

**Monday, June 22, 2020**

**Village Board**  
**7:00 PM**

**McFarland Municipal Center**  
*Community Room*

AGENDA

You are invited to this meeting through a Zoom webinar. The Public is strongly encouraged to watch and participate in these meetings remotely through either the webinar or telephone options listed below.

***PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:***

<https://us02web.zoom.us/j/87124566687>

***Or by Telephone:***

+1 (312) 626-6799

***Webinar ID: 871 2456 6687***

1. CALL TO ORDER.
2. ATTENDANCE/ROLL CALL.
3. PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS.
  - a. Public Announcements
  - b. Public Communications
4. CONSENT AGENDA.
  - a. Motion to approve the minutes of the June 8, 2020 Village Board meeting.
  - b. Motion to approve checks #77106-77181 in the amount of \$179,194.98.
  - c. Motion to approve an event permit for the McFarland Lions Club to hold the food cart frenzy event on July 1st, July 15th, August 5th, August 19th and September 16th.
5. PUBLIC APPEARANCES.

- a. This is an opportunity for members of the public to address the Village Board. Please remember this is a virtual meeting conducted through the Zoom online meeting platform. Zoom meeting attendees wishing to address the board may do so using the Question and Answer feature within the Zoom online meeting platform. You may state your name, address, and provide your comments to the board for their consideration. Members of the public who are present in person and wish to address the board should fill out a public comment form and turn into the meeting chairperson. Members of the public may speak during public appearances or during their selected agenda item as they designate on the public comment form. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to [cassandra.suettinger@mcfarland.wi.us](mailto:cassandra.suettinger@mcfarland.wi.us) to be included as part of the meeting.

## 6. BUSINESS.

- a. Discussion and action regarding Resolution #2020-14: a resolution to advance racial equity, social justice, diversity, and inclusion within the Village of McFarland.
- b. Parks, Recreation, and Natural Resources Committee (Trustees Clow & Utter)
  - 1) Discussion and action regarding the creation of a Vegetation Management Use Policy as Chapter 3 of the Park System Policy Manual
- c. Parks, Recreation, and Natural Resources Committee (Trustees Clow & Utter)  
Plan Commission (President Czebotar & Trustee Rupert)
  - 1) Discussion and action on a site plan application by the McFarland Soccer Club for the addition of a fundraising brick patio around the existing outdoor patio at the soccer building located at William McFarland Park.
- d. Plan Commission (President Czebotar & Trustee Rupert)
  - 1) Discussion and action regarding Ordinance #2020-17: An Ordinance Rezoning Lands Located at 4706 Farwell Street from C-H Commercial Highway to C-G Commercial General as requested by Aruba0204 LLC, DBA Angelo's McFarland.
- e. Plan Commission (President Czebotar & Trustee Rupert)  
Public Safety Committee (Trustees Kryzenske & Brassington)
  - 1) Discussion and action on the expansion of premise for the Class "B" Beer and "Class B" intoxicating liquors license to add an approximately 1,100 square foot outdoor consumption area for Byrnes McFarland Tavern LLC D/B/A Byrnes McFarland Tavern, 5915 Exchange St. for the period ending June 20, 2020.
- f. Public Safety Committee (Trustees Kryzenske & Brassington)
  - 1) Discussion and action on Ordinance 2020-20: An ordinance amending the standards for the outdoor consumption of alcohol
  - 2) Discussion and action on Resolution 2020-13: A resolution approving the renewal of applications for liquor and fermented malt beverage licenses for 2020-2021.



- 3) Discussion and recommendation on Ordinance 2020-19: an ordinance authorizing a partial refund for Class "B" and "Class B" License.
  - 4) Discussion and action on Ordinance 2020-21: An ordinance setting the fees for Class "B" and "Class B" alcohol beverage licenses for the 2020-21 license period.
- g. Public Utilities Committee (Trustees Kryzenske & Clow)
- 1) Discussion and action regarding utility accounts billing base charges and issuing applicable refunds if appropriate.
  - 2) Discussion and action regarding the purchase of a dialing system for our SCADA equipment.
  - 3) Discussion and action regarding a stormwater project to improve overland water flow from Windwood Circle to Falling Leaves Lane.
- h. Public Works Committee (Trustees Clow & Rupert)
- 1) Discussion and action regarding the M&M Furniture proposal for the Public Works Center.
  - 2) Discussion and action regarding the 2020 Fall Tree and Planting Request for Proposals (RFP).
- i. Discussion and action to extend the term of Resolution #2020-08 regarding emergency authority of the Village President and Village Administrator to have joint executive powers to implement necessary measures in response to outbreak of COVID-19.
- j. Discussion and presentation regarding financial impacts on Village operations during COVID-19 Pandemic.
- k. Authority, Board, Commission, and Committee agenda item requests, referrals, and updates.

## 7. 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](mailto:cassandra.suettinger@mcfarland.wi.us)

VILLAGE OF MCFARLAND  
**Village Board Minutes**  
*Monday, June 8, 2020 - 7:00 PM*

**1. CALL TO ORDER.**

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

**2. ATTENDANCE/ROLL CALL.**

Village Board members present: Village Trustee Stephanie Brassington, Village Trustee Carolyn Clow, Village President Brad Czebotar, Village Trustee Eric Kryzenske, Village Trustee Justin Rupert, Village Trustee Clair Utter, Village Trustee Michael Flaherty(joined at 7:09 p.m.)

Village Board members not present: None.

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

**3. PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS.**

*a. Public Announcements*

Thank you letter from the McFarland Food Pantry for the Village's annual donation.

Public Hearing by CARPC - June 11, 2020 7:00 p.m. - public input on amendment to Dane County Water Quality Plan.

President Czebotar read a statement on the recent events and condemning racism.

*b. Public Communications*

**4. CONSENT AGENDA.**

*a. Motion to approve the minutes of the May 26, 2020 regular Village Board meeting.*

*b. Motion to approve checks #77039-77105 in the amount of \$265,776.29.*

*c. Motion to approve the amended event permit application for the Karben4 Taproom to add additional dates of June 23rd, July 28th, August 25th and September 22nd.*

Motion by Village President Brad Czebotar, second by Village Trustee Carolyn Clow, to approve the consent agenda as presented. Motion carries 6 - 0 - 0 by acclamation.

**5. PUBLIC APPEARANCES.**

*a. This is an opportunity for members of the public to address the Village Board. Please*

remember this is a virtual meeting conducted through the Zoom online meeting platform. Zoom meeting attendees wishing to address the board may do so using the Question and Answer feature within the Zoom online meeting platform. You may state your name, address, and provide your comments to the board for their consideration. Members of the public who are present in person and wish to address the board should fill out a public comment form and turn into the meeting chairperson. Members of the public may speak during public appearances or during their selected agenda item as they designate on the public comment form. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to [cassandra.suettinger@mcfarland.wi.us](mailto:cassandra.suettinger@mcfarland.wi.us) to be included as part of the meeting.

Laetitia Hollard, 6309 Mourning Dove, spoke to present a resolution to the Village Board for passage.

Shaun Chisolm, 5119 Farwell St, spoke in favor of passage of the resolution presented by Laetitia Hollard.

Emmanuel Barber-Thomas, 4631 Treichel St, spoke in favor of passage of the resolution presented by Laetitia Hollard,

Jackie Hammond, 6060 Perrot Place, spoke in favor of the Village joining the Dane County restorative court and justice program.

Scott Gletty-Syoen, 6118 Johnson St., spoke in favor of passage of the resolution presented by Laetitia Hollard.

Debbie Lasswell, 2300 CTH AB, spoke in favor of passage of the resolution presented by Laetitia Hollard.

Angela Bazaan, 5713 Sauk Lane, spoke in favor of passage of the resolution presented by Laetitia Hollard.

Brittani Baynard, 6305 Mourning Dove Drive, spoke in favor of passage of the resolution presented by Laetitia Hollard.

Brian Ward, McFarland High School teacher, spoke in favor of passage of the resolution presented by Laetitia Hollard.

Marquion Hudson, 5507 Scott Street, spoke in favor of passage of the resolution presented by Laetitia Hollard.

Ann Nichols, 5414 Lane Lane, spoke in favor of passage of the resolution presented by Laetitia Hollard.

Angela Krey, 4531 Red Barn Run, spoke in favor of passage of the resolution presented by Laetitia Hollard.

Christine Pribbenow, 5303 Black Walnut Drive, spoke in favor of passage of the resolution presented by Laetitia Hollard.

Kelly Thompson, 5906 Badger St., spoke in favor of passage of the resolution presented by Laetitia Hollard.

Jessica Garvery, 4604 Siggelkow, spoke in favor of passage of the resolution presented by Laetitia Hollard.

Village Administrator Schuenke read the following comments into the record for those wishing to support, but unable to speak:

Katie Halverson, 5308 Lani Lane, spoke in favor of passage of the resolution presented by Laetitia Hollard.

Scott Marrese-Wheeler, 5712 W Open Meadow, spoke in favor of passage of the resolution presented by Laetitia Hollard.

Samantha Johnson, 3589 Bittner Lane, spoke in favor of passage of the resolution

presented by Laetitia Hollard.

Page Turner, no address provided, spoke in favor of passage of the resolution presented by Laetitia Hollard.

Joey D'amato, 5805 Aspen Court, spoke in favor of passage of the resolution presented by Laetitia Hollard.

Tamie Klumpyan, 6020 Perrot Place, spoke in favor of passage of the resolution presented by Laetitia Hollard.

Bryanna Johnson, 5315 Forest Lawn Circle, spoke in favor of passage of the resolution presented by Laetitia Hollard.

## **6. BUSINESS.**

- a. Discussion and action regarding Resolution #2020-14: a resolution honoring the life of George Floyd with our actions.

Laetitia Hollard, 6309 Mourning Dove Drive, appeared before the Board to speak in opposition of resolution 2020-14: a resolution honoring the life of George Floyd with our actions. She reported that the current resolution before the Board did not contain any actionable items.

Motion by Village President Brad Czebotar, second by Village Trustee Clair Utter, to postpone Resolution #2020-14: a resolution honoring the life of George Floyd with our actions to allow the Village Administrator to consider combining Resolution 2020-14 with the resolution put forth by Latisha Hollard to be reconsidered at the next Village Board meeting. Motion carries 7 - 0 - 0 by acclamation.

- b. Finance Committee (Trustees Flaherty & Trustee Kryzenske)  
Public Utilities Committee (Trustees Kryzenske & Clow)

- 1) Discussion and action regarding the acceptance of the 2019 Municipal Financial Statements and Audit Results as presented by Baker Tilly Virchow Krause.

Carla Gogin, Senior Partner with Baker Tilly, presented the 2019 Municipal Financial Statements and Audit Results including the audit report on internal controls. She highlighted that 2019 were very positive for the Village including a health fund balance and suggested the Village continue to monitor utility rates.

Motion by Village Trustee Michael Flaherty, second by Village Trustee Eric Kryzenske, to accept the 2019 Municipal Financial Statements and Audit Results as presented by Baker Tilly Virchow Krause. Motion carries 7 - 0 - 0 by acclamation.

- c. Discussion and action to accept the sale results of the 2020 Borrowing.

Carol Wirth, President of Wisconsin Public Finance Professionals LLC, reported on the sale results of the 2020 borrowing. She reported that they estimated the interest rates would be 1.63% and the actuals came in at 1.25%. So the Village did far better in the market than the initial estimates and will receive additional premium than what was estimated as well.

Motion by Village Trustee Michael Flaherty, second by Village Trustee Eric Kryzenske, to accept the sale results of the 2020 Borrowing. Motion carries 7 - 0 - 0 by acclamation.

d. Discussion and action regarding consideration for the Operational Reopening Plan regarding Village services.

Village Administrator Schuenke provided an overview of the Village's Operational Reopening Plan regarding Village Services. He reported on the Forward Dane Plan, which is the plan put forth by Dane County for reopening services within the County. He reported staff has prioritized continuing to deliver services of Village Hall in spite of not being open to the public yet.

Motion by Village President Brad Czebotar, second by Village Trustee Carolyn Clow, to accept the Operational Reopening Plan regarding Village Services. Motion carries 7 - 0 - 0 by acclamation.

e. Personnel Committee (President Czebotar & Trustee Utter)

1) Discussion and action regarding approval of Addendum C (Workplace Response Policy) within the Personnel Policy Manual.

Motion by Village President Brad Czebotar, second by Village Trustee Clair Utter, to approve Addendum C (Workplace Response Policy) within the Personnel Policy Manual. Motion carries 7 - 0 - 0 by acclamation.

f. Discussion and action regarding Resolution #2020-15: a resolution to create the Sustainability Committee as a Village standing committee.

Village Administrator Schuenke provided an overview of the proposed resolution.

Trustee Clow reported on her request to discuss this resolution and transition the current Ad-hoc Sustainability Committee to a Village standing committee.

Motion by Village Trustee Carolyn Clow, second by Village Trustee Clair Utter, to approve Resolution #2020-15: a resolution to create the Sustainability Committee as a Village standing committee.

Motion by President Brad Czebotar, second Village Trustee Justin Rupert to postpone Resolution 2020-15: a resolution to create the Sustainability Committee as a Village standing committee until the Ad-Hoc Sustainability Committee had been provided an opportunity to make a recommendation to the Village Board on the topic.

Friendly amendment by Village Trustee Michael Flaherty to provide a date by which the recommendation should be made. No second or action taken on amendment.

Motion by Trustee Carolyn Clow, second by Trustee Clair Utter, to recess for five minutes.

The Board voted on the amendment to the motion. Amendment accepted 4 - 3 with Trustees: Carolyn Clow, Eric Kryzenske, and Clair Utter voting nay. Amended motion passes 4 - 3 with Trustees: Carolyn Clow, Eric Kryzenske, and Clair Utter voting nay.

g. Discussion and action regarding Resolution #2020-16: a resolution to join the Green Tier Program through the Wisconsin Department of Natural Resources.

Village Administrator Schuenke provided an overview of the resolution to approve joining the Green Tier Program.

Motion by Village President Brad Czebotar, second by Village Trustee Justin Rupert, to postpone Resolution #2020-16: a resolution to join the Green Tier Program through the Wisconsin Department of Natural Resources until the Ad-hoc Sustainability Committee had provided their recommendation.

Motion by Trustee Carolyn Clow, second by Trustee Clair Utter, to amend the motion to postpone Resolution #2020-16: a resolution to join the Green Tier Program through the Wisconsin Department of Natural Resources until the Ad-hoc Sustainability Committee. Motion carries 6 - 1 - 0 with Trustee Clair Utter voting nay.

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

Trustee Clow referred the issue of combining Laetitia Hollard's resolution with Resolution 2020-14 to the next Committee of the Whole meeting.

Trustee Clow referred the issue of the Village's Committee structure to the annual retreat.

**7. ADJOURNMENT.**

Motion by Village Trustee Stephanie Brassington, second by Village Trustee Justin Rupert, to adjourn at 10:44 p.m.

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

Respectfully submitted,  
Cassandra Suettinger  
Village Clerk/Treasurer

## Report Criteria:

Report type: GL detail

| GL<br>Period | Check<br>Issue Date | Check<br>Number | Vendor<br>Number | Payee                    | Description                   | Invoice<br>Number | Invoice<br>Sequence | Invoice<br>GL Account | Check<br>Amount |
|--------------|---------------------|-----------------|------------------|--------------------------|-------------------------------|-------------------|---------------------|-----------------------|-----------------|
| 06/20        | 06/19/2020          | 77111           | 30               | ALLIANT ENERGY/WP&L      | MUNICIPAL CENTER              | 061020            | 1                   | 100-51600-220-000     | 2,607.15        |
| 06/20        | 06/19/2020          | 77111           | 30               | ALLIANT ENERGY/WP&L      | LIBRARY                       | 061020            | 2                   | 205-55110-220-000     | 2,288.14        |
| 06/20        | 06/19/2020          | 77111           | 30               | ALLIANT ENERGY/WP&L      | WELL #4                       | 061020            | 3                   | 600-53716-220-000     | 560.31          |
| 06/20        | 06/19/2020          | 77111           | 30               | ALLIANT ENERGY/WP&L      | SOCCER BUILDING               | 061020            | 4                   | 100-55200-220-000     | 19.47           |
| Total 77111: |                     |                 |                  |                          |                               |                   |                     |                       | 5,475.07        |
| 06/20        | 06/19/2020          | 77112           | 17084            | AMAZON CAPITAL SERVICES  | DVDS & CDS                    | 197T-T61W-7       | 1                   | 205-55110-345-000     | 201.34          |
| 06/20        | 06/19/2020          | 77112           | 17084            | AMAZON CAPITAL SERVICES  | FACILITY SUPPLIES             | 19DT-V7PV-        | 1                   | 205-55110-242-000     | 11.69           |
| 06/20        | 06/19/2020          | 77112           | 17084            | AMAZON CAPITAL SERVICES  | NETWORK SWITCH                | 19DT-V7PV-        | 2                   | 205-55110-342-000     | 58.26           |
| 06/20        | 06/19/2020          | 77112           | 17084            | AMAZON CAPITAL SERVICES  | STORAGE BINS                  | 1L97-96X3-3       | 1                   | 205-55110-310-000     | 39.99           |
| 06/20        | 06/19/2020          | 77112           | 17084            | AMAZON CAPITAL SERVICES  | COMPUTER SUPPLIES             | 1MV6-674R-        | 1                   | 205-55110-310-000     | 43.98           |
| 06/20        | 06/19/2020          | 77112           | 17084            | AMAZON CAPITAL SERVICES  | OFFICE/PRODUCTION SUPPLIES    | 1MV6-674R-        | 1                   | 205-55110-310-000     | 51.51           |
| 06/20        | 06/19/2020          | 77112           | 17084            | AMAZON CAPITAL SERVICES  | PW SHOP TOOL                  | 1NQ1-416K-        | 1                   | 100-53000-340-000     | 60.47           |
| 06/20        | 06/19/2020          | 77112           | 17084            | AMAZON CAPITAL SERVICES  | PW SHOP TOOL                  | 1NQ1-416K-        | 2                   | 600-53716-340-000     | 16.50           |
| 06/20        | 06/19/2020          | 77112           | 17084            | AMAZON CAPITAL SERVICES  | PW SHOP TOOL                  | 1NQ1-416K-        | 3                   | 600-53616-340-000     | 16.50           |
| 06/20        | 06/19/2020          | 77112           | 17084            | AMAZON CAPITAL SERVICES  | PW SHOP TOOL                  | 1NQ1-416K-        | 4                   | 605-53440-340-000     | 16.50           |
| 06/20        | 06/19/2020          | 77112           | 17084            | AMAZON CAPITAL SERVICES  | DYMO LABEL PRINTER            | 1VMX-VL99-        | 1                   | 100-51440-340-000     | 66.50           |
| 06/20        | 06/19/2020          | 77112           | 17084            | AMAZON CAPITAL SERVICES  | DYMO LABEL PRINTER            | 1VMX-VL99-        | 2                   | 100-51420-310-000     | 66.49           |
| 06/20        | 06/19/2020          | 77112           | 17084            | AMAZON CAPITAL SERVICES  | DVDS & CDS                    | 1XGH-TDLN-        | 1                   | 205-55110-345-000     | 60.02           |
| Total 77112: |                     |                 |                  |                          |                               |                   |                     |                       | 709.75          |
| 06/20        | 06/19/2020          | 77113           | 2020             | AMERICAN TEST CENTER     | GROUND LADDER TEST            | 2201026           | 1                   | 100-52200-240-000     | 1,175.00        |
| Total 77113: |                     |                 |                  |                          |                               |                   |                     |                       | 1,175.00        |
| 06/20        | 06/19/2020          | 77114           | 2216             | ANDRES MEDICAL           | MAY COLLECTIONS               | 249263            | 1                   | 100-46230-000         | 2,412.95        |
| Total 77114: |                     |                 |                  |                          |                               |                   |                     |                       | 2,412.95        |
| 06/20        | 06/19/2020          | 77115           | 17232            | APG OF SOUTHERN WISCONSI | PLAN PUBLIC HEARING - 2020-16 | 28886-0520        | 1                   | 100-51100-321-000     | 72.85           |
| 06/20        | 06/19/2020          | 77115           | 17232            | APG OF SOUTHERN WISCONSI | VILLAGE BOARD MINUTES         | 28886-0520        | 2                   | 100-51100-321-000     | 374.66          |
| 06/20        | 06/19/2020          | 77115           | 17232            | APG OF SOUTHERN WISCONSI | WEED NOTICE                   | 28886-0520        | 3                   | 100-51100-321-000     | 24.32           |

M = Manual Check, V = Void Check

| GL<br>Period | Check<br>Issue Date | Check<br>Number | Vendor<br>Number | Payee                   | Description                          | Invoice<br>Number | Invoice<br>Sequence | Invoice<br>GL Account | Check<br>Amount |
|--------------|---------------------|-----------------|------------------|-------------------------|--------------------------------------|-------------------|---------------------|-----------------------|-----------------|
| Total 77115: |                     |                 |                  |                         |                                      |                   |                     |                       | 471.83          |
| 06/20        | 06/19/2020          | 77116           | 49               | APWA REGISTRATION       | APWA MEMBERSHIP                      | 061620            | 1                   | 100-53000-320-000     | 78.38           |
| 06/20        | 06/19/2020          | 77116           | 49               | APWA REGISTRATION       | APWA MEMBERSHIP                      | 061620            | 2                   | 600-53610-320-000     | 21.38           |
| 06/20        | 06/19/2020          | 77116           | 49               | APWA REGISTRATION       | APWA MEMBERSHIP                      | 061620            | 3                   | 600-53710-320-000     | 21.38           |
| 06/20        | 06/19/2020          | 77116           | 49               | APWA REGISTRATION       | APWA MEMBERSHIP                      | 061620            | 4                   | 610-53620-390-000     | 21.36           |
| Total 77116: |                     |                 |                  |                         |                                      |                   |                     |                       | 142.50          |
| 06/20        | 06/19/2020          | 77117           | 16614            | ARCHIVESOCIAL           | ARCHIVESOCIAL                        | 10628             | 1                   | 100-51450-210-000     | 2,388.00        |
| Total 77117: |                     |                 |                  |                         |                                      |                   |                     |                       | 2,388.00        |
| 06/20        | 06/19/2020          | 77118           | 68               | BADGER WELDING SUPP INC | BADGER WELDING - OXYGEN              | 3593944           | 1                   | 100-52200-340-000     | 71.95           |
| Total 77118: |                     |                 |                  |                         |                                      |                   |                     |                       | 71.95           |
| 06/20        | 06/19/2020          | 77119           | 17141            | BADGERLAND DISPOSAL     | PORTABLE RESTROOM RENTALS            | 0001151013        | 1                   | 100-55200-340-000     | 212.13          |
| 06/20        | 06/19/2020          | 77119           | 17141            | BADGERLAND DISPOSAL     | PORTABLE RESTROOM RENTALS            | 0001151013        | 2                   | 100-55200-340-000     | 203.58          |
| Total 77119: |                     |                 |                  |                         |                                      |                   |                     |                       | 415.71          |
| 06/20        | 06/19/2020          | 77120           | 74               | BAKER & TAYLOR BOOKS    | ADULT BOOKS                          | 2035237229        | 1                   | 205-55110-344-000     | 338.28          |
| 06/20        | 06/19/2020          | 77120           | 74               | BAKER & TAYLOR BOOKS    | JUVENILE BOOKS                       | 2035242437        | 1                   | 205-55110-344-000     | 22.37           |
| 06/20        | 06/19/2020          | 77120           | 74               | BAKER & TAYLOR BOOKS    | ADULT BOOKS                          | 2035255718        | 1                   | 205-55110-344-000     | 390.38          |
| 06/20        | 06/19/2020          | 77120           | 74               | BAKER & TAYLOR BOOKS    | JUVENILE BOOKS                       | 2035259431        | 1                   | 205-55110-344-000     | 26.28           |
| Total 77120: |                     |                 |                  |                         |                                      |                   |                     |                       | 777.31          |
| 06/20        | 06/19/2020          | 77121           | 1264             | BARNES INC              | PW FERTILIZING                       | 137243            | 1                   | 605-53440-210-000     | 37.50           |
| 06/20        | 06/19/2020          | 77121           | 1264             | BARNES INC              | PW FERTILIZING                       | 137243            | 2                   | 600-53610-210-000     | 37.50           |
| 06/20        | 06/19/2020          | 77121           | 1264             | BARNES INC              | PW FERTILIZING                       | 137243            | 3                   | 600-53710-210-000     | 37.50           |
| 06/20        | 06/19/2020          | 77121           | 1264             | BARNES INC              | PW FERTILIZING                       | 137243            | 4                   | 100-53000-242-000     | 137.50          |
| 06/20        | 06/19/2020          | 77121           | 1264             | BARNES INC              | BRUSH CURBSIDE                       | 137260            | 1                   | 610-53620-214-000     | 6,887.50        |
| 06/20        | 06/19/2020          | 77121           | 1264             | BARNES INC              | BRUSH CURBSIDE                       | 137260            | 2                   | 605-53440-214-000     | 6,887.50        |
| 06/20        | 06/19/2020          | 77121           | 1264             | BARNES INC              | CURBSIDE YARDWASTE PICK-UP (COVID19) | 137260            | 3                   | 605-53440-214-000     | 1,500.00        |
| 06/20        | 06/19/2020          | 77121           | 1264             | BARNES INC              | CURBSIDE YARDWASTE PICK-UP (COVID19) | 137260            | 4                   | 610-53620-214-000     | 1,500.00        |

M = Manual Check, V = Void Check



| GL<br>Period | Check<br>Issue Date | Check<br>Number | Vendor<br>Number | Payee                      | Description                         | Invoice<br>Number | Invoice<br>Sequence | Invoice<br>GL Account | Check<br>Amount |
|--------------|---------------------|-----------------|------------------|----------------------------|-------------------------------------|-------------------|---------------------|-----------------------|-----------------|
| Total 77121: |                     |                 |                  |                            |                                     |                   |                     |                       | 17,025.00       |
| 06/20        | 06/19/2020          | 77122           | 17354            | BERGSLIEN, ERIC            | REFUND OF DUPLICATE PAYMENT ON FINA | 061820            | 1                   | 001-1115              | 93.68           |
| Total 77122: |                     |                 |                  |                            |                                     |                   |                     |                       | 93.68           |
| 06/20        | 06/19/2020          | 77123           | 96               | BILL'S KEY SHOP INC        | REKEY 4313 TRIANGLE STREET          | 49056W            | 1                   | 305-56700-210-000     | 125.00          |
| Total 77123: |                     |                 |                  |                            |                                     |                   |                     |                       | 125.00          |
| 06/20        | 06/19/2020          | 77124           | 17351            | BLACKHAWK TECHNICAL COLL   | EMT TEST                            | S0294559          | 1                   | 100-52200-331-000     | 817.62          |
| Total 77124: |                     |                 |                  |                            |                                     |                   |                     |                       | 817.62          |
| 06/20        | 06/19/2020          | 77125           | 1256             | BOUND TREE MEDICAL, LLC    | EMS - SUPPLIES                      | 83507305          | 1                   | 100-52200-340-000     | 26.32           |
| 06/20        | 06/19/2020          | 77125           | 1256             | BOUND TREE MEDICAL, LLC    | EMS - SUPPLIES                      | 83647861          | 1                   | 100-52200-340-000     | 87.39           |
| 06/20        | 06/19/2020          | 77125           | 1256             | BOUND TREE MEDICAL, LLC    | EMS - SUPPLIES                      | 83658752          | 1                   | 100-52200-340-000     | 32.58           |
| Total 77125: |                     |                 |                  |                            |                                     |                   |                     |                       | 146.29          |
| 06/20        | 06/19/2020          | 77126           | 17352            | BRAY ASSOCIATES ARCHITECT  | PARK FACILITY DESIGN/BID            | 3491-01           | 1                   | 400-57620-827-116     | 82,875.00       |
| Total 77126: |                     |                 |                  |                            |                                     |                   |                     |                       | 82,875.00       |
| 06/20        | 06/19/2020          | 77127           | 2024             | BURRIS EQUIPMENT           | MOWER PARTS                         | PL14348           | 1                   | 100-53000-241-000     | 21.79           |
| 06/20        | 06/19/2020          | 77127           | 2024             | BURRIS EQUIPMENT           | MOWER PARTS                         | PL14348           | 2                   | 600-53718-241-000     | 5.95            |
| 06/20        | 06/19/2020          | 77127           | 2024             | BURRIS EQUIPMENT           | MOWER PARTS                         | PL14348           | 3                   | 600-53616-241-000     | 5.95            |
| 06/20        | 06/19/2020          | 77127           | 2024             | BURRIS EQUIPMENT           | MOWER PARTS                         | PL14348           | 4                   | 605-53440-241-000     | 5.95            |
| Total 77127: |                     |                 |                  |                            |                                     |                   |                     |                       | 39.64           |
| 06/20        | 06/19/2020          | 77128           | 16853            | CARE TRAK INTERNATIONAL, I | CARE TRACK EQUIPMENT                | 8434              | 1                   | 100-52100-391-000     | 28.00           |
| Total 77128: |                     |                 |                  |                            |                                     |                   |                     |                       | 28.00           |
| 06/20        | 06/19/2020          | 77129           | 16247            | CITY TREASURER             | STORMWATER FEES                     | 07100600-06       | 1                   | 605-53440-530-000     | 22.34           |

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| Total 77129: |                     |                 |                  |                          |                          |                   |                     |                       | 22.34           |
| 06/20        | 06/19/2020          | 77130           | 194              | CONCENTRA                | PRE-EMPLOYMENT SCREENING | 103186345         | 1                   | 100-53000-211-000     | 124.00          |
| Total 77130: |                     |                 |                  |                          |                          |                   |                     |                       | 124.00          |
| 06/20        | 06/19/2020          | 77131           | 1989             | CORPORATE BUSINESS SYSTE | PW COPIER                | 27198020          | 1                   | 605-53440-310-000     | 14.00           |
| 06/20        | 06/19/2020          | 77131           | 1989             | CORPORATE BUSINESS SYSTE | PW COPIER                | 27198020          | 2                   | 100-53000-310-000     | 51.36           |
| 06/20        | 06/19/2020          | 77131           | 1989             | CORPORATE BUSINESS SYSTE | PW COPIER                | 27198020          | 3                   | 600-53610-310-000     | 14.00           |
| 06/20        | 06/19/2020          | 77131           | 1989             | CORPORATE BUSINESS SYSTE | PW COPIER                | 27198020          | 4                   | 600-53710-310-000     | 14.00           |
| Total 77131: |                     |                 |                  |                          |                          |                   |                     |                       | 93.36           |
| 06/20        | 06/19/2020          | 77132           | 16257            | CORPORATE BUSINESS SYSTE | COPIER LEASE             | 280829            | 1                   | 205-55110-240-000     | 105.58          |
| 06/20        | 06/19/2020          | 77132           | 16257            | CORPORATE BUSINESS SYSTE | PW COLOR COPY OVERAGES   | 281199            | 1                   | 600-53610-310-000     | 49.91           |
| 06/20        | 06/19/2020          | 77132           | 16257            | CORPORATE BUSINESS SYSTE | PW COLOR COPY OVERAGES   | 281199            | 2                   | 600-53710-310-000     | 49.91           |
| 06/20        | 06/19/2020          | 77132           | 16257            | CORPORATE BUSINESS SYSTE | PW COLOR COPY OVERAGES   | 281199            | 3                   | 605-53440-310-000     | 49.90           |
| Total 77132: |                     |                 |                  |                          |                          |                   |                     |                       | 255.30          |
| 06/20        | 06/19/2020          | 77133           | 17344            | CROKUS, KATHERINE        | LOST FEE REFUND          | 052520            | 1                   | 205-55110-344-000     | 25.00           |
| Total 77133: |                     |                 |                  |                          |                          |                   |                     |                       | 25.00           |
| 06/20        | 06/19/2020          | 77134           | 247              | DANE CO TREASURER        | JAIL & SURCHARGES - MAY  | 060120            | 1                   | 100-45110-000         | 1,365.92        |
| Total 77134: |                     |                 |                  |                          |                          |                   |                     |                       | 1,365.92        |
| 06/20        | 06/19/2020          | 77135           | 281              | DIGGERS HOTLINE INC      | WATER LOCATES            | 200 5 37601       | 1                   | 600-53710-210-000     | 848.25          |
| 06/20        | 06/19/2020          | 77135           | 281              | DIGGERS HOTLINE INC      | SEWER LOCATES            | 200 5 37601       | 2                   | 600-53610-210-000     | 848.25          |
| Total 77135: |                     |                 |                  |                          |                          |                   |                     |                       | 1,696.50        |
| 06/20        | 06/19/2020          | 77136           | 303              | DWD-UI                   | UNEMPLOYMENT             | 00001011843       | 1                   | 100-52200-121-000     | 16.47           |
| Total 77136: |                     |                 |                  |                          |                          |                   |                     |                       | 16.47           |
| 06/20        | 06/19/2020          | 77137           | 338              | ENGELHART INC            | MOWER PARTS              | 1213694           | 1                   | 605-53440-241-000     | 61.10           |

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| 06/20        | 06/19/2020          | 77137           | 338              | ENGELHART INC            | MOWER PARTS                       | 1213694           | 2                   | 600-53616-241-000     | 61.10           |
| 06/20        | 06/19/2020          | 77137           | 338              | ENGELHART INC            | MOWER PARTS                       | 1213694           | 3                   | 600-53718-241-000     | 61.10           |
| 06/20        | 06/19/2020          | 77137           | 338              | ENGELHART INC            | MOWER PARTS                       | 1213694           | 4                   | 100-53000-241-000     | 224.02          |
| 06/20        | 06/19/2020          | 77137           | 338              | ENGELHART INC            | FORESTRY EQUIPMENT                | 1704312           | 1                   | 100-55200-210-000     | 71.52           |
| Total 77137: |                     |                 |                  |                          |                                   |                   |                     |                       | 478.84          |
| 06/20        | 06/19/2020          | 77138           | 341              | ENVIRONMENT CONTROL      | JANITORIAL SERVICES               | 14164-613         | 1                   | 205-55110-210-000     | 1,929.00        |
| Total 77138: |                     |                 |                  |                          |                                   |                   |                     |                       | 1,929.00        |
| 06/20        | 06/19/2020          | 77139           | 17238            | ENVISIONWARE             | SELF CHECKS                       | INV-US-4792       | 1                   | 205-55110-342-000     | 22,600.00       |
| Total 77139: |                     |                 |                  |                          |                                   |                   |                     |                       | 22,600.00       |
| 06/20        | 06/19/2020          | 77140           | 361              | FIRST SUPPLY LLC MADISON | BATHROOM UPGRADE                  | 12227617-00       | 1                   | 400-57610-825-102     | 2,983.59        |
| Total 77140: |                     |                 |                  |                          |                                   |                   |                     |                       | 2,983.59        |
| 06/20        | 06/19/2020          | 77141           | 1921             | FRONTIER                 | LIBRARY PHONE                     | 052220            | 1                   | 205-55110-221-000     | 62.50           |
| Total 77141: |                     |                 |                  |                          |                                   |                   |                     |                       | 62.50           |
| 06/20        | 06/19/2020          | 77142           | 16234            | GALLS, LLC               | UNIFORM                           | 015699605         | 1                   | 100-52200-142-000     | 16.96           |
| Total 77142: |                     |                 |                  |                          |                                   |                   |                     |                       | 16.96           |
| 06/20        | 06/19/2020          | 77143           | 395              | GENERAL COMMUNICATIONS I | SQUAD DECOMMISSIONING- M3         | 283220            | 1                   | 100-52100-241-000     | 300.00          |
| 06/20        | 06/19/2020          | 77143           | 395              | GENERAL COMMUNICATIONS I | NEW M3 2020 OUTFITTING            | 283335            | 1                   | 400-57210-812-105     | 300.00          |
| Total 77143: |                     |                 |                  |                          |                                   |                   |                     |                       | 600.00          |
| 06/20        | 06/19/2020          | 77144           | 16897            | GERBER LEISURE PRODUCTS, | THE DENTIST BENCH                 | 7050              | 1                   | 405-57620-811-101     | 1,635.00        |
| Total 77144: |                     |                 |                  |                          |                                   |                   |                     |                       | 1,635.00        |
| 06/20        | 06/19/2020          | 77145           | 408              | GRAINGER INC             | CORD END CONNECTOR/SAFETY GLASSES | 9554407958        | 1                   | 100-52200-242-000     | 48.45           |

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| Total 77145: |                     |                 |                  |                            |                                      |                   |                     |                       | 48.45           |
| 06/20        | 06/19/2020          | 77146           | 1694             | HEARTLAND LITHO            | RECEIPT BOOKS                        | 65581             | 1                   | 100-51420-310-000     | 596.00          |
| Total 77146: |                     |                 |                  |                            |                                      |                   |                     |                       | 596.00          |
| 06/20        | 06/19/2020          | 77147           | 1904             | HUMPHREY SERVICE PARTS IN  | AMBULANCE REPAIR                     | 1214550           | 1                   | 100-52200-241-000     | 25.92           |
| 06/20        | 06/19/2020          | 77147           | 1904             | HUMPHREY SERVICE PARTS IN  | FIRE DEPARTMENT PARTS                | 1214565           | 1                   | 100-52200-241-000     | 10.80           |
| Total 77147: |                     |                 |                  |                            |                                      |                   |                     |                       | 36.72           |
| 06/20        | 06/19/2020          | 77148           | 452              | HYDRITE CHEMICAL           | WATER CHEMICALS                      | 02367197          | 1                   | 600-53717-340-000     | 801.87          |
| Total 77148: |                     |                 |                  |                            |                                      |                   |                     |                       | 801.87          |
| 06/20        | 06/19/2020          | 77149           | 476              | JEFFERSON FIRE & SAFETY IN | HYDRANTS                             | IN118775          | 1                   | 600-53718-822-104     | 318.95          |
| 06/20        | 06/19/2020          | 77149           | 476              | JEFFERSON FIRE & SAFETY IN | HOSE REPAIR                          | IN118843          | 1                   | 100-52200-240-000     | 55.50           |
| 06/20        | 06/19/2020          | 77149           | 476              | JEFFERSON FIRE & SAFETY IN | HELMET                               | IN118844          | 1                   | 100-52200-343-000     | 299.00          |
| Total 77149: |                     |                 |                  |                            |                                      |                   |                     |                       | 673.45          |
| 06/20        | 06/19/2020          | 77150           | 17349            | JENKINS, RUSS OR BONNIE    | REFUND OF PARK DEPOSIT - CANCELLATIO | 061620            | 1                   | 100-1624              | 200.00          |
| 06/20        | 06/19/2020          | 77150           | 17349            | JENKINS, RUSS OR BONNIE    | REFUND OF PARK FEE - CANCELLATION DU | 061620            | 2                   | 100-46720-101         | 100.00          |
| Total 77150: |                     |                 |                  |                            |                                      |                   |                     |                       | 300.00          |
| 06/20        | 06/19/2020          | 77151           | 16712            | LIFE-ASSIST, INC           | PW SHOP                              | 1006990           | 1                   | 100-53000-340-000     | 60.65           |
| 06/20        | 06/19/2020          | 77151           | 16712            | LIFE-ASSIST, INC           | PW SHOP                              | 1006990           | 2                   | 600-53716-340-000     | 16.55           |
| 06/20        | 06/19/2020          | 77151           | 16712            | LIFE-ASSIST, INC           | PW SHOP                              | 1006990           | 3                   | 600-53616-340-000     | 16.55           |
| 06/20        | 06/19/2020          | 77151           | 16712            | LIFE-ASSIST, INC           | PW SHOP                              | 1006990           | 4                   | 605-53440-340-000     | 16.55           |
| 06/20        | 06/19/2020          | 77151           | 16712            | LIFE-ASSIST, INC           | PW SHOP                              | 1007284           | 1                   | 100-53000-340-000     | 60.65           |
| 06/20        | 06/19/2020          | 77151           | 16712            | LIFE-ASSIST, INC           | PW SHOP                              | 1007284           | 2                   | 600-53716-340-000     | 16.55           |
| 06/20        | 06/19/2020          | 77151           | 16712            | LIFE-ASSIST, INC           | PW SHOP                              | 1007284           | 3                   | 600-53616-340-000     | 16.55           |
| 06/20        | 06/19/2020          | 77151           | 16712            | LIFE-ASSIST, INC           | PW SHOP                              | 1007284           | 4                   | 605-53440-340-000     | 16.55           |
| Total 77151: |                     |                 |                  |                            |                                      |                   |                     |                       | 220.60          |
| 06/20        | 06/19/2020          | 77152           | 1759             | MANDT SANDFILL TRUCKING    | STREET SWEEPINGS                     | 53152             | 1                   | 605-53440-210-000     | 420.00          |

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| 06/20        | 06/19/2020          | 77152           | 1759             | MANDT SANDFILL TRUCKING | SIDEWALKS                    | 53152             | 2                   | 100-53000-370-000     | 150.00          |
| Total 77152: |                     |                 |                  |                         |                              |                   |                     |                       | 570.00          |
| 06/20        | 06/19/2020          | 77153           | 634              | MENARDS - MONONA        | OUTLET COVER                 | 93432             | 1                   | 205-55110-242-000     | 4.59            |
| 06/20        | 06/19/2020          | 77153           | 634              | MENARDS - MONONA        | PARK SUPPLIES                | 94533             | 1                   | 100-55200-340-000     | 131.31          |
| 06/20        | 06/19/2020          | 77153           | 634              | MENARDS - MONONA        | PW SHOP                      | 94739             | 1                   | 605-53440-340-000     | 15.06           |
| 06/20        | 06/19/2020          | 77153           | 634              | MENARDS - MONONA        | PW SHOP                      | 94739             | 2                   | 600-53616-340-000     | 15.06           |
| 06/20        | 06/19/2020          | 77153           | 634              | MENARDS - MONONA        | PW SHOP                      | 94739             | 3                   | 600-53716-340-000     | 15.06           |
| 06/20        | 06/19/2020          | 77153           | 634              | MENARDS - MONONA        | PW SHOP                      | 94739             | 4                   | 100-53000-340-000     | 55.20           |
| Total 77153: |                     |                 |                  |                         |                              |                   |                     |                       | 236.28          |
| 06/20        | 06/19/2020          | 77154           | 640              | MGE                     | STREET LIGHTS                | 11299443-06       | 1                   | 100-53000-291-000     | 731.52          |
| Total 77154: |                     |                 |                  |                         |                              |                   |                     |                       | 731.52          |
| 06/20        | 06/19/2020          | 77155           | 2058             | MICROMARKETING LLC      | ADULT AUDIO BOOKS            | 809606            | 1                   | 205-55110-345-000     | 29.99           |
| 06/20        | 06/19/2020          | 77155           | 2058             | MICROMARKETING LLC      | ADULT AUDIO BOOKS            | 809911            | 1                   | 205-55110-345-000     | 30.00           |
| 06/20        | 06/19/2020          | 77155           | 2058             | MICROMARKETING LLC      | ADULT AUDIO BOOKS            | 810432            | 1                   | 205-55110-345-000     | 40.00           |
| 06/20        | 06/19/2020          | 77155           | 2058             | MICROMARKETING LLC      | ADULT AUDIO BOOKS            | 810984            | 1                   | 205-55110-345-000     | 39.99           |
| 06/20        | 06/19/2020          | 77155           | 2058             | MICROMARKETING LLC      | ADULT AUDIO BOOKS            | 811091            | 1                   | 205-55110-345-000     | 39.99           |
| 06/20        | 06/19/2020          | 77155           | 2058             | MICROMARKETING LLC      | ADULT AUDIO BOOKS            | 812219            | 1                   | 205-55110-345-000     | 71.98           |
| Total 77155: |                     |                 |                  |                         |                              |                   |                     |                       | 251.95          |
| 06/20        | 06/19/2020          | 77156           | 1941             | MIDWEST TRAILER SALES   | REFUND OF DUP PP TAX PAYMENT | 061820            | 1                   | 100-1624              | 90.26           |
| Total 77156: |                     |                 |                  |                         |                              |                   |                     |                       | 90.26           |
| 06/20        | 06/19/2020          | 77157           | 667              | MINNESOTA LIFE INS CO   | LIFE INSURANCE               | 002832L-JUL       | 1                   | 100-2157              | 1,523.46        |
| Total 77157: |                     |                 |                  |                         |                              |                   |                     |                       | 1,523.46        |
| 06/20        | 06/19/2020          | 77158           | 1896             | NAPA AUTO PARTS         | VEHICLE PARTS                | 721217            | 1                   | 605-53440-241-000     | 5.48            |
| 06/20        | 06/19/2020          | 77158           | 1896             | NAPA AUTO PARTS         | VEHICLE PARTS                | 721217            | 2                   | 600-53616-241-000     | 5.48            |
| 06/20        | 06/19/2020          | 77158           | 1896             | NAPA AUTO PARTS         | VEHICLE PARTS                | 721217            | 3                   | 600-53718-241-000     | 5.48            |
| 06/20        | 06/19/2020          | 77158           | 1896             | NAPA AUTO PARTS         | VEHICLE PARTS                | 721217            | 4                   | 100-53000-241-000     | 20.12           |
| 06/20        | 06/19/2020          | 77158           | 1896             | NAPA AUTO PARTS         | VEHICLE PARTS                | 721218            | 1                   | 605-53440-241-000     | 2.33            |

