

Monday, December 14, 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/84753134510>

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

Webinar ID: 847 5313 4510

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 23, 2020 Village Board meeting.
 - b. Motion to approve the minutes of the December 10, 2020 special Village Board meeting.
 - c. Motion to approve Check #78230-78364 in the amount of \$569,789.43.
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 Ordinance #2020-22: an ordinance amending various sections of the McFarland Municipal Code including Chapter 47 Public Utilities, Chapter 56 Subdivisions, and Chapter 62 Zoning relating to the provisions of Municipal Water, Storm and Sanitary Sewer Service.

7. BUSINESS.

a. Police and Fire Commission (PFC President Stransky)

- 1) Discussion and action regarding the selection of a proposal to perform Executive Recruitment Services for the position of Police Chief.

b. Finance Committee (Trustees Flaherty & Kryzenske)

- 1) Presentation and discussion regarding the plan for borrowing in order to fund the 2021 Capital Improvement Plan as presented by Carol Wirth of Wisconsin Public Finance Professionals.
- 2) Discussion and action regarding the plan for the general obligation note issuance borrowing in order to fund the 2021 Capital Improvement Plan as presented by Carol Wirth of Wisconsin Public Finance Professionals.
- 3) Discussion and action regarding Resolution #2020-27: a resolution authorizing the borrowing of not to exceed \$18,500,000; and providing for the issuance and sale of general obligation Public Safety Center bonds therefor.

c. Public Utilities Committee (Trustees Kryzenske & Clow)

- 1) Discussion and action regarding the award of contract for the 2021 Eastside Sanitary Sewer Interceptor project.
- 2) Discussion and action regarding a contribution to a wetland mitigation bank authorized by the Wisconsin Department of Natural Resources for the Eastside Interceptor Sanitary Sewer Project.
- 3) Discussion and action regarding Ordinance #2020-24: an ordinance creating Section 47-246 of the McFarland Municipal Code establishing an alternative special assessment process for storm or sewer interceptor construction.
- 4) Discussion and action to consider a proposal to conduct maintenance at Well #3.

d. Communications and Technology Committee (Trustees Brassington & Kryzenske)

- 1) Discussion and action regarding revisions to the status for and authorization to fill the vacancy of the full-time Production Assistant position within the Communications and Technology Department.

e. Plan Commission (President Czebotar & Trustee Rupert)
Public Utilities Committee (Trustees Kryzenske & Clow)

- 1) Discussion and action regarding Ordinance #2020-22: an ordinance amending various sections of the McFarland Municipal Code Including Chapter 47 Public Utilities, Chapter 56 Subdivisions, and Chapter 62 Zoning relating to the provisions of Municipal Water, Storm and Sanitary Sewer Service.
- f. Discussion and action regarding Ordinance #2020-25: an ordinance to update Appendix A of the McFarland Municipal Code regarding the fee structure.
- g. Discussion and action regarding the extension of Addendum C (Workplace Response Policy) within the Personnel Policy Manual.
- h. Discussion and action regarding on the creation of Addendum D (Village Emergency Paid Sick Leave) within the Personnel Policy Manual
- i. Discussion and action to extend the term of Resolution #2020-08 regarding emergency authority of the Village President and Village Administrator to have joint executive powers to implement necessary measures in response to outbreak of COVID-19.
- j. 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
MCFARLAND MUNICIPAL COURT
December, 2020

Monthly Court Docket

November 10, 2020 – Court Docket – Initial Appearances

- 17 cases scheduled for Initial appearances (30 citations)
 - 2 No Contest or Guilty pleas – Citations adjudicated at Initial Appearance
 - 0 Paid prior to Appearance
 - 3 Not Guilty pleas - Citations adjudicated or Pretrial scheduled for November 24, 2020
- 12 Default appearances – Scheduled for January 12, 2021 Indigency Hearing
- 0 Rescheduled Court date to November 24, 2020

November 10, 2020 - Juvenile Court – Initial Appearances

- 0 case scheduled for Initial appearances (0 citations)
 - 0 No Contest or Guilty pleas – Citations adjudicated at Initial Appearance
 - 0 Paid prior to Appearance
 - 0 Not Guilty plea - Citations adjudicated or Pretrial scheduled for November 24, 2020
 - 0 Default appearances – Scheduled for January 12, 2021 Indigency Hearing
 - 0 Rescheduled Court date to November 24, 2020
 - 0 Reviews - Monthly progress review

November 17, 2020 – Truancy Court – Initial Appearances

- 8 case scheduled for Initial appearances (8 citations)
 - 8 No Contest or Guilty pleas – Citations adjudicated at Initial Appearance
 - 0 Paid prior to Appearance
 - 0 Not Guilty plea - Citations adjudicated or Pretrial scheduled for December 15, 2020
 - 0 Default appearances – Scheduled for January 19, 2021 Indigency Hearing
 - 0 Rescheduled Court date to December 15, 2020
 - 5 Reviews - Monthly progress review - November 24, 2020

November 24, 2020 – Court Docket – Initial Appearances

- 19 cases scheduled for Initial appearances (32 citations)
 - 2 No Contest or Guilty pleas – Citations adjudicated at Initial Appearance
 - 3 Paid prior to Appearance
 - 6 Not Guilty pleas - Citations adjudicated or Pretrial scheduled for December 8, 2020
 - 8 Default appearances – Scheduled for January 26, 2021 Indigency Hearing
 - 0 Rescheduled Court date to December 8, 2020

November 24, 2020 - Juvenile Court – Initial Appearances

- 0 case scheduled for Initial appearances (0 citations)
 - 0 No Contest or Guilty pleas – Citations adjudicated at Initial Appearance
 - 0 Paid prior to Appearance
 - 0 Not Guilty plea - Citations adjudicated or Pretrial scheduled for December 8, 2020
 - 0 Default appearances – Scheduled for January 26, 2021 Indigency Hearing
 - 0 Rescheduled Court date to December 8, 2020
 - 0 Reviews - Monthly progress review

Court Activities

Monthly Financial Report

The Municipal Court received 49 payments for the month of November, 2020. Total revenue received by the Court was \$7,182.70. The Municipality retained \$4,744.57 in Court revenue, \$ 714.37 was sent to Dane County and \$1,723.76 was sent to the State.

There were 14 credit card transactions for the month of November. The Court received a total of \$1,855.20 in payments from GPS on-line credit card payments.

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

As of November, 2020, the Municipal Court has received a total of \$ 42,708.77 in delinquent fines from the State Debt Collection.

Year to date, \$136,540.37, in forfeitures have been ordered from 809 citations adjudicated in the Municipal Court. Of that, \$11,072.20 has been converted to classroom education and/or community service hours for juveniles. A total of \$109,400.13 has been collected for 2020 and prior forfeitures.



McFarland Fire & Rescue Department

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

Emergency: 911

December 2020 Fire & Rescue Department Report For November 2020 Activity

- **Operations**
 - The recent increase in COVID-19 cases throughout the County and McFarland has resulted in the Department providing care to more patients suffering from COVID-19. We have recently seen a shift back to fewer calls for service, but patients are in more distress when called.
 - Stoughton Fire Department has modified its structure fire response to include an Auto-Aid Chief Officer. The modification results in McFarland sending a commander and engine for structure fires in the Town of Dunn, the Town of Pleasant Springs, and the City of Stoughton coded for auto-aid. The modification is aligned with the automatic-aid agreement we have with Stoughton Fire, and we request similar in the Town of Dunn and Pleasant Springs from Stoughton.
 - We have suspended our ongoing outreach with the special needs child we reported on earlier. We have been communicating via phone with the child regularly, though.
 - We are continually reviewing our operations and staffing to ensure we are utilizing minimal staffing as needed. We are finding that we have to continue to send a Duty Officer to assist ambulance crews, though.
 - We have begun seeing an increase in confirmed structure fires in the County again and expect it to continue through the winter while COVID-19 precautions are being followed by people remaining home.

- **COVID-19**

- The following initiatives were implemented and continue:
 - We have closed the Fire & Rescue area to non-essential people, including village and department staff.
 - Daily cleaning within the Fire & Rescue area for high contact and high traffic areas.
 - Shift changes are performed with social distancing and are required to be completed in ten minutes or less.
 - The Engines, Squad, and Ladder are only staffed with four firefighters.
 - Increased the cleaning and disinfecting of the vehicles in the fleet and then leaving the vehicles open to allow air circulation.
 - Department training and meetings are being conducted online, unless not possible, and the training sessions are needed to maintain service delivery.
 - Social distancing is used among staff during the day.
 - N95 masks and safety glasses are utilized on every medical call. Surgical masks or face coverings are used during training, performing fire inspections, and interacting with the public.
 - Face coverings or masks are used in the building except when members are in a private bedroom for sleeping.
 - N95 masks, isolation gowns, and safety glasses are used on any patient contact tested positive, suspected of COVID-19, or a higher risk procedure is performed (nebulizer, high flow oxygen, CPAP, CPR, etc.).
 - Firefighters are released immediately upon determination that any additional staff isn't required. The firefighters are limited to the apparatus bay area. The sign-in process for firefighters is completed in the laundry area, where firefighters must wash hands after signing in for a call.
 - The career staff is conducting weekly equipment checks usually performed by the paid-on-call staff.
 - Our PPE supplies remain sufficient with fit-tested N-95 masks becoming limited, but we should maintain with re-use.
 - We have suspended birthday parades due to the rising cases in Dane County, the concerns of bringing staff together to complete the parades.

- **Staffing**

- Current Staffing Levels
 - Fulltime Fire Rescue Chief – 1
 - Administrative Captain – 1
 - Fulltime Fire Inspector/Public Education Specialist – 1
 - Fulltime EMTs – 6
 - Fulltime Confidential Administrative Assistant - 1
 - Paid-On-Call – 59 (13 EMTs (1 on medical leave), 25 Firefighters (1 Active Retired), 9 EMR/Firefighter, & 12 EMT/Firefighters
 - Total Staffing Level – 69
- Our recruit class has completed the final step of completing the Firefighter I testing.
- We welcomed two new members to the department; both have previous experience as interns and part-time with other Dane County Agencies. Both individuals are expected to help boost our part-time EMT staffing.

<u>Inspection/Prevention Activity</u>	<u>Completed</u>	<u>Year to Date Total</u>
Building Inspections	24	466
Fire Code Violations Identified	5	188
Re-inspections Completed	0	15
Corrections Noted	0	39
Building Plan Reviews	1	7
Development Reviews	1	21
Acceptance Test/site visits	2	21
Fire Drills	0	0
AHA-CPR Classes	0	8
AHA Attendance Total	0	85
Public Education	0	16
Public Education Attendance	0	519
Home Prevention Installations	0	3

Many fire prevention activities are suspended due to COVID-19

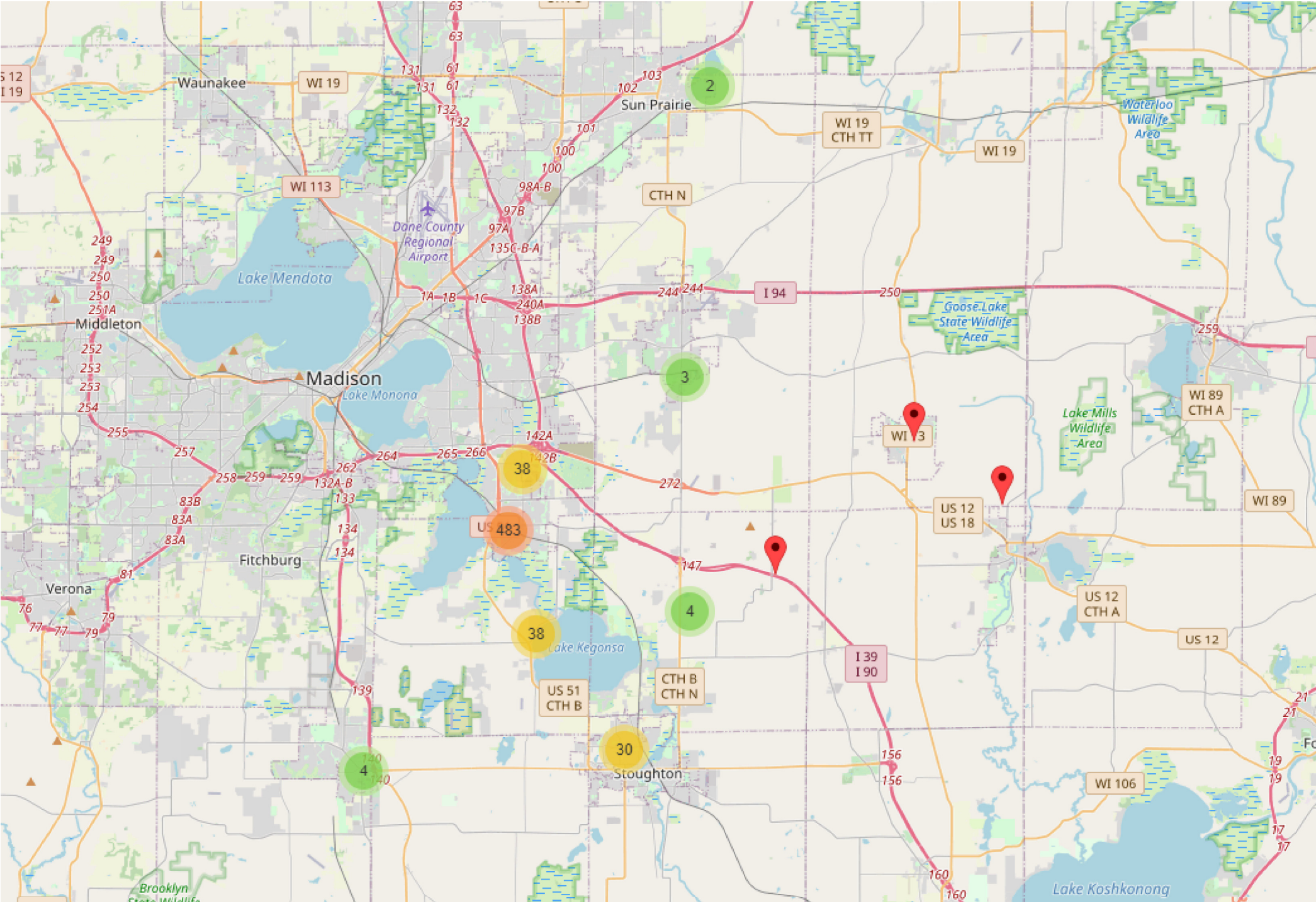
- **Apparatus & Equipment**

- 1997 Aerial (Ladder 8) had the passenger side rear crew door fail to latch. We had to secure the door shut and reducing staffing on the truck while parts were ordered. Once parts were received, it was noted the parts were incorrect due to the parts inventory is no longer maintained after 20 years. The Village Mechanic was able to modify the received parts to make them work.
- 2016 SUV (Car 3) had a battery fail and required replacement by the Village Mechanic.
- 2015 Tanker (Tender 6) is experiencing issues with the rear dump valve on the truck. We have our vendor scheduled to inspect the valve in the first week of December.
- 2015 Ambulance experienced an issue with the front left tire valve stem. The Village's tire vendor repaired it.
- We completed the engineering review of the utility during a five-hour virtual and in-person meeting.
- The replacement aerial committee has developed a specification. We are scheduled to post the RFP with the specification included on 12/3/20. The proposals will be due at the end of December. We are attempting to have a manufacturer selected and an order placed by the end of January to avoid annual price increases of 3% minimum.

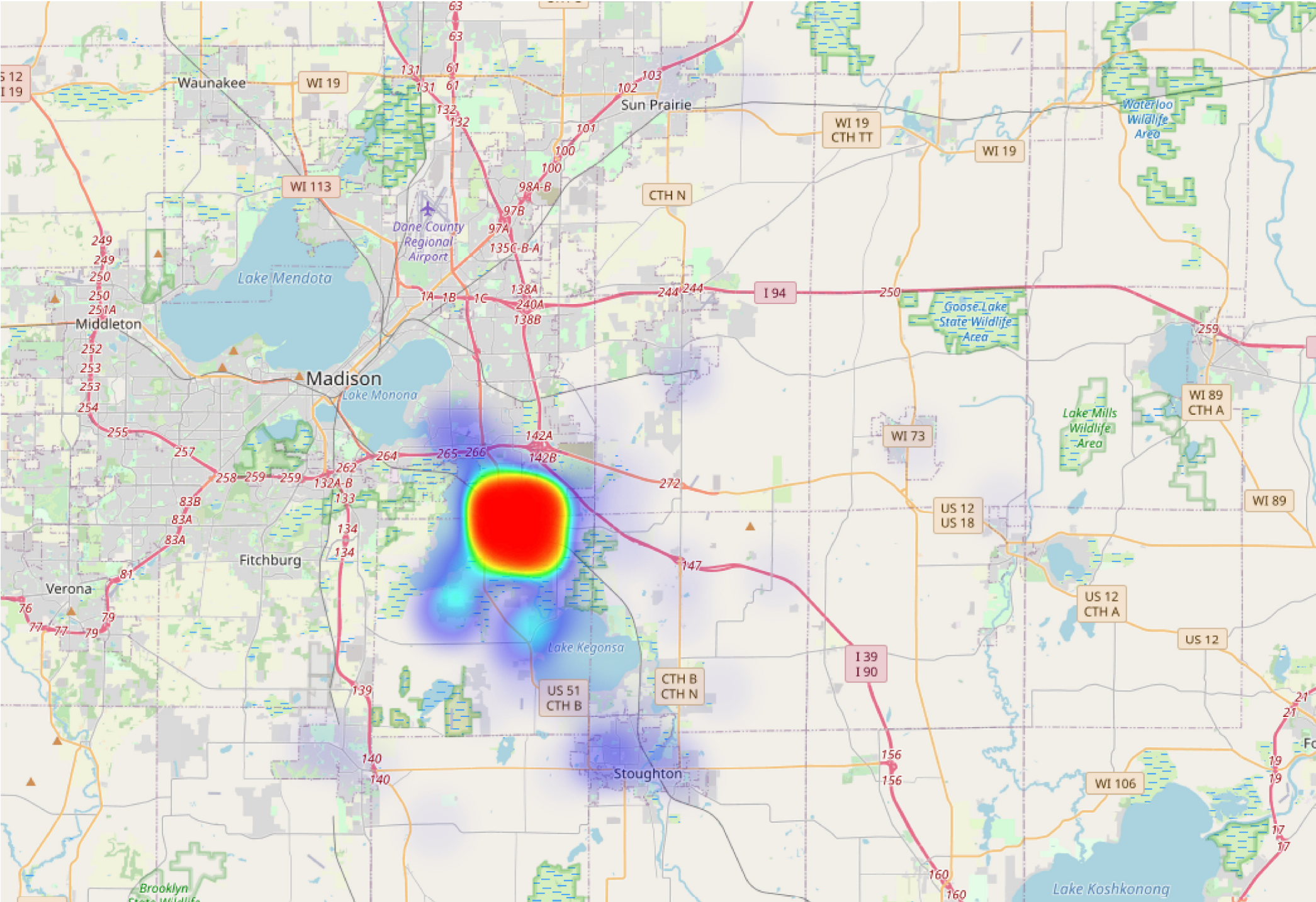
- **Budget**

- Overall, the budget is tracking to be within projections.
- The replacement radio project is all but completed. We are awaiting two radios to be received.
- We have completed our annual turnout gear purchase and working on completing our ballistic protection purchase. Most of the ballistic gear has been received and waiting on helmets only.
- We have received the wildland gear from the awarded DNR grant.
- We are scheduled to take delivery of the foam trailer/tender on December 4th.
- We are completing the Village Board purchasing directed during budget approval to utilize 2020 funds for some 2021 planned projects.

