

Monday, November 23, 2020

Village Board
7:00 PM

McFarland Municipal Center
Community Room

AGENDA

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

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/83705057461>

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

Webinar ID: 837 0505 7461

1. CALL TO ORDER.
2. ATTENDANCE/ROLL CALL.
3. PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS.
 - a. Public Announcements
 - b. Public Communications
4. CONSENT AGENDA.
 - a. Motion to approve the minutes of the November 9, 2020 Village Board meeting.
 - b. Motion to approve Check #78087-78229 in the amount of \$844,821.97.
 - c. Motion to approve amending the event permit for Karben 4 to add December 5, 2020 as an additional date for their pop-up markets.
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. PUBLIC HEARING.

- a. On the proposed budget for the year 2021 and establishing the 2020 payable in 2021 property tax levy for the Village of McFarland.

7. BUSINESS.

- a. Discussion and action regarding proposed changes to the 2020 Budget presented by the Village Board members:
 - 1) Youth Center Fund (210):
 - i Reduce funding for rental income and associated reimbursement expense back to the Youth Center.
 - 2) Stormwater Utility Fund (605):
 - i Increase funding for support services within Stormwater Utility budget regarding Swan Creek monitoring.
- b. Discussion and action on Ordinance 2020-23: an ordinance approving the budget for the year 2021 and establishing the 2020 payable in 2021 property tax levy for the Village of McFarland.
- c. Discussion and action regarding confirmation of Village President appointments to the Diversity, Equity, and Inclusion Subcommittee.
- d. Plan Commission (President Czebotar & Trustee Rupert)
 - 1) Discussion and action on a request by MSP Real Estate Inc., on behalf of Matt Kuehl, Tricycle Motors Properties, LLC, for a Certified Survey Map (CSM) located at 4845 Taylor Road and 4900 Larson Beach Road., McFarland, WI in order to combine two parcels, Lots 1 & 3 of CSM 11273.
- e. Public Utilities Committee (Trustee Kryzenske & Clow)
 - 1) Discussion and action regarding the conventional water rate case for test year 2021 for submission to the Public Service Commission.
 - 2) Discussion and action regarding a sewer repair on Highland Drive.
- f. Public Works Committee (Trustees Clow & Rupert)
 - 1) Discussion and action regarding the final design and authorize the County Highway MN project for bidding.
 - 2) Discussion and action regarding a Street Light Policy to the Village Board.
- g. Discussion and action regarding the first amendment to the Commercial Lease for 5114 Farwell Street between the Village of McFarland and McFarland Youth Center.
- h. Discussion and action regarding a service agreement with Dane County for funding to provide case management and nutritional through the Senior Outreach Department as a Focal Point.

- i. Discussion and action on Resolution 2020-26: a resolution accepting the purchase agreement to acquire a remnant portion of vacant land located at 5761-5771 Holscher Road.
- j. Discussion and action regarding December meeting schedule.
- k. Authority, Board, Commission, and Committee agenda item requests, referrals, and updates.

8. ADJOURNMENT.

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

VILLAGE OF MCFARLAND

Village Board Minutes

Monday, November 9, 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 Michael Flaherty, Village Trustee Eric Kryzenske, Village Trustee Justin Rupert, Village Trustee Clair Utter

Village Board members not present: None.

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

3. PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS.

a. Public Announcements

1) Fall General Election Results - November 3, 2020.

b. Public Communications

4. CONSENT AGENDA.

a. Motion to approve the minutes of the October 26, 2020 Village Board meeting.

b. Motion to approve Check #78007-78086 in the amount of \$561,047.79.

Motion by Village President Brad Czebotar, second by Village Trustee Michael Flaherty, 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.

Carrie Nelson, 5211 North Autumn Lane, spoke in favor of the passage of the updated Diversity, Equity and Inclusion resolution, but spoke in opposition of the appointments to the DEI Committee not being included in the meeting for approval.

6. BUSINESS.

- a. Presentation from Safe Communities of Madison and Dane County.

Without objection, the Board moved to item b immediately at 7:07 p.m.

The Board returned to item a at 7:17 p.m.

Cheryl Wittke, Executive Director of Safe Communities, presented on 2020 operations within the program. She highlighted the greater partnership Safe Communities has had with the Village over the years and the success of the med drop program. She highlighted ways the pandemic has affected their organization and how they have responded to growing needs.

- b. Discussion and action regarding Resolution #2020-24: a resolution of commendation for Craig Sherven for his service to the Community as its Police Chief.

Motion by Village President Brad Czebotar, second by Village Trustee Carolyn Clow, to approve Resolution #2020-24: a resolution of commendation for Craig Sherven for his service to the Community as its Police Chief. Motion carries 7 - 0 - 0 by acclamation.

Village President Brad Czebotar presented Chief Sherven with Resolution 2020-24: a resolution of commendation for Craig Sherven and service to the Community as its Police Chief, thanked him and commended him for his service to the Village.

The Board took a recess at 7:09 p.m. and returned at 7:16 p.m.

- c. Police and Fire Commission (President Stransky)

- 1) Discussion and action to make a recommendation to the Village Board regarding the issuance of a Request for Proposal to contract for recruitment services for the position of Police Chief.

Village Administrator Schuenke provided an overview of the request and the recommendation for approval.

Motion by Village President Brad Czebotar, second by Village Trustee Stephanie Brassington, to approve issuance of a Request for Proposal to contract for recruitment services for the position of Police Chief with the revisions suggested by Trustee Clow. Motion carries 7 - 0 - 0 by acclamation.

- d. Discussion and action regarding Resolution #2020-25: a resolution amending Resolution #2020-19 regarding membership definition for the Diversity, Equity, and Inclusion Subcommittee.

President Czebotar provided an overview of the amended Resolution #2020-25 amending Resolution 2020-19.

Motion by President Czebotar, discussion provided the second, to approve Resolution #2020-25: a resolution amending Resolution #2020-19 regarding membership definition for the Diversity, Equity, and Inclusion Subcommittee, with revision to the last sentence of the resolution to read "total membership of the subcommittee shall not exceed 9 individual resident members and one village trustee."

Motion by Trustee Brassington, second by Trustee Clow, to amend the motion to provide approval of #2020-25: a resolution amending Resolution #2020-19 regarding membership definition for the Diversity, Equity, and Inclusion Subcommittee, with revision to the last sentence of the resolution to read "the total membership of the committee shall not exceed 10 individuals including one member of the Village Board and staffed by the Village Administrator or designee."

President Czebotar accepted the amendment.

Motion carries 7 - 0 - 0.

- e. Authority, Board, Commission, and Committee agenda item requests, referrals, and updates.
None.

7. CLOSED SESSION.

- a. Discussion and action to convene in Closed Session in accordance with Wis. Stats. 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investment of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically to consider a successor labor agreement with the McFarland Professional Police Association.

- b. Discussion and action to convene in Closed Session in accordance with Wis. Stats. 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investment of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically to acquire a remnant portion of vacant land located at 5761-5771 Holscher Road.

Motion by Village President Brad Czebotar, second by Village Trustee Carolyn Clow, to enter into Closed Session in accordance with Wis. Stats. 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investment of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically to consider: a successor labor agreement with the McFarland Professional Police Association and to acquire a remnant portion of vacant land located at 5761-5771 Holscher Road at 7:50 p.m.. Motion carries 6 - 1 - 0 by acclamation with Trustee Utter voting nay.

- c. Discussion and action to reconvene into Open Session.

Motion by Village President Brad Czebotar, second by Village Trustee Carolyn Clow, to enter back into Open Session at 8:21 p.m. Motion carries 7 - 0 - 0 by acclamation.

- d. Discussion and action regarding a successor labor agreement with the McFarland Professional Police Association.

Motion by Village President Brad Czebotar, second by Village Trustee Justin Rupert, to approve a successor labor agreement with the McFarland Professional Police Association. Motion carries 6 - 1 - 0 by acclamation with Trustee Utter voting nay.

- e. Discussion and action regarding the acquisition of a remnant portion of vacant land located at 5761-5771 Holscher Road.

Motion by Village President Brad Czebotar, second by Village Trustee Stephanie Brassington, to approve the acquisition of a remnant portion of vacant land located at 5761-5771 Holscher Road. Motion carries 6 - 1 - 0 by acclamation with Trustee Utter voting nay.

8. ADJOURNMENT.

Motion by Village Trustee Stephanie Brassington, second by Village Trustee Justin Rupert, to adjourn at 8:19 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
11/20	11/19/2020	76545	17225	KREY, LINDSEY	PLOW MEALS	LK022920	1	100-53000-340-000	9.79- V
Total 76545:									9.79-
11/20	11/18/2020	76727	505	KLEMENTZ, MICHAEL	MEAL - ASSIST CITY OF VERONA	MK022820	1	100-52100-330-000	6.59- V
Total 76727:									6.59-
11/20	11/13/2020	78091	158	CHARTER COMMUNICATIONS	CHARTER CABLE	00032611101	1	200-55600-221-000	99.20
Total 78091:									99.20
11/20	11/13/2020	78092	1989	CORPORATE BUSINESS SYSTE	PW COPIER	28155668	1	100-53000-310-000	51.36
11/20	11/13/2020	78092	1989	CORPORATE BUSINESS SYSTE	PW COPIER	28155668	2	600-53610-310-000	14.00
11/20	11/13/2020	78092	1989	CORPORATE BUSINESS SYSTE	PW COPIER	28155668	3	600-53710-310-000	14.00
11/20	11/13/2020	78092	1989	CORPORATE BUSINESS SYSTE	PW COPIER	28155668	4	605-53440-310-000	14.00
Total 78092:									93.36
11/20	11/13/2020	78093	640	MGE	STREET LIGHTS	11299443-11	1	100-53000-291-000	730.59
Total 78093:									730.59
11/20	11/13/2020	78094	748	PURCHASE POWER	SERVICE AGREEMENT	111020	1	100-51420-310-000	94.74
Total 78094:									94.74
11/20	11/13/2020	78095	16247	CITY TREASURER	STORMWATER FEES	00071006-11	1	605-53440-530-000	22.39
Total 78095:									22.39
11/20	11/20/2020	78096	2199	ACE MULCHES LLC	PARK MULCH	00299	1	100-55200-242-000	28.00
11/20	11/20/2020	78096	2199	ACE MULCHES LLC	MC MULCH	00299	2	100-51600-242-000	28.00
Total 78096:									56.00

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
11/20	11/20/2020	78097	17430	ADAMS, CHRIS	ELECTION INSPECTOR	110320	1	100-51440-120-000	36.00
Total 78097:									36.00
11/20	11/20/2020	78098	16927	ALLBAUGH, BONNIE	ELECTION WORKER	110320	1	100-51440-120-000	38.00
Total 78098:									38.00
11/20	11/20/2020	78099	17084	AMAZON CAPITAL SERVICES	DVDS & CDS	119P-LN4M-	1	205-55110-345-000	50.22
11/20	11/20/2020	78099	17084	AMAZON CAPITAL SERVICES	PRINTER-STEVE'S SHOP	13CW-HLD7-	1	100-53000-340-000	109.99
11/20	11/20/2020	78099	17084	AMAZON CAPITAL SERVICES	PRINTER-STEVE'S SHOP	13CW-HLD7-	2	600-53716-340-000	30.00
11/20	11/20/2020	78099	17084	AMAZON CAPITAL SERVICES	PRINTER-STEVE'S SHOP	13CW-HLD7-	3	600-53616-340-000	30.00
11/20	11/20/2020	78099	17084	AMAZON CAPITAL SERVICES	PRINTER-STEVE'S SHOP	13CW-HLD7-	4	605-53440-340-000	30.00
11/20	11/20/2020	78099	17084	AMAZON CAPITAL SERVICES	PW SHOP SUPPLIES	14H1-NM3V-	1	100-53000-340-000	39.42
11/20	11/20/2020	78099	17084	AMAZON CAPITAL SERVICES	PW SHOP SUPPLIES	14H1-NM3V-	2	600-53716-340-000	10.74
11/20	11/20/2020	78099	17084	AMAZON CAPITAL SERVICES	PW SHOP SUPPLIES	14H1-NM3V-	3	600-53616-340-000	10.74
11/20	11/20/2020	78099	17084	AMAZON CAPITAL SERVICES	PW SHOP SUPPLIES	14H1-NM3V-	4	605-53440-340-000	10.74
11/20	11/20/2020	78099	17084	AMAZON CAPITAL SERVICES	PW RENOVATIONS	1DJX-QJV-	1	100-53000-340-000	31.51
11/20	11/20/2020	78099	17084	AMAZON CAPITAL SERVICES	PW RENOVATIONS	1DJX-QJV-	2	600-53716-340-000	8.60
11/20	11/20/2020	78099	17084	AMAZON CAPITAL SERVICES	PW RENOVATIONS	1DJX-QJV-	3	600-53616-340-000	8.60
11/20	11/20/2020	78099	17084	AMAZON CAPITAL SERVICES	PW RENOVATIONS	1DJX-QJV-	4	605-53440-340-000	8.60
11/20	11/20/2020	78099	17084	AMAZON CAPITAL SERVICES	DVDS & CDS	1G9H-PPTD-	1	205-55110-345-000	1.39-
11/20	11/20/2020	78099	17084	AMAZON CAPITAL SERVICES	CABLE WRAP	1JTH-1HND-	1	200-55600-330-000	34.99
11/20	11/20/2020	78099	17084	AMAZON CAPITAL SERVICES	PRODUCTION ASST MOUSE	1JTH-1HND-	2	200-55600-342-000	19.99
11/20	11/20/2020	78099	17084	AMAZON CAPITAL SERVICES	OFFICE SANITIZATION PRODUCTS	1JTH-1HND-	3	200-55600-390-000	69.84
11/20	11/20/2020	78099	17084	AMAZON CAPITAL SERVICES	PW RENOVATIONS-STEVE'S SHOP	1L7L-DH7R-	1	100-53000-340-000	11.98
11/20	11/20/2020	78099	17084	AMAZON CAPITAL SERVICES	PW RENOVATIONS-STEVE'S SHOP	1L7L-DH7R-	2	600-53610-340-000	3.27
11/20	11/20/2020	78099	17084	AMAZON CAPITAL SERVICES	PW RENOVATIONS-STEVE'S SHOP	1L7L-DH7R-	3	600-53710-340-000	3.27
11/20	11/20/2020	78099	17084	AMAZON CAPITAL SERVICES	PW RENOVATIONS-STEVE'S SHOP	1L7L-DH7R-	4	605-53440-340-000	3.26
11/20	11/20/2020	78099	17084	AMAZON CAPITAL SERVICES	PW RENOVATIONS	1MY6-DJ7G-	1	400-57140-825-101	68.99
11/20	11/20/2020	78099	17084	AMAZON CAPITAL SERVICES	PW RENOVATIONS	1NMV-QXLC	1	400-57140-825-101	136.65
11/20	11/20/2020	78099	17084	AMAZON CAPITAL SERVICES	DVDS & CDS	1NN9-HN9D-	1	205-55110-345-000	11.99
11/20	11/20/2020	78099	17084	AMAZON CAPITAL SERVICES	DVDS & CDS	1NN9-HN9D-	1	205-55110-345-000	32.98
11/20	11/20/2020	78099	17084	AMAZON CAPITAL SERVICES	PW SHOP SUPPLIES	1PR1-C6YC-	1	100-53000-340-000	18.45
11/20	11/20/2020	78099	17084	AMAZON CAPITAL SERVICES	PW SHOP SUPPLIES	1PR1-C6YC-	2	600-53716-340-000	5.03
11/20	11/20/2020	78099	17084	AMAZON CAPITAL SERVICES	PW SHOP SUPPLIES	1PR1-C6YC-	3	600-53616-340-000	5.03
11/20	11/20/2020	78099	17084	AMAZON CAPITAL SERVICES	PW SHOP SUPPLIES	1PR1-C6YC-	4	605-53440-340-000	5.03
11/20	11/20/2020	78099	17084	AMAZON CAPITAL SERVICES	PW RENOVATIONS	1PYW-DCK6	1	400-57140-825-101	59.90
11/20	11/20/2020	78099	17084	AMAZON CAPITAL SERVICES	PW RENOVATIONS	1QQ9-HCH7-	1	400-57140-825-101	15.98

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
11/20	11/20/2020	78099	17084	AMAZON CAPITAL SERVICES	PW RENOVATIONS	1QQ9-HCH7-	1	400-57140-825-101	90.16
11/20	11/20/2020	78099	17084	AMAZON CAPITAL SERVICES	PROGRAM SUPPLIES	1RKW-947J-	1	205-55110-391-000	40.72
11/20	11/20/2020	78099	17084	AMAZON CAPITAL SERVICES	PROGRAM SUPPLIES	1X3M-FMJN-	1	205-55110-391-000	131.15
Total 78099:									1,146.43
11/20	11/20/2020	78100	2216	ANDRES MEDICAL	OCTOBER COLLECTION	250198	1	100-46230-000	1,349.91
Total 78100:									1,349.91
11/20	11/20/2020	78101	17232	APG OF SOUTHERN WISCONSI	BOZA PUBLIC HEARING - REEDER/RIDDLE	28886-1020	1	100-51100-321-000	82.56
11/20	11/20/2020	78101	17232	APG OF SOUTHERN WISCONSI	PLAN PUBLIC HEARING - 2020-22	28886-1020	2	100-51100-321-000	84.50
11/20	11/20/2020	78101	17232	APG OF SOUTHERN WISCONSI	PLAN PUBLIC HEARING - 2020-18 CANCELL	28886-1020	3	100-51100-321-000	94.21
11/20	11/20/2020	78101	17232	APG OF SOUTHERN WISCONSI	PLAN PUBLIC HEARING - CSM MSP REAL ES	28886-1020	4	100-51100-321-000	47.10
11/20	11/20/2020	78101	17232	APG OF SOUTHERN WISCONSI	VILLAGE BOARD PUBLIC HEARING - 2020-22	28886-1020	5	100-51100-321-000	83.53
11/20	11/20/2020	78101	17232	APG OF SOUTHERN WISCONSI	VILLAGE BOARD MINUTES	28886-1020	6	100-51100-321-000	125.13
11/20	11/20/2020	78101	17232	APG OF SOUTHERN WISCONSI	TYPE E NOTICE	28886-1020	7	100-51440-321-000	52.53
11/20	11/20/2020	78101	17232	APG OF SOUTHERN WISCONSI	PUBLIC TEST NOTICE	28886-1020	8	100-51440-321-000	9.68
11/20	11/20/2020	78101	17232	APG OF SOUTHERN WISCONSI	TYPE D NOTICE	28886-1020	9	100-51440-321-000	23.24
Total 78101:									602.48
11/20	11/20/2020	78102	17187	B&H PHOTO	DIGITAL SIGN	179600449	1	400-57610-813-101	338.94
11/20	11/20/2020	78102	17187	B&H PHOTO	PRODUCTION GEAR	179801877	1	200-55600-340-000	851.17
Total 78102:									1,190.11
11/20	11/20/2020	78103	68	BADGER WELDING SUPP INC	BADGER WELDING - OXYGEN	3620273	1	100-52200-340-000	12.95
Total 78103:									12.95
11/20	11/20/2020	78104	74	BAKER & TAYLOR BOOKS	CREDIT MEMO	0003222526	1	205-55110-344-000	9.17-
11/20	11/20/2020	78104	74	BAKER & TAYLOR BOOKS	ADULT BOOKS	2035577445	1	205-55110-344-000	44.90
11/20	11/20/2020	78104	74	BAKER & TAYLOR BOOKS	ADULT BOOKS	2035592213	1	205-55110-344-000	510.87
11/20	11/20/2020	78104	74	BAKER & TAYLOR BOOKS	ADULT BOOKS	2035598191	1	205-55110-344-000	474.00
11/20	11/20/2020	78104	74	BAKER & TAYLOR BOOKS	ADULT BOOKS	2035603228	1	205-55110-344-000	369.16
11/20	11/20/2020	78104	74	BAKER & TAYLOR BOOKS	ADULT BOOKS	2035609300	1	205-55110-344-000	366.89
11/20	11/20/2020	78104	74	BAKER & TAYLOR BOOKS	ADULT BOOKS	2035615236	1	205-55110-344-000	318.99
11/20	11/20/2020	78104	74	BAKER & TAYLOR BOOKS	ADULT BOOKS	5016503607	1	205-55110-344-000	171.36

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 78104:									2,247.00
11/20	11/20/2020	78105	76	BAKK, SANDY	ELECTION INSPECTOR (PRE)	110320	1	100-51440-120-000	16.00
Total 78105:									16.00
11/20	11/20/2020	78106	78	BATTERIES PLUS LLC	FLOODED SCRUB	P33258139	1	100-52200-240-000	900.00
Total 78106:									900.00
11/20	11/20/2020	78107	79	BAYCOM INC	MICS FOR PORTABLE RADIOS	EQUIPINV_0	1	100-52100-221-000	319.20
Total 78107:									319.20
11/20	11/20/2020	78108	17431	BERLING, KERI	ELECTION INSPECTOR	110320	1	100-51440-120-000	34.00
Total 78108:									34.00
11/20	11/20/2020	78109	1256	BOUND TREE MEDICAL, LLC	EMS - SUPPLIES	83832761	1	100-52200-340-000	29.44
11/20	11/20/2020	78109	1256	BOUND TREE MEDICAL, LLC	EMS - SUPPLIES	83834613	1	100-52200-340-000	75.58
11/20	11/20/2020	78109	1256	BOUND TREE MEDICAL, LLC	EMS - SUPPLIES	83836319	1	100-52200-331-000	361.40
11/20	11/20/2020	78109	1256	BOUND TREE MEDICAL, LLC	EMS - SUPPLIES	83839417	1	100-52200-340-000	63.98
11/20	11/20/2020	78109	1256	BOUND TREE MEDICAL, LLC	EMS - SUPPLIES	83842863	1	100-52200-331-000	10.05
11/20	11/20/2020	78109	1256	BOUND TREE MEDICAL, LLC	EMS - SUPPLIES	83844717	1	100-52200-340-000	14.90
Total 78109:									555.35
11/20	11/20/2020	78110	17331	BOYD, ROBERT	ELECTION INSPECTOR	110320	1	100-51440-120-000	42.00
Total 78110:									42.00
11/20	11/20/2020	78111	16450	BRANDT, RENEE	BOOTS/PANTS - UNIFORM ALLOW	RB110220	1	100-52200-142-000	247.61
Total 78111:									247.61
11/20	11/20/2020	78112	17432	BRESETTE, ROBERT	ELECTION INSPECTOR	110320	1	100-51440-120-000	44.00

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 78112:									44.00
11/20	11/20/2020	78113	2278	BURKE TRUCK & EQUIPMENT I	FLOW EQUIPMENT PARTS	27328	1	100-53000-241-000	1,127.50
11/20	11/20/2020	78113	2278	BURKE TRUCK & EQUIPMENT I	FLOW EQUIPMENT PARTS	27328	2	600-53718-241-000	307.50
11/20	11/20/2020	78113	2278	BURKE TRUCK & EQUIPMENT I	FLOW EQUIPMENT PARTS	27328	3	600-53616-241-000	307.50
11/20	11/20/2020	78113	2278	BURKE TRUCK & EQUIPMENT I	FLOW EQUIPMENT PARTS	27328	4	605-53440-241-000	307.50
Total 78113:									2,050.00
11/20	11/20/2020	78114	2024	BURRIS EQUIPMENT	MOWER REPAIR	PS1000124-	1	100-53000-241-000	43.25
11/20	11/20/2020	78114	2024	BURRIS EQUIPMENT	MOWER REPAIR	PS1000124-	2	600-53718-241-000	11.80
11/20	11/20/2020	78114	2024	BURRIS EQUIPMENT	MOWER REPAIR	PS1000124-	3	600-53616-241-000	11.80
11/20	11/20/2020	78114	2024	BURRIS EQUIPMENT	MOWER REPAIR	PS1000124-	4	605-53440-241-000	11.80
Total 78114:									78.65
11/20	11/20/2020	78115	1909	CATERPILLAR FINANCIAL SERV	LOADER LEASE	30304214	1	605-53440-240-000	265.50
11/20	11/20/2020	78115	1909	CATERPILLAR FINANCIAL SERV	LOADER LEASE	30304214	2	600-53712-390-000	265.50
11/20	11/20/2020	78115	1909	CATERPILLAR FINANCIAL SERV	LOADER LEASE	30304214	3	600-53612-390-000	265.50
11/20	11/20/2020	78115	1909	CATERPILLAR FINANCIAL SERV	LOADER LEASE	30304214	4	400-57310-811-102	796.50
Total 78115:									1,593.00
11/20	11/20/2020	78116	157	CHAMPIONSHIP AWARDS	AWARDS	62233	1	100-51100-391-000	50.00
Total 78116:									50.00
11/20	11/20/2020	78117	16970	CHERNEY, MELISSA	ELECTION INSPECTOR	110320	1	100-51440-120-000	60.00
Total 78117:									60.00
11/20	11/20/2020	78118	17433	CHOI, CRISTINA	ELECTION INSPECTOR	110320	1	100-51440-120-000	44.00
Total 78118:									44.00
11/20	11/20/2020	78119	16928	COLBY, JEAN	ELECTION WORKER	110320	1	100-51440-120-000	80.00

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 78119:									80.00
11/20	11/20/2020	78120	17434	CRONN, JANE	ELECTION INSPECTOR	110320	1	100-51440-120-000	34.00
Total 78120:									34.00
11/20	11/20/2020	78121	16296	DANE CO DEPT OF HUMAN SV	MEALSITE DONATION - CAMBRIDGE	SEPT2020-2	1	100-2435	658.00
11/20	11/20/2020	78121	16296	DANE CO DEPT OF HUMAN SV	MEALSITE DONATION - MCFARLAND	SEPT2020-2	2	100-2435	3,536.00
Total 78121:									4,194.00
11/20	11/20/2020	78122	247	DANE CO TREASURER	JAIL & SURCHARGES - OCT	154-111020	1	100-45110-000	1,496.20
Total 78122:									1,496.20
11/20	11/20/2020	78123	16319	DANE CO TREASURER	FIREARMS TRAINING	38909	1	100-52100-331-000	315.00
Total 78123:									315.00
11/20	11/20/2020	78124	17435	DANIELS, ELLEN	ELECTION INSPECTOR	110320	1	100-51440-120-000	42.00
Total 78124:									42.00
11/20	11/20/2020	78125	16930	DIETZEL, JERRY	ELECTION WORKER & PRE WORK	110320	1	100-51440-120-000	66.00
Total 78125:									66.00
11/20	11/20/2020	78126	16931	DIETZEL, SUSAN	ELECTION WORKER & PRE WORK	110320	1	100-51440-120-000	66.00
Total 78126:									66.00
11/20	11/20/2020	78127	281	DIGGERS HOTLINE INC	WATER LOCATES	201 0 37601	1	600-53710-210-000	200.10
11/20	11/20/2020	78127	281	DIGGERS HOTLINE INC	LOCATES WATER	201 0 37601	2	600-53610-210-000	200.10
Total 78127:									400.20
11/20	11/20/2020	78128	17436	DOLL, JANET	ELECTION INSPECTOR	110320	1	100-51440-120-000	36.00

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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 78128:									36.00
11/20	11/20/2020	78129	17437	DOWNING, TAMMY	ELECTION INSPECTOR	110320	1	100-51440-120-000	20.00
Total 78129:									20.00
11/20	11/20/2020	78130	2125	EMERGENCY LIGHTING & ELEC	GETLIT LENSES	200347	1	100-52200-241-000	95.40
Total 78130:									95.40
11/20	11/20/2020	78131	16800	FIRE SAFETY USA, INC	ICE RESCUE SUIT	140775	1	100-52200-340-000	730.00
Total 78131:									730.00
11/20	11/20/2020	78132	2279	FRIENDS OF THE WAUBESA SA	PIER REMOVAL	WSC-20002	1	100-55200-340-000	650.00
Total 78132:									650.00
11/20	11/20/2020	78133	395	GENERAL COMMUNICATIONS I	GEN COMM A15	287999	1	400-57220-813-101	11,275.46
11/20	11/20/2020	78133	395	GENERAL COMMUNICATIONS I	GEN COMM B9	288024	1	400-57220-813-101	4,251.27
11/20	11/20/2020	78133	395	GENERAL COMMUNICATIONS I	GEN COMM CAR 4	288025	1	400-57220-813-101	4,871.32
11/20	11/20/2020	78133	395	GENERAL COMMUNICATIONS I	GEN COMM T6	288026	1	400-57220-813-101	4,648.32
11/20	11/20/2020	78133	395	GENERAL COMMUNICATIONS I	GENN CO- E1	288061	1	400-57220-813-101	6,007.85
11/20	11/20/2020	78133	395	GENERAL COMMUNICATIONS I	GENN COMM - CAR 3	288092	1	400-57220-813-101	8,811.15
11/20	11/20/2020	78133	395	GENERAL COMMUNICATIONS I	GEN COMM - W10	288248	1	400-57220-813-101	4,211.85
11/20	11/20/2020	78133	395	GENERAL COMMUNICATIONS I	GEN COMM - CAR 1	288249	1	400-57220-813-101	8,433.80
Total 78133:									52,511.02
11/20	11/20/2020	78134	17092	GENERAL ENGINEERING COMP	BUILDING INSPECTION SERVICES	21	1	100-52400-211-000	7,982.60
Total 78134:									7,982.60
11/20	11/20/2020	78135	2003	GERICK, PATRICK	ELECTION WORKER	110320	1	100-51440-120-000	80.00
Total 78135:									80.00
11/20	11/20/2020	78136	408	GRAINGER INC	GRAINGER - CART WHEELS	9720835348	1	100-52200-240-000	53.24

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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 78136:									53.24
11/20	11/20/2020	78137	17429	GREEN BAY PIPE & TV	SEWER TELEVISIONING AND REPAIR	3032	1	600-53614-822-000	75,112.80
11/20	11/20/2020	78137	17429	GREEN BAY PIPE & TV	SEWER SPOT REPAIRS	3033	1	600-53612-390-000	11,200.00
Total 78137:									86,312.80
11/20	11/20/2020	78138	16421	HALEY, MARY	ELECTION WORKER	110320	1	100-51440-120-000	8.00
Total 78138:									8.00
11/20	11/20/2020	78139	17438	HEUER, HOLLY	ELECTION INSPECTOR	110320	1	100-51440-120-000	8.00
Total 78139:									8.00
11/20	11/20/2020	78140	17439	HILLEBRAND, KERRY	ELECTION INSPECTOR	110320	1	100-51440-120-000	34.00
Total 78140:									34.00
11/20	11/20/2020	78141	17440	HUDACK, ALLISON	ELECTION INSPECTOR	110320	1	100-51440-120-000	36.00
Total 78141:									36.00
11/20	11/20/2020	78142	1904	HUMPHREY SERVICE PARTS IN	VEHICLE PARTS	1226221	1	100-53000-241-000	18.28
11/20	11/20/2020	78142	1904	HUMPHREY SERVICE PARTS IN	VEHICLE PARTS	1226221	2	600-53718-241-000	4.98
11/20	11/20/2020	78142	1904	HUMPHREY SERVICE PARTS IN	VEHICLE PARTS	1226221	3	600-53616-241-000	4.98
11/20	11/20/2020	78142	1904	HUMPHREY SERVICE PARTS IN	VEHICLE PARTS	1226221	4	605-53440-241-000	4.98
11/20	11/20/2020	78142	1904	HUMPHREY SERVICE PARTS IN	SHOP SUPPLIES	1226394	1	605-53440-340-000	3.21
11/20	11/20/2020	78142	1904	HUMPHREY SERVICE PARTS IN	SHOP SUPPLIES	1226394	2	600-53616-340-000	3.21
11/20	11/20/2020	78142	1904	HUMPHREY SERVICE PARTS IN	SHOP SUPPLIES	1226394	3	600-53716-340-000	3.21
11/20	11/20/2020	78142	1904	HUMPHREY SERVICE PARTS IN	SHOP SUPPLIES	1226394	4	100-53000-340-000	11.77
11/20	11/20/2020	78142	1904	HUMPHREY SERVICE PARTS IN	SHOP SUPPLIES	1226485	1	605-53440-340-000	9.76
11/20	11/20/2020	78142	1904	HUMPHREY SERVICE PARTS IN	SHOP SUPPLIES	1226485	2	600-53616-340-000	9.76
11/20	11/20/2020	78142	1904	HUMPHREY SERVICE PARTS IN	SHOP SUPPLIES	1226485	3	600-53716-340-000	9.76
11/20	11/20/2020	78142	1904	HUMPHREY SERVICE PARTS IN	SHOP SUPPLIES	1226485	4	100-53000-340-000	35.76
11/20	11/20/2020	78142	1904	HUMPHREY SERVICE PARTS IN	POLICE VEHICLE MAINTENANCE	1226486	1	100-52100-241-000	7.20
11/20	11/20/2020	78142	1904	HUMPHREY SERVICE PARTS IN	SHOP SUPPLIES	1226493	1	605-53440-340-000	3.12
11/20	11/20/2020	78142	1904	HUMPHREY SERVICE PARTS IN	SHOP SUPPLIES	1226493	2	600-53616-340-000	3.12

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
11/20	11/20/2020	78142	1904	HUMPHREY SERVICE PARTS IN	SHOP SUPPLIES	1226493	3	600-53716-340-000	3.12
11/20	11/20/2020	78142	1904	HUMPHREY SERVICE PARTS IN	SHOP SUPPLIES	1226493	4	100-53000-340-000	11.47
11/20	11/20/2020	78142	1904	HUMPHREY SERVICE PARTS IN	VEHICLE PARTS	1227221	1	605-53440-241-000	5.99
11/20	11/20/2020	78142	1904	HUMPHREY SERVICE PARTS IN	VEHICLE PARTS	1227221	2	600-53616-241-000	5.99
11/20	11/20/2020	78142	1904	HUMPHREY SERVICE PARTS IN	VEHICLE PARTS	1227221	3	600-53718-241-000	5.99
11/20	11/20/2020	78142	1904	HUMPHREY SERVICE PARTS IN	VEHICLE PARTS	1227221	4	100-53000-241-000	21.98
Total 78142:									187.64
11/20	11/20/2020	78143	17428	IGL, LEE	SHOES - UNIFORM ALLOW	LI110720	1	100-53000-142-000	89.35
Total 78143:									89.35
11/20	11/20/2020	78144	476	JEFFERSON FIRE & SAFETY IN	GLOVE GAUNTLET	IN123253	1	100-52200-343-000	770.00
11/20	11/20/2020	78144	476	JEFFERSON FIRE & SAFETY IN	FIRE HOSE	IN123601	1	100-52200-340-000	2,066.00
Total 78144:									2,836.00
11/20	11/20/2020	78145	478	JENSEN EQUIPMENT CO INC	POWER TOOL/PARTS	J-677794	1	605-53440-340-000	10.09
11/20	11/20/2020	78145	478	JENSEN EQUIPMENT CO INC	POWER TOOL/PARTS	J-677794	2	600-53616-340-000	10.09
11/20	11/20/2020	78145	478	JENSEN EQUIPMENT CO INC	POWER TOOL/PARTS	J-677794	3	600-53716-340-000	10.09
11/20	11/20/2020	78145	478	JENSEN EQUIPMENT CO INC	POWER TOOL/PARTS	J-677794	4	100-53000-340-000	36.97
11/20	11/20/2020	78145	478	JENSEN EQUIPMENT CO INC	POWER TOOL/PARTS	J-679195	1	605-53440-340-000	29.17
11/20	11/20/2020	78145	478	JENSEN EQUIPMENT CO INC	POWER TOOL/PARTS	J-679195	2	600-53616-340-000	29.17
11/20	11/20/2020	78145	478	JENSEN EQUIPMENT CO INC	POWER TOOL/PARTS	J-679195	3	600-53716-340-000	29.17
11/20	11/20/2020	78145	478	JENSEN EQUIPMENT CO INC	POWER TOOL/PARTS	J-679195	4	100-53000-340-000	106.93
Total 78145:									261.68
11/20	11/20/2020	78146	16530	JERRY'S TRANSMISSION SERVI	A15 STRUTS	0035860	1	100-52200-241-000	326.05
Total 78146:									326.05
11/20	11/20/2020	78147	345	JFTCO, INC	SKID STEER LEASE	MIMS000012	1	400-57310-811-102	1,000.00
Total 78147:									1,000.00
11/20	11/20/2020	78148	16775	JX ENTERPRISES, INC	HOOD BUMPER SLIDE ON	13103375P	1	100-52200-241-000	49.98

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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 78148:									49.98
11/20	11/20/2020	78149	505	KLEMENTZ, MICHAEL	MEAL - ASSIST CITY OF VERONA	MK022820	1	100-52100-330-000	6.59
Total 78149:									6.59
11/20	11/20/2020	78150	17441	KOERWITZ, KRISTIAN	ELECTION INSPECTOR	110320	1	100-51440-120-000	20.00
Total 78150:									20.00
11/20	11/20/2020	78151	1908	KREPSKI, SYLVIA	ELECTION WORKER	110320	1	100-51440-120-000	58.00
Total 78151:									58.00
11/20	11/20/2020	78152	17225	KREY, LINDSEY	FLOW MEALS	LK022920	1	100-53000-340-000	9.79
Total 78152:									9.79
11/20	11/20/2020	78153	17442	KUYKENDALL, DEBRA	ELECTION INSPECTOR	110320	1	100-51440-120-000	36.00
Total 78153:									36.00
11/20	11/20/2020	78154	16974	KYSER, ELLIE	ELECTION INSPECTOR	110320	1	100-51440-120-000	42.00
Total 78154:									42.00
11/20	11/20/2020	78155	16912	LAKESTONE PROPERTIES	LAKESTONE TIF LOAN PAYMENT	ATWATER -	1	315-56700-725-000	350,000.00
Total 78155:									350,000.00
11/20	11/20/2020	78156	2312	LANCASTER, TANYA	ELECTION	110320	1	100-51440-120-000	44.00
Total 78156:									44.00
11/20	11/20/2020	78157	16416	LARSON, DEANN	ELECTION WORK	110320	1	100-51440-120-000	46.00
Total 78157:									46.00

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
11/20	11/20/2020	78158	2303	LARSON, SHARON	ELECTION INSPECTOR	110320	1	100-51440-120-000	46.00
Total 78158:									46.00
11/20	11/20/2020	78159	17379	LEARNING LANDSCAPES DESI	SPECIAL NEEDS PARK PLANNING	20012.6	1	400-57620-211-000	9,590.19
Total 78159:									9,590.19
11/20	11/20/2020	78160	17444	LEFAVE, MARIA	ELECTION INSPECTOR	110320	1	100-51440-120-000	34.00
Total 78160:									34.00
11/20	11/20/2020	78161	17443	LEFAVE, TIMOTHY	ELECTION INSPECTOR	110320	1	100-51440-120-000	34.00
Total 78161:									34.00
11/20	11/20/2020	78162	765	LEGAL SHIELD	LEGAL SHIELD	0108629-NO	1	100-2156	399.75
Total 78162:									399.75
11/20	11/20/2020	78163	17456	LEONARD, ISIS	ELECTION INSPECTOR	110320	1	100-51440-120-000	36.00
Total 78163:									36.00
11/20	11/20/2020	78164	575	MADISON MET SEWERAGE DIS	TPCC CHARGES FOR 5408-5412 SIGGELKO	2020-038	1	100-2640	2,346.62
Total 78164:									2,346.62
11/20	11/20/2020	78165	581	MADISON TRUCK EQUIPMENT I	TRUCK PARTS	19309	1	605-53440-241-000	369.90
11/20	11/20/2020	78165	581	MADISON TRUCK EQUIPMENT I	TRUCK PARTS	19309	2	600-53718-241-000	369.90
11/20	11/20/2020	78165	581	MADISON TRUCK EQUIPMENT I	TRUCK PARTS	19309	3	600-53616-241-000	369.90
11/20	11/20/2020	78165	581	MADISON TRUCK EQUIPMENT I	TRUCK PARTS	19309	4	100-53000-241-000	1,356.30
Total 78165:									2,466.00
11/20	11/20/2020	78166	1759	MANDT SANDFILL TRUCKING	MATERIALS	56536	1	600-53718-822-101	790.26
Total 78166:									790.26

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
11/20	11/20/2020	78167	600	MAURER, JOSEPH	PHONE CASE	JM100320	1	100-52100-221-000	42.19
Total 78167:									42.19
11/20	11/20/2020	78168	618	MCFARLAND TRUE VALUE	GLUE	95490-10312	1	100-52200-340-000	3.86
11/20	11/20/2020	78168	618	MCFARLAND TRUE VALUE	SCBA BATTERY	95490-10312	2	100-52200-340-000	244.65
11/20	11/20/2020	78168	618	MCFARLAND TRUE VALUE	GORILLA TAPE	95490-10312	3	100-52200-340-000	5.84
11/20	11/20/2020	78168	618	MCFARLAND TRUE VALUE	PW SUPPLIES	95490-10312	4	605-53440-340-000	18.81
11/20	11/20/2020	78168	618	MCFARLAND TRUE VALUE	PW SUPPLIES	95490-10312	5	100-51600-242-000	.41
11/20	11/20/2020	78168	618	MCFARLAND TRUE VALUE	PW SUPPLIES	95490-10312	6	100-53000-241-000	8.13
11/20	11/20/2020	78168	618	MCFARLAND TRUE VALUE	PW SUPPLIES	95490-10312	7	100-53000-340-000	68.99
11/20	11/20/2020	78168	618	MCFARLAND TRUE VALUE	PW SUPPLIES	95490-10312	8	100-55200-210-000	5.66
11/20	11/20/2020	78168	618	MCFARLAND TRUE VALUE	PW SUPPLIES	95490-10312	9	100-55200-340-000	58.03
11/20	11/20/2020	78168	618	MCFARLAND TRUE VALUE	PW SUPPLIES	95490-10312	10	600-53616-241-000	2.22
11/20	11/20/2020	78168	618	MCFARLAND TRUE VALUE	PW SUPPLIES	95490-10312	11	600-53616-242-000	.10
11/20	11/20/2020	78168	618	MCFARLAND TRUE VALUE	PW SUPPLIES	95490-10312	12	600-53616-340-000	18.81
11/20	11/20/2020	78168	618	MCFARLAND TRUE VALUE	PW SUPPLIES	95490-10312	13	600-53716-242-000	12.49
11/20	11/20/2020	78168	618	MCFARLAND TRUE VALUE	PW SUPPLIES	95490-10312	14	600-53716-340-000	51.19
11/20	11/20/2020	78168	618	MCFARLAND TRUE VALUE	PW SUPPLIES	95490-10312	15	600-53718-241-000	2.22
11/20	11/20/2020	78168	618	MCFARLAND TRUE VALUE	PW SUPPLIES	95490-10312	16	605-53440-241-000	2.22
11/20	11/20/2020	78168	618	MCFARLAND TRUE VALUE	PW SUPPLIES	95490-10312	17	605-53440-242-000	.10
11/20	11/20/2020	78168	618	MCFARLAND TRUE VALUE	LIBRARY SUPPLIES	95490-10312	18	205-55110-242-000	28.30
11/20	11/20/2020	78168	618	MCFARLAND TRUE VALUE	PD - SIGN & TAPE	95490-10312	19	100-52100-340-000	13.48
11/20	11/20/2020	78168	618	MCFARLAND TRUE VALUE	PD - KEYRINGS	95490-10312	20	100-52100-310-000	16.04
11/20	11/20/2020	78168	618	MCFARLAND TRUE VALUE	OUTREACH	95490-10312	21	100-54600-340-000	28.78
Total 78168:									590.33
11/20	11/20/2020	78169	634	MENARDS - MONONA	PW SUPPLIES	3089	1	100-53000-340-000	6.90
11/20	11/20/2020	78169	634	MENARDS - MONONA	PW SUPPLIES	3089	2	600-53716-340-000	1.89
11/20	11/20/2020	78169	634	MENARDS - MONONA	PW SUPPLIES	3089	3	600-53616-340-000	1.89
11/20	11/20/2020	78169	634	MENARDS - MONONA	PW SUPPLIES	3089	4	605-53440-340-000	1.89
11/20	11/20/2020	78169	634	MENARDS - MONONA	PW SHOP	3516	1	605-53440-340-000	9.60
11/20	11/20/2020	78169	634	MENARDS - MONONA	PW SHOP	3516	2	600-53616-340-000	9.59
11/20	11/20/2020	78169	634	MENARDS - MONONA	PW SHOP	3516	3	600-53716-340-000	9.59
11/20	11/20/2020	78169	634	MENARDS - MONONA	PW SHOP	3516	4	100-53000-340-000	35.20
11/20	11/20/2020	78169	634	MENARDS - MONONA	PARK SUPPLIES	3576	1	100-55200-340-000	252.89
11/20	11/20/2020	78169	634	MENARDS - MONONA	WELL 3 SUPPLIES	3725	1	600-53716-242-000	6.60

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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 78169:									336.04
11/20	11/20/2020	78170	17393	MERITER HOSPITAL, INC	MEDICATION	19815	1	100-52200-340-000	23.90
Total 78170:									23.90
11/20	11/20/2020	78171	4	MIDDLETON FORD	M2 MAINTENANCE	148381	1	100-52100-241-000	170.84
Total 78171:									170.84
11/20	11/20/2020	78172	1941	MIDWEST TRAILER SALES	BATTERY HARNESS	1106255-00	1	100-52200-240-000	37.30
Total 78172:									37.30
11/20	11/20/2020	78173	17445	MORRISON, JENNA	ELECTION INSPECTOR	110320	1	100-51440-120-000	38.00
Total 78173:									38.00
11/20	11/20/2020	78174	2185	MSA PROFESSIONAL SERVICE	SURVEY WORK	R09361022.0	1	400-57140-210-000	2,850.00
Total 78174:									2,850.00
11/20	11/20/2020	78175	1896	NAPA AUTO PARTS	BATTERY	746527	1	100-52100-241-000	133.74
11/20	11/20/2020	78175	1896	NAPA AUTO PARTS	CORE CREDIT	746630	1	100-52100-241-000	10.00-
11/20	11/20/2020	78175	1896	NAPA AUTO PARTS	BATT CABLE OIL FILTER	748353	1	100-52200-241-000	30.03
11/20	11/20/2020	78175	1896	NAPA AUTO PARTS	BATTERY	748756	1	100-52200-241-000	143.74
11/20	11/20/2020	78175	1896	NAPA AUTO PARTS	CORE CREDIT	748758	1	100-52200-241-000	10.00-
Total 78175:									287.51
11/20	11/20/2020	78176	2082	NASSCO INC	CLEANING SUPPLIES	S2680494.00	1	100-51600-242-000	4.32
11/20	11/20/2020	78176	2082	NASSCO INC	CLEANING SUPPLIES	S2685717.00	1	100-51600-242-000	222.10
11/20	11/20/2020	78176	2082	NASSCO INC	PW SUPPLIES	S2686514.00	1	100-53000-340-000	50.68
11/20	11/20/2020	78176	2082	NASSCO INC	PW SUPPLIES	S2686514.00	2	600-53716-340-000	13.82
11/20	11/20/2020	78176	2082	NASSCO INC	PW SUPPLIES	S2686514.00	3	600-53616-340-000	13.82
11/20	11/20/2020	78176	2082	NASSCO INC	PW SUPPLIES	S2686514.00	4	605-53440-340-000	13.82

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 78176:									318.56
11/20	11/20/2020	78177	17381	NEWCOMB CONSTRUCTION C	PUBLIC WORKS CENTER RENOVATION	5-2658	1	400-57140-825-101	239,681.88
Total 78177:									239,681.88
11/20	11/20/2020	78178	2145	NEWTON TAINTER, DEBBIE	ELECTION INSPECTOR	110320	1	100-51440-120-000	16.00
Total 78178:									16.00
11/20	11/20/2020	78179	705	NFPA	MEMBERSHIP DUES	7839072Y	1	100-52200-320-000	1,575.00
Total 78179:									1,575.00
11/20	11/20/2020	78180	2102	ONKEN, JASON	TRAINING MEALS	JO111020	1	100-52100-331-000	15.00
Total 78180:									15.00
11/20	11/20/2020	78181	1315	OPSAHL, CARLA	ELECTION INSPECTOR	110320	1	100-51440-120-000	84.00
Total 78181:									84.00
11/20	11/20/2020	78182	17446	PETERS, SCOTT	ELECTION INSPECTOR	110320	1	100-51440-120-000	44.00
Total 78182:									44.00
11/20	11/20/2020	78183	2146	PETERSON, DENISE	ELECTION INSPECTOR	110320	1	100-51440-120-000	38.00
Total 78183:									38.00
11/20	11/20/2020	78184	740	PETERSON, DON	ELECTION CHIEF	110320	1	100-51440-120-000	52.50
Total 78184:									52.50
11/20	11/20/2020	78185	17447	PLANKERS, ROBERT	ELECTION INSPECTOR	110320	1	100-51440-120-000	36.00
Total 78185:									36.00

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
11/20	11/20/2020	78186	1215	PORTER-QUAM, BARB	ELECTION INSPECTOR	110320	1	100-51440-120-000	22.00
Total 78186:									22.00
11/20	11/20/2020	78187	764	PREMIER PAINT & WALLPAPER	PW PAINTING--REMOTE TEMP OFFICE	62110	1	100-53000-242-000	61.22
11/20	11/20/2020	78187	764	PREMIER PAINT & WALLPAPER	PW PAINTING--REMOTE TEMP OFFICE	62110	2	600-53716-242-000	16.69
11/20	11/20/2020	78187	764	PREMIER PAINT & WALLPAPER	PW PAINTING--REMOTE TEMP OFFICE	62110	3	600-53616-242-000	16.69
11/20	11/20/2020	78187	764	PREMIER PAINT & WALLPAPER	PW PAINTING--REMOTE TEMP OFFICE	62110	4	605-53440-242-000	16.69
11/20	11/20/2020	78187	764	PREMIER PAINT & WALLPAPER	PW PAINTING--REMOTE TEMP BUILDING	62124	1	100-53000-242-000	52.79
11/20	11/20/2020	78187	764	PREMIER PAINT & WALLPAPER	PW PAINTING--REMOTE TEMP BUILDING	62124	2	600-53716-242-000	14.40
11/20	11/20/2020	78187	764	PREMIER PAINT & WALLPAPER	PW PAINTING--REMOTE TEMP BUILDING	62124	3	600-53616-242-000	14.40
11/20	11/20/2020	78187	764	PREMIER PAINT & WALLPAPER	PW PAINTING--REMOTE TEMP BUILDING	62124	4	605-53440-242-000	14.39
Total 78187:									207.27
11/20	11/20/2020	78188	1245	PROFESSIONAL PEST CONTRO	PW PEST CONTROL	490175	1	605-53440-210-000	5.85
11/20	11/20/2020	78188	1245	PROFESSIONAL PEST CONTRO	PW PEST CONTROL	490175	2	600-53610-210-000	5.85
11/20	11/20/2020	78188	1245	PROFESSIONAL PEST CONTRO	PW PEST CONTROL	490175	3	600-53710-210-000	5.85
11/20	11/20/2020	78188	1245	PROFESSIONAL PEST CONTRO	PW PEST CONTROL	490175	4	100-53000-340-000	21.45
11/20	11/20/2020	78188	1245	PROFESSIONAL PEST CONTRO	MC PEST CONTROL	490176	1	100-51600-242-000	25.30
11/20	11/20/2020	78188	1245	PROFESSIONAL PEST CONTRO	MC PEST CONTROL	490176	2	600-53710-210-000	6.90
11/20	11/20/2020	78188	1245	PROFESSIONAL PEST CONTRO	MC PEST CONTROL	490176	3	600-53610-210-000	6.90
11/20	11/20/2020	78188	1245	PROFESSIONAL PEST CONTRO	MC PEST CONTROL	490176	4	605-53440-210-000	6.90
Total 78188:									85.00
11/20	11/20/2020	78189	17448	REITER, AMY	ELECTION INSPECTOR	110320	1	100-51440-120-000	16.00
Total 78189:									16.00
11/20	11/20/2020	78190	800	RELIANT FIRE APPARATUS INC	FD VEHICLE MAINT	CI002439	1	100-52200-241-000	686.00
11/20	11/20/2020	78190	800	RELIANT FIRE APPARATUS INC	FD VEHICLE MAINT	WI000590	1	100-52200-241-000	799.66
11/20	11/20/2020	78190	800	RELIANT FIRE APPARATUS INC	FD VEHICLE MAINT	WI000593	1	100-52200-241-000	643.82
Total 78190:									2,129.48
11/20	11/20/2020	78191	17449	REYNOLDS, SHELLY	ELECTION INSPECTOR	110320	1	100-51440-120-000	66.00

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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 78191:									66.00
11/20	11/20/2020	78192	9137	RICOH USA INC	RICOH COPIER EXTRA	5060734028	1	100-52100-240-000	55.77
Total 78192:									55.77
11/20	11/20/2020	78193	17397	ROBAK-TIBORIS, MELANIE	ELECTION INSPECTOR	110320	1	100-51440-120-000	8.00
Total 78193:									8.00
11/20	11/20/2020	78194	818	ROTO ROOTER SEWER SERVI	SEWER CLEANING	195283	1	605-53440-211-000	640.00
Total 78194:									640.00
11/20	11/20/2020	78195	17450	RUCHTI, DENNIS	ELECTION INSPECTOR	110320	1	100-51440-120-000	36.00
Total 78195:									36.00
11/20	11/20/2020	78196	17451	RUCHTI, LYNDIA	ELECTION INSPECTOR	110320	1	100-51440-120-000	36.00
Total 78196:									36.00
11/20	11/20/2020	78197	2150	SCHRADER, MARV	ELECTION INSPECTOR	110320	1	100-51440-120-000	80.00
Total 78197:									80.00
11/20	11/20/2020	78198	17452	SCHRAMM, MONICA	ELECTION INSPECTOR	110320	1	100-51440-120-000	36.00
Total 78198:									36.00
11/20	11/20/2020	78199	17453	SEARS, RITA	ELECTION INSPECTOR	110320	1	100-51440-120-000	16.00
11/20	11/20/2020	78199	17453	SEARS, RITA	PARK CANCELLATION REFUND	111220	1	100-1624	100.00
Total 78199:									116.00
11/20	11/20/2020	78200	16414	SIMS, TERRE	ELECTION WORKER	110320	1	100-51440-120-000	58.00

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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 78200:									58.00
11/20	11/20/2020	78201	870	SLINDE TRUCKING	TOPSOIL--FLOWER CORNER	38527	1	100-55200-242-000	80.00
Total 78201:									80.00
11/20	11/20/2020	78202	17398	SOBOL, MARY	ELECTION INSPECTOR	110320	1	100-51440-120-000	70.00
Total 78202:									70.00
11/20	11/20/2020	78203	17427	SOLVIT INC	LAUNDRY SOAP	53345	1	100-52200-340-000	290.00
Total 78203:									290.00
11/20	11/20/2020	78204	16425	STASZEWSKI, CAROLYN	ELECTION WORK	110320	1	100-51440-120-000	48.00
Total 78204:									48.00
11/20	11/20/2020	78205	1738	STATE OF WI TREASURER	MONTHLY COURT FEES - OCTOBER	154-111020	1	100-45110-000	2,817.59
Total 78205:									2,817.59
11/20	11/20/2020	78206	904	STOLARIK, TONI	ELECTION WORKER	110320	1	100-51440-120-000	50.00
Total 78206:									50.00
11/20	11/20/2020	78207	17454	SULLIVAN, ZOE	ELECTION INSPECTOR	110320	1	100-51440-120-000	44.00
Total 78207:									44.00
11/20	11/20/2020	78208	17458	TAYLOR CONSERVATION LLC	WETLAND DELINEATION - CTH MN PROJEC	1098	1	400-57310-211-000	2,500.00
11/20	11/20/2020	78208	17458	TAYLOR CONSERVATION LLC	WETLAND DELINEATION - EASTSIDE INTER	1098	2	600-53614-822-000	3,200.00
Total 78208:									5,700.00
11/20	11/20/2020	78209	17457	TODAY'S BUSINESS SOLUTION	WIRELESS PRINTING	11254	1	205-55110-342-000	5,274.50

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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 78209:									5,274.50
11/20	11/20/2020	78210	957	TOM'S AUTO CENTER INC	M2 MAINTENANCE	0048601	1	100-52100-241-000	156.56
Total 78210:									156.56
11/20	11/20/2020	78211	958	TOWN & COUNTRY ENGINEER	JUNIPER RIDGE - MC140	22210	1	100-2640	898.50
11/20	11/20/2020	78211	958	TOWN & COUNTRY ENGINEER	2020 STREET & UTILITY IMPROVEMENTS -	22211	1	400-57310-821-000	4,240.30
11/20	11/20/2020	78211	958	TOWN & COUNTRY ENGINEER	ELVEHJEM ROAD PATH IMP - MC160	22212	1	400-57310-824-000	3,031.50
11/20	11/20/2020	78211	958	TOWN & COUNTRY ENGINEER	2020 SUMP PUMP - MC167	22213	1	605-53440-823-000	1,005.60
11/20	11/20/2020	78211	958	TOWN & COUNTRY ENGINEER	EAST SIDE SEWER EXTENSION - MC168	22214	1	600-53710-210-000	13,763.85
11/20	11/20/2020	78211	958	TOWN & COUNTRY ENGINEER	5611/5613 LAKE EDGE 2020 VERSION - MC1	22215	1	100-2640	674.05
11/20	11/20/2020	78211	958	TOWN & COUNTRY ENGINEER	ROSEWOOD/VERIDIAN - MC171	22216	1	100-2640	326.25
11/20	11/20/2020	78211	958	TOWN & COUNTRY ENGINEER	2021 BROADHEAD/CTH MN PHASE 4- MC174	22217	1	400-57310-211-000	1,295.00
11/20	11/20/2020	78211	958	TOWN & COUNTRY ENGINEER	2020 DOG PARK - MC175	22218	1	400-57620-827-116	440.00
11/20	11/20/2020	78211	958	TOWN & COUNTRY ENGINEER	CF INVESTMENTS - MC180	22219	1	100-2640	181.25
Total 78211:									25,856.30
11/20	11/20/2020	78212	2270	UNITY POINT HEALTH	BLOODWORK	110520	1	100-52100-210-000	113.91
Total 78212:									113.91
11/20	11/20/2020	78213	17459	UNITYPOINT HEALTH - MERITE	CPR AED - AMIE BROWN	11102020	1	100-52200-210-000	34.00
Total 78213:									34.00
11/20	11/20/2020	78214	16833	UTTER, JACQUELINE	ELECTION WORKER	110320	1	100-51440-120-000	34.00
Total 78214:									34.00
11/20	11/20/2020	78215	1005	VANNGUARD UTILITY PARTNER	LOCATES	8569	1	100-53000-291-000	115.50
Total 78215:									115.50
11/20	11/20/2020	78216	17455	VIDLAK, NANCY	ELECTION INSPECTOR	110320	1	100-51440-120-000	64.00

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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 78216:									64.00
11/20	11/20/2020	78217	1015	VILLAGE OF MCFARLAND	FINAL BILL - 5922 HWY 51 PW TEMP LOCATI	111920	1	100-53000-220-000	44.01
Total 78217:									44.01
11/20	11/20/2020	78218	1709	VON BRIESEN & ROPER S.C.	PERSONNEL ISSUES	337656	1	100-51300-210-103	1,311.00
Total 78218:									1,311.00
11/20	11/20/2020	78219	1931	WEBER, DAWN	ELECTION INSPECTOR	110320	1	100-51440-120-000	62.00
Total 78219:									62.00
11/20	11/20/2020	78220	16241	WI DEPT OF JUSTICE	HIRING BACKGROUND CHECKS	L1373T-1031	1	100-51420-211-000	7.00
11/20	11/20/2020	78220	16241	WI DEPT OF JUSTICE	BACKGROUND CHECKS	L1373T-1031	2	100-51420-310-000	7.00
Total 78220:									14.00
11/20	11/20/2020	78221	17332	WILCKE, JULIE	ELECTION INSPECTOR	110320	1	100-51440-120-000	48.00
Total 78221:									48.00
11/20	11/20/2020	78222	16295	WISCONSIN & SOUTHERN RAIL	UTILITY PERMIT - EASTSIDE INTERCEPTOR	MMW20-020	1	600-53710-210-000	500.00
Total 78222:									500.00
11/20	11/20/2020	78223	16834	WROLSTAD, DEBRA	ELECTION INSPECTOR	110320	1	100-51440-120-000	64.00
Total 78223:									64.00
11/20	11/20/2020	78224	16976	WYATT, COURTNEY	CHIEF INSPECTOR	110320	1	100-51440-120-000	90.00
Total 78224:									90.00
11/20	11/20/2020	78225	1128	ZARNOTH BRUSH WORKS INC	SWEEPER PARTS	0182491-IN	1	605-53440-241-000	724.50

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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 78225:									724.50
11/20	11/20/2020	78226	16489	ZIETSMA, JOEL	TRAINING MEALS	JZ111020	1	100-52100-331-000	6.73
Total 78226:									6.73
11/20	11/20/2020	78227	1910	ZURBUCHEN OIL INC	DYED DIESEL FUEL	247742	1	100-53000-341-000	377.92
11/20	11/20/2020	78227	1910	ZURBUCHEN OIL INC	FIRE GREASE	247743	1	100-52200-241-000	27.35
11/20	11/20/2020	78227	1910	ZURBUCHEN OIL INC	DPW GREASE	247743	2	605-53440-241-000	4.10
11/20	11/20/2020	78227	1910	ZURBUCHEN OIL INC	DPW GREASE	247743	3	600-53718-241-000	4.10
11/20	11/20/2020	78227	1910	ZURBUCHEN OIL INC	DPW GREASE	247743	4	600-53616-241-000	4.10
11/20	11/20/2020	78227	1910	ZURBUCHEN OIL INC	DPW GREASE	247743	5	100-53000-241-000	15.05
Total 78227:									432.62
11/20	11/20/2020	78228	30	ALLIANT ENERGY/WP&L	MUNICIPAL CENTER	111020	1	100-51600-220-000	2,673.58
11/20	11/20/2020	78228	30	ALLIANT ENERGY/WP&L	LIBRARY	111020	2	205-55110-220-000	1,759.04
11/20	11/20/2020	78228	30	ALLIANT ENERGY/WP&L	WELL #4	111020	3	600-53716-220-000	1,568.73
11/20	11/20/2020	78228	30	ALLIANT ENERGY/WP&L	4820 MARSH - SOCCER BUILDING	111020	4	100-55200-220-000	67.12
11/20	11/20/2020	78228	30	ALLIANT ENERGY/WP&L	2860 HIDDEN FARM RD - FLOOD LIGHT	111020	5	100-55200-220-000	27.61
11/20	11/20/2020	78228	30	ALLIANT ENERGY/WP&L	3234 COUNTY RD AB	111020	6	100-55200-220-000	16.70
Total 78228:									6,112.78
11/20	11/20/2020	78229	16857	STRAND ASSOCIATES	DPW FACILITY - CONSTRUCTION INSPECTI	0166136	1	400-57140-825-101	4,468.79
Total 78229:									4,468.79
Grand Totals:									844,198.31

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
100-1624	100.00	.00	100.00
100-2120	36.38	47,928.41-	47,892.03-

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
100-2156	399.75	.00	399.75
100-2435	4,194.00	.00	4,194.00
100-2640	4,426.67	.00	4,426.67
100-45110-000	4,313.79	.00	4,313.79
100-46230-000	1,349.91	.00	1,349.91
100-51100-321-000	517.03	.00	517.03
100-51100-391-000	50.00	.00	50.00
100-51300-210-103	1,311.00	.00	1,311.00
100-51420-211-000	7.00	.00	7.00
100-51420-310-000	101.74	.00	101.74
100-51440-120-000	2,476.50	.00	2,476.50
100-51440-321-000	85.45	.00	85.45
100-51600-220-000	2,673.58	.00	2,673.58
100-51600-242-000	280.13	.00	280.13
100-52100-210-000	113.91	.00	113.91
100-52100-221-000	361.39	.00	361.39
100-52100-240-000	55.77	.00	55.77
100-52100-241-000	468.34	10.00-	458.34
100-52100-310-000	16.04	.00	16.04
100-52100-330-000	6.59	6.59-	.00
100-52100-331-000	336.73	.00	336.73
100-52100-340-000	13.48	.00	13.48
100-52200-142-000	247.61	.00	247.61
100-52200-210-000	34.00	.00	34.00
100-52200-240-000	990.54	.00	990.54
100-52200-241-000	2,802.03	10.00-	2,792.03
100-52200-320-000	1,575.00	.00	1,575.00
100-52200-331-000	371.45	.00	371.45
100-52200-340-000	3,561.10	.00	3,561.10
100-52200-343-000	770.00	.00	770.00
100-52400-211-000	7,982.60	.00	7,982.60
100-53000-142-000	89.35	.00	89.35
100-53000-220-000	44.01	.00	44.01
100-53000-241-000	2,590.49	.00	2,590.49
100-53000-242-000	114.01	.00	114.01
100-53000-291-000	846.09	.00	846.09
100-53000-310-000	51.36	.00	51.36
100-53000-340-000	607.26	9.79-	597.47
100-53000-341-000	377.92	.00	377.92
100-54600-340-000	28.78	.00	28.78

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GL Account	Debit	Credit	Proof
100-55200-210-000	5.66	.00	5.66
100-55200-220-000	111.43	.00	111.43
100-55200-242-000	108.00	.00	108.00
100-55200-340-000	960.92	.00	960.92
200-2120	.00	1,075.19-	1,075.19-
200-55600-221-000	99.20	.00	99.20
200-55600-330-000	34.99	.00	34.99
200-55600-340-000	851.17	.00	851.17
200-55600-342-000	19.99	.00	19.99
200-55600-390-000	69.84	.00	69.84
205-2120	10.56	9,585.07-	9,574.51-
205-55110-220-000	1,759.04	.00	1,759.04
205-55110-242-000	28.30	.00	28.30
205-55110-342-000	5,274.50	.00	5,274.50
205-55110-344-000	2,256.17	9.17-	2,247.00
205-55110-345-000	95.19	1.39-	93.80
205-55110-391-000	171.87	.00	171.87
315-2120	.00	350,000.00-	350,000.00-
315-56700-725-000	350,000.00	.00	350,000.00
400-2120	.00	323,115.80-	323,115.80-
400-57140-210-000	2,850.00	.00	2,850.00
400-57140-825-101	244,522.35	.00	244,522.35
400-57220-813-101	52,511.02	.00	52,511.02
400-57310-211-000	3,795.00	.00	3,795.00
400-57310-811-102	1,796.50	.00	1,796.50
400-57310-821-000	4,240.30	.00	4,240.30
400-57310-824-000	3,031.50	.00	3,031.50
400-57610-813-101	338.94	.00	338.94
400-57620-211-000	9,590.19	.00	9,590.19
400-57620-827-116	440.00	.00	440.00
600-2120	.00	108,961.27-	108,961.27-
600-53610-210-000	212.85	.00	212.85
600-53610-310-000	14.00	.00	14.00
600-53610-340-000	3.27	.00	3.27
600-53612-390-000	11,465.50	.00	11,465.50
600-53614-822-000	78,312.80	.00	78,312.80
600-53616-241-000	706.49	.00	706.49
600-53616-242-000	31.19	.00	31.19
600-53616-340-000	153.83	.00	153.83
600-53710-210-000	14,476.70	.00	14,476.70

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
600-53710-310-000	14.00	.00	14.00
600-53710-340-000	3.27	.00	3.27
600-53712-390-000	265.50	.00	265.50
600-53716-220-000	1,568.73	.00	1,568.73
600-53716-242-000	50.18	.00	50.18
600-53716-340-000	186.21	.00	186.21
600-53718-241-000	706.49	.00	706.49
600-53718-822-101	790.26	.00	790.26
605-2120	.00	3,579.51-	3,579.51-
605-53440-210-000	12.75	.00	12.75
605-53440-211-000	640.00	.00	640.00
605-53440-240-000	265.50	.00	265.50
605-53440-241-000	1,430.99	.00	1,430.99
605-53440-242-000	31.18	.00	31.18
605-53440-310-000	14.00	.00	14.00
605-53440-340-000	157.10	.00	157.10
605-53440-530-000	22.39	.00	22.39
605-53440-823-000	1,005.60	.00	1,005.60
Grand Totals:	844,292.19	844,292.19-	.00

Report Criteria:
Report type: GL detail

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Amount
11/06/2020	PC	11/12/2020	78087	SCHWOERER, HANS	693	7.62
11/07/2020	PC	11/13/2020	78088	RING, TREVOR	33	255.15
11/07/2020	CDPT	11/13/2020	78089	WI AFSCME COUNCIL 32	7	58.82
11/07/2020	CDPT	11/13/2020	78089	WI AFSCME COUNCIL 32	7	78.00
11/07/2020	CDPT	11/13/2020	78090	WI SCTF	5	207.69

PAYROLL RELATED

\$607.28



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, November 23, 2020

SECTION: Consent Agenda

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer

AGENDA ITEM: Motion to approve amending the event permit for Karben 4 to add December 5, 2020 as an additional date for their pop-up markets.

PREVIOUS ACTION:

ISSUE SUMMARY:

Karben 4 ran a series of pop-up markets at the Madison Curling Club this summer bringing in a variety of vendors. They would like to do the event again in conjunction with Christmas in the Village.

The Current Dane County Public Health Order #10 allows for drive through events of this nature.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None

VILLAGE OF MCFARLAND

NOTICE OF PUBLIC HEARING

Notice is hereby given that there will be a Public Hearing before the Village Board on Monday, November 23, 2020 at 7:00 pm in the Communit Room of the Municipal Center located at 5915 Milwaukee Street, McFarland, WI 53558, at which time interested parties and citizens shall have an opportunity to be heard concerning the proposed 2021 Budget. The Budget is available for viewing at the McFarland Municipal Center lobby from 8:00 am to 4:30 pm, Monday through Friday or on the Village website at www.mcfarland.wi.us.

COVID-19 RELATED INFORMATION

Due to the COVID-19 Pandemic, the Village recommends and URGES all residents to view the meeting that evening live on the Charter cable channel 982; TDS channel 1009 or online at mcfarlandcablechannel.com and those who wish to participate and provide public comment do so via Zoom (the Village's virtual meeting software). You can view and participate through Zoom in either of the following ways:

Meeting Link: <https://us02web.zoom.us/j/83705057461>

By Telephone: 1 (312) 626-6799

Webinar ID: 837 0505 7461

Due to limitations from Dane County Public Health, only 10 non-employees are allowed in the Municipal Center at one time. If you choose to attend the meeting in-person, the Village CANNOT GUARANTEE you will be allowed a spot inside the building to view the meeting. Those who wish to provide public comment at the meeting will be ushered in and out of the building to accommodate the 10-person gathering limit. If you are not able to attend the meeting or would like to provide written comment in advance, please send to Village of McFarland, Attn: Village Administrator, PO Box 110, McFarland, WI 53558 or email to matt.schuenke@mcfarland.wi.us.

Detailed below are the summaries of revenues, expenses, and fund balances of all Village funds as is required for reporting purposes by Wisconsin State Statute 65.90.

SUMMARY OF GENERAL FUND

Revenues

Revenue Category	2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020
Taxes	3,626,500	3,820,500	3,820,500	3,820,500	4,319,250	13.05%
Special Assessments	0	0	0	0	0	0.00%
Intergovernmental Rev	628,170	716,750	249,855	735,049	410,000	-42.80%
Licenses and Permits	387,132	393,750	199,901	367,156	375,250	-4.70%
Fines, Forf, and Penalties	107,353	102,000	43,022	92,500	99,500	-2.45%
Public Charges for Services	477,862	435,000	183,132	445,323	458,500	5.40%
Intergovern Charges	325,655	364,250	171,349	377,441	387,000	6.25%
Miscellaneous Revenue	265,514	248,500	119,814	191,250	208,000	-16.30%
Other Financing Sources	305,160	317,500	0	317,500	331,250	4.33%
Total REVENUES	6,123,347	6,398,250	4,787,572	6,346,719	6,588,750	2.98%

Expenses

Expense Category	2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020
General Government	818,068	810,500	489,966	792,629	825,250	1.82%
Public Safety	3,369,933	3,665,750	1,696,734	3,481,610	3,792,000	3.44%
Public Works	840,994	1,022,000	435,244	988,532	1,045,500	2.30%
Health & Human Serv	228,797	253,250	117,108	246,099	285,250	12.64%
Culture, Rec, and Ed	255,509	410,750	135,345	333,034	374,000	-8.95%
Conserve & Develop	232,369	236,000	121,941	250,978	252,750	7.10%
Debt Service	See Debt Service - Fund 300					
Capital Outlay	See Capital Projects - Fund 400					
Other Financing Uses	432,647	0	0	115,960	14,000	0.00%
Total EXPENDITURES	6,178,318	6,398,250	2,996,340	6,208,842	6,588,750	2.98%

General Fund (Actual)	2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget
Fund Balance - Begin	2,929,348	-----	-----	2,874,376	3,042,503
Fund Balance - End	2,874,376	-----	-----	3,042,503	2,978,503

	12/31/2017	12/31/2018	12/31/2019	Difference vs. 2017	% Change vs. 2017
OUTSTANDING DEBT ** - as of					
Governmental Activities	10,246,580	14,483,479	14,304,604	-178,875	-1.24%
Business Type Activities	4,201,126	3,601,371	3,823,506	222,135	6.17%
Total Outstanding Debt	14,447,706	18,084,850	18,128,110	43,260	0.24%

** Including interest expense

Dated this 5th day of November, 2020.

Cassandra Suettinger, Village Clerk/Treasurer

McFarland, Wisconsin

	2019 Actual	2020 Actual	2021 Budget	% Change vs. 2020
Property Tax Rates	\$6.77	\$ 6.49	\$ 6.27	-3.37%

VILLAGE OF MCFARLAND

Summary of Other Governmental Funds

Comm/Tech Fund 200	2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020	Debt Service Fund 300	2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020
Total Revenue	129,012	156,000	49,027	135,000	188,000	20.51%	Total Revenue	1,709,094	1,707,500	1,645,971	1,800,919	1,818,000	6.47%
Taxes	24,500	24,500	24,500	24,500	32,500	32.65%	Taxes	1,414,750	1,449,500	1,449,500	1,449,500	1,503,000	3.69%
Other Revenue	104,512	131,500	24,527	110,500	155,500	18.25%	Other Revenue	294,344	258,000	196,471	351,419	315,000	22.09%
Total Expense	129,077	156,000	60,948	116,767	188,000	20.51%	Total Expense	1,646,756	1,707,500	202,849	1,769,384	1,818,000	6.47%
Fund Balance - Begin	90,270	-----	-----	90,205	108,438		Fund Balance - Begin	837,769	-----	-----	900,106	931,641	
Fund Balance - End	90,205	-----	-----	108,438	87,438		Fund Balance - End	900,106	-----	-----	931,641	866,641	
Minimum Fund Balance Requirement of 50% of Exp				78,000	94,000		The Debt Service Fund is not required to maintain a minimum level of reserves beyond any unexpected revenues collected from impact fees.						

