VILLAGE OF MCFARLAND *NOTICE OF PUBLIC MEETING*

Village Board

Monday, July 27, 2020 **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/87696417400

Or by Telephone: (312) 626-6799

Webinar ID: 876 9641 7400

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 July 13, 2020 Village Board meeting.
   b. Motion to approve Check #'s 77339-77425 in the amount of $116,898.99.
   c. Motion to approve Resolution #2020-17: a resolution consenting to the extension of a line of credit for Madison Curling Club and confirming the Village's guaranty of the corresponding debt.
   d. Motion to approve Resolution #2020-18: a motion to amend the 2020 Budget to account for expense shift from Administrator to Communications and Technology Department for a new website.
   e. Motion to approve appointing Mary Rapp to serve as an Election Inspector for the 2020-2021 term.
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 to be included as part of the meeting.

6. BUSINESS.

a. Discussion and action regarding a Memorandum of Understanding for the Village to join the Dane County Community Restorative Court program.

b. Discussion regarding Resolution #2020-19: a resolution to create a special committee to advance racial equity in the Village of McFarland.

c. Public Utilities Commission (Trustees Kryzenske & Clow)

1) Discussion and action regarding the timeline for penalties or late fees on utility accounts.

2) Discussion and action to make a recommendation to the Village Board regarding Sanitary Sewer Cleaning and Televising Services.

d. Public Works Committee (Trustees Clow & Rupert)

1) Discussion and action regarding the installation of a street light located in the cul-de-sac of Lee South Court.

e. Discussion and action on Resolution 2020-20: a resolution to acquire the property at 5817 Milwaukee Street.

f. 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.

g. Discussion and presentation regarding financial impacts on Village operations during COVID-19 Pandemic.

h. Discussion and action regarding the 2021 Budget Review/Adoption Schedule and Planning Memorandum.

i. 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

VILLAGE OF MCFARLAND

Village Board Minutes

Monday, July 13, 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

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*

Public Notice of an Air Pollution Control Permit Application Review for U.S. Oil - McFarland Terminals, located at 4306, 4402 & 3910 Termination Drive, McFarland.

b. *Public Communications*

4. CONSENT AGENDA.

a. *Motion to approve the minutes of the June 8, 2020 Village Board meeting.*

b. *Motion to approve the minutes of the June 22, 2020 Village Board meeting.*

c. *Motion to approve the minutes of the June 29, 2020 Village Board meeting (Retreat).*

d. *Motion to approve the minutes of the June 30, 2020 Village Board meeting (Retreat).*

e. *Motion to approve pre-paid checks #77182-77217 in the amount of $102,939.47 and current checks #77218-77338 in the amount of $376,525.76.*

f. *Motion to approve appointing TJ Jerke to serve on the Volunteer Committee for a term ending April 30, 2021.*

g. *Motion to approve appointing Melanie Robak-Tiboris and Mary Sobok to serve as Election Inspectors for the 2020-2021 term.*

h. *Motion to approve appointing Chris St. Clair to serve on the Finance Committee and Personnel Committee for a term ending April 30, 2021.*

i. *Motion to approve bargaining team of Village President, Village Administrator, and Department Head for collective bargaining negotiations on a successor labor agreements with applicable bargaining units.*

Motion by Village President Brad Czebotar, second by Village Trustee Carolyn Clow, to approve the consent agenda as presented.

Trustee Kryzenske requested item i. regarding the Village Bargaining team be voted on separately.

Motion carries 7 - 0 - 0 on consent agenda items a through h.

Motion carries 4 - 3 - 0 on consent agenda item i with Clow, Kryzenske and Utter voting nay.

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 to be included as part of the meeting.*

The following residents appeared and spoke in opposition of item 6c and having a beer garden at McDaniel Park: Rob and Sherry Blanchar, 5005 Card Avenue, Tom Howell , 5016 Card Avenue, Tom Binger, 5006 Card Avenue, Anne Byers, 4516 Field Avenue, Sharon Payne, 4505 Field Avenue, Beth Lindner, 5106 Card Avenue, Jodie Armstrong, 5019 Card Avenue. The following residents did not wish to speak, but registered their opposition to item 6c and having a beer garden at McDaniel Park: Joy Wheeler, 4412 Siggelkow Road, and Chris Kussow, 5600 Lexington St #206.

Chris St. Clair, 5602 Holscher Road, spoke in opposition of the Village being able to take money instead of park lands as it relates to Village Ordinance 56-173b.
Judi Becker, 5757 Prairie Stone Drive, spoke on Village Ordinance 62-172 and off street parking requirements for senior developments.
Shannon Morrison, 6129 Meadowsweet Trail, spoke on Village Ordinance 62-172 and off street parking requirements for senior developments.

Carrie Nelson, 5211 N Autumn Lane, spoke in support of the Board sticking to its racial diversity resolution and updating the 2020-2021 Village Board Goals document.
Elizabeth Yszenga, 6061 Shooting Star Court, spoke in opposition of 6c and in support of having an ordinance to address park impact fees.

6. BUSINESS.

a. Communications & Technology Committee (Trustees Brassington & Flaherty)

1) Discussion and action to accept a proposal from CivicPlus regarding the design and hosting of the Village Website.

Communications & Technology Director Stephanie presented on the proposal to switch design and hosting of the Village website from GovOffice to Civic Plus. She highlighted the current service provider has been problematic both for providing navigating obstacles for residents and challenges for the the staff who have to administer the website. She also reported CivicPlus has a wide suite of services available to accommodate other various Village needs that are currently outsourced through third person vendors. She reported CivicPlus is more than the current provider, it has much more to offer for Villages residents in providing a better communication tool.

Motion by Trustee Stephanie Brassington, second by Trustee Eric Kryzenske, to accept the proposal from CivicPlus regarding the design and hosting of the Village website. Motion carries 6 - 1 - 0 with Trustee Clair Utter voting nay.

b. Ad-Hoc Sustainability Committee

1) Discussion and action regarding the issuance of a Request for Proposals (RFP) to create a Sustainability Plan for McFarland.

Community Development Director Andrew Bremer provided an overview of the request to issue an RFP to create a Sustainability Plan for McFarland.

Motion by Village President Brad Czebotar, second by Village Trustee Michael Flaherty, to approve the issuance of a Request for Proposals (RFP) to create a Sustainability Plan for McFarland as has been recommended by the Ad-Hoc Sustainability Committee with the development section addressing community health, energy, land use and development, transportation, waste water and general sustainability. Motion carries 4 - 3 - 0 by acclamation with Trustees Carolyn Clow, Eric Kryzenske, and Clair Utter voting nay.

c. Parks, Recreation, and Natural Resources (Trustees Clow & Utter)

1) Discussion and action regarding the award of contract for the 2020 Park Facility Projects.

Chris St. Clair, 5602 Holscher Road, spoke in opposition of the improvements at McDaniel Park and requested they be addressed separately.

Dan Kolk, 6401 Pheasant Run, member of the PRNR Committee, spoke to clarify

additional discussion at the PRNR meeting from members. He emphasized the concept of a concession stand is only conceptual at this point and a final use would need to be approved.

Village Administrator Schuenke provided an overview of the proposal to award a contract for the 2020 Park Facility Projects. He highlighted the budgetary implications of the proposals and how the three projects total comes in within the budget amount. He also highlighted the use of the shelter to be constructed has yet to be determined and could include a variety of options.

The Board discussed concerns with the issues raised by residents and whether or not to proceed.

Motion by Trustee Carolyn Clow to amend the Village budget to accept the projects for the 2020 Park Facility Projects in the amount of $758,739 which will include the alternate bid. Motion fails for lack of second.

Motion by Village President Brad Czebotar, second by Village Trustee Michael Flaherty, to approve the award of contract for the 2020 Park Facility Project to U.S. Vet General Contractors in the amount of $758,739 including all three projects within the bid including the bid alternative, and authorize a 10% contingency as part of the project costs. Motion carries 4 - 3 - 0 by acclamation with Trustees Carolyn Clow, Eric Kryzenske, and Clair Utter voting nay.

d. *Public Utilities Committee (Trustees Kryzenske & Clow)*
Public Works Committee (Trustees Clow & Rupert)

1) *Discussion and action regarding the State Municipal Agreement (SMA) for the Exchange Street project.*

Motion by Village Trustee Eric Kryzenske, second by Village Trustee Michael Flaherty, to approve the State Municipal Agreement (SMA) for the Exchange Street project. Motion carries 6 - 1 - 0 by acclamation with Trustee Clair Utter voting nay.

e. *Public Works Committee (Trustees Clow & Rupert)*

1) *Discussion and action regarding the M&M Furniture proposal for the Public Works Center.*

Motion by Village Trustee Carolyn Clow, second by Village Trustee Justin Rupert, to approve the M&M Furniture proposal for the Public Works Center in the amount of $26,317.08 with a 25% deposit. Motion carries 7 - 0 - 0 by acclamation.

f. *Discussion and action on Wisconsin Elections Commission CARES subgrant, agreement, terms and certification.*

Motion by Village President Brad Czebotar, second by Village Trustee Carolyn Clow, to approve the Wisconsin Elections Commission CARES subgrant, agreement, terms and certification. Motion carries 7 - 0 - 0 by acclamation.

g. *Discussion and action to approve the filling of a vacancy of Nutrition Manager within the Senior Outreach Department.*

Motion by Village President Brad Czebotar, second by Village Trustee Carolyn Clow, to approve the filling of a vacancy of Nutrition Manager within the Senior Outreach Department. Motion carries 7 - 0 - 0 by acclamation.

h. *Update on Phase 1 Planning for the development of a Public Safety Center.*

Village Administrator Schuenke provided an overview and update on Phase 1 of the development of a Public Safety Center. He highlighted in August the Village will look at the site plan in more detail, space needs and cost estimates for the project. By September the Village expects to move from the Phase 1 Planning to Phase 2 Design.

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

None.

7. CLOSED SESSION.

a. *Discussion and action on entering into Closed Session pursuant to Wis. Stats. §19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investment of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically to address acquisition of property located at 5817 Milwaukee Street, within Tax Increment District #4.*

Motion by Village President Brad Czebotar, second by Village Trustee Carolyn Clow, to enter into Closed Session pursuant to Wis. Stats. §19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investment of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically to address acquisition of property located at 5817 Milwaukee Street, within Tax Increment District #4. Motion carries 6 - 1 - 0 by acclamation with Trustee Utter voting nay at 10:14 p.m.

b. *Discussion and action to reconvene into Open Session from Closed Session.*

Motion by Village President Brad Czebotar, second by Village Trustee Justin Rupert, to enter back into Open Session from Closed Session at 10:33 p.m. Motion carries 7 - 0 - 0 by acclamation.

c. *Discussion and action regarding the acquisition of property located at 5817 Milwaukee Street, within Tax Increment District #4.*

Motion by Village President Brad Czebotar, second by Village Trustee Stephanie Brassington, to authorize the Village Administrator to issue the offer to purchase 5817 Milwaukee St for $135,000. Motion carries 7 - 0 - 0 by acclamation.

8. ADJOURNMENT.

Motion by Village Trustee Carolyn Clow, second by Village Trustee Justin Rupert, to adjourn at 10:43 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 Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount	
07/20	07/24/2020	70658	1941	MIDWEST TRAILER SALES	TRUCK PARTS	1090191-00	1	100-53000-241-000	4.66-	V
07/20	07/24/2020	70658	1941	MIDWEST TRAILER SALES	T5 - VEHICLE BATTERY	1090439-00	1	100-53000-241-000	89.74-	V
Total 70658:									94.40-	
07/20	07/24/2020	75176	17175	LAUGHLIN, JACOB	OVERPAYMENT ON CITATION	082019	1	100-45110-000	25.20-	V
Total 75176:									25.20-	
07/20	07/17/2020	77328	1015	VILLAGE OF MCFARLAND	REFUND OF UTILITY ACCOUNT - DUE TO AU	062520	1	001-1115	601.74-	V
07/20	07/17/2020	77328	1015	VILLAGE OF MCFARLAND	MUNICIPAL CENTER	063020	1	100-53000-220-000	345.54-	V
07/20	07/17/2020	77328	1015	VILLAGE OF MCFARLAND	PW GARAGE	063020	2	100-53000-220-000	364.82-	V
07/20	07/17/2020	77328	1015	VILLAGE OF MCFARLAND	PW GARAGE	063020	3	100-53000-220-000	322.35-	V
07/20	07/17/2020	77328	1015	VILLAGE OF MCFARLAND	OLD LIBRARY	063020	4	100-53000-220-000	29.66-	V
07/20	07/17/2020	77328	1015	VILLAGE OF MCFARLAND	LIBRARY	063020	5	100-53000-220-000	255.22-	V
07/20	07/17/2020	77328	1015	VILLAGE OF MCFARLAND	LIBRARY	063020	6	100-53000-220-000	164.61-	V
07/20	07/17/2020	77328	1015	VILLAGE OF MCFARLAND	MUNICIPAL CENTER	063020	7	100-53000-220-000	475.81-	V
07/20	07/17/2020	77328	1015	VILLAGE OF MCFARLAND	HOUSE 4902 TERMINAL	063020	8	305-56700-242-000	14.83-	V
07/20	07/17/2020	77328	1015	VILLAGE OF MCFARLAND	5541 HOLSCHER	063020	9	100-53000-220-000	14.83-	V
07/20	07/17/2020	77328	1015	VILLAGE OF MCFARLAND	PARKING LOT - 43 BURMA	063020	10	100-53000-220-000	14.83-	V
07/20	07/17/2020	77328	1015	VILLAGE OF MCFARLAND	ROW CREAMERY RD	063020	11	100-53000-220-000	14.83-	V
07/20	07/17/2020	77328	1015	VILLAGE OF MCFARLAND	5411 BASHFORD	063020	12	100-53000-220-000	14.83-	V
07/20	07/17/2020	77328	1015	VILLAGE OF MCFARLAND	4313 TRIANGLE BUILDING COSTS	063020	13	305-56700-242-000	167.58-	V
07/20	07/17/2020	77328	1015	VILLAGE OF MCFARLAND	4313 TRIANGLE BUILDING COSTS	063020	14	305-56700-242-000	42.38-	V
07/20	07/17/2020	77328	1015	VILLAGE OF MCFARLAND	OLD WELL HOUSE	063020	15	600-53716-340-000	14.83-	V
07/20	07/17/2020	77328	1015	VILLAGE OF MCFARLAND	WATER TOWER BURMA	063020	16	600-53718-340-000	60.80-	V
07/20	07/17/2020	77328	1015	VILLAGE OF MCFARLAND	WATER TOWER HOLSCHER	063020	17	600-53718-340-000	41.52-	V
07/20	07/17/2020	77328	1015	VILLAGE OF MCFARLAND	WELL #1	063020	18	600-53716-340-000	14.83-	V
07/20	07/17/2020	77328	1015	VILLAGE OF MCFARLAND	WELL #3	063020	19	600-53716-340-000	14.83-	V
07/20	07/17/2020	77328	1015	VILLAGE OF MCFARLAND	LIFT #1,2 AND 4	063020	20	600-53616-242-000	44.49-	V
07/20	07/17/2020	77328	1015	VILLAGE OF MCFARLAND	RIDGE VIEW	063020	21	100-55200-220-000	14.83-	V
07/20	07/17/2020	77328	1015	VILLAGE OF MCFARLAND	PED PATH	063020	22	100-55200-220-000	14.83-	V
07/20	07/17/2020	77328	1015	VILLAGE OF MCFARLAND	YAHARA RIVER PARK	063020	23	100-55200-220-000	14.83-	V
07/20	07/17/2020	77328	1015	VILLAGE OF MCFARLAND	PED PATH	063020	24	100-55200-220-000	14.83-	V
07/20	07/17/2020	77328	1015	VILLAGE OF MCFARLAND	PED PATH - OSBORN	063020	25	100-55200-220-000	14.83-	V
07/20	07/17/2020	77328	1015	VILLAGE OF MCFARLAND	LEGION MEMORIAL PARK	063020	26	100-55200-220-000	56.35-	V

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	
07/20	07/17/2020	77328	1015	VILLAGE OF MCFARLAND	BRANDT PARK	063020	27	100-55200-220-000	86.87-	V
07/20	07/17/2020	77328	1015	VILLAGE OF MCFARLAND	WOODLAND ESTATES PARK	063020	28	100-55200-220-000	14.83-	V
07/20	07/17/2020	77328	1015	VILLAGE OF MCFARLAND	AUTUMN GROVE PARK	063020	29	100-55200-220-000	34.11-	V
07/20	07/17/2020	77328	1015	VILLAGE OF MCFARLAND	CEDAR RIDGE	063020	30	100-55200-220-000	53.39-	V
07/20	07/17/2020	77328	1015	VILLAGE OF MCFARLAND	CEDAR GLADE PARK	063020	31	100-55200-220-000	16.31-	V
07/20	07/17/2020	77328	1015	VILLAGE OF MCFARLAND	BOCCE BALL COURT	063020	32	100-55200-220-000	14.33-	V
07/20	07/17/2020	77328	1015	VILLAGE OF MCFARLAND	EGNER PARK	063020	33	100-55200-220-000	19.28-	V
07/20	07/17/2020	77328	1015	VILLAGE OF MCFARLAND	HIGHLAND OAK PARK	063020	34	100-55200-220-000	32.63-	V
07/20	07/17/2020	77328	1015	VILLAGE OF MCFARLAND	COMM GARDEN	063020	35	100-55200-220-000	14.33-	V
07/20	07/17/2020	77328	1015	VILLAGE OF MCFARLAND	PED PATH DALE CURTIN	063020	36	100-55200-220-000	14.83-	V
07/20	07/17/2020	77328	1015	VILLAGE OF MCFARLAND	WM MCFARLAND 4820 MARSH RD	063020	37	100-55200-220-000	684.88-	V
Total 77328:									4,151.45-	
07/20	07/17/2020	77340	30	ALLIANT ENERGY/WP&L	MUNICIPAL CENTER	071020	1	100-51600-220-000	3,085.10	
07/20	07/17/2020	77340	30	ALLIANT ENERGY/WP&L	LIBRARY	071020	2	205-55110-220-000	2,319.93	
07/20	07/17/2020	77340	30	ALLIANT ENERGY/WP&L	WELL #4	071020	3	600-53716-220-000	890.90	
07/20	07/17/2020	77340	30	ALLIANT ENERGY/WP&L	SOCCER BUILDING	071020	4	100-55200-220-000	14.70	
Total 77340:									6,310.63	
07/20	07/17/2020	77341	161	CHASE LUMBER AND FUEL INC	2 X 4 AND PRIMEGUARD PLUS SCREWS	0003/200092	1	100-52100-340-000	19.07	
Total 77341:									19.07	
07/20	07/17/2020	77342	16247	CITY TREASURER	STORMWATER CHARGE	07100600-07	1	605-53440-530-000	22.34	
Total 77342:									22.34	
07/20	07/17/2020	77343	1989	CORPORATE BUSINESS SYSTE	PW COPIER	27397423	1	600-53710-310-000	14.00	
07/20	07/17/2020	77343	1989	CORPORATE BUSINESS SYSTE	PW COPIER	27397423	2	100-53000-310-000	51.36	
07/20	07/17/2020	77343	1989	CORPORATE BUSINESS SYSTE	PW COPIER	27397423	3	600-53610-310-000	14.00	
07/20	07/17/2020	77343	1989	CORPORATE BUSINESS SYSTE	PW COPIER	27397423	4	605-53440-310-000	14.00	
Total 77343:									93.36	
07/20	07/17/2020	77344	640	MGE	STREET LIGHTS	11299443-07	1	100-53000-291-000	731.77	

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
Total 77344:									731.77
07/20	07/17/2020	77345	748	PURCHASE POWER	REFILL OF POSTAGE	071020	1	100-1622	2,000.00
07/20	07/17/2020	77345	748	PURCHASE POWER	REFILL CHARGE	071020	2	100-51420-311-000	20.99
07/20	07/17/2020	77345	748	PURCHASE POWER	METER RENTAL	071020	3	100-51420-311-000	180.00
Total 77345:									2,200.99
07/20	07/17/2020	77346	1015	VILLAGE OF MCFARLAND	REFUND OF UTILITY ACCOUNT - DUE TO AU	062520	1	001-1115	601.74
Total 77346:									601.74
07/20	07/17/2020	77347	1015	VILLAGE OF MCFARLAND	MUNICIPAL CENTER	063020	1	100-53000-220-000	345.54
07/20	07/17/2020	77347	1015	VILLAGE OF MCFARLAND	PW GARAGE	063020	2	100-53000-220-000	364.82
07/20	07/17/2020	77347	1015	VILLAGE OF MCFARLAND	PW GARAGE	063020	3	100-53000-220-000	322.35
07/20	07/17/2020	77347	1015	VILLAGE OF MCFARLAND	OLD LIBRARY	063020	4	100-53000-220-000	29.66
07/20	07/17/2020	77347	1015	VILLAGE OF MCFARLAND	LIBRARY	063020	5	100-53000-220-000	255.22
07/20	07/17/2020	77347	1015	VILLAGE OF MCFARLAND	LIBRARY	063020	6	100-53000-220-000	164.61
07/20	07/17/2020	77347	1015	VILLAGE OF MCFARLAND	MUNICIPAL CENTER	063020	7	100-53000-220-000	475.81
07/20	07/17/2020	77347	1015	VILLAGE OF MCFARLAND	HOUSE 4902 TERMINAL	063020	8	305-56700-242-000	14.83
07/20	07/17/2020	77347	1015	VILLAGE OF MCFARLAND	5541 HOLSCHER	063020	9	100-53000-220-000	14.83
07/20	07/17/2020	77347	1015	VILLAGE OF MCFARLAND	PARKING LOT - 43 BURMA	063020	10	100-53000-220-000	14.83
07/20	07/17/2020	77347	1015	VILLAGE OF MCFARLAND	ROW CREAMERY RD	063020	11	100-53000-220-000	14.83
07/20	07/17/2020	77347	1015	VILLAGE OF MCFARLAND	5411 BASHFORD	063020	12	100-53000-220-000	14.83
07/20	07/17/2020	77347	1015	VILLAGE OF MCFARLAND	4313 TRIANGLE BUILDING COSTS	063020	13	305-56700-242-000	167.58
07/20	07/17/2020	77347	1015	VILLAGE OF MCFARLAND	4313 TRIANGLE BUILDING COSTS	063020	14	305-56700-242-000	42.38
07/20	07/17/2020	77347	1015	VILLAGE OF MCFARLAND	OLD WELL HOUSE	063020	15	600-53716-340-000	14.83
07/20	07/17/2020	77347	1015	VILLAGE OF MCFARLAND	WATER TOWER BURMA	063020	16	600-53718-340-000	60.80
07/20	07/17/2020	77347	1015	VILLAGE OF MCFARLAND	WATER TOWER HOLSCHER	063020	17	600-53718-340-000	41.52
07/20	07/17/2020	77347	1015	VILLAGE OF MCFARLAND	WELL #1	063020	18	600-53716-340-000	14.83
07/20	07/17/2020	77347	1015	VILLAGE OF MCFARLAND	WELL #3	063020	19	600-53716-340-000	14.83
07/20	07/17/2020	77347	1015	VILLAGE OF MCFARLAND	LIFT #1,2 AND 4	063020	20	600-53616-242-000	44.49
07/20	07/17/2020	77347	1015	VILLAGE OF MCFARLAND	RIDGE VIEW	063020	21	100-55200-220-000	14.83
07/20	07/17/2020	77347	1015	VILLAGE OF MCFARLAND	PED PATH	063020	22	100-55200-220-000	14.83
07/20	07/17/2020	77347	1015	VILLAGE OF MCFARLAND	YAHARA RIVER PARK	063020	23	100-55200-220-000	14.83
07/20	07/17/2020	77347	1015	VILLAGE OF MCFARLAND	PED PATH	063020	24	100-55200-220-000	14.83
07/20	07/17/2020	77347	1015	VILLAGE OF MCFARLAND	PED PATH - OSBORN	063020	25	100-55200-220-000	14.83
07/20	07/17/2020	77347	1015	VILLAGE OF MCFARLAND	LEGION MEMORIAL PARK	063020	26	100-55200-220-000	56.35

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
07/20	07/17/2020	77347	1015	VILLAGE OF MCFARLAND	BRANDT PARK	063020	27	100-55200-220-000	86.87
07/20	07/17/2020	77347	1015	VILLAGE OF MCFARLAND	WOODLAND ESTATES PARK	063020	28	100-55200-220-000	14.83
07/20	07/17/2020	77347	1015	VILLAGE OF MCFARLAND	AUTUMN GROVE PARK	063020	29	100-55200-220-000	34.11
07/20	07/17/2020	77347	1015	VILLAGE OF MCFARLAND	CEDAR RIDGE	063020	30	100-55200-220-000	53.39
07/20	07/17/2020	77347	1015	VILLAGE OF MCFARLAND	CEDAR GLADE PARK	063020	31	100-55200-220-000	16.31
07/20	07/17/2020	77347	1015	VILLAGE OF MCFARLAND	BOCCE BALL COURT	063020	32	100-55200-220-000	14.33
07/20	07/17/2020	77347	1015	VILLAGE OF MCFARLAND	EGNER PARK	063020	33	100-55200-220-000	19.28
07/20	07/17/2020	77347	1015	VILLAGE OF MCFARLAND	HIGHLAND OAK PARK	063020	34	100-55200-220-000	32.63
07/20	07/17/2020	77347	1015	VILLAGE OF MCFARLAND	COMM GARDEN	063020	35	100-55200-220-000	14.33
07/20	07/17/2020	77347	1015	VILLAGE OF MCFARLAND	PED PATH DALE CURTIN	063020	36	100-55200-220-000	14.83
07/20	07/17/2020	77347	1015	VILLAGE OF MCFARLAND	WM MCFARLAND 4820 MARSH RD	063020	37	100-55200-220-000	684.88
Total 77347:									3,549.71
07/20	07/24/2020	77351	1	5 ALARM FIRE & SAFETY	STRUCTURAL BOOT	198275-1	1	100-52200-343-000	318.67
Total 77351:									318.67
07/20	07/24/2020	77352	1397	ALL COMFORT SERVICES	MC HVAC REPAIRS	608328	1	100-51600-242-000	455.47
07/20	07/24/2020	77352	1397	ALL COMFORT SERVICES	MC HVAC REPAIRS	608328	2	600-53716-242-000	124.22
07/20	07/24/2020	77352	1397	ALL COMFORT SERVICES	MC HVAC REPAIRS	608328	3	600-53616-242-000	124.22
07/20	07/24/2020	77352	1397	ALL COMFORT SERVICES	MC HVAC REPAIRS	608328	4	605-53440-242-000	124.21
Total 77352:									828.12
07/20	07/24/2020	77353	30	ALLIANT ENERGY/WP&L	2860 HIDDEN FARM - FLOOD LIGHT	072020	1	100-55200-220-000	27.61
07/20	07/24/2020	77353	30	ALLIANT ENERGY/WP&L	3234 CTY RD AB	072020	2	100-55200-220-000	23.60
Total 77353:									51.21
07/20	07/24/2020	77354	17084	AMAZON CAPITAL SERVICES	PPE - ELECTION	11X1-V1JQ-	1	100-51440-340-000	332.34
07/20	07/24/2020	77354	17084	AMAZON CAPITAL SERVICES	LEAD & COPPER TESTING	1C73-D961-7	1	600-53715-340-000	58.08
07/20	07/24/2020	77354	17084	AMAZON CAPITAL SERVICES	DOG PARK SUPPLIES	1KPL-GLGH-	1	100-55200-340-000	167.96
07/20	07/24/2020	77354	17084	AMAZON CAPITAL SERVICES	TOUCHLESS FAUCETS	1L3P-NYJC-	1	205-55110-242-000	465.00
07/20	07/24/2020	77354	17084	AMAZON CAPITAL SERVICES	DVDS & CDS	1Y1R-6J36-J	1	205-55110-345-000	96.71
Total 77354:									1,120.09
07/20	07/24/2020	77355	2216	ANDRES MEDICAL	JUNE COLLECTIONS	249411	1	100-46230-000	886.47

