

Monday, March 23, 2020

Village Board
7:00 PM

McFarland Municipal Center
Community Room

AGENDA

1. CALL TO ORDER.
2. ATTENDANCE/ROLL CALL.
3. PROCLAMATION
 - a. A Proclamation designating the last Friday in April to be Arbor Day in McFarland
4. PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS.
 - a. Public Announcements
 - 1) Spring Election - April 7, 2020 - 7:00 a.m. to 8:00 p.m.
 - b. Public Communications
5. CONSENT AGENDA.
 - a. Motion to approve the minutes of the March 9, 2020 Village Board meeting.
 - b. Motion to approve the minutes of the March 17, 2020 Village Board special meeting.
 - c. Motion to approve pre-paid checks #76597-76606 in the amount of \$10,276.27 and current checks #76607-76668 in the amount of \$217,669.58.
 - d. Motion to appoint Angela Freedman (Chair), Michael Tiboris (Vice-Chair), Amber Meyer Smith, Bruce Fischer, Judy Taber and Mary Robb to the Ad-Hoc Sustainability Committee.
 - e. Motion to approve the alcohol beverage operator's license for Leah Fiske (Parkside Pub), Lynne Timmerman (Parkside Pub), and Evan Peterson (Spartan Bowl) for the period ending June 30, 2020.
 - f. Motion to adopt Resolution 2020-07: A Resolution Acknowledging Migratory Bird Day.
 - g. Motion to approve appointing Diane Mikelbank to serve on the Senior Outreach Services Committee for a term ending April 30, 2020.
 - h. Motion to approve Ordinance 2020-07: An Ordinance to amend Chapter 47 of the Village Code of Ordinances to update sewer rates.
 - i. Motion to approve submittal of Annual Reports and other Compliance Documents for Municipal Storm Sewer System (MS4) Permits.
 - j. Motion to approve appointing Melanie Robak-Tiboris to serve as Election Inspector for the 2020-2021 term.

6. PUBLIC APPEARANCES.

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

7. BUSINESS.

- a. Committee of the Whole
Finance Committee (Trustees Lytle & Kryzenske)
 - 1) Discussion and action regarding acceptance of the Capital Improvement Plan for 2020-2024.
- b. Finance Committee (Trustees Lytle & Kryzenske)
 - 1) Discussion and action regarding updates and revisions to Chapter 3 Debt Management Policy of the Fiscal Policy Manual.
- c. Finance Committee (Trustees Lytle & Kryzenske)
Parks, Recreation, and Natural Resources Committee (Trustees Kolk & Utter)
 - 1) Discussion and action regarding revisions to Chapter 7 the Policy on Expenditure of Parks Capital Projects Fund Revenues.
- d. Plan Commission (President Czebotar & Trustee Kolk)
 - 1) Discussion and action regarding Seventh Amendment to Development Agreement for Juniper Ridge.
- e. Public Safety Committee (Trustees Adrian & Brassington)
 - 1) Discussion and action on the operator's license for Aaron Nash for the period ending June 30, 2020.
- f. Public Utilities Committee (Trustees Lytle & Kryzenske)
Public Works Committee (Trustees Kolk & Adrian)
 - 1) Discussion and action regarding the award of contract for the 2020 Street and Utility Improvements project(s).
 - 2) Discussion and action regarding the award of contract for the 2020 Stormwater and Path Improvement project(s).
- g. Public Works Committee (Trustees Kolk & Adrian)
 - 1) Discussion and action regarding replacement of air conditioning units at the Municipal Center.
 - 2) Discussion and action regarding the proposal for 2020 Crackseal and Chipseal street maintenance.

- h. Discussion and action regarding an agreement with the Wisconsin Economic Development Corporation (WEDC) for a Community Development Investment Grant to assist in the redevelopment of 4719 Farwell Street.
- i. Discussion and action regarding the acceptance of a proposal for park master planning services at William McFarland Park and future Community Park.
- j. Discussion and action regarding the acceptance of a proposal for planning services related to park improvements to be developed for individuals with special needs.
- k. Discussion and action regarding Resolution #2020-09: a resolution authorizing appointments in emergency declarations in order to ensure the continuity of service.
- l. Authority, Board, Commission, and Committee agenda item requests, referrals, and updates.

8. ADJOURNMENT.

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

PROCLAMATION

DESIGNATING THE LAST FRIDAY IN APRIL AS ARBOR DAY IN MCFARLAND

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

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

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

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

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

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

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

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

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

Proclaimed at a regular meeting of the McFarland Village Board this 23rd day of March, 2020.

ATTEST:

APPROVED:

Cassandra Suettinger, Village Clerk

Brad Czebotar, Village President



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, March 23, 2020

SECTION: Public Announcements & Communications

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer

AGENDA ITEM: Spring Election - April 7, 2020 - 7:00 a.m. to 8:00 p.m.

PREVIOUS ACTION:

ISSUE SUMMARY:

At this point Village staff is planning to conduct the April 7, 2020 Spring election, amidst the COVID19 outbreak. At this point no directives or guidance has come down to the contrary from the State, so staff will prepare to conduct the election. The Clerk's Office is working closely with our State and Federal partners to implement recommended protocols and implementing directives. Additionally, the Clerk's office is updating and tailoring our election contingency planning for the limited resources and uncertainty we will have on election day.

Staff is urging voters to consider requesting a ballot by mail to decrease the potential exposure for Village staff.

FINANCIAL/BUDGET IMPACT:

N/A

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

N/A

ATTACHMENTS:

None

VILLAGE OF MCFARLAND

Village Board Minutes

Monday, March 9, 2020 - 7:00 PM

1. CALL TO ORDER.

Village President Czebatar called the regular meeting of the McFarland Village Board to order at 7:00 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 Czebatar, Village Trustee Dan Kolk, Village Trustee Eric Kryzenske, Village Trustee Mary Pat Lytle, Village Trustee Clair Utter

Village Board members not present: None.

Staff Present: Administrator Matt Schuenke, Clerk/Treasurer Cassandra Suettinger, Police Chief Craig Sherven, Community and Economic Development Director Andrew Bremer, and Fire/EMS Director Chris Dennis.

3. PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS.

a. Public Announcements

1) Spring Election - Absentee Voting - Monday March 16th through April 3rd

2) Candidate Forum - March 11 at 11 a.m.

b. Public Communications

Letter from WI DNR - Air Pollution Control Permit review for US Oil on Terminal Drive.

Letter from the Madison Area Transportation Planning Board - Major amendments to 2020-2024 Transportation improvement program

Letter from the Center for Disease Control regarding COVID19.

4. CONSENT AGENDA.

a. Motion to approve the minutes from the meeting held on February 24, 2020.

b. Motion to approve the minutes from the special meeting held on March 3, 2020.

c. Motion to approve pre-paid checks #76491-76501 in the amount of \$63,194.08 and current checks #76502-76596 in the amount of \$117,491.45.

- d. Motion to approve appointing Jim Mogden to serve on the Volunteer Committee for a term ending April 30, 2020.
- e. Motion to approve the alcohol beverage operator's license for Sebastian Espino (Loeder Oil), Amber Paprocki (Loeder Oil), and Scott Zeitler (Spartan Lanes) for the period ending June 30, 2020

Motion by Village President Brad Czebotar, second by Village Trustee Mary Pat Lytle, to approve the consent agenda with suggested revisions to item a. Motion on item a carries 6 - 0 - 1 with Trustee Mary Pat Lytle abstaining. Motion carries 7 - 0 - 0 by acclamation on items b through e.

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 accepting the proposed strategic plan as presented.

6. BUSINESS.

- a. Committee of the Whole
 - 1) Discussion and action regarding the acceptance of the McFarland Strategic Plan 2020-2030.
Village President Brad Czebotar provided a report on the process to date to create the Village of McFarland 2020-2030 Strategic Plan.

Motion by Village President Brad Czebotar, second by Village Trustee Dan Kolk, to accept the McFarland Strategic Plan 2020-2030 with the following changes:

1. Change priority for goal B4 from 2 to 3.
2. Move the timeline of the library expansion and central plaza, identified as F3 from 2022 to 2024 and beyond.
3. Change Goal F3 priority to a two.

Motion carries 5 - 2 - 0 by acclamation with Trustee Eric Kryzenske and Trustee Clair Utter voting nay.

Motion carries 5 - 2 - 0 with Utter and Kryzenske voting nay.

b. Committee of the Whole
Finance Committee (Trustees Lytle & Kryzenske)

1) Discussion and action regarding acceptance of the Capital Improvement Plan for 2020-2024.

Motion by Village President Brad Czebotar, second by Village Trustee Dan Kolk, to table acceptance of the Capital Improvement Plan for 2020-2024 until additional information is available. Motion carries 7 - 0 - 0 by acclamation.

c. Personnel Committee (President Czebotar & Trustee Utter)

1) Discussion and action to revise Chapter 7 (Holidays) within the Compensation and Benefits Manual, and Chapter 16 (Compensation) within the Personnel Policy Manual regarding on-call pay.

Village President Czebotar provided an overview of the proposed revisions to the Compensation & Benefits Manual as well as the Personnel Policy Manual. He explained the issue of on-call pay was addressed in the previous union agreement and never carried forward when the manual was created. The proposed change creates the policy to continue the practice of paying employees for on-call pay.

Motion by Village President Brad Czebotar, second by Village Trustee Mary Pat Lytle, to approve revising Chapter 7 (Holidays) within the Compensation and Benefits Manual, and Chapter 16 (Compensation) within the Personnel Policy Manual regarding on-call pay. Motion carries 6 - 1 - 0 by acclamation, with Trustee Clair Utter voting nay.

2) Discussion and action to conduct maintenance to the pay plan for all Village positions according to Section 3.05(2).

Village President Brad Czebotar provided an overview of the work performed by the consultant and staff to assess the Villages wages against the market. The results showed some positions were in line while others were not. He reported the recommendation from the Personnel Committee was to move all employees up one grade point.

Motion by Village President Brad Czebotar, second by Village Trustee Mary Pat Lytle, to approve conducting maintenance to the pay plan for all Village positions according to Section 3.05(2) with the following conditions:

1. The pay of the positions who fall below the minimum 87% grid point as a result of the change shall be adjusted up to the minimum 87% effective with the next payroll after approval.
2. The pay of those positions who fall below the established grid points as a result of the change, shall be adjusted up to the nearest grid point effective the last pay period of 2020.

Motion carries 6 - 1 - 0 by acclamation with Trustee Clair Utter voting nay.

d. Plan Commission (President Czebotar & Trustee Kolk)

1) Discussion and action regarding Ordinance 2020-09: an ordinance authorizing the annexation of lands from the Town of Dunn to the Village of McFarland.

President Brad Czebotar provided an overview of the request for annexation and reported on the WI DOA's findings that the annexation is in the public interest.

Motion by Village President Brad Czebotar, second by Village Trustee Dan Kolk, to approve Ordinance 2020-09: an ordinance authorizing the annexation of lands from the Town of Dunn to the Village of McFarland. Motion carries 7 - 0 - 0 by acclamation.

e. Discussion and action regarding Simultaneous Exchange Agreement of land between the Village of McFarland and School District of McFarland.

Motion by Village President Brad Czebotar, second by Village Trustee Mary Pat Lytle, to approve the Simultaneous Exchange Agreement of land between the Village of McFarland and School District of McFarland. Motion carries 6 - 1 - 0 by acclamation with Trustee Clair Utter voting nay.

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

Trustee Dan Kolk referred to the Public Safety Committee Act 166 and considering allow operator's licenses to be issued by the Village Clerk as opposed to the Village Board.

Trustee Dan Kolk referred to the Finance Committee review of the Village's debt limit policy.

7. ADJOURNMENT.

Motion by Village Trustee Dan Kolk, second by Village Trustee Stephanie Brassington, to adjourn at 7:34 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
Village Clerk/Trea

VILLAGE OF MCFARLAND

Village Board Minutes

Tuesday, March 17, 2020 - 6:00 PM

1. CALL TO ORDER.

Village President Czebotar called the special meeting of the McFarland Village Board to order at 6:00 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 Eric Kryzenske, Village Trustee Mary Pat Lytle, Village Trustee Clair Utter

Village Board members not present: None.

Staff Present: Administrator Matt Schuenke, Clerk/Treasurer Cassandra Suettinger, Police Chief Craig Sherven, Outreach Director Lori Andersen, and Fire/EMS Director Chris Dennis.

3. PUBLIC APPEARANCES.

None.

4. BUSINESS.

- a. Discussion and action regarding Resolution #2020-08: a resolution authorizing the Village President and Village Administrator to have joint executive authority to implement necessary measures in response to outbreak of COVID-19.

Village Administrator Matt Schuenke provided an overview of Resolution 2020-8: a resolution authorizing the Village President and Village Administrator to have joint executive authority to implement necessary measures in response to outbreak of COVID-10. The resolution official declares an emergency per WI Statutes 323.11. Police Chief Craig Sherven, Fire/EMS Chief Chris Dennis, and Outreach Director Lori Andersen all reported on operational responses and challenges currently facing their department. The Board review the resolution and suggested revisions.

Motion by Village Trustee Dan Kolk, second by Village Trustee Mary Pat Lytle, to adopt Resolution #2020-08: a resolution authorizing the Village President and Village Administrator to have joint executive authority to implement necessary measures in response to outbreak of COVID-19 as amended. Motion carries 7 - 0 - 0 by acclamation.

5. ADJOURNMENT.

Motion by Village Trustee Stephanie Brassington, second by Village Trustee Dan Kolk, to adjourn at 7:13 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
Village Clerk/Treasurer

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Amount
03/14/2020	CDPT	03/20/2020	76604	WI AFSCME COUNCIL 32	7	49.51
03/14/2020	CDPT	03/20/2020	76605	WI SCTF	5	207.69
03/14/2020	CDPT	03/20/2020	76606	WPPA TREASURER	6	504.00

PAYROLL RELATED

\$761.20

Report Criteria:

Report type: GL detail

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
03/20	03/13/2020	76597	16247	CITY TREASURER	STORM WATER CHARGE	07100600-03	1	605-53440-530-000	21.91
Total 76597:									21.91
03/20	03/13/2020	76598	1989	CORPORATE BUSINESS SYSTE	PW COPIER	26631747	1	600-53610-310-000	39.79
03/20	03/13/2020	76598	1989	CORPORATE BUSINESS SYSTE	PW COPIER	26631747	2	600-53710-310-000	39.79
03/20	03/13/2020	76598	1989	CORPORATE BUSINESS SYSTE	PW COPIER	26631747	3	605-53440-310-000	39.78
Total 76598:									119.36
03/20	03/13/2020	76599	16296	DANE CO DEPT OF HUMAN SV	MEALSITE DONATION - CAMBRIDGE	FEB2020	1	100-2435	570.00
03/20	03/13/2020	76599	16296	DANE CO DEPT OF HUMAN SV	MEALSITE DONATION - MCFARLAND	FEB2020	2	100-2435	2,506.00
Total 76599:									3,076.00
03/20	03/13/2020	76600	16378	DANE COUNTY REGISTER OF	ANNEXATION RECORDING FEE	031320	1	100-51420-310-000	30.00
Total 76600:									30.00
03/20	03/13/2020	76601	640	MGE	STREET LIGHT	11299443-03	1	100-53000-291-000	730.74
Total 76601:									730.74
03/20	03/13/2020	76602	748	PURCHASE POWER	REFILL CHARGE	031020	1	100-51420-311-000	20.99
03/20	03/13/2020	76602	748	PURCHASE POWER	REFILL OF POSTAGE	031020	2	100-1622	2,000.00
Total 76602:									2,020.99
03/20	03/13/2020	76603	1015	VILLAGE OF MCFARLAND	MUNICIPAL CENTER	022920	1	100-53000-220-000	345.54
03/20	03/13/2020	76603	1015	VILLAGE OF MCFARLAND	PW GARAGE	022920	2	100-53000-220-000	364.82
03/20	03/13/2020	76603	1015	VILLAGE OF MCFARLAND	PW GARAGE	022920	3	100-53000-220-000	394.17
03/20	03/13/2020	76603	1015	VILLAGE OF MCFARLAND	OLD LIBRARY	022920	4	100-53000-220-000	29.66
03/20	03/13/2020	76603	1015	VILLAGE OF MCFARLAND	LIBRARY	022920	5	100-53000-220-000	321.91
03/20	03/13/2020	76603	1015	VILLAGE OF MCFARLAND	LIBRARY	022920	6	100-53000-220-000	164.61
03/20	03/13/2020	76603	1015	VILLAGE OF MCFARLAND	MUNICIPAL CENTER	022920	7	100-53000-220-000	486.07
03/20	03/13/2020	76603	1015	VILLAGE OF MCFARLAND	HOUSE - 4902 TERMINAL	022920	8	305-56700-242-000	14.83

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
03/20	03/13/2020	76603	1015	VILLAGE OF MCFARLAND	VOM - 4902 TERMINAL	022920	9	305-56700-242-000	42.38
03/20	03/13/2020	76603	1015	VILLAGE OF MCFARLAND	VOM 5541 HOLSCHER	022920	10	100-53000-220-000	14.83
03/20	03/13/2020	76603	1015	VILLAGE OF MCFARLAND	PARKING LOT - 43 BURMA	022920	11	100-53000-220-000	14.83
03/20	03/13/2020	76603	1015	VILLAGE OF MCFARLAND	ROW CREAMERY RD	022920	12	100-53000-220-000	14.83
03/20	03/13/2020	76603	1015	VILLAGE OF MCFARLAND	5411 BASHFORD	022920	13	100-53000-220-000	14.83
03/20	03/13/2020	76603	1015	VILLAGE OF MCFARLAND	OLD WELL HOUSE	022920	14	600-53716-340-000	14.83
03/20	03/13/2020	76603	1015	VILLAGE OF MCFARLAND	WATER TOWER - BURMA	022920	15	600-53718-340-000	60.80
03/20	03/13/2020	76603	1015	VILLAGE OF MCFARLAND	WATER TOWER - HOLSCHER	022920	16	600-53718-340-000	41.52
03/20	03/13/2020	76603	1015	VILLAGE OF MCFARLAND	WELL #1	022920	17	600-53716-340-000	14.83
03/20	03/13/2020	76603	1015	VILLAGE OF MCFARLAND	WELL #3	022920	18	600-53716-340-000	14.83
03/20	03/13/2020	76603	1015	VILLAGE OF MCFARLAND	LIFT #1	022920	19	600-53616-242-000	14.83
03/20	03/13/2020	76603	1015	VILLAGE OF MCFARLAND	LIFT #2	022920	20	600-53616-242-000	14.83
03/20	03/13/2020	76603	1015	VILLAGE OF MCFARLAND	LIFT #4	022920	21	600-53616-242-000	14.83
03/20	03/13/2020	76603	1015	VILLAGE OF MCFARLAND	RIDGEVIEW	022920	22	100-55200-220-000	14.83
03/20	03/13/2020	76603	1015	VILLAGE OF MCFARLAND	PED PATH - 39 RUNNING DEER TRL	022920	23	100-55200-220-000	14.83
03/20	03/13/2020	76603	1015	VILLAGE OF MCFARLAND	YAHARA RIVER PARK	022920	24	100-55200-220-000	14.83
03/20	03/13/2020	76603	1015	VILLAGE OF MCFARLAND	PED PATH	022920	25	100-55200-220-000	14.83
03/20	03/13/2020	76603	1015	VILLAGE OF MCFARLAND	LEGION MEMORIAL PARK	022920	26	100-55200-220-000	56.35
03/20	03/13/2020	76603	1015	VILLAGE OF MCFARLAND	BRANDT PARK	022920	27	100-55200-220-000	86.87
03/20	03/13/2020	76603	1015	VILLAGE OF MCFARLAND	WOODLAND ESTATES PARK	022920	28	100-55200-220-000	14.83
03/20	03/13/2020	76603	1015	VILLAGE OF MCFARLAND	AUTUMN GROVE PARK	022920	29	100-55200-220-000	34.11
03/20	03/13/2020	76603	1015	VILLAGE OF MCFARLAND	CEDAR RIDGE	022920	30	100-55200-220-000	53.39
03/20	03/13/2020	76603	1015	VILLAGE OF MCFARLAND	BOCCE BALL COURT	022920	31	100-55200-220-000	14.33
03/20	03/13/2020	76603	1015	VILLAGE OF MCFARLAND	EGNER PARK	022920	32	100-55200-220-000	19.28
03/20	03/13/2020	76603	1015	VILLAGE OF MCFARLAND	HIGHLAND OAK PARK	022920	33	100-55200-220-000	32.63
03/20	03/13/2020	76603	1015	VILLAGE OF MCFARLAND	COMM GARDEN	022920	34	100-55200-220-000	14.33
03/20	03/13/2020	76603	1015	VILLAGE OF MCFARLAND	PED PATH - DALE CURTIN DR	022920	35	100-55200-220-000	14.83
03/20	03/13/2020	76603	1015	VILLAGE OF MCFARLAND	WM MCFARLAND PARK	022920	36	100-55200-220-000	684.88
03/20	03/13/2020	76603	1015	VILLAGE OF MCFARLAND	CEDAR GLADE PARK	022920	37	100-55200-220-000	16.31
Total 76603:									3,516.07
03/20	03/20/2020	76607	1730	ACCURATE APPRAISAL LLC	ASSESSMENT SVCS.	2983	1	100-51530-210-000	24,000.00
Total 76607:									24,000.00
03/20	03/20/2020	76608	30	ALLIANT ENERGY/WP&L	MUNICIPAL CENTER	031020	1	100-51600-220-000	3,050.62
03/20	03/20/2020	76608	30	ALLIANT ENERGY/WP&L	LIBRARY	031020	2	205-55110-220-000	1,983.71
03/20	03/20/2020	76608	30	ALLIANT ENERGY/WP&L	WELL #4	031020	3	600-53716-220-000	1,465.45

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
03/20	03/20/2020	76608	30	ALLIANT ENERGY/WP&L	4820 MARSH - SOCCER BUILDING	031020	4	100-55200-220-000	148.41
03/20	03/20/2020	76608	30	ALLIANT ENERGY/WP&L	FLOOD LIGHT	031020	5	100-55200-220-000	27.61
Total 76608:									6,675.80
03/20	03/20/2020	76609	17084	AMAZON CAPITAL SERVICES	ADULT BOOK	1J33-VXG4-	1	205-55110-344-000	38.00
03/20	03/20/2020	76609	17084	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	1J33-VXG4-	2	205-55110-310-000	21.60
03/20	03/20/2020	76609	17084	AMAZON CAPITAL SERVICES	CABLE DUAL RECORDING EQUIPMENT	1MN7-XV14-	1	400-57150-811-101	592.90
03/20	03/20/2020	76609	17084	AMAZON CAPITAL SERVICES	ELECTION SUPPLIES	1QM4-1WGX	1	100-51440-340-000	60.36
03/20	03/20/2020	76609	17084	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	1QM4-1WGX	2	100-51420-310-000	42.22
03/20	03/20/2020	76609	17084	AMAZON CAPITAL SERVICES	VILLAGE WIFI NETWORK CABLE	1QVW-N7X3-	1	400-57140-825-103	174.99
Total 76609:									930.07
03/20	03/20/2020	76610	2216	ANDRES MEDICAL	FEBRUARY COLLECTIONS	248523	1	100-46230-000	1,719.28
Total 76610:									1,719.28
03/20	03/20/2020	76611	17232	APG OF SOUTHERN WISCONSI	OUTLOOK PRINTING/INSERTION	24777-0220	1	100-51100-210-000	1,532.00
03/20	03/20/2020	76611	17232	APG OF SOUTHERN WISCONSI	OUTLOOK PRINTING/INSERTION	24777-0220	2	600-53610-321-000	153.20
03/20	03/20/2020	76611	17232	APG OF SOUTHERN WISCONSI	OUTLOOK PRINTING/INSERTION	24777-0220	3	600-53710-321-000	153.20
03/20	03/20/2020	76611	17232	APG OF SOUTHERN WISCONSI	OUTLOOK PRINTING/INSERTION	24777-0220	4	605-53440-321-000	612.80
03/20	03/20/2020	76611	17232	APG OF SOUTHERN WISCONSI	OUTLOOK PRINTING/INSERTION	24777-0220	5	610-53620-321-000	612.80
Total 76611:									3,064.00
03/20	03/20/2020	76612	10	ARAMARK	MATS	1641012029	1	205-55110-242-000	45.75
03/20	03/20/2020	76612	10	ARAMARK	MATS	1641017687	1	205-55110-242-000	45.75
03/20	03/20/2020	76612	10	ARAMARK	MATS	1641022775	1	205-55110-242-000	45.75
Total 76612:									137.25
03/20	03/20/2020	76613	17187	B&H PHOTO	CABLE DUAL RECORDING EQUIPMENT	168883362	1	400-57150-811-101	6,536.10
03/20	03/20/2020	76613	17187	B&H PHOTO	CABLE DUAL RECORDING EQUIPMENT	168886497	1	400-57150-811-101	861.60
03/20	03/20/2020	76613	17187	B&H PHOTO	CABLE DUAL RECORDING EQUIPMENT	168908626	1	400-57150-811-101	1,889.99
03/20	03/20/2020	76613	17187	B&H PHOTO	CABLE DUAL RECORDING EQUIPMENT	168977903	1	400-57150-811-101	560.20
03/20	03/20/2020	76613	17187	B&H PHOTO	MEETING ROOM CAMERA UPGRADES	169079228	1	400-57140-825-103	577.42
03/20	03/20/2020	76613	17187	B&H PHOTO	CONFERENCE ROOM A AV UPGRADES	169080199	1	400-57140-825-103	597.00

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
Total 76613:									11,022.31
03/20	03/20/2020	76614	68	BADGER WELDING SUPP INC	BADGER WELDING - OXYGEN	3580031	1	100-52200-340-000	120.80
Total 76614:									120.80
03/20	03/20/2020	76615	74	BAKER & TAYLOR BOOKS	ADULT BOOKS	2035145408	1	205-55110-344-000	364.08
03/20	03/20/2020	76615	74	BAKER & TAYLOR BOOKS	ADULT BOOKS	2035153594	1	205-55110-344-000	167.15
03/20	03/20/2020	76615	74	BAKER & TAYLOR BOOKS	ADULT BOOKS	2035153637	1	205-55110-344-000	135.40
Total 76615:									666.63
03/20	03/20/2020	76616	1019	BAKER TILLY VIRCHOW KRAUS	2019 MARKET ANALYSIS	BT1560835	1	100-51200-210-000	200.00
03/20	03/20/2020	76616	1019	BAKER TILLY VIRCHOW KRAUS	2019 MARKET ANALYSIS	BT1560835	2	100-51420-210-000	200.00
03/20	03/20/2020	76616	1019	BAKER TILLY VIRCHOW KRAUS	2019 MARKET ANALYSIS	BT1560835	3	100-52100-210-000	200.00
03/20	03/20/2020	76616	1019	BAKER TILLY VIRCHOW KRAUS	2019 MARKET ANALYSIS	BT1560835	4	100-52200-210-000	200.00
03/20	03/20/2020	76616	1019	BAKER TILLY VIRCHOW KRAUS	2019 MARKET ANALYSIS	BT1560835	5	100-52400-210-000	200.00
03/20	03/20/2020	76616	1019	BAKER TILLY VIRCHOW KRAUS	2019 MARKET ANALYSIS	BT1560835	6	100-53000-210-000	200.00
03/20	03/20/2020	76616	1019	BAKER TILLY VIRCHOW KRAUS	2019 MARKET ANALYSIS	BT1560835	7	100-54600-210-000	200.00
03/20	03/20/2020	76616	1019	BAKER TILLY VIRCHOW KRAUS	2019 MARKET ANALYSIS	BT1560835	8	100-55200-210-000	200.00
03/20	03/20/2020	76616	1019	BAKER TILLY VIRCHOW KRAUS	2019 MARKET ANALYSIS	BT1560835	9	200-55600-210-000	200.00
03/20	03/20/2020	76616	1019	BAKER TILLY VIRCHOW KRAUS	2019 MARKET ANALYSIS	BT1560835	10	205-55110-210-000	200.00
03/20	03/20/2020	76616	1019	BAKER TILLY VIRCHOW KRAUS	2019 MARKET ANALYSIS	BT1560835	11	305-51410-210-000	250.00
03/20	03/20/2020	76616	1019	BAKER TILLY VIRCHOW KRAUS	2019 MARKET ANALYSIS	BT1560835	12	310-51410-210-000	250.00
03/20	03/20/2020	76616	1019	BAKER TILLY VIRCHOW KRAUS	2019 MARKET ANALYSIS	BT1560835	13	315-51410-210-000	250.00
03/20	03/20/2020	76616	1019	BAKER TILLY VIRCHOW KRAUS	2019 MARKET ANALYSIS	BT1560835	14	600-53610-210-000	250.00
03/20	03/20/2020	76616	1019	BAKER TILLY VIRCHOW KRAUS	2019 MARKET ANALYSIS	BT1560835	15	600-53710-210-000	250.00
03/20	03/20/2020	76616	1019	BAKER TILLY VIRCHOW KRAUS	2019 MARKET ANALYSIS	BT1560835	16	605-53440-210-000	250.00
03/20	03/20/2020	76616	1019	BAKER TILLY VIRCHOW KRAUS	2019 MARKET ANALYSIS	BT1560835	17	610-53620-211-000	250.00
Total 76616:									3,750.00
03/20	03/20/2020	76617	16980	BOLDTRONICS, INC.	DOOR REPAIR	20200014	1	100-51600-242-000	112.00
Total 76617:									112.00
03/20	03/20/2020	76618	1256	BOUND TREE MEDICAL, LLC	EMS - SUPPLIES	83526418	1	100-52200-340-000	182.15
03/20	03/20/2020	76618	1256	BOUND TREE MEDICAL, LLC	EMS - SUPPLIES	83528241	1	100-52200-340-000	97.55

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
03/20	03/20/2020	76618	1256	BOUND TREE MEDICAL, LLC	EMS - SUPPLIES	83533140	1	100-52200-340-000	31.00
03/20	03/20/2020	76618	1256	BOUND TREE MEDICAL, LLC	EMS - SUPPLIES	83537080	1	100-52200-340-000	403.60
Total 76618:									714.30
03/20	03/20/2020	76619	166	CINTAS CORPORATION	FIRST AID SUPPLIES - REPLACEMENT CHE	8404550646	1	100-53000-340-000	62.25
03/20	03/20/2020	76619	166	CINTAS CORPORATION	FIRST AID SUPPLIES - REPLACEMENT CHE	8404550646	2	600-53716-340-000	16.98
03/20	03/20/2020	76619	166	CINTAS CORPORATION	FIRST AID SUPPLIES - REPLACEMENT CHE	8404550646	3	600-53616-340-000	16.98
03/20	03/20/2020	76619	166	CINTAS CORPORATION	FIRST AID SUPPLIES - REPLACEMENT CHE	8404550646	4	605-53440-340-000	16.97
Total 76619:									113.18
03/20	03/20/2020	76620	16625	CINTAS FIRE 636525	YOUTH CENTER FIRE PROTECTION	0F39033449	1	100-53000-340-000	482.90
03/20	03/20/2020	76620	16625	CINTAS FIRE 636525	YOUTH CENTER FIRE PROTECTION	0F39033449	2	600-53716-340-000	131.70
03/20	03/20/2020	76620	16625	CINTAS FIRE 636525	YOUTH CENTER FIRE PROTECTION	0F39033449	3	600-53616-340-000	131.70
03/20	03/20/2020	76620	16625	CINTAS FIRE 636525	YOUTH CENTER FIRE PROTECTION	0F39033449	4	605-53440-340-000	131.70
Total 76620:									878.00
03/20	03/20/2020	76621	16288	CNA SURETY DIRECT BILL	COURT CLERK BOND	03052020	1	100-51200-390-000	50.00
Total 76621:									50.00
03/20	03/20/2020	76622	194	CONCENTRA	RANDOM DRUG / ALCOHOL TEST	103147628	1	100-53000-211-000	96.50
Total 76622:									96.50
03/20	03/20/2020	76623	196	CONNEY SAFETY PRODUCTS	PW SAFETY SUPPLIES	05833602	1	605-53440-340-000	23.78
03/20	03/20/2020	76623	196	CONNEY SAFETY PRODUCTS	PW SAFETY SUPPLIES	05833602	2	600-53616-340-000	23.78
03/20	03/20/2020	76623	196	CONNEY SAFETY PRODUCTS	PW SAFETY SUPPLIES	05833602	3	600-53716-340-000	23.78
03/20	03/20/2020	76623	196	CONNEY SAFETY PRODUCTS	PW SAFETY SUPPLIES	05833602	4	100-53000-340-000	87.18
Total 76623:									158.52
03/20	03/20/2020	76624	247	DANE CO TREASURER	ELECTRONIC PAYMENT ERROR	031920	1	100-51420-310-000	251.53
Total 76624:									251.53
03/20	03/20/2020	76625	261	DECKER SUPPLY CO INC	SIGN POSTS	909324	1	100-53000-340-000	162.00

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
Total 76625:									162.00
03/20	03/20/2020	76626	281	DIGGERS HOTLINE INC	LOCATES	200 2 37601	1	600-53610-210-000	158.70
03/20	03/20/2020	76626	281	DIGGERS HOTLINE INC	LOCATES	200 2 37601	2	600-53710-210-000	158.70
Total 76626:									317.40
03/20	03/20/2020	76627	16807	DMG HOLDINGS LLC	REFUND OF OVERPAYMENT OF FINAL BILL	11551002RE	1	001-1115	42.38
03/20	03/20/2020	76627	16807	DMG HOLDINGS LLC	REFUND ON OVERPAYMENT OF FINAL BILL	71551000RE	1	001-1115	167.58
Total 76627:									209.96
03/20	03/20/2020	76628	390	GBR CORPORATION	YOUTH CENTER ROOF REPAIRS	DF1597	1	100-51600-242-000	314.98
Total 76628:									314.98
03/20	03/20/2020	76629	1323	HARKER HEATING & COOLING	HVAC REPAIR	1007827	1	205-55110-242-000	1,849.30
03/20	03/20/2020	76629	1323	HARKER HEATING & COOLING	LEAK REPAIR	3180	1	100-51600-242-000	287.38
03/20	03/20/2020	76629	1323	HARKER HEATING & COOLING	LEAK REPAIR	3180	2	600-53716-242-000	78.37
03/20	03/20/2020	76629	1323	HARKER HEATING & COOLING	LEAK REPAIR	3180	3	600-53616-242-000	78.37
03/20	03/20/2020	76629	1323	HARKER HEATING & COOLING	LEAK REPAIR	3180	4	605-53440-242-000	78.37
Total 76629:									2,371.79
03/20	03/20/2020	76630	1390	HOTSY CLEANING SYSTEMS IN	PW HOTSY	0132727-IN	1	100-53000-242-000	39.92
03/20	03/20/2020	76630	1390	HOTSY CLEANING SYSTEMS IN	PW HOTSY	0132727-IN	2	600-53716-242-000	10.89
03/20	03/20/2020	76630	1390	HOTSY CLEANING SYSTEMS IN	PW HOTSY	0132727-IN	3	600-53616-242-000	10.89
03/20	03/20/2020	76630	1390	HOTSY CLEANING SYSTEMS IN	PW HOTSY	0132727-IN	4	605-53440-242-000	10.88
Total 76630:									72.58
03/20	03/20/2020	76631	1904	HUMPHREY SERVICE PARTS IN	SHOP SUPPLIES	1207404	1	605-53440-340-000	5.06
03/20	03/20/2020	76631	1904	HUMPHREY SERVICE PARTS IN	SHOP SUPPLIES	1207404	2	600-53616-340-000	5.06
03/20	03/20/2020	76631	1904	HUMPHREY SERVICE PARTS IN	SHOP SUPPLIES	1207404	3	600-53716-340-000	5.05
03/20	03/20/2020	76631	1904	HUMPHREY SERVICE PARTS IN	SHOP SUPPLIES	1207404	4	100-53000-340-000	18.55
03/20	03/20/2020	76631	1904	HUMPHREY SERVICE PARTS IN	VEHICLE PARTS	1207405	1	605-53440-241-000	1.08
03/20	03/20/2020	76631	1904	HUMPHREY SERVICE PARTS IN	VEHICLE PARTS	1207405	2	600-53616-241-000	1.08
03/20	03/20/2020	76631	1904	HUMPHREY SERVICE PARTS IN	VEHICLE PARTS	1207405	3	600-53718-241-000	1.08

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03/20	03/20/2020	76631	1904	HUMPHREY SERVICE PARTS IN	VEHICLE PARTS	1207405	4	100-53000-241-000	3.96
Total 76631:									40.92
03/20	03/20/2020	76632	452	HYDRITE CHEMICAL	WATER CHEMICALS	02340264	1	600-53717-340-000	548.37
Total 76632:									548.37
03/20	03/20/2020	76633	16783	INFORMATION TECHNOLOGY P	COURT	19765	1	100-51200-210-000	83.03
03/20	03/20/2020	76633	16783	INFORMATION TECHNOLOGY P	GEN ADMIN	19765	2	100-51450-210-000	332.14
03/20	03/20/2020	76633	16783	INFORMATION TECHNOLOGY P	POLICE	19765	3	100-52100-210-000	853.88
03/20	03/20/2020	76633	16783	INFORMATION TECHNOLOGY P	FIRE/EMS	19765	4	100-52200-240-000	363.96
03/20	03/20/2020	76633	16783	INFORMATION TECHNOLOGY P	OUTREACH	19765	5	100-54600-210-000	110.80
03/20	03/20/2020	76633	16783	INFORMATION TECHNOLOGY P	COMM DEV	19765	6	100-52400-210-000	83.03
03/20	03/20/2020	76633	16783	INFORMATION TECHNOLOGY P	PUBLIC WORKS	19765	7	100-53000-210-000	113.22
03/20	03/20/2020	76633	16783	INFORMATION TECHNOLOGY P	WATER	19765	8	600-53710-210-000	45.24
03/20	03/20/2020	76633	16783	INFORMATION TECHNOLOGY P	SEWER	19765	9	600-53610-210-000	45.24
03/20	03/20/2020	76633	16783	INFORMATION TECHNOLOGY P	STORMWATER	19765	10	605-53440-310-000	45.12
03/20	03/20/2020	76633	16783	INFORMATION TECHNOLOGY P	EM MGT	19765	11	100-52500-221-000	27.67
03/20	03/20/2020	76633	16783	INFORMATION TECHNOLOGY P	FAMILY FESTIVAL	19765	12	100-51450-210-000	27.67
03/20	03/20/2020	76633	16783	INFORMATION TECHNOLOGY P	SERVER AND BACK UP	19765	13	400-57140-813-101	4,522.60
Total 76633:									6,653.60
03/20	03/20/2020	76634	476	JEFFERSON FIRE & SAFETY IN	MAINTENANCE	IN115925	1	100-52200-240-000	495.25
03/20	03/20/2020	76634	476	JEFFERSON FIRE & SAFETY IN	REPAIR	IN116112	1	100-52200-343-000	22.50
03/20	03/20/2020	76634	476	JEFFERSON FIRE & SAFETY IN	EXTINGUISHER RECHARGE	IN116201	1	100-52100-240-000	71.75
Total 76634:									589.50
03/20	03/20/2020	76635	478	JENSEN EQUIPMENT CO INC	AIR COMP FOR PARKS	J-661031	1	100-55200-340-000	90.00
Total 76635:									90.00
03/20	03/20/2020	76636	2070	KKS PROPERTY	2019 TRUE UP PAYMENT	031220	1	100-51600-242-000	3,599.67
Total 76636:									3,599.67
03/20	03/20/2020	76637	2121	LAKESIDE INTERNATIONAL LLC	VEHICLE MAINTENANCE	8193733P	1	605-53440-241-000	9.90

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03/20	03/20/2020	76637	2121	LAKESIDE INTERNATIONAL LLC	VEHICLE MAINTENANCE	8193733P	2	600-53616-241-000	9.90
03/20	03/20/2020	76637	2121	LAKESIDE INTERNATIONAL LLC	VEHICLE MAINTENANCE	8193733P	3	600-53718-241-000	9.90
03/20	03/20/2020	76637	2121	LAKESIDE INTERNATIONAL LLC	VEHICLE MAINTENANCE	8193733P	4	100-53000-241-000	36.30
Total 76637:									66.00
03/20	03/20/2020	76638	765	LEGAL SHIELD	LEGAL SHIELD	0108629-031	1	100-2156	360.90
Total 76638:									360.90
03/20	03/20/2020	76639	17315	LEONARD, MIGUEL	OVERPAYMENT ON CITATION	030920	1	100-45110-000	346.00
Total 76639:									346.00
03/20	03/20/2020	76640	16712	LIFE-ASSIST, INC	EMS MEDICAL SUPPLIES	977620	1	100-52200-340-000	63.60
03/20	03/20/2020	76640	16712	LIFE-ASSIST, INC	EMS MEDICAL SUPPLIES	980384	1	100-52200-340-000	64.68
Total 76640:									128.28
03/20	03/20/2020	76641	581	MADISON TRUCK EQUIPMENT I	TRUCK MAINTENANCE	1-90982	1	605-53440-241-000	9.43
03/20	03/20/2020	76641	581	MADISON TRUCK EQUIPMENT I	TRUCK MAINTENANCE	1-90982	2	600-53616-241-000	9.43
03/20	03/20/2020	76641	581	MADISON TRUCK EQUIPMENT I	TRUCK MAINTENANCE	1-90982	3	600-53718-241-000	9.43
03/20	03/20/2020	76641	581	MADISON TRUCK EQUIPMENT I	TRUCK MAINTENANCE	1-90982	4	100-53000-241-000	34.55
Total 76641:									62.84
03/20	03/20/2020	76642	17148	MANAGEMENT PARTNERS	STRATEGIC PLANNING	INV08385	1	100-51100-211-000	1,200.00
Total 76642:									1,200.00
03/20	03/20/2020	76643	634	MENARDS - MONONA	PARK SUPPLIES	89192	1	100-55200-340-000	123.99
03/20	03/20/2020	76643	634	MENARDS - MONONA	PW SHOP	89214	1	605-53440-340-000	10.41
03/20	03/20/2020	76643	634	MENARDS - MONONA	PW SHOP	89214	2	600-53616-340-000	10.41
03/20	03/20/2020	76643	634	MENARDS - MONONA	PW SHOP	89214	3	600-53716-340-000	10.41
03/20	03/20/2020	76643	634	MENARDS - MONONA	PW SHOP	89214	4	100-53000-340-000	38.17
03/20	03/20/2020	76643	634	MENARDS - MONONA	PW SHOP	89316	1	605-53440-340-000	1.20
03/20	03/20/2020	76643	634	MENARDS - MONONA	PW SHOP	89316	2	600-53616-340-000	1.20
03/20	03/20/2020	76643	634	MENARDS - MONONA	PW SHOP	89316	3	600-53716-340-000	1.20
03/20	03/20/2020	76643	634	MENARDS - MONONA	PW SHOP	89316	4	100-53000-340-000	4.39

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03/20	03/20/2020	76643	634	MENARDS - MONONA	PW SHOP	89453	1	605-53440-340-000	2.39
03/20	03/20/2020	76643	634	MENARDS - MONONA	PW SHOP	89453	2	600-53616-340-000	2.39
03/20	03/20/2020	76643	634	MENARDS - MONONA	PW SHOP	89453	3	600-53716-340-000	2.39
03/20	03/20/2020	76643	634	MENARDS - MONONA	PW SHOP	89453	4	100-53000-340-000	8.75
03/20	03/20/2020	76643	634	MENARDS - MONONA	PW SHOP	89458	1	605-53440-340-000	5.71
03/20	03/20/2020	76643	634	MENARDS - MONONA	PW SHOP	89458	2	600-53616-340-000	5.71
03/20	03/20/2020	76643	634	MENARDS - MONONA	PW SHOP	89458	3	600-53716-340-000	5.71
03/20	03/20/2020	76643	634	MENARDS - MONONA	PW SHOP	89458	4	100-53000-340-000	20.92
Total 76643:									255.35
03/20	03/20/2020	76644	2058	MICROMARKETING LLC	AUDIO BOOKS	805395	1	205-55110-345-000	38.99
03/20	03/20/2020	76644	2058	MICROMARKETING LLC	AUDIO BOOKS	805748	1	205-55110-345-000	119.97
Total 76644:									158.96
03/20	03/20/2020	76645	17316	MZ CONSTRUCTION, INC.	ORCHARD HILL - PAYAPP 1 - MC142	021020-PAY	1	400-57620-827-116	73,150.00
Total 76645:									73,150.00
03/20	03/20/2020	76646	1896	NAPA AUTO PARTS	WATERCRAFT BATTERY	710046	1	100-52200-241-000	247.06
03/20	03/20/2020	76646	1896	NAPA AUTO PARTS	VEHICLE PARTS	710367	1	100-53000-241-000	89.83
03/20	03/20/2020	76646	1896	NAPA AUTO PARTS	VEHICLE PARTS	710367	2	600-53718-241-000	24.50
03/20	03/20/2020	76646	1896	NAPA AUTO PARTS	VEHICLE PARTS	710367	3	600-53616-241-000	24.50
03/20	03/20/2020	76646	1896	NAPA AUTO PARTS	VEHICLE PARTS	710367	4	605-53440-241-000	24.50
03/20	03/20/2020	76646	1896	NAPA AUTO PARTS	MOWER PARTS	710370	1	100-53000-241-000	2.04
03/20	03/20/2020	76646	1896	NAPA AUTO PARTS	MOWER PARTS	710370	2	600-53718-241-000	.56
03/20	03/20/2020	76646	1896	NAPA AUTO PARTS	MOWER PARTS	710370	3	600-53616-241-000	.56
03/20	03/20/2020	76646	1896	NAPA AUTO PARTS	MOWER PARTS	710370	4	605-53440-241-000	.56
Total 76646:									414.11
03/20	03/20/2020	76647	2082	NASSCO INC	PARK CLEANING SUPPLIES	S2589370.00	1	100-55200-340-000	59.39
03/20	03/20/2020	76647	2082	NASSCO INC	PARK SUPPLIES	S2589370.00	1	100-55200-340-000	105.00
Total 76647:									164.39
03/20	03/20/2020	76648	17096	PETERSON, SYDNEY	PETERSON - UNIFORM ALLOW	SP030420	1	100-52100-142-000	22.99

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Total 76648:									22.99
03/20	03/20/2020	76649	756	POMP'S TIRE SERVICE INC	TIRES	80210710	1	605-53440-241-000	51.45
03/20	03/20/2020	76649	756	POMP'S TIRE SERVICE INC	TIRES	80210710	2	600-53616-241-000	51.45
03/20	03/20/2020	76649	756	POMP'S TIRE SERVICE INC	TIRES	80210710	3	600-53718-241-000	51.45
03/20	03/20/2020	76649	756	POMP'S TIRE SERVICE INC	TIRES	80210710	4	100-53000-241-000	188.65
Total 76649:									343.00
03/20	03/20/2020	76650	764	PREMIER PAINT & WALLPAPER	LIBRARY PAINTING SUPPLIES	57097	1	205-55110-242-000	51.97
03/20	03/20/2020	76650	764	PREMIER PAINT & WALLPAPER	LIBRARY PAINT SUPPLIES	57109	1	205-55110-242-000	39.99
Total 76650:									91.96
03/20	03/20/2020	76651	9137	RICOH USA INC	RICOH COPIER EXTRA	5058957761	1	100-52100-240-000	30.58
Total 76651:									30.58
03/20	03/20/2020	76652	818	ROTO ROOTER SEWER SERVI	SEWER CLEANING	196024	1	600-53616-242-000	2,804.00
Total 76652:									2,804.00
03/20	03/20/2020	76653	836	SCHILLING SUPPLY COMPANY	OPERATING SUPPLIES	762722-00	1	205-55110-340-000	429.24
Total 76653:									429.24
03/20	03/20/2020	76654	17314	SCHOOL LIFE	SRP SUPPLIES	INV-2000346	1	205-55110-391-000	247.30
Total 76654:									247.30
03/20	03/20/2020	76655	16365	SCHUENKE, MATT	MEETING MILEAGE	MS030920	1	100-51410-141-000	199.07
Total 76655:									199.07
03/20	03/20/2020	76656	14058	STEINIG TAL KENNEL LLC	K9 CERTIFICATION	1510	1	800-52100-210-000	950.00
Total 76656:									950.00

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
03/20	03/20/2020	76657	2111	STOUGHTON POLICE DEPART	JAN INSERVICE MEALS	03112020	1	100-52100-331-000	284.00
Total 76657:									284.00
03/20	03/20/2020	76658	16857	STRAND ASSOCIATES	DPW FACILITY	0158473	1	400-57140-825-101	30,081.95
Total 76658:									30,081.95
03/20	03/20/2020	76659	915	STUCKEY, LINDA	MILEAGE FOR MEETINGS	LS031120	1	205-55110-330-000	30.13
Total 76659:									30.13
03/20	03/20/2020	76660	2042	THOMSON REUTERS	WEST INFORMATION CHARGES	841948603	1	100-52100-210-000	177.10
Total 76660:									177.10
03/20	03/20/2020	76661	958	TOWN & COUNTRY ENGINEER	EXCHANGE ST PRELIM ENG - MC134	21337	1	400-57310-821-000	347.50
03/20	03/20/2020	76661	958	TOWN & COUNTRY ENGINEER	2019 LOWER YAHARA TRAIL - MC142	21338	1	400-57310-824-000	1,624.95
03/20	03/20/2020	76661	958	TOWN & COUNTRY ENGINEER	2019 STREET/WATERMAIN IMP - MC148	21339	1	400-57310-821-000	1,193.75
03/20	03/20/2020	76661	958	TOWN & COUNTRY ENGINEER	4703 TERMINAL/EZRA - MC152	21340	1	100-2640	1,586.10
03/20	03/20/2020	76661	958	TOWN & COUNTRY ENGINEER	2020 STREET & UTILITY IMPROVEMENTS -	21341	1	400-57310-821-000	14,078.39
03/20	03/20/2020	76661	958	TOWN & COUNTRY ENGINEER	ELVEHJEM ROAD PATH IMP - MC160	21342	1	400-57310-824-000	4,425.05
03/20	03/20/2020	76661	958	TOWN & COUNTRY ENGINEER	INFLOW/INFILTRATION STUDY - MC161	21343	1	600-53610-211-000	333.75
03/20	03/20/2020	76661	958	TOWN & COUNTRY ENGINEER	SEWER RATE ANALYSIS - MC162	21344	1	600-53710-211-000	330.00
03/20	03/20/2020	76661	958	TOWN & COUNTRY ENGINEER	EASTSIDE URBAN SVC AREA EXP - MC165	21345	1	600-53610-210-000	507.50
03/20	03/20/2020	76661	958	TOWN & COUNTRY ENGINEER	2020 SUMP PUMP DISCHARGE - MC167	21346	1	605-53440-823-000	5,679.59
03/20	03/20/2020	76661	958	TOWN & COUNTRY ENGINEER	5611/5613 LAKE EDGE RD - MC169	21347	1	100-2640	172.50
03/20	03/20/2020	76661	958	TOWN & COUNTRY ENGINEER	2020 GIS SUPPORT - MC170	21348	1	100-52400-211-000	155.00
03/20	03/20/2020	76661	958	TOWN & COUNTRY ENGINEER	VERIDIAN/UTTERBACK DEVELOPMENT - MC	21349	1	100-2640	492.25
03/20	03/20/2020	76661	958	TOWN & COUNTRY ENGINEER	MS4 ANNUAL PERMIT	21350	1	605-53440-211-000	561.50
Total 76661:									31,487.83
03/20	03/20/2020	76662	1704	UNIQUE MANAGEMENT SERVI	COLLECTION AGENCY	592248	1	205-55110-210-000	26.85
Total 76662:									26.85
03/20	03/20/2020	76663	1005	VANNGUARD UTILITY PARTNER	LOCATES	8116	1	100-53000-291-000	33.00

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
Total 76663:									33.00
03/20	03/20/2020	76664	2298	VIKING ELECTRIC SUPPLY	PW SHOP	S003443578.	1	605-53440-340-000	3.22
03/20	03/20/2020	76664	2298	VIKING ELECTRIC SUPPLY	PW SHOP	S003443578.	2	600-53616-340-000	3.23
03/20	03/20/2020	76664	2298	VIKING ELECTRIC SUPPLY	PW SHOP	S003443578.	3	600-53716-340-000	3.23
03/20	03/20/2020	76664	2298	VIKING ELECTRIC SUPPLY	PW SHOP	S003443578.	4	100-53000-340-000	11.83
03/20	03/20/2020	76664	2298	VIKING ELECTRIC SUPPLY	LIBRARY LIGHTING SUPPLIES	S003453435.	1	205-55110-242-000	52.98
03/20	03/20/2020	76664	2298	VIKING ELECTRIC SUPPLY	LIBRARY LIGHTING SUPPLIES	S003453435.	1	205-55110-242-000	249.60
Total 76664:									324.09
03/20	03/20/2020	76665	1709	VON BRIESEN & ROPER S.C.	PERSONNEL ISSUES	315783	1	100-51300-210-103	3,762.00
Total 76665:									3,762.00
03/20	03/20/2020	76666	16241	WI DEPT OF JUSTICE	HIRING BACKGROUND CHECKS	L1373T-0229	1	100-51420-211-000	14.00
03/20	03/20/2020	76666	16241	WI DEPT OF JUSTICE	BACKGROUND CHECKS	L1373T-0229	2	100-51420-310-000	42.00
Total 76666:									56.00
03/20	03/20/2020	76667	1098	WIEDENBECK INC	SHOP SUPPLIES	921334	1	605-53440-340-000	18.63
03/20	03/20/2020	76667	1098	WIEDENBECK INC	SHOP SUPPLIES	921334	2	600-53616-340-000	18.63
03/20	03/20/2020	76667	1098	WIEDENBECK INC	SHOP SUPPLIES	921334	3	600-53716-340-000	18.63
03/20	03/20/2020	76667	1098	WIEDENBECK INC	SHOP SUPPLIES	921334	4	100-53000-340-000	68.31
Total 76667:									124.20
03/20	03/20/2020	76668	1910	ZURBUCHEN OIL INC	DYED DIESEL FUEL	242190	1	100-53000-341-000	446.52
03/20	03/20/2020	76668	1910	ZURBUCHEN OIL INC	BULK DIESEL FUEL	242192	1	100-53000-341-000	20.00-
Total 76668:									426.52
Grand Totals:									227,184.65

Summary by General Ledger Account Number

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
001-1115	209.96	.00	209.96
001-2120	.00	209.96-	209.96-
100-1622	2,000.00	.00	2,000.00
100-2120	20.00	60,876.08-	60,856.08-
100-2156	360.90	.00	360.90
100-2435	3,076.00	.00	3,076.00
100-2640	2,250.85	.00	2,250.85
100-45110-000	346.00	.00	346.00
100-46230-000	1,719.28	.00	1,719.28
100-51100-210-000	1,532.00	.00	1,532.00
100-51100-211-000	1,200.00	.00	1,200.00
100-51200-210-000	283.03	.00	283.03
100-51200-390-000	50.00	.00	50.00
100-51300-210-103	3,762.00	.00	3,762.00
100-51410-141-000	199.07	.00	199.07
100-51420-210-000	200.00	.00	200.00
100-51420-211-000	14.00	.00	14.00
100-51420-310-000	365.75	.00	365.75
100-51420-311-000	20.99	.00	20.99
100-51440-340-000	60.36	.00	60.36
100-51450-210-000	359.81	.00	359.81
100-51530-210-000	24,000.00	.00	24,000.00
100-51600-220-000	3,050.62	.00	3,050.62
100-51600-242-000	4,314.03	.00	4,314.03
100-52100-142-000	22.99	.00	22.99
100-52100-210-000	1,230.98	.00	1,230.98
100-52100-240-000	102.33	.00	102.33
100-52100-331-000	284.00	.00	284.00
100-52200-210-000	200.00	.00	200.00
100-52200-240-000	859.21	.00	859.21
100-52200-241-000	247.06	.00	247.06
100-52200-340-000	963.38	.00	963.38
100-52200-343-000	22.50	.00	22.50
100-52400-210-000	283.03	.00	283.03
100-52400-211-000	155.00	.00	155.00
100-52500-221-000	27.67	.00	27.67
100-53000-210-000	313.22	.00	313.22
100-53000-211-000	96.50	.00	96.50
100-53000-220-000	2,166.10	.00	2,166.10
100-53000-241-000	355.33	.00	355.33

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
100-53000-242-000	39.92	.00	39.92
100-53000-291-000	763.74	.00	763.74
100-53000-340-000	965.25	.00	965.25
100-53000-341-000	446.52	20.00-	426.52
100-54600-210-000	310.80	.00	310.80
100-55200-210-000	200.00	.00	200.00
100-55200-220-000	1,277.48	.00	1,277.48
100-55200-340-000	378.38	.00	378.38
200-2120	.00	200.00-	200.00-
200-55600-210-000	200.00	.00	200.00
205-2120	.00	6,183.51-	6,183.51-
205-55110-210-000	226.85	.00	226.85
205-55110-220-000	1,983.71	.00	1,983.71
205-55110-242-000	2,381.09	.00	2,381.09
205-55110-310-000	21.60	.00	21.60
205-55110-330-000	30.13	.00	30.13
205-55110-340-000	429.24	.00	429.24
205-55110-344-000	704.63	.00	704.63
205-55110-345-000	158.96	.00	158.96
205-55110-391-000	247.30	.00	247.30
305-2120	.00	307.21-	307.21-
305-51410-210-000	250.00	.00	250.00
305-56700-242-000	57.21	.00	57.21
310-2120	.00	250.00-	250.00-
310-51410-210-000	250.00	.00	250.00
315-2120	.00	250.00-	250.00-
315-51410-210-000	250.00	.00	250.00
400-2120	.00	141,214.39-	141,214.39-
400-57140-813-101	4,522.60	.00	4,522.60
400-57140-825-101	30,081.95	.00	30,081.95
400-57140-825-103	1,349.41	.00	1,349.41
400-57150-811-101	10,440.79	.00	10,440.79
400-57310-821-000	15,619.64	.00	15,619.64
400-57310-824-000	6,050.00	.00	6,050.00
400-57620-827-116	73,150.00	.00	73,150.00
600-2120	.00	8,284.76-	8,284.76-
600-53610-210-000	961.44	.00	961.44
600-53610-211-000	333.75	.00	333.75
600-53610-310-000	39.79	.00	39.79
600-53610-321-000	153.20	.00	153.20

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
600-53616-241-000	96.92	.00	96.92
600-53616-242-000	2,937.75	.00	2,937.75
600-53616-340-000	219.09	.00	219.09
600-53710-210-000	453.94	.00	453.94
600-53710-211-000	330.00	.00	330.00
600-53710-310-000	39.79	.00	39.79
600-53710-321-000	153.20	.00	153.20
600-53716-220-000	1,465.45	.00	1,465.45
600-53716-242-000	89.26	.00	89.26
600-53716-340-000	263.57	.00	263.57
600-53717-340-000	548.37	.00	548.37
600-53718-241-000	96.92	.00	96.92
600-53718-340-000	102.32	.00	102.32
605-2120	.00	7,615.94-	7,615.94-
605-53440-210-000	250.00	.00	250.00
605-53440-211-000	561.50	.00	561.50
605-53440-241-000	96.92	.00	96.92
605-53440-242-000	89.25	.00	89.25
605-53440-310-000	84.90	.00	84.90
605-53440-321-000	612.80	.00	612.80
605-53440-340-000	219.07	.00	219.07
605-53440-530-000	21.91	.00	21.91
605-53440-823-000	5,679.59	.00	5,679.59
610-2120	.00	862.80-	862.80-
610-53620-211-000	250.00	.00	250.00
610-53620-321-000	612.80	.00	612.80
800-2120	.00	950.00-	950.00-
800-52100-210-000	950.00	.00	950.00
Grand Totals:	227,224.65	227,224.65-	.00

Report Criteria:

Report type: GL detail

M = Manual Check, V = Void Check

From: A Freedman <freedja@gmail.com>
Sent: Friday, February 14, 2020 7:54 PM
To: Admin <Village.Administration@mcfarland.wi.us>
Subject: Sustainability committee

Hello Village of McFarland,

I'm submitting interest in joining the new Sustainability Committee. My family and I moved to McFarland in 2017 and we've enjoyed the Village's commitment to birds, trees, parks and the well being of its resident

In 2011 I completed a two year graduate certificate program in sustainability leadership from Edgewood College. As a result of that program I partnered with another coworker and established the first and ongoing employee community garden at my workplace, American Family Insurance.

In 2016, I was elected as Village Trustee in Fall River, WI, a position I held until we moved to McFarland. I have interest and respect for sustainability at the local level and specifically the watershed, sustainable growth, and waste stream reduction/diversion.

Thanks for the consideration!

Angela Freedman

Michael Robak-Tiboris
6307 Johnson Street
McFarland, WI 53558
michael.tiboris@gmail.com
(619) 804-7555

Village Administration
Village of McFarland
5915 Milwaukee St.
PO Box 110
McFarland, WI 53558

13 February, 2020

To the Village Administration,

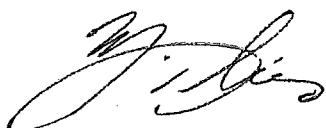
I am writing to express my interest in serving on the Sustainable McFarland Ad-Hoc Committee. My family and I are recent arrivals in McFarland, having purchased a home here in December of 2019. We are so thrilled to join a community we've long admired for its cohesiveness and access to nature. My wife, Melanie, and I are both big believers in the importance of community decision-making and service. And I have been looking forward to finding a way to contribute to our new home as well as to introduce our children, Gus (6) and Marjorie (2), to public service.

My professional background is in public policy, environmental ethics, and water resource governance. I taught environmental ethics and policy at San Diego State University before moving to Chicago to work for a think tank as a research fellow specializing in water policy, agriculture, and climate. While there I also lectured on water governance policy at the University of Chicago's Harris School of Public Policy. In August of 2019, we returned to Wisconsin, our home state. I am now director of agricultural water conservation (Clear Water Farms Director) at the River Alliance of Wisconsin, and a faculty associate at the University of Wisconsin's Nelson Institute for Environmental Studies. As a director at River Alliance, I work on Wisconsin environmental policy and have a strong familiarity with programs like Green Tier, as well as connections to numerous water, agricultural, and natural resources organizations. I would love to bring this background to the benefit of my home community.

I believe that sustainability is broader than just environmental stewardship. It describes conditions under which people in a community can live well, now and in the future. This makes sustainability an inherently social activity that requires more than meeting environmental regulatory standards. It requires making people's day-to-day interactions with their community ones that promote the community's well-being, now and in the future.

I'd be really happy to share my experience with the Sustainable McFarland Ad-Hoc Committee, as well as learn from the contributions of others who are longer-term residents of McFarland. I'm also excited to meet new friends from our village who share my passion for these issues, and for making the place we live an expression of this care for one another and the environment.

Thanks for your consideration,
Michael Robak-Tiboris



February 20, 2020

Honorable Village Administrator Brad Czebotar
VIA EMAIL

I am writing to express my interest in being a member of the new ad hoc sustainability committee. I believe my skills and professional experiences would bring value to the committee's work.

I am thrilled to see McFarland focusing on sustainability. As a professional environmental advocate and a mother of a third grader at Waubesa Intermediate School, I value creating a sustainable future for our Village. I love McFarland and I want to see us commit to actions that protect our future generations and the natural resources that define our experience as McFarland residents.

I am currently the Vice President of Programs and Government Relations for Clean Wisconsin, a 50-year old environmental nonprofit organization, where I lead advocacy efforts for clean water, clean air and clean energy. Clean Wisconsin works to promote sustainability efforts at all levels of government, and I could bring that experience to McFarland's process. While the bulk of Clean Wisconsin's work is at the state level, we regularly influence and promote local sustainability efforts, and I also work with organizations like the League of Municipalities to help inform their positions on issues of sustainability. I am currently a member of the DNR's Waste and Materials Management Study Group and was recently appointed to the Governor's Climate Change Task Force.

Prior to joining Clean Wisconsin, I worked at the Wisconsin Department of Natural Resources, which gave me a familiarity with state programs like Green Tier. I still maintain many relationships within DNR, including my husband who serves as the Department's federal/local government liaison.

I have also attached my resume. My unique experiences and relationships could be an asset to McFarland's efforts toward sustainability and I hope you will consider me for this appointment.

Amber Meyer Smith
5308 Golden Grove Circle
McFarland, WI 53558

-----Original Message-----

From: J Fischer <fischer12@charter.net>

Sent: Wednesday, January 29, 2020 10:06 AM

To: Admin <Village.Administration@mcfarland.wi.us>

Subject: Membership on Ad Hoc Sustainable McFarland Committee

To whom it may concern,

My name is Bruce W. Fischer, and I would very much like to be a member of the newly proposed Ad Hoc Sustainable McFarland Committee. I live at 5209 Falling Leaves Lane. My family and I have lived in McFarland since 1985, and I taught at McFarland HS for 38 years. I am a member of the Village Plan Commission, and I have talked with both Matt Schuenke and Brad Czebotar about my interest and desire to be on this committee.

I think my background would prove to an asset to this committee. My undergraduate education was at Syracuse University, and my degree was in Politics and the Environment, an interdisciplinary program that wove together the Environmental Sciences with the Social Sciences as they applied to environmental issues. My senior capstone project examined how the city of Syracuse could economically revitalize its downtown by cleaning up city storm water and industrial discharges into nearby Lake Onondaga. Many of our recommendations were later implemented into city policies, and the result was that the New York State Fair relocated to Syracuse along the shores of the dramatically cleaner Lake Onondaga with the ensuing economic gains that it brought to the city and region.

For a number of years at McFarland HS, I team-taught Environmental Science with the Biology teacher, Daryl Rupnow. I also taught World Geography for a number of years, and in one class we had all the students work together on a capstone project called "Making McFarland Green." The students actually presented their class project suggestions and recommendations to the Village Board.

I love this community and am very proud of what it has done, but I am really excited about what recommendations the Ad Hoc Sustainable McFarland Committee can bring to the Village Board.

Sincerely,

Bruce W. Fischer

Committee

Judy Taber <judytaber@gmail.com>

Fri 2/7/2020 1:04 PM

To: Brad Czebotar <Brad.Czebotar@mcfarland.wi.us>

Dear Mr. Czebotar;

My name is Judy Taber and I would like to express my interest in being part of the Ad Hoc Sustainability Committee recently formed by the Village of McFarland.

My address is 5420 Bremer Road, McFarland. Although new to McFarland, I am not new to the area, having been a resident of Madison for the last 12 years. I am a graduate of the University of Chicago with a degree in behavioral science.

My most recent work experience was as a funding coordinator at a law firm in Madison. I was directly responsible for the transfer of assets into revocable living trusts for our clients. It involved both detail-oriented organization, and strong one on one person skills.

As an individual, and a member of a family, I feel a growing sense of responsibility to not only the needs of the present, but also the needs of the future. Personally, I find global warming to be a crisis in which we all have a stake. I would love the opportunity to help McFarland spread awareness and pursue sustainability initiatives as I personally work to educate myself and reduce my own footprint.

If I become a member of this committee I will bring a sincere interest in doing what is best for the Village of McFarland to meet its present and future needs, both environmentally and economically.

Thank you,

Judy Taber

Hello,

I am writing to express interest in possibly serving on the Sustainability Committee. I have lived in McFarland for the last 28 years and served as a Plan Commissioner from approximately 1999-2006.

I feel I can contribute a high level of expertise to the Committee because I have a Master's degree in Urban and Regional Planning from UW Madison and have been working as a Planner in various respects since 2006. I have not specifically worked on a Sustainability project, but I have studied and become knowledgeable enough to be mindful of those principles throughout my career.

Please let me know if I can be of assistance on the Sustainability Committee, or if there are other areas where my skills and experience as a Planner can benefit the Village the most. Thank you.

Sincerely,

Mary Robb

6209 Spring Pond Ct, McFarland, WI 53558

608-469-5035

RESOLUTION #2020-07

A RESOLUTION ACKNOWLEDGING INTERNATIONAL MIGRATORY BIRD DAY

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

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

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

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

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

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

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

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

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

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

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

The above and foregoing Resolution was duly adopted by the Village Board at a regular meeting held on March 23, 2020.

VILLAGE OF McFARLAND, WISCONSIN:

By: _____
Brad Czebotar, President

ATTEST:

By: _____
Cassandra Suettinger, Clerk/Treasurer

RESOLUTION 2020-07

MOTION	SECONDED
--------	----------

ACTION	DATE
--------	------

Adopted
Referred
Tabled
Withdrawn
Defeated
Published

INDIVIDUAL VOTING RECORD

Adrian	Kolk
Brassington	Lytle
Czebotar	Utter
Kryzenske	

VOTING RESULTS

Motion Carried:
Motion
Defeated:

March 9th, 2020

Cassandra Suettinger

Village of McFarland Clerk

5915 Milwaukee St,
McFarland, WI 53558

Dear Ms. Suettinger,

My name is Diane Mikelbank, McFarland resident since 2002, and Monona Senior Center Director since 2001. I am writing to express my interest in serving on the McFarland Senior Outreach Committee.

To begin, I have great respect for the work of all of the Senior Outreach staff in McFarland. The needs of the retired population are varied and changing. I am particularly excited for the opportunity to explore options for programs /space needs for a proposed community center with a senior center component. I currently work in a space with that concept in place. Space has been a challenge for us in Monona for decades, so I appreciate the challenge and initiative to address the needs of retirees and others in McFarland. I also have children in the school district, so I see the demand on current public buildings for community programs.

I have experience advocating for older adults and their needs. I hope to help by representing the voice of senior citizens from McFarland, many of which participate in our programs in Monona.

Please let me know if you have any questions for me. I look forward to hearing from you.

Regards,

Diane Mikelbank, Director

Monona Senior Center



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, March 23, 2020

SECTION: Business

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Motion to approve Ordinance 2020-07: An Ordinance to amend Chapter 47 of the Village Code of Ordinances to update sewer rates.

PREVIOUS ACTION:

ISSUE SUMMARY:

The rate increase was approved by the Village Board on February 24, 2020. This ordinance formalizes that approved within the Fee Schedule which is contained within our Code of Ordinance under Appendix A. The changes included within the enclosed ordinance are the same that was approved previous in February.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2020-11 - Update Appendix A for Sewer Rates

ORDINANCE 2020-07

**AN ORDINANCE TO AMEND CHAPTER 47 OF THE VILLAGE CODE OF
ORDINANCES TO UPDATE SEWER RATES**

Purpose: To revise the permit fees and annual bond amount for excavation permits.

Sponsor: Public Works Director Jim Hessling

Recommended Referral: (None)

Public Hearing: Not Required

WHEREAS, the Village Board sets the fee related to sewer rates; and

WHEREAS, the Village Board has already approved increasing sewer rates per the assessment performed by Town & Country Engineering;

NOW, THEREFORE, BE IT RESOLVED that the Village Board of the Village of McFarland does hereby amend Chapter 47 of the Village Code of Ordinances as follows:

CHAPTER 47—PUBLIC UTILITIES		
47-45	Processing fee, private well operation permit application	\$75.00
47-20	New construction water use fee	\$50.00
47-79(d)(2)	Bimonthly customer charge - sanitary sewer users	
	Size of meter:	Bimonthly charge
	5/8 -inch	\$ 33.00 28.05
	3/4-inch	\$ 33.00 28.05
	1-inch	\$ 47.89 40.71

	1¼-inch	\$ 57.78 49.11
	1½-inch	\$ 71.78 61.01
	2-inch	\$ 101.31 86.11
	3-inch	\$ 168.21 142.98
	4-inch	\$ 264.45 224.78
	6-inch	\$ 506.45 430.48
47-79(d)(3)	Charge for each 1,000 gallons of normal domestic strength	\$ 4.00 3.14
47-79(d)(4)	Category A users service charge	Customer charge plus the volume charge for each applicable billing cycle
47-79(d)(5)	Category B users discharging normal domestic strength	\$67.26
	Additional charge for more than 12,500 gallons	\$ 4.00 3.14
47-79(d)(6)	Category C users high strength surcharge:	
	BOD charge per pound in excess of 250 milligrams per liter	\$0.186
	Suspended solids charge per pound in excess of 250 milligrams per liter	\$0.205
	TP charge per pound in excess of ten milligrams per liter	\$0.035
	TKN charge per pound in excess of 40 milligrams per liter	\$0.777
47-80	Charge per quarter for each meter up to a one-inch meter installed to measure water not discharged to sewer	\$0.92

47-159(b)	Utility connection charges	
	Sewer hookup and lateral for new buildings	\$450.00
47-271(b)	Stormwater utility fee per ERU per year	\$88.98
47-272(h)	Credit application fee	\$50.00
	Notice of appeal fee	\$50.00

The effective date of this ordinance shall be upon passage and publishing as is appropriate.

The above and foregoing Ordinance 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

ORDINANCE 2020-11	
MOTION	SECOND
ACTION	DATE
Adopted	
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Adrian –	Kryzenske –
Brassington –	Lytle –
Czebotar –	Utter –
Kolk –	
VOTING RESULTS	
Motion Carried	
Motion Defeated:	

Submittal of Annual Reports and other Compliance Documents for Municipal Separate Storm Sewer System (MS4) Permits

NOTE: Missing or incomplete fields are highlighted at the bottom of each page. You may save, close and return to your draft permit as often as necessary to complete your application. After 120 days your draft is **deleted**.

Reporting Information

Will you be completing the Annual Report or other submittal type? ☒ Annual Report ☐ Other

Project Name: 2019 MS4 Annual Report

County: Dane

Municipality: McFarland Village

Permit Number: S058416

Facility Number: 30905

Reporting Year: 2019

Is this submittal also satisfying an Urban Nonpoint Source Grant funded deliverable? ☐ Yes ☒ No

Required Attachments and Supplemental Information

Please complete the contents of each tab to submit your MS4 permit compliance document. The information included in this checklist is necessary for a complete submittal. A complete and detailed submittal will help us review about your MS4 permit document. To help us make a decision in the shortest amount of time possible, the following information must be submitted:

Annual Report

- Review related web site and instructions for [Municipal storm water permit eReporting](#) [Exit Form]
- Complete all required fields on the annual report form and upload required attachments
- Attach the following other supporting documents as appropriate using the attachments tab above
 - Public Education and Outreach Annual Report Summary
 - Public Involvement and Participation Annual Report Summary
 - Illicit Discharge Detection and Elimination Annual Report Summary
 - Construction Site Pollution Control Annual Report Summary
 - Post-Construction Storm Water Management Annual Report Summary
 - Pollution Prevention Annual Report Summary
 - Leaf and Yard Waste Management
 - Municipal Facility (BMP) Inspection Report
 - Municipal Property SWPPP
 - Municipally Property Inspection Report
 - Winter Road Maintenance
 - Storm Sewer Map Annual Report Attachment
 - Storm Water Quality Management Annual Report Attachment
 - TMDL Attachment
 - Storm Water Consortium/Group Report

- Municipal Cooperation Attachment
- Other Annual Report Attachment
- Attach the following permit compliance documents as appropriate using the attachments tab above
 - Storm Water Management Program (*S050075-03 general permittees shall have a written storm water management program that describes in detail how the permittee intends to comply with the permit requirements for each minimum control measure. Updated programs are due to the department by March 31, 2021.*)
 - Public Education and Outreach Program
 - Public Involvement and Participation Program
 - Illicit Discharge Detection and Elimination Program
 - Construction Site Pollutant Control Program
 - Post-Construction Storm Water Management Program
 - Pollution Prevention Program
 - Municipal Storm Water Management Facility (BMP) Inventory (*S050075-03 general permittees 2.6.1 - inventory due to the department by March 31, 2021.*)
 - Municipal Storm Water Management Facility (BMP) Inspection and Maintenance Plan (*S050075-03 general permittees 2.6.2 – document due to the department by March 31, 2021.*)
- Sign and Submit form

Municipal Contact Information- Complete

Notice: Pursuant to s. NR 216.07(8), Wis. Adm. Code, an owner or operator of a Municipal Separate Storm Sewer System (MS4) is required to submit an annual report to the Department of Natural Resources (Department) by March 31 of each year to report on activities for the previous calendar year ("reporting year"). This form is being provided by the Department for the user's convenience for reporting on activities undertaken in each reporting year of the permit term. Personal information collected will be used for administrative purposes and may be provided to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].

Note: Compliance items must be submitted using the Attachments tab.

Municipality Information

Name of Municipality McFarland Village

Facility ID # or (FIN): 30905

Updated Information: ☐ Check to update mailing address information

Mailing Address: 5915 Milwaukee St

Mailing Address 2:

City: McFarland

State: Wisconsin

Zip Code: 53558-0110 xxxxx or xxxxx-xxxx

Primary Municipal Contact Person (Authorized Representative for MS4 Permit)

The "Authorized Representative" or "Authorized Municipal Contact" includes the municipal official that was charged with compliance and oversight of the permit conditions, and has signature authority for submitting permit documents to the Department (i.e., Mayor, Municipal Administrator, Director of Public Works, City Engineer).

☐ Select to **create new** primary contact

First Name: Jim

Last Name: Hessling

☐ Select to **update** current contact information

Title: DPW

Mailing Address: 5915 Milwaukee St

Mailing Address 2:

City: McFarland

State: WI

Zip Code: 53558-0110 xxxxx or xxxxx-xxxx

Phone Number: 608-838-7287 Ext: xxx-xxx-xxxx

Email: jim.hessling@mcfarland.wi.us

Additional Contacts Information (Optional)

- ☐ I&E Program
☐ IDDE Program

**Individual with responsibility for:
(Check all that apply)**

- ☐ IDDE Response Procedure Manual
- ☐ Municipal-wide Water Quality Plan
- ☐ Ordinances
- ☐ Pollution Prevention Program
- ☐ Post-Construction Program
- ☐ Winter roadway maintenance

First Name:

Last Name:

Title:

Mailing Address:

Mailing Address 2:

City:

State:

Zip Code:

xxxxx or xxxxx-xxxx

Phone Number:

Ext:

xxx-xxx-xxxx

Email:

1. Does the municipality rely on another entity to satisfy some of the permit requirements? If yes, enter entity name (government, consultant, group/organization).

☐ Yes ☒ No

2. Has there been any changes to the municipality's participation in group efforts towards permit compliances (i.e., the municipality has added or dropped consortium membership)?

☐ Yes ☒ No

Missing Information

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7.