Library Fund 205	2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020	TID #3 Fund 305	2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020
Total Revenue	849,435	904,000	889,376	924,031	944,500	4.48%	Total Revenue	910,054	1,873,250	882,644	1,761,401	2,145,250	14.52%
Taxes	544,500	575,750	575,750	575,750	610,750	6.08%	Taxes	871,381	902,000	828,009	828,009	896,000	-0.67%
Other Revenue	304,935	328,250	313,626	348,281	333,750	1.68%	Other Revenue	38,673	971,250	54,635	933,392	1,249,250	28.62%
Total Expense	827,257	904,000	449,452	846,342	944,500	4.48%	Total Expense	456,277	1,873,250	872,435	1,761,401	2,145,250	14.52%
Fund Balance - Begin	157,778	-----	-----	179,957	257,646		Fund Balance - Begin	1,227,304	-----	-----	1,681,082	886,481	
Fund Balance - End	179,957	-----	-----	257,646	257,646		Fund Balance - End	1,681,082	-----	-----	886,481	(263,269)	
Minimum Fund Balance Requirement of 10% of Exp				84,634	94,450								

Youth Center Fund 210	2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020	TID #4 Fund 310	2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020
Total Revenue	81,782	81,000	32,654	80,504	40,750	-49.69%	Total Revenue	174,432	122,000	92,728	307,074	403,500	230.74%
Taxes	25,750	25,000	25,000	25,000	25,000	0.00%	Taxes	93,135	96,500	86,635	86,635	94,500	-2.07%
Other Revenue	56,032	56,000	7,654	55,504	15,750	-71.88%	Other Revenue	81,297	25,500	6,093	220,439	309,000	1111.76%
Total Expense	80,531	81,000	40,250	80,500	40,750	-49.69%	Total Expense	75,189	122,000	19,697	307,074	403,500	230.74%
Fund Balance - Begin	1,500	-----	-----	2,751	2,755		Fund Balance - Begin	(433,303)	-----	-----	(334,061)	(282,561)	
Fund Balance - End	2,751	-----	-----	2,755	2,005		Fund Balance - End	(334,061)	-----	-----	(282,561)	(231,061)	

Dated this 5th day of November, 2020.

Cassandra Suettinger, Village Clerk/Treasurer
McFarland, Wisconsin

VILLAGE OF MCFARLAND

Summary of Other Governmental Funds

TID #5 <i>Fund 315</i>	2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020
Total Revenue	1,036,969	321,250	17,708	617,958	294,250	-8.40%
Taxes	0	17,250	17,708	17,708	44,250	0.00%
Other Revenue	1,036,969	304,000	0	600,250	250,000	-17.76%
Total Expense	1,047,842	363,250	282,883	658,354	340,680	-6.21%
Fund Balance - Begin	(136,762)	-----	-----	(147,635)	(188,031)	
Fund Balance - End	(147,635)	-----	-----	(188,031)	(234,461)	

Stormwater <i>Fund 605</i>	2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020
Total Revenue	712,047	723,500	272,228	722,990	803,750	11.09%
Taxes	0	0	0	0	0	0.00%
Other Revenue	712,047	723,500	272,228	722,990	803,750	11.09%
Total Expense	443,264	723,500	221,319	675,228	803,750	11.09%
Cash & Equiv - Begin	1,076,266	-----	-----	1,005,408	929,671	
Cash & Equiv - End	1,005,408	-----	-----	929,671	742,921	

Capital Projects <i>Fund 400</i>	2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020
Total Revenue	3,188,266	6,099,250	4,234,970	5,826,420	22,016,500	260.97%
Taxes	310,000	320,000	320,000	320,000	0	-100.00%
Other Revenue	2,878,266	5,779,250	3,914,970	5,506,420	22,016,500	280.96%
Total Expense	3,578,178	6,074,250	1,238,455	5,755,624	22,016,500	262.46%
Fund Balance - Begin	1,436,031	-----	-----	1,046,119	737,249	
Fund Balance - End	1,046,119	-----	-----	737,249	360,499	

The Capital Projects Fund shall maintain reserves as of December 31 of each year sufficient to pay the cost of projects under construction but not yet finished.

Solid Waste <i>Fund 610</i>	2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020
Total Revenue	539,766	555,750	543,754	557,165	555,750	0.00%
Taxes	95,750	101,000	101,000	101,000	74,750	-25.99%
Other Revenue	444,016	454,750	442,754	456,165	481,000	5.77%
Total Expense	483,742	555,750	274,093	557,165	555,750	0.00%
Fund Balance - Begin	145,125	-----	-----	201,149	201,149	
Fund Balance - End	201,149	-----	-----	201,149	188,649	

Minimum Fund Balance Requirement of 10% of Exp 55,717 55,575

Parks <i>Fund 405</i>	2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020
Total Revenue	268,863	690,000	272,654	417,500	470,000	-31.88%
Taxes	0	0	0	0	0	0.00%
Other Revenue	268,863	690,000	272,654	417,500	470,000	-31.88%
Total Expense	0	690,000	6,006	170,000	470,000	-31.88%
Fund Balance - Begin	481,222	-----	-----	750,085	922,585	
Fund Balance - End	750,085	-----	-----	922,585	715,335	

Retiree <i>Fund 700</i>	2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020
Total Revenue	53,471	150,000	50,910	51,250	150,000	0.00%
Taxes	50,000	50,000	50,000	50,000	50,000	0.00%
Other Revenue	3,471	100,000	910	1,250	100,000	0.00%
Total Expense	48,098	150,000	10,898	10,898	150,000	0.00%
Fund Balance - Begin	132,318	-----	-----	137,690	178,042	
Fund Balance - End	137,690	-----	-----	178,042	79,542	

Utilities <i>Fund 600</i>	2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020
Total Revenue	2,973,699	3,356,250	1,166,148	3,616,250	3,911,000	16.53%
Taxes	0	0	0	0	0	0.00%
Other Revenue	2,973,699	3,356,250	1,166,148	3,616,250	3,911,000	16.53%
Total Expense	2,442,228	3,356,250	776,560	3,659,117	3,911,000	16.53%
Cash & Equivalent - Begin	3,619,672	-----	-----	4,140,623	3,686,256	
Cash & Equivalent - End	4,140,623	-----	-----	3,686,256	3,360,756	

Canine <i>Fund 800</i>	2019 Actual	2020 Budget	YTD 6/30/2020	2020 Projected	2021 Budget	% Change vs. 2020
Total Revenue	62,200	22,250	2,238	5,800	24,750	11.24%
Taxes	0	0	0	0	0	0.00%
Other Revenue	62,200	22,250	2,238	5,800	24,750	11.24%
Total Expense	13,203	22,250	1,907	5,800	24,750	11.24%
Fund Balance - Begin	0	-----	-----	48,997	45,497	
Fund Balance - End	48,997	-----	-----	45,497	38,997	



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, November 23, 2020

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action regarding proposed changes to the 2020 Budget presented by the Village Board members:

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Attached are the remaining changes deferred from the November 5, 2020 meeting. A summary for each is provided as follows:

1. Youth Center Fund (210) - The Youth Center has requested to continue to pay rent under the same terms as before. The budget includes this provision and later on in this agenda a lease extension is presented for consideration.
2. Stormwater Utility Fund (605) - The City of Fitchburg has taken action to fully fund the monitoring station as requested. The additional funding from the Village is not needed for this activity.

All other changes are incorporated into the final change summary included as part of the attachments for the ordinance adoption.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for consideration as requested by Village Board members.

ATTACHMENTS:

None





VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, November 23, 2020

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action on Ordinance 2020-23: an ordinance approving the budget for the year 2021 and establishing the 2020 payable in 2021 property tax levy for the Village of McFarland.

PREVIOUS ACTION:

June 29 & 30 - Retreat I

July 27 - Set 2021 Budget Review Process and Schedule

August 20 - Retreat II

September 28 - Draft 2021 Budget Transmittal to Village Board

October 8 - Review Meeting #1

October 12 - Review Meeting #2

October 15 - Review Meeting #3

October 20 - Public Utilities Committee Review

October 21 - Finance Committee Review

October 26 - Review Meeting #4

November 5 - Review Meeting #5

ISSUE SUMMARY:

Included within your packets is an ordinance to officially adopt the 2021 Budget following public hearing earlier in the meeting. This is the culmination of our work that began in July with the review beginning in September and final changes authorized in November. Each of the 15 funds that have been reviewed by the Village Board are included within the ordinance followed by a 16th section to summarize and establish the tax levy. The total levy for the Village in 2020 payable in 2021 is \$6,575,750 which is 3.29% higher than the previous year. Due to an increase in net new construction (i.e. growth factor) in Assessed Value, the Village tax rate is projected to decrease to approximately \$6.24 per \$1,000 of value which is a reduction of 26 cents or 3.93% from the prior year in which the rate was set at \$6.49. This is the lowest tax rate the Village has had since 2009 and marks the fourth consecutive year of decline.

FINANCIAL/BUDGET IMPACT:

The median home value as of January 1st increased from \$279,050 in 2019 to \$295,100 in 2020. A home owner with a median value of \$295,100 in 2020 would expect to see a tax bill 1.59% higher than the previous year for Village services or an increase of about \$28.85. While



the total tax levy went up, increases in overall value of the Village allows for it to be spread across a larger area and in turn keeps the tax rate down.

The Village is about a third of the total bill in addition to the property tax levy from the School District, Dane County, and Madison Area Technical College. A draft summary of the final levy totals will be provided at a later date once all levy reports are received from taxing jurisdictions.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

With review complete and no further comments/questions, Staff recommends adoption of Ordinance 2020-20 in order to approve the 2021 Budget.

ATTACHMENTS:

1. 2020-23 Ordinance to Adopt 2021 Budget
2. 11.19.2020 - 2021 Budget Review Changes FINAL
3. 11.19.2020 - 2021 Budget Village Board Changes FINAL

ORDINANCE #2020-23

AN ORDINANCE APPROVING THE BUDGETS AND APPROPRIATING FUNDS FOR THE GENERAL, COMMUNICATIONS/TECHNOLOGY, LIBRARY, YOUTH CENTER, DEBT SERVICE, TID #3, TID #4, TID #5, CAPITAL PROJECTS, PARKS, UTILITIES, STORMWATER UTILITY, SOLID WASTE, RETIREE, AND CANINE FUNDS FOR THE YEAR 2021 BUDGET AND ESTABLISHING THE 2020 PAYABLE IN 2021 PROPERTY TAX LEVY FOR THE VILLAGE OF MCFARLAND, WISCONSIN

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

SECTION 1. – There is hereby appropriated out of the receipts of the Village of McFarland for the year 2021, including monies received from the general property tax levy, to the various purposes specified in the General Fund (100) budget presented herewith for the purposes therein stated, the following amounts:

General Government	\$825,250
Public Safety	\$3,821,750
Public Works	\$1,045,500
Health and Social Services	\$285,250
Culture and Recreation	\$376,000
Conservation and Development	\$226,250
Other Financing Uses	<u>\$14,000</u>
Total All Expenses	\$6,594,000
Property Tax Levy	\$4,274,250
Fund Balance Applied	\$64,000
Other Revenue	<u>\$2,255,750</u>
Total All Revenues	\$6,594,000

SECTION 2. – There is hereby appropriated out of the receipts of the Communications and Technology Fund (200) of the Village of McFarland for the year 2021, to the various purposes specified in the budget presented herewith for the purposes therein stated, the following amounts:

Total All Expenses	\$188,000
Property Tax Levy	\$22,500
Fund Balance Applied	\$21,000
Other Revenue	<u>\$144,500</u>
Total All Revenues	\$188,000

SECTION 3. - There is hereby appropriated out of the receipts of the Library Fund (205) of the Village of McFarland for the year 2021, to the various purposes specified in the budget presented herewith for the purposes therein stated, the following amounts:

Total All Expenses	\$960,000
Property Tax Levy	\$626,250
Fund Balance Applied	\$0
Other Revenue	<u>\$333,750</u>
Total All Revenue	\$960,000

SECTION 4. – There is hereby appropriated out of the receipts of the Youth Center Fund (210) of the Village of McFarland for the year 2021, to the various purposes specified in the budget presented herewith for the purposes therein stated, the following amounts:

Total All Expenses	\$40,750
Property Tax Levy	\$25,000
Fund Balance Applied	\$750
Other Revenue	<u>\$15,000</u>
Total All Revenues	\$40,750

SECTION 5. – There is hereby appropriated out of the receipts of the Debt Service Fund (300) of the Village of McFarland for the year 2021, to the various purposes specified in the budget presented herewith for the purposes therein stated, the following amounts:

Total All Expenses	\$1,818,000
Property Tax Levy	\$1,503,000
Fund Balance Applied	\$65,000
Other Revenues	<u>\$250,000</u>
Total All Revenue	\$1,818,000

SECTION 6. – There is hereby appropriated out of the receipts of the Tax Incremental District #3 Fund (305) of the Village of McFarland for the year 2021, to the various purposes specified in the budget presented herewith for the purposes therein stated, the following amounts:

Total All Expenses	\$1,870,250
Property Tax Levy	\$0
Property Tax Increment	\$896,000
Fund Balance Applied	\$874,750
Other Revenue	<u>\$100,000</u>
Total All Revenues	\$1,870,250

SECTION 7. – There is hereby appropriated out of the receipts of the Tax Incremental District #4 Fund (310) of the Village of McFarland for the year 2021, to the various purposes specified in the budget presented herewith for the purposes therein stated, the following amounts:

Total All Expenses	\$153,500
Property Tax Levy	\$0
Property Tax Increment	\$94,500
Fund Balance Applied	\$0
Other Revenue	<u>\$59,000</u>
Total All Revenues	\$153,500

SECTION 8. – There is hereby appropriated out of the receipts of the Tax Incremental District #5 Fund (315) of the Village of McFarland for the year 2021, to the various purposes specified in the budget presented herewith for the purposes therein stated, the following amounts:

Total All Expenses	\$294,250
Property Tax Levy	\$0
Property Tax Increment	\$44,250
Fund Balance Applied	\$0
Other Revenue	<u>\$250,000</u>
Total All Revenues	\$340,680

SECTION 9. – There is hereby appropriated out of the receipts of the Capital Projects Fund (400) of the Village of McFarland for the year 2021, to the various purposes specified in the budget presented herewith for the purposes therein stated, the following amounts:

Total All Expenses	\$21,831,500
Property Tax Levy	\$0
Fund Balance Applied	\$376,750
New Borrowings (Note)	\$2,490,000
New Borrowings (Bond)	\$16,300,000
Other Revenues	<u>\$2,664,750</u>
Total All Revenues	\$21,831,500

SECTION 10. – There is hereby appropriated out of the receipts of the Parks Fund (405) of the Village of McFarland for the year 2021, to the various purposes specified in the budget presented herewith for the purposes therein stated, the following amounts:

Total All Expenses	\$449,750
Property Tax Levy	\$0
Fund Balance Applied	\$187,000
Other Revenue	<u>\$262,750</u>
Total All Revenues	\$449,750

SECTION 11. – There is hereby appropriated out of the receipts of the Utilities Fund (600) of the Village of McFarland for the year 2021, to the various purposes specified in the budget presented herewith for the purposes therein stated, the following amounts:

Sewer Service	\$2,364,750
Water Service	<u>\$1,640,750</u>
Total All Expenses	\$4,005,500
Special Assessments	\$140,000
Public Charges for Services	\$1,353,750
Miscellaneous	\$10,250
Other Financing Sources	<u>\$860,750</u>
Total Sewer Revenue	\$2,364,750
Special Assessments	\$115,000
Public Charges for Services	\$1,190,000
Miscellaneous	\$10,250
Other Financing Sources	<u>\$325,500</u>
Total Water Revenue	\$1,640,750
Total All Revenues	\$4,005,500

SECTION 12. – There is hereby appropriated out of the receipts of the Utilities Fund (605) of the Village of McFarland for the year 2021, to the various purposes specified in the budget presented herewith for the purposes therein stated, the following amounts:

Total All Expenses	\$807,250
Special Assessments	\$18,000
Licenses and Permits	\$27,750
Public Charges for Services	\$569,250
Miscellaneous	\$5,500
Other Financing Sources	<u>\$186,750</u>
Total All Revenues	\$807,250

SECTION 13. – There is hereby appropriated out of the receipts of the Solid Waste Fund (610) of the Village of McFarland for the year 2021, to the various purposes specified in the budget presented herewith for the purposes therein stated, the following amounts:

Total All Expenses	\$566,750
Property Tax Levy	\$74,750
User Charge (\$144.60 per Res. Parcel)	\$450,250
Fund Balance Applied	\$18,000
Other Revenue	<u>\$23,750</u>
Total All Revenues	\$566,750

SECTION 14. – There is hereby appropriated out of the receipts of the Retiree Fund (700) of the Village of McFarland for the year 2021, to the various purposes specified in the budget presented herewith for the purposes therein stated, the following amounts:

Total All Expenses	\$150,000
Property Tax Levy	\$50,000
Fund Balance Applied	\$98,500
Other Revenue	<u>\$1,500</u>
Total All Revenues	\$150,000

SECTION 15. – There is hereby appropriated out of the receipts of the Canine Fund (800) of the Village of McFarland for the year 2021, to the various purposes specified in the budget presented herewith for the purposes therein stated, the following amounts:

Total All Expenses	\$24,750
Property Tax Levy	\$0
Fund Balance Applied	\$6,500
Other Revenue	<u>\$18,250</u>
Total All Revenues	\$22,250

SECTION 16. – There is hereby levied a tax of \$6,366,250 upon all taxable property in the Village of McFarland as returned by the Assessor as of January 1, 2019 for the uses and purposes set forth in the 2020 Budget as follows:

General Fund (100)	\$4,274,250
Communications/Technology Fund (200)	\$22,500
Library Fund (205)	\$626,250
Youth Center Fund (210)	\$25,000
Debt Service Fund (300)	\$1,503,000
Tax Increment District #3 Fund (305)	\$0
Tax Increment District #4 Fund (310)	\$0
Tax Increment District #5 Fund (315)	\$0
Capital Projects Fund (400)	\$0
Parks Fund (405)	\$0
Utilities Fund (600)	\$0
Stormwater Utility Fund (605)	\$0
Solid Waste Fund (610)	\$74,750
Retiree Fund (700)	\$50,000
Canine Fund (800)	\$0
Total 2019 Tax Levy Payable 2020	\$6,575,750

SECTION 17. – The Village Clerk/Treasurer is hereby authorized and directed to spread the said tax upon the current tax roll of the Village of McFarland, Wisconsin.

SECTION 18. – This ordinance shall be in force and effect from and after its adoption.

The above and foregoing ordinance was duly adopted at a regular meeting of the McFarland Village Board on the 25th day of November, 2019.

APPROVED:

Brad Czebotar, Village President

ATTEST:

Cassandra Suettinger, Village Clerk/Treasurer

Ordinance #2020-23

MOTION

SECOND

ACTION

DATE

Adopted

Referred

Tabled

Withdrawn

Defeated

Published

INDIVIDUAL VOTING RECORD

Brassington

Kryzenske

Clow

Rupert

Czebotar

Utter

Flaherty

VOTING RESULTS

Motion Carried:

Motion Defeated:

2021 Budget Changes Since Distribution

Administrative and Village Board Changes

Change Date	Change Number	Fund	Name	Type	Page	Dept	Line Item Description	Line Item Number	Old	New	Rev & (Exp)	New Levy Increase or (Decrease)	Change from Draft	New Rate
10/02/2020	1	100	General	Rev	50	Inter Rev	State - Highway Aid	43530-000	311,500	361,750	50,250	(50,250)	-0.76%	(0.05)
10/02/2020	2	200	CT	Rev	90	Inter Rev	State - Cable Franchise Aid	43515-000	10,000	20,000	10,000	(60,250)	-0.91%	(0.06)
11/05/2020	1	100	General	Exp	70	Police	Miscellaneous	52100-390	1,500	1,250	250	(60,500)	-0.91%	(0.06)
11/05/2020	2	100	General	Exp	70	Police	Programming	52100-391	6,000	11,000	(5,000)	(55,500)	-0.84%	(0.05)
10/02/2020	3	100	General	Exp	72	Fire and Rescue	Health Insurance	52200-130	110,500	125,750	(15,250)	(40,250)	-0.61%	(0.04)
11/05/2020	3	100	General	Exp	74	Comm Devel	Salaries	52400-110	92,500	67,250	25,250	(65,500)	-0.99%	(0.06)
11/05/2020	3	100	General	Exp	74	Comm Devel	Part-Time	52400-120	2,750	11,750	(9,000)	(56,500)	-0.85%	(0.05)
11/05/2020	3	100	General	Exp	74	Comm Devel	Health Insurance	52400-130	20,750	13,750	7,000	(63,500)	-0.96%	(0.06)
11/05/2020	3	100	General	Exp	74	Comm Devel	Retirement	52400-131	6,500	4,750	1,750	(65,250)	-0.99%	(0.06)
11/05/2020	3	100	General	Exp	74	Comm Devel	Social Security/Medicare	52400-132	7,500	6,250	1,250	(66,500)	-1.01%	(0.06)
11/05/2020	3	100	General	Exp	74	Comm Devel	Wage Adjustment	52400-140	2,250	2,000	250	(66,750)	-1.01%	(0.06)
11/05/2020	4	100	General	Exp	76	Emerg. Mgmt.	Part-Time	52500-120	0	7,000	(7,000)	(59,750)	-0.90%	(0.06)
11/05/2020	4	100	General	Exp	76	Emerg. Mgmt.	Social Security/Medicare	52500-132	0	500	(500)	(59,250)	-0.90%	(0.06)
11/05/2020	4	100	General	Exp	76	Emerg. Mgmt.	Communication	52500-221	0	500	(500)	(58,750)	-0.89%	(0.06)
11/05/2020	4	100	General	Exp	76	Emerg. Mgmt.	Meeting Expenses	52500-330	0	250	(250)	(58,500)	-0.88%	(0.06)
11/05/2020	4	100	General	Exp	76	Emerg. Mgmt.	Training Expenses	52500-331	0	500	(500)	(58,000)	-0.88%	(0.05)
11/05/2020	4	100	General	Exp	76	Emerg. Mgmt.	Operating Supplies	52500-340	0	1,000	(1,000)	(57,000)	-0.86%	(0.05)
11/05/2020	5	100	General	Exp	83	Parks	Support Services	55200-210	45,000	47,000	(2,000)	(55,000)	-0.83%	(0.05)
10/26/2020	1	205	Library	Exp	104	Library	Health Insurance	55110-130	91,500	107,000	(15,500)	(39,500)	-0.60%	(0.04)
											39,500	6,575,750	-0.60%	6.24

2021 Budget Changes Since Distribution

Notes Regarding Administrative and Village Board Changes

Changes made October 2, 2020:

- 1 The State released the final payment information for General Transportation Aid in 2021 around October 1st. The Village realized a higher than expected share of these funds due in part to consistent local road investment, annexations, and county highway jurisdictional transfers.
- 2 The State released the final payment information for the Video Service Provider Aid in 2021 on October 2nd. The Village realized a higher than expected share of these funds based on the 2019 estimated gross receipts from video service providers.
- 3 The month of October is also Open Enrollment for Health Insurance through the State. As a result of this there are fluctuating costs as employees make decisions about their coverage. These changes will vary from Department to Department.

Changes made October 26, 2020:

- 1 Change in Health Insurance costs as a result of employee electives during Open Enrollment.

Changes made November 5, 2020:

- 1 Authorized change from the Village Board review to lower miscellaneous expenses.
- 2 Authorized change from the Village Board to add funds to the Police Department budget for additional training and community outreach for diversity, equity, and inclusion initiatives.
- 3 Authorized change from the Village Board to remove funding for the proposed position of Associate Planner and add funding for Planning Intern.
- 4 Authorized change from the Village Board to add funding for Emergency Management part-time position and supporting costs.
- 5 Authorized change from the Village Board to add funding for support services within the Parks Department budget to cover costs for weed pickup in and around Lake Waubesa.

2021 Budget Changes Since Distribution

Original Submitted Budget Summary - September 28, 2020

	2020 Budget	2021 Budget	Difference vs. 2020	% Change vs. 2020
TOTAL ASSESSED VALUATION	1,023,417,995	1,105,320,549	81,902,554	8.00%
TID INCREMENT ASSESSED VALUATION	42,530,496	50,568,129	8,037,632	18.90%
ASSESSED VALUATION MINUS TID INCREMENT	980,887,499	1,054,752,420	73,864,922	7.53%
MUNICIPAL PROPERTY TAX LEVY	6,366,250	6,615,250	249,000	3.91%
MUNICIPAL TAX RATE	6.49	6.27	(0.22)	-3.37%

1/1/2019 Median Home Value \$ 279,050 \$ 1,811.12

1/1/2020 Median Home Value \$ 295,100 \$ 1,850.82 \$ 39.71

5.75% 2.19%

Amended Budget Summary following Village Board Review

	2020 Budget	2021 Budget	Change vs. 2020	% Change vs. 2020
TOTAL ASSESSED VALUATION	1,023,417,995	1,105,206,249	81,788,254	7.99%
TID INCREMENT ASSESSED VALUATION	42,530,496	50,562,900	8,032,403	18.89%
ASSESSED VALUATION MINUS TID INCREMENT	980,887,499	1,054,643,349	73,755,851	7.52%
MUNICIPAL PROPERTY TAX LEVY	6,366,250	6,575,750	209,500	3.29%
MUNICIPAL TAX RATE	6.49	6.24	-0.26	-3.93%

1/1/2019 Median Home Value \$ 279,050 \$ 1,811.12

1/1/2020 Median Home Value \$ 295,100 \$ 1,839.96 \$ 28.85

5.75% 1.59%

*** Final Statement of Assessment released by WisDOR on October 23, 2020 which now adds the final total for Manufacturing values to the value already set by the Village BOR. Staff's estimate in September was \$114,300 higher than the actual which does not equate to a material change in the tax rate.***

2021 Budget Changes Since Distribution

Other Funds (Non-Tax Levy)

Tax Increment District #4 Fund (310)

Change Date	Change Number	Fund	Name	Type	Page	Dept	Line Item Description	Line Item Number	Old	New	Rev & (Exp)	Change Increase or (Decrease)
11/05/2020	1	310	TID #4	Rev Rev Rev	137	Other	Transfers from Other Funds	49200-000	302,000	102,000	(200,000)	200,000
11/05/2020	1	310	TID #4	Exp Exp Exp	140	Operations	Streets - Construction	56700-821	200,000	0	200,000	0
											0	0

Notes Regarding Changes

Changes made November 5, 2020:

- 1 Authorized change from the Village Board to remove funding to construct a public parking lot on Milwaukee Street.

2021 Budget Changes Since Distribution

Other Funds (Non-Tax Levy) CONTINUED

Capital Projects Fund (400)

Change Date	Change Number	Fund	Name	Type	Page	Dept	Line Item Description	Line Item Number	Old	New	Rev & (Exp)	Change Increase or (Decrease)
11/05/2020	1 - 4	400	Capital	Rev	158	Other	Borrowing Proceeds	49100-000	18,900,000	18,790,000	(110,000)	110,000
11/05/2020	4	400	Capital	Rev	158	Other	Transfer - TID	49230-000	125,000	50,000	(75,000)	185,000
11/05/2020	1	400	Capital	Exp	163	Comm Tech	Equipment	57150-811-101	10,000	0	10,000	175,000
11/05/2020	2	400	Capital	Exp	164	Police	Equipment - Acquisition	57210-811-101	5,500	0	5,500	169,500
11/05/2020	2	400	Capital	Exp	164	Police	Equipment - Other	57210-811-108	30,000	23,500	6,500	163,000
11/05/2020	2	400	Capital	Exp	164	Police	Technology	57210-813-101	38,000	0	38,000	125,000
11/05/2020	3	400	Capital	Exp	166	Fire and Resuce	Equipment - Fire	57220-811-103	23,750	0	23,750	101,250
11/05/2020	3	400	Capital	Exp	166	Fire and Resuce	Equipment - EMS	57220-811-104	1,250	0	1,250	100,000
11/05/2020	4	400	Capital	Exp	176	Comm Devel	Consultant Services	57700-211	225,000	125,000	100,000	0
											0	0

Notes Regarding Changes

Changes made November 5, 2020:

- 1 Authorized change from the Village Board to remove funding for the hearing loop installation within meeting rooms. This resulted in a reduction in borrowing by \$10,000.
- 2 Authorized change from the Village Board to remove capital funding for Police equipment and technology, and to fund these purchases with unspent proceeds from 2020. This resulted in a reduction in borrowing by \$50,000.
- 3 Authorized change from the Village Board to remove capital funding for Fire and Rescue equipment, and to fund these purchases with unspent proceeds from 2020. This resulted in a reduction in borrowing by \$25,000.
- 4 Authorized change from the Village Board to remove funding for the affordable housing study(-\$25,000), TID #3 overlay study (-\$25,000), TID #4 downtown play and overlay study (-\$50,000), and zoning code rewrite (-\$75,000). Funding was also retained for the sustainability plan (\$25,000) and East Side Neighborhood Growth/Comprehensive Plan update (\$50,000). Finally, funding was added to complete a comprehensive economic development plan for the Village (\$50,000). This resulted in a reduction in transfer from the TIDs by \$75,000 and a reduction of the borrowing by \$25,000.

2021 Budget Changes Since Distribution

Other Funds (Non-Tax Levy) CONTINUED

Parks Fund (405)

Change Date	Change Number	Fund	Name	Type	Page	Dept	Line Item Description	Line Item Number	Old	New	Rev & (Exp)	Change Increase or (Decrease)
10/26/2020	1	405	Parks	Rev Rev Rev	182	Parks Impr	Fund Balance Applied	49300-000	207,250	187,000	(20,250)	20,250
10/26/2020	1	405	Parks	Exp Exp Exp	185	Parks Impr	Ridgeview Tot Lot	57620-827-115	30,000	9,750	20,250	0
											0	0

Notes Regarding Changes

Changes made October 26, 2020:

- 1 At its meeting on October 26th, the Village Board accepted the grant for new Playground Equipment at Ridgeview Totlot. The expense for this was originally included in the 2020 Budget to pursue and initially there was the possibility this would be deferred to 2021 upon award. The grant was awarded though in 2020 with payment required before year end. The remaining costs associated with the project in 2021 are for installation.

2021 Budget Changes Since Distribution

Utilities Fund (600)

Change Date	Change Number	Fund	Name	Type	Page	Dept	Line Item Description	Line Item Number	Old	New	Rev & (Exp)	Change Increase or (Decrease)
11/02/2020	1	600	Utilities	Rev	191	Sewer	Fund Balance Applied	49325-000	0	94,500	94,500	(94,500)
10/20/2020	1	600	Utilities	Rev	192	Water	Residential Use Charges	46450-101	665,000	582,500	(82,500)	(12,000)
10/20/2020	1	600	Utilities	Rev	192	Water	Commercial Use Charges	46450-102	75,750	66,500	(9,250)	(2,750)
10/20/2020	1	600	Utilities	Rev	192	Water	Multi-Family Use Charges	46450-103	49,250	43,500	(5,750)	3,000
10/20/2020	1	600	Utilities	Rev	192	Water	Public Authority	46450-104	20,250	17,750	(2,500)	5,500
10/20/2020	1	600	Utilities	Rev	192	Water	Fund Balance Applied	49350-000	233,500	325,500	92,000	(86,500)
10/20/2020	2	600	Utilities	Exp	196	Sewer	Miscellaneous	53612-390	20,000	15,000	5,000	(91,500)
10/20/2020	2	600	Utilities	Exp	196	Sewer	Facility Reserve	53614-590	30,500	35,500	(5,000)	(86,500)
11/02/2020	1	600	Utilities	Exp	197	Sewer	Support Services	53615-210	760,500	855,000	(94,500)	8,000
10/20/2020	3	600	Utilities	Exp	200	Water	Miscellaneous	53712-390	40,000	30,000	10,000	(2,000)
10/20/2020	3	600	Utilities	Exp	200	Water	Programming	53712-391	500	2,500	(2,000)	0
											0	0

Notes Regarding Changes

Changes made October 20, 2020:

- 1 The Water Rate Case will not likely be effective until the middle of 2021. The Committee directed to show a half year's worth of revenue gain via a rate adjustment with the remainder offset by reserves.
- 2 + 3 The Committee opted to lower miscellaneous (contingency) lines within both Sewer and Water while taking some of that money and reapplying it to other expense line items. In Sewer, this was applied towards reserves and in Water a portion of this was applied to programming.

Changes made November 2, 2020:

- 1 Madison Metropolitan Sewerage District released its estimated costs per municipality on or around November 2nd this year. The budget had previously forecasted a roughly 5% increase based on feedback from District Staff earlier in the budget development process. The actual increase amounted to almost 11% which is substantially more than we had forecasted with the rate increase earlier in the year. The Committee has already reviewed the need for a rate increase at year end 2020 and deferred further rate increase discussion to next Summer prior to preparations for the 2022 Budget. Offsets in costs will have to come from over realized revenues, under realized expenses, and for now balanced through reserves.

2021 Budget Changes Since Distribution

Other Funds (Non-Tax Levy) CONTINUED

Stormwater Utility Fund (605)

Solid Waste Fund (610)

Change Date	Change Number	Fund	Name	Type	Page	Dept	Line Item Description	Line Item Number	Old	New	Rev & (Exp)	Change Increase or (Decrease)
11/05/2020	1	605	STW	Rev	207	Public Charges	STW Unit Charge	46320-000	563,250	566,750	3,500	(3,500)
11/05/2020	1	610	SW	Rev	218	Public Charges	Refuse/Recycling Charge	46420-000	444,750	450,250	5,500	(9,000)
11/05/2020	1	610	SW	Rev	218	Other	Fund Balances Applied	49300-000	12,500	18,000	5,500	(14,500)
11/05/2020	1	605	STW	Exp	210	Stormwater	Yard Waste Collection	53440-214	47,500	51,000	(3,500)	(11,000)
11/05/2020	1	610	SW	Exp	221	Solid Waste	Yard Waste Collection	53620-214	40,000	51,000	(11,000)	0
											0	0

Notes Regarding Changes

Changes made November 5, 2020:

- 1 Authorized change from the Village Board to increase funding for the yard waste services to better align with expected contractual costs. Revenues were adjusted based on assumptions for collection in order to balance the budget.

2021 Budget - Village Board Changes Review

i. General - Fund 100

Item	Elected Official	Fund	Name	Type	Page	Dept	Line Item Descp.	Line Item Number	Old	New	Describe Question and/or Nature of the Change Requested	Offsetting Changes to Rev/Exp to Account for Change
1	CC	100	General	Exp	60	Administrator	Operating Supplies	51410-340	\$ 5,000	\$ 500	We have a lot going on in 2021, public art should not be the focus. This needs to be part of a larger project and likely not the responsibility of the Administrator.	Not approved.
2	BC	100	General	Exp	70	Police	Miscellaneous	52100-390	\$ 1,500	\$ 1,250	Base reduction on 2020 Budget with slight increase.	Reduces tax levy by \$250.
3	SB	100	General	Exp	70	Police	Programming	52100-391	\$ 6,000	\$ 11,000	Training and community outreach for DEI initiatives.	Increases tax levy by \$5,000.
4	BC	100	General	Exp	74	Comm Devel	Salaries and Benefits	52400-110, 130-140	\$ 129,750	\$ 104,750	Hire an intern rather than a FT planner.	Decreases tax levy by \$26,500.
5	CC	100	General	Exp	76	Emerg. Mgmt	All Lines	52500-120 thru 340	\$ -	\$ 9,750	Retain the possibility of this position in the budget until a formal decision is made about how to retain this function in village government.	Increases tax levy by \$9,750.
6	CC	100	General	Exp	83	Parks	Support Services	55200-210	\$ 45,000	\$ 47,000	Weed pickup, organized by Lake Waubesa.	Increases tax levy by \$2,000.
7	BC	100, General, 200, C/T, 205 Library	General, C/T, Library	Exp	Multiple	Multiple	Wages and Benefits	Multiple	\$ 5,351,250	\$ 5,327,250	Reduce wage adjustment from 2% to 1%. With structural adjustment, grid step adjustment, merit adjustment; employees projected to receive an average wage increase in 2021 of 3.4 to 3.6% including the proposed 1% across the board adjustment.	Not approved.

2021 Budget - Village Board Changes Review

ii. Youth Center - Fund 210

Item	Elected Official	Fund	Name	Type	Page	Dept	Line Item Descp.	Line Item Number	Old	New	Describe Question and/or Nature of the Change Requested	Offsetting Changes to Rev/Exp to Account for Change
1	BC	210	Youth Center	Rev	111	Misc. Rev.	Rent - Property	48200-106	\$ 15,000	\$ -	Reduce rent from \$15,000 to \$1.00. End rent collection and payment return.	Requested to continue to pay rent.
1	BC	210	Youth Center	Exp	113	Youth Center	Community Groups	55300-720	\$ 40,250	\$ 25,250	Corresponding reduction from loss of rental income not having to be returned.	Requested to continue to pay rent.
2	BC	210	Youth Center	Exp	113	Youth Center	Community Groups	55300-720	\$25,250	\$20,250	Reduce contribution by \$5,000 to approximate school district contribution.	Not approved.

ii. Tax Increment District #4 - Fund 310

Item	Elected Official	Fund	Name	Type	Page	Dept	Line Item Descp.	Line Item Number	Old	New	Describe Question and/or Nature of the Change Requested	Offsetting Changes to Rev/Exp to Account for Change
1	CC	310	TID #4	Exp	140	Operations	Streets - Construction	56700-821	\$ 200,000	\$ -	No parking lot is needed on this site at this time. Hold for future planning.	Decreases transfer in from TID #3 by \$200,000.

2021 Budget - Village Board Changes Review

iv. Capital Projects - Fund 400

Item	Elected Official	Fund	Name	Type	Page	Dept	Line Item Descp.	Line Item Number	Old	New	Describe Question and/or Nature of the Change Requested	Offsetting Changes to Rev/Exp to Account for Change
1	CC	400	Capital	Exp	163	Comm Tech	Equipment	57150-811-101	\$ 10,000	\$ -	Hearing loop and carpet replacement should be deferred due to COVID and 2021 decisions regarding the community center.	Reduces borrowing by \$10,000.
2	BC	400	Capital	Exp	164	Police	Equipment - Acquisition	57210-811-101	\$ 5,500	\$ -	Use monies from this year's budget to purchase items rather than borrow monies.	Reduces borrowing by \$5,500.
2	BC	400	Capital	Exp	164	Police	Equipment - Other	57210-811-108	\$ 30,000	\$ 23,500	Use monies from this year's budget to purchase items rather than borrow monies.	Reduces borrowing by \$6,500.
2	BC	400	Capital	Exp	164	Police	Technology	57210-813-101	\$ 38,000	\$ -	Use monies from this year's budget to purchase items rather than borrow monies.	Reduces borrowing by \$38,000.
3	BC	400	Capital	Exp	166	Fire and Rescue	Equipment - Fire	57220-811-103	\$ 23,750	\$ -	Use monies from this year's budget to purchase items rather than borrow monies.	Reduces borrowing by \$23,750.
3	BC	400	Capital	Exp	166	Fire and Rescue	Equipment - EMS	57220-811-104	\$ 1,250	\$ -	Use monies from this year's budget to purchase items rather than borrow monies.	Reduces borrowing by \$1,250.
4	MF	400	Capital	Exp	166	Fire and Rescue	Vehicle - Heavy Duty	57220-812-103	\$ 1,405,000	\$ -	Delay borrowing for the \$1.4 million fire truck for two years, or the year after bonding is approved for the new public safety building.	Not approved.
5	CC, EK	400	Capital	Exp	169	Public Works	Technology	57310-813-101	\$ 55,000	\$ 130,000	Software for mapping/inventorying utility infrastructure (CC); Request is to purchase asset management software (EK).	Not approved.

2021 Budget - Village Board Changes Review

iv. Capital Projects - Fund 400 (CONTINUED)

Item	Elected Official	Fund	Name	Type	Page	Dept	Line Item Descp.	Line Item Number	Old	New	Describe Question and/or Nature of the Change Requested	Offsetting Changes to Rev/Exp to Account for Change
6	CC	400	Capital	Exp	171	Senior Outreach	Technology	57500-813-101	\$ -	\$ 750	Ipad and cell service from US Cellular to serve clients (or in operating).	To be paid for through 2020 proceeds.
7	BC, CC	400	Capital	Exp	176	Comm Devel	Consultant Services	57700-211	\$ 225,000	\$ 175,000	Reduce by \$50,000 for 2021 TID #4 Downtown Plan (BC); Remove update downtown redevelopment plan (CC).	Reduces TID contribution by \$50,000.
7	CC	400	Capital	Exp	176	Comm Devel	Consultant Services	57700-211	\$ 175,000	\$ 125,000	KEEP East side growth plan update; ADD comprehensive economic development plan for the Village; REMOVE TID #3 study, affordable housing study, zoning code revision.	Reduces TID contribution by \$25,000 and borrowing by \$25,000.

v. Stormwater Utility - Fund 605

Item	Elected Official	Fund	Name	Type	Page	Dept	Line Item Descp.	Line Item Number	Old	New	Describe Question and/or Nature of the Change Requested	Offsetting Changes to Rev/Exp to Account for Change
1	CC, EK	605	Storm Water	Exp	210	Stormwater Service	Support Services	53440-210	\$ 35,000	\$ 37,000	Contribution to ongoing monitoring at Swan Creek (CC); Request is to conate \$2,000 for the Swan Creek Monitoring Station (EK).	Funding goal met elsewhere, requested for removal.
2	CC	605	Storm Water	Exp	210	Stormwater Service	Yard Waste Collection	53440-214	\$ 47,500	\$ 51,000	Increasing budgeted amounts to align with estimated contractual costs.	Increases expenses within the stormwater service by \$3,500.
2	CC	610	Solid Waste	Exp	221	Solid Waste Service	Yard Waste Collection	53620-214	\$ 40,000	\$ 51,000	Increasing budgeted amounts to align with estimated contractual costs.	Increases expenses within the stormwater service by \$11,000.

Amended Budget Summary following Administrative Changes

As of Administrative Change Sheet Dated October 26, 2020

	2020 Budget	2021 Budget	Difference vs. 2020	% Change vs. 2020
TOTAL ASSESSED VALUATION	1,023,417,995	1,105,206,249	81,788,254	7.99%
TID INCREMENT ASSESSED VALUATION	42,530,496	50,562,900	8,032,403	18.89%
ASSESSED VALUATION MINUS TID INCREMENT	980,887,499	1,054,643,349	73,755,851	7.52%
MUNICIPAL PROPERTY TAX LEVY	6,366,250	6,585,750	219,500	3.45%
MUNICIPAL TAX RATE	6.49	6.24	-0.25	-3.79%

1/1/2019 Median Home Value \$ 279,050 \$ 1,811.12

1/1/2020 Median Home Value \$ 295,100 \$ 1,842.76 \$ 31.64

5.75% 1.75%

Amended Budget Summary following Village Board Changes

As of Village Board Change Sheet Submitted on November 5, 2020

	2020 Budget	2021 Budget	Change vs. 2020	% Change vs. 2020
TOTAL ASSESSED VALUATION	1,023,417,995	1,105,206,249	81,788,254	7.99%
TID INCREMENT ASSESSED VALUATION	42,530,496	50,562,900	8,032,403	18.89%
ASSESSED VALUATION MINUS TID INCREMENT	980,887,499	1,054,643,349	73,755,851	7.52%
MUNICIPAL PROPERTY TAX LEVY	6,366,250	6,575,750	209,500	3.29%
MUNICIPAL TAX RATE	6.49	6.24	-0.26	-3.93%

1/1/2019 Median Home Value \$ 279,050 \$ 1,811.12

1/1/2020 Median Home Value \$ 295,100 \$ 1,839.96 \$ 28.85

5.75% 1.59%

Requested Changes Effect on Borrowed Money:

Increases	0
(Decreases)	(110,000)
Inc or Dec in Borrowing	(110,000)

Bond	16,300,000
Note	2,490,000
New Est. Borrowing	18,790,000

Requested Changes Effect on Property Tax Levy:

Increases	16,750
Decreases	(26,750)
New Levy Increase or (Decrease)	(10,000)



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, November 23, 2020

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action regarding confirmation of Village President appointments to the Diversity, Equity, and Inclusion Subcommittee.

PREVIOUS ACTION:

The Village Board took action at its meeting on September 14, 2020 to adopt Resolution #2020-19 to create the Diversity, Equity, and Inclusion Subcommittee. This resolution is included in the packet for reference.

At its meeting on November 9, 2020 the board amended this resolution to include a Village Trustee on the Subcommittee.

ISSUE SUMMARY:

The Village President has appointed Bridget Bell, Carrie Nelson, Dave Pagenkopf, Hilary Brandt, Laetitia Hollard, Mona Nelson, Monica Bruce, Patrick Miles, Sean Chislom, and Stephanie Brassington (Village Trustee) to the Diversity, Equity, and Inclusion Subcommittee. Additionally, the Village President has selected Patrick Miles as Chair for the Subcommittee with Carrie Nelson as Vice-Chair. This will require the confirmation by the Village Board through an affirmative vote.

Once the appointments are confirmed, we will work with the members to find an agreeable date to hold their first meeting in November.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Ten appointments from the Village President presented for action by the Village Board to confirm their inclusion on the subcommittee.



ATTACHMENTS:

1. Patrick Miles CHAIR
2. Carrie Nelson VICE CHAIR
3. Bridget Bell
4. Dave Pagenkopf
5. Hilary Brandt
6. Laetitia Hollard
7. Mona Nelson
8. Monica Bruce
9. Sean Chislom
10. 2020-19 To Create a Special Committee to Advance Racial Equity, Social Justice, Diversity, and Inclusion in the Village of McFarland

From: [Tanya O'Malley](#)
To: [Matt Schuenke](#)
Subject: FW: Application to serve on the diversity, equity and inclusion committee
Date: Thursday, October 22, 2020 8:08:35 AM
Attachments: [image001.png](#)

Tanya O'Malley, WCPC
Deputy Clerk
Village of McFarland
5915 Milwaukee Street
McFarland, WI 53558
608.838.3153



From: Patrick Miles <nisei5@gmail.com>
Sent: Thursday, October 1, 2020 6:21 PM
To: Admin <Village.Administration@mcfarland.wi.us>
Subject: Application to serve on the diversity, equity and inclusion committee

Hello,

I'm writing as an interested resident (thus the email from my personal email rather than my County Board email) in the diversity, equity and inclusion committee. I see the Village Board authorized the creation of the committee at its meeting on September 14th. I would like to serve on this committee. I bring the perspective of a bi-racial person raised by an immigrant mother. Also, I have been through multicultural literacy workshops and have been active in the County Board's efforts to address racial disparity concerns throughout county government.

For your information as a meeting day is considered, my most flexible days are Tuesdays, Wednesdays, and the 2nd and 4th Thursdays. However, from mid-October through mid-November my calendar fills up until we adopt the budget.

Thank you for your consideration.

Regards,
Patrick

Patrick Miles
5410 North Pass

McFarland, WI 53558

M: [\(608\) 206-6462](tel:(608)206-6462)

E: nisei5@gmail.com

From: [Tanya O'Malley](#)
To: [Matt Schuenke](#)
Subject: FW: Volunteering for new Village DEI Subcommittee
Date: Thursday, October 22, 2020 8:07:15 AM
Attachments: [image001.png](#)

Tanya O'Malley, WCPC
Deputy Clerk
Village of McFarland
5915 Milwaukee Street
McFarland, WI 53558
608.838.3153



From: Carrie Nelson <carrieanne.nelson@gmail.com>
Sent: Wednesday, September 23, 2020 12:46 PM
To: Admin <Village.Administration@mcfarland.wi.us>; Brad Czebotar <Brad.Czebotar@mcfarland.wi.us>
Cc: laetitia hollard <laetitia.hollard31@gmail.com>; mona.nelson@rocketmail.com
Subject: Volunteering for new Village DEI Subcommittee

Hi Brad and Matt.

I'd like to volunteer for the new Village DEI Subcommittee. I've become very invested in this work over the last few months and have made many connections with other McFarlanders that will help me be an effective voice on this subcommittee.

I've participated in numerous short and long-term committees including many as part of my job at the UW-Madison Libraries, some university governance groups, and as a church trustee. I'll bring everything I've learned from those experiences about being a constructive and supportive team member to this subcommittee.

I also serve on an active equity and diversity committee for the university libraries which has provided me training and context that can inform my contributions.

I hope I'll have the opportunity to work with you both on this important effort. Please let me know if you need any additional information.

Best wishes,
Carrie

Carrie Nelson
5211 North Autumn Lane
608-354-8508
carrieanne.nelson@gmail.com

From: [Tanya O'Malley](#)
To: [Matt Schuenke](#)
Subject: FW: Diversity and Inclusion Group in McFarland
Date: Thursday, October 22, 2020 8:07:40 AM
Attachments: [image001.png](#)

Tanya O'Malley, WCPC
Deputy Clerk
Village of McFarland
5915 Milwaukee Street
McFarland, WI 53558
608.838.3153



From: Matt Schuenke <Matt.Schuenke@mcfarland.wi.us>
Sent: Thursday, September 24, 2020 9:52 AM
To: Bridget Bell <bridget.bell@nordicwi.com>
Cc: Brad Czebotar <Brad.Czebotar@mcfarland.wi.us>; Cassandra Suettinger <Cassandra.Suettinger@mcfarland.wi.us>; Tanya O'Malley <tanya.omalley@mcfarland.wi.us>
Subject: RE: Diversity and Inclusion Group in McFarland

Bridget,

We are in receipt of your request to serve on the Diversity, Equity, and Inclusion Subcommittee. Thank you for your interest and desire to want to serve on this Committee. Staff is in the process of marketing this new Subcommittee to the Community to gauge additional interest from residents wishing to also serve. We hope to release this information in the near future to begin that process. Once that has been released and you wanted to submit additional information as part of your request to be on the Committee, you are certainly free to do so. In the meantime, Administration Staff will hold your application on file to be considered by the Village President for appointment likely next month.

Please let me know if you have any additional questions.

Thanks,
Matt

From: Brad Czebotar <Brad.Czebotar@mcfarland.wi.us>
Sent: Thursday, September 24, 2020 9:44 AM

To: Matt Schuenke <Matt.Schuenke@mcfarland.wi.us>
Subject: Fw: Diversity and Inclusion Group in McFarland

From: Bridget Bell <bridgetb82@gmail.com>
Sent: Monday, September 21, 2020 7:08 PM
To: Brad Czebotar <Brad.Czebotar@mcfarland.wi.us>
Subject: Diversity and Inclusion Group in McFarland

Good evening Brad,
I hope this email finds you well. I learned from a community member that McFarland is working to establish a Diversity and Inclusion group. I would like to express my interest in joining this group.

I am currently serving on a couple similar groups within my employer.

I am a Portuguese (Latina, but not Hispanic), gay woman residing here in McFarland.

I am passionate about improving our community for ALL, in aiding to establish what being an ally means in the community, and in working toward better identification of our biases, and in working toward less division and more unity.

Please let me know if I can provide more information, or if you would like to connect.

Thank you for your consideration.

Best,
Bridget Bell
5608 N Peninsula Way
McFarland, WI 53558

From: [Tanya O'Malley](#)
To: [Matt Schuenke](#)
Subject: FW: DEI Subcommittee application
Date: Thursday, October 22, 2020 8:09:06 AM
Attachments: [image001.png](#)

Tanya O'Malley, WCPC
Deputy Clerk
Village of McFarland
5915 Milwaukee Street
McFarland, WI 53558
608.838.3153



From: Dave Pagenkopf <dlpagenkopf@gmail.com>
Sent: Thursday, October 15, 2020 3:03 PM
To: Admin <Village.Administration@mcfarland.wi.us>
Cc: David Pagenkopf <dlpagenkopf@gmail.com>
Subject: DEI Subcommittee application

Good afternoon,

I would like to participate on the diversity, equity, and inclusion subcommittee in the village of McFarland. I'm a 26 year resident of McFarland and had two children progress through McFarland schools. I hold a bachelor's and master's degrees in Engineering from UW-Madison. I have more than 30 years of professional work experience in a variety of companies (big, small, private, public) and I'm currently working at UW-Madison as the Deputy Chief Information Officer responsible for more than 300 employees supporting IT systems for more than 45,000 students and 20,000 employees.

I'm also the co-sponsor of the Equity and Diversity Committee for the Division of Information Technology where I co-sponsor programs, book readings, speakers, surveys, educational programs, etc. to improve equity, diversity, and inclusion within our division of more than 600 employees. We regularly engage with the campus community to tie our efforts into larger diversity efforts.

So, why me? As Robin DiAngelo says in her book **White Fragility** that everyone must engage in this effort including middle-aged white males in a position of power who have sat on the sidelines far too long. That's me.

I care immensely about diversity, equity, and inclusion in our village.

If you want to talk further, then here is my contact information:

Dave Pagenkopf

5804 Leanne Ln

McFarland, WI 53558

Mobile: 608-516-7522

Email: dlpagenkopf@gmail.com (preferred)

From: [Tanya O'Malley](#)
To: [Matt Schuenke](#)
Subject: FW: DEI Membership Letter of Interest
Date: Thursday, October 22, 2020 8:09:17 AM
Attachments: [image001.png](#)

Tanya O'Malley, WCPC
Deputy Clerk
Village of McFarland
5915 Milwaukee Street
McFarland, WI 53558
608.838.3153



From: Hilary Brandt <hilarykbrandt@gmail.com>
Sent: Friday, October 16, 2020 12:35 PM
To: Admin <Village.Administration@mcfarland.wi.us>
Cc: laetitia hollard <laetitia.hollard31@gmail.com>; carrieanne.nelson@gmail.com
Subject: DEI Membership Letter of Interest

Dear McFarland Village Board Members,

I am writing in hopes to be considered as a committee member for your newly created DEI Subcommittee. I have been a resident of McFarland for five years and currently reside at 6057 Prairie Wood Drive. As a parent of a child of color in the McFarland community and a former educator of 15 years, I find that my being a member adds a valued perspective. Prior to becoming a stay-at-home parent, I was a middle level educator for the Middleton-Cross Plains Area School District. While teaching for MCPASD, racial equity was a main focus initiative for many years. This invaluable training opened my eyes to the significant damage of the white racial frame.

Throughout my learning, I noticed many things becoming clearer, almost as if metaphorically curtains were being lifted to unveil our country's white-washed history, its racist systems, deeply rooted white fragility, along with microaggressions that white people use as weapons against people of color. Looking back, I still do not understand how I was ignorantly unaware of the physical, emotional, and psychological damage that was being done to our Black brothers and sisters.

After starting this unending daily journey of becoming an anti-racist, a co-worker of mine's daughter in college had become pregnant. My co-worker, who happens to be a woman of color, reached out to me and my husband asking if we had ever given adoption a thought. We had, but had never taken any formal steps towards it. I believe this to be the highest honor I could have and believe will ever

receive in my lifetime. At this point, I now began to invest my time researching transracial adoption which allowed me an even deeper perspective into racism and the country we live in.

Being a transracial family has allowed me to see another viewpoint of our community, its members, friends, family members, neighbors, etc. We have a very open adoption in which research has proven to provide many benefits for our son, his birth mother and birth father. Throughout this open adoption, we believe that our son's birth families have truly adopted us. Because of our beautiful family dynamic, we have had the pleasure of creating true authentic relationships with people of color. Unfortunately, due to redlining, segregation, racial homeownership gaps, and an exuberant number of other structural racisms, we believe we have not had many opportunities to develop such authentic relationships and wish to see this change. This racial divide in our country, state, and local communities must end. I hope to see McFarland make the necessary changes needed to bring us together as one united front.

I appreciate you taking time to consider me for this volunteer position. I am truly dedicated to making this world a better place and believe it starts in the home and at the community level. I want my beautiful brown three year old son, Harrison, his birth father and birth mother along with all of their family members to feel accepted, welcomed, respected, celebrated, and loved when they are in our village supporting local businesses, attending school functions, and cheering our son on in extracurriculars. I want them to know that their birth son, grandson, and nephew is not only being well-cared-for by his adoptive parents, but living in a safe and loving community that would protect his precious life at all costs.

Thank you for your time and commitment to positive change in our community.

Sincerely,

Hilary Brandt

From: [Tanya O'Malley](#)
To: [Matt Schuenke](#)
Subject: FW: New Village DEI Subcommittee
Date: Thursday, October 22, 2020 8:07:55 AM
Attachments: [image001.png](#)

Tanya O'Malley, WCPC
Deputy Clerk
Village of McFarland
5915 Milwaukee Street
McFarland, WI 53558
608.838.3153



From: laetitia hollard <laetitia.hollard31@gmail.com>
Sent: Thursday, September 24, 2020 5:10 PM
To: Brad Czebotar <Brad.Czebotar@mcfarland.wi.us>; Admin
<Village.Administration@mcfarland.wi.us>
Cc: Carrie Nelson <carrieanne.nelson@gmail.com>; Mona Nelson <mona.nelson@rocketmail.com>
Subject: New Village DEI Subcommittee

Hello Brad and Matt,

I'm emailing you because I would like to volunteer for the new Village DEI Subcommittee. I have been a resident in McFarland --residing at 6309 Mourning Dove Dr.-- for the last 16 years. I've attended all grades in the McFarland School District, and I'm now completing my last year of high school.

I hope you consider me for this committee. I think I bring a lot of experience that could prove beneficial. I'm currently the president of the Black Student Union at McFarland High School; I founded two new associations, McFarlanders for Racial Equity and Justice in McFarland and the BIPOC Coalition in Madison; and I've been part of the creation of three resolutions towards diversity, equity, and inclusion.

The biggest thing I bring to the community; however, is representation. Representation of people of color, youth, and women. I am here to highlight the strength of the voices of young women of color. I hope to be able to work with you further. I am excited to see how McFarland can be a model for other small local governments.

Let me know if there is any other information that you need.

Kind regards,
Laetitia

From: [Tanya O'Malley](#)
To: [Matt Schuenke](#)
Subject: FW: Volunteering for new Village DEI Subcommittee
Date: Thursday, October 22, 2020 8:07:21 AM
Attachments: [image001.png](#)

Tanya O'Malley, WCPC
Deputy Clerk
Village of McFarland
5915 Milwaukee Street
McFarland, WI 53558
608.838.3153



From: Mona Nelson <mona.nelson@rocketmail.com>
Sent: Wednesday, September 23, 2020 8:58 PM
To: Admin <Village.Administration@mcfarland.wi.us>; Brad Czebotar <Brad.Czebotar@mcfarland.wi.us>
Cc: 'Carrie Nelson' <carrieanne.nelson@gmail.com>; 'laetitia hollard' <laetitia.hollard31@gmail.com>
Subject: Volunteering for new Village DEI Subcommittee

Brad and Matt.

I'd like to volunteer for the new Village DEI Subcommittee. I have resided in McFarland for the past 16 years at 6309 Mourning Dove drive. I raised 3 kids here and my youngest is a senior at the high school. As a black women, I want to bring the perspective of a person of color who is also a parent to the village.

I've been following the racial justice movement in McFarland since June, and I'm one of the members of the new group that was created since: McFarlanders for Racial Equity and Justice. I think there are a lot of opportunities to continue McFarland's development while being inclusive to all its residents, and I want to bring a positive and constructive voice when discussing new projects in the village. I hope to have the opportunity to work with you on this effort and am looking forward to hearing back from you.

Do not hesitate to reach out if you need additional information.

Respectfully,
Mona

Mona Nelson
(608)207-6207
mona.nelson@rocketmail.com

From: [Tanya O'Malley](#)
To: [Matt Schuenke](#)
Subject: FW: Village DEI SUBCOMMITTEE
Date: Thursday, October 22, 2020 8:08:22 AM

Tanya O'Malley, WCPC
Deputy Clerk
Village of McFarland
5915 Milwaukee Street
McFarland, WI 53558
608.838.3153

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

From: Monica <mbruce98@hotmail.com>
Sent: Thursday, September 24, 2020 7:36 PM
To: Admin <Village.Administration@mcfarland.wi.us>; Brad Czebotar <Brad.Czebotar@mcfarland.wi.us>
Subject: Village DEI SUBCOMMITTEE

Good evening,

I am writing to express interest in the new DEI committee that is being formed. My family and I reside at 5020 Farwell St. We moved to McFarland in 2014. Our oldest son is a McFarland HS graduate. We currently have 2 high school juniors in the district.

Our family has been active in sports and music programs since moving to the district. I am an active member of the McFarland Music Boosters. In the past, I served 1 year on the school board of a small private school in Northern Illinois. I continue to hold a leadership position at our church. I also serve in a leadership position professionally.

As a family, we settled in the school district for the educational opportunities that were offered. We quickly realized that there were very few families who looked like us. While the majority of the people in the village were accepting of us, it was evident that their experiences with diversity were sorely lacking. The time is now upon us to begin the process of formally bringing every race, ethnicity, socioeconomic class, gender, and ability to the proverbial table. Representation matters and can only make us a more inclusive village. I am willing to help make that happen.

Thanks for your time and attention.

Monica Bruce

Sent from my iPad

From: [Tanya O'Malley](#)
To: [Matt Schuenke](#)
Subject: FW: Committee
Date: Thursday, October 22, 2020 8:08:56 AM
Attachments: [Official Resume.pdf](#)
[image001.png](#)

Tanya O'Malley, WCPC
Deputy Clerk
Village of McFarland
5915 Milwaukee Street
McFarland, WI 53558
608.838.3153



From: Sean Chislom <seanachislom@ymail.com>
Sent: Friday, October 9, 2020 10:03 AM
To: Admin <Village.Administration@mcfarland.wi.us>
Subject: Committee

Hello my name is Sean Chislom, I graduated from McFarland High School in 2015, I then went on to school in Illinois and then Georgia! I am interested in the technology committee and I think it would be beneficial for myself and for the committee because I recently received my degree in business marketing and this would help me get some experience. I also think that it would help the committee to gain some perspective from a POC here in the community who is also driven to learn, work and impact this community. I am also very interested in the Diversity, Inclusion and Subcommittee and I am interested in this because of my status as a minority here in McFarland and then having siblings who are currently attending and will attend. I would also love to help with perspective as to a former student, with siblings who were also former students and can speak to the environment around the school and the community overall. I look forward to hearing about my potential slots in these committees and below I will attach my resume!

Sean Chislom

5119 Farwell Street | McFarland WI, 53558
(608) 213-2045 | seanachislom@ymail.com

EDUCATION

Bachelor of Business Administration in Marketing

December 2019

Dalton State College

Dalton, GA

- Relevant Coursework: Principles of Marketing, Sports Marketing, and Business Communication.
- Scholarship Recipient for Basketball

RELEVANT EXPERIENCE

Sales Associate/E-Commerce Analyst

May 2018 – Current

Premier Paint

Madison, WI

- Monitored and supported Amazon Marketplace into the workplace which resulted in \$1,000,000 of sales within three years
- Analyzed selling patterns of e-commerce products in order to create personalized marketing schemes and plans
- Created standardized practices for shipping products direct-to-consumer which resulted in a 20% decrease in shipping errors and damages
- Tracked year to year sales and seasonality to determine which products were best suited for JIT inventory
- Provided excellent customer service and ensured all inquiries were answered properly and efficiently.

Cashier/Utility Clerk/Stocker

June 2013 – May 2016

Pick N Save

McFarland, WI

- Increased customer satisfaction numbers by 12% over the first year
- Optimized freezer stock layout to reduce waste of expiring products
- Adjusted produce layout to increase turnover efficiency and reduce waste

Marketer

February 2013 – May 2013

Weed Man Lawn Care

Middleton, WI

- Increased group sales by 20-25% in one month by recognizing selling opportunities and capitalizing on past mistakes
- Provided expert lawn care advice and developed professional business communication

VOLUNTEER & COMMUNITY OUTREACH

-
- | | |
|---|------|
| • Volunteer , <i>Mashburn Move-in Day</i> at DSC | 2018 |
| • Volunteer , <i>Miracle League Baseball</i> in Dalton | 2018 |
| • Volunteer , <i>NAIA Golf Tournament</i> in Dalton | 2018 |

LEADERSHIP & CAMPUS INVOLVEMENT

-
- | | |
|---|-----------|
| • Member , <i>Basketball Team</i> at McFarland High School | 2011-2014 |
| • Captain , <i>Basketball Team</i> at Sauk Valley Junior College | 2016 |
| • Coach , <i>Local basketball leagues</i> in McFarland Summers | 2017-2018 |

SKILLS & ABILITIES

-
- | | |
|------------------------------|-----------------------|
| • Microsoft Office | • Team-building |
| • Professional communication | • Hootsuite Certified |
| • Leadership | • Analytical |

References available upon request.

RESOLUTION #2020-19

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

WHEREAS, the Village of McFarland through the Village Board, Village Staff, members of boards, commissions, and committees are committed to advancing racial equity, social justice, diversity, and inclusion within our Community and encouraging all residents to do the same;

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

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

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

NOW, THEREFORE BE IT RESOLVED, that the Village Board of the Village of McFarland, Dane County, Wisconsin, does hereby create the Diversity, Equity, and Inclusion Subcommittee (“DEI Subcommittee”) under the requirements of Section 2-481(b) of the McFarland Municipal Code as follows:

1. Membership of the Subcommittee will be made up entirely of Residents of the Village of McFarland. Prospective Members shall be appointed by the Village President subject to confirmation by the Village Board. Additionally, the Village President shall appoint the Chairperson and Vice-Chairperson of the DEI Subcommittee subject to confirmation by the Village Board. Total membership of the Subcommittee shall not exceed 9 individuals.
2. The charge of the DEI Subcommittee shall be to:
 - a. Review and provide feedback on Village practices, policies, procedures, objectives, and goals as related to diversity, equity, and inclusion.
 - b. Identify ways to encourage all Village elected/appointed officials, resident appointees, and Community members at large to learn about diversity, equity, and inclusion.
 - c. Promote the engagement of all voices of the Community.
 - d. Identify initiatives for how the Village can work towards advancing racial equity, social justice, diversity, and inclusion while also reflecting these values within our Community.

e. Make a recommendation to the Village Board regarding the DEI Subcommittee being established within the McFarland Village Code of Ordinances as a Standing Committee.

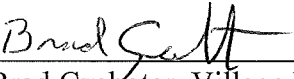
3. The DEI Subcommittee will be advisory in nature and serve under the direct supervision and discretion of the Village Board.

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

5. The DEI Subcommittee will be supported by the Village Administrator with assistance and full cooperation from all Village Department Heads and Staff as directed by the Administrator.

The above and foregoing Resolution was duly adopted at a regular meeting of the McFarland Village Board on September 14, 2020.

APPROVED:


Brad Czebotar, Village President

ATTEST:


Cassandra Suettinger, Village Clerk/Treasurer

RESOLUTION # 2020-19	
MOTION	SECOND
Flaherty	Czebotar
ACTION	DATE
Adopted	09/14/2020
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Brassington – Aye	Kryzenske – Aye
Clow – Aye	Rupert – Aye
Czebotar – Aye	Utter – Aye
Flaherty – Aye	
VOTING RESULTS	
Motion Carried	7 – 0 – 0
Motion Defeated:	



PLAN COMMISSION SUMMARY SHEET

MEETING DATE: Monday, November 23, 2020

SECTION: Business

DEPARTMENT: Community Development

CONTACT: Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Discussion and action on a request by MSP Real Estate Inc., on behalf of Matt Kuehl, Tricycle Motors Properties, LLC, for a Certified Survey Map (CSM) located at 4845 Taylor Road and 4900 Larson Beach Road., McFarland, WI in order to combine two parcels, Lots 1 & 3 of CSM 11273.

PREVIOUS ACTION:

November 25, 2019, approval of Ordinance 2019-21 to rezone 4845 Taylor Road and 4900 Larson Beach Road from Commercial Highway (C-H) to Planned Development Infill District - General Implementation Plan approved.

November 27, 2019, entered into a Commercial Offer to Purchase with MSP Real Estate Inc. as buyer of 4900 Larson Beach Road.

August 17, 2020, approval of a Planned Development Infill District - Detailed Implementation Plan.

ISSUE SUMMARY:

MSP has an option to purchase 4845 Taylor Road from Tricycle Motors Properties LLC (Ginger Bread House) and an option to purchase 4900 Larson Beach Road from the Village. MSP has previously obtained zoning approvals to construct a 51 unit multi-family apartment building on these properties. MSP now desires to combine the two lots upon completion of the real estate transactions with the two current property owners. Combining the two lots prior to obtaining a building permit was a condition of approval by the Plan Commission when the Planned Development Infill District - Detailed Implementation Plan was approved in August as the proposed building will be on both parcels. CSM are typically approved by the Plan Commission; however, since one of the lots in question is currently owned by the Village, staff has recommended final approval of the CSM by the Village Board.

FINANCIAL/BUDGET IMPACT:

To facilitate the development of this project the Village Board previously authorized the purchase of 4900 Larson Beach Road for \$250,000 from the prior owner. Following this action, the Village Board previously authorized a purchase agreement to sell the lot to MSP Real Estate Inc. for \$250,000. In addition to recouping the prior purchase costs, the development of these lots will substantially increase the taxable revenue to the Village. These current undeveloped lots provide approximately \$4,500 in annual tax revenue to the Village. The developer has estimated \$8.0M in hard construction costs and \$11M in total project costs. A final property assessment in the range of \$4-6M would provide \$25-39K in annual property tax revenue to the Village. The Village would also receive additional revenue from building permit fees, public water impact fees, library



impact fees, and park impact fees.

The estimated impact fee revenues, based on 2020 rates, are:

- Park improvement fees: \$36,338.52 (\$712.52 x 51)
- Park land impact fees: \$138,714.90 (\$2,719.90 x 51)
- Library impact fees: \$21,981 (\$431 x 51)

VILLAGE PLAN REFERENCE:

2017 Comprehensive Plan. The properties are identified for Mixed Use/Flex Commercial development on the Future Land Use Map in the Village's Comprehensive Plan. According to Figure 4.1 of the plan, this land use category allows for PD-I zoning as a "typical implementing zoning district." The general description of the Mixed-Use/Flex Commercial land use is "a carefully designed blend or option of commercial services, retail, office, business park, multiple family residential, and/or institutional land uses, including mixed use sites and/or buildings. Compared to the Neighborhood future land use category, Mixed Use/Flex Commercial areas typically are denser, include some non-residential component, and do not typically include single-family housing. All uses are served by public sewer and water systems."

The Village's Comprehensive Plan also includes a number of references to promoting affordable housing, including:

- Housing and Neighborhood Goal: "Promote quality, affordable housing for families and older residents within neighborhoods and mixed use settings that are organized around safety, conservation, recreation, and connection to the boarder community.
- Housing and Neighborhood Objective: "Expand the range of quality and affordable housing choices for empty nesters, seniors, and the McFarland workforce, while remaining a family-oriented community.
- Housing and Neighborhood Policies: "Direct eligible persons to Village, County, State, federal, and non-profit housing programs to promote and preserve decent, affordable housing for persons of different incomes, the elderly, and people with special housing needs."

2019-2020 Village Board Goals. Evaluation of ways to become more business friendly and flexible for economic growth is included as in objective of the 2019-2020 Village Board Goals. In addition, actively promoting and supporting affordable housing in the Village is included in the 2019-2020 Village Board Goals.

2020-2030 Strategic Plan. Developing affordable housing in the Village was also a theme that emerged from the Village's 2020-2030 Strategic Plan.

ORDINANCE REFERENCE:

Ordinance 2019-21

Sec. 56-39, Certified Survey Maps



Sec. 56-71, Technical Requirements for Certified Survey Maps

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Plan Commission unanimously recommended approval of the Certified Survey Map, as submitted by MSP Real Estate Inc., to combine 4845 Taylor Road and 4900 Larson Beach Road, Lots 1 & 3 of CSM 11273, conditioned on the following:

1. Submittal of the Proposed Cross Access Easement to the Village for review and acceptance by the Community Development Director and Village Attorney prior to recording with the Register of Deeds.
2. Submittal of a Shared Parking Agreement between Lots 1, 2, and 3 of CSM 11273 for review and acceptance by the Community Development Director and Village Attorney prior to recording with the Register of Deeds.
3. Submittal of a final CSM for review by the Community Development Director noting the "Proposed 24' Wide Cross Access Easement" as "Existing 24' Wide Cross Access Agreement" and "Proposed Cross Access Easement" as "Existing Cross Access Easement".
4. Signature by the Village Clerk and recording of the Certified Survey Map to occur after MSP Real Estate has completed purchase of both properties and conditions 1-3 above.

ATTACHMENTS:

1. 11.16.20 PC - MSP Real Estate - CSM Application (10.6.20)

**Village of McFarland
Community Development Department**

Plan Commission Application – 2020

~Application must be completed in full~

Applicant - Owner	Tricycle Motors Properties, LLC	Applicant's Agent	MSP Real Estate, Inc.
	Matt Kuehl	Name	Danny DiFrancesco
Address	5224 Farwell St., McFarland, WI 53558	Address	1295 Northland Dr., Suite 270 Mendota Heights, MN 55120
Email	mjkuehl17@gmail.com	Email	ddifrancesco@msphousing.com
Phone #	608-513-2989	Phone #	952-351-4546
Fax #		Fax #	

Parcel No(s). 061003216501 & 061003216801 **Type of Proposal – Please check boxes below that apply**

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

+ = Plus publication and notification charges

A = Plus \$50.00 per lot

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

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

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

E = Plus \$40.00 for each unit shown

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

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

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

☐ R-E, R-3 & PD (up to 50 acres) \$5,000

☐ R-E, R-3 & PD (greater than 50 acres) \$10,000

☐ Commercial Site/Design Review (5,000 sq. ft. or more) \$2,000

☐ All Plats including condominiums \$5,000

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

MSP is proposing a 51-unit multi-family workforce housing development at 4845 Taylor Road and 4900 Larson Beach Road. The building will be 3 stories with underground parking with a mix of 1, 2, and 3 bedrooms. See attached for legal description of 2 parcels.

What action is the applicant requesting of the Plan Commission?

Certified Survey Map combining 2 parcels into 1 parcel.

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

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

Detail Plan Approval Site/Design Approval for PD-1 on 08/17/2020 to PC

PLEASE READ AND SIGN AT THE BOTTOM ON THE REVERSE SIDE

Village of McFarland Plan Commission 2020 Schedule

Legal Descriptions

4900 Larson Beach Road Legal Description (Parcel 0610-032-1650-1)

Lot 1 of Certified Survey Map No. 11273 recorded in the Office of the Register of Deeds for Dane County, Wisconsin, in Volume 68 of Certified Survey Maps, page 109, as Document No. 3998454, being a division of Lot 1, Woodland Commons and located in the NE 1/4 of the NW 1/4 of Section 3, Township 6 North, Range 10 East and the SE 1/4 of the SW 1/4 of Section 34, Township 7 North, Range 10 East, in the Village of McFarland, Dane County, Wisconsin.