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
Total 77355:									886.47
07/20	07/24/2020	77356	17187	B&H PHOTO	MEETING ROOM UPGRADES	174892989	1	400-57140-825-103	642.84
Total 77356:									642.84
07/20	07/24/2020	77357	2228	BADGER SPORTING GOODS	BRANDT PARK SCOREBOARD REPLACEME	AAJ011117-A	1	405-57620-811-101	11,300.00
Total 77357:									11,300.00
07/20	07/24/2020	77358	17141	BADGERLAND DISPOSAL	PORTABLE RESTROOM RENTALS	0001205451	1	100-55200-340-000	508.93
Total 77358:									508.93
07/20	07/24/2020	77359	74	BAKER & TAYLOR BOOKS	ADULT BOOKS	2035288937	1	205-55110-344-000	470.86
07/20	07/24/2020	77359	74	BAKER & TAYLOR BOOKS	JUVENILE BOOKS	2035296659	1	205-55110-344-000	665.99
07/20	07/24/2020	77359	74	BAKER & TAYLOR BOOKS	ADULT BOOKS	2035303442	1	205-55110-344-000	367.20
07/20	07/24/2020	77359	74	BAKER & TAYLOR BOOKS	ADULT BOOKS	2035307091	1	205-55110-344-000	147.94
Total 77359:									1,651.99
07/20	07/24/2020	77360	1019	BAKER TILLY VIRCHOW KRAUS	VILLAGE AUDIT/AUDIT ASSISTANCE	BT1650363	1	100-51420-211-000	160.00
07/20	07/24/2020	77360	1019	BAKER TILLY VIRCHOW KRAUS	TIF #3 AUDIT COSTS	BT1650363	2	305-51410-211-000	824.66
07/20	07/24/2020	77360	1019	BAKER TILLY VIRCHOW KRAUS	TIF #4 AUDIT COSTS	BT1650363	3	310-51410-211-000	824.67
07/20	07/24/2020	77360	1019	BAKER TILLY VIRCHOW KRAUS	TIF #5 AUDIT COSTS	BT1650363	4	315-51410-211-000	824.67
Total 77360:									2,634.00
07/20	07/24/2020	77361	104	BOBCAT OF MADISON INC.	TOOLCAT MAINTENANCE	01-85891	1	605-53440-241-000	13.42
07/20	07/24/2020	77361	104	BOBCAT OF MADISON INC.	TOOLCAT MAINTENANCE	01-85891	2	600-53616-241-000	13.42
07/20	07/24/2020	77361	104	BOBCAT OF MADISON INC.	TOOLCAT MAINTENANCE	01-85891	3	600-53718-241-000	13.42
07/20	07/24/2020	77361	104	BOBCAT OF MADISON INC.	TOOLCAT MAINTENANCE	01-85891	4	100-53000-241-000	49.22
Total 77361:									89.48
07/20	07/24/2020	77362	1256	BOUND TREE MEDICAL, LLC	EMS - SUPPLIES	83686408	1	100-52200-340-000	136.02
07/20	07/24/2020	77362	1256	BOUND TREE MEDICAL, LLC	EMS - SUPPLIES	83687947	1	100-52200-340-000	15.90
07/20	07/24/2020	77362	1256	BOUND TREE MEDICAL, LLC	EMS - SUPPLIES	83698538	1	100-52200-340-000	2.48

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
Total 77362:									154.40
07/20	07/24/2020	77363	194	CONCENTRA	RANDOM DRUG / ALCOHOL TEST	103202019	1	100-53000-211-000	105.33
07/20	07/24/2020	77363	194	CONCENTRA	RANDOM DRUG / ALCOHOL TEST	103202019	2	600-53610-211-000	28.72
07/20	07/24/2020	77363	194	CONCENTRA	RANDOM DRUG / ALCOHOL TEST	103202019	3	600-53710-211-000	28.72
07/20	07/24/2020	77363	194	CONCENTRA	RANDOM DRUG / ALCOHOL TEST	103202019	4	605-53440-211-000	28.73
Total 77363:									191.50
07/20	07/24/2020	77364	2093	CREAM CITY STATELINE SCAL	WELL 1 SCALE	0000092336	1	600-53717-242-000	174.00
Total 77364:									174.00
07/20	07/24/2020	77365	280	DIAMOND VOGEL CO	STREET PAINT SUPPLIES	255175388	1	100-53000-230-000	694.50
Total 77365:									694.50
07/20	07/24/2020	77366	17362	ELEVITY	COURT	447	1	100-51200-210-000	82.21
07/20	07/24/2020	77366	17362	ELEVITY	GEN ADMIN	447	2	100-51450-210-000	328.86
07/20	07/24/2020	77366	17362	ELEVITY	POLICE	447	3	100-52100-210-000	845.47
07/20	07/24/2020	77366	17362	ELEVITY	FIRE/EMS	447	4	100-52200-240-000	360.38
07/20	07/24/2020	77366	17362	ELEVITY	OUTREACH	447	5	100-54600-210-000	109.71
07/20	07/24/2020	77366	17362	ELEVITY	COMM DEV	447	6	100-52400-210-000	82.21
07/20	07/24/2020	77366	17362	ELEVITY	PUBLIC WORKS	447	7	100-53000-210-000	112.11
07/20	07/24/2020	77366	17362	ELEVITY	WATER	447	8	600-53710-210-000	44.79
07/20	07/24/2020	77366	17362	ELEVITY	SEWER	447	9	600-53610-210-000	44.79
07/20	07/24/2020	77366	17362	ELEVITY	STORMWATER	447	10	605-53440-210-000	44.68
07/20	07/24/2020	77366	17362	ELEVITY	EM MGT	447	11	100-52500-221-000	27.40
07/20	07/24/2020	77366	17362	ELEVITY	FAMILY FESTIVAL	447	12	100-51450-210-000	27.40
07/20	07/24/2020	77366	17362	ELEVITY	SERVER & BACKUP	447	13	100-51450-210-000	4,518.59
Total 77366:									6,628.60
07/20	07/24/2020	77367	338	ENGELHART INC	MOWER PARTS	1709131	1	605-53440-241-000	7.49
07/20	07/24/2020	77367	338	ENGELHART INC	MOWER PARTS	1709131	2	600-53616-241-000	7.49
07/20	07/24/2020	77367	338	ENGELHART INC	MOWER PARTS	1709131	3	600-53718-241-000	7.49
07/20	07/24/2020	77367	338	ENGELHART INC	MOWER PARTS	1709131	4	100-53000-241-000	27.48

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
Total 77367:									49.95
07/20	07/24/2020	77368	1955	FILE 13 E-WASTE SOLUTIONS	ELECTRONIC DISPOSAL	44516	1	600-53712-390-000	20.85
07/20	07/24/2020	77368	1955	FILE 13 E-WASTE SOLUTIONS	ELECTRONIC DISPOSAL	44516	2	600-53612-390-000	20.85
07/20	07/24/2020	77368	1955	FILE 13 E-WASTE SOLUTIONS	ELECTRONIC DISPOSAL	44516	3	605-53440-390-000	20.85
07/20	07/24/2020	77368	1955	FILE 13 E-WASTE SOLUTIONS	ELECTRONIC DISPOSAL	44516	4	100-53000-390-000	76.45
Total 77368:									139.00
07/20	07/24/2020	77369	16725	FIRE CATT, LLC	FIRE HOSE TESTING	8390	1	100-52200-240-000	3,788.48
Total 77369:									3,788.48
07/20	07/24/2020	77370	361	FIRST SUPPLY LLC MADISON	UNLIME	12273234-00	1	205-55110-242-000	736.48
Total 77370:									736.48
07/20	07/24/2020	77371	1921	FRONTIER	PW PHONE	071620	1	600-53710-340-000	10.19
07/20	07/24/2020	77371	1921	FRONTIER	PW PHONE	071620	2	100-53000-221-000	37.36
07/20	07/24/2020	77371	1921	FRONTIER	PW PHONE	071620	3	600-53610-340-000	10.19
07/20	07/24/2020	77371	1921	FRONTIER	PW PHONE	071620	4	605-53440-340-000	10.19
Total 77371:									67.93
07/20	07/24/2020	77372	16234	GALLS, LLC	UNIFORM	016004109	1	100-52200-142-000	627.80
Total 77372:									627.80
07/20	07/24/2020	77373	390	GBR CORPORATION	FACILITY MAINTENANCE	DF1761	1	100-51600-242-000	614.41
Total 77373:									614.41
07/20	07/24/2020	77374	395	GENERAL COMMUNICATIONS I	SQUAD DECOMMISSIONING M5	283882	1	100-52100-241-000	300.00
07/20	07/24/2020	77374	395	GENERAL COMMUNICATIONS I	NEW SQUAD 2020 OUTFITTING	284006	1	400-57210-812-105	9,750.00
07/20	07/24/2020	77374	395	GENERAL COMMUNICATIONS I	2020 SQUAD GUN MOUNT	284019	1	400-57210-811-108	670.71
07/20	07/24/2020	77374	395	GENERAL COMMUNICATIONS I	2019 AMBULANCE HEAD RADIO	284438	1	100-52200-240-000	100.00
07/20	07/24/2020	77374	395	GENERAL COMMUNICATIONS I	PROGRAMMING CHARGES	6750	1	100-52200-221-000	300.00-

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Total 77374:									10,520.71
07/20	07/24/2020	77375	17092	GENERAL ENGINEERING COMP	BUILDING INSPECTION SERVICES	17	1	100-52400-211-000	9,792.24
Total 77375:									9,792.24
07/20	07/24/2020	77376	1904	HUMPHREY SERVICE PARTS IN	SHOP SUPPLIES	1217013	1	100-53000-340-000	129.76
07/20	07/24/2020	77376	1904	HUMPHREY SERVICE PARTS IN	SHOP SUPPLIES	1217013	2	600-53716-340-000	35.39
07/20	07/24/2020	77376	1904	HUMPHREY SERVICE PARTS IN	SHOP SUPPLIES	1217013	3	600-53616-340-000	35.39
07/20	07/24/2020	77376	1904	HUMPHREY SERVICE PARTS IN	SHOP SUPPLIES	1217013	4	605-53440-340-000	35.39
Total 77376:									235.93
07/20	07/24/2020	77377	469	ITRON INC	ITRON AGREEMENT	561511	1	600-53711-210-000	337.21
07/20	07/24/2020	77377	469	ITRON INC	ITRON AGREEMENT	561511	2	600-53611-210-000	337.20
Total 77377:									674.41
07/20	07/24/2020	77378	17343	JACKSON MNAUFACTURERS C	OUTSIDE DROPBOX	M16798	1	100-51440-390-000	459.80
07/20	07/24/2020	77378	17343	JACKSON MNAUFACTURERS C	OUTSIDE DROPBOX	M16798	2	100-51420-810-000	459.80
07/20	07/24/2020	77378	17343	JACKSON MNAUFACTURERS C	OUTSIDE DROPBOX	M16798	3	600-53610-340-000	459.80
07/20	07/24/2020	77378	17343	JACKSON MNAUFACTURERS C	OUTSIDE DROPBOX	M16798	4	600-53710-340-000	459.80
07/20	07/24/2020	77378	17343	JACKSON MNAUFACTURERS C	OUTSIDE DROPBOX	M16798	5	605-53440-340-000	459.80
Total 77378:									2,299.00
07/20	07/24/2020	77379	17380	KARLS, DUSTIN	DND PROGRAM	325	1	205-55110-391-000	270.00
Total 77379:									270.00
07/20	07/24/2020	77380	17382	LAKE WAUBESA CONSERVATIO	LAKE AND WEED DEBRIS PROGRAM	071720	1	100-53000-210-000	260.00
Total 77380:									260.00
07/20	07/24/2020	77381	17175	LAUGHLIN, JACOB	OVERPAYMENT ON CITATION	082019	1	100-45110-000	25.20
Total 77381:									25.20

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07/20	07/24/2020	77382	538	LAWSON PRODUCTS INC	SHOP SUPPLIES	9307707885	1	100-53000-340-000	85.45
07/20	07/24/2020	77382	538	LAWSON PRODUCTS INC	SHOP SUPPLIES	9307707885	2	600-53716-340-000	23.31
07/20	07/24/2020	77382	538	LAWSON PRODUCTS INC	SHOP SUPPLIES	9307707885	3	600-53616-340-000	23.31
07/20	07/24/2020	77382	538	LAWSON PRODUCTS INC	SHOP SUPPLIES	9307707885	4	605-53440-340-000	23.31
07/20	07/24/2020	77382	538	LAWSON PRODUCTS INC	PARKS PART	9307712940	1	100-55200-340-000	104.87
Total 77382:									260.25
07/20	07/24/2020	77383	17379	LEARNING LANDSCAPES DESI	SPECIAL NEEDS PARK PLANNING	20012.1	1	400-57620-211-000	5,126.60
07/20	07/24/2020	77383	17379	LEARNING LANDSCAPES DESI	SPECIAL NEEDS PARK PLANNING	20012.2	1	400-57620-211-000	3,967.80
Total 77383:									9,094.40
07/20	07/24/2020	77384	765	LEGAL SHIELD	LEGAL SHIELD	0108629-071	1	100-2156	425.65
Total 77384:									425.65
07/20	07/24/2020	77385	16712	LIFE-ASSIST, INC	MED SUPPLIES	1014986	1	100-52200-340-000	139.33
Total 77385:									139.33
07/20	07/24/2020	77386	634	MENARDS - MONONA	PARK SUPPLIES	96237	1	100-55200-340-000	20.27
07/20	07/24/2020	77386	634	MENARDS - MONONA	PARK SUPPLIES	97049	1	100-55200-340-000	9.92
Total 77386:									30.19
07/20	07/24/2020	77387	1941	MIDWEST TRAILER SALES	TRUCK PARTS	1090191-00	1	100-53000-241-000	4.66
07/20	07/24/2020	77387	1941	MIDWEST TRAILER SALES	T5 - VEHICLE BATTERY	1090439-00	1	100-53000-241-000	89.74
07/20	07/24/2020	77387	1941	MIDWEST TRAILER SALES	TRUCK PARTS	1104368-00	1	100-53000-241-000	6.03
07/20	07/24/2020	77387	1941	MIDWEST TRAILER SALES	TRUCK PARTS	1104368-00	2	600-53718-241-000	1.65
07/20	07/24/2020	77387	1941	MIDWEST TRAILER SALES	TRUCK PARTS	1104368-00	3	600-53616-241-000	1.65
07/20	07/24/2020	77387	1941	MIDWEST TRAILER SALES	TRUCK PARTS	1104368-00	4	605-53440-241-000	1.65
Total 77387:									105.38
07/20	07/24/2020	77388	2185	MSA PROFESSIONAL SERVICE	SURVEY WORK	R09361019.0	1	100-55200-210-000	478.75
Total 77388:									478.75

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07/20	07/24/2020	77389	1896	NAPA AUTO PARTS	VEHICLE PARTS	723826	1	605-53440-241-000	16.41
07/20	07/24/2020	77389	1896	NAPA AUTO PARTS	VEHICLE PARTS	723826	2	600-53616-241-000	16.41
07/20	07/24/2020	77389	1896	NAPA AUTO PARTS	VEHICLE PARTS	723826	3	600-53718-241-000	16.41
07/20	07/24/2020	77389	1896	NAPA AUTO PARTS	VEHICLE PARTS	723826	4	100-53000-241-000	60.18
07/20	07/24/2020	77389	1896	NAPA AUTO PARTS	VEHICLE PARTS	724205	1	100-53000-241-000	51.80
07/20	07/24/2020	77389	1896	NAPA AUTO PARTS	VEHICLE PARTS	724205	2	600-53718-241-000	14.12
07/20	07/24/2020	77389	1896	NAPA AUTO PARTS	VEHICLE PARTS	724205	3	600-53616-241-000	14.12
07/20	07/24/2020	77389	1896	NAPA AUTO PARTS	VEHICLE PARTS	724205	4	605-53440-241-000	14.12
07/20	07/24/2020	77389	1896	NAPA AUTO PARTS	MOWER PARTS	724829	1	100-53000-241-000	20.02
07/20	07/24/2020	77389	1896	NAPA AUTO PARTS	MOWER PARTS	724829	2	600-53718-241-000	5.46
07/20	07/24/2020	77389	1896	NAPA AUTO PARTS	MOWER PARTS	724829	3	600-53616-241-000	5.46
07/20	07/24/2020	77389	1896	NAPA AUTO PARTS	MOWER PARTS	724829	4	605-53440-241-000	5.46
07/20	07/24/2020	77389	1896	NAPA AUTO PARTS	VEHICLE PARTS	724832	1	605-53440-241-000	2.53
07/20	07/24/2020	77389	1896	NAPA AUTO PARTS	VEHICLE PARTS	724832	2	600-53616-241-000	2.53
07/20	07/24/2020	77389	1896	NAPA AUTO PARTS	VEHICLE PARTS	724832	3	600-53718-241-000	2.53
07/20	07/24/2020	77389	1896	NAPA AUTO PARTS	VEHICLE PARTS	724832	4	100-53000-241-000	9.26
07/20	07/24/2020	77389	1896	NAPA AUTO PARTS	VEHICLE PARTS	725280	1	605-53440-241-000	1.80
07/20	07/24/2020	77389	1896	NAPA AUTO PARTS	VEHICLE PARTS	725280	2	600-53616-241-000	1.80
07/20	07/24/2020	77389	1896	NAPA AUTO PARTS	VEHICLE PARTS	725280	3	600-53718-241-000	1.80
07/20	07/24/2020	77389	1896	NAPA AUTO PARTS	VEHICLE PARTS	725280	4	100-53000-241-000	6.58
07/20	07/24/2020	77389	1896	NAPA AUTO PARTS	PW SHOP SUPPPLIES	725879	1	100-53000-340-000	39.40
07/20	07/24/2020	77389	1896	NAPA AUTO PARTS	PW SHOP SUPPPLIES	725879	2	600-53716-340-000	10.75
07/20	07/24/2020	77389	1896	NAPA AUTO PARTS	PW SHOP SUPPPLIES	725879	3	600-53616-340-000	10.75
07/20	07/24/2020	77389	1896	NAPA AUTO PARTS	PW SHOP SUPPPLIES	725879	4	605-53440-340-000	10.74
07/20	07/24/2020	77389	1896	NAPA AUTO PARTS	VEHICLE PARTS	725970	1	605-53440-241-000	27.74
07/20	07/24/2020	77389	1896	NAPA AUTO PARTS	VEHICLE PARTS	725970	2	600-53616-241-000	27.74
07/20	07/24/2020	77389	1896	NAPA AUTO PARTS	VEHICLE PARTS	725970	3	600-53718-241-000	27.74
07/20	07/24/2020	77389	1896	NAPA AUTO PARTS	VEHICLE PARTS	725970	4	100-53000-241-000	101.72
07/20	07/24/2020	77389	1896	NAPA AUTO PARTS	VEHICLE PARTS	726219	1	605-53440-241-000	19.49
07/20	07/24/2020	77389	1896	NAPA AUTO PARTS	VEHICLE PARTS	726219	2	600-53616-241-000	19.49
07/20	07/24/2020	77389	1896	NAPA AUTO PARTS	VEHICLE PARTS	726219	3	600-53718-241-000	19.49
07/20	07/24/2020	77389	1896	NAPA AUTO PARTS	VEHICLE PARTS	726219	4	100-53000-241-000	71.48
07/20	07/24/2020	77389	1896	NAPA AUTO PARTS	CORE CREDIT	726303	1	100-53000-241-000	32.73-
07/20	07/24/2020	77389	1896	NAPA AUTO PARTS	CORE CREDIT	726303	2	600-53718-241-000	8.92-
07/20	07/24/2020	77389	1896	NAPA AUTO PARTS	CORE CREDIT	726303	3	600-53616-241-000	8.92-
07/20	07/24/2020	77389	1896	NAPA AUTO PARTS	CORE CREDIT	726303	4	605-53440-241-000	8.93-
Total 77389:									595.83

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
07/20	07/24/2020	77390	2082	NASSCO INC	PW SUPPLIES	S2642397.00	1	100-53000-340-000	141.40
07/20	07/24/2020	77390	2082	NASSCO INC	PW SUPPLIES	S2642397.00	2	600-53716-340-000	38.57
07/20	07/24/2020	77390	2082	NASSCO INC	PW SUPPLIES	S2642397.00	3	600-53616-340-000	38.57
07/20	07/24/2020	77390	2082	NASSCO INC	PW SUPPLIES	S2642397.00	4	605-53440-340-000	38.57
Total 77390:									257.11
07/20	07/24/2020	77391	17381	NEWCOMB CONSTRUCTION C	PUBLIC WORKS CENTER RENOVATION	PAYAPP-1	1	400-57140-825-101	9,603.49
Total 77391:									9,603.49
07/20	07/24/2020	77392	16890	PIRTEK MADISON	VEHICLE MAINTENANCE	MA-T000012	1	605-53440-241-000	14.53
07/20	07/24/2020	77392	16890	PIRTEK MADISON	VEHICLE MAINTENANCE	MA-T000012	2	600-53616-241-000	14.52
07/20	07/24/2020	77392	16890	PIRTEK MADISON	VEHICLE MAINTENANCE	MA-T000012	3	600-53718-241-000	14.52
07/20	07/24/2020	77392	16890	PIRTEK MADISON	VEHICLE MAINTENANCE	MA-T000012	4	100-53000-241-000	53.25
07/20	07/24/2020	77392	16890	PIRTEK MADISON	MOWER PARTS	MA-T000013	1	100-53000-241-000	57.27
07/20	07/24/2020	77392	16890	PIRTEK MADISON	MOWER PARTS	MA-T000013	2	600-53718-241-000	15.62
07/20	07/24/2020	77392	16890	PIRTEK MADISON	MOWER PARTS	MA-T000013	3	600-53616-241-000	15.62
07/20	07/24/2020	77392	16890	PIRTEK MADISON	MOWER PARTS	MA-T000013	4	605-53440-241-000	15.62
Total 77392:									200.95
07/20	07/24/2020	77393	756	POMP'S TIRE SERVICE INC	TRAILER TIRE	80218474	1	605-53440-241-000	24.56
07/20	07/24/2020	77393	756	POMP'S TIRE SERVICE INC	TRAILER TIRE	80218474	2	600-53616-241-000	24.56
07/20	07/24/2020	77393	756	POMP'S TIRE SERVICE INC	TRAILER TIRE	80218474	3	600-53718-241-000	24.56
07/20	07/24/2020	77393	756	POMP'S TIRE SERVICE INC	TRAILER TIRE	80218474	4	100-53000-241-000	90.08
07/20	07/24/2020	77393	756	POMP'S TIRE SERVICE INC	MOWER TIRES	80218895	1	605-53440-241-000	45.00
07/20	07/24/2020	77393	756	POMP'S TIRE SERVICE INC	MOWER TIRES	80218895	2	600-53616-241-000	45.00
07/20	07/24/2020	77393	756	POMP'S TIRE SERVICE INC	MOWER TIRES	80218895	3	600-53718-241-000	45.00
07/20	07/24/2020	77393	756	POMP'S TIRE SERVICE INC	MOWER TIRES	80218895	4	100-53000-241-000	165.00
Total 77393:									463.76
07/20	07/24/2020	77394	764	PREMIER PAINT & WALLPAPER	MC PAINTING	59750	1	100-51600-242-000	30.82
07/20	07/24/2020	77394	764	PREMIER PAINT & WALLPAPER	MC PAINTING	59750	2	600-53716-242-000	8.41
07/20	07/24/2020	77394	764	PREMIER PAINT & WALLPAPER	MC PAINTING	59750	3	600-53616-242-000	8.41
07/20	07/24/2020	77394	764	PREMIER PAINT & WALLPAPER	MC PAINTING	59750	4	605-53440-242-000	8.40
07/20	07/24/2020	77394	764	PREMIER PAINT & WALLPAPER	MC PAINTING	59751	1	100-51600-242-000	14.08
07/20	07/24/2020	77394	764	PREMIER PAINT & WALLPAPER	MC PAINTING	59751	2	600-53716-242-000	3.84

