

**COMMITTEE OF
THE WHOLE**

Monday, March 23, 2020

5:30 PM

McFarland Municipal Center
Conference Room A

AGENDA

1. CALL TO ORDER.
2. ATTENDANCE/ROLL CALL.
3. PUBLIC APPEARANCES.
4. BUSINESS.
 - a. Discussion and action to make a recommendation to the Village Board regarding acceptance of the Capital Improvement Plan for 2020-2024.
 - b. Discussion regarding format and organization of standing committees.
5. SCHEDULE NEXT MEETING DATE.
 - a. To be determined.
6. 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.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, March 23, 2020

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board 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 and March 9, 2020.

ISSUE SUMMARY:

Enclosed is the revised draft 2020-2024 Capital Improvement Plan based on direction provided in the last meeting. 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:

Recommended to move to the Village Board for consideration to accept.

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	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	2,500					20,000					20,000					20,000
Digital Storage Project	Admin						25,000					25,000					25,000
Equipment/Furniture	Admin						-					-					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	700,000					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									705,000		705,000					1,405,000
Technology	Fire/EMS						7,000					7,000					7,000
	EM						-					-					-
	EM						-					-					-
	EM						-					-					-
County MN - Phase 4	DPW	25,000							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											-		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	2,000								50,000		50,000					50,000
Downtown Plan	CD									75,000		75,000					75,000
Small Capital	CD											-					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						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
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:

AGENDA ITEM: Discussion regarding format and organization of standing committees.

PREVIOUS ACTION:

ISSUE SUMMARY:

Please find enclosed two articles from the Village Code of Ordinances:

- **Article II** - Village Government
- **Article III** - General Procedures Applying to Statutorily Authorized Village Authorities, Boards, Committees, Commissions, and Standing Committees
- **Article V** - Standing Committees

These provide for the general framework of our form of government and also how our Standing Committees are setup. Some issues to consider past on past discussions surrounding are Committees are as follows:

- Should there be 2 Trustees per Committee or just 1?
 - Typically one of the Trustee positions serves as Chair of the Committee and the other serves as Vice-Chair. Helps provide for a stronger transition as work flows between the two groups.
 - Assists in the decision making process as the motion and second are made typically by the Trustees for that Committee, not required though.
 - The ability to get a quorum with 2 trustees with 1 has a higher probability.
 - Reducing this number would lower the monthly meeting commitment for the Trustees which can be substantial depending on appointment.
 - Should there be any Trustees at all, or should it be driven entirely by residents?
 - Should Committees meet each month?
- Might consider staggering half the Committees to meet one month and the other half to meet the next.



- Are there opportunities to combine or eliminate Committees? If so, which ones?
- Potentially lowers the amount of opportunity for residents to participate if the total number of Committees is reduced.
 - The objective here would not to create a perception that we are trying to limit public participation but trying to organize in an efficient manner.
 - Could make some meetings more efficient to manage and create less work to facilitate.
- Should the Committee of the Whole have a more defined role or take/replace authority of some Standing Committees?
- The establishment of this group is rather simplistic, see Section 2-157.
 - As an example, does there need to be a Finance Committee and instead would financial issues previously managed by the Committee go to the Committee of the Whole instead.
 - Are there issues better decided by the Committee of the Whole then the Village Board because of their larger scope and magnitude.
- Should we establish a different appointment methodology while also incorporating terms and other general parameters?

Our discussion would center around the pros and cons of these ideas and others that we might want to revise as a means to figure out what might make sense. The code Articles and these ideas are presented for further discussion as time allows.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Article II - Village Government
2. Article III - General Procedures
3. Article V - Standing Committees

ARTICLE II. - VILLAGE GOVERNMENT AND ELECTIONS

DIVISION 1. - GENERALLY

Sec. 2-19. - Village government.

The Village is a body corporate and politic with the powers of a municipality at common law and governed by the provisions of the Wis. Stats. Chs. 61 and 66, laws amending those chapters, other acts of the legislature and the Constitution of the State of Wisconsin.

(Code 1998, § 2-1-1)

State Law reference— Municipal home rule, Wis. Const., art. XI, sec. 3.

Sec. 2-20. - Official newspaper.

The official Village newspaper shall be The McFarland Thistle, to be used for the publication of legal and/or official notices and documents.

(Code 1998, § 2-1-3)

State Law reference— Designation of official newspaper for the village, Wis. Stats. § 985.05.

Secs. 2-21—2-43. - Reserved.

DIVISION 2. - ELECTIONS

Footnotes:

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State Law reference— *Annual elections, Wis. Stats. § 61.19.*

Sec. 2-44. - Election officials.

Pursuant to the Wisconsin Statutes, there is hereby established one set of election inspectors to conduct all elections of the Village, which shall consist of at least five election inspectors. However, the Village Clerk-Treasurer shall have the power to increase the number of election inspectors or select two or more sets of election inspectors to work at different times on election day and permit the Village Clerk-Treasurer to establish different working hours for different election inspectors assigned to the same polling place. The Village Clerk-Treasurer shall determine in advance of each election whether the number of election inspectors for such election should be increased or provide for the selection of two or more sets of election inspectors. The Village Clerk-Treasurer may serve as a tabulator.

(Code 1998, § 2-1-4; Ord. No. 2003-02, § 7, 1-27-2002; Ord. No. 2002-11, § 1, 10-14-2002; Ord. No. 2017-12, § 3, 6-26-2017)

State Law reference— Appointment of election officials, Wis. Stats. § 7.30.

Sec. 2-45. - Nomination of candidates for elective Village office.

- (a) All candidates for elective Village office in the Village of McFarland, Wisconsin, shall be nominated by a nonpartisan primary, under Wis. Stats. § 8.05(5).
- (b) Nomination papers shall be signed by not less than 20 nor more than 100 electors of the Village. The papers shall be circulated not sooner than December 1 preceding the election and shall be filed with the Village Clerk-Treasurer not later than 5:00 p.m. on the first Tuesday in January or the next day if Tuesday is a holiday.
- (c) No additional candidates may be nominated, by caucus or otherwise, except as above provided.
- (d) Notice of the nonpartisan primary shall be given by the Village Clerk-Treasurer in accordance with Wisconsin Statutes.

(Code 1998, § 2-1-5; Ord. No. 2003-02, §§ 8, 9, 1-27-2002; Ord. No. 2017-12, §§ 4, 5, 6-26-2017)

State Law reference— Nomination in villages, Wis. Stats. § 8.05.

Sec. 2-46. - Election poll hours.

The voting polls in the Village shall be opened from 7:00 a.m. to 8:00 p.m. for all elections.

(Code 1998, § 2-1-2)

State Law reference— Poll hours, Wis. Stats. § 6.78.

Sec. 2-47. - Municipal Board of Absentee Canvassers.