4845 Taylor Road Legal Description (Parcel 0610-032-1680-1)

Lot Three (3) of Certified Survey Map No. 11273 recorded in the office of Register of Deeds for Dane County, Wisconsin on December 07, 2004, in Volume 68 of Certified Survey Maps, Page 109 as Document No. 3998454, being a division of Lot 1, Woodland Commons and located in the NE 1/4 of the NW 1/4 of Section 3, Township 6 North, Range 10 East and the SE 1/4 of the SW 1/4 of Section 34, Township 7 North, Range 10 East, in the Village of McFarland, Dane County, Wisconsin.

CERTIFIED SURVEY MAP NO.

BEING A COMBINATION OF LOT 1 AND 3 OF CERTIFIED SURVEY MAP NO. 11273, BEING A PART OF THE NORTHEAST 1/4 OF THE NORTHWEST 1/4 OF SECTION 3, TOWNSHIP 6 NORTH, RANGE 10 EAST AND THE SOUTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 34, TOWNSHIP 7 NORTH, RANGE 10 EAST, IN THE VILLAGE OF MCFARLAND, DANE COUNTY, STATE OF WISCONSIN.

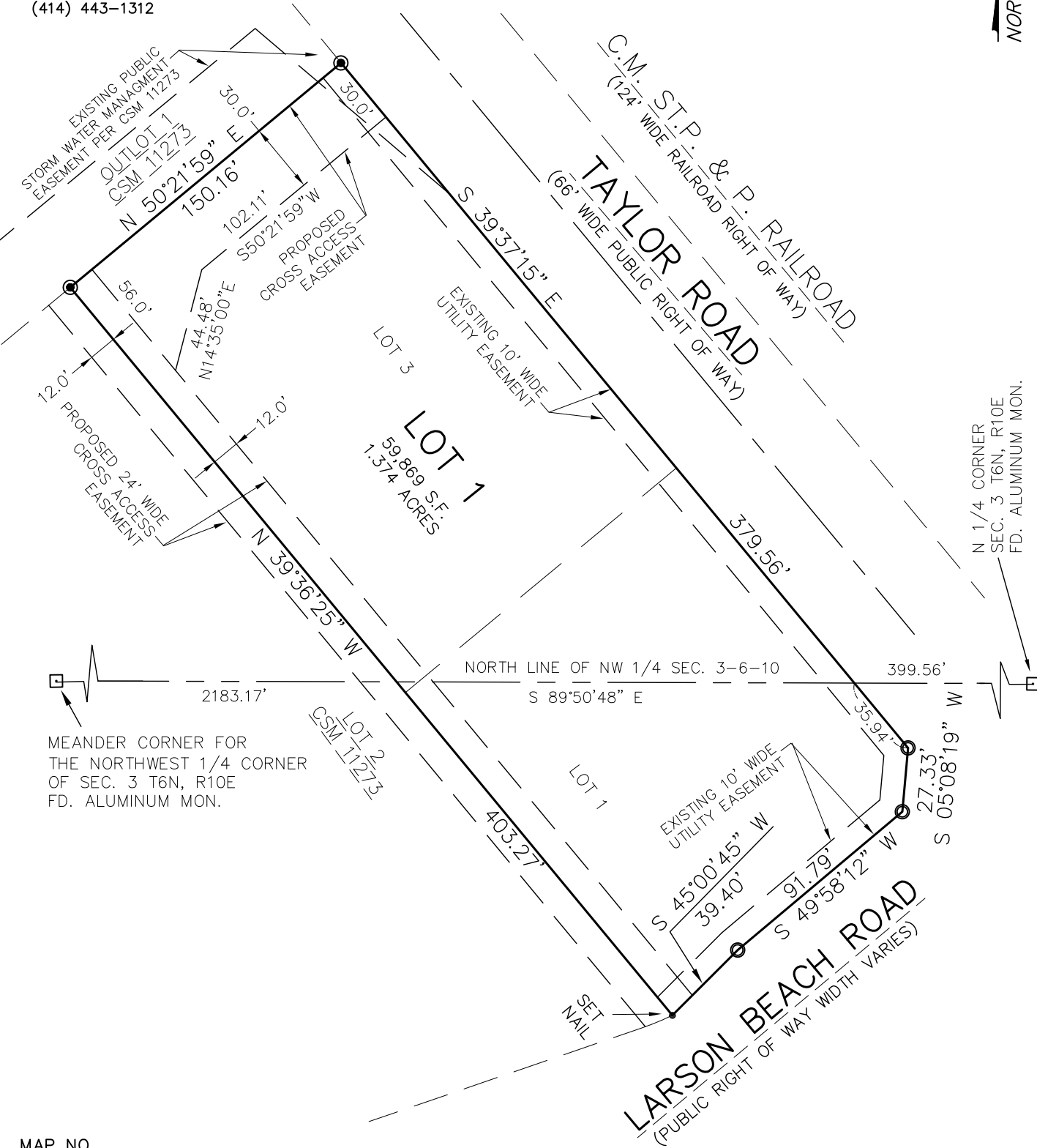
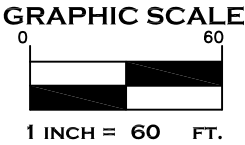
- INDICATES 3/4 INCH DIA. IRON ROD, FOUND.
- INDICATES 1" IRON PIPE SET.

ALL DIMENSIONS SHOWN ARE MEASURED TO THE NEAREST HUNDREDTH OF A FOOT.

ALL BEARINGS SHOWN ARE REFERENCED TO THE NORTH LINE OF THE NORTHWEST 1/4 OF SECTION 3, T6N, R10E AS S 89°50'48" W

SURVEYOR:
CHRISTOPHER A. JACKSON, PLS
CJ ENGINEERING, LLC
9205 W. CENTER ST., STE 214
MILWAUKEE, WI 53213
(414) 443-1312

OWNER:
TAYLOR POINTE APARTMENTS, LLC
1295 NORTHLAND DRIVE, SUITE 270
MENDOTA HEIGHTS, MN 55120



MAP NO. _____

DOCUMENT NO. _____

VOLUME _____ PAGE _____

CERTIFIED SURVEY MAP NO. _____

BEING A COMBINATION OF LOT 1 AND 3 OF CERTIFIED SURVEY MAP NO. 11273, BEING A PART OF THE NORTHEAST 1/4 OF THE NORTHWEST 1/4 OF SECTION 3, TOWNSHIP 6 NORTH, RANGE 10 EAST AND THE SOUTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 34, TOWNSHIP 7 NORTH, RANGE 10 EAST, IN THE VILLAGE OF MCFARLAND, DANE COUNTY, STATE OF WISCONSIN.

SURVEYOR'S CERTIFICATE

I, CHRISTOPHER JACKSON, A PROFESSIONAL LAND SURVEYOR, HEREBY CERTIFY:

THAT I HAVE SURVEYED AND MAPPED BEING A COMBINATION OF LOT 1 AND 3 OF CERTIFIED SURVEY MAP NO. 11273, BEING A PART OF THE NORTHEAST 1/4 OF THE NORTHWEST 1/4 OF SECTION 3, TOWNSHIP 6 NORTH, RANGE 10 EAST AND THE SOUTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 34, TOWNSHIP 7 NORTH, RANGE 10 EAST, IN THE VILLAGE OF MCFARLAND, DANE COUNTY, STATE OF WISCONSIN.

CONTAINING 59,869 SQUARE FEET OR 1.374 ACRES MORE OR LESS

THAT I HAVE MADE SUCH SURVEY, LAND COMBINATION AND MAP BY THE DIRECTION OF TAYLOR POINTE APARTMENTS, LLC, OWNERS OF SAID LAND.

THAT SUCH MAP IS A CORRECT REPRESENTATION OF ALL EXTERIOR BOUNDARIES OF THE LAND SURVEYED AND THE DIVISION THEREOF MADE.

THAT I HAVE FULLY COMPLIED WITH THE PROVISIONS OF CHAPTER 236 OF THE STATUTES OF THE STATE OF WISCONSIN AND THE VILLAGE OF MCFARLAND ORDINANCE IN SURVEYING, COMBINING, MAPPING AND DEDICATING THE SAME.

DATED THIS _____ DAY OF _____, 20____.

CHRISTOPHER A. JACKSON
PROFESSIONAL LAND SURVEYOR, S-2851
STATE OF WISCONSIN

OWNER'S CERTIFICATE

TAYLOR POINTE APARTMENTS, LLC, as owner, does hereby certify that said limited liability company caused the lands described on this CSM to be surveyed, divided, mapped and dedicated as represented on this CSM.

IN WITNESS WHEREOF, the said TAYLOR POINTE APARTMENTS, LLC, has caused these presents to be signed by MILO PINKERTON and its corporate seal to be hereunto affixed on this _____ day of _____, 20____.

MILO PINKERTON
TAYLOR POINTE APARTMENTS, LLC

State of)
County of) SS

Personally came before me this _____ day of _____, 20____, the above-named MILO PINKERTON of TAYLOR POINTE APARTMENTS, LLC, known by me to be the person who executed the foregoing instrument and acknowledged the same.

Notary Public,
My Commission Expires: _____

MAP NO. _____
DOCUMENT NO. _____
VOLUME _____ PAGE _____

CERTIFIED SURVEY MAP NO. _____

BEING A COMBINATION OF LOT 1 AND 3 OF CERTIFIED SURVEY MAP NO. 11273, BEING A PART OF THE
NORTHEAST 1/4 OF THE NORTHWEST 1/4 OF SECTION 3, TOWNSHIP 6 NORTH, RANGE 10 EAST AND THE
SOUTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 34, TOWNSHIP 7 NORTH, RANGE 10 EAST, IN THE VILLAGE
OF MCFARLAND, DANE COUNTY, STATE OF WISCONSIN.

CONSENT OF CORPORATE MORTGAGEE

BANK, A CORPORATION DULY ORGANIZED AND EXISTING UNDER AND BY VIRTUE OF
THE LAWS OF THE STATE OF WISCONSIN, MORTGAGEE OF THE ABOVE DESCRIBED LAND, DOES HEREBY
CONSENT TO THE SURVEYING, DIVIDING AND MAPPING OF THE LAND DESCRIBED IN THE FORGOING
AFFIDAVIT OF CHRISTOPHER A. JACKSON, SURVEYOR, AND DOES HEREBY CONSENT TO THE ABOVE
CERTIFICATION OF OWNERS.

IN WITNESS WHEREOF, THE SAID _____ BANK, HAS CAUSED THESE PRESENTS TO BE
SIGNED BY _____, AT _____, WISCONSIN, THIS _____ DAY OF
_____, 20__.

STATE OF _____)
_____ COUNTY) SS

BY: _____
NAME:
TITLE:

PERSONALLY CAME BEFORE ME ON _____, 20__, BY _____, IN HIS/HER
CAPACITY AS _____ OF _____ BANK, TO ME KNOWN TO BE THE PERSON WHO
EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THE SAME.

NOTARY PUBLIC, STATE OF _____
MY COMMISSION EXPIRES _____

VILLAGE OF MCFARLAND APPROVAL

THIS CERTIFIED SURVEY MAP HAS BEEN DULY FILED WITH AND APPROVED BY THE VILLAGE OF
MCFARLAND, DANE COUNTY, WISCONSIN.

CASSANDRA SUETTINGER, VILLAGE CLERK

OFFICE OF THE REGISTER OF DEEDS DANE CO., WISCONSIN
RECEIVED FOR RECORDING ON _____, 20__ AT _____
AND RECORDED AS MAP NO. _____
DOCUMENT NO. _____
VOLUME _____ PAGE _____

DANE COUNTY REGISTER OF DEEDS

MAP NO. _____
DOCUMENT NO. _____
VOLUME _____ PAGE _____



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, November 23, 2020

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Aimee Irwin, Assistant to the Public Works Director

AGENDA ITEM: Discussion and action regarding the conventional water rate case for test year 2021 for submission to the Public Service Commission.

PREVIOUS ACTION:

The Public Utilities Committee reviewed this application at its meeting on November 17, 2020 and recommended its approval to submit to the PSC.

ISSUE SUMMARY:

Staff and Baker Tilly have been gathering the necessary data to file a conventional rate case with the Public Service Commission (PSC) throughout 2020. During the October Public Utilities Committee meeting, Baker Tilly provided an update regarding the conventional water rate case for test year 2021. The included handout is a document created by Baker Tilly with their suggested rate increase of 36% overall for water rates (base and usage). The Public Utilities Committee passed the motion to approve the conventional rate case with the condition that transaction fees are added to the rate case before filing with the Public Service Commission (PSC) on November 17, 2020.

Baker Tilly added the information that was able to be obtained regarding transaction fees to the conventional rate case and that document is included for review. Some data is difficult to predict in terms of an increase that could be seen if the transaction fees are included within the rate and not paid for directly by the customer. Baker Tilly stated that the PSC would likely use comparable sized municipalities for a data base and toward their recommendations.

Next steps for the rate case include:

- Filing the rate case with the PSC
- PSC review of the data provided
- PSC will ask for additional data or ask questions for clarification
- PSC provides their recommendations once review has been completed

Baker Tilly notes that the review process is estimated to be at least a six-month process

FINANCIAL/BUDGET IMPACT:

The financial materials are included within your packet and will be reviewed in the meeting.



VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval.

ATTACHMENTS:

1. meeting handout
2. McFarland Water Rate Study DRAFT (002) 11.20.2020

McFarland Water Utility
Test Year 2021 Rate Application
Preliminary Results

	TY2021	Prior full study (2001)	Average annual increase
Revenue Requirement			
Operation & maintenance expenses	622,847	336,200	4%
Depreciation expense	241,523	153,700	3%
Taxes (including PILOT)	318,595	146,800	6%
Return on investment in plant *	356,744	204,336	4%
Total revenue required	1,539,709	841,036	
Investment in capital assets	7,134,882	2,818,423	8%
Rate of return	5.00%	7.25%	
Return on investment in plant *	356,744	204,336	
Operating revenues	1,160,017	841,036	2%
Total revenue required	1,539,709	841,036	4%
Increase suggested	379,692 36%		2%

McFARLAND WATER UTILITY

McFarland, Wisconsin

FORECASTED REVENUE REQUIREMENT

TEST YEAR 2021

Prepared as of

_____, 2020

MCFARLAND WATER UTILITY

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MCFARLAND WATER UTILITY

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ACCOUNTANTS' COMPILATION REPORT

McFarland Water Utility
McFarland, Wisconsin

Management is responsible for the accompanying forecasted Attachments 1 through 19 ("Attachments") as identified in the table of contents of McFarland Water and Sewer Utility, an enterprise fund of the Village of McFarland for the years ending December 31, 2020 and 2021, including the related summaries of significant assumptions and accounting policies in accordance with guidelines for the presentation of a forecast established by the American Institute of Certified Public Accountants (AICPA). We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not examine or review the forecasted Attachments nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on this forecasted Attachments.

There will usually be differences between the forecasted and actual results because events and circumstances frequently do not occur as expected, and those differences may be material. We have no responsibility to update this report for events and circumstances occurring after the date of this report.

The accompanying supplementary information, identified as historical financial information for the years ended December 31, 2017 through 2019 and non-financial information, contained in the Attachments is presented for purposes of additional analysis and is not a required part of the forecast. Such information is the responsibility of management. The supplementary information was subject to our compilation engagement. We have not examined or reviewed the supplementary information and do not express an opinion, a conclusion nor provide any assurance on such information.

Baker Tilly US, LLP (formerly known as Baker Tilly Virchow Krause, LLP)
Madison, Wisconsin
_____, 2020

McFARLAND WATER UTILITY

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES AND SIGNIFICANT ASSUMPTIONS

NATURE OF FORECAST

This financial forecast presents, to the best of management's knowledge and belief, McFarland Water Utility's (utility's) expected results of operations for the forecast period. Accordingly, the forecast reflects its judgment as of _____, 2020, the date of this forecast, of the expected conditions and its expected course of action. The assumptions disclosed herein are those that management believes are significant to the forecast. There will usually be differences between the forecasted and actual results, because events and circumstances frequently do not occur as expected, and those differences may be material.

NATURE OF OPERATIONS

The utility is a separate enterprise fund of the Village of McFarland. The utility is managed by the Utility Commission. The utility is subject to regulation by the Public Service Commission of Wisconsin (PSCW) in matters of rates, financial reporting, and other procedures.

REVENUE RECOGNITION

Water revenues are recorded for service rendered based on water meter readings, with billings made to customers monthly and quarterly. The determination of whether customers are billed monthly versus quarterly is based on the projected amount of water used, and determined by the Utility. The utility records unbilled revenues.

EXPENSES

Historical operation and maintenance expenses are reported on the accrual basis. Forecasted 2020 and 2021 expenses are also generally are reported on the accrual basis with the exception of certain non-recurring major expenses which are normalized for rate-making purposes. This accounting for non-recurring expenses differs from generally accepted accounting principles. Expenses related to pensions are based on cash contributions, rather than GASB 68 expenses, as required by the PSCW.

PLANT

Additions to and replacements of utility plant are recorded at original cost, which includes material, labor, overhead, and an allowance for the cost of funds used during construction when significant. The cost of renewals and betterments relating to retirement units is added to plant accounts. The cost of property replaced, retired or otherwise disposed of, is deducted from plant accounts and, generally, together with removal costs less salvage, is charged to accumulated depreciation.

MC FARLAND WATER UTILITY

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES AND SIGNIFICANT ASSUMPTIONS

DEPRECIATION

Depreciation is computed using straight line rates authorized by the PSCW applied to the average plant investment balances for the calendar year.

ACCUMULATED DEPRECIATION

Salvage and cost of removal are projected based on historical trends and estimates from utility management. A summary of forecasted salvage and cost of removal is shown on Attachment 13.

Depreciation expense charged to sewer is determined based on 1/2 of meters depreciation computed on Attachment 12.

MATERIALS AND SUPPLIES

Materials and supplies are generally used for construction and for operation and maintenance work – not for resale. They are valued at lower of cost or market based on average prices and charged to construction or operation and maintenance expense when used.

CONTRIBUTIONS IN AID OF CONSTRUCTION

Contributions in aid of construction represent contributions received from customers for construction of plant. These amounts are not subject to repayment. Contributions are based on historical trends and estimates provided by utility management on Attachment 11a.

Increased depreciation expense resulting from contributed plant cannot be recovered through user fees due to changes in the accounting and ratemaking treatment of contributions in aid of construction approved by the PSCW as of January 1, 2003. To ensure rates are adequate to meet debt coverage, an analysis of the 2021 estimated coverage is provided on Attachment 14.2.

TAXES

Taxes included in the forecast include the utility tax equivalent, PSCW remainder assessment and social security taxes. Municipal utilities are exempt from income taxes and therefore no income tax liability is recorded by the utility.

Property tax equivalent is based on the 2019 taxes, increased by the PSCW Inflationary rate (mill rate) and the assessment ratio was kept consistent. Social security expenses in 2021 are increased by inflation. The PSCW remainder assessment tax is based on the percent change of total operating revenues.

McFARLAND WATER UTILITY

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES AND SIGNIFICANT ASSUMPTIONS (cont.)

FINANCING

Forecasted debt issues were determined by management and management's registered municipal advisor.

OPERATING REVENUES

The following assumptions are based on discussions with utility management, analysis of historical data for 2017 through 2019, and expected changes for 2020 and 2021.

METERED SALES

Forecasted metered sales are based on average consumption per customer times the number of customers. The number of customers is forecasted based on current levels and analysis of prior years. Total consumption is distributed to the rate blocks based on percentages determined from the most recent historical consumer analysis. Please refer to Attachments 3A and 3B for a summary of forecasted volume and customer changes and attachments 3A.1, and 3A.2 for detail of forecasted volume and customer charges broken out between billing cycles.

PUBLIC FIRE PROTECTION

Public fire protection is forecasted based on the number of customers forecasted on Attachment 3. The public fire protection computation is shown on Attachment 5.

PRIVATE FIRE PROTECTION

Private fire protection was forecasted based on actual 2019 connections. The calculation is shown on Attachment 6.

OTHER WATER REVENUE

Refer to Attachment 7 for expected changes in other water revenues.

OPERATING EXPENSES

Operation and maintenance expenses are forecasted based on the following:

1. Actual 2020 costs incurred through July 31, 2020.
2. Historical trends from 2017 – 2019.
3. Specific knowledge of expenses the utility will incur as outlined on Attachment 19.
4. Significant non-routine maintenance and other costs are normalized for rate making purposes.



Application to Increase Rates
Public Service Commission of Wisconsin
Division of Water, Telecommunications, and Consumer Affairs
Hill Farms State Office Building - 6th Floor
4822 Madison Yards Way

3024 (1-1-2014)

(Filling this form out is in accordance with Wis. Stat. § 196.25)

The Public Service Commission of Wisconsin does not discriminate on the basis of disability in the provision of programs, services, or employment. If you are speech, hearing, or visually impaired and need assistance, call (608) 266-5481 or TTY (608)267-1479. We will try to find another way to get the information to you in a usable form.

Name of Utility:

McFarland Water and Sewer Utility

Type of rate increase requested:

☒ Water

☐ Sewer

☐ Both

Reason for rate increase request:

Current rates are based on a 2001 test year. Since that time the utility has seen relatively flat sales, increased operating costs, and has continued to invest in system replacements and improvements.

Contact Personnel Information

	Utility	Consultant
Name	McFarland Water and Sewer Utility	BAKER TILLY VIRCHOW KRAUSE, LLP
Contact Person (1)	Aimee Irwin - Assistant to Public Works Director	Jeff Hurda, CPA, Senior Associate
Contact Person (2)	Jim Hessling - Public Works Director	Jodi Dobson, CPA, Partner
Street or P.O. Box	5115 Terminal Drive	Ten Terrace Court
City and Zip Code	McFarland 53558-0110	Madison 53707
County or Counties	Dane	
Telephone Number (1)	608-838-3153	608-240-6794
Telephone Number (2)		
E-Mail Address	aimee.irwin@mcfarland.com	jeff.hurda@bakertilly.com
Fax Number	608-838-3619	608-249-8532
Best Hours between 7:30 am & 5:00 pm	8 am - 4 pm	8 am - 4 pm
Days Available	M-F	M-F

Mcfarland Water and Sewer Utility

Telephonic Hearing Information

Requests to increase rates require Commission approval. Pursuant to state statutes, a rate increase can only be authorized after public hearing. Municipal utilities are encouraged to hold telephonic hearings. A telephonic hearing is much like a hearing held in Madison except that the utility, Commission staff, the utility's consultant (if applicable), and customers participate via speaker phone from their respective locations. Telephonic hearings are advantageous for both the utility and its customers. Customers have an opportunity to participate with greater ease than afforded by a hearing held at the Commission's offices in Madison. Additionally, the time utility personnel are away from the office is significantly reduced.

In order to participate in a telephonic hearing, the utility must have a location which is handicapped accessible with a capacity of at least 10-15 persons. The utility also needs a speaker phone workable in the room in which the hearing is to be held. FAX and copy machines are also required. The FAX and copiers do not need to be located in the hearing room or even the building in which the hearing is to be held; however, the utility must have ready access. More details will be provided concerning scheduling and administering the telephonic hearing when Commission staff has completed processing your application to increase rates.

Please check one of the following:

- ☒ **Yes**, the utility can arrange a site for a telephonic hearing, either at the utility or at an alternate site. *(Please specify the site including building name, address, room number, and telephone number for the room in the space below.)*

McFarland Municipal Center
Conference Room
5915 Milwaukee St. McFarland, Wisconsin
608-838-7287

- ☐ **No**, it is not feasible for our utility to host a telephonic hearing. We request that the hearing be scheduled in Madison. *(Please provide your specific reasons in the space below.)*

--

ATTACHMENTS

Mcfarland Water and Sewer Utility

PART 1:

Provide consumption data for the four largest customers in each customer class.

1. List the billing units consistent with Schedule Mg-1 in your tariff sheets.

100 Cubic Feet (CCF)

2. During the last 12-month period, list the highest consumption billed for each of the four largest customers in each class. Please select four different customers in each class and not multiple bills from the same customer. A customer may be listed more than once only if they are served by more than one meter and the meter sizes are different.

3. List the billing period date that the consumption was billed.

LISTING OF LARGEST CUSTOMERS BILLED

Customer Name	Class	Meter Size	Billing Date	Billed Consumption	Specify Units	No. of Month(s) of Consumption
Residential 1	Res.	5/8"	7/31/2020	266	CCF	2 months
Residential 2	Res.	5/8"	7/31/2020	241	CCF	2 months
Residential 3	Res.	5/8"	5/31/2020	217	CCF	2 months
Residential 4	Res.	5/8"	7/31/2020	206	CCF	2 months
Multifamily Residential 1	MF	3"	7/31/2020	1,232	CCF	2 months
Multifamily Residential 2	MF	2"	8/31/2019	981	CCF	2 months
Multifamily Residential 3	MF	3"	8/31/2019	976	CCF	2 months
Multifamily Residential 4	MF	2"	9/30/2019	904	CCF	2 months
Commercial 1	Com.	1 1/2"	8/31/2019	2,781	CCF	2 months
Commercial 2	Com.	2"	10/31/2019	2,438	CCF	2 months
Commercial 3	Com.	2"	7/31/2020	976	CCF	2 months
Commercial 4	Com.	2"	8/31/2019	909	CCF	2 months
Industrial 1	Ind.					
Industrial 2	Ind.					
Industrial 3	Ind.					
Industrial 4	Ind.					
Public Authority 1	P.A.	4"	7/31/2020	1,779	CCF	2 months
Public Authority 2	P.A.	2"	8/31/2019	1,477	CCF	2 months
Public Authority 3	P.A.	3"	3/31/2020	423	CCF	2 months
Public Authority 4	P.A.	3"	11/30/2019	387	CCF	2 months
Irrigation 1	Irr.					
Irrigation 2	Irr.					
Irrigation 3	Irr.					
Irrigation 4	Irr.					

PART 2:

Provide information about your billing procedures.

1. How do you send your water bills?

Postcards

2. What is your billing frequency for residential customers?

Other

6

Number of bills per year?

3. How frequently do you read residential customer meters?

Other

Please explain

Bi-Monthly

6

4. Which of the following best describes the manner in which you read meters each billing period?

Meters are read in cycle (one-third of customers are read each month).

Please explain if meters read in cycles:

See attachment 19, Meters are read in cycles and one-half of customers are read each month.

5. What is the estimated start date for reading meters for your next billing period?

7/14/2020

Please refer to the Accountant's Compilation Report and Summary of Significant Accounting Policies and Significant Assumptions

Mcfarland Water and Sewer Utility

VOLUME SALES

Billing Periods per Year:

6

Actual Latest 12 Months Ending:

July 31, 2020

Does the utility have class-based volume rates?

No

Class-based rates are separate rate schedules for residential, multifamily, nonresidential (commercial, industrial, public authority) or irrigation classes

No

No

No

	Volume Block	Rate
First	67,000	\$1.99
Next		
Next	-	
Next	-	
Over	67,000	\$1.35

	Residential Units	Multifamily Residential Units	Commercial Units	Industrial Units	Public Authority Units	Irrigation Units	Total
First 67,000	142,754	11,882	14,903	0	2,684	0	172,223
	0	0	0	0	0	0	0
	0	0	0	0	0	0	0
	0	0	0	0	0	0	0
Over 67,000	133	2,287	8,756	0	2,099	0	13,275
Total Units	142,887	14,169	23,659	0	4,783	0	185,498
Unit Revenues	\$ 284,260	\$ 26,733	\$ 41,478	\$ -	\$ 8,175	\$ -	\$ 360,645

Mcfarland Water and Sewer Utility

VOLUME SALES

Billing Periods per Year:

6

Actual Latest 12 Months Ending:

July 31, 2020

Does the utility have class-based volume rates?

No

Class-based rates are separate rate schedules for residential, multifamily, nonresidential (commercial, industrial, public authority) or irrigation classes

No

No

No

	Volume Block	Rate
First	67,000	\$1.99
Next		
Next	-	
Next	-	
Over	67,000	\$1.35

	Residential Units	Multifamily Residential Units	Commercial Units	Industrial Units	Public Authority Units	Irrigation Units	Total
First 67,000	68,734	2,842	7,607	0	1,121	0	80,304
	0	0	0	0	0	0	0
	0	0	0	0	0	0	0
	0	0	0	0	0	0	0
Over 67,000	10	574	6,072	0	1,401	0	8,057
Total Units	68,744	3,416	13,679	0	2,522	0	88,361
Unit Revenues	\$ 136,794	\$ 6,430	\$ 23,335	\$ -	\$ 4,122	\$ -	\$ 170,682

Please refer to the Accountant's Compilation Report and Summary of Significant Accounting Policies and Significant Assumptions

Mcfarland Water and Sewer Utility

VOLUME SALES

Billing Periods per Year:

6

Actual Latest 12 Months Ending:

July 31, 2020

Does the utility have class-based volume rates?

No

Class-based rates are separate rate schedules for residential, multifamily, nonresidential (commercial, industrial, public authority) or irrigation classes

No

No

No

	Volume Block	Rate
First	67,000	\$1.99
Next		
Next	-	
Next	-	
Over	67,000	\$1.35

	Residential Units	Multifamily Residential Units	Commercial Units	Industrial Units	Public Authority Units	Irrigation Units	Total
First 67,000	74,020	9,040	7,296	0	1,563	0	91,919
	0	0	0	0	0	0	0
	0	0	0	0	0	0	0
	0	0	0	0	0	0	0
Over 67,000	123	1,713	2,684	0	698	0	5,218
Total Units	74,143	10,753	9,980	0	2,261	0	97,137
Unit Revenues	\$ 147,466	\$ 20,302	\$ 18,142	\$ -	\$ 4,053	\$ -	\$ 189,963

Please refer to the Accountant's Compilation Report and Summary of Significant Accounting Policies and Significant Assumptions

SERVICE CHARGES

Billing Periods per Year:		Actual Latest 12 Months Ending:					
		6					
		July 31, 2020					
		Residential	Multifamily Residential	Commercial	Industrial	Public Authority	Irrigation
Meter Size	Charge	Average No. of Meters	Average No. of Meters	Average No. of Meters	Average No. of Meters	Average No. of Meters	Average No. of Meters
5/8"	\$14.33	3,033	4	157	0	9	0
3/4"	\$14.33	0	0	0	0	0	0
1"	\$25.46	0	21	30	0	5	0
1 1/4"	\$33.95	0	0	0	0	0	0
1 1/2"	\$37.13	0	25	11	0	3	0
2"	\$62.59	0	6	7	0	3	0
2 1/2"	\$0.00	0	0	0	0	0	0
3"	\$114.58	0	2	0	0	3	0
4"	\$165.50	0	0	0	0	1	0
6"	\$225.97	0	0	0	0	0	0
8"	\$308.72	0	0	0	0	0	0
10"	\$355.40	0	0	0	0	0	0
12"	\$424.36	0	0	0	0	0	0
Total Meters		3,033	58	205	0	24	0
Fixed Revenues		\$ 260,777	\$ 12,750	\$ 23,161	\$ -	\$ 6,388	\$ -
Total Volume Revenue		\$ 284,260.01	\$ 26,732.63	\$ 41,477.57	\$ -	\$ 8,174.81	\$ -
Surcharges, etc.		\$0	\$0	\$0	\$0	\$0	\$0
Total Revenues Per Analysis		\$545,037	\$39,482	\$64,639	\$0	\$14,563	\$0
Total Actual Billed Revenues		\$536,653	\$38,530	\$62,773	\$0	\$14,845	\$0
Dollar Variance		\$8,384	\$952	\$1,866	\$0	(\$282)	\$0
Percent Variance (B)		1.54%	2.41%	2.89%	0.00%	-1.94%	0.00%
							1.65%
(A) The annual revenues from meter charges are based upon the number of bills issued annually.							
(B) If the percent variance is greater than 3%, the variance must be explained in detail in the Notes, Attachment 19.							

Please refer to the Accountant's Compilation Report and Summary of Significant Accounting Policies and Significant Assumptions

Mcfarland Water and Sewer Utility
Test Year 2021
Sales Forecast Historical

Attachment 2C

Residential					Commercial				
<u>Year</u>	<u>Avg. # Customers</u>	<u>Usage (Ccf's)</u>	<u>Avg/Cust/Qtr (Ccf's)</u>	<u>Change in Customer Ct</u>	<u>Year</u>	<u>Avg. # Customers</u>	<u>Usage (Ccf's)</u>	<u>Avg/Cust/Qtr (Ccf's)</u>	<u>Change in Customer Ct</u>
2016	2,794	181,666	16.25	0	2016	204	30,818	37.77	0
2017	2,864	179,872	15.70	70	2017	202	32,131	39.77	-2
2018	2,961	178,759	15.09	97	2018	200	30,274	37.84	-2
2019	3,003	182,274	15.17	42	2019	204	31,763	38.93	4
2020	3,096	142,887	11.54	93	2020	216	23,659	27.38	12
2021	3,146	141,458	11.24	50	2021	216	23,659	27.38	0
Averages:					Averages:				
5-year avg	2,944	173,092	14.70	0.00	5-year avg	205	29,729	36.22	0.00
4-year avg	2,981	170,948	14.34	75.50	4-year avg	206	29,457	35.84	3.00
3-year avg	3,020	167,973	13.91	77.33	3-year avg	207	28,565	34.56	4.67
2-year avg	3,050	162,581	13.33	67.50	2-year avg	210	27,711	32.99	8.00
2020	3,096	142,887	11.54	93.00	2020	216	23,659	27.38	12.00

Multifamily Residential					Public Authority				
<u>Year</u>	<u>Avg. # Customers</u>	<u>Usage (Ccf's)</u>	<u>Avg/Cust/Qtr (Ccf's)</u>	<u>Change in Customer Ct</u>	<u>Year</u>	<u>Avg. # Customers</u>	<u>Usage (Ccf's)</u>	<u>Avg/Cust/Qtr (Ccf's)</u>	<u>Change in Customer Ct</u>
2016	54	14,648	67.81	0	2016	21	8,634	102.78	0
2017	54	14,261	66.02	0	2017	21	7,956	94.71	0
2018	69	13,422	48.63	15	2018	20	6,642	83.02	-1
2019	70	14,390	51.39	1	2019	21	9,445	112.44	1
2020	58	14,169	61.07	-12	2020	27	4,783	44.29	6
2021	58	14,169	61.07	0	2021	27	4,783	44.29	0
Averages:					Averages:				
5-year avg	61	14,178	58.11	0.00	5-year avg	22	7,492	85.14	0.00
4-year avg	63	14,061	56.02	1.00	4-year avg	22	7,206	80.97	1.50
3-year avg	66	13,994	53.28	1.33	3-year avg	23	6,957	76.73	2.00
2-year avg	64	14,280	55.78	-5.50	2-year avg	24	7,114	74.11	3.50
2020	58	14,169	61.07	-12.00	2020	27	4,783	44.29	6.00

Irrigation - N/A					Industrial - N/A				
<u>Year</u>	<u>Avg. # Customers</u>	<u>Usage (Ccf's)</u>	<u>Avg/Cust/Qtr (Ccf's)</u>	<u>Change in Customer Ct</u>	<u>Year</u>	<u>Avg. # Customers</u>	<u>Usage (Ccf's)</u>	<u>Avg/Cust/Qtr (Ccf's)</u>	<u>Change in Customer Ct</u>
2016			#DIV/0!	0	2016	0	0	#DIV/0!	0
2017			#DIV/0!	0	2017	0	0	#DIV/0!	0
2018			#DIV/0!	0	2018	0	0	#DIV/0!	0
2019			#DIV/0!	0	2019	0	0	#DIV/0!	0
2020			#DIV/0!	0	2020	0	0	#DIV/0!	0
2021			0.00	0	2021	0	0	0.00	0
Averages:					Averages:				
5-year avg	#DIV/0!	#DIV/0!	#DIV/0!	0.00	5-year avg	0	0	#DIV/0!	0.00
4-year avg	#DIV/0!	#DIV/0!	#DIV/0!	0.00	4-year avg	0	0	#DIV/0!	0.00
3-year avg	#DIV/0!	#DIV/0!	#DIV/0!	0.00	3-year avg	0	0	#DIV/0!	0.00
2-year avg	#DIV/0!	#DIV/0!	#DIV/0!	0.00	2-year avg	0	0	#DIV/0!	0.00
2020	0	0	#DIV/0!	0.00	2020	0	0	#DIV/0!	0.00

Please refer to the Accountant's Compilation Report and Summary of Significant Accounting Policies and Significant Assumptions

Mcfarland Water and Sewer Utility

VOLUME SALES

Estimates for Test Year

Billing Periods per Year:

6

Does the utility have class-based volume rates?

No

Note: Only change these rates if there has been an SRC or adjustment for purchased water in the last 12 months

	Volume Block	Rate
First	67,000	\$1.99
Next	-	\$0.00
Next	-	\$0.00
Next	-	\$0.00
Over	67,000	\$1.35

	Residential Units	Multifamily Residential Units	Commercial Units	Industrial Units	Public Authority Units	Irrigation Units	Total
First 67,000	141,326	11,882	14,903	0	2,684	0	170,795
	0	0	0	0	0	0	0
	0	0	0	0	0	0	0
	0	0	0	0	0	0	0
Over 67,000	132	2,287	8,756	0	2,099	0	13,274
Total Units	141,458	14,169	23,659	0	4,783	0	184,069
Unit Revenues	\$ 281,417	\$ 26,733	\$ 41,478	\$ -	\$ 8,175	\$ -	\$ 357,802

Please refer to the Accountant's Compilation Report and Summary of Significant Accounting Policies and Significant Assumptions

Mcfarland Water and Sewer Utility

VOLUME SALES

Estimates for Test Year

Billing Periods per Year:

6

Does the utility have class-based volume rates?

No

Note: Only change these rates if there has been an SRC or adjustment for purchased water in the last 12 months

	Volume Block	Rate
First	67,000	\$1.99
Next	-	\$0.00
Next	-	\$0.00
Next	-	\$0.00
Over	67,000	\$1.35

	Residential Units	Multifamily Residential Units	Commercial Units	Industrial Units	Public Authority Units	Irrigation Units	Total
First 67,000	68,047	2,842	7,607	0	1,121	0	79,617
	0	0	0	0	0	0	0
	0	0	0	0	0	0	0
	0	0	0	0	0	0	0
Over 67,000	10	574	6,072	0	1,401	0	8,057
Total Units	68,057	3,416	13,679	0	2,522	0	87,674
Unit Revenues	\$ 135,426	\$ 6,430	\$ 23,335	\$ -	\$ 4,122	\$ -	\$ 169,314

Please refer to the Accountant's Compilation Report and Summary of Significant Accounting Policies and Significant Assumptions

Mcfarland Water and Sewer Utility

VOLUME SALES

Estimates for Test Year

Billing Periods per Year:

6

Does the utility have class-based volume rates?

No

Note: Only change these rates if there has been an SRC or adjustment for purchased water in the last 12 months

	Volume Block	Rate
First	67,000	\$1.99
Next	-	\$0.00
Next	-	\$0.00
Next	-	\$0.00
Over	67,000	\$1.35

	Residential Units	Multifamily Residential Units	Commercial Units	Industrial Units	Public Authority Units	Irrigation Units	Total
First 67,000	73,280	9,040	7,296	0	1,563	0	91,179
	0	0	0	0	0	0	0
	0	0	0	0	0	0	0
	0	0	0	0	0	0	0
Over 67,000	122	1,713	2,684	0	698	0	5,217
Total Units	73,402	10,753	9,980	0	2,261	0	96,396
Unit Revenues	\$ 145,991	\$ 20,302	\$ 18,142	\$ -	\$ 4,053	\$ -	\$ 188,488

Please refer to the Accountant's Compilation Report and Summary of Significant Accounting Policies and Significant Assumptions

Mcfarland Water and Sewer Utility

WATER UTILITY CONSUMER ANALYSIS

Estimates for Test Year

Billing Periods per Year:		6						
		Residential	Multifamily Residential	Commercial	Industrial	Public Authority	Irrigation	
Meter Size	Charge	Average No. of Meters	Average No. of Meters	Average No. of Meters	Average No. of Meters	Average No. of Meters	Average No. of Meters	Totals
5/8"	\$14.33	3,146	4	168	0	12	0	3,330
3/4"	\$14.33	0	0	0	0	0	0	0
1"	\$25.46	0	21	30	0	5	0	56
1 1/4"	\$33.95	0	0	0	0	0	0	0
1 1/2"	\$37.13	0	25	11	0	3	0	39
2"	\$62.59	0	6	7	0	3	0	16
2 1/2"	\$0.00	0	0	0	0	0	0	0
3"	\$114.58	0	2	0	0	3	0	5
4"	\$165.50	0	0	0	0	1	0	1
6"	\$225.97	0	0	0	0	0	0	0
8"	\$308.72	0	0	0	0	0	0	0
10"	\$355.40	0	0	0	0	0	0	0
12"	\$424.36	0	0	0	0	0	0	0
Total Meters		3,146	58	216	0	27	0	3,447
Fixed Revenues		\$ 270,493	\$ 12,750	\$ 24,107	\$ -	\$ 6,646	\$ -	\$ 313,995.42
Total Volume Revenue		\$ 281,417	\$ 26,733	\$ 41,478	\$ -	\$ 8,175	\$ -	\$ 357,802
Surcharges, etc.		\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Estimated Revenues		\$551,910	\$39,482	\$65,584	\$0	\$14,821	\$0	\$671,798
Estimated Customer Growth for the Test Year:								
Customer Class	Number of Customers	Meter Sizes						
Residential	113	5/8"						
Multifamily	0	1"						
Commercial	11	5/8"						
Industrial	0							
Public Auth.	3	5/8"						
Irrigation	0							
Total	127							

**Mcfarland Water and Sewer Utility
Test Year 2021
Wholesale Revenues**

ATTACHMENT 3W

NOTE: Only applies to utilities selling water at wholesale to another utility.

Historical data (CCF)

Year	Wholesale Community -->	0	0	0	0	0	Total
2010		0	0	0	0	0	0
2011		0	0	0	0	0	0
2012		0	0	0	0	0	0
2013		0	0	0	0	0	0
2014		0	0	0	0	0	0
5-Year Average		0	0	0	0	0	0
4-Year Average		0	0	0	0	0	0
3-Year Average		0	0	0	0	0	0
2-Year Average		0	0	0	0	0	0
Enter Test Year Estimates on this Line		0	0	0	0	0	0
General Service	Wholesale Community -->	0	0	0	0	0	Total
Service Charge	Billing periods -->	0	0	0	0	0	
	Rate	0.00	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0
Volume Charge	CCFs (derived from above)	0	0	0	0	0	
	Rate	0.00	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0
		0	0	0	0	0	0
Public Fire Protection Service	Wholesale Community -->	0	0	0	0	0	Total
Service Charge	Semiannual/qtrly/monthly -->	0	0	0	0	0	
	Rate	0.00	0.00	0.00	0.00	0.00	
		0	0	0	0	0	0

Mcfarland Water and Sewer Utility**PUBLIC FIRE PROTECTION REVENUE (SUMMARY)**
Estimated for Test Year 2021

MUNICIPAL CHARGE		
Based upon Mains and Hydrants:		
Estimated Test Year Revenue	(Per Attachment 5)	\$338,539
MUNICIPAL CHARGE		
Based upon a Flat Charge to Municipality:		
Estimated Test Year Revenue		\$0
DIRECT CHARGE TO CUSTOMERS		
Based upon Equivalent Meters or Equivalent Services:		
Estimated Test Year Revenue	(Per Attachment 5)	\$0
DIRECT CHARGE TO CUSTOMERS		
Based upon a Direct Charge Method other than in number 3 above:		
Estimated Test Year Revenue		
Note: Detail Must be Submitted to PSC Supporting this Method.		
CHARGES TO WHOLESALE CUSTOMERS		
Estimated Test Year Revenue	(Per attachment 3A)	\$0
OTHER PUBLIC FIRE PROTECTION CHARGES TO CUSTOMERS FOR FIRE PROTECTION		
Based upon Charges for Water Used for Fire Protection (i.e., using Tariff Schedules F-2 or BW-1)		
Estimated Test Year Revenue		\$0
TOTAL ESTIMATED TEST YEAR PUBLIC FIRE PROTECTION REVENUE		<u>\$338,539</u>
TOTAL ESTIMATED TEST YEAR WHOLESALE FIRE PROTECTION REVENUE		<u>\$0</u>

Mcfarland Water and Sewer Utility

PUBLIC FIRE PROTECTION REVENUE (SUPPORTING DETAIL)
Estimated for Test Year 2021**Municipal Charge**

If Public Fire Protection Revenue is a Municipal Charge based upon mains and/or hydrants, complete the following.
Base charges and units are obtained from the current green tariff sheet, typically Schedule F-1.

Base annual charge (dollars)	\$269,657
Base estimated transmission and distribution main (number of feet)	
Main size larger than (typically 4 or 6 inches)	
Charge per foot of main over base (dollars)	
Base number of hydrants	413
Charge per hydrant over base (dollars)	\$682.00

Based upon Mains and/or Hydrants:	Mains Inches & Larger	Number of Hydrants	Dollar Amount
Base Units and Charge (Per tariff schedule)	0 feet	413 hyd	\$269,657
Balance - 12/31/2019	0	511	
2020 NET additions	913	2	
1/2 of test year 2021 NET Routine units added	250	1	
All of Test Year 2021 Major Units Added	0	0	
Test Year Average Units	1,163	514	
Test Year Units Over Base Units	1,163 feet	101 hyd	
times Authorized Rates per Unit (per tariff schedule)	\$0.00	\$682.00	
Increase in Revenue Over Base Amount	\$0	\$68,882	\$68,882
Estimated Total Test Year Revenue			\$338,539

Direct Charge to Customers

Based upon Equivalent Meters or Equivalent Services:

Insert Billings per Year if Different	6
---------------------------------------	---

Meter Size	Authorized Rate	Average No. of Meters (per Attachment 3)	Annual Revenue
5/8"	\$0.00	3,330	\$0
3/4"	\$0.00	0	\$0
1"	\$0.00	56	\$0
1 1/4"	\$0.00	0	\$0
1 1/2"	\$0.00	39	\$0
2"	\$0.00	16	\$0
2 1/2"	\$0.00	0	\$0
3"	\$0.00	5	\$0
4"	\$0.00	1	\$0
6"	\$0.00	0	\$0
8"	\$0.00	0	\$0
10"	\$0.00	0	\$0
12"	\$0.00	0	\$0
SUBTOTALS		3,447	\$0
Surcharges or Rounding			\$0
CALCULATED ANNUAL REVENUE			\$0

Please refer to the Accountant's Compilation Report and Summary of Significant Accounting Policies
and Significant Assumptions

Mcfarland Water and Sewer Utility

PRIVATE FIRE PROTECTION REVENUE

Estimated for Test Year 2021

Insert Billings per Year if Different 6					
Fire Connections:	Connection Size	Average Number of Connections Each Billing	Annually	Authorized Rates	Annual Revenue
	2" or smaller	9	54	\$14.00	\$756
	3"	0	0	\$26.00	\$0
	4"	5	30	\$43.00	\$1,290
	6"	42	252	\$86.00	\$21,672
	8"	13	78	\$137.00	\$10,686
	10"	2	12	\$205.00	\$2,460
	12"	0	0	\$299.00	\$0
	14"	0	0	\$0.00	\$0
	16"	0	0	\$0.00	\$0
		71	426		
	Total Connection Revenue				\$36,864
General Service Branches Off The Private Fire Connections	Meter Sizes	Average Number of Meters Each Billing	Annually	Authorized Rates	Annual Amount
	5/8"	0	0	\$14.33	\$0
	3/4"	0	0	\$14.33	\$0
	1"	0	0	\$25.46	\$0
	1 1/4"	0	0	\$33.95	\$0
	1 1/2"	0	0	\$37.13	\$0
	2"	0	0	\$62.59	\$0
	2 1/2"	0	0	\$0.00	\$0
	3"	0	0	\$114.58	\$0
	4"	0	0	\$165.50	\$0
	6"	0	0	\$225.97	\$0
	8"	0	0	\$308.72	\$0
		0	0		
	Total General Branch Connection Revenues				\$0
If Applicable, the Authorized Credit is Usually 30% of Total General Branch Revenues. (However, the credit may be at a different percentage or if N/A, enter zero)					
Insert Authorized Credit Percentage in this box (if applicable):				\$0	
Total Estimated Test Year Revenue (Connection Revenue less Credit Amount)				\$36,864	

Please refer to the Accountant's Compilation Report and Summary of Significant Accounting Policies and Significant Assumptions

Mcfarland Water and Sewer Utility

OPERATING REVENUES
Estimated for Test Year 2021

Account Number	Description	2017	2018	2019	Estimated 2020	Test Year 2021
460	Unmetered Sales to General Customers					
	Residential	\$471	\$1,964	\$3,405	\$0	\$0
	Multifamily Residential	0	0	0	0	0
	Commercial	0	0	0	0	0
	Industrial	0	0	0	0	0
	Public Authority	0	0	0	0	0
	Irrigation	0	0	0	0	0
	Total unmetered sales	\$471	\$1,964	\$3,405	\$0	\$0
461	Metered Sales to General Customers					
	Residential	\$494,129	\$498,323	\$514,420	\$551,910	\$551,910 (A)
	Multifamily Residential	37,017	33,361	39,175	39,482	39,482 (A)
	Commercial	63,963	61,109	63,598	65,584	65,584 (A)
	Industrial	0	0	0	-	0 (A)
	Public Authority	16,098	15,825	15,877	14,821	14,821 (A)
	Irrigation	0	0	0	-	0 (A)
	Total metered sales	\$611,207	\$608,618	\$633,070	\$671,798	\$671,798
462	Private fire protection service	\$34,494	\$34,491	\$35,527	\$36,864	\$36,864 (B)
463	Public fire protection service	313,200	313,250	325,092	338,539	338,539 (C)
465	Other water sales	0	0	0	-	0
466	Sales for resale	0	0	0	-	0
467	Interdepartmental sales	0	0	0	-	0
	Total sales of water	\$959,372	\$958,323	\$997,094	\$1,047,201	\$1,047,201
	Other Operating Revenues:					
470	Forfeited discounts	\$4,995	\$5,242	\$4,143	\$0	\$0
472	Rents from water property	106,179	92,906	85,595	100,609	102,319
473	Interdepartmental rents	0	0	0	0	0
474	Other water revenues	8,400	9,099	9,160	9,651	9,815
	Total other operating revenues	\$119,574	\$107,247	\$98,898	\$110,260	\$112,134
	Total Operating Revenues	\$1,078,946	\$1,065,570	\$1,095,992	\$1,157,461	\$1,159,335
NOTE: (A) 2021 test year General Service Revenue estimates must come from ATTACHMENT 3. (B) 2021 test year Private Fire Protection Revenue estimates must come from ATTACHMENT 6. (C) 2021 test year Public Fire Protection Revenue estimates must come from ATTACHMENT 4.						

Please refer to the Accountant's Compilation Report and Summary of Significant Accounting Policies and Significant Assumptions

Mcfarland Water and Sewer Utility

Taxes (Account 408)
Estimated for Test Year 2021

Instructions for Taxes (Account 408)

The summary should be completed as follows:

- 1) For the years 2018 and 2019 the information is from the PSC Annual Reports, page W-6.
- 2) For Estimated 2020 and Test Year 2021, the Property Tax Equivalent must agree with the Property Tax Equivalent Computation on Attachment 9.
- 3) If the sewer department DOES NOT USE the meter reading of the water utility for determining the sewer bill, then the Meter Balance allocation should not be deducted. **Insert if other than 50%. ==>**

50

Description	Instructions Reference	Actual 2018	Actual 2019	Estimated 2020	Test Year 2021
Property Tax Equivalent Payable for the Year (from Attachment 9)	1) & 2)	\$249,143	\$262,659	\$286,488	\$312,737
Less: Local and school tax equivalent on meters charged to sewer dept.	1) & 3)	\$6,373	\$6,167	\$6,713	\$6,943
Net Property Tax Equivalent-Water Utility		\$242,770	\$256,492	\$279,775	\$305,794
Social Security Taxes	1)	\$13,218	\$11,449	\$11,552	\$11,748
PSC Remainder Assessment Tax	1)	\$1,082	\$1,025	\$1,034	\$1,052
Other (specify):	1)	\$0	\$0	\$0	\$0
Total Taxes		\$257,070	\$268,966	\$292,361	\$318,595

Please refer to the Accountant's Compilation Report and Summary of Significant Accounting Policies and Significant Assumptions

Mcfarland Water and Sewer Utility
Property Tax Equivalent Computation
 Estimated for Test Year 2021

Instructions (Instr.) for the Property Tax Equivalent Computation

1. For the years 2018-2019, use actual information reported in the PSC Annual Reports.
2. For estimated 2020 and test year 2021:
 - a) Plant - January 1 must come from Attachment 11 (Utility/Municipal Financed Plant) and Attachment 11a (Contributed Plant).
 - b) Major Plant Additions (Both Utility Financed and Contributed) are included for the Test Year for rate case purposes.
 - c) Construction Work In Progress (CWIP) and Plant Held for Future Use - January 1; excluding any amounts included as Major Plant Additions in Test Year.
 - d) Materials and Supplies - January 1 must come from Attachment 13.
 - e) Plant Outside Limits-January 1 - State the basis for any change from prior year.
 - f) The utility must state what assumptions it made with regard to projecting the tax rates and assessment ratio.
3. If the municipality has authorized an amount as allowed by Wis. Stat. § 66.0811(2) [formerly § 66.069 (1)(c)], then place that amount on this line. If no authorization, leave blank.
4. If the municipality has authorized an amount as allowed by Wis. Stat. § 66.0811(2), then that amount is the tax equivalent payable for the current year. If not, then the tax equivalent payable for the current year is the larger of either the tax equivalent computed for the current year or the 1994 tax equivalent payable in 1995.
5. The property tax equivalent is not applicable to Water Sanitary Districts.

<u>Description</u>	<u>Instr.</u>	<u>Actual 2018</u>	<u>Actual 2019</u>	<u>Estimated 2020</u>	<u>Test Year 2021</u>
Add:					
Utility Plant - January 1	1	\$13,800,817	\$15,628,234		
Utility/Municipal Financed Plant - January 1	2a)			\$9,745,679	\$10,361,279
Contributed Plant - January 1	2a)			\$6,449,640	\$6,745,340
Major Plant Additions in Test Year	2b)				\$0
CWIP & Held for Future Use - January 1	2c)			\$224,112	\$224,112
Materials & Supplies - January 1	1,2d)	\$19,450	\$19,450	\$19,450	\$19,450
Less: Plant Outside Limits - January 1	1,2e)	\$0	\$0	\$0	\$0
Net Taxable Plant		\$13,820,267	\$15,647,684	\$16,438,881	\$17,350,181
Assessment Ratio (show as a decimal)	1,2f)	1.0073	0.9690	0.9971	1.0140
Assessed Plant Value		\$13,921,652	\$15,162,434	\$16,390,484	\$17,593,186
Current Year Net Local & Schools (L&S)					
Mill Rate (Line R below)	1,2f)	17.896116	17.323000	17.478907	17.776048
Tax Equivalent Computed for the Current					
Year (Plant Value times L&S Rate/1000)	1,3	\$249,144	\$262,659	\$286,488	\$312,737
1994 Tax Equivalent Payable in 1995	1	\$78,428	\$78,428	\$78,428	\$78,428
Tax Equivalent Authorized by Municipality	1,3	\$0	\$0		
Tax Equivalent Payable for the Current Year	1,4	\$249,143	\$262,659	\$286,488	\$312,737

Please refer to the Accountant's Compilation Report and Summary of Significant Accounting Policies and
 Significant Assumptions

Mcfarland Water and Sewer Utility
Property Tax Equivalent Computation
 Estimated for Test Year 2021

<u>Mill Rate Detail</u>	Line Ref.	Actual 2018 Total	Actual 2019 Total	Estimated 2020 Total	Test Year 2021 Total
State tax rate	(A)	0.000000	0.000000	0.000000	0.000000
County tax rate	(B)	2.944760	0.000000	0.000000	0.000000
Local tax rate	(C)	6.768410	6.490300	6.548713	6.660041
School tax rate	(D)	11.892530	11.530700	11.634476	11.832262
Voc. school tax rate	(E)	0.902970	0.911500	0.919704	0.935338
Other tax rates-Local	(F1)	0.000000	0.000000	0.000000	0.000000
Other tax rates-Non-Local	(F2)	0.000000	0.000000	0.000000	0.000000
Total Tax Rate	(G)	22.508670	18.932500	19.102893	19.427642
Less: State Credit	(H)	1.918830	1.609500	1.623986	1.651593
Net Tax Rate	(I)	20.589840	17.323000	17.478907	17.776048
		<u>Utility</u>	<u>Utility</u>	<u>Utility</u>	<u>Utility</u>
Local tax rate (Line C above)	(J)	6.768410	6.490300	6.548713	6.660041
School tax rate (Line D above)	(K)	11.892530	11.530700	11.634476	11.832262
Voc. school tax rate (Line E above)	(L)	0.902970	0.911500	0.919704	0.935338
Other tax rates-Local (Line F1 above)	(M)	0.000000	0.000000	0.000000	0.000000
Total local & schools tax rates	(N)	19.563910	18.932500	19.102893	19.427642
Total tax rate (Line G above)	(O)	22.508670	18.932500	19.102893	19.427642
Ratio of local & school tax rate to total tax rate (Line N divided by O)	(P)	86.917219%	100.000000%	100.000000%	100.000000%
Net Tax Rate (Line I above)	(Q)	20.589840	17.323000	17.478907	17.776048
Net local and school rate: (Line P times Q)	(R)	17.896116	17.323000	17.478907	17.776048

Please refer to the Accountant's Compilation Report and Summary of Significant Accounting Policies and
 Significant Assumptions

Mcfarland Water and Sewer Utility

OPERATING EXPENSES
Estimated for Test Year 2021

Acct. No.	Description	2017	2018	2019	Estimated 2020	Test Year 2021	2017, 2018, 2019 3 Year Average	Estimated 2020	Test Year 2021
600	Operation labor	\$0	\$0	\$0	\$0	\$0	\$0		
601	Purchased water	0	0	0	0	0	0		
602	Operation supplies and expenses	0	0	0	0	0	0		
605	Maintenance of water source plant	0	0	0	0	0	0		
	Total Source of Supply Expenses	\$0	\$0	\$0	\$0	\$0	\$0		
620	Operation labor	\$30,344	\$33,674	\$12,749	\$8,480	\$8,624	\$25,589	Explain	Explain
621	Fuel for power production	0	0	0	0	0	0		
622	Fuel or power purchased for pumping	36,195	37,973	41,464	37,244	37,877	38,544		
623	Operation supplies and expenses	5,368	4,434	32,199	11,163	11,353	14,000	Explain	Explain
625	Maintenance of pumping plant	42	3,116	4,334	4,758	4,839	2,497	Explain	Explain
	Total Pumping Expenses	\$71,949	\$79,197	\$90,746	\$61,645	\$62,693	\$80,631		
630	Operation labor	\$2,578	\$3,382	\$16,475	\$15,735	\$16,002	\$7,478	Explain	Explain
631	Chemicals	10,567	11,326	11,726	13,059	13,281	11,206	Explain	Explain
632	Operation supplies and expenses	0	0	0	0	0	0		
635	Maintenance of water treatment plant	4,031	1,546	587	493	501	2,055	Explain	Explain
	Total Water Treatment Expenses	\$17,176	\$16,254	\$28,788	\$29,287	\$29,784	\$20,739		
640	Operation labor	\$30,628	\$37,734	\$7,509	\$7,172	\$7,294	\$25,290	Explain	Explain
641	Operation supplies and expenses	4,402	3,588	2,425	8,035	8,171	3,472	Explain	Explain
650	Maintenance of distr. reservoirs	0	0	0	79,047	79,047	0		
651	Maintenance of mains	29,414	28,816	49,614	35,261	35,860	35,948		
652	Maintenance of services	13,223	8,078	8,359	8,017	8,154	9,887	Explain	Explain
653	Maintenance of meters	1,092	512	6,356	2,162	2,199	2,653	Explain	Explain
654	Maintenance of hydrants	13,793	14,959	7,337	12,030	12,030	12,030		
655	Maintenance of other plant	0	0	414	248	252	138	Explain	Explain
	Total Trans. & Distribution Expenses	\$92,552	\$93,687	\$82,014	\$151,972	\$153,007	\$89,418		

Please refer to the Accountant's Compilation Report and Summary of Significant Accounting Policies and Significant Assumptions

OPERATING EXPENSES
Estimated for Test Year 2021

Acct. No.	Description	2017	2018	2019	Estimated 2020	Test Year 2021	2017, 2018, 2019 3 Year Average	Estimated 2020	Test Year 2021
901	Meter reading labor	\$1,211	\$1,087	\$2,084	\$1,021	\$1,470	\$1,461	Explain	
902	Accounting and collecting labor	18,765	4,381	8,316	10,514	10,693	10,487		
903	Supplies and expenses	1,713	3,227	37	3,112	3,165	1,659	Explain	Explain
904	Uncollectible accounts	0	0	0	0	0	0		
906	Customer service and informational expense	0	0	0	4,800	7,200	0		
	Total Customer Accounts Expenses	\$21,689	\$8,695	\$10,437	\$19,447	\$22,528	\$13,607		
910	Sales Expenses	\$0	\$0	\$0	\$0	\$0	\$0		
920	Administrative and general salaries	\$62,569	\$91,439	\$101,891	\$92,212	\$93,780	\$85,300		
921	Office supplies and expenses	4,839	5,140	15,243	11,643	11,841	8,407	Explain	Explain
922	Administrative expenses transferred -- credit	0	0	0	0	0	0		
923	Outside services employed	29,455	22,947	37,788	60,003	61,023	30,063	Explain	Explain
924	Property insurance	55,515	62,701	72,648	96,618	98,260	63,621	Explain	Explain
925	Injuries and damages	0	0	0	0	0	0		
926	Employee pensions and benefits	36,282	25,111	11,724	15,658	15,874	24,372	Explain	Explain
928	Regulatory commission expenses	0	0	0	0	8,000	0		
930	Miscellaneous general expenses	56,810	48,555	51,087	50,541	51,401	52,151		
933	Transportation expenses	17,106	20,528	13,599	21,491	21,856	17,078	Explain	Explain
935	Maintenance of general plant	0	0	0	0	0	0		
	Total Admin. And General Expenses	\$262,576	\$276,421	\$303,980	\$348,166	\$362,035	\$280,992		
	Total Oper. And Maint. Expenses	\$465,942	\$474,254	\$515,965	\$610,517	\$630,047	\$485,387		

NOTE: All 2020 and test year 2021 estimates that vary from the three year average by more than (plus or minus) 15 percent **must** be explained in detail in the Notes.

Mcfarland Water and Sewer Utility

UTILITY PLANT IN SERVICE
Estimated for Test Year 2021

Utility or Municipal Financed Transactions Only

Acct. No.	Plant account	Actual Balance 12/31/2019	Estimated 2020			Estimated Balance 12/31/2020	Estimate 2021				Estimated Balance 12/31/2021	Test Year Average Balance
			Additions Notes (A,B)	Retirements Note (B)	Adjustments		Major Construction		Routine Construction			
							Additions Notes (A,B)	Retirements Note (B)	Additions Notes (A,B)	Retirements Note (B)		
<u>Intangible Plant</u>												
301	Organization	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
302	Franchises and consents	0	0	\$0	0	0	0	0	0	0	0	0
303	Miscellaneous intangible plant	0	0	\$0	0	0	0	0	0	0	0	0
							0					
Total Intangible Plant		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<u>Source of Supply</u>												
310	Land and land rights	\$1,300	\$0	\$0	\$0	\$1,300	\$0	\$0	\$0	\$0	\$1,300	\$1,300
311	Structures and improvements	0	0	0	0	0	0	0	0	0	0	0
312	Collecting and impounding reservoirs	0	0	0	0	0	0	0	0	0	0	0
313	Lake, river, and other intakes	0	0	0	0	0	0	0	0	0	0	0
314	Wells and springs	211,239	35,000	14,300	0	231,939	0	0	0	0	231,939	231,939
316	Supply mains	0	0	0	0	0	0	0	0	0	0	0
317	Other water source plant	0	0	0	0	0	0	0	0	0	0	0
Total Source of Supply Plant		\$212,539	\$35,000	\$14,300	\$0	\$233,239	\$0	\$0	\$0	\$0	\$233,239	\$233,239
<u>Pumping Plant</u>												
320	Land and land rights	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
321	Structures and improvements	145,092	77,000	29,400	0	192,692	0	0	0	0	192,692	192,692
323	Other power production equipment	0	0	0	0	0	0	0	0	0	0	0
325	Electric pumping equipment	190,401	0	0	0	190,401	0	0	0	0	190,401	190,401
326	Diesel pumping equipment	0	0	0	0	0	0	0	0	0	0	0
328	Other pumping equipment	22,216	0	0	0	22,216	0	0	0	0	22,216	22,216
Total Pumping Plant		\$357,709	\$77,000	\$29,400	\$0	\$405,309	\$0	\$0	\$0	\$0	\$405,309	\$405,309
<u>Water Treatment Plant</u>												
330	Land and land rights	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
331	Structures and improvements	0	0	0	0	0	0	0	0	0	0	\$0
332	Sand or Other Media Filtration Equip	0	0	0	0	0	0	0	0	0	0	\$0
333	Membrane Filtration Equipment	0	0	0	0	0	0	0	0	0	0	\$0
334	Other Water Treatment Equipment	4,498	0	0	0	4,498	0	0	0	0	4,498	\$4,498
Total Water Treatment Plant		\$4,498	\$0	\$0	\$0	\$4,498	\$0	\$0	\$0	\$0	\$4,498	\$4,498

Please refer to the Accountant's Compilation Report and Summary of Significant Accounting Policies and Significant Assumptions

UTILITY PLANT IN SERVICE
Estimated for Test Year 2021

Utility or Municipal Financed Transactions Only

Acct. No.	Plant account	Actual Balance 12/31/2019	Estimated 2020		Adjustments	Estimated Balance 12/31/2020	Estimate 2021				Estimated Balance 12/31/2021	Test Year Average Balance
			Additions	Retirements			Major Construction		Routine Construction			
							Additions	Retirements	Additions	Retirements		
			Notes (A,B)	Note (B)			Notes (A,B)	Note (B)				
Transmission and Distribution Plant												
340	Land and land rights	\$45,250	\$0	\$0	\$0	\$45,250	\$0	\$0	\$0	\$0	\$45,250	\$45,250
341	Structures and improvements	0	0	0	0	0	0	0	0	0	0	0
342	Distribution reservoirs and standpipes	749,286	0	0	0	749,286	0	0	0	0	749,286	749,286
343	Transmission and distribution mains	5,642,093	550,000	16,800	0	6,175,293	0	0	285,500	9,100	6,451,693	6,313,493
345	Services	976,198	0	0	0	976,198	0	0	0	0	976,198	976,198
346	Meters	770,364	0	0	0	770,364	0	0	0	0	770,364	770,364
348	Hydrants	507,209	0	0	0	507,209	0	0	0	0	507,209	507,209
349	Other transmission and distr. plant	0	0	0	0	0	0	0	0	0	0	0
Total Transmission and Distr. Plant		\$8,690,400	\$550,000	\$16,800	\$0	\$9,223,600	\$0	\$0	\$285,500	\$9,100	\$9,500,000	\$9,361,800
General Plant												
389	Land and land rights	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
390	Structures and improvements	0	0	0	0	0	0	0	0	0	0	0
391	Office furniture and equipment	0	0	0	0	0	0	0	0	0	0	0
391.1	Office furniture & equip - Computers	9,946	2,500	2,300	0	10,146	0	0	2,500	2,300	10,346	10,246
392	Transportation equipment	171,538	40,000	34,100	0	177,438	0	0	162,750	150,300	189,888	183,663
393	Stores equipment	0	0	0	0	0	0	0	0	0	0	0
394	Tools, shop and garage equipment	48,767	28,000	20,000	0	56,767	0	0	0	0	56,767	56,767
395	Laboratory equipment	6,649	0	0	0	6,649	0	0	0	0	6,649	6,649
396	Power operated equipment	70,910	0	0	0	70,910	0	0	0	0	70,910	70,910
397	Communication equipment	172,421	0	0	0	172,421	0	0	0	0	172,421	172,421
397.1	SCADA equipment	0	0	0	0	0	0	0	0	0	0	0
398	Miscellaneous equipment	302	0	0	0	302	0	0	0	0	302	302
Total General Plant		\$480,533	\$70,500	\$56,400	\$0	\$494,633	\$0	\$0	\$165,250	\$152,600	\$507,283	\$500,958
Total Plant In Service		\$9,745,679	\$732,500	\$116,900	\$0	\$10,361,279	\$0	\$0	\$450,750	\$161,700	\$10,650,329	\$10,505,804
Notes:												
(A)	If any Plant Additions require Construction Approval by the PSC, a request for approval must be submitted to the Commission for this rate increase application to be processed. Please list the construction docket number(s):								Please enter the construction docket(s) below:			
(B)	Do not include Plant financed by Contributions. Contributed Plant is shown in Attachment 11a.											

Mcfarland Water and Sewer Utility
Contributed Plant
Estimated for Test Year 2021
Contributed Plant Transactions Only

Acct. No.	Plant account	Actual Contributed Plant	Estimated 2020			Estimated Balance	Estimate 2021				Estimated Balance
		12/31/2019	Additions Note (A)	Retirements	Adjustments	12/31/2020	Major Construction Note (A)		Routine Construction Note (A)		12/31/2021
							Additions	Retirements	Additions	Retirements	
<u>Intangible Plant</u>											
301	Organization	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
302	Franchises and consents	0	0	0	0	0	0	0	0	0	0
303	Miscellaneous intangible plant	0	0	0	0	0	0	0	0	0	0
	Total Intangible Plant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<u>Source of Supply</u>											
310	Land and land rights	\$31,000	\$0	\$0	\$0	\$31,000	\$0	\$0	\$0	\$0	\$31,000
311	Structures and improvements	0	0	0	0	0	0	0	0	0	0
312	Collecting and impounding reservoirs	0	0	0	0	0	0	0	0	0	0
313	Lake, river, and other intakes	0	0	0	0	0	0	0	0	0	0
314	Wells and springs	0	0	0	0	0	0	0	0	0	0
316	Supply mains	0	0	0	0	0	0	0	0	0	0
317	Other water source plant	0	0	0	0	0	0	0	0	0	0
	Total Source of Supply Plant	\$31,000	\$0	\$0	\$0	\$31,000	\$0	\$0	\$0	\$0	\$31,000
<u>Pumping Plant</u>											
320	Land and land rights	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
321	Structures and improvements	0	0	0	0	0	0	0	0	0	0
323	Other power production equipment	0	0	0	0	0	0	0	0	0	0
325	Electric pumping equipment	0	0	0	0	0	0	0	0	0	0
326	Diesel pumping equipment	0	0	0	0	0	0	0	0	0	0
328	Other pumping equipment	0	0	0	0	0	0	0	0	0	0
	Total Pumping Plant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<u>Water Treatment Plant</u>											
330	Land and land rights	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
331	Structures and improvements	0	0	0	0	0	0	0	0	0	0
332	Sand and other media filtration Equip	0	0	0	0	0	0	0	0	0	0
333	Membrane Filtration Equipment	0	0	0	0	0	0	0	0	0	0
334	Other Water Treatment Equipment	0	0	0	0	0	0	0	0	0	0
	Total Water Treatment Plant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Please refer to the Accountant's Compilation Report and Summary of Significant Accounting Policies and Significant Assumptions

Mcfarland Water and Sewer Utility
Contributed Plant
 Estimated for Test Year 2021
Contributed Plant Transactions Only

Acct. No.	Plant account	Actual	Estimated 2020			Estimated	Estimate 2021				Estimated
		Contributed	Additions	Retirements	Adjustments	Balance	Major Construction		Routine Construction		Balance
		Plant				12/31/2020	Additions	Retirements	Additions	Retirements	12/31/2021
		12/31/2019	Note (A)				Note (A)		Note (A)		
<u>Transmission and Distribution Plant</u>											
340	Land and land rights	\$10,000	\$0	\$0	\$0	\$10,000	\$0	\$0	\$0	\$10,000	
341	Structures and improvements	0	0	0	0	0	0	0	0	0	
342	Distribution reservoirs and standpipes	481,819	0	0	0	481,819	0	0	0	481,819	
343	Transmission and distribution mains	4,365,152	305,000	9,300	0	4,660,852	0	0	0	4,660,852	
345	Services	960,394	0	0	0	960,394	0	0	0	960,394	
346	Meters	0	0	0	0	0	0	0	0	0	
348	Hydrants	600,175	0	0	0	600,175	0	0	0	600,175	
349	Other transmission and distr. plant	0	0	0	0	0	0	0	0	0	
Total Transmission and Distr. Plant		\$6,417,540	\$305,000	\$9,300	\$0	\$6,713,240	\$0	\$0	\$0	\$6,713,240	
<u>General Plant</u>											
389	Land and land rights	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
390	Structures and improvements	0	0	0	0	0	0	0	0	0	
391	Office furniture and equipment	0	0	0	0	0	0	0	0	0	
391.1	Office furniture & equip - Computers	0	0	0	0	0	0	0	0	0	
392	Transportation equipment	0	0	0	0	0	0	0	0	0	
393	Stores equipment	0	0	0	0	0	0	0	0	0	
394	Tools, shop and garage equipment	0	0	0	0	0	0	0	0	0	
395	Laboratory equipment	0	0	0	0	0	0	0	0	0	
396	Power operated equipment	0	0	0	0	0	0	0	0	0	
397	Communication equipment	1,100	0	0	0	1,100	0	0	0	1,100	
397.1	SCADA equipment	0	0	0	0	0	0	0	0	0	
398	Miscellaneous equipment	0	0	0	0	0	0	0	0	0	
Total General Plant		\$1,100	\$0	\$0	\$0	\$1,100	\$0	\$0	\$0	\$1,100	
Total		\$6,449,640	\$305,000	\$9,300	\$0	\$6,745,340	\$0	\$0	\$0	\$6,745,340	
Note:											
(A) If any of the additions listed above require that Construction Approval be obtained from the PSC, such approval must have been sought in order for this rate increase application to be processed.											
NOTE: Construction Approval is required for Contributed Plant as well as Plant Financed by the Utility and Municipality.											
										Please list the construction docket(s) below:	

Mcfarland Water and Sewer Utility
DEPRECIATION ACCRUAL AND EXPENSE
 Estimated for Test Year 2021

- A. The Estimated 2020 Depreciation Accrual in Column (A) is to be calculated based upon the current depreciation rates.
 B. The Test Year 2021 Depreciation Accrual in Column (B) is to be based upon the PSC Recommended Depreciation Benchmark Rates (revised March 2, 2000) or upon the Utility Proposed Rates for the test year.