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
07/20	07/24/2020	77394	764	PREMIER PAINT & WALLPAPER	MC PAINTING	59751	3	600-53616-242-000	3.84
07/20	07/24/2020	77394	764	PREMIER PAINT & WALLPAPER	MC PAINTING	59751	4	605-53440-242-000	3.84
Total 77394:									81.64
07/20	07/24/2020	77395	1245	PROFESSIONAL PEST CONTRO	PW PEST CONTROL	470896	1	600-53610-210-000	5.85
07/20	07/24/2020	77395	1245	PROFESSIONAL PEST CONTRO	PW PEST CONTROL	470896	2	600-53710-210-000	5.85
07/20	07/24/2020	77395	1245	PROFESSIONAL PEST CONTRO	PW PEST CONTROL	470896	3	605-53440-210-000	5.85
07/20	07/24/2020	77395	1245	PROFESSIONAL PEST CONTRO	PW PEST CONTROL	470896	4	100-53000-340-000	21.45
07/20	07/24/2020	77395	1245	PROFESSIONAL PEST CONTRO	MC PEST CONTROL	470897	1	100-51600-340-000	25.30
07/20	07/24/2020	77395	1245	PROFESSIONAL PEST CONTRO	MC PEST CONTROL	470897	2	600-53710-210-000	6.90
07/20	07/24/2020	77395	1245	PROFESSIONAL PEST CONTRO	MC PEST CONTROL	470897	3	600-53610-210-000	6.90
07/20	07/24/2020	77395	1245	PROFESSIONAL PEST CONTRO	MC PEST CONTROL	470897	4	605-53440-210-000	6.90
Total 77395:									85.00
07/20	07/24/2020	77396	16357	PROTECTION TECHNOLOGIES	LEWIS PARK MONITORING	21623	1	100-55200-340-000	28.00
Total 77396:									28.00
07/20	07/24/2020	77397	9137	RICOH USA INC	RICOH COPIER EXTRA	5059899375	1	100-52100-240-000	13.84
Total 77397:									13.84
07/20	07/24/2020	77398	818	ROTO ROOTER SEWER SERVI	STORM SEWER CAMERA	197104	1	605-53440-242-000	140.00
Total 77398:									140.00
07/20	07/24/2020	77399	1219	SAFE STEP LLC	SIDEWALK REPAIR	3410	1	100-53000-230-000	2,047.00
07/20	07/24/2020	77399	1219	SAFE STEP LLC	SIDEWALK REPAIR	3410	2	100-55200-210-000	786.00
07/20	07/24/2020	77399	1219	SAFE STEP LLC	SIDEWALK REPAIR	3410	3	600-53718-822-102	1,016.00
07/20	07/24/2020	77399	1219	SAFE STEP LLC	SIDEWALK REPAIR	3410	4	605-53440-210-000	805.10
Total 77399:									4,654.10
07/20	07/24/2020	77400	17378	SRF CONSULTING GROUP	HOLSCHER/BROADHEAD TRAFFICE STUDY	13546.02-1	1	400-57310-211-000	151.04
Total 77400:									151.04

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
07/20	07/24/2020	77401	16857	STRAND ASSOCIATES	DPW FACILITY	0162386	1	400-57140-825-101	6,783.74
Total 77401:									6,783.74
07/20	07/24/2020	77402	17318	TDS	ADMIN INTERNET/PHONE	072220	1	100-51420-221-000	45.07
07/20	07/24/2020	77402	17318	TDS	COMMTECH INTERNET/TV/PHONE	072220	2	200-55600-221-000	60.68
07/20	07/24/2020	77402	17318	TDS	FIRE/EMS INTERNET/TV/PHONE	072220	3	100-52200-221-000	275.66
07/20	07/24/2020	77402	17318	TDS	PD TV/INTERNET/PHONE	072220	4	100-52100-221-000	126.97
07/20	07/24/2020	77402	17318	TDS	PW INTERNET/PHONE	072220	5	100-53000-221-000	45.07
07/20	07/24/2020	77402	17318	TDS	OUTREACH INTERNET/PHONE	072220	6	100-54600-221-000	45.07
07/20	07/24/2020	77402	17318	TDS	COMMDEV INTERNET/PHONE	072220	7	100-52400-221-000	45.07
07/20	07/24/2020	77402	17318	TDS	WATER INTERNET/PHONE	072220	8	600-53710-221-000	106.62
07/20	07/24/2020	77402	17318	TDS	SEWER INTERNET/PHONE	072220	9	600-53610-221-000	106.62
07/20	07/24/2020	77402	17318	TDS	STORMWATER INTERNET/PHONE	072220	10	605-53440-221-000	61.85
07/20	07/24/2020	77402	17318	TDS	LIBRARY INTERNET/PHONE	072220	11	205-55110-221-000	45.07
07/20	07/24/2020	77402	17318	TDS	PW INTERNET/TV	072220-PW	1	605-53440-340-000	25.66
07/20	07/24/2020	77402	17318	TDS	PW INTERNET/TV	072220-PW	2	600-53710-340-000	25.66
07/20	07/24/2020	77402	17318	TDS	PW INTERNET/TV	072220-PW	3	600-53610-340-000	25.66
07/20	07/24/2020	77402	17318	TDS	PW INTERNET/TV	072220-PW	4	100-53000-340-000	94.10
Total 77402:									1,134.83
07/20	07/24/2020	77403	17184	TELEFLEX LLC	EMS - SUPPLIES	9502788811	1	100-52200-340-000	562.50
Total 77403:									562.50
07/20	07/24/2020	77404	2042	THOMSON REUTERS	WEST INFORMATION CHARGES	842602416	1	100-52100-210-000	177.10
Total 77404:									177.10
07/20	07/24/2020	77405	957	TOM'S AUTO CENTER INC	SQUAD 5 AC TEST	0047467	1	100-52200-241-000	345.30
Total 77405:									345.30
07/20	07/24/2020	77406	958	TOWN & COUNTRY ENGINEER	2020 SUMP PUMP DISCHARGE - MC167	21684	1	605-53440-823-000	1,155.00
Total 77406:									1,155.00
07/20	07/24/2020	77407	2298	VIKING ELECTRIC SUPPLY	LIBRARY LIGHTING SUPPLIES	S003742937.	1	205-55110-242-000	487.78

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
07/20	07/24/2020	77407	2298	VIKING ELECTRIC SUPPLY	MUNICIPAL BUILDING-LIGHT BULBS	S003781718.	1	100-51600-242-000	33.47
07/20	07/24/2020	77407	2298	VIKING ELECTRIC SUPPLY	MUNICIPAL BUILDING-LIGHT BULBS	S003781718.	2	600-53716-242-000	9.13
07/20	07/24/2020	77407	2298	VIKING ELECTRIC SUPPLY	MUNICIPAL BUILDING-LIGHT BULBS	S003781718.	3	600-53616-242-000	9.13
07/20	07/24/2020	77407	2298	VIKING ELECTRIC SUPPLY	MUNICIPAL BUILDING-LIGHT BULBS	S003781718.	4	605-53440-242-000	9.13
07/20	07/24/2020	77407	2298	VIKING ELECTRIC SUPPLY	MUNICIPAL BUILDING-LIGHT BULBS	S003781718.	1	100-51600-242-000	66.13
07/20	07/24/2020	77407	2298	VIKING ELECTRIC SUPPLY	MUNICIPAL BUILDING-LIGHT BULBS	S003781718.	2	600-53716-242-000	18.03
07/20	07/24/2020	77407	2298	VIKING ELECTRIC SUPPLY	MUNICIPAL BUILDING-LIGHT BULBS	S003781718.	3	600-53616-242-000	18.03
07/20	07/24/2020	77407	2298	VIKING ELECTRIC SUPPLY	MUNICIPAL BUILDING-LIGHT BULBS	S003781718.	4	605-53440-242-000	18.04
Total 77407:									668.87
07/20	07/24/2020	77408	1709	VON BRIESEN & ROPER S.C.	PERSONNEL ISSUES	327405	1	100-51300-210-103	712.50
Total 77408:									712.50
07/20	07/24/2020	77409	16333	WI DEPT OF JUSTICE - TIME	TIME ACCESS	455TIME-000	1	100-52100-210-000	354.00
Total 77409:									354.00
07/20	07/24/2020	77410	16841	WRIGHT WORLD SPORTS	EMS UNIFORMS	2176(ORIGI	1	100-52200-142-000	718.00
Total 77410:									718.00
07/20	07/24/2020	77411	1910	ZURBUCHEN OIL INC	DYED DIESEL FUEL	244904	1	100-53000-341-000	417.12
Total 77411:									417.12
07/20	07/24/2020	77413	17084	AMAZON CAPITAL SERVICES	DVDS & CDS	1FP6-HC6N-	1	205-55110-345-000	11.88
07/20	07/24/2020	77413	17084	AMAZON CAPITAL SERVICES	CARDSTOCK	1JQY-PQDQ-	1	205-55110-310-000	59.97
07/20	07/24/2020	77413	17084	AMAZON CAPITAL SERVICES	BATHROOM UPGRADE	1KK4-4RKX-	1	400-57610-825-102	1,575.85
07/20	07/24/2020	77413	17084	AMAZON CAPITAL SERVICES	DVDS & CDS	1QCP-WN7G	1	205-55110-345-000	21.85
07/20	07/24/2020	77413	17084	AMAZON CAPITAL SERVICES	DVDS & CDS	1Y7V-13PD-	1	205-55110-345-000	24.77
Total 77413:									1,694.32
07/20	07/24/2020	77414	74	BAKER & TAYLOR BOOKS	ADULT BOOKS	2035325278	1	205-55110-344-000	340.86
07/20	07/24/2020	77414	74	BAKER & TAYLOR BOOKS	ADULT BOOKS	2035333684	1	205-55110-344-000	654.14
07/20	07/24/2020	77414	74	BAKER & TAYLOR BOOKS	ADULT BOOKS	2035348307	1	205-55110-344-000	411.62

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
Total 77414:									1,406.62
07/20	07/24/2020	77415	172	CITY OF MADISON TREASURE	COMMUNICATION CHARGES	29800	1	100-52200-221-000	27.41
Total 77415:									27.41
07/20	07/24/2020	77416	1989	CORPORATE BUSINESS SYSTE	COPIER LEASE	27410151	1	205-55110-240-000	142.30
Total 77416:									142.30
07/20	07/24/2020	77417	16257	CORPORATE BUSINESS SYSTE	COPIER LEASE	279488-REM	1	205-55110-240-000	21.00
Total 77417:									21.00
07/20	07/24/2020	77418	1358	EBI INC	ACRYLIC GUARD	201930	1	205-55110-242-000	624.00
Total 77418:									624.00
07/20	07/24/2020	77419	1323	HARKER HEATING & COOLING	HVAC SPRING MAINTENANCE	1013312	1	205-55110-242-000	1,967.00
Total 77419:									1,967.00
07/20	07/24/2020	77420	634	MENARDS - MONONA	ACRYLIC SHEET	96912	1	205-55110-242-000	327.00
Total 77420:									327.00
07/20	07/24/2020	77421	2058	MICROMARKETING LLC	ADULT AUDIO BOOKS	815680	1	205-55110-345-000	149.96
Total 77421:									149.96
07/20	07/24/2020	77422	16237	STOPSTICK, LTD	STOP STICK RACK KIT	0017512-IN	1	100-52100-240-000	493.00
Total 77422:									493.00
07/20	07/24/2020	77423	2032	TEN-41	UNIFORM ALLOW - REDMAN	835	1	100-52100-142-000	275.00
Total 77423:									275.00

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
07/20	07/24/2020	77424	2270	UNITY POINT HEALTH	BLOODWORK	070520	1	100-52100-210-000	113.91
Total 77424:									113.91
07/20	07/24/2020	77425	988	UPS	POSTAGE	000022F8A0	1	100-52100-311-000	2.16
Total 77425:									2.16
Grand Totals:									114,316.25

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
001-1115	601.74	601.74-	.00
001-2120	601.74	601.74-	.00
100-1622	2,000.00	.00	2,000.00
100-2120	3,585.95	46,487.44-	42,901.49-
100-2156	425.65	.00	425.65
100-45110-000	25.20	25.20-	.00
100-46230-000	886.47	.00	886.47
100-51200-210-000	82.21	.00	82.21
100-51300-210-103	712.50	.00	712.50
100-51420-211-000	160.00	.00	160.00
100-51420-221-000	45.07	.00	45.07
100-51420-311-000	200.99	.00	200.99
100-51420-810-000	459.80	.00	459.80
100-51440-340-000	332.34	.00	332.34
100-51440-390-000	459.80	.00	459.80
100-51450-210-000	4,874.85	.00	4,874.85
100-51600-220-000	3,085.10	.00	3,085.10
100-51600-242-000	1,214.38	.00	1,214.38
100-51600-340-000	25.30	.00	25.30
100-52100-142-000	275.00	.00	275.00
100-52100-210-000	1,490.48	.00	1,490.48
100-52100-221-000	126.97	.00	126.97
100-52100-240-000	506.84	.00	506.84

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GL Account	Debit	Credit	Proof
100-52100-241-000	300.00	.00	300.00
100-52100-311-000	2.16	.00	2.16
100-52100-340-000	19.07	.00	19.07
100-52200-142-000	1,345.80	.00	1,345.80
100-52200-221-000	303.07	300.00-	3.07
100-52200-240-000	4,248.86	.00	4,248.86
100-52200-241-000	345.30	.00	345.30
100-52200-340-000	856.23	.00	856.23
100-52200-343-000	318.67	.00	318.67
100-52400-210-000	82.21	.00	82.21
100-52400-211-000	9,792.24	.00	9,792.24
100-52400-221-000	45.07	.00	45.07
100-52500-221-000	27.40	.00	27.40
100-53000-210-000	372.11	.00	372.11
100-53000-211-000	105.33	.00	105.33
100-53000-220-000	2,017.33	2,017.33-	.00
100-53000-221-000	82.43	.00	82.43
100-53000-230-000	2,741.50	.00	2,741.50
100-53000-241-000	863.77	127.13-	736.64
100-53000-291-000	731.77	.00	731.77
100-53000-310-000	51.36	.00	51.36
100-53000-340-000	511.56	.00	511.56
100-53000-341-000	417.12	.00	417.12
100-53000-390-000	76.45	.00	76.45
100-54600-210-000	109.71	.00	109.71
100-54600-221-000	45.07	.00	45.07
100-55200-210-000	1,264.75	.00	1,264.75
100-55200-220-000	1,182.20	1,116.29-	65.91
100-55200-340-000	839.95	.00	839.95
200-2120	.00	60.68-	60.68-
200-55600-221-000	60.68	.00	60.68
205-2120	.00	10,829.31-	10,829.31-
205-55110-220-000	2,319.93	.00	2,319.93
205-55110-221-000	45.07	.00	45.07
205-55110-240-000	163.30	.00	163.30
205-55110-242-000	4,607.26	.00	4,607.26
205-55110-310-000	59.97	.00	59.97
205-55110-344-000	3,058.61	.00	3,058.61
205-55110-345-000	305.17	.00	305.17
205-55110-391-000	270.00	.00	270.00

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GL Account	Debit	Credit	Proof
305-2120	224.79	1,049.45-	824.66-
305-51410-211-000	824.66	.00	824.66
305-56700-242-000	224.79	224.79-	.00
310-2120	.00	824.67-	824.67-
310-51410-211-000	824.67	.00	824.67
315-2120	.00	824.67-	824.67-
315-51410-211-000	824.67	.00	824.67
400-2120	.00	38,272.07-	38,272.07-
400-57140-825-101	16,387.23	.00	16,387.23
400-57140-825-103	642.84	.00	642.84
400-57210-811-108	670.71	.00	670.71
400-57210-812-105	9,750.00	.00	9,750.00
400-57310-211-000	151.04	.00	151.04
400-57610-825-102	1,575.85	.00	1,575.85
400-57620-211-000	9,094.40	.00	9,094.40
405-2120	.00	11,300.00-	11,300.00-
405-57620-811-101	11,300.00	.00	11,300.00
600-2120	209.14	5,414.37-	5,205.23-
600-53610-210-000	57.54	.00	57.54
600-53610-211-000	28.72	.00	28.72
600-53610-221-000	106.62	.00	106.62
600-53610-310-000	14.00	.00	14.00
600-53610-340-000	495.65	.00	495.65
600-53611-210-000	337.20	.00	337.20
600-53612-390-000	20.85	.00	20.85
600-53616-241-000	209.81	8.92-	200.89
600-53616-242-000	208.12	44.49-	163.63
600-53616-340-000	108.02	.00	108.02
600-53710-210-000	57.54	.00	57.54
600-53710-211-000	28.72	.00	28.72
600-53710-221-000	106.62	.00	106.62
600-53710-310-000	14.00	.00	14.00
600-53710-340-000	495.65	.00	495.65
600-53711-210-000	337.21	.00	337.21
600-53712-390-000	20.85	.00	20.85
600-53715-340-000	58.08	.00	58.08
600-53716-220-000	890.90	.00	890.90
600-53716-242-000	163.63	.00	163.63
600-53716-340-000	152.51	44.49-	108.02
600-53717-242-000	174.00	.00	174.00

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
600-53718-241-000	209.81	8.92-	200.89
600-53718-340-000	102.32	102.32-	.00
600-53718-822-102	1,016.00	.00	1,016.00
605-2120	8.93	3,282.40-	3,273.47-
605-53440-210-000	862.53	.00	862.53
605-53440-211-000	28.73	.00	28.73
605-53440-221-000	61.85	.00	61.85
605-53440-241-000	209.82	8.93-	200.89
605-53440-242-000	303.62	.00	303.62
605-53440-310-000	14.00	.00	14.00
605-53440-340-000	603.66	.00	603.66
605-53440-390-000	20.85	.00	20.85
605-53440-530-000	22.34	.00	22.34
605-53440-823-000	1,155.00	.00	1,155.00
Grand Totals:	123,577.35	123,577.35-	.00

Report Criteria:
Report type: GL detail

M = Manual Check, V = Void Check

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Amount
07/18/2020	PC	07/24/2020	75457	JOHNSON, AUDREY	4062	64.66
07/04/2020	CDPT	07/10/2020	77214	Void		
07/04/2020	CDPT	07/10/2020	77215	Void		
07/04/2020	CDPT	07/10/2020	77216	WI AFSCME COUNCIL 32	7	60.14
07/04/2020	CDPT	07/10/2020	77216	WI AFSCME COUNCIL 32	7	78.00
07/04/2020	CDPT	07/10/2020	77217	WI SCTF	5	207.69
07/04/2020	PC	07/10/2020	77339	MARKHAM, BETH	31	1,360.10
07/18/2020	CDPT	07/24/2020	77348	WI AFSCME COUNCIL 32	7	57.76
07/18/2020	CDPT	07/24/2020	77349	WI SCTF	5	207.69
07/18/2020	CDPT	07/24/2020	77350	WPPA TREASURER	6	504.00
07/18/2020	PC	07/24/2020	77412	ALLEN EVANS, BONNIE D	191	453.19

PAYROLL RELATED $2,582.74

VILLAGE OF
McFarland

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, July 27, 2020**

SECTION: **Business**

DEPARTMENT: **Administration**

CONTACT: **Matt Schuenke, Village Administrator**

AGENDA ITEM: **Motion to approve Resolution #2020-17: a resolution consenting to the extension of a line of credit for Madison Curling Club and confirming the Village's guaranty of the corresponding debt.**

PREVIOUS ACTION:
The Village Board adopted the existing/form line of credit on March 13, 2017 (this is now paid off about two years ahead of schedule).

ISSUE SUMMARY:
The Village has previously guaranteed a private line of credit for the curling club to access through their bank. They use these funds to address mechanical issues and other small capital items associated with their facility. Their agreement is with the bank and they pay for the principal/interest payback through their own proceeds. Given that the club is located on Village property and leased from the Village to do so, the bank requires the Village to guarantee the loan since if something would happen the assets of the facility get turned over to the Village. The last guarantee was for a fixed term and has been paid off which extinguished their ability to access the loan. They wish to reopen this and leave it as revolving credit so they don't have to go through the formal loan process each time. The bank and club are agreeable, they need the Village to be as well. We have routinely guaranteed this for the club and issuing this resolution would be of the same variety of past support.

FINANCIAL/BUDGET IMPACT:
No financial impact on the Village unless the Club defaults which there is presently no indication that would happen. They have a long history of meeting their obligations.

VILLAGE PLAN REFERENCE:
None.

ORDINANCE REFERENCE:
None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
Presented for approval.

VILLAGE OF
McFarland

ATTACHMENTS:

1. 2020-17 Resolution Extending Madison Curling Club Loan Guaranty

RESOLUTION 2020-17

A RESOLUTION CONSENTING TO THE EXTENSION OF A LINE OF CREDIT FOR MADISON CURLING CLUB AND CONFIRMING THE VILLAGE'S GUARANTY OF THE CORRESPONDING DEBT

WHEREAS, the Village Board previously adopted Resolution 05-2017 approving a guaranty of a line of credit in the amount of $50,000 issued to Madison Curling Club by McFarland State Bank, and providing for future appropriations to fund that guaranty; and

WHEREAS, Madison Curling Club exhausted its line of credit and subsequently repaid the entire balance borrowed in accordance with the terms of the loan agreement; and

WHEREAS, McFarland State Bank has agreed to extend the line of credit to make the same amount of funds again available to Madison Curling Club repayable on or before the original maturity date of April 18, 2022; and

WHEREAS, the Village Board has determined that it is in the public interest to continue to guaranty the line of credit on the same terms and conditions approved by Resolution 05-2017;

NOW, THEREFORE, BE IT RESOLVED, that the Village Board consents to the extension by McFarland State Bank of the line of credit issued to Madison Curling Club originally issued on April 18, 2017, and acknowledges and agrees that the guaranty provided by the Village pursuant to Resolution 05-2017 applies to new loan advances pursuant to the line of credit made after the date hereof that become due on or before April 18, 2022, not to exceed $50,000.

Adopted at a regular meeting of the Village Board this 13th day of July, 2020.

APPROVED:

_____

Brad Czebotar, Village President

ATTEST:

_____

Cassandra Suettinger, Clerk-Treasurer

RESOLUTION # 2020-15	
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

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, July 27, 2020**

SECTION: **Consent Agenda**

DEPARTMENT: **Administration**

CONTACT: **Matt Schuenke, Village Administrator**

AGENDA ITEM: **Motion to approve Resolution #2020-18: a motion to amend the 2020 Budget to account for expense shift from Administrator to Communications and Technology Department for a new website.**

PREVIOUS ACTION:
The Village Board voted to accept the proposal for a new website at their meeting on July 13, 2020.

ISSUE SUMMARY:
This action amends the 2020 Budget to move the funds for software from Administration to Communications and Technology. The purpose for which is to align the funding with the new website to be under construction through the Comm and Tech Department. The funds previously allocated for Administration were to provide services for digital record keeping which will not begin in 2020 as planned thus making the funds available for other purposes. This amendment removes it from one Capital Projects budget and places it in another dollar for dollar without impacting the bottom line.

FINANCIAL/BUDGET IMPACT:
The amount being subtracted for the budget is $25,000 which is the same amount being added back in. The net effect of the change is $0.

VILLAGE PLAN REFERENCE:
None.

ORDINANCE REFERENCE:
None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
Presented for approval.

ATTACHMENTS:
1. 2020-18 Resolution to Amend 2020 Capital Projects Fund Budget

RESOLUTION # 2020-18

A RESOLUTION TO AMEND THE 2020 BUDGET FOR THE ALLOCATION OF CAPITAL PROJECT FUNDS OF THE VILLAGE OF MCFARLAND

WHEREAS, the Village Board of the Village of McFarland previously adopted Ordinance #2019-24 appropriating the necessary general funds for the operation of government and administration of the Village for the year 2020;

WHEREAS, Wis. Stats. § 65.90(5)(a) requires the approval of two-thirds of the members of the Village Board to amend an adopted budget; and

WHEREAS, it is necessary to amend the previously adopted 2020 Budget as follows to reflect changed priorities and to reallocate anticipated expenditures within the Capital Projects Fund.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of McFarland that the following amended budget amounts for the purposes stated below are allocated within the Capital Project Fund the receipts of the Village of McFarland for the year 2020.

Revenues

Line Item #	Description	Previous Appropriation	Amended Appropriation	Difference
None		0	0	0
			Total Revenue Amendments	0

Expenses

Line Item #	Description	Previous Appropriation	Amended Appropriation	Difference
400-57120-813-102	Technology – Software	25,000	0	-25,000
400-57150-813-102	Technology – Software	0	25,000	25,000
			Total Expense Amendments	0
			Difference in Revenues over Expenditures	*0*

Adopted at a regular meeting of the Village Board this 27th day of July, 2020.

VILLAGE OF MCFARLAND:

_____

Brad Czebotar
Village President

ATTEST:

_____

Cassandra Suettinger
Village Clerk/Treasurer

RESOLUTION # 2020-18	
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

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, July 27, 2020**

SECTION: **Business**

DEPARTMENT: **Police**

CONTACT: **Matt Schuenke, Village Administrator, Craig Sherven, Police Chief**

AGENDA ITEM: **Discussion and action regarding a Memorandum of Understanding for the Village to join the Dane County Community Restorative Court program.**

PREVIOUS ACTION:
The Village Board approved Resolution #2020-14 on June 22, 2020.

The Village held a meeting with CRC Staff on July 8, 2020.

ISSUE SUMMARY:
The Village Board previously enacted Resolution #2020-14 which was adopted to advance racial equity, social justice, diversity, and inclusion within the Village of McFarland. One of the initiatives from the action plan included within this resolution was for the Village to consider joining the Dane County Community Restorative Court ("CRC"). The CRC is different than our Municipal Court in that it receives misdemeanor referrals from the Village in order to work with all involved to help provide a non-traditional approach to restoring balance and harmony in communities affected by crime. More information can be found through their website at crc.countyofdane.com or also included in your packet is a powerpoint presentation on their program. CRC Staff met with the Police Department, Municipal Court, Village Attorney, and Village Administrator regarding the program and the required Memorandum of Understanding ("MOU") needed to join the court. We have reviewed the terms of this agreement and the breadth of the program finding our inclusion to be beneficial to better outcomes on criminal reform than our traditional model. Action is needed for the Village Board to enact the MOU to allow for the Village's inclusion in the program.

In addition to the MOU, the Department needs to enact an internal policy as a directive to Officers on making referrals. This policy is prepared and managed by the Department, and is modeled after similar agencies already in the program. The Village Attorney, Municipal Court, and CRC have all reviewed the policy and support its contents for use.

FINANCIAL/BUDGET IMPACT:
There is no cost presently to join the CRC program.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:
None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
Village Staff recommends the Village Board adopt the enclosed Memorandum of Understanding allowing the Village to join the Community Restorative Court Program.

ATTACHMENTS:
1. CRC MOU March 2018_Revised_3_29 FINAL
2. CRC Draft Policy
3. CRC Introduction Slides 6.2020

DANE COUNTY COMMUNITY RESTORATIVE COURT
MEMORANDUM OF UNDERSTANDING
Effective Date: 3/1/2018

This Memorandum of Understanding (MOU) is entered into between the Dane County District Attorney's Office (DA), the Dane County Department of Human Services (DCDHS), the undersigned police departments, and undersigned city attorneys for the purposes of forming a collaborative between agencies for participation in the Dane County Community Restorative Court (CRC) program. The goal for this developing program is to cover the entirety of Dane County, open to eligible individuals beyond the initial geographic areas, continuing to expand into additional jurisdictions throughout the county.