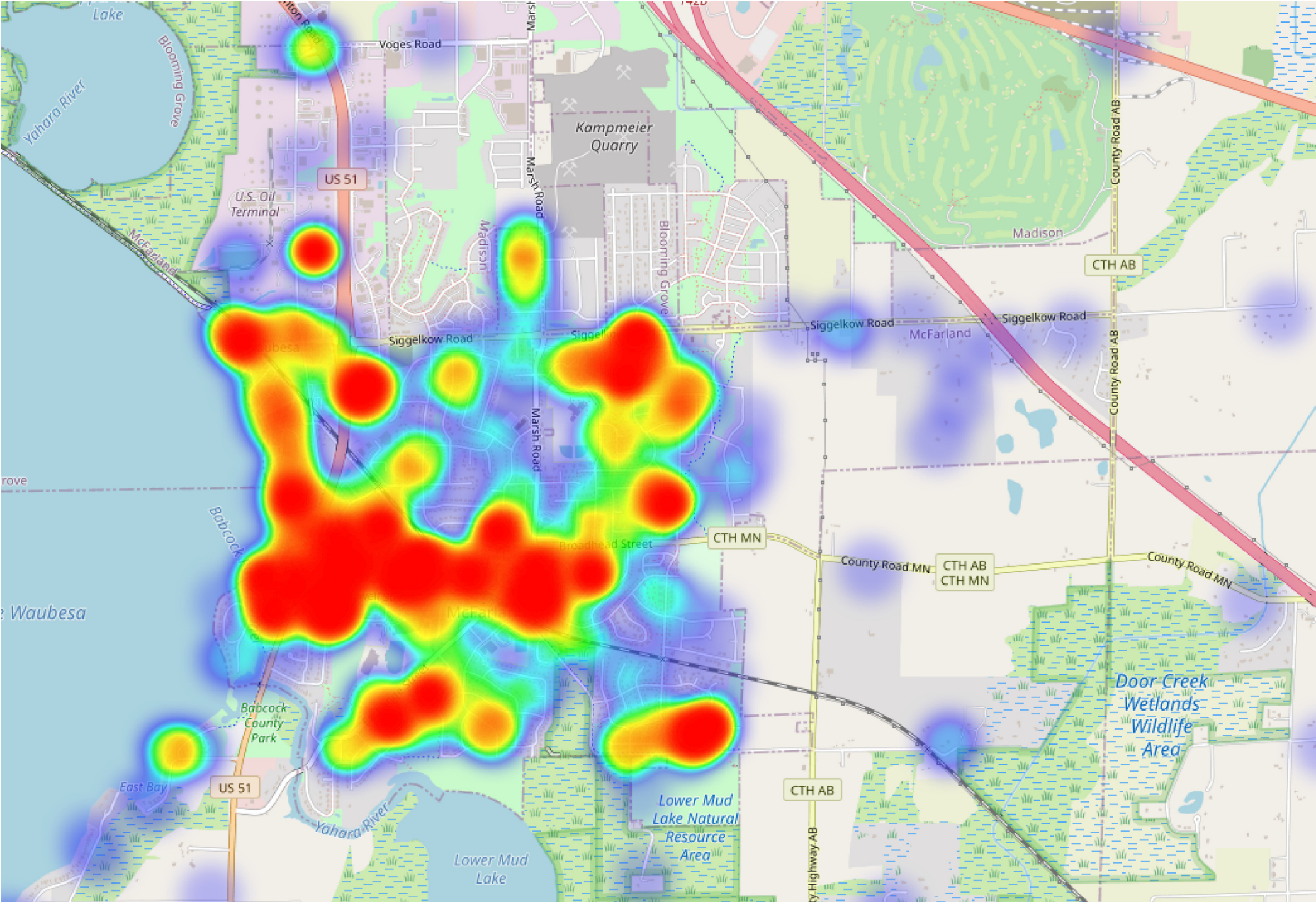
Medical Incidents YTD 2020



Medical Incidents YTD 2020



Medical Incidents YTD 2020



Ambulance Runs By Dispatch Reason

Incident Complaint Reported By Dispatch	01/01/20 - 11/30/20		01/01/19 - 11/30/19		01/01/18 - 11/30/18	
Abdominal Pain/Problems	17	2.12%	16	2.05%	14	1.77%
Allergic Reaction/Stings	4	0.50%	4	0.51%	7	0.88%
Animal Bite	1	0.12%	0	0.00%	0	0.00%
Assault	12	1.50%	8	1.02%	6	0.76%
Automated Crash Notification	0	0.00%	1	0.13%	0	0.00%
Back Pain (Non-Traumatic)	6	0.75%	13	1.66%	13	1.64%
Breathing Problem	65	8.10%	52	6.66%	51	6.44%
Burns/Explosion	1	0.12%	1	0.13%	1	0.13%
Carbon Monoxide/Hazmat/Inhalation/CBRN	7	0.87%	8	1.02%	15	1.89%
Cardiac Arrest/Death	14	1.75%	10	1.28%	9	1.14%
Chest Pain (Non-Traumatic)	35	4.36%	47	6.02%	19	2.40%
Choking	4	0.50%	10	1.28%	5	0.63%
Convulsions/Seizure	16	2.00%	16	2.05%	18	2.27%
Diabetic Problem	14	1.75%	15	1.92%	13	1.64%
Drowning/Diving/SCUBA Accident	1	0.12%	3	0.38%	0	0.00%
Electrocution/Lightning	1	0.12%	0	0.00%	0	0.00%
Eye Problem/Injury	2	0.25%	0	0.00%	1	0.13%
Falls	142	17.71%	152	19.46%	140	17.68%
Fire	58	7.23%	32	4.10%	58	7.32%
Headache	8	1.00%	3	0.38%	3	0.38%
Heart Problems/AICD	13	1.62%	18	2.30%	17	2.15%
Heat/Cold Exposure	0	0.00%	1	0.13%	0	0.00%
Hemorrhage/Laceration	24	2.99%	22	2.82%	22	2.78%
Industrial Accident/Inaccessible Incident/Other Entrapments (Non-Vehicle)	0	0.00%	0	0.00%	1	0.13%
Medical Alarm	0	0.00%	0	0.00%	2	0.25%
No Other Appropriate Choice	4	0.50%	5	0.64%	13	1.64%
Overdose/Poisoning/Ingestion	13	1.62%	16	2.05%	12	1.52%
Pregnancy/Childbirth/Miscarriage	2	0.25%	0	0.00%	1	0.13%
Psychiatric Problem/Abnormal Behavior/Suicide Attempt	10	1.25%	14	1.79%	5	0.63%
Sick Person	126	15.71%	103	13.19%	108	13.64%
Stab/Gunshot Wound/Penetrating Trauma	1	0.12%	0	0.00%	2	0.25%
Standby	8	1.00%	4	0.51%	10	1.26%
Stroke/CVA	18	2.24%	19	2.43%	16	2.02%
Traffic/Transportation Incident	57	7.11%	62	7.94%	115	14.52%
Transfer/Interfacility/Palliative Care	1	0.12%	4	0.51%	3	0.38%
Traumatic Injury	17	2.12%	22	2.82%	8	1.01%
Unconscious/Fainting/Near-Fainting	97	12.09%	92	11.78%	81	10.23%
Unknown Problem/Person Down	2	0.00%	8	1.07%	3	0.35%
Well Person Check	1	0.12%	0	0.00%	0	0.00%
Total	802		781		792	

Ambulance Runs By Dispatch Reason

Incident Complaint Reported By Dispatch	11/1/20 - 11/30/20		11/01/19 - 11/30/19		11/01/18 - 11/30/18	
Abdominal Pain/Problems	1	1.33%	4	5.33%	2	3.92%
Allergic Reaction/Stings	0	0.00%	0	0.00%	0	0.00%
Animal Bite	0	0.00%	0	0.00%	0	0.00%
Assault	0	0.00%	3	4.00%	1	1.96%
Automated Crash Notification	0	0.00%	0	0.00%	0	0.00%
Back Pain (Non-Traumatic)	0	0.00%	1	1.33%	2	3.92%
Breathing Problem	9	12.00%	5	6.67%	6	11.76%
Burns/Explosion	0	0.00%	0	0.00%	0	0.00%
Carbon Monoxide/Hazmat/Inhalation/CBRN	0	0.00%	0	0.00%	1	1.96%
Cardiac Arrest/Death	1	1.33%	1	1.33%	0	0.00%
Chest Pain (Non-Traumatic)	2	2.67%	1	1.33%	1	1.96%
Choking	0	0.00%	2	2.67%	0	0.00%
Convulsions/Seizure	3	4.00%	1	1.33%	1	1.96%
Diabetic Problem	1	1.33%	3	4.00%	2	3.92%
Drowning/Diving/SCUBA Accident	0	0.00%	0	0.00%	0	0.00%
Electrocution/Lightning	0	0.00%	0	0.00%	0	0.00%
Eye Problem/Injury	0	0.00%	0	0.00%	0	0.00%
Falls	11	14.67%	15	20.00%	15	29.41%
Fire	7	9.33%	2	2.67%	5	9.80%
Headache	1	1.33%	0	0.00%	0	0.00%
Heart Problems/AICD	0	0.00%	1	1.33%	0	0.00%
Heat/Cold Exposure	0	0.00%	0	0.00%	0	0.00%
Hemorrhage/Laceration	0	0.00%	2	2.67%	1	1.96%
Industrial Accident/Inaccessible Incident/Other Entrapments (Non-Vehicle)	0	0.00%	0	0.00%	0	0.00%
Medical Alarm	0	0.00%	0	0.00%	0	0.00%
No Other Appropriate Choice	1	1.33%	1	1.33%	1	1.96%
Overdose/Poisoning/Ingestion	0	0.00%	1	1.33%	0	0.00%
Pregnancy/Childbirth/Miscarriage	0	0.00%	0	0.00%	0	0.00%
Psychiatric Problem/Abnormal Behavior/Suicide Attempt	1	1.33%	1	1.33%	0	0.00%
Sick Person	18	24.00%	12	16.00%	9	17.65%
Stab/Gunshot Wound/Penetrating Trauma	0	0.00%	0	0.00%	1	1.96%
Standby	3	4.00%	1	1.33%	0	0.00%
Stroke/CVA	1	1.33%	1	1.33%	2	3.92%
Traffic/Transportation Incident	3	4.00%	5	6.67%	0	0.00%
Transfer/Interfacility/Palliative Care	1	1.33%	1	1.33%	0	0.00%
Traumatic Injury	2	2.67%	1	1.33%	0	0.00%
Unconscious/Fainting/Near-Fainting	9	12.00%	9	12.00%	1	1.96%
Unknown Problem/Person Down	0	0.00%	1	1.33%	0	0.00%
Total	75		75		51	

McFarland Fire & Rescue Dept.

Fire Incident Type Period Comparisons

Alarm Date Between {11/01/2020} and {11/30/2020}

Incident Type	11/01/2020 to 11/30/2020	11/01/2019 to 11/30/2019	11/01/2018 to 11/30/2018	11/01/2017 to 11/30/2017
111 Building fire	2	0	0	0
112 Fires in structure other than in a building	0	0	1	0
113 Cooking fire, confined to container	0	1	0	0
131 Passenger vehicle fire	0	2	0	0
141 Forest, woods or wildland fire	1	0	0	0
311 Medical assist, assist EMS crew	9	10	5	10
322 Motor vehicle accident with injuries	0	0	0	5
323 Motor vehicle/pedestrian accident (MV Ped)	1	0	1	0
342 Search for person in water	1	0	0	0
353 Removal of victim(s) from stalled elevator	0	0	1	0
381 Rescue or EMS standby	1	0	0	0
400 Hazardous condition, Other	0	0	1	0
412 Gas leak (natural gas or LPG)	0	1	1	0
421 Chemical hazard (no spill or leak)	0	0	1	0
424 Carbon monoxide incident	1	1	0	0
442 Overheated motor	0	1	0	0
444 Power line down	1	0	0	0
463 Vehicle accident, general cleanup	2	0	0	1
511 Lock-out	0	0	1	0
520 Water problem, Other	0	0	0	1
531 Smoke or odor removal	1	0	0	0
551 Assist police or other governmental agency	1	0	1	0
552 Police matter	0	1	0	0
561 Unauthorized burning	1	1	0	0
611 Dispatched & cancelled en route	0	5	5	5
6111Cancelled en route - Auto Aid Fire	1	0	0	0
6113Dispatched & cancelled en route - Mutual Aid	1	0	0	0
622 No Incident found on arrival at dispatch address	1	0	0	0
631 Authorized controlled burning	1	0	0	0
651 Smoke scare, odor of smoke	1	0	0	0
652 Steam, vapor, fog or dust thought to be smoke	0	0	0	1
671 HazMat release investigation w/no HazMat	0	1	1	0
733 Smoke detector activation due to malfunction	0	1	0	0
735 Alarm system sounded due to malfunction	0	0	1	0
736 CO detector activation due to malfunction	0	0	0	1
743 Smoke detector activation, no fire -	0	0	1	1
745 Alarm system activation, no fire - unintentional	2	1	3	0
Totals	<u>29</u>	<u>26</u>	<u>24</u>	<u>25</u>

McFarland Fire & Rescue Dept.

Fire Incident Type Period Comparisons

Alarm Date Between {01/01/2020} and {11/30/2020}

Incident Type	01/01/2020 to 11/30/2020	01/01/2019 to 11/30/2019	01/01/2018 to 11/30/2018	01/01/2017 to 11/30/2017
111 Building fire	21	16	13	8
112 Fires in structure other than in a building	0	0	2	1
113 Cooking fire, confined to container	2	4	2	6
115 Incinerator overload or malfunction, fire	0	1	0	0
118 Trash or rubbish fire, contained	1	0	0	1
131 Passenger vehicle fire	2	2	2	2
132 Road freight or transport vehicle fire	1	2	0	0
134 Water vehicle fire	0	0	0	1
138 Off-road vehicle or heavy equipment fire	0	0	1	1
140 Natural vegetation fire, Other	0	0	1	1
141 Forest, woods or wildland fire	1	0	1	1
142 Brush or brush-and-grass mixture fire	5	1	1	2
150 Outside rubbish fire, Other	0	0	1	0
151 Outside rubbish, trash or waste fire	0	2	0	0
154 Dumpster or other outside trash receptacle fire	0	1	0	3
160 Special outside fire, Other	0	0	1	0
161 Outside storage fire	0	0	0	1
162 Outside equipment fire	0	1	0	0
171 Cultivated grain or crop fire	0	0	1	0
223 Air or gas rupture of pressure or process vessel	0	1	0	0
251 Excessive heat, scorch burns with no ignition	0	0	0	1
300 Rescue, EMS incident, other	0	1	0	0
311 Medical assist, assist EMS crew	96	129	95	116
322 Motor vehicle accident with injuries	13	22	23	19
323 Motor vehicle/pedestrian accident (MV Ped)	3	0	3	0
324 Motor Vehicle Accident with no injuries	6	5	10	3
331 Lock-in (if lock out , use 511)	1	1	0	3
341 Search for person on land	0	2	0	2
342 Search for person in water	1	1	0	0
350 Extrication, rescue, Other	0	0	0	2
351 Extrication of victim(s) from building/structure	0	1	0	0
352 Extrication of victim(s) from vehicle	1	1	0	2
353 Removal of victim(s) from stalled elevator	0	0	3	1
357 Extrication of victim(s) from machinery	0	0	1	0
361 Swimming/recreational water areas rescue	1	1	0	0
363 Swift water rescue	0	1	1	0
365 Watercraft rescue	1	1	1	1
381 Rescue or EMS standby	1	0	0	1
400 Hazardous condition, Other	0	0	1	0
411 Gasoline or other flammable liquid spill	3	2	4	3
412 Gas leak (natural gas or LPG)	4	9	6	4
413 Oil or other combustible liquid spill	0	2	0	2
420 Toxic condition, Other	0	0	1	0
421 Chemical hazard (no spill or leak)	2	0	1	0
422 Chemical spill or leak	0	0	1	0
424 Carbon monoxide incident	3	5	4	3

McFarland Fire & Rescue Dept.

Fire Incident Type Period Comparisons

Alarm Date Between {01/01/2020} and {11/30/2020}

Incident Type	01/01/2020 to 11/30/2020	01/01/2019 to 11/30/2019	01/01/2018 to 11/30/2018	01/01/2017 to 11/30/2017
440 Electrical wiring/equipment problem, Other	0	0	1	7
441 Heat from short circuit (wiring), defective/worn	0	0	1	0
442 Overheated motor	1	1	1	0
443 Breakdown of light ballast	0	1	0	0
444 Power line down	3	2	3	4
445 Arcing, shorted electrical equipment	5	6	2	6
451 Biological hazard, confirmed or suspected	0	0	0	1
461 Building or structure weakened or collapsed	0	1	0	0
463 Vehicle accident, general cleanup	4	3	5	11
500 Service Call, other	0	0	1	0
510 Person in distress, Other	0	0	1	1
511 Lock-out	0	1	1	0
520 Water problem, Other	0	0	0	4
521 Water evacuation	0	1	0	0
522 Water or steam leak	1	2	1	2
531 Smoke or odor removal	3	0	2	1
542 Animal rescue	1	0	0	1
550 Public service assistance, Other	0	1	0	1
551 Assist police or other governmental agency	1	3	1	2
552 Police matter	0	1	0	0
553 Public service	5	5	1	0
555 Defective elevator, no occupants	1	0	0	0
561 Unauthorized burning	6	1	3	1
571 Cover assignment, standby, moveup	3	11	4	1
600 Good intent call, Other	0	0	3	10
611 Dispatched & cancelled en route	26	46	54	58
6111Cancelled en route - Auto Aid Fire	14	0	0	0
6112Dispatched & cancelled en route - EMS Assist	4	0	0	0
6113Dispatched & cancelled en route - Mutual Aid	7	0	0	0
621 Wrong location	0	1	0	0
622 No Incident found on arrival at dispatch address	9	4	1	2
631 Authorized controlled burning	2	7	10	2
650 Steam, Other gas mistaken for smoke, Other	0	0	0	1
651 Smoke scare, odor of smoke	1	4	6	3
652 Steam, vapor, fog or dust thought to be smoke	1	0	0	2
653 Smoke from barbecue, tar kettle	0	0	0	2
661 EMS call, party transported by non-fire agency	0	0	0	1
671 HazMat release investigation w/no HazMat	1	3	6	1
700 False alarm or false call, Other	0	0	2	1
710 Malicious, mischievous false call, Other	0	0	1	0
711 Municipal alarm system, malicious false alarm	0	1	0	0
713 Telephone, malicious false alarm	0	1	0	0
714 Central station, malicious false alarm	0	1	3	0
715 Local alarm system, malicious false alarm	0	1	0	0
731 Sprinkler activation due to malfunction	0	4	3	0
733 Smoke detector activation due to malfunction	1	15	3	0

McFarland Fire & Rescue Dept.

Fire Incident Type Period Comparisons

Alarm Date Between {01/01/2020} and {11/30/2020}

Incident Type	01/01/2020	01/01/2019	01/01/2018	01/01/2017
	to 11/30/2020	to 11/30/2019	to 11/30/2018	to 11/30/2017
735 Alarm system sounded due to malfunction	6	8	7	8
736 CO detector activation due to malfunction	3	8	3	8
740 Unintentional transmission of alarm, Other	0	0	3	2
741 Sprinkler activation, no fire - unintentional	1	1	0	1
743 Smoke detector activation, no fire -	7	3	4	6
744 Detector activation, no fire - unintentional	1	3	1	0
745 Alarm system activation, no fire - unintentional	15	8	14	15
746 Carbon monoxide detector activation, no CO	3	9	6	4
812 Flood assessment	0	0	1	0
814 Lightning strike (no fire)	0	0	1	0
815 Severe weather or natural disaster standby	0	0	2	2
900 Special type of incident, Other	0	0	1	0
911 Citizen complaint	1	0	0	0
Totals	<u>306</u>	<u>383</u>	<u>344</u>	<u>363</u>

E. D. Locke Public Library Highlights – November 2020

Public Communication

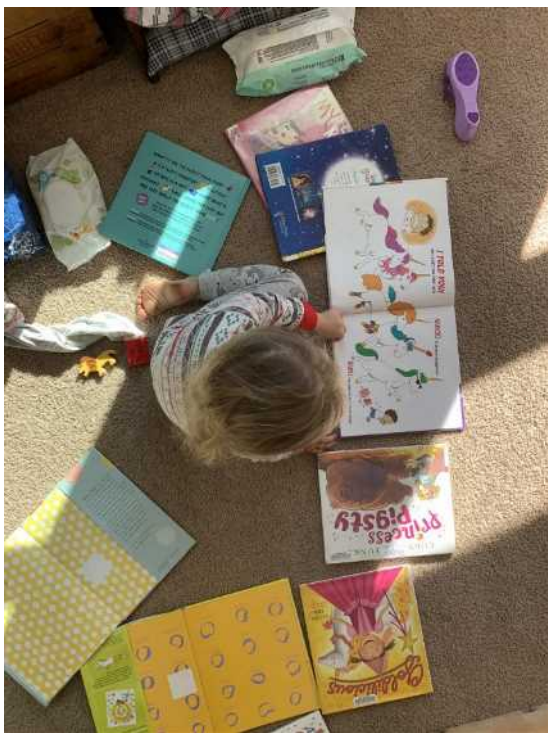


Figure 2 One of our patrons diving into her book bundle.



Figure 1 Maija the winner of the youth fall reading challenge. According to her mom, Maija has been working really hard on her reading so this was a special prize for her.



Figure 3 One of our patrons completes the turkey kit craft.

The library received a donation of \$1,000 from a patron after he received assistance from Kelly Heasty. The note with the donation said:

“Kelly , Thanks for all you do. You are such a great asset to the McFarland Library.”

Ann Engler helped one patron with renewing her library card, the patron stated:

“Thank you, thank you! I don’t know what I’d do without my hold list & pickups.”

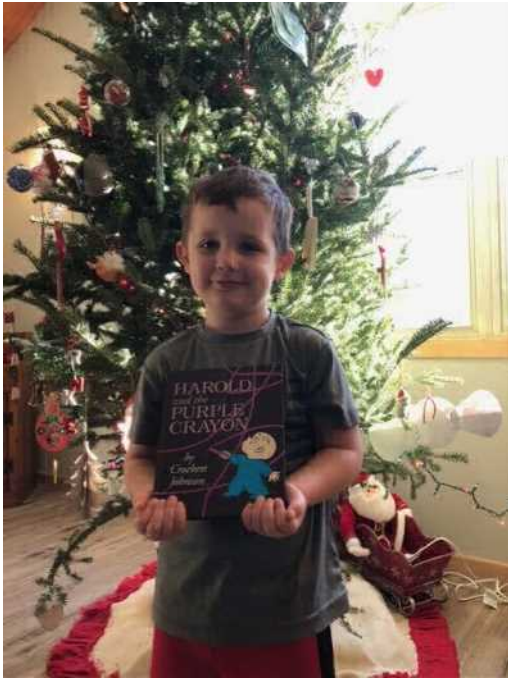


Figure 4 - One of our patrons completed the 1000 books before Kindergarten Challenge.



Figure 5 June Wiemer with her take and make craft Llama.



"My daughter Emma (pictured left) is 6 and enjoyed doing both of these crafts.

Thank for providing these fun activities and ideas for kids!"

New Resources – available through our website mcfarlandlibrary.org:



Figure 6- Abby Seymour created an interactive page for teens that supplements the resources on the library's website.



Figure 7- We've add the Highlights kids' books for early readers. This is a series of early reader online books.

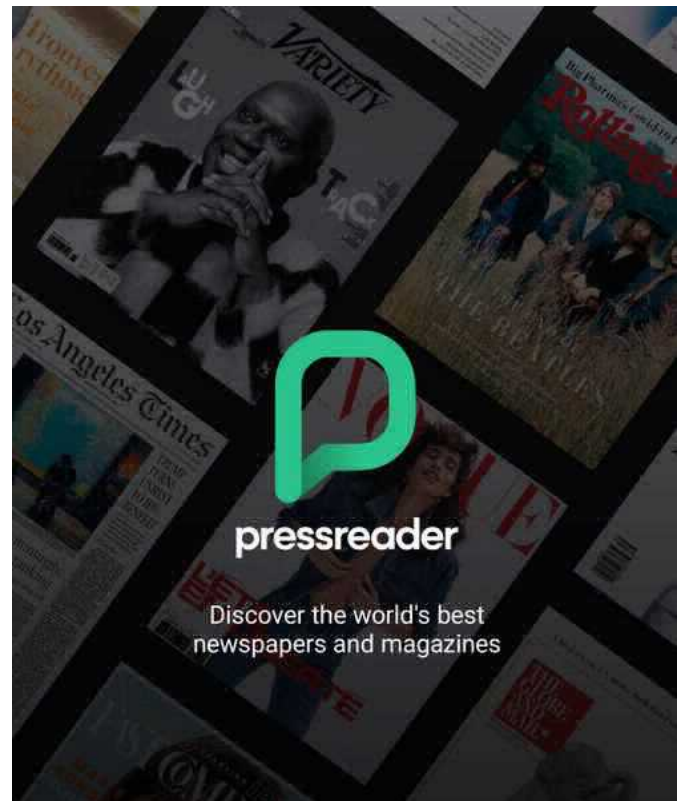


Figure 8 - We've added PressReader to our offerings. It contains over 7,000 newspapers and magazines from around the world.



