VILLAGE OF MCFARLAND

NOTICE OF PUBLIC MEETING

Village Board

Monday, October 12, 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/85448411364

Or by Telephone: +1 (312) 626-6799

Webinar ID: 854 4841 1364

1. CALL TO ORDER.
2. ATTENDANCE/ROLL CALL.
3. PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS.
   a. Public Announcements
   1) In-Person Absentee Voting to Begins October 20th
   2) Cutoff for Online/Mail Registration - Wednesday October 21st
   3) Trick or Treating on Halloween - Saturday, October 31, 2020
   b. Public Communications
4. CONSENT AGENDA.
   a. Motion to approve the minutes of the September 28, 2020 meeting.
   b. Motion to approve Check #'s 77815-77923 in the amount of $863,631.73.
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. Presentation by the McFarland Youth Center regarding prior year's operations.

b. Personnel Committee (President Czebotar & Trustee Utter)

1) Discussion and action regarding the revision of Chapter 25 (Workers Compensation) and creation of Chapter 36 (Light Duty) within the Personnel Policy Manual.

2) Discussion and action regarding the appointment of the Village Forester and corresponding change to the Parks Superintendent position description.

c. Sustainable McFarland Ad-Hoc Committee (Chair Freedman & Vice-Chair Tiboris)

1) Discussion and regarding selection of a consultant for the McFarland Sustainability Plan.

d. Discussion and action to oppose Dane County 2020 RES-200 that would change the size of the Dane County Board from 37 to 35 members.

e. Update on Diversity, Equity, and Inclusion Subcommittee and other elements.

f. Discussion and review of the 2021 Budget including the following sections:

1) Changes since the last distribution.

2) Youth Center Fund (210).

3) Capital Projects Fund (400).

4) Parks Fund (405).

5) Tax Increment District #3 Fund (305).

6) Tax Increment District #4 Fund (310).

7) Tax Increment District #5 Fund (315).

8) Review schedule for future meetings.

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

7. CLOSED SESSION.

a. Discussion and action to convene in Closed session in accordance with Wis. Stats. 19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, specifically regarding a claim for damages to private property at 5206 Ridge Road as a result of stormwater damage.

b. Discussion and action to reconvene into Open Session.

c. Discussion and action regarding a claim for damages to private property at 5206 Ridge Road as a result of stormwater damage.

8. ADJOURNMENT.

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

VILLAGE OF
McFarland

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, October 12, 2020**

SECTION: **Consent Agenda**

DEPARTMENT: **Administration**

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

AGENDA ITEM: **In-Person Absentee Voting to Begins October 20th**

PREVIOUS ACTION:

ISSUE SUMMARY:
In-Person absentee voting will begin on October 20th in the Clerk's Office. The schedule for in-person absentee voting for the Village will be as follows:

Tuesday October 20th - 6 a.m. to 6 p.m.
Wednesday October 21st - 8 a.m. to 4:30 p.m.
Thursday October 22nd - 6 a.m. to 6 p.m.
Friday October 23rd - 8 a.m. to 4:30 p.m.
Saturday October 24th - 9 a.m. to Noon
Monday October 26th - 8 a.m. to 4:30 p.m.
Tuesday October 27th - 6 a.m. to 6 p.m.
Wednesday October 28th - 8 a.m. to 4:30 p.m.
Thursday October 29th - 6 a.m. to 6 p.m.
Friday October 30th - 8 a.m. to 5 p.m.
Saturday October 31st - 9 a.m. to Noon

For those who are unwilling or unable to enter Village Hall, but still want to cast a ballot by in-person absentee voting, can do so via curbside. To request this service either contact us before you leave, or contact us in the parking lot at 608-838-3153.

By mail absentee requests for the November 3, 2020 must be made by Thursday October 29th. Voters who wish to received a ballot by mail, but don't have the means or technology to upload their photo ID, can receive a free copy of their photo ID from One Community Bank. For more information voters should check out the Village's Contactless Voting Process!

Absentee Voting Statistics(as of 10/09/2020 at 3 p.m.):
Current Number of Registered Voters: 6419
Number of Absentee Ballots issued: 3172 (49% of registered voters)

Number of Absentee Ballots Returned: 1973 (62.2% Returned)

LAW UPDATE All Ballots must be RECEIVED by 8 p.m. to be counted. Ballots can be returned by USPS Mail, the 24/7 Dropbox, or in person at Village Hall by ringing the curbside bell.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:
None

VILLAGE OF
McFarland

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, October 12, 2020**

SECTION: **Public Announcements & Communications**

DEPARTMENT: **Administration**

CONTACT:

AGENDA ITEM: **Cutoff for Online/Mail Registration - Wednesday October 21st**

PREVIOUS ACTION:

ISSUE SUMMARY:
The cutoff for registering to Vote Online or by mail is Wednesday October 21st. By mail applications must be received by 5 p.m., and voters will have until 11:59 p.m. to update their registration online. Online Registration can be done at:

https://myvote.wi.gov/en-us/RegisterToVote

Beginning Thursday October 22nd, voters may register to vote in the Clerk's Office during all office hours up through Friday October 30th at 5 p.m.

Voters may also register to vote on Election directly at the polls as well.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:
None

HALLOWEEN TIPS

Halloween needs to look different this year to reduce risk of spreading COVID-19.

If you're trick-or-treating

Only trick-or-treat with people you live with. Going with people you don't live with can expose you to COVID-19.

Trick-or-treat in your neighborhood. Sticking to your neighborhood may reduce the likelihood of the virus spreading out more broadly.

Wear a mask to reduce your risk when you are running into other people. Get creative and make your cloth face covering part of your costume!

Do not come within 6 feet of other groups. Leave space on the sidewalk and when going up to houses.

Risk from touching candy should be low, but here are some tips to reduce risk even further if you're concerned:

- **Remind kids to spot the piece of candy they want before touching it** to avoid rummaging in the bowl.
- **Bring hand sanitizer** so you all can sanitize your hands often and wash everyone's hands when you get home.
- **Let the candy sit for a day or two** before eating any.

If you're handing out treats

Set your bowl outside. This way trick-or-treaters can get candy without coming too close.

Consider the placement of your bowl. If you normally put your bowl just outside your door, maybe place it at the bottom of your steps or in your driveway. This way trick-or-treaters won't create a bottleneck in tighter spaces.

Get creative with distributing candy and maintaining distance. Have you seen these candy chutes?

Consider prepackaging candy so there isn't rummaging in a candy bowl.

Consider placing hand sanitizer by your treats.

Gatherings & other fall activities

- **Do not hold gatherings or parties.** Save your epic Halloween party ideas for next year!
- **Stick to outdoor activities that allow 6 feet physical distancing;** these are the least risky.
- **Attend outings with people you live with.** Stick to members of your household when you go to a corn maze, go apple picking, or go to a haunted house.
- **Look for activities that schedule groups by appointment or limit capacity.** This way you can more easily stay 6 feet from other groups.
- **Wear masks and stay 6 feet from people you don't live with.**

Visit the Wisconsin Department of Health Services for more tips.

Public Health
MADISON & DANE COUNTY

Consejos de Halloween

Este año Halloween debe lucir diferente para reducir el riesgo de propagación de COVID-19.

Si va a recoger dulces

Solo ir con las personas con las que vive. Salir con personas con las que no vive puede exponerlo al COVID-19.

Salga por su vecindario. Si se mantiene en su vecindario puede reducir la probabilidad de que el virus se propague mas ampliamente.

Use una mascarilla para reducir su riesgo cuando se encuentre con otras personas. ¡Use su creatividad y haga que el cubre bocas sea parte de su disfraz!

No se acerque a menos de 6 pies de otros grupos. Deje espacio en la acera y al acercarse a las entradas de las casas.

El riesgo de infección por tocar los dulces se considera bajo, pero si le preocupa, a continuación unos consejos para reducir el riesgo aún más:

- **Recuerde a niños y niñas identificar el dulce que quieren antes de tocarlo** para evitar revolver en el tazón.
- **Lleve desinfectante de manos** para que se desinfecten las manos con frecuencia y lavarse las manos al llegar a casa.
- **Deje los dulces reposar por 1 o 2 días** antes de comerlos.

Si va a repartir dulces

Coloque su tazón afuera. De esta forma los que están recogiendo dulces pueden agarrar los suyos sin acercarse demasiado.

Considere la ubicación de su tazón. Si normalmente lo coloca afuera de su puerta, tal vez considere colocarlo al pie de los escalones o en el camino de la entrada. De esta manera los que están recogiendo dulces no se amontonaran en espacios reducidos.

Use su creatividad para distribuir dulces y mantener la distancia. Ha visto este tobogán de dulces?

Considere pre-empacar los dulces para que no haya que rebuscar en un tazón.

Considere colocar desinfectante de manos cerca de los dulces.

Reuniones y otras actividades de Otoño

- **No realice reuniones ni fiestas.** ¡Guarde sus ideas épicas para la fiesta de Halloween del próximo año!
- **Realice actividades al aire libre y que permitan una distancia física de 6 pies;** estas representan el menor riesgo.
- **Salga con las personas que vive.** Manténgase con los miembros de su familia cuando vaya a un laberinto de maíz, a recoger manzanas o a una casa encantada.
- **Busque actividades que programen actividades para grupos con cita previa o con limite de capacidad.** Así será mas fácil mantener 6 pies de distancia de otros grupos.
- **Use cubre bocas y manténgase a 6 pies de distancia de las personas con quién no vive.**

Visite Wisconsin Department of Health Services para más consejos.

Public Health MADISON & DANE COUNTY

22 de septiembre del 2020

VILLAGE OF MCFARLAND
MCFARLAND MUNICIPAL COURT
October, 2020

Monthly Court Docket

September 8, 2020 – Court Docket – Initial Appearances

28 cases scheduled for Initial appearances (36citations)
4 No Contest or Guilty pleas – Citations adjudicated at Initial Appearance
6 Paid prior to Appearance
4 Not Guilty pleas - Citations adjudicated or Pretrial scheduled for September 22, 2020
13 Default appearances – Scheduled for November 10, 2020 Indigency Hearing
1 Rescheduled Court date to September 22, 2020

September 8, 2020 - Juvenile Court – Initial Appearances

0 case scheduled for Initial appearances (0 citations)
0 No Contest or Guilty pleas – Citations adjudicated at Initial Appearance
0 Paid prior to Appearance
0 Not Guilty plea - Citations adjudicated or Pretrial scheduled for September 22, 2020
0 Default appearances – Scheduled for November 10, 2020 Indigency Hearing
0 Rescheduled Court date to September 22, 2020
0 Reviews - Monthly progress review

September 22, 2020 – Court Docket – Initial Appearances

26 cases scheduled for Initial appearances (28 citations)
2 No Contest or Guilty pleas – Citations adjudicated at Initial Appearance
11 Paid prior to Appearance
6 Not Guilty pleas - Citations adjudicated or Pretrial scheduled for October 13, 2020
7 Default appearances – Scheduled for November 23, 2020 Indigency Hearing
0 Rescheduled Court date to October 13, 2020

September 22, 2020 - Juvenile Court – Initial Appearances

0 case scheduled for Initial appearances (0 citations)
0 No Contest or Guilty pleas – Citations adjudicated at Initial Appearance
0 Paid prior to Appearance
0 Not Guilty plea - Citations adjudicated or Pretrial scheduled for October 13, 2020
0 Default appearances – Scheduled for November 23, 2020 Indigency Hearing
0 Rescheduled Court date to October 13, 2020
0 Reviews - Monthly progress review

Court Activities

Monthly Financial Report

The Municipal Court received 49 payments for the month of September, 2020. Total revenue received by the Court was $7111.69. The Municipality retained $4,146.95 in Court revenue, $ 994.60 was sent to Dane County and $1,970.14 was sent to the State.

There were 25 credit card transactions for the month of September. The Court received a total of $3693.00 in payments from GPS on-line credit card payments.

As of September, 2020, the Municipal Court has received a total of $3,296.59 in delinquent fines from the Department of Revenue Tax Intercept Program.

As of September, 2020, the Municipal Court has received a total of $ $35,401.83 in delinquent fines from the State Debt Collection.

Year to date, $102,979.52, in forfeitures have been ordered from 646 citations adjudicated in the Municipal Court. Of that, $5,549.00 has been converted to classroom education and/or community service hours for juveniles. A total of $92,608.76 has been collected for 2020 and prior forfeitures.

E. D. Locke Public Library Highlights – Fall 2020

New website – The library launched a new website on October 1st. We're hoping that the new layout will help our patrons find information easier and more quickly.

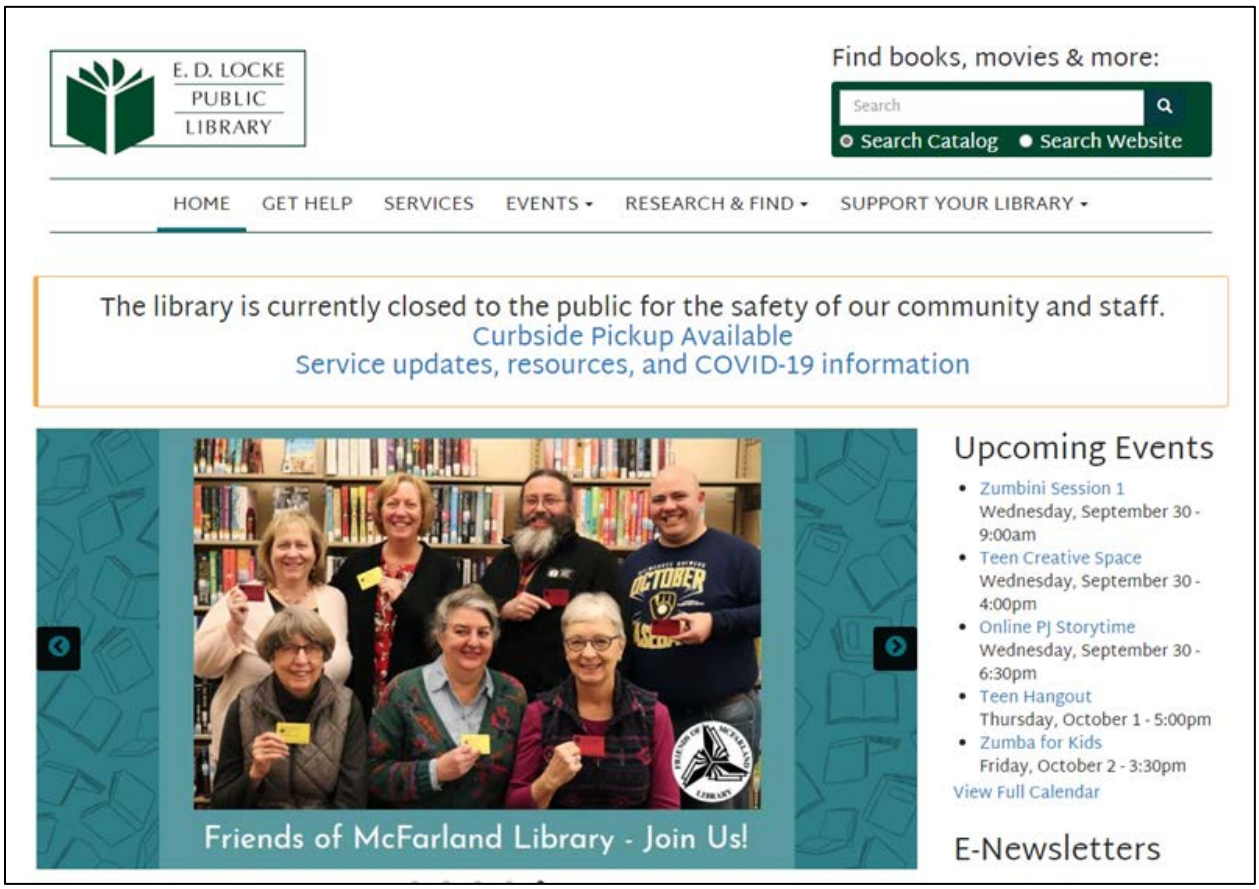


Figure 1 - New website featuring the Friends of the library board Top Row: Michele Stoffel- Rosales, Cheryl Johnsen, Quinn Leonard, and Michael Shumway. Bottom Row: Barb Obst, Kathy Leonard, and Carolyn Grede. Not pictured: Nancy Crossfield

- **Long Range & Space Needs Planning Committee** – The committee met for the first time on August 31st and began working on what their vision is and how they'd like to proceed. Our next step is to distribute a survey to the greater McFarland Community.

- **COVID related updates** –

Figure 3 - New Book drop located in the library lobby

Quarantining of Materials – materials returned from patrons and from delivery continue to be quarantined for four days before check-in. The quarantine time is a recommendation from the Department of Public Instruction and the South Central Library System.

- New book drop –To allow for social distancing and quarantining of returned items we have purchased a standalone book drop that will sit in the foyer. The book drop will be emptied by staff once a day and then moved the quarantine room before being checked in.
- Painting- During our closure, Public Works has been able to come in and paint the Children's area and the Quiet Reading (Magazine) room. Both areas are large projects since they require moving shelving.
- Bathroom Upgrades – In order to make the library as "touchless" as possible we upgrade the sinks and the flush valves to the sensor type in all of the bathrooms. This will help reduce staff work since they won't need to be disinfected as much throughout the day.
- Print Management Software – Partially paid for with a CARES grant through our library system, we will be able to offer printing from wireless devices or home PCs at the library. If someone needs to print something, they will be able to send it to the library and pick it up and pay for it through curbside delivery or pick it up in person when the building is reopened. The service will also work with the hardwired internet PCs that the library already has. This software will help patrons and staff social distance as well as minimize the amount of cash that they need to handle.

Figure 4 Elsa Reeves taking advantage of our curbside pickup.

- Curbside Delivery – We added curbside delivery service during the pandemic. This has proven very popular. We have made over 6,000 appointments since we started the service in April.
- Self-Checks – we have four new self-checks. The self-checks will allow patrons and staff to social distance.

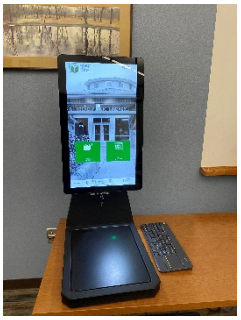


Figure 5 - One of the new self-check machines

Figure 2 - One or our study rooms repurposed as a quarantine room.

- Book bundles – Book bundles are curated bundles of books or DVDs for patrons to checkout. Patrons fill out a short form online about books and movies they like and don't like. Then the Librarians choose 5-10 items based on that information. We have gotten really positive feedback with one patron saying: "I love these book bundles so much! These are my 4th kids one and my 2nd adult one. I've pretty much quit ordering things because I love the surprise!" Since we started this service in May, we have had 450 book bundle requests.

Virtual Programs

Figure 6 - One of the Fall Take and Make Crafts

- This fall we have started offering weekly craft kits that patrons can sign up for and pick up through our curbside service. On Thursday Heather posts an instructional video for this craft. These have been so popular that we have had to increase the number of kits we are offering.

- September is usually field trip time to the library but with Covid-19 we were unable to host tours. Instead, Heather did a week of virtual visits. The week of September 14th she visited each of the 4th grade classes through zoom. She shared all of the upcoming programming, some of the digital resources available, how to get a card, and how to get a book bundle. She also
- shared news of the fall reading program – Booktober Reading Challenge.
- Heather, Abby, and Ann decided to go ahead and create a October reading program called "The Booktober Reading Challenge." We had some seriously dedicated kids this summer and some parents emailed stating that they were hoping for another challenge to drive their kids to keep reading. The Beanstack program makes it very easy to create these challenges and gives patrons ease of recording their reading.

- Abby recently started a program called Teen Hangout. On this day, teens join the Zoom call for a new group activity every week. In September, weekly events include Would You Rather questions that sparked many debates and Disney Trivia. Upcoming events in October include Weird Buzzfeed Quizzes, Jackbox Games, Mafia, and Mad Libs. It allows kids to do something fun with their friends online.
- I tried something different with Cooking Club this month and had a guest do a demo. No one came to the live Zoom meeting, but the recording that I posted on Facebook got very good response. Next month I have another guest presenter booked, which people immediately signed up for when it was announced. A series of demos and guests seems more popular than a virtual club-type program for cooking, so that is the direction I'm moving with this.
- : 75 (through 9/29 a.m.)

September Library Stats

- Checkouts: 7,966
- Curbside appointments: 1,317
- Unique users on wifi: 1,178
- Virtual program participation:9,963
- Ebook & E-Audiobook checkouts: 2,678

McFarland Fire & Rescue Department
5915 Milwaukee Street • PO Box 110 • McFarland, WI 53558-0110
(608) 838-3278 • Fax: (608) 838-3619
Emergency: 911

October 2020
Fire & Rescue Department Report
For September 2020 Activity

- **Operations**
  - August call volumes were close to normal levels, with a slight decrease in ambulance requests to 2019. The month did start at a record pace and slowed during the last week.
  - COVID-19 has delayed the Utility as Ford shut down the production line to build medical equipment. The truck is tentatively scheduled for delivery in quarter 3 of 2021.
  - We conducted our first meeting with Stoughton Fire on water related incidents. The meeting was a brainstorming session on how the two departments could work together on water related incidents. Below are the topics that were discussed.
    - Discussed like equipment and equipment needs
    - Discussed training needs and ways we can collaborate to share training opportunities
    - Discussed ways to align programs so they are more similar than apart
    - Discussed considering each other for auto aid opportunities on water rescue incidents
    - Discussed defining water rescue mission with respect to swift water, open water, flood water, ice, etc.
  - We have reached out to Fitchburg Fire Department to discuss possible automatic aid agreement for the northwest part of the Town of Dunn and east side of Fitchburg. November 1 the Town of Madison Fire Department will be ceasing operations and that will cause a gap to occur for Fitchburg. Fitchburg Fire Station #3 was opened in the last year which places the apparatus closer than Stoughton units we have been using for the northwest portion of the Town of Dunn.

- Our ongoing outreach with a special needs child has been continuing with monthly visits and introducing different department staff to the child.
- We had limited transports in September with patients experiencing COVID-19 symptoms or had tested positive for COVID-19.

- **COVID-19**
  - The following initiatives were implemented and continue:
    - We have closed the Fire & Rescue area to non-essential people, including village and department staff.
    - Daily cleaning within the Fire & Rescue area for high contact and high traffic areas.
    - Shift changes are performed with social distancing and are required to be completed in ten minutes or less.
    - The Engines, Squad, and Ladder are only staffed with four firefighters.
    - Increased the cleaning and disinfecting of the vehicles in the fleet and then leaving the vehicles open to allow air circulation.
    - Department training and meetings are being conducted online for groups larger than ten. Ten or less may be scheduled in person.
    - Social distancing is used among staff during the day.
    - Surgical masks and safety glasses are utilized on every call, during training, performing fire inspections and interacting with the public when possible.
    - N95 masks, isolation gowns, and safety glasses are used on any patient contact that has been tested positive, suspected of COVID-19, or a higher risk procedure is performed (nebulizer, high flow oxygen, CPAP, CPR, etc.).
    - Firefighters are released immediately upon determination that any additional staff isn't required. The firefighters are limited to the apparatus bay area. The sign-in process for firefighters is completed in the laundry area, where firefighters are required to wash hands after signing in for a call.
    - The career staff is conducting weekly equipment checks usually performed by the paid-on-call staff.
    - Our PPE supplies remain sufficient with fit tested N-95 masks becoming limited, but with re-use we should be able to maintain.
    - We are participating in N95 mask decontamination with the State EOC with the Battelle System.
  - We have provided an estimated 60 birthday parades.

- **Staffing**
  - Current Staffing Levels
    - Fulltime Fire Rescue Chief – 1
    - Administrative Captain – 1
    - Fulltime Fire Inspector/Public Education Specialist – 1
    - Fulltime EMTs – 6 (1 on medical leave)
    - Fulltime Confidential Administrative Assistant - 1
    - Paid-On-Call – 56 (13 EMTs (1 on medical leave), 25 Firefighters (1 Active Retired), 10 EMR/Firefighter, & 9 EMT/Firefighters (1 on military leave)
    - Total Staffing Level – 67
  - We continue to have a career EMT off due to a non-work-related injury. We have been covering the majority of the shifts with the Administrative Captain, or Fire Inspector and Paid-On-Call EMTs.
  - We have two members that attended EMT Basic Class this summer and two additional members looking to participate in the fall.
  - Our recruit class has completed the Firefighter I certification class and began Hazardous Material Operations class. The group will finish the Hazardous Material Operations in November and test for certification in December.
  - We had two past members return to the department, one as an EMT and the other as a Firefighter. We have three others completing the pre-employment physical testing. Two will be EMT/Firefighters and one will be taking an EMT class in spring. We have one additional person completing background to be a firefighter. We are currently at capacity for firefighters with locks and gear. We are seeking residents to become EMTs. We need EMTs available to assist with back up ambulance calls.

Inspection/Prevention Activity	Completed	Year to Date Total
Building Inspections	50	375
Fire Code Violations Identified	32	177
Re-inspections Completed	1	14
Corrections Noted	1	34
Building Plan Reviews	2	6
Development Reviews	2	18
Acceptance Test/site visits	2	16
Fire Drills	0	0
AHA-CPR Classes	0	8
AHA Attendance Total	0	85

Public Education	0	5
Public Education Attendance	0	130
Home Prevention Installations	0	3

Many fire prevention activities are suspended due to COVID-19

- **Apparatus & Equipment**
    - 2018 Pumper (Engine 2) has a discharge valve that is malfunctioning and will require rebuilding.
    - 2007 Pumper (Engine 1) has a discharge air solenoid leaking on a discharge and will require replacement of the solenoid.
    - We experienced issues with the charging of the patient cot on the 2019 ambulance. The vendor spent over 10 hours diagnosing and replacing parts. We are monitoring the system with daily battery checks. All repairs were covered under service contract including replacement of three batteries that are $500/each.
    - 2015 Ambulance experienced an issue with the left rear outer tire valve stem. It was repaired by the Village's tire vendor.
    - 2000 Heavy Rescue (Squad 5) had the driver's reverse light housing crack and required replacement. We had a spare in inventory from past vehicles that we collected as parts are no longer available.
    - We have received the testing reports from our third-party testing and we are planning our replacement hose order. We have significant amount of hose exceeding 20 years and we are beginning the replacement process.

- **Budget**
    - Overall, the budget is tracking to be within projections.
    - The replacement radio project has begun. We have received all the portable radios, and majority are in service. We have placed all the mobile radios on order. The project is tracking to be within budget.
    - We have placed on order our annual fire turnout gear replacement and the 2020 portion of ballistic protection gear. We will have ballistic protection for each firefighter on the engines and ladder and two sets on each ambulance once the current shipment is received. Most of the ballistic gear has been received and waiting on helmets only.
    - We have received 50% funding from the DNR for wildland gear and will be purchasing soon to ensure spring availability.
    - The Mobile Data Computers (MDC) and ambulance report computer have been received in and replaced. Each year we receive a new report computer, and then the old are moved to the Command Car as an MDC, and the Command Car MDC is moved to Car 3.
    - We have received the bids for the foam trailer and all were within the budget and had 12% spread. We are reviewing the bids and will be making the order soon.

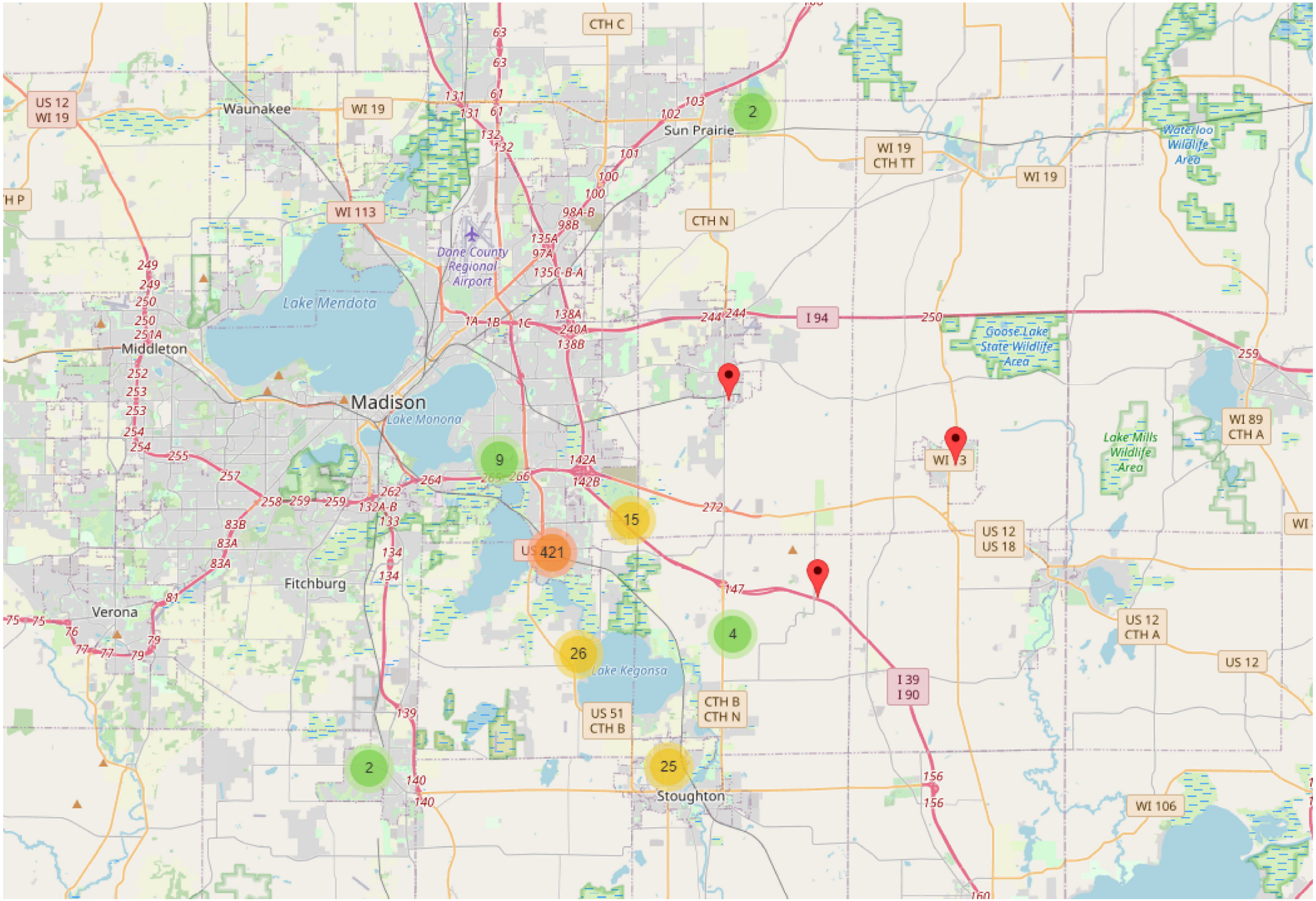
Ambulance Runs By Dispatch Reason

Incident Complaint Reported By Dispatch	09/01 - 09/30/2020		09/01 - 09/30/2019		09/01 - 09/30/2018	
Abdominal Pain/Problems	1	1.19%	1	1.56%	4	4.88%
Allergic Reaction/Stings	0	0.00%	1	1.56%	1	1.22%
Animal Bite	0	0.00%	0	0.00%	0	0.00%
Assault	0	0.00%	0	0.00%	0	0.00%
Automated Crash Notification	0	0.00%	0	0.00%	0	0.00%
Back Pain (Non-Traumatic)	0	0.00%	1	1.56%	3	3.66%
Breathing Problem	4	4.76%	3	4.69%	6	7.32%
Burns/Explosion	0	0.00%	0	0.00%	0	0.00%
Carbon Monoxide/Hazmat/Inhalation/CBRN	0	0.00%	1	1.56%	0	0.00%
Cardiac Arrest/Death	3	3.57%	1	1.56%	0	0.00%
Chest Pain (Non-Traumatic)	3	3.57%	2	3.13%	2	2.44%
Choking	0	0.00%	0	0.00%	0	0.00%
Convulsions/Seizure	1	1.19%	3	4.69%	2	2.44%
Diabetic Problem	3	3.57%	3	4.69%	1	1.22%
Drowning/Diving/SCUBA Accident	0	0.00%	0	0.00%	0	0.00%
Electrocution/Lightning	0	0.00%	0	0.00%	0	0.00%
Eye Problem/Injury	0	0.00%	0	0.00%	0	0.00%
Falls	18	21.43%	4	6.25%	18	21.95%
Fire	10	11.90%	6	9.38%	5	6.10%
Headache	1	1.19%	0	0.00%	0	0.00%
Heart Problems/AICD	1	1.19%	2	3.13%	2	2.44%
Heat/Cold Exposure	0	0.00%	0	0.00%	0	0.00%
Hemorrhage/Laceration	4	4.76%	0	0.00%	3	3.66%
Industrial Accident/Inaccessible Incident/Other Entrapments (Non-Vehicle)	0	0.00%	0	0.00%	0	0.00%
Medical Alarm	0	0.00%	0	0.00%	0	0.00%
No Other Appropriate Choice	0	0.00%	0	0.00%	4	4.88%
Overdose/Poisoning/Ingestion	1	1.19%	1	1.56%	1	1.22%
Pregnancy/Childbirth/Miscarriage	0	0.00%	0	0.00%	0	0.00%
Psychiatric Problem/Abnormal Behavior/Suicide Attempt	1	1.19%	2	3.13%	0	0.00%
Sick Person	12	14.29%	7	10.94%	5	6.10%
Stab/Gunshot Wound/Penetrating Trauma	0	0.00%	0	0.00%	1	1.22%
Standby	1	1.19%	0	0.00%	0	0.00%
Stroke/CVA	3	3.57%	2	3.13%	2	2.44%
Traffic/Transportation Incident	7	8.33%	8	12.50%	10	12.20%
Transfer/Interfacility/Palliative Care	0	0.00%	0	0.00%	0	0.00%
Traumatic Injury	1	1.19%	3	4.69%	2	2.44%
Unconscious/Fainting/Near-Fainting	9	10.71%	12	18.75%	10	12.20%
Unknown Problem/Person Down	0	0.00%	1	1.56%	0	0.00%
Total	84		64		82	

