	APG OF SOUTHERN WISCONSI	SANITARY SEWER OVERFLOW	28886-0120	5	100-51100-321-000	24.87
02/20	02/21/2020	76398	17232	APG OF SOUTHERN WISCONSI	TYPE B NOTICE	28886-0120	6	100-51440-321-000	48.19
02/20	02/21/2020	76398	17232	APG OF SOUTHERN WISCONSI	CARE FACILITY NOTICE	28886-0120	7	100-51440-321-000	33.00
02/20	02/21/2020	76398	17232	APG OF SOUTHERN WISCONSI	STREETS/UTILITIES SUPERINTENDANT - CR	28886-0120	8	100-51420-211-000	38.60
Total 76398:									1,137.30
02/20	02/21/2020	76399	10	ARAMARK	MATS	1640990542	1	205-55110-242-000	41.65
02/20	02/21/2020	76399	10	ARAMARK	MATS	1640996025	1	205-55110-242-000	41.65

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 76399:									83.30
02/20	02/21/2020	76400	17187	B&H PHOTO	MEETING ROOM UPGRADES	167699284	1	400-57140-825-103	16,234.02
02/20	02/21/2020	76400	17187	B&H PHOTO	CABLE FOR MEETING ROOM UPGRADES	167734809	1	400-57140-825-103	54.90
02/20	02/21/2020	76400	17187	B&H PHOTO	EQUIPMENT AND CAMERAS FOR MEETING	167764697	1	400-57140-825-103	1,911.51
02/20	02/21/2020	76400	17187	B&H PHOTO	REPLAY UNIT RETURN	167922353	1	200-55600-342-000	1,514.16-
02/20	02/21/2020	76400	17187	B&H PHOTO	RETURN OF CAMERA MONITOR SCREEN P	167939115	1	200-55600-342-000	162.53-
02/20	02/21/2020	76400	17187	B&H PHOTO	OFFICES SUPPLIES	167971076	1	100-51420-310-000	20.09
Total 76400:									16,543.83
02/20	02/21/2020	76401	2173	BAER INSURANCE SERVICES L	NO FAULT UTILITY INSURANCE	3588	1	600-53610-510-000	6,870.00
02/20	02/21/2020	76401	2173	BAER INSURANCE SERVICES L	NO FAULT UTILITY INSURANCE	3588	2	600-53710-510-000	6,870.00
Total 76401:									13,740.00
02/20	02/21/2020	76402	74	BAKER & TAYLOR BOOKS	ADULT BOOKS	2035093048	1	205-55110-344-000	472.14
02/20	02/21/2020	76402	74	BAKER & TAYLOR BOOKS	JUVENILE BOOKS	2035100532	1	205-55110-344-000	81.08
Total 76402:									553.22
02/20	02/21/2020	76403	1019	BAKER TILLY VIRCHOW KRAUS	PARK IMPACT FEE	BT1544334	1	400-57120-211-000	800.00
Total 76403:									800.00
02/20	02/21/2020	76404	76	BAKK, SANDY	ELECTION INSPECTOR	021820	1	100-51440-120-000	34.00
Total 76404:									34.00
02/20	02/21/2020	76405	16386	BEAR GRAPHICS	ELECTION SUPPLIES	0841284	1	100-51440-340-000	115.69
02/20	02/21/2020	76405	16386	BEAR GRAPHICS	ELECTION SUPPLIES	0841285	1	100-51440-340-000	220.69
Total 76405:									336.38
02/20	02/21/2020	76406	104	BOBCAT OF MADISON INC.	TRACTOR MAINTENANCE	01-82872	1	100-53000-241-000	1,458.49
02/20	02/21/2020	76406	104	BOBCAT OF MADISON INC.	TRACTOR MAINTENANCE	01-82872	2	600-53718-241-000	397.77
02/20	02/21/2020	76406	104	BOBCAT OF MADISON INC.	TRACTOR MAINTENANCE	01-82872	3	600-53616-241-000	397.77
02/20	02/21/2020	76406	104	BOBCAT OF MADISON INC.	TRACTOR MAINTENANCE	01-82872	4	605-53440-241-000	397.77

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
02/20	02/21/2020	76406	104	BOBCAT OF MADISON INC.	TOOLCAT MAINTENANCE	01-83358	1	600-53616-241-000	38.61
02/20	02/21/2020	76406	104	BOBCAT OF MADISON INC.	TOOLCAT MAINTENANCE	01-83358	2	605-53440-241-000	38.61
02/20	02/21/2020	76406	104	BOBCAT OF MADISON INC.	TOOLCAT MAINTENANCE	01-83358	3	600-53718-241-000	38.61
02/20	02/21/2020	76406	104	BOBCAT OF MADISON INC.	TOOLCAT MAINTENANCE	01-83358	4	100-53000-241-000	141.57
Total 76406:									2,909.20
02/20	02/21/2020	76407	1256	BOUND TREE MEDICAL, LLC	EMS - SUPPLIES	83494955	1	100-52200-340-000	69.32
02/20	02/21/2020	76407	1256	BOUND TREE MEDICAL, LLC	EMS - SUPPLIES	83505824	1	100-52200-340-000	105.78
02/20	02/21/2020	76407	1256	BOUND TREE MEDICAL, LLC	EMS - SUPPLIES	83505825	1	100-52200-340-000	2.08
Total 76407:									177.18
02/20	02/21/2020	76408	150	CDW GOVERNMENT INC	NEW LAPTOP/ACCESSORIES	WVJ0663	1	400-57220-813-101	1,533.34
Total 76408:									1,533.34
02/20	02/21/2020	76409	16970	CHERNEY, MELISSA	ELECTION INSPECTOR	021820	1	100-51440-120-000	44.63
Total 76409:									44.63
02/20	02/21/2020	76410	16965	CITY OF MADISON	MADISON INTERCEPT PAYMENT	021220	1	100-46230-000	375.29
Total 76410:									375.29
02/20	02/21/2020	76411	172	CITY OF MADISON TREASURE	COMMUNICATION CHARGES	27388	1	100-52200-221-000	137.03
Total 76411:									137.03
02/20	02/21/2020	76412	16247	CITY TREASURER	STORMWATER CHARGE	71006-02072	1	605-53440-530-000	20.21
Total 76412:									20.21
02/20	02/21/2020	76413	16928	COLBY, JEAN	ELECTION WORKER	021820	1	100-51440-120-000	46.75
Total 76413:									46.75
02/20	02/21/2020	76414	1978	COX, HEIDI	MEETING MILEAGE	HC020520	1	205-55110-330-000	28.64
02/20	02/21/2020	76414	1978	COX, HEIDI	CARD TABLES/WALL SCRAPERS	HC020520	2	205-55110-242-000	141.32

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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 76414:									169.96
02/20	02/21/2020	76415	247	DANE CO TREASURER	JAIL & SURCHARGES - JANUARY	154-020120	1	100-45110-000	845.69
Total 76415:									845.69
02/20	02/21/2020	76416	16319	DANE CO TREASURER	TRAINING - GRADY	37163	1	100-52100-331-000	150.00
Total 76416:									150.00
02/20	02/21/2020	76417	264	DELGADO, VICTOR	INTERPRETER SERVICES	649860	1	100-51200-390-000	50.00
Total 76417:									50.00
02/20	02/21/2020	76418	274	DEPT OF ADMINISTRATION	JOB POSTING	505-0000045	1	100-51420-211-000	175.00
Total 76418:									175.00
02/20	02/21/2020	76419	16930	DIETZEL, JERRY	ELECTION WORKER	021820	1	100-51440-120-000	44.63
Total 76419:									44.63
02/20	02/21/2020	76420	16931	DIETZEL, SUSAN	ELECTION WORKER	021820	1	100-51440-120-000	44.63
Total 76420:									44.63
02/20	02/21/2020	76421	281	DIGGERS HOTLINE INC	LOCATES - WATER	200 1 37601	1	600-53710-210-000	111.93
02/20	02/21/2020	76421	281	DIGGERS HOTLINE INC	LOCATES SEWER	200 1 37601	2	600-53610-210-000	111.94
Total 76421:									223.87
02/20	02/21/2020	76422	1358	EBI INC	MEETING ROOM TABLES	151468	1	205-55110-242-000	8,779.20
Total 76422:									8,779.20
02/20	02/21/2020	76423	1387	FLEURY, DAWN	NUTRITION MILEAGE	DF021420	1	100-54600-141-000	31.63
02/20	02/21/2020	76423	1387	FLEURY, DAWN	VALENTINES CANDY/DISWASHER PACS	DF021420	2	100-54600-340-000	28.89

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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 76423:									60.52
02/20	02/21/2020	76424	17302	FORECAST5 ANALYTICS	FINANCIAL SOFTWARE	INV11197	1	100-51420-210-000	800.00
02/20	02/21/2020	76424	17302	FORECAST5 ANALYTICS	FINANCIAL SOFTWARE	INV11197	2	305-56700-210-000	700.00
02/20	02/21/2020	76424	17302	FORECAST5 ANALYTICS	FINANCIAL SOFTWARE	INV11197	3	310-56700-210-000	700.00
02/20	02/21/2020	76424	17302	FORECAST5 ANALYTICS	FINANCIAL SOFTWARE	INV11197	4	315-56700-210-000	700.00
02/20	02/21/2020	76424	17302	FORECAST5 ANALYTICS	FINANCIAL SOFTWARE	INV11197	5	600-53610-210-000	700.00
02/20	02/21/2020	76424	17302	FORECAST5 ANALYTICS	FINANCIAL SOFTWARE	INV11197	6	600-53710-210-000	700.00
02/20	02/21/2020	76424	17302	FORECAST5 ANALYTICS	FINANCIAL SOFTWARE	INV11197	7	605-53440-210-000	700.00
Total 76424:									5,000.00
02/20	02/21/2020	76425	16972	FOUST, C.W.	ELECTION INSPECTOR	021820	1	100-51440-120-000	44.63
Total 76425:									44.63
02/20	02/21/2020	76426	395	GENERAL COMMUNICATIONS I	NEW AMBULANCE EQUIPEMENT	277753	1	400-57220-812-104	183.00
02/20	02/21/2020	76426	395	GENERAL COMMUNICATIONS I	BASE REPAIR	277952	1	100-52200-221-000	520.00
Total 76426:									703.00
02/20	02/21/2020	76427	17092	GENERAL ENGINEERING COMP	BUILDING INSPECTION SERVICES	12	1	100-52400-211-000	8,833.82
Total 76427:									8,833.82
02/20	02/21/2020	76428	16897	GERBER LEISURE PRODUCTS,	PARK EQUIPMENT	7005	1	405-57620-811-101	1,637.00
Total 76428:									1,637.00
02/20	02/21/2020	76429	2003	GERICK, PATRICK	ELECTION WORKER	021820	1	100-51440-120-000	46.75
Total 76429:									46.75
02/20	02/21/2020	76430	408	GRAINGER INC	WATER HOSE	9439496572	1	100-52200-242-000	93.77
Total 76430:									93.77
02/20	02/21/2020	76431	17228	HEALTHYMINDS, LLC	EAP PROGRAM	HM000385	1	100-51540-513-000	2,449.20

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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 76431:									2,449.20
02/20	02/21/2020	76432	17183	HEARTLAND AG SYSTEMS	VEHICLE MAINTENANCE	IF03429	1	605-53440-241-000	10.04
02/20	02/21/2020	76432	17183	HEARTLAND AG SYSTEMS	VEHICLE MAINTENANCE	IF03429	2	600-53616-241-000	10.04
02/20	02/21/2020	76432	17183	HEARTLAND AG SYSTEMS	VEHICLE MAINTENANCE	IF03429	3	600-53718-241-000	10.04
02/20	02/21/2020	76432	17183	HEARTLAND AG SYSTEMS	VEHICLE MAINTENANCE	IF03429	4	100-53000-241-000	36.82
Total 76432:									66.94
02/20	02/21/2020	76433	16232	HESSLING, JAMES	SWAPS REGISTRATION FEE	JH013120	1	100-53000-330-000	10.00
02/20	02/21/2020	76433	16232	HESSLING, JAMES	PLOWING MEALS	JH013120	2	100-53000-340-000	13.26
Total 76433:									23.26
02/20	02/21/2020	76434	1390	HOTSYS CLEANING SYSTEMS IN	PRESSURE WASHER REPAIR	0131993-IN	1	600-53616-340-000	120.31
02/20	02/21/2020	76434	1390	HOTSYS CLEANING SYSTEMS IN	PRESSURE WASHER REPAIR	0131993-IN	2	600-53716-340-000	120.31
02/20	02/21/2020	76434	1390	HOTSYS CLEANING SYSTEMS IN	PRESSURE WASHER REPAIR	0131993-IN	3	605-53440-340-000	120.31
02/20	02/21/2020	76434	1390	HOTSYS CLEANING SYSTEMS IN	PRESSURE WASHER REPAIR	0131993-IN	4	100-53000-340-000	441.13
Total 76434:									802.06
02/20	02/21/2020	76435	452	HYDRITE CHEMICAL	WATER CHEMICALS	02329454	1	600-53717-340-000	507.00
Total 76435:									507.00
02/20	02/21/2020	76436	16783	INFORMATION TECHNOLOGY P	COURT	19516	1	100-51200-210-000	89.26
02/20	02/21/2020	76436	16783	INFORMATION TECHNOLOGY P	GEN ADMIN	19516	2	100-51450-210-000	357.07
02/20	02/21/2020	76436	16783	INFORMATION TECHNOLOGY P	POLICE	19516	3	100-52100-210-000	918.00
02/20	02/21/2020	76436	16783	INFORMATION TECHNOLOGY P	FIRE/EMS	19516	4	100-52200-240-000	391.29
02/20	02/21/2020	76436	16783	INFORMATION TECHNOLOGY P	OUTREACH	19516	5	100-54600-210-000	119.12
02/20	02/21/2020	76436	16783	INFORMATION TECHNOLOGY P	COMM DEV	19516	6	100-52400-210-000	89.26
02/20	02/21/2020	76436	16783	INFORMATION TECHNOLOGY P	PUBLIC WORKS	19516	7	100-53000-210-000	121.72
02/20	02/21/2020	76436	16783	INFORMATION TECHNOLOGY P	WATER	19516	8	600-53710-210-000	48.63
02/20	02/21/2020	76436	16783	INFORMATION TECHNOLOGY P	SEWER	19516	9	600-53610-210-000	48.63
02/20	02/21/2020	76436	16783	INFORMATION TECHNOLOGY P	STORMWATER	19516	10	605-53440-310-000	48.51
02/20	02/21/2020	76436	16783	INFORMATION TECHNOLOGY P	EM MGT	19516	11	100-52500-221-000	29.75
02/20	02/21/2020	76436	16783	INFORMATION TECHNOLOGY P	FAMILY FESTIVAL	19516	12	100-51450-210-000	29.75
02/20	02/21/2020	76436	16783	INFORMATION TECHNOLOGY P	SERVER AND BACK UP	19516	13	400-57140-813-101	4,507.59

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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 76436:									6,798.58
02/20	02/21/2020	76437	476	JEFFERSON FIRE & SAFETY IN	BUNKER BOOT	IN114853	1	100-52200-343-000	650.00
02/20	02/21/2020	76437	476	JEFFERSON FIRE & SAFETY IN	BATTERY DOOR AND SPEAKER	IN114884	1	100-52200-240-000	170.00
Total 76437:									820.00
02/20	02/21/2020	76438	345	JFTCO, INC	TRUCK MAINTENANCE	SIMS000283	1	100-53000-241-000	602.42
02/20	02/21/2020	76438	345	JFTCO, INC	TRUCK MAINTENANCE	SIMS000283	2	600-53718-241-000	164.29
02/20	02/21/2020	76438	345	JFTCO, INC	TRUCK MAINTENANCE	SIMS000283	3	600-53616-241-000	164.29
02/20	02/21/2020	76438	345	JFTCO, INC	TRUCK MAINTENANCE	SIMS000283	4	605-53440-241-000	164.29
Total 76438:									1,095.29
02/20	02/21/2020	76439	1908	KREPSKI, SYLVIA	ELECTION WORKER	021820	1	100-51440-120-000	44.63
Total 76439:									44.63
02/20	02/21/2020	76440	2142	LANDPHIER, LAURNA	ELECTION INSPECTOR	021820	1	100-51440-120-000	34.00
Total 76440:									34.00
02/20	02/21/2020	76441	16416	LARSON, DEANN	ELECTION WORK	021820	1	100-51440-120-000	44.63
Total 76441:									44.63
02/20	02/21/2020	76442	2303	LARSON, SHARON	ELECTION INSPECTOR	021820	1	100-51440-120-000	34.00
Total 76442:									34.00
02/20	02/21/2020	76443	17305	LEARNING AND TALENT DEVEL	ONKEN - PTO TRAINING	021520	1	100-52100-331-000	250.00
Total 76443:									250.00
02/20	02/21/2020	76444	765	LEGAL SHIELD	LEGAL SHIELD	0108629-021	1	100-2156	379.85
Total 76444:									379.85

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
02/20	02/21/2020	76445	563	LW ALLEN LLC	LIFT STATION REPAIR	102113	1	600-53616-340-000	344.00
Total 76445:									344.00
02/20	02/21/2020	76446	581	MADISON TRUCK EQUIPMENT I	TRUCK MAINTENANCE	2-91370	1	605-53440-241-000	30.07
02/20	02/21/2020	76446	581	MADISON TRUCK EQUIPMENT I	TRUCK MAINTENANCE	2-91370	2	600-53616-241-000	30.07
02/20	02/21/2020	76446	581	MADISON TRUCK EQUIPMENT I	TRUCK MAINTENANCE	2-91370	3	600-53718-241-000	30.07
02/20	02/21/2020	76446	581	MADISON TRUCK EQUIPMENT I	TRUCK MAINTENANCE	2-91370	4	100-53000-241-000	110.24
02/20	02/21/2020	76446	581	MADISON TRUCK EQUIPMENT I	TRUCK MAINTENANCE	2-91423	1	100-53000-241-000	509.24
02/20	02/21/2020	76446	581	MADISON TRUCK EQUIPMENT I	TRUCK MAINTENANCE	2-91423	2	600-53718-241-000	138.88
02/20	02/21/2020	76446	581	MADISON TRUCK EQUIPMENT I	TRUCK MAINTENANCE	2-91423	3	600-53616-241-000	138.88
02/20	02/21/2020	76446	581	MADISON TRUCK EQUIPMENT I	TRUCK MAINTENANCE	2-91423	4	605-53440-241-000	138.88
Total 76446:									1,126.33
02/20	02/21/2020	76447	603	MCFARLAND CHAMBER OF CO	ROOM TAX DISBURSEMENT	021420	1	100-51100-790-000	1,035.86
Total 76447:									1,035.86
02/20	02/21/2020	76448	9	MCFARLAND PICK N SAVE	RESTITUTION - J STRAIT	021820	1	100-2645	190.00
Total 76448:									190.00
02/20	02/21/2020	76449	618	MCFARLAND TRUE VALUE	LIBRARY	95094-01312	1	205-55110-242-000	44.25
02/20	02/21/2020	76449	618	MCFARLAND TRUE VALUE	PW ITEMS	95094-01312	2	100-51600-242-000	15.67
02/20	02/21/2020	76449	618	MCFARLAND TRUE VALUE	PW ITEMS	95094-01312	3	100-53000-241-000	8.03
02/20	02/21/2020	76449	618	MCFARLAND TRUE VALUE	PW ITEMS	95094-01312	4	100-53000-310-000	9.23
02/20	02/21/2020	76449	618	MCFARLAND TRUE VALUE	PW ITEMS	95094-01312	5	100-53000-340-000	153.50
02/20	02/21/2020	76449	618	MCFARLAND TRUE VALUE	PW ITEMS	95094-01312	6	100-55200-210-000	23.33
02/20	02/21/2020	76449	618	MCFARLAND TRUE VALUE	PW ITEMS	95094-01312	7	100-55200-340-000	37.42
02/20	02/21/2020	76449	618	MCFARLAND TRUE VALUE	PW ITEMS	95094-01312	8	600-53616-241-000	2.20
02/20	02/21/2020	76449	618	MCFARLAND TRUE VALUE	PW ITEMS	95094-01312	9	600-53616-242-000	4.28
02/20	02/21/2020	76449	618	MCFARLAND TRUE VALUE	PW ITEMS	95094-01312	10	600-53616-340-000	41.86
02/20	02/21/2020	76449	618	MCFARLAND TRUE VALUE	PW ITEMS	95094-01312	11	600-53716-242-000	4.28
02/20	02/21/2020	76449	618	MCFARLAND TRUE VALUE	PW ITEMS	95094-01312	12	600-53716-340-000	41.86
02/20	02/21/2020	76449	618	MCFARLAND TRUE VALUE	PW ITEMS	95094-01312	13	600-53718-241-000	2.20
02/20	02/21/2020	76449	618	MCFARLAND TRUE VALUE	PW ITEMS	95094-01312	14	600-53718-340-000	111.58
02/20	02/21/2020	76449	618	MCFARLAND TRUE VALUE	PW ITEMS	95094-01312	15	605-53440-241-000	2.20
02/20	02/21/2020	76449	618	MCFARLAND TRUE VALUE	PW ITEMS	95094-01312	16	605-53440-242-000	4.28

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
02/20	02/21/2020	76449	618	MCFARLAND TRUE VALUE	PW ITEMS	95094-01312	17	605-53440-340-000	41.85
02/20	02/21/2020	76449	618	MCFARLAND TRUE VALUE	HOLES AW	95094-01312	18	100-52200-242-000	11.23
02/20	02/21/2020	76449	618	MCFARLAND TRUE VALUE	HOLES AW	95094-01312	19	100-52200-242-000	17.99
02/20	02/21/2020	76449	618	MCFARLAND TRUE VALUE	HOLES AW - RETURN	95094-01312	20	100-52200-242-000	5.40-
02/20	02/21/2020	76449	618	MCFARLAND TRUE VALUE	LOCKS	95094-01312	21	100-52200-242-000	26.07
02/20	02/21/2020	76449	618	MCFARLAND TRUE VALUE	BATTERIES	95094-01312	22	100-52200-340-000	13.49
02/20	02/21/2020	76449	618	MCFARLAND TRUE VALUE	FASTENERS	95094-01312	23	100-52200-340-000	4.36
02/20	02/21/2020	76449	618	MCFARLAND TRUE VALUE	FASTENERS	95094-01312	24	100-52200-241-000	2.52
02/20	02/21/2020	76449	618	MCFARLAND TRUE VALUE	CLAMP & GLUE	95094-01312	25	100-52200-242-000	19.33
02/20	02/21/2020	76449	618	MCFARLAND TRUE VALUE	PD ITEMS	95094-01312	26	100-52100-340-000	3.59
Total 76449:									641.20
02/20	02/21/2020	76450	16248	MEDIA CONTROL SYSTEMS, LL	LIBRAR DIGITAL SIGN	00003279	1	205-55110-342-000	3,000.00
02/20	02/21/2020	76450	16248	MEDIA CONTROL SYSTEMS, LL	WMCF SOFTWARE UPDATES AND SUPPORT	00003287	1	200-55600-320-000	800.00
Total 76450:									3,800.00
02/20	02/21/2020	76451	634	MENARDS - MONONA	PARK SUPPLIES-FORESTRY	87356	1	100-55200-210-000	51.95
Total 76451:									51.95
02/20	02/21/2020	76452	4	MIDDLETON FORD	M4 MAINTENANCE	387546S	1	100-52100-241-000	79.75
02/20	02/21/2020	76452	4	MIDDLETON FORD	M8 MAINTENANCE	387634S	1	100-52100-241-000	729.95
Total 76452:									809.70
02/20	02/21/2020	76453	2089	MIDWEST METER INC	WATER METERS	0118912-IN	1	600-1824	2,870.56
02/20	02/21/2020	76453	2089	MIDWEST METER INC	WATER METERS	0119137-IN	1	600-1824	1,047.50
02/20	02/21/2020	76453	2089	MIDWEST METER INC	WATER METERS	0119138-IN	1	600-1824	10,475.00
02/20	02/21/2020	76453	2089	MIDWEST METER INC	WATER METERS	0119139-IN	1	600-1824	3,696.00
02/20	02/21/2020	76453	2089	MIDWEST METER INC	WATER METERS	0119140-IN	1	600-1824	6,240.00
02/20	02/21/2020	76453	2089	MIDWEST METER INC	WATER METERS	0119157-CM	1	600-1824	2,870.56-
Total 76453:									21,458.50
02/20	02/21/2020	76454	17304	NAMI - DANE COUNTY	TRAUMA SENSITIVE ROOM ITEMS	020620	1	100-52100-391-000	350.00
02/20	02/21/2020	76454	17304	NAMI - DANE COUNTY	TRAUMA SENSITIVE ROOM ITEMS	020620	2	800-52100-210-000	355.39

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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 76454:									705.39
02/20	02/21/2020	76455	1896	NAPA AUTO PARTS	WELLHOUSE BATTERY	703019	1	600-53716-340-000	10.00-
02/20	02/21/2020	76455	1896	NAPA AUTO PARTS	FILTERS	703021	1	100-52200-241-000	8.64
02/20	02/21/2020	76455	1896	NAPA AUTO PARTS	BATTERY	705230	1	100-52100-241-000	130.91
02/20	02/21/2020	76455	1896	NAPA AUTO PARTS	VEHICLE PARTS	705231	1	100-53000-241-000	8.34
02/20	02/21/2020	76455	1896	NAPA AUTO PARTS	VEHICLE PARTS	705231	2	600-53718-241-000	2.28
02/20	02/21/2020	76455	1896	NAPA AUTO PARTS	VEHICLE PARTS	705231	3	600-53616-241-000	2.28
02/20	02/21/2020	76455	1896	NAPA AUTO PARTS	VEHICLE PARTS	705231	4	605-53440-241-000	2.28
02/20	02/21/2020	76455	1896	NAPA AUTO PARTS	BATTERY	705271	1	100-52200-241-000	10.00-
Total 76455:									134.73
02/20	02/21/2020	76456	2082	NASSCO INC	CLEANING SUPPLIES	S2577993.00	1	100-51600-242-000	133.53
02/20	02/21/2020	76456	2082	NASSCO INC	PW SUPPLIES	S2578920.00	1	100-53000-340-000	139.97
02/20	02/21/2020	76456	2082	NASSCO INC	PW SUPPLIES	S2578920.00	2	600-53718-340-000	38.18
02/20	02/21/2020	76456	2082	NASSCO INC	PW SUPPLIES	S2578920.00	3	600-53616-340-000	38.18
02/20	02/21/2020	76456	2082	NASSCO INC	PW SUPPLIES	S2578920.00	4	605-53440-340-000	38.18
Total 76456:									388.04
02/20	02/21/2020	76457	16969	OMALLEY, JOHN	ELECTION HELP	021820	1	100-51440-120-000	51.00
Total 76457:									51.00
02/20	02/21/2020	76458	1315	OPSAHL, CARLA	ELECTION INSPECTOR	021820	1	100-51440-120-000	34.00
Total 76458:									34.00
02/20	02/21/2020	76459	2146	PETERSON, DENISE	ELECTION INSPECTOR	021820	1	100-51440-120-000	44.63
Total 76459:									44.63
02/20	02/21/2020	76460	740	PETERSON, DON	ELECTION CHIEF	021820	1	100-51440-120-000	60.50
Total 76460:									60.50
02/20	02/21/2020	76461	764	PREMIER PAINT & WALLPAPER	PAINT SUPPLIES	56829	1	100-51600-242-000	83.97

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
02/20	02/21/2020	76461	764	PREMIER PAINT & WALLPAPER	PAINT	56865	1	100-52100-340-000	19.64
Total 76461:									103.61
02/20	02/21/2020	76462	1245	PROFESSIONAL PEST CONTRO	PW PEST CONTROL	450078	1	600-53610-210-000	5.85
02/20	02/21/2020	76462	1245	PROFESSIONAL PEST CONTRO	PW PEST CONTROL	450078	2	605-53440-210-000	5.85
02/20	02/21/2020	76462	1245	PROFESSIONAL PEST CONTRO	PW PEST CONTROL	450078	3	600-53710-210-000	5.85
02/20	02/21/2020	76462	1245	PROFESSIONAL PEST CONTRO	PW PEST CONTROL	450078	4	100-53000-340-000	21.45
02/20	02/21/2020	76462	1245	PROFESSIONAL PEST CONTRO	MC PEST CONTROL	450079	1	605-53440-210-000	6.90
02/20	02/21/2020	76462	1245	PROFESSIONAL PEST CONTRO	MC PEST CONTROL	450079	2	600-53610-210-000	6.90
02/20	02/21/2020	76462	1245	PROFESSIONAL PEST CONTRO	MC PEST CONTROL	450079	3	600-53710-210-000	6.90
02/20	02/21/2020	76462	1245	PROFESSIONAL PEST CONTRO	MC PEST CONTROL	450079	4	100-51600-340-000	25.30
Total 76462:									85.00
02/20	02/21/2020	76463	16741	PRO-TECH SECURITY SALES	HELMET AND SHIELD	29743	1	400-57210-811-101	104.00
Total 76463:									104.00
02/20	02/21/2020	76464	16435	RED ARROW ELECTRIC	BASHFORD PARKING LOT LIGHTING	020620	1	310-56700-821-000	14,840.00
Total 76464:									14,840.00
02/20	02/21/2020	76465	802	RENNERT'S FIRE EQUIP SRV IN	FIELD SERVICE KIT	41822	1	100-52200-241-000	254.49
Total 76465:									254.49
02/20	02/21/2020	76466	16829	REUTER, WHITISH & EVANS, S.	GENERAL LEGAL	65656	1	100-51300-210-101	3,232.87
02/20	02/21/2020	76466	16829	REUTER, WHITISH & EVANS, S.	PROSECUTIONS	65656	2	100-51300-210-102	224.00
02/20	02/21/2020	76466	16829	REUTER, WHITISH & EVANS, S.	LEGAL - TID #3	65656	3	305-56700-210-000	992.00
02/20	02/21/2020	76466	16829	REUTER, WHITISH & EVANS, S.	PARKS IMPACT STUDY	65656	4	400-57120-211-000	128.00
02/20	02/21/2020	76466	16829	REUTER, WHITISH & EVANS, S.	LEGAL - SEWER SERVICE	65656	5	600-53610-210-000	533.00
02/20	02/21/2020	76466	16829	REUTER, WHITISH & EVANS, S.	LEGAL - TID #4	65658	1	310-56700-210-000	720.00
02/20	02/21/2020	76466	16829	REUTER, WHITISH & EVANS, S.	LAKESTONE FARWELL DEVELOPMENT	65659	1	100-2640	2,019.80
02/20	02/21/2020	76466	16829	REUTER, WHITISH & EVANS, S.	GENERAL LEGAL	65664	1	100-51300-210-101	22.50
02/20	02/21/2020	76466	16829	REUTER, WHITISH & EVANS, S.	LEGAL - WATER SERVICE	65666	1	600-53710-210-000	176.00
02/20	02/21/2020	76466	16829	REUTER, WHITISH & EVANS, S.	PROSECUTIONS	65667	1	100-51300-210-102	279.00
02/20	02/21/2020	76466	16829	REUTER, WHITISH & EVANS, S.	PROSECUTIONS	65668	1	100-51300-210-102	65.60
02/20	02/21/2020	76466	16829	REUTER, WHITISH & EVANS, S.	PROSECUTIONS	65758	1	100-51300-210-102	1,634.20

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
02/20	02/21/2020	76466	16829	REUTER, WHITISH & EVANS, S.	LEGAL - TID #3	65767	1	305-56700-210-000	3,665.50
Total 76466:									13,692.47
02/20	02/21/2020	76467	9137	RICOH USA INC	RICOH COPIER EXTRA	5058717240	1	100-52100-240-000	20.92
Total 76467:									20.92
02/20	02/21/2020	76468	2311	RING, TREVOR	CHIEF ELECTION INSPECTOR	021820	1	100-51440-120-000	46.75
Total 76468:									46.75
02/20	02/21/2020	76469	2150	SCHRADER, MARV	ELECTION INSPECTOR	021820	1	100-51440-120-000	34.00
Total 76469:									34.00
02/20	02/21/2020	76470	1234	SHERVEN, CRAIG	SHERVEN-CLOTHING ALLOWANCE (SHOES)	CS013120	1	100-52100-142-000	70.20
Total 76470:									70.20
02/20	02/21/2020	76471	16414	SIMS, TERRE	ELECTION WORKER	021820	1	100-51440-120-000	46.75
Total 76471:									46.75
02/20	02/21/2020	76472	879	SOUTH CENTRAL LIBRARY SYS	EBOOKS & EAUDIOBOOKS	20-186	1	205-55110-342-000	4,032.00
02/20	02/21/2020	76472	879	SOUTH CENTRAL LIBRARY SYS	DATABASE FEES	20-267	1	205-55110-342-000	59.59
02/20	02/21/2020	76472	879	SOUTH CENTRAL LIBRARY SYS	PATRON PC MANAGEMENT	20-297	1	205-55110-342-000	180.00
Total 76472:									4,271.59
02/20	02/21/2020	76473	1165	SPRANG, SARA	CAMBRIDGE NUTRITION MILEAGE	SS013120	1	100-54600-141-000	22.43
02/20	02/21/2020	76473	1165	SPRANG, SARA	CM MCF - MILEAGE	SS013120	2	100-54600-141-000	40.25
Total 76473:									62.68
02/20	02/21/2020	76474	16361	STAR SUPPLY	GLOVES - N MCF	5539	1	100-54600-340-000	33.30
Total 76474:									33.30

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
02/20	02/21/2020	76475	1738	STATE OF WI TREASURER	MONTHLY COURT FEES - JAN	154-020120	1	100-45110-000	2,888.62
Total 76475:									2,888.62
02/20	02/21/2020	76476	904	STOLARIK, TONI	ELECTION WORKER	021820	1	100-51440-120-000	34.00
Total 76476:									34.00
02/20	02/21/2020	76477	16857	STRAND ASSOCIATES	DPW FACILITY	0157539	1	400-57140-825-101	12,056.62
02/20	02/21/2020	76477	16857	STRAND ASSOCIATES	PARK SURVEYING	0157646	1	400-57620-211-000	595.81
Total 76477:									12,652.43
02/20	02/21/2020	76478	16322	STRYKER SALES CORP	STRYKER ANNUAL	2922182M	1	100-52200-240-000	4,539.36
Total 76478:									4,539.36
02/20	02/21/2020	76479	2302	THOMPSON, ERIC	ELECTION INSPECTOR	021820	1	100-51440-120-000	46.75
Total 76479:									46.75
02/20	02/21/2020	76480	2042	THOMSON REUTERS	WEST INFORMATION CHARGES	841784312	1	100-52100-210-000	177.10
Total 76480:									177.10
02/20	02/21/2020	76481	958	TOWN & COUNTRY ENGINEER	PARKVIEW ESTATES - MC115	21217	1	100-2640	403.75
02/20	02/21/2020	76481	958	TOWN & COUNTRY ENGINEER	2019 LOWER YAHARA TRAIL - MC142	21218	1	400-57310-824-000	1,225.60
02/20	02/21/2020	76481	958	TOWN & COUNTRY ENGINEER	2019 STREET/WATERMAIN IMP - MC148	21219	1	400-57310-821-000	311.25
02/20	02/21/2020	76481	958	TOWN & COUNTRY ENGINEER	2020 STREET & UTILITY IMPROVEMENTS	21220	1	400-57310-821-000	3,267.10
02/20	02/21/2020	76481	958	TOWN & COUNTRY ENGINEER	ELVEHJEM ROAD PATH IMP - MC160	21221	1	400-57310-824-000	697.50
02/20	02/21/2020	76481	958	TOWN & COUNTRY ENGINEER	SEWER RATE ANALYSIS - MC162	21222	1	600-53710-211-000	1,355.00
02/20	02/21/2020	76481	958	TOWN & COUNTRY ENGINEER	2020 SUMP PUMP DISCHARGE - MC167	21223	1	605-53440-823-000	338.25
02/20	02/21/2020	76481	958	TOWN & COUNTRY ENGINEER	5611/5613 LAKE EDGE RD - MC169	21224	1	100-2640	290.00
02/20	02/21/2020	76481	958	TOWN & COUNTRY ENGINEER	2020 GIS SUPPORT - MC170	21225	1	100-52400-211-000	1,523.75
Total 76481:									9,412.20
02/20	02/21/2020	76482	16399	UNIVERSITY TOWING SERVICE	TOWING	20-4564	1	100-53000-241-000	68.75
02/20	02/21/2020	76482	16399	UNIVERSITY TOWING SERVICE	TOWING	20-4564	2	600-53718-241-000	18.75

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
02/20	02/21/2020	76482	16399	UNIVERSITY TOWING SERVICE	TOWING	20-4564	3	600-53616-241-000	18.75
02/20	02/21/2020	76482	16399	UNIVERSITY TOWING SERVICE	TOWING	20-4564	4	605-53440-241-000	18.75
Total 76482:									125.00
02/20	02/21/2020	76483	16833	UTTER, JACQUELINE	ELECTION WORKER	021820	1	100-51440-120-000	34.00
Total 76483:									34.00
02/20	02/21/2020	76484	1081	WI MUNICIPAL JUDGES ASSN	YEARLY JUDGES ASSOCIATION DUES	021020	1	100-51200-320-000	100.00
Total 76484:									100.00
02/20	02/21/2020	76485	1094	WI SUPREME COURT	CONTINUING JUDICIAL EDUCATION	13-0154(202	1	100-51200-320-000	700.00
Total 76485:									700.00
02/20	02/21/2020	76486	16841	WRIGHT WORLD SPORTS	EMS CLOTHING	2117-REMAI	1	100-52200-142-000	2,032.50
Total 76486:									2,032.50
02/20	02/21/2020	76487	16834	WROLSTAD, DEBRA	ELECTION INSPECTOR	021820	1	100-51440-120-000	46.75
Total 76487:									46.75
02/20	02/21/2020	76488	16976	WYATT, COURTNEY	CHIEF INSPECTOR	021820	1	100-51440-120-000	60.50
Total 76488:									60.50
02/20	02/21/2020	76489	16349	ZIMBRICK EASTSIDE	PARTS	107533	1	605-53440-241-000	9.87
02/20	02/21/2020	76489	16349	ZIMBRICK EASTSIDE	PARTS	107533	2	600-53616-241-000	9.87
02/20	02/21/2020	76489	16349	ZIMBRICK EASTSIDE	PARTS	107533	3	600-53718-241-000	9.87
02/20	02/21/2020	76489	16349	ZIMBRICK EASTSIDE	PARTS	107533	4	100-53000-241-000	36.20
Total 76489:									65.81
02/20	02/21/2020	76490	1910	ZURBUCHEN OIL INC	BULK DIESEL FUEL	241521	1	100-53000-341-000	664.70

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 76490:									664.70
Grand Totals:									2,839,603.11

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
100-2120	3,776.31	2,709,879.39-	2,706,103.08-
100-2156	379.85	.00	379.85
100-2157	1,329.04	.00	1,329.04
100-2364	3,722.31	3,722.31-	.00
100-2431	513,683.99	.00	513,683.99
100-2460	1,974,970.01	.00	1,974,970.01
100-2465	485.52	.00	485.52
100-2470	156,126.44	.00	156,126.44
100-2640	2,713.55	.00	2,713.55
100-2645	190.00	.00	190.00
100-45110-000	3,734.31	.00	3,734.31
100-46230-000	1,660.54	.00	1,660.54
100-51100-321-000	227.71	.00	227.71
100-51100-790-000	1,035.86	.00	1,035.86
100-51200-210-000	89.26	.00	89.26
100-51200-320-000	800.00	.00	800.00
100-51200-390-000	50.00	.00	50.00
100-51300-210-101	3,255.37	.00	3,255.37
100-51300-210-102	2,202.80	.00	2,202.80
100-51420-210-000	800.00	.00	800.00
100-51420-211-000	1,042.00	38.60-	1,003.40
100-51420-310-000	20.09	.00	20.09
100-51440-120-000	1,036.91	.00	1,036.91
100-51440-321-000	81.19	.00	81.19
100-51440-340-000	396.78	.00	396.78
100-51450-210-000	386.82	.00	386.82
100-51540-513-000	2,449.20	.00	2,449.20
100-51600-220-000	3,348.78	.00	3,348.78

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
100-51600-242-000	233.17	.00	233.17
100-51600-340-000	25.30	.00	25.30
100-52100-142-000	70.20	.00	70.20
100-52100-210-000	1,095.10	.00	1,095.10
100-52100-240-000	20.92	.00	20.92
100-52100-241-000	940.61	.00	940.61
100-52100-331-000	400.00	.00	400.00
100-52100-340-000	23.23	.00	23.23
100-52100-341-000	1,504.58	.00	1,504.58
100-52100-391-000	350.00	.00	350.00
100-52200-142-000	2,032.50	.00	2,032.50
100-52200-221-000	657.03	.00	657.03
100-52200-240-000	5,100.65	.00	5,100.65
100-52200-241-000	265.65	10.00-	255.65
100-52200-242-000	168.39	5.40-	162.99
100-52200-340-000	195.03	.00	195.03
100-52200-341-000	1,017.82	.00	1,017.82
100-52200-343-000	650.00	.00	650.00
100-52400-210-000	89.26	.00	89.26
100-52400-211-000	10,357.57	.00	10,357.57
100-52500-221-000	29.75	.00	29.75
100-53000-210-000	121.72	.00	121.72
100-53000-221-000	108.64	.00	108.64
100-53000-241-000	2,980.10	.00	2,980.10
100-53000-291-000	730.18	.00	730.18
100-53000-310-000	9.23	.00	9.23
100-53000-330-000	10.00	.00	10.00
100-53000-340-000	811.52	.00	811.52
100-53000-341-000	2,511.23	.00	2,511.23
100-54600-141-000	94.31	.00	94.31
100-54600-210-000	119.12	.00	119.12
100-54600-340-000	62.19	.00	62.19
100-55200-210-000	75.28	.00	75.28
100-55200-220-000	253.37	.00	253.37
100-55200-242-000	285.91	.00	285.91
100-55200-340-000	37.42	.00	37.42
100-55200-341-000	224.08	.00	224.08
200-2120	1,676.69	800.00-	876.69
200-55600-320-000	800.00	.00	800.00
200-55600-342-000	.00	1,676.69-	1,676.69-

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
205-2120	.00	18,968.43-	18,968.43-
205-55110-220-000	2,066.91	.00	2,066.91
205-55110-242-000	9,048.07	.00	9,048.07
205-55110-330-000	28.64	.00	28.64
205-55110-342-000	7,271.59	.00	7,271.59
205-55110-344-000	553.22	.00	553.22
305-2120	.00	5,357.50-	5,357.50-
305-56700-210-000	5,357.50	.00	5,357.50
310-2120	.00	16,260.00-	16,260.00-
310-56700-210-000	1,420.00	.00	1,420.00
310-56700-821-000	14,840.00	.00	14,840.00
315-2120	.00	700.00-	700.00-
315-56700-210-000	700.00	.00	700.00
400-2120	.00	43,610.24-	43,610.24-
400-57120-211-000	928.00	.00	928.00
400-57140-813-101	4,507.59	.00	4,507.59
400-57140-825-101	12,056.62	.00	12,056.62
400-57140-825-103	18,200.43	.00	18,200.43
400-57210-811-101	104.00	.00	104.00
400-57220-812-104	183.00	.00	183.00
400-57220-813-101	1,533.34	.00	1,533.34
400-57310-821-000	3,578.35	.00	3,578.35
400-57310-824-000	1,923.10	.00	1,923.10
400-57620-211-000	595.81	.00	595.81
405-2120	.00	1,637.00-	1,637.00-
405-57620-811-101	1,637.00	.00	1,637.00
600-1824	24,329.06	2,870.56-	21,458.50
600-2120	2,880.56	47,632.55-	44,751.99-
600-53610-210-000	1,406.32	.00	1,406.32
600-53610-310-000	83.97	.00	83.97
600-53610-510-000	6,870.00	.00	6,870.00
600-53615-341-000	167.87	.00	167.87
600-53616-241-000	812.76	.00	812.76
600-53616-242-000	4.28	.00	4.28
600-53616-340-000	555.86	.00	555.86
600-53616-341-000	335.73	.00	335.73
600-53710-210-000	1,049.31	.00	1,049.31
600-53710-211-000	1,355.00	.00	1,355.00
600-53710-310-000	83.97	.00	83.97
600-53710-341-000	335.73	.00	335.73

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
600-53710-510-000	6,870.00	.00	6,870.00
600-53716-220-000	1,557.34	.00	1,557.34
600-53716-242-000	4.28	.00	4.28
600-53716-340-000	173.68	10.00-	163.68
600-53717-340-000	507.00	.00	507.00
600-53718-241-000	812.76	.00	812.76
600-53718-340-000	149.76	.00	149.76
600-53718-341-000	167.87	.00	167.87
605-2120	.00	2,736.17-	2,736.17-
605-53440-210-000	712.75	.00	712.75
605-53440-241-000	812.76	.00	812.76
605-53440-242-000	4.28	.00	4.28
605-53440-310-000	132.47	.00	132.47
605-53440-340-000	211.85	.00	211.85
605-53440-341-000	503.60	.00	503.60
605-53440-530-000	20.21	.00	20.21
605-53440-823-000	338.25	.00	338.25
800-2120	.00	355.39-	355.39-
800-52100-210-000	355.39	.00	355.39
Grand Totals:	<u>2,856,270.23</u>	<u>2,856,270.23-</u>	<u>.00</u>

Report Criteria:

Report type: GL detail

M = Manual Check, V = Void Check



PUBLIC SAFETY COMMITTEE SUMMARY SHEET

MEETING DATE: Monday, February 24, 2020

SECTION: Business

DEPARTMENT: Administration

CONTACT: Craig Sherven, Police Chief

AGENDA ITEM: Motion to approve an event permit Team 608 LLC. to hold the 608 Fox Trot Run on May 9, 2020 as recommended for approval by the Public Safety Committee.