1. Purpose: The purpose of the MOU is to establish procedures that will be followed by the parties to identify participants for the CRC operated by DCDHS. The CRC is a program to address misdemeanor and ordinance violations for youthful offenders ages 17-25 in a restorative justice model as an alternative to the formal criminal justice system, ideally prior to a formal charging decision. The goals of the CRC, as laid out in the CRC Program Overview, are to: provide victims with a voice in the restorative process while holding the respondent accountable for his or her actions; promote community-driven solutions to crime and repair the harm done to the extent possible; reduce the burden on the criminal and municipal courts through efficient case resolution; reduce discriminatory barriers and future recidivism; and reduce crime and racial disparity in the criminal justice process.

2. Authority: Each party enters into this MOU based on the powers and discretion inherent in each office to determine the operations of the office. Parties retain all powers and authority granted them by applicable laws and governing bodies.

3. CRC Coordinator/Operation: DCDHS will employ a CRC Coordinator who will be responsible for facilitating the CRC process. The CRC Coordinator is skilled and trained in community based, restorative justice principles. The CRC Coordinator will be available to assist participants referred to the CRC (e.g. respondents) who otherwise would be charged with a misdemeanor crime or an ordinance violation. The CRC Coordinator will also provide assistance to victims where necessary and applicable.

   Data will be collected on a continual basis regarding participants and outcomes to evaluate the effectiveness of the CRC and impact on the community.

4. Renewal: The parties agree to engage in this ongoing CRC program from the date of this MOU. The program will automatically renew with the undersigned parties on an annual basis. A program partner may end its participation as provided herein.

5. Withdrawal: Any party to this MOU may decide, at any time and by providing written notice to the other parties, that they will no longer participate in the CRC program. Any cases currently

active with the CRC related to the specific partner agency at the time of withdrawal will remain with the CRC through respondent's completion or termination from the program.

6. Adding Additional Jurisdictions/Program Partners: Additional jurisdictions and law enforcement agencies may join this agreement at any time without having to re-execute this document or seeking permission of the other CRC partners. Addendums with appropriate signature lines are self-executing and automatically incorporate the applicable agency or jurisdiction into this agreement as a program partner. Additional agencies and jurisdictions that join the CRC program as partners are also invited to designate an individual to be present at the regularly scheduled advisory board meetings.

7. Law Enforcement Referral Process: When a law enforcement officer investigating a case determines that probable cause exists for a misdemeanor arrest or an ordinance citation and an arrest or citation is going to occur, the officer (giving consideration to the crime victim) may serve young adults within program parameters with a misdemeanor or ordinance citation directing them to the CRC. In instances where it is not possible or practical for a misdemeanor or ordinance citation to be issued, officers may still refer young adults directly to the CRC Coordinator or direct the matter to applicable command staff for referral consideration. Partner law enforcement agencies are responsible for developing a review process with the assistance of the CRC Coordinator for determining eligible respondents and cases related to misdemeanor and ordinance offenses. Partner agency arrests may also be regularly reviewed by the CRC Coordinator and law enforcement agency designee to determine additional possible eligible respondents not initially referred or considered. Qualifying respondents who are eligible and accept responsibility for their actions may be offered the opportunity to participate in the CRC and appear before a group made up of community members/peacemakers. Some eligible respondents may not receive an offer to participate in the CRC due to capacity issues.

   Partner law enforcement agencies reserve the right to refer cases to the DA's office for a formal charging decision at a later date should the participant fail to successfully complete the CRC program.

8. Exclusions: Criminal traffic violations and misdemeanor crimes against vulnerable adults or resulting from domestic violence, child abuse, child neglect, and sexual assault offenses will not be considered for referral to the CRC by investigating officers. Violent or assaultive physical resisting a police officer cases can be reviewed on a case-by-case basis within the Law Enforcement Agency for interested officers to determine whether the CRC would best serve all parties including the community. However, the DA's Office, after review of the case, and in consultation with the crime victim may deem referral to the CRC appropriate at a later date.

9. DA's Office Referral & Review Process: The DA's Office may elect to refer persons to the CRC prior to charging for any offense (misdemeanor or felony) it believes to be suitable for the CRC. The DA's Office retains the right to review any misdemeanor respondent referrals at its discretion and find a respondent ineligible for the CRC on those misdemeanor offenses.

10. CRC Referral Review: The Dane County Department of Human Services, through the CRC Coordinator, will assess referrals on a case-by-case basis in consideration of crime victims and reserves the option to decline a referral if it is outside of the eligibility parameters of the Community Restorative Court. The CRC Coordinator has the authority to determine appropriateness of referrals and to find respondents or a specific case ineligible for the CRC and refer them back to originating law enforcement agency for disposition. The CRC Coordinator is also able to decline a referral to the CRC due to capacity issues.

11. Policies and Procedures: This MOU establishes the policies and procedures adopted by Dane County as part of the Dane County Community Restorative Court to supplement the existing CRC program policies and procedures documents.

12. Expectations and Understandings:

    a. Case Review, Selection, and Referral: In order to achieve the goals of the CRC, it is integral that every partner is dedicated to identifying possible candidates for referral. Each partner agency is expected to be regularly reviewing and referring applicable cases to the CRC.
    b. Communication and Collaboration: Law enforcement partners and the District Attorney's Office are expected to provide police case detail report, police reports, summary reports, and any other relevant information regarding the incident and the respondent, in a timely manner, to the CRC to aid in the initial assessment of respondent for appropriateness for the CRC process. The CRC Coordinator is to provide respondent identification information and process data to the DA's Office. The CRC Coordinator is expected to communicate with law enforcement and the DA's Office (for misdemeanor cases) regarding respondents who do not successfully complete their repair harm agreements or choose to opt out of the CRC program. The CRC Coordinator shall provide completion data and a copy of the standard reporting form regarding the agreement to the appropriate agency for those respondents who successfully complete their repair harm agreements.
    c. Confidentiality: Maintaining confidentiality regarding the contents of any meetings or statements made in the restorative circles and conferences is paramount to the integrity of the program. This applies to all parties involved and will by necessity limit the amount and type of information that may be shared about a particular person's participation in the process. Therefore, the parties agree that CRC staff, facilitators, and volunteers may not be subpoenaed to provide information about the details of particular meetings or statements made by individuals. Statements made by a respondent during a circle or

conference are deemed inadmissible by prosecuting agencies in any further criminal action that results from a respondent's non-completion or termination from the program in the referred matter. An exception exists for communications that trigger mandatory reporter standards or threats of harm or future crimes.

d. Voluntary Participation: Participation in the CRC program is strictly voluntary for both victims and respondents, and either party can end their participation at any time. Respondents who either choose to withdraw from the process or are found inappropriate by the CRC Coordinator are referred back to the originating agency and returned to their previous position in the traditional criminal justice system, retaining the original misdemeanor or ordinance violation status. Respondents who choose to withdraw from the CRC program do not forfeit any of their due process rights.

13. Counterpart: This MOU may be executed in counterparts, each of which when executed by the parties will be deemed to be a complete original of the MOU. An electronic (PDF) or facsimile copy of the executed MOU or counterpart will have the same legal force and effect as an original document.

MCFARLAND POLICE DEPARTMENT DIRECTIVE

Subject: Community Restorative Court (CRC)		
Directive Number	Effective Date	WILEAG

This Directive consists of the following numbered sections:

I. Purpose
II. Objective
III. CRC Eligibility Criteria
IV. Referral Process
V. Case Dispositions
VI. Confidentiality

I Purpose

To establish criteria and procedure for the Department's involvement with the Community Restorative Court Program.

II Objective

The goals of the Community Restorative Court program and process are to provide victims with a voice in the restorative process while holding the respondent accountable for his or her actions; promote community-driven solutions to crime and repair the harm done to the extent possible; reduce the burden on the criminal and municipal courts through efficient case resolution; reduce discriminatory barriers and future recidivism; and reduce crime and racial disparity in the criminal justice process.

III CRC Eligibility Criteria

A. The following eligibility criteria must be met to qualify for CRC consideration:

1. An officer has determined that probable cause exists for a misdemeanor arrest or an ordinance citation and an arrest or citation is going to occur, with the below exclusions:

   a. Criminal traffic violations and misdemeanor crimes against vulnerable adults or resulting from domestic violence, child abuse, child neglect, and sexual assault offenses will not be considered for referral to the CRC by investigating officers. Violent or assaultive physical resisting a police officer cases can be reviewed on a case-by-case basis within the Law Enforcement Agency, and with the victim Officer's approval.

2. The suspect/defendant is 17 to 25 years of age.

3. The suspect/defendant is not a repeat offender. A repeat offender may mean an individual that has been previously convicted of the same or other offenses, or an individual who has previously been referred to the CRC program. An officer that feels that CRC involvement may still be appropriate for a repeat offender may discuss their reasoning with command staff, who will make the final decision.

4. The victim has agreed to disposing of the case through the CRC program. In cases involving multiple victims, all victims must be in unanimous agreement. Officers should approach this issue cautiously with the victim(s), considering their emotional state and the volatility of the situation. Obtaining or attempting to obtain victim consent may not be possible or appropriate in all situations, and officers should exercise discretion in making this determination. If determined that seeking victim consent is not appropriate, officers should document this in their report and discontinue the CRC referral process.

5. No other mitigating factors are present that would make a referral to CRC inappropriate.

6. The suspect/defendant displays an attitude and demeanor that demonstrates an acceptance of responsibility for their actions.

7. Participation in the CRC program is strictly voluntary for both victims and respondents, and either party can end their participation at any time.

IV Referral Process

A. Upon identifying an eligible CRC candidate based upon the criteria outlined in section III, officers will:

1. In the case of a municipal ordinance violation, issue the citation as you normally would, setting the court date out at least 8 weeks. It is likely that an officer will initially issue the citation at the scene, and make the determination of eligibility for CRC subsequently and after further research into criteria compliance.

2. In the case of a qualifying misdemeanor charge, a case intake will be initiated and referred to the DA's Office, with a notation that the defendant qualifies for the CRC program and a request for referral to CRC.

3. Notify, via email, the Chief and Lieutenant of Police and the Administrative Assistant of your intent to initiate a CRC referral. The email should contain the case number, the defendant name and the nature of the offense.

4. Send, or request the Administrative Assistant to send, a CRC Referral Program brochure and explanation letter to the defendant. The letter should indicate a date by which the defendant must register with CRC and advise the defendant that failure to register by the indicated date will cancel their CRC eligibility and they will be required to appear in the court of jurisdiction as indicated on their citation, or summons issued by the DA's Office. It should also indicate that if CRC declines to accept them into the program, or they fail to successfully complete the program, the citation and/or summons is still valid, and they are legally bound to appear in the court of jurisdiction.

B. Upon being notified of a requested CRC referral, the Administrative

Assistant will:

1. For cases involving the Municipal Court, notify the Clerk of Courts of the pending referral, and continually coordinate with the Clerk of Courts throughout the CRC process regarding any status changes or updates.

2. Coordinate with the case officer throughout the CRC process regarding any status changes or updates.

V. Case Dispositions

A. Ultimately, the case officer is responsible for the final case disposition.

B. The following are potential case dispositions and the officer's related responsibilities:

1. The victim(s) do not agree to CRC participation – no CRC referral is made and the case proceeds as normal and to the appropriate court authority.

2. One or more of the eligibility criteria cannot be met - no CRC referral is made and the case proceeds as normal and to the appropriate court authority.

3. The defendant is referred to CRC but is not accepted by CRC – the case proceeds through the appropriate court authority.

4. The defendant is referred to and accepted by CRC, however, does not complete the program – the case proceeds through the appropriate court authority.

C. The case officer, upon being notified of a decision by CRC to not accept the defendant, or the defendant's failure to complete the CRC program, is responsible to assure that the case subsequently proceeds through the court of jurisdiction.

VI. Confidentiality

A. Maintaining confidentiality regarding the contents of any meetings or statements made in the restorative circles and conferences is paramount to the integrity of the program. This applies to all parties involved and will by necessity limit the amount and type of information that may be shared about a person's participation in the process. Statements made by a respondent during a circle or conference are deemed inadmissible by prosecuting agencies in any further criminal action that results from a respondent's non-completion or termination from the program in the referred matter. An exception exists for communications that trigger mandatory reporter standards or threats of harm or future crimes.

This Directive was implemented on XX-XX-XX, and will supersede any previously existing policies, arrangements, or understandings to the contrary.

BY ORDER OF THE CHIEF:

Craig J. Sherven
Chief of Police

Community Restorative Court

Jonathan Scharrer, Director of Restorative Justice Project
Ron Johnson, Coordinator
Stephanie Marino, Senior Social Worker
Jackie Hammond, Program Leader
Donnetta Foxx, Program Leader

CRC Mission

REPAIR HARM

REDUCE RISK

REBUILD COMMUNITY

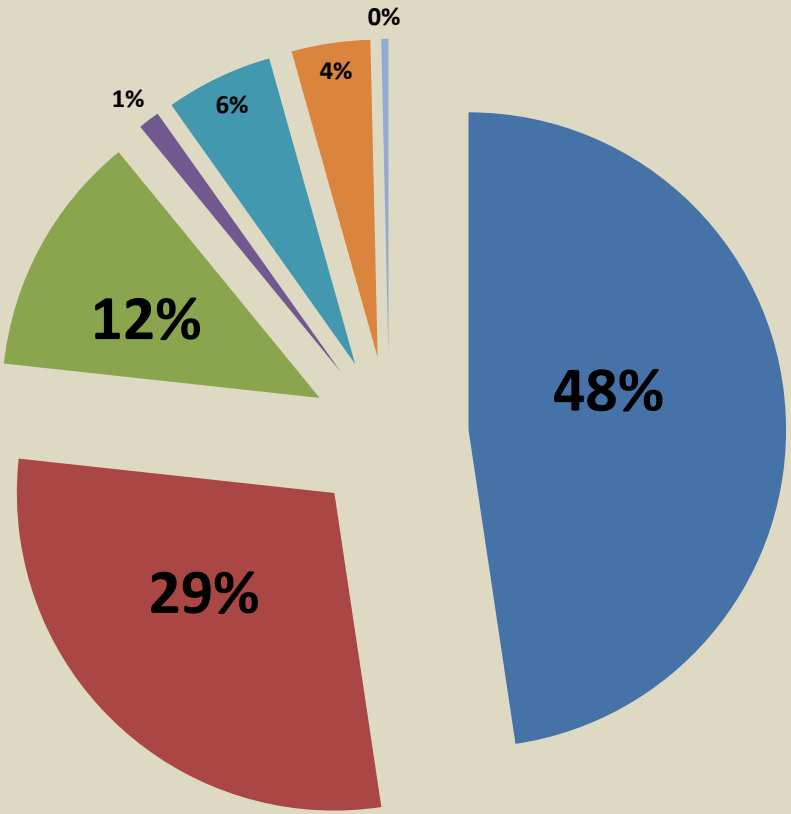
CRC's Response To Crime

- Victim Based
- Respondent Focused
- Community Driven

What is CRC?

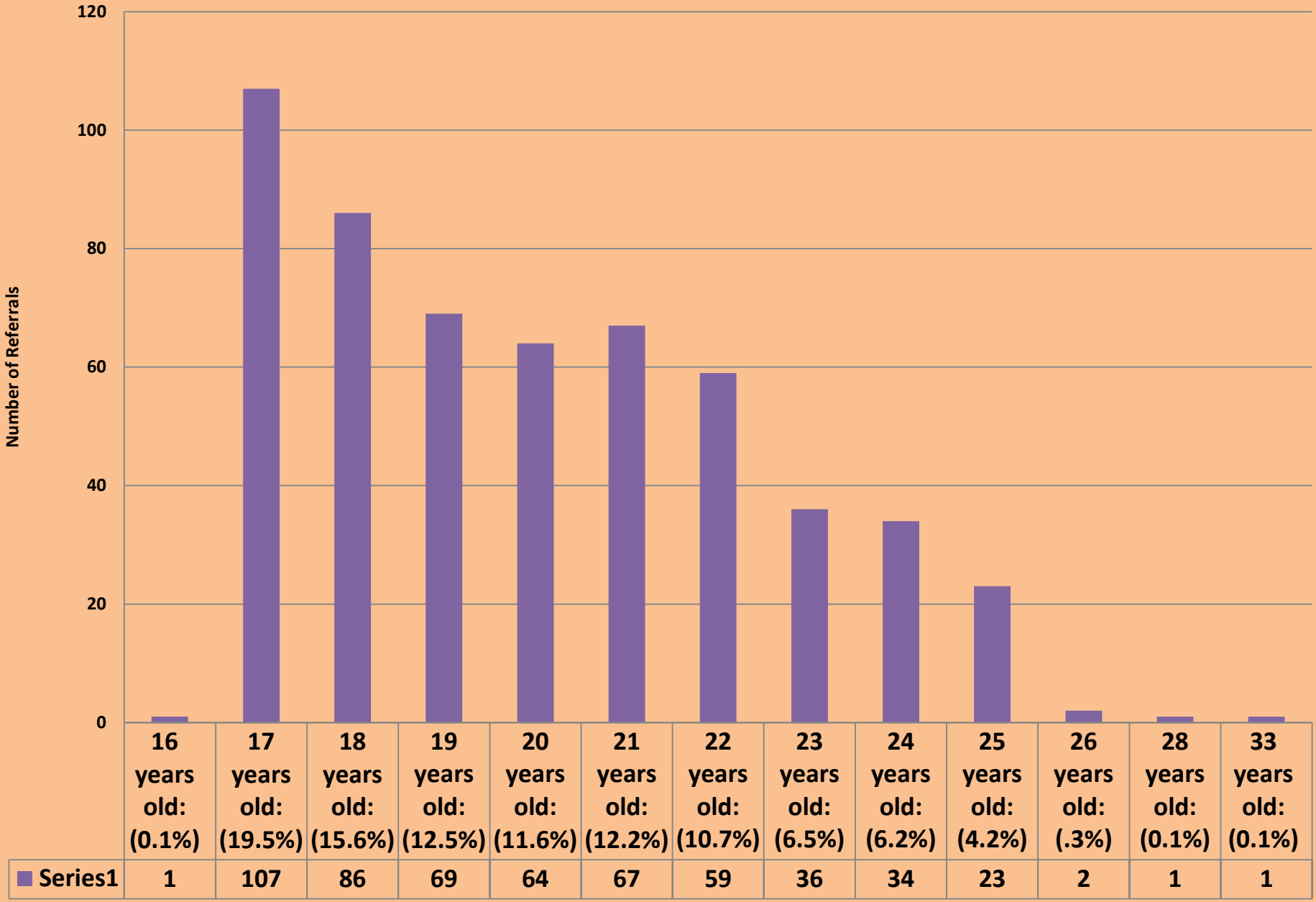
- Pre-Charge Diversion Program for 17-25 year olds
- Eligible referrals include Municipal and Misdemeanor crimes
- Provides a voluntary alternative to the traditional justice system by using a restorative justice model that includes victims and community members (trained Peacemakers)
- Upon completion of the program, respondents do not receive a formal charge or CCAP entry
- If unsuccessful, the respondent returns to the traditional criminal justice system for charging/citation

Total Referral Source: July 2015- August 2019



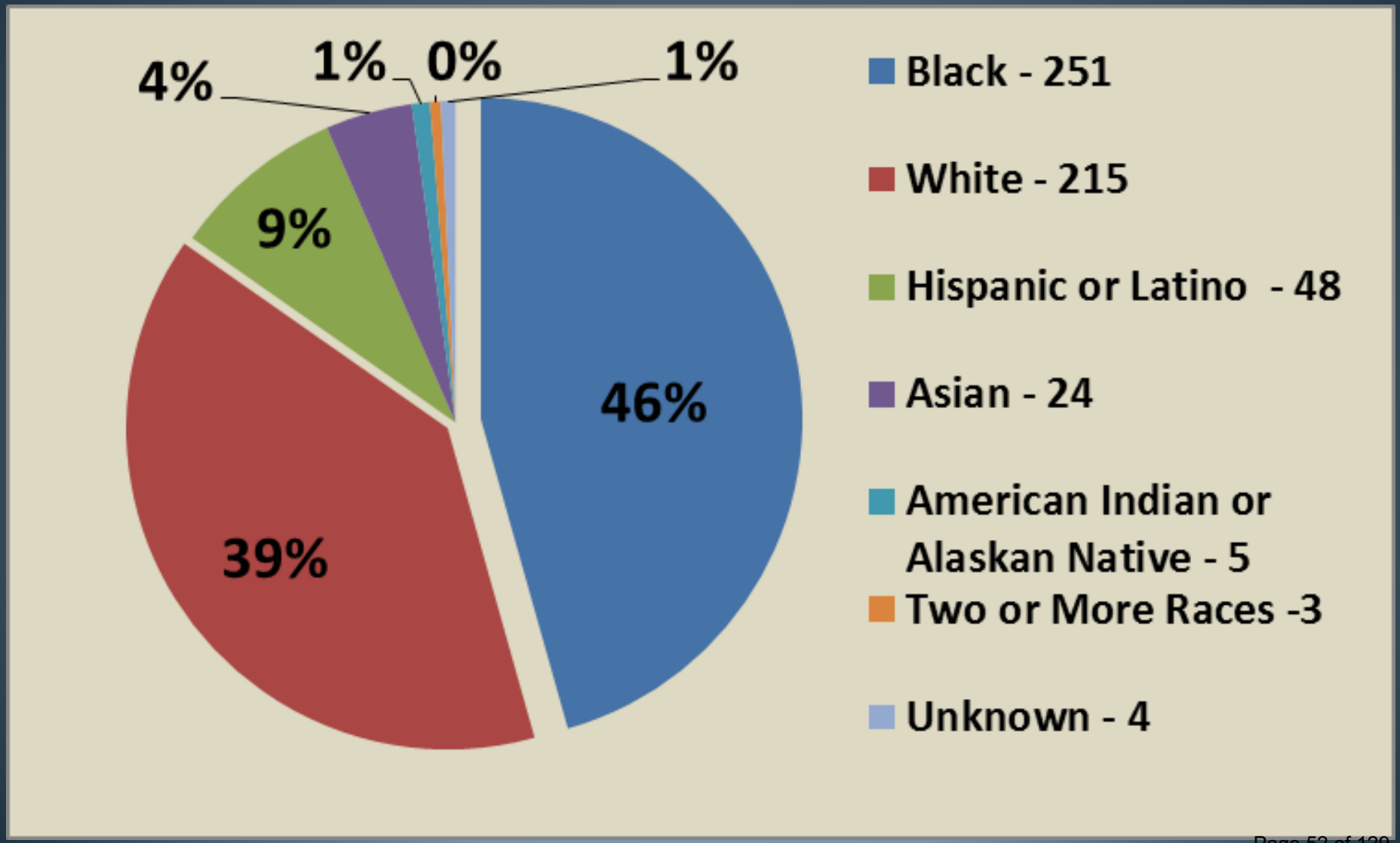
- City of Madison Police Department -262
- District Attorney's Office - 160
- City of Fitchburg Police Department - 68
- Town of Madison Police Department - 6
- University of Madison Police Department - 30
- Sun Prairie Police Department – 22
- Middleton Police Department – 2

July 2015- August 2019 Age Breakdown

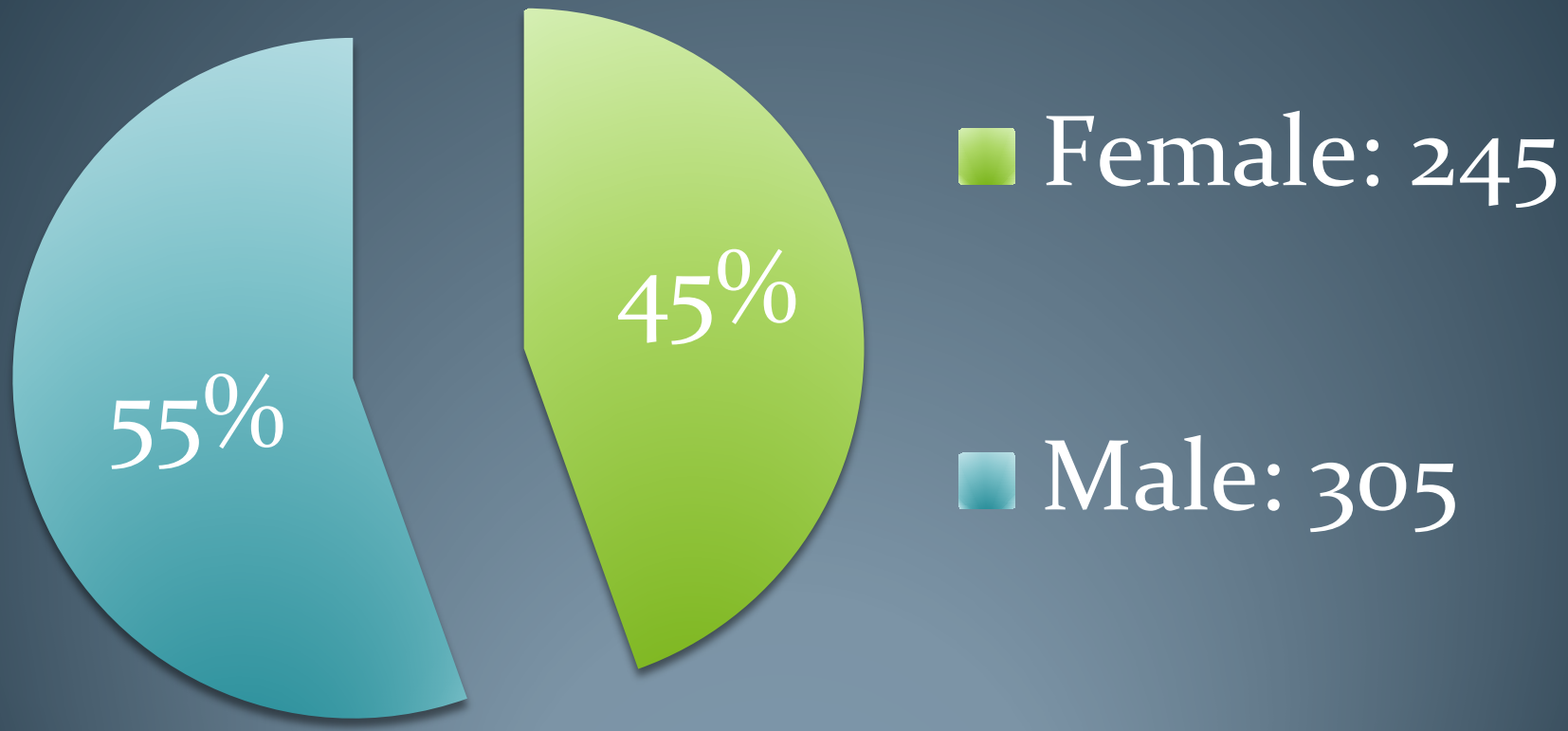


	16 years old: (0.1%)	17 years old: (19.5%)	18 years old: (15.6%)	19 years old: (12.5%)	20 years old: (11.6%)	21 years old: (12.2%)	22 years old: (10.7%)	23 years old: (6.5%)	24 years old: (6.2%)	25 years old: (4.2%)	26 years old: (.3%)	28 years old: (0.1%)	33 years old: (0.1%)
Series1	1	107	86	69	64	67	59	36	34	23	2	1	1