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| 06/20        | 06/19/2020          | 77158           | 1896             | NAPA AUTO PARTS           | VEHICLE PARTS              | 721218            | 2                   | 600-53616-241-000     | 2.33            |
| 06/20        | 06/19/2020          | 77158           | 1896             | NAPA AUTO PARTS           | VEHICLE PARTS              | 721218            | 3                   | 600-53718-241-000     | 2.33            |
| 06/20        | 06/19/2020          | 77158           | 1896             | NAPA AUTO PARTS           | VEHICLE PARTS              | 721218            | 4                   | 100-53000-241-000     | 8.57            |
| 06/20        | 06/19/2020          | 77158           | 1896             | NAPA AUTO PARTS           | M6 PARTS/MAINTENANCE       | 721219            | 1                   | 100-52100-241-000     | 34.76           |
| 06/20        | 06/19/2020          | 77158           | 1896             | NAPA AUTO PARTS           | VEHICLE PARTS              | 721669            | 1                   | 605-53440-241-000     | 4.28            |
| 06/20        | 06/19/2020          | 77158           | 1896             | NAPA AUTO PARTS           | VEHICLE PARTS              | 721669            | 2                   | 600-53616-241-000     | 4.28            |
| 06/20        | 06/19/2020          | 77158           | 1896             | NAPA AUTO PARTS           | VEHICLE PARTS              | 721669            | 3                   | 600-53718-241-000     | 4.28            |
| 06/20        | 06/19/2020          | 77158           | 1896             | NAPA AUTO PARTS           | VEHICLE PARTS              | 721669            | 4                   | 100-53000-241-000     | 15.72           |
| 06/20        | 06/19/2020          | 77158           | 1896             | NAPA AUTO PARTS           | PW SHOP GENERATOR          | 721675            | 1                   | 100-53000-340-000     | 56.97           |
| 06/20        | 06/19/2020          | 77158           | 1896             | NAPA AUTO PARTS           | PW SHOP GENERATOR          | 721675            | 2                   | 600-53716-340-000     | 15.54           |
| 06/20        | 06/19/2020          | 77158           | 1896             | NAPA AUTO PARTS           | PW SHOP GENERATOR          | 721675            | 3                   | 600-53616-340-000     | 15.54           |
| 06/20        | 06/19/2020          | 77158           | 1896             | NAPA AUTO PARTS           | PW SHOP GENERATOR          | 721675            | 4                   | 605-53440-340-000     | 15.54           |
| Total 77158: |                     |                 |                  |                           |                            |                   |                     |                       | 219.03          |
| 06/20        | 06/19/2020          | 77159           | 16880            | OREGON POLICE DEPARTMEN   | INSERVICE TRAINING         | 053120            | 1                   | 100-52100-331-000     | 460.00          |
| Total 77159: |                     |                 |                  |                           |                            |                   |                     |                       | 460.00          |
| 06/20        | 06/19/2020          | 77160           | 17320            | PARKITECTURE & PLANNING   | MCFARLAND PARK MASTER PLAN | 20.022-1          | 1                   | 400-57620-827-113     | 1,048.75        |
| 06/20        | 06/19/2020          | 77160           | 17320            | PARKITECTURE & PLANNING   | COMMUNITY PARK MASTER PLAN | 20.022-1          | 2                   | 400-57620-827-118     | 1,146.50        |
| Total 77160: |                     |                 |                  |                           |                            |                   |                     |                       | 2,195.25        |
| 06/20        | 06/19/2020          | 77161           | 756              | POMP'S TIRE SERVICE INC   | SQUAD TIRES                | 80215917          | 1                   | 100-52100-241-000     | 347.96          |
| Total 77161: |                     |                 |                  |                           |                            |                   |                     |                       | 347.96          |
| 06/20        | 06/19/2020          | 77162           | 764              | PREMIER PAINT & WALLPAPER | PAINT SUPPLIES             | 58675             | 1                   | 605-53440-340-000     | 35.99           |
| 06/20        | 06/19/2020          | 77162           | 764              | PREMIER PAINT & WALLPAPER | PAINT SUPPLIES             | 58675             | 2                   | 600-53616-340-000     | 35.99           |
| 06/20        | 06/19/2020          | 77162           | 764              | PREMIER PAINT & WALLPAPER | PAINT SUPPLIES             | 58675             | 3                   | 600-53716-340-000     | 35.99           |
| 06/20        | 06/19/2020          | 77162           | 764              | PREMIER PAINT & WALLPAPER | PAINT SUPPLIES             | 58675             | 4                   | 100-53000-340-000     | 131.99          |
| 06/20        | 06/19/2020          | 77162           | 764              | PREMIER PAINT & WALLPAPER | PAINT                      | 58869             | 1                   | 100-53000-340-000     | 215.18          |
| 06/20        | 06/19/2020          | 77162           | 764              | PREMIER PAINT & WALLPAPER | PAINT                      | 58869             | 2                   | 600-53716-340-000     | 58.68           |
| 06/20        | 06/19/2020          | 77162           | 764              | PREMIER PAINT & WALLPAPER | PAINT                      | 58869             | 3                   | 600-53616-340-000     | 58.68           |
| 06/20        | 06/19/2020          | 77162           | 764              | PREMIER PAINT & WALLPAPER | PAINT                      | 58869             | 4                   | 605-53440-340-000     | 58.68           |
| 06/20        | 06/19/2020          | 77162           | 764              | PREMIER PAINT & WALLPAPER | PARK PAINT SUPPLIES        | 58872             | 1                   | 100-55200-340-000     | 82.50           |
| 06/20        | 06/19/2020          | 77162           | 764              | PREMIER PAINT & WALLPAPER | PARK PAINT SUPPLIES        | 58982             | 1                   | 100-55200-340-000     | 53.59           |

M = Manual Check, V = Void Check

| GL<br>Period | Check<br>Issue Date | Check<br>Number | Vendor<br>Number | Payee                       | Description                         | Invoice<br>Number | Invoice<br>Sequence | Invoice<br>GL Account | Check<br>Amount |
|--------------|---------------------|-----------------|------------------|-----------------------------|-------------------------------------|-------------------|---------------------|-----------------------|-----------------|
| Total 77162: |                     |                 |                  |                             |                                     |                   |                     |                       | 767.27          |
| 06/20        | 06/19/2020          | 77163           | 1245             | PROFESSIONAL PEST CONTRO    | PW PEST CONTROL                     | 466614            | 1                   | 605-53440-210-000     | 5.85            |
| 06/20        | 06/19/2020          | 77163           | 1245             | PROFESSIONAL PEST CONTRO    | PW PEST CONTROL                     | 466614            | 2                   | 100-53000-340-000     | 21.45           |
| 06/20        | 06/19/2020          | 77163           | 1245             | PROFESSIONAL PEST CONTRO    | PW PEST CONTROL                     | 466614            | 3                   | 600-53710-210-000     | 5.85            |
| 06/20        | 06/19/2020          | 77163           | 1245             | PROFESSIONAL PEST CONTRO    | PW PEST CONTROL                     | 466614            | 4                   | 600-53610-210-000     | 5.85            |
| 06/20        | 06/19/2020          | 77163           | 1245             | PROFESSIONAL PEST CONTRO    | MC PEST CONTROL                     | 466615            | 1                   | 605-53440-210-000     | 6.90            |
| 06/20        | 06/19/2020          | 77163           | 1245             | PROFESSIONAL PEST CONTRO    | MC PEST CONTROL                     | 466615            | 2                   | 600-53610-210-000     | 6.90            |
| 06/20        | 06/19/2020          | 77163           | 1245             | PROFESSIONAL PEST CONTRO    | MC PEST CONTROL                     | 466615            | 3                   | 600-53710-210-000     | 6.90            |
| 06/20        | 06/19/2020          | 77163           | 1245             | PROFESSIONAL PEST CONTRO    | MC PEST CONTROL                     | 466615            | 4                   | 100-51600-340-000     | 25.30           |
| Total 77163: |                     |                 |                  |                             |                                     |                   |                     |                       | 85.00           |
| 06/20        | 06/19/2020          | 77164           | 17350            | RAU, ROBERT OR CAROL        | REFUND OF OVERPAYMENT ON UTILITY AC | 061220            | 1                   | 001-1115              | 42.38           |
| Total 77164: |                     |                 |                  |                             |                                     |                   |                     |                       | 42.38           |
| 06/20        | 06/19/2020          | 77165           | 800              | RELIANT FIRE APPARATUS INC  | FD VEHICLE MAINT                    | CC000025          | 1                   | 100-52200-241-000     | 39.29-          |
| 06/20        | 06/19/2020          | 77165           | 800              | RELIANT FIRE APPARATUS INC  | FD VEHICLE MAINT                    | CI001781          | 1                   | 100-52200-241-000     | 515.80          |
| 06/20        | 06/19/2020          | 77165           | 800              | RELIANT FIRE APPARATUS INC  | FD VEHICLE MAINT                    | WI000406          | 1                   | 100-52200-241-000     | 504.00          |
| Total 77165: |                     |                 |                  |                             |                                     |                   |                     |                       | 980.51          |
| 06/20        | 06/19/2020          | 77166           | 802              | RENNERT'S FIRE EQUIP SRV IN | E2 & L8 REPAIRS                     | 42234             | 1                   | 100-52200-241-000     | 1,836.17        |
| Total 77166: |                     |                 |                  |                             |                                     |                   |                     |                       | 1,836.17        |
| 06/20        | 06/19/2020          | 77167           | 9137             | RICOH USA INC               | RICOH COPIER EXTRA                  | 5059697299        | 1                   | 100-52100-240-000     | 27.69           |
| Total 77167: |                     |                 |                  |                             |                                     |                   |                     |                       | 27.69           |
| 06/20        | 06/19/2020          | 77168           | 836              | SCHILLING SUPPLY COMPANY    | NUTRITION SUPPLIES                  | 769079-00         | 1                   | 100-54600-340-000     | 125.88          |
| 06/20        | 06/19/2020          | 77168           | 836              | SCHILLING SUPPLY COMPANY    | NUTRITION SUPPLIES                  | 769079-01         | 1                   | 100-54600-340-000     | 115.29          |
| 06/20        | 06/19/2020          | 77168           | 836              | SCHILLING SUPPLY COMPANY    | HAND SANITIZER                      | 775618-00         | 1                   | 205-55110-310-000     | 184.61          |
| Total 77168: |                     |                 |                  |                             |                                     |                   |                     |                       | 425.78          |
| 06/20        | 06/19/2020          | 77169           | 1738             | STATE OF WI TREASURER       | MONTHLY COURT FEES - MAY            | 060120            | 1                   | 100-45110-000         | 3,470.54        |

M = Manual Check, V = Void Check

| GL<br>Period | Check<br>Issue Date | Check<br>Number | Vendor<br>Number | Payee                     | Description                 | Invoice<br>Number | Invoice<br>Sequence | Invoice<br>GL Account | Check<br>Amount |
|--------------|---------------------|-----------------|------------------|---------------------------|-----------------------------|-------------------|---------------------|-----------------------|-----------------|
| Total 77169: |                     |                 |                  |                           |                             |                   |                     |                       | 3,470.54        |
| 06/20        | 06/19/2020          | 77170           | 17348            | TACTICAL PRODUCTS & SERVI | BALLISTIC PLATES            | 954               | 1                   | 400-57210-811-101     | 7,000.27        |
| Total 77170: |                     |                 |                  |                           |                             |                   |                     |                       | 7,000.27        |
| 06/20        | 06/19/2020          | 77171           | 2042             | THOMSON REUTERS           | WEST INFORMATION CHARGES    | 842447236         | 1                   | 100-52100-210-000     | 177.10          |
| Total 77171: |                     |                 |                  |                           |                             |                   |                     |                       | 177.10          |
| 06/20        | 06/19/2020          | 77172           | 957              | TOM'S AUTO CENTER INC     | VEHICLE MAINT               | 0046942           | 1                   | 100-53000-241-000     | 161.80          |
| 06/20        | 06/19/2020          | 77172           | 957              | TOM'S AUTO CENTER INC     | VEHICLE MAINT               | 0046942           | 2                   | 600-53718-241-000     | 44.12           |
| 06/20        | 06/19/2020          | 77172           | 957              | TOM'S AUTO CENTER INC     | VEHICLE MAINT               | 0046942           | 3                   | 600-53616-241-000     | 44.12           |
| 06/20        | 06/19/2020          | 77172           | 957              | TOM'S AUTO CENTER INC     | VEHICLE MAINT               | 0046942           | 4                   | 605-53440-241-000     | 44.12           |
| Total 77172: |                     |                 |                  |                           |                             |                   |                     |                       | 294.16          |
| 06/20        | 06/19/2020          | 77173           | 9140             | TRITECH FORENSICS INC     | DISINFECTING SUPPLIES       | 268830            | 1                   | 100-52100-340-000     | 69.29           |
| Total 77173: |                     |                 |                  |                           |                             |                   |                     |                       | 69.29           |
| 06/20        | 06/19/2020          | 77174           | 1005             | VANNGUARD UTILITY PARTNER | LOCATES                     | 8307              | 1                   | 100-53000-291-000     | 105.50          |
| Total 77174: |                     |                 |                  |                           |                             |                   |                     |                       | 105.50          |
| 06/20        | 06/19/2020          | 77175           | 1709             | VON BRIESEN & ROPER S.C.  | PERSONNEL ISSUES            | 323781            | 1                   | 100-51300-210-103     | 655.50          |
| Total 77175: |                     |                 |                  |                           |                             |                   |                     |                       | 655.50          |
| 06/20        | 06/19/2020          | 77176           | 17336            | WASHA CONSTRUCTION        | GLASS PANELS FOR ADMIN DEPT | 7162              | 1                   | 400-57140-825-101     | 926.73          |
| 06/20        | 06/19/2020          | 77176           | 17336            | WASHA CONSTRUCTION        | GLASS PANELS FOR ADMIN DEPT | 7162              | 2                   | 305-56700-242-000     | 58.53           |
| 06/20        | 06/19/2020          | 77176           | 17336            | WASHA CONSTRUCTION        | GLASS PANELS FOR ADMIN DEPT | 7162              | 3                   | 310-56700-242-000     | 58.53           |
| 06/20        | 06/19/2020          | 77176           | 17336            | WASHA CONSTRUCTION        | GLASS PANELS FOR ADMIN DEPT | 7162              | 4                   | 315-56700-242-000     | 58.53           |
| 06/20        | 06/19/2020          | 77176           | 17336            | WASHA CONSTRUCTION        | GLASS PANELS FOR ADMIN DEPT | 7162              | 5                   | 600-53610-340-000     | 253.63          |
| 06/20        | 06/19/2020          | 77176           | 17336            | WASHA CONSTRUCTION        | GLASS PANELS FOR ADMIN DEPT | 7162              | 6                   | 600-53710-340-000     | 253.63          |
| 06/20        | 06/19/2020          | 77176           | 17336            | WASHA CONSTRUCTION        | GLASS PANELS FOR ADMIN DEPT | 7162              | 7                   | 605-53440-340-000     | 253.63          |
| 06/20        | 06/19/2020          | 77176           | 17336            | WASHA CONSTRUCTION        | GLASS PANELS FOR ADMIN DEPT | 7162              | 8                   | 610-53620-340-000     | 87.79           |

M = Manual Check, V = Void Check



| GL Period     | Check Issue Date | Check Number | Vendor Number | Payee                     | Description            | Invoice Number | Invoice Sequence | Invoice GL Account | Check Amount |
|---------------|------------------|--------------|---------------|---------------------------|------------------------|----------------|------------------|--------------------|--------------|
| Total 77176:  |                  |              |               |                           |                        |                |                  |                    | 1,951.00     |
| 06/20         | 06/19/2020       | 77177        | 16241         | WI DEPT OF JUSTICE        | BACKGROUND CHECKS      | L1373T-0531    | 1                | 100-51420-310-000  | 931.00       |
| Total 77177:  |                  |              |               |                           |                        |                |                  |                    | 931.00       |
| 06/20         | 06/19/2020       | 77178        | 1093          | WI STATE LABORATORY OF HY | WATER TEST             | 636039         | 1                | 600-53710-210-000  | 26.00        |
| Total 77178:  |                  |              |               |                           |                        |                |                  |                    | 26.00        |
| 06/20         | 06/19/2020       | 77179        | 17162         | WISCONSIN POLICY FORUM    | ANNUAL MEMBERSHIP DUES | 061520         | 1                | 100-51100-320-000  | 350.00       |
| Total 77179:  |                  |              |               |                           |                        |                |                  |                    | 350.00       |
| 06/20         | 06/19/2020       | 77180        | 16841         | WRIGHT WORLD SPORTS       | UNIFORMS               | 2176           | 1                | 100-52200-142-000  | 62.00        |
| Total 77180:  |                  |              |               |                           |                        |                |                  |                    | 62.00        |
| 06/20         | 06/19/2020       | 77181        | 1910          | ZURBUCHEN OIL INC         | DYED DIESEL FUEL       | 244083         | 1                | 100-53000-341-000  | 390.72       |
| 06/20         | 06/19/2020       | 77181        | 1910          | ZURBUCHEN OIL INC         | DPW GREASE             | 244084         | 1                | 100-53000-241-000  | 13.73        |
| 06/20         | 06/19/2020       | 77181        | 1910          | ZURBUCHEN OIL INC         | DPW GREASE             | 244084         | 2                | 600-53718-241-000  | 3.74         |
| 06/20         | 06/19/2020       | 77181        | 1910          | ZURBUCHEN OIL INC         | DPW GREASE             | 244084         | 3                | 600-53616-241-000  | 3.74         |
| 06/20         | 06/19/2020       | 77181        | 1910          | ZURBUCHEN OIL INC         | DPW GREASE             | 244084         | 4                | 605-53440-241-000  | 3.74         |
| 06/20         | 06/19/2020       | 77181        | 1910          | ZURBUCHEN OIL INC         | FIRE GREASE            | 244084         | 5                | 100-52200-241-000  | 24.95        |
| Total 77181:  |                  |              |               |                           |                        |                |                  |                    | 440.62       |
| Grand Totals: |                  |              |               |                           |                        |                |                  |                    | 178,095.66   |

## Summary by General Ledger Account Number

| GL Account | Debit  | Credit  | Proof   |
|------------|--------|---------|---------|
| 001-1115   | 136.06 | .00     | 136.06  |
| 001-2120   | .00    | 136.06- | 136.06- |
| 100-1624   | 290.26 | .00     | 290.26  |

M = Manual Check, V = Void Check

| GL Account        | Debit    | Credit     | Proof      |
|-------------------|----------|------------|------------|
| 100-2120          | 39.29    | 28,305.14- | 28,265.85- |
| 100-2157          | 1,523.46 | .00        | 1,523.46   |
| 100-45110-000     | 4,836.46 | .00        | 4,836.46   |
| 100-46230-000     | 2,412.95 | .00        | 2,412.95   |
| 100-46720-101     | 100.00   | .00        | 100.00     |
| 100-51100-320-000 | 350.00   | .00        | 350.00     |
| 100-51100-321-000 | 471.83   | .00        | 471.83     |
| 100-51300-210-103 | 655.50   | .00        | 655.50     |
| 100-51420-310-000 | 1,593.49 | .00        | 1,593.49   |
| 100-51440-340-000 | 66.50    | .00        | 66.50      |
| 100-51450-210-000 | 2,388.00 | .00        | 2,388.00   |
| 100-51600-220-000 | 2,607.15 | .00        | 2,607.15   |
| 100-51600-340-000 | 25.30    | .00        | 25.30      |
| 100-52100-210-000 | 177.10   | .00        | 177.10     |
| 100-52100-240-000 | 27.69    | .00        | 27.69      |
| 100-52100-241-000 | 682.72   | .00        | 682.72     |
| 100-52100-331-000 | 460.00   | .00        | 460.00     |
| 100-52100-340-000 | 69.29    | .00        | 69.29      |
| 100-52100-391-000 | 28.00    | .00        | 28.00      |
| 100-52200-121-000 | 16.47    | .00        | 16.47      |
| 100-52200-142-000 | 78.96    | .00        | 78.96      |
| 100-52200-240-000 | 1,230.50 | .00        | 1,230.50   |
| 100-52200-241-000 | 2,917.64 | 39.29-     | 2,878.35   |
| 100-52200-242-000 | 48.45    | .00        | 48.45      |
| 100-52200-331-000 | 817.62   | .00        | 817.62     |
| 100-52200-340-000 | 218.24   | .00        | 218.24     |
| 100-52200-343-000 | 299.00   | .00        | 299.00     |
| 100-53000-211-000 | 124.00   | .00        | 124.00     |
| 100-53000-241-000 | 465.75   | .00        | 465.75     |
| 100-53000-242-000 | 137.50   | .00        | 137.50     |
| 100-53000-291-000 | 837.02   | .00        | 837.02     |
| 100-53000-310-000 | 51.36    | .00        | 51.36      |
| 100-53000-320-000 | 78.38    | .00        | 78.38      |
| 100-53000-340-000 | 662.56   | .00        | 662.56     |
| 100-53000-341-000 | 390.72   | .00        | 390.72     |
| 100-53000-370-000 | 150.00   | .00        | 150.00     |
| 100-54600-340-000 | 241.17   | .00        | 241.17     |
| 100-55200-210-000 | 71.52    | .00        | 71.52      |
| 100-55200-220-000 | 19.47    | .00        | 19.47      |
| 100-55200-340-000 | 683.11   | .00        | 683.11     |

M = Manual Check, V = Void Check

| GL Account        | Debit     | Credit     | Proof      |
|-------------------|-----------|------------|------------|
| 205-2120          | .00       | 28,695.47- | 28,695.47- |
| 205-55110-210-000 | 1,929.00  | .00        | 1,929.00   |
| 205-55110-220-000 | 2,288.14  | .00        | 2,288.14   |
| 205-55110-221-000 | 62.50     | .00        | 62.50      |
| 205-55110-240-000 | 105.58    | .00        | 105.58     |
| 205-55110-242-000 | 16.28     | .00        | 16.28      |
| 205-55110-310-000 | 320.09    | .00        | 320.09     |
| 205-55110-342-000 | 22,658.26 | .00        | 22,658.26  |
| 205-55110-344-000 | 802.31    | .00        | 802.31     |
| 205-55110-345-000 | 513.31    | .00        | 513.31     |
| 305-2120          | .00       | 183.53-    | 183.53-    |
| 305-56700-210-000 | 125.00    | .00        | 125.00     |
| 305-56700-242-000 | 58.53     | .00        | 58.53      |
| 310-2120          | .00       | 58.53-     | 58.53-     |
| 310-56700-242-000 | 58.53     | .00        | 58.53      |
| 315-2120          | .00       | 58.53-     | 58.53-     |
| 315-56700-242-000 | 58.53     | .00        | 58.53      |
| 400-2120          | .00       | 96,280.84- | 96,280.84- |
| 400-57140-825-101 | 926.73    | .00        | 926.73     |
| 400-57210-811-101 | 7,000.27  | .00        | 7,000.27   |
| 400-57210-812-105 | 300.00    | .00        | 300.00     |
| 400-57610-825-102 | 2,983.59  | .00        | 2,983.59   |
| 400-57620-827-113 | 1,048.75  | .00        | 1,048.75   |
| 400-57620-827-116 | 82,875.00 | .00        | 82,875.00  |
| 400-57620-827-118 | 1,146.50  | .00        | 1,146.50   |
| 405-2120          | .00       | 1,635.00-  | 1,635.00-  |
| 405-57620-811-101 | 1,635.00  | .00        | 1,635.00   |
| 600-2120          | .00       | 4,785.71-  | 4,785.71-  |
| 600-53610-210-000 | 898.50    | .00        | 898.50     |
| 600-53610-310-000 | 63.91     | .00        | 63.91      |
| 600-53610-320-000 | 21.38     | .00        | 21.38      |
| 600-53610-340-000 | 253.63    | .00        | 253.63     |
| 600-53616-241-000 | 127.00    | .00        | 127.00     |
| 600-53616-340-000 | 174.87    | .00        | 174.87     |
| 600-53710-210-000 | 924.50    | .00        | 924.50     |
| 600-53710-310-000 | 63.91     | .00        | 63.91      |
| 600-53710-320-000 | 21.38     | .00        | 21.38      |
| 600-53710-340-000 | 253.63    | .00        | 253.63     |
| 600-53716-220-000 | 560.31    | .00        | 560.31     |
| 600-53716-340-000 | 174.87    | .00        | 174.87     |

M = Manual Check, V = Void Check

| GL Account        | Debit             | Credit             | Proof      |
|-------------------|-------------------|--------------------|------------|
| 600-53717-340-000 | 801.87            | .00                | 801.87     |
| 600-53718-241-000 | 127.00            | .00                | 127.00     |
| 600-53718-822-104 | 318.95            | .00                | 318.95     |
| 605-2120          | .00               | 9,499.49-          | 9,499.49-  |
| 605-53440-210-000 | 470.25            | .00                | 470.25     |
| 605-53440-214-000 | 8,387.50          | .00                | 8,387.50   |
| 605-53440-241-000 | 127.00            | .00                | 127.00     |
| 605-53440-310-000 | 63.90             | .00                | 63.90      |
| 605-53440-340-000 | 428.50            | .00                | 428.50     |
| 605-53440-530-000 | 22.34             | .00                | 22.34      |
| 610-2120          | .00               | 8,496.65-          | 8,496.65-  |
| 610-53620-214-000 | 8,387.50          | .00                | 8,387.50   |
| 610-53620-340-000 | 87.79             | .00                | 87.79      |
| 610-53620-390-000 | 21.36             | .00                | 21.36      |
| Grand Totals:     | <u>178,174.24</u> | <u>178,174.24-</u> | <u>.00</u> |

Report Criteria:

Report type: GL detail

| Pay Period<br>Date | Journal<br>Code | Check<br>Issue Date | Check<br>Number | Payee                | Payee<br>ID | Amount |
|--------------------|-----------------|---------------------|-----------------|----------------------|-------------|--------|
| 06/06/2020         | PC              | 06/12/2020          | 77106           | COUEY, MICHAEL       | 427         | 420.20 |
| 06/06/2020         | PC              | 06/12/2020          | 77107           | SCHNEIDER, DONALD    | 428         | 207.65 |
| 06/06/2020         | PC              | 06/12/2020          | 77108           | OLSON, DANA          | 4058        | 140.13 |
| 06/06/2020         | CDPT            | 06/12/2020          | 77109           | WI AFSCME COUNCIL 32 | 7           | 45.65  |
| 06/06/2020         | CDPT            | 06/12/2020          | 77109           | WI AFSCME COUNCIL 32 | 7           | 78.00  |
| 06/06/2020         | CDPT            | 06/12/2020          | 77110           | WI SCTF              | 5           | 207.69 |

PAYROLL RELATED

\$1,099.32



### Event Permit

Pursuant to Village Ordinance Chapter 11

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

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

| Public Property vs. Private Property                                                                                                        |                                                                                                                                                      | Notes/Instructions |
|---------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 1. Will any portion of this event take place on public property?<br><input checked="" type="checkbox"/> - Yes <input type="checkbox"/> - No | If yes, please complete entire application.<br>If no, please complete question 1a.                                                                   |                    |
| 1a. If no, will the event involve the sale of alcohol?<br><input type="checkbox"/> - Yes <input checked="" type="checkbox"/> - No           | If yes, please complete the entire application.<br>If no, please contact Village Administration to determine if you need to complete the application |                    |

| Applicant Information                                              |                      |
|--------------------------------------------------------------------|----------------------|
| Name(First, M.I., Last) of Primary Contact:<br><b>Bruce Voight</b> | Phone:<br>[REDACTED] |
| Address:<br>[REDACTED]                                             |                      |
| Email Address:<br>[REDACTED]                                       |                      |

| Agency/Organization Information – (If applicable)               |                      |
|-----------------------------------------------------------------|----------------------|
| Name:<br><b>McFarland Lions Club</b>                            | Phone:<br>[REDACTED] |
| Address:<br><b>PO Box 364, McFarland, WI 53558</b>              |                      |
| Email Address:<br><b>mcfarlandlions@gmail.com</b> or [REDACTED] |                      |

| Event Information                                              |                                                                                      |
|----------------------------------------------------------------|--------------------------------------------------------------------------------------|
| Name of Event:<br><b>Food Cart Frenzy</b>                      | Type of Event<br><b>Fundraiser</b>                                                   |
| Location of Event:<br><b>Curling Club Parking Lot</b>          |                                                                                      |
| Event Date(s):<br><b>7/1/20,7/15/20,8/5/20,8/19/20,9/16/20</b> | Event Time(s):<br><b>5pm-7pm</b>                                                     |
| Total number of anticipated attendees:<br><b>200</b>           | Total Number of attendees anticipated being at the event at one time: <b>150-200</b> |
| Set up Start Time:<br><b>4pm</b>                               | Tear Down End Time:<br><b>8pm</b>                                                    |

| Event Questionnaire                                                                                                                                                                                                                                                                                                                                                                          | Notes/Instructions                                                                                                                                                                                                                                                                                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Is this event proposed to take place on a Village street?<br><input type="checkbox"/> - Yes <input checked="" type="checkbox"/> - No                                                                                                                                                                                                                                                      | If yes, please attach map of route including all intersections and road closures.                                                                                                                                                                                                                                                        |
| 2. Will the event involve closure of a Village Street(s)?<br><input type="checkbox"/> - Yes <input checked="" type="checkbox"/> - No                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                          |
| 3. Does this event include a parade which will take place on any portion of a Village street?<br><input type="checkbox"/> - Yes <input checked="" type="checkbox"/> - No                                                                                                                                                                                                                     | If yes, please attach map of route. *only allowed for community organizations                                                                                                                                                                                                                                                            |
| 4. Is this event predicted to have 200 attendees at one time?<br><input checked="" type="checkbox"/> - Yes <input type="checkbox"/> - No                                                                                                                                                                                                                                                     | This only pertains to events open to the public, not private parties.                                                                                                                                                                                                                                                                    |
| 5. Will there be outdoor amplified sound?<br><input checked="" type="checkbox"/> - Yes <input type="checkbox"/> - No                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                          |
| 6. Will the event generate amplified sound after 10 p.m.? <input type="checkbox"/> - Yes, a variance is requested as part of this application <input checked="" type="checkbox"/> - No                                                                                                                                                                                                       | All events generating noise after 10 p.m. require a variance from the Village Board.                                                                                                                                                                                                                                                     |
| 7. Will alcohol be consumed?<br><input type="checkbox"/> - Yes <input checked="" type="checkbox"/> - No                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                          |
| <div> <div>               7a. If yes, will minors be present where alcohol is served?<br/> <input type="checkbox"/> - Yes, a variance is requested as part of this application<br/> <input type="checkbox"/> - No             </div> <div>               7b. Will alcohol be sold?<br/> <input type="checkbox"/> - Yes    <input checked="" type="checkbox"/> - No             </div> </div> | All events that allow for the presence of minors where alcohol is served require a variance from the Village Board.<br><br>If yes, a temporary alcohol license is required. Please contact the Clerk at 608-838-3153. Form may also be accessed at: <a href="http://Mcfarland.wi.us/licensespermits">Mcfarland.wi.us/licensespermits</a> |
| 8. Will a Village Park be used? <input checked="" type="checkbox"/> - Yes <input type="checkbox"/> - No<br>Please identify the park: <u>Cling Club Parking Lot</u>                                                                                                                                                                                                                           | Reservations should be made at: <a href="http://Mcfarland.wi.us/parks_reserve">Mcfarland.wi.us/parks_reserve</a>                                                                                                                                                                                                                         |
| 9. Will the event involve tents, or any other activities that will require digging or turf disturbance? <input type="checkbox"/> - Yes <input checked="" type="checkbox"/> - No                                                                                                                                                                                                              | *You are required to contact digger's hotline no less than 5 days prior to the event to provide a locate.                                                                                                                                                                                                                                |
| 10. Has this event been previously approved in prior years by the Village?<br><input checked="" type="checkbox"/> - Yes <input type="checkbox"/> - No                                                                                                                                                                                                                                        | If yes, when: _____ (month/year)                                                                                                                                                                                                                                                                                                         |
| 10a. If yes, have any of the event details changed from the prior years?<br><input type="checkbox"/> - Yes <input checked="" type="checkbox"/> - No                                                                                                                                                                                                                                          | If yes, describe changes(attach additional sheets if necessary):                                                                                                                                                                                                                                                                         |
| 11. Will the event include any mobile food carts?<br><input checked="" type="checkbox"/> - Yes <input type="checkbox"/> - No                                                                                                                                                                                                                                                                 | If yes, a Mobile Food Establishment Permit is required for each cart. Please contact the Clerk at 608-838-3153. Form may also be accessed at: <a href="http://Mcfarland.wi.us/licensespermits">Mcfarland.wi.us/licensespermits</a>                                                                                                       |
| 12. Will the event include any vendors?<br><input type="checkbox"/> - Yes <input checked="" type="checkbox"/> - No                                                                                                                                                                                                                                                                           | If yes, a Direct Seller Permit may be required for each vendor. Municipal Staff will contact you to obtain more information.                                                                                                                                                                                                             |

### Required Attachments

☒ - Detailed event schedule

☒ - Site Plan Requirement – a site plan must be attached that identifies the event layout for the event including stages, tents, equipment, fencing, alcohol sale and carding areas, etc.

☐ - (if applicable) If the event will take place on a Village street, include a map of all routes or activities.

☒ - Insurance - The applicant shall furnish a certificate to the Village demonstrating that applicant has in force and will maintain during the time the Event Permit is in effect public liability insurance of not less than \$1,000,000 per one person, \$2,000,000 per occurrence for personal injury and \$1,000,000 for property damage naming the Village as an additional insured.

### Event Details and Security Plan

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

Any M-W-F morning

### Event Coordinators

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

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

| Name              | Location at Event<br>(Ex: Race Start, supply tent) | Time On-site<br>(ex: 10 a.m. to 2 p.m.) | Cell Phone |
|-------------------|----------------------------------------------------|-----------------------------------------|------------|
| Tim Benishek      | Curling Club                                       | 5pm-8pm                                 |            |
| Bruce Voight      | Curling Club                                       | 4pm-8pm                                 |            |
| John Handley      | Curling Club                                       | 5pm-7:30pm                              |            |
| Cinda Schwedersky | Curling Club                                       | 4pm-7:30pm                              |            |
| Jim Klubertanz    | Curling Club                                       | 5pm-7:30pm                              |            |

### Indemnification Agreement

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

Applicant Signature: *Bruce Voight*

Date: **6/10/20**



## Certification Section

### PLEASE READ CAREFULLY BEFORE SIGNING

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

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

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

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

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

Applicant Signature: *Bruce Voight*

Date: **6/10/20**

## FOR VILLAGE USE ONLY

☐ - Approved    ☐ - Denied    Police Chief: \_\_\_\_\_ Date: \_\_\_\_\_

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

Public Safety Committee Date: \_\_\_\_\_ ☐ - Approved    ☐ - Denied    ☐ - Not applicable

Village Board Meeting Date: \_\_\_\_\_ ☐ - Approved    ☐ - Denied

## Detailed Security Plan Requirements – Appendix A

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

## Detailed Emergency Management Expectations and Requirements – Appendix B

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

# McFarland Lions/Lioness Food Cart Frenzy

Madison Curling Club

Half-Pint Resale

Marsh Rd

Marsh Rd

Marsh Rd

EXIT

ENTER

Parking

Parking

Parking

No Parking

2 Marsh Road



# Village of McFarland Police Department

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

Craig J. Sherven • Chief of Police

**DATE:** June 17, 2020

**TO:** Public Safety Committee/Village Board of McFarland/Karben4 Event Organizers

**FROM:** Craig J. Sherven, Chief of Police

**REFERENCE:** Food Cart Frenzy Events

On this date I reviewed the Special Event Permit application submitted for the Food Cart Frenzy Events, scheduled for July 1, July 15, August 5, August 19 and Sept 16<sup>th</sup> from 5:00 pm – 7:00 pm at the located at the Madison Curling Club, located at 4802 Marsh Rd. in McFarland.

I am recommending approval of the application, with the understanding that the following requirements be adhered to by event organizers:

- Organizers shall have sufficient staff in attendance to handle customers, traffic flow and to closely monitor sales and the transfer of good, ESPECIALLY for any ALCOHOLIC BEVERAGES.
- Staff will wear brightly colored shirts, hats, clothing or other insignia that clearly identifies them as staff.
- Any staff that will be directing traffic or otherwise directly interacting with vehicular traffic shall wear a DOT approved traffic vest.
- Organizers shall dedicate staff to the function of carding/identifying all alcohol purchasers to assure no sales to underage individuals occur.
- Organizers will card/identify anyone who appears under the age of 30. Individuals who are unable to present a valid ID proving their age will not be sold alcohol.
- All alcohol or other items sold will be in compliance with State Statute and Village Ordinance. No “to-go” cups or beverages that are not factory sealed may be sold.
- Organizers will be mindful of the flow of traffic in and out of the event area and any traffic issues it may be causing. Organizers are required to temporarily close until traffic clears in the event that traffic is backing up.
- Law enforcement will be contacted in the event of observed law violations, disturbances, etc. Law enforcement reserves the right to cancel/shut down this event for valid public safety or health concerns.
- Organizers should be aware of current weather conditions and be prepared to quickly disband the event and seek shelter in the event of severe weather.
- Organizers are responsible for ascertaining compliance with social distancing and other requirements of the Forward Dane Plan, for both themselves, their workers and the patrons.
- Organizers will provide any necessary signage, traffic cones or traffic direction to assure a safe and efficient flow of traffic, both pedestrian and vehicular.

Respectfully,

**Craig J. Sherven**

Craig J. Sherven  
Chief of Police





## McFarland Fire & Rescue Department

5915 Milwaukee Street • PO Box 110 • McFarland, WI 53558-0110

(608) 838-3278 • Fax: (608) 838-3619

**Emergency: 911**

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June 17, 2020

Re: Event Permit Review – Food Cart Frenzy

I have reviewed the submitted event application by Bruce Voight for the Food Cart Frenzy Event to occur on July 1, July 15, August 5, August 19 and September 16, 2020 at the Madison Curling Club's parking lot (4802 Marsh Road in the Village of McFarland).

The application is substantially complete and complies with the EMS and fire requirements. The event has been held previously without significant concerns occurring. The organizers is not stating any changes in the event from previous events.

I recommend approval of the permit with the requirement that fire lane access be maintained at a minimum of 12' to the 4802 Marsh Road. The indicate locations for the north and south food carts may obstruct the access.

Sincerely,

A handwritten signature in black ink that reads "Christopher C. Dennis".

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



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

June 15, 2020

RE: McFarland Lions – Food Cart Frenzy – Curling Club

July 1, 2020

July 15, 2020

August 5, 2020

August 19, 2020

September 16, 2020

The Public Works Department does not have any conditions or issues with the above mentioned event as presented in the curling club parking lot.

I wish them well with their event.

Regards,

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

Jim Hessling  
Director of Public Works

h:\lions club food cart approval june 2020.docx



## VILLAGE BOARD SUMMARY SHEET

**MEETING DATE:** Monday, June 22, 2020

**SECTION:** Business

**DEPARTMENT:** Administration

**CONTACT:** Matt Schuenke, Village Administrator

**AGENDA ITEM:** Discussion and action regarding Resolution #2020-14: a resolution to advance racial equity, social justice, diversity, and inclusion within the Village of McFarland.

### **PREVIOUS ACTION:**

The Village Board was presented within the Community's resolution and scheduled discussion on a separate resolution at its meeting on June 8, 2020.

### **ISSUE SUMMARY:**

Included within your packet is a resolution to advance racial equity, social justice, diversity, and inclusion within the Village of McFarland. This resolution was presented to the Village Board at our last meeting by members of Community to establish an action plan to address the issues identified. It has been revised to account for what was requested by the Community and elements considered under a different resolution by the Village Board from that same meeting. The resolution also has the full support of the Police Department through its Police Chief who has reviewed its contents and recommends its approval. Having worked with the event organizer and drafting this document, as Village Administrator I also lend my support to its contents and look forward to advancing the initiatives contained within.

### **FINANCIAL/BUDGET IMPACT:**

Simply adopting the resolution does not require any further cost considerations. How, when, and to what extent we advance its action steps will likely have costs associated with it that the board can address on a case by case basis.

### **VILLAGE PLAN REFERENCE:**

Included within your packet is the Vision and Mission Statement for the Village of McFarland. The resolution as drafted is line with these statements and fulfills the spirit of this message.

### **ORDINANCE REFERENCE:**

None.

### **BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

Presented and recommended for approval by all involved.



**ATTACHMENTS:**

1. 2020-14 Resolution to Advance Racial Equity Justice Diversity and Inclusion
2. McFarland Vision-Mission Statement FINAL

## **RESOLUTION 2020-14**

### **A RESOLUTION TO ADVANCE RACIAL EQUITY, SOCIAL JUSTICE, DIVERSITY, AND INCLUSION WITHIN THE VILLAGE OF MCFARLAND**

**WHEREAS**, on May 25, 2020, George Floyd, an African American man, died at the hands of four Minneapolis, Minnesota, police officers;

**WHEREAS**, acknowledging that black people are three times more likely to be killed by police than white people according to the research collaborative *Mapping Police Violence*;

**WHEREAS**, this act of intolerable violence and other similar acts that have occurred across this country in recent years are unpardonable and must serve as a wake-up call to every human being that recognizes life as both a gift and human right;

**WHEREAS**, observing that more diverse families are coming to the Village; and

**WHEREAS**, recognizing that the Southern Wisconsin has one of the lowest probability of an individual reaching the top income quintile if they grew up in a low-income household.

**NOW, THEREFORE, BE IT RESOLVED** by the Village Board of the Village of McFarland on behalf of all residents and employees, as follows:

- 1) We join with America in sharing its sorrow within the shadow of this heinous act;
- 2) We recognize that we all come from a common thread as a single human race and call on our country to recognize the value of human life;



3) We call upon our Community to join with us in committing to introspective evaluation of ourselves as public servants, citizens and as fellow members of the human family; and

4) Furthermore, we invite further dialogue and action within the Community to work together by doing everything we can to build a system that finally fulfills the promise of liberty and justice for all.