Figure 9 New mobile shelving unit for the Young Adult area

- **COVID related updates –**
 - New Shelving – We recently had five new mobile shelving units delivered. These units will allow us to be more flexible in how we use the space Children’s and YA areas.
 - Print Management Software – Partially paid for with a CARES grant through our library system, we will be able to offer printing from wireless devices or home PCs at the library. If someone needs to print something, they will be able to send it to the library and pick it up and pay for it through curbside delivery or pick it up in person when the building is reopened. The service will also work with the hardwired internet PCs that the library already has. This software will help patrons and staff social distance as well as minimize the amount of cash that they need to handle.
 - New bottle filler added to the water fountains – Public Works has installed a bottle filler to our water fountains.

Virtual Programs

- Storytimes continued through the month of November on Monday, Tuesday, Wednesday, and Saturday. Zumba for Kids and Zumba Kids Jr continued on Wednesdays and Fridays. Heather Kent Youth Services Librarian also offers two book clubs for kids.
- The Teen programs this month were Dungeon’s and Dragons’ club and Scribe Tribe (for aspiring writers) which meets monthly. There is also the Teen Hangout for Teens to be able to socialize together online and Craft Club. Both of these meet weekly
- Adult Programs include the Introvert book club which meets using Zoom, Cooking Club, and speakers



Figure 10 - Ann Engler held a virtual cooking club and showed how to make Chickpea stew.

On December 31, we will be airing a New Year's Eve special that we worked on in partnership with the Communication and Technology Department. The show features, food ideas, crafts, and the staff wishing everyone Happy New Year!



Figure 11 - Ann Engler gets ready to shoot a segment of the library's New Year's Eve special with the Communication the Technology Dept.



On December 14th we will be hosting a virtual visit from Santa. Kids are asked to drop off their letters to Santa at the library through the book drop. Santa will be reading the letters and visiting kids via Zoom.

November Library Stats

- Checkouts: 7,629
- Curbside appointments: 1490
- Unique users on wifi: 1,408
- Virtual program participation: 5,114
- Ebook & E-Audiobook checkouts: 2,597

VILLAGE OF MCFARLAND

Village Board Minutes

Monday, November 23, 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

Clerk/Treasurer Suettinger provided an update of the 2020 President of the United States recount. She reported the Village had zero objections and zero draw downs.

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.

Motion by Village President Brad Czebotar, second by Village Trustee Carolyn Clow, to approve the consent agenda as presented. Motion carries 7 - 0 - 0 by acclamation.

5. PUBLIC APPEARANCES.

a. This is an opportunity for members of the public to address the Village Board. Please remember this is a virtual meeting conducted through the Zoom online meeting platform. Zoom meeting attendees wishing to address the board may do so using the Question and Answer feature within the Zoom online meeting platform. You may state your name, address, and provide your comments to the board for their consideration. Members of the public who are present in person and wish to address the board should fill out a public comment form and turn into the meeting chairperson. Members of the public may speak during public appearances or during their selected agenda item as they designate on the public comment form. Please adhere

to the 3-minute time limit. Additionally, you may send your public comments to cassandra.suettinger@mcfarland.wi.us to be included as part of the meeting.

None.

6. 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.

President Czebotar opened the public hearing at 7:04 p.m.

Village Administrator Schuenke provided an overview of the process and proposed 2021 budget including the 2020 payable 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.

With no objection, President Czebotar retracted his budget request to 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.

Trustee Clow reported the City of Fitchburg had approved the necessary funding for the Swan Creek monitoring and no additional contribution would be needed from the Village.

With no objection, Trustee Clow withdrew her request to increase funding for support services within the 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.

Motion by Village Trustee Carolyn Clow, second by Village Trustee Stephanie Brassington, to approve 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. Motion carries 6 - 1 - 0 by acclamation with Trustee Clair Utter voting nay.

- c. Discussion and action regarding confirmation of Village President appointments to the Diversity, Equity, and Inclusion Subcommittee.

Motion by Village Trustee Michael Flaherty, second by Village Trustee Eric Kryzenske, to approve confirmation of Village President appointments to the Diversity, Equity, and Inclusion Subcommittee. Motion carries 7 - 0 - 0 by acclamation.

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.

Motion by Village President Brad Czebotar, second by Village Trustee Justin Rupert, to approve 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. Motion carries 6 - 1 - 0 by acclamation with Trustee Utter voting nay.

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.

Motion by Village Trustee Eric Kryzenske, second by Village Trustee Carolyn Clow, to approve the conventional water rate case for test year 2021 for submission to the Public Service Commission. Motion carries 7 - 0 - 0 by acclamation.

- 2) Discussion and action regarding a sewer repair on Highland Drive.

Trustee Eric Kryzenske provided an overview of the proposal for sewer repair on Highland Drive. Following recent televising, the sanitary sewer main located on Highland Drive was found to be in poor to failing condition and brought forward the necessity for the repair.

Village Engineer Brian Berquist provided additional explanation on the state of the sewer and provided more background on the proposal to line the pipe.

Motion by Village Trustee Eric Kryzenske, second by Village Trustee Michael Flaherty, to direct staff to complete the necessary work on the sewer repair on highland drive in an amount not to exceed \$30,000. Motion carries 7 - 0 - 0 by acclamation.

f. Public Works Committee (Trustees Clow & Rupert)

- 1) Discussion and action regarding the final design and authorize the County Highway MN project for bidding.

Village Engineer Brian Berquist provided an overview of the proposal and final design for the Phase IV County Highway MN Project. This would be a 50/50 cost share with Dane County and will also involve a jurisdictional transfer from the County to the Village upon completion.

Motion by Village Trustee Carolyn Clow, second by Village Trustee Justin Rupert, to approve the final design and authorize the County Highway MN project for bidding. Motion carries 6 - 0 - 1 by acclamation with Trustee Clair Utter abstaining.

- 2) Discussion and action regarding a Street Light Policy to the Village Board.

Street/Utilities Superintendent Lee Igl provided background and an overview of the draft Street Light Policy.

Motion by Village Trustee Clair Utter, second by Village President Brad Czebotar, to refer the policy back to the Public Works Committee for additional revision and discussion. Motion carries 5 - 2 - 0 by acclamation with Trustee Justin Rupert and Trustee Michael Flaherty voting nay.

- 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.

Motion by Village Trustee Carolyn Clow, second by Village Trustee Stephanie Brassington, to approve the first amendment to the Commercial Lease for 5114 Farwell Street between the Village of McFarland and McFarland Youth Center. Motion carries 7 - 0 - 0 by acclamation.

- 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.

Motion by Village Trustee Carolyn Clow, second by Village Trustee Michael Flaherty, to approve a service agreement with Dane County for funding to provide case management and nutritional through the Senior Outreach Department as a Focal Point. Motion carries 7 - 0 - 0 by acclamation.

- 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.

Motion by Village President Brad Czebotar, second by Village Trustee Stephanie Brassington, to approve Resolution 2020-26: a resolution accepting the purchase agreement to acquire a remnant portion of vacant land located at 5761-5771 Holscher Road. Motion carries 7 - 0 - 0 by acclamation.

- j. Discussion and action regarding December meeting schedule.

Motion by Village Trustee Clair Utter, second by Village Trustee Michael Flaherty, to cancel the second Village Board meeting in December. Motion carries 7 - 0 - 0 by acclamation.

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

Trustee Carolyn Clow reported her appreciation of the Board creating the Diversity, Equity and Inclusion Committee and her looking forward to the Committee getting to work.

8. ADJOURNMENT.

Motion by Village Trustee Stephanie Brassington, second by Village Trustee Justin Rupert, to adjourn at 8:18 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

VILLAGE OF MCFARLAND
Joint Village Board and Library Board Minutes

Thursday, December 10, 2020 - 5:00 PM

1. CALL TO ORDER.

Village President Czebotar called the joint meeting of the McFarland Village Board and Library Board to order at 5:00 pm in the Community Room of the McFarland Municipal Center.

2. ATTENDANCE/ROLL CALL.

Village Board members present: Village President Brad Czebotar; Village Trustee Stephanie Brassington, Carolyn Clow, Michael Flaherty, Eric Kryzenske, and Justin Rupert.

Village Board members not present: Village Trustee Clair Utter.

Staff Present: Administrator Matt Schuenke.

Library Board Members present: President Peter Sobol, Vice-President Evan Richards, Secretary/Treasurer Ken Machtan, Citizen Member Staci Fritz, Trustee Member Michael Flaherty, and School Liaison Karin Mandli.

Library Board Members not present: Friends of the McFarland Library Liaison Michael Shumway.

Staff Present: Library Director Heidi Cox.

3. PUBLIC APPEARANCES.

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

None.

4. BUSINESS.

- a. *Presentation regarding Library Utilization.*

Director Cox provided a presentation going over the Library's utilization over the previous year, discussing adjustments made from the pandemic, highlighting various programs, and reviewing major initiatives going forward.

- b. *Discussion regarding current Library Goals and Objectives.*

Director Cox presented several major initiatives as their goals and objectives in the future years. Both the Village Board and Library Board discussed these items as it

affects general operations, future capital needs, and other issues as applicable from within the presentation.

c. Discussion regarding synergies and opportunities between the Library and Village Board regarding space needs planning for future facility development.

The Village Board and Library Board discussed several synergies between the two groups and reinforced their commitment to work together on these issues as they come forward. Especially considering areas of shared concern, planning for improvements in the future, understanding needs for different areas of services, and avoiding duplication in their developments. They discussed areas that could be created within a Community Center could aid efforts conducted at the Library and vice versa. Trustee Flaherty is a member of both boards and would work to keep the Village Board updated on the Library Board's progress of their space needs planning and request to schedule joint meetings in the future as needed.

5. ADJOURNMENT.

Motion by Trustee Flaherty, second by Trustee Rupert, to adjourn the Village Board meeting at 5:39 pm.

Motion by Machtan, second by Richards, to adjourn the Library Board meeting at 5:39 pm.

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,
Matthew G. Schuenke
Village Administrator

Heidi Cox
Library Director

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Amount
11/21/2020	PC	11/27/2020	78230	RING, TREVOR	33	147.74
11/21/2020	CDPT	11/27/2020	78231	WI AFSCME COUNCIL 32	7	58.82
11/21/2020	CDPT	11/27/2020	78232	WI SCTF	5	207.69
11/21/2020	CDPT	11/27/2020	78233	WPPA TREASURER	6	504.00
12/05/2020	PC	12/11/2020	78245	BRANDT, STEVEN R.	380	2,081.07
12/05/2020	CDPT	12/11/2020	78246	WI AFSCME COUNCIL 32	7	49.06
12/05/2020	CDPT	12/11/2020	78246	WI AFSCME COUNCIL 32	7	78.00
12/05/2020	CDPT	12/11/2020	78247	WI SCTF	5	207.69

PAYROLL RELATED

\$3,334.07

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
12/20	12/02/2020	76414	1978	COX, HEIDI	MEETING MILEAGE	HC020520	1	205-55110-330-000	28.64- V
12/20	12/02/2020	76414	1978	COX, HEIDI	CARD TABLES/WALL SCRAPERS	HC020520	2	205-55110-242-000	141.32- V
Total 76414:									169.96-
12/20	12/07/2020	76514	17311	BIG RIVER ORGANICS	ADULT PROGRAM	302	1	205-55110-391-000	50.00- V
Total 76514:									50.00-
12/20	12/02/2020	76576	17001	STATZ-PAYNER, JAMIE	ADULT PROGRAMS	301	1	205-55110-391-000	75.00- V
Total 76576:									75.00-
12/20	12/02/2020	78028	17424	CORK & BOTTLE STRING BAND	NYE PERFORMANCE	102720	1	205-55110-391-000	300.00- V
Total 78028:									300.00-
11/20	11/30/2020	78199	17453	SEARS, RITA	ELECTION INSPECTOR	110320	1	100-51440-120-000	16.00- V
11/20	11/30/2020	78199	17453	SEARS, RITA	PARK CANCELLATION REFUND	111220	1	100-1624	100.00- V
Total 78199:									116.00-
12/20	12/01/2020	78234	1989	CORPORATE BUSINESS SYSTE	COPIER	28172753	1	205-55110-240-000	142.30
Total 78234:									142.30
12/20	12/04/2020	78235	16680	CARDMEMBER SERVICE	SCHUENKE	MSB111920	1	100-1624	1,443.99
12/20	12/04/2020	78235	16680	CARDMEMBER SERVICE	DENNIS	MSB111920	2	100-1624	2,308.52
12/20	12/04/2020	78235	16680	CARDMEMBER SERVICE	T REITER	MSB111920	3	100-1624	201.30
12/20	12/04/2020	78235	16680	CARDMEMBER SERVICE	COX	MSB111920	4	100-1624	1,011.30
12/20	12/04/2020	78235	16680	CARDMEMBER SERVICE	KENT	MSB111920	5	100-1624	607.50
12/20	12/04/2020	78235	16680	CARDMEMBER SERVICE	REDMAN	MSB111920	6	100-1624	1,146.00
12/20	12/04/2020	78235	16680	CARDMEMBER SERVICE	JACOBSEN	MSB111920	7	100-1624	25.85
12/20	12/04/2020	78235	16680	CARDMEMBER SERVICE	HESSLING	MSB111920	8	100-1624	764.33-
12/20	12/04/2020	78235	16680	CARDMEMBER SERVICE	ANDERSEN	MSB111920	9	100-1624	1,709.63
12/20	12/04/2020	78235	16680	CARDMEMBER SERVICE	JOB	MSB111920	10	100-1624	90.00

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
12/20	12/04/2020	78235	16680	CARDMEMBER SERVICE	MOTL	MSB111920	11	100-1624	75.00
12/20	12/04/2020	78235	16680	CARDMEMBER SERVICE	REIMER	MSB111920	12	100-1624	798.29
12/20	12/04/2020	78235	16680	CARDMEMBER SERVICE	SUETTINGER	MSB111920	13	100-1624	718.24
12/20	12/04/2020	78235	16680	CARDMEMBER SERVICE	MAURER	MSB111920	14	100-1624	75.00
12/20	12/04/2020	78235	16680	CARDMEMBER SERVICE	SEYMOUR	MSB111920	15	100-1624	111.31
12/20	12/04/2020	78235	16680	CARDMEMBER SERVICE	IRWIN	MSB111920	16	100-1624	603.70
12/20	12/04/2020	78235	16680	CARDMEMBER SERVICE	BREMER	MSB111920	17	100-1624	764.00
12/20	12/04/2020	78235	16680	CARDMEMBER SERVICE	J REITER	MSB111920	18	100-1624	35.67
12/20	12/04/2020	78235	16680	CARDMEMBER SERVICE	ENGLER	MSB111920	19	100-1624	60.00
12/20	12/04/2020	78235	16680	CARDMEMBER SERVICE	MILLER	MSB111920	20	100-1624	749.01
12/20	12/04/2020	78235	16680	CARDMEMBER SERVICE	LARSON	MSB111920	21	100-1624	525.00
12/20	12/04/2020	78235	16680	CARDMEMBER SERVICE	IGL	MSB111920	22	100-1624	814.90
12/20	12/04/2020	78235	16680	CARDMEMBER SERVICE	LAWRENCE	MSB111920	23	100-1624	77.77
Total 78235:									13,187.65
12/20	12/04/2020	78236	17462	COMBAT SUPPORT PRODUCTS	FOAM TRAILER	15077	1	400-57220-812-101	39,995.00
Total 78236:									39,995.00
12/20	12/04/2020	78237	2066	PELLITTERI WASTE SYSTEMS	TRASH SERVICE	1686366	1	610-53620-212-000	21,031.80
12/20	12/04/2020	78237	2066	PELLITTERI WASTE SYSTEMS	RECYCLING SERVICE	1686366	2	610-53620-213-000	14,147.00
12/20	12/04/2020	78237	2066	PELLITTERI WASTE SYSTEMS	ADMIN SHRED	1686366	3	100-51420-310-000	40.35
12/20	12/04/2020	78237	2066	PELLITTERI WASTE SYSTEMS	PD SHRED	1686366	4	100-52100-340-000	30.25
12/20	12/04/2020	78237	2066	PELLITTERI WASTE SYSTEMS	FIRE/EMS SHRED	1686366	5	100-52200-340-000	10.10
12/20	12/04/2020	78237	2066	PELLITTERI WASTE SYSTEMS	LIBRARY SHRED	1686366	6	205-55110-310-000	39.18
Total 78237:									35,298.68
12/20	12/04/2020	78238	30	ALLIANT ENERGY/WP&L	PUBLIC WORKS FACILITY	112520	1	100-53000-220-000	757.64
12/20	12/04/2020	78238	30	ALLIANT ENERGY/WP&L	PW TEMP LOCATION	112520	2	100-53000-220-000	146.45
12/20	12/04/2020	78238	30	ALLIANT ENERGY/WP&L	WATER TOWER - HOLSCHER	112520	3	600-53716-220-000	16.70
12/20	12/04/2020	78238	30	ALLIANT ENERGY/WP&L	WATER TOWER - BURMA	112520	4	600-53716-220-000	57.39
12/20	12/04/2020	78238	30	ALLIANT ENERGY/WP&L	WELL #1	112520	5	600-53716-220-000	394.22
12/20	12/04/2020	78238	30	ALLIANT ENERGY/WP&L	WELL #3	112520	6	600-53716-220-000	1,024.57
12/20	12/04/2020	78238	30	ALLIANT ENERGY/WP&L	WELL #1	112520	7	600-53716-340-000	34.03
12/20	12/04/2020	78238	30	ALLIANT ENERGY/WP&L	WELL #3	112520	8	600-53716-340-000	38.82
12/20	12/04/2020	78238	30	ALLIANT ENERGY/WP&L	WELL #4	112520	9	600-53716-340-000	22.32
12/20	12/04/2020	78238	30	ALLIANT ENERGY/WP&L	LIFT #1	112520	10	600-53615-220-000	99.60

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
12/20	12/04/2020	78238	30	ALLIANT ENERGY/WP&L	LIFT #2	112520	11	600-53615-220-000	128.79
12/20	12/04/2020	78238	30	ALLIANT ENERGY/WP&L	LIFT #3	112520	12	600-53615-220-000	50.85
12/20	12/04/2020	78238	30	ALLIANT ENERGY/WP&L	LIFT #5	112520	13	600-53615-220-000	185.12
12/20	12/04/2020	78238	30	ALLIANT ENERGY/WP&L	BRANDT PARK	112520	14	100-55200-220-000	25.32
12/20	12/04/2020	78238	30	ALLIANT ENERGY/WP&L	LEWIS PARK	112520	15	100-55200-220-000	94.86
12/20	12/04/2020	78238	30	ALLIANT ENERGY/WP&L	FLOWER CORNER	112520	16	100-55200-220-000	24.63
12/20	12/04/2020	78238	30	ALLIANT ENERGY/WP&L	GAZEBO	112520	17	100-55200-220-000	29.33
12/20	12/04/2020	78238	30	ALLIANT ENERGY/WP&L	CEDAR GLADE AERATOR	112520	18	605-53440-242-000	36.66
12/20	12/04/2020	78238	30	ALLIANT ENERGY/WP&L	STREET LIGHTING (1)	112520	19	100-53000-291-000	9,081.77
12/20	12/04/2020	78238	30	ALLIANT ENERGY/WP&L	STREET LIGHTING (2)	112520	20	100-53000-291-000	313.73
12/20	12/04/2020	78238	30	ALLIANT ENERGY/WP&L	TRAFFIC FLASHERS - BASHFORD	112520	21	100-53000-291-000	16.35
12/20	12/04/2020	78238	30	ALLIANT ENERGY/WP&L	TRAFFIC FLASHERS - FARWELL 1	112520	22	100-53000-291-000	16.35
12/20	12/04/2020	78238	30	ALLIANT ENERGY/WP&L	TRAFFIC FLASHERS - FARWELL 2	112520	23	100-53000-291-000	18.88
12/20	12/04/2020	78238	30	ALLIANT ENERGY/WP&L	TRAFFIC FLASHERS - CREAMERY	112520	24	100-53000-291-000	16.46
12/20	12/04/2020	78238	30	ALLIANT ENERGY/WP&L	SIRENS	112520	25	100-51600-220-000	26.71
Total 78238:									12,657.55
12/20	12/04/2020	78239	1989	CORPORATE BUSINESS SYSTE	ADMIN COPIERS	28308192	1	100-51420-240-000	190.54
Total 78239:									190.54
12/20	12/04/2020	78240	16257	CORPORATE BUSINESS SYSTE	COPIER LEASE	290106	1	205-55110-240-000	.16
12/20	12/04/2020	78240	16257	CORPORATE BUSINESS SYSTE	COPIER LEASE	290107	1	205-55110-240-000	145.58
Total 78240:									145.74
12/20	12/04/2020	78241	1921	FRONTIER	LIBRARY PHONE	112220	1	205-55110-221-000	66.79
Total 78241:									66.79
12/20	12/04/2020	78242	17318	TDS	PW TV/INTERNET	112220	1	100-53000-221-000	109.94
12/20	12/04/2020	78242	17318	TDS	PW TV/INTERNET	112220	2	600-53610-340-000	29.98
12/20	12/04/2020	78242	17318	TDS	PW TV/INTERNET	112220	3	600-53710-340-000	29.98
12/20	12/04/2020	78242	17318	TDS	PW TV/INTERNET	112220	4	605-53440-340-000	29.98
12/20	12/04/2020	78242	17318	TDS	ADMIN INTERNET/PHONE	112220-VOM	1	100-51420-221-000	45.07
12/20	12/04/2020	78242	17318	TDS	COMMTECH TV/INTERNET/PHONE	112220-VOM	2	200-55600-221-000	60.69
12/20	12/04/2020	78242	17318	TDS	FIRE/EMS INTERNET/TV/PHONE	112220-VOM	3	100-52200-221-000	275.11
12/20	12/04/2020	78242	17318	TDS	PD TV/INTERNET/PHONE	112220-VOM	4	100-52100-221-000	126.83