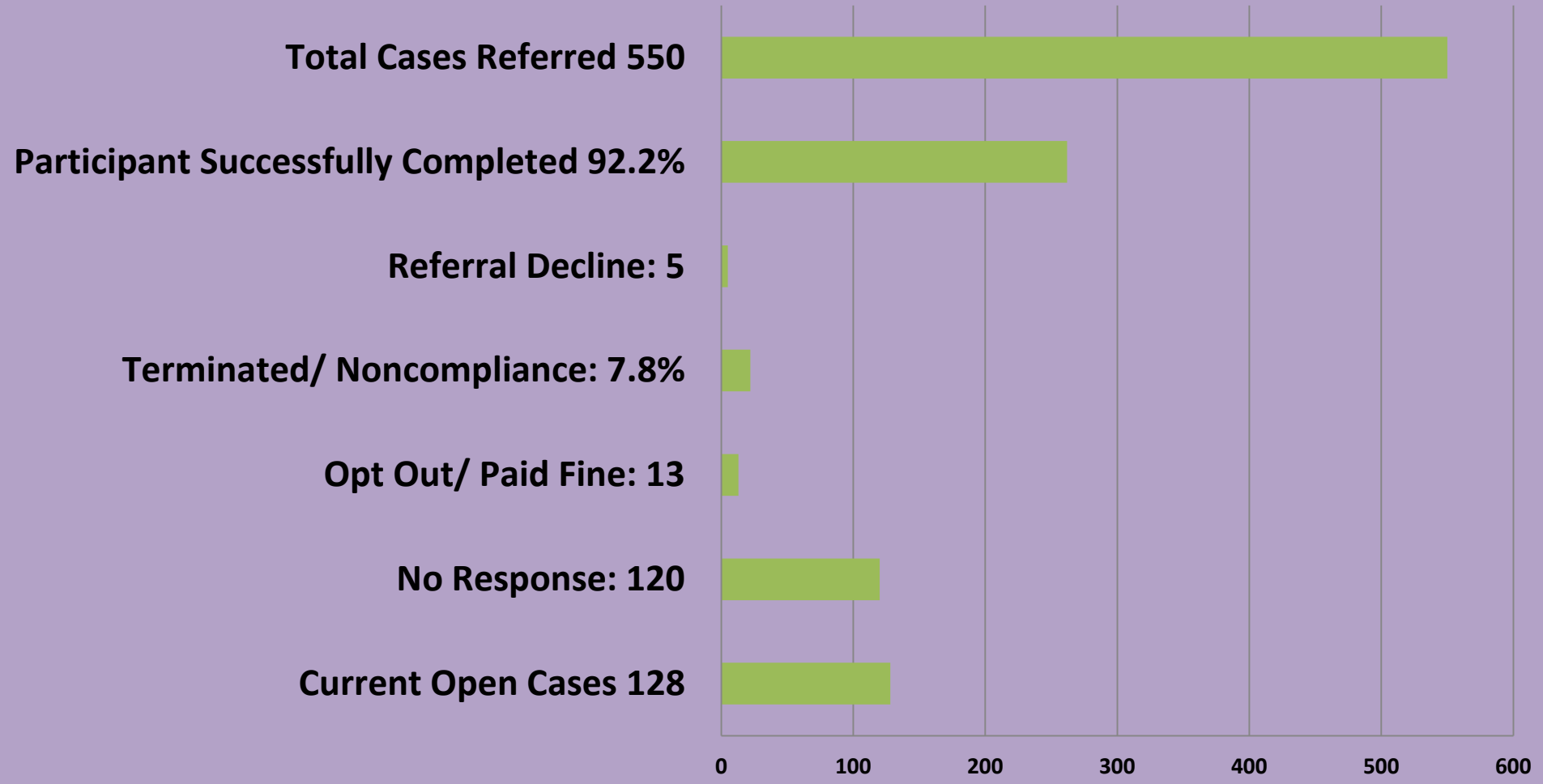
Total Race: July 2015 – August 2019



Total Gender: July 2015- August 2019



Success Rate: July 2015- August 2019



	Current Open Cases 128	No Response: 120	Opt Out/ Paid Fine: 13	Terminated/ Noncompliance: 7.8%	Referral Decline: 5	Participant Successfully Completed 92.2%	Total Cases Referred 550
Series1	128	120	13	22	5	262	550

Who is Eligible for CRC?

- 17-25 year olds in Dane County
- Municipal and Misdemeanor/ Felony crimes
  - 1. Battery
  - 2. Disorderly Conduct
  - 3. Obstructing an Officer
  - 4. Theft
  - 5. Criminal Damage to Property
- Lack of severe or violent criminal record
- Respondent must accept responsibility for the offense

Who is NOT Eligible?

- Criminal traffic violations
- Drug offenses
- Child abuse and child neglect charges
- Sexual assault offenses
- Crimes involving weapons

Intake Process with Respondent

1. CRC receives Referral from Agency

2. CRC Program Leader, Jackie Hammond, contacts Respondent through phone, text and letter to schedule Intake appointment with CRC staff.

3. Intake scheduled with CRC staff.
   a. Social history interview to gather information to gain a full perspective of what lead the respondent to commit a crime
   b. Risk/ Need Assessment- identifies criminal record, behavioral needs, AODA experience, employment and housing history
   c. Identify underlying needs to address basic stabilization such as housing, employment, mental health, education

OVERLAPPING RISK FACTORS

- TRAUMA HISTORY
- LACK OF A FAMILY CONNECTION
- CHRONIC ABUSE AND NEGLECT
- NOT CONNECTED TO COMMUNITY RESOURCES
- SUBSTANCE ABUSE AND MENTAL HEALTH

Intake Process with Victim

1. CRC contacts victim once the respondent has scheduled an Intake appointment

2. Phone Intake and/or Physical Intake to prepare victim for the circle and gain their perspective

3. Victim is offered participation options:
   a. Participation in the Circle (including a support person)
   b. Send a Surrogate to the circle to represent them
   c. Provide a written or verbal statement to be presented at the circle
   d. Provide needs/ wishes for harm to be repaired

Community Members

1. Take part in holding the respondent accountable.
2. Speak to how the community is affected by the type of conduct and behavior displayed by the respondent.
3. Take responsibility for supporting completion of outcomes/ agreements.
4. Identify resources to contribute to the Repair Harm Agreement
5. Help respondents understand the broader impact.
6. Support the victim. Mentor the respondent.

CRC Circle Process

CRC Circle Process Members

- 1. CRC Staff - Circle Facilitator responsible for guiding the circle
- 2. Respondent (Support Person)
- 3. Victim (Support Person)
- 4. Peacemakers- 2-4 trained community members
- 5. Primary Officer in specific cases- Resisting/ Obstructing

Repair Harm Agreement

- Contract stating what the respondent needs to accomplish in order to complete the program successfully.
- The agreement is specific, measurable, attainable and relevant with end dates.
- **Conditions have included:** AODA assessment, individual and family therapy, community service, restitution, meetings with officers, retail theft group, AA Meetings, employment search, reflection papers, letters of apology, school registration, mentorship with peacemaker
- Average agreement length is 3-6 months.

Closing Process

- CRC Staff conducts individual debriefings with respondents, victims and peacemakers
- Confidential Surveys are sent to everyone involved in the circle
- Closure letter is sent to the Referral Agency and Primary Officers
- The Respondent does not receive a formal charge or CCAP entry

“Each of us is more than the worst thing we’ve ever done.”

— Bryan Stevenson, Just Mercy: A Story of Justice and Redemption

DANE COUNTY HUMAN SERVICES

VILLAGE OF
McFarland

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, July 27, 2020**

SECTION: **Business**

DEPARTMENT: **Administration**

CONTACT: **Matt Schuenke, Village Administrator**

AGENDA ITEM: **Discussion regarding Resolution #2020-19: a resolution to create a special committee to advance racial equity in the Village of McFarland.**

PREVIOUS ACTION:
The Village Board took action to approve Resolution 2020-14 at its meeting on June 22, 2020 which established the desire to create a special committee for this purpose.

ISSUE SUMMARY:
Enclosed within your packet is a proposed resolution that would create a special committee to advance racial equity in the Village of McFarland. This is presented for discussion only at this time to allow members of the Board and Community to react and provide input on its contents. This is a part of the action plan from Resolution #2020-14 and much of how this special committee is proposed to be created is modeled after the language and action plan established within that resolution. This resolution is also included as background.

The group itself is meant to be created as a Subcommittee which by definition within our code is established as follows..."a special working committee created to advise an authority, board, commission, or standing committee on a narrow issue or range of issues." Some of the terms for the creation of the Committee are based on similar terms of how the Sustainability Ad-Hoc Committee was established earlier this year.

Again, this is presented to initiate the discussion and a base draft to work from. The Village Board may address the language as it desires based upon Community input and their review.

FINANCIAL/BUDGET IMPACT:
The Committee is proposed to be Staffed by the Village Administrator. It may incur costs within the future which will for the time being need to conform to current budget standards and future budget conditions as applicable.

VILLAGE PLAN REFERENCE:
None.

ORDINANCE REFERENCE:

Section 2-481(b) - This is the Ordinance language within our code that establishes the definition for a Subcommittee.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
Presented for discussion.

ATTACHMENTS:
1. 2020-19 Resolution to Create a Special Committee to Advance Racial Equity in McFarland
2. 2020-14 To Advance Racial Equity, Social Justice, Diversity, and Inclusion within the Village of McFarland

RESOLUTION #2020-19

A RESOLUTION TO CREATE A SPECIAL COMMITTEE TO ADVANCE RACIAL EQUITY, SOCIAL JUSTICE, DIVERSITY, AND INCLUSION IN THE VILLAGE OF MCFARLAND

WHEREAS, the Village of McFarland is committed to advancing racial equity, social justice, diversity, and inclusion within our Community;

WHEREAS, the Village Board for the Village of McFarland has previously adopted Resolution #2020-14 which is its commitment to the included action plan prepared by the Community to effectuate change;

WHEREAS, Resolution #2020-14 identified a commitment by the Village Board to "create a diversity and inclusion committee or special committee"; and

WHEREAS, the Village Board desires to create such a special committee to reaffirm its commitment to the Community in order to advance racial equity, social justice, diversity, and inclusion.

NOW, THEREFORE BE IT RESOLVED, that the Village Board of the Village of McFarland, Dane County, Wisconsin, does hereby create the Diversity and Inclusion Subcommittee and establishes the following conditions regarding its implementation:

1. The Diversity and Inclusion Subcommittee is formed in accordance with definition and requirements outlined in Section 2-481(b) of the McFarland Municipal Code.

2. Membership of the Subcommittee will be made up entirely of Residents of the Village of McFarland to be appointed by the Village President subject to confirmation by the Village Board. Additionally, the Village President shall appoint the Chairperson of the Subcommittee subject to confirmation by the Village Board. A minimum of 5 Residents and a maximum of 9 Residents will compose the membership of the Subcommittee.

3. The Diversity and Inclusion Subcommittee shall be tasked with the following:

    a. Review appointment process to Boards, Commissions, and Committees in ensure appointment of all demographics and increase education in order to engage communities of color to participate within Village government.

    b. Review and recommend training opportunities for all Village Employees to participate in at least annually in State and/or Nationally recognized, accredited, and/or professional training in racial equity, social justice, diversity, and inclusion.

    c. Review of police training programs and use of force policies as needed to ensure consistency with State law and/or other nationally accredited groups as might be applicable.

    d. Review and recommend programs, resources, and discussion topics to the Library to increase cultural awareness.

e. Review and recommend diversity and equity initiatives to the School Board for the School District of McFarland.

f. Publish an annual report regarding the initiatives the Village is taking in order to support anti-racist policies and activities in the Community as well as progress on advancing action steps of Resolution #2020-14.

g. Review and recommend revisions to policies that create systemic barriers to diverse populations within the Community.

h. Make a recommendation to the Village Board regarding the Diversity and Inclusion Subcommittee be established within the McFarland Village Code of Ordinances as a Standing Committee.

4. The Diversity and Inclusion Subcommittee will be advisory in nature and serve under the direct supervision and discretion of the Village Board.

5. The Subcommittee will make its recommendation by September 1, 2021 unless otherwise decided or extended by the Village Board. Further, the Subcommittee will make progress reports at least every 3 months following the scheduling of their first meeting.

6. The Subcommittee will be supported by the Village Administrator with assistance and cooperation from all Village Departments as needed.

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

APPROVED:

_____

Brad Czebotar, Village President

ATTEST:

_____

Cassandra Suettinger, Village Clerk-Treasurer

RESOLUTION # 2020-19	
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:	

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 22nd day of June, 2020.

Brad Czebotar
Village President

Attest:

Cassandra Suettinger
Clerk/Treasurer

RESOLUTION #2020-14	
MOTION	SECOND
Czebotar	Rupert
ACTION	DATE
Adopted	06/22/2020
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Brassington - Aye	Kryzenske – Aye
Clow – Nay	Rupert – Aye
Czebotar – Aye	Utter – Nay
Flaherty - Aye	
VOTING RESULTS	
Motion Carried:	5 – 2 – 0
Motion Defeated:	

VILLAGE OF
McFarland

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, July 27, 2020**

SECTION: **Business**

DEPARTMENT: **Public Works**

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

AGENDA ITEM: **Discussion and action regarding the timeline for penalties or late fees on utility accounts.**

PREVIOUS ACTION:
None.

ISSUE SUMMARY:
Emergency Order #11 issued by Governor Tony Evers from March 2020 authorized public utilities to waive late fees. On June 11, 2020 the Public Service Commission (PSC) voted unanimously to lift the process of waiving late fees. Per the PSC they determined that utilities may begin to issue late fees effective July 15, 2020 and that utilities may opt in to continuing to waive late payment fees through December 31, 2020, if they choose. These late fees may only be issued on amounts incurred beginning July 15, 2020 and moving forward. Based on the July 15, 2020 date the earliest we could conduct the penalty process would be October. In polling five surrounding municipalities, three will reinstate late fees and two have not made a decision yet.

FINANCIAL/BUDGET IMPACT:
Based on two months of data for 2020, we average $843.53 in total for water, sewer and stormwater penalties per month. Comparison to a years worth of data for 2019, we averaged $920.80 per month in penalties. If we begin charging late fees in October and utilizing the 2020 average data, penalty revenue would be approximately $2,530.39. Based on aging data collected it does not appear that COVID19 had much impact on utility payments. Trending appears similar to 2019 and the 2020 six month average shows aging less than 2019 data.

VILLAGE PLAN REFERENCE:
None.

ORDINANCE REFERENCE:
None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
The Public Utilities Committee did not make a motion as the moratorium from the PSC lifts the waiving of late fees and therefore late fees can be assessed on services incurred on July 15, 2020

and going forward. In conferring with our Attorney their recommendation is that the Village Board creates a motion regarding the change in policy for the penalty process.

ATTACHMENTS:

1. July PU Meeting Email regarding Late Fees
2. June 26 PSC order from League of WI Municipalities 6.29.2020
3. 7.21.20 Penalty Tracking
4. 7.21.20 Aging Tracking

Aimee Irwin

From: Hanna, Alex - PSC <Alex.Hanna@wisconsin.gov>
Sent: Tuesday, June 23, 2020 2:38 PM
To: Aimee Irwin
Cc: Fay, Laura - PSC
Subject: RE: PSC Docket 3490-TW-100 Letter

Hi Aimee,

The Commission determined that utilities may begin to issue late fees effective July 15, 2020 and that utilities may opt in to continuing to waive late payment fees through December 31, 2020 if they choose. Late fees may only be issued on amounts incurred beginning July 15, 2020 and moving forward.

In response to this specific question, any amount billed on July 14, 2020 and prior could still not be assessed a late fee, but any service used July 15, 2020 and moving forward that is used, billed, and not paid on time would be assessed a late fee. Utilities may not retroactively apply late fees on arrears during the time the Order was in effect (3/24/2020 - 7/14/2020). If the utility billing system is able to prorate, it should do so. If not able to prorate, then the utility may issue late fees on the first possible date of billing that covers usage from July 15, 2020 and moving forward. The late fee is based off when the service was used, so if the bill covers a period prior to July 15, then the utility cannot assess late fees to that portion of the bill, however the portion moving forward you could assess the late fee.

I hope you find this information to be helpful.

Thank you,

Alex Hanna

From: Aimee Irwin <aimee.irwin@mcfarland.wi.us>
Sent: Tuesday, June 23, 2020 1:51 PM
To: Hanna, Alex - PSC <Alex.Hanna@wisconsin.gov>
Subject: RE: PSC Docket 3490-TW-100 Letter

Alex,

I had another question brought up to me today as well unrelated to below. I received notification that the moratorium on charging late fees for utility delinquencies will be ending. Does this mean that we could charge late fees again as soon as after our July 20th deadline or does it need to be charges/services provided after July 15th that would then be charged late fees if debts occur for those? Or on July 20th would be simply charge penalties for any debts that exist?

Thank you,

Aimee Irwin
Assistant to the Public Works Director
Village of McFarland
5115 Terminal Drive
McFarland, WI 53558
608.838.7287

PSC Provides More Information on Ending Utility Disconnection and Late Payment Fee Moratorium

By Curt Witynski, Deputy Director, League of Wisconsin Municipalities

On June 26 the Wisconsin Public Service Commission (PSC) issued an order providing municipal utilities with more detailed information about ending the COVID-19 related moratorium on service disconnections and charging late payment fees.

The Order specifies the following:

Disconnection or Refusal of Service. The Commission determines that a reasonable balance for both utilities and customers is to lift the temporary prohibition against disconnecting or refusing service and allow utilities to issue disconnection notices on July 15, 2020, with a minimum 10-day window so that the first date of disconnection would occur on or after July 25, 2020. Under normal circumstances, utilities may, but are not required to, disconnect service for nonpayment pursuant to the requirements of the Wisconsin Administrative Code. Therefore, a utility may commence issuing disconnection notices on July 15, 2020, or it may roll out a phased approach based on thresholds as required by operational conditions and constraints, as long as the approach is nondiscriminatory.

Refusal of Service for Failure to Provide Documentation of Residency or Identity. The Commission finds it reasonable to lift this provision as follows. With regard to an existing customer who has failed to provide documentation of residency and identity, a utility may send a disconnection notice beginning on July 15, 2020, and may disconnect service beginning on July 25, 2020. With regard to a new customer requesting service, a utility may refuse service for failure to provide documentation of residency and identity beginning on July 25, 2020.

Deposits. The Commission finds it reasonable to lift the suspension on customer deposits effective July 31, 2020. The Commission determines that continuing this temporary provision until the end of July will provide customers with time to become aware of the lifting of the provision and bring past due balances to their accounts current to avoid being required to make a deposit.

Late Payment Fees. The Commission finds it reasonable to lift this temporary provision effective July 15, 2020. Late fees imposed after this provision is lifted may only be assessed on amounts incurred on or after July 15, 2020. The Commission further finds it reasonable to provide that, beginning July 15, 2020, utilities may elect to continue to waive late fees in a non-discriminatory manner until December 31, 2020, notwithstanding any tariff provision to the contrary. Utilities that elect to continue to waive late fees shall notify the Commission of their plans for waiving fees.

Landlord Requested Termination of Municipal Electric Services. The Commission finds it reasonable to lift this temporary provision effective July 25, 2020, consistent with the first available date the Commission sets for utilities to disconnect service for nonpayment. The termination of this provision ends the Commission's tracking of this requested activity.

Credit Card Convenience Fees. The Commission finds it reasonable to lift this temporary provision as follows. Utilities that have received authorization to waive credit card convenience fees through the process set forth in the Commission's order of March 24, 2020 in this docket shall resume charging such fees effective December 31, 2020, except that such utilities may choose to resume charging such fees at an earlier date upon submission of a request to the Commission.

Deferred Payment Agreements. The Commission finds it reasonable to lift the temporary provisions relating to DPAs effective August 15, 2020. A utility must offer a DPA to any customer unable to pay their bill in full until August 15, 2020. Following that effective date, a utility may decline to offer a subsequent DPA or initiate a process to disconnect service if applicable without offering a subsequent DPA, unless a residential customer has had a significant change in ability to pay since the previous, defaulted DPA was established. Pursuant to the specific requirements and procedures established in the Wisconsin Administrative Code regarding DPAs, if a residential Docket 5-UI-120 10 customer has not defaulted on a DPA, the utility shall offer a DPA. As of August 15, 2020, utilities may, but will no longer be required, to offer DPAs to commercial customers.

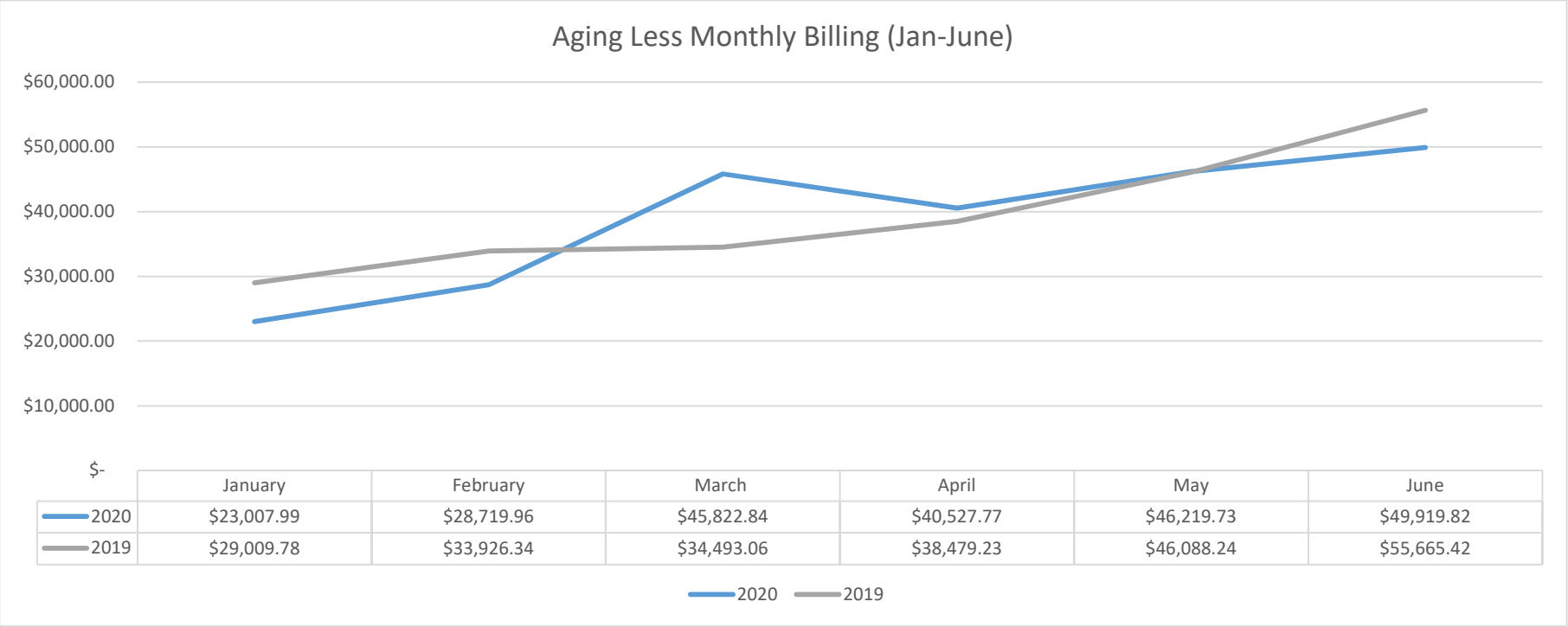
PENALTY TRACKING

	1/31/2020	2/29/2020	3/31/2020	4/30/2020	5/31/2020	6/30/2020	7/31/2020	8/31/2020	9/30/2020	10/31/2020	11/30/2020	12/31/2020	6 month Average	*Average*	
Water Penalty	$ 260.37	$ 248.14	$ -	$ -	$ -	$ -	$ -						$ 84.75	*$ 254.26*	600-46450-105
Sewer Penalty	$ 422.71	$ 418.23	$ -	$ -	$ -	$ -	$ -						$ 140.16	*$ 420.47*	600-46410-105
Stormwater Penalty	$ 164.09	$ 173.51	$ -	$ -	$ -	$ -	$ -						$ 56.27	*$ 168.80*	605-46900-000
Total	**$ 847.17**	**$ 839.88**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	$ 281.18	*$ 843.53*	
	1/31/2019	**2/28/2019**	**3/31/2019**	**4/30/2019**	**5/31/2019**	**6/30/2019**	**7/31/2019**	**8/31/2019**	**9/30/2019**	**10/31/2019**	**11/30/2019**	**12/31/2019**	**6 month Average**	***Average***	
Water Penalty	$ 260.12	$ 303.49	$ 318.08	$ 233.93	$ 294.79	$ 309.86	$ 233.95	$ 246.04	$ 333.75	$ 291.76	$ 268.04	$ 240.43	$ 286.71	*$ 277.85*	600-46450-105
Sewer Penalty	$ 423.32	$ 538.87	$ 498.63	$ 413.35	$ 493.37	$ 549.98	$ 396.28	$ 439.32	$ 525.76	$ 522.95	$ 470.60	$ 427.88	$ 486.25	*$ 475.03*	600-46410-105
Stormwater Penalty	$ 131.04	$ 171.73	$ 225.09	$ 105.10	$ 238.99	$ 142.13	$ 137.63	$ 133.79	$ 262.59	$ 138.24	$ 213.58	$ 115.19	$ 169.01	*$ 167.93*	605-46900-000
Total	**$ 814.48**	**$ 1,014.09**	**$ 1,041.80**	**$ 752.38**	**$ 1,027.15**	**$ 1,001.97**	**$ 767.86**	**$ 819.15**	**$ 1,122.10**	**$ 952.95**	**$ 952.22**	**$ 783.50**	$ 941.98	*$ 920.80*	

Aging Tracking

Aging less monthly billing 2020											
1/31/2020	**% Change**	**2/29/2020**	**% Change**	**3/31/2020***	**% Change**	**4/30/2020**	**% Change**	**5/31/2020**	**% Change**	**6/30/2020**	**% Change**
$ 23,007.99	13.8%	$ 28,719.96	24.8%	$ 45,822.84	59.6%	$ 40,527.77	-11.6%	$ 46,219.73	14.0%	$ 49,919.82	8.0%
Aging less monthly billing 2019											
1/31/2019	**% Change**	**2/28/2019**	**% Change**	**3/31/2019**	**% Change**	**4/30/2019**	**% Change**	**5/31/2019**	**% Change**	**6/30/2019**	**% Change**
$ 29,009.78	7.6%	$ 33,926.34	16.9%	$ 34,493.06	1.7%	$ 38,479.23	11.6%	$ 46,088.24	19.8%	$ 55,665.42	20.8%

** During March 2020, payments were not processed timely and caused a spike in outstanding utilities owed.*



VILLAGE OF
McFarland

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, July 27, 2020**

SECTION: **Business**

DEPARTMENT: **Public Works**

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

AGENDA ITEM: **Discussion and action to make a recommendation to the Village Board regarding Sanitary Sewer Cleaning and Televising Services.**

PREVIOUS ACTION:
The Request For Proposals were discussed and approved at the 5/19/20 Public utilities meeting and the 5/26/20 Village Board meeting.