- (a) The Municipal Board of Absentee Canvassers shall be composed of the Village Clerk-Treasurer, or a qualified elector of the Village designated by the Village Clerk-Treasurer, and two other qualified electors of the Village appointed by the Village Clerk-Treasurer for a term of two years commencing on January 1 of each odd-number year. The Village may appoint additional inspectors under Wis. Stats. § 7.30(2)(a) to assist the board of absentee canvassers in canvassing absentee ballots under this Section.
- (b) The Village Board declares in lieu of canvassing absentee ballots at polling places under Wis. Stats. § 6.88, the Municipal Board of Absentee Canvassers may canvass absentee ballots at an election held in the Village.
- (c) The Village Clerk-Treasurer shall give at least 48 hours' notice of any meeting under this Section.
- (d) The Village Clerk-Treasurer, no later than the closing hour of the polls, shall post at the Village Clerk-Treasurer's office and on the Internet at a site announced by the Village Clerk-Treasurer before the polls open, and shall make available to any person upon request, a statement of the number of absentee ballots that the Village Clerk-Treasurer has mailed or transmitted to electors and that have been returned by the closing hour on election day.

(Ord. No. 2008-08, § 1(2-1-6), 10-13-2008; Ord. No. 2017-12, §§ 6, 7, 6-26-2017)

Secs. 2-48—2-65. - Reserved.

DIVISION 3. - VILLAGE BOARD

Footnotes:

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State Law reference— *Power and duty of village board, Wis. Stats. § 61.34.*

Sec. 2-66. - Established.

The Village President and Trustees shall constitute the Village Board. The Village Board shall be vested with all the powers of the Village not specifically given some other officer, as well as those powers set forth elsewhere throughout this Code. Members of the Village Board shall be residents of the Village at the time of their election and during their terms of office.

(Code 1998, §§ 2-2-1, 2-2-7)

State Law reference— Village board, Wis. Stats. §§ 61.20, 61.32, 61.34.

Sec. 2-67. - Village Trustees.

- (a) *Election, term, number.* The Village shall have six Village Trustees in addition to the Village President, who is a Village Trustee by virtue of office as Village President. Three Village Trustees shall be elected at each annual spring election for a term of two years, commencing on the third Tuesday of April in the year of their election.
- (b) *Appointment as Village President.* A Village Trustee shall be eligible for appointment as Village President to fill an unexpired term.

(Code 1998, § 2-2-2)

State Law reference— Trustees, Wis. Stats. §§ 61.20, 61.23, 61.325.

Sec. 2-68. - Village President.

- (a) *Election.* The Village President shall be elected at the annual spring election in odd-numbered years for a term of two years, commencing on the third Tuesday of April in the year of election.
- (b) *Duties.* The Village President shall by virtue of office be a Trustee and preside at all meetings of the Village Board, have a vote as Trustee, and sign all ordinances, rules, bylaws, regulations and commissions adopted or authorized by the Village Board and all orders drawn on the treasury. The Village President shall maintain peace and good order, see that the Village ordinances are faithfully obeyed, and in case of disturbance, riot or other apparent necessity appoint as many special marshals as the Village President shall deem necessary, who for the time being shall possess all the powers and rights of constables.

(Code 1998, § 2-2-3)

State Law reference— Village president, Wis. Stats. §§ 61.23, 61.24.

Secs. 2-69—2-132. - Reserved.

DIVISION 4. - POWERS AND DUTIES OF THE VILLAGE BOARD

Sec. 2-133. - General powers of the Village Board.

- (a) *Generally.* The Village Board shall be vested with all the powers of the Village not specifically given some other officer. Except as otherwise provided by law, the Village Board shall have the management and control of the Village property, finances, highways, streets, navigable waters and the public service, and shall have the power to act for the government and good order of the Village, for its commercial benefit and for the health, safety, welfare and convenience of the public, and may carry its powers into effect by license, regulation, suppression, borrowing, taxation, special assessment, appropriation, fine, imprisonment and other necessary or convenient means. The powers hereby conferred shall be in addition to all other grants and shall be limited only by express language.
- (b) *Acquisition and disposal of property.* The Village Board may:
 - (1) Acquire property, real or personal, within or without the Village, for parks, libraries, historic places, recreation, beautification, streets, waterworks, sewage or waste disposal, harbors, improvement of watercourses, public grounds, vehicle parking areas and for any other public purpose;
 - (2) Acquire real property within or contiguous to the Village, by means other than condemnation, for industrial sites;
 - (3) Improve and beautify the same;
 - (4) Construct, own, lease and maintain buildings on such property for instruction, recreation, amusement and other public purposes; and
 - (5) Sell and convey such property.

Condemnation shall be as provided by the Wis. Stats. Ch. 32.

- (c) *Acquisition of easements and property rights.* Confirming all powers granted to the Village Board and in furtherance thereof, the Village Board is expressly authorized to acquire by gift, purchase or condemnation under the Wisconsin Statutes, any and all property rights in lands or waters, including rights of access and use, negative or positive easements, restrictive covenants, covenants running with land, scenic easements and any rights for use of property of any nature whatsoever, however denominated, which may be lawfully acquired for the benefit of the public or for any public purpose, including the exercise of powers granted under Wis. Stats. §§ 61.35 and 62.23; and may sell and convey such easements or property rights when no longer needed for public use or protection.
- (d) *Village finances.* The Village Board may levy and provide for the collection of taxes and special assessments; may refund any tax or special assessment paid, or any part thereof, when satisfied that the same was unjust or illegal; and generally may manage the Village finances. The Village Board may loan money to any school district located within the Village or within which the Village is wholly or partially located in such sums as are needed by such district to meet the immediate expenses of operating the schools thereof, and the Board of the District may borrow money from such Village accordingly and give its note therefor. No such loan shall be made to extend beyond August 30 next following the making thereof or in an amount exceeding one-half of the estimated receipts for such district as certified by the State Superintendent of Public Instruction and the local school clerk. The rate of interest on any such loan shall be determined by the Village Board.
- (e) *Construction of powers.* Consistent with the purpose of giving to villages the largest measure of self-

government in accordance with the spirit of the home rule amendment to the Constitution, Article XI, Section 3, the grants of power to the Village Board in this Section and throughout this Code shall be liberally construed in favor of the rights, powers and privileges of villages to promote the general welfare, peace, good order and prosperity of the Village and its inhabitants.

(Code 1998, § 2-2-5)

State Law reference— Powers of village board, Wis. Const., art. XI, sec. 3, Wis. Stats. § 61.34(1), (3)—(5).

Sec. 2-134. - Cooperation with other municipalities.

The Village Board, on behalf of the Village, may join with other counties, villages, cities, towns or other governmental entities in a cooperative arrangement for executing any power or duty in order to attain greater economy or efficiency, including joint employment of appointive officers and employees.

(Code 1998, § 2-2-6; Ord. No. 2003-05, § 6, 3-24-2003)

State Law reference— Powers of the village board, cooperation with other municipalities, Wis. Stats. §§ 61.34(2), 66.0301, 66.0311.

Sec. 2-135. - Parliamentary powers.

The Village Board has the power to preserve order at its meetings, compel attendance of Village Trustees and punish nonattendance and it shall be judge of the election and qualification of its members.

(Code 1998, § 2-2-7)

State Law reference— Meetings, Wis. Stats. § 61.32.