PREVIOUS ACTION:

ISSUE SUMMARY:

Team 608 LLC has submitted an event permit for the 608 Fox Trot Run on May 9, 2020. This event was approved as a street use permit in 2019 before the new event permit became effective in May of 2019. The event is a 5k run/walk that begins and ends at Lewis Park. At the end of the race there is food, music, games and a silent auction.

FINANCIAL/BUDGET IMPACT:

N/A

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

Chapter 36 of the Village code of ordinance regarding events that require a permit.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Staff recommends approval of an event permit for the 608 Fox Trot Walk/Run with the conditions outlined in Chief Sherven's letter dated February 5, 2020.

The Public Safety Committee unanimously approved the issuance of an event permit for the 608 Fox Trot Walk/Run with the conditions outlined in Chief Sherven's letter dated February 5, 2020.

ATTACHMENTS:

1. 608 Fox Trot Application
2. 608 Fox Trot Police Recommendation
3. 608 Fox Trot Fire & Rescue Recommendation
4. 608 Fox Trot Public Works Recommendation





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>Libby Pavelec</u>	Phone: <u>608-345-7198</u>
Address: <u>5960 Oak Hollow Dr, McFarland, WI, 53558</u>	
Email Address: <u>libbyPavelec@gmail.com</u>	

Agency/Organization Information – (If applicable)	
Name: <u>Team 608 LLC</u>	Phone: <u>608-345-7198</u>
Address: <u>5960 Oak Hollow Dr, McFarland, WI, 53558</u>	
Email Address: <u>608FoxTrot@gmail.com</u>	

Event Information	
Name of Event: <u>608 Fox Trot</u>	Type of Event: <u>5k run/walk</u>
Location of Event: <u>Lewis Park</u>	
Event Date(s): <u>May 9th 2020</u>	Event Time(s): <u>8am - 3pm</u>
Total number of anticipated attendees: <u>300</u>	Total Number of attendees anticipated being at the event at one time: <u>200</u>
Set up Start Time: <u>8am</u>	Tear Down End Time: <u>5pm</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
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	If yes, 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: <u>Lewis 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>04 / 19</u> (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):
11. Will the event include any mobile food carts? ☐ - Yes ☒ - No	If yes, a Mobile Food Establishment Permit is required for each cart. Please contact the Clerk at 608-838-3153. Form may also be accessed at: Mcfarland.wi.us/licensespermits
12. Will the event include any vendors? ☐ - Yes ☒ - No	If yes, a Direct Seller Permit may be required for each vendor. Municipal Staff will contact you to obtain more information.

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:

Contact Base director Nicole Pavelec, 608-335-1110 or nicolepavelec@gmail.com
She is flexible w/ date/times. - She will be representing me in my
abcenst

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
Libby Pavelec	Start/End	8am - end	608-345-7198
Brad Pavelec	Music/Mc	same ^	608-345-7339
Nicole Pavelec	Shelter	same ^	608-335-1110
Craig Hanson	Food/Music	same ^	608-206-0058
Traci Schwarting	Food	same ^	608-772-9991

Indemnification Agreement

In consideration for the issuance of the Event Permit, the undersigned, both individually and the agency or organization applying for the Event Permit, shall indemnify, defend and hold harmless the Village of McFarland and its officers, officials, agents, and employees against all loss or expense (including liability costs and reasonable attorney's fees) by reason of any claim or suit, or of liability imposed by law upon the Village or its officers, officials, agents or employees, for damages because of injury, including death at any time resulting therefrom, sustained by any person or persons, or on account of damages to property, including loss of use thereof, arising from, in connection with, caused by or resulting from the Event. The undersigned represents that he or she has authority to enter into this agreement on behalf of the agency or organization applying for this permit.

Applicant Signature:

Libby Pavelec

Date:

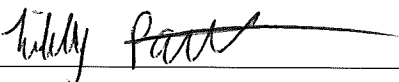
11/29/2020

Certification Section

PLEASE READ CAREFULLY BEFORE SIGNING

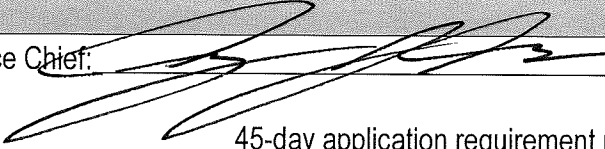
I understand the application and event requirements and agree to the following:

- ☒ - 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: 

Date: 11/29/2020

FOR VILLAGE USE ONLY

☒ - Approved ☐ - Denied Police Chief:  Date: 02-25-20

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.

2020 608 Fox Trot

May 9th 2020

Lewis Park, McFarland, WI

8am- Team 608 members and volunteers will arrive at Lewis Park on May 9th 2020 to set up for the 5k fun/walk. All race coordinators/directors will be staying from start to finish of the event. Set up includes (but not limited to): table set up for: food, sign in/registration, MC station, hanging signs and banners at Lewis park and along the route, and grilling.

9am- Participant check-in and registration opens at Lewis Park. Participants will check-in and gather in the surrounding areas to await the start. Participants will be sent a detailed email a week prior to May 9th instructing them of the schedule, event details on parking, post-event activities, etc.

9:50am- A welcome message from race coordinator and the family will begin and last approx. 10 min.

10am- The first wave of participants will start (runners will go first) followed by 2-3 other waves of descending levels of speed all leaving from Lewis Park. We approximate the total time for participants to be on route to be max 50min- 1 hour. During the time participants are on route there will be a sufficient amount of race coordinators staying at Lewis park to coordinate post event activities. As well, a very sufficient amount of volunteers along the route to help coordinate the flow of the race and help if any problem/injury were to arise. Volunteers will be located at significant intersections and along various other locations. Volunteers will be thoroughly instructed on what to do if a problem were to occur and know the right person of contact, as well will be equipped with a small first-aid kit for minor blisters, scraps, etc.

Approx. 11 am-2pm- Participants will end at Lewis Park and are invited to stay for post-event festivities. Including: food, friends, music, silent auction, yard games, and a thank you message from Team 608. All of which will be thoroughly supervised by race coordinators and volunteers. There will be a "hard" stop of the event to ensure the proper amount of clean up/tear down time by board and volunteer members. Someone will go along the route and make sure all signage is picked up and the route is cleaned.

This aerial map illustrates the layout for the 2019 Fall Festival at Lewis Park. Key areas and roads are labeled:

- Grilling station**: Located near the top left of the festival area.
- YARD GAMES**: A large area designated for yard games, located in the upper center.
- Food/gathering/MC table**: The central area for food, gathering, and the Master of Ceremonies.
- Silent auction**: Located on the right side of the festival area.
- Start**: The starting line for the race, located near the center.
- End**: The finish line for the race, located near the top center.
- Lewis Park**: The main location of the festival, marked with a pin.
- Legion Memorial Park**: A nearby location, also marked with a pin.
- Roads**: **Lanolin** and **Highland Dr** are visible roads surrounding the park.

The Google Map logo is visible in the bottom right corner.

Map of the McFarland area in Wisconsin, showing a route for a walk. The route is marked with a black line and arrows, starting at a pink 'Start' label near the intersection of Exchange Street and Farwell Street, and ending at a pink 'end' label near the intersection of Exchange Street and Johnson Street. The route passes through the Indian Mound Conservation Park and the Granview Conservancy Area. A green box highlights a parking area near the intersection of Exchange Street and Sugar Road, with a list of addresses: Renee Court, Lewis Lane, and Lani Lane. A note below the list says '*Walk to lower Lewis Park (B)'. A yellow box highlights the intersection of Exchange Street and Johnson Street. The map includes various street names, parks, and landmarks. A scale bar at the bottom left indicates distances in miles. A legend at the bottom right explains the symbols used on the map.

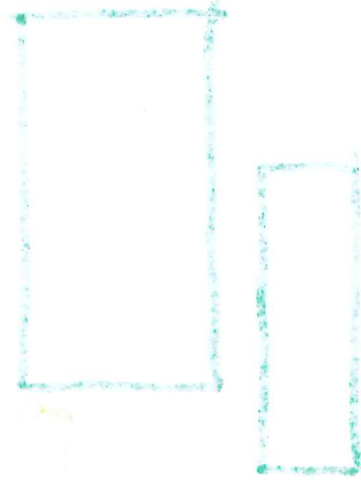
Parking

- Renee Court
- Lewis Lane
- Lani Lane

*Walk to lower Lewis Park (B)

*** Please do not park in upper Lewis Park (A) ***

- Start | end @ Lewis Park





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: February 5, 2020

TO: McFarland Village Board / Public Safety Committee

FROM: Craig J. Sherven, Chief of Police

REFERENCE: Recommendation of Approval, 608 Fox Trot Event

I have reviewed the Special Event Permit Application submitted for the 608 Fox Trot Walk/Run Event to be held on May 9th, 2020 from 8:00 am to 3:00 pm, beginning and ending at Lewis Park. The organizers expect between 200-300 participants. Please see the attached for events details.

NOTE: This approval is for the event permit only and does not constitute approval of any separate required applications or requests such as park reservations. If your event requires a park reservation, a separate request must be made. Failure to reserve necessary park space may result in having to share facilities with other parties.

Please note that some requirements are stricter as compared to last year's event due to the increased number of expected participants. I recommend that the following conditions apply:

- Event volunteers working road crossings or intersections are to wear high-vis safety vests and have a means of communication (such as a cell phone) with them.
- Event volunteers working in all other capacities are to wear brightly colored shirts containing wording that clearly identifies them as event staff.
- Volunteers will be staffed all road crossings and/or intersections.
- Organizers will provide two staff members that are mobile (such as on bikes) to patrol the route. These staff members should have basic medical equipment with them and a means of communicating with organizers and 911.
- Volunteers will be located throughout the route to monitor for injuries, with the ability to notify 911 if an emergency should occur.
- **Note that Sgt. Maurer still needs to meet with organizers to discuss event specifics. Thus, the organizers agree to adhere to any additional requirements identified by the police, fire/ems or public works departments subsequent to this approval.**

Respectfully,

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

February 5, 2020

Re: Event Permit Review – 608 Fox Trot

I have reviewed the submitted event application by Libby Pavelec, Team 608 LLC for the 608 Fox Trot Event to occur on May 9, 2020 located at Lewis Park and adjacent streets in the Village.

The application is substantially complete and complies with the EMS and fire requirements. The organizer identified intersections to be monitored where participants will be crossing streets. The individuals monitoring the crossings should be wear reflective or brightly colored clothing. The individuals should also be equipped with a cellphone to aid in calling 911.

I recommend approval of the permit.

Sincerely,

A handwritten signature in black ink that reads "Christopher C. Dennis". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

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



www.mcfarland.wi.us | 5915 Milwaukee St, McFarland, WI 53558 |
608.838.3153

February 5, 2020

RE: 608 Fox Trot Run

The Public Works Department does not have any conditions or issues with the upcoming Fox Trot as presented.

I wish them well with their event and hopefully the weather cooperates.

Regards,

A handwritten signature in black ink, appearing to read 'Jim Hessling', is positioned above the printed name.

Jim Hessling
Director of Public Works



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, February 24, 2020

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Sayer Larson, Parks Superintendent

AGENDA ITEM: Discussion and action regarding a project to expand and regrade portions of the dog park.

PREVIOUS ACTION:

The Parks, Recreation, and Natural Resources Committee considered Staff's recommendation at their meeting on February 20, 2020 and unanimously recommended approval.

ISSUE SUMMARY:

Staff is proposing an expansion of the large area of the dog park. The area proposed is west of the existing dog park and will add approximately 2.5 acres. The area in question is usable space for this purpose that requires expansion of the fencing in order to capture land that is not included within the delineation. The regrading of this area will help build up the surface about a foot in order to provide better flow and drainage through the area eliminating some soggy conditions. This is possible as the area in question is, again, not delineated as wetland. The project is small but helps the dog park expand to about 10 acres in size using our own land whereby larger expansion onto neighboring property is likely not realistic for many years, if at all. Two quotes were obtained for this work as follows:

- Moll - \$38,277.50 - Moll has worked in this park before and most recently completed the second phase of the woodland clearing project. They also completed the first phase of this project.
- MZ Construction - \$45,000 - MZ is the contractor for the Frisbee Golf Course and has been working on that in pieces over the winter.

Staff recommends accepting the proposal from Moll to do this work. Staff will work with the contractor to remove the fence, carefully place fill around mature trees, and leave a buffer area between the new fence and existing wetlands for continued trail access in the park. The work would begin this Spring with restoration to follow soon after to minimize the disruption the work will cause to the use of the park. The proposal and site plan from the Master Plan is included within your packet along with the construction docs for the project. Additionally, we have an open contract with Moll currently from the Phase 2 woodland clearing work and creating an addendum to that agreement will be efficient for this purpose.

**FINANCIAL/BUDGET IMPACT:**

The 2020 Budget for improvements within Urso/Schuetz Park allocated a total of \$1,000,000. However, fund availability is a little higher since some of the work did not get completed in 2019 that was expected to begin and finish in 2020 when the budget was adopted. The sources of that allocation are \$500,000 borrowed money within the Capital Projects Fund, \$250,000 in reserves within the Capital Projects Fund (borrowed money from 2019 for this purpose), and \$250,000 from the Parks Fund (i.e. - impact fees). The total borrowing for disc golf, dog park work, and woodland clearing was \$350,000 and funds were not expended for these purposes until recently. So the total available allocation is closer to \$1.1 million for this work in 2020. The 2020 Borrowing could be reduced also as a result of this, but the additional funds combined with the approved funding levels gives us some flexibility as these projects start to line up and are implemented.

Some things have been approved as of yet and some things continue to be a work in progress. The following items are presently known, this project included:

- Disc Golf - \$246,000
- Woodland Clearing - \$38,240
- Dog Park Expansion - \$38,278
- Total - \$322,518

Out of the \$1,100,000 available for this work there remains \$777,482 within this line item in 2020. The remaining funds are for facility development to support the dog park (next agenda item). This project as presented to expand and regrade the dog park is within budgetary parameters based on the funds available.

VILLAGE PLAN REFERENCE:

Urso/Schuetz Park Master Plan Update 2017 - Below is a link to the Parks Committee webpage and under the Relevant Information column you can click on the link to view the full plan.

https://www.mcfarland.wi.us/parks_recreation_and_natural_resources_committee

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval.

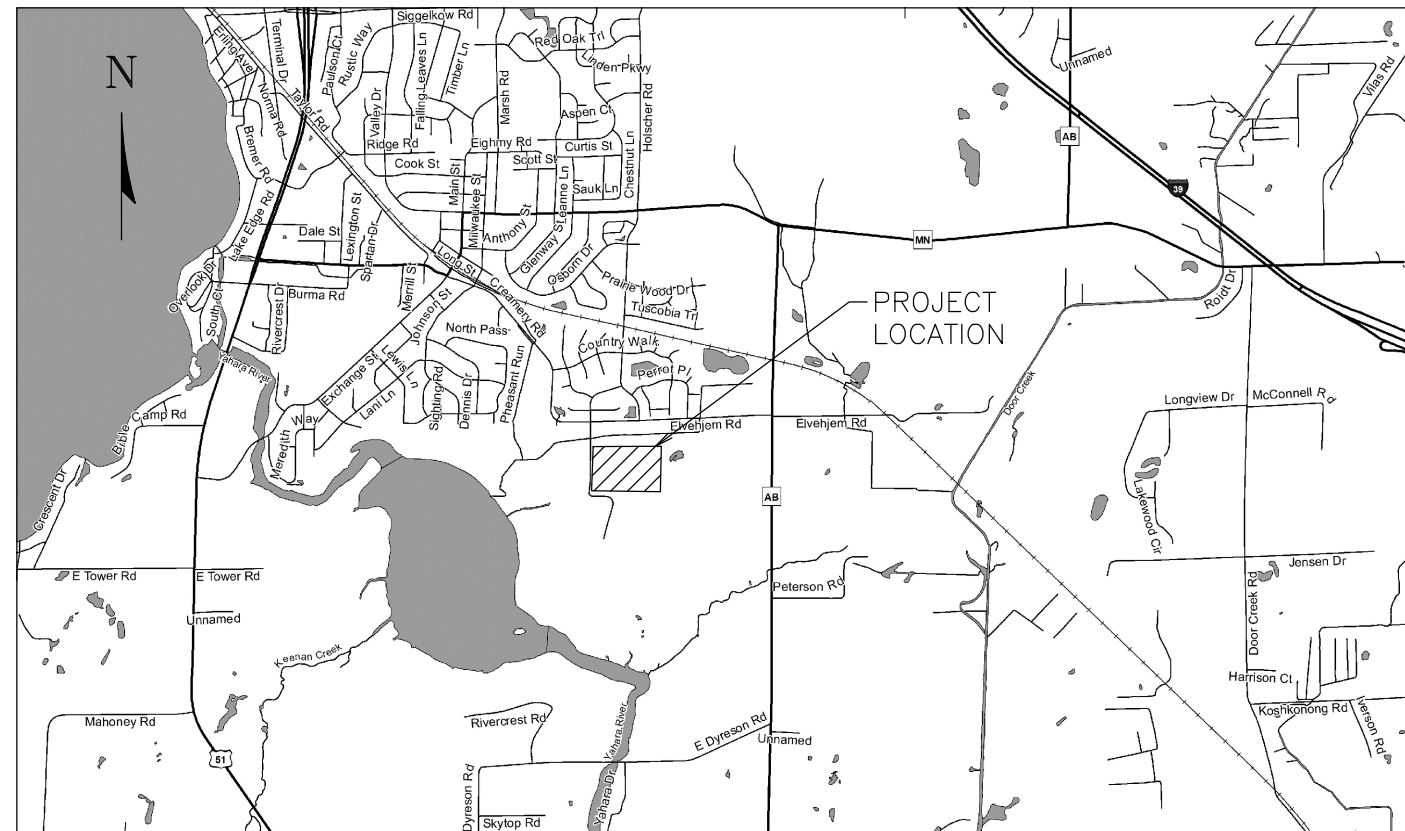
ATTACHMENTS:

1. DPGRADING
2. Dog Park Grading - Moll

2020 SITE IMPROVEMENTS ORCHARD HILL PARK DOG PARK EXPANSION

Village of McFarland, Wisconsin

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



NO SCALE



LEGEND

UNDERGROUND TELE.	— UT —	— UT —	— UT —	— UT —
UNDERGROUND CATV.	— CBL —	— CBL —	— CBL —	— CBL —
UNDERGROUND ELEC.	— UE —	— UE —	— UE —	— UE —
OVERHEAD	— OH —	— OH —	— OH —	
EXISTING GAS	— G —	— G —	— G —	— G —
PROPERTY LINE	— — — — —	— — — — —	— — — — —	— — — — —
EXISTING WATER MAIN	— — — — —	— — — — —	— — — — —	— — — — —
EXISTING SANITARY SEWER	— — — — —	— — — — —	— — — — —	— — — — —
EXISTING STORM SEWER	— — — — —	— — — — —	— — — — —	— — — — —
EXISTING FENCE LINE	— x —	— x —	— x —	— x —
SAWCUT	XX			
NEW STORM SEWER				
NEW WATER MAIN				
NEW SANITARY SEWER				
NEW ITEMS:				
WATER VALVE	CURB STOP	HYDRANT	MANHOLE	CURB INLET
				ENDWALL
EXISTING ITEMS:				
FLAG POLE	MAILBOX	POWER POLE	LIGHT POLE	LAMP POST
WATER VALVE	CURB STOP	HYDRANT	WELL	MONITORING WELL
				TRACER WIRE
SANITARY MANHOLE	SANITARY VALVE	CLEANOUT	STORM MANHOLE	CURB INLET
SQUARE INLET	ENDWALL	STUMP	DECID. TREE (RELATIVE SIZE SHOWN)	EVERGREEN
				SHRUB OR HEDGE
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



EROSION CONTROL NOTES:

- LOCATIONS MARKED WITH "■" TO RECEIVE INLET FILTER PROTECTION DURING CONSTRUCTION. ALL NEW STREET INLETS MUST ALSO RECEIVE INLET FILTER PROTECTION. IF NO INLET IS AT THE MARKED LOCATION, CONSTRUCT A STONE CHECK DAM IN GUTTER LINE.
 - SURFACE FLOW DIRECTION IS INDICATED WITH 
 - SILT FENCE INSTALLATION IS INDICATED WITH 
 - POST WDNR CERTIFICATE OF PERMIT COVERAGE ON SITE AND MAINTAIN UNTIL CONSTRUCTION ACTIVITIES HAVE CEASED, THE SITE IS STABILIZED, AND A NOTICE OF TERMINATION IS FILED WITH WDNR.
 - KEEP A COPY OF THE CURRENT EROSION CONTROL PLAN ON SITE THROUGHOUT THE DURATION OF THE PROJECT.
 - SUBMIT PLAN REVISIONS OR AMENDMENTS TO THE WDNR AT LEAST 5 DAYS PRIOR TO FIELD IMPLEMENTATION.
 - THE CONTRACTOR IS RESPONSIBLE FOR ROUTINE SITE INSPECTIONS AT LEAST ONCE EVERY 7 DAYS AND WITHIN 24 HOURS AFTER A RAINFALL EVENT OF 0.5 INCHES OR GREATER. KEEP INSPECTION REPORTS ON-SITE AND MAKE THEM AVAILABLE UPON REQUEST.
 - INSPECT AND MAINTAIN ALL INSTALLED EROSION CONTROL PRACTICES UNTIL THE CONTRIBUTING DRAINAGE AREA HAS BEEN STABILIZED.
 - WHEN POSSIBLE: PRESERVE EXISTING VEGETATION (ESPECIALLY ADJACENT TO SURFACE WATERS), MINIMIZE LAND-DISTURBING CONSTRUCTION ACTIVITY ON SLOPES OF 20% OR MORE, MINIMIZE SOIL COMPACTION, AND PRESERVE TOPSOIL.
 - REFER TO THE WDNR STORMWATER CONSTRUCTION TECHNICAL STANDARDS AT http://dnr.wi.gov/topic/stormwater/standards/const_standards.html.
 - INSTALL PERIMETER EROSION CONTROLS AND ROCK TRACKING PAD CONSTRUCTION ENTRANCE(S) PRIOR TO ANY LAND-DISTURBING ACTIVITIES, INCLUDING CLEARING AND GRUBBING. USE WDNR TECHNICAL STANDARD STONE TRACKING PAD AND TIRE WASHING #1057 FOR ROCK CONSTRUCTION ENTRANCE(S).
 - STAGE CONSTRUCTION GRADING ACTIVITIES TO MINIMIZE THE CUMULATIVE EXPOSED AREA. CONDUCT TEMPORARY GRADING FOR EROSION CONTROL PER WDNR TECHNICAL STANDARD TEMPORARY GRADING PRACTICES FOR EROSION CONTROL #1067.
- INSTALL AND MAINTAIN SILT FENCING PER WDNR TECHNICAL STANDARD SILT FENCE #1056. REMOVE SEDIMENT FROM BEHIND SILT FENCES AND SEDIMENT BARRIERS BEFORE SEDIMENT REACHES A DEPTH THAT IS EQUAL TO ONE-HALF OF THE FENCE AND/OR BARRIER HEIGHT.
 - REPAIR BREAKS AND GAPS IN SILT FENCES AND BARRIERS IMMEDIATELY. REPLACE DECOMPOSING STRAW BALES (TYPICAL BALE LIFE IS 3 MONTHS). LOCATE, INSTALL, AND MAINTAIN STRAW BALES PER WDNR TECHNICAL STANDARD DITCH CHECKS #1062.
 - IMMEDIATELY STABILIZE STOCKPILES AND SURROUND STOCKPILES AS NEEDED WITH SILT FENCE OR OTHER PERIMETER CONTROL IF STOCKPILES WILL REMAIN INACTIVE FOR 7 DAYS OR LONGER.
 - IMMEDIATELY STABILIZE ALL DISTURBED AREAS THAT WILL REMAIN INACTIVE FOR 14 DAYS OR LONGER. BETWEEN SEPTEMBER 15 AND OCTOBER 15: STABILIZE WITH MULCH, TACKIFIER, AND A PERENNIAL SEED MIXED WITH WINTER WHEAT, ANNUAL OATS, OR ANNUAL RYE, AS APPROPRIATE FOR REGION AND SOIL TYPE. OCTOBER 15 THROUGH COLD WEATHER: STABILIZE WITH A POLYMER AND DORMANT SEED MIX, AS APPROPRIATE FOR REGION AND SOIL TYPE.
 - STABILIZE AREAS OF FINAL GRADING WITHIN 7 DAYS OF REACHING FINAL GRADE.
 - SWEEP/CLEAN UP ALL SEDIMENT/TRASH THAT MOVES OFF-SITE DUE TO CONSTRUCTION ACTIVITY OR STORM EVENTS BEFORE THE END OF THE SAME WORKDAY OR AS DIRECTED BY THE OWNER. SEPARATE SWEEPED MATERIALS (SOILS AND TRASH) AND DISPOSE OF APPROPRIATELY.
 - THE CONTRACTOR IS RESPONSIBLE FOR CONTROLLING DUST PER WDNR TECHNICAL STANDARD DUST CONTROL ON CONSTRUCTION SITES #1068.
 - PROPERLY DISPOSE OF ALL WASTE AND UNUSED BUILDING MATERIALS (INCLUDING GARBAGE, DEBRIS, CLEANING WASTES, OR OTHER CONSTRUCTION MATERIALS) AND DO NOT ALLOW THESE MATERIALS TO BE CARRIED BY RUNOFF INTO THE RECEIVING CHANNEL.
 - COORDINATE WITH THE OWNER TO UPDATE THE LAND DISTURBANCE PERMIT TO INDICATE THE ANTICIPATED OR LIKELY DISPOSAL LOCATIONS FOR ANY EXCAVATED SOILS OR CONSTRUCTION DEBRIS THAT WILL BE HAULED OFF-SITE FOR DISPOSAL. THE DEPOSITED OR STOCKPILED MATERIAL NEEDS TO INCLUDE PERIMETER SEDIMENT CONTROL MEASURES (SUCH AS SILT FENCE, HAY BALES, FILTER SOCKS, OR COMPACTED EARTHEN BERMS).
 - FOR NON-CHANNELIZED FLOW ON DISTURBED OR CONSTRUCTED SLOPES, PROVIDE CLASS I, II OR III TYPE A EROSION CONTROL MATTING. SELECT EROSION MATTING FROM APPROPRIATE MATRIX IN WDOT'S WIDOT PRODUCT ACCEPTABILITY LIST (PAL); INSTALL AND MAINTAIN PER WDNR TECHNICAL STANDARD NON-CHANNEL EROSION MAT #1052.
 - FOR CHANNELIZED FLOW ON DISTURBED OR CONSTRUCTED AREAS, PROVIDE CLASS I, II, OR III TYPE B EROSION CONTROL MATTING. SELECT EROSION MATTING FROM APPROPRIATE MATRIX IN WDOT'S WIDOT PRODUCT ACCEPTABILITY LIST (PAL); INSTALL AND MAINTAIN PER WDNR TECHNICAL STANDARD CHANNEL EROSION MAT #1053.
- INSTALL ADDITIONAL EROSION AND SEDIMENT CONTROL MEASURES (SUCH AS TEMPORARY SEDIMENT BASINS, DITCH CHECKS, EROSION CONTROL MATTING, SILT FENCING, FILTER SOCKS, WATTLES, SWALES, ETC.), OR AS DIRECTED BY THE OWNER.
 - THE CONTRACTOR IS RESPONSIBLE FOR COMPLYING WITH ALL APPLICABLE WDNR REMEDIATION AND WASTE MANAGEMENT REQUIREMENTS FOR HANDLING AND DISPOSING OF CONTAMINATED MATERIALS. SITE-SPECIFIC INFORMATION FOR AREAS WITH KNOWN OR SUSPECTED SOIL AND/OR GROUNDWATER CONTAMINATION CAN BE FOUND ON WDNR'S BUREAU OF REMEDIATION AND REDEVELOPMENT TRACKING SYSTEM (BRRTS) PUBLIC DATABASE AT: <http://dnr.wi.gov/botw/>

2912 Marketplace Drive

Suite 103

Madison, WI 53719

(608) 273-3350

www.tcengineers.net

tc

TOWN & COUNTRY

ENGINEERING, INC.

EROSION CONTROL PLAN
AND GENERAL NOTES

2020 SITE IMPROVEMENTS
ORCHARD HILL PARK
DOG PARK EXPANSION
Village of McFarland Wisconsin

PROJECT NO.:
MC 142

DRAWING FILE:
DPCRADING.DWG

DRAWN BY:
T.J.S.

CHECKED BY:
T.J.S.

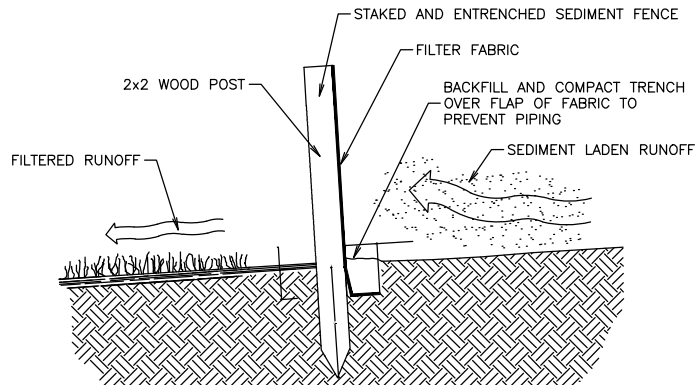
DATE:
2-4-20

REVISIONS:

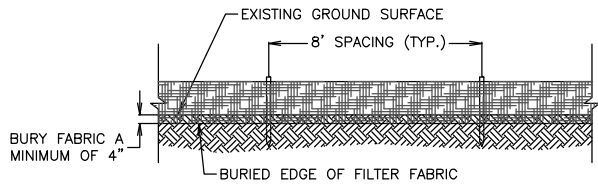
SCALE:

SHEET:

Page 49 of 214



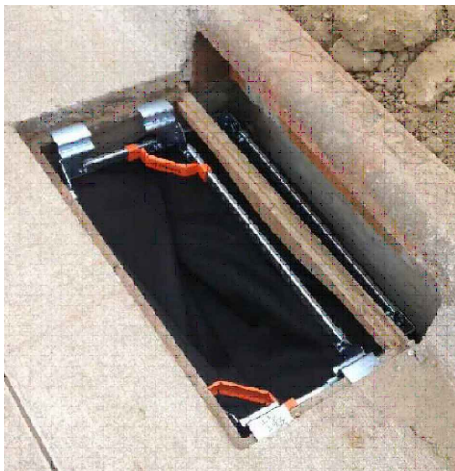
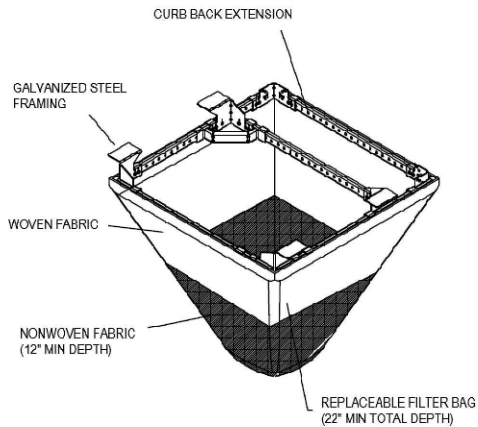
CROSS-SECTION OF A PROPERLY INSTALLED SEDIMENT FENCE



SEDIMENT FENCE DETAIL

EROSION CONTROL DETAILS

DETAIL NO. 02270-A



GENERAL NOTES:

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

FRAMED INLET PROTECTION SHALL BE COMPLIANT WITH ALL ASTM STANDARD D8057-17 REQUIREMENTS, INCLUDING:

- BYPASS OVERFLOW THAT MEETS OR EXCEEDS INLET DESIGN FLOW
- FRAME AND BAG STRONG ENOUGH TO HANDLE FULL SEDIMENT LOAD.

INSTALLATION NOTES:

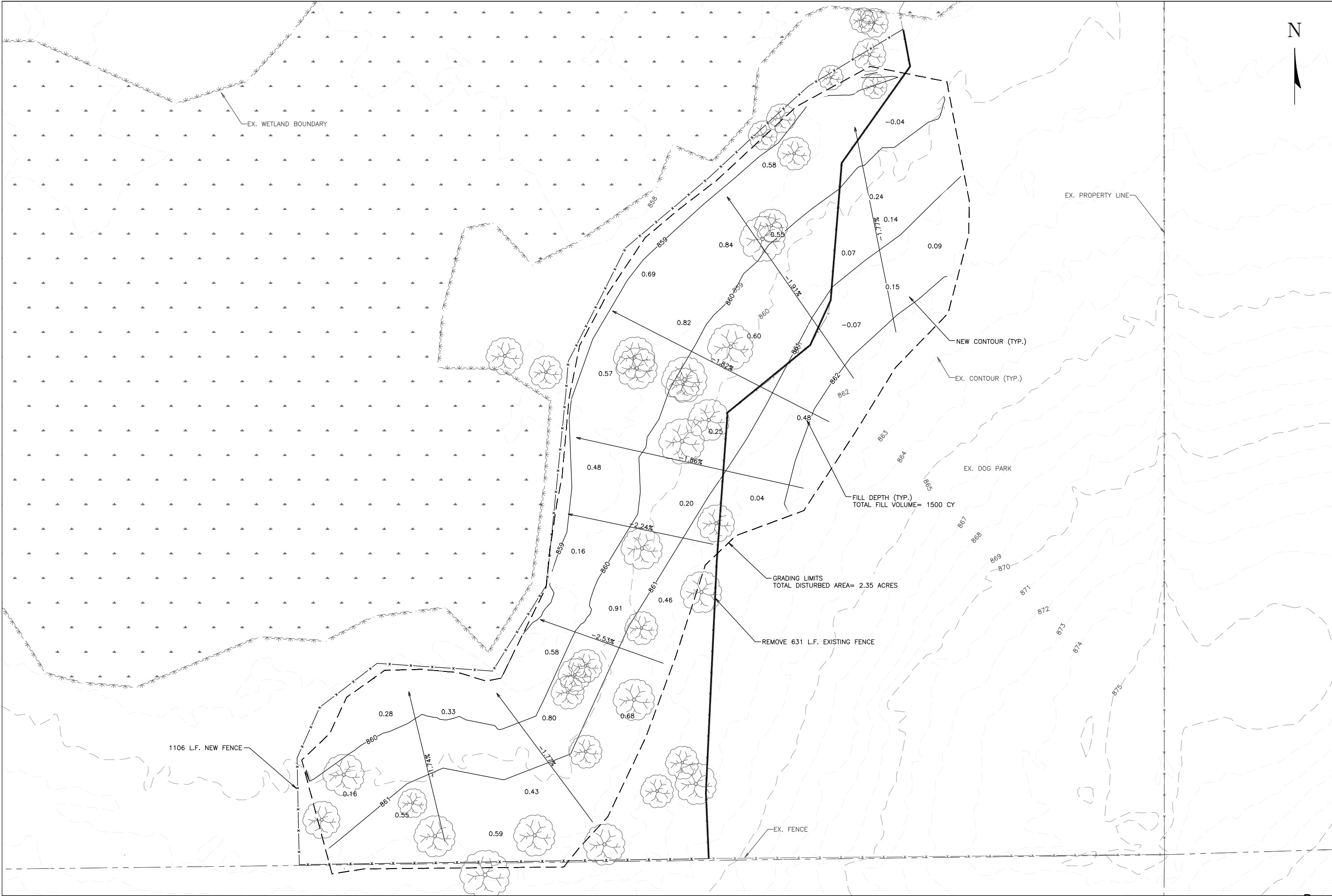
NO PART OF INLET PROTECTION SHALL BE PROJECTING ABOVE THE GRATE.

FOR COMBINATION INLETS, PROTECTION SHALL CAPTURE RUNOFF ENTERING BOTH GRATE AND CURB OPENING.

A DUAL FABRIC FILTER BAG, WITH NON-WOVEN BOTTOM AND WOVEN TOP SHALL BE USED.

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.

FRAMED INLET PROTECTION (WITH CURB BOX)



SITE PLAN

**2020 SITE IMPROVEMENTS
ORCHARD HILL PARK**
Village of McFarland Wisconsin

PROJECT NO.:	MC 142
DRAWING FILE:	DPGRADING.DWG
DRAWN BY:	T.J.S.
CHECKED BY:	T.J.S.
DATE:	2-4-20
REVISIONS:	
SCALE:	
SHEET:	3



2547 DYRESON RD, McFARLAND, WI 53558
PH (608) 838-8887 FAX (608) 838-2547

Dog Park Grading Quote

TO: Village of McFarland	FROM: Mike Moll
Attn:	Phone: (608) 770-3002
Date: Friday, February 14, 2020	Email: mike@mollconstruction.net

Item #	Description	Quantity	Unit	Unit Price	Amount
1	Silt Sock <i>I quoted silt sock instead of silt fence so we don't have to trench through roots</i>	900	LF	3.00	\$ 2,700.00
2	Remove Existing Fence	631	LF	2.50	1,577.50
3	Place Fill per Town & Country Plans	1	LS	34,000.00	<u>34,000.00</u>
				Total	\$ 38,277.50

I have tried to price this to include an appropriate amount of effort to grade around trees and sort rocks out from the fill, without going beyond what would be reasonable cost-wise.

We would haul half-loads through the woods in an articulated truck and place the material with a small dozer and track skidsteers.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, February 24, 2020

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action regarding a proposal for Architectural Services in order to design and bid the construction of a shelter/bathroom facility at the Dog Park.

PREVIOUS ACTION:

The Parks, Recreation, and Natural Resources Committee reviewed this proposal/project at their meeting on February 20, 2020, and recommended approval.

ISSUE SUMMARY:

The 2020 Budget includes funding to construct a parking lot and adjacent facility to serve the dog park as well as adjoining recreational uses and other areas of the park. Included in your packet is a conceptual design for constructing this facility showing both the site layout and possible elevations. It is desired to create two bathrooms, indoor/outdoor dog washing station, small equipment room to support the park, and a small shelter area for refuge. This facility is in the proximity of area utilities to serve it and also could act as a trail head for the Lower Yahara River Trail as it exists today and/or into the future. A proposal is included within your packet to design and bid for construction this facility in 2020. Bray Architects has been selected to plan, design, and bid a new Public Safety Center in McFarland and they are also capable to complete this task while that work is also being completed. Additionally, the Village Engineer will conduct all of the civil engineering plans needed for the project which includes the parking lot and utility connections. Both proposals are included in your packet.

FINANCIAL/BUDGET IMPACT:

The 2020 Budget for improvements within Urso/Schuetz Park were detailed within the previous agenda item. The total availability of funds for this park in 2020 is \$1.1 million and after you take out the other approved projects there is \$777,482 available for this facility project. Included in your packet is an opinion of cost that is aligned with the drawn facility concept including parking lot. The total cost forecasted for the project was \$719,290 and within that the architectural and engineering estimate was \$61,460. The total cost for these two proposals is \$62,800 which is over but within 2% of the original estimate. Overall the project continues to trend less than funds allocated and on budget as presently planned.

VILLAGE PLAN REFERENCE:

Urso/Schuetz Park Master Plan Update 2017 - Below is a link to the Parks Committee webpage



and under the Relevant Information column you can click on the link to view the full plan.

https://www.mcfarland.wi.us/parks_recreation_and_natural_resources_committee

ORDINANCE REFERENCE:

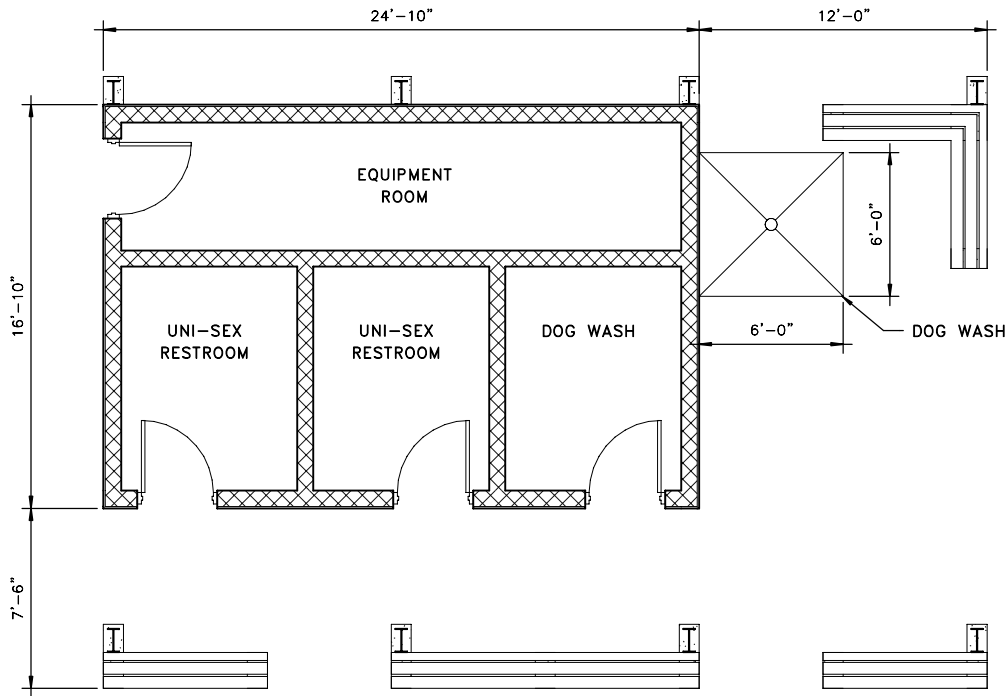
None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

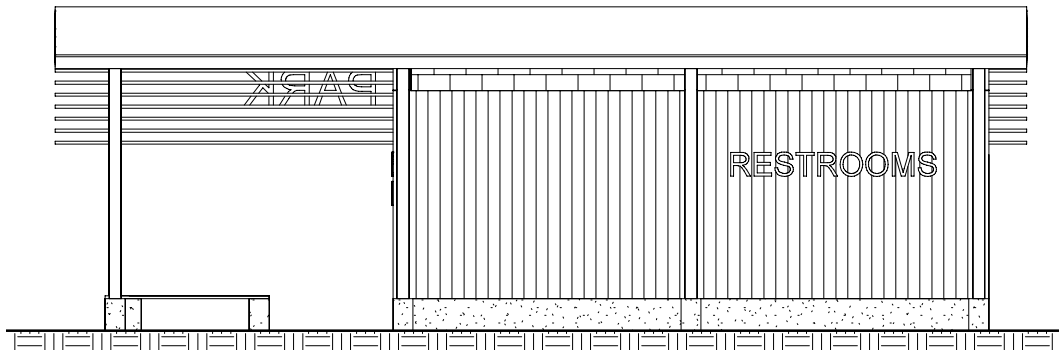
Recommended for approval.