Form 3400-224 (08/19)

Minimum Control Measures- Section 1 : Complete

1. Public Education and Outreach

a. Complete the following information on Public Education and Outreach Activities related to storm water. Select the Mechanism that best describes how the topic message was conveyed to your population. Use the **Add Activity** to add multiple Mechanisms. For Quantity, choose the range for the number of Mechanisms chosen (i.e., number of workshops, events).

Topic: Detection and elimination of illicit discharges			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Website</u>	<u>Select...</u>	<u>Select...</u>	☐ Yes ☐ No

Select all applicable audiences targeted for this topic.

- ☐ Contractors
 ☒ General Public
 ☐ Public Employees
 ☐ Residential
 ☐ School Groups
☐ Business
 ☐ Developers
 ☐ Industries
 ☐ Other:

Topic: Management of materials that may cause storm water pollution from automobiles, pet waste, household hazardous waste and household practices			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Active distribution of print media</u> <u>(mailings, newsletters, etc)</u>	<u>Select...</u>	<u>Select...</u>	☐ Yes ☐ No

Select all applicable audiences targeted for this topic.

- ☐ Contractors
 ☒ General Public
 ☐ Public Employees
 ☐ Residential
 ☐ School Groups
☐ Business
 ☐ Developers
 ☐ Industries
 ☐ Other:

Topic: Beneficial onsite reuse of leaves and grass clippings/proper use of lawn and garden fertilizers and pesticides			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Active distribution of print media</u> <u>(mailings, newsletters, etc)</u>	<u>Select...</u>	<u>Select...</u>	☐ Yes ☐ No

Select all applicable audiences targeted for this topic.

- ☐ Contractors
 ☒ General Public
 ☐ Public Employees
 ☐ Residential
 ☐ School Groups
☐ Business
 ☐ Developers
 ☐ Industries
 ☐ Other:

Topic: Management of stream banks and shorelines by riparian landowners to minimize erosion and restore and enhance the ecological value of waterways

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Passive print media (brochures at front desk, posters, etc.)	Select...	Select...	☐ Yes ☐ No

Select all applicable audiences targeted for this topic.

- ☐ Contractors ☒ General Public ☐ Public Employees ☐ Residential ☐ School Groups
☐ Business ☐ Developers ☐ Industries ☐ Other:

Topic: Infiltration of residential storm water runoff from rooftop downspouts, driveways and sidewalks

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Active distribution of print media (mailings, newsletters)	Select...	Select...	☐ Yes ☐ No

Select all applicable audiences targeted for this topic.

- ☐ Contractors ☒ General Public ☐ Public Employees ☐ Residential ☐ School Groups
☐ Business ☐ Developers ☐ Industries ☐ Other:

Topic: Inform and where appropriate educate those responsible for the design, installation, and maintenance of construction site erosion control practices and storm water management facilities on how to design, install and maintain the practices

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Direct one-on-one communication	Select...	Select...	☐ Yes ☐ No

Select all applicable audiences targeted for this topic.

- ☒ Contractors ☐ General Public ☐ Public Employees ☐ Residential ☐ School Groups
☐ Business ☒ Developers ☐ Industries ☐ Other:

Topic: Identify businesses and activities that may pose a storm water contamination concern, and where appropriate, educate specific audiences on methods of storm water pollution prevention

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Direct one-on-one communication	Select...	Select...	☐ Yes ☐ No

Select all applicable audiences targeted for this topic.

- ☒ Contractors ☐ General Public ☐ Public Employees ☐ Residential ☐ School Groups

☒ Business ☒ Developers ☐ Industries ☐ Other:

Topic: Promote environmentally sensitive land development designs by developers and designers, including green infrastructure and low impact development

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Direct one-on-one communication</u>	<u>Select...</u>	<u>Select...</u>	☐ Yes ☐ No

Select all applicable audiences targeted for this topic.

☐ Contractors ☐ General Public ☐ Public Employees ☐ Residential ☐ School Groups
☐ Business ☒ Developers ☐ Industries ☐ Other:

Topic: Other (describe):

Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
<u>Select...</u>	<u>Select...</u>	<u>Select...</u>	☐ Yes ☐ No

Select all applicable audiences targeted for this topic.

☐ Contractors ☐ General Public ☐ Public Employees ☐ Residential ☐ School Groups
☐ Business ☐ Developers ☐ Industries ☐ Other:

b. Brief Public Education and Outreach program information for inclusion in the Annual Report. If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

Articles regarding above topics are included in newsletters to all Village residents and posted on website and social media. Village Engineer provides feedback to individual developers and contractors.

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (08/19)

Minimum Control Measures - Section 2 : Complete

2. Public Involvement and Participation

a. Complete the following information on Public Education and Outreach Activities related to storm water. Select the mechanism that best describes how the topic message was conveyed to your population. Use the Add Activity to add multiple mechanisms. For Quantity, choose the range for number Mechanisms chosen (i.e., number of workshops, events).

Topic: Storm Water Management Plan and/or updates			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Government Event (Public Hearing, Council Meeting, etc)	Select...	Select...	☐ Yes ☐ No

Select all applicable participants targeted for this topic.

- ☐ Contractors
 ☒ General Public
 ☒ Public Employees
 ☐ Residential
 ☐ School Groups
☐ Business
 ☐ Developers
 ☐ Industries
 ☐ Other:

Topic: Storm water related ordinance and/or updates			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Government Event (Public Hearing, Council Meeting, etc)	Select...	Select...	☐ Yes ☐ No

Select all applicable participants targeted for this topic.

- ☐ Contractors
 ☒ General Public
 ☒ Public Employees
 ☐ Residential
 ☐ School Groups
☐ Business
 ☐ Developers
 ☐ Industries
 ☐ Other:

Topic: MS4 Annual Report			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Government Event (Public Hearing, Council Meeting, etc)	Select...	Select...	☐ Yes ☐ No

Select all applicable participants targeted for this topic.

- ☐ Contractors
 ☒ General Public
 ☒ Public Employees
 ☐ Residential
 ☐ School Groups
☐ Business
 ☐ Developers
 ☐ Industries
 ☐ Other:

Topic: Volunteer Opportunities			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)
Clean-up events	Select...	Select...	☐ Yes ☐ No

Select all applicable participants targeted for this topic.

- ☐ Contractors
 ☒ General Public
 ☒ Public Employees
 ☐ Residential
 ☐ School Groups
☐ Business
 ☐ Developers
 ☐ Industries
 ☐ Other:

Topic: Other (describe) :			
Mechanism	Quantity (optional)	Est. People Reached (optional)	Regional Effort? (optional)

Select...

Select...

Select...

☐ Yes ☐ No

Select all applicable participants targeted for this topic .

- ☐ Contractors ☐ General Public ☐ Public Employees ☐ Residential ☐ School Groups
☐ Business ☐ Developers ☐ Industries ☐ Other:

b. Brief Public Involvement and Participation program information for inclusion in the Annual Report.

If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

Stormwater Mgmt. Plan, Ordinances and MS4 Annual Report are presented to the public at regular Village Board meetings.

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (09/19)

Minimum Control Measures - Section 3 : Complete

3. Illicit Discharge Detection and Elimination

- a. How many total outfalls does the municipality have? ☐ Unsure
- b. How many outfalls did the municipality evaluate as part of their routine ongoing field screening program? ☐ Unsure
- c. From the municipality's routine screening, how many were confirmed illicit discharges? ☐ Unsure
- d. How many illicit discharge complaints did the municipality receive? ☐ Unsure
- e. From the complaint received, how many were confirmed illicit discharges? ☐ Unsure
- f. How many of the identified illicit discharges did the municipality eliminate in the reporting year? ☐ Unsure

(If the sum of 3.c. and 3.e. does not equal 3.f., please explain below.)

- g. How many of the following enforcement mechanisms did the municipality use to enforce its illicit discharge ordinance? Check all that apply and enter the number of each used in the reporting year. ☐ Unsure

- ☐ Verbal Warning
- ☐ Written Warning (including email)
- ☒ Notice of Violation
- ☐ Civil Penalty/ Citation

Additional Information:

- h. Brief Illicit Discharge Detection and Elimination program information for inclusion in

the Annual Report. If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (08/19)

Minimum Control Measures - Section 4 : Complete

4. Construction Site Pollutant Control

- a. How many total construction sites were active at any point in the reporting year? ☐ Unsure
- b. How many construction sites did the municipality issue permits for in the reporting year? ☐ Unsure
- c. Do the above numbers include sites <1 acre? ☒ Yes ☐ No ☐ Unsure
- d. How many erosion control inspections did the municipality complete in the reporting year? ☐ Unsure

- e. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year. ☐ Unsure

☐ No Authority	
☒ Verbal Warning	3
☒ Written Warning (including email)	0
☒ Notice of Violation	0
☒ Civil Penalty/ Citation	0
☒ Stop Work Order	0
☐ Forfeiture of Deposit	
☐ Other - Describe below	

- f. Brief Construction Site Pollutant Control program information for inclusion in the Annual Report. If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

Missing Information

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (08/19)

Minimum Control Measures - Section 5 : Complete

5. Post-Construction Storm Water Management

- a. How many sites with new structural storm water management facilities* have received local approval ? ☐ Unsure

*Engineered and constructed systems that are designed to provide storm water quality control such as wet detention ponds, constructed wetlands, infiltration basins, grassed swales, permeable pavement, catch basin sumps, etc.

- b. How many privately owned storm water management facilities were inspected in the reporting year ? ☒ Unsure

Inspections completed by private land owners should be included in the reported number.

- c. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? ☐ Unsure
Check all that apply and enter the number of each used in the reporting year.

☐ No Authority

☒ Verbal Warning

☒ Written Warning (including email)

☒ Notice of Violation

☒ Civil Penalty/ Citation

☒ Forfeiture of Deposit

☒ Complete Maintenance

☒ Bill Responsible Party

☐ Other - Describe below

- d. Brief Post-Construction Storm Water Management program information for inclusion in the Annual Report . If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

Missing Information

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (08/19)

Minimum Control Measures - Section 6 : Complete

6. Pollution Prevention

Storm Water Management Facility Inspections (ponds, biofilters, etc.) ☐ Not Applicable

- a. Enter the total number of municipally owned or operated structural storm water management facilities ? ☐ Unsure
- b. How many new municipally owned storm water management facilities were installed in the reporting year ? ☐ Unsure
- c. How many municipally owned storm water management facilities were inspected in the reporting year? ☐ Unsure
- d. What elements are looked at during inspections (250 character limit)?
- e. How many of these facilities required maintenance? ☐ Unsure

Public Works Yards & Other Municipally Owned Properties (SWPPP Plan Review) ☐ Not Applicable

- f. How many inspections of municipal properties have been conducted in the reporting year? ☐ Unsure
- g. Have amendments to the SWPPPs been made? ☐ Yes ☒ No ☐ Unsure
- h. If yes, describe what changes have been made (200 character limit):

Collection Services - *Street Sweeping / Cleaning Program* ☐ Not Applicable

- i. Did the municipality conduct street sweeping/cleaning during the reporting year?
☒ Yes ☐ No ☐ Unsure
- j. If known, how many tons of material was removed? ☐ Unsure
- k. Does the municipality have a low hazard exemption for this material? ☐ Yes ☒ No
- l. If street cleaning is identified as a storm water best management practice in the pollutant loading analysis, was street cleaning completed at the assumed frequency?
☒ Yes
☐ No - Explain _____
☐ Not Applicable

Collection Services - *Catch Basin Sump Cleaning Program* ☐ Not Applicable

- m. Did the municipality conduct catch basin sump cleaning during the reporting year?
☒ Yes ☐ No ☐ Unsure
- n. How many catch basin sumps were cleaned in the reporting year? ☒ Unsure
- o. If known, how many tons of material was collected? ☒ Unsure
- p. Does the municipality have a low hazard exemption for this material? ☐ Yes ☐ No
- q. If catch basin sump cleaning is identified as a storm water best management

practice in the pollutant loading analysis, was cleaning completed at the assumed frequency?

☐ Yes

☒ No - Explain not all sumps were cleaned, all grates were

☐ Not Applicable

Collection Services - *Leaf Collection Program* ☐ Not Applicable

r. Does the municipality conduct curbside leaf collection? ☐ Yes ☒ No ☐

Unsure

s. Does the municipality notify homeowners about pickup? ☒ Yes ☐ No ☐

Unsure

t. Where are the residents directed to store the leaves for collection?

☐ Pile on terrace ☐ Pile in street ☐ Bags on terrace ☐ Unsure

☒ Other - Describe directed to bring leaves to drop off location

u. What is the frequency of collection?

n/a

v. Is collection followed by street sweeping/cleaning? ☒ Yes ☐ No ☐

Unsure

Winter Road Management ☐ Not Applicable

*Note: We are requesting information that goes beyond the reporting year, answer the best you can.

w. How many lane-miles of roadway is the municipality responsible for doing snow and ice control? ☐ Unsure

x. Provide amount of de-icing products used by month last winter season?

Solids (tons) (ex. sand, or salt-sand)

Product	Oct	Nov	Dec	Jan	Feb	Mar
<u>Salt</u>	50	125	250	100	150	125

Liquids (gallons) (ex. brine)

	Oct	Nov	Dec	Jan	Feb	Mar
<u>Brine</u>	500	1200	1500	800	1000	650

y. Was salt applying machinery calibrated in the reporting year? ☒ Yes ☐ No ☐

Unsure

z. Have municipal personnel attended salt reduction strategy training in the reporting year? ☒ Yes ☐ No ☐

Unsure

If yes, describe what training was provided (250 character limit):

When: How many attended:

Internal (Staff) Education & Communication

aa. Has training or education been held for municipal or other personnel involved in implementing each of the pollution prevention program elements? ☐ Yes ☒ No ☐

Unsure

If yes, describe what training was provided (250 character limit):

When:

How many attended:

- ab. Describe how the municipality has kept the following local officials and municipal staff aware of the municipal storm water discharge permit programs and its requirements.

Elected Officials

Newsletters and approval of MS4 reports at Council Meetings

Municipal Officials

Newsletters and approval of MS4 reports at Council Meetings

Appropriate Staff (such as operators, Department heads, and those that interact with public)

Newsletters and approval of MS4 reports at Council Meetings

- ac. Brief Pollution Prevention program information for inclusion in the Annual Report . If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (08/19)

Minimum Control Measures - Section 7 : Complete

7. Storm Sewer System Map

- a. Did the municipality update their storm sewer map this year? ☒ Yes ☐ No ☐ Unsure

If yes, check the areas the map items that got updated or changed:

☐ Storm water treatment facilities

☒ Storm pipes

☐ Vegetated swales

☐ Outfalls

☐ Other - Describe below

- b. Brief Storm Sewer System Map information for inclusion in the Annual Report. If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

Do not close your work until you SAVE.

Form 3400-224 (08/19)

Final Evaluation - Complete**Fiscal Analysis**

Complete the fiscal analysis table provided below. For municipalities that do not break out funding into permit program elements, please enter the monetary amount to your best estimate of what funding may be going towards these programs.

Annual Expenditure Reporting Year	Budget Reporting Year	Budget Upcoming Year	Source of Funds
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Element: Public Education and Outreach

26056	49316	57958	<u>Storm water utility</u>
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Element: Public Involvement and Participation

9779	18508	21751	<u>Storm water utility</u>
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Element: Illicit Discharge Detection and Elimination

10745	20336	23899	<u>Storm water utility</u>
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Element: Construction Site Pollutant Control

28830	54565	64126	<u>Storm water utility</u>
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Element: Post-Construction Storm Water Management

142508	269719	316981	<u>Storm water utility</u>
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Element: Pollution Prevention

88012	166577	195766	<u>Storm water utility</u>
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Element: Storm Water Quality Management

16117	30504	35849	<u>Storm water utility</u>
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Element: Storm Sewer System Map

32223	6100	7169	<u>Storm water utility</u>
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Other (describe)

			Select...

Please provide a justification for a "0" entered in the Fiscal Analysis

Water Quality

a: Were there any known water quality improvements in the receiving waters to which the municipality’s storm sewer system directly discharges to?

☐ Yes ☒ No ☐ Unsure If Yes, explain below:

b : Were there any known water quality degradation in the receiving waters to which the municipality’s storm sewer system directly discharges to?

☐ Yes ☒ No ☐ Unsure If Yes, explain below:

c: Have any of the receiving waters that the municipality discharges to been added to the impaired waters list during the reporting year?

☐ Yes ☒ No ☐ Unsure

d: Has the municipality evaluated their storm water practices to reduce the pollutants of concern?

☒ Yes ☐ No ☐ Unsure

Additional Information

Based on the municipality’s storm water program evaluation, describe any proposed changes to the municipality’s storm water program. If your response exceeds the 250 character limit, attach supplemental information on the attachments page.

Do not close your work until you SAVE.

Form 3400-224 (08/19)

Requests for Assistance on Understanding Permit Programs

Would the municipality like the Department to contact them about providing more information on understanding any of the Municipal Separate Storm Sewer Permit programs?

Please select all that apply:

- ☐ Public Education and Outreach
- ☐ Public Involvement and Participation
- ☐ Illicit Discharge Detection and Elimination
- ☐ Construction Site Pollutant Control
- ☐ Post-Construction Storm Water Management
- ☐ Pollution Prevention
- ☐ Storm Water Quality Management
- ☐ Storm Sewer System Map
- ☐ Water Quality Concerns
- ☐ Compliance Schedule Items Due
- ☐ MS4 Program Evaluation

Do not close your work until you **SAVE**.

Required Attachments and Supplemental Information

Any other MS4 program information for inclusion in the Annual Report may be attached on here. Use the Add Additional Attachments to add multiple documents.

Upload Required Attachments (15 MB per file limit) - [Help reduce file size and trouble shoot file uploads](#)

***Required Item**

Note: To replace an existing file, use the 'Click here to attach file ' link or press the to delete an item.

Storm Sewer System Map

 File Attachment

[McFarlandStormWallMap36x36.pdf](#)

Attach - Other Supporting Documents

(To remove items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

Attach - Permit Compliance Documents

(To remove items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

Missing Information

Draft and Share PDF Report with Municipality's Governing Body.

Press the button below to create a PDF. The PDF will be sent to the email address associated with the WAMS ID that is signed in. After the annual report has been approved by the governing body, you will have to come back to the MS4 eReporting system to submit the report to the DNR.

[Draft and Share PDF Report with Municipality's Governing Body](#)

Sign and Submit Your Application

Steps to Complete the signature process

1. Read and Accept the Terms and Conditions
2. Press the Submit and Send to the DNR button

NOTE: For security purposes all email correspondence will be sent to the address you used when registering your WAMS ID. This may be a different email than that provided in the application. For information on your WAMS account click [HERE](#).

Terms and Conditions

Certification: I hereby certify that I am an authorized representative of the municipality covered under McFarland Village MS4 Permit for which this annual report or other compliance document is being submitted, and that the information contained in this submittal and all attachments were gathered and prepared under my direction or supervision. Based on my inquiry of the person or persons under my direction or supervision involved in the preparation of this document, to the best of my knowledge, the information is true, accurate, and complete. I further certify that the municipality's governing body or delegated representatives have reviewed or been apprised of the contents of this annual report. I understand that Wisconsin law provides severe penalties for submitting false information.

Signee (must check current role prior to accepting terms and conditions)

- ☐ Authorized municipal contact using WAMS ID.
- ☒ Delegation of Signature Authority (Form 3400-220) for agent signing on the behalf of the authorized municipal contact.
- ☐ Agent seeking to share this item with authorized municipal contact (authorized municipal contact must get WAMS id and complete signature).

Delegation of Signature Authority

 File Attachment

[301776_30905.pdf](#)

Submission of this form constitutes notice by the authorized municipal contact that the person electronically signing the MS4 eReport is authorized to do so on behalf of the authorized municipal contact. [Please download form 3400-220](#) and sign and attach it above.

Name:

Title:

Authorized Signature.

- ☐ I accept the above terms and conditions.

After providing the final authorized signature, the system will send an email to the authorized party and any agents. This email will include a copy to the final read only version of this application.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, March 23, 2020

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action regarding acceptance of the Capital Improvement Plan for 2020-2024.

PREVIOUS ACTION:

The Finance Committee reviewed the proposed CIP at their meeting on January 22, 2020 and recommended acceptance of the plan.

The Committee of the Whole reviewed the initial draft of this plan at its meeting on February 10, 2020, March 9, 2020, and March 23, 2020.

ISSUE SUMMARY:

Enclosed is the revised draft 2020-2024 Capital Improvement Plan. This has been updated from our last meeting to adjust/remove some projects from different years within the plan and defer those items to future years. These types of changes alter the forecast then on what the impact of debt will be over that next 5 year time period. Projects put forth within this CIP are consistent with the progression of related projects within the proposed Strategic Plan. A summary of the changes is presented as follows:

- 2020 - No changes.
- 2021 - No changes.
- 2022 - No changes.
- 2023
 - Removed Mke St Town Square (\$750,000)
 - Removed Library Facility Addition (\$2.5 million)
 - These two changes eliminated the need for a longer term bond in this year.
- 2024
 - Removed Aquatics Development (\$4.5 million)
 - Added Library Facility Planning (\$100,000)
 - The removal of the first bullet point in this year eliminated the need for a longer term bond.

Our utilization on debt no doubt increases under this plan as we take on some larger projects



envisioned. The ratio on debt utilization increases to approximately 58.68% in 2022, so not quite two thirds of our capacity to borrow and only a small reduction from our last plan. We track this ever year through the audit and obviously can be mindful of this number as the years progress. The current threshold recommended by policy is 50% and the Finance Committee recommends increasing this threshold to 67% or two-thirds of our overall capacity.

FINANCIAL/BUDGET IMPACT:

The forecast on tax rate drops under this latest version for two reasons. The first is due to a calculation error reported by our Financial Adviser. It was a favorable error that further reduced the tax rate forecast. The last plan projected an average tax rate increase of \$0.38 per thousand and if we wouldn't have changed the numbers but fixed the error, that number should have been \$0.26 per thousand. Certainly significant and applicable to make this change.

The second reason the rate goes down is due to the reduction of anticipated borrowing in 2023 and 2024. This reduces the average tax rate increase during this plan to \$0.19 per thousand for the duration of the plan. The most significant impact there is during 2021 (Public Safety Center) and 2022 (Community Center). The median home value as of January 1, 2019 is \$275,000 and an individual with that level of value would expect to pay approximately \$52.15 more per year on average under this plan for those first five years before it begins to drop off thereafter. The second 5 years of the full 10 years are almost identical on average from year to year but as a reduction to counter the increase from the previous 5 years.

The plan now presented is consistent with overall averages from year to year on the average tax rate at the same or less than previous year's anticipated impacts.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for acceptance.

ATTACHMENTS:

1. 2020-2024 McFarland CIP - DRAFT - 03192020 mgs



5 Year
Capital Improvement Program

2020-2024

January 22, 2020
Finance Committee Review and Recommendation

March 23, 2020
Village Board Review and Approval

DRAFT

2020-2024 McFarland Capital Improvement Plan

Funding Summary

<i>By Department...</i>	<i>2020</i>	<i>2021</i>	<i>2022</i>	<i>2023</i>	<i>2024</i>	<i>Total</i>
Administration	37,000	58,000	64,000	40,500	42,500	242,000
Facilities	1,925,000	11,101,000	3,651,000	275,000	151,000	17,103,000
Communications/Technology	15,000	15,000	15,000	5,000	5,000	55,000
Police	87,000	75,000	85,000	85,000	85,000	417,000
Fire and Rescue	749,250	1,486,750	179,250	160,500	132,000	2,707,750
Emergency Management	0	0	5,000	0	0	5,000
Public Works	2,493,000	3,878,000	6,548,500	850,500	2,501,250	16,271,250
Senior Outreach	0	2,500	0	0	0	2,500
Library	67,500	58,000	58,000	208,000	58,000	449,500
Parks	1,665,000	265,000	1,415,000	1,315,000	1,065,000	5,725,000
Community Development	204,000	129,000	29,000	4,000	34,000	400,000
Total	7,242,750	17,068,250	12,049,750	2,943,500	4,073,750	43,378,000

<i>By Fund...</i>	<i>2020</i>	<i>2021</i>	<i>2022</i>	<i>2023</i>	<i>2024</i>	<i>Total</i>
General - Fund 100	29,500	729,500	37,500	34,500	29,500	860,500
Comm/Tech - Fund 200	-	15,000	15,000	5,000	5,000	40,000
TID #3 - Fund 305	-	50,000	-	-	-	50,000
TID #4 - Fund 310	-	-	-	-	350,000	350,000
TID #5 - Fund 315	-	-	350,000	-	-	350,000
Capital Projects - Fund 400	5,320,750	13,968,250	7,252,750	2,365,500	2,945,000	31,852,250
Parks - Fund 405	690,000	115,000	565,000	65,000	65,000	1,500,000
Utility - Fund 600	1,056,500	1,800,500	3,276,250	434,750	518,000	7,086,000
Stormwater - Fund 605	146,000	390,000	553,250	38,750	161,250	1,289,250
Total	7,242,750	17,068,250	12,049,750	2,943,500	4,073,750	43,378,000

<i>Within Fund 400...</i>	<i>2020</i>	<i>2021</i>	<i>2022</i>	<i>2023</i>	<i>2024</i>	<i>Total</i>
Tax Levy	320,000	330,000	340,000	350,000	360,000	1,700,000
Grants	88,000	50,000	1,310,750	50,000	50,000	1,548,750
Intergovernmental	-	837,750	50,000	-	-	887,750
Borrowing	4,165,000	12,030,000	5,442,000	1,964,500	2,635,000	26,236,500
Reserves	747,750	720,500	110,000	1,000	-	1,579,250
Total	5,320,750	13,968,250	7,252,750	2,365,500	3,045,000	31,952,250

<i>Within Fund 600...</i>	<i>2020</i>	<i>2021</i>	<i>2022</i>	<i>2023</i>	<i>2024</i>	<i>Total</i>
Water	988,000	735,750	1,193,500	417,250	381,000	3,715,500
Sewer	68,500	1,064,750	2,082,750	17,500	137,000	3,370,500
Total	1,056,500	1,800,500	3,276,250	434,750	518,000	7,086,000

Capital Improvement Program

Village of McFarland

Prior Plan Approval/Inclusion Year:

2018 2019 2020 2021 2022 2023 2024

Program Year: 2020

Funding by Project

Projects	Dept	General Fund 100	Comm/Tech Fund 200	TID #3 Fund 305	TID #4 Fund 310	TID #5 Fund 315	Capital Projects - Fund 400					Parks Fund 405	Utility - 600		Stormwater Fund 605	Total
							Tax Levy	Grants	Intergov	Borrow	Reserve	Total	Water	Sewer		
Digital Storage Project	Admin	2,500								25,000		25,000				25,000
Equipment/Furniture	Admin											-				2,500
Workstation Replace	Admin						9,500					9,500				9,500
Community Room	Facilities									40,000		40,000				40,000
Facility Plan/Design - CS	Facilities										50,000	50,000				50,000
Facility Plan/Design - PS	Facilities									550,000		550,000				550,000
Land Acquisition	Facilities						40,000					40,000				40,000
Mechanicals	Facilities										85,000	85,000				85,000
Network Equip	Facilities						4,000					4,000	2,000	2,000	2,000	10,000
Public Works Facility	Facilities								750,000		250,000	1,000,000				1,000,000
Security	Facilities										50,000	50,000				50,000
Sinking Fund	Facilities						100,000					100,000				100,000
Equipment Upgrade	C/T								3,000	12,000		15,000				15,000
Equipment	Police						22,000					22,000				22,000
Patrol Vehicle (Lease)	Police						35,000					35,000				35,000
Technology	Police									10,000		10,000				10,000
Traffic Safety	Police						13,500			6,000	500	20,000				20,000
Car 1 Sinking Fund	Fire/EMS						5,750					5,750				5,750
EMS Equipment	Fire/EMS						5,500					5,500				5,500
Fire Equipment	Fire/EMS						29,000					29,000				29,000
Foam Trailer	Fire/EMS						2,000	38,000				40,000				40,000
Technology	Fire/EMS						8,500					8,500				8,500
Radios	Fire/EMS									260,250	250	260,500				260,500
Utility (Squad)	Fire/EMS									400,000		400,000				400,000
	EM											-				-
Bucket Truck	DPW									155,000		155,000				155,000
County MN - Phase 4	DPW									125,000		125,000				125,000
Exchange Bridge	DPW									25,000		25,000				25,000
Farwell Under Phase 2	DPW										50,000	50,000				50,000
Leased Equipment	DPW						12,250					12,250	4,250	4,250	4,250	25,000
Mower - Small	DPW									3,750		3,750	3,750	3,750		15,000
Mower - Big	DPW									100,000		100,000				100,000
Pedestrian Ways	DPW									100,000		100,000			100,000	200,000
Pickup Truck	DPW									10,000		10,000	10,000	10,000	10,000	40,000
Pipe Cutter	DPW											-	20,000			20,000
Sinking Fund	DPW						1,000					1,000	1,000	1,000	1,000	4,000
Small Capital	DPW											-			2,500	2,500
Street Constr	DPW									212,000		212,000	634,500			846,500
Street Maintenance	DPW									300,000		300,000				300,000
Street Resurface	DPW									150,000		150,000				150,000
Street Sweeper	DPW											-			20,000	20,000
Street Tree Planting	DPW	25,000										-				25,000
Technology	DPW						2,500					2,500	2,500	2,500	2,500	10,000
Utility Van	DPW											-	45,000	45,000		90,000
Wayfinding Design	DPW									25,000		25,000				25,000
Well Maintenance	DPW											-	265,000			265,000
	Outreach											-				-
Comp - Workstation	Library						13,500					13,500				13,500
Sinking Fund	Library							50,000				50,000				50,000
Site Improvements	Library						4,000					4,000				4,000
Aquatics Plan/Design	Parks									40,000		40,000				40,000
Community Park	Parks									50,000		50,000				50,000
General Improve	Parks											-	50,000			50,000
Larson Park	Parks											-	100,000			100,000
McDaniel Park	Parks									100,000		100,000				200,000
McFarland Park	Parks									25,000		25,000				25,000
Park Design	Parks									10,000		10,000				10,000
Park Equipment	Parks											-	15,000			15,000
Property Acquisition	Parks											-				-
Ridgeview Tot Lot	Parks											-	25,000			25,000
Siggelkow Road Park	Parks											-	150,000			150,000
Urso/Schuetz Park	Parks									500,000	250,000	750,000	250,000			1,000,000
Affordable Housing Study	CD									25,000		25,000				25,000
Brand Development	CD									150,000		150,000				150,000
Small Capital	CD	2,000										-				2,000
Sinking Fund	CD						2,000					2,000				2,000
Sustainability Plan	CD									25,000		25,000				25,000
Total Projects		29,500	-	-	-	-	320,000	88,000	-	4,165,000	747,750	5,320,750	690,000	988,000	68,500	7,242,750

Capital Improvement Program

Village of McFarland

Prior Plan Approval/Inclusion Year:

2018	2019	2020	2021	2022	2023	2024
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Program Year: 2021

Funding by Project

Projects	Dept	General Fund 100	Comm/Tech Fund 200	TID #3 Fund 305	TID #4 Fund 310	TID #5 Fund 315	Capital Projects - Fund 400						Parks Fund 405	Utility - 600		Stormwater Fund 605	Total
							Tax Levy	Grants	Intergov	Borrow	Reserve	Total		Water	Sewer		
Comp/Class Study	Admin						20,000					20,000					20,000
Digital Storage Project	Admin						25,000					25,000					25,000
Equipment/Furniture	Admin	2,500					-					-					2,500
Workstation Replace	Admin						10,500					10,500					10,500
Facility Plan/Design	Facilities									250,000		250,000					250,000
Land Acquisition	Facilities						40,000					40,000					40,000
Muni Center Roof	Facilities										700,000	700,000					700,000
Network Equip	Facilities						5,000					5,000		2,000	2,000	2,000	11,000
Public Safety Building	Facilities								10,000,000			10,000,000					10,000,000
Sinking Fund	Facilities						100,000					100,000					100,000
	C/T						-					-					-
Equipment Upgrade	C/T		15,000				-					-					15,000
	C/T						-					-					-
Equipment	Police						15,000					15,000					15,000
Patrol Vehicle (Lease)	Police						40,000					40,000					40,000
Traffic Safety	Police									20,000		20,000					20,000
Car 1 Sinking Fund	Fire/EMS						5,750					5,750					5,750
EMS Equipment	Fire/EMS						7,000					7,000					7,000
Extrication Equip	Fire/EMS						5,750			32,500		38,250					38,250
Fire Equipment	Fire/EMS						23,750					23,750					23,750
Ladder Truck	Fire/EMS	700,000								705,000		705,000					1,405,000
Technology	Fire/EMS						7,000					7,000					7,000
	EM						-					-					-
	EM						-					-					-
	EM						-					-					-
County MN - Phase 4	DPW							837,750		430,000		1,267,750		571,000		303,750	2,142,500
Eastside Interceptor	DPW											-			1,000,000		1,000,000
Leased Equipment	DPW						12,250					12,250		4,250	4,250	4,250	25,000
Patrol Truck	DPW									47,500	20,000	67,500		47,500	47,500	47,500	210,000
Pedestrian Ways	DPW									10,000		10,000					10,000
Pickup Truck	DPW									10,000		10,000		10,000	10,000	10,000	40,000
Sinking Fund	DPW						1,000					1,000		1,000	1,000		3,000
Small Capital	DPW											-				2,500	2,500
Street Constr	DPW											-					-
Street Maintenance	DPW									300,000		300,000					300,000
Street Sweeper	DPW											-				20,000	20,000
Street Tree Planting	DPW											-					25,000
Water Valve Turner	DPW	25,000										-		100,000			100,000
	Outreach											-					-
Tables	Outreach						2,000				500	2,500					2,500
	Outreach											-					-
	Library											-					-
Comp - Workstation	Library						8,000					8,000					8,000
Sinking Fund	Library							50,000				50,000					50,000
	Library											-					-
Brandt Park	Parks			50,000						100,000		100,000	50,000				200,000
General Improve	Parks											-					50,000
Park Equipment	Parks											-	15,000				15,000
Property Acquisition	Parks											-					-
Urso/Schuetz	Parks											-					-
Brand Development	CD									50,000		50,000					50,000
Downtown Plan	CD									75,000		75,000					75,000
Small Capital	CD	2,000										-					2,000
Sinking Fund	CD						2,000					2,000					2,000
Total Projects		729,500	15,000	50,000	-	-	330,000	50,000	837,750	12,030,000	720,500	13,968,250	115,000	735,750	1,064,750	390,000	17,068,250

Capital Improvement Program

Village of McFarland

Prior Plan Approval/Inclusion Year:

2018	2019	2020	2021	2022	2023	2024
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Program Year: 2022

Funding by Project

Projects	Dept	General Fund 100	Comm/Tech Fund 200	TID #3 Fund 305	TID #4 Fund 310	TID #5 Fund 315	Capital Projects - Fund 400						Parks Fund 405	Utility - 600		Stormwater Fund 605	Total
							Tax Levy	Grants	Intergov	Borrow	Reserve	Total		Water	Sewer		
Digital Storage Project	Admin						25,000					25,000					25,000
Equipment/Furniture	Admin	2,500					-					-					2,500
Split Polling Place	Admin						25,000					25,000					25,000
Workstation Replace	Admin						11,500					11,500					11,500
Comm Center	Facilities									3,500,000		3,500,000					3,500,000
Land Acquisition	Facilities						40,000					40,000					40,000
Network Equip	Facilities						5,000					5,000		2,000	2,000	2,000	11,000
Sinking Fund	Facilities						100,000					100,000					100,000
Equipment Upgrade	C/T		15,000				-					-					-
							-					-					15,000
							-					-					-
Equipment	Police	8,000					7,000					7,000					15,000
Patrol Vehicle (Lease)	Police						50,000					50,000					50,000
Traffic Safety	Police									20,000		20,000					20,000
ATV Replace	Fire/EMS									30,000		30,000					30,000
Car 1 Replacement	Fire/EMS										60,000	60,000					60,000
Car 1 Sinking Fund	Fire/EMS						6,000					6,000					6,000
EMS Equipment	Fire/EMS						7,500					7,500					7,500
Fire Equipment	Fire/EMS						24,250					24,250					24,250
Patient Cots	Fire/EMS									42,000		42,000					42,000
Technology	Fire/EMS						9,500					9,500					9,500
Drone Replace	EM						-					-					-
	EM						5,000					5,000					5,000
	EM						-					-					-
Dredging	DPW					150,000		50,000			50,000	100,000				250,000	500,000
Exchange Street	DPW							1,260,750		156,000		1,416,750		1,176,250	1,265,500	264,500	4,123,000
Farwell Under Phase 2	DPW					200,000				500,000		500,000					700,000
Leased Equipment	DPW						12,250					12,250		4,250	4,250	4,250	25,000
Lift Station #2	DPW											-			800,000		800,000
Pedestrian Ways	DPW						1,000			9,000		10,000					10,000
Pickup Truck	DPW									10,000		10,000		10,000	10,000	10,000	40,000
Sinking Fund	DPW						1,000					1,000		1,000	1,000		3,000
Small Capital	DPW											-				2,500	2,500
Street Constr	DPW											-					-
Street Maintenance	DPW									300,000		300,000					300,000
Street Sweeper	DPW											-				20,000	20,000
Street Tree Planting	DPW	25,000										-					25,000
Outreach	Outreach											-					-
Outreach	Outreach											-					-
Outreach	Outreach											-					-
Comp - Workstation	Library						8,000					8,000					8,000
Sinking Fund	Library							50,000				50,000					50,000
	Library											-					-
Community Park	Parks									500,000		500,000	500,000				1,000,000
General Improve	Parks											-	50,000				50,000
Park Equipment	Parks											-	15,000				15,000
Property Acquisition	Parks									-		-					-
Urso/Schuetz	Parks									350,000		350,000					350,000
Brand Development	CD									25,000		25,000					25,000
Small Capital	CD	2,000										-					2,000
Sinking Fund	CD						2,000					2,000					2,000
Total Projects		37,500	15,000	-	-	350,000	340,000	1,310,750	50,000	5,442,000	110,000	7,252,750	565,000	1,193,500	2,082,750	553,250	12,049,750

Capital Improvement Program

Village of McFarland

Prior Plan Approval/Inclusion Year:

2018

2019

2020

2021

2022

2023

2024

Program Year: 2023

Funding by Project

Projects	Dept	General Fund 100	Comm/Tech Fund 200	TID #3 Fund 305	TID #4 Fund 310	TID #5 Fund 315	Capital Projects - Fund 400						Parks Fund 405	Utility - 600		Stormwater Fund 605	Total
							Tax Levy	Grants	Intergov	Borrow	Reserve	Total		Water	Sewer		
Digital Storage Project	Admin	2,500					25,000					25,000					25,000
Equipment/Furniture	Admin						-					-					2,500
Workstation Replace	Admin						13,000					13,000					13,000
Land Acquisition	Facilities						40,000					40,000					40,000
Muni Center ParkLot	Facilities									125,000		125,000					125,000
Network Equip	Facilities						4,000					4,000		2,000	2,000	2,000	10,000
Sinking Fund	Facilities						100,000					100,000					100,000
Equipment Upgrade	C/T						-					-					-
	C/T		5,000				-					-					5,000
	C/T						-					-					-
Equipment	Police	5,000					10,000					10,000					15,000
Patrol Vehicle (Lease)	Police						50,000					50,000					50,000
Traffic Safety	Police									20,000		20,000					20,000
Car 1 Sinking Fund	Fire/EMS						6,250					6,250					6,250
EKG Monitors	Fire/EMS									84,500		84,500					84,500
EMS Equipment	Fire/EMS						12,000					12,000					12,000
Fire Equipment	Fire/EMS						48,250					48,250					48,250
Technology	Fire/EMS						9,500					9,500					9,500
	EM						-					-					-
	EM						-					-					-
	EM						-					-					-
Farwell Under Phase 3	DPW									25,000		25,000					25,000
Leased Equipment	DPW						12,000					12,000		4,250	4,500	4,250	25,000
Pedestrian Ways	DPW						9,000				1,000	10,000					10,000
Pickup Truck	DPW									10,000		10,000		10,000	10,000	10,000	40,000
Sinking Fund	DPW						1,000					1,000		1,000	1,000		3,000
Small Capital	DPW						-					-				2,500	2,500
Street Constr	DPW						-					-					-
Street Maintenance	DPW									300,000		300,000					300,000
Street Sweeper	DPW						-					-				20,000	20,000
Street Tree Planting	DPW	25,000					-					-					25,000
Tower Clean/Paint	DPW						-					-		400,000			400,000
	Outreach						-					-					-
	Outreach						-					-					-
	Outreach						-					-					-
Boiler Replacement	Library									100,000		100,000					100,000
Comp - Workstation	Library						8,000					8,000					8,000
Parking Lot Repave	Library									50,000		50,000					50,000
Sinking Fund	Library							50,000				50,000					50,000
General Improve	Parks						-					-	50,000				50,000
Park Equipment	Parks						-					-	15,000				15,000
Property Acquisition	Parks						-					-					-
Urso/Schuetz	Parks									1,250,000		1,250,000					1,250,000
Small Capital	CD	2,000					-					-					2,000
Sinking Fund	CD						2,000					2,000					2,000
Total Projects		34,500	5,000	-	-	-	350,000	50,000	-	1,964,500	1,000	2,365,500	65,000	417,250	17,500	38,750	2,943,500

Capital Improvement Program

Village of McFarland

Prior Plan Approval/Inclusion Year:

2018

2019

2020

2021

2022

2023

2024

Program Year: 2024

Funding by Project

Projects	Dept	General Fund 100	Comm/Tech Fund 200	TID #3 Fund 305	TID #4 Fund 310	TID #5 Fund 315	Capital Projects - Fund 400					Total	Parks Fund 405	Utility - 600		Stormwater Fund 605	Total
							Tax Levy	Grants	Intergov	Borrow	Reserve			Water	Sewer		
Digital Storage Project	Admin						25,000					25,000					25,000
Equipment/Furniture	Admin	2,500					-					-					2,500
Workstation Replace	Admin						15,000					15,000					15,000
Land Acquisition	Facilities						40,000					40,000					40,000
Network Equip	Facilities						5,000					5,000		2,000	2,000	2,000	11,000
Sinking Fund	Facilities						100,000					100,000					100,000
Equipment Upgrade	C/T		5,000				-					-					-
	C/T						-					-					5,000
	C/T						-					-					-
Equipment	Police						15,000					15,000					15,000
Patrol Vehicle (Lease)	Police						50,000					50,000					50,000
Traffic Safety	Police									20,000		20,000					20,000
Breathing Air Comp	Fire/EMS									75,000		75,000					75,000
Car 1 Sinking Fund	Fire/EMS						6,500					6,500					6,500
EMS Equipment	Fire/EMS						12,000					12,000					12,000
Fire Equipment	Fire/EMS						28,000					28,000					28,000
Technology	Fire/EMS						10,500					10,500					10,500
	EM						-					-					-
	EM						-					-					-
	EM						-					-					-
Farwell Under Phase 3	DPW				350,000					350,000		350,000					700,000
Leased Equipment	DPW						12,000					12,000		4,250	4,500	4,250	25,000
Paulson Road	DPW									770,000		770,000		363,750	119,500	122,500	1,375,750
Pickup Truck	DPW									10,000		10,000		10,000	10,000	10,000	40,000
Sidewalk Replace	DPW									10,000		10,000					10,000
Sinking Fund	DPW						1,000					1,000		1,000	1,000		3,000
Small Capital	DPW											-				2,500	2,500
Street Constr	DPW											-					-
Street Maintenance	DPW									300,000		300,000					300,000
Street Sweeper	DPW											-				20,000	20,000
Street Tree Planting	DPW	25,000										-					25,000
	Outreach											-					-
	Outreach											-					-
	Outreach											-					-
	Library											-					-
Comp - Workstation	Library						8,000					8,000					8,000
Facility Planning	Library									100,000							
Sinking Fund	Library							50,000				50,000					50,000
	Library											-					-
Community Park	Parks									1,000,000		1,000,000					1,000,000
General Improve	Parks											-	50,000				50,000
Park Equipment	Parks											-	15,000				15,000
Property Acquisition	Parks									-		-					-
Outdoor Rec Plan	CD						30,000					30,000					30,000
Small Capital	CD	2,000										-					2,000
Sinking Fund	CD						2,000					2,000					2,000
Total Projects		29,500	5,000	-	350,000	-	360,000	50,000	-	2,635,000	-	2,945,000	65,000	381,000	137,000	161,250	4,073,750

Village of McFarland
2020 - 2024 Capital Improvement Program
Estimated Debt Service - Village Purposes Notes & Bonds - With Growth

Year Due	Existing Debt Service	2020	2021	2021	2022	2022	2023	2024	Combined Debt Service	Est. Tax Rate Increase*	Est. Tax Increase	***	
		\$4,165,000 Notes Debt Service	\$2,030,000 Notes Debt Service	\$10,000,000 Bonds Debt Service	\$1,940,000 Notes Debt Service	\$3,500,000 Bonds Debt Service	\$1,965,000 Notes Debt Service	\$2,635,000 Notes Debt Service				Percentage of Legal Debt Limit Used	
2020	1,707,581								1,707,581			33.95%	
2021	1,441,259	464,950							1,906,209	\$0.09	\$24.20	51.53%	
2022	1,432,748	356,063	174,433	466,667					2,429,911	\$0.36	\$97.63	58.68%	
2023	1,444,047	399,988	153,075	450,000	162,600	175,000			2,784,710	\$0.17	\$46.88	53.33%	
2024	1,449,948	452,788	190,325	496,500	175,650	231,250	178,600		3,175,061	\$0.17	\$47.21	49.08%	
2025	1,457,600	504,238	226,475	586,250	217,050	227,500	165,950	205,400	3,590,463	\$0.16	\$44.82	42.61%	
2026	1,452,950	494,338	226,525	707,675	217,100	223,750	167,650	196,050	3,686,038	(\$0.00)	(\$0.13)	36.32%	
2027	876,200	644,438	306,438	774,550	257,000	270,000	209,200	222,450	3,560,275	(\$0.16)	(\$42.68)	30.39%	
2028	200,850	680,938	304,013	773,625	260,550	274,375	309,400	432,950	3,236,700	(\$0.28)	(\$77.57)	25.01%	
2029		741,313	321,450	777,175	258,800	273,375	301,450	427,000	3,100,563	(\$0.15)	(\$40.18)	20.02%	
2030			493,200	790,025	371,900	272,188	303,500	420,900	2,651,713	(\$0.34)	(\$93.40)	15.88%	
2031				881,825	391,400	270,813	320,250	414,650	2,278,938	(\$0.28)	(\$75.90)	12.39%	
2032				874,775		274,250	386,250	408,250	1,943,525	(\$0.24)	(\$66.03)	10.18%	
2033				872,200		272,313		401,700	1,546,213	(\$0.27)	(\$72.89)	8.46%	
2034				868,925		280,188			1,149,113	(\$0.25)	(\$69.27)	7.20%	
2035				864,950		287,500			1,152,450	(\$0.02)	(\$4.22)	5.97%	
2036				860,275		284,250			1,144,525	(\$0.02)	(\$5.81)	4.77%	
2037				859,900		285,813			1,145,713	(\$0.02)	(\$4.30)	3.59%	
2038				853,650		287,000			1,140,650	(\$0.02)	(\$5.08)	2.43%	
2039				856,700		282,813			1,139,513	(\$0.02)	(\$4.39)	1.37%	
2040				848,700		283,438			1,132,138	(\$0.02)	(\$5.11)	0.34%	
2041						378,688			378,688	(\$0.37)	(\$102.89)	0.00%	
Est. Int. Rate		\$11,463,183	\$4,739,050	\$2,395,933	\$14,464,367	\$2,312,050	\$5,134,500	\$2,342,250	\$3,129,350	\$45,980,683	\$0.19	\$52.15	58.68%
		2.25%	2.75%	3.50%	3.00%	3.75%	3.00%	3.00%	Average for 2020-2024 CIP				

* Based on Village's January 1, 2019 Assessed Valuation.

\$1,023,417,995 **

** Assuming 6.04% growth for five years and 2.68% growth thereafter. Assumptions based on actual historical growth patterns over the last 5-10 years.

*** Calculation based on All General Obligations, 5% of Equalized Value using same growth assumptions as above.

**** Median Home Value as of 1/1/2019

\$ 275,000

3/16/2020

Village of McFarland
2020 - 2024 Capital Improvement Program
Estimated Debt Service - Sewer Utility Purposes

Year	Existing	2020	2021	2022	2023	2024	Combined
<u>Due</u>	<u>Debt Service</u>	<u>Debt Service</u>	<u>\$1,065,000</u> <u>Debt Service</u>	<u>\$2,080,000</u> <u>Debt Service</u>	<u>Debt Service</u>	<u>Debt Service</u>	<u>Debt Service</u>
2019	187,750						187,750
2020	194,450						194,450
2021	195,863						195,863
2022	192,175		144,050				336,225
2023	193,663		126,400	148,200			468,263
2024	199,932		138,650	130,450			469,032
2025	40,800		135,488	288,350			464,638
2026			137,325	296,450			433,775
2027			134,025	299,100			433,125
2028			135,725	296,450			432,175
2029			137,288	293,650			430,938
2030			138,713	295,700			434,413
2031				427,450			427,450
2032							0
2033							0
2034							0
2035							0
2036							0
2037							0
2038							0
2039							0
2040							0
2041							0
2042							0
	\$1,204,633	\$0	\$1,227,663	\$2,475,800	\$0	\$0	\$4,908,096
Est. Int. Rate		2.25%	2.75%	3.00%	3.00%	3.00%	

1/14/20

Village of McFarland
2020 - 2024 Capital Improvement Program
Estimated Debt Service - Water Utility Purposes

Year	Existing	2020	2021	2022	2023	2024	Combined
<u>Due</u>	<u>Debt Service</u>	<u>\$990,000</u> <u>Debt Service</u>	<u>\$735,000</u> <u>Debt Service</u>	<u>\$1,195,000</u> <u>Debt Service</u>	<u>Debt Service</u>	<u>Debt Service</u>	<u>Debt Service</u>
2019	267,027						267,027
2020	292,795						292,795
2021	361,452	124,700					486,152
2022	364,878	125,138	91,950				581,966
2023	368,277	122,775	93,425	82,800			667,277
2024	376,477	125,413	91,363	74,800			668,052
2025	193,200	122,938	94,300	163,600			574,038
2026	103,700	120,463	97,100	159,700			480,963
2027	100,850	122,988	94,763	160,800			479,400
2028	103,000	125,400	92,425	161,750			482,575
2029		122,700	95,088	207,550			425,338
2030			97,613	206,850			304,463
2031				206,000			206,000
2032							0
2033							0
2034							0
2035							0
2036							0
2037							0
2038							0
2039							0
2040							0
2041							0
2042							0
	\$2,531,656	\$1,112,513	\$848,025	\$1,423,850	\$0	\$0	\$5,916,044
Est. Int. Rate		2.25%	2.75%	3.00%	3.00%	3.00%	

1/14/20

Village of McFarland
2020 - 2024 Capital Improvement Program
Estimated Debt Service - Stormwater Utility Purposes

Year	Existing	2020	2021	2022	2023	2024	Combined
<u>Due</u>	<u>Debt Service</u>	<u>Debt Service</u>	<u>\$390,000</u> <u>Debt Service</u>	<u>\$555,000</u> <u>Debt Service</u>	<u>Debt Service</u>	<u>Debt Service</u>	<u>Debt Service</u>
2019	164,190						164,190
2020	166,100						166,100
2021	167,715						167,715
2022	69,040		99,300				168,340
2023	67,805		48,388	52,200			168,393
2024	71,505		47,288	50,750			169,543
2025			51,188	79,700			130,888
2026			49,950	77,750			127,700
2027			48,713	80,800			129,513
2028			47,475	78,700			126,175
2029			46,238	76,600			122,838
2030				79,500			79,500
2031				77,250			77,250
2032							0
2033							0
2034							0
2035							0
2036							0
2037							0
2038							0
2039							0
2040							0
2041							0
2042							0
	\$706,355	\$0	\$438,538	\$653,250	\$0	\$0	\$1,798,143
Est. Int. Rate		2.25%	2.75%	3.00%	3.00%	3.00%	

McFarland Capital Improvement Program (CIP)

2020 – 2024

Administration

Planned Projects:

Compensation and Classification Study

- *Description* – The Village’s compensation platform is based upon a Compensation and Classification Study that was completed on January 5, 2015 by Springsted Incorporated. Section 3.05(2) of the Village’s Compensation and Benefits Manual details the “Maintenance of the Pay Plan Integrity Over Time” in order to maintain internal equity and market competitiveness. Subsection B states that the Village should complete a comprehensive update every three to four years.
- *Year(s)* – 2021.
- *Funding* – Tax Levy within Capital Projects Fund (400).

Equipment/Furniture

- *Description* – Small capital contribution from the General Fund to purchase various small office, furniture, and other related needs.
- *Years* – 2020, 2021, 2022, 2023, and 2024.
- *Funding* – Tax Levy within General Fund (100).

File Storage

- *Description* – In an effort to continue paperless initiatives and be more efficient the intent of this project would be to convert the current paper method of storing documents to digital record keeping.
- *Years* – 2020, 2021, 2022, 2023, and 2024.
- *Funding* – Tax levy and borrowed money within Capital Projects Fund (400).

Workstation Replacement

- *Description* – The Village sets aside funds in order to replace computer workstations as they either fail or become obsolete. These funds are provided for through tax levy support within the Capital Fund and available for use within the organization.
- *Years* – 2020, 2021, 2022, 2023, and 2024.
- *Funding* – Tax Levy within Capital Projects Fund (400).

McFarland Capital Improvement Program (CIP)

2020 – 2024

Facilities

Planned Projects:

Community Center

- *Description* – The Village is in the midst of a planning process to plan out future priorities with respect to facility development. The most recent option allowing for the construction of a Community Center requires first the completion of a new Public Safety Building. The space vacated by Police, Municipal Court, and Fire/Rescue will be remodeled and repurposed for the remaining Departments in the Municipal Center and add in new elements of a Community Center.
- *Year(s)* – 2022.
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Community Room

- *Description* – Funds were set aside in the 2020 Budget to upgrade the technology for our meeting rooms.
- *Year(s)* – 2020.
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Facility Plan/Design

- *Description* – To prepare for the construction of a Public Safety Building in 2021, funds are set aside to finalize the planning process and initiate the design process in 2020. Likewise for the Community Center implementation in 2022, funds are set aside for planning work in 2020 and design work likely in 2021.
- *Year(s)* – 2020 and 2021.
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Land Acquisition

- *Description* – This reserve account sets aside funds to be used by the Organization to fund land acquisitions as might be necessary for the Village. The reserve was created as an assignment for land acquisition and not earmarked for any specific use other than that general purpose.
- *Years* – 2020, 2021, 2022, 2023, and 2024.
- *Funding* – Tax levy within the Capital Projects Fund (400).

Facilities (continued)

Mechanicals

- *Description* – All but one air conditioning unit is remaining from when this facility was constructed. The one exception is a unit that was replaced in 2019 that provides air conditioning to the Police Department. Our HVAC consultant has noted deficiencies in our remaining units that should be addressed in order to maintain the system functioning.
- *Year(s)* – 2020.
- *Funding* – Reserves within the Capital Projects Fund (400).

Municipal Center Parking Lot

- *Description* – The parking lot for the Municipal Center was constructed in 2000 when the facility was completed. It will require repaving after the Community Center project is complete as annual maintenance is no longer sufficient.
- *Year(s)* – 2022.
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Municipal Center Roof

- *Description* – The roof for the Municipal Center Facility is in need of replacement in 2021 according to an assessment that was completed in 2015. This is moved up a year due to numerous leaks that continue to cause damage to various working spaces in Communications and Technology, Senior Outreach, Municipal Court, Police, and Fire/Rescue Departments. Could be combined with Community Center project in 2022.
- *Year(s)* – 2021.
- *Funding* – Reserves within the Capital Projects Fund (400).

Network Equipment

- *Description* – Funds are set aside annually for the replacement and upgrading of network equipment to help maintain the Village's technology network.
- *Years* – 2020, 2021, 2022, 2023, and 2024.
- *Funding* – Tax Levy within the Capital Projects Fund (400) with equal shares from the Utility Fund (600) and Stormwater Utility Fund (605).

Public Safety Building

- *Description* – A new Public Safety Building to house Police, Municipal Court, and Fire/Rescue has been recommended following analysis that was completed in 2019. The cost included is based upon the recommendation from the Analysis, Facilities Master Plan, and comparable projects. The Village is working with the School District on a land swap that would allow for the facility to be constructed near the southeast corner of Broadhead and Holscher roads. The construction of this facility will free up the necessary space to construct a Community Center at the Municipal Center without having to add a second floor.
- *Year(s)* – 2021.
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Facilities (continued)

Public Works Facility

- *Description* – The Public Works Facility is planned for a combination maintenance and remodeling project. The maintenance includes roof replacement, lot repaving, and exterior building repair. The remodeling portion of the project will convert some spaces to new office space, make the work flow more efficient, and provide a better general work environment within the offices.
- *Year(s)* – 2020.
- *Funding* – Combination of Borrowed Money and Reserves from the sinking fund setup for facility maintenance within the Capital Projects Fund (400).

Security

- *Description* – The first phase of this work was completed in 2018 at the Library and Public Works facility with some work at the Municipal Center. The second phase from the study will be incorporated into future facility improvements. These funds are provided as an outlot for parks, wells, and other structures that require additional attention.
- *Year(s)* – 2020.
- *Funding* – Reserves within the Capital Projects Fund (400).

Sinking Fund

- *Description* – Savings set aside for the development, expansion, and/or maintenance of Village owned facilities.
- *Years* – 2020, 2021, 2022, 2023, and 2024.
- *Funding* – Tax Levy within the Capital Projects Fund (400).

McFarland Capital Improvement Program (CIP)

2020 – 2024

Communications and Technology

Planned Projects:

Equipment/Technology Upgrade

- *Description* – Funding for equipment purchases, replacements, and general upgrades to support operations and service delivery.
- *Year(s)* – 2020, 2021, 2022, 2023, and 2024.
- *Funding* – Most years, Reserves within Communications and Technology Fund (200) are utilized. 2020 includes the use of borrowed money from the Capital Projects Fund (400) as well.

McFarland Capital Improvement Program (CIP)

2020 – 2024

Police Department

Planned Projects:

Equipment

- *Description* – Several small equipment items are included within this item on a year to year basis including but not limited to Taser replacements, annual MDC replacements, evidence camera, helmets, vests, shields, radios, and other items of need as prioritized within the Department.
- *Year(s)* – 2020, 2021, 2022, 2023, and 2024.
- *Funding* – Tax Levy and Reserves within the Capital Projects Fund (400).

Patrol Vehicle (Leases)

- *Description* – This includes the annual lease payments for the Department's vehicles through the conversion of the vehicle from cars to SUV's.
- *Year(s)* – 2020, 2021, 2022, 2023, and 2024.
- *Funding* – Tax Levy within the Capital Projects Fund (400).

Technology

- *Description* – Funding for technology advancements within the Department including mobile identification unit, GPS tracking equipment, replacement monitors for security cameras, and traffic collection systems.
- *Year(s)* – 2020.
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Traffic Safety

- *Description* – Annual allocation for the Department to implement various traffic safety measures including speed boards, RRFB's, flashing signs, and other related improvements.
- *Year(s)* – 2020, 2021, 2022, 2023, and 2024.
- *Funding* – Combination of Tax Levy and Borrowed Money as detailed within the Capital Projects Fund (400).

McFarland Capital Improvement Program (CIP)

2020 – 2024

Fire and Rescue

Planned Projects:

ATV Replacement

- *Description* – This vehicle was first acquired in 2004 by the Firefighter’s Association and assists the Department in responding to grass/marsh fire, ice rescues, remote rescues, and personnel transports to larger scenes.
- *Year(s)* – 2022.
- *Funding* – Tax levy within the Capital Projects Fund (400).

Car 1 Replacement

- *Description* – The replacement of Car 1 which is the suburban style emergency response vehicle used as the main incident command response vehicle. There is a sinking fund setup as a vehicle replacement assignment that will be used to pay for the cost of this item.
- *Year(s)* – 2022.
- *Funding* – Reserves within the Capital Projects Fund (400).

Car 1 Sinking Fund

- *Description* – Annual savings set aside for the replacement of Car 1 which is the suburban style used as the main incident command response vehicle.
- *Year(s)* – 2020, 2021, 2022, 2023, and 2024.
- *Funding* – Tax Levy within the Capital Projects Fund (400).

EMS Equipment

- *Description* – Provides annual funding for small equipment needs, turnout gear as is needed from year to year, and other general items needed to support this service.
- *Year(s)* – 2020, 2021, 2022, 2023, and 2024.
- *Funding* – Tax Levy within the Capital Projects Fund (400).

EKG Monitors

- *Description* – The monitors used on the ambulance to obtain vital signs, 12-Lead defibrillation and capnography. Current units were purchased in 2013.
- *Year(s)* – 2023.
- *Funding* – Borrowed Money within the Capital Projects Fund (400).

Fire and Rescue (continued)

Extrication Equipment Replacement

- *Description* – This equipment is used to extract individuals who are trapped typically within vehicles as a result of car accidents.
- *Year(s)* – 2021.
- *Funding* – Combination of tax levy and borrowed money within the Capital Projects Fund (400).

Fire Equipment Replacement

- *Description* – Provides annual funding for small equipment needs, turnout gear as is needed from year to year, and other general items needed to support this service.
- *Year(s)* – 2020, 2021, 2022, 2023, and 2024.
- *Funding* – Tax Levy within the Capital Projects Fund (400).

Foam Trailer

- *Description* – The trailer would provide additional foam for protection of flammable gas fires. The Department is working on an agreement with Deforest-Windsor Fire Department to have each Department provided a trailer to meet foam needs for the hazards each entity might encounter from flammable liquid facilities.
- *Year(s)* – 2020
- *Funding* – Grant funds and tax levy within the Capital Projects Fund (400).

Ladder Truck

- *Description* – The largest truck in the fleet and is used as part of elevated fire and rescue operations within the coverage area. Additionally, the truck may act as an engine and provides the required pump capacity that is required for the Village. Acquired in 2007 as a used truck and was originally manufactured in 1997.
- *Year(s)* – 2021.
- *Funding* – Reserves from the General Fund (100) and borrowed money within the Capital Projects Fund (400).

Patient Cots

- *Description* – There are currently two of these cots in use within each ambulance. They were purchased separately in 2013 and 2015. They are specialized pieces of equipment that assist in the lifting and transportation of patients into and out of the ambulance helping to save on worker's compensation claims.
- *Year(s)* – 2022.
- *Funding* – Borrowed Money within the Capital Projects Fund (400).

Fire and Rescue (continued)

Radios

- *Description* – Replacement of the equipment & system used for our radio network within vehicles and handheld units utilized by members. Equipment acquired in 2011 and 2012.
- *Year(s)* – 2020.
- *Funding* – Borrowed Money within the Capital Projects Fund (400).

Technology

- *Description* – Annual replacement for mobile computers located within fleet vehicles. The computers provide information from dispatch and department pre-plan data for facilities. The funding provides for one replacement per year. This line also assists with other Department specific technology needs as they arise.
- *Year(s)* – 2020, 2021, 2022, 2023, and 2024.
- *Funding* – Tax Levy within the Capital Projects Fund (400).

Utility (Squad) Replacement

- *Description* – This vehicle is the primary vehicle for carrying extrication equipment and general support. Also carries necessary equipment for vehicular accidents, water/ice rescues, rehab supplies for structure fires. Acquired in 2000. The replacement vehicle is intended to be a reduction in size and equipment carried.
- *Year(s)* – 2020.
- *Funding* – Borrowed Money within the Capital Projects Fund (400).

McFarland Capital Improvement Program (CIP)

2020 – 2024

Emergency Management

Planned Projects:

Nothing planned at the present.

McFarland Capital Improvement Program (CIP)

2020 – 2024

Department of Public Works

Planned Projects:

Bucket Truck

- *Description* – Replacement of the main vehicle used for tree trimming, street light maintenance as appropriate, and other high-level access.
- *Years* – 2020.
- *Funding* – Borrowed Money within the Capital Projects Fund (400).

County MN – Phase 4

- *Description* – Phase 1, 2, and 3 of the County MN project have been completed in 2016, 2017, and 2018, respectively. A fourth phase is contemplated for design in 2020 and construction in 2021 on Broadhead Street from Holscher Road to County Highway AB.
- *Years* – 2020 and 2021.
- *Funding* – Road construction costs split with Dane County and Village share paid for through Borrowed Money within the Capital Projects Fund (400). Adjoining property owners on the two developed sites will also contribute to the project. Construction costs also spread to various utility funds as applicable.

Dredging

- *Description* – Includes the possibility of dredging two different areas to clean out sedimentation. The first being the Country Walk Detention Basin located at the corner of Holscher and Elvehjem. The second is the lagoon located at USH 51 and Severson.
- *Year(s)* – 2022.
- *Funding* – Charges for Public Services collected within the Stormwater Utility Fund (605). Cleaning out the lagoon area will be the larger of the two projects and likely require funding from TID #5 Fund (315), Dane County, and Special Assessments.

East Side Interceptor

- *Description* – The Village's growth pattern to the East requires a new sanitary sewer interceptor to collect wastewater from new developments and convey into the existing system in order to reach MMSD for treatment. The pipe will be constructed on existing public right of way and permissible private off of Devil's Lake Way to north of the railroad tracks near County Highway AB. The cost will initially be born by the Village and then converted as a deferred assessment to be paid for by future development.
- *Year(s)* – 2021.
- *Funding* – Borrowed money within the Utilities Fund (600).

Department of Public Works (continued)

Exchange Street

- *Description* – This project will be a complete reconstruction (street, curb/gutter, sidewalk, utilities, etc.) from Farwell to the Yahara River. The Village is in the process of apply for Federal funding through the Madison Area Transportation Planning Board within their 5 year Transportation Improvement Program. This would allow the Village to access Federal money set aside for smaller communities within this regional transportation area.
- *Years* – 2022.
- *Funding* – Combination of Grants and Borrowed Money within the Capital Projects Fund (400) as well as from the Utilities Fund (600) and Stormwater Utility Fund (605).

Exchange Street Bridge

- *Description* – Staff has met with the Town of Dunn to review a bridge inspection report for the shared responsibility for the bridge on Exchange Street over the Yahara River. Most of it is attributed to maintenance; however, and will be shared with the town.
- *Years* – 2020
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Facility Improvements

- *Description* – This same year the roof has already been approved within this plan for replacement and additional funds are recommended to address further facility advancement. The two main themes are to convert a cold storage building to climate controlled, and renovating/constructing new office space to accommodate expanding positions within the leadership of the Department.
- *Years* – 2020
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Farwell Utility Undergrounding

- *Description* – The first phase to underground certain utilities on Farwell Street was approximately 1,000 lineal feet and ran from USH 51 to 4725 Farwell Street. This was completed in 2018. There remains approximately 3,000 more lineal feet to underground through Exchange Street within the core of the Village. Two additional phases are anticipated with study preceding construction.
- *Year(s)* – 2020, 2022, 2023, and 2024.
- *Funding* – Borrowed money within the Capital Projects Fund (400) as well as TID #4 Fund (310) and TID #5 Fund (315).

Leased Equipment

- *Description* – Includes annual charges for the use of the skid steer and front end loader.
- *Year(s)* – 2020, 2021, 2022, 2023, and 2024.
- *Funding* – Tax Levy within the Capital Projects Fund (400) plus equal shares from Utility Fund (600) and Stormwater Utility (605).

Department of Public Works (continued)

Lift Station #2

- *Description* – Full replacement is recommended closer to the end of the current 5 year plan but may be delayed further and is contingent upon new development requiring it to be sized larger.
- *Year(s)* – 2023.
- *Funding* – Funding provided through Utility Fund (600).

Milwaukee Street Town Square

- *Description* – The Facilities Master Plan envisioned the vacation of Milwaukee Street between Long and Anthony in order to construct a “town square” that created an outdoor hardscape that connected the civic centers of the Community. Through that plan the vision was the connected Municipal Center that had been expanded to create a Community Center and an expanded Library. With the Public Safety uses relocated this becomes much more viable to complete with fewer conflicts.
- *Year(s)* – 2023.
- *Funding* – Funding provided through Utility Fund (600).

Mower Replacement

- *Description* – A smaller and larger format mower are scheduled for acquisition in 2020.
- *Year(s)* – 2020.
- *Funding* – Cost split between the Capital Projects Fund (400), Utilities Fund (600), and Stormwater Utility Fund (605).

Patrol Truck Replacement

- *Description* – Includes the full replacement with trade in of a Patrol Truck (Snow Plow) with associated equipment for both listed years.
- *Year(s)* – 2021.
- *Funding* – Trade-in value deducted from gross cost of the vehicle. Remaining expense split equally between Capital Projects Fund (400), Utility Fund (600), and Stormwater Utility Fund (605).

Paulson Road Reconstruction

- *Description* – This would be the full reconstruction of the current Paulson Road from Siggelkow Road to the dead end. The current road remains an rural cross section and this would convert it to an urban cross section with replacement to the road, sewer, water, stormwater, etc.
- *Year(s)* – 2024.
- *Funding* – Borrowed money within the Capital Projects Fund (400) as well as associated support from utilities for their respective work in the project.

Department of Public Works (continued)

Pedestrian Ways

- *Description* – Annual funds to repair and replace sidewalks, bike paths, and other pedestrian ways. The 2020 project is a combined project with the Stormwater Utility to reconstruct the path and improve drainage along the Lower Yahara River Trail on Elvehjem Road.
- *Year(s)* – 2020, 2021, 2022, 2023, and 2024.
- *Funding* – Borrowed Money and/or Tax Levy as applicable within the Capital Projects Fund (400). Some fund in 2020 from Stormwater Utility Fund (605).

Pickup Truck Replacement

- *Description* – Replacement of a pickup truck for general service responsibilities.
- *Year(s)* – 2020, 2021, 2022, 2023, and 2024.
- *Funding* – Cost split equally between the Capital Projects Fund (400), Utilities Fund (600), and Stormwater Utility Fund (605).

Pipe Cutter

- *Description* – Equipment within the Water Utility to assist in maintenance work to respond to main breaks and improve the system.
- *Year(s)* – 2020
- *Funding* – Borrowed money within the Utilities Fund (600).

Sinking Fund

- *Description* – Annual savings set aside for the replacement of the Director's vehicle.
- *Year(s)* – 2020, 2021, 2022, 2023, and 2024.
- *Funding* – Tax Levy within the Capital Projects Fund (400) plus Utility Fund (600).

Small Capital

- *Description* – The Stormwater Utility is provided funds for small capital items for its administration including equipment, materials, and other supplies as needed.
- *Year(s)* – 2020, 2021, 2022, 2023, and 2024.
- *Funding* – Charges for Public Services collected within the Stormwater Utility Fund (605).

Street Construction

- *Description* – Water main replacement combined with repaving work will take place on North Autumn Lane and Burma Road in 2020.
- *Year(s)* – 2020.
- *Funding* – Borrowed Money within the Capital Projects Fund (400) with corresponding contribution from the Utility Fund (600).

Department of Public Works (continued)

Street Maintenance

- *Description* – Includes street repairs needed on an annual basis that have a longer than one year useful life including chip sealing, crack filling, and various areas for patch work.
- *Year(s)* – 2020, 2021, 2022, 2023, and 2024.
- *Funding* – Borrowed Money within the Capital Projects Fund (400).

Street Resurfacing

- *Description* – Creamery Court is planned for a basic resurfacing next year.
- *Year(s)* – 2020.
- *Funding* – Borrowed Money within the Capital Projects Fund (400).

Street Sweeper

- *Description* – Annual savings set aside for the future replacement of the street sweeper.
- *Year(s)* – 2020, 2021, 2022, 2023, and 2024.
- *Funding* – Charges for Public Services collected within the Stormwater Utility Fund (605).

Street Tree Planting

- *Description* – Implementation of a program to address the Ash Tree population as a response to the Emerald Ash Borer.
- *Year(s)* – 2020, 2021, 2022, 2023, and 2024.
- *Funding* – Fund Balance within the General Fund (100).

Technology

- *Description* – Radio replacement in combination as a joint project with the Fire and Rescue Department.
- *Year(s)* – 2020.
- *Funding* – Tax levy within the Capital Projects Fund (400) along with contributions from both the Utilities Fund (600) and Stormwater Utilities Fund (605).

Tower Clean/Pain

- *Description* – Consideration for cleaning and repainting the water towers to keep up with their exterior maintenance requirements.
- *Year(s)* – 2023.
- *Funding* – Cost is paid for by water funding within the Utilities Fund (600).

Utility Van

- *Description* – This vehicle is used within the utilities specifically to address maintenance and service needs of the sewer and water system.
- *Year(s)* – 2020.
- *Funding* – Cost is split between sewer and water funding within the Utilities Fund (600).

Department of Public Works (continued)

Water Valve Turner

- *Description* – This piece of equipment within the water utility will improve the efficiency of exercising water valves for general maintenance and during main breaks as needed. It takes what is currently an invasive manual function into a controlled mechanical operation which is good for the worker and the infrastructure.
- *Year(s)* – 2021.
- *Funding* – Cost is paid for by water funding within the Utilities Fund (600).

Wayfinding Design

- *Description* – This project would use the Village's new brand to develop a Community wide wayfinding signage system that helps alter drivers to certain public locations.
- *Year(s)* – 2020.
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Well Maintenance

- *Description* – Every so often the water wells need to be removed from service for general maintenance, cleaning, and repair in order to prolong their useful life. The facilities that house the wells also need some improvement through basic maintenance as part of this project.
- *Year(s)* – 2020.
- *Funding* – Cost is paid for by water funding within the Utilities Fund (600).

McFarland Capital Improvement Program (CIP)

2020 – 2024

Senior Outreach

Planned Projects:

Tables

- *Description* – Replacement of tables and related furnishings that support the meal program.
- *Year(s)* – 2021.
- *Funding* – Tax Levy within the Capital Projects Fund (400).

McFarland Capital Improvement Program (CIP)

2020 – 2024

Library

Planned Projects:

Boiler Replacement

- *Description* – The boiler will have exceeded its useful life by this point and could be evaluated for replacement based upon projected maintenance needs.
- *Year(s)* – 2023.
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Computer – Workstation(s)

- *Description* – Includes funds to replace both computers used by the public for either adults, teens, or children and those used by Staff on an annual basis.
- *Year(s)* – 2020, 2021, 2022, 2023, and 2024.
- *Funding* – Tax Levy within the Capital Projects Fund (400).

Facility Addition

- *Description* – An addition is proposed to the Library to increase its usable space for books, programs, and other uses to be defined.
- *Year(s)* – 2023.
- *Funding* – Tax Levy within the Capital Projects Fund (400).

Facility Reserve

- *Description* – Annually the Village collects an Impact Fee for the development of the Library. This had previously been applied to Debt Service to help pay for the cost of the current facility that was constructed about 15 years ago. The money is now collected to fund reserves to support future improvements to the facility.
- *Year(s)* – 2020, 2021, 2022, 2023, and 2024.
- *Funding* – Impact Fees collected within the Capital Projects Fund (400).

Parking Lot Replacement

- *Description* – This parking lot was completed shortly after the building was complete in the early 2000's and is proposed for replacement in line with the Municipal Center.
- *Year(s)* – 2023.
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Site Improvements

- *Description* – Externally it is proposed to add bike racks and replace existing benches.
- *Year(s)* – 2020.
- *Funding* – Tax levy within the Capital Projects Fund (400).

McFarland Capital Improvement Program (CIP)

2020 – 2024

Parks

Planned Projects:

Aquatics Plan/Design

- *Description* – The Village completed an Aquatics Feasibility Study in 2019 and these funds are proposed to continue to advance alternatives from that study. This would require additional planning and design to further detail the desired outcome for aquatics which will require continued discussion as to what we are attempting to accomplish.
- *Year(s)* – 2020.
- *Funding* – Borrowed Money within the Capital Projects Fund (400).

Aquatics Development

- *Description* – At the very end of this 5-year plan there is funding included for the construction of a swimming pool. **It cannot be overstated, that has not been decided** but would be the high end of capital costs for the Village if ultimately selected. The Village through this plan is scheduled to conduct further study and design of the issue that would yield a clearer picture on cost and timeline in the future. Including it in the plan, at the very end simply keeps it as a placeholder until those details can be further determined. Those details to be determined include location, type of amenities, fundraising support, operation consideration, etc.
- *Year(s)* – 2024.
- *Funding* – Borrowed Money within the Capital Projects Fund (400).

Brandt Parking Lot

- *Description* – Provide funding to construct a parking lot in an area to be determined within Brandt Park. Originally considered in 2019 but deferred to 2021 to allow more time to assess need.
- *Year(s)* – 2021.
- *Funding* – Borrowed Money within the Capital Projects Fund (400) as well as a contribution from the Parks Fund (405) and TID #3 Fund (305).

Community Park

- *Description* – Funding is proposed to conduct a master planning effort surrounding property purchased in 2019. Construction of the first amenities then within this park will be scheduled for 2022 with a possible second phase in 2024. The costs and actual construction will be established upon completion of the Master Plan for its use.
- *Year(s)* – 2020, 2022, and 2024.
- *Funding* – Borrowed Money within the Capital Projects Fund (400).

Parks (continued)

General Improvements

- *Description* – Money set aside annually to be used for general park improvements through the use of fees collected within new developments.
- *Year(s)* – 2020, 2021, 2022, 2023, and 2024.
- *Funding* – Impact Fees collected within Parks Fund (405).

Larson Park

- *Description* – Due to the increased utilization of Larson Park, it is recommended a hard pervious surface be created at the far west end of the park to better accommodate events held there. Increased demand for the park for food carts, concerns, social gatherings, and other events are requiring additional maintenance and other ongoing concerns.
- *Year(s)* – 2020.
- *Funding* – Impact Fees collected within Parks Fund (405).

McDaniel Park

- *Description* – Projects to add another small shelter, gateway signage, and facility expansion.
- *Year(s)* – 2020.
- *Funding* – Impact Fees collected within Parks Fund (405) plus borrowed money contribution from Capital Projects Fund (400).

McFarland Park

- *Description* – It is proposed a new master plan be developed for this park to help guide the Village in making future decision on land use as the variety of needs continue to grow.
- *Year(s)* – 2020.
- *Funding* – Borrowed Money within the Capital Projects Fund (400).