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
12/20	12/04/2020	78242	17318	TDS	PW INTERNET/PHONE (INC LONG DISTANC	112220-VOM	5	100-53000-221-000	45.07
12/20	12/04/2020	78242	17318	TDS	OUTREACH INTERNET/PHONE	112220-VOM	6	100-54600-221-000	45.07
12/20	12/04/2020	78242	17318	TDS	COMMDEV INTERNET/PHONE	112220-VOM	7	100-52400-221-000	45.07
12/20	12/04/2020	78242	17318	TDS	WATER INTERNET/PHONE	112220-VOM	8	600-53710-221-000	106.62
12/20	12/04/2020	78242	17318	TDS	SEWER INTERNET/PHONE	112220-VOM	9	600-53610-221-000	106.62
12/20	12/04/2020	78242	17318	TDS	STORMWATER INTERNET/PHONE	112220-VOM	10	605-53440-221-000	61.86
12/20	12/04/2020	78242	17318	TDS	LIBRARY INTERNET/PHONE	112220-VOM	11	205-55110-221-000	45.07
Total 78242:									1,162.96
12/20	12/04/2020	78243	1921	FRONTIER	PW PHONE	111620	1	100-53000-221-000	37.48
12/20	12/04/2020	78243	1921	FRONTIER	PW PHONE	111620	2	600-53610-340-000	10.49
12/20	12/04/2020	78243	1921	FRONTIER	PW PHONE	111620	3	600-53710-340-000	10.49
12/20	12/04/2020	78243	1921	FRONTIER	PW PHONE	111620	4	605-53440-340-000	10.48
Total 78243:									68.94
12/20	12/08/2020	78244	247	DANE CO TREASURER	DOG LICENSE SETTLEMENT	113020	1	100-2433	231.25
Total 78244:									231.25
12/20	12/11/2020	78248	1397	ALL COMFORT SERVICES	MC REPAIRS	616586	1	605-53440-242-000	362.93
12/20	12/11/2020	78248	1397	ALL COMFORT SERVICES	MC REPAIRS	616586	2	600-53616-242-000	362.93
12/20	12/11/2020	78248	1397	ALL COMFORT SERVICES	MC REPAIRS	616586	3	600-53716-242-000	362.93
12/20	12/11/2020	78248	1397	ALL COMFORT SERVICES	MC REPAIRS	616586	4	100-51600-242-000	1,330.71
12/20	12/11/2020	78248	1397	ALL COMFORT SERVICES	MC HVAC REPAIRS	618240	1	100-51600-242-000	154.55
12/20	12/11/2020	78248	1397	ALL COMFORT SERVICES	MC HVAC REPAIRS	618240	2	600-53716-242-000	42.15
12/20	12/11/2020	78248	1397	ALL COMFORT SERVICES	MC HVAC REPAIRS	618240	3	600-53616-242-000	42.15
12/20	12/11/2020	78248	1397	ALL COMFORT SERVICES	MC HVAC REPAIRS	618240	4	605-53440-242-000	42.15
12/20	12/11/2020	78248	1397	ALL COMFORT SERVICES	MC HVAC REPAIRS	618566	1	605-53440-242-000	188.93
12/20	12/11/2020	78248	1397	ALL COMFORT SERVICES	MC HVAC REPAIRS	618566	2	600-53616-242-000	188.93
12/20	12/11/2020	78248	1397	ALL COMFORT SERVICES	MC HVAC REPAIRS	618566	3	600-53716-242-000	188.93
12/20	12/11/2020	78248	1397	ALL COMFORT SERVICES	MC HVAC REPAIRS	618566	4	100-51600-242-000	692.73
Total 78248:									3,960.02
12/20	12/11/2020	78249	30	ALLIANT ENERGY/WP&L	5817 MILWAUKEE ST	120120	1	310-56700-210-000	43.33

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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 78249:									43.33
12/20	12/11/2020	78250	17084	AMAZON CAPITAL SERVICES	SMALL CAPITOL	113M-D6PH-	1	100-51200-810-000	936.46
12/20	12/11/2020	78250	17084	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	113M-D6PH-	2	100-51200-310-000	32.53
12/20	12/11/2020	78250	17084	AMAZON CAPITAL SERVICES	DVDS & CDS	1CNJ-JJ1Q-	1	205-55110-345-000	19.99
12/20	12/11/2020	78250	17084	AMAZON CAPITAL SERVICES	DVDS & CDS	1CY1-QVXF-	1	205-55110-345-000	153.81
12/20	12/11/2020	78250	17084	AMAZON CAPITAL SERVICES	CIGARETTE RECEPTACLE	1GRW-N77C	1	205-55110-242-000	120.00
12/20	12/11/2020	78250	17084	AMAZON CAPITAL SERVICES	HI-VIS VESTS FOR CURBSIDE	1GRW-N77C	2	205-55110-310-000	28.97
12/20	12/11/2020	78250	17084	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	1H76-X7T6-	1	205-55110-310-000	34.98
12/20	12/11/2020	78250	17084	AMAZON CAPITAL SERVICES	DVDS & CDS	1K44-H6CK-	1	205-55110-345-000	192.61
12/20	12/11/2020	78250	17084	AMAZON CAPITAL SERVICES	CABLE WRAP	1MC4-CV14-	1	200-55600-330-000	79.50
12/20	12/11/2020	78250	17084	AMAZON CAPITAL SERVICES	VIDEO GAMES	1Q3L-V61Q-	1	205-55110-345-000	146.77
12/20	12/11/2020	78250	17084	AMAZON CAPITAL SERVICES	DVDS & CDS	1RGC-XPLG	1	205-55110-345-000	38.97
12/20	12/11/2020	78250	17084	AMAZON CAPITAL SERVICES	ADULT BOOKS	1RGC-XPLG	1	205-55110-344-000	66.83
12/20	12/11/2020	78250	17084	AMAZON CAPITAL SERVICES	DOOR BELL	1RGC-XPLG	2	205-55110-242-000	49.98
12/20	12/11/2020	78250	17084	AMAZON CAPITAL SERVICES	PROGRAM SUPPLIES	1YRF-JQYK-	1	205-55110-391-000	198.95
Total 78250:									2,100.35
12/20	12/11/2020	78251	44	ANDERSEN, LORI	PAPER BAGS - NUT MCF	LA100820	1	100-54600-340-000	21.49
12/20	12/11/2020	78251	44	ANDERSEN, LORI	EARTH'S CHOICE & VENT LIDS - NUT CAM	LA100820	2	100-54600-340-000	44.77
12/20	12/11/2020	78251	44	ANDERSEN, LORI	CANDY/PEANUTS	LA100820	3	100-54600-390-000	72.93
12/20	12/11/2020	78251	44	ANDERSEN, LORI	MILEAGE EXP REIMBURSEMENT	LA113020	1	100-54600-141-000	211.03
Total 78251:									350.22
12/20	12/11/2020	78252	2216	ANDRES MEDICAL	NOVEMBER COLLECTIONS	250461	1	100-46230-000	780.65
Total 78252:									780.65
12/20	12/11/2020	78253	17232	APG OF SOUTHERN WISCONSI	PW CREWPERSON	24777-1120	1	100-51420-211-000	358.00
Total 78253:									358.00
12/20	12/11/2020	78254	17187	B&H PHOTO	PW RENOVATIONS	180069960	1	400-57140-825-101	157.91
12/20	12/11/2020	78254	17187	B&H PHOTO	TRIPOD CASE	180144379	1	200-55600-390-000	98.45
12/20	12/11/2020	78254	17187	B&H PHOTO	HEADPHONE REPLACEMENT CABLE	180333120	1	200-55600-342-000	13.49
12/20	12/11/2020	78254	17187	B&H PHOTO	WEBCAM	180339730	1	100-52400-310-000	44.99

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
12/20	12/11/2020	78254	17187	B&H PHOTO	PW RENOVATIONS	180365061	1	400-57140-825-101	48.71
12/20	12/11/2020	78254	17187	B&H PHOTO	PW RENOVATIONS	180396273	1	400-57140-825-101	42.93
12/20	12/11/2020	78254	17187	B&H PHOTO	SMALL CAPITAL	180407507	1	100-51200-810-000	270.74
Total 78254:									677.22
12/20	12/11/2020	78255	68	BADGER WELDING SUPP INC	BADGER WELDING - OXYGEN	3620662	1	100-52200-340-000	71.30
12/20	12/11/2020	78255	68	BADGER WELDING SUPP INC	BADGER WELDING - OXYGEN	3621136	1	100-52200-340-000	33.25
Total 78255:									104.55
12/20	12/11/2020	78256	17141	BADGERLAND DISPOSAL	PORTABLE RESTROOM RENTALS	0001317696	1	100-55200-340-000	1,320.00
Total 78256:									1,320.00
12/20	12/11/2020	78257	74	BAKER & TAYLOR BOOKS	CREDIT MEMO	0003223982	1	205-55110-344-000	16.98-
12/20	12/11/2020	78257	74	BAKER & TAYLOR BOOKS	JUVENILE BOOKS	2035584428	1	205-55110-344-000	63.37
12/20	12/11/2020	78257	74	BAKER & TAYLOR BOOKS	JUVENILE BOOKS	2035647474	1	205-55110-344-000	307.85
12/20	12/11/2020	78257	74	BAKER & TAYLOR BOOKS	ADULT BOOKS	2035648950	1	205-55110-344-000	260.24
12/20	12/11/2020	78257	74	BAKER & TAYLOR BOOKS	ADULT BOOKS	2035651944	1	205-55110-344-000	167.12
12/20	12/11/2020	78257	74	BAKER & TAYLOR BOOKS	ADULT BOOKS	2035651966	1	205-55110-344-000	105.81
12/20	12/11/2020	78257	74	BAKER & TAYLOR BOOKS	ADULT BOOKS	2035654056	1	205-55110-344-000	343.10
12/20	12/11/2020	78257	74	BAKER & TAYLOR BOOKS	ADULT BOOKS	2035654074	1	205-55110-344-000	294.02
12/20	12/11/2020	78257	74	BAKER & TAYLOR BOOKS	ADULT BOOKS	5016574355	1	205-55110-344-000	29.23
Total 78257:									1,553.76
12/20	12/11/2020	78258	96	BILL'S KEY SHOP INC	PW RENOVATIONS	50023W	1	400-57140-825-101	990.00
Total 78258:									990.00
12/20	12/11/2020	78259	2048	BOOK PAGE	SUBSCRIPTION	S50541	1	205-55110-344-000	588.00
Total 78259:									588.00
12/20	12/11/2020	78260	1256	BOUND TREE MEDICAL, LLC	EMS - SUPPLIES	70278185	1	100-52200-340-000	32.20-
12/20	12/11/2020	78260	1256	BOUND TREE MEDICAL, LLC	EMS - SUPPLIES	70278186	1	100-52200-340-000	2.60-
12/20	12/11/2020	78260	1256	BOUND TREE MEDICAL, LLC	EMS - SUPPLIES	70300304	1	100-52200-340-000	75.58-
12/20	12/11/2020	78260	1256	BOUND TREE MEDICAL, LLC	EMS - SUPPLIES	83850005	1	100-52200-340-000	144.35

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12/20	12/11/2020	78260	1256	BOUND TREE MEDICAL, LLC	EMS - SUPPLIES	83864628	1	100-52200-340-000	265.58
12/20	12/11/2020	78260	1256	BOUND TREE MEDICAL, LLC	EMS - SUPPLIES	83868650	1	100-52200-340-000	195.41
Total 78260:									494.96
12/20	12/11/2020	78261	17352	BRAY ASSOCIATES ARCHITECT	PUBLIC SAFETY CENTER PLAN/DESIGN/BID	3488-06	1	400-57140-210-000	46,000.00
12/20	12/11/2020	78261	17352	BRAY ASSOCIATES ARCHITECT	PARK FACILITY DESIGN/BID	3491-05	1	400-57620-827-112	1,619.00
Total 78261:									47,619.00
12/20	12/11/2020	78262	1958	BRS RADIATOR, MACHINE & FA	PARKS AIRATOR	10606	1	100-55200-340-000	103.79
Total 78262:									103.79
12/20	12/11/2020	78263	2245	CGC, INC	PUBLIC SAFETY CENTER DESIGN	57579	1	400-57140-825-101	14,941.17
Total 78263:									14,941.17
12/20	12/11/2020	78264	158	CHARTER COMMUNICATIONS	CHARTER CABLE	00032611201	1	200-55600-221-000	99.20
Total 78264:									99.20
12/20	12/11/2020	78265	17467	CHATMAN, LARRY & CHARLEN	REFUND OF DUP PMT ON FINAL BILL	120820	1	001-1115	62.16
Total 78265:									62.16
12/20	12/11/2020	78266	166	CINTAS CORPORATION	FIRST AID SUPPLIES - REPLACEMENT CHE	8404893340	1	100-53000-340-000	59.68
12/20	12/11/2020	78266	166	CINTAS CORPORATION	FIRST AID SUPPLIES - REPLACEMENT CHE	8404893340	2	600-53716-340-000	16.28
12/20	12/11/2020	78266	166	CINTAS CORPORATION	FIRST AID SUPPLIES - REPLACEMENT CHE	8404893340	3	600-53616-340-000	16.28
12/20	12/11/2020	78266	166	CINTAS CORPORATION	FIRST AID SUPPLIES - REPLACEMENT CHE	8404893340	4	605-53440-340-000	16.27
Total 78266:									108.51
12/20	12/11/2020	78267	194	CONCENTRA	CONCENTRA PHYSICAL	103273403	1	100-52200-210-000	276.00
Total 78267:									276.00
12/20	12/11/2020	78268	1989	CORPORATE BUSINESS SYSTE	COPIER LEASE	28347187	1	100-53000-310-000	51.36
12/20	12/11/2020	78268	1989	CORPORATE BUSINESS SYSTE	COPIER LEASE	28347187	2	600-53610-310-000	14.00

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12/20	12/11/2020	78268	1989	CORPORATE BUSINESS SYSTE	COPIER LEASE	28347187	3	600-53710-310-000	14.00
12/20	12/11/2020	78268	1989	CORPORATE BUSINESS SYSTE	COPIER LEASE	28347187	4	605-53440-310-000	14.00
Total 78268:									93.36
12/20	12/11/2020	78269	16257	CORPORATE BUSINESS SYSTE	PW COLOR COPY OVERAGES	290421	1	605-53440-310-000	67.93
12/20	12/11/2020	78269	16257	CORPORATE BUSINESS SYSTE	PW COLOR COPY OVERAGES	290421	2	600-53610-310-000	67.93
12/20	12/11/2020	78269	16257	CORPORATE BUSINESS SYSTE	PW COLOR COPY OVERAGES	290421	3	600-53710-310-000	67.94
Total 78269:									203.80
12/20	12/11/2020	78270	1978	COX, HEIDI	MEETING MILEAGE	HC020520	1	205-55110-330-000	28.64
12/20	12/11/2020	78270	1978	COX, HEIDI	CARD TABLES/WALL SCRAPER	HC020520	2	205-55110-242-000	141.32
Total 78270:									169.96
12/20	12/11/2020	78271	16315	CRAFT, ANTHONY	UNIFORM ALLOWANCE - CRAFT	AC112720	1	100-52100-142-000	288.96
Total 78271:									288.96
12/20	12/11/2020	78272	227	DANE CO CHIEFS' OF POLICE A	DUES - SHERVEN, REDMAN	2020-MFPD	1	100-52100-320-000	80.00
Total 78272:									80.00
12/20	12/11/2020	78273	16296	DANE CO DEPT OF HUMAN SV	MEALSITE DONATION - CAMBRIDGE	NOV2020	1	100-2435	627.00
12/20	12/11/2020	78273	16296	DANE CO DEPT OF HUMAN SV	MEALSITE DONATION - MCFARLAND	NOV2020	2	100-2435	3,217.00
Total 78273:									3,844.00
12/20	12/11/2020	78274	17473	DEFOER, JOSEPH & DAWN	SALT SAVER PROGRAM REIMBURSEMENT	120720	1	605-48000-000	200.00
Total 78274:									200.00
12/20	12/11/2020	78275	16545	DEPT OF SAFETY AND PROFES	FIRE SPRINKLER PLAN REVIEW	113020	1	100-44300-105	20.00
Total 78275:									20.00
12/20	12/11/2020	78276	281	DIGGERS HOTLINE INC	LOCATES WATER	201 1 37601	1	600-53610-210-000	133.11
12/20	12/11/2020	78276	281	DIGGERS HOTLINE INC	LOCATES WATER	201 1 37601	2	600-53710-210-000	133.11

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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 78276:									266.22
12/20	12/11/2020	78277	16174	DNR ACCOUNTS RECEIVABLE	DNR FIREFIGHTER WILDLAND GEAR	370-0000018	1	100-52200-343-000	1,580.76
Total 78277:									1,580.76
12/20	12/11/2020	78278	17470	DOYLE, MATTHEW & KELLY	SALT SAVER PROGRAM REIMBURSEMENT	120720	1	605-48000-000	200.00
Total 78278:									200.00
12/20	12/11/2020	78279	17362	ELEVITY	COURT	1214CM	1	100-51200-210-000	82.21
12/20	12/11/2020	78279	17362	ELEVITY	GEN ADMIN	1214CM	2	100-51450-210-000	328.86
12/20	12/11/2020	78279	17362	ELEVITY	POLICE	1214CM	3	100-52100-210-000	845.47
12/20	12/11/2020	78279	17362	ELEVITY	FIRE/EMS	1214CM	4	100-52200-240-000	360.38
12/20	12/11/2020	78279	17362	ELEVITY	OUTREACH	1214CM	5	100-54600-210-000	109.71
12/20	12/11/2020	78279	17362	ELEVITY	COMM DEV	1214CM	6	100-52400-210-000	82.21
12/20	12/11/2020	78279	17362	ELEVITY	PUBLIC WORKS	1214CM	7	100-53000-210-000	112.10
12/20	12/11/2020	78279	17362	ELEVITY	WATER	1214CM	8	600-53710-210-000	44.79
12/20	12/11/2020	78279	17362	ELEVITY	SEWER	1214CM	9	600-53610-210-000	44.79
12/20	12/11/2020	78279	17362	ELEVITY	STORMWATER	1214CM	10	605-53440-210-000	44.68
12/20	12/11/2020	78279	17362	ELEVITY	EM MGT	1214CM	11	100-52500-221-000	27.40
12/20	12/11/2020	78279	17362	ELEVITY	FAMILY FESTIVAL	1214CM	12	100-51450-210-000	27.40
12/20	12/11/2020	78279	17362	ELEVITY	SERVER & BACKUP	1214CM	13	610-53620-340-000	185.33
12/20	12/11/2020	78279	17362	ELEVITY	SERVER & BACKUP	1214CM	14	100-51450-210-000	1,667.97
12/20	12/11/2020	78279	17362	ELEVITY	SERVER & BACKUP	1214CM	15	600-53710-210-000	617.52
12/20	12/11/2020	78279	17362	ELEVITY	SERVER & BACKUP	1214CM	16	600-53610-210-000	617.89
12/20	12/11/2020	78279	17362	ELEVITY	SERVER & BACKUP	1214CM	17	605-53440-210-000	617.89
Total 78279:									5,816.60
12/20	12/11/2020	78280	341	ENVIRONMENT CONTROL	JANITORIAL SERVICES	16134-613	1	205-55110-210-000	1,389.00
12/20	12/11/2020	78280	341	ENVIRONMENT CONTROL	JANITORIAL SERVICES	16134-613	2	205-55110-210-000	540.00
12/20	12/11/2020	78280	341	ENVIRONMENT CONTROL	MC CLEANING - COVID19 UPGRADE	16249-613	1	100-51600-210-000	2,242.00
12/20	12/11/2020	78280	341	ENVIRONMENT CONTROL	MC CLEANING	16249-613	2	100-51600-210-000	1,457.00
12/20	12/11/2020	78280	341	ENVIRONMENT CONTROL	BRANDT PARK CLEANING COVID19	3988-613INV	1	100-55200-340-000	2,372.50
12/20	12/11/2020	78280	341	ENVIRONMENT CONTROL	BRANDT PARK CLEANING COVID19	4080-613INV	1	100-55200-340-000	2,287.50
12/20	12/11/2020	78280	341	ENVIRONMENT CONTROL	BRANDT PARK CLEANING COVID19	4102-613NV	1	100-55200-340-000	1,137.50

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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 78280:									11,425.50
12/20	12/11/2020	78281	16937	ESO SOLUTIONS INC.	FIREHOUSE SOFTWARE SUPPORT	ESO-45909	1	100-52200-331-000	1,875.81
Total 78281:									1,875.81
12/20	12/11/2020	78282	1955	FILE 13 E-WASTE SOLUTIONS	ELECTONICS DISPOSAL -PARKS	45167	1	100-53000-340-000	21.36
12/20	12/11/2020	78282	1955	FILE 13 E-WASTE SOLUTIONS	ELECTONICS DISPOSAL -PARKS	45167	2	600-53716-340-000	5.83
12/20	12/11/2020	78282	1955	FILE 13 E-WASTE SOLUTIONS	ELECTONICS DISPOSAL -PARKS	45167	3	600-53616-340-000	5.83
12/20	12/11/2020	78282	1955	FILE 13 E-WASTE SOLUTIONS	ELECTONICS DISPOSAL -PARKS	45167	4	605-53440-340-000	5.83
Total 78282:									38.85
12/20	12/11/2020	78283	1171	FIRE-RESCUE SUPPLY LLC	REPLACEMENT FOAM	8910	1	100-52200-340-000	1,505.00
Total 78283:									1,505.00
12/20	12/11/2020	78284	361	FIRST SUPPLY LLC MADISON	WATERMAIN PARTS	12443225-01	1	600-53718-822-101	28.68
12/20	12/11/2020	78284	361	FIRST SUPPLY LLC MADISON	WATER MAIN PARTS	12443225-02	1	600-53718-822-101	41.80
12/20	12/11/2020	78284	361	FIRST SUPPLY LLC MADISON	WATERMAIN PARTS	12443225-03	1	600-53718-822-101	28.68
12/20	12/11/2020	78284	361	FIRST SUPPLY LLC MADISON	FOUNTAIN BOTTLE FILLER	12477025-00	1	205-55110-242-000	563.64
12/20	12/11/2020	78284	361	FIRST SUPPLY LLC MADISON	WASHBAY PARTS	12477074-00	1	100-53000-340-000	24.22
12/20	12/11/2020	78284	361	FIRST SUPPLY LLC MADISON	WASHBAY PARTS	12477074-00	2	600-53716-340-000	6.60
12/20	12/11/2020	78284	361	FIRST SUPPLY LLC MADISON	WASHBAY PARTS	12477074-00	3	600-53616-340-000	6.60
12/20	12/11/2020	78284	361	FIRST SUPPLY LLC MADISON	WASHBAY PARTS	12477074-00	4	605-53440-340-000	6.61
12/20	12/11/2020	78284	361	FIRST SUPPLY LLC MADISON	WATERMAIN PARTS RETURN	12480861-00	1	600-53718-822-101	28.68-
Total 78284:									678.15
12/20	12/11/2020	78285	17197	FRIENDS OF THE MCFARLAND	REIMBURSEMENT FOR FRIENDS MEMBERS	120120	1	100-1624	100.00
Total 78285:									100.00
12/20	12/11/2020	78286	17464	FRITZ, GARY & DEBORAH	REFUND OF LEAF BAG STICKERS	120320	1	605-44900-000	60.00
Total 78286:									60.00
12/20	12/11/2020	78287	16234	GALLS, LLC	UNIFORM	017072066	1	100-52200-142-000	109.57