ATTACHMENTS:

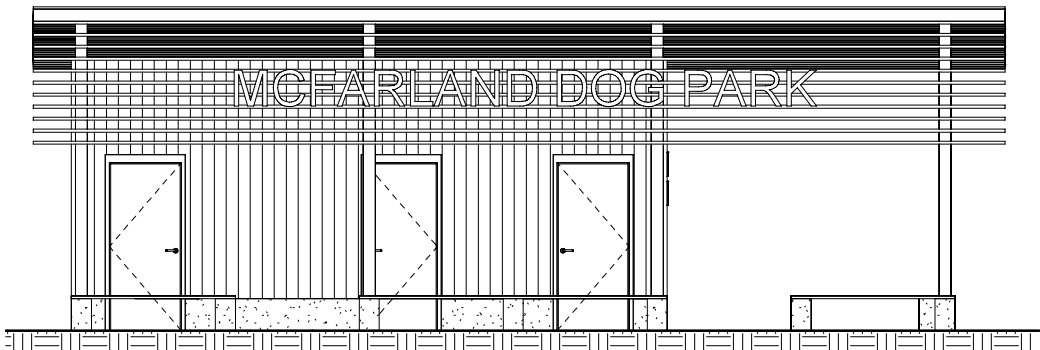
1. Dog Park Preferred Facility Option
2. Dog Park Preferred Facility Cost Estimate
3. McFarland, Village of_Dog Park Shelter_Proposal Letter_02-21-2020
4. Facility Engineering - Town and Country



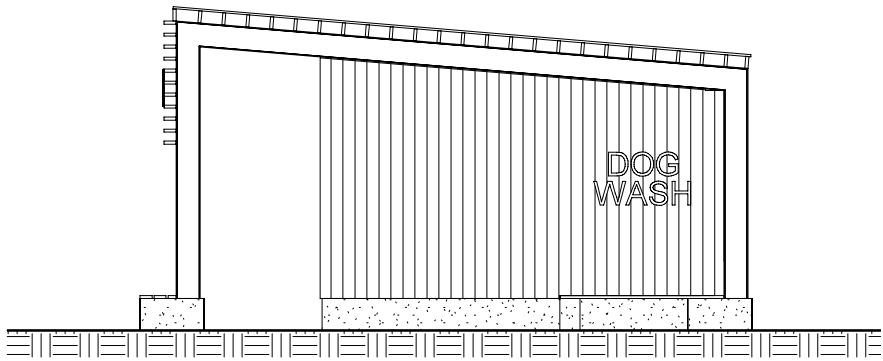
FLOOR PLAN



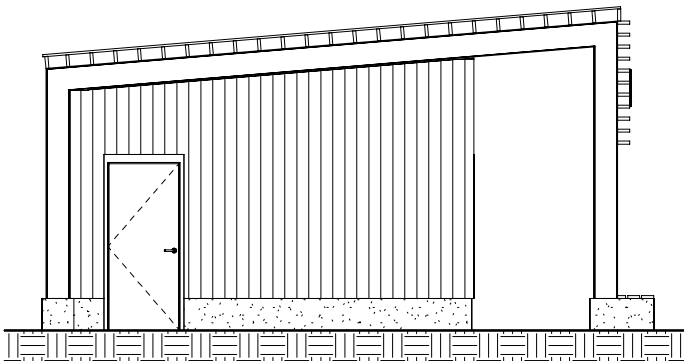
BACK ELEVATION



FRONT ELEVATION



SIDE ELEVATION



SIDE ELEVATION

DATE:	
REVISIONS	
NO.	

RESTROOM AND DOG WASH - OPTION 2

DOG PARK RESTROOM
VILLAGE OF MCFARLAND
MCFARLAND, WISCONSIN

JOB NO.
1426.002
PROJECT MGR.
BRENDAN KRESS



SHEET

####

McFarland Dog Park - Option 3

Preliminary Project Budget - Dog Park

Date: 08/15/2019 - Rev. XX/XX/XXXX



Project Square Footage = 418

Square Foot Cost Estimate (hard costs)

Note: Cost primarily derived from RSMeans Cost Guides + recent project cost comparisons

System / Component	Qty	Unit	Unit \$	SD Budget	Notes
Site Development - Option 1					
Site Work Budget	1	LS		\$170,000	
			subtotal	\$170,000	
Building Shell - Option 2					
Building Shell Budget	1	LS	\$269,000.00	\$269,000	
			subtotal	\$269,000	
Sub-Total Component Costs				\$439,000	
General Requirements		10%		\$43,900	
Contractor Overhead and Profit		15%		\$65,850	
Estimateing Contingency		15%		\$65,850	
Estimated Construction Total				\$614,600	
Project Soft Costs					
A/E Fee Budget				\$61,460	
Plan Review Fees				\$0	
Site Survey and Geotech				\$7,500	
Legal, Insurance, Testing				\$5,000	
Owner Contingency @ 5%				\$30,730	
			Total	\$104,690	
Total Project Cost Summary					
Construction Total				\$614,600	
FF&E Total				\$0	
Soft Cost Total				\$104,690	
				\$719,290	



Revised February 21, 2020

Mr. Matthew G. Schuenke
Village Administrator
Village of McFarland
5915 Milwaukee Street
McFarland, Wisconsin 53558

Dear Mr. Schuenke:

We are pleased to submit a proposal for architectural/engineering services for the following project:

- Dog Park Shelter

The proposal below assumes schematic/design development, construction documents, bidding and construction administration services.

Project Understanding

Dog Park Shelter

- Architectural, structural, plumbing, HVAC and electrical design services for the toilet and dog wash shelter
 - Fee is based on revising Village-provided design for which Village affirms they have ownership and any/all legal rights to transfer to Bray for use on this project
- Civil, landscape and site utilities services will be provided by the Village engineer (Town & Country)
- Spaces will be heated year-round – how they are heated will be a discussion to balance first cost vs. ongoing operating expenses
- Likely space program, which shall be affirmed at kick off meeting
 - Two unisex bathrooms
 - One indoor dog wash room
 - One outdoor dog wash space
 - Small equipment storage room
 - Small outdoor covered area

Fee Proposal

Bray Architects proposes a fixed fee equal to Forty-Eight Thousand Five Hundred Dollars (\$48,500.00). This fee is inclusive of architectural, structural, plumbing, HVAC and electrical services as outlined in the Project Understanding section of this proposal.

The fee above assumes the Dog Park Shelter and McDaniel Park projects are designed, bid and constructed at the same time.

Reimbursable Expenses

We do not invoice for the following traditionally reimbursable expenses:

- Transportation in connection with the Project

Reimbursable expenses incurred include the following:

- Reproductions, plots, standard form documents
- Postage, handling and delivery of Instruments of Service

Reimbursable Expenses

Project expenses that are incurred directly by the Owner include the following:

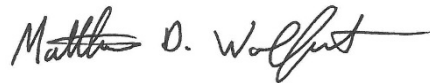
- Fees paid for securing approval of authorities having jurisdiction over the Project
- Environmental analysis and abatement – e.g. contaminated soils, buried tank, asbestos, lead etc.
- Services associated with building commissioning
- Municipality, utility and other impact fees
- Wisconsin Department of Natural Resources or other similar environmental permitting

Thank you for your consideration and we look forward to continuing our partnership with the Village of McFarland.

Upon acceptance, please sign and return one copy of this letter to me for our files. Upon receipt we will commence services as well as draft an American Institute of Architects (AIA) contract for execution.

Sincerely,

BRAY ASSOCIATES ARCHITECTS, INC.



Matthew D. Wolfert, AIA, NCARB, LEED® AP
President | Architect

Accepted by:

VILLAGE OF MCFARLAND

Signature: _____

Name: _____

Title: _____

Date: _____

February 19, 2020

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

Subject: Engineering Proposal for Design and Construction Services; Dog Park Site Plan

Dear Matt:

Thank you for the opportunity to provide a proposal for design and construction services for the Dog Park Site Plan. We understand the Village has contracted with Bray Architects for improvement at the Village's Dog Park, located south of the Perrot Place/Elvehjem Road intersection and that the new facility will need a grading/site plan to address accessibility, drainage, stormwater management and utility needs. We propose the following services:

- **Topographic Site Survey:** We will call Digger's Hotline and record the all existing features throughout the project area needed for completion of design and construction. This will include but is not limited to pavement edges, driveways, utilities (as marked by utilities), property corners that are able to be found, inverts of existing sanitary and storm sewer structures along with existing pipe diameters, and identify any conflicts between the surveyed conditions and the Village's existing utility maps for resolution with Village staff. We anticipate that some field survey will be via unmanned aircraft system (UAS) and be supplemented by ground survey where tree cover and additional accuracy requires.
- **Engineering Plans:** As part of the engineering plan development we anticipate providing 35% complete plans for Village review and comment, and again at 95% for Village review and comment, prior to completing the final plans. The plans will contain plan sheets of both underground and above ground improvements. Plans will be provided in both hard copy and digital format (PDF and/or AutoCAD DWG). The plans will cover grading for the new building, paved parking and vehicle maneuvering areas, stormwater management and sewer/water utility laterals.
- **Specifications:** Construction specifications will include a complete bidding package for anticipated late 2020 or 2021 construction that will be used to obtained bids and provide guidance during construction of the project. This will include the Advertisement for Bid, Instruction to Bidders, Bidders Proof of Responsibility, all bidding documents themselves (bid proposal form, affidavit of organization, bid bond, disclosure of ownership), and standard construction contract documents as published by the EJCDC. We will also provide technical specifications outlining the materials and performance that will be required of the contractor. It is anticipated that one bid will be needed with a single general contractor. We can also coordinate the bidding to combine it with the building site under the architect's bid package.
- **Bidding Services:** We will answer questions from bidders and suppliers regarding plans and specifications. We will attend the bid openings, analyze the bids received, and attend a meeting with Village officials to formally recommend award for each of the bids.

- **Construction Administration:** We will review and comment on shop drawings submitted by the contractor. We will work with Village staff to resolve any change order requests and to prepare and process pay requests throughout the project. This will also include projecting and tracking costs for use in preparing a recommended method to recoup project costs from the benefitted developers.
- **Construction Staking:** We will provide construction staking for the contractor generally as requested. This is anticipated to include: actual and offset stakes for all utility structures and piping at 50-foot intervals and elevation stakes for the stormwater management areas and paved areas.
- **Construction Management:** We will administer a pre-construction meeting at Village offices, hold progress meetings on-site as necessary, answer questions during construction and visit the site approximately once a week to verify the project conforms to the plans and specifications.
- **Project Close-Out:** We will prepare a punch list at substantial completion of the project. The project will be inspected along with Village staff prior to the end of the warranty period to ensure that any necessary repairs are completed by the contractor. Final payment requests will be prepared and presented to the Village.
- **Record Drawings:** Record drawings will be prepared in AutoCAD format from construction records showing actual locations of valves, fittings, bends, curb stops, sewer manholes, pipes, laterals, and appurtenances. The Village's GIS maps will be updated accordingly, along with the water system map. Once complete, these will be transmitted to the Village in both electronic (PDF and/or AutoCAD DWG) and paper format.

The estimated cost for these services is as follows:

Design Engineering through Bidding:	\$ 8,800
Construction Administration:	<u>\$ 5,500</u>
Total:	\$14,300

These figures are all considered not-to-exceed without prior authorization from the Village.

It should be noted that the following services are anticipated to be carried out by a third party and invoiced directly to the Village separate from this agreement, or completed by us on a time and materials basis.

- Resident construction observation. This would not typically be needed for projects of this type, with the periodic site visits covered above being sufficient.
- Wetland determinations and delineations. There are portions of the project site containing wetland indicators. The Village has already completed a delineation covering the site, so no additional delineation is anticipated to be needed.
- Soil borings and reports.
- Archeology services and/or endangered species studies or services, if needed.
- Trench and soil compaction tests during construction.
- Boundary surveys or certified survey maps.

Our work will be done on a time and materials basis using our current charge-out rates, attached for your reference.

Please indicate Village acceptance by signing below and returning a copy for our files.

Thank you again for the opportunity to work with the Village. We very much appreciate our relationship and look forward to a successful project.

Very truly yours,
TOWN & COUNTRY ENGINEERING, INC.



Brian R. Berquist, P.E.

Matthew Schuenke
Village Administrator

BRB:sai

J:\JOB#S\McFarland\MC-00-00\O&E and Scopes\2020 Dog Park Site\Proposal.docx

Town & Country Engineering, Inc.
500 Series

Principal/Senior Project Manager	\$145.00 per hour
Water Specialist.....	\$140.00 per hour
Senior Project Engineer.....	\$125.00 per hour
Project Engineer II	\$115.00 per hour
Project Engineer I	\$110.00 per hour
Branch Office Engineer.....	\$105.00 per hour
Staff Engineer II.....	\$95.00 per hour
Staff Engineer I.....	\$85.00 per hour
Senior Engineering Technician.....	\$85.00 per hour
Engineering Technician II	\$75.00 per hour
Engineering Technician I	\$65.00 per hour
Resident Inspector II.....	\$80.00 per hour
Resident Inspector I.....	\$65.00 per hour
Grant Writer	\$70.00 per hour
Secretary II	\$55.00 per hour
Secretary I	\$50.00 per hour
Mileage	\$0.65 per mile
Total Station/GPS Survey Equipment	\$20.00 per hour of actual use
Computer used for CADD.....	\$15.00 per hour of actual use
Plotter	\$15.00 per plan page



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, February 24, 2020

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action regarding a proposal for Architectural Services in order to design and bid the construction of the bathroom facility addition and second open air shelter at McDaniel Park.

PREVIOUS ACTION:

The Parks, Recreation, and Natural Resources Committee reviewed this proposal at its meeting on February 20, 2020 and recommended approval.

ISSUE SUMMARY:

The 2020 Budget includes funding to construct a second open air shelter and bathroom facility addition at McDaniel Park. These projects were conceived and included within the accepted Master Plan for McDaniel Park that was completed in 2017. They also represent some of the last improvements desired for this park since the Lower Yahara Trail was completed. A proposal from Bray Architects is included in your packet in order to design and bid this project for construction this year. This is the next step needed in order to move the project forward.

Also included in your packet are the relevant planning documents from the accepted Master Plan that we would move into design phase. The second open air shelter will be of a similar design and appearance as the existing open air shelter. The bathroom facility is meant to provide programmable space for a possible public/private partnership in the future as well as Village storage of equipment to serve the park and trail. A proposal is included within your packet to design, bid, and construct these improvements in 2020. Bray Architects has been selected to design a new Public Safety Center in McFarland and we have also asked them for a proposal to assist with this facility. Town and Country will be "on call" to assist with Civil elements as needed when they arise, which are expected to be very minimal.

These projects represent the last of the planned improvements from the 2017 Master Plan for this park. The internal trail network was paved in 2019 and the parking lot constructed in 2018. We continue to evaluate a new gateway sign in the park which would finalize past plans for the redevelopment of the park.

FINANCIAL/BUDGET IMPACT:

The 2020 Budget has been approved with \$200,000 for these projects to be split by the Capital



Projects Fund and Parks Fund. We will reevaluate this number as the design progresses with updated estimates on cost based on the plan for construction. The cost for this proposal will be included within this cost allocation.

VILLAGE PLAN REFERENCE:

McDaniel Plan Master Plan Document 2017 - Below is a link to the Parks Committee webpage and under the Relevant Information column you can click on the link to view the full plan.

https://www.mcfarland.wi.us/parks_recreation_and_natural_resources_committee

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval.

ATTACHMENTS:

1. Pages from McDaniel Park Master Plan Document 09272017 mgs
2. PATHS
3. McFarland, Village of_McDaniel Park_Proposal Letter_02-21-2020



MAP 2



MCDANIEL PARK

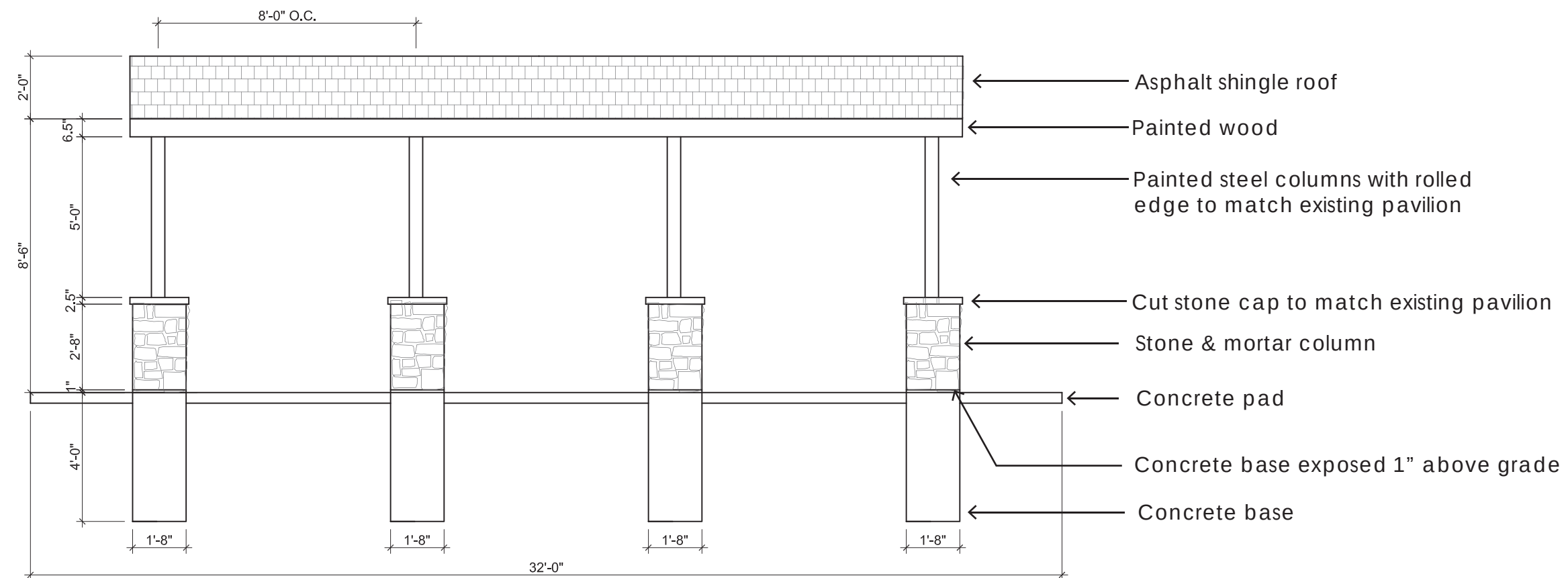
MC FARLAND, WISCONSIN

Revised : 8.7.17

Scale : 1"= 40'

Pavilion Area Concept Plan

FIGURE 1



MCDANIEL PARK
MCFARLAND, WISCONSIN

Created : 7.11.17

Scale : 1"= 4'

Pavilion
North/ South
Elevation

Note: Drawing for informational purposes and all dimensions are approximate.
Contractor shop drawings required for any bid submittals. Final pavilion shall match existing.

A circular logo with a blue border. Inside, three ducks are depicted in flight against a yellow-orange background. Below the ducks are green reeds and a blue body of water.

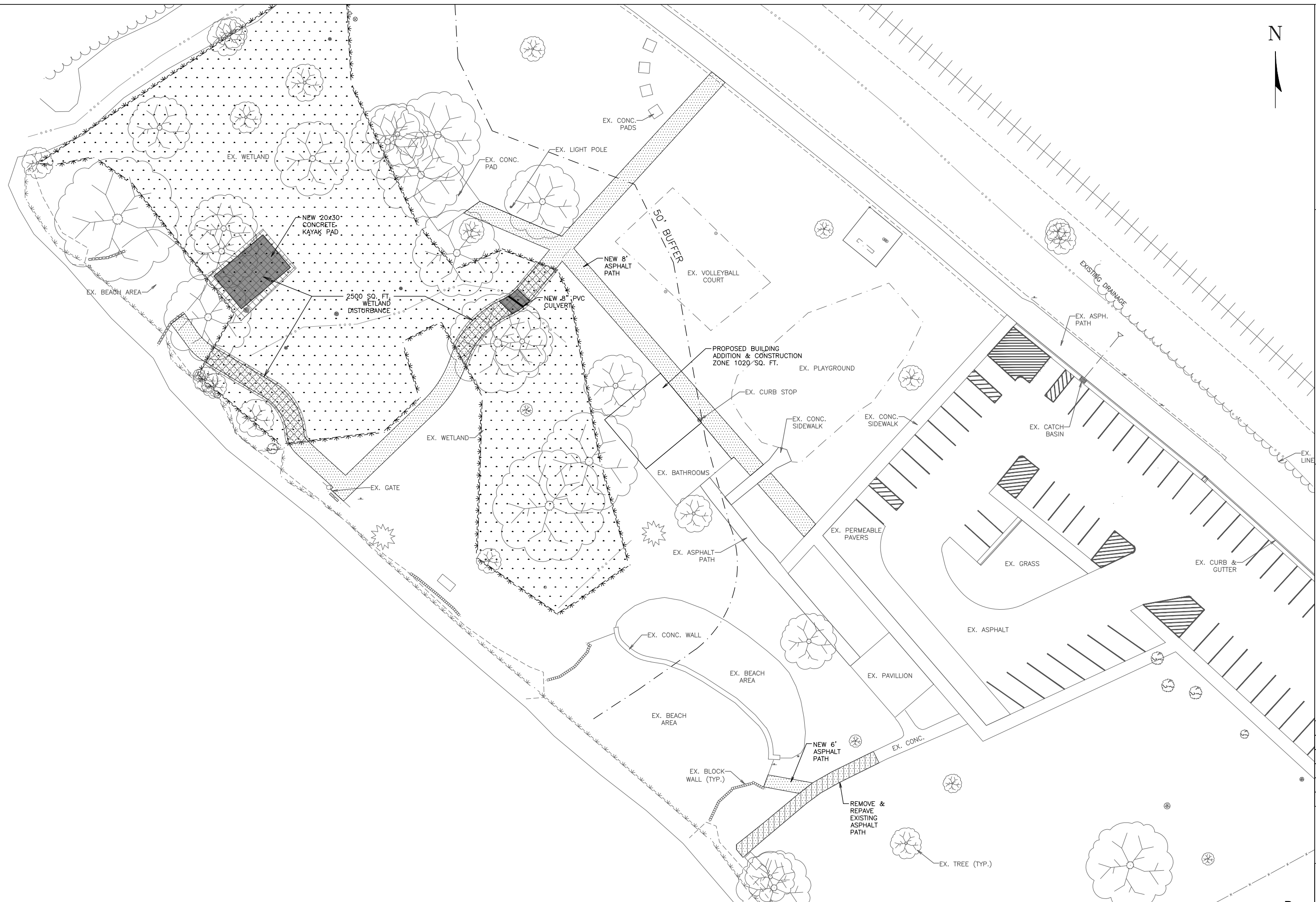


Pavilion

East/ West Elevation

Created: 7.11.17
VANDEWALLE & ASSOCIATES INC.
© 2017

Note: Drawing for informational purposes and all dimensions are approximate.
Contractor shop drawings required for any bid submittals. Final pavilion shall match existing.





Revised February 21, 2020

Mr. Matthew G. Schuenke, Village Administrator
Village of McFarland
5915 Milwaukee Street
McFarland, Wisconsin 53558

Dear Mr. Schuenke:

We are pleased to submit a proposal for architectural/engineering services for the following projects:

- McDaniel Park Open Air Park Shelter/Pavilion
- McDaniel Park Retail/Concession Vendor and ATV Storage Expansion

The proposal below assumes schematic/design development, construction documents, bidding and construction administration services.

Project Understanding

Project #1 – McDaniel Park Open Air Park Shelter

- Architectural, structural, and electrical to construct second open air pavilion/park shelter identical to existing structure
 - Fee assumes plans/drawings are available for existing structure to be replicated
- Civil and landscape services will be provided by the Village engineer (Town & Country)

Project #2 – McDaniel Park Retail/Concession Vendor and ATV Storage Expansion

- Architectural, structural, plumbing, HVAC and electrical design services to expand the current bathroom building to include programmable space to support the park's operations.
 - Fee assumes the Village has existing drawings of the toilet building which will be expanded by this project
- Village views the programmable space as unfinished/white box space that will be designed and constructed to support the park's operations including specific uses within the space to be defined later.
- Civil and landscape services will be provided by the Village engineer (Town & Country)

Fee Proposal

Bray Architects proposes a fixed fee equal to Forty-Nine Thousand Dollars (\$49,000.00). This fee is inclusive of architectural, structural, plumbing, HVAC and electrical services as outlined in the Project Understanding section of this proposal.

The fee breakdown below is provided for information only. The fee above assumes both McDaniel Park projects and the Dog Park Shelter are designed, bid and constructed at the same time.

Project #1 – McDaniel Park Open Air Park Shelter\$ 17,500.00

Project #2 – McDaniel Park Retail/Concession Vendor and ATV Storage Expansion\$ 31,500.00

Total: \$ 49,000.00

Reimbursable Expenses

We do not invoice for the following traditionally reimbursable expenses:

- Transportation in connection with the Project

Reimbursable expenses incurred include the following:

- Reproductions, plots, standard form documents
- Postage, handling and delivery of Instruments of Service

Reimbursable Expenses

Project expenses that are incurred directly by the Owner include the following:

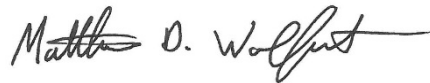
- Fees paid for securing approval of authorities having jurisdiction over the Project
- Environmental analysis and abatement – e.g. contaminated soils, buried tank, asbestos, lead etc.
- Services associated with building commissioning
- Municipality, utility and other impact fees
- Wisconsin Department of Natural Resources or other similar environmental permitting

Thank you for your consideration and we look forward to continuing our partnership with the Village of McFarland.

Upon acceptance, please sign and return one copy of this letter to me for our files. Upon receipt we will commence services as well as draft an American Institute of Architects (AIA) contract for execution.

Sincerely,

BRAY ASSOCIATES ARCHITECTS, INC.



Matthew D. Wolfert, AIA, NCARB, LEED® AP
President | Architect

Accepted by:

VILLAGE OF MCFARLAND

Signature: _____

Name: _____

Title: _____

Date: _____



PLAN COMMISSION SUMMARY SHEET

MEETING DATE: Monday, February 24, 2020

SECTION: Business

DEPARTMENT: Community Development

CONTACT: Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Discussion and action regarding Ordinance 2020-08: an ordinance to amend the municipal code concerning park impact fees, parkland dedication and fees in lieu of parkland dedication.

PREVIOUS ACTION:

October 17, 2019 Parks Committee Meeting, discussion of Park Impact Fee Study

December 12, 2019 Parks Committee Meeting, discussion of Park Impact Fee Study

January 23, 2020 Parks Committee Meeting, Recommend Accepting Park Impact Fee Study

January 23, 2020 Plan Commission Meeting Recommend Accepting Park Impact Fee Study

January 27, 2020 Village Board Meeting Accepted Park Impact Fee Study

The Plan Commission considered this item and held a Public Hearing at their meeting on February 17, 2020 and recommended its approval. No comments were received.

The Parks, Recreation, and Natural Resources Committee considered this item at their meeting on February 20, 2020 and recommended its approval.

ISSUE SUMMARY:

Ordinance 2020-08 has been prepared by the Village Attorney in order to implement the recommendations from the Park Impact Fee Study, recommended for acceptance by the Parks Committee and Plan Commission as well as finally accepted by the Village Board in January. Ordinance 2020-08 includes revisions to several provision of the Village's Municipal Code related to park impact fees, park and public land dedications. The following is a summary of the proposed changes.

1. Park Improvement Impact Fee. The purpose of this fee is to pay for the construction of new recreational facilities, including trails. The current fee is \$731.47/SF DU and \$443.93/MF DU. These fees have not been updated since 2004. The calculated fee in the Park Impact Fee Study, is \$2,572.35/SF DU, \$1,786.89/MF DU, and \$981.81/QG DU. Since the proposed fee would be a significant increase from the existing fee, due in part to the fee not being updated since 2004, the Parks Committee and the Plan Commission recommended phasing the increase in equal installments from 2020 to 2024. Therefore, Ordinance 2020-08 would establish a 2020 Park Impact Fee of \$1,099.65/SF DU, \$712.52/MF DU, and \$551.51/GQ DU.
2. Parkland Dedication. The Village's parkland dedication requirement under s. 236.45 Stats., must bear a



rational relationship to the need created by the development. This can be interpreted in a number of ways; however, generally speaking falling within two categories: either the proposed land is identified for future park use in the Village's Open Space Plan (or Comp Plan) or the dedication relates to maintaining an identified level of service standard. The Village's current parkland dedication requirement of one acre per 15 DU translates to a level of service of 27 acres per 1,000 residents (assuming 2.46 people/household which is the 2013-2017 Census average for the Village). The Village currently provides 160.5 acres of active and passively accessible parkland (including the latest east side community park acquisition). This equates to a level of service of 18.45 acres per 1,000 residents.

Page 26 of the 2019 Open Space Plan states a Village level of service standard/goal of 15.0ac/1000 people. Therefore, the current land dedication requirement does not bear a rational relationship to either the Village's stated goal or it's current level of service. Both the Parks Committee and the Plan Commission recommended the Village revise it's land dedication requirement, and Open Space Plan, based on the existing level of service of 18.45 acres per 1,000 residents. This recommendation is reflected in the Park Impact Fee Study accepted by the Village Board in January. Ordinance 2020-08 establishes a parkland dedication requirement for 2020 consistent with a level of service of 18.45 acre per 1,000 residents. The new parkland dedication is 2,106 square feet per single family dwelling unit, 1,463 square feet per multi family dwelling unit, and 804 square feet per group quarter dwelling unit.

3. **Parkland Impact Fee in Lieu of Parkland Dedication.** When approved by the Village Board, developers may provide fees in lieu of partial or full parkland dedication. The current fee is \$4,115/DU and has not been updated since 2010. The calculation of this fee is based on the Village's parkland dedication requirement (refer to item #2 above for recommended changes) and the cost per acre of land. In 2010, the price per acre was \$61,725. The Park Impact Fee Study updates the cost per acre of land to \$81,000. Therefore, Ordinance 2020-08 would establish a 2020 Parkland Impact Fee in Lieu of Parkland Dedication in the amount of \$3,915.46/SF DU, \$2,719.90/MF DU, and \$1,494.45/GQ DU.

FINANCIAL/BUDGET IMPACT:

Revenues collected from park improvement impact fees and parkland impact fees in lieu of parkland dedication are held in a separate account for the purposes of parkland acquisition and park facility development per Chapter 7 - Policy on Expenditure of Parks Capital Projects Fund Revenues.

Chapter 7 is also in the process of being updated. The Parks, Recreation, and Natural Resources Committee recommended approval of this update at its meeting on February 20th and the Finance Committee will take it up at their meeting on February 26th.

VILLAGE PLAN REFERENCE:

Park Impact Fee, Fee in Lieu of Land Dedication and Public Facility Needs Assessment, accepted by Village Board on January 27, 2020.

ORDINANCE REFERENCE:

Chapter 8, Article X - Impact Fees

Chapter 23, Article II, Division 5 - Impact Fees

Chapter 56, Article IV - Park and Public Land Dedications



Chapter 62-64 - Parkland dedication for lots existing prior to 1966 or new dwelling units not involving a land division

Appendix A - Fees

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommend approval of Ordinance 2020-08.

ATTACHMENTS:

1. 2020-08 Parkland Dedication and Impact Fees

ORDINANCE 2020-08

AN ORDINANCE TO AMEND THE MUNICIPAL CODE CONCERNING PARK IMPACT FEES, PARKLAND DEDICATION, AND FEES IN LIEU OF PARKLAND DEDICATION.

Purpose: To amend the Municipal Code to revise the regulations concerning park impact fees and fees in lieu of land dedication.

Sponsor: Community & Economic Development Director Bremer

Recommended Referral: Plan Commission & Park, Recreation & Natural Resource Committee

Public Hearing: Required; Preceded by Class 2 Notice

WHEREAS, the Village of McFarland currently imposes an impact fee for park improvements and requires land dedication for parks, or fees in lieu of land dedication, to accommodate the impact of land development; and

WHEREAS, the Village recently completed a needs assessment for park impact fees, which included an inventory of existing park lands and improvements, as well as the anticipated need for the same caused by further residential development; and

WHEREAS, Village staff has proposed amending the Municipal Code to reflect the findings of the new needs assessment and to comply with recent changes in the law concerning park land dedication and fees in lieu of park land dedication; and

WHEREAS, the Village Board agrees with the recommendations, and that the proposed amendments are in the public interest;

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

1. Section 8-462 of the McFarland Municipal Code is created to reflect the following:

Sec. 8-462. – Definitions.

As used in this Article, multifamily residential units and multifamily residential dwelling units include duplexes and group quarters dwelling units. A group quarters dwelling unit is a dwelling unit where individuals live or stay that is owned or managed by an entity or organization providing housing and/or services for the residents. The services may include, but are not limited to, custodial or medical care and other types of assistance. Residency is restricted to the individuals receiving the services, and the individuals typically do not participate in the labor force while a resident. Typically, a group quarters dwelling unit has one resident per unit.

2. Section 8-464 of the McFarland Municipal Code is amended to reflect the following:

Sec. 8-464. - Park impact fees.

- (a) No building permit for a residential development shall be issued unless the impact fees provided in this section have been paid.
- (b) *Park Improvement Impact Fee.* A park improvement impact fee shall be collected at the time a building permit is issued for construction of all new single-family and multifamily residential dwelling units, condominium units, and additions that increase the number of dwelling units on a lot.
- (c) *Park-Land Impact Fee.* A park-land impact fee shall be collected for construction of all new single-family and multifamily residential dwelling units, condominium units, and additions that increase the number of dwelling units on a lot. If the Village accepts dedication of parkland from the developer, the fee required under this paragraph shall apply only with respect to the number and type of dwelling units in excess for which the land dedication was made.

The park-land impact fee shall be payable upon execution of a development agreement required by ordinance by the developer, unless otherwise provided in such agreement, or as otherwise provided by law. In developments in which the improvements will be constructed, or sales will occur in phases, the Plan Commission may establish an alternate time schedule for payment of the park-land impact fee. In cases where no development agreement is required by ordinance, the fee shall be tendered with a building permit application. The fee may be paid at other times as may be required by the Village and permitted by law.

- (d) The following shall be exempt from any park impact fee:
 - (1) Additions that do not increase the number of dwelling units;
 - (2) Tear-downs and replacement of dwelling units with the same number of dwelling units, for which the park impact fee has already been paid.
 - (3) Developments for which the park impact fee has already been paid, and in the case of the park-land impact fee, a sufficient land dedication has been made by the developer acceptable to the Village.
 - (4) Those developments determined by the Village Board to warrant a waiver or partial waiver of a park impact fee for the purpose of developing affordable housing.
- (e) The park improvement impact fee and the park-land impact fee shall be as established by the Village Board from time to time and provided in Appendix A to this Code. Unless modified further by the Village Board, the fee shall be adjusted annually on January 1st by the Community Development Director utilizing the Consumer Price Index—All Urban Consumers-Midwest Region prepared by the United States Department of Labor.

3. Division 5, Impact Fees, of Chapter 23 of the McFarland Municipal Code, is amended to reflect the following:

DIVISION 5. - IMPACT FEES

Sec. 23-117. - Intent and purpose.

This Division is intended to allocate financial burdens of providing public facilities fairly between residents living in the Village at the time of adoption of the ordinance from which this Division is derived and owners of existing development projects in the Village and developers of new land developments, as well as to comply with Wis. Stats. § 66.0617. The Village Board is adopting this Division to provide a means to recover the cost of development beyond that already existing to finance public facilities by other means authorized by law as authorized under Wis. Stats. § 66.0617(2)(b), including, without limitation because of enumeration herein, Wis. Stats. §§ 236.45, and Chapter 56.

Sec. 23-118. - Established fees.

The following fees are impact fees established by the Village pursuant to Wis. Stats. § 66.0617:

- (a) Public water impact fees pursuant to Section 8-463.
- (b) Park improvement impact fees pursuant to Section 8-464.
- (c) Park-land impact fee pursuant to Section 8-464.
- (c) Public library impact fees pursuant to Section 8-465.

Sec. 23-119. - Needs assessments; revenues; time periods; installment payments; appeals.

- (a) The following Village documents contain the needs assessments for the impact fees identified under Section 23-118, and demonstrate Village compliance with the requirements of Wis. Stats. § 66.0617(4):
 - (1) Public Facilities Needs Assessment for Public Water Impact Fees prepared by Town & Country Engineers dated December 9, 1997;
 - (2) Report on Impact Fees prepared by Virchow, Krause & Company dated December 9, 1997, as amended by Report dated February 21, 2002;
 - (3) Park Impact Fee, Fee in Lieu of Land Dedication and Public Facility Needs Assessment prepared by Baker Tilly Virchow Krause, LLP dated January 27, 2020; and
 - (4) Public Facilities Needs Assessment for Public Library Impact Fees prepared by Virchow Krause & Company, LLP dated March 7, 2006.
- (b) Revenues collected by the Village as impact fees shall be placed by the Village Clerk-Treasurer in separate segregated interest-bearing accounts, and shall be accounted for separately from other funds of the Village. Impact fee revenues and interest earned on impact fee revenues may be expended by the Village only for the particular capital costs for which the impact fee was imposed, and shall be expended on a first-in first-out basis. Separate accounts shall be kept of fees collected from different impact fee zones, where the particular impact fee ordinance provides for differential fees according to zones, and revenues collected in particular zones shall be spent in those zones as appropriate.

- (c) All fees collected under this Section shall be spent or refunded to the current property owner within the time set forth in the study prepared under Subsection (a) of this Section, but no later than the maximum time period permitted by law.

Fees held by the Village and not used within the time period specified herein or pursuant to Wis. Stats. § 66.0617(9) shall be refunded to the current owner of record of the property at the time of the refund with respect to which the impact fees were imposed along with any interest that has accumulated.

- (d) The Village Board may authorize the payment of impact fees otherwise payable in full at the time of the issuance of a building permit in installment payments. If installment payments are authorized, interest shall be paid on the installment payments at the same rate charged by the Village on installments of special assessments.
- (e) A "developer," as defined in Wis. Stats. § 66.0617(1)(b), may appeal to contest the amount, collection or use of the impact fee in the manner provided herein:
 - (1) It shall be a condition to the commencement of such an appeal that the impact fee from which the developer appeals shall be paid as and when the fee becomes due and payable, and upon default in making any such payment, such appeal may be dismissed.
 - (2) The only questions appealable under this Section are the following, as authorized by Wis. Stats. § 66.0617(10):
 - a. The amount of fee charged and paid by the developer;
 - b. The method of collection of the impact fee;
 - c. The use to which the particular fee paid by the developer is made by the Village.
 - (3) Appeals must be brought within thirty (30) days of the date of payment of the impact fee.
 - (4) The appellant shall pay the filing fee stated in the fee schedule established by the Village Board from time to time and provided in Appendix A to this Code at the time of filing of the appeal. The notice of appeal shall be filed with the Village Administrator.
 - (5) Following the filing of the notice of appeal, the Village Administrator shall compile a record of the ordinance imposing the impact fee that is the subject of the appeal, a record of the management and expenditure of the proceeds of the impact fee, and shall transmit these documents to the Village Board. In consultation with the Village departments, the Village Administrator shall also compile a report on each appeal in which the appellant is seeking a reduction or total refund of the impact fee paid. This report shall specify the fiscal impact on the Village if the appeal overturns the impact fee. If the fiscal impact report indicates that the appeal, if successful, will cause a revenue shortfall that otherwise was not budgeted with respect to the public facility, and if this revenue shortfall cannot be reconciled by reduction in impacts caused by development on the appellant's property, the report shall estimate whether it will be necessary for the Village to adjust impact fees, or amend existing ordinances to recover the proposed revenue shortfall.
 - (6) The Village Board shall hold a public hearing on the appeal, preceded by a class 1 notice, providing fair opportunity for the appellant to be heard. The burden shall be on the appellant to establish illegality or impropriety of the fee from which the appeal has been taken. Following the close of the public hearing, the Village Board shall deliberate upon

the matter, and shall conduct such studies and inquiries as it deems appropriate to decide the appeal.

- (7) If the Village Board determines that the appeal has merit, it shall determine appropriate remedies. These may include reallocation of the proceeds of the challenged impact fee to accomplish the purposes for which the fee was collected, refunding the impact fee in full or in part, along with interest collected by the Village thereon, or granting the appellant the opportunity to make the impact fee payment installments, or such other remedies as it deems appropriate in a particular case.

4. Article VI. – Park and Public Land Dedications, of Chapter 56 of the McFarland Municipal Code, is amended to reflect the following:

ARTICLE VI. - PARK AND PUBLIC LAND DEDICATIONS

Sec. 56-172. - General requirements.

- (a) *Dedication requirement.* In order that adequate open spaces and sites for public uses may be properly located and reserved and in order that the cost of providing public areas, such as but not limited to, parks and recreation areas, may be equitably apportioned on the basis of additional need created by development, each subdivider shall be required to reserve land, dedicate parkland or pay impact fees, or some combination thereof, pursuant to Sections 56-173 through 56-176 of this Code, and Section 8-464 and Sections 23-117 through 23-119 of this Code, incorporated into this Chapter by reference.
- (b) *General design.* In the design of a Subdivision, Certified Survey Map, planned unit development or condominium project, provisions shall be made for suitable sites of adequate area for schools, parks, playgrounds, open spaces, drainageways and other public purposes. Such sites are to be shown on the Preliminary Plat and Final Plat, or map, and shall comply with the Village Comprehensive Plan or component of said plan. Consideration shall be given to the preservation of scenic and historic sites, stands of trees, marshes, lakes, ponds, streams, watercourses, watersheds, ravines and woodlands, prairie and wetlands, and plant and animal communities, as recommended by the Village Engineer and Plan Commission, and approved by the Village Board.

Sec. 56-173. - Land dedication.

- (a) *Required Land Dedication.* The subdivider shall dedicate usable land to provide park, playground, recreational and open space to meet the needs to be created by the Subdivision, land division, or development project in accordance with the standards set forth in this Article, subject to approval by the Village Board. Whenever a proposed park, playground, or other public land, other than streets or drainageways, is designated in the Village Comprehensive Plan and Outdoor Recreation & Open Space Plan is included, all or in part, in a tract of land to be subdivided, these proposed public lands shall be dedicated to the public by the subdivider. The parkland dedication shall meet the service standard of 2,106 square feet per single family dwelling unit, 1,463 square feet per multi family dwelling unit, including apartments and duplexes, and 804 square feet per group quarters dwelling unit, determined by the number and types of dwelling units in the proposed development and the

most current needs assessment. The dedication shall be made part of the Plat or Certified Survey Map.

- (b) *Park-land Impact Fee in Lieu of Parkland Dedication.* The Plan Commission may determine in any proposed Subdivision or other land division that, based on an evaluation of the proposed dedication against the Village's Comprehensive Plan and Outdoor Recreation & Open Space Plan, and any other policies adopted by the Village Board, the subdivider shall pay the park-land impact fee in lieu of dedicating parklands. If the Plan Commission determines that a proposed dedication meets some but not all the usable land criteria, the Plan Commission may recommend, and the Village Board may approve, acceptance of that land with partial credit to the land dedication requirement.
- (c) *Other Land Dedications.* Whenever a tract of land to be subdivided embraces all or any part of an arterial street, collector street, drainageway or other public way that has been designated in the Village Comprehensive Plan, said public way shall be dedicated by the subdivider in the locations and dimensions indicated on said plan, and made part of the Plat or Certified Survey Map.
- (d) *Shoreland.*
 - (1) *Public Access.* All Subdivisions abutting on a navigable lake or stream shall provide public access at least 60 feet wide providing access to the low watermark so that there will be public access, which is connected to existing public roads, at not more than one-half-mile intervals as measured along the lake or stream shore except where greater intervals and wider access is agreed upon by the Wisconsin Department of Natural Resources and the Wisconsin Department of Administration, and excluding shore areas where public parks or open-space streets or roads on either side of a stream are provided. No public access established under this Chapter may be vacated except by Circuit Court action. This Subsection does not require the Village to improve land provided for public access.
 - (2) *Lake and stream shore plats.* The lands lying between the meander line, established in accordance with Wis. Stats. § 236.20(2)(g), and the water's edge, and any otherwise unplattable lands that lie between a proposed Subdivision and the water's edge shall be included as part of lots, outlots or public dedications in any plat abutting a lake or stream. This Subsection applies not only to lands proposed to be subdivided but also to all lands under option to the subdivider or in which the subdivider holds any interest and which are contiguous to the lands proposed to be subdivided and which abut a lake or stream.
- (e) *Unknown number of dwelling units.* Where the plat, certified survey, or condominium does not specify the number of dwelling units to be constructed, the land dedication shall be based upon the maximum number of units permitted by the Village Zoning Chapter and this Chapter.
- (f) *Access to dedicated land.* All dedicated land shall have frontage on a public street and shall have unrestricted public access.