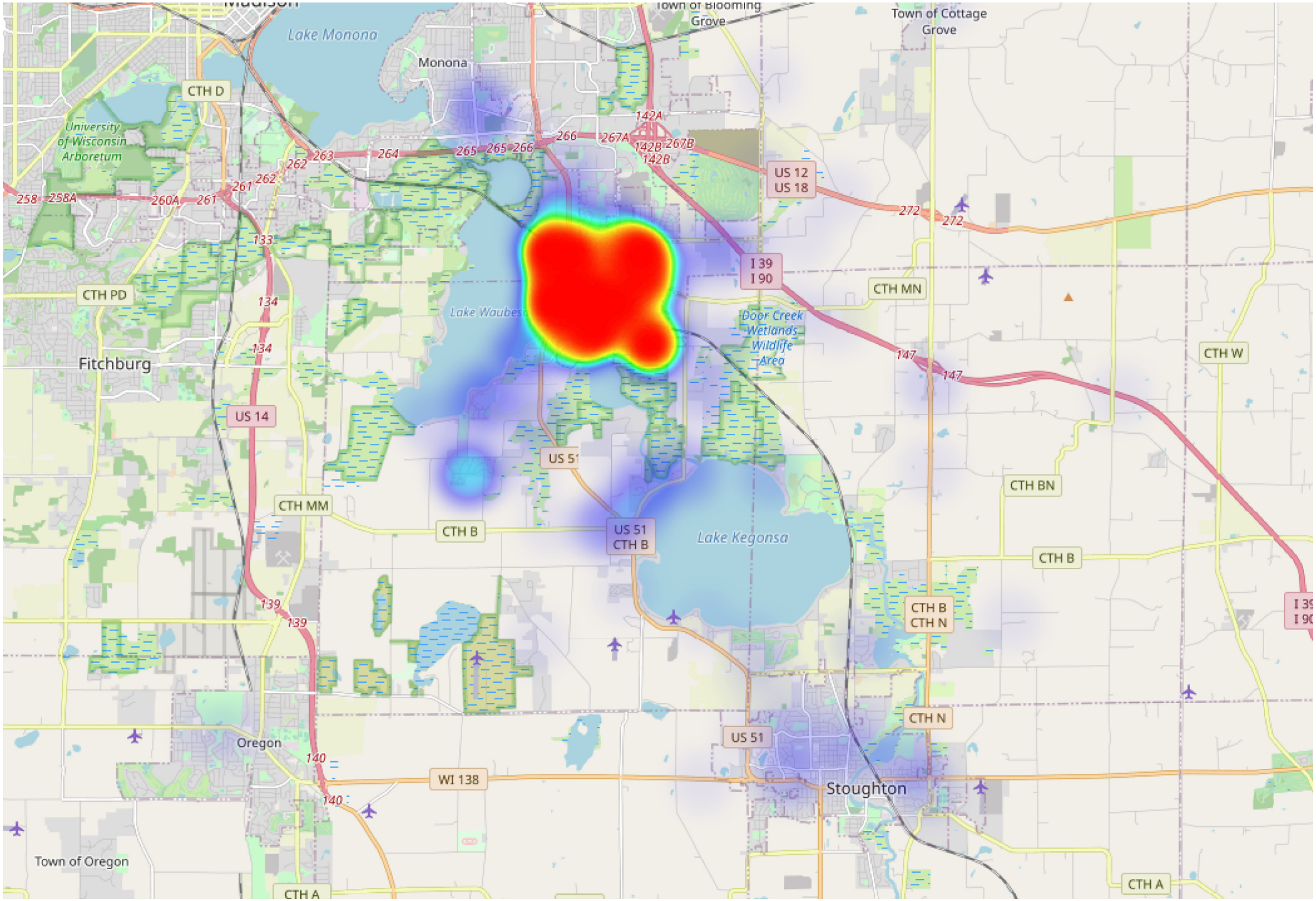
Ambulance Runs By Dispatch Reason

Incident Complaint Reported By Dispatch	01/01/20 - 9/30/20		01/01/19 - 9/30/19		01/01/18 - 9/30/18	
Abdominal Pain/Problems	15	2.27%	10	1.58%	11	1.62%
Allergic Reaction/Stings	4	0.61%	4	0.63%	7	1.03%
Animal Bite	1	0.15%	0	0.00%	0	0.00%
Assault	10	1.51%	4	0.63%	3	0.44%
Automated Crash Notification	0	0.00%	1	0.16%	0	0.00%
Back Pain (Non-Traumatic)	5	0.76%	11	1.74%	11	1.62%
Breathing Problem	51	7.72%	39	6.18%	41	6.03%
Burns/Explosion	0	0.00%	1	0.16%	1	0.15%
Carbon Monoxide/Hazmat/Inhalation/CBRN	6	0.91%	5	0.79%	13	1.91%
Cardiac Arrest/Death	12	1.82%	9	1.43%	7	1.03%
Chest Pain (Non-Traumatic)	29	4.39%	40	6.34%	16	2.35%
Choking	3	0.45%	8	1.27%	4	0.59%
Convulsions/Seizure	13	1.97%	14	2.22%	16	2.35%
Diabetic Problem	12	1.82%	12	1.90%	10	1.47%
Drowning/Diving/SCUBA Accident	1	0.15%	3	0.48%	0	0.00%
Electrocution/Lightning	1	0.15%	0	0.00%	0	0.00%
Eye Problem/Injury	2	0.30%	0	0.00%	1	0.15%
Falls	120	18.15%	122	19.33%	115	16.91%
Fire	50	7.56%	24	3.80%	50	7.35%
Headache	6	0.91%	3	0.48%	3	0.44%
Heart Problems/AICD	10	1.51%	16	2.54%	17	2.50%
Heat/Cold Exposure	0	0.00%	1	0.16%	0	0.00%
Hemorrhage/Laceration	22	3.33%	19	3.01%	18	2.65%
Industrial Accident/Inaccessible Incident/Other Entrapments (Non-Vehicle)	0	0.00%	0	0.00%	1	0.15%
Medical Alarm	0	0.00%	0	0.00%	0	0.00%
No Other Appropriate Choice	3	0.45%	4	0.63%	10	1.47%
Overdose/Poisoning/Ingestion	11	1.66%	14	2.22%	12	1.76%
Pregnancy/Childbirth/Miscarriage	2	0.30%	0	0.00%	1	0.15%
Psychiatric Problem/Abnormal Behavior/Suicide Attempt	7	1.06%	13	2.06%	5	0.74%
Sick Person	99	14.98%	84	13.31%	89	13.09%
Stab/Gunshot Wound/Penetrating Trauma	1	0.15%	0	0.00%	1	0.15%
Standby	4	0.61%	3	0.48%	9	1.32%
Stroke/CVA	15	2.27%	16	2.54%	13	1.91%
Traffic/Transportation Incident	47	7.11%	48	7.61%	105	15.44%
Transfer/Interfacility/Palliative Care	0	0.00%	3	0.48%	3	0.44%
Traumatic Injury	14	2.12%	19	3.01%	8	1.18%
Unconscious/Fainting/Near-Fainting	82	12.41%	74	11.73%	76	11.18%
Unknown Problem/Person Down	2	0.00%	7	1.07%	3	0.35%
Well Person Check	1	0.15%	0	0.00%	0	0.00%
Total	661		631		680	

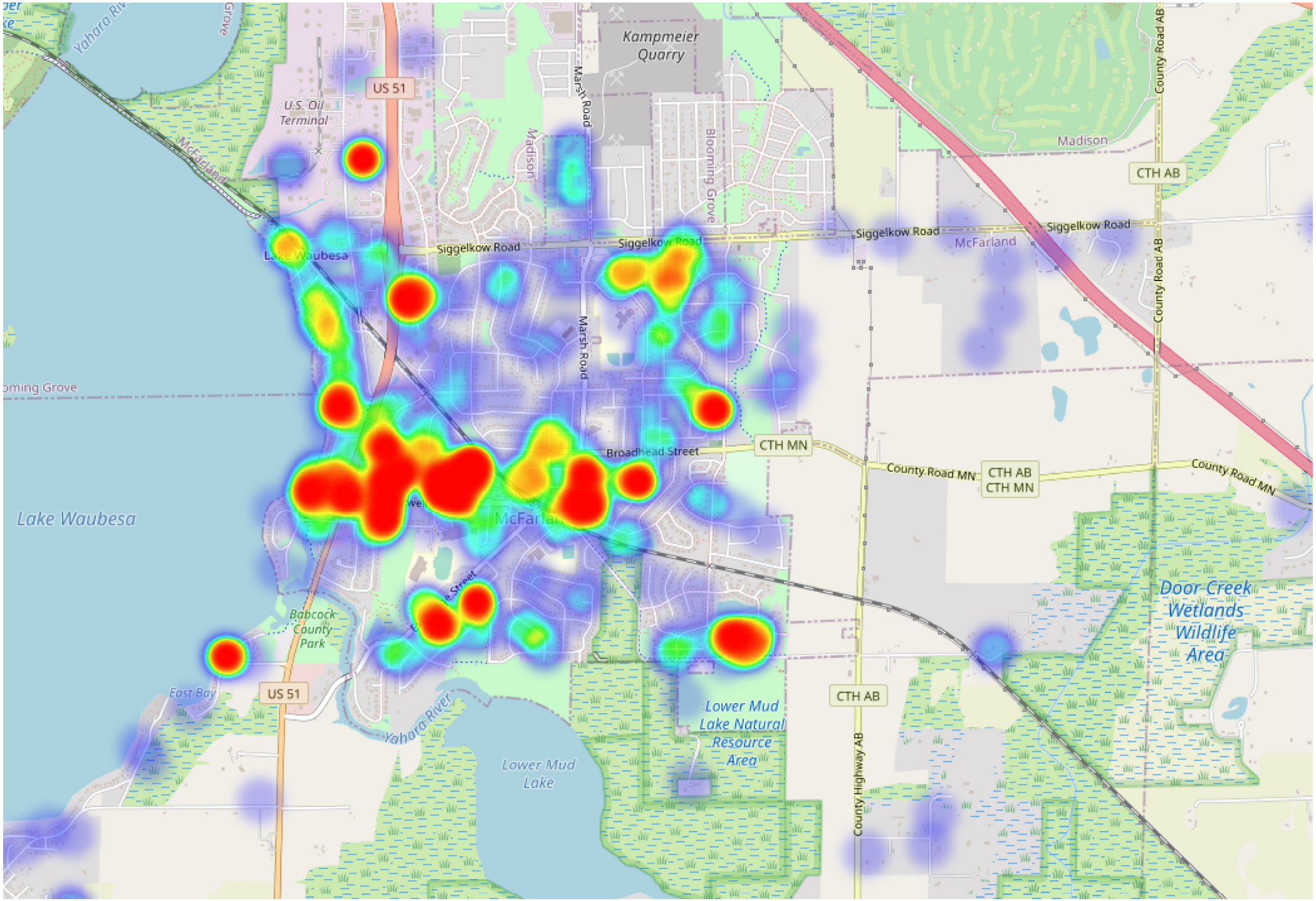
Medical Incidents YTD 2020



Medical Incidents YTD 2020



Medical Incidents YTD 2020



McFarland Fire & Rescue Dept.

Fire Incident Type Period Comparisons

Alarm Date Between {09/01/2020} and {09/30/2020}

Incident Type	09/01/2020 to 09/30/2020	09/01/2019 to 09/30/2019	09/01/2018 to 09/30/2018	09/01/2017 to 09/30/2017
111 Building fire	5	1	0	1
113 Cooking fire, confined to container	0	0	0	1
138 Off-road vehicle or heavy equipment fire	0	0	1	0
140 Natural vegetation fire, Other	0	0	0	1
141 Forest, woods or wildland fire	0	0	1	0
142 Brush or brush-and-grass mixture fire	0	0	1	1
311 Medical assist, assist EMS crew	9	10	14	10
322 Motor vehicle accident with injuries	1	3	1	0
323 Motor vehicle/pedestrian accident (MV Ped)	1	0	0	0
324 Motor Vehicle Accident with no injuries	1	0	2	0
331 Lock-in (if lock out , use 511)	1	0	0	0
412 Gas leak (natural gas or LPG)	1	1	1	0
413 Oil or other combustible liquid spill	0	1	0	1
440 Electrical wiring/equipment problem, Other	0	0	0	2
443 Breakdown of light ballast	0	1	0	0
444 Power line down	1	1	0	1
445 Arcing, shorted electrical equipment	1	0	0	0
463 Vehicle accident, general cleanup	0	0	1	1
551 Assist police or other governmental agency	0	1	0	0
571 Cover assignment, standby, moveup	2	1	0	0
600 Good intent call, Other	0	0	0	1
611 Dispatched & cancelled en route	2	2	5	10
6111Cancelled en route - Auto Aid Fire	3	0	0	0
6112Dispatched & cancelled en route - EMS Assist	1	0	0	0
6113Dispatched & cancelled en route - Mutual Aid	1	0	0	0
622 No Incident found on arrival at dispatch address	2	0	0	0
651 Smoke scare, odor of smoke	0	0	0	1
671 HazMat release investigation w/no HazMat	0	0	1	0
700 False alarm or false call, Other	0	0	0	1
733 Smoke detector activation due to malfunction	0	1	0	0
735 Alarm system sounded due to malfunction	1	3	3	1
736 CO detector activation due to malfunction	0	1	0	1
743 Smoke detector activation, no fire - unintentional	2	1	0	0
745 Alarm system activation, no fire - unintentional	2	1	1	1
746 Carbon monoxide detector activation, no CO	0	1	0	0
815 Severe weather or natural disaster standby	0	0	1	0
900 Special type of incident, Other	0	0	1	0
Totals	37	30	34	35

McFarland Fire & Rescue Dept.

Fire Incident Type Period Comparisons

Alarm Date Between {01/01/2020} and {09/30/2020}

Incident Type	01/01/2020 to 09/30/2020	01/01/2019 to 09/30/2019	01/01/2018 to 09/30/2018	01/01/2017 to 09/30/2017
111 Building fire	18	15	12	8
112 Fires in structure other than in a building	0	0	1	1
113 Cooking fire, confined to container	2	3	2	6
115 Incinerator overload or malfunction, fire confined	0	1	0	0
118 Trash or rubbish fire, contained	1	0	0	1
131 Passenger vehicle fire	2	0	2	2
132 Road freight or transport vehicle fire	1	0	0	0
134 Water vehicle fire	0	0	0	1
138 Off-road vehicle or heavy equipment fire	0	0	1	0
140 Natural vegetation fire, Other	0	0	1	1
141 Forest, woods or wildland fire	0	0	1	0
142 Brush or brush-and-grass mixture fire	5	0	1	2
150 Outside rubbish fire, Other	0	0	1	0
151 Outside rubbish, trash or waste fire	0	2	0	0
154 Dumpster or other outside trash receptacle fire	0	1	0	3
160 Special outside fire, Other	0	0	1	0
162 Outside equipment fire	0	1	0	0
171 Cultivated grain or crop fire	0	0	1	0
223 Air or gas rupture of pressure or process vessel	0	1	0	0
251 Excessive heat, scorch burns with no ignition	0	0	0	1
300 Rescue, EMS incident, other	0	1	0	0
311 Medical assist, assist EMS crew	84	104	84	92
322 Motor vehicle accident with injuries	11	20	19	14
323 Motor vehicle/pedestrian accident (MV Ped)	2	0	2	0
324 Motor Vehicle Accident with no injuries	5	3	9	3
331 Lock-in (if lock out , use 511)	1	1	0	3
341 Search for person on land	0	1	0	1
342 Search for person in water	0	1	0	0
350 Extrication, rescue, Other	0	0	0	2
351 Extrication of victim(s) from building/structure	0	1	0	0
352 Extrication of victim(s) from vehicle	1	1	0	1
353 Removal of victim(s) from stalled elevator	0	0	2	1
357 Extrication of victim(s) from machinery	0	0	1	0
361 Swimming/recreational water areas rescue	1	1	0	0
363 Swift water rescue	0	1	1	0
365 Watercraft rescue	1	1	1	1
381 Rescue or EMS standby	0	0	0	1
411 Gasoline or other flammable liquid spill	3	2	3	3
412 Gas leak (natural gas or LPG)	3	7	4	4
413 Oil or other combustible liquid spill	0	2	0	2
420 Toxic condition, Other	0	0	1	0
421 Chemical hazard (no spill or leak)	2	0	0	0

McFarland Fire & Rescue Dept.

Fire Incident Type Period Comparisons

Alarm Date Between {01/01/2020} and {09/30/2020}

Incident Type	01/01/2020 to 09/30/2020	01/01/2019 to 09/30/2019	01/01/2018 to 09/30/2018	01/01/2017 to 09/30/2017
424 Carbon monoxide incident	2	3	4	3
440 Electrical wiring/equipment problem, Other	0	0	0	7
441 Heat from short circuit (wiring), defective/worn	0	0	1	0
442 Overheated motor	1	0	1	0
443 Breakdown of light ballast	0	1	0	0
444 Power line down	2	2	3	4
445 Arcing, shorted electrical equipment	5	5	1	4
451 Biological hazard, confirmed or suspected	0	0	0	1
463 Vehicle accident, general cleanup	1	3	4	6
500 Service Call, other	0	0	1	0
510 Person in distress, Other	0	0	1	1
511 Lock-out	0	1	0	0
520 Water problem, Other	0	0	0	1
521 Water evacuation	0	1	0	0
522 Water or steam leak	1	2	1	2
531 Smoke or odor removal	2	0	1	1
542 Animal rescue	1	0	0	1
550 Public service assistance, Other	0	0	0	1
551 Assist police or other governmental agency	0	3	0	2
553 Public service	5	5	0	0
555 Defective elevator, no occupants	1	0	0	0
561 Unauthorized burning	5	0	3	1
571 Cover assignment, standby, moveup	3	9	3	1
600 Good intent call, Other	0	0	3	10
611 Dispatched & cancelled en route	25	40	40	45
6111Cancelled en route - Auto Aid Fire	11	0	0	0
6112Dispatched & cancelled en route - EMS Assist	3	0	0	0
6113Dispatched & cancelled en route - Mutual Aid	3	0	0	0
621 Wrong location	0	1	0	0
622 No Incident found on arrival at dispatch address	8	4	1	2
631 Authorized controlled burning	1	7	8	2
650 Steam, Other gas mistaken for smoke, Other	0	0	0	1
651 Smoke scare, odor of smoke	0	4	6	3
652 Steam, vapor, fog or dust thought to be smoke	1	0	0	1
653 Smoke from barbecue, tar kettle	0	0	0	1
661 EMS call, party transported by non-fire agency	0	0	0	1
671 HazMat release investigation w/no HazMat	1	2	3	1
700 False alarm or false call, Other	0	0	2	1
710 Malicious, mischievous false call, Other	0	0	1	0
711 Municipal alarm system, malicious false alarm	0	1	0	0
713 Telephone, malicious false alarm	0	1	0	0
714 Central station, malicious false alarm	0	1	3	0

McFarland Fire & Rescue Dept.

Fire Incident Type Period Comparisons

Alarm Date Between {01/01/2020} and {09/30/2020}

Incident Type	01/01/2020 to 09/30/2020	01/01/2019 to 09/30/2019	01/01/2018 to 09/30/2018	01/01/2017 to 09/30/2017
731 Sprinkler activation due to malfunction	0	4	2	0
733 Smoke detector activation due to malfunction	1	11	3	0
735 Alarm system sounded due to malfunction	6	8	6	8
736 CO detector activation due to malfunction	3	7	3	6
740 Unintentional transmission of alarm, Other	0	0	3	2
741 Sprinkler activation, no fire - unintentional	1	1	0	1
743 Smoke detector activation, no fire - unintentional	6	3	3	5
744 Detector activation, no fire - unintentional	1	2	1	0
745 Alarm system activation, no fire - unintentional	13	7	10	12
746 Carbon monoxide detector activation, no CO	2	8	5	4
812 Flood assessment	0	0	1	0
814 Lightning strike (no fire)	0	0	1	0
815 Severe weather or natural disaster standby	0	0	2	2
900 Special type of incident, Other	0	0	1	0
911 Citizen complaint	1	0	0	0
Totals	259	318	283	298

VILLAGE OF MCFARLAND

Village Board Minutes

Monday, September 28, 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, Volunteer Coordinator Katie Gletty-Syoen, Streets/Utilities Superintendent Lee Igl, Parks Superintendent Sayer Larson and Communications & Technology Director Stephanie Miller.

3. PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS.

a. *Public Announcements*

b. *Public Communications*

4. CONSENT AGENDA.

a. *Motion to approve the minutes of the September 14, 2020 meeting.*

b. *Motion to approve Check #'s 77733-77814 in the amount of $432,299.27.*

c. *Motion to approve appointing Christopher Reynolds to serve on the Public Utilities Committee for a term ending April 30, 2024.*

d. *Motion to approve appointing Thomas Young, Tammy Downing, Monica Macarra, Chris Adams, Amy Johnson, Ann Molitor, Maria LeFave, Susan Nelsen, Brandy Ewing Alderman, and David Doll to serve as Election Inspectors for the 2020-2021 term.*

e. *Motion to approve appointing Leilani Amundson to serve on the Senior Outreach Committee for a term ending April 30, 2021.*
Motion by Village President Brad Czebotar, second by Village Trustee Carolyn Clow, to approve the consent agenda as presented. Motion carries 7 - 0 - 0 by acclamation.

5. PUBLIC APPEARANCES.

a. *This is an opportunity for members of the public to address the Village Board. Please remember this is a virtual meeting conducted through the Zoom online meeting platform. Zoom meeting attendees wishing to address the board may do so using the Question and Answer feature within the Zoom online meeting platform. You may state your name, address, and provide your comments to the board for their consideration. Members of the public who are present in person and wish to address the board should fill out a public comment form and turn into the meeting chairperson. Members of the public may speak during public appearances or during their selected agenda item as they designate on the public comment form. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to cassandra.suettinger@mcfarland.wi.us to be included as part of the meeting.*
None.

6. BUSINESS.

a. *Discussion and action regarding acceptance of Phase 1 Plan Development for Public Safety Center and authorization to proceed into Phase 2 Design Services.*
At 7:05 p.m., with no objections, the Board moved to directly to item 6 f.

At 7:25 p.m. the Board returned to item a and moved through the remainder of the agenda in order.

Village Administrator Schuenke provided an overview of the proposal to accept Phase 1 and move into Phase 2, which would be the design phase.

Motion by Trustee Carolyn Clow, second by Trustee Stephanie Brassington. to authorize we proceed to Phase 2 design services for the Public Safety Center. No action taken on motion.

Motion by Village Trustee Carolyn Clow, second by Village Trustee Stephanie Brassington, to approve acceptance of Phase 1 Plan Development for Public Safety Center and authorize Bray Architects to proceed into Phase 2 Design Services. Motion carries 6 - 1 - 0 by acclamation with Trustee Clair Utter voting nay.

b. *Discussion and action regarding geotechnical proposals (soil borings) to aid in the design of the Public Safety Building.*
Village Administrator Schuenke provided an overview of the proposal regarding geotechnical proposals to do soil borings at the new Public Safety Building Site.

Motion by Village President Brad Czebotar, second by Village Trustee Carolyn Clow, to approve a geotechnical proposals (soil borings) from CGC Inc. to aid in the design of the Public Safety Building in the Amount of $15,420.00. Motion carries 6 - 1 - 0 by acclamation with Trustee Clair Utter voting nay.

c. *Discussion and action regarding geothermal analysis to aid in the design of the Public Safety Center.*
Mark C Taylor explained the process for performing the geothermal analysis.

Motion by Trustee Carolyn Clow, second by Trustee Justin Rupert, to approve a proposal from HGA and G.O. Loop in the amount of $24,080 pending review and approval of the Village Attorney. Motion carries 6 - 1 - 0 by acclamation with Trustee Clair Utter voting nay.

d. *Parks, Recreation, and Natural Resources Committee (Trustees Clow & Utter)*

1) *Discussion and action regarding the appointment of the Village Forester.*
Trustee Clow provided an overview of the proposal to appoint the Parks Superintendent to serve as the Village Forester as outlined in Village Ordinance. The Board discussed the position description for the Parks Superintendent position should be updated to reflect the change.

Motion by Trustee Carolyn Clow, second by President Brad Czebotar, to refer the issue of the Village Forester to the Personnel Committee for revision to the Parks Superintendent position. Motion carries 7 - 0 - 0 by acclamation.

e. *Plan Commission (President Czebotar & Trustee Rupert)*

1) *Discussion and action regarding a Condominium Plat and Declaration from CF Investments, LLC, for the property located at Lots 57 & 58 Prairie Place Subdivision creating The Condos at Prairie Place, consisting of 30 residential units.*
Motion by Village President Brad Czebotar, second by Village Trustee Justin Rupert, to approve a Condominium Plat and Declaration from CF Investments, LLC, for the property located at Lots 57 & 58 Prairie Place Subdivision creating The Condos at Prairie Place, consisting of 30 residential units. Motion carries 6 - 1 - 0 by acclamation with Trustee Clair Utter voting nay.

f. *Plan Commission (President Czebotar & Trustee Rupert)*
Public Safety Committee (Trustees Kryzenske & Brassington)

1) *Discussion and action on the site design application and expansion of a licensed premise for SWN Inc., D/B/A Maple Tree Restaurant, 6010 Highway 51, to the outdoor patio from a 330 sq. ft. area to a 600 sq. foot area.*

Gary Seiler, owner of the Maple Tree, appeared before the Board to request the expansion of the outdoor consumption area. The proposal would expand the outdoor area, pour a concrete pad, and change the fencing material. He reported the additional outdoor areas will help them navigate social distancing requirements with the COVID-19 pandemic.

Motion by Village President Brad Czebotar, second by Village Trustee Justin Rupert, to approve expansion of a licensed premise for SWN Inc., D/B/A Maple Tree Restaurant, 6010 Highway 51, to the outdoor patio from a 330 sq. ft. area to a 600 sq. foot area. Motion carries 7 - 0 - 0 by acclamation.

At 7:14 p.m., with no objection, the Board moved to item 6h.

g. *Public Utilities Committee (Trustees Kryzenske & Clow)*

1) *Discussion and action regarding accepting the final design and authorizing the Eastside Sanitary Sewer Interceptor project for bidding.*

Trustee Kryzenske provided an overview of the project.

Motion by Trustee Eric Kryzenske, second by Trustee Carolyn Clow, to accept the final design and authorizing the Eastside Sanitary Sewer Interceptor project for bidding. Motion carries 6 - 0 - 1 by acclamation with Trustee Clair Utter abstaining.

h. *Volunteer Committee (Trustees Rupert & President Czebotar)*

1) *Presentation and update regarding recent Coastal Cleanup Day.*

Trustee Rupert and Volunteer Coordinator Katie Gletty-Syoen reported on the first annual Coastal Cleanup Day. They both reported it filled all slots for volunteers within three hours and the event was wildly successful. Communications & Technology Director Stephanie Miller showed a short video of the event and show cased the large amount of debris removed from the water ways.

i. *Transmittal of the draft 2021 Budget from Village Staff to Village Board for review and consideration.*

Village Administrator Matt Schuenke provided an overview that the 2021 staff budget submittal has now been transmitted to the Board, and provided an overview of the budget hearing process moving forward. The first review of the budget is scheduled for Thursday October 8th at 6:00 p.m.

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

Trustee Utter referred the issue of updating the zoning code so that it can reflect more realistically the density allowed within the residential zoning districts.

Trustee Clow requested an update on the DEI Committee.