**BE IT FURTHER RESOLVED** by the Village Board of the Village of McFarland on behalf of all residents and employees, that the Village is committed to the following responses:

1) Engage the Village Board, McFarland Municipal Court, and McFarland Police Department to partner and join in the County's Community Restorative Court program and developing policies to refer all eligible cases to the program;

2) Create a diversity and inclusion committee or special committee;

3) Annual review of committee appointments in order to appoint members of the Community of all demographics and increase education in order to engage communities of color to participate on Village boards, commissions, and committees;

4) Require and fund training for all Village Employees to participate at least annually in State and/or Nationally recognized, accredited, and/or professional training in racial equity, social justice, diversity, and inclusion within the Village;

5) Reviews of police training and use of force policies to ensure consistency with State law and/or other nationally accredited groups as might be applicable;

6) Continue to publish current use of force policies for the McFarland Police Department on the Village website and encourage diversity within the membership of the Police and Fire Commission;

7) Work with the Library to increase programming, resources and discussions about cultural awareness;

8) Work jointly with the School Board for the School District of McFarland on diversity and equity initiatives;

9) Publish an annual report regarding the initiatives the Village of McFarland is taking in order to support anti-racist policies and activities in the Community as well as progress on advancing action steps of this resolution;

10) Review policies that create systemic barriers to diverse participation in committees; and

11) Affirm a commitment to equity.

**ADOPTED** at a regular meeting of the  
McFarland Village Board this 22<sup>nd</sup> day of June, 2020.

\_\_\_\_\_  
Brad Czebotar  
Village President

Attest:

\_\_\_\_\_  
Cassandra Suettinger  
Clerk/Treasurer

| RESOLUTION #2020-14      |           |
|--------------------------|-----------|
| MOTION                   | SECOND    |
|                          |           |
| ACTION                   | DATE      |
| Adopted                  |           |
| Referred                 |           |
| Tabled                   |           |
| Withdrawn                |           |
| Defeated                 |           |
| Published                |           |
| INDIVIDUAL VOTING RECORD |           |
| Brassington              | Kryzenske |
| Clow                     | Rupert    |
| Czebotar                 | Utter     |
| Flaherty                 |           |
| VOTING RESULTS           |           |
| Motion Carried:          |           |
| Motion Defeated:         |           |

# Village of McFarland

Updated July 26, 2018

## **VISION STATEMENT**

The vision of the Village of McFarland is to create an inviting, dynamic, diverse community that offers a high quality of life and a supportive environment in which all citizens may practice their individual value choices. The community actively seeks to preserve its proud heritage, protect its abundant natural resources, plan for responsible and balanced residential and commercial growth, promote a viable economic base, support educational excellence, provide diverse leisure options, and foster a healthy social fabric.

## **MISSION STATEMENT**

With direction encouraged from an engaged citizenry, Village elected officials and employees will maintain and enhance the quality of life of the community by delivering quality services in an efficient and accountable manner and by providing an orderly, unbiased system of government that is transparent and accessible. To create and sustain a high level of confidence in Village government, we pledge to function with: professional integrity; fiscal responsibility; open communications; environmental sustainability; sensitivity to the values of each individual; full cooperation in achieving the priority goals determined by the community.



## VILLAGE BOARD SUMMARY SHEET

**MEETING DATE:** Monday, June 22, 2020

**SECTION:** Business

**DEPARTMENT:** Public Works

**CONTACT:** Jim Hessling, Public Works Director, Sayer Larson, Parks Superintendent, Matt Schuenke, Village Administrator

**AGENDA ITEM:** Discussion and action regarding the creation of a Vegetation Management Use Policy as Chapter 3 of the Park System Policy Manual

### PREVIOUS ACTION:

The Parks, Recreation, and Natural Resources Committee reviewed the enclosed draft at its meeting on June 18, 2020 and recommended its approval.

### ISSUE SUMMARY:

The Village does not currently have an established formal policy on vegetation management that helps guide in our ability to spray for weeds within the parks and other public places. Enclosed is an updated Turf Management Policy as Chapter 3 within our Park System Policy Manual. This incorporates the final changes reviewed and discussed by the Committee over the course of their last two meetings since the Village Board last reviewed this in April. The attempt here is to bolster the definitions provided and make sure the policy is clear what it intends to accomplish for turf management. For most of what's contained here is similar to what was previously considered by the Village Board but again improved to address the noted issues.

The presence of the policy helps to provide Staff better guidance on managing various forms of vegetation while also outlining requirements for record keeping, notification, and property utilization. Additionally, it provides a framework to create a balancing act on where certain techniques are applied categorizing areas from herbicide free to where low presence of weeds. This provides a clear delineation of the locations and the types of treatments that are planned within those areas. Those aspects combined with a sole source managing the program with proper notification should improve how these areas are managing and various techniques applied.

### FINANCIAL/BUDGET IMPACT:

The Parks Superintendent will serve as the Integrated Pest Management (IPM) Coordinator within the Public Works Department. This is part of his role and position in order to manage the parks system. No additional contracted service or expense beyond what we already have allocated is anticipated at this time. If there are additional expenses anticipated, they will



addressed through the annual budget process as is consistent for such things.

**VILLAGE PLAN REFERENCE:**

The "Park System Policy Manual" continues to develop as we add to and formalize more aspects of parks operations. Chapter 1 address naming rights and Chapter 2 addressed utilization. This Chapter will help provide guidance on vegetation management and how take care of these areas. The Village Board identified through its 2019/2020 Goals Objective 4 within Goal B to "Prioritize and update Village policies as may be applicable and necessary." The creation of this item was felt necessary by the Committee following the public comments receive the preceding year on this topic. We can continue to add to this manual as new topics develop or are suggested.

The McFarland Strategic Plan established a Strategy to "Promote the concept of a healthy community in an integrated way; from policy to planning and development" (Strategic Plan, page 8). The idea behind creating the policy in this light helps to provide better organization, notification, and guidance to all involved on the use of various chemicals in vegetation management. It also invokes the idea of using alternative methods and in some areas says some weeds are OK whereas before the standard was no weeds are OK. This overtime and through new practices help to address this strategy.

Chapter 2 of the Comprehensive Plan addresses Natural, Agricultural, and Cultural Resources within the Village. The creation of this policy is tied to objectives and initiatives presented within this plan to aid the natural resources of our Community. Specific policies suggested within this chapter encourage the Village to "Use environmental Best Management Practices in the management of Village-owned properties" and "preserve and enhance other natural areas, like wetlands and woodlands" (Comprehensive Plan Volume 2, pages 11 and 12). This policy follows several best practices employed both regionally and nationally as well as sets aside areas to exist in their natural state to which this list could be expanded in the future. The Outdoor Recreation and Open Space Plan adopted in 2019 adopts the same standards.

**ORDINANCE REFERENCE:**

None.

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

Recommended for approval.

**ATTACHMENTS:**

1. Chapter 3 - Vegetation Management Policy 06192020 mgs

## CHAPTER 3                      Vegetation Management Use Policy

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### SECTION 3.01              Purpose

It is the purpose of this policy to guide the vegetation management procedures and use of pesticides and fertilizers in Village owned property, parks and other properties maintained by the Department of Public Works (“Public Works”).

### SECTION 3.02              Policy

It is the policy of the Village Public Works to responsibly manage the vegetation for all Village properties. Village Staff shall use Integrated Pest Management (“IPM”) techniques to manage vegetation on all properties maintained by Public Works Department (“Public Works”). Utilizing IPM techniques will minimize or eliminate the use of pesticides and fertilizers whenever feasible to promote good environmental stewardship.

### SECTION 3.03              Definitions and Terms

- (a)     **Applicator.** A person using any amendment pesticides on properties maintained by Public Works. An applicator can be Public Works Staff, hired contractor, or a volunteer. Hired contractors shall be certified and licensed to apply pesticides in Wisconsin by the Department of Agriculture, Trade and Consumer Protection (WDATCP). All Public Works Staff and volunteers shall be State certified or working under the direct supervision of a State certified applicator.
- (b)     **Categories.**
  - (1)     **Category “A” Areas.** Parks, recreation facilities and other Village properties that will have a 15% or less tolerance for weeds weed density. These areas include athletic fields due to player safety and parks and facilities that receive high public use or visibility. These areas are maintained with a pesticide application, fertilizer, and finish mower.
  - (2)     **Category “B” Areas.** Parks, recreation facilities and other Village properties that will have a 16 - 30% tolerance for weeds weed density. These are general use areas where turf quality and appearance is important but not critical. These areas are maintained with a pesticide application, fertilizer, and finish mower.
  - (3)     **Category “C” Areas.** Natural or native areas that will have a higher tolerance for weeds. These areas include natural areas such as ditch lines and roadsides. These areas also include native habitats such as prairies, woodlands and wetlands. These areas are maintained with rough cut mowers, prescribed burning, pesticide application and ecological restoration. Pesticide application is targeted towards invasive and non-native species within these areas.

- (4) **Category “Z” Areas.** Pesticide free areas within parks or whole parks. In an effort to minimize pesticide exposure, the Village will prohibit the use of pesticides within play structure borders and designated parks entirely as pesticide free. Although these areas are pesticide free, Public Works Staff will utilize pesticide alternative IPM techniques to alleviate weed issues.
- (c) **Fertilizer.** A chemical or natural substance added to soil or land to increase fertility.
- (d) **Hard Surface Areas.** Sidewalks/walkways, parking lots, trails, basketball courts, etc. in parks, recreation facilities and other Village properties.
- (e) **Integrated Pest Management (IPM).** This program is a sustainable, science-based, decision-making process that combines biological, cultural, physical and chemical tools to identify, manage and reduce risk from pests and pest management tools and strategies in a way that minimizes overall economic, health and environmental risks. IPM provides effective, all-encompassing strategies for managing pests in all arenas, including all forms of agricultural production, military landscapes, public health settings, schools, public buildings, wildlife management, residential facilities and communities, as well as public lands including natural, wilderness and aquatic areas. (National Road Map for IPM – 2018)
- (f) **IPM Coordinator.** Public Works Staff member responsible for developing and implementing the Village’s IPM program. The IPM coordinator shall be State certified under the Department of Agricultural, Trade and Consumer Protection’s (“WDATCP”) Pesticide Applicator Certification Program.
- (g) **Pest.** Any organism (microbes, plants or animals) that poses economic, health, aesthetic or environmental risk. Pests are context-specific, so an organism that is a pest in one environment may be benign or beneficial in others. (National Road Map for IPM – 2018)
- (h) **Pesticide.** Any substance or mixture of substances intended for preventing, destroying, repelling, or mitigating any pest (epa.gov). The term pesticide includes, but is not limited to the following: herbicide, insecticide, fungicide, rodenticide and animal repellent.
- (i) **Rinsate.** A diluted mixture of pesticide or pesticides with water, solvents, oils or other substances produced from cleaning application equipment and container rinsing.
- (j) **~~Weed Pressure-~~ Weed Density.** Percent coverage of weeds of an application area.

#### SECTION 3.04 Integrated Pest Management (“IPM”) Practices

- (a) Pest management strategies may include education, maintenance, biological and mechanical controls, and pre-approved, site-appropriate pesticides.

- (b) An IPM decision at a park, recreation facility or other Village property shall consist of the following steps:
- (1) Identify pest species.
  - (2) Estimate pest populations and compare to established action thresholds.
  - (3) Select the appropriate management tactics based on current on-site information.
  - (4) Assess effectiveness of pest management.
  - (5) Keep appropriate records.

### **SECTION 3.05      Category Classification**

- (a) **Category A (15% of less weed ~~density~~pressure).** This includes the following parks and other Village properties:
- (1) Arnold Larson Park
  - (2) Brandt Park – Softball Fields
  - (3) Lewis Park – Baseball Field
  - (4) Municipal Center
  - (5) Public Works Center
  - (6) William McFarland Park
- (b) **Category B (16 – 30% weed ~~density~~pressure).** This includes the following parks and other Village properties:
- (1) Autumn Grove Park
  - (2) Brandt Park – General Open Spaces
  - (3) Cedar Ridge Park
  - (4) Egner Park
  - (5) Highland Oaks Park
  - (6) Lewis Park – General Open Space
  - (7) Legion Memorial Park
  - (8) McDaniel Park
  - (9) Orchard Hill Park
  - (10) Road Rights of Way and Road Median Strips
  - (11) Siggelkow Road Park
  - (12) Woodland Estates Park



(c) **Category C (~~31—50% weed pressure~~)**. This includes the following parks and other Village properties:

- (1) Conservancy Areas – Grandview, Taylor Road, Thurn Marsh, and Yahara River.
- (2) Indian Mound Conservation Park
- (3) Jaeger Park
- (4) Lift Stations – All
- (5) Marsh Woods Park
- (6) Street End Lake Access – Beckler Street, Bellevue Court, Field Avenue, Lakeview Avenue, Larson Street, South Court Street, and Wisconsin Avenue.
- (7) Wells #2 and #3
- (8) Woodland Commons Conservancy Park

(d) **Category Z (herbicide free)**. This includes the following parks and other Village properties:

- (1) All playground and sandbox structures
- (2) Discovery Garden Park
- (3) E.D. Locke Public Library
- (4) John Urso Park (Dog Park)
- (5) Lot(s) – Glenway Street, Long Street, and Terminal Drive.
- (6) Ridgeview Totlot Park
- (7) Valley Totlot Park
- (8) Well #1

### **SECTION 3.06 Guidelines for Pesticide Use**

- (a) Pesticides may be considered if non-toxic methods of pest control have shown to be ineffective; and the pest will cause unacceptable health or safety hazards, or an unacceptable decrease in the intended use of the property. When a pesticide must be used in order to meet the pest management objectives, the least-hazardous material, adequate for the application, will be chosen.

- (b) The IPM Coordinator and Applicators should stay informed of current best practices and consult with pesticide experts. A regular review and evaluation of current and alternative pest control methods shall occur annually.
- (c) Any use of a pesticide under EPA Special Review is prohibited.

### **SECTION 3.07 Practices and Procedures**

#### **(a) Pesticide Use Notification.**

- (1) A standard notification plan that provides, at a minimum, readily visible posting for a period of 24 hours prior to a pesticide application (when possible) and a minimum of 48 hours following the application. These time intervals may be decreased or extended based on health or safety concerns and product label requirements.
- (2) It shall be the responsibility of the IPM Coordinator, or their designee, to inform the public of all pesticide treatment dates utilizing the Village website, Village run social media and an email sent to effected user groups a minimum of 24 hours prior to application. If a treatment is forced to be rescheduled, an updated notification must be posted and resent.
- (3) On-site pesticide use notification must include information consistent with the WDATCP requirements for commercial applications with:
  - (i) Pesticide common chemical or brand name.
  - (ii) Date and time of application.
  - (iii) Post-application or reentry precautions.
  - (iv) Date and time of reentry.
  - (v) Contact information.
  - (vi) Application site.

#### **(b) Pesticide Application.**

- (1) The controlled use of pesticides shall be applied using the following practices and procedures:
  - (i) The Applicator will follow application rates, methods of application, application guidelines and wear all personal protective equipment required by the product label and Safety Data Sheet (“SDS”).

- (ii) Spot application will be utilized as opposed to broadcast application whenever feasible.
- (iii) Caution will be used when applying pesticides along waterways, playgrounds, close proximity to storm drains, etc. and applied according to the product label or manufactures recommended setback or buffer zones.

(c) **Fertilizer Application.**

- (1) The controlled use of fertilizers to improve the growth of plants shall be applied using the following practices:
  - (i) The Applicator will follow application rates, methods of application, application guidelines and wear all personal protective equipment required by the product label and SDS.
  - (ii) Fertilizers may be used when establishing or re-establishing new turf areas.
  - (iii) The amount of fertilizer applied to Village properties will be determined by soil testing results, technical standards provided by Wisconsin DNR Turf Nutrient Management (1100) and the product label.
  - (iv) Fertilizers will be swept off or removed from hard surfaces.
  - (v) Fertilizers will not be applied with in the required setback or buffer zone of any waterway or water conveyance system as indicated by product label.
  - (vi) If a fertilizer has restricted re-entry interval per label instructions, utilize the posting requirements for pesticide applications.

(d) Turf Management.

- (1) The use of IPM techniques to manage turf fields for aesthetics and user safety using the following practices:
  - (i) It shall be the goal of the Village to maintain healthy turf by means of aeration, thatching and organic fertilization.
  - (ii) An objective assessment, completed by the IPM coordinator, will gather data to estimate percent coverage of weeds of an application site. Data will be collected at random locations in the application site by means of quadrat frame sampling.
  - (iii) When a pesticide application is required to control the weed population for player safety or usability of turf areas the least hazardous material, adequate for the application, will be chosen.
  - (iv) Another assessment will be completed after the application to determine effectiveness of the application.

(e) **Record Keeping and Reporting.**

- (1) The IPM Coordinator will maintain records of all pest control applications and assessment data collection for at least seven (7) years. Information regarding pest management activities will be made available to the public at the Public Works Center. Requests to be notified of pesticide applications may also be made to this office, requests must be renewed annually. The Village is not responsible for undeliverable notifications.
- (2) The IPM Coordinator will create a yearend summary of pest management activities. The summary will be provided to the Parks, Recreation, and Natural Resources Committee.

(f) **Pesticide Disposal and Minimization.**

- (1) Applicators should create an application plan to determine the immediate needs of pesticide required. Only the amounts of the immediate plans should be purchased, stored, and prepared.
- (2) Rinsate should be reduced by using water-efficient measures to clean equipment and pesticide containers and utilize rinsate in future pesticide applications following the pesticide label.
- (3) Pesticides and rinsate that cannot be used must be disposed of according to local, state, and federal regulations.

(g) **Spill Prevention and Response.**

- (1) Precautions must be taken to prevent spills and be prepared for spill cleanup. Mixing, loading, emptying and rinsing must be done on an impervious surface. Spill absorbents shall be readily available in sufficient supply.
- (2) Applicators are responsible for immediate cleanup of any pesticide spills. All spills must be reported to the IPM Coordinator once the spill has been reasonably contained. In the case of large spills that may have an adverse impact on human health and/or the environmental, the spill must be reported to the Wisconsin Department of Natural Resources 24-hour Spill Emergency Helpline (1-800-943-0003).

(h) **Contractors.**

- (1) If Public Works finds it best to utilize a private contractor for a pesticide application, the contracts for these services will require the contractor to comply with this policy. All contracted Applicators will be provided a copy of this policy and a pre-spray meeting will be conducted to review the policies and procedures of this document.

- (2) The contractor will supply the IPM Coordinator with the following for each pesticide applied:
  - (i) Advanced notification of pesticide application to provide advanced notification.
  - (ii) Date, purpose, location, amount of pesticide solution used, and amount of active ingredient for each application.
  - (iii) Copies of product labeling and material safety data sheets for each pesticide applied.
  - (iv) Documentation of applicator certification and licensing for type of application.
- (3) The IPM Coordinator will monitor the application and assess effectiveness of application.
- (4) If a contractor is found to be out of compliance with this policy, this non-compliance will be considered grounds for terminating any existing contract the Village has with the contractor and the contractor will not be allowed to enter into a contract with the Village for one (1) year after the date the non-compliance was determined.
  - (i) A list of non-compliant contractors will be kept by the IPM Coordinator.
  - (ii) If the non-compliance is also in violation of product labeling, State or Federal laws, or any other reportable violation, the DPW staff member will be required to report the violation to the Wisconsin Department of Agricultural, Trade and Consumer Protection.

Adopted: June 22, 2020

Revised: None.



## **PLAN COMMISSION SUMMARY SHEET**

**MEETING DATE:** Monday, June 22, 2020

**SECTION:** Business

**DEPARTMENT:** Community Development

**CONTACT:** Andrew Bremer, Comm & Eco Dev Director, Sayer Larson, Parks Superintendent

**AGENDA ITEM:** Discussion and action on a site plan application by the McFarland Soccer Club for the addition of a fundraising brick patio around the existing outdoor patio at the soccer building located at William McFarland Park.

### **PREVIOUS ACTION:**

March 19, 2018, approval of a site plan for the existing shelter and patio.

The Plan Commission reviewed the request at its meeting on June 15, 2020 and recommended approval of the site plan.

The Parks, Recreation, and Natural Resources Committee reviewed the the request at its meeting on June 18, 2020 and recommended approval of the request with the noted conditions.

### **ISSUE SUMMARY:**

The McFarland Soccer Club is requesting approval of a site plan to place fundraising bricks around the patio of soccer building at McFarland Park. The Club had originally intended to place bricks under the outdoor patio portion of the facility. The builder advised against using the bricks in this area due to complications with pouring the concrete slab. The builder advised placing the bricks around the patio; however, that was not part of the prior site plan approval. The paver area would be approximately 740 square feet and would be built in phases through donations. The proposed location does not appear to impact the site grades that were approved as part of the 2018 site plan approval for the existing building and concrete pad and aligns with the existing concrete walkway around the facility. Because this project involves Village owned property, final approval of the site plan by the Village Board is recommended for this site plan application.

The Shelter was created to allow for use by the Soccer Club to assist/improve their operations, and also increase amenities within the park for use by the public (i.e. - rentals). The Parks, Recreation, and Natural Resources Committee's role was to evaluate the request against those main principles and ensure there is no conflict with how the facility was intended to be used.

### **FINANCIAL/BUDGET IMPACT:**

None. The cost of the project will be born by the club through fundraising.

### **VILLAGE PLAN REFERENCE:**

None.



**ORDINANCE REFERENCE:**

None.

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

Recommended for approval with the following conditions:

- Maintenance - The Club should conduct various maintenance activities for the patio. This is different than the Village's responsibility for the shelter. This would include keeping weed free, repairing damaged bricks, cleaning, or otherwise bricks that are out of place.
- Construction - They should be set using polymeric sand to help control weed growth and use a solidier course pattern with non-engraved bricks around the border. Easier to replace a standard brick if damaged by mowing equipment than an engraved brick.
- Restoration - Club will be responsible for restoration once complete.
- Grading - Site should be graded to soften topography and flatten out the site as much as possible. This will improve access onto and off the patio as well as maintenance around it.

**ATTACHMENTS:**

1. 4802 Marsh Road McFarland Soccer Club Site Plan\_05.15.2020



**Village of McFarland  
Community Development Department**

**Plan Commission Application – 2020**

~Application must be completed in full~

|                   |                                    |                   |                                       |
|-------------------|------------------------------------|-------------------|---------------------------------------|
| Applicant - Owner | McFarland Soccer Club              | Applicant's Agent |                                       |
|                   |                                    | Name              | Andy Witt                             |
| Address           | PO Box 73, McFarland               | Address           | 4618 Bellingrath St.                  |
| Email             | McFarlandSoccerPresident@gmail.com | Email             | McFarlandTournamentDirector@gmail.com |
| Phone #           | 608-616-2312                       | Phone #           | 608-512-8767                          |
| Fax #             | —                                  | Fax #             | —                                     |

**Parcel No(s).** \_\_\_\_\_ **Type of Proposal – Please check boxes below that apply**

| Requires Public Hearing<br>(Class One)                    | FEES     | Requires Public Hearing<br>(Class Two)                    | FEES     | Public Hearing<br>Not required                              | FEES      |
|-----------------------------------------------------------|----------|-----------------------------------------------------------|----------|-------------------------------------------------------------|-----------|
| <input type="checkbox"/> Preliminary Plat                 | \$500+AF | <input type="checkbox"/> Conditional Use                  | \$370+F  | <input type="checkbox"/> Annexation                         | At cost   |
| <input type="checkbox"/> Preliminary Plat (reapplication) | \$500+BF | <input type="checkbox"/> Rezoning (map)                   | \$405+   | <input type="checkbox"/> Dev. Agreement Including Addendums | \$400 F   |
| <input type="checkbox"/> Certified Survey Map             | \$300+FG | <input type="checkbox"/> Zoning Amendment (text)          | \$405 +F | <input type="checkbox"/> Final Plat                         | \$500 +CF |
| <input type="checkbox"/> Condominium                      | \$300+EF | <input type="checkbox"/> Variance-Board of Zoning Appeals | \$380+F  | <input type="checkbox"/> Final Plat (reapplication)         | \$400 +DF |
| <input type="checkbox"/> Comprehensive Plan Amendment     | \$500+F  |                                                           |          | <input type="checkbox"/> Site/Design Review                 | \$400 + F |

+ = Plus publication and notification charges

A = Plus \$50.00 per lot

B = Any preliminary plat which has previously been reviewed/ revised within the last 36 months

C = Plus \$50.00 for each lot within the final plat

D = Any final plat which has been previously reviewed or/ revised within the last 36 months

E = Plus \$40.00 for each unit shown

F = Plus actual legal, engineering and financial consulting costs incurred by the Village

G = Plus \$25.00 per lot for two or more lots.

**Escrow Deposits**  
(covers costs for outside consultants;  
e.g., engineers, attorneys, etc.)

|                                                                                |          |
|--------------------------------------------------------------------------------|----------|
| <input type="checkbox"/> R-E, R-3 & PD (up to 50 acres)                        | \$5,000  |
| <input type="checkbox"/> R-E, R-3 & PD (greater than 50 acres)                 | \$10,000 |
| <input type="checkbox"/> Commercial Site/Design Review (5,000 sq. ft. or more) | \$2,000  |
| <input type="checkbox"/> All Plats including condominiums                      | \$5,000  |

**Nature of the development proposal: Must provide address of proposed development, legal description, current zoning and description of proposal. (Attach additional paper if needed)**

on separate document

**What action is the applicant requesting of the Plan Commission?**

on separate document

**Has this specific proposal been previously discussed or acted upon by the Plan Commission?**

☐ YES ☒ NO (If "yes" state the nature and the date(s) of the previous application.)

**PLEASE READ AND SIGN AT THE BOTTOM ON THE REVERSE SIDE**



## Village of McFarland Plan Commission 2020 Schedule

Page 51 of 184

Nature of the development proposal:

McFarland SC is requesting that our “fundraising bricks” be allowed to be placed at William McFarland Park, right next to the outdoor patio area at the soccer building. These bricks were in our original plan (the Village has possession of these plans already) and they were initially scheduled to be placed under the awning of the outdoor patio area. However, our builder (Jeff Davis of Davis Steel) could not place these bricks in the originally demarcated area as it would have made the pouring of the concrete slabs a more complicated issue. It was his belief that we could place these fundraising bricks around the edge of the patio (seen in the new plan submitted for your review) as that would make the pouring of the concrete simpler, plus it would allow us to gradually add to the fundraising brick area over the years with the ultimate goal of wringing the awning covered patio area with these fundraising bricks.

What is the applicant requesting of the Plan Commission:

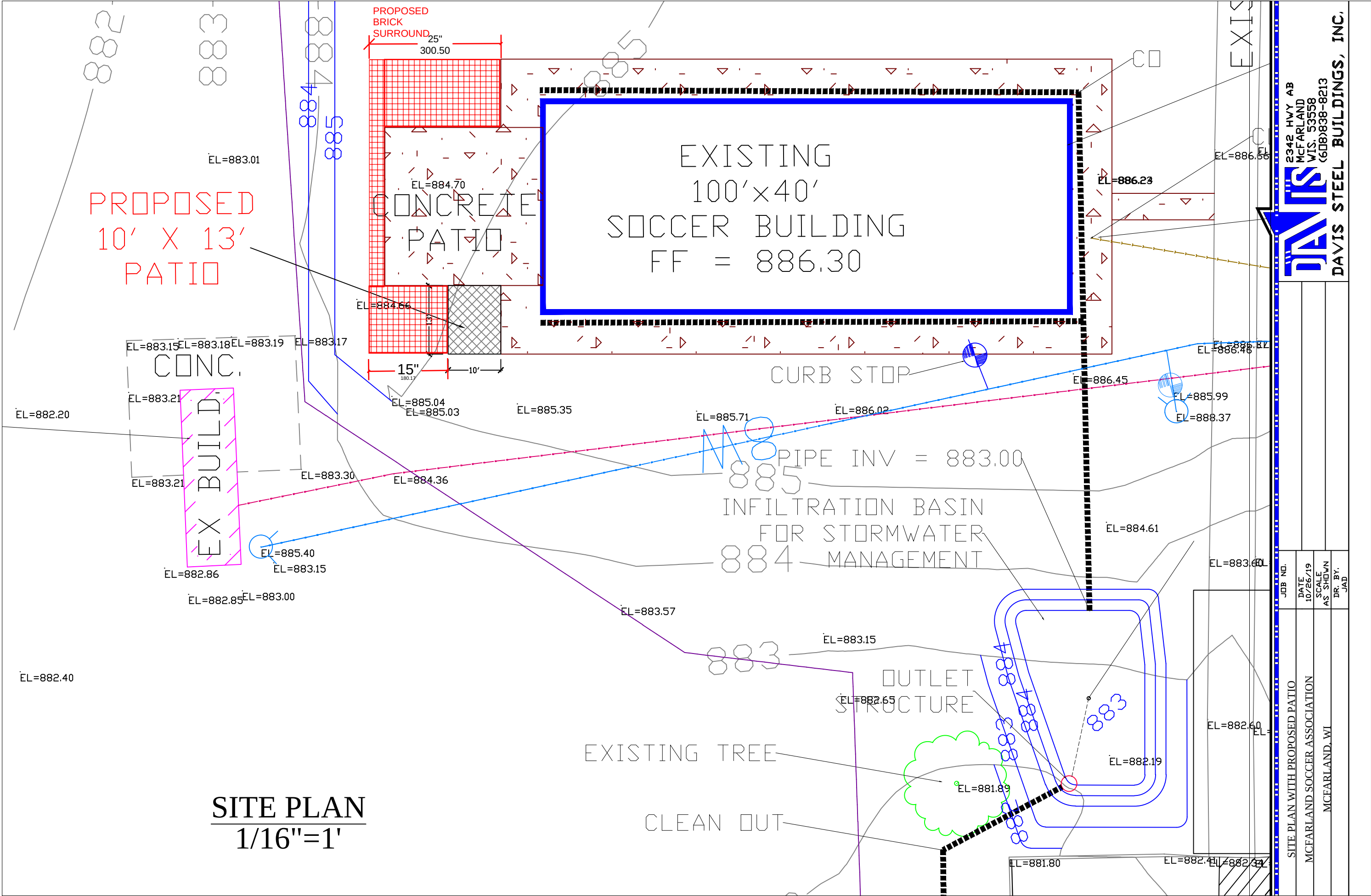
To allow us to place our fundraising bricks at the complex. Honestly, we do not care the exact location where they are placed at William McFarland Park as long as they are allowed to be placed. It was our understanding that our builder had taken care of these altered arrangements to the bricks when the soccer building was being completed in 2018, but that obviously was not the case.

These fundraising bricks were purchased by members of our club back in 2018 and we need to get these placed sooner rather than later to fulfill our commitment to our club members. In addition, at a time like this where we are not allowed to play soccer (gather registration fees) we need to build club revenue in order to meet our expenses, such as our payments for our loan on the building.

Thank you for your time. Please let us know if you need additional information from the Soccer Club.

Best,

Andy Witt  
Camps and Fundraising Director  
McFarland SC



SITE PLAN  
1/16"=1'

2342 HWY AB  
MCFARLAND  
WIS. 53558  
(608)838-8213  
**DAVIS**  
DAVIS STEEL BUILDINGS, INC.

|                               |          |          |       |         |
|-------------------------------|----------|----------|-------|---------|
| SITE PLAN WITH PROPOSED PATIO | JOB NO.  | DATE     | SCALE | DR. BY. |
|                               | 10/26/19 | AS SHOWN | JAD   |         |
| MCFARLAND SOCCER ASSOCIATION  |          |          |       |         |
| MCFARLAND, WI                 |          |          |       |         |



## PLAN COMMISSION SUMMARY SHEET

**MEETING DATE:** Monday, June 22, 2020

**SECTION:** Business

**DEPARTMENT:** Community Development

**CONTACT:** Andrew Bremer, Comm & Eco Dev Director

**AGENDA ITEM:** Discussion and action regarding Ordinance #2020-17: An Ordinance Rezoning Lands Located at 4706 Farwell Street from C-H Commercial Highway to C-G Commercial General as requested by Aruba0204 LLC, DBA Angelo's McFarland.

### PREVIOUS ACTION:

The existing outdoor dining area was approved in 2013. A 60 square foot waiting room addition was also approved in 2014. An expansion to the outdoor dining area was approved at the May 18, 2020 Plan Commission meeting.

This rezoning request was reviewed and unanimously recommended for approval by the Plan Commission at their meeting on June 15, 2020.

### ISSUE SUMMARY:

Angelo's Restaurant desires to rezone their property from C-H Commercial Highway to C-G Commercial General. This request does not include any associated construction or other site improvements. At some point in the future, the owner would like to consider expanding the front of the restaurant to include additional indoor dining space; essentially that portion of the front yard recently expanded for additional outdoor seating. Presently this could not be considered unless a variance was approved as the minimum front yard setback requirement for the C-H District is 35 feet. Demonstrating a unique hardship exists may be difficult in order to be granted a variance. Currently, the building is setback 27 feet at its closest point to the front lot line. Thus the structure is legal non-conforming. The C-G Commercial General District requires a minimum front yard setback of 25 feet. Thus a rezone to the C-G District would make the existing building conforming to the front setbacks. In addition, Sec. 62-72 provides that for those properties zoned C-G, the front yard setback can be reduced to zero, if parking is provided in the rear of the building. Off-street parking is currently provided in both front, side, and rear yards. Thus the rezone would allow the owner the ability to expand the restaurant closer toward the front property line. Any future building expansion would still require Site/Design approval by the Plan Commission prior to obtaining a building permit. The Site/Design review process would provide the opportunity for the Plan Commission and owner to consider any reductions to the minimum front yard setback requirements to accommodate building expansion.

The packet includes a copy of the Village's Zoning Map. Many of the commercial properties along Farwell Street are zoned C-G, as are many along US 51. Only the adjacent car wash and Kwik Trip are also zoned C-H, both of these uses are automobile oriented. The packet also includes a copy of Sec. 62-71, which lists the permitted and conditional uses for commercial districts. Both districts allow restaurants as a permitted use. In



general, the C-H is a more permissive zoning district, meaning it allows for more intensive uses than the C-G district, either by right or conditional use. Therefore, the request is generally considered a downzoning of the property to a more restrictive district by uses. A review of Sec. 62-71 indicates that the C-H district would allow more industrial types of businesses on the property and would not allow many retail and service oriented businesses. This is contrary to the character and location of the parcel. In addition, recent Village plans have identified the Farwell Street corridor for redevelopment of mixed commercial and residential uses. The Village's Comprehensive Plan identifies this property for Mixed Use/Flex Commercial. In addition, the Village has created a TIF District for this area and Design Guidelines that call for "avoiding deep building setbacks on buildings to avoid large expanses of parking lot or impervious surfaces. These plans and ordinances are better supported by the C-G district than the C-H district.

**FINANCIAL/BUDGET IMPACT:**

None.

**VILLAGE PLAN REFERENCE:**

Property is identified as Mixed Use/Flex Commercial in the Village's Comprehensive Plan. One of the goals of the plan is to increase and ease opportunities for businesses to grow in McFarland and expand dining. Improving business retention and expanding commercial development are also two of the strategies identified in the Village's 2020-2030 Strategic Plan. In addition, evaluation of ways to become more business friendly and flexible for economic growth is included as in objective of the 2019-2020 Village Board Goals.

**ORDINANCE REFERENCE:**

Sec. 62-71, Commercial District Permitted Use

Sec. 62-72, Commercial District Bulk Standards

Sec. 62-343, Zoning Amendments

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

Recommend approval as submitted.

**ATTACHMENTS:**

1. 2020-17 Rezoning 4706 Farwell Street
2. 4706 Farwell Street Rezoning PC application - 4.27.20
3. McFarland\_Zoning\_Map\_6-30-2018
4. Sec. 62-71

## **ORDINANCE 2020-17**

### **AN ORDINANCE TO REZONE LANDS ON FARWELL STREET FROM THE C-H COMMERCIAL HIGHWAY DISTRICT TO THE C-G COMMERCIAL GENERAL DISTRICT**

Purpose: To rezone certain lands on Farwell Street to C-G Commercial General.

Sponsor: Community & Economic Development Director Bremer

Recommended Referral: Plan Commission (Required)

Public Hearing: Required; Preceded by Class 2 Notice

**WHEREAS**, the owner of lands located at 4706 Farwell Street, in the Village of McFarland, has applied to rezone the property from C-H Commercial Highway to C-G Commercial General; and,

**WHEREAS**, the owner has submitted documents fulfilling the requirements for approval of the rezoning; and

**WHEREAS**, the proposed rezoning is consistent with the Village of McFarland Comprehensive Plan, which designates the subject land as Mixed Use/Flex Commercial; and

**WHEREAS**, the Village Board is willing to grant approval of the request to rezone and the Village Board finds approval thereof is in the public interest;

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

1. Section 62-62(a) of the McFarland Municipal Code and the Official Zoning Map are hereby amended so that the following described real estate is hereby rezoned from the C-H Commercial Highway District to the C-G Commercial General District:

Lot 1 of CSM 02949.

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

3. This ordinance does not constitute approval of any earthwork or building construction within any of the property described in the ordinance. No construction of any kind, including earthwork or building construction, is permitted on the parcel described in Section 1 of this ordinance until applicable site design and building permits are approved by the Village.



The above and foregoing Ordinance was duly adopted at a regular meeting of the Village Board of the Village of McFarland held on the 22<sup>nd</sup> day of June, 2020.

[signature page follows]

APPROVED:

\_\_\_\_\_  
Brad Czebotar, Village President

ATTEST:

\_\_\_\_\_  
Cassandra Suettinger, Village Clerk-  
Treasurer

| ORDINANCE 2020 – 17         |             |
|-----------------------------|-------------|
| MOTION                      | SECOND      |
|                             |             |
| ACTION                      | DATE        |
| Adopted                     |             |
| Referred                    |             |
| Tabled                      |             |
| Withdrawn                   |             |
| Defeated                    |             |
| Published                   |             |
| INDIVIDUAL VOTING<br>RECORD |             |
| Brassington –               | Kryzenske - |
| Clow –                      | Rupert –    |
| Czebotar –                  | Utter –     |
| Flaherty –                  |             |
| VOTING RESULTS              |             |
| Motion Carried              |             |
| Motion Defeated:            |             |

**Village of McFarland  
Community Development Department**

**RECEIVED**  
**APR 27 2020**  
**VILLAGE OF MCFARLAND**

**Plan Commission Application – 2020**

~Application must be completed in full~

|                   |                            |                   |              |
|-------------------|----------------------------|-------------------|--------------|
| Applicant - Owner | ARUBA0204 LLC              | Applicant's Agent | Rick Hubanks |
|                   | DBA: Angelo's McFarland    | Name              |              |
| Address           | 4706 Farwell St            | Address           |              |
| Email             | angelosmcfarland@yahoo.com | Email             |              |
| Phone #           | 608-577-0453               | Phone #           |              |
| Fax #             |                            | Fax #             |              |

**Parcel No(s).** 0610-032-5401-4 **Type of Proposal – Please check boxes below that apply**

| Requires Public Hearing (Class One)                       | FEES     | Requires Public Hearing (Class Two)                       | FEES     | Public Hearing Not required                                                                        | FEES      |
|-----------------------------------------------------------|----------|-----------------------------------------------------------|----------|----------------------------------------------------------------------------------------------------|-----------|
| <input type="checkbox"/> Preliminary Plat                 | \$500+AF | <input type="checkbox"/> Conditional Use                  | \$370+F  | <input type="checkbox"/> Annexation                                                                | At cost   |
| <input type="checkbox"/> Preliminary Plat (reapplication) | \$500+BF | <input checked="" type="checkbox"/> Rezoning (map)        | \$405+   | <input type="checkbox"/> Dev. Agreement Including Addendums                                        | \$400 F   |
| <input type="checkbox"/> Certified Survey Map             | \$300+FG | <input type="checkbox"/> Zoning Amendment (text)          | \$405 +F | <input type="checkbox"/> Final Plat                                                                | \$500 +CF |
| <input type="checkbox"/> Condominium                      | \$300+EF | <input type="checkbox"/> Variance-Board of Zoning Appeals | \$380+F  | <input type="checkbox"/> Final Plat (reapplication)                                                | \$400 +DF |
| <input type="checkbox"/> Comprehensive Plan Amendment     | \$500+F  |                                                           |          | <input type="checkbox"/> Site/Design Review                                                        | \$400 + F |
|                                                           |          |                                                           |          | <b>Escrow Deposits</b><br>(covers costs for outside consultants; e.g., engineers, attorneys, etc.) |           |
|                                                           |          |                                                           |          | <input type="checkbox"/> R-E, R-3 & PD (up to 50 acres)                                            | \$5,000   |
|                                                           |          |                                                           |          | <input type="checkbox"/> R-E, R-3 & PD (greater than 50 acres)                                     | \$10,000  |
|                                                           |          |                                                           |          | <input type="checkbox"/> Commercial Site/Design Review (5,000 sq. ft. or more)                     | \$2,000   |
|                                                           |          |                                                           |          | <input type="checkbox"/> All Plats including condominiums                                          | \$5,000   |

+ = Plus publication and notification charges  
 A = Plus \$50.00 per lot  
 B = Any preliminary plat which has previously been reviewed/revised within the last 36 months  
 C = Plus \$50.00 for each lot within the final plat  
 D = Any final plat which has been previously reviewed or/ revised within the last 36 months  
 E = Plus \$40.00 for each unit shown  
 F = Plus actual legal, engineering and financial consulting costs incurred by the Village  
 G = Plus \$25.00 per lot for two or more lots.

**Nature of the development proposal: Must provide address of proposed development, legal description, current zoning and description of proposal. (Attach additional paper if needed)**

REZONE Angelo's McFarland, 4706 Farwell St. McFarland  
Currently ZONED C-H Commercial Highway. (SEE ATTACHED)

**What action is the applicant requesting of the Plan Commission?**

Rezone From C-H Commercial Highway TO  
C-G COMMERCIAL GENERAL

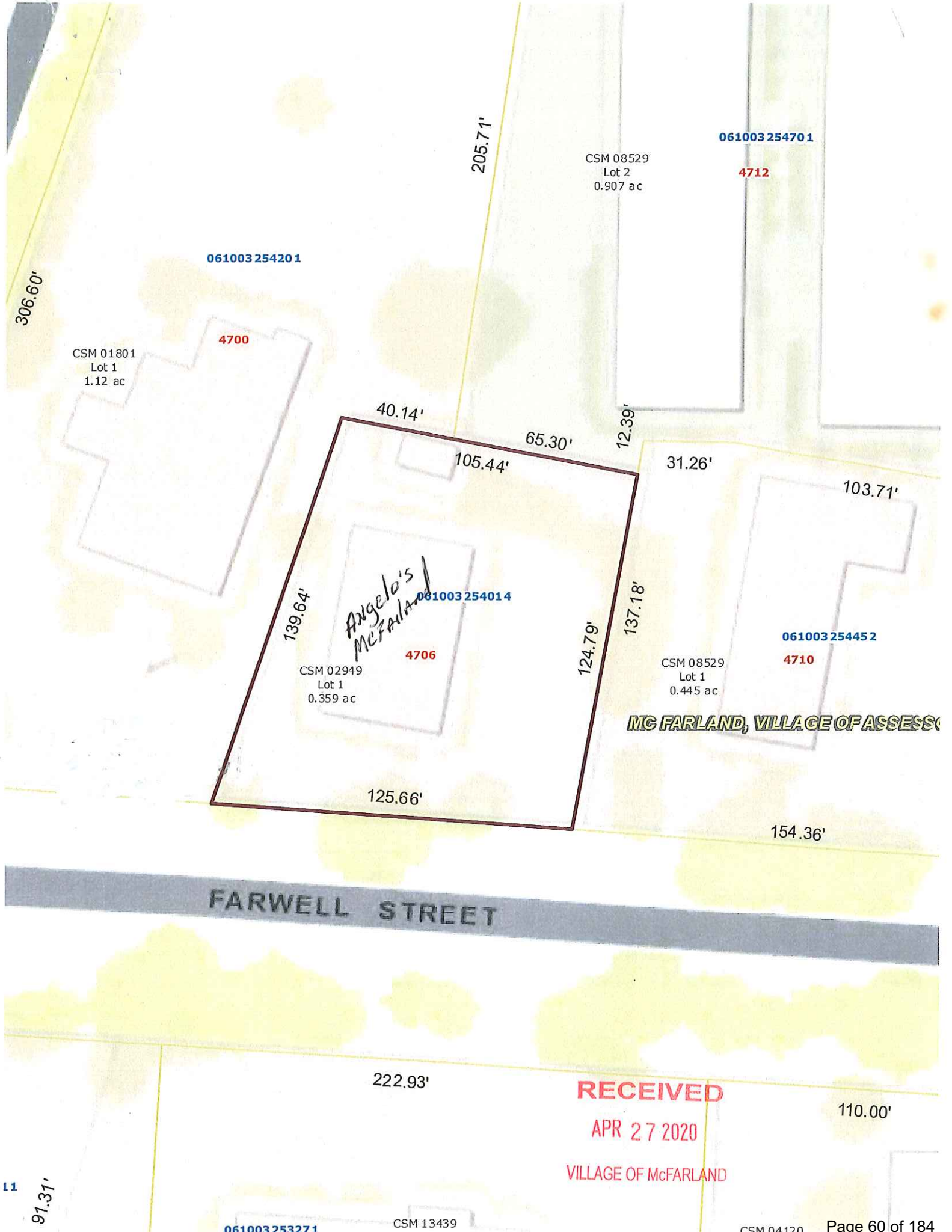
**Has this specific proposal been previously discussed or acted upon by the Plan Commission?**

☐ YES ☒ NO (If "yes" state the nature and the date(s) of the previous application.)