Sec. 56-174. - Reservation of additional land.

When public parks and sites for other public areas as shown on the Comprehensive Plan lie within the proposed area for development and are greater in area than required by Section 56-

173, the owner shall reserve for acquisition by the Village, through agreement, purchase or condemnation, the remaining greater public area for a period of three years of Final Plat approval unless extended by mutual agreement.

Sec. 56-175. - Development of park area.

- (a) When parklands are dedicated, the subdivider is required to:
 - (1) Properly grade and contour for proper drainage;
 - (2) Provide surface contour suitable for anticipated use of area;
 - (3) Cover areas to be seeded with a minimum of four inches of quality topsoil, seed as specified by the Director of Public Works, fertilized with 16-6-6 at a rate of seven pounds per 1,000 square feet, and mulched. The topsoil furnished for the park site shall consist of the natural loam, sandy loam, silt loam, silty clay loam or clay loam humus-bearing soils adapted to the sustenance of plant life, and such topsoil shall be neither excessively acid nor excessively alkaline; and
 - (4) Install or provide for installation of water and sanitary sewer lines to the property line of all dedicated land.
- (b) The Village Board may require certification of compliance by the Village Engineer. The cost of such report shall be paid by the subdivider.
- (c) Grading and seeding of parklands is to be completed as soon as ten percent (10%) of the planned lots in the Subdivision are sold, as determined by the Village Board.
- (d) If the subdivider fails to satisfy the requirements of this Section, the Village Board may contract said completion and bill such costs to the subdivider, following a public hearing and written notice to the subdivider of noncompliance. Failure to pay such costs may result in the immediate withholding of all building permits until such costs are paid.

Sec. 56-176. – Credit toward Park-land Impact Fee.

Parkland dedicated and accepted by the Village shall act as a credit toward any required Park-land impact fee, pursuant to Section 8-464, in an amount determined by the Community Development Director, consistent with the needs assessment and the amount of the park-land impact fee.

5. Section 62-64 of the McFarland Municipal Code is repealed.

6. Appendix A of the McFarland Municipal Code is amended to reflect the following amounts for park impact fees.

8-464(b) Park improvement impact fee:

Type of dwelling unit:	Amount:
Single-Family	\$1,099.65
Multi-Family	\$712.52
Group Quarters	\$551.51

8-464(b) Park-land impact fee (also known as fees in lieu of parkland dedication):

Type of dwelling unit:	Amount:
Single-Family	\$3,915.46
Multi-Family	\$2,719.90
Group Quarters	\$1,494.45

Reference to fees in lieu of parkland dedication under 56-176 are removed from Appendix A.

The above and foregoing Ordinance was duly adopted at a regular meeting of the McFarland Village Board on the 24th day of February, 2020.

APPROVED:

Brad Czebotar, Village President

ATTEST:

Cassandra Suettinger, Village Clerk-Treasurer

ORDINANCE 2020 – 08	
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:	



PLAN COMMISSION SUMMARY SHEET

MEETING DATE: Monday, February 24, 2020

SECTION: Business

DEPARTMENT: Community Development

CONTACT: Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Discussion and action regarding an application to the Capital Area Regional Planning Commission to expand the Village's east side Urban Service Area Boundary.

PREVIOUS ACTION:

The Plan Commission considered this item at its meeting on February 17, 2020 and recommends its approval.

The Public Utilities Committee considered this item at its meeting on February 18, 2020 and recommends its approval.

ISSUE SUMMARY:

Given the recent pace of development, the Village anticipates that by the end of 2020 all of the existing platted single family residential lots on the east side (i.e. Juniper Ridge, Prairie Place, and Park View Estates) will be build out. Village staff have been approached by a number of developers and landowners (e.g. Skaalen, Veridian, Urso Bros, etc.) regarding future development of lands on the east side of the Village along Elvehjem Road, CTH AB, and CTH MN. Future development of these lands includes numerous plan and permit approvals (e.g. sewer interceptor studies, annexation petitions, rezoning petitions, preliminary plats, final plats, development agreements, etc.). One of the initial steps in the planning process is to submit an application to the Capital Area Regional Planning Commission (CARPC) to expand the Village's Urban Service Area Boundary as part of an amendment to the State's Dane County Water Quality Management Plan. This process is summarized in the material provided in the packet.

Village staff have prepared an application to CARPC to expand the Urban Service Area to include an additional 270 acres. The proposed expansion area includes lands identified for future urban development in the Village's East Side Neighborhood Growth Area Plan. In addition, the amendment area includes Urso Community Park and Orchard Hills Park. These lands have been included in order to provide future utilities to planned park shelters/restrooms. Based on prior plans for this area, and conceptual site plans by developers, the amendment area is anticipated to support an estimated 617 housing units plus additional commercial development. Based on historical growth patterns, lands within the amendment area are likely to be build-out within the next 10 years; however this is subject to market conditions and the readiness to proceed by landowners/developers.

FINANCIAL/BUDGET IMPACT:



Costs associated with the application will be assessed to future develops as they come forward. The Village has to make application to CARPC and will bare that cost until such time projects are permitted.

VILLAGE PLAN REFERENCE:

East Side Neighborhood Growth Area Plan

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommend submittal of an application to the Capital Area Regional Planning Commission to expand the Village's Urban Service Area Boundary.

ATTACHMENTS:

1. USA_Amendment_Info
2. Village of McFarland Urban Service Area Amendment Application_02.14.20



Urban Service Area Amendment Application Packet 2019

CARPC conducts water quality management planning, including the administration of Water Quality Management Plan amendments, in Dane County under a contractual agreement with the Wisconsin Department of Natural Resources.

Municipalities are encouraged to work with CARPC staff in planning for future service area additions and in preparing amendment applications. General guidance is provided by the following documents in this packet:

- 1) **Overview of Areawide Water Quality Management Planning:** This information sheet outlines the general state statutory requirements for water quality planning and the plan amendment process.
- 2) **Service Area Amendment Flow Chart:** This graphic outlines the general schedule and process for a service area amendment. This guideline will help applicants plan a timeline for submission of an amendment.
- 3) **USA Amendment Application Checklist:** The checklist is a general guideline for submitting a complete application. Applicants are encouraged to contact CARPC staff with questions related to a specific amendment application. The checklist identifies the information needed by CARPC staff to prepare a staff analysis report for a proposed amendment.
- 4) **Policies and Criteria:** The policies and criteria for review of updates and amendments to the Dane County Water Quality Management Plan adopted by the DNR in June 2017.
- 5) **Service Area Amendment Fees:** CARPC Resolution No. 2018-03 explains the fees that are required for processing service area amendments.
- 6) **Environmental Corridor Fact Sheet:** This fact sheet explains the purpose and designation of environmental corridors or open space corridors within sewer service areas.
- 7) **FUDA (Future Urban Development Area) Fact Sheet:** This fact sheet describes the FUDA purpose and process, and the relationship to the USA amendment process.

Questions: Please contact Mike Rupiper, Director of Environmental Resources Planning, at 608-266-9283 or by email at MikeR@CapitalAreaRPC.org, if you have any questions or would like to set up a pre-application information meeting.

Areawide Water Quality Management Planning

The Wisconsin Department of Natural Resources is required to have a continuing water quality management planning process, under [Wis. Stat. 283.83](#). These Areawide Water Quality Management Plans are defined in [NR 121](#) as “a plan for managing, protecting and enhancing groundwater and surface water quality which considers the interrelationship of water quality and land and water resources on an areawide basis.”

One component of areawide water quality management planning, is Urban Service Area (including sewer service area) planning. One purpose of this planning process is to help communities develop cost-effective and environmentally sound wastewater collection and treatment systems. Urban Service Area planning identifies areas most suitable for sewered development as well as Environmental Corridors for environmentally sensitive areas where development would have an adverse impact upon water quality. These plans also identify the best management practices needed to protect groundwater and surface water from the adverse impacts of urbanization, including nonpoint source pollution.

CARPC conducts water quality management planning, including the administration of Water Quality Management Plan amendments, in Dane County under a contractual agreement with the Wisconsin Department of Natural Resources.

Water Quality Management Plan Amendments

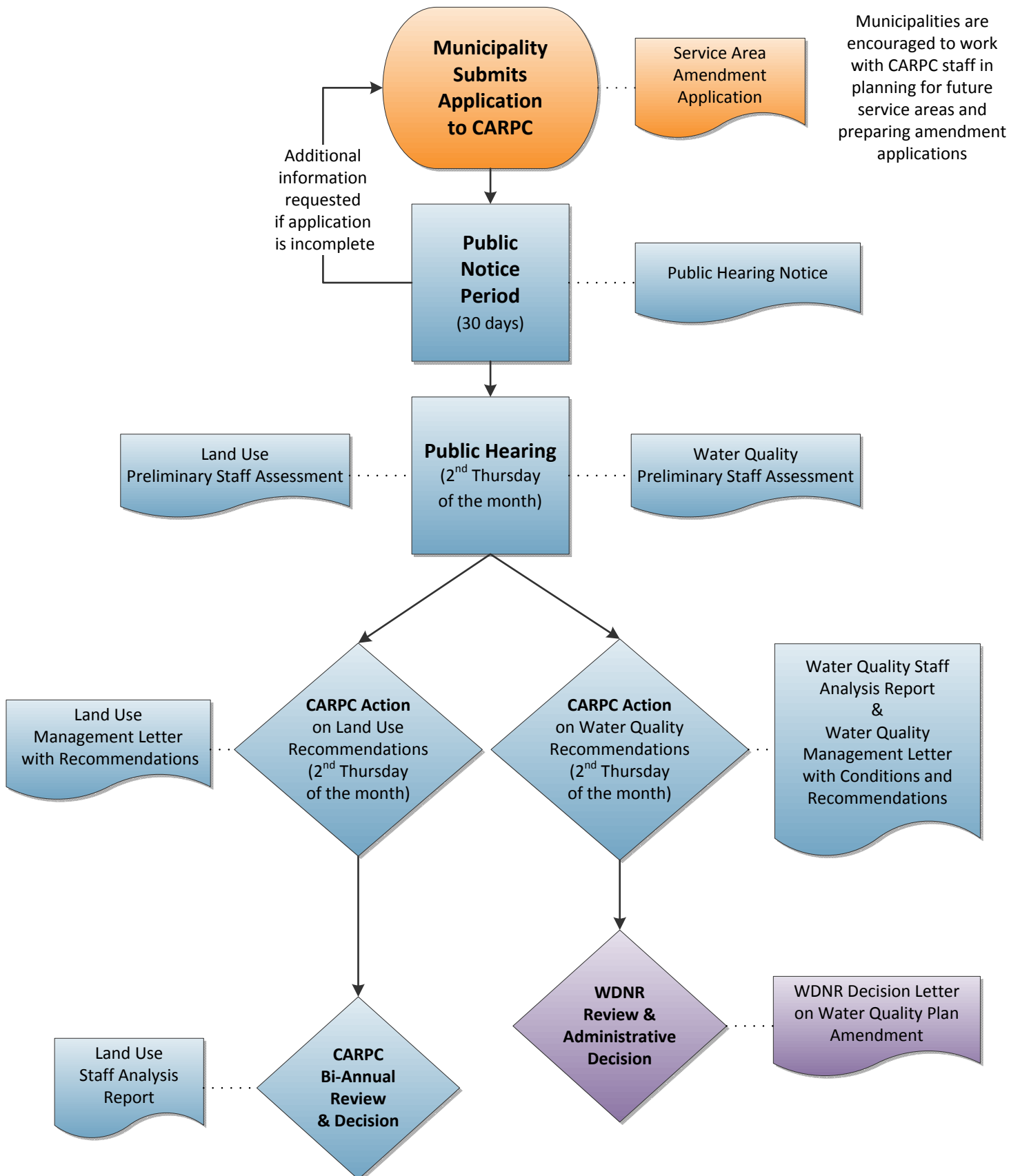
One of the most common amendments to the State’s *Dane County Water Quality Management Plan* is a change to the Urban Service Area boundaries.

Plan Amendment Process

1. Urban Service Area Amendment Submittal
 - a. Municipality submits amendment application to CARPC following the checklist in the Service Area Amendment Application Packet.
 - b. CARPC reviews the application for completeness and requests additional information if necessary.
2. Urban Service Area Amendment Review
 - a. CARPC prepares a staff analysis on the proposed amendment
 - b. CARPC holds a public hearing for consideration of the amendment
 - c. CARPC makes a recommendation to DNR on amendment of the State’s *Dane County Water Quality Management Plan*.
3. DNR Administrative Decision
 - a. DNR reviews the recommendation and materials provided by CARPC and issues an administrative decision on the proposed amendment within 90 days, based on conformance with state water quality standards under [Wis. Stat. 281.15](#)

This is a general overview of the WQM Plan amendment process for changing Urban Service Area boundaries as established in [Wis. Stat. 283.83\(1m\)](#). Contact CARPC staff with any questions or requests for additional information.

Process for Plan Amendments in Dane County WDNR Water Quality Plan & Regional Land Use Plan





Urban Service Area Amendment Application

East Side Growth Area

DRAFT

Date: 02/14/2020



www.mcfarland.wi.us | 5915 Milwaukee St, McFarland, WI 53558 | 608.838.3154

February 14, 2020

Mike Rupiper, Director of Environmental Resources Planning
Capital Area Regional Planning Commission
City County Building, Room 362
210 Martin Luther King Jr. Blvd.
Madison, WI 53703

RE: Village of McFarland – East Side Growth Area, Central Urban Service Area Amendment

Please accept this letter as a formal request by the Village of McFarland to amend the Central Urban Service Area to include 270 acres encompassing lands within the Village's East Side Growth Area. Attached is the complete urban service area amendment application following the checklist provided by CARPC.

Any questions regarding this application can be addressed to myself at andrew.bremer@mcfarland.wi.us, or 608-838-3154.

Sincerely,

A handwritten signature in black ink that reads 'Andrew Bremer'.

Andrew Bremer, AICP
Community & Economic Development Director

cc: Matt Schuenke, Village Administrator
Brian Berquist, Village Engineer, Town and Country Engineering

The following document was assembled to support the Village of McFarland’s application for an amendment to the Central Urban Service Area as outlined by the Capital Area Regional Planning Commission (CARPC). The application follows CARPC’s “Process for Service Area Amendments to the WDNR Water Quality Plan for Dane County” flow chart and “Urban Service Area Amendment Application Checklist”:

1. USA Amendment submittal
2. USA Amendment review
3. DNR administrative decision

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Appendix A: Maps

USAA, Boundary Map

USAA, Existing Land Use Map

Village of McFarland, Comprehensive Plan, Future Land Use Map

Village of McFarland, East Side Neighborhood Growth Area Plan, Conceptual Development Plan Map

Village of McFarland, Town of Down, Intergovernmental Agreement, Exhibit C Map

USAA, 10-Year Build-Out Staging Map

USAA, Natural Resources Map

USAA, Environmental Corridors Map *(to be completed in coordination with CARPC staff)*

USAA, Proposed Sanitary Sewer Interceptor Map

Description of the Proposed Amendment Area

The proposed amendment area is approximately 270 acres and includes parts of the Northeast Quarter and the Southeast Quarter of Section 2, Township 06 North, Range 10 East; parts of the Southwest Quarter and Northwest Quarter of Section 1, Township 06 North, Range 10 East; and parts of the Northeast Quarter and Northwest Quarter of Section 11, Township 06 North, Range 10 East. The proposed amendment area includes 24 parcels and is adjacent to the Central Urban Service Area that is within the Village of McFarland. Approximately 50% of the amendment area lies within the Village's existing municipal boundary, with a total of 75% after anticipated petitions for annexation in 2020 (Skaalen and Utterback properties). The remaining areas lie adjacent to the Village's existing municipal boundary and the Village anticipates requests for annexation will occur with requests for urban services. Refer to Appendix A for a map of the proposed urban service area extension.

Plan Consistency and Need

1.1 Comprehensive Plan Consistency

The Village's Comprehensive Plan was adopted on August 28, 2017 and was last amended in May of 2019. The Future Land Use Map (refer to Appendix A) identifies most of the land within the proposed urban service area extension for future "Neighborhood" uses. Page 35 of the plan includes additional details regarding the intent of this future land use category, as summarized in Figure 1. In general, future Neighborhood areas are intended for a mixture of residential development and accessory park and institutional uses.

Figure 1. Neighborhood Future Land Use Description

Future Land Use Category	General Description of Land Uses Allowed	Typical Implementing Zoning Districts	Development Policies (see also Village zoning, subdivision, stormwater management, and other ordinances)
Neighborhood	A carefully planned mix of mostly single-family residential development, with well-designed, limited components of two family and townhouse residential, multiple family residential, institutional, and recreational land uses. All served by public sanitary sewer and water systems.	R-1 Residence District R-2 Single- and Two-Family Residence R-3 General Residence R-E Elderly Residence PD, PD-I Planned Development (Village may also wish to establish a "neighborhood" zoning district)	1. Unless the developer is following the Village's East Side Neighborhood Growth Area Plan, require preparation of detailed neighborhood plans in advance of development applications in planned Neighborhood areas. Neighborhood development plans specify the arrangement of different land uses, environmentally sensitive areas, roadways, parks and trails, and other major infrastructure investments. 2. Accommodate a mixture of housing types, costs, and densities, while maintaining the predominance of single-family housing in the community. The Village policy is that at least 65% of new housing units in the planned Neighborhood area as a whole should be single family residences. 3. Promote neighborhoods that instill a sense of community with their design – including gathering places, parks, open spaces, pedestrian and bicycle access, schools, and churches. 4. Refer also to policies applicable to Single Family Residential, Two Family and Townhouse Residential, Multiple Family Residential, and other future land use categories that comprise each Neighborhood area.

The Future Land Use Map identifies portions of properties adjacent to the intersection of CTH AB and CTH MN as suitable for "Mixed Use/Flex Commercial". Page 36 of the plan includes additional details regarding the intent of this future land use category, as summarized in Figure 2. In general, future Mixed Use/Flex Commercial areas are intended for a mixed of multi-family residential and commercial uses.

Figure 2. Mixed Use/Flex Commercial Future Land Use Description

Future Land Use Category	General Description of Land Uses Allowed	Typical Implementing Zoning Districts	Development Policies (see also Village zoning, subdivision, stormwater management, and other ordinances)
Mixed Use/Flex Commercial	A carefully designed blend or option of commercial services, retail, office, business park, multiple family residential, and/or institutional land uses, including mixed use sites and/or buildings. Compared to the Neighborhood future land use category, Mixed Use/Flex Commercial areas typically are denser, include some non-residential component, and do not typically include single family housing. All uses served by public sewer and water systems.	Appropriate traditional zoning districts (e.g., C-H, C-P, R-3) or PD or PD-I Planned Development zoning	1. Design "Mixed Use/Flex" areas to skillfully mix different uses on the same area, site, and/or building, and/or to serve as transitions between broader areas of different land uses. This future land use category is NOT intended to enable an unplanned or haphazard mix of different uses on any site or in any area. 2. Preserve and blend with surrounding residential character through appropriate building scale, building appearance, landscaping, screening, signs, and limited traffic and loading, and access from the adjacent collector or arterial street. Utilize the approach and standards in Figure 4-2 in such settings. 3. Rezone sites designated for Mixed Use/Flex use only after public sanitary sewer and water service is available, the land is within Village limits, and a development proposal is offered. 4. Refer also to policies applicable to Two and Multiple Family Residential, Highway and General Commercial, Commercial Park, and other more specific future land use categories that logically guide the development of each planned Mixed Use/Flex area given the range of proposed uses there.

A small portion of the lands within the proposed urban service area extension are identified as "Agricultural Preservation". These lands are not in agricultural production and represent areas of WDNR mapped wetlands which are likely to remain as environmental corridors.

The Village's Comprehensive Plan is available at the following link:

<https://www.mcfarland.wi.us/ComprehensivePlan>

1.2 Link to the Village of McFarland East Side Neighborhood Growth Area Plan

Lands within the proposed urban service area extension are also within the Village's East Side Neighborhood Growth Area Plan, adopted March 10, 2008. The East Side Neighborhood Growth Plan was prepared after adoption of the Village's prior Comprehensive Plan in 2006 to provide more detailed planning for anticipated Village growth areas. The plan was prepared under the direction of an Ad Hoc Committee comprised of elected and appointed Village officials along with neighborhood stakeholders. The Village's 2017 Comprehensive Plan carries forward the 2008 East Side Neighborhood Growth Area Plan for further conceptual guidance for land uses in this area. Refer to Appendix A for a map of the Conceptual Development Plan.

The Conceptual Development Plan identifies most lands within the urban service extension area for "Traditional Residential" development. This land use category is intended for walkable neighborhoods with a combination of single-family, two-family, and 3-4 unit structures with a minimum density of four units per acre. Lands adjacent to CTH AB and CTH MN are identified as "Crossroads Commercial". The vision for this area is about 50,000 square feet of retail and service business space. This center is not intended to be a typical strip commercial center. The desired development will have multiple small buildings with a residential character, clustered around small public plazas or greenspaces. It is meant to resemble a small village or rural crossroads hamlet. "Multi-Unit Residential" areas are identified as a buffer between the Traditional Residential and Crossroads Commercial areas. The minimum density in these areas are eight units per acre and buildings with more than five units. Remaining proposed land uses include "Large-Lot Residential" areas and "Parks and Open Space" uses. The Large-Lot Residential areas are intended to serve as a transition between higher density development and adjacent farmland or environmental corridors with average densities of one to two units per acre.

The Village's East Side Neighborhood Growth Area Plan is available at the following link:

<https://www.mcfarland.wi.us/developmentplans#3FD9BE4A-7C65-4B47-98F0-7E00F9BD691A>

1.3 Need for the addition to the USA

The proposed USAA is intended to allow for the continued east-side growth of the Village of McFarland to meet projected population, housing and commercial development needs of the Village. The January 1, 2019 population estimate for the Village is 8,700 (source: WDOA). Figure 3 on page 5, illustrates the historical and projected population of the Village from 1970 to 2040. The graph includes four projections of future population growth, one created by the WDOA in 2013 and three created by the Village in 2019:

- Projection #1 is the WDOA's projected population statistics as prepared in year 2013. Notable, is that the WDOA's population estimate of 8,700 residents for 1/1/19 exceeds their 2020 projections for the Village created in 2013 by 210 persons. In 2013, the WDOA projected the Village will add 1,405 people between 2020-2040, which translates to 571 housing units or just 27 housing units per year (assuming 2.46 persons per household, 2013-2017 ACS value for McFarland).
- Projection #2 estimates the Village population grows at an annual rate of 1.3%, which is same average annual growth rate the Village experienced from 2010-2019. Under this assumption, the Village will add 2,528 people between 2020-2040, which translates to 1,028 housing units, or 49 housing units per year.

- Projection #3 estimates the Village population grows at an annual rate of 1.9%, which is the same average annual growth rate the Village experienced from 2000-2019. Under this assumption, the Village will add 3,984 people between 2020-2040, which translates to 1,620 housing units, or 77 housing units per year. This projection is consistent with the trend line of historical population.
- Projection #4 estimates the Village population grows at an annual rate of 2.3%, which is the same average annual growth rate the Village experienced from 1990-2019. Under this assumption, the Village will add 5,085 people between 2020-2040, which translates to 2,067 housing units, or 98 housing units per year.

Figure 3. McFarland Population Projections

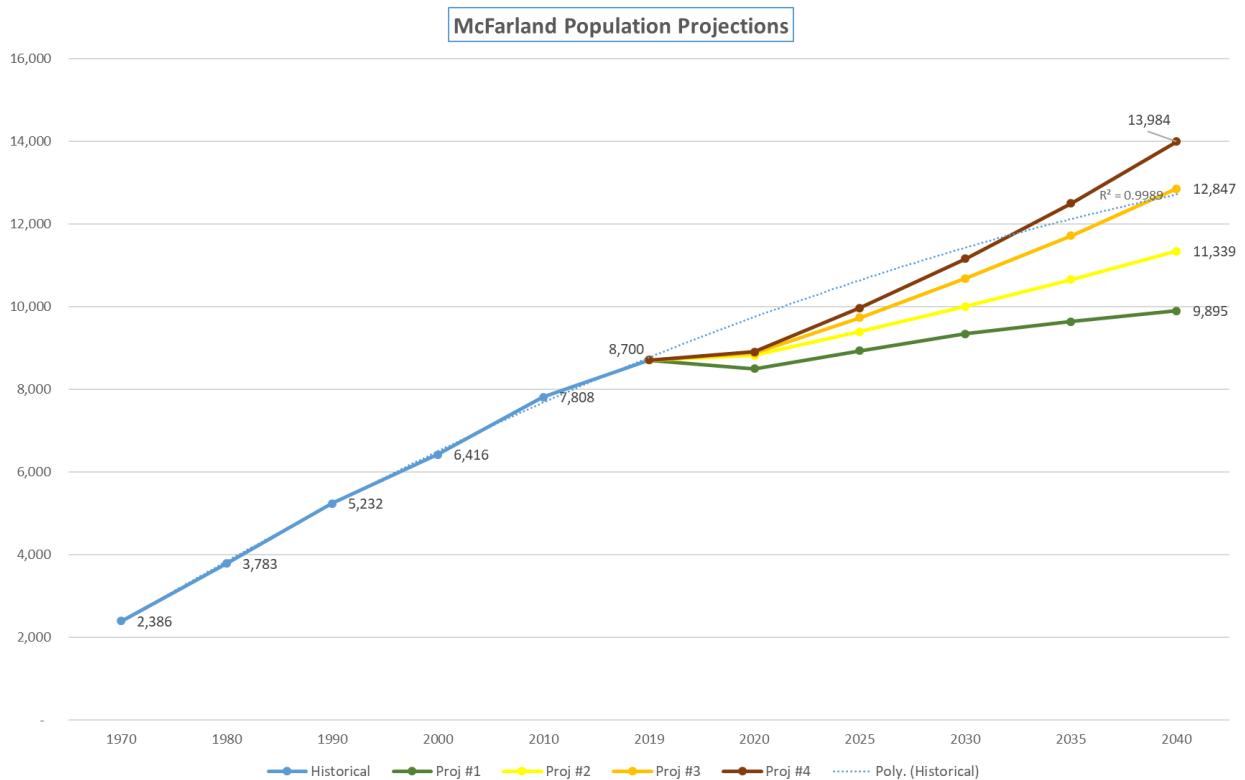
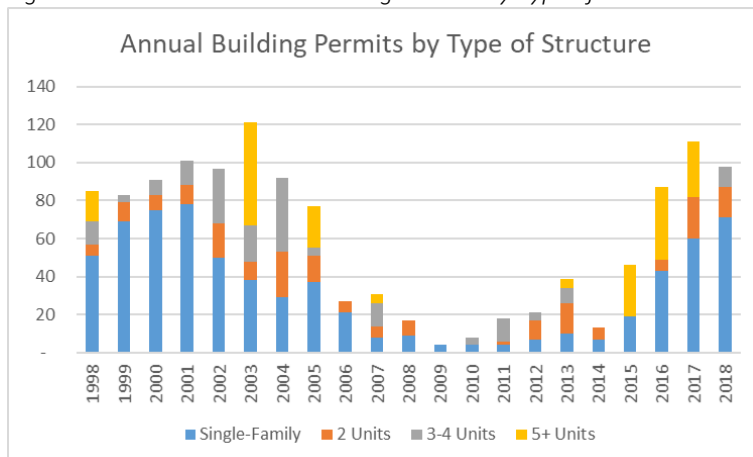


Figure 4. McFarland Annual Building Permits by Type of Structure



Since 1998, the Village of McFarland has averaged 60 residential building permits per year. Since 2015, the Village has averaged 87 residential building permits per year. Since 1998, the portion of residential building permits that are for single-family units is approximately 55%; therefore, the total number of housing units added per year is in excess of the average number of residential building permits. This historical data supports the projected population projections #3 and #4 in Figure #3. The Village does not concur with the WDOA population projections from 2013.

While the Village has been actively investing in redevelopment of under-utilized properties within the existing urban service area for mixed-use and higher density residential developments (239 units approved since 2016), infill development alone will not sufficiently account for the housing needs (total and type) of the Village. Therefore, expansion of the urban service area within the Village's east side growth area will be necessary. The few remaining vacant lots in the subdivisions adjacent to the proposed USAA (i.e. Park View Estates, Prairie Place, and Juniper Ridge) are anticipated to be built out in year 2020 given the current pace of development. These subdivisions were platted to allow for future connectivity to lands within the proposed USA extension.

Intergovernmental Cooperation

In 2005, the Village of McFarland and the Town of Dunn adopted an Intergovernmental Agreement for most of the area included in the proposed USAA. The Agreement runs through year 2025. Exhibit C of the Agreement (refer to Appendix A) includes a map of the Village's Planned Eastside Growth Area. Section 4 of the Agreement specifies that the Town agrees not to oppose annexations of territory to the Village located within the Village's planned East Side Growth Area as shown in Exhibit C. Section 2 of the Agreement also provides that the Town shall not purchase conservation easements or provide direct or indirect support to other parties specifically seeking conservation easements within the planned East Side Growth Area. The Agreement does not prohibit the Village from annexation lands outside of the planned East Side Growth Area, except for certain lands located south of the Yahara River between Lake Waubesa and Lower Mud Lake. This "No Annexation Buffer Area" is not applicable to the lands within this USAA.

2.1 Notification of Adjacent Local Governmental Units

The Village provided the Town of Dunn a copy of this USAA with its official submittal to CARPC. CARPC staff will also notify the adjacent local governments of the USA Amendment request and the associated public hearing.

2.2 Adjacent Local Government Objections and Support

Any documented letter of support, neutrality, or opposition received by the Village from the Town of Dunn regarding this USAA will be provided to CARPC.

Land Use

3.1 Map of Proposed USAA Boundary and Existing Rights-of-Way

Refer to the map in Appendix A.

3.2 Tables of Existing and Proposed Land Uses

Table 1 on the following page provides the total acreage of existing and proposed development by major land use categories. Figures for proposed land uses are based on a combination of preliminary concept plans as submitted by developers to the Village and the Village's East Side Neighborhood Conceptual Development Plan Map. The proposed land use acreages and number of housing units in Table 1 are estimates subject to change based on final plats approved by the Village.

Table 1 Existing & Proposed Land Uses and Housing Units				
Land Use	Existing Acres	Existing Number of Housing Units	Proposed Acres	Proposed Number of Housing Units
Agriculture	153.1	0	0.0	0
Single-Family Residential	8.4	10	41.1	205
Multi-Family Residential	0	0	58.7	412
Commercial	2.2	0	10.9	0
Industrial	0	0	0.0	0
Institutional	0	0	0.0	0
Park & Open Space	95.0	0	108.2	0
Stormwater Management	0	0	14.4	0
Utility	0.3	0	0.3	0
Right-of-Way	11.1	0	36.8	0
Total	270.3	10.0	270.3	617

3.3 Map of Existing and Planned Land Uses

Refer to the maps in Appendix A. Existing land use data is from 2016; however, land uses in the USAA have not changed. Appendix A includes the Village's Future Land Use Map and East Side Neighborhood Conceptual Development Plan Map.

3.4 Quantity and Type of Proposed Housing Units

The estimated quantity of new housing units is 617. This includes an estimated 205 single family homes, 110 duplex units, and 302 multi-family units. Of the 302 multi-family units, 96 units are proposed for CBRF/RCAC units, 142 units are proposed for 3-4 unit structures (including 130 senior independent living structures), and 64 units are proposed for 4+ unit buildings.

3.5 Map of 10-Year Staging Boundaries

All developable lands within the proposed USA extension are anticipated to be built-out within 10 years. Within that timeframe various properties are anticipated to develop based on readiness to proceed and market conditions. Those parcels with existing development are anticipated to connect to urban services within the same 10-year period as annexation petitions are approved and utilities become available. Refer to Appendix A for a map of the general 10-year staging boundaries.

Natural Resources

4.1 Map of Natural Resources

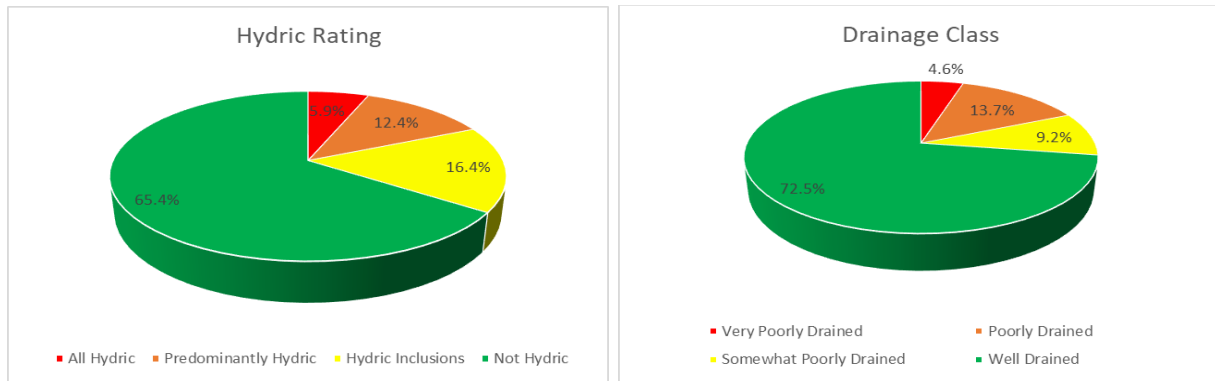
Appendix A includes a map identifying natural resources within and adjacent to the proposed USAA. The following is a summary of natural resources within the proposed USA extension:

- **Rivers or Streams.** There are no navigable rivers or streams within the proposed USA Amendment area. Those streams shown on the maps in Appendix A represent constructed drainage.
- **Lakes and Ponds.** Dane County DCiMap identifies a 5.9 acres undesignated pond adjacent to the southside of the railroad west of CTH AB. Based on a review of historical aerial photographs, this pond has not historically consistently held water but is part of a WDNR designated wetland area.
- **Wetlands.** According to the WDNR Surface Water Data Viewer there are three areas of wetlands within the proposed USAA, all south of the railroad. The wetlands to the west of CTH AB are

approximately 13 acres in area consisting of emergent/wet meadows and forested wetlands. The wetlands to the east of CTH AB are approximately 7.5 acres in area consisting of emergent/wet meadows and forested wetlands. The developers for these lands have completed field delineated wetland surveys, the boundaries of which are shown on the Map of Natural Resources. The third wetland area is within the Village's parklands south of Elvehjem Road.

- **Floodplains.** There are no FEMA designated floodplains within the proposed USAA according to FIRM Panel 55025C0444H, effective data 9/17/2014.
- **Topography.** Elevations range from 922 feet on the north edge of the proposed USAA to 855 feet in the southeast corner of the proposed USAA. Slopes are predominantly less than 12%.
- **Public Lands.** There are two existing Village parks in the USAA. Urso Community Park includes the Village's dog park and associated walking trails. Adjacent to Urso Park is Orchard Hills Park. The Village is planning to construct a frisbee disc golf course at this park. This parks are also part of the planned Lower Yahara River Trail. The Village desires to add shelters with restrooms to each of these parks for recreational users. Other public lands include existing rights-of-way, including a portion of the Wisconsin & Southern Railroad owned by the WisDOT.
- **Soils.** Most of the USAA consists of silt loam soils that are well drained and not hydric. Soils that are somewhat poorly or poorly drained, and predominantly hydric or all hydric, coincide with the wetland areas. Soils present within the proposed USAA are described in Table 2 below, and summarized by hydric rating and drainage class.

Soils		Acres	Percent of USAA	Drainage Class	Hydric Rating
Ad	Adrian muck	4.3	1.6%	Very Poorly Drained	All Hydric
BbA	Batavia silt loam	16.5	6.1%	Well Drained	Not Hydric
Co	Colwood silt	3.5	1.3%	Poorly Drained	All Hydric
DnB	Dodge silt loam	30.3	11.2%	Well Drained	Not Hydric
DnC2	Dodge silt loam	17.2	6.4%	Well Drained	Not Hydric
DsB	Dresden silt loam	3.9	1.4%	Well Drained	Not Hydric
DsC2	Dresden silt loam	0.0	0.0%	Well Drained	Not Hydric
EgA	Elburn silt loam	1.1	0.4%	Somewhat Poorly Drained	Hydric Inclusions
GsB	Grays silt loam	3.7	1.4%	Well Drained	Not Hydric
HaA	Hayfield silt	0.1	0.0%	Somewhat Poorly Drained	Hydric Inclusions
KeB	Kegonsa silt loam	23.5	8.7%	Well Drained	Not Hydric
KrD2	Kidder soils	20.4	7.6%	Well Drained	Not Hydric
Mc	Marshaun silt loam	0.5	0.2%	Very Poorly Drained	All Hydric
MdC2	McHenry silt loam	15.5	5.7%	Well Drained	Not Hydric
MdD2	McHenry silt loam	1.0	0.4%	Well Drained	Not Hydric
PoA	Plano silt loam	20.7	7.7%	Well Drained	Not Hydric
PoB	Plano silt loam	23.7	8.8%	Well Drained	Not Hydric
RaA	Radford silt loam	0.6	0.2%	Somewhat Poorly Drained	Hydric Inclusions
SaA	Sable silty clay loam	33.4	12.4%	Poorly Drained	Predominantly Hydric
ScB	St. Charles silt loam	19.3	7.1%	Well Drained	Hydric Inclusions
ScC2	St. Charles silt loam	0.3	0.1%	Well Drained	Not Hydric
VwA	Virgil silt loam	23.2	8.6%	Somewhat Poorly Drained	Hydric Inclusions
Wa	Wacousta silty clay loam	7.6	2.8%	Very Poorly Drained	All Hydric



4.2 Public Outlots Intended for Parks and Stormwater Management

Appendix A includes the Village's East Side Neighborhood Conceptual Development Plan. This map shows the preliminary location of planned public outlots intended for parks and stormwater management. The location of these outlots coincide with the topography (low elevations) and map of natural resources. The location and size of public outlots intended for parks and stormwater management are subject to change based on final plats approved by the Village.

4.3 Delineate Environmental Corridors

Dane County DCiMap identifies the areas previously discussed as WDNR designated wetlands as Resource Protection Corridors. In addition, DCiMap identifies a few small fragmented areas as Resource Protection Corridors due to possible steep slopes. Current uses in these areas are agricultural fields and shrublands. The Village will work with CARPC staff to delineate Environmental Corridors meeting the criteria adopted in the Water Quality Plan for Dane County.

4.4 Proposed Environmental Corridors

Refer to Appendix A for a map of proposed environmental corridors in the USAA as prepared in coordination with CARPC staff. Exact locations of environmental corridors may need to be refined closer to the time of development and the corridor should be updated accordingly in these areas.

4.5 Surpassing Minimum Environmental Corridor Requirements

Development within the proposed USAA will meet or exceed minimum environmental corridor requirements.

Utilities and Stormwater Management

5.1 Proposed Sanitary Sewer Extension

The amendment area will be served by two interceptor sewers. A 12" sanitary sewer interceptor which will connect to the Village's existing sanitary main at Devils Lake Way and a 10" interceptor which will connect to the Village's existing sanitary main at Tuscobia Trail. Refer to Appendix A for the conceptual location of this sewer interceptor. Future developments within the USAA will connect to the interceptor through additional gravity fed sanitary sewer mains. Flow from these mains will connect to the Village's existing Lift Station #2, near the intersection of Fox Run and Pheasant Run, and eventually to the Madison Metropolitan Sewer Treatment Plant through the Village's existing network of sanitary sewer mains. The Village's is working on design documents for the proposed sanitary sewer interceptor with project bidding anticipated to occur in the Summer of 2020 to enable construction to occur in the winter of 2020-21. Refer to Appendix A for a map of the proposed sanitary sewer interceptor extension. The Village plans to

recoup the expense of the sanitary sewer interceptors through deferred assessments for those property owners that benefit from its installation. Developers will be responsible for the design and construction of additional sanitary sewer mains and laterals to serve proposed developments.

5.2 Estimated Average Daily and Peak Wastewater Flow for the USAA

Each housing unit in the proposed development is expected to contribute an additional 212 gallons per day, and would amount to approximately 130,958 gallons per day for the estimated 617 housing units planned or existing in the USAA. The residential peak flow is estimated at 458,354 gallons per day. These values assume 2.83 persons per home, 75 gallons per person per day, and a peaking factor of 3.5.

Using an average of 1,000 gallons per day per acre for commercial development, the estimated wastewater flow is 10,900 gallons per day. The commercial peak flow is 350% of average daily flow, the resulting peak flow is 38,150 gallons per day.

5.3 Current Average Daily flow

Lift Station #2 receives an average of 146,880 gallons per day, and has a capacity of 979,200 gallons per day. The existing peak base flow to Lift Station #2 is 535,680 gallons per day.

5.4 Wastewater Treatment Plant & Interceptor Sewer Capacity

The Madison Metropolitan Sewerage District (MMSD) Nine Springs regional wastewater treatment plant serves the Village of McFarland and will provide wastewater treatment for development within the amendment area. Capacity information for the Nine Springs treatment plant can be obtained from Curt Sauser at 608-222-1201.

The proposed sanitary sewer interceptor is anticipated to have a capacity of 1,265 gallons per minute (gpm). Including the proposed development, the anticipated peak flow in the proposed sanitary sewer interceptor would be 318 gpm. The existing sanitary sewer main from Lift Station #2 to Devils Lake Way has a capacity of 1,010gpm. Including the proposed development, the peak demand on this existing interceptor would be 508 gpm.

5.5 Proposed Public Water Supply

Proposed development within the USAA will be served by the Village's existing Wells #1, 3, and 4. Future water main extensions in the USAA will range from 8 to 12-inch diameter.

5.6 Estimated Average Daily and Peak Hourly Water Demand for the USAA

Each housing unit in the proposed development is expected to require an additional 283 gallons per day, and would amount to approximately 174,611 gallons per day for the estimated 617 housing units planned or existing in the USAA. The residential peak hourly demand within the USAA is estimated at 401,605 gallons per day. This values assumes 2.83 persons per home, 100 gallons per person per day, and a ratio of maximum day to average day of 2.3.

5.7 Current Average Daily and Peak Hourly Water Demand

The current capacity of the Village's public water system is 2,159,571 gpd. This is the Village's firm capacity and assumes that the Village's largest well is offline. The average daily demand is 849,431 gallons. Peak hourly demand is estimated at 1,953,691 gpd.

5.8 Current Capacity of the Water Supply System

The Village of McFarland has 1,250,000 gallons of elevated water storage in two water towers and a pumping capacity (wells) of 2,500 gallons per minute. The Village currently has three wells. Well 1 pumps has a capacity of 500 gpm, Well 3 has a capacity of 1,000 gpm, and Well 4 has a capacity of 1,000 gpm. The Village's pumping capacity with its largest well out of service is 1,500 gpm.

5.9 Proposed Stormwater Management Standards and Practices

The Village of McFarland has adopted stormwater management requirements meeting the current Dane County stormwater management requirements. Appendix A includes the Village's East Side Neighborhood Conceptual Development Plan. This map shows the preliminary location of planned public outlots intended for parks and stormwater management. The location of these outlots coincide with the topography (low elevations) and map of natural resources. The location and size of public outlots intended for parks and stormwater management are subject to change based on final plats approved by the Village.

Stormwater management practices will be obligatory for each development as well as erosion control requirements during site grading and other development activities and will be conducted in accordance with the Village's adopted stormwater management and erosion control ordinances. The Village Engineer reviews all erosion control and stormwater management permit applications.