7. ADJOURNMENT.

Motion by Village Trustee Stephanie Brassington, second by Village Trustee Justin Rupert, to adjourn at 8:32 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
10/20	10/05/2020	77818	30	ALLIANT ENERGY/WP&L	PW FACILITY	092820	1	100-53000-220-000	379.73
10/20	10/05/2020	77818	30	ALLIANT ENERGY/WP&L	PW TEMP LOCATION	092820	2	100-53000-220-000	140.50
10/20	10/05/2020	77818	30	ALLIANT ENERGY/WP&L	WATER TOWER HOLSCHER	092820	3	600-53716-220-000	16.35
10/20	10/05/2020	77818	30	ALLIANT ENERGY/WP&L	WATER TOWER BURMA	092820	4	600-53716-220-000	56.35
10/20	10/05/2020	77818	30	ALLIANT ENERGY/WP&L	WELL #1	092820	5	600-53716-220-000	490.45
10/20	10/05/2020	77818	30	ALLIANT ENERGY/WP&L	WELL #3	092820	6	600-53716-220-000	1,284.85
10/20	10/05/2020	77818	30	ALLIANT ENERGY/WP&L	WELL #1	092820	7	600-53716-340-000	17.26
10/20	10/05/2020	77818	30	ALLIANT ENERGY/WP&L	WELL #3	092820	8	600-53716-340-000	14.22
10/20	10/05/2020	77818	30	ALLIANT ENERGY/WP&L	WELL #4	092820	9	600-53716-340-000	14.22
10/20	10/05/2020	77818	30	ALLIANT ENERGY/WP&L	LIFT #1	092820	10	600-53615-220-000	100.03
10/20	10/05/2020	77818	30	ALLIANT ENERGY/WP&L	LIFT #2	092820	11	600-53615-220-000	114.63
10/20	10/05/2020	77818	30	ALLIANT ENERGY/WP&L	LIFT #3	092820	12	600-53615-220-000	45.62
10/20	10/05/2020	77818	30	ALLIANT ENERGY/WP&L	LIFT #5	092820	13	600-53615-220-000	155.90
10/20	10/05/2020	77818	30	ALLIANT ENERGY/WP&L	BRANDT PARK	092820	14	100-55200-220-000	12.08
10/20	10/05/2020	77818	30	ALLIANT ENERGY/WP&L	LEWIS PARK SHELTER	092820	15	100-55200-220-000	99.54
10/20	10/05/2020	77818	30	ALLIANT ENERGY/WP&L	FLOWER CORNER	092820	16	100-55200-220-000	24.66
10/20	10/05/2020	77818	30	ALLIANT ENERGY/WP&L	GAZEBO	092820	17	100-55200-220-000	24.85
10/20	10/05/2020	77818	30	ALLIANT ENERGY/WP&L	MCDANIEL PARK	092820	18	100-55200-220-000	23.39
10/20	10/05/2020	77818	30	ALLIANT ENERGY/WP&L	CEDAR GLADE AERATOR	092820	19	605-53440-242-000	65.28
10/20	10/05/2020	77818	30	ALLIANT ENERGY/WP&L	STREET LIGHTING (1)	092820	20	100-53000-291-000	9,081.77
10/20	10/05/2020	77818	30	ALLIANT ENERGY/WP&L	STREET LIGHTING (2)	092820	21	100-53000-291-000	245.81
10/20	10/05/2020	77818	30	ALLIANT ENERGY/WP&L	TRAFFIC FLASHERS - BASHFORD	092820	22	100-53000-291-000	17.39
10/20	10/05/2020	77818	30	ALLIANT ENERGY/WP&L	TRAFFIC FLASHERS - FARWELL 1	092820	23	100-53000-291-000	19.80
10/20	10/05/2020	77818	30	ALLIANT ENERGY/WP&L	TRAFFIC FLASHERS - FARWELL 2	092820	24	100-53000-291-000	18.54
10/20	10/05/2020	77818	30	ALLIANT ENERGY/WP&L	TRAFFIC FLASHERS - CREAMERY	092820	25	100-53000-291-000	17.48
10/20	10/05/2020	77818	30	ALLIANT ENERGY/WP&L	SIRENS	092820	26	100-51600-220-000	28.42
Total 77818:									12,509.12
10/20	10/05/2020	77819	161	CHASE LUMBER AND FUEL INC	MUNICIPAL CENTER - BOLLARD INSTALL	003/2001158	1	605-53440-242-000	3.92
10/20	10/05/2020	77819	161	CHASE LUMBER AND FUEL INC	MUNICIPAL CENTER - BOLLARD INSTALL	003/2001158	2	600-53616-242-000	3.92
10/20	10/05/2020	77819	161	CHASE LUMBER AND FUEL INC	MUNICIPAL CENTER - BOLLARD INSTALL	003/2001158	3	600-53716-242-000	3.92
10/20	10/05/2020	77819	161	CHASE LUMBER AND FUEL INC	MUNICIPAL CENTER - BOLLARD INSTALL	003/2001158	4	100-51600-242-000	14.40
10/20	10/05/2020	77819	161	CHASE LUMBER AND FUEL INC	SUPPLIES TO CLOSE BOOKDROP	003/2001178	1	205-55110-242-000	18.49
10/20	10/05/2020	77819	161	CHASE LUMBER AND FUEL INC	SUPPLIES TO CLOSE BOOKDROP	003/2001186	1	205-55110-242-000	7.19
10/20	10/05/2020	77819	161	CHASE LUMBER AND FUEL INC	SUPPLIES TO CLOSE BOOKDROP	003/2001187	1	205-55110-242-000	16.37

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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 77819:									68.21
10/20	10/05/2020	77820	16257	CORPORATE BUSINESS SYSTE	PW COLOR COPY OVERAGES	286926	1	605-53440-310-000	14.76
10/20	10/05/2020	77820	16257	CORPORATE BUSINESS SYSTE	PW COLOR COPY OVERAGES	286926	2	600-53710-310-000	14.76
10/20	10/05/2020	77820	16257	CORPORATE BUSINESS SYSTE	PW COLOR COPY OVERAGES	286926	3	600-53610-310-000	14.76
10/20	10/05/2020	77820	16257	CORPORATE BUSINESS SYSTE	PW COLOR COPY OVERAGES	286926	4	100-53000-310-000	54.14
10/20	10/05/2020	77820	16257	CORPORATE BUSINESS SYSTE	COPIER LEASE	286935	1	205-55110-240-000	150.49
Total 77820:									248.91
10/20	10/05/2020	77821	1921	FRONTIER	LIBRARY PHONE	092220	1	205-55110-221-000	63.38
Total 77821:									63.38
10/20	10/05/2020	77822	2066	PELLITTERI WASTE SYSTEMS	TRASH SERVICE	1575662	1	610-53620-212-000	20,982.45
10/20	10/05/2020	77822	2066	PELLITTERI WASTE SYSTEMS	RECYCLING SERVICE	1575662	2	610-53620-213-000	14,114.10
10/20	10/05/2020	77822	2066	PELLITTERI WASTE SYSTEMS	ADMIN SHRED	1575662	3	100-51420-310-000	70.60
10/20	10/05/2020	77822	2066	PELLITTERI WASTE SYSTEMS	FIRE/EMS SHRED	1575662	4	100-52200-340-000	10.10
10/20	10/05/2020	77822	2066	PELLITTERI WASTE SYSTEMS	PD SHRED	1575662	5	100-52100-340-000	40.35
Total 77822:									35,217.60
10/20	10/09/2020	77823	1397	ALL COMFORT SERVICES	MC HVAC REPAIRS	616112	1	605-53440-242-000	193.43
10/20	10/09/2020	77823	1397	ALL COMFORT SERVICES	MC HVAC REPAIRS	616112	2	100-51600-242-000	193.43
10/20	10/09/2020	77823	1397	ALL COMFORT SERVICES	MC HVAC REPAIRS	616112	3	600-53716-242-000	193.44
10/20	10/09/2020	77823	1397	ALL COMFORT SERVICES	MC HVAC REPAIRS	616112	4	605-53440-242-000	709.26
10/20	10/09/2020	77823	1397	ALL COMFORT SERVICES	MC HVAC REPAIRS	616165	1	100-51600-242-000	237.40
10/20	10/09/2020	77823	1397	ALL COMFORT SERVICES	MC HVAC REPAIRS	616165	2	600-53716-242-000	64.74
10/20	10/09/2020	77823	1397	ALL COMFORT SERVICES	MC HVAC REPAIRS	616165	3	600-53616-242-000	64.74
10/20	10/09/2020	77823	1397	ALL COMFORT SERVICES	MC HVAC REPAIRS	616165	4	605-53440-242-000	64.74
Total 77823:									1,721.18
10/20	10/09/2020	77824	30	ALLIANT ENERGY/WP&L	5817 MILWAUKEE ST	10012020	1	310-56700-210-000	25.19
Total 77824:									25.19
10/20	10/09/2020	77825	17084	AMAZON CAPITAL SERVICES	DVDS & CDS	1FCP-HNJT-	1	205-55110-345-000	19.99

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
10/20	10/09/2020	77825	17084	AMAZON CAPITAL SERVICES	DVDS & CDS	1KC1-DDYL-	1	205-55110-345-000	14.45
10/20	10/09/2020	77825	17084	AMAZON CAPITAL SERVICES	FALL READING PRIZES	1KC1-DDYL-	2	205-55110-391-000	8.85
10/20	10/09/2020	77825	17084	AMAZON CAPITAL SERVICES	DVDS & CDS	1M3K-QLQG	1	205-55110-345-000	16.59
10/20	10/09/2020	77825	17084	AMAZON CAPITAL SERVICES	ELECTION SUPPLIES	1TQ4-4GXT-	1	100-51440-340-000	55.97
10/20	10/09/2020	77825	17084	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	1TQ4-4GXT-	2	100-51420-310-000	6.99
Total 77825:									122.84
10/20	10/09/2020	77826	2216	ANDRES MEDICAL	SEPTEMBER COLLECTIONS	249943	1	100-46230-000	1,856.49
Total 77826:									1,856.49
10/20	10/09/2020	77827	17232	APG OF SOUTHERN WISCONSI	OUTLOOK	24777-0920	1	100-51100-210-000	1,532.00
10/20	10/09/2020	77827	17232	APG OF SOUTHERN WISCONSI	OUTLOOK	24777-0920	2	600-53610-321-000	153.20
10/20	10/09/2020	77827	17232	APG OF SOUTHERN WISCONSI	OUTLOOK	24777-0920	3	600-53710-321-000	153.20
10/20	10/09/2020	77827	17232	APG OF SOUTHERN WISCONSI	OUTLOOK	24777-0920	4	605-53440-321-000	612.80
10/20	10/09/2020	77827	17232	APG OF SOUTHERN WISCONSI	OUTLOOK	24777-0920	5	610-53620-321-000	612.80
10/20	10/09/2020	77827	17232	APG OF SOUTHERN WISCONSI	ABSENTEE BALLOT INSERT	24777-0920	6	100-51440-321-000	285.00
10/20	10/09/2020	77827	17232	APG OF SOUTHERN WISCONSI	PRINTING OF ABSENTEE BALLOT	24777-0920	7	100-51440-321-000	390.00
10/20	10/09/2020	77827	17232	APG OF SOUTHERN WISCONSI	CROSSING GUARD POSTING	24777-0920	8	100-51420-211-000	135.00
10/20	10/09/2020	77827	17232	APG OF SOUTHERN WISCONSI	BOZA PUBLIC HEARING - WILLIAMS	28886-0920	1	100-51100-321-000	84.50
10/20	10/09/2020	77827	17232	APG OF SOUTHERN WISCONSI	PLAN PUBLIC HEARING - 2020-18	28886-0920	2	100-51100-321-000	92.26
10/20	10/09/2020	77827	17232	APG OF SOUTHERN WISCONSI	PLAN PUBLIC HEARING - CF INVESTMENTS	28886-0920	3	100-51100-321-000	88.38
10/20	10/09/2020	77827	17232	APG OF SOUTHERN WISCONSI	PLAN PUBLIC HEARING - CUP CF INVESTME	28886-0920	4	100-51100-321-000	85.47
10/20	10/09/2020	77827	17232	APG OF SOUTHERN WISCONSI	VILLAGE BOARD MINUTES	28886-0920	5	100-51100-321-000	108.22
Total 77827:									4,332.83
10/20	10/09/2020	77828	17196	ASSOCIATED TRUST COMPANY	ANNUAL FEE - 2019 TAXABLE REFUNDING B	17167	1	315-58000-690-000	475.00
Total 77828:									475.00
10/20	10/09/2020	77829	16921	AVANT GARDENING & LANDSC	LANDSCAPE MAINTENANCE	20201277	1	205-55110-240-000	942.96
Total 77829:									942.96
10/20	10/09/2020	77830	17187	B&H PHOTO	COURT PRINTER	178066907	1	100-51200-810-000	292.80
10/20	10/09/2020	77830	17187	B&H PHOTO	MEETING ROOM MICS	178160654	1	400-57140-825-103	1,235.52

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Total 77830:									1,528.32
10/20	10/09/2020	77831	17141	BADGERLAND DISPOSAL	PORTABLE RESTROOM RENTALS	0001255107	1	100-55200-340-000	910.36
Total 77831:									910.36
10/20	10/09/2020	77832	74	BAKER & TAYLOR BOOKS	JUVENILE BOOKS	2035367533	1	205-55110-344-000	278.28
10/20	10/09/2020	77832	74	BAKER & TAYLOR BOOKS	JUVENILE BOOKS	2035388593	1	205-55110-344-000	171.17
10/20	10/09/2020	77832	74	BAKER & TAYLOR BOOKS	JUVENILE BOOKS	2035393686	1	205-55110-344-000	477.02
10/20	10/09/2020	77832	74	BAKER & TAYLOR BOOKS	JUVENILE BOOKS	2035413061	1	205-55110-344-000	147.94
10/20	10/09/2020	77832	74	BAKER & TAYLOR BOOKS	JUVENILE BOOKS	2035419584	1	205-55110-344-000	1,572.87
10/20	10/09/2020	77832	74	BAKER & TAYLOR BOOKS	ADULT BOOKS	2035460244	1	205-55110-344-000	382.59
10/20	10/09/2020	77832	74	BAKER & TAYLOR BOOKS	ADULT BOOKS	2035464569	1	205-55110-344-000	79.88
10/20	10/09/2020	77832	74	BAKER & TAYLOR BOOKS	JUVENILE BOOKS	2035475026	1	205-55110-344-000	154.06
10/20	10/09/2020	77832	74	BAKER & TAYLOR BOOKS	ADULT BOOKS	2035479335	1	205-55110-344-000	168.97
10/20	10/09/2020	77832	74	BAKER & TAYLOR BOOKS	ADULT BOOKS	2035479551	1	205-55110-344-000	275.84
10/20	10/09/2020	77832	74	BAKER & TAYLOR BOOKS	ADULT BOOKS	2035493426	1	205-55110-344-000	497.49
10/20	10/09/2020	77832	74	BAKER & TAYLOR BOOKS	JUVENILE BOOKS	2035509884	1	205-55110-344-000	257.76
10/20	10/09/2020	77832	74	BAKER & TAYLOR BOOKS	ADULT BOOKS	2035509890	1	205-55110-344-000	558.35
10/20	10/09/2020	77832	74	BAKER & TAYLOR BOOKS	ADULT BOOKS	5016430510	1	205-55110-344-000	20.39
Total 77832:									5,042.61
10/20	10/09/2020	77833	1019	BAKER TILLY VIRCHOW KRAUS	2020 CONVENTIONAL RATE CASE	BT1690046	1	600-53710-211-000	2,500.00
Total 77833:									2,500.00
10/20	10/09/2020	77834	16386	BEAR GRAPHICS	ELECTION SUPPLIES	0856082	1	100-51440-340-000	337.06
10/20	10/09/2020	77834	16386	BEAR GRAPHICS	ELECTION SUPPLIES	0856083	1	100-51440-340-000	282.97
Total 77834:									620.03
10/20	10/09/2020	77835	17177	BEYOND THE PAGE	BOOKS	2020 1007 G	1	205-55110-344-000	59.50
Total 77835:									59.50
10/20	10/09/2020	77836	96	BILL'S KEY SHOP INC	REKEY MILWAUKEE STREET PROPERTY	49696W	1	310-56700-210-000	115.00

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Total 77836:									115.00
10/20	10/09/2020	77837	16980	BOLDTRONICS, INC.	MAINTENANCE--NO POWER SUPPLY	20200066	1	100-53000-242-000	404.76
10/20	10/09/2020	77837	16980	BOLDTRONICS, INC.	MAINTENANCE--NO POWER SUPPLY	20200066	2	600-53716-242-000	110.39
10/20	10/09/2020	77837	16980	BOLDTRONICS, INC.	MAINTENANCE--NO POWER SUPPLY	20200066	3	600-53616-242-000	110.39
10/20	10/09/2020	77837	16980	BOLDTRONICS, INC.	MAINTENANCE--NO POWER SUPPLY	20200066	4	605-53440-242-000	110.39
10/20	10/09/2020	77837	16980	BOLDTRONICS, INC.	ACCESS CONTROL ADDITIONS	20200117	1	400-57140-813-101	7,502.00
10/20	10/09/2020	77837	16980	BOLDTRONICS, INC.	MUNICIPAL CENTER CAMERAS	20200118	1	400-57140-813-101	1,718.50
10/20	10/09/2020	77837	16980	BOLDTRONICS, INC.	MUNICIPAL CENTER CAMERAS	20200118	2	800-52100-390-000	1,718.50
10/20	10/09/2020	77837	16980	BOLDTRONICS, INC.	MUNICIPAL CENTER CAMERAS	20200119	1	400-57140-813-101	1,168.00
10/20	10/09/2020	77837	16980	BOLDTRONICS, INC.	DOOR REPAIR	20200121	1	205-55110-242-000	688.10
Total 77837:									13,531.03
10/20	10/09/2020	77838	1256	BOUND TREE MEDICAL, LLC	EMS - SUPPLIES	83778760	1	100-52200-340-000	150.77
10/20	10/09/2020	77838	1256	BOUND TREE MEDICAL, LLC	EMS - SUPPLIES	83780635	1	100-52200-340-000	4.95
10/20	10/09/2020	77838	1256	BOUND TREE MEDICAL, LLC	EMS - SUPPLIES	83782389	1	100-52200-340-000	21.94
10/20	10/09/2020	77838	1256	BOUND TREE MEDICAL, LLC	EMS - SUPPLIES	83787033	1	100-52200-340-000	172.90
10/20	10/09/2020	77838	1256	BOUND TREE MEDICAL, LLC	EMS - SUPPLIES	83794292	1	100-52200-340-000	217.61
Total 77838:									568.17
10/20	10/09/2020	77839	115	BRANDT, BRETT	WORK SHOES	BB092520	1	100-53000-142-000	158.25
Total 77839:									158.25
10/20	10/09/2020	77840	17352	BRAY ASSOCIATES ARCHITECT	PUBLIC SAFETY CENTER PLAN/DESIGN/BID	3488-04	1	400-57140-210-000	33,000.00
10/20	10/09/2020	77840	17352	BRAY ASSOCIATES ARCHITECT	PARK FACILITY DESIGN/BID	3491-04	1	400-57620-827-116	814.00
10/20	10/09/2020	77840	17352	BRAY ASSOCIATES ARCHITECT	PARK FACILITY DESIGN/BID	3491-04	2	400-57620-827-112	814.00
Total 77840:									34,628.00
10/20	10/09/2020	77841	16860	BUDGET SIGNS & SPECIALTIES	MCDANIEL PARK SIGN	34084	1	100-55200-340-000	192.00
Total 77841:									192.00
10/20	10/09/2020	77842	16337	CARL F STATZ & SONS INC	MOWER PARTS	C29493	1	100-53000-241-000	201.72
10/20	10/09/2020	77842	16337	CARL F STATZ & SONS INC	MOWER PARTS	C29493	2	600-53718-241-000	55.00

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10/20	10/09/2020	77842	16337	CARL F STATZ & SONS INC	MOWER PARTS	C29493	3	600-53616-241-000	55.00
10/20	10/09/2020	77842	16337	CARL F STATZ & SONS INC	MOWER PARTS	C29493	4	605-53440-241-000	55.00
Total 77842:									366.72
10/20	10/09/2020	77843	172	CITY OF MADISON TREASURE	AUGUST COMM CHARGES	30478	1	100-52200-221-000	109.62
Total 77843:									109.62
10/20	10/09/2020	77844	15033	CITY OF MONONA AMBULANCE	MONONA INTERCEPT	092920	1	100-46230-000	156.59
Total 77844:									156.59
10/20	10/09/2020	77845	194	CONCENTRA	RANDOM DRUG / ALCOHOL TEST	103243191	1	100-53000-211-000	47.50
Total 77845:									47.50
10/20	10/09/2020	77846	196	CONNEY SAFETY PRODUCTS	PW SAFETY SUPPLIES	05908052	1	100-53000-340-000	35.83
10/20	10/09/2020	77846	196	CONNEY SAFETY PRODUCTS	PW SAFETY SUPPLIES	05908052	2	600-53716-340-000	9.77
10/20	10/09/2020	77846	196	CONNEY SAFETY PRODUCTS	PW SAFETY SUPPLIES	05908052	3	600-53616-340-000	9.77
10/20	10/09/2020	77846	196	CONNEY SAFETY PRODUCTS	PW SAFETY SUPPLIES	05908052	4	605-53440-340-000	9.77
10/20	10/09/2020	77846	196	CONNEY SAFETY PRODUCTS	CROSSING GUARD CONES	05909469	1	100-52100-340-000	29.22
Total 77846:									94.36
10/20	10/09/2020	77847	17416	CONSTANT CONTACT	THE LOOKOUT EMAIL SERVER	DHJ6IQ6AB2	1	200-55600-210-000	459.00
Total 77847:									459.00
10/20	10/09/2020	77848	1989	CORPORATE BUSINESS SYSTE	ADMIN COPIERS	27932099	1	100-51420-240-000	190.54
Total 77848:									190.54
10/20	10/09/2020	77849	212	CREATIVE SIGNS	VEHICLE DECALS	091420	1	100-53000-241-000	165.00
10/20	10/09/2020	77849	212	CREATIVE SIGNS	VEHICLE DECALS	091420	2	600-53718-241-000	45.00
10/20	10/09/2020	77849	212	CREATIVE SIGNS	VEHICLE DECALS	091420	3	600-53616-241-000	45.00
10/20	10/09/2020	77849	212	CREATIVE SIGNS	VEHICLE DECALS	091420	4	605-53440-241-000	45.00

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
Total 77849:									300.00
10/20	10/09/2020	77850	16296	DANE CO DEPT OF HUMAN SV	MEALSITE DONATION - CAMBRIDGE	SEPT2020	1	100-2435	435.00
10/20	10/09/2020	77850	16296	DANE CO DEPT OF HUMAN SV	MEALSITE DONATION - MCFARLAND	SEPT2020	2	100-2435	2,182.00
Total 77850:									2,617.00
10/20	10/09/2020	77851	12028	DANE CO PUBLIC HEALTH MAD	2019 SPEC ASSESS FEE REC'D 0710-364-01	100620	1	100-2465	8.67
Total 77851:									8.67
10/20	10/09/2020	77852	247	DANE CO TREASURER	JAIL & SURCHARGES - SEPT	154-100120	1	100-45110-000	994.60
Total 77852:									994.60
10/20	10/09/2020	77853	261	DECKER SUPPLY CO INC	SIGN PARTS	912159	1	100-53000-340-000	48.60
10/20	10/09/2020	77853	261	DECKER SUPPLY CO INC	CURBSIDE PICKUP SIGNS	912184	1	205-55110-242-000	40.20
Total 77853:									88.80
10/20	10/09/2020	77854	16545	DEPT OF SAFETY AND PROFES	FIRE ALARM PLAN REVIEW	093020	1	100-44300-106	20.00
Total 77854:									20.00
10/20	10/09/2020	77855	280	DIAMOND VOGEL CO	STREET PAINT SUPPLIES	255177180	1	100-53000-230-000	219.30
Total 77855:									219.30
10/20	10/09/2020	77856	281	DIGGERS HOTLINE INC	LOCATES SEWER	200 9 37601	1	600-53710-210-000	238.38
10/20	10/09/2020	77856	281	DIGGERS HOTLINE INC	LOCATES WATER	200 9 37601	2	600-53610-210-000	238.38
Total 77856:									476.76
10/20	10/09/2020	77857	16174	DNR ACCOUNTS RECEIVABLE	HOSE SUCTION	370-0000017	1	100-52200-240-000	60.33
Total 77857:									60.33
10/20	10/09/2020	77858	338	ENGELHART INC	FORESTRY EQUIPMENT	1710542	1	100-55200-210-000	26.64

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10/20	10/09/2020	77858	338	ENGELHART INC	FORESTRY EQUIPMENT	1710543	1	100-55200-210-000	79.04
10/20	10/09/2020	77858	338	ENGELHART INC	FORESTRY EQUIPMENT	1717669	1	100-55200-210-000	90.81
10/20	10/09/2020	77858	338	ENGELHART INC	PW SHOP	1718208	1	100-53000-340-000	22.71
10/20	10/09/2020	77858	338	ENGELHART INC	PW SHOP	1718208	2	600-53716-340-000	6.19
10/20	10/09/2020	77858	338	ENGELHART INC	PW SHOP	1718208	3	600-53616-340-000	6.19
10/20	10/09/2020	77858	338	ENGELHART INC	PW SHOP	1718208	4	605-53440-340-000	6.19
Total 77858:									237.77
10/20	10/09/2020	77859	341	ENVIRONMENT CONTROL	JANITORIAL SERVICES	15473-613	1	205-55110-210-000	1,389.00
10/20	10/09/2020	77859	341	ENVIRONMENT CONTROL	JANITORIAL SERVICES	15473-613	2	205-55110-210-000	540.00
10/20	10/09/2020	77859	341	ENVIRONMENT CONTROL	MC CLEANING	15589-613	1	100-51600-210-000	2,242.00
10/20	10/09/2020	77859	341	ENVIRONMENT CONTROL	MC CLEANING - COVID19 UPGRADE	15589-613	2	100-51600-210-000	1,457.00
10/20	10/09/2020	77859	341	ENVIRONMENT CONTROL	WILLIAM MCF PARK CLEANING COVID19	4077-613INV	1	100-55200-340-000	2,287.50
10/20	10/09/2020	77859	341	ENVIRONMENT CONTROL	MCDANIEL PARK CLEANING COVID19	4079-613INV	1	100-55200-340-000	1,900.00
10/20	10/09/2020	77859	341	ENVIRONMENT CONTROL	LEWIS PARK CLEANING COVID19	4081-613INV	1	100-55200-340-000	1,318.50
Total 77859:									11,134.00
10/20	10/09/2020	77860	17414	EUA	LONG RANGE PLANNING	81149	1	205-55110-211-000	4,529.12
Total 77860:									4,529.12
10/20	10/09/2020	77861	350	FASTENAL COMPANY	NUTS AND BOLTS SHOP	WIMAD4248	1	605-53440-340-000	1.84
10/20	10/09/2020	77861	350	FASTENAL COMPANY	NUTS AND BOLTS SHOP	WIMAD4248	2	600-53716-340-000	1.84
10/20	10/09/2020	77861	350	FASTENAL COMPANY	NUTS AND BOLTS SHOP	WIMAD4248	3	100-53000-340-000	6.74
10/20	10/09/2020	77861	350	FASTENAL COMPANY	NUTS AND BOLTS SHOP	WIMAD4248	4	600-53616-340-000	1.84
Total 77861:									12.26
10/20	10/09/2020	77862	353	FERGUSON ENTERPRISES	CURB STOP SLEEVES	5735900	1	600-53718-822-102	284.80
10/20	10/09/2020	77862	353	FERGUSON ENTERPRISES	BATHROOM REMODEL	5754929	1	205-55110-242-000	44.23
10/20	10/09/2020	77862	353	FERGUSON ENTERPRISES	MC REPAIR PART	5766410	1	100-51600-242-000	2.43
10/20	10/09/2020	77862	353	FERGUSON ENTERPRISES	MC REPAIR PART	5766410	2	600-53716-242-000	.66
10/20	10/09/2020	77862	353	FERGUSON ENTERPRISES	MC REPAIR PART	5766410	3	600-53616-242-000	.66
10/20	10/09/2020	77862	353	FERGUSON ENTERPRISES	MC REPAIR PART	5766410	4	605-53440-242-000	.66
10/20	10/09/2020	77862	353	FERGUSON ENTERPRISES	PLUMBING SUPPLIES	5768820	1	205-55110-242-000	11.04

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Total 77862:									344.48
10/20	10/09/2020	77863	1955	FILE 13 E-WASTE SOLUTIONS	ELECTRONIC DISPOSAL	44959	1	310-56700-242-000	86.30
10/20	10/09/2020	77863	1955	FILE 13 E-WASTE SOLUTIONS	ELECTRONIC DISPOSAL	44975	1	310-56700-242-000	149.50
Total 77863:									235.80
10/20	10/09/2020	77864	366	FOREMOST PROMOTIONS	FIRE PREVENTION MATERIALS	517070	1	100-52200-391-000	193.96
Total 77864:									193.96
10/20	10/09/2020	77865	16966	GOVOFFICE LLC	WEBSITE MGMT SYSTEM	INV15734	1	200-55600-211-000	1,850.00
10/20	10/09/2020	77865	16966	GOVOFFICE LLC	WEBSITE STORAGE	INV201244	1	200-55600-211-000	300.00
Total 77865:									2,150.00
10/20	10/09/2020	77866	408	GRAINGER INC	EAR PLUGS	9661708876	1	100-52200-343-000	32.68
Total 77866:									32.68
10/20	10/09/2020	77867	1323	HARKER HEATING & COOLING	HVAC REPAIR	1014107	1	205-55110-242-000	222.10
10/20	10/09/2020	77867	1323	HARKER HEATING & COOLING	HVAC REPAIR	1014512	1	205-55110-242-000	244.50
10/20	10/09/2020	77867	1323	HARKER HEATING & COOLING	HVAC REPAIR	1016524	1	205-55110-242-000	938.25
Total 77867:									1,404.85
10/20	10/09/2020	77868	1694	HEARTLAND LITHO	BALLOT FOLDING	65643	1	100-51440-340-000	215.00
10/20	10/09/2020	77868	1694	HEARTLAND LITHO	UTILITY BILLS	65651	1	600-53611-311-000	66.89
10/20	10/09/2020	77868	1694	HEARTLAND LITHO	UTILITY BILLS	65651	2	600-53711-311-000	66.88
10/20	10/09/2020	77868	1694	HEARTLAND LITHO	UTILITY BILLS	65651	3	605-53440-311-000	66.89
Total 77868:									415.66
10/20	10/09/2020	77869	1904	HUMPHREY SERVICE PARTS IN	VEHICLE PARTS	1223805	1	605-53440-241-000	2.13
10/20	10/09/2020	77869	1904	HUMPHREY SERVICE PARTS IN	VEHICLE PARTS	1223805	2	100-53000-241-000	7.81
10/20	10/09/2020	77869	1904	HUMPHREY SERVICE PARTS IN	VEHICLE PARTS	1223805	3	600-53718-241-000	2.13
10/20	10/09/2020	77869	1904	HUMPHREY SERVICE PARTS IN	VEHICLE PARTS	1223805	4	600-53616-241-000	2.13

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Total 77869:									14.20
10/20	10/09/2020	77870	17191	IRWIN, AIMEE	MILEAGE	AI093020	1	100-53000-141-000	20.70
Total 77870:									20.70
10/20	10/09/2020	77871	16804	KENDALL DOORS AND HARDW	ADDITIONAL KEYS	IN024139	1	100-53000-242-000	60.00
Total 77871:									60.00
10/20	10/09/2020	77872	16340	KENT, HEATHER	ZUMBA TRAINING FOR CLASSES	HK073120	1	205-55110-331-000	683.00
Total 77872:									683.00
10/20	10/09/2020	77873	2070	KKS PROPERTY	COMMON AREA MAINT. FORMER LIB	2020-10	1	100-51600-242-000	400.00
Total 77873:									400.00
10/20	10/09/2020	77874	17225	KREY, LINDSEY	MEAL FOR WATER MAIN BREAK	LK091820	1	100-53000-340-000	21.93
Total 77874:									21.93
10/20	10/09/2020	77875	17415	LIBRARY FURNITURE INTERNA	MOBILE DISPLAY SHELVING	7132	1	205-55110-390-000	4,287.50
Total 77875:									4,287.50
10/20	10/09/2020	77876	556	LIQUI SYSTEMS INC	WATER CHEM PP REPAIR	202293	1	600-53716-340-000	204.00
Total 77876:									204.00
10/20	10/09/2020	77877	2210	MADISON BLOCK & STONE	FLOWER CORNER PARKING LOT	243922	1	100-55200-390-000	335.00
10/20	10/09/2020	77877	2210	MADISON BLOCK & STONE	FLOWER CORNER PARKING LOT	243949	1	100-55200-390-000	50.50
Total 77877:									385.50
10/20	10/09/2020	77878	2237	MADISON COLLEGE	TUITION AND FEES	CORP-00000	1	100-52200-290-000	380.00

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
Total 77878:									380.00
10/20	10/09/2020	77879	581	MADISON TRUCK EQUIPMENT I	TRUCK PARTS	9-93297	1	100-53000-241-000	27.18
10/20	10/09/2020	77879	581	MADISON TRUCK EQUIPMENT I	TRUCK PARTS	9-93297	2	600-53718-241-000	7.42
10/20	10/09/2020	77879	581	MADISON TRUCK EQUIPMENT I	TRUCK PARTS	9-93297	3	600-53616-241-000	7.42
10/20	10/09/2020	77879	581	MADISON TRUCK EQUIPMENT I	TRUCK PARTS	9-93297	4	605-53440-241-000	7.42
Total 77879:									49.44
10/20	10/09/2020	77880	1759	MANDT SANDFILL TRUCKING	WATER MAIN SPOILS	55246	1	600-53718-822-101	120.00
10/20	10/09/2020	77880	1759	MANDT SANDFILL TRUCKING	ROCK FOR WATER MAIN BREAK	55246	2	600-53718-822-101	413.53
10/20	10/09/2020	77880	1759	MANDT SANDFILL TRUCKING	STREET SWEEPINGS	55682	1	605-53440-210-000	120.00
Total 77880:									653.53
10/20	10/09/2020	77881	600	MAURER, JOSEPH	MAUER UNIFORM ALLOWANCE	JM091420	1	100-52100-142-000	52.00
Total 77881:									52.00
10/20	10/09/2020	77882	606	MCFARLAND FIREFIGHTERS' A	QUARTERLY PAYROLL PAYMENT	093020	1	100-2180	475.00
Total 77882:									475.00
10/20	10/09/2020	77883	640	MGE	STREET LIGHTS	13010467-09	1	100-53000-291-000	30.27
10/20	10/09/2020	77883	640	MGE	STREET LIGHTS	14096945-09	1	100-53000-291-000	38.20
10/20	10/09/2020	77883	640	MGE	LIFT #4 ELECT	21056320-09	1	600-53615-220-000	48.03
10/20	10/09/2020	77883	640	MGE	LIFT #5 GAS	27667872-09	1	600-53615-220-000	26.05
10/20	10/09/2020	77883	640	MGE	STREET LIGHTS	29538501-09	1	100-53000-291-000	189.45
10/20	10/09/2020	77883	640	MGE	GOBEN BUILDING	30200505-09	1	305-56700-242-000	132.65
Total 77883:									464.65
10/20	10/09/2020	77884	2058	MICROMARKETING LLC	ADULT AUDIO BOOKS	821974	1	205-55110-345-000	79.98
10/20	10/09/2020	77884	2058	MICROMARKETING LLC	ADULT AUDIO BOOKS	822405	1	205-55110-345-000	25.99
Total 77884:									105.97
10/20	10/09/2020	77885	1941	MIDWEST TRAILER SALES	TRUCK PARTS	1105286-00	1	605-53440-241-000	12.02