**PLEASE READ AND SIGN AT THE BOTTOM ON THE REVERSE SIDE**

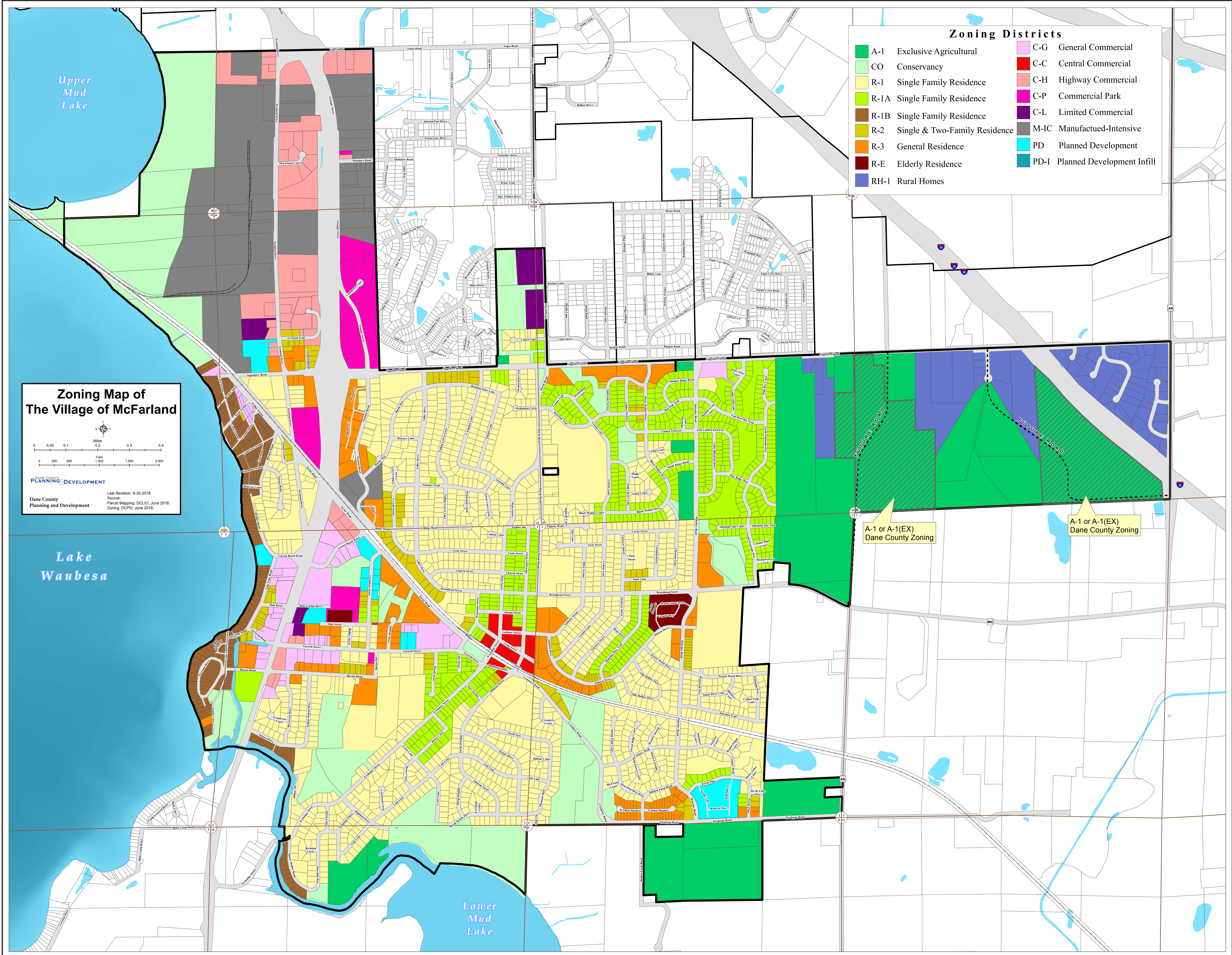


## Village of McFarland Plan Commission 2020 Schedule



**RECEIVED**  
**APR 27 2020**  
**VILLAGE OF MCFARLAND**







## Sec. 62-71. - Permitted or conditional uses—Commercial Districts.

The permitted and allowable conditional uses in each district of the commercial zoning districts shall be set forth in the following table:

COMMERCIAL DISTRICT PERMITTED USES <sup>(4, 5, 6, 7)</sup>

| Land Uses <sup>(1)</sup>                    | NAICS           | C-<br>(2) | C-<br>H | C-<br>P | C-<br>L | M-<br>IC |
|---------------------------------------------|-----------------|-----------|---------|---------|---------|----------|
| Agricultural services and support           | 115000          | C         | C       | C       | N       | N        |
| Mining                                      | 212000          | N         | N       | N       | N       | C        |
| Utilities                                   | 221000          | N         | C       | C       | N       | C        |
| Construction contractors                    | 236000          | N         | P       | P       | N       | P        |
| Wood product manufacturing                  | 321000          | N         | (P)     | (P)     | N       | P        |
| Drugs manufacturing                         | 325410          | N         | (P)     | (P)     | N       | P        |
| Plastics manufacturing                      | 326100          | N         | (P)     | (P)     | N       | P        |
| Printing                                    | 323000          | C         | C       | (P)     | N       | P        |
| Fabricated metal manufacturing              | 332000          | N         | (P)     | (P)     | N       | C        |
| Machinery & equipment                       | 333000          | N         | (P)     | (P)     | N       | P        |
| Computer manufacturing                      | 334000          | N         | (P)     | (P)     | N       | P        |
| Electrical manufacturing                    | 335000          | N         | (P)     | (P)     | N       | P        |
| Manufacturing not listed above              |                 | N         | (P)     | (P)     | N       | P        |
| Retail buildings                            |                 |           |         |         |         |          |
| 20,000 sq. ft. or greater                   | 44000—450000    | C         | N       | N       | N       | N        |
| Auto dealers (new and used)                 | 441100          | C         | C       | N       | N       | N        |
| Motorcycle, boat, and other vehicle dealers | 441220 & 441229 | C         | C       | N       | N       | N        |
| Furniture store                             | 442110          | P         | N       | N       | N       | N        |
| Electronics/appliance store                 | 443100          | P         | N       | N       | N       | N        |
| Building materials (fully enclosed only)    | 444100          | N         | C       | C       | N       | P        |
| Hardware store                              | 444130          | P         | C       | N       | N       | N        |
| Landscape/nursery                           | 444220          | N         | C       | N       | N       | N        |
| Food store (except convenience)             | 445110          | P         | C       | N       | N       | N        |
| Liquor store                                | 445310          | P         | N       | N       | N       | N        |
| Pharmacies and drug stores                  | 446110          | P         | P       | N       | N       | N        |
| Cosmetic and beauty supplies                | 446120          | P         | P       | N       | N       | N        |
| Gasoline stations and convenience stores    | 447110          | C         | C       | N       | N       | N        |
| Clothing store                              | 448100          | P         | N       | N       | N       | N        |
| Jewelry store                               | 448310          | P         | N       | N       | N       | N        |

|                                                           |                 |   |   |   |   |   |
|-----------------------------------------------------------|-----------------|---|---|---|---|---|
| Sporting goods, hobby, book and music                     | 451100          | P | N | N | N | N |
| Department store                                          | 452110          | P | N | N | N | N |
| Miscellaneous shopping                                    | 453000          | P | N | N | N | N |
| Mail-order houses                                         | 454113          | C | C | C | N | P |
| Fuel dealers                                              | 454310          | N | N | N | N | C |
| Rail transportation                                       | 482110          | N | N | N | N | C |
| Trucking                                                  | 484000          | N | C | N | N | P |
| Transit and ground passenger transportation               | 485000          | C | C | C | N | C |
| Wholesale, trade (except for petro terminals)             | 423000 & 424000 | N | C | C | N | P |
| Petro terminal                                            | 424710          | N | N | N | N | C |
| Post office                                               | 491110          | P | N | N | N | N |
| Warehousing & storage (fully enclosed only)               | 493110          | C | C | P | N | P |
| Custodial services                                        | 561720          | N | P | P | C | C |
| Vehicle repair and body shops                             | 811111 & 811121 | C | C | N | C | C |
| Car wash/oil change                                       | 811190          | C | P | N | N | N |
| Consumer electronics repair                               | 811211          | C | C | N | C | C |
| Mini-warehouses                                           | 531130          | N | C | N | C | N |
| Commercial banking                                        | 522110          | P | P | N | P | N |
| Financial services                                        | 522291          | P | P | N | P | N |
| Insurance                                                 | 524113          | P | P | N | P | N |
| Real estate offices                                       | 531210          | P | P | N | P | N |
| Auto leasing                                              | 532110          | C | C | N | N | N |
| Movies/videos                                             | 532230          | P | N | N | N | N |
| Commercial and industrial equipment rental <sup>(3)</sup> | 532400          | P | P | P | P | P |
| Legal services                                            | 541110 & 541190 | P | P | P | P | N |
| Accounting and tax preparation                            | 541210          | P | P | P | P | N |
| Architectural engineering and related services            | 541310          | P | P | P | P | N |
| Computer services                                         | 541510          | P | P | P | P | N |
| Management consulting services                            | 541610          | P | P | P | P | N |
| Research/testing services                                 | 541710          | N | P | C | P | N |
| Advertising service agencies                              | 541810          | P | P | P | P | N |
| Photo studios                                             | 541921          | P | C | N | P | N |
| Employment services                                       | 561300          | P | P | P | P | N |
| Business support services                                 | 561400          | P | P | P | P | N |
| Travel services                                           | 561510          | P | N | N | C | N |
| Veterinary clinics                                        | 541940          | C | C | N | N | N |

|                                                                                |        |   |   |   |   |   |
|--------------------------------------------------------------------------------|--------|---|---|---|---|---|
| Elementary and secondary schools                                               | 611110 | C | C | N | P | N |
| Library                                                                        | 519120 | C | C | N | P | N |
| Medical services and offices                                                   | 621100 | P | C | P | P | N |
| Medical labs                                                                   | 621500 | N | C | P | N | N |
| Hospitals and clinics                                                          | 622110 | C | C | N | N | N |
| Nursing homes                                                                  | 623110 | P | P | N | N | N |
| Individual and family services, and commercial day care                        | 624100 | P | C | N | P | N |
| Museum/gallery/historical sites                                                | 712100 | P | C | N | P | N |
| Bowling center                                                                 | 713950 | P | C | N | N | N |
| Sports and recreation instruction                                              | 611620 | P | C | N | C | N |
| Fitness centers                                                                | 713940 | P | C | N | C | N |
| Amusement arcades (except billiards)                                           | 713120 | C | C | N | C | N |
| Lodging                                                                        | 721110 | C | P | C | N | N |
| Restaurants                                                                    | 722100 | P | P | N | C | N |
| Limited-service restaurants, including fast food                               | 722211 | C | C | N | N | N |
| Taverns                                                                        | 722410 | P | N | N | C | N |
| Furniture repair and re-upholstery                                             | 811420 | C | C | N | C | N |
| Computer and office machine repair                                             | 811212 | P | P | N | N | N |
| Other household repair                                                         | 811490 | P | P | N | C | N |
| Personal care services                                                         | 812100 | P | N | N | N | N |
| Funeral home and services                                                      | 812210 | P | C | N | P | N |
| Kennels and pet boarding                                                       | 812910 | C | C | N | N | N |
| Laundry, coin-operated                                                         | 812310 | P | N | N | N | N |
| Dry cleaning and laundry (except coin-operated)                                | 812320 | C | N | N | N | N |
| Parking lots                                                                   | 812930 | C | C | N | N | N |
| Religious/civic/business/professional organizations                            | 813000 | P | C | N | P | N |
| Executive, legislative and other general government                            | 921100 | P | N | N | N | N |
| Residences permitted R-2 and R-3                                               |        | C | N | N | N | N |
| Adult businesses (see <u>Section 11-261(d)</u> )                               |        | N | P | N | N | P |
| Adult bookstore (see <u>Section 11-261(c)</u> )                                |        | P | P | N | N | P |
| Commercial laundry (no direct customer pickups and drop-offs, no dry cleaning) | 812331 | N | N | N | N | C |

P = Permitted, C = Conditional, N = Not Allowed

- (1) The meaning of the terms shall be the same as that used in the North American Industry Classification System (NAICS), 2007 Edition or revised edition thereof, published by the U.S. Printing Office, with the number of the intended NAICS number following the land use name.
- (2) All uses that are permitted or conditional in C-G are permitted or conditional in the C-C Central Commercial District.
- (3) Indoor storage only. Outdoor storage allowed upon issuance of a conditional use permit.
- (4) All businesses, servicing, processing or display of materials for rent or sale, except for off-street parking of motor vehicles in operable condition and open storage of materials accessory to a principal use shall be conducted within completely enclosed buildings. Open storage accessory to principal uses in the C-G, C-H, C-P, C-L, and C-C zoning districts may be allowed upon issuance of a conditional use permit.
- (5) All nonenclosed areas of the site that are used for off-street parking, loading or driveways for motor vehicles shall be paved or effectively dust-proofed and measures shall exist on-site to prevent tracking of mud from the site on to public streets.
- (6) All commercial business in the C-C, C-G, C-L or M-1C Districts that are open to the public between the hours of 2:30 a.m. and 5:30 a.m. shall require a conditional use permit.
- (7) Light manufacturing, predominantly from previously prepared materials, of finished products or parts, including processing, fabrication, assembly, treatment and packaging of such products, provided all manufacturing activities are contained entirely within an enclosed building, and noise, odor, smoke, heat, glare, and vibration resulting from manufacturing activity, are confined entirely within the building. Does not include industrial processing from raw materials.

(Code 1998, § 13-1-50; Ord. No. 2003-03, § 1(13-1-50), 3-24-2003; Ord. No. 2004-02, § 1, 1-29-2004; Ord. No. 2009-16, § 1, 8-24-2009; Ord. No. 2011-03, § 1, 1-10-2011; Ord. No. 2014-07, § 1, 6-23-2014; Ord. No. 2015-03A, § 2, 4-27-2015; Ord. No. 2018-06, § 1, 5-29-2018)



## **PUBLIC SAFETY COMMITTEE SUMMARY SHEET**

**MEETING DATE:** Monday, June 22, 2020

**SECTION:** Business

**DEPARTMENT:** Administration

**CONTACT:** Cassandra Suettinger, Village Clerk/Treasurer, Craig Sherven, Police Chief, Chris Dennis, Fire/Rescue Chief, Andrew Bremer, Comm & Eco Dev Director

**AGENDA ITEM:** Discussion and action on the expansion of premise for the Class "B" Beer and "Class B" intoxicating liquors license to add an approximately 1,100 square foot outdoor consumption area for Byrnes McFarland Tavern LLC D/B/A Byrnes McFarland Tavern, 5915 Exchange St. for the period ending June 20, 2020.

**PREVIOUS ACTION:**

### **ISSUE SUMMARY:**

See attached memo regarding the proposed expansion of premise for the McFarland Tavern to have an outdoor consumption area.

The property is zoned Central Commercial (C-C) and is a local and state designated historic property. Because of the unique nature of the property a number of committee's have a role in reviewing this request, including Public Safety, Landmarks Commission, Plan Commission, and the Village Board.

### **FINANCIAL/BUDGET IMPACT:**

N/A

### **VILLAGE PLAN REFERENCE:**

Property is identified as Downtown use in the Village's Comprehensive Plan. One of the goals of the plan is to increase and ease opportunities for businesses to grow in McFarland and expand dining. Improving business retention and enhancing commercial uses in the downtown area are also two of the strategies identified in the Village's 2020-2030 Strategic Plan.

### **ORDINANCE REFERENCE:**

Sec. 8-369, Fence Standards  
Sec. 11-64(n), Outdoor Consumption  
Sec. 62-71, Commercial District Permitted Use  
Sec. 62-172(j), Parking Spaces Required  
Sec. 62-310, Site/Design Review  
Chapter 62, Division 6 - Historic Preservation





### **BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

The proposal by the McFarland met all of the requirements of the ordinance except for 11-64(n)(4) c which requires the outdoor area to be completely enclosed by a fence at least 48 inches in height. Because the back exit of the patio leading to Long St. must remain an egress, installing a swinging door would not really provide an adequate deterrent for alcohol leaving the premise anymore than signage would. Additionally, the committee felt any solutions for the issue would cause more safety issues than the problem the ordinance tries to prevent against, The Committee felt the installation of safety cameras would provide ability for the Tavern to monitor this issue and ensure compliance. The ordinance provides that all standards contained within 11-64(n) regarding outdoor consumption are minimum conditions of all licenses with respect to outdoor areas unless the Village Board makes a specific finding that the condition is not necessary to protect the public health, safety or welfare. The Public Safety Committee felt the expansion of the tavern warranted allowing a variance from this condition finding that it was not necessary to protect the public health, safety or welfare.

June 10, 2020. The Public Safety Committee unanimously recommended approval of the expansion of premise for the Class "B" Beer and "Class B" intoxicating liquors license to add an approximately 1,100 square foot outdoor consumption area for Byrnes McFarland Tavern LLC D/B/A Byrnes McFarland Tavern, 5915 Exchange St. for the period ending June 30, 2020 with a variance from section 11-64(n)(4)c to allow the egress exit on the back patio to Long Street to remain unencumbered with the conditions that:

1. Security Cameras be installed to be able to adequately monitor the outdoor consumption area.
2. Glass bottles be prohibited in the outdoor consumption area.

June 15, 2020. The Landmarks Commission approved a Certificate of Appropriateness for the proposed outdoor dining and consumption area with additional modifications to the improvements in the submitted application:

1. Replacing the ground surface with a red granite/gravel material in lieu of the proposed sod as proposed by the applicant.
2. Replacing all proposed and existing fencing with a 6' high wood fence in similar style to the existing fence as proposed by the applicant.
3. Replacing the proposed wood gate between the garage and porch with a black wrought iron gate as proposed by the applicant.
4. Painting/stripping the off-street parking stalls and providing sufficient ADA width (36") between the stall closest to the porch to allow adequate wheelchair passage.

June 15, 2020. The Plan Commission met and approved the site plan with those same conditions as approved by the Landmarks Commission.

### **ATTACHMENTS:**

1. Application Packet
2. Review and Recommendation - Byrnes Tavern - 06.12.2020 FINAL
3. Chief Sherven Letter of Approval



4. Review and Recommendation - Fire & Rescue - 06.04.2020
5. 5915 Exchange Street\_C&ED Memo\_06.04.20



**Application for an Outdoor Consumption Area**  
Pursuant to Village Ordinance Chapter 11

**\*Any physical change to a licensed premise requires Village board approval.**

No Fee

**1. Applicant Information**

Name of Individual, Partnership, LLC, or Corporation that holds the current Alcohol Beverage License:  
Byrne's McFarland Tavern LLC.

DBA: Byrne's McFarland Tavern

Address of establishment:  
5915 Exchange St

City, State and Zip Code:  
McFarland Wi 53558

Contact Name:: Ashley Byrne

Contact Telephone Number: 608 347 6536(C)  
608 838 6012(W)

**2. Premise information**

Gross floor area of the indoor licensed premise within a permanent building:

3,264 square feet

Proposed Square Footage of Outdoor Area:\*

1,110 square feet

*\*Outdoor area may not be larger than 50% of the gross floor area of the licensed premise within a permanent building without a variance granted by the Village Board. To request a variance, please see section 8 of the application.*

**3. Outdoor Consumption Section**

Is the proposed outdoor consumption area within 50 feet of the lot line of a parcel zoned, or used for residential purposes?\*

☒ - No ☐ - Yes, see section 8 of application to request a variance

*\*This prohibition shall not apply to an outdoor area where an accessory apartment exists on the same parcel as the licensed premise.*

Will the outdoor area have amplified sound including but not limited to live music, loud speakers, call systems, etc.?

☒ - No ☐ - Yes.

Hours of operation for an outdoor consumption area shall be limited to Sunday through Thursday 11:00 a.m. to 10:00 p.m., and Friday and Saturday 11:00 a.m. to 11:00 p.m. Will the proposed outdoor consumption area meet this standard?

☒ - Yes ☒ - No, ☐ - Yes, see section 8 of application to request a variance

Is the proposed outdoor area directly connected to the indoor licensed premise?

☒ - Yes ☐ - No

*If no, please attach a security plan that explains how alcohol will be served, and how alcohol consumption will be monitored. Provide specific details on how you intend to prevent consumption outside of the licensed premise and how you will prevent underage alcohol consumption.*

**4. Outdoor Sporting Activity Section**

Will the proposed expansion involve an outdoor sporting activity area:?

☐ - Yes ☒ - No

If yes, you will need an outdoor sporting activity application in addition to this application.

## 5. Attachments/Requirements

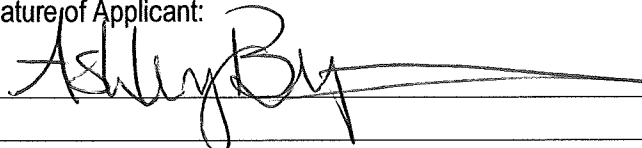
The following must be submitted with your application:

☒ - Site Plan or drawings demonstrating the size, location, surface, and building materials, fencing (not less than 4 ft in height), signage including proposed use of the outdoor area.

## 6. Certification

I certify that the information contained in this application is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Village Code of Ordinances and State Law.

Signature of Applicant:



Date:

5.21.2020

## 7. Standards for Outdoor Consumption Area

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

b. Hours of outdoor consumption are restricted to 11:00 a.m. to 10 p.m. Sunday through Thursday, and 11:00 a.m. to 11:00 p.m. on Friday and Saturday.

c. Amplified music, speakers, microphones, televisions and other audio video devices shall be subject to Chapter 20, Article III of the Village Code of Ordinances regarding Noise and section 11-69(f) if applicable. Commercial zoned shall be limited to 70 db at all times. Noise is measured at the property line. Outdoor amplification of noise is not allowed after 10 p.m.

d. A conspicuous notice shall be posted at each fire exit stating: "No Beer, Liquor or Wine May Be Carried in an Open Container Beyond this Point."

e. No bar/counter service shall be permitted in outdoor areas, however, wait staff may serve in the outdoor area.

f. Except for outdoor sports activities permitted under Section 11-69, the outdoor area shall not be used for any activities other than service and consumption of food and/or drink. Smoking may be permitted in accordance with applicable State and local regulations.

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

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

i. If the outdoor area is used for outdoor sports activities as permitted under Section 11-69 and persons under the age of 21 are allowed to be present on the licensed premises, all persons 21 years of age or older who intend to consume alcohol beverages in the outdoor area, shall be issued a wristband that is bright in color which shall be issued only upon showing valid identification proving the person is 21 years of age or older.

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

## Outdoor Consumption Proposal for Byrne's McFarland Tavern at 5915 Exchange St.

The proposed location will be in the yard area located on the right side of the building when looking east.



The area will be fenced in with 6ft. wood privacy fence.

There will be two entry points. One of which will be stairs from the back deck the empties directly to the consumption area. The other will be a handicap entry point between the garage and the deck which will also serve as an emergency exit.

All entry points will closed and locked during restricted hours. This will include a gate at the top of the stairs.

The second emergency exit is also marked in yellow (please see attached diagram).

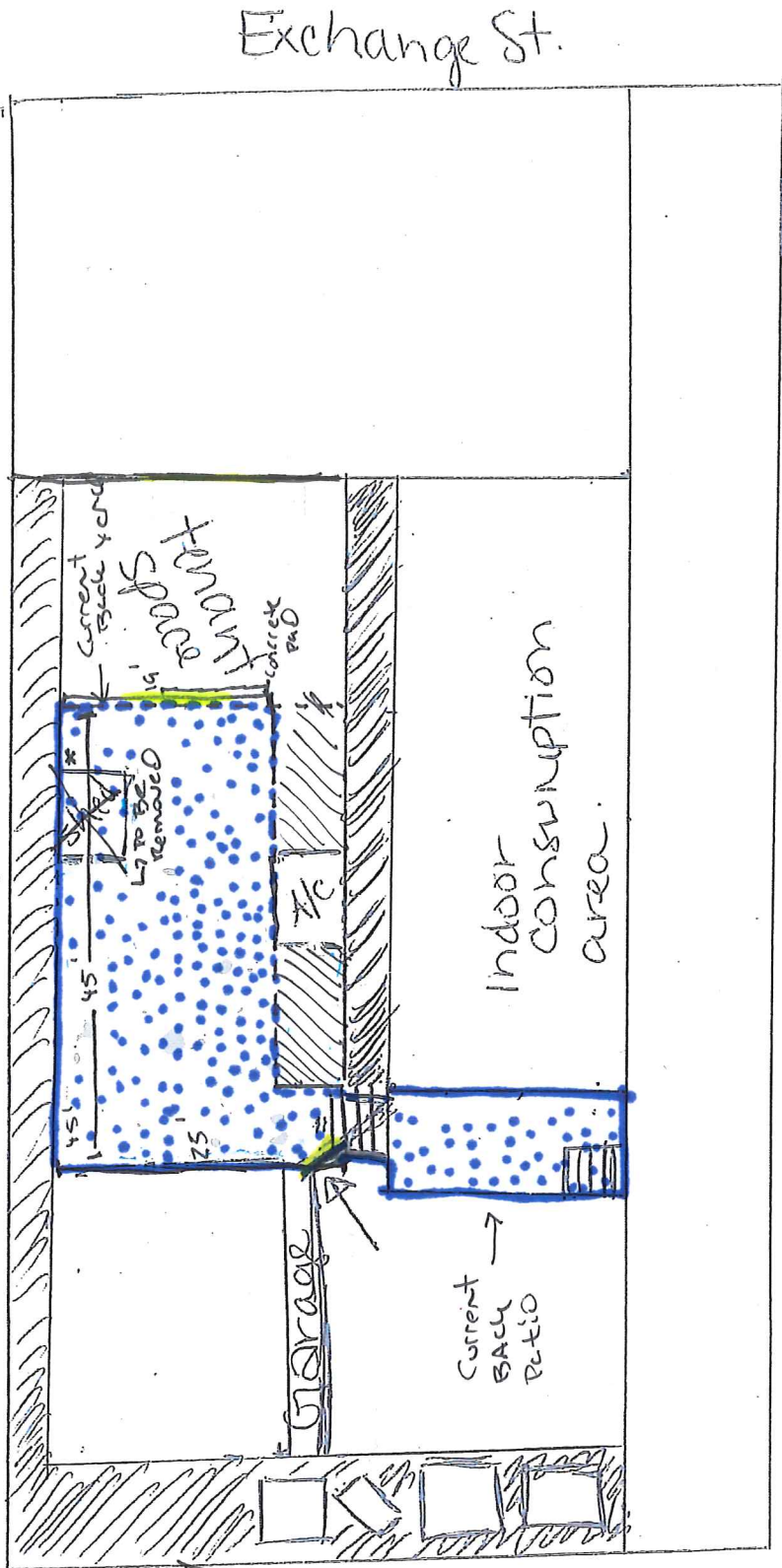
An additional fence will be added at end of the consumption area to separate that area from that of the tenants.

The stairs and ramps will be constructed from wood.

Garbage receptacles will be place in all corners inside area and emptied daily.

Construction start date pending the approval of the outdoor consumption area.

- \* All fence is 6' privacy fence
- \* Stairs and handicap ramps will be constructed out of wood.



Backyard  
Area =  
Approximately  
900 sq ft.  
Back  
Patio =  
200 sq ft.

→ Indicates Entry Point.  
\* Handicap by Garage  
\* Stairs off deck to back yard.

 Purposed outdoor consumption area

 Indicate unusable space

--- interior fence to separate space and keep at 50% of indoor area.

 landscaped/non-usable area

 2nd emergency exit.

 stair ways

1 inch = approx. 20ft.

## MEMORANDUM

To: Public Safety Committee and Village Board

From: Cassandra Suettinger, Village Clerk/Treasurer

Date: June 5, 2020

RE: Expansion of Premise for Byrnes Tavern, 5915 Exchange St.

**Background:** The current licensed premise for Byrnes McFarland Tavern is the first floor tavern area and basement.

**Proposal:** Byrnes McFarland Tavern is proposing to expand their licensed premise to include an approximately 900 square foot outdoor consumption area in the backyard and the 200 square foot back patio adjacent to the current indoor consumption area. Attached are the site plans showed the proposed site plan. Much like a lot of expansions we have recently seen, she is hoping for this expansion to allow more capacity to meet social distancing requirements. Obviously with a small location like the tavern, allowing additional outdoor seating will really help them try to survive and navigate the COVID19 world we now find ourselves in.

**Review:** Village Ordinance 11-64n outlines the conditions and requirements for outdoor consumption areas within the Village. Below is a review of the proposal and its compliance with the required conditions.

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

On May 29, 2020, a notice was sent to all property owners within 500 feet of the proposed licensed premise expansion notifying them of the dates and times of the Public Safety and Village Board meetings along with a copy of the proposed site plan.

*2) The application shall be accompanied by detailed plans or drawings demonstrating the size, location, surface and building materials, and use of the outdoor area, including fencing and signage, and any other information necessary to determine compliance with this Subsection. The outdoor consumption application, along with associated plans and drawings, shall be reviewed for a recommendation by the Public Safety Committee and a final decision made by the Village Board.*



Attached are the detailed plans outlining all the required items for the review and recommendation of the Public Safety Committee.

*3) The Village Board may impose conditions specific to any outdoor areas of the licensed premises as deemed necessary to prevent undue adverse impacts on neighboring property, the character of the surrounding neighborhood, traffic conditions, parking or any other matter to protect the public health, safety, welfare or convenience, including, but not limited to:*

*a. Restricting the hours during which alcohol consumption may be permitted within the outdoor area;*

Staff Comments: No restrictions identified by Staff

*b. Requiring additional parking beyond the minimum required by the Zoning Code;*

Staff Comments:

**Community Development Director Andrew Bremer:**

On June 15, 2020, both the Landmarks Commission and Plan Commission will review McFarland's Tavern's Outdoor Consumption Area Application and associated site plan. As part of their review, the Plan Commission will determine whether to condition approval on any potential changes to the off-street parking. My recommendation to the Plan Commission will be to not require any additional off-street parking to support the proposed outdoor consumption area for the following reasons:

1. The parking requirements of Sec. 62-172(j) are advisory only in the C-C District.
2. The property location offers greater access to on-street parking opportunities than other commercial zoned properties located within the Village.
3. The request for the outdoor consumption area is in correlation with likely decreased indoor seating capacity due to COVID-19 safe distancing guidelines/requirements.
4. Use of the outdoor area is seasonal and weather dependent and thus does not create the same year-round demand as a permanent indoor expansion.
5. The proposed application does not include adding additional dwelling units. The property currently has two, two-bedroom dwelling units. The Zoning Code requires two spaces per two-bedroom dwelling units. The existing property currently has a two-vehicle garage and four off-street surface parking spaces.

*c. Regulation of lighting and screening;*

Staff Comments:

**Chief Sherven** - Applicant should be required to install adequate lighting so as to clearly monitor the area for compliance with statute and ordinance.

Response: Applicant has proposed to use the current motion light already on the property as lighting.

Response: Applicant plan to use motion lighting already on the property as permeant lighting.

*d. Any conditions recommended by the Public Safety Committee;*  
To be determined by the Committee as applicable.

*e. Any conditions imposed by the Plan Commission as part of its required site plan review under Section 62-310 of this Code.*

Plan Commission will review the site plan on June 15<sup>th</sup> and provide recommendation to the Village Board.

*In addition to any specific conditions imposed under Subsections (2) and (3), the following shall be minimum conditions of all licenses with respect to outdoor areas unless the Village Board makes a specific finding that the condition is not necessary to protect the public health, safety or welfare:*

*a. Outdoor areas are prohibited within 50 feet of the lot line of a parcel zoned, or lawfully used for residential purposes. This prohibition shall not apply to prohibit an outdoor area where an accessory apartment exists on the same parcel as the licensed premises.*

- Staff Comments: Compliant. There is a residence within 50 feet on the McFarland Tavern property; however, it is located on the McFarland House Café property which is currently zoned C-C Central Commercial and not zoned residential.

*b. The hours during which alcohol consumption may be permitted within the outdoor area is restricted to 11:00 a.m. to 10:00 p.m. Sunday through Thursday; and 11:00 a.m. to 11:00 p.m. on Friday and Saturday.*

- Staff Comments: None.
- Response: Applicant is aware of requirement and will need to comply.

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

- Staff Comments:

**Chief Sherven** - I do not see a picture of the fencing intended to be used, however this serves as a reminder that the fence is expected to be in compliance with ordinance requirements in terms of physical construction requirements related to height and material. Applicant should be aware that the type of fencing they choose has an effect on the ability of patrons to pass beverages to individuals outside the area and increased visual supervision of the area would be prudent and highly recommended.

**Clerk/Treasurer Suettinger** – Additionally, it has been identified that the stairs off the back patio leading to the parking lot area and Long Street are not currently enclosed in fence as they serve as an exit for the bar. Because the ordinance requires the outdoor consumption area be fenced, this proposes a problem. The Fire & Rescue department has identified this exit must remain an egress to exit the bar. Village Staff and the applicant discussed a variety of solutions for the issue and ultimately could not arrive a solution that would not present a bigger safety issue than the problem trying to be addressed.

d. *Amplified music, speakers, microphones, televisions or other audio or video devices shall be subject to Chapter 20, Article III of the Village Code of Ordinances regarding Noise and Section 11-69(f) if applicable.*

- Staff Comments:

**Chief Sherven** - Applicant should be aware that Village ordinance restricts and/or prohibits sound or noise as follows:

- “tending to unreasonably disturb the peace and quiet of persons in the vicinity thereof unless the making and continuing of the same cannot be prevented and is necessary for the protection or preservation of property or of the health, safety, life, or limb of some person”
- “The using, operating or permitting to be played, used or operated of any radio receiving set, musical instrument, phonograph, loudspeaker, sound amplifier or other machine or device for the producing or reproducing of sound, which is cast upon the public streets for the purpose of commercial advertising or attracting attention of the public to any building or structure. Announcements over loudspeakers can only be made by the announcer in person and without the aid of any mechanical device.”
- It’s important to understand that tolerance levels of other individuals vary greatly. What is reasonable to one may be completely unreasonable to another, thus it would be prudent to utilize any outdoor amplification cautiously and prudently
- Response: Applicant is aware of requirement and will need to comply.

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

- Staff Comments: Chief Sherven highlights and emphasizes this requirement for applicants.
- Response: Applicant is aware of requirement and understands compliance requirement.

*f. The size of the outdoor area may not be larger than 50 percent of the gross floor area of the licensed premises within a permanent building. Interior building capacity shall not be increased as a result of the addition of the outdoor area. The playing area of any outdoor sports area permitted under Section 11-69 shall not be included for purposes of determining compliance with this subparagraph so long as the playing area is not permitted to be occupied by persons not participating in the sporting activity for which the playing area is designed.*

- Staff Comments: The applicant's current interior premise includes the basement and 1<sup>st</sup> floor storage and first floor sales. This is approximately 3,264 square feet. This would provide the applicant up to 1,632 square feet for an outdoor consumption area. Total proposed square footage is approximately 1,100 square feet, well within the limitations of the ordinance.
- Response: Not applicable

*g. A conspicuous notice shall be posted at each fire exit stating: "No Beer, Liquor or Wine May Be Carried in an Open Container Beyond this Point."*

- Staff Comments: None.
- Response: Applicant is aware of requirement and understands compliance requirement.

*h. No bar/counter service shall be permitted in outdoor areas, however, wait staff may serve in the outdoor area.*

- Staff Comments: No comments
- Response: Applicant does not plan to have bar/counter service in the outdoor area. All sales will occur in the building and be carried out to the patio.

*i Except for outdoor sports activities permitted under Section 11-69, the outdoor area shall not be used for any activities other than service and consumption of food and/or drink. Smoking may be permitted in accordance with applicable State and local regulations.*

Compliant. Applicant is aware of requirement.

- Staff Comments: Not applicable no outdoor sports planned.
- Response: Not applicable

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

- Staff Comments: Both the Fire Inspector and Building Inspector reviewed the proposed plan and found it to be in compliance.
- Response: Not applicable

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

- Staff Comments: None.
- Response: Applicant is aware of requirement and understands compliance requirement.

*I. If the outdoor area is used for outdoor sports activities as permitted under Section 11-69 and persons under the age of 21 are allowed to be present on the licensed premises, all persons 21 years of age or older who intend to consume alcohol beverages in the outdoor area, shall be issued a wristband that is bright in color which shall be issued only upon showing valid identification proving the person is 21 years of age or older.*

- Staff Comments: Not applicable no outdoor sports planned.
- Response: Not applicable

**Recommendation:** Staff recommends approval of the expansion of licensed premise for Byrnes McFarland Tavern, 5915 Exchange St., to include the 200 square foot back patio and an approximately 900 square foot backyard outdoor consumption area for the period ending June 30, 2020.



# Village of McFarland Police Department

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

Craig J. Sherven • Chief of Police

May 27, 2020

Cassandra Suettinger  
Village Clerk  
Village of McFarland

RE: Comments regarding Byrne's McFarland Tavern Expansion Request

Cassandra –

Having reviewed the proposed outdoor expansion, I am generally fine with it, with the below comments and a few cautions relating to the proposed use of outdoor amplification and fencing requirements. My comments are reflective only of those related to law enforcement and security concerns, and not of fire safety, zoning, construction, lot line requirements, etc. Other staff will comment from those standpoints.

- **Regarding section 11-64 (N) of Village Ordinances:**
  - o **(4)(C)** – I do note see a picture of the fencing intended to be used, however this serves as a reminder that the fence is expected to be in compliance with ordinance requirements in terms of physical construction requirements related to height and material. Applicant should be aware that the type of fencing they choose has an effect on the ability of patrons to pass beverages to individuals outside the area and increased visual supervision of the area would be prudent and highly recommended.
  - **(4)(D)** – Applicant should be aware that Village ordinance restricts and/or prohibits sound or noise as follows:
    - ② “tending to unreasonably disturb the peace and quiet of persons in the vicinity thereof unless the making and continuing of the same cannot be prevented and is necessary for the protection or preservation of property or of the health, safety, life, or limb of some person”



- ② “The using, operating or permitting to be played, used or operated of any radio receiving set, musical instrument, phonograph, loudspeaker, sound amplifier or other machine or device for the producing or reproducing of sound, which is cast upon the public streets for the purpose of commercial advertising or attracting attention of the public to any building or structure. Announcements over loudspeakers can only be made by the announcer in person and without the aid of any mechanical device.”
- ② It’s important to understand that tolerance levels of other individuals vary greatly. What is reasonable to one may be completely unreasonable to another, thus it would be prudent to utilize any outdoor amplification cautiously and prudently.
- **(4)(E)** – As an additional caution relating to relating to restrictions on noise and general character of the business, this section provides “The outdoor area shall not have an undue adverse impact upon nearby property, the character of the neighborhood, traffic conditions, parking or other matter affecting the public health, safety, welfare, or convenience”.
- **(3)(C) Lighting** – Applicant should be required to install adequate lighting so as to clearly monitor the area for compliance with statute and ordinance.
- Proper signage, as per indicated on the application and in ordinance, is required that prohibits carrying out alcoholic beverages.

Respectfully,

*Craig J. Sherven*

Craig J. Sherven  
Chief of Police



**McFarland Fire & Rescue Department**

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

**Emergency: 911**

---

Date: May 21, 2020

To: Public Safety Committee

From: Mitchell Sutter, Fire Inspector/Public Education Specialist

RE: Byrne's McFarland Tavern LLC

I have reviewed the proposal in the Expansion of Premise requested by Byrne McFarland Tavern LLC. At this time, McFarland Fire & Rescue do not observe any occupancy or fire hazards with the expansion and recommend approval of the application.

If you have any questions regarding the above, please contact me via phone at 608-838-3278 or via email at [mitchell.sutter@mcfarland.wi.us](mailto:mitchell.sutter@mcfarland.wi.us)

Sincerely,

Mitchell Sutter  
Fire Inspector/Public Education Specialist

Cc: Chris Dennis, Fire & EMS Chief (McFarland Fire & Rescue Department)

## Memorandum

To: Public Safety Committee

From: Andrew Bremer, AICP, Community & Economic Development Director

Date: June 4, 2020

Re: **5915 Exchange Street, McFarland Tavern, Outdoor Consumption Application**

---

On June 15, 2020, both the Landmarks Commission and Plan Commission will review McFarland's Tavern's Outdoor Consumption Area Application and associated site plan. As part of their review, the Plan Commission will determine whether to condition approval on any potential changes to the off-street parking. My recommendation to the Plan Commission will be to not require any additional off-street parking to support the proposed outdoor consumption area for the following reasons:

1. The parking requirements of Sec. 62-172(j) are advisory only in the C-C District.
2. The property location offers greater access to on-street parking opportunities than other commercial zoned properties located within the Village.
3. The request for the outdoor consumption area is in correlation with likely decreased indoor seating capacity due to COVID-19 safe distancing guidelines/requirements.
4. Use of the outdoor area is seasonal and weather dependent and thus does not create the same year-round demand as a permanent indoor expansion.
5. The proposed application does not include adding additional dwelling units. The property currently has two, two-bedroom dwelling units. The Zoning Code requires two spaces per two-bedroom dwelling units. The existing property currently has a two-vehicle garage and four off-street surface parking spaces.



## **PUBLIC SAFETY COMMITTEE SUMMARY SHEET**

**MEETING DATE:** Monday, June 22, 2020

**SECTION:** Business

**DEPARTMENT:** Administration

**CONTACT:** Cassandra Suettinger, Village Clerk/Treasurer

**AGENDA ITEM:** Discussion and action on Ordinance 2020-20: An ordinance amending the standards for the outdoor consumption of alcohol

**PREVIOUS ACTION:**

### **ISSUE SUMMARY:**

On May 25, 2020 Trustee Kryzenske referred discussion on section 11-64(n)4 of the Village Code of Ordinances for review and possible revision. In the fall of 2019, the Village re-wrote section 11-64(n) of the Village Code of Ordinances regarding outdoor consumption area. Section 4 currently provides the following:

11-6(4) a. Outdoor areas are prohibited within 50 feet of the lot line of a parcel zoned, or lawfully used for residential purposes.