Park Design

- *Description* – One of the objectives for the Village Board in 2020 is to design a park for individuals with special needs. This funding would be used to engage a consultant for that purpose to create an area designed specifically for their use as well as determine the best location for this amenity.
- *Year(s)* – 2020.
- *Funding* – Tax levy within the Capital Projects Fund (400).

Park Equipment

- *Description* – Annually the Village looks to replace and/or repair certain park amenities and play structures as well as park signage as needed.
- *Year(s)* – 2020, 2021, 2022, 2023, and 2024.
- *Funding* – Impact Fees collected within Parks Fund (405).

Parks (continued)

Property Acquisition

- *Description* – Annually this is held as a placeholder depending on needs and opportunities that may arise. No acquisitions are presently targeted within this 5 year plan.
- *Year(s)* – 2020, 2021, 2022, 2023, and 2024.
- *Funding* – Borrowed Money within the Capital Projects Fund (400).

Ridgeview Tot Lot

- *Description* – Funding is included to replace and reconstruct this playground which has amenities designed for very young kids but has outlived its useful life.
- *Year(s)* – 2020.
- *Funding* – Impact Fees collected within Parks Fund (405).

Siggelkow Road Park

- *Description* – This park presently has no amenities on it other than greenspace not programmed for any defined use. The Parks and Open Space Plan identified this as an area that could developed into a collection of pickle ball courts with associated off-street parking and other amenities.
- *Year(s)* – 2020.
- *Funding* – Impact Fees collected within Parks Fund (405).

Urso/Schuetz Park

- *Description* – In 2019 we approved a contract to construct a Frisbee golf course in accordance with the Master Plan for the property. This will be completed in the Spring of 2020. Additional woodland restoration and clearing is planned in 2019 going into 2020. Also, next year it is proposed to construct a parking lot at the entrance for the dog park and a shelter to provide for bathrooms, dog walking station, and small outdoor area fur refuge. This facility will also be accessible via a path to the Lower Yahara River Trail that is located on Elvehjem Road next to the project. We will continue to further evaluate expansion options of the dog park as well as future improvements to the park as recommended in the Master Plan.
- *Year(s)* – 2020, 2022, and 2023.
- *Funding* – Borrowed Money within the Capital Projects Fund (400) plus various contributions from the Parks Fund (405) as detailed within the plan.

McFarland Capital Improvement Program (CIP)

2020 – 2024

Community Development

Planned Projects:

Affordable Housing Study

- *Description* – As an action step within their Goals and Objectives, the Village desires to move forward several initiatives related to affordable housing. This study is meant to better understand the gap and what alternatives could be offered to help close it in the future.
- *Year(s)* – 2020.
- *Funding* – Borrowed money within Capital Projects Fund (400).

Branding Development

- *Description* – The rebranding study was completed in 2018 and funding in future years is put into phases to support this effort through new signage, vehicle identification, personal items, and other organization materials containing the brand.
- *Year(s)* – 2020, 2021, and 2022.
- *Funding* – Borrowed money within Capital Projects Fund (400).

Small Capital

- *Description* – The Department is provided funds for small capital items within the office including furniture, equipment, and other supplies as needed.
- *Years* – 2020, 2021, 2022, 2023, and 2024.
- *Funding* – Tax Levy within the General Fund (100).

Sinking Fund

- *Description* – Annual contribution towards savings for the future replacement of the Building Inspector's vehicle.
- *Years* – 2020, 2021, 2022, 2023, and 2024.
- *Funding* – Tax Levy within the Capital Projects Fund (400).

Sustainability Assessment

- *Description* – Assess facilities for sustainability projects to improve energy efficiency.
- *Year(s)* – 2020.
- *Funding* – Borrowed money within the Capital Projects Fund (400).



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, March 23, 2020

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action regarding updates and revisions to Chapter 3 Debt Management Policy of the Fiscal Policy Manual.

PREVIOUS ACTION:

The Finance Committee reviewed these revisions at its meeting on March 11, 2020 and unanimously recommended making the changes listed.

ISSUE SUMMARY:

Enclosed within your packet is the current version of the Debt Management Policy. Recently the Village Board has asked the Finance Committee to weigh in on the utilization percentage threshold that is set within this document. As they are considering long term fiscal implications of the 2020-2024 Capital Improvement Plan they want to make sure the target identified within this policy as a guideline is at an appropriate level.

The current threshold for General Obligation Debt is 50% of which a ceiling of 40% is suggested for items that are not provided for the utilities or TID. The following comparisons are offered from Communities that have similar policies (not all Communities have enacted this type of policy even though its recommended by the GFOA):

- Brookfield - 4% (80%)
- Janesville - 2.5% (50%)
- Middleton - 3.33% (67%)
- Sheboygan - 3.0% (60%)
- Stoughton - 4% (80%)
- Verona - 3.75% (75%)
- Watertown - 3.75% (75%)
- Waunakee - 2.5% (50%)

The average percentage utilized based on these communities surveyed is 3.35% which translate into a ratio of 67%. Most communities are setting their threshold based on how much of the limit they want to limit themselves to as a guideline. We are all limited in our borrowing capacity at 5% of our equalized value from year to year. Through their policy, Brookfield for instance says that they intend to limit themselves to only using 4% of their total equalized value



which gives them a cushion of 1% of unused debt capacity. In order to calculate the percentage ration you divide the 4% limit they impose on themselves by the 5% limit set by the State to get their utilization ratio of 80%.

The Committee reviewed this information and recommending increasing the threshold to 3.33% of the 5% maximum or a debt utilization limit of 67%. They also recommended removing the tiered percentages in our current policy. This revision is enclosed within your packet for review.

FINANCIAL/BUDGET IMPACT:

Rewriting or updating the policy is generally done by Staff under review later by the Attorney. The cost for which is included within our operating budget as needed. We will discuss fiscal implications of the policy language as might be appropriate.

VILLAGE PLAN REFERENCE:

Village of McFarland Fiscal Policy Manual

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval.

ATTACHMENTS:

1. Chapter 3 - Debt Management Policy 03172020 mgs

CHAPTER 3 Debt Management Policy

SECTION 3.01 Policy Purpose

- (a) The Village acknowledges that certain costs incurred on an annual basis reflect an investment in the future of the Village. These types of costs include development, acquisition, and replacement of assets that will be used by the residents of the Village over a long period of time. Financing of these long-term assets is often appropriately accomplished through the issuance of long-term debt instruments, special assessments, or any other combination of these.
- (b) It is the responsibility of the Village Board and Village administrative staff to monitor the financial health of the Village. A significant portion of the Village's financial health is determined by its ability to manage its debt, so the role of debt in the Village's total financial strategy must be carefully defined in order to avoid using debt in a way that weakens other parts of its financial structure. It is the responsibility of the Village Administrator and Clerk/Treasurer to regularly monitor the Village's outstanding debt and to recommend issuance, replacement and retirement of outstanding debt to the Finance Committee and the Village Board.

SECTION 3.02 Policy Implementation Objectives

(a) Financing Considerations.

- (1) The Village will confine long-term borrowing to capital improvements, equipment, or other long-term projects which cannot and, appropriately should not, be financed from current annual operating revenues.
- (2) The Village will not use long-term debt to finance current operations, nor will long-term debt be used to finance the cost of short-lived (less than five years) depreciable assets (for example, vehicles).
- (3) In general, the final maturity of bonds and notes issued by the Village should not exceed the expected useful life of the underlying project for which it is being issued.
- (4) The Village will issue general obligation debt by borrowing from the State Trust Fund or through a competitive bidding process or negotiated sale, depending upon which approach is deemed most advantageous to the Village.

- (5) Periodic reviews of outstanding debt will be undertaken by the Village Administrator and Clerk/Treasurer at least every two years to determine refinancing opportunities. Refinancing will be considered (within federal tax law constraints) if and when there is a net economic benefit of the refunding.

(b) Debt Limits and Structure.

- (1) Section 67.03 of Wisconsin Statutes and Article XI, §3(2) of the Wisconsin Constitution require that general obligation debt outstanding not exceed 5% of the equalized valuation of the taxable property within the Village. Revenue bonds and notes are not considered debt for purposes of determining compliance with constitutional debt limitations. The Village intends to keep total outstanding general obligations debt within 3.33% of the equalized valuation unless otherwise authorized by the Village Board. Debt levels should further be consistent with the Village's credit objectives and long-term financial plan.
- (2) The Village will keep the maturity of all outstanding general obligation bonds at or below 20 years unless otherwise allowed by Wisconsin State Statutes and authorized by the Village Board.
- (3) The total annual debt service expense for general obligation debt (exclusive of that funded by proprietary operations) should not exceed 25% of the Village's total operating expense less capital outlay, unless otherwise authorized by the Village Board. The Village will make every effort realistic and reasonable to maintain debt service expenditures at a proportionately even level for tax rate stabilization.

(c) Municipal Advisor.

- (1) The Village will utilize the services of a qualified Municipal Securities Rulemaking Board (MSRB) Registered Municipal Advisor ("Municipal Advisor") that meets all current certification requirements in the monitoring of its debt and debt service.
- (2) The Village should strive to maintain a long-term relationship with a Municipal Advisor to allow for continuity and consistency in services provided by the advisor. However, the arrangement between the Municipal Advisor and the Village should be examined every five (5) years or as deemed necessary by Village administrative staff and the Village Board.

- (3) All feasible alternatives (for example, State Trust Fund loans, Clean Water Fund loans, and private placements with local financial institutions) for borrowing funds should be considered by the Village and the Municipal Advisor depending on the uniqueness of the items or projects being financed by long-term debt.
- (4) All costs of issuing long-term debt, including fees for professional services, underwriting fees, and the interest costs over the term of the debt issue, must be considered and carefully evaluated for each borrowing.
- (5) The Village will work with the Municipal Advisor to ensure that long-term debt issues are structured to protect the interest of the Village for the present and in the future (for example, the inclusion of call provisions to protect the Village against future interest rate fluctuations or other circumstances).

(d) **Other Considerations.**

- (1) The maintenance of the best possible credit rating shall be a significant factor in all financial decisions.
- (2) The Village will maintain good communications with bond rating agencies regarding its financial condition.
- (3) The Village will follow a policy of full disclosure in all financial reporting including bond prospectuses and continuing disclosure agreements required under SEC Rule 15c2-12(b)(5).

Adopted: October 10, 2011

Amended: July 8, 2019
March 23, 2020



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, March 23, 2020

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action regarding revisions to Chapter 7 the Policy on Expenditure of Parks Capital Projects Fund Revenues.

PREVIOUS ACTION:

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

The Finance Committee considered this document at their meeting on March 11, 2020, and recommended approval.

ISSUE SUMMARY:

Within our Finance Policy Manual we have Chapter 7 that serves as a guide on the use of "Parks Capital Projects Fund Revenues" or otherwise known as park impact fees. These fees are collected through growth and development according to the type and levels listed in the policy. Some changes to this policy are suggested for two reasons:

1. The Parks Impact Fee Study was accepted in January and provides guidance on the fee levels. As a result of that study and separate from this policy, the Village Board is considering changes to the ordinance in line with what was approved in the study. The policy is updated to align with those newly recommended and accepted levels.
2. The policy has not been reviewed in a few years, and the remaining revisions are provided as an update in order to be consistent with State law. There is less flexibility in these standards and the changes put forth are allowable following review and recommendation by the Village Attorney.

A redline version of the existing policy is included in your packet as prepared by the Village Attorney. A short summary of the background behind his changes is also provided. The last attachment is the clean version of what would be the updated format for this policy. The work here is simply to align with the Study that was completed earlier in the year on figuring out the fee structure and updating the policy based on changes in State law since it was last adopted.

FINANCIAL/BUDGET IMPACT:

The policy provides guidance on the use of park impact money collected through new building



permits. The amounts are pre-determined based on the previously adopted study. The permitted and non-permitted uses are determined by Statute. These funds are used to help build our park system as the Community grows.

VILLAGE PLAN REFERENCE:

Park Impact Fee Study - 2020

ORDINANCE REFERENCE:

Included within the policy.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval.

ATTACHMENTS:

1. Chapter 7 - Policy on Expenditure of Parks Capital Projects Fund Revenues 02132020 dje
2. Summary from Attorney on Policy Revisions 02132020 dje
3. Chapter 7 - Policy on Expenditure of Parks Capital Projects Fund Revenues 02142020
mgs

POLICY ON EXPENDITURE OF PARKS CAPITAL PROJECTS FUND REVENUES IMPACT FEE EXPENDITURE POLICY

POLICY PURPOSE

The purpose of this policy is to provide ~~flexible~~-budgetary guidelines to the Parks, ~~Recreation & Recreation Committee and/or the~~ Natural Resources Committee and the Village Board for the expenditure of segregated revenues collected ~~in the Parks Capital Projects Fund as Park Impact Fees~~. The intent of the policy is to ensure that these funds, which are collected from two types of fees and can be used only on eligible park expenditures as summarized below, are expended in a legal, cost-effective manner that will further the development of park and recreation opportunities.

In general, all impact fees are based upon estimated capital costs for new, expanded or improved public facilities necessitated by land development. Impact fees cannot be used to increase a service standard or capacity greater than the standard already provided by the Village; instead, they are used to offset the costs incurred to satisfy the additional demand created by new development. In the context of parks, impact fees are collected to both acquire new park areas and complete new park improvements. These fees enable the Village to maintain quality recreation opportunities for its residents while the Village continues to grow.

POLICY IMPLEMENTATION OBJECTIVES

A. TYPES OF FEES

1. Park-land Impact Fee in Lieu of Parkland Dedication

Section 56-173 of the McFarland Municipal Code requires developers to dedicate ~~2,106 square feet per single family dwelling unit, 1,463 square feet per multi-family dwelling unit, and 804 square feet per group quarters dwelling unit, 1,977 square feet of land for park purposes for every new residential dwelling units they create~~, or pay a park-land impact fee in lieu of dedicating parkland. ~~The general intent is that t~~These fees ~~would~~must be used to create ~~or improve or expand~~ parks. ~~that are in geographic proximity to the new development and will benefit those residents, or that they will be used to improve a community park in a manner that would benefit all Village residents.~~ The decision to accept land dedication or fees in lieu of land dedication, or some combination thereof, is made by the Village. The amount of the fee ~~in lieu~~ is \$3,915.46 per single family dwelling unit, \$2,719.90 per multi-family dwelling unit, and \$1,494.45 per group quarters dwelling unit, according to the Village's most recent needs assessment, but

that amount is subject to modification annually. Fees paid in lieu of land dedication may be used to acquire ~~or develop~~ park lands, ~~to construct or install park improvements,~~ or to service debt incurred for ~~this~~ these purposes.

2. Park Improvement Impact Fee

Section 8-464 of the McFarland Municipal Code requires payment of a Park Improvement Impact Fee at the time a building permit is issued for construction of a new residential dwelling. The amount of the fee is \$1,099.65 per single family dwelling unit, \$712.5~~3~~ per multi-family dwelling unit, and \$551.51 per group quarters dwelling unit, according to the Village's most recent needs assessment, but that amount is subject to modification annually. These amounts are based on the cost of park improvements and the cost of creating trails. These fees may not be used toward land acquisition costs, but may be used to develop parklands and trails, to construct or install park improvements, and to service debt incurred for those purposes.

B. ~~RECOMMENDED~~ PERMITTED USES

1. ~~Fees paid in lieu of land dedication may only be used for the A~~acquisition of park land. ~~It is recommended that these acquisitions be~~ consistent with the Village's Outdoor Recreation & Open Space Plan and the Village's Comprehensive Plan.
2. ~~Fees paid for park improvements may be used for B~~basic site development, construction of playing fields, installation of trails, landscaping, purchase and installation of equipment, and construction of new facilities in new or existing parks in accordance with an approved park master plan.
- ~~2.3.~~ Up to 10% of Park Impact Fees spent on any project may be used for legal, engineering and design costs incurred as part of the capital costs for project, including park improvements and land purchases. This percentage can be increased for any project if it can be demonstrated that these costs will exceed 10% on a project. Impact fees do not have to be used for these services.

C. ~~USES THAT ARE PROHIBITED~~ USES OR NOT RECOMMENDED

1. ~~Routine~~ Operating and maintenance expenses.

~~Major maintenance expenses.~~

~~3.2.~~ Replacement of existing facilities or equipment unless the new facility provides a significant upgrade in recreational opportunities or amenities compared to the facility it replaces.

4.3. Reconstruction of existing playing fields, unless the reconstruction would permit a significantly different or more varied type of use.

D. COMBINATION PROJECTS

It may be appropriate in certain circumstances to fund the project expenses described above from a combination of sources, including partial funding ~~from the Parks Capital Projects Fund~~ with Park Impact Fees. It is also permissible to phase improvement projects over a multi-year period to spread out the ~~short term~~ short-term impact on ~~the Parks Capital Projects Fund~~ these funds.

Adopted: _____

Matt Schuenke

From: Daniel J. Evans <devans@rwelaw.net>
Sent: Thursday, February 13, 2020 6:53 PM
To: Matt Schuenke
Cc: Andrew Bremer
Subject: Chapter 7 policy
Attachments: Chapter 7 - Policy redline accepted.docx; Chapter 7 - Policy Redline.docx

Matt,

The redline is a little hard to read with the number of changes. The existing policy suggest more discretion than there is with respect to fees in lieu, which was permitted under the old law, but now must match the impact fee standards and our needs assessment. So the use of these fees is more restrictive now. We can elaborate more if you think this needs more explanation. I added a paragraph in the opening which echoes the impact fee statute; this may seem redundant but I think it helps put the concept behind impact fees for the Parks Committee. I also added that some of these fees can be used for design and related costs, but I don't know if this is something the Parks Committee needs to concern itself with.

I am in the office all day tomorrow if you want to discuss this further. I did catch that there is no longer a separate natural resources committee and removed this.

Daniel J. Evans
Reuter, Whitish & Evans, S.C.
44 E. Mifflin St., Suite 306
Madison, WI 53703
Office: (608)250-9053
www.rwelaw.net

CHAPTER 7 Park Impact Fee Expenditure Policy

SECTION 7.01 Policy Purpose

- (a) The purpose of this policy is to provide budgetary guidelines to the Parks, Recreation & Natural Resources Committee and the Village Board for the expenditure of segregated revenues collected as Park Impact Fees. The intent of the policy is to ensure that these funds, which are collected from two types of fees and can be used only on eligible park expenditures as summarized below, are expended in a legal, cost-effective manner that will further the development of park and recreation opportunities.
- (b) In general, all impact fees are based upon estimated capital costs for new, expanded or improved public facilities necessitated by land development. Impact fees cannot be used to increase a service standard or capacity greater than the standard already provided by the Village; instead, they are used to offset the costs incurred to satisfy the additional demand created by new development. In the context of parks, impact fees are collected to both acquire new park areas and complete new park improvements. These fees enable the Village to maintain quality recreation opportunities for its residents while the Village continues to grow.

SECTION 7.02 Policy Implementation Objectives

(a) Types of Fees.

- (1) **Park Land Impact Fee in Lieu of Parkland Dedication.** Section 56-173 of the McFarland Municipal Code requires developers to dedicate 2,106 square feet per single family dwelling unit, 1,463 square feet per multi-family dwelling unit, and 804 square feet per group quarters dwelling unit, or pay a park-land impact fee in lieu of dedicating parkland. These fees must be used to create or expand parks. The decision to accept land dedication or fees in lieu of land dedication, or some combination thereof, is made by the Village. The amount of the fee is \$3,915.46 per single family dwelling unit, \$2,719.90 per multi-family dwelling unit, and \$1,494.45 per group quarters dwelling unit, according to the Village's most recent needs assessment, but that amount is subject to modification annually. Fees paid in lieu of land dedication may be used to acquire park lands or to service debt incurred for this purpose.
- (2) **Park Improvement Impact Fee.** Section 8-464 of the McFarland Municipal Code requires payment of a Park Improvement Impact Fee at the time a building permit is issued for construction of a new residential dwelling. The amount of the fee is \$1,099.65 per single family dwelling unit, \$712.53 per multi-family dwelling unit, and \$551.51 per group quarters

dwelling unit, according to the Village's most recent needs assessment, but that amount is subject to modification annually. These amounts are based on the cost of park improvements and the cost of creating trails. These fees may not be used toward land acquisition costs, but may be used to develop parklands and trails, to construct or install park improvements, and to service debt incurred for those purposes.

(b) **Permitted Uses.**

- (1) Fees paid in lieu of land dedication may be used for the acquisition of park land. It is recommended that these acquisitions be consistent with the Village's Outdoor Recreation & Open Space Plan and the Village's Comprehensive Plan.
- (2) Fees paid for park improvements may be used for basic site development, construction of playing fields, installation of trails, landscaping, purchase and installation of equipment, and construction of new facilities in new or existing parks in accordance with an approved park master plan.
- (3) Up to 10% of Park Impact Fees spent on any project may be used for legal, engineering and design costs incurred as part of the project, including park improvements and land purchases. This percentage can be increased for any project if it can be demonstrated that these costs will exceed 10%. Impact fees do not have to be used for these services.

(c) **Prohibited Uses.**

- (1) Operating and maintenance expenses.
- (2) Replacement of existing facilities or equipment unless the new facility provides a significant upgrade in recreational opportunities or amenities compared to the facility it replaces.
- (3) Reconstruction of existing playing fields, unless the reconstruction would permit a significantly different or more varied type of use.

- (d) **Combination Projects.** It may be appropriate in certain circumstances to fund the project expenses described above from a combination of sources, including partial funding with Park Impact Fees. It is also permissible to phase improvement projects over a multi-year period to spread out the short-term impact on these funds.

Adopted: June 10, 2013

Amended: September 14, 2015
March 9, 2020



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, March 23, 2020

SECTION: Business

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Plan Commission (President Czebotar & Trustee Kolk)

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None



PLAN COMMISSION SUMMARY SHEET

MEETING DATE: Monday, March 23, 2020

SECTION: Business

DEPARTMENT: Community Development

CONTACT: Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Discussion and action regarding Seventh Amendment to Development Agreement for Juniper Ridge.

PREVIOUS ACTION:

The Village has previously approved the Final Plat for Juniper Ridge Subdivision, the Declaration of Conditions, Covenants and Restrictions, the original Development Agreement, and six amendments to the Development Agreement.

ISSUE SUMMARY:

Veridian is seeking to complete the final phase (Phase 9) of the Juniper Ridge Subdivision. This includes construction of Wild Rye Court and the remaining 13 single family lots. Per the Declaration of Conditions, Covenants, and Restrictions, Veridian is required to obtain a release from the Village to approve the sale or transfer of the remaining lots. Within the packet is the Seventh Amendment to the Development Agreement for Juniper Ridge. The Development Agreement always the Developer to complete Phase 9, and describes the required surety amount of \$355,700 to cover completion of public improvements and describes the remaining parkland dedication fees and parkland improvement fees for the 13 lots in Phase 9. The Village Attorney has reviewed the Development Agreement and Village Staff recommend approval.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

By unanimous vote, the Plan Commission recommended approval of the Seventh Amendment to the Development Agreement for Juniper Ridge.

ATTACHMENTS:

1. Juniper Ridge Seventh Amendment 2020.03.10



SEVENTH AMENDMENT TO DEVELOPMENT AGREEMENT FOR JUNIPER RIDGE

THIS SEVENTH AMENDMENT TO DEVELOPMENT AGREEMENT FOR JUNIPER RIDGE (the "**Amendment**") is made as of the ____ day of _____, 2020, by and between the Village of McFarland, a Wisconsin Municipal Corporation ("**Village**") and VH Juniper Ridge, LLC, a Wisconsin Limited Liability Company ("**Developer**").

WITNESSETH:

WHEREAS, Village and MREC VH Juniper Ridge, LLC entered into a Development Agreement for Juniper Ridge dated July 10, 2015, a First Amendment to Development Agreement for Juniper Ridge dated August 8, 2016, a Second Amendment to Development Agreement for Juniper Ridge dated June 26, 2017, a Third Amendment to Development Agreement for Juniper Ridge dated September 25, 2017, a Fourth Amendment to Development Agreement for Juniper Ridge dated September 5, 2018, and a Fifth Amendment to Development Agreement for Juniper Ridge dated September 26, 2018 (collectively the "**Agreement**"); and

WHEREAS, Developer was a member and project manager for MREC VH Juniper Ridge, LLC, has acquired all of the lots in the Juniper Ridge Subdivision previously owned by MREC VH Juniper Ridge, LLC and has succeeded to the interest of said entity in and to the Agreement; and

WHEREAS, Village and Developer entered into a Sixth Amendment to Development Agreement for Juniper Ridge dated June 21, 2019 (included as part of the collective "**Agreement**"); and

WHEREAS, Developer wishes to amend the Agreement to provide for an additional Phase and such other matters as are described herein.

NOW, THEREFORE, in consideration of the foregoing recitals, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, it is agreed by and between the parties hereto as follows:

1) Capitalized Terms. Capitalized terms which are not otherwise defined herein shall be as defined in the Agreement.

2) Phase 9. Phase 9 of the Development is depicted and described in Exhibit "A", attached hereto and incorporated herein by reference. Developer may obtain building permits for, and commence construction of, homes in Phase 9 immediately upon Substantial Completion of public improvements, as that term is defined in Section 2(M) of the Agreement. The Surety for Phase 9 shall be in the amount of \$355,700. The Engineer's Estimate is attached hereto as Exhibit "B" and incorporated herein by reference.

3) Parkland Dedication and Fees in Lieu of Dedication. The fee in lieu of dedication payable to the Village for Phase 9 consisting of 13 lots at \$786.75 per lot is \$10,227.75, payable in accordance with the terms of paragraph 2(L)(a) of the Agreement.

4) Parkland Improvement Fees. Paragraph 2(L)(b) of the Agreement requires payment of park improvement fees (the "**Park Improvement Fees**") for the last 43 lots out of the 193 total lots of the subdivision. Through Phase 8, 180 lots have been developed pursuant to the terms of the Agreement. Accordingly, Park Improvement Fees for 13 lots in Phase 9 are due and payable to the Village in accordance with the provisions of the Development Agreement cited in the first sentence to this paragraph. The total Park Improvement Fees for Phase 9 shall equal \$14,295.45.

5) Release. Upon execution hereof and Developer providing Surety to the Village, the Village shall execute and deliver to Developer for recording the Release attached hereto as Exhibit "C", and incorporated herein by reference.

6) Effect of Amendment. Except as amended herein, all other terms, covenants and conditions of the Agreement shall remain unchanged.

[Signature page to follow.]

Village Signature Page for

VILLAGE OF MCFARLAND

By: _____

Print Name: _____

Print Title:

Attest:

Print Name: _____

Print Title:

STATE OF WISCONSIN)
)ss
COUNTY OF DANE)

Personally came before me, _____, notary public for the above State and County, this ____ day of _____, 2020, the above named _____, to me known to be the person who executed the foregoing instrument and acknowledged the same in the capacity and for the purposes therein intended.

Print Name: _____

Notary Public, State of Wisconsin

My Commission expires:

STATE OF WISCONSIN)
)ss
COUNTY OF DANE)

Personally came before me, _____, notary public for the above State and County, this ____ day of _____, 2020, the above named _____, to me known to be the person who executed the foregoing instrument and acknowledged the same in the capacity and for the purposes therein intended.

Print Name: _____

Notary Public, State of Wisconsin

My Commission expires:

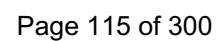


EXHIBIT "A"
PAGE 2

Legal Description – Juniper Ridge – Phase 9

Lots 57-69, Juniper Ridge, recorded in Volume 60-041A of Plats on pages 203-208 as Document No. 5172418, located in the NW 1/4 and the SW 1/4 of the SE 1/4 of Section 35, T7N, R10E, Village of McFarland, Dane County, Wisconsin.

57	0710-354-2097-1
58	0710-354-2108-1
59	0710-354-2119-1
60	0710-354-2130-1
61	0710-354-2141-1
62	0710-354-2152-1
63	0710-354-2163-1
64	0710-354-2174-1
65	0710-354-2185-1
66	0710-354-2196-1
67	0710-354-2207-1
68	0710-354-2218-1
69	0710-354-2229-1

EXHIBIT "B"

Juniper Ridge - Phase 9

Engineer's Estimate

February 25, 2020

Item No.	Description	Est. Quantity	Unit	Unit Price	Amount
<u>Erosion Control</u>					
	Stone Tracking Pad	1	EA	\$1,000.00	\$1,000.00
	Earthen Berm	500	LF	\$2.50	\$1,250.00
	Silt Fence	1,400	LF	\$2.00	\$2,800.00
	Velocity Check	2	EA	\$450.00	\$900.00
	Stone Weeper w/Sump	2	EA	\$450.00	\$900.00
	Lot Restoration	10,000	SY	\$1.00	\$10,000.00
				subtotal	\$16,850.00
<u>Sanitary Sewer Construction</u>					
	8" PVC Sanitary Sewer	462	LF	\$34.00	\$15,708.00
	4" PVC Sanitary Lateral	530	LF	\$32.00	\$16,960.00
	Tracer Wire and Box	14	EA	\$200.00	\$2,800.00
	Standard Sanitary Manhole	2	EA	\$2,300.00	\$4,600.00
	Extra Manhole Depth	9	VF	\$240.00	\$2,160.00
	Manhole Chimney Seal	3	EA	\$470.00	\$1,410.00
	Sanitary Sewer Trench Compaction	992	TF	\$8.00	\$7,936.00
	Televise Sanitary Sewer	462	TF	\$3.30	\$1,524.60
				subtotal	\$53,098.60
<u>Water Main Construction</u>					
	12" Water Main	225	LF	\$62.00	\$13,950.00
	8" Water Main	625	LF	\$48.00	\$30,000.00
	6" Water Main	15	LF	\$60.00	\$900.00
	12" Valve and Box	1	EA	\$4,000.00	\$4,000.00
	8" Valve and Box	3	EA	\$2,500.00	\$7,500.00
	6" Valve and Box	1	EA	\$2,200.00	\$2,200.00
	1" Copper Services	13	EA	\$1,450.00	\$18,850.00
	Relocate Existing Fire Hydrant	2	EA	\$2,000.00	\$4,000.00
	Water main Trench Compaction	865	TF	\$6.00	\$5,190.00
				subtotal	\$86,590.00
<u>Storm Sewer Construction</u>					
	24" RCP Storm Sewer	156	LF	\$60.00	\$9,360.00
	12" RCP Storm Sewer	7	LF	\$40.00	\$280.00
	24" RCP Apron Endwall & Gate	1	EA	\$2,500.00	\$2,500.00
	Curb Inlets	2	EA	\$2,200.00	\$4,400.00
	Storm Sewer Trench Compaction	163	LF	\$4.00	\$652.00

Item No.	Description	Est. Quantity	Unit	Unit Price	Amount
	Rip-Rap	10	SY	\$50.00	\$500.00
	Inlet Protection	2	EA	\$350.00	\$700.00
				subtotal	\$18,392.00
	<u>Street Construction</u>				
	Finish Grade Streets	5.1	STA	\$600.00	\$3,060.00
	Finish Grade for Sidewalk -Siggelkow	2.3	STA	\$800.00	\$1,800.00
	Adjust Castings	3	EA	\$300.00	\$900.00
	Sawcut	30	LF	\$4.00	\$120.00
	Undercut & Backfill w/ Crushed Stone	130	CY	\$33.50	\$4,355.00
	10" Crushed Stone Base	1,635	SY	\$10.50	\$17,167.50
	30" Concrete Curb & Gutter	1,035	LF	\$15.50	\$16,042.50
	Wedge Curb and Gutter	1,035	LF	\$1.50	\$1,552.50
	2-1/4" Binder Asphalt Binder	1,635	SY	\$10.75	\$17,576.25
	1-3/4" Surface Asphalt Binder	1,635	SY	\$7.00	\$11,445.00
	Clean & Tack	1,635	SY	\$0.75	\$1,226.25
	5" Concrete Sidewalk	7,800	SF	\$3.75	\$29,250.00
	Terrace Restoration	1,650	SY	\$3.70	\$6,105.00
	Remove Barricades	2	EA	\$250.00	\$500.00
				subtotal	\$111,100.00
	<u>Street Trees</u>				
	Street Trees	26	EA	\$400.00	\$10,400.00
				subtotal	\$10,400.00
Total					\$296,430.60
Engineer's Estimate					\$296,400.00

Amount of Surety (120% of Engineers Estimate) = **\$355,700**

EXHIBIT "C"

Document Number

RELEASE OF DECLARATION OF CONDITIONS, COVENANTS
AND RESTRICTIONS,
JUNIPER RIDGE, VILLAGE OF MCFARLAND, DANE COUNTY,
WISCONSIN

WHEREAS, certain lands owned by VH Juniper Ridge, LLC, a Wisconsin Limited Liability Company ("**Owner**") are subject to that certain Declaration of Conditions, Covenants and Restrictions, Juniper Ridge, Village of McFarland, Dane County, Wisconsin, dated July 10, 2015, recorded August 7, 2015 in the office of the Dane County, Wisconsin Register of Deeds as Document No. 5175109 (the "**Restriction**"); and

WHEREAS, the Restriction limited the sale or transfer of Lots, as that term is defined in the Restriction, until such time as an instrument is recorded by the Village of McFarland in the Dane County, Wisconsin Register of Deeds office, approving the sale or transfer of said Lots; and

WHEREAS, the Village of McFarland approves the sale or transfer of the Lots described in Exhibit "A", attached hereto and incorporated herein by reference.

NOW, THEREFORE, it is agreed by the Village of McFarland, that the Restriction shall be and hereby is terminated as to the Lots described in Exhibit "A", attached hereto and incorporated herein by reference.

Dated this _____ day of _____ 2020.

VILLAGE OF MCFARLAND

By: _____

Print Name: _____

Print Title: _____

Approved As To Form:

Allen Reuter, Village Attorney

Record this document with the Register of Deeds

Name and Return Address:
Kevin J. Pape
D'Onofrio, Kottke & Associates, Inc.
7530 Westward Way
Madison, WI 53717

See Exhibit "A"
(Parcel Identification Number)

STATE OF WISCONSIN)
) SS.
COUNTY OF DANE)

Personally came before me this _____ day of _____, 2020, the above-named _____, to me known to be the person who executed the foregoing instrument and acknowledged that they executed the same for the purposes therein contained.

Notary Public, Dane County, WI
My Commission Expires:

DRAFTED BY:
Kevin J. Pape

EXHIBIT "A"

Legal Description – Juniper Ridge – Phase 9

Lots 57-69, Juniper Ridge, recorded in Volume 60-041A of Plats on pages 203-208 as Document No. 5172418, located in the NW 1/4 and the SW 1/4 of the SE 1/4 of Section 35, T7N, R10E, Village of McFarland, Dane County, Wisconsin.

57	0710-354-2097-1
58	0710-354-2108-1
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62	0710-354-2152-1
63	0710-354-2163-1
64	0710-354-2174-1
65	0710-354-2185-1
66	0710-354-2196-1
67	0710-354-2207-1
68	0710-354-2218-1
69	0710-354-2229-1



PUBLIC SAFETY COMMITTEE SUMMARY SHEET

MEETING DATE: Monday, March 23, 2020

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer

AGENDA ITEM: Discussion and action on the operator's license for Aaron Nash for the period ending June 30, 2020.

PREVIOUS ACTION:

ISSUE SUMMARY:

Chief Sherven has reviewed the operator's license application from Aaron Nash and based on the Village's Operator License Approval policy has recommended denial. Attached is Chief Sherven's letter outlining his reasoning for recommending denial. On March 12, 2020, the Public Safety Committee held a hearing and recommended denial of an operator's license for Aaron Nash for the period ending June 30, 2020 based on the recommendation from Chief Sherven dated February 14, 2020.

FINANCIAL/BUDGET IMPACT:

N/A

VILLAGE PLAN REFERENCE:

Village Operator's License Review Policy

ORDINANCE REFERENCE:

11-74

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

On March 12, 2020, the Public Safety Committee held a hearing and recommended denial of an operator's license for Aaron Nash for the period ending June 30, 2020 based on the recommendation from Chief Sherven dated February 14, 2020.

ATTACHMENTS:

1. Exhibit A
2. Exhibit B
3. Exhibit C
4. Exhibit D
5. Exhibit E
6. Operator License policy Version - UPDATE - 7-23-18 (1)



**Operator's License**

To Serve Fermented Malt Beverages and Intoxicating Liquors

License Type:

- ☒ - New
☐ - Renewal

Fees:

- ☐ - 1 year License - \$35
☒ - 1 year License + Provisional - \$50
☐ - Duplicate License - \$5/each – Number Requested: _____
☐ - Duplicate Provisional License - \$5/each – Number Requested: _____

This application must be completed in its entirety or it will be rejected as incomplete. This application will also be rejected for any omissions. The fee is not refundable should this application be rejected or denied. For rejected applications should the applicant wish to reapply, the applicant will be required to complete a new application at an additional fee of \$35.00.

The Village of McFarland Operator License Approval Policy can be found on the Village website at <https://www.mcfarland.wi.us/licensepermits> under Alcohol Beverage Licenses for Operators.

Applicant InformationPlace of Employment: *Spartan Bowl*Last Name: *Nash*First Name: *Aaron*Middle Initial: *T*

Home Address:

City, State and Zip Code:

Date of Birth:

Social Security Number:

Wisconsin Driver License/ID:

E-mail address:

Home/Cell Phone Number:

Work Phone Number:

Notification

Provide the e-mail address we should use for notification when the license(s) is ready:

Prior Residences

Within the past five years, have you lived at any address other than the one listed above?

☒ yes ☐ no

If yes, please list all additional addresses. Attach additional pages, if necessary

Address, including City and State

Dates

Questionnaire	Additional Information
1. Have you completed a WI-approved Responsible Beverage Server Course? ☒ - Yes ☐ - No	If yes, when and where: <i>Online 2015</i>
2. Have you held an Operator's License within the last 2 years? ☒ - Yes ☐ - No	If yes, when and where: <i>Current, Stoughton</i>
3. Have you ever had a license to serve alcohol beverages suspended or revoked, or surrendered the license in lieu of suspension or revocation? ☐ - Yes ☒ - No	If yes, when and where:
4. Have you ever been convicted of a felony substantially related* to the licensed activity? ☐ - Yes ☒ - No	If yes, please complete Appendix A
5. Have you been arrested for and/or convicted of violating any law or ordinance in the last 10 years substantially related* to the license activity? ☒ - Yes ☒ - No	If yes, please complete Appendix A <i>OWI - 2017</i> <i>Sting operation - 2018?</i>
6. Do you have any pending charges, including criminal and ordinance violations substantially related* to the license activity? ☐ - Yes ☒ - No	If yes, please complete Appendix A

*Examples of "substantially related" might include, but are not limited to: underage drinking, OWI/DUI, selling to a minor, overserving, etc.

Required Documentation
If the application is a renewal application, no additional documentation is required.
If the application is a new application, one of the following must be provided: ☒ - A copy of the certificate indicating completion of a Wisconsin-approved Responsible Beverage Server Course, valid within the two years prior to the date of this application <u>OR</u> ☒ - A copy of an Operator's license from a Wisconsin municipality, valid within the two years prior to the date of this application

Certification
I hereby apply for a license to serve Fermented Malt Beverages and Intoxicating Liquors, subject to the limitations imposed by Chapter 125 of the Wisconsin Statutes, Chapter 11 of the McFarland Municipal Code and all acts amendatory thereof and supplementary thereto, and hereby agree to comply with all laws, resolutions, ordinances and regulations Federal, State or Local, affecting the sale of such beverages and liquors if a license is granted to me.
I certify that I am the applicant in the foregoing application and any attachments thereto, that I have read and made complete answers to each question, and that my answers in each instance are true and correct.
Signature of Applicant: <i>[Signature]</i>
Date: <i>1-27-2020</i>

FOR OFFICE USE ONLY
RECOMMENDATION FROM MCFARLAND POLICE DEPARTMENT ☐ - Approved ☒ - Denied ☐ - Rejected – Incomplete Application
Signature of Police Chief: <i>[Signature]</i>
Date: <i>02-14-20</i>



Operator's License – Appendix A

Arrest and Conviction Record

Appendix A only needs to be completed if an applicant answered "Yes" to questions 4, 5, and/or 6 on the Operator's License Application.

Any omissions from this Appendix will result in the rejection of the Operator's License Application. The fee is not refundable should this application be rejected. For rejected applications should the applicant wish to reapply, the applicant will be required to complete a new application at an additional fee of \$35.00.

The following websites, provided as a courtesy, may provide information on your records:

<https://recordcheck.doj.wi.gov/> <https://wcca.wicourts.gov/> <https://www.dmv.us.org>

Date of Arrest	Date of Conviction	Specific Offense	Name and Location of Court	Describe the nature and circumstances of the offense	Were you consuming alcohol or drugs at the time of the incident?	Did the incident occur in or around a facility that serves alcohol?	Were alcohol or drugs involved in the incident in any way?
5/3/17	5/3/17	OWI	Rock Janesville WI	1st offence OWI	☒ - Yes ☐ - No	☐ - Yes ☒ - No	☒ - Yes ☐ - No
8/19?	8/19?	underage serving	Stoughton Stoughton WI	Bar checks, underage serving unclear of date	☐ - Yes ☒ - No	☒ - Yes ☐ - No	☒ - Yes ☐ - No
					☐ - Yes ☐ - No	☐ - Yes ☐ - No	☐ - Yes ☐ - No
					☐ - Yes ☐ - No	☐ - Yes ☐ - No	☐ - Yes ☐ - No
					☐ - Yes ☐ - No	☐ - Yes ☐ - No	☐ - Yes ☐ - No
					☐ - Yes ☐ - No	☐ - Yes ☐ - No	☐ - Yes ☐ - No
					☐ - Yes ☐ - No	☐ - Yes ☐ - No	☐ - Yes ☐ - No
					☐ - Yes ☐ - No	☐ - Yes ☐ - No	☐ - Yes ☐ - No

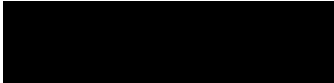
You may submit evidence of rehabilitation and fitness to perform the licensed activity.



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

February 19, 2020

Aaron Nash



Dear Mr. Nash,

Your application for an alcohol operator's license for the period through June 30, 2020 was received. A review of your application criminal history, and arrest records, as maintained by the State of Wisconsin, has resulted in a recommendation from Police Chief Craig Sherven for denial pursuant to the Village's operator license approval policy. Attached is a copy of Chief Sherven's memo to the Public Safety Committee.

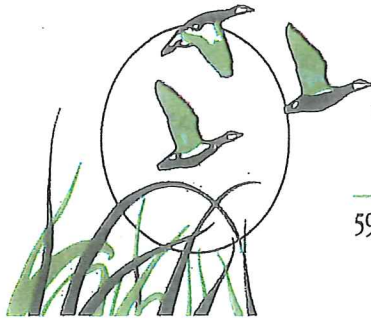
You have 30 days from receipt of this letter to exercise your right to request a hearing before the Public Safety Committee to discuss the matter. If a hearing is requested, the Public Safety Committee will review your record, along with the recommendation from Chief Sherven and you will have the opportunity to provide the Committee with substantial evidence in the form of credible documentation of rehabilitation. Attached is section 5 of the operator's license approval policy which outlines the process and acceptable forms of credible documentation. Please be advised the hearing will be held as part of a public meeting.

Please contact me directly at 608-838-3153 or via email at cassandra.suettinger@mcfarland.wi.us to request a hearing before the Public Safety Committee.

Sincerely,

A handwritten signature in black ink, appearing to be 'CS' followed by a flourish.

Cassandra Suettinger
Clerk/Treasurer



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 14, 2020

TO: Public Safety Committee

FROM: Craig J. Sherven, Chief of Police

REFERENCE: Alcohol Operators License for Aaron Nash

On this date I reviewed a new application for an Alcohol Operator's License submitted by the above applicant. Having completed my review of his application, my recommendation is that of denial.

I base my decision on the following section of Village Ordinance and the McFarland Alcohol Licensure Policy:

1. Village Ordinance 11-74 (c) (3), Guideline 3 (a) and (b), which state, in part:

An application may be denied based upon the applicant's arrest and conviction record if the applicant has been convicted of a felony (unless duly pardoned) or if the applicant has habitually been a law offender.

Provided the circumstances substantially relate to the circumstances of the job, any person who has been convicted of or has a current charge pending, for two (2) or more offenses, arising out of separate incidents, within the last five (5) years immediately preceding the license application in the following subcategories does not qualify for an operator's license:

(a) Alcohol beverage offenses (under Wis. Stat. Ch. 125 or McFarland Ordinance Ch. 11 - excluding administrative violations such as "failure to post license under glass").

(b) Operating a motor vehicle with a prohibited alcohol concentration (PAC) in excess of .08% by weight.

Mr. Nash's pertinent records show:

- a conviction for Operating with a Prohibited Alcohol Concentration on June 17, 2017.
- A conviction for serving alcohol to minors in August of 2019.

Both convictions are substantially related to the licensed activity and are within the five-year period preceding the date of application. Thus, Pursuant to Village Ordinance Mr. Nash is disqualified under this section as a habitual law offender.

The ability to use sound judgement in the personal use of alcohol, as well as the service of alcohol to others, are critical skills for an individual entrusted with the responsibility of serving and overseeing the service of alcohol. Convictions and charges of these types bring the applicant's ability to exercise those skills into serious question, and thus are substantially related to the licensed activity.

Respectfully,

Craig J. Sherven

Craig J. Sherven
Chief of Police

Exhibit D



1410 Hwy 51 PO Box 89
Stoughton, WI 53589
(608) 873-5959
www.vikinglanes.com

Re: Aaron Nash – General Manager, Spartan Bowl

To Whom It May Concern:

Before recently being promoted as general manager of Spartan Bowl, Aaron Nash worked for me at Viking Lanes for two years.

Over the last year in particular, I have seen Aaron evolve as both a person and an employee. He truly cares about the well-being of the customers and of the business. Throughout his employment, Aaron took the initiative to learn all facets of the business: bowling, machine maintenance, cooking and bartending. Additionally, he truly cares about the well-being of the customers and of the business.

Though I had to lose a great employee at Viking Lanes, I can wholeheartedly say that Spartan Bowl has gained a very valuable new team member in Aaron Nash, and I see him having nothing but success there.

Sincerely,

A handwritten signature in black ink, appearing to read "Ken Kidder", written in a cursive style.

Ken Kidder
General Manager
Viking Lanes



Exhibit E

444 Grand Canyon Dr.
Madison, WI 53719
Phone: (608) 831-2185
Fax: (608) 833-8650
www.kpmwi.com

Re: Aaron Nash – General Manager, Spartan Bowl

To Whom It May Concern:

Aaron Nash worked for Viking Lanes, our bowling center in Stoughton, for the last two years.

When the general manager position opened up at Spartan Bowl, I immediately thought of Aaron as someone who had the ability to fill the role. Over the last few years, he has gained the necessary knowledge in all areas of our business: bartending, cooking, bowling and machine maintenance. He has also shown growth in his personality, his professionalism and his understanding of the laws that govern the bar/restaurant industry.

We are very excited about the remodeling that is currently in progress at Spartan Bowl, and we need a great person and manager to keep the business on its upward trend, someone who will give their all to both the business and the community. I have no doubt that Aaron fits that bill!

If anyone should have any questions about Aaron or Spartan Bowl in general, please feel free to contact me at the number below.

Thank you,

A handwritten signature in black ink, appearing to read "Robert Bloxham". The signature is fluid and cursive, with a long horizontal stroke at the end.

Robert Bloxham
Regional Supervisor
King Pin Management
608.228.6930

Operator License Approval Policy – Approved 07/23/18

SECTION 1: Policy Purpose

In order to provide for an effective and consistent system of alcohol licensing that protects the public safety and is applied in a uniform and equitable manner, the Village Board has adopted the following written policy to govern the granting of operators' licenses pursuant to Chapter 125 of the Wisconsin Statutes, and Chapter 11, Article II of the Village ordinances.

SECTION 2: Acknowledgment of Duties.

The Village of McFarland acknowledges and recognizes the responsibility operators have to keep the public safe in their duties. An operator's license will enable operators to sell beer or liquor on a Class A premise (alcohol is carried off the premise. Examples include: a gas station, liquor store, or grocery store.) or a Class B premise (alcohol consumed on the property such as a tavern or bar). A liquor license holder, an agent, or a licensed operator must be on the premises at all times the business is open and alcohol is being sold. The licensed operator is in charge of the premise, and has certain responsibilities that include, but are not limited to:

- A. Preventing the sale of alcohol to minors. The legal drinking age is 21, and sales of alcohol to underage patrons is prohibited.
- B. Prohibiting the service or sale of alcohol to a person who is intoxicated. Operator's are legally entitled, and required, to refuse to serve any person whom they feel has had too much to drink.
- C. Ensuring open intoxicants do not leave the property.
- D. Class "B" premises must be closed between 2:00 am and 6:00 am Mon-Friday, and 2:30 am and 6:00 am Sat. & Sun (there are no closing hours on January 1). Everyone except employees on duty must be out of the store or bar by closing time. Private parties, friends or spouses are not allowed to stay on the premises while staff completes cleaning duties.
- E. Class "A" premises may not sell fermented malt beverages and intoxicating liquors between the hours of 9:00 p.m. and 6:00 a.m.

SECTION 3: Process.

- A. The Clerk's office shall take the application and fee. The office shall do an initial review of the application to ensure the application is complete pursuant to the requirements in 11-71(1)-(12) of the Village Code of ordinances. A notary is available in the Village's administration office if required. The fee collected is non-refundable. Incomplete applications will not be accepted.
- B. The Police Department will conduct a records check, including criminal and traffic, of all applicants for operators' licenses. If necessary, the records check may include an interview with the applicant or contact with other jurisdictions or third parties to verify or investigate information obtained in the records check. Applications with missing information or incomplete information regarding arrests or convictions shall be rejected. Rejected applications shall be re-assessed the application fee.

- C. The Chief of Police, or the Police Chief's designee, shall provide a recommendation for approval or denial using the criteria listed in section 4.
- D. All recommendations for approval will be placed on the next available Village Board meeting for approval. Licenses will be available for pickup by noon the day following Village Board approval.
- E. All recommendations for denial will be referred to the Public Safety Committee. The Clerk shall forward the license application and any related materials to the Committee. The Clerk shall provide notice to the applicant in writing that he or she should appear before the Committee for individual review of the application. The Public Safety Committee shall provide a review of the application as listed in Section 5.
- F. The committee shall, after interview of the applicant, make a recommendation to either grant or deny an operator's license to the Village Board.
- G. The Village Board shall review the application and recommendation from the Public Safety Committee and make a final determination of granting or denying the license.
- H. If the application is denied by the Village Board, the Village Clerk shall, in writing, inform the applicant of the denial, the reasons therefore, and provide an opportunity for the applicant to request a reconsideration of the application by the Village Board.
- I. If the application is denied again, the Village Clerk shall notify the applicant in writing of the reasons therefor. An applicant who is denied any license may apply to the Circuit Court pursuant to WI Statutes 125.12(2)(D).

SECTION 4: Criteria for Denial

The Chief of Police, or designee, shall provide a review of the criminal history of the applicant, and refer any of the following to the Public Safety Committee for further review and possible recommendation for denial. Due to the discretionary nature of the alcohol beverage license process, it is not possible to state every circumstance that may result in denial of a license application and what circumstances will result in approval of a license application. However, it is possible to enumerate what the PSC will consider in making its recommendation and what circumstances are more likely to result in a denial of a license application. It is also important to note denying an operator's license does not prohibit the employee from serving/selling alcohol; however, it does require that they serve/sell with a licensed operator on the premise.

Guideline 1: 11-74 (c) (1): Arrest and conviction record of the applicant, subject to the limitations imposed by Wis. Stats. §§ 111.321, 111.322, and 111.335, and Wis. Stats. § 125.12(1)(b).

- a) Convictions of two or more misdemeanor crimes in a five year period preceding the date of application.

- b) Conviction of one misdemeanor crime in combination with four ordinance violations egregious traffic violations of public safety concern in the five year period preceding the date of application.

Guideline 2: 11-74 (c) (2): If a licensee is convicted of an offense substantially related to the licensed activity.

Provided the circumstances of the offense substantially relate to the circumstances of the job or licensed activity, any person who has been convicted of or has a current charge pending, for (1) or more offenses within the last five (5) years or for two (2) or more offenses, arising out of separate incidents, within the last ten (10) years in the following subcategories, does not qualify for an operator's license:

- (a) Violent crimes against the person of another, including but not limited to battery, disorderly conduct, sexual assault, injury by negligent use of a vehicle, intimidation of victim or witness.
- (b) Crimes involving cooperation (or lack thereof) with law enforcement officials, including but not limited to, resisting or obstructing a police officer, bribery of public officers/employees, eluding police, bail jumping, hit and run, perjury, or acts/threats of terrorism.
- (c) Manufacturing, distributing, delivering a controlled substance or a controlled substance analog; maintaining a drug trafficking place; possessing with intent to manufacture, distribute, or deliver a controlled substance or a controlled substance analog. Sec. 111.335(1)(cs), Wis. Stats.

Guideline 3: 11-74 (c) (3): An application may be denied based upon the applicant's arrest and conviction record if the applicant has been convicted of a felony (unless duly pardoned) or if the applicant has habitually been a law offender.

Provided the circumstances substantially relate to the circumstances of the job, any person who has been convicted of or has a current charge pending, for two (2) or more offenses, arising out of separate incidents, within the last five (5) years immediately preceding the license application in the following subcategories does not qualify for an operator's license:

- (a) Alcohol beverage offenses (under Wis. Stat. Ch. 125 or McFarland Ordinance Ch. 11 - excluding administrative violations such as "failure to post license under glass").
- (b) Operating a motor vehicle with a prohibited alcohol concentration (PAC) in excess of .08% by weight.
- (c) Open intoxicants in public places or in a motor vehicle.

- (d) Possessing a controlled substance, controlled substance analog without a valid prescription, or possessing drug paraphernalia.
- (e) Operating a motor vehicle while under the influence of intoxicants or drugs.
- (f) Disorderly conduct, criminal damage to property, solicitation of prostitution or other prostitution related offenses, wherein the offense involves an incident at a place that is, or should have been licensed under Wis. Stat. Ch. 125.

Additionally, because a license is a privilege, the issuance of which is a right granted solely to the Village Board, the Village Board reserves the right to consider the severity, and facts and circumstances of the offense when making the determination to grant, deny or not renew a license. Further, the Village Board, at its discretion, may, based upon an arrest or conviction record of two or more offenses that are substantially related to the licensed activity within the five years immediately preceding, act to suspend such license for a period of one year or more.

Section 5: Public Safety Committee Review of Applications.

The Public Safety Committee shall be responsible for conducting further review of operator's license applications that have criteria from Section 4 as recommended for denial. The committee shall be expected to thoroughly and conscientiously review license applications and consistently apply pertinent laws and ordinances.

The Public Safety Committee may recommend approval of an operator's license application if the applicant presents the PSC with substantial evidence in the form of credible documentation of rehabilitation. Such evidence could include letters of recommendation from Alcohol and Other Drug ("AODA") counselors, probation agents, or other relevant service providers, other professional counselors, certificates and/or letters confirming satisfactory completion of an AODA or other relevant counseling program. Any such letters shall be on the letterhead of the agency offering the recommendation in order for the letter to be considered credible evidence of rehabilitation.

Pursuant to Wis. Stats. § 111.335(4)(d), competent evidence of rehabilitation and fitness to perform the licensed activity may be established by production of any of the following:

- (a) The individual's most recent certified copy of a federal department of defense form DD-214 showing the person's honorable discharge, or separation under honorable conditions, from the U.S. armed forces for military service rendered following conviction for any offense that would otherwise disqualify the individual from the license sought, except that the discharge form is not competent evidence of sufficient rehabilitation and fitness to perform the licensed activity if the individual was convicted of any misdemeanor or felony subsequent to the date of the honorable discharge or separation from military service.
- (b) A copy of the local, state, or federal release document; and either a copy of the relevant department of corrections document showing completion of probation, extended supervision, or parole; or other evidence that at least one year has elapsed since release

from any local, state, or federal correctional institution without subsequent conviction of a crime along with evidence showing compliance with all terms and conditions of probation, extended supervision, or parole.

In addition to the documentary evidence that may be provided above to show sufficient rehabilitation and fitness to perform the licensed activity, the Committee shall consider any of the following evidence presented by the applicant:

- (a) Evidence of the nature and seriousness of any offense of which he or she was convicted.
- (b) Evidence of all circumstances relative to the offense, including mitigating circumstances or social conditions surrounding the commission of the offense.
- (c) The age of the individual at the time the offense was committed.
- (d) The length of time that has elapsed since the offense was committed.
- (e) Letters of reference by persons who have been in contact with the individual since the applicant's release from any local, state, or federal correctional institution.
- (f) All other relevant evidence of rehabilitation and present fitness presented.

The Committee shall decide how much weight and credibility to assign to any evidence of rehabilitation, including but not limited to, whether a record is certified, whether evidence has been corroborated or verified, documentary proof of completion of any counseling or other relevant treatment, and the credibility of statements by the applicant or any witness. In determining the credibility of any statement made by the applicant or any witness, the Committee should consider, among other things, the reasonableness of the statement, possible motives for providing false statements or withholding information, the applicant or witness's conduct and demeanor, the clearness or lack of clearness of the statement, and the cooperation of the applicant or witness in answering any questions posed by the Committee or Village Staff.

For license renewals, a previous determination by the Committee that an applicant has been rehabilitated from certain offenses carries forward; however, these offenses may be re-considered if the applicant has also committed a new offense substantially related to the licensed activity during the current license period.

The Committee shall state reasons for approval or denial for the record.

Possible outcomes include but are not limited to:

1. Recommend approval of the license based on the applicant providing credible evidence of rehabilitation
2. Recommend conditional approval of the license based on the applicant providing substantial, credible evidence of rehabilitation with the following conditions:

- a. There be no more subsequent substantially related offenses for the remainder of the licensing period.
 - b. The applicant be required to pay \$15 dollars, to submit to quarterly background checks to ensure compliance.
3. Recommend application be tabled for a period of XX days. Committee will re-review application at that time. Applicant should be prepared to provide substantial evidence of rehabilitation.
4. Recommend application be denied based on violation of guideline (insert relevant guideline and corresponding ordinance reference).
5. If the applicant fails to appear: recommend the application be placed on file without prejudice (meaning the application can be brought back at any time before the expiration of the license period)



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, March 23, 2020

SECTION: Business

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Public Utilities Committee (Trustees Lytle & Kryzenske)
Public Works Committee (Trustees Kolk & Adrian)

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, March 23, 2020

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Jim Hessling, Public Works Director

AGENDA ITEM: Discussion and action regarding the award of contract for the 2020 Street and Utility Improvements project(s).

PREVIOUS ACTION:

The Public Utilities and Works Committee(s) met jointly on March 10, 2020 and recommended approval of the project as presented by the Village Engineer.

ISSUE SUMMARY:

The Village Board adopted the 2020 Budget including the Capital Projects Fund at its meeting on November 25, 2019. The following summary pertains to the 2020 Street & Utility Improvements.

This proposed work includes, but is not limited to, the replacement of watermain, pulverizing asphalt pavements and various concrete curb and gutter work. This work will take place in the following areas:

Autumn Lane, North Autumn Lane, Burma Road and Creamery Court.

This project was advertised and bids were received and opened by the bid deadline of March 5, 2020. At the time of this writing, the low bid is being tabulated and reviewed by Town & Country Engineering. All bidders on this project are required to be pre-qualified before submitting bids.

The bid notification, plans for the project and bid tabulation are attached. The recommendation from the Village Engineer is included within your packet. It is recommended to accept the Base Bid, Alternate, and Supplemental from G-Pro Excavating.

FINANCIAL/BUDGET IMPACT:

The total cost of award is \$916,550 which includes 10% for engineer/contingency. The 2020 Budget for this project is \$996,500 and includes borrowed monies from the Capital Projects and Utilities Fund(s). The project as bid and presented is under budget.

VILLAGE PLAN REFERENCE:

None.



ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval.

ATTACHMENTS:

1. 00 10 10 Advertisement for Bidders MC 158
2. 2020 Street and Utility Improvements
3. 00 41 00 Bid Forms- mc158
4. Recommendation Ltr- MC158

ADVERTISEMENT FOR BIDS

PROJECT: **2020 STREET & UTILITY IMPROVEMENTS**

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

CONTRACTS AND BID DEADLINE:

Sealed bids for a single contract for street and utility improvements will be received by the Village of McFarland in the McFarland Village office until 10:30 a.m. local time on March 5, 2020. Bids will be publicly opened and read aloud immediately thereafter in the Village Board of Trustees meeting room.

The contract consists of the following approximate quantities:

10-inch D.I. Water Main	2,100 lineal feet
Pulverizing Asphalt Pavements	13,000 square yards
Concrete Curb & Gutter Replacement	1,000 lineal feet

Appurtenances to the above construction items, such as service laterals and manhole adjustments are included, but are not listed above. The quantities are subject to change without notice prior to document distribution.

CONTRACT DOCUMENTS:

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

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

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

Copies of the Contract Documents and the Construction Plans may be obtained at the office of Town & Country Engineering, Inc., 2912 Marketplace Drive, Suite 103, Madison, WI 53719. There is a ***\$40 non-refundable*** copying and distribution charge for these documents. Electronic bidding documents are available on-line at Questcdn.com, Project No. 6825590 for \$30. This fee includes access to submit a bid on-line via Questcdn.

QUALIFICATIONS:

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

RIGHTS RESERVED:

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

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

**TOWN & COUNTRY
ENGINEERING, INC.**
2912 Marketplace Drive
Suite 103
Madison, WI 53719
(608) 273-3350
www.tceengineers.net

[illegible]

DRAWN BY:	M.J.M.
CHECKED BY:	T.J.S.
REV. DATE:	

PROJECT NO.: MC 158
DRAWING FILE: MC 158 DETAILS.DWG
DATE: 2-19-20

[illegible]

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).
- INSTALL INLET PROTECTION PRIOR TO LAND-DISTURBING ACTIVITIES IN THE CONTRIBUTING DRAINAGE AREA AND/OR IMMEDIATELY UPON INLET INSTALLATION. COMPLY WITH WDNR TECHNICAL STANDARD STORM DRAIN INLET PROTECTION FOR CONSTRUCTION SITES #1060.
- 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.

- NOTIFY THE OWNER IF DEWATERING IS SCHEDULED TO OCCUR IN AREAS OF SOIL AND/OR GROUNDWATER CONTAMINATION, OR IF DEWATERING WILL OCCUR FROM A HIGH CAPACITY WELL (70 GPM OR MORE). DEWATER ONLY AFTER THE APPROPRIATE WDNR DEWATERING DISCHARGE PERMIT HAS BEEN OBTAINED.
- PROVIDE ANTI-SCOUR PROTECTION AND MAINTAIN NON-EROSIVE FLOW DURING DEWATERING. LIMIT PUMPING RATES TO EITHER (A) THE SEDIMENT BASIN/TRAP DESIGN DISCHARGE RATE, OR (B) THE BASIN DESIGN RELEASE RATE WITH THE CORRECTLY-FITTED HOSE AND GEOTEXTILE FILTER BAG. PERFORM DEWATERING OF ACCUMULATED SURFACE RUNOFF IN ACCORDANCE WITH WDNR TECHNICAL STANDARD DE-WATERING #1061.
- 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.
- INSTALL AND MAINTAIN FILTER SOCKS IN ACCORDANCE WITH WDNR TECHNICAL STANDARD INTERIM MANUFACTURED PERIMETER CONTROL AND SLOPE INTERRUPTION PRODUCTS #1071.
- 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 VILLAGE. SEPARATE SWEEP 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/>

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EROSION CONTROL PLAN & GENERAL NOTE
NORTH AUTUMN LANE

2020 STREET AND UTILITY IMPROVEMENTS
BURMA ROAD, AUTUMN LANE, &
CREAMERY COURT
Village of McFarland, Wisconsin

PROJECT NO.:
MC 158

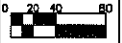
DRAWING FILE:
MC 148 SHEETS.DWG

DRAWN BY:
M.J.M.

CHECKED BY:
T.J.S.

DATE:
2-19-20

REVISIONS:

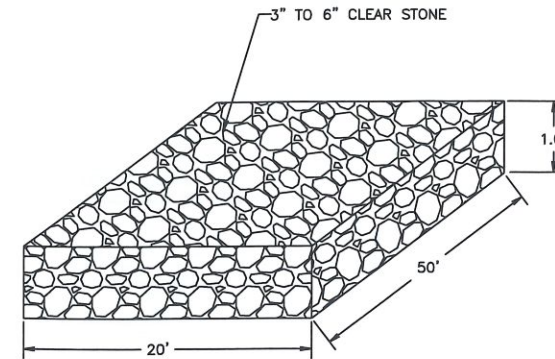
SCALE:


SHEET:
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Page 144 of 300

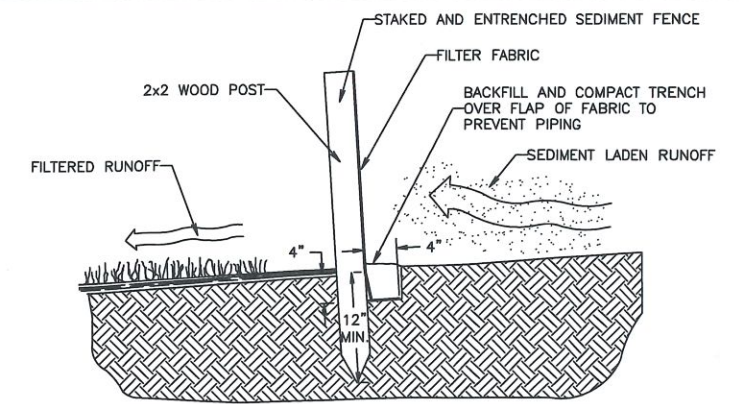


 TOWN & COUNTRY ENGINEERING, INC. 2912 Marketplace Drive Suite 103 Madison, WI 53719 (608) 273-3350 www.tcengineers.net	EROSION CONTROL PLAN BURMA ROAD
	2020 STREET AND UTILITY IMPROVEMENTS BURMA ROAD, AUTUMN LANE, & CREAMERY COURT Village of McFarland, Wisconsin
PROJECT NO.: MC 158	DRAWING FILE: BURMA SHEETS.DWG
DRAWN BY: M.J.M.	CHECKED BY: T.J.S.
DATE: 2-18-20	REVISIONS:
SCALE: 0 15 30	
SHEET: 2	

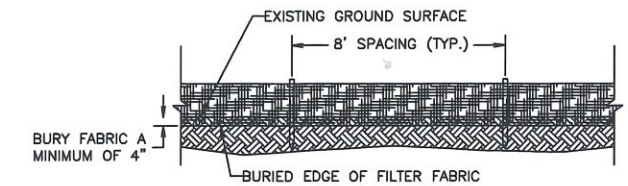


NOTE:
- ON STREET SURFACES
CRUSHED AGGREGATE BASE STONE
SERVES AS TRACKING PAD.

DETAIL
CLEAR STONE TRACKING PAD

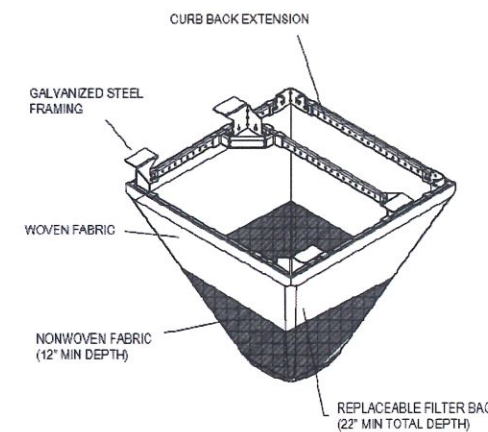


CROSS-SECTION OF A PROPERLY INSTALLED SEDIMENT FENCE



SEDIMENT FENCE DETAIL

DETAIL
SEDIMENT FENCE

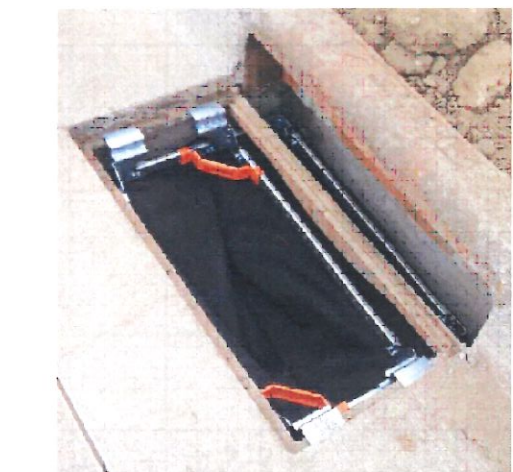


GENERAL NOTES:

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:

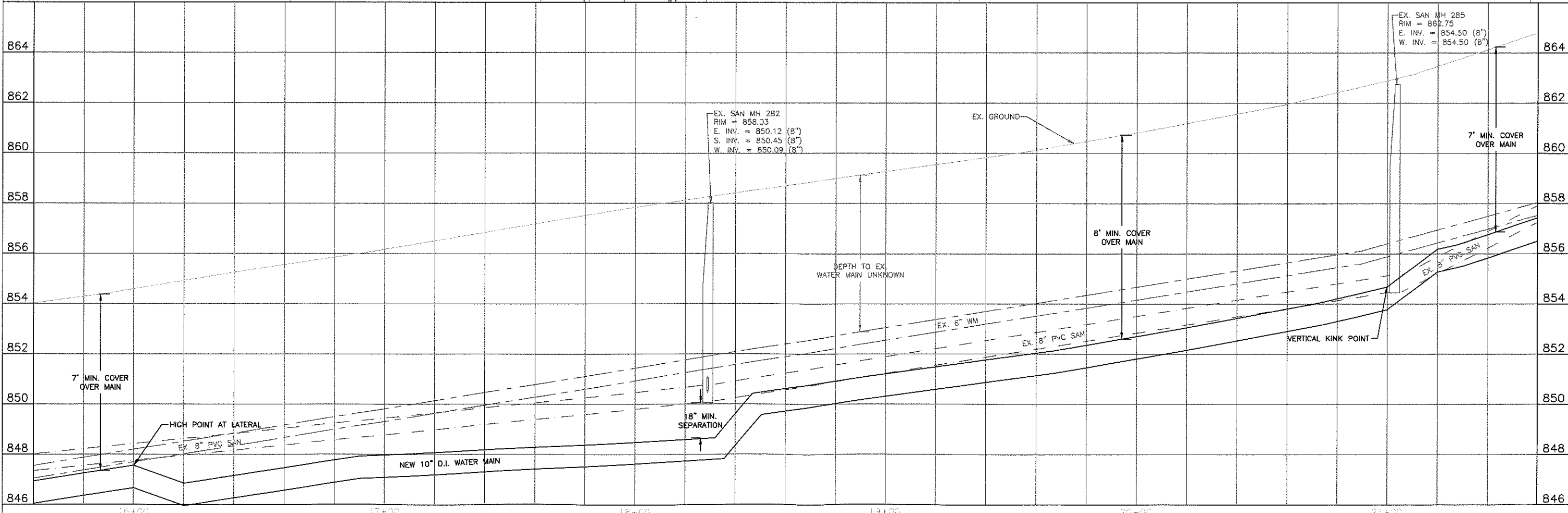
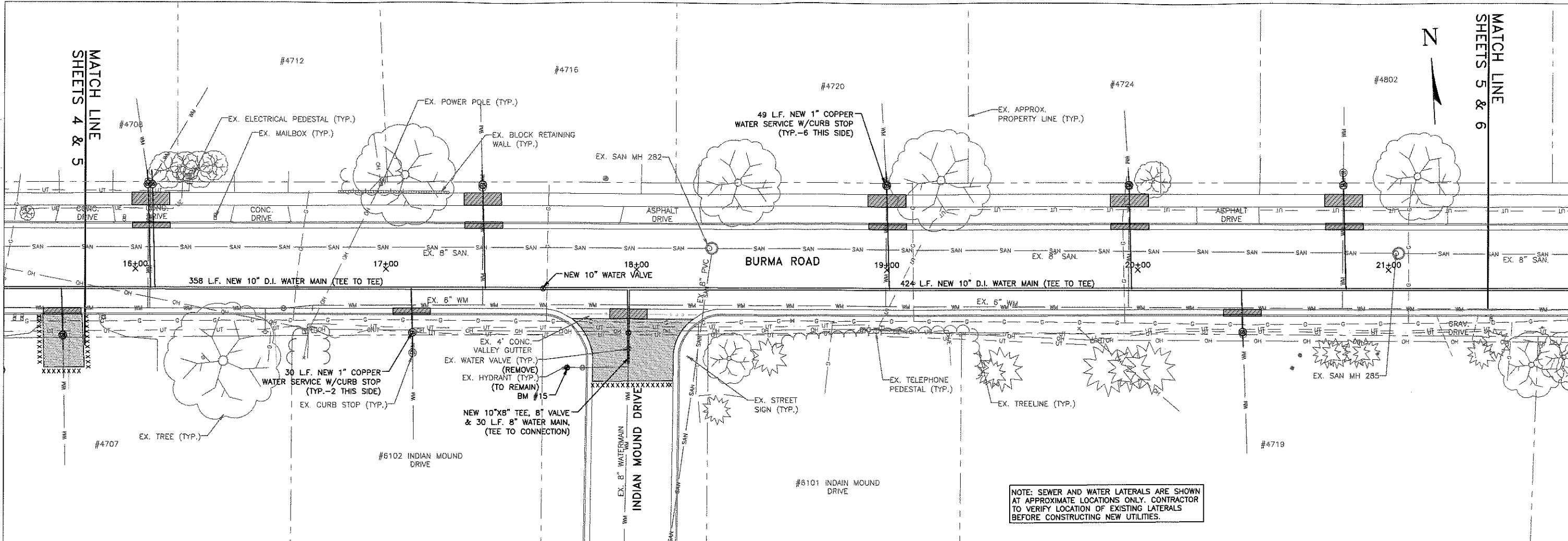
NO PART OF INLET PROTECTION SHALL BE PROJECTING ABOVE THE GRATE.

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.