Acct. No.	Plant account	Depr. Rate (A)	Estimated 2020 (per Attach. 11)		Depr. Rate (B)	Test Year 2021 (per Attachment 11)		Test Year Total
			Avg. Depreciable Balance	Depreciation Accrual		Average Depreciable Balance	Depreciation Accrual	
						Major	Routine	
301-303	Total Intangible Plant	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	<u>Source of Supply</u>							
310	Land and land rights	N/A	N/A	N/A	N/A	N/A	N/A	N/A
311	Structures and improvements	0.00%	\$0	\$0	3.20%	\$0	\$0	\$0
312	Collecting and impounding reservoirs	0.00%	\$0	0	1.70%	0	0	0
313	Lake, river, and other intakes	0.00%	\$0	0	1.70%	0	0	0
314	Wells and springs	2.90%	\$221,589	6,426	2.90%	0	231,939	6,726
316	Supply mains	0.00%	\$0	0	1.80%	0	0	0
317	Other water source plant	0.00%	\$0	0	4.50%	0	0	0
	Total Source of Supply Plant			\$6,426				\$6,726
	<u>Pumping Plant</u>							
320	Land and land rights	N/A	N/A	N/A	N/A	N/A	N/A	N/A
321	Structures and improvements	3.20%	\$168,892	\$5,405	3.20%	\$0	\$192,692	\$6,166
323	Other power production equipment	0.00%	\$0	0	4.40%	0	0	0
325	Electric pumping equipment	4.40%	\$190,401	8,378	4.40%	0	190,401	8,378
326	Diesel pumping equipment	0.00%	\$0	0	4.40%	0	0	0
328	Other pumping equipment	4.40%	\$22,216	978	4.40%	0	22,216	978
	Total Pumping Plant			\$14,761				\$15,522
	<u>Water Treatment Plant</u>							
330	Land and land rights	N/A	N/A	N/A	N/A	N/A	N/A	N/A
331	Structures and improvements	0.00%	\$0	\$0	3.20%	\$0	\$0	\$0
332	Sand or Other Media Filtration Equip	0.00%	\$0	0	3.30%	0	0	0
333	Membrane Filtration Equipment	0.00%	\$0	0	6.00%	0	0	0
334	Other Water Treatment Equipment	6.00%	\$4,498	270	6.00%	0	4,498	270
	Total Water Treatment Plant			\$270				\$270

Please refer to the Accountant's Compilation Report and Summary of Significant Accounting Policies and Significant Assumptions

Mcfarland Water and Sewer Utility
DEPRECIATION ACCRUAL AND EXPENSE
 Estimated for Test Year 2021

Acct. No.	Plant account	Estimated 2020 (per Attach. 11)			Test Year 2021 (per Attachment 11)						Test Year Total
		Depr. Rate (A)	Avg. Depreciable Balance	Depreciation Accrual	Depr. Rate (B)	Average Depreciable Balance		Depreciation Accrual			
						Major	Routine	Major	Routine		
<u>Transmission and Distribution Plant</u>											
340	Land and land rights	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
341	Structures and improvements	0.00%	\$0	\$0	3.20%	\$0	\$0	\$0	\$0	\$0	\$0
342	Distribution reservoirs and standpipes	1.90%	\$749,286	14,236	1.90%	0	749,286	0	14,236	14,236	14,236
343	Transmission and distribution mains	1.30%	\$5,908,693	76,813	1.30%	0	6,313,493	0	82,075	82,075	82,075
345	Services	2.90%	\$976,198	28,310	2.90%	0	976,198	0	28,310	28,310	28,310
346	Meters	5.50%	\$770,364	42,370	5.50%	0	770,364	0	42,370	42,370	42,370
348	Hydrants	2.20%	\$507,209	11,159	2.20%	0	507,209	0	11,159	11,159	11,159
349	Other transmission and distr. plant	0.00%	\$0	0	5.00%	0	0	0	0	0	0
Total Transmission and Distr. Plant				\$172,888							\$178,150
<u>General Plant</u>											
389	Land and land rights	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
390	Structures and improvements	0.00%	\$0	\$0	2.90%	\$0	\$0	\$0	\$0	\$0	\$0
391	Office furniture and equipment	0.00%	\$0	0	5.80%	0	0	0	0	0	0
391.1	Office furniture & equip - Computers	26.70%	\$10,046	2,682	26.70%	0	10,246	0	2,736	2,736	2,736
392	Transportation equipment	13.30%	\$174,488	23,207	13.30%	0	183,663	0	24,427	24,427	24,427
393	Stores equipment	0.00%	\$0	0	5.80%	0	0	0	0	0	0
394	Tools, shop and garage equipment	5.80%	\$52,767	3,060	5.80%	0	56,767	0	3,292	3,292	3,292
395	Laboratory equipment	5.80%	\$6,649	386	5.80%	0	6,649	0	386	386	386
396	Power operated equipment	7.50%	\$70,910	5,318	7.50%	0	70,910	0	5,318	5,318	5,318
397	Communication equipment	9.20%	\$172,421	15,863	15.00%	0	172,421	0	25,863	25,863	25,863
397.1	SCADA equipment	0.00%	\$0	0	9.20%	0	0	0	0	0	0
398	Miscellaneous equipment	5.80%	\$302	18	5.80%	0	302	0	18	18	18
Total General Plant				\$50,534							\$62,040
Total		\$10,002,431		\$244,879	\$0		\$10,459,254	\$0	\$262,708	\$262,708	
Miscellaneous Credits (Charges) to Accrual				\$0	Miscellaneous Credits (Charges) to Accrual						\$0
Estimated Depreciation Accrual (To Attachment 13)==>				\$244,879	(To Attachment 13)==>						\$262,708
Meter depr. allocated to sewer (deduction) 50 % <=Change if different				(21,185)	50 % <=Change if different allocation to sewer						(21,185)
Adjustments & Depreciation charged clearing accounts, etc: add (deduct):				0							0
(Specify)				0							0
(Specify)				0							0
Estimated Depreciation Expense				\$223,694	Test Year Depreciation Expense (To Attachment 14)==>						\$241,523

Please refer to the Accountant's Compilation Report and Summary of Significant Accounting Policies and Significant Assumptions

Mcfarland Water and Sewer Utility

Estimated for Test Year 2021

Accumulated Depreciation (Account 111.1)				Major Projects	Routine	Total	Test Year Average Balance
January 1, 2020 Balance	(Estimated)					\$3,154,834	
Add: Annual Accrual	(per Attachment 12)	(A)				244,879	
Salvage	(Estimated)				\$0	0	
Less: Retirements	(per Attachment 11)	(B)				116,900	
Cost of Removal	(Estimated)				\$0	0	
Adjustments	increase (decrease)	(C)			0	0	
December 31, 2020 Balance	(Estimated)					\$3,282,813	\$3,282,813
Add: Annual Accrual	(per Attachment 12)	(A)		\$0	\$262,708	262,708	131,354
Salvage	(Estimated)			0	0	0	0
Less: Retirements	(per Attachment 11)	(B)		0	161,700	161,700	80,850
Cost of Removal	(Estimated)			0	0	0	0
December 31, 2021 Balance	(Estimated)					\$3,383,821	
Test Year Average Balance							\$3,333,317
Materials and Supplies Inventory							Test Year Average Balance
Account Balances:							
December 31, 2017	(Actual)		\$19,450				
December 31, 2018	(Actual)		19,450				
December 31, 2019	(Actual)		19,450				
December 31, 2020	(Estimated)	(D)	19,450				\$9,725
December 31, 2021	(Estimated)	(D)	19,450				9,725
Test Year Average Balance							\$19,450
Regulatory Liability and Other Adjustments				Regulatory Liab (Acct 253)		Total	Test Year Average Balance
Account Balances:							
December 31, 2019	(Actual)	(E)	\$91,290			\$91,290	
December 31, 2020	(Estimated)	(E)	\$68,466			68,466	\$34,233
December 31, 2021	(Estimated)	(E)	45,644			45,644	\$22,822
Test Year Average Balance							\$57,055

- Note: (A) The depreciation accrual totals for 2020 and 2021 must agree with Attachment 12.
For rate case purposes, major construction additions are factored into the calculated accrual as if in service the entire year.
- (B) The plant retirements totals for 2020 and 2021 must agree with Attachment 11.
If test year retirements are being retired as a result of major construction project, indicate that portion in the major projects column.
- (C) Explain adjustments on Attachment 19.
- (D) If there is a variance to the prior year balance of more or less than 15%, please state the basis used for developing the M & S estimates for 2020 & 2021.
- (E) Explain Other on Attachment 19.

Mcfarland Water and Sewer Utility

Estimated for Test Year 2021

Part One:	Total Operating Revenues	(per Attachment 7)	\$1,159,335
	Total Operation and Maintenance Expenses	(per Attachment 10)	\$630,047
	Depreciation Expense	(per Attachment 12)	241,523
	Amortization Expense--Account # 404 (specify):		0
	Taxes	(per Attachment 8)	318,595
	Total Operating Expenses		\$1,190,165
	Net Operating Income (Loss)-Test Year 2021		(\$30,830)
Part Two:	Utility Plant In Service--Financed by Utility or Municipality:		
	Test Year Average Balance	(per Attachment 11)	\$10,505,804
	Materials and Supplies:		
	Test Year Average Balance	(per Attachment 13)	19,450
	Less: Accumulated Depreciation:		
	Test Year Average Balance	(per Attachment 13)	3,333,317
	Regulatory Liability and Other:		
	Test Year Average Balance	(per Attachment 13)	57,055
	Average Net Investment Rate Base (NIRB)		\$7,134,882
Part Three:	Average Net Investment Rate Base	(per Part Two above)	\$7,134,882
	TIMES Rate of Return Requested		
	(Enter requested rate in this box.)	5.00%	5.00%
	Return on Average Net Investment Rate Base (NIRB)		\$356,744
	Total Operation and Maintenance Expenses	(per Part One above)	\$630,047
	TIMES allowance on O&M expenses		6.00%
	Operating Allowance		\$37,803
	Enter the larger of either:		
	The Return on NIRB (A) or the Operating Allowance (B)		\$356,744
	Less: Estimated Net Operating Income (Loss)	(per Part One above)	(30,830)
	Increase Requested-Test Year 2021		\$387,574
	Overall Percentage Increase in		
	Total Sales of Water <u>at Current Rates:</u>	37.01%	

McFarland Water Utility

CASH FLOW
Forecasted 2021 - With Full Debt Service

	Without Increase Forecasted 2021	With Increase Forecasted 2021
Operating Income/Loss	\$ (30,830)	\$ (30,830)
Sewer Operating Income (Excluding Depreciation)	18,000	18,000
Rate Increase	-	387,574
Add:		
Depreciation	241,523	241,523
Investment Income	40,000	40,000
Less:		
Bond Debt Payments (Principal & Interest)	<u>(441,482)</u>	<u>(441,482)</u>
Net Cash Flow Available for Capital Projects, Contingencies or Reserves	<u>\$ (172,789)</u>	<u>\$ 214,785</u>
Average Capital Additions Funded with Utility Earnings	421,625	421,625
Net Cash Flows	<u>\$ (594,414)</u>	<u>\$ (206,840)</u>

Please refer to the Accountant's Compilation Report and Summary of Significant Accounting Policies
and Significant Assumptions

McFarland Water Utility

DEBT COVERAGE
Forecasted 2021

	Without Increase Forecasted 2021	With Increase Forecasted 2021
<u>Actual Net Earnings</u>		
Operating revenues	\$ 1,159,335	\$ 1,159,335
Rate Increase	-	387,574
Interest income	40,000	40,000
Operation and maintenance expenses	(630,047)	(630,047)
Taxes other than equivalent	(5,858)	(5,858)
Actual Net Earnings	<u>\$ 563,431</u>	<u>\$ 951,004</u>
<u>Required Net Earnings</u>		
Minimum Earnings Required:		
G.O. Debt	\$ 441,482	\$ 441,482
Coverage factor	<u>1.00</u>	<u>1.00</u>
Minimum Earnings Required	<u>\$ 441,482</u>	<u>\$ 441,482</u>
Estimated Debt Coverage - as Defined in Bond Resolutions	<u>1.28</u>	<u>2.15</u>
 DEBT COVERAGE WITH PILOT		
Defined Earnings (above)	\$ 563,431	\$ 951,004
Less: Tax Equivalent	(312,737)	(312,737)
Adjusted Defined Earnings	<u>\$ 250,693</u>	<u>\$ 638,267</u>
Total Debt Service	<u>\$ 441,482</u>	<u>\$ 441,482</u>
True Total Debt Coverage	<u>0.57</u>	<u>1.45</u>

Mcfarland Water and Sewer Utility
FINANCING AND DEBT SUMMARY**FINANCING OF PLANT ADDITIONS (Including Contributed Plant)**

Description	Estimated 2020	Test Year 2021
Contributed Plant by Developers		
Contributed Plant by Customers		
Special Assessments--Collections and Tax Roll		
Grants for Plant Additions		
Plant Paid for by Municipality		
Plant Paid for by TIF District		
Proceeds from Debt Issued during Year	645,000	0
Special Construction Funds		
Available Cash or Invested Funds		
Utility Earnings	392,500	450,750
Other: (Specify)		
Total	\$ 1,037,500	\$ 450,750
Utility Financed Plant from Attachment 11	732,500	450,750
Contributed Plant from Attachment 11a	305,000	-
Total	\$ 1,037,500	\$ 450,750

The total financing of additions should agree to the total additions to plant as forecast on Attachments 11 and 11a.

DEBT SUMMARY (See Instruction # 15)

- a. List the utility's debt issues. Use only one line for each existing and estimated new debt issue.
- i. Include the corresponding annual interest, either accrued or payable, for each issue.
 - ii. A summary in total is acceptable if the utility has debt information available by issue and can scan and/or insert the information to this attachment. An attachment to this email is also acceptable.
 - iii. All debt issues for all utility departments and non-utility sewer departments reported in the PSC annual report must be included unless a separate balance sheet and income statement are provided.
- b. If necessary, please describe unusual situations in the Notes (Attachment 19).

[illegible]

Mcfarland Water and Sewer Utility

IMPACT FEES

Is the utility currently collecting impact fees,
capacity assessments, or other such fees?

Yes

If yes, answer the following:

- 1) Describe the facilities to be constructed using the impact fees.

Towers
Mains
Wells

- 2) Provide the year the impact fees were adopted.

4/1/1998

- 3) Provide the year the facilities were or will be constructed.

Continuous

- 4) Provide a copy of the most recent impact fee study and impact fee ordinance.

Note: If more than one water utility impact fee exists, answer the above questions for each project.
If more space is needed please include an explanation in the footnotes on Attachment 19.

Mcfarland Water and Sewer Utility

MISCELLANEOUS
Test Year 2021

Part One:		Attachment 11					Attachment 11a		Indicate diameter(s) and length(s) of main added and retired
	Year	Units Added	Units Retired	Units Added	Units Retired	Net Units			
Feet of Main	2020	2,863	1,950			913	add 2,652 feet 8", add 211 feet 12"		
Feet of Main-Routine	2021	2,102	1,602			500			
Feet of Main-Major Projects	2021					0			
Hydrants	2020	8	6			2			
Hydrants-Routine	2021	6	4			2			
Hydrants-Major Projects	2021					0			

Water Service Installation																	
Does the utility wish to revise Schedule Cz-1, the charge for installing a water service?																	
No																	
Late Fees																	
The Wisconsin Administrative Code provides alternatives for late payment charges on delinquent bills for service. If the utility is also regulated by the PSC for electric and/or sewer rates, it is recommended that the charge be consistent for all. Please indicate which late payment charge the utility wants to be included in its tariff.																	
3% one time charge																	
Other Charges (Schedule OC-1)																	
Non-Sufficient Funds	No																
Special Billing Charge	No																
Special Meter Reading Charge	No																
Missed Appointment Charge	No																
Real Estate Closing Charge	No																
Reconnection Charges (Schedule R-1)																	
Normal Business Hours:	\$ 35.00																
After Hours:	\$ 45.00																
	<table border="1"> <thead> <tr> <th></th> <th>Field Staff</th> <th>Admin Staff</th> <th>Vehicle</th> </tr> </thead> <tbody> <tr> <td># of Hours</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Hourly Rate</td> <td></td> <td></td> <td></td> </tr> <tr> <td>R-1 Total</td> <td>\$ -</td> <td>\$ -</td> <td>\$ -</td> </tr> </tbody> </table>		Field Staff	Admin Staff	Vehicle	# of Hours				Hourly Rate				R-1 Total	\$ -	\$ -	\$ -
	Field Staff	Admin Staff	Vehicle														
# of Hours																	
Hourly Rate																	
R-1 Total	\$ -	\$ -	\$ -														

Please refer to the Accountant's Compilation Report and Summary of Significant Accounting Policies and Significant Assumptions

Public Fire Protection Charges (Schedule F-1)	<u>FAQ/Application to Change PFP Method</u>
How will the utility collect the PFP charge? Municipal Charge	
If your utility collects PFP through a municipal charge, please answer the following question.	
1. Does the utility have water customers that reside outside the municipal limits?	Yes
2. If yes , does the utility wish to provide an outside utility rate to recover public fire protection costs through a Schedule Mg-2?	No

Schedule X-4: Deferred Payment Agreements (DPA)
Do you request to amend the utility's tariff related to DPA's for residential customers? No

Schedule X-4: Continued	
1. Do you currently offer leak credits to water customers? If so, please provide your policy on Attach19.	No
Select the rate option for billing excess usage due to leak.	
Option 1) the lowest volumetric rate provided in the utility's Schedule Mg-1.	No
Option 2) \$X.YZ per [1,000 gallons/100 cubic feet]. See your records or most recent cost study.	Yes
2. Do you currently offer budget billing to water customers? If so, please provide your policy on Attach19.	No

General Service Rate Design (Schedule Mg-1)	
Please indicate the preferred rate design for each customer class:	
General/Residential	Declining Block Rate
Multifamily Residential	Declining Block Rate
Non-Residential	Declining Block Rate
Please indicate if you would like an irrigation rate or an additional meter charge (choose one or none).	
Irrigation Rate	No
Additional Meter Charge (Am-1)	Yes

Are you interested in rate design to promote conservation goals?

No

If you decide to pursue an irrigation rate, then please provide the following information:

The Public Service Commission of Wisconsin defines the irrigation customer class as "customers who have water service provided primarily for landscape irrigation. For the purpose of this schedule, landscape irrigation includes the use of water to sustain crops, lawns, or landscapes on any residential, commercial, industrial, or public authority property, including water used for irrigating athletic fields, parks, and golf courses. Irrigation customers include those customers that have multiple meters installed on a single lateral for the purpose of measuring water that is not discharged to the sanitary sewer system. The utility shall classify each additional meter as an irrigation meter and treat each meter as a separate general service customer."

- 1) We will eliminate Schedule Am-1 from your tariff. All existing Am-1 deduct meters will become irrigation meters and will
- 2) Please identify all of your irrigation customers. This will become your new irrigation customer class that will receive its own unique uniform water rate. Water for irrigation will have higher volume rates than general service volume rates due
- 3) Update the meter count, fixed revenues, volume revenues, and total actual billed revenues for the irrigation customer class as shown in Attachment 2B. Remember that as you add a meter to the irrigation class, you must subtract it from one of the other customer classes.
- 4) Please identify the annual combined consumption of the irrigation meters by rate block. Update Attachment 2A accordingly. Remember that as you add consumption to the irrigation customer class, you must subtract it from some of the other customer classes. The irrigation usage must be based on your customers that will be reclassified as irrigation customers.

Describe any proposed modifications to the general service rates or list any other proposed tariff or schedule changes below:

N/A

NOTE:

Utilities proposing a modified rate structure should submit detailed customer billing information for the most recent 12 months. For each billing period, include an analysis by customer class of the number of customer bills ending in each 1,000 gallon or 100 cubic foot increment, the total number of bills in the billing period, and the total volume of sales in the billing period. For residential customers, it is suggested that the increments be in 1,000's of gallons, up to 25,000 gallons per month (75,000 gallons per quarter), and then by 5,000 gallon increments.

Rebate Programs

Does the Utility wish to establish a new rebate or incentive program for water saving fixtures and/or water efficiency process changes?

No

If yes, the Utility must obtain PSC approval before spending additional ratepayer-generated funds on these efforts. In general, the PSC allows utilities to spend one to two percent of total operating revenues on water conservation programs. Please provide the PSC with an implementation plan that is consistent with "Implementing Toilet Rebates and Other Incentive Programs" found on our website:

<http://psc.wi.gov/conservation/documents/wc-RebateProgram.pdf>

Once a conservation program is approved, the Utility will be required to report annually on the costs, gallon savings, and other supporting information about its program by completing page W-27 in the WEGS Annual Reporting System.

Are there any specific timing constraints that this case is depending on? Are there any external deadlines related to funding or other issues (DNR or safe drinking water) that Commission staff should be aware of?

N/A

Mcfarland Water and Sewer Utility
WATER CONSERVATION SPENDING
 Test Year 2021

If the utility has a conservation program that was authorized by the PSC, please complete the deferred expense schedule below.

Deferred Expense Schedule:

Program Year Ending (a)	Beginning Balance (b)	Account 186 Expenditures (c)	Account 253 Collections (d)	End of Year Expenses (e)
December 31,				
December 31,				
December 31,				
December 31,				
Net Balance of Acct. 186 (debit) and Acct. 253 (credit) Last Actual Year				\$0
Amortization Expense (Net Balance Divided by 3)				\$0
Estimated Future Annual Expenditures				\$0
Total Expenses (To be Recorded in Account 906)				\$0

What are the estimated effects of the utility's planned water conservation and efficiency program on water sales for the test year? Estimate the reduction in volumetric sales, by customer class, for the test year. Test year sales in Attachment 3 should reflect adjustments for conservation.

Customer Class	Test Year Sales Without Conservation	Conservation Adjusted Test Year Sales
Residential		
Multifamily		
Commercial		
Industrial		
Public Authority		
Other		

Additional Comments:

Schedule is N/A

**Mcfarland Water and Sewer Utility
2021
NOTES**

Attachment 3B:

Residential - Forecasted customers to be consistent with the customer count at 7/31/2020.
Multifamily - Forecasted customers to be consistent with the customer count at 7/31/2020.
Commercial - Forecasted customers to be consistent with the customer count at 7/31/2020.
Public Authority - Forecasted customers to be consistent with the customer count at 7/31/2020.

Attachment 7:

In 2020 and 2021 the utility was no longer able to collect forfeited discounts.

Attachment 9:

2020 and 2021 mill rates were estimated using the 2019 mill rate with an inflation adjustment. 2019 assessment ratio was used for 2020 and 2021.

Attachment 10C:**620 - Operation Labor:**

This is based on actual hours spent by employees on tasks related to expenses. In 2019 the Village emphasized accurately capturing hours and time associated with these tasks resulting in the decrease in expense recorded in this account in both 2020 and projected 2021 expenses. Total labor expenses (620, 630, 640, 901, and 920) for 2020 and 2021 are within reasonable range of the 3 year mean and these changes between labor expense accounts are a result of the utility more accurately capturing time in the correct account.

623 - Operation supplies and expenses:

Historically, the Village general fund has picked up the vast majority of costs related to Village facilities and vehicles. In 2019, the Village began allocating a portion of fuel costs to the utility resulting in an increase in fuel costs. 2019 was an outlier year resulting from an increase in activity, including an asphalt patching project, as well as non-capital repairs made to list station #2. We expect the expense to return towards the mean while still being higher than 2017 and 2018 expenses.

625 - Maintenance of pumping plant

In 2017 the maintenance costs were unusually low. This resulted in a lower 3 year average than expected costs in the future. We would expect 2020 and 2021 expenses to be more comparable to the 2019 actual expense.

630 - Operation Labor:

This is based on actual hours spent by employees on tasks related to expenses. In 2019 the Village emphasized accurately capturing hours and time associated with these tasks resulting in the increase in expense recorded in this account in 2019. We would expect the 2020 and projected 2021 expenses to be more comparable to the 2019 balance rather than the average due to this increase in accuracy in time capture. Total labor expenses (620, 630, 640, 901, and 920) for 2020 and 2021 are within reasonable range of the 3 year mean and these changes between labor expense accounts are a result of the utility more accurately capturing time in the correct account.

631 - Chemicals

Cost of chemicals have increased as well as the the volume of chemicals used has increased. We expect this trend to continue in 2020 and 2021, resulting in an expense higher than the 3 year average.

635 - Maintenance of water treatment plant

Scale maintenance has been minimal which has resulted in lower amounts in 2020 and 2021.

**Mcfarland Water and Sewer Utility
2021
NOTES**

Attachment 10C (Cont.):**640 - Operation Labor:**

This is based on actual hours spent by employees on tasks related to expenses. In 2019 the Village emphasized accurately capturing hours and time associated with these tasks resulting in the decrease in expense recorded in this account in 2019. We would expect the 2020 and projected 2021 expenses to be more comparable to the 2019 balance rather than the 3 year average due to this increased accuracy in time capture. Total labor expenses (620, 630, 640, 901, and 920) for 2020 and 2021 are within reasonable range of the 3 year mean and these changes between labor expense accounts are a result of the utility more accurately capturing time in the correct account.

641 - Operation supplies and expenses

In 2020 the Village re-allocated some operation supplies and expenses to more accurately reflect the actual activity. This resulted in a higher cost than the 3 year average.

652 - Maintenance of services

Expenses in 2017 were abnormally high due to an increase in repair costs incurred that year. For 2020 and 2021 we expect this expense to return towards the 2018 and 2019 average of 8,219.

653 - Maintenance of meters

In the past few years the Village fell behind on the annual replacement of meters and began to catch up in 2019. This resulted in an upswing of expenses related to the maintenance of meters. For 2020 and 2021 we would expect these costs to be less than those in 2019 but greater than 2017 and 2018.

655 - Maintenance of other plant

In 2019 the utility began using this account for maintenance expenses that do not fit in the other accounts. This resulted in a 3 year average that is lower than the expected future expenses in 2020 and 2021.

901 - Meter reading labor

Estimated 2020 expense is lower than the 3 year average due to transitions in job duties as a result of an employee retiring. Because of this shift in duties there was less time charged to meter reading labor expense in 2020. We expect this to return towards the average in 2021 once the position is filled.

903 - Supplies and expenses

This expense varies year to year based on activity and unexpected use of supplies. This expense was abnormally low in 2017 and 2019 and as such we would expect the 2020 and 2021 expense to be more comparable to 2018 expenses recorded.

921 - Office supplies and general expenses

Historically, the Village general fund has picked up the vast majority of costs related to office supplies and expenses. In 2019, the Village began allocating a portion of fuel costs to the utility resulting in an increase in office supplies and expenses. Due to this change we would expect the 2020 and 2021 expenses to be greater than the 3 year average.

923 - Outside services employed

The increase from the 3 year average is attributable to Baker Tilly's consulting services for the rate increase application as well as consulting services for the Eastside Interceptor project and expansion of the East side service area.

924 - Property insurance

The utility has seen their property insurance increase annually. For 2020 and 2021 we would expect this trend to continue and as such the expected future expenses are greater than the 3 year average.

**Mcfarland Water and Sewer Utility
2021
NOTES**

Attachment 10C (Cont.):**926 - Employee pensions and benefits**

This decrease comes as a result of the restructuring of the department. As a result we would expect the 2020 and 2021 expenses to be less than the 3 year average since 2017 and 2018 are outliers making the average higher than expected future expenses.

933 - Transportation expenses

Historically, the Village general fund has picked up the vast majority of costs related to Village facilities and vehicles. In 2019, the Village began allocating a portion of fuel costs to the utility resulting in an increase in fuel costs in 2020 and 2021.

Attachment 11:

Additions relate to minor enhancements to facilities designed to be installed as part of a larger well maintenance project as well as the water utility's initial share of improvements that are part of a larger public works facility upgrade.

Attachment 13:

The Utility has a regulatory liability for an unappropriated earned surplus for accumulated depreciation on contributed in aid of construction. This regulatory liability originated in 2003 and is being amortized using the straight line method over 20 years.

Attachment 15:

Proceeds from debt relates to construction completed during 2020 (2020 G.O. Note).

**Mcfarland Water and Sewer Utility
2021
NOTES**

Required Supplemental Information

Pensions and Benefits Expense

Expense details should be provided for the test year and three prior years for Account 686 (Class D) or Account 926 (Classes AB and C).

	2018	2019	2020	2021
Pensions	3558	2141	2506	2556
Health Insurance	13030	8178	8213	8377
Life Insurance	119	90	79	81
	0	0	0	0
Retirement Fund	8404	1315	4860	4860
Total for Account 686 or 926	25111	11724	15658	15874

These totals should agree with Attach10

Membership Dues

For each organization the utility belongs to, identify the amount of the dues for the years noted below and indicate what expense account is charged.

	Account	2020	2021
AWWA	600-53710-210-000	382	382
WRWA			
MEG - water			
Alliance for Water Efficiency			
APWA	600-53710-320-000	522.5	570
League of municipalities			

Water Tower Painting

The normalized cost of water tower painting should be included in the forecast for Account 650 (Class C&D utilities) or Account 672 (Class AB utilities). Also, see Instructions - Attachment 10.

Description	Year Last Painted	Next Date To Be Painted	Prior Cost	Current Cost	Number of Years Between Paintings	Annual Normalization
Holscher Road Tower	2000	2021	0	750000	21	35714
Burma Road Tower	2005	2021	133537	650000	15	43333

Other Normalizations

See Instructions for Attachment 10.

Explain on Attachment 19.

Second Meters

Does the utility have any customers with second meters to measure water not discharged to the sanitary sewer system?

Yes

Does the utility have rate schedule Am-1, Additional Meter Rental Charge?

Yes

If yes, fill out the summary below.

Revenues from additional meters should be reported in Account 474, Other Water Revenue on Attachment 7.

Last Actual Year End Count	Residential	Multifamily	Commercial	Industrial	Public Authority	
General Service Meters	3056	55	203	0	20	Columns H to L on W-23
Additional Meters	0	0	0	0	0	Columns I or Q on W-23
Total	3056	55	203	0	20	

The totals should agree with the meter counts reported on page W-23 of Annual Report.

If the utility does not have Schedule Am-1 but has customers with seconds meters, how are these customers billed for the second meter?

N/A - The utility has schedule Am-1.

Payroll Allocations

If employees perform work for more than one function, please explain how costs are assigned to the water utility.

For example, when an employee performs work for municipal parks, sewer, water, and private lead service lines, describe how the salary and wages dollars are assigned to the regulated water utility.

Staff are instructed and record their time based on the job function they perform. If multiple job functions occur in one day, they must split their time between the various functions. Each staff timecard has a large amount of tasks available to code their time to and those selections then proportionally charge the various accounts.

**Mcfarland Water and Sewer Utility
2021
CREDIT CARD FEES**

Required Supplemental Information

On January 25, 2019, the PSC sent communication to all municipal utilities outlining recent decisions to allow utilities to recover credit card processing fees through rates. As stated in that letter, municipal utilities may now request recovery of credit cards fees in a conventional rate case. If the Utility currently allows customers to pay utility bills using a credit card, please answer Question #1. If the Utility currently wants to include the cost to process credit cards payments in the estimated test year O&M expenses, please answer Question #2.

1. Does the Utility currently offer credit card billing? If yes, provide the following: **Yes**

A. Does the Utility or customer currently pay the transaction fee?

Customer

B. What expense account(s) does the Utility use to record credit card fees?

N/A - Customer pays credit card fees

C. Provide the most recent three years of credit card fee expense.

Year	\$
2019	3978.08
2018	3593.62
2017	3558.1

D. Identify either the vendor or the third party company used by the utility.

Payment Service Network (PSN)

E. Provide a breakdown of the cost per transaction and any other fees that are incurred by the Utility.

No credit card transaction fees are paid by the utility.

2. Did the Utility include any expenses related to accepting credit cards in the test year O&M forecast? If not, does the Utility want to include such expenses in the current application? If yes to either question, please provide further information on the **Yes**

A. Provide the test year estimate and methodology used to determine the forecast?

The estimate used for the rate study is \$400 (\$1,200 per month for 2020 total, with 33% allocated water, sewer and stormwater) and \$600 for 2021 (\$1,800 per month for 2021 total, with 33% allocated water, sewer and stormwater). The Utility obtained YTD 2020 data from the vendor, noting sales of approximately \$1,200 per month. The estimate in 2021 is due to the increase of the use of credit cards as payment options as a result of the COVID-19 pandemic, along with a growth in customers.

B. Provide the allocation percentage(s) and methodology used to allocate credit card fees across utilities or shared services.

Fees are split evenly between three accounts in the utility. In the future, the utility plans to set up a separate account for these fees to be tracked separately.

C. What O&M account did the Utility use for the test year estimate?

906

D. Identify the vendor the Utility will be using.

Payment Service Network (PSN)

E. Provide a breakdown of the cost per transaction and any other fees that will be incurred by the Utility.

\$1 for a check payment and 2.75% for a credit card payment

F. What percentage of customers currently pay by credit card?

The utility is working to gather this information and will provide as soon as it is available.

G. Does the Utility expect more customers to use credit cards if this payment option is offered at no charge to the customer? If so, what percentage of customers do you estimate will pay by credit card?

The utility is working to gather this information and will provide as soon as it is available.

H. Has the utility worked with vendor(s) to negotiate lower fees?

H1: Identify utility efforts to minimize fees.

H2: Provide name of vendor(s) contacted.

H3: Provide quoted amount(s) from each vendor contacted.

The utility is working to gather this information and will provide as soon as it is available.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, November 23, 2020

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Jim Hessling, Public Works Director

AGENDA ITEM: Discussion and action regarding a sewer repair on Highland Drive.

PREVIOUS ACTION:

The Public Utilities Committee reviewed this request at its meeting on November 17th and made its recommendation of approval to complete the repair via slip line.

ISSUE SUMMARY:

Following recent televising, the sanitary sewer main located on Highland Drive was found to be in poor to failing condition.

A section of 12 inch, cement asbestos sanitary sewer main on Highland Drive is in very poor condition. This was found through this years cleaning and televising program. This deterioration is due to the release of hydrogen sulfide gas which is a product of bacterial breakdown of organic materials in the sanitary sewer system. This gas over time is very corrosive. The 8 inch forcemain, which is a pressurized pipe from lift station number 2, empties into this section of pipe and is the cause for the deterioration.

Our best estimate is that this pipe was installed in the very late 1960's or very early 1970's.

This pipe lays underneath a portion Highland Drive and poses safety concerns if left unattended. Those concerns include possible basement back ups, pipe breakage and the chance that the pipe could give away, causing a void under the street creating a sink hole as well as continued inflow and infiltration.

There are two solutions to this issue:

One option is to dig up the pipe and replace it. This would involve tearing up the road, installing a new main, reinstalling the laterals (household connections) and paving.

The second option would be to slip line the pipe. Slip lining is completed by installing a smaller, pliable pipe, approximately 1/4 inch thick, into the deteriorated pipe, grouting the annular space between the two pipes, sealing the ends and curing the new pipe lining. This process avoids digging and replacing the pipe. Possible excavating of the area, if any, would be very minimal.



The very rough estimate to line the pipe is expected to be in the \$20,000-\$30,000 range.

FINANCIAL/BUDGET IMPACT:

The cost for the work is estimated at \$20,000 to \$30,000 and would be paid for by the Sanitary Sewer Service within the Utility Fund.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval to proceed with the repair of the pipe on Highland Drive authorizing the Public Works Director to expend up to \$30,000 to complete this work as was presented by the Committee.

ATTACHMENTS:

None



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, November 23, 2020

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Jim Hessling, Public Works Director

AGENDA ITEM: Discussion and action regarding the final design and authorize the County Highway MN project for bidding.

PREVIOUS ACTION:

The Public Works Committee reviewed the 60% design plans at their meeting on August 13, 2020.

An online forum was held to present plans to the public on August 31, 2020. There were about 33 people in attendance from the public.

The Public Works Committee reviewed the final design plans at their meeting on September 8, 2020 but recommended phasing included in the plans before approval.

On November 10, 2020, the Committee recommended to the Village Board acceptance of the final design and authorize project to go to bid.

ISSUE SUMMARY:

As part of the Hwy MN Phase 4 road project, a final design decision needs to be accepted by the Committee and then direction provided to go to bid for the project as a recommendation to the Village Board. The Village Board will then take final action as part of the next step to advance the project that is desired for implementation in 2021. This is a reconstruction project that will transform the road from a rural section to an urban one. The project area runs from Holscher Road to east just past North Peninsula Way.

The entire design is included in your packet for consideration as listed on the agenda. Further development to the east of this ending point appears delayed and the remaining road work can be addressed at a future time. Work on this segment is intended to be completed in 2021. The tentative timeline for this project is as follows:

- November 23, 2020 - Village Board: The board receives the recommendation to accept the final design and send the project to bid. Also the same night the Village Board will adopt the 2021 Budget which is inclusive of this project.
- January 2021 - Bid the Project



- February 2021 - Committee/Board consideration of bids.
- April 2021 - Project Commencement

FINANCIAL/BUDGET IMPACT:

Included with the attachments is a cost estimate summary. The total cost of the project is estimated at \$590,325 including design, construction management, and contingency. This is a joint project with Dane County which will also be contributing financially. The Village's share is \$182,248 within our Capital Projects Fund and \$112,914 within our Stormwater Utility with Dane County picking up the other half of the project, essentially a 50/50 split.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended to accept the final design and authorize the project for bidding.

ATTACHMENTS:

1. MC 174 CURRENT SET
2. CTH MN - Phase 4A

Village of McFarland, Wisconsin

SHEET INDEX	
SHEET NO.	SHEET DESCRIPTION
1	EROSION CONTROL PLAN AND GENERAL NOTES
2	EROSION CONTROL – STANDARD CONSTRUCTION DETAILS
SANITARY SEWER, WATER MAIN, AND STORM SEWER	
A1	PLAN & PROFILE – CTH MN STATION 11+20 TO STATION 17+20
A2	PLAN & PROFILE – CTH MN STATION 16+80 TO STATION 22+80
A3	SANITARY SEWER – STANDARD CONSTRUCTION DETAILS
A4	WATER MAIN – STANDARD CONSTRUCTION DETAILS
A5	STORM SEWER – STANDARD CONSTRUCTION DETAILS
A6	STREET IMPROVEMENTS – STANDARD CONSTRUCTION DETAILS
B1	PLAN & PROFILE – CTH MN STATION 11+20 TO STATION 17+20
B2	PLAN & PROFILE – CTH MN STATION 16+80 TO STATION 22+80
X1	CROSS SECTIONS – CTH MN STATION XX+XX TO STATION XX+XX
X2	CROSS SECTIONS – CTH MN STATION XX+XX TO STATION XX+XX
X3	CROSS SECTIONS – CTH MN STATION XX+XX TO STATION XX+XX
X4	CROSS SECTIONS – CTH MN STATION XX+XX TO STATION XX+XX
X5	CROSS SECTIONS – CTH MN STATION XX+XX TO STATION XX+XX



NO SCALE

MEMBER



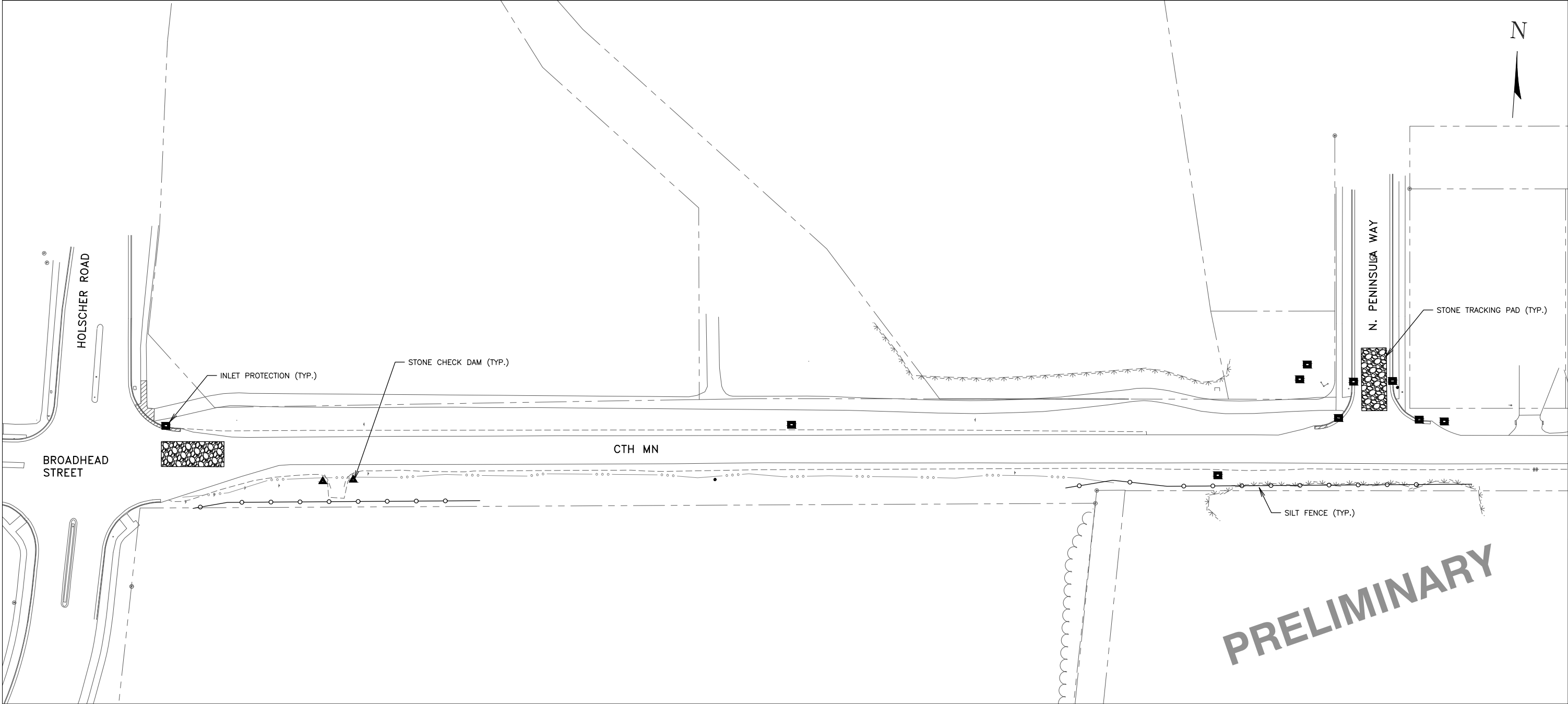
TO OBTAIN LOCATION OF
PARTICIPANTS' UNDERGROUND
FACILITIES BEFORE YOU DIG
IN WISCONSIN

CALL DIGGERS HOTLINE
1-800-242-8511
TOLL FREE

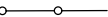
WIS. STATUTE 182.0175 (1974)
REQUIRES MIN. OF 3 WORK DAYS
NOTICE BEFORE YOU EXCAVATE.

LEGEND

UNDERGROUND TELE.	— . . — UT — . . — UT — . . — UT —					
UNDERGROUND CATV.	————— UCATV —————					
UNDERGROUND ELEC.	— UE — UE — UE — UE — UE — UE —					
OVERHEAD	— OH — OH — OH —					
EXISTING GAS	— G — G — G — G —					
PROPERTY LINE	—————					
EXISTING WATER MAIN	— WM — WM — WM — WM —					
EXISTING SANITARY SEWER	— SAN — SAN — SAN — SAN —					
EXISTING STORM SEWER	— STM — STM — STM —					
EXISTING FENCE LINE	— x — x — x — x — x — x — x —					
SAWCUT	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX					
NEW STORM SEWER	—————					
NEW WATER MAIN	—————					
NEW SANITARY SEWER	—————					
NEW ITEMS:						
						
WATER VALVE	CURB STOP	HYDRANT	MANHOLE	CURB INLET	ENDWALL	GAS WARNING
EXISTING ITEMS:						
						
FLAG POLE	MAILBOX	POWER POLE	LIGHT POLE	LAMP POST	PULL BOX	
						
WATER VALVE	CURB STOP	HYDRANT	WELL	MONITORING WELL	TRACER WIRE	
						
SANITARY MANHOLE	SANITARY VALVE	CLEANOUT	STORM MANHOLE	CURB INLET	CIRCULAR INLET	
						
SQUARE INLET	ENDWALL	STUMP	DECID. TREE (RELATIVE SIZE SHOWN)	EVERGREEN	SHRUB OR HEDGE	SIGN
						
CATV. PED.	TELE. PED.	ELEC. PED.	GAS VALVE	STREET SIGN	IRON PIPE	IRON ROD
NOTES: 1.) EXISTING FEATURES AND LABELS ARE SHOWN WITH SCREENED, LIGHTER LINES. 2.) NEW CONCRETE IS SHOWN SHADED IN PLAN VIEWS 3.) CONCRETE REMOVALS ARE SHOWN BY CROSS-HATCHING						



EROSION CONTROL NOTES:

- LOCATIONS MARKED WITH "■" TO RECEIVE INLET FILTER PROTECTION DURING CONSTRUCTION. ALL NEW STREET INLETS MUST ALSO RECEIVE INLET FILTER PROTECTION.
- CONSTRUCT A STONE CHECK DAM IN GUTTER LINE AT ALL LOCATIONS MARKED WITH "▲"
- SURFACE FLOW DIRECTION IS INDICATED WITH 
- SILT FENCE INSTALLATION IS INDICATED WITH 
- POST WDNR CERTIFICATE OF PERMIT COVERAGE ON SITE AND MAINTAIN UNTIL CONSTRUCTION ACTIVITIES HAVE CEASED, THE SITE IS STABILIZED, AND A NOTICE OF TERMINATION IS FILED WITH WDNR.
- KEEP A COPY OF THE CURRENT EROSION CONTROL PLAN ON SITE THROUGHOUT THE DURATION OF THE PROJECT.
- SUBMIT PLAN REVISIONS OR AMENDMENTS TO THE WDNR AT LEAST 5 DAYS PRIOR TO FIELD IMPLEMENTATION.
- THE CONTRACTOR IS RESPONSIBLE FOR ROUTINE SITE INSPECTIONS AT LEAST ONCE EVERY 7 DAYS AND WITHIN 24 HOURS AFTER A RAINFALL EVENT OF 0.5 INCHES OR GREATER. KEEP INSPECTION REPORTS ON-SITE AND MAKE THEM AVAILABLE UPON REQUEST.
- INSPECT AND MAINTAIN ALL INSTALLED EROSION CONTROL PRACTICES UNTIL THE CONTRIBUTING DRAINAGE AREA HAS BEEN STABILIZED.
- WHEN POSSIBLE: PRESERVE EXISTING VEGETATION (ESPECIALLY ADJACENT TO SURFACE WATERS), MINIMIZE LAND-DISTURBING CONSTRUCTION ACTIVITY ON SLOPES OF 20% OR MORE, MINIMIZE SOIL COMPACTION, AND PRESERVE TOPSOIL.
- REFER TO THE WDNR STORMWATER CONSTRUCTION TECHNICAL STANDARDS AT http://dnr.wi.gov/topic/stormwater/standards/const_standards.html.
- INSTALL PERIMETER EROSION CONTROLS AND ROCK TRACKING PAD CONSTRUCTION ENTRANCE(S) PRIOR TO ANY LAND-DISTURBING ACTIVITIES, INCLUDING CLEARING AND GRUBBING. USE WDNR TECHNICAL STANDARD STONE TRACKING PAD AND TIRE WASHING #1057 FOR ROCK CONSTRUCTION ENTRANCE(S).

- INSTALL INLET PROTECTION PRIOR TO LAND-DISTURBING ACTIVITIES IN THE CONTRIBUTING DRAINAGE AREA AND/OR IMMEDIATELY UPON INLET INSTALLATION. COMPLY WITH WDNR TECHNICAL STANDARD STORM DRAIN INLET PROTECTION FOR CONSTRUCTION SITES #1060.
- STAGE CONSTRUCTION GRADING ACTIVITIES TO MINIMIZE THE CUMULATIVE EXPOSED AREA. CONDUCT TEMPORARY GRADING FOR EROSION CONTROL PER WDNR TECHNICAL STANDARD TEMPORARY GRADING PRACTICES FOR EROSION CONTROL #1067.
- NOTIFY THE OWNER IF DEWATERING IS SCHEDULED TO OCCUR IN AREAS OF SOIL AND/OR GROUNDWATER CONTAMINATION, OR IF DEWATERING WILL OCCUR FROM A HIGH CAPACITY WELL (70 GPM OR MORE). DEWATER ONLY AFTER THE APPROPRIATE WDNR DEWATERING DISCHARGE PERMIT HAS BEEN OBTAINED.
- PROVIDE ANTI-SCOUR PROTECTION AND MAINTAIN NON-EROSIVE FLOW DURING DEWATERING. LIMIT PUMPING RATES TO EITHER (A) THE SEDIMENT BASIN/TRAP DESIGN DISCHARGE RATE, OR (B) THE BASIN DESIGN RELEASE RATE WITH THE CORRECTLY-FITTED HOSE AND GEOTEXTILE FILTER BAG. PERFORM DEWATERING OF ACCUMULATED SURFACE RUNOFF IN ACCORDANCE WITH WDNR TECHNICAL STANDARD DE-WATERING #1061.
- INSTALL AND MAINTAIN SILT FENCING PER WDNR TECHNICAL STANDARD SILT FENCE #1056. REMOVE SEDIMENT FROM BEHIND SILT FENCES AND SEDIMENT BARRIERS BEFORE SEDIMENT REACHES A DEPTH THAT IS EQUAL TO ONE-HALF OF THE FENCE AND/OR BARRIER HEIGHT.
- REPAIR BREAKS AND GAPS IN SILT FENCES AND BARRIERS IMMEDIATELY. REPLACE DECOMPOSING STRAW BALES (TYPICAL BALE LIFE IS 3 MONTHS). LOCATE, INSTALL, AND MAINTAIN STRAW BALES PER WDNR TECHNICAL STANDARD DITCH CHECKS #1062.
- INSTALL AND MAINTAIN FILTER SOCKS IN ACCORDANCE WITH WDNR TECHNICAL STANDARD INTERIM MANUFACTURED PERIMETER CONTROL AND SLOPE INTERRUPTION PRODUCTS #1071.
- IMMEDIATELY STABILIZE STOCKPILES AND SURROUND STOCKPILES AS NEEDED WITH SILT FENCE OR OTHER PERIMETER CONTROL IF STOCKPILES WILL REMAIN INACTIVE FOR 7 DAYS OR LONGER.
- IMMEDIATELY STABILIZE ALL DISTURBED AREAS THAT WILL REMAIN INACTIVE FOR 14 DAYS OR LONGER. BETWEEN SEPTEMBER 15 AND OCTOBER 15: STABILIZE WITH MULCH, TACKIFIER, AND A PERENNIAL SEED MIXED WITH WINTER WHEAT, ANNUAL OATS, OR ANNUAL RYE, AS APPROPRIATE FOR REGION AND SOIL TYPE. OCTOBER 15 THROUGH COLD WEATHER: STABILIZE WITH A POLYMER AND DORMANT SEED MIX, AS APPROPRIATE FOR REGION AND SOIL TYPE.

- STABILIZE AREAS OF FINAL GRADING WITHIN 7 DAYS OF REACHING FINAL GRADE.
- SWEEP/CLEAN UP ALL SEDIMENT/TRASH THAT MOVES OFF-SITE DUE TO CONSTRUCTION ACTIVITY OR STORM EVENTS BEFORE THE END OF THE SAME WORKDAY OR AS DIRECTED BY THE OWNER. SEPARATE SWEEPED MATERIALS (SOILS AND TRASH) AND DISPOSE OF APPROPRIATELY.
- THE CONTRACTOR IS RESPONSIBLE FOR CONTROLLING DUST PER WDNR TECHNICAL STANDARD DUST CONTROL ON CONSTRUCTION SITES #1068.
- COORDINATE WITH THE OWNER TO UPDATE THE LAND DISTURBANCE PERMIT TO INDICATE THE ANTICIPATED OR LIKELY DISPOSAL LOCATIONS FOR ANY EXCAVATED SOILS OR CONSTRUCTION DEBRIS THAT WILL BE HAULED OFF-SITE FOR DISPOSAL. THE DEPOSITED OR STOCKPILED MATERIAL NEEDS TO INCLUDE PERIMETER SEDIMENT CONTROL MEASURES (SUCH AS SILT FENCE, HAY BALES, FILTER SOCKS, OR COMPACTED EARTHEN BERMS).
- FOR NON-CHANNELIZED FLOW ON DISTURBED OR CONSTRUCTED SLOPES, PROVIDE CLASS I, II OR III TYPE A EROSION CONTROL MATTING. SELECT EROSION MATTING FROM APPROPRIATE MATRIX IN WDOT'S WIDOT PRODUCT ACCEPTABILITY LIST (PAL); INSTALL AND MAINTAIN PER WDNR TECHNICAL STANDARD NON-CHANNEL EROSION MAT #1052.
- FOR CHANNELIZED FLOW ON DISTURBED OR CONSTRUCTED AREAS, PROVIDE CLASS I, II, OR III TYPE B EROSION CONTROL MATTING. SELECT EROSION MATTING FROM APPROPRIATE MATRIX IN WDOT'S WIDOT PRODUCT ACCEPTABILITY LIST (PAL); INSTALL AND MAINTAIN PER WDNR TECHNICAL STANDARD CHANNEL EROSION MAT #1053.
- INSTALL ADDITIONAL EROSION AND SEDIMENT CONTROL MEASURES (SUCH AS TEMPORARY SEDIMENT BASINS, DITCH CHECKS, EROSION CONTROL MATTING, SILT FENCING, FILTER SOCKS, WATTLES, SWALES, ETC.), OR AS DIRECTED BY THE OWNER.

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EROSION CONTROL PLAN
AND GENERAL NOTES

2021 CTH MN/BROADHEAD STREET
UTILITY AND STREET IMPROVEMENTS

Village of McFarland, Wisconsin

PROJECT NO.:
MC 174

DRAWING FILE:
MC 174 SHEETS.DWG

DRAWN BY:
J.R.K.

CHECKED BY:
N.R.B.

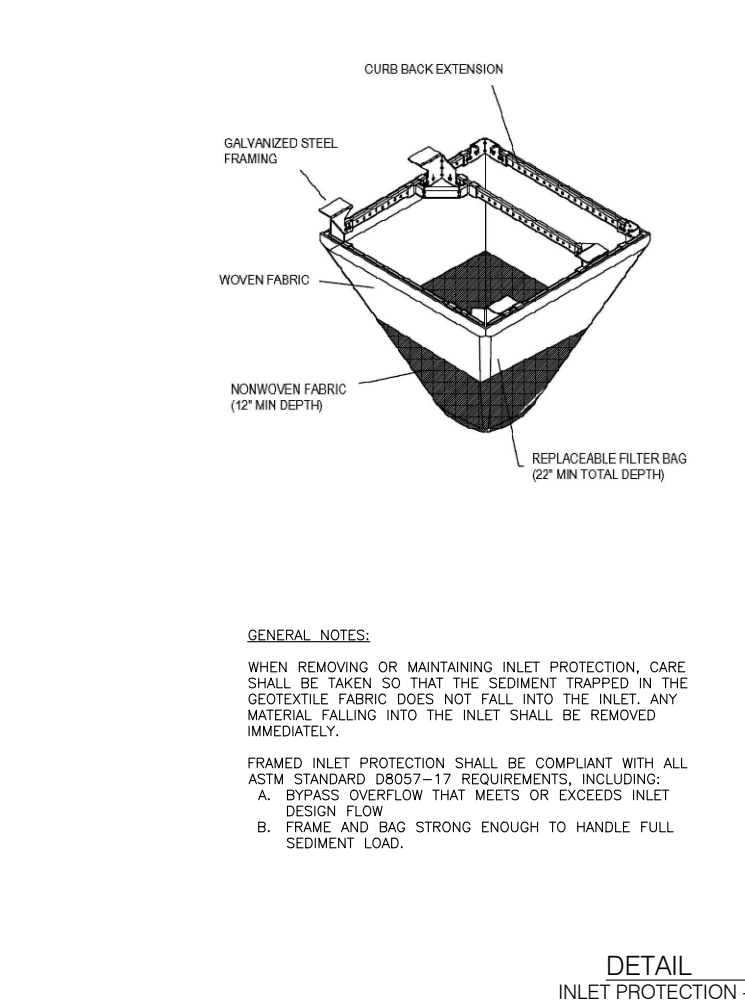
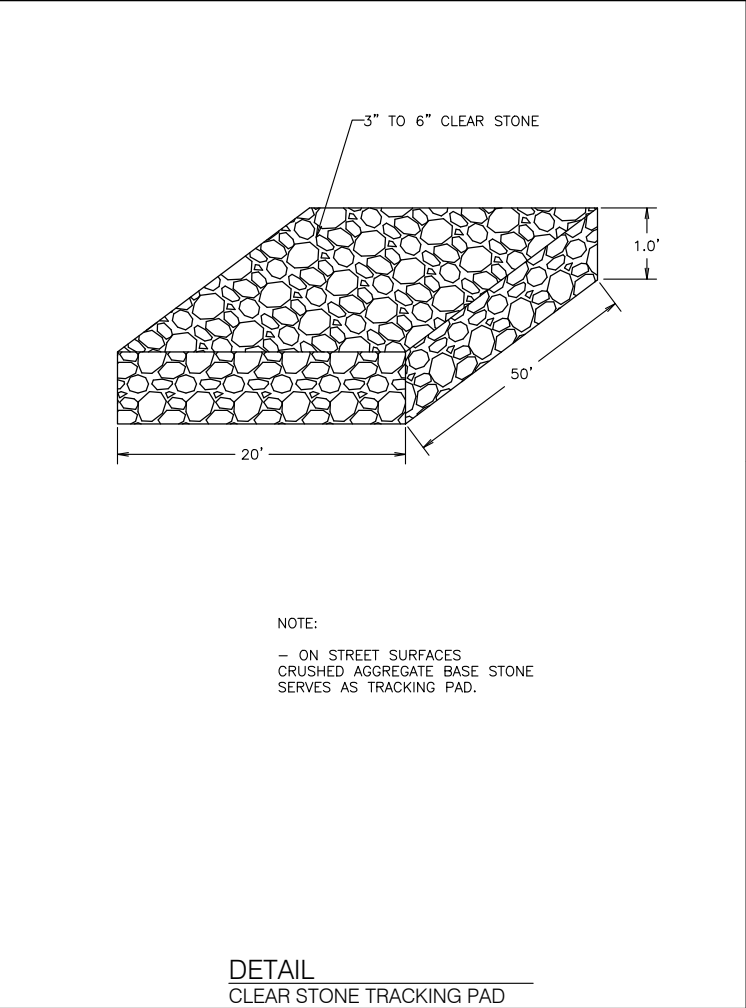
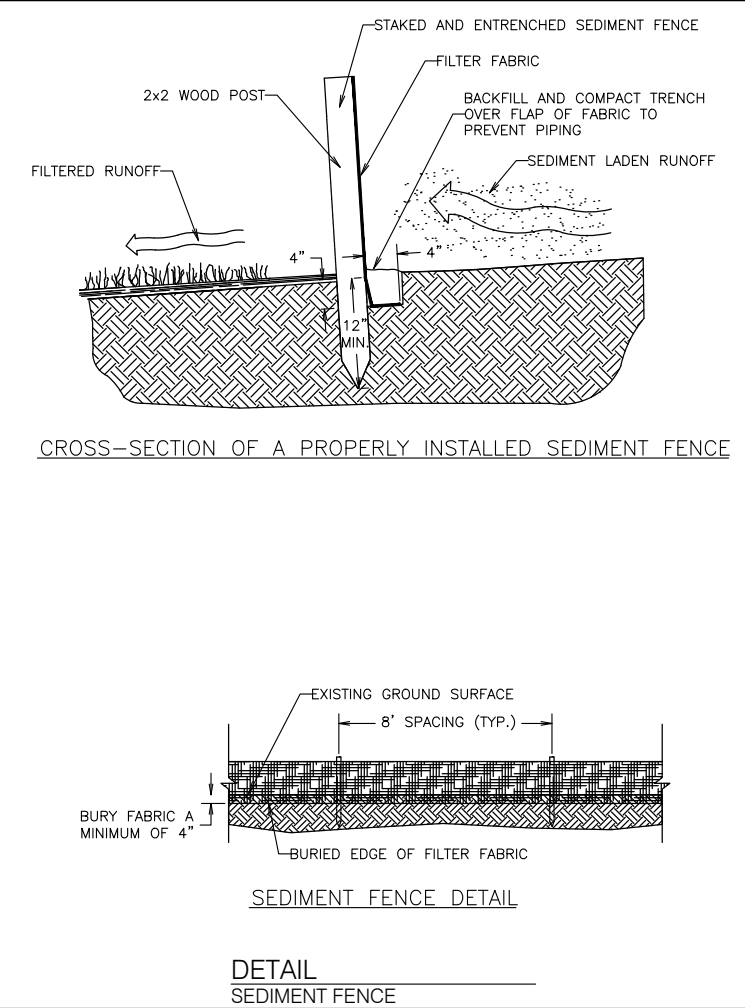
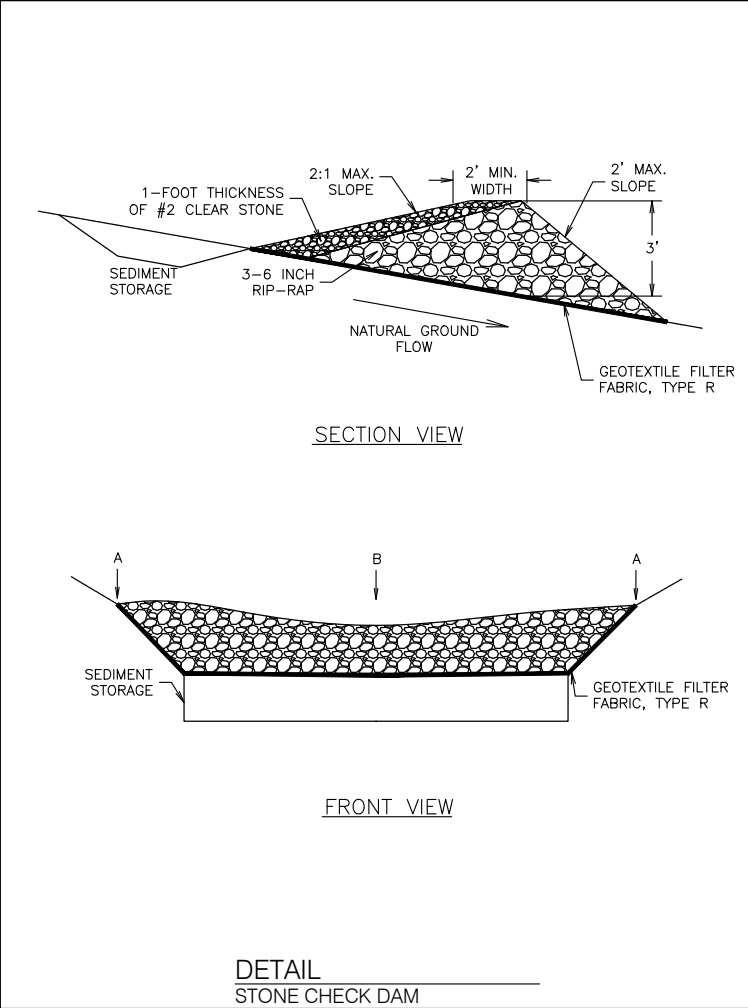
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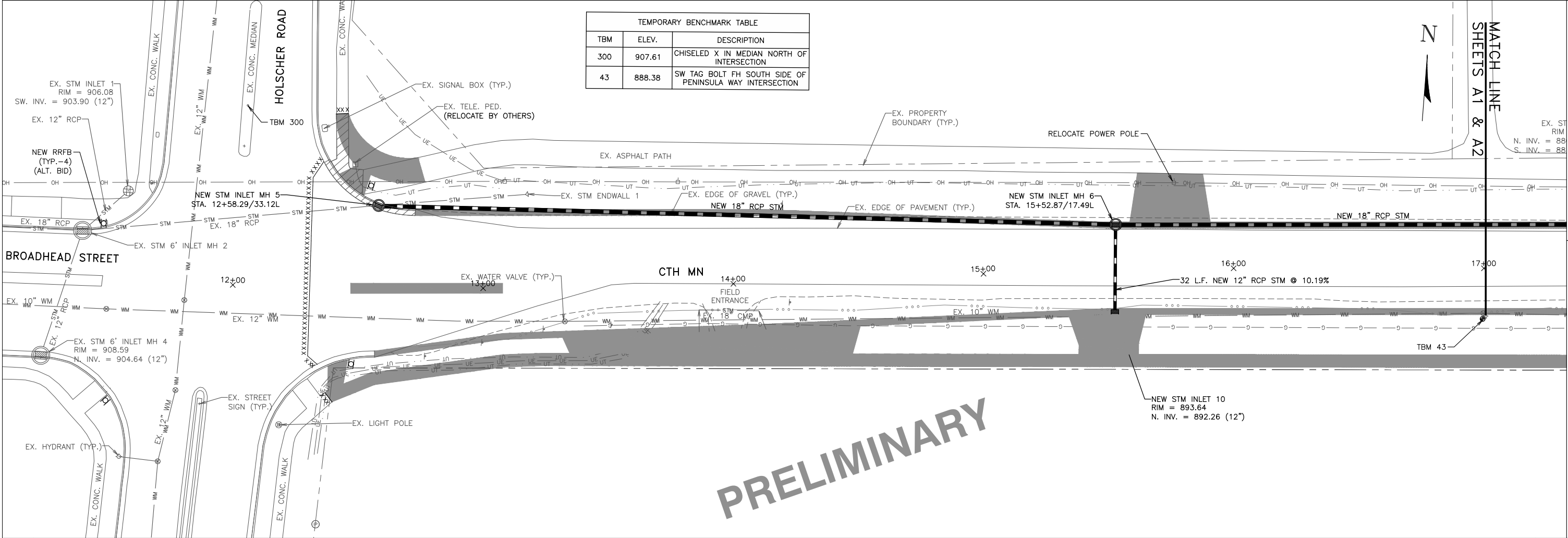
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SCALE:


SHEET:
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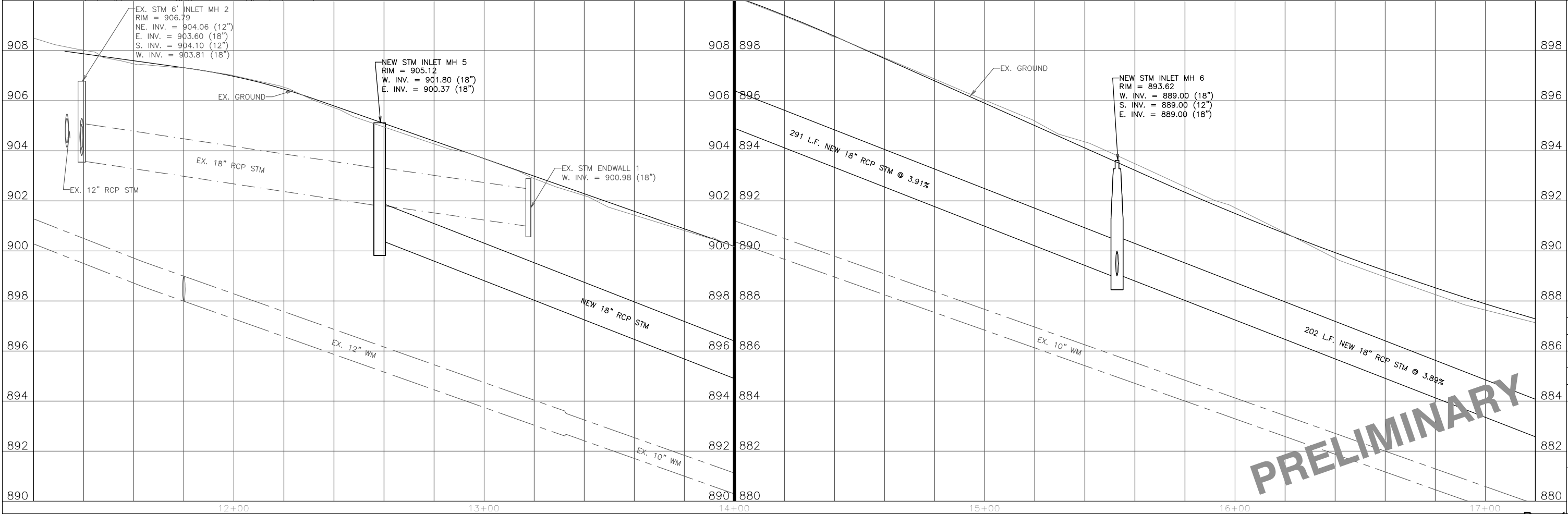
Page 149 of 254





TEMPORARY BENCHMARK TABLE		
TBM	ELEV.	DESCRIPTION
300	907.61	CHISELED X IN MEDIAN NORTH OF INTERSECTION
43	888.38	SW TAG BOLT FH SOUTH SIDE OF PENINSULA WAY INTERSECTION

PRELIMINARY



PRELIMINARY

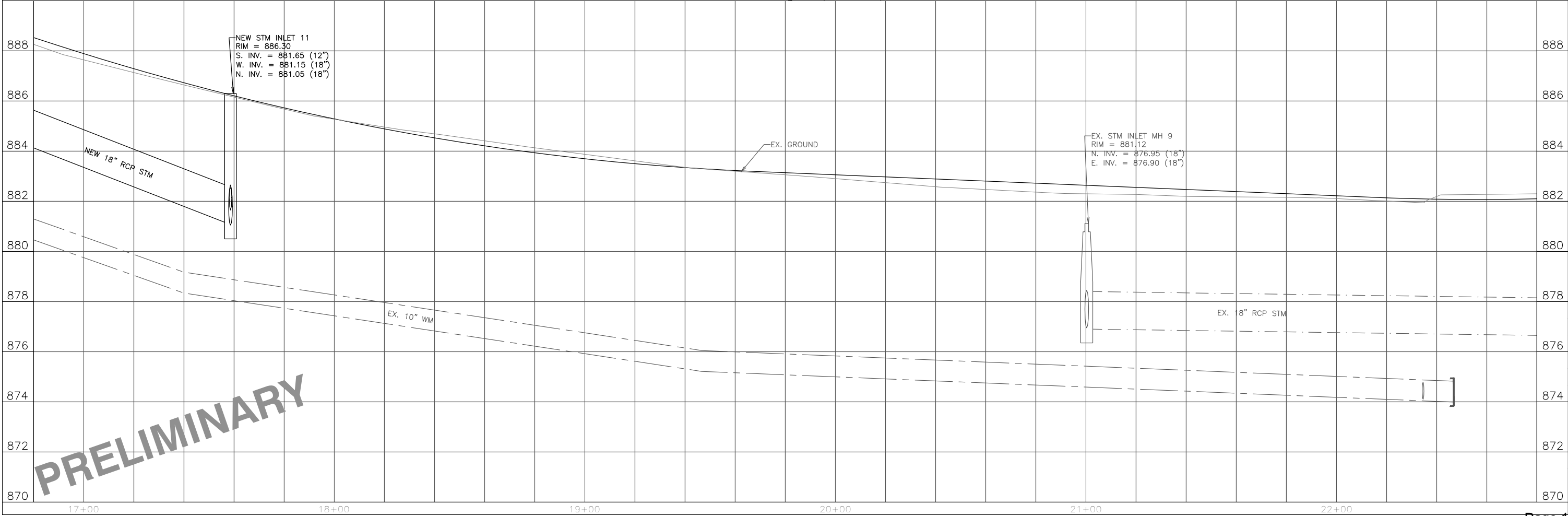
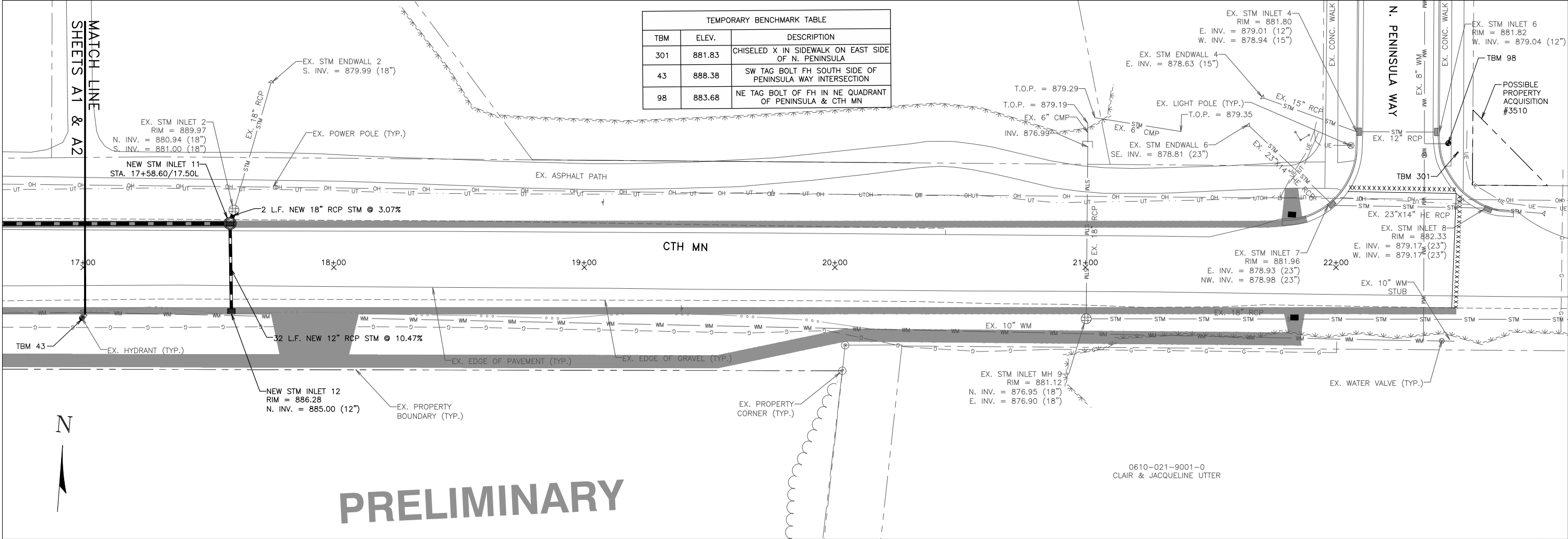
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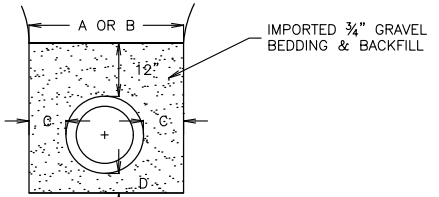
PLAN & PROFILE
CTH MN
Station 11+20 To Station 17+20

2021 CTH MN/BROADHEAD STREET
UTILITY AND STREET IMPROVEMENTS
Village of McFarland, Wisconsin

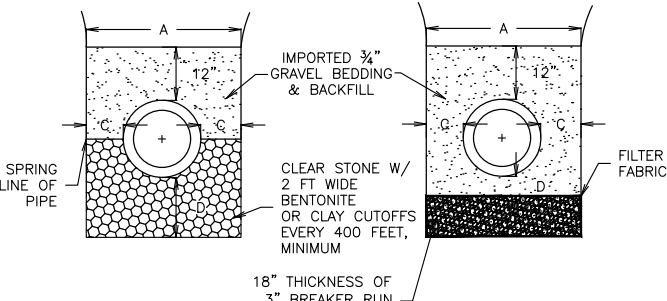
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MC 174
DRAWING FILE:
MC 174 SHEETS.DWG
DRAWN BY:
J.R.K.
CHECKED BY:
N.R.B.
DATE:
10-29-20
REVISIONS:
SCALE: HORIZONTAL
0 5 10 20
VERTICAL
1
2
SHEET:
A1



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



NORMAL PIPE TRENCH

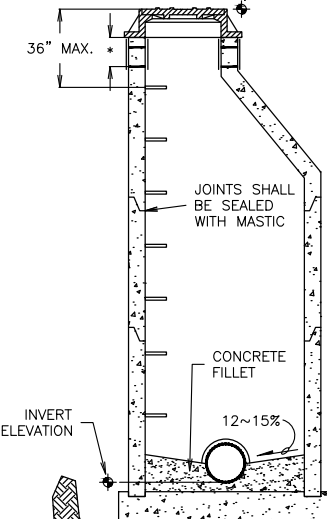


WET TRENCH
WITH SUMP DEWATERING

UNSTABLE TRENCH

DETAIL
TRENCH WIDTH AND BEDDING

CASTING SHALL BE 1/2" BELOW FINISHED PAVEMENT OR AS ESTABLISHED BY THE ENGINEER.