The original intent of the was to change the standard to prohibit outdoor areas within 50 feet of parcels zoned residential. The Village attorney added in the addition portion that provides 'or lawfully used for residential purposes.' The intent of the language to cover non-conforming uses. However, as written, the addition language is confusing and could be interpreted to read that outdoor areas are prohibited within 50 feet of any parcel lawfully used for residential purposes. An example of where this provision becomes pertinent is the McFarland House Cafe and McFarland Tavern. Both businesses have tenants that reside on the upper floors of the businesses. The original intent of the revision was to recognize that the prohibition would not apply in these situations where businesses with tenants abut each other.

Based on discussion with the Village Attorney, staff recommends the following revisions for consideration:

1. 11-6(4) a. Outdoor areas are prohibited within 50 feet of the lot line of a parcel zoned, or lawfully used, for residential purposes unless the residential use is located on another licensed premises.

This revision specifically addresses two licensed establishments located next to one another such as the Cafe and Tavern. It provides a fairly narrow exception.

2. 11-6(4) a. Outdoor areas are prohibited within 50 feet of the lot line of a parcel zoned, or lawfully used for residential purposes.



The second suggestion is to remove the language all together. This would simply require that outdoor areas not be allowed within 50 feet of of the lot line of a parcel zoned residential. This is a broad interpretation that would provide the broadest application and use. The Committee would essentially need to discuss what the exception should cover. Does it matter if the neighboring apartment is a single unit above a flower shop or pharmacy as opposed to a bar? If it matters, then this revision would not likely be agreeable,

**FINANCIAL/BUDGET IMPACT:**

N/A

**VILLAGE PLAN REFERENCE:**

N/A

**ORDINANCE REFERENCE:**

11-64(n)4

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

The Public Safety Committee recommends the revision that is broader. The Committee preferred this version as it would not require this provision to have to be re-assessed based on different situations that could arise. Based on the Public Safety Committee's direction, Ordinance 2020-20 was drafted and recommended for approval.

**ATTACHMENTS:**

1. Sec. 11\_64. \_\_\_ Conditions\_of\_license. (1)
2. 2020-20 Outdoor Drinking Ordinance - Proximity to Residential

Sec. 11-64. - Conditions of license.

- (n) *Outdoor consumption.* Licensed premises under a "Class B," Class "B" or "Class C" license may include areas outside a fully enclosed building in accordance with the following:
- (1) Any application for a new license, the renewal of an existing license or a change in the description of licensed premises which seeks to include an outdoor area within the licensed premises' description shall require notice to each person owning property within 500 feet of the proposed licensed premises. The applicant shall prepay the cost of sending such notice before the notices are sent. The notice shall include a copy of the application and the date, time and location of any public hearings or other public meetings at which the application is scheduled to be considered.
  - (2) The application shall be accompanied by detailed plans or drawings demonstrating the size, location, surface and building materials, and use of the outdoor area, including fencing and signage, and any other information necessary to determine compliance with this Subsection. The outdoor consumption application, along with associated plans and drawings, shall be reviewed for a recommendation by the Public Safety Committee and a final decision made by the Village Board.
  - (3) The Village Board may impose conditions specific to any outdoor areas of the licensed premises as deemed necessary to prevent undue adverse impacts on neighboring property, the character of the surrounding neighborhood, traffic conditions, parking or any other matter to protect the public health, safety, welfare or convenience, including, but not limited to:
    - a. Restricting the hours during which alcohol consumption may be permitted within the outdoor area;
    - b. Requiring additional parking beyond the minimum required by the Zoning Code;
    - c. Regulation of lighting and screening;
    - d. Any conditions recommended by the Public Safety Committee;
    - e. Any conditions imposed by the Plan Commission as part of its required site plan review under Section 62-310 of this Code.
  - (4) In addition to any specific conditions imposed under Subsections (2) and (3), the following shall be minimum conditions of all licenses with respect to outdoor areas unless the Village Board makes a specific finding that the condition is not necessary to protect the public health, safety or welfare:
    - a. Outdoor areas are prohibited within 50 feet of the lot line of a parcel zoned, or lawfully used for residential purposes. This prohibition shall not apply to prohibit an outdoor area where an accessory apartment exists on the same parcel as the licensed premises.
    - b. The hours during which alcohol consumption may be permitted within the outdoor area is restricted to 11:00 a.m. to 10:00 p.m. Sunday through Thursday; and 11:00 a.m. to 11:00 p.m. on Friday and Saturday.
    - c. The perimeter of any outdoor portion of a licensed premises shall be enclosed by a permanent, secure fence not less than four feet in height. Such fence shall be constructed of wood, plastic, or metal and erected and maintained in accordance with all applicable Village ordinances. If the outdoor portion of a licensed premises is an outdoor sports area, the enclosure may instead be made by temporary netting not less than ten feet high during the applicable sports season. Such netting shall not be installed sooner than 14 days prior to, and shall be removed no later than 14 days after, the season or the period established under Section 11-69(f)(6)c., whichever is shorter. The outdoor area shall comply with all applicable building code requirements including the provision of readily distinguishable means of egress for fire and emergency purposes.

- d. Amplified music, speakers, microphones, televisions or other audio or video devices shall be subject to Chapter 20, Article III of the Village Code of Ordinances regarding Noise and Section 11-69(f) if applicable.
- e. The outdoor area shall not have an undue adverse impact upon nearby property, the character of the neighborhood, traffic conditions, parking or other matter affecting the public health, safety, welfare, or convenience.
- f. The size of the outdoor area may not be larger than 50 percent of the gross floor area of the licensed premises within a permanent building. Interior building capacity shall not be increased as a result of the addition of the outdoor area. The playing area of any outdoor sports area permitted under Section 11-69 shall not be included for purposes of determining compliance with this subparagraph so long as the playing area is not permitted to be occupied by persons not participating in the sporting activity for which the playing area is designed.
- g. A conspicuous notice shall be posted at each fire exit stating: "No Beer, Liquor or Wine May Be Carried in an Open Container Beyond this Point."
- h. No bar/counter service shall be permitted in outdoor areas, however, wait staff may serve in the outdoor area.
- i. Except for outdoor sports activities permitted under Section 11-69, the outdoor area shall not be used for any activities other than service and consumption of food and/or drink. Smoking may be permitted in accordance with applicable State and local regulations.
- j. The outdoor area shall be accessible to the disabled, and the license holder shall at all times comply with all applicable federal, state and village laws, ordinances and regulation concerning accessibility.
- k. Containers for refuse disposal and regular cleanup shall be placed inside of the outdoor area.
- l. If the outdoor area is used for outdoor sports activities as permitted under Section 11-69 and persons under the age of 21 are allowed to be present on the licensed premises, all persons 21 years of age or older who intend to consume alcohol beverages in the outdoor area, shall be issued a wristband that is bright in color which shall be issued only upon showing valid identification proving the person is 21 years of age or older.

(Code 1998, § 7-2-14; Ord. No. 2013-01, §§ 1, 2, 4-22-2013; Ord. No. 2015-07, §§ 1—4, 7-27-2015; Ord. No. 2016-01, § 1, 1-25-2016; Ord. No. [2019-19](#), § 1, 10-28-2019)



**ORDINANCE 2020-20 AN ORDINANCE AMENDING THE STANDARDS FOR THE  
OUTDOOR CONSUMPTION OF ALCOHOL**

Purpose: To amend license premise standards for the outdoor consumption of alcohol for “Class B”, Class “B” and “Class C” establishments.

Sponsor: Village Trustee Eric Kryzenske

Recommended Referral: Public Safety

Public Hearing: Not Required

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

1. Section 11-64(n) of the McFarland Municipal Code are amended to read as follows:  
Sec. 11-64. - Conditions of license.

(4) In addition to any specific conditions imposed under sub. (2) and (3), the following shall be minimum conditions of all licenses with respect to outdoor areas unless the Village Board makes a specific finding that the condition is not necessary to protect the public health, safety or welfare:

a. Outdoor areas are prohibited within 50 feet of the lot line of a parcel zoned, ~~or lawfully used~~ for residential purposes. This prohibition shall not apply to prohibit an outdoor area where an accessory apartment exists on the same parcel as the licensed premises.

The above and foregoing Ordinance was duly adopted at a regular meeting of the McFarland Village Board on the \_\_\_\_ day of June, 2020

| ORDINANCE 2020 –20 |        |
|--------------------|--------|
| MOTION             | SECOND |
|                    |        |
| ACTION             | DATE   |
| Adopted            |        |
| Referred           |        |
| Tabled             |        |
| Withdrawn          |        |
| Defeated           |        |
| Published          |        |
| INDIVIDUAL VOTING  |        |

APPROVED:

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Brad Czebotar, Village President

ATTEST:

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Cassandra Suettinger, Village Clerk-  
Treasurer

| RECORD           |             |
|------------------|-------------|
| Brassington -    | Kryzenske - |
| Clow -           | Rupert -    |
| Czebotar -       | Utter -     |
| Flaherty -       |             |
| VOTING RESULTS   |             |
| Motion Carried   |             |
| Motion Defeated: |             |



## **PUBLIC SAFETY COMMITTEE SUMMARY SHEET**

**MEETING DATE:** Monday, June 22, 2020

**SECTION:** Business

**DEPARTMENT:** Administration

**CONTACT:** Cassandra Suettinger, Village Clerk/Treasurer, Craig Sherven, Police Chief, Chris Dennis, Fire/Rescue Chief, Andrew Bremer, Comm & Eco Dev Director

**AGENDA ITEM:** Discussion and action on Resolution 2020-13: A resolution approving the renewal of applications for liquor and fermented malt beverage licenses for 2020-2021.

**PREVIOUS ACTION:**

### **ISSUE SUMMARY:**

Attached is Resolution 2020-13: a resolution approve the renewal applications for liquor and fermented malt beverages licenses for the period of July 1, 2020 through June 20, 2020. Additionally attached are the compliance inspections and an overview of license violations from Chief Sherven.

### **FINANCIAL/BUDGET IMPACT:**

Revenue of approximately \$12,000

### **VILLAGE PLAN REFERENCE:**

N/A

### **ORDINANCE REFERENCE:**

Chapter 11 - Article II - Village Code of Ordinances regarding alcohol beverage licensing.

### **BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

The Public Safety Committee unanimously recommends approval of 2020-13: A resolution approving the renewal of applications for liquor and fermented malt beverage licenses for 2020-2021.

### **ATTACHMENTS:**

1. 2020-13 Resolution Approving the Renewal Applications for Liquor and Fermented Malt Beverage Applications
2. 2020-2021 Alcohol Licensing List
3. Letter to PSC Incident Analysis Results From PD

## RESOLUTION 2020-13

### A RESOLUTION APPROVING THE RENEWAL OF APPLICATIONS FOR LIQUOR AND FERMENTED MALT BEVERAGE LICENSES FOR 2020-2021

WHEREAS, on Monday, June 22, 2020, the Village Board met to consider the following applications for renewal of Liquor and Fermented Malt Beverage licenses for 2020-2021. The Public Safety Committee previously reviewed all submitted applications and recommended approval.

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

| LEGAL NAME                 | D/B/A                  | ADDRESS              | AGENT            |
|----------------------------|------------------------|----------------------|------------------|
| Kwik Trip Inc.             | Kwik Trip #766         | 4701 Farwell St      | Sheila Mickelson |
| Loeder Oil Co., Inc.       | McFarland BP           | 4701 Burma Rd        | Daniel Loeder    |
| Mangat Enterprises LLC     | Terminal Citgo         | 4004 Terminal Dr     | Gurmail Mangat   |
| Monumental Enterprises Inc | McFarland Liquor       | 4716 Farwell St      | Nathanael Romick |
| Ultra Mart Foods LLC       | Pick 'N Save #394      | 5709 US HWY 51       | Ken Schurr       |
| Walgreen Co                | Walgreens #10554       | 4605 Larson Beach Rd | Sharon Petrowski |
| JBT Ventures Inc           | HWY 51 Liquor and Bait | 5716 Hwy 51          | Brian Shorey     |

#### Class "A" Beer and Cider

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

#### Class "A" Beer

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

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

| LEGAL NAME                                       | D/B/A                       | ADDRESS           | AGENT             |
|--------------------------------------------------|-----------------------------|-------------------|-------------------|
| ARUBA0204                                        | Angelo's McFarland          | 4706 Farwell St   | Susan Hubanks     |
| Byrne's McFarland Tavern LLC                     | Byrne's McFarland Tavern    | 5915 Exchange St  | Ashley Byrne      |
| Edwards-Foye Post No. 534 of the American Legion | American Legion Post 534    | 4911 Burma Rd     | William Bley      |
| Green Lantern Restaurant Inc.                    | Green Lantern Restaurant    | 4412 Siggelkow Rd | Joy Wheeler       |
| Spartan Pizza LLC                                | Spartan Pizza               | 5813 Main St      | Shena Scott       |
| Palenque Mexican Restaurant LLC                  | Palenque Mexican Restaurant | 5906 US HWY 51    | Andres Castellano |
| Parkside Pub LTD                                 | Parkside Pub                | 5016 Erling Ave   | Joshua Lavik      |
| Spartan Bowl Inc                                 | Spartan Bowl                | 4711 Farwell St   | Robert Bloxham    |
| SWN Inc                                          | Maple Tree Restaurant       | 6010 US HWY 51    | Gary Seiler       |
| McFarland House Café Inc.                        | McFarland House Café        | 5923 Exchange St. | Shaun O'Hearn     |
| 5100 Bar LLC                                     | 5100                        | 5100 Erling Ave   | Steve Racek       |

#### Class "B"

| LEGAL NAME          | D/B/A               | ADDRESS           | AGENT         |
|---------------------|---------------------|-------------------|---------------|
| Hope Rod & Gun Club | Hope Rod & Gun Club | 3435 Siggelkow Rd | Joe Malkasian |

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

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

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

NOW THEREFORE, BE IT RESOLVED, that the Village Board of the Village of McFarland, Dane County, Wisconsin, hereby approves the renewal of applications for liquor and fermented malt beverage licenses for the period of July 1, 2020 through June 30, 2021.

Approved:

\_\_\_\_\_  
Brad Czebotar, Village President

Attest: \_\_\_\_\_  
Cassandra Suettinger, Clerk/Treasurer

| RESOLUTION 2020-13       |           |
|--------------------------|-----------|
| MOTION                   | SECOND    |
|                          |           |
| ACTION                   | DATE      |
| Adopted                  |           |
| Referred                 |           |
| Tabled                   |           |
| Withdrawn                |           |
| Defeated                 |           |
| Published                |           |
| INDIVIDUAL VOTING RECORD |           |
| Brassington              | Kryzenske |
| Clow                     | Rupert    |
| Czebotar                 | Utter     |
| Flaherty                 |           |
| VOTING RESULTS           |           |
| Motion Carried:          |           |
| Motion Defeated:         |           |

**Village of McFarland  
Alcohol Licensing  
July 1, 2020 - June 30, 2021**

| LEGAL NAME                                       | D/B/A                       | ADDRESS              | AGENT             | BACKGROUND | PD INCIDENTS                  | PD INSPECT    | FIRE INSPECT | BI INSPECT | COMMENTS                                   |
|--------------------------------------------------|-----------------------------|----------------------|-------------------|------------|-------------------------------|---------------|--------------|------------|--------------------------------------------|
| 5100 Bar LLC                                     | 5100                        | 5100 Erling Ave      | Steve Racek       | PASS       | PASS                          | NOT COMPLETED | PASS         | PASS       |                                            |
| Edwards-Foye Post No. 534 of the American Legion | American Legion Post 534    | 4911 Burma Rd        | William Bley      | PASS       | PASS                          | PASS          | PASS         | PASS       |                                            |
| ARUBA0204                                        | Angelo's McFarland          | 4706 Farwell St      | Susan Hubanks     | PASS       | PASS                          | PASS          | PASS         | PASS       |                                            |
| Byrne's McFarland Tavern LLC                     | Byrne's McFarland Tavern    | 5915 Exchange St     | Ashley Byrne      | PASS       | PASS                          | PASS          | PASS         | PASS       |                                            |
| Green Lantern Restaurant Inc.                    | Green Lantern Restaurant    | 4412 Siggelkow Rd    | Joy Wheeler       | PASS       | PASS                          | PASS          | PASS         | PASS       |                                            |
| Hope Rod & Gun Club                              | Hope Rod and Gun Club       | 3435 Siggelkow Rd    | Joe Malkasian     | PASS       | PASS                          | NOT COMPLETED | PASS         | PASS       |                                            |
| JBT Ventures Inc                                 | HWY 51 Liquor and Bait      | 5716 Hwy 51          | Brian Shorey      | PASS       | PASS                          | PASS          | PASS         | PASS       |                                            |
| Kwik Trip Inc.                                   | Kwik Trip #766              | 4701 Farwell St      | Sheila Mickelson  | PASS       | PASS                          | PASS          | PASS         | PASS       |                                            |
| Loeder Oil Co., Inc.                             | Larson Beach BP             | 4800 Larson Beach Rd | Daniel Loeder     | PASS       | PASS                          | PASS          | PASS         | PASS       |                                            |
| SWN Inc                                          | Maple Tree Restaurant       | 6010 US HWY 51       | Gary Seiler       | PASS       | PASS                          | PASS          | PASS         | PASS       |                                            |
| Loeder Oil Co., Inc.                             | McFarland BP                | 4701 Burma Rd        | Daniel Loeder     | PASS       | Incident Identified           | PASS          | PASS         | PASS       | See Police Chief's memo dated May 29, 2020 |
| McFarland House Café Inc                         | McFarland House Café        | 5923 Exchange St     | Shaun O'Hearn     | PASS       | PASS                          | PASS          | PASS         | PASS       |                                            |
| Monumental Enterprises Inc                       | McFarland Liquor            | 4716 Farwell St      | Nathanael Romick  | PASS       | PASS                          | PASS          | PASS         | PASS       |                                            |
| Palenque Mexican Restaurant LLC                  | Palenque Mexican Restaurant | 5906 US HWY 51       | Andres Castellano | PASS       | Potential Incident Identified | PASS          | PASS         | PASS       | See Police Chief's memo dated May 29, 2020 |
| Parkside Pub LTD                                 | Parkside Pub                | 5016 Erling Ave      | Joshua Lavik      | PASS       | PASS                          | PASS          | PASS         | PASS       |                                            |
| Ultra Mart Foods LLC                             | Pick 'N Save #394           | 5709 US HWY 51       | Ken Schurr        | PASS       | PASS                          | PASS          | PASS         | PASS       |                                            |
| Spartan Bowl Inc                                 | Spartan Bowl                | 4711 Farwell St      | Robert Bloxham    | PASS       | PASS                          | PASS          | PASS         | PASS       |                                            |
| Spartan Pizza LLC                                | Spartan Pizza               | 5813 Main St         | Shena Scott       | PASS       | PASS                          | PASS          | PASS         | PASS       |                                            |
| Mangat Enterprises LLC                           | Terminal Citgo              | 4004 Terminal Dr     | Gurmail Mangat    | PASS       | PASS                          | PASS          | PASS         | PASS       |                                            |
| The Madison Curling Club                         | The Madison Curling Club    | 4802 Marsh Rd        | Douglas Pahl      | PASS       | PASS                          | PASS          | PASS         | PASS       |                                            |
| Walgreen Co                                      | Walgreens #10554            | 4605 Larson Beach Rd | Sharon Petrowski  | PASS       | PASS                          | PASS          | PASS         | PASS       |                                            |



# Village of McFarland Police Department

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

Craig J. Sherven • Chief of Police

**DATE:** May 29, 2020

**TO:** McFarland Public Safety Committee

**FROM:** Craig J. Sherven, Chief of Police

**REFERENCE:** Report on Alcohol Beverage Licensed Establishments for 2019-2020 licensure year

I have reviewed the call listing for all licensed establishments within the Village. Having done so, I have discovered only two incidents that I consider to be substantially related to the licensed activity and worthy of note.

The first relates to a liquor law violation that occurred at the Burma Rd. BP station, which this committee is already looking into.

The second is a potential liquor law violation that was investigated and resulted in no charges, occurring at the Palenque's Restaurant. This incident can be elaborated on at the June Public Safety Meeting should the committee desire, however I am still recommending approval and am not requiring the licensee to appear.

New to this year, and in the interest of streamlining this process, I am simply submitting the general results of my review in this format, rather than compiling pages of information relating to calls for service that have no bearing upon the issue of licensure or renewal, nor are substantially related to the licensed activity.

Additionally, the establishment inspection form has been modified to include a certification check box, indicating whether the business had any significant and related incidents in the past licensure year.

That said, should any committee member wish to review the full activity report for any or all of the establishments, feel free to contact me and I will promptly provide that information.

**Respectfully,**

**Craig J. Sherven**

Craig J. Sherven  
Chief of Police





## **PUBLIC SAFETY COMMITTEE SUMMARY SHEET**

**MEETING DATE:** Monday, June 22, 2020

**SECTION:** Business

**DEPARTMENT:** Administration

**CONTACT:** Cassandra Suettinger, Village Clerk/Treasurer

**AGENDA ITEM:** Discussion and recommendation on Ordinance 2020-19: an ordinance authorizing a partial refund for Class "B" and "Class B" License.

**PREVIOUS ACTION:**

At the May 13, 2020 Public Safety Committee meeting, the Committee discussed potential ways the Village could lessen impacts to business owners affected by COVID19 and the Stay at Home orders that were in place. The Committee directed Village staff to bring back an ordinance allowing for a pro-rated refund based on the duration the stay at home/Dane County orders were in place prohibiting on premise consumption. They noted the refund would only be for Class B licenses which are for on premise consumption.

**ISSUE SUMMARY:**

Based on direction from the Public Safety Committee, the attached is ordinance drafted by the Village Attorney allowing for a pro-rated refund of alcohol licensing fees for the duration of the Stay at Home/Dane County orders was brought back to the Public Safety Committee in June for recommendation. The Ordinance provides a pro-rated refund for the period in which Class B establishments were prohibited from having on premise consumption.

**FINANCIAL/BUDGET IMPACT:**

The total cost of the refunds would be \$1117.

**VILLAGE PLAN REFERENCE:**

N/A.

**ORDINANCE REFERENCE:**

N/A

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

The Public Safety Committee unanimously recommended approval of ordinance 2020-19: an ordinance authorizing a partial refund for Class "B" and "Class B" license.

**ATTACHMENTS:**

1. 2020-19 Partial Refund of Class B Alcohol License Fees



**ORDINANCE 2020-19**

**AN ORDINANCE AUTHORIZING A PARTIAL REFUND FOR CLASS “B” AND  
“CLASS B” LICENSE FEES.**

Purpose: To authorize the Village Clerk-Treasurer to issue a partial refund for the 2019 license fees for Class “B” and “Class B” licenses.

Sponsor: Village Clerk-Treasurer Cassandra Suettinger

Recommended Referral: Public Safety Committee

Public Hearing: Not Required

**WHEREAS**, the Village of McFarland charges a fee of \$100 for Class “B” fermented malt beverage licenses, and \$500 for “Class B” intoxicating liquor beverage licenses for the annual licensing period from July 1<sup>st</sup> through June 30<sup>th</sup>.

**WHEREAS**, the Public Safety Committee and Village staff have recommended a partial refund of Class “B” and “Class B” alcohol beverage license fees because these businesses were closed during the COVID-19 health emergency.

**WHEREAS**, the Village Board accepts the recommendations of the Public Safety Committee and Village staff and finds that it is in the public interest to approve a partial refund of these license fees, to reflect two months of the license period.

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

1. The Village Clerk-Treasurer is authorized to issue a \$16.67 refund to those persons or entities holding a Class “B” fermented malt beverage license during the 2019-2020 license period.
2. The Village Clerk-Treasurer is authorized to issue a \$83.33 refund to those persons or entities holding a “Class B” intoxicating liquor beverage license during the 2019-2020 license period.

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

APPROVED:

\_\_\_\_\_  
Brad Czebotar, Village President

ATTEST:

\_\_\_\_\_  
Cassandra Suettinger, Village Clerk-Treasurer

| ORDINANCE 2020 – 19      |             |
|--------------------------|-------------|
| MOTION                   | SECOND      |
|                          |             |
| ACTION                   | DATE        |
| Adopted                  |             |
| Referred                 |             |
| Tabled                   |             |
| Withdrawn                |             |
| Defeated                 |             |
| Published                |             |
| INDIVIDUAL VOTING RECORD |             |
| Rupert -                 | Kryzenske - |
| Brassington -            | Flaherty -  |
| Czebotar -               | Utter -     |
| Clow -                   |             |
| VOTING RESULTS           |             |
| Motion Carried           |             |
| Motion Defeated:         |             |



## **PUBLIC SAFETY COMMITTEE SUMMARY SHEET**

**MEETING DATE:** Monday, June 22, 2020

**SECTION:** Business

**DEPARTMENT:** Administration

**CONTACT:** Cassandra Suettinger, Village Clerk/Treasurer

**AGENDA ITEM:** Discussion and action on Ordinance 2020-21: An ordinance setting the fees for Class "B" and "Class B" alcohol beverage licenses for the 2020-21 license period.

### **PREVIOUS ACTION:**

The Public Safety Committee reviewed the memo from the League and directed staff to follow up with businesses on how meaningful a fee reduction would be. Additionally the Committee requested a complete picture of what this would cost the Village financially.

### **ISSUE SUMMARY:**

The Village was able to reach out to 9 of the 12 Class B licenses in the Village to provide feedback on how meaningful lowering license fees for next year would be. Of the 9 two businesses responded that every little bit helps with the situation they are facing. One business responded that they had a great carryout business and while they miss the profit margins on bar sales, they fared better than others. They felt the aid may be more beneficial to other business. No response was received from the other 6.

As for the financial impact, the Village has 12 licensed establishments that provide approximately \$6,700 in permit revenues annually. Class "B"(beer) licenses, normally \$100, have no minimum. "Class B" (liquor) have a minimum of \$50.

Revenues from licensed establishments make up 3% of the Village's Licenses and Permit revenues. With the proposed lowering of fees, the Village would likely have to absorb the reduction of revenues in the budget. This would be continually monitored with projections for Village financials in response to COVID19.

### **FINANCIAL/BUDGET IMPACT:**

Reduction in revenue based on the extent decided by the Committee.

### **VILLAGE PLAN REFERENCE:**

N/A

### **ORDINANCE REFERENCE:**

Village Code of Ordinances - Appendix A - Fees

### **BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

The Public Safety Committee directed staff to work with the Attorney to draft an ordinance amendment to the



Village Code of Ordinances Appendix A regarding fees to lower license fees to the minimum.

Attached is ordinance Ordinance 2020-21: An ordinance setting the fees for Class "B" and "Class B" alcohol beverage licenses for the 2020-21 license period.

**ATTACHMENTS:**

1. LWM - Alcohol Licensing Fee Memo
2. Class B License Fees
3. 2020-21 - Update Appendix A for Alcohol License Fees



131 W. Wilson St., Suite 505  
Madison, Wisconsin 53703  
phone (608) 267-2380; (800) 991-5502  
fax: (608) 267-0645  
league@lwm-info.org; www.lwm-info.org

## **Reducing Alcohol Beverage Licensing Fees in Response to COVID-19 Pandemic**

League of Wisconsin Municipalities

April 21, 2020

The League of Wisconsin Municipalities has received many questions relating to whether municipalities may reduce alcohol beverage licensing fees for the upcoming 2020 licensing renewal period or take other steps to help restaurants and bars hurt by the COVID-19 pandemic and resulting “Safer-at-Home” order.

**Reducing Licensing Fees.** Municipal governing bodies may reduce alcohol beverage licensing fees for the 2020 licensing renewal period. Licensing fees are determined locally but must be within the maximum and minimum ranges specified by state law.

### Maximum and Minimum license fees under state law:

Class “A” beer – no state maximum or minimum; the amount is determined by the municipality

Class “B” beer -- \$100 maximum; no minimum

“Class A” liquor -- \$500 maximum; \$50 minimum

“Class B” liquor -- \$500 maximum; \$50 minimum

Reserve “Class B” liquor renewal -- \$500 maximum; \$50 minimum

“Class C” wine license -- \$100 maximum; no minimum

A community could, at its discretion, reduce the 2020 renewal fees for Class “A” beer, Class “B” beer, and “Class C” wine to zero. The fees for “Class A” liquor, “Class B” liquor, and Reserve “Class B” liquor renewal licenses could be reduced to \$50 each. Restaurants and bars typically hold Class B licenses and restaurants without an intoxicating liquor license may have a Class C wine license. Class A licenses are typically held by stores and sell for consumption off premise.

In communities that set license fees by ordinance, governing bodies wishing to reduce fees will need to adopt an ordinance modifying the alcohol beverage licensing renewal fees for the July 1, 2020 to June 30, 2021 licensing year. In communities with ordinances specifying that fees are amended by resolution of the governing body, the governing body will need to adopt a resolution modifying the fees.

**Waiving Late Fees for Alcohol Beverage Renewal Applications.** Another step communities might consider taking to provide partial relief to restaurants and bars hurt by the COVID-19 pandemic is to waive any late fees the municipality imposes when applicants file their alcohol beverage renewal applications after the deadline for submittal.

**Village of McFarland  
Alcohol Licensing  
July 1, 2020 - June 30, 2021**

| Lic. #  | Reserve/<br>Non | LEGAL NAME                                          | LICENSE TYPE            |
|---------|-----------------|-----------------------------------------------------|-------------------------|
| 2021-01 | Non             | McFarland House Café Inc                            | Combo "Class B" - \$600 |
| 2021-02 | Non             | Byrne's McFarland Tavern LLC                        | Combo "Class B" - \$600 |
| 2021-03 | Non             | Green Lantern Restaurant Inc.                       | Combo "Class B" - \$600 |
| 2021-04 | Non             | SWN Inc                                             | Combo "Class B" - \$600 |
| 2021-05 | Non             | Parkside Pub LTD                                    | Combo "Class B" - \$600 |
| 2021-06 | Non             | Spartan Bowl Inc                                    | Combo "Class B" - \$600 |
| 2021-07 | Non             | Spartan Pizza LLC                                   | Combo "Class B" - \$600 |
| 2021-08 | Non             | Edwards-Foye Post No. 534 of the<br>American Legion | Combo "Class B" - \$600 |
| 2021-09 | Reserve         | 5100 Bar LLC                                        | Combo "Class B" - \$600 |
| 2021-10 | Reserve         | ARUBA0204                                           | Combo "Class B" - \$600 |
| 2021-11 | Reserve         | Palenque Mexican Restaurant LLC                     | Combo "Class B" - \$600 |
| 2021-16 |                 | Hope Rod & Gun Club                                 | Class "B" Beer - \$100  |
|         |                 | <b>Total</b>                                        | <b>6,700.00</b>         |



**ORDINANCE 2020-**

**AN ORDINANCE SETTING THE FEES FOR CLASS “B” AND “CLASS B” ALCOHOL BEVERAGE LICENSES FOR THE 2020-2021 LICENSE PERIOD.**

Purpose: To set the 2020-2021 fees for Class “B” and “Class B” licenses.

Sponsor: Village Clerk-Treasurer Cassandra Suettinger

Recommended Referral: Public Safety Committee

Public Hearing: Not Required

**WHEREAS**, the Village of McFarland currently charges a fee of \$100 for Class “B” fermented malt beverage licenses, and a fee of \$500 for “Class B” intoxicating liquor beverage licenses for the annual licensing period from July 1<sup>st</sup> through June 30<sup>th</sup>.

**WHEREAS**, the Public Safety Committee recommends reducing the fees for Class “B” and “Class B” alcohol beverage licenses for the upcoming license period because businesses holding these licenses suffered financially during the COVID-19 health emergency.

**WHEREAS**, the Village Board accepts the recommendation of the Public Safety Committee and finds that it is in the public interest to lower these license fees for the upcoming licensing period.

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

1. There shall be no licensing fee for Class “B” fermented malt beverage licenses for the licensing period from July 1, 2020 through June 30, 2021. For license periods after June 30, 2021, the annual licensing fee shall be \$100 for Class “B” fermented malt beverage licenses.
2. The “Class B” intoxicating liquor beverage license fee shall be \$50 for the licensing period from July 1, 2020 through June 30, 2021. For license periods after June 30, 2021, the annual licensing fee shall be \$500 for “Class B” intoxicating liquor beverage licenses.

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

APPROVED:

\_\_\_\_\_  
Brad Czebotar, Village President

ATTEST:

\_\_\_\_\_  
Cassandra Suettinger, Village Clerk-Treasurer

| ORDINANCE 2020 – 21      |             |
|--------------------------|-------------|
| MOTION                   | SECOND      |
|                          |             |
| ACTION                   | DATE        |
| Adopted                  |             |
| Referred                 |             |
| Tabled                   |             |
| Withdrawn                |             |
| Defeated                 |             |
| Published                |             |
| INDIVIDUAL VOTING RECORD |             |
| Rupert -                 | Kryzenske - |
| Brassington -            | Flaherty -  |
| Czebotar -               | Utter -     |
| Clow -                   |             |
| VOTING RESULTS           |             |
| Motion Carried           |             |
| Motion Defeated:         |             |



## **VILLAGE BOARD SUMMARY SHEET**

**MEETING DATE:** Monday, June 22, 2020

**SECTION:** Business

**DEPARTMENT:** Public Works

**CONTACT:** Aimee Irwin, Assistant to the Public Works Director, Jim Hessling,  
Public Works Director

**AGENDA ITEM:** Discussion and action regarding utility accounts billing base charges  
and issuing applicable refunds if appropriate.

### **PREVIOUS ACTION:**

The Committee reviewed this request at their meeting on June 16, 2020 and provided their recommendation of approval to issue the refund as requested.

### **ISSUE SUMMARY:**

Recently two residents have called Public Works asking why they are receiving a utility bill when the property in question is vacant. Some of the utility accounts previously had a home or structure on them but was demolished and the meter was removed. Based on PSC language, information from another municipality and referencing the rate file we have concluded these base charges should not be charged. With that information we are asking the committee for guidance on if refunds should be provided and how far back these refunds be calculated for.

### **FINANCIAL/BUDGET IMPACT:**

There are eight utility accounts billing water base charges. Base charges can be disconnected however we are looking for guidance on applicable refunds. Per the rate file, the utility can continue to bill base charges if the property will re-install a meter at the property within a 12 month period. Based on Wisconsin Statute language generally, utilities are required to issue credit and provide refunds for the entire time period the inaccuracy existed.

### **VILLAGE PLAN REFERENCE:**

Section 2-431 prescribes that the Public Utilities Committee "shall have the general management and supervision of the Village water, sewer, and stormwater utilities, and all matters connected therewith". From time to time the Committee in conjunction with the Department sets standards to address billing practices as identified within this item. Furthermore, their responsibility then is to report to the Village Board as such for final action to exercise this authority in accordance with Section 2-436 regarding the overall responsibility.

### **ORDINANCE REFERENCE:**



**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

Recommended to approve the refund going back to when the meter was pulled or to the current owner's date of ownership, whichever is later.

**ATTACHMENTS:**

1. Base Charge Chart & Estimate Refunds 6.16.2020
2. Refunding an over-billed customers 6.16.2020
3. Estimate Refunds updated 6.19.2020

| Account #  | Address           | Notes             | Usage Disconnected Date | Water Base | Sewer Base | Stormwater | Est. Refund of Base Charges |
|------------|-------------------|-------------------|-------------------------|------------|------------|------------|-----------------------------|
| 1.15080.05 | 4902 Terminal Dr  | Demolished Garage | 10/7/2014               | x          | x          | x          | \$ 572.41                   |
| 2.50330.02 | 6116 Overlook Dr  | Demolished Home   | 12/1/2018               | x          | x          | x          | \$ 379.02                   |
| 2.50420.01 | 6103 Overlook Dr  |                   | 3/21/2012               | x          | n/a        | x          | \$ 599.51                   |
| 2.51230.03 | 5611 Lake Edge Rd | Vacant Lot        | 4/30/2012               | x          | n/a        | n/a        | \$ 599.51                   |
| 2.51240.01 | 5613 Lake Edge Rd | Vacant Lot        | 12/28/2011              | x          | n/a        | x          | \$ 599.51                   |
| 2.52000.04 | 5115 Glen Rd      | Demolished Home   | 2/1/2019                | x          | x          | n/a        | \$ 124.14                   |
| 2.60430.02 | 4625 Yahara Dr    | Vacant Lot        | 8/14/2007               | x          | x          | n/a        | \$ 97.27                    |
| 2.61260.02 | 6402 Jaeger Rd    | Vacant Lot        | 3/29/2011               | x          | x          | x          | \$ 711.71                   |
|            |                   |                   |                         |            |            |            | <b>\$ 3,683.08</b>          |

**What is the time limit for back-billing an under-billed customer and refunding an over-billed customer?**

Generally, Wis. Stat. § 196.635 requires that all service supplied by a public utility must be billed within 2 years of the date of the service. Also, the backbilling of utility service is calculated for 24 months from the date of the billing, not from the date of discovery. This means that if the utility does not promptly backbill a customer's account for the previously unbilled service, the utility loses the ability to backbill for that period of time.

Generally, utilities are required to issue credits and provide refunds to customers for the entire time period the inaccuracy existed. While no statute limits the time period a utility is required to provide a customer refund, specific sections of the Wisconsin Administrative Code do limit refunds to 6 years. For example, Wis. Admin. Code § 185.34(3) limits refunds for over-registering water ROMs to a period "not to exceed the last 6 years." Where no specific time period is identified, the utility is required to issue credits and provide refunds for the entire time period the inaccuracy existed.

Also, Wis. Admin. Code § 185.33(19)(a) provides that no interest is necessary if the utility refunds the overpayment to the customer within 60 days of the determination by the utility or commission that the refund is due. If the utility issues a refund within the 60-day period, the utility would not be required to include interest.

| Account #  | Address           | Notes             | Usage Disconnected Date | Water Base | Sewer Base | Stormwater | Est. Refund of Base Charges | Refunds to Current Owner | Notes                     |
|------------|-------------------|-------------------|-------------------------|------------|------------|------------|-----------------------------|--------------------------|---------------------------|
| 1.15080.05 | 4902 Terminal Dr  | Demolished Garage | 10/7/2014               | x          | x          | x          | \$ 572.41                   | \$ 600.90                | Stormwater acct 91508000  |
| 2.50330.02 | 6116 Overlook Dr  | Demolished Home   | 12/1/2018               | x          | x          | x          | \$ 379.02                   | \$ 420.98                |                           |
| 2.50420.01 | 6103 Overlook Dr  |                   | 3/21/2012               | x          | n/a        | x          | \$ 599.51                   | \$ 599.51                |                           |
| 2.51230.03 | 5611 Lake Edge Rd | Vacant Lot        | 4/30/2012               | x          | n/a        | x          | \$ 599.51                   | \$ 599.51                | Stormwater acct 85123001  |
| 2.51240.01 | 5613 Lake Edge Rd | Vacant Lot        | 12/28/2011              | x          | n/a        | x          | \$ 599.51                   | \$ 599.51                |                           |
| 2.52000.04 | 5115 Glen Rd      | Demolished Home   | 2/1/2019                | x          | x          | n/a        | \$ 127.14                   | \$ 127.14                | Took ownership 11/28/2019 |
| 2.60430.02 | 4625 Yahara Dr    | Vacant Lot        | 8/14/2007               | x          | x          | n/a        | \$ 97.27                    | \$ 97.27                 |                           |
| 2.61260.02 | 6402 Jaeger Rd    | Vacant Lot        | 3/29/2011               | x          | x          | x          | \$ 711.71                   | \$ 711.71                |                           |
|            |                   |                   |                         |            |            |            | <b>\$ 3,686.08</b>          | <b>\$ 3,756.53</b>       |                           |

updated 6/19/20



## VILLAGE BOARD SUMMARY SHEET

**MEETING DATE:** Monday, June 22, 2020

**SECTION:** Business

**DEPARTMENT:** Public Works

**CONTACT:** Jim Hessling, Public Works Director

**AGENDA ITEM:** Discussion and action regarding the purchase of a dialing system for our SCADA equipment.

**PREVIOUS ACTION:**

The Public Utilities Committee recommended approval of the requested purchase at their meeting on June 16, 2020.

**ISSUE SUMMARY:**

The utilities current SCADA (Supervisory Control And Data Acquisition) system is in need of an update due to failed support from the previous component supplier. The current dialing system is not compatible with Windows 10. Updating the dialing system is necessary to ensure prompt response from on-call Public Works Staff that are responding to alarms. It also allows for remote control of the alarms for review and resolution versus on-site response each time.

**FINANCIAL/BUDGET IMPACT:**

The total cost of the dialing system is \$7,790 and would be split equally between the sanitary sewer and water operating budgets. The replacement of this component within our SCADA system was not anticipated in the 2020 Budget.

**VILLAGE PLAN REFERENCE:**

Department Heads are authorized to spend up to \$5,000 for any line item that is not part of their approved budget according to Section 10.06(b)(2) of the Purchasing Policy. Given that this item is in excess of that amount, a method of procurement must be selected from the purchasing policy to advance.

The selected method of procurement from that policy is Section 10.06(f) which is Noncompetitive Negotiation (i.e. sole source purchase). This involves the solicitation or acceptance of a proposal from a single source. The vendor identified is LW Allen which is the manufacturer of the SCADA system currently employed for our utilities. This falls under sub (1)(iv) of this same policy ensuring that the equipment is standardized for efficient operations.

**ORDINANCE REFERENCE:**

None.





**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

Recommended for approval.

**ATTACHMENTS:**

1. MCFARLAND - TOPVIEW ALARM DIALER - 20051818MKA - (05-18-2020) - O
2. SCADA
3. TopViewDataSheet

# PROPOSAL

Phone 608.222.8622

Fax 608.222.9414



## Altronex Control Systems

A Division of L. W. Allen, LLC

*Excellence, By Design*

4633 Tompkins Drive

Madison, WI 53716

Village of McFarland  
5915 Milwaukee St  
McFarland, WI 53558  
Attn: Jim Hessling

PROPOSAL ID: 20051818MKA  
REFERENCE: TopView Alarm Dialer  
LOCATION: McFarland  
BID DATE: May 18, 2020

TERMS: NET-30 DAYS PER ATTACHED TERMS AND CONDITIONS

FREIGHT IS F.O.B. ORIGIN – ALLOWED

ADDENDUM \_\_ ACKNOWLEDGED

PRICES DO NOT INCLUDE SALES OR USE TAXES

| ITEM              | QUAN | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                      | TOTAL PRICE |
|-------------------|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
|                   |      | L.W. Allen and its Altronex Control Systems division are pleased to provide a quotation for the following equipment and services.<br><br>The Village of McFarland updated their computers to Windows 10, so their version of Win-911 no longer works. The software could be updated and reinstalled but Win-911 is having functional issues with Windows 10 updates. We recommend changing the software to Top View Alarm Notification software. |             |
| A                 | 1    | Top View Alarm Notification Software<br>-500 tag count<br>-Phone modem<br>-Installation<br>-Testing<br>-Training                                                                                                                                                                                                                                                                                                                                 |             |
| Total for Item A: |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                  | \$7,790     |

ACCEPTED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

PRICE FIRM FOR 30 DAYS

\_\_\_\_\_  
NAME OF PURCHASER

SUBMITTED THIS:

May 18, 2020

BY: \_\_\_\_\_  
NAME & TITLE

L.W. ALLEN, INC.-BY:

*Kurt Atwood*

Kurt Atwood

### Terms and Conditions

**Controlling Provisions:** These terms and conditions shall supersede any provisions, terms, and conditions contained on any purchase order or other written form Buyer may use or provide (whether received by Seller prior or subsequent to date hereof), and the rights of the parties shall be governed exclusively by the provisions, terms, and conditions hereof.