Sec. 2-136. - Salaries.

- (a) The Village President and other Village Trustees who make up the Village Board, whether operating under general or special law, may by a three-fourths vote of all the members of the Village Board determine that a salary be paid the Village President and Village Trustees. The salaries and compensation to be paid shall be determined by ordinance of the Village Board. Salaries heretofore established shall so remain until changed by ordinance and shall not be increased or diminished during their terms of office.
- (b) Pursuant to Wis. Stats. §§ 61.32 and 755.04 and this Section of the McFarland Municipal Code, the salaries of the following Village officials are hereby modified, effective April 21, 2015:
 - (1) The salary of the Village Trustees is hereby increased to \$40.00 per meeting attended.
 - (2) The salary of the Village President is hereby changed to \$1,800.00 per year plus \$40.00 per meeting attended.
 - (3) For purposes of this Division, "meeting" shall mean all regular and special meetings of the Village Board or any regular or special Committee or Commission meetings attended by the officer as a member of that Committee or Commission. Attendance at meetings of Committees or Commissions of which that officer is not a member shall not be compensated.

(Code 1998, § 2-2-8; Ord. No. 2002-12, 10-14-2002; Ord. No. 2004-23, 10-25-2004; Ord. No. 2012-22, 12-10-2012; Ord. No. 2013-18, 11-25-2013)

State Law reference— Village board compensation, Wis. Stats. § 61.32.

Secs. 2-137—2-154. - Reserved.

DIVISION 5. - MEETINGS

Footnotes:

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State Law reference— *Meeting*, Wis. Stats. § 61.32; *meetings to be open to the public, exceptions*, Wis. Stats. § 19.81 et seq.

Sec. 2-155. - Regular meetings.

Regular meetings of the Village Board shall be held on the second Monday and fourth Monday of each month at 7:00 p.m. If such second or fourth Monday is a legal holiday, the meeting shall be held on the following secular day at the same time and place, or at such other date and time as the Village Board shall designate. When the Village Board designates a date and time for the regular Village Board meeting, notice thereof shall be posted at the McFarland Municipal Center and in the official Village newspaper prior to such re-scheduled meeting date. All meetings of the Village Board shall be held at the McFarland Municipal Center, unless specified otherwise in the minutes of the preceding meeting or by written notice posted at the regular meeting place at least three hours prior to any meeting. In any event, all regular Village Board meetings shall be held within the boundaries of the Village.

(Code 1998, § 2-2-9(a))

Sec. 2-156. - Annual organizational meeting.

The Village Board shall hold an annual organizational meeting on the third Tuesday in April following the spring election for the purpose of organization.

(Code 1998, § 2-2-9(b))

Sec. 2-157. - Committee of the whole.

The Village President may declare the entire Village Board a committee of the whole for informal discussion at any meeting or for any other purpose, and shall be ex officio chairperson of the committee of the whole.

(Code 1998, § 2-2-4(c)(3))

Sec. 2-158. - Board minutes.

The Village Clerk-Treasurer shall keep a record of all Village Board proceedings and cause the proceedings to be published.

(Code 1998, § 2-2-9(c); Ord. No. 2003-02, § 11, 1-27-2002; Ord. No. 2017-12, § 8, 6-26-2017)

State Law reference— Meetings, Wis. Stats. § 61.32.

Sec. 2-159. - Special meetings.

- (a) Special meetings of the Village Board may be called by the Village President, or by two Village Trustees filing a written request with the Village Clerk-Treasurer at least 24 hours prior to the time specified for such meeting. The Village Clerk-Treasurer, in consultation with the Village President, shall select the day for the special meeting and immediately notify each Village Trustee of the time and purpose of such meeting. The notice shall be delivered or mailed to each Village Trustee personally or left at the Village Trustee's usual place of abode a minimum of 24 hours prior to the meeting time. The Village Clerk-Treasurer shall cause a record of such notice to be filed in the Village office prior to the time fixed for such special meeting. No business shall be transacted at a special meeting except for the purposes stated in the notice thereof. Notice to the public of special meetings shall conform to the open meeting requirements of Wis. Stats. §§ 61.32 and 19.81 et seq. The Village Clerk-Treasurer shall give notice immediately upon the call for such meeting being filed.
- (b) The request for any special meeting shall state the purpose for which the meeting is to be called.

(Code 1998, § 2-2-10; Ord. No. 2003-02, § 12, 1-27-2002; Ord. No. 2017-12, § 9, 6-26-2017)

State Law reference— Meetings and notice, Wis. Stats. §§ 61.32, 985.02(2)(a); open meetings, Wis. Stats. § 19.81 et seq.

Sec. 2-160. - Open meetings; adjournment of meetings.

- (a) *Open meetings law compliance.* All meetings shall be open to the public, unless falling within a lawful exception of the Wisconsin Open Meetings Law, Wis. Stats. § 19.81 et seq.
- (b) *Adjournment of meetings.* Regular sessions of the Village Board may be adjourned from time to time for later reconvening. Any such adjournment may provide for reconvening at the same place or another place. An adjournment to a closed session may be only for a permitted purpose as enumerated in Wis. Stats. § 19.85, and must meet the other requirements of said Wis. Stats. § 19.85.
- (c) *Meetings to be open.* During the holding of any open session in the regular meeting room or in the substituted meeting room, said room and said meeting shall at all times be open and remain open to all citizens.
- (d) *Closed meetings.* The provisions of this Code do not prohibit the Village Board or any committee thereof from having a closed meeting which is legally convened and legally held in a room in said building other than the official meeting room or in some other building in the Village.
- (e) *Attendance of Village officers.* Each department head shall attend any regular or special meeting of the Village Board whenever an item of business that falls within that department head's area of responsibility is on the agenda for discussion or action, or whenever requested by the Village Board.

(Code 1998, § 2-2-11)

State Law reference— Meetings, Wis. Stats. § 61.32; open meetings, Wis. Stats. § 19.81 et seq.

Sec. 2-161. - Quorum.

- (a) Four members of the Village Board shall constitute a quorum, but a lesser number may adjourn or compel attendance of absent members if a majority of the members-elect is not present. The Village President shall be counted in computing a quorum.

- (b) When the presiding officer shall have called the members to order, the Village Clerk-Treasurer shall proceed roll, noting who are present, and who are absent. If, after having gone through with the call, it shall appear that quorum is not present, the fact shall be entered in the minutes, and the members present may adjourn to a later date in the month. If they do not establish the next meeting date, the Village Board shall stand adjourned to the next regular meeting appointed for the next regular meeting unless a special meeting is called sooner.

(Code 1998, § 2-2-12; Ord. No. 2003-02, § 13, 1-27-2002; Ord. No. 2017-12, § 10, 6-26-2017)

State Law reference— Meetings, Wis. Stats. § 61.32.

Sec. 2-162. - Presiding officers.