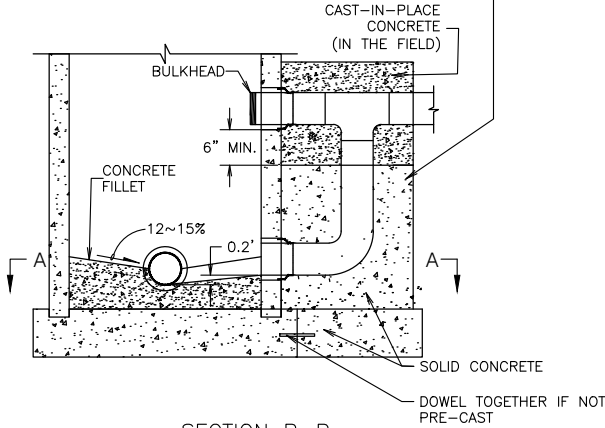
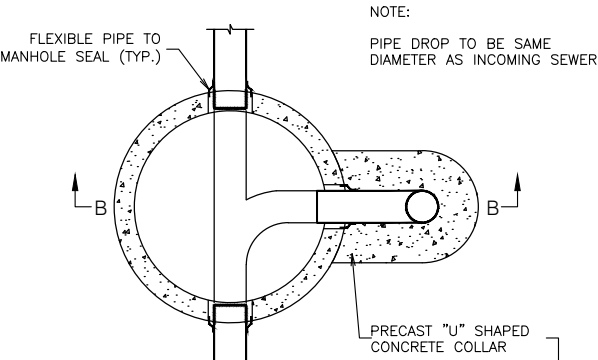
6" GRAVEL FILL REQUIRED
(WASHED STONE WITH WET SUBGRADE)

* A MINIMUM OF 3" TO A MAXIMUM OF 9" OF ADJUSTING RINGS SHALL BE USED TO ADJUST THE MANHOLE CASTING TO THE FINISHED GRADE. ALL RINGS SHALL BE SEALED TOGETHER USING MASTIC AND ALL JOINTS SHALL BE BACK PLASTERED INSIDE AND OUT WITH CEMENT MORTAR.

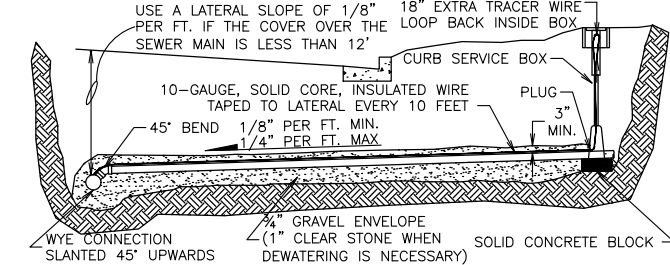
DETAIL
MANHOLE

NOTES:
MANHOLE CASTING SHALL BE HEAVY DUTY, NEENAH FOUNDRY CO. CATALOG LISTING NO. R-1550, WITH TYPE "B" NON-ROCKING LID, GASKET SEAL AND CONCEALED PICKHOLES.
ADJUST FRAME TO GRADE WITH AT LEAST TWO PRECAST CONCRETE RINGS OF DIFFERENT THICKNESSES. RINGS SHALL BE REINFORCED WITH ONE NO. 3 STEEL BAR CENTERED WITHIN EACH RING.
MANHOLE CASTINGS AND STEPS SHALL BE LOCATED OVER THE EFFLUENT PIPE FOR PIPES BETWEEN 8" AND 18" IN DIAMETER. CASTINGS AND STEPS SHALL BE LOCATED OVER THE BENCH FOR PIPES GREATER THAN 18" IN DIAMETER.
CONCRETE SHALL BE 4000 PSI, 28 DAY COMPRESSIVE STRENGTH, 6.5 BAG MIX WITH 1~2% AIR ENTRAINMENT.
STEEL REINFORCEMENT SHALL CONFORM TO ASTM C-478 STANDARDS.
FLAT-TOP COVERS SHALL BE USED WHERE THE TOTAL RIM TO INVERT DEPTH IS LESS THAN 6 FEET AND MAY BE USED FOR MANHOLE DIAMETERS GREATER THAN 5 FEET.
SEE SPECIFICATION NARRATIVE FOR PIPE SEAL AND CHIMNEY SEAL REQUIREMENTS.
MANHOLE STEPS SHALL CONFORM TO ASTM-C478 & SHALL BE NEENAH FOUNDRY CO. R-1981-N OR APPROVED EQUAL. STEPS SHALL BE SPACED 16" ON CENTER.

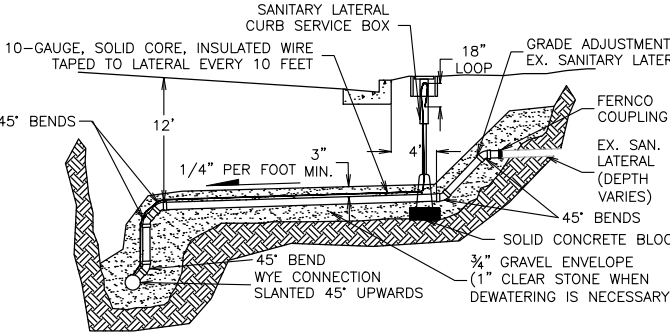
* A MINIMUM OF 3" TO A MAXIMUM OF 9" OF ADJUSTING RINGS SHALL BE USED TO ADJUST THE MANHOLE CASTING TO THE FINISHED GRADE. ALL RINGS SHALL BE SEALED TOGETHER USING MASTIC AND ALL JOINTS SHALL BE BACK PLASTERED INSIDE AND OUT WITH CEMENT MORTAR.



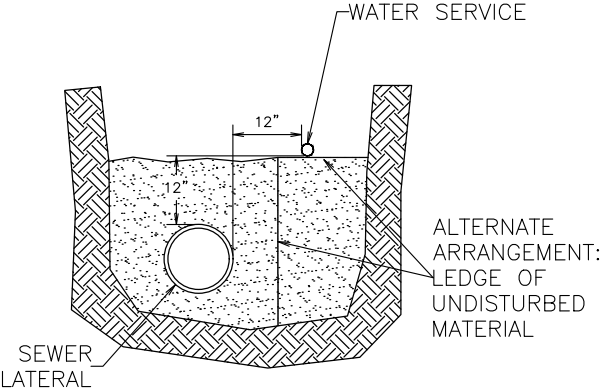
DETAIL
DROP MANHOLE ENTRANCE



- NOTES:
1. CONSTRUCT LATERALS IN CONFORMANCE WITH CHAPTER SPS 382 OF THE WISCONSIN ADMINISTRATIVE CODE.
 2. LATERAL SLOPE SHALL BE 1/4" PER FOOT WHERE SUFFICIENT COVER EXISTS.
 3. CONTRACTOR SHALL VERIFY SIZE, DEPTH, AND LOCATION OF EXISTING LATERALS.
 4. WHERE LATERALS ARE NOT IMMEDIATELY CONNECTED TO BUILDING SEWERS THE ENDS OF THE LATERALS SHALL BE MARKED BY POSITIONING 4"x4" BOARDS VERTICALLY FROM THE ENDS OF THE LATERALS TO AT LEAST 2' ABOVE THE GROUND SURFACE.
 5. THE LOCATION OF ALL SEWER LATERALS CROSSING UNDER THE CURB & GUTTER SHALL BE MARKED BY STAMPING AN "S" IN THE TOP OF THE CURB OVER THE LOCATION OF THE SEWER LATERAL.



DETAIL
SANITARY SEWER LATERAL



DETAIL
JOINT TRENCH INSTALLATION

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STANDARD CONSTRUCTION DETAILS
SANITARY SEWER

2021 CTH MN/BROADHEAD STREET
UTILITY AND STREET IMPROVEMENTS
Village of McFarland, Wisconsin

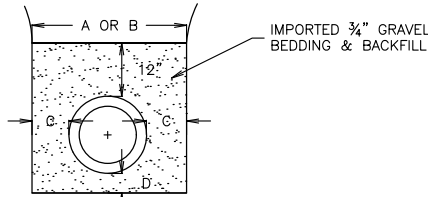
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DRAWING FILE: MC 174-DETAILS.DWG
DRAWN BY: J.R.K.
CHECKED BY: N.R.B.
DATE: 10-29-20
REVISIONS:

SCALE:
N.T.S.

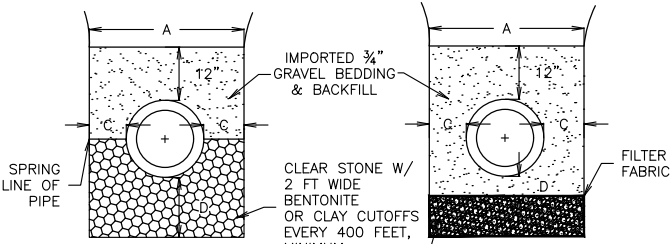
SHEET:
A3

PRELIMINARY

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



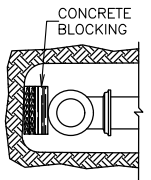
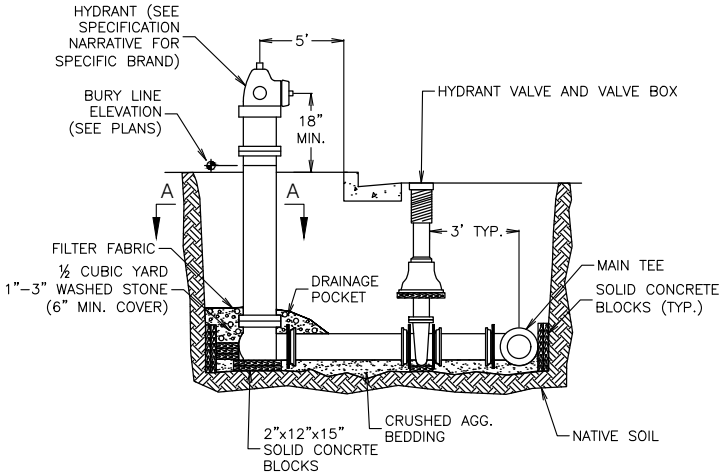
NORMAL PIPE TRENCH



WET TRENCH
WITH SUMP DEWATERING

UNSTABLE TRENCH

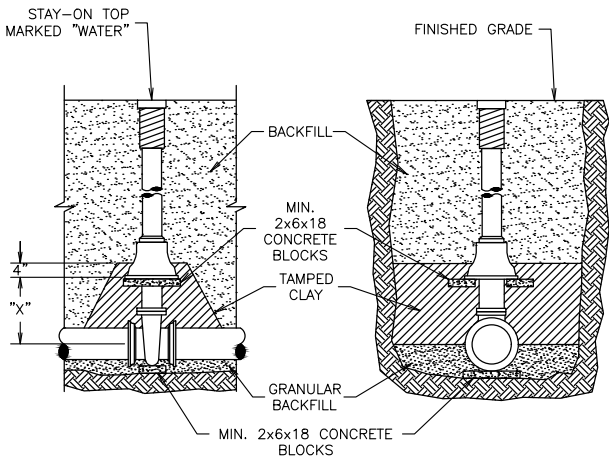
DETAIL
TRENCH WIDTH AND BEDDING



SECTION A-A

- NOTES:
- THE HYDRANT AND HYDRANT VALVE SHALL BE CONNECTED TO THE MAIN TEE BY MEGALUGS.
 - FILTER FABRIC SHALL BE WRAPPED AROUND THE DRAIN POCKET.
 - WHERE THE HYDRANT IS INSTALLED AT THE HIGH POINT OF THE WATER MAIN ON MAINS 10 INCHES IN DIAMETER AND LARGER, THE CONTRACTOR SHALL TIP THE MAIN TEE UPWARDS 45 DEGREES AND USE A 45 DEGREE FITTING TO ALLOW AIR TO ESCAPE FROM THE MAIN.
 - WHERE THE LOCATION OF THE HYDRANT VALVE BOX WOULD BE IN ANY PORTION OF THE CURB AND GUTTER, THE CONTRACTOR SHALL PLACE THE VALVE IN THE TERRACE AREA.

DETAIL
HYDRANT SETTING



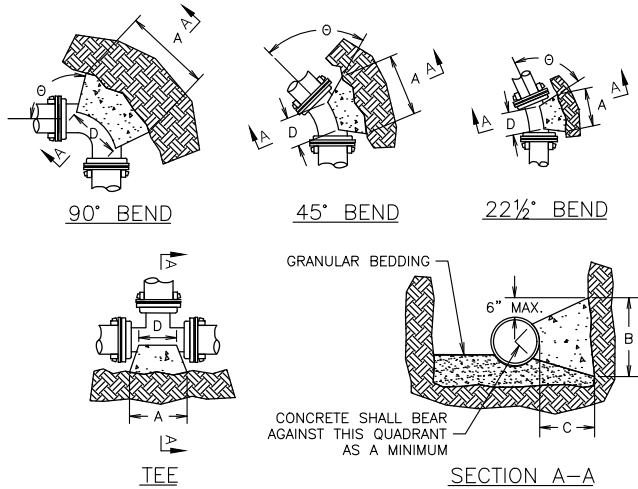
VIEW ALONG PIPELINE

SECTION VIEW

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

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

DETAIL
VALVE BOX SETTING



- WOOD BLOCKING MAY NOT BE USED. ONLY SOLID CONCRETE BLOCKS ARE ALLOWED.
- DIMENSION "D" SHALL BE AS LARGE AS POSSIBLE, BUT THE CONCRETE SHALL NOT INTERFERE WITH THE MECHANICAL JOINTS.
- DIMENSION "C" SHALL BE AT LEAST 6 INCHES, AND LARGE ENOUGH TO MAKE THE "Ø" ANGLE EQUAL TO OR GREATER THAN 45 DEGREES WITH THE DIMENSION "A" AS SHOWN ON THE TABLE, OR GREATER, AND WITH DIMENSION "D" AS LARGE AS POSSIBLE.

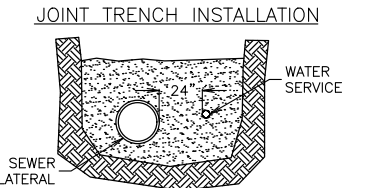
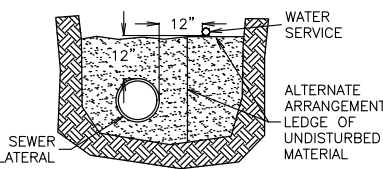
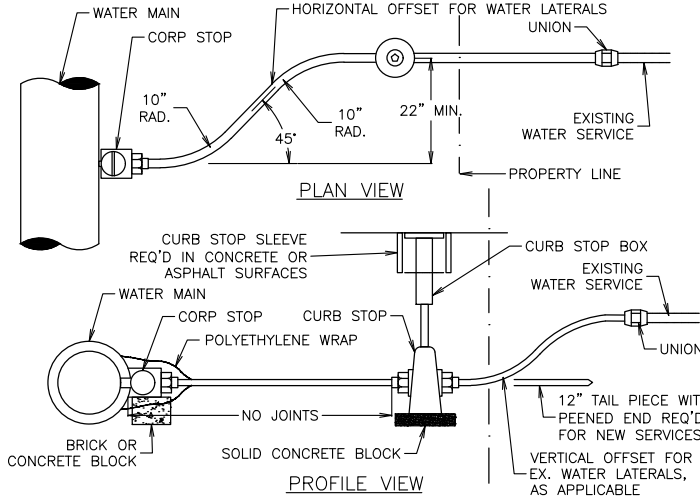
CONCRETE SHALL BE CLASS "CC". SEE SECTION 03301.

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

* = FOR TEE THIS WILL BE THE BRANCH PIPE

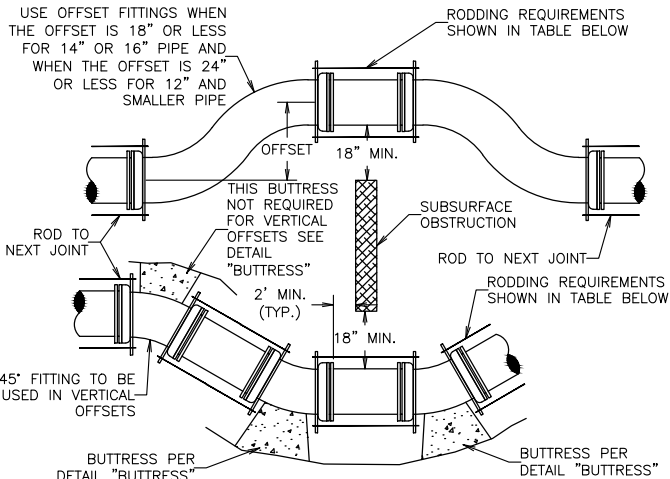
DIMENSIONS IN THE TABLE ARE BASED ON A WATER PRESSURE OF 150 PSI AND SOIL RESISTANCE OF 2000 LBS./SQ.FT.

DETAIL
BUTTRUSS



JOINT TRENCH INSTALLATION W/
LESS THAN 12" VERTICAL SEPARATION

DETAIL
WATER SERVICE INSTALLATION

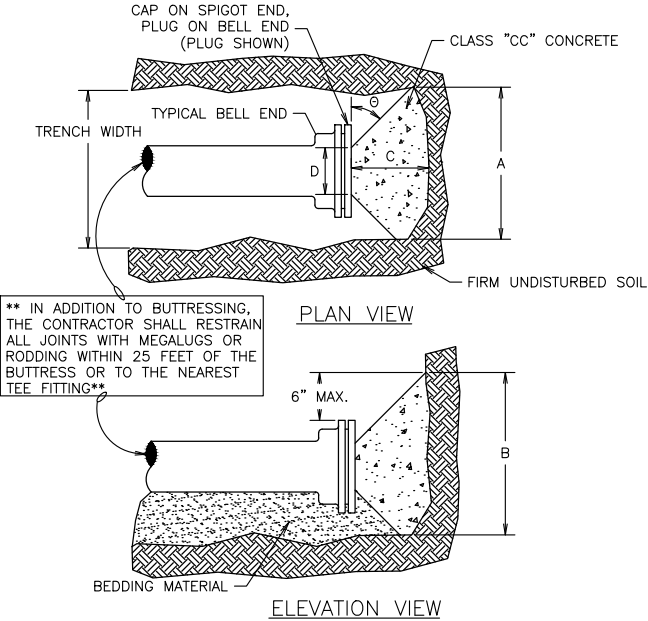


NOMINAL PIPE SIZE	RODS NO.	RODS DIA.	STRAP SIZE	BOLT DIA.	WASHER SIZE
6	3	3/8"	1/2" x 2	3/8"	1/2" x 3 x 5
8	4	3/8"	1/2" x 2	3/8"	1/2" x 3 x 5
10	4	3/8"	1/2" x 2 1/2	1	1/2" x 3 x 5
12	4	3/8"	1/2" x 2 1/2	1	1/2" x 3 x 5
14	4	3/8"	1/2" x 2 1/2	1	1/2" x 3 x 5

ALL DIMENSIONS IN THIS TABLE ARE IN INCHES

- NOTES:
- RODS AND WASHERS TO BE ASTM A-575 MERCHANT QUALITY 0.17-0.24 CARBON. NUTS TO BE AMERICAN STANDARD HEAVY, NOT PRESSED.
 - TIE RODS, BOLTS, NUTS, BANDS AND WASHERS TO BE FURNISHED AND ASSEMBLED BY THE CONTRACTOR.
 - ALL STEEL MATERIAL TO BE GALVANIZED OR THOROUGHLY COATED WITH ENGINEER APPROVED COATING.
 - OFFSET FITTINGS REQUIRE CONTINUOUS RODDING IN ALL POSITIONS.
 - VERTICAL OFFSETS SHALL NOT CREATE A HIGH POINT IN THE WATER MAIN. VERTICAL OFFSETS REQUIRE THE SAME RODDING AND BUTTRUSSING AS SHOWN ABOVE.
 - MEGALUG RESTRAINTS MAY BE USED IN LIEU OF RODDING.

DETAIL
OFFSET AND RODDING

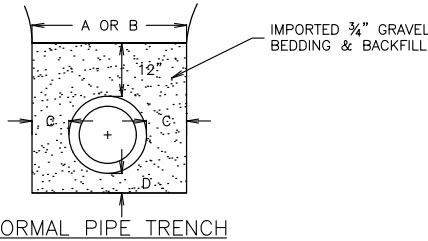


BUTTRUSS DIMENSIONS				
DIA.	A	B	C	D
6"	1'-3"	1'-0"	SEE NOTES ABOVE	SEE NOTES ABOVE
8"	1'-8"	1'-6"		
10"	2'-0"	1'-8"		
12"	2'-5"	1'-10"		
16"	3'-4"	2'-4"		
20"	4'-3"	2'-10"	SEE NOTES ABOVE	SEE NOTES ABOVE
24"	5'-2"	3'-4"		
30"	6'-9"	4'-0"		

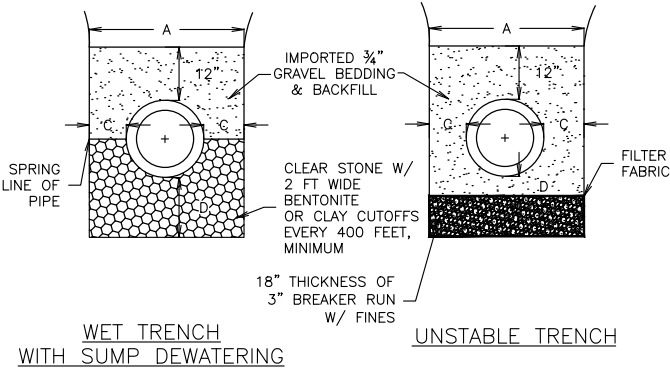
- NOTES:
- DIMENSION "C" SHALL BE LARGE ENOUGH TO MAKE ANGLE Ø EQUAL TO OR GREATER THAN 45°.
 - DIMENSION "D" EQUALS APPROX. I.D. OF PIPE, LESS 2 INCHES. CONTRACTOR SHALL PROTECT THE MECH. JOINT BOLTS FROM THE CONCRETE BUTTRUSS.
 - BUTTRUSS DIMENSIONS ARE BASED UPON A SOIL RESISTANCE OF 2 TONS PER SQ. FT. AND A WATER PRESSURE OF 150 P.S.I.

DETAIL
BUTTRUSS FOR DEAD ENDS

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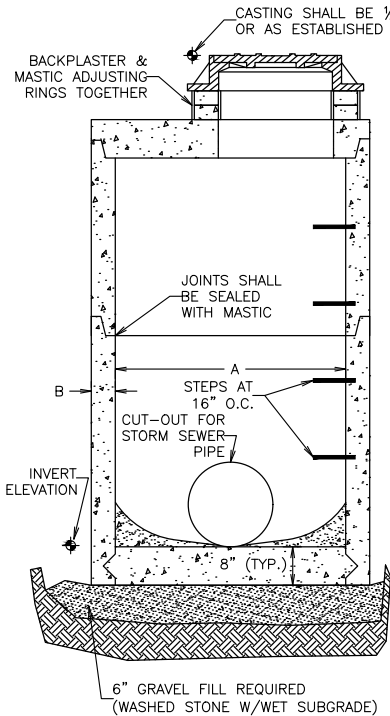
NORMAL PIPE TRENCH



WET TRENCH WITH SUMP DEWATERING

UNSTABLE TRENCH

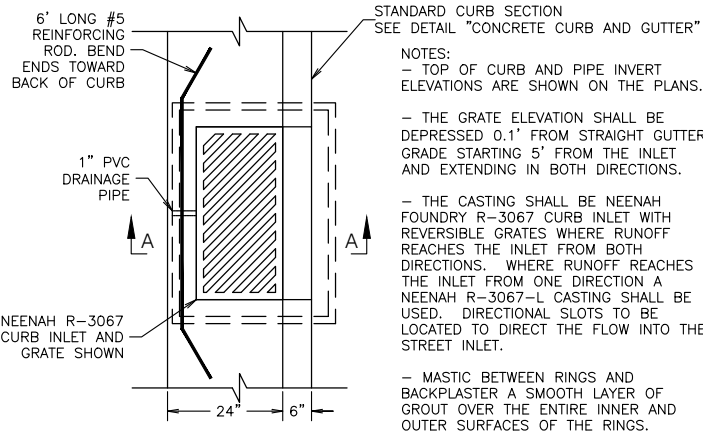
DETAIL
TRENCH WIDTH AND BEDDING



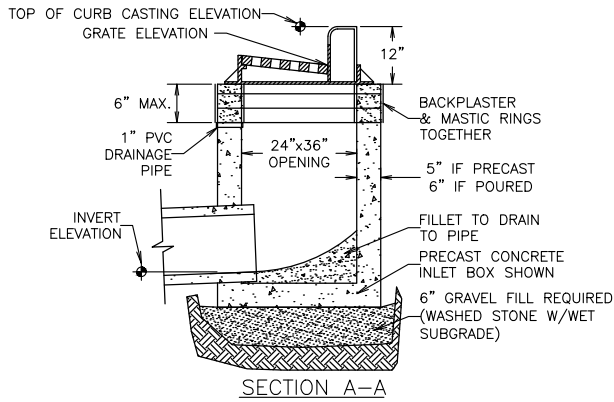
STORM MANHOLE DIMENSIONS

MANHOLE SIZE	DIMENSION	
	A	B (MIN.)
48"	48"	5"
60"	60"	6"
72"	72"	7"
84"	84"	7"
96"	96"	9"

DETAIL
STORM SEWER MANHOLE AND INLET

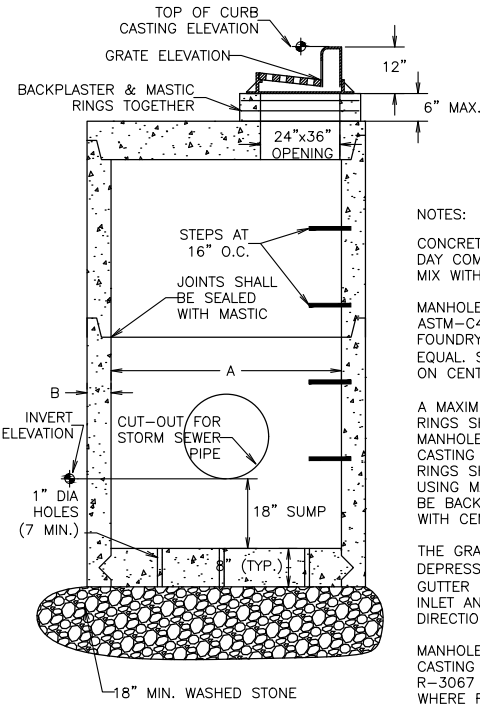


PLAN VIEW



SECTION A-A

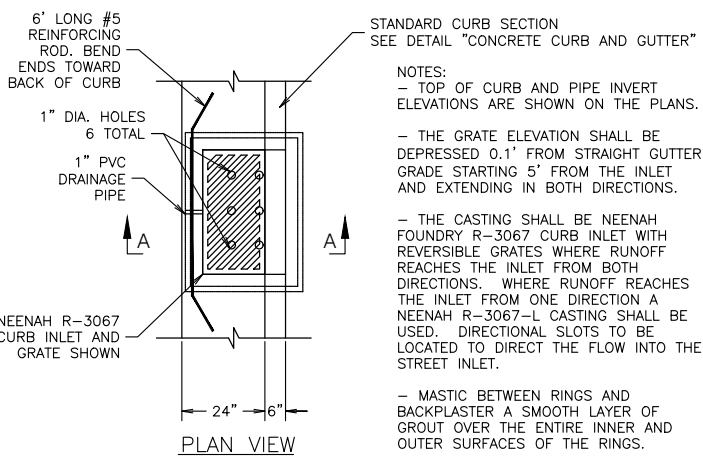
DETAIL
RECTANGULAR CURB INLET



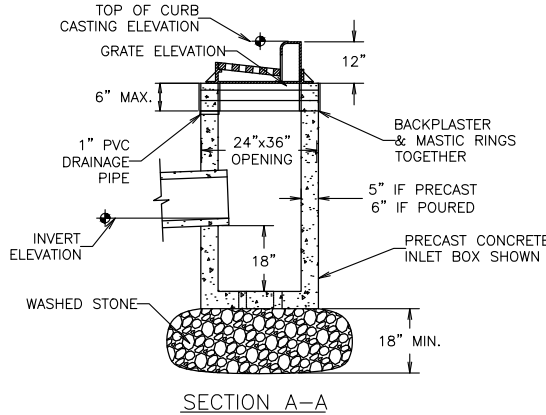
STORM MANHOLE DIMENSIONS

MANHOLE SIZE	DIMENSION	
	A	B (MIN.)
48"	48"	5"
60"	60"	6"
72"	72"	7"
84"	84"	7"
96"	96"	9"

DETAIL
STORM SEWER MANHOLE CATCH BASIN

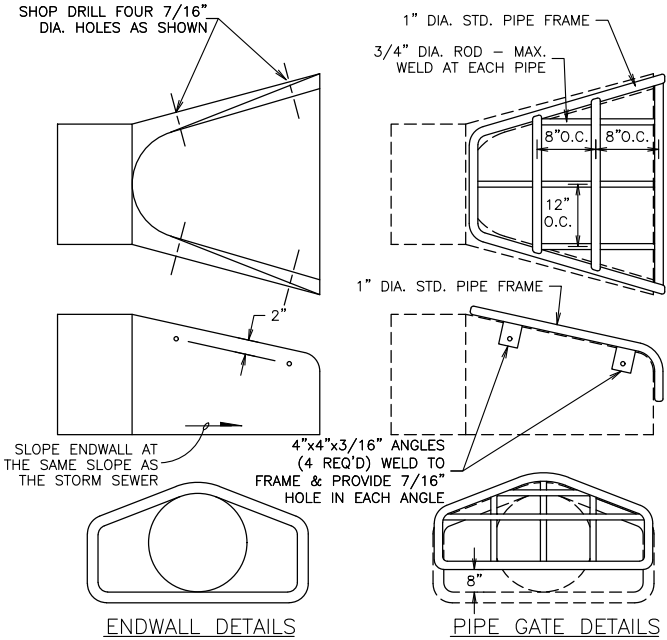


PLAN VIEW



SECTION A-A

DETAIL
RECTANGULAR CATCH BASIN



ENDWALL DETAILS

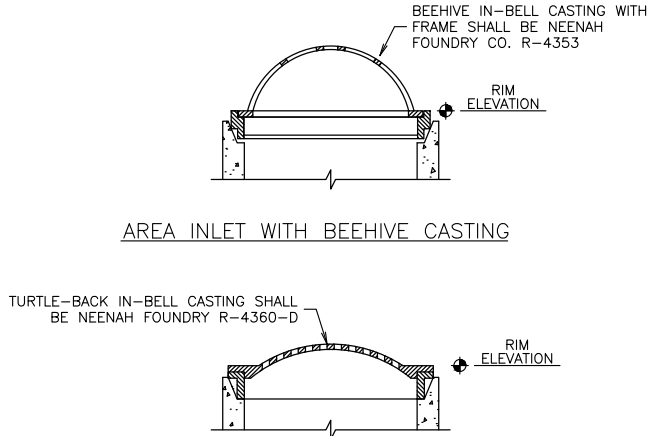
PIPE GATE DETAILS

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

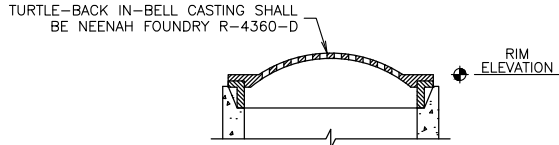
PAINTING SPECIFICATIONS:
- THE PIPE GATE SHALL RECEIVER THE FOLLOWING PREPARATION & PAINTING. THE FIRST COAT SHALL BE RUS-OLEUM X-60 RED BARE METAL PRIMER OR APPROVED EQUAL. THE SECOND COAT SHALL BE RUS-OLEUM 960 ZINC CHROMATE PRIMER OR APPROVED EQUAL. THE THIRD COAT SHALL BE RUS-OLEUM 1282 HIGH GLOSS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

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

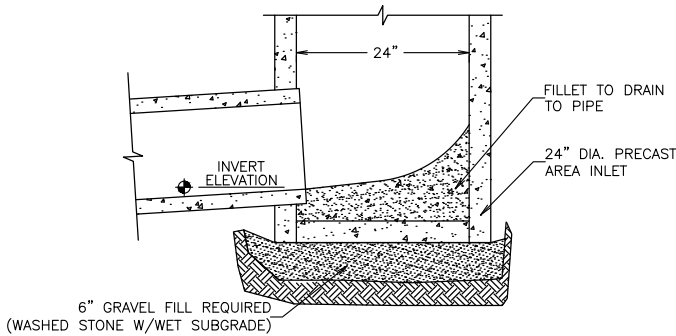
DETAIL
ENDWALLS



AREA INLET WITH BEEHIVE CASTING

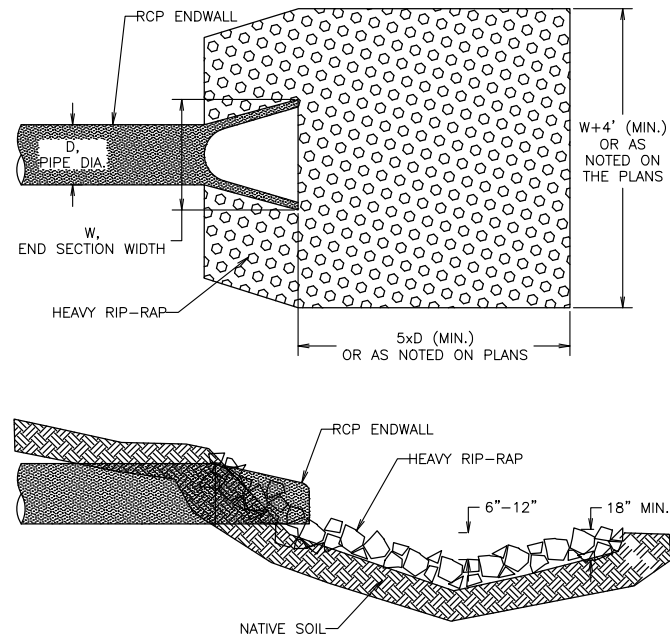


AREA INLET WITH TURTLE-BACK CASTING



AREA INLET BOTTOM SECTION

DETAIL
AREA INLET



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

DETAIL
ENDWALL RIP-RAP

2912 Marketplace Drive
Suite 103
Madison, WI 53719
(608) 273-3350
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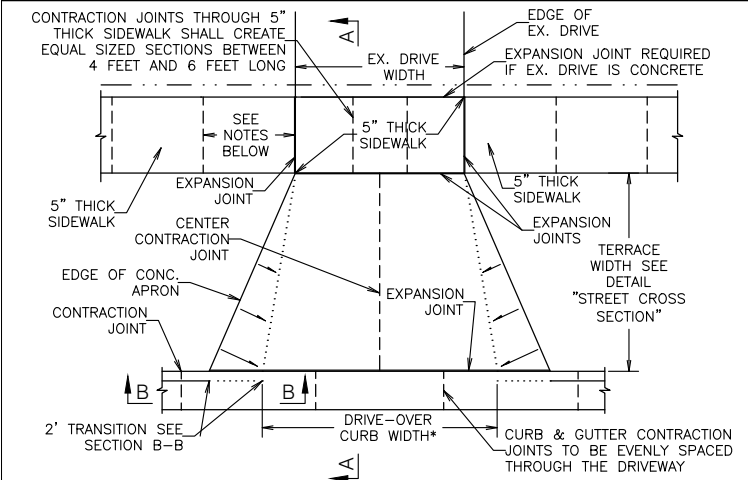
STANDARD CONSTRUCTION DETAILS
STORM SEWER

2021 CTH MN/BROADHEAD STREET
UTILITY AND STREET IMPROVEMENTS
Village of McFarland, Wisconsin

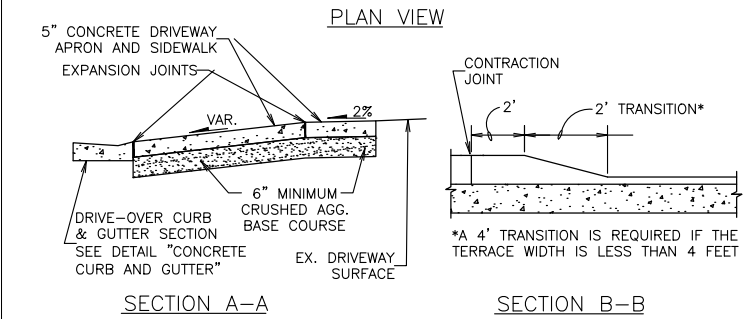
PROJECT NO.: MC 174
DRAWING FILE: MC 174 DETAILS.DWG
DRAWN BY: J.R.K.
CHECKED BY: N.R.B.
DATE: 10-29-20
REVISIONS:

N.T.S.

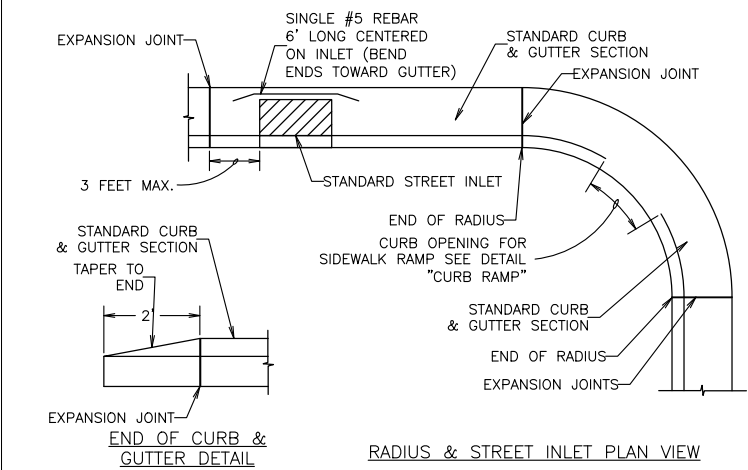
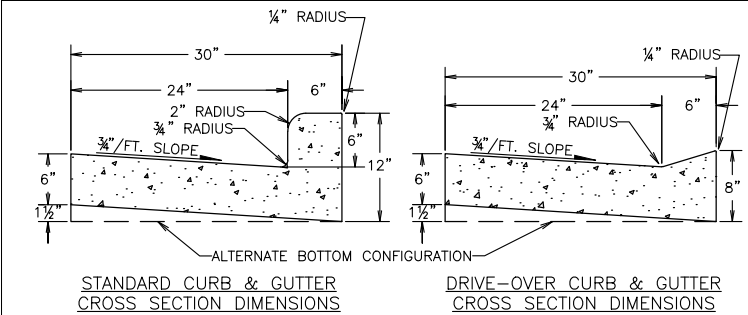
SHEET:
A5



NOTES: - 5" THICK WALK WIDTH SHALL BE EQUAL TO THE EX. DRIVE WIDTH OR A MINIMUM OF 12' CENTERED ON THE EX. DRIVE. THE DRIVE-OVER CURB WIDTH SHALL BE EQUAL TO THE 5" THICK WALK WIDTH PLUS 2', CENTERED ON THE EX. DRIVE.
- CONTRACTION JOINTS IN 5" THICK SIDEWALKS SHALL BE PLACED EVERY 5'. EXPANSION JOINTS SHALL BE PLACED AT INTERVALS NOT TO EXCEED 96 FEET.



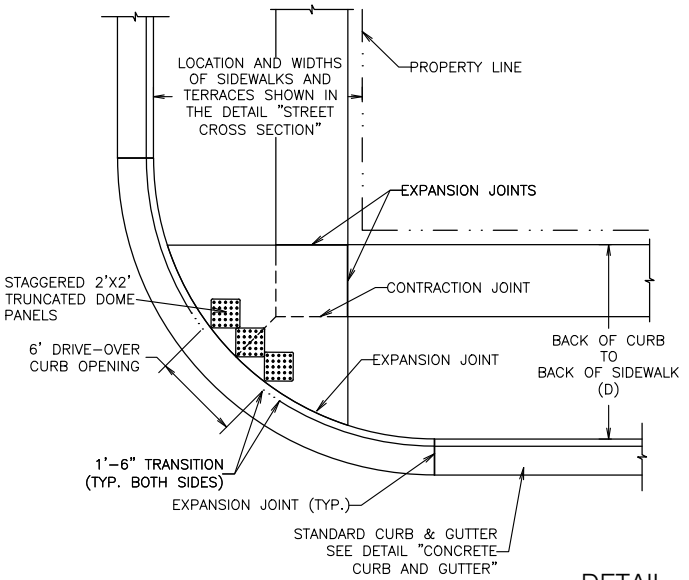
DETAIL
DRIVEWAY



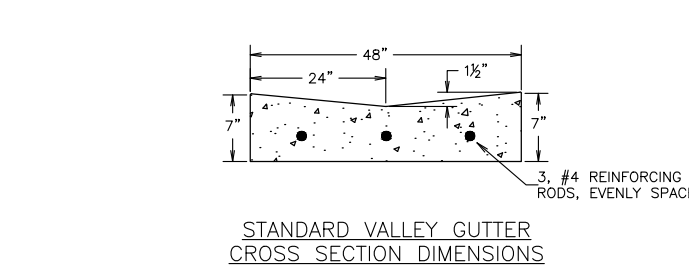
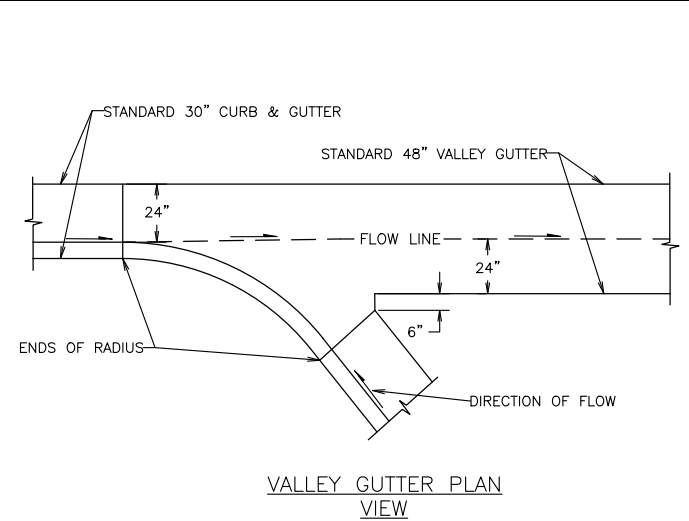
NOTES:
1.) CONTRACTION JOINTS SHALL BE PLACED EVERY 6 TO 12 FEET AND AT LOCATIONS SHOWN IN THE CURB RAMP AND DRIVEWAY DETAILS.
2.) EXPANSION JOINTS SHALL BE PLACED AT EVERY END OF RADIUS, 3 FEET ON ONE SIDE OF EACH STREET INLET AND AT INTERVALS NOT TO EXCEED 300 FEET.

DETAIL
CONCRETE CURB AND GUTTER

TYPE 1 CURB RAMP
- FOR USE WHEN THE DISTANCE FROM THE BACK OF THE CURB TO THE BACK OF THE SIDEWALK (D) IS LESS THAN 12 FEET.



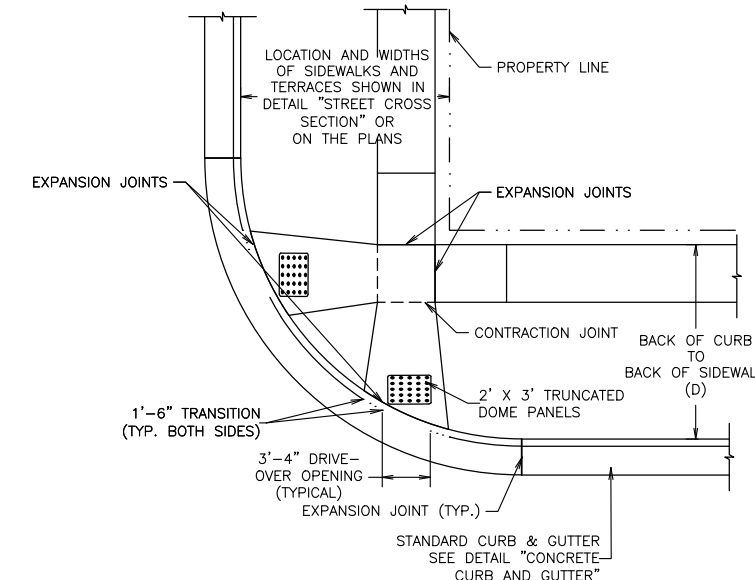
DETAIL
CURB RAMP



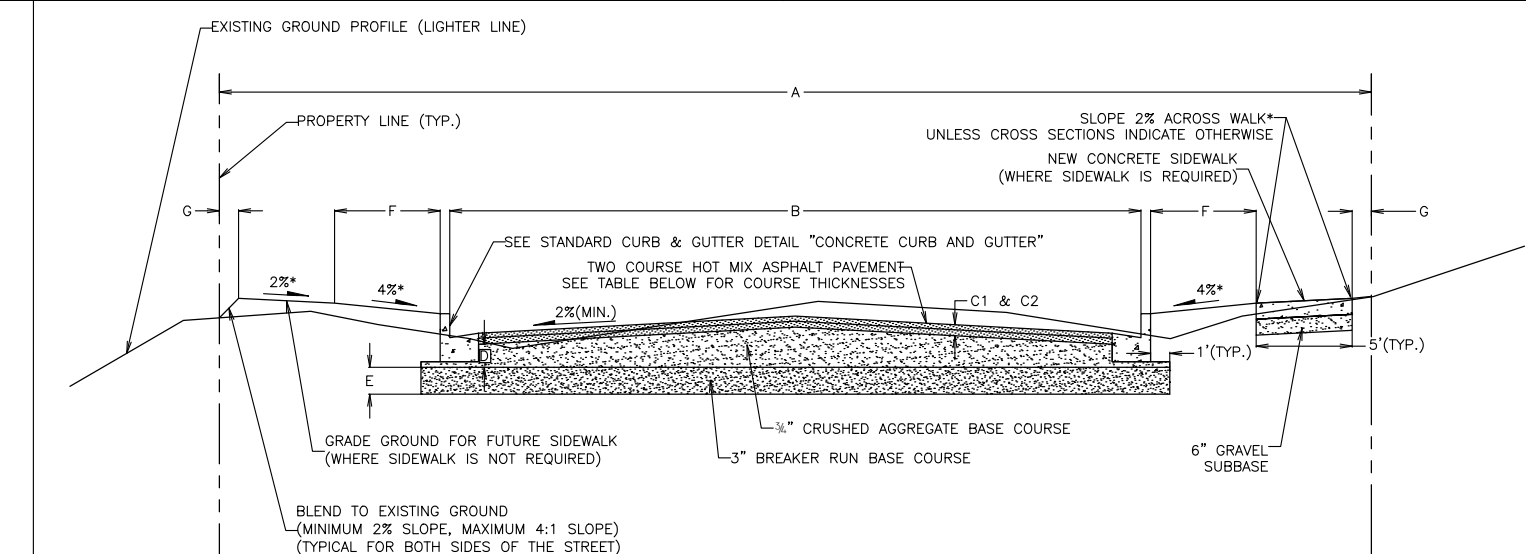
DETAIL
VALLEY GUTTER

NOTES:
TRUNCATED DOME PANELS MUST TOUCH ONE CORNER TO RADIUS OF BACK OF CURB. IF MORE THAN ONE IS USED THEY MUST TOUCH OR OVERLAP. DOMES SHALL BE ALIGNED WITH CROSS WALK DIRECTION.

TYPE 2 CURB RAMP
- FOR USE WHEN THE DISTANCE FROM THE BACK OF THE CURB TO THE BACK OF THE SIDEWALK (D) IS GREATER THAN OR EQUAL TO 12 FEET.



DETAIL
CURB RAMP



STANDARD STREET DETAIL DIMENSIONS

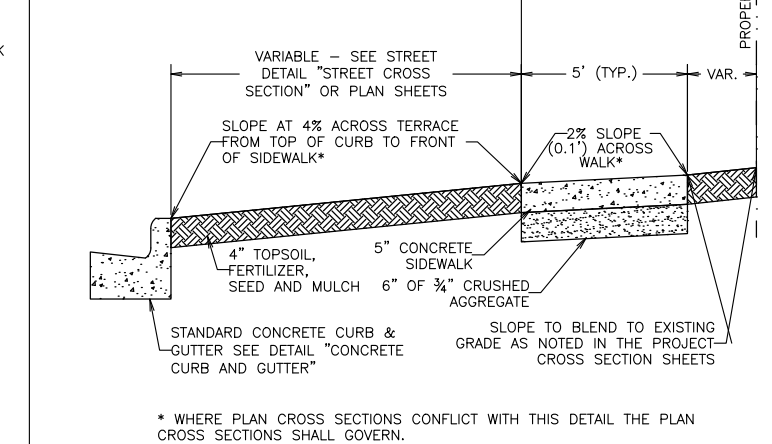
	A	B	C1	C2	D	E	F	G
	RIGHT OF WAY WIDTH	CURB FACE TO CURB FACE WIDTH	LOWER COURSE THICKNESS	SURFACE COURSE THICKNESS	C.A.B.C. THICKNESS*	3" BREAKER RUN B.C. THICKNESS	TERRACE WIDTH	BACK OF WALK TO PROP. LINE
STREET NAME			1 1/4"	1 1/2"	6"	6" MIN.		1'

*WHERE PLAN CROSS SECTIONS CONFLICT WITH THIS DETAIL, THE PLAN CROSS SECTION SHALL GOVERN.

NOTES:
THE CROWN OF THE ROAD SHALL BE CREATED USING THE 3/4" CRUSHED AGGREGATE BASE COURSE. THE THICKNESS REQUIRED IS THE MINIMUM THICKNESS REQUIRED AS MEASURED AT THE CONCRETE CURB & GUTTER SECTION.

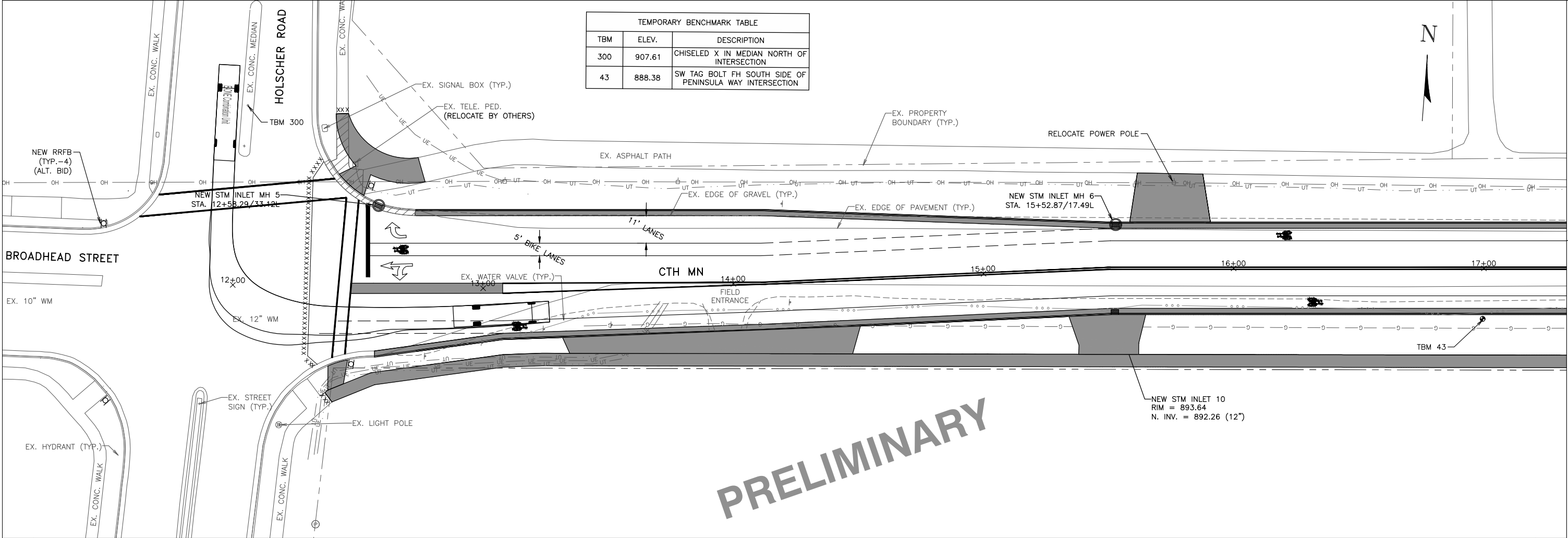
THE 3" BREAKER RUN BASE COURSE THICKNESS MAY NEED TO BE INCREASED DEPENDING UPON THE SITE CONDITIONS.

DETAIL
STREET CROSS SECTION

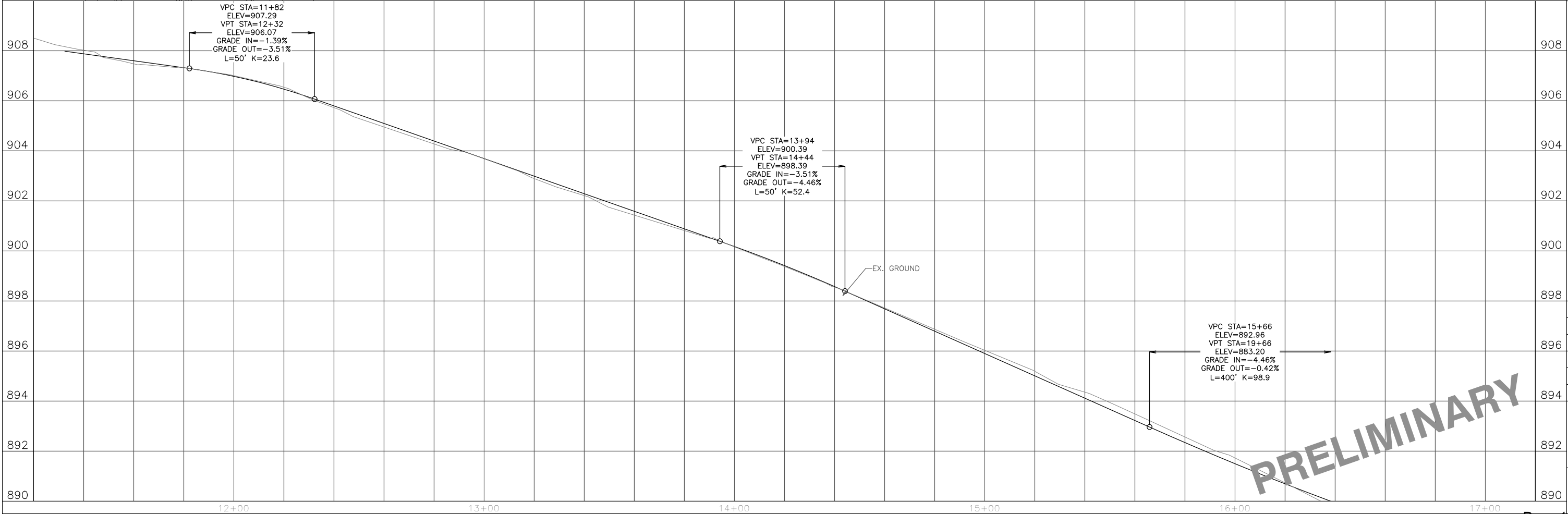


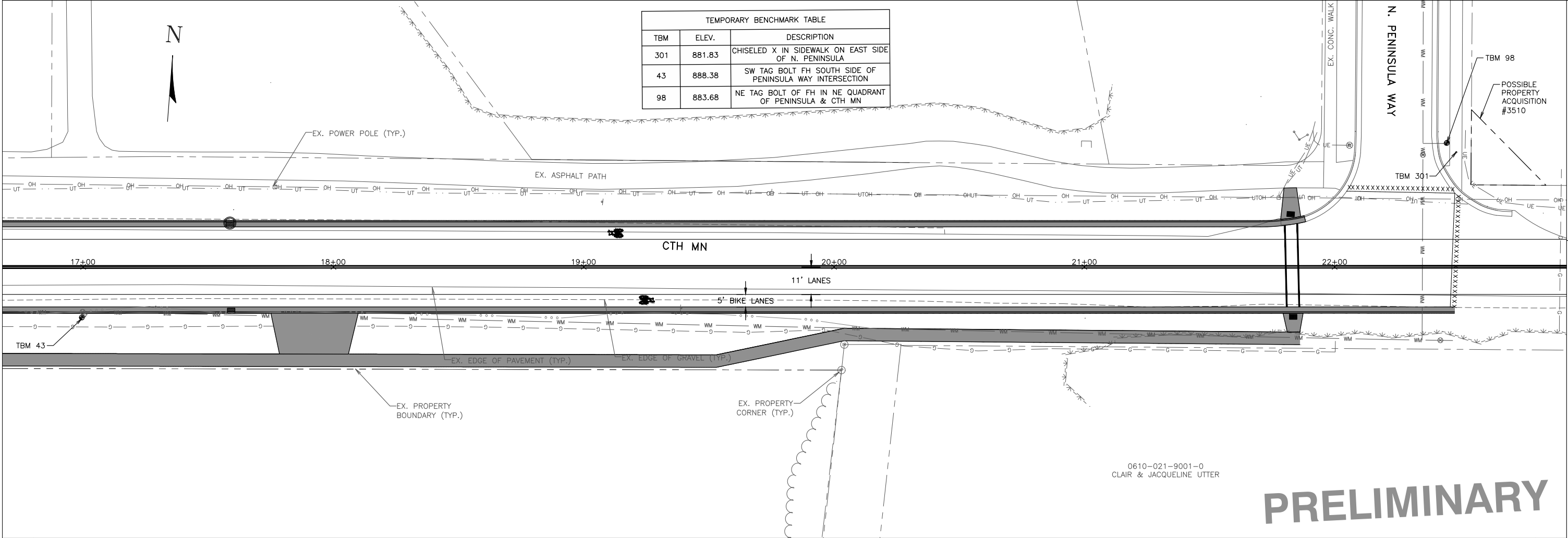
* WHERE PLAN CROSS SECTIONS CONFLICT WITH THIS DETAIL THE PLAN CROSS SECTIONS SHALL GOVERN.

DETAIL
SIDEWALK - TERRACE SECTION

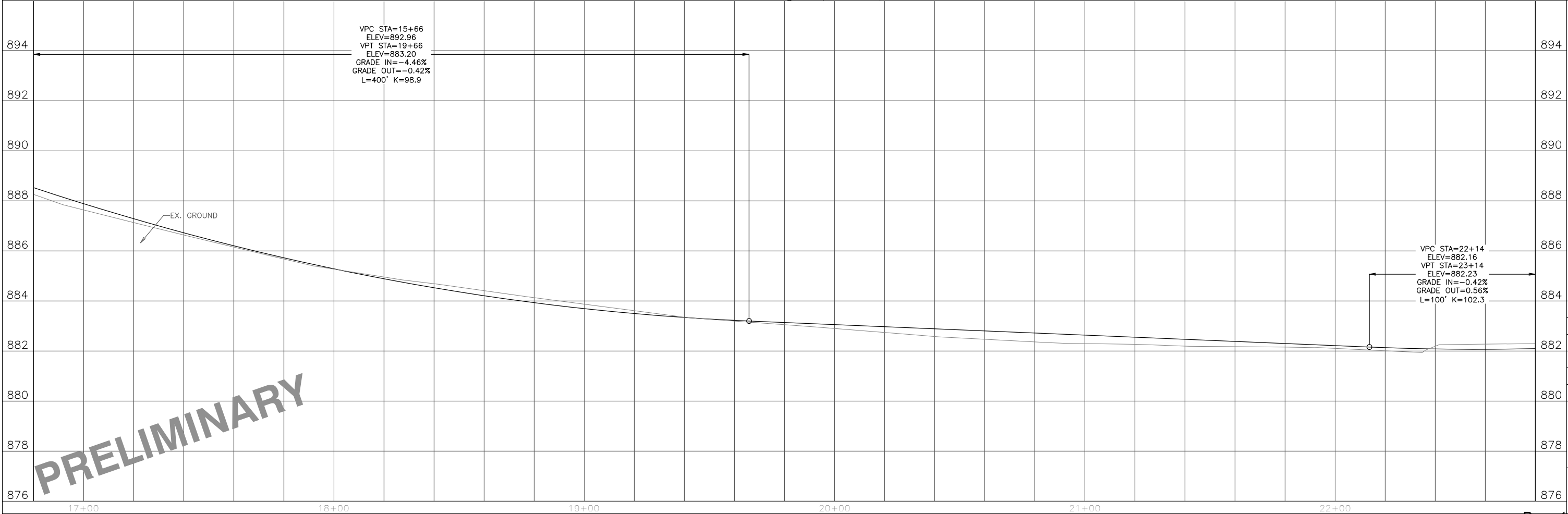


TEMPORARY BENCHMARK TABLE		
TBM	ELEV.	DESCRIPTION
300	907.61	CHISELED X IN MEDIAN NORTH OF INTERSECTION
43	888.38	SW TAG BOLT FH SOUTH SIDE OF PENINSULA WAY INTERSECTION



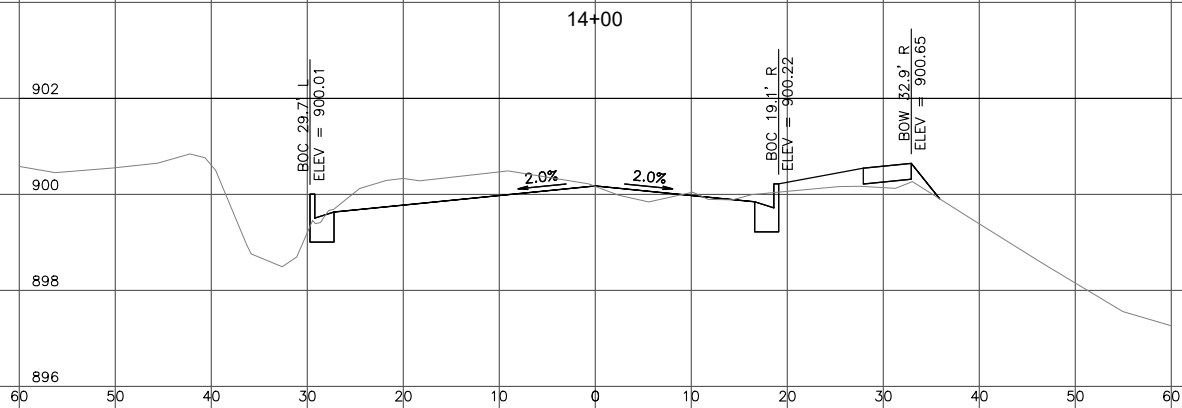
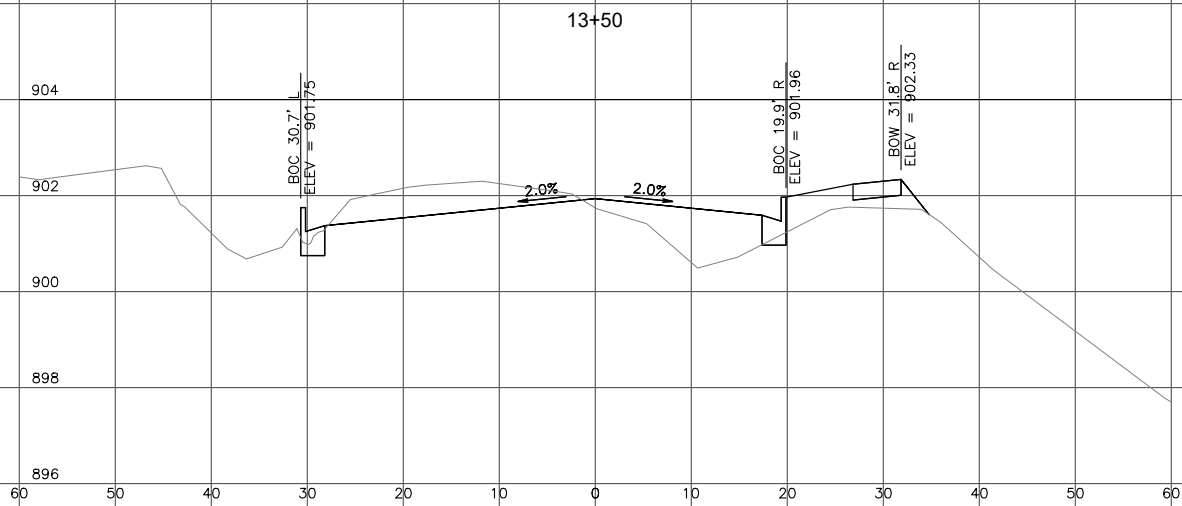
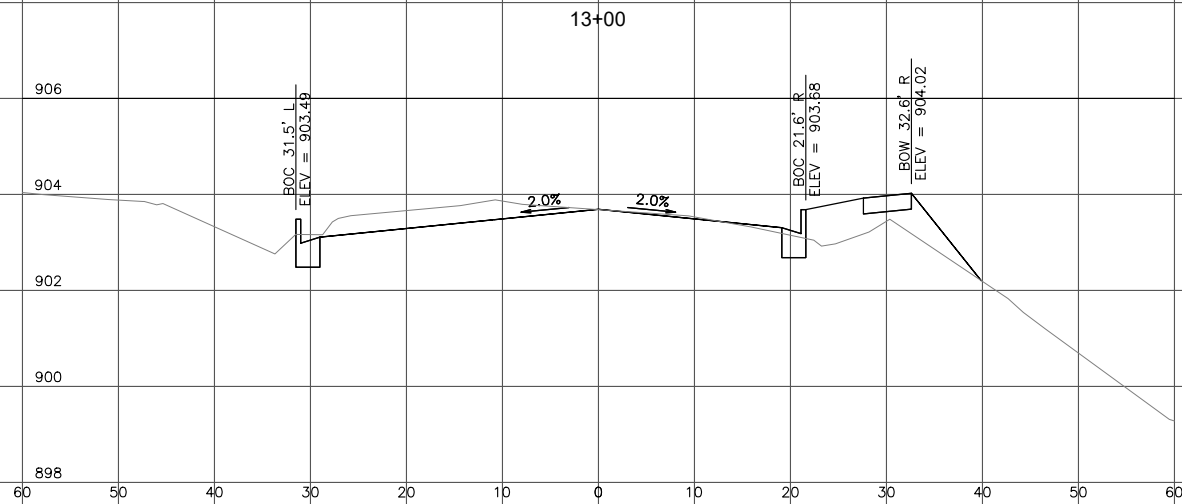
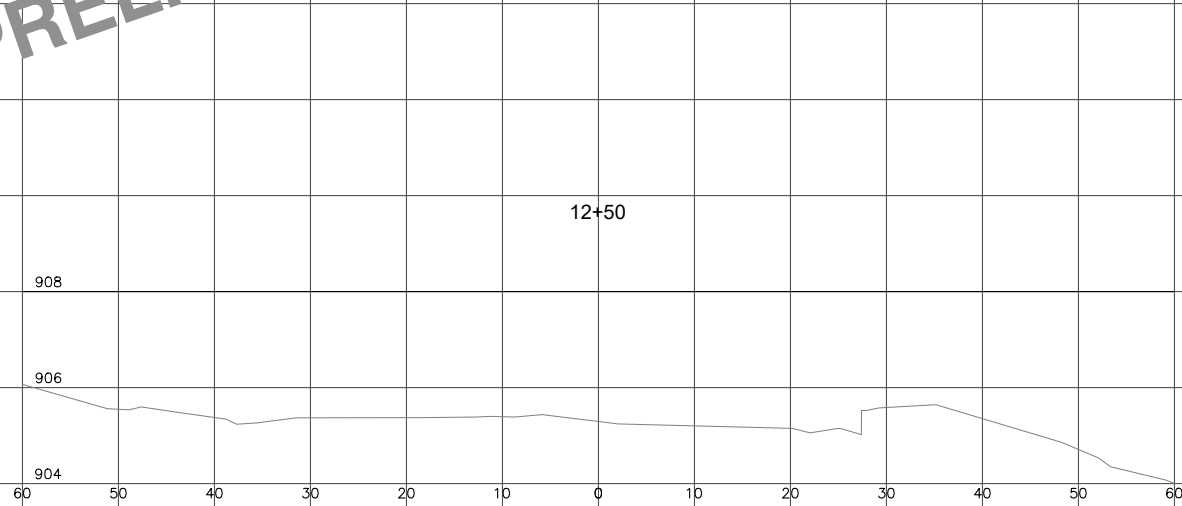


TEMPORARY BENCHMARK TABLE		
TBM	ELEV.	DESCRIPTION
301	881.83	CHISELED X IN SIDEWALK ON EAST SIDE OF N. PENINSULA
43	888.38	SW TAG BOLT FH SOUTH SIDE OF PENINSULA WAY INTERSECTION
98	883.68	NE TAG BOLT OF FH IN NE QUADRANT OF PENINSULA & CTH MN



PRELIMINARY

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



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CROSS SECTIONS
CTH MN
Station X+XX To Station X+XX

2021 CTH MN/BROADHEAD STREET UTILITY AND STREET IMPROVEMENTS

PROJECT NO.:	MC 174
DRAWING FILE:	MC 174 SHEETS.DWG
DRAWN BY:	J.R.K.
CHECKED BY:	N.R.B.