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10/20	10/09/2020	77885	1941	MIDWEST TRAILER SALES	TRUCK PARTS	1105286-00	2	600-53616-241-000	12.02
10/20	10/09/2020	77885	1941	MIDWEST TRAILER SALES	TRUCK PARTS	1105286-00	3	600-53718-241-000	12.02
10/20	10/09/2020	77885	1941	MIDWEST TRAILER SALES	TRUCK PARTS	1105286-00	4	100-53000-241-000	44.05
10/20	10/09/2020	77885	1941	MIDWEST TRAILER SALES	TRUCK PARTS	1105296-00	1	605-53440-241-000	29.85
10/20	10/09/2020	77885	1941	MIDWEST TRAILER SALES	TRUCK PARTS	1105296-00	2	600-53616-241-000	29.85
10/20	10/09/2020	77885	1941	MIDWEST TRAILER SALES	TRUCK PARTS	1105296-00	3	600-53718-241-000	29.85
10/20	10/09/2020	77885	1941	MIDWEST TRAILER SALES	TRUCK PARTS	1105296-00	4	100-53000-241-000	109.43
10/20	10/09/2020	77885	1941	MIDWEST TRAILER SALES	TRUCK PARTS	1105312-00	1	605-53440-241-000	34.14
10/20	10/09/2020	77885	1941	MIDWEST TRAILER SALES	TRUCK PARTS	1105312-00	2	600-53616-241-000	34.14
10/20	10/09/2020	77885	1941	MIDWEST TRAILER SALES	TRUCK PARTS	1105312-00	3	600-53718-241-000	34.14
10/20	10/09/2020	77885	1941	MIDWEST TRAILER SALES	TRUCK PARTS	1105312-00	4	100-53000-241-000	125.17
10/20	10/09/2020	77885	1941	MIDWEST TRAILER SALES	TRUCK PARTS	1105389-00	1	605-53440-241-000	3.50
10/20	10/09/2020	77885	1941	MIDWEST TRAILER SALES	TRUCK PARTS	1105389-00	2	600-53616-241-000	3.50
10/20	10/09/2020	77885	1941	MIDWEST TRAILER SALES	TRUCK PARTS	1105389-00	3	600-53718-241-000	3.50
10/20	10/09/2020	77885	1941	MIDWEST TRAILER SALES	TRUCK PARTS	1105389-00	4	100-53000-241-000	12.82
10/20	10/09/2020	77885	1941	MIDWEST TRAILER SALES	TRUCK PARTS	1105725-00	1	100-53000-241-000	36.17
10/20	10/09/2020	77885	1941	MIDWEST TRAILER SALES	TRUCK PARTS	1105725-00	2	600-53718-241-000	9.86
10/20	10/09/2020	77885	1941	MIDWEST TRAILER SALES	TRUCK PARTS	1105725-00	3	600-53616-241-000	9.86
10/20	10/09/2020	77885	1941	MIDWEST TRAILER SALES	TRUCK PARTS	1105725-00	4	605-53440-241-000	9.86
10/20	10/09/2020	77885	1941	MIDWEST TRAILER SALES	TRUCK PARTS	1105737-00	1	100-53000-241-000	45.47
10/20	10/09/2020	77885	1941	MIDWEST TRAILER SALES	TRUCK PARTS	1105737-00	2	600-53718-241-000	12.40
10/20	10/09/2020	77885	1941	MIDWEST TRAILER SALES	TRUCK PARTS	1105737-00	3	600-53616-241-000	12.40
10/20	10/09/2020	77885	1941	MIDWEST TRAILER SALES	TRUCK PARTS	1105737-00	4	605-53440-241-000	12.40
10/20	10/09/2020	77885	1941	MIDWEST TRAILER SALES	TRUCK PARTS	1105752-00	1	100-53000-241-000	2.88
10/20	10/09/2020	77885	1941	MIDWEST TRAILER SALES	TRUCK PARTS	1105752-00	2	600-53718-241-000	.78
10/20	10/09/2020	77885	1941	MIDWEST TRAILER SALES	TRUCK PARTS	1105752-00	3	600-53616-241-000	.78
10/20	10/09/2020	77885	1941	MIDWEST TRAILER SALES	TRUCK PARTS	1105752-00	4	605-53440-241-000	.78
Total 77885:									683.64
10/20	10/09/2020	77886	667	MINNESOTA LIFE INS CO	LIFE INSURANCE	002832L-NO	1	100-2157	1,583.29
Total 77886:									1,583.29
10/20	10/09/2020	77887	1896	NAPA AUTO PARTS	VEHICLE PARTS	728374	1	100-53000-241-000	16.15
10/20	10/09/2020	77887	1896	NAPA AUTO PARTS	VEHICLE PARTS	728374	2	600-53718-241-000	4.41
10/20	10/09/2020	77887	1896	NAPA AUTO PARTS	VEHICLE PARTS	728374	3	600-53616-241-000	4.41
10/20	10/09/2020	77887	1896	NAPA AUTO PARTS	VEHICLE PARTS	728374	4	605-53440-241-000	4.41
10/20	10/09/2020	77887	1896	NAPA AUTO PARTS	VEHICLE PARTS	739986	1	100-53000-241-000	12.26

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10/20	10/09/2020	77887	1896	NAPA AUTO PARTS	VEHICLE PARTS	739986	2	600-53718-241-000	3.34
10/20	10/09/2020	77887	1896	NAPA AUTO PARTS	VEHICLE PARTS	739986	3	600-53616-241-000	3.34
10/20	10/09/2020	77887	1896	NAPA AUTO PARTS	VEHICLE PARTS	739986	4	605-53440-241-000	3.34
10/20	10/09/2020	77887	1896	NAPA AUTO PARTS	VEHICLE PARTS	740121	1	605-53440-241-000	29.56
10/20	10/09/2020	77887	1896	NAPA AUTO PARTS	VEHICLE PARTS	740121	2	600-53616-241-000	29.56
10/20	10/09/2020	77887	1896	NAPA AUTO PARTS	VEHICLE PARTS	740121	3	600-53718-241-000	29.56
10/20	10/09/2020	77887	1896	NAPA AUTO PARTS	VEHICLE PARTS	740121	4	100-53000-241-000	108.40
10/20	10/09/2020	77887	1896	NAPA AUTO PARTS	VEHICLE PARTS	740265	1	605-53440-241-000	.52
10/20	10/09/2020	77887	1896	NAPA AUTO PARTS	VEHICLE PARTS	740265	2	600-53718-241-000	.52
10/20	10/09/2020	77887	1896	NAPA AUTO PARTS	VEHICLE PARTS	740265	3	600-53616-241-000	.52
10/20	10/09/2020	77887	1896	NAPA AUTO PARTS	VEHICLE PARTS	740265	4	100-53000-241-000	1.93
10/20	10/09/2020	77887	1896	NAPA AUTO PARTS	VEHICLE PARTS	740288	1	605-53440-241-000	8.25-
10/20	10/09/2020	77887	1896	NAPA AUTO PARTS	VEHICLE PARTS	740288	2	600-53616-241-000	8.25-
10/20	10/09/2020	77887	1896	NAPA AUTO PARTS	VEHICLE PARTS	740288	3	600-53718-241-000	8.25-
10/20	10/09/2020	77887	1896	NAPA AUTO PARTS	VEHICLE PARTS	740288	4	100-53000-241-000	30.25-
10/20	10/09/2020	77887	1896	NAPA AUTO PARTS	VEHICLE PARTS	740405	1	605-53440-241-000	15.47
10/20	10/09/2020	77887	1896	NAPA AUTO PARTS	VEHICLE PARTS	740405	2	600-53616-241-000	15.47
10/20	10/09/2020	77887	1896	NAPA AUTO PARTS	VEHICLE PARTS	740405	3	600-53718-241-000	15.47
10/20	10/09/2020	77887	1896	NAPA AUTO PARTS	VEHICLE PARTS	740405	4	100-53000-241-000	56.70
10/20	10/09/2020	77887	1896	NAPA AUTO PARTS	VEHICLE PARTS	740821	1	100-53000-241-000	101.72
10/20	10/09/2020	77887	1896	NAPA AUTO PARTS	VEHICLE PARTS	740821	2	600-53718-241-000	27.74
10/20	10/09/2020	77887	1896	NAPA AUTO PARTS	VEHICLE PARTS	740821	3	600-53616-241-000	27.74
10/20	10/09/2020	77887	1896	NAPA AUTO PARTS	VEHICLE PARTS	740821	4	605-53440-241-000	27.74
10/20	10/09/2020	77887	1896	NAPA AUTO PARTS	VEHICLE PARTS	740822	1	100-53000-241-000	24.67
10/20	10/09/2020	77887	1896	NAPA AUTO PARTS	VEHICLE PARTS	740822	2	600-53718-241-000	6.72
10/20	10/09/2020	77887	1896	NAPA AUTO PARTS	VEHICLE PARTS	740822	3	600-53616-241-000	6.72
10/20	10/09/2020	77887	1896	NAPA AUTO PARTS	VEHICLE PARTS	740822	4	605-53440-241-000	6.72
10/20	10/09/2020	77887	1896	NAPA AUTO PARTS	VEHICLE PARTS	741149	1	100-53000-241-000	33.30
10/20	10/09/2020	77887	1896	NAPA AUTO PARTS	VEHICLE PARTS	741149	2	600-53718-241-000	9.08
10/20	10/09/2020	77887	1896	NAPA AUTO PARTS	VEHICLE PARTS	741149	3	600-53616-241-000	9.08
10/20	10/09/2020	77887	1896	NAPA AUTO PARTS	VEHICLE PARTS	741149	4	605-53440-241-000	9.08
10/20	10/09/2020	77887	1896	NAPA AUTO PARTS	CORE CREDIT	741181	1	605-53440-241-000	7.43-
10/20	10/09/2020	77887	1896	NAPA AUTO PARTS	CORE CREDIT	741181	2	100-53000-241-000	27.21-
10/20	10/09/2020	77887	1896	NAPA AUTO PARTS	CORE CREDIT	741181	3	600-53718-241-000	7.43-
10/20	10/09/2020	77887	1896	NAPA AUTO PARTS	CORE CREDIT	741181	4	600-53616-241-000	7.43-
10/20	10/09/2020	77887	1896	NAPA AUTO PARTS	CHIEF'S VEHICLE MAINTENANCE	741526	1	100-52100-241-000	131.50
Total 77887:									672.65

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10/20	10/09/2020	77888	2082	NASSCO INC	CLEANING SUPPLIES	S2672862.00	1	100-51600-242-000	106.52
Total 77888:									106.52
10/20	10/09/2020	77889	17164	NEWEGG BUSINESS, INC.	CONTROL ROOM PC PARTS	1302967420	1	200-55600-240-000	500.00
10/20	10/09/2020	77889	17164	NEWEGG BUSINESS, INC.	CONTROL ROOM PC PARTS	1302967420	2	200-55600-342-000	55.96
Total 77889:									555.96
10/20	10/09/2020	77890	722	OPENWOOD STUDIOS INC	PARK SIGNS	5940	1	400-57700-810-000	2,427.00
Total 77890:									2,427.00
10/20	10/09/2020	77891	727	OVERHEAD DOOR CO OF MADI	SERVICE OF PD GARAGE DOOR	22413	1	100-51600-242-000	55.00
10/20	10/09/2020	77891	727	OVERHEAD DOOR CO OF MADI	SERVICE OF PD GARAGE DOOR	22413	2	600-53716-242-000	15.00
10/20	10/09/2020	77891	727	OVERHEAD DOOR CO OF MADI	SERVICE OF PD GARAGE DOOR	22413	3	600-53616-242-000	15.00
10/20	10/09/2020	77891	727	OVERHEAD DOOR CO OF MADI	SERVICE OF PD GARAGE DOOR	22413	4	605-53440-242-000	15.00
10/20	10/09/2020	77891	727	OVERHEAD DOOR CO OF MADI	MC DOOR REPAIR	22949	1	100-51600-242-000	203.50
10/20	10/09/2020	77891	727	OVERHEAD DOOR CO OF MADI	MC DOOR REPAIR	22949	2	600-53716-242-000	55.50
10/20	10/09/2020	77891	727	OVERHEAD DOOR CO OF MADI	MC DOOR REPAIR	22949	3	600-53616-242-000	55.50
10/20	10/09/2020	77891	727	OVERHEAD DOOR CO OF MADI	MC DOOR REPAIR	22949	4	605-53440-242-000	55.50
Total 77891:									470.00
10/20	10/09/2020	77892	17342	PALMERSHEIM DETTMANN, S.C	REBRANDING - TRADEMARK	6110	1	400-57700-810-000	175.00
Total 77892:									175.00
10/20	10/09/2020	77893	17320	PARKITECTURE & PLANNING	GENERAL PARKS PLANNING	1-20.043	1	400-57620-211-000	1,450.00
10/20	10/09/2020	77893	17320	PARKITECTURE & PLANNING	COMMUNITY PARK MASTER PLAN	5-20.022	1	400-57620-827-118	1,146.50
10/20	10/09/2020	77893	17320	PARKITECTURE & PLANNING	MCFARLAND PARK MASTER PLAN	5-20.022	2	400-57620-827-113	1,048.75
Total 77893:									3,645.25
10/20	10/09/2020	77894	17413	POBLOCKI PAVING CORP	PAVEMENT REPAIR--MGE	105061	1	100-53000-230-000	1,716.00
10/20	10/09/2020	77894	17413	POBLOCKI PAVING CORP	PAVEMENT REPAIR	105061	2	605-53440-340-000	8,396.00
10/20	10/09/2020	77894	17413	POBLOCKI PAVING CORP	PAVEMENT REPAIR--WATER MAIN	105061	3	600-53718-822-101	4,617.00

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
Total 77894:									14,729.00
10/20	10/09/2020	77895	759	POSTMASTER	RENEWAL OF PO BOX	100120	1	100-51420-210-000	56.50
10/20	10/09/2020	77895	759	POSTMASTER	RENEWAL OF PO BOX	100120	2	600-53610-210-000	56.50
10/20	10/09/2020	77895	759	POSTMASTER	RENEWAL OF PO BOX	100120	3	600-53710-210-000	56.50
10/20	10/09/2020	77895	759	POSTMASTER	RENEWAL OF PO BOX	100120	4	605-53440-210-000	56.50
Total 77895:									226.00
10/20	10/09/2020	77896	764	PREMIER PAINT & WALLPAPER	LIBRARY PAINT SUPPLIES	61385	1	205-55110-242-000	47.99
10/20	10/09/2020	77896	764	PREMIER PAINT & WALLPAPER	LIBRARY PAINT SUPPLIES	61393	1	205-55110-242-000	59.97
Total 77896:									107.96
10/20	10/09/2020	77897	775	PUBLIC SERVICE COMM OF WI	UTILITY ADVANCE ASSESS	RA21-I-0349	1	600-53710-210-000	1,163.30
Total 77897:									1,163.30
10/20	10/09/2020	77898	16869	RICE, JIM	PACKER'S PROGRAM	310	1	205-55110-391-000	300.00
Total 77898:									300.00
10/20	10/09/2020	77899	9137	RICOH USA INC	RICOH COPIER EXTRA	5060505554	1	100-52100-240-000	28.78
Total 77899:									28.78
10/20	10/09/2020	77900	837	SCHMIDT'S AUTO INC	TOWING	561337	1	605-53440-241-000	45.00
10/20	10/09/2020	77900	837	SCHMIDT'S AUTO INC	TOWING	561337	2	600-53616-241-000	45.00
10/20	10/09/2020	77900	837	SCHMIDT'S AUTO INC	TOWING	561337	3	600-53718-241-000	45.00
10/20	10/09/2020	77900	837	SCHMIDT'S AUTO INC	TOWING	561337	4	100-53000-241-000	165.00
Total 77900:									300.00
10/20	10/09/2020	77901	17417	SEECOAST MANUFACTURING	LEWIS PARK - TELESCOPE	Q20-187	1	405-57620-811-101	3,990.50
Total 77901:									3,990.50
10/20	10/09/2020	77902	870	SLINDE TRUCKING	TOPSOIL--FLOWER CORNER	38385	1	100-55200-242-000	160.00

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
Total 77902:									160.00
10/20	10/09/2020	77903	1738	STATE OF WI TREASURER	MONTHLY COURT FEES - SEPT	154-100120	1	100-45110-000	1,970.14
Total 77903:									1,970.14
10/20	10/09/2020	77904	1405	TAPCO	INSTALLATION OF CROSSING SIGNAL	I679890	1	400-57210-813-101	3,150.00
Total 77904:									3,150.00
10/20	10/09/2020	77905	1462	TASC	FSA ADMIN FEE	IN1845321	1	100-51540-514-000	154.80
Total 77905:									154.80
10/20	10/09/2020	77906	17233	THE UNIFORM SHOPPE	NAME TAGS	303106	1	100-52200-142-000	42.85
Total 77906:									42.85
10/20	10/09/2020	77907	957	TOM'S AUTO CENTER INC	VEHICLE MAINT	0048034	1	605-53440-241-000	4.50
10/20	10/09/2020	77907	957	TOM'S AUTO CENTER INC	VEHICLE MAINT	0048034	2	600-53616-241-000	4.50
10/20	10/09/2020	77907	957	TOM'S AUTO CENTER INC	VEHICLE MAINT	0048034	3	600-53718-241-000	4.50
10/20	10/09/2020	77907	957	TOM'S AUTO CENTER INC	VEHICLE MAINT	0048034	4	100-53000-241-000	16.50
Total 77907:									30.00
10/20	10/09/2020	77908	16640	TOP PACK DEFENSE LLC	MILLER - UNIFORM ALLOWANCE	4792	1	100-52100-142-000	53.99
Total 77908:									53.99
10/20	10/09/2020	77909	17140	US BANK VOYAGER FLEET SYS	PD FUEL	8694160990	1	100-52100-341-000	1,213.93
10/20	10/09/2020	77909	17140	US BANK VOYAGER FLEET SYS	PW FUEL	8694160990	2	600-53615-341-000	59.74
10/20	10/09/2020	77909	17140	US BANK VOYAGER FLEET SYS	PW FUEL	8694160990	3	600-53710-341-000	119.49
10/20	10/09/2020	77909	17140	US BANK VOYAGER FLEET SYS	PW FUEL	8694160990	4	600-53616-341-000	119.49
10/20	10/09/2020	77909	17140	US BANK VOYAGER FLEET SYS	PW FUEL	8694160990	5	600-53718-341-000	59.74
10/20	10/09/2020	77909	17140	US BANK VOYAGER FLEET SYS	PW FUEL	8694160990	6	605-53440-341-000	179.23
10/20	10/09/2020	77909	17140	US BANK VOYAGER FLEET SYS	PW FUEL	8694160990	7	100-53000-341-000	657.20
10/20	10/09/2020	77909	17140	US BANK VOYAGER FLEET SYS	PARKS FUEL	8694160990	8	100-55200-341-000	224.35
10/20	10/09/2020	77909	17140	US BANK VOYAGER FLEET SYS	FIRE/EMS FUEL	8694160990	9	100-52200-341-000	767.34

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 77909:									3,400.51
10/20	10/09/2020	77910	992	US CELLULAR	PD PHONE	0397063824	1	100-52100-221-000	616.69
10/20	10/09/2020	77910	992	US CELLULAR	FD/EMS PHONE	0397063824	2	100-52200-221-000	605.21
10/20	10/09/2020	77910	992	US CELLULAR	OUTREACH PHONE	0397063824	3	100-54600-221-000	81.00
10/20	10/09/2020	77910	992	US CELLULAR	CABLE/COMMTECH PHONE	0397063824	4	200-55600-221-000	43.00
10/20	10/09/2020	77910	992	US CELLULAR	PW PHONE	0397063824	5	100-53000-221-000	97.45
10/20	10/09/2020	77910	992	US CELLULAR	WATER PHONE	0397063824	6	600-53710-310-000	97.45
10/20	10/09/2020	77910	992	US CELLULAR	SEWER PHONE	0397063824	7	600-53610-310-000	97.45
10/20	10/09/2020	77910	992	US CELLULAR	COMMDEV PHONE	0397063824	8	100-52400-221-000	.50
Total 77910:									1,638.75
10/20	10/09/2020	77911	995	USABLUEBOOK	LOCATE FLAGS	368013	1	600-53712-390-000	288.10
Total 77911:									288.10
10/20	10/09/2020	77912	17051	UW HEALTH - EEC	HEALTH CARE PROVIDER CARDS	9355	1	100-52200-331-000	5.00
Total 77912:									5.00
10/20	10/09/2020	77913	1005	VANNGUARD UTILITY PARTNER	LOCATES	8518	1	100-53000-291-000	138.50
Total 77913:									138.50
10/20	10/09/2020	77914	1015	VILLAGE OF MCFARLAND	5541 HOLSCHER RD	093020	1	100-53000-220-000	78.76
10/20	10/09/2020	77914	1015	VILLAGE OF MCFARLAND	TEMP PW BUILDING 5922 HWY 51	093020	2	100-53000-220-000	52.65
10/20	10/09/2020	77914	1015	VILLAGE OF MCFARLAND	FLOWER CORNER	093020	3	100-55200-220-000	43.09
10/20	10/09/2020	77914	1015	VILLAGE OF MCFARLAND	LEWIS PARK	093020	4	100-55200-220-000	199.88
10/20	10/09/2020	77914	1015	VILLAGE OF MCFARLAND	MCDANIEL PARK	093020	5	100-55200-220-000	259.17
10/20	10/09/2020	77914	1015	VILLAGE OF MCFARLAND	GAZEBO	093020	6	100-55200-220-000	61.90
10/20	10/09/2020	77914	1015	VILLAGE OF MCFARLAND	3234 HWY AB	093020	7	100-55200-220-000	129.02
10/20	10/09/2020	77914	1015	VILLAGE OF MCFARLAND	6623 MEREDITH WAY	093020	8	600-53616-242-000	5.60
Total 77914:									830.07
10/20	10/09/2020	77915	16947	WALLACE, BRYAN	WALLACE - UNIFORM ALLOWANCE	BW090820	1	100-52100-142-000	23.47

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 77915:									23.47
10/20	10/09/2020	77916	17336	WASHA CONSTRUCTION	WALL SECTION	7471	1	100-51600-242-000	7,995.00
Total 77916:									7,995.00
10/20	10/09/2020	77917	2203	WATCH GUARD	CAMERA ACCESSORIES	ACCINV0027	1	100-52100-210-000	107.00
Total 77917:									107.00
10/20	10/09/2020	77918	16531	WAUKESHA COUNTY TREASUR	EMS COMMISSION	2020-000000	1	100-46230-000	166.43
Total 77918:									166.43
10/20	10/09/2020	77919	1103	WINGRA STONE CO	WATER MAIN REPAIR	19363	1	600-53718-822-101	170.24
Total 77919:									170.24
10/20	10/09/2020	77920	16347	WISCONSIN STATE LABORATO	WATER TESTS	648141	1	600-53710-210-000	26.00
Total 77920:									26.00
10/20	10/09/2020	77921	16346	WOLF PAVING & EXCAVATING C	COLD PATCH	67725	1	600-53718-822-101	248.13
Total 77921:									248.13
10/20	10/09/2020	77922	1910	ZURBUCHEN OIL INC	DYED DIESEL FUEL	246548	1	100-53000-341-000	401.28
Total 77922:									401.28
10/20	10/09/2020	77923	16876	G-PRO EXCAVATING LLC	PAYAPP2 - 2020 STREET UTIL IMP MC158	092820	1	400-57310-821-000	658,243.33
Total 77923:									658,243.33
Grand Totals:									863,003.21

Summary by General Ledger Account Number

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
100-2120	57.46	56,588.91-	56,531.45-
100-2157	1,583.29	.00	1,583.29
100-2180	475.00	.00	475.00
100-2435	2,617.00	.00	2,617.00
100-2465	8.67	.00	8.67
100-44300-106	20.00	.00	20.00
100-45110-000	2,964.74	.00	2,964.74
100-46230-000	2,179.51	.00	2,179.51
100-51100-210-000	1,532.00	.00	1,532.00
100-51100-321-000	458.83	.00	458.83
100-51200-810-000	292.80	.00	292.80
100-51420-210-000	56.50	.00	56.50
100-51420-211-000	135.00	.00	135.00
100-51420-240-000	190.54	.00	190.54
100-51420-310-000	77.59	.00	77.59
100-51440-321-000	675.00	.00	675.00
100-51440-340-000	891.00	.00	891.00
100-51540-514-000	154.80	.00	154.80
100-51600-210-000	3,699.00	.00	3,699.00
100-51600-220-000	28.42	.00	28.42
100-51600-242-000	9,207.68	.00	9,207.68
100-52100-142-000	129.46	.00	129.46
100-52100-210-000	107.00	.00	107.00
100-52100-221-000	616.69	.00	616.69
100-52100-240-000	28.78	.00	28.78
100-52100-241-000	131.50	.00	131.50
100-52100-340-000	69.57	.00	69.57
100-52100-341-000	1,213.93	.00	1,213.93
100-52200-142-000	42.85	.00	42.85
100-52200-221-000	714.83	.00	714.83
100-52200-240-000	60.33	.00	60.33
100-52200-290-000	380.00	.00	380.00
100-52200-331-000	5.00	.00	5.00
100-52200-340-000	578.27	.00	578.27
100-52200-341-000	767.34	.00	767.34
100-52200-343-000	32.68	.00	32.68
100-52200-391-000	193.96	.00	193.96
100-52400-221-000	.50	.00	.50
100-53000-141-000	20.70	.00	20.70

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
100-53000-142-000	158.25	.00	158.25
100-53000-211-000	47.50	.00	47.50
100-53000-220-000	651.64	.00	651.64
100-53000-221-000	97.45	.00	97.45
100-53000-230-000	1,935.30	.00	1,935.30
100-53000-241-000	1,314.33	57.46-	1,256.87
100-53000-242-000	464.76	.00	464.76
100-53000-291-000	9,797.21	.00	9,797.21
100-53000-310-000	54.14	.00	54.14
100-53000-340-000	135.81	.00	135.81
100-53000-341-000	1,058.48	.00	1,058.48
100-54600-221-000	81.00	.00	81.00
100-55200-210-000	196.49	.00	196.49
100-55200-220-000	877.58	.00	877.58
100-55200-242-000	160.00	.00	160.00
100-55200-340-000	6,608.36	.00	6,608.36
100-55200-341-000	224.35	.00	224.35
100-55200-390-000	385.50	.00	385.50
200-2120	.00	3,207.96-	3,207.96-
200-55600-210-000	459.00	.00	459.00
200-55600-211-000	2,150.00	.00	2,150.00
200-55600-221-000	43.00	.00	43.00
200-55600-240-000	500.00	.00	500.00
200-55600-342-000	55.96	.00	55.96
205-2120	.00	20,491.84-	20,491.84-
205-55110-210-000	1,929.00	.00	1,929.00
205-55110-211-000	4,529.12	.00	4,529.12
205-55110-221-000	63.38	.00	63.38
205-55110-240-000	1,093.45	.00	1,093.45
205-55110-242-000	2,338.43	.00	2,338.43
205-55110-331-000	683.00	.00	683.00
205-55110-344-000	5,102.11	.00	5,102.11
205-55110-345-000	157.00	.00	157.00
205-55110-390-000	4,287.50	.00	4,287.50
205-55110-391-000	308.85	.00	308.85
305-2120	.00	132.65-	132.65-
305-56700-242-000	132.65	.00	132.65
310-2120	.00	375.99-	375.99-
310-56700-210-000	140.19	.00	140.19
310-56700-242-000	235.80	.00	235.80

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
315-2120	.00	475.00-	475.00-
315-58000-690-000	475.00	.00	475.00
400-2120	.00	713,892.60-	713,892.60-
400-57140-210-000	33,000.00	.00	33,000.00
400-57140-813-101	10,388.50	.00	10,388.50
400-57140-825-103	1,235.52	.00	1,235.52
400-57210-813-101	3,150.00	.00	3,150.00
400-57310-821-000	658,243.33	.00	658,243.33
400-57620-211-000	1,450.00	.00	1,450.00
400-57620-827-112	814.00	.00	814.00
400-57620-827-113	1,048.75	.00	1,048.75
400-57620-827-116	814.00	.00	814.00
400-57620-827-118	1,146.50	.00	1,146.50
400-57700-810-000	2,602.00	.00	2,602.00
405-2120	.00	3,990.50-	3,990.50-
405-57620-811-101	3,990.50	.00	3,990.50
600-2120	31.36	15,483.81-	15,452.45-
600-53610-210-000	294.88	.00	294.88
600-53610-310-000	112.21	.00	112.21
600-53610-321-000	153.20	.00	153.20
600-53611-311-000	66.89	.00	66.89
600-53615-220-000	490.26	.00	490.26
600-53615-341-000	59.74	.00	59.74
600-53616-241-000	358.44	15.68-	342.76
600-53616-242-000	255.81	.00	255.81
600-53616-340-000	17.80	.00	17.80
600-53616-341-000	119.49	.00	119.49
600-53710-210-000	1,484.18	.00	1,484.18
600-53710-211-000	2,500.00	.00	2,500.00
600-53710-310-000	112.21	.00	112.21
600-53710-321-000	153.20	.00	153.20
600-53710-341-000	119.49	.00	119.49
600-53711-311-000	66.88	.00	66.88
600-53712-390-000	288.10	.00	288.10
600-53716-220-000	1,848.00	.00	1,848.00
600-53716-242-000	443.65	.00	443.65
600-53716-340-000	267.50	.00	267.50
600-53718-241-000	358.44	15.68-	342.76
600-53718-341-000	59.74	.00	59.74
600-53718-822-101	5,568.90	.00	5,568.90

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
600-53718-822-102	284.80	.00	284.80
605-2120	15.68	11,040.60-	11,024.92-
605-53440-210-000	176.50	.00	176.50
605-53440-241-000	358.44	15.68-	342.76
605-53440-242-000	1,218.18	.00	1,218.18
605-53440-310-000	14.76	.00	14.76
605-53440-311-000	66.89	.00	66.89
605-53440-321-000	612.80	.00	612.80
605-53440-340-000	8,413.80	.00	8,413.80
605-53440-341-000	179.23	.00	179.23
610-2120	.00	35,709.35-	35,709.35-
610-53620-212-000	20,982.45	.00	20,982.45
610-53620-213-000	14,114.10	.00	14,114.10
610-53620-321-000	612.80	.00	612.80
800-2120	.00	1,718.50-	1,718.50-
800-52100-390-000	1,718.50	.00	1,718.50
Grand Totals:	863,212.21	863,212.21-	.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
09/26/2020	PC	10/02/2020	77815	WALLACE, DAWN	458	307.69
09/26/2020	CDPT	10/02/2020	77816	WI AFSCME COUNCIL 32	7	48.14
09/26/2020	CDPT	10/02/2020	77816	WI AFSCME COUNCIL 32	7	65.00
09/26/2020	CDPT	10/02/2020	77817	WI SCTF	5	207.69

PAYROLL RELATED $628.52

VILLAGE OF
McFarland

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, October 12, 2020**

SECTION: **Business**

DEPARTMENT: **Administration**

CONTACT: **Matt Schuenke, Village Administrator**

AGENDA ITEM: **Presentation by the McFarland Youth Center regarding prior year's operations.**

PREVIOUS ACTION:
None.

ISSUE SUMMARY:
Please find enclosed a presentation to be provided by the Youth Center. Annually they provide a report regarding their utilization and progamming in the Village.

FINANCIAL/BUDGET IMPACT:
The 2021 Budget for the Youth Center Fund is propsed for review later in the meeting under a separate agenda item.

VILLAGE PLAN REFERENCE:
None.

ORDINANCE REFERENCE:
None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
Presentation only, no action listed.

ATTACHMENTS:
1. MYC - presentation - VoM 2020

McFarland Youth Center

McFarland Youth Center

10/12/2020 Update

Quick Facts

- **MISSION**: The McFarland Youth Center is a community-based organization committed to middle school aged youth, families and community by providing a safe recreational and educational environment. By incorporating adult-supervised, youth oriented activities, the McFarland Youth Center promotes positive relationships by building and fostering developmental assets

- **HISTORY**: Started by McFarland High School students in 1998 and has served McFarland for 22 years now!

- **HOURS**: 3-6 M-F during the school year and 1-5 M-F during summer

- **ATTENDANCE**:
  - Typically average 25-30 youth per day during school-year
  - Typically average 10-20 youth per day during summer break

  - Served over 100 unique youth during 2020 so far (28/month), which is ~13.2% of IMMS Population

McFarland Youth Center

Developmental Assets

Search INSTITUTE

THE EIGHT CATEGORIES OF DEVELOPMENTAL ASSETS MEASURED IN THE DAP	
External Assets	**Internal Assets**
SUPPORT Measures whether children have caring adults in their lives, which may include parents, neighbors, and/or teachers.	**COMMITMENT TO LEARNING** Asks questions related to whether children care about school and completing their homework, as well as appreciate learning new things.
EMPOWERMENT Asks questions about how safe children feel at school and at home, as well as their perception of being valued and appreciated.	**POSITIVE VALUES** Seeks to understand if children value taking responsibility for their actions and helping others, are honest and have respect for others and their community.
BOUNDARIES AND EXPECTATIONS Hones in on whether a child feels he or she must abide by boundaries and expectations set at home, in school and in their neighborhood.	**SOCIAL COMPETENCIES** Measures a child's willingness to express his or her feelings, establish relationships with others, say no to activities or suggestions that are dangerous, and can find positive ways to deal with hardships.
CONSTRUCTIVE USE OF TIME Evaluates whether children are involved in outside activities like clubs, music or art programs or religious groups.	**POSITIVE IDENTITY** Measures a child's self-worth.

External Assets

Support

1. **Family Support**—Family continues to be a consistent provider of love and support for the child's unique physical and emotional needs.
2. **Positive Family Communication**—Parent(s) and child communicate openly, respectfully, and frequently, with child receiving praise for her or his efforts and accomplishments.
3. **Other Adult Relationships**—Child receives support from adults other than her or his parent(s), with the child sometimes experiencing relationships with a nonparent adult.
4. **Caring Neighborhood**—Parent(s) and child experience friendly neighbors who affirm and support the child's growth and sense of belonging.
5. **Caring School Climate**—Child experiences warm, welcoming relationships with teachers, caregivers, and peers at school.
6. **Parent Involvement in Schooling**—Parent(s) talk about the importance of education and are actively involved in the child's school success.

Empowerment

7. **Community Values Children**—Children are welcomed and included throughout community life.
8. **Children as Resources**—Child contributes to family decisions and has opportunities to participate in positive community events.
9. **Service to Others**—Child has opportunities to serve in the community with adult support and approval.
10. **Safety**—Parents and community adults ensure the child's safety while keeping in mind her or his increasing independence.