DETAIL
INLET PROTECTION - FRAMED (W/ CURB BOX)



MATCH LINE
SHEETS 4 & 5

MATCH LINE
SHEETS 5 & 6

PLAN & PROFILE
BURMA ROAD
Station 15+60 To Station 21+60

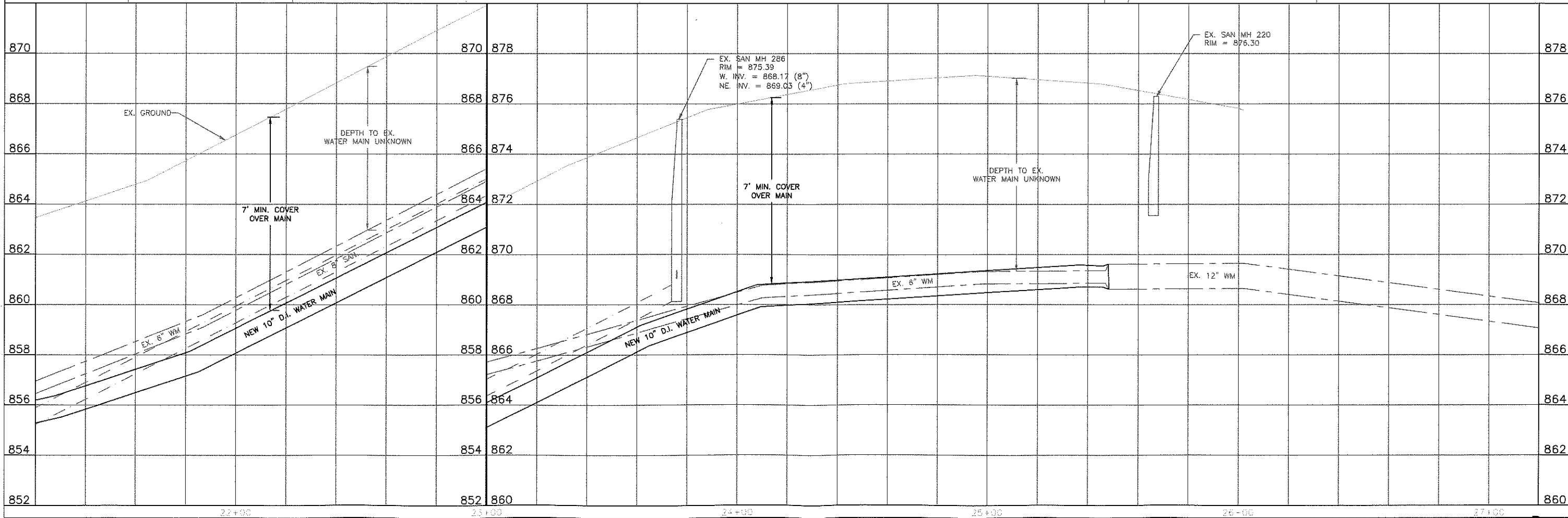
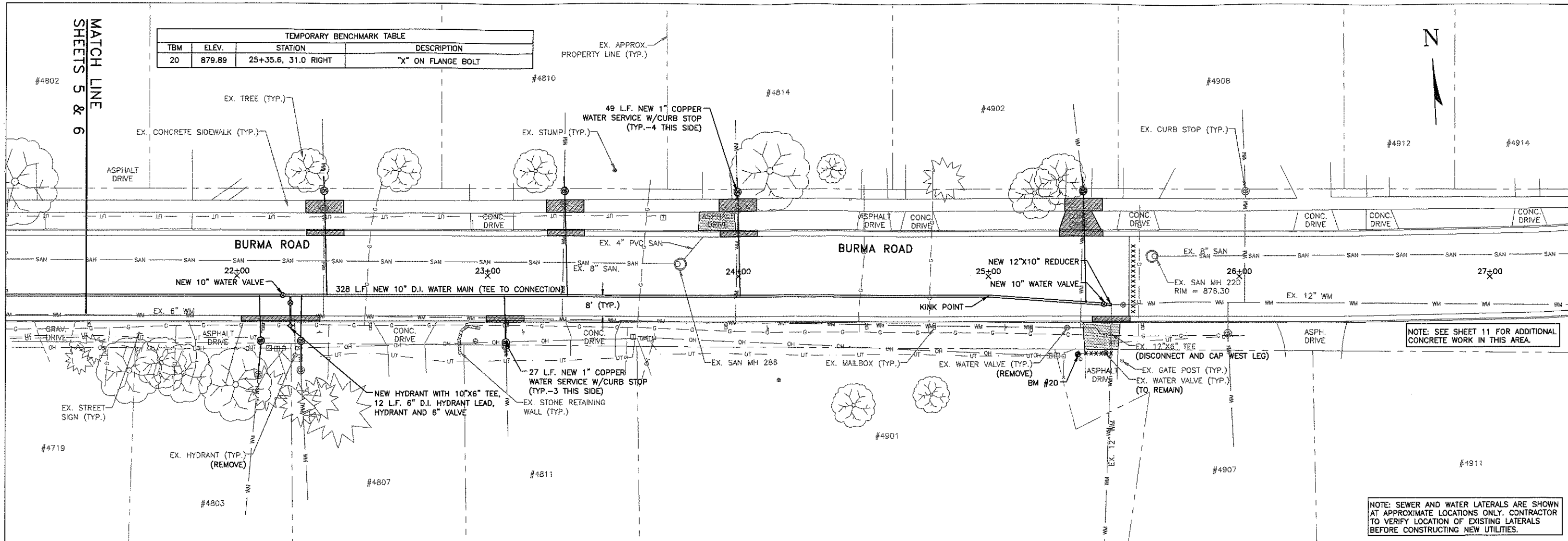
2020 STREET AND UTILITY IMPROVEMENTS
BURMA ROAD AUTUMN LANE, &
CREAMERY COURT
Village of McFarland, Wisconsin

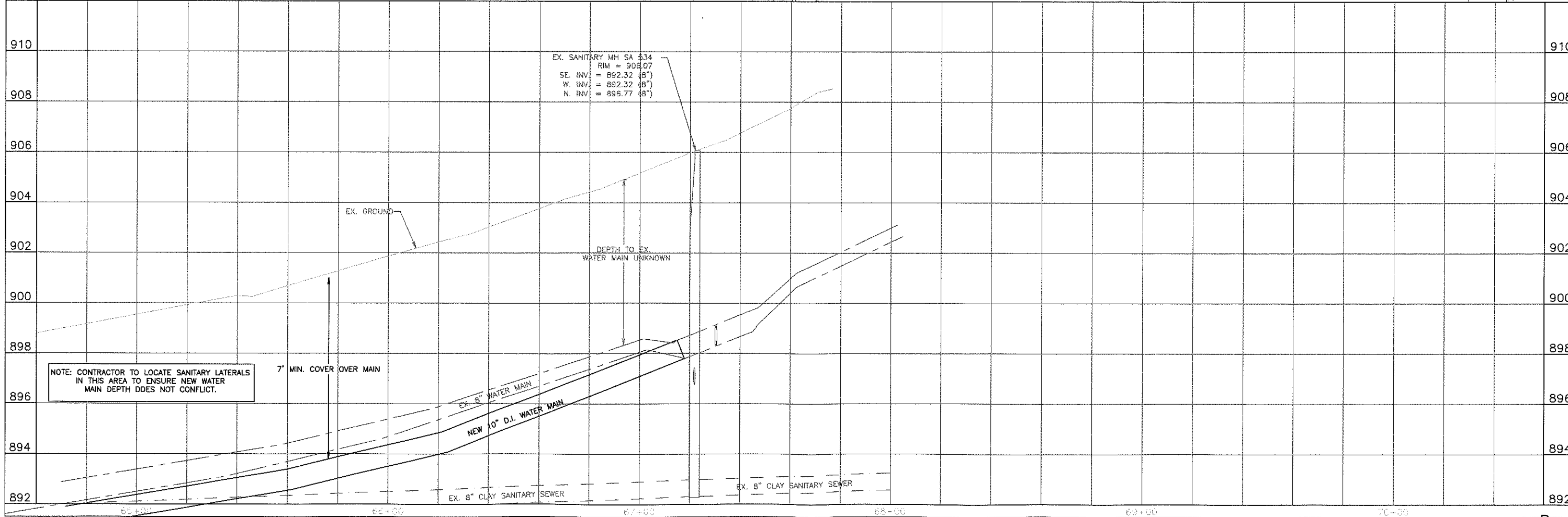
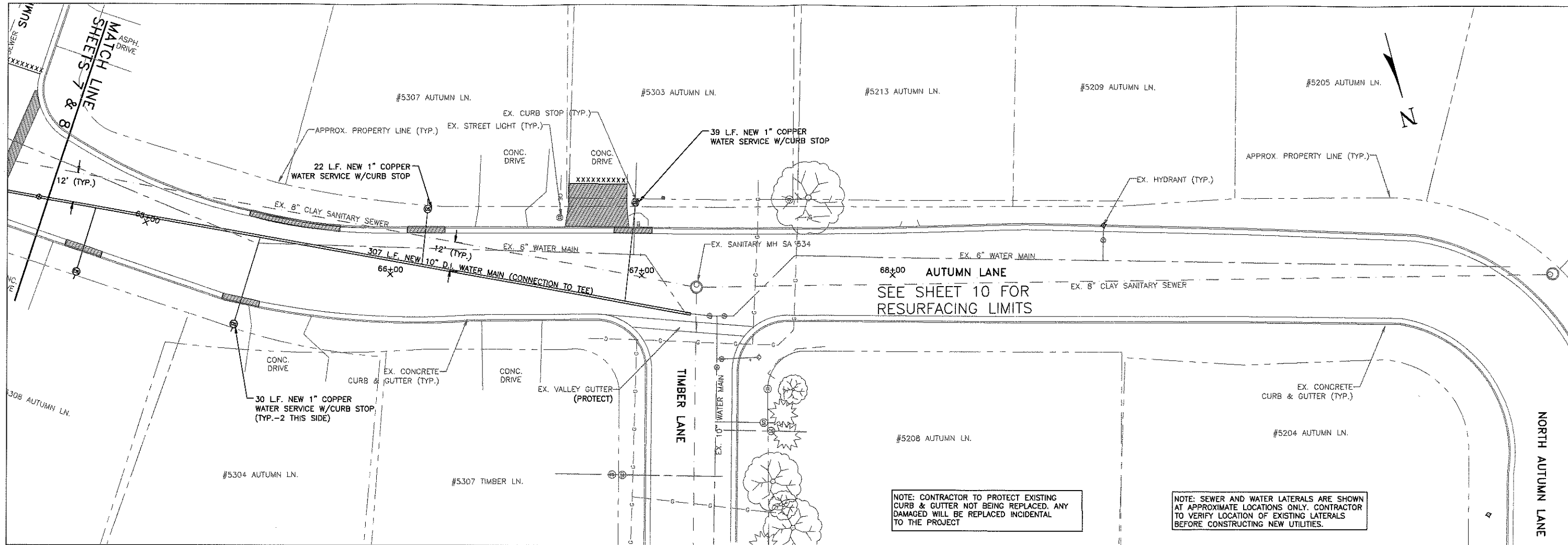
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DRAWING FILE: BURMA SHEETS.DWG
DRAWN BY: M.J.M.
CHECKED BY: T.J.S.
DATE: 2-19-20
REVISIONS:

SCALE: HORIZONTAL
0 5 10 20
VERTICAL
1 2
SHEET: 5

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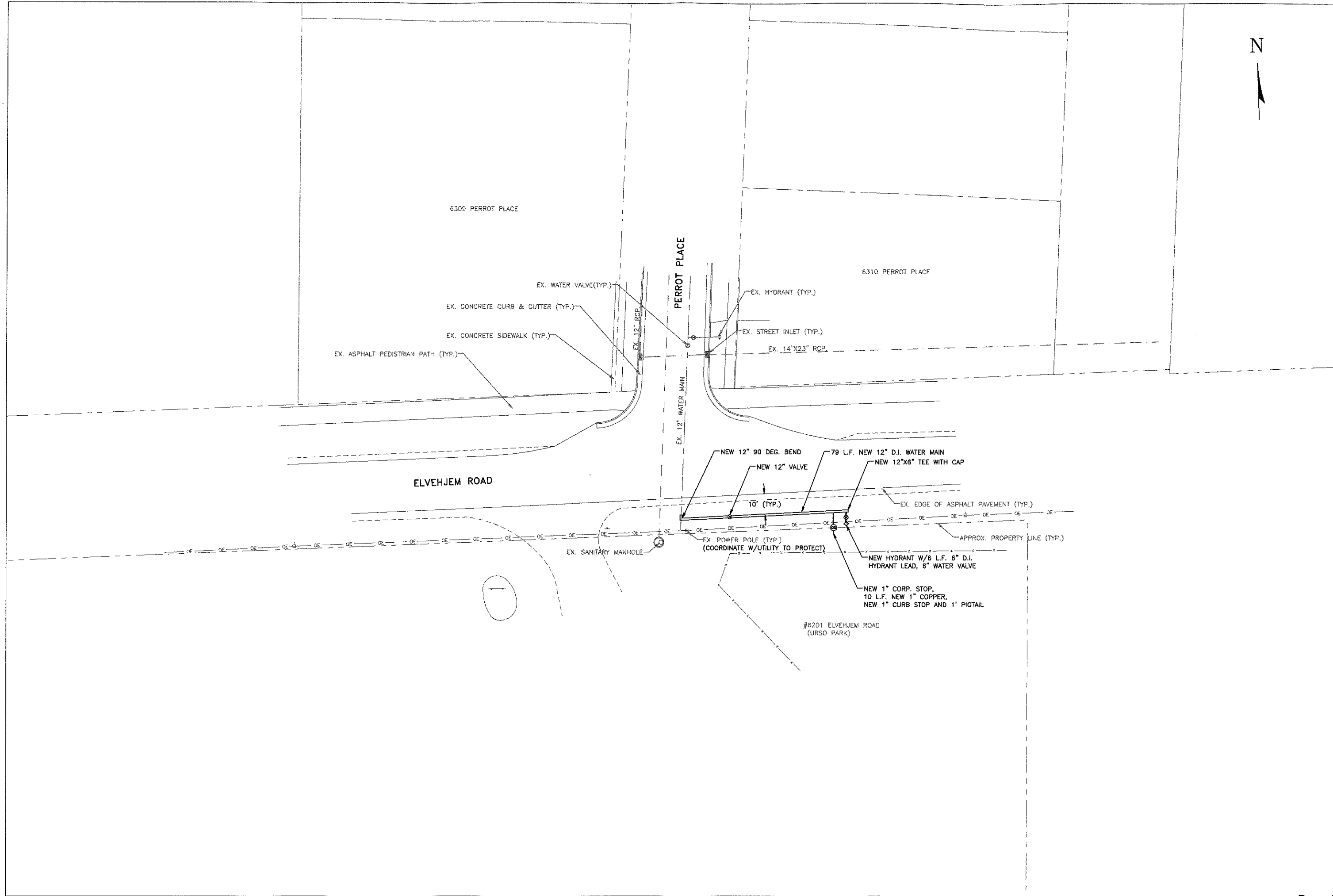
PLAN & PROFILE
AUTUMN LANE
Station 64+60 To Timber Lane

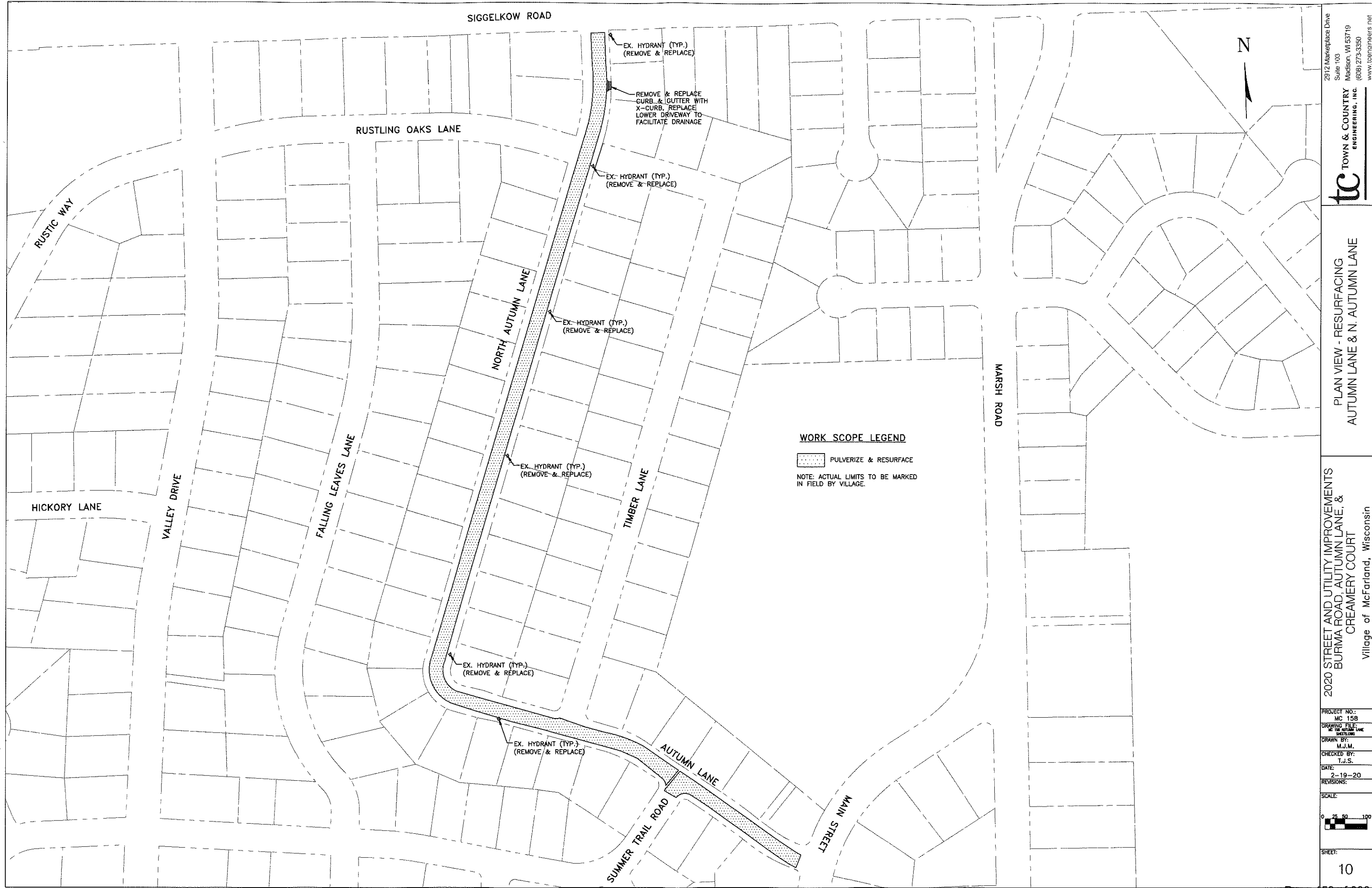
2020 STREET AND UTILITY IMPROVEMENTS
BURMA ROAD, AUTUMN LANE, &
CREAMERY COURT
Village of McFarland, Wisconsin

PROJECT NO.: MC 158
DRAWING FILE: 100 AUTUMN LANE
DRAWN BY: M.J.M.
CHECKED BY: T.J.S.
DATE: 2-19-20
REVISIONS:

SCALE: HORIZONTAL
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VERTICAL
1 2
SHEET: 8

Page 151 of 300



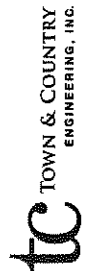


WORK SCOPE LEGEND

 PULVERIZE & RESURFACE

NOTE: ACTUAL LIMITS TO BE MARKED
IN FIELD BY VILLAGE.

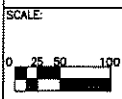
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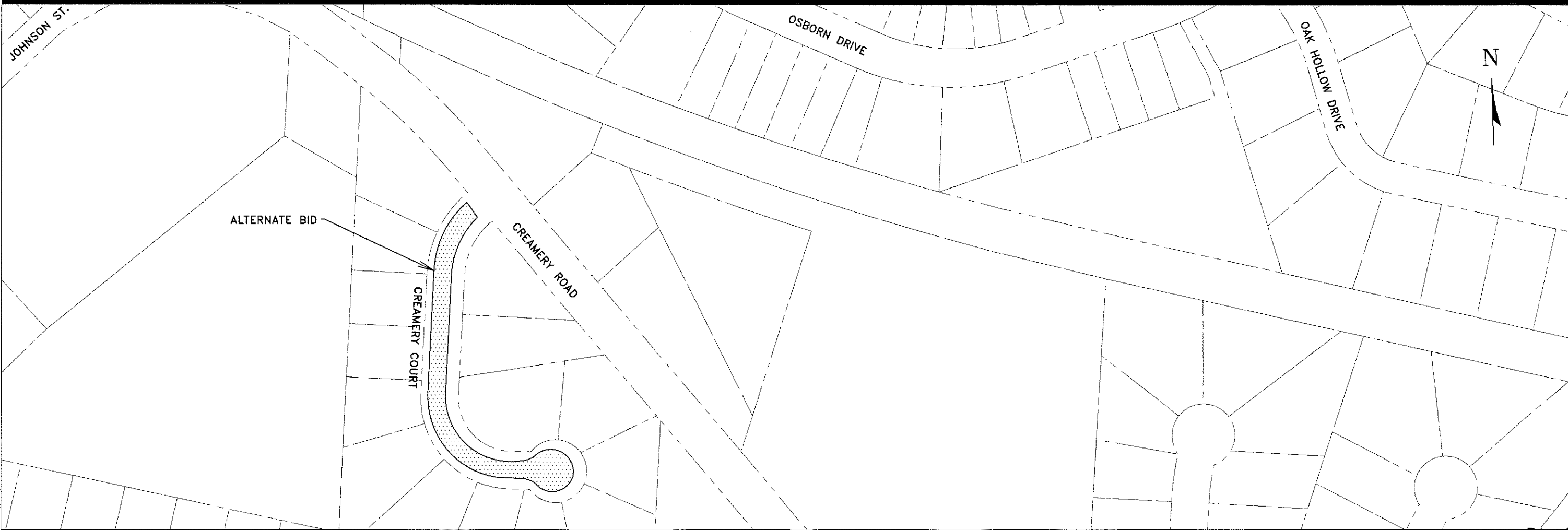
PLAN VIEW - RESURFACING
AUTUMN LANE & N. AUTUMN LANE

2020 STREET AND UTILITY IMPROVEMENTS
BURMA ROAD, AUTUMN LANE, &
CREAMERY COURT
Village of McFarland, Wisconsin

PROJECT NO.:	MC 158
DRAWING FILE:	MC 158 AUTUMN LANE
DRAWN BY:	M.J.M.
CHECKED BY:	T.J.S.
DATE:	2-19-20
REVISIONS:	



SHEET:
10



2020 STREET AND UTILITY IMPROVEMENTS
BURMA ROAD, AUTUMN LANE, &
CREAMERY COURT
Village of McFarland, Wisconsin

**PLAN VIEW - RESURFACING
CREAMERY COURT & BURMA ROAD**

PROJECT NO.: MC 158
DRAWING FILE: MC 158 BURMA LANE SHEETING
DRAWN BY: M.J.M.
CHECKED BY: T.J.S.
DATE: 2-19-20
REVISIONS:
SCALE:
0 20 40 80
SHEET: 11

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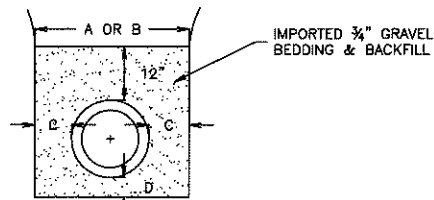
DIMENSIONS:

A: OUTSIDE DIAMETER OF PIPE PLUS 24" MAXIMUM, EXCEPT NEED NOT BE LESS THAN 36". TRENCH SHIELDS NARROWER THAN 4 FEET INSIDE WIDTH WILL NOT BE REQUIRED UNLESS SPECIFICALLY REQUIRED IN THE PROJECT SPECIFICATIONS.

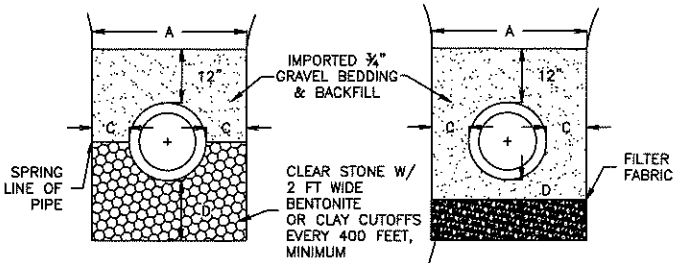
B: FOR ROCK, OUTSIDE DIAMETER OF PIPE PLUS 18" MAXIMUM, EXCEPT NEED NOT BE LESS THAN 36".

C: MINIMUM - 6"

D: MINIMUM 4" BELOW BARREL AND 3" BELOW BELL.



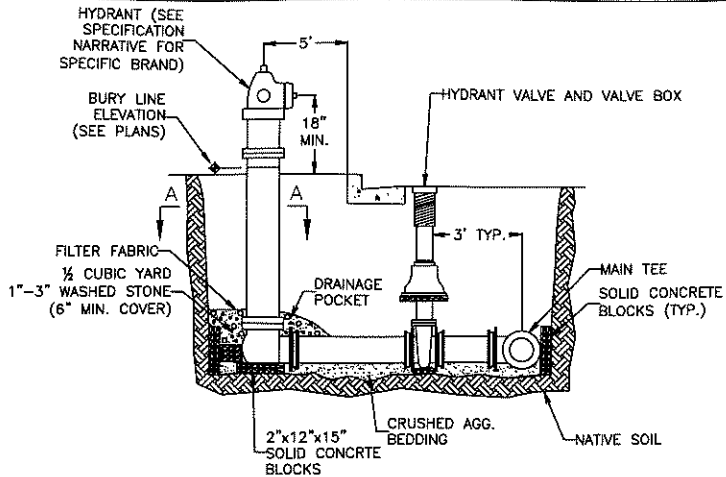
NORMAL PIPE TRENCH



WET TRENCH
WITH SUMP DEWATERING

UNSTABLE TRENCH

DETAIL
TRENCH WIDTH AND BEDDING



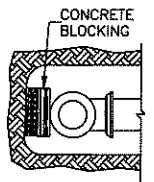
NOTES:

- THE HYDRANT AND HYDRANT VALVE SHALL BE CONNECTED TO THE MAIN TEE BY MEGALUGS.

- FILTER FABRIC SHALL BE WRAPPED AROUND THE DRAIN POCKET.

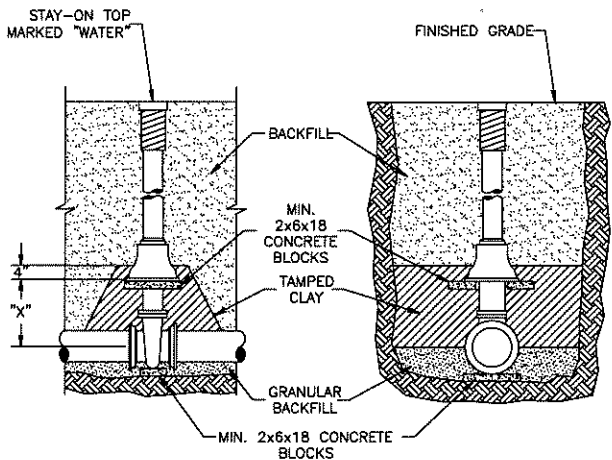
- WHERE THE HYDRANT IS INSTALLED AT THE HIGH POINT OF THE WATER MAIN ON MAINS 10 INCHES IN DIAMETER AND LARGER, THE CONTRACTOR SHALL TIP THE MAIN TEE UPWARDS 45 DEGREES AND USE A 45 DEGREE FITTING TO ALLOW AIR TO ESCAPE FROM THE MAIN.

- WHERE THE LOCATION OF THE HYDRANT VALVE BOX WOULD BE IN ANY PORTION OF THE CURB AND GUTTER, THE CONTRACTOR SHALL PLACE THE VALVE IN THE TERRACE AREA.



SECTION A-A

DETAIL
HYDRANT SETTING



VIEW ALONG PIPELINE

SECTION VIEW

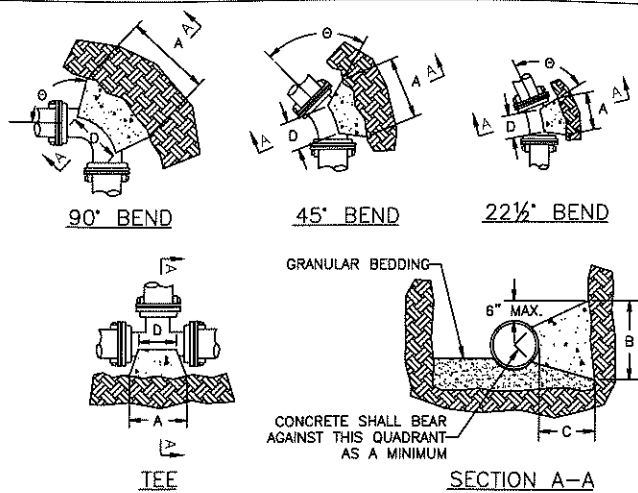
PIPE DIA., INCHES	6	8	10	12	14	16
"X" DIMENSION, INCHES	12	13	17	21	25	30

NOTES:

- SOLID CONCRETE BLOCKS MUST BE USED.

- VALVES SHALL BE SECURED WITH RODDING OR MEGALUGS TO THE NEAREST "TEE" FITTING OR TO THE FIRST JOINT CONNECTING A FULL SECTION OF WATER MAIN PIPE. SEE RODDING DETAIL "OFFSET AND RODDING".

DETAIL
VALVE BOX SETTING



WOOD BLOCKING MAY NOT BE USED. ONLY SOLID CONCRETE BLOCKS ARE ALLOWED.

DIMENSION "D" SHALL BE AS LARGE AS POSSIBLE, BUT THE CONCRETE SHALL NOT INTERFERE WITH THE MECHANICAL JOINTS.

DIMENSION "C" SHALL BE AT LEAST 6 INCHES, AND LARGE ENOUGH TO MAKE THE "B" ANGLE EQUAL TO OR GREATER THAN 45 DEGREES WITH THE DIMENSION "A" AS SHOWN ON THE TABLE, OR GREATER, AND WITH DIMENSION "D" AS LARGE AS POSSIBLE.

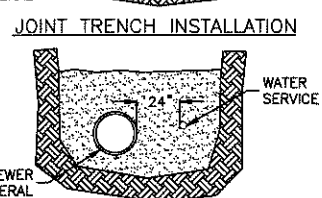
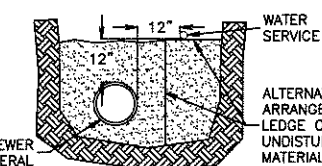
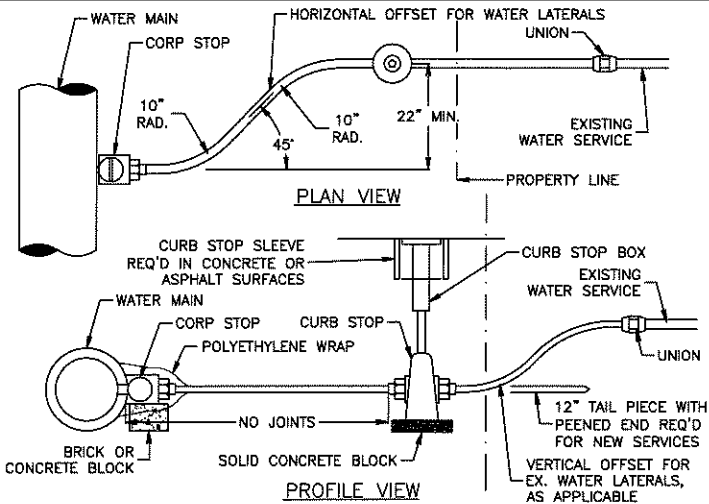
CONCRETE SHALL BE CLASS "CC". SEE SECTION 03301.

PIPE SIZE	BUTTRISS DIMENSIONS					
	TEES	22.5° BEND	45° BEND	90° BEND		
6	1'-3"	1'-0"	1'-0"	1'-0"	1'-4"	1'-2"
8	1'-6"	1'-4"	1'-0"	1'-4"	1'-2"	1'-6"
10/12	2'-3"	2'-0"	1'-4"	1'-4"	1'-10"	2'-8"
14/16	3'-2"	2'-6"	1'-10"	1'-8"	2'-6"	3'-10"
18/20	4'-0"	3'-0"	2'-4"	2'-0"	3'-3"	4'-4"
22/24	5'-3"	3'-4"	2'-10"	2'-4"	4'-0"	5'-10"
30	6'-3"	4'-3"	3'-6"	3'-0"	5'-4"	8'-0"

* = FOR TEE THIS WILL BE THE BRANCH PIPE

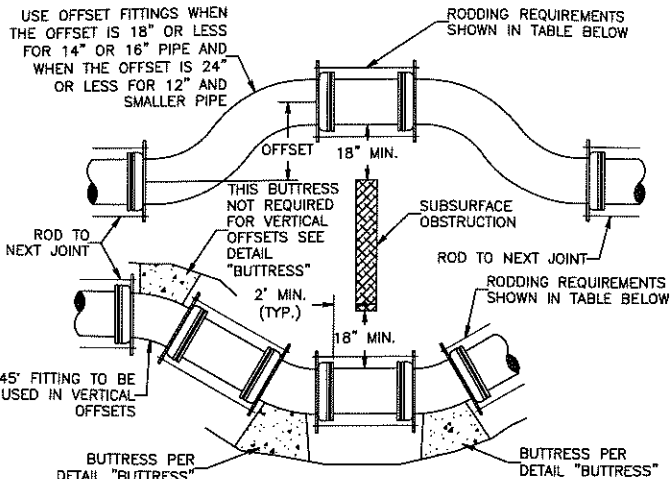
DIMENSIONS IN THE TABLE ARE BASED ON A WATER PRESSURE OF 150 PSI AND SOIL RESISTANCE OF 2000 LBS./SQ.FT.

DETAIL
BUTTRISS



JOINT TRENCH INSTALLATION W/
LESS THAN 12" VERTICAL SEPARATION

DETAIL
WATER SERVICE INSTALLATION



NOMINAL PIPE SIZE	RODS NO.	RODS DIA.	STRAP SIZE	BOLT DIA.	WASHER SIZE
6	3	3/8"	1/2" x 2"	3/8"	1/2" x 3 x 5
8	4	3/8"	1/2" x 2"	3/8"	1/2" x 3 x 5
10	4	3/8"	1/2" x 2 1/2"	1"	1/2" x 3 x 5
12	4	3/8"	1/2" x 2 1/2"	1"	1/2" x 3 x 5
14	4	3/8"	1/2" x 2 1/2"	1"	1/2" x 3 x 5

ALL DIMENSIONS IN THIS TABLE ARE IN INCHES

NOTES:

- RODS AND WASHERS TO BE ASTM A-575 MERCHANT QUALITY 0.17-0.24 CARBON. NUTS TO BE AMERICAN STANDARD HEAVY, NOT PRESTRESSED.

- TIE RODS, BOLTS, NUTS, BANDS AND WASHERS TO BE FURNISHED AND ASSEMBLED BY THE CONTRACTOR.

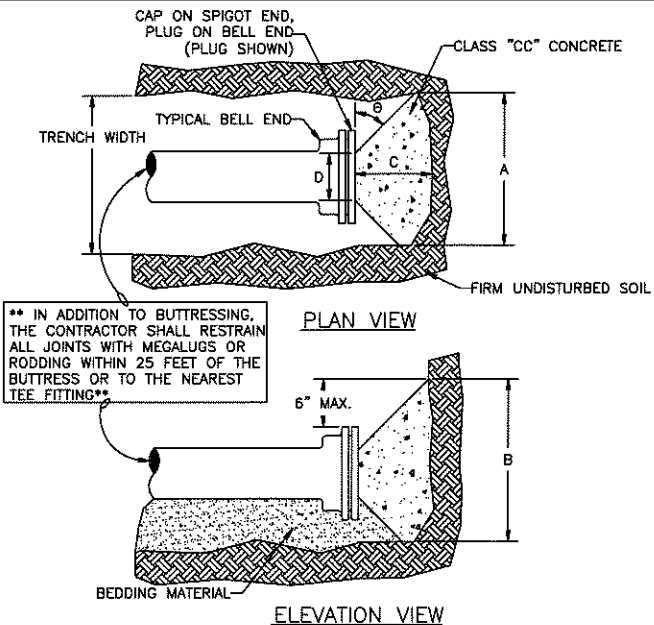
- ALL STEEL MATERIAL TO BE GALVANIZED OR THOROUGHLY COATED WITH ENGINEER APPROVED COATING.

- OFFSET FITTINGS REQUIRE CONTINUOUS RODDING IN ALL POSITIONS.

- VERTICAL OFFSETS SHALL NOT CREATE A HIGH POINT IN THE WATER MAIN. VERTICAL OFFSETS REQUIRE THE SAME RODDING AND BUTTRISSING AS SHOWN ABOVE.

- MEGALUG RESTRAINTS MAY BE USED IN LIEU OF RODDING.

DETAIL
OFFSET AND RODDING



DIA.	BUTTRISS DIMENSIONS			
	A	B	C	D
6"	1'-3"	1'-0"		
8"	1'-8"	1'-6"		
10"	2'-0"	1'-8"		
12"	2'-5"	1'-10"		
16"	3'-4"	2'-4"		
20"	4'-3"	2'-10"		
24"	5'-2"	3'-4"		
30"	6'-9"	4'-0"		

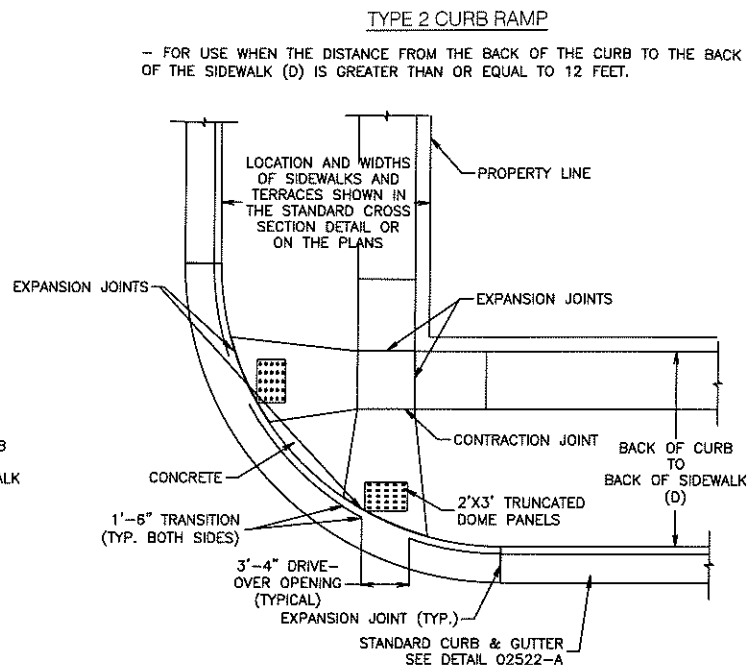
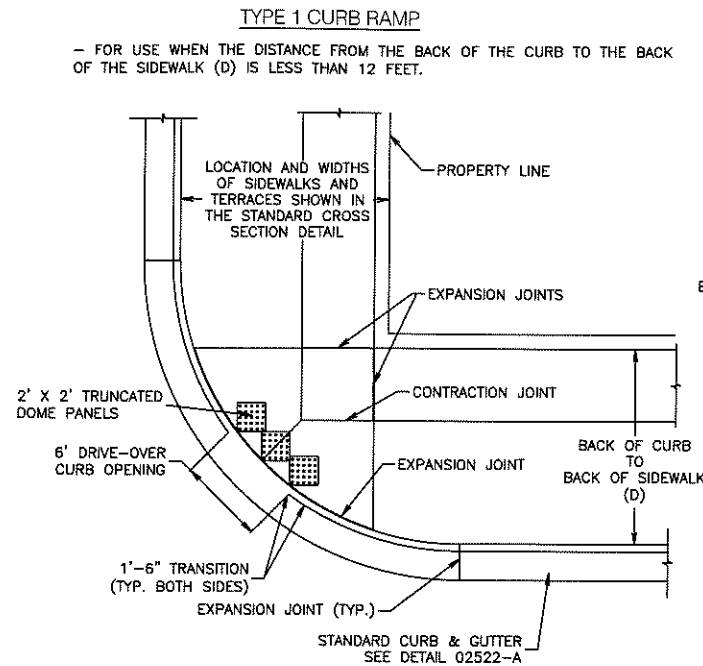
NOTES:

- DIMENSION "C" SHALL BE LARGE ENOUGH TO MAKE ANGLE θ EQUAL TO OR GREATER THAN 45°.

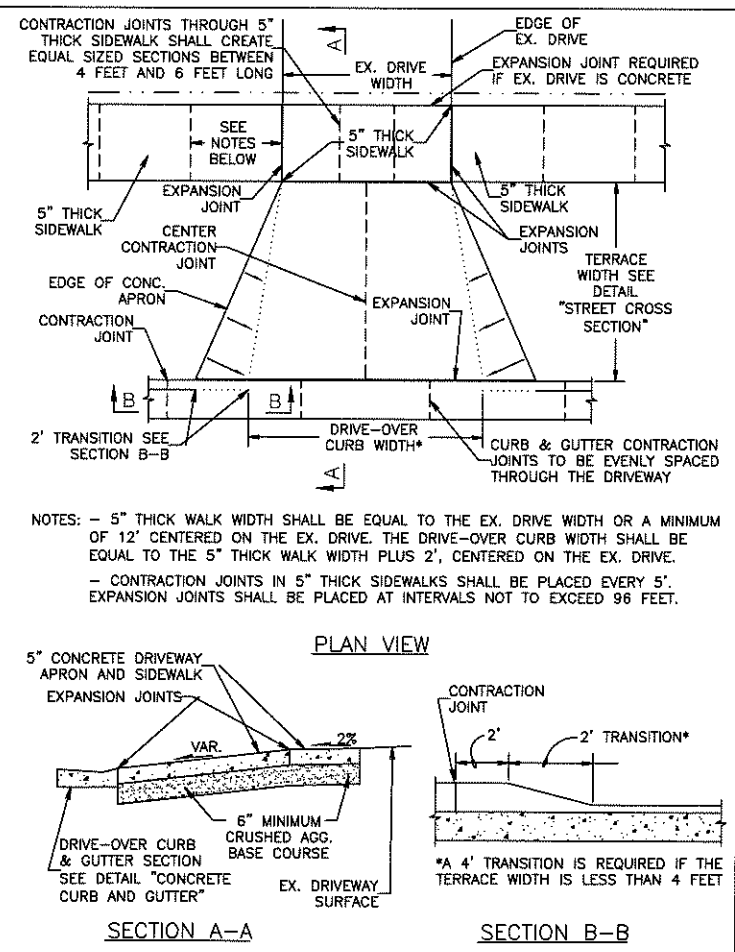
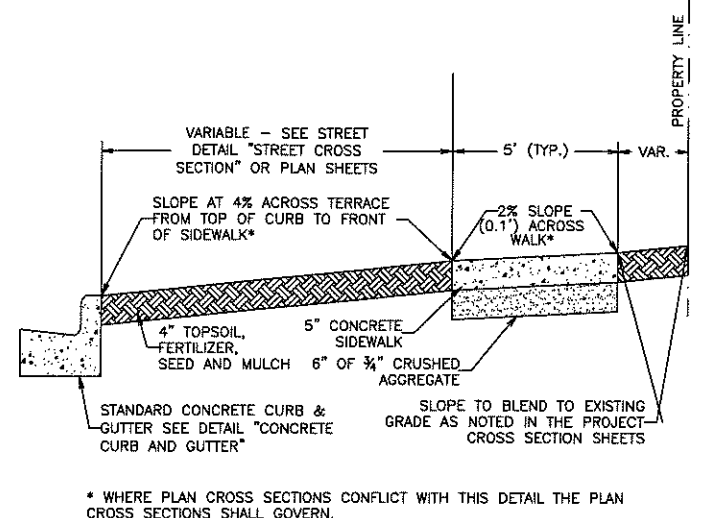
- DIMENSION "D" EQUALS APPROX. I.D. OF PIPE, LESS 2 INCHES. CONTRACTOR SHALL PROTECT THE MECH. JOINT BOLTS FROM THE CONCRETE BUTTRISS.

- BUTTRISS DIMENSIONS ARE BASED UPON A SOIL RESISTANCE OF 2 TONS PER SQ. FT. AND A WATER PRESSURE OF 150 P.S.I.

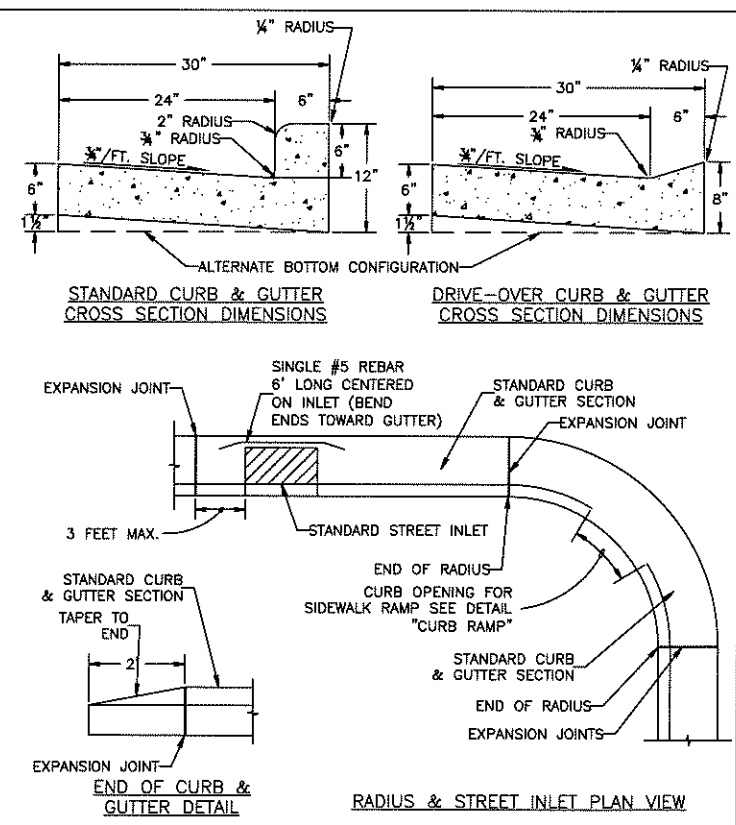
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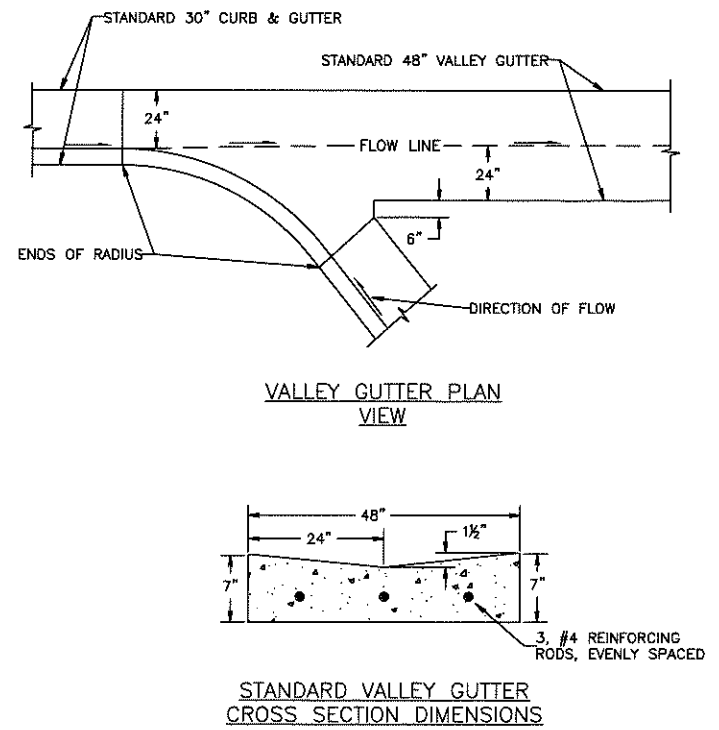
DETAIL
CURB RAMP DETAIL



DETAIL
DRIVEWAY



DETAIL
CONCRETE CURB AND GUTTER



DETAIL
VALLEY GUTTER

BID TABULATION

PAGE 1 OF 4

Project: 2020 Street & Utility Improvements; Village of McFarland
 Engineer's Project Number: MC 158 Bid Deadline: March 5, 2020 at 10:30 a.m. local time

ITEM NO.	DESCRIPTION OF WORK	QUANT.	BID UNITS	PRE-BID ESTIMATE		G-Pro Excavating LLC		Fischer Excavating, Inc.		A-1 Excavating, Inc.	
				UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
BASE BID											
Utility Work											
1.	12" D.I. Water Main	79	lin. ft.	\$ 110.00	\$ 8,690.00	\$ 130.00	\$ 10,270.00	\$ 158.36	\$ 12,510.44	\$ 222.00	\$ 17,538.00
2.	10" D.I. Water Main	2,081	lin. ft.	\$ 95.00	\$ 197,695.00	\$ 99.50	\$ 207,059.50	\$ 109.51	\$ 227,890.31	\$ 114.00	\$ 237,234.00
3.	8" D.I. Water Main	55	lin. ft.	\$ 80.00	\$ 4,400.00	\$ 110.00	\$ 6,050.00	\$ 112.23	\$ 6,172.65	\$ 115.00	\$ 6,325.00
4.	6" D.I. Water Main & Hydrant Leads	60	lin. ft.	\$ 75.00	\$ 4,500.00	\$ 95.00	\$ 5,700.00	\$ 100.73	\$ 6,043.80	\$ 95.00	\$ 5,700.00
5.	12" Gate Valves and Boxes	1	each	\$ 2,200.00	\$ 2,200.00	\$ 3,250.00	\$ 3,250.00	\$ 2,956.41	\$ 2,956.41	\$ 3,500.00	\$ 3,500.00
6.	10" Gate Valves and Boxes	7	each	\$ 2,000.00	\$ 14,000.00	\$ 2,680.00	\$ 18,760.00	\$ 2,650.94	\$ 18,556.58	\$ 2,500.00	\$ 17,500.00
7.	8" Gate Valves and Boxes	3	each	\$ 1,850.00	\$ 5,550.00	\$ 1,900.00	\$ 5,700.00	\$ 1,543.46	\$ 4,630.38	\$ 1,900.00	\$ 5,700.00
8.	6" Gate Valves and Boxes	5	each	\$ 1,600.00	\$ 8,000.00	\$ 1,425.00	\$ 7,125.00	\$ 1,166.71	\$ 5,833.55	\$ 1,500.00	\$ 7,500.00
9.	Hydrants	10	each	\$ 4,200.00	\$ 42,000.00	\$ 4,066.00	\$ 40,660.00	\$ 4,316.53	\$ 43,165.30	\$ 5,400.00	\$ 54,000.00
10.	1" Corporation Stops	28	each	\$ 450.00	\$ 12,600.00	\$ 350.00	\$ 9,800.00	\$ 432.78	\$ 12,117.84	\$ 200.00	\$ 5,600.00
11.	2" Corporation Stops	1	each	\$ 500.00	\$ 500.00	\$ 850.00	\$ 850.00	\$ 766.03	\$ 766.03	\$ 510.00	\$ 510.00
12.	1" Curb Stops	28	each	\$ 450.00	\$ 12,600.00	\$ 550.00	\$ 15,400.00	\$ 577.07	\$ 16,157.96	\$ 400.00	\$ 11,200.00
13.	2" Curb Stops	1	each	\$ 500.00	\$ 500.00	\$ 900.00	\$ 900.00	\$ 681.53	\$ 681.53	\$ 680.00	\$ 680.00
14.	1" Copper Water Service Laterals	965	lineal ft.	\$ 55.00	\$ 53,075.00	\$ 56.00	\$ 54,040.00	\$ 79.31	\$ 76,534.15	\$ 65.00	\$ 62,725.00
15.	2" Copper Water Service Laterals	43	lineal ft.	\$ 65.00	\$ 2,795.00	\$ 73.00	\$ 3,139.00	\$ 87.17	\$ 3,748.31	\$ 81.00	\$ 3,483.00
16.	Water Service Lateral Reconections	28	each	\$ 250.00	\$ 7,000.00	\$ 380.00	\$ 10,640.00	\$ 176.01	\$ 4,928.28	\$ 150.00	\$ 4,200.00
17.	Existing Main Reconections	8	each	\$ 2,000.00	\$ 16,000.00	\$ 2,300.00	\$ 18,400.00	\$ 4,085.62	\$ 32,684.96	\$ 3,000.00	\$ 24,000.00
Street Work											
18.	Pulverizing and Grading of Existing Asphalt Pavement	13,053	sq. yds.	\$ 2.50	\$ 32,632.50	\$ 3.61	\$ 47,121.33	\$ 1.85	\$ 24,148.05	\$ 3.00	\$ 39,159.00
19.	Excavation and Disposal of Bad Subbase Below Subgrade	1,025	cu. yd.	\$ 15.00	\$ 15,375.00	\$ 22.00	\$ 22,550.00	\$ 20.05	\$ 20,551.25	\$ 15.00	\$ 15,375.00
20.	3" Breaker Run Replacement of Excavation of Bad Subbase Below Subgrade	2,067	tons	\$ 15.00	\$ 31,005.00	\$ 8.50	\$ 17,569.50	\$ 19.33	\$ 39,955.11	\$ 16.00	\$ 33,072.00
21.	Sanitary Manhole Castings	9	each	\$ 700.00	\$ 6,300.00	\$ 725.00	\$ 6,525.00	\$ 1,203.79	\$ 10,834.11	\$ 850.00	\$ 7,650.00
22.	1½" Hot Mix Asphalt Surface Course, Type 5 LT	1,240	tons	\$ 90.00	\$ 111,600.00	\$ 65.15	\$ 80,786.00	\$ 65.15	\$ 80,786.00	\$ 70.00	\$ 86,800.00
23.	1¾" Hot Mix Asphalt Lower Course, Type 4 LT	1,445	tons	\$ 89.00	\$ 128,605.00	\$ 62.69	\$ 90,587.05	\$ 62.69	\$ 90,587.05	\$ 70.00	\$ 101,150.00
24.	Clean & Tack	13,056	sq. yd.	\$ 0.60	\$ 7,833.60	\$ 0.15	\$ 1,958.40	\$ 0.15	\$ 1,958.40	\$ 0.10	\$ 1,305.60
25.	Replace Top Section of Water Valve Boxes	5	each	\$ 410.00	\$ 2,050.00	\$ 315.00	\$ 1,575.00	\$ 912.74	\$ 4,563.70	\$ 340.00	\$ 1,700.00
26.	2" Hot-Mix Asphalt Paving and Driveways	75	sq. yd.	\$ 16.50	\$ 1,237.50	\$ 28.00	\$ 2,100.00	\$ 51.49	\$ 3,861.75	\$ 24.00	\$ 1,800.00
27.	Sawcutting Existing Concrete and Asphalt Pavements	492	lineal ft.	\$ 3.50	\$ 1,722.00	\$ 3.00	\$ 1,476.00	\$ 1.65	\$ 811.80	\$ 4.00	\$ 1,968.00
28.	Remove and Replace 30" Concrete Curb & Gutter (< 50-foot sections)	476	lineal ft.	\$ 33.00	\$ 15,708.00	\$ 37.00	\$ 17,612.00	\$ 40.94	\$ 19,487.44	\$ 40.00	\$ 19,040.00
29.	Remove and Replace 30" Concrete Curb & Gutter (> 50-foot sections)	100	lineal ft.	\$ 27.00	\$ 2,700.00	\$ 28.00	\$ 2,800.00	\$ 34.67	\$ 3,467.00	\$ 30.00	\$ 3,000.00

BID TABULATION

PAGE 2 OF 4

Project: 2020 Street & Utility Improvements; Village of McFarland
 Engineer's Project Number: MC 158 Bid Deadline: March 5, 2020 at 10:30 a.m. local time

ITEM NO.	DESCRIPTION OF WORK	BID		PRE-BID ESTIMATE		G-Pro Excavating LLC		Fischer Excavating, Inc.		A-1 Excavating, Inc.	
		QUANT.	UNITS	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
30.	Removal and Replace 5" Thick Concrete Sidewalk and Driveway Approaches	2,540	sq. ft.	\$ 10.00	\$ 25,400.00	\$ 10.00	\$ 25,400.00	\$ 10.35	\$ 26,289.00	\$ 10.00	\$ 25,400.00
31.	48" Concrete Valley Gutter	79	lineal ft.	\$ 115.00	\$ 9,085.00	\$ 50.00	\$ 3,950.00	\$ 70.22	\$ 5,547.38	\$ 60.00	\$ 4,740.00
32.	Topsoil Restoration, Seeding, Fertilizing & Mulching	800	sq. yds.	\$ 9.00	\$ 7,200.00	\$ 7.50	\$ 6,000.00	\$ 11.35	\$ 9,080.00	\$ 5.00	\$ 4,000.00
33.	Erosion Control	1	lump sum	\$ 10,000.00	\$ 10,000.00	\$ 14,750.00	\$ 14,750.00	\$ 1,490.05	\$ 1,490.05	\$ 5,000.00	\$ 5,000.00
34.	Traffic Control	1	lump sum	\$ 10,000.00	\$ 10,000.00	\$ 17,500.00	\$ 17,500.00	\$ 7.57	\$ 7.57	\$ 5,000.00	\$ 5,000.00
35.	5" Thick Concrete Sidewalk	402	sq. ft.	\$ 10.00	\$ 4,020.00	\$ 6.00	\$ 2,412.00	\$ 7.57	\$ 3,043.14	\$ 10.00	\$ 4,020.00
	TOTAL BASE BID				\$ 814,578.60		\$ 780,415.78		\$ 821,847.28		\$ 827,574.60
ALTERNATE BID											
A1.	Pulverizing and Grading of Existing Asphalt Pavement	2,067	sq. yds.	\$ 2.50	\$ 5,167.50	\$ 3.61	\$ 7,461.87	\$ 1.85	\$ 3,823.95	\$ 3.00	\$ 6,201.00
A2.	Excavation and Disposal of Bad Subbase Below Subgrade	87	cu. yd.	\$ 15.00	\$ 1,305.00	\$ 22.00	\$ 1,914.00	\$ 20.06	\$ 1,745.22	\$ 22.00	\$ 1,914.00
A3.	3" Breaker Run Replacement of Excavation of Bad Subbase Below Subgrade	159	tons	\$ 15.00	\$ 2,385.00	\$ 8.50	\$ 1,351.50	\$ 19.33	\$ 3,073.47	\$ 20.00	\$ 3,180.00
A4.	Sanitary Manhole Castings	4	each	\$ 700.00	\$ 2,800.00	\$ 725.00	\$ 2,900.00	\$ 1,060.73	\$ 4,242.92	\$ 850.00	\$ 3,400.00
A5.	Sawcutting Existing Concrete and Asphalt Pavements	29	lineal ft.	\$ 3.50	\$ 101.50	\$ 3.00	\$ 87.00	\$ 1.65	\$ 47.85	\$ 5.00	\$ 145.00
A6.	1½" Hot Mix Asphalt Surface Course, Type 5 LT	197	tons	\$ 90.00	\$ 17,730.00	\$ 68.73	\$ 13,539.81	\$ 68.73	\$ 13,539.81	\$ 72.00	\$ 14,184.00
A7.	1¾" Hot Mix Asphalt Lower Course, Type 4 LT	229	tons	\$ 89.00	\$ 20,381.00	\$ 64.58	\$ 14,788.82	\$ 64.58	\$ 14,788.82	\$ 72.00	\$ 16,488.00
A8.	Clean & Tack	2,067	sq. yd.	\$ 0.60	\$ 1,240.20	\$ 0.15	\$ 310.05	\$ 0.15	\$ 310.05	\$ 0.15	\$ 310.05
A9.	Erosion Control	1	lump sum	\$ 1,500.00	\$ 1,500.00	\$ 1,000.00	\$ 1,000.00	\$ 665.60	\$ 665.60	\$ 400.00	\$ 400.00
A10.	Traffic Control	1	lump sum	\$ 1,500.00	\$ 1,500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 400.00	\$ 400.00
	TOTAL ALTERNATE BID				\$ 54,110.20		\$ 43,853.05		\$ 42,737.69		\$ 46,622.05
SUPPLEMENTAL BID ITEMS											
S1.	Property Corner Replacement	1	each	\$ 500.00	\$ 500.00	\$ 250.00	\$ 250.00	\$ 600.00	\$ 600.00	\$ 750.00	\$ 750.00
S2.	Removal and Replacement of Unsuitable Trench Backfill	300	cu. yd.	\$ 25.00	\$ 7,500.00	\$ 29.00	\$ 8,700.00	\$ 4.93	\$ 1,479.00	\$ 40.00	\$ 12,000.00
	TOTAL OF SUPPLEMENTAL BID				\$ 8,000.00		\$ 8,950.00		\$ 2,079.00		\$ 12,750.00

BID TABULATION

PAGE 3 OF 4

Project: 2020 Street & Utility Improvements; Village of McFarland
 Engineer's Project Number: MC 158 Bid Deadline: March 5, 2020 at 10:30 a.m. local time

ITEM NO.	DESCRIPTION OF WORK	BID QUANT.	UNITS	Speedway Sand & Gravel, Inc. UNIT PRICE	AMOUNT	Parisi Construction Co., Inc. UNIT PRICE	AMOUNT	E & N Hughes Co., Inc. UNIT PRICE	AMOUNT		
BASE BID											
Utility Work											
1.	12" D.I. Water Main	79	lin. ft.	\$ 141.45	\$ 11,174.55	\$ 160.00	\$ 12,640.00	\$ 163.05	\$ 12,880.95		
2.	10" D.I. Water Main	2,081	lin. ft.	\$ 125.40	\$ 260,957.40	\$ 110.00	\$ 228,910.00	\$ 117.85	\$ 245,245.85		
3.	8" D.I. Water Main	55	lin. ft.	\$ 141.79	\$ 7,798.45	\$ 82.00	\$ 4,510.00	\$ 196.55	\$ 10,810.25		
4.	6" D.I. Water Main & Hydrant Leads	60	lin. ft.	\$ 146.53	\$ 8,791.80	\$ 88.00	\$ 5,280.00	\$ 147.10	\$ 8,826.00		
5.	12" Gate Valves and Boxes	1	each	\$ 3,436.00	\$ 3,436.00	\$ 4,800.00	\$ 4,800.00	\$ 3,268.55	\$ 3,268.55		
6.	10" Gate Valves and Boxes	7	each	\$ 2,913.80	\$ 20,396.60	\$ 3,900.00	\$ 27,300.00	\$ 2,671.00	\$ 18,697.00		
7.	8" Gate Valves and Boxes	3	each	\$ 2,163.00	\$ 6,489.00	\$ 3,100.00	\$ 9,300.00	\$ 1,903.15	\$ 5,709.45		
8.	6" Gate Valves and Boxes	5	each	\$ 1,671.00	\$ 8,355.00	\$ 2,600.00	\$ 13,000.00	\$ 1,335.00	\$ 6,675.00		
9.	Hydrants	10	each	\$ 4,720.15	\$ 47,201.50	\$ 4,800.00	\$ 48,000.00	\$ 5,196.45	\$ 51,964.50		
10.	1" Corporation Stops	28	each	\$ 757.50	\$ 21,210.00	\$ 140.00	\$ 3,920.00	\$ 88.75	\$ 2,485.00		
11.	2" Corporation Stops	1	each	\$ 1,593.00	\$ 1,593.00	\$ 600.00	\$ 600.00	\$ 546.55	\$ 546.55		
12.	1" Curb Stops	28	each	\$ 885.85	\$ 24,803.80	\$ 270.00	\$ 7,560.00	\$ 268.00	\$ 7,504.00		
13.	2" Curb Stops	1	each	\$ 1,509.35	\$ 1,509.35	\$ 390.00	\$ 390.00	\$ 574.50	\$ 574.50		
14.	1" Copper Water Service Laterals	965	lineal ft.	\$ 22.25	\$ 21,471.25	\$ 9.00	\$ 8,685.00	\$ 83.75	\$ 80,818.75		
15.	2" Copper Water Service Laterals	43	lineal ft.	\$ 28.30	\$ 1,216.90	\$ 90.00	\$ 3,870.00	\$ 87.00	\$ 3,741.00		
16.	Water Service Lateral Reconections	28	each	\$ 367.85	\$ 10,299.80	\$ 2,300.00	\$ 64,400.00	\$ 33.50	\$ 938.00		
17.	Existing Main Reconections	8	each	\$ 2,267.00	\$ 18,136.00	\$ 2,400.00	\$ 19,200.00	\$ 780.00	\$ 6,240.00		
Street Work											
18.	Pulverizing and Grading of Existing Asphalt Pavement	13,053	sq. yds.	\$ 3.42	\$ 44,641.26	\$ 1.30	\$ 16,968.90	\$ 4.50	\$ 58,738.50		
19.	Excavation and Disposal of Bad Subbase Below Subgrade	1,025	cu. yd.	\$ 19.00	\$ 19,475.00	\$ 25.75	\$ 26,393.75	\$ 24.15	\$ 24,753.75		
20.	3" Breaker Run Replacement of Excavation of Bad Subbase Below Subgrade	2,067	tons	\$ 25.00	\$ 51,675.00	\$ 14.00	\$ 28,938.00	\$ 19.55	\$ 40,409.85		
21.	Sanitary Manhole Castings	9	each	\$ 690.00	\$ 6,210.00	\$ 1,300.00	\$ 11,700.00	\$ 1,135.50	\$ 10,219.50		
22.	1½" Hot Mix Asphalt Surface Course, Type 5 LT	1,240	tons	\$ 68.00	\$ 84,320.00	\$ 73.00	\$ 90,520.00	\$ 75.00	\$ 93,000.00		
23.	1¾" Hot Mix Asphalt Lower Course, Type 4 LT	1,445	tons	\$ 65.00	\$ 93,925.00	\$ 70.00	\$ 101,150.00	\$ 72.10	\$ 104,184.50		
24.	Clean & Tack	13,056	sq. yd.	\$ 0.10	\$ 1,305.60	\$ 0.10	\$ 1,305.60	\$ 0.17	\$ 2,219.52		
25.	Replace Top Section of Water Valve Boxes	5	each	\$ 850.00	\$ 4,250.00	\$ 520.00	\$ 2,600.00	\$ 301.70	\$ 1,508.50		
26.	2" Hot-Mix Asphalt Paving and Driveways	75	sq. yd.	\$ 16.00	\$ 1,200.00	\$ 17.25	\$ 1,293.75	\$ 32.20	\$ 2,415.00		
27.	Sawcutting Existing Concrete and Asphalt Pavements	492	lineal ft.	\$ 3.50	\$ 1,722.00	\$ 2.70	\$ 1,328.40	\$ 3.15	\$ 1,549.80		
28.	Remove and Replace 30" Concrete Curb & Gutter (< 50-foot sections)	476	lineal ft.	\$ 36.53	\$ 17,388.28	\$ 44.75	\$ 21,301.00	\$ 45.50	\$ 21,658.00		
29.	Remove and Replace 30" Concrete Curb & Gutter (> 50-foot sections)	100	lineal ft.	\$ 33.53	\$ 3,353.00	\$ 46.75	\$ 4,675.00	\$ 51.75	\$ 5,175.00		

BID TABULATION

PAGE 4 OF 4

Project: 2020 Street & Utility Improvements; Village of McFarland
 Engineer's Project Number: MC 158 Bid Deadline: March 5, 2020 at 10:30 a.m. local time

ITEM NO.	DESCRIPTION OF WORK	BID		Speedway Sand & Gravel, Inc.		Parisi Construction Co., Inc.		E & N Hughes Co., Inc.			
		QUANT.	UNITS	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT		
30.	Removal and Replace 5" Thick Concrete Sidewalk and Driveway Approaches	2,540	sq. ft.	\$ 10.05	\$ 25,527.00	\$ 12.00	\$ 30,480.00	\$ 15.50	\$ 39,370.00		
31.	48" Concrete Valley Gutter	79	lineal ft.	\$ 46.74	\$ 3,692.46	\$ 56.00	\$ 4,424.00	\$ 62.00	\$ 4,898.00		
32.	Topsoil Restoration, Seeding, Fertilizing & Mulching	800	sq. yds.	\$ 10.21	\$ 8,168.00	\$ 18.25	\$ 14,600.00	\$ 7.35	\$ 5,880.00		
33.	Erosion Control	1	lump sum	\$ 9,350.00	\$ 9,350.00	\$ 7,500.00	\$ 7,500.00	\$ 3,182.50	\$ 3,182.50		
34.	Traffic Control	1	lump sum	\$ 3,900.00	\$ 3,900.00	\$ 55,000.00	\$ 55,000.00	\$ 19,354.00	\$ 19,354.00		
35.	5" Thick Concrete Sidewalk	402	sq. ft.	\$ 7.05	\$ 2,834.10	\$ 11.75	\$ 4,723.50	\$ 8.35	\$ 3,356.70		
	TOTAL BASE BID				\$ 857,777.10		\$ 887,266.90		\$ 908,798.47		
ALTERNATE BID											
A1.	Pulverizing and Grading of Existing Asphalt Pavement	2,067	sq. yds.	\$ 4.00	\$ 8,268.00	\$ 1.80	\$ 3,720.60	\$ 5.21	\$ 10,769.07		
A2.	Excavation and Disposal of Bad Subbase Below Subgrade	87	cu. yd.	\$ 20.00	\$ 1,740.00	\$ 33.50	\$ 2,914.50	\$ 24.15	\$ 2,101.05		
A3.	3" Breaker Run Replacement of Excavation of Bad Subbase Below Subgrade	159	tons	\$ 26.00	\$ 4,134.00	\$ 16.25	\$ 2,583.75	\$ 19.55	\$ 3,108.45		
A4.	Sanitary Manhole Castings	4	each	\$ 690.00	\$ 2,760.00	\$ 1,300.00	\$ 5,200.00	\$ 1,241.25	\$ 4,965.00		
A5.	Sawcutting Existing Concrete and Asphalt Pavements	29	lineal ft.	\$ 3.50	\$ 101.50	\$ 2.70	\$ 78.30	\$ 3.20	\$ 92.80		
A6.	1½" Hot Mix Asphalt Surface Course, Type 5 LT	197	tons	\$ 70.25	\$ 13,839.25	\$ 76.00	\$ 14,972.00	\$ 79.05	\$ 15,572.85		
A7.	1¾" Hot Mix Asphalt Lower Course, Type 4 LT	229	tons	\$ 68.25	\$ 15,629.25	\$ 74.00	\$ 16,946.00	\$ 74.25	\$ 17,003.25		
A8.	Clean & Tack	2,067	sq. yd.	\$ 0.15	\$ 310.05	\$ 0.15	\$ 310.05	\$ 0.17	\$ 351.39		
A9.	Erosion Control	1	lump sum	\$ 2,000.00	\$ 2,000.00	\$ 520.00	\$ 520.00	\$ 1,829.17	\$ 1,829.17		
A10.	Traffic Control	1	lump sum	\$ 560.00	\$ 560.00	\$ 9,700.00	\$ 9,700.00	\$ 575.00	\$ 575.00		
	TOTAL ALTERNATE BID				\$ 49,342.05		\$ 56,945.20		\$ 56,368.03		
SUPPLEMENTAL BID ITEMS											
S1.	Property Corner Replacement	1	each	\$ 800.00	\$ 800.00	\$ 500.00	\$ 500.00	\$ 1,150.00	\$ 1,150.00		
S2.	Removal and Replacement of Unsuitable Trench Backfill	300	cu. yd.	\$ 24.65	\$ 7,395.00	\$ 30.00	\$ 9,000.00	\$ 51.71	\$ 15,513.00		
	TOTAL OF SUPPLEMENTAL BID				\$ 8,195.00		\$ 9,500.00		\$ 16,663.00		

March 9, 2020

Village of McFarland
5915 Milwaukee Street
McFarland, WI 53558

Attention: Mr. Matthew Schuenke, Village Administrator

Subject: Analysis of Bids and Recommendation for Award of Contracts; 2020 Street & Utility Improvements; Village of McFarland

Bid Deadline: March 5, 2020 at 10:30 a.m. local time

Ladies and Gentlemen:

The purpose of this letter is to analyze the bids received for the 2020 Street & Utility Improvements project and to recommend award of a contract. This project involves curb & gutter, street, water main, and storm sewer improvements on various streets and supplemental bid items for property corner replacement and removal/replacement of unsuitable trench backfill. An alternate bid was requested to include similar work on Creamery Court, a street that was also bid as an alternate last year, but was not awarded due to budget constraints.

The pre-bid estimate for the base bid was \$814,578.60. Twenty-one general contractors, subcontractors, and material suppliers requested sets of the plans, specifications and bidding documents. Six contractors submitted bids.

A summary of the bids is as follows:

Contractor	Base Bid	Alternate Bid- Creamery Ct	Supplemental Bid Total	Base+Alt+ Supplemental
G-Pro Excavating LLC	\$780,415.78	\$43,853.05	\$8,950.00	\$833,218.83
Fischer Excavating, Inc.	\$821,847.28	\$42,737.69	\$2,079.00	\$866,663.97
A-1 Excavating, Inc.	\$827,574.60	\$46,622.05	\$12,750.00	\$886,946.65
Speedway Sand & Gravel, Inc.	\$857,777.10	\$49,342.05	\$8,195.00	\$915,314.15
Parisi Construction Co., Inc.	\$887,266.90	\$56,945.20	\$9,500.00	\$953,712.10
E & N Hughes Co., Inc.	\$908,798.47	\$56,368.03	\$16,663.00	\$981,829.50

All of the bids were properly submitted. The low bidder, using the base bid only, the base bid and alternate bid, or the base bid, alternate bid and supplemental bid is G-Pro Excavating LLC of Montfort, Wisconsin, an experienced utility and street contractor that completed a similar project for the Village in 2018.

The bids received for the base, alternate, and supplemental items are representative of competitive pricing and fall below our pre-bid estimate for the work. We recommend that G-Pro Excavating LLC be awarded a contract for the base bid, plus the alternate and supplemental bids, if budgets allow, for a total of \$833,218.83.

This will be a unit price contract. That is, the contractor will be paid for the work actually performed on the basis on the unit prices bid. This means that the final line item costs could be either greater

than or less than the bid totals. Also, unexpected conditions are sometimes encountered which result in increased project costs. Therefore, it would be wise to continue to carry the recommended 10% contingency.

If you have any questions with respect to our thoughts on this matter, I am available at your convenience to discuss them with you.

Very truly yours,
TOWN & COUNTRY ENGINEERING, INC.

A handwritten signature in black ink, appearing to read 'Tim Stieve', with a long horizontal flourish extending to the right.