- (a) The Village President shall preside. The Village President shall preside over meetings of the Village Board. In the case of absence of the Village President, the Village Clerk-Treasurer shall call the meeting to order and the Village Trustees present shall elect one of their number as presiding Village Trustee.
- (b) *Duties.* The Village President or presiding Village Trustee shall preserve order and decorum, decide all questions of order, and conduct the proceedings of the meeting in accordance with the parliamentary rules contained in Robert's Rules of Order, Newly Revised, unless otherwise provided by statute or by these rules. Any member shall have the right to appeal from a decision of the Village President or presiding Village Trustee. Such appeal is not debatable and must be sustained by a majority vote of the members present excluding the Village President or presiding Village Trustee.

(Code 1998, § 2-2-13; Ord. No. 2003-02, § 14, 1-27-2002; Ord. No. 2017-12, § 11, 6-26-2017)

State Law reference— Meetings, Wis. Stats. § 61.32.

Sec. 2-163. - Meeting agendas; order of business.

- (a) *Agenda.*
 - (1) The order of business at all regular or special meetings shall be according to the agenda prepared by the Village Clerk-Treasurer. All matters to be presented at a Village Board meeting shall be filed with the Village Clerk-Treasurer no later than 4:30 p.m. on the Wednesday preceding the scheduled regular Village Board meeting to enable the Village Clerk-Treasurer to prepare the agenda and all attachments and distribute them to the Village Board. Matters filed after 4:30 p.m. on the Wednesday preceding the Village Board meeting will not be placed upon the agenda, unless authorized by the Village President or the Village Administrator for good cause shown.
 - (2) A submitting department shall include copies of all material necessary to consider the agenda item.
 - (3) The Village President shall advise the Village Clerk-Treasurer whether to include an item on the agenda, except that the Village Trustees calling a special meeting shall decide which items shall be first considered at such special meeting.
 - (4) The Village Clerk-Treasurer shall afford the Village Trustees and Village Attorney maximum reasonable notice of agenda items as each situation allows.
- (b) *Index number.* Prior to action thereon, the Village Clerk-Treasurer shall assign to each ordinance and resolution a chronological index number which shall be maintained by the Village Clerk-Treasurer. The end product thereof shall be designated "Proceedings of the McFarland Village Board," which shall be maintained by the Village Clerk-Treasurer.

(c) *Order of business.* Generally, the following order of business may be observed in the conduct of all regular Village Board meetings.

- (1) Call to order.
- (2) Roll call.
- (3) Public hearings (if needed).
- (4) Public appearances.
- (5) Consent agenda.
- (6) Reports.
- (7) Business.
- (8) Adjournment.

(d) *Order to be followed.* No business shall be taken up out of order unless authorized by the Village President or by majority consent of all Village Trustees and in the absence of any debate whatsoever.

(Code 1998, § 2-2-14; Ord. No. 2003-02, §§ 15—18, 1-27-2002; Ord. No. 2009-05, § 1, 2-9-2009; Ord. No. 2017-12, §§ 12—14, 6-26-2017)

Sec. 2-164. - Introduction of business; resolutions and ordinances; disposition of communications.

(a) *Ordinances.* All ordinances and resolutions shall be prepared as follows:

- (1) Each ordinance shall include a note stating the purpose thereof prepared by the sponsor. All ordinances submitted to the Village Board shall be in writing and shall include at the outset a brief statement of the subject matter and a title.
- (2) The sponsor of an ordinance may be the Village President, one or more Village Trustees, a department head or a committee, board, or commission. The Village Clerk-Treasurer or the Village Attorney may sponsor ordinances when changes in state law make it necessary or desirable for the Village to act rapidly.
- (3) Each ordinance may contain a recommended referral to appropriate subunits of the Village Board.
- (4) On ordinances that require special handling, the Village Attorney shall assure that an editorial note is prepared showing compliance with such special handling.
- (5) The Village Attorney shall approve each ordinance as to form prior to its placement on the agenda for Village Board action.
- (6) The Village Clerk-Treasurer may reject any ordinance from placement on the agenda which fails to comply with this Section.
- (7) Unless requested by a Village Trustee before a final vote is taken, no ordinance, resolution or bylaw need be read in full.
- (8) Resolutions may be referred to an appropriate standing committee for an advisory recommendation.

(b) *Subject and numbering of ordinances.* Each ordinance shall be related to no more than one subject. Amendment or repeal of ordinances shall only be accomplished if the amending or repealing ordinance contains the Code Section number of the ordinance to be amended or repealed, and the title of amending and repealing ordinances shall reflect their purpose to amend or repeal.

- (c) *Notice.* The Village Board may take action on an ordinance only if it appears on the written agenda for the meeting in which action is requested.
- (d) *Disposition of petitions, communication, etc.* Every petition or other writing of any kind, addressed to the Village Board or to the Village Administrator or other Village officer for reference to the Village Board, shall be delivered by such other Village officer to the Village President or to the presiding officer of the Village Board as soon as convenient after receipt, and, in any event, prior to or at the opening of the next meeting of the Village Board following the receipt. Every such petition, or other writing, and every paper, communication or other proceeding which shall come before the Village Board for action, may be referred by the Village President or presiding officer to the appropriate authority, board, committee or commission, unless objected to by some member of the Village Board.
- (e) *Reference and reports.* The presiding officer may refer new business coming to the Village Board to the appropriate standing committee unless otherwise referred or acted upon by the Village Board. All referrals, unless otherwise provided for in the referral, shall be reported on at the next regular Village Board meeting unless the standing committee has no regularly scheduled meetings before the next Village Board meeting. Village Board motions based upon committee or commission action is permissible only on items specifically on the agenda.

(Code 1998, § 2-2-15; Ord. No. 2003-02, §§ 19—21, 1-27-2002; Ord. No. 2017-12, §§ 15, 16, 6-26-2017)

State Law reference— Ordinances, Wis. Stats. § 61.50.

Sec. 2-165. - Publication and effect of ordinances.

- (a) All ordinances imposing any penalty or where otherwise required by law shall be published once in the official newspaper of the Village or posted according to state law, and shall be immediately recorded by the Village Clerk-Treasurer in a book kept for that purpose and/or this Code. A printed copy of such ordinance or regulation in any book, pamphlet or newspaper and published or purporting to be published therein by direction of the Village Board shall be prima facie proof of due passage, publication and recording thereof.
- (b) All ordinances shall take effect and be in force from and after passage and publication/posting (if required) thereof, unless otherwise provided.

(Code 1998, § 2-2-16; Ord. No. 2003-02, § 22, 1-27-2002; Ord. No. 2017-12, § 17, 6-26-2017)

State Law reference— Meetings, Wis. Stats. § 61.32; ordinances, Wis. Stats. § 61.50.

Sec. 2-166. - Conduct of deliberations.

- (a) *Roll call votes.* A roll call shall not be necessary on any questions or motions except as follows:
 - (1) When the ayes and noes are requested by any member.
 - (2) On confirmation and on the adoption of any measure assessing or levying taxes, appropriations or disbursing money or creating any liability or charge against the Village or any fund thereof in excess of \$25,000.00.
 - (3) When required by the Wisconsin Statutes.
- (b) *Record of votes.* All aye and no votes shall be recorded in the official minutes. The ayes and noes shall be

ordered upon any question at the request of any member of the Village Board or the Village President, and the Village Clerk-Treasurer shall call the roll.