DATE: 10-29-20

SHEET:

X1

PRELIMINARY

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

14+50

BOC 26.5' L
ELEV = 898.03

2.0%

2.0%

BOC 18.5' R
ELEV = 898.18

BOW 34.9' R
ELEV = 898.68

15+00

BOC 22.5' L
ELEV = 895.88

2.0%

2.0%

BOC 18.5' R
ELEV = 895.95

BOW 37.1' R
ELEV = 896.53

15+62

BOC 18.5' L
ELEV = 893.21

2.0%

2.0%

BOC 18.5' R
ELEV = 893.21

BOW 39.4' R
ELEV = 893.85

16+00

BOC 18.5' L
ELEV = 891.55

2.0%

2.0%

BOC 18.5' R
ELEV = 891.55

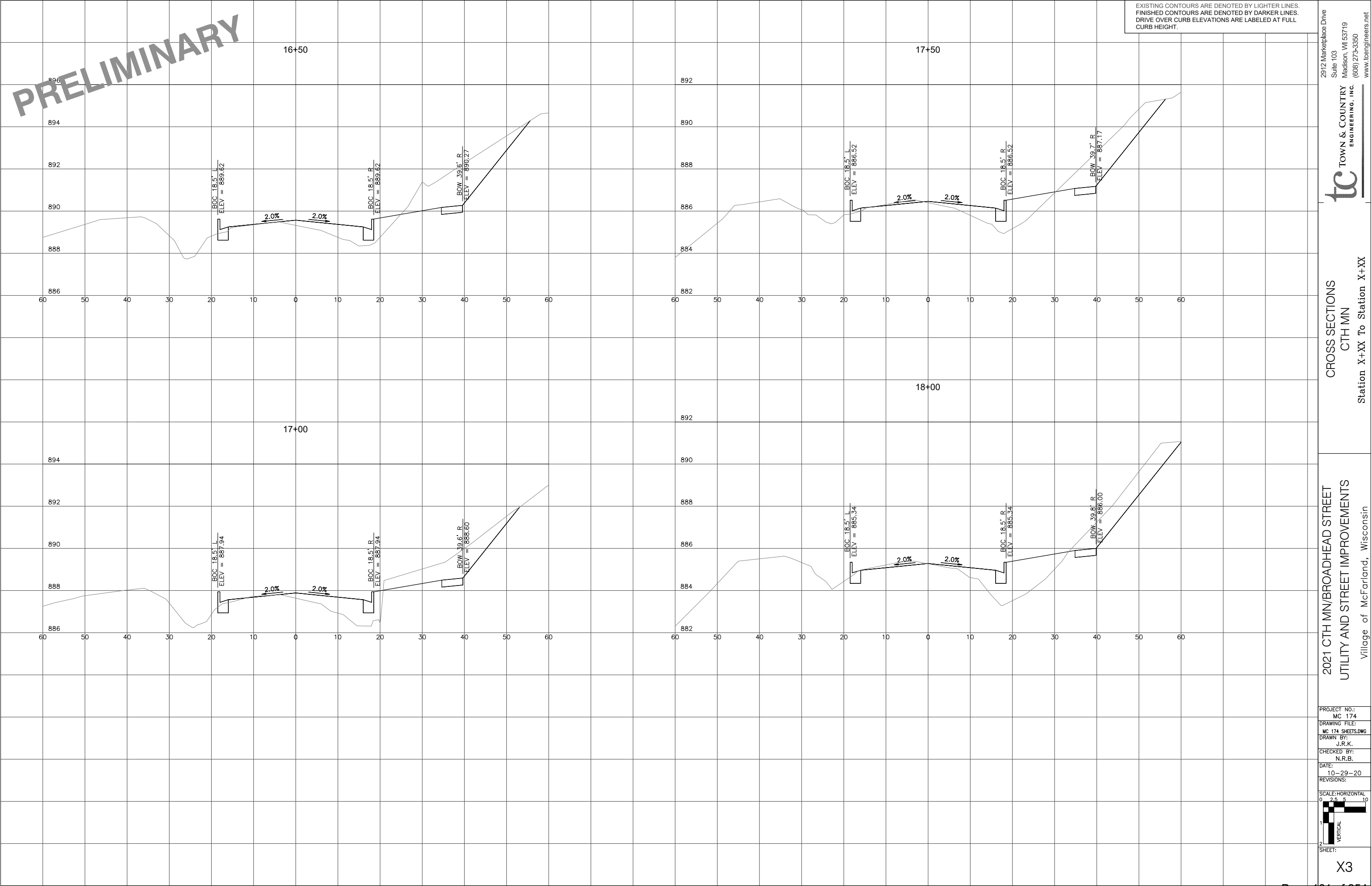
BOW 39.5' R
ELEV = 892.20

CROSS SECTIONS
CTH MN
Station X+XX To Station X+XX


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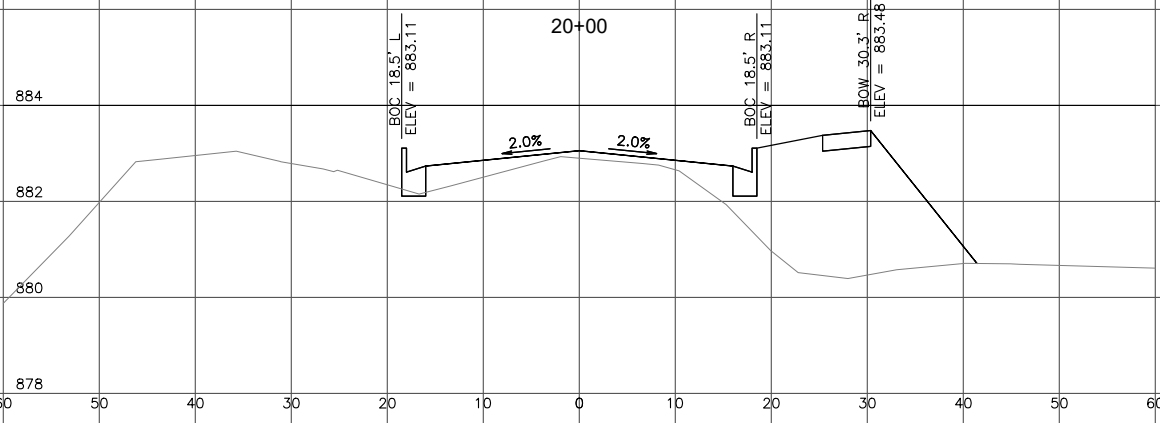
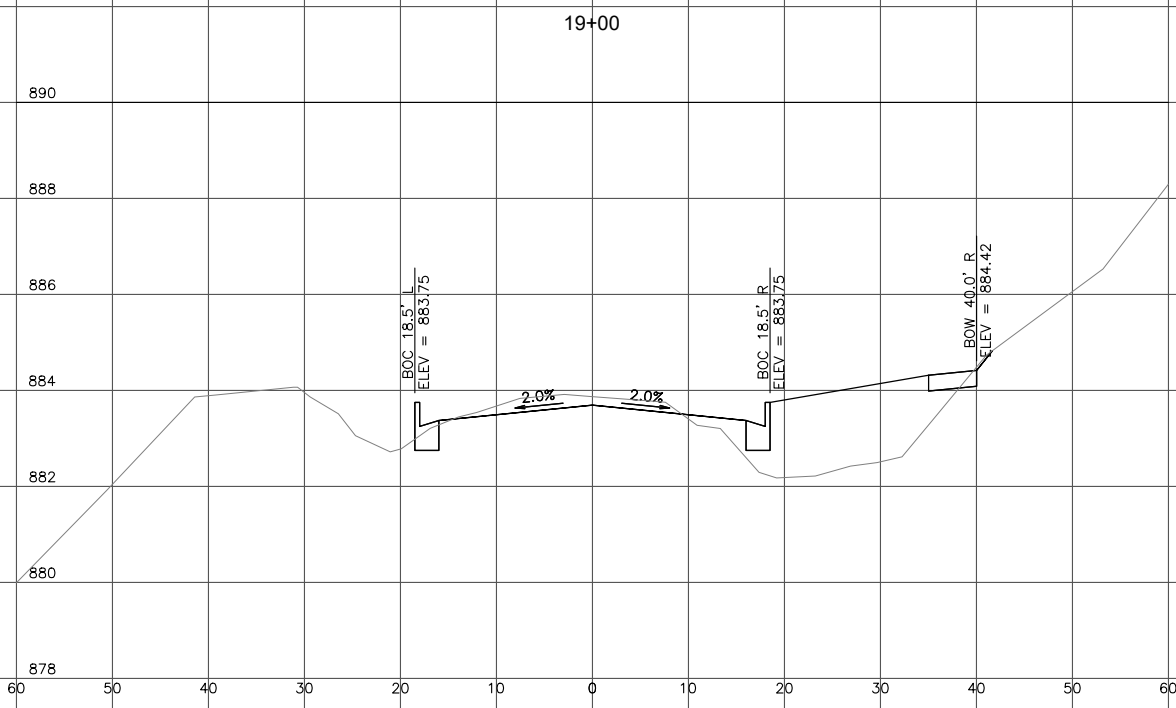
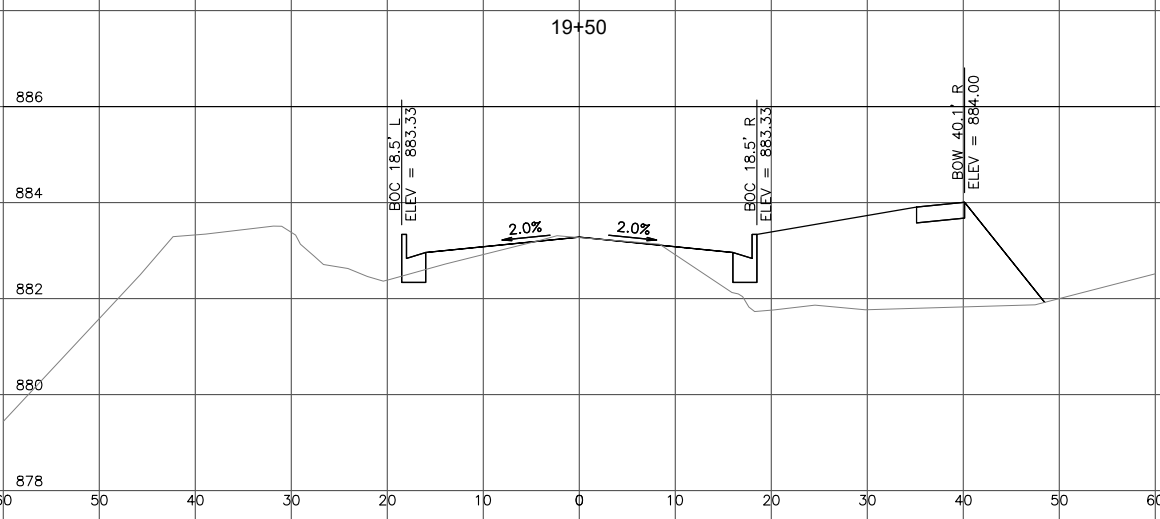
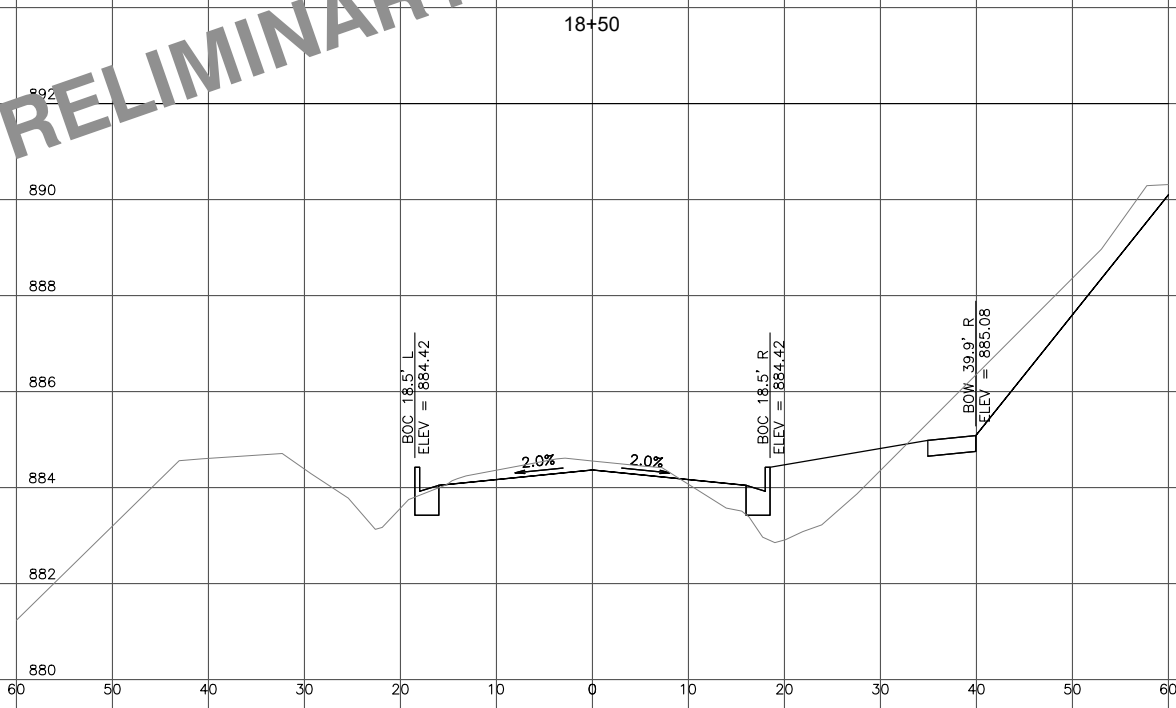
2021 CTH MN/BROADHEAD STREET
UTILITY AND STREET IMPROVEMENTS
Village of McFarland, Wisconsin

PROJECT NO.:	MC 174
DRAWING FILE:	MC 174 SHEETS.DWG
DRAWN BY:	J.R.K.
CHECKED BY:	N.R.B.
DATE:	10-29-20
REVISIONS:	
SCALE:	HORIZONTAL 0 2.5 5 10 VERTICAL 0 2.5 5 10
SHEET:	X2



PRELIMINARY

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



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CROSS SECTIONS
CTH MN
Station X+XX To Station X+XX

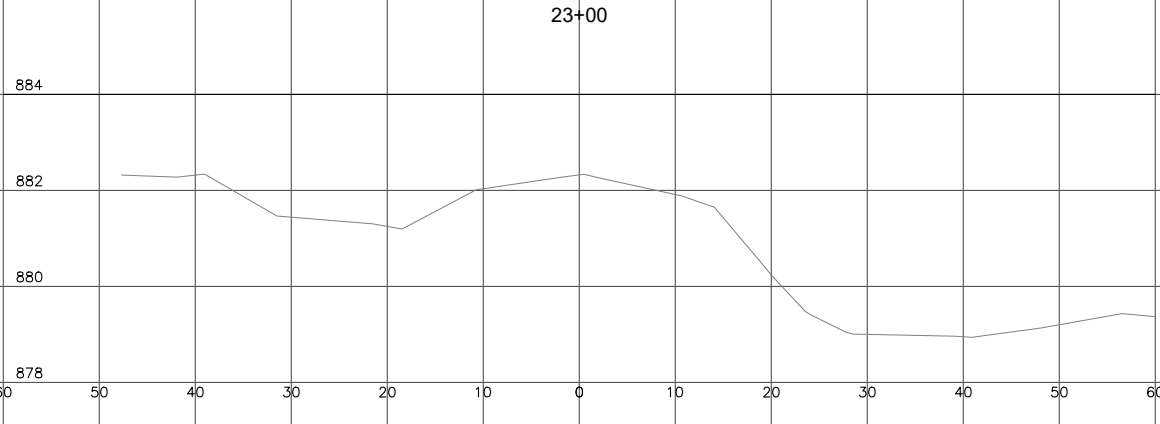
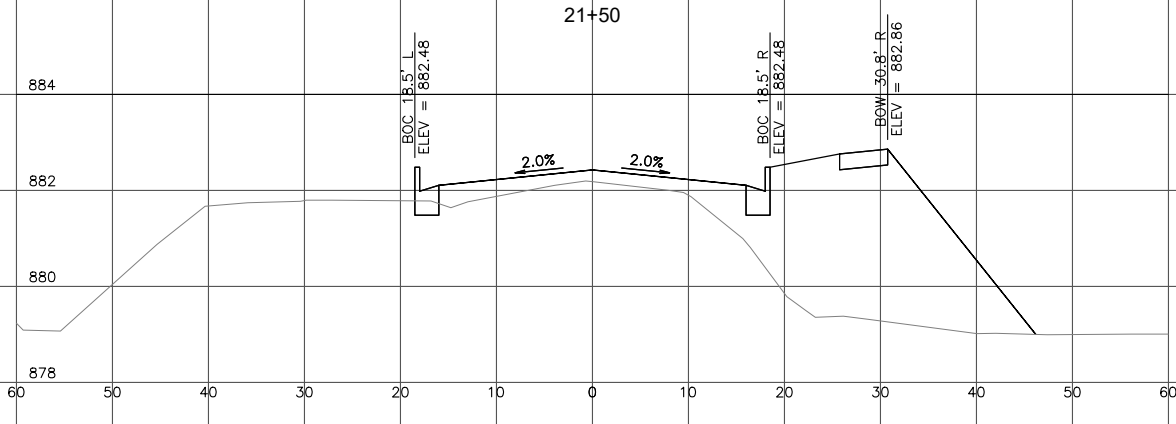
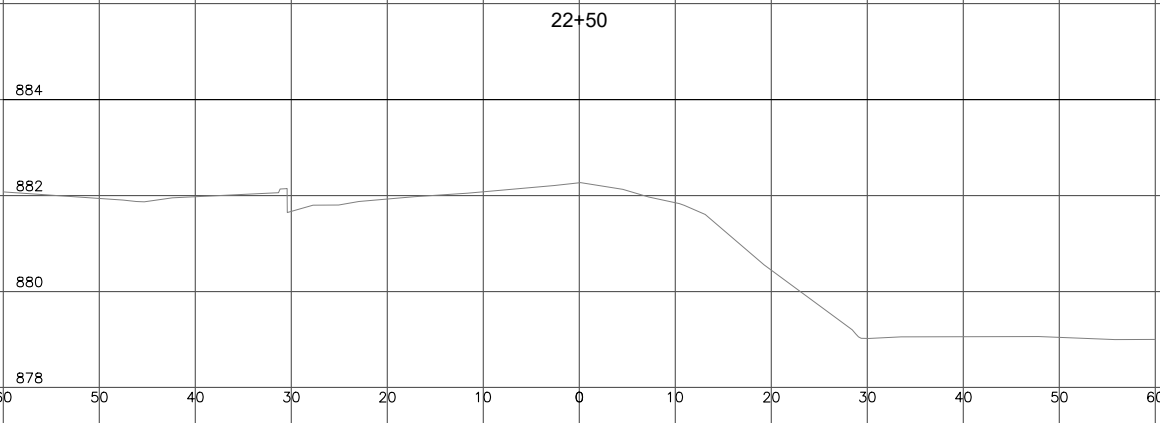
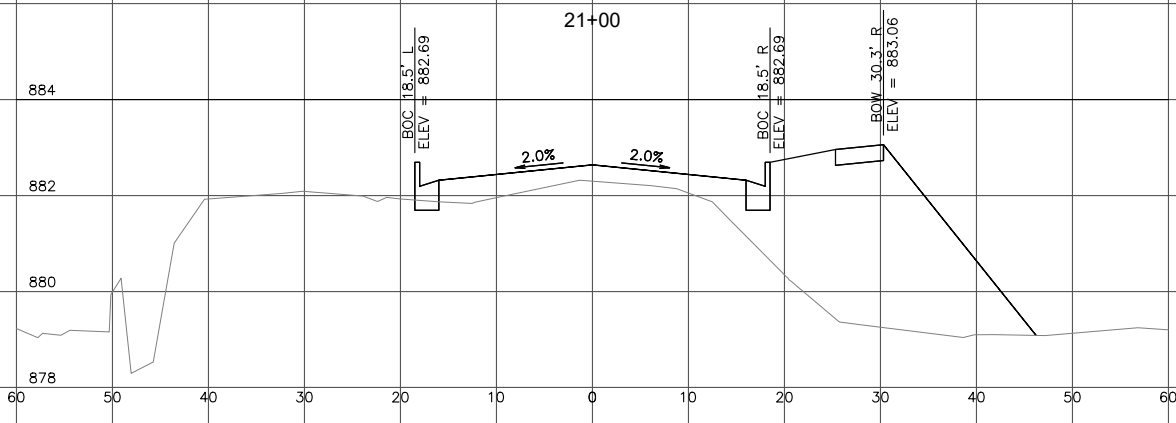
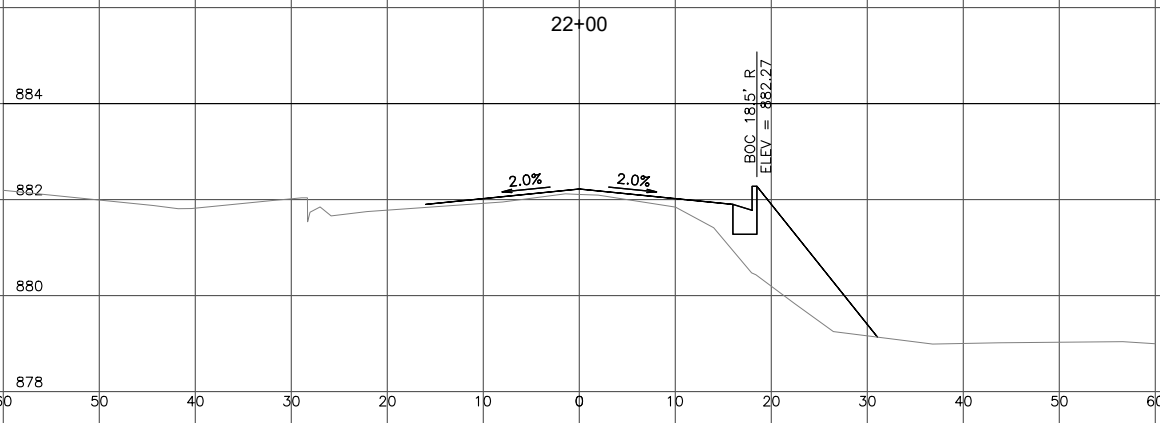
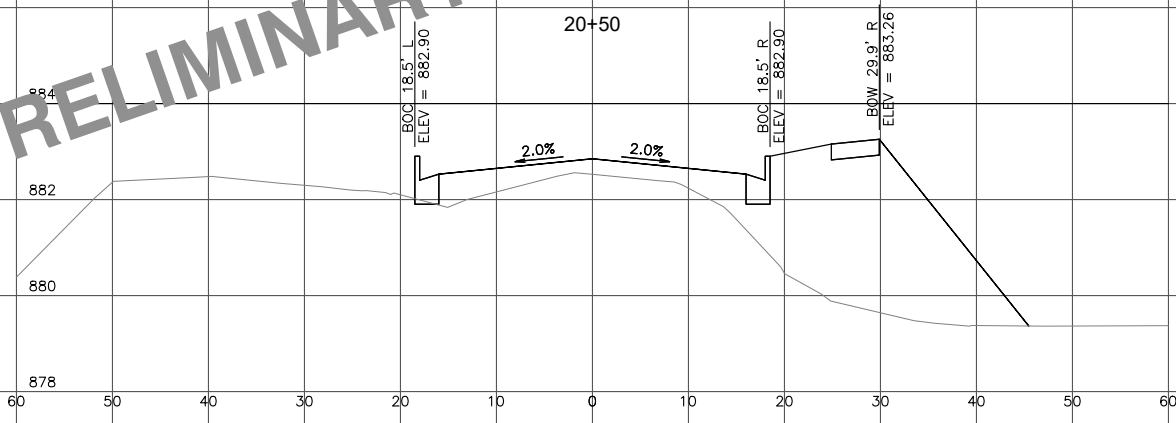
2021 CTH MN/BROADHEAD STREET
UTILITY AND STREET IMPROVEMENTS
Village of McFarland, Wisconsin

PROJECT NO.:	MC 174
DRAWING FILE:	MC 174 SHEETS.DWG
DRAWN BY:	J.R.K.
CHECKED BY:	N.R.B.
DATE:	10-29-20
REVISIONS:	
SCALE: HORIZONTAL	0 2.5 5 10
SCALE: VERTICAL	1 2
SHEET:	

X4

PRELIMINARY

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



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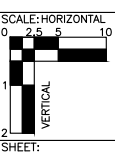


CROSS SECTIONS
CTH MN
Station X+XX To Station X+XX

2021 CTH MN/BROADHEAD STREET
UTILITY AND STREET IMPROVEMENTS
Village of McFarland, Wisconsin

PROJECT NO.:
MC 174
DRAWING FILE:
MC 174 SHEETS.DWG
DRAWN BY:
J.R.K.
CHECKED BY:
N.R.B.

DATE:
10-29-20
REVISIONS:



X5

Summary

CLIENT NAME:
PROJECT NAME:

DATE OF ESTIMATE:

Village of McFarland
CTH MN - Phase 4A
Holscher Road to Penninsula Way
September 20, 2020

COST ESTIMATE SUMMARY:

Description:	Subtotal Cost	Village Portion	County Portion
Street Work	\$424,185	\$182,248	\$241,937
Water Main Work	\$0	\$0	\$0
Sanitary Sewer Work	\$0	\$0	\$0
Storm Sewer Work	\$166,140	\$112,914	\$53,226
TOTAL	\$590,325	\$295,163	\$295,163

Notes:

1. Village allocates some aggregate base and asphalt costs to utility funds. See "Street Estimate" tab for details.
2. Costs include a 10% contingency, estimated 13% engineering, and estimated 4% resident construction observation.

	Total	Village Portion	County Portion
Design	\$27,889	\$13,945	\$13,945
Construction Management	\$51,131	\$25,565	\$25,565
Contingency	\$46,482	\$23,241	\$23,241
Construction	\$464,823	\$232,412	\$232,412
TOTAL	\$590,325	\$295,163	\$295,163

STREET IMPROVEMENTS COST ESTIMATE

CLIENT NAME:
PROJECT NAME:

Village of McFarland
CTH MN - Phase 4A
Holscher Road to Peninsula Way
9/20/2020

DATE OF ESTIMATE:

PHYSICAL ASSUMPTIONS:

Length of Street, Feet:	1073
Radii @ Intersections	20
Number of Radii	6
Number of Side Streets	2
Existing Curb & Gutter Removal, Lineal Feet:	200
Curb & Gutter Length, Feet:	2146
Gutter to Gutter Width, Feet:	36
Width of Curb & Gutter Inches:	30
Number of Valley Gutters:	
Existing Conc. Flatwork Removal, Lineal Feet:	500
Amount of New 5" Concrete Sidewalk, Sq. Ft.:	5365
Base Course Depth Under 5" Sidewalk, Inches:	6
Amount of New 6" Concrete Sidewalk, Sq. Ft.:	960
Base Course Depth Under 6" Sidewalk, Inches:	6
Average Bad Subbase Undercut Depth, Inches:	3
Breaker Run Depth, Inches:	12
3/4" Crushed Aggregate Depth, Inches:	6
Asphalt Binder Course Thickness, Inches:	3
Asphalt Surface Course Thickness, Inches:	2
2" Asphalt Driveway or Parking Area, Sq. Yds:	106.6666667
Base Course Depth Under Parking Area, Inches:	12
Width of Topsoiling, Each Side, Feet:	7
Manholes to Be Adjusted:	1
Sawcutting Length, Feet:	200
Base Course Safety Factor:	1.1
Asphalt Safety Factor:	1.1

COST ASSUMPTIONS:

Curb & Gutter Cost, Per Lineal Foot:	\$15.00
Existing Curb Removal Cost, Per Lin. Ft.:	\$3.00
Valley Gutter Cost, Per Each	\$2,000.00
5" Sidewalk Cost, Per Sq. Ft.:	\$5.50
6" Sidewalk Cost, Per Sq. Ft.:	\$6.00
Excavation to Subbase Cost, Per Cu. Yd.:	\$16.00
Existing Flatwork Removal Cost, Per Sq. Ft.:	\$4.00
Bad Subbase Excavation Cost, Per Cu. Yd.:	\$16.50
Bad Subbase Replac. Br. Run Cost, Per Ton:	\$14.00
Breaker Run Cost, Per Ton:	\$14.00
3/4" Crushed Aggregate Cost, Per Ton:	\$14.50
Asphalt Binder Course Cost, Per Ton:	\$69.00
Clean & Tack Cost, Per Sq. Yd.:	\$0.50
Asphalt Surface Course Cost, Per Ton:	\$72.00
Parking Lot Pavement Cost, Per Sq. Yd.	\$20.00
Topsoil Restoration Cost, Per Sq. Yd.:	\$2.50
Seeding, Fertilizing & Mulching Cost, Per Sq. Yd.:	\$3.00
Manhole Adjustment Cost, Each:	\$250.00
Sawcutting Cost, Per Lineal Foot:	\$3.00
Erosion Control Allowance, Lump Sum:	\$10,000.00
Traffic Control Allowance, Lump Sum:	\$10,000.00

CALCULATIONS:

Pavement Width, Feet:	32
3/4 " Cr. Aggr. Depth Under Gutter, Inches:	4
Effective Depth of Crown, Inches:	1.92
Street Cr. Aggregate & Exc. Area, Sq. Ft.:	44194
Street Pavement Area, Square Feet:	36239
Street Pavement Area, Square Yards:	4026.555556

COST ESTIMATE:

Description:	Units	Unit Price	Estimated Cost	Village Cost	County Cost
Mobilization, Bonds & Insurances	1 l.s.	\$18,200.00 l.s.	\$18,200	\$9,100	\$9,100
Removal & Disposal of Existing Curb & Gutter	200 l.f.	\$3.00 l.f.	\$600	\$300	\$300
Removal & Disposal of Existing Conc. Flatwork	500 s.f.	\$4.00 s.f.	\$2,000	\$1,000	\$1,000
Excavation to Subbase	3441 c.y.	\$16.00 /c.y.	\$55,056	\$27,528	\$27,528
Excavation of Bad Materials Below Subbase	409 c.y.	\$16.50 /c.y.	\$6,749	\$3,375	\$3,375
3" Breaker Run Replacement of Bad Subbase	820 tons	\$14.00 /ton	\$11,480	\$5,740	\$5,740
3" Breaker Run Base Course	3281 tons	\$14.00 /ton	\$45,934	\$22,967	\$22,967
3/4" Crushed Aggregate Base Course	3176 tons	\$14.50 /ton	\$46,052	\$23,026	\$23,026
Manhole Adjustments	1 ea.	\$250.00 /ea.	\$250	\$125	\$125
Sawcutting	200 l.f.	\$3.00 l.f.	\$600	\$300	\$300
Concrete Curb & Gutter	2146 l.f.	\$15.00 l.f.	\$32,190	\$16,095	\$16,095
Valley Gutter at Intersections	0 ea.	\$2,000.00 /ea.	\$0	\$0	\$0
4" Thick Concrete Sidewalk	5365 s.f.	\$5.50 /s.f.	\$29,508	\$14,754	\$14,754
6" Thick Concrete Sidewalk	960 s.f.	\$6.00 /s.f.	\$5,760	\$2,880	\$2,880
Asphalt Lower Course	797 tons	\$69.00 /ton	\$54,993	\$27,497	\$27,497
Clean & Tack	4027 s.y.	\$0.50 /s.y.	\$2,014	\$1,007	\$1,007
Asphalt Surface Course	532 tons	\$72.00 /ton	\$38,304	\$19,152	\$19,152
Asphalt Driveway Replacements	106.67 s.y.	\$20.00 /s.y.	\$2,133	\$1,067	\$1,067
Topsoil Restoration	1669 s.y.	\$2.50 /s.y.	\$4,173	\$2,087	\$2,087
Seeding, Fertilizing & Mulching	1669 s.y.	\$3.00 /s.y.	\$5,007	\$2,504	\$2,504
Erosion Control	1 l.s.	\$10,000.00 l.s.	\$10,000	\$5,000	\$5,000
Signing and Traffic Control	1 l.s.	\$10,000.00 l.s.	\$10,000	\$5,000	\$5,000

Stone/Asphalt/Curb allocated to Storm Utility

(\$46,999)

CONSTRUCTION SUBTOTAL

Basic Design Eng. & Const. Admin.
Resident Inspection
Contingency

@ 13%
@ 4%
@ 10%

TOTAL

\$381,003	\$143,502	\$190,502
\$49,530.39	\$18,655.32	\$24,765
\$15,240.12	\$5,740.10	\$7,620
\$38,100.30	\$14,350.25	\$19,050
\$483,874	\$182,248	\$241,937

Water Estimate

CLIENT NAME:
PROJECT NAME:

Village of McFarland
CTH MN - Phase 4A
Holscher Road to Peninsula Way
9/20/2020

DATE OF ESTIMATE:

PHYSICAL ASSUMPTIONS:

Pipeline Subject to Dewatering, Feet:	0
Pipeline Subject to Rock Excavation, Feet:	
Expected Average Depth of Rock, Feet:	
Pipeline Subject to Pavement Restoration, Feet:	0
Depth of Pipeline Subject to Pave. Restoration, Feet:	7
Pipeline Subject to Grass Restoration, Feet:	0
Crushed Aggregate Restoration Thickness, Inches:	4
Asphalt Pavement Restoration Thickness, Inches:	0
Average Pavement Width Left of Water Main, Feet:	5
Average Pavement Width Right of Water Main, Feet:	5
Average Grass Width Left of Water Main, Feet:	0
Average Grass Width Right of Water Main, Feet:	0
Assumed Trench Sideslope, Vert. to Horiz., ___ to 1:	1.5

COST ASSUMPTIONS FOR CALCULATIONS:

Crushed Aggregate Cost, Per Ton:	\$15.00
Asphalt Pavement Cost, Per Ton:	\$70.00

**Assumes that utility work is done concurrently with street work (no mobilization cost, only temp. gravel restoration above trench)

COST ESTIMATE:

Description:	Units	Unit Price	Estimated Cost	Upsizing from 8-i
Mobilization/Demobilization	1 lump sum	lump sum	\$0	
6" Dia. D.I. Water Main and Hydrant Lead	0 lin. ft.	\$75.00 /lin. ft.	\$0	
10" Dia. D.I. Water Main	0 lin. ft.	\$100.00 /lin. ft.	\$0	\$0.00
6" Water Valve & Box	0 each	\$1,375.00 each	\$0	
10" Water Valve & Box	0 each	\$2,700.00 each	\$0	\$0.00
Hydrants, Not Including Hydrant Valve	0 each	\$4,500.00 each	\$0	
1" Corporation Stops	0 each	\$325.00 each	\$0	
1" Curb Stops & Boxes	0 each	\$450.00 each	\$0	
1" Copper Water Service Laterals	0 lin. ft.	\$65.00 /lin. ft.	\$0	
Lateral Reconnections	0 each	\$250.00 each	\$0	
Loop Reconnections	0 each	\$3,100.00 each	\$0	
Dewatering Allowance	0 lin. ft.	\$3.00 /lin. ft.	\$0	
Rock Excavation Allowance	0 cu. yd.	\$60.00 /cu. yd.	\$0	
Pavement Restoration Allowance	0 lin. ft.	#DIV/0! /lin. ft.	#DIV/0!	
Topsoil Restoration, Seeding, Fertilizing & Mulching Allowance	0 sq. yd.	\$4.50 /sq. yd.	\$0	
Other Erosion Control	1 l.s.	\$500.00 l.s.	\$500	
Testing	1 l.s.	\$750.00 l.s.	\$750	

Stone/Asphalt allocated to Water Utility

#REF!

CONSTRUCTION SUBTOTAL

Basic Design Eng. & Const. Admin.	@	13%
Resident Inspection	@	4%
Contingency	@	10%

#DIV/0!

#DIV/0!

#DIV/0!

#DIV/0!

TOTAL

#DIV/0!

Upsizing Costs from 8-inch to 10-inch

\$0.00

Sewer Estimate

CLIENT NAME:
PROJECT NAME:

Village of McFarland
CTH MN - Phase 4A
Holscher Road to Peninsula Way
20-Sep-20

DATE OF ESTIMATE:

PHYSICAL ASSUMPTIONS:

Pipeline Subject to Dewatering, Feet:	0
Pipeline Subject to Rock Excavation, Feet:	
Expected Average Depth of Rock, Feet:	
Pipeline Subject to Pavement Restoration, Feet:	0
Depth of Pipeline, Feet:	9
Pipeline Subject to Grass Restoration, Feet:	0
Crushed Aggregate Restoration Thickness, Inches:	4
Asphalt Pavement Restoration Thickness, Inches:	0
Average Pavement Width Left of Sewer, Feet:	5
Average Pavement Width Right of Sewer, Feet:	5
Average Grass Width Left of Sewer, Feet:	0
Average Grass Width Right of Sewer, Feet:	0
Assumed Trench Sideslope, Vert. to Horiz., ___ to 1:	1.5

COST ASSUMPTIONS FOR CALCUL

Crushed Aggregate Cost, Per Ton:

Asphalt Pavement Cost, Per Ton:

**Assumes that utility work is done con
with street work (no mobilization cost, c
gravel restoration above trench)

COST ESTIMATE:

Description:	Units	Unit Price	Estimated Cost
Mobilization/Demobilization	1 lump sum		\$0
8" Dia. PVC Sanitary Sewer, Basic Cost	0 lin. ft.	\$65/lin. ft.	\$0
4" PVC force main	0 lin. ft.	\$60/lin. ft.	\$0
Sanitary Manhole Castings	0 each	\$450 each	\$0
Sanitary Manhole Masonry	0 vert. ft.	\$300/vert. ft.	\$0
4" Sanitary Wyes	0 each	\$275 each	\$0
4" Risers	0 vert. ft.	\$50/vert. ft.	\$0
4" PVC Sanitary Service Laterals	0 lin. ft.	\$50/lin. ft.	\$0
Tracer Wire Assembly	0 each	\$275 each	\$0
Service Lateral Reconnections	0 each	\$800 each	\$0
Tree & Other Obstacle Removal	1 lump sum	\$275 lump sum	\$275
Dewatering Allowance	0 lin. ft.	/lin. ft.	\$0
Pavement Restoration Allowance	0 lin. ft.	#DIV/0! /lin. ft.	#DIV/0!
Topsoil Restoration, Seeding, Fertilizing & Mulching Allowance	0 sq. yd.	\$4.5/sq. yd.	\$0
Allowance for Pulling Trench Box	0 lin. ft.	\$2/lin. ft.	\$0
Other Erosion Control	1 l.s.	\$500 l.s.	\$500
Lift Station	1 l.s.	\$0 l.s.	\$0

CONSTRUCTION SUBTOTAL

Basic Design Eng. & Const. Admin.	@	13%	#DIV/0!
Special Meetings & Design Refinements	@	0%	#DIV/0!
Resident Inspection	@	4%	#DIV/0!
Contingency	@	10%	#DIV/0!
TOTAL PROJECT COSTS			#DIV/0!

Sewer Estimate

\$15.00
\$70.00

Storm Sewer Estimate

CLIENT NAME:
PROJECT NAME:

DATE OF ESTIMATE:

Village of McFarland
CTH MN - Phase 4A
Holscher Road to Penninsula Way
September 20, 2020

COST ESTIMATE:

Description:	Units	Unit Price	Estimated Cost	Village Cost	County Cost
12" Dia. Class V RCP Storm Sewer	80 lin. ft.	\$69.00/lin. ft.	\$5,520	\$2,760	\$2,760
15" Dia. Class IV RCP Storm Sewer	0 lin. ft.	\$72.00/lin. ft.	\$0	\$0	\$0
18" Dia. Class III RCP Storm Sewer	800 lin. ft.	\$80.00/lin. ft.	\$64,000	\$32,000	\$32,000
30" Dia. Class III RCP Storm Sewer	lin. ft.	\$100.00/lin. ft.	\$0	\$0	\$0
Street Inlets, Including Castings	4 each	\$2,200.00 each	\$8,800	\$4,400	\$4,400
Storm Sewer Manhole, Including Castings	2 each	\$2,750.00 each	\$5,500	\$2,750	\$2,750
Area Inlets, Including Castings	each	\$2,000.00 each	\$0	\$0	\$0

Stone/Asphalt/Curb allocated to Storm Utility

\$46,999

CONSTRUCTION SUBTOTAL

Basic Design Eng. & Const. Admin.
Resident Inspection
Contingency

@ 13%
@ 4%
@ 10%

\$83,820	\$88,909	\$41,910
\$10,896.60	\$11,558.17	\$5,448.30
\$3,353	\$3,556.36	\$1,676.40
\$8,382.00	\$8,890.90	\$4,191.00
\$106,451	\$112,914	\$53,226

TOTAL



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, November 23, 2020

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Lee Igl, Streets/Utilities Superintendent

AGENDA ITEM: Discussion and action regarding a Street Light Policy to the Village Board.

PREVIOUS ACTION:

The Public Works Committee reviewed this proposed policy at its meeting on November 10, 2020 and recommended its approval.

ISSUE SUMMARY:

Please find enclosed a draft of a policy for Additional Streetlight requests. There have not been many requests in past, but it appears requests went to the Public Works Committee for approval of the recommendation from the Public Works Department. The policy establishes a procedure for residents to request additional streetlights and for staff to process the request. The policy also establishes a procedure for internal departments to request additional street lighting. There is also an appeal process for residents provided 75% of the neighbors within 300 feet of the new light approve of the addition. Approved additions may be delayed based on budgetary constraints.

FINANCIAL/BUDGET IMPACT:

Nearly all street lights in the Village are leased through Alliant Energy. There is an up front cost usually for the install and a billed monthly rate to address utility costs as well as maintenance.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval.

ATTACHMENTS:

1. Chapter 2 - Streetlight Policy 11182020 mgs

CHAPTER 2 Streetlight Policy

SECTION 2.01 Purpose

This policy is to guide the Village Board, Departments, Staff, and the general public in the request and review process for the additional installation of street lighting, in the right of way, on public Village streets, or cul-de-sacs.

SECTION 2.02 System Process

- (a) **New Installation.** For new streets and developments, the street lighting plan will be provided through the energy provider with location and spacing to be approved by the Director of Public Works, Village Engineer, and/or designee.
- (b) **Reconstruction.** Additional street lighting will be reviewed by the Director of Public Works, Village Engineer, and/or designee to determine if additional lighting is needed and will be reviewed on the following basis:
 - (1) Maturity of trees restricting current lighting.
 - (2) High crime area reported by Police.
 - (3) Additions of sidewalks or multi-use paths.
- (c) **Spacing standards.** Standard spacing for streetlights are 300 feet pole to pole.

SECTION 2.03 Request Process

- (a) **Initial Consultation.** Requests for conceptual or routine additions, maintenance, repair, relocation, etc. may be received verbally, via email, letter, or phone call. Individuals may inquire as to conceptual street lighting requests with Staff before submitting the official requests to better understand the parameters of such a request.
- (b) **Residential Request.** Residential requests for additional street lighting must include a signed petition from 90% of residents within a 300-foot radius feet of the purposed streetlight. The following conditions shall apply as part of the review:
 - (1) A signed petition or request does not guarantee the addition of street lighting.
 - (2) The Director of Public Works, Village Engineer, and/or designee will review the request and petition in order to make the final decision on adding street lighting based on:
 - (i) Maturity of trees restricting current lighting.
 - (ii) High crime area reported by Police.

- (iii) Additions of sidewalks or multi-use paths.
- (iv) Response from petition.

(c) **Internal Request.**

- (1) Internal requests from the Village Board, Departments, and/or Staff will be reviewed by the Director of Public Works, Village Engineer, and/or designee.
- (2) The Public Works Department will send out a notification to all residents within 300 feet of the purposed streetlight.
- (3) The Director of Public Works, Village Engineer, and/or designee will make a final decision based on:
 - (i) Maturity of trees restricting current lighting.
 - (ii) High crime area reported by Police.
 - (iii) Additions of sidewalks or multi-use paths.
 - (iv) Response from petition.

SECTION 2.04 Appeal Process

- (a) Denied requests may be appealed to the Public Works Committee for consideration to review the Department's action on the request.

Committee Adopted: November 10, 2020

Village Board Adopted:

Revised: None.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, November 23, 2020

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action regarding the first amendment to the Commercial Lease for 5114 Farwell Street between the Village of McFarland and McFarland Youth Center.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

The Youth Center leases the old Library building located within the McFarland Shopping Center. It had been previously stated that this lease expires at the end of 2020. The 2021 Budget for the Village continues to fund this organization as it has for the last several years. Additionally, the School District will be provided significant funds to support their operations beginning in 2021 and 2022, and also wishes to discuss longer term funding options for 2023 and beyond. The lease amendment extends the term of their use of the facility through the end of 2022 to give more time between all parties to discuss more long term solutions.

The Youth Center is agreeable to this amendment.

FINANCIAL/BUDGET IMPACT:

This has been discussed previously within the budgetary review process. The Youth Center pays the Village roughly \$15,000 in rent in which those funds are returned back to the Youth Center to offset their operations. Additionally, the Village provides a contribution of \$25,000.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for approval.

ATTACHMENTS:

1. Youth Center Lease - First Amendment



FIRST AMENDMENT TO COMMERCIAL LEASE

THIS AMENDMENT ("Amendment"), made by and between the **Village of McFarland**, a Wisconsin municipal corporation, 5915 Milwaukee Street, McFarland, Wisconsin 53558 (hereinafter referred to as the "Landlord"), and **McFarland Youth Center, Inc.**, a Wisconsin non-stock corporation, 5114 Farwell Street, McFarland, Wisconsin 53558 (hereinafter referred to as the "Tenant"), collectively referred to hereafter as the "Parties."

WITNESSETH:

WHEREAS, Landlord and Tenant entered into a Lease effective December 15, 2014 ("Lease"), under which Tenant leases from Landlord 5114 Farwell Street, McFarland, Wisconsin (the "Premises"); and

WHEREAS, the Lease will expire on December 31, 2020 and the Parties desire to extend the term of the Lease as set forth herein;

NOW, THEREFORE, in consideration of the promises and mutual undertakings contained in the Lease, and for other good and valuable consideration, the Parties agree as follows:

1. Lease Term. The term of the Lease shall continue through December 31, 2022, unless earlier terminated by mutual agreement of the Parties or otherwise as provided in the Lease. The Parties acknowledge that they are contemplating a potential lease by Tenant of alternative space owned by Landlord, in which case this Lease will be deemed terminated on the effective date of such alternative lease.
2. Effect of Amendment. All terms and conditions of the Lease not specifically modified herein remain in full force and effect. The Lease and this Amendment contain the entire understanding between the Parties with respect to the subject matter hereof.

IN WITNESS WHEREOF, the Parties have executed this Amendment as of the ____ day of November, 2020.

LANDLORD
Village of McFarland

TENANT
McFarland Youth Center, Inc.

By: _____
Brad Czebotar, Village President

By: _____
Shawn Miller, President

ATTEST:

Cassandra Suettinger
Village Clerk-Treasurer



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, November 23, 2020

SECTION: Business

DEPARTMENT: Outreach

CONTACT: Matt Schuenke, Village Administrator, Lori Andersen, Senior Outreach Director

AGENDA ITEM: Discussion and action regarding a service agreement with Dane County for funding to provide case management and nutritional through the Senior Outreach Department as a Focal Point.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Enclosed is our annual agreement with Dane County to receive funds to support services we provide through our Senior Outreach Department as a Focal Point. These services include case management and nutrition based services within the Village as well as our service territory. This does not change our agreements with the other Communities within the service territory. Services funded remain the same and in doing so continues to use these funds to support Seniors in our Community.

FINANCIAL/BUDGET IMPACT:

In 2020, this amount was approximately \$71,000 and in 2021 this will grow to \$80,250.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for approval.

ATTACHMENTS:

1. 85051 Village of McFarland ACS DH

DCDHS - COUNTY OF DANE

Purchase of Services Agreement

Agreement No:	85051
Begin Date:	1/1/2021
Expiration Date:	12/31/2021
Authority: Res.	NA
Maximum Cost:	<u>\$82,013</u>
Number of Pages:	<u>56</u>
Corporation Counsel Approval:	<u>DH 10/29/2020</u>

THIS AGREEMENT is made and entered into by and between the County of Dane (hereafter referred to as "COUNTY") and Village of McFarland (hereafter, "PROVIDER"), as of the respective dates representatives of both parties have affixed their respective signatures.

WHEREAS COUNTY, whose address is 1202 Northport Drive, Madison, WI 53704, desires to purchase services from PROVIDER, whose address is 5915 Milwaukee St, McFarland WI 53558 for the purpose of:

Congregate Meals (SPC 401)
Home Delivered Meals (SPC 402)
Case Management (SPC 604)

These services are more particularly described in Section 1 of Schedule A.

AND WHEREAS Provider is able and willing to provide such services;

NOW, THEREFORE, in consideration of the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which is acknowledged by each party for itself, COUNTY and PROVIDER do agree as follows:

[End of Page]

I. TERM.

The term of this Agreement shall commence as of the *Begin Date* and shall end as of the *Expiration Date*, both of which are set forth on page one (1) hereof. PROVIDER shall complete its service obligations under this Agreement not later than the *Expiration Date*. COUNTY shall not be liable for any services performed by PROVIDER other than during the term of this Agreement. COUNTY shall never pay more than the *Maximum Cost* as stated above for all services.

II. SERVICES.

- A. PROVIDER agrees to provide the services detailed in the bid specifications, if any; the request for proposals (RFP) and PROVIDER's response thereto, if any; and on the attached *Schedule A*, which is fully incorporated herein by reference. In the event of a conflict between or among the bid specifications, the RFP or responses thereto, or the terms of *Schedule A* or any of them, it is agreed that the terms of *Schedule A*, to the extent of any conflict, are controlling.
- B. PROVIDER shall furnish the services contained in and comply with the performance and productivity requirements contained in the *Program Summary* document, which is attached hereto and fully incorporated herein by reference. PROVIDER shall complete its obligations under this Agreement in a sound, economical and efficient manner in accordance with this Agreement and all applicable laws.
- C. COUNTY will make payments for services rendered under this Agreement as and in the manner specified herein and in *Schedule B*, which, if attached, is fully incorporated herein by reference.
- D. PROVIDER agrees to make such reports as are required by this Agreement and in the attached *Schedule C*, which is fully incorporated herein by reference.
- E. PROVIDER agrees to secure at PROVIDER's own expense all personnel with the necessary training, supervision and qualifications necessary to carry out PROVIDER's obligations under this Agreement. Such personnel shall not be deemed to be employees of COUNTY. PROVIDER shall ensure PROVIDER's personnel are instructed that they will not have any direct contractual relationship with COUNTY. COUNTY shall not participate in or have any authority over any aspect of PROVIDER's personnel policies and practices, and shall not be liable for actions arising from such policies and practices.
- F. COUNTY shall have the right to request replacement of personnel. PROVIDER shall comply where such personnel are deemed by COUNTY to present a risk to consumers. In other instances, PROVIDER and COUNTY shall cooperate to reach a reasonable resolution on the issue.
- G. PROVIDER warrants that it has complied with all necessary requirements to do business in the State of Wisconsin.
- H. PROVIDER shall notify COUNTY immediately, in writing, of any change in its registered agent, his or her address, and/or PROVIDER's legal status. For a partnership, the term 'registered agent' shall mean a general partner.
- I. PROVIDER understands that time is of the essence.
- J. Unless specified differently herein, a PROVIDER shall maintain a consistent volume of service delivery throughout the months of the Agreement as determined by COUNTY.

SECTION A
(Non-Discrimination)

III. NON-DISCRIMINATION.

- A. During the term of this Agreement, PROVIDER agrees not to discriminate on the basis of age, race, ethnicity, religion, color, gender, disability, marital status, sexual orientation, national origin, cultural differences, ancestry, physical appearance, arrest record or conviction record, military participation or membership in the national guard, state defense force or any other reserve component of the military forces of the United States, or political

beliefs against any person, whether a recipient of services (actual or potential) or an employee or applicant for employment. Such equal opportunity shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, training, rates of pay, and any other form of compensation or level of service(s).

- B. PROVIDER agrees to post in conspicuous places, available to all employees, service recipients and applicants for employment and services, notices setting forth the provisions of this paragraph. The listing of prohibited bases for discrimination shall not be construed to amend in any fashion state or federal law setting forth additional bases, and exceptions shall be permitted only to the extent allowable in state or federal law.

IV. AFFIRMATIVE ACTION.

- A. If PROVIDER has twenty (20) or more employees and receives \$20,000 in annual contracts with COUNTY, PROVIDER shall file an Affirmative Action Plan with the Dane County Contract Compliance Officer in accord with Chapter 19 of the Dane County Code of Ordinances. Such plan must be filed within fifteen (15) days of the effective date of this Agreement and failure to do so by said date shall constitute grounds for immediate termination of this Agreement by COUNTY.
- B. PROVIDER shall also, during the term of this Agreement, provide copies of all announcements of employment opportunities to COUNTY's Contract Compliance office, and shall report annually the number of persons, by race, ethnicity, gender, and disability, status, who apply for employment and, similarly classified, the number hired and the number rejected.
- C. PROVIDER agrees to furnish all information and reports required by COUNTY's Contract Compliance Officer as the same relate to affirmative action and nondiscrimination, which may include any books, records, or accounts deemed appropriate to determine compliance with Chapter 19, D. C. Ords., and the provisions of this Agreement.

V. AMERICANS WITH DISABILITIES ACT COMPLIANCE.

- A. PROVIDER and all Subcontractors agree not to discriminate on the basis of disability in accordance with The Americans with Disabilities Act (ADA) of 1990, the Wisconsin Statutes secs. 111.321 and 111.34, and Chapter 19 of the Dane County Code of Ordinances. PROVIDER agrees to post in conspicuous places, available to employees, service recipients, and applicants for employment and services, notices setting forth the provisions of this paragraph.
- B. PROVIDER shall give priority to those methods that offer programs and activities to disabled persons in the most integrated setting. Where service or program delivery is housed in an inaccessible location, and accessible alterations are not readily achievable, PROVIDER agrees to offer "programmatic accessibility" to recipients (real or potential) of said services and programs (e.g. change time/location of service).
- C. PROVIDER agrees that it will employ staff with special translation and sign language skills appropriate to the needs of the client population, or will purchase the services of qualified adult interpreters who are available within a reasonable time to communicate with hearing impaired clients. PROVIDER agrees to train staff in human relations techniques and sensitivity to persons with disabilities. PROVIDER agrees to make programs and facilities accessible, as appropriate, through outstations, authorized representatives, adjusted work hours, ramps, doorways, elevators, or ground floor rooms. PROVIDER agrees to provide, free of charge, all documents necessary to its clients' meaningful participation in PROVIDER's programs and services in alternative formats and languages appropriate to the needs of the client population, including, but not limited to, Braille, large print and verbally transcribed or translated taped information. The PROVIDER agrees that it will train its staff on the content of these policies and will invite its applicants and clients to identify themselves as persons needing additional assistance or accommodations in order to apply for or participate in PROVIDER's programs and services.

VI. BILINGUAL SERVICES.

PROVIDER agrees to maintain comprehensive policies to ensure compliance with Title VI of the Civil Rights Act of 1964, as updated to address the needs of employees and clients with limited English proficiency. PROVIDER agrees that it will employ staff with bilingual or special foreign language translation skills appropriate to the needs of the client population, or will purchase the services of qualified adult interpreters who are available within a reasonable time to communicate with clients who have limited English proficiency. PROVIDER will provide, free of charge, all documents necessary to its clients' meaningful participation in PROVIDER's programs and services in alternative languages appropriate to the needs of the client population. PROVIDER agrees that it will train its staff on the content of these policies and will invite its applicants and clients to identify themselves as persons needing additional assistance or accommodations in order to apply or participate in PROVIDER's programs and services.

VII. CIVIL RIGHTS COMPLIANCE.

- A. If PROVIDER has twenty (20) or more employees and receives \$20,000 in annual contracts with COUNTY, the PROVIDER shall submit to the COUNTY a current Civil Rights Compliance Plan (CRC) for Meeting Equal Opportunity Requirements under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title VI and XVI of the Public Service Health Act, the Age Discrimination Act of 1975, the Omnibus Budget Reconciliation Act of 1981 and Americans with Disabilities Act (ADA) of 1990. PROVIDER shall also file an Affirmative Action (AA) Plan with COUNTY in accordance with the requirements of Chapter 19 of the Dane County Code of Ordinances. PROVIDER shall submit a copy of its discrimination complaint form with its CRC/AA Plan. The CRC/AA Plan must be submitted prior to the effective date of this Agreement and failure to do so by said date shall constitute grounds for immediate termination of this Agreement by COUNTY. If an approved plan has been received during the previous CALENDAR year, a plan update is acceptable. The plan may cover a two-year period. Providers who have less than twenty employees, but who receive more than \$20,000 from the COUNTY in annual contracts, may be required to submit a CRC Action Plan to correct any problems discovered as the result of a complaint investigation or other Civil Rights Compliance monitoring efforts. If PROVIDER submits a CRC/AA Plan to a Department of Workforce Development Division or to a Department of Health Services Division that covers the services purchased by Dane County, a verification of acceptance by the State of PROVIDER's Plan is sufficient.
- B. PROVIDER agrees to comply with the COUNTY's civil rights compliance policies and procedures. PROVIDER agrees to comply with civil rights monitoring reviews performed by the COUNTY, including the examination of records and relevant files maintained by the PROVIDER. PROVIDER agrees to furnish all information and reports required by the COUNTY as they relate to affirmative action and non-discrimination. The PROVIDER further agrees to cooperate with the COUNTY in developing, implementing, and monitoring corrective action plans that result from any reviews.
- C. PROVIDER shall post the Equal Opportunity Policy; the name of the PROVIDER's designated Equal Opportunity Coordinator and the discrimination complaint process in conspicuous places available to applicants and clients of services, and applicants for employment and employees. The complaint process will be according to COUNTY's policies and procedures and made available in languages and formats understandable to applicants, clients and employees. PROVIDER shall supply to the Dane County Contract Compliance Officer upon request a summary document of all client complaints related to perceived discrimination in service delivery. These documents shall include names of the involved persons, nature of the complaints, and a description of any attempts made to achieve complaint resolution.
- D. PROVIDER shall provide copies of all announcements of new employment opportunities to the Dane County Contract Compliance Officer when such announcements are issued.
- E. If PROVIDER is a government entity having its own compliance plan, PROVIDER's plan shall govern PROVIDER's activities.

VIII. EQUAL OPPORTUNITY NOTICE.

In all solicitations for employment placed on PROVIDER's behalf during the term of this Agreement, PROVIDER shall include a statement to the effect that PROVIDER is an "Equal Opportunity Employer".

SECTION B
(General Terms)

IX. ACKNOWLEDGEMENT OF COUNTY SUPPORT.

PROVIDER shall acknowledge funding support by COUNTY in all publications, including social media statements, regarding services and programs funded by COUNTY. PROVIDER agrees to display the Dane County Department of Human Services logo in its waiting rooms and incorporate the logo in all PROVIDER publications, websites and stationery that pertain to services funded in whole or in part by COUNTY.

X. ASSIGNMENT AND TRANSFER.

PROVIDER shall not assign, subcontract or transfer any interest or obligation in this Agreement without the prior written consent of COUNTY, including the hiring of independent contract service providers, unless otherwise provided herein. Claims for money due to PROVIDER from COUNTY under this Agreement may be assigned to a bank, trust company or other financial institution without COUNTY consent if and only if the instrument of assignment provides that the right of the assignee in and to any amounts due or to become due to PROVIDER shall be subject to prior claims of all persons, firms and corporations for services rendered or materials supplied for the performance of the work called for in this Agreement. PROVIDER shall furnish COUNTY with notice of any such assignment or transfer.

XI. CONFIDENTIALITY.

A. PROVIDER agrees to comply with all pertinent federal and state statutes, rules, regulations and county ordinances related to confidentiality. Further, COUNTY and PROVIDER agree that:

1. Client specific information, including, but not limited to, information which would identify any of the individuals receiving services under this Agreement, shall at all times remain confidential and shall not be disclosed to any unauthorized person, forum, or agency except as permitted or required by law.
2. PROVIDER knows and understands it is not entitled to any client specific information unless it is released to persons who have a specific need for the information which is directly connected to the delivery of services to the client under the terms of this Agreement and only where such persons require the requested information to carry out official functions and responsibilities.
3. Upon request from COUNTY, client specific information, including but not limited to treatment information, shall be exchanged between PROVIDER and COUNTY, consistent with applicable federal and state statutes, for the following purposes:
 - a. Research (names and specific identifying information not to be disclosed);
 - b. Fiscal and clinical audits and evaluations;
 - c. Coordination of treatment or services; and
 - d. Determination of conformance with court-ordered service plans.

B. Health Insurance Portability and Accountability Act of 1996 (HIPAA) Applicability.

1. The PROVIDER agrees to comply with the federal regulations implementing the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and all relevant regulations as from time to time amended, if PROVIDER receives Medicaid funding or as these regulations otherwise apply to the services the PROVIDER provides or purchases with funds provided under this Agreement. Such requirements, where applicable, include:

- a. Holding protected health information (PHI) in confidence and using it or further disclosing it only for authorized purposes.
 - b. Having a Notice of Privacy Practices.
 - c. Developing and maintaining current and appropriate administrative, technical, and physical safeguards to protect the confidentiality, integrity and availability of all PHI, in any form or media, including electronic storage and transmission.
 - d. Maintaining policies and procedures to protect against the identity theft of client/consumer information.
 - e. Tracking disclosures of PHI as required by law.
 - f. Having and maintaining procedures in the event of a breach of PHI, logging security events, providing notices and mitigating damages as required by law.
2. Where PROVIDER has access to COUNTY's client records and discovers any breach or unauthorized acquisition, access, use or disclosure of such records, PROVIDER shall inform COUNTY within five (5) business days after PROVIDER learns of such breach involving COUNTY's clients.
3. If COUNTY has determined that PROVIDER is a "Business Associate" within the context of the law, PROVIDER will sign and return the attached Business Associate Addendum, which will be included and made part of this Agreement.

XII. COOPERATION.

- A. PROVIDER agrees to cooperate with departments, agencies, employees and officers of COUNTY in providing the services described herein.
- B. Where PROVIDER furnishes counseling, care, case management, service coordination or other client services and COUNTY requests PROVIDER or any of PROVIDER's employees to provide evidence in a court or other evidentiary proceeding regarding the services provided to any named client or regarding the client's progress given services provided, services purchased under this Agreement include PROVIDER making itself or its employees available to provide such evidence requested by COUNTY as authorized by law.

XIII. DELIVERY OF NOTICES.

Notices, bills, invoices and reports required by this Agreement shall be deemed delivered as of the date of postmark if deposited in a United States mailbox, first class postage attached, addressed to a party's address as set forth in this Agreement. Any party changing its address shall notify the other party in writing within five (5) business days.

XIV. DISPUTE RESOLUTION.

- A. **Good Faith Efforts.** In the event of a dispute between PROVIDER and COUNTY involving the interpretation or application of the contents of this Agreement, PROVIDER and COUNTY agree to make good faith efforts to resolve grievances informally.
- B. **Formal Procedure.** In the event informal resolution is not achieved, COUNTY and PROVIDER shall follow the following procedure to resolve all disputes:

Step 1: PROVIDER's Chief Executive Officer shall present a description of the dispute and PROVIDER's position, in writing, to COUNTY's Division Manager within fifteen (15) working days of gaining knowledge of the issue. The description shall cite the provision or provisions of this Agreement that are in dispute and shall present all available factual information supporting PROVIDER's position. Failure to timely provide said document constitutes a waiver of PROVIDER's right to dispute the item.

Step 2: Both parties shall designate representatives, who shall attempt to reach a mutually satisfactory resolution within the fifteen (15) working days after mailing of the written notice.

Step 3: If resolution is not reached in Step 2, COUNTY's Division Manager shall provide in writing by mail, an initial decision. Said decision shall be binding until and unless a different decision is reached as outlined below.

Step 4: PROVIDER's Chief Executive Officer or equivalent may request a review of the initial decision by mailing a written request to COUNTY's Human Services Director within fifteen (15) working days of the receipt of the initial decision. Failure to timely provide said request constitutes a waiver of PROVIDER's right to dispute the item.

Step 5: COUNTY's Human Services Director shall respond to the request for review by mailing a final written decision to PROVIDER within fifteen (15) working days of receipt of the request.

Step 6: PROVIDER's Chief Executive Officer or equivalent may request a review by the County Executive of the final decision by mailing said request within fifteen (15) working days of the postmarked date of the final decision. Failure to timely provide said request constitutes a waiver of PROVIDER's right to dispute the item.

Step 7: The County Executive shall provide a final decision by mailing it to PROVIDER within fifteen (15) working days following the postmarked date of the request for a review. The decision of the County Executive is final and binding on the parties.

C. **Client Grievance Procedure.**

1. PROVIDER shall have a written client grievance procedure approved by COUNTY, posted in its service area, at all times during the term of this Agreement and made available to each client upon admission.
2. Where clients may be entitled to an administrative hearing concerning eligibility, PROVIDER will cooperate with COUNTY in providing notice of said eligibility to clients.

XV. EMERGENCY PLANNING.

- A. In order for PROVIDER and the people PROVIDER serves to be prepared for an emergency such as a tornado, flood, blizzard, electrical blackout, pandemic and/or other natural or man-made disaster, PROVIDER shall develop a written plan that at a minimum addresses:
1. The steps PROVIDER has taken or will be taking to prepare for an emergency;
 2. Which of PROVIDER's services will remain operational during an emergency;
 3. The role of staff members during an emergency;
 4. PROVIDER's order of succession, evacuation and emergency communications plans, including who will have authority to execute the plans and/or to evacuate the facility;
 5. Evacuation routes, means of transportation and use of alternate care facilities and service providers, (such as pharmacies) with which PROVIDER has emergency care agreements in place;
 6. How PROVIDER will assist clients/consumers to individually prepare for an emergency; and
 7. How essential care records will be protected, maintained and accessible during an emergency.
- A copy of the written plan should be kept at each of PROVIDER's office(s).
- B. Providers who offer case management or residential care for individuals with substantial cognitive, medical, or physical needs shall assure at-risk clients/consumers are provided for during an emergency.

XVI. FAIR LABOR STANDARDS COMPLIANCE.

- A. **Reporting Adverse Findings.** During the term of this Agreement, PROVIDER shall report to the County Contract Compliance Officer, within ten (10) days, any allegations to, or findings by the National Labor Relations Board (NLRB) or Wisconsin Employment Relations Commission (WERC) that PROVIDER has violated a statute or regulation regarding labor standards or relations. If an investigation by the Contract Compliance

Officer results in a final determination that the matter adversely affects PROVIDER's responsibilities under this Agreement, and which recommends termination, suspension or cancellation of this Agreement, COUNTY may take such action.

- B. **Appeal Process.** PROVIDER may appeal any adverse finding by the Contract Compliance Officer as set forth in sec. 25.08(20)(c), D.C. Ords.
- C. **Notice Requirement.** PROVIDER shall post the following statement in a prominent place visible to employees: "As a condition of receiving and maintaining a contract with Dane County, this employer shall comply with federal, state and all other applicable laws prohibiting retaliation for union organizing."

XVII. INDEMNIFICATION BY PROVIDER.

- A. To the fullest extent permitted by law, PROVIDER shall indemnify, hold harmless and defend COUNTY, its boards, commissions, agencies, officers, agents, volunteers, employees and representatives against any and all liability, claims, losses (including, but not limited to, property damage, bodily injury and loss of life), damages, costs or expenses (including, but not limited to, court costs, as well as fees and charges of attorney(s)) which COUNTY, its officers, employees, agencies, boards, commissions and representatives may sustain, incur or be required to pay by reason of PROVIDER furnishing the services or goods required to be provided under this Agreement, provided, however, that the provisions of this paragraph shall not apply to liabilities, claims, damages, losses, charges, costs, or expenses caused by or arising from the acts or omissions of COUNTY, its agencies, boards, commissions, officers, agents, volunteers, employees or representatives. The obligations of PROVIDER under the paragraph shall apply to liability, claims, losses, damages, costs or expenses arising from any aspect of PROVIDER's personnel policies or practices, because, except as otherwise provided herein, it is understood that COUNTY assumes no control over PROVIDER's business operations, methods or procedures.
- B. COUNTY reserves the right, but not the obligation, to participate in defense without relieving PROVIDER of any obligation under this paragraph.
- C. The obligations of PROVIDER under this paragraph shall survive the expiration or termination of this Agreement.
- D. The requirements of this section are waived where PROVIDER is the State of Wisconsin.

XVIII. INSURANCE.

- A. In order to protect itself and COUNTY, its officers, boards, commissions, agencies, agents, volunteers, employees and representatives under the indemnity provisions of *paragraph XVII*, PROVIDER shall, at PROVIDER's own expense, obtain and at all times during the term of this Agreement keep in full force and effect the insurance coverages, limits, and endorsements listed below. Neither these requirements nor the COUNTY's review or acceptance of PROVIDER's certificates of insurance is intended to limit or qualify the liabilities or obligations assumed by the PROVIDER under this Agreement.
 - 1. **Commercial General Liability.**
PROVIDER agrees to maintain Commercial General Liability at a limit of not less than \$1,000,000 per occurrence. Coverage shall include, but not be limited to, Bodily Injury and Property Damage to Third Parties, Contractual Liability, Personal Injury and Advertising Injury Liability, Premises-Operations, Independent PROVIDERS and Subcontractors, and Fire Legal Liability. The policy shall not exclude Explosion, Collapse, and Underground Property Damage Liability Coverage. The policy shall list DANE COUNTY as an Additional Insured.
 - 2. **Commercial/Business Automobile Liability.**
PROVIDER agrees to maintain Commercial/Business Automobile Liability at a limit of not less than \$1,000,000 Each Occurrence. PROVIDER further agrees coverage shall include liability for Owned, Non-Owned & Hired automobiles. In the event PROVIDER does not own automobiles, PROVIDER agrees to maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of

endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

3. Professional Liability.
PROVIDER agrees to maintain Professional Liability at a limit of not less than \$1,000,000 per claim with a \$1,000,000 aggregate for all PROVIDER's professional employees. The coverage shall include Unintentional Errors/Omissions Endorsement. There shall be an extended reporting period provision of not less than two years.
 4. Umbrella or Excess Liability.
PROVIDER may satisfy the minimum liability limits required above for Commercial General Liability and Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum Per Occurrence limit of liability under the Umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for the Commercial General Liability and Business Auto Liability. PROVIDER agrees to list DANE COUNTY as an "Additional Insured" on its Umbrella or Excess Liability policy.
 5. Workers' Compensation.
PROVIDER agrees to maintain Workers Compensation insurance at Wisconsin statutory limits.
- B. PROVIDER Prohibited from Waiving COUNTY's Right to Subrogation: When obtaining required insurance under this Agreement and otherwise, PROVIDER agrees to preserve COUNTY's subrogation rights in all such matters that may arise that are covered by PROVIDER's insurance.
- C. Upon execution of this Agreement, PROVIDER shall furnish COUNTY with a Certificate of Insurance listing COUNTY as an additional insured and, upon request, certified copies of the required insurance policies. If PROVIDER's insurance is underwritten on a Claims-Made basis, the Retroactive Date shall be prior to or coincide with the date of this Agreement, the Certificate of Insurance shall state that professional malpractice or errors and omissions coverage, if the services being provided are professional services coverage is Claims-Made and indicate the Retroactive Date, PROVIDER shall maintain coverage for the duration of this Agreement and for six (6) years following the completion of this Agreement. PROVIDER shall furnish COUNTY, annually on the policy renewal date, a Certificate of Insurance as evidence of coverage. It is further agreed that PROVIDER shall furnish the COUNTY with a 30-day notice of aggregate erosion, in advance of the Retroactive Date, cancellation, or renewal. It is also agreed that on Claims-Made policies, either PROVIDER or COUNTY may invoke the tail option on behalf of the other party and that the Extended Reporting Period premium shall be paid by PROVIDER. In the event any action, suit or other proceeding is brought against COUNTY upon any matter herein indemnified against, COUNTY shall give reasonable notice thereof to PROVIDER and shall cooperate with PROVIDER's attorneys in the defense of the action, suit or other proceeding. PROVIDER shall furnish evidence of adequate Worker's Compensation Insurance. In case of any sublet of work under this Agreement, PROVIDER shall furnish evidence that each and every subcontractor has in force and effect insurance policies providing coverage identical to that required of PROVIDER.
- D. COUNTY, acting at its sole option and through its Risk Manager, may waive any and all insurance requirements. Waiver is not effective unless in writing. Such waiver may include or be limited to a reduction in the amount of coverage required above. The extent of waiver shall be determined solely by COUNTY's Risk Manager taking into account the nature of the work and other factors relevant to COUNTY's exposure, if any, under this Agreement.
- E. In case of any sublet of work under this Agreement, PROVIDER shall furnish evidence that each and every subcontractor has in force and effect insurance policies providing coverage identical to that required of PROVIDER.
- F. The requirements of this section are waived where PROVIDER is the State of Wisconsin.

XIX. LICENSE, CERTIFICATION AND STANDARD COMPLIANCE.

- A. **Service Standards.** PROVIDER shall meet State and Federal service standards, certifications and assurances as expressed by State and Federal statutes, rules, and regulations applicable to the services covered by this Agreement, including all regulations applicable to the expenditure and reporting of funds for services purchased by this Agreement. PROVIDER certifies that it is not debarred, suspended or declared ineligible from participating in federal assistance programs.
- B. **Licenses and Certifications.** Where required by law, PROVIDER must, at all times, be licensed or certified by either the State or County as a qualified provider of the services purchased hereby. PROVIDER shall fully cooperate with licensing and certification authorities. PROVIDER shall submit copies of the required licenses or certifications upon request by COUNTY. PROVIDER shall promptly notify COUNTY in writing of any citation PROVIDER receives from any licensing or certification authority, including all responses and correction plans.
- C. **County Standards.** Where COUNTY wants to apply a specific set of standards to PROVIDER not contrary to state and federal regulations, the same are specified or are specifically referred to in this Agreement.
- D. **Background Checks.** PROVIDER agrees to do background checks for all its workforce, including interns and volunteers, having regular contact with children, the elderly or vulnerable adults, including caregiver background checks where required by law.
- E. **Public Health Standards.** PROVIDER will follow applicable public health guidelines to provide safe services and a safe workplace. In addition, by signing this Agreement, PROVIDER acknowledges the contagious nature of COVID-19 and voluntarily assumes the risk that PROVIDER and its staff may be exposed to or infected by COVID-19 by providing services under this Agreement and that such exposure or infection may result in personal injury, illness, permanent disability, and death.

PROVIDER further acknowledges that PROVIDER is assuming all of the foregoing risks and accepts sole responsibility for any injury to itself and staff, including, but not limited to, personal injury, disability, death, illness, damage, loss, claim, liability, or expense of any kind, that PROVIDER or its staff may experience or incur in connection with providing services. PROVIDER hereby releases, covenants not to sue, discharges, and holds harmless and indemnifies the COUNTY, its employees, agents, and representatives, of and from any and all claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. Provider understands and agrees that this release includes any claims based on the actions, omissions, or negligence of COUNTY, its employees, agents and representatives, whether a COVID-19 infection occurs before, during, or after the provision of services under this Agreement.
- F. **Notification.** PROVIDER shall notify the COUNTY promptly, in writing, if it is unable to comply with any of the above requirements.

XX. NO WAIVER OF RIGHT OF RECOVERY.

In no event shall the making of any payment or acceptance of any service or product required by this Agreement constitute or be construed as a waiver by COUNTY of any breach of the covenants of this Agreement or a waiver of any default of PROVIDER. The making of any such payment or acceptance of any such service or product by COUNTY while any such default or breach shall exist shall in no way impair or prejudice the right of COUNTY with respect to recovery of damages or other remedy as a result of such breach or default.

- XXI. PATENTS AND INVENTIONS.** PROVIDER may elect to retain the entire right, title and interest to any invention conceived or first actually reduced to practice in the performance of this Agreement as provided by 37 CFR 401. In the event any invention results from work performed jointly by PROVIDER and COUNTY, the invention(s) shall be jointly owned.

XXII. PENALTIES.

- A. PROVIDER shall provide immediate notice in the event it will be unable to meet any deadline, including deadlines for filing reports, set by COUNTY. Concurrent with notification, PROVIDER shall submit either a request for an alternative deadline or other course of action or both. COUNTY may grant or deny the request. COUNTY has the prerogative to withhold payment to PROVIDER upon denial of request or until any condition set by COUNTY is met. In the case of contracts that have been renewed or continued from a previous contractual period, COUNTY may withhold payment in the current period for failures that occurred in a previous period.
- B. If COUNTY is liable for damages sustained as a result of breach of this Agreement by PROVIDER, COUNTY may withhold payments to PROVIDER as set off against said damages.
- C. If, through any act of or failure of action by PROVIDER, COUNTY is required to refund money to a funding source or granting agency, PROVIDER shall pay to COUNTY within ten (10) working days, any such amount along with any interest and penalties.

XXIII. RECORDS.

- A. **Open Records Requests.** PROVIDER agrees to assist COUNTY in promptly fulfilling or answering any open records request, in the manner determined by COUNTY, of a record not protected by a law requiring confidentiality that PROVIDER keeps or maintains on behalf of COUNTY.
- B. **Records Retention.** PROVIDER shall retain any record required to be kept on behalf of COUNTY for a period of not less than seven (7) years unless a shorter period of retention is authorized by applicable law or for a longer period of time if required by law. PROVIDER shall preserve Medicaid funded service and billing records for a period of not less than ten (10) years from the last service provided unless a shorter period or retention is specifically authorized by law. This provision survives the term of this contract.
- C. **Records Ownership.**
 - 1. It is understood that in the event this Agreement terminates for any reason, COUNTY, at its option may take ownership of all records created for the purpose of providing and facilitating provision of services under the Agreement.
 - 2. If, as the result of the expiration or termination of this Agreement, PROVIDER discontinues services provided under this Agreement to any client who continues to require such service, COUNTY shall have the right to take immediate physical custody of any of the client's records that are necessary to facilitate the transition of services to another provider of such service, including, but not limited to, all documents, electronic data, products and services prepared or produced by PROVIDER under this Agreement.