Proposals were received and reviewed by the utility committee at their 7/21/20 meeting.

ISSUE SUMMARY:
As part of the yearly sanitary sewer maintenance program, the utility contracts out the sewer cleaning and televising services. It has been past practice to clean and televise approximately one-third of the village per year. The estimated cost for cleaning and televising is in the range of $0.50 per foot, for each service. It is our intent to get this price down as we have about 68,000 feet or 13 miles of pipe to clean.

Proposals were sent out to five separate companies and with that we received four submittals. Prices ranged from $1.05 to $2.00 per foot for cleaning and televising services. These prices are for a period of 3 continuous years if work is completed satisfactory each year.

FINANCIAL/BUDGET IMPACT:
Costs will be paid out of the sanitary service within the Utilities Fund (600).

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Utility committee recommends the proposal from Green Bay Pipe & TV, LLC.

ATTACHMENTS:

1. Sewer and Televising Comparisons for 2020
2. Sanitary Sewer Line Cleaning and Televising RFP 05212020 mgs (2)

Sewer Cleaning and Televising Proposals for 2020

6/29/20jrh

Company	City	Cleaning per foot	Televising per foot	Clean & Televise per foot	Notes	Anticipated Yearly Cost
Roto-Rooter	McFarland, WI	$ 0.65	$ 0.50		Roots - per pass $0.65	$ 78,200*
Green Bay Pipe & TV	Green Bay, WI	$ 0.60	$ 0.65	$ 1.05		$ 71,400
McCanns	Oregon, WI	$ 1.00	$ 1.00	$ 2.00		$ 136,000
The Expiediters Inc.	Dousman, WI	$ 0.67	$ 0.48	$ 1.15	Any easement cleaning and televising @ $4.50 per lineal foot	$ 78,200*

Apparent low bidder is Green Bay Pipe & TV

* Without additional work as listed

VILLAGE OF
McFarland

Request For Proposals

Sanitary Sewer Line Cleaning and Televising

RFP Issuance Date: May 29, 2020

RFP Due Date: June 26, 2020 10:00 a.m.

Please Submit to:

Village of McFarland
Attn: Jim Hessling
5915 Milwaukee Street, PO Box 110
McFarland, WI 53558

SANITARY SEWER LINE CLEANING AND TELEVISING SERVICES FOR VILLAGE OF MCFARLAND

SCOPE OF SERVICES

This Scope of Services will become an integral part of the contract between the Village of McFarland and the Contractor. The Contractor hereby agrees to provide services and/or materials to the Village pursuant to the provisions set forth below.

1. **PURPOSE**: The purpose and intent of the Request for Proposals (RFP) is to solicit proposals from qualified Contractor(s) to provide personnel and equipment necessary for cleaning sanitary sewer lines and closed-circuit television inspection (CCTV) services under the direction of the Village of McFarland Public Works Director.

2. **BACKGROUND**: The Village desires a private contractor to perform these services to maintain a clean collection system, as well as to properly assess the condition of the collection system pipeline.

3. **VILLAGE OF MCFARLAND DESIGNATED REPRESENTATIVE**:

   Jim Hessling
   Public Works Director
   5115 Terminal Drive
   McFarland, WI 53558
   608-838-7287
   jim.hessling@mcfarland.wi.us

4. **WORK REQUIREMENTS**:

   A. CLEANING – The Contractor will be given a list of line sections to be cleaned. It is the intent of this contract to satisfy Village collection system requirements; namely, the Contractor will clean at least one-third (1/3) of the Village collection system each year. It is estimated that the footage to be cleaned is approximately 68,000 feet. This includes sewer mains located in the street and easements. As a condition of the work, the Contractor will be required to use water to clean the footages specified. Bulk water purchases are the responsibility of the contractor.

   B. TELEVISING - The Contractor will be given a list of line sections to be televised. It is the intent of this contract to satisfy Village collection system requirements; namely, the Contractor will televise at least one-third (1/3) of the Village collection system each year. It is estimated that the footage to be cleaned is approximately 68,000 feet. This includes sewer mains located in the street and easements. Should deficiencies in the pipeline or in the area of a manhole structure be noted during operations; additional photographic evidence will be required of the deficiencies to alert the Village of possible repair needs. The Contractor shall provide an electronic copy of the television inspection report upon completion of the work.

C. GENERAL REQUIREMENTS

i. A copy of the collection system map will be given to the contractor at the onset of the contract, to assist in this endeavor.

ii. During the course of the contact, additional infrastructure may be incorporated into the collection system from new development, or other such causes. The village has a right to require the contractor to perform additional cleaning and inspection work at the price per foot quoted by the contractor.

iii. It is understood that this will take multiple weeks, or months, to clean the specified section of the system. Once operations commence, updates will be required by the Village as part of their notification process to residents and businesses. It is also understood that more frequent updates should be given, if the Village or the Contractor feels there is need. Final cleanings shall be completed by December 1st of the contract year, to give Village staff adequate time to review the deliverable and decide if the contract will be renewed.

5. **SCHEDULES/TIMELINES**: The initial term of the contract is from August 1, 2020 through December 31, 2020; with the option to renew by the Village for three (3) successive one (1) year periods, under the same terms and conditions. Any renewal shall be based on satisfactory performance by the Contractor during the previous year.

QUALIFICATIONS AND SUBMISSION REQUIREMENTS

The Proposal must include all of the information set forth in this Section and other Sections of this RFP and should be organized and tabbed appropriately. Including but not limited to the following:

- Company history and background.
- Qualifications of the Contractor.
- Relevant past project experience of the Contractor.
- Availability of resources and reliance on subcontractors.
- No fewer than three municipal references.

All reports are required to be submitted in an electronic format. The following information will be required on the report.

- Manhole number to and from
- Any manhole issues
- Pipe size
- Date and time cleaned
- Any noted problems in this section of pipe

TERMS AND CONDITIONS

Each proposal will be reviewed to determine if it meets the requirements contained within this RFP. Failure to meet the requirements for the RFP may be cause for rejection. The Village may reject any proposal if it is conditional, incomplete, contains irregularities, or if in the sole discretion of the Village not considered in the Village's best interest. The Village may waive an immaterial deviation in a proposal, but this shall in no way modify the proposal document or excuse the Architect from compliance with the contract requirements if the Architect is awarded a contract.

The Village will require the use of its standard contract template. Modifications to this standard may be required or considered subject to review and approval by the Village Attorney under the direction of the Village Board.

There is no expressed or implied obligation for the Village to reimburse firms for any expenses incurred in preparing proposals in response to this request. Materials submitted by respondents are subject to public inspection under Wisconsin law. Any language purporting to render the proposal, or any part thereof, confidential or proprietary will be ineffective and will be disregarded unless consistent with the Wisconsin Public Records Law.

The Village reserves the right to retain all proposals submitted, and to use any idea in a proposal, regardless of whether the proposal was selected. Submission of a proposal indicates acceptance by the Contractor of the terms and conditions contained in the RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Village and the Contractor.

All property rights, including ownership and publication rights of all conceptual plans, designs, bidding documents, and reports produced by the selected Contractor in connection with services performed under this agreement shall be vested in the Village.

The Village reserves the right to reject any or all proposals submitted. Furthermore, the Village reserves the right to award to multiple Contractors or to a single Contractor deemed to be fully qualified and best suited among those submitting proposals.

COST PROPOSAL FORM

The Village of McFarland invites your proposal to provide Sanitary Sewer Line Cleaning and Televising Services for the Village of McFarland Sewer System to be received until 10:00 a.m. on June 26, 2020 at the Village of McFarland Municipal Center, 5915 Milwaukee St, McFarland WI 53558.

In accordance with the attached instructions, terms, conditions, and Scope of Services we submit the following proposal to the Village of McFarland.

This shall include labor, materials, supervision, equipment, appliances, and materials to perform all operations required to do annual Sanitary Sewer Line Cleaning and/or Televising, as specified.

Description	**Total Price**
Cleaning and Televising cost per foot	$

Description	**Total Price**
Cleaning cost per foot	$

Description	**Total Price**
Televising cost per foot	$

I certify that the contents of this proposal are known to no one outside the firm, and to the best of my knowledge all requirements have been complied with.

Authorized Signature_____

Printed Name_____

Title_____

Firm Name_____

Date_____

VILLAGE OF
McFarland

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, July 27, 2020**

SECTION: **Business**

DEPARTMENT: **Public Works**

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

AGENDA ITEM: **Discussion and action regarding the installation of a street light located in the cul-de-sac of Lee South Court.**

PREVIOUS ACTION:
This request was approved at the Public Works committee meeting of July 14, 2020.

ISSUE SUMMARY:
The Public Works Department received a request for a new street light to be located at the end of the court on Lee South Court.

The estimate to operate the light will be an additional $9-11 per month depending upon wattage. The fee includes all maintenance needed to operate the light.

FINANCIAL/BUDGET IMPACT:
The street lighting budget, account 100-53000-291-000, can absorb this amount.

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:
1. Street light e-mail June 2020
2. Street light info Alliant Lee South Ct

-------- Original message --------
From: Phil McDade <Phil.McDade@mcfarland.wi.us>
Date: 6/3/20 2:20 PM (GMT-06:00)
To: Jim Hessling <[redacted]>
Cc: Lee Igl <Lee.Igl@Mcfarland.wi.us>, Aimee Irwin <aimee.irwin@mcfarland.wi.us>
Subject: FW: New street light request

Jim et al.:

This is from John Domack at Lee South Court, who would like to initiate the process of getting a street light placed on Lee South Court (relatively newly annexed neighborhood into the village). I assume Alliant Energy gets looped into this at some point.

Phil McDade

From: John Domack <jdomack40@gmail.com>
Sent: Wednesday, June 3, 2020 2:17 PM
To: Phil McDade <Phil.McDade@mcfarland.wi.us>
Subject: New street light request

Hi Phil.

This note is in reference to our discussion a few months ago, about having a new street light put in at our Lee South Ct location, in the end of our court.

I have spoken to all of our neighbors in the court area, and they're thrilled at the possibility of getting one put in. We have had numerous cars pull into the court that are strange to the area and that don't belong here. This is also coming from comments from the other neighbors. We feel it would provide some security for us, as well as piece of mind, with some illumination to deter strangers from parking here that shouldn't.

Please consider this note as a formal request for a new street light to be put in for the Lee South Court neighbors.

Thank you Phil,

Best regards,

John Domack

3280 Lee South Court,

McFarland, WI 53558

608-213-3849

Jim,

Sounds good to me! Just let me know how you would like to proceeded. If we are just adding a light to an existing pole we can turn that around pretty quick.

Thanks!

Nicholas Dachniwskyj | Lead Engineering Tech

Alliant Energy
1521 Progress LN | Stoughton, WI 53589
Office: (608) 877-1643 | Cell: (608) 444-9362
alliantenergy.com I nicholasdachniwskyj@alliantenergy.com

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From: Jim Hessling <Jim.Hessling@mcfarland.wi.us>
Sent: Wednesday, July 08, 2020 7:41 AM
To: Dachniwskyj, Nicholas <NicholasDachniwskyj@alliantenergy.com>
Subject: [EXTERNAL] RE: Street light addition

CAUTION: This is an **external** email that came from **outside** Alliant Energy. Use caution and never respond to an email asking for personal information. Remember the CyberSecurity SEAL when reading email:

Sender – Is the sender someone you know and are you expecting email from them?
External – Messages from outside Alliant Energy will be labeled External in the subject line.
Attachments – If this email contains attachments, are you expecting them? Is it the type of thing this sender would share with you?
Links – If this message contains links, type in the website's address directly in your browser rather than clicking the link in the email.

Hi Nick,
Thanks for the reply. I think if we go with a light on the pole as depicted on your sketch, we should be ok. I will let you know how we want to proceed.
Thanks again,
Jim

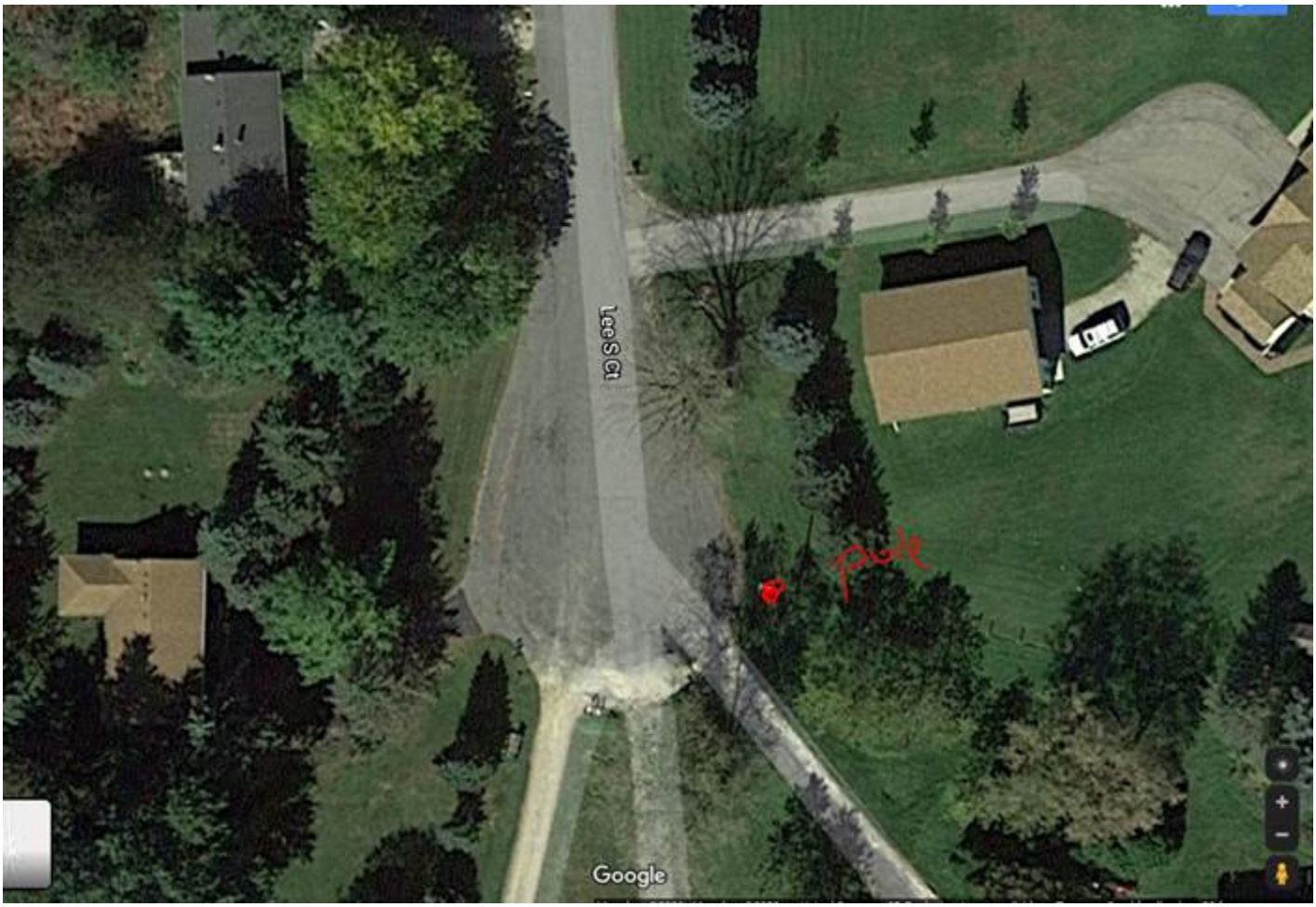
Jim Hessling | Director of Public Works | Village of McFarland | 5115 Terminal Drive | McFarland, WI 53558 | |608-838-7287 | jim.hessling@mcfarland.wi.us | Proud member of the WI American Public Works Association

From: Dachniwskyj, Nicholas <NicholasDachniwskyj@alliantenergy.com>
Sent: Tuesday, July 07, 2020 2:25 PM

To: Jim Hessling <Jim.Hessling@mcfarland.wi.us>
Subject: RE: Street light addition

Jim,

Where would you like the new street light to be located? We do have an existing pole on the East side of the cul-de-sac that we could add a 100W or 150W equivalent LED light to and aim it towards the middle of the cul-de-sac that would give some good illumination to the 4 driveways. If we do add a light to an existing pole there would be a monthly charge of ~$9 or $11 depending on the size of light installed. We can add a new pole more centered on the end of the cul-de-sac if desired.



Please let me know what you think and if you'd like an estimate for the new pole routes.

Thanks!

Nicholas Dachniwskyj | Lead Engineering Tech

Alliant Energy
1521 Progress LN | Stoughton, WI 53589
Office: (608) 877-1643 | Cell: (608) 444-9362

alliantenergy.com | nicholasdachniwskyj@alliantenergy.com

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From: Jim Hessling <Jim.Hessling@mcfarland.wi.us>
Sent: Tuesday, July 07, 2020 11:46 AM
To: Dachniwskyj, Nicholas <NicholasDachniwskyj@alliantenergy.com>
Subject: [EXTERNAL] Street light addition

CAUTION: This is an **external** email that came from **outside** Alliant Energy. Use caution and never respond to an email asking for personal information. Remember the CyberSecurity SEAL when reading email:

Sender – Is the sender someone you know and are you expecting email from them?
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Attachments – If this email contains attachments, are you expecting them? Is it the type of thing this sender would share with you?
Links – If this message contains links, type in the website's address directly in your browser rather than clicking the link in the email.

Hi Nick,
Could I get a price on a the installation of an additional street light on Lee South Court, just off of Siggelkow Road. A wooden pole will suffice for this location. Below is a map of the area.

What I need is:
Cost of the installation if any
Monthly charge for the pole and fixture.
I look forward to your reply.

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 | Proud member of the WI American Public Works Association

VILLAGE OF
McFarland

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, July 27, 2020**

SECTION: **Business**

DEPARTMENT: **Administration**

CONTACT: **Matt Schuenke, Village Administrator**

AGENDA ITEM: **Discussion and action on Resolution 2020-20: a resolution to acquire the property at 5817 Milwaukee Street.**

PREVIOUS ACTION:
At its meeting on July 13, 2020, the Village Board took action to authorize the Village Administrator to issue an offer to purchase the property in an amount of $135,000.

ISSUE SUMMARY:
The Village Board had previously authorized the issuance of an offer to purchase for 5817 Milwaukee Street in order to acquire the property for future public use. The terms of this offer were accepted by the Property Owner which now requires ratification by resolution from the Village Board to send the acquisition to closing. The intent of acquiring this property is to support future parking expansion adjacent the Municipal Center as it currently sits across the street. A parking lot similar to the west of this property can be easily replicated to provide an outlet for off-street parking to support the Municipal Center and other downtown uses.

FINANCIAL/BUDGET IMPACT:
The acquisition will be funded by TID #4 as part of the blight elimination objective within that project plan. The initial authorization was for $135,000 and upon review the Property Owner requested further consideration to cover some additional closing costs (i.e. currently delinquent taxes). Proceeds from the sale of this lot to any part will go towards paying off the delinquent taxes no matter the buyer. In order to do so, the order was increased to $138,750 to cover these costs which then was accepted. A contingency was placed in the Offer; however, that this is subject to board approval which can be satisfied with adoption of the resolution. The only other difference from the last meeting is the closing date which has been moved to August 28th, about a month after Village Board ratification.

VILLAGE PLAN REFERENCE:
None.

ORDINANCE REFERENCE:
None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for approval.

ATTACHMENTS:

1. 2020-20 Resolution to Ratify the Acquisition of 5817 Milwaukee Street
2. Exhibit A - 5817 Milwaukee Street

RESOLUTION 2020-20

A RESOLUTION RATIFYING AND APPROVING A PURCHASE AGREEMENT FOR PROPERTY LOCATED AT AND ADJACENT TO 5817 MILWAUKEE STREET, MCFARLAND, WI.

WHEREAS, the Village Board previously authorized the Village Administrator to negotiate a purchase agreement for the acquisition of property located at 5817 Milwaukee Street in the Village;

WHEREAS, the Village Administrator and the property owners have reached an agreement on the terms of the proposed transaction as reflected in the purchase agreement attached hereto as Exhibit A; and

WHEREAS, the Village Board finds the terms of the proposed agreement to be fair and reasonable and has determined that the purchase of the property on said terms for redevelopment will promote the public interest.

NOW, THEREFORE, BE IT RESOLVED, that the Agreement attached hereto as Exhibit A is ratified and approved, and the Village Administrator is authorized to take such actions as may be necessary to carry out the agreement, including the authority to execute notices and waivers as may be appropriate in completing the transaction contemplated thereby.

The above and foregoing Resolution was duly adopted at a regular meeting of the McFarland Village Board on July 27, 2020.

APPROVED:

_____

Brad Czebotar, Village President

ATTEST:

_____

Cassandra Suettinger, Village Clerk-Treasurer

RESOLUTION # 2020-20	
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:	

WB-11 RESIDENTIAL OFFER TO PURCHASE

LICENSEE DRAFTING THIS OFFER ON July 21, 2020 **[DATE] IS (AGENT OF BUYER)**
(~~AGENT OF SELLER/LISTING BROKER)~~ ~~(AGENT OF BUYER AND SELLER)~~ STRIKE THOSE NOT APPLICABLE

GENERAL PROVISIONS The Buyer, Village of McFarland, a muncipal body politic, offers to purchase the Property known as [Street Address] 5817 Milwaukee Street in the Village of McFarland, County of Dane Wisconsin (insert additional description, if any, at lines 165-172 or 435-442 or attach as an addendum per line 434), on the following terms:

- PURCHASE PRICE: One Hundred Thirty Eight Thousand Seven Hundred Fifty Dollars ($ 138,750.00).
- EARNEST MONEY of $ 0 accompanies this Offer and earnest money of $ 0 will be mailed, or commercially or personally delivered within _____ days of acceptance to listing broker or _____.
- THE BALANCE OF PURCHASE PRICE will be paid in cash or equivalent at closing unless otherwise provided below.
- INCLUDED IN PURCHASE PRICE: Seller is including in the purchase price the Property, all Fixtures on the Property on the date of this Offer not excluded at lines 17-18, and the following additional items: _____.
- NOT INCLUDED IN PURCHASE PRICE: _____.

CAUTION: Identify Fixtures that are on the Property (see lines 185-193) to be excluded by Seller or which are rented and will continue to be owned by the lessor.

NOTE: The terms of this Offer, not the listing contract or marketing materials, determine what items are included/excluded.

ACCEPTANCE Acceptance occurs when all Buyers and Sellers have signed one copy of the Offer, or separate but identical copies of the Offer.

CAUTION: Deadlines in the Offer are commonly calculated from acceptance. Consider whether short term deadlines running from acceptance provide adequate time for both binding acceptance and performance.

BINDING ACCEPTANCE This Offer is binding upon both Parties only if a copy of the accepted Offer is delivered to Buyer on or before 12 noon on July 24, 2020. Seller may keep the Property on the market and accept secondary offers after binding acceptance of this Offer.

CAUTION: This Offer may be withdrawn prior to delivery of the accepted Offer.

OPTIONAL PROVISIONS TERMS OF THIS OFFER THAT ARE PRECEDED BY AN OPEN BOX (☐) ARE PART OF THIS OFFER ONLY IF THE BOX IS MARKED SUCH AS WITH AN "X." THEY ARE NOT PART OF THIS OFFER IF MARKED "N/A" OR ARE LEFT BLANK.

DELIVERY OF DOCUMENTS AND WRITTEN NOTICES Unless otherwise stated in this Offer, delivery of documents and written notices to a Party shall be effective only when accomplished by one of the methods specified at lines 36-54.

(1) Personal Delivery: giving the document or written notice personally to the Party, or the Party's recipient for delivery if named at line 38 or 39.

Seller's recipient for delivery (optional): Scott Warne
Buyer's recipient for delivery (optional): Matt Schuenke, Village Administrator

☐ (2) Fax: fax transmission of the document or written notice to the following telephone number:
Seller: (_____) _____ Buyer: (_____) _____

☑ (3) Commercial Delivery: depositing the document or written notice fees prepaid or charged to an account with a commercial delivery service, addressed either to the Party, or to the Party's recipient for delivery if named at line 38 or 39, for delivery to the Party's delivery address at line 47 or 48.

☑ (4) U.S. Mail: depositing the document or written notice postage prepaid in the U.S. Mail, addressed either to the Party, or to the Party's recipient for delivery if named at line 38 or 39, for delivery to the Party's delivery address at line 47 or 48.

Delivery address for Seller: 5817 Milwaukee Street, McFarland, WI 53558
Delivery address for Buyer: 5915 Milwaukee Street, McFarland, WI 53558

☑ (5) E-Mail: electronically transmitting the document or written notice to the Party's e-mail address, if given below at line 53 or 54. If this is a consumer transaction where the property being purchased or the sale proceeds are used primarily for personal, family or household purposes, each consumer providing an e-mail address below has first consented electronically to the use of electronic documents, e-mail delivery and electronic signatures in the transaction, as required by federal law.

E-Mail address for Seller (optional): swarne@charter.net
E-Mail address for Buyer (optional): matt.schuenke@mcfarland.wi.us

PERSONAL DELIVERY/ACTUAL RECEIPT Personal delivery to, or Actual Receipt by, any named Buyer or Seller constitutes personal delivery to, or Actual Receipt by, all Buyers or Sellers.

OCCUPANCY Occupancy of the entire Property shall be given to Buyer at time of closing unless otherwise provided in this Offer at lines 165-172 or 435-442 or in an addendum attached per line 434. At time of Buyer's occupancy, Property shall be in broom swept condition and free of all debris and personal property except for personal property belonging to current tenants, or that sold to Buyer or left with Buyer's consent. Occupancy shall be given subject to tenant's rights, if any.

DEFINITIONS

■ ACTUAL RECEIPT: "Actual Receipt" means that a Party, not the Party's recipient for delivery, if any, has the document or written notice physically in the Party's possession, regardless of the method of delivery.