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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 78287:									109.57
12/20	12/11/2020	78288	395	GENERAL COMMUNICATIONS I	GEN COMM CAR 2	288315	1	400-57220-813-101	9,995.01
12/20	12/11/2020	78288	395	GENERAL COMMUNICATIONS I	GEN COMM - C1 LIGHTING	288318	1	400-57220-813-101	770.00
12/20	12/11/2020	78288	395	GENERAL COMMUNICATIONS I	M7 GRAPHICS REMOVFAL	288579	1	100-52100-241-000	400.00
12/20	12/11/2020	78288	395	GENERAL COMMUNICATIONS I	GEN COMM - FIRECOM HEADSET	288628	1	400-57220-813-101	1,575.00
12/20	12/11/2020	78288	395	GENERAL COMMUNICATIONS I	M7 MAINTENANCE	288700	1	100-52100-240-000	1,280.00
Total 78288:									14,020.01
12/20	12/11/2020	78289	17104	GLOBAL WATER TECHNOLOGY,	HVAC SUPPLIES	52818	1	205-55110-242-000	67.98
Total 78289:									67.98
12/20	12/11/2020	78290	408	GRAINGER INC	COVID CLEANER	9723184405	1	205-55110-310-000	254.52
12/20	12/11/2020	78290	408	GRAINGER INC	COVID CLEANER	9725150297	1	205-55110-310-000	63.63
Total 78290:									190.89
12/20	12/11/2020	78291	17472	GRENEWALT, JUSTIN & MAURE	SALT SAVER PROGRAM REIMBURSEMENT	120720	1	605-48000-000	75.00
Total 78291:									75.00
12/20	12/11/2020	78292	1694	HEARTLAND LITHO	UTILITY BILLS	65701	1	600-53611-311-000	66.89
12/20	12/11/2020	78292	1694	HEARTLAND LITHO	UTILITY BILLS	65701	2	600-53711-311-000	66.89
12/20	12/11/2020	78292	1694	HEARTLAND LITHO	UTILITY BILLS	65701	3	605-53440-311-000	66.88
Total 78292:									200.66
12/20	12/11/2020	78293	17465	HEARTWOOD TREE COMPANY,	TREE REMOVAL - PAULSON RD	13589	1	100-55200-210-000	2,400.00
Total 78293:									2,400.00
12/20	12/11/2020	78294	1904	HUMPHREY SERVICE PARTS IN	VEHICLE PARTS	1227580	1	100-53000-241-000	21.98
12/20	12/11/2020	78294	1904	HUMPHREY SERVICE PARTS IN	VEHICLE PARTS	1227580	2	600-53718-241-000	5.99
12/20	12/11/2020	78294	1904	HUMPHREY SERVICE PARTS IN	VEHICLE PARTS	1227580	3	600-53616-241-000	5.99
12/20	12/11/2020	78294	1904	HUMPHREY SERVICE PARTS IN	VEHICLE PARTS	1227580	4	605-53440-241-000	5.99
12/20	12/11/2020	78294	1904	HUMPHREY SERVICE PARTS IN	VEHICLE MAINTENANCE	1227699	1	100-53000-241-000	6.33

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
12/20	12/11/2020	78294	1904	HUMPHREY SERVICE PARTS IN	VEHICLE MAINTENANCE	1227699	2	600-53718-241-000	1.73
12/20	12/11/2020	78294	1904	HUMPHREY SERVICE PARTS IN	VEHICLE MAINTENANCE	1227699	3	600-53616-241-000	1.73
12/20	12/11/2020	78294	1904	HUMPHREY SERVICE PARTS IN	VEHICLE MAINTENANCE	1227699	4	605-53440-241-000	1.73
12/20	12/11/2020	78294	1904	HUMPHREY SERVICE PARTS IN	VEHICLE MAINTENANCE	1227702	1	100-53000-241-000	11.82
12/20	12/11/2020	78294	1904	HUMPHREY SERVICE PARTS IN	VEHICLE MAINTENANCE	1227702	2	600-53718-241-000	3.22
12/20	12/11/2020	78294	1904	HUMPHREY SERVICE PARTS IN	VEHICLE MAINTENANCE	1227702	3	600-53616-241-000	3.22
12/20	12/11/2020	78294	1904	HUMPHREY SERVICE PARTS IN	VEHICLE MAINTENANCE	1227702	4	605-53440-241-000	3.22
12/20	12/11/2020	78294	1904	HUMPHREY SERVICE PARTS IN	POLICE VEHICLE MAINTENANCE	1227703	1	100-52100-241-000	10.74
12/20	12/11/2020	78294	1904	HUMPHREY SERVICE PARTS IN	SHOP SUPPLIES	1228431	1	100-53000-340-000	18.28
12/20	12/11/2020	78294	1904	HUMPHREY SERVICE PARTS IN	SHOP SUPPLIES	1228431	2	600-53716-340-000	4.98
12/20	12/11/2020	78294	1904	HUMPHREY SERVICE PARTS IN	SHOP SUPPLIES	1228431	3	600-53616-340-000	4.98
12/20	12/11/2020	78294	1904	HUMPHREY SERVICE PARTS IN	SHOP SUPPLIES	1228431	4	605-53440-340-000	4.98
12/20	12/11/2020	78294	1904	HUMPHREY SERVICE PARTS IN	SHOP SUPPLIES	1228595	1	100-53000-340-000	208.00
12/20	12/11/2020	78294	1904	HUMPHREY SERVICE PARTS IN	SHOP SUPPLIES	1228595	2	600-53716-340-000	56.73
12/20	12/11/2020	78294	1904	HUMPHREY SERVICE PARTS IN	SHOP SUPPLIES	1228595	3	600-53616-340-000	56.73
12/20	12/11/2020	78294	1904	HUMPHREY SERVICE PARTS IN	SHOP SUPPLIES	1228595	4	605-53440-340-000	56.73
Total 78294:									495.10
12/20	12/11/2020	78295	452	HYDRITE CHEMICAL	WATER CHEMICALS	02416984	1	600-53717-340-000	591.06
Total 78295:									591.06
12/20	12/11/2020	78296	464	INSTY PRINTS - MONONA	PRETRIAL CONFERENCE DISPO SHEETS	216236	1	100-51200-310-000	81.75
Total 78296:									81.75
12/20	12/11/2020	78297	17191	IRWIN, AIMEE	MILEAGE	AI113020	1	100-53000-141-000	10.12
Total 78297:									10.12
12/20	12/11/2020	78298	476	JEFFERSON FIRE & SAFETY IN	REFLEX PATCH	IN124183	1	100-52200-343-000	181.60
Total 78298:									181.60
12/20	12/11/2020	78299	17461	KIESLER POLICE SUPPLY	AMMUNITION	SI101169	1	100-52100-340-000	1,003.86
Total 78299:									1,003.86

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
12/20	12/11/2020	78300	2070	KKS PROPERTY	COMMON AREA MAINT. FORMER LIB	2020-12	1	100-51600-242-000	400.00
Total 78300:									400.00
12/20	12/11/2020	78301	17460	KOCH, KYLE	EMT BASIC REFRESHER CLASS	KK100520	1	100-52200-141-000	127.31
Total 78301:									127.31
12/20	12/11/2020	78302	17469	LACY, JAMES & NATALIE	SALT SAVER PROGRAM REIMBURSEMENT	120720	1	605-48000-000	200.00
Total 78302:									200.00
12/20	12/11/2020	78303	17174	LAKE CITY GLASS	PW RENOVATIONS--LOBBY WINDOW	1014411	1	400-57140-825-101	825.00
Total 78303:									825.00
12/20	12/11/2020	78304	17415	LIBRARY FURNITURE INTERNA	MOBILE DISPLAY SHELVING	7198	1	205-55110-390-000	4,287.50
Total 78304:									4,287.50
12/20	12/11/2020	78305	16712	LIFE-ASSIST, INC	OVERPAYMENT ON INVOICE 1040280	103120CM	1	100-52200-340-000	10.00-
12/20	12/11/2020	78305	16712	LIFE-ASSIST, INC	EMS EQUIPMENT SUPPLIES	1051158	1	400-57220-811-104	4,160.00
12/20	12/11/2020	78305	16712	LIFE-ASSIST, INC	EMS MEDICAL SUPPLIES	1051288	1	100-52200-340-000	153.00
12/20	12/11/2020	78305	16712	LIFE-ASSIST, INC	EMS MEDICAL SUPPLIES	1051934	1	100-52200-340-000	152.00
12/20	12/11/2020	78305	16712	LIFE-ASSIST, INC	EMS MEDICAL SUPPLIES	1053935	1	100-52200-340-000	149.30
12/20	12/11/2020	78305	16712	LIFE-ASSIST, INC	EMS MEDICAL SUPPLIES	1054627	1	100-52200-340-000	214.00
Total 78305:									4,818.30
12/20	12/11/2020	78306	555	LINE-X OF MADISON INC	BED LINER/TOOL BOX	22772	1	100-53000-241-000	220.00
12/20	12/11/2020	78306	555	LINE-X OF MADISON INC	BED LINER/TOOL BOX	22772	2	600-53718-241-000	60.00
12/20	12/11/2020	78306	555	LINE-X OF MADISON INC	BED LINER/TOOL BOX	22772	3	600-53616-241-000	60.00
12/20	12/11/2020	78306	555	LINE-X OF MADISON INC	BED LINER/TOOL BOX	22772	4	605-53440-241-000	60.00
Total 78306:									400.00
12/20	12/11/2020	78307	560	L-R METER TEST & REPAIR	METER TESTING	4663	1	600-53718-822-103	1,844.10

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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 78307:									1,844.10
12/20	12/11/2020	78308	563	LW ALLEN LLC	SCADA REPAIR	105272	1	600-53710-210-000	110.45
Total 78308:									110.45
12/20	12/11/2020	78309	575	MADISON MET SEWERAGE DIS	SANITARY SEWER EXTENSION	IN000016682	1	600-53710-210-000	1,550.00
Total 78309:									1,550.00
12/20	12/11/2020	78310	581	MADISON TRUCK EQUIPMENT I	TRUCK MAINTENANCE	11-93957	1	100-53000-241-000	26.34
12/20	12/11/2020	78310	581	MADISON TRUCK EQUIPMENT I	TRUCK MAINTENANCE	11-93957	2	600-53718-241-000	7.18
12/20	12/11/2020	78310	581	MADISON TRUCK EQUIPMENT I	TRUCK MAINTENANCE	11-93957	3	600-53616-241-000	7.18
12/20	12/11/2020	78310	581	MADISON TRUCK EQUIPMENT I	TRUCK MAINTENANCE	11-93957	4	605-53440-241-000	7.18
12/20	12/11/2020	78310	581	MADISON TRUCK EQUIPMENT I	TRUCK MAINTENANCE	11-93961	1	100-53000-241-000	508.40
12/20	12/11/2020	78310	581	MADISON TRUCK EQUIPMENT I	TRUCK MAINTENANCE	11-93961	2	600-53718-241-000	138.65
12/20	12/11/2020	78310	581	MADISON TRUCK EQUIPMENT I	TRUCK MAINTENANCE	11-93961	3	600-53616-241-000	138.65
12/20	12/11/2020	78310	581	MADISON TRUCK EQUIPMENT I	TRUCK MAINTENANCE	11-93961	4	605-53440-241-000	138.65
12/20	12/11/2020	78310	581	MADISON TRUCK EQUIPMENT I	TRUCK PARTS	12-94047	1	100-53000-241-000	36.47
12/20	12/11/2020	78310	581	MADISON TRUCK EQUIPMENT I	TRUCK PARTS	12-94047	2	600-53718-241-000	9.94
12/20	12/11/2020	78310	581	MADISON TRUCK EQUIPMENT I	TRUCK PARTS	12-94047	3	600-53616-241-000	9.94
12/20	12/11/2020	78310	581	MADISON TRUCK EQUIPMENT I	TRUCK PARTS	12-94047	4	605-53440-241-000	9.94
Total 78310:									1,038.52
12/20	12/11/2020	78311	2285	MADISON WINDOW CLEANING	WINDOW CLEANING	104929	1	205-55110-210-000	2,221.53
Total 78311:									2,221.53
12/20	12/11/2020	78312	634	MENARDS - MONONA	DOG PARK FACILITY MAINTENANCE	3845	1	100-55200-242-000	125.86-
12/20	12/11/2020	78312	634	MENARDS - MONONA	PARK SUPPLIES	3850	1	100-55200-340-000	33.83
12/20	12/11/2020	78312	634	MENARDS - MONONA	PW SHOP	3851	1	100-53000-340-000	6.56
12/20	12/11/2020	78312	634	MENARDS - MONONA	PW SHOP	3851	2	600-53716-340-000	1.79
12/20	12/11/2020	78312	634	MENARDS - MONONA	PW SHOP	3851	3	600-53616-340-000	1.79
12/20	12/11/2020	78312	634	MENARDS - MONONA	PW SHOP	3851	4	605-53440-340-000	1.78
12/20	12/11/2020	78312	634	MENARDS - MONONA	PW SHOP	4254	1	100-53000-340-000	2.37
12/20	12/11/2020	78312	634	MENARDS - MONONA	PW SHOP	4254	2	600-53716-340-000	.64
12/20	12/11/2020	78312	634	MENARDS - MONONA	PW SHOP	4254	3	600-53616-340-000	.64

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
12/20	12/11/2020	78312	634	MENARDS - MONONA	PW SHOP	4254	4	605-53440-340-000	.64
12/20	12/11/2020	78312	634	MENARDS - MONONA	PW SHOP	4509	1	100-53000-340-000	2.77
12/20	12/11/2020	78312	634	MENARDS - MONONA	PW SHOP	4509	2	600-53616-340-000	.75
12/20	12/11/2020	78312	634	MENARDS - MONONA	PW SHOP	4509	3	600-53716-340-000	.75
12/20	12/11/2020	78312	634	MENARDS - MONONA	PW SHOP	4509	4	605-53440-340-000	.75
12/20	12/11/2020	78312	634	MENARDS - MONONA	VEHICLE MAINTENANCE	4600	1	100-53000-241-000	13.10
12/20	12/11/2020	78312	634	MENARDS - MONONA	VEHICLE MAINTENANCE	4600	2	600-53718-241-000	3.58
12/20	12/11/2020	78312	634	MENARDS - MONONA	VEHICLE MAINTENANCE	4600	3	600-53616-241-000	3.58
12/20	12/11/2020	78312	634	MENARDS - MONONA	VEHICLE MAINTENANCE	4600	4	605-53440-241-000	3.58
12/20	12/11/2020	78312	634	MENARDS - MONONA	PW SHOP	4702	1	605-53440-340-000	3.76
12/20	12/11/2020	78312	634	MENARDS - MONONA	PW SHOP	4702	2	600-53616-340-000	3.76
12/20	12/11/2020	78312	634	MENARDS - MONONA	PW SHOP	4702	3	600-53716-340-000	3.76
12/20	12/11/2020	78312	634	MENARDS - MONONA	PW SHOP	4702	4	100-53000-340-000	13.77
12/20	12/11/2020	78312	634	MENARDS - MONONA	PLUMBING SUPPLY	4716	1	205-55110-242-000	129.99
12/20	12/11/2020	78312	634	MENARDS - MONONA	VEHICLE MAINTENANCE	4717	1	605-53440-241-000	5.14
12/20	12/11/2020	78312	634	MENARDS - MONONA	VEHICLE MAINTENANCE	4717	2	600-53616-241-000	5.14
12/20	12/11/2020	78312	634	MENARDS - MONONA	VEHICLE MAINTENANCE	4717	3	600-53718-241-000	5.14
12/20	12/11/2020	78312	634	MENARDS - MONONA	VEHICLE MAINTENANCE	4717	4	100-53000-241-000	18.85
12/20	12/11/2020	78312	634	MENARDS - MONONA	PARK SUPPLIES	4768	1	100-55200-340-000	15.99
12/20	12/11/2020	78312	634	MENARDS - MONONA	PLUMBING SUPPLIES	4790	1	205-55110-242-000	7.57
Total 78312:									165.91
12/20	12/11/2020	78313	640	MGE	STREET LIGHTS	11299443-12	1	100-53000-291-000	730.36
12/20	12/11/2020	78313	640	MGE	STREET LIGHT	13010467-11	1	100-53000-291-000	22.68
12/20	12/11/2020	78313	640	MGE	STREET LIGHT	14096945-11	1	100-53000-291-000	34.28
12/20	12/11/2020	78313	640	MGE	LIFT #4 ELECT	21056320-11	1	600-53615-220-000	42.19
12/20	12/11/2020	78313	640	MGE	LIFT #5 GAS	27667872-11	1	600-53615-220-000	36.65
12/20	12/11/2020	78313	640	MGE	STREET LIGHTS	29538501-11	1	100-53000-291-000	106.72
12/20	12/11/2020	78313	640	MGE	GOBEN BUILDING	30200505-11	1	305-56700-242-000	55.64
Total 78313:									1,028.52
12/20	12/11/2020	78314	2058	MICROMARKETING LLC	ADULT AUDIO BOOKS	829622	1	205-55110-345-000	34.99
Total 78314:									34.99
12/20	12/11/2020	78315	4	MIDDLETON FORD	VEHICLE MAINTENANCE	148556	1	100-52200-241-000	3.27

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 78315:									3.27
12/20	12/11/2020	78316	2261	MIDDLETON POWER CENTER	M2 MAINTENANCE	148382	1	100-52100-241-000	36.00
Total 78316:									36.00
12/20	12/11/2020	78317	667	MINNESOTA LIFE INS CO	LIFE INSURANCE	002832L-JA	1	100-2157	1,544.09
Total 78317:									1,544.09
12/20	12/11/2020	78318	687	MUNICIPAL CODE CORPORATI	CODIFICATION SERVICES	00351761	1	100-51300-211-000	275.00
Total 78318:									275.00
12/20	12/11/2020	78319	1896	NAPA AUTO PARTS	VEHICLE PARTS	748755	1	605-53440-241-000	1.50
12/20	12/11/2020	78319	1896	NAPA AUTO PARTS	VEHICLE PARTS	748755	2	600-53616-241-000	1.50
12/20	12/11/2020	78319	1896	NAPA AUTO PARTS	VEHICLE PARTS	748755	3	600-53718-241-000	1.50
12/20	12/11/2020	78319	1896	NAPA AUTO PARTS	VEHICLE PARTS	748755	4	100-53000-241-000	5.48
12/20	12/11/2020	78319	1896	NAPA AUTO PARTS	VEHICLE PARTS	749257	1	100-53000-241-000	27.16
12/20	12/11/2020	78319	1896	NAPA AUTO PARTS	VEHICLE PARTS	749257	2	600-53718-241-000	7.41
12/20	12/11/2020	78319	1896	NAPA AUTO PARTS	VEHICLE PARTS	749257	3	600-53616-241-000	7.41
12/20	12/11/2020	78319	1896	NAPA AUTO PARTS	VEHICLE PARTS	749257	4	605-53440-241-000	7.40
12/20	12/11/2020	78319	1896	NAPA AUTO PARTS	AIR FILTER	750007	1	100-52200-241-000	8.13
12/20	12/11/2020	78319	1896	NAPA AUTO PARTS	VEHICLE PARTS	750008	1	605-53440-241-000	4.34
12/20	12/11/2020	78319	1896	NAPA AUTO PARTS	VEHICLE PARTS	750008	2	600-53616-241-000	4.32
12/20	12/11/2020	78319	1896	NAPA AUTO PARTS	VEHICLE PARTS	750008	3	600-53718-241-000	4.34
12/20	12/11/2020	78319	1896	NAPA AUTO PARTS	VEHICLE PARTS	750008	4	100-53000-241-000	15.90
Total 78319:									96.39
12/20	12/11/2020	78320	2082	NASSCO INC	CLEANING SUPPLIES	S2690940.00	1	100-51600-242-000	29.50
12/20	12/11/2020	78320	2082	NASSCO INC	PW SUPPLIES	S2691535.00	1	605-53440-340-000	48.65
12/20	12/11/2020	78320	2082	NASSCO INC	PW SUPPLIES	S2691535.00	2	600-53616-340-000	48.65
12/20	12/11/2020	78320	2082	NASSCO INC	PW SUPPLIES	S2691535.00	3	600-53716-340-000	48.65
12/20	12/11/2020	78320	2082	NASSCO INC	PW SUPPLIES	S2691535.00	4	100-53000-340-000	178.41
12/20	12/11/2020	78320	2082	NASSCO INC	CLEANING SUPPLIES	S2694824.00	1	100-51600-242-000	85.70