**Quotations and Acceptance:** Acceptance of a quotation, whether by a separate purchase order or by other means, shall constitute an acknowledgment and approval of the quotation as written and an acceptance of the Terms and Conditions hereof. Written quotations shall expire on the date specified in the quotation or, in the absence of such specification, thirty calendar days from the date issued. Seller may, by written notice, terminate a quotation at any time prior to acceptance. Any purchase order received after expiration of a quotation, which Seller honors, shall be subject to all of the Terms and Conditions hereof.

**Submittal Drawings:** Submittal of drawings for approval, if required, will be made after receipt of complete information from buyer. The quantity of the submittal drawings will be as specified in the contract documents. Additional sets will be supplied at \$150.00 per set. Return to Seller of one (1), final approved drawing constitutes notice to Seller to proceed with manufacturer. If this order is conditioned upon "engineer approval" Seller requires written notification from buyer in the form of approved submittal data.

**Force Majeure:** Seller shall not be liable for failure to deliver or perform, for any delay in the performance of orders or contracts, or in the delivery of shipment of goods, or for any damages suffered by the buyer due to such delay or failure, when the delay or failure is, directly or indirectly, caused by or arises from delays of suppliers or carriers or any other cause beyond Seller's control.

**Prices and Taxes:** All prices are F.O.B. factory unless expressly stated otherwise. Prices do not include sales, excise, municipal, state or other governmental taxes. Buyer shall be responsible for all taxes.

**Credit Approval:** The credit terms specified on the face hereof are subject to Seller's continuing approval of Buyer's credit. Seller may withdraw the extension of credit and require modified payment terms if, in Seller's sole judgment, Buyer's credit or financial standing is impaired to the point where Seller in good faith deems itself insecure.

**Delivery:** Unless otherwise specified in this quotation, delivery will be F.O.B. Seller's point of shipment. Buyer will accept delivery within twenty (20) days after Seller notifies Buyer that the equipment is ready for shipment. If Buyer does not furnish exact shipping instructions within ten (10) days after acceptance of this proposal, Seller will select, at its discretion, the means and terms of shipment. Seller will not be liable for any loss resulting from such selection. The time of delivery is an estimate only, and Seller may change such time if it does not receive the information and approvals necessary to proceed with the manufacture of equipment.

**Title, Risk of Loss, Inspection of Equipment:** Title and risk of loss to the equipment shall pass to Buyer upon delivery of the equipment to the carrier. Buyer shall immediately inspect equipment upon receipt and any damage must be noted on the carrier's bill of lading at time of receipt. Seller is not liable for any shortages or nonconformance unless notified by Buyer within 10 days of Buyer's receipt of the equipment. Buyer will make all claims for loss or damage in transit against the carrier.

**Changes, Cancellations, Returns:** All changes, cancellations, or returns must have Seller's prior written approval and are conditional on compliance with manufacturer's cancellation/return policies and subject to restocking fees and service charges. Authorized returned equipment must be packaged and shipped prepaid to manufacturer.

**Payment:** Unless the Seller extends alternative credit terms, 90% of the total purchase price is due net 30 days after delivery of equipment (but in all cases prior to field service start-up, if earlier) and the remaining 10% is due upon start-up of equipment by Seller's field technician, but in no event more than 90 days after shipment of equipment. Any balance owed by Buyer after the due date is subject to a 1.5% per month delinquency charge until paid. **FIELD START-UP SERVICE CANNOT BE AUTHORIZED WITHOUT RECEIPT OF PAYMENT IN THE AMOUNT OF 90% OF THE TOTAL PURCHASE PRICE.** If no start-up is required, 100% payment is due net 30 days from invoice date. **BUYER'S PAYMENT OBLIGATION IS IN NO WAY CONTINGENT UPON BUYER'S RECEIPT OF PAYMENT FROM ANY OTHER PARTY.**

**Indemnification and Default:** In addition to all other amounts due hereunder, buyer shall reimburse Seller in full for all collection costs or changes, including reasonable attorney fees, which Seller may incur in the collection of past due amounts from buyer, including interest on overdue accounts. If buyer is in default under this or any other agreement with Seller, Seller may defer performance hereunder until such default is cured. Seller shall have no obligation to provide factory startup assistance and/or factory training until all invoices (including retentions) for equipment have been paid in full.

**Security Interest:** Seller shall retain a security interest in the equipment until the full purchase price has been paid. Buyer's failure to pay any amounts due shall give Seller the right to possession and removal of the equipment after providing ten (10) days written notice. Seller's taking of such possession shall be without prejudice to any other remedies Seller may have.

**Warranty and Liability:** Buyer shall have such warranty rights, and only such warranty rights, as may be extended by the manufacturer of the product. The terms and conditions of any such warranty rights are set forth in the Manufacturer's Operation/Maintenance Manual which accompanies each product. Seller does not otherwise offer any guaranty or warranty for the product. Seller disclaims any and all warranties; express or implied, including the warranties of merchantability and fitness, except as may be set forth in the terms and conditions of sale in this Agreement or in any express written warranty which seller may have otherwise extended to Buyer for the product. Unless otherwise agreed, warranty coverage is 18 months from date of shipment or 12 months from date of startup, whichever comes first.

Seller shall not be liable for any damages, charges for labor, or expense in making repairs or adjustments to the product without prior written approval of Seller. Seller shall not be liable for any damages or charges sustained in the adaptation or use of its engineering data or service by Buyer or any third party. Seller shall not be liable for startup or any other field work performed by personnel other than authorized representatives of Seller unless expressly approved in writing in advance by Seller. Seller shall in no event be liable for any consequential, incidental or liquidated damages or penalties. Seller's liability under this Agreement shall in no event exceed the lesser of: (i) the cost of remediating any defect or deficiency in the performance of Seller hereunder; or (ii) the purchase price of the product in respect of which the claim is made.

**Operation/Maintenance Manuals:** Buyer's installation, maintenance and operation manuals will be furnished in the number of copies specified at the time of quotation in contract documents. If none specified, one will be provided at no added cost, with additional copies at \$150.00 each.

**From:** Kurt Atwood <katwood@lwallen.com>  
**Sent:** Friday, June 05, 2020 1:46 PM  
**To:** Jim Hessling <Jim.Hessling@mcfarland.wi.us>  
**Subject:** RE: McFarland TopView Alarm Notification Software

Jim,

Attached is a data sheet on the product. Below is an application story with Aqua America who replaced Win911 with TopView.

<https://www.exele.com/aqua-america-providing-reliability-for-water-and-wastewater-systems/>

Once Microsoft abandoned Windows 7, our customers are being forced to use Windows 10. One different in the two products is that Windows 10 automatically updates. Most importantly, you cannot turn it off.

We find that the updates will shutdown Win911 and they can't get that fixed. In the past with Windows 7, we just turned off the updates, but with Windows 10, we cannot. So customers show up in the morning to find the computer updated and Win911 shutdown. Leaving the customer with no software dialer overnight. Worst case scenario, it left the customer with out a dialer over the weekend. We see it time and time again.

We are seeing customer miss major alarms due to this. We have switched over numerous of customers to TopView, and everyone is loving it. If you miss a lift station alarm and flood a few houses, you'll easily have \$10K+ in property damage, most likely more. Flooding one house will cost you more than implementing TopView.

Win911 is having a lot of problems providing reliable service on a Windows 10 computer. Switching to TopView has been our easiest decision.

Thank you, if you need anymore information, let me know.

Kurt

**From:** Jim Hessling <[Jim.Hessling@mcfarland.wi.us](mailto:Jim.Hessling@mcfarland.wi.us)>  
**Sent:** Friday, June 5, 2020 8:27 AM  
**To:** Kurt Atwood <[katwood@lwallen.com](mailto:katwood@lwallen.com)>  
**Cc:** Jim Hessling <[Jim.Hessling@mcfarland.wi.us](mailto:Jim.Hessling@mcfarland.wi.us)>  
**Subject:** RE: McFarland TopView Alarm Notification Software

Hello Kurt,

Do you have any additional information that you can provide on this?

Also if you could write up a couple of paragraphs as to why we need this that would be very helpful in getting this through the committee.

I would need this by next Wednesday for inclusion into our meeting agendas.

Thanks,

Jim

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



**From:** Kurt Atwood <[katwood@lwallen.com](mailto:katwood@lwallen.com)>  
**Sent:** Monday, May 18, 2020 6:41 PM  
**To:** Jim Hessling <[Jim.Hessling@mcfarland.wi.us](mailto:Jim.Hessling@mcfarland.wi.us)>  
**Subject:** McFarland TopView Alarm Notification Software

Jim,

I apologize for the delay with this quote. Please see the attached quote for the TopView software. If you have any questions, please let me know.

Thanks,

Kurt Atwood  
Controls & SCADA Sales Engineer  
Altronex Control Systems  
A Division of L.W. Allen LLC  
4633 Tompkins Drive  
Madison, WI 53716  
608.222.8622 ext. 1455  
715.927.2653 mobile  
[katwood@lwallen.com](mailto:katwood@lwallen.com)

## EXELE TopView Software Data Sheet

---

### Operating Systems

Windows 7SP1/8.1/10 (1607 or later) (32 and 64-bit)  
Windows Server:  
2008R2SP1/2012/2012R2/2016/2019 (32 and 64-bit)

### Data Sources (monitored data):

**OPC/SCADA:** value and array data from OPC-DA or OPC-HDA Servers. Available for most PLCs, SCADA Systems, DCS's, and Historians.

**SCADA Connect/Sync** option for popular SCADA Systems

**OPC Alarms and Events:** OPC A&E Servers including Emerson DeltaV, ICONICS, GE iFIX, Honeywell Experion, Citect, and others

**PI/PIAF:** OSIsoft PI tags and AF attributes

**MQTT:** MQTT events from one or more brokers

**SQL Lookup:** ODBC and OLEDB databases

**SQL Events:** ODBC SQL-based event logs

**PerfMon:** Microsoft Windows System Performance and Network Ping Response

**Canary Labs:** tag data from Canary Labs Historian

### General

- Runs interactively or as a Windows Service
- Multi-level tag grouping for categorizing, filtering, and notification of monitored tags and alarms
- Verbose Application, Alarm and Notification logs
- Alarm comments/annotations
- Monitor and alarm result of calculation/expression
- Audit change log, detailed change reports, and automatic backup to files and SQL Server
- Failover/redundancy for alarm engine and clients
- Performance & health monitoring with notification
- Configuration, Notification, and Recipient reports
- Programmatic configuration API

### Alarm/Event Features

- Configurable value, status, timestamp-age, value flat-line, change, trend up/down alarm conditions
- Complex alarm conditions involving multiple tags and conditions
- Alarm logic and function scripting with VB.Net and optional access to external libraries
- Monitor and detect abnormal alarm activity (active alarm counts, frequency, flooding)
- Delay of alarm unless condition is active for a period
- Expiration of alarm after a period of time
- Alarm limit value dead bands
- Blackout period for alarm frequency filtering
- Suppress alarm detection if associated equipment not running (state-based alarming)
- Suppress alarm detection if status of tag not good
- Flexible alarm condition scheduling (days/time-of-day, exclude date ranges)
- Fixed and dynamic limits (e.g. tag values as limits)
- Define alarm and notification settings once for multiple tags (templates and inheritance)
- Tag groups/Alarm groups for notification and filtering
- Alarm priority and priority range colors
- Alarm time zones for accurate time reporting
- Custom alarm and return to normal messages
- Escalation of unacknowledged or persistent alarms through multi-step escalation templates
- Disable and snooze alarms (alarm shelving)
- Inhibit/gate alarms
- Synchronize acknowledge with monitored system
- Suppression of startup alarms
- Programmatic API and command-line/scripted configuration changes to tags, alarm conditions, and alarm limits

## Audible Alarms and Notification

- Audible text-to-speech and WAV file alarms
- Notify on alarm, return-to-normal, and acknowledge
- E-mail notification: SMTP, reply acknowledge (POP3/IMAP), SSL, attachments, and failure retry
- SMS Notification: GSM/CDMA/HSPA cellular modem delivery of SMS text messages with reply acknowledge. Twilio hosted SMS delivery provider.
- Modem notification: TAP protocol for alphanumeric pagers, cell phones and direct-to-pager (numeric)
- Voice notification: audible text-to-speech to any phone using VOIP or TAPI (limited TAPI support)
- Redundancy: Email, SMS, and Voice
- Custom notification: can be developed by users
- MQTT: publish alarms and current state messages
- SNMP Traps: send alarms as v1 and v2 SNMP Traps
- Custom message content and email subjects
- Message templates for detailed message content and formatting (text or HTML)
- Escalate persistent or unacknowledged alarms
- Prioritized message delivery
- Output/write points upon alarm, return-to-normal, and alarm acknowledgement events
- Launch other applications in response to alarm
- Contact lists and flexible recipient scheduling
- Active Directory support for contact information
- Dynamic recipients (use tag values as recipients)
- Local/Remote Windows Notification Area icons
- API for programmatic configuration changes

## Bi-direction Email/SMS communication

- Reply to email/SMS to acknowledge alarms
- Request reports or state information via email/SMS

## Reports, Feeds, and Events

- HTML Snapshot reports of current values/alarms with local file output, publishing, and email
- Ad-hoc and Scheduled alarm history reports with local file output and email
- Alarm actions: details of each alarm state, acknowledge, and notification actions
- Alarm RSS Feed generation and publishing
- "EventHooks" for user-written event handling

## Remote Access and Acknowledge

TopView offers multiple options for remotely accessing TopView and acknowledging alarms:

- Mobile Web App for Apple iOS, Android, any browser
- Remote Viewer client for Windows Desktop
- 2-way Email/SMS communication for alarm acknowledge and current state information requests
- Notification direct-link to acknowledge web page

## Remote Alarm Console

- TopView *Remote Viewer* provides alarm monitoring, alarm management, audible alarms, and alarm acknowledgement in a rich, yet thin client.
- User-specific, customized views of alarm activity
- Query and filter alarm history, create alarm reports
- Interactive alarm analytics (tables and graphs)
- Permissions to view and acknowledge alarms

## Mobile Web App

- Apple iOS, Android, tablets, and desktop browsers
- Monitor values and alarms, acknowledge alarms
- Query alarm history and identify bad actors
- Real-time alarm/value updates pushed to clients
- Optional user login security and permissions

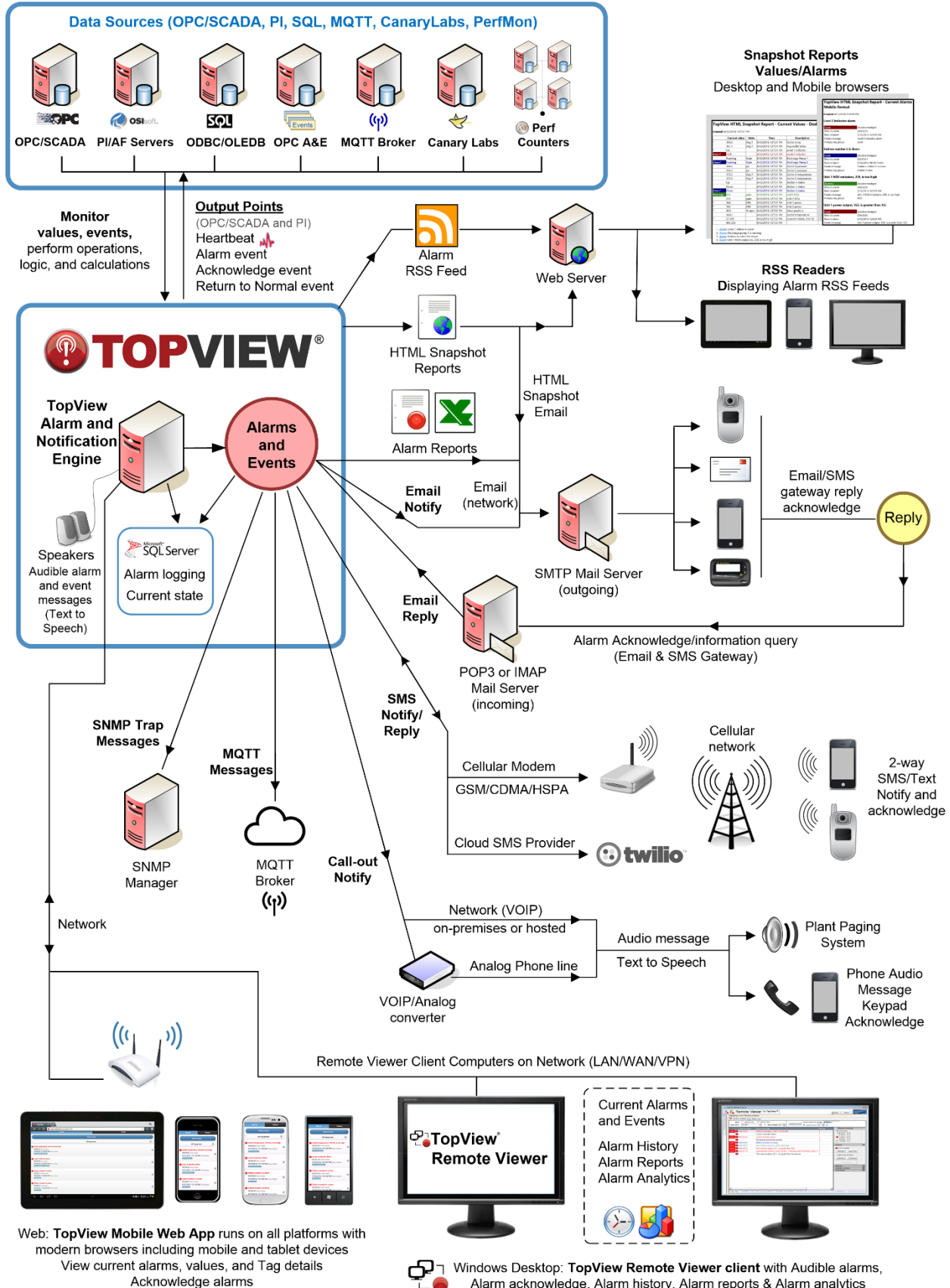
## Configuration and Management

- Intuitive Configurator for users of all levels
- Web and desktop configuration tools
- Bulk configure through CSV files
- Administrative tools for real-time monitoring of alarms, notification queues, performance, and logs

## SQL Server Output (optional)

Provides additional features and easy integration

- Alarm logging (Alarms table) enables alarm comments/annotations and provides better reporting performance and external access
- Current Values/Alarms (Snapshot table) provides current state information to external applications







## VILLAGE BOARD SUMMARY SHEET

**MEETING DATE:** Monday, June 22, 2020

**SECTION:** Business

**DEPARTMENT:** Public Works

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

**AGENDA ITEM:** Discussion and action regarding a stormwater project to improve overland water flow from Windwood Circle to Falling Leaves Lane.

### PREVIOUS ACTION:

The concept for this project was adopted by the Committee at their meeting on May 19, 2020.

The specific proposal to do the work was adopted by the Committee at their meeting on June 16, 2020.

### ISSUE SUMMARY:

Previously, the Village has reviewed a concept to improve drainage between Windwood Circle and Falling Leaves Lane through rear and side yards. Windwood Circle is a deadend cul-de-sac that was designed in the 1970's to have water collected within the road drain through the south end of the bulb outletting between homes and through backyards until it reached Falling Leaves Lane. None of the subdivision was constructed with storm sewer and Windwood Circle sits an elevation of 890 and Falling Leaves is around 875. This has been a known condition both due to how the topography has been established since before the property was developed and as a result of how the development was created including how the homes were constructed, essentially this was the plan to drain water in this way. It is not how a subdivision would be constructed today under current standards, but according to standards of the 1960's and 70's, this is what they did.

The conceptual project as proposed is to add a pipe and collect water to convey what we can underground while also reestablishing the turf to restore what has eroded over the years. This work will be conducted within an easement already existing for this purpose on the plat. We have attempted to access quotes from contractors we have worked for recently for street and water projects, one of which has provided an estimate. The proposal we have is from G-Pro Excavating in the amount of \$10,046.18.

### FINANCIAL/BUDGET IMPACT:

The cost estimate for the project was placed at \$15,000 and the estimate provided is well under this. We have a contractor in town already that can provide for this work, and are proposing to access them to assist in this project as they are already mobilized for the other larger project



awarded earlier this year. The cost will be funded out of the Stormwater Utility Fund which has capital proceeds to address such things.

**VILLAGE PLAN REFERENCE:**

Section 10.06(f)(2) provides for accepting quotes from firms we already have a working relationship with. We attempted to solicit a second quote but was not successful, and we already have a working relationship established with the contractor recommended. Additionally, the price is less than what the engineer had estimated.

**ORDINANCE REFERENCE:**

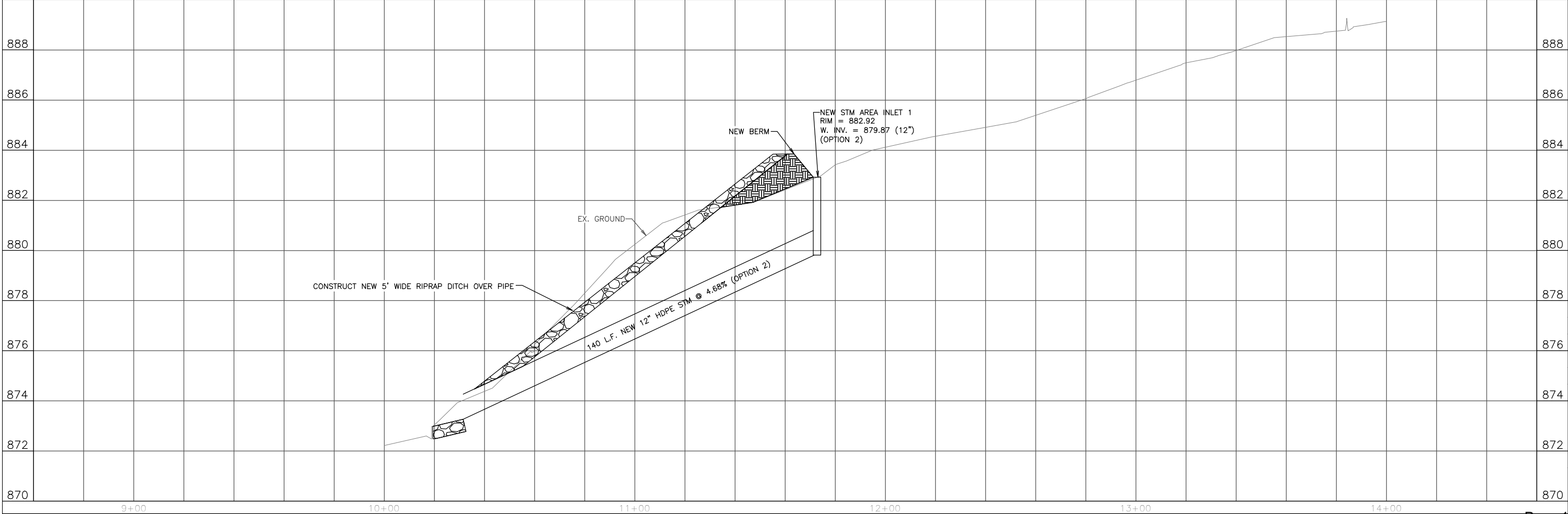
None.

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

Staff recommends that the Committee take action to accept Option #2 as presented by the Village Engineer. This will be our direction to bring back a specific plan of action (i.e. - bids, quotes, estimates) to do the work that can be considered at the next meeting as a recommendation to the Village Board for completion.

**ATTACHMENTS:**

1. Falling Leaves Proposal Form



PROJECT NO.:  
MC 158

DRAWING FILE:  
WINDWOOD.DWG

DRAWN BY:  
T.J.S.

CHECKED BY:  
B.R.B.

DATE:

REVISIONS:

SCALE: HORIZONTAL  
0 5 10 20

1  
VERTICAL

2  
SHEET:

2

2

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

tc

TOWN & COUNTRY  
ENGINEERING, INC.

PLAN & PROFILE  
WINDWOOD CIRCLE - OPTION 2  
Station 10+00 To Station 14+00

WINDWOOD DITCH IMPROVEMENTS  
Village of McFarland, Wisconsin

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## Falling Leaves Lane Storm Sewer

| ITEM<br>NO.   | DESCRIPTION OF WORK                       | BID    |       | G-Pro Excavating |                     |
|---------------|-------------------------------------------|--------|-------|------------------|---------------------|
|               |                                           | QUANT. | UNITS | UNIT PRICE       | AMOUNT              |
| 1             | Excavation and Grading                    | 1      | LS    | \$ 1,550.00      | \$ 1,550.00         |
| 2             | 12" HDPE Storm Sewer                      | 140    | LF    | \$ 31.00         | \$ 4,340.00         |
| 3             | HPDE Storm Area Inlet with Casting        | 1      | EA    | \$ 1,130.00      | \$ 1,130.00         |
| 4             | 12" HDPE Endwall                          | 1      | EA    | \$ 225.00        | \$ 225.00           |
| 5             | Riprap Ditch                              | 29     | Tons  | \$ 45.00         | \$ 1,307.81         |
| 6             | Topsoil Restoration with seed and matting | 213    | SY    | \$ 7.00          | \$ 1,493.33         |
| <b>TOTALS</b> |                                           |        |       |                  | <b>\$ 10,046.15</b> |



## VILLAGE BOARD SUMMARY SHEET

**MEETING DATE:** Monday, June 22, 2020

**SECTION:** Business

**DEPARTMENT:** Administration

**CONTACT:** Aimee Irwin, Assistant to the Public Works Director

**AGENDA ITEM:** Discussion and action regarding the M&M Furniture proposal for the Public Works Center.

**PREVIOUS ACTION:**

The Public Works Committee reviewed this proposal at its meeting on June 9, 2020 and recommended approval as presented.

**ISSUE SUMMARY:**

Included with the Public Work Center renovations proposal was the plan of purchasing new furnishings for the facility. Enclosed within your packet is a furniture plan, cost proposal and examples of the furnishings selected by M&M Furniture. In order to continue this process we are seeking approval to complete the purchase and order the furniture for installation at the conclusion of the project.

**FINANCIAL/BUDGET IMPACT:**

The 2020 Budget includes the approved \$1,000,000 for the Public Works Center renovations of which \$30,000 was budgeted for furnishings. This proposal as recommended is \$28,803. As a clarification, the pricing for these items is not provided through a State contract. This pricing is provided through the National Cooperative Purchasing Alliance (NCPA) which provides for a 75% discount similar to what we would see within the State contract. Additional information is also provided on the product warranty.

**VILLAGE PLAN REFERENCE:**

None.

**ORDINANCE REFERENCE:**

None.

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

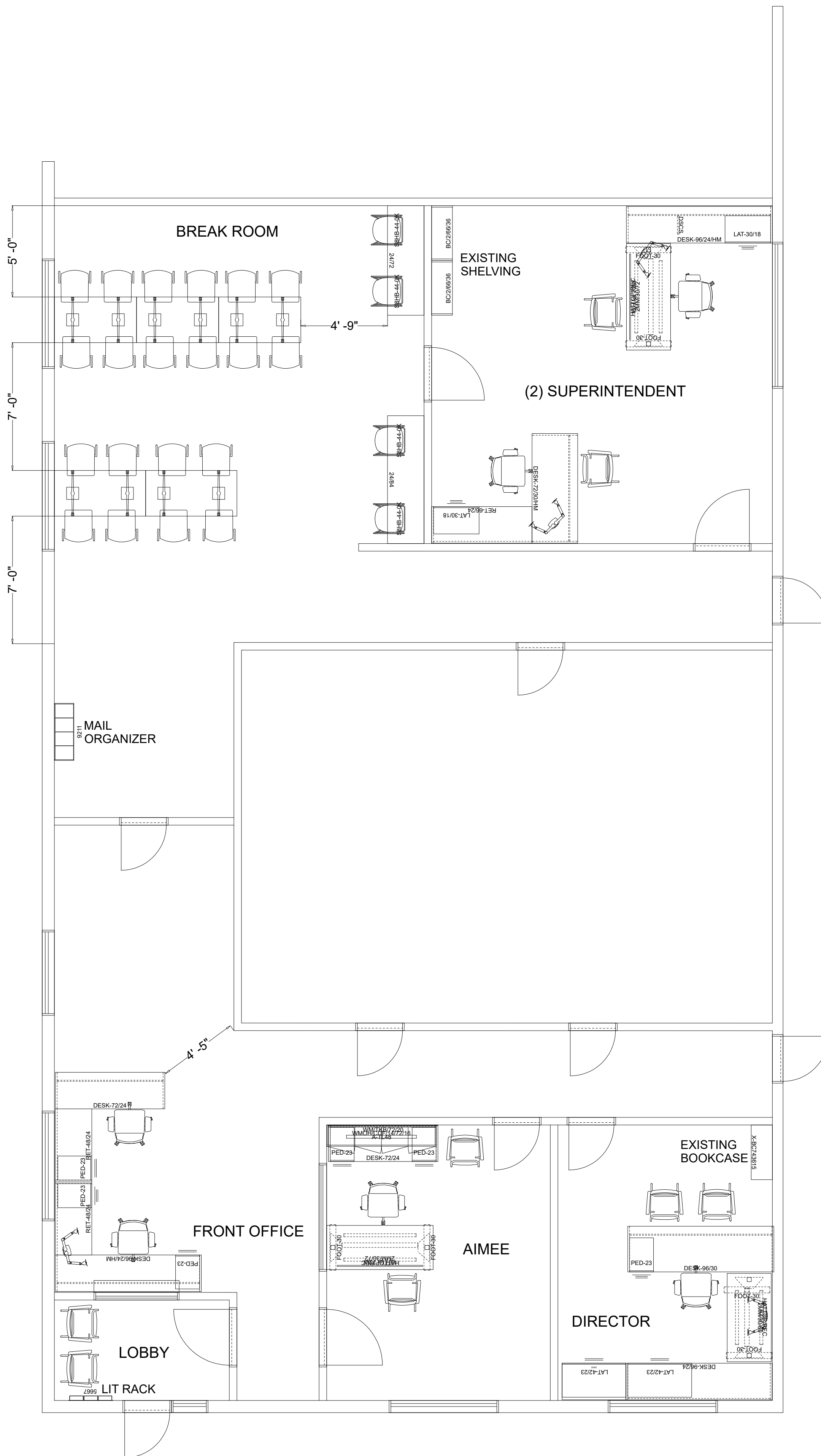
Recommended for approval.

**ATTACHMENTS:**

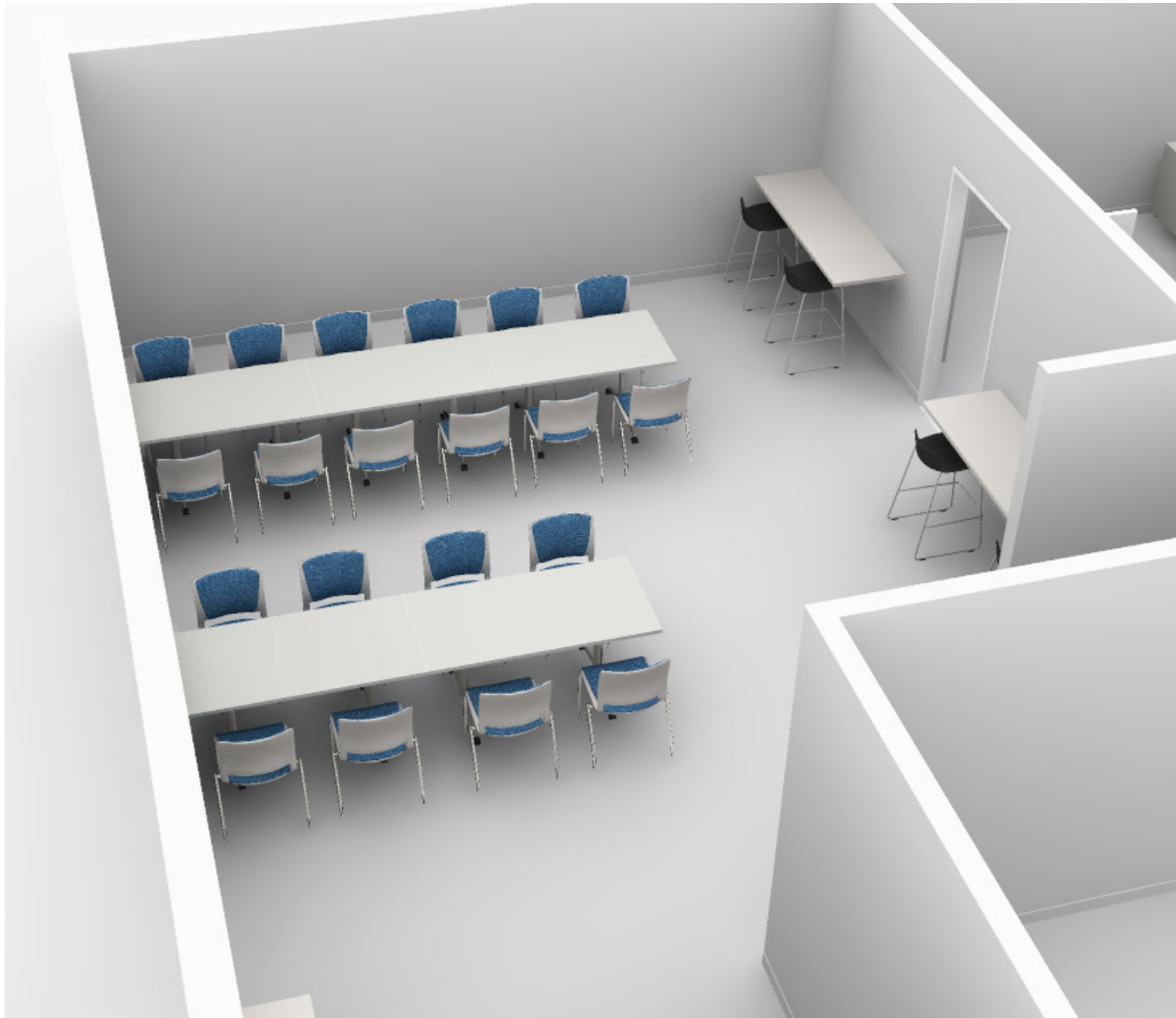
1. M&M 5.18.20 - Public Works Dept - Furniture Plan (002)
2. M&M 5.18.20 Renders (002)



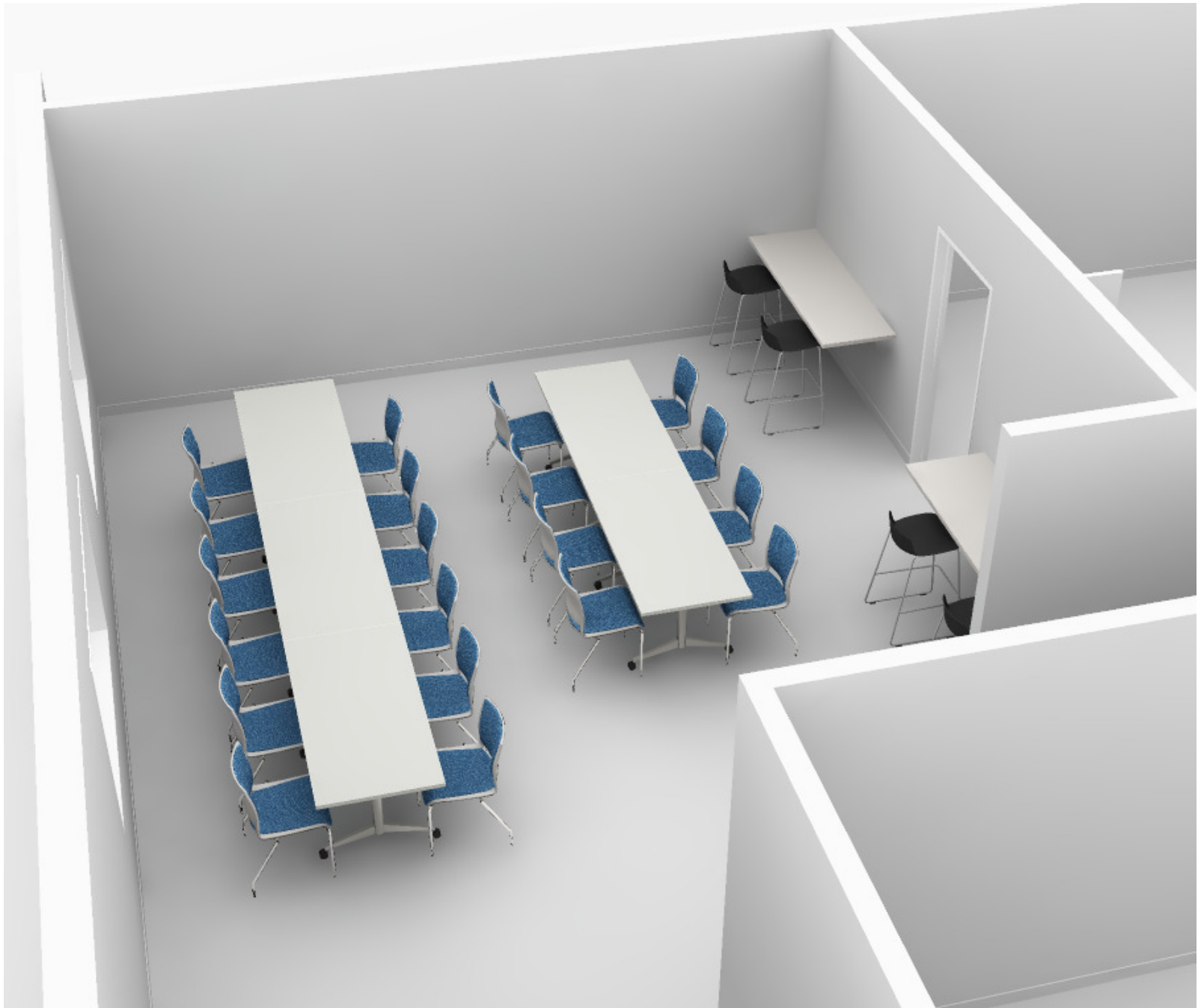
3. M&M 6.3.20 Cost Proposal MCF002 (002)
4. AIS\_Warranty
5. NCPA Member Brochure\_April2020



























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**PROPOSAL**

DATE: 06/03/20  
PROPOSAL: MCF002  
PROJECT: 309-131  
CUSTOMER #: 7803  
QUOTE VALID: / /

**PROPOSAL FOR:**

AIMEE IRWIN  
VILLAGE OF MCFARLAND  
DEPT. OF PUBLIC WORKS  
5115 TERMINAL DRIVE  
MCFARLAND, WI 53558  
SL - PUBLIC WORKS FACILITY rev. 6/3

**INSTALL AT:**

VILLAGE OF MCFARLAND  
DEPT. OF PUBLIC WORKS  
5115 TERMINAL DRIVE  
MCFARLAND, WI 53558

| QTY | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                       | SELL   | EXTENDED |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------|
| 3   | TBL, REC, 2mm, 30Dx54Wx29H, ALT30, CSTR<br>Table Laminate and Edge Choice<br>Table Laminate Table Laminate Grade A Summer Drops Tables 2mm Edge Gray Value 1/Summer Drops Base/Leg Options Table Foot Options Foot Bright Metal/Polished Aluminum Foot w/Support Beams Painted Table Paint Foot Foot Paint A Grey Value 1 Table Leg Options Table Paint Legs Table Leg Grade A Paint Grey Value 1 | 289.58 | 868.74   |
| 2   | TBL, REC, 2mm, 30Dx60Wx29H, ALT30, CSTR<br>Table Laminate and Edge Choice<br>Table Laminate Table Laminate Grade A Summer Drops Tables 2mm Edge Gray Value 1/Summer Drops Base/Leg Options Table Foot Options Foot Bright Metal/Polished Aluminum Foot w/Support Beams Painted Table Paint Foot Foot Paint A Grey Value 1 Table Leg Options Table Paint Legs Table Leg Grade A Paint Grey Value 1 | 295.83 | 591.66   |

PAGE 1

**M & M OFFICE INTERIORS, INC.**  
W233 N2833 ROUNDY CIRCLE WEST  
SUITE 100 PEWAUKEE, WI 53072-6287  
TELEPHONE: 262-781-2600 FAX: 262-783-5070  
EMAIL: mmoffice@mmoffice.com WEBSITE: www.mmoffice.com

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PROPOSAL

PROPOSAL: MCF002

| QTY | DESCRIPTION                                                                                                                                                                                                                                                  | SELL     | EXTENDED |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|
| 20  | Rio, Four Leg Chair, Upholstered<br>Seat & Back, Armless<br>Silver Frame Floor Saver Glide No<br>Tablet Upgrade Sterling No<br>Selection Fabric Grade 3 Eon EPU<br>Standard Color Selection Eon EPU<br>Freshwater Four per Carton                            | 236.67   | 4,733.40 |
| 4   | Maari, Low Back, Sled Base Bar<br>Height, Poly Seat, Poly Back, No<br>Arm, Felt Glide<br>GRAY TONE GRD A BLACK GRD A                                                                                                                                         | 251.75   | 1,007.00 |
| 1   | E-Z Stor Literature Org.-24<br>Compartment<br>Gray                                                                                                                                                                                                           | 276.67   | 276.67   |
| 1   | E-Z Stor Wall Mounting Bracket<br>BLACK                                                                                                                                                                                                                      | 47.78    | 47.78    |
|     | Subtotal for BREAK ROOM                                                                                                                                                                                                                                      |          | 7,525.25 |
| 1   | CBX HA 2leg base with WS SQ Edge<br>30d x 72w<br>2mm Grade A EDGE DETAIL 2MM<br>GV1/SUMMER DROPS RIGID SMOOT TABLE<br>GRADE A LAMINATES AIS Grade A<br>Laminates Laminate - Summer Drops -<br>(A-T-S-W-L202) KIT JC 70mm 2Seg<br>Column and HA Cantilever Bl | 1,051.04 | 1,051.04 |
| 1   | Cbx Suspended Hat Modesty 12h For<br>72w (56 Actual)<br>Casegoods Summer Drops                                                                                                                                                                               | 157.56   | 157.56   |

PAGE 2

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PROPOSAL

PROPOSAL: MCF002

| QTY | DESCRIPTION                                                                                                                                                                                                                                                                             | SELL   | EXTENDED |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------|
| 2   | CALIBRATE HAT SINGLE FOOT KIT 30"<br>Oxygen Grade A Paint Selection BK -<br>Black                                                                                                                                                                                                       | 48.69  | 97.38    |
| 1   | Cb Desk Shell Half Mod Recessed<br>24dx96wx29h<br>Laminate - Summer Drops -<br>(A-T-S-W-L202) NO GROMMET Laminate<br>- Summer Drops - (A-T-S-W-L202)                                                                                                                                    | 282.03 | 282.03   |
| 1   | CALIBRATE DESK SHELL CENTER SUPPORT<br>Laminate - Summer Drops -<br>(A-T-S-W-L202)                                                                                                                                                                                                      | 88.03  | 88.03    |
| 1   | Cb Desk Shell Half Mod Recessed<br>30dx72wx29h<br>Laminate - Summer Drops -<br>(A-T-S-W-L202) GROMMET RIGHT SIDE<br>Laminate - Summer Drops -<br>(A-T-S-W-L202) GROMMET RIGHT SIDE<br>Grommet Cover Color Selection<br>Grommet Cover - Grey Laminate -<br>Summer Drops - (A-T-S-W-L202) | 299.74 | 299.74   |
| 1   | CB Desk Return RH 24Dx66Wx29H<br>Laminate - Summer Drops -<br>(A-T-S-W-L202) NO GROMMET Laminate<br>- Summer Drops - (A-T-S-W-L202)                                                                                                                                                     | 235.68 | 235.68   |
| 2   | Cbx Full Depth Lat Bbf 18dx28hx30w<br>Casegoods Summer Drops BRIGHT<br>SILVER 6" RECTANGLE PULL Casegoods<br>Summer Drops                                                                                                                                                               | 595.83 | 1,191.66 |