- (c) *Parliamentary procedure.* Except as provided below, the Village Board shall in all other respects determine the rules of its procedure, which shall be governed by Robert's Rules of Order, Newly Revised, which is hereby incorporated by reference, unless otherwise provided by ordinance or Wisconsin Statutes, except when otherwise limited or modified by this Code:
- (1) No Village Trustee shall address the Village Board until recognized by the presiding officer. The Village Trustee shall thereupon address the Village Board and confine remarks to the question under discussion and avoid all personalities.
 - (2) When two or more Village Trustees simultaneously seek recognition, the presiding officer shall name the Village Trustee who is to speak first.
 - (3) No person other than a Village Trustee shall address the Village Board except under order of business, except the citizens may address the Village Board with permission of the presiding officer as to matters which are being considered by the Village Board at the time.
 - (4) When a question is in debate, no action shall be in order except:
 - a. To adjourn;
 - b. To lay on the table;
 - c. The previous question;
 - d. To postpone to a certain date;
 - e. To refer to a standing, select or special committee;
 - f. To amend;
 - g. To postpone indefinitely;and these several motions shall have precedence in the order in which they stand.
 - (5) The movant may request leave to withdraw a motion at any time prior to voting on the question. Such a request requires no second. If any member objects, the presiding officer shall put the question of granting the request to vote.
- (d) *Compelling votes.* No member may be compelled to vote. When a member abstains from voting, the effect is the same as if the member voted on the prevailing side.
- (e) *Majority vote.* Unless a larger number is required by statute, ordinance or bylaw, a majority vote of those present at a legally constituted meeting is necessary to carry a question.

(Code 1998, § 2-2-17; Ord. No. 2003-02, § 23, 1-27-2002; Ord. No. 2017-12, § 18, 6-26-2017)

Sec. 2-167. - Reconsideration of questions.

Any member voting on the prevailing side may move for reconsideration of any question except those which cannot be reconsidered pursuant to Robert's Rules of Order, Newly Revised at the same meeting or the next succeeding regular meeting.

(Code 1998, § 2-2-18)

Sec. 2-168. - Disturbances and disorderly conduct.

Whenever any disturbance or disorderly conduct shall occur in any of the meetings of the Village Board, the Village President or presiding Village Trustee may cause the room to be cleared of all persons causing such disorderly conduct.

(Code 1998, § 2-2-19)

Sec. 2-169. - Amendment of rules.

The rules of Sections 2-166—2-168 shall not be rescinded or amended unless the proposed amendment or motion to rescind has laid over from a regular meeting, and then it shall require a vote of two-thirds of all the members of the Village Board.

(Code 1998, § 2-2-20)

Sec. 2-170. - Suspension of rules.

These rules shall not be suspended except by a two-thirds vote of all the members of the Village Board.

(Code 1998, § 2-2-21)

Secs. 2-171—2-181. - Reserved.

ARTICLE III. - GENERAL PROCEDURES APPLYING TO STATUTORILY AUTHORIZED VILLAGE AUTHORITIES, BOARDS, COMMITTEES, COMMISSIONS, AND STANDING COMMITTEES

Sec. 2-182. - Application.

The following general procedures shall apply to all statutorily authorized Village authorities, boards, committees, commissions, and standing committees except where a different procedure is specified by ordinance.

Sec. 2-183. - Composition.

- (a) The composition of each statutorily authorized Village authority, board, committee and commission shall be as set forth in Article IV.
- (b) The composition of each standing committee shall be no less than five members and shall include one Village Trustee to serve as chairperson and one Village Trustee to serve as vice-chairperson and not less than three citizen members, the only exception being the Public Utilities Committee which shall have five citizen members.

Sec. 2-184. - Residency required for service on statutorily authorized authorities, boards, committees, commissions, and standing committees.

No person not a resident of and not residing in the Village shall be appointed in a voting capacity to any statutorily authorized Village authority, board, committee, commission, and standing committee except the Emergency Management Committee and the Library Board. Any member of a statutorily authorized authority, board, committee, commission, and standing committee who moves from the Village shall be removed from such statutorily authorized authority, board, committee, commission, and standing committee, but may be appointed to serve in an ex officio capacity.

Sec. 2-185. - Appointments.

- (a) All regularly occurring vacancies on each statutorily authorized authority, board, committee, commission, and standing committee shall be filled by appointment of the Village President, subject to confirmation by the Village Board, except where a different procedure is specified by ordinance, including but not limited to:
 - (1) Article IV, Division 8 of this Chapter—Library Board; and
 - (2) Article IV, Division 9 of this Chapter—Plan Commission.
- (b) Appointments to each statutorily authorized authority, board, committee, commission, and standing committee shall be made at the annual meeting of the Village Board in April, or as soon thereafter as possible, and at such other times as vacancies may occur.
- (c) The chairperson of each standing committee shall promptly submit to the Village President a list of persons proposed to fill any citizen member vacancies or reappointments and the Village President shall generally make appointments or re-appointments from that list, subject to confirmation by the Village Board.

Sec. 2-186. - President to designate chairpersons.

The Village President shall appoint the chairperson of the statutorily authorized authorities, boards, committees, commissions, and standing committees in accordance with the procedures set forth in the appropriate ordinances and statutes, except that the members of the Board of Review, Community Development Authority, Ethics Board, Library Board, and Police and Fire Commission shall select their own chairperson and such other officers as deemed necessary.

Sec. 2-187. - Committee membership.

- (a) All Village Trustees shall serve on at least one standing committee.
- (b) The Village President and Village Administrator shall be ex officio members of each standing committee.
- (c) The Village President may be appointed to serve as chairperson or as a member of a specific committee.

Sec. 2-188. - Attendance.

The chairperson of each statutorily authorized authority, board, committee, commission, and standing committee shall maintain a record of the attendance of the members at meetings. Any member who must miss a meeting shall give prior notice of the absence to the chairperson. Failure to attend regularly scheduled meetings four times in any year, commencing from the annual organizational meeting, shall be deemed to be an event by which the member or chairperson vacates the position to which the member or chairperson was appointed. The Village Clerk-Treasurer shall notify the chairperson of any vacancies created by absences, and confirm the vacancy in writing to the former member, chairperson, and the Village President.

(Ord. No. 2017-12, § 19, 6-26-2017)

Sec. 2-189. - Powers and duties.

- (a) Statutorily authorized authorities, boards, committees and commissions shall have the powers and duties assigned by ordinance or statute as described or prescribed in Article IV of this Chapter.
- (b) Standing committees shall review such matters as may be referred to them by the Village Board and shall submit advisory recommendations within their jurisdiction for Village Board action. All standing committees as described in Article V of this Chapter are subunits of the Village Board and perform no executive or administrative Village function other than as specifically authorized by ordinance or policy adopted by the Village Board.
- (c) No statutorily authorized authority, board, committee, commission, and standing committee shall assume responsibility for the administration of any Village department except for the Library Board.
- (d) In case of ambiguity or apparent conflict between the preceding definition of standing committee authority and a definition of the authority of a Village officer, employee, board, or association, the latter shall prevail.