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

TJS:sai

J:\JOB#S\McFarland\MC-158-M4 2020 Street and Utility Improvements\Bidding\Recommendation Ltr- MC158.docx

BID TABULATION

PAGE 1 OF 4

Project: 2020 Street & Utility Improvements; Village of McFarland
 Engineer's Project Number: MC 158 Bid Deadline: March 5, 2020 at 10:30 a.m. local time

ITEM NO.	DESCRIPTION OF WORK	QUANT.	BID UNITS	PRE-BID ESTIMATE		G-Pro Excavating LLC		Fischer Excavating, Inc.		A-1 Excavating, Inc.	
				UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
BASE BID											
Utility Work											
1.	12" D.I. Water Main	79	lin. ft.	\$ 110.00	\$ 8,690.00	\$ 130.00	\$ 10,270.00	\$ 158.36	\$ 12,510.44	\$ 222.00	\$ 17,538.00
2.	10" D.I. Water Main	2,081	lin. ft.	\$ 95.00	\$ 197,695.00	\$ 99.50	\$ 207,059.50	\$ 109.51	\$ 227,890.31	\$ 114.00	\$ 237,234.00
3.	8" D.I. Water Main	55	lin. ft.	\$ 80.00	\$ 4,400.00	\$ 110.00	\$ 6,050.00	\$ 112.23	\$ 6,172.65	\$ 115.00	\$ 6,325.00
4.	6" D.I. Water Main & Hydrant Leads	60	lin. ft.	\$ 75.00	\$ 4,500.00	\$ 95.00	\$ 5,700.00	\$ 100.73	\$ 6,043.80	\$ 95.00	\$ 5,700.00
5.	12" Gate Valves and Boxes	1	each	\$ 2,200.00	\$ 2,200.00	\$ 3,250.00	\$ 3,250.00	\$ 2,956.41	\$ 2,956.41	\$ 3,500.00	\$ 3,500.00
6.	10" Gate Valves and Boxes	7	each	\$ 2,000.00	\$ 14,000.00	\$ 2,680.00	\$ 18,760.00	\$ 2,650.94	\$ 18,556.58	\$ 2,500.00	\$ 17,500.00
7.	8" Gate Valves and Boxes	3	each	\$ 1,850.00	\$ 5,550.00	\$ 1,900.00	\$ 5,700.00	\$ 1,543.46	\$ 4,630.38	\$ 1,900.00	\$ 5,700.00
8.	6" Gate Valves and Boxes	5	each	\$ 1,600.00	\$ 8,000.00	\$ 1,425.00	\$ 7,125.00	\$ 1,166.71	\$ 5,833.55	\$ 1,500.00	\$ 7,500.00
9.	Hydrants	10	each	\$ 4,200.00	\$ 42,000.00	\$ 4,066.00	\$ 40,660.00	\$ 4,316.53	\$ 43,165.30	\$ 5,400.00	\$ 54,000.00
10.	1" Corporation Stops	28	each	\$ 450.00	\$ 12,600.00	\$ 350.00	\$ 9,800.00	\$ 432.78	\$ 12,117.84	\$ 200.00	\$ 5,600.00
11.	2" Corporation Stops	1	each	\$ 500.00	\$ 500.00	\$ 850.00	\$ 850.00	\$ 766.03	\$ 766.03	\$ 510.00	\$ 510.00
12.	1" Curb Stops	28	each	\$ 450.00	\$ 12,600.00	\$ 550.00	\$ 15,400.00	\$ 577.07	\$ 16,157.96	\$ 400.00	\$ 11,200.00
13.	2" Curb Stops	1	each	\$ 500.00	\$ 500.00	\$ 900.00	\$ 900.00	\$ 681.53	\$ 681.53	\$ 680.00	\$ 680.00
14.	1" Copper Water Service Laterals	965	lineal ft.	\$ 55.00	\$ 53,075.00	\$ 56.00	\$ 54,040.00	\$ 79.31	\$ 76,534.15	\$ 65.00	\$ 62,725.00
15.	2" Copper Water Service Laterals	43	lineal ft.	\$ 65.00	\$ 2,795.00	\$ 73.00	\$ 3,139.00	\$ 87.17	\$ 3,748.31	\$ 81.00	\$ 3,483.00
16.	Water Service Lateral Reconections	28	each	\$ 250.00	\$ 7,000.00	\$ 380.00	\$ 10,640.00	\$ 176.01	\$ 4,928.28	\$ 150.00	\$ 4,200.00
17.	Existing Main Reconections	8	each	\$ 2,000.00	\$ 16,000.00	\$ 2,300.00	\$ 18,400.00	\$ 4,085.62	\$ 32,684.96	\$ 3,000.00	\$ 24,000.00
Street Work											
18.	Pulverizing and Grading of Existing Asphalt Pavement	13,053	sq. yds.	\$ 2.50	\$ 32,632.50	\$ 3.61	\$ 47,121.33	\$ 1.85	\$ 24,148.05	\$ 3.00	\$ 39,159.00
19.	Excavation and Disposal of Bad Subbase Below Subgrade	1,025	cu. yd.	\$ 15.00	\$ 15,375.00	\$ 22.00	\$ 22,550.00	\$ 20.05	\$ 20,551.25	\$ 15.00	\$ 15,375.00
20.	3" Breaker Run Replacement of Excavation of Bad Subbase Below Subgrade	2,067	tons	\$ 15.00	\$ 31,005.00	\$ 8.50	\$ 17,569.50	\$ 19.33	\$ 39,955.11	\$ 16.00	\$ 33,072.00
21.	Sanitary Manhole Castings	9	each	\$ 700.00	\$ 6,300.00	\$ 725.00	\$ 6,525.00	\$ 1,203.79	\$ 10,834.11	\$ 850.00	\$ 7,650.00
22.	1½" Hot Mix Asphalt Surface Course, Type 5 LT	1,240	tons	\$ 90.00	\$ 111,600.00	\$ 65.15	\$ 80,786.00	\$ 65.15	\$ 80,786.00	\$ 70.00	\$ 86,800.00
23.	1¾" Hot Mix Asphalt Lower Course, Type 4 LT	1,445	tons	\$ 89.00	\$ 128,605.00	\$ 62.69	\$ 90,587.05	\$ 62.69	\$ 90,587.05	\$ 70.00	\$ 101,150.00
24.	Clean & Tack	13,056	sq. yd.	\$ 0.60	\$ 7,833.60	\$ 0.15	\$ 1,958.40	\$ 0.15	\$ 1,958.40	\$ 0.10	\$ 1,305.60
25.	Replace Top Section of Water Valve Boxes	5	each	\$ 410.00	\$ 2,050.00	\$ 315.00	\$ 1,575.00	\$ 912.74	\$ 4,563.70	\$ 340.00	\$ 1,700.00
26.	2" Hot-Mix Asphalt Paving and Driveways	75	sq. yd.	\$ 16.50	\$ 1,237.50	\$ 28.00	\$ 2,100.00	\$ 51.49	\$ 3,861.75	\$ 24.00	\$ 1,800.00
27.	Sawcutting Existing Concrete and Asphalt Pavements	492	lineal ft.	\$ 3.50	\$ 1,722.00	\$ 3.00	\$ 1,476.00	\$ 1.65	\$ 811.80	\$ 4.00	\$ 1,968.00
28.	Remove and Replace 30" Concrete Curb & Gutter (< 50-foot sections)	476	lineal ft.	\$ 33.00	\$ 15,708.00	\$ 37.00	\$ 17,612.00	\$ 40.94	\$ 19,487.44	\$ 40.00	\$ 19,040.00
29.	Remove and Replace 30" Concrete Curb & Gutter (> 50-foot sections)	100	lineal ft.	\$ 27.00	\$ 2,700.00	\$ 28.00	\$ 2,800.00	\$ 34.67	\$ 3,467.00	\$ 30.00	\$ 3,000.00

BID TABULATION

PAGE 2 OF 4

Project: 2020 Street & Utility Improvements; Village of McFarland
 Engineer's Project Number: MC 158 Bid Deadline: March 5, 2020 at 10:30 a.m. local time

ITEM NO.	DESCRIPTION OF WORK	BID		PRE-BID ESTIMATE		G-Pro Excavating LLC		Fischer Excavating, Inc.		A-1 Excavating, Inc.	
		QUANT.	UNITS	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
30.	Removal and Replace 5" Thick Concrete Sidewalk and Driveway Approaches	2,540	sq. ft.	\$ 10.00	\$ 25,400.00	\$ 10.00	\$ 25,400.00	\$ 10.35	\$ 26,289.00	\$ 10.00	\$ 25,400.00
31.	48" Concrete Valley Gutter	79	lineal ft.	\$ 115.00	\$ 9,085.00	\$ 50.00	\$ 3,950.00	\$ 70.22	\$ 5,547.38	\$ 60.00	\$ 4,740.00
32.	Topsoil Restoration, Seeding, Fertilizing & Mulching	800	sq. yds.	\$ 9.00	\$ 7,200.00	\$ 7.50	\$ 6,000.00	\$ 11.35	\$ 9,080.00	\$ 5.00	\$ 4,000.00
33.	Erosion Control	1	lump sum	\$ 10,000.00	\$ 10,000.00	\$ 14,750.00	\$ 14,750.00	\$ 1,490.05	\$ 1,490.05	\$ 5,000.00	\$ 5,000.00
34.	Traffic Control	1	lump sum	\$ 10,000.00	\$ 10,000.00	\$ 17,500.00	\$ 17,500.00	\$ 7.57	\$ 7.57	\$ 5,000.00	\$ 5,000.00
35.	5" Thick Concrete Sidewalk	402	sq. ft.	\$ 10.00	\$ 4,020.00	\$ 6.00	\$ 2,412.00	\$ 7.57	\$ 3,043.14	\$ 10.00	\$ 4,020.00
	TOTAL BASE BID				\$ 814,578.60		\$ 780,415.78		\$ 821,847.28		\$ 827,574.60
ALTERNATE BID											
A1.	Pulverizing and Grading of Existing Asphalt Pavement	2,067	sq. yds.	\$ 2.50	\$ 5,167.50	\$ 3.61	\$ 7,461.87	\$ 1.85	\$ 3,823.95	\$ 3.00	\$ 6,201.00
A2.	Excavation and Disposal of Bad Subbase Below Subgrade	87	cu. yd.	\$ 15.00	\$ 1,305.00	\$ 22.00	\$ 1,914.00	\$ 20.06	\$ 1,745.22	\$ 22.00	\$ 1,914.00
A3.	3" Breaker Run Replacement of Excavation of Bad Subbase Below Subgrade	159	tons	\$ 15.00	\$ 2,385.00	\$ 8.50	\$ 1,351.50	\$ 19.33	\$ 3,073.47	\$ 20.00	\$ 3,180.00
A4.	Sanitary Manhole Castings	4	each	\$ 700.00	\$ 2,800.00	\$ 725.00	\$ 2,900.00	\$ 1,060.73	\$ 4,242.92	\$ 850.00	\$ 3,400.00
A5.	Sawcutting Existing Concrete and Asphalt Pavements	29	lineal ft.	\$ 3.50	\$ 101.50	\$ 3.00	\$ 87.00	\$ 1.65	\$ 47.85	\$ 5.00	\$ 145.00
A6.	1½" Hot Mix Asphalt Surface Course, Type 5 LT	197	tons	\$ 90.00	\$ 17,730.00	\$ 68.73	\$ 13,539.81	\$ 68.73	\$ 13,539.81	\$ 72.00	\$ 14,184.00
A7.	1¾" Hot Mix Asphalt Lower Course, Type 4 LT	229	tons	\$ 89.00	\$ 20,381.00	\$ 64.58	\$ 14,788.82	\$ 64.58	\$ 14,788.82	\$ 72.00	\$ 16,488.00
A8.	Clean & Tack	2,067	sq. yd.	\$ 0.60	\$ 1,240.20	\$ 0.15	\$ 310.05	\$ 0.15	\$ 310.05	\$ 0.15	\$ 310.05
A9.	Erosion Control	1	lump sum	\$ 1,500.00	\$ 1,500.00	\$ 1,000.00	\$ 1,000.00	\$ 665.60	\$ 665.60	\$ 400.00	\$ 400.00
A10.	Traffic Control	1	lump sum	\$ 1,500.00	\$ 1,500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 400.00	\$ 400.00
	TOTAL ALTERNATE BID				\$ 54,110.20		\$ 43,853.05		\$ 42,737.69		\$ 46,622.05
SUPPLEMENTAL BID ITEMS											
S1.	Property Corner Replacement	1	each	\$ 500.00	\$ 500.00	\$ 250.00	\$ 250.00	\$ 600.00	\$ 600.00	\$ 750.00	\$ 750.00
S2.	Removal and Replacement of Unsuitable Trench Backfill	300	cu. yd.	\$ 25.00	\$ 7,500.00	\$ 29.00	\$ 8,700.00	\$ 4.93	\$ 1,479.00	\$ 40.00	\$ 12,000.00
	TOTAL OF SUPPLEMENTAL BID				\$ 8,000.00		\$ 8,950.00		\$ 2,079.00		\$ 12,750.00

BID TABULATION

PAGE 3 OF 4

Project: 2020 Street & Utility Improvements; Village of McFarland
 Engineer's Project Number: MC 158 Bid Deadline: March 5, 2020 at 10:30 a.m. local time

ITEM NO.	DESCRIPTION OF WORK	BID QUANT.	UNITS	Speedway Sand & Gravel, Inc. UNIT PRICE	AMOUNT	Parisi Construction Co., Inc. UNIT PRICE	AMOUNT	E & N Hughes Co., Inc. UNIT PRICE	AMOUNT		
BASE BID											
Utility Work											
1.	12" D.I. Water Main	79	lin. ft.	\$ 141.45	\$ 11,174.55	\$ 160.00	\$ 12,640.00	\$ 163.05	\$ 12,880.95		
2.	10" D.I. Water Main	2,081	lin. ft.	\$ 125.40	\$ 260,957.40	\$ 110.00	\$ 228,910.00	\$ 117.85	\$ 245,245.85		
3.	8" D.I. Water Main	55	lin. ft.	\$ 141.79	\$ 7,798.45	\$ 82.00	\$ 4,510.00	\$ 196.55	\$ 10,810.25		
4.	6" D.I. Water Main & Hydrant Leads	60	lin. ft.	\$ 146.53	\$ 8,791.80	\$ 88.00	\$ 5,280.00	\$ 147.10	\$ 8,826.00		
5.	12" Gate Valves and Boxes	1	each	\$ 3,436.00	\$ 3,436.00	\$ 4,800.00	\$ 4,800.00	\$ 3,268.55	\$ 3,268.55		
6.	10" Gate Valves and Boxes	7	each	\$ 2,913.80	\$ 20,396.60	\$ 3,900.00	\$ 27,300.00	\$ 2,671.00	\$ 18,697.00		
7.	8" Gate Valves and Boxes	3	each	\$ 2,163.00	\$ 6,489.00	\$ 3,100.00	\$ 9,300.00	\$ 1,903.15	\$ 5,709.45		
8.	6" Gate Valves and Boxes	5	each	\$ 1,671.00	\$ 8,355.00	\$ 2,600.00	\$ 13,000.00	\$ 1,335.00	\$ 6,675.00		
9.	Hydrants	10	each	\$ 4,720.15	\$ 47,201.50	\$ 4,800.00	\$ 48,000.00	\$ 5,196.45	\$ 51,964.50		
10.	1" Corporation Stops	28	each	\$ 757.50	\$ 21,210.00	\$ 140.00	\$ 3,920.00	\$ 88.75	\$ 2,485.00		
11.	2" Corporation Stops	1	each	\$ 1,593.00	\$ 1,593.00	\$ 600.00	\$ 600.00	\$ 546.55	\$ 546.55		
12.	1" Curb Stops	28	each	\$ 885.85	\$ 24,803.80	\$ 270.00	\$ 7,560.00	\$ 268.00	\$ 7,504.00		
13.	2" Curb Stops	1	each	\$ 1,509.35	\$ 1,509.35	\$ 390.00	\$ 390.00	\$ 574.50	\$ 574.50		
14.	1" Copper Water Service Laterals	965	lineal ft.	\$ 22.25	\$ 21,471.25	\$ 9.00	\$ 8,685.00	\$ 83.75	\$ 80,818.75		
15.	2" Copper Water Service Laterals	43	lineal ft.	\$ 28.30	\$ 1,216.90	\$ 90.00	\$ 3,870.00	\$ 87.00	\$ 3,741.00		
16.	Water Service Lateral Reconections	28	each	\$ 367.85	\$ 10,299.80	\$ 2,300.00	\$ 64,400.00	\$ 33.50	\$ 938.00		
17.	Existing Main Reconections	8	each	\$ 2,267.00	\$ 18,136.00	\$ 2,400.00	\$ 19,200.00	\$ 780.00	\$ 6,240.00		
Street Work											
18.	Pulverizing and Grading of Existing Asphalt Pavement	13,053	sq. yds.	\$ 3.42	\$ 44,641.26	\$ 1.30	\$ 16,968.90	\$ 4.50	\$ 58,738.50		
19.	Excavation and Disposal of Bad Subbase Below Subgrade	1,025	cu. yd.	\$ 19.00	\$ 19,475.00	\$ 25.75	\$ 26,393.75	\$ 24.15	\$ 24,753.75		
20.	3" Breaker Run Replacement of Excavation of Bad Subbase Below Subgrade	2,067	tons	\$ 25.00	\$ 51,675.00	\$ 14.00	\$ 28,938.00	\$ 19.55	\$ 40,409.85		
21.	Sanitary Manhole Castings	9	each	\$ 690.00	\$ 6,210.00	\$ 1,300.00	\$ 11,700.00	\$ 1,135.50	\$ 10,219.50		
22.	1½" Hot Mix Asphalt Surface Course, Type 5 LT	1,240	tons	\$ 68.00	\$ 84,320.00	\$ 73.00	\$ 90,520.00	\$ 75.00	\$ 93,000.00		
23.	1¾" Hot Mix Asphalt Lower Course, Type 4 LT	1,445	tons	\$ 65.00	\$ 93,925.00	\$ 70.00	\$ 101,150.00	\$ 72.10	\$ 104,184.50		
24.	Clean & Tack	13,056	sq. yd.	\$ 0.10	\$ 1,305.60	\$ 0.10	\$ 1,305.60	\$ 0.17	\$ 2,219.52		
25.	Replace Top Section of Water Valve Boxes	5	each	\$ 850.00	\$ 4,250.00	\$ 520.00	\$ 2,600.00	\$ 301.70	\$ 1,508.50		
26.	2" Hot-Mix Asphalt Paving and Driveways	75	sq. yd.	\$ 16.00	\$ 1,200.00	\$ 17.25	\$ 1,293.75	\$ 32.20	\$ 2,415.00		
27.	Sawcutting Existing Concrete and Asphalt Pavements	492	lineal ft.	\$ 3.50	\$ 1,722.00	\$ 2.70	\$ 1,328.40	\$ 3.15	\$ 1,549.80		
28.	Remove and Replace 30" Concrete Curb & Gutter (< 50-foot sections)	476	lineal ft.	\$ 36.53	\$ 17,388.28	\$ 44.75	\$ 21,301.00	\$ 45.50	\$ 21,658.00		
29.	Remove and Replace 30" Concrete Curb & Gutter (> 50-foot sections)	100	lineal ft.	\$ 33.53	\$ 3,353.00	\$ 46.75	\$ 4,675.00	\$ 51.75	\$ 5,175.00		

BID TABULATION

PAGE 4 OF 4

Project: 2020 Street & Utility Improvements; Village of McFarland
 Engineer's Project Number: MC 158 Bid Deadline: March 5, 2020 at 10:30 a.m. local time

ITEM NO.	DESCRIPTION OF WORK	BID		Speedway Sand & Gravel, Inc.		Parisi Construction Co., Inc.		E & N Hughes Co., Inc.			
		QUANT.	UNITS	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT		
30.	Removal and Replace 5" Thick Concrete Sidewalk and Driveway Approaches	2,540	sq. ft.	\$ 10.05	\$ 25,527.00	\$ 12.00	\$ 30,480.00	\$ 15.50	\$ 39,370.00		
31.	48" Concrete Valley Gutter	79	lineal ft.	\$ 46.74	\$ 3,692.46	\$ 56.00	\$ 4,424.00	\$ 62.00	\$ 4,898.00		
32.	Topsoil Restoration, Seeding, Fertilizing & Mulching	800	sq. yds.	\$ 10.21	\$ 8,168.00	\$ 18.25	\$ 14,600.00	\$ 7.35	\$ 5,880.00		
33.	Erosion Control	1	lump sum	\$ 9,350.00	\$ 9,350.00	\$ 7,500.00	\$ 7,500.00	\$ 3,182.50	\$ 3,182.50		
34.	Traffic Control	1	lump sum	\$ 3,900.00	\$ 3,900.00	\$ 55,000.00	\$ 55,000.00	\$ 19,354.00	\$ 19,354.00		
35.	5" Thick Concrete Sidewalk	402	sq. ft.	\$ 7.05	\$ 2,834.10	\$ 11.75	\$ 4,723.50	\$ 8.35	\$ 3,356.70		
	TOTAL BASE BID				\$ 857,777.10		\$ 887,266.90		\$ 908,798.47		
ALTERNATE BID											
A1.	Pulverizing and Grading of Existing Asphalt Pavement	2,067	sq. yds.	\$ 4.00	\$ 8,268.00	\$ 1.80	\$ 3,720.60	\$ 5.21	\$ 10,769.07		
A2.	Excavation and Disposal of Bad Subbase Below Subgrade	87	cu. yd.	\$ 20.00	\$ 1,740.00	\$ 33.50	\$ 2,914.50	\$ 24.15	\$ 2,101.05		
A3.	3" Breaker Run Replacement of Excavation of Bad Subbase Below Subgrade	159	tons	\$ 26.00	\$ 4,134.00	\$ 16.25	\$ 2,583.75	\$ 19.55	\$ 3,108.45		
A4.	Sanitary Manhole Castings	4	each	\$ 690.00	\$ 2,760.00	\$ 1,300.00	\$ 5,200.00	\$ 1,241.25	\$ 4,965.00		
A5.	Sawcutting Existing Concrete and Asphalt Pavements	29	lineal ft.	\$ 3.50	\$ 101.50	\$ 2.70	\$ 78.30	\$ 3.20	\$ 92.80		
A6.	1½" Hot Mix Asphalt Surface Course, Type 5 LT	197	tons	\$ 70.25	\$ 13,839.25	\$ 76.00	\$ 14,972.00	\$ 79.05	\$ 15,572.85		
A7.	1¾" Hot Mix Asphalt Lower Course, Type 4 LT	229	tons	\$ 68.25	\$ 15,629.25	\$ 74.00	\$ 16,946.00	\$ 74.25	\$ 17,003.25		
A8.	Clean & Tack	2,067	sq. yd.	\$ 0.15	\$ 310.05	\$ 0.15	\$ 310.05	\$ 0.17	\$ 351.39		
A9.	Erosion Control	1	lump sum	\$ 2,000.00	\$ 2,000.00	\$ 520.00	\$ 520.00	\$ 1,829.17	\$ 1,829.17		
A10.	Traffic Control	1	lump sum	\$ 560.00	\$ 560.00	\$ 9,700.00	\$ 9,700.00	\$ 575.00	\$ 575.00		
	TOTAL ALTERNATE BID				\$ 49,342.05		\$ 56,945.20		\$ 56,368.03		
SUPPLEMENTAL BID ITEMS											
S1.	Property Corner Replacement	1	each	\$ 800.00	\$ 800.00	\$ 500.00	\$ 500.00	\$ 1,150.00	\$ 1,150.00		
S2.	Removal and Replacement of Unsuitable Trench Backfill	300	cu. yd.	\$ 24.65	\$ 7,395.00	\$ 30.00	\$ 9,000.00	\$ 51.71	\$ 15,513.00		
	TOTAL OF SUPPLEMENTAL BID				\$ 8,195.00		\$ 9,500.00		\$ 16,663.00		



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, March 23, 2020

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Jim Hessling, Public Works Director

AGENDA ITEM: Discussion and action regarding the award of contract for the 2020 Stormwater and Path Improvement project(s).

PREVIOUS ACTION:

The Public Utilities and Works Committee(s) met jointly on March 10, 2020 and recommended approval of the project as presented by the Village Engineer.

ISSUE SUMMARY:

The Village Board adopted the 2020 Budget including the Capital Projects Fund at its meeting on November 25, 2019. The following summary pertains to the 2020 Stormwater and Path Improvements.

This proposed work includes, but is not limited to, the installation of a sump pump header system (piping), ditch restoration and piping along with the installation of curb and gutter work.

This work will take place in the following areas:

Creamery Court, Elvehjem Road, Marshwoods Drive, East and West Open Meadow, Perrot Place and Sighting Road

This project was advertised and bids were received and opened by the bid deadline of March 5, 2020. At the time of this writing, the low bid is being tabulated and reviewed by Town & Country Engineering. All bidders on this project are required to be pre-qualified before submitting bids.

The bid notification, plans for the project and bid tabulation are attached. The recommendation from the Village Engineer is included within your packet. It is recommended to accept the base bid plus alternate #2 from Nelson Excavating and Son.

FINANCIAL/BUDGET IMPACT:

The total cost of award is \$248,078.14 which includes 10% for engineer/contingency. The 2020 Budget for this project is \$200,000 and includes borrowed monies from the Capital Projects Fund and fund balance from the Stormwater Utility Fund. The low bid for the project does exceed the budgetary amount; however, the overage can be split equally between the two funds. One of the reasons for the overage is due to the design not having been started until near the end



of the budget process. The budget estimate was a based on the concept at the time which expanded to add additional sump pits to the project to help better impact the control of water after receiving feedback from the adjoining property owners. We have not gone out to borrow yet for this reason as we wanted to make sure we knew where bids were at, and the utility has ample funds to support the project.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval.

ATTACHMENTS:

1. 00 10 10 Advertisement for Bidders MC 167
2. 2020 Stormwater and Path Improvements
3. 00 41 00 Bid Forms- mc167
4. Recommendation Ltr- MC167

ADVERTISEMENT FOR BIDS

PROJECT: **2020 STORMWATER AND PATH IMPROVEMENTS**

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

CONTRACTS AND BID DEADLINE:

Sealed bids for a single contract for stormwater and path improvements will be received by the Village of McFarland in the McFarland Village office until 10:00 a.m. local time on March 5, 2020. Bids will be publicly opened and read aloud immediately thereafter in the Village Board of Trustees meeting room.

The contract consists of the following approximate quantities:

6" PVC Sump Pump Header	980 lineal feet
Ditch Reconstruction	1,300 lineal feet
30" Curb & Gutter	1,500 lineal feet

Appurtenances to the above construction items, such as service laterals and manhole adjustments are included, but are not listed above. The quantities are subject to change without notice prior to document distribution.

CONTRACT DOCUMENTS:

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

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

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

Copies of the Contract Documents and the Construction Plans may be obtained at the office of Town & Country Engineering, Inc., 2912 Marketplace Drive, Suite 103, Madison, WI 53719. There is a ***\$40 non-refundable*** copying and distribution charge for these documents. Electronic bidding documents are available on-line at Questcdn.com, Project No. 6826203 for \$30. This fee includes access to submit a bid on-line via Questcdn.

QUALIFICATIONS:

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

RIGHTS RESERVED:

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

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

2020 STORMWATER AND PATH IMPROVEMENTS CREAMERY RD., ELVEHJEM RD., SIGHTING RD., OPEN MEADOW, PERROT PLACE, AND MARSH WOODS DR. Village of McFarland, Wisconsin

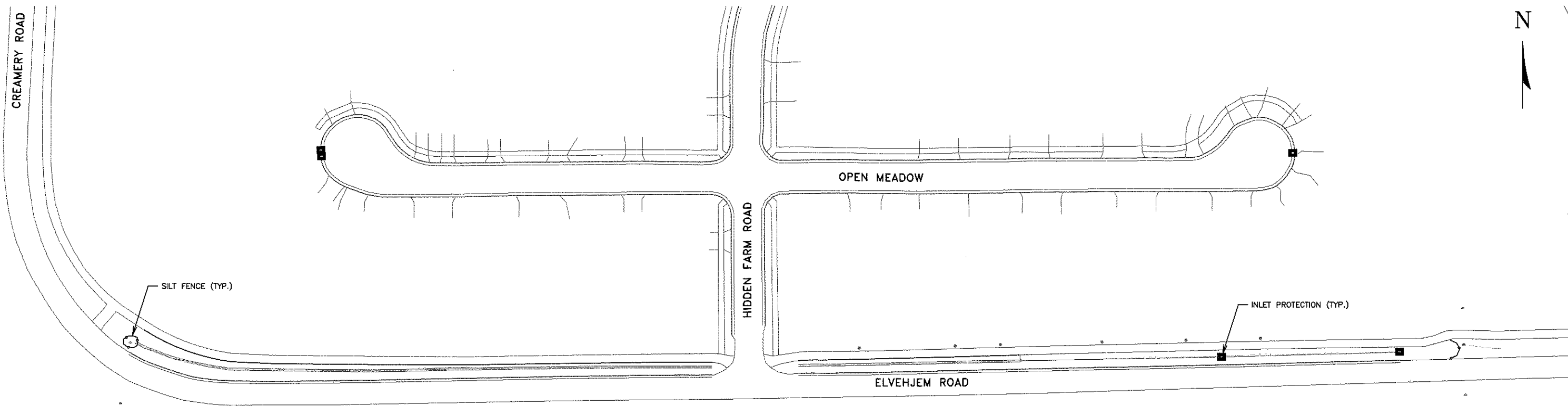
SHEET INDEX	
SHEET NO.	SHEET DESCRIPTION
1	EROSION CONTROL PLAN AND GENERAL NOTES
2	EROSION CONTROL PLAN
3	EROSION CONTROL - STANDARD CONSTRUCTION DETAILS
SANITARY SEWER, WATER MAIN, AND STORM SEWER	
A1	PLAN & PROFILE - CREAMERY ROAD STATION 9+00 TO STATION 15+00
A2	PLAN & PROFILE - ELVEHJEM ROAD STATION 14+60 TO STATION 20+60
A3	PLAN & PROFILE - ELVEHJEM ROAD STATION 20+20 TO STATION 26+20
A4	PLAN - OPEN MEADOW
A5	PLAN - PEROT PLACE
A6	PLAN - MARSH WOODS DRIVE & SIGHTING ROAD
A7	PLAN - VALLEY DRIVE
A8	PLAN - VALLEY DRIVE
A9	STORM SEWER - STANDARD CONSTRUCTION DETAILS
CURB & GUTTER AND STREET CONSTRUCTION	
A10	STREET IMPROVEMENTS - STANDARD CONSTRUCTION DETAILS
X1	CROSS SECTIONS - CREAMERY ROAD STATION 10+50 TO STATION 14+50
X2	CROSS SECTIONS - ELVEHJEM ROAD STATION 15+00 TO STATION 20+00
X3	CROSS SECTIONS - ELVEHJEM ROAD STATION 20+50 TO STATION 23+95



NO SCALE



LEGEND	
EXISTING SANITARY SEWER	-----
EXISTING WATER MAIN	-----
EXISTING STORM SEWER	-----
EXISTING FENCE LINE	-----
SAWCUT	=====
NEW STORM SEWER	=====
NEW WATER MAIN	=====
NEW SANITARY SEWER	=====
NEW ITEMS:	
WATER VALVE	CS
CURB STOP	HYDRANT
MANHOLE	CURB INLET
ENDWALL	GAS WARNING
EXISTING ITEMS:	
EXISTING SANITARY SEWER	EXISTING WATER MAIN
EXISTING STORM SEWER	EXISTING FENCE LINE
SAWCUT	NEW STORM SEWER
NEW WATER MAIN	NEW SANITARY SEWER
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.
- CONSTRUCT A STONE CHECK DAM IN GUTTER LINE AT ALL LOCATIONS MARKED WITH "▲"
- 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).
- INSTALL INLET PROTECTION PRIOR TO LAND-DISTURBING ACTIVITIES IN THE CONTRIBUTING DRAINAGE AREA AND/OR IMMEDIATELY UPON INLET INSTALLATION. COMPLY WITH WDNR TECHNICAL STANDARD STORM DRAIN INLET PROTECTION FOR CONSTRUCTION SITES #1060.

- 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.
- INSTALL AND MAINTAIN FILTER SOCKS IN ACCORDANCE WITH WDNR TECHNICAL STANDARD INTERIM MANUFACTURED PERIMETER CONTROL AND SLOPE INTERRUPTION PRODUCTS #1071.
- 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/>

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EROSION CONTROL PLAN
AND GENERAL NOTES

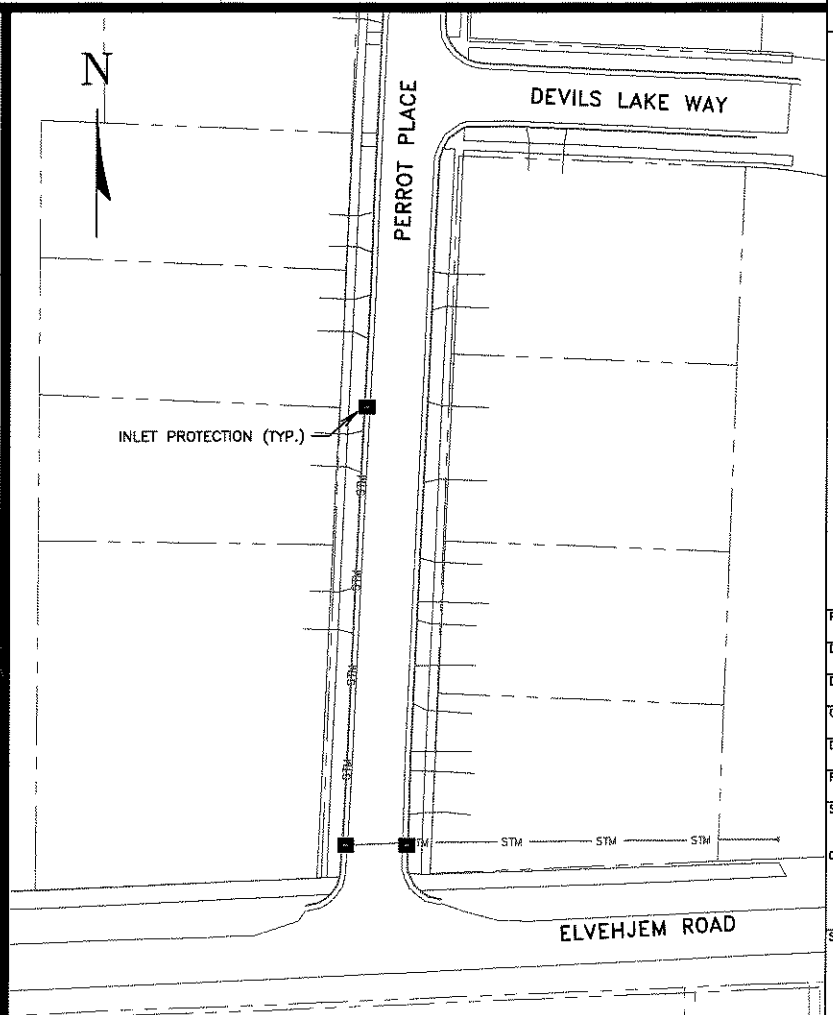
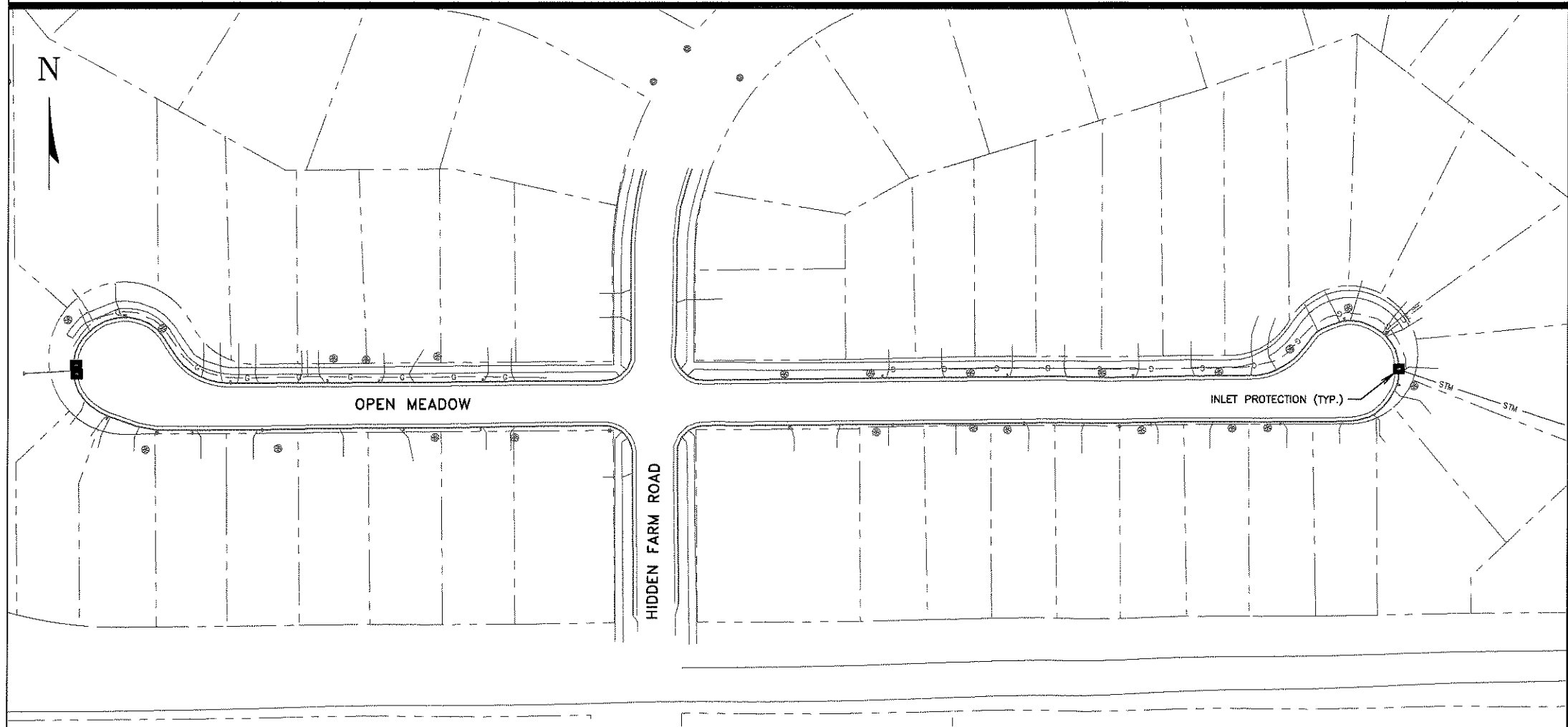
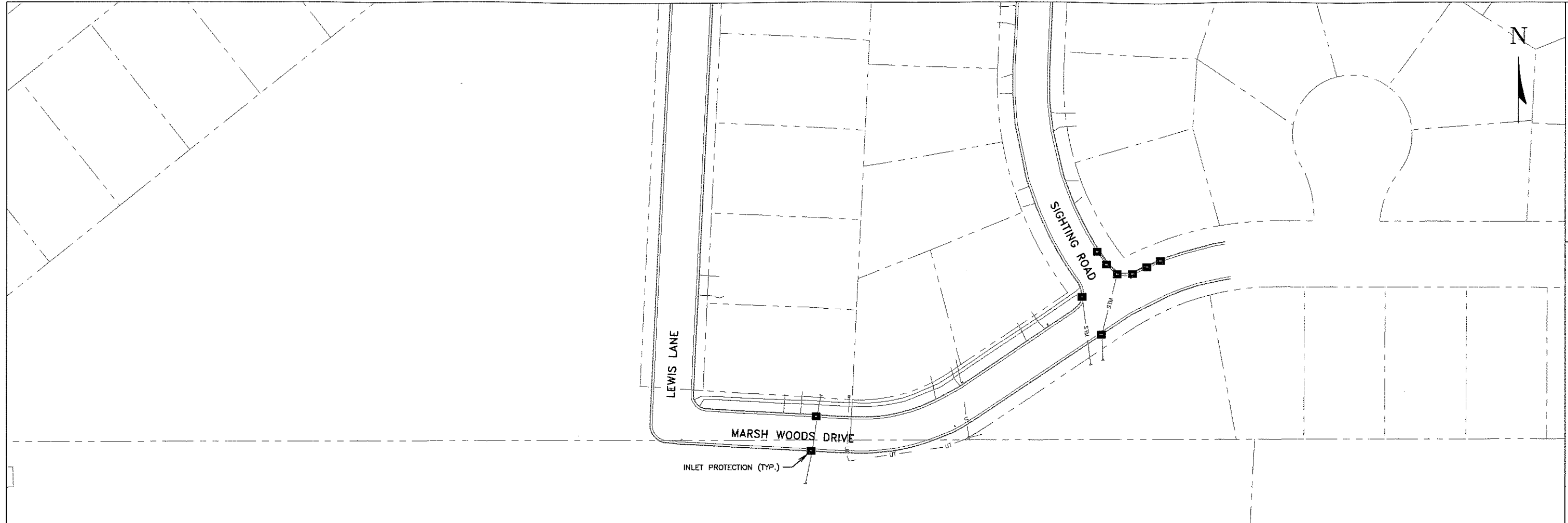
2020 STORMWATER AND PATH IMPROVEMENTS
CREAMERY RD., ELVEHJEM RD., SIGHTING RD.,
OPEN MEADOW, PERROT PLACE, AND MARSH WOODS DR.
Village of McFarland, Wisconsin

PROJECT NO.:
MC 160
DRAWING FILE:
MC 160 SHEETS.DWG
DRAWN BY:
J.R.K.
CHECKED BY:
B.R.B.
DATE:
2-19-20
REVISIONS:

SCALE:


SHEET:
1

Page 172 of 300



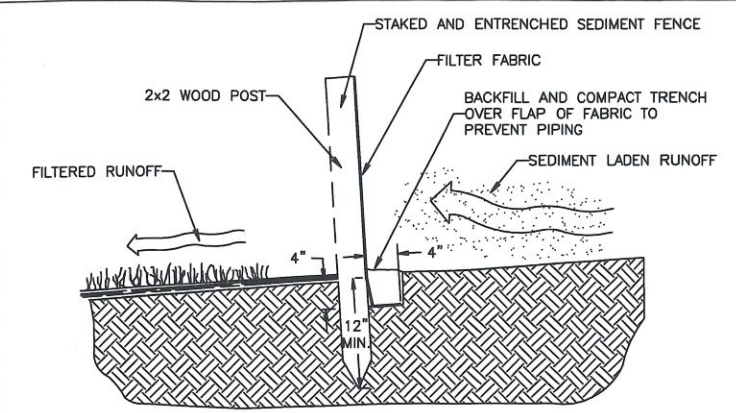
PROJECT NO.: MC 167
DRAWING FILE: MC 167 SHEETS.DWG
DRAWN BY: J.R.K.
CHECKED BY: B.R.B.
DATE: 2-19-20
REVISIONS:
SCALE: 0 25 50
SHEET: 2

2020 STORMWATER AND PATH IMPROVEMENTS
CREAMERY RD., ELVEHJEM RD., SIGHTING RD.,
OPEN MEADOW, PERROT PLACE, AND MARSH WOODS DR.
Village of McFarland, Wisconsin

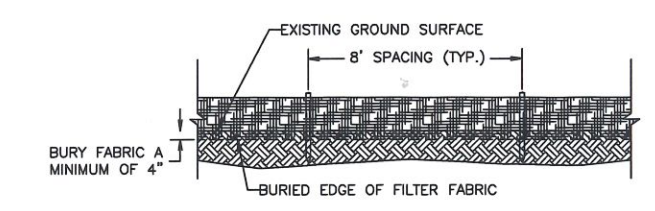
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EROSION CONTROL PLAN

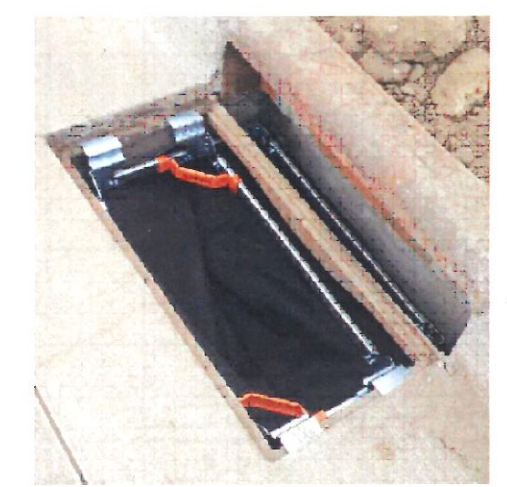
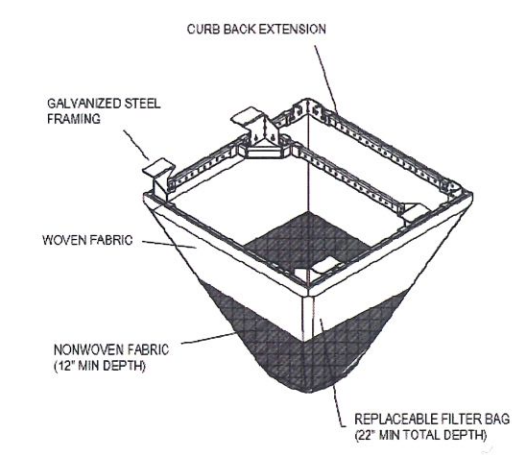


CROSS-SECTION OF A PROPERLY INSTALLED SEDIMENT FENCE



SEDIMENT FENCE DETAIL

DETAIL
SEDIMENT FENCE



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:

- A. BYPASS OVERFLOW THAT MEETS OR EXCEEDS INLET DESIGN FLOW
- B. 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.

DETAIL
INLET PROTECTION - FRAMED (W/ CURB BOX)

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STANDARD CONSTRUCTION DETAILS
EROSION CONTROL

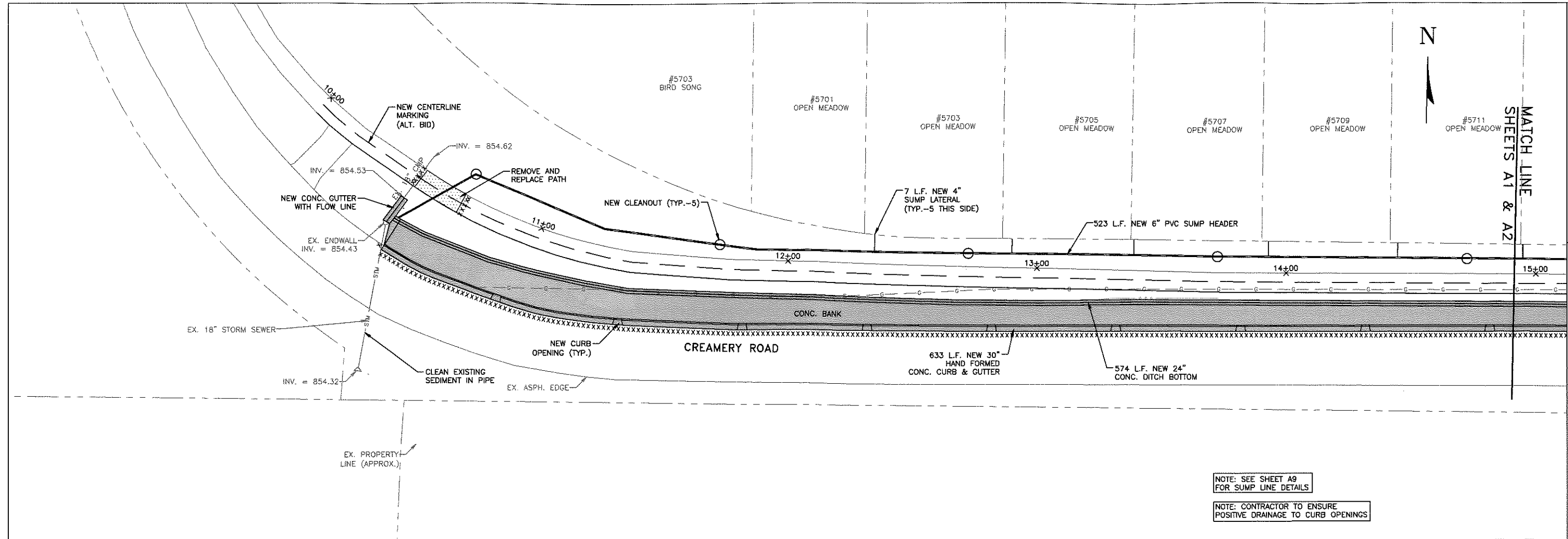
2020 STORMWATER AND PATH IMPROVEMENTS
CREAMERY RD., ELVEHEIM RD., SIGHTING RD.,
OPEN MEADOW, PERROT PLACE, AND MARSH WOODS DR.
Village of McFarland, Wisconsin

PROJECT NO.:
MC 160
DRAWING FILE:
MC 160 DETAILS.DWG
DRAWN BY:
J.R.K.
CHECKED BY:
B.R.B.
DATE:
2-19-20
REVISIONS:

SCALE:

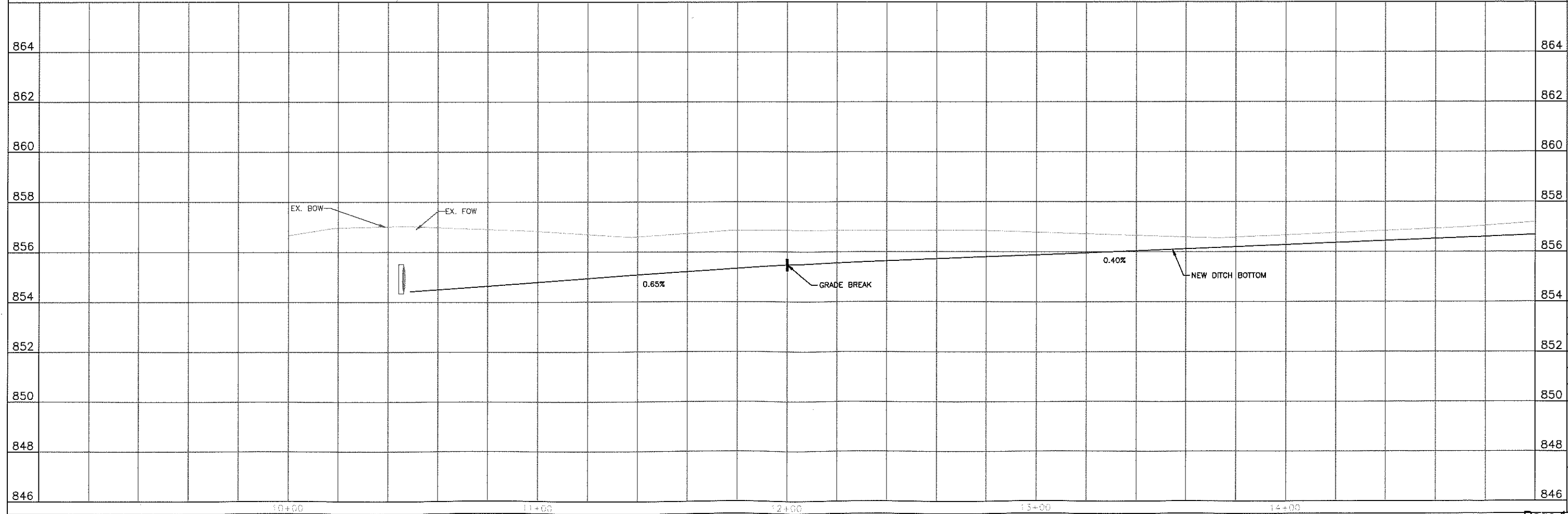
N.T.S.

SHEET:
3



NOTE: SEE SHEET A9
FOR SUMP LINE DETAILS

NOTE: CONTRACTOR TO ENSURE
POSITIVE DRAINAGE TO CURB OPENINGS



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PLAN & PROFILE
CREAMERY ROAD
Station 9+00 To Station 15+00

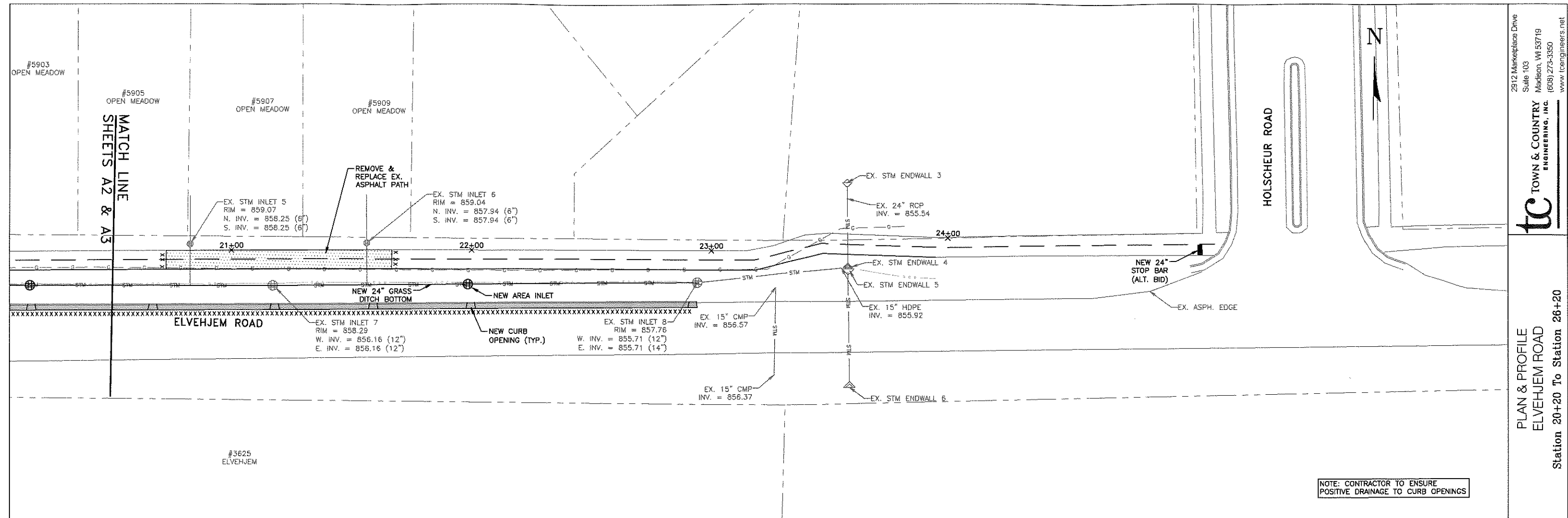
MATCH LINE
SHEETS A1 & A2

PROJECT NO.: MC 160
DRAWING FILE: MC 160 SHEETS.DWG
DRAWN BY: J.R.K.
CHECKED BY: B.R.B.
DATE: 2-19-20
REVISIONS:

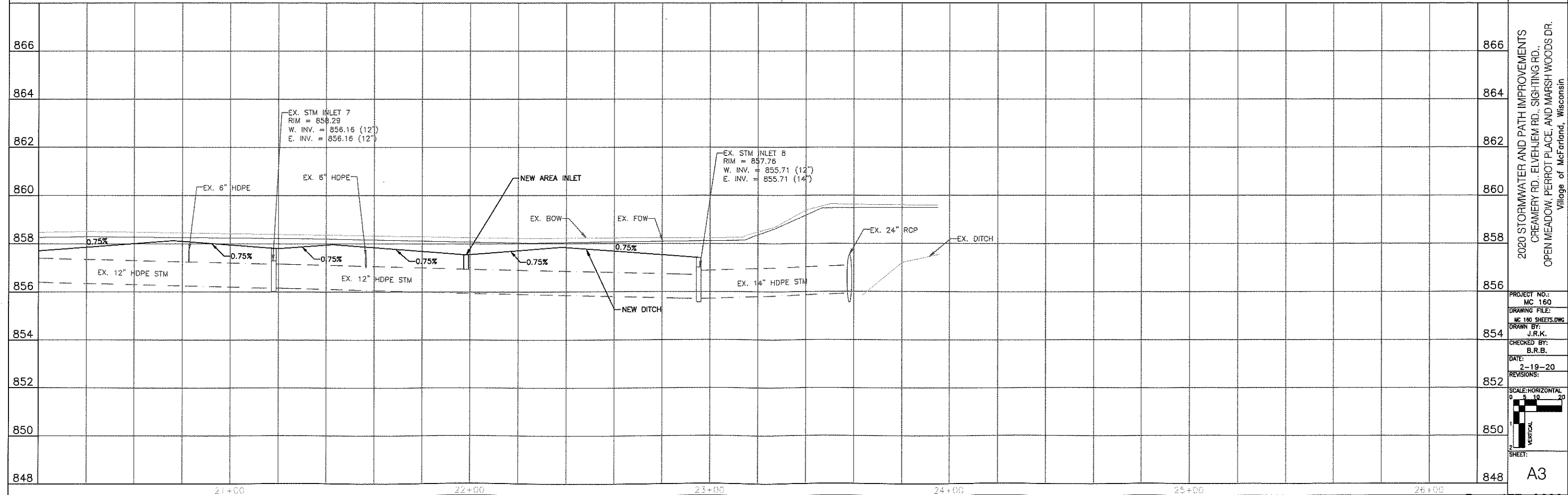
2020 STORMWATER AND PATH IMPROVEMENTS
CREAMERY RD., ELVEJEM RD., SIGHTING RD.,
OPEN MEADOW, PERROT PLACE, AND MARSH WOODS DR.
Village of McFarland, Wisconsin

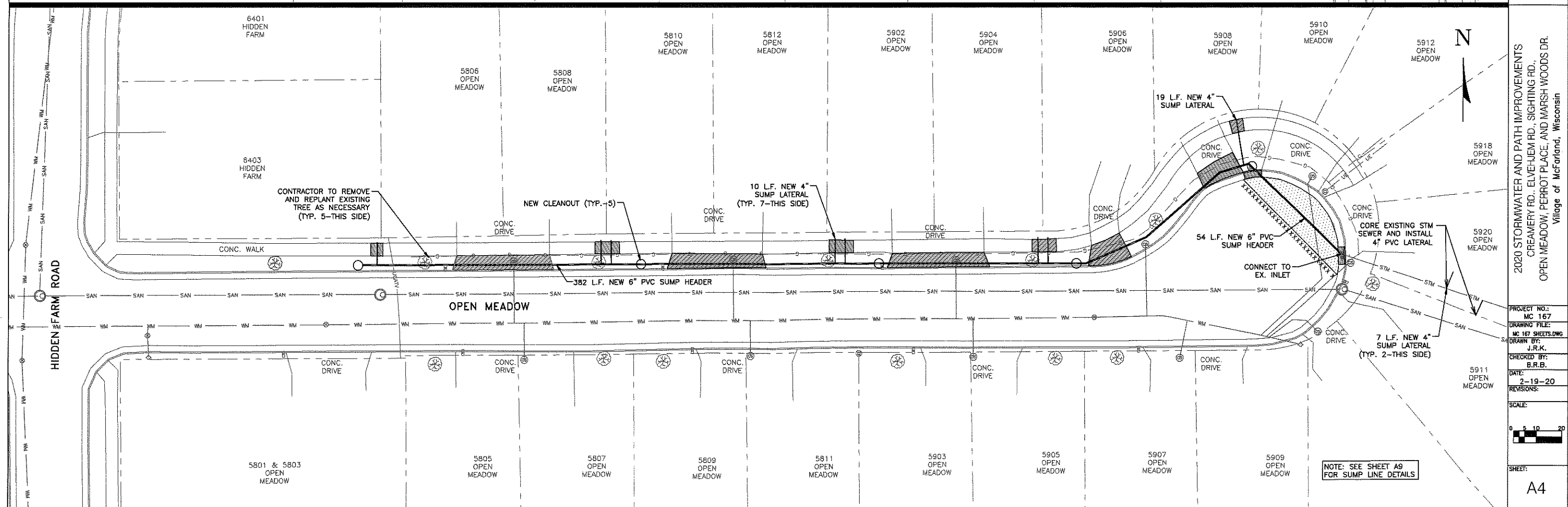
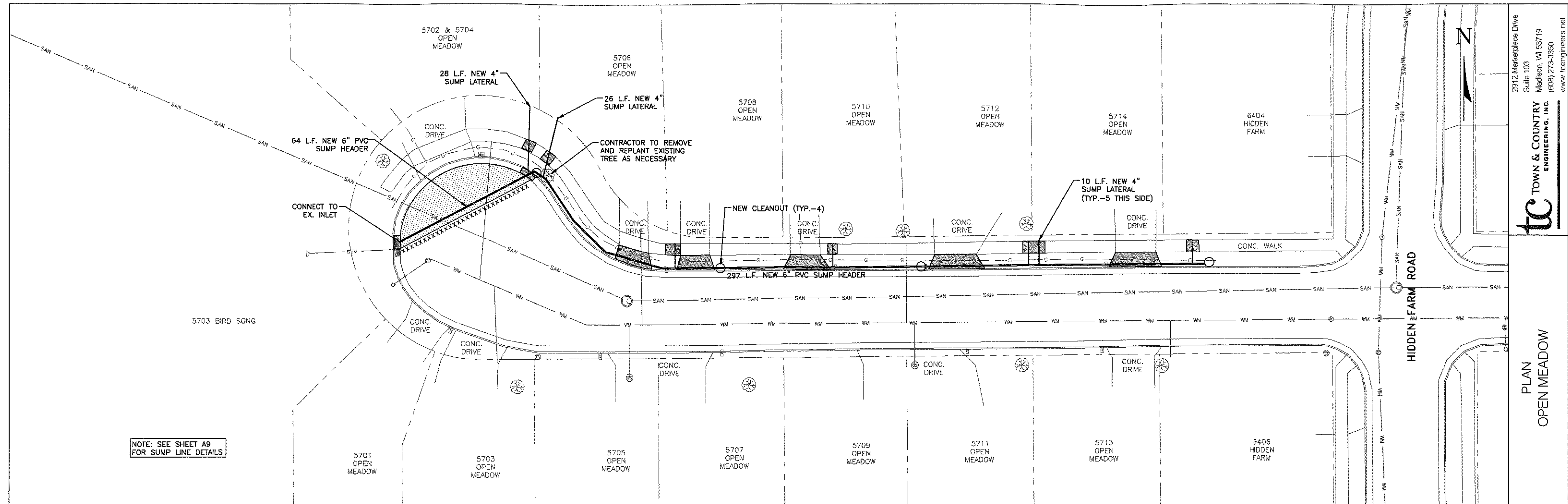
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0 5 10 20
VERTICAL
1 2
SHEET:

A1

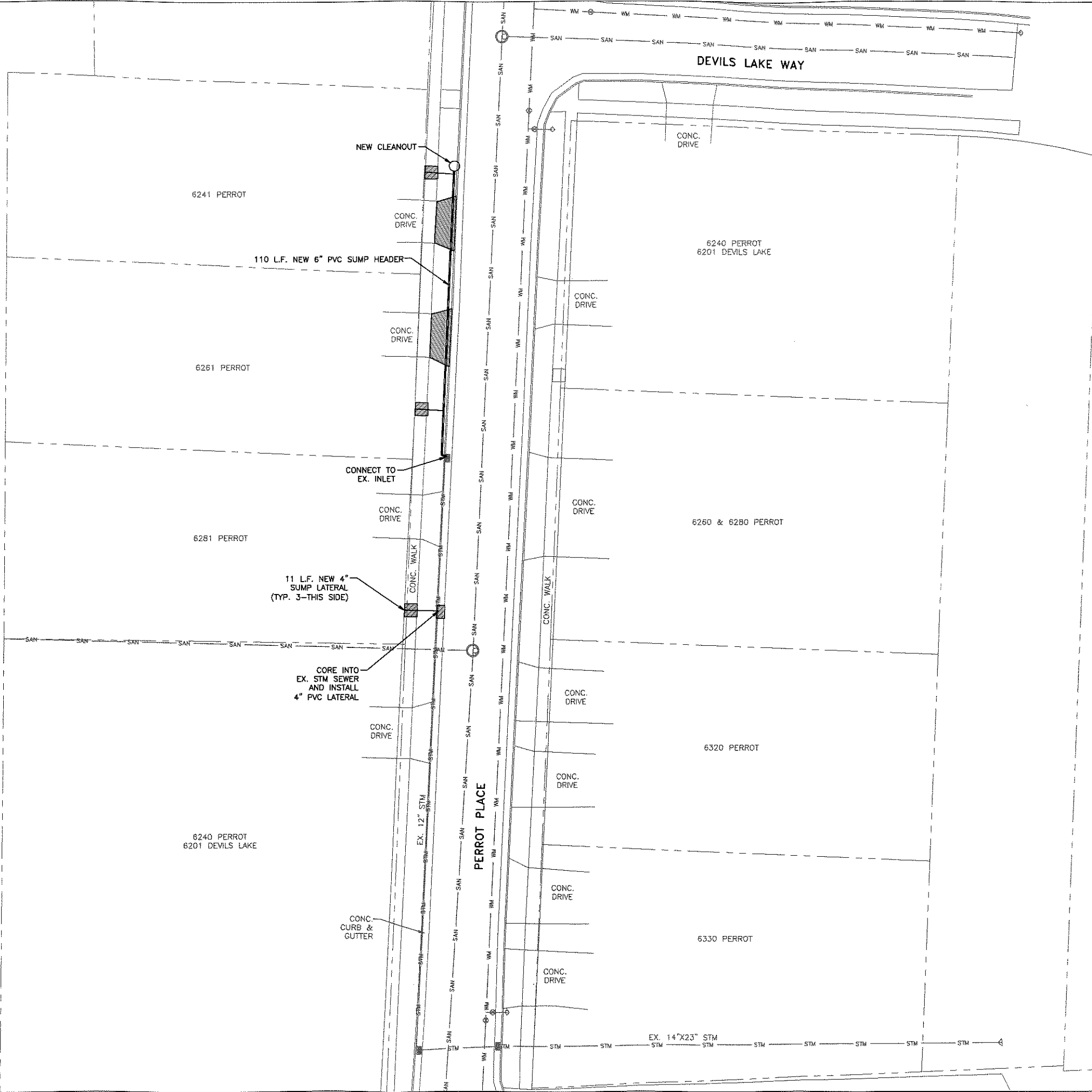


NOTE: CONTRACTOR TO ENSURE POSITIVE DRAINAGE TO CURB OPENINGS





NOTE: SEE SHEET A9
FOR SUMP LINE DETAILS

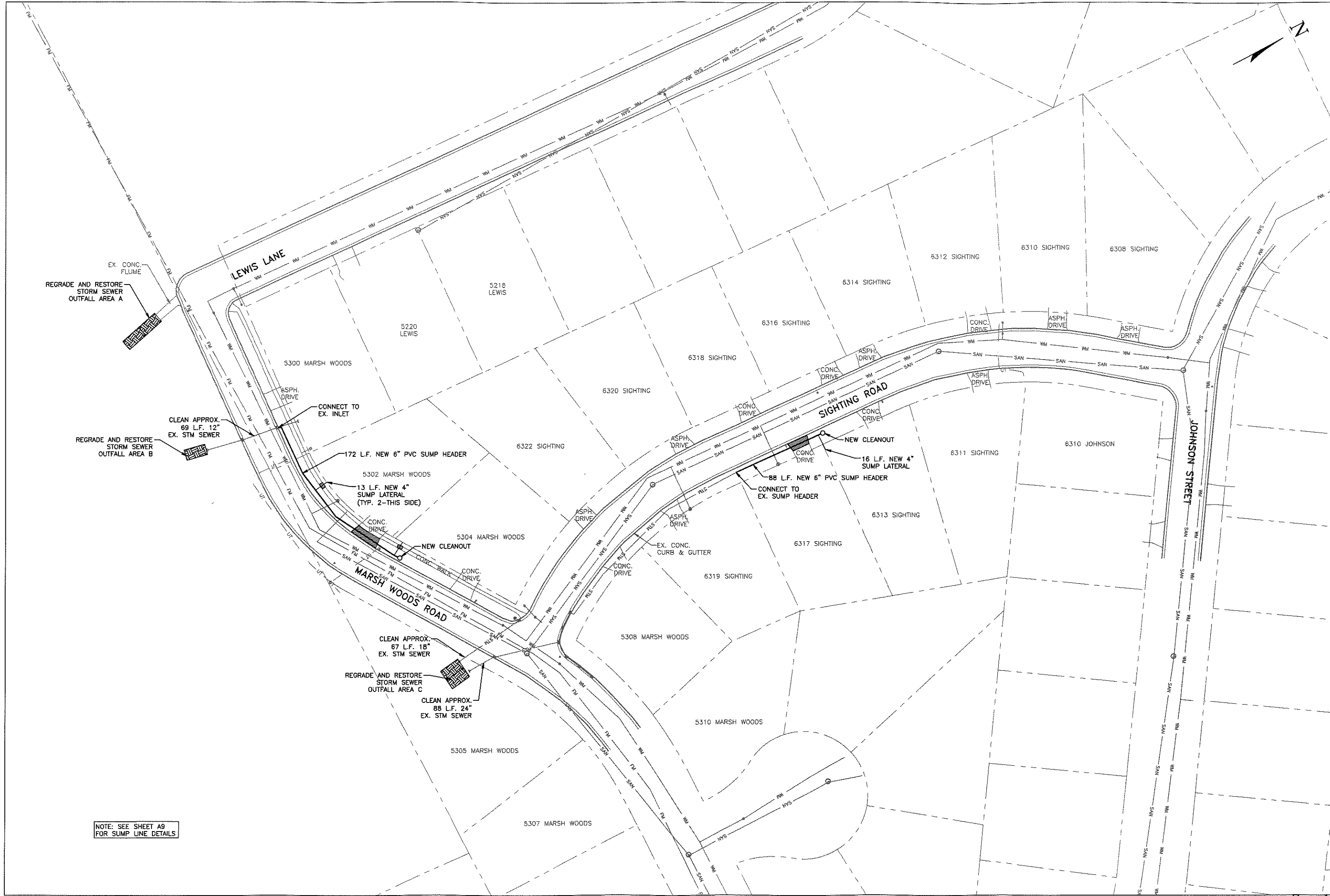


2020 STORMWATER AND PATH IMPROVEMENTS
CREAMERY RD., ELVEHEM RD., SIGHTING RD.,
OPEN MEADOW, PERROT PLACE, AND MARSH WOODS DR.
Village of McFarland, Wisconsin

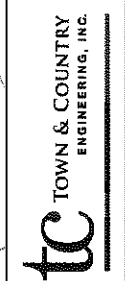
PLAN
PERROT PLACE

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PROJECT NO.:	MC 167
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DRAWN BY:	J.R.K.
CHECKED BY:	B.R.B.
DATE:	2-19-20
REVISIONS:	
SCALE:	
SHEET:	A5



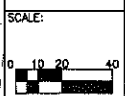
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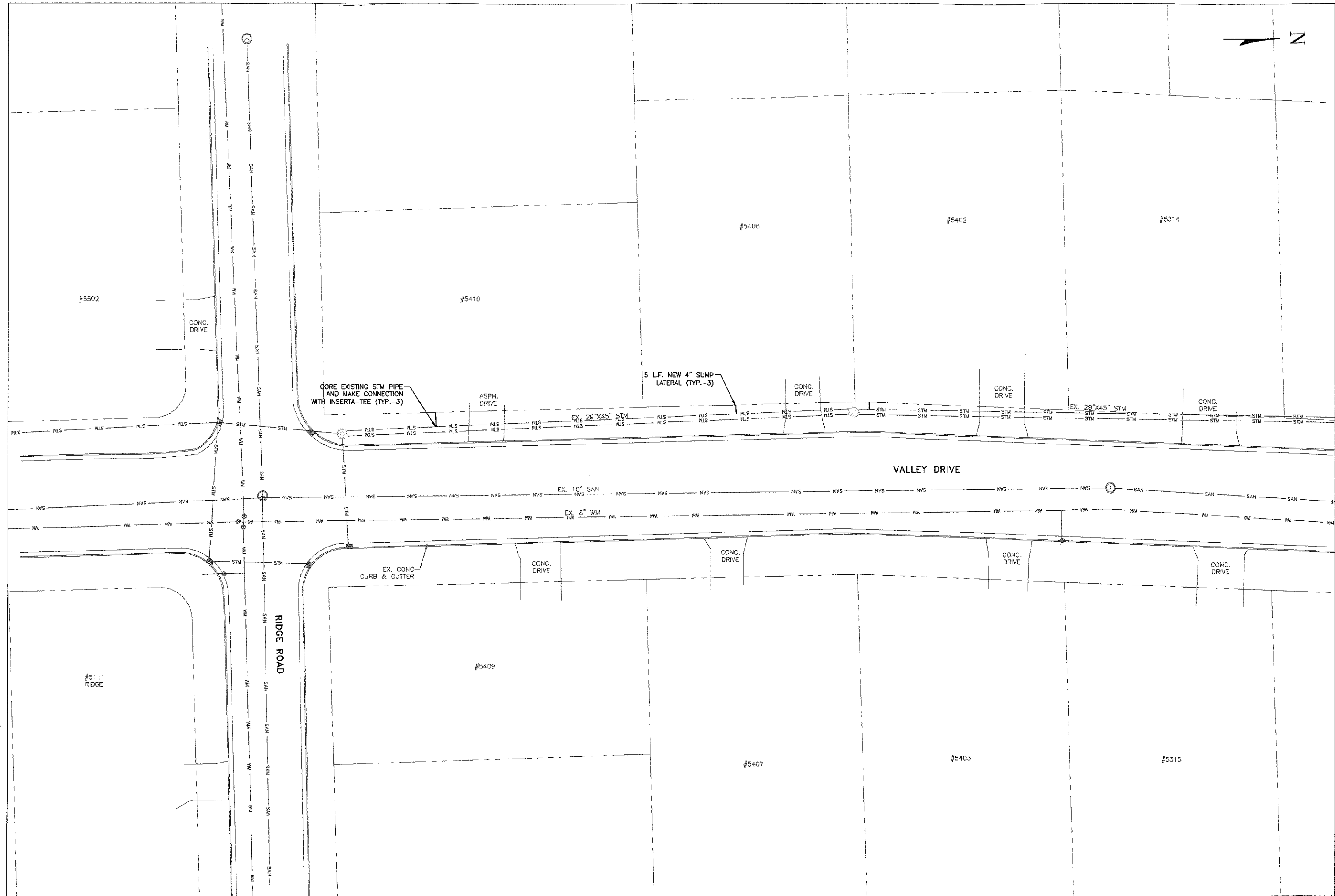
PLAN
MARSH WOODS DRIVE &
SIGHTING ROAD

2020 STORMWATER AND PATH IMPROVEMENTS
CREAMERY RD., ELVEHEIM RD., SIGHTING RD.,
OPEN MEADOW, PERROT PLACE, AND MARSH WOODS DR.
Village of McFarland, Wisconsin

PROJECT NO.:	MC 167
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DATE:	2-19-20
REVISIONS:	



SHEET:
A6



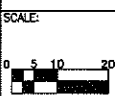
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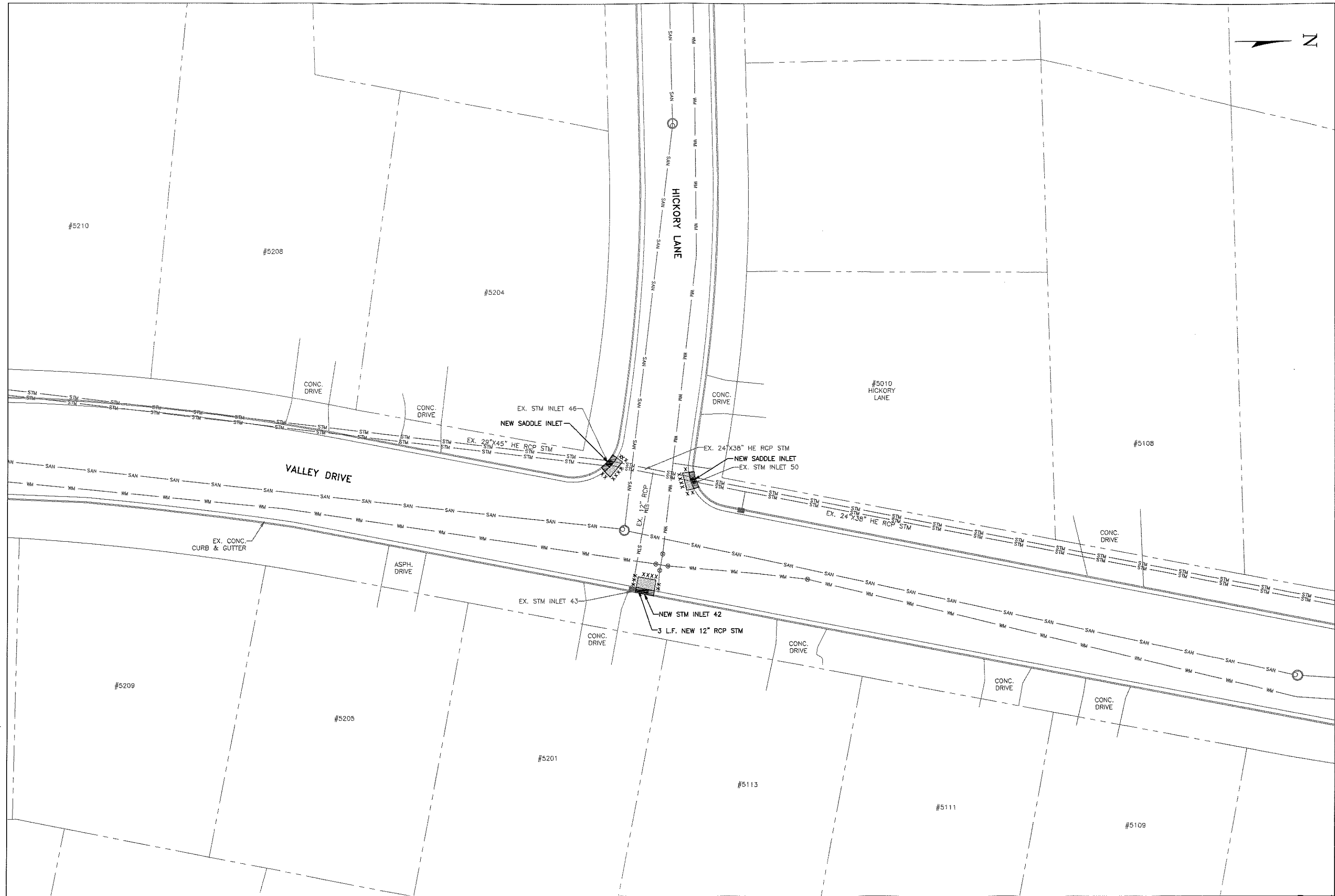
PLAN
VALLEY DRIVE

2020 STORMWATER AND PATH IMPROVEMENTS
CREAMERY RD., ELVEHEM RD., SIGHTING RD.,
OPEN MEADOW, PERROT PLACE, AND MARSH WOODS DR.
Village of McFarland, Wisconsin

PROJECT NO.:	MC 167
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DATE:	2-19-20
REVISIONS:	



SHEET:
A7



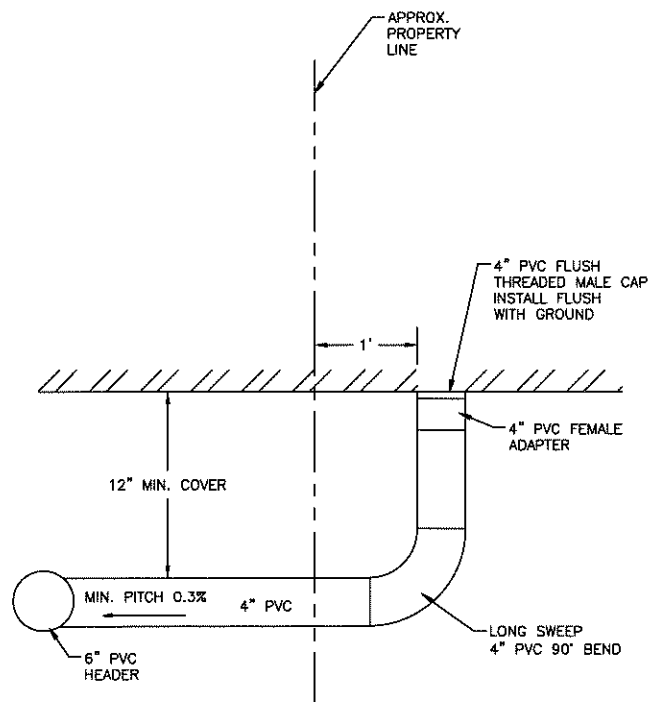
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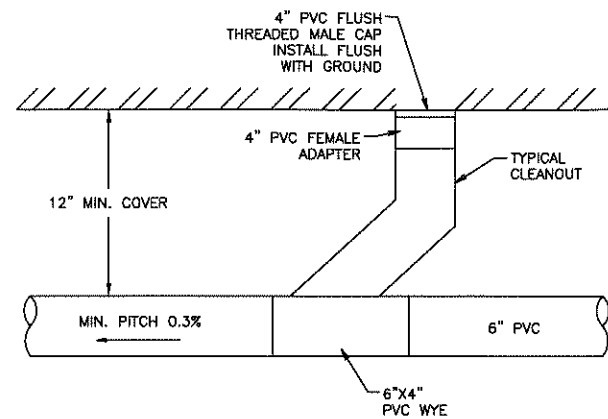
PLAN
VALLEY DRIVE

2020 STORMWATER AND PATH IMPROVEMENTS
CREAMERY RD., ELVEHEIM RD., SIGHTING RD.,
OPEN MEADOW, PERROT PLACE, AND MARSH WOODS DR.
Village of McFarland, Wisconsin

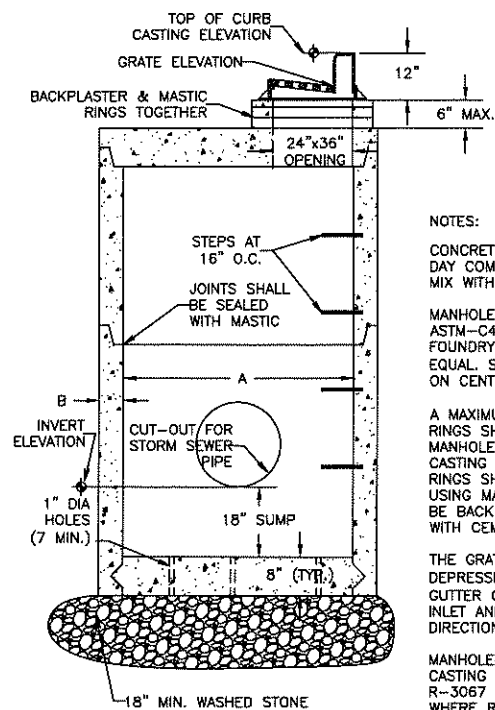
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REVISIONS:	
SCALE:	
	0 5 10 20
SHEET:	A8



DETAIL
STORM LATERAL TERMINATION



DETAIL
STORM SUMP HEADER

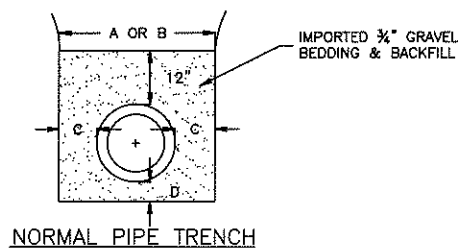


STORM MANHOLE DIMENSIONS

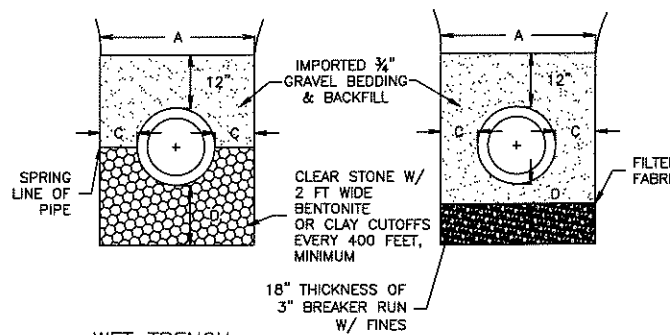
MANHOLE SIZE	DIMENSION	
48"	48"	5"
60"	60"	6"
72"	72"	7"
84"	84"	7"
96"	96"	9"

DETAIL
STORM SEWER MANHOLE CATCH BASIN

DIMENSIONS:
A: OUTSIDE DIAMETER OF PIPE PLUS 24" MAXIMUM, EXCEPT NEED NOT BE LESS THAN 36". TRENCH SHIELDS NARROWER THAN 4 FEET INSIDE WIDTH WILL NOT BE REQUIRED UNLESS SPECIFICALLY REQUIRED IN THE PROJECT SPECIFICATIONS.
B: FOR ROCK, OUTSIDE DIAMETER OF PIPE PLUS 18" MAXIMUM, EXCEPT NEED NOT BE LESS THAN 36".
C: MINIMUM - 6"
D: MINIMUM 4" BELOW BARREL AND 3" BELOW BELL.