XXIV. RENEGOTIATION.

- A. This Agreement or any part thereof, may be renegotiated at the option of COUNTY in the case of: 1) increased or decreased volume of services; 2) changes required by Federal or State law or regulations or court action; 3) cancellation, increase or decrease in funding; 4) changes in service needs identified by COUNTY; 5) PROVIDER's failure to provide monthly services purchased; or 6) upon any mutual agreement. PROVIDER agrees to renegotiate in good faith if COUNTY exercises this option.
- B. Any agreement reached pursuant to renegotiation shall be acknowledged through a written Agreement addendum signed by COUNTY and PROVIDER.
- C. Changes to the number of units purchased under this Agreement pursuant to renegotiation shall be reflected by amendment to the *Program Summary*.
- D. If PROVIDER refuses to renegotiate in good faith as required by this section, COUNTY may either terminate the Agreement or unilaterally adjust payments downward to reflect

COUNTY's best estimate of the volume of services actually delivered by PROVIDER under this Agreement.

XXV. TERMINATION, SUSPENSION AND/OR MODIFICATION.

This Agreement may be terminated and/or its terms may be modified or altered as follows:

- A. Either party may terminate the Agreement, for any reason, at any time upon ninety (90) days written notice.
- B. Failure of PROVIDER to fill any of its obligations under the Agreement in a timely manner or violation by PROVIDER of any covenants or stipulations contained in this Agreement shall constitute grounds for COUNTY to terminate this Agreement upon ten (10) days written notice of the effective date of termination.
- C. The following shall constitute grounds for immediate termination:
 - 1. Violation by PROVIDER of any state, federal or local law, or failure by PROVIDER to comply with any applicable state and federal service standards, as expressed by applicable statutes, rules and regulations.
 - 2. Failure by PROVIDER to carry applicable licenses or certifications as required by law.
 - 3. Failure of PROVIDER to comply with reporting requirements contained herein.
 - 4. Inability of PROVIDER to perform the work provided for herein.
 - 5. Exposure of a client to immediate danger when interacting with PROVIDER.
- D. In the event of cancellation or reduction of state, federal or county funding upon which COUNTY relies to fulfill its obligations under this Agreement, PROVIDER agrees and understands that COUNTY may take any of the following actions:
 - 1. COUNTY may terminate this Agreement, upon thirty (30) days written notice.
 - 2. COUNTY may suspend this Agreement without notice for purposes of evaluating the impact of changed funding.
 - 3. COUNTY may reduce funding to PROVIDER upon thirty (30) days written notice. If COUNTY opts to reduce funding under this provision, COUNTY may, after consultation between PROVIDER and COUNTY's contract manager or designee, specify the manner in which PROVIDER accomplishes said reduction, including, but not limited to, directing PROVIDER to reduce expenditures on designated goods, services and/or costs.
- E. Failure of the Dane County Board of Supervisors or the State or Federal Governments to appropriate sufficient funds to carry out COUNTY's obligations hereunder or failure of PROVIDER to timely commence the contracted for services, shall result in automatic termination of this Agreement as of the date funds are no longer available, without notice.
- F. Termination or reduction actions taken by COUNTY under this Agreement are not subject to the review process set forth in Section XV B of this document.

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SECTION C
(Financial Terms)

XXVI. FINANCIAL PROVISIONS.

A. **Accounting.** PROVIDER shall maintain such records, financial statements and necessary evidences of accounting procedures and practices sufficient to document the funding received and disbursements made under this contract. Accounting records must be supported by such source documentation as cancelled checks/electronic payments, paid bills, bank statements, payrolls, time and attendance records, contract award documentation, etc. PROVIDER shall adhere to the *Wisconsin Department of Health Services and/or Wisconsin Department of Children and Families Allowable Cost Policy Manual(s)*, including revisions and updates and return to COUNTY any funding paid in excess of allowable costs.

B. **Method of Payment.** PROVIDER shall be paid for its services as indicated below.

1. *Monthly Expense Reimbursement:* Expenses incurred by PROVIDER shall be reimbursed by COUNTY on a monthly basis. Requests for payment shall be made on COUNTY's Payment Voucher (Form 014-64-05) and submitted to COUNTY within twenty-five (25) days after the month of service. This provision will be applicable to the following programs:

2. *Unit of Service Reimbursement:* Units of service provided shall be paid by COUNTY on a monthly basis. Requests for payment shall be made on COUNTY's Payment Voucher (Form 014-64-05) or a monthly billing statement and submitted to COUNTY within twenty-five (25) days after the month of service. This provision will be applicable to the following programs:

3. *Monthly Advance Payment with Year End Reconciliation:* PROVIDER shall be advanced equal monthly payments consisting of the annual Agreement amount divided by the number of months covered under this Agreement. The last monthly payment to PROVIDER may be adjusted to actual expenses anticipated for the Agreement term. Request for payment shall be made on COUNTY's Payment Voucher (Form 014-64-05) and submitted to COUNTY by the first of the month previous to the month the payment is to be issued. This provision will be applicable to the following programs:

Programs 4368,1236,12670

4. *Other Method of Payment:* This method is described in Schedule B for the following programs:

Program 13138

C. **Alternate Method of Payment.** Notwithstanding the agreed upon method of payment stated above, COUNTY may at its option refuse to advance all or part of any unearned payment otherwise due to PROVIDER if COUNTY reasonably suspects any of the following:

1. PROVIDER has mismanaged any funds provided by COUNTY.
2. Funds in PROVIDER's possession are at risk of being seized by PROVIDER's creditors or other adverse interest.

3. PROVIDER appears incapable of maintaining itself as a going business concern.
 4. PROVIDER fails to meet reporting requirements.
- D. **Administrative Cost Ceiling.** PROVIDER agrees to keep administrative costs for each program at or below the percentage approved by COUNTY. The approved administrative cost is that percentage most recently approved by COUNTY, whether governed by this year's Agreement or by a previous year's Agreement. No variance in excess of the approved administrative percentage will be allowed unless approved by COUNTY in advance and in writing. In no event will COUNTY approve an administrative cost percentage in excess of 15% of the cost of each program.
- E. **Exemptions from Administrative Cost Ceiling.** At the discretion of COUNTY, programs will be exempt from the prescribed ceiling if any of the following applies:
1. The program is 100% administrative, or
 2. The program is paid monthly under the unit of service reimbursement method of payment, or
 3. The program is 100% funded from medical assistance or another federal source; in such case the administrative expense shall be limited to the requirements of the funding source.
- F. **Bond.** At all times during the term of this Agreement PROVIDER shall maintain an employee dishonesty bond in an amount sufficient to hold PROVIDER harmless in the event of employee fraud or defalcation. Said bond shall insure PROVIDER against the loss of funds provided through this Agreement and the loss of client funds to which the PROVIDER or its employees has access through the services provided through this Agreement. PROVIDER shall furnish evidence of having met this requirement upon request by COUNTY.
- G. **Budgets and Personnel Schedules.**
1. Programs paid under the unit of service reimbursement method of payment shall be exempt from the requirements of this section.
 2. For each program funded by COUNTY, PROVIDER shall prepare a program budget and supporting personnel schedule and submit it to COUNTY for approval within fifty-six (56) days after the effective date of this Agreement. PROVIDER agrees to submit its program budgets and personnel schedules on forms provided by COUNTY and according to guidelines provided by COUNTY. Program budgets and personnel schedules shall be considered approved when signed by both PROVIDER and COUNTY. Upon approval by COUNTY, both the program budget and personnel schedule shall be made a part of this Agreement.
 3. Variances in any program account category (categories are: Personnel, Operating, Space, Special Costs, and Other Expense) in excess of \$5,000.00 or 10%, whichever is less, shall not be allowed unless PROVIDER obtains written approval of COUNTY at COUNTY's discretion for good cause shown. Overall program under-spending is not considered a variance.
 4. Funds allocated to each program must be used as allocated in accordance with the approved program budget and may not be transferred between programs without the written agreement of COUNTY at COUNTY's discretion for good cause shown.
 5. If there is a change in program funding under this Agreement, PROVIDER shall submit a revised budget and personnel schedule, unless waived in writing by COUNTY.
 6. In performing services required under this Agreement, PROVIDER shall not exceed either the approved program budget or the staffing level indicated in the approved personnel schedule.
- H. **Client Accounts.**
1. Under no circumstances is PROVIDER permitted to commingle funds belonging to clients with PROVIDER's funds. Client funds shall be kept in separate accounts ("Client Accounts") such that all monies can be accounted for at all times, and a monthly accounting shall be made available to each client or his or her legal representative.

2. Client Accounts established pursuant to this section shall be subject to audit at any time during normal business hours and without prior notice.
 3. If COUNTY discovers a deficiency in any Client Account or if a formal complaint is filed pertaining to such an account, COUNTY or its representative may withhold from PROVIDER funds equivalent to the sum in dispute until settlement is reached.
- I. **Collection of Client Fees.**
1. COUNTY shall determine which programs operated by PROVIDER are required under Wis. Stats. 46.03(18) to participate in the Wisconsin Administrative Code (DHS 1) Uniform Fee System of charging clients for services provided and inform PROVIDER. PROVIDER shall assume responsibility for the billing and collection of fees, unless specified otherwise in this Agreement.
 2. PROVIDER shall not delegate collection of fees to private collection firms without written permission from COUNTY.
- J. **Deadline for Requesting Cost Variances and Transfers of Funds Between Programs.** Requests for approval of cost variances and transfers of funds between programs must be made in writing to COUNTY no later than January 25 of the year following the Agreement year. COUNTY will not consider written requests for further revisions unless they are the result of auditing adjustments detailed in a letter from PROVIDER's auditor and submitted prior to or with the annual audit report.
- K. **Deposits in FDIC or NCUA-Insured Account.** Any payments of monies to PROVIDER by COUNTY for services provided under this Agreement shall be deposited in a financial institution with Federal Deposit Insurance Corporation (FDIC) or National Credit Union Administration (NCUA) insurance coverage. For any balance exceeding FDIC or NCUA coverage PROVIDER must obtain additional insurance.
- L. **Donations.** PROVIDER shall account for donations in accordance with the *Wisconsin Department of Health Services and/or Wisconsin Department of Children and Families Allowable Cost Policy Manual(s)* and other applicable laws.
- M. **Expense Reports.** PROVIDER shall submit expense reports on the form provided by COUNTY. The report shall be submitted on a quarterly basis and is due no later than the 25th of the month following the end of the quarter. COUNTY may require reports more frequently upon thirty (30) day notice. Programs paid under the unit of service reimbursement method of payment shall be exempt from submitting the expense reports described in this paragraph.
- N. **Financial and Compliance Audit by PROVIDER.**
1. PROVIDER, if it receives departmental funding over \$25,000, shall submit a copy of its agency-wide annual audit to COUNTY within one hundred eighty (180) days of the end of its fiscal year. In determining the amount of annual funding provided by the COUNTY, the PROVIDER shall consider funds provided through all direct contracts with the COUNTY. If PROVIDER receives department funding less than \$100,000, it may request a waiver of this requirement.
 2. Audit Requirements: The audit shall be performed on behalf of PROVIDER by an independent certified public accountant and shall be conducted in accordance with generally accepted auditing standards, Wisconsin Statute Section 46.036, Government Auditing Standards as issued by the U.S. Government Accountability Office and the applicable state and federal regulations and guidelines, including but not limited to:
 - a. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Chapters 1 and 2;
 - b. The State Single Audit Guidelines;
 - c. State of Wisconsin's Department of Health Services Audit Guide;
 - d. State of Wisconsin's Department of Children and Families Provider Agency Audit Guide.

3. When required, the audit shall include the following items:
 - a. Financial Statements of the overall agency, including the independent auditor's opinion on the statement.
 - b. Schedule of Findings and Questioned Costs, Schedule of Prior Audit Findings, Corrective Action Plan and the Management Letter (if issued).
 - c. Report on Compliance and a Report on Internal Control over Financial Reporting based on an audit performed in accordance with Government Auditing Standards.
 - d. Report on Compliance with Requirements Applicable to the Federal and State Program and a Report on Internal Control over Compliance in Accordance with the Program-Specific Audit Option.
 - e. A Supplementary Cost Reimbursement Award Schedule identifying expenses and revenues by funding source and program, including the independent auditor's opinion on the supplementary schedule. This schedule shall be presented in a worksheet format with programs and funding sources as columns, revenues and expenses as line items, with expenditures reflected by category as defined by COUNTY as allocated between "administrative" and "program" categories, and an excess or deficit computed at the foot of each column. Expenditure categories shall include: Personnel, Operating, Space, Special Costs, and Other Expenses.
 - f. For each program funded by COUNTY, a supplementary schedule in the form of a final expense report as prescribed by COUNTY, including the independent auditor's opinion on the supplementary schedule.
 - g. Allowable Profit Schedule if PROVIDER is a for-profit entity and a Reserve Schedule if the PROVIDER is a non-profit entity, if applicable.
4. Where the Agreement period and PROVIDER's fiscal year do not coincide, the audit shall include a bridging schedule by program identifying expenses to the Agreement period. "By program" means that the bridging schedule must show each program individually.
5. The PROVIDER must provide the auditor with access to personnel, accounts, books, records, supporting documentation, and other information as needed for the auditor to perform the required audit. The PROVIDER shall permit appropriate representatives of the COUNTY to have access to the PROVIDER's records and financial statements as necessary to review the PROVIDER's compliance with Federal and State requirements for the use of the funding. Having an independent audit does not limit the authority of the COUNTY to conduct or arrange for other audits or review of Federal or State programs. The COUNTY shall use information from the audit to conduct its own reviews without duplication of the independent auditor's work.
6. The auditor shall make audit work papers available upon request to the PROVIDER, the COUNTY or its designee as part of performing a quality review, resolving audit findings, or carrying out oversight responsibilities. Access to working papers includes the right to obtain copies of working papers.
7. COUNTY shall comment on the audit in writing to PROVIDER within one hundred eighty (180) days of when the audit is due or received whichever is later. COUNTY shall identify in writing to PROVIDER those findings or recommendations in the audit which shall require a written response and plan of corrective action by PROVIDER.
8. PROVIDER understands and acknowledges that all auditing requirements survive the Expiration Date of this Agreement. If this contract terminates or is assigned with COUNTY's permission to another entity before the expiration date, these audit provisions shall be due within 120 days of the termination or assignment.

- O. **Financial Interest Prohibited.** Under s. 946.13, Wis. Stats. COUNTY employees and officials are prohibited from holding a private pecuniary interest, direct or indirect, in any public contract. By executing this Agreement, each party represents that it has no knowledge of a COUNTY employee or official involved in the making or performance of the Agreement that has a private pecuniary interest therein. It is expressly understood and agreed that any subsequent finding of a violation of s. 946.13, Wis. Stat. may result in this Agreement being voided at the discretion of the COUNTY.
- P. **Final Settlement Where County Pays PROVIDER's Costs.**
1. If this Agreement employs Method of Payment under sub term B., paragraphs 1., 3. or 4. above, COUNTY shall pay the lesser of net audited expenses or the annual Agreement amount on a per program basis. Net audited expenses shall be determined as follows:
 - a. As required by the terms of this Agreement, PROVIDER shall submit an audit, which shall include a supplementary schedule identifying expenses and revenues by funding source and by program. Where there are other revenues in COUNTY program columns of the audit, except for interest and dividends, the revenues shall be deducted from the expenses in those columns to give the net expense to COUNTY.
 - b. In the event the audit requirement is waived by COUNTY, PROVIDER shall provide COUNTY an unaudited supplementary schedule by program showing net county-funded expenditures by category (i.e., Personnel, Operating, Space, Special Costs, and Other Expense) compared to the most recently approved program budget for this Agreement, which shall be submitted to COUNTY no later than January 25 of the year following the Agreement year. Said schedule shall include an actual vs. budget analysis of expenditures as allocated between "administrative" and "program". The percentage actual expenses vary from the budget shall be calculated and displayed for each account category. This schedule shall be submitted on the form provided by COUNTY and COUNTY shall pay the lesser of unaudited expenses or the annual Agreement amount on a per program basis.
 - c. On a per program basis, any account category or administrative cost variance not approved by COUNTY will be considered an overpayment and PROVIDER shall reimburse any such amount to COUNTY within ten (10) working days of notification. Overall program under spending is not considered a variance issue.
 - d. If PROVIDER is a nonprofit organization, it may not keep excess revenue over the approved program budget described in Section C, term XXVI, sub term G.2.
 - e. If PROVIDER is a profit organization, Final Settlement on a per program basis, excluding Systems Management programs, shall be the lesser of audited expenses plus four percent (4%) of audited expenses less related revenue or the *Maximum Cost* as stated on page one of this Agreement.
 - f. PROVIDER must claim any alleged underpayment by COUNTY by the time of final settlement or such claims are waived.
 2. If this Agreement employs Method of Payment under sub term B., paragraph 2. Unit of Service Reimbursement above, COUNTY shall pay the lesser of net audited expenses or the annual Agreement amount on a per program basis. Net audited expenses shall be determined as follows:
 - a. In the event the audit requirement is waived by COUNTY, PROVIDER shall provide COUNTY an unaudited supplementary schedule identifying reserves (non-profit organization) or allowable profit computation (profit organization) by funding source and by program.
 - b. If PROVIDER is a profit organization, final settlement on a per program basis, shall be audited expenses plus five percent (5%) of audited expenses less related revenue.

- c. If PROVIDER is a non-profit organization, final settlement on a per program basis, shall be in accordance with Wis. Stat. 46.036(5m).

Q. **Notice of Financial Instability.** PROVIDER shall give COUNTY immediate notice of any of the following events:

1. That PROVIDER is unable to meet its financial obligations to its employees, to the state or federal governments, or to any creditor.
2. That PROVIDER has written a check drawn on insufficient funds.
3. That PROVIDER has received notice that it has been sued or that a lawsuit against PROVIDER is pending.
4. That PROVIDER has filed a bankruptcy action.
5. That PROVIDER has sustained or will sustain a loss for which it has insufficient financial resources.
6. That PROVIDER has ceased doing business or sold the business contracted for in this Agreement to another entity.
7. Any other event that impedes PROVIDER's ability to perform under this Agreement.

R. **Organizations with Religious Affiliations.** No portion of funds under this Agreement may be used to support or advance religious activities.

S. **Overpayment.** Any overpayment due COUNTY shall be paid within ten (10) working days of notification. PROVIDER understands that time is of the essence with respect to repayments and agrees that if PROVIDER fails to timely submit repayment, COUNTY may withhold payment due from either a previous year Agreement or the current year Agreement.

T. **Purchased Equipment.**

1. Any asset with an acquisition cost in excess of \$5,000 must be capitalized. PROVIDER shall make requests for any exceptions to this policy in writing to the Fiscal and Management Services Administrator for COUNTY. These requests shall be made prior to the purchase of any such asset.
2. If COUNTY approves an exception under sub. (1), above, and any assets are expensed to COUNTY, said assets shall become the property of COUNTY upon termination or non-renewal of this or any extension or future Agreement.
3. Any item capitalized on PROVIDER's books and depreciated to COUNTY shall remain the property of PROVIDER.
4. PROVIDER agrees to maintain records that clearly identify all items expensed or depreciated to COUNTY and shall provide those records to COUNTY upon request. Where the records are unclear, it shall be assumed that COUNTY is the owner of the property upon termination or non-renewal of the Agreement.

U. **Purchase of Computer Equipment.**

1. Any of PROVIDER's hardware intended to link with the COUNTY network, shall meet Dane County Department of Administration, Management Information Services standards in effect at the time the linkage is desired.
2. PROVIDER shall be responsible for the costs associated with connectivity hardware and software, including, but not limited to, installation of data lines and associated monthly costs, port patch panels (hubs), patch cables, network interface cards and network software.
3. PROVIDER shall be responsible for all maintenance of its computer equipment. Dane County Department of Administration, Management Information Services shall be responsible for maintenance of the network.
4. COUNTY shall be responsible for completing and submitting current and accurate Security Access forms for all staff who will be logging on to a Dane County network. COUNTY has the discretion to refuse access to the network for any reason.

SECTION D
(Reporting and Evaluation Requirements)

XXVII. REPORTS AND EVALUATION.

- A. **Audits and Contract Reviews.** PROVIDER agrees to submit to such random audits by COUNTY as COUNTY may request. Unless a violation of State, Federal or local law is alleged, COUNTY will give no less than ten (10) working days notice before a review or monitoring procedure. COUNTY's review and monitoring responsibilities under the terms of this Agreement may include, but are not limited to: Agreement compliance, certification status, financial expenditures, reporting requirements, units of service provided, Affirmative Action Plan, Civil Rights Compliance Plan, American Disability Act Compliance, on-site visits by COUNTY staff and/or county board members, or both, interviews with program consumers, families and guardians, interviews with direct service and management personnel. The State and/or Federal government may also conduct program reviews in connection with their financial oversight functions. PROVIDER agrees to cooperate with COUNTY, State and Federal governments in these reviews.
- B. **Client Reporting.** PROVIDER shall submit monthly client registration and/or client service participation reports in a format provided by COUNTY. Reports for January through November are due on the tenth of the following month. The December report is due no later than January 5.
- C. **Copies to be Supplied.** Copies of any evaluative information obtained by PROVIDER during the year, such as, outside evaluation or accreditation will be submitted to COUNTY at the time received.
- D. **Data Gathering.** PROVIDER will cooperate with COUNTY and other providers to define common data elements to be reported to COUNTY to assist in developing baseline data about program delivery, efficiency, and effectiveness.
- E. **Evaluation Compliance.** PROVIDER will comply with all COUNTY requirements regarding program evaluation COUNTY deems required under Wis. Stats. 46.23(6m)(g).
- F. **Quarterly Report.** PROVIDER will report, in a format as required by COUNTY, to COUNTY's designee on a quarterly basis, beginning on May 1. The final report shall be provided on April 1 of the following year. Reports shall include:
 - 1. Information on client waiting lists.
 - 2. Quantity of services by Agreement/client category.
 - 3. Progress or problems in achieving Agreement goals and performance outcomes.
 - 4. Progress or problems associated with overall PROVIDER operations.
 - 5. Other information as may reasonably be required by COUNTY.
 - 6. The fourth quarter report will also include a description of:
 - a. Agency and program objectives for that year;
 - b. Achievement of or progress toward those objectives;
 - c. Problems encountered in meeting the objectives.
 - 7. Reports on services provided in specific geographical areas as identified to PROVIDER by COUNTY.
- G. **Timeliness.** PROVIDER understands that time is of the essence with respect to all reports and agrees to make all reports in a timely manner as provided below, and agrees that if PROVIDER fails to timely submit any report due under the terms of this Agreement, COUNTY may withhold payment until such report is provided, including payment due from either a previous year or the current year.
- H. **Reporting Requirements.** PROVIDER understands and acknowledges that all reporting requirements survive the *Expiration Date* of this Agreement.

SECTION E
(Contract Construction and Legal Process)

XXVIII. CONTRACT CONSTRUCTION AND LEGAL PROCESS.

- A. **Choice of Law.** It is expressly understood and agreed to by the parties hereto that in the event of any disagreement or controversy between the parties, Wisconsin law shall be controlling.
- B. **Copies Valid.** This Agreement, and any amendment or addendum relating to it, may be executed and transmitted to any other party by legible facsimile reproduction or by scanned legible electronic PDF copy, and utilized in all respects as, an original, wet-inked manually executed document. Further, this Agreement and any amendment or addendum thereto, may be stored and reproduced by each party electronically, photographically, by photocopy or other similar process, and each party may at its option destroy any original document so reproduced. All parties hereto stipulate that any such legible reproduction shall be admissible in evidence as the original itself in any judicial, arbitration or administrative proceeding whether or not the original is in existence and whether or not such reproduction was made by each party in the regular course of business. This term does not apply to the service of notices under this Agreement.
- C. **Construction.** This Agreement shall not be construed against the drafter.
- D. **Counterparts.** The parties may evidence their agreement to the foregoing upon one or several counterparts of this instrument, which together shall constitute a single instrument.
- E. **Entire Agreement.** The entire agreement of the parties is contained herein and this Agreement supersedes any and all oral agreements and negotiations between the parties relating to the subject matter hereof. The parties expressly agree that this Agreement shall not be amended in any fashion except in writing, executed by both parties.
- F. **Execution.** This Agreement has no effect until signed by both parties. The submission of this Agreement to PROVIDER for examination does not constitute an offer. PROVIDER warrants that the persons executing this Agreement on its behalf are authorized to do so. The parties further agree that execution of this document may be made by electronic signatures. Any party not agreeing to execute this document by electronic signature will instead print out this Agreement, execute it by hand-inked signature and notate near the signature line that the organization either refuses to recognize electronic signatures of COUNTY or refuses to be bound by electronic signatures purporting to represent agreement of PROVIDER or both. The parties may make electronic signatures by typing the name of the authorized signature followed by the words, "electronically signed" or by any other electronic means representing an authorized signature by PROVIDER. PROVIDER shall ensure that only authorized persons may affix electronic signatures to this Agreement and COUNTY may rely that the electronic signature provided by PROVIDER is authentic.
- G. **Limitation of Agreement.** This Agreement is intended to be an agreement solely between the parties hereto and for their benefit only. No part of this Agreement shall be construed to add to, supplement, amend, abridge or repeal existing duties, rights, benefits or privileges of any third party or parties, including but not limited to employees or subcontractors of either of the parties. Except, where PROVIDER intends to meet its obligations under this or any part of this Agreement through a subcontract with another entity, PROVIDER shall first obtain the written permission of COUNTY; and further, PROVIDER shall ensure that it requires of its subcontractor the same obligations incurred by PROVIDER under this Agreement.
- H. **Severability.** The invalidity or un-enforceability of any particular provision of this Agreement shall not affect the other provisions herein, and this Agreement shall be construed, in all respects, as though all such invalid or unenforceable provisions were omitted.
- I. **Venue.** Venue for any legal proceedings shall be in the Dane County Circuit Court.

IN WITNESS WHEREOF, COUNTY and PROVIDER, by their respective authorized agents, have caused this Agreement and its Schedules to be executed, effective as of the date by which all parties hereto have affixed their respective signatures, as indicated below.

FOR PROVIDER:

Date Signed: _____ Signature: _____

Print Name and Title of Authorized Agent: _____

Date Signed: _____ Signature: _____

Print Name and Title of Authorized Agent: _____

IF PROVIDER'S BUSINESS OFFICE IS LOCATED OUTSIDE OF THE STATE OF WISCONSIN:

PROVIDER'S Registered Agent: _____

Agent's Address: _____

FOR COUNTY:

Date Signed: _____

SHAWN TESSMANN, Director of Human Services
(when applicable)

Date Signed: _____

JOE PARISI, County Executive
(when applicable)

Date Signed: _____

SCOTT MCDONELL, County Clerk
(when applicable)

rev. 9/24/20

Program Summary Form

Created: 10/5/2020 Revised:		Contract #: 85051 Division: Adult Community Services		Provider: Village of McFarland Funding Period: January 1, 2021 through December 31, 2021									
Contract Maximum Service Costs: Subject to the provisions specified elsewhere in this contract, the following summarizes and sets forth the rates and maximum payments available for services under this contract.													
Program Number	Program Group	Org. #	Obj. #	Program Name	SPC	# of Clients	# of Slots	Unit Cost	Unit Quantity	County Cost	Other Revenue*	Total Cost	Reporting
4368	4368	41000	35604	Case Management	604	179	0	\$ 95.33	601	\$ 57,286	\$ -	\$ 57,286	Monthly 610 & QTR Rpts
a.													
b.													
c.													
d.													
e.													
f.													
g.													
h.													
i.													
j.													
Total										\$ 57,286	\$ -	\$ 57,286	
*Other Revenue-Include here the source and related amount for each program:													
The section below is to be used to further define the information above.													
Funding reflects allocation based on Case Management formula using 2010 census & current ACS data. 1 unit of service = 1 hour of case management service. Funding: County Tax Levy. Includes \$1,673 Medicare Improvements for Patients and Providers Act (MIPPA) grant.													
a.													
b.													
c.													
d.													
e.													
f.													
g.													
h.													
i.													
j.													
Standard Program Category (SPC) Code Description:													
a. 604 = casemanagement b. c. d. e. f. g. h. i. j. k.													
Contract Manager(s)/Programs: Cheryl Batterman Accountant(s)/Programs: Mary Jacobson													

Village of McFarland
2021 SCHEDULE A PROGRAM REQUIREMENTS
Client-Centered Case Management Services
Program 4368

NOTE: While the COVID-19 pandemic continues in 2021, services under this contract shall be provided using a mix of in-person programming that follows all current PHMDC safe distance, masking, and exposure response guidelines or through virtual programming. PROVIDER shall provide specific programming updates in quarterly program reports. Units of service shall be counted the same as defined in the Program Summary Form whether delivered in-person or on-line.

- A. Description of Services to be Purchased:** SPC 604 Case Management. This program funds professional and confidential client-centered case management services that are culturally and linguistically appropriate to financially eligible clients, age 60+ who live in Dane County. Financially eligible is determined as falling below 240% of the Federal Poverty Level. This program shall assess the needs of the client and, when appropriate, the client's family and plan, implement, coordinate, monitor, evaluate, and advocate for options and services to meet an individual's needs and preferences. Client-centered case management is based on the recognition that a trusting and empowering direct relationship between case manager and client is essential to facilitate a client's use of services along a continuum of care and to restore or maintain independent functioning to the fullest extent possible. It requires the case manager to develop and maintain a professional relationship with the client, which may include linking the client with systems that provide needed advocacy, services, resources, and opportunities. The focus of case management is client centered, recognizing the importance of each client's interests, worth, and right to self-determination and confidentiality.
1. **Service Location:** PROVIDER shall provide Client-Centered Case Management Services in the residence of the older adult. Clients may also receive the service over the telephone or walk into the PROVIDER'S office at 5915 Milwaukee St, McFarland, WI 53558.
 2. **Persons to be Served:**
 - a. **Target Population:** To be eligible for this service, a client must reside in the Village of McFarland, Village of Cambridge, Village of Rockdale, Town of Dunn, Town of Pleasant Springs, or Town of Christiana.
 - b. **Eligibility Requirements:** The client must be age 60 (or older), live in their own home, apartment, or home of a family member, and fall below 240% of the Federal Poverty Level. Clients eligible for Targeted Case Management (e.g., Medical Assistance) or for case management paid for by any Waiver program (e.g., Family Care, IRIS, Partnership) are not eligible for case management under this program. Three exceptions are allowed: clients requesting a home-delivered meal

assessment/clients requiring a home-delivered meal reassessment, Medicare Part D enrollment assistance, and/or referrals from DCDHS Adult Protective Services.

3. **Funding Source:** PROVIDER shall comply with all federal, state, and COUNTY requirements related to the funding source(s) for this program. Funding source is COUNTY GPR.
4. **Units of Service:** A unit of service is defined as one hour of paid staff time providing Client-Centered Case Management Services.

B. Program Specifications

1. Service Specifications:

- a. **Referrals:** Referrals to the client-centered case management program come from individual older adults or their families, neighbors or friends, social service agencies (to include ADRC & APS), medical clinics, clergy, hospitals, first responders, skilled nursing facilities, or other professionals. During the referral process, the PROVIDER shall gather initial information from the potential client in order to determine what assistance is needed and verifies the client resides within the PROVIDER's defined service area, is not currently case managed under another program, and does not reside in an assisted-living facility, nursing home, or CBRF.
- b. **Assessment:** Assessment shall be conducted during an initial telephone call and/or face-to-face meetings, and information shall be gathered to determine whether the person needs on-going case management services. If appropriate, Client Intake and Functional Assessment forms shall be initiated. Requests for services shall be followed-up in a timely manner to determine eligibility for client-centered case management services.
- c. **Open Case:** PROVIDER shall open a case by completing the following:
 1. The case manager has a face-to-face meeting with the client, in the client's home*;
 2. The case manager determines on-going case management is needed;
 3. The client is financially eligible to receive case management services;
 4. The Client Intake and Functional Assessment Forms are complete;
 5. A Case Management Service Plan is developed with the client, approved by the client, and a copy offered to the client;
 6. A course of action for service is initiated; and
 7. A completed DHS 600 Client Registration Form is submitted to obtain a new client number.

*A case can be initially opened without a home-visit, but must be completed within three months of providing case management services. Exceptions to this must be approved by the PROVIDER director (or designated staff member).

PROVIDER shall provide proof of client services through case notes. Case notes are documented proof the client has received service from the case manager. Case

notes shall reflect the service plan developed with the client. A case shall remain open as long as the needs of the client are being met with the service plan. An open case shall involve continued contact with the case manager to include an annual reassessment. Three exceptions are allowed: case managers shall open cases when providing home-delivered meal assessments/clients requiring a home-delivered meal reassessment, Medicare Part D enrollment assistance even if this is the only service provided to the client, and/or after receiving referrals from DCDHS Adult Protective Services.

- d. **Reportable Hours:** PROVIDER shall report specific, identifiable services for each client on the Dane County Monthly Client Service Report (610 Form). All reportable activities shall also be documented in case notes and shall include the amount of time spent on the activity to the nearest quarter of an hour. (The client doing something for himself/herself is not reportable client-centered case management time.) Examples of case manager reportable services include but are not limited to time spent:
- Traveling to and from a client's home
 - Arranging for medical services
 - Arranging for home-delivered meals
 - Assisting in the completion of forms of some type
 - Arranging for client transportation
 - Arranging for home chore service
 - Providing specific information
 - Acting as an advocate on behalf of the client
 - Contacting family members and/or professionals to gather information
 - Providing information on public benefit program eligibility and assisting clients with applications and enrollment (e.g., Social Security, Medicare, Medicaid, FoodShare, and others)
 - Coordinating housing for clients
 - Engaging in activities directly related to meeting the goals of the client's service plan
 - Providing Medicare Part D enrollment assistance/Plan Finder Reviews
 - Completing case notes
 - Documentation and record keeping management
- e. **Reporting:** PROVIDER shall report specific, identifiable services for each client on the Dane County Monthly Client Service Report (610 Form). This form shall be completed and emailed using encrypted software to Dane County Human Services by the dates indicated in Schedule C. Electronic documents sent by email shall include the standard confidentiality statement. Case managers shall securely maintain appropriate and up-to-date documentation in support of the monthly reports requested by the COUNTY. The hours reported on the monthly 610 form for each client shall match/equal the hours of service documented in case notes.
- f. **Closed Case:** The client-centered case management program has no time limit for a person to receive the service. In each case, the file shall be closed and be removed from the open case history count until reopened, or shall be archived for a period no less than seven (7) years. A case manager making a yearly phone call to a

client to see how he/she is doing shall not be used to keep the case file open. The case manager shall close the file when the client withdraws from the program and/or the client's needs have been met. Cases shall be closed by the PROVIDER when any of the following events occurs:

1. There is no activity on a client file for a period of one year; or
2. The client withdraws from the program or no longer needs client-centered case management services; or
3. The client enrolls in a Family Care model (e.g., Family Care, IRIS, Partnership); or
4. The client enters an assisted-living facility, nursing home, or CBRF; or
5. The client moves to a residence outside of Dane County; or
6. The client dies.

- g. **Information & Assistance (I&A)**: This program provides information to the general public about services, resources, and programs in areas such as: disability and long-term care related services and living arrangements, health, adult protective services, employment and training for people with disabilities, transportation, home maintenance, and nutrition. While the COUNTY prefers to refer consumers seeking I&A to the Aging and Disability Resource Center (ADRC) of Dane County, it is aware consumers may access this type of assistance through the PROVIDER. This activity outside of on-going client-centered case management is not funded by the COUNTY. ADRC I&A activities are not to exceed a period of 90 days and are thus not considered on-going client-centered case management services.

2. **Frequency of Contact**: PROVIDER shall maintain and document contact with each client at least once during the year.
3. **Service Hours/Days**: PROVIDER shall maintain program service hours Monday through Friday 8 am-4:30 pm, and other hours by appointment.
4. **Length of Service**: This program has no time limit for a client to receive the service.
5. **Capacity/Waiting List**: PROVIDER shall give priority to older adults most at risk; this includes victims of elder abuse and neglect, older adults experiencing imminent homelessness, and persons with dementia. A waiting list will occur when the PROVIDER is unable to contact a client within 10 business days of the initial referral to schedule a face-to-face meeting. PROVIDER shall maintain a waiting list, including a description of the client's current situation, notify COUNTY when a waiting list occurs, and provide COUNTY with monthly updates with the number of older adults on the list and the length of time before case management services will commence.
6. **PROVIDER Responsibilities**: During the term of this Agreement, PROVIDER shall:
 - a. Require case management staff to adhere to the National Association of Social Worker's Code of Ethics, Dane County Client-Centered Management Standards, and Dane County Client-Centered Case Management Policy & Procedures and Logic Diagram;

- b. Require at least one case management staff member attend COUNTY coordinated case management trainings;
- c. Require all case management staff attend an Ethics and Boundaries course each year, hosted and funded by the COUNTY or another National Association of Social Workers (NASW) accredited course approved by the COUNTY and funded by the PROVIDER;
- d. Require PROVIDER director (or designated staff member) to attend COUNTY coordinated Focal Point Director meetings;
- e. Report specific, identifiable services for each client/consumer on the Dane County Monthly Client Service Report (610 Form). All reportable activities shall also be documented in case notes and shall include the amount of time spent on the activity to the nearest quarter of an hour. This form is to be completed and emailed to Dane County Human Services by the dates indicated in Schedule C. The hours reported on the monthly 610 form for each client/consumer shall match/equal the hours of service documented in case notes;
- f. Require case management staff to complete and submit a Quarterly Client-Centered Case Management Report to the COUNTY as described in Schedule C;
- g. Require case management staff to include the standard confidentiality statement in all electronic documents sent by email;
- h. Require case management staff to offer their clients an opportunity to receive an injury prevention/home safety assessment and assistance in eliminating home safety dangers;
- i. Require case management staff to provide information on public benefit program eligibility and assist clients with applications and enrollment (e.g. Social Security, Medicare, Medicaid, FoodShare, and others);
- j. Require case management staff to provide their clients a directory that includes the telephone numbers for the Aging and Disability Resource Center of Dane County, Dane County Emergency Management's Disaster Preparedness Registry, Domestic Abuse Crisis Line, Elder Abuse Helpline, Home Safety Assessment, Mental Health 24-hour Crisis Line, and Senior Focal Points;
- k. Require case management staff to conduct home-delivered meal eligibility assessments within four (4) weeks of start of service. Reassessments will be completed at least annually for ongoing participants and more frequently as necessary to determine continued eligibility. The assessment/reassessment will be forwarded to the appropriate home-delivered meal provider;
- l. Require case management staff to conduct Medicare Part D enrollments and provide Medicare counseling for new beneficiaries;
- m. Require case management staff to provide case management services to clients referred by DCDHS Adult Protective Services to address the specific issue(s) reflected in the referral;
- n. Complete and submit an annual Emergency Planning Guide by the date indicated in Schedule C;
- o. Require case management staff to follow COUNTY Supportive Home Care (SHC) Program Guidelines when providing this service to clients;

- p. Require case management staff to refer MA eligible clients whenever they appear to meet the criteria for MA Case Management; and
- q. Require case management staff to collect, record, and submit State Health Insurance Program (SHIP) participant data by the date indicated in Schedule C.

- 7. **COUNTY Responsibilities:** During the term of this Agreement, COUNTY agrees to:
 - a. Facilitate case management trainings for PROVIDER's case management staff;
 - b. Provide all standardized client-centered case management forms and reporting mechanisms to the PROVIDER; and
 - c. Provide funding for this program (as indicated on the Program Summary Form).

C. Program Evaluation

- 1. **Goals:** The goal of the client-centered case management program is to provide financially eligible older adults in Dane County the support they need to achieve and maintain optimum independence in their community through the assessment of need and the coordination and monitoring of community-based services. Client-centered case management optimizes client functioning by a thorough assessment of needs. Using this assessment, the case manager and the client work together to develop a plan that provides services in the most culturally appropriate, efficient, and effective manner. Client-centered case management rests on a foundation of professional training, values, knowledge, theory, and skills used in the service of attaining goals that are established in conjunction with the client and the client's family and/or significant individuals, when appropriate. Client-centered case management is ongoing, and includes the following specific goals:
 - a. Promote and enhance, when possible, the skills of the client in accessing and utilizing supports and services
 - b. Use the capacities of social networks and relevant human services providers to promote the functioning and well-being of the client to enable their independence
 - c. Monitor service effectiveness while providing services and supports in the most efficient manner possible
 - d. Create and/or promote formal and informal systems to provide the client with resources, services, and opportunities
- 2. **Performance Indicators:** The following measures shall be used to evaluate program effectiveness:
 - a. PROVIDER shall serve a minimum number of unduplicated clients with client-centered case management services in 2021 (as indicated on the Program Summary Form);
 - b. PROVIDER shall provide a minimum number of service hours of client-centered case management services in 2021 (as indicated on the Program Summary Form); and

- c. Compliance shall also be measured by timely submission of required reports as described in Schedule C.

D. Other Requirements:

1. COUNTY may withhold monthly payment in the event of contract non-compliance.
2. The mission of the Aging and Disability Resource Center of Dane County (ADRC) is to support older adults, adults with disabilities, their families and caregivers by providing useful information, assistance, and education on community services and long term care options.
 - a. PROVIDER may refer individuals seeking information on adult services and long term care options to the ADRC;
 - b. PROVIDER shall cooperate with ADRC staff in developing referral protocols, memorandum of understanding, and other areas related to the ADRC's mission; and
 - c. If PROVIDER has services listed in the database jointly managed by the ADRC and United Way 2-1-1, PROVIDER shall ensure the data is accurate and shall update the data whenever necessary.
3. PROVIDER understands the system of care for its consumers that may include court oversight. PROVIDER is responsible for knowing which of its consumers are subjects of Wisconsin Statutes Chapter 51 Commitments or Settlement Agreements, Chapter 54 Guardianship, Chapter 55 Protective Placement and/or Protective Services and any Probation and Parole orders/rules.
 - a. PROVIDER has the following responsibilities:
 - i. PROVIDER shall maintain the following information in the individual's file or chart as is applicable:
 - 1) The guardian's name, current address, phone number, and e-mail address.
 - 2) A copy of the current Determination and Order for Protective Services/ Protective Placement, or other specific court order/rules. PROVIDER shall confidentially maintain these documents.
 - 3) A copy of the Letters of Guardianship specifying the consumer's rights retained and the extent of the guardian's responsibility.
 - ii. The PROVIDER shall prepare a Report to the Court when ordered by the Court or requested by the COUNTY.
 - iii. Unless instructed otherwise, PROVIDER shall coordinate necessary supports to ensure consumers can attend required Court Hearings.
 - iv. When requested, PROVIDER shall provide testimony in court hearings.
 - v. To facilitate the acquisition of medical reports required for Court Hearings, the PROVIDER, when requested shall schedule an appointment with the appropriate physician or psychologist and shall take the consumer to the appointment or otherwise assure the consumer's presence at the appointment.
 - b. The COUNTY'S Adult Protective Services Unit will, at the PROVIDER'S request, assist the PROVIDER in identifying individuals under Chapters 51, 54, and 55.

- c. PROVIDER is responsible for meeting any Adult at Risk or Elder Adult at Risk reporting obligations it has pursuant to Wisconsin Statutes Chapters 46 and 55. In addition upon request of the COUNTY, PROVIDER will assist the COUNTY in investigating Adult at Risk or Elder Adult at Risk referrals received by the COUNTY regarding any consumer the PROVIDER serves in consultation with the COUNTY Contract Manager or designee and the COUNTY's Adult Protective Services Unit.

10/2/20

CLB

SCHEDULE C REPORTING REQUIREMENTS

The Agreement requires some reports to be filed upon request and other reports to be filed at a particular time. There are three changes to Schedule C (re: **Client-Centered Case Management Services**):

1. Quarterly Client Services Reports should be changed to:

REPORT	WHERE SUBMITTED	DUE DATE
Quarterly Client-Centered Case Management Report	Submitted electronically to: aaa@countyofdane.com	10 April, 10 July, and 10 October 2021; and final quarter due 10 January 2022

2. Emergency Planning Guide should be added:

REPORT	WHERE SUBMITTED	DUE DATE
2021 Emergency Planning Guide	Submitted electronically to: aaa@countyofdane.com	1 February 2021

3. SHIP Participant Data should be added:

REPORT	WHERE SUBMITTED	DUE DATE
State Health Insurance Program (SHIP) Participant Data	Submitted electronically to: aaa@countyofdane.com	20 th of Each Month

Program Summary Form

Created: 10/10/2020 Revised:		Contract #: 85051 Division: Adult Community Services		Provider: Village of McFarland Funding Period: January 1, 2021 through December 31, 2021									
Contract Maximum Service Costs: Subject to the provisions specified elsewhere in this contract, the following summarizes and sets forth the rates and maximum payments available for services under this contract.													
Program Number	Program Group	Org. #	Obj. #	Program Name	SPC	# of Clients	# of Slots	Unit Cost	Unit Quantity	County Cost	Other Revenue*	Total Cost	Reporting
a. 1236	6514	41341	35401	Nutrition	401	58	0	21.42	351	\$ 7,520	\$ -	\$ 7,520	Nut.Report
b. 12670	6514	41342	35401	Home Delivered Meal Nutrition	402	108	0	18.69	819	\$ 15,303	\$ -	\$ 15,303	SAMS
c.										\$ -	\$ -	\$ -	
d.										\$ -	\$ -	\$ -	
e.										\$ -	\$ -	\$ -	
f.										\$ -	\$ -	\$ -	
g.										\$ -	\$ -	\$ -	
h.										\$ -	\$ -	\$ -	
i.										\$ -	\$ -	\$ -	
j.										\$ -	\$ -	\$ -	
Total										\$ 22,823	\$ -	\$ 22,823	

*Other Revenue-Include here the source and related amount for each program:

The section below is to be used to further define the information above.

A unit is equivalent to one hour of staff work on congregate meals and related activities. Purchases labor for 2 congregate meal days at Cambridge and no congregate meal days at McFarland.

A "unit" is equivalent to one hour of staff work on activities related to home delivered meal management and related activities.

a.	
c.	
d.	
e.	
f.	
g.	
h.	
i.	
j.	

Standard Program Category (SPC) Code Description:

a. 401=Congregate Meals	e.	g.	j.
b. 402= Home Delivered Meals	f.	h.	k.

Contract Manager(s)/Programs: Velasquez Accountant(s)/Programs: Mary Jacobson

Village of McFarland
2021 SCHEDULE A PROGRAM REQUIREMENTS
Nutrition & Home Delivered Meal Nutrition
Program 1236 and 12670

- A. Description of Services to be Purchased: SPC 401 Congregate Meals and SPC 402 Home Delivered Meals.** This program is intended to provide Older American Act (OAA) Senior Nutrition Program (SNP) Site Management of congregate and home-delivered meal (HDM) services in accordance with: (1) Chapter 8. Nutrition Program Operations of the Manual of Policies, Procedures and Technical Assistance for the Wisconsin Aging Group (Wisconsin Bureau of Aging and Disability Resources); (2) Wisconsin Food Code; and (3) Area Agency on Aging of Dane County's Senior Nutrition Program Policies and Procedures.

Senior Nutrition Program Site Management includes coordination and oversight of the following: (1) program outreach targeting low-income, minority, and rural seniors; (2) supervision of a safe and sanitary facility; (3) service of at least 884 meals in a congregate setting (Cambridge meal site) and the delivery of at least 5,020 meals to homebound seniors by trained volunteers; (4) collection and data entry of required participant registration and service delivery data; (5) utilization of a meal reservation system to accurately and timely order meals through the County contracted Caterer; (6) monthly solicitation of donations for home delivered meals utilizing a County approved letter, and (7) the provision of nutrition education and isolation reducing activities for senior adults.

1. **Service Location:** Congregate meals are offered at two locations within the PROVIDER's service area as approved by the COUNTY:
 - a. McFarland Outreach, 5915 Milwaukee Street, McFarland, WI 53558 (M-W-F).
 - b. Cambridge Community Center, 200 Spring Street, Cambridge, WI 53523 or Christiana Municipal Building (T, F)

Home-delivered meals are portioned and packaged at the McFarland Outreach location and delivered by volunteers to eligible persons residing in the Village of McFarland, Village of Cambridge, Village of Rockdale, Town of Dunn, Town of Pleasant Springs, or Town of Christiana.

2. **Persons to be Served:**

a. **Target Population:** As required by the OAA, the PROVIDER shall target adults (age 60+) who have the greatest economic or social need with particular attention to low-income minority and rural individuals. PROVIDER will attempt to serve these target populations in the same proportion as their incidence in the population of the service area served by the PROVIDER.

b. **Eligibility Requirements:**

1) For Congregate Meals

- Any individual age 60 and older
- The spouse of an age 60 and over congregate participant—the spouse can be of any age
- A person with a disability, under age 60 who resides in housing facilities occupied primarily by older individuals at which congregate nutrition services are provided
- A disabled individual who resides at home with and accompanies an older individual to the site
- Any nutrition services staff over the age of 60
- Volunteers under or over age 60

2) For Home-Delivered Meals (HDM)

- Any individual age 60 and over who is frail and essentially homebound by reason of illness, disability, or isolation
- A spouse of a person eligible for a HDM as described above, regardless of age or condition, if an assessment concludes that it is in the best interest of the homebound older individual
- An individual with a disability who resides at home with older individuals if an assessment concludes that it is in the best interest of the homebound older individual
- Non-elderly individuals with disabilities who reside at home with older individuals are eligible to receive home delivered meals on a contribution basis

3. **Funding Source:** PROVIDER shall comply with all federal, state, and COUNTY requirements related to the funding source(s) for this program.

4. **Units of Service:** A unit of service is defined as one hour of paid staff time working on the provision of meals at congregate meals sites and/or for home-delivered meals.

B. Program Specifications

1. Service Specifications:

- a. The meals for this program shall be provided by a caterer as decided by the COUNTY unless otherwise specified in this contract.
- b. PROVIDER shall coordinate and oversee daily nutrition program operation at the congregate site as well as the packaging and delivery of home-delivered meals subject to COUNTY contracts with caterers in accordance with Chapter 8: Nutrition Program Operations and the Wisconsin Food Code.
- c. PROVIDER is responsible for ordering congregate and home-delivered meals from the caterer contracted by the COUNTY by 1:15 PM on the business day before the meal is to be provided. While COVID exists, affecting Catering operations in 2021, meal order times may change to meet production demands. Special holiday meals include St. Patrick's Day, Veteran's Day, Thanksgiving and Christmas. Meals for these holidays must be ordered by 1:15 PM three (3) days in advance of the meal. When PROVIDER anticipates serving 10 more meals than normally served on any given day or for a special event, PROVIDER will provide the caterer with advance notice of estimated meals needed at least 5 business days prior to the event and final numbers 3 days prior to the special event meal. PROVIDER will notify caterer 2 days in advance if the meal order will be 10 meals or more fewer than the normal daily meal order. Individual consumers can reserve their meal by calling a local number operated by PROVIDER that is publicized in the community.
- d. PROVIDER shall work cooperatively and remain respectful in all communications with catering staff and delivery drivers under contract for the site. PROVIDER shall work cooperatively on the following activities:
 - 1) Reserving the meal in advance of serving, as agreed upon by the caterer;
 - 2) Contacting caterer by telephone prior to 7:30 am on any day the meal needs to be cancelled due to weather or other emergencies;
 - 3) Monitoring and recording temperatures as taken by the catering staff upon food delivery to ensure food safety at time of delivery;
 - 4) Keep pathways open and accept the delivery of all food prior to starting the packaging and moving of foods in order to expedite the delivery of food.

- 5) Determining the level of consumer satisfaction with quality of food, special diet requests, special menus for special occasions, and other issues as they arise which are related to the meal; and
 - 6) Administering COUNTY approved customer satisfaction surveys as requested.
- e. Immediate problems requiring resolution, such as food shortages or preparation issues, shall be discussed by the PROVIDER directly with the caterer in accordance to the caterer contact instructions. PROVIDER shall report immediately, in writing via email to the COUNTY contracted Nutritionist, all instances of food shortages, improper temperatures, food waste, or complaints regarding the quality of the food received from the COUNTY contracted caterer so that these issues can be proactively addressed by the COUNTY with the caterer. If the site is shorted portions of food items to complete each meal ordered, they should contact the caterer immediately upon notice of shortage. Caterer must be provided an opportunity to correct the shortage, within 15 minutes post serving time. If the shortage is not repaired, PROVIDER shall immediately report shortage of portions/number of incomplete meals for billing purposes to the COUNTY Nutrition Director.
- f. PROVIDER shall ensure the site's kitchen, dining area, utensils, dishware, HDM carriers, and food storage facilities are maintained in a sanitized condition at all times.
- g. PROVIDER shall ensure food handling and storage is conducted in accordance with food safety regulations of the Wisconsin Food Code, Chapter 8 Nutrition Program Operations and additional Dane County Senior Nutrition Program policies and procedures. PROVIDER will cooperate with all required on-site inspections and make needed corrections required by the COUNTY contracted Nutritionist or by the Public Health Department, depending on the type of license or certification held by the site's kitchen.
- h. PROVIDER shall:
- 1) Employ a ServSafe certified Food Service Manager (certification must be received within first 90 days of employment and be renewed every 5 years); and ensure a ServSafe certified individual is on-site any day a meal is served;

- 2) Require any other nutrition program staff to be certified in Serving Safe Food;
 - 3) Require all staff complete a minimum of six (6) hours of annual food safety training as described by Chapter 8: Senior Nutrition Program Operation guidelines and approved by the COUNTY; volunteers in direct contact with food shall complete a minimum of six (6) hours of annual food safety training as well; and
 - 4) Require staff attendance at regional annual training as convened by the COUNTY. A representative of the PROVIDER and/or site shall attend the four regularly scheduled Nutrition Program Site Manager/Directors meetings during the year. Training records for staff and volunteers shall be kept by PROVIDER.
- i. PROVIDER shall encourage all participants to contribute toward the cost of the meal and a confidential mechanism shall be established by the PROVIDER that provides a person the privacy to make the donation they determine that they can afford (including none); all signs regarding donations or other signs required by the COUNTY will be maintained and posted in a visible manner. PROVIDER shall provide a County approved, written monthly home delivered meal donation letter to each person receiving home delivered meals. All outreach materials, to include monthly newsletters, shall state "The suggested minimum donation is \$4.00. Please contribute the amount you can afford." Persons under the age of 60 must pay full cost of meal and a record of under age 60 meals must be kept (see Requirements and Exceptions in 2004 Donation Best Practice document).
- j. PROVIDER shall initially interview all home-delivered meal participants to assess:
- 1) Eligibility for home-delivered meals;
 - 2) Need for other services and/or information; and
 - 3) Level of nutritional risk

An in person visit and written personal assessment shall be completed no later than four (4) weeks from the beginning of meal service. If eligible, participants shall have their eligibility reassessed at least once per year and more frequently if the meal provision is indicated for less than one year at the time of assessment.

- k. PROVIDER shall have all meal program participants complete a program registration and nutrition risk assessment at the onset of participation and at least annually thereafter. PROVIDER shall enter this information in the SAMS data system within the first 30-days of service and within 30 days of reassessment.
 - l. PROVIDER shall ensure home-delivered meal participants receive reputable information about nutrition at least four (4) times (once per quarter) during the year and a record of such activities shall be reported to the COUNTY Nutritionist each month.
- 2. **Service Hours/Days:** PROVIDER shall maintain program service hours of Monday through Friday. The congregate meal shall be served at a consistent time during the middle of the day as determined by the PROVIDER. Home-delivered meals shall be delivered between the hours of 11:00 am and 1:00 pm.
 - 3. **Service Termination:** PROVIDER shall terminate service when an individual voluntarily withdraws from the program or when the participant no longer meets eligibility criteria.
 - 4. **Transportation:** This contract provides no COUNTY-funded transportation for program participants. Home-delivery of meals is arranged by the PROVIDER through the COUNTY-funded Retired Senior Volunteer Program.
 - 5. **Capacity/Waiting List:** PROVIDER shall use the nutrition risk assessment provided by the COUNTY for determining the number of home-delivered meals provided to eligible participants. If PROVIDER believes a waitlist may be necessary due to funding limitations, the PROVIDER shall seek approval from the COUNTY prior to implementing a waitlist.

C. Program Evaluation

- 1. **Goals:** The goals of the Senior Nutrition Program are:
 - a. To reduce hunger and food insecurity;
 - b. To promote socialization of older individuals; and
 - c. To promote the health and well-being of older individuals by assisting such individuals to gain access to nutrition and other disease prevention/health promotion services to delay the onset of adverse health conditions resulting from poor nutritional health or sedentary behavior.

2. Performance Indicators: The following measures shall be used to evaluate Nutrition Site Management effectiveness:

- a. Number of Senior Nutrition Program safety, sanitation, and program standard violations requiring corrective action during annual site inspection by COUNTY contracted Nutritionist shall indicate compliance with Chapter 8: Nutrition Program Operations and Wisconsin Food Code.
- b. Cost effectiveness shall be measured by the COUNTY by: (1) considering the total program budget and catering contract allowances for meals ordered divided by the number of meals served annually; and, (2) the percent of wasted meals as determined by the COUNTY based on a comparison of the number of meals ordered by the PROVIDER and the number of meals served by the PROVIDER, (3) the provision of at least 15 congregate meals and 20 Home Delivered Meals on average each day.
- c. PROVIDER outreach to targeted populations shall be measured by the total number of participants, total number of meals served to eligible participants, average number of total and congregate meals served per day, and the proportion of those served that are of low-income, minority, and/or rural to the total number of persons served.
- d. Chapter 8 reporting compliance shall be measured by: (1) the number of instances wherein required data is not entered by the PROVIDER into the SAMS data collection software within 30-days of service provided; and, (2) timely submission of required monthly reports as described in Schedule C.

D. Reporting: Refer to Schedule C.

E. Other Requirements:

1. Requests for special diet accommodations, with medical orders, and special occasion meals are to be submitted to the COUNTY contracted Nutritionist prior to making arrangements with the COUNTY contracted caterer. The COUNTY contracted Nutritionist shall approve/deny special diet requests and special occasion meals. PROVIDER shall include the following statement on all menus used in the program: All menu items are prepared in kitchens that are not allergen-free. We cannot guarantee that food allergens will not be transferred through cross-contact. No substitutions allowed.

2. PROVIDER is responsible for creating a welcoming, non-threatening, enjoyable dining atmosphere for all participants. Participant behaviors that require intervention beyond a verbal warning shall be made known to the COUNTY prior to further disciplinary action. The COUNTY Aging Program Specialist must be consulted prior any action involving suspension from the dining site for any period of time.
3. PROVIDER shall clearly post or periodically distribute cards provided by the COUNTY that identify the telephone numbers for the Elder Abuse Helpline.
4. The mission of the Aging and Disability Resource Center of Dane County (ADRC) is to support older adults, adults with disabilities, their families and caregivers by providing useful information, assistance, and education on community services and long term care options.
 - a. PROVIDER is invited to refer individuals seeking information on adult services and long term care options to the ADRC;
 - b. When asked by the ADRC, PROVIDER shall cooperate with ADRC staff in developing referral protocols, memorandum of understanding and other areas related to the ADRC's mission; and
 - c. If PROVIDER has services listed in the database jointly managed by the ADRC and United Way 2-1-1, PROVIDER shall assure that the data is accurate and shall update the data whenever necessary.
5. The PROVIDER shall participate in meetings, as requested by the COUNTY, for the purpose of planning, coordinating, or improving the provision of congregate or home-delivered meal services.
6. PROVIDER shall solicit congregate and home-delivered meal consumer satisfaction using the approved State-wide survey provided by the COUNTY at least one time per year.

2021 DCDHS SUBRECIPIENT SCHEDULE

Provider Name: Village of McFarland

Program Name: Nutrition

Program Number: 1236

Your contract has been identified as one that potentially contains subrecipient programs as defined by the State and/or Federal government. The following information associated with your contracted program(s) is included to comply with State/Federal subrecipient requirements.

FEDERAL AWARD IDENTIFICATION

Dane County Vendor Number:	8470
Federal Award Identification Number (FAIN):	TBD
Catalog of Federal Domestic Assistance (CFDA) #:	93.045
Amount of Federal Funds Obligated by this Action:	\$6,097
CFDA Name:	Special Programs for the Aging, Title III, Part C, Nutrition Services
State Agency:	State of Wisconsin Department of Health Services, Division of Public Health
Awarding Official:	TBD
Federal Awarding Agency:	Department of Health and Human Services
Federal Award Date:	TBD
Contract Period:	1/1/2021 – 12/31/2021
Award Contains R & D Costs:	No
Indirect Cost Rate for Federal Award:	Not to exceed the Federal de minimis rate of 10%, unless provider has a federally negotiated indirect cost rate.
Requirements Imposed to Ensure Accordance with Federal Statutes:	Title 3C-1 Congregate Meals: Provider shall comply with all federal, state, and county requirements related to the funding source(s) for this program
Requirement to Permit Access to Financial Records:	Dane County Department of Human Services (DCDHS) - County of Dane Purchase of Services Agreement, Section C, XXVI, N. Financial and Compliance Audit by PROVIDER., Pgs. 15-16
Closeout Appropriate Terms and Conditions:	DCDHS - County of Dane Purchase of Services Agreement, Section C, XXVI, O. Final Settlement, Pg. 17
Project Description as Required by Federal Funding Accountability & Transparency Act (FFATA)	To provide grants to States and U.S. Territories to support nutrition services including nutritious meals, nutrition education and other appropriate nutrition services for older adults in order to maintain health, independence and quality of life. Meals and nutrition services are to be served in a congregate setting or delivered to the home, if the older adult is homebound.

2021 DCDHS SUBRECIPIENT SCHEDULE

Provider Name: **Village of McFarland**

Program Name: Home Delivered Meal Nutrition

Program Number: 12670

Your contract has been identified as one that potentially contains subrecipient programs as defined by the State and/or Federal government. The following information associated with your contracted program(s) is included to comply with State/Federal subrecipient requirements.

FEDERAL AWARD IDENTIFICATION

Dane County Vendor Number:	8470
Federal Award Identification Number (FAIN):	TBD
Catalog of Federal Domestic Assistance (CFDA) #:	93.045
Amount of Federal Funds Obligated by this Action:	\$2,131
CFDA Name:	Special Programs for the Aging, Title III, Part C, Nutrition Services
State Agency:	State of Wisconsin Department of Health Services Division of Public Health
Awarding Official:	TBD
Federal Awarding Agency:	Department of Health and Human Services
Federal Award Date:	TBD
Contract Period:	1/1/21 – 12/31/21
Award Contains R & D Costs:	No
Indirect Cost Rate for Federal Award:	Not to exceed the Federal de minimis rate of 10%, unless provider has a federally negotiated indirect cost rate.
Requirements Imposed to Ensure Accordance with Federal Statutes:	Title 3C-2 Home Meals: Provider shall comply with all federal, state, and county requirements related to the funding source(s) for this program.
Requirement to Permit Access to Financial Records:	Dane County Department of Human Services (DCDHS) - County of Dane Purchase of Services Agreement, Section C, XXVI, N. Financial and Compliance Audit by PROVIDER., Pgs. 15-16
Closeout Appropriate Terms and Conditions:	DCDHS - County of Dane Purchase of Services Agreement, Section C, XXVI, O. Final Settlement, Pg. 17
Project Description as Required by Federal Funding Accountability & Transparency Act (FFATA)	To provide grants to States and U.S. Territories to support nutrition services including nutritious meals, nutrition education and other appropriate nutrition services for older adults in order to maintain health, independence and quality of life. Meals and nutrition services are to be served in a congregate setting or delivered to the home, if the older adult is homebound.

**VILLAGE OF MCFARLAND
SCHEDULE B - FISCAL**

NUTRITION 1236 AND 12670

As required by the Older Americans Act and the Wisconsin Bureau on Aging, the PROVIDER shall collect nutrition donations from persons who participate in the nutrition program. Persons age 60 and over are not obligated to make a contribution and shall not be required to do so. However, persons age 60 and over should be encouraged to contribute what they can reasonably afford to help defray the cost of the meal. Efforts may be made to increase the average donations, but such efforts should be positive in nature and should not discourage the participation of individuals who are unable to increase the amount of their donation.

All donations collected are the property of the COUNTY and shall be submitted monthly to the COUNTY. Per Wisconsin Bureau on Aging and Disability Resources requirements, collected donations shall be counted daily by two persons, both of whom should sign daily a register verifying the amount collected. The full amount of the collected donations shall be deposited in a bank or savings institution daily in an account designated for nutrition donations only. The deposited donations should be forwarded to the COUNTY monthly.

2021 SCHEDULE C REPORTING REQUIREMENTS

The Agreement requires some reports to be filed upon request and other reports to be filed at a particular time. The following reports for **Nutrition & Home Delivered Meal Nutrition** have specific due dates as provided below:

Client Registration/Client Services Data Entry (Nutrition)	Client Registration/Nutrition Risk Assessment and ADL & IADL Assessment is entered in the SAMS data-entry system within 30 days of the onset of congregate or home delivered meals. Client Services (number of meals received each month) are entered into SAMS data-entry system by the 20 th of the month following service.	20 th of Each Month Except for Sept. which is due the 15 th of the Month
Monthly Nutrition Report	Submitted Electronically to: aaa@countyofdane.com	20 th of Each Month
Nutrition Education	Entered each month in the SAMS data entry system within 30 days of date of service	20 th of Each Month
Food Service Licensing & Inspection Reports	Submitted Electronically to: browning.mary@countyofdane.com	Within 10 days of Receipt

Program Summary Form

Created: 10/13/2020 Revised:	Contract #: 85051 Division: Adult Community Services			Provider: McFarland Senior Outreach Services Funding Period: January 1, 2021 through December 31, 2021									
Contract Maximum Service Costs: Subject to the provisions specified elsewhere in this contract, the following summarizes and sets forth the rates and maximum payments available for services under this contract.													
Program Number	Program Group	Org. #	Obj. #	Program Name	SPC	# of Clients	# of Slots	Unit Cost	Unit Quantity	County Cost	Other Revenue*	Total Cost	Reporting
13138	13138	43343	35604	MA Case Management	604	6	0	28.38	67	\$ 1,904	\$ -	\$ 1,904	600/610
a.													
b.													
c.													
d.													
e.													
f.													
g.													
h.													
i.													
j.													
Total										\$ 1,904	\$ -	\$ 1,904	

*Other Revenue-Include here the source and related amount for each program:

The section below is to be used to further define the information above.

a.	
b.	
c.	
d.	
e.	
f.	
g.	
h.	
i.	
j.	

Standard Program Category (SPC) Code Description:

a. 604 Case Management

b.

Contract Manager(s)/Programs: Freeman

Accountant(s)/Programs: Mary Jacobson

2021 SCHEDULE A

MCFARLAND SENIOR OUTREACH SERVICES

Targeted Case Management

Program Number: 13138

SPC 604 Case Management:

The provision of services by providers whose responsibility is to enable clients and when appropriate clients' families to gain access to and receive a full range of appropriate services in a planned, coordinated, efficient, and effective manner. Case managers are responsible for locating, managing, coordinating, and monitoring all services and informal community supports needed by clients and their families. Services may include, but are not limited to: assessment/diagnosis; case planning, monitoring and review services and facilities; advocacy; and referral.

A. Description of Services to be Purchased:

This program funds professional and confidential client-centered case management services that are culturally and linguistically appropriate to individuals 50 years and older who are eligible for the Targeted Case Management benefit through Medical Assistance. This program shall assess the needs of the client and, when appropriate, the client's family, and plan, implement, coordinate, monitor, evaluate, and advocate for options to meet the individuals's needs and preferences. Client-centered Targeted Case Management is based on the recognition that a trusting and empowering direct relationship between case manager and client is essential to facilitate a client's use of services along a continuum of care and to restore or maintain independent functioning to the fullest extent possible. It requires the case manager to develop and maintain a professional relationship with the client, which may include linking the client with systems that provide needed advocacy, services, resources, and opportunities. The focus of case management is client centered, recognizing the importance of each client's interests, worth, and right to self-determination and confidentiality.

1. Service Location:

PROVIDER shall provide Client-Centered Targeted Case Management Services in the residence of the adult, their family, etc. Clients may also receive the service over the telephone or walk into the PROVIDER'S office at the following location:

5915 Milwaukee Street, McFarland, Wisconsin 53558

2. Persons to be Served:

a. Target Population:

Individuals age 50 and older who are eligible for Targeted Case Management residing within the service boundaries of Fitchburg.

b. Eligibility Guidelines:

1. Individuals 50 years and older who are eligible for a Medical Assistance program that includes the Targeted Case Management benefit; and
2. Individuals living in their own home, apartment or home of a family member or friend;
and
3. Individuals who have an identified need, goal or issue that requires the ongoing involvement of a case manager to address and/or assist in resolving.

3. Funding Source:

PROVIDER shall comply with federal, state and COUNTY requirements related to the funding source for this program. Funding source is Medical Assistance.

4. Units of Services:

A unit of service is defined as one staff hour performing tasks related to Targeted Case Management program guidelines.

B. Program Specifications:

1. Service Specifications:

a. Referrals:

Referrals for Targeted Case Management services will come primarily from the Aging and Disability Resource Center of Dane County and through the AAA Client Centered Case Management Program.

During the referral process, the PROVIDER shall gather initial information from the potential client in order to determine what assistance is needed and verifies the client resides within the PROVIDER's defined service area, is not currently case managed under another program, and does not reside in an assisted-living facility, nursing home, or CBRF.

b. Assessment:

Assessment shall be conducted during an initial telephone call and/or face-to-face meeting with the client and information shall be gathered to determine whether the client is eligible for Targeted Case Management Services. If appropriate, the Client Intake and Functional Assessment forms shall be initiated. Requests for services shall be followed-up in a timely manner to determine eligibility for client-centered Targeted Case Management services.

c. Open Case:

PROVIDER shall open a case by completing the following:

1. The case manager has a face-to-face home visit with the client; *
2. The case manager determines if Targeted Case Management is needed;
3. The Client Intake and Functional Assessment Forms are complete;
4. A Case Management Service Plan is developed with the client, approved by the client and a copy offered to the client;

5. A course of action for service is initiated; and
6. A completed DHS 600 Client Registration Form is submitted to obtain a new client number, if needed.

*A case can be initially opened without a home-visit, but must be completed within one month of providing Targeted Case Management services. Exceptions to this must be approved by the PROVIDER director (or designated staff member).

PROVIDER shall provide proof of client services through case notes. Case notes are documented proof the client has received service from the case manager. Case notes shall reflect the service plan developed with the client. A case shall remain open as long as the needs of the client are being met with the service plan. An open case shall involve monthly contact with the case manager to including:

1. Direct contact monthly via phone or face to face visit
2. Face to face visit at a minimum of every three months
3. Plan review at six month visit
4. Annual review and assessment to verify that Targeted Case Management Services remain appropriate

d. Reportable Hours:

PROVIDER shall report specific, identifiable services for each client on the Dane County Monthly Client Service Report (610 Form). All reportable activities shall also be documented in case notes and shall include the amount of time spent on the activity to the nearest quarter of an hour. (The client doing something for himself/herself is not reportable Targeted Case Management time.) Examples of case manager reportable services include but are not limited to time spent:

- Traveling to and from a client's home
- Arranging for medical services
- Arranging for home-delivered meals
- Assisting in the completion of forms of some type
- Arranging for client transportation
- Arranging for home chore service
- Providing specific information
- Acting as an advocate on behalf of the client
- Contacting family members and/or professionals to gather information
- Assessing and enrolling clients for benefits
- Coordinating housing for clients
- Activities directly related to meeting the goals of the client's service plan
- Providing Medicare Part D enrollment assistance/Plan Finder Reviews
- Providing information on public benefit program eligibility and assisting clients with applications and enrollment (e.g., Social Security, Medicare, Medicaid, FoodShare, and others)
- Completing case notes
- Documentation and record keeping management

e. Reporting:

PROVIDER shall report specific, identifiable services for each client on the Dane County Monthly Client Service Report (610 Form). This form shall be completed and emailed using encrypted software to Dane County Department of Human Services by the dates indicated in Schedule C. Electronic documents sent by email shall include the standard confidentiality statement. Case managers shall securely maintain appropriate and up-to-date documentation in support of the monthly reports requested by the COUNTY. The hours reported on the monthly 610 form for each client shall match/equal the hours of service documented in case notes.

f. Closed Case:

Targeted Case Management services may end for any of the following reasons:

1. Provider is unable to make direct contact with the client for three consecutive months; or
2. The client identified goals have been met and there are no other identified goals with which the client would like the assistance of a case manager; or
3. The client withdraws from the program or no longer needs Targeted Case Management services; or
4. The client enrolls in a Long-Term Care Program (e.g., Family Care, IRIS, Partnership); or
5. The client enters a skilled nursing facility or assisted living facility; or
6. The client moves to a residence outside of Dane County; or
7. The event of the client's death.

In each case, the file shall be closed and be removed from the open case history count until reopened, or shall be archived for a period no less than 10 (10) years. Cases shall be closed by the PROVIDER when any of the above noted events occur.

2. Frequency of Contact:

Provider shall maintain and document contact with client as follows in order to meet Targeted Case Management Guidelines:

- a. Direct contact on a monthly basis which may include a phone call with the client, a face to face visit or an exchange of emails. Simply leaving a message or sending an email to a client with no response or follow up does not constitute a direct contact.
- b. Face to face visit at a minimum every three months

3. Service Hours/Days:

Provider shall maintain program service hours Monday through Friday, 8:30am-4:30pm,
And other hours by appointment.

4. Length of Service:

Targeted Case Management services may continue as long as client is eligible for

Medical Assistance, has an identified goal with which they need assistance from a case manager and remains in monthly contact with the assigned case manager.

5. Service Termination:

Provider shall terminate services when:

- a. There is no activity on a client file for a period of one year; or
- b. The client withdraws from the program or no longer needs client-centered case management services; or
- c. The client enrolls in a Medicaid Waiver Long-Term Care Program (e.g., Family Care, IRIS, Partnership); or
- d. The client enters a skilled nursing facility or assisted living facility; or
- e. The client moves to a residence outside of Dane County; or
- f. The event of the client's death.

6. Capacity/Waiting List:

PROVIDER shall give priority to senior adults most at risk; this includes victims of elder abuse and neglect, persons with dementia and client experiencing imminent homelessness. A waiting list will occur when an initial visit with a case manager cannot be completed within ten (10) business days following the referral. PROVIDER shall maintain a waiting list, including a description of the client's current situation, notify AAA Contract Manager when a waiting list occurs, and provide AAA Contract Manager with monthly updates with the number of seniors on the list and the length of time before case management services will commence.