■ CONDITIONS AFFECTING THE PROPERTY OR TRANSACTION: "Conditions Affecting the Property or Transaction" are defined to include:

a. Defects in the roof.
b. Defects in the electrical system.
c. Defects in part of the plumbing system (including the water heater, water softener and swimming pool) that is included in the sale.
d. Defects in the heating and air conditioning system (including the air filters and humidifiers).
e. Defects in the well, including unsafe well water.
f. Property is served by a joint well.
g. Defects in the septic system or other sanitary disposal system.
h. Underground or aboveground fuel storage tanks on or previously located on the Property. (If "yes", the owner, by law, may have to register the tanks with the Department of Commerce at P.O. Box 7970, Madison, Wisconsin, 53707, whether the tanks are in use or not. Regulations of the Department of Commerce may require the closure or removal of unused tanks.)
i. "LP" tank on the Property (specify in the additional information whether the tank is owned or leased).
j. Defects in the basement or foundation (including cracks, seepage and bulges).
k. Property is located in a floodplain, wetland or shoreland zoning area.
l. Defects in the structure of the Property.
m. Defects in mechanical equipment included in the sale either as Fixtures or personal property.
n. Boundary or lot line disputes, encroachments or encumbrances (including a joint driveway).
o. Defect caused by unsafe concentrations of, or unsafe conditions relating to, radon, radium in water supplies, lead in paint, lead in soil, lead in water supplies or plumbing system, or other potentially hazardous or toxic substances on the Property. **NOTE: Specific federal lead paint disclosure requirements must be complied with in the sale of most residential properties built before 1978.**
p. Presence of asbestos or asbestos-containing materials on the Property.
q. Defect caused by unsafe concentrations of, unsafe conditions relating to, or the storage of, hazardous or toxic substances on neighboring properties.
r. Current or previous termite, powder-post beetle or carpenter ant infestations or Defects caused by animal or other insect infestations.
s. Defects in a wood burning stove or fireplace or Defects caused by a fire in a stove or fireplace or elsewhere on the Property.
t. Remodeling affecting the Property's structure or mechanical systems or additions to Property during Seller's ownership without required permits.
u. Federal, state, or local regulations requiring repairs, alterations or corrections of an existing condition.
v. Notice of property tax increases, other than normal annual increases, or pending property reassessment.
w. Remodeling that may increase Property's assessed value.
x. Proposed or pending special assessments.
y. Property is located within a special purpose district, such as a drainage district, that has the authority to impose assessments against the real property located within the district.
z. Proposed construction of a public project that may affect the use of the Property.
aa. Subdivision homeowners' associations, common areas co-owned with others, zoning violations or nonconforming uses, rights-of-way, easements or another use of a part of the Property by non-owners, other than recorded utility easements.
bb. Structure on the Property is designated as an historic building or part of the Property is in an historic district.
cc. Any land division involving the Property for which required state or local permits had not been obtained.
dd. Violation of state or local smoke and carbon monoxide detector laws.
ee. High voltage electric (100 KV or greater) or steel natural gas transmission lines located on but not directly serving the Property.
ff. The Property is subject to a mitigation plan required by Wisconsin Department of Natural Resources (DNR) rules related to county shoreland zoning ordinances that obligates the owner to establish or maintain certain measures related to shoreland conditions, enforceable by the county.
gg. Other Defects affecting the Property.

(Definitions Continued on page 4)

SDW MSK 7/24/2020

CLOSING This transaction is to be closed ~~no later than August 28, 2020~~ AUGUST 28, 2020 at the place selected by Seller, unless otherwise agreed by the Parties in writing.

CLOSING PRORATIONS The following items, if applicable, shall be prorated at closing, based upon date of closing values: real estate taxes, rents, prepaid insurance (if assumed), private and municipal charges, property owners association assessments, fuel and _____.

CAUTION: Provide basis for utility charges, fuel or other prorations if date of closing value will not be used.

Any income, taxes or expenses shall accrue to Seller, and be prorated at closing, through the day prior to closing.

Real estate taxes shall be prorated at closing based on [CHECK BOX FOR APPLICABLE PRORATION FORMULA]:

☑ The net general real estate taxes for the preceding year, or the current year if available (Net general real estate taxes are defined as general property taxes after state tax credits and lottery credits are deducted) (NOTE: THIS CHOICE APPLIES IF NO BOX IS CHECKED)

☐ Current assessment times current mill rate (current means as of the date of closing)

☐ Sale price, multiplied by the municipality area-wide percent of fair market value used by the assessor in the prior year, or current year if known, multiplied by current mill rate (current means as of the date of closing)

☐ _____.

CAUTION: Buyer is informed that the actual real estate taxes for the year of closing and subsequent years may be substantially different than the amount used for proration especially in transactions involving new construction, extensive rehabilitation, remodeling or area-wide re-assessment. Buyer is encouraged to contact the local assessor regarding possible tax changes.

☐ Buyer and Seller agree to re-prorate the real estate taxes, through the day prior to closing based upon the taxes on the actual tax bill for the year of closing, with Buyer and Seller each owing his or her pro-rata share. Buyer shall, within 5 days of receipt, forward a copy of the bill to the forwarding address Seller agrees to provide at closing. The Parties shall re-prorate within 30 days of Buyer's receipt of the actual tax bill. Buyer and Seller agree this is a post-closing obligation and is the responsibility of the Parties to complete, not the responsibility of the real estate brokers in this transaction.

LEASED PROPERTY If Property is currently leased and lease(s) extend beyond closing, Seller shall assign Seller's rights under said lease(s) and transfer all security deposits and prepaid rents thereunder to Buyer at closing. The terms of the (written) (oral) STRIKE ONE lease(s), if any, are _____. Insert additional terms, if any, at lines 165-172 or 435-442 or attach as an addendum per line 434.

~~**RENTAL WEATHERIZATION** This transaction (is) (is not) STRIKE ONE exempt from Wisconsin Rental Weatherization Standards (Wis. Admin. Code Ch. Comm 67). If not exempt, (Buyer) (Seller) STRIKE ONE ("Buyer" if neither is stricken) shall be responsible for compliance, including all costs, with Wisconsin Rental Weatherization Standards. If Seller is responsible for compliance, Seller shall provide a Certificate of Compliance at closing.~~

REAL ESTATE CONDITION REPORT Wisconsin law requires owners of property which includes 1-4 dwelling units to provide Buyers with a Real Estate Condition Report. Excluded from this requirement are sales of property that has never been inhabited, sales exempt from the real estate transfer fee, and sales by certain court-appointed fiduciaries, (for example, personal representatives who have never occupied the Property). The form of the Report is found in Wis. Stat. § 709.03. The law provides: "§ 709.02 Disclosure . . . the owner of the property shall furnish, not later than 10 days after acceptance of the contract of sale . . ., to the prospective Buyer of the property a completed copy of the report . . . A prospective Buyer who does not receive a report within the 10 days may, within 2 business days after the end of that 10 day period, rescind the contract of sale . . . by delivering a written notice of rescission to the owner or the owner's agent." Buyer may also have certain rescission rights if a Real Estate Condition Report disclosing defects is furnished before expiration of the 10 days, but after the Offer is submitted to Seller. Buyer should review the report form or consult with an attorney for additional information regarding rescission rights.

PROPERTY CONDITION REPRESENTATIONS Seller represents to Buyer that as of the date of acceptance Seller has no notice or knowledge of Conditions Affecting the Property or Transaction (lines 64-114) ~~other than those identified in Seller's Real Estate Condition Report dated _____, which was received by Buyer prior to Buyer signing this Offer and which is made a part of this Offer by reference~~ COMPLETE DATE OR STRIKE AS APPLICABLE ~~and~~

_____

_____ INSERT CONDITIONS NOT ALREADY INCLUDED IN THE CONDITION REPORT

ADDITIONAL PROVISIONS/CONTINGENCIES _____

_____

_____

_____

_____

_____

_____

_____

DEFINITIONS CONTINUED FROM PAGE 2

■ DEADLINES: "Deadlines" expressed as a number of "days" from an event, such as acceptance, are calculated by excluding the day the event occurred and by counting subsequent calendar days. The deadline expires at midnight on the last day. Deadlines expressed as a specific number of "business days" exclude Saturdays, Sundays, any legal public holiday under Wisconsin or Federal law, and any other day designated by the President such that the postal service does not receive registered mail or make regular deliveries on that day. Deadlines expressed as a specific number of "hours" from the occurrence of an event, such as receipt of a notice, are calculated from the exact time of the event, and by counting 24 hours per calendar day. Deadlines expressed as a specific day of the calendar year or as the day of a specific event, such as closing, expire at midnight of that day.

■ DEFECT: "Defect" means a condition that would have a significant adverse effect on the value of the Property; that would significantly impair the health or safety of future occupants of the Property; or that if not repaired, removed or replaced would significantly shorten or adversely affect the expected normal life of the premises.

■ FIXTURE: A "Fixture" is an item of property which is physically attached to or so closely associated with land or improvements so as to be treated as part of the real estate, including, without limitation, physically attached items not easily removable without damage to the premises, items specifically adapted to the premises and items customarily treated as fixtures, including, but not limited to, all: garden bulbs; plants; shrubs and trees; screen and storm doors and windows; electric lighting fixtures; window shades; curtain and traverse rods; blinds and shutters; central heating and cooling units and attached equipment; water heaters and treatment systems; sump pumps; attached or fitted floor coverings; awnings; attached antennas; garage door openers and remote controls; installed security systems; central vacuum systems and accessories; in-ground sprinkler systems and component parts; built-in appliances; ceiling fans; fences; storage buildings on permanent foundations and docks/piers on permanent foundations.

CAUTION: Exclude any Fixtures to be retained by Seller or which are rented (e.g., water softener or other water conditioning systems, home entertainment and satellite dish components, L.P. tanks, etc.) on lines 17-18.

■ PROPERTY: Unless otherwise stated, "Property" means the real estate described at lines 4-7.

PROPERTY DIMENSIONS AND SURVEYS Buyer acknowledges that any land, building or room dimensions, or total acreage or building square footage figures, provided to Buyer by Seller or by a broker, may be approximate because of rounding, formulas used or other reasons, unless verified by survey or other means.

CAUTION: Buyer should verify total square footage formula, total square footage/acreage figures, and land, building or room dimensions, if material.

BUYER'S PRE-CLOSING WALK-THROUGH Within 3 days prior to closing, at a reasonable time pre-approved by Seller or Seller's agent, Buyer shall have the right to walk through the Property to determine that there has been no significant change in the condition of the Property, except for ordinary wear and tear and changes approved by Buyer, and that any defects Seller has agreed to cure have been repaired in the manner agreed to by the Parties.

PROPERTY DAMAGE BETWEEN ACCEPTANCE AND CLOSING Seller shall maintain the Property until the earlier of closing or occupancy of Buyer in materially the same condition as of the date of acceptance of this Offer, except for ordinary wear and tear. If, prior to closing, the Property is damaged in an amount of not more than five percent (5%) of the selling price, Seller shall be obligated to repair the Property and restore it to the same condition that it was on the day of this Offer. No later than closing, Seller shall provide Buyer with lien waivers for all lienable repairs and restoration. If the damage shall exceed such sum, Seller shall promptly notify Buyer in writing of the damage and this Offer may be canceled at option of Buyer. Should Buyer elect to carry out this Offer despite such damage, Buyer shall be entitled to the insurance proceeds, if any, relating to the damage to the Property, plus a credit towards the purchase price equal to the amount of Seller's deductible on such policy, if any. However, if this sale is financed by a land contract or a mortgage to Seller, any insurance proceeds shall be held in trust for the sole purpose of restoring the Property.

IF LINE 217 IS NOT MARKED OR IS MARKED N/A LINES 257-263 APPLY.

☐ **FINANCING CONTINGENCY:** This Offer is contingent upon Buyer being able to obtain a written _____ _____ [INSERT LOAN PROGRAM OR SOURCE] first mortgage loan commitment as described below, within _____ days of acceptance of this Offer. The financing selected shall be in an amount of not less than $ _____ for a term of not less than _____ years, amortized over not less than _____ years. Initial monthly payments of principal and interest shall not exceed $ _____. Monthly payments may also include 1/12th of the estimated net annual real estate taxes, hazard insurance premiums, and private mortgage insurance premiums. The mortgage may not include a prepayment premium. Buyer agrees to pay discount points and/or loan origination fee in an amount not to exceed _____% of the loan. If the purchase price under this Offer is modified, the financed amount, unless otherwise provided, shall be adjusted to the same percentage of the purchase price as in this contingency and the monthly payments shall be adjusted as necessary to maintain the term and amortization stated above.

CHECK AND COMPLETE APPLICABLE FINANCING PROVISION AT LINE 228 or 229.

☐ **FIXED RATE FINANCING:** The annual rate of interest shall not exceed _____%.

☐ **ADJUSTABLE RATE FINANCING:** The initial annual interest rate shall not exceed _____%. The initial interest rate shall be fixed for _____ months, at which time the interest rate may be increased not more than _____% per year. The maximum interest rate during the mortgage term shall not exceed _____%. Monthly payments of principal and interest may be adjusted to reflect interest changes.

If Buyer is using multiple loan sources or obtaining a construction loan or land contract financing, describe at lines 165-172 or 435-442 or in an addendum attached per line 434.

■ BUYER'S LOAN COMMITMENT: Buyer agrees to pay all customary loan and closing costs, to promptly apply for a mortgage loan, and to provide evidence of application promptly upon request of Seller. If Buyer qualifies for the loan described in this Offer or another loan acceptable to Buyer, Buyer agrees to deliver to Seller a copy of the written loan commitment no later than the deadline at line 219. **Buyer and Seller agree that delivery of a copy of any written loan commitment to Seller (even if subject to conditions) shall satisfy Buyer's financing contingency if, after review of the loan commitment, Buyer has directed, in writing, delivery of the loan commitment. Buyer's written direction shall accompany the loan commitment. Delivery shall not satisfy this contingency if accompanied by a notice of unacceptability.**

CAUTION: The delivered commitment may contain conditions Buyer must yet satisfy to obligate the lender to provide the loan. BUYER, BUYER'S LENDER AND AGENTS OF BUYER OR SELLER SHALL NOT DELIVER A LOAN COMMITMENT TO SELLER OR SELLER'S AGENT WITHOUT BUYER'S PRIOR WRITTEN APPROVAL OR UNLESS ACCOMPANIED BY A NOTICE OF UNACCEPTABILITY.

■ SELLER TERMINATION RIGHTS: If Buyer does not make timely delivery of said commitment; Seller may terminate this Offer if Seller delivers a written notice of termination to Buyer prior to Seller's Actual Receipt of a copy of Buyer's written loan commitment.

■ FINANCING UNAVAILABILITY: If financing is not available on the terms stated in this Offer (and Buyer has not already delivered an acceptable loan commitment for other financing to Seller), Buyer shall promptly deliver written notice to Seller of same including copies of lender(s)' rejection letter(s) or other evidence of unavailability. Unless a specific loan source is named in this Offer, Seller shall then have 10 days to deliver to Buyer written notice of Seller's decision to finance this transaction on the same terms set forth in this Offer, and this Offer shall remain in full force and effect, with the time for closing extended accordingly. If Seller's notice is not timely given, this Offer shall be null and void. Buyer authorizes Seller to obtain any credit information reasonably appropriate to determine Buyer's credit worthiness for Seller financing.

■ IF THIS OFFER IS NOT CONTINGENT ON FINANCING: Within 7 days of acceptance, a financial institution or third party in control of Buyer's funds shall provide Seller with reasonable written verification that Buyer has, at the time of verification, sufficient funds to close. If such written verification is not provided, Seller has the right to terminate this Offer by delivering written notice to Buyer. Buyer may or may not obtain mortgage financing but does not need the protection of a financing contingency. Seller agrees to allow Buyer's appraiser access to the Property for purposes of an appraisal. Buyer understands and agrees that this Offer is not subject to the appraisal meeting any particular value, unless this Offer is subject to an appraisal contingency, nor does the right of access for an appraisal constitute a financing contingency.

☐ **APPRAISAL CONTINGENCY:** This Offer is contingent upon the Buyer or Buyer's lender having the Property appraised at Buyer's expense by a Wisconsin licensed or certified independent appraiser who issues an appraisal report dated subsequent to the date of this Offer indicating an appraised value for the Property equal to or greater than the agreed upon purchase price. This contingency shall be deemed satisfied unless Buyer, within _____ days of acceptance, delivers to Seller a copy of the appraisal report which indicates that the appraised value is not equal to or greater than the agreed upon purchase price, accompanied by a written notice of termination.

CAUTION: An appraisal ordered by Buyer's lender may not be received until shortly before closing. Consider whether deadlines provide adequate time for performance.

DISTRIBUTION OF INFORMATION Buyer and Seller authorize the agents of Buyer and Seller to: (i) distribute copies of the Offer to Buyer's lender, appraisers, title insurance companies and any other settlement service providers for the transaction as defined by the Real Estate Settlement Procedures Act (RESPA); (ii) report sales and financing concession data to multiple listing service sold databases; and (iii) provide active listing, pending sale, closed sale and financing concession information and data, and related information regarding seller contributions, incentives or assistance, and third party gifts, to appraisers researching comparable sales, market conditions and listings, upon inquiry.

DEFAULT Seller and Buyer each have the legal duty to use good faith and due diligence in completing the terms and conditions of this Offer. A material failure to perform any obligation under this Offer is a default which may subject the defaulting party to liability for damages or other legal remedies.

If Buyer defaults, Seller may:

(1) sue for specific performance and request the earnest money as partial payment of the purchase price; or

(2) terminate the Offer and have the option to: (a) request the earnest money as liquidated damages; or (b) sue for actual damages.

If Seller defaults, Buyer may:

(1) sue for specific performance; or

(2) terminate the Offer and request the return of the earnest money, sue for actual damages, or both.

In addition, the Parties may seek any other remedies available in law or equity.

The Parties understand that the availability of any judicial remedy will depend upon the circumstances of the situation and the discretion of the courts. If either Party defaults, the Parties may renegotiate the Offer or seek nonjudicial dispute resolution instead of the remedies outlined above. By agreeing to binding arbitration, the Parties may lose the right to litigate in a court of law those disputes covered by the arbitration agreement.

NOTE: IF ACCEPTED, THIS OFFER CAN CREATE A LEGALLY ENFORCEABLE CONTRACT. BOTH PARTIES SHOULD READ THIS DOCUMENT CAREFULLY. BROKERS MAY PROVIDE A GENERAL EXPLANATION OF THE PROVISIONS OF THE OFFER BUT ARE PROHIBITED BY LAW FROM GIVING ADVICE OR OPINIONS CONCERNING YOUR LEGAL RIGHTS UNDER THIS OFFER OR HOW TITLE SHOULD BE TAKEN AT CLOSING. AN ATTORNEY SHOULD BE CONSULTED IF LEGAL ADVICE IS NEEDED.

ENTIRE CONTRACT This Offer, including any amendments to it, contains the entire agreement of the Buyer and Seller regarding the transaction. All prior negotiations and discussions have been merged into this Offer. This agreement binds and inures to the benefit of the Parties to this Offer and their successors in interest.

NOTICE ABOUT SEX OFFENDER REGISTRY You may obtain information about the sex offender registry and persons registered with the registry by contacting the Wisconsin Department of Corrections on the Internet at http://www.widocoffenders.org or by telephone at (608) 240-5830.

☐ **CLOSING OF BUYER'S PROPERTY CONTINGENCY:** This Offer is contingent upon the closing of the sale of Buyer's property located at _____, no later than _____. If Seller accepts a bona fide secondary offer, Seller may give written notice to Buyer of acceptance. If Buyer does not deliver to Seller a written waiver of the Closing of Buyer's Property Contingency and _____ _____ **[INSERT OTHER REQUIREMENTS, IF ANY (e.g., PAYMENT OF ADDITIONAL EARNEST MONEY, WAIVER OF ALL CONTINGENCIES, OR PROVIDING EVIDENCE OF SALE OR BRIDGE LOAN, etc.)]** within ____ hours of Buyer's Actual Receipt of said notice, this Offer shall be null and void.

☐ **SECONDARY OFFER:** This Offer is secondary to a prior accepted offer. This Offer shall become primary upon delivery of written notice to Buyer that this Offer is primary. Unless otherwise provided, Seller is not obligated to give Buyer notice prior to any deadline, nor is any particular secondary buyer given the right to be made primary ahead of other secondary buyers. Buyer may declare this Offer null and void by delivering written notice of withdrawal to Seller prior to delivery of Seller's notice that this Offer is primary. Buyer may not deliver notice of withdrawal earlier than _____ days after acceptance of this Offer. All other Offer deadlines which are run from acceptance shall run from the time this Offer becomes primary.

TIME IS OF THE ESSENCE "Time is of the Essence" as to: (1) earnest money payment(s); (2) binding acceptance; (3) occupancy; (4) date of closing; (5) contingency Deadlines STRIKE AS APPLICABLE and all other dates and Deadlines in this Offer except: _____ _____ _____. If "Time is of the Essence" applies to a date or Deadline, failure to perform by the exact date or Deadline is a breach of contract. If "Time is of the Essence" does not apply to a date or Deadline, then performance within a reasonable time of the date or Deadline is allowed before a breach occurs.

TITLE EVIDENCE

■ CONVEYANCE OF TITLE: **Upon payment of the purchase price, Seller shall convey the Property by warranty deed (trustee's deed if Seller is a trust, personal representative's deed if Seller is an estate or other conveyance as provided herein),** free and clear of all liens and encumbrances, except: municipal and zoning ordinances and agreements entered under them, recorded easements for the distribution of utility and municipal services, recorded building and use restrictions and covenants, present uses of the Property in violation of the foregoing disclosed in Seller's Real Estate Condition Report and in this Offer, general taxes levied in the year of closing and _____ _____ _____ _____ which constitutes merchantable title for purposes of this transaction. Seller shall complete and execute the documents necessary to record the conveyance at Seller's cost and pay the Wisconsin Real Estate Transfer Fee.

WARNING: Municipal and zoning ordinances, recorded building and use restrictions, covenants and easements may prohibit certain improvements or uses and therefore should be reviewed, particularly if Buyer contemplates making improvements to Property or a use other than the current use.

■ TITLE EVIDENCE: Seller shall give evidence of title in the form of an owner's policy of title insurance in the amount of the purchase price on a current ALTA form issued by an insurer licensed to write title insurance in Wisconsin. Seller shall pay all costs of providing title evidence to Buyer. Buyer shall pay all costs of providing title evidence required by Buyer's lender.

■ GAP ENDORSEMENT: Seller shall provide a "gap" endorsement or equivalent gap coverage at (Seller's)(Buyer's) STRIKE ONE ("Seller's" if neither stricken) cost to provide coverage for any liens or encumbrances first filed or recorded after the effective date of the title insurance commitment and before the deed is recorded, subject to the title insurance policy exclusions and exceptions, provided the title company will issue the endorsement. If a gap endorsement or equivalent gap coverage is not available, Buyer may give written notice that title is not acceptable for closing (see lines 353-359).

■ PROVISION OF MERCHANTABLE TITLE: For purposes of closing, title evidence shall be acceptable if the required title insurance commitment is delivered to Buyer's attorney or Buyer not less than 5 business days before closing, showing title to the Property as of a date no more than 15 days before delivery of such title evidence to be merchantable per lines 326-335, subject only to liens which will be paid out of the proceeds of closing and standard title insurance requirements and exceptions, as appropriate.

■ TITLE NOT ACCEPTABLE FOR CLOSING: If title is not acceptable for closing, Buyer shall notify Seller in writing of objections to title by the time set for closing. In such event, Seller shall have a reasonable time, but not exceeding 15 days, to remove the objections, and the time for closing shall be extended as necessary for this purpose. In the event that Seller is unable to remove said objections, Buyer shall have 5 days from receipt of notice thereof, to deliver written notice waiving the objections, and the time for closing shall be extended accordingly. If Buyer does not waive the objections, this Offer shall be null and void. Providing title evidence acceptable for closing does not extinguish Seller's obligations to give merchantable title to Buyer.

■ SPECIAL ASSESSMENTS/OTHER EXPENSES: Special assessments, if any, levied or for work actually commenced prior to the date of this Offer shall be paid by Seller no later than closing. All other special assessments shall be paid by Buyer.

CAUTION: Consider a special agreement if area assessments, property owners association assessments, special charges for current services under Wis. Stat. § 66.0627 or other expenses are contemplated. "Other expenses" are one-time charges or ongoing use fees for public improvements (other than those resulting in special assessments) relating to curb, gutter, street, sidewalk, municipal water, sanitary and storm water and storm sewer (including all sewer mains and hook-up/connection and interceptor charges), parks, street lighting and street trees, and impact fees for other public facilities, as defined in Wis. Stat. § 66.0617(1)(f).

EARNEST MONEY

■ HELD BY: Unless otherwise agreed, earnest money shall be paid to and held in the trust account of the listing broker (Buyer's agent if Property is not listed or Seller's account if no broker is involved), until applied to the purchase price or otherwise disbursed as provided in the Offer.

CAUTION: Should persons other than a broker hold earnest money, an escrow agreement should be drafted by the Parties or an attorney. If someone other than Buyer makes payment of earnest money, consider a special disbursement agreement.

■ DISBURSEMENT: If negotiations do not result in an accepted offer, the earnest money shall be promptly disbursed (after clearance from payor's depository institution if earnest money is paid by check) to the person(s) who paid the earnest money. At closing, earnest money shall be disbursed according to the closing statement. If this Offer does not close, the earnest money shall be disbursed according to a written disbursement agreement signed by all Parties to this Offer. If said disbursement agreement has not been delivered to broker within 60 days after the date set for closing, broker may disburse the earnest money: (1) as directed by an attorney who has reviewed the transaction and does not represent Buyer or Seller; (2) into a court hearing a lawsuit involving the earnest money and all Parties to this Offer; (3) as directed by court order; or (4) any other disbursement required or allowed by law. Broker may retain legal services to direct disbursement per (1) or to file an interpleader action per (2) and broker may deduct from the earnest money any costs and reasonable attorneys fees, not to exceed $250, prior to disbursement.

■ LEGAL RIGHTS/ACTION: Broker's disbursement of earnest money does not determine the legal rights of the Parties in relation to this Offer. Buyer's or Seller's legal right to earnest money cannot be determined by broker. At least 30 days prior to disbursement per (1) or (4) above, broker shall send Buyer and Seller notice of the disbursement by certified mail. If Buyer or Seller disagree with broker's proposed disbursement, a lawsuit may be filed to obtain a court order regarding disbursement. Small Claims Court has jurisdiction over all earnest money disputes arising out of the sale of residential property with 1-4 dwelling units and certain other earnest money disputes. Buyer and Seller should consider consulting attorneys regarding their legal rights under this Offer in case of a dispute. Both Parties agree to hold the broker harmless from any liability for good faith disbursement of earnest money in accordance with this Offer or applicable Department of Regulation and Licensing regulations concerning earnest money. See Wis. Admin. Code Ch. RL 18.