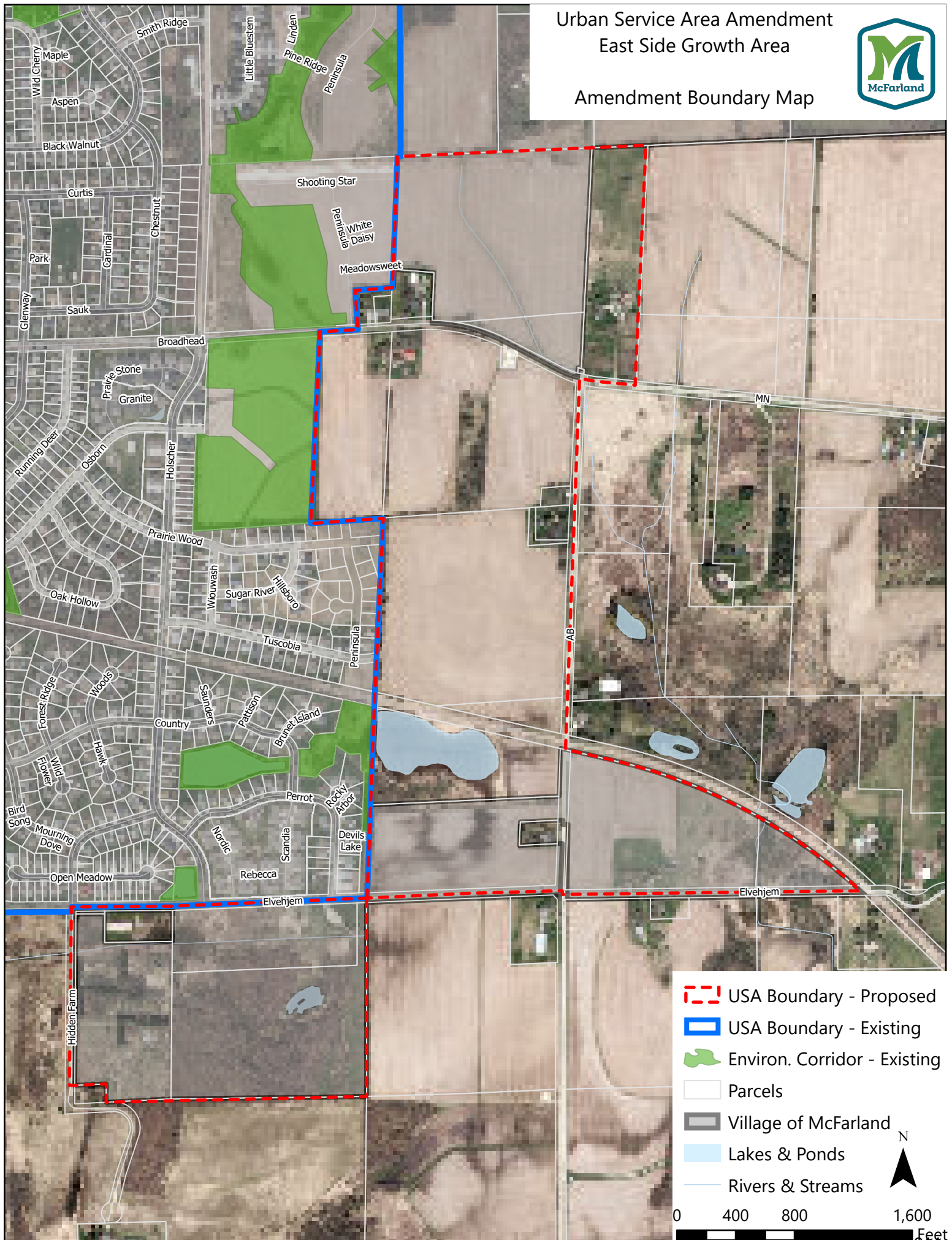
5.10 Stormwater Facilities Long-Term Maintenance and Management

The Village's Public Works Department is responsible for insuring that private and public stormwater management facilities within the Village are being managed and maintained according to the approved management plans for these facilities. The ownership and management follows the Village's development procedures. Stormwater management facilities that are designed at the plat level or certified survey map (CSM) level and located in outlots that are dedicated to the public are ultimately owned and managed by the Village. Facilities that are not dedicated to the Village are owned and maintained by the property owner.

Urban Service Area Amendment East Side Growth Area



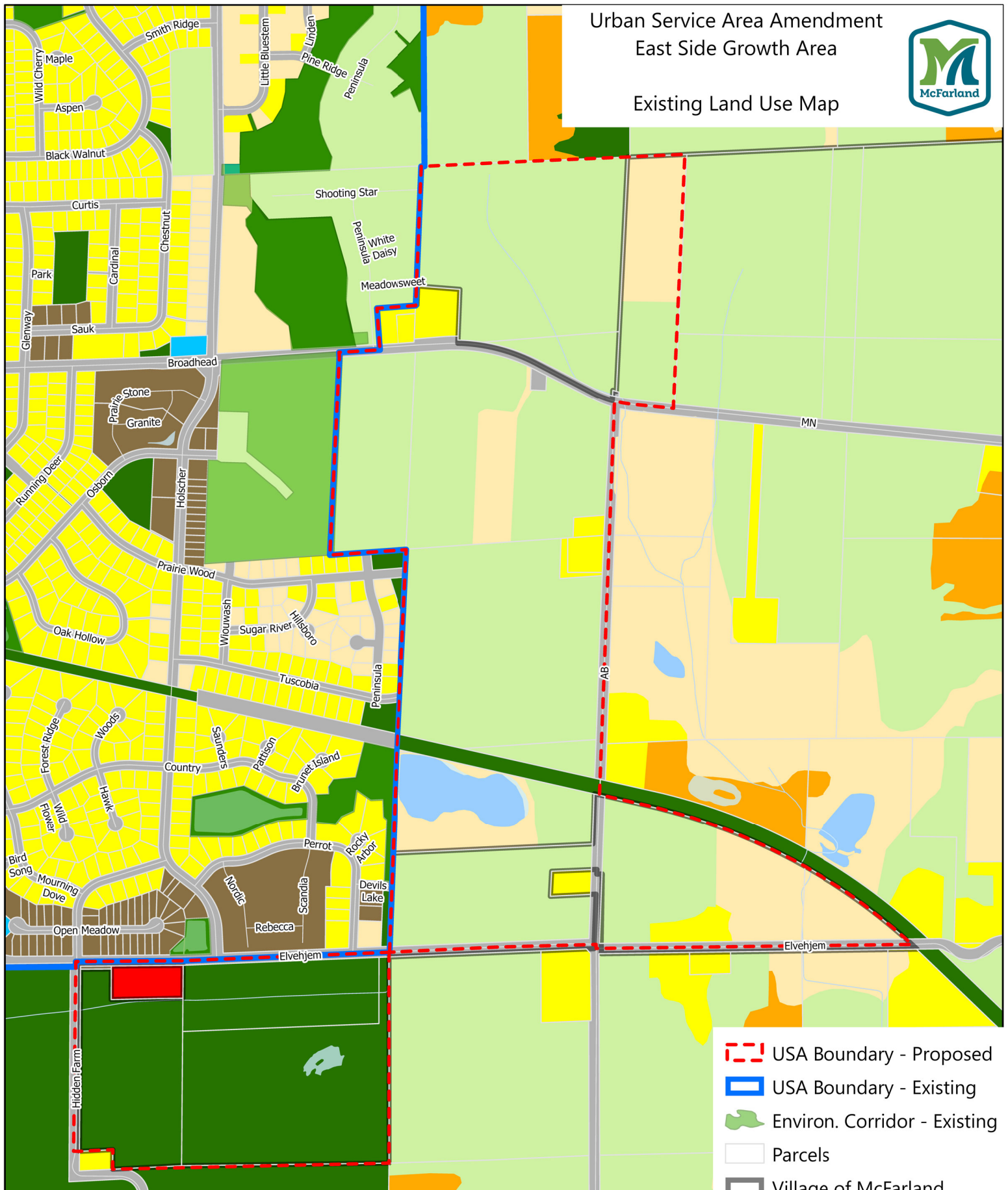
Amendment Boundary Map



Urban Service Area Amendment East Side Growth Area



Existing Land Use Map



2016 Land Use

Agriculture

Woodlands

Other Open Land

Public Lands and Recreation

Residential

Two and Multiple Family Residential

Commercial

Industrial

Institutional/Governmental

Mineral Extraction

Transportation, Communications, and Utilities

Water

USA Boundary - Proposed

USA Boundary - Existing

Environ. Corridor - Existing

Parcels

Village of McFarland

Lakes & Ponds

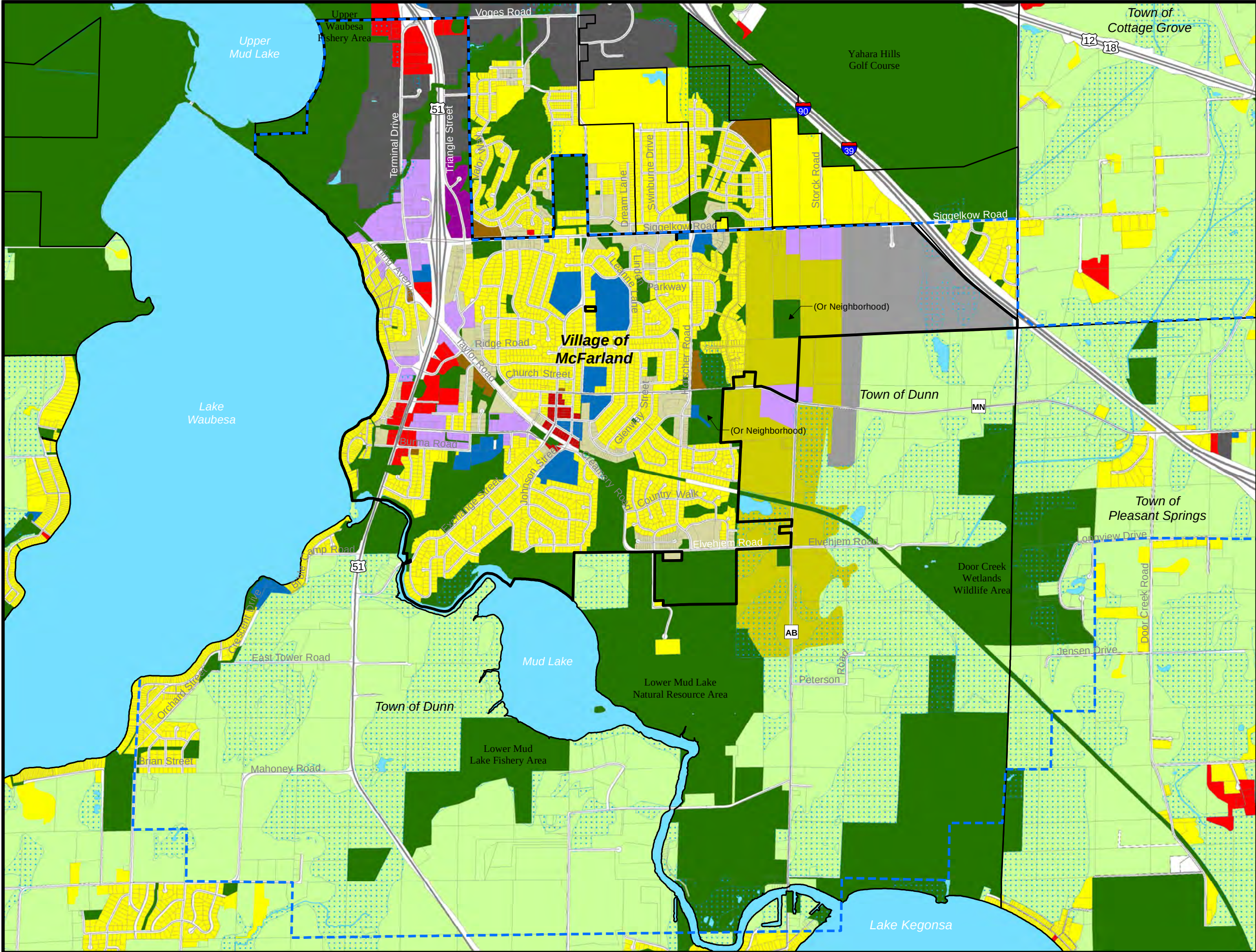
Rivers & Streams

400 800

1,600



Feet



MAP 6

FUTURE LAND USE



COMPREHENSIVE PLAN

Legend

Future Land Use

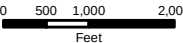
- Single Family Residential
- Two Family and Townhouse Residential
- Multiple Family Residential
- Neighborhood
- Downtown
- Highway and General Commercial
- Commercial Park
- Industrial
- Mixed Use/Flex Commercial
- Institutional and Governmental
- Public Lands, Recreation, and Environmental Corridor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

--- Village of McFarland Extraterritorial Jurisdiction Boundary

▣ Village of McFarland Limits (8/18)

▣ Other Municipal Limits (2018)

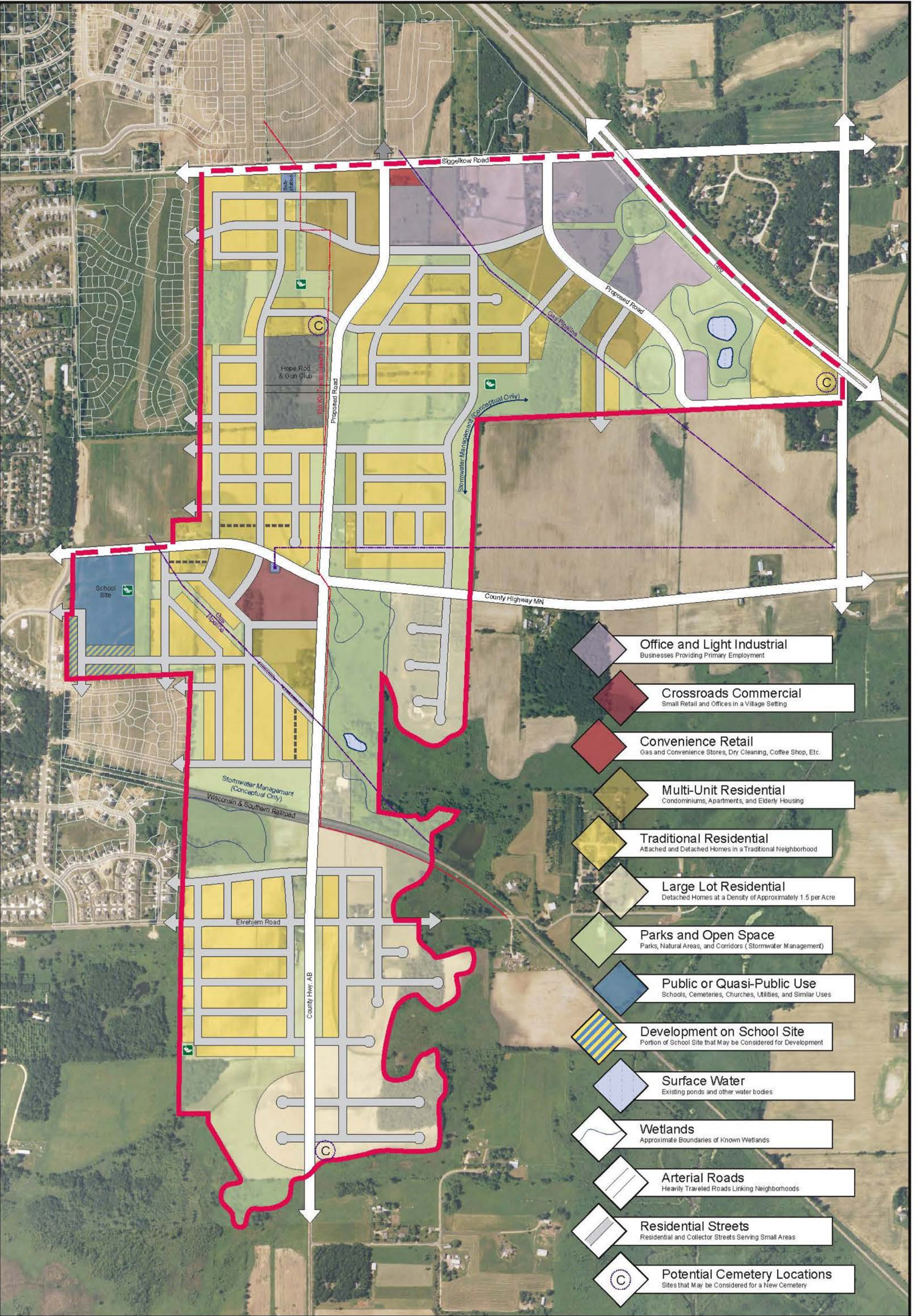
Shapes on this map represent the Village's vision for future land use within the Village and its extraterritorial jurisdiction. For such lands, this map is not intended to represent existing land use or zoning, or to compel property owners to change the use of their land. For example, owners of agricultural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



Date: May 2019

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

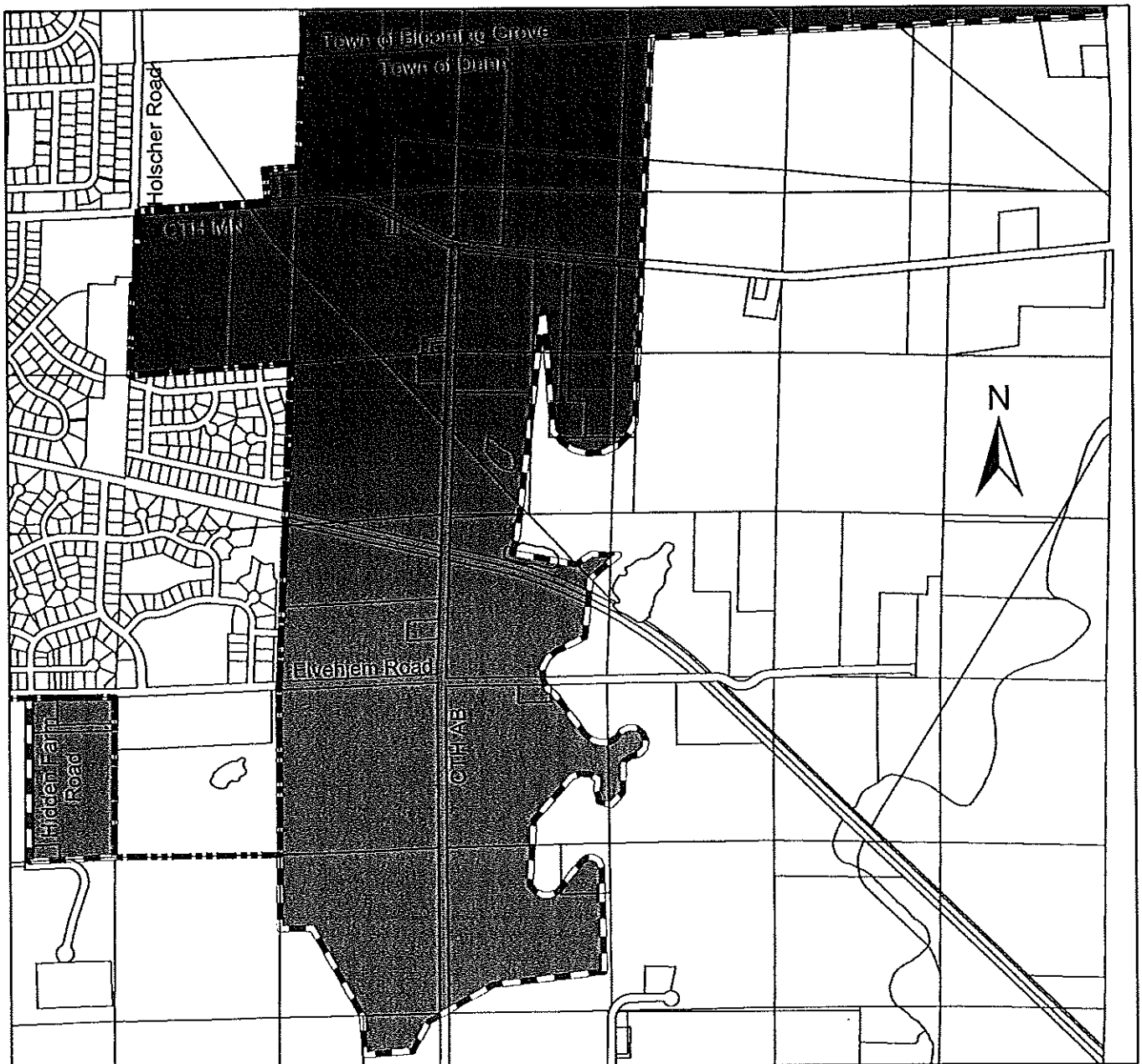




-  **Office and Light Industrial**
Businesses Providing Primary Employment
-  **Crossroads Commercial**
Small Retail and Offices in a Village Setting
-  **Convenience Retail**
Gas and Convenience Stores, Dry Cleaning, Coffee Shop, Etc.
-  **Multi-Unit Residential**
Condominiums, Apartments, and Elderly Housing
-  **Traditional Residential**
Attached and Detached Homes in a Traditional Neighborhood
-  **Large Lot Residential**
Detached Homes at a Density of Approximately 1.5 per Acre
-  **Parks and Open Space**
Parks, Natural Areas, and Corridors (Stormwater Management)
-  **Public or Quasi-Public Use**
Schools, Cemeteries, Churches, Utilities, and Similar Uses
-  **Development on School Site**
Portion of School Site that May be Considered for Development
-  **Surface Water**
Existing ponds and other water bodies
-  **Wetlands**
Approximate Boundaries of Known Wetlands
-  **Arterial Roads**
Heavily Traveled Roads Linking Neighborhoods
-  **Residential Streets**
Residential and Collector Streets Serving Small Areas
-  **Potential Cemetery Locations**
Sites that May be Considered for a New Cemetery

Village of McFarland - East Side Neighborhood Growth Area - Concept Development Plan

Exhibit C



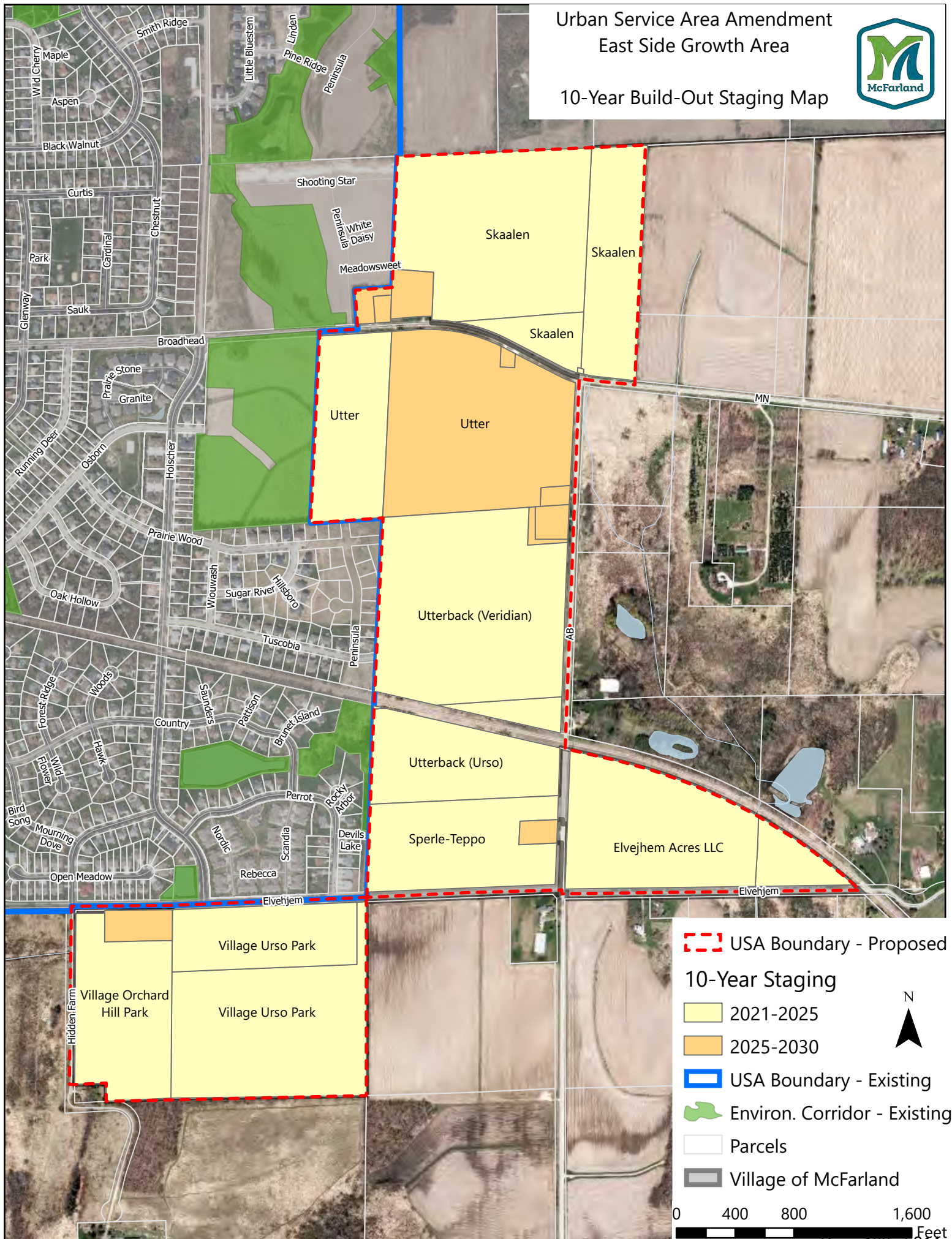
Legend

-  Municipal Boundary
-  Proposed East Side Growth Boundary

Urban Service Area Amendment
East Side Growth Area



10-Year Build-Out Staging Map



**Urban Service Area Amendment
East Side Growth Area**

Natural Resources Map

McFarland

Legend:

- USA Boundary - Proposed (Red dashed line)
- USA Boundary - Existing (Blue solid line)
- Environ. Corridor - Existing (Green shaded area)
- Parcels (Thin black lines)
- Village of McFarland (Thick black line)
- Lakes & Ponds (Blue areas)
- Rivers & Streams (Blue lines)
- Soils (Brown lines)
- Slopes 12% to 20% (Pink shaded area)
- Slopes > 20% (Dark pink shaded area)
- FEMA 100-Year Floodplain (Blue hatched area)
- Field Delineated Wetland (Green wavy lines)
- DNR Wetland (Blue wavy lines)

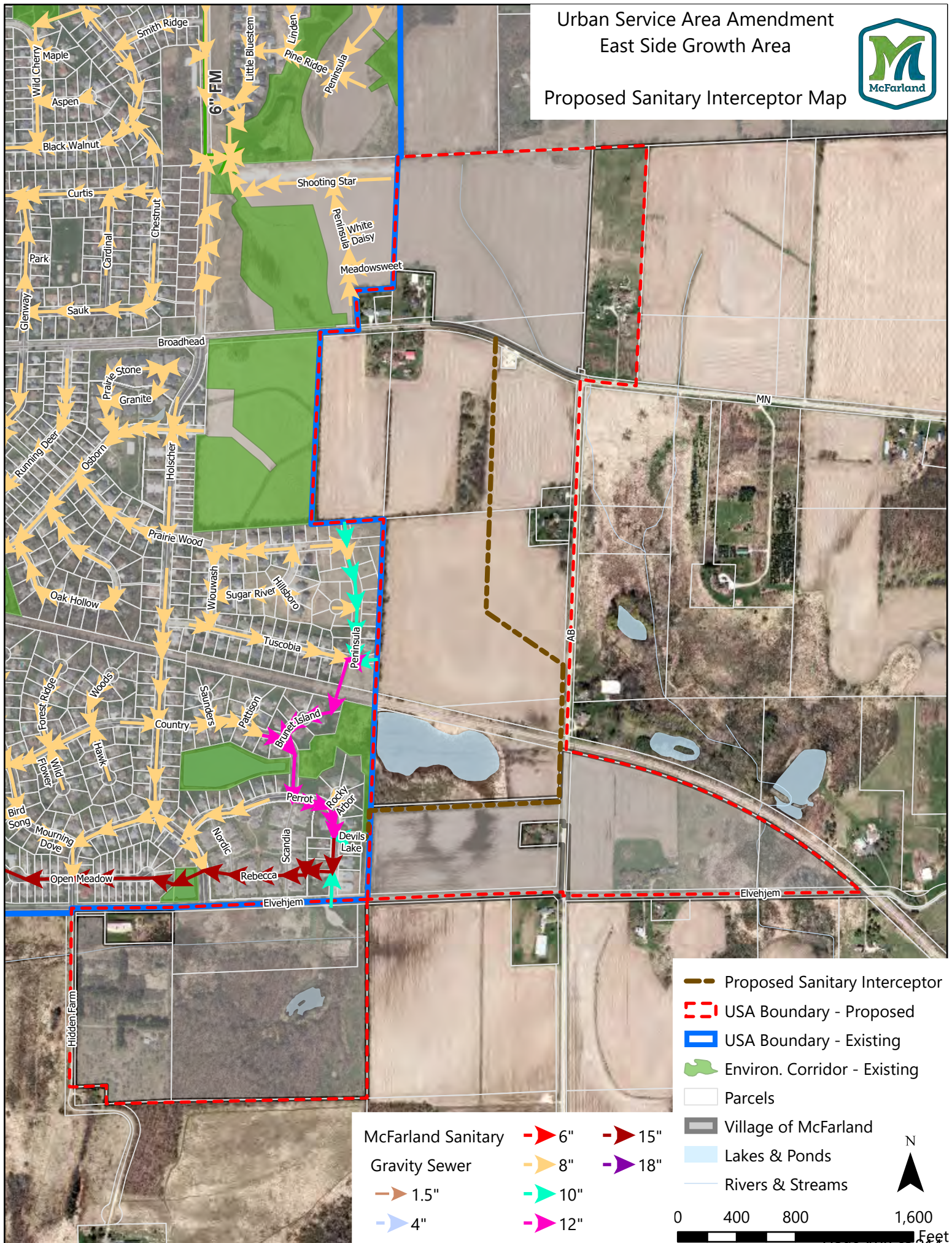
Scale: 0 400 800 1,600 Feet

North Arrow: N

Urban Service Area Amendment East Side Growth Area



Proposed Sanitary Interceptor Map





PUBLIC SAFETY COMMITTEE SUMMARY SHEET

MEETING DATE: Monday, February 24, 2020

SECTION: Business

DEPARTMENT: Police

CONTACT: Craig Sherven, Police Chief

AGENDA ITEM: Discussion and action regarding Ordinance 2020-05: an ordinance to establish Section 38-38 of the Municipal Code prohibiting unlicensed massage therapy.

PREVIOUS ACTION:

ISSUE SUMMARY:

A recent change to state law now permits municipalities to enact an ordinance allowing for enforcement of massage therapy employee licensing requirements by local law enforcement. Previously, state law did not allow for local enforcement.

FINANCIAL/BUDGET IMPACT:

N/A

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Public Safety Committee unanimously recommended approval of Ordinance 2020:05:an ordinance to establish Section 38-38 of the Municipal Code prohibiting unlicensed massage therapy.

ATTACHMENTS:

1. 2020-05 Unlicensed massage therapy prohibited

ORDINANCE 2020-05

AN ORDINANCE PROHIBITING UNLICENSED MASSAGE THERAPY

Purpose: To adopt state law prohibiting unlicensed massage therapy

Sponsor: Chief Craig Sherven

Recommended Referral: Public Safety Committee

Public Hearing: Not Required

WHEREAS, Wisconsin Law prohibits persons from providing massage and body therapy without an appropriate license issued by the State; and

WHEREAS, the Wisconsin Legislature recently enacted a law that enables municipalities to prohibit the same within their communities; and

WHEREAS, the Village Board accepts the recommendations of the Public Safety Committee and Chief of Police and finds that adopting these regulations will protect Village residents and visitors, and that these regulations are in the best interest of the public; and

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

1. Section 38-38 of the McFarland Municipal Code is created to read as follows:
38-38. Unlicensed massage therapy prohibited.
 - (a) No person may provide massage therapy or bodywork therapy, or otherwise violate the prohibitions provided under Wis. Stats. § 460.02, unless the individual is licensed pursuant to Chapter 460 of the Wisconsin Statutes.
 - (b) No person may employ or contract for the services of an individual to provide massage therapy or bodywork therapy unless the individual is licensed pursuant to Chapter 460 of the Wisconsin Statutes.
 - (c) No person may employ or contract for the services of an individual to provide massage therapy or bodywork therapy to third parties unless the individual is licensed pursuant to Chapter 460 of the Wisconsin Statutes.

- (d) Any person who violates Subsection (a) or (b) of this Section shall be subject to a forfeiture of \$500.00 for first offense, and \$1,000.00 for second or greater offenses. Each day of continued violation constitutes a separate offense.
- (e) Any person who violates Subsection (c) of this Section shall be subject to a forfeiture of \$1,000.00. Each day of continued violation constitutes a separate offense.

The above and foregoing Ordinance was duly adopted at a regular meeting of the McFarland Village Board on the ____ day of _____, 2020.

APPROVED:

Brad Czebotar, Village President

ATTEST:

Cassandra Suettinger, Village Clerk-
Treasurer

ORDINANCE 2020 – 05	
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:	



PUBLIC SAFETY COMMITTEE SUMMARY SHEET

MEETING DATE: Monday, February 24, 2020

SECTION: Business

DEPARTMENT: Police

CONTACT:

AGENDA ITEM: Discussion and action regarding a Resolution 2020-05: a resolution adopting a bond schedule for violations of section 38-38 of the McFarland Municipal Code.

PREVIOUS ACTION:

ISSUE SUMMARY:

A follow up to ordinance 2020-05 regarding the prohibition of unlicensed massage parlors. The proposed resolution would set the bond schedule for the newly created section 38-38.

FINANCIAL/BUDGET IMPACT:

N/A

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Public Safety Committee unanimously recommended approval of Resolution 2020-05: a resolution adopting a bond schedule for violations of section 38-38 of the McFarland Municipal Code.

ATTACHMENTS:

1. 2020-05 - Bond Schedule for unlicensed massage parlors

RESOLUTION # 2020-05

A RESOLUTION ADOPTING A BOND SCHEDULE FOR VIOLATIONS OF SECTION 38-38 OF THE MCFARLAND MUNICIPAL CODE

WHEREAS, the McFarland Municipal Judge sets the deposit and bond amounts for forfeiture violations, subject to the approval by the Village Board; and

WHEREAS, the Village Board recently adopted Section 38-38 of the Municipal Code, prohibiting unlicensed massage and body therapy; and

WHEREAS, the Municipal Judge has reviewed and approved the amendment to the deposit and bond schedule as proposed in this Resolution;

NOW, THEREFORE, BE IT RESOLVED that the Village Board of the Village of McFarland does hereby approve the following:

1. For violations of Village Ordinance 38-38, the deposit amount shall be \$1,000.00, with a bond amount of \$1,321.00.

The above and foregoing Resolution was duly adopted at a regular meeting of the McFarland Village Board on the _____, 2020.

APPROVED:

Brad Czebotar, Village President

ATTEST:

Cassandra Suettinger, Village Clerk-Treasurer

RESOLUTION # 2020-05	
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:	



PUBLIC SAFETY COMMITTEE SUMMARY SHEET

MEETING DATE: Monday, February 24, 2020

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer

AGENDA ITEM: Discussion and action regarding Ordinance 2020-10: An ordinance updating fees for direct seller's permits.

PREVIOUS ACTION:

ISSUE SUMMARY:

The Village has a direct sellers ordinance that requires a permit for any individual who, for such individual, or for a partnership, association, limited liability corporation, limited liability partnership or corporation, sells goods or services, or takes orders for the later delivery of goods or services, at any location other than the permanent business place or residence of said individual, partnership, association or corporation, including, but not be limited to, peddlers, hawkers, and transient merchants. There are some exceptions that include non-profits, the farmers market, etc. But the definition is all encompassing in that, any time someone wants to sell something within the Village that is not a brick and mortar location, they need a permit.

The Village has seen an increase in events and instances in which a direct seller's permit is only desired for a short period of time such as a weekend. Currently the only option is for the permittee to pay \$100 for an annual direct seller's license. The current cost is prohibitive for smaller events. The Village also expends less staff time when a direct seller's permit is for a certain location for a limited amount of time as less follow up is necessary.

FINANCIAL/BUDGET IMPACT:

Additional revenue from permits

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

Chapter 11, Article IV.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Staff recommends approval of Ordinance 2020-10: Updating Direct Sellers Permits and fees.

The Public Safety Committee unanimously recommended approval of Ordinance 2020-10: An ordinance updating fees for direct seller's permits.



ATTACHMENTS:

1. 2020-10 License Fees for Direct Sellers

ORDINANCE 2020-10

AN ORDINANCE AMENDING THE LICENSE FEES FOR DIRECT SELLERS

Purpose: To amend the license fees for Direct Sellers.

Sponsor: Village Clerk-Treasurer Cassandra Suettinger

Recommended Referral: Public Safety Committee

Public Hearing: Not Required

WHEREAS, the Public Safety Committee and Village staff have recommended changes to the application fees paid to obtain a Direct Seller license, to take into account different licensing periods.

WHEREAS, the Village Board accepts the recommendations of the Public Safety Committee and Village staff and finds that it is in the public interest to approve the requested changes to the McFarland Municipal Code.

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

1. Section 11-132(e)(2) of the McFarland Municipal Code is amended to read:
 - (2) *License provisions.* If the Clerk-Treasurer determines that the applicant meets the requirements of this section, or if the Village Board determines to issue the license after appeal, the Clerk-Treasurer shall issue a license to the applicant as a direct seller and date the entry. Licenses may be issued with an effective period of seven days, thirty days or the calendar year. The licensee shall thereupon sign a statement appointing the Village Clerk-Treasurer as agent for receipt of service of process in any civil action brought against the applicant arising out of the performance or nonperformance of any sale or service performed by the licensee in connection with the direct sales activities in the event the licensee cannot, after reasonable effort, be served personally. All licenses are subject to subsequent revocation, as provided in Section 11-136.
2. Appendix A of the McFarland Municipal Code is amended to include the following for Direct Seller licenses:

11-132(c)	Direct Seller Application Fee	
	Annual license	\$100.00
	Thirty-day license	\$40.00

Seven-day license

\$20.00

The above and foregoing Ordinance was duly adopted at a regular meeting of the McFarland Village Board on the ____ day of _____, 2020.

APPROVED:

Brad Czebotar, Village President

ATTEST:

Cassandra Suettinger, Village Clerk-
Treasurer

ORDINANCE 2020 –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:	



PUBLIC SAFETY COMMITTEE SUMMARY SHEET

MEETING DATE: Monday, February 24, 2020

SECTION: Business

DEPARTMENT: Administration

CONTACT: Craig Sherven, Police Chief

AGENDA ITEM: Discussion and action to authorize the Police Department to make application to the COPS Hiring Grant.

PREVIOUS ACTION:

ISSUE SUMMARY:

The COPS Hiring Program (CHP) Program is a competitive solicitation, open to all state, local, and tribal law enforcement agencies with primary law enforcement authority.

Approximately \$400 million in funding is available for FY 2020 CHP. CHP provides funding to hire and re-hire entry level career law enforcement officers in order to preserve jobs, increase community policing capacities and support crime prevention efforts.

Funding under this program may be used to do the following: Hire new officers Rehire officers (laid off as a result of budget reductions) Rehire officers (at the time of application, currently scheduled to be laid off as a result of budget reductions) Provides 75 percent of the approved entry-level salaries and fringe benefits of each newly hired and/or rehired full-time officer, up to \$125,000 per officer position, over the three year (36 month) grant period. Thus, it requires a three-year, 25% match of the Village and commitment to fully hire the officer at the end of the grant period.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Public Safety Committee provided feedback and recommendation on authorizing the Police Department to apply for the COPS hiring grant.

ATTACHMENTS:



1. COPS Grant 2020pdf



USER GUIDE

DEADLINE
MARCH 11, 2020
7:59 p.m. EDT

Submitting an Application under the FY 2020 COPS Hiring Program (CHP)

This user guide is a summary of the CHP application guide. For all details and requirements on submitting a CHP application, please refer to the CHP application guide.

User Guide for Submitting an Application under the FY 2020 COPS Hiring Program (CHP)

This user guide is a summary of the CHP Application Guide. For all details and requirements on submitting a CHP application, please refer to the CHP Application Guide.

CFDA 16.710 Funding Opportunity Number: COPS-HIRING-PROGRAM-APPLICATION-2020

WHEN: Deadline for grant application is March 11, 2020 at 7:59 p.m. EDT.

Start EARLY. This is more than a one-day process.

WHERE: 1. Register at www.grants.gov.
2. Complete the application at www.cops.usdoj.gov. Click the "Account Access" tab.

HOW: Online only. No hard copies sent by U.S. Mail or electronic copies sent via email.

NOTE:
The COPS Office
strongly recommends applicants
use Internet Explorer® 11
or a later version.



Deadline/application period

The application period for the 2020 COPS Hiring Program (CHP) begins **January 9, 2020**. All applications must be submitted by **March 11, 2020, at 7:59 p.m. EDT**.

Applications submitted after March 11, 2020 will not be considered for funding.

Eligibility

The FY 2020 CHP program is an open solicitation. All state, local, and tribal law enforcement agencies that have primary law enforcement authority are eligible to apply.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

Contact information

► **For technical assistance with submitting the Application for Federal Assistance SF-424**, please call the Grants.gov customer service hotline at 800-518-4726, send questions via email to support@Grants.gov, or consult the Grants.gov Organization Applicant User Guide at <http://www.grants.gov/help/html/help/index.htm>. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

► **For programmatic assistance with the requirements of this program or with submitting the application through the COPS Office Online Application System**, please call the COPS Office Response Center at 800-421-6770 or send questions via email to AskCopsRC@usdoj.gov. The COPS Office Response Center operates Monday through Friday, 9:00 a.m. to 5:00 p.m. EDT, except on federal holidays.

► **To obtain or verify your DUNS number**, please visit fedgov.dnb.com/webform or call 866-705-5711.

► **To register in the SAM database or confirm your SAM number**, please visit www.sam.gov or call 866-606-8220.

COPS Hiring Program (CHP) (CFDA 16.710) Overview and Goals

CHP is designed to increase the capacity of law enforcement agencies to implement community policing strategies that strengthen partnerships for safer communities and enhance law enforcement's capacity to prevent, solve, and control crime through funding for additional officers.

Note: A "career law enforcement officer" is a person hired on a permanent basis who is authorized by law or by a state, local, or tribal agency to engage in or oversee the prevention, detection, or investigation of violations of criminal laws. An agency seeking to rehire officers scheduled to be laid off on a specific future date with CHP funds must continue to fund them with local funds through the award date until the date of the scheduled layoff.

2020 CHP awards will cover up to 75 percent of the approved entry-level salary and fringe benefits of each newly hired or rehired full-time sworn career law enforcement officer over the three-year (36-month) award period, with a minimum 25 percent local cash match requirement and maximum federal share of \$125,000 per officer position.

Funding under this program may be used to do the following:

- Hire new officers
- Rehire officers (laid off as a result of budget reductions)
- Rehire officers (at the time of application, currently scheduled to be laid off as a result of budget reductions)

For more information, please refer to the CHP Application Guide, pages 7–8.

► Length of award term

CHP awards provide funding for three years (36 months) for each position awarded. No-cost extensions of time (not additional funding) may be provided on a case-by-case basis.

► Maximum federal share/ local share requirements

CHP awards provide up to 75 percent funding of the approved entry level salaries and fringe benefit of each newly hired and/or rehired full-time sworn career law enforcement officer over the three-year (36-month) award period with a minimum 25 percent local cash match requirement and a maximum federal share of \$125,000 per officer position

► Retention requirement

All award recipients must retain any CHP-funded officer positions for at least 12 months immediately after the 36 months of federal funding has ended for each position.

Federal Funding

Allowable Costs

The only allowable costs under CHP are the approved full-time, entry-level salaries and fringe benefits of newly hired or rehired sworn career law enforcement officers hired or rehired on or after the award start date.