7. PROVIDER Responsibilities:

During the term of this Agreement, PROVIDER shall:

- a. Require case management staff to adhere to the National Association of Social Worker's Code of Ethics, Dane County Client-Centered Management Standards, and Dane County Client-Centered Case Management Policy & Procedures Manual and Logic Diagram;
- b. Require at least one member of the case management staff attend COUNTY coordinated case management trainings;
- c. Require all case management staff attend an Ethics and Boundaries course each year, hosted and funded by the COUNTY or another National Association of Social Workers (NASW) accredited course approved by the COUNTY and funded by the PROVIDER;
- d. Report specific, identifiable services for each client/consumer on the Dane County Monthly Client Service Report (610 Form). All reportable activities shall also be documented in case notes and shall include the amount of time spent on the activity to the nearest quarter of an hour. This form is to be completed and emailed to Dane County Human Services by the dates indicated in Schedule C. The hours reported on the monthly 610 form for each client/consumer shall match/equal the hours of service documented in case notes;
- e. Require case management staff to include the standard confidentiality statement in all electronic documents sent by email;

- f. Require case management staff to offer their clients an opportunity to receive an injury prevention/home safety assessment and assistance in eliminating home safety dangers;
- g. Require case management staff to provide information on public benefit program eligibility and assist clients with applications and enrollment (e.g. Social Security, Medicare, Medicaid, FoodShare, and others);
- h. Require case management staff to provide their clients a directory that includes the telephone numbers for the Aging and Disability Resource Center of Dane County, Dane County Emergency Management's Disaster Preparedness Registry, Domestic Abuse Crisis Line, Elder Abuse Helpline, Home Safety Assessment, Mental Health 24-hour Crisis Line, and Senior Focal Points;
- i. Require case management staff to conduct home-delivered meal eligibility assessments within four (4) weeks of start of service. Reassessments will be completed at least annually for ongoing participants and more frequently as necessary to determine continued eligibility. The assessment/reassessment will be forwarded to the appropriate home-delivered meal provider;
- j. Require case management staff to conduct Medicare Part D enrollments and provide Medicare counseling for new beneficiaries;
- k. Require case management staff to provide case management services to clients referred by DCDHS Adult Protective Services to address the specific issue(s) reflected in the referral;
- l. Complete and submit an annual Emergency Planning Guide by the date indicated in Schedule C; and

8. County Responsibilities:

During the term of this Agreement COUNTY agrees to:

- a. Facilitate Targeted Case Management Trainings to Focal Point staff as needed
- b. Provide all standardized Targeted Case Management forms and reporting mechanisms to the PROVIDER; and
- c. Provide funding for this program (as indicated on the Program Summary).

B. Performance Evaluation:

1. Goals:

The goal of the client-centered Targeted Case Management program is to provide eligible adults in Dane County the support they need to achieve and maintain optimum independence in their community through the assessment of need and the coordination and monitoring of community-based services. Targeted Case Management optimizes client functioning by a thorough assessment of needs. Using this assessment, the case manager and the client work together to develop a plan that provides services in the most culturally appropriate, efficient, and effective manner. Client-centered Targeted Case Management rests on a foundation of professional training, values, knowledge, theory, and skills used in the service of attaining goals that are established in conjunction with the client and, when appropriate, the client's family and/or significant individuals. Client-centered Targeted Case Management includes the following specific goals:

- a. Promote and enhance, when possible, the skills of the client in accessing and utilizing supports and services.
- b. Use the capacities of social networks and relevant human services

- providers to promote the functioning and well-being of the client to enable their independence;
- c. Monitor service effectiveness while providing services and supports in the most efficient manner possible; and
- d. Create, and/or promote formal and informal systems to provide the client with resources, support and opportunities.

2. Performance Indicators:

The following measures shall be used to evaluate program effectiveness:

- a. PROVIDER shall serve a minimum of 6 unduplicated Targeted Case Management clients.
- b. PROVIDER shall provide a minimum of 72 units of service.
- c. PROVIDER shall submit 610 monthly reports reflecting the clients served and number of units of services provided to those individuals.
- d. PROVIDER shall meet its targeted income amount from providing Targeted Case Management Services.

C. Other Features and Reporting Requirements:

- 1. The PROVIDER shall cooperate with the COUNTY to make effective use of other long term care programs such as Care Wisconsin, My Choice, I Care Partnership and IRIS programs. As appropriate the PROVIDER will refer individuals to the Aging and Disability Resource Center (ADRC) for further information about their long term care options.
- 2. COUNTY may withhold monthly payment in the event of contract non-compliance.
- 3. PROVIDER understands the system of care for its consumers that may include court oversight. PROVIDER is responsible for knowing which of its consumers are subjects of Wisconsin Statutes Chapter 51 Commitments or Settlement Agreements, Chapter 54 Guardianship, Chapter 55 Protective Placement and/or Protective Services and any Probation and Parole orders/rules.
- a. PROVIDER has the following responsibilities:
 - i. PROVIDER shall maintain the following information in the individual's file or chart as is applicable:
 - 1) The guardian's name, current address, phone number, and e-mail address.
 - 2) A copy of the current Determination and Order for Protective Services/Protective Placement, or other specific court order/rules. PROVIDER shall confidentially maintain these documents.
 - 3) A copy of the Letters of Guardianship specifying the consumer's rights retained and the extent of the guardian's responsibility.
 - ii. The PROVIDER shall prepare a Report to the Court when ordered by the Court or requested by the COUNTY.
 - iii. Unless instructed otherwise, PROVIDER shall coordinate necessary supports to ensure consumers can attend required Court Hearings.
 - iv. When requested, PROVIDER shall provide testimony in court hearings.
 - v. To facilitate the acquisition of medical reports required for Court Hearings, the PROVIDER, when requested shall schedule an appointment with the appropriate physician or psychologist and shall take the consumer to the

appointment or otherwise assure the consumer's presence at the appointment.

- b. The COUNTY'S Adult Protective Services Unit will, at the PROVIDER'S request, assist the PROVIDER in identifying individuals under Chapters 51, 54, and 55.
 - c. PROVIDER is responsible for meeting any Adult at Risk or Elder Adult at Risk reporting obligations it has pursuant to Wisconsin Statutes Chapters 46 and 55. In addition upon request of the COUNTY, PROVIDER will assist the COUNTY in investigating Adult at Risk or Elder Adult at Risk referrals received by the COUNTY regarding any consumer the PROVIDER serves in consultation with the COUNTY Contract Manager or designee and the COUNTY's Adult Protective Services Unit.
4. The PROVIDER shall comply with all of Dane County Policies related to the Targeted Case Management Program.
5. The mission of the Aging and Disability Resource Center of Dane County (ADRC) is to support older adults, adults with disabilities, their families and caregivers by providing useful information, assistance, and education on community services and long term care options.
- a. PROVIDER may refer individuals seeking information on adult services and long term care options to the ADRC;
 - b. PROVIDER shall cooperate with ADRC staff in developing referral protocols, memorandum of understanding, and other areas related to the ADRC's mission;
- and
- c. If PROVIDER has services listed in the database jointly managed by the ADRC and United Way 2-1-1, PROVIDER shall ensure the data is accurate and shall update the data whenever necessary.

**VILLAGE OF MCFARLAND
SCHEDULE B – FISCAL**

MA CASE MANAGEMENT #13138

1. Regarding Method of Payment:

- a. Funding for this program will be paid to PROVIDER, up to the contract amount, **only** if PROVIDER earns the funding through billing the Wisconsin Medical Assistance Program.
- b. PROVIDER shall submit monthly vouchers to COUNTY for the amount of MA Case Management services paid by the State to the COUNTY based on Remittance and Status Advice reports received by PROVIDER that indicate the amount paid (which may or may not equal the amount billed).
- c. COUNTY will pay PROVIDER on a cash basis; meaning PROVIDER payments will be based on the dates COUNTY receives payment from the State rather than the dates of billed services. In the event PROVIDER no longer delivers MA Case Management services due to the conclusion of the contractual relationship, PROVIDER shall continue to be paid, under this agreement and only up to the contracted amount for the program, for up to three months for MA Case Management revenue earned by PROVIDER and paid to COUNTY.

2. Regarding Reporting Requirements:

Program is exempt from Section C, term XXVI, sub term G (Budgets and Personnel Schedules) and sub term M (Expense Reports) of this Agreement.

3. Regarding Final Settlement Requirements:

Program is exempt from Section C, term XXVI, sub term O, (Final Settlement Where County Pays PROVIDER's Costs) of this Agreement.

SCHEDULE C REPORTING REQUIREMENTS

The Agreement requires some reports to be filed upon request and other reports to be filed at a particular time. The following reports have specific due dates as provided below:

REPORT	WHERE SUBMITTED	DUE DATE
Affirmative Action Plan (Unless PROVIDER is exempt)	Contract Compliance Officer Office of Equal Opportunity 210 Martin Luther King, Jr. Blvd. Rm. 421 Madison, WI 53703	January 15, 2021 (15 days after Agreement effective date.)
Civil Rights Compliance Plan (Unless PROVIDER is exempt)	Contract Compliance Officer Office of Equal Opportunity 210 Martin Luther King, Jr. Blvd. Rm. 421 Madison, WI 53703	On or before the effective date of the Agreement
NLRB or WERC complaints or findings that PROVIDER has violated labor standards.	Contract Compliance Officer Office of Equal Opportunity 210 Martin Luther King, Jr. Blvd. Rm. 421 Madison, WI 53703	Within 10 days of complaint or findings
Certificate of Insurance listing Dane County as additional insured.	Dane County Department of Human Services Contract Coordination Assistant 1202 Northport Dr. Madison, WI 53704	At the time the Agreement is signed
Program Budget and Supporting Personnel Schedule (Unless PROVIDER is exempt)	Dane County Department of Human Services Accounting, Ground Floor 1202 Northport Dr. Madison, WI 53704	February 26, 2021 (56 days after Agreement effective date) Final Revisions due January 25, 2022
Quarterly Expense Reports (Unless PROVIDER is exempt)	Dane County Department of Human Services Accounting, Ground Floor 1202 Northport Dr. Madison, WI 53704	April 25, July 25, and October 25, 2021; and January 25, 2022
Annual Audit (Unless PROVIDER is exempt)	Dane County Department of Human Services Accounting, Ground Floor 1202 Northport Dr. Madison, WI 53704	June 30, 2022, or 180 days after the end of PROVIDER's fiscal year
Notice of Financial Instability	Dane County Department of Human Services Accounting, Ground Floor 1202 Northport Dr. Madison, WI 53704	Upon triggering event occurring that requires notice
Client Registration/Client Services Reports.	Client Registration is faxed to 608-242-6288. Client Services Reports are submitted electronically to your assigned keyer.	February 10, March 10, April 10, May 10, June 10, July 10, August 10, September 10, October 10, November 10, December 10, 2021; and January 5, 2022
Quarterly Client Services Reports	County Designee	May 1, 2021, August 1, 2021, November 1, 2021 and final quarter due April 1, 2022

WISCONSIN MEDICAID COST REPORTING (WIMCR) ADDENDUM

This Addendum sets forth the following reporting requirement for all programs where PROVIDER provides one or more of the following Medicaid services:

- A. Case Management (CM)
- B. Community Support Program (CSP)
- C. Crisis Intervention – Hourly (CI)
- D. Community Recovery Services (CRS)

PROVIDER agrees to submit monthly, in the format requested by COUNTY, direct employee names, job titles, credentials, costs and hours. This report is due by the 30th of each month following the month of service.

October 2020



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, November 23, 2020

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action on Resolution 2020-26: a resolution accepting the purchase agreement to acquire a remnant portion of vacant land located at 5761-5771 Holscher Road.

PREVIOUS ACTION:

The Village Board took action at its meeting on November 9, 2020 to authorize issuance of the offer to purchase.

ISSUE SUMMARY:

Included within your packet is a resolution to ratify the purchase agreement for the remnant piece of land to be acquired for access to the new Public Safety Center. The Property Owners are agreeable to this sale and have signed the agreement. Again, this will detach a portion of their property to adjoining property where the new facility is to be developed. In acquiring this property it will provide added access to right of way on Holscher Road for vehicular access to the site.

FINANCIAL/BUDGET IMPACT:

The cost to acquire this 5,023 square feet is \$32,650 which is comparable to vacant land sales within the near proximity. The Capital Projects Fund has an assigned fund balance for property acquisition in which this purchase will be paid from.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for approval.

ATTACHMENTS:

1. 2020-26 Resolution to Ratify the Acquisition Remnant Property at 5761-5771 Holscher Road
2. Weis-Wetzel Offer to Purchase 11112020 SIGNED



3. Weis-Wetzel Addendum A SIGNED
4. 09361022 McFarland CSM 10162020

RESOLUTION 2020-26

A RESOLUTION RATIFYING AND APPROVING A PURCHASE AGREEMENT FOR A REMANT PORTION OF PROPERTY LOCATED AT AND ADJACENT TO 5761-5771 HOLSCHER ROAD, MCFARLAND, WI.

WHEREAS, the Village Board previously authorized the Village Administrator to negotiate a purchase agreement for the acquisition of remnant property located at 5761-5771 Holscher Road in the Village;

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

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

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

The above and foregoing Resolution was duly adopted at a regular meeting of the McFarland Village Board on November 23, 2020.

APPROVED:

Brad Czebotar
Village President

ATTEST:

Cassandra Suettinger
Village Clerk/Treasurer

RESOLUTION # 2020-26	
MOTION	SECOND
ACTION	DATE
Adopted	
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Brassington –	Kryzenske –
Clow –	Rupert –
Czebotar –	Utter –
Flaherty –	
VOTING RESULTS	
Motion Carried	
Motion Defeated:	

WB-13 VACANT LAND OFFER TO PURCHASE

1 ~~LICENSEE DRAFTING THIS OFFER ON~~ November 11, 2020 [DATE] IS ~~(AGENT OF BUYER)~~
2 ~~(AGENT OF SELLER/LISTING BROKER) (AGENT OF BUYER AND SELLER) STRIKE THOSE NOT APPLICABLE~~
3 **GENERAL PROVISIONS** The Buyer, Village of McFarland, a Wisconsin municipal corporation
4 _____, offers to purchase the Property
5 known as [Street Address] Part of 5761 and 5771 Holscher Road
6 in the Village _____ of McFarland _____, County of Dane _____, Wisconsin (Insert
7 additional description, if any, at lines 458-464 or 526-534 or attach as an addendum per line 525), on the following terms:
8 ■ **PURCHASE PRICE:** Thirty-two Thousand Six Hundred Fifty and 00/100
9 _____ Dollars (\$ 32,650.00).
10 ■ **EARNEST MONEY** of \$ 0 _____ accompanies this Offer and earnest money of \$ 0 _____
11 will be mailed, or commercially or personally delivered within N/A _____ days of acceptance to listing broker or
12 _____.
13 ■ **THE BALANCE OF PURCHASE PRICE** will be paid in cash or equivalent at closing unless otherwise provided below.
14 ■ **INCLUDED IN PURCHASE PRICE:** Seller is including in the purchase price the Property, all Fixtures on the Property on the
15 date of this Offer not excluded at lines 18-19, and the following additional items: None.
16 _____
17 _____
18 ■ **NOT INCLUDED IN PURCHASE PRICE:** All personal property of sellers.
19 _____
20 **CAUTION:** Identify Fixtures that are on the Property (see lines 290-294) to be excluded by Seller or which are rented
21 and will continue to be owned by the lessor.
22 **NOTE:** The terms of this Offer, not the listing contract or marketing materials, determine what items are
23 included/excluded. Annual crops are not part of the purchase price unless otherwise agreed.
24 ■ **ZONING:** Seller represents that the Property is zoned: R-3 General Residence _____.
25 **ACCEPTANCE** Acceptance occurs when all Buyers and Sellers have signed one copy of the Offer, or separate but identical
26 copies of the Offer.
27 **CAUTION:** Deadlines in the Offer are commonly calculated from acceptance. Consider whether short term deadlines
28 running from acceptance provide adequate time for both binding acceptance and performance.
29 **BINDING ACCEPTANCE** This Offer is binding upon both Parties only if a copy of the accepted Offer is delivered to Buyer on
30 or before November 19, 2020 _____, Seller may keep the Property on the
31 market and accept secondary offers after binding acceptance of this Offer.
32 **CAUTION:** This Offer may be withdrawn prior to delivery of the accepted Offer.
33 **OPTIONAL PROVISIONS** TERMS OF THIS OFFER THAT ARE PRECEDED BY AN OPEN BOX (☐) ARE PART OF THIS
34 OFFER ONLY IF THE BOX IS MARKED SUCH AS WITH AN "X." THEY ARE NOT PART OF THIS OFFER IF MARKED "N/A"
35 OR ARE LEFT BLANK.
36 **DELIVERY OF DOCUMENTS AND WRITTEN NOTICES** Unless otherwise stated in this Offer, delivery of documents and
37 written notices to a Party shall be effective only when accomplished by one of the methods specified at lines 38-56.
38 (1) **Personal Delivery:** giving the document or written notice personally to the Party, or the Party's recipient for delivery if
39 named at line 40 or 41.
40 Seller's recipient for delivery (optional): _____
41 Buyer's recipient for delivery (optional): Matt Schuenke, Village Administrator
42 ☐ (2) **Fax:** fax transmission of the document or written notice to the following telephone number:
43 Seller: (_____) Buyer: (_____)
44 ☒ (3) **Commercial Delivery:** depositing the document or written notice fees prepaid or charged to an account with a
45 commercial delivery service, addressed either to the Party, or to the Party's recipient for delivery if named at line 40 or 41, for
46 delivery to the Party's delivery address at line 49 or 50.
47 ☒ (4) **U.S. Mail:** depositing the document or written notice postage prepaid in the U.S. Mail, addressed either to the Party,
48 or to the Party's recipient for delivery if named at line 40 or 41, for delivery to the Party's delivery address at line 49 or 50.
49 Delivery address for Seller: _____
50 Delivery address for Buyer: 5915 Milwaukee Street, McFarland, WI 53558
51 ☒ (5) **E-Mail:** electronically transmitting the document or written notice to the Party's e-mail address, if given below at line
52 55 or 56. If this is a consumer transaction where the property being purchased or the sale proceeds are used primarily for
53 personal, family or household purposes, each consumer providing an e-mail address below has first consented electronically
54 to the use of electronic documents, e-mail delivery and electronic signatures in the transaction, as required by federal law.
55 E-Mail address for Seller (optional): _____
56 E-Mail address for Buyer (optional): Matt.Schuenke@mcfarland.wi.us>
57 **PERSONAL DELIVERY/ACTUAL RECEIPT** Personal delivery to, or Actual Receipt by, any named Buyer or Seller
58 constitutes personal delivery to, or Actual Receipt by, all Buyers or Sellers.

59 **OCCUPANCY** Occupancy of the entire Property shall be given to Buyer at time of closing unless otherwise provided in this
60 Offer at lines 458-464 or 526-534 or in an addendum attached per line 525. At time of Buyer's occupancy, Property shall be
61 free of all debris and personal property except for personal property belonging to current tenants, or that sold to Buyer or left
62 with Buyer's consent. Occupancy shall be given subject to tenant's rights, if any.

63 **PROPERTY CONDITION REPRESENTATIONS** Seller represents to Buyer that as of the date of acceptance Seller has no
64 notice or knowledge of Conditions Affecting the Property or Transaction (see lines 163-187 and 246-278) other than those
65 identified in the Seller's disclosure report dated as provided in Addendum A, which was received by Buyer prior to
66 Buyer signing this Offer and which is made a part of this Offer by reference **COMPLETE DATE OR STRIKE AS APPLICABLE**
67 and None other.

68 _____
69 **INSERT CONDITIONS NOT ALREADY INCLUDED IN THE DISCLOSURE REPORT**

70 **CLOSING** This transaction is to be closed no later than as provided in Addendum A.

71 _____ at the place selected by Seller, unless otherwise agreed by the Parties in writing.

72 **CLOSING PRORATIONS** The following items, if applicable, shall be prorated at closing, based upon date of closing values:
73 real estate taxes, rents, prepaid insurance (if assumed), private and municipal charges, property owners association
74 assessments, fuel and None other

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

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

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

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

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

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

84 ☒ As provided in Addendum A

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

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

94 **LEASED PROPERTY** If Property is currently leased and lease(s) extend beyond closing, Seller shall assign Seller's rights
95 under said lease(s) and transfer all security deposits and prepaid rents thereunder to Buyer at closing. The terms of the
96 (written) (oral) **STRIKE ONE** lease(s), if any, are _____ Sellers warrant that no part of the Property is subject to any lease.

97 _____ Insert additional terms, if any, at lines 458-464 or 526-534 or attach as an addendum per line 525.

98 ☐ **GOVERNMENT PROGRAMS:** Seller shall deliver to Buyer, within _____ days of acceptance of this Offer, a list of all
99 federal, state, county, and local conservation, farmland, environmental, or other land use programs, agreements, restrictions,
100 or conservation easements, which apply to any part of the Property (e.g., farmland preservation agreements, farmland
101 preservation or exclusive agricultural zoning, use value assessments, Forest Crop, Managed Forest, Conservation Reserve
102 Program, wetland mitigation, shoreland zoning mitigation plan or comparable programs), along with disclosure of any
103 penalties, fees, withdrawal charges, or payback obligations pending, or currently deferred, if any. This contingency will be
104 deemed satisfied unless Buyer delivers to Seller, within seven (7) days of Buyer's Actual Receipt of said list and disclosure, or
105 the deadline for delivery, whichever is earlier, a notice terminating this Offer based upon the use restrictions, program
106 requirements, and/or amount of any penalty, fee, charge, or payback obligation.

107 **CAUTION: If Buyer does not terminate this Offer, Buyer is hereby agreeing that Buyer will continue in such programs,**
108 **as may apply, and Buyer agrees to reimburse Seller should Buyer fail to continue any such program such that Seller**
109 **incurs any costs, penalties, damages, or fees that are imposed because the program is not continued after sale. The**
110 **Parties agree this provision survives closing.**

111 ☐ **MANAGED FOREST LAND:** All, or part, of the Property is managed forest land under the Managed Forest Law (MFL).
112 This designation will continue after closing. Buyer is advised as follows: The MFL is a landowner incentive program that
113 encourages sustainable forestry on private woodlands by reducing and deferring property taxes. Orders designating lands as
114 managed forest lands remain in effect for 25 or 50 years. When ownership of land enrolled in the MFL program changes, the
115 new owner must sign and file a report of the change of ownership on a form provided by the Department of Natural Resources
116 and pay a fee. By filing this form, the new owner agrees to the associated MFL management plan and the MFL program rules.
117 The DNR Division of Forestry monitors forest management plan compliance. Changes you make to property that is subject to
118 an order designating it as managed forest land, or to its use, may jeopardize your benefits under the program or may cause
119 the property to be withdrawn from the program and may result in the assessment of penalties. For more information call the
120 local DNR forester or visit <http://www.dnr.state.wi.us>.

121 **FENCES:** Wis. Stat. § 90.03 requires the owners of adjoining properties to keep and maintain legal fences in equal shares
 122 where one or both of the properties is used and occupied for farming or grazing purposes.

123 **CAUTION:** Consider an agreement addressing responsibility for fences if Property or adjoining land is used and
 124 occupied for farming or grazing purposes.

125 **USE VALUE ASSESSMENTS:** The use value assessment system values agricultural land based on the income that would be
 126 generated from its rental for agricultural use rather than its fair market value. When a person converts agricultural land to a
 127 non-agricultural use (e.g., residential or commercial development), that person may owe a conversion charge. To obtain more
 128 information about the use value law or conversion charge, contact the Wisconsin Department of Revenue's Equalization
 129 Section or visit <http://www.revenue.wi.gov/>.

130 **FARMLAND PRESERVATION:** Rezoning a property zoned farmland preservation to another use or the early termination of a
 131 farmland preservation agreement or removal of land from such an agreement can trigger payment of a conversion fee equal to
 132 3 times the class 1 "use value" of the land. Contact the Wisconsin Department of Agriculture, Trade and Consumer Protection
 133 Division of Agricultural Resource Management or visit <http://www.datcp.state.wi.us/> for more information.

134 **CONSERVATION RESERVE PROGRAM (CRP):** The CRP encourages farmers, through contracts with the U.S. Department
 135 of Agriculture, to stop growing crops on highly erodible or environmentally sensitive land and instead to plant a protective
 136 cover of grass or trees. CRP contracts run for 10 to 15 years, and owners receive an annual rent plus one-half of the cost of
 137 establishing permanent ground cover. Removing lands from the CRP in breach of a contract can be quite costly. For more
 138 information call the state Farm Service Agency office or visit <http://www.fsa.usda.gov/>.

139 **SHORELAND ZONING ORDINANCES:** All counties must adopt shoreland zoning ordinances that meet or are more
 140 restrictive than Wis. Admin. Code Chapter NR 115. County shoreland zoning ordinances apply to all unincorporated land
 141 within 1,000 feet of a navigable lake, pond or flowage or within 300 feet of a navigable river or stream and establish minimum
 142 standards for building setbacks and height limits, cutting trees and shrubs, lot sizes, water runoff, impervious surface
 143 standards (that may be exceeded only if a mitigation plan is adopted) and repairs to nonconforming structures. Buyers must
 144 conform to any existing mitigation plans. For more information call the county zoning office or visit <http://www.dnr.state.wi.us/>.

145 Buyer is advised to check with the applicable city, town or village for additional shoreland zoning restrictions, if any.
 146 **BUYER'S PRE-CLOSING WALK-THROUGH** Within 3 days prior to closing, at a reasonable time pre-approved by Seller or
 147 Seller's agent, Buyer shall have the right to walk through the Property to determine that there has been no significant change
 148 in the condition of the Property, except for ordinary wear and tear and changes approved by Buyer, and that any defects
 149 Seller has agreed to cure have been repaired in the manner agreed to by the Parties.

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

160 **DEFINITIONS**

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

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

- 165 a. Proposed, planned or commenced public improvements or public construction projects which may result in special
 166 assessments or otherwise materially affect the Property or the present use of the Property.
- 167 b. Government agency or court order requiring repair, alteration or correction of any existing condition.
- 168 c. Land division or subdivision for which required state or local approvals were not obtained.
- 169 d. A portion of the Property in a floodplain, wetland or shoreland zoning area under local, state or federal regulations.
- 170 e. A portion of the Property being subject to, or in violation of, a farmland preservation agreement or in a certified farmland
 171 preservation zoning district (see lines 130-133), or enrolled in, or in violation of, a Forest Crop, Managed Forest (see lines
 172 111-120), Conservation Reserve (see lines 134-138), or comparable program.
- 173 f. Boundary or lot disputes, encroachments or encumbrances, a joint driveway or violation of fence laws (Wis. Stat. ch. 90)
 174 (where one or both of the properties is used and occupied for farming or grazing).
- 175 g. Material violations of environmental rules or other rules or agreements regulating the use of the Property.
- 176 h. Conditions constituting a significant health risk or safety hazard for occupants of the Property.
- 177 i. Underground storage tanks presently or previously on the Property for storage of flammable or combustible liquids,
 178 including, but not limited to, gasoline and heating oil.
- 179 j. A Defect or contamination caused by unsafe concentrations of, or unsafe conditions relating to, pesticides, herbicides,
 180 fertilizer, radon, radium in water supplies, lead or arsenic in soil, or other potentially hazardous or toxic substances on the
 181 premises.
- 182 k. Production of methamphetamine (meth) or other hazardous or toxic substances on the Property.
- 183 l. High voltage electric (100 KV or greater) or steel natural gas transmission lines located on but not directly serving the
 184 Property.
- 185 m. Defects in any well, including unsafe well water due to contaminants such as coliform, nitrates and atrazine, and out-of-
 186 service wells and cisterns required to be abandoned (Wis. Admin. Code § NR 812.26) but that are not closed/abandoned
 187 according to applicable regulations.

188 (Definitions Continued on page 5)

IF LINE 190 IS NOT MARKED OR IS MARKED N/A, LINES 230-236 APPLY.

189

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

200 **CHECK AND COMPLETE APPLICABLE FINANCING PROVISION AT LINE 201 or 202.**

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

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

206 If Buyer is using multiple loan sources or obtaining a construction loan or land contract financing, describe at lines 458-464 or
207 526-534 or in an addendum attached per line 525.

208 ■ **BUYER'S LOAN COMMITMENT:** Buyer agrees to pay all customary loan and closing costs, to promptly apply for a
209 mortgage loan, and to provide evidence of application promptly upon request of Seller. If Buyer qualifies for the loan described
210 in this Offer or another loan acceptable to Buyer, Buyer agrees to deliver to Seller a copy of the written loan commitment no
211 later than the deadline at line 192. Buyer and Seller agree that delivery of a copy of any written loan commitment to
212 Seller (even if subject to conditions) shall satisfy the Buyer's financing contingency if, after review of the loan
213 commitment, Buyer has directed, in writing, delivery of the loan commitment. Buyer's written direction shall
214 accompany the loan commitment. Delivery shall not satisfy this contingency if accompanied by a notice of
215 unacceptability.

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

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

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

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

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

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

DEFINITIONS CONTINUED FROM PAGE 3

- 245 **DEFINITIONS CONTINUED FROM PAGE 3**
- 246 n. Defects in any septic system or other sanitary disposal system on the Property or out-of-service septic systems not
 247 closed/abandoned according to applicable regulations.
- 248 o. Subsoil conditions which would significantly increase the cost of development including, but not limited to, subsurface
 249 foundations or waste material; organic or non-organic fill; dumpsites where pesticides, herbicides, fertilizer or other toxic
 250 or hazardous materials or containers for these materials were disposed of in violation of manufacturer's or government
 251 guidelines or other laws regulating said disposal; high groundwater; adverse soil conditions (e.g. low load bearing
 252 capacity, earth or soil movement, slides) or excessive rocks or rock formations.
- 253 p. Brownfields (abandoned, idled or under-used land which may be subject to environmental contamination) or other
 254 contaminated land, or soils contamination remediated under PECFA, the Department of Natural Resources (DNR)
 255 Remediation and Redevelopment Program, the Agricultural Chemical Cleanup Program or other similar program.
- 256 q. Lack of legal vehicular access to the Property from public roads.
- 257 r. Homeowners' associations, common areas shared or co-owned with others, zoning violations or nonconforming uses,
 258 conservation easements, restrictive covenants, rights-of-way, easements, easement maintenance agreements, or use of
 259 a part of Property by non-owners, other than recorded utility easements.
- 260 s. Special purpose district, such as a drainage district, lake district, sanitary district or sewer district, that has the authority to
 261 impose assessments against the real property located within the district.
- 262 t. Federal, state or local regulations requiring repairs, alterations or corrections of an existing condition.
- 263 u. Property tax increases, other than normal annual increases; completed or pending property tax reassessment of the
 264 Property, or proposed or pending special assessments.
- 265 v. Burial sites, archeological artifacts, mineral rights, orchards or endangered species.
- 266 w. Flooding, standing water, drainage problems or other water problems on or affecting the Property.
- 267 x. Material damage from fire, wind, floods, earthquake, expansive soils, erosion or landslides.
- 268 y. Significant odor, noise, water intrusion or other irritants emanating from neighboring property.
- 269 z. Substantial crop damage from disease, insects, soil contamination, wildlife or other causes; diseased trees; or substantial
 270 injuries or disease in livestock on the Property or neighboring properties.
- 271 aa. Existing or abandoned manure storage facilities on the Property.
- 272 bb. Impact fees, or other conditions or occurrences that would significantly increase development costs or reduce the value of
 273 the Property to a reasonable person with knowledge of the nature and scope of the condition or occurrence.
- 274 cc. The Property is subject to a mitigation plan required by DNR rules related to county shoreland zoning ordinances that
 275 obligates the owner to establish or maintain certain measures related to shoreland conditions, enforceable by the county
 276 (see lines 139-145).
- 277 dd. All or part of the land has been assessed as agricultural land, the owner has been assessed a use-value conversion
 278 charge or the payment of a use-value conversion charge has been deferred.
- 279 ■ **DEADLINES:** "Deadlines" expressed as a number of "days" from an event, such as acceptance, are calculated by excluding
 280 the day the event occurred and by counting subsequent calendar days. The deadline expires at midnight on the last day.
 281 Deadlines expressed as a specific number of "business days" exclude Saturdays, Sundays, any legal public holiday under
 282 Wisconsin or Federal law, and any other day designated by the President such that the postal service does not receive
 283 registered mail or make regular deliveries on that day. Deadlines expressed as a specific number of "hours" from the
 284 occurrence of an event, such as receipt of a notice, are calculated from the exact time of the event, and by counting 24 hours
 285 per calendar day. Deadlines expressed as a specific day of the calendar year or as the day of a specific event, such as
 286 closing, expire at midnight of that day.
- 287 ■ **DEFECT:** "Defect" means a condition that would have a significant adverse effect on the value of the Property; that would
 288 significantly impair the health or safety of future occupants of the Property; or that if not repaired, removed or replaced would
 289 significantly shorten or adversely affect the expected normal life of the premises.
- 290 ■ **FIXTURE:** A "Fixture" is an item of property which is physically attached to or so closely associated with land so as to be
 291 treated as part of the real estate, including, without limitation, physically attached items not easily removable without damage
 292 to the premises, items specifically adapted to the premises, and items customarily treated as fixtures, including, but not limited
 293 to, all: perennial crops; garden bulbs; plants; shrubs and trees and fences; storage buildings on permanent foundations and
 294 docks/piers on permanent foundations.
- 295 **CAUTION:** Exclude any Fixtures to be retained by Seller or which are rented on lines 18-19.
- 296 ■ **PROPERTY:** Unless otherwise stated, "Property" means the real estate described at lines 4-7.
- 297 **PROPERTY DEVELOPMENT WARNING** If Buyer contemplates developing Property for a use other than the current use,
 298 there are a variety of issues which should be addressed to ensure the development or new use is feasible. Municipal and
 299 zoning ordinances, recorded building and use restrictions, covenants and easements may prohibit certain improvements or
 300 uses and therefore should be reviewed. Building permits, zoning variances, Architectural Control Committee approvals,
 301 estimates for utility hook-up expenses, special assessments, changes for installation of roads or utilities, environmental audits,
 302 subsoil tests, or other development related fees may need to be obtained or verified in order to determine the feasibility of
 303 development of, or a particular use for, a property. Optional contingencies which allow Buyer to investigate certain of these
 304 issues can be found at lines 306-350 and Buyer may add contingencies as needed in addenda (see line 525). Buyer should
 305 review any plans for development or use changes to determine what issues should be addressed in these contingencies.

306 ☐ **PROPOSED USE CONTINGENCIES:** Buyer is purchasing the Property for the purpose of: _____
307 _____
308 _____

309 [insert proposed use and type and size of building, if applicable; e.g. three bedroom single family home]. The optional
310 provisions checked on lines 314-345 shall be deemed satisfied unless Buyer, within _____ days of acceptance, delivers
311 written notice to Seller specifying those items which cannot be satisfied and written evidence substantiating why each specific
312 item included in Buyer's notice cannot be satisfied. Upon delivery of Buyer's notice, this Offer shall be null and void. Seller
313 agrees to cooperate with Buyer as necessary to satisfy the contingencies checked at lines 314-350.

314 ☐ **ZONING CLASSIFICATION CONFIRMATION:** This Offer is contingent upon Buyer obtaining, at (Buyer's) (Seller's)
315 ☐ **STRIKE ONE** ("Buyer's" if neither is stricken) expense, verification that the Property is zoned _____
316 _____ and that the Property's zoning allows the Buyer's proposed use described at lines 306-308.

317 ☐ **SUBSOILS:** This offer is contingent upon Buyer obtaining, at (Buyer's) (Seller's) ☐ **STRIKE ONE** ("Buyer's" if neither
318 is stricken) expense, written evidence from a qualified soils expert that the Property is free of any subsoil condition which
319 would make the proposed use described at lines 306-308 impossible or significantly increase the costs of such
320 development.

321 ☐ **PRIVATE ONSITE WASTEWATER TREATMENT SYSTEM (POWTS) SUITABILITY:** This Offer is contingent
322 upon Buyer obtaining, at (Buyer's) (Seller's) ☐ **STRIKE ONE** ("Buyer's" if neither is stricken) expense, written evidence from
323 a certified soils tester that (a) the soils at the Property locations selected by Buyer, and (b) all other conditions that must
324 be approved, meet the legal requirements in effect on the date of this Offer to obtain a permit for a POWTS for use of the
325 Property as stated on lines 306-308. The POWTS (septic system) allowed by the written evidence must be one of
326 the following POWTS that is approved by the State for use with the type of property identified at lines 306-308 ☐ **CHECK**
327 **ALL THAT APPLY:** ☐ conventional in-ground; ☐ mound; ☐ at grade; ☐ in-ground pressure distribution; ☐ holding tank;
328 ☐ other: _____

329 ☐ **EASEMENTS AND RESTRICTIONS:** This Offer is contingent upon Buyer obtaining, at (Buyer's) (Seller's) ☐ **STRIKE**
330 **ONE** ("Buyer's" if neither is stricken) expense, copies of all public and private easements, covenants and restrictions
331 affecting the Property and a written determination by a qualified independent third party that none of these prohibit or
332 significantly delay or increase the costs of the proposed use or development identified at lines 306-308.

333 ☐ **APPROVALS:** This Offer is contingent upon Buyer obtaining, at (Buyer's) (Seller's) ☐ **STRIKE ONE** ("Buyer's" if
334 neither is stricken) expense, permits, approvals and licenses, as appropriate, or the final discretionary action by the
335 granting authority prior to the issuance of such permits, approvals and licenses, for the following items related to Buyer's
336 proposed use: _____
337 _____

338 ☐ **UTILITIES:** This Offer is contingent upon Buyer obtaining, at (Buyer's) (Seller's) ☐ **STRIKE ONE** ("Buyer's" if neither
339 is stricken) expense, written verification of the following utility connections at the listed locations (e.g., on the Property, at
340 the lot line, across the street, etc.) ☐ **CHECK AND COMPLETE AS APPLICABLE:** ☐ electricity _____;
341 ☐ gas _____; ☐ sewer _____; ☐ water _____;
342 ☐ telephone _____; ☐ cable _____; ☐ other _____.

343 ☐ **ACCESS TO PROPERTY:** This Offer is contingent upon Buyer obtaining, at (Buyer's) (Seller's) ☐ **STRIKE ONE**
344 ("Buyer's" if neither is stricken) expense, written verification that there is legal vehicular access to the Property from public
345 roads.

346 ☐ **LAND USE APPROVAL:** This Offer is contingent upon Buyer obtaining, at (Buyer's) (Seller's) ☐ **STRIKE ONE** ("Buyer's" if
347 neither is stricken) expense, a ☐ rezoning; ☐ conditional use permit; ☐ license; ☐ variance; ☐ building permit; ☐
348 occupancy permit; ☐ other _____ ☐ **CHECK ALL THAT APPLY**, and delivering
349 written notice to Seller if the item cannot be obtained, all within _____ days of acceptance for the Property for its proposed
350 use described at lines 306-308.

351 ☐ **MAP OF THE PROPERTY:** This Offer is contingent upon (Buyer obtaining) (Seller providing) ☐ **STRIKE ONE** ("Seller
352 providing" if neither is stricken) a Map of the Property dated subsequent to the date of acceptance of this Offer prepared by a
353 registered land surveyor, within _____ days of acceptance, at (Buyer's) (Seller's) ☐ **STRIKE ONE** ("Seller's" if neither is stricken)
354 expense. The map shall show minimum of _____ acres, maximum of _____ acres, the legal description of the
355 Property, the Property's boundaries and dimensions, visible encroachments upon the Property, the location of improvements,
356 if any, and: _____

357 ☐ **[STRIKE AND COMPLETE AS APPLICABLE]** Additional map features which may be added include, but are not limited to:
358 staking of all corners of the Property; identifying dedicated and apparent streets; lot dimensions; total acreage or square
359 footage; easements or rights-of-way. **CAUTION: Consider the cost and the need for map features before selecting them.**
360 **Also consider the time required to obtain the map when setting the deadline.** This contingency shall be deemed satisfied
361 unless Buyer, within five days of the earlier of: (1) Buyer's receipt of the map; or (2) the deadline for delivery of said map,
362 delivers to Seller a copy of the map and a written notice which identifies: (1) the significant encroachment; (2) information
363 materially inconsistent with prior representations; or (3) failure to meet requirements stated within this contingency.
364 Upon delivery of Buyer's notice, this Offer shall be null and void.

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

368 **CAUTION:** Buyer should verify land dimensions, total square footage/acreage figures and allocation of acreage
 369 information if material to Buyer's decision to purchase.

370 **EARNEST MONEY**

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

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

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

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

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

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

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

411 **TIME IS OF THE ESSENCE** "Time is of the Essence" as to: ~~(1) earnest money payment(s);~~ (2) binding acceptance; (3)
412 occupancy; (4) date of closing; (5) contingency Deadlines **STRIKE AS APPLICABLE** and all other dates and Deadlines in this
413 Offer except: None.

414 If "Time is of the Essence" applies to a date or Deadline, failure to perform by the exact date or Deadline is a breach of
415 contract. If "Time is of the Essence" does not apply to a date or Deadline, then performance within a reasonable time of the
416 date or Deadline is allowed before a breach occurs.

417 **TITLE EVIDENCE**

418 ■ **CONVEYANCE OF TITLE:** Upon payment of the purchase price, Seller shall convey the Property by warranty deed
419 (or trustee's deed if Seller is a trust, personal representative's deed if Seller is an estate or other conveyance as
420 provided herein), free and clear of all liens and encumbrances, except: municipal and zoning ordinances and agreements
421 entered under them, recorded easements for the distribution of utility and municipal services, recorded building and use
422 restrictions and covenants, present uses of the Property in violation of the foregoing disclosed in Seller's disclosure report and
423 in this Offer, general taxes levied in the year of closing and none other.

424 _____
425 _____
426 _____

427 which constitutes merchantable title for purposes of this transaction. Seller shall complete and execute the documents
428 necessary to record the conveyance at Seller's cost and pay the Wisconsin Real Estate Transfer Fee.

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

432 ■ **GAP ENDORSEMENT:** Seller shall provide a "gap" endorsement or equivalent gap coverage at (Seller's) (Buyer's) **STRIKE**
433 **ONE** ("Seller's" if neither stricken) cost to provide coverage for any liens or encumbrances first filed or recorded after the
434 effective date of the title insurance commitment and before the deed is recorded, subject to the title insurance policy
435 exclusions and exceptions, provided the title company will issue the endorsement. If a gap endorsement or equivalent gap
436 coverage is not available, Buyer may give written notice that title is not acceptable for closing (see lines 442-449).

437 ■ **PROVISION OF MERCHANTABLE TITLE:** For purposes of closing, title evidence shall be acceptable if the required title
438 insurance commitment is delivered to Buyer's attorney or Buyer not more than 15 days after acceptance ("15" if left blank),
439 showing title to the Property as of a date no more than 15 days before delivery of such title evidence to be merchantable per
440 lines 418-427, subject only to liens which will be paid out of the proceeds of closing and standard title insurance requirements
441 and exceptions, as appropriate.

442 ■ **TITLE NOT ACCEPTABLE FOR CLOSING:** If title is not acceptable for closing, Buyer shall notify Seller in writing of
443 objections to title within 5 days ("15" if left blank) after delivery of the title commitment to Buyer or Buyer's attorney. In
444 such event, Seller shall have a reasonable time, but not exceeding 15 days ("5" if left blank) from Buyer's delivery of the
445 notice stating title objections, to deliver notice to Buyer stating Seller's election to remove the objections by the time set for
446 closing. In the event that Seller is unable to remove said objections, Buyer may deliver to Seller written notice waiving the
447 objections, and the time for closing shall be extended accordingly. If Buyer does not waive the objections, Buyer shall deliver
448 written notice of termination and this Offer shall be null and void. Providing title evidence acceptable for closing does not
449 extinguish Seller's obligations to give merchantable title to Buyer.

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

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

458 **ADDITIONAL PROVISIONS/CONTINGENCIES** See Addendum A.

459 _____
460 _____
461 _____
462 _____
463 _____
464 _____

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

468 If Buyer defaults, Seller may:

- 469 (1) sue for specific performance and request the earnest money as partial payment of the purchase price; or
 470 (2) terminate the Offer and have the option to: (a) request the earnest money as liquidated damages; or (b) sue for
 471 actual damages.

472 If Seller defaults, Buyer may:

- 473 (1) sue for specific performance; or
 474 (2) terminate the Offer and request the return of the earnest money, sue for actual damages, or both.

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

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

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

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

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

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

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

503 ☐ **INSPECTION CONTINGENCY:** This contingency only authorizes inspections, not testing (see lines 488-502). This Offer
504 is contingent upon a qualified independent inspector(s) conducting an inspection(s), of the Property which discloses no
505 Defects. This Offer is further contingent upon a qualified independent inspector or independent qualified third party performing
506 an inspection of _____

507 (list any Property feature(s) to be separately inspected, e.g., dumpsite, etc.) which discloses no Defects. Buyer shall order the
508 inspection(s) and be responsible for all costs of inspection(s). Buyer may have follow-up inspections recommended in a
509 written report resulting from an authorized inspection performed provided they occur prior to the deadline specified at line 513.
510 Inspection(s) shall be performed by a qualified independent inspector or independent qualified third party.

511 **CAUTION:** Buyer should provide sufficient time for the primary inspection and/or any specialized inspection(s), as
512 well as any follow-up inspection(s).

513 This contingency shall be deemed satisfied unless Buyer, within _____ days of acceptance, delivers to Seller a copy of the written
514 inspection report(s) and a written notice listing the Defect(s) identified in those report(s) to which Buyer objects (Notice of Defects).

515 **CAUTION:** A proposed amendment is not a Notice of Defects and will not satisfy this notice requirement.

516 For the purposes of this contingency, Defects (see lines 287-289) do not include conditions the nature and extent of which the
517 Buyer had actual knowledge or written notice before signing this Offer.

518 ☒ **RIGHT TO CURE:** Seller (shall)(shall not) STRIKE ONE ("shall" if neither is stricken) have a right to cure the Defects. If
519 Seller has the right to cure, Seller may satisfy this contingency by: (1) delivering written notice to Buyer within 10 days of
520 Buyer's delivery of the Notice of Defects stating Seller's election to cure Defects; (2) curing the Defects in a good and
521 workmanlike manner; and (3) delivering to Buyer a written report detailing the work done within 3 days prior to closing. This
522 Offer shall be null and void if Buyer makes timely delivery of the Notice of Defects and written inspection report(s) and: (1)
523 Seller does not have a right to cure or (2) Seller has a right to cure but: (a) Seller delivers written notice that Seller will not cure
524 or (b) Seller does not timely deliver the written notice of election to cure.

525 ☒ **ADDENDA:** The attached Addendum A _____ is/are made part of this Offer.

526 **ADDITIONAL PROVISIONS/CONTINGENCIES** _____

527 _____
528 _____
529 _____
530 _____
531 _____
532 _____
533 _____
534 _____

535 This Offer was drafted by [Licensee and Firm] _____

536 _____ on _____

537 (x) Matt Schuenke 11-11-2020
538 Buyer's Signature ▲ Print Name Here ► Matt Schuenke, Village Administrator Date ▲

539 (x) _____
540 Buyer's Signature ▲ Print Name Here ► Date ▲

541 **EARNEST MONEY RECEIPT** Broker acknowledges receipt of earnest money as per line 10 of the above Offer.

542 _____ Broker (by) _____

543 **SELLER ACCEPTS THIS OFFER. THE WARRANTIES, REPRESENTATIONS AND COVENANTS MADE IN THIS OFFER**
544 **SURVIVE CLOSING AND THE CONVEYANCE OF THE PROPERTY. SELLER AGREES TO CONVEY THE PROPERTY ON**
545 **THE TERMS AND CONDITIONS AS SET FORTH HEREIN AND ACKNOWLEDGES RECEIPT OF A COPY OF THIS OFFER.**

546 (x) Kevin J. Weis Kevin J Weis 11/15/20
547 Seller's Signature ▲ Print Name Here ► Date ▲

548 (x) Donald E. Wetzel Donald E Wetzel Jeanne D. Wetzel Jeanne D. Wetzel 11/15/20
549 Seller's Signature ▲ Print Name Here ► Date ▲

550 This Offer was presented to Seller by [Licensee and Firm] _____

551 _____ on _____ at _____ a.m./p.m.

552 This Offer is rejected _____ This Offer is countered [See attached counter] _____

553 Seller Initials ▲ Date ▲ Seller Initials ▲ Date ▲

**ADDENDUM A
TO OFFER TO PURCHASE
Part of Field Stone Condominium 4
McFarland, WI**

Dated November 11, 2020

Seller: Kevin J. Weis
Donald E. Wetzel
Jeanne O. Wetzel
Buyer: Village of McFarland

The following terms and conditions are incorporated into the Offer to Purchase dated November 11, 2020 between the Village of McFarland as Buyer and Kevin J. Weis, Donald E. Wetzel and Jeanne O. Wetzel, tenants in common, as Sellers for a portion of the property described as Field Stone Condominium 4, in the Village of McFarland, Wisconsin, more particularly described herein. In the event any of the terms and conditions contained in this Addendum conflict with any provision contained in the preprinted form offer (the "Offer"), the terms of this Addendum shall control. The Offer and this Addendum shall be referred to herein collectively as this "Agreement."

1. **Description of Property.** The property included in this Agreement (hereinafter the "Property") consists of approximately 5,023 square feet, or 0.115 acres located on the north side of Field Stone Condominium 4, which is legally described in Exhibit A.
2. **Property Condition Report.** Seller shall provide Buyer with a completed and signed (by each Sellers) Real Estate Condition Report covering the Property within five (5) days of acceptance by Seller. Buyer shall have 5 business days after receipt of the completed report to terminate this Offer if the report discloses any defect or potential defect not acceptable to Buyer in its sole discretion.
3. **Access Prior to Closing.** Notwithstanding anything else stated in this Agreement, Buyer, its consultants, architects, engineers, surveyors, contractors and agents, shall have access to the Property at all reasonable times for any inspection, surveying, temporary staking or similar non-invasive activities. Buyer shall assure that none of Buyer's activities on the Property result in the imposition of any lien against the Property and shall cause any such lien to be promptly released.
4. **Governing Body Approval.** The Buyer's obligations under this Agreement are contingent upon approval by the governing body of the Buyer of the purchase on the terms and conditions contained herein. If such approval is not received on or before November 23, 2020, this Agreement shall be null and void, and neither party shall have any further obligations hereunder.
5. **Voluntary Sale.** Seller acknowledges that this is a voluntary sale not made under a threat of condemnation.
6. **Closing.** The closing shall occur at the Dane County, Wisconsin office of First American Title Insurance Company, or at such other place as may be agreed to by the parties in writing on or before December 15, 2020.

7. Condition of Title. Buyer shall obtain a title commitment as provided in the Offer, along with copies of all easements, restrictions, liens and other encumbrance documents excepted from the coverage proposed by such commitment. Buyer shall have five (5) business days after receipt of a title commitment and all encumbrance documents to review and approve such encumbrances. Unless Buyer shall notify Seller of an objection to such encumbrances within such five (5) day period, this contingency shall be deemed satisfied. If Buyer objects to any such encumbrances, Seller shall have fifteen (15) days to remove such encumbrances and the time set for closing shall be extended if necessary to allow for such fifteen (15) day cure period. In the event Seller is unable to remove such encumbrances, Buyer shall have the option to accept title subject to such encumbrances or terminate this Agreement. Buyer agrees to pay the premium for title insurance coverage required by lines 429-430 of the Offer.

8. Real Estate Tax Proration. The parties acknowledge that because the Property is part of a larger parcel existing on January 1, 2020, it has not been separately assessed for real estate tax purposes, and its assessed value will be included in the tax bill for the Sellers' parcels when taxes are levied for 2020. At closing, 2020 taxes for the Property shall be prorated based on the latest known mill rate times the assessed value of the Property, which the parties agree will be determined as follows:

The current assessed land value of Sellers' parcels is \$80,000. The parcels contain a total of 20,412 square feet of land, of which the Property comprises 5,023 square feet or approximately 25%. Therefore, the assessed value of the property shall be deemed to be \$20,000.

The Buyer shall pay its prorated share of the taxes on the Property to the Sellers at closing, and the Sellers shall pay their respective tax bills when they become due.

9. Partial Termination of Condominium. The parties acknowledge that on the date of this Agreement the Property is part of a condominium and that the purchase of the Property as provided herein will require the termination of the condominium as to the Property. Upon satisfaction of the Village's review contingencies contained in paragraphs 2, 4 and 7, Sellers shall execute, and shall use their best efforts to obtain consent thereto from their mortgage lenders, if any, of a recordable instrument removing the Property from the condominium form of ownership. Sellers shall record an appropriate termination document at or before closing. In the event Sellers are unable to obtain the necessary mortgagee consent(s) on or before December 4, 2020, the Village may terminate this Agreement by written notice to Sellers. Sellers acknowledge that both the termination of the condominium as to the Property and the conveyance contemplated by this Agreement require the consent of any mortgage holder and a release of the mortgage as to the Property.

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

11. Digital Signatures. Buyer and Seller agree that signatures on a copy of this Agreement or on subsequent offers or other documents relating to this transaction delivered by facsimile shall be binding and shall be deemed valid as original

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

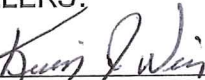
12. Brokerage Commissions. Buyer and Seller each represents to the other that they are not represented by a real estate broker in connection with this transaction.

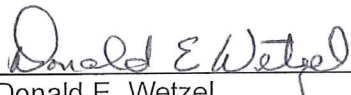
BUYER:

VILLAGE OF MCFARLAND

By: 
Matt Schuenke, Village Administrator

SELLERS:


Kevin J. Wells


Donald E. Wetzel

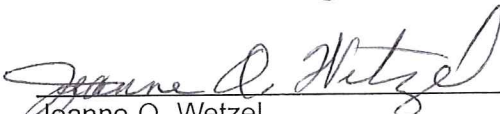

Jeanne O. Wetzel

EXHIBIT A

LEGAL DESCRIPTION

A PART OF FIELD STONE CONDOMINIUM 4 RECORDED AS DOCUMENT NO. 4347301 LOCATED IN THE SOUTHWEST 1/4 OF THE NORTHEAST 1/4 OF SECTION 2 IN TOWNSHIP 6 NORTH, RANGE 10 EAST, IN THE VILLAGE OF MCFARLAND, DANE COUNTY WISCONSIN, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTH 1/4 CORNER OF SAID SECTION 2; THENCE SOUTH 02°12'16" WEST ALONG THE WEST LINE OF THE NORTHEAST 1/4 OF SAID SECTION 2, A DISTANCE OF 1198.69 FEET; THENCE NORTH 85°41'22" EAST ALONG THE NORTH LINE OF THE SOUTHWEST 1/4 OF THE NORTHEAST 1/4 OF SAID SECTION 2, A DISTANCE OF 59.21 FEET; THENCE SOUTH 02°11'46" WEST, A DISTANCE OF 33.21 FEET TO THE NORTHWEST CORNER OF LOT 2 OF CERTIFIED SURVEY MAP (CSM) NO 15364; THENCE CONTINUING SOUTH 02°11'46" WEST ALONG THE WEST LINE OF SAID LOT 2, A DISTANCE OF 63.07 FEET TO THE POINT OF BEGINNING OF THIS DESCRIPTION; THENCE CONTINUING SOUTH 02°11'46" WEST ALONG THE WEST LINE OF SAID LOT 2, A DISTANCE OF 217.89 FEET; THENCE NORTH 57°18'22" WEST, A DISTANCE OF 58.58 FEET TO A POINT ON THE WEST LINE OF FIELD STONE CONDOMINIUM 4 ALSO BEING ON THE EAST RIGHT-OF-WAY OF HOLSCHER ROAD; THENCE NORTHERLY 175.26 FEET ALONG THE SAID EASTERLY RIGHT-OF-WAY BEING A CURVE TO THE LEFT HAVING A RADIUS OF 390.00 FEET, THE CHORD OF SAID CURVE BEARS NORTH 15°04'56" EAST A DISTANCE OF 173.79 FEET; THENCE NORTH 02°12'29" EAST ALONG THE SAID EASTERLY RIGHT-OF-WAY, A DISTANCE OF 5.84 FEET; THENCE NORTH 44°25'15" EAST ALONG THE SAID EASTERLY RIGHT-OF-WAY, A DISTANCE OF 17.43 FEET TO THE POINT OF BEGINNING.

SAID PARCEL CONTAINS 5,023 SQUARE FEET OR 0.115 ACRES MORE OR LESS.

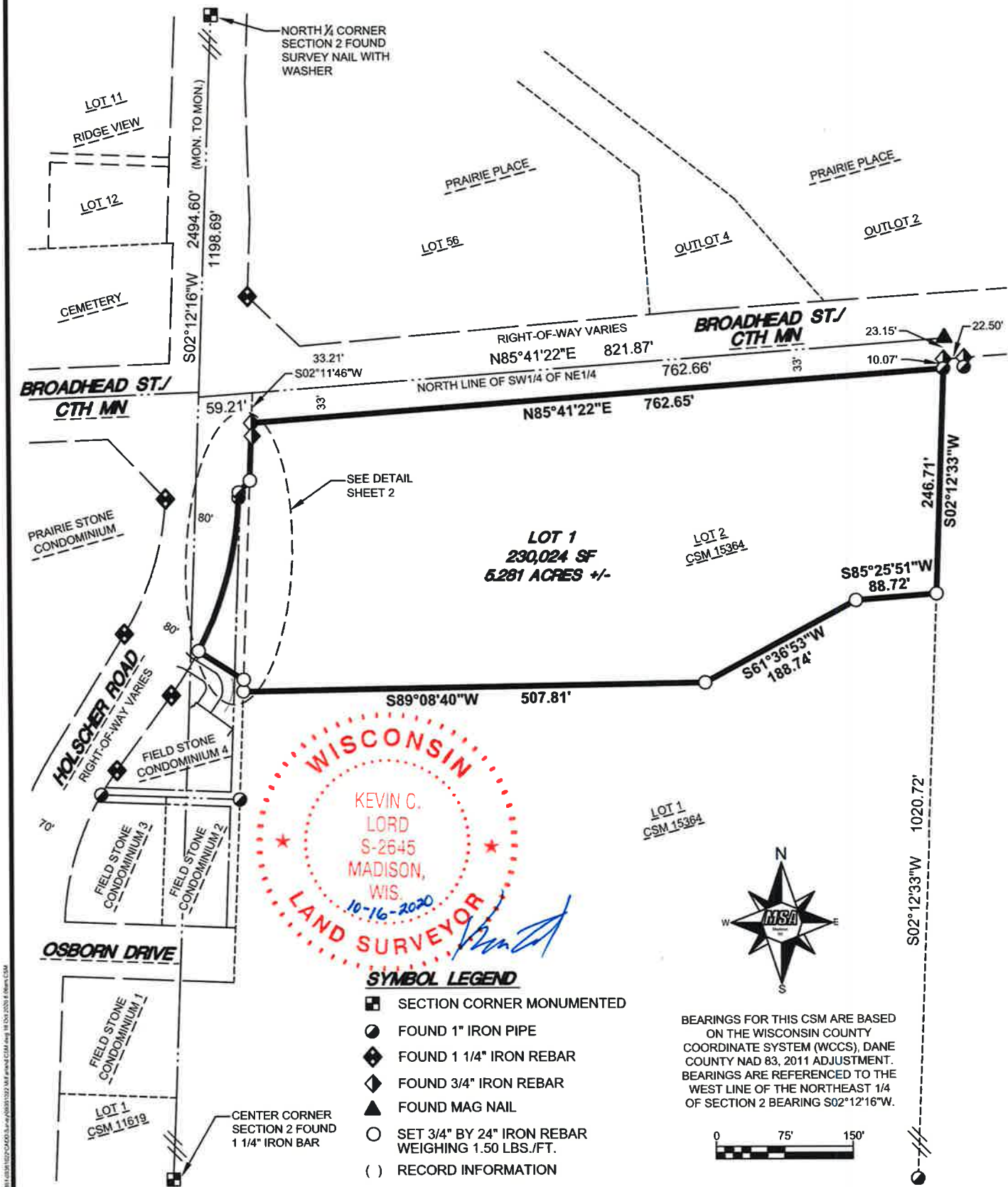


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DRAWN BY:	KCL	
SURVEYOR:	BLT	
FILE NO.	McFarland CSM.dwg	
SHEET NO.	1 of 4	

DANE COUNTY CERTIFIED SURVEY MAP #

LOT 2 OF CSM 15364 AND THE REMOVED PORTION OF FIELD
STONE CONDOMINIUM 4 LOCATED IN THE SOUTHWEST 1/4 OF
THE NORTHEAST 1/4 OF SECTION 2 IN TOWNSHIP 6 NORTH,
RANGE 10 EAST, IN THE VILLAGE OF MCFARLAND,
DANE COUNTY, WISCONSIN



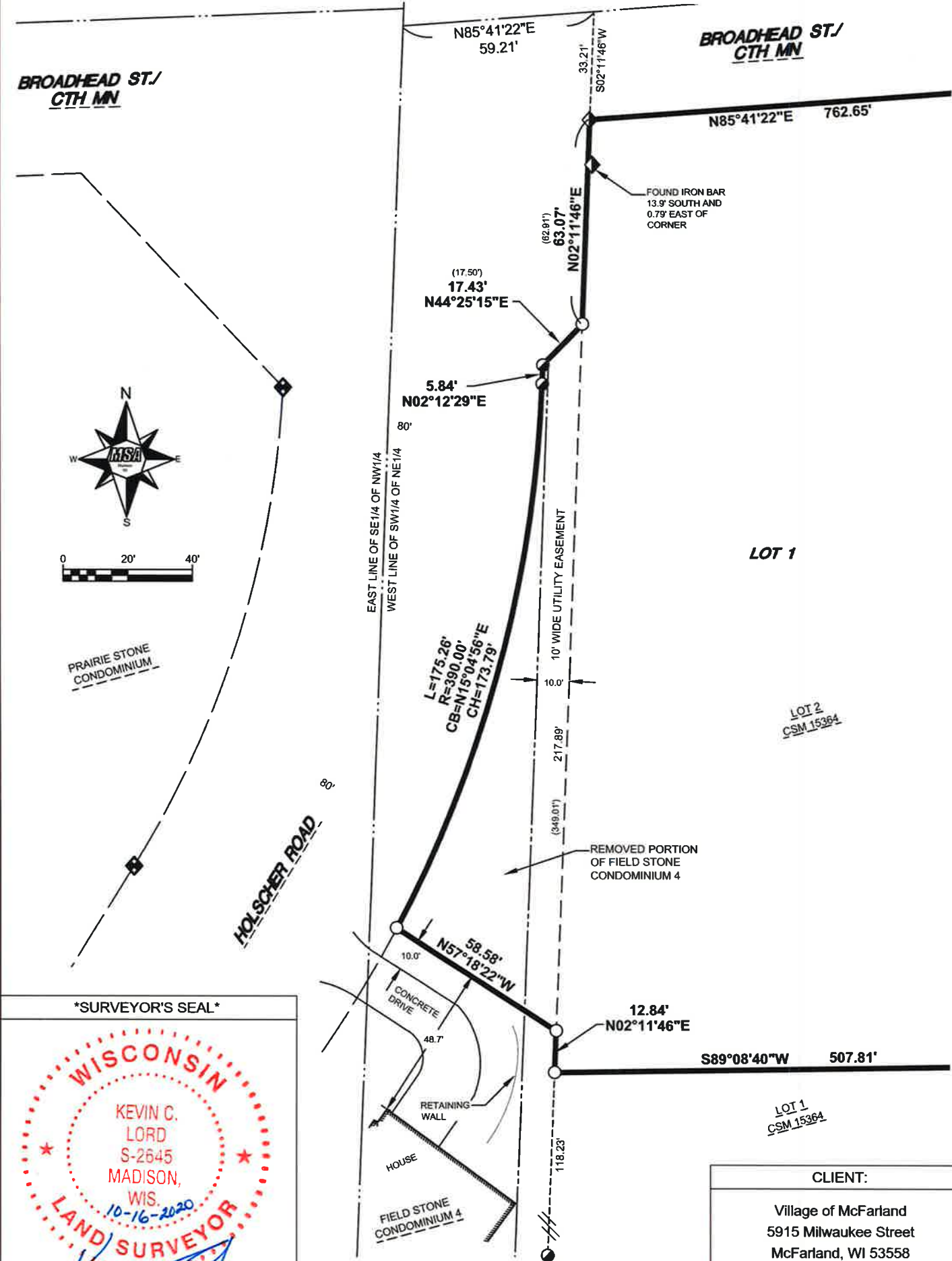


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DRAWN BY:	KCL
CHECKED BY:	BLT
FILE:	Mcfarland CSM.dwg
SHEET NO.	2 of 4

DANE COUNTY CERTIFIED SURVEY MAP #

LOT 2 OF CSM 15364 AND THE REMOVED PORTION OF FIELD STONE CONDOMINIUM 4
LOCATED IN THE SOUTHWEST 1/4 OF THE NORTHEAST 1/4 OF SECTION 2 IN
TOWNSHIP 6 NORTH, RANGE 10 EAST, IN THE VILLAGE OF MCFARLAND,
DANE COUNTY, WISCONSIN





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FILE:	Mcfarland CSM.dwg
SHEET NO.	3 of 4

DANE COUNTY CERTIFIED SURVEY MAP #

LOT 2 OF CSM 15364 AND THE REMOVED PORTION OF FIELD STONE CONDOMINIUM 4
LOCATED IN THE SOUTHWEST 1/4 OF THE NORTHEAST 1/4 OF SECTION 2 IN
TOWNSHIP 6 NORTH, RANGE 10 EAST, IN THE VILLAGE OF MCFARLAND,
DANE COUNTY, WISCONSIN

LEGAL DESCRIPTION

LOT 2 OF CSM 15364 AND THE REMOVED PORTION OF FIELD STONE CONDOMINIUM 4 LOCATED IN THE SOUTHWEST 1/4 OF THE NORTHEAST 1/4 AND THE SOUTHEAST 1/4 OF THE NORTHWEST 1/4 OF SECTION 2 IN TOWNSHIP 6 NORTH, RANGE 10 EAST, IN THE VILLAGE OF MCFARLAND, DANE COUNTY WISCONSIN , MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTH 1/4 CORNER OF SAID SECTION 2; THENCE SOUTH 02°12'16" WEST ALONG THE WEST LINE OF THE NORTHEAST 1/4 OF SAID SECTION 2, A DISTANCE OF 1198.69 FEET; THENCE NORTH 85°41'22" EAST ALONG THE NORTH LINE OF THE SOUTHWEST 1/4 OF THE NORTHEAST 1/4 OF SAID SECTION 2, A DISTANCE OF 59.21 FEET; THENCE SOUTH 02°11'46" WEST, A DISTANCE OF 33.21 FEET TO THE NORTHWEST CORNER OF SAID LOT 2 BEING THE POINT OF BEGINNING OF THIS DESCRIPTION; THENCE NORTH 85°41'22" EAST ALONG THE NORTH LINE OF SAID LOT 2, A DISTANCE OF 762.65 FEET TO THE NORTHEAST CORNER OF SAID LOT 2; THENCE SOUTH 02°12'33" WEST ALONG THE EAST LINE OF SAID LOT 2, A DISTANCE OF 246.71 FEET TO THE SOUTHEAST CORNER OF SAID LOT 2; THENCE SOUTH 85°25'51" WEST ALONG THE SOUTH LINE OF SAID LOT 2, A DISTANCE OF 88.72 FEET TO AN ANGLE POINT; THENCE SOUTH 61°36'53" WEST ALONG THE SOUTH LINE OF SAID LOT 2, A DISTANCE OF 188.74 FEET TO AN ANGLE POINT; THENCE SOUTH 89°08'40" WEST ALONG THE SOUTH LINE OF SAID LOT 2, A DISTANCE OF 507.81 FEET TO THE SOUTHWEST CORNER OF SAID LOT 2; THENCE NORTH 02°11'46" EAST ALONG THE WEST LINE OF SAID LOT 2, A DISTANCE OF 12.84 FEET; THENCE NORTH 57°18'22" WEST, A DISTANCE OF 58.58 FEET TO A POINT ON THE WEST LINE OF FIELD STONE CONDOMINIUM 4 ALSO BEING ON THE EAST RIGHT-OF-WAY OF HOLSCHER ROAD; THENCE NORTHERLY 175.26 FEET ALONG THE SAID EASTERLY RIGHT-OF-WAY BEING A CURVE TO THE LEFT HAVING A RADIUS OF 390.00 FEET, THE CHORD OF SAID CURVE BEARS NORTH 15°04'56" EAST A DISTANCE OF 173.79 FEET; THENCE NORTH 02°12'29" EAST ALONG THE SAID EASTERLY RIGHT-OF-WAY, A DISTANCE OF 5.84 FEET; THENCE NORTH 44°25'15" EAST ALONG THE SAID EASTERLY RIGHT-OF-WAY, A DISTANCE OF 17.43 FEET TO A POINT ON THE WEST LINE OF SAID LOT 2; THENCE NORTH 02°11'46" EAST ALONG THE SAID WEST LINE, A DISTANCE OF 63.07 FEET TO THE POINT OF BEGINNING.

SAID PARCEL CONTAINS 230,024 SQUARE FEET OR 5.281 ACRES MORE OR LESS.

SURVEYOR'S CERTIFICATE

I, KEVIN C. LORD, PROFESSIONAL LAND SURVEYOR S-2645, DO HEREBY CERTIFY THAT BY THE DIRECTION OF THE VILLAGE OF MCFARLAND, I HAVE SURVEYED, COMBINED, AND MAPPED THE LANDS DESCRIBED HEREON AND THAT THE MAP IS A CORRECT REPRESENTATION IN ACCORDANCE WITH THE INFORMATION PROVIDED. I FURTHER CERTIFY THAT THIS CERTIFIED SURVEY MAP IS IN FULL COMPLIANCE WITH CHAPTER 236.34 OF THE WISCONSIN STATUTES AND THE SUBDIVISION REGULATIONS OF THE VILLAGE OF MCFARLAND, DANE COUNTY, WISCONSIN.


KEVIN C. LORD, S-2645
PROFESSIONAL LAND SURVEYOR

10-16-2020
DATE

SURVEYOR'S SEAL



CLIENT:

Village of McFarland
5915 Milwaukee Street
McFarland, WI 53558
608-838-3153



PROJECT NO.	09361022
DRAWN BY:	KCL
CHECKED BY:	BLT
FILE:	Mcfarland CSM.dwg
SHEET NO.	4 of 4

DANE COUNTY CERTIFIED SURVEY MAP

LOT 2 OF CSM 15364 AND THE REMOVED PORTION OF FIELD STONE CONDOMINIUM 4
LOCATED IN THE SOUTHWEST 1/4 OF THE NORTHEAST 1/4 OF SECTION 2 IN
TOWNSHIP 6 NORTH, RANGE 10 EAST, IN THE VILLAGE OF MCFARLAND,
DANE COUNTY, WISCONSIN

OWNER'S CERTIFICATE

THE VILLAGE OF MCFARLAND, AS OWNER, DO HEREBY CERTIFY THAT SAID OWNER HAS CAUSED THE LAND DESCRIBED ON THIS CERTIFIED SURVEY MAP TO BE SURVEYED, COMBINED, MAPPED, AND DEDICATED AS REPRESENTED HEREON. SAID OWNER FURTHER CERTIFIES THAT THIS CERTIFIED SURVEY MAP IS REQUIRED BY S.236.34, WISCONSIN STATUTES TO BE SUBMITTED TO THE VILLAGE OF MCFARLAND FOR APPROVAL.

IN WITNESS WHEREOF, THE VILLAGE OF MCFARLAND, HAS CAUSED THESE DOCUMENTS TO BE SIGNED BY THEIR REPRESENTATIVE THIS _____ DAY OF _____, 2020.

BRAD CZEBOTAR, VILLAGE PRESIDENT

CASSANDRA SUETTINGER, VILLAGE CLERK/TREASURER

STATE OF WISCONSIN) SS
DANE COUNTY) SS

PERSONALLY CAME BEFORE ME ON THIS _____ DAY OF _____, 2020.

THE ABOVE NAMED _____ AND _____, TO ME KNOWN TO BE THE PERSON WHO EXECUTED THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED THE SAME.

NOTARY PUBLIC, DANE COUNTY, WISCONSIN

MY COMMISSION EXPIRES

VILLAGE OF MCFARLAND PLAN COMMISSION CERTIFICATE

THIS CERTIFIED SURVEY MAP, INCLUDING ANY DEDICATIONS SHOWN THEREON, IS HEREBY APPROVED BY THE PLAN COMMISSION OF THE VILLAGE OF MCFARLAND ON THIS _____ DAY OF _____, 2020.

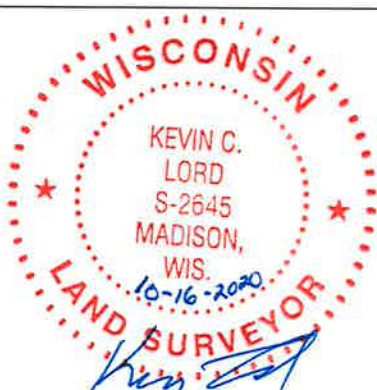
CASSANDRA SUETTINGER, VILLAGE CLERK/TREASURER

VILLAGE OF MCFARLAND BOARD CERTIFICATE

RESOLVED, THAT THIS CERTIFIED SURVEY MAP IS HEREBY APPROVED AND DEDICATIONS ACCEPTED BY THE VILLAGE BOARD OF THE VILLAGE OF MCFARLAND ON THIS _____ DAY OF _____, 2020.

CASSANDRA SUETTINGER, VILLAGE CLERK/TREASURER

SURVEYOR'S SEAL



DANE COUNTY REGISTER OF DEEDS CERTIFICATE

RECEIVED FOR RECORDING THIS _____ DAY OF _____, 2020, AT _____
O'CLOCK __.M. AND RECORDED IN VOLUME _____ OF CERTIFIED SURVEY MAPS OF
DANE COUNTY ON PAGES _____ AS DOCUMENT NO. _____

KRISTI CHLEBOWSKI, REGISTER OF DEEDS
DANE COUNTY, WISCONSIN

CLIENT:

Village of McFarland
5915 Milwaukee Street
McFarland, WI 53558
608-838-3153



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, November 23, 2020

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action regarding December meeting schedule.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

The second board meeting of the month in December usually falls very close to the holidays. This year it is on December 28th which is not a holiday but is the first Monday after the December 24th and December 25th holidays the previous week. The past several years this meeting has been cancelled to avoid conflict with the holidays and provide for time off between meetings during a period where the workload is very low.

Staff is able to bring all remaining items to close out the year to the meeting on December 14th and then all other items will be addressed by the Village Board on January 11th as we begin the new year. Of course, if there are emergencies and we need to meet between meetings we will reach out to people to arrange for that purpose.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Staff recommends cancelling the second meeting in December. Simple majority action by the Village Board to authorize is needed.

ATTACHMENTS:

None