Sec. 2-190. - Quorum.

A quorum exists whenever one more than half of the number of members of a statutorily authorized authority, board, committee, commission, and standing committee meeting are present. Any meeting will adjourn ten minutes after the noticed starting time if no quorum is present.

Sec. 2-191. - Meetings and public notice.

- (a) *Compliance with open meetings law.* Any meeting of a statutorily authorized authority, board, committee, commission, and standing committee shall be conducted in compliance with the Wisconsin Open Meetings Law. All meetings shall be open to the public unless falling within a lawful exception pursuant to Wis. Stats. § 19.81.
- (b) *Public notice.* For every regular meeting of a statutorily authorized authority, board, committee, commission, and standing committee the Village Clerk-Treasurer or designee, shall:
 - (1) Schedule a date, time and place for its meetings;
 - (2) Post an agenda of the matters to be taken up at such meeting and notify the official Village newspaper in advance of each such regular meeting of the date, time, subject matter and place thereof;
 - (3) Place the agenda on the official Village website;
 - (4) When necessary, publish notice in the official Village newspaper in compliance with state law;
- (c) *Special meetings.* Nothing in Subsection (a) of this Section shall preclude the calling of a special meeting or dispensing with the publication of notice or such posting of the agenda, for good cause, but such special meetings shall nonetheless comply in all respects with the provisions of Wis. Stats. §§ 19.81 and 19.89.

(Ord. No. 2017-12, § 20, 6-26-2017)

Sec. 2-192. - Minutes and Reports.

- (a) The recorder of each statutorily authorized authority, board, committee, commission, and standing committee shall file a copy of the meeting minutes of such statutorily authorized authority, board, committee, commission, and standing committee with the Village Clerk-Treasurer prior to the next regularly scheduled meeting of such statutorily authorized authority, board, committee, commission, and standing committee. The meeting minutes shall include the date, time, and place of the meeting and the members attending; report on all agenda items; and provide all necessary historical background to familiarize the Village Board with the issue. Approved minutes are deemed to be the product of the entire statutorily authorized authority, board, committee, commission, and standing committee, whether any item therein is approved unanimously or not.
- (b) If a Village Trustee member on a particular statutorily authorized authority, board, committee, commission, and standing committee disagrees with the position taken by that body on an issue, such member may address the Village Board with the minority position only if the member notifies the statutorily authorized authority, board, committee, commission, and standing committee, either at the meeting or by written notice after the meeting, that such member intends to support the minority position before the Village Board. Upon such notification, the Village Board shall permit one statutorily authorized authority, board, committee, commission, and standing committee member supporting the majority position equal time to address the Village Board on such issue.

(Ord. No. 2017-12, § 21, 6-26-2017)

Sec. 2-193. - Cooperation of Village officers.

All Village officers shall, upon request of the chairperson of any statutorily authorized authority, board, committee, commission, and standing committee, confer with that body and supply, within a reasonable time, such information as that body may request upon any pending matter. Information requests requiring considerable staff time or financial resources require prior approval of the Village Board.

Secs. 2-194—2-204. - Reserved.

ARTICLE V. - STANDING COMMITTEES

DIVISION 1. - GENERALLY

Sec. 2-347. - Established.

The following is a list of standing committees of the Village:

- (1) Communications and Technology Committee.
- (2) Finance Committee.
- (3) Natural Resources Committee.
- (4) Parks and Recreation Committee.
- (5) Personnel Committee.
- (6) Public Safety Committee.
- (7) Public Utilities Committee.
- (8) Public Works Committee.
- (9) Senior Outreach Services Committee.
- (10) Volunteer Committee.

(Ord. No. 2013-08, § 1, 9-9-2013)

Secs. 2-348—2-357. - Reserved.

DIVISION 2. - COMMUNICATIONS AND TECHNOLOGY COMMITTEE

Sec. 2-358. - Jurisdiction.

The Communications and Technology Committee sets policies and oversees the administration, operations, and programming of the Village's cable channel. The Communications and Technology Committee also oversees the operation of the Village's website and major purchases of computer hardware and software.

Sec. 2-359. - General Provisions.

The provisions of Wis. Stats. § 66.0420 are hereby incorporated as though fully set forth herein. The additional provisions of this Chapter supplement those provisions of the state statutes and constitute an expression of the Village's home rule authority. Any person who owns, leases, operates, controls, constructs or maintains a video service or cable television service shall comply at all times with the provisions herein when constructing, operating or maintaining a video service or cable television service in the Village.

Sec. 2-360. - Definitions.

The terms used in this Chapter shall have the same meaning as those terms are defined in Wis. Stats. § 66.0420(2), which is incorporated as though fully set forth herein.

Sec. 2-361. - Video service provider fee and PEG channel monetary support.

- (a) *Video service provider fee.* Video service providers and cable operators shall pay, in addition to the PEG support fee set forth in Subsection (b) of this Section, a video service provider fee to the Village in an amount equal to five percent of the provider's gross receipts.
- (b) *Public, educational and government (PEG) channel monetary support.* Video service providers and cable operators shall pay, in addition to the video service provider fee set forth in Subsection (a) of this Section, a monthly fee of \$0.25 per subscriber, which payment shall be used to fund PEG access related external costs. The allocation of the PEG channel monetary support fee between public access and government access activities/channels shall be at the sole discretion of the Village and which allocation the Village may alter at any time and without notice.
- (c) *Supporting documentation.* Payment of the fees set forth in Subsections (a) and (b) of this Section shall be accompanied by documentation verified by an agent or officer with the authority to legally bind the provider that is sufficient for the City to verify the accuracy of the fees being paid by the provider. The failure to provide such documentation shall subject the provider to a forfeiture of not less than \$100.00 nor more than \$5,000.00 per day until such time the documentation is provided to the Village.

Sec. 2-362. - Peg channel requirements.

- (a) *Number of PEG channels.* Video service providers and cable operators shall provide capacity for three PEG channels. These channels shall be allocated as follows: one specifically designated for the McFarland Cable Channel for the operation by the Village of a governmental access channel; one channel dedicated for use by WYOU, which is operated as a public access channel by WYOU Community Television Inc., and one channel dedicated for use as an educational access channel by the McFarland School District.
- (b) *Location of PEG channels.* PEG channels must be carried on any service tier that is viewed by more than 50 percent of the video service provider's or cable operator's customers. Video service providers or cable operators may not charge an extra fee nor require the rental of special equipment in order for their customers to view such PEG channels if such fees or equipment are not required to view any of the non-PEG channels on such service tiers.
- (c) *Quality of PEG channels.* Video service providers and cable operators shall not carry a PEG television signal in a lesser format or lower resolution than that afforded to a nonbroadcast digital programmer carried on the video or cable system. The signal quality of PEG channels shall be indistinguishable or better than the signal of other non-PEG channels carried by the video service provider or cable operator.
- (d) *Drops/origination points.* Video service providers and cable operators shall apply and maintain upstream capacity from all current origination points (a/k/a "live drops") and shall provide sufficient capacity for carriage of a television signal from each of these origination points at all times. These origination points are all located in the Village as follows:
 - (1) McFarland Municipal Center; 5920 Milwaukee Street;
 - (2) E.D. Locke Public Library; 5920 Milwaukee Street;