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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 78320:									439.56
12/20	12/11/2020	78321	1953	NORTHEAST WI TECHNICAL C	TRAINING-JASON ONKEN	CS34561	1	100-52100-331-000	195.00
12/20	12/11/2020	78321	1953	NORTHEAST WI TECHNICAL C	TRAINING-JOEL ZIETSMA	CS34578	1	100-52100-331-000	175.00
Total 78321:									370.00
12/20	12/11/2020	78322	17471	OLSON, PHILIP & MARY JO	SALT SAVER PROGRAM REIMBURSEMENT	120720	1	605-48000-000	75.00
Total 78322:									75.00
12/20	12/11/2020	78323	9143	ORIENTAL TRADING CO	PROGRAM SUPPLIES	706282564-0	1	205-55110-391-000	48.74
Total 78323:									48.74
12/20	12/11/2020	78324	9151	PAGE PRODUCTION	SENIOR NEWS	20-16	1	100-54600-321-000	540.00
Total 78324:									540.00
12/20	12/11/2020	78325	17320	PARKITECTURE & PLANNING	COMMUNITY PARK MASTER PLAN	20.022-7	1	400-57620-827-118	2,293.00
12/20	12/11/2020	78325	17320	PARKITECTURE & PLANNING	MCFARLAND PARK MASTER PLAN	20.022-7	2	400-57620-827-113	2,097.50
Total 78325:									4,390.50
12/20	12/11/2020	78326	16348	PECHMANN MEMORIALS	MCDANIEL ADDRESS STONE	120120	1	400-57620-827-112	95.00
Total 78326:									95.00
12/20	12/11/2020	78327	747	PIONEER RIM & WHEEL	STT BOAT LAMP	03CA3411	1	100-52200-241-000	18.25
Total 78327:									18.25
12/20	12/11/2020	78328	756	POMP'S TIRE SERVICE INC	TIRES	80228921	1	100-53000-241-000	697.40
12/20	12/11/2020	78328	756	POMP'S TIRE SERVICE INC	TIRES	80228921	2	600-53718-241-000	190.20
12/20	12/11/2020	78328	756	POMP'S TIRE SERVICE INC	TIRES	80228921	3	600-53616-241-000	190.20
12/20	12/11/2020	78328	756	POMP'S TIRE SERVICE INC	TIRES	80228921	4	605-53440-241-000	190.20
12/20	12/11/2020	78328	756	POMP'S TIRE SERVICE INC	TIRES	80229770	1	605-53440-241-000	89.23
12/20	12/11/2020	78328	756	POMP'S TIRE SERVICE INC	TIRES	80229770	2	600-53616-241-000	89.23

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
12/20	12/11/2020	78328	756	POMP'S TIRE SERVICE INC	TIRES	80229770	3	600-53718-241-000	89.23
12/20	12/11/2020	78328	756	POMP'S TIRE SERVICE INC	TIRES	80229770	4	100-53000-241-000	327.19
Total 78328:									1,862.88
12/20	12/11/2020	78329	1245	PROFESSIONAL PEST CONTRO	PW PEST CONTROL	493859	1	100-53000-340-000	21.45
12/20	12/11/2020	78329	1245	PROFESSIONAL PEST CONTRO	PW PEST CONTROL	493859	2	600-53710-210-000	5.85
12/20	12/11/2020	78329	1245	PROFESSIONAL PEST CONTRO	PW PEST CONTROL	493859	3	600-53610-210-000	5.85
12/20	12/11/2020	78329	1245	PROFESSIONAL PEST CONTRO	PW PEST CONTROL	493859	4	605-53440-210-000	5.85
Total 78329:									39.00
12/20	12/11/2020	78330	16238	PUBLIC HEALTH MADISON & D	BEACH TESTING	31438	1	100-55200-340-000	768.00
Total 78330:									768.00
12/20	12/11/2020	78331	16870	RAGNASOFT, INC.	1 YR SUBSCRIPTION PLANIT POLICE	RSI-0005152	1	100-52100-210-000	1,225.00
Total 78331:									1,225.00
12/20	12/11/2020	78332	16829	REUTER, WHITISH & EVANS, S.	CF INVESTMENTS ESCROW	67179	1	100-2640	1,020.00
12/20	12/11/2020	78332	16829	REUTER, WHITISH & EVANS, S.	WAUBESA VILLAGE ESCROW	67183	1	100-2640	855.00
12/20	12/11/2020	78332	16829	REUTER, WHITISH & EVANS, S.	NUISANCE ABATEMENT - 5861 HOLSCHER R	67190	1	100-51300-210-102	256.00
12/20	12/11/2020	78332	16829	REUTER, WHITISH & EVANS, S.	GENERAL LEGAL	67193	1	100-51300-210-101	222.00
12/20	12/11/2020	78332	16829	REUTER, WHITISH & EVANS, S.	ROSEWOOD FIELDS ESCROW	67194	1	100-2640	2,402.60
12/20	12/11/2020	78332	16829	REUTER, WHITISH & EVANS, S.	PROSECUTIONS	67200	1	100-51300-210-102	1,559.80
12/20	12/11/2020	78332	16829	REUTER, WHITISH & EVANS, S.	GENERAL LEGAL	67204	1	100-51300-210-101	3,989.50
12/20	12/11/2020	78332	16829	REUTER, WHITISH & EVANS, S.	PROSECUTIONS	67204	2	100-51300-210-102	52.00
12/20	12/11/2020	78332	16829	REUTER, WHITISH & EVANS, S.	GENERAL LEGAL	67204	3	400-57140-210-000	481.00
12/20	12/11/2020	78332	16829	REUTER, WHITISH & EVANS, S.	GENERAL LEGAL	67204	4	400-57620-211-000	166.50
12/20	12/11/2020	78332	16829	REUTER, WHITISH & EVANS, S.	GENERAL LEGAL	67204	5	600-53610-210-000	1,951.75
12/20	12/11/2020	78332	16829	REUTER, WHITISH & EVANS, S.	GENERAL LEGAL	67204	6	600-53710-210-000	397.75
Total 78332:									13,353.90
12/20	12/11/2020	78333	9137	RICOH USA INC	RICOH COPIER EXTRA	5060949908	1	100-52100-240-000	30.23
Total 78333:									30.23

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
12/20	12/11/2020	78334	836	SCHILLING SUPPLY COMPANY	BATHROOM SUPPLIES	798469-00	1	100-51600-242-000	177.81
12/20	12/11/2020	78334	836	SCHILLING SUPPLY COMPANY	BATHROOM SUPPLIES	805206-00	1	205-55110-310-000	278.48
Total 78334:									456.29
12/20	12/11/2020	78335	2150	SCHRADER, MARV	ELECTION INSPECTOR	021820	1	100-51440-120-000	34.00
Total 78335:									34.00
12/20	12/11/2020	78336	17453	SEARS, RITA	ELECTION INSPECTOR	110320-REIS	1	100-51440-120-000	16.00
Total 78336:									16.00
12/20	12/11/2020	78337	17050	SHI INTERNATIONAL CORP	COMPUTER ACCESSORIES	B12638599	1	400-57120-813-101	149.97
Total 78337:									149.97
12/20	12/11/2020	78338	879	SOUTH CENTRAL LIBRARY SYS	EBOOKS & EAUDIOBOOKS	20-650	1	205-55110-342-000	4,502.00
12/20	12/11/2020	78338	879	SOUTH CENTRAL LIBRARY SYS	EBOOKS & EAUDIOBOOKS	20-651	1	205-55110-342-000	328.00
Total 78338:									4,830.00
12/20	12/11/2020	78339	17001	STATZ-PAYNTER, JAMIE	ADULT PROGRAMS	301	1	205-55110-391-000	75.00
Total 78339:									75.00
12/20	12/11/2020	78340	16322	STRYKER SALES CORP	STRYKER CHAIR STAIR STRAPS	3218927M	1	100-52200-240-000	194.37
12/20	12/11/2020	78340	16322	STRYKER SALES CORP	STRYKER - LP TRAINERS	3218928M	1	100-52200-331-000	923.73
Total 78340:									1,118.10
12/20	12/11/2020	78341	1405	TAPCO	STREET SIGNS AND EQUIPMENT	I678410	1	400-57210-811-108	397.30
Total 78341:									397.30
12/20	12/11/2020	78342	1462	TASC	ADMIN FEES	IN1886168	1	100-51540-514-000	159.20
Total 78342:									159.20

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
12/20	12/11/2020	78343	2042	THOMSON REUTERS	WEST INFORMATION CHARGES	842943771	1	100-52100-210-000	177.10
12/20	12/11/2020	78343	2042	THOMSON REUTERS	WEST INFORMATION CHARGES	843119419	1	100-52100-210-000	177.10
12/20	12/11/2020	78343	2042	THOMSON REUTERS	WEST INFORMATION CHARGES	843456026	1	100-52100-210-000	177.10
Total 78343:									531.30
12/20	12/11/2020	78344	17468	THORESEN, ERIK	SALT SAVER PROGRAM REIMBURSEMENT	120720	1	605-48000-000	75.00
Total 78344:									75.00
12/20	12/11/2020	78345	957	TOM'S AUTO CENTER INC	VEHICLE MAINT	0048750	1	100-53000-241-000	450.83
12/20	12/11/2020	78345	957	TOM'S AUTO CENTER INC	VEHICLE MAINT	0048750	2	600-53718-241-000	122.95
12/20	12/11/2020	78345	957	TOM'S AUTO CENTER INC	VEHICLE MAINT	0048750	3	600-53616-241-000	122.95
12/20	12/11/2020	78345	957	TOM'S AUTO CENTER INC	VEHICLE MAINT	0048750	4	605-53440-241-000	122.95
Total 78345:									819.68
12/20	12/11/2020	78346	16640	TOP PACK DEFENSE LLC	HELMETS	5158	1	400-57210-811-101	3,675.00
Total 78346:									3,675.00
12/20	12/11/2020	78347	1246	TOTAL WATER TREATMENT SY	MC SOFTNER SALT	112520	1	605-53440-210-000	8.61
12/20	12/11/2020	78347	1246	TOTAL WATER TREATMENT SY	MC SOFTNER SALT	112520	2	600-53610-210-000	8.61
12/20	12/11/2020	78347	1246	TOTAL WATER TREATMENT SY	MC SOFTNER SALT	112520	3	600-53710-210-000	8.61
12/20	12/11/2020	78347	1246	TOTAL WATER TREATMENT SY	MC SOFTNER SALT	112520	4	100-51600-340-000	31.60
Total 78347:									57.43
12/20	12/11/2020	78348	16448	TRUCKSTAR COLLISION CENT	BODY REPAIR	16088	1	100-53000-241-000	699.05
12/20	12/11/2020	78348	16448	TRUCKSTAR COLLISION CENT	BODY REPAIR	16088	2	600-53718-241-000	190.65
12/20	12/11/2020	78348	16448	TRUCKSTAR COLLISION CENT	BODY REPAIR	16088	3	600-53616-241-000	190.65
12/20	12/11/2020	78348	16448	TRUCKSTAR COLLISION CENT	BODY REPAIR	16088	4	605-53440-241-000	190.65
Total 78348:									1,271.00
12/20	12/11/2020	78349	1917	ULINE SHIPPING SUPPLY	PW FLAT CART	127017651	1	100-53000-340-000	98.37
12/20	12/11/2020	78349	1917	ULINE SHIPPING SUPPLY	PW FLAT CART	127017651	2	600-53716-340-000	26.83
12/20	12/11/2020	78349	1917	ULINE SHIPPING SUPPLY	PW FLAT CART	127017651	3	600-53616-340-000	26.83
12/20	12/11/2020	78349	1917	ULINE SHIPPING SUPPLY	PW FLAT CART	127017651	4	605-53440-340-000	26.83

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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 78349:									178.86
12/20	12/11/2020	78350	17140	US BANK VOYAGER FLEET SYS	PD FUEL	8694160990	1	100-52100-341-000	844.42
12/20	12/11/2020	78350	17140	US BANK VOYAGER FLEET SYS	PW FUEL	8694160990	2	605-53440-341-000	165.28
12/20	12/11/2020	78350	17140	US BANK VOYAGER FLEET SYS	PW FUEL	8694160990	3	600-53615-341-000	55.09
12/20	12/11/2020	78350	17140	US BANK VOYAGER FLEET SYS	PW FUEL	8694160990	4	600-53710-341-000	110.18
12/20	12/11/2020	78350	17140	US BANK VOYAGER FLEET SYS	PW FUEL	8694160990	5	600-53616-341-000	110.18
12/20	12/11/2020	78350	17140	US BANK VOYAGER FLEET SYS	PW FUEL	8694160990	6	600-53718-341-000	55.09
12/20	12/11/2020	78350	17140	US BANK VOYAGER FLEET SYS	PW FUEL	8694160990	7	100-53000-341-000	606.01
12/20	12/11/2020	78350	17140	US BANK VOYAGER FLEET SYS	PARKS FUEL	8694160990	8	100-55200-341-000	72.63
12/20	12/11/2020	78350	17140	US BANK VOYAGER FLEET SYS	FIRE/EMS FUEL	8694160990	9	100-52200-341-000	672.63
Total 78350:									2,691.51
12/20	12/11/2020	78351	992	US CELLULAR	PD PHONE	0407654273	1	100-52100-221-000	747.68
12/20	12/11/2020	78351	992	US CELLULAR	FD/EMS PHONE	0407654273	2	100-52200-221-000	538.63
12/20	12/11/2020	78351	992	US CELLULAR	OUTREACH PHONE	0407654273	3	100-54600-221-000	81.00
12/20	12/11/2020	78351	992	US CELLULAR	CABLE/COMMTECH PHONE	0407654273	4	200-55600-221-000	43.00
12/20	12/11/2020	78351	992	US CELLULAR	PW PHONE	0407654273	5	100-53000-221-000	99.16
12/20	12/11/2020	78351	992	US CELLULAR	WATER PHONE	0407654273	6	600-53710-310-000	99.17
12/20	12/11/2020	78351	992	US CELLULAR	SEWER PHONE	0407654273	7	600-53610-310-000	99.17
12/20	12/11/2020	78351	992	US CELLULAR	COMMDEV PHONE	0407654273	8	100-52400-221-000	.54
Total 78351:									1,708.35
12/20	12/11/2020	78352	17423	US VET GENERAL CONTRACTI	2020 PARK FACILITY PROJECTS	103120-3491	1	400-57620-827-116	134,900.00
12/20	12/11/2020	78352	17423	US VET GENERAL CONTRACTI	2020 PARK FACILITY PROJECTS	103120-3491	2	400-57620-827-112	134,900.00
Total 78352:									269,800.00
12/20	12/11/2020	78353	2153	UTTER, CLAIR	SALT SAVER PROGRAM REIMBURSEMENT	120720	1	605-48000-000	200.00
Total 78353:									200.00
12/20	12/11/2020	78354	1015	VILLAGE OF MCFARLAND	5541 HOLSCHER RD	113020	1	100-53000-220-000	74.14
12/20	12/11/2020	78354	1015	VILLAGE OF MCFARLAND	FLOWER CORNER	113020	2	100-55200-220-000	43.09
12/20	12/11/2020	78354	1015	VILLAGE OF MCFARLAND	LEWIS PARK	113020	3	100-55200-220-000	220.66
12/20	12/11/2020	78354	1015	VILLAGE OF MCFARLAND	MCDANIEL PARK	113020	4	100-55200-220-000	164.66

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
12/20	12/11/2020	78354	1015	VILLAGE OF MCFARLAND	GAZEBO	113020	5	100-55200-220-000	39.76
12/20	12/11/2020	78354	1015	VILLAGE OF MCFARLAND	3234 CTY HWY AB	113020	6	100-55200-220-000	129.02
12/20	12/11/2020	78354	1015	VILLAGE OF MCFARLAND	6623 MEREDITH WAY	113020	7	600-53616-242-000	5.60
Total 78354:									676.93
12/20	12/11/2020	78355	16531	WAUKESHA COUNTY TREASUR	TRAINING	2020-000003	1	205-55110-331-000	20.00
Total 78355:									20.00
12/20	12/11/2020	78356	17466	WETZEL, DONALD	5761-5771 PROPERTY ACQUISITION (PUBLI	120920	1	400-57140-210-000	830.00
Total 78356:									830.00
12/20	12/11/2020	78357	16655	WI DEPT OF TRANSPORTATION	EXCHANGE ST PRELIMINARY ENGINEERIN	395-0000197	1	400-57310-821-000	196.19
Total 78357:									196.19
12/20	12/11/2020	78358	1093	WI STATE LABORATORY OF HY	WATER TESTING	657064	1	600-53715-210-000	26.00
Total 78358:									26.00
12/20	12/11/2020	78359	1103	WINGRA STONE CO	MATERIALS FOR WATER REPAIR	19846	1	600-53718-822-101	216.53
Total 78359:									216.53
12/20	12/11/2020	78360	17463	WISCONSIN GRANITE	REFUND OF DUP PMT ON ACCT	120120	1	001-1115	1,106.71
12/20	12/11/2020	78360	17463	WISCONSIN GRANITE	REFUND OF DUP PMT ON ACCT	120120	2	001-1115	65.30
Total 78360:									1,172.01
12/20	12/11/2020	78361	16346	WOLF PAVING & EXCAVATING C	PATCH MATERIAL	68280	1	100-53000-230-000	1,376.33
Total 78361:									1,376.33
12/20	12/11/2020	78362	16841	WRIGHT WORLD SPORTS	EMS UNIFORMS	2202	1	100-52200-142-000	640.00
Total 78362:									640.00

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice Sequence	Invoice GL Account	Check Amount
12/20	12/11/2020	78363	1128	ZARNOTH BRUSH WORKS INC	SWEEPER PARTS	0182658-IN	1	605-53440-241-000	798.40
12/20	12/11/2020	78363	1128	ZARNOTH BRUSH WORKS INC	SWEEPER PARTS	0182676-IN	1	605-53440-241-000	131.18
Total 78363:									929.58
12/20	12/11/2020	78364	16489	ZIETSMA, JOEL	UNIFORM ALLOW - ZIETSMA	JZ112920	1	100-52100-142-000	312.00
Total 78364:									312.00
Grand Totals:									565,744.40

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
001-1115	1,234.17	.00	1,234.17
001-2120	.00	1,234.17-	1,234.17-
100-1624	14,051.98	864.33-	13,187.65
100-2120	1,126.57	90,979.04-	89,852.47-
100-2157	1,544.09	.00	1,544.09
100-2433	231.25	.00	231.25
100-2435	3,844.00	.00	3,844.00
100-2640	4,277.60	.00	4,277.60
100-44300-105	20.00	.00	20.00
100-46230-000	780.65	.00	780.65
100-51200-210-000	82.21	.00	82.21
100-51200-310-000	114.28	.00	114.28
100-51200-810-000	1,207.20	.00	1,207.20
100-51300-210-101	4,211.50	.00	4,211.50
100-51300-210-102	1,867.80	.00	1,867.80
100-51300-211-000	275.00	.00	275.00
100-51420-211-000	358.00	.00	358.00
100-51420-221-000	45.07	.00	45.07
100-51420-240-000	190.54	.00	190.54
100-51420-310-000	40.35	.00	40.35
100-51440-120-000	50.00	16.00-	34.00
100-51450-210-000	2,024.23	.00	2,024.23

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
100-51540-514-000	159.20	.00	159.20
100-51600-210-000	3,699.00	.00	3,699.00
100-51600-220-000	26.71	.00	26.71
100-51600-242-000	2,871.00	.00	2,871.00
100-51600-340-000	31.60	.00	31.60
100-52100-142-000	600.96	.00	600.96
100-52100-210-000	2,601.77	.00	2,601.77
100-52100-221-000	874.51	.00	874.51
100-52100-240-000	1,310.23	.00	1,310.23
100-52100-241-000	446.74	.00	446.74
100-52100-320-000	80.00	.00	80.00
100-52100-331-000	370.00	.00	370.00
100-52100-340-000	1,034.11	.00	1,034.11
100-52100-341-000	844.42	.00	844.42
100-52200-141-000	127.31	.00	127.31
100-52200-142-000	749.57	.00	749.57
100-52200-210-000	276.00	.00	276.00
100-52200-221-000	813.74	.00	813.74
100-52200-240-000	554.75	.00	554.75
100-52200-241-000	29.65	.00	29.65
100-52200-331-000	2,799.54	.00	2,799.54
100-52200-340-000	2,893.29	120.38-	2,772.91
100-52200-341-000	672.63	.00	672.63
100-52200-343-000	1,762.36	.00	1,762.36
100-52400-210-000	82.21	.00	82.21
100-52400-221-000	45.61	.00	45.61
100-52400-310-000	44.99	.00	44.99
100-52500-221-000	27.40	.00	27.40
100-53000-141-000	10.12	.00	10.12
100-53000-210-000	112.10	.00	112.10
100-53000-220-000	978.23	.00	978.23
100-53000-221-000	291.65	.00	291.65
100-53000-230-000	1,376.33	.00	1,376.33
100-53000-241-000	3,086.30	.00	3,086.30
100-53000-291-000	10,357.58	.00	10,357.58
100-53000-310-000	51.36	.00	51.36
100-53000-340-000	655.24	.00	655.24
100-53000-341-000	606.01	.00	606.01
100-54600-141-000	211.03	.00	211.03
100-54600-210-000	109.71	.00	109.71

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
100-54600-221-000	126.07	.00	126.07
100-54600-321-000	540.00	.00	540.00
100-54600-340-000	66.26	.00	66.26
100-54600-390-000	72.93	.00	72.93
100-55200-210-000	2,400.00	.00	2,400.00
100-55200-220-000	771.33	.00	771.33
100-55200-242-000	.00	125.86-	125.86-
100-55200-340-000	8,039.11	.00	8,039.11
100-55200-341-000	72.63	.00	72.63
200-2120	.00	394.33-	394.33-
200-55600-221-000	202.89	.00	202.89
200-55600-330-000	79.50	.00	79.50
200-55600-342-000	13.49	.00	13.49
200-55600-390-000	98.45	.00	98.45
205-2120	675.57	18,568.58-	17,893.01-
205-55110-210-000	4,150.53	.00	4,150.53
205-55110-221-000	111.86	.00	111.86
205-55110-240-000	288.04	.00	288.04
205-55110-242-000	1,080.48	141.32-	939.16
205-55110-310-000	636.13	63.63-	572.50
205-55110-330-000	28.64	28.64-	.00
205-55110-331-000	20.00	.00	20.00
205-55110-342-000	4,830.00	.00	4,830.00
205-55110-344-000	2,225.57	16.98-	2,208.59
205-55110-345-000	587.14	.00	587.14
205-55110-390-000	4,287.50	.00	4,287.50
205-55110-391-000	322.69	425.00-	102.31-
305-2120	.00	55.64-	55.64-
305-56700-242-000	55.64	.00	55.64
310-2120	.00	43.33-	43.33-
310-56700-210-000	43.33	.00	43.33
400-2120	.00	401,301.19-	401,301.19-
400-57120-813-101	149.97	.00	149.97
400-57140-210-000	47,311.00	.00	47,311.00
400-57140-825-101	17,005.72	.00	17,005.72
400-57210-811-101	3,675.00	.00	3,675.00
400-57210-811-108	397.30	.00	397.30
400-57220-811-104	4,160.00	.00	4,160.00
400-57220-812-101	39,995.00	.00	39,995.00
400-57220-813-101	12,340.01	.00	12,340.01