Boundaries & Expectations

11. **Family Boundaries**—The family maintains supervision of the child, has reasonable guidelines for behavior, and always knows where the child is.
12. **School Boundaries**—Schools have clear, consistent rules and consequences and use a positive approach to discipline.
13. **Neighborhood Boundaries**—Neighbors and friends' parents help monitor the child's behavior and provide feedback to the parent(s).
14. **Adult Role Models**—Parent(s) and other adults model positive, responsible behavior and encourage the child to follow these examples.
15. **Positive Peer Influence**—Parent(s) monitor the child's friends and encourage spending time with those who set good examples.
16. **High Expectations**—Parent(s), teachers, and other influential adults encourage the child to do her or his best in all tasks and celebrate their successes.

Constructive Use of Time

17. **Creative Activities**—Child participates weekly in music, dance, or other form of artistic expression outside of school.
18. **Child Programs**—Child participates weekly in at least one sport, club, or organization within the school or community.
19. **Religious Community**—Child participates in age-appropriate religious activities and caring relationships that nurture her or his spiritual development.
20. **Time at Home**—Child spends time at home playing and doing positive activities with the family.

Internal Assets

Commitment to Learning

21. **Achievement Motivation**—Child is encouraged to remain curious and demonstrates an interest in doing well at school.
22. **Learning Engagement**—Child is enthused about learning and enjoys going to school.
23. **Homework**—With appropriate parental support, child completes assigned homework.
24. **Bonding to School**—Child is encouraged to have and feels a sense of belonging at school.
25. **Reading for Pleasure**—Child listens to and/or reads books outside of school daily.

Positive Values

26. **Caring**—Parent(s) help child grow in empathy, understanding, and helping others.
27. **Equality and Social Justice**—Parent(s) encourage child to be concerned about rules and being fair to everyone.
28. **Integrity**—Parent(s) help child develop her or his own sense of right and wrong behavior.
29. **Honesty**—Parent(s) encourage child's development in recognizing and telling the truth.
30. **Responsibility**—Parent(s) encourage child to accept and take responsibility for her or his actions at school and at home.
31. **Self-Regulation**—Parents encourage child's growth in regulating her or his own emotions and behaviors and in understanding the importance of healthy habits and choices.

Social Competencies

32. **Planning and Decision Making**—Parent(s) help child think through and plan school and play activities.
33. **Interpersonal Competence**—Child seeks to build friendships and is learning about self-control.
34. **Cultural Competence**—Child continues to learn about her or his own cultural identity and is encouraged to interact positively with children of different racial, ethnic, and cultural backgrounds.
35. **Resistance Skills**—Child is learning to recognize risky or dangerous situations and is able to seek help from trusted adults.
36. **Peaceful Conflict Resolution**—Child continues learning to resolve conflicts without hitting, throwing a tantrum, or using hurtful language.

Positive Identity

37. **Personal Power**—Child has a growing sense of having influence over some of the things that happen in her or his life.
38. **Self-Esteem**—Child likes herself or himself and feels valued by others.
39. **Sense of Purpose**—Child welcomes new experiences and imagines what he or she might do or be in the future.
40. **Positive View of Personal Future**—Child has a growing curiosity about the world and finding her or his place in it.

https://www.search-institute.org/our-research/development-assets/developmental-assets-framework/

Demographics / Diversity / Equity

	McFarland Baseline		Pre-COVID		During COVID	
Gender	Male	50%	Male	55%	Male	55%
	Female	50%	Female	45%	Female	45%
Minority Ethnicity	Minority	6%	Minority	18%	Minority	30%
	White	94%	White	82%	White	70%
Free/Reduced School Lunch	Yes	17%	Yes	20%	Yes	30%
	No	83%	No	82%	No	70%
LGBTQ Community	Yes	No data	Yes	45%	Yes	35%
	No	No data	No	55%	No	65%
ADHD, Autism, Depression, Anxiety	Yes	No data	Yes	50%	Yes	40%
	No	No data	No	50%	No	60%

Conclusion: MYC is a critically important place in our community for underrepresented and underserved populations to participate and flourish

Programming

- **COVID-19 Closure**: March 2020
  - Like all area schools and youth centers, MYC shutdown all in-person programming and staff activities on March 12th, 2020
  - MYC closed our facility to staff for several weeks until better information was available about COVID-19
  - Staff worked from home during this time on several documentation projects
  - (This time period also coincided with Spring Break, which is typically a time that MYC closes for a week)
  - Staff eventually returned to MYC and conducted a deep-cleaning so they could work out of the building as needed to support virtual-programming

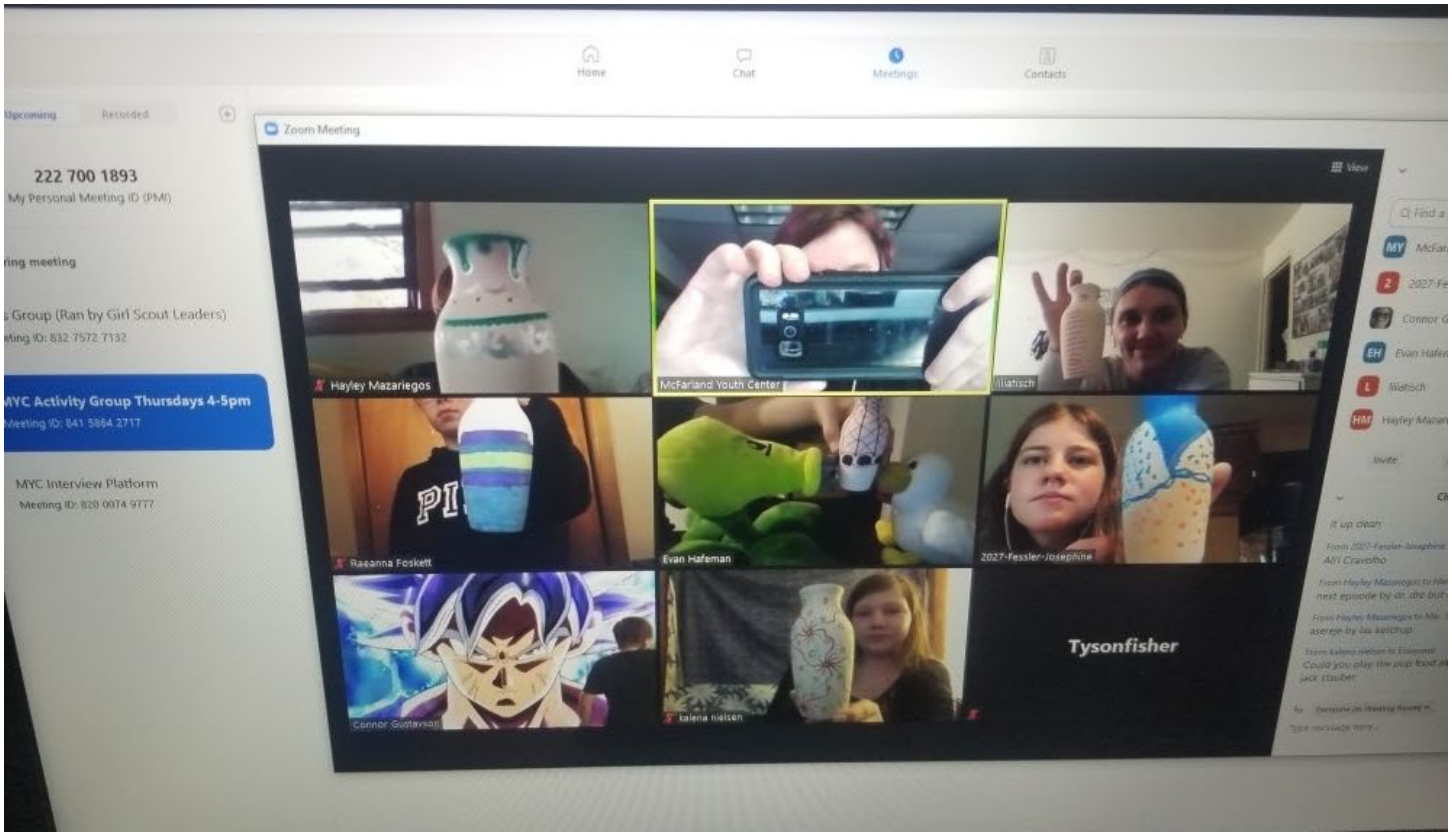
Programming

- **Phase 1, Virtual Only**: April - July 2020
  - MYC moved quickly to establish virtual programs
  - Goal: Give area youth members a chance to connect with peers and get a break from COVID
  - Start Date: 4/13/2020
  - Programs were by sign-up only and held several days per week via Zoom
  - Supply kits dropped off for kids
  - Virtual Programs:
    - Girls Group
    - Co-Ed Group
    - Jackbox Games
    - Staff/Youth Check-in Slots (akin to “office hours”)

McFarland Youth Center

Programming

- **Phase 1, Virtual Only**: April - July 2020



Programming

- **Phase 1, Virtual Only**: April - July 2020

Programming

- **Phase 2, Hybrid In-Person and Virtual**: Aug-Oct 2020
  - MYC worked towards being able to partially reopen limited in-person programming
  - Goal: Give youth members a chance to connect with peers in-person
  - Start Date: 8/10/2020
  - MYC created policies and procedures on social distancing, cleaning and response plans
  - MYC procured supplies needed to execute in-person programs (cleaning supplies, social distancing signs and floor stickers, outdoor tents/tables/chairs)
  - Programs are by sign-up only; In-Person is M/T/W and Virtual is Thursday
  - In-Person Programs:
    - Arts & Crafts
    - Science Club
    - Group Games
    - (Note - in-person programs rotate month to month)
  - **Results: Very positive (kids enjoy programming and adhere to social-distancing)**

McFarland Youth Center

Programming

- **Phase 2, Hybrid In-Person and Virtual**: Aug-Oct 2020

2020
SEPTEMBER

McFarland Youth Center

McFarland Youth Center
5114 Farwell Street
PO BOX 362
McFarland, WI 53558
mcfarlandyouthcenter@gmail.com

Managing Director: Megan Beckle
Office: 608-838-3839
Cell: 608-838-3839

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30 MYC CLOSED	31 MYC CLOSED	1 MYC CLOSED	2 MYC CLOSED	3 MYC CLOSED	4 MYC Closed for Deep Cleaning	5 MYC CLOSED
6 MYC CLOSED	7 Art and Crafts 4:00 - 6:00	8 Science Activities 4:00 - 6:00	9 Group Games & Crafts 4:00 - 6:00	10 Virtual Activity Group 4:00 - 5:00 PM	11 MYC Closed for Deep Cleaning	12 MYC CLOSED
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McFarland Youth Center

Programming

- **Phase 2, Hybrid In-Person and Virtual**: Aug-Oct 2020

McFarland Youth Center

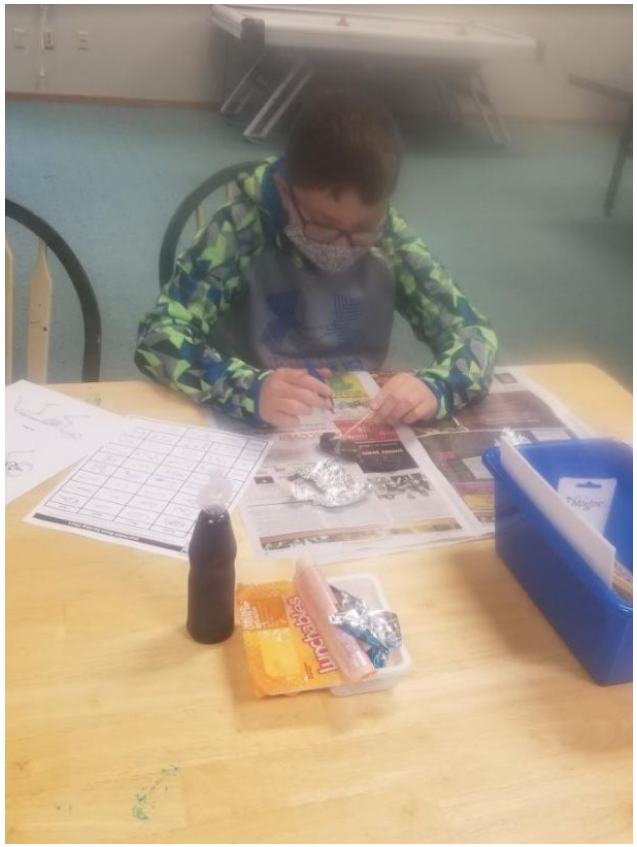
Programming

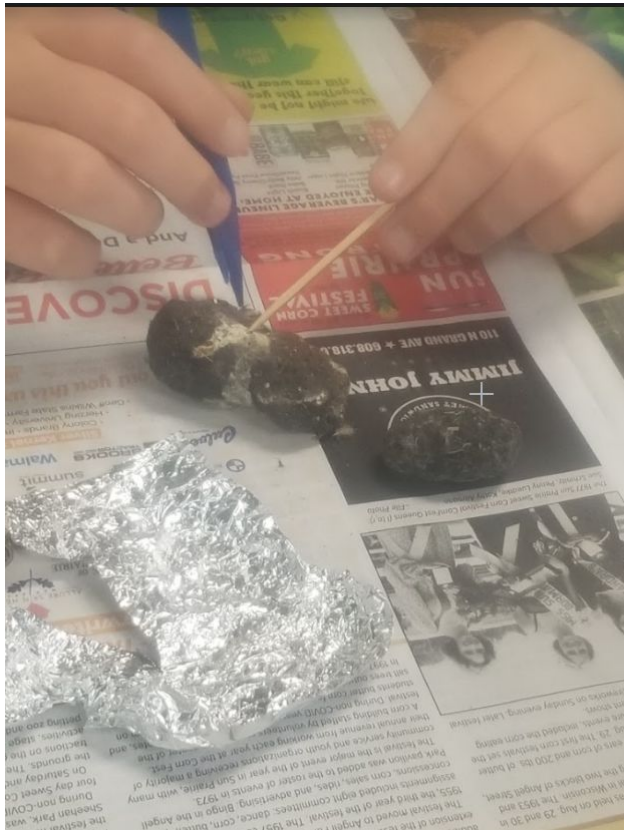
- **Phase 2, Hybrid In-Person and Virtual**: Aug-Oct 2020

McFarland Youth Center

Programming

- **Phase 2, Hybrid In-Person and Virtual**: Aug-Oct 2020





McFarland Youth Center

Programming

- **Phase 3, Full In-Person**: Start Date TBD
  - MYC will remain in Phase-2 Hybrid Model for foreseeable future
  - Current Phase-2 Hybrid model is working well, although attendance is limited by design
  - MYC Board feels balance achieved between safety & mission delivery
  - Trigger to get to Phase 3 Full In-Person is likely same trigger-set that McFarland School District will use to get to full in-person attendance
    - Low case counts in Dane County is primary metric

McFarland Youth Center

MYC Budget

MYC - Operating Budget - 2021

Revenue (expected):

Fundraisers:	
Targeted [4206]	$3,300
Misc. [4204]	$200
Grants [4300]:	$3,500
Donations:	
Friends of MYC [4004]	$4,000
Optimists [4006]	$2,000
McFarland Lions Club [4001]	$1,000
MISC [4005]	$750
Revenue:	
Rental Income [4401]	$300
Funding:	
United Way of Dane County [4104]	$8,600
Dane County Human Services [4102]	$9,590
McFarland, Village of [4105]	$40,250
Dunn, Town of [4103]	$4,000
Madison, City of [4107]	$0
Blooming Grove, Town of [4108]	$0
Pleasant Springs, Town of [4109]	$0
Cottage Grove, Town of [4110]	$0
McFarland School District [4106]	$3,300
TOTAL	$80,790

Expenses:

Payroll:	
Managing Director [7005]	$30,600
Managing Director - Work Study [7006]	
Assistant Director [7010]	$8,700
Assistant Director - Work Study [7011]	
Taxes/SSA [7050]	$3,100
Rent [7770]:	$15,000
CAM Fees [7780]:	$6,600
Utilities [7800]:	$5,200
Facility Maintenance [6030]:	$2,700
IT Services [TBD]:	$3,400
Insurance [6050]:	$2,300
Professional Development [6010]:	$700
Public Relations [7260]:	$1,900
Financial Services [6040]:	$3,500
Programming [7250]:	$5,300
Petty Cash [7220]:	$1,200
Capital Maintenance [7255]:	$1,000
Transportation [7792]:	$1,500
TOTAL	$92,700

2021 Projected Deficit: $12,000

McFarland Youth Center

MYC Budget

COVID Impact to MYC Budget:

- MYC operating expenses virtually the same pre-COVID vs current
- Only savings are a marginal decrease in monthly utilities
- Staff wages, building rent, programming costs, insurance, etc. all virtually the same
- Increase in costs for cleaning supplies and infrastructure (tents, tables, etc.)
- Some one-time grants/stimulus available (PPP loan, expense grant)
- This generated ~$3-4K in revenue (somewhat offset by higher costs)

2021 MYC Budget:

2021 Projected Deficit: $12,000

- 2020 is final year of MOU between Village and MYC
- MYC budget is already "bare-bones" for running a small non-profit
- MSD and Village working with MYC on long-term solutions to MYC funding
- Efforts delayed due to pandemic priorities (working on again in October)

McFarland Youth Center

MYC Budget

Request:

1. Adequate funding for 2021 Fiscal Year ($40,250 baseline)
2. Create new multi-year MOU for funding & facility lease
3. Continue work with Village and School District on alternative funding structures (other items being evaluated beyond just MYC)
4. Continued inclusion on MYC in the planning for the future McFarland Community Center (physical planning and operational planning)
5. Support youth services moving from Level 2 to Level 3 Operational Model (see appendix)

McFarland Youth Center

Questions?

Comments?

McFarland Youth Center

Thank you for your support!

Appendix

2020 SEPTEMBER

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Outcome Hours

McFarland Youth Center DCYC Outcomes - 2020				
Summary page	Date: 10/7/2020			
Grade	Asset Hours	Leadership Hours	Service Hours	Total Hours
Class of 2020	98	0	0	98
Class of 2021	135	8	6	149
Class of 2022	347	2	1	349
Class of 2023	195	0	0	195
GRAND TOTAL	774	10	7	595
GOALS - 2020	1800	500	400	2700
%	43%	2%	2%	22%

Data driven metrics that track exposure to Internal/External Assets

Tracked for each youth

Emphasis on Leadership and Service

Several IMMS youth have earned Presidential Service Awards

McFarland Youth Center

Partnership

SERVING McFarland Youth: Since 1998…

- MYC has provided over 20,000 hours of safe after school activities for youth in grades 6-8 in the McFarland Community
- MYC has had 1,000's of unique youth attendees
- MYC has provided over 30,000 asset-building hours for individual youth

Support - MYC is very grateful for the support of the McFarland Village Board throughout the years

Board Members - We are always looking for input from our community members, parents, etc.

McFarland Youth Center

Youth Center Operational Maturity Model

- Need to align Operation Model and Operational Budget
- Operational Maturity Model narrative shown at right

McFarland Youth Center Operational Funding Levels

Level 1: Recreational-Only Youth Center

At this level of funding McFarland Youth Center simply provides recreational opportunities for youth members. These programming activities would revolve around simple recreational opportunities such as billiards, ping pong and video games. MYC would also be able to provide some structured game activities such as outdoor soccer and capture-the-flag. In this scenario, MYC is staffed by resources that are simply able organize and supervise the recreational activities. Staff would likely not have professional background in working with youth. The staff would be part time with no benefits, and would undergo consistent turnover. Staff would not have hours or background to plan club-type programming. MYC would also possibly have restricted (fewer) operational hours than the typical 3-6PM school-year hours.

Operating Budget Required: $75,000

Level 2: Enhanced-Programming Youth Center

At this level of funding McFarland Youth Center evolves beyond just providing recreational opportunities for youth members and develops asset-development based programming. Simple recreational opportunities such as billiards, ping pong and video games would still be available, and MYC would also be able to provide some structured game activities such as outdoor soccer and capture-the-flag. The additional funding allows for development and implementation of asset-development programs such as cooking clubs, science club and arts-crafts club. In this scenario, MYC is staffed by resources that are not only able to supervise youth members in order to provide a safe space after school, but would also have the professional background and experience to develop advanced club-type programs. The staff would be still be part time with no benefits, and undergoes consistent turnover. Staffing consists of a Director at 30hr/wk and limited Assistant Director hours.

Operating Budget Required: $89,100

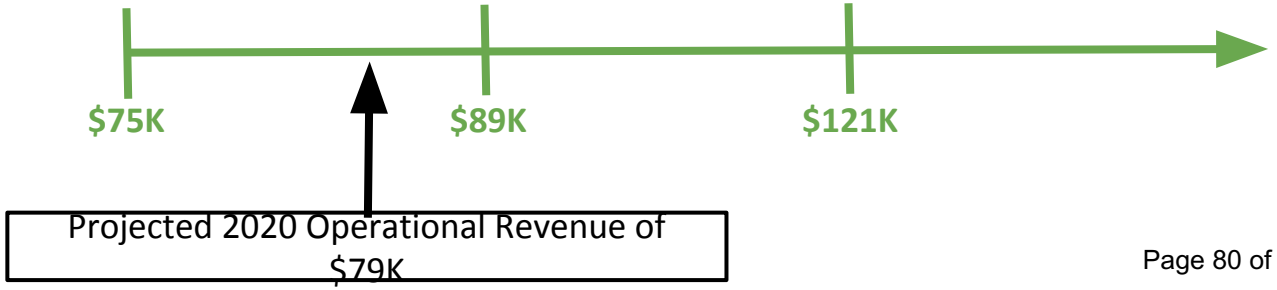
Level 3: Full Maturity Youth Center

At this level of funding McFarland Youth Center has a robust programming model that provides both recreational opportunities as well as asset-development based programming. Simple recreational opportunities such as billiards, ping pong and video games would still be available, and MYC would also be able to provide some structured game activities such as outdoor soccer and capture-the-flag. Additional funding allows for development and implementation of asset-development programs such as cooking clubs, science club and arts-crafts club. In this scenario, MYC is staffed by resources that are not only able to supervise youth members in order to provide a safe space after school, but would also have the professional background and experience to develop advanced club-type programs. The staff Director would be full-time with benefits to turn into a career-position with less turnover. There would be funding available for Assistant Director positions as required to have an effective staff to youth supervision ratio.

Operating Budget Required: $121,400

Youth Center - Operational Maturity Model

	Level 1 Maturity	Level 2 Maturity	Level 3 Maturity
Operating Budget	**$75,000**	**$89,100**	**$121,400**
Operation - 30 Hours Per Week	No	Yes	Yes
Staffing - Managing Director	No	Yes - Part Time	Yes - Full Time
Staffing - Assistant Director	Yes - Minimal	Yes - Minimal	Yes - Robust
Staffing - Professional	No	Entry Level	Yes
Staffing - Benefits	No	No	Yes
Staffing - Adequate Retention	No	No	Yes
Programming - Recreational	Yes	Yes	Yes
Programming - Structured	No	Yes	Yes
Programming - Fully Funded	No	Partially	Yes



OBSOLETE SLIDE

VILLAGE OF
McFarland

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, October 12, 2020**

SECTION: **Business**

DEPARTMENT: **Administration**

CONTACT: **Cassandra Suettinger, Village Clerk/Treasurer, Matt Schuenke, Village Administrator**

AGENDA ITEM: **Discussion and action regarding the revision of Chapter 25 (Workers Compensation) and creation of Chapter 36 (Light Duty) within the Personnel Policy Manual.**

PREVIOUS ACTION:
At the August 3, 2020 Personnel Committee meeting the committee reviewed and suggested revisions to the light duty draft policy.

Based on those comments revision to section 25 and the creation of chapter 36 regarding light duty was submitted to the Personnel Committee for discussion and recommendation.

ISSUE SUMMARY:
Currently the Village does not a have a policy regarding light duty assignments. Generally light duty is requested when an employee as a result of injury or illness is unable to perform some or all their job duties. Historically, the Village has allowed light duty work for both on-duty and off-duty related injuries, where possible based on the restrictions allowed by the employees physician, and the availability of meaningful light duty work within the department/Village. Staff would like to memorialize this practice to and create a policy within the personnel policy manual to outline the procedure for light duty assignments and how the Village will handle them in a way that provides continuity and consistency of process among departments.

Based on feedback from the Personnel Committee, and collaboration with the Village Labor Attorney, attached is revision of section 25 of the Personnel Policy manual regarding worker's compensation related injuries and the creation of Chapter 36 regarding off-duty related injuries.

FINANCIAL/BUDGET IMPACT:
N/A

VILLAGE PLAN REFERENCE:
N/A

ORDINANCE REFERENCE:
N/A

VILLAGE OF
McFarland

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Personnel Committee unanimously recommended approval of the revision of Chapter 25 (Workers Compensation) and creation of Chapter 36 (Light Duty) within the Personnel Policy Manual.

ATTACHMENTS:

1. CHAPTER 25 Workers Compensation - DRAFT 10092020 mgs
2. PPM Chapter 36 - Light Duty - DRAFT 10092020 mgs

CHAPTER 25
WORKER'S COMPENSATION AND WORKER'S COMPENSATION LIGHT DUTY

25.01 Policy

Village employees may be covered by applicable provisions of the Wisconsin Worker's Compensation laws. These laws generally provide medical and financial benefits for employees who, while performing duties within the scope of their employment, become temporarily or permanently disabled or die as the result of a job-related injury or disease.

25.02 Requirements

(1) Any employee who is injured on the job, no matter how minor the injury, is required to report the incident as soon as possible to the immediate supervisor. The supervisor should then notify the Department Head and the Village Administrator or designee without delay so that the proper reports can be submitted in a timely manner to the insurance carrier and the State.

(2) The Village may require any employee who wishes to file a Worker's Compensation claim to be examined initially by a physician that it designates.

(3) Employees who are absent and receiving Worker's Compensation benefits will be required to furnish a physician's certificate before returning to duty if they are absent three (3) or more consecutive days. Unless directed differently, employees who are absent for an extended period will also be required to furnish a physician's certificate every fourteen (14) days or as recommended by the physician. The cost of any required physical examinations or doctor's visits not covered by the employee's health insurance will be paid by the Village.

(4) Employees who are eligible for worker's compensation benefits from a work-related injury or illness should expect the Village to consider light duty to return the employee to work. The Village reserves the right to determine the assignment of light--duty status based on existing work, which meets the employee's job restrictions and does not interfere with the Village's normal operations for employees with work related injuries.

(a) The purpose of this policy is to help an employee return to the role of a productive work during a period of temporary disability. In no case, will a light duty assignment become a permanent position.

(b) Light duty assignments will generally not extend beyond thirty (30) days, as light duty work is generally episodic, temporary, and nonrecurring in nature. The Village will evaluate the continuation of light duty based on the needs of the Village and the employee's work restrictions. The Village does not guarantee light duty work will provide continuity of schedule or number of hours worked per week. Employees working light duty must meet all performance expectations of the light duty assignment, and the assignment may be modified or withdrawn at any time. Light duty may not be offered to an employee where the employee's temporary or permanent restrictions so impact the employee that nondisciplinary medical separation is considered.

(c) Employees are expected to follow all restrictions as outlined by their physician and make the supervisor aware of any job duties that conflict with those restrictions.

(d) Employees working light duty due to worker's compensation-related injuries shall receive preference over light duty due to non-work related injuries. The Village reserves the right to offer or deny light duty assignments based on various factors including quality of performance, skills, ability, compensation of the individual performing the light duty, and other legitimate nondiscriminatory reasons.

CHAPTER 36
Light Duty Policy for Non-Worker's Compensation Related Illness/Injury

36.01 Policy/Purpose
It is in the best interest of the Village and its employees to have injured or ill employees return to work as soon as they are physically capable to temporarily perform meaningful beneficial assignments as they are available. Light duty assignments will generally not extend beyond thirty (30) days, as light duty work is generally episodic, temporary, and nonrecurring in nature. The Village will evaluate the continuation of light duty based on the needs of the Village and the employee's work restrictions.

36.02 Applicability
This policy shall be applicable off-the-job injury/illness for an employee who is deemed to be capable of working at some level and capacity other than his/her normal capacity. The employee may be assigned such work as may be beneficial to the Village. An employee who, because of a temporary medical restriction, is unable to perform his/her regular job duties may be assigned to temporary light duty status. Light duty may consist of a change in job assignment, modification of job duties, and/or a combination of these changes.

36.03 Procedures
Employees seeking light duty status shall submit the request for light duty to the employee's Department Head in writing as soon as the need for light duty is known and at least 24 hours before the expected start of light duty. The Department Head shall forward the request to the Village Administrator.

(1) A licensed physician shall be provided a copy of the Village's job description for the employee and provide a clear outlining of all job restrictions, the duration of restrictions, and job duties that cannot be performed by the employee as a result of the temporary medical condition. Failure to provide the required information to a satisfactory level may result in a delay of starting light duty assignment or denial of assignment. The Village shall not be liable for lost wages during this delay.

(2) Any medical information received that relates to medical history or disabilities must be treated as confidential medical records and should be provided directly to the Village Administrator or the Administrator's designee. The Department Head or Supervisor may be informed about the necessary restrictions or accommodations. Medical information may be shared as permitted by applicable law.

(3) After reviewing the information received from the physician, the Department Head shall make a decision in consultation with the Village Administrator as to whether to classify the employee in light duty status. The determination of whether to put an employee on light duty status shall be made based on whether there is meaningful assignments available that fit within the restrictions provided. Work assignments must adhere to the physical restrictions provided to avoid reinjuring or aggravating the condition.

(4) Once an employee is authorized and assigned light duty status, they shall continue in their status as an employee of the Village with the same wages and fringe benefits as previously assigned based on the hours worked by the employee and paid time off used, if applicable. The Village may alter the employees work hours based on the time light duty is performed. Failure to report for or to carry out the assignments of light duty status shall be grounds for termination of light duty status and discipline depending on the circumstances.

(5) An employee may request to be removed from light duty status at any time as long as they provide at least 48-hour notice.

(6) It is the employee's responsibility to provide timely medical information regarding their continued need for light duty or any changes to their condition and/or restrictions as applicable. Failure to provide documentation may result in the termination of light duty status.

(7) Employees are expected to follow all restrictions as outlined by their physician and make the supervisor aware of any job duties that conflict with those restrictions.

(8) Employees working light duty due to worker's compensation-related injuries shall receive preference over light duty due to non-work related injuries. The Village reserves the right to offer or deny light duty assignments based on various factors including quality of performance, skills, ability, compensation of the individual performing the light duty, and other legitimate nondiscriminatory reasons.

36.04 Other Provisions and Limitations

(1) Nothing in this policy shall constitute continued employment for any duration, a guarantee of work or pay in lieu of work during the period of temporary disability, or any other rights.

(2) Light duty assignments shall be based upon existing work, which meets the employee's job restrictions and does not interfere with the Village's normal operations. Additionally, the Village does not guarantee light duty work will provide continuity of schedule or number of hours worked per week. An employee must use accrued sick leave, vacation or compensatory time to supplement a part-time schedule.

(3) The purpose of this policy is to help an employee return to the role of a productive work during a period of temporary disability. In no case, will a light duty assignment become a permanent position. Light duty assignments will generally not extend beyond thirty days. The employee must make a new request for light duty upon expiration of the authorized assignment.

(4) Light duty assignments may span across different Village Departments. Employees should not expect light duty assignment within the Department worked by the employee.

(5) Employees working light duty must meet all performance expectations of the light duty assignment.

(6) Light duty assignments may be modified or withdrawn by the Village at any time.

(7) Light duty may not be offered to an employee where the employee's temporary restrictions so impact the employee that non-disciplinary medical separation is considered. Light duty may not be offered to an employee where the employee's permanent restrictions so impact the employee that non-disciplinary medical separation is considered. A medical leave of absence may also be requested as outlined in the personnel manual. Appropriate time limits under these documents will be applied.

VILLAGE OF
McFarland

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, October 12, 2020**

SECTION: **Business**

DEPARTMENT: **Public Works**

CONTACT: **Matt Schuenke, Village Administrator**

AGENDA ITEM: **Discussion and action regarding the appointment of the Village Forester and corresponding change to the Parks Superintendent position description.**

PREVIOUS ACTION:
The Parks, Recreation, and Natural Resources Committee reviewed this appointment at its meeting on September 24, 2020 and recommended approval.

The Village Board considered the recommendation of the Parks Committee at their meeting on September 28th and requested the item be reviewed by the Personnel Committee.

The Personnel Committee reviewed this appointment at its meeting on October 5, 2020 and recommended approval as presented.

ISSUE SUMMARY:
Section 59-21 of the Village Code of Ordinances provides the duties of the Village Forester. Pursuant to 59-19(4)(d) the Parks, Recreation and Natural Resources Committee is provided the power and duty to make recommendation to the Village Board regarding the selection of the Village Forester and the hiring and retaining of urban forestry contractors to assist with Village Tree Management.