Unallowable Costs

All items other than entry level personnel costs (salaries and fringe benefits) as described in the preceding section are considered unallowable under CHP. Therefore, requests for equipment, training, uniforms, vehicles, and indirect costs are not permitted under CHP. In addition, the following personnel costs are unallowable:

- Salaries and fringe benefits of existing locally-funded officers, unless those officers are currently scheduled to be laid off on a specific future date
- Salaries and fringe benefits over and above an agency's entry-level salary and fringe benefits for officers
- Salaries and fringe benefits for civilian or non-sworn personnel
- Salaries and fringe benefits for part-time officer positions
- Salaries and fringe benefits for furloughed officers
- Overtime costs

This is not an inclusive list, and items not listed here will be reviewed on a case-by-case basis. The COPS Office reserves the right to deny funding for items that may not be included on this list.

COPS Office Application

Pre-Application

Step 1. Obtain or confirm a DUNS number/Confirm DUNS number

Obtain your Data Universal Numeric System (DUNS) number first; you cannot complete any of the steps below without it.

► **It can take up to 2 business days to obtain the DUNS number.**

Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply at www.dnb.com.

For further guidance, refer to the CHP Application Guide starting on page 16.

Step 2. Register with SAM database/Confirm SAM number

System of Award Management (SAM) registration and renewal can take as long as 10 business days to complete.

► **If you do not have an Employer Identification Number (EIN), the process can take up to 5 weeks.**

SAM registration procedures can be accessed at www.sam.gov.

The person registering with SAM will be the designated E-Business Point of Contact, who can assign the people who will submit applications for the organization (your Authorized Organization Representatives). **You must have a DUNS number to submit a SAM registration. In addition, you must renew your SAM registration once a year.**

For further guidance, refer to the CHP Application Guide starting on page 18.

Step 3. Obtain an ORI number

If you do not currently have an Originating Agency Identification (ORI) number (state abbreviation followed by 5 digits/characters), submit a request for one at <https://portal.cops.usdoj.gov/ORIRequest.aspx> or through the COPS Office Response Center at AskCopsRC@usdoj.gov or 800-421-6770.

Requests for an ORI number are processed within 2–3 business days.

For further guidance, refer to the CHP Application Guide starting on pages 32 and 38.

Step 4. Register with Grants.gov/Confirm registration

► **It can take anywhere from a few days to 2 weeks for your registration to become active and for you to be able to submit an application.**

To register, begin the process at <https://apply07.grants.gov/apply/register.faces>.

For further guidance, refer to the CHP Application Guide starting on page 13.

Step 5. Obtain/Confirm Authorized Organization Representative (AOR) Role for rights to submit an application (SF-424)

To learn about the process, visit <https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html> or contact the Grants.gov help desk for additional information at 800-518-4726.

For further guidance, refer to the CHP Application Guide starting on page 13.

Step 6. Register or update your organization's current contact and user information in the COPS Office Agency Portal

- Law Enforcement Executive (LE) or Program Official (PO) for Non-Law Enforcement Agencies
- Government Executive (GE) or Government Official (GO) for Non-Law Enforcement Agencies

For further guidance, refer to the CHP Application Guide starting on page 14 or the Agency Portal Grants Management User Manual for instructions.

Step 7. Set up e-Signatures via COPS Office Agency Portal

- Law Enforcement Executive (LE) or Program Official (PO) for Non-Law Enforcement Agencies
- Government Executive (GE) or Government Official (GO) for Non-Law Enforcement Agencies

Add additional user accounts for individual(s) authorized to complete application in the Agency Portal.

For further guidance, refer to the CHP Application Guide starting on page 15 or the Agency Portal Grants Management User Manual for instructions.

Step 8. Complete the Standard Form (SF) 424 via Grants.gov

Complete application package on Grants.gov for funding number: **COPS-CHP-Application-2020**.

For further guidance, refer to the CHP Application Guide starting on page 13.

Step 9. Complete the COPS Office Application Attachment to SF-424

Upon receipt of an email from the COPS Office confirming successful submission of the SF-424 on Grants.gov, complete sections 1–17 below and submit the second part of the application on the COPS Office Online Application System.

For further guidance, refer to the CHP Application Guide starting on page 33.

COPS Office Online Application System

Section 1. COPS Office program request

Please ensure that the correct program box is checked. If you plan to apply for other COPS Office programs, a separate application must be completed for each COPS Office program for which you are applying.

For further guidance, refer to the CHP Application Guide starting on page 38.

Section 2. Agency eligibility information

For this section, check the appropriate box, and choose the appropriate entity from the drop-down menu. In section 2A, you will be asked several questions about your law enforcement agency operations and authority to determine your eligibility to apply for a COPS Hiring Program (CHP) award.

For further guidance, refer to the CHP Application Guide starting on page 38.

Section 3. General agency information

Please provide accurate agency information, as this information is used to identify your agency and may be used along with other data collected to determine funding eligibility.

- Applicant ORI number
- U.S. Department of Justice and other federal funding
- Applicant Data Universal Numeric System (DUNS) number
- System for Award Management (SAM) registration date
- DUNS registered name
- Cognizant federal agency
- Fiscal year
- Law enforcement agency sworn force information
- Civilian staffing
- U.S. Attorney's Office district

For explanation of each of these terms, see pages 38–39 of the CHP Application Guide.

Section 4. Executive information

Please ensure that information listed is current. If these officials are “Interim” or “Acting” at the time of application, check the appropriate box. Please note that this information will be used for any future correspondence regarding this award application, and ultimately, if funding is awarded, this information will be used for any award notifications.

a. For law enforcement agencies

This is the highest ranking law enforcement official within your jurisdiction (e.g., chief, commissioner, superintendent, or equivalent). This section will be prepopulated from the information listed in your COPS Office Agency Portal account. If this information is no longer correct, please log in to your COPS Office Agency Portal account and make the necessary corrections before proceeding with this application.

b. For government agencies

This is the highest ranking government official within your jurisdiction (e.g., governor, attorney general, or equivalent). This section will be prepopulated from the information listed in your COPS Office Agency Portal account. If this information is no longer correct, please log in to your COPS Office Agency Portal account and make the necessary corrections before proceeding with this application.

Application contact information: Enter the name and contact information for the person completing this application.

For detailed definitions on agency executive, applicant executive, and applicant contact information please see section 4 of the Application Guide on page 39.

Also note that for this section, we ask that you please log onto the COPS Office Agency Portal to update the agency providing law enforcement services as your Law Enforcement Executive/Agency Executive Information. This information will be prepopulated into section 4 from the COPS Office Agency Portal.

For further guidance, refer to the CHP Application Guide starting on page 40.

Section 5. COPS Office officer hiring request form

2020 CHP award funds cover up to 75 percent of the approved entry level salary and fringe benefits of each newly hired or rehired full-time sworn career law enforcement officer for the three-year (36-month) award period with a minimum 25 percent local cash match requirement up to a maximum federal share of \$125,000 per officer position.

All agencies may request the number of officer positions necessary to support their proposed community policing strategy.

When completing the questions about the number of CHP sworn officer positions your agency is requesting, please base your responses on your agency’s current (at the time of application) needs for funding in the three hiring categories (new hires, rehiring of previously laid-off officers, and rehiring officers who are scheduled to be laid off on a specific future date).

For further guidance, refer to the CHP Application Guide starting on page 40.

Section 6. Law enforcement and community policing strategy

In section 6B, the COPS Office requires all CHP applicants to describe how hiring additional officers will assist the applicant in implementing and/or enhancing community policing strategies. Please complete the questions in this section to describe the types of community policing activities that will continue or result from COPS Office funding.

One of the criteria in receiving a CHP award is a minimum community policing score based on responses to this section; agencies that do not meet a minimum community policing score will not be considered for funding.

6B section I. Current organization commitment to community policing

Section I includes five questions about the applicant's current policies and practices as they relate to the three primary elements of community policing.

For more information about 6B section 1, please see page 43 in the CHP Application Guide.

6B Section II (A). Proposed community policing strategy—problem solving and partnerships

Section II(A) includes six questions about the applicant's proposed implementation of problem solving and partnerships strategies.

6B section II (B). Proposed community policing strategy—organizational transformation

Section II(B) includes two questions about the applicant's proposed implementation of organizational transformation strategies.

6B section III. General community support and engagement

Section III aims to identify the partners your agency consulted with to develop your community policing strategy and to what extent your efforts will complement other initiatives in your jurisdiction.

For further guidance, refer to the CHP Application Guide starting on page 43.

Section 7. Need for federal assistance

Section 7A. Explanation of need for federal assistance

All applicants are required to explain their inability to address the need for this award without federal assistance.

Section 7B. Service population

Please note that the actual population and service population may or may not be the same. To the extent possible, all data should come from a publicly verifiable source. Supporting source documentation may be requested by the COPS Office.

Please note: All figures must be rounded to the nearest whole dollar or to the nearest whole percent.

Section 7C. Fiscal health

Section 7C includes six questions pertaining to the applicant organization's fiscal health.

Section 7D. Property/Violent crime

Please select at least one statement below and fill in the corresponding chart.

- My agency can report crime data for all 3 years (please input in table below).
- My agency cannot report crime data for 2017–2019.

Using Uniform Crime Reporting (UCR) crime definitions, enter the actual number of incidents reported by your agency in calendar years 2017, 2018, and 2019. Only those incidents for which your agency had primary response authority should be provided.

Please see Section 7D. Property/ Violent Crime in the (CHP) Application Guide on page 49.

If your agency is a National Incident-Based Reporting System (NIBRS) reporting agency, please ensure that your data is reported in UCR Summary Data style.

For further guidance, refer to the CHP Application Guide starting on page 47.

Section 8. Continuation of project after federal funding ends

Section 8A. For COPS Office awards with a retention plan requirement

Agencies applying for CHP funding are committing to retain each officer position awarded for at least 12 months following the conclusion of 36 months of federal funding for that position.

Please complete section 8A to indicate any plans you may have to continue this program, project, or activity after the conclusion of federal support.

Section 8B. For COPS Office awards with no retention plan requirement—Not applicable under CHP

For further guidance, refer to the CHP Application Guide starting on page 50.

Section 9. School safety assessment—Not applicable under the CHP program

Section 10. Executive summary—Not applicable under the CHP program

Section 11. Project description (narrative)—Not applicable under the CHP program

Section 12. Official partner(s) contact information

The COPS Office asks that all applicants who choose “School Based Policing through School Resource Officers” as their focus area under CHP to provide contact information for each school partner (if known at time of application) where they intend to deploy the SROs.

For further guidance, refer to the CHP Application Guide starting on page 51.

Section 13. Application attachments

This section should be used to submit any mandatory and/or optional application attachments that may be applicable to your agency. CHP applicants should attach the following documents in this section:

- Additional Disclosure of Lobbying Activities forms (SF-LLL) (if applicable)
- An explanation when the applicant is unable to certify to certain statements in “Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements form
- SRO Memorandum of Understanding (MOU)
- Catastrophic incident (if applicable)

Please use appropriately descriptive file names (e.g., Program Narrative, Budget Detail Worksheet and Budget Narrative, Timelines, Memoranda of Understanding, Resumes) for all attachments. Please do not submit executable file types as application attachments. These disallowed file types include but are not limited to the following extensions: .com, .bat, .exe, .vbs, .cfg, .dat, .db, .dbf, .dll, .ini, .log, .ora, .sys, and .zip. The system may reject applications with files that use these extensions.

For further guidance, refer to the CHP Application Guide starting on page 51.

Section 14. Budget detail worksheets

Budget detail worksheets are designed to allow all COPS Office award applicants to use the same budget forms to request funding. Please complete each section of the budget detail worksheets as applicable.

All final calculations will be rounded to the nearest whole dollar. Once the budget for your proposal has been completed, a budget summary page will reflect the total amounts requested in each category and the total project costs.

Budget worksheet part 1. Full-time sworn officer information

Section A

Enter the annual first-year entry-level base salary (referred to as annual base salary or “ABS”) of a full-time sworn officer position in your department. The ABS cannot be higher than what your agency currently pays for this position. Your agency should only provide the ABS for one position in this section; the total number of positions being requested has already been indicated in section 5 of the application.

Section B

Social Security cannot exceed 6.2 percent of the ABS. If you enter zero, check the “Exempt” box. Agencies that pay a fixed rate less than 6.2 percent should check the “Fixed Rate” box.

Medicare cannot exceed 1.45 percent of the ABS.

For health insurance, life insurance, vacation, sick leave, retirement, worker’s compensation, and unemployment insurance, your agency should indicate the dollar amount and percentage of the ABS that you pay for fringe benefits in the first year for a full-time entry level sworn officer position. Please use the health insurance rate for a “family plan” for all sworn officer positions. For worker’s compensation and unemployment insurance, agencies may indicate that they are exempt by checking the appropriate box.

There are several other fringe categories that are allowable under this award program, and they are listed in the drop-down menu. Your agency can pick as many of the categories as are applicable to your agency and fill in the dollar amount and percentage of the ABS for each one.

Section C

The budget worksheet will automatically calculate the total year 1 salary and fringe benefits for one entry level full-time sworn officer position for your agency in section C.

For year 2 and year 3, agencies are required to provide projections for the salary and fringe benefits for an entry level full-time officer position. Agencies are also required to maintain records documenting how they calculated their projections. There are many ways that an agency may calculate and document the salary and fringe benefits projections. For example, the figures can be based on a contractual agreement that guarantees cost of living or other increases; budget projections that the agency is using to calculate other salaries and fringe benefits for future years; or the average percentage increase in salaries and benefits that the agency experienced over the last five years. The important thing is that your agency estimate the costs to the best of its ability and keep the supporting documentation in your agency's award file in case of future audit or monitoring of your CHP award.

Based on the figures for year 1, 2, and 3, the budget worksheet will automatically calculate the total three-year salary and fringe benefits. In addition, the budget worksheet will automatically calculate total project costs based on the number of officer positions your agency requested in section 5 of the application.

Please note that the COPS Office uses the information provided in the budget worksheet to determine the amount of your CHP award, if awarded, so your agency must ensure that the figures are accurate.

Budget worksheet part 2. Sworn officer salary information

All agencies that have an estimated increase in salaries and fringe benefits over the life of the award are required to provide a reason(s) why. Agencies should check all the boxes that apply. In the sample, the agency checked that the increases were due to cost of living adjustments and step raises.

Budget worksheet part 3. Federal/Local share costs

The first chart in part 3 will indicate the total salary and benefits for the three-year award period and the required local share. The minimum local match requirement is 25 percent of the total project cost, and the cap on the amount of funding that can be requested per officer position is \$125,000 over three years (36 months). Any additional cost above the local match and officer funding cap will be the responsibility of the recipient agency. Recipients are also required to pay a progressively larger share of the cost of the award with local funds over the award period. The second chart is a projection of the planned federal and local shares of the total project costs over the three-year period of the award; while your agency may deviate from these specific projections during the award period, it must still ensure that the federal share decreases and the local share increases.

Budget summary

The budget summary will automatically calculate total project costs based on the figures provided in the budget worksheet and the number of officer positions requested in the application. It will also calculate the amount of the local match requirement.

Waiver of the local match

The COPS Office may approve a waiver of some or all of a recipient's local match requirement. During the application review process, your agency's waiver request will be evaluated based on the availability of funding, a demonstration of severe fiscal distress as supported by the fiscal health data provided in section 7 of this application, and comparison of your fiscal health data with that of the overall CHP applicant pool. If your agency wishes to be considered for a waiver, you must respond to question 1 of this section. Question 1a will ask you to indicate the maximum local share (dollar amount) your agency would be able to

contribute to the total project cost in order to implement the award. Therefore, you should carefully determine the maximum local share your agency would be able to contribute if awarded. Please indicate whether we should continue to consider your application if the waiver request is not granted or whether it should be removed from consideration once that determination is made. If your application is funded but for a reduced number of officer positions, the percentage of local share provided above will be applied to the total project cost of the awarded officers.

To assist you, sample budget detail worksheets are included in the CHP Application Guide as figures 3–7 beginning on page 57.

If you need assistance in completing the budget detail worksheets, please call the COPS Office Response Center at 800-421-6770.

To assist you with all Legal Sections and Certifications in this application see pages 59–60 of the CHP Application Guide.

For further guidance, refer to the CHP Application Guide starting on page 52.

Section 15. Assurances and Certifications

Your law enforcement executive/agency executive and government executive/financial official are required to sign the forms in Section 15A U.S. Department of Justice Certified Standard Assurances and Section 15B U.S. Department of Justice Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements. Signing these documents assures the COPS Office that you have read, understood, and accept the award terms and conditions as outlined in the Assurances and Certifications.

For further guidance, refer to the CHP Application Guide starting on page 59.

Section 16A. Disclosure of lobbying activities

This disclosure form shall be completed by the reporting entity, whether subrecipient or prime federal recipient, at the initiation or receipt of a covered federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. § 1352. If this applies to your agency, you are required to complete the disclosure form. If you need to submit additional forms, please submit them as attachments to your application online in section 13, Application attachments.

For further guidance, refer to the CHP Application Guide starting on page 60.

Section 16B.—Not applicable

Section 16C. Certification of 287(g) Partnership and Certification of Illegal Immigration Cooperation

Priority consideration may be given to state or local applicants that cooperate with federal law enforcement to address illegal immigration.

For further guidance, refer to the CHP Application Guide starting on page 63.

Section 17. Reviews and Certifications

The law enforcement executive/agency executive, government executive/financial official, and the person submitting this application must sign this section which in part represents to the COPS Office they have the authority to submit the application, the information in the application is true and accurate and the applicant will comply with all relevant legal, administrative and programmatic requirements if awarded funding.

For a complete listing of the reviews and certifications applicants are required to sign please review Section 17 of the CHP Application Guide.

For further guidance, refer to the CHP Application Guide starting on page 63.

Section 18. Application Data Verification—not applicable at time of application

After submission of this application, the COPS Office may require your department to verify data provided in the application. This section is to be completed once the data has been reviewed, confirmed, and/or updated. Failure to respond to the request may eliminate the application from funding consideration.

For further guidance, refer to the CHP Application Guide starting on page 65.

COPS Office Application Guide and Additional Assistance

The CHP Application Guide is designed to assist applicants in applying for CHP grants. The guide includes general information on the administrative and legal requirements governing CHP grants as well as detailed program-specific information. Guidance for CHP is contained in the Application Guide, which can be found at <https://cops.usdoj.gov/chp>, and its appendices, which begin on page 65.

- **Appendix A.** A Helpful Online Resources
- **Appendix B.** U.S. Department of Justice Certified Standard Assurances
- **Appendix C.** U.S. Department of Justice Certifications regarding Lobbying; Debarment, Suspension, and other responsibility matters and Drug-Free workplace requirements
- **Appendix D.** Blank SF-LLL, Disclosure of Lobbying Activities
- **Appendix E.** Award Condition for Citizenship and Immigration Status
- **Appendix F.** Certification of Illegal Immigration Cooperation

- **Appendix G.** 2 C.F.R. Part 200, Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts
- **Appendix H.** C.F.R. Part 200, Appendix XII to Part 200—Award Term and Condition for Recipient Integrity and Performance
- **Appendix I.** 41 U.S.C. 4712 – Enhancement of contractor protection from reprisal for disclosure of certain information
- **Appendix J.** Intergovernmental Review Process, Points of Contact by State
- **Appendix K.** Federal Funding Accountability and Transparency Act (FFATA)—Reporting Subaward and Executive Compensation Award Term
- **Appendix L.** System for Award Management (SAM) and Universal Identifier Award Term
- **Appendix M.** Step-by-step instructions for two-part application submission process



RESOURCES AND ASSISTANCE

- **All CHP materials and resources can be found at <https://cops.usdoj.gov/chp>.**
- **For additional assistance, please contact the COPS Office Response Center at AskCopsRC@usdoj.gov or 800-421-6770.**



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, February 24, 2020

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Jim Hessling, Public Works Director

AGENDA ITEM: Discussion and action regarding a proposal from the Village Engineer to design the east side interceptor within the Sanitary Sewer System.

PREVIOUS ACTION:

The Public Utilities Committee considered this item at its meeting on February 18, 2020 and recommended its approval.

ISSUE SUMMARY:

Enclosed within your packet is a proposal from the Village Engineer in order to design and bid the construction of a sanitary sewer interceptor pipe that is crucial in serving the east side growth corridor. At the Public Utilities Committee in January, the Village Engineer presented some background on the issue which was studied in the 2018 Utility Service Study. That memorandum is included in your packet as background as well as a map outlining the conceptual planning for the pipe. This project is unique to the Sanitary Sewer System because it is needed in order to maintain gravity flow within the basin avoiding potential costlier options such as lift stations and force mains. The final route has not been determined in order to more specifically outline its location within proposed development and property ownership. Design needs to begin now in order to properly place the pipe in the most efficient location helping to answer future questions on size, location, cost sharing, etc. If designed in 2020, the project could be bid in the Fall of this year for construction over the Winter of 2020 into 2021 which would be very advantageous for this type of work.

FINANCIAL/BUDGET IMPACT:

The proposed cost of the work is \$62,000 for design engineering and bidding services in order to be paid out of the Sanitary Sewer Service within the Utility Fund #600.

The remaining costs for Construction Administration and Resident Construction Observation will be considered as part of the award of contract in the future.

VILLAGE PLAN REFERENCE:

2018 McFarland East Basin Utility Service Study

In order to view a copy of the full study, you can go to https://www.mcfarland.wi.us/public_utilities_committee and click on the link under Relevant



Information.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval.

ATTACHMENTS:

1. East Side Sewer Engineering Proposal
2. East Side Sanitary Sewer Extension Memorandum 01162020 bb
3. Figure 3-2 Gravity Collector Sewer Boundary

February 13, 2020

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

Subject: Engineering Proposal for Design and Construction Services; East Side Sanitary
Sewer Extension

Dear Matt:

Thank you for the opportunity to provide a proposal for design and construction services for the East Side Sanitary Sewer Extension. As described in the January 16, 2020 memorandum to Village staff (attached for reference), the Village has received inquiries from multiple developers about extending sanitary sewer service towards CTH AB and then north. The Public Utilities Committee discussed and that the Village taking the lead on design and construction made sense for this project, given the multiple benefitted parties being on different timelines. To that end, we have been requested to propose the following services:

- **Topographic Site Survey:** We will call Digger's Hotline and record the all existing features along the project area needed for completion of design and construction. This will include but is not limited to curbs, sidewalks, driveways, utilities (as marked by utilities), property corners that are able to be found, inverts of existing sanitary and storm sewer structures along with existing pipe diameters, and identify any conflicts between the surveyed conditions and the Village's existing utility maps for resolution with Village staff. We anticipate that some field survey will be via unmanned aircraft system (UAS) and be supplemented by ground survey where tree cover and additional accuracy requires.
- **Engineering Plans:** As part of the engineering plan development we anticipate providing 35% complete plans for Village review and comment, and again at 95% for Village review and comment, prior to completing the final plans. The plans will contain plan/profile sheets of both underground and above ground improvements. Plans will be provided in both hard copy and digital format (PDF and/or AutoCAD DWG).
- **Specifications:** Construction specifications will include a complete bidding package for anticipated late 2020/early 2021 construction that will be used to obtained bids and provide guidance during construction of the project. This will include the Advertisement for Bid, Instruction to Bidders, Bidders Proof of Responsibility, all bidding documents themselves (bid proposal form, affidavit of organization, bid bond, disclosure of ownership), and standard construction contract documents as published by the EJCDC. We will also provide technical specifications outlining the materials and performance that will be required of the contractor. It is anticipated that one bid will be needed with a single general contractor.
- **Bidding Services:** We will answer questions from bidders and suppliers regarding plans and specifications. We will attend the bid openings, analyze the bids received, and attend a meeting with Village officials to formally recommend award for each of the bids.

2912 Marketplace Drive · Suite 103 · Madison, Wisconsin 53719 · (608) 273-3350 · www.tcengineers.net
Madison ♦ Rhinelander ♦ Kenosha

- **Construction Administration:** We will review and comment on shop drawings submitted by the contractor. We will work with Village staff to resolve any change order requests and to prepare and process pay requests throughout the project. This will also include projecting and tracking costs for use in preparing a recommended method to recoup project costs from the benefitted developers.
- **Construction Staking:** We will provide construction staking for the contractor generally as requested. This is anticipated to include: actual and offset stakes for all sanitary sewer structures and piping at 50-foot intervals and elevation stakes for the anticipated access path above the sewer.
- **Construction Management:** We will administer a pre-construction meeting at Village offices, hold progress meetings on-site as necessary (likely weekly), answer questions during construction and visit the site approximately one to two times per week to verify the project conforms to the plans and specifications.
- **Resident Project Representative Services:** A resident project representative will observe all underground construction and communicate with Village and Town & Country staff during the project as questions and issues arise. We understand that this may also be provided by Village staff.
- **Project Close-Out:** We will prepare a punch list at substantial completion of the project. The project will be inspected along with Village staff prior to the end of the warranty period to ensure that any necessary repairs are completed by the contractor. Final payment requests will be prepared and presented to the Village.
- **Record Drawings:** Record drawings will be prepared in AutoCAD format from construction records showing actual locations of valves, fittings, bends, curb stops, sewer manholes, pipes, laterals, and appurtenances. The Village's GIS maps will be updated accordingly, along with the water system map. Once complete, these will be transmitted to the Village in both electronic (PDF and/or AutoCAD DWG) and paper format.

The estimated cost for these services is as follows:

Design Engineering through Bidding:	\$62,000
Construction Administration:	\$41,000
Resident Construction Observation:	<u>\$28,500</u>
Total:	\$131,500

The observation costs assume 30 days of resident observation. This could be reduced if you elect to use your own staff. These figures are all considered not-to-exceed without prior authorization from the Village.

It should be noted that the following services are anticipated to be carried out by a third party and invoiced directly to the Village separate from this agreement:

- **Wetland determinations and delineations.** There are portions of the project site containing wetland indicators, though one of the developers has already completed a recent delineation covering some of the route.

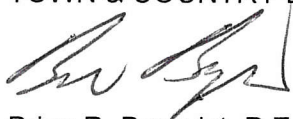
- Soil borings and reports.
- Archeology services and/or endangered species studies or services, if needed.
- Trench and soil compaction tests during construction.
- Boundary surveys for easements that will be needed.
- Negotiation and purchasing of the easements that will be needed.

Our work will be done on a time and materials basis using our current charge-out rates, attached for your reference.

Please indicate Village acceptance by signing below and returning a copy for our files.

Thank you again for the opportunity to work with the Village. We very much appreciate our relationship and look forward to a successful project.

Very truly yours,
TOWN & COUNTRY ENGINEERING, INC.



Brian R. Berquist, P.E.

Matthew Schuenke
Village Administrator

BRB:sai

J:\JOB#S\McFarland\MC-00-00\O&E and Scopes\2020 East Side Sanitary Sewer Extension\Proposal.docx

MEMORANDUM

Date: January 16, 2020

To: Matt Schuenke, Village Administrator
Jim Hessling, Village Public Works Director
Village of McFarland
5915 Milwaukee Street, PO Box 110
McFarland, WI 53558

From: Brian Berquist, P.E.

Subject: Village of McFarland – East Side Sanitary Sewer Extension Discussion

The intent of this memo is to review the 2018 utility service study as it relates specifically to sanitary sewer service for the southeast region of the Village and outline upcoming decision points and potential next steps for the Village to accommodate potential development.

Background and Study Summary

In 2018 the Public Utilities Committee commissioned a study to examine the potential of serving recently annexed areas with sewer and water service. The study examined the developability of various sites in the areas roughly adjacent CTH AB, CTH MN, and Siggelkow Road, from Interstate 39 to the south. While water supply and pressure is readily available to these areas as development expands from the current limit of developed properties, sanitary sewer service (especially gravity sewers) require a more involved process.

The current ends of sanitary sewer are at Peninsula Way (PW) and Devil's Lake Way (DLW), with each serving a separate valley. The PW Sewer is not deep enough to serve lands in the valley to the east, which will require the DLW sewer to be extended to serve future areas. Figure 3-2 from the 2018 study is attached for reference.

The likely corridor for this extension, labelled "Northeast Interceptor", is bounded on the west by the red-dashed line in Figure 3-2 and bounded on the east by the blue dashed line. The limits are based on the desired minimum and maximum sewer depths allowed by existing topography.

As sanitary sewers are extended and more dwelling units utilize the system the study identified other existing infrastructure that will require upgrades to accommodate the additional flows. This consisted of the elements described below:

1. Upgrading the Highland Drive interceptor – this interceptor is anticipated to be upgraded in the 2022/2024 Exchange Street project. Depending on the assumed inflow/infiltration (I/I) coming into the system, this interceptor may already be at capacity and experience surcharging. However, it is fairly deep and the Village has not experienced any backups to-date. An I/I study is ongoing to identify and reduce flows.
2. Upgrade pumps and wetwell at Lift Station 2 before ~600 dwelling units are added.
3. Upgrade the Lift Station 2 forcemain before ~1100 dwelling units are added.

Current Status

Proposals from multiple developers have been introduced along this corridor with anticipated construction start dates in 2021. In anticipation of one or more of these developments coming to fruition the northeast interceptor sewer would need to be extended anywhere from 2000 to almost 5000 feet. The first part of this extension would necessarily go through undevelopable lands. In addition, it may need to travel through currently undeveloped lands in order to serve properties north of existing development.

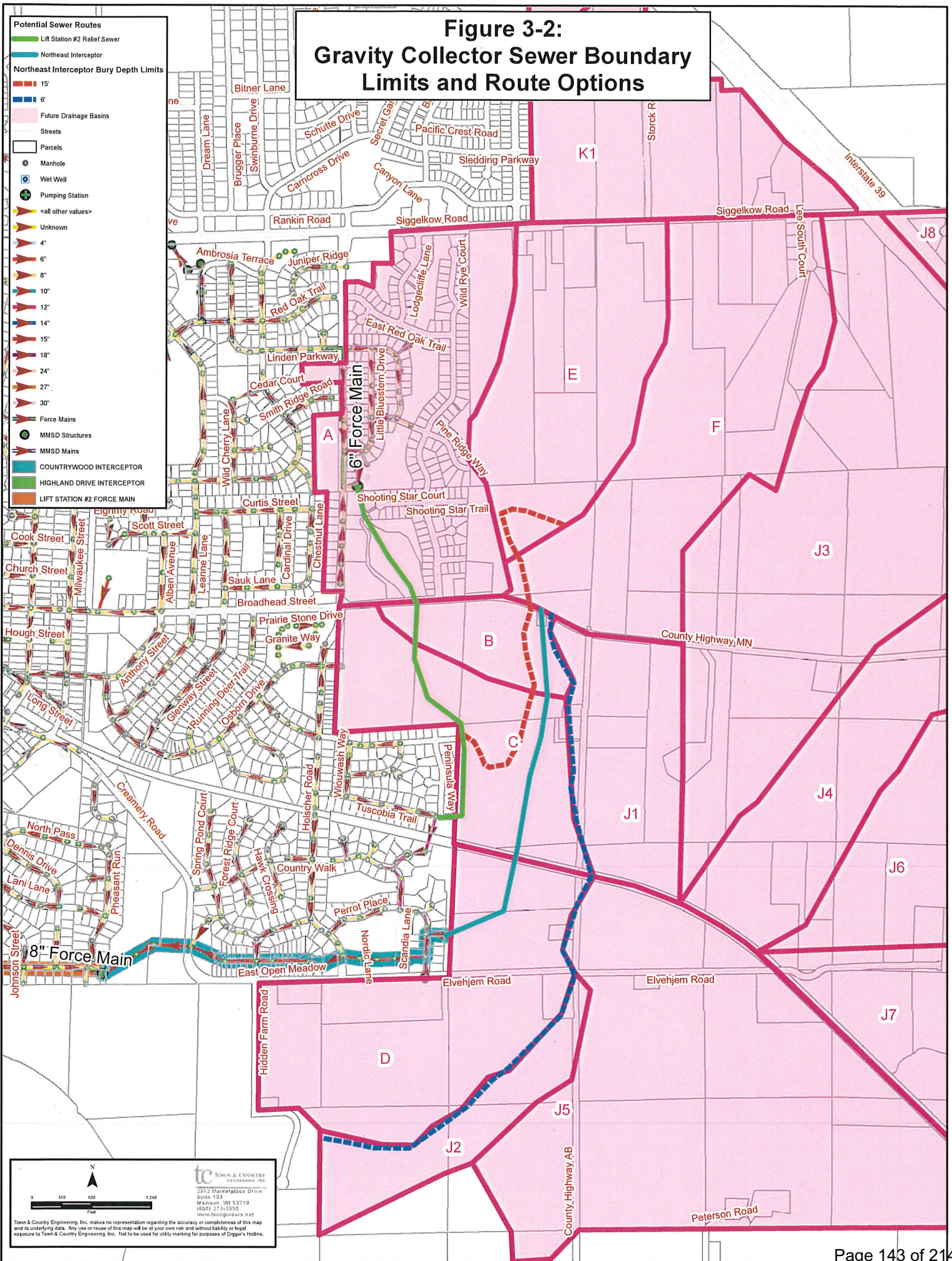
Given the number of private parties involved, some developers have inquired as to whether the Village would consider taking this on as a public project that would be reimbursed by the various developers based on the benefit each receives. This would be similar to the construction of Lift Station 5 and the Holscher Road sewers in 2015 and 2016.

Regardless of the project sponsor, a 2020/2021 winter construction is advised to minimize wetland impacts and project costs. That would require initiating field survey in spring 2020 to allow time for the necessary permits and likely wetland mitigation.

Parallel to this effort, the Village-wide I/I study will be examining flows during the spring 2020 rains and will further inform the discussion about the Highland Drive interceptor and the timing of potential upgrades there.

If you have any questions regarding the above material, please feel free to call. We will plan on attending the upcoming Committee meeting to present this information.

**Figure 3-2:
Gravity Collector Sewer Boundary
Limits and Route Options**





VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, February 24, 2020

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Jim Hessling, Public Works Director

AGENDA ITEM: Discussion and action regarding a proposal to conduct maintenance at Well #4 located at Egner Park.

PREVIOUS ACTION:

The Public Utilities Committee considered this item at its meeting on February 18, 2020 and recommended its approval.

ISSUE SUMMARY:

Under WI Administrative Code Chapter NR 810.13 System Maintenance, vertical turbine and submersible well pumps shall be removed and inspected on a regular basis and maintenance provided as needed. A frequency of once every ten years is recommended. The Village wells are approaching 20 years since any kind of inspection has been performed.

The work proposed in this agenda item would help to meet this recommendation and more than likely uncover any deficient parts and improve reliability to our water system.

A proposal from CTW is provided in your packets and has been in business since 1972 and is well respected in the water well industry.

FINANCIAL/BUDGET IMPACT:

The cost of the initial proposed work is \$13,650 and future costs will be evaluated as the inspection process is completed. The cost for the work will be paid out of the Water Service within the Utilities Fund budget for 2020.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval.

ATTACHMENTS:



1. 2019 Sanitary survey (waterworks) response letter to DNR
2. Follow up letter to 8 2 19 letter to the DNR
3. 2019 Sanitary Survey Report
4. McFarland pump

August 2, 2019

Dave Barkhahn
WI DNR, Water Supply
3911 Fish Hatchery Road
Fitchburg, WI 53711-5397

RE: 2019 Sanitary Survey Report and Notice of Noncompliance

Dear Dave,

I'm in receipt of your sanitary survey letter dated July 19, 2019. I would like to take this opportunity to address the items listed in your report. Thanks for bringing these items to our attention.

Significant Deficiencies

As stated under Significant Deficiencies we have since capped the additional airline at well #3. Thanks for bringing this to our attention.

We have, as stated in your report, submitted a water system map and corrected the cross connection at well #4. The cross connection was the auxiliary motor cooling tube that was discharging on the floor. This has since been raised.

Deficiencies

1. The utility does not currently have a plan in place to address the capital and infrastructure improvement/replacements for our wells and their structures. We will be addressing this issue at our next utility meeting scheduled for August 20, 2019. After that meeting, I will give you an update on how we plan to address those issues.
2. It is my intention to get the roof hatch repaired at well #4 as part of the rehab of the other wells. We have since temporarily repaired the roof hatch and will make permanent repairs in the future.

Recommendations

1. The sample taps at both of our towers are as indicated, located in pits at the base of the towers. This location creates a confined space entry that takes three people to complete. It is my hope that the sample taps can be raised up out of the pits and reinstalled at a proper working level. This work will take place when the towers are taken out of service for possible inspections, various repairs or repainting.
2. The utility at its July 16, 2019 meeting, directed staff to start looking into a possible rate increase. We are currently compiling information for the utility to consider.

3. Pipe sweating is a natural component of pumping ground water in warm temperatures. The plan on correcting the issue at hand will be to add a dehumidifier at each well house. In planning for the future (as described under deficiencies 1), the electrical panels are corroded from the humidity and fluoride fumes that are present in the building. The panels will be replaced and at the same time that the wells are inspected, it is my hope that air conditioning will be installed to help keep the electrical components cool and dry along with keeping the building dry.
4. The piping at the well houses will be painted this fall to help prevent corrosion. We will start on this as soon as the weather allows and the pipe sweat diminishes.

Non-Conforming Deficiency

1. The over flow piping at the Burma Road water tower will be corrected. This will most likely happen when the tower is taken out of service for repainting.
2. The vent and associated screen at the Holscher Road tower will be replaced with the appropriate sized vent. At this time, I don't know if this will be a standalone project or will be coordinated when the tower is taken out of service for repainting.
3. The sample tap issue will be addressed at the time deficiency #1 is corrected.
4. Containment of the on-site chemical storage will be addressed at the time deficiency #1 is corrected. This will take a bit of planning and reconstruction of the well houses to accommodate this issue along with item #5 below.
5. Separate chemical rooms of sufficient size will be addressed at the time deficiency #1 is corrected. This will take a bit of planning and reconstruction of the well houses to accommodate this issue along with item #4 above.
6. The correct size of well vent piping will be addressed at the time deficiency #1 is corrected.
7. Pump base height at well #1 will be addressed.

Water Quality Monitoring and Reporting

As previously instructed we will now continue to take 10 coliform bacterial samples along with one fluoride sample per month. Other required samples will be taken as directed per our sampling schedule.

Lead and copper sampling for 2020 will be completed as required.

Required Reports, Records and Utility Programs

Current meter testing and replacement activities will start back up in the fall of 2019. We will also continue with performing cross connection inspections as these are done at the same time.

Staff has repaired a hatch gasket on the top of the Burma Road tower.

The McFarland Water Utility will start work on the emergency response plans as part of the America's Water Infrastructure Act that was recently signed into law. Guidance from the Wisconsin Rural Water Association will be asked upon to develop the plan.

Certified Operator

Once Mike Schulte has the required experience, usually a year or more, we will work to submit the necessary paperwork to move Mike to operator Grade 1 subclass G & D, groundwater and distribution.

Reviewable Projects

While we work to correct the deficiencies described in your report, we will have our engineering firm submit plans, which will be stamped by a registered engineer licensed to work in the State of Wisconsin.

Improvements Since Last Sanitary Survey

I would like to take this opportunity to let you know that I appreciate the compliments of John Venturino's work on the over flow pipe at the Holscher Tower. John takes pride in his work and it shows.

Water System Security

Staff presently looks at and checks doors and such as part of the daily rounds.

In closing, I hope that this letter covers and explains what the utility plans on doing to keep our system in great shape. I will be discussing this sanitary survey with the utility committee on August 20, 2019. In the meantime, if you have any questions or concerns, please feel free to contact me. I have attached my business card for your convenience.

Regards,

A handwritten signature in black ink, appearing to read "Jim Hessling". The signature is stylized with a large initial "J" and a cursive "Hessling".

Jim Hessling
Director of Public Works



www.mcfarland.wi.us | 5915 Milwaukee St, McFarland, WI 53558 |
608.838.3153

August 21, 2019

Dave Barkhahn
WI DNR, Water Supply
3911 Fish Hatchery Road
Fitchburg, WI 53711-5397

RE: Follow up to the letter dated August 2, 2019 addressing the 2019 Sanitary Survey Report and Notice of Noncompliance

Dear Dave,

As reported in my letter to you dated August 2, 2019, here is a follow up on the items from the Sanitary Survey that was recently completed. The utility committee met last night and discussed the report.

The utility agrees to create a plan to address the capital and infrastructure improvement/replacements for our water system. I will be working on creating that plan. The plan will document the needs that are required to keep our water system running effectively while at the same time meeting the DNR's requirements.

As part of this plan, the utility will be looking in to what the actual cost of producing water at each well is. This will help us determine which one of our larger wells will be upgraded first. At the current time, it is anticipated that only one well will be inspected and upgraded per year.

When the maintenance/upgrade work starts, we will be pulling the pump, inspecting, and replacing its components as needed. Electrical upgrades along with replacement of the auxiliary stand by engines will be completed. Building modifications may also take place at that time.

The utility voted on and approved to move forward on a simplified rate increase. Staff will be submitting this proposal to the village board at an upcoming meeting for their approval.

In closing, I hope that this letter addresses our efforts that will be put forth to improve our water system. If you have any questions please feel free to contact me.

Regards,

A handwritten signature in black ink, appearing to read 'Jim Hessling', is written over a light blue horizontal line.

Jim Hessling
Director of Public Works

cc: Matt Schuenke, Village Administrator, via e-mail
g:\public works\sanitary survey report waterworks\2019\follow up letter to 8 2 19 letter to the dnr.docx



July 19, 2019

Jim Hessling,
Director of Public Works
5115 Terminal Drive
McFarland, WI 53558-9426

PWS ID#: 11302412
McFarland Waterworks
McFarland, WI
MC - Dane County

Subject: Sanitary Survey Report and Notice of Noncompliance

Dear Jim Hessling:

The purpose of a sanitary survey is to evaluate the system's source, facilities, equipment, operation, maintenance, and management as they relate to providing safe drinking water. The sanitary survey is also an opportunity to update the Department's records, provide technical assistance, and identify potential risks that may adversely affect drinking water quality. This Sanitary Survey Report also serves as a Notice of Noncompliance.

On July 15, 2019, Dave Barkhahn conducted a sanitary survey of your water system, McFarland Waterworks. During the sanitary survey John Venturino and Mike Schulte were present. At the completion of the survey, you, John, and Mike were briefed on the preliminary findings. This report outlines the final findings, discusses problems that need to be addressed, and timelines for corrective action where appropriate.

A plan for corrective action, including a work schedule must be completed by September 2, 2019. A proposed corrective action plan and schedule is included below. Please contact me to discuss this before September 2, 2019. Depending on the type of corrective action you employ, you may need to obtain prior approval and submit additional plans to the Department.

System Summary

The Village of McFarland is located in central Dane County and is just south of the City of Madison. The water system is owned by the Village and began operation in 1941 for general use and fire protection. The present water system consists of three deep sandstone wells, two elevated storage tanks with a combined capacity of 1,250,000 gallons, and a distribution system consisting of 239,126 feet of water mains. At each well, chlorine is added for disinfection purposes and fluoride is added for dental health protection. Each well is equipped with natural gas engines and right-angle gear drives to operate the well pumps when electrical power is out. The engines are routinely operated.

Significant Deficiencies

During the sanitary survey, one significant deficiency was identified but has already been corrected - the second airline at well 3 was plugged. Significant deficiencies indicate noncompliance with one or more Wisconsin Administrative Codes and/or represent an immediate health risk to consumers.

Deficiencies

During the sanitary survey, four deficiencies were identified. Two deficiencies have already been corrected - the current water system map was submitted and the potential cross connection in one wellhouse was eliminated. Deficiencies are problems in the drinking water system that have the potential to cause serious health risks or represent long-term health risks to consumers. These deficiencies may indicate noncompliance with one or more Wisconsin Administrative Codes. Corrective action should be completed for these deficiencies as soon as possible.

Deficiency	Compliance Due Date	Code Citation
1. The system does not have a schedule/plan for capital improvements & infrastructure replacement.	08/19/2019	810.03, 810.13(1)(a)
2. One pump house is not adequately maintained.	10/19/2019	811.25

Discussion and Schedule for Correction of Deficiencies:

- A schedule is needed to routinely pull and inspect each well pump. It is not known when the pumps were last pulled. We recommend that each pump be pulled at least once every 10 years. Rehabilitation of the wells, upgrades to the distribution piping, replacement of the auxiliary engines, and upgrades to the well houses, could also occur at the same time that the pumps are pulled. Other equipment also needs to be routinely maintained or replaced. Equipment such as tripods and safety harnesses for entering confined spaces; and climbing harnesses and climbing devices for climbing the elevated tanks, also need to be upgraded or replaced. These upgrades and maintenance items are not being kept up with at the McFarland Water Utility. Please submit a schedule to me for pulling each well pump by August 19, 2019 and let me know the utility's plans for routinely scheduling such maintenance.
- It appears that the roof hatch at well 4 has been leaking for some time and water damage has occurred. The roof hatch is required to be water tight and repairs to the roof hatch and possibly the roof are now needed. This work should be done by October 19, 2019.