PAGE 3

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PROPOSAL

PROPOSAL: MCF002

| QTY | DESCRIPTION                                                                                                                                                                                                                                                                                                                                          | SELL   | EXTENDED |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------|
| 2   | Focus 2.0, Highback Mesh With<br>Adjustable Lumbar, Enhanced Synchro<br>Control w/ Seat Depth,<br>Height-Adjustable<br>5-STAR NYLON BLACK FRAME BLACK<br>NYLON BASE FOG ONYX STANDARD<br>CYLINDER IMPRESS SPORT STRIPE<br>(SLATE/BLACK) FABRIC GRADE<br>SELECTIONS FABRIC GRADE 1 DASH<br>COLOR SELECTION DASH FOSSIL CARPET<br>CASTERS KNOCKED DOWN | 408.33 | 816.66   |
| 2   | Focus, Side Chair, Mesh Back,<br>Silver Frame, A130 Arm<br>Impress Striped Mesh Fabric Grade<br>Selections No Selection Fabric<br>Grade 1 Huntington Standard Color<br>Selection Huntington Clover<br>Standard Multi-Surface Glide                                                                                                                   | 237.22 | 474.44   |
|     | Subtotal for SUPERINTENDENT                                                                                                                                                                                                                                                                                                                          |        | 4,694.22 |
| 1   | Cb Desk Shell Half Mod Recessed<br>24dx96wx29h<br>Laminate - Summer Drops -<br>(A-T-S-W-L202) GROMMET RIGHT SIDE<br>Grommet Cover Color Selection<br>Grommet Cover - Grey Laminate -<br>Summer Drops - (A-T-S-W-L202)                                                                                                                                | 293.75 | 293.75   |
| 1   | CB Desk Return LH 24Dx48Wx29H<br>Laminate - Summer Drops -<br>(A-T-S-W-L202) NO GROMMET Laminate<br>- Summer Drops - (A-T-S-W-L202)                                                                                                                                                                                                                  | 214.85 | 214.85   |

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PROPOSAL

PROPOSAL: MCF002

| QTY | DESCRIPTION                                                                                                                                                                                                                                                                                                       | SELL   | EXTENDED |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------|
| 1   | CB Desk Return RH 24Dx48Wx29H<br>Laminate - Summer Drops -<br>(A-T-S-W-L202) NO GROMMET Laminate<br>- Summer Drops - (A-T-S-W-L202)                                                                                                                                                                               | 214.85 | 214.85   |
| 1   | Cb Desk Shell Full Mod Recessed<br>24dx72wx29h<br>Laminate - Summer Drops -<br>(A-T-S-W-L202) GROMMET LEFT SIDE<br>Grommet Cover Color Selection<br>Grommet Cover - Grey Laminate -<br>Summer Drops - (A-T-S-W-L202)                                                                                              | 293.49 | 293.49   |
| 2   | Cbx Partial Depth Ff Ped<br>23dx28hx16w<br>Casegoods Summer Drops BRIGHT<br>SILVER 6" RECTANGLE PULL Casegoods<br>Summer Drops                                                                                                                                                                                    | 357.03 | 714.06   |
| 1   | Cbx Partial Depth Bbf Ped<br>23dx28hx16w<br>Casegoods Summer Drops BRIGHT<br>SILVER 6" RECTANGLE PULL Casegoods<br>Summer Drops                                                                                                                                                                                   | 367.97 | 367.97   |
| 2   | Focus 2.0, Highback, Mesh Back,<br>Enhanced Synchro Cntrl w/ Seat<br>Depth, Height Adjustable Arms<br>Impress Striped Mesh Fog Onyx Black<br>Frame 5-Star Base Black Nylon Base<br>Carpet Casters Standard Cylinder<br>Fabric Grade Selections Fabric<br>Grade 1 Dash Color Selection Dash<br>Fossil Knocked Down | 408.33 | 816.66   |

PAGE

5

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PROPOSAL

PROPOSAL: MCF002

| QTY | DESCRIPTION                                                                                                                                                                                                                                                  | SELL     | EXTENDED |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|
|     | Subtotal for FRONT OFFICE                                                                                                                                                                                                                                    |          | 2,915.63 |
| 1   | CBX HA 2leg base with WS SQ Edge<br>30d x 72w<br>2mm Grade A EDGE DETAIL 2MM<br>GV1/SUMMER DROPS RIGID SMOOT TABLE<br>GRADE A LAMINATES AIS Grade A<br>Laminates Laminate - Summer Drops -<br>(A-T-S-W-L202) KIT JC 70mm 2Seg<br>Column and HA Cantilever Bl | 1,051.04 | 1,051.04 |
| 1   | Cbx Suspended Hat Modesty 12h For<br>72w (56 Actual)<br>Casegoods Summer Drops                                                                                                                                                                               | 157.56   | 157.56   |
| 2   | CALIBRATE HAT SINGLE FOOT KIT 30"<br>Oxygen Grade A Paint Selection BK -<br>Black                                                                                                                                                                            | 48.69    | 97.38    |
| 1   | Cb Desk Shell With Full Mod Flush<br>24dx72wx29h<br>Laminate - Summer Drops -<br>(A-T-S-W-L202) NO GROMMET Laminate<br>- Summer Drops - (A-T-S-W-L202)                                                                                                       | 282.03   | 282.03   |
| 2   | Cbx Partial Depth Ff Ped<br>23dx28hx16w<br>Casegoods Summer Drops BRIGHT<br>SILVER 6" RECTANGLE PULL Casegoods<br>Summer Drops                                                                                                                               | 357.03   | 714.06   |
| 1   | Overhead - WM - 16H X 72W X 14D -<br>Laminate Cabinet Doors<br>Casegoods Summer Drops Casegoods<br>Summer Drops BRIGHT SILVER 6"<br>CONTINUED...                                                                                                             | 501.31   | 501.31   |

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**M & M OFFICE INTERIORS, INC.**  
W233 N2833 ROUNDY CIRCLE WEST  
SUITE 100 PEWAUKEE, WI 53072-6287  
TELEPHONE: 262-781-2600 FAX: 262-783-5070  
EMAIL: mmoffice@mmoffice.com WEBSITE: www.mmoffice.com

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PROPOSAL

PROPOSAL: MCF002

| QTY | DESCRIPTION                                                                                                                                                                                                                                                                                                       | SELL   | EXTENDED |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------|
|     | RECTANGLE PULL                                                                                                                                                                                                                                                                                                    |        |          |
| 1   | Tasklight - Black - 48W                                                                                                                                                                                                                                                                                           | 75.78  | 75.78    |
| 1   | Cbx Tackboard Wall Mount 20hx72w<br>FABRIC MODULAR CHOICE GRADE A (1:1)<br>Directional Fabric - Grade A Engage<br>Denim                                                                                                                                                                                           | 179.43 | 179.43   |
| 1   | Focus 2.0, Highback, Mesh Back,<br>Enhanced Synchro Cntrl w/ Seat<br>Depth, Height Adjustable Arms<br>Impress Striped Mesh Fog Onyx Black<br>Frame 5-Star Base Black Nylon Base<br>Carpet Casters Standard Cylinder<br>Fabric Grade Selections Fabric<br>Grade 1 Dash Color Selection Dash<br>Fossil Knocked Down | 408.33 | 408.33   |
| 2   | Focus, Side Chair, Mesh Back,<br>Silver Frame, A130 Arm<br>Impress Striped Mesh Fabric Grade<br>Selections No Selection Fabric<br>Grade 1 Huntington Standard Color<br>Selection Huntington Clover<br>Standard Multi-Surface Glide                                                                                | 237.22 | 474.44   |
|     | Subtotal for AIMEE                                                                                                                                                                                                                                                                                                |        | 3,941.36 |

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PROPOSAL

PROPOSAL: MCF002

| QTY | DESCRIPTION                                                                                                                                                                                                                                                  | SELL   | EXTENDED |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------|
| 1   | Cb Desk Shell Full Mod Recessed<br>30dx96wx29h<br>Laminate - Summer Drops -<br>(A-T-S-W-L202) NO GROMMET Laminate<br>- Summer Drops - (A-T-S-W-L202)                                                                                                         | 346.88 | 346.88   |
| 1   | Cbx Partial Depth Bbf Ped<br>23dx28hx16w<br>Casegoods Cabinet Almond BRIGHT<br>SILVER 6" RECTANGLE PULL Casegoods<br>Cabinet Almond                                                                                                                          | 367.97 | 367.97   |
| 1   | CBX HA 2leg base with WS SQ Edge<br>30d x 60w<br>2mm Grade A EDGE DETAIL 2MM<br>GV1/SUMMER DROPS RIGID SMOOT TABLE<br>GRADE A LAMINATES AIS Grade A<br>Laminates Laminate - Summer Drops -<br>(A-T-S-W-L202) KIT JC 70mm 2Seg<br>Column and HA Cantilever Bl | 998.18 | 998.18   |
| 2   | CALIBRATE HAT SINGLE FOOT KIT 30"<br>Oxygen Grade A Paint Selection BK -<br>Black                                                                                                                                                                            | 48.69  | 97.38    |
| 1   | Cb Desk Shell With Full Mod Flush<br>24dx96wx29h<br>Laminate - Summer Drops -<br>(A-T-S-W-L202) NO GROMMET Laminate<br>- Summer Drops - (A-T-S-W-L202)                                                                                                       | 320.06 | 320.06   |
| 1   | Rectangular - 2mm Edge - 24D x 42W<br>2mm Grade A 2mm Edge - GV1/Summer<br>Drops Option A - No additional<br>grommets AIS Grade A Laminates<br>Laminate - Summer Drops -<br>CONTINUED...                                                                     | 99.74  | 99.74    |

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PROPOSAL

PROPOSAL: MCF002

| QTY | DESCRIPTION                                                                                                                                                                                                                                                                                                       | SELL   | EXTENDED |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------|
|     | (A-T-S-W-L202)                                                                                                                                                                                                                                                                                                    |        |          |
| 2   | Cbx 2d Partial Depth Lat<br>23dx28hx42w<br>Casegoods Summer Drops BRIGHT<br>SILVER 6" RECTANGLE PULL Casegoods<br>Summer Drops                                                                                                                                                                                    | 673.96 | 1,347.92 |
| 1   | Focus 2.0, Highback, Mesh Back,<br>Enhanced Synchro Cntrl w/ Seat<br>Depth, Height Adjustable Arms<br>Impress Striped Mesh Fog Onyx Black<br>Frame 5-Star Base Black Nylon Base<br>Carpet Casters Standard Cylinder<br>Fabric Grade Selections Fabric<br>Grade 1 Dash Color Selection Dash<br>Fossil Knocked Down | 408.33 | 408.33   |
| 2   | Focus, Side Chair, Mesh Back,<br>Silver Frame, A130 Arm<br>Impress Striped Mesh Fabric Grade<br>Selections No Selection Fabric<br>Grade 1 Huntington Standard Color<br>Selection Huntington Clover<br>Standard Multi-Surface Glide                                                                                | 237.22 | 474.44   |
|     | Subtotal for DIRECTOR                                                                                                                                                                                                                                                                                             |        | 4,460.90 |
| 2   | Focus, Side Chair, Mesh Back,<br>Silver Frame, A130 Arm<br>Impress Striped Mesh Fabric Grade<br>Selections No Selection Fabric<br>Grade 1 Huntington Standard Color<br>CONTINUED...                                                                                                                               | 237.22 | 474.44   |

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PROPOSAL

PROPOSAL: MCF002

| QTY | DESCRIPTION                                                                                                           | SELL   | EXTENDED |
|-----|-----------------------------------------------------------------------------------------------------------------------|--------|----------|
|     | Selection Huntington Clover<br>Standard Multi-Surface Glide                                                           |        |          |
| 1   | Clear2c Display 6 Magazine, 6<br>Pamphlet, Clear                                                                      | 165.00 | 165.00   |
|     | Subtotal for LOBBY                                                                                                    |        | 639.44   |
| 2   | Cbx 2 Door Cabinet 24dx82hx36w<br>Casegoods Summer Drops Casegoods<br>Summer Drops BRIGHT SILVER 6"<br>RECTANGLE PULL | 750.26 | 1,500.52 |
| 1   | Key Alike Kit (2 Cores) - Wesko<br>Type                                                                               | 6.25   | 6.25     |
|     | Subtotal - Storage Cabinets                                                                                           |        | 1,506.77 |
| 1   | FACTORY FREIGHT                                                                                                       | 120.00 | 120.00   |
| 50  | DELIVERY & INSTALLATION                                                                                               | 60.00  | 3,000.00 |

If it becomes necessary for M&M to hold product beyond the agreed  
upon installation date, a storage fee may be assessed.

PRODUCT SUBTOTAL.....: 25,683.57

ACCEPTED BY: \_\_\_\_\_

FRT / FUEL.: 120.00

DATE ACCEPTED: \_\_\_\_\_ DEL/INSTALL SUBTOTAL.: 3,000.00

THANK YOU FOR THE OPPORTUNITY TO SUBMIT THE ABOVE PROPOSAL.

DEPOSIT REQ: 14,402.00

DEPOSIT PCT: 50.00 %

FINAL TOTAL.: 28,803.57

BY: \_\_\_\_\_

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## Limited Lifetime Warranty

This warranty is given to the initial purchaser and is valid for as long as the product is owned by the original Buyer. The warranty, which runs from the date of manufacture, covers defects in materials and craftsmanship found during normal usage of the products during the warranty period. If a product is defective, and if written notice of the defect is given to AIS within the applicable warranty period, AIS (at its option) will either repair or replace the defective product with a comparable component or product. The limited lifetime warranty applies to all products regardless of the number of shifts the product is used each day except as noted below.

| Applicable Warranty Period  | Products / Restrictions                                                                                                                                                                                                                                          |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Lifetime (as defined below) | All AIS branded products (except as noted below)                                                                                                                                                                                                                 |
| Ten (10) Years              | Electrical products<br>AIS Seating (frames and control mechanisms)<br>Calibrate Series                                                                                                                                                                           |
| Ten (10) Years - 24/7 Shift | Devens Seating                                                                                                                                                                                                                                                   |
| Five (5) Years              | Moving parts, which include keyboard mechanisms, locks, suspensions, casters as well as AIS fabrics, upholsteries and mesh.<br><br>AIS Seating (pneumatic cylinders, casters, glides, bases and arms, mesh and seating upholsteries, Granite and Sulli seating*) |

This warranty does not apply to normal wear and tear damage caused by carrier, damage caused by transport of product from one site location to another, alterations to the product not expressly authorized by Seller, and products considered to be of a consumable nature such as bulbs and light ballast. AIS Seating normal use as defined under this warranty is the wear and tear that occurs during a 40 hour week when the product is used by a person weighing 300 pounds or less. \*Granite is warranted for five years and rates for a person weighing 250 pounds or less. Sulli is warranted for five years and rates for a person weighing 300 pounds or less. AIS will not warrant any altered components or parts.

This warranty shall not cover labor or delivery charges and does not apply to items subjected to abuse, misuse, neglect, alteration, damage cause by shipment, storage, accident, fire, flood or act of God. The limited warranty is the sole remedy for product defect and no other expressed or implied warranty is provided, including but not limited to any implied warranties of merchantability or fitness for a particular purpose. AIS shall not be liable for consequential or incidental damages arising from any product defect. A customer's exclusive remedy with respect to any and all losses or damages resulting from any cause whatsoever shall be repaired or replaced as specified above.

It also does not apply to customer's own material (COM - i.e. material specified by Buyer that is not a standard AIS product offering) used in the manufacture of AIS products. Special Products that are not offered in the AIS standard price list will have a warranty of one year. A product will not be considered defective and Seller will not be obligated to replace it, if the product is not installed properly or is used in a "non-standard" fashion as prescribed by AIS. It is at the sole discretion of AIS to make a determination if a defect is due to improper product installation.

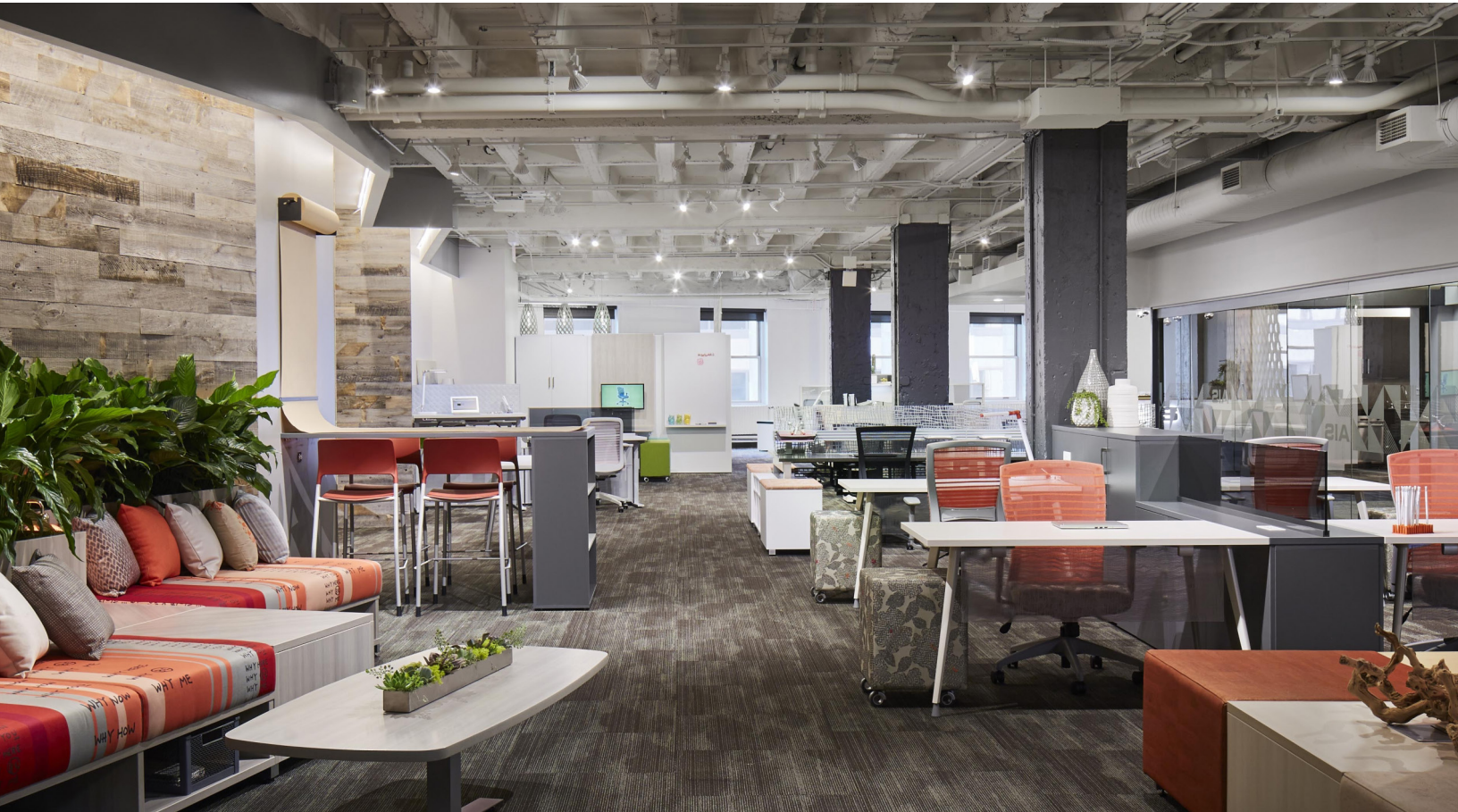
**THIS LIMITED WARRANTY IS THE SOLE REMEDY FOR PRODUCT DEFECT AND NO OTHER EXPRESS OR IMPLIED WARRANTY IS PROVIDED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. AIS SHALL NOT BE LIABLE FOR ANY CONSEQUENTIAL, INDIRECT, SPECIAL, PUNITIVE OR INCIDENTAL DAMAGES.**

# NCPA Member Program



**AIS**

Furniture for meeting, working, training and more.



## NEED FURNITURE FAST?

We've made ordering furniture simple and easy. With AIS and NCPA you have One Point of Contact, One Vendor, and One Purchase Order.

Explore many AIS products that are easy to clean – and easily specified with finishes that can withstand disinfectants to keep your environments safer. From Day-to-Day® Tables for meeting spaces, to conference rooms, cafes and more, AIS products are backed by a 10 year warranty – including our Express Seating solutions that ship in just three days!



# Furniture For Across Your Organization

## Private Office

Calibrate® Series has you covered—case closed. This collection of high-quality laminate casegoods looks great and works well for all private offices. It's got a myriad of finishes, hardware options, and loads of styles to choose from. Best of all, it won't break the bank.



Calibrate Series Casegoods  
Private Office Space with Height Adjustable Calibrate, Natick and Grafton Seating



Calibrate Series Casegoods  
Private Office with Bolton Task Seating and Triad Side Seating



Calibrate Series Casegoods  
Private Office with Natick with Headrest Seating and Grafton chair. Also shown with LB Lounge seating.



Calibrate Series Casegoods  
L-Shape Private Office

# A Range of Workstations To Support Your Teams

## Open Plan

Open landscape offices continue to resonate. And we've got the right products to fill 'em—like Divi® and Matrix®. These panel-based systems offer high panels for privacy and low panels that keep employees close to the action. For benching, we designed Oxygen® and Day-to-Day® PowerBeam—two proven desking solutions for the open plan. With a variety of storage and screen options, we've got the open plan solutions to help define space and support individual needs.



Day to Day Height Adjustable Tables with Divi and Devens



Matrix Panel System



Oxygen Benching with Collaborative Space, Bolton Task Seating



Divi Linear Open Plan Panel System with linear trim and keytop worksurface, Calibrate storage, and Devens Task Seating



# Create Smart Spaces with AIS

## Working Lounge

Individual, small team, or collaborative meeting spaces provide comfort, relaxation and dedicated focus time.



## Training Rooms

Flip top, height adjustable, and powered table options create concentrative, interactive, and effective training rooms. Choose from a variety of seating to support collaborative needs and support user's comfort and wellness.



## All Purpose/Computer Labs

Create engaging, flexible, and technology-supported environments for a variety of classroom styles and learning preferences.



# You'll Appreciate Everything That's Possible with AIS

## Classrooms and Labs

Instruct large or small groups of students utilizing durable and flexible seating choices in combination with conference, height adjustable, powered and flip tables.



## Auditoriums and Lecture Halls

AIS stacks up to the challenge.



## Cafes, and more...

Create cafes with energy providing students and faculty the platform to collaborate and socialize. A variety of table heights and seating choices ensure comfort and refreshment for every user. Storage lockers placed throughout the building provide accessible storage.



## SAVE TIME + MONEY WHILE AVOIDING THE BIDDING PROCESS

End Users who buy on NCPA can forego the typical need for three bids. All NCPA contracts have been competitively solicited by a lead public agency. Each solicitation contains language that allows the contract to be used by other government agencies. State statutes allow one government agency to purchase from contracts competitively solicited by another government agency. Avoid the bidding process. Your best price is already awarded with AIS.

# NCPA Member Order Requirements



1. Contact your AIS Authorized Dealer or locate your AIS rep here <https://www.ais-inc.com/contact/find-a-rep>
2. Obtain a Quote from your authorized AIS dealer and review/approve.
3. Once approved, send Purchase Order to Authorized AIS dealer with remit to as follows: AIS 25 Tucker Drive Leominster, MA 01453. \*\*\*If you are ordering from multiple manufacturers your po can be made out directly to your to Authorized AIS dealer.
4. Order Review – Your AIS Authorized dealer will review and confirm order accuracy, lead times and delivery requirements prior to submitting order. Please communicate any special instructions/delivery requirements to be noted on order.
5. Order Submission – Your AIS Authorized dealer will submit your purchase order directly to AIS along with their quote number and confirm receipt of order acknowledgement.
6. AIS will invoice NCPA Member directly upon product shipment.
7. If you would like to have a local AIS Representative reach out to provide product updates please click here: <https://www.ais-inc.com/contact/find-a-rep>



# A NATIONAL COOPERATIVE PURCHASING ALLIANCE PARTNERSHIP

## End User Terms and Conditions Contract # NCPA07-16

The National Cooperative Purchasing Alliance (NCPA) is a leading national government purchasing cooperative working to reduce the cost of goods and services by leveraging the purchasing power of public agencies in all 50 states. NCPA works with a lead public agency to solicit master contracts which are based on quality, performance, and most importantly pricing.

### Who can use the NCPA Contract

There are over 90,000 agencies nationwide from both the public and non-profit sectors that are eligible to utilize NCPA's cooperative purchasing contract. These include, but are not limited to the following agency types:

- School Districts (incl. K-12, Charter Schools, and Private K-12)
- Higher Education (incl. Universities, Community Colleges, Private Colleges, and Technical / Vocational Schools)
- Cities, Countries, and any Local Government
- State Agencies
- Healthcare Organizations
- Church / Religious
- Non-Profit Corporations
- Federal

### How to know if this contract is available to your clients

NCPA operates under the same guidelines that US Communities does. If your client is able to purchase off of US Communities, they are able to purchase off of NCPA. NCPA went through the same competitive bid process for its awards and followed all the same protocols as US Communities. For more information, please visit <http://www.ncpa.us/Page/About>.

Most states allow for cooperative purchasing with few exceptions. If your end users are unsure of their state's statute, please direct them to <http://www.ncpa.us/Statutes>. Once confirmed that NCPA is a valid contract for their use, they may follow this link <http://www.ncpa.us/Register> and register as a user. The process is free of charge, very easy and does not commit them, their agency or entity to anything.

### Products Offered

All products offered on our commercial program are available on NCPA.

### Freight

All AIS product orders over \$7,500.00 list include freight.

\*Freight fee: 13% of Net will apply on orders under \$7,500.00 list. Does not apply to seating.

### Terms and Conditions

All orders need to be made out to AIS c/o Dealer of Record or the Dealer of Record with NCPA Contract #NCPA07-16 referenced, 25 Tucker Drive, Leominster, MA 01453.

### Discounting (Use Commercial Price Lists)

Systems, Universal, Oxygen, Aloft, Calibrate Series and Tables:

| List Price            | End User Discount |
|-----------------------|-------------------|
| \$1 - \$30,000        | 74.5%             |
| \$30,001 - \$300,000  | 79%               |
| \$300,001 - \$500,000 | 81%               |
| Over MOL              | Negotiable        |
| Seating - \$1 or more | 63%               |

Divi Fast Track:

| List Price            | End User Discount |
|-----------------------|-------------------|
| \$1 - \$30,000        | 76%               |
| \$30,001 - \$300,000  | 81%               |
| \$300,001 - \$500,000 | 83%               |
| Seating - No tiers    | 63%               |

To use the Divi Fast Track Program, please use all Divi Fast Track finishes and qualifying products. Divi Fast Track orders must be complete workstations.

### Questions?

Contact your AIS representative or  
Wendy Gricius  
Email: [ncpa@ais-inc.com](mailto:ncpa@ais-inc.com)  
Phone: 317.710.4511

Corporate Headquarters  
25 Tucker Drive  
Leominster, MA 01453  
Phone: 1.800.434.7400





## VILLAGE BOARD SUMMARY SHEET

**MEETING DATE:** Monday, June 22, 2020

**SECTION:** Business

**DEPARTMENT:** Public Works

**CONTACT:** Sayer Larson, Parks Superintendent, Jim Hessling, Public Works Director

**AGENDA ITEM:** Discussion and action regarding the 2020 Fall Tree and Planting Request for Proposals (RFP).

**PREVIOUS ACTION:**

The Committee reviewed this requested RFP at its meeting on June 9, 2020 and recommended approval.

**ISSUE SUMMARY:**

Street trees are an important resource to the village. They provide many uses to the village and beyond including; producing oxygen, shade, wildlife refuge along with combating climate change, just to name a few.

As part of the villages forestry budget, annual tree plant is included. This covers such items as new stock for infill(s), replacements and park trees when needed. Supplies needed for planting and operations are also part of the budget.

Street trees in developments are paid for and installed by the developer.

This years tree planting trees will be in the fall. This practice is usually held in the spring but due to the pandemic and staffing issues, was moved to the fall. Like years past we have asked for RFP's in order to have comparisons.

**FINANCIAL/BUDGET IMPACT:**

The costs related to tree installation will be determined and reviewed upon opening of RFP responses.

**VILLAGE PLAN REFERENCE:**

None.

**ORDINANCE REFERENCE:**



None.

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

Recommended for approval.

**ATTACHMENTS:**

1. 2020 Tree Specs & RFP form
2. 2020 Planting potential locations
3. Map of potential 2020 locations

**BID & SPECIFICATIONS FOR  
Village of McFarland, Wisconsin**

**PROJECT:** 2020 Street Tree Planting

**OWNER:** Village of McFarland  
5915 Milwaukee St. P.O. Box 110  
McFarland, WI 53518-0110

**CONTACT:** Jim Hessling, Director of Public Works (608) 838-7287  
Sayer Larson, Parks Superintendent (608) 838-7287

Bids will be accepted by **mail or electronically only** until 3:00 P.M. local time Thursday July 2, 2020.

Physical address: Village of McFarland  
5915 Milwaukee Street  
McFarland, WI 53558-0110  
Attn: 2020 Tree Bids

E-mail address: [public.works@mcfarland.wi.us](mailto:public.works@mcfarland.wi.us)  
5915 Milwaukee Street  
McFarland, WI 53558-0110  
Subject line: 2020 Tree Bids

**The village is not responsible for any submitted bids that do arrive to us, whatever the reason may be.**

**Intent of Specifications**

The attached specifications and instructions are intended for bid of plant materials and installation in quantities and species as listed. Quantities may vary subject to funding. Please note the following;

- The exact planting locations will be provided by the Village and/ or Village's representative.
- Furnishing plant materials and installation of material shall conform to the dates as detailed per the specifications.
- No substitutions in sizing, container type or species/cultivar are allowed without prior written approval from the Village and/or Village's representative.

**Site Inspection**

It is recommended that all bidders become familiar with existing field conditions and planting sites prior to preparing the bid.

### **Guarantee**

All plant material and plantings shall be guaranteed for one (1) year after planting. This is a one-time replacement for each tree. Planting stock will be maintained and watered during this year by residents and Village staff. Contractor shall conduct a site walk through and review with the Village staff upon completion of planting, a minimum of one (1) additional walk-through during the first planting season and one final walk through prior to the end of the guarantee. All failed plant material shall be replaced as soon as possible as mutually agreed upon date.

### **Supervision**

The Village of McFarland and representative shall inspect and approve all plant material and installation and may provide a full-time inspection of the work on site. Should any dispute arise with regard to quality of material and workmanship as detailed in the specifications, both parties will work jointly to resolve the issue(s), but the final decision shall rest entirely with the Village.

Any plant material not meeting quality and specifications shall be returned immediately.

### **Labor, Equipment, Permits, Etc.**

Contractor shall furnish at their own cost and expense all transportation, labor, materials, and equipment needed to perform the work in the highest quality manner possible according to the specifications. The contractor shall have a competent foreman/ supervisor on-site the entire duration of the project. All project work shall be completed in accordance to the specifications, local and state codes. All permits and approval costs shall be borne by the contractor.

### **Pre-Planting Conference**

The selected contractor shall arrange a meeting with the Village's representative prior to the start of the planting project. This meeting will provide a review of all aspects of the program and ensure that all requirements, specifications and the project schedule are understood. Planting locations will be determined by the Village prior to work.

### **Utilities Coordination**

The contractor shall be responsible for contacting and notifying local utilities (digger's hotline) as to the area of work and timing of the work. Village shall mark all proposed tree locations prior to contacting digger's hotline. Contractor shall notify the Village's representative of any conflicting planting location. In the case of location conflicts, the Village's representative will work with the contractor to propose a mutually agreed upon location for the planting.

### **Observation of Applicable Laws**

The awarded contractor shall observe and comply with all state and local laws and ordinances or regulations which in any manner affect the conduct of this work. Contractor shall indemnify and hold harmless the Village of McFarland, its representative and all of its officers, agents and employees against any and all claims for any material other liability arising from or based upon the conduct of work or violations of any law, ordinance, regulation, or order, whether by contractor or contractor's employees.

### **Prior Project Work**

Contractor shall provide example of 1-3 prior projects (similar in scope and scale) along with references as part of the bid.

### **Insurance Requirements**

Contractor is to carry their own Liability, Auto and Worker's Compensation Insurance. The Contractor is to furnish a copy of insurance of at least \$1,000,000.00 protection, to the Village, against any accident claims that may be made by the owners and or employees of said Contractor prior to starting. Contractor must show proof of insurance as part of the bid.

### **Scope of Work**

The contract award includes plant material and installation of the specified number of trees as listed by species, cultivar and size. Installation includes digging and preparing the planting hole, setting the specified tree, back-filling with appropriate material, restoration of the planting area, mulching, staking (as required) and initial watering. In addition, the contractor shall place and fill irrigation bags as provided by the Village. All work must be performed in accordance the following specifications.

1. All plants shall be premium grade stock, regionally grown in planting zones 4 or 5A. Caliper size is determined at 6" above the root flare. Heights are determined by distance from top of root flare to top of branches.
2. All planting stock shall have well-formed, typical uniform branching, free of disease, insects and mechanical injury, with a well-developed root system, straight trunk and defined leader.
3. Trees shall be furnished as specified by size, root type, species and cultivar.
4. All trees shall conform to American Nursery Standard for Nursery Stock (ANSI Z60.1-2004).
5. All plants shall be tagged securely, identifying species, size and grower.
6. Plants shall be protected properly from weather and handling during transit.
7. All prices shall include deliver to the planting sites and installation as described in the scope of work.
8. All bare root plantings shall be staked.
9. Village staff or representative may reject any trees or work that does not meet specifications.
10. Village staff and representative must be notified at least three (3) days prior to arrival of materials by to arrange inspection of plant material at delivery.
11. The contractor shall provide as-built plans detailing location and plant species no more than 30 days after completion.
12. **All work shall be completed prior to November 1, 2020.**

### **Planting Specifications**

1. Terrace planting locations will be marked with paint and stake by Village. Contractor will be provided an address and species list and will be responsible for planting the proper species at the listed address.
2. Sod shall be removed from the planting site and not used to refill the hole. Each hole shall be dug to match the root depth of the tree. Additional loose soil shall be then placed on the root system in a manner that will eliminate voids and air pockets. Any additional topsoil needed to fill the tree pits shall be furnished by the contractor.
3. All debris shall be removed from planting sites and disposed of properly.
4. All planting hole shall be dug a minimum of 6" wider than the farthest extending root. Trees shall be centered in each hole. If an auger is used, holes shall be cleaned out by hand to accommodate root structures. Prune damaged roots. The tree shall be planted so the soil is "dished" to facilitate watering. All bare root stock must stay moist from nursery to the time of planting and shall be wrapped in wet straw and plastic. Roots shall be dipped in or treated with a root stimulator one day prior to planting. Bare root plants shall be backfilled halfway and watered with approximately 5 gallons of water to compact the soil and remove air pockets. Continue backfilling until planted at proper depth and water again with 3-5 gallons of water.

5. All trees shall be planted where the root flare meets the soil grade of the site. If root flare is not found on balled and burlapped tree, contractor shall remove excess soil to expose the root flare at the proper depth. Trees not planted at the proper depth shall be rejected.
6. Any minor damage to branches or root system shall be pruned and clean as instructed by the Village.
7. All trees shall be mulched with 3-4" of double shredded hardwood mulch. "Mulch rings" shall be a 3-4' diameter or at least 6" past disturbed grade, whichever is greater. Mulch shall be "dish" shaped to help facilitate watering. No mulch shall be placed on the trunk.
8. Contractor shall be responsible for initial watering and placement and filling of irrigation bags as provided by the Village.
9. All bare root trees shall be staked with 2" square Oak posts, furnished by the contractor. Trees shall be firmly cross-tied to the stakes with nylon webbing. The Village may identify additional trees to be staked as needed. Contractor to provide written pricing for additional staking of trees at the time the bid is submitted.
10. All balled & burlapped trees shall be set properly in the planting pit and arranged to sit properly. Binding cord shall then be cut and removed. Wire cage shall be removed or pulled back from the top 1/3 of the ball and burlap in this area shall be removed.
11. Container grown trees shall have the pots removed and roots sliced vertically.
12. Contractor shall follow instructions for grow bags as provided by the grower.

#### Plant Schedule

## McFarland 2020 Plant Schedule

| Example         |                             |            |     |                        |            |
|-----------------|-----------------------------|------------|-----|------------------------|------------|
| Variety         | Species                     | Size       | Qty | Price each (installed) | Sub Total  |
| American Redbud | Cercis canadensis           | 1 1/2" B&B | 7   | 123.45                 | \$864.15   |
| Patriot Elm     | Ulmus 'Patriot'             | 1 1/2" B&B | 9   | 678.9                  | \$6,110.10 |
| Ginkgo          | Ginkgo biloba 'Autumn Gold' | 1 1/2" B&B | 2   | 456.78                 | \$913.56   |
| Total           |                             |            | 18  |                        |            |
| Grand Total     |                             |            |     |                        | \$7,887.81 |

| Variety            | Species                 | Size        | Qty | Price each (installed) | Sub Total |
|--------------------|-------------------------|-------------|-----|------------------------|-----------|
| Bur Oak            | Quercus macrocarpa      | 1½ inch B&B | 30  |                        |           |
| Autumn Blaze Maple | Acer x freemanii        | 1½ inch B&B | 12  |                        |           |
| Red Sunset Maple   | Acer rubrum 'Franksred' | 1½ inch     | 12  |                        |           |



|                       |                                    |                |    |                        |  |
|-----------------------|------------------------------------|----------------|----|------------------------|--|
|                       |                                    | B&B            |    |                        |  |
| American Redbud       | Cercis canadensis                  | 1½ inch<br>B&B | 15 |                        |  |
| Winter King Hawthorne | Crataegus viridis 'Winter<br>King' | 1½ inch<br>B&B | 12 |                        |  |
| Ginkgo                | Ginkgo biloba 'Autumn Gold'        | 1½ inch<br>B&B | 12 |                        |  |
| Ohio Buckeye          | Aesculus glabra                    | 1½ inch<br>B&B | 25 |                        |  |
| Common Hackberry      | Celtis occidentalis                | 1½ inch<br>B&B | 12 |                        |  |
| Patriot Elm           | Ulmus 'Patriot'                    | 1½ inch<br>B&B | 15 |                        |  |
| Redmond Linden        | Tilia americana 'Redmond'          | 1½ inch<br>B&B | 12 |                        |  |
| Skyline Honey Locust  | Gleditsia triacanthos 'Skycole'    | 1½ inch<br>B&B | 12 |                        |  |
| Norhtern Red Oak      | Quercus rubra                      | 1½ inch<br>B&B | 15 |                        |  |
| Cherry - Chokecherry  | Prunus virginiana<br>'Chokecherry' | 1½ inch<br>B&B | 15 |                        |  |
|                       |                                    |                |    | <b>Grand<br/>Total</b> |  |

**THE VILLAGE RESERVES THE RIGHT TO CHANGE  
QUANTITIES AND OMIT SPECIES AS DESIRED  
OR NEEDED.**

| 2020 Planting potential locations         | Estimated trees |
|-------------------------------------------|-----------------|
| Ahren                                     | 5               |
| Bremer Rd                                 | 3               |
| Country Walk                              | 3               |
| Dale St                                   | 4               |
| Hidden Farm Rd                            | 1               |
| Holscher Rd                               | 2               |
| Lake Edge Rd                              | 5               |
| Larson Beach Rd                           | 6               |
| Lexington st                              | 20              |
| Mourning Dove Dr                          | 11              |
| Osborn Dr                                 | 20              |
| Perrot Pl                                 | 2               |
| Running Deer                              | 1               |
| Waubesa School Terrace (Leanne & Red oak) | 40              |
| Urso Community Park                       | 10              |
| Holscher to Mn path and grassland area    | 30              |
| Marsh Woods Park                          | 25              |
| William McFarland Park                    | 6               |
| Woodland estates park                     | 5               |
| <b>Rough Total</b>                        | <b>199</b>      |

| Location            | Tree               |
|---------------------|--------------------|
| Arnold Larson Park  | Colorado Spruce    |
| Arnold Larson Park  | Colorado Spruce    |
| Arnold Larson Park  | Colorado Spruce    |
| Autumn Grove Park   | Little Leaf Linden |
| 5920 Lake Edge      | Green Ash          |
| 5409 Wellington Cir | Green Ash          |
| 5408 Wellington Cir | Green Ash          |
| 6413 Exchange St    | Norway Maple       |

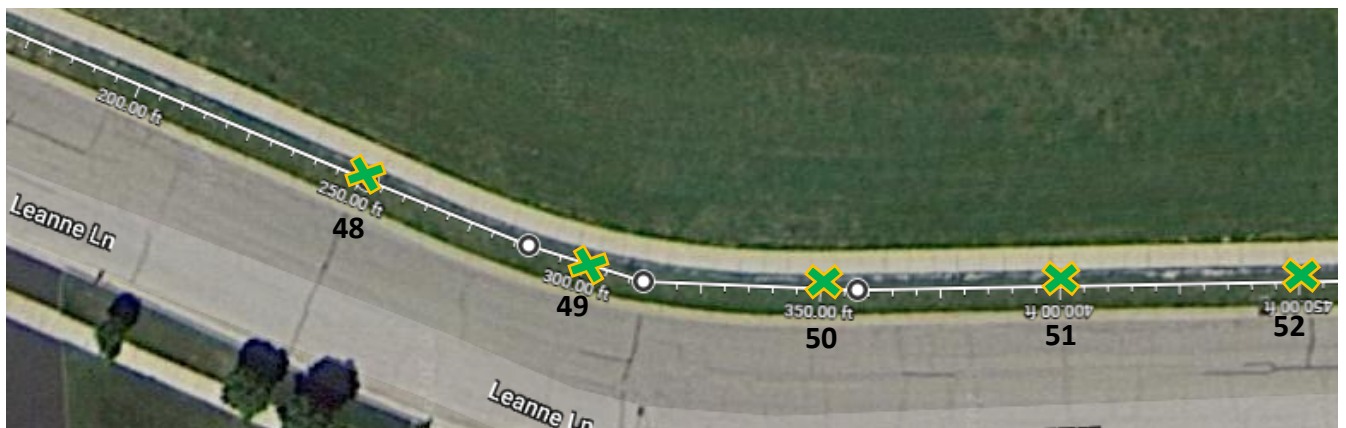
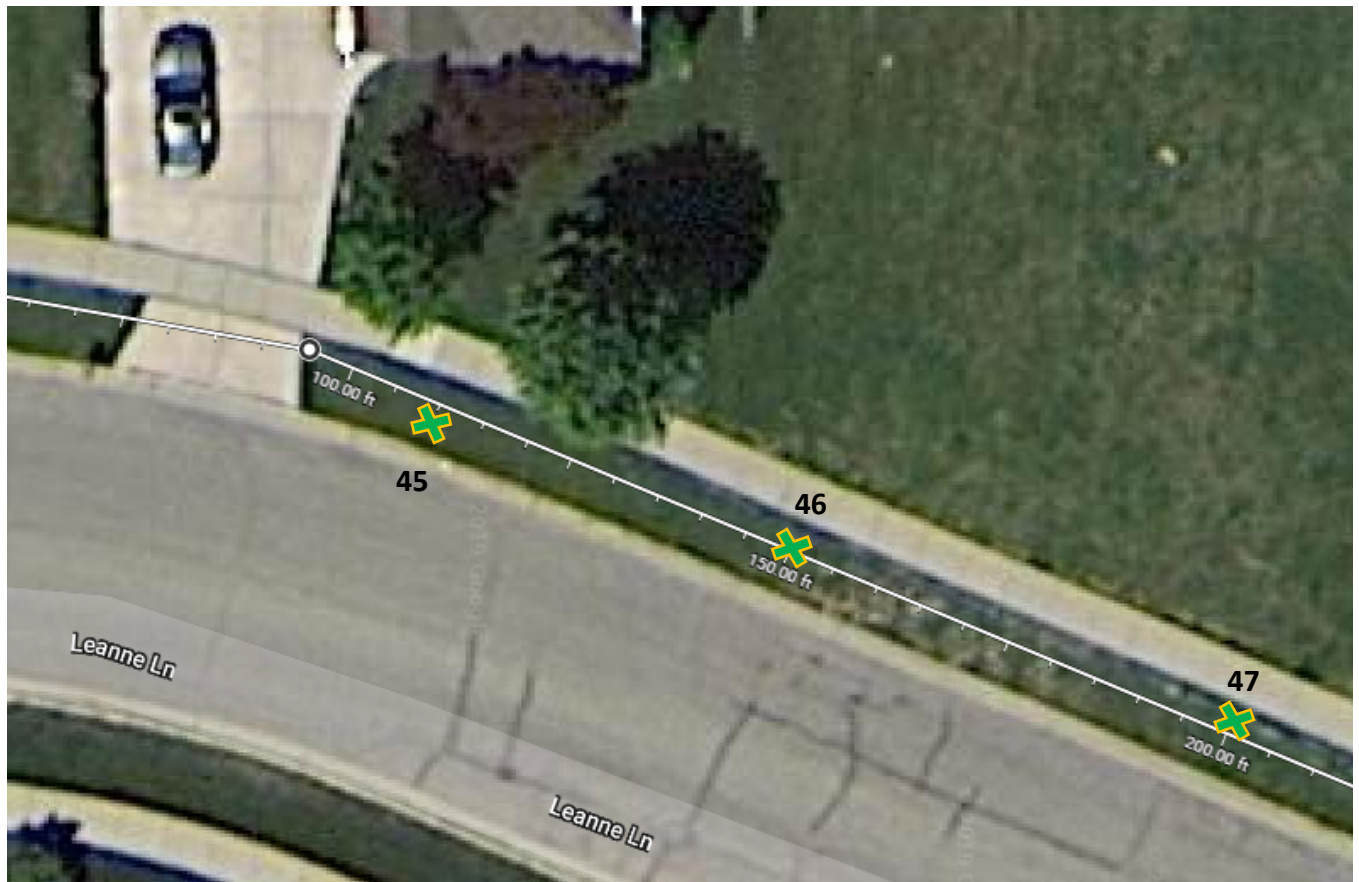
| Notes                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                           |
|                                                                                                                           |
|                                                                                                                           |
| Declining mid sized little leaf linden tree due for removal.                                                              |
| Declining Ash within village right away due for future removal, another close ash isnt far from removal as well we need 1 |
| Declining Ash within village right away due for future removal. Tree marked with a small x at base                        |
| Declining Ash within village right away due for future removal. Tree marked with a small x at base                        |
| Planted on top of two water lines. It is best to remove now before it becomes a public works water system issue as the    |