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
400-57310-821-000	196.19	.00	196.19
400-57620-211-000	166.50	.00	166.50
400-57620-827-112	136,614.00	.00	136,614.00
400-57620-827-113	2,097.50	.00	2,097.50
400-57620-827-116	134,900.00	.00	134,900.00
400-57620-827-118	2,293.00	.00	2,293.00
600-2120	28.68	14,881.59-	14,852.91-
600-53610-210-000	2,762.00	.00	2,762.00
600-53610-221-000	106.62	.00	106.62
600-53610-310-000	181.10	.00	181.10
600-53610-340-000	40.47	.00	40.47
600-53611-311-000	66.89	.00	66.89
600-53615-220-000	543.20	.00	543.20
600-53615-341-000	55.09	.00	55.09
600-53616-241-000	841.69	.00	841.69
600-53616-242-000	599.61	.00	599.61
600-53616-340-000	172.84	.00	172.84
600-53616-341-000	110.18	.00	110.18
600-53710-210-000	2,868.08	.00	2,868.08
600-53710-221-000	106.62	.00	106.62
600-53710-310-000	181.11	.00	181.11
600-53710-340-000	40.47	.00	40.47
600-53710-341-000	110.18	.00	110.18
600-53711-311-000	66.89	.00	66.89
600-53715-210-000	26.00	.00	26.00
600-53716-220-000	1,492.88	.00	1,492.88
600-53716-242-000	594.01	.00	594.01
600-53716-340-000	268.01	.00	268.01
600-53717-340-000	591.06	.00	591.06
600-53718-241-000	841.71	.00	841.71
600-53718-341-000	55.09	.00	55.09
600-53718-822-101	315.69	28.68-	287.01
600-53718-822-103	1,844.10	.00	1,844.10
605-2120	.00	4,753.22-	4,753.22-
605-44900-000	60.00	.00	60.00
605-48000-000	1,025.00	.00	1,025.00
605-53440-210-000	677.03	.00	677.03
605-53440-221-000	61.86	.00	61.86
605-53440-241-000	1,771.28	.00	1,771.28
605-53440-242-000	630.67	.00	630.67

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
605-53440-310-000	81.93	.00	81.93
605-53440-311-000	66.88	.00	66.88
605-53440-340-000	213.29	.00	213.29
605-53440-341-000	165.28	.00	165.28
610-2120	.00	35,364.13-	35,364.13-
610-53620-212-000	21,031.80	.00	21,031.80
610-53620-213-000	14,147.00	.00	14,147.00
610-53620-340-000	185.33	.00	185.33
Grand Totals:	569,406.04	569,406.04-	.00

Report Criteria:
Report type: GL detail

Please publish in the
McFarland Thistle on
November 26, 2020 and December 3, 2020

**VILLAGE OF MCFARLAND
NOTICE OF PUBLIC HEARING
BEFORE THE VILLAGE BOARD**

NOTICE IS HEREBY GIVEN that there will be a public hearing before the Village Board on Monday, December 14, 2020 at 7:00 p.m. in the Community Room of the Municipal Center, 5915 Milwaukee St., McFarland, Wisconsin, at which time interested parties and citizens shall have an opportunity to be heard concerning the following:

Review and possible recommendation to the Village Board regarding Ordinance No. 2020-22, An Ordinance Amending Various Sections of the McFarland Municipal Code Including Chapter 47 Public Utilities, Chapter 56 Subdivisions, and Chapter 62 Zoning Related to the Provision of Municipal Water, Storm and Sanitary Sewer Service.

Information regarding this request is available for review online at www.mcfarland.wi.us/activedevelopmentprojects or at the Village of McFarland Municipal Center lobby, 5915 Milwaukee Street, McFarland, WI 53558 (Monday-Friday, 8:00 a.m. to 4:30 p.m.).

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 join the Zoom Webinar by visiting <https://us02web.zoom.us/j/84753134510>

Or Telephone: Dial (for higher quality, dial a number based on your current location): US: +1 (312) 626-6799 Webinar ID: Webinar ID: 847 5313 4510

Due to the spread of COVID-19, the Village will be limiting in-person attendance at meetings. At this time only 5 non-employees are allowed in the Municipal Center for meetings 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 5-person gathering limit.

If you cannot attend the meeting, please submit your written comments to the Village Board before December 14, 2020. The mailing address is:

Village of McFarland
Community Development Department
P.O. Box 110

McFarland, WI 53558
community.development@mcfarland.wi.us
Respectfully submitted by,
Andrew Bremer
Community and Economic Development Director



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, December 14, 2020

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action regarding the selection of a proposal to perform Executive Recruitment Services for the position of Police Chief.

PREVIOUS ACTION:

The Village Board approved issuance of the RFP at their meeting on November 9, 2020.

The Police and Fire Commission recommended approval of the enclosed proposal at their meeting on December 9, 2020.

ISSUE SUMMARY:

Enclosed within your packet is a proposal from the Riseling Group that is recommended by the Police and Fire Commission (PFC) in order to conduct Executive Recruitment Services for the position of Police Chief. The PFC made its recommendation following review of the recommendation from the Evaluation Team as part of their last meeting. In total there were 5 proposals in all that were reviewed by the PFC President, Village President, and Administrator. Two interviews were conducted and as a result of that evaluation the Riseling Group was felt to be the best fit for the Village in order to assist the PFC in conducting this recruitment. Some notable comments from the review:

- Will spend time evaluating from multiple angles the types of characteristics and traits desired in the candidate for the position which will also take into account diversity, equity, and inclusion initiatives.
- They will conduct the background investigation within their organization conducting a process used by police departments.
- They do not have a pre-established database of existing candidates looking for this type of position.
- Established process to attempting to recruit diverse candidates into the position.
- All involved have an extensive amount of experience having worked at a high level in law enforcement for many years.

If approved, we would look to begin their work near the end of this year or at the beginning of the next year. The Village's format for a Standard Contract will be used for this agreement and is under review by the Consultant under the direction of the Village Attorney.

FINANCIAL/BUDGET IMPACT:

The costs for the proposals ranged from \$6,800 to \$28,500 with this being the highest cost



option as presented. The cost of the proposal presented at \$28,500 is a not to exceed amount while still completing all of the listed tasks which by design is meant to be thorough allowing us flexibility to adjust if not all of these tasks are desired. They will bill on an hourly basis and if things are removed or it does not take as long for some things then this cost is expected to be lower. The total hours anticipated thus far is around 160 hours. The Village's format for a Standard Contract will be used for this agreement and is under review by the Consultant under the direction of the Village Attorney.

The funding will be paid for out of the vacancy created through the Police Chief's retirement. This has been in place since November 10, 2020 and likely the position will not be filled until about 6 months from that date. The consultant anticipates the process will take about 16 week from start to finish and when applying the start time to January 1st we would expect to be completed near the end of April or early May. The savings created by a vacancy within that position for a period of 6 months is estimated around \$70,000.

The total amount of the proposal would be well within the amount of savings created through the vacancy.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Police and Fire Commission has recommended approval to accept the proposal from the Riseling Group in an amount not to exceed \$28,500 to perform Executive Recruitment Services for the position of Police Chief and directing the Village Administrator to prepare the standard contract for these services under the discretion of the Village Attorney.

ATTACHMENTS:

1. Police Chief Recruitment Proposal - Riseling
2. Police Chief Recruitment RFP 11102020

The Riseling Group



Police Chief Executive Recruiting Proposal

Police and Fire Commission President John Stransky
5915 Milwaukee Street
P.O. Box 110
McFarland, WI 53558

November 24, 2020

Dear President Stransky:

The Riseling Group, LLC is excited to submit this proposal to the McFarland Police and Fire Commission to manage the selection of its next police chief. The opportunity for a Village to hire a police chief is an infrequent and critical decision that will affect the quality of life for residents, schools, businesses, and faith organizations. In the current times, the new chief will have a series of challenges facing them on day one. Among the challenges are the use of force by police officers throughout our state and nation that has come under intense scrutiny; police relationships with people of color; a decline in interest for policing as a career; and all the disruptions COVID-19 has brought, especially its negative impact on municipal budgets.

Finding a highly quality individual who has the leadership and communications skills to handle the job is the central element of any hiring process. Hiring someone with a proven track record of setting and achieving goals for a community is essential. The individual's ability to give and earn respect—with a history of demonstrating strong integrity and the ability to stand up when others step back—is also fundamental.

The Riseling Group, LLC (TRG) team members selected for this project are highly experienced in police and public safety executive selection processes. All the team members have extensive understanding of human resources rules, regulations, and law. The Handbook for Wisconsin Police and Fire Commissioners, produced by the League of Wisconsin Municipalities, will be our guide. The process is outlined in the attached proposal.

Our history

In 1993, then UW-Madison Police Chief Sue Riseling formed "Decisionmakers," a company founded to help business leaders, school officials, and government leaders manage the very difficult decision of properly handling the termination of employees who may become violent. This threat assessment work was developed before the Columbine, Virginia Tech, Aurora (Colorado), or Las Vegas mass shootings. The business was part-time, as the work was infrequent.

In 2007, the call for work dramatically increased with requests for a variety of services, from threat assessment to executive searches, continuity of operations plans, crisis plans, training, physical security surveys, staffing studies, department reviews, policy, and more. So Chief Riseling added consultants and formed The Riseling Group, LLC. Upon retiring from her active law enforcement career in 2016, the chief devoted more time to TRG, and the client base, again, grew and expanded dramatically. When she ended her fulltime work as the Executive Director

of the International Association of Campus Law Enforcement Administrators in August of 2019, she devoted her energy to expanding TRG once again. The key to the company's success has been TRG's ability to attract experts and other highly qualified individuals to develop solutions for clients' unique needs. Additionally, TRG believes in client satisfaction, continuous improvement, and constant learning and growth, which has led to return business. TRG operates in all 50 states, Washington, D.C., and Canada.

Some of our experience with searches for police chiefs have been right here in Dane County. The Villages of Shorewood Hills and Oregon have both selected police chiefs whom TRG recruited. A bulk of our experience is from our decades of work at the university and state level, again, right here in Dane County. The lead for this project will be Assistant Chief (ret) Debra Hettrick, and assisting her will be Wisconsin Department of Corrections Deputy Secretary (ret) Deirdre Morgan. Chief (ret) Riseling will assist the team virtually for the months of January and February 2021 and then fulltime in March. More information about the team is in the proposal, and their resumes are attached.

TRG is ready to start the project Monday, January 4, 2021, once the contract between the parties has been signed. The first order of business will be to meet with the PFC and gain their insight, ideas, and direction. The rest of the timing outline is covered in detail in the proposal. If for some reason the projected timeline does not meet with the needs of the PFC, it can be adjusted.

Thank you for your consideration. We are excited about the prospect of serving the Village of McFarland and the Police and Fire Commission with this important selection process.

Sincerely,

Sue Riseling

Sue Riseling

President

OVERVIEW

1. Project Background and Description

The Village of McFarland Wisconsin is in the process of recruiting a new police chief. The current Chief is retiring after serving in the role for ten years. The McFarland Police and Fire Commission (PFC) is currently seeking a professional firm to recruit for the position and manage its search for next Chief of the McFarland Police Department.

The Village police department serves residents 24/7, is part of the Dane County Chiefs of Police Association and the Wisconsin Chiefs of Police Association. The department has 17 sworn positions and 2 civilian. The organization is presently designing a new Public Safety Center that the successful candidate will be engaged in bringing to fruition in 2021.

2. Project Scope

The project will have three phases.

A. Evaluation

1.) Feedback and input from the current governance structure:

- Conduct interviews with the current Police and Fire Commission,
- Conduct listening sessions (or interviews – PFC choice) with the Village President, Village Administrator and Village Trustees.
- Conduct listening sessions (or interviews – PFC choice) with Village Department Heads

2.) Feedback from law enforcement:

- Conduct two listening sessions with McFarland PD members at different times of day to allow those on all shifts to participate, these sessions would include the Detective, Investigator and the two civilians.
- Conduct an interview with the McFarland Police Department Lieutenant to understand how the Chief position functions.
- Conduct a focus group with the three Sergeants
- Conduct brief phone interviews with the leaders of the surrounding jurisdictions; such as: the Dane County Sheriff Department (Sheriff or Chief Deputy), City of Madison Police (Acting Chief or Assistant Chief), and the Acting Chief of Police for Monona.

3) Feedback from the general public:

- Conduct listening sessions/forums for the public to be advertised by the PFC. Ensure the sessions are held at various times and dates. (All listening sessions with the public will be done via Zoom or other virtual medium.)
- Conduct a listening session with the McFarland Chamber of Commerce
- Conduct a listening session with area faith leaders
- Conduct listening session or interview community representatives the Police and Fire Commission identifies as community representatives.

Report findings to the Police and Fire Commission.

B. Job Descriptions and Other Recruitment Materials

- 1.) Draft job description based on the findings in the evaluation phase and best practices for Police Chiefs. Gain the approval of the Police and Fire Commission.
- 2.) Work with Village staff to compile recruitment and other needed information on benefit package, housing information, schools, etc. to draw candidates in to consider the Village of McFarland.
- 3.) Establish the criteria for the position working with the PFC and feedback from the evaluation period.
- 4.) Prepare job posting announcements.
- 5.) Actively recruit viable candidates for the position.
- 6.) Develop sample questions for all interview panels.

C. Implementation Plans

- 1.) Create and implement a process in compliance with the Handbook for Wisconsin Police and Fire Commissioners by the League of Wisconsin Municipalities 2019 edition.
- 2.) Assist the McFarland PFC with implementation and guidance as needed to conduct search processes.
 - a. PFC consideration should be given to having a panel of law enforcement experts interview the semi-finalists
 - b. PFC consideration should be given to having a panel of the Village President, a Village Trustee, Village Administrator and a Community member interview the semi-finalists
 - c. Finalists would be interviewed by the Police and Fire Commission
- 3.) TRG would screen all applicants, based on criteria established in working with the PFC
- 4.) TRG would coordinate and establish interview schedules and assessment materials.
- 5.) TRG would conduct reference and background checks on finalists.
- 6.) TRG would coordinate a community tour.
- 7.) TRG would coordinate a public input/involvement component as directed by the PFC.
- 8.) TRG would coordinate a comprehensive background investigation on the successful candidate(s) and conduct the sensitive phases of the investigation.

- 9.) TRG would assist in negotiating the compensation package with the PFC finalist.

3. High-Level Requirements

- A. High degree of cooperation by the PFC, various committees and staff groups in their portion of the evaluations.
- B. Sufficient advance notice when consultants are required to attend public, Village or PFC meetings.
- C. Request for documents expedited.
- D. Location within the Village to conduct interviews, review documents and conduct listening sessions. (with COVID this may be a virtual location, i.e., Zoom.)
- E. A Village staff member who will assist with scheduling, invitations, refreshments and finding suitable venue for the various types of meetings/sessions that will be conducted. (again this may be modified with COVID)
- F. Monthly invoices will be provided, and monthly payment expected.

4. Deliverables

- A. Facilitators and note takers for all listening sessions, and public meetings.
- B. Written (bullet point) report on main points learned during listening sessions and interviews.
- C. Job description, ad text and recruiting materials.
- D. Guidance for the PFC throughout the process.
- E. Screening process for application packets and results of a culled list of the best candidates.
- F. List of potential questions to be asked by panels in the interviews.
- G. Establishment of panels
- H. Reference checks, background report, including a psychological review by a licensed psychologist specializing in law enforcement selection assessments.
- I. Finalist the Village may make an offer to and a new police chief the Village is excited about hiring.

5. Affected Parties

- A. Police and Fire Commission
- B. Village President and Village Administrator
- C. Village Police Department Employees
- D. Village Department Heads
- E. Village Residents

6. Specific Exclusions from Scope

- A. Review of the Police Department
- B. Review of Police policies
- C. Training requirements and compliance with training requirements for various positions

7. Implementation Plan High-Level Timeline/Schedule¹

Week 1:	Adoption of the final proposal and contract for services. This is dependent on the Village and its contract approval process. Whenever the Village is ready the consultant can begin work.
Weeks 3-4:	Interviews of Village Council, PFC, Village President, Village Administrator, Business Leaders, Public listening sessions, interviews with adjoining jurisdictions, staff interviews and police department listening sessions.
Week 5:	Interim oral report to PFC on feedback from listening sessions and interviews.
Week 6:	Finalizing selection criteria, job description and recruiting materials. Village and/or PFC approves materials.
Weeks 7-10:	Advertise the position, facilitate in mailing application packets, if needed, develop interview schedule, establish panelists, draft questions for various panel's consideration and use, screen applications/resumes as they arrive.
Week 11:	Finalize screening, and contact successful candidates, Schedule first round of interviews and Law Enforcement Executive panel interviews, if possible, on the same day.
Weeks 12 ²	Interview Semi-finalists, with both panels, if possible, on the same day.
Week 13	Conduct reference checks on Finalists.
Week 14-15	PFC Interview Finalists. Hold candidate public presentation and question sessions if desired by PFC.
Week 16-19	Make Conditional Offer. Reference checks and/or background checks completed. Present final candidate to Village Council. Public Announcement.
Mutually Agreed Upon	Police Chief begins work.

8. Advertising Plan

Advertising will be approved by the PFC. Some suggestions for consideration are to advertise with state web site, the Chiefs of Police Associations in Wisconsin, Illinois, Iowa and Minnesota via their websites and monthly newsletters. If the Village would like a national search, the position would be advertised with the International Association of Chiefs of Police and the Police Executive Research Forum. The Chicago Tribune and the Minneapolis Star Tribune.

The position would be posted with the Wisconsin State Journal, The Milwaukee Journal Sentinel, and The Post Crescent.

¹ Our timeline is flexible based on Village needs. This is just a guideline for your review.

² Depending on the number of applicants, interviewing semi-finalists may be necessary. However, if the applicant pool is not sufficient to warrant an interview process, then these steps may be eliminated, resulting in a shorter process.

Letters would be sent to the Dane County Chiefs of Police Association Members and the Chiefs of Eau Claire, Milwaukee, Green Bay, Appleton, Janesville, Beloit, Kenosha and Racine with a request to distribute the position description throughout their organizations.

9. Southern Wisconsin Municipal Searches

- a. **The Village of Oregon, WI – Chief of Police 2015**
Village Administrator Michael Gracz 608 444-6269 mgracz@vil.oregon.wi.us
- b. **The Village of Shorewood Hills Chief of Police 2017**
Village Administrator Karl Frantz 608 267-2680 kfrantz@shorewood-hills.org
- c. **The Village of Columbus Chief of Police 2018**
Village Administrator Larry Olson (920) 623-5900 CLueders@Columbuswi.us

10. The Riseling Group, LLC Team – Resumes Attached

The Lead for this project will be Assistant Chief (ret) Debra J. Hettrick,

Assistant Chief (retired) Hettrick specializes in policing, human resources, staff evaluations, continuity of operation planning and executive searches. AC. Hettrick retired after an active law enforcement career of 23-years. During her years as Lieutenant, Captain and Assistant Chief she was directly involved in the hiring and promotional practices at every level of the department, sworn and civilian. She reviewed background investigations, medicals, psychological test, credit scores and drug testing. During her career Debra served on dozens of selection and promotional panels for Police Officers, Sergeants, Lieutenants, Captains, Chiefs at the University of Wisconsin-Madison and other law enforcement agencies throughout the county, state and country. Following her retirement, she served as Threat Assessment Manager for the University of Wisconsin System for a decade before returning to an Assistant Chief role at the University of Wisconsin-Madison.

Assistant Chief (retired) Hettrick will be joined by Deputy Superintendent (retired) Deirdre Morgan and Chief of Police/Associate Vice Chancellor Sue Riseling.

Deputy Secretary (retired) Morgan

Deputy Secretary Morgan retired in 2018 from the Wisconsin Department of Corrections after an 18-year career in which she served as a Warden, as a Regional Chief within the Division of Juvenile Services, as an Assistant Administrator of Division of Management Services and Deputy Secretary. During her career she also worked in the Department of Justice, Office of the Attorney General for Wisconsin as the Director of Communications and Public Policy. She was the Chair of the Parole Commission for four years.

Dede worked in the field of human resources as the Director of Human Resources for the Stoughton School District and in the Wisconsin Department of Corrections as the Correctional System Director of Human Resources. She started her career as a social worker with the Wisconsin Department of Health and Social Services, Division of Youth Services and Division of Probation and Parole.

Chief (retired) Sue Riseling

Overall project management will be provided by Chief (ret) Sue Riseling. Chief (ret) Riseling retired

after 34 years of an active law enforcement, 25 of those years as Chief. During her time as Chief, Sue served as the deciding authority on Police Officer, Sergeant, Lieutenants, Captains, Assistant Chiefs, and Chiefs processes. She served on search panels for other department directors, Vice Chancellors and Chancellors. Following her law enforcement career she became the Executive Director of the International Association of Campus Law Enforcement Administrators. (IACLEA). IACLEA has close to 4,000 members in 15 countries.

11. Pricing Proposal

The proposal can be modified to meet the needs of the Village and some steps may be deemed unnecessary by the PFC.

TRG will conduct the search and selection process for a fee not to exceed \$28,500. TRG will charge its 2020 municipal rate of \$175 per hour. TRG will only invoice for actual hours worked.

Basic expenses of copying, ad placement, psychological and medical testing etc. will be billed as actual and is not included in the \$28,500.

Approval and Authority to Proceed

We approve the project as described above and authorize the team to proceed.

Name	Title	Date
Susan Riseling	President	November 24, 2020

Sue Riseling

Nov 24, 2020

Approved By

Date

Approved By

Date

DEBRA HETTRICK

Cell: 608-215-9719

Employment History and Major Accomplishments

Senior Consultant – The Riseling Group, LLC., 2007 – present

This position completes projects for this wide-ranging consulting company. As a Senior Consultant I have handled emergency management assessments, planning, policy development and training. Managed hiring processes for Chief of Police positions. Additionally, conducted assessments of police agencies, non-profits and colleges.