Recommendations

During the sanitary survey, four recommendations were identified. Recommendations are problems in the water system that hinder your public water system from consistently providing safe drinking water to consumers.

Recommendation
1. Sampling faucets and/or faucet locations are not appropriate for each type of sample.
2. The water system has not had a PSC rate case within the last 5 years.
3. A means to prevent pipe sweating is not provided at this facility.
4. The pump discharge piping at each well is not adequately protected from corrosion.

Discussion of Recommendations:

- Routine sampling for coliform bacteria at elevated tanks is recommended. There are sample taps in the pits at the base of both elevated tanks. It would be preferable to have the taps located above the floor elevation to make sampling easier and to avoid safety issues with possible confined spaces. A drain line that discharges to the sump pit in the valve vault would prevent excess water from collecting on the floor.

- Our records show that the last water rate increase for McFarland became effective October 10, 2010. We recommend that rates be reviewed at least every 5 years and adjusted as needed to keep up with rising costs of operating and maintaining a water system. The PSC records show that residential customers in McFarland pay \$57.05 per quarter for using 18,750 gallons of water. The average price for all utilities in Dane County is \$98.37 and the average price for all class C utilities in the state is \$95.25 for using the same amount of water. If water rates are periodically adjusted customers are less shocked by the increases. Although current revenues from water rates and charges appear to cover water system costs, there are several things that have not been upgraded or properly maintained in the water system.
- Excessive moisture was apparent inside each well house. Water puddling on the floors has contributed to paint failure on the floors. The electrical control boxes, and possibly the controls themselves, also show signs of corrosion. A means for dehumidification would help reduce corrosion and prolong the life of all metal surfaces, including the electrical controls. High efficiency commercial dehumidifiers work well in pump houses, or the addition of air conditioning have been beneficial at other utilities.
- The discharge piping inside each well house has not been painted recently and the pipes are corroding. In addition to removing the moisture inside each well house, it is important to paint the pipes to help prevent corrosion and premature failure of the pipes and connections.

Non-conforming Features

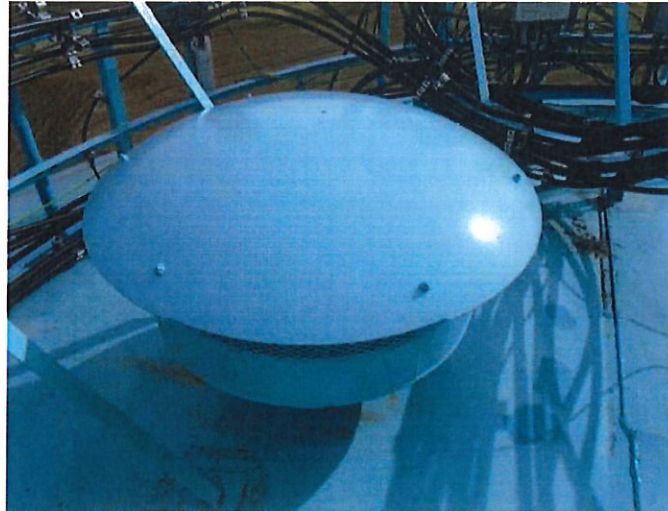
During the sanitary survey, seven nonconforming features were identified. Nonconforming features are things that existed in a water system before a code change became effective. These features were approved at the time of construction or installation but due to changes in the code, would not be approved for new installations. Correction of these features is not required until a health risk is identified, the feature causes problems with the operation of the water system, or major changes or remodeling occurs. The following items were identified as nonconforming features.

Non-conforming Deficiency	Current Code Citation
1. The overflow of one elevated storage facility is not brought down to within 12 to 24 inches of the ground surface and facing downward.	811.64(4)(a)
2. The vent on one elevated storage facility does not meet present code requirements.	811.64(8)(c)
3. The required sample taps are not installed in the well discharge piping.	811.37(5)(b)
4. Secondary containment is not provided for all chemicals.	811.39(3)(d)
5. The proper housing or a separate chemical room is not provided.	811.40(1)(L), 811.51(1), and 811.51(2)(a)
6. There is not at least one adequately sized well vent installed through the well pump casing, well seal, or concrete pump base at two wells.	811.36(1)
7. The pump base at one well is not adequate.	811.31(1)

Discussion of Non-conforming Features:

- The discharge of the overflow pipe on the Burma Road tank discharges horizontally, 42 inches above the splash pad. Current code requires the discharge to face downward and end 12-24 inches above the splash pad.

- The vent on top of the Holscher Road tank does not meet present code requirements. The current code requires skirted sides that totally cover the screen when viewing the vent cap from the side. The picture below is the vent as shown in the last inspection report from Dixon Engineering.



- Entry point sample taps are needed for the proper collection of inorganic, radiological, synthetic organic, and volatile organic samples. Entry point sample taps are needed at wells 1 and 3, after chemical addition. To obtain a water sample representing finished water quality, a water service lateral needs to be brought back into the buildings and fitted with a sampling faucet after being connected to the water main outside the buildings. All sampling faucets must be installed to terminate a minimum of 12 inches above the floor, have a down-turned smooth end spout, be constructed of metal, have a minimum spout diameter of 0.25 inches, and be located in an area accessible for sampling. The tap in the meter test room at well 4 can be used as an entry point tap when well 4 is running.
- Secondary containment for all chemical tanks is not provided. Secondary containment capable of holding the contents of each chemical tank is needed for all new chemical storage rooms. At new installations, secondary containment must be provided for the solution tank being used and all containers being stored.
- Separate chemical rooms with proper ventilation for all chemicals are now required at new installations. Separate chemical rooms are not provided at wells 1 and 3. Separate chemical rooms are recommended for chemical storage at all wells.
- Newly constructed wells are required to have vents with a minimum diameter of 2 inches. It appears the vents at wells 1 and 3 are undersized.
- Newly constructed wells are required to have concrete pump bases that are at least 12 inches above the pump station floor and the protective grouted casing must extend a minimum of one inch above the concrete pump base. The pump base at well 1 is not at least 12 inches high.

Water Quality Monitoring and Reporting

Your water system has an excellent record of compliance with monitoring and reporting requirements for the last four years. All samples were collected within the appropriate monitoring periods and the results were reported to the Department, as required. We appreciate your samplers' continued efforts in complying with these Safe Drinking Water Act requirements. There are no water quality concerns with the McFarland water system.

A review of Department records shows an excellent history of bacteriological sampling for the last 4-year period. At least 10 samples are now required from the distribution system each month. Records show that these samples have been collected each month. The required numbers of quarterly raw water samples have also been submitted. Samples were collected at 12 different locations throughout the distribution system and on different days throughout each month. No coliform positive samples were reported.

The fluoridation program for the McFarland water system has an excellent history of sample submission for the last 3-year period. All monthly split samples were collected and were submitted to the State Lab of Hygiene, as required. The average residual reported by the State Lab for the most recent twelve-monthly split samples submitted in the last year was 0.76 mg/L and the average residual reported by the operators was 0.71 mg/L for the same period. The operators' fluoride split sampling results compared favorably to those obtained by the State Lab of Hygiene. This shows that the operators are doing a good job when performing the fluoride residual tests and that the testing equipment used to run these analyses is functioning properly.

The monitoring requirements for McFarland for 2019 show that one Disinfection Byproduct sample is needed from the distribution system in the third quarter. This sample is required to be collected from site D11, 4802 Marsh Road, outside faucet. Routine coliform bacteria (10 distribution samples in each month and one raw water sample each quarter from each well) and monthly fluoride split samples are also needed.

Lead and Copper Monitoring

You are encouraged to have processes in place for flushing your system any time the water remains stagnant for an extended period and prior to anyone using the water, but do not perform either fixture or facility-wide flushing prior to the lead and copper sampling event. Flushing of the lines six hours before sample collection is not allowed by the Lead and Copper Rule. Home owners should be advised to remove and clean the aerators on a regular basis, but not prior to collecting the lead and copper samples. Samples should be collected under typical conditions, after the water sits for at least six hours.

We have been informed that the US EPA will be revising the Lead and Copper Rule. The Department is also stepping up state wide efforts to reduce consumer's exposure to any amount of lead coming from their drinking water. One part of the new rule will likely require utilities to have a more detailed inventory of their water system, including materials on the customer side of the curb box, and possibly including what materials are used inside each service. These requirements are also in our current codes (ss. NR 809.119 and 809.547(1)(b), Wisconsin Administrative Codes), but will likely be strictly enforced in the future. You should continue to collect materials information where possible during normal operations, including checking service line materials when reading meters or performing maintenance activities including meter replacements, complaints, cross connection inspections, and all construction activities. GIS systems are often capable of storing this type of information. In addition, the Department is asking all water systems to review their lead and copper sites to ensure that all sites are appropriate locations (kitchen or bathroom sinks) and that sites meet the required Tier criteria. We have reviewed your water system's lead and copper monitoring history. It appears that all sites used are appropriate. Currently, there are 27 lead/copper sites on the monitoring site plan and all site are Tier 3.

Homes with lead services are required to be included as Tier 1 sites if any part of the service is lead, including the gooseneck, the Utility portion, or the customer portion. To be classified as a Tier 1 site, the home must have a lead service line or have copper plumbing with lead solder and be constructed between January 1, 1983 and September 30, 1984. If the home was not built within this time, it should be classified as a Tier 3 site, if built prior to 1983. If lead is detected at levels greater than 15 µg/L in a home, we are asking that the homeowners be notified within 24 hours, even if the current code requirement is 30 days.

Your water system will be required to collect at least 20 lead and copper samples between June 1 and September 30, 2020. Let me know if you would like to make any changes to your monitoring sites before that time.

Required Reports, Records, and Utility Programs

It appears that the Village's cross connection control ordinance (Article II, Division 3, §47-60 through §47-67) is properly enforced. Residential, public authority, and multifamily residential services are inspected by utility personnel when meters are changed. Records are kept of each inspection. Public education materials are included with each CCR, each year. Commercial services are required to have inspections made and submit a report to the Utility. The required annual inspection summary reports have been submitted to the Department. These reports are required to be submitted before March 1 of each year. The 2018 summary report was received on February 27, 2019. The 2018 report shows that inspections were made at 10 residential, 208 commercial, and 12 public authority services. The frequency of inspections at commercial and public authority services meets the requirements for those types of services. Since fewer residential meters were changed, fewer cross connection inspections were also made. As long as all the residential services are inspected in a ten-year period, the requirements will be met. The Utility may want to change some residential meters sooner and make inspections so that all inspections won't be needed in a one- or two-year period.

It appears that the Village's private well abandonment and permitting ordinance (Article II, Division 2, §47-44 through §47-51) is also properly enforced. There are two known wells within the Village and they each have current permits. The Village's ordinance requires the proper abandonment of all unused, unsafe, or improperly constructed private wells located on premises served by the Village water supply. Current well operational permits are required to be kept on file for periodic review by Department personnel. As properties are annexed and served municipal water, the well owners should be notified of the requirements in the Village's ordinance.

Hydrant flushing and valve exercising programs are also required and it appears that the Utility has done a good job with these programs. System hydrants are typically flushed once per year and dead-end hydrants are typically flushed twice per year. About 1/3 of the valves are exercised each year. Excellent records of all hydrant and valve maintenance are kept.

The 750,000-gallon elevated tank on Holscher Road was last inspected on October 27, 2015. The inspection report from 2015 is on file. The 500,000-gallon elevated tank on Burma Road was last inspected on October 11, 2017. The inspection report is also on file. Detailed interior inspections of all water storage facilities are required at least once every five years. Inspection reports are also required to be submitted to the Department when the 5-year tank inspection is completed. In addition to the 5-year interior inspections, the screens on the vents and overflow pipes, as well as the integrity of the gaskets on the hatches, are required to be checked at least once per year and documented. We also recommend that the overflow screen be cleaned during the annual checks.

The monthly pumpage reports must be completely filled out and submitted to the Department on or before the tenth day of the following month. In the last 3½ years, it appears that all reports were filled out properly and all reports were submitted on time.

On October 23, 2018, America's Water Infrastructure Act (AWIA) was signed into law. Under the new law, municipal water systems serving more than 3,300 people will be required to develop or update risk and resilience assessments and emergency response plans (ERPs). The law includes components that the risk assessments and ERPs must address and establishes deadlines by which water systems are required to certify to EPA completion of the risk assessment and ERP. EPA's Water Security Division is currently working to develop the tools, resources, and procedures that water systems need to comply with AWIA. Water systems with populations between 3,300 and 50,000 will be required to conduct a risk and resilience assessment and submit certification of its completion to the EPA by June 30, 2021. Your utility will also be required to update an emergency response plan and certify completion to the EPA by December 30, 2021. The risk and resilience assessments will be required to be reviewed every 5 years and recertified to EPA. Then, within six months, your utility will be required to recertify that you have reviewed and revised the emergency response plan. You will be notified of the details of the requirements when they are available. EPA is also expected to publish guidance on the new requirements. For more information, go to: <https://www.epa.gov/waterresilience/americas-water-infrastructure-act-2018-risk-assessments-and-emergency-response-plans> .

Our records show that the Utility has distributed the required Consumer Confidence Reports (CCRs). All reports were complete, and it appears that the reports were properly distributed. The completed certification forms were also sent to this office. The CCRs must continue to be distributed before July 1 of every year. Please continue to send me copies of the final reports and the completed certification forms. A copy of the 2018 CCR and the completed certification form were received on June 3, 2019.

Certified Operator

Chapter NR 114, Wisconsin Administrative Code, specifies the requirements for certified waterworks operators. To be fully certified for the McFarland water system, the Utility must employ at least one person that is a grade 1 operator in Distribution (D), and Groundwater (G). An operator in training is given a grade T status until proper experience is obtained and reported. The water system must also designate the operator in charge. To maintain their certification, all operators must attend continuing education classes and submit their credits when renewing their certificates.

Our records show that Jim Hessling is the operator in charge. Jim has Grade 1 certification in D and G. Jim's certification is good until June 1, 2021 when he will need to renew with the proper number of continuing education credits. Our records also show that Brett Brandt, Jack Kelln, David Pospyhalla, John Venturino, Bradley Warren, and Mark Weber are certified at Grade 1 in subclasses D and G. David Pospyhalla also has Grade T certification in Iron Removal (I). Mike Schulte has Grade T certification in D and G. When Mike has the appropriate experience in each subclass he should submit the experience form and become fully certified as a Grade 1 operator.

Reviewable Projects

I would like to remind the utility that plans and specifications for any waterworks improvements or modifications must be prepared by a professional engineer registered in the State of Wisconsin and approved by this Department prior to installation or construction. This includes projects such as raising the pump base height at well 1, modifying the well vents at wells 1 and 3, and adding chemical rooms at wells 1 and 3. The requirements in Wis. Adm. Code § NR 108 should be reviewed prior to starting these and other projects to see if the projects are reviewable.

Improvements Since the Last Sanitary Survey

The previous sanitary survey pointed out problems with the gravel base washing out beneath the overflow of the Holscher Road elevated tank. John Venturino corrected the problem by framing up and pouring concrete around the storm water inlet drain. John did an excellent job with the project.

On March 3, 2017, the Village's Wellhead Protection Plan was approved (W-2017-0120). The approved plan is for existing wells 1, 3, and 4, and also for future well 5. The plan includes a copy of the Village's Wellhead Protection Ordinance.

A new Supervisory Control and Data Acquisition (SCADA) system was purchased and installed in 2018 to replace the antiquated control system. The new SCADA system can control the on/off operation of the well pumps, monitor pressures, and can graph trends of all pumps and water levels. The new system also monitors the operations of all lift stations.

Water System Security

We recommend that you conduct a daily security check of your entire drinking water system to ensure that doors are locked and that windows are secured.

System Summary Information

A water system summary is attached. Please review it for accuracy. If there are changes that need to be made, contact Dave Barkhahn at (608) 275-3300.

Capacity Development Evaluation

This sanitary survey serves as an evaluation of the capabilities of your water system. This system has been determined to have adequate technical, managerial, and financial capacity to provide safe drinking water. The ability to plan for, achieve, and maintain compliance with applicable drinking water standards has been demonstrated.

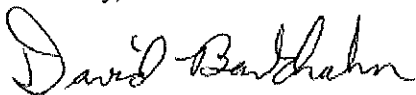
The next sanitary survey of your water system is scheduled to take place in 2022. Typically, you will be contacted prior to the survey to schedule a date that is convenient.

Required Action

Please respond by September 2, 2019 with notification that all deficiencies have been corrected, or that you agree to correct the deficiencies identified in this letter by the due dates, or with alternative dates for correcting these deficiencies. Please also consider correcting the non-conforming features and recommendations discussed in this letter.

Thank you for you and your staff's assistance during the sanitary survey. If you have any questions, you can reach me by phone at (608) 275-3300, by fax at (608) 275-3338, by e-mail at dave.barkhahn@wisconsin.gov, or by postal mail at the address on this letterhead.

Sincerely,



David Barkhahn
Public Water Supply Engineer

Encl.

cc: Bureau of Drinking Water/Groundwater - DG/5
Matt Schuenke, Village Administrator (email only)
Cassandra Suettinger, Village Clerk/Treasurer (email only)

Water System Summary Information

System ID: 11302412

System Name: MCFARLAND WATERWORKS

County: Dane

Type: Municipal Community

Basin: Rock River (lower)

Population: 8527

Service Connections: 0

Owner: JIM HESSLING

5115 TERMINAL DR

MCFARLAND, WI 53558

(608) 838-7287 Fax: (608) 838-6823 jim.hessling@mcfarland.wi.us

Date Security VA Complete: 05/03/2004

Date ERP Complete: 05/03/2004

Date ERP Last Exercised/Updated:

Emergency Phone: (608) 575-0115

Emergency Fax: (608) 838-7954

Emergency E-mail: police.chief@mcfarland.wi.us

Certified Operators

Name	Lic. #	Expires	Phone/Fax/E-mail	Certification
BRETT BRANDT	32875	05/01/2020	(608) 838-7287 bbrandt2479@yahoo.com	D-1, G-1
JAMES HESSLING	27118	06/01/2021	(608) 838-7287 jim.hessling@mcfarland.wi.us	D-1, G-1; plus OIC
JACK KELLN	35956	05/01/2022	(608) 838-7287 jack.kelln@mcfarland.wi.us	D-1, G-1
DAVID POSPYHALLA	32146	05/01/2021	(608) 219-8995 davidpospyhalla@gmail.com	D-1, G-1, I-T
MICHAEL SCHULTE	38215	05/01/2022	(608) 577-5080 mike.schulte@mcfarland.wi.us	D-T, G-T
JOHN VENTURINO	36847	02/01/2022	(608) 609-6338 johnventurino@gmail.com	D-1, G-1
BRADLEY WARREN	23016	01/01/2021	() -	D-1, G-1
MARK WEBER	33321	05/01/2022	(608) 838-7287 (608) 838-6823 mweber3370@yahoo.com	D-1, G-1

Affiliations

Name	Affiliation	Start Date	End Date	Primary?	Phone
JIM HESSLING	SAMPLER	12/04/2015		Y	608-838-7287
JIM HESSLING	OWNER	12/14/2018		Y	608-838-7287
CRAIG SHERVEN	EMERGENCY	06/02/2004		Y	608-575-0115
DAVE BARKHAHN	DNR REP	07/05/2011		Y	608-275-3300
CASSANDRA SUETTINGER	PLAN CON	04/13/2018		N	608-838-3153

Entry Points and Sources of Water (Basic Data)

Source ID	Name	WUWN	Status	Type	Source	Depth	Cased	Grouted
1	Well #1	BF498	Active	ENTRY PT/SOURCE	Ground Water Source	560	167	167
2		BF499	Perm Abandoned	ENTRY PT/SOURCE	Ground Water Source		60	60
3	Well #3	HJ137	Active	ENTRY PT/SOURCE	Ground Water Source	700	260	260
4	Well #4	AC718	Active	ENTRY PT/SOURCE	Ground Water Source	800	130	130
99	OLD WELL #3	BF500	Reconstructed Well	ENTRY PT/SOURCE	Ground Water Source	700		

Entry Points and Sources of Water (Misc. Data)

Source ID	Pump Cap.	Pump Type	Lube	Aux. Power?
1	500	Vertical Turbine	Water	Yes
2		Vertical Turbine	Water	No
3	1000	Vertical Turbine	Water	Yes
4	1000	Vertical Turbine	Water	Yes
99	560	Vertical Turbine	Water	Yes

Storage

ID/Location	Type	Vol. (gal)	Firm Pumping Capacity (gpm)	Height to Overflow (ft.)	Overflow Elev. (sea-level, ft.)	Aux. Power?	Mfg.	Model
4901 Burma Road	ELEVATED TANK	500000		91	1047	No	CB&I	Spheroid
5107 Holscher Road	ELEVATED TANK	750000		113	1047	No	CB&I	Spheroid

Booster Stations

ID/Location	Type	Firm Pumping Capacity (gpm)	Aux. Power?
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None

System Interconnects

ID/Location	Type	Capacity (gpm)	Metered?	Chemical Injection Capable?
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None

Treatment Summary Data

Source ID	Type	Description	Begin	End	Objective(s)	Pump Model	Cap.	Stroke %	Speed %	Sol. Tank Cap.	Dil. Ratio
1	380	Fluoridation	01/01/1960		Other	LMI A171-150FS	10	60	53	30	0
1	421	Hypochlorination, Post	01/01/1960		Disinfection	LMI A141-150S	14	50	40	30	0
2	380	Fluoridation	01/01/1960	04/14/1998	Other						
3	380	Fluoridation	01/01/1960		Other	LMI A171-150FS	10	60	52	30	0
3	421	Hypochlorination, Post	01/01/1960		Disinfection	LMI A151-91SH	24	73	65	30	0
4	380	Fluoridation	01/01/1960		Other	LMI AA171-150FS	10	60	58	30	0
4	421	Hypochlorination, Post	01/01/1960		Disinfection	LMI A151-97SH	24	65	60	30	0
99	380	Fluoridation	01/01/1960	01/01/1996	Other						

System Evaluation Summary

Inspector/Reviewer	Date	Report Date	Type	Agency	Response Due	Response Recd
BARKHAHN, DAVE	07/15/2019	07/19/2019	SURVEY	DNR	09/02/2019	07/16/2019
BARKHAHN, DAVE	07/15/2016	07/22/2016	SURVEY	DNR	09/05/2016	08/18/2016
BARKHAHN, DAVE	06/05/2013	06/14/2013	SURVEY	DNR	07/29/2013	07/29/2013
STUNKARD, TOM	07/14/2010	07/28/2010	SURVEY	DNR	09/10/2010	09/09/2010
STUNKARD, TOM	11/29/2007	12/03/2007	ANNUAL	DNR		
STUNKARD, TOM	11/07/2006	11/29/2006	SURVEY	DNR	01/29/2007	01/22/2007
STUNKARD, TOM	11/03/2005	11/09/2005	ANNUAL	DNR		
STUNKARD, TOM	11/17/2004	12/01/2004	ANNUAL	DNR		
STUNKARD, TOM	11/06/2003	11/07/2003	ANNUAL	DNR		
STUNKARD, TOM	11/13/2002	11/25/2002	ANNUAL	DNR		
STUNKARD, TOM	11/27/2001	12/10/2001	SURVEY	DNR		
STUNKARD, TOM	11/15/2000	11/16/2000	ANNUAL	DNR		
STUNKARD, TOM	12/02/1999	12/16/1999	ANNUAL	DNR		
STUNKARD, TOM	12/15/1998	12/22/1998	ANNUAL	DNR		
STUNKARD, TOM	11/12/1997	11/25/1997	ANNUAL	DNR		
STUNKARD, TOM	11/26/1996	12/16/1996	SURVEY	DNR		
STUNKARD, TOM	11/21/1995	01/05/1996	ANNUAL	DNR		
STUNKARD, TOM	11/10/1994	11/14/1994	ANNUAL	DNR		
STUNKARD, TOM	11/11/1993	11/16/1993	ANNUAL	DNR		
	12/11/1991		SURVEY	DNR		

Bacteriological Sampling History

Year	Distribution Safe	Distribution Unsafe	Confirmed Unsafe	Missed Samples	Raw Safe	Raw Unsafe	Fecal Positive?
2019	66			0	6		N
2018	119			0	13		N
2017	108			0	12		N
2016	108			0	12		N
2015	108			0	12		N
2014	108			0	12		N
2013	108			0	13		N

Chemical Sampling History

Year	Sample Group	Source ID	Samples Taken	Missed Samples	MCL Violations
2019	NITRATE	3	1	0	0
2019	NITRATE	4	1	0	0
2019	FLUORIDE		7	0	0
2019	NITRATE	1	1	0	0
2018	NITRATE	3	1	0	0
2018	NITRATE	4	1	0	0
2018	FLUORIDE		12	0	0
2018	VOC		1	0	0
2018	NITRATE	1	1	0	0
2017	SOC	4	1	0	0
2017	IOC	1	1	0	0
2017	SOC	1	1	0	0
2017	FLUORIDE		16	0	0
2017	PBCU		20	0	0

Year	Sample Group	Source ID	Samples Taken	Missed Samples	MCL Violations
2017	IOC	3	1	0	0
2017	VOC		1	0	0
2017	IOC	4	1	0	0
2017	VOC	1	1	0	0
2017	RAD	3	1	0	0
2017	SOC	3	1	0	0
2017	VOC	4	1	0	0
2016	NITRATE	3	1	0	0
2016	NITRATE	4	1	0	0
2016	FLUORIDE		12	0	0
2016	VOC		2	0	0
2016	NITRATE	1	1	0	0
2015	NITRATE	3	1	0	0
2015	NITRATE	4	1	0	0
2015	FLUORIDE		12	0	0
2015	VOC	1	1	0	0
2015	VOC		1	0	0
2015	NITRATE	1	1	0	0
2014	RAD	4	1	0	0
2014	IOC	1	1	0	0
2014	RAD	1	1	0	0
2014	FLUORIDE		12	0	0
2014	PBCU		23	0	0
2014	VOC	3	1	0	0
2014	IOC	3	1	0	0
2014	VOC		1	0	0
2014	VOC	1	1	0	0
2014	IOC	4	1	0	0
2014	RAD	3	1	0	0
2014	VOC	4	1	0	0
2013	NITRATE	3	1	0	0
2013	NITRATE	4	1	0	0
2013	FLUORIDE		12	2	0
2013	VOC		1	0	0
2013	VOC	1	1	0	0
2013	VOC	4	1	0	0
2013	DBP		1	0	0
2013	NITRATE	1	1	0	0

Sample Group	Last Sampled
BACTI	2019
FLUORIDE	2019
HAA5	2007
IOC	2017
RAD	2017
PBCU	2017
NITRATE	2019
VOC	2018
SOC	2017
DBP	2013
TTHM	2007

MCL Violations

Source ID	Contaminant	Concentration	MCL	Units	Viol. Start	Viol. End	Continuing Operation?
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None

Definitions

MCL = Maximum Contaminant Limit (as set by the Environmental Protection Agency (EPA))

BACTI = Bacteriological Sample

IOC = Sample for Inorganic Compounds

NITRATE = Nitrate Sample

PBCU = Lead and Copper Sample

RAD = Sample for Radioactivity

SOC = Sample for Synthetic Organic Compounds

VOC = Sample for Volatile Organic Compounds

FLUORIDE = Fluoride from Fluoridation

TTHM = Total Trihalomethane Sample

January 16, 2020

MR. JIM HESSLING
McFARLAND WATER DEPT.
5915 MILWAUKEE ST.
McFARLAND, WI. 53558

Re: Well #4 service

Dear Mr. Hessling,

CTW Corporation is pleased to present the following proposal for providing service to the pump in Well #4. Our firm specializes in this service and we will strive to restore your equipment to its best efficiency possible.

There is no information available on the pump and column. From information gathered from the motor and airline and seeing the pump in operation, I have made assumptions on what we may expect upon removal. I have prepared a service estimate based on the pump being a large diameter, six stage unit supported on 100' of ten inch column. Our basic service will consist of the following repairs:

- Remove well pump and evaluate components
- Inspect and identify the components with you before relocating to our shop for repair
- Install new bushings and wear rings in the pump assembly
- Replace line shaft bearings
- Remove stuffing box and install a new bushing and repack
- Install new airline
- Reinstall rebuilt assembly, disinfect, flush and collect a sample for bacterial analysis.

The above services are expected not to exceed a cost of \$13,650. Following our meeting on 1/14/2020, I believe our standard equipment will be able to be incorporated in the service work. While the site is difficult, the weather will allow the ground to freeze, minimizing access damage. We also have our boom truck back in service which could be useful here. If the boom truck is used, we may reach the well pump from the easterly side of the building. If well service is needed, we will have to bring in a standard service unit and locate it on the southerly side of the building. I also feel we do not need our heavy unit here.

In addition, we offer a full range of additional services that may be of use to complete the project satisfactorily. Prior to performing any of these additional services we will obtain your approval.

- Televis well and provide an electronic copy \$1500 max
- Brush and bail well \$ 1950/ day
- Electric motor service \$3500 Estimate
- Complete well treatment depending on well condition \$4000

Headquarters: 21500 W. Good Hope Road, Lannon, WI 53046
Branches: PO Box 394, Baraboo; 3390 Old Military Rd., DePere, WI 54601; Adolph Rd., Augusta

We also discussed relocating the column pipe off site for storage and cleaning. We will work with you on this as needed. We will hopefully identify the pump model upon removal and will evaluate its design with your current system model. I feel it is important to provide pumps that perform efficiently which pays for itself in energy savings. Town and Country Engineers have a modeling program that should be useful here. I would suggest that we install the new parts to the control valve while the pump is removed.

Generally, this process may take two weeks at best and will vary with the condition of the equipment and additional services. Depending on the importance of the well this process can be expedited or a temporary pump can be installed. If well treatment is necessary, the schedule will be delayed at least five weeks. We appreciate the opportunity to present our services to your community and look forward to providing you with many years of dependable service from your well and pump.

Sincerely,

A handwritten signature in black ink, appearing to read "T. Goethel", written over the word "Sincerely,".

Thomas J. Goethel P.E., CTW Corporation



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, February 24, 2020

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action regarding a lease amendment with US Cellular for their use of the Indian Mound Park Water Tower to mount cellular communications equipment.

PREVIOUS ACTION:

The Public Utilities Committee considered this item at its meeting on February 18, 2020 and recommended approval.

ISSUE SUMMARY:

US Cellular has communications equipment on the Water Tower within Indian Mound Park. They lease this space from the Village in order to locate this equipment and the revenue generated goes into support the operations of the Water Utility. They wish to add and replace equipment they have on the tower which necessitates a lease amendment. This is included within your packet and will increase the monthly rent from \$2,626 per month to \$3,500 per month with 4% annual increases thereafter. The remainder of the terms are outlined in the attachment.

This is presented for approval as a recommendation to the Village Board.

FINANCIAL/BUDGET IMPACT:

The additional revenue from the lease adjustment will bring the rent payment closer to market rates and go towards offsetting operational costs within the utility.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval.

ATTACHMENTS:

1. McFarland 782325 6th amend_2-13-2020



SIXTH AMENDMENT TO ANTENNA LEASE AGREEMENT

This Sixth Amendment to Antenna Lease Agreement (the "Amendment"), made this ____ day of _____, 2020, modifies that certain amended Antenna Lease Agreement by and between the Village of McFarland ("Lessor"), and Madison Cellular Telephone Company, a Wisconsin general partnership, having an address at Attention: Real Estate Lease Administration, 8410 West Bryn Mawr Avenue, Chicago, Illinois, 60631, ("Lessee")

WHEREAS, Lessor and Lessee entered into the Antenna Lease Agreement dated the 14th day of December 1998, as amended by the First Amendment dated March 7, 2001, the Second Amendment dated September 28, 2002, the Third Amendment dated September 28, 2011, the Fourth Amendment dated April 22, 2015, and the Fifth Amendment dated July 13, 2017 (collectively, the "Lease") to allow Lessee to locate telecommunications equipment on the tower owned by Lessor and located at 4901 Burma Road, in the City of McFarland (the "Premises"); and,

WHEREAS, the Parties wish to document Lessee's intended changes to equipment at said Premises (the "Modifications").

NOW, THEREFORE, in consideration of the terms of this Amendment and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Lessor and Lessee agree as follows:

I. Lease Exhibit A-2 is hereby deleted and replaced with Exhibit A-3 attached hereto and incorporated herein.

II. Lease Exhibit B-2 is hereby deleted and replaced with Exhibit B-3 attached hereto and incorporated herein.

III. Lease Exhibit C is hereby deleted and replaced with Exhibit C-1 attached hereto and incorporated herein.

IV. Lessor hereby approves of Lessee's installation of the Modifications, as described and depicted in Exhibits A-3 and B-3, subject to the following requirements:

- a. Lessee shall provide Lessor a structural inspection report certified by a Professional Engineer registered in the State of Wisconsin of the Premises prior to installation or removal of any equipment or antennas.
- b. Prior to any review and approval by Lessor of Lessee's report and plans, and prior to installation by Lessee of any Modifications to the Premises, Lessee shall pay a deposit ("Deposit") in the amount of Seven Thousand Five Hundred and 00/100 Dollars (\$7,500.00) to Lessor to cover Lessor's engineering, inspection, legal, and other professional service costs ("Costs") related to this Amendment. In the event the deposit is not exhausted, Lessor shall refund all remaining funds to Lessee no later than Sixty (60) days following Lessor's final approval of the

project and Lessor shall provide a full and detailed accounting to the Lessee of the monies expended to cover the Costs. Lessor will only be able to utilize the Deposit to pay for Costs for outside consultants. Lessor cannot use the Deposit for reimbursement of Costs incurred by employees of the Lessor.

- c. Lessee, at its sole expense, shall correct any installation mistakes and any other safety problems related to its antennas and equipment or other problems associated with the Modifications discovered by Lessor's inspection, consistent with industry standards.
- d. Final plans must be approved by a Professional Engineer registered in the State of Wisconsin.
- e. All plans shall include the following Lessor contact information:

Jim Hessling
Director of Public Works
5115 Terminal Drive
McFarland, WI 53558
(608)838-7287
Jim.Hessling@mcfarland.wi.us
- f. A preconstruction meeting shall be held at least Forty-Eight (48) hours prior to the commencement of any work at the Premises. Lessee shall provide Lessor with a list of authorized personnel who will work at the Premises prior to the commencement of any work.
- g. Lessee shall obtain appropriate building or other permits as may be required by Lessor prior to commencement of any work at the Premises.
- h. Upon completion of installation of its Modifications, Lessee shall provide Lessor with a clean set of record plans or "as built" drawings.

V. Rent increase. Commencing April 1, 2020, Lessee shall pay rent to Lessor in the amount of Three Thousand Five Hundred and 00/100 Dollars (\$3,500.00) per month, which shall be due on the first day of each month. Thereafter, rent will be increased on January 1st each year, in accordance with the attached Exhibit C-1.

VI. Lease Section 7, Term of Lease, is hereby modified to the following extent:

- (a) The amount of additional five (5) year renewal terms is increased from four (4) to six (6) additional five (5) year renewal terms.
- (b) Each Renewal Term shall commence automatically without further action of the part of the Lessor or Lessee unless Lessee provides Lessor with thirty (30) days advance written notice of Lessee's intent not to renew the Lease.

VII. Additional Notice Requirements. Lessee shall provide all notices and obtain all permits and licenses required by any governmental agency, including, but not limited to, the Federal Communications Commission and the Federal Aviation Administration, based on Lessee's use of the Premises, including, but not limited to, the installation and operation of its Equipment, which include the Modifications. Lessee shall provide said notices directly to the applicable governmental agency, with a copy of the same to Lessor. Any failure by Lessee to comply with this Section that results in any claim, costs, loss, expense, demand, action or causes of action, including reasonable attorneys' fees and other costs and expenses of litigation, is subject to the indemnification requirements set forth in Section 11 of the Lease.

VIII. Tower Maintenance. In the event Lessor elects to paint the tower located on the Premises or perform any maintenance on the tower that involves areas occupied by Lessee's Equipment, Lessor will notify Lessee at least three hundred sixty-five (365) days in advance of the date when the tower is scheduled to be painted or maintained. Lessor will select, after consulting with Lessee, which of the following two options will be used. **Option 1:** Shortly before the painting or maintenance date, Lessee, at its sole expense, shall place a temporary antenna array on a crane parked near the Premises. Lessee must submit drawings for approval and obtain permission from the Village Administrator prior to placement of any temporary antenna array or crane. Lessee will then remove all its Equipment from the tower and the painting and maintenance will proceed. Once painting and maintenance is complete, Lessee, at its sole expense, will then re-attach its Equipment, and have its Equipment painted to match the newly painted tower. **Option 2:** The Lessor's contractor will bid on the cost of painting or maintaining the tower without Lessee's Equipment. The contractor will then bid on the cost of painting or maintaining the tower with Lessee's Equipment left in place. Lessee shall reimburse Lessor for the difference between the two bids, and the Lessor's contractor will paint the Equipment. Notwithstanding the foregoing, after providing Lessee with as much notice as is reasonable and practicable without causing significant harm to Lessor's interests under the circumstances, Lessor may make any necessary repairs to the tower, including the temporary removal of any of Lessee's Equipment as may be necessary therefor, and without the required notice if the circumstances requiring the repairs are such that compliance with the notice provision is not practicable. Lessor shall not be liable to Lessee in any manner for the temporary disruption of Lessee's operations as a result of any painting or maintenance as provided in this section.

IX. Except as amended herein, all other terms of the Lease remain unchanged and in full force and effect.

[END OF AMENDMENT - SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, Lessor and Lessee have executed this Sixth Amendment as of the last signature date below.

Lessor: Village of McFarland

Lessee: Madison Cellular Telephone Company

By: United States Cellular Operating Company LLC, being one of its General Partners

By: _____

By: _____

Printed: _____

Printed: _____

Title: _____

Title: Vice President

Date: _____

Date: _____

[NOTARY PAGE TO FOLLOW]

STATE OF WISCONSIN)
)
COUNTY OF DANE)

I, the undersigned, a notary public in and for the State and County aforesaid, do hereby certify that _____, known to me to be the same person(s) whose name is subscribed to the foregoing Sixth Amendment to Antenna Lease Agreement, appeared before me this day in person acknowledged that he/she signed the said Lease as his/her free and voluntary act for the uses and purposes therein stated.

Given under my hand and seal this ____ day of _____, 2020.

Notary Public

My commission expires_____

STATE OF ILLINOIS)
)
COUNTY OF COOK)

I, the undersigned, a notary public in and for the State and County aforesaid, do hereby certify that _____, Vice President, for United States Cellular Operating Company LLC, known to me to be the same person whose name is subscribed to the foregoing Sixth Amendment to Antenna Lease Agreement, appeared before me this day in person and acknowledged that, pursuant to his authority, he signed the said Lease as his free and voluntary act on behalf of the named Lessee, for the uses and purposes therein stated.

Given under my hand and seal this ____ day of _____, 2020.

Notary Public

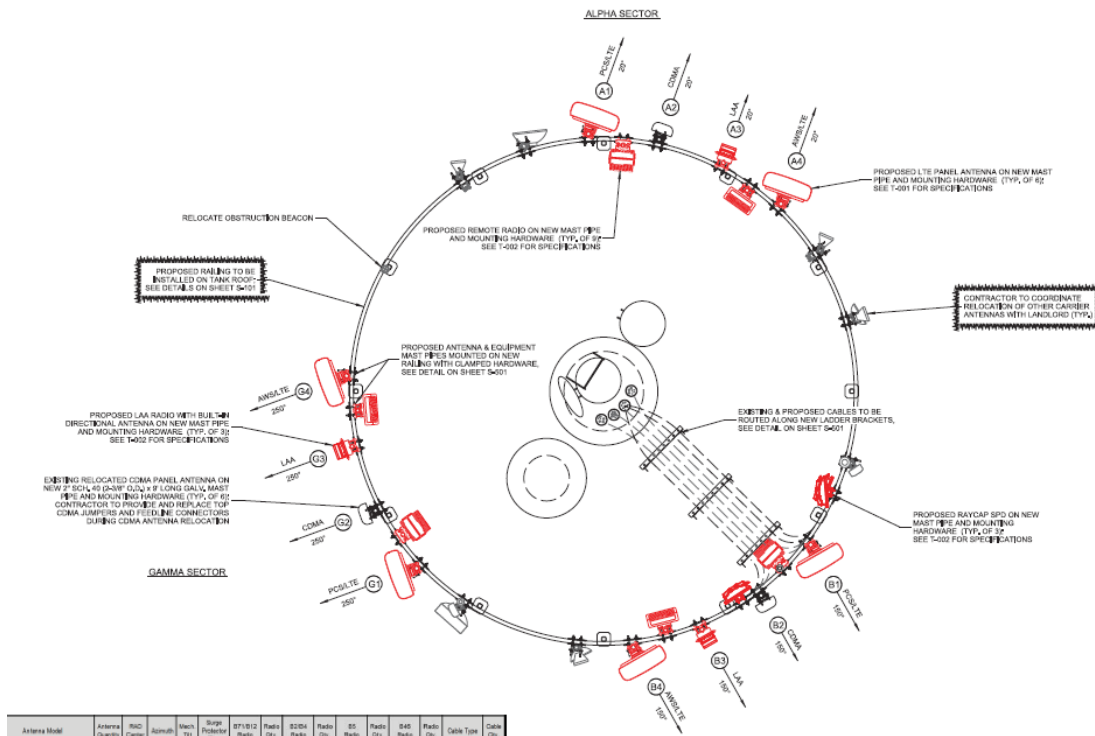
My commission expires_____

EXHIBIT A-3

Three (3) BXA-70063-4CF Antennas
Six (6) Amphenol TWIN658LU000G Antennas
Nine (9) RRU Radios
Three (3) LLA Radios
Three (3) Raycap SPD's
Six (6) runs 7/8" coax
Three (3) runs 1 1/4" coax

Four (4) Nortel Radio Racks
One (1) Reltec Power Board
One (1) GNB Battery Pack
One (1) Auxiliary Equipment Frame
Two (2) Air Conditioning Units
One (1) Nortel Metrocell Cabinet
One (1) GPS Cabinet

EXHIBIT B-3



	Antenna Position	Technology	Antenna Model	Antenna Quantity	RAD Center	Azimuth	Mech. Tilt	Surge Protector Qty.	B71/B12 Radio	B2/B4 Radio Qty.	B5 Radio Qty.	B46 Radio Qty.	Cable Type	Cable Qty.	
ALPHA	A1	PCS/LTE	Amphend TWN658LU000G-T	1	100'	20°	0°	1	RRU4449	1	RRU8843	1	-	1-1/4" Hybrid	1
	A2	CDMA	Antel BXA-70063-4CF-EDIN	1	99.5'	20°	8°	-	-	-	-	-	7/8" Coax	2	
	A3	LAA	RRU2205 Built-in Directional Antenna	1	100'	20°	-	Shared	-	-	-	Shared	Shared	-	
	A4	AWS/LTE	Amphend TWN658LU000G-T	1	100'	20°	0°	Shared	-	Shared	-	RRU11	1	Shared	-
BETA	B1	PCS/LTE	Amphend TWN658LU000G-T	1	100'	150°	0°	1	RRU4449	1	RRU8843	1	-	1-1/4" Power	1
	B2	CDMA	Antel BXA-70063-4CF-EDIN	1	99.5'	150°	0°	-	-	-	-	-	7/8" Coax	2	
	B3	LAA	RRU2205 Built-in Directional Antenna	1	100'	150°	-	Shared	-	-	-	Shared	Shared	-	
	B4	AWS/LTE	Amphend TWN658LU000G-T	1	100'	150°	0°	Shared	-	Shared	-	RRU11	1	Shared	-
GAMMA	G1	PCS/LTE	Amphend TWN658LU000G-T	1	100'	250°	0°	Shared	RRU4449	1	RRU8843	1	-	Shared	-
	G2	CDMA	Antel BXA-70063-4CF-EDIN	1	99.5'	250°	3°	-	-	-	-	-	7/8" Coax	2	
	G3	LAA	RRU2205 Built-in Directional Antenna	1	100'	250°	-	Shared	-	-	-	Shared	Shared	-	
	G4	AWS/LTE	Amphend TWN658LU000G-T	1	100'	250°	0°	1	-	Shared	-	RRU11	1	1-1/4" Hybrid	1
Total:				12			3		3	3	3	0		9	

*X1104-

*X110-L

EXHIBIT C-1

	<u>YEAR</u>	<u>MONTHLY RENT AMOUNT</u>
INITIAL TERM	1	\$890.00
	2	\$927.00
	3	\$964.00
	4	\$1,003.00
	5	\$1,043.00
FIRST RENEWAL	6	\$1,171.00
	7	\$1,218.00
	8	\$1,267.00
	9	\$1,318.00
	10	\$1,371.00
SECOND RENEWAL	11	\$1,524.00
	12	\$1,585.00
	13	\$1,648.00
	14	\$1,714.00
	15	\$1,783.00
THIRD RENEWAL	16	\$1,967.00
	17	\$2,046.00
	18	\$2,128.00
	19	\$2,213.00
	20	\$2,302.00
FOURTH RENEWAL	21 (2019)	\$2,525.00
	Jan.-March 2020	\$2,626.00
	April-Dec. 2020	\$3,500.00
	23 (2021)	\$3,640.00
	24 (2022)	\$3,786.00
	25 (2023)	\$3,937.00
FIFTH RENEWAL	26 (2024)	\$4,094.00
	27 (2025)	\$4,258.00
	28 (2026)	\$4,428.00
	29 (2027)	\$4,605.00
	30 (2028)	\$4,789.00
SIXTH RENEWAL	31 (2029)	\$4,981.00
	32 (2030)	\$5,180.00
	33 (2031)	\$5,387.00
	34 (2032)	\$5,602.00
	35 (2033)	\$5,826.00



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, February 24, 2020

SECTION: Business

DEPARTMENT: Public Works

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

AGENDA ITEM: Discussion and action regarding adjustments to sanitary sewer rates.