The Village Forester is charged with a variety of duties outlined in the attached ordinance. The reason this item is brought forth for consideration is the Village does not currently have an appointed Village Forester. Many of these duties fall within the duties already designated within the job description of the Parks Superintendent. The ordinance also provides the Village Forester additional powers and duties to address trees on both public and private property that are a nuisance or potential safety hazard. The Village from time to time runs into private property disputes between neighbors in which a shared tree has potentially become hazardous. The ordinance clearly provides it is not the duty of the Village Forester to routinely inspect or be responsible for trees on private property, but does provide the authority to intervene when a tree has become hazardous or a nuisance that endangers the public, other trees, or other public improvements. In the event there was concerns regarding a hazardous tree that potentially needed to be removed, it would be done so by the Village Forester with consultation of a

certified arborist.

The Parks, Recreation, and Natural Resources Committee has already made its recommendation to the Village Board to authorize this appointment. The Village Board had requested the Personnel Committee also consider and make a recommendation on the topic. They did so at their last meeting and also recomend appointment as presented along with the corresponding change to the job description that is included within the packet. Enclosed is the ordinance outlining the duties of the Forester provided by code and the job description of the Parks Superintendent position with the revision noted.

FINANCIAL/BUDGET IMPACT:
Likely there is no changes to the classification for this position that would necessitate a budgetary or fiscal impact. The Park Superintendent position is already classified as a higher responsibility position given its current listing of essential job functions such as supervision, management, financial, tree planting, etc.

VILLAGE PLAN REFERENCE:
N/A

ORDINANCE REFERENCE:
Village Code of Ordinances Sections 59-21 through 59-33.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
Recommended to appoint Village Forester as Parks Superintendent and make the corresponding change to the job description.

ATTACHMENTS:
1. Village Forester - Chapter 59
2. 10.09.2020 - Parks Superintendent Job Description mgs

Sec. 59-21. - Duties of Village Forester.

(a) In addition to other duties specified in this Article, the Village Forester shall inspect and maintain the inventory list of trees on Village property and inspect trees for health. The Village Forester shall notify landowners of trees hanging over the public right-of-way that require trimming and provide contact information at the UW Extension for residents requiring answers to tree and shrub questions.

(b) If the Village Forester becomes aware of a potential public nuisance through the normal conduct of Village business or receives a report of a potential public nuisance:

(1) The Village Forester may only enter private property in compliance with the following procedure and only if public safety requires intervention. The Village Forester shall first make visual inspection from off the property; second, the Village Forester will inform the property owner in writing of the need for an inspection of a tree or shrub; third, the Village Forester shall gain consent from the property owner; and fourth, the Village Forester shall make an inspection and report to both the property owner and the Parks Manager on the findings. If a property owner refuses entry on their property, the Village Forester may obtain a special inspection warrant pursuant to Wis. Stats. § 66.0119 from the municipal court prior to inspecting the property.

(2) In the event of an emergency requiring immediate access to the property, the Village Forester may enter the property after reasonable efforts to contact the property owner.

(c) The Village Forester or authorized representative may, after making a reasonable attempt to notify the homeowner, enter upon private premises at all reasonable times for the purpose of examining any tree or shrub located upon or over such premises and carrying out any of the provisions of this Article.

(d) The Village Forester is charged with making the determination of a heritage tree designation. Any tree, grove of trees, shrub or group of trees, growing on public property within the Village limits, which meets any of the following criteria may have the heritage designation.

(1) Any tree, grove of trees or shrubs that may have historical significance, including those that were/are:

a. Planted as a commemorative;

b. Planted during a particularly significant historical era; or

c. Marking the spot of an historical event.

(2) Any tree, grove of trees or shrubs having horticultural or ecological significance:

a. Long-lived species such as oak, hickory and white pine are especially desirable for this designation;

b. No species of tree or shrub listed in Section 59-36 may gain the heritage designation;

c. A distinctive specimen in size or structure for its species (determined by comparing the tree or shrub to average trees and shrubs of its species in the Village);

d. A rare or unusual species for the McFarland area (to be determined by the number of similar trees of the same species within the Village);

e. Trees or shrubs providing valuable habitat; or

f. Trees or shrubs identified by the Village Board via a Village-wide survey as having significant arboricultural value to the citizens of the Village.

(3) For a tree or shrub to meet the heritage tree designation, it must be of sound health and have been tagged by the Village Forester or designated representative as meeting the heritage tree criteria described in this Section, and cannot be a species listed in Section 59-36.

No heritage tree may be removed without written permission from the Village Forester. If a removal permit is granted, the person responsible for its removal may be required to remediate the trees removed by replanting. No replacement is required for removal of dead, diseased, or potentially hazardous heritage trees or those that are listed as nuisance trees in Section 59-36.

(Code 1998, § 6-4-3; Ord. No. 2007-09, § 1(6-4-3), 10-22-2007; Ord. No. 2014-01, § 1, 3-31-2014)

Sec. 59-22. - Interference with the Village Forester prohibited.

No person shall interfere with the Village Forester or the Village Forester's authorized representative while they are engaged in carrying out any work or activities authorized by this Article.

(Code 1998, § 6-4-4; Ord. No. 2007-09, § 1(6-4-4), 10-22-2007)

Sec. 59-23. - Abatement of tree disease and insect nuisances.

(a) *Insects and pathogens.* The Village Board has determined that there are many trees growing on public and private premises within the Village, the loss of which would substantially depreciate the value of public and private property, impair the use and enjoyment of public and private premises and erode the tax base of the Village, and that the health and life of such trees is threatened by fatal insect infestation and diseases. The Village Board hereby declares its intention to control and prevent the spread of pests and specifically declares oak wilt and the insect vectors of this and other such diseases to be public nuisances. The Village Board also authorizes the Natural Resources Committee to investigate new diseases and nuisances as they come into existence and authorizes said Natural Resources Committee to take actions similar to those described herein for such future diseases and nuisances.

(b) *Treatment.* When made aware that any tree, shrub or part thereof growing on private property is a public nuisance, or which endangers life, health, safety or public property or which is infested with parasites, insect pests or disease that may spread or disperse to public trees and shrubs, the Village Forester shall notify the owner or agent (in accordance with Section 59-21(c)) that the nuisance must be sprayed, removed or otherwise abated as directed within a reasonable period of time as directed by the Village Forester. If the owner fails to comply with the terms of the notice, the Village Forester may perform the necessary remediation and charge the cost thereof to the owner. If the owner fails to pay the cost within 30 days thereof, the Village may place the unpaid amount on the tax roll as a special charge pursuant to Wis. Stats. § 66.0627.

(c) *Abatement of nuisances with public and private trees; duty of Village Forester.*

(1) The Village Forester shall order, direct, supervise and control the abatement of public nuisances as defined in Section 59-20 by spraying, removing, burning, quarantining, trenching to sever root grafts or by other means the Village Forester determines to be necessary to prevent as fully as possible the spread of any deleterious or fatal tree disease or insect pest or the vectors known to carry such diseases. The Village Forester shall provide advance notification to adjacent property owners if trees are to be sprayed.

(2) Whenever the Village Forester, after inspection or examination shall determine that a public nuisance as herein defined exists on public property in the Village, the Village Forester shall immediately abate or cause the abatement of such nuisance in such manner as to destroy or prevent as fully as possible the spread of any deleterious or fatal tree disease or insect pest or vectors known to carry such disease pathogens.

(3) Whenever the Village Forester shall find, on examination, or is otherwise made aware, that any tree or shrub or part thereof growing or located upon private property is a public nuisance as defined in Section 59-20, or which endangers the life, health, safety, or public property, or which is infested with parasites, insect pests or disease that may spread or disperse to public trees and shrubs, the Village Forester shall notify the owner or agent, by personal service or certified mail, that the nuisance must be sprayed, removed, or otherwise abated as directed in the notice within a reasonable period of time as determined by the Village Forester unless the Village Forester shall determine that immediate correction or removal is necessary for public safety. If the

owner of such property or agent thereof shall refuse or neglect to comply with the notice, the Village Forester shall cause the nuisance to be abated and shall report the expense thereof to the Village Clerk who shall enter it as a special charge against the property under Wis. Stats. § 66.0627 upon which the tree or shrub is located.

(d) *Oak wilt prevention.* The Village Board has determined that the health of oak trees within the Village limits is threatened by the fatal disease known as oak wilt. The loss of oak trees growing on private and public property substantially depreciates the value of property within the Village and impairs the safety, general welfare and convenience of the public. It is in the public interest for protection of public and private property to control the spread of oak wilt fungus. The spread of oak wilt fungus is believed to be increased by the cutting and pruning of oak trees between April 1 and October 1 of each year. Accordingly, the Village Board hereby declares oak wilt as a public nuisance.

(e) *Oak wilt management.*

(1) Whereas the Village Board recognizes that oak wilt is spread more readily from tree to tree during the spring and summer months than during other times of the year, the Village Board hereby declares its intention to help control the spread of this disease by regulating work on these tree species during this sensitive period.

(2) No removal, pruning or maintenance of any oak tree shall be conducted annually between the dates of March 1 to November 1 without written permission from the Village Forester.

a. The Village Forester may grant an exemption in cases where pruning or removal is necessary to abate an imminent and immediate hazard or in cases of storm-damaged trees.

b. The Village Forester may grant an exemption for public utilities; however, such an exemption shall be stipulated within the work permit issued by the Village to the utility as described in Section 59-24.

In the case of any exemption, all possible precautions shall be exercised in order to limit the infection of these trees, including the application of a sterile wound dressing/paint to pruning wounds created during this time. Such wound dressing should be applied at the time pruning occurs.

(f) *Stump removal.* After the removal of any public tree or shrub, the Village Forester may cause the removal of such public tree or shrub's stump at the Village's expense. If a private tree or shrub is removed for the purpose of abating a public nuisance and at the order of the Village Forester, the Village Forester may also cause the removal of such private tree or shrub's stump if its presence also poses a public nuisance as defined in Section 59-20 and the expense shall be charged to the property pursuant to Wis. Stats. § 66.0627.

(Code 1998, § 6-4-5; Ord. No. 2007-09, § 1(6-4-5), 10-22-2007)

Sec. 59-24. - Permit for planting, maintenance and removal of trees and shrubs.

(a) *Permit required.* No person, except upon order of the Village Forester, shall plant, transplant, move, spray, brace, trim, remove, or perform major pruning as determined by the Village Forester on a tree or shrub in the public right-of-way terrace area or cause such act to be done by others without first obtaining a written permit for such work from the Village Forester as herein provided. The applicant shall comply with the planting standards of Section 59-25. The fee for the permit shall be as established by the Village Board from time to time and provided in Appendix A to this Code.

(b) *Permit exemptions.* No permit shall be required to cultivate, fertilize or water trees or shrubs or for work by Village personnel on park properties. No permit is necessary to plant trees inside the property line.

(c) *Permit requirements and conditions.*

(1) If the Village Forester determines that the proposed work or planting described in an application for a permit is necessary and in accord with the purposes of this Article, taking into account the safety, health and welfare of the public, location of utilities, public sidewalk, driveways and street lights, general character of the area in which the tree or shrub is located or proposed to be located, type of soil, characteristics and physiological

need of the genus, species and variety of tree or shrub, the Village Forester shall issue a permit to the applicant. Trees may be planted in the terrace area, but any damage to streets and sidewalks caused by such trees shall be at the cost of the adjacent property owner.

(2) As a condition of granting any permit to remove a public tree or shrub, the Village Forester may require that the permittee replace the one removed; and no permittee under such a conditional permit shall fail, refuse, or neglect to plant trees or shrubs of the type, size, and in the location specified in the permit.

(3) As a condition of granting any permit to maintain a public tree or shrub, the Village Forester may require the work to be performed by a certified arborist according to the most current version of the American National Standards Institute's A300 Standards for Pruning and for Cabling and Bracing (see Public Works Department for more information).

(d) *Permit form; expiration; inspection.* Every permit shall be issued by the Village Forester on a standard form and shall include a description of the work to be done and shall specify the genus, species and variety, size, nursery grade and location of trees or shrubs to be planted, if any. Any work under such permit must be performed in strict accordance with the terms thereof and the provisions of this Article. Permits issued under this Section shall expire three months after date of issuance. There will be no charge for this permit.

(e) *Permits to public utilities.*

(1) Whenever a permit is issued under this Section to a public utility to remove, trim, prune, cut, disturb, alter or perform surgery on any public tree or shrub, the Village Forester shall limit the work to be done to the actual necessities of the utility and may assign an inspector to supervise the work done under the provisions of the permit. The expense of such inspection or supervision shall be charged to the utility at the usual Village rate.

(2) A public utility may secure an annual working agreement with the Village Forester's office that gives the Village Forester the authorization to supervise and direct work associated with trees and shrubs.

(Code 1998, § 6-4-6; Ord. No. 2007-09, § 1(6-4-6), 10-22-2007)

Sec. 59-25. - Planting of trees and shrubs.

(a) *Purpose.* The Village Board hereby states its determination that the planting, care and protection of the trees within the Village is desirable for the purposes of beauty, shade, comfort, noise abatement and economic betterment, and hereby encourages all persons to assist in a program of tree planting, care and protection.

(b) *Tree planting program.* The Village shall require a diversification of tree species. The Natural Resources Committee shall designate the types of trees to be planted in the planting of public trees. On newly opened streets, the Natural Resources Committee may designate the size, type, or types of trees or shrubs and the manner in which they shall be planted, using the Village of McFarland Landscaping Standards. Developers shall provide a copy of the planting plan to the Village Forester identifying the species to be planted.

(c) *Planting standards.*

(1) The size, genus, species, variety and nursery grade of trees and shrubs to be planted in public areas and boulevards and the manner of planting shall be submitted to the Village Forester for approval before commencement of such work.

(2) The following provisions shall apply:

a. All new street trees must be selected from a list of approved trees compiled by the Natural Resources Committee and described within Section 59-35. New trees must be single stemmed with a minimum trunk diameter of one and one-half inches measured at six inches above ground level.

b. The tree shall be planted in accordance with the planting specifications given in Section 59-34.

c. The tree shall be kept well watered and mulched in accordance with the young tree maintenance specification given in Section 59-34.

d. The good health of all trees planted hereunder shall be guaranteed for two years by the developer, after wh shall become the property of the Village.

(3) On newly opened streets, curbs and sidewalks must be installed prior to street tree planting. Distance between the face of the curb and the outer edge of the sidewalk must be at least five feet. Trees must be planted half way between the sidewalk and curb unless underground utilities prevent such planting. No tree shall be planted closer than two feet from the curb.

(4) Due to the complexities of determining tree placement, exact planting locations shall be selected and staked by the Village Forester prior to planting. Trees may not be planted closer than:

a. Twenty-five feet to a utility or street lighting pole for large and medium growing species and 15 feet for small growing species (see Section 59-35 for species description).

b. Fifteen feet to a driveway or alley.

c. Six feet to a fire hydrant, water stop box or gas shut-off. If possible, allow more distance than six feet.

d. Twenty-five feet to the intersection of two streets from either corner measured on the property line.

e. Fifty feet between large and medium growing tree species and 25 feet between small growing tree species (see Section 59-35).

f. Trees and shrubs located within 15 feet of overhead utility wires shall be limited to those with a mature height that is at least five feet less than the height of the wires.

(5) New street trees shall not be planted over an existing tree stump within two years of removal unless the previous tree's stump has previously been removed to a depth of four feet.

(6) The property owner has the responsibility to locate underground utilities before digging.

(7) Only Village-approved, small-growing trees (see Section 59-35 for species description) may be planted where there are overhead utility wires.

(8) Evergreen trees shall not be planted in a terrace area.

(9) It shall be unlawful to plant or maintain shrubbery, ground cover or other plants not considered to be a deciduous leaf tree within terrace areas whose growth is in excess of 18—24 inches in height above the top of the nearest curb.

(d) *Improperly planted trees.* Trees, plants or shrubs planted within any terrace or planting easement without the authorization and approval of the Village Forester may be removed. The Village Forester shall notify the abutting owner in writing, listing the improperly planted trees, plants or shrubs, ordering their removal, and establishing a reasonable time within which such removal shall be accomplished. In the event that removal is not to be accomplished within the time specified, the Village may remove such trees, plants or shrubs and charge the costs thereof to the owner pursuant to Wis. Stats. § 66.0627.

(e) *Mulching or framing.* Any person, adjacent to whose land any shade or ornamental tree or shrub is growing in any street, may, for the purpose of protecting such tree or shrub, cover the soil surface beneath a tree's crown with mulch and/or surround the same with a box or frame suitable for protection, but all such work shall be performed under the supervision and direction of the Village Forester.

(f) *Approved street trees.* A list of tree types that are approved for planting within Village terraces, including tree genus, species and variety, can be found in Section 59-35.

(g) *Prohibited trees and shrubs.* Various types of trees and shrubs are inappropriate for planting within Village terraces due to their poor structure and/or fruiting characteristics (see Section 59-36). The planting of these tree and shrub species within terrace areas is prohibited.

(h) *Certification.* Following the completion of all plantings of trees in accordance with a landscaping plan by a developer, the developer shall request that the building inspector certify that all plantings have been completed in accordance with the approved landscaping plan. In the event that the plantings are not in compliance with the

approved landscaping plan, the building inspector shall specify the necessary additional plantings or revisions of the plan that are necessary in order to comply with the approved landscaping plan. Any security required for the landscaping plan shall not be released by the Village until the building inspector has certified compliance with the approved landscaping plan.

(Code 1998, § 6-4-7; Ord. No. 2007-09, § 1(6-4-7), 10-22-2007; Ord. No. 2010-14, §§ 1—3, 6-28-2010; Ord. No. 2011-06, § 2, 5-23-2011)

Sec. 59-26. - Trimming.

(a) Trees and shrubs standing in or upon any public right-of-way between the lot line and the curb or ledge of the improved street or upon any private premises adjacent to any public street, right-of-way, park, playground, or place shall be kept trimmed by the owner of the premises upon or in front of which such trees or shrubs are standing so that the lowest branches projecting over the public street or right-of-way provide a clearance of not less than 13½ feet and over all other public places of not less than ten feet. The Village Forester may waive the provisions of this Section for newly planted trees if the Village Forester determines that they do not interfere with public travel, obstruct the light of any street light, or endanger public safety. Further exemptions may be granted for shade trees located in Village Parks.

(b) The Village Forester may determine the necessity of such pruning.

(c) Clearance from sidewalk to lower branches shall not be less than ten feet. All trees standing upon private property in the Village, the branches of which extend over the line of the street, shall be trimmed so that no branch shall grow or hang over the line of the sidewalk lower than ten feet above the level of the sidewalk. No tree shall be permitted to grow in such a manner as to obstruct the proper diffusion of light from any public street light.

(d) Trimming or pruning of more than one-quarter of the crown shall be considered to be major pruning and shall require a permit from the Village Forester.

(Code 1998, § 6-4-8; Ord. No. 2007-09, § 1(6-4-8), 10-22-2007)

Sec. 59-27. - Trees and shrubbery obstructing view at intersection or view of traffic signs.

(a) Notwithstanding any other provision of this Article, no person shall maintain, plant or permit to remain on any private or public premises situated at the intersection of two or more streets or alleys in the Village any hedge, tree, shrub or other growth that may obstruct the view of the operator of any motor vehicle or pedestrian approaching such intersection.

(b) It is unlawful for any person to plant, cause to grow, allow to grow or maintain any trees, bushes, shrubbery or vegetation of any kind that is an obstruction to the clear and complete vision of any traffic sign or driveway approach to a street in the Village. It shall be the duty of every owner of such tree, bush, shrubbery or vegetation to remove such obstruction.

(c) In the case of corner lots, no vegetation shall be grown or permitted to grow between the heights of three feet and ten feet above the curb level or its equivalent within the triangular space formed by two intersecting street lines or their projections and the line joining points on such street lines located a minimum of 25 feet from the street intersection in order to provide adequate vehicular vision clearance.

(d) Any shrub, tree or other plant that obstructs the view at an intersection or the view of a traffic sign shall be deemed to be dangerous to public travel and the Village Forester may order, by written notice, the owner or occupant of any private place or premises on which there stands a tree or shrub that unreasonably interferes with or encroaches upon the street or sidewalk, to take such steps as are necessary to remove such interference. If such owner or occupant fails, within ten days of receipt of notice, to take such necessary steps, the Village Forester and/or Director

of Public Works shall order Village employees to remove the interference. The cost of removing the interference shall be levied and collected as a special charge upon the property pursuant to Wis. Stats. § 66.0627 upon which or in front of which such tree or shrub stands.

(e) Any person who is an owner, occupant, firm or corporation failing to obey the written notice of the Village Forester as specified in Subsection (d) of this Section shall, upon conviction thereof, be subject to a forfeiture as established in Section 1-16.

(Code 1998, § 6-4-9; Ord. No. 2007-09, § 1(6-4-9), 10-22-2007)

Sec. 59-28. - Topping.

(a) *Injurious pruning.* The Village has determined that there are many trees growing on public and private premises within the Village, the improper pruning of which would pose future hazard to the safety of public and the long-term health of the tree. The Village also recognizes that the practice of topping trees, formerly a popular method for reducing tree height, can lead to dangerous regrowth of weakly attached stems and development of crown decay that would pose a potential hazard by weakening the tree.

(b) *Prohibitions.*

(1) No person shall utilize topping techniques on a tree located on Village property or in the public right-of-way terrace area or cause such act to be done by others.

(2) No person shall utilize topping techniques on a tree on private property or cause such act to be done by others where such a tree would pose a future danger to adjacent Village or private property or the life, health, safety or welfare of persons located thereon.

(3) The Village Forester may grant exemptions to these prohibitions for any tree that constitutes a hazard and may also grant possible exemptions, on a case by case basis, for pruning near overhead utilities.

(Code 1998, § 6-4-10; Ord. No. 2007-09, § 1(6-4-10), 10-22-2007)

Sec. 59-29. - Removal of trees and stumps.

(a) *Dangerous, obstructive and infected trees.* In the normal course of business, it is not the duty of the Village Forester to routinely inspect or be responsible for trees on private property. Any tree or part thereof, whether alive or dead, which the Village Forester shall find to be infected, hazardous or a nuisance so as to endanger the public or other trees, plants or shrubs growing within the Village, or to be injurious to sewers, sidewalks or other public improvements whether growing upon public or private premises, shall be removed, trimmed or treated by the owner of the property upon or adjacent to which such tree or part thereof is located. The Village Forester shall give written notice to said owner to remedy the situation, which shall be served personally or posted upon the affected tree. Such notice shall specify a reasonable period of time within which the action must be taken as determined by the Village Forester on the basis of the seriousness of the condition of the tree or danger to the public. If the owner shall fail to remove, treat or trim said tree within the time limit, the Village Forester shall cause the tree to be removed, treated or trimmed and shall thereupon enter such cost as a special charge against the property pursuant to Wis. Stats. § 66.0627.

(b) *Removal standards.* In cutting down trees located in public and terrace areas, the tree must be removed with the stump and emergent roots grubbed out, or ground out to a depth of at least nine inches below grade measured in a straight line with the normal grade of sidewalk to top of nine inches below grade measured as a straight line, normal grade of sidewalk to top of curb. All wood and debris must be removed from the street prior to the end of each working day and all holes shall be filled to normal grade level with topsoil. Backfilling should be done by the end of the workday in which the stump is removed. If it is not possible to fill in the hole by the end of the workday, the hole should be staked-off and marked with high visibility paint or flagging to avert accidents.

(c) *Private removal.* No person, firm, organization or corporation shall plant, injure, trim, remove or destroy any tree or sh located in or upon any public place, until a permit shall have been issued by the Village Forester. Such permit shall be i when the removal, trimming or cutting of the tree or shrub is necessary, as determined by the Village Forester, becaus public nuisance and/or location, or its location is such that substantial detriment is done to the property upon which th shrub stands, or property abutting the same. Such permit shall expressly state the premises upon which the tree or sh and the location of the tree thereon. The Village Forester may require submission of professional credentials and evid adequate liability insurance coverage.

(d) *Tree preservation.* In the development of commercial property involving previously undeveloped land, the developer will, as part of its development plan identify which trees are to be removed to install the infrastructure for the development. The developer will also provide a plan specifying methods of protecting trees not approved for removal. The developer must ensure that protective structures shall remain in place until on-site construction is complete. The Village Forester, shall review and recommend a tree preservation plan to the Plan Commission. In the development of a new Subdivision involving previously undeveloped land, the developer, as part of the Preliminary Plat, will identify which trees are to be removed to install infrastructure for the development. The developer will also provide a plan specifying methods of protecting trees not approved for removal. The developer must ensure that protective structures shall remain in place until on-site construction is complete. The Natural Resources Committee, after consultation with the Village Forester, shall review and approve a Preliminary Plat tree preservation plan to the Plan Commission.

(Code 1998, § 6-4-11; Ord. No. 2007-09, § 1(6-4-11), 10-22-2007)

Sec. 59-30. - Prohibited acts.

(a) *Damage to municipal trees.* No person shall, without written permits from Village Forester in the case of a terrace-area tree, public tree or shrub, perform or cause to be performed by others any of the following acts:

(1) Secure, fasten or run any rope, wire sign, electrical installation or other device or material to, around or through a tree or shrub.

(2) Break, injure, mutilate, deface, kill or destroy any tree or shrub or permit any fire to burn where it will injure any tree or shrub.

(3) Damage tree roots, through compaction or excavation of the soil, so extensively so as destabilize, make hazardous, damage the health of or necessitate the removal of such a tree.

(4) Permit any toxic chemical, gas, smoke, oil or other injurious substance to seep, drain or be emptied upon or about any tree or shrub.

(5) Deposit, place or store upon any public place of the Village any stone, brick, dirt, soil, concrete or other materials that may impede the free passage of water, air or nutrients to the roots of any tree on said property, except by written permit by the Village Forester.

(6) Remove any guard, stake or other device or material intended for the protection of a public tree or shrub, or close or obstruct any open space about the base of a public tree or shrub designed to permit access of air, water and fertilizer.

(7) Attach any sign, poster, notice or other object on any tree, or fasten any guy wire, cable, rope, nails, screws or other device to any tree; except that the Village may tie temporary "no parking" signs to trees when necessary in conjunction with street improvement work, tree maintenance work or parades.

(8) Erect, alter, repair or demolish any building or structure without placing suitable guards around all nearby public trees or shrubs that may be injured by such operations.

(b) *Excavations and operation of heavy equipment near public trees.* No person shall excavate any ditches, tunnels or trenches, drive vehicles, or install pavement within a radius of 15 feet of the outer limit of the canopy of any public

tree without a permit from the Village Forester. All trees on any parkway or other publicly owned property near any excavation or construction of any building structure or street work shall be sufficiently guarded and protected by those responsible for such work as to prevent any injury to said trees. No person shall excavate any ditches, tunnels or trenches, or install pavement within a radius of 15 feet from any public tree without a permit from the Village Forester. Any publicly owned trees near any excavation site or site of construction of any building, structure, or street work, shall be guarded with a substantial fence not less than four feet high and eight feet square with the protected tree sited in the center of said fence; or at a distance in feet from the tree equal to the diameter of the trunk in inches at breast height, whichever is greater.

(1) The Village Forester may grant an exemption to any public utility corporation to augur under a public tree or shrub and excavate within five feet of any public tree or shrub, but such public utility shall be liable for any injury or damage caused to any public tree or shrub, and if any public tree or shrub is permanently damaged due to the acts of a public utility corporation, it shall be removed, including the stump, and shall be replaced by a tree at least ten feet tall, or as otherwise approved by the Village Forester, all at the expense of the utility.

(2) The Village Forester may grant an exemption to municipal employees performing their assigned duties and using all due diligence. Utility companies may apply for a written exemption after the fact in the event of responding to an emergency.

(Code 1998, § 6-4-12; Ord. No. 2007-09, § 1(6-4-12), 10-22-2007)

Sec. 59-31. - Penalties.

(a) Any person violating any provision of this Chapter or failing to comply with any order issued pursuant to the provisions of the Chapter shall be subject to a forfeiture pursuant to Section 1-16.

(b) Any person who damages or destroys any tree or shrub located in a public area or Village right-of-way shall be liable for the cost of repairing the damage or replacing the tree or shrub of comparable age and similar species and diameter at breast height up to ten inches in diameter. The parents or parent of any unemancipated minor child who damages or destroys any tree or shrub in a public area or Village right-of-way may also be held liable.

(Code 1998, § 6-4-13; Ord. No. 2007-09, § 1(6-4-13), 10-22-2007)

Sec. 59-32. - Appeal from determinations or orders.

Any person who receives a determination or order under this Chapter from the Village Forester and objects to all or any part thereof shall have the right to appeal such determination or order, subject to the provisions of Chapter 2, Article XI, and Wis. Stats. Ch. 68, to the Village Board within seven days of receipt of the order and the Village Board shall hear such appeal within 30 days of receipt of written notice of the appeal. After such hearing, the Village Board may reverse, affirm or modify the order or determination appealed from and the grounds for its decision shall be stated in writing. The Village Board shall, by letter, notify the party appealing the order or determination of its decision within ten days after the hearing has been concluded. The Village Board shall file its written decision with the Village Clerk.

(Code 1998, § 6-4-14; Ord. No. 2007-09, § 1(6-4-14), 10-22-2007)

Sec. 59-33. - Adoption of Wisconsin Statutes.

Wis. Stats. §§ 27.09, 86.03, and 86.04, are hereby adopted and incorporated herein by reference.

(Code 1998, § 6-4-15; Ord. No. 2007-09, § 1(6-4-15), 10-22-2007)

State Law reference— City forester, duties; tree planting, Wis. Stats. § 27.09; trees adjacent to highways, Wis. Stats. § 86.03.

Parks Superintendent

POSITION DESCRIPTION

Position Title: Parks Superintendent
Department: Public Works
Reports to: Public Works Director

FLSA: Non-Exempt
Represented: No
Employment Status: Full-Time

POSITION SUMMARY

Distinguishing Characteristics of the Class
This position is responsible for managing and supervising the operations of the Parks Division. This is also a hands-on position that performs critical and routine direction to ensure the Village park system is properly funded, maintained, and necessary capital improvements are properly planned. Key responsibilities include: plan development for maintenance activities, land management activities, maintain inventory, program development, customer service, marketing, revenue development, budgeting, forestry, planning, meeting management, and other related tasks to support the operations of the Department and Division.

Supervision Received
Performs under the direction and general supervision of the Public Works Director, but exercises considerable independent judgement in establishing work priorities and managing day to day operations of the Village park system.

Supervision Exercised
Provides direct supervision to the Parks Crewperson(s) and Seasonal Parks employees as applicable. Provides indirect supervisions of all full-time Public Works Crewpersons, part-time, and other seasonal employees when assigned to work within the Village park system.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Prepares, implements and oversees a standard plan for annual maintenance of all Village Parks including recreational facilities, passive recreation areas.

- Performs land management activities for village properties to include tree planting, and invasive species control as needed for Village property.

- Maintains the inventory of parks amenities, equipment and vehicles in order to recommend replacement within the 5 year capital improvement plan.

- Responsible for the developing of programming related to Village Park offerings to help support their utilization.

- Keeps staff and elected officials informed of new developments or trends in park management.
- Provides effective and efficient customer service as well as promotes and maintains responsive community relations.
- Creates and implements a local and regional marketing program for the McFarland Park System.
- Prepares and manages grant applications for local, state, federal, and other aids for development and maintenance of parks and trail facilities.
- Participates in the planning and coordination of prescribed burns as it affects park and recreational lands in the Village.
- Oversees and performs grounds maintenance activities including, but not limited to, mowing, snow removal/plowing, trail maintenance/grooming, park equipment maintenance, use area maintenance, herbicide application, hazardous tree removal, brush removal, and establishing/maintaining the ice skating rink.
- Reviews opportunities to integrate the Lower Yahara River Trail into the community.
- Oversees the implementation of the Indian Mound maintenance program for all mounds in the Village.
- Evaluates and recommends use of Park impact fees throughout the Village.
- Oversees the forestry duties of the Village as the Village Forester in accordance with Section 59-21, or as amended, within the Village Code of Ordinances including tree trimming, ~~and~~ emerald ash borer response plan, and other duties as outlined in the code.
- Assists in administering the annual operating budget and monitoring revenues and expenditures in assigned areas to assure sound fiscal control.
- Maintains compliance with the parks and open spaces plan and works with Community Development to provide updates to the plan when necessary.
- Liaison to the Parks, Recreation, and Natural Resources Committee.
- Maintains relationships with School District, local recreation groups and other community organizations to help manage utilization of Village park facilities.
- Performs other related duties as assigned.

Equipment Used

Personal computer with various software office applications including GIS mapping. Also may use printer, copy/fax machine, calculator, GPS devices, phone, adding machine, vehicle, hand tools, power tools, radio, pagers, audio-visual equipment, and light/medium/heavy duty equipment as applicable.

Work Environment and Working Conditions
Works in normal office setting with moderate noise level and under uncontrolled field conditions. Hours beyond normal work week and weekend work required; attendance at evening meetings required. Subject to 24-hour emergency call-in and exposure to extreme weather conditions.