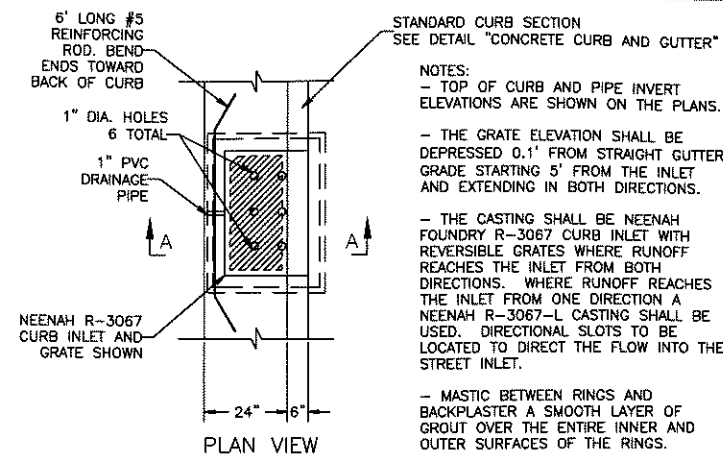


NORMAL PIPE TRENCH

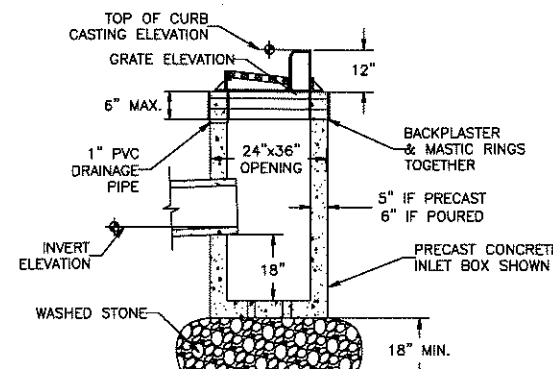


WET TRENCH
WITH SUMP DEWATERING

DETAIL
TRENCH WIDTH AND BEDDING

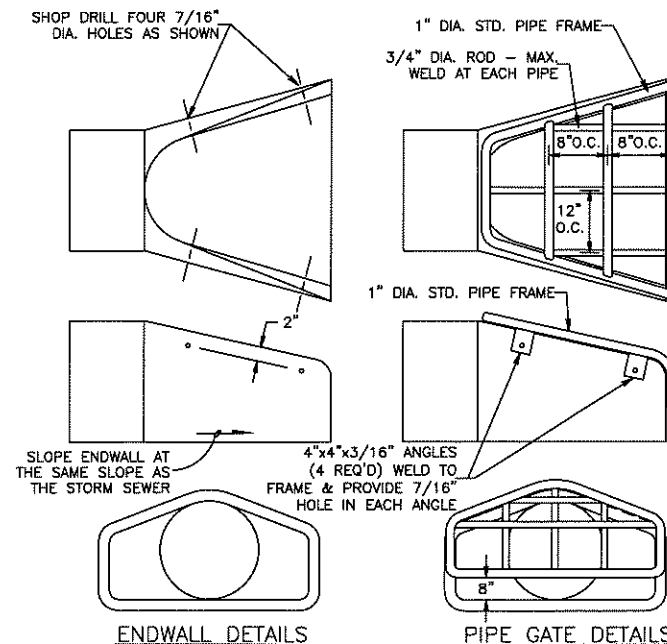


PLAN VIEW



SECTION A-A

DETAIL
RECTANGULAR CATCH BASIN



ENDWALL DETAILS

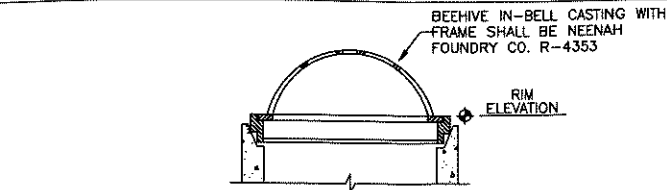
PIPE GATE DETAILS

NOTES:
- THE CONTRACTOR SHALL BOLT THE PIPE GATE TO THE CONCRETE ENDWALL WITH FOUR 3/8"x6" MACHINE BOLTS WITH NUTS ON INSIDE WALL.

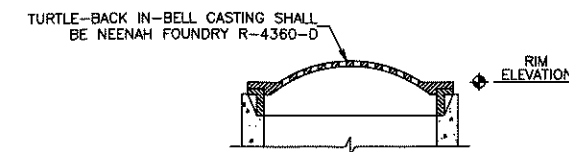
PAINTING SPECIFICATIONS:
- THE PIPE GATE SHALL RECEIVE THE FOLLOWING PREPARATION & PAINTING. THE FIRST COAT SHALL BE RUS-OLEUM X-60 RED BARE METAL PRIMER OR APPROVED EQUAL. THE SECOND COAT SHALL BE RUS-OLEUM 960 ZINC CHROMATE PRIMER OR APPROVED EQUAL. THE THIRD COAT SHALL BE RUS-OLEUM 1282 HIGH GLOSS METAL FINISH OR APPROVED EQUAL.

PREPARATION STEPS:
1. BARE METAL SURFACES - TREAT WITH THE THREE-COAT PAINTING SYSTEM LISTED AFTER A THOROUGH SCRAPING, WIRE BRUSHING & CLEANING.
2. EACH COAT OF PAINT SHALL BE APPLIED OVER THE ENTIRE GATE SURFACE.
3. ALLOW 24-48 HOURS DRYING TIME AT 60° OR ABOVE BETWEEN COATS.

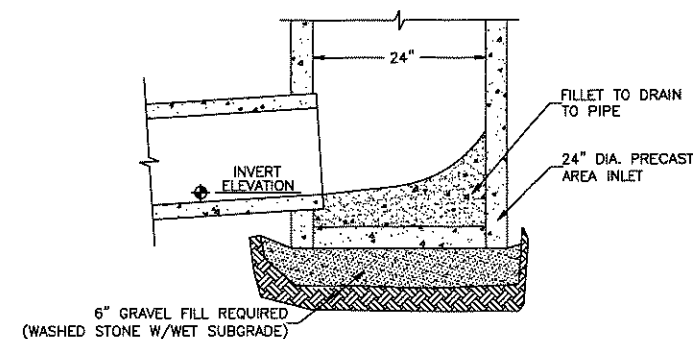
DETAIL
ENDWALLS



AREA INLET WITH BEEHIVE CASTING

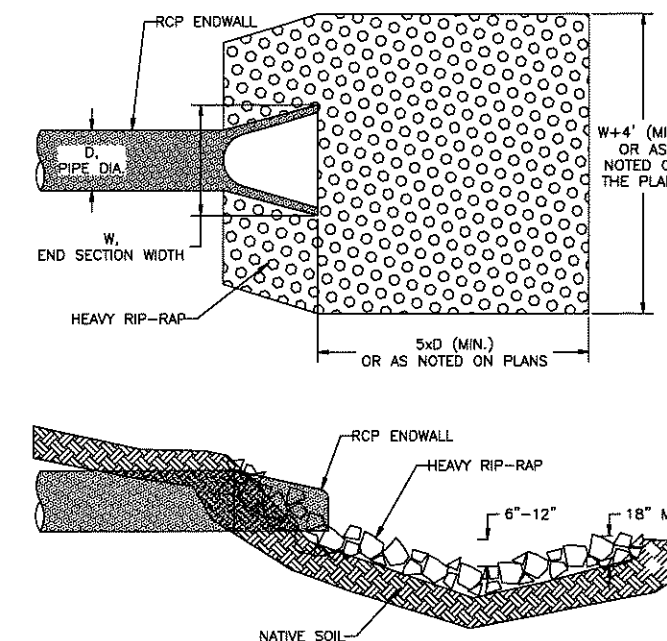


AREA INLET WITH TURTLE-BACK CASTING



AREA INLET BOTTOM SECTION

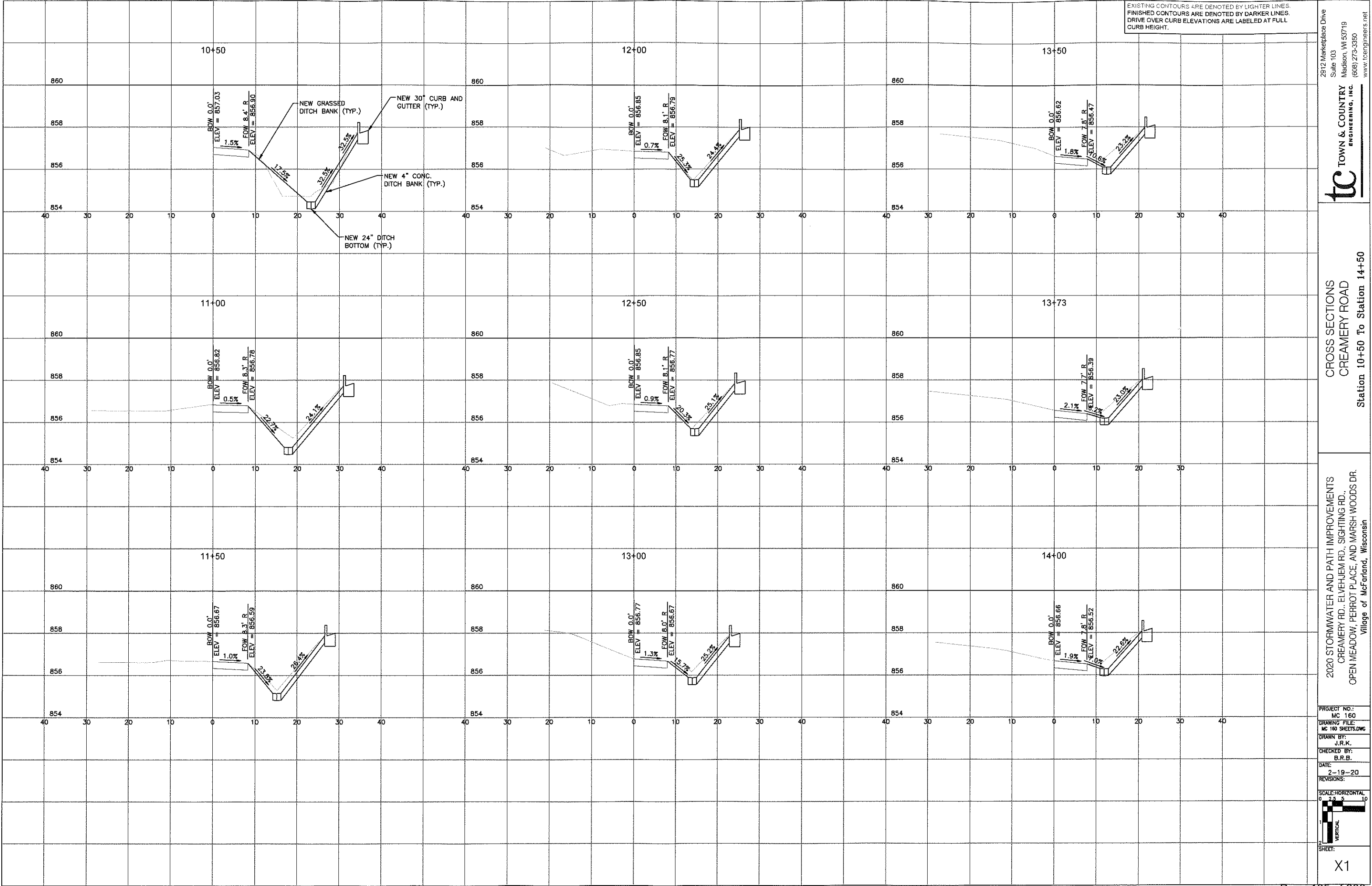
DETAIL
AREA INLET



NOTE:
RIP-RAP SHALL BE A MINIMUM OF 2 C.Y. PER ENDWALL.

DETAIL
ENDWALL RIP-RAP





2020 STORMWATER AND PATH IMPROVEMENTS
CREAMERY RD., ELVEHEM RD., SIGHTING RD.,
OPEN MEADOW, PERROT PLACE, AND MARSH WOODS DR.
Village of McFarland, Wisconsin

PROJECT NO.:
MC 160

DRAWING FILE:
MC 160 SHEETS.DWG

DRAWN BY:
J.R.K.

CHECKED BY:
B.R.B.

DATE:
2-19-20

REVISIONS:

SCALE: HORIZONTAL
0 2.5 5 10
VERTICAL
1 2
SHEET:
X1

CROSS SECTIONS
CREAMERY ROAD
Station 10+50 To Station 14+50

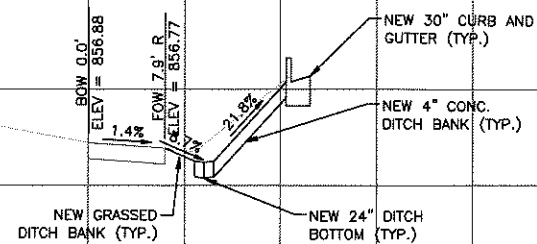
tc TOWN & COUNTRY
ENGINEERING, INC.

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

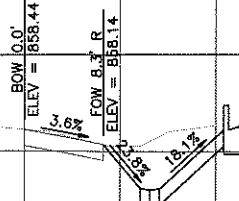
Page 185 of 300

EXISTING CONTOURS ARE DENOTED BY LIGHTER LINES.
FINISHED CONTOURS ARE DENOTED BY DARKER LINES.
DRIVE OVER CURB ELEVATIONS ARE LABELED AT FULL
CURB HEIGHT.

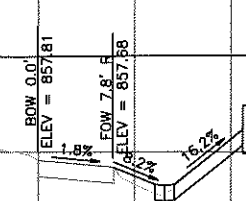
14+50



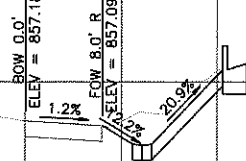
16+00



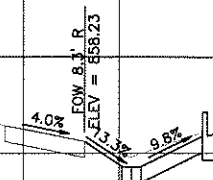
18+00



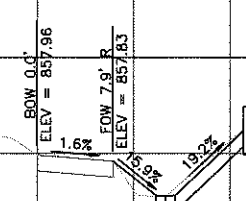
15+00



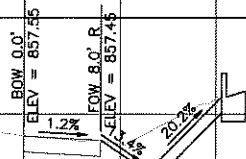
17+00



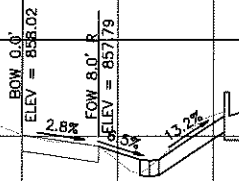
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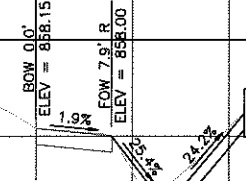
15+50



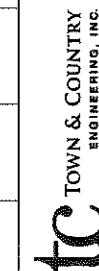
17+50



19+00



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

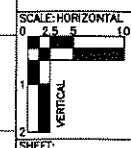


CROSS SECTIONS
ELVEHJEM ROAD
Station 15+00 To Station 20+00

2020 STORMWATER AND PATH IMPROVEMENTS
CREAMERY RD., ELVEHJEM RD., SIGHTING RD.,
OPEN MEADOW, PERROT PLACE, AND MARSH WOODS DR.
Village of McFarland, Wisconsin

PROJECT NO.:
MC 160
DRAWING FILE:
MC 160 SHEETS.DWG
DRAWN BY:
J.R.K.
CHECKED BY:
B.R.B.

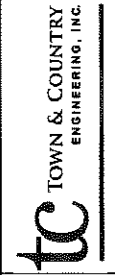
DATE:
2-19-20
REVISIONS:



X2

EXISTING CONTOURS ARE DENOTED BY LIGHTER LINES.
FINISHED CONTOURS ARE DENOTED BY DARKER LINES.
DRIVE OVER CURB ELEVATIONS ARE LABELED AT FULL
CURB HEIGHT.

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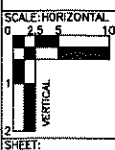


CROSS SECTIONS
ELVEHJEM ROAD
Station 20+50 To Station 23+95

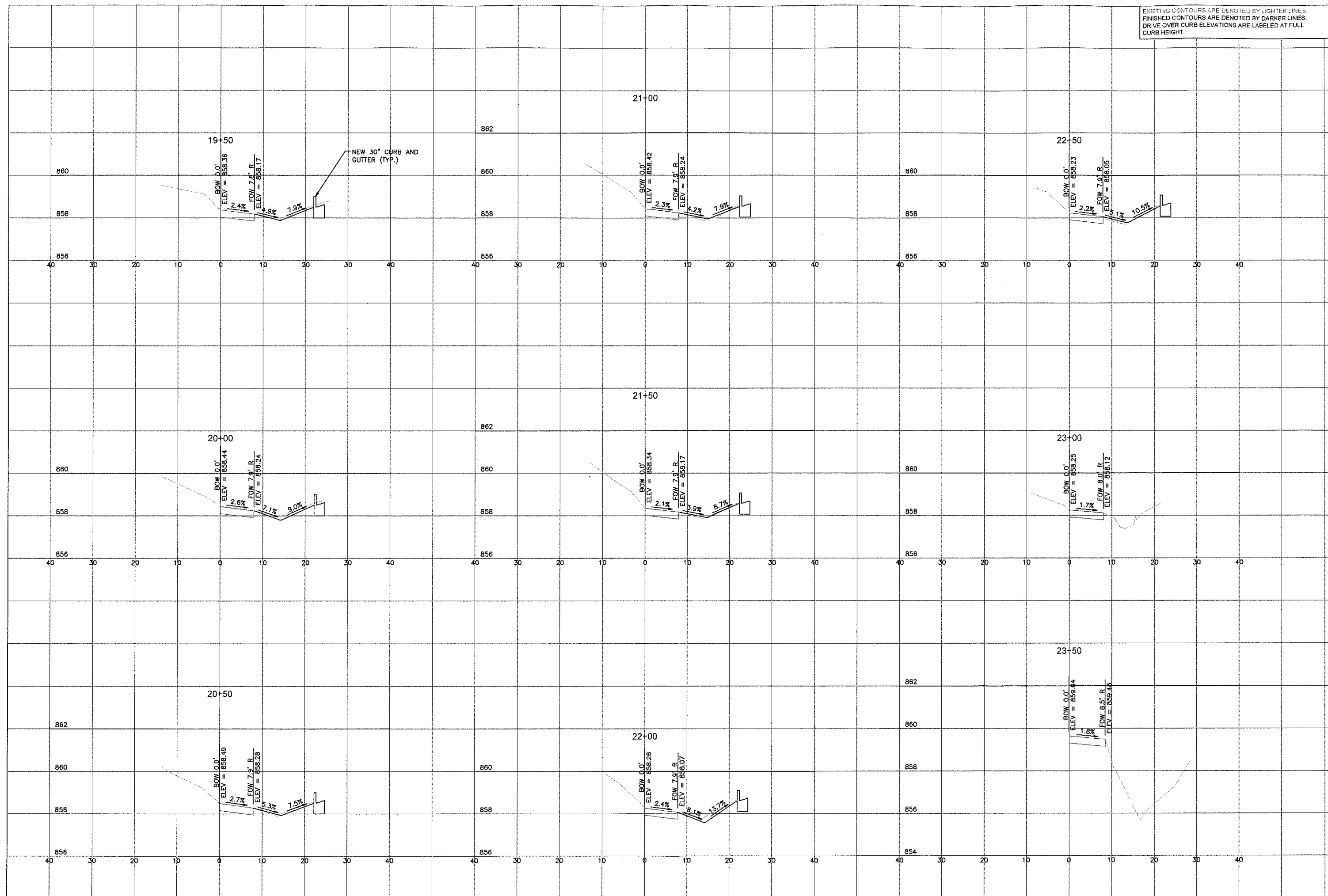
2020 STORMWATER AND PATH IMPROVEMENTS
CREAMERY RD., ELVEHJEM RD., SIGHTING RD.,
OPEN MEADOW, PERROT PLACE, AND MARSH WOODS DR.
Village of McFarland, Wisconsin

PROJECT NO.:
MC 160
DRAWING FILE:
MC 160 SHEETS.DWG
DRAWN BY:
J.R.K.
CHECKED BY:
B.R.B.

DATE:
2-19-20
REVISIONS:



SHEET:
X3



BID TABULATION

PAGE 1 OF 4

Project: 2020 Stormwater and Path Improvements
 Engineer's Project Number: MC 167 Bid Deadline: March 5, 2020 at 10:00 a.m. local time

ITEM NO.	DESCRIPTION OF WORK	BID		PRE-BID ESTIMATE		Nelson Excavating and Son LLC		Raymond P. Cattell Inc.	
		QUANT.	UNITS	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
BASE BID									
1.	6" PVC Sump Drain	1,690	lin. ft.	\$ 41.00	\$ 69,290.00	\$ 18.00	\$ 30,420.00	\$ 35.00	\$ 59,150.00
2.	4" PVC Sump Drain	331	lin. ft.	\$ 35.00	\$ 11,585.00	\$ 16.00	\$ 5,296.00	\$ 35.00	\$ 11,585.00
3.	12" RCP Storm Sewer	3	lin. ft.	\$ 65.00	\$ 195.00	\$ 60.00	\$ 180.00	\$ 200.00	\$ 600.00
4.	Precast Rectangular Curb Catch Basins	1	each	\$ 2,600.00	\$ 2,600.00	\$ 2,400.00	\$ 2,400.00	\$ 2,000.00	\$ 2,000.00
5.	Saddle Inlet	2	each	\$ 2,200.00	\$ 4,400.00	\$ 1,800.00	\$ 3,600.00	\$ 1,500.00	\$ 3,000.00
6.	Area Inlets	2	each	\$ 2,200.00	\$ 4,400.00	\$ 1,800.00	\$ 3,600.00	\$ 1,500.00	\$ 3,000.00
7.	Ditch Grading	1	lump sum	\$ 9,850.00	\$ 9,850.00	\$ 5,500.00	\$ 5,500.00	\$ 30,000.00	\$ 30,000.00
8.	4" Concrete Bank	6,536	sq. ft.	\$ 12.00	\$ 78,432.00	\$ 6.00	\$ 39,216.00	\$ 6.00	\$ 39,216.00
9.	24" Ditch Gutter	811	lin. ft.	\$ 32.00	\$ 25,952.00	\$ 20.00	\$ 16,220.00	\$ 30.00	\$ 24,330.00
10.	Path Pavement Removal	128	sq. yd.	\$ 5.00	\$ 637.78	\$ 5.00	\$ 637.78	\$ 18.00	\$ 2,296.00
11.	0.75" Crushed Aggregate Base Course	499	tons	\$ 16.00	\$ 7,990.40	\$ 16.00	\$ 7,990.40	\$ 25.00	\$ 12,485.00
12.	3" Hot Mix Asphalt Surface Course, Type 5 LT	32	tons	\$ 95.00	\$ 3,030.50	\$ 210.00	\$ 6,699.00	\$ 205.00	\$ 6,539.50
13.	3" Type 5 LT Asphalt Path (8 feet wide)	25	tons	\$ 95.00	\$ 2,403.50	\$ 185.00	\$ 4,680.50	\$ 180.00	\$ 4,554.00
14.	Sawcutting Existing Concrete and Asphalt Pavements	1,483	lineal ft.	\$ 5.00	\$ 7,415.00	\$ 1.50	\$ 2,224.50	\$ 1.50	\$ 2,224.50
15.	Remove and Replace 30" Concrete Curb & Gutter (< 50-foot sections)	31	lineal ft.	\$ 32.00	\$ 992.00	\$ 40.00	\$ 1,240.00	\$ 60.00	\$ 1,860.00
16.	New 30" Hand-Formed Concrete Curb & Gutter	1,314	lineal ft.	\$ 35.00	\$ 45,990.00	\$ 26.00	\$ 34,164.00	\$ 22.00	\$ 28,908.00
17.	Remove and Replace 5" Thick Concrete Sidewalk and Driveway Approaches	2,893	sq. ft.	\$ 10.50	\$ 30,376.50	\$ 6.00	\$ 17,358.00	\$ 10.00	\$ 28,930.00
18.	Topsoil Restoration, Seeding, Fertilizing & Mulching	1,698	sq. yds.	\$ 7.00	\$ 11,886.78	\$ 2.75	\$ 4,669.81	\$ 6.00	\$ 10,188.67
19.	Clean Existing 12" Storm Sewer	69	lin. ft.	\$ 8.00	\$ 552.00	\$ 8.00	\$ 552.00	\$ 15.00	\$ 1,035.00
20.	Clean Existing 18" Storm Sewer	122	lin.ft.	\$ 12.00	\$ 1,464.00	\$ 8.00	\$ 976.00	\$ 20.00	\$ 2,440.00
21.	Clean Existing 24" Storm Sewer	88	lin. ft.	\$ 15.00	\$ 1,320.00	\$ 8.00	\$ 704.00	\$ 25.00	\$ 2,200.00
22.	Regrade and Restore Storm Sewer Outfall Area A	1	lump sum	\$ 5,000.00	\$ 5,000.00	\$ 500.00	\$ 500.00	\$ 2,000.00	\$ 2,000.00
23.	Regrade and Restore Storm Sewer Outfall Area B	1	lump sum	\$ 5,000.00	\$ 5,000.00	\$ 500.00	\$ 500.00	\$ 1,500.00	\$ 1,500.00
24.	Regrade and Restore Storm Sewer Outfall Area C	1	lump sum	\$ 6,000.00	\$ 6,000.00	\$ 500.00	\$ 500.00	\$ 2,500.00	\$ 2,500.00
25.	Erosion Control	1	lump sum	\$ 10,000.00	\$ 10,000.00	\$ 4,300.00	\$ 4,300.00	\$ 6,800.00	\$ 6,800.00
26.	Traffic Control	1	lump sum	\$ 12,000.00	\$ 12,000.00	\$ 800.00	\$ 800.00	\$ 9,000.00	\$ 9,000.00
	BASE BID TOTAL				\$ 358,762.46		\$ 194,927.98		\$ 298,341.67

BID TABULATION

PAGE 2 OF 4

Project: 2020 Stormwater and Path Improvements

Engineer's Project Number: MC 167

Bid Deadline: March 5, 2020 at 10:00 a.m. local time

ITEM NO.	DESCRIPTION OF WORK	BID QUANT. UNITS	PRE-BID ESTIMATE		Nelson Excavating and Son LLC		Raymond P. Cattell Inc.	
			UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
ALTERNATE BID NO. 1 - PATH SEAL COATING								
A1-1.	Crack Filling and Seal Coating	1,311 sq. yds.	\$ 6.00	\$ 7,866.00	\$ 4.00	\$ 5,244.00	\$ 3.95	\$ 5,178.45
A1-2.	Permanent Pavement Markings	1 lump sum	\$ 2,000.00	\$ 2,000.00	\$ 6,000.00	\$ 6,000.00	\$ 4,726.00	\$ 4,726.00
	ALTERNATE BID NO. 1 TOTAL			\$ 9,866.00		\$ 11,244.00		\$ 9,904.45
ALTERNATE BID NO. 2 - PATH RECONSTRUCTION								
A2-1.	Pulverizing and Grading of Existing Asphalt Pavemnet	1,311 sq. yds.	\$ 5.00	\$ 6,555.00	\$ 1.60	\$ 2,097.60	\$ 3.50	\$ 4,588.50
A2-2.	3" Type 5 LT Asphalt Path (8 feet wide)	250 tons	\$ 95.00	\$ 23,750.00	\$ 90.00	\$ 22,500.00	\$ 88.00	\$ 22,000.00
A2-3.	Permanent Pavement Markings	1 lump sum	\$ 2,000.00	\$ 2,000.00	\$ 6,000.00	\$ 6,000.00	\$ 4,726.00	\$ 4,726.00
	ALTERNATE BID NO. 2 TOTAL			\$ 32,305.00		\$ 30,597.60		\$ 31,314.50

BID TABULATION

PAGE 3 OF 4

Project: 2020 Stormwater and Path Improvements
 Engineer's Project Number: MC 167 Bid Deadline: March 5, 2020 at 10:00 a.m. local time

ITEM NO.	DESCRIPTION OF WORK	BID QUANT.	UNITS	Badgerland Excavating Corp. UNIT PRICE	AMOUNT	G-Pro Excavating LLC UNIT PRICE	AMOUNT		
BASE BID									
1.	6" PVC Sump Drain	1,690	lin. ft.	\$ 35.00	\$ 59,150.00	\$ 36.00	\$ 60,840.00		
2.	4" PVC Sump Drain	331	lin. ft.	\$ 45.00	\$ 14,895.00	\$ 26.00	\$ 8,606.00		
3.	12" RCP Storm Sewer	3	lin. ft.	\$ 200.00	\$ 600.00	\$ 400.00	\$ 1,200.00		
4.	Precast Rectangular Curb Catch Basins	1	each	\$ 1,800.00	\$ 1,800.00	\$ 2,000.00	\$ 2,000.00		
5.	Saddle Inlet	2	each	\$ 2,000.00	\$ 4,000.00	\$ 2,600.00	\$ 5,200.00		
6.	Area Inlets	2	each	\$ 1,200.00	\$ 2,400.00	\$ 3,000.00	\$ 6,000.00		
7.	Ditch Grading	1	lump sum	\$ 27,000.00	\$ 27,000.00	\$ 19,000.00	\$ 19,000.00		
8.	4" Concrete Bank	6,536	sq. ft.	\$ 7.00	\$ 45,752.00	\$ 5.00	\$ 32,680.00		
9.	24" Ditch Gutter	811	lin. ft.	\$ 22.00	\$ 17,842.00	\$ 18.00	\$ 14,598.00		
10.	Path Pavement Removal	128	sq. yd.	\$ 4.00	\$ 510.22	\$ 10.00	\$ 1,275.56		
11.	0.75" Crushed Aggregate Base Course	499	tons	\$ 20.00	\$ 9,988.00	\$ 16.70	\$ 8,339.98		
12.	3" Hot Mix Asphalt Surface Course, Type 5 LT	32	tons	\$ 155.00	\$ 4,944.50	\$ 205.00	\$ 6,539.50		
13.	3" Type 5 LT Asphalt Path (8 feet wide)	25	tons	\$ 155.00	\$ 3,921.50	\$ 180.00	\$ 4,554.00		
14.	Sawcutting Existing Concrete and Asphalt Pavements	1,483	lineal ft.	\$ 1.50	\$ 2,224.50	\$ 3.00	\$ 4,449.00		
15.	Remove and Replace 30" Concrete Curb & Gutter (< 50-foot sections)	31	lineal ft.	\$ 55.00	\$ 1,705.00	\$ 55.00	\$ 1,705.00		
16.	New 30" Hand-Formed Concrete Curb & Gutter	1,314	lineal ft.	\$ 30.00	\$ 39,420.00	\$ 30.00	\$ 39,420.00		
17.	Remove and Replace 5" Thick Concrete Sidewalk and Driveway Approaches	2,893	sq. ft.	\$ 7.40	\$ 21,408.20	\$ 12.00	\$ 34,716.00		
18.	Topsoil Restoration, Seeding, Fertilizing & Mulching	1,698	sq. yds.	\$ 2.50	\$ 4,245.28	\$ 7.75	\$ 13,160.36		
19.	Clean Existing 12" Storm Sewer	69	lin. ft.	\$ 50.00	\$ 3,450.00	\$ 10.00	\$ 690.00		
20.	Clean Existing 18" Storm Sewer	122	lin. ft.	\$ 50.00	\$ 6,100.00	\$ 12.00	\$ 1,464.00		
21.	Clean Existing 24" Storm Sewer	88	lin. ft.	\$ 50.00	\$ 4,400.00	\$ 14.00	\$ 1,232.00		
22.	Regrade and Restore Storm Sewer Outfall Area A	1	lump sum	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00	\$ 2,000.00		
23.	Regrade and Restore Storm Sewer Outfall Area B	1	lump sum	\$ 1,000.00	\$ 1,000.00	\$ 1,800.00	\$ 1,800.00		
24.	Regrade and Restore Storm Sewer Outfall Area C	1	lump sum	\$ 1,000.00	\$ 1,000.00	\$ 2,500.00	\$ 2,500.00		
25.	Erosion Control	1	lump sum	\$ 5,000.00	\$ 5,000.00	\$ 14,250.00	\$ 14,250.00		
26.	Traffic Control	1	lump sum	\$ 15,000.00	\$ 15,000.00	\$ 21,000.00	\$ 21,000.00		
BASE BID TOTAL					\$ 298,756.20		\$ 309,219.40		

BID TABULATION

PAGE 4 OF 4

Project: 2020 Stormwater and Path Improvements
 Engineer's Project Number: MC 167 Bid Deadline: March 5, 2020 at 10:00 a.m. local time

ITEM NO.	DESCRIPTION OF WORK	BID QUANT.	UNITS	Badgerland Excavating Corp.		G-Pro Excavating LLC			
				UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT		
ALTERNATE BID NO. 1 - PATH SEAL COATING									
A1-1.	Crack Filling and Seal Coating	1,311	sq. yds.	\$ 2.25	\$ 2,949.75	\$ 4.00	\$ 5,244.00		
A1-2.	Permanent Pavement Markings	1	lump sum	\$ 5,500.00	\$ 5,500.00	\$ 5,595.00	\$ 5,595.00		
	ALTERNATE BID NO. 1 TOTAL				\$ 8,449.75		\$ 10,839.00		
ALTERNATE BID NO. 2 - PATH SEAL COATING									
A2-1.	Pulverizing and Grading of Existing Asphalt Pavemnet	1,311	sq. yds.	\$ 3.50	\$ 4,588.50	\$ 4.25	\$ 5,571.75		
A2-2.	3" Type 5 LT Asphalt Path (8 feet wide)	250	tons	\$ 96.00	\$ 24,000.00	\$ 87.00	\$ 21,750.00		
A2-3.	Permanent Pavement Markings	1	lump sum	\$ 5,500.00	\$ 5,500.00	\$ 5,595.00	\$ 5,595.00		
	ALTERNATE BID NO. 2 TOTAL				\$ 34,088.50		\$ 32,916.75		

March 9, 2020

Village of McFarland
5915 Milwaukee Street
McFarland, WI 53558

Attention: Mr. Matthew Schuenke, Village Administrator

Subject: Analysis of Bids and Recommendation for Award of Contracts; 2020 Stormwater and Path Improvements; Village of McFarland

Bid Deadline: March 5, 2020 at 10:30 a.m. local time

Ladies and Gentlemen:

The purpose of this letter is to analyze the bids received for the 2020 Stormwater and Path Improvements project and to recommend award of a contract. This project involves curb & gutter, street, water main, and storm sewer improvements on various streets and supplemental bid items for property corner replacement and removal/replacement of unsuitable trench backfill.

The pre-bid estimate for the base bid was \$358,762.46. Eighteen general contractors, subcontractors, and material suppliers requested sets of the plans, specifications and bidding documents. Four contractors submitted bids.

A summary of the bids is as follows:

Contractor	Base Bid	Alternate Bid No. 1 Total	Alternate Bid No. 2 Total
Nelson Excavating and Son LLC	\$194,927.98	\$11,244.00	\$30,597.60
Raymond P. Cattell Inc.	\$298,341.67	\$9,904.45	\$31,314.50
Badgerland Excavating Corp.	\$298,756.20	\$8,449.75	\$34,088.50
G-Pro Excavating LLC	\$309,219.40	\$10,839.00	\$32,916.75

All of the bids were properly submitted. The low bidder, using the base bid only, or the base bid and alternate bids is Nelson Excavating and Son LLC of Oregon, Wisconsin, an experienced utility and street contractor that completed a similar projects for the Villages of Orfordville and Marshall.

The base bid submitted by the low bidder for this project is significantly lower than both the next highest bidder and the pre-bid estimate. For this reason, Town and Country Engineering staff met with Nelson Excavating after bid opening to discuss their bid. Nelson confirmed their understanding of the various project requirements and confirmed their commitment to doing the work for the submitted prices. We recommend that Nelson Excavating and Son LLC be awarded a contract for the base bid, plus the alternate bid 2, if the budgets allow, for a total of \$225,525.58.

This will be a unit price contract. That is, the contractor will be paid for the work actually performed on the basis on the unit prices bid. This means that the final line item costs could be either greater than or less than the bid totals. Also, unexpected conditions are sometimes encountered which result in increased project costs. Therefore, it would be wise to continue to carry the recommended 10% contingency.

If you have any questions with respect to our thoughts on this matter, I am available at your convenience to discuss them with you.

Very truly yours,
TOWN & COUNTRY ENGINEERING, INC.

A handwritten signature in black ink, appearing to read 'Tim Stieve', is written over the company name.

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

TJS:sai

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BID TABULATION

PAGE 1 OF 4

Project: 2020 Stormwater and Path Improvements
 Engineer's Project Number: MC 167 Bid Deadline: March 5, 2020 at 10:00 a.m. local time

ITEM NO.	DESCRIPTION OF WORK	BID QUANT.	UNITS	PRE-BID ESTIMATE UNIT PRICE	AMOUNT	Nelson Excavating and Son LLC UNIT PRICE	AMOUNT	Raymond P. Cattell Inc. UNIT PRICE	AMOUNT
BASE BID									
1.	6" PVC Sump Drain	1,690	lin. ft.	\$ 41.00	\$ 69,290.00	\$ 18.00	\$ 30,420.00	\$ 35.00	\$ 59,150.00
2.	4" PVC Sump Drain	331	lin. ft.	\$ 35.00	\$ 11,585.00	\$ 16.00	\$ 5,296.00	\$ 35.00	\$ 11,585.00
3.	12" RCP Storm Sewer	3	lin. ft.	\$ 65.00	\$ 195.00	\$ 60.00	\$ 180.00	\$ 200.00	\$ 600.00
4.	Precast Rectangular Curb Catch Basins	1	each	\$ 2,600.00	\$ 2,600.00	\$ 2,400.00	\$ 2,400.00	\$ 2,000.00	\$ 2,000.00
5.	Saddle Inlet	2	each	\$ 2,200.00	\$ 4,400.00	\$ 1,800.00	\$ 3,600.00	\$ 1,500.00	\$ 3,000.00
6.	Area Inlets	2	each	\$ 2,200.00	\$ 4,400.00	\$ 1,800.00	\$ 3,600.00	\$ 1,500.00	\$ 3,000.00
7.	Ditch Grading	1	lump sum	\$ 9,850.00	\$ 9,850.00	\$ 5,500.00	\$ 5,500.00	\$ 30,000.00	\$ 30,000.00
8.	4" Concrete Bank	6,536	sq. ft.	\$ 12.00	\$ 78,432.00	\$ 6.00	\$ 39,216.00	\$ 6.00	\$ 39,216.00
9.	24" Ditch Gutter	811	lin. ft.	\$ 32.00	\$ 25,952.00	\$ 20.00	\$ 16,220.00	\$ 30.00	\$ 24,330.00
10.	Path Pavement Removal	128	sq. yd.	\$ 5.00	\$ 637.78	\$ 5.00	\$ 637.78	\$ 18.00	\$ 2,296.00
11.	0.75" Crushed Aggregate Base Course	499	tons	\$ 16.00	\$ 7,990.40	\$ 16.00	\$ 7,990.40	\$ 25.00	\$ 12,485.00
12.	3" Hot Mix Asphalt Surface Course, Type 5 LT	32	tons	\$ 95.00	\$ 3,030.50	\$ 210.00	\$ 6,699.00	\$ 205.00	\$ 6,539.50
13.	3" Type 5 LT Asphalt Path (8 feet wide)	25	tons	\$ 95.00	\$ 2,403.50	\$ 185.00	\$ 4,680.50	\$ 180.00	\$ 4,554.00
14.	Sawcutting Existing Concrete and Asphalt Pavements	1,483	lineal ft.	\$ 5.00	\$ 7,415.00	\$ 1.50	\$ 2,224.50	\$ 1.50	\$ 2,224.50
15.	Remove and Replace 30" Concrete Curb & Gutter (< 50-foot sections)	31	lineal ft.	\$ 32.00	\$ 992.00	\$ 40.00	\$ 1,240.00	\$ 60.00	\$ 1,860.00
16.	New 30" Hand-Formed Concrete Curb & Gutter	1,314	lineal ft.	\$ 35.00	\$ 45,990.00	\$ 26.00	\$ 34,164.00	\$ 22.00	\$ 28,908.00
17.	Remove and Replace 5" Thick Concrete Sidewalk and Driveway Approaches	2,893	sq. ft.	\$ 10.50	\$ 30,376.50	\$ 6.00	\$ 17,358.00	\$ 10.00	\$ 28,930.00
18.	Topsoil Restoration, Seeding, Fertilizing & Mulching	1,698	sq. yds.	\$ 7.00	\$ 11,886.78	\$ 2.75	\$ 4,669.81	\$ 6.00	\$ 10,188.67
19.	Clean Existing 12" Storm Sewer	69	lin. ft.	\$ 8.00	\$ 552.00	\$ 8.00	\$ 552.00	\$ 15.00	\$ 1,035.00
20.	Clean Existing 18" Storm Sewer	122	lin.ft.	\$ 12.00	\$ 1,464.00	\$ 8.00	\$ 976.00	\$ 20.00	\$ 2,440.00
21.	Clean Existing 24" Storm Sewer	88	lin. ft.	\$ 15.00	\$ 1,320.00	\$ 8.00	\$ 704.00	\$ 25.00	\$ 2,200.00
22.	Regrade and Restore Storm Sewer Outfall Area A	1	lump sum	\$ 5,000.00	\$ 5,000.00	\$ 500.00	\$ 500.00	\$ 2,000.00	\$ 2,000.00
23.	Regrade and Restore Storm Sewer Outfall Area B	1	lump sum	\$ 5,000.00	\$ 5,000.00	\$ 500.00	\$ 500.00	\$ 1,500.00	\$ 1,500.00
24.	Regrade and Restore Storm Sewer Outfall Area C	1	lump sum	\$ 6,000.00	\$ 6,000.00	\$ 500.00	\$ 500.00	\$ 2,500.00	\$ 2,500.00
25.	Erosion Control	1	lump sum	\$ 10,000.00	\$ 10,000.00	\$ 4,300.00	\$ 4,300.00	\$ 6,800.00	\$ 6,800.00
26.	Traffic Control	1	lump sum	\$ 12,000.00	\$ 12,000.00	\$ 800.00	\$ 800.00	\$ 9,000.00	\$ 9,000.00
BASE BID TOTAL					\$ 358,762.46		\$ 194,927.98		\$ 298,341.67

BID TABULATION

PAGE 2 OF 4

Project: 2020 Stormwater and Path Improvements

Engineer's Project Number: MC 167

Bid Deadline: March 5, 2020 at 10:00 a.m. local time

ITEM NO.	DESCRIPTION OF WORK	BID QUANT. UNITS	PRE-BID ESTIMATE		Nelson Excavating and Son LLC		Raymond P. Cattell Inc.	
			UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
ALTERNATE BID NO. 1 - PATH SEAL COATING								
A1-1.	Crack Filling and Seal Coating	1,311 sq. yds.	\$ 6.00	\$ 7,866.00	\$ 4.00	\$ 5,244.00	\$ 3.95	\$ 5,178.45
A1-2.	Permanent Pavement Markings	1 lump sum	\$ 2,000.00	\$ 2,000.00	\$ 6,000.00	\$ 6,000.00	\$ 4,726.00	\$ 4,726.00
	ALTERNATE BID NO. 1 TOTAL			\$ 9,866.00		\$ 11,244.00		\$ 9,904.45
ALTERNATE BID NO. 2 - PATH RECONSTRUCTION								
A2-1.	Pulverizing and Grading of Existing Asphalt Pavemnet	1,311 sq. yds.	\$ 5.00	\$ 6,555.00	\$ 1.60	\$ 2,097.60	\$ 3.50	\$ 4,588.50
A2-2.	3" Type 5 LT Asphalt Path (8 feet wide)	250 tons	\$ 95.00	\$ 23,750.00	\$ 90.00	\$ 22,500.00	\$ 88.00	\$ 22,000.00
A2-3.	Permanent Pavement Markings	1 lump sum	\$ 2,000.00	\$ 2,000.00	\$ 6,000.00	\$ 6,000.00	\$ 4,726.00	\$ 4,726.00
	ALTERNATE BID NO. 2 TOTAL			\$ 32,305.00		\$ 30,597.60		\$ 31,314.50

BID TABULATION

PAGE 3 OF 4

Project: 2020 Stormwater and Path Improvements
 Engineer's Project Number: MC 167 Bid Deadline: March 5, 2020 at 10:00 a.m. local time

ITEM NO.	DESCRIPTION OF WORK	BID QUANT.	UNITS	Badgerland Excavating Corp. UNIT PRICE	AMOUNT	G-Pro Excavating LLC UNIT PRICE	AMOUNT		
BASE BID									
1.	6" PVC Sump Drain	1,690	lin. ft.	\$ 35.00	\$ 59,150.00	\$ 36.00	\$ 60,840.00		
2.	4" PVC Sump Drain	331	lin. ft.	\$ 45.00	\$ 14,895.00	\$ 26.00	\$ 8,606.00		
3.	12" RCP Storm Sewer	3	lin. ft.	\$ 200.00	\$ 600.00	\$ 400.00	\$ 1,200.00		
4.	Precast Rectangular Curb Catch Basins	1	each	\$ 1,800.00	\$ 1,800.00	\$ 2,000.00	\$ 2,000.00		
5.	Saddle Inlet	2	each	\$ 2,000.00	\$ 4,000.00	\$ 2,600.00	\$ 5,200.00		
6.	Area Inlets	2	each	\$ 1,200.00	\$ 2,400.00	\$ 3,000.00	\$ 6,000.00		
7.	Ditch Grading	1	lump sum	\$ 27,000.00	\$ 27,000.00	\$ 19,000.00	\$ 19,000.00		
8.	4" Concrete Bank	6,536	sq. ft.	\$ 7.00	\$ 45,752.00	\$ 5.00	\$ 32,680.00		
9.	24" Ditch Gutter	811	lin. ft.	\$ 22.00	\$ 17,842.00	\$ 18.00	\$ 14,598.00		
10.	Path Pavement Removal	128	sq. yd.	\$ 4.00	\$ 510.22	\$ 10.00	\$ 1,275.56		
11.	0.75" Crushed Aggregate Base Course	499	tons	\$ 20.00	\$ 9,988.00	\$ 16.70	\$ 8,339.98		
12.	3" Hot Mix Asphalt Surface Course, Type 5 LT	32	tons	\$ 155.00	\$ 4,944.50	\$ 205.00	\$ 6,539.50		
13.	3" Type 5 LT Asphalt Path (8 feet wide)	25	tons	\$ 155.00	\$ 3,921.50	\$ 180.00	\$ 4,554.00		
14.	Sawcutting Existing Concrete and Asphalt Pavements	1,483	lineal ft.	\$ 1.50	\$ 2,224.50	\$ 3.00	\$ 4,449.00		
15.	Remove and Replace 30" Concrete Curb & Gutter (< 50-foot sections)	31	lineal ft.	\$ 55.00	\$ 1,705.00	\$ 55.00	\$ 1,705.00		
16.	New 30" Hand-Formed Concrete Curb & Gutter	1,314	lineal ft.	\$ 30.00	\$ 39,420.00	\$ 30.00	\$ 39,420.00		
17.	Remove and Replace 5" Thick Concrete Sidewalk and Driveway Approaches	2,893	sq. ft.	\$ 7.40	\$ 21,408.20	\$ 12.00	\$ 34,716.00		
18.	Topsoil Restoration, Seeding, Fertilizing & Mulching	1,698	sq. yds.	\$ 2.50	\$ 4,245.28	\$ 7.75	\$ 13,160.36		
19.	Clean Existing 12" Storm Sewer	69	lin. ft.	\$ 50.00	\$ 3,450.00	\$ 10.00	\$ 690.00		
20.	Clean Existing 18" Storm Sewer	122	lin. ft.	\$ 50.00	\$ 6,100.00	\$ 12.00	\$ 1,464.00		
21.	Clean Existing 24" Storm Sewer	88	lin. ft.	\$ 50.00	\$ 4,400.00	\$ 14.00	\$ 1,232.00		
22.	Regrade and Restore Storm Sewer Outfall Area A	1	lump sum	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00	\$ 2,000.00		
23.	Regrade and Restore Storm Sewer Outfall Area B	1	lump sum	\$ 1,000.00	\$ 1,000.00	\$ 1,800.00	\$ 1,800.00		
24.	Regrade and Restore Storm Sewer Outfall Area C	1	lump sum	\$ 1,000.00	\$ 1,000.00	\$ 2,500.00	\$ 2,500.00		
25.	Erosion Control	1	lump sum	\$ 5,000.00	\$ 5,000.00	\$ 14,250.00	\$ 14,250.00		
26.	Traffic Control	1	lump sum	\$ 15,000.00	\$ 15,000.00	\$ 21,000.00	\$ 21,000.00		
	BASE BID TOTAL				\$ 298,756.20		\$ 309,219.40		

BID TABULATION

PAGE 4 OF 4

Project: 2020 Stormwater and Path Improvements
 Engineer's Project Number: MC 167 Bid Deadline: March 5, 2020 at 10:00 a.m. local time

ITEM NO.	DESCRIPTION OF WORK	BID QUANT.	UNITS	Badgerland Excavating Corp.		G-Pro Excavating LLC			
				UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT		
ALTERNATE BID NO. 1 - PATH SEAL COATING									
A1-1.	Crack Filling and Seal Coating	1,311	sq. yds.	\$ 2.25	\$ 2,949.75	\$ 4.00	\$ 5,244.00		
A1-2.	Permanent Pavement Markings	1	lump sum	\$ 5,500.00	\$ 5,500.00	\$ 5,595.00	\$ 5,595.00		
	ALTERNATE BID NO. 1 TOTAL				\$ 8,449.75		\$ 10,839.00		
ALTERNATE BID NO. 2 - PATH SEAL COATING									
A2-1.	Pulverizing and Grading of Existing Asphalt Pavemnet	1,311	sq. yds.	\$ 3.50	\$ 4,588.50	\$ 4.25	\$ 5,571.75		
A2-2.	3" Type 5 LT Asphalt Path (8 feet wide)	250	tons	\$ 96.00	\$ 24,000.00	\$ 87.00	\$ 21,750.00		
A2-3.	Permanent Pavement Markings	1	lump sum	\$ 5,500.00	\$ 5,500.00	\$ 5,595.00	\$ 5,595.00		
	ALTERNATE BID NO. 2 TOTAL				\$ 34,088.50		\$ 32,916.75		



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, March 23, 2020

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Jim Hessling, Public Works Director

AGENDA ITEM: Discussion and action regarding replacement of air conditioning units at the Municipal Center.

PREVIOUS ACTION:

The Public Works Committee recommended approval at their meeting on March 10, 2020.

ISSUE SUMMARY:

The current roof top air conditioning units at the Municipal Center are 20 years in age and are getting harder to repair because of their age and older technology. Several units have failed over the past couple of years and one of the roof top units was replaced in 2019 as it stopped working completely. The current units run on R22 Freon which is becoming difficult to obtain and will no longer be produced or imported starting in 2020. If Freon is required, it will have to be a reclaimed product, which in turn will be expensive and difficult to obtain. New units operate on a newer, more environmentally sound type of Freon. A/C units of this nature have an average lifespan of fifteen years.

The attached proposals are from All Comfort and Harker Heating and Cooling. Both of these contractors are local and specify the replacement of the five remaining units, out of the six, that are currently in place.

FINANCIAL/BUDGET IMPACT:

The cost of the proposal recommended is \$59,799. Electrical will be addressed separately. The 2020 Budget for the project is \$85,000 and to be paid for through reserves within the Capital Projects fund meant to fund building maintenance. The project as presented is under budget.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval.



ATTACHMENTS:

1. Harker
2. 2020 Trane RTU replacements at 5915 Milwaukee St McFarland WI 53558 (002)
3. All Comfort
4. All Comfort 5 rooftop units Revised 2 25 2020

Jim Hessling

Subject: FW: 2020 Trane RTU replacements at 5915 Milwaukee St, McFarland, WI 53558

From: Brian Hoffman <brianh@harkerheating.com>
Sent: Monday, February 10, 2020 10:30 AM
To: Jim Hessling <Jim.Hessling@mcfarland.wi.us>
Subject: RE: 2020 Trane RTU replacements at 5915 Milwaukee St, McFarland, WI 53558

You are welcome!

Have a great week!

Brian Hoffman • Director of Commercial Service Accounts
t. 608.255.6902 f. 608.255.2001
w. www.harkerheating.com
87 W Beltline Hwy • Madison, WI 53713

From: Jim Hessling <Jim.Hessling@mcfarland.wi.us>
Sent: Monday, February 10, 2020 10:27 AM
To: Brian Hoffman <brianh@harkerheating.com>
Cc: Tina McGaw <tinam@harkerheating.com>; Cheryl Kruger <cherylk@harkerheating.com>; Jim Hessling <Jim.Hessling@mcfarland.wi.us>
Subject: RE: 2020 Trane RTU replacements at 5915 Milwaukee St, McFarland, WI 53558

Thank you for the extension.

Jim Hessling | Director of Public Works | Village of McFarland | 5115 Terminal Drive | McFarland, WI 53558 |
| 608-838-7287 | jim.hessling@mcfarland.wi.us | Proud member of the WI American Public Works Association

From: Brian Hoffman <brianh@harkerheating.com>
Sent: Monday, February 10, 2020 10:10 AM
To: Jim Hessling <Jim.Hessling@mcfarland.wi.us>
Cc: Tina McGaw <tinam@harkerheating.com>; Cheryl Kruger <cherylk@harkerheating.com>
Subject: RE: 2020 Trane RTU replacements at 5915 Milwaukee St, McFarland, WI 53558

Hello Jim,

Attached is the proposal with the price being valid till March 30th.

Please let me know if you have any other questions.

Regards,

Brian Hoffman • Director of Commercial Service Accounts
t. 608.255.6902 f. 608.255.2001
w. www.harkerheating.com
87 W Beltline Hwy • Madison, WI 53713

From: Jim Hessling <Jim.Hessling@mcfarland.wi.us>
Sent: Monday, February 10, 2020 9:18 AM
To: Brian Hoffman <brianh@harkerheating.com>
Cc: Jim Hessling <Jim.Hessling@mcfarland.wi.us>
Subject: FW: 2020 Trane RTU replacements at 5915 Milwaukee St, McFarland, WI 53558

Hi Brian,

Thanks for the proposal. Our February meeting to discuss this proposal was cancelled. At this time we are scheduled to meet March 10th. After that meeting the proposal has to go to the Village Board for final approval which is on March 23. We will hopefully have approval at that meeting. In the proposal it states that the pricing is good for 30 days. Will you extend this until March 30th and if so can we get that extension in writing? Hope to hear from you soon,
Jim

Jim Hessling | Director of Public Works | Village of McFarland | 5115 Terminal Drive | McFarland, WI 53558 |
| 608-838-7287 | jim.hessling@mcfarland.wi.us | Proud member of the WI American Public Works Association

From: Brian Hoffman <brianh@harkerheating.com>
Sent: Thursday, January 16, 2020 11:35 AM
To: Jim Hessling <Jim.Hessling@mcfarland.wi.us>
Cc: Tina McGaw <tinam@harkerheating.com>; Cheryl Kruger <cherylk@harkerheating.com>
Subject: 2020 Trane RTU replacements at 5915 Milwaukee St, McFarland, WI 53558

Hello Jim,

Attached is our proposal for the replacement of the remaining (5) Trane package roof top units for the Municipal building.
Please review and let me know if you have any questions or need any modifications.
Regards,

Brian Hoffman • Director of Commercial Service Accounts
t. [608.255.6902](tel:608.255.6902) f. [608.255.2001](tel:608.255.2001)
w. www.harkerheating.com
87 W Beltline Hwy • Madison, WI 53713

From: Jim Hessling <Jim.Hessling@mcfarland.wi.us>
Sent: Thursday, January 16, 2020 8:58 AM
To: Brian Hoffman <brianh@harkerheating.com>
Cc: Jim Hessling <Jim.Hessling@mcfarland.wi.us>
Subject: Proposals

Hi Brian,

Hope your day is going well.

Can you send over the quote for the maintenance program for our buildings. We would like to get going on that and need the proposal.

Also do you have pricing on replacing the rooftop A/C units?

Thanks and I hope to hear from you soon,
Jim

Jim Hessling | Director of Public Works | Village of McFarland | 5115 Terminal Drive | McFarland, WI 53558 |
| 608-838-7287 | jim.hessling@mcfarland.wi.us | Proud member of the WI American Public Works Association



January 16, 2020

Mr. Jim Hessling
Village of McFarland
5115 Terminal Dr.
McFarland, WI 53558
PH: 608-838-2383
Email: jim.hessling@mcfarland.wi.us

Project Description: Replacement of (5) Trane roof top units.

Project Address: 5915 Milwaukee St, McFarland, WI 53558

Replacement of package roof top unit #2:

- Remove & properly dispose of existing equipment & refrigerant.
- Install (5) new Trane R410a package roof top units.
 - Unit numbers #1 - #3 - #4 - #5 - #6
- Install (5) factory directed CDI curb adapters.
- Install Trane manufacture Hail guards on each of the new units.
- Install (1) manufacture power exhaust on unit #6.
- Install (1) new Semco ERV on unit #5.
 - New unit will be set on proper roof supports for a rubber roof.
 - Ductwork will be manufactured & installed to go from the unit to the RTU.
- Install new condensate trap.
- Reconnect Carriers controls onto the new package roof top units.
- Startup and verify proper operation of the unit.
- Installation labor
- Crane rental & city permits.
- HVAC permit fees
- One year parts and labor warranty
- Manufactures warranty

COST OF INSTALLATION \$59,799.00 *

***Terms & Conditions:**

- **This price does NOT include: Electrical.**
- **For the multi- unit bundle we will replace the unit in two crane picks**
 - **Pick #1 would be the replacing of all (3) units on the upper roof.**
 - **Pick #2 would be the replacing of the remaining (3) units on the lower roof.**
- Work to be performed during normal business hours of Monday-Friday 7:30am to 4:00pm
- The pricing provided is valid for 30 Days.
- Terms are net 30 days.
 - After which finance charges will be applied.
- According to the state of Wisconsin statutes, chapter 779.01 we retain the right to file a lien if payment is not received as noted above.
- This price reflects the Harker cash or check discount.
 - If credit card is to be used add 3.5% on to cost.

Authorization Signature

Date

Brian Hoffman Director of Commercial Service Accounts

Trane:

Performance Features

- Gas efficiencies up to 82%
- Innovative non-corrosive composite condensate pan
- Solid-state control for on-board diagnostics with LED error code
- Burner control logic and energy saving indoor fan motor delay
- Tubular heat exchanger with stainless steel burners
- Pre-painted exterior panels and primer-coated interior panels

Maintenance Features

- Control terminal board facilitating simple safety circuit troubleshooting
- Access panels with easy grip handles
- Two-inch disposable return air filters
- Scroll compressors with internal line-break overload protection
- 24-volt control circuit protected with resettable circuit breaker
- Low pressure and high-pressure switch protection
- Anti-cycle protection for gas heat operation
- Solid-state electronic direct spark ignition system and flame roll-out safety protector

Standard Limited Warranty

- 5 years parts only heat exchanger - aluminized
- 5 years parts only compressor
- 1 year parts only on all other parts





Heating & Cooling, Inc.

87 W. Beltline Hwy. • Madison, WI 53713
(608) 255-6902 • Fax (608) 255-2001

WHEN SHOULD YOU PLAN FOR YOUR REPLACEMENT COSTS?

Equipment Type	Years	Equipment Type	Years
Air Conditioning Units		Coils	
Window Units	10	DX, Water, or Steam	20
Residential Units	15	Electric	15
Commercial Through the Wall	15	Heat Exchangers	
Computer Room Units	15	Shell-and-Tube	24
Water-Cooled Package	15	Reciprocating Compressors	20
Heat Pumps		Package Chillers	
Residential Air-to-Air	10	Reciprocating	20
Commercial Air-to-Air	15	Centrifugal	23
Commercial Water-to-Air	19	Absorption	23
Rooftop Air Conditioners		Cooling Towers	
Single-zone	15	Galvanized Metal	20
Multi-zone	15	Wood	20
Boilers, Hot Water (Steam)		Ceramic	34
Steel Water-Tube	24(30)	Air-Cooled Condensers	20
Steel Fire-Tube	25(25)	Evaporative Condensers	20
Cast Iron	35(30)	Insulation	
Electric	15	Molded	20
Burners	21	Blanket	24
Furnaces		Pumps	
Gas or Oil-Fired	18	Base-Mounted	20
Unit Heaters		Pipe-Mounted	10
Gas or Electric	13	Sump and Well	10
Hot Water or Steam	20	Condensate	15
Radiant Heaters		Reciprocating Engines	20
Electric	10	Steam Turbines	30
Hot Water or Steam	25	Electric Motors	18
Air Terminals		Motor Starters	17
Diffusers, Grills, and Registers	27	Electric Transformers	30
Induction and Fan-coil units	20	Controls	
Air-Washers	17	Pneumatic	20
Duct Work	30	Electric, or Electronic	15



Please Note:

Per the U.S. Environmental Protection Agency, R22 refrigerant will no longer be manufactured or imported into the United States on January 1, 2020.

Government regulations have also restricted the amount of R22 refrigerant that can be produced until the deadline.

Why is the price of R-22 increasing?

In short, R-22 is becoming scarce because the U.S. has agreed to phase out the production, import, and use of this refrigerant because of its damaging effect on the ozone layer. This has driven up the price and will continue to do so. By the year 2020, this refrigerant will no longer be imported or produced.

Why should you care?

If your air conditioner uses R-22 refrigerant and the refrigerant leaks, it will be expensive to recharge the system. In the very near future, it will likely become either cost-prohibitive or downright impossible. Manufacturers are also rationing the amount of R-22 refrigerant being sold to HVAC contractors.

R22 vs. R410a Refrigerant: Which is Better?

So, the government wants us to shift away from R22 refrigerant. But laws aside, which of the two refrigerant options is a better option?

R22 refrigerant:

- As of 2010 is no longer allowed to be used in newly-manufactured air conditioners.
- Contributes to the depletion of the ozone layer.
- Is less capable of absorbing and releasing heat than R410a refrigerant, making it less energy efficient.
- Is becoming more and more expensive as its use is phased out.

R410a refrigerant:

- Is approved for use in all newly-manufactured air conditioners.
- Does not contribute to the depletion of the ozone layer.

Jim Hessling

Subject: FW: revised quote
Attachments: Village of McFarland replacement of 5 rooftop units Revised 2 25 2020.doc

From: Debbie Wuksinich <DWuksinich@allcomfortservices.com>

Sent: Monday, February 24, 2020 3:29 PM

To: Jim Hessling <Jim.Hessling@mcfarland.wi.us>

Subject: RE: revised quote

Jim,

Attached is a two page proposal with the addition of the SEMCO for unit #5.

Also, included are options of adding the power exhaust for unit #3 and hail guards for all 5 units.

Feel free to contact me with any questions that you may have.

Best regards,

Debbie Wuksinich

System Consultant

All Comfort Services

Tel: 608.838.7300

Fax: 608.838 4312

www.allcomfortservices.com

From: Jim Hessling [<mailto:Jim.Hessling@mcfarland.wi.us>]

Sent: Monday, February 24, 2020 12:52 PM

To: Debbie Wuksinich

Subject: RE: 1 of 5

Debbie,

Thanks for the reply.

Yes please add the power exhaust as an option along with hail gaurds.

Jim

Jim Hessling | Director of Public Works | Village of McFarland | 5115 Terminal Drive | McFarland, WI 53558 |
| 608-838-7287 | jim.hessling@mcfarland.wi.us | Proud member of the WI American Public Works Association

From: Debbie Wuksinich <DWuksinich@allcomfortservices.com>

Sent: Monday, February 24, 2020 12:43 PM

To: Jim Hessling <Jim.Hessling@mcfarland.wi.us>

Subject: RE: 1 of 5

Hi Jim,

I did receive the email.

I will send you an updated quote with the addition of the SEMCO unit for RTU # 5 along with options to add the hail guards.

On unit #3, you had asked about the additional hood. This is a power exhaust which Jim Brander said has not worked in years. Do you want me to include an option to add that as well?

The new rooftop units would be adaptable to have the controls but would be set up by whoever your EMBASSY control company is.

Best regards,

Debbie Wuksinich

System Consultant

All Comfort Services

Tel: 608.838.7300
Fax: 608.838 4312
www.allcomfortservices.com

From: Jim Hessling [<mailto:Jim.Hessling@mcfarland.wi.us>]

Sent: Monday, February 24, 2020 12:39 PM

To: Debbie Wuksinich

Subject: 1 of 5

Hi Debbie,

Checking in to see if you received this e-mail. I will send additional pic under separate e-mails so they go thru.

1 of 5

Thanks and I look forward to your reply.

Jim

Jim Hessling | Director of Public Works | Village of McFarland | 5115 Terminal Drive | McFarland, WI 53558 |
608-838-7287 | jim.hessling@mcfarland.wi.us | Proud member of the WI American Public Works Association

From: Jim Hessling

Sent: Monday, February 17, 2020 2:13 PM

To: Debbie Wuksinich <DWuksinich@allcomfortservices.com>

Cc: Jim Hessling <Jim.Hessling@mcfarland.wi.us>

Subject: RE: per your request

Hi Debbie,

Thanks for the quote.

I'm surprised with the increase in the cost per unit as All Comfort is our primary heating/cooling contractor. Other vendors honor the original quote unless the scope of work has changed.

On the proposal I'm wondering about the following-

Are hail guards included with all of the units

Are new condensate traps include with all of the units

What does it mean "Connecting of the controls is not included; to be done by others"? How would the units operation be verified and tested if the controls are not hooked up by All Comfort?

On the attached photo does replacement unit #5 include the SEMCO unit and additional hoods/tin work as shown?

On the attached photo does replacement unit #3 include the additional hoods/tin work as shown?

Thanks for help with this matter. I hope to hear from you soon,

Jim

Jim Hessling | Director of Public Works | Village of McFarland | 5115 Terminal Drive | McFarland, WI 53558 |
608-838-7287 | jim.hessling@mcfarland.wi.us | Proud member of the WI American Public Works Association

From: Debbie Wuksinich <DWuksinich@allcomfortservices.com>

Sent: Tuesday, February 11, 2020 11:20 AM

To: Jim Hessling <Jim.Hessling@mcfarland.wi.us>

Subject: RE: per your request

Hello Jim,

Thank you for the update.

The previous quote was a very competitive to keep our guys busy during the slow time of the year. Under the circumstances, we would not be able to order the RTU's until the end of March. With the 4 week lead time, the units would not arrive until the end of April.

However we value your business, so wanted to give you the best price possible. Attached is a revised quote with only \$200.00 more per rooftop unit which is still competitive for this time of year.

Also, keep in mind that the process will be over a 2 day period. You will be without heating/cooling during the install. We would replace 3 units first, then if all goes according to plan, the other 2 units the next day.

At your convenience look over the paperwork and feel free to contact me with any questions that you may have.

Best regards,
Debbie Wuksinich
System Consultant
All Comfort Services
Tel: 608.838.7300
Fax: 608.838 4312
www.allcomfortservices.com

From: Jim Hessling [<mailto:Jim.Hessling@mcfarland.wi.us>]

Sent: Monday, February 10, 2020 9:28 AM

To: Debbie Wuksinich

Cc: Jim Hessling

Subject: RE: per your request

Hi Debbie,

Thanks for the proposal. Our February meeting to discuss this proposal was cancelled. At this time we are scheduled to meet March 10Th. After that meeting the proposal has to go to the Village Board for final approval which is on March 23. We will have hopefully have approval at that meeting. In the proposal it states that the work is anticipated to be completed in March. Does this affect any pricing and such? Will you extend this pricing until March 30th and if so can we get that extension in writing?

Hope to hear from you soon,

Jim

Jim Hessling | Director of Public Works | Village of McFarland | 5115 Terminal Drive | McFarland, WI 53558 |
| 608-838-7287 | jim.hessling@mcfarland.wi.us | Proud member of the WI American Public Works Association

From: Debbie Wuksinich <DWuksinich@allcomfortservices.com>

Sent: Tuesday, January 28, 2020 10:04 AM

To: Jim Hessling <Jim.Hessling@mcfarland.wi.us>

Subject: per your request

Good morning Jim,

Per your request, attached is a quote to replace 5 rooftop units.

At your convenience look over the quote and if satisfactory, sign, date, and return to me. As soon as we receive written authorization with ½ down, we will order the equipment.

Please keep in mind that it takes up to 4 weeks delivery time of the rooftop units.

Feel free to contact me with any questions that you may have.

Best regards,

Debbie Wuksinich
System Consultant
All Comfort Services
Tel: 608.838.7300
Fax: 608.838 4312



PROPOSAL SUBMITTED TO: VILLAGE OF MCFARLAND MUNICIPAL BLDG	PHONE: 608-838-7287	Page 1 of 2 2/25/2020
STREET 5915 MILWAUKEE ST	FAX #:	JOB PHONE:
CITY, STATE, ZIP: MCFARLAND WI	JOB DESCRIPTION: REPLACE 5 ROOFTOP UNITS	
ATTN: JIM HESSLING Jim.hessling@mcfarland.wi.us	JOB LOCATION:	

Purchase and Installation of 5 Rooftop Unit, Economizers, and Curb Adaptors

- 2) Trane 4 ton Cooling Only Rooftop Units
- 2) Trane 5 ton Cooling Only Rooftop Units
- 1) Trane 10 ton Cooling Only Rooftop Unit
- 1) SEMCO unit for Rooftop Unit # 5
- Traps included
- Removal and proper disposal of existing units
- thermostats
- Labor
- Crane rental (1 lift for upper lift units and 1 lift for lower roof units)
- Permit and Applicable tax
- 5 year compressor and 1 year labor warranty
- Includes electrical wiring of rooftop units and new disconnects

	\$74,724.00
All Comfort 5 rooftop units discount	<u>6,000.00</u>
	\$68,724.00

- ❖ Quote does not include code violations from existing installs
- ❖ All Comfort will confirm BACnet or LON communication interface before ordering RTU
- ❖ Connecting of controls is not included; to be done by others
- ❖ Quote does not include changes at electrical panel if needed
- ❖ All 5 rooftop units will be replaced at once; 3 one day and 2 another day
- ❖ Quote contingent on down payment and quote acceptance received by 3/30; so RTU can be ordered and work can be done by May 12th 2020
- ❖ Lead time of RTU is 4 weeks.

OPTIONAL

- ❖ Power Exhaust for RTU # 3.....\$1,879.00
- ❖ Hail Guards for 5 RTU's\$2,680.00



Village of McFarland Replace 5 Rooftop Units Quote

Page 2 of 2

PAYMENT TO BE MADE AS FOLLOWS:

½ down; balance due net 20 days upon receipt of invoice

All material is guaranteed to be as specified. All work is to be completed in a professional manner according to standard practices. Any alteration or deviation from stated specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.	Authorized Debbie Wuksinich Signature _____ Note: This proposal may be withdrawn by us if not accepted within ____14____ days.
ACCEPTANCE OF PROPOSAL – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work specified, Payment will be made as outlined above Date of Acceptance: _____	Signature _____ Signature _____



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, March 23, 2020

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Jim Hessling, Public Works Director

AGENDA ITEM: Discussion and action regarding the proposal for 2020 Crackseal and Chipseal street maintenance.

PREVIOUS ACTION:

The Public Works Committee recommended approval of this proposal at its meeting on March 10, 2020.

ISSUE SUMMARY:

Annually the Village conducts cracksealing and chipseal work in order to maintain and extend the life of our streets. This type of work is common practice in municipalities. Enclosed in your packet is a proposal from Fahrner Asphalt Sealers for the 2020 work to be conducted on identified streets.

Fahrner Asphalt, the proposal provider, has been in business since 1979 and has worked in the village in the past. They are a reputable and well respected company.

FINANCIAL/BUDGET IMPACT:

The total cost of this work is \$98,356. The 2020 Budget is annually approved for \$300,000 in street maintenance for repairs that have a life cycle of greater than 1 year. Additional funds from this line will go towards concrete/asphalt repair, paving, and other long term maintenance needs as determined later. The project as presented is under budget.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval.

ATTACHMENTS:

1. Crackseal and Chipseal Proposal 2020 Fahrner

PROPOSAL / CONTRACT

Job. No. _____

Date: March 02, 2020

PLOVER, WI 54467
2800 Mecca Drive
Ph.: 715.341.2868
Fax: 715.341.1054

WAUNAKEE, WI 53597
316 Raemisch Road
Ph.: 608.849.6466
Fax: 608.849.6470

KAUKAUNA, WI 54130
860 Eastline Road
Ph.: 920.759.1008
Fax: 920.759.1019

EAU CLAIRE, WI 54703
6615 U.S. Hwy 12 W
Ph.: 715.874.6070
Fax: 715.874.6717



Pavement Maintenance Contractors

EEO/AA Employer

CORPORATE OFFICE: 1.800.332.3360

FREDERIC, WI 54637
3468 115th Street
Ph.: 715.653.2535
Fax: 715.653.2553

SAGINAW, MI 48601
2224 Veterans Memorial Pkwy
Ph.: 989.752.9200
Fax: 989.752.9205

DUBUQUE, IA 52002
7680 Commerce Park
Section C
Ph.: 563.556.6231
Fax: 563.588.1240

OAKDALE, MN 55128
7500 Hudson Blvd., Ste. 305
Ph.: 651.340.6212
Fax: 651.340.6221

Contact Name: **Jim Hessling**

Contract Price

\$98,356.00

PURCHASER: **VILLAGE OF MCFARLAND**

TELEPHONE:

(608) 838-7287

ADDRESS: **5115 TERMINAL DR
MC FARLAND, WI 53558**

DESCRIPTION OF PROPERTY:

**2020 Street Maintenance
5155 Terminal Dr.
McFarland, WI 53558**

1. FAHRNER Asphalt Sealers, L.L.C. (CONTRACTOR) and PURCHASER agree that, CONTRACTOR shall furnish the labor and materials to complete certain construction in accordance with the following specifications:

2020 Crackseal & Chipseal Proposal

Rout out cracks to a 3/4 x 3/4 ratio width versus depth. Blow out and clean cracks with compressed air and heat lance. Seal cracks with a rubberized asphalt crack sealant. This material exceeds Fed Spec ASTM D6690 Type II.

Thoroughly clean the existing surface with a self propelled broom. Apply 170 degree emulsified asphalt by full-width spray distributor. Apply cover aggregate and spread uniformly over surface with full-width self propelled chip spreader. Roll with pneumatic-tired roller.

Emulsion - CRS2-P Polymer Modified
Aggregate - FA2 Fractured Granite
Sweeping - Included

****See Attached List of Roads and Specifications**

This proposal may be withdrawn if not accepted and received by CONTRACTOR within 30 days of the date above and/ or at any time before performance of the work hereunder upon CONTRACTOR'S determination that the PURCHASER is not creditworthy.

2. If proposal is accepted please sign, retain one copy and forward a copy to our office.
3. The undersigned ("PURCHASER") agrees to pay CONTRACTOR the total price of **\$98,356.00** and/or the unit prices specified above for the labor and materials specified above which payment shall be due upon completion of each stage of work.
PURCHASER acknowledges that the specifications, conditions and price quotes specified above are satisfactory and hereby accepted.

Acceptance of this Proposal includes acceptance of all the terms and conditions on back.

CONTRACTOR:

Fahrner Asphalt Sealers, LLC:608-280-1452
mike.jenquin@fahrnerasphalt.com

PURCHASER:

I have read and understand the terms and conditions on both sides of this contract.

Mike Jenquin

(PRINT OR TYPE NAME)

By:

M. Jenquin

(CONTRACTOR REPRESENTATIVE)

By:

(PURCHASER AUTHORIZED REPRESENTATIVE)

Date: March 02, 2020

Date of acceptance: _____

TERMS AND CONDITIONS

NOTICE OF LIEN RIGHTS

AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAWS, CONTRACTOR HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES FURNISHING LABOR OR MATERIALS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON OWNER'S LAND AND BUILDING IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED CONTRACTOR, ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN SIXTY (60) DAYS AFTER THEY FIRST FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO THE MORTGAGE LENDER, IF ANY. CONTRACTOR AGREES TO COOPERATE WITH THE OWNER AND THE OWNER'S LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMS ARE DULY PAID.

ACCEPTANCE OF WORK

All labor and material is conclusively accepted as satisfactory unless excepted to in writing within seven (7) days of performance.

EXTRA WORK

All alterations or deviations from any of the terms of this contract shall be in writing and executed by the parties hereto. Any extra cost involved therein will become an extra charge to be paid by PURCHASER over and above the contract price.

PURCHASER'S RESPONSIBILITIES

PURCHASER acknowledges and understands that it shall be responsible for obtaining any and all permits which may be required in connection with performance of this Proposal/Contract. Where applicable, PURCHASER shall also be responsible for backfilling areas that border along the newly paved surface with appropriate material to eliminate potential cracking and uneven surface at the edge of the paved surface and for installing, replacing, maintaining and repairing shoulders. PURCHASER assumes all liability for any damages done to underground utilities and/or structures unless CONTRACTOR has been notified, upon acceptance of this Proposal, as to the specific location and depth of any such buried utility/structures.

Unless exempt, in accepting this Proposal/Contract, PURCHASER acknowledges that it shall comply with the requirements of all applicable federal, state, and local employment laws, executive orders, codes and regulations (the "Requirements") effective where the work and/or services are being performed including, but not limited to, 41 CFR §§ 60-1.4(a)(1)-(8), 60-1.4(b), 60-1.4(c) or their successors effective where this Proposal/Contract is performed. To the extent required by law, all provisions of the Requirements are hereby incorporated into and made a part of this Agreement and any applicable agreements of CONTRACTOR. To the extent applicable, the Requirements include, but are not limited to, (1) prohibition of discrimination because of protected veteran status, disability, race, color, religion, sex, sexual orientation, gender identity, national origin and because of inquiry or discussion about or disclosure of compensation, (2) affirmative action to employ and advance in employment individuals without regard to race, sex, disability, or protected veteran status, (3) compliance with the Employee Notice clause contained in 29 C.F.R. part 471, Appendix A to Subpart A, or its successors, (4) compliance with the EEO-1 and VETS-4212 reports filing requirements in 41 C.F.R. §§ 60-1.7 and 41 C.F.R. §61-300.10, or their successors, (5) compliance with paycheck transparency obligations of 48 C.F.R. § 22.2005, including the contract clause found at 48 C.F.R. § 52.222-60, which is incorporated by reference as if fully set forth herein, (6) other affirmative action in employment, (7) required/certified payrolls, (8) social security acts, (9) unemployment compensation acts, (10) worker's compensation acts, (11) equal employment opportunity acts and (12) the required contract provisions for Federal-Aid Construction Contracts, Form FHWA-1273, if applicable.

When applicable, PURCHASER and CONTRACTOR shall abide by the requirements of 41 CFR 60-300.5(a). This regulation prohibits discrimination against qualified protected veterans, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans. When applicable, PURCHASER and CONTRACTOR shall abide by the requirements of 41 CFR 60-741.5(a). This regulation prohibits discrimination against qualified individuals on the basis of disability, and requires affirmative action covered by prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities.

INCLEMENT WEATHER

Inclement weather may alter the completion of the work to be furnished hereunder. Furthermore, special consideration should be given if work is to be performed before May 1 or after October 15 in light of less than desirable weather conditions which could potentially impair the quality of the work performed hereunder.

WARRANTY

All material is guaranteed to be as specified and all work is to be completed in a workmanlike manner according to standard practices. All labor and materials will be guaranteed against defect for one (1) year from date of installation. Due to Wisconsin winters and expansion and contraction of the ground, some cracking of the pavement may be experienced. There are no express or implied warranties of merchantability, quality, quantity or of fitness for any particular purpose, which extend beyond those specifically set out in this document.

All warranties are void if payment is not made as stipulated.