- (3) McFarland High School; 5101 Farwell Street;
 - (4) Indian Mound Middle School; 6330 Exchange Street;
 - (5) Madison Curling Club; 4802 Marsh Road.
- (e) *Substantial utilization of PEG channels and PEG programming.*
- (1) *Procedures for disconnection due to failure to substantially utilize PEG channel.*
 - a. *Written notice of objection to program as not locally produced.* A video service provider or cable operator must provide written notice to the PEG channel director within ten days of the first or original airing of any program that the video service provider or cable operator is objecting to the program as having not been locally produced. Such notice shall describe with particularity the program being objected to, the date and time the program was first aired and the factual basis supporting the objection. Failure to timely provide this notice waives the objection and, therefore, such program will be counted towards the determination of whether said PEG channel is being substantially utilized.
 - b. *Written notification of failure to substantially utilize channel.* A video service provider or cable operator must provide written notification to any PEG channel director within ten days following any week in which the video service provider or cable operator objects that the PEG channel has not been substantially utilized. Such notice shall describe with particularity the time period being objected to, the dates and times during the week in which qualifying programming was not aired and the factual basis supporting the objection. Failure to timely provide this notice waives the objection and, therefore, such programming period will be counted towards the determination of whether said PEG channel is being substantially utilized.
 - c. *Written notification of intention to disconnect, reprogram or drop PEG channel.* A video service provider or cable operator must provide 120 days' advance written notification to any PEG channel director that the video service provider or cable operator intends to disconnect, reprogram or drop. A video service provider or cable operator may not disconnect, reprogram or drop any PEG channel that it has not timely provided with such written notice. Furthermore, should any PEG channel director provide the video service provider or cable operator with a written response that the PEG channel was substantially utilized by the municipality, the video service provider or cable operator shall not disconnect, reprogram or drop the PEG channel.
 - d. *Penalty for failing to provide notice.* If any video service provider or cable operator disconnects, reprograms or drops any PEG channel without providing the notice as required in Subsections (e)(1)a through c of this Section the video service provider or cable operator shall be subject to the following:
 - 1. Immediate reinstatement of the PEG channel to its location in the channel line-up prior to the disconnection, reprogramming or dropping of the channel.
 - 2. The issuance of a citation demanding a forfeiture of not less than \$1,000.00 nor more than \$10,000.00 for each day that the PEG channel is disconnected, reprogrammed or dropped.
 - (2) *Locally produced programming.* Locally produced programming shall include all programming produced by any PEG channel and shall include all programming that has not been commercially aired. "Locally produced programming" includes any program that was in part produced for original

airing in the broadcast market in which it was produced either in part or in whole. The term "locally produced" shall not require that the programming was created, filmed or produced in the McFarland or Dane County area. PEG stations may share and exchange programming content in order to meet the substantial utilization requirements of Wis. Stats. § 66.0420(5)(b).

- (f) *Underwriting of Programming.* PEG channels may transmit noncommercial programming to subscribers generally or specific recipients of video service providers or cable operators. Nothing herein shall in any way prohibit or prevent PEG channels from accepting grants or sponsorships in support of such programming nor shall PEG channels be prohibited from acknowledging such grants or sponsorships before, during or immediately after such PEG programming has been broadcast in a manner that is similar to the manner in which the Public Broadcasting System (PBS) acknowledges the substantially similar support of its programming content. Such acknowledgements shall comply with the requirements of 47 USC 399b as though the PEG channel was a public broadcast station.
- (g) *Notice of intention to move PEG channel locations/designations.* Any video service provider or cable operator who intends to move any PEG channel from the channel designations may only make such a change after providing 60 days' advance written notice to the affected PEG channel. Additionally, such video service provider or cable operator shall engage in a public education program of such intensity and duration as to reasonably inform the general public of the proposed PEG channel designations.

Sec. 2-363. - Police powers, design/construction standards and rights-of-way.

- (a) *Subject to police powers.* Video service providers and cable operators are subject to the police power of the Village to adopt and enforce general ordinances necessary to the safety, health and welfare of the public. The grant of a statewide video or cable franchise does not render or to any extent lose, waive, impair or lessen the lawful powers and rights, now or hereafter vested in the Village under the Constitution and statutes of the state to regulate the use of streets and public ways or to regulate any matter affecting the safety, health and welfare of the public. The Village shall make the video service provider's and cable operator's history of compliance with such codes and ordinances available to the Department of Financial Institutions so that the Department of Financial Institutions may determine the provider or operator's legal, financial and technical qualifications to provide video services.
- (b) *Design, permits, construction and excavation.* Video service providers and cable operators shall comply with all applicable Village codes and ordinances including, without limitation by expression herein, Section 53-122, and shall be subject to any forfeitures so specified for any violations thereof. The Village shall make the person's history of compliance with such codes and ordinances available to the Department of Financial Institutions so that the Department of Financial Institutions may determine the provider's or operator's legal, financial and technical qualifications to provide video services.

Secs. 2-364—2-373. - Reserved.

DIVISION 3. - FINANCE COMMITTEE

Sec. 2-374. - Jurisdiction.

The Finance Committee advises the Village Board on annual operating and capital budgets, municipal borrowing, fiscal policies, investment policies, and purchasing procedures.

Secs. 2-375—2-384. - Reserved.

DIVISION 4. - PARKS, RECREATION AND NATURAL RESOURCES COMMITTEE

Footnotes:

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Editor's note— Section 1 of Ord. No. 2014-09, adopted May 27, 2014, repealed former Div. 4 in its entirety, and enacted new provisions to read as herein set out. Former Div. 4, § 2-385 pertained to the Natural Resources Committee.

Sec. 2-385. - Jurisdiction.

The Parks, Recreation and Natural Resources Committee advises the Village Board on the acquisition, management, enhancement, and public use of natural and conservancy areas, policies and practices directed at maintenance of a healthy and diverse urban forest, the planning, acquisition and development of parks and park facilities and the nature and structure of recreation programs.

(Ord. No. 2014-09, § 1, 5-27-2014)

Secs. 2-386—2-395. - Reserved.

DIVISION 5. - RESERVED

Footnotes:

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Editor's note— Section 2 of Ord. No. 2014-09, adopted May 27, 2014, repealed former Div. 5, § 2-396, which pertained to the Parks and Recreation Committee. See Div. 4.

Secs. 2-396—2-406. - Reserved.

DIVISION 6. - PERSONNEL COMMITTEE

Sec. 2-407. - Jurisdiction.

The Personnel Committee advises the Village Board on personnel policies, changes in organization structure and classification and compensation plans.

Secs. 2-408—2-417. - Reserved.

DIVISION 7. - PUBLIC SAFETY COMMITTEE

Sec. 2-418. - Jurisdiction.