PREVIOUS ACTION:

The Public Utilities Committee reviewed this report at its meeting on February 18, 2020 and recommended approval of a 22% increase with the associated equipment replacement fund.

ISSUE SUMMARY:

The Public Utilities Committee has been studying a rate increase for the Sanitary Sewer service charges. These rates have not been adjusted since 2015 and recent audits have demonstrated revenues are not keeping pace with expenses. Most notably is that the sanitary sewer has not incurred new debt service since 2015 but continues to see very large increases from MMSD for treatment. The Committee studies whether or not to recommend an increase with additional cushion to create an equipment replacement fund or not, currently we do not have one. Creating one requires a higher rate to essentially save over time, but in the future provides fund balance to tackle large one time expenses versus having to borrow. Following its review, the Committee recommended approval of a 22% increase over current rates which would allow the creation of an equipment replacement fund. Included in your packet shows both alternatives and the long term impact of the rate increase. This increase is enough to stabilize the utility for the time being but future increases might be necessary to pass through MMSD increases when they are incurred to keep pace with these expenses.

FINANCIAL/BUDGET IMPACT:

A 5/8" or 3/4" meter is standard for use in a single family home. The current fixed charge for that meter is \$14.03 per month no matter how much water you use. It is proposed that this fixed charge increase to \$16.50 per month. The current variable charge is \$3.14 per 1,000 gallons of water used and this would increase to \$4.00 per 1,000 gallons of water used.

Average residential water use is about 3,500 gallons per month. This would yield a monthly cost for sewer under the current rates of \$25.02 per month or \$300.24 for the year. The new rates would increase this monthly cost to \$30.50 per month or \$366.00 for the year. The average residential customer will pay about \$5.48 more per month or \$65.76 for the year, which is about 22%.



VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval.

ATTACHMENTS:

1. 2019 User Charge System Charts
2. Sanitary Sewer Rate adjustment example with 0.63 meter

Per Cycle (every 2 months)

Meter Size	Existing Fixed Rate	Existing Equivalency Factor	2020 Fixed Rate
5/8"	\$ 28.05	1.0000	\$ 33.00
3/4"	\$ 28.05	1.0000	\$ 33.00
1"	\$ 40.71	1.4513	\$ 47.89
1.25"	\$ 49.11	1.7508	\$ 57.78
1.5"	\$ 61.01	2.1750	\$ 71.78
2"	\$ 86.11	3.0699	\$ 101.31
3"	\$ 142.98	5.0973	\$ 168.21
4"	\$ 224.78	8.0135	\$ 264.45
6"	\$ 430.48	15.3469	\$ 506.45

Existing Variable Charge	\$ 3.14
2020 Variable Charge	\$ 4.00

Village of McFarland

Summary of Rates Alternatives

1/23/2020

	A - 3% O&M Increases with No Replacement Funds					2021 Rate Inc.	14%
	Bi-Monthly Fixed Rate	Variable Rate	Village Expenses	MMSD Charges	Bi-Monthly Total	Annual Excess (Revenue)	Operating Cash
2018	\$ 28.05	\$ 3.14	\$ 23.47	\$ 27.45	\$ 50.92	\$ (152,006)	\$ 1,194,757
2019	\$ 28.05	\$ 3.14	\$ 23.67	\$ 27.25	\$ 50.92	\$ (141,503)	\$ 1,053,254
2020	\$ 28.05	\$ 3.14	\$ 23.93	\$ 26.99	\$ 50.92	\$ (191,849)	\$ 861,405
2021	\$ 30.75	\$ 3.75	\$ 27.18	\$ 30.88	\$ 58.06	\$ (63,963)	\$ 797,443
2022	\$ 34.00	\$ 4.10	\$ 32.43	\$ 31.43	\$ 63.86	\$ (87,811)	\$ 709,632
2023	\$ 34.00	\$ 4.10	\$ 32.27	\$ 31.59	\$ 63.86	\$ (123,956)	\$ 585,675
2024	\$ 35.00	\$ 4.25	\$ 33.26	\$ 32.69	\$ 65.95	\$ (118,903)	\$ 466,772
2025	\$ 35.00	\$ 4.25	\$ 29.54	\$ 36.42	\$ 65.95	\$ 3,247	\$ 470,019
2026	\$ 35.00	\$ 4.25	\$ 28.41	\$ 37.54	\$ 65.95	\$ 6,527	\$ 476,546
2027	\$ 35.80	\$ 4.35	\$ 28.97	\$ 38.51	\$ 67.48	\$ 2,332	\$ 478,878
2028	\$ 35.80	\$ 4.35	\$ 28.88	\$ 38.60	\$ 67.48	\$ (37,553)	\$ 441,325

	C - 3% O&M Increases with Equipment Replacement Funds					2021 Rate Inc.	22%
	Bi-Monthly Fixed Rate	Variable Rate	Village Expenses	MMSD Charges	Bi-Monthly Total	Annual Excess (Revenue)	Operating Cash
2018	\$ 28.05	\$ 3.14	\$ 23.47	\$ 27.45	\$ 50.92	\$ (152,006)	\$ 1,194,757
2019	\$ 28.05	\$ 3.14	\$ 23.67	\$ 27.25	\$ 50.92	\$ (141,503)	\$ 1,053,254
2020	\$ 28.05	\$ 3.14	\$ 23.93	\$ 26.99	\$ 50.92	\$ (191,849)	\$ 861,405
2021	\$ 33.00	\$ 4.00	\$ 32.30	\$ 29.84	\$ 62.13	\$ (120,155)	\$ 741,250
2022	\$ 37.00	\$ 4.50	\$ 38.46	\$ 31.31	\$ 69.77	\$ (102,260)	\$ 638,990
2023	\$ 39.50	\$ 4.80	\$ 40.80	\$ 33.66	\$ 74.46	\$ (33,247)	\$ 605,743
2024	\$ 39.50	\$ 4.80	\$ 40.65	\$ 33.81	\$ 74.46	\$ (74,734)	\$ 531,009
2025	\$ 39.50	\$ 4.80	\$ 37.05	\$ 37.40	\$ 74.46	\$ 47,889	\$ 578,898
2026	\$ 39.50	\$ 4.80	\$ 35.90	\$ 38.56	\$ 74.46	\$ 51,641	\$ 630,539
2027	\$ 39.50	\$ 4.80	\$ 35.71	\$ 38.75	\$ 74.46	\$ 13,429	\$ 643,968
2028	\$ 39.50	\$ 4.80	\$ 35.53	\$ 38.93	\$ 74.46	\$ (26,195)	\$ 617,773

VILLAGE OF McFARLAND - SEWER UTILITY
CASH FLOW PROJECTION - Projected rate increase



3% O&M Increases
with No Replacement
Funds - NOT
RECOMMENDED

ASSUMPTIONS

INTEREST INCOME RATE ASSUMED
O&M ANNUAL INCREASE
MMSD ANNUAL INCREASE

0.50%
3.00%
3.00%

BUDGET ITEM	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
EXPENSES	Actual										
<u>Loans</u>											
2015 Notes	\$ 155,187	\$ 143,744	\$ 154,788	\$ 156,988	\$ 154,088	\$ 156,333	\$ 158,333	\$ -	\$ -	\$ -	\$ -
2017 Notes	\$ 7,177	\$ 32,631	\$ 39,663	\$ 38,875	\$ 38,088	\$ 37,300	\$ 41,600	\$ 40,800	\$ -	\$ -	\$ -
Proposed Lift Station Upgrade (\$1M, 10yr, 4%)	\$ -	\$ -	\$ -	\$ -	\$ 123,291	\$ 123,291	\$ 123,291	\$ 123,291	\$ 123,291	\$ 123,291	\$ 123,291
<u>O&M</u>											
Annual Operation and Maintenance	\$ 404,455	\$ 416,589	\$ 429,086	\$ 441,959	\$ 455,218	\$ 468,874	\$ 482,940	\$ 497,429	\$ 512,351	\$ 527,722	\$ 543,554
Annual MMSD Charge	\$ 665,562	\$ 685,529	\$ 706,095	\$ 727,278	\$ 749,096	\$ 771,569	\$ 794,716	\$ 818,557	\$ 843,114	\$ 868,407	\$ 894,460
<u>Other Expenses</u>											
Capital Lease (17.5% Share, 50/50 with water)	\$ 2,102	\$ 2,388	\$ 2,388	\$ 2,388	\$ 2,388	\$ 2,388	\$ 2,388	\$ 2,388	\$ 2,388	\$ 2,388	\$ 2,388
<u>Proposed Replacement Funds</u>											
Equipment Replacement Fund Deposit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Collection System Replacement Fund Deposit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL ANNUAL EXPENSES	\$ 1,234,483	\$ 1,280,880	\$ 1,332,019	\$ 1,367,486	\$ 1,522,167	\$ 1,559,754	\$ 1,603,267	\$ 1,482,464	\$ 1,481,144	\$ 1,521,808	\$ 1,563,692
REVENUES											
User Charge Revenues	\$ 1,074,576	\$ 1,133,403	\$ 1,134,904	\$ 1,299,217	\$ 1,430,369	\$ 1,432,250	\$ 1,481,435	\$ 1,483,378	\$ 1,485,320	\$ 1,521,757	\$ 1,523,745
Forfeited Discounts Revenue	\$ 7,901	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-Operating Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Income	\$ -	\$ 5,974	\$ 5,266	\$ 4,307	\$ 3,987	\$ 3,548	\$ 2,928	\$ 2,334	\$ 2,350	\$ 2,383	\$ 2,394
-\$400K Restricted Replacement Account [Not used as revenue]	\$ 25,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$78K Depreciation Reserve Account [Not used as revenue]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL ANNUAL REVENUE	\$ 1,082,477	\$ 1,139,377	\$ 1,140,170	\$ 1,303,524	\$ 1,434,356	\$ 1,435,798	\$ 1,484,364	\$ 1,485,712	\$ 1,487,670	\$ 1,524,140	\$ 1,526,139
Cash and Equivalents - Beginning of Year	\$ 1,346,763	\$ 1,194,757	\$ 1,053,254	\$ 861,405	\$ 797,443	\$ 709,632	\$ 585,675	\$ 466,772	\$ 470,019	\$ 476,546	\$ 478,878
Annual Excess Revenue (Shortfall)	\$ (152,006)	\$ (141,503)	\$ (191,849)	\$ (63,963)	\$ (87,811)	\$ (123,956)	\$ (118,903)	\$ 3,247	\$ 6,527	\$ 2,332	\$ (37,553)
Total Available Carryover	\$ 1,194,757	\$ 1,053,254	\$ 861,405	\$ 797,443	\$ 709,632	\$ 585,675	\$ 466,772	\$ 470,019	\$ 476,546	\$ 478,878	\$ 441,325
REVENUE DETAILS											
Equivalent Meters (EM) Added		13	5	5	5	5	5	5	5	5	5
Gallons/Year Added/EM @ 3500 gal/mo/EM (1000 gal)		546	210	210	210	210	210	210	210	210	210
Monthly Usage Per EM	3,641										
Estimated Number of Equivalent Meters	3490	3503	3508	3513	3518	3523	3528	3533	3538	3543	3548
Estimated Annual Sewer Usage (1000 gallons)*	172,633	173,179	173,389	173,599	173,809	174,019	174,229	174,439	174,649	174,859	175,069
ESTIMATED BI-MONTHLY USER CHARGES											
Fixed Charges on Debt											
Bi-Monthly Fixed Charge per EM Implemented	\$ 28.05	\$ 28.05	\$ 28.05	\$ 30.75	\$ 34.00	\$ 34.00	\$ 35.00	\$ 35.00	\$ 35.00	\$ 35.80	\$ 35.80
Annual Fixed Charge Revenue Generated	\$ 587,433	\$ 589,621	\$ 590,463	\$ 648,221	\$ 717,753	\$ 718,773	\$ 740,963	\$ 742,013	\$ 743,063	\$ 761,121	\$ 762,195
Variable Charges - O, M & R Costs (Cost per 1000 gallons)											
Variable Charge per 1000 Gallons Implemented	\$ 3.14	\$ 3.14	\$ 3.14	\$ 3.75	\$ 4.10	\$ 4.10	\$ 4.25	\$ 4.25	\$ 4.25	\$ 4.35	\$ 4.35
Annual Variable Charge Revenue Generated	\$ 542,067	\$ 543,781	\$ 544,441	\$ 650,996	\$ 712,616	\$ 713,477	\$ 740,472	\$ 741,365	\$ 742,257	\$ 760,636	\$ 761,549
TOTAL BI-MONTHLY USER CHARGE PER EM	\$ 50.92	\$ 50.92	\$ 50.92	\$ 58.06	\$ 63.86	\$ 63.86	\$ 65.95	\$ 65.95	\$ 65.95	\$ 67.48	\$ 67.48
REVENUE GENERATED BY RATES	\$ 1,129,500	\$ 1,133,403	\$ 1,134,904	\$ 1,299,217	\$ 1,430,369	\$ 1,432,250	\$ 1,481,435	\$ 1,483,378	\$ 1,485,320	\$ 1,521,757	\$ 1,523,745
DEBT COVERAGE RATIO	76.1%	75.6%	72.7%	77.3%	80.4%	80.0%	80.0%	95.9%	100.0%	100.0%	100.0%

VILLAGE OF McFARLAND - SEWER UTILITY
CASH FLOW PROJECTION - Projected rate increase



3% O&M Increases
with Replacement
Funds -
RECOMMENDED

ASSUMPTIONS

INTEREST INCOME RATE ASSUMED
O&M ANNUAL INCREASE
MMSD ANNUAL INCREASE

0.50%
3.00%
3.00%

BUDGET ITEM	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
EXPENSES	Actual										
<u>Loans</u>											
2015 Notes	\$ 155,187	\$ 143,744	\$ 154,788	\$ 156,988	\$ 154,088	\$ 156,333	\$ 158,333	\$ -	\$ -	\$ -	\$ -
2017 Notes	\$ 7,177	\$ 32,631	\$ 39,663	\$ 38,875	\$ 38,088	\$ 37,300	\$ 41,600	\$ 40,800	\$ -	\$ -	\$ -
Proposed Lift Station Upgrade (\$1M, 10yr, 4%)	\$ -	\$ -	\$ -	\$ -	\$ 123,291	\$ 123,291	\$ 123,291	\$ 123,291	\$ 123,291	\$ 123,291	\$ 123,291
<u>O&M</u>											
Annual Operation and Maintenance	\$ 404,455	\$ 416,589	\$ 429,086	\$ 441,959	\$ 455,218	\$ 468,874	\$ 482,940	\$ 497,429	\$ 512,351	\$ 527,722	\$ 543,554
Annual MMSD Charge	\$ 665,562	\$ 685,529	\$ 706,095	\$ 727,278	\$ 749,096	\$ 771,569	\$ 794,716	\$ 818,557	\$ 843,114	\$ 868,407	\$ 894,460
<u>Other Expenses</u>											
Capital Lease (17.5% Share, 50/50 with water)	\$ 2,102	\$ 2,388	\$ 2,388	\$ 2,388	\$ 2,388	\$ 2,388	\$ 2,388	\$ 2,388	\$ 2,388	\$ 2,388	\$ 2,388
<u>Proposed Replacement Funds</u>											
Equipment Replacement Fund Deposit	\$ -	\$ -	\$ -	\$ 22,023	\$ 22,023	\$ 22,023	\$ 22,023	\$ 22,023	\$ 22,023	\$ 22,023	\$ 22,023
Collection System Replacement Fund Deposit	\$ -	\$ -	\$ -	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL ANNUAL EXPENSES	\$ 1,234,483	\$ 1,280,880	\$ 1,332,019	\$ 1,514,509	\$ 1,669,190	\$ 1,706,777	\$ 1,750,290	\$ 1,629,487	\$ 1,628,167	\$ 1,668,831	\$ 1,710,715
REVENUES											
User Charge Revenues	\$ 1,074,576	\$ 1,133,403	\$ 1,134,904	\$ 1,390,047	\$ 1,563,223	\$ 1,670,335	\$ 1,672,528	\$ 1,674,721	\$ 1,676,914	\$ 1,679,107	\$ 1,681,300
Forfeited Discounts Revenue	\$ 7,901	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-Operating Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Income	\$ -	\$ 5,974	\$ 5,266	\$ 4,307	\$ 3,706	\$ 3,195	\$ 3,029	\$ 2,655	\$ 2,894	\$ 3,153	\$ 3,220
-\$400K Restricted Replacement Account [Not used as revenue]	\$ 25,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$78K Depreciation Reserve Account [Not used as revenue]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL ANNUAL REVENUE	\$ 1,082,477	\$ 1,139,377	\$ 1,140,170	\$ 1,394,354	\$ 1,566,930	\$ 1,673,530	\$ 1,675,557	\$ 1,677,376	\$ 1,679,808	\$ 1,682,260	\$ 1,684,520
Cash and Equivalents - Beginning of Year	\$ 1,346,763	\$ 1,194,757	\$ 1,053,254	\$ 861,405	\$ 741,250	\$ 638,990	\$ 605,743	\$ 531,009	\$ 578,898	\$ 630,539	\$ 643,968
Annual Excess Revenue (Shortfall)	\$ (152,006)	\$ (141,503)	\$ (191,849)	\$ (120,155)	\$ (102,260)	\$ (33,247)	\$ (74,734)	\$ 47,889	\$ 51,641	\$ 13,429	\$ (26,195)
Total Available Carryover	\$ 1,194,757	\$ 1,053,254	\$ 861,405	\$ 741,250	\$ 638,990	\$ 605,743	\$ 531,009	\$ 578,898	\$ 630,539	\$ 643,968	\$ 617,773
REVENUE DETAILS											
Equivalent Meters (EM) Added		13	5	5	5	5	5	5	5	5	5
Gallons/Year Added/EM @ 3500 gal/mo/EM (1000 gal)		546	210	210	210	210	210	210	210	210	210
Monthly Usage Per EM	3,641										
Estimated Number of Equivalent Meters	3490	3503	3508	3513	3518	3523	3528	3533	3538	3543	3548
Estimated Annual Sewer Usage (1000 gallons)*	172,633	173,179	173,389	173,599	173,809	174,019	174,229	174,439	174,649	174,859	175,069
ESTIMATED BI-MONTHLY USER CHARGES											
Fixed Charges on Debt											
Bi-Monthly Fixed Charge per EM Implemented	\$ 28.05	\$ 28.05	\$ 28.05	\$ 33.00	\$ 37.00	\$ 39.50	\$ 39.50	\$ 39.50	\$ 39.50	\$ 39.50	\$ 39.50
Annual Fixed Charge Revenue Generated	\$ 587,433	\$ 589,621	\$ 590,463	\$ 695,652	\$ 781,084	\$ 835,045	\$ 836,230	\$ 837,415	\$ 838,600	\$ 839,785	\$ 840,970
Variable Charges - O, M & R Costs (Cost per 1000 gallons)											
Variable Charge per 1000 Gallons Implemented	\$ 3.14	\$ 3.14	\$ 3.14	\$ 4.00	\$ 4.50	\$ 4.80	\$ 4.80	\$ 4.80	\$ 4.80	\$ 4.80	\$ 4.80
Annual Variable Charge Revenue Generated	\$ 542,067	\$ 543,781	\$ 544,441	\$ 694,395	\$ 782,140	\$ 835,290	\$ 836,298	\$ 837,306	\$ 838,314	\$ 839,322	\$ 840,330
TOTAL BI-MONTHLY USER CHARGE PER EM	\$ 50.92	\$ 50.92	\$ 50.92	\$ 62.13	\$ 69.77	\$ 74.46	\$ 74.46	\$ 74.46	\$ 74.46	\$ 74.46	\$ 74.46
REVENUE GENERATED BY RATES	\$ 1,129,500	\$ 1,133,403	\$ 1,134,904	\$ 1,390,047	\$ 1,563,223	\$ 1,670,335	\$ 1,672,528	\$ 1,674,721	\$ 1,676,914	\$ 1,679,107	\$ 1,681,300
DEBT COVERAGE RATIO	76.1%	75.6%	72.7%	79.4%	82.7%	83.9%	83.2%	96.5%	100.0%	100.0%	100.0%

Increase with No Replacement Funds

	Meter Size	Usage	\$1.99 Rate	Base Water Rate	\$3.14 Sewer	Sewer Base
Avg. Residential	5/8	7000	\$ 13.93	\$ 14.33	\$ 21.98	\$ 28.05
Commercial	5/8	16000	\$ 31.84	\$ 14.33	\$ 50.24	\$ 28.05
MultiFamily	5/8	44000	\$ 87.56	\$ 14.33	\$ 138.16	\$ 28.05
Public Authority	5/8	56000	\$ 111.44	\$ 14.33	\$ 175.84	\$ 28.05

Increase with Replacement Funds

	Meter Size	Usage	\$1.99 Rate	Base Water Rate	\$3.14 Sewer	Sewer Base
Avg. Residential	5/8	7000	\$ 13.93	\$ 14.33	\$ 21.98	\$ 28.05
Commercial	5/8	16000	\$ 31.84	\$ 14.33	\$ 50.24	\$ 28.05
MultiFamily	5/8	44000	\$ 87.56	\$ 14.33	\$ 138.16	\$ 28.05
Public Authority	5/8	56000	\$ 111.44	\$ 14.33	\$ 175.84	\$ 28.05

Stormwater	Total	\$1.99 Rate	Base Water Rate	\$3.75 Sewer	Sewer Base	Stormwater	Total
\$ 14.83	\$ 93.12	\$ 13.93	\$ 14.33	\$ 26.25	\$ 30.75	\$ 14.83	\$ 100.09
\$ 14.83	\$ 139.29	\$ 31.84	\$ 14.33	\$ 60.00	\$ 30.75	\$ 14.83	\$ 151.75
\$ 14.83	\$ 282.93	\$ 87.56	\$ 14.33	\$ 165.00	\$ 30.75	\$ 14.83	\$ 312.47
\$ 14.83	\$ 344.49	\$ 111.44	\$ 14.33	\$ 210.00	\$ 30.75	\$ 14.83	\$ 381.35

Stormwater	Total	\$1.99 Rate	Base Water Rate	\$4.00 Sewer	Sewer Base	Stormwater	Total
\$ 14.83	\$ 93.12	\$ 13.93	\$ 14.33	\$ 28.00	\$ 33.00	\$ 14.83	\$ 104.09
\$ 14.83	\$ 139.29	\$ 31.84	\$ 14.33	\$ 64.00	\$ 33.00	\$ 14.83	\$ 158.00
\$ 14.83	\$ 282.93	\$ 87.56	\$ 14.33	\$ 176.00	\$ 33.00	\$ 14.83	\$ 325.72
\$ 14.83	\$ 344.49	\$ 111.44	\$ 14.33	\$ 224.00	\$ 33.00	\$ 14.83	\$ 397.60

Difference

\$ 6.97
\$ 12.46
\$ 29.54
\$ 36.86

Difference

\$ 10.97
\$ 18.71
\$ 42.79
\$ 53.11



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, February 24, 2020

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action regarding an Intergovernmental Agreement for the Madison Area Municipal Storm Water Partnership (MAMSWaP).

PREVIOUS ACTION:

This agreement was last adopted for a single year in 2018 for 2019, and now is requested as a new 5 year agreement for 2020-2024.

ISSUE SUMMARY:

Included within your packet is a new 5 year agreement with many Dane County Communities including City of Madison, UW-Madison, Monona, Stoughton, Sun Prairie (and many others) to jointly apply for a storm water discharge permit and partner on education efforts within our region. This partnership was formed in 2000 to collectively address what is required of our communities for the discharge of storm water and permitting requirements from the DNR. This allows for the sharing of resources to fund a position that assists in maintaining compliance with that permit and provided educational resources on storm water.

FINANCIAL/BUDGET IMPACT:

Our cost for 2020 is \$4,184 and then will incrementally go up each of the next 5 years by a small percentage. This cost is paid for by the Stormwater Utility and without the partnership, our costs for these requirements would be significantly higher.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for approval.

ATTACHMENTS:

1. 2020-2024 MAMSWaP Intergovernmental Agreement FINAL

**INTERGOVERNMENTAL AGREEMENT TO FUND A POSITION RESPONSIBLE FOR
STORM WATER INFORMATION, EDUCATION AND OUTREACH COORDINATION
FOR THE MADISON AREA MUNICIPAL STORM WATER PARTNERSHIP (MAMSWaP)**

THIS INTERGOVERNMENTAL AGREEMENT, hereinafter referred to as this “Agreement,” made and entered into by, between and among the Cities of Fitchburg, Madison, Middleton, Monona, Stoughton, Sun Prairie and Verona; the Villages of Cottage Grove, Cross Plains, DeForest, Maple Bluff, McFarland, Shorewood Hills, Waunakee and Windsor; the Towns of Blooming Grove, Burke, Madison, Middleton and Westport; Dane County; and the University of Wisconsin–Madison, hereinafter referred to individually as “Party” and collectively as the “Parties,” which will include other municipalities that may join after this Agreement has been signed by the Parties listed.

WITNESSETH:

WHEREAS, many of the Parties entered into a Cooperative Agreement to jointly apply for a storm water discharge permit, hereinafter referred to as the “Permit”, under Chapter NR 216 of the Wisconsin Administrative Code in April, 2000; and

WHEREAS, this group intends to work cooperatively on storm water information, education and outreach, notwithstanding the fact that there may not be a continuing group Permit; and

WHEREAS, one of the required work elements of each Party’s NR 216 permit is the operation of an information, education and outreach program; and

WHEREAS, many of the Parties previously signed an agreement to jointly develop, coordinate and implement an information, education and outreach program from May 2004 through April 2009 and May 2009 through December 2013 and January 2014 through December 2018 (extended to December 2019); and

WHEREAS, the materials and products that result from this joint effort are expressly developed for the Parties to partially fulfill their information and education permit obligations; and

WHEREAS, the Parties agree, pursuant to sec. 66.0301, and Ch. 36, Wis. Stats. to obtain the services of a sixty percent employee of Dane County to provide information, education and outreach services to partially meet the requirements and components of each Party’s NR 216 Stormwater Discharge Permit as detailed in the Madison Area Municipal Storm Water Partnership 2020-2024 Storm Water Information, Education and Outreach Plan.

NOW, THEREFORE, in consideration of the above premises and the covenants of the Parties hereinafter set forth, the receipt and sufficiency of which is hereby acknowledged by each Party for itself, the Parties agree to the following:

1. Dane County shall maintain a 60% position (1,248 hours annually or as many hours as funding allows), hereinafter referred to as the “Position,” in its Land & Water Resources Department’s (LWRD) and limited term employees to provide information, education and outreach services in furtherance of the storm water

management programs conducted under each Party's permit. If any party fails to make their respective contribution by the due date as required by Exhibit A, the Party may be suspended from receiving services under this agreement and may be subjected to a breach of contract claim by Dane County or any other Party.

The Position shall be funded by the Parties as set forth in Exhibit A. Fees are based on 2010 Census population data. When a municipality wishes to join the information, education and outreach plan effort, it shall pay the amount set forth in Exhibit A based on its population from 2010 Census data. If a municipality joins mid-year, its amount will not be prorated. Additional municipalities' contributions shall not lessen the amount of the Parties' contributions set forth in Exhibit A, but shall be utilized for salary, benefits, and programmatic expenses directly related to the MAMSWaP. The municipality wishing to join the effort shall sign onto this Agreement and be afforded the benefits of the information, education and outreach program that are made available to all Parties.

Dane County shall provide annual documentation of direct and indirect expenses incurred with staffing the I&E position. Costs would include direct salary and benefits of staff and supervisors as well as indirect costs such as work space and support. This report for prior year shall be presented to agreement signatories on or before March 31 annually.

Should the Position become vacant, Dane County shall take all reasonable measures to assure that it is filled or its duties reassigned. During the time the Position is vacant, the LWRD Water Resource Engineering Division Manager shall assign other equivalent staff to complete the duties of the Position and shall notify all Parties in writing.

2. The Parties shall continue to operate and maintain the Information and Education Committee, hereinafter referred to as I&E Committee, previously created under the Madison Area Municipal Storm Water Partnership. The I&E Committee shall provide guidance and oversight to the Position, which is directly supervised by the LWRD Water Resource Engineering Division Manager. The five-year outreach plan developed by the I&E Committee will direct the Position's activities.

The materials and products that result from this joint effort are expressly developed for the Parties to partially fulfill their Information and Education permit obligations.

The I&E Committee shall meet a minimum of four (4) times per year. The I&E Committee shall consist of representatives of the Parties to this Agreement. The Position shall staff the I&E Committee. There is no maximum number of members for the I&E Committee. Any representative of a Party to this Agreement may be a member of the I&E Committee. At a minimum, the I&E Committee shall be comprised of one representative from Dane County, one representative from UW-Madison, one representative from City of Madison, one representative from remaining Party cities, one representative from villages, and one representative from towns (for a total of six (6)). The I&E Committee shall continue to solicit the advice and consultation of the Wisconsin Department of Natural Resources and the University of Wisconsin Cooperative Extension.

3. The entire agreement of the Parties is contained herein and this Agreement supersedes any and all oral agreements and negotiations between the Parties relating to the subject matter hereof. The Parties expressly agree that this Agreement shall not be amended in any fashion except in writing, executed by all Parties.
4. Upon execution by all Parties, this Agreement shall become effective, superseding the previous agreement that was in place through December 2018, and shall end December 31, 2024 unless the Parties agree to a longer period. This Agreement may be amended and extended at any time upon the mutual agreement of all of the Parties.
5. Dane County shall invoice each of the Parties the amount set forth in Exhibit A commencing January 1, 2020 and every January 1 for years 2021, 2022, 2023 and 2024. Invoices are payable in 30 days.

6. **TERMINATION OF AGREEMENT**

In the event that any Party determines that it is in its best interest to terminate participation in this cooperative agreement with Dane County and all other Parties to this Agreement for storm water information, education and outreach, the Party may do so at any time by taking the following action:

- A) The Party shall send written correspondence to the Dane County LWRD Water Resource Engineering Division Manager and the Wisconsin Department of Natural Resources indicating its desire to terminate participation in this Agreement.

This correspondence shall include an official resolution or documented action indicating that the requested termination has been authorized by a governmental body possessing the legal authority required to terminate this Agreement, and that the signatories to this correspondence are duly authorized to sign a correspondence terminating their participation in this Agreement.

- B) Upon receipt of this correspondence, the Dane County LWRD Water Resource Engineering Division Manager shall deem the requesting party removed from the information and education joint agreement at the end of the year in which the request is made.

7. In the event that a Party withdraws and terminates its participation in this Agreement, the withdrawing Party shall be responsible for its financial contribution with regard to this Agreement until December 31 of the year the Party withdraws. No partial refund based on the date of withdrawal by the Party shall be given.

When a withdrawing Party is no longer financially responsible under this paragraph, the cost shall be re-apportioned among the remaining Parties based upon each Party's respective proportional contribution as set forth in Exhibit A if the termination results in the funding contribution total to be less than \$25,000 for programmatic

expenses plus the amount needed to fund the Position's salary and benefits for the year following the time of termination.

8. **NON DISCRIMINATION**

In performance of services under this Agreement, the parties agree not to discriminate against any employee or applicant because of race, religion, marital status, age, color, sex, handicap, national origin or ancestry, income level or source of income, arrest record or conviction record, less than honorable discharge, physical appearance, sexual orientation, political beliefs, or student status.

9. **PERFORMANCE**

Each Party to this Agreement hereby certifies that it possesses the legal authority required to enter into this Agreement, and that the signatories to this Agreement are duly authorized to sign and that its designated representatives are authorized to act in matters pertaining to this Agreement and to provide required reports and file data as may be required.

10. **THIRD PARTY RIGHTS**

This agreement is intended to be solely between the parties hereto. No part of this Agreement shall be construed to add, supplement, amend, or repeal existing rights, benefits or privileges of any third party or parties. Nothing contained herein is intended as a waiver by any party of the defenses and immunities contained within the Wisconsin Statutes, including Sec. 893.80.

11. **EXECUTION IN COUNTERPART**

Each Party to this Agreement acknowledges that this Agreement may be executed in counterparts by duly authorized signatories and that the final contract and the cumulative counterpart signature pages shall be considered an original document with the full force and effect as if one copy of the contract was circulated to all parties for signature.

IN WITNESS WHEREOF, the Cities of Fitchburg, Madison, Middleton, Monona, Stoughton, Sun Prairie and Verona; the Villages of Cottage Grove, Cross Plains, DeForest, Maple Bluff, McFarland, Shorewood Hills, Waunakee and Windsor; the Towns of Blooming Grove, Burke, Madison, Middleton, and Westport; Dane County; and the University of Wisconsin–Madison, hereto have caused this Agreement to be executed by their proper officers.

EXHIBIT A FINANCIAL CONTRIBUTIONS TOWARD POSITIONS RESPONSIBLE FOR STORM WATER INFORMATION, EDUCATION AND OUTREACH

The contributions per Party listed below for 2020 assume a 60% (1,248 hours annually) annual salary and benefits package of approximately \$50,000 based on the 2019 rate of pay for the Position, a 50% LTE (1,040 hours annually) annual salary of approximately \$25,000 and a base annual programmatic budget of \$25,000 for information, education and outreach materials and supplies. Any funds received that are not used for salary and benefits package will be carried forward and available for programmatic expenses in the following year.

The Salary and Benefits paid for the positions in the 2nd and subsequent years shall be based upon a 5% annual increase as shown in the following example (rounded to next highest dollar): year one (1) contribution \$1000, year two (2) $\$1000 + \$1000 \times (0.05) = \$1050.00$, year three (3) $= \$1050 + \$1050 \times (0.05) = \$1103$.

The programmatic budget for implementing the information and education plan is \$25,000 annually. The programmatic budget shall be increased at 5% per year using the same process described above for the Salary and Benefits portion of this EXHIBIT A.

Billing invoice amounts reflecting salary and benefits and programmatic funds shall be reviewed by the I&E Committee. If the accumulated programmatic balance exceeds \$25,000 in any given year, the I&E Committee has discretion to credit member municipalities with written notice sent to all Parties in the Agreement.

Additional increases to the Position salary (in the case of a reclassification of Position incumbent) or programmatic budgets are allowed provided the budget amendment is approved by the I&E Committee and written notice sent to all Parties in this Agreement.

Any proposed changes shall be sent by July 1 of the year preceding the proposed change so that municipalities have adequate time to budget for the additional costs. Additional costs shall be apportioned among the Parties based upon their respective proportional contribution as set forth herein.

The Position shall pursue grant opportunities wherever possible to supplement the programmatic budget and shall be responsible for submittal of those grant requests on behalf of the Parties to this Agreement.

MUNICIPALITY	2010 Population	January-December 2020 Fee	Category
Dane County*, **	N/A	NA	
UW-Madison*	N/A	\$4,184	5
City of Madison	233,209	\$16,742	1
City of Sun Prairie	29,364	\$9,366	2
City of Fitchburg	25,260	\$9,366	2
City of Middleton	17,442	\$6,278	3
City of Stoughton	12,611	\$5,212	4
Village of Waunakee	12,097	\$5,212	4
City of Verona	10,619	\$5,212	4

Village of DeForest	8,936	\$4,184	5
City of Monona	7,533	\$4,184	5
Village of McFarland	7,808	\$4,184	5
Village of Windsor	6,345	\$4,184	5
Town of Madison	6,279	\$4,184	5
Village of Cottage Grove	6,192	\$4,185	5
Town of Middleton	5,877	\$4,185	5
Village of Westport	3,950	\$2,093	6
Village of Cross Plains	3,538	\$2,093	6
Town of Burke	3,284	\$2,093	6
Town of Blooming Grove	1,815	\$2,093	6
Village of Shorewood Hills	1,565	\$2,093	6
Village of Maple Bluff	1,313	\$2,093	6
TOTAL		\$103,421	

* Contribution not based on population.

** The Parties agree that Dane County does not invoice itself, but rather contributes in-kind with office space; phone, computer, printer and other equipment; internet access; Information Management and other staff support; access to vehicles; supervision; and other overhead.

MUNICIPALITY	2020 Contribution	2021 Contribution	2022 Contribution	2023 Contribution	2024 Contribution	Cate - gory	2010 popul- ation
Dane County	NA	NA	NA	NA	NA	5	N/A
UW-Madison	\$4,184	\$4,393	\$4,613	\$4,844	\$5,086	5	N/A
City of Madison	\$16,742	\$17,579	\$18,458	\$19,381	\$20,350	1	233,209
City of Sun Prairie	\$9,366	\$9,834	\$10,326	\$10,842	\$11,384	2	29,364
City of Fitchburg	\$9,366	\$9,834	\$10,326	\$10,842	\$11,384	2	25,260
City of Middleton	\$6,278	\$6,592	\$6,921	\$7,268	\$7,631	3	17,442
City of Stoughton	\$5,212	\$5,473	\$5,746	\$6,034	\$6,335	4	12,611
Village of Waunakee	\$5,212	\$5,473	\$5,746	\$6,034	\$6,335	4	12,097
City of Verona	\$5,212	\$5,473	\$5,746	\$6,034	\$6,335	4	10,619
Village of DeForest	\$4,184	\$4,393	\$4,613	\$4,844	\$5,086	5	8,936
City of Monona	\$4,184	\$4,393	\$4,613	\$4,844	\$5,086	5	7,533
Village of McFarland	\$4,184	\$4,393	\$4,613	\$4,844	\$5,086	5	7,808
Village of Windsor	\$4,184	\$4,393	\$4,613	\$4,844	\$5,086	5	6,345
Town of Madison	\$4,184	\$4,393	\$4,613	\$4,844	\$5,086	5	6,279
Village of Cottage Grove	\$4,185	\$4,395	\$4,614	\$4,845	\$5,087	5	6,192
Town of Middleton	\$4,185	\$4,395	\$4,614	\$4,845	\$5,087	5	5,877
Town of Westport	\$2,093	\$2,197	\$2,307	\$2,423	\$2,544	6	3,950
Village of Cross Plains	\$2,093	\$2,197	\$2,307	\$2,423	\$2,544	6	3,538
Town of Burke	\$2,093	\$2,197	\$2,307	\$2,423	\$2,544	6	3,284
Town of Blooming Grove	\$2,093	\$2,197	\$2,307	\$2,423	\$2,544	6	1,815
Village of Shorewood Hills	\$2,093	\$2,197	\$2,307	\$2,423	\$2,544	6	1,565
Village of Maple Bluff	\$2,093	\$2,197	\$2,307	\$2,423	\$2,544	6	1,313
Total:	\$103,421	\$108,592	\$114,021	\$119,723	\$125,709		

Category	2010 Census Population
1	>50,000
2	20,000-49,999
3	15,000-19,999
4	10,000-14,999
5	5,000-9,999
6	<5,000

FOR THE CITY OF FITCHBURG

Aaron Richardson, Mayor

Date

Patti Anderson, City Clerk

Date

IN WITNESS WHEREOF, the parties hereto have set their hands at Madison, Wisconsin.

CONTRACTOR

Dane County

(Type or Print Name of Contracting Entity)

By:

Joseph T. Parisi, County Executive

Date:

**CITY OF MADISON, WISCONSIN
a municipal corporation**

By:

Satya Rhodes-Conway, Mayor

Date:

Approved:

David P. Schmiedicke, Finance Director

Date:

By:

Maribeth Witzel-Behl, City Clerk

Date:

Approved as to Form:

Eric T. Veum, Risk Manager

Date:

Michael P. May, City Attorney

Date:

FOR THE CITY OF MIDDLETON

Gurdip Brar, Mayor

Date

Lorie J Burns, City Clerk

Date

William M Burns, Finance Director

Date

Lawrence E Bechler, City Attorney

Date

FOR THE CITY OF MONONA

Mary K. O'Connor, Mayor

Date

Joan Andrusz, City Clerk

Date

FOR THE CITY OF STOUGHTON

Tim Swadley, Mayor

Date

Holly Licht, City Clerk

Date

FOR THE CITY OF SUN PRAIRIE

Aaron Oppenheimer, City Administrator

Date

FOR THE CITY OF VERONA

Luke Diaz, Mayor

Date

Ellen Clark, City Clerk

Date

FOR THE VILLAGE OF COTTAGE GROVE

John Williams, Village President

Date

Lisa Kalata, Village Clerk

Date

FOR THE VILLAGE OF CROSS PLAINS

Bill Chang, Village Administrator/Clerk

Date

Jay Lengfeld, Village President

Date

FOR THE VILLAGE OF DEFOREST

Judd Blau, Village President

Date

LuAnn Leggett, Deputy Administrator/Clerk

Date

FOR THE VILLAGE OF MAPLE BLUFF

Timothy R. O'Brien, Village President

Date

Sarah R. Danz, Village Clerk

Date

FOR THE VILLAGE OF MCFARLAND

Brad Czebotar, Village President

Date

Cassandra Suettinger, Village Clerk/Treasurer

Date

FOR THE VILLAGE OF SHOREWOOD HILLS

David J. Benforado, Village President

Date

Karla Endres, Village Clerk

Date

FOR THE VILLAGE OF WAUNAKEE

Chris Zellner, Village President

Date

Caitlin Steine, Village Clerk

Date

FOR THE VILLAGE OF WINDSOR

Robert Wippenfurth, Village President

Date

Tina Butteris, Village Administrator

Date

FOR THE TOWN OF BLOOMING GROVE

Ronald Bristol, Town Chair

Date

Michael Wolf, Town Administrator

Date

FOR THE TOWN OF BURKE

Kevin Viney, Town Chair

Date

Brenda Ayers, Town Clerk

Date

FOR THE TOWN OF MADISON

James Campbell, Town Chair

Date

Renee Schwass, Town Business Manager/Clerk/Treasurer

Date

FOR THE TOWN OF MIDDLETON

Cynthia Richson, Town Chair

Date

Barbara Roesslein, Town Clerk

Date

FOR THE TOWN OF WESTPORT

Tom Wilson, Town Attorney/Administrator/Clerk-Treasurer

Date

FOR THE UNIVERSITY OF WISCONSIN - MADISON

Laurent Heller, Vice Chancellor for Finance and Administration

Date

FOR THE COUNTY OF DANE

Joseph T. Parisi, County Executive

Date