DELINQUENCY CHARGE

Payment is due and payable upon completion of each stage of the work. If PURCHASER defaults on the payment required, PURCHASER will be liable for all costs of collection, including reasonable attorney's fees, and a delinquency charge on the balance at the maximum rates allowed by law. If PURCHASER is an organization as defined by Wis. Statutes, Section 421.301(28), the Delinquency Charge rate shall be 1.5% per month (18% APR) plus all costs of collection, including reasonable attorney's fees. CONTRACTOR retains title to all merchandise covered by this Agreement until full payment is received according to the above terms of sale. PURCHASER consents in any action or legal proceeding relating to this Contract commenced by the CONTRACTOR to the personal jurisdiction of any court that is either a court of record in the State of Wisconsin or a court of the United States located in the State of Wisconsin. It is hereby agreed that no legal action with respect to this contract may be brought by either party later than one (1) year after the cause of action accrues and that the party asserting such a legal action shall be barred from any remedy thereto.

INDIVIDUAL LIABILITY

The undersigned PURCHASER agrees to be individually liable for all terms of the Agreement, regardless of whether he or she signs individually or as an agent for the owner of the property upon which the work is being performed or for any other individual, partnership or corporation.

PRODUCT INFORMATION AND MAINTENANCE

Since the asphalt in blacktop needs time to harden and cure, usually 6-12 months, your asphalt pavement will remain soft and pliable during warm weather. During this time, don't park in the same spot every time and do not turn your steering wheel back and forth when your car is not moving. It is not unusual to experience some cracking over the winter due to the contraction and expansion of the ground, especially over culverts, pipes, electric wires, etc. Avoid gasoline and petroleum product spills as they will destroy your pavement. If spills do occur, immediately flush with lots of soapy water. If you decide to seal coat your pavement, wait until the summer following installation.

BINDING EFFECT

This Agreement shall be binding upon the parties hereto, their heirs, personal representatives, successors and assigns.

ENTIRE AGREEMENT

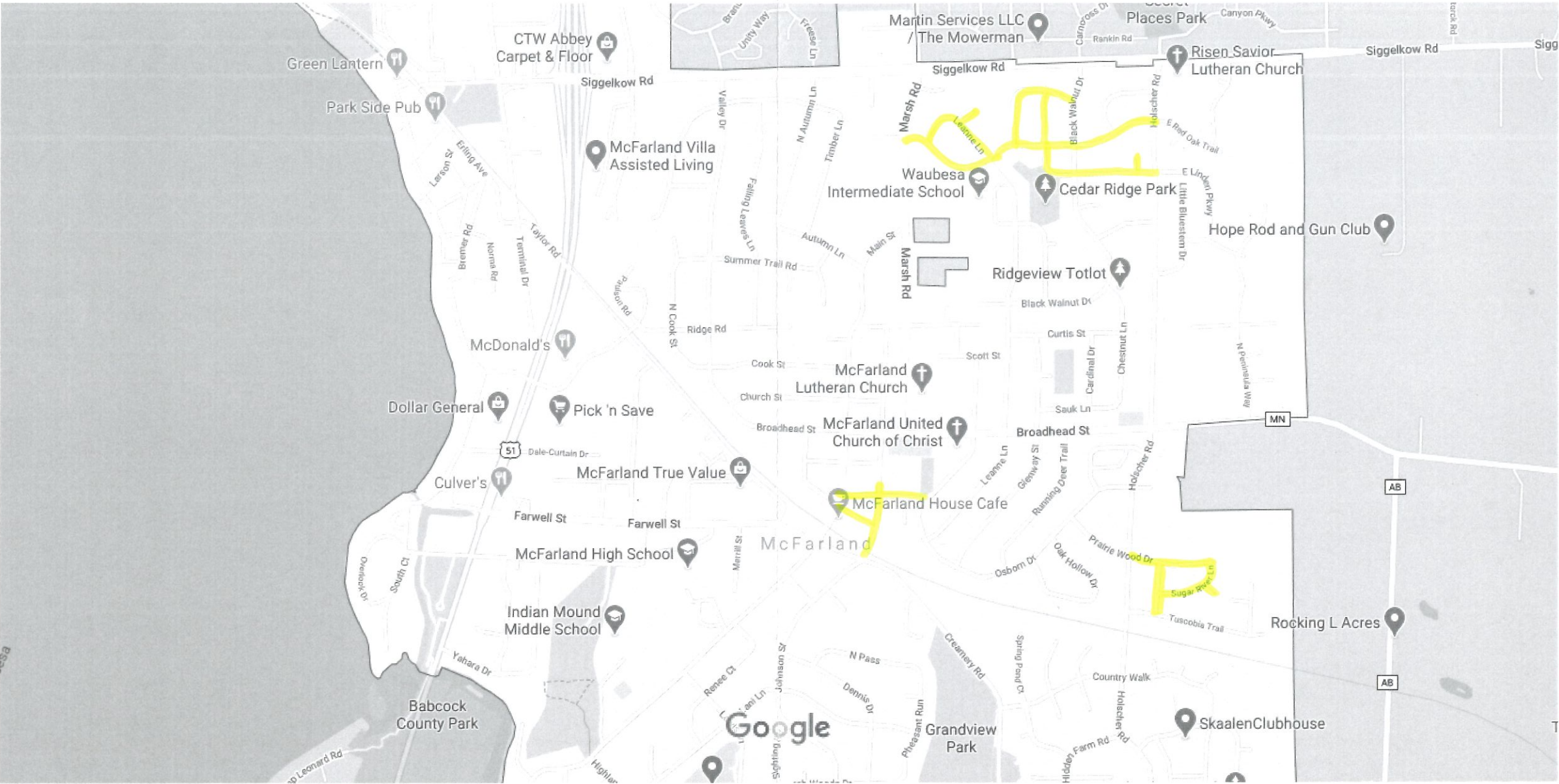
The entire contract is embodied in this writing. This writing constitutes the final expression of the party's agreement, and is a complete and exclusive statement of that agreement. In the event that any term of this contract is unenforceable, the remaining terms of the contract shall still be in full force and effect.

Village of McFarland						

Road Maintenance 2020 - Specifications Attached

[illegible]

Google Maps McFarland



Map data ©2020 Google 1000 ft

Specifications

Joint and Crack Sealant

Scope of Work

This work shall consist of furnishing all materials, equipment and labor necessary for the application of the Hot Pour Rubberized Joint Sealant as directed.

Description

The work shall consist of routing, cleaning, and sealing of random cracks and existing transverse and longitudinal joints.

Material

A. The material used must be a premium quality Rubber Asphalt joint Sealer. The sealer must **exceed the minimum ASTM D 6690 specification** for Hot Pour Rubber Asphalt Joint Sealants and contain a minimum of 38% rubber content.

B. The Sealant shall be in manufacturer's original sealed containers. Each container shall have the manufacturer's name, batch number, and manufacturer's recommendation for melting and application.

Equipment

A. A minimum of two dustless routers will be required, the routers must be a minimum of 24 H.P. using star wheel carbide tipped router blades attached to a main cutting head. It must have in-line wheels and cutting head capable of following random cracks. It must have an automatic depth control to insure consistent and accurate routing depths.

B. Two (2) air compressors will be required. They must be of sufficient size to maintain air pressure of 120 PSI and provide moisture and oil free compressed air. One (1) compressor shall be used with an air wand to blow out the crack and clean off the road. The second shall be used with the heat lance. Note that one compressor is not of sufficient size to run both air wand and heat lance at the same time.

C. The kettle used for heating the sealant must be an oil jacketed double boiler type melting unit, which is, equipped with both agitation and recirculation systems. It must have separate temperature thermometers for both the oil bath and melting vat to insure proper temperature for the sealant. It must be equipped with a pump to pressure fill cracks with a wand applicator.

Construction Method

All cracks and joints must be routed to a minimum of a $\frac{3}{4}$ " x $\frac{3}{4}$ " width versus depth. Cracks shall be blown out with 120 PSI compressed air. The road surface shall also be blown off at this time to clear it of any routed debris. Using the second compressor the cracks shall be blown out using a heat lance. All cracks shall be pressure filled by a wand applicator from the bottom up. They shall be slightly over-filled and squeegeed to create an overband 1" wide on each side of the routed reservoir. The cracks will then be protected with single ply toilet paper or detach to prevent any material from tracking.

Traffic Control

This project shall be kept open to traffic at all times. The contractor shall conduct his operations in a manner that will cause the least interference to traffic movements. The minimum number of vehicles of the contractor, his suppliers and his employees necessary for the prosecution of the work shall be permitted to park at the various work sites for the minimum time necessary for the performance of the work.

During nighttime hours, no equipment shall be parked or stored with twelve (12) feet of the near edge of the shoulder of the traveled roadway unless approved by the local municipality. Equipment not being used during the actual performance of the work shall not be parked or stored within the right of way unless otherwise approved by the local municipality.

Insurance

No contractor shall commence work under this contract until he has obtained all insurance required under this paragraph.

Worker's Compensation and Employers' Liability

- A. \$100,000 each accident**
- B. \$500,000 Disease-Policy limit**
- C. \$100,000 Disease-each employee**

General Liability

- A. \$2,000,000 General aggregate**
- B. \$2,000,000 Products**
- C. \$1,000,000 Personal and Advertising**
- D. \$1,000,000 Each Occurrence**

Automobile Liability (Any Auto)

- A. \$1,000,000 Combined Single Limit**

Excess Liability

- A. \$4,000,000 Umbrella Form**

SPECIFICATION

BITUMINOUS SEAL COATING WITH FA2 WASHED CHIP COVER AGGREGATE

Scope of Work: This work shall consist of furnishing all materials, equipment, and labor necessary for the application of Bituminous Seal Coating as directed.

Description: The work shall consist of bituminous seal coating with stone cover aggregate. The work shall be done in accordance with Section 475, State of Wisconsin Department of Transportation "2017 Standard Specifications for Highway and Structure Construction" with the special provisions for aggregate below.

Materials: Materials furnished and used in the work shall conform to the requirements of Section 475. Aggregate must be a washed crushed granite stone classified as a Class A aggregate. Aggregate to be medium gray in color. Limestone, pea stone and boiler slag are not permitted.

A. Asphaltic Material Seal Coat.

Asphaltic material to be CRS-2P at the following:

Rate of application: 0.30 +/- .03 gallons/SY

Supplement 455.2.4.3 (1) of the standard specifications with the following:
Furnish material conforming, before dilution, to the following:

- I. Polymer Modified cationic emulsified asphalt..... AASHTO M 316

B. Cover Aggregate: The cover aggregate shall meet the requirements of The sieve specifications, and conform to the following sieve size.

Sieve Size	Percent Passing
½ inch	100 %
3/8 inch	100 %
¼ inch	100 %
No. 4	0- 100 %
No. 8	0 – 45 %
No. 16	0 – 15 %
No. 50	0 – 7 %
No. 100	0 – 4 %
No. 200	0 – 2 %

The aggregate shall be applied at the rate of 20 +/- 3 pounds per square yard. The Contractor shall take all precautions to minimize contamination of the aggregate.

Equipment: The contractor shall have available and maintain in good working order the equipment and tools necessary to perform the work. The requirements for the equipment for heating the asphaltic material and for the distributors shall be as set forth in subsection 475.3.4. The equipment to be used shall include dragging equipment and aggregate spreading equipment that can be adjusted to spread accurately the quantities specified per square yard, and a minimum of two self-propelled, pneumatic-tire rollers meeting the requirements of Subsection 475.3.5.

Construction Methods:

- A. Surface Preparations: Immediately prior to applying the asphaltic materials, the Contractor shall thoroughly clean the existing surface of all loose material, silt spots, vegetation, and other objectionable material. Dust and other loose material in depressions or other places not reached by mechanical sweepers shall be swept with hand brooms or by blowers or flushers. Particular care shall be taken to thoroughly clean the outer edges of the area to be sealed. All costs associated with preparing existing surfaces as described above shall be included in the bid price for Construct Chip Seal Surface.
- B. Applying Asphaltic Materials: A pressure distributor shall be used for applying the asphalt material. It shall have a ground speed control device interconnected with the asphalt emulsion pump such that specified application rate will be supplied at any speed. The pressure distributor shall be capable of maintaining the asphalt emulsion at the specified temperature. The spray bar nozzles shall produce a uniform fan spray, and the shutoff shall be instantaneous, with no dripping. Each pressure distributor shall be capable of maintaining the specified application rate. Means shall be provided for accurately indicating the temperature of the asphalt material at all times. The thermometer well shall not be in contact with a heating tube. Application will be with full width equipment capable of applying 24' without a center seam. A hose and spray nozzle attachment shall be provided for applying asphalt material to patches and areas inaccessible to the spray bar. The distributor shall be provided with heaters that can be used to bring the asphalt material to spray application temperature.
- C. Applying Sealcoat Aggregate: After application of the asphaltic material and when the desired stage of tackiness is attained, aggregate for seal coat cover shall be spread uniformly over the treated surface by approved self-propelled mechanical full width spreader capable of applying aggregate 24' without a seam.
- D. Rolling of Aggregate: Roll surface immediately after spreading the aggregate. Rolling shall start at the edges and continue to the center, lapping one-half the roller width on each successive trip. Rolling shall be accomplished with two pneumatic-tire rollers. The speed and reversing of direction of rollers shall be regulated as to avoid displacement or loosening of the cover material or damage to the asphaltic material. Rolling shall be continued until the aggregate for the seal coat cover is thoroughly embedded and the surface is smooth and uniform in texture.
- E. Loose aggregate to be swept 24 to 48 hours after application.

Traffic Control: The contractor shall proceed in such manner as to interfere with traffic as little as possible. The Contractor shall provide flagmen to direct traffic on streets where travel will be restricted.

Insurance: No Contractor shall commence work under this contract until he has obtained all insurance required under this paragraph.

Worker's Compensation and Employer's Liability

- A. \$100,000 each accident
- B. \$500,000 Disease-Policy limit
- C. \$100,000 Disease-each employee

General Liability

- A. \$2,000,000 General Aggregate
- B. \$2,000,000 Products
- C. \$1,000,000 Personal and Advertising
- D. \$1,000,000 Each Occurrence

Automobile Liability

- A. \$1,000,000 Combined Single Limit

Excess Liability

- A. \$4,000,000 Umbrella Form

Method of Payment: Payment for Construct Chip Seal Surface will be made per accepted square yard in place. The bid price for Constructing Chip Seal Surface shall include all costs associated with furnishing, preparing, hauling, mixing, and applying all materials.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, March 23, 2020

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action regarding an agreement with the Wisconsin Economic Development Corporation (WEDC) for a Community Development Investment Grant to assist in the redevelopment of 4719 Farwell Street.

PREVIOUS ACTION:

June 10, 2019 approval of Resolution 2019-12 a resolution to make application to the WEDC for a Community Development Investment Grant for the redevelopment of 4719 Farwell Street.

September, 23, 2019 approval of a TIF Development Agreement with Lakestone Properties for 4719 Farwell Street.

ISSUE SUMMARY:

Within the packet is a copy of the Community Development Investment Grant Agreement between the Wisconsin Economic Development Corporation and the Village. Last June, the Village Board authorized submittal of a grant application for funding assistance related to the redevelopment of 4719 Farwell Street (Lakestone Properties mixed-use development project). WEDC staff and their Finance Committee have reviewed our grant application and recommended approval.

Under the Agreement, the WEDC will provide \$250,000 in funding for the project. The grant requires a 3:1 match, i.e. for every three dollars contributed by the Village & Developer, the WEDC provides one dollar, up to \$250,000. The total amount of Village & Developer costs for this project is well beyond the \$750,000 maximum needed to receive the full \$250,000. The funds are provided on a reimbursable basis. The Developer and Village will need to report expenses to the WEDC for reimbursement. Under the Agreement the project must be completed by December 31, 2022. Construction of the project is already underway.

On March 25th the WEDC Management Review Committee will meet to approve the project contingent on executing the final contract no later than April 8, 2020.

FINANCIAL/BUDGET IMPACT:

The Village's matching funds under this Agreement will be provided through TID #5.



VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Authorize the Village Administrator to execute a Community Development Investment Grant Agreement between the Wisconsin Economic Development Corporation and the Village of McFarland for redevelopment of 4719 Farwell Street.

ATTACHMENTS:

1. 24859-FY20-Contract Draft for Client Review-CDI-Village of McFarland-20200316

COMMUNITY DEVELOPMENT INVESTMENT GRANT AGREEMENT
BETWEEN
THE WISCONSIN ECONOMIC DEVELOPMENT CORPORATION
AND
VILLAGE OF MCFARLAND

This Agreement is entered into pursuant to Chapter 238 of the Wisconsin Statutes between the Wisconsin Economic Development Corporation (“WEDC”), a public body corporate and politic authorized to grant funds for the purpose of economic development pursuant to Chapter 238 of the Wisconsin Statutes, and the Village of McFarland (“Recipient”). Certain capitalized terms are defined in Section 1 of this Agreement.

WITNESSETH

WHEREAS, the Recipient has submitted an Application to WEDC, requesting funds from WEDC’s Community Development Investment Grant Program (“CDI Funds”);

WHEREAS, WEDC has determined that the Recipient is an eligible recipient of CDI Funds; and

WHEREAS, in reliance upon the Recipient’s Application, WEDC has approved the Recipient for up to Two Hundred Fifty Thousand Dollars (\$250,000) in CDI Funds.

NOW, THEREFORE, for valid consideration, the receipt of which is hereby acknowledged, and in consideration for the promises and covenants in this Agreement, WEDC and the Recipient agree as follows:

1. Definitions. For purposes of this Agreement, the following terms shall have the following meanings:

(a) “Agreement” means this agreement, to include all documents required to be delivered contemporaneously with the execution and delivery of this Agreement, and the attached Exhibits, together with any future amendments executed in compliance with Section 21 of this Agreement.

(b) “Application” means the materials submitted by the Recipient to WEDC relating to this allocation of CDI Funds.

(c) “CDI Funds” means the grant monies the Recipient is eligible to receive from WEDC’s Community Development Investment grant program in accordance with this Agreement.

(d) “Effective Date” means the date on which this Agreement is fully executed by both parties.

(e) “Eligible Project Costs” means costs for which CDI Funds and Matching Funds may be used, as outlined in Section 3(b) of this Agreement, which the Recipient incurs between the Project Start Date and Project End Date.

(f) “Ineligible Costs” means costs for which CDI Funds and Matching Funds may not be used, means costs incurred prior to the Project Start Date; costs for acquisition; costs related to grant applications or bid preparation; costs which may be covered by other grant or statutory programs; permits; Phase I and II environmental studies; Lien claims of the Department of Natural Resources and Environmental Protection Agency; performance and payment bonds; contingencies; developer fees; insurance premiums; supplies and the purchase of moveable equipment; signage and advertising; financing fees, interest payments, or the assumption of debt; relocation fees; accounting, legal, appraisal, and architectural fees; mergers and acquisitions; project administration fees, including costs associated with WEDC compliance reporting, schedules of expenditures, and payment requests.

(g) “Leverage” means funding provided for the Project other than CDI Funds, including Matching Funds.

(h) “Matching Funds” means non-WEDC funds secured by the Recipient to meet the match requirement of CDI Funds under this Agreement. Eligible Matching Funds must be incurred between the Project Start Date and Project End Date. In order to receive the full amount of CDI Funds contemplated under this Agreement, Matching Funds must be at least Seven Hundred Fifty Thousand Dollars (\$750,000). No more than Thirty Percent (30%) of the Matching Funds may consist of other state and/or federal grants. Matching Funds must be cash and may not be in-kind.

(i) “Project” means the Recipient assisting in the construction of an apartment complex with commercial space and a standalone commercial building, in accordance with the Application and the terms of this Agreement.

(j) “Project End Date” means December 31, 2022, the date by which the Project will be complete and the last day which the Recipient may incur costs against CDI funds and Matching Funds.

(k) “Project Location” means the site or sites at which the Project will take place, specifically 4719 Farwell Street, McFarland, Wisconsin.

(l) “Project Start Date” means February 20, 2020, the date on which the Project begins and the Recipient may start incurring costs against CDI Funds and Matching Funds.

(m) “Recipient” means the Village of McFarland.

(n) “WEDC” means the Wisconsin Economic Development Corporation, together with its successors and assigns.

2. CDI Funds. Subject to the terms and conditions set forth in this Agreement, and in Wisconsin law, WEDC shall provide to the Recipient a grant of up to Two Hundred Fifty Thousand Dollars (\$250,000) in CDI Funds.

3. Recipient’s Obligations. The Recipient will:

(a) Complete the Project as contemplated by the Application and in accordance with the terms of this Agreement.

(b) Use CDI Funds and Matching Funds for Eligible Project Costs, incurred between the Project Start Date and the Project End Date as outlined in the following budget:

USES		SOURCES			TOTAL
Budget Code	Eligible Project Costs	CDI Funds	Public Funds	Private Funds	
0200	Construction	\$250,000	\$425,000	\$6,049,254	\$6,724,254

(i) Eligible Project Costs to be applied to CDI Funds for construction include specifically new building construction.

(ii) Eligible Project Costs to be applied to Matching Funds for construction include specifically new building construction.

(c) Not use CDI Funds or Matching Funds for Ineligible Costs.

(d) Secure Matching Funds from non-WEDC sources sufficient to achieve the 3:1 match requirement of the CDI Funds under this Agreement. Matching Funds must equal at least Seven Hundred Fifty Thousand Dollars (\$750,000) in order for the Recipient to obtain the maximum amount of the CDI Funds, and must be documented prior to the final disbursement.

(e) Provide acknowledgement of WEDC's participation in the Project in any signage at the Project Location and any planning and feasibility documents related to the Project.

(f) Provide reports to WEDC as further described in Section 5 of this Agreement, in such form as required by WEDC.

4. Release of Funds. WEDC will release the CDI Funds contemplated by this Agreement to the Recipient on a disbursement basis. The Recipient may request CDI Funds in up to Three (3) disbursements and each disbursement will be contingent on the following:

(a) The Recipient submitting to WEDC a request for payment of funds in such form as required by WEDC, a sample of which is attached to this Agreement as Exhibit A.

(b) The Recipient submitting to WEDC a summary report of the Eligible Project Costs incurred against both the CDI Funds and Matching Funds. The amount of Matching Funds incurred for any request must be in an amount pro rata with the amount incurred against the CDI Funds being requested.

(c) The Recipient submitting to WEDC documentation evidencing that the Eligible Project Costs incurred at the Project Location against both the CDI Funds and the Matching Funds covered by the request have been purchased or will be purchased through an invoice, receipt, registration form, or other third-party documentation that contains the following information:

- (i) Vendor name and contact information;
- (ii) Description of the item(s) purchased;

(iii) Cost of purchase;

(iv) Date of purchase (invoice date or date received, not date ordered unless it is the same).

(d) The Recipient being in compliance with this Agreement, and with any other agreements by and between the Recipient and WEDC.

(e) The Recipient requesting all CDI Funds no later than February 28, 2023.

5. Reporting. The Recipient shall provide reports and information to WEDC according to the following requirements:

(a) Performance reports, due according to the Schedule of Reporting set forth in Section 5(b) below, in such form as required by WEDC. The report shall include information required by WEDC to determine Project performance which shall include, at a minimum, a financial overview and narrative summary on the progress of the Project to date, Project expenditures, and the Recipient's progress on achieving the goals related to the following Project-specific metrics:

Metric	Goal*
Taxable Property Value	\$5,756,020
Capital Investment	\$6,724,255
Leverage – Total	\$8,253,751

*These goals represent anticipated Project outcomes and failure to achieve these goals will not constitute an Event of Default, unless they are noted as a requirement elsewhere in the Agreement.

(b) Schedule of Reporting:

PERIOD COVERED	DOCUMENTATION	DUE DATE
See Section 6 Below	Schedule of Expenditures	See Section 6 Below
February 20, 2020-January 31, 2021	Performance Report	April 1, 2021
February 20, 2020-January 31, 2022	Performance Report	April 1, 2022
February 20, 2020-December 31, 2022	Performance Report	March 1, 2023

(c) Within Thirty (30) days, notify WEDC in writing of any event or occurrence that may adversely impact the completion of the Project as represented in Recipient's Application. Adverse impacts include, but are not limited to, lawsuits, regulatory intervention, and inadequate capital to complete the Project.

6. Schedule of Expenditures. Consistent with Wis. Stat. § 238.03(3)(a), the Recipient must submit to WEDC, within 120 days after the end of the Recipient's fiscal year in which any grant or loan funds were expended, a schedule of expenditures of the grant or loan funds, including expenditures of any matching cash or in-kind match, signed by the director or principal officer of the recipient to attest to the accuracy of the schedule of expenditures.

The Recipient shall engage an independent certified public accountant to perform procedures, approved by WEDC and consistent with applicable professional standards of the American Institute of Certified Public Accountants, to determine whether the grant or loan funds and any matching cash or in-kind match were expended in accordance with the grant or loan contract. The Recipient must make available for inspection the documents supporting the schedule of expenditures.

7. Event of Default. The occurrence of any one or more of the following events shall constitute an “Event of Default” for the purposes of this Agreement:

(a) The Recipient ceases the Project within Five (5) years of the Effective Date of this Agreement and commences substantially the same economic activity outside of Wisconsin.

(b) The Recipient supplies false or misleading information to WEDC in connection with this Agreement, without providing a satisfactory explanation, in WEDC’s sole discretion, for the false or misleading information.

(c) The Recipient fails to comply with or perform, in any material respect, any of its obligations under this Agreement, without providing a satisfactory explanation, in WEDC’s sole discretion, for the noncompliance.

(d) The Recipient is in default under any other agreement between WEDC and the Recipient.

8. Remedies in Event of Default.

(a) Upon the occurrence of any Event of Default, WEDC shall send a written notice of default to the Recipient, setting forth with reasonable specificity the nature of the default. If the Recipient fails to cure any such Event of Default to the reasonable satisfaction of WEDC within Thirty (30) calendar days, WEDC may extend the cure period if WEDC determines, in its sole discretion, that the Recipient has begun to cure the Event of Default and diligently pursues such cure, or, without further written notice to the Recipient, declare the Recipient in default. The cure period shall in no event be extended more than Ninety (90) days. In the Event of Default, WEDC shall terminate the Agreement and recover from the Recipient:

(i) One Hundred Percent (100%) of the funds disbursed to the Recipient under this Agreement;

(ii) All court costs and attorneys’ fees incurred by WEDC in terminating this Agreement and recovering the amounts owed by the Recipient under this provision; and

(iii) A financial penalty of up to One Percent (1%) of the CDI Funds.

(b) These amounts shall be paid to WEDC within Thirty (30) calendar days of demand by WEDC hereunder. If the Recipient fails to pay these amounts to WEDC as and when due, the Recipient will be liable for the full unpaid balance plus interest at the annual rate of up to Twelve Percent (12%) from the date of the notice of Event of Default.

(c) Upon an Event of Default, WEDC shall, without further notice, withhold remaining disbursements of the CDI Funds.

9. Recipient's Warranties and Representations. In addition to the other provisions of this Agreement, the Recipient hereby warrants and represents to the best of its knowledge that as of the date of this Agreement:

(a) The Recipient is in compliance with all laws, regulations, ordinances and orders of public authorities applicable to it, the violation of which would have a material adverse effect on the Recipient's ability to perform its obligations under this Agreement or to otherwise engage in its business.

(b) The Recipient is not in default under the terms of any loan, lease or financing agreements with any creditor where such default would have a material adverse effect on the Recipient's ability to fulfill its obligations under this Agreement.

(c) The financial statements and other information provided by the Recipient to WEDC are complete and accurate in accordance in all material respects with Generally Accepted Accounting Principles where applicable and have been relied on by WEDC in deciding whether to enter into this Agreement with the Recipient.

(d) There are no actions, suits or proceedings, whether litigation, arbitration, or administrative, pending or threatened against or affecting the Recipient or the Project which, if adversely determined, would individually or in the aggregate materially impair the ability of the Recipient to perform any of its obligations under this Agreement or adversely affect the financial condition or the assets of the Recipient.

(e) The Recipient is unaware of any conditions which could subject it to any damages, penalties or clean-up costs under any federal or state environmental laws which would have a material adverse effect on the Recipient's ability to comply with this Agreement.

(f) The Recipient has, or will acquire before commencing any work for which they are required, all necessary permits, licenses, certificates or other approval, governmental or otherwise, necessary to operate its business and own and operate its assets, all of which are in full force and effect and not subject to proceedings to revoke, suspend, forfeit or modify.

(g) The Recipient has filed when due all federal and state income and other tax returns required to be filed by the Recipient and has paid all taxes shown thereon to be due. The Recipient has no knowledge of any uncompleted audit of the returns or assessment of additional taxes thereon.

(h) The Recipient and the undersigned officer thereof has all necessary or requisite power and authority to execute and deliver this Agreement.

(i) The execution and delivery by the Recipient of this Agreement has been duly authorized by all necessary action of the Recipient and no other proceedings on the part of the Recipient are necessary to authorize this Agreement or to consummate the transactions contemplated hereby.

(j) The Recipient has available or has the capacity to secure funds necessary to cover, as and when incurred, the costs and expenditures necessary for completion of the Project, as identified in the Application and this Agreement.

(k) The Recipient is not making these representations and warranties specifically based upon information furnished by WEDC.

(l) These warranties and representations herein are true and accurate as of the Effective Date of this Agreement, and shall survive the execution thereof.

(m) The information disclosed to WEDC in the course of WEDC's evaluation of the Recipient's eligibility for the Program does not contain any untrue statement of a material fact or omit to state a material fact necessary in order to make the statements contained therein, taken as a whole and in light of the circumstances under which they were made, not misleading.

10. Wisconsin Public Records Law. The Recipient understands that this Agreement and other materials submitted to WEDC may constitute public records subject to disclosure under Wisconsin's Public Records Law, Wis. Stats. §§ 19.31-.39, and any successor statutes and regulations.

11. Additional Requirements.

(a) Project Records and Financial Records. The Recipient shall prepare, keep and maintain such records as may be reasonably required by WEDC to validate the Recipient's performance under this Agreement, whether held by the Recipient or by a third-party conducting Project-related activities on behalf of the Recipient, and the performance reports provided to WEDC. All of the Recipient's financial records shall be complete and accurate, and prepared, kept, and maintained in accordance with Generally Accepted Accounting Principles. The Recipient shall provide such records to WEDC during the term of this Agreement as may be requested by WEDC. Such materials shall be retained by the Recipient for a period of at least Three (3) years after March 1, 2023.

(b) Inspection.

(i) WEDC and its respective agents, shall, upon Forty-Eight (48) hours' advance written notice to the Recipient, have the right to enter the Recipient's premises, during normal business hours, to inspect the Recipient's operations documentation relating to this Agreement, provided, however, that such access does not unreasonably disrupt the normal operations of the Recipient.

(ii) The Recipient shall produce for inspection, examination, auditing and copying, upon reasonable advance notice, any and all records which relate to this Agreement, whether held by the Recipient or by a third-party conducting Project-related activities on behalf of the Recipient.

(iii) WEDC reserves the right to conduct physical site visits of the Project during the term of this Agreement.

(c) Authorization to Receive Confidential Information. The Recipient hereby authorizes WEDC to request and receive confidential information that the Recipient has submitted to, including any adjustments to such information by, the Wisconsin Department of Revenue (“DOR”) and the Wisconsin Department of Workforce Development (“DWD”), and to use such information solely for the purposes of assessing the Recipient's performance for the duration of the Project and ensuring that WEDC is properly administering or evaluating economic development programs. With regard to the information contained in the DWD unemployment insurance files, WEDC may access the following for the Eight (8) most recent quarters: the quarterly gross wages paid to the Recipient's employees; the monthly employee count; and the Recipient's FEIN, NAICS code, and legal and trade names. The Recipient also authorizes WEDC to share information submitted to WEDC by the Recipient with the DOR and DWD and to redisclose to the public the information received from the DOR and DWD used to evaluate the Recipient's performance under its specific economic development program and the impact of WEDC economic development programs. Records exempted from the public records law by Wis. Stat. § 19.36(1) will be handled by WEDC in accordance with that law.

(d) Consolidation or Merger. During the term of this Agreement, the Recipient shall provide written notice to WEDC within Thirty (30) days of any consolidation or merger with or into any other unrelated corporation or business entity.

(e) Public Announcement. The Recipient agrees to cooperate with WEDC in making a public announcement of this Agreement.

(f) Insurance. The Recipient covenants that it will maintain insurance in such amounts and against such liabilities and hazards as customarily is maintained by other companies operating similar businesses.

12. Conflicts. In the event of any conflict between the provisions of this Agreement and any accompanying documents, the terms of this Agreement control.

13. Choice of Law. THIS AGREEMENT AND ALL MATTERS RELATING TO IT OR ARISING FROM IT – WHETHER SOUNDING IN CONTRACT LAW OR OTHERWISE – SHALL BE GOVERNED BY, AND SHALL BE CONSTRUED AND ENFORCED PURSUANT TO, THE LAWS OF THE STATE OF WISCONSIN.

14. Venue, Jurisdiction. Any judicial action relating to the construction, interpretation, or enforcement of this Agreement, or the recovery of any principal, accrued interest, court costs, attorney's fees and other amounts owed hereunder, shall be brought and venued in the U.S. District Court for the Western District of Wisconsin or the Dane County Circuit Court in Madison, Wisconsin. **EACH PARTY HEREBY CONSENTS AND AGREES TO JURISDICTION IN THOSE WISCONSIN COURTS, AND WAIVES ANY DEFENSES OR OBJECTIONS THAT IT MAY HAVE ON PERSONAL JURISDICTION, IMPROPER VENUE OR FORUM NON CONVENIENS.**

15. Waiver of Right to Jury Trial. EACH PARTY WAIVES ITS RIGHT TO A JURY TRIAL IN CONNECTION WITH ANY JUDICIAL ACTION OR PROCEEDING THAT MAY ARISE BY AND BETWEEN WEDC AND THE RECIPIENT CONCERNING OR RELATING TO THE CONSTRUCTION, INTERPRETATION OR ENFORCEMENT OF THIS AGREEMENT, OR THE RECOVERY OF ANY PRINCIPAL, ACCRUED

INTEREST, COURT COSTS, ATTORNEYS' FEES AND OTHER AMOUNTS THAT MAY BE OWED BY THE RECIPIENT HEREUNDER. THIS JURY TRIAL WAIVER CONSTITUTES A SUBSTANTIAL CONSIDERATION FOR AND INDUCEMENT TO THE PARTIES TO ENTER INTO THIS AGREEMENT.

16. Limitation of Liability. RECIPIENT HEREBY WAIVES ANY RIGHT IT MAY HAVE TO CLAIM OR RECOVER FROM WEDC ANY SPECIAL, EXEMPLARY, PUNITIVE, CONSEQUENTIAL, OR DAMAGES OF ANY OTHER NATURE OTHER THAN ACTUAL DAMAGES INCURRED OR SUFFERED BY RECIPIENT.

17. Severability. If any provision of this Agreement is held invalid or unenforceable by any Governmental Body of competent jurisdiction, such invalidity or unenforceability shall not invalidate the entire Agreement. Instead, this Agreement shall be construed as if it did not contain the particular provision or provisions held to be invalid or unenforceable, and an equitable adjustment shall be made and necessary provisions added so as to give effect to the intention of the parties as expressed in this Agreement at the time of the execution of this Agreement and of any amendments to this Agreement. In furtherance of and not in limitation of the foregoing, the parties expressly stipulate that this Agreement shall be construed in a manner which renders its provisions valid and enforceable to the maximum extent (not exceeding its express terms) possible under applicable law. "Governmental Body" means any federal, state, local, municipal, foreign or other government; courts, arbitration commission, governmental or quasi-governmental authority of any nature; or an official of any of the foregoing.

18. WEDC Not a Joint Venturer or Partner. WEDC shall not, under any circumstances, be considered or represented to be a partner or joint venturer of the Recipient or any beneficiary thereof.

19. Captions. The captions in this Agreement are for convenience of reference only and shall not define or limit any of the terms and conditions set forth herein.

20. No Waiver. No failure or delay on the part of WEDC in exercising any power or right under this Agreement shall operate as a waiver, nor shall any single or partial exercise of any such power or right preclude any other exercise of any other power or right.

21. Entire Agreement. This Agreement embodies the entire agreement of the parties concerning WEDC's and the Recipient's obligations related to the subject of this Agreement. This Agreement may not be amended, modified or altered except in writing signed by the Recipient and WEDC. This Agreement supersedes all prior agreements and understandings between the parties related to the subject matter of this agreement.

[Signature Page Follows]

IN WITNESS WHEREOF, WEDC and the Recipient have executed and delivered this Agreement effective the date set forth next to WEDC's signature below.

WISCONSIN ECONOMIC DEVELOPMENT CORPORATION

By: DRAFT ONLY – NOT FOR EXECUTION
Melissa L. Hughes,
Secretary and CEO

Date

VILLAGE OF MCFARLAND

By: DRAFT ONLY – NOT FOR EXECUTION
Matt Schuenke,
Village Administrator

Date

Notices to the Recipient hereunder shall be in writing and shall be deemed to have been given: (i) at the time it is sent, as recorded by WEDC's system, when sent by electronic mail during a business day or, if sent after the close of normal business hours on a business day or sent on a non-business day, at the start of normal business hours on the next business day or (ii) Three (3) Business Days after deposit in the United States mail, certified and with proper postage prepaid, addressed as follows:

Village of McFarland
5915 Milwaukee St., P.O. Box 110
McFarland, WI 53558
Attn: Matt Schuenke
Email: matt.schuenke@mcfarland.wi.us

Notices to WEDC hereunder shall be effective upon mailing by first class mail, postage prepaid, and addressed as follows:

Wisconsin Economic Development
Corporation
Division of Credit & Risk
P.O. Box 1687
Madison, WI 53701
Attn: Community Development
Investment
Contract # CDI FY20-24859

EXHIBIT A

REQUEST FOR WEDC PAYMENT

Award Number: CDI FY20-24859	Rep:	Recipient: Village of McFarland
FEIN #		Request Number:
Program: Community Development Investment		Award Type: Grant
Funding Period Covered by this Request From: To		

PROJECT EXPENSES INCURRED/PAID DURING THIS PERIOD (see attachment)

Budget Code	Description Line Item	WEDC Funding This Period	+	Matching Funding This Period	=	Total This Period
0200	Construction					
TOTAL:						

- Check here if this is the Final Request for Payment. If there is a balance remaining on the Project it may be lapsed.

PAYMENT/PROJECT EXPENSE/MATCH DESCRIPTION - Disbursement

Prior to the release of funds, the following requirements must be met (to be initialed by WEDC staff):

- The Recipient submitting to WEDC a summary report of the Eligible Project Costs incurred against both the CDI Funds and Matching Funds. The amount of Matching Funds incurred for any request must be in an amount pro rata with the amount incurred against the CDI Funds being requested. _____
- The Recipient submitting to WEDC documentation evidencing that the Eligible Project Costs incurred at the Project Location against both the CDI Funds and Matching Funds covered by the disbursement request have been purchased or will be purchased through an invoice, receipt, registration form, or other third-party documentation that contains the following information: Vendor name and contact information; Description of the item(s) purchased; Cost of purchase; Date of purchase (invoice date or date received, not date ordered unless it is the same). _____
- The Recipient being in compliance with this Agreement, and with any other agreements by and between the Recipient and WEDC. _____
- The Recipient requesting all CDI Funds no later than February 28, 2023. _____

I hereby certify that the expenses reported on this form are in accordance with the terms of the Agreement and that complete and accurate records are being kept to substantiate such expenses.

Authorized Recipient Signature

Date

WEDC Division VP or Designee

Date

WEDC Servicing

Date

WEDC Controller or Finance Department

Date

Retain a copy of the completed form for your records and email a copy of the original and documentation to:
disbursements@wedc.org. The hard copy may be required to be sent upon request.

DRAFT



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, March 23, 2020

SECTION: Business

DEPARTMENT: Public Works

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

AGENDA ITEM: Discussion and action regarding the acceptance of a proposal for park master planning services at William McFarland Park and future Community Park.

PREVIOUS ACTION:

The Village Board authorized the issuance of the RFP at its meeting on January 27, 2020.

Under normal circumstances, this recommendation was to go to the Parks Committee for review on March 26th however that meeting has since been cancelled due to the Emergency Declaration for COVID-19. In the absence of Committee meetings, the Village Board is to address their work and as such this item is presented for action.

ISSUE SUMMARY:

The Village initiated a Request for Proposals process back in January in order to solicit proposals for park master planning services. New master plans were to be developed for William McFarland Park and the new Community Park. McFarland Park is one of our largest, most developed parks housing many different users. All of these users have expressed a desire to expand and careful planning is needed to chart this growth within this park as well as how that relates to other parks. The new Community Park is the opposite issue as that property was acquired in 2019 and is starting off from scratch. New ideas are needed to be properly charted out on this property to take in account of our future amenity needs as they either exist or do not exist today. The RFP was issued on February 1st and advertised for about a month. There were 7 responses received and 4 interviews conducted by the Village Administrator, Parks Committee Chair, Parks Committee member, Public Works Director, and Parks Superintendent, all of which was in accordance with the evaluation process detailed in the RFP.

After careful consideration, the Evaluation Team for this RFP recommends acceptance of the proposal from Parkitecture. While this is a relatively new firm, we have worked with the individuals before in other capacities and they have experience with our Community as well as projects of this nature. The proposal along with the original RFP is enclosed for your review and consideration.



FINANCIAL/BUDGET IMPACT:

The total budget for this project is \$75,000 to be paid for through borrowed money out of the Parks Budget within the Capital Projects Fund. The proposal recommended is presented at a cost of \$43,905. Proposal costs ranged from \$37,095 to \$159,000 with an average of \$72,829 (or an average of \$58,440 removing the outlier). The proposal as presented is under budget.

VILLAGE PLAN REFERENCE:

McFarland 2020-2030 Strategic Plan - Goal F, Strategy 5: Develop individual park master plans that prioritize future developments, including a new community park. The Strategic Plan outlines 3 implementation steps summarized below:

1. Issue RFP - Complete
2. Select Proposal - Scheduled for Monday.
3. Complete Plan - To be completed by the Fall of 2020.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for acceptance of the proposal from Parkitecture at a cost of \$43,905 and authorize the Village Administrator and Village Attorney to finalize agreement in standard Village contract form.

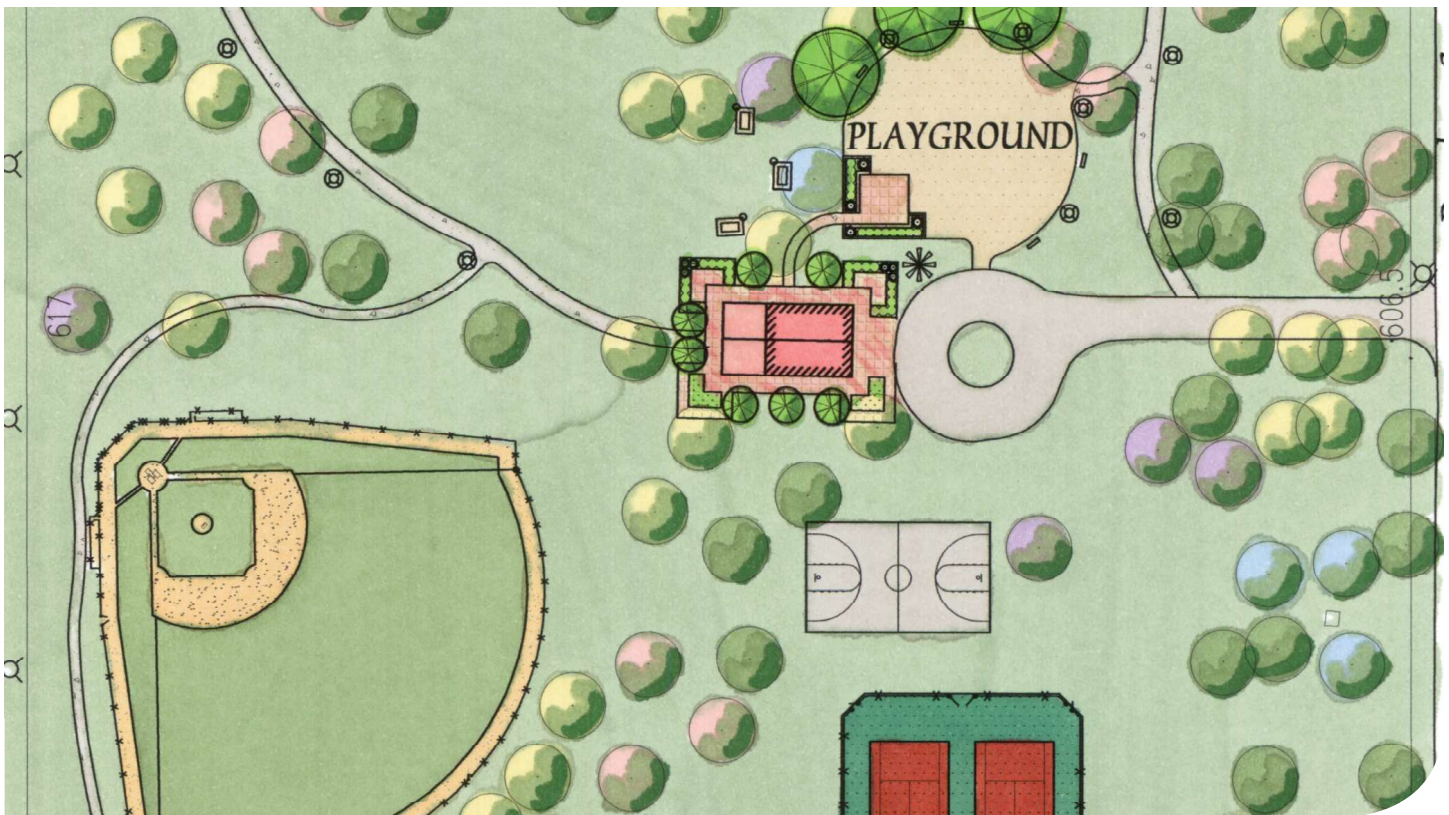
ATTACHMENTS:

1. McFarland Park Master Planning RFP - Parkitecture
2. McFarland Park Master Plan RFP 01312020 FINAL

VILLAGE OF MCFARLAND COMMUNITY PARK + WILLIAM MCFARLAND PARK MASTER PLANNING SERVICES

PROPOSAL

SUBMITTED BY
PARKITECTURE + PLANNING, LLC
MADISON, WI
FEBRUARY 27, 2020



February 27, 2020

McFarland Department of Public Works
Attn: McFarland Park Master Plan RFP
5915 Milwaukee Street, PO Box 110
McFarland, WI 53558

Dear Matt and members of the selection committee,

Thank you for the opportunity to provide this proposal for planning assistance in the development of Master Plans for two parks within the Village. These efforts will develop both a big picture vision for each property as well as a detailed road map for the implementation phases to follow. The new 28 acre Community Park parcel will fulfill a long term goal for the Village by offering a destination facility with a variety of recreational uses. The re-imagination of William McFarland Park will formalize the existing programming and improve the function and flow of the space. We have the benefit of recent prior work in the Village park system and am familiar with both of these sites.

We are a strong believer in creating attainable goals and finding small successes with the communities in which our design team engages. With constant and consistent outreach and messaging of our process, we create public buy-in and consensus in the outcomes. In the 16 years of successful park planning projects in Wisconsin and more than 20 years in my Midwest career, I have experience working with many communities on park projects large and small. The lessons learned from the 100 plus Master Plans I have facilitated will offer McFarland a proven process, excellent track record, and the confidence that the community will grow with vibrant new recreational open spaces.

While Parkitecture + Planning has only recently been launched as a business, our two principal owners have been inseparable design partners for more than 10 years. Our blend of Landscape Architecture and Civil Engineering theories gives us a creative and grounded approach towards our design solutions. We look forward to the opportunity to share our perspectives with you and the residents of McFarland.

Thank you very much for your continued confidence in our team.

Sincerely,



Blake Theisen, PLA, ASLA
Principal

Parkitecture + Planning
901 Deming Way, Suite 102
Madison, WI 53717

E blake@parkitecture.org
P 608.886.6808

SERVICES + ASSISTANCE



- | Landscape Architecture
- | Park and Open Space Master Planning
- | Aquatic Facility Analysis and Design
- | Athletic Facility Design
- | Recreational Waterfront Visioning
- | Public/Private Campground Design
- | Custom Theme Playscapes
- | Civil Engineering
- | Stormwater Management
- | Site Design
- | Construction Documentation
- | Construction Administration
- | Land-Use Planning
- | Public Outreach

Established in 2020, Parkitecture + Planning is a fresh start with familiar faces.

Principals Blake Theisen (Landscape Architect) and Katie MacDonald (Civil Engineer) formed the company to follow their passion, by focusing on park, open space, and aquatic based projects.

Born from the oldest Landscape Architecture firm in Wisconsin, our primary focus is on creating vibrant site design opportunities for our clients and community members.

Our approach toward park and open space design focuses on how social interaction can be stimulated through thoughtful layout and creative use of materials. We work to blend the lines of natural and built environments to enhance the user experience.



Parkitecture + Planning
901 Deming Way, #102
Madison, WI 53717
608.886.6808
www.parkitecture.org

**We are Landscape Architects.
We are Engineers.
Above all, we are
*Parkitects.***

SERVICES + ASSISTANCE



Preliminary	Interior Design
Design Solutions	Cost Estimating
Conceptual Estimates	Cost Estimating
Programming	Existing Facility Analyses
Feasibility Studies	3D Renderings
Architectural Design	Sustainable Design
Construction Documents	Project Management
Mechanical Engineering	Construction Management
Electrical Engineering	Competitive Bidding
Structural Engineering	Project Scheduling

HISTORY AND EXPERIENCE

Iconica's roots began with the founding of a small architectural firm. A dozen years later, we added construction services. Both aspects of the business were successful, but it wasn't until we focused on inextricably combining the two that we found an entirely better way of doing business. Today Iconica has a diverse and expert staff including architects, interior designers, engineers (mechanical, electrical, plumbing and structural), estimators and construction personnel. We focus on making projects easy for our clients and we take the uncertainty out of commercial construction by guaranteeing results.

Adding it up, we have over 500 projects and 9 million square feet designed and built since 1994. Everybody claims they have the right way. Few deliver. Who are we to make such claims? Put us to the test. See if we won't sit down and listen to your concerns, demonstrate our expertise, and hold ourselves accountable

We will, because we don't work any other way.



CONTACTING ICONICA

Headquarters:
901 Deming Way
Madison, WI 53717
608.664.3500

www.iconicacreates.com



The Sauk Prairie Recreation Commission and the Friends of Sauk Prairie Parks and Recreation retained the Parkitecture + Planning and Iconica team to finish the Master Plan effort and create design development drawings for a new 67 acre community park. Through an extensive community outreach and public funding campaign, resident input was infused into the final vision to establish recreation elements for patrons of all ages and abilities.

Services: Master Planning, Schematic Design, Cost Estimation, Construction Management
Year: 2020-present (since 2018 under prior employment)

Contact: John Lehan, Director of Recreation
 Sauk Prairie School District
 sprec@saukprairieschools.org
 608.643.0520



The Village of DeForest and Parkitecture + Planning continue collaboration on the development of the long range master plan for Firemans Park, the central community park and heart of the Village. Currently, Parkitecture is assisting with implementation of the second phase of project development and schematic design for the third and final phase. Once complete, the team will have worked with the Village from initial concept through full construction over a period of five years.

Services: Master Planning, Construction Documents, Cost Estimation, Construction Management

Year: 2020-present (since 2017 under prior employment)

Contact: Kelli Bialkowski, Dir. of Community Services
Village of DeForest
bialkowskik@vi.deforest.wi.us
608.846.6751



Drone photo taken during construction



The Parkitecture + Planning staff worked with the City of Neenah (under prior employment) to develop a comprehensive park master plan and subsequent construction documents for 3 phases of implementation. The park renovation evaluated recreational priorities and left only the original community building intact. Design concepts were largely driven by resident input and the planning team analysis of service gaps in the city-wide open space and recreational offerings.

Services: Master Planning, Construction Documents, Cost Estimation, Construction Management

Year: 2020-present (since 2016 under prior employment)

Contact: Mike Kading Director of Parks and Recreation
City of Neenah
mkading@ci.neenah.wi.us
920.886.6062

Park Master Plans Completed in Wisconsin Since 2006

(some during prior employment)

Clarkson Dock Waterfront Park, Ashland, WI
Kreher Park, Ashland, WI
Ochsner Park Zoo Master Plan, Baraboo, WI
Otter Exhibit, and Lynx Exhibit, Baraboo, WI
Turtle Creek, Turtle Island Play Area, Beloit, WI
Bushnell Park, Burlington, WI
Devor Park, Burlington, WI
Riverside Park, Burlington, WI
Whemhoff Jucker Park, Burlington, WI
Buckholtz Park, Clintonville, WI
Thaden Park, Cottage Grove, WI
Governor Thompson State Park, Crivitz, WI
Conservancy Commons Park, DeForest, WI
Fireman's Park, DeForest, WI
Iver Munson Park, DeForest, WI
West Riverside, Eau Claire, WI
Frazier Point, Lakeside Park, Fond du Lac, WI
Anunson Park, Fox Crossing, WI
Roche a Cri State Park, Friendship, WI
Firemans' Park, Germantown, WI
Manitowoc Road Park, Village of Harrison, WI
Village Square, Village of Howard, WI
Conservancy Park, Johnson Creek, WI
Horizon Park, Kenosha, WI
Kennedy Park, Kenosha, WI
Pennoyer Park, Kenosha, WI
Poerio Nature Center, Kenosha, WI
Shagbark Park, Kenosha, WI
Simmons Island Park, Kenosha, WI
Strawberry Park, Kenosha, WI
Sunrise Park, Kenosha, WI
Petzke Park, Kenosha, WI
Straight Lake State Park, Luck, WI
Central Park, Madison, WI
Beach Park, Maple Bluff, WI
Firemans Park, Maple Bluff, WI
Firemens Park, Marshall, WI
Braehm Park, Marshfield, WI
Hefko Park & Aquatic Center, Marshfield, WI
Lewis Park Aquatics Study, McFarland, WI
Valley Drive Park, McFarland, WI
Jefferson Park Master Plan, Menasha, WI
Aero Park, Menomonee Falls, WI
School Park, Menomonee Falls, WI
Village Park, Menomonee Falls, WI
Library Park, Mercer, WI
Lemke Park, Mequon, WI
River Barn Park, Mequon, WI
Rotary Park, Mequon, WI
Firemans Park, Middleton, WI
Lakeview Park, Middleton, WI
MRD Park, Middleton, WI
Penni Klein Park (Quisling Park), Middleton, WI
Pheasant Branch Conservancy, Middleton, WI
Sam Jacobson Park, Middleton, WI
Taylor Park, Middleton, WI
Town Square, Middleton, WI
Calvin Moody Park, Milwaukee, WI
Clovernook Park, Milwaukee, WI
Johnsons Park, Milwaukee, WI
Ohio Park, Milwaukee, WI
Southlawn Park, Milwaukee, WI
Ahuska Park, Monona, WI
Bridge Road Park, Monona, WI
Stonebridge Park, Monona, WI
Winnequah Park, Monona, WI
Woodland Park, Monona, WI
Shattuck Park, Neenah, WI
Washington Park, Neenah, WI
Ingram Park, Pleasant Prairie, WI
Neighborhood Commons Park, Pleasant Prairie, WI
Village Square Park, Pleasant Prairie, WI
MacKenzie Wildlife Center, Poynette, WI
Community Athletic Park, Sauk City, WI
Animal Recreation Facility (ARF), Shawano, WI
Franklin Park, Shawano, WI
Memorial Park, Shawano, WI
Smalley Park, Shawano, WI
Wanick Choute Park, Sherwood, WI
Totogatic Park, Spooner, WI
Reserve Park, Sun Prairie, WI
Wetmore Park, Sun Prairie, WI
Village Park, Thiensville, WI
Community Park, Trempealeau, WI
Maunesha Park, Waterloo, WI
Buchner Park, Waukesha, WI
Cardinal Ridge Park, Waukesha, WI
Hillcrest Park, Waukesha, WI
Meadowview Park, Waukesha, WI
Mindiola Park, Waukesha, WI
Missile Park, Waukesha, WI
Klentz Park, West Allis, WI
Liberty Heights Park, West Allis, WI
Reservoir Park, West Allis, WI
Roosevelt Park, West Allis, WI
Veteran's Park, West Allis, WI
Patrons Park, West Bend, WI
Cravath Lake Park, Whitewater, WI
Village Green Park, Wind Point, WI

TEAM ETHOS AND APPROACH

The **mission** of Parkitecture + Planning is to engage with stakeholders and create vibrant, creative, inviting, and inclusive public open spaces in our communities. We view the public landscape as a canvas for creativity, collaboration, and opportunity for growth and learning for residents of all ages and abilities. Our firm works with groups large and small to understand the community context, project goals, and work through sustainable design solutions.

DESIGN APPROACH

We base our approach to Park Master Planning on three pillars: **Engagement, Visioning, and Action.**

Engagement - From day one, we **listen**. Anyone can hear, but to listen ensures that all perspectives are taken into consideration. Often the emotions and reactions are as valuable as the content. Our project engagement with clients includes not only the day-to-day decision makers, but the special interest groups and stakeholders, elected officials, and facility maintenance staff. This process includes outreach through various methods, whether it be a traditional town hall meeting, online discussion forums, social media outreach, or pop up events during community-based activities. It is vital for all of these voices to have an audience and present each angle for consideration. A truly sustainable facility will satisfy the learning and recreational objectives for the end user, while streamlining maintenance requirements for those responsible for the daily and long term care. The feedback gathered during this initial phase establishes our design program and helps us understand, **What is your Why.**

Visioning - We believe in **collaboration and consensus** building. Through interactive design charrettes and precedent imagery reviews, we can develop and define the end goal or design direction. Early schematics should be loose and flexible, giving stakeholders opportunity to think big and outside of the box. Visual stimulation with prior project imagery helps to push imagination and inspire new ideas for each project we touch. We push you to embrace the iterative process and work through the design evolution with us. **Never settle for status quo.**

Action - Our plans are **designed for implementation**. From more than twenty years of experience with park and open space planning, we understand the challenges communities face with budgets, staffing, programming, and maintenance. Our team establishes realistic design solutions and sets forth attainable phasing strategies when necessary. We also know how to leverage funding. Our staff have an excellent track record in securing grants, developing fundraising tools, and forging public/private partnerships to further the budget allocations. **Let's make this happen.**

During the initial phase of these two projects, we will facilitate a public outreach program to determine the wants and needs for the new site, and the redevelopment goals of William McFarland Park. Since this is a well used site already, it will be very important to understand the current use demands and how new amenities can dovetail with these activities. Engaging these user groups in stakeholder interviews should yield opportunities for improvement and possible overlap in operational and maintenance tasks. A physical site assessment will be conducted to understand the environmental and structural challenges for the sites as well as identify any possible hidden opportunities. The importance of both of these sites calls for further public outreach, and we propose to attend two community events to set up a "casual conversation table" to gather input. We find that by immersing ourselves into an activity in which patrons are already comfortable, we can extract more meaningful responses and off the cuff reactions to conceptual ideas. These events often yield better results than hosting a traditional town hall style meeting.



Our interaction with Village staff and the steering committee will continue with an interactive design charrette style meeting. This forum gives all participants a sense of ownership in the process and outcome. We will produce 2-3 concepts for each site for review and discussion with the project team. In order to make educated decisions on design preference, these concepts will be accompanied by an opinion of probable construction costs. Our group is partnered with Iconica, a local design build contractor who has a long resume of similar projects including six large scale park projects with us currently. Their in-house cost estimators provide our team with accurate and up to date construction cost forecasting.

Our collaborative process continues with refinement of the preliminary concepts into a draft Master Plan graphic and narrative report. This document will outline the research, public process, design evolution, outcomes, and projected construction costs. We feel strongly that the Master Plan should also evaluate the long term operations and maintenance costs of developing a new facility. As part of our process, we will work with your maintenance staff to assemble a month by month, season by season estimate of man hours required for upkeep of the new facility. This tool can be very useful when seeking to secure funding for the plan recommendations.

SCOPE OUTLINE (for both projects)

Task 1 - Engagement

- Facilitate kick-off Meeting with Village staff and design team.
- Conduct 2-3 initial public outreach events. This could include attendance at a special event or hosting a dedicated workshop meeting.
- Hold a day long stakeholder interview meeting with selected participants. Times will be scheduled in 1 hour increments.
- Collaborate with Village maintenance staff on current operational strategies and challenges. Discuss perceived opportunities and concerns for new sites.

Task 2 - Visioning

- Facilitate design charrette meeting with Village staff, Park Board Members, and other selected parties. This exercise will confirm the program statement and develop schematic concepts.
- Assemble 2-3 conceptual options for each park to include layout, creation of unique identity, amenity suggestions, conceptual grading and landscape patterns.
- Compile opinion of probable construction costs.
- Present initial concepts to Village staff and Park Board.

Task 3 - Action

- Facilitate 1 public presentation to unveil the concepts and collect feedback on final design direction.
- Refine initial concepts into a one preferred concept option.
- Produce color rendering and assemble character images for identified amenities and park features.
- Update opinion of probable construction cost to reflect the preferred concept plan elements.
- Attend Park Board Meeting to review the preferred conceptual plan and associated costs.
- Develop summary narrative report, action plan with funding strategies, maintenance projection, final plan graphics, and presentation materials. These materials may be used as a springboard for project awareness and a fundraising campaign.

Outcomes and Deliverables

- Meeting minutes from each review meeting.
- Written summary of all public engagement activity.
- 11x17 Conceptual Plans for each park for each design iteration.
- Opinion of Probable Construction Costs in itemized table format.
- PDF and 10 Bound copies of final Report.



The **Parkitecture + Planning** core team is small and flexible. We choose to operate this way and work on the projects that are important to us and the communities in which they occur. The principal owners believe that open space reflects the soul of a community and deserves as much attention as any of the other core infrastructure in a municipal budget. We have dedicated our careers to this cause, because we are **Parkitects**.

As need arises, we supplement our internal team with trusted partners from all disciplines. For this effort, we will be including the construction cost estimators from **Iconica**.



Blake Theisen, PLA, ASLA

Blake is a steward of open space and draws on his background in environmental science and spatial design to influence his solutions. He is an accomplished public process facilitator, and has presented at State, Regional, and National Conferences. Blake has received numerous design awards for project work and continues to find ways to innovate new solutions to common design challenges. His passion for park and aquatic based recreational projects is unparalleled in Wisconsin.

Registered: WI, IL, IN, IA, MN, MI, AZ, TX, NE, CO

Certified: CLARB, CPO

Member: WPRA, WIASLA, ISA



Katie MacDonald, PE

Katie exhibits her expertise in park and public open spaces and focuses on contextual site grading, integration of green infrastructure, and creative material re-use in her site design approach.

With an extensive resume in aquatic recreation facilities, she has become one of the leading experts in Wisconsin and the upper Midwest in pool and splashpad design.

Registered: WI, IL, IA, MN, CO, WY

Certified: CPO

Member: WPRA, NASECA



Brian Colby, LEED AP

As Director of Pre-construction for Iconica, Brian's responsibilities include conceptual estimating, detailed estimating, plan review, savings opportunity identification, bidding assistance, and contractor communications.

He works directly with the design team and project owners to ensure that cost information is accurate based on the most current plans, local market conditions, and potential phasing strategies. His attention to detail, technical expertise, and experience make him an asset to any project.

Registered: LEED

Certified: AGC BIM Management

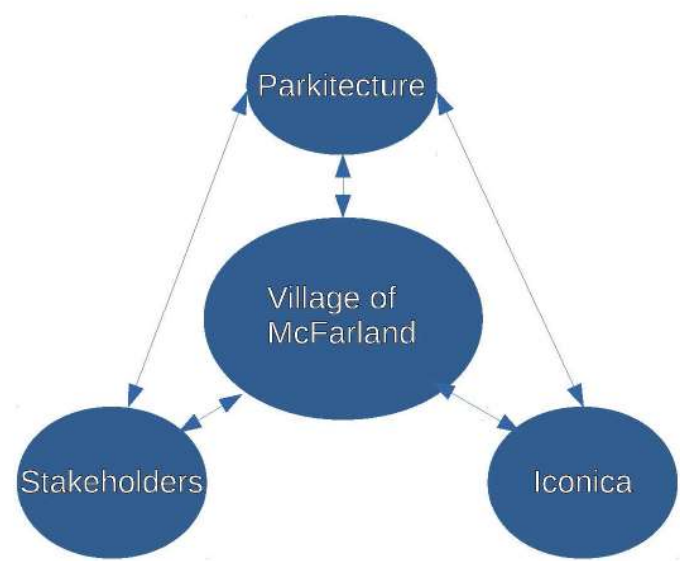
TEAM ORGANIZATION

We are collaborative in nature and run our projects the same way. Parkitecture and Iconica share an office and are in constant contact and communication with each other. In addition to weekly project coordination meetings, we share time together on a daily basis. Should you need to discuss an urgent matter with the team and can't get ahold of the Project Manager, the other team members are quick at hand and you should feel free to contact them directly. This team has worked together for more than 10 years on similar projects.

Blake Theisen will serve as your Project Manager and primary point of contact for the design team. He will also serve as lead for public engagement process.

Katie MacDonald will provide site assessment, planning assistance and design/operations clash analysis.

Brian Colby will provide quality control review and cost estimation services.



LABOR HOURS

Our projected hours are summarized by task and staff member in the following tables.

Community Park

TASK	Theisen	MacDonald	Colby
Engagement	27	14	0
Visioning	30	40	8
Action	44	15	12
TOTAL	111	71	20

William McFarland Park

TASK	Theisen	MacDonald	Colby
Engagement	34	12	0
Visioning	35	32	8
Action	37	15	12
TOTAL	106	59	20

PROJECTED SCHEDULE

We anticipate a 4-5 month process to complete the planning efforts for both parks. Our strategy will include joint meetings and outreach sessions to reduce our administration and meeting preparation time. The initial public outreach should be conducted prior to the termination of the school year to capture the largest available population of residents.

TASK	TIME FRAME
Kick-off Meeting	May 1, 2020
Site Assessments	May, 2020
Initial Public Outreach	Mid May, 2020
Conceptual Design	June, 2020
Cost Estimation	July, 2020
Village Review Meeting	July, 2020
Refinement of Concepts	July-August, 2020
Public Feedback	August, 2020
Final Master Plan	September, 2020
Final Presentation of Plan	September, 2020



COST PROPOSAL

The Parkitecture team suggests a lump sum fee including expenses for the above described scope as follows:

Community Park - \$22,930

William McFarland Park - \$20,975

This fee structure reflects a cost savings by holding joint meetings for project review, public feedback, and final adoption. Please do not hesitate to contact us with any further questions on our team capabilities, scope, or passion for the park and recreation industry. Additional services shall be billed at an hourly rate of \$115/hour.

"Working with Blake and the Parkitecture team has been one of the best decisions we have made for our park project. Their organization, detail, thoughtfulness, planning and experience has helped make our planning team prepared for the road ahead."

**John Lehan – Director of Community Recreation,
Sauk Prairie Rec Commission**

"Blakes practice of listening, asking thought provoking questions, and then implementing the desires of the community is second to none."

**Matt Hendricks – Director of Parks, City of
Shawano**





Request For Proposals

Master Planning Services

Community Park
William McFarland Park

RFP Issuance Date: January 31, 2020

RFP Due Date: February 28, 2020

Please Submit to:

McFarland Department of Public Works
Attn: McFarland Park Master Plan RFP
5915 Milwaukee Street, PO Box 110
McFarland, WI 53558

SECTION 1

Purpose

The purpose of this Request for Proposals (RFP) is to receive competitive proposals from qualified planning consultants who are interested in completing a new Master Plan for our Community Park and William McFarland Park. One Master Plan will be completed for each park. The Master Planning document is meant to create a vision for the future utilization of these parks in order to help guide the Village regarding the implementation of desired improvements in the future. The plan will need to be comprehensive in its ability to partner with multiple existing plans both for the Village and our Parks System as well continue to meet the needs of its many users. The successful consultant will need to be dynamic and engaging in order to creatively address the unique challenges faced within this park both now and into the future.

SECTION 2

History and Background

The Village of McFarland is located adjacent to the southeast side of the City of Madison in Dane County. The current population of McFarland is estimated over 8,700 residents. The Village is serviced by WI State Highway 51 serving as the main connection point between the cities of Madison and Stoughton. The Village of McFarland has 75 permanent employees supplemented by seasonal, temporary, and part-time employees when necessary. The Village's primary departments include Administration, Community Development, Communications/Technology, Fire and Rescue, Library, Public Works (including Parks and Utilities), Police, and Senior Outreach. Services related to Community Recreation are provided by the McFarland School District (separate entity). More information about the Village is available at www.mcfarland.wi.us.

The Community Park is an approximate 28 acre piece of land that is made up almost entirely of farmland. The property was acquired by the Village in 2019 and contains remnant buildings as well as a single family house from what was a working farmstead many years ago. The land was acquired for the purpose of creating a new Community Park to provide more opportunity to develop large active uses as an outlet for such things that have run out of space within their existing location. It has long been desired to create a large scale Community Park from scratch and this planning effort is meant to serve as a guide as to how the Village should go about developing the park for this purpose. There are likely several synergies between the creation of the Master Plan for the Community Park and a new Master Plan for William McFarland Park.

William McFarland Park is titled after the Village's namesake when he founded the Village in the early 1900's. The parkland came under ownership of the Village in the mid-1980's and since has seen significant growth and utilization as one of our largest parks around 20 acres in size. Located on the northern side of the Village adjacent the City of Madison, this park provides amenities for skateboarding, bocce ball, soccer, baseball, and special events. The park is also home to the Madison Curling Club, which constructed their facility in the park in 1997 and has been in existence since 1921. Associated with the park and its use but located on private property is the McFarland Community Ice Rink that utilizes roughly 5 acres with their facility and associated parking. The Village provides the land and conducts some maintenance to the property, but all programming is privately coordinated through various groups associated with the different uses. With exception to the Ice Rink which is owned and operated by a separate entity on private property.

SECTION 3 Goal

The Village continues to experience above average growth in all sectors of the Community. As the Community grows so does the demand for the activities that are conducted within our park system. This has led to many discussions on the future of these larger park spaces and how the space available is efficiently utilized to accommodate growth. A new Master Plan for both of these locations is desired to be able to provide a realistic and rational model for their development as well as help to prioritize various uses based on the availability of those amenities within the Community. It is also desired that this planning exercise take into account not only the voice of the Community through its residents, committee members, and Staff but also the users of the park system, which has a much broader base beyond Village borders.

SECTION 4 Scope of Work

The selected Consultant will provide a full range of municipal planning services required to create an independent Master Plan for each park listed. The listed services within this Scope of Work will apply equally to both locations. The desired services include, but are not limited to the following:

- Meet with Village Staff at site to review current conditions and existing amenities or site constraints, and receive direction regarding site-specific requirements.

- Meet with the leadership for all current user groups of McFarland Park to review current facilities, site constraints, and discuss future planning for their facility needs. This would include but not limited to the Madison Curling Club, McFarland Community Ice Rink, McFarland Soccer Club, McFarland Area Recreation Program (Baseball), and Four Lakes Bocce Association.
- Provide recommendations on the possible relocation of existing facilities to other existing parks within the system. Master Plan should note synergies and linkages between the park of record and other parks within the system.
- Inventory site, review pertinent surveys, review architectural and existing/future landscape plans or general plans including Parks and Open Space Plan, Comprehensive Plan, Strategic Plan, and Annual Budget as applicable.
- Conduct an analysis of the current park utilization and make recommendations on future park data according to current and future trends.
- Work with the Village's Parks, Recreation, and Natural Resources Committee to prepare surveys, host public meetings and conduct focus groups with applicable stakeholders. Key emphasis will be placed on those proposals that can be effective at generating input internally from within the Community and externally within current user groups of the Park.
- Prepare conceptual plans as needed for discussion, review, and presentation.
- Generate phasing plan for implementation of the master plan.
- Prepare final report including renderings and cost estimates as needed.

These are the general requirements for the creation of a Master Plan at each location and are not intended to be a comprehensive list of tasks and deliverables. It is expected that the chosen consultant will provide the Village with more specific recommendations for approaches, tasks, and deliverables based on their experience and expertise from past work on similar park master planning projects.

SECTION 5

Deliverables

The selected Consultant shall complete a final Master Plan document for each location that contains a phased implementation schedule, detailed conceptual drawings/renderings, narrative description of recommended improvements, visual examples depicting recommendations, conceptual cost estimates, and associated narrative in order to present a complete document. A final presentation of each plan will be required once the document is complete to both the Committee and Village Board. The final plan put forth for acceptance shall be completed in such a way that it can be fully integrated with other plans and initiatives adopted by the Village, such as the Park and Open Space Plan, Comprehensive Plan, and Village Strategic Plan.

SECTION 6

RFP Submittal Requirements

1) Qualification Details consisting of:

- a. Cover Letter – Including, but not limited to a statement of understanding and approach to this project.
- b. Experience – Specific project experience detailing completed, similar or relevant projects that the applicant has executed. Links to similar or relevant projects are encouraged.
- c. References – Provide a minimum of three municipal client references for which the applicant has provided similar planning services within the last three to five years. Include the name and telephone number of the contact person and a description of services provided to that contact.

2) Technical Proposal consisting of:

- a. Project Approach – A description of the approach to be taken toward completion of the project, an explanation of any variances to the proposed scope of work as outlined in the RFP, and any insights into the project gained as a result of developing the proposal.
- b. Scope of Work – Scope of work that includes steps to be taken, including any products or deliverables.

- c. Estimated Labor Hours – A summary of estimated labor hours by task that clearly identifies the project team members and the number of hours performed by each participant organized by task.
- d. Key Personnel – List of personnel directly assigned to the project, along with responsibilities on this project and resumes. Include organizational chart of personnel involved in the project. The firm's Project Manager, who will be responsible for planning, coordinating, and conducting the majority of the work, must be identified and committed to the project. Village reserves the right to approve Consultant's project manager and any requested personnel and subcontractor changes during the course of the project.
- e. Project Schedule – A proposed schedule that indicates project milestones and overall time for completion of the Plan.
- f. Supplemental Information – Any other information deemed necessary to address the requests of this RFP.

3) Cost Proposal consisting of:

- a. Cost – Lump Sum price to complete each Master Plan as proposed in the Scope of Work.
- b. Additional Fees – Hourly price to complete any additional items not identified in the above Scope of Work.

4) General requirements consisting of:

- a. Due Date – Responses to the RFP must be received by the end of day on Friday, February 28, 2020. Proposals received late, for any reason, shall not be accepted.

- b. Location – RFP submittals shall be provided to McFarland Department of Public Works, Attn: McFarland Park Master Plan RFP, 5915 Milwaukee Street, PO Box 110, McFarland, WI 53558.
- c. Format – Prospective consultants shall provide seven (7) printed copies of the proposal and one (1) electronic copy.
- d. Property – All information developed as part of this RFP, including graphics and data, shall become the property of the Village upon completion of the report. All text shall be submitted electronically as is most convenient. All original graphics generated as a part of the RFP shall be submitted to the Village in an easily reproducible hardcopy and electronic format as applicable.

SECTION 7 Evaluation Criteria

The following criteria will be used to evaluate each proposal submitted:

- Experience and qualifications relevant to key personnel.
- Project understanding and knowledge of area depth or relevant technical experience.
- Proven ability to appeal to a wide audience and incorporate public comment into plan.
- Ability to be responsive in meeting schedule required to complete the plan and deliverables.
- Ability to meet budget/value as related to proposed and additional costs.
- Level of experience with local government entities of similar size, structure and complexity.
- Demonstration of innovative approaches particular to technical solutions.
- Quality, clarity and completeness of submittal package.

SECTION 7

Method of Selection

The Village Administrator, Public Works Director, Parks Superintendent, Chairperson of the Parks Committee, and a general member of the Parks Committee will conduct the evaluation of proposals submitted. This will comprise the Evaluation Team. They will make a recommendation to the Parks, Recreation, and Natural Resources Committee ("Parks Committee") whom will make the final recommendation to the Village Board for decision. The following method and timeline will be utilized in order to select the desired proposal:

- **January 31st – RFP Issuance Date**
- **February 28th – RFP Due Date**
- **March 2nd – Evaluation:** During this week, the Evaluation Team will review the proposals and decide which, in its sole discretion, it chooses to further consider via an in person interview.
- **March 9th – Interviews:** During this week, the Evaluation Team will host in person interviews of perspective consultants in order to make a selection.
- **March 20th – Make Recommendation:** The Evaluation Team will make its recommendation to the Committee for further consideration following completion of their work to evaluate the proposals.
- **March 26th – Parks, Recreation, and Natural Resources Committee:** The Committee will consider the recommendation of the Evaluation Team in order to make their own recommendation to the Village Board.
- **April 13th – Village Board:** The Board will take final action to consider acceptance of the recommended proposal and enter into a contract for this purpose.

SECTION 8

Terms and Conditions

Each proposal will be reviewed to determine if it meets the submittal requirements contained within this RFP. Failure to meet the requirements for the RFP can be cause for rejection of the proposal. The Village may reject any proposal if it is conditional, incomplete, contains irregularities, or if in the sole discretion of the Village not considered in our best interest. The Village may waive an immaterial deviation in a proposal, but this shall in no way modify the proposal document or excuse the Consultant from compliance with the contract requirements if the Consultant is awarded a contract. A prospective Consultant may be requested for an interview at the sole discretion of the Village. The recommended Consultant will be selected and approved by the Village Board.

The Village uses a standard template contract for such services and will require its utilization for this project. A copy of the standard template can be provided for review upon request and will be updated to adapt to the proposal ultimately selected.

There is no expressed or implied obligation for the Village to reimburse firms for any expenses incurred in preparing proposals in response to this request. Materials submitted by respondents are subject to public inspection under Wisconsin law. Any language purporting to render the entire proposal confidential or proprietary will be ineffective and will be disregarded.

The Village reserves the right to retain all proposals submitted, and to use any idea in a proposal, regardless of whether the proposal was selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in the RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Village and the Consultant.

All property rights, including publication rights of all reports produced by the selected firm in connection with services performed under this agreement shall be vested in the Village.

The Village reserves the right to reject any or all proposals submitted.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, March 23, 2020

SECTION: Business

DEPARTMENT: Public Works

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

AGENDA ITEM: Discussion and action regarding the acceptance of a proposal for planning services related to park improvements to be developed for individuals with special needs.

PREVIOUS ACTION:

The Village Board authorized the issuance of the RFP at its meeting on January 27, 2020.