The Public Safety Committee advises the Village Board on policy issues relating to the operations of the Police Department, and the Fire and Emergency Medical Services Department, matters involving licensing and regulation, ordinances controlling public offenses and nuisances, and matters of public health.

(Ord. No. 2013-14, § 1, 11-11-2013)

Secs. 2-419—2-428. - Reserved.

DIVISION 8. - PUBLIC UTILITIES COMMITTEE

Sec. 2-429. - Composition.

The Public Utilities Committee shall consist of seven voting members, two of whom shall be Village Trustees. In addition, the Director of Public Works shall be an ex officio member of the Public Utilities Committee, without voting rights. The five citizen members shall be persons of recognized experience and qualifications.

Sec. 2-430. - Appointment.

- (a) *Village Trustee members.* The Village Trustee members of the Public Utilities Committee shall be appointed annually by the Village President subject to the approval of the Village Board at the organizational meeting of the Village Board.
- (b) *Citizen members.* The citizen members shall be appointed by the Village President, subject to Village Board approval, at the organizational meeting. The term of each citizen member shall be for a staggered term of five years, and the Village President shall annually, subject to the approval of the Village Board at its organizational meeting on the third Tuesday of April, appoint one member of the Public Utilities Committee for a term of five years. In case of vacancy, the Village President may, subject to the approval of the Village Board, at any regular or special meeting, appoint a member for the unexpired term.
- (c) *Officers.* The Village President, subject to the confirmation of the Village Board, shall select from among the Village Trustee members of the Public Utilities Committee a chairperson and vice-chairperson.

Sec. 2-431. - Meetings.

The Public Utilities Committee may make rules for its own proceedings and for the governing of the utilities. It shall keep books of account in the manner and form prescribed by the Wisconsin Public Service Commission, which shall be open to the public. The Public Utilities Committee shall have the general management and supervision of the Village water, sewer and stormwater utilities, and all matters connected therewith, and shall have the general power and authority to make rules and regulations for the management of said utilities as it shall from time to time find necessary for the safe, economical and efficient management and protection of said utilities.

Sec. 2-432. - Powers and duties.

- (a) *Finances.* The Public Utilities Committee will be responsible for preparing and recommending an annual budget to the Village Board reflecting needed expenditures and anticipated revenues, as well as preparing and modifying stormwater rates and filing water rate modification requests with the Wisconsin Public Service Commission when sound business practices deem it appropriate.
- (b) *Long-range planning.* The Public Utilities Committee shall prepare, adopt and, as necessary, amend a long-range plan projecting the needs for the Village utilities in the future, in areas of fiscal responsibility, personnel, new construction and scheduled maintenance practices.

Sec. 2-433. - Auditing expenditures.

The Village Treasurer shall provide a monthly statement to the Public Utilities Committee of the expenditures, revenues and fund balances relating to utility operations.

Sec. 2-434. - Construction.

The Public Utilities Committee shall receive reports from the Director of Public Works, who shall supervise and superintend the installation of all new machinery, wells, reservoirs, mains, transmission, collection and distribution and service pipes, as well as any repairs or reconstructions of the same or any part thereof. All work of this nature shall be let by contract under supervision of the Director of Public Works.

Sec. 2-435. - Maps and records.

The Village Engineer shall prepare maps showing the locations of all mains and service pipes ordered to be laid, with reference to the property lines of the street, court or alley in which the same are to be laid, and also with reference to the established grade of said street, court or alley. After sewer, stormwater or water mains and service pipes shall have been laid, the Village Engineer shall see to it that maps indicate the exact location of said sewer, stormwater and water mains and service pipes as actually laid. The Director of Public Works or designee shall cause a record of the exact location of said sewer, stormwater and water pipes and mains to be transcribed in record books, electronic maps or records kept on file for that purpose in the Village offices.

Sec. 2-436. - Overall responsibility.

In fulfillment of its duties, the Public Utilities Committee shall forward its recommendations relating thereto to the Village Board for final action. The Village Board may accept, reject or re-refer the recommendations of the Public Utilities Committee back to the Public Utilities Committee for further action.

Sec. 2-437. - Management, operation and control.

- (a) *Management.* The management, operation, and control of the public water system, sewer system, and storm water system for the Village shall be vested in the Village Board. All records, minutes and all written proceedings thereof shall be kept by the Village Clerk-Treasurer. The Village Clerk-Treasurer or designee shall keep all the financial records thereof.
- (b) *Construction authority.* Subject to the approval of the Village Board, the Public Utilities Committee shall have the power to construct water and sewer lines for public use, and shall have the power to lay water, stormwater and sewer pipes in and through the public alleys, streets, and public grounds located within

the Village; and generally, to do all such work as may be found necessary or convenient in the management of the water, stormwater and sewer systems. The Public Utilities Committee shall have power by itself, its officers, agents and servants, to enter upon any land in the Village for the purpose of making examination or supervise in the performance of their duties under this Section, without liability therefor; and the Public Utilities Committee shall have the power to purchase and acquire for the Village subject to the approval of the Village Board all real and personal property which may be necessary for construction of the water, stormwater and sewer system, or for any repair, remodeling, or additions thereto.

(Ord. No. 2017-12, § 26, 6-26-2017)

Secs. 2-438—2-447. - Reserved.

DIVISION 9. - PUBLIC WORKS COMMITTEE

Sec. 2-448. - Jurisdiction.

The Public Works Committee advises the Village Board on policies and programs involving the maintenance and construction of Village facilities, streets and sidewalks, solid waste management and recycling, and the maintenance and acquisition of public works vehicles and equipment.

Secs. 2-449—2-458. - Reserved.

DIVISION 10. - SENIOR OUTREACH SERVICES COMMITTEE

Sec. 2-459. - Jurisdiction.

The Senior Outreach Services Committee advises the Senior Outreach Services Department on the services that it provides to residents over the age of 60 and to disabled adults. These services include outreach, case management, congregate and home delivered meal programs, foot care clinics, and education/entertainment programming.

Sec. 2-460. - Reserved.

DIVISION 11. - VOLUNTEER COMMITTEE

Sec. 2-461. - Jurisdiction.

The Volunteer Committee advises the Village Board on policies relating to a formal program to encourage volunteer participation in activities for the benefit of the Village and its residents.

(Ord. No. 2013-08, § 2, 9-9-2013)

Sec. 2-462. - Powers and duties.

- (a) The Volunteer Committee shall be persons with interest in volunteer programs for the Village and the ability to help implement and manage the Village volunteer programs.
- (b) The Volunteer Committee shall provide general oversight concerning the administration, operations and programming of the Village's volunteer program.
- (c) The Volunteer Committee shall nominate a volunteer coordinator subject to the Village Board's approval, who shall supervise and monitor volunteer work, training, leadership in volunteer activities and recognition for outstanding volunteer service to the Village.
- (d) The Volunteer Committee shall recommend to the Village Board policies that will expand the variety of significant community service choices for volunteers and oversee recruiting of volunteers to fulfill these needs.

(Ord. No. 2013-08, § 2, 9-9-2013)

Secs. 2-463—2-480. - Reserved.