TECHNICAL REQUIREMENTS

Knowledge of

- Current principles and practices of parks and urban forestry administration, development, maintenance, and construction as well as the ability to keep abreast of future developments in these fields.
- Pertinent federal and state laws, regulatory codes, and municipal ordinances and the ability to interpret and apply them in a variety of situations.
- The measures and standards by which the efficiency, effectiveness, and quality of park services can be evaluated.
- Methods, techniques, materials, and equipment used in general maintenance of facilities, grounds, parks, recreational facilities, playgrounds, natural areas, and storm water management areas.
- Occupational hazards, safety equipment, and the standard working practices associated with parks and urban forestry functions.

Ability to

- Plan, organize, direct, and evaluate the work of subordinate personnel.
- Create standard plans for annual park maintenance needs.
- Establish and enforce standard departmental policies and procedures as they related to the Village park system.
- Read and interpret maps, graphs, charts, blueprints, and construction plans and specifications and prepare technical reports, specifications, and bid proposals, coordinate the activities of multiple contractors, and ensure adherence to construction plans and specifications.
- Maintain a valid Wisconsin driver's license with applicable CDL endorsements.
- Establish effective working relationships with co-workers and other contacts.
- Effectively communicate both orally and in writing.
- Maintain excellent relations with the public.

GENERAL COMPETENCIES

While performing the duties of this job, the employee is required to accomplish all of the tasks routinely associated with the combination of office type functions and general field operations. The employee must be able to frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 75 pounds. In addition, the employee must be able to satisfy the following competency requirements.

- ANALYTICAL SKILLS: Identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.

- COMMUNICATION SKILLS: Communicate ideas and information effectively in both written and oral form.

- PROBLEM-SOLVING SKILLS: Develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.

- ORGANIZATIONAL SKILLS: Establish systematic methods of accomplishing goals.

- READING ABILITY: Effectively read and understand information contained in memoranda, reports, ordinances, codes, regulations, technical manuals, bulletins.

- TECHNICAL COMPREHENSION: Ability to learn, adopt, and apply new technology, computer systems and software programs.

- ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS: Effectively follow verbal or written instructions from supervisor.

- MATHEMATICAL ABILITY: Calculate basic arithmetic problems (addition, subtraction, multiplication, division) without aid of a calculator.

- TIME MANAGEMENT SKILLS: Set priorities in order to meet assignment deadlines.

REQUIRED MINIMUM QUALIFICATIONS

A high school diploma or equivalency required with the minimum of an Associates Degree preferred in the fields of parks, land management, urban forestry, or related field. A minimum of three (3) years of progressively responsible experience in the fields of parks, land management, urban forestry, or related field. Any combination of education and experience which in the sole discretion of the Village would demonstrate the Employee's ability to meet the required knowledge, skills, and abilities for the position may also be considered.

NOTES

1. The job duties listed herein are intended only as illustrations of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

2. The work environment characteristics and physical demands described herein are representative of those that the employee encounters or must meet while performing the essential functions of this job. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities. The Village is an Equal Opportunity Employer.

3. The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change. The Village retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this position description.

I hereby acknowledge that I have received a copy of and do understand the requirements of this position description with the Village of McFarland.

Dated this _____ day of _____ , 20___.

_____ Employee Signature

_____ Department Head Signature

Created: April 8, 2019 Amended: October 12, 2020

VILLAGE OF
McFarland

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, October 12, 2020**

SECTION: **Business**

DEPARTMENT: **Community Development**

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

AGENDA ITEM: **Discussion and regarding selection of a consultant for the McFarland Sustainability Plan.**

PREVIOUS ACTION:
July 13, 2020. Village Board approval to issue a Request For Proposals for the completion of a Sustainability Plan for McFarland.

ISSUE SUMMARY:
The Village received 15 proposals from consultants responding to the Village's Request for Proposal to create a Sustainability Plan for McFarland. The RFP is attached in the packet for reference. A list of the 15 proposals received, firm base prices, total project hours, average hourly rates and total prices including optional services are included in the packet for informational purposes. The Evaluation Team, consisting of the Committee Chair, Vice Chair, Administrator and Community & Economic Development Director reviewed the 15 proposals against the RFP Submittal Requirements (Section 6) and Evaluation Criteria (Section 7). After this initial review the Evaluation Team short-listed five firms to interview: Burton Planning Services/Nomad Planners, Graef, GZA GeoEnvironmental, Lotus, and MSA Professional Services. After the interviews were complete, the Evaluation Team unanimously recommends to the Sustainability Committee and Village Board the award of the project to MSA Professional Services. MSA's proposal is included within the packet. The Village received many excellent proposals. The Evaluation Team felt that MSA's proposal best meet the Submittal Requirements and Evaluation Criteria from the RFP.

FINANCIAL/BUDGET IMPACT:
The 2020 Village Budget includes $25,000 for completion of a Sustainability Plan. Earlier this year the Village Board borrowed for these funds as part of a larger municipal bond. The recommended consultant's bid price is $24,800.

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

VILLAGE OF
McFarland

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Ad Hoc Sustainability Committee met on September 7 and unanimously recommended MSA Professional Services as the consultant for completion of the McFarland Sustainability Plan.

ATTACHMENTS:

1. McFarland Sustainability Plan RFP 07.15.2020
2. Sustainability Plan Proposals - Price and Hour Firm Summary
3. Sustainability Plan Proposal - MSA - 2020_8_14

VILLAGE OF

McFarland

Request For Proposals

Sustainability Plan

RFP Issuance Date: July 15, 2020

RFP Due Date: August 14, 2020

Please Submit to:

McFarland Department of Community Development
Attn: Sustainability Plan RFP
5915 Milwaukee Street, PO Box 110
McFarland, WI 53558

SECTION 1 Purpose

The purpose of this Request for Proposals (RFP) is to receive competitive proposals from qualified consultants who are interested in completing a new Sustainability Plan for the Village of McFarland. The creation of this document is meant to contain a guiding vision, measurable objectives, and targeted strategies (plans of action) intended to help the Village practically implement ideas for operating more efficient and sustainable. The plan will need to be far reaching to outline sustainable opportunities within our Community as well as within the operations of the Village. To that end, the plan will require input on its development from the public, staff, businesses, other stakeholders, and all Village boards, commissions, and committees. The selected Consultant will need to be dynamic and engaging to annunciate sustainable best practices within the Community in order to complete a meaningful plan for implementation.

SECTION 2 History and Background

The Village of McFarland is located adjacent to the southeast side of the City of Madison in Dane County. The current population of McFarland is estimated over 8,700 residents. The Village is serviced by WI State Highway 51 serving as the main connection point between the cities of Madison and Stoughton. The Village of McFarland has 75 permanent employees supplemented by seasonal, temporary, and part-time employees when necessary. The Village's primary departments include Administration, Community Development, Communications/Technology, Fire and Rescue, Library, Public Works (including Parks and Utilities), Police, and Senior Outreach. More information about the Village is available at www.mcfarland.wi.us.

On January 13, 2020, the Village Board for the Village of McFarland adopted Resolution #2020-04 in order to create the Sustainable McFarland Ad-Hoc Committee. While temporary in nature, they were charged with completing three main tasks: 1) Draft and Develop a Sustainability Plan for the Village; 2) Evaluate Joining the WDNR Green Tier Program; and 3) Make Recommendation on being Established as a Standing Committee. They were given until May 1, 2021 to complete these tasks and make their final recommendation to the Village Board. This Committee has now been called to order and held their first meeting on June 2, 2020 and will be the Committee of record for the Consultant to work with to develop the Sustainability Plan. Staff Support shall be provided by the Community Development Department. The Committee meets on the first Tuesday of the month at 6:00 pm.

SECTION 3 Plan Guidelines

This Plan will look to embrace the following sustainability guidelines as appropriate and applicable:

1. Reduce dependence on fossil fuels and extracted underground metals and minerals.
2. Reduce dependence on chemicals and other manufactured substances that can accumulate in nature.

3. Reduce dependence on activities that harm life-sustaining ecosystems.
4. Reduce barriers to achieving present and future human needs equitably and efficiently.

SECTION 4 Scope of Work

The selected Consultant will provide a full range of municipal planning services required to create an independent Sustainability Plan as listed. The desired services include, but are not limited to the following:

1. Development of a Sustainability Plan for the Village of McFarland that is engaging within our Community and comprehensive in its execution. This plan will include but is not limited to the development of sections addressing Community Health, Energy, Land Use & Development, Transportation, Waste, Water, and General Sustainability.
2. Each Section of the Plan will prepare a Vision Statement to describe in qualitative terms what sustainability looks like within that section and how the noted sections function in our Community.
3. Specific metrics will be drafted within each section that will serve as baseline sustainability indicators to align with the vision statement by which the Village can quantify performance and progress.
4. The Plan will list performance targets within each section as the Village's Improvement Goals as specific, measurable goals to which the Village aspires to achieve.
5. There will be an action plan for each section that provides for specific projects, programs, and initiatives to help the Village achieve the set targets and vision. The action plan will identify individuals, departments, or committee's responsible for advancing completion of projects, programs, and initiatives as well as timeframes and priorities for completion. The action plan will also identify potential partners outside of the Village that may assist in achieving actions as well as sources of funding.
6. The Plan will be drafted in such a way for the Village to measure performance towards its targets each year as defined within the sections as part of its annual renewal commitment to the identified sustainable efforts.
7. Selected Consultant shall be responsible for plan engagement to gather input from the following:
    a. General Public.
    b. Village Boards, Commissions, and Committees.
    c. Local Businesses.
    d. School District

e. Village Departments through their Department Heads

f. Other Key Stakeholders

g. Consultant will work with the Village on best practices for engaging these audiences whether through surveys, focus groups, open houses, virtual meetings, or other means to be suggested and determined.

8. Review of the Village's Strategic Plan, Comprehensive Plan, Parks and Open Space Plan, and all other relevant existing plan documents for sustainable elements or suggestions to add sustainable best practices.

9. Work with the Village's Sustainable McFarland Ad-Hoc Committee as is necessary to prepare plan.

10. Consultant will be responsible for preparing the final report that is user friendly, incorporating graphics and minimizing text to present a clear and concise planning document.

These are the general requirements for the creation of a Sustainability Plan and are not intended to be a comprehensive list of tasks and deliverables. It is expected that the chosen consultant will provide the Village with more specific recommendations for approaches, tasks, and deliverables based on their experience and expertise from past work on similar projects.

SECTION 5 Deliverables

The selected Consultant shall complete a final Sustainability Plan document that contains a phased implementation schedule, relevant graphics, supporting metrics/data points, estimated costs, narrative description of recommendations, and associated narrative in order to present a complete document. A final presentation of the plan will be required once the document is complete to both the Sustainable McFarland Ad-Hoc Committee and Village Board. The Consultant should also budget for an appropriate amount of meetings with the Committee to build the plan. The final plan put forth for acceptance shall be completed in such a way that it can be fully integrated with other plans and initiatives adopted by the Village. The selected Consultant shall provide the Village with an electronic copy of the final plan in its original and pdf format, including all maps, graphics, or tables used to create the plan. The selected Consultant shall provide the Village with 10 hard copies of the final plan. Draft deliverables may be provided in pdf format.

SECTION 6 RFP Submittal Requirements

1) Qualification Details consisting of:

a. Cover Letter – Including, but not limited to a statement of understanding and approach to this project.

b. Experience – Specific project experience detailing completed, similar or relevant projects that the applicant has executed. Links to similar or relevant projects are encouraged.

c. References – Provide a minimum of three municipal client references for which the applicant has provided similar planning services within the last three to five years. Include the name and telephone number of the contact person and a description of services provided to that contact.

2) Technical Proposal consisting of:

a. Project Approach – A description of the approach to be taken toward completion of the project, an explanation of any variances to the proposed scope of work as outlined in the RFP, and any insights into the project gained as a result of developing the proposal.

b. Scope of Work – Scope of work that includes steps to be taken, including any products or deliverables as aligned with this RFP.

c. Estimated Labor Hours – A summary of estimated labor hours by task that clearly identifies the project team members and the number of hours performed by each participant organized by task.

d. Key Personnel – List of personnel directly assigned to the project, along with responsibilities on this project and resumes. Include organizational chart of personnel involved in the project. The firm's Project Manager, who will be responsible for planning, coordinating, and conducting the majority of the work, including meeting attendance with the Committee, must be identified and committed to the project. Village reserves the right to approve Consultant's project manager and any requested personnel and subcontractor changes during the course of the project.

e. Project Schedule – A proposed schedule that indicates project milestones and overall time for completion of the Plan.

f. Supplemental Information – Any other information deemed necessary to address the requests of this RFP.

3) Cost Proposal consisting of:

a. Cost – Lump Sum price to complete the plan as proposed in the Scope of Work.

b. Additional Fees – Hourly price by employee to complete any additional items not identified in the above Scope of Work.

4) General requirements consisting of:

a. Due Date – Responses to the RFP must be received by the end of day on Friday, August 14, 2020. Proposals received late, for any reason, shall not be accepted.

b. Location – RFP submittals shall be provided to McFarland Department of Community Development, Attn: Sustainability Plan RFP, 5915 Milwaukee Street, PO Box 110, McFarland, WI 53558.

c. Format – Prospective consultants shall provide seven (7) printed copies of the proposal and one (1) electronic copy. Hard copies of similar or relevant plans are not required and can be provided electronically.

d. Property – All information developed as part of this RFP, including graphics and data, shall become the property of the Village upon completion of the report. All text shall be submitted electronically as is most convenient. All original graphics generated as a part of the RFP shall be submitted to the Village in an easily reproducible hardcopy and electronic format as applicable.

SECTION 7 Evaluation Criteria

The following criteria will be used to evaluate each proposal submitted:

- Experience and qualifications relevant to key personnel.
- Project understanding and knowledge of area depth or relevant technical experience.
- Proven ability to appeal to a wide audience and incorporate public comment into plan.
- Ability to be responsive in meeting schedule required to complete the plan and deliverables.
- Ability to meet budget/value as related to proposed and additional costs.
- Level of experience with local government entities of similar size, structure and complexity.
- Demonstration of innovative approaches particular to technical solutions.
- Quality, clarity and completeness of submittal package.

SECTION 8 Method of Selection

The Village Administrator; Community and Economic Development Director; and Chairperson and Vice-Chairperson for the Sustainable McFarland Ad-Hoc Committee will conduct the evaluation of proposals submitted. This will comprise the RFP Evaluation Team. They will make a recommendation to the Sustainable McFarland Ad-Hoc

Committee whom will make the final recommendation to the Village Board for action. The following method and timeline will be utilized in order to select the desired proposal:

- **July 15th – RFP Issuance Date**
- **August 14th – RFP Due Date**
- **August 17th – Evaluation**: During this week, the Evaluation Team will review the proposals and decide which, in its sole discretion, it chooses to further consider via an in-person interview.
- **August 24th – Interviews**: During this week, the Evaluation Team will host interviews of perspective consultants in order to make a selection.
- **August 28th – Make Recommendation**: The Evaluation Team will make its recommendation to the Committee for further consideration following completion of their work to evaluate the proposals.
- **September 1st – Sustainable McFarland Ad-Hoc Committee**: The Committee will consider the recommendation of the Evaluation Team in order to make their own recommendation to the Village Board.
- **September 14th – Village Board**: The Board will take final action to consider acceptance of the recommended proposal and enter into a contract for this purpose.
- **October 1st** – Estimated project commencement date.
- **May 1, 2021** – Estimated project completion date.

SECTION 9 Terms and Conditions

Each proposal will be reviewed to determine if it meets the submittal requirements contained within this RFP. Failure to meet the requirements for the RFP can be cause for rejection of the proposal. The Village may reject any proposal if it is conditional, incomplete, contains irregularities, or if in the sole discretion of the Village not considered in our best interest. The Village may waive an immaterial deviation in a proposal, but this shall in no way modify the proposal document or excuse the Consultant from compliance with the contract requirements if the Consultant is awarded a contract. A prospective Consultant may be requested for an interview at the sole discretion of the Village. The recommended Consultant will be selected and approved by the Village Board.

The Village uses a standard template contract for such services and will require its utilization for this project. A copy of the standard template can be provided for review upon request and will be updated to adapt to the proposal ultimately selected.

There is no expressed or implied obligation for the Village to reimburse firms for any expenses incurred in preparing proposals in response to this request. Materials

submitted by respondents are subject to public inspection under Wisconsin law. Any language purporting to render the entire proposal confidential or proprietary will be ineffective and will be disregarded.

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

All property rights, including publication rights of all reports produced by the selected firm in connection with services performed under this agreement shall be vested in the Village.

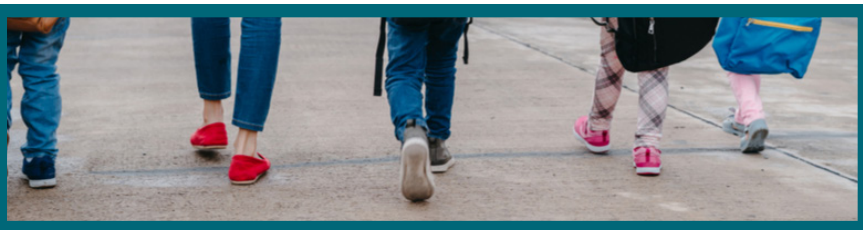
The Village reserves the right to reject any or all proposals submitted.

Sustainability RFP - Proposals Received	Base Proposal Price	Project Hours	Average Hourly Rate	Base + Optional Services
Ayres & JSD	$ 25,000	182	$ 137	$ 25,000
Beckett Raeder	$ 58,640	486	$ 121	$ 58,640
Bishop Land Design	$ 85,860	458	$ 187	$ 85,860
Burton Planning & Nomad	$ 25,000	250	$ 100	$ 62,000
Cardno	$ 30,000	302	$ 99	$ 30,000
Delta Institute/Strang	$ 24,970	148	$ 169	$ 58,326
Farr	$ 25,000	170	$ 147	$ 32,500
Graef	$ 25,000	186	$ 134	$ 25,000
Green Bicycle	$ 20,000	200	$ 100	$ 20,000
GZA	$ 25,000	369	$ 68	$ 25,000
Lotus	$ 47,065	493	$ 95	$ 47,065
MSA & Kinesis	$ 24,800	220	$ 113	$ 24,800
Pale Blue Dot	$ 32,800	394	$ 83	$ 38,000
Perkins Will	$ 50,000	333	$ 150	$ 50,000
Remote Allies	$ 22,500	209	$ 108	$ 22,500

MSA

PROPOSAL TO PROVIDE

Sustainabilty Plan



PREPARED FOR:
VILLAGE OF MCFARLAND

DUE BY:
AUGUST 14, 2020

MSA PROFESSIONAL SERVICES, INC.

1702 PANKRATZ STREET, MADISON, WI 53704

Contact: Jason Valerius, AICP
Phone: (608) 242-6629
Email: jvalerius@msa-ps.com
Website: www.msa-ps.com

Photo courtesy of: https://www.lakeandcityhomes.com/mcfarland-wisconsin-real-estate.php

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August 14, 2020

McFarland Department of Community Development
Attn: Sustainability Plan RFP
5915 Milwaukee Street, PO Box 110
McFarland, WI 53558

Re: Proposal to Provide Sustainability Plan

Dear Andrew,

We understand that the Village wants its continued growth and high quality of life to be sustainable, and desires a specific, strategic plan for municipal action. The Village's 2017 Comprehensive Plan mentions sustainability about a dozen times, in the context of land use, housing, transportation, community facilities and infrastructure, and natural resources. The present planning effort would consider those issues and others as part of a holistic look at how the Village and its residents can reduce their various impacts on the natural world while meeting their own needs equitably and efficiently.

We are thrilled to see that you are seeking a plan that uses data, sets performance targets, and establishes a routine for tracking progress toward those targets. MSA developed a similar approach to sustainability planning, in partnership with two other firms, at a time when many communities were *talking* about sustainability but struggling to translate that talk into action. We worked with two Madison-area communities at that time—scenarios which illustrate both the possibilities and the pitfalls of sustainability planning. In both the City of Middleton and the Village of Cottage Grove, we had newly created Sustainability Committees that worked with us to establish vision statements, collect data, set targets, and prioritize actions. Middleton's committee enjoyed the support of City Council and City staff, including a designated Sustainability Coordinator. Our work with that committee helped to give structure to their discussions and orient their work, and that committee continues to play an important role today in Middleton's many efforts toward sustainable living. We conducted a similar effort with the Village of Cottage Grove, but following significant turnover on Village Board and a new focus on short-term fiscal issues, the completed plan was downgraded to a "Community Indicators Project" that was thereafter ignored. The Sustainability Committee eventually disbanded.

The point of this tale is to emphasize the importance of political will to pursue sustainability. Our approach will incorporate the elements suggested in the RFP, but it will also pay special attention to the perspectives of the elected officials that have the power either to implement or ignore a Sustainability Plan, especially through the budget process. While some actions are budget-neutral or even provide cost savings, others will come with new costs and/or may be controversial for other reasons. Our process includes several touch points with Village Board and a variety of methods to identify community support for ideas and initiatives in the plan. We will work with Village staff and the committee to craft a plan that will have the support of the Village Board.

As you review our proposal, please contact either of us at any time with questions. We would love to work with the Village on this initiative and look forward to your contact.

Sincerely,
MSA Professional Services, Inc.

Jason Valerius, AICP
Principle in Charge
(608) 242-6629 | jvalerius@msa-ps.com

Ria Hull, AICP
Project Manager
(608) 242-6647 | rhull@msa-ps.com

FIRM PROFILE.

MSA Professional Services, Inc. (MSA) specializes in the sustainable development of communities. We achieve this by building honest, open relationships that go beyond the project to become a trusted source of expertise and support for immediate challenges and long-term goals. Big or small, we do whatever it takes to meet each need, working to make communities stronger in the process. **It's more than a project. It's a commitment.**

MSA's roots reach back to the 1930s. Once a rural land survey company, our firm now consists of approximately 350 engineers, architects, planners, funding experts, surveyors, GIS experts and environmental scientists. MSA excels at helping clients identify grant and funding sources and then delivering high quality, cost-effective solutions.

63
INDUSTRY AWARDS EARNED SINCE 2010

100%
EMPLOYEE-OWNED

$500+ MILLION
GRANTS & LOW-INTEREST LOANS
We've helped our clients secure to help offset the cost of infrastructure projects

350+
TEAM MEMBERS
THROUGHOUT OUR OFFICES

ENABLING PEOPLE TO POSITIVELY IMPACT THE LIVES OF OTHERS

CLIENT EXPERIENCE.

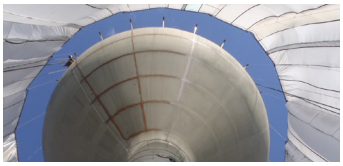
Percentage of clients who say MSA met or exceeded their expectations based on the following categories.

How does the Client Experience work in Proposals/ SOQs?

As part of our ongoing quality assurance program, we periodically request feedback from clients and project stakeholders to create better project outcomes for you.

These easy-to-complete surveys offer you the opportunity to comment on several areas of our performance throughout the duration of your project, which in turn helps us adapt our processes to your unique needs. Your feedback is specific to your project, and is returned directly to the people working with you. We pledge to respond to any issues you identify as the project proceeds.

ACCURACY 98%	HELPFULNESS 96%
QUALITY 99%	SCOPE & FEES 97%
RESPONSIVENESS 98%	SCHEDULE 98%



ENGINEERING

We know the key to strong communities is the happiness of their residents and the health of their economies. MSA focuses on working alongside public and private clients to achieve both these ends by designing and constructing projects that solve age-old problems and encourage new development.

- Street and Utility Design and Reconstruction
- Potable Water Supply, Treatment and Distribution
- Wastewater Collection and Treatment Systems
- Stormwater Management
- Park and Recreational Space Design
- Site and Land Development Civil Design
- Airport Planning and Design
- Agricultural Engineering
- Bridge Design and Construction
- Traffic Planning and Engineering
- Real Estate Acquisition

ARCHITECTURE

From intricate historical restorative projects to high-rise programming and design, our team of architects aspires to design buildings that enrich the lives of our clients and enhance their futures.

- Architectural Design
- Mechanical, Electrical and Plumbing Design
- Building Planning and Feasibility Studies
- Park, Recreation and Aquatic Facility Design
- Programming and Space Planning
- Site/Building Evaluation
- LEED® and Sustainable Design

SURVEYING

MSA's surveyors have the resources and expertise to efficiently and accurately complete fieldwork and to provide high-quality survey documents.

- Land Surveys (Boundary Location or Establishment)
- Subdivision Surveys
- Topographical Surveys for Development Projects
- Redevelopment/Streetscape Surveys
- Infrastructure/Facility Design Surveys
- Utility Surveys
- Flood Elevation Surveys
- Construction Staking
- Control Surveys for Environmental Assessments
- ALTA/ACSM Land Title Surveys
- Mobile and Web-Based GIS Development

FUNDING

Our funding experts excel at coordinating grant and loan applications, and fulfilling the requirements of various agencies to help our clients turn project ideas to reality.

- Tax Increment Financing (TIF)
- Grant Writing
- Grant Administration
- Project Financing
- Stormwater Utility Studies and Creation

PLANNING & LANDSCAPE ARCHITECTURE

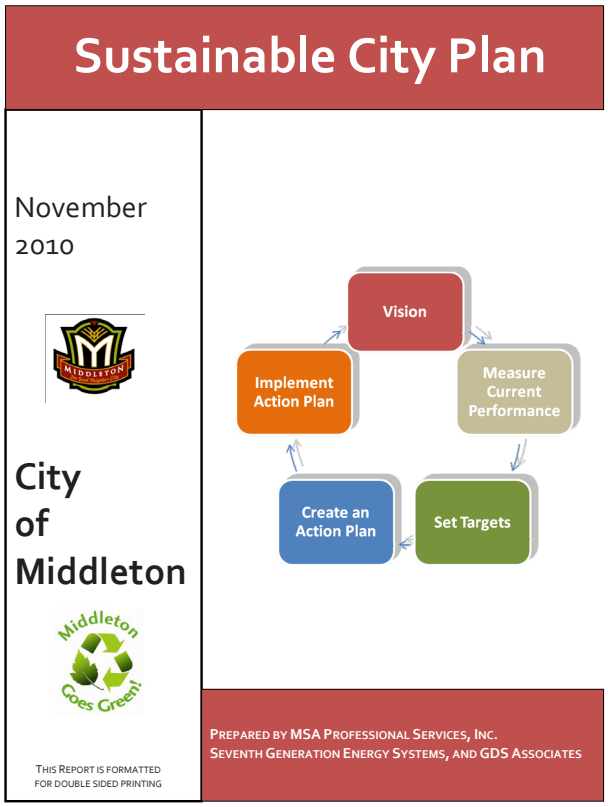
MSA has specialists in all areas of community planning, urban design and economic development. Our award-winning planners work to understand the challenges our clients face and help them develop sustainable, implementable plans to provide guidance in overcoming those hurdles.

- Comprehensive Planning
- Neighborhood and Corridor Planning
- Park and Recreation Planning
- Downtown Revitalization
- Housing
- Economic Development
- Capital Improvement and Strategic Planning
- Public Administration
- Urban Design
- Transportation Planning

ENVIRONMENTAL SERVICES

MSA's environmental scientists and technicians help communities identify and clean up contamination. We understand regulatory requirements and have built critical relationships with regulatory agencies.

- Phase I and II Environmental Site Assessments
- Wetland Design, Delineation, Restoration and Permitting
- Brownfield Site Development
- Asbestos, Lead and Mold Inspection/Remediation
- Spill Investigation and Remediation
- Solid and Hazardous Waste Management
- Permitting and Planning
- NPDES Compliance, Adaptive Management Plans, and Nutrient Trading



REFERENCE INFORMATION
Abby Attoun, Associate Planner
City of Middleton
(608) 827-1043

SUSTAINABLE CITY PLAN

Middleton, WI

A thriving urban area on the western edge of Madison, the City of Middleton continually strives to provide a high standard of living for its residents. As such, one of its primary focuses has been to institute various sustainability measures to increase community vitality and viability. The City's Sustainability Committee recognized the need to create a strategic plan to organize and prioritize the many proposed sustainability actions. The committee secured funding for consultant assistance to facilitate a sustainability planning process.

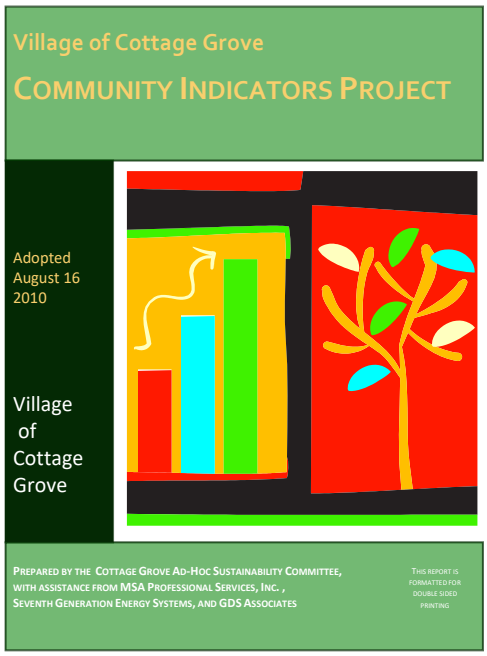
MSA partnered with GDS Associates and Seventh Generation Energy Systems and proposed a Sustainability System to the City – a framework for continual improvements geared toward creating a sustainable future.

The system is comprised of the following components:

- A community vision for sustainability
- Measurable indicators of sustainability, including a record of baseline conditions and performance
- Performance targets associated with each Indicator
- An "opportunities assessment" to identify immediate action items
- A prioritized Action Plan
- Adoption by council
- Annual performance tracking, monitoring progress toward the targets
- Annual update/renewal of the Action Plan

The City of Middleton formed a Green Team consisting of members of the City's Sustainability Committee. This team included elected officials and key municipal employees. After facilitating community visioning sessions and preparing a baseline assessment, our team recommended sustainability indicators and preliminary targets for the City to pursue. The Green Team then held a series of internal meetings with various City departments to further refine those indicators and targets and to identify viable actions to meet the selected targets.

City Council approved and adopted the Sustainability System in December, 2010. City staff will review and update the system each year moving forward.



SUSTAINABILITY SYSTEM

Cottage Grove, WI

MSA partnered with GDS Associates and Seventh Generation Energy Systems and proposed a Sustainability System to the Village – a framework for continual improvements geared toward creating a sustainable future.

The Village formed an Ad-Hoc Sustainability Committee. This team included elected officials, interested residents, and key municipal employees. After facilitating community visioning sessions and preparing a baseline assessment, our team recommended sustainability indicators and preliminary targets for the Village to pursue. The Village adopted the final product as a Community Indicators Project.

COMPREHENSIVE PLAN

Sun Prairie, WI

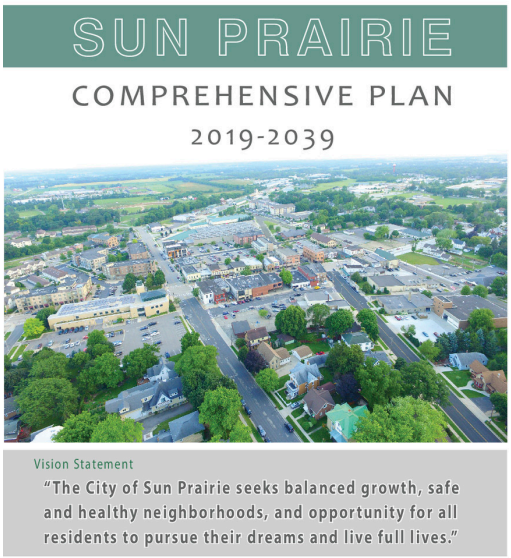
The City of Sun Prairie has been one of the fastest growing communities in the state over the past two decades. The community of nearly 35,000 residents continues to grow and add new development. This growth has yielded serious conversations within the community about how much the City should grow and what growth looks like. To address this broad question and develop a vision for the future, the City of Sun Prairie and MSA worked together to update its 2009 Sun Prairie Comprehensive Plan.

To ensure many community voices were heard throughout the planning process, there was a large public engagement component which included monthly meetings with a citizen steering committee, two series of community forums, a comprehensive community survey and 15+ focus group discussions with community residents and organizations. In order to get more involvement and buy-in from residents, the planning effort also had more of a neighborhood focus which allowed people to comment and express concerns about the areas they live in and care most about. The top issues that were brought up during these public engagement events included: community growth, climate change impacts, a tight labor market, ensuring Sun Prairie is attracting the right jobs, housing affordability, public transportation, bicycle and pedestrian facilities, incomplete neighborhoods, urban design guidance and partnership with the school district.

The updated plan features a concise Sustainability Commitment, and it distributes and integrates sustainabiity policies and actions throughout the plan, tying them to the corresponding elements of the plan.

REFERENCE INFORMATION

Tim Semman, Director of Planning
City of Sun Prairie
(608) 837-2511
tsemman@cityofsunprairie.com



Sustainability Initiatives

Sustainability is about considering the economic, social and environmental impacts of various decisions and investments. The City's greatest opportunity to implement changes are in its own facilities, services and infrastructure. See the side bar for the top five things the City can do to be more sustainable based on the 2018 Community Survey. Policies and actions related to sustainability are tagged with this leaf symbol.