Under normal circumstances, this recommendation was to go to the Parks Committee for review on March 26th however that meeting has since been cancelled due to the Emergency Declaration for COVID-19. In the absence of Committee meetings, the Village Board is to address their work and as such this item is presented for action.

ISSUE SUMMARY:

The Village initiated a Request for Proposals process back in January in order to solicit proposals for planning services related to park improvements to be developed for individuals with special needs. There is no set list of improvements desired or known location, just an idea we are tasked with developing for consideration to implement within the foreseeable future if ultimately the plan is accepted. The RFP was issued on February 1st and advertised for about a month. There were 6 responses received and 3 interviews conducted by the Village Administrator, Parks Committee Chair, Public Works Director, and Parks Superintendent, all of which was in accordance with the evaluation process detailed in the RFP.

After careful consideration, the Evaluation Team for this RFP recommends acceptance of the proposal from Learning Landscapes Design. While this firm is new to McFarland, they bring with them a great deal of experience specifically within this field of study. They are by definition experts in bringing new opportunities for outdoor play across a broad spectrum of different objectives. The proposal along with the original RFP is enclosed for your review and consideration.

FINANCIAL/BUDGET IMPACT:

The total budget for this project is \$10,000 to be paid for through the tax levy out of the Parks Budget within the Capital Projects Fund. The proposal recommended is presented at a cost of



\$27,000. Proposal costs ranged from \$9,992 to \$31,125 with an average of \$21,419. The proposal as presented is over budget; however, based on the average cost in proposals received it appears the budget estimate was too low. The Park Master Planning project considered in the previous item was significantly under budget by \$31,905 and the overage here of \$17,000 can be made up through that shortfall while overall still maintaining both projects under budget within the Department.

VILLAGE PLAN REFERENCE:

2019-2020 Village Board Goals-Objectives - Goal A, Objective 1: Develop opportunities to create amenities for special needs kids, adults, and other health/wellness initiatives not otherwise provided through Community. The Action Step for this objective was to research the development of park amenities for those individuals with special needs. Accepting this proposal will help the Village Board to advance this objective.

McFarland 2020-2030 Strategic Plan - Goal F, Strategy 5: Develop individual park master plans that prioritize future developments, including a new community park. The Strategic Plan calls out this potential special needs park within this strategy and outlines 3 implementation steps summarized below:

1. Issue RFP - Complete
2. Select Proposal - Scheduled for Monday.
3. Complete Plan - To be completed by the Fall of 2020.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for acceptance of the proposal from Learning Landscapes Design at a cost of \$27,000 and authorize the Village Administrator and Village Attorney to finalize agreement in standard Village contract form.

ATTACHMENTS:

1. McFarland Special Needs Park Planning RFP - LLD
2. McFarland Special Needs Park Planning RFP 01312020 FINAL



Design Services for Village of McFarland Special Needs Park Proposal for Landscape Architectural Services

Prepared By:
Learning Landscapes Design LLC
Portland OR and Milwaukee WI
503.347.4523
2/28/20



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facilitate double sided printing.

Jim Hessling - Director
McFarland Department of Public Works
5915 Milwaukee Street, PO Box 110
McFarland, WI 53558

Jim Hessling and McFarland Village -

Thank you for the opportunity to provide you with this proposal for landscape architectural services. Learning Landscape Design LLC provides innovative site design for nature playgrounds, parks and childhood environments. Our team has eighteen years of experience with play and learning projects from community involvement, through conceptual development, construction documents, and construction management. We have brought in *Let Kids Play!* accessibility consultants to assist us on this project. We work with Mara often and appreciate her unique view and expertise in universally accessible design. This proposal is based on your RFP as well as our experience on similar projects.

We are passionate about creating spaces where all children can play and learn together. While ADA addresses mostly physical mobility issues, Universal design meets people where they are in their cognitive, sensory, social and physical development. A number of years ago Mara of *Let Kids Play!* gave our team one piece of paper that forever changed how we look at accessible play. It showed four families with varying abilities through the group. She asked us to consider how these families could use the space. This simple shift to considering people instead of guidelines and rules changed everything. We have conducted multiple interviews with parents of differently-abled children to truly understand their needs and desires. We have sat in focus groups fighting back tears as parents described their children's experiences. It is amazing how small shifts in design and approach can completely change how families experience the space. Our design experience is coupled with an extensive understanding of safety, maintenance, and construction of children's spaces. Our company is built on our ability to listen and we excel at crafting a process and design that fits your community's unique needs and project conditions.

You should work with Learning Landscapes Design because:

1- We **specialize in landscapes for play**. We spend all of our time working to better our understanding of this project type. Kids interact with spaces in a very different way than adults. They think and learn differently and we specialize in finding ways to let kids connect with their environment and their community.

2 - Over time we have **developed strategies to address the unique safety, access, and construction challenges** that often accompany custom and universally inclusive play areas.

3 - Our designs are maintainable and practical. Maintaining an alternative play area can be daunting. We are the only design firm that offers an **extensive management plan and set of safety inspection documents** tailored to our designs.

4 - Our approach involves your team and your whole community to create **community and staff buy-in** and support. We enjoy our work and have fun engaging the community for input. **We listen**, respond, and plan for on time, on budget and highly successful results.

Kerry White will be your project manager and Michelle Mathis the principal and contract authority. We are a small firm and all staff members touch every project. If you see it in our resume our key personnel has supported, designed, and steered the project over the finish line. You will find our resumes in the following information. This proposal outlines the tasks that are proposed to assist you in creating a vision for your universally inclusive playground. These tasks are arranged to create a design everyone can get behind and develop a plan for moving forward. We have successfully used this project approach on similar projects. We are willing to adjust, move, and add tasks to suit your vision of the process. Consider this a starting point and an outline of our abilities and strengths.

Sincerely,



Michelle Mathis RLA
Principal, Learning Landscapes Design
503-347-4523
michelle@learninglandscapesdesign.com



Learning Landscapes Design LLC

A design firm specialized in creating inspiring spaces for learning and play

Learning Landscapes is a design and sustainability firm specializing in creating inspiring spaces for engaged learning and play. We have seen the drastic change in children's lives in the last few generations. Youth are disconnected from each other and increasingly 'plugged in'. Our children are experiencing higher rates of obesity, disability, and behavioral disorders. Our firm aims to create spaces for our forward thinking clients where all children, regardless of ability, can connect to one other and nature while engaging in meaningful play experiences that excite them. Our fast paced culture is trickling down to our children who are over scheduled, nervous, stressed and constantly compared and evaluated. Free play is an equalizer. It resets cognitive functioning, offers opportunity to strengthen and test our physical abilities, and it provides deeply effective opportunities for brain development.

The standard playground equipment is no longer meeting the needs of today's children. Learning Landscapes Design rises to the challenge and responds with relevant designs including; natural playgrounds, universally accessible play areas, hands-on interpretive spaces, learning gardens, and sensory gardens. Coupled with landscape architecture our staff have rich backgrounds including; education, playground safety, parks operation, sustainable design, permaculture, child development, and parenting.

Our Clients

Our clients are public parks agencies, schools, early childhood providers, and operators of other family destinations such as zoos and museum. Our client list includes large and small organizations as well as large and small projects. Please refer to the following relevant projects for more specific project information.

Proven Track Record

We help our clients through every stage of the design process from concept design and public involvement, through detailed design and permitting through to construction administration. We achieve relevant and successful projects by listening and observing then responding with a design that fits the site, the client and community needs and those of the unique end user. To optimize opportunities for wise use of resources, we use a sustainable lens on every project. We pride ourselves in delivering projects on time and on budget.

Financial Statement

Our company is financially stable and has operated successfully for 7 years. We have no outstanding loans and financial projections look good for continued success and stability. We can provide a Profit and Loss statement if requested.

Year Established: 2012

Office Locations:

Portland, Oregon
Milwaukee, Wisconsin

Services:

Landscape Architecture
Concept Design
Public Involvement
Designing with students,
Design Detailing
Construction Documents
Permitting
Bidding
Construction Administration,
Safety Review
Staff Training

Specialty:

Natural playgrounds
Universally accessible play
Designing with kids
Maintenance guidelines for
natural play areas

Awards

- Oregon ASLA 2019 Honor Award
Preparing the Next Generation:
Design Curriculum
- 2019 Pop Up Place Competition
Winners: Design Week Portland
from the Portland Department of
Transportation



Oxbow Regional Park 'Oxbow Adventure'

Metro - Gresham, OR

Relevant Project Experience

The Sandy River draws swimmers, rafters, kayakers and drift boats carrying anglers as it weaves through Oxbow Regional Park. Twelve miles of trails invite visitors to explore an old growth forest with ravines carved by volcanic and glacial flows. Many of these treasures and stories are being missed by young visitors whose families came to the day use areas and don't explore the nature trails surrounding them. The Oxbow Adventure Concept is a plan to engage young people of all abilities with the natural wonders and the history of the floods and quickly buried old growth forests in the park through play and exploration. Two nature play installations, accessible trails, base camp kiosks, signage and a kids information booklets offer the support needed for brave adventurers to leave the play area and explore the park.

Fifty climbing logs emerge from the sand next to a series of water tables. Park programs use the area to tell about a flood that happened on site and buried the forest with 40' of sand. The buried forest is still under the play area! Elevated water play, climbing for any ability, access to raised loose parts tables, an open sided accessible drift boat and simple machines sand play ensure everyone can engage no matter their ability or interest.

Through community meetings with families experiencing disability, we targeted the experiences and features these families needed to feel safe and included in play. Visitors can play in the camp kitchen, test out the tent fort structures and build shelters from natural materials. The vision is that young visitors leave with a little more excitement and knowledge of the natural world around them. Young people must learn to love a place, before they can effectively learn facts about it. With this groundwork they can become stewards of our wild places. Metro aims to inspire tomorrow's steward through play at Oxbow Adventure.

Construction Cost - \$450,000

Date of Completion – 2019

Services Provided – Landscape Architectural Design, Master Plan and Concept Design, Cost Estimating, Public Involvement, Construction Documents.



Water play at many levels opens up access to more people.



5 Elevated tables open up opportunities for loose parts engagement.



The Sandy River is a magnet to anglers from far and wide. With careful fabrication and modifications everyone can join in the imaginative play.

Montclair Community Discovery Playscape

Montclair, NJ

Relevant Project Experience

Montclair Pre-K is the heart of a vibrant, diverse, and inclusive community. With a strong focus on a play-based curriculum a discovery playscape was the approach that fit the schools playground renovation dreams. This preschool focused site is a public park on evenings and weekends, expanding the communities recreation options. The design is organized around a loop path with mature trees and six themed play zones. Each zone offer fully accessible play experiences that exercise the mind, body and imagination. Only one zone focuses on physical play and climbing. With 5 other zones to explore, every child can find something that matches their interest and ability. During the design phase the preschool students offered ideas and built models to show how they enjoy playing. The playscape was built from their ideas and the types of play they were drawn to with a healthy balance of realistic maintenance needs and safety mixed in.



The Edible Garden - Where classroom exploration moves outside to edible plants.

Exploration Yard - A loose parts building zone for free play.

The Discovery Garden - With sensory planting and imaginative play.

Performance Grove - Where a stage and instruments offer performance & musical play.

Artist Nook - An outdoor art studio with a variety of art materials and mediums.

Adventure Playscape - A climbing, swinging, and spinning zone that feeds the vestibular system and large motor play needs.



Construction Cost - \$450,000

Date of Completion - 2019

Services Provided - Landscape Architectural Concept Design, Accessibility Consulting, Community Workshop, Cost Estimating, Construction Documents, and Construction Assistance



Legacy Grove Park Adventure Play Area

Winchester, KY

Relevant Project Experience

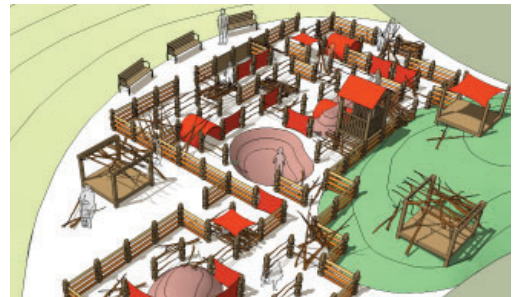
The Greater Clark Foundation strives to make Clark County, Kentucky, one of the best places in the country to live, work and play. Their redevelopment of this hospital site centered around a 2 acre playscape and adventure area. Learning Landscapes Design started the design process with a series of STEM (Science Technology, Engineering and Math) based classroom workshops with local youth and a hands-on community workshop. The design grew out of the ideas generated by the youth. The elements were organized in an effort to meld the two local bio-regions Appalachia and Bluegrass together through play. The goal was to offer active and creative play. Activities include; an exploration creek, boulder and log climbing, custom dulcimer climber, swinging, spinning and a loose parts building area. The exploration creek is a recirculating water feature that mimics a local creek and offers chances to get your feet wet, dig and explore. The loose parts building maze is a section of the park with posts on a regular grid over undulating hills. Park visitors can use loose fabrics, sticks and other elements to build maze and fort elements. This part of the park is designed to be creative and dynamic. It allows for free play and will be different every time the child visits. In a society where screen time and scheduled activities are the norm, Legacy Grove offers a chance for families to escape the hectic day to day and relax while connecting to nature and neighbors. The project is universally accessible, nature based, and the central feature for this new community park.

Construction Cost - \$1,500,000 for the playground, \$2,500,000 for the park

Date of Completion – Winter 2018

Services Provided – Student STEM series of classes, Community Workshop, Concept Plan, Costing, Design Development, Construction Documents, Services During Construction, Safety and Maintenance Approach Document.

Percent Completed by LLD - 85% Learning Landscape was the lead consultant.



References

The following reference can give you a good idea of the Learning Landscapes Design Team's skills and expertise. Two Reference letters have been included for your use as needed pages 23-24.

Rod Wojtanik, Metro: Parks and Nature Planning Manager

503-797-1846 Rod.Wojtanik@oregonmetro.gov

LLD and Lets Play recently finish the Oxbow Regional Park project with Rod Wojtanik. This design included 2 fully accessible nature play areas at this Portland Metro area park. Rod can speak to our overall character, conceptual design, project management, community involvement, quality and buildable construction documents, and construction support.

Ken Warner Parks and Recreation Director: City of West Linn OR

503-742-6049 kworchester@westlinnoregon.gov

In the last few years LLD has worked on 3 play area projects for Ken (White Oak Savannah, Sunset Park, Sahallie Park). He can speak to our overall character, conceptual design, site selection, community involvement, construction documents, and construction support.

Amy Dorr Executive Director : Montclair Community PreK

973-509-4500 Ext. 13 amy.dorr@montclairprek.org

Amy is the director of the Montclair Community PreK. Her vision was to create a facility that functioned for her preschool and served the entire community off hours. The resulting space is focused on young children and is accessible. She can speak to Kerry's project management skills as well as the firms work from concept through construction.



Spinning equipment with a supported back helps include users with lower core strength. Rocking and spinning equipment stimulates the vestibular system.



A variety of sensory experiences add interest for everyone and shift the play focus away from physical abilities.

8 Pathways with a variety of textures and even small bumps let users participate at their own level.

TECHNICAL PROPOSAL

PROJECT UNDERSTANDING & APPROACH

Project Understanding

The Village of McFarland understands that access to play should be a universal right for all children. The addition of a single inclusive element in a playground adds interest, but leaves some users without a sense of togetherness that is so important in building community. Universally accessible playgrounds are playgrounds that offer broad-spectrum solutions that produce environments that are usable and effective for everyone. This is inherently different than accessible, inclusive, and ADA compliant spaces. Learning Landscapes strives to create spaces for people of all ages and abilities to play, interact, and learn. We put children and their families at the center of the community and build amenities that attract them and meet their play and learning needs at any level. We will start and end the design with “Community togetherness through play.”

Like many communities the Village of McFarland and the surrounding communities offer some accessible recreation opportunities peppered within their current system. Depending on installation, maintenance and design these amenities can vary in their effectiveness. Many parents and care givers are frustrated when a website states ‘inclusive play’. Parents of differently-abled children are used to speaking up and advocating for their children. They do so tirelessly. It is our duty to truly listen. Our team will respond with designs that are truly universally accessible. By designing spaces that are comprehensive and create whole experiences with lots of options. Our designs are dynamic and engaging. We meet each child where they are and provide opportunities for them to grow.

Design Approach for Main Project Issues

Universally Accessible Play Area Knowledge and Depth of Understanding

The Americans with Disabilities Act (ADA) aims to make sure that people with disabilities have the same rights and opportunities as everyone else. We understand that ability is a spectrum and people land at each point along the spectrum. It is hard to define national design solutions that work for everyone. ADA design solutions focus mostly on physical access for people with mobility and vision issues.

We have found these to be greatly lacking in addressing the daily issues of families experiencing disability. Learning Landscapes Design has conducted numerous interviews and sat at tables with groups of accessibility advocates and parents. Through conversations and many design alternatives we have developed a deeper understanding of what families need to support community togetherness. Some are big, expensive changes and some are small, thoughtful details. Below are examples of the range of solutions and features we will review and evaluate.

Lila is 12, she is the oldest of 3 children in her family. Her severe cerebral palsy has left her wheelchair bound and mostly blind. She loves speed and feeling the wind on her face. Her parents find it frustrating when a playground is posted as accessible but has only one component that may or may not be a fit for Lila. They wish slides had a longer run out at the end so they had time to move from the top to meet Lila at the bottom of the slide in order to support her transition out of the slide. She can see changes in light and dark so placement of vegetation for shade and tunnels (solid or vegetative) add interest to her experience, which can tend to be more upward facing.



If we address a range of play abilities we often get a range of play ages too!



Carson's leg braces rarely slow him down! But, bridge slats with gaps or pinch points can.

Carson's mom finds lots of support in other families experiencing disability. Her playground goals are for play and building community. Carson is a very active 4 year old with spina bifida. His mobility has been supported by a wheelchair, walker, and leg braces. Lately he does not use any support devices! His low sensory input in his legs makes him tend to 'beat them up' or test them by jumping from high points and looking for lower extremity sensory input. For Carson, having a high jump point with surfacing that exceeds the minimum 'impact attenuation' need protects him as he challenges himself.

Vivian has sensory processing disorder. She is oversensitive to things in her environment. She loves to play with other kids and is very creative. Her parents find ways to support her experience including ear protection to minimize the noise of play and full boots to reduce irritating foot sensations. Playgrounds that work well for Vivian have quiet corners where she can have parallel play with peers. A controlled amount of sensory input helps her increase her range of abilities. She does not want wet feet, but she loves to pump the water pump for her friends in the sand pit.

Universal accessibility does not come in one size, shape, or solution. It is about people and meeting their needs for access, joy in play and togetherness. We will help you address your community's needs with effective and specific design solutions. This happens from concept design and location of elements through to construction detailing. Mara Kaplan will provide a second set of expert eyes on the accessible components of the design at location selection and concept stage of the project. Good design begins with a conversation and carefully listening to your community.

Experience Working with the Community - Public Involvement

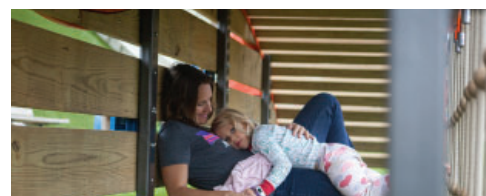
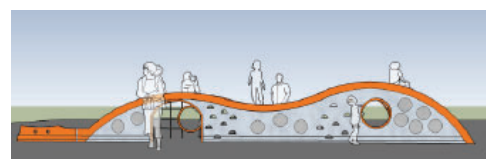
The more we design play spaces the more important we think it is to involve the community in the design. Kids understand the feeling of a place, they have unique ideas and make the design truly reflect the community. We like workshops where people of all ages and abilities can review ideas and photos and can give hands-on design ideas. Model building stations offer young people a chance to express their unique ideas while getting sensory and play opportunities. We will have stations for more quantitative feedback and conversations. This helps solidify the findings from what we see and hear in the play activity.

Our team has proven ability to appeal to a wide audience and incorporate public comment into plan. Through intimate conversations with various community members, we can develop unique solutions and approaches. Anyone can pick out accessible playground equipment in a catalog. Our solutions are unique and reflect the community they serve.

For example, a Kentucky community voiced their frustration with large play structures and ramping systems. They felt ramps were hard to negotiate and serving only one wheelchair user at a time. Those that could not transfer out of their wheelchair and slide often had little to do once they reached the top. They felt elevated platforms were too small and children in mobility devices were 'in the way' once they reached the top. Our design solutions included a series of low features where play could happen under, next to, and around the main feature. Children in mobility devices were never very far away from peers. This custom dulcimer instrument spoke to the local bluegrass culture and had places for quiet retreat and musical sensory investigation as well as physical play. (see progressive design imagery to the right)



Vivian enjoys side by side sensory play with support elements.



The design progression of the dulcimer climber. It creates spaces for wheel chairs and walkers to be underneath as well as quite spaces and sensory play. The blue bells above have wood mallets for sound play.

Experience working with Public Agencies

Public agencies make up our biggest client sector. We understand you have a responsibility to your community to provide services at a reasonable cost and to be able to maintain those services over the lifetime of the improvement. Understanding the level of service of surrounding parks and play areas will help us frame and support the need. Public agencies typically have an approval process with liability and permitting check points. We use National ASTM standards on all playgrounds and have certified playground safety inspector (CPSI) registered staff. Public bidding is something we help many of our client navigate. With custom components, a clear set of construction documents (CD) becomes your agreement with the contractor about what they are getting paid to build. Learning Landscapes Design compiles complete CD sets that meet permitting requirements and are buildable by local contractors. We have very few issues in construction that stem from unclear drawings or specification requirements.

Experience Meeting Project Schedules and Budgets

Schedules and budgets are the framework in which design and development work happens. Our entire team is highly dedicated to meeting your schedule needs. We have yet to miss a deadline. We also know that schedules change and adjust when effected by outside forces. Our team can be flexible if your needs change. Budgets for equipment are pretty straight forward, but on custom playscape features costing can be tricky. We have constructed features in many ways and can help you decide which approach fits your budget. We have an extensive library of bidding and estimating costs that we can apply to your materials and elements. Our billing rates are at or below the average for experts in our field. We work efficiently in order to make the most of your project funding.

Method For Completing The Scope of Work

Our method for approaching your work is three fold.

- Understand What is Existing and What is Needed -This will be a combination of our *Existing Level of Service Site Inventory* (task 1.2), program discussion with your core team (task 1.3) and community listening session (task 2.2).

- Careful Site Evaluation to Identify Opportunities - What each site offers will greatly effect the possibilities both of the spatial organization and the approach to inclusivity and play. We will look closely at three sites and provide site diagrams that show the opportunities and character of three different approaches to inclusive design (task 2.1).

- Thoughtful Design So Intent is Carried Through - Learning Landscapes Design is skilled at taking the program, site and play feedback and layering it into one concept design that is buildable and maintains the intent shared by the community. While many universally accessible details are developed later in the design phase, organization of space and intent plays out in the concept level designs (task 3.1)

Here is a quick example how this may play out. The inventory shows that there are some ADA play components but no universally accessible sensory play features within a 20 mile radius on one side of the village. Staff and community members review the *site evaluations and design approaches* and agree that a sensory trail design option located in the 'play defect area' meets many of their needs. Learning Landscapes Design creates a concept plan from these conversation that considers each families experiences from leaving their car, through a loop trail with a variety of play stations, using support facilities and opportunities for building community.



This accessible loop trail with play activities and events address parents frustration with a lack of access to nature. The path was carefully set in the forest so visitors can reach out and touch plants.



Scope of Work

Task One: Project Start Up

Task 1.1 Project Start Up Meeting - Phone Call

We will talk over your vision and goals for the project. We can look over this proposal, scope, and how the project will be structured. Finally a discussion about our initial site visit and meeting would help us prepare for the coming tasks. This will include the organization of the core team meeting and how best to get feedback from your team. We will review any other existing documents about the sites, foundation, and relevant community issues that you can supply.

We need from you: Signed contract and any background information.

We will deliver: Meeting notes and meeting outline

Task 1.2 Background Review and Level Of Service Inventory

We will review existing site documents including, but not limited to, Parks and Open Space Plans, Comprehensive Plans, Strategic Plans, and Annual Budget as applicable in order to get a comprehensive understanding of your community and its playground needs.

Level of Service Inventory: We will complete some in-person and some digital reviews of existing playgrounds in your community and in the surrounding area. This will allow us to identify any play or accessibility gaps and opportunities. We will review websites for site attractions and web description content 'value' and will follow up with site visits for the most inclusive sites.

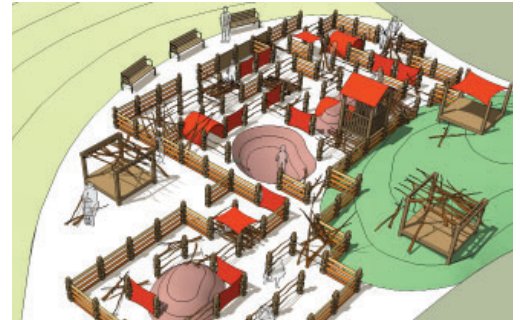
Our Level of Service Inventory will review or consider:

- Type of play (Physical, Sensory, Imaginative, etc.)
- Amount and quantity of accessible play components
- Graduated levels of challenges (is the equipment provided meeting a varying level of different skill levels)
- Surfacing
- Age range served
- Character of the design or space
- ADA support services (accessible pathways, rest rooms, drinking fountains, parking spaces, wayfinding, fencing, etc.)

We will deliver: Level of Service Inventory diagram at the core team meeting. The diagram will show locations of select parks in the surrounding area and their existing universally inclusive and ADA play and site amenities based on the considerations listed above.

Task 1.3 Initial Site Visits and Core Team Meeting - In Person Visit

An initial visit will help familiarize us with your team, your goals and your sites. We propose that this first visit is a core team meeting and extensive site investigation visit.



12 Nest swings offer supported group swinging for everyone!

Site Tours and Observation: We will take time getting familiar with your park system and the sites you would like to consider for the play area. We will look at elements such as views, vegetation, drainage, slope, and lines of access. This will give us a better idea of the spaces and possibilities.

Core Team Kick-off Meeting: We would meet with your core team and discuss the project. This may include; village planning/public works staff, facilities staff (CPSI staff member if possible) and other stakeholders. We can narrow down the appropriate topics together. They may include;

- Introduction to Learning Landscapes and how we work.
- The basics behind Inclusive Design (Input from Mara Kaplan @ Let Kids Play!)
- Common accessible design features with lots of imagery
- Project examples
- A discussion of the spectrums of play and the scope of the project
- Then we will discuss the design in depth. What are the goals of the project? What are the key site elements? What are the site opportunities or constraints? What materials are regionally available and make sense to use on the project? What is the correct balance of off the shelf vs. custom equipment?
- Through discussion of these topics the group will develop a preliminary program, design themes, and initial design parameters.

We need from you: Organize the meeting and gather stakeholders.

We will deliver: Meeting notes including; program preferences and site observation list.

Task Two: Site Evaluations and Design Approach Options

Task 2.1 Evaluation of Three Locations

Once we have met with your team we will evaluate three of the sites, that we narrowed down as a team, and develop a design approach option for each site. These design approach options will be presented in the form of a bubble diagram. Site Evaluation and Design Approach Options will consider site characteristics such as:

- Grading
- Existing vegetation
- Location in the community
- Existing rest rooms, parking, and other accessible amenities
- Ecological value
- Phasing opportunities for future development and layering of needs

We need from you: Pertinent surveys with topography, architectural and existing/future landscape plans

We will deliver: (1) bubble diagram with a unique list of program elements for each site, for a total of (3) different site evaluations and design approach options.



Our public meetings go beyond sticker voting on pictures and include sensory and creative opportunities.



Task 2.2 Meeting to Review Site Evaluations - Digital Meeting

The three site evaluations and design approaches will be presented and discussed with your core team. We can talk over specifics of the options. At this point we can identify any changes that need to be made in development of the final graphics and we can talk over how the options effect resources and construction approach. Together we will:

- Decide if the options meet the site characteristics.
- Discuss the variation in options and the character of the resulting spaces.

We will deliver: Meeting notes and any changes before the public meeting.

Task 2.3 Community Listening Session Open House- In Person Meeting

Learning Landscapes Design excels at community involvement. We focus on meeting the community where they are and providing a fun and engaging process. We believe it is critical to connect with the community and the target audience through the design process. We will help lead a hands-on community workshop with multiple interactive stations for engaging in conversations about what will be best for the park including model building and sensory stations. We will work with City staff to make reasonable accommodations for community members with varying abilities to participate. This may include additional staff to assist in describing and reading elements. Room organization with lots of open space for maneuvering and basic services provided.

We need from you: Gather materials that are too large for us to bring (sticks, log slices, sand, etc.). Don't worry we will give you a list and lots of time to prepare.

We will deliver: Images for sharing and voting, play elements and supplies for the workshop. Lots of excitement and energy. Notes from the public meeting.



Task 2.4 Community On-Line Surveys

We know families lead busy lives and evening meetings interfere with dinner and home work. Weekends are often full with prior commitments. Families with children experiencing disability can often find in person meetings exponentially more challenging. We like to offer families a chance to offer ideas and comments online. We will develop a short online questionnaire to gather feedback.

We need from you: Gather the names and contact information of members and organizations in your community that want to participate or would be beneficial in participating in the survey. Distribute the survey link via email or on your municipal website.

We will deliver: An online survey with a short list of questions to gather public input.

We will collect and analyze survey results.



While maintaining a natural feel, this play creek offers three points of flush access including places to hold your hand in rushing water.

Task Three: Concept Designs

Task 3.1 Develop Draft Concept Plan and Design Imagery

After the above project start up we will have chosen a site and will have a good sense of what the design will include and how the elements might be structured. We will prepare a schematic site plan identifying the locations, sizes, and relationships of elements. This includes horizontal and vertical geometries, preliminary playground design and parking area layout (if needed). This will translate the vision into a buildable concept that fits the site characteristics. These site plans will be roughly 1" = 10'. Accompanying the plans will be imagery that describes the character of the different features and areas.

- 1- The concept plan will be based on direction from the park district but will also consider liability and safety. We can help identify the major concerns for any play areas so they meet the **ASTM** (American Standards of Testing and Measurement) and **CPSC** (Consumer Product Safety Commission) guidelines.



- 2- **Long term maintenance** will also be considered in the design. We have 18 years of experience designing play, park, and school environments and can help identify areas that will require more maintenance as well as develop design approaches that will reduce maintenance input.
- 3- The design will consider **Universal Accessibility** and account for users with a wide range of abilities. We utilize some of the ways 'Let Kids Play!' thinks about universal accessibility including; access, having some level of play that challenges everybody, making sure the most exciting element is accessible to all and providing clear online information for visitors to self evaluate if the park is right for them and prepare for their visit.
- 4- We will develop a spreadsheet with quantities and elements in the design. We will provide estimated costs for any features, surfaces, and playground equipment. We have extensive experience estimating costs of equipment, surfacing, and accompanying elements.

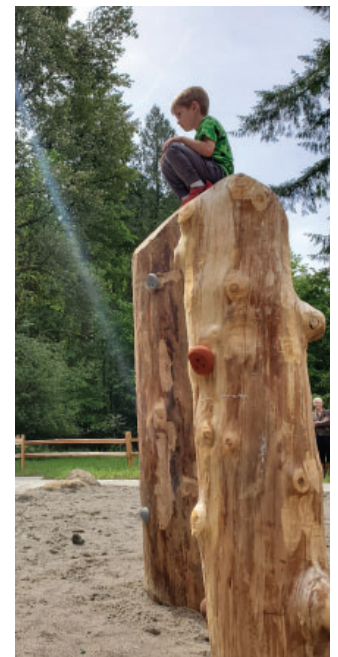
We will deliver: Schematic plan, preliminary costing, accompanying imagery board, perspectives and imagery of all equipment for one site.

Task 3.2 Draft Concept Review Meeting - In Person Visit

The plan will be presented and discussed with your core team of stakeholders. We can talk over specifics of the design. We can discuss each element and the overall organization of play zones. We will check in to confirm that we are meeting the project's program and accessibility goals.

We need from you: Provide a single set of comments

**** Any large scale changes that are made after this point will be considered an additional revision to the plan. These revisions will be billed hourly in addition to the total of this proposal.**



This is an example of how log climbing was provided at a park for a variety of abilities. Low steppers for young users and those that need less challenge. You can see the bottom of the transfer handle (grey) in the photo. Mid height logs that are a variety of heights and tall pieces with lots of room to jump. At Oxbow Regional Park the sand is 40" deep and offers a wonderful existing impact surface for a climbing area. But, we know sand is not accessible for people with many mobility issues. In order to balance budget and meet a wide variety of play needs a sand surface was used under the more challenging features and a compatible artificial turf surfacing was used under the features designed for use by people with reduced mobility.

Task 3.3 Final Concept Plan and Costs

Our team will develop a final universally accessible play area concept plan for the project. This plan will incorporate any feedback received to this point. The plan will be a color rendering at roughly 1" = 10' scale. This plan will be appropriate for sharing the site vision and marketing. It will include photos or graphics to appropriately convey the experience and design ideas. The ability to construct from this plan, based on the detail, will be limited. But, the plan will have imagery to show character and will clearly label all elements.

Accompanying the final plan will be an estimate of probable costs. It will list the quantities of each material and cost assumptions. These costs can vary based on which contractor eventually installs the project, detailed design and construction approach.

We will deliver: Final concept plan, estimate of probable costs

Task 3.4 Community Concept Presentation

We will return to present the final concept plan to the community. This will be more of a presentation style meeting where current design thinking and direction are shared. The community will have a chance to give their feedback and opinions of how well the design meets their needs.

We will deliver: Final concept plan, estimate of probable costs

Task 3.5 Preparation of Final Report

We will prepare a final plan document that contains the level of service investigation, implementation schedule, detailed conceptual drawings, narrative description of recommended improvements, visual examples depicting recommendations, estimates of probable costs, and associated narrative in order to present a complete document. The final report will reference and integrate the directions and findings from the community workshop and online survey as well as the park and open space plan, comprehensive plan, and village strategic plan.

We will deliver: Final Report in PDF format

Task 3.6 Present Final Plan and Report

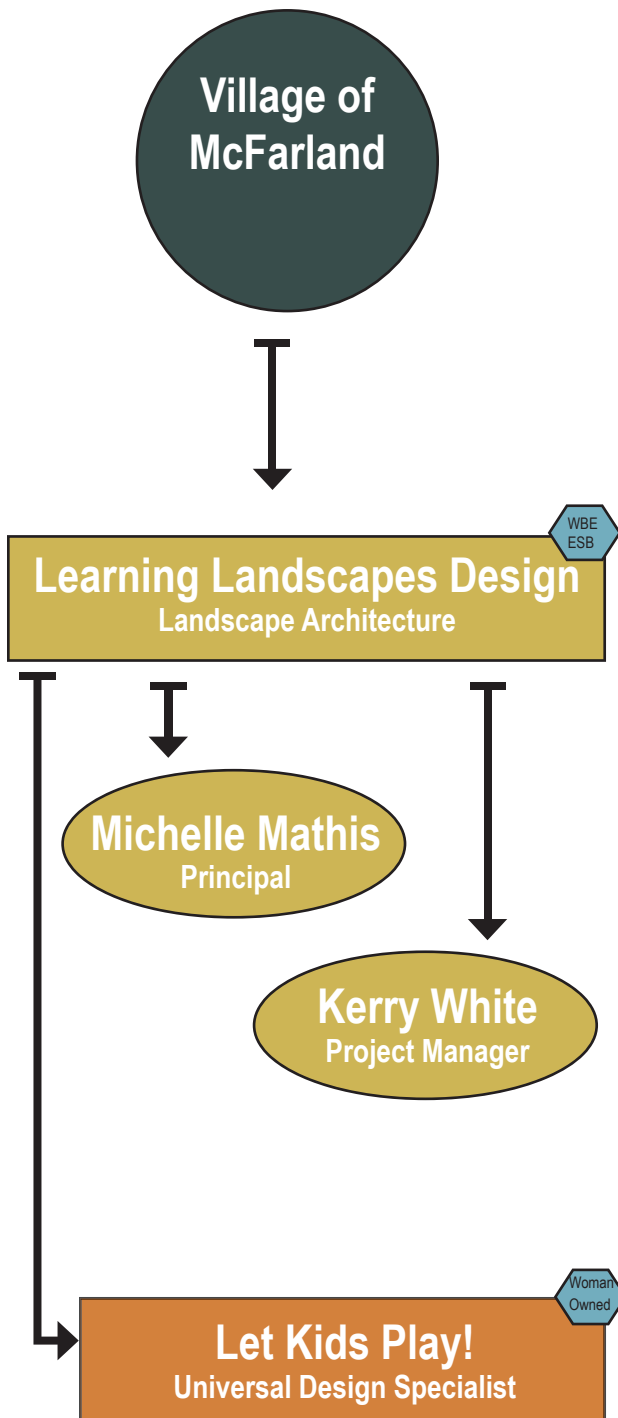
We will present the final report to the Parks Committee and Village Board. Our team will talk the group through the process that was completed to get to the recommended design from level of service to concept design and costing.

We will deliver: Final report presentation in PPT format.

Estimated Labor Hours

TASK				Learning Landscapes			
				Role:	ADA Review	Principal	Proj Mgr.
				Hourly Rate:	(\$200/hr)	(\$120/hr)	(\$80/hr)
							Proj Staff
							(\$75/hr)
1.0		Project Start Up			7	7	42
	1.1	Task 1.1	Project Start Up Meeting - Phone Call			1	2
	1.2	Task 1.2	Background Review & Level of Service Inventory			4	24
	1.3	Task 1.3	Initial Site Visits and Core Team Meeting - In Person Visit			2	16
2.0		Site Evaluation and Design Approach Options			4	6	37
	2.1	Task 2.1	Evaluation of Three Locations		4	4	28
	2.2	Task 2.2	Meeting to Review Site Evaluations - Digital Meeting				2
	2.3	Task 2.3	Community Listening Session Open House - In Person Meeting				5
	2.4	Task 2.4	Community Online Surveys			2	2
3.0		Concept Designs			5	12	72
	3.1	Task 3.1	Develop Draft Concept Plan and Design Imagery		3	4	20
	3.2	Task 3.2	Draft Concept Review Meeting - In Person Meeting				5
	3.3	Task 3.3	Final Concept Plan and Costs		2	4	8
	3.4	Task 3.4	Community Concept Presentation				5
	3.5	Task 3.5	Preparation of Final Report			4	20
	3.6	Task 3.6	Present Final Plan and Report				14
Individual Totals (hours)					16	25	151
							66

Proposed Team Organization



Our team has proven experience and the ability to provide all the required services for project success

Learning Landscapes is a team of landscape architects, educators, and certified playground safety inspectors. We specialize in play in all its forms. We will lead the design team and be your main contact. We excel at exciting and engaging public involvement. Our firm works across the US and has completed successful projects that are on time and on budget with a wide variety of public agencies.

As principal in charge Michelle Mathis will be in charge of contracts and invoicing as well as quality control and design review.

Kerry White is a skilled project manager and will be your daily point of contact and lead designer.

Other LLD production staff will be brought in as needed. We are a small firm and everyone in the firm will be closely involved in the project.

Mara Kaplan of 'Let Kids Play!' is a national renowned universal play specialist. We work with her often to look over designs with an accessibility lens and help select the best accessible play equipment. We enjoy working with her because she is practical, creative, and understands the issue from a parent's perspective. Mara will look over the drawings at each submittal. She has a thorough and thoughtful checklist she will apply to the drawings to maximize play for all.

Learning Landscapes Design LLC

Michelle Mathis
Principal



Michelle Mathis is a landscape architect with over seventeen years of experience managing and designing spaces that connect young people through play. After 5 days of biking through the mosaic of children's outdoor spaces in Berlin her path was ever changed. She started Learning Landscapes to work on projects that reach out to diverse communities in a tactile and play based way. She has a Master's Degree in Education with a focus on whole systems design for education, which she couples with her strong design sense to create spaces that are engaging and intrinsically support learning. Her most impressive skill may be her ability to truly listen and respond to client needs. As the leader of a small renowned design firm, she plays a part in every project the firm completes.

Professional Licenses and Affiliations

- Licensed Landscape Architect
- Certified Playground Safety Inspector - National Parks and Recreation Association
- Masters in Education - Focus on Sustainable Design for Education
- Founder and Member of Oregon Natural Play Initiative - Part of the Oregon Recreation and Parks Association
- Steering Committee Member - National Wildlife Federation's National Guidelines for Play and Learning
- Completed the Permaculture Design Certificate

Education

- Master's Degree in Education: Leadership for Ecology Culture and Learning, from Portland State University, Portland OR
- Bachelor of Science Degree in Landscape Architecture from The Ohio State University, Columbus OH
- Studied Studio Art at Indiana University, Bloomington IN

Awards

- Oregon 2014 ASLA Honor Award Westmoreland Park Design
- P3 Award Winner, Environmental Protection Agency Competition focusing on People, Prosperity and the Planet, 2005-2006 and 2006-2008
- Ohio State Presidents Salute to Excellence, 2002
- Landscape Architecture Faculty Award, 2000

Relevant Project Experience

- Oxbow Regional Park Accessible Adventure Playscape, Sandy, OR
- Montclair Community Pre-K and Preschool Park, Montclair NJ
- Cleveland Zoo Discovery Ridge Play Area, Cleveland Ohio
- Lake Olathe Natural Play Area
- Gilbert Children's Museum - Inventors Yard, Salem OR
- Legacy Grove Accessible Adventure Play Area - Winchester KY
- Champoege State Park Play Area, St. Paul OR
- Fry Family Park Watershed Playscape Canton OH
- Willow Creek Community Playscape Timball TX
- White Oak Savanna Playground, West Lynn OR
- Touchmark Community Inter-generational Play Area
- Wild Rock Nature Meadow Playscape, Albemarle County, VA
- Gateway Park Play Area, Portland OR
- Mountainside Community Play Acre, Truckee CA



Learning Landscapes Design LLC

Kerry White

Project Manager/ Landscape Architect



Kerry White is a landscape architect with eleven years of experience designing a wide range of projects throughout Oregon and Idaho. She has managed small and large scale projects from concept to construction documentation and implementation. She has years of experience designing, detailing, and coordinating eco-roofs, stormwater facilities, on-structure sites in the urban environment, and playscapes. Her focus is on urban design, playground design, and site planning projects that promote education and encourage a healthy lifestyle.

Kerry grew up in central Illinois and Wisconsin. Her interest in nature play design evolved from her own childhood environment, where she was surrounded by nature from a very young age. She has a Bachelor of Landscape Architecture from the University of Wisconsin - Madison, where she found her true passion for play-scape design while volunteering in playground construction and early education design workshops.

Kerry has been highly involved in the design community through her past volunteer work as an ACE Mentor. She enjoys exploring the outdoors, running, biking, swimming, and educating her children about the importance of our connection with nature - through play and exposure to the outdoors.

Professional Licenses Past Work Experiences

- American Society of Landscape Architects (2004-Present)
- Licensed Landscape Architect (OR and ID)
- Certified Playground Safety Inspector

Education

- Bachelor of Landscape Architecture, University of Wisconsin - Madison

Community Involvement and Interests

- ACE Mentor, Team Captain (2014- 2017)
- Grant High School Career Day Presenter (2015)
- Guest lecturer to the Art Institute of Portland's Green Design Program (2014-2016)
- U of O A&AA Career Symposium and Portfolio Review (2012-2016)

Relevant Project Experience

- Oxbow Regional Park Accessible Adventure Playscape, Sandy, OR
- Montclair Community Pre-K and Preschool Park, Montclair NJ
- Cleveland Zoo Discovery Ridge Play Area, Cleveland Ohio
- Lake Olathe Natural Play Area
- Gilbert Children's Museum - Inventors Yard, Salem OR
- Legacy Grove Accessible Adventure Play Area - Winchester KY
- White Oak Savanna Playground, West Lynn OR
- Willow Creek Community Playscape - Timball TX
- Sierra Expeditionary School Elementary and Middle School Playscape - Truckee, CA
- Oregon Episcopal School Elementary Playscape and STEM design course
- Touchmark Community Intergenerational Play Area - Boise, ID
- Pacific Crest Community School Site Master Plan
- ESD 113 Sound to Harbor Early Learning Programs Pre-school Accessible Playscapes - Rainier and Elma, WA Sites



Let Kids Play!

Mara Kaplan MBA

Inclusive Play Specialist



Let Kids Play (LKP): LKP is a consulting business started by Mara Kaplan. The business focuses on working with non-profit organizations, community groups, landscape architects, parks & recreation departments and corporations to increase the amount of inclusive recreation available. Let Kids Play is also the editor of accessibleplayground.net the website and home for everything about accessible playgrounds.

Education

- Indiana University B.S., Elementary Education and minor in Gifted Education 1980-1985
- Boston University MBA with a concentration in Non Profit Management: 1988-1990

Center for Creative Play (CFCP): CFCP was founded in 1995 by Mara Kaplan and four other parents who are raising children with disabilities. CFCP was an inclusive playspace located in Pittsburgh where children with and without disabilities could come and play together. Mara was the organization's only Executive Director. She grew the organization from one staff person with a \$100,000 budget to one with 18 staff and a \$1m budget. She also grew the number of visitors from 1,000 per year to 45,000 per year.

Within 5 years, the organization outgrew its original 5,000 sq. foot building and purchased a building to create a 15,000 sq. ft. playspace. At this point, Mara took the organization from one with just local impact to one with national impact, by replicating CFCP in other locations, leading training sessions across the country and helping children's museums improve their universal design. In 2007, CFCP impacted 1,000,000 children across the country by providing improved play environments for them.

Professional and Community Service

HeadStartBodyStart, Reviewer for HSBS preferred provider program 2010
Leadership Pittsburgh, Class XIV, 1998
Temple Sinai, Inclusion Task Force, Chair 2015-Current

Awards

WDEQ's Forty under Forty, 2002
Shore/Whitehill Award for Contributions to improve the lives of persons with special needs, 2002
Exemplar Congregation Union of Reform Judaism 2017

Recent Similar Projects

Client: [Learning Landscapes Designs, Portland, OR](#)

- Participated on team to design an inclusive, nature playground at **Oxbow Park, a project of Metro Parks, Oregon**
- Participate on team to design an inclusive, nature playground at **Legacy Grove Park sponsored by the Greater Clark Foundation in Kentucky**
- Participated on team to design an inclusive, nature playground at **Mountclair Community PreK Park, Mountclair, NJ**
- Provided training to teams
- Led session to gather community feedback
- Review design at each stage of projects

Client: [PlayPower, Huntersville, NC](#)

- Editor of the **Inclusive Play Design Guide**
- Manages the inclusive play program for three brands: **Playworld, Miracle Recreation, and Little Tikes Commercial**

Client: [Greenworks, Portland, OR](#)

- Participated on the team to design an inclusive playground in **Couch Park, a project of the Portland Parks and Recreation**

Client: [Larkin's Place, Champaign, IL](#)

- Provided initial training on universal design and on collecting community input for **Larkin's Place**
- Wrote Business Plan which resulted in \$1m lead grant



Schedule

The following is our proposed schedule, however we are flexible and can make adjustment to meet your needs. A more formal schedule will be prepared upon project award.

Contracting	April
Background Review & Level of Service Inventory	April - May
Initial Site Visit & Core Team Meeting	May
Evaluation of Three Locations	May - June
Meeting to Review Site Evaluations	June
Community Listening Sessions Open House	June
Community Online Survey	June
Develop Draft Concept Plan & Design Imagery	June - July
Draft Concept Review Meeting	July
Final Concept Plan and Cost	July - August
Community Concept Presentation	August
Preparation of Final Report	August
Present Final Plan and Report	September

Cost Proposal

Lump Sum Fee Proposal

\$27,005

This total lump sum fee of twenty seven thousand five dollars is a lump sum fee. It will be billed monthly as the project progresses.

Additional Fees

Hourly price to complete any additional items not identified in the above Scope of Work.

\$200/hr Universal Design Specialist

\$120/hr Principal

\$95/hr Project Manager

\$75/hr Staff Designer

Assumptions

1. Client responsibilities have been included in phases to clarify client role. It is assumed the client can complete these tasks.
2. There will be no large project changes late in the design, for example extents of the area being designed or program changes. The site program is reviewed and approved in task 2.2 during concept design review and any changes after are an additional service.
3. Client can provide concise and timely feedback at the points identified.
4. Client agrees to promptly notify contractor if Client's schedule or budget changes. Client acknowledges that significant changes to the project construction schedule or budget, or to the project's scope may require additional services of contractor. Fees for additional work, beyond the scope of work as outlined in this agreement, will be invoiced on a time and materials basis based on a billing rate of \$120 - 75\$/hr. We will notify you before performing additional services.
5. Learning Landscapes will not be responsible for parking lot layout, site fine grading, sidewalk paving in the right-of-way, underground utilities including drainage features, design of stormwater treatment structures and calculations. Excluded services are not a part of Learning Landscapes Design LLC's services and are the responsibility of others. Excluded services include, but are not limited to, the following: Arborist report, subsurface conditions; soil issues (including suitability for plant material, soil content, level of compaction); lot line location; drainage; utilities' location; security; lighting; and engineering.
6. Learning Landscapes shall render its services as expeditiously as is consistent with professional skill and care.
7. The Client acknowledges and agrees that proper project maintenance and inspection will be required after the project is complete. Without adequate maintenance and care on the part of the Owner, portions of the landscape may never function in the manner intended, or safety and risk opportunities may arise resulting in a design that does not achieve the original intent expressed by the designer to the Client. Inadequate maintenance may result in damage to property or persons. Learning Landscapes Design LLC cannot be responsible for conditions or events that result from inadequate or improper maintenance.



600 NE Grand Ave.
Portland, OR 97232-2736
oregonmetro.gov

August 8, 2019

To whom it may concern:

It is my pleasure to share my experience of working with Michelle Mathis and Learning Landscapes. I have had the pleasure of working with Michelle a number of times over the past ten years. We have worked together on a wide array of projects ranging from play areas to large scale nature parks. I have found Michelle to be very customer serviced oriented delivering a quality product to her client. She is creative, thoughtful, and skilled at managing complex projects, engaging with project stakeholders, and community members in an effort to realize her client's project goals.

I would draw attention to two projects specifically. The first being Oxbow Regional Park play area. Metro hired Michelle to develop concepts for two inclusive nature play areas. Michelle worked with our park rangers and naturalists to develop a concepts for playground designs were then vetted with community stakeholders. These creative solutions were then submitted for a Land & Water Conservation Fund grant. Metro was fortunate enough to be awarded the grant; with the committee ranking our application #1 in the state. This was in no small part to the goals and concepts we were trying to deliver. Michelle then helped us develop schematic designs, construction documents and ultimately provide construction oversight. This project was opened to critical acclaim from kids throughout the region. Michelle has tremendous experience and is an incredible resource and partner at every step. She is communicative, responsive and mindful of long term management and operational challenges.

The Graham Oaks Nature Park Project was a complex project with multiple stakeholders and design objectives. Michelle, working for GreenWorks at the time, provided schematic design, construction documents, and construction administration for this \$2.2 million, 205-acre regional park in Wilsonville, Oregon. Michelle demonstrated a strong understanding of the goals of our agency and our desire to provide a meaningful nearby nature connection for the local community and adjacent school. Her design took into account the desire for a timeless design and aesthetic while also providing a positive visitor experience for the user of the nature park and the regional trail that bisected the site. Michelle's design and attention to detail provides a quality experience, universal access to nature, recreational and environmental learning opportunities for local community and adjacent neighborhoods and schools, and the meaningful integration of environmental art and interpretation.

Please don't hesitate to contact me if you have any questions about my experience working with Michelle.

Sincerely,

A handwritten signature in blue ink, appearing to read "Rod Wojtanik".

Rod Wojtanik, RLA
Parks and Nature Planning Manager
Metro
600 NE Grand Avenue, Portland, OR 97232
(503) 797-1846 | rod.wojtanik@oregonmetro.gov



January 24, 2020

To Whom It May Concern,

On behalf of the City of Olathe Parks & Recreation Department, I am pleased to recommend the professional design services of Learning Landscapes Design, LLC (LLD). Michelle Mathis and the team at LLD created a unique and memorable destination nature playground for the City of Olathe that opened in late summer 2019 and has been well received by the community.

Initially, LLD led a nature-based community engagement and educational session that included over 100 local children and their families to gather information on what the community desired. The feedback received was successfully incorporated into the conceptual design for the playground. During the design process, the City of Olathe challenged LLD to use existing natural materials from the larger park construction project, and they stepped up to the task with enthusiasm. The design team chose trees for the playground from those that had to be removed due to road construction. Stone that was already on site was also used for playground construction. In addition, LLD was remarkably conscientious of existing site conditions and provided an excellent planting plan that was easy to install and maintain going forward.

As with any construction project, the Lake Olathe Nature Playground project had its share of surprises encountered along the way. Even from afar, the team from LLD continually offered practical solutions to keep the project moving forward. With excellent cost estimating, thorough and accurate construction documents, and cooperative construction support throughout, the project was completed on time and within budget.

As design consultant for the Lake Olathe Nature Playground project, LLD performed quality work that resulted in a destination playground the citizens of Olathe can be proud of and enjoy for years to come. I would not hesitate to hire Learning Landscapes Design again in the future, and highly recommend them for your playground design and construction project.

Sincerely,

Lisa Donnelly
Park Project Planner
City of Olathe Parks & Recreation



Request For Proposals

Special Needs Park Planning Services

RFP Issuance Date: January 31, 2020

RFP Due Date: February 28, 2020

Please Submit to:

McFarland Department of Public Works
Attn: Special Needs Park RFP
5915 Milwaukee Street, PO Box 110
McFarland, WI 53558

SECTION 1

Purpose

The purpose of this Request for Proposals (RFP) is to receive competitive proposals from qualified consultants who are interested in completing a plan designed entirely for individuals with special needs. The planning services desired are meant to create a vision that provides for a truly all-accessible and all-inclusive playground to serve individuals with special needs in our Community. The plan will need to be comprehensive and creative in its ability to impact a broad range of abilities within the Village. The successful consultant will need to be dynamic and engaging in order to creatively address the unique challenges faced in order to create a plan that is responsive to our needs.

SECTION 2

History and Background

The Village of McFarland is located adjacent to the southeast side of the City of Madison in Dane County. The current population of McFarland is estimated over 8,700 residents. The Village is serviced by WI State Highway 51 serving as the main connection point between the cities of Madison and Stoughton. The Village of McFarland has 75 permanent employees supplemented by seasonal, temporary, and part-time employees when necessary. The Village's primary departments include Administration, Community Development, Communications/Technology, Fire and Rescue, Library, Public Works (including Parks and Utilities), Police, and Senior Outreach. Services related to Community Recreation are provided by the McFarland School District (separate entity). More information about the Village is available at www.mcfarland.wi.us.

The McFarland Park System includes many parks, bike paths, and open spaces that serve as recreation areas, provide a connection to nature, and improve the local quality of life. There are about 66 acres of active and accessible passive park facilities, ranging from larger community parks like William McFarland Park,, neighborhood parks like Legion Park, conservancy areas like Grandview Marsh, and many more opportunities. Additionally there are another 265 acres within the system that is comprised solely of open spaces and natural features. More information on each of these parks can be found on our website. There are a lot of amenities within this vast array of property and some of those amenities offer individuals with special needs some ability to play; however, no park amenity within the system is solely dedicated for this purpose. The Parks, Recreation, and Natural Resources Committee ("Parks Committee") is a group of residents that provide review and recommendation on issues to the Village Board helping to advise on key issues within the park system.

SECTION 3

Goal

The Village desires to focus and create park amenities through this planning effort that is geared towards individuals with special needs. Several parks have amenities created for a special purpose and for the Community the Village Board wants to create something where all individuals could enjoy. Viewpoints from the Community will be very important in the development of this plan as well as finding a suitable location for the improvement. The planning effort will need to take into account all of this in order to be successful.

SECTION 4

Scope of Work

The selected Consultant will provide a full range of municipal planning services required to prepare a plan for the creation of a special needs park. The desired services include, but are not limited to the following:

- Meet with Village Staff at site to review current conditions and existing amenities or site constraints, and receive direction regarding site-specific requirements.
- Inventory site, review pertinent surveys, review architectural and existing/future landscape plans or general plans including Parks and Open Space Plan, Comprehensive Plan, Strategic Plan, and Annual Budget as applicable.
- Prepare and conduction public input efforts in order to solicit viewpoints from the Community on the improvement. This may be conducted through surveys, focus groups, discussion with School District, open houses, and any other means that will generate input on the project.
- Work with Village Staff and the Parks Committee to inventory the extent of park development and amenities desired for the project. The inventory of ideas should be complete in order to assist in the location review and site selection process.
- Evaluate up to three potential locations within our current system that could allow for the development of the improvements generated through the meeting and public input process.
- Prepare conceptual plans as needed for discussion, review, and presentation.
- Generate plan for implementation of the project.

- Prepare final report including renderings and cost estimates as needed.

These are the general requirements the Village desires in order to create a plan to develop this improvement. It is expected that the chosen consultant will provide the Village with more specific recommendations for approaches, tasks, and deliverables based on their experience and expertise from past work on similar park planning projects.

SECTION 5 Deliverables

The selected Consultant shall complete a final plan document that contains an implementation schedule, detailed conceptual drawings/renderings, narrative description of recommended improvements, visual examples depicting recommendations, conceptual cost estimates, and associated narrative in order to present a complete document. A final presentation of the plan will be required once the document is complete to both the Parks Committee and Village Board. The final plan put forth for acceptance shall be completed in such a way that it can be fully integrated with other plans and initiatives adopted by the Village, such as the Park and Open Space Plan, Comprehensive Plan, and Village Strategic Plan.

SECTION 6 RFP Submittal Requirements

1) Qualification Details consisting of:

- a. Cover Letter – Including, but not limited to a statement of understanding and approach to this project.
- b. Experience – Specific project experience detailing completed, similar or relevant projects that the applicant has executed. Links to similar or relevant projects are encouraged.
- c. References – Provide a minimum of three municipal client references for which the applicant has provided similar planning services within the last three to five years. Include the name and telephone number of the contact person and a description of services provided to that contact.

2) Technical Proposal consisting of:

- a. Project Approach – A description of the approach to be taken toward completion of the project, an explanation of any variances to the proposed scope of work as outlined in the RFP, and any insights into the project gained as a result of developing the proposal.
- b. Scope of Work – Scope of work that includes steps to be taken, including any products or deliverables.
- c. Estimated Labor Hours – A summary of estimated labor hours by task that clearly identifies the project team members and the number of hours performed by each participant organized by task.
- d. Key Personnel – List of personnel directly assigned to the project, along with responsibilities on this project and resumes. Include organizational chart of personnel involved in the project. The firm's Project Manager, who will be responsible for planning, coordinating, and conducting the majority of the work, must be identified and committed to the project. Village reserves the right to approve Consultant's project manager and any requested personnel and subcontractor changes during the course of the project.
- e. Project Schedule – A proposed schedule that indicates project milestones and overall time for completion of the Plan.
- f. Supplemental Information – Any other information deemed necessary to address the requests of this RFP.

3) Cost Proposal consisting of:

- a. Cost – Lump Sum price to complete the plan as proposed in the Scope of Work.
- b. Additional Fees – Hourly price to complete any additional items not identified in the above Scope of Work.

4) General requirements consisting of:

- a. Due Date – Responses to the RFP must be received by the end of day on Friday, February 28, 2020. Proposals received late, for any reason, shall not be accepted.
- b. Location – RFP submittals shall be provided to McFarland Department of Public Works, Attn: Special Needs Park RFP, 5915 Milwaukee Street, PO Box 110, McFarland, WI 53558.
- c. Format – Prospective consultants shall provide five (5) printed copies of the proposal and one (1) electronic copy.
- d. Property – All information developed as part of this RFP, including graphics and data, shall become the property of the Village upon completion of the report. All text shall be submitted electronically as is most convenient. All original graphics generated as a part of the RFP shall be submitted to the Village in an easily reproducible hardcopy and electronic format as applicable.

SECTION 7 Evaluation Criteria

The following criteria will be used to evaluate each proposal submitted:

- Experience and qualifications relevant to key personnel.
- Project understanding and knowledge of area depth or relevant technical experience.
- Proven ability to appeal to a wide audience and incorporate public comment into plan.
- Experience in and/or knowledge of park development specifically for individuals with special needs.
- Ability to be responsive in meeting schedule required to complete the plan and deliverables.
- Ability to meet budget/value as related to proposed and additional costs.

- Level of experience with local government entities of similar size, structure and complexity.
- Demonstration of innovative approaches particular to technical solutions.
- Quality, clarity and completeness of submittal package.

SECTION 7 Method of Selection

The Village Administrator, Public Works Director, and Parks Superintendent will conduct the evaluation of proposals submitted. This will comprise the Evaluation Team. They will make a recommendation to the Parks Committee whom will make the final recommendation to the Village Board for decision. The following method and timeline will be utilized in order to select the desired proposal:

- **January 31st – RFP Issuance Date**
- **February 28th – RFP Due Date**
- **March 2nd – Evaluation:** During this week, the Evaluation Team will review the proposals and decide which, in its sole discretion, it chooses to further consider via an in person interview.
- **March 9th – Interviews:** During this week, the Evaluation Team will host in person interviews of perspective consultants in order to make a selection.
- **March 20th – Make Recommendation:** The Evaluation Team will make its recommendation to the Parks Committee for further consideration following completion of their work to evaluate the proposals.
- **March 26th – Parks, Recreation, and Natural Resources Committee:** The Parks Committee will consider the recommendation of the Evaluation Team in order to make their own recommendation to the Village Board.
- **April 13th – Village Board:** The Board will take final action to consider acceptance of the recommended proposal and enter into a contract for this purpose.

SECTION 8

Terms and Conditions

Each proposal will be reviewed to determine if it meets the submittal requirements contained within this RFP. Failure to meet the requirements for the RFP can be cause for rejection of the proposal. The Village may reject any proposal if it is conditional, incomplete, contains irregularities, or if in the sole discretion of the Village not considered in our best interest. The Village may waive an immaterial deviation in a proposal, but this shall in no way modify the proposal document or excuse the Consultant from compliance with the contract requirements if the Consultant is awarded a contract. A prospective Consultant may be requested for an interview at the sole discretion of the Village. The recommended Consultant will be selected and approved by the Village Board.

The Village uses a standard template contract for such services and will require its utilization for this project. A copy of the standard template can be provided for review upon request and will be updated to adapt to the proposal ultimately selected.

There is no expressed or implied obligation for the Village to reimburse firms for any expenses incurred in preparing proposals in response to this request. Materials submitted by respondents are subject to public inspection under Wisconsin law. Any language purporting to render the entire proposal confidential or proprietary will be ineffective and will be disregarded.

The Village reserves the right to retain all proposals submitted, and to use any idea in a proposal, regardless of whether the proposal was selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in the RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Village and the Consultant.

All property rights, including publication rights of all reports produced by the selected firm in connection with services performed under this agreement shall be vested in the Village.

The Village reserves the right to reject any or all proposals submitted.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, March 23, 2020

SECTION: Business

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Discussion and action regarding Resolution #2020-09: a resolution authorizing appointments in emergency declarations in order to ensure the continuity of service.

PREVIOUS ACTION:

ISSUE SUMMARY:

The Emergency Response Manual was adopted by the Village Board in February of 2012. In July of 2013, the Village Board took action to make appointment of Village Trustees in various capacities (see attached minutes) in order to ensure the continuity of service. It was too come back and adopt a resolution later to formalize these appointments but as far as Staff can tell this was never done. The Village Attorney is preparing a resolution to address this that we will present in the meeting on Monday night for consideration to make appointments to ensure the continuity of service.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 07.22.2013 Village Board Minutes

VILLAGE OF MCFARLAND

VILLAGE BOARD

Monday, July 22, 2013

1. **CALL TO ORDER.** Village Board President Brad Czebotar called the regular meeting of the McFarland Village Board to order at 7:00 p.m. in the Community Room of the McFarland Municipal Center.
2. **ATTENDANCE ROLL CALL.** Village Board members present: President Brad Czebotar and Trustees Jerry Adrian, Scott Gletty-Syoen, Mary Pat Lytle, and Brian Utter.
Village Board members absent: Trustees Aaron Babcock and Tim Utter
Staff Present: EMS Director David Arnold, Village Clerk/Deputy Treasurer Tracey Berman, Administrator Don Peterson, Police Chief Craig Sherven and Emergency Management Director Kevin Wernet.
Others Present: Tim Bolhuis, Betsy Brown, Chris Dennis, Tom Gannon, Harlan Hetrick, Rick & Susan Hubanks, Chris James, Jane Licht, Dale Marsden, Dennis Ottosen, Brock Roder, Scott Russell and Cathy Taylor.
3. **PUBLIC APPEARANCES.**
 - a. The American Legion recognized Chris Dennis for his volunteerism and commitment to the community. It was noted the correct name of the group recognizing is not the American Legion, but rather the Veterans of Foreign Wars Post #10272. Aaron Ingham presented the award to Chris Dennis for his service to the community and also rededicated Harlan Hetrick's prior award for community service due to a previous mishap with the award.
4. **PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS.**
 - a. Public Announcements
 - (1) Firefighters Association Street Dance – July 27
 - (2) Second installment of property taxes is due to the Dane County Treasurer – July 31
 - (3) Joint meeting of Village Board / CDA – August 7
 - b. Public Communications
5. **CONSENT AGENDA. Motion** by Trustee Adrian, second by Trustee Lytle and carried 5-0 by acclamation to approve the following items on the Consent Agenda
 - a. Motion to approve the Minutes of the regular Village Board meeting of July 8, 2013 and the special Village Board meeting of June 27, 2013.
 - b. Motion to approve pre-paid checks #59133-59149 in the amount of \$14,739.62 and current checks #59150-59202 in the amount of \$48,616.13.
 - c. Motion to approve the recommendation from Police Chief Sherven that the Temporary Alcohol Beverage Operator's License applications submitted by Dennis Egner (McFarland Firefighters Association) and David Brickson, Eric Kinnaird & Michelle Salverson (Matt Splinter Tournament) be approved and the licenses be issued.
 - d. Motion to approve the recommendations from Police Chief Sherven that the Alcohol Beverage Operator's License applications submitted by Melissa Clark & Alec Lund (Kwik Trip), Katrina Gehrke and Cherrie Rhode (5100 Bar), Shea Prewett (Loeder Oil), and Chelsea Spanbauer (Green Lantern) be approved and the licenses be issued.
 - e. Motion to approve the appointment of Ken Brost as a citizen member of the Personnel Committee.
6. **BUSINESS.**
 - a. **Action on a recommendation from the Plan Commission and the Public Safety Committee to approve the application to expand the licensed premises to permit**

- outdoor consumption of alcohol beverages at Angelo's, 4706 Farwell Street.** The Plan Commission and the Public Safety Committee both recommended approval of the applications from Angelo's to expand their licensed premise to permit the outdoor consumption of alcohol beverages. This would be the one of the first establishments to receive such approval under Ordinance #2013-01 passed in April 2013. The packet included excerpts of the Minutes of the Plan Commission and Public Safety Committee discussions about the establishment and a copy of the application materials and specific site plans for each outdoor drinking area. **Motion** by Trustee B. Utter, second by Trustee Gletty-Syoen and carried 5-0 by acclamation to approve the application to expand the licensed premises to permit outdoor consumption of alcohol beverages at Angelo's, 4706 Farwell Street.
- b. **Action on a recommendation from the Plan Commission and the Public Safety Committee to approve the application to expand the licensed premises to permit outdoor consumption of alcohol beverages at Spartan Bowl, 4711 Farwell Street.** The Plan Commission and the Public Safety Committee both recommended approval of the application from Spartan Bowl to expand their licensed premise to permit the outdoor consumption of alcohol beverages. **Motion** by Trustee Lytle, second by Trustee Adrian and carried 5-0 by acclamation to approve the application to expand the licensed premises to permit outdoor consumption of alcohol beverages at Spartan Bowl, 4711 Farwell Street.
 - c. **Action on a recommendation from the Public Safety Committee to approve the application for a Parade Permit from the McFarland Firefighters Association for a parade to be held at noon on Saturday, July 27, 2013.** The Public Safety Committee recommended approval of the Parade permit for the Firefighters Association parade on July 27th. **Motion** by President Czebotar, second by Trustee Adrian and carried 5-0 by acclamation to approve the application for a Parade Permit from the McFarland Firefighters Association for a parade to be held at noon on Saturday, July 27, 2013.
 - d. **Action on a recommendation from the Public Safety Committee that stop signs not be placed on Leanne Lane at the intersection with Wild Cherry Lane, but that the Village instead install additional 15 mph speed limit signs in the area, install a warning sign in the middle of the roadway near the pedestrian crosswalk, and work with the School District to promote pedestrian safety.** At the request of a citizen, the Public Safety Committee again evaluated the need for possible placement of stop signs on Leanne Lane at the intersection with Wild Cherry Lane. As was the case several years ago, the Committee recommended that stop signs are not necessary. They did, however, recommend that several other types of safety improvements be made. **Motion** by Trustee Adrian, second by Trustee Gletty-Syoen and carried 5-0 by acclamation to not place stop signs on Leanne Lane at the intersection with Wild Cherry Lane, but that the Village instead install additional 15 mph speed limit signs in the area, install a warning sign in the middle of the roadway near the pedestrian crosswalk, and work with the School District to promote pedestrian safety.
 - e. **Action on a recommendation from the Plan Commission that Ordinance #2013-05, rezoning lands located at 4306 Terminal Drive from (M-IC) Manufactured – Intensive Commercial to (C-H) Commercial Highway, be approved.** The Plan Commission recommended approval of the rezoning of lands at 4306 Terminal Drive and approval of a Certified Survey Map (CSM) for the property. The CSM separates off the parcel of land being sold to Dane County Parks for development of a parking lot and access to Upper Mud Lake and also dedicates street right-of-way for access from Terminal Drive to the parking lot and to areas of potential future redevelopment. **Motion** by Trustee Gletty-Syoen, second by Trustee Lytle and carried 5-0 by acclamation that Ordinance #2013-05, rezoning lands located at 4306 Terminal Drive from (M-IC) Manufactured – Intensive Commercial to (C-H) Commercial Highway, be approved.

- f. **Action on a recommendation from the Plan Commission that the Certified Survey Map for 4306 Terminal Drive, property owned by AMBR II, LLC, be approved and the dedication of the street right-of-way therein be accepted by the Village.** Motion by President Czebotar, second by Trustee Gletty-Syoen and carried 5-0 by acclamation that the Certified Survey Map for 4306 Terminal Drive, property owned by AMBR II, LLC, be approved and the dedication of the street right-of-way therein be accepted by the Village.
- g. **Action on a recommendation from the Plan Commission that the revised condominium plat and declaration for Phase 4 of the senior condominium project Prairie Stone Condos, Lot 17 Field Stone addition to Highland Oaks, be approved. This 7.8 acre site, developed by Gannon Construction, is located south of Broadhead Street and west of Holscher Road.** The Plan Commission recommended approval of a revised condominium plat and declaration for Phase 4 of the Prairie Stone Condos. This final phase of the Gannon Construction senior condominium project contains six duplex-style condominium buildings, bringing the total number of units to 42. **Motion** by Trustee Lytle, second by Trustee B. Utter and carried 5-0 by acclamation that the revised condominium plat and declaration for Phase 4 of the senior condominium project Prairie Stone Condos, Lot 17 Field Stone addition to Highland Oaks, be approved. This 7.8 acre site, developed by Gannon Construction, is located south of Broadhead Street and west of Holscher Road.
- h. **Action on a recommendation from the Public Works Committee that the contract for curbside refuse and recycling services for the period 2014-2018 be awarded to Pellitteri Waste Systems.** The Public Works Committee recommended that a five year contract for curbside refuse and recycling services be awarded to Pellitteri Waste Systems, the low bidder by a substantial margin over Waste Management who has long been the Village's contractor. Based on the current number of customers, the Village's fixed annual cost under the new contract in 2014 would be \$234,842 whereas the estimated variable cost in 2013 under the current contract is \$371,301. A significant difference between the specifications for this bid versus the previous one in 2008 is that the Village now owns all the refuse and recycling containers which leveled the playing field for potential bidders. **Motion** by Trustee Lytle, second by Trustee Gletty-Syoen and carried 5-0 by acclamation that the contract for curbside refuse and recycling services for the period 2014-2018 be awarded to Pellitteri Waste Systems.
- i. **Action on a recommendation from the Public Works Committee that the bidding process be commenced for asphalt pulverizing and resurfacing work in 2013 on the northerly 2,720 feet of Triangle Street (from Ferguson Enterprises on the south to Voges Road on the north), that the project include minor stormwater drainage improvements at the intersection of Meinders Road, and that the estimated project cost of \$250,000 be paid from TID #3 funds.** After examining various alternatives ranging from maintenance to total reconstruction of the north half of Triangle Street, the Public Works Committee recommended pulverizing the existing asphalt, regrading, and placing a new asphalt overlay on the street. This approach would essentially create a new rural (w/o curb gutter) street section expected to last a minimum of ten years. Minor storm sewer improvements would also be constructed as part of the project to address existing stormwater drainage problems at Meinders Road. The recommendation of the Committee was that the work be completed yet this year, but to accomplish that the bidding process must begin very soon. The engineer's estimate of the street and storm sewer costs is about \$250,000 which would be paid from reserves held by TID #3. **Motion** by Trustee Gletty-Syoen, second by Trustee Adrian and carried 4-1 (Trustee B. Utter voting nay) by acclamation that the bidding process be commenced for asphalt pulverizing and resurfacing work in 2013 on the northerly 2,720 feet of Triangle Street (from Ferguson Enterprises on the south to Voges Road on the north), that the project include minor stormwater drainage improvements at the intersection of Meinders Road,

and that the estimated project cost of \$250,000 be paid from TID #3 funds. Trustee B. Utter noted his support for a hybrid plan that would upgrade a portion of the street to an urban section.

- j. **Action on a recommendation from the Emergency Management Committee that, in accordance with recently revised statutory requirements, the Village Board designate by resolution three (3) successors to the Village President under the Emergency Response Plan.** On May 13th the Village Board acted to designate the chair of the Finance Committee to succeed the Village President under the Emergency Response Plan in the event the President was unavailable or unable to function. Since then, it was learned that a comprehensive rewriting of the statute on emergency management now requires “not fewer than 3 or more than 7 deputies or interim successors” be designated. The Emergency Management Committee recommended that, in accordance with the statute, three interim successors be formally designated by adoption of a resolution. Once the Board determines what three positions or persons should serve in that capacity, a resolution would be drafted for later action. **Motion** by Trustee Czebotar, second by Trustee Lytle and carried 4-1 (Trustee B. Utter voting nay) by acclamation to accept the recommendation from the Emergency Management Committee that, in accordance with recently revised statutory requirements, the Village Board designate by resolution at least three (3) successors to the Village President under the Emergency Response Plan. The designated positions would be the Finance Committee Chair, the vice chair of the Finance Committee, the Emergency Management Committee Chair and the Public Works Committee Chair. The Board also specified that, in the event the President is the current chair of one of those committees, the vice-chair would then assume responsibility.
- k. **Action on a request from the McFarland Historical Society that the Village provide and place compacted stone base for a new driveway to serve the Larson House.** The McFarland Historical Society requested that the Village place the compacted gravel base for a new driveway to be constructed serving the Larson House off Bashford Street. The estimated cost to the Village was \$300-400 in material costs, 2-3 hours of DPW labor, and use of equipment. The Larson House is located in TID #4 and, given that the driveway will help provide public access to the Larson House for the disabled, it might reasonably be considered contributing to a public infrastructure improvement. **Motion** by Trustee Lytle, second by Trustee Gletty-Syoen and carried 4-0-1 (Trustee B. Utter withdrew) by acclamation to approve the request from the McFarland Historical Society that the Village provide and place compacted stone base for a new driveway to serve the Larson House.
- l. **Review and discussion of information from the Dane County Clerk regarding budgeting in 2014 for the planned purchase of new voting equipment.** The Dane County Clerk provided information relating to the planned replacement of voting machines in 2014. As an incentive to maintain county-wide standardization of voting equipment, Dane County was offering to pay 50% of the cost of the new equipment. The Village’s net share of the new equipment cost and related accessories and installation was thus estimated at about \$3,000 per voting machine. A decision to be made at budget time will be whether to continue with just one polling place (thus requiring one voting machine) or to create a second polling place (two voting machines). The consensus of the Board was to budget for two machines in 2014.
- m. **Review and discussion of proposed changes in ordinances and personnel policy language related to residency requirements for department heads.** Based on direction given by the Board at the last meeting, enclosed in the packet was suggested changes in ordinance wording and in personnel policy language reflecting the Board

decision that no residency restrictions will apply to any Village employees (except paid on call members of the Fire and EMS services who would remain subject to maximum response time requirements). No definition or clarification is in the statute as to who is an emergency responder. The Emergency Management Director title change should be added to the ordinance revision. The consensus of Board members was that this reflected the desired approach so this item will appear before the Board as a formal action item in the future.

- n. **Review and discussion of proposed staffing changes in 2014 as requested by departments. Continuing discussion of possible upgrading of the current Bookkeeper position.** The Village Board requested this information at the last meeting in order to better assess where the proposed upgrading of the Bookkeeper position would fit within organization-wide staffing priorities for next year. Also as requested by the Board, staff provided comparative summaries of anticipated job responsibilities and qualifications for an Accountant level and a Senior Accountant level positions as possible to upgrades to the current part-time Bookkeeper position. It was recommended that one of these levels be the minimum upgrade that the Board consider for the position as a balanced way of strengthening the financial capabilities of the organization while mitigating somewhat the budgetary impact. The Police Department was also requesting promotion of a Detective position to a Detective Sergeant and adding an additional Police Officer. Possible creation of an IT support or communications coordinator position has also been raised by the Communications & Technology Committee. The Public Works Department was also seeking to fill in 2014 an already budgeted part-time position.
 - o. **Authority, Board, Commission, and Committee agenda item requests, referrals, and updates.** It was suggested to give an overview of community projects and background information on the TID districts, and to refer the Valley Drive/North Cook Street flooding event to the Public Utilities Committee.
7. **ADJOURNMENT.** **Motion** by Trustee Adrian, second by Trustee B. Utter and carried 5-0 by acclamation to adjourn the McFarland Village Board meeting at 8:33 p.m.

Respectfully submitted by
Tracey Berman, Village Clerk/Deputy Treasurer