INSPECTIONS AND TESTING Buyer may only conduct inspections or tests if specific contingencies are included as a part of this Offer. An "inspection" is defined as an observation of the Property which does not include an appraisal or testing of the Property, other than testing for leaking carbon monoxide, or testing for leaking LP gas or natural gas used as a fuel source, which are hereby authorized. A "test" is defined as the taking of samples of materials such as soils, water, air or building materials from the Property and the laboratory or other analysis of these materials. Seller agrees to allow Buyer's inspectors, testers and appraisers reasonable access to the Property upon advance notice, if necessary to satisfy the contingencies in this Offer. Buyer and licensees may be present at all inspections and testing. Except as otherwise provided, Seller's authorization for inspections does not authorize Buyer to conduct testing of the Property.

NOTE: Any contingency authorizing testing should specify the areas of the Property to be tested, the purpose of the test, (e.g., to determine if environmental contamination is present), any limitations on Buyer's testing and any other material terms of the contingency.

Buyer agrees to promptly restore the Property to its original condition after Buyer's inspections and testing are completed unless otherwise agreed to with Seller. Buyer agrees to promptly provide copies of all inspection and testing reports to Seller. Seller acknowledges that certain inspections or tests may detect environmental pollution which may be required to be reported to the Wisconsin Department of Natural Resources.

410 ☐ **INSPECTION CONTINGENCY:** This contingency only authorizes inspections, not testing (see lines 395-409). This
411 Offer is contingent upon a Wisconsin registered home inspector performing a home inspection of the Property which discloses
412 no Defects. This Offer is further contingent upon a qualified independent inspector or independent qualified third party
413 performing an inspection of _____
414 _____ (list any Property component(s) to be separately inspected, e.g.,
415 swimming pool, roof, foundation, chimney, etc.) which discloses no Defects. Buyer shall order the inspection(s) and be
416 responsible for all costs of inspection(s). Buyer may have follow-up inspections recommended in a written report resulting
417 from an authorized inspection, provided they occur prior to the deadline specified at line 421. Inspection(s) shall be performed
418 by a qualified independent inspector or independent qualified third party.
419 **CAUTION: Buyer should provide sufficient time for the home inspection and/or any specialized inspection(s), as well**
420 **as any follow-up inspection(s).**
421 This contingency shall be deemed satisfied unless Buyer, within _____ days of acceptance, delivers to Seller a copy of the
422 written inspection report(s) and a written notice listing the Defect(s) identified in those report(s) to which Buyer objects (Notice
423 of Defects).
424 **CAUTION: A proposed amendment is not a Notice of Defects and will not satisfy this notice requirement.**
425 For the purposes of this contingency, Defects (see lines 182-184) do not include structural, mechanical or other conditions the
426 nature and extent of which Buyer had actual knowledge or written notice before signing this Offer.
427 ■ **RIGHT TO CURE:** Seller (shall)(shall not) STRIKE ONE ("shall" if neither is stricken) have a right to cure the Defects. If
428 Seller has the right to cure, Seller may satisfy this contingency by: (1) delivering written notice to Buyer within 10 days of
429 Buyer's delivery of the Notice of Defects stating Seller's election to cure Defects; (2) curing the Defects in a good and
430 workmanlike manner; and (3) delivering to Buyer a written report detailing the work done within 3 days prior to closing. This
431 Offer shall be null and void if Buyer makes timely delivery of the Notice of Defects and written inspection report(s) and: (1)
432 Seller does not have a right to cure or (2) Seller has a right to cure but: (a) Seller delivers written notice that Seller will not cure
433 or (b) Seller does not timely deliver the written notice of election to cure.
434 ☑ **ADDENDA:** The attached Addendum A is/are made part of this Offer.
435 **ADDITIONAL PROVISIONS/CONTINGENCIES** _____
436 _____
437 Seller shall pay all property taxes and penalties associated with the Property at closing, including all 2019 taxes and penalites.
438 _____
439 _____
440 _____
441 _____
442 _____
443 This Offer was drafted by [Licensee and Firm] Daniel J. Evans, Reuter, Whitish & Evans, S.C., Attorneys for Buyer
444 _____ on July 21, 2020.
445 (x) _____ 7/31/2020
446 Buyer's Signature▲ Print Name Here▶ Matt Schuenke, Administrator for the Village of McFarland Date▲
447 (x) _____
448 Buyer's Signature▲ Print Name Here▶ Date▲
449 EARNEST MONEY RECEIPT Broker acknowledges receipt of earnest money as per line 10 of the above Offer.
450 _____ Broker (By) _____
451 **SELLER ACCEPTS THIS OFFER. THE WARRANTIES, REPRESENTATIONS AND COVENANTS MADE IN THIS OFFER**
452 **SURVIVE CLOSING AND THE CONVEYANCE OF THE PROPERTY. SELLER AGREES TO CONVEY THE PROPERTY**
453 **ON THE TERMS AND CONDITIONS AS SET FORTH HEREIN AND ACKNOWLEDGES RECEIPT OF A COPY OF THIS**
454 **OFFER.**
455 (x) _____ 7-24-20
456 Seller's Signature▲ Print Name Here▶ Scott Warne Date▲
457 (x) _____
458 Seller's Signature▲ Print Name Here▶ Date▲
459 This Offer was presented to Seller by [Licensee and Firm] _____
460 _____ on _____ at _____ a.m./p.m.
461 This Offer is rejected _____ _____ This Offer is countered [See attached counter] _____ _____
462 Seller Initials▲ Date▲ Seller Initials▲ Date▲

ADDENDUM A
TO OFFER TO PURCHASE
5817 Milwaukee Street
McFarland, WI

Dated July 21, 2020

Seller: Scott Warne

Buyer: Village of McFarland

The following terms and conditions are incorporated into the Offer to Purchase dated July 16, 2020 between the Village of McFarland as Buyer and Scott Warne as Seller for the property located at 5817 Milwaukee Street, in the Village of McFarland, Wisconsin. In the event any of the terms and conditions contained in this Addendum conflict with any provision contained in the preprinted form offer (the "Offer"), the terms of this Addendum shall control. The Offer and this Addendum shall be referred to herein collectively as this "Agreement."

1. **Description of Property.** The property included in this Agreement (hereinafter the "Property") consists of approximately 0.25 acres of land designated as tax parcel no. 154/0610-031-6334-5, along with all interests appurtenant thereto.

2. **Property Condition Report.** Seller shall provide Buyer with a completed and signed Real Estate Condition Report covering the entire Property within five (5) days of acceptance by Seller. Buyer shall have five (5) business days after receipt of a completed report to terminate this Offer if the report discloses any defect or potential defect not acceptable to Buyer in its sole discretion.

3. **Access Prior to Closing.** Notwithstanding anything else stated in this Agreement, Buyer, its consultants, architects, engineers, surveyors, contractors and agents, shall have access to the Property at reasonable times for any inspection or testing. Buyer shall assure that none of Buyer's activities on the Property result in the imposition of any lien against the Property and shall cause any such lien to be promptly released.

4. **Voluntary Sale.** Seller acknowledges that this is a voluntary sale not made under a threat of condemnation, and that Buyer will not acquire the Property by condemnation if a mutually satisfactory agreement of the sale of the Property is not obtained.

5. **Governing Body Approval.** Once Seller has accepted the Offer, the Buyer's obligations under this Agreement are contingent upon final approval by the governing body of the Buyer of the purchase on the terms and conditions contained herein. If such approval is not received on or before July 31, 2020, this Agreement shall be null and void, and neither party shall have any further obligations hereunder.

6. **Current Use of Property.** The parties acknowledge that the Buyer is obligated to make a determination as to whether or not relocation benefits must be paid pursuant to §32.19 *et seq.*, *Wis. Stats.* and that the decision by Buyer to enter into this Agreement is made in reliance upon the representations of Seller as to the past and intended future use of the Property. Seller expressly warrants and represents that:

   a. Seller initiated contact with Buyer to voluntarily sell the Property.

b. Seller is voluntarily selling the Property and has not received a jurisdictional offer from the Buyer.

c. No tenants occupy the Property or have a right to occupy the Property.

d. No prior tenancies in the Property have been involuntarily terminated or nonrenewed by Seller in anticipation of acquisition of the Property by Buyer.

e. Seller will not, prior to the time of closing, enter into any new oral or written leases affecting the Property with any person or entity which may qualify as a displaced person as defined in ch. Adm.92, Wis. Admin. Code if required to move from the Property, or remove any personal property from the Property by Buyer on or after the date of closing, unless such leases are approved by Buyer.

f. Seller is not operating a business, as defined and/or used in ch.Adm.92, Wis. Admin. Code, at the Property.

7. **Warranties Survive Closing.** Seller acknowledges that Buyer has reasonably relied upon the warranties, representations and covenants of Seller contained in section 6 and has determined, based upon said representations, that a relocation plan pursuant to §32.25, *Wis. Stats.* need not be prepared, filed or approved prior to the negotiation for, or the acquisition of, the Property. In the event any of the foregoing representations or warranties is inaccurate and, as a result of such inaccuracy, the Buyer is subject to forfeitures or other expenses, Seller shall indemnify and hold harmless Buyer of and from all such forfeitures or additional expenses. The foregoing warranties, representations and indemnification obligation shall survive the termination of this Agreement or the closing of this transaction.

8. **Closing.** The closing shall occur at the Dane County, Wisconsin office of First American Title Insurance Company, or at such other place as may be agreed to by the parties in writing. Closing shall occur by ~~August 14, 2020~~ AUGUST 28, 2020 SDW, unless the parties agree in writing to a later closing date. 7/24/2020

9. **Condition of Title.** Seller shall provide a title commitment to Buyer within twenty (20) days from the effective date of this Agreement, along with copies of all easements, restrictions, liens and other encumbrance documents excepted from the coverage proposed by such commitment. Buyer shall have fifteen (15) business days after receipt of a title commitment and all encumbrance documents to review and approve such encumbrances. Unless Buyer shall notify Seller of an objection to such encumbrances within such fifteen (15) day period, this contingency shall be deemed satisfied. If Buyer objects to any such encumbrances, Seller shall have fifteen (15) days to remove such encumbrances and the time set for closing shall be extended, if necessary, to allow for such fifteen (15) day cure period. In the event Seller is unable to remove such encumbrances, Buyer shall have the option to accept title subject to such encumbrances or terminate this Agreement.

10. **Owner's Affidavit.** At closing, Seller shall execute an Owner's Affidavit in sufficient form to cause the title insurance company to remove any standard title exceptions for leases, contractors' or materialmen's liens, claims of parties in possession, and other unrecorded interests affecting the Property.

11. **Digital Signatures.** Buyer and Seller agree that signatures on a copy of this Agreement or on subsequent offers or other documents relating to this transaction delivered by facsimile shall be binding and shall be deemed valid as original signatures. Buyer and Seller further agree that digital reproductions of original signatures on this Agreement or on subsequent offers or other documents relating to this transaction delivered by electronic mail shall be binding and deemed valid as original signatures. Delivery by electronic mail shall be complete upon receipt by the recipient.

12. **Brokerage Commissions.** Buyer represents that it is not represented by a real estate broker in connection with this transaction. Seller shall be responsible for any fees or other compensation due to any broker retained by Seller.

13. **Contracts Affecting the Property.** Within five (5) business days after acceptance, Seller shall provide Buyer with copies of all contracts for services or governmental programs relating to the Property that extend beyond the closing date. Buyer shall have fifteen (15) days thereafter to review and approve such contracts. If Buyer does not approve of any contract it may terminate this Agreement by written notice to Seller not later than five (5) days after the expiration of said fifteen (15) day review period. If Buyer does not terminate this Agreement, it shall accept an assignment of such contracts at closing and assume responsibility for performance thereunder from the date of closing. Seller shall assure that all payments due under said contracts are current as of the date of closing, and the charges under such contracts for the month of closing shall be prorated as of the day before the closing. In the event any such contracts are billed in arrears and the amount due as of the date of closing is not known, Seller shall escrow at closing an amount from the purchase price equal to 125% the of the most recent invoice from that vendor. Upon receipt of invoices covering all services by such vendor to the date of closing, the escrow agent shall pay Seller's share of such charges and refund the balance of the escrowed funds to Seller. If the amount held in escrow is insufficient to pay all of Seller's obligations for services rendered to the date of closing, Seller shall promptly pay the shortfall to the Buyer. In the event of any claim made by any vendor under such contracts arising from events occurring before the closing, Seller shall be solely responsible for resolving such claims and shall indemnify and hold harmless the Buyer from all costs and expenses, including reasonable attorney fees incurred in defending such action. Seller's obligations under this paragraph shall survive the closing.

BUYER:

VILLAGE OF MCFARLAND

By: _____
Matt Schuenke, Village Administrator

SELLER:

SCOTT WARNE

By: _____

VILLAGE OF
McFarland

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, July 27, 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.

The Village Board extended the resolution at its meeting on June 22, 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. It was extended by a month to August 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.

We remain within Phase 2 under the Forward Dane Plan. However, two significant changes have happened since our last discussion on this...1) public/private gatherings inside or out have been further restricted; and 2) the wearing of masks has been mandated indoors. The first change required re-closure of the Municipal Center and also ended park reservations for the remainder of the year. Case counts have continued to rise and remain high since a month ago as well. We will likely be under the current orders and within Phase 2 for some time now as a sort of down slope of new cases has yet to begin. Its likely further extension of this resolution is needed to address the emergency nature of our response to the pandemic when needed, which thus far is unpredictable.

FINANCIAL/BUDGET IMPACT:
Financial implications of the effect of the emergency are detailed within a separate agenda item.

VILLAGE PLAN REFERENCE:
None.

VILLAGE OF
McFarland

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.

l) 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 17th 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 OF
McFarland

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, July 27, 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.

The Village Board conducted its second financial review of this information at its meeting on June 22, 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 June after we reviewed this same information last month for May. 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 07242020 mgs

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

Memorandum

To: Village Board of Trustees
From: Matthew G. Schuenke, Village Administrator MGS
Cc: Department Heads
Date: July 24, 2020

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

Executive Summary

At its meetings on May 11th and June 22nd, the Village Board has reviewed the financial implications the pandemic has had on our organization thus far. 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 six 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
June	95,182	141,114	116,955	124,159	115,945	128,113
Total	4,064,639	4,143,034	4,519,918	4,724,645	4,568,580	4,782,613
Average	677,440	690,506	753,320	787,441	761,430	797,102

*** The Village sold property in February of 2017 to the School District in the amount of $335,000.

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 June is an increase over the prior month and collections exceed the average for the month for the previous 5 years. The 5 year average revenue collection for June is $118,671 which we are about $10k over that at the present.

Revenue	% of Budget	Jan	Feb	Mar	Apr	May	June	2020 Avg	2019 Avg
Ambulance Fees	4.45%	26,193	17,948	31,572	34,669	26,287	17,554	25,704	23,152
Citations	1.59%	7,704	9,126	11,316	5,305	11,589	5,161	8,367	10,341
Interest	1.56%	13,804	6,438	1,381	3,446	1,398	762	4,904	12,034
Intergov Rev	5.69%	6,456	6,745	8,984	106,691	(5,530)	48,001	28,558	22,593
Permits	3.75%	9,438	15,897	12,627	39,045	9,426	21,235	17,945	17,970

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 June'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 declined as collections for the month dipped from the previous month. Its likely that this line item is going to fluctuate throughout the remainder of the year and especially within the Summer as activity will vary. This is likely to hit its approved level or experience a slight loss between $0-$10,000.

- 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 $27,229 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 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. 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 63 total building permits issued in June (two higher than May), including five new single-family dwellings (one duplex) compared to four in May and zero for April. For comparison, there were nine new SF permits issued in the month of June in 2019, seven in 2018, and four 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 June continued to be positive as it was the previously month. The Village is currently on pace for 54 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
June	172,902	185,879	161,434	187,029	236,961	210,863
Total	941,170	993,349	962,012	1,008,390	1,194,273	1,162,046
Average	156,862	165,558	160,335	168,065	199,045	193,674

Collections rebounded to some extent after experiencing a slow slide since February. The average for the current year thus far is generally on pace with collections from a year ago. Historically speaking we do see some increase from May to June, so that is not entirely unexpected to follow a similar trend this year. Staff analysis of these revenues would suggest that billing and consumption is not the issue. There are additionally less delinquent charges from month to month in 2020 as compared to 2019. As was noted in the audit also, 2019 was a hear in which we had an increase in water sales as compared to 2018 after years of declining water sales.

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 six 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
June	488,521	375,200	402,874	447,574	437,820	496,568
Total	2,680,488	2,321,433	2,473,135	2,718,947	3,008,328	3,004,642
Average	446,748	386,905	412,189	453,158	501,388	500,774

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 is at least a positive sign that 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:

Department	Fund	Account	Amount
Ambulance Fees	100	46230	-6,036.17
Municipal Court	100	51200	191.49
Legal	100	51300	7,858.80
Administration	100	51420	1,137.23
Elections	100	51440	5,370.83
Facility Management	100	51600	12,265.46
Police	100	52100	4,438.91
Fire & Rescue	100	52200	1,791.74
Community Development	100	52400	542.23
Public Works	100	53000	594.82
Senior Outreach	100	54600	1,830.67
Parks	100	55200	1,511.88
Comm Tech	200	55600	18.99
Library	205	55110	26,984.59
Facility Maintenance	305	56700	1,808.53
Facility Maintenance	310	56700	163.53
Facility Maintenance	315	56700	58.53
Facility Maintenance	400	57140	1,031.73
Water Service	600	53610	6,476.72
Sanitary Sewer Service	600	53710	1,739.17
Stormwater (Yard Waste)	605	53440	13,823.94
Solid Waste (Yard Waste)	610	53620	12,450.29
Total			*96,053.91*

By Fund	Number	Amount
General	100	31,497.89
Comm Tech	200	18.99
Library	205	26,984.59
TID #3	305	1,808.53
TID #4	310	163.53
TID #5	315	58.53
Capital Projects	400	1,031.73
Utilities	600	8,215.89
Stormwater Utility	605	13,823.94
Solid Waste	610	12,450.29
Total		*96,053.91*

These costs will grow but not likely as sharp as they have the last two reports. The Village is pursing reimbursement through the State for these items and if necessary FEMA. Ideally, we should expect to receive reimbursement for about half of these costs as they are eligible.

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
June	113,832	93,724	61,680	86,849	65,906	122,101
Total	734,118	752,857	595,086	803,822	700,499	765,910
Average	122,353	125,476	99,181	133,970	116,750	127,652

Expenses for the Utilities Fund continue to trend within normal levels. Costs did increase from May to June which is historically inconsistent as to whether that is a trend over the previous years. The average for the year thus far is 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"). These were authorized on March 31st by the Village President and Administrator as part of our authority within the Emergency Declaration so that they could be effective as of April 1st as intended under the law. The Village Board took action to confirm this at their meeting on April 13th and in doing so did not designate emergency responders in the process which would have exempted certain classifications of employees from accessing these benefits. To date neither benefit has been widely used. The total cost to the Village associated with EPSL is $3,243.06 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, protect the safety of their employees, and make sure essential services could be performed if Staff become 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. 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 $105,783; however, this cost is provided for within approved operating budgets that would otherwise have been expended if they were present and working in absence of the virus. Reliance on this dropped greatly in June as most everyone returned to work in some fashion with staggering adjusted or discontinued in some cases. First reported from May an amount of $43,976, in June an amount of $46,656, and this month an amount of $15,151. Some staggering remains and for the foreseeable future this amount will likely be trending at this low level at least through the next month. This is authorized by the Emergency Declaration that was approved by the Village Board on March 17th.

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 fill out the Request for Public Assistance form with FEMA if needed to initiate the process but there is no end date on the disaster as its been declared. FEMA has been advising to file through the State program first. 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. Staff is familiar with this process having completed it before (most recently for flooding in 2018/2019).

The State program referred to above is the Routes to Recovery funded by Federal monies through the CARES Act. The first period to apply for this funding was from July 1st through July 15th. The Village submitted and appears tentatively approved for reimbursement of approximately $76,000 which goes against the list of COVID specific expenses listed above. We have about $141,000 to draw from and the next filing period is in two months.

Closing

We experienced a lot of the same types of trends in June that we have seen in previous months. As we sit here today 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:

- <u>2020 Budget</u>
    - 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.
- <u>2021 Budget</u>
    - 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 August 24th Village Board meeting and go over the effect on July following its reconciliation.

VILLAGE OF
McFarland

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, July 27, 2020**

SECTION: **Business**

DEPARTMENT: **Administration**

CONTACT: **Matt Schuenke, Village Administrator**

AGENDA ITEM: **Discussion and action regarding the 2021 Budget Review/Adoption Schedule and Planning Memorandum.**

PREVIOUS ACTION:
None.

ISSUE SUMMARY:
Enclosed is the planning memo for the 2021 Budget Process. This mainly sets the schedule for the development of the budget, its transmittal, and subsequent review/approval by the Village Board. We are working on finalizing the action plans to address the goals and objectives, while that work is finishing the budget worksheet process will begin. This again is typically a brief discussion as we generally talk about the process and make sure there are no conflicts in the dates.

FINANCIAL/BUDGET IMPACT:
None.

VILLAGE PLAN REFERENCE:
None.

ORDINANCE REFERENCE:
None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
Recommended for acceptance following discussion.

ATTACHMENTS:
1. 2021 Budget Planning Memo - 2020

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Memorandum

To: Village Board of Trustees
From: Matthew G. Schuenke, Village Administrator MGS
Date: July 24, 2020
Re: 2021 Budget Planning Memorandum

Executive Summary

At the beginning of the creation of any budget, it is common for the board to set goals and objectives early in the process in order to provide guidance for Staff as the budget is drafted and then presented for approval. The Village Board will complete this process through its Annual Retreat that has been held thus far in June and will be completed in August. The Village continues to build on its success through the development of an annual budget for 2021 that meets our service needs, is transparent, and moves the Village forward in accomplishing its objectives. The board should also establish at this time how the process to review the document should be formatted and set different timing mechanisms when certain aspects of the review should be completed. This memorandum will summarize the goal setting process as well as recommend a process and schedule to lead us to the final decision. The Village Board may also provide direction to Staff on general parameters it wishes to see addressed when submitted for their review.

Goals and Objectives

Annually the Village Board holds a retreat to review the former year's goals and objectives as well as set new benchmarks for the coming year. Two meetings were set on June 29th and 30th respectively to set the Goals and Objectives for the coming year. Most of this work mirrors what was established earlier in the year through the Strategic Plan and carries forward these initiatives as appropriate. The next meeting(s) will be scheduled in August to go over these Goals and Objectives with Department Heads and the presented Action Plan that is proposed. Elements of the Action Plan prepared in order to meet Goals and Objectives will then be built into next year's budget for the Village Board to consider as part of their review in the Fall. Presently, this work remains in progress.

Process and Schedule

Please note the following process and corresponding schedule that is recommended:

TASK	OWNER	DEADLINE	NOTES
~~Retreat I – Discussion Goals and Objectives Mtg. 1~~	~~Village Board~~	~~June 29~~	
~~Retreat II – Discussion Goals and Objectives Mtg. 2~~	~~Village Board~~	~~June 30~~	
~~Introduce Goals/Objectives to Department Heads~~	~~Staff Meeting~~	~~July 9~~	
Set 2021 Budget Process and Schedule	Village Board	July 27	
Introduce Goals/Objectives to Department Heads	Staff	July 31	
Distribute Budget Worksheets to Dept Heads	Staff	Aug 7	
Retreat III – Board & Dept Head Discussion	Village Board	Aug ??	
Budget Worksheets Due to Administrator	Staff	Aug 28	1
Preliminary Draft of Budget Complete	Staff	Sept 4	
Final Draft of Budget Complete	Staff	Sept 18	
Final Review of Budget Complete	Staff	Sept 23	
Budget Transmitted to Village Board	Village Board	Sept 28, 7 pm	
Budget Review 1	Village Board	Oct 8, 6 pm	2
Budget Review 2	Village Board	Oct 12, 7 pm	2
Utility Review	Utilities Comm	Oct 20, 6 pm	
General Fund, Capital Review	Finance Comm	Oct 21, 6:30 pm	
Budget Review 3	Village Board	Oct 26, 7 pm	2
Deadline for Trustees to Submit Change Items	Village Board	Oct 30	3
Budget Review 4 (Trustee Changes Review)	Village Board	Nov 5, 6 pm	2
Budget Review 5 (*OPTIONAL*, as needed)	Village Board	Nov 9, 7 pm	2
Class I Notice of Public Hearing Published	Staff	Nov 12	
Public Hearing and Adopt Budget	Village Board	Nov 23, 7 pm	4

Notes:

1. The Administrator will prepare the 2021 Budget document including the 2019 Actual Numbers, 2020 Budget, and 2020 6-month figures for all Village funds. This information is referred to as the Budget Worksheets and will be distributed to the Department Heads for completion by August 28th.

2. The above schedule provides for 5 different meeting times for the Village Board to meet to consider the budget. Additionally, two other meetings are provided for Committees to conduct their review as applicable. Budget Review meetings 1-3 are considered mandatory in order to get through the entire budget. Budget Review meeting 4 is typically to review all changes submitted by Village Board

members. Meeting 5 is optional incase more time is needed for additional review. This schedule will be more defined as we get closer to the meeting dates as it will be listed on agendas what topics will be discussed when. Please note it is suggested to move the Finance Committee review up one week to complete prior to the third Village Board review session.

3. Deadline for Village Trustees to submit requests for specific changes to the budget. These requests will be complied and distributed for evaluation and by the Village Board as part of Budget Review meeting 4.

4. A public hearing is required by Statute in order to adopt the budget and usually happens at the end of the process. Public Comment will still be available in many different ways through the review process and the meetings that will be held. Once the public hearing is closed, then the board may consider final changes and approval of the document.

Budget Parameters

As may be desired by the Village Board, it may provide direction on parameters how how the Administrative Submittal in September is to be transmitted. Some times these are limitations on spending or guidelines on compensation, but if there are things the board wishes Staff to consider as part of its review this is the time to discus and apply these directives. Several examples of directives are included within the review of our current finances regarding the effect of the pandemic. These can be considered, discussed, and applied as desired by the Village Board for review in the Fall.

Recommendation

Following discussion and possible revisions/additions to this process, Staff recommends that the Village Board accept this document as the 2021 Budget Planning Memorandum.