Public/Private Event Venue

Several community groups have noted that Sun Prairie lacks an indoor, general purpose venue that can accommodate 100+ people. This is of particular interest to ethnic groups within the community.

greater investment was "street maintenance". A lesser number of respondents supported greater investment in other utilities and community services, including police protection (31%), drinking water quality (29%), recycling services (28%), and fire protection (21%).

Sustainability

The 2018 Community Survey asked people to indicate their support for up to five things the City can do to be more sustainable. The top five options were: energy efficient street lighting (62%), use of "green" building technologies in public buildings (57%), build a public market to sell locally-grown foods (48%), fill gaps in the bike and pedestrian network (48%), and encourage recycling of construction waste in public projects.

VOLUME 2: GOALS, POLICIES & ACTIONS | 4-3

COMPREHENSIVE PLAN

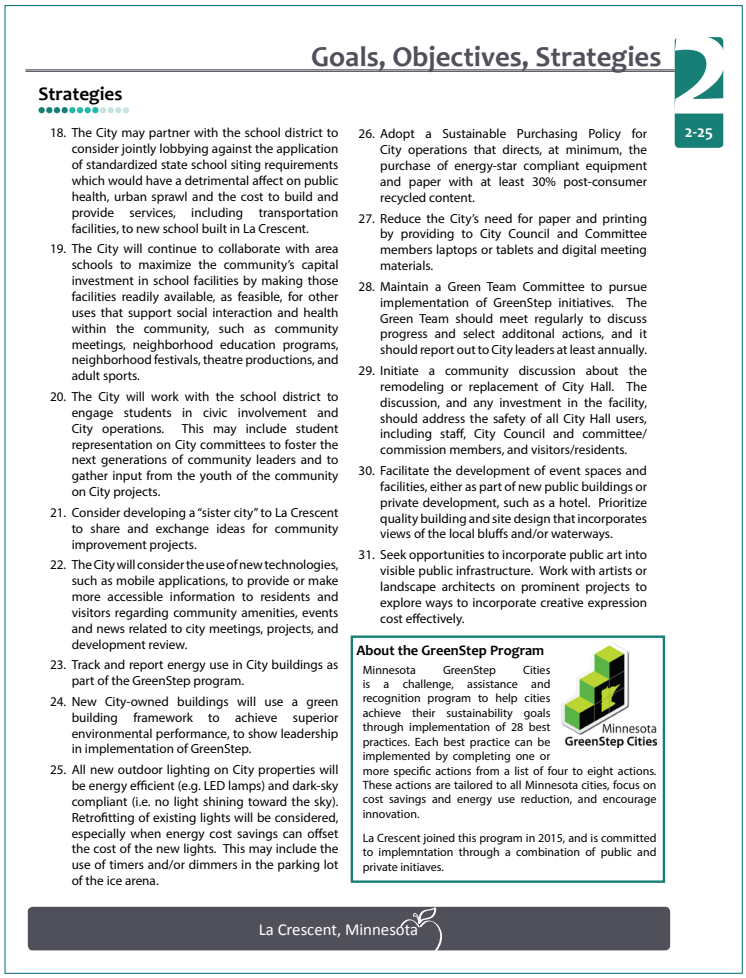
La Crescent, MN

MSA led creation of a comprehensive plan update for the City of La Crescent, its first in nearly 20 years. La Crescent is one of several municipalities in the La Crosse Metro area that is seeing growth and infill development opportunities as a result of a strong regional employment market. The planning process was unique - we helped form and facilitate a series of seven different study groups, one for each of the core policy chapters of the plan. After a city-wide kickoff visioning event, we worked with each of the individual committees to craft vision statements, goals, objectives and actions specific to each topic. We then wove those pieces into a coherent whole, including efforts to show the relationship among the topics. The resulting plan, adopted in 2016, clarified a community priority on family housing, infill development, downtown revitalization, and outdoor recreation investments.

REFERENCE INFORMATION

Donald Smith, Planning Commission Chair
City of La Crescent
(608) 792-9897
prodonald@aol.com

We also facilitated work sessions with the City's Ad-Hoc GreenStep Committee, a group of staff and citizens that selected and prioritized best practices for local implementation, from the hundreds identified in the GreenStep program. Many of those selections were policies that were integrated into the Comprehensive Plan.



Goals, Objectives, Strategies

2

2-25

Strategies

18. The City may partner with the school district to consider jointly lobbying against the application of standardized state school siting requirements which would have a detrimental affect on public health, urban sprawl and the cost to build and provide services, including transportation facilities, to new school built in La Crescent.
19. The City will continue to collaborate with area schools to maximize the community's capital investment in school facilities by making those facilities readily available, as feasible, for other uses that support social interaction and health within the community, such as community meetings, neighborhood education programs, neighborhood festivals, theatre productions, and adult sports.
20. The City will work with the school district to engage students in civic involvement and City operations. This may include student representation on City committees to foster the next generations of community leaders and to gather input from the youth of the community on City projects.
21. Consider developing a "sister city" to La Crescent to share and exchange ideas for community improvement projects.
22. The City will consider the use of new technologies, such as mobile applications, to provide or make more accessible information to residents and visitors regarding community amenities, events and news related to city meetings, projects, and development review.
23. Track and report energy use in City buildings as part of the GreenStep program.
24. New City-owned buildings will use a green building framework to achieve superior environmental performance, to show leadership in implementation of GreenStep.
25. All new outdoor lighting on City properties will be energy efficient (e.g. LED lamps) and dark-sky compliant (i.e. no light shining toward the sky). Retrofitting of existing lights will be considered, especially when energy cost savings can offset the cost of the new lights. This may include the use of timers and/or dimmers in the parking lot of the ice arena.
26. Adopt a Sustainable Purchasing Policy for City operations that directs, at minimum, the purchase of energy-star compliant equipment and paper with at least 30% post-consumer recycled content.
27. Reduce the City's need for paper and printing by providing to City Council and Committee members laptops or tablets and digital meeting materials.
28. Maintain a Green Team Committee to pursue implementation of GreenStep initiatives. The Green Team should meet regularly to discuss progress and select additonal actions, and it should report out to City leaders at least annually.
29. Initiate a community discussion about the remodeling or replacement of City Hall. The discussion, and any investment in the facility, should address the safety of all City Hall users, including staff, City Council and committee/commission members, and visitors/residents.
30. Facilitate the development of event spaces and facilities, either as part of new public buildings or private development, such as a hotel. Prioritize quality building and site design that incorporates views of the local bluffs and/or waterways.
31. Seek opportunities to incorporate public art into visible public infrastructure. Work with artists or landscape architects on prominent projects to explore ways to incorporate creative expression cost effectively.

About the GreenStep Program

Minnesota GreenStep Cities is a challenge, assistance and recognition program to help cities achieve their sustainability goals through implementation of 28 best practices. Each best practice can be implemented by completing one or more specific actions from a list of four to eight actions. These actions are tailored to all Minnesota cities, focus on cost savings and energy use reduction, and encourage innovation.

Minnesota GreenStep Cities

La Crescent joined this program in 2015, and is committed to implemntation through a combination of public and private initiaves.

La Crescent, Minnesota

Plan excerpt with GreenStep sustainability actions (23-28)

City of Middleton, WI

ABBY ATTOUN, AICP | DIRECTOR OF PLANNING AND COMMUNITY DEVELOPMENT

Project Name: Middleton Sustainability Plan

Project Description: Worked with Abby while she was Sustainability Coordinator to create the City's 2010 Sustainability Plan.

P: (608) 821-8343

E: aattoun@ci.middleton.wi.us

City of Sun Prairie, WI

TIM SEMMAN, AICP | PLANNING DIRECTOR

Project Name: City of Sun Prairie Comprehensive Plan

Project Description: Worked with Tim and City planning staff to prepare the 2019 Comprehensive Plan, including a sustainability vision statement and specific action items throughout the plan that serve to make the City more sustainable in various ways.

P: (608) 825-1107

E: tsemman@cityofsunprairie.com

City of La Crescent, MN

DONALD SMITH | FORMER PLANNING COMMISSION CHAIR

Project Name: City of La Crescent Comprehensive Plan

Project Description: Worked with Donald and the Steering Committee to include and identify various policies and actions intended to make the community more sustainable.

P: (608) 792-9897

E: prodonald@aol.com

TECHNICAL PROPOSAL

Proposal Approach
Scope of Work
Estimated Labor Hours
Key Personnel
Project Schedule
Supplemental Information - N/A

Photo courtesy of: https://www.facebook.com/mcfarlandpubliclibrary/photos/a.1015063408049041 5/10157517970545415/?type=1&theater

PROJECT APPROACH

We propose an approach with five phases or categories of activity:

Phase I – Stakeholder Engagement

This phase will be active throughout the planning process, and includes all of our work with Village staff, elected and appointed officials, and the general public. We see the Village Board as especially important to the ongoing success of this plan as a tool for action, and so, in addition to direct consultation with the Board during this process, we will consistently hold a lens to draft materials that considers the perspective of Village Board and the voting public.

Phase II - Visioning

This phase will result in a vision statement for each of the seven intended plan topics:

- Community Health
- Energy
- Land Use & Development
- Transportation
- Waste
- Water
- General Sustainability

Phase III – Data Collection

The purposes of this phase are to identify any available data that can describe conditions associated the plan, and to assess the quality and routine availability of that data (does it measure what we think it measures, and can we repeat the measure as needed?).

Phase IV – Metrics, Targets and Actions

The Metrics, Targets and Actions are where this plan becomes real. We will help the Village select metrics based on the available data, set targets based on feasibility discussions, and establish an action plan for at least the first three years. As part of this phase we will identify the linkages and relationships between this plan and others. Actions may include future efforts to update other plans, either to incorporate content from the Sustainability Plan or to make reference to it.

Phase V – Document Assembly and Adoption

After assembling the final document, we will assist the Village through the adoption process, including Ad-Hoc Committee approval and Village Board adoption.

SCOPE OF WORK

The Scope of Work is described in five phases.

Phase I – Stakeholder Engagement

PROPOSED TASKS

- Staff Meetings
  - Project Kick-off Meeting
  - Data Meeting to explore data needs and availability
  - Draft Review Meeting
  - Periodic progress check-ins with the Community Development Director
- Ad-Hoc Committee Meetings
  - Meeting 1 - Introductions, Scope, Schedule, Community Engagement Plan Discussion
  - Meeting 2 - Visioning Initial Review and Discussion, Data Inventory Review
  - Meeting 3 - Visioning Second Draft, Metrics and Targets Initial Review and Discussion
  - Meeting 4 - Metrics and Targets Second Draft, Action Plan Review and Discussion
  - Meeting 5 - Full Draft Plan Review and Recommendation for Adoption
- Public Visioning Session - a public meeting open to any and all interested stakeholders. We are prepared to hold this meeting online, using Zoom, with a series of breakout sessions to explore the various topics. Over the course of a 90-minute meeting we will have 3-4 groups cycle through three different breakout rooms, each facilitated by MSA staff to focus on a different topic or topic cluster.
- Focus Groups - virtual focus group discussions with representatives of the school district and Chamber of Commerce, to identify opportunities for collaboration in pursuit of a common vision. We suggest these groups be identified early in the process, invited to participate in the visioning session, and then we will meet with each of them after the draft metrics and targets are available.
- Community Survey - an online survey to gauge support for general sustainability objectives (e.g. reducing fossil fuel consumption, reducing pollutants and nutrients in stormwater runoff) and also for specific strategies most likely to make progress toward those objectives. This survey would occur in the latter half of the process, when it can be used to solicit reactions to draft plan content.
- Village Board Meetings - We suggest having two touches with the Village Board - one midway through the process to review the vision statements, and then the final presentation prior to adoption.
- Other City Committees - Draft Plan Review presentations and discussions with Public Works, Public Utilities, and Plan Commission.

OPTIONAL TASKS

- Draft Review Public Meeting - We have proposed a community survey late in the process as a means of soliciting reactions to various aspects of the plan. We suggest that this is more effective than — and can take the place of — an open house public meeting (physical or virtual). However, if desired, we can facilitate a public meeting, too.

DELIVERABLES

- Summaries from the public visioning session, the focus groups, and the community survey.

Phase II - Visioning

PROPOSED TASKS

- Listening and Discussion - The Stakeholder Engagement Process is designed to bring forward ideas, aspirations, and also doubts. We will invite people to identify what Sustainable McFarland looks like, in general and in each of the seven topic areas. We will also be listening for things that people don't want to see change in the pursuit of sustainability, especially any lightning-rod topics that could interfere with adoption or implementation efforts. The Public Visioning Session will be the primary source of ideas.
- Vision Drafting - synthesis of the many ideas into coherent statements that describe future conditions.
- Review and Refinement - review and refinement of the Draft Vision Statements first with the Ad-Hoc Committee, and later with other stakeholders as part of full draft plan review.

DELIVERABLES

- Draft Vision Statements

Phase III – Data Collection

PROPOSED TASKS

- Village Departments and Utilities - Collect and review data that describe the aspects of Village function described in the Vision Statements. This data may come in a variety of forms including PDF reports, Excel spreadsheets and GIS datasets - we are prepared to work with any digital database.

DELIVERABLES

- List of data sources used, including notes on the process for collecting and cleaning the data.

Phase IV – Metrics, Targets and Actions

PROPOSED TASKS

- Select Metrics - connect the available data to the vision statements, with a focus on metrics that are meaningful and repeatable. For each metric, describe how the data is collected and calculated.
- Identify Targets - pick a target result for each metric. Some targets may be specific, such as “20% decrease in X” while others will be a simple “increase” or “decrease.” In cases where metrics are not readily available but action is desired, the target may be simple confirmation that action has occurred.
- Propose Actions - identify a set of actions for the Village to pursue, such that every target has at least one action that will make progress toward that target. As the action plan is refined, it will be presented with the following details: responsible party to initiate, target year for completion, ballpark cost (as feasible), and any known funding sources that might support costs.
- Green Tier - the selection of actions must include evaluation and decision on participation in the Green Tier program. If intending to join, the requisite actions will be included in the Action Plan.

DELIVERABLES

- Draft Metrics, Targets, and Actions

Phase V – Document Assembly and Adoption

PROPOSED TASKS

- Create Plan Document - assemble the completed pieces in Adobe InDesign or acceptable alternative. The plan will be concisely written and liberally illustrated.
- Support Adoption - secure a recommendation for adoption from the Ad-Hoc Committee and present the recommended plan to Village Board for adoption by resolution.

DELIVERABLES

- Draft Plan for Review Process
- Final Plan for Adoption

A Zoom breakout room discussion during a Public Meeting for the Vilas Park Master Plan - June, 2020

ORGANIZATIONAL CHART

Our core team includes the following three people. We may call on other MSA planners if needed to assist with tasks such as document assembly or the Public Visioning Meeting.

Jason Valerius, AICP will lead most meetings, including each of the Ad-Hoc Committee meetings, the staff data discussion meeting, and the public visioning session. Jason was instrumental in assembling the team, facilitating meetings, and editing the deliverable documents for the Middleton Sustainable City Plan and the Cottage Grove Sustainability Report.

Ria Hull, AICP will attend most meetings and lead some, and will be responsible for drafting and editing plan content in collaboration with Jason. Ria is a great project manager and also a great writer.

David Holden, AICP is a former MSA employee who returned to his native Australia after helping to craft MSA's approach to sustainability planning. For the past decade he has been working with and is now a lead officer of Kinesis—a Sydney, Australia, firm that helps cities collect, analyze, manage and apply data in pursuit of resiliency, efficiency and sustainability. His role in this project, to be achieved through email and Zoom calls, is to review the proposed metrics, target and actions to help everyone understand what we are measuring and why, and also to bring a critical eye and global perspective to challenge our collective assumptions about what is or is not possible. If possible and feasible, David will attend committee meeting 3 or 4.

Jason Valerius, AICP
Principle in Charge,
Lead Facilitator

MSA

Ria Hull, AICP
Project Manager

MSA

David Holden, AICP
Metrics and Actions
Specialist

KINESIS

Jason Valerius, AICP

MSA

PRINCIPAL IN CHARGE | LEAD FACILITATOR

Jason will be responsible for strategic direction, project oversight, and meeting facilitation. He will help to navigate challenges of policy and politics.

Jason has more than 17 years of community planning and design experience across the Midwest. He has led the development of economic development plans, comprehensive plans, neighborhood plans and zoning ordinances. As Team Leader for the Madison-based Planning + Design team, Jason manages a talented staff with expertise ranging from comprehensive planning, transportation planning, and economic development plans to park and recreation plans, landscape architecture, and urban design. Jason also serves on the Board of the Wisconsin Chapter of the American Planning Association, currently as Past President.

EDUCATION

M.S., Architecture & Urban Planning
University of Wisconsin-Milwaukee

B.A., Government/Psychology
Lawrence University

CERTIFICATIONS

American Institute of Certified Planners

AFFILIATIONS

American Planning Association
American Institute of Certified Planners

AREAS OF EXPERTISE

- Urban Design and Sustainable Design
- Development and Redevelopment Planning
- Comprehensive Planning
- Housing and Fair Housing Studies
- Multijurisdictional Planning and Agreements
- Public Involvement and Deliberative Processes

SELECTED PROJECT EXPERTISE

SUSTAINABILITY CITY PLAN | MIDDLETON, WI

Coordinated a multidisciplinary, multi-firm team and led meetings to develop the City's Sustainable City Plan.

SUSTAINABILITY SYSTEM | COTTAGE GROVE, WI

Coordinated a multidisciplinary, multi-firm team and led meetings to develop the Village's Sustainability System.

25X25 ENERGY INDEPENDENCE PLANS

Managed or contributed to Energy Independence Plans for the City of Marshfield, Town of Fairfield and Green Lake County. These plans identified strategies by which local jurisdictions could transition to renewable energy systems as part of the statewide goal of 25% renewable energy sources by 2025.

GREENSTEP PLAN, COMPREHENSIVE PLAN | LA CRESCENT, MN

Facilitated working sessions with the Ad-Hoc GreenStep Committee, a workgroup of City staff and interested residents, to identify sustainability best practices promoted by the Minnesota GreenStep program for integration into the Comprehensive Plan. Then worked those actions into the Comprehensive Plan.

COMPREHENSIVE PLAN UPDATE | SUN PRAIRIE, WI

Project Manager of the process of updating the City's Comprehensive Plan, including a multifaceted outreach process to involve residents typically underrepresented in community planning and policy development. Facilitated monthly discussions with a diverse steering committee to explore a wide variety of topics and seek consensus on community policy direction. Developed a sustainability vision and integrated sustainability actions throughout the plan.

MSA ECOSYSTEM | MSA PROFESSIONAL SERVICES, INC.

Led creation of and managed for several years the MSA Ecosystem, a corporate initiative to promote improved environmental performance. This approach was modeled on the ISO 14001 certified environmental management systems required under the WDNR Green Tier Program. MSA evaluated Green Tier and opted not to participate directly.

Ria Hull, AICP

PROJECT MANAGER

Ria will coordinate all meetings in collaboration with Village staff and will be responsible for all planning documents and project materials prepared by our team, to assure a consistent editorial voice and clear, effective communications.

Ria is an experienced planner and strong technical writer who focuses on development of environmentally and economically responsible plans and policies that communicate clearly to stakeholders.

SELECTED PROJECT EXPERTISE

- **Comprehensive Plan Update | Ripon, WI**
- **Comprehensive Plan Update | Fond du Lac, WI**
- **Vilas Park Master Plan | Madison, WI**
- **Zoning Administration | Lowell, WI**
- **Zoning Administration | Dane, WI**
- **Transportation Economic Assistance Grant Application Fitchburg, WI**

ASSOCIATE PLANNER | FOX CROSSING, WI*

Ria was responsible for many tasks within the Village including:

- Organized and staffed the Village's first Sustainability Committee
- Started a biannual electronics recycling event
- Created two community gardens
- Assisted in the grant writing for the Village's solar panels
- Participated in and led The Natural Step study circles
- Assisted in the completion of an energy audit for municipal buildings and lighting retrofits for municipal buildings
- Was a member of East Central WI Regional Planning Commission's Health in Planning Team
- Authored the Village's first zoning ordinance
- Authored the State submittal document in support of Town incorporation to Village
- ArcGIS map and report generation
- Assistance in the completions of the 2015 Bike and Pedestrian Plan and the 2018 Comprehensive Plan Update
- Managed creation and amendment of Tax Increment Financing districts

EDUCATION

M.S., Urban and Regional Planning
University of Wisconsin-Madison

B.A., English
University of Wisconsin-Madison

Certificate in Environmental Studies from the Nelson Institute at UW Madison

CERTIFICATIONS

American Institute of Certified Planners

AFFILIATIONS

American Planning Association
Wisconsin Chapter of the American Planning Association

AREAS OF EXPERTISE

- Comprehensive Planning
- Zoning Ordinance Update/ Rewrite
- Tax Increment Financing
- Municipal Incorporation
- Public Engagement Surveys
- Market Reviews

David Holden

METRICS AND ACTIONS SPECIALIST

David will serve as a resource to review and offer feedback on the selection of metrics, targets and actions. He will attend an Ad-Hoc Committee meeting during work on those parts of the plan (if conducted digitally).

David is dedicated to transforming the way we integrate city planning, development and sustainability through urban data analytics. With over 15 years' experience working across Australian and American cities in both the public and private sectors, David leads the development and use of urban datasets in the delivery of planning, transport and sustainable city strategies for state and local governments and private sector partners.

Since joining Kinesis in 2009, David has worked with cities and private developers across Australia and New Zealand to integrate urban liveability, affordability and resilience into new urban development and planning strategies, including the City of Sydney's Decentralised Energy Master Plan, Central to Eveleigh Sustainability Implementation Plan and the development of PRECINX in collaboration with UrbanGrowth NSW.

From 2006 to March 2009, David worked as an urban planner in both New York City and Madison, Wisconsin, on pedestrian planning, parking strategies and carbon reduction initiatives. From July 2003 to August 2006, David was a key member of the Sustainability Unit at the NSW Department of Planning where he contributed to the development of the Building Sustainability Index (BASIX). David is responsible for the continued development of the Kinesis Platform urban data analytics tools in collaboration with existing clients and licensees.

EDUCATION

Masters of Urban Affairs from the City University of New York (Hunter College)

Bachelor of Economics (Social Sciences) (Honours) from the University of Sydney

CERTIFICATIONS

American Institute of Certified Planners

AREAS OF EXPERTISE

- Urban Data Analytics
- Sustainable City Planning
- Precinct Sustainability Analytics + Strategy
- Transport and Parking Analytics + Strategies

SELECTED PROJECT EXPERTISE

- **The Kinesis Platform Urban Data Analytics Platform (2010 to present)**
- **CCAP Precinct (PRECINX) Integrated Design Platform (2009 to present)**
- **City of Sydney Environmental Sustainability Platform (ESP) (2015 to present)**
- **NSW Department of Planning Innovations in Metropolitan Parking Solutions (2017)**
- **Greater Sydney Commission Exploring Net Zero Carbon for Greater Sydney (2017)**
- **C40 Global City Data Platform (2017 to present)**
- **Northern Beaches Council Carbon Emissions and Water Analysis (2018)**

KINESIS

Kinesis is an urban analytics and modelling company that empowers organizations with the analytical tools to make their own decisions. Our mission is to make cities better through technology and service. By aggregating and curating disparate urban data sets, our solutions provide the evidence base to create more resilient, productive and sustainable organizations and cities.

Kinesis has extensive experience in the development and delivery of smart city solutions, focused on driving city planning and policy decisions making. Our solutions integrate both macro city data and live data with analytics and scenario testing for governance and city management, including: City data management, analytics and reporting; Building and asset analytics and reporting; Audit-grade voluntary and regulatory reporting; Planning policy, strategy and program development; City dashboards, data sharing and open data.

PROPOSED TIMELINE

This schedule is proposed based on our recommendations about when and how we can make the most of the participation of various stakeholders. It is open for discussion and revision during contracting and the initial kick-off meeting.

PHASE	2020			2021			
	Oct	Nov.	Dec.	Jan.	Feb.	March	April
1 - Stakeholder Engagement							
Staff Meetings							
Ad-Hoc Committee Meetings							
Public Visioning Session							
Focus Groups							
Community Survey							
Village Board Meetings							
Other City Committees							
2 - Visioning							
3 - Data Collection							
4 - Metrics, Targets and Actions							
5 - Document Assembly and Adoption							

COST PROPOSAL

Cost
Additional Fees

PROPOSED FEES

The following hours and fees are based on the scope described in our proposal. That scope remains open for discussion and revision.

TASK		ESTIMATE OF HOURS	COST
1	Stakeholder Engagement	112	$12,800
2	Visioning	14	$1,600
3	Data Collection	22	$2,500
4	Metrics, Targets and Actions	52	$5,700
5	Document Assembly and Production	20	$2,200
	SUBTOTAL	**220**	**$24,800**

ADDITIONAL FEES

STAFF	HOURLY RATE
Jason Valerius, AICP | Principle in Charge, Lead Facilitator	$150/hr.
Ria Hull, AICP | Project Manager	$97/hr.
Dave Holden, AICP | Metrics and Actions Specialist	$150/hr.

IT'S MORE THAN A PROJECT. IT'S A COMMITMENT.

Sustainability Plan | Village of McFarland, WI | August 14, 2020

MSA

www.msa-ps.com

VILLAGE OF
McFarland

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, October 12, 2020**

SECTION: **Business**

DEPARTMENT: **Administration**

CONTACT: **Matt Schuenke, Village Administrator**

AGENDA ITEM: **Discussion and action to oppose Dane County 2020 RES-200 that would change the size of the Dane County Board from 37 to 35 members.**

PREVIOUS ACTION:
None.

ISSUE SUMMARY:
Dane County is considering through the redistricting process to reduce the size of the County Board from 37 to 35 members. A resolution on this topic was proposed in September, and on October 1st their Executive Committee reviewed the request and forwarded back to the County Board with a recommendation of approval to be taken up at a future meeting.

Trustee Clow requested this item be placed on the Village Board's agenda for consideration. Dane County CIties and Villages Association (DCCVA) has also forwarded information to its member Communities to consider providing feedback to the County.

The board can discuss the matter and decide whether to issue its opposition to the matter. Staff is working on preparing a draft letter for the board to authorize. We will review that draft letter in the meeting.

FINANCIAL/BUDGET IMPACT:
None.

VILLAGE PLAN REFERENCE:
None.

ORDINANCE REFERENCE:
None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
Presented for consideration.

ATTACHMENTS:

VILLAGE OF
McFarland

1. 2020 RES-200 CHANGING THE SIZE OF THE DANE COUNTY BOARD AND DIRECTING THE REDISTRICTING COMMISSION TO DRAW MAPS ACCORDINGLY
2. Information from the DCCVA

2020 RES-200

CHANGING THE SIZE OF THE DANE COUNTY BOARD AND DIRECTING THE REDISTRICTING COMMISSION TO DRAW PROPOSED NEW DISTRICT MAPS ACCORDING TO THE NEW BOARD SIZE

Federal and state law mandate that every 10 years, after the federal census has been completed, governments are required to go through the redistricting process. This process is beginning now due to the 2020 U.S. census.

Under Wisconsin Statute 59.10, county governments in Wisconsin are required to redistrict following the federal decennial census ("decennial redistricting"). At the beginning of the decennial redistricting process, counties must first determine the size of the county board and appoint a redistricting commission to draw maps reflecting the selected county board size and corresponding districts.

Size ranges for counties are determined according to population and are governed by Wisconsin Statute 59.10. Reducing the size of the county board does nothing to reduce the statutory and constitutional mandates that are placed on counties.

The county is required to adopt a tentative county supervisory plan within *sixty (60) days* after the results of the federal census become available from the federal government or are published by a state agency, but no later than July 1, 2021. This process includes the development of a proposed county supervisory district plan establishing the number of supervisory districts proposed by the board with tentative boundaries for each district and the holding of a public hearing on the proposed plan.

The Executive Committee of the Dane County Board sought public engagement and input over the summer regarding the question of whether the size of the Dane County Board should change for purposes of the next redistricting.

Based on public input and an analysis of issues related to continuing effective representation, diversity of representation, access to opportunities for all residents of Dane County to run for local office, committee structure, and relative costs to the County Board, the Executive Committee determined that a slight reduction in board size from 37 supervisors/supervisory districts to 35 supervisors/supervisory districts would maintain the Dane County Board's high standard for effective representation of residents.

NOW, THEREFORE, BE IT RESOLVED that the Dane County Board of Supervisors endorses changing the size of the county board from 37 supervisors/supervisory districts to 35 supervisors/supervisory districts for the 2021 decennial redistricting.

NOW, THEREFORE, BE IT FINALLY RESOLVED that the Dane County Board of Supervisors directs the 2021 Redistricting Commission to conduct the 2021 redistricting process, including drawing the proposed Dane County Board district maps, based on a County Board size of 35 supervisors/supervisory districts.

Proposal to Reduce Dane County Board Size
Does Your Municipality have a Position \ Feedback?

The Dane County Board of Supervisors chairperson, Analiese Eicher, has introduced a resolution that proposes to change the size of the county board from 37 supervisors/supervisory districts to 35 supervisors/supervisory districts. The resolution is on the Dane County Board Executive Committee agenda tonight under Referrals.

The proposal is based on "public input and an analysis of issues related to continuing effective representation, diversity of representation, access to opportunities for all residents of Dane County to run for local office, committee structure and relative costs to the County Board," the resolution states.

The Dane County Towns Association and Town of Westport are on record opposing the reduction in board size, citing their concern of further dissolution. According to DCTA 9-16-2020 meeting minutes… "*Town officials commented how the reduction of two supervisory seats ten years ago reduced rural representation, especially in western parts of the county. How is this not going to reduce rural representation again? Worry was expressed about lost representation. Comments reflected views about this proposal seeming very arbitrary – it seems like a symbolic reduction at their expense.*"

The Executive Committee of the Dane County Board sought public engagement and input over the summer on the issue of county board size. The proposal will be part of the redistricting process that will take place in 2021 and redrawing of supervisory district maps.

If your city or village has a position: Support, Oppose, Concerns - please let DCCVA lobbyist Forbes McIntosh know.

Click here to read the resolution.

Seeking DCCVA Member Feedback…

VILLAGE OF
McFarland

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, October 12, 2020**

SECTION: **Business**

DEPARTMENT: **Administration**

CONTACT: **Matt Schuenke, Village Administrator**

AGENDA ITEM: **Update on Diversity, Equity, and Inclusion Subcommittee and other elements.**

PREVIOUS ACTION:
The Village Board created the Diversity, Equity, and Inclusion Subcommittee at its meeting on September 14, 2020.

ISSUE SUMMARY:
As requested by Trustee Clow, here is an update on the appointments for the Diversity, Equity, and Inclusion Subcommittee. We have begun to solicit and receive letters of interest from the public. These have been provided to the Village President for review. The due date for submittal of these letters is on October 16th. There after we are working to prepare these appointments for the Village Board meeting on October 26th. If that schedule is acheived, its likely the Subcommittee will hold its first meeting in November. This same information has been communicated to all applicants thus far.

Additionally, the Village Administrator has been participating in training opportunities through UW-Madison, evaluating various options for consulting assistance in the future, and discussing group initiatives with neighboring communities. The focus of our efforts thus far though has been on getting the Subcommittee organized, members appointed, and holding the first meeting so that they can be involved in charting the course on next steps in some of the various initiatives proposed thus far.

FINANCIAL/BUDGET IMPACT:
None.

VILLAGE PLAN REFERENCE:
None.

ORDINANCE REFERENCE:
None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
Presented as an update, no action listed.

ATTACHMENTS:

None

VILLAGE OF
McFarland

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, October 12, 2020**

SECTION: **Business**

DEPARTMENT: **Administration**

CONTACT: **Matt Schuenke, Village Administrator**

AGENDA ITEM: **Discussion and review of the 2021 Budget including the following sections:**

PREVIOUS ACTION:
The Staff Submittal of the 2021 Budget was transmitted to the Village Board at their meeting on September 28, 2020.

The Village Board conducted its first review of the 2021 Budget at a special meeting held on October 8, 2020.

ISSUE SUMMARY:
The entire 2021 Budget as submitted by Village Staff was distributed to the Village Board for their review on September 28, 2020. An electronic version of the full budget can be downloaded from the Village Website at www.mcfarland.wi.us/budget. You will need this electronic version or your paper copy within the budget binder as we begin our review at this meeting. Each of the reviews to be conducted in this meeting are listed on the agenda.

On October 8th, the VIllage Board completed its review of the General Fund (100), Communications and Technology Fund (200), Library Fund (205), and Canine Fund (800).

Changes since the budget's distribution will be presented and reviewed in the meeting as listed within the packet. Since the last review on October 8th, there are no new changes to include in the packet.

At the end of the meeting we will talk about the schedule for the next meeting and future meetings as is needed.

FINANCIAL/BUDGET IMPACT:
Each review meeting will cover several financial impacts of the budget and discuss their implications.

VILLAGE PLAN REFERENCE:
None.

VILLAGE OF
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ORDINANCE REFERENCE:
None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:
No action is needed for the review as we will be discussing the information in order of how its presented on the agenda.

ATTACHMENTS:
None