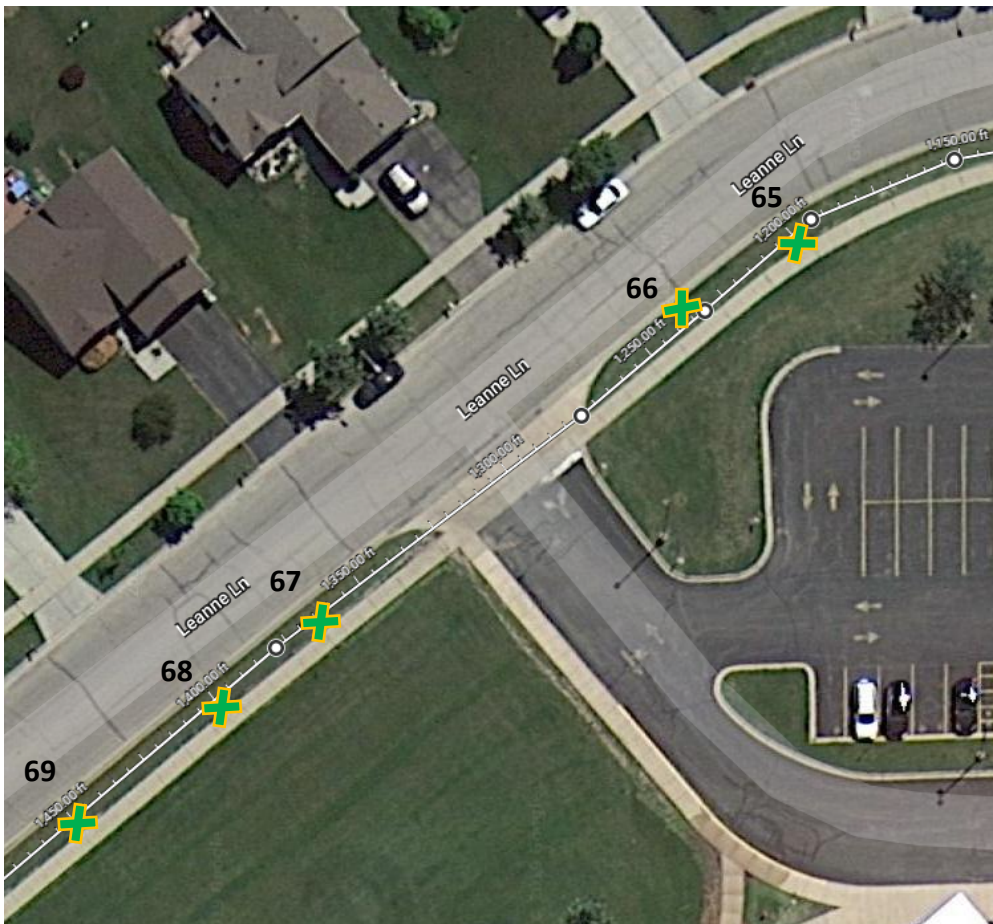
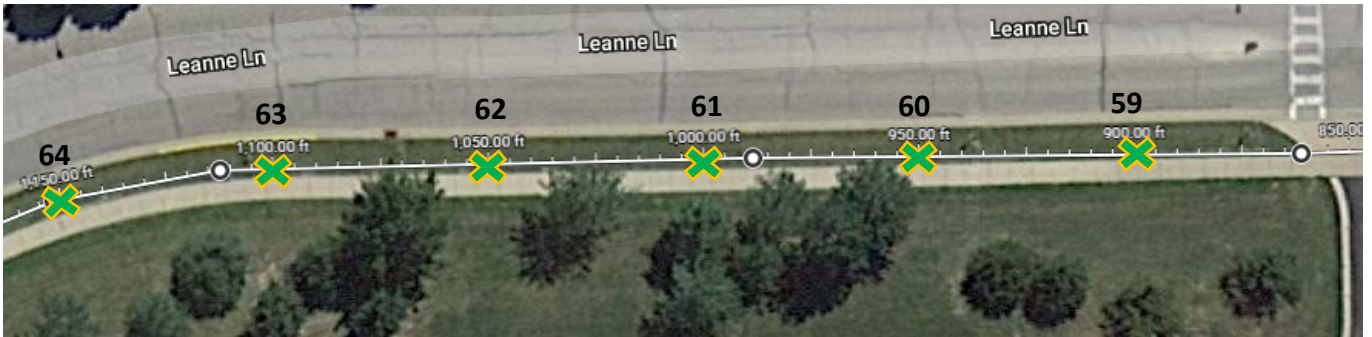
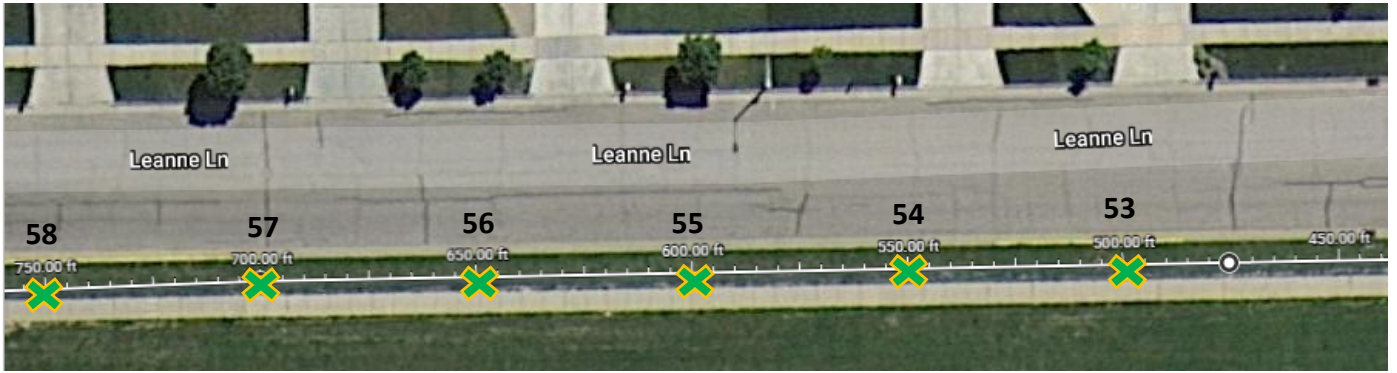
Leanne Lane



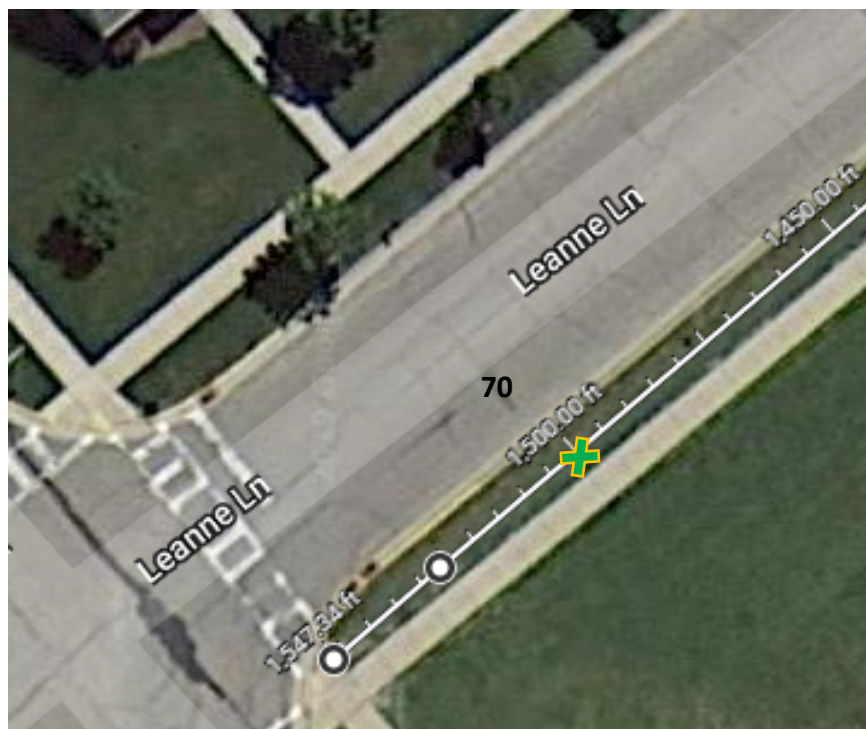






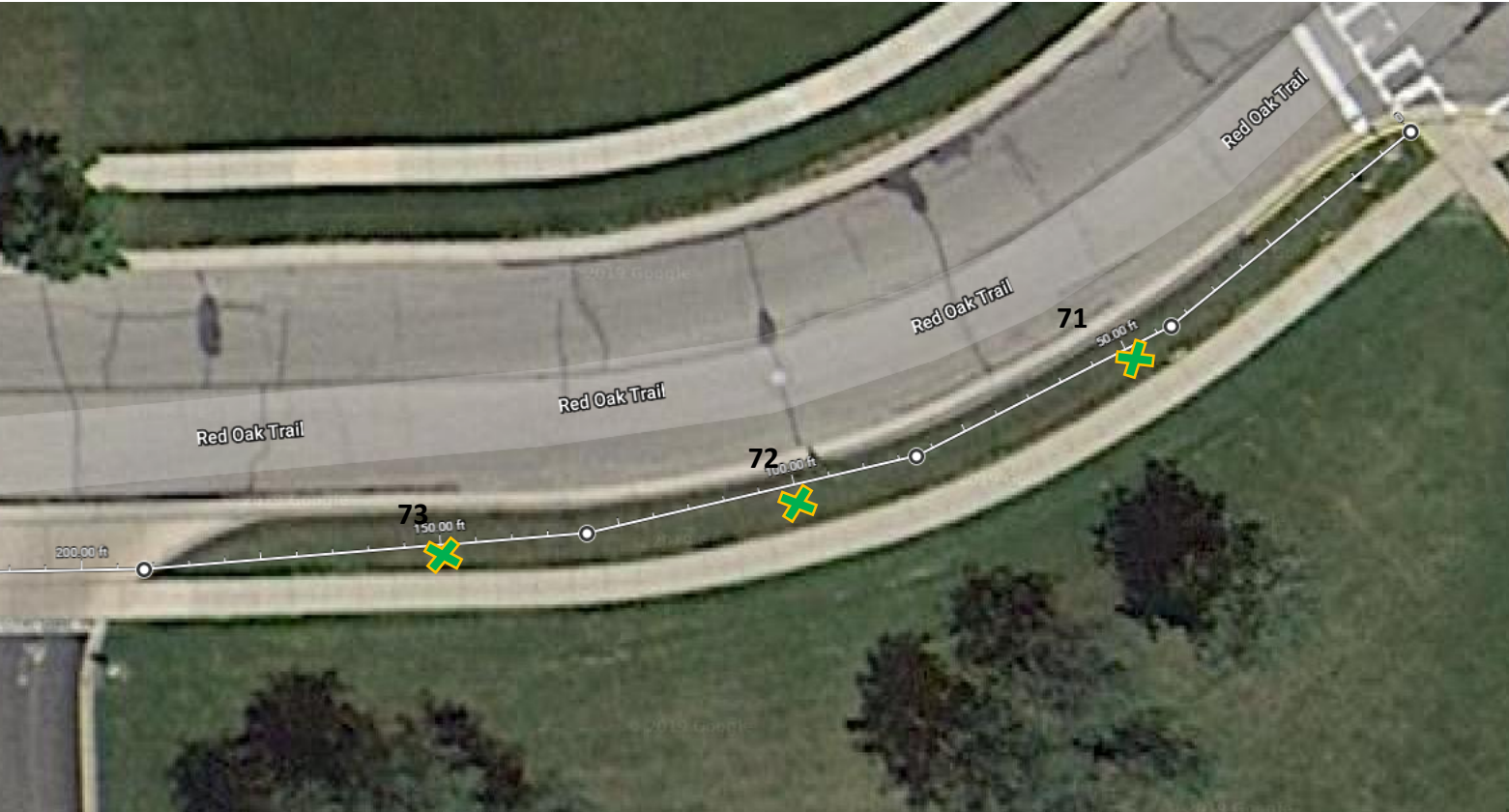




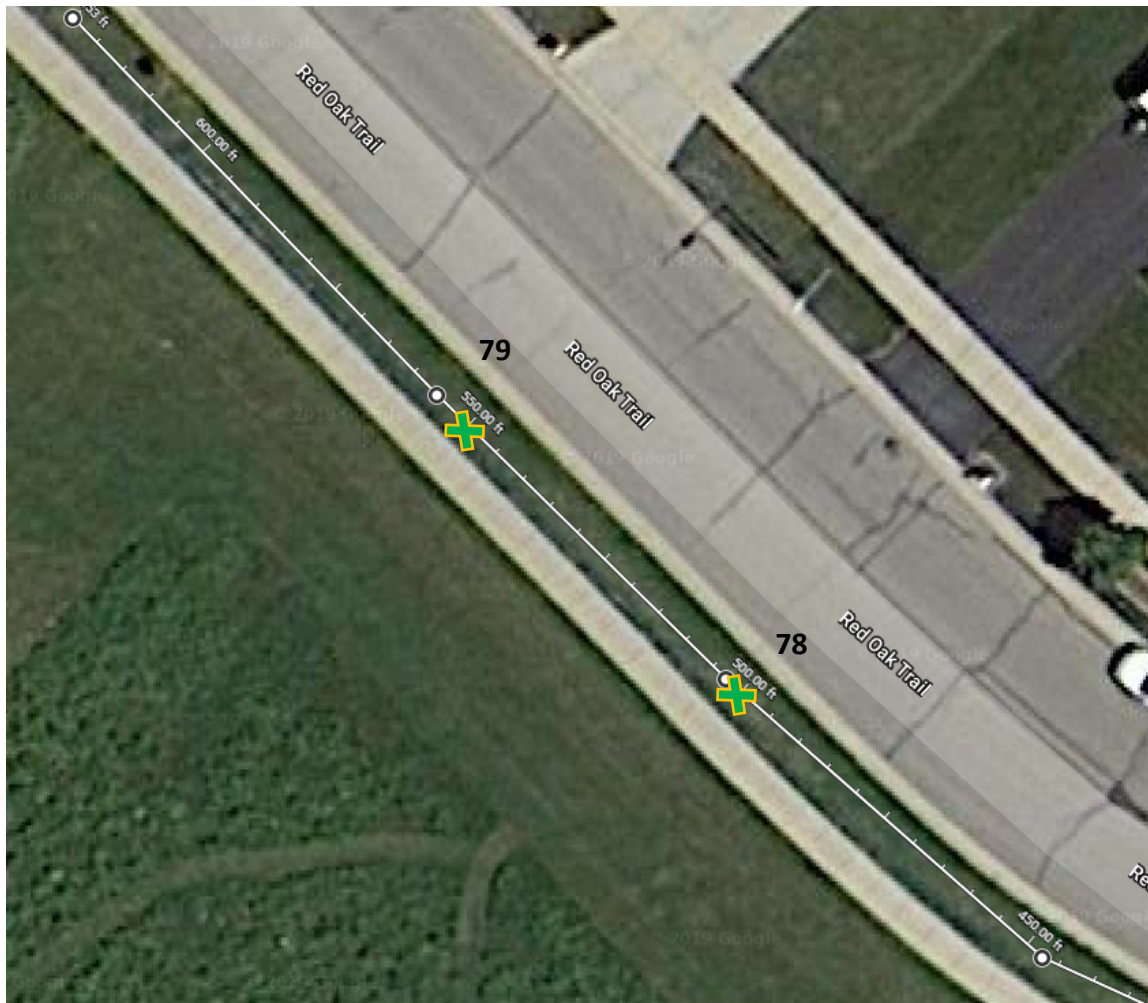


## Red oak Trail











## VILLAGE BOARD SUMMARY SHEET

**MEETING DATE:** Monday, June 22, 2020

**SECTION:** Business

**DEPARTMENT:** Administration

**CONTACT:** Matt Schuenke, Village Administrator

**AGENDA ITEM:** Discussion and action to extend the term of Resolution #2020-08 regarding emergency authority of the Village President and Village Administrator to have joint executive powers to implement necessary measures in response to outbreak of COVID-19.

**PREVIOUS ACTION:**

The Village Board adopted this resolution at its meeting on March 17, 2020.

**ISSUE SUMMARY:**

Enclosed within your packet is a resolution adopted by the Village Board that grants the Village President and/or Administrator the ability to make day to day decisions in an efficient manner regarding our response to the spread of the virus. This was previously adopted by the Village Board with an end date of July 1, 2020. The Village Board can extend the terms of this resolution by simple action in accordance with direction already provided within the existing resolution. Given that we are presently within Phase 2 of the Forward Dane Plan, its likely going to be some amount of weeks before we progress further to Phase 3 and ultimately might be some months to what the plan considers "normal" within Phase 4. We would need to pick a time period to extend this by if its desired to remain flexibility knowing that the situation within Dane County can improve while we are also still within a window in which it may deteriorate again. Our discussion will center around if its desired to remain in place and for how long.

**FINANCIAL/BUDGET IMPACT:**

Financial implications of the effect of the emergency are detailed within the next agenda item.

**VILLAGE PLAN REFERENCE:**

None.

**ORDINANCE REFERENCE:**

None.

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

Presented for discussion and action as to whether or not we wish to extend the terms of this resolution.



**ATTACHMENTS:**

1. 2020-08 COVID-19 Emergency Declaration Resolution

## **RESOLUTION 2020-08**

### **A RESOLUTION GRANTING THE VILLAGE PRESIDENT AND VILLAGE ADMINISTRATOR JOINT EXECUTIVE AUTHORITY TO TAKE APPROPRIATE ACTIONS FOR THE PROTECTION OF VILLAGE EMPLOYEES AND THE GENERAL PUBLIC IN RESPONSE TO NOVEL CORONAVIRUS PANDEMIC**

**WHEREAS**, the outbreak of the novel coronavirus and its resulting COVID-19 disease over recent months has caused serious illness and deaths in individuals worldwide;

**WHEREAS**, the scope of the novel coronavirus pandemic is currently unknown, but recent testing has confirmed at least some cases in Dane County;

**WHEREAS**, epidemiologists have concluded that the number of infections is likely to increase and there is the potential for a significant and sudden increase in such infections;

**WHEREAS**, the primary focus in addressing the novel coronavirus pandemic is on containing the spread of the disease by minimizing the likelihood of contact between infected individuals and non-infected persons;

**WHEREAS**, the public interest requires that the Village maintain its capacity to provide essential services to Village residents, which requires protection of all employees from contracting the virus through normal Village operations while curtailing those non-essential activities that increase the risk of infection of employees and those with whom they come into contact;

**WHEREAS**, the Village Board has determined that it is necessary, in order to protect the health, safety and welfare of the residents of the Village that the Village Staff be prepared to take an active role in reducing the spread of the disease by adapting its operations and programs to implement recommendations and orders made from time to time by regional, state, national, and world medical experts as knowledge of the disease continues to develop;

**WHEREAS**, as a result of these recommendations and orders from medical experts the Federal Government issued an emergency declaration on March 13, 2020; State of Wisconsin issued an emergency declaration on March 12, 2020, and Dane County issued an emergency declaration on March 16, 2020; and

**WHEREAS**, the Village Board has determined that in order to make such adaptations in a timely manner, the authority to make decisions to implement operational and program changes must be delegated to the Village's leadership in times of emergency.

**NOW, THEREFORE, BE IT RESOLVED**, pursuant to Wis. Stat. § 323.11, that the Village Board hereby declares an emergency. The Village Board hereby authorizes the Village President and/or the Village Administrator to take such actions to modify Village Staff operations and programs from time to time as they deem reasonably necessary, in light of the then-current level of known risk, to minimize the likelihood that Village employees will be exposed to the novel coronavirus, will contract COVID-19 disease or will communicate the disease to others, or that Village programs or operations will create circumstances resulting in an undue risk of communication of the disease between other parties, including, but not limited to:

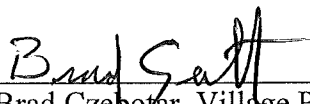


- a) Facilitating and encouraging the use of mail, digital communications, online payment options and other methods of transacting Village business that do not require face-to-face contact.
- b) The Village will incorporate the use of videoconferences and teleconferencing to minimize contact; follow social distancing practices; and temporarily suspend some non-essential Village function in order to ensure continuous performance of the Village's essential functions and operations and yet seek to mitigate the risk that our board, commission, and committee members as well as volunteers, employees, and the general public will be exposed.
- c) Purchasing additional protective gear, disinfecting supplies or cleaning and other services to minimize the risk of transmission of the virus to persons through person to person contact, or contact with infected surfaces or materials.
- d) Canceling, suspending or limiting recreational, educational, special events, park facility rentals, or other non-essential programs which require the congregation of people in confined spaces.
- e) Authorizing refunds of registration fees, rental fees, deposits or other payments made for participation in programs that are canceled, suspended or limited due to health concerns or in which participation is discouraged to minimize the risk of the spread of the disease.
- f) Authorizing waiving of late fees, penalties, and interest for animal licensing and utility payments.
- g) Authorizing employees, if practicable, to work remotely from home while the risk of contracting COVID-19 disease remains significant or where the employee may have been exposed to the novel coronavirus.
- h) Requiring any employee who may have been exposed to the novel coronavirus to remain at home and not report to work, and provide compensation to such employees for the work time lost subject to changes in State and Federal Law as applicable.
- i) Authorizing extended leave beyond any accrued sick leave or other authorized leave time to any employee who is diagnosed with COVID-19 disease or who has been ordered quarantined or isolated due to potential novel coronavirus transmission.
- j) Entering into short term contracts with vendors to supply services necessary to substitute for employee work lost due to absences caused by the novel coronavirus outbreak.
- k) Closing or limiting the hours of operation of Village facilities and services.

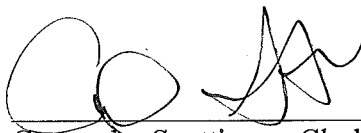
- 1) Providing public information regarding the novel coronavirus and its effects on Village operations and referrals to appropriate service providers.

**BE IT FURTHER RESOLVED** that this Resolution shall be effective as of March 13, 2020 and shall expire on July 1, 2020 unless extended or earlier terminated by further action of the Village Board.

Adopted at a special meeting of the Village Board this 17<sup>th</sup> day of March, 2020.

  
\_\_\_\_\_  
Brad Czebotar, Village President

Attest:

  
\_\_\_\_\_  
Cassandra Suettinger, Clerk/Treasurer

| RESOLUTION 2020 – 08     |     |            |     |
|--------------------------|-----|------------|-----|
| MOTION                   |     | SECOND     |     |
| Kolk                     |     | Lytle      |     |
| ACTION                   |     | DATE       |     |
| Adopted                  |     | 03/17/2020 |     |
| Referred                 |     |            |     |
| Tabled                   |     |            |     |
| Withdrawn                |     |            |     |
| Defeated                 |     |            |     |
| Published                |     |            |     |
| INDIVIDUAL VOTING RECORD |     |            |     |
| Adrian                   | Aye | Kryzenske  | Aye |
| Brassington              | Aye | Lytle      | Aye |
| Czebotar                 | Aye | Utter      | Aye |
| Kolk                     | Aye |            |     |
| VOTING RESULTS           |     |            |     |
| Motion Carried:          |     | 03/17/2020 |     |
| Motion Defeated:         |     |            |     |



## VILLAGE BOARD SUMMARY SHEET

**MEETING DATE:** Monday, June 22, 2020

**SECTION:** Business

**DEPARTMENT:** Administration

**CONTACT:** Matt Schuenke, Village Administrator

**AGENDA ITEM:** Discussion and presentation regarding financial impacts on Village operations during COVID-19 Pandemic.

**PREVIOUS ACTION:**

The Village Board conducted its first financial review of this information at its meeting on May 11, 2020.

**ISSUE SUMMARY:**

Please find enclosed a memorandum reviewing our current financial situation related to the pandemic. This takes into account the financial reconciliation for May after we reviewed this same information last month for April. This attempt to provide some perspective on revenues, expenses, personnel, and reimbursement issues. We have a long way to go on this but this at least provides perspective as to where we are at today.

**FINANCIAL/BUDGET IMPACT:**

Information on the financial impact is contained within the memorandum.

**VILLAGE PLAN REFERENCE:**

None.

**ORDINANCE REFERENCE:**

None.

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

Presented for discussion.

**ATTACHMENTS:**

1. COVID19 Financial Impact Analysis Memorandum 06192020 mgs

## Memorandum

To: Village Board of Trustees  
From: Matthew G. Schuenke, Village Administrator *MGS*

Cc: Department Heads

Date: June 19, 2020

**Re: COVID-19 Financial Impact Analysis – May Reconciliation Update**

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### Executive Summary

At its meeting on May 11, 2020, the Village Board conducted its first review of the financial implications the pandemic had on our organization. We continue to monitor and evaluate the different facets of this event as it affects our financial operations. This memorandum is meant to again provide a similar data set to review trends within our operations. Our response to navigate the financial impacts of this pandemic will require consistent analysis and action over a long period of time.

### Revenues

The following table depicts our revenue collections within the General and Utilities Fund over the last 5 years compared to the current year for the first five months of the year.

#### *General Fund*

| Month    | 2015      | 2016      | 2017      | 2018      | 2019      | 2020      |
|----------|-----------|-----------|-----------|-----------|-----------|-----------|
| January  | 3,442,195 | 3,524,973 | 3,581,548 | 3,912,172 | 3,824,858 | 4,026,587 |
| February | 89,925    | 123,171   | 415,691   | 131,374   | 91,528    | 102,203   |
| March    | 175,093   | 87,205    | 73,294    | 198,578   | 171,515   | 113,860   |
| April    | 185,197   | 179,263   | 195,190   | 244,548   | 228,078   | 333,620   |
| May      | 77,046    | 87,308    | 137,240   | 113,814   | 136,656   | 78,230    |
| Total    | 3,969,456 | 4,001,920 | 4,402,963 | 4,600,486 | 4,452,635 | 4,654,500 |
| Average  | 793,891   | 800,384   | 880,593   | 920,097   | 890,527   | 930,900   |

Overall, the bottom line suggests that our revenue for the year is on pace for its collections and exceeds the average at this point compared to the previous year. The average revenue collection in May though is below average for what we have normally seen. Certainly a decline from April to May is very consistent from year to year, but the 5 year average revenue collection for May is \$110,413 which we are about \$30k under that at the present. Part of the reason likely for that decline is within some of the following accounts, but in reviewing these line items closer nothing large sticks out.

| Revenue        | % of Budget | Jan    | Feb    | Mar    | Apr     | May     | 2020 Avg | 2019 Avg |
|----------------|-------------|--------|--------|--------|---------|---------|----------|----------|
| Ambulance Fees | 4.45%       | 26,193 | 17,948 | 31,572 | 34,669  | 26,287  | 27,334   | 26,283   |
| Citations      | 1.59%       | 7,704  | 9,126  | 11,316 | 5,305   | 11,589  | 9,008    | 10,898   |
| Interest       | 1.56%       | 13,804 | 6,438  | 1,381  | 3,446   | 1,398   | 5,293    | 12,992   |
| Intergov Rev   | 5.69%       | 6,456  | 6,745  | 8,984  | 106,691 | (5,530) | 24,669   | 25,946   |
| Permits        | 3.75%       | 9,438  | 15,897 | 12,627 | 39,045  | 9,426   | 17,287   | 15,083   |

The green highlight within the table represents that those line items currently are trending to hit their approved budget amount or exceed it while yellow notes those line items might hit their approved budget amount or are more likely to fall short of this amount. Red notes those line items that are likely to fall well short of what was approved for their budget in 2020. None of the color coding was changed as a result of May's financial performance. A few notes about each of those lines:

- Ambulance Fees – This revenue line item should attain its approved level or slightly exceed it. While collections are a few weeks behind, call volume remains consistent and steady with historical levels. The Department has also received one reimbursement through the CARES Act and has submitted a second reimbursement which will make it whole for the year combined with the regular workload. We do not anticipate substantial losses within this line item.
- Citations – The average for the year increased from the previous month as collections more than doubled for May compared to April. With the County transitioning into phases that allows for more activity, we would consider this to return to normal levels proportionately. This is likely to hit its approved level or experience a slight loss between \$0-\$5,000.
- Interest – This item will not hit its approved budget level and will be a significant loss. The 2020 Budget was approved at \$100,000 for this item. We have collected

\$26,467 to date and if we take in on average \$1,500 for the rest of the year we would estimate a total collection for the year around \$37,000. Certainly there is plenty of time for that to improve, but likely at \$60k to \$70k loss for the General Fund.

- Intergovernmental Revenue – These are all revenues received from other municipalities (i.e. County, School, Villages, Towns) for services we provide in Fire and Rescue, Senior Outreach, and Police Department. Unless the agreements were altered this year (not presently being discussed to alter them), then we would expect to collect the amounts agreed to which would indicate this line item will achieve the amount approved within the budget. It shows a decline for May this year but is a reallocation of funds to a different line item. These collections are cyclical and scheduled at different intervals throughout the year. We do not anticipate substantial losses within this line item.
- Permits – There have been 61 total building permits issued in May, including four new single-family dwellings compared to zero for April. For comparison, there were seven new SF permits issued in the month of May in 2019, one in 2018, and three in 2017. The effects of COVID-19 on consumer spending on new home construction will likely continue to lag in 2019; however, building activity in May picking back up is a positive sign. The Village is currently on pace for 55 new SF home permits in 2020. When we started the year, there were approximately 61 vacant SF lots in the active east side subdivisions. Still projected to achieve its approved budget threshold and if anything come up a little short.

While the Village is not immune to the financial impacts the virus outbreak has on our revenues, for the most part at this point in time they appear to be holding up generally well compared to places elsewhere.

#### *Utilities Fund*

| Month    | 2015    | 2016    | 2017    | 2018    | 2019    | 2020    |
|----------|---------|---------|---------|---------|---------|---------|
| January  | 97,139  | 100,464 | 125,399 | 147,926 | 115,864 | 128,032 |
| February | 176,434 | 180,711 | 209,221 | 180,730 | 211,605 | 218,982 |
| March    | 161,581 | 174,624 | 137,175 | 167,283 | 205,830 | 210,091 |
| April    | 169,782 | 175,660 | 147,246 | 168,746 | 217,155 | 204,937 |
| May      | 163,333 | 176,011 | 181,537 | 156,676 | 206,858 | 189,140 |
| Total    | 768,269 | 807,470 | 800,578 | 821,361 | 957,312 | 951,182 |
| Average  | 153,654 | 161,494 | 160,116 | 164,272 | 191,462 | 190,236 |

Since February the revenue collected by the Utility shows a decline. On average though we are generally on pace with collections from a year ago, but there clearly appears to be a progressive slide this year that is not as visually apparent from previous years. All but two of the last 6 years show do should a decline in revenue from April to May but combined with this continual decline seems to suggest something more. We do need to apply an increase on the sanitary sewer rates that was approved earlier this year that we are holding off implementation, likely we'll pursue this in August with advance notice to customers. Again, we'll continue to monitor and evaluate revenue collections within the Utilities as the Summer progresses.

## Expenses

The following table depicts our expenses within the General and Utilities Fund over the last 5 years compared to the current year for the first five months of the year.

### *General Fund*

| Month    | 2015      | 2016      | 2017      | 2018      | 2019      | 2020      |
|----------|-----------|-----------|-----------|-----------|-----------|-----------|
| January  | 495,998   | 302,672   | 486,361   | 554,160   | 779,089   | 530,066   |
| February | 341,671   | 425,006   | 381,313   | 397,884   | 420,141   | 639,404   |
| March    | 468,083   | 352,057   | 336,962   | 554,448   | 512,792   | 476,242   |
| April    | 401,924   | 469,606   | 495,608   | 436,670   | 437,764   | 459,944   |
| May      | 484,291   | 396,892   | 370,017   | 328,211   | 420,722   | 402,419   |
| Total    | 2,191,967 | 1,946,233 | 2,070,261 | 2,271,373 | 2,570,508 | 2,508,075 |
| Average  | 438,393   | 389,247   | 414,052   | 454,275   | 514,102   | 501,615   |

Expenses appear to continue to be trending at normal levels thus far and slightly less on average than the previous year within the General Fund. Given the additional costs noted below, that at least is a positive our normal operating budgets are absorbing the additional costs we've taken on which once we pursue reimbursement will be a further boost for the revenue side.

There are a number of direct costs associated with our response to the virus included within the above numbers that are broken out by Department below:



| <b>By Department</b>     | <b>Fund</b> | <b>Account</b> | <b>Amount</b>    |
|--------------------------|-------------|----------------|------------------|
| Ambulance Fees           | 100         | 46230          | -6,036.17        |
| Municipal Court          | 100         | 51200          | 100.74           |
| Legal                    | 100         | 51300          | 1,268.30         |
| Administration           | 100         | 51420          | 475.54           |
| Elections                | 100         | 51440          | 5,370.83         |
| Facility Management      | 100         | 51600          | 8,566.46         |
| Police                   | 100         | 52100          | 4,435.91         |
| Fire & Rescue            | 100         | 52200          | 1,791.74         |
| Community Development    | 100         | 52400          | 211.48           |
| Public Works             | 100         | 53000          | 357.16           |
| Senior Outreach          | 100         | 54600          | 1,792.35         |
| Parks                    | 100         | 55200          | 546.55           |
| Comm Tech                | 200         | 55600          | 18.99            |
| Library                  | 205         | 55110          | 25,738.67        |
| Facility Maintenance     | 305         | 56700          | 1,750.00         |
| Facility Maintenance     | 310         | 56700          | 105.00           |
| Facility Maintenance     | 400         | 57140          | 105.00           |
| Administration           | 600         | 53610          | 4,499.27         |
| Administration           | 600         | 53710          | 1,112.22         |
| Stormwater (Yard Waste)  | 605         | 53440          | 13,196.98        |
| Solid Waste (Yard Waste) | 610         | 53620          | 12,362.50        |
| <i>Total</i>             |             |                | <i>77,769.52</i> |

| <b>By Fund</b>     | <b>Number</b> | <b>Amount</b>    |
|--------------------|---------------|------------------|
| General            | 100           | 18,880.89        |
| Comm Tech          | 200           | 18.99            |
| Library            | 205           | 25,738.67        |
| TID #3             | 305           | 1,750.00         |
| TID #4             | 310           | 105.00           |
| Capital Projects   | 400           | 105.00           |
| Utilities          | 600           | 5,611.49         |
| Stormwater Utility | 605           | 13,196.98        |
| Solid Waste        | 610           | 13,196.98        |
| <i>Total</i>       |               | <i>77,769.52</i> |

As expected these costs have increased as we continue to implement elements of the reopening plan that required financial support. Some of the notable additions are realizing the full cost of the election from April, continued increase in cleaning, expenses related to setting up the express Library, and the expanded curbside collection from April. These costs will grow into June but likely not at the same pace as what we experienced from April to May. We will be attempting reimbursement for all of it through the State and FEMA recognizing that not all will qualify, but we do expect a sizeable amount to come back to the Village.

#### *Utilities Fund*

| Month    | 2015    | 2016    | 2017    | 2018    | 2019    | 2020    |
|----------|---------|---------|---------|---------|---------|---------|
| January  | 117,604 | 65,212  | 147,570 | 298,833 | 163,841 | 135,678 |
| February | 99,552  | 79,174  | 84,367  | 51,694  | 52,243  | 103,250 |
| March    | 83,102  | 104,051 | 38,127  | 69,425  | 67,659  | 67,442  |
| April    | 204,314 | 251,056 | 211,635 | 224,680 | 233,936 | 261,433 |
| May      | 115,714 | 159,640 | 51,707  | 72,341  | 116,915 | 76,007  |
| Total    | 620,286 | 659,133 | 533,406 | 716,973 | 634,594 | 643,810 |
| Average  | 124,057 | 131,827 | 106,681 | 143,395 | 126,919 | 128,762 |

Expenses for the Utilities Fund continue to trend within normal levels. Costs did decrease from April to May which is historically consistent with our experience from years prior. The average for the year thus far is slightly higher than the previous year but pretty close now to the same level of output. Revenues shown above exceed the expenses listed here helping to demonstrate our ability to meet our obligations within the utility and not deficit spend with a positive cash flow.

#### **Personnel**

There are two aspects to review monetarily when evaluating the impact of our emergency response. The first is the utilization by Employees of the new paid leave programs established by the Federal Government. They created the Emergency Paid Sick Leave ("EPSL") and Emergency Family and Medical Leave Expansion Act ("EFMLEA"). To date neither benefit has been widely used. The total cost to the Village associated with EPSL is \$1,975.42 and no one has thus far requested use of EFMLEA.

The second is the “staggering” that has been employed by most Departments to ensure continuity of services. Each Department created a plan by which they would continue to provide essential service and protect the safety of their employees if Staff became unable to respond as a result of being infected by the virus. The staggering used provides that half of the workforce within that Department is present and working while the other half is at home. After a week they shift helping to isolate them in the process to avoid cross contamination. This was used for the duration of May and we started to transition back to normal Staffing in June as a result of the Operational Reopening Plan. The cost for this is tracked through payroll as a Village Emergency Paid Leave code when the employee is not present, when they are here they are paid through the normal pay codes. The total estimated cost as a result of this is thus far \$90,632 which is about double from the last month. This doesn’t necessarily cost the Village more as they are paid through approved operating budgets that would otherwise have been expended if they were present and working in absence of the virus. Some staggering is achieved by allowing employees to work from home but is not applicable in all cases. This is authorized by the Emergency Declaration that was approved by the Village Board on March 17<sup>th</sup>. We would see this continue to rise into June but then level off and likely not increase beyond July.

## **Reimbursement**

Thus far there are two opportunities to seek reimbursement for the Village. The first is through FEMA as we would normally do under any disaster declaration. Village Staff will be filing our Request for Public Assistance form with FEMA to initiate the process but there is no end date on the disaster as its been declared. Reimbursement through this program will focus on our management, control, and reduction of immediate threats to public health and safety. The main avenue here for reimbursement are personal protective equipment, additional cleaning expenses, and some administrative costs. This will not reimburse lost revenue nor will they reimburse costs for doing more of something that we would otherwise normally do.

The CARES Act is another avenue for reimbursement and specifically through State through a program they announced on May 27<sup>th</sup> as the Routes to Recovery: Local Government Aid Grants. This provides an approximately \$140,000 credit with the State in which we can draw eligible expenses from. This too cannot make up for lost revenue but is thus far more than twice what our additional expenses are, meaning that it should be an efficient way to access reimbursement for eligible items. We will likely submit our first round of reimbursement this month as they will consider these expenditures for

payment on July 1<sup>st</sup> and then every two months thereafter. This may eliminate our need for the traditional FEMA reimbursement as that process takes about a year to complete whereas this appears can be completed within the current fiscal cycle. Staff will continue to pursue all available avenues for funds to reimburse the Village as are applicable.

## **Closing**

The costs continued to pile on in May as a result of the pandemic, but there were some positive notes as well. As we sit here near the end of June and trends for the future looking more positive than 6 weeks ago when we last reviewed this information, hopefully this continues. However, we have to be mindful that larger changes are needed to our finances to endure for the organization and the residents that support us. The following are offered as cost control measures we are monitoring both now and into the next budget cycle:

- 2020 Budget
  - Public Works Staff will review in more detail the utilities revenue to see if we can narrow down trends tied to water usage, delinquencies, etc. We'll report findings with the next report as we evaluate the effects of June.
  - Training organization wide will need to be limited to virtual offerings that are low cost and likely limited to no travel opportunities as there presently are none.
  - While there are presently no vacancies for regular full or part-time positions, if they do arise we would exercise vacancy control to achieve cost savings.
  - Departments will review their budgets and identify items in the second half of 2020 that are non-essential and defer to 2021 if possible.
  - We do not anticipate any layoffs or furloughs in the current year at this time.
  - In the current year we are well positioned and organized to absorb the crisis as its presented itself thus far.

- 2021 Budget

- The objective would be to have no tax increase for the Village portion of the tax rate on the average cost of a home. We achieved this with the current budget cycle and look to replicate that for the next budget cycle.
- Department operating budgets for the next year would be limited in their increases to amount of levy that is created under the first bullet point. There will still be an increase in the tax levy which establishes a percentage we can follow as we prepare operating budgets.
- There likely will not be any new full-time or regular part-time positions proposed for 2021.
- We will have to evaluate the ability and at what level, if any, we are able to provide across the board pay increases, grid point adjustments, and merit pay increases for the next year.
- Plan for a reduction in State aid. While not determined as of now, its likely the State may have a budget repair bill that adjusts our funding levels already established in the 2019-2021 State Budget.
- Attempt to “bank” levy capacity within the levy limit worksheet as part of our review of the budget process. This will help us in future years as this can be carried over from year to year.

We plan to continue this review each month with the Village Board in a similar capacity. If more data is needed, or information requested we can certainly provide this. Our next review of this information would be at the July 27<sup>th</sup> Village Board meeting and go over the effect on June following its reconciliation.