ASSISTANT CHIEF OF POLICE – Planning & Development Section, March 2014 to May 2015

This position acts as Assistant Chief of Police for the University of Wisconsin-Madison. The Planning & Development Section consists of two units, Emergency Management and Infrastructure Security. The Captain position normally assigned to the section is vacant, so this position has responsibilities both as Captain and Assistant Chief. Participated in external and internal hiring panels. The University of Wisconsin-Madison has a total enrollment of approximately 42,000 students and a teaching, research and support staff of 19,000. The campus is located on 3,500+ acres and has approximately 320 buildings, one of which is a 530 bed Level One Trauma Hospital which includes a prison ward. UW-Madison is part of the Big 10 Conference and the athletic facilities include an 85,000-seat football stadium and a 17,100 seat hockey, basketball and entertainment arena.

The Emergency Management Unit consists of a Lieutenant, an Emergency Services Supervisor, three Emergency Services Coordinators, a Police Officer, a Security Officer and a Program Assistant who is shared by the two Planning & Development units. The unit is tasked with responsibility for consultation with all 26 University of Wisconsin System campuses located throughout the state. The University System has approximately 184,000 students and 29,000 staff and faculty, making it the largest state agency in Wisconsin. A major focus of the Emergency Management Unit is handling University Response Plans (URP) and Continuity of Operations Planning (COOP) for all 26 campuses. This includes development of COOP and URP, training personnel, conducting exercises and evaluating After Action Reports with the intention to be prepared for any type of emergency and to have the capability of continuing operations once an event is under control. The unit also has responsibility on the Madison Campus for operating a state of the art Emergency Operations Center along with training and coordinating the 130 person Emergency Operations Group and Executive Group. The unit regularly holds tabletop and functional exercises for the group, and this year the unit held a full-scale exercise, Operation Wisconsin Dawn, which is described below. The unit led UW-Madison through the extensive process of achieving the status of a Disaster Resistant University. An additional responsibility is occupant emergency planning and training, as well as safety and active shooter training. The unit is responsible for coordination and provision of CPR and AED training for the University and in 2014 trained over 200 people.

The Infrastructure Security Unit consists of a Lieutenant, two Sergeants, two Security Supervisors, an Infrastructure Security Camera Specialist, a Police Officer, a Security Officer, and a Program Assistant in addition to the one which is shared by the two units. The unit is responsible for major access control initiatives, control and maintenance of the system, security assessments, reports and planning, the security of Select Agent and animal research facilities and the control and maintenance of UW-Madison's

video surveillance system. In 2013 the Unit began work on an \$8 million overhaul of the entire campus camera system, Operation Forklift, which is described below. Once the camera initiative is complete, the Infrastructure Security Unit will begin a similar initiative with access control. With over 320 buildings, many of which are historic, access control currently ranges from keys to sophisticated electronic systems, some of which are “stand-alone”. The goal of this initiative will be to have campus buildings, to the extent possible, on one central access control system to improve the security and safety of the campus. In addition, the Infrastructure Security Unit works with architects and project managers from inception and planning to completion of new construction and major remodels on all aspects of security issues, including Crime Prevention Through Environmental Design (CPTED), planning of lighting, access control and camera placement. The Infrastructure Security Unit is also responsible for security of the campus Nuclear Reactor site, the federally controlled Select Agent Research laboratories and hundreds of areas of Animal Research. Research facilities on the campus include an internationally known Primate Research facility, operated by the National Institute of Health and the Influenza Research Institute, operated by Dr. Yoshihiro Kawaoka, an internationally recognized researcher.

Major Projects

Emergency Management – Operation Wisconsin Dawn

After thirteen months of planning, on July 17, 2014, the UWPD Emergency Management Section conducted a day long real-time full scale exercise called Operation Wisconsin Dawn. This exercise involved over 600 participants and 20 agencies including the Madison Police Department, Dane County Sheriff Department, U.S. Attorney’s Office, FBI, Wisconsin State Patrol, Medical Examiner’s Office, Madison Fire Department, Wisconsin and Dane County Emergency Management and two of the three Madison hospitals. The exercise involved a bomb exploding in Camp Randall Stadium during the beginning of a “fun run”. Units that were activated included the UW Emergency Operations Center (EOC), Dane County and City of Madison EOC’s, a Joint Information Center, the Executive Group, Command Post, Family Assistance and Reunification Center. The Salvation Army activated and provided food to victims and workers. The Dane County mobile command post, the Dane County Bomb Squad, and SWAT teams from the FBI, Madison Police and Dane County were active members of the scenario. The exercise was the largest of its type in Wisconsin history. The Emergency Management Unit also held a full scale exercise in 2010, Operation Badger One, which at the time was the largest in state history.

Infrastructure Security – Operation Forklift

After almost a year of work by the UW Madison Police Department, the UW Department of Information and Technology and UW Facilities Planning and Management, the implementation of Operation Forklift began in earnest in January 2015. The goal of this project was to revisit and analyze the placement and effectiveness of the 1300 video surveillance cameras on the campus to improve security and protect lives and property. The method involved site visits to evaluate current cameras, selection of the best new camera technology and the purchase of a video management system for recording and storing video data. \$8 million was secured from the University to fund this undertaking and a funding model was developed to sustain, repair and replace cameras in the future. In the end, all cameras on the campus will be changed from analog to internet protocol and all video surveillance will be on a video management system which allows for central, secure viewing, control and storage. In order to accomplish this, Infrastructure Security also created a position description and hired an Infrastructure Security Camera Specialist whose job it is to assist in the placement, installation, aiming, evaluation and maintenance of the system. The project itself will increase the number of cameras to 1800, and when complete, the system will be capable of handling additional cameras added in new construction or determined need.

Overall Department Responsibilities

- In addition to responsibility for the Planning and Development Section, this position is responsible for the overall administration and command of the entire department in conjunction with the Chief and second Assistant Chief. In cases of the Chief's absence, this position also assumes command. The responsibilities and assets of the Department include:
- The administration and command of 149 employees which includes police officers, security officers, dispatchers, office administration staff in addition to 35 student volunteers who provide EMT services. Establishment and participation in hiring panels.
- Administration of an approximate \$12 million budget.
- Full service police agency with mounted, motorcycle, bicycle, canine and police extraction response units in addition to regular patrol.
- Investigative Services Unit that investigates criminal and internal affairs; one detective assigned to the FBI Joint Terrorism Task Force and one assigned to the Dane County Narcotics Task Force; two detectives are trained in digital forensics.
- State certified evidence technicians, Defense and Arrest Tactics (DAAT) instructors, and certified Firearms instructors.
- Department is the only police agency in the State of Wisconsin to be triple accredited, and has a Professional Standards Unit, which oversees the accreditation requirements, policies and procedure.
- Director and Assistant Director dedicated solely to Clery compliance.
- Director of Threat Assessment Services who works with the UW's Threat Assessment Team to evaluate and develop action plans for persons considered to be a possible danger to themselves or others. This position also trains UW departments in best practices regarding identifying and reporting possible dangerous situations.

PROFESSIONAL CONSULTANT – UW MADISON POLICE DEPARTMENT, October 2007– March 2014

In October 2007, following the mass casualty incident at Virginia Tech, the President of the UW System had appointed a commission to survey and assess security on all the UW Campuses, and to make recommendations for improvement. The UW-Madison Police Chief was Chair of that Commission. When the report was released, I was hired as a consultant to develop programs and deliver training following the commission's recommendations:

- Developed training in Surviving a Mass Casualty Incident for faculty and staff of all the 26 UW System schools.
- Trained over 200 Police Officers from UW-Madison and the remaining twelve four-year campuses in the basics of Threat Assessment.
- Trained 60 Police Officers from UW-Madison and the remaining twelve four-year campuses to deliver that training to faculty and staff.
- Trained faculty and staff at UW-Madison and all thirteen campuses of UW Colleges
- Served as threat assessment and safety advisor to the UW Colleges, as they had no police or security. Helped the UW Colleges campuses to develop relationships with their local police.
- Helped to develop UW Madison's Threat Assessment Team and the method by which information would come to that team.

- Assisted in the planning and development of three one-day Threat Assessment Training seminars for staff from all 26 UW System Campuses. Seminars included nationally known expert guest speakers, as well as presentations and panels from University departments such as Health Services, Legal Services, Housing and Student Affairs Services.

In 2009, the responsibilities were expanded to include the duties of a 20% time Emergency Services Coordinator. The position was now to provide COOP planning, training and exercising to the UW Colleges' thirteen campuses across the state. The position also participated in the planning and execution of the 2010 full scale exercise on the UW Madison campus, Operation Badger One.

CAPTAIN OF FIELD SERVICES – UW MADISON POLICE DEPARTMENT, 1994 TO 2002 (retirement)

From 1994 to 2002, the position of Assistant Chief did not yet exist at UW Madison Police Department. Rather two Captains filled those positions, the Captain of Field Services and the Captain of Support Services. The Captain of Field Services was responsible for the operations of all Police, Security and Dispatch functions. This included at the time the cadre of Security Officers assigned to the 530 bed Level One Trauma Hospital including the prison ward. All other responsibilities listed in the "Overall Department Responsibilities", above, were included in this position.

In 1999, this position was responsible for leading a team which created the UW-Madison's first "Crisis Plan". That Crisis Plan still exists as the basis for the current University Response Plan. Following the events of September 11, 2001, the Crisis Plan was activated and the groups which formed the Emergency Operations Center and Executive Group for the University were formalized.

LIEUTENANT OF PATROL – UW MADISON POLICE DEPARTMENT, 1991 TO 1994

This position was responsible for the immediate oversight of the Police, Security and Patrol functions of the UWPD. In addition, it was responsible for planning and implementing crowd control for football, basketball, concerts and other special events. This position also commanded the Mounted Unit and rode as part of an interagency Mounted Unit with the Madison Police and Dane County Sheriff. This position was also responsible for implementing the Department's first formal Field Training Officer program and was trained and served as UWPD's Law Enforcement Ethics Instructor.

POLICE OFFICER AND DETECTIVE – UW MADISON POLICE DEPARTMENT, 1979 TO 1991

Performed routine police patrol, served as training officer, investigated crime, planned and implemented the Department's first Bicycle Unit supervising student interns, served on the Mounted Unit. Served four years as a member of the Board of Directors, Mental Health Center of Dane County, which included membership in the National Alliance on Mental Illness (NAMI).

Education:

Bachelor of Arts, University of Wisconsin-Madison, Sociology major with English minor – 1974

Certificate in Correctional Administration, University of Wisconsin, Madison – 1974

Included internship at the Las Palmas Correctional Facility for Girls, Las Palmas California – 1973

State of Wisconsin Certified Police Academy, Madison, WI – 1979

Wisconsin Executive Leadership Development Program – 1992 to 1993

Certified Ethics Training – The Ethics Institute, Plano, TX – 1994

Deirdre A. Morgan
512 Harvest Lane
Verona, WI 53593
608-577-7000 Cell
morgan.deirdre.a@gmail.com

January 2018 - February 2020

Celestar Corporation, American Embassy, Tunis Tunisia, Africa - Senior Corrections Advisor/Contractor

Serve as the American Embassy prison system subject matter expert to the Government of Tunisia. Recommend, develop and implement system-wide prison reform using best practices and international standards (Nelson Mandela Rules). Provide training and equipment; develop long range goals to include implementation of classification; cognitive based programming; prison design and construction; health and safety considerations; security response measures; and policy and procedure development.

March 2016 – January 2018

Wisconsin Department of Corrections, Division of Management Services - Assistant Administrator

Responsible for management of the Department's Management Services Division providing resources throughout the agency in the following areas:

- Budget development
- Personnel & EEOC
- Information Technology
- Procurement
- Fiscal Management
- Staff Development and Training
- Office of Records Management – Public Records Requests, HIPPA, Privacy and Records Management
- Management of agency-wide policies and procedures

Serve on a variety of Department committees affecting state-wide operations and programs in the area of efficiency, budgeting, technology and emergency preparedness. I continue to serve on the community organizations listed below.

October 2012 – March 2016

Wisconsin Department of Corrections - Deputy Secretary

Responsible for the day-to-day operations of the Department of Corrections; 4 Divisions (Adult Institutions, Probation and Parole, Juvenile Corrections and Management Services); and supervision of Chief Legal Counsel and the Office of Internal Affairs/Emergency Preparedness. Serve on a variety of organizations and committees to include but not limited to; United Way of Dane County; Community Work Services Inc.; UW Platteville Criminal Justice Counsel and Madison College Criminal Justice Committee.

September 2012 – October 2012

Wisconsin Department of Corrections, Division of Juvenile Services - Northwest Regional Chief

Administration, implementation and oversight of the Division of Juvenile Corrections mission and vision for Wisconsin youth committed to and released from Copperlake and Lincoln Hills Schools on probation and parole supervision.

November 2004 – September 2012

Wisconsin Department of Corrections, Division of Adult Institutions, Oakhill Correctional Institution - Warden

Oversight of 685 minimum security adult male fenced prison facility. Staff oversight and supervision of 253 FTE to include security (177 FTE); contract negotiations; employee compensation and staff development and discipline. Administration, implementation and oversight of the Department's vision and mission regarding incarcerated individuals to include but not limited to, inmate reintegration, education and skill building, restorative justice, and victim impact.

August 2004 – November 2004

Wisconsin Department of Justice, Office of the Attorney General - Director of Communications and Public Policy
Responsible for the Public Information Office and policy development for the Department of Justice and the Attorney General. Develop and coordinate the AG's message related to the implementation of Wisconsin Law.

January 2003 – August 2004

Wisconsin Department of Corrections, Office of the Secretary - Executive Assistant

Serve as the liaison between the Governor's office, legislators and the Secretary's Office related to Department of Corrections' practices, programs, and laws. Coordinate with stakeholders to draft, develop and implement policies, procedures, and Administrative code.

November 1999 – January 2003

Wisconsin Parole Commission – Chairperson and Commission Member (Wisconsin Department of Corrections)

Administration of parole process in accordance with Wisconsin laws and administrative code.

January 1997 to November 1999

Stoughton Area School District - Director of Human Resources

Administration of Human Resources functions for K-12 school district; 6 schools, 460 employees.

February 1994 to January 1997

State of Wisconsin, Department of Corrections, Division of Community Corrections, Wisconsin Correctional Center System - Director of Human Resources

Administration of Human Resources functions for minimum-security prison, 17 correctional centers, 465 employees.

April 1993 to February 1994

State of Wisconsin, Department of Transportation, Bureau of Vehicle Services - Supervisor of Motor Vehicle Auto Registration and Titling Unit

Supervise auto registration and titling unit.

October 1990 to April 1993

State of Wisconsin, Department of Corrections, Division of Management Services, Bureau of Personnel and Human Resources, Office of Affirmative Action Equal Employment Opportunity Specialist and Acting Affirmative Action Officer

Administer the Department's Affirmative Action initiatives, policies and procedures.

July 1985 – October 1990

State of Wisconsin, Department of Health and Social Services, Division of Youth Services and Division of Probation and Parole

Social Worker – Ethan Allen School For Boys; Juvenile Aftercare Agent; Juvenile Parole Commission; Adult Probation and Parole Agent

Education

December 1994 – Bachelor of Science, School of Social Welfare, University of Wisconsin – Whitewater. Accredited by the National Association of Social Workers

References available upon request

SUSAN RISELING
President
The Riseling Group, LLC.
www.riselinggroup.com
1802 Monroe Street Suite 201
Madison, Wisconsin 53711
Sue@riselinggroup.com

Nature, Scope and Extent of Responsibilities:

The Riseling Group, LLC., President and Founder: Present

In 2007 The Riseling Group LLC acquired Decisionmaker, LLC a management consulting firm specializing in threat assessment and other human resource matters of sensitive nature. The Riseling Group, focuses on Strategic Planning, Facilitation, Executive Searches, Race Relations and Diversity, Repairing "Toxic" Work Environments, Continuity of Operations Planning, Emergency Management, Law Enforcement Management Studies, and Reviews, Accreditation, Policy and Procedure Development, Crowd Management, Crisis Management, Crisis Communications, Human Resource Investigations, and specific to universities Clery Act Compliance and Title IX Compliance. The Riseling group provides training in Executive Leadership, Supervision, Crowd Management, Crisis Communications, Emergency Preparedness, Continuity of Operations, Threat Assessment, Title IX and Community Policing.

In the past twelve months clients of The Riseling Group have been Cities, and Villages with personnel investigations in their police or fire departments, Universities with incident after action reviews, climate surveys, staffing studies and emergency management exercises, and private companies with threat assessment and new product development.

Executive Director of the International Association of Campus Law Enforcement Administrators (IACLEA) August 2016 to August of 2019

The Association was managed by a Connecticut company that oversaw 27 different Associations. The task was for the Executive Director (the only employee of the Association) to plan and implement leaving the company and to develop and operate an independent staff and headquarters for the Association. This task was to be completed in three years – it was completed in eleven months. A new headquarters was established in the Washington D.C. area in seven months with all new furniture, computer systems, financial and investment programs, legal, accounting, and printing services. Seven new staff were hired, trained and began work over those 11 months. Also, in that timeframe, a major conference was held, new training programs were established, all communications channels were revamped, new website, e-news digest, e-monthly bulletin, all member messaging, a social media presence on Twitter, Facebook, Instagram, etc., started.

By the twenty-one-month mark, IACLEA held its largest ever annual conference, doubled its membership from just over 2,000 to over 4,300. It created new training programs on race, hate crimes, crowd management, demonstrations, mental illness, sexual assault trauma informed investigations, Clery, drones, terror act prevention, emerging issues and a first line supervisor institute.

This position oversaw all aspects of managing a 4,300-member international association dedicated to public safety on university and college campuses. The position is tasked with government relations,

accreditation, professional reviews, periodical magazines, website development, hosting trainings, annual conference, news digests and a far-reaching array of membership services.

Chief of Police/Associate Vice Chancellor August 2003 to August 2016

The University of Wisconsin-Madison, Extension, and System.

This position continued to act as Chief of Police for the University of Wisconsin-Madison and Extension (see below). In addition, this position is tasked with responsibility for consultation with the other 25 University of Wisconsin System campuses located throughout the state. The University System has approximately 184,000 students 29,000 staff and faculty making it the largest state agency in Wisconsin. The major focus of this position involves handling the issues of a post September 11th nature-Strong emphasis on planning, major access control initiatives, federally controlled select agents and consultation with the Environmental Health and Safety Department. Serves on the University's Leadership Council and on the US Attorney General's Western District Anti-Terrorism Task Force. In 2006 was appointed Vice Chair of the Governor's Council on Radio Interoperability and the State Homeland Security First Responder Group ending service in 2011. Led the University of Wisconsin System response to mass casualty shootings in 2008. In 2015 led a county wide effort to establish investigation teams to impartially investigate officer involved shootings.

Chief of Police - University of Wisconsin-Madison and UW Extension March 1991- August 2003

The University has a total enrollment of approximately 42,000 students, a teaching, research and support staff of 19,000. The campus is located on 3,500+ acres and has approximately 320 buildings, one of which is a 530 bed Level One Trauma Hospital which includes a prison ward. The athletic facilities include an 85,000 seat stadium and a 17,100 seat hockey/basketball arena.

Responsibilities include:

- The administration of 155 employees which includes police officers, security officers, dispatchers, office administration staff in addition to 35 student volunteers who provide EMT services.
- Administration of an approximate \$10 million budget. Oversight of an \$8 million camera project
- Full service police agency with mounted, motorcycle, bicycle, canine and police extraction response units in addition to regular patrol cars/foot.
- Detective unit that investigates criminal and internal affairs, serves on the FBI JTTF, and on County- wide Narcotics Task Force. Part of state-wide meth lab team. Founding member of County-wide narcotics and gang enforcement team (DCN>F).
- State certified evidence technicians and police instructors.
- Emergency Management function and Continuity of Operations Planning for the entire University.
- Directs the University Response Plan, Emergency Operations Center and Incident Command Systems.
- Infrastructure Security, Access Control, Nuclear Reactor Security, Select Agent Research Security and Animal Research Security

Associate Director - Police Department SUNY Stony Brook**November 1989 – March 1991**

The University had a total enrollment of 17,000 students, 9,000 teaching, research and support staff. The campus is located on 1,100 acres and has approximately 100 buildings, one of which is a 530 bed hospital.

Responsibilities included the supervision of 65 police officers, 37 building guards, 180 student employees, 11 locksmiths, 8 traffic enforcement officers and 10 clerical staff. Administration of a \$4 million budget.

Assistant Director, Patrol Operations**October 1987 to November 1989****Assistant Director, Crime Prevention, Resident Life & Training**

These two positions were held at SUNY Stony Brook. The job responsibility built in the form of promotions.

Manager, Safety/Security and Communications -**University of Maryland College Park Department of Resident Life. June 1985 – September 1987**

The University had a population of approximately 50,000 faculty, students and staff.

Responsibilities and accomplishments included directing 80 student staff responsible for a wide range of life safety and security services and a staff of communication operators. Expanded the scope of the security staff operations which increased their productivity by 75% without a budget increase. Created inspection programs for exterior lighting, fire safety, security hardware, smoke detectors, lofts, air conditioners, department vehicles and asbestos pipe covering.

**Assistant Director Safety/Security and Communications
Director, Safety/Security****August 1982 to May 1985****Safety/Security Coordinator****Security Coordinator**

These four positions at Maryland required supervision of 30 to 50 student employees. With each advancement, the number of staff supervised, and size of budget grew steadily.

Education:

The University of Maryland College Park, thirty credits toward a M.A. Criminology, completed course work and research for thesis.

B.A. Criminal Justice (1982)

SUNY Basic Training, State Police Academy Albany New York

Senior Management Institute for Police - Police Executive Research Forum (1997)

Problem Oriented Leadership Institute for Chief Executive Officers (July 2004)

Other Police/Management courses too numerous to list efficiently.

Professional Achievements:

IACLEA

Doubled membership in twenty-one months

Convened the largest conference on US soil for the Association and the largest conference on Canadian soil for the Association.

Oversaw the separation from a management firm and began a start-up of an independent Association

Grew corporate partnerships by 50%

Increased revenue and operating budget by 40 %

University of Wisconsin

Fully automated the organization, linking satellite offices with headquarters and placing mobile data computers in every patrol unit. This was the first such system in the State of Wisconsin in 1992.

Co-chaired a Special Community Task Force on the Police Use of Force following the death of an unarmed African-American male in March of 2015. Task Force developed 60 recommendations to change the manner by which the police train and use force throughout Dane County in February of 2016.

Chaired a special committee of the Dane County Chiefs to develop independent investigative teams to investigate impartially officer involved shootings. All 27 law enforcement agencies within Dane County signed onto the process in 2015.

Implemented Body Worn Cameras – the first WI state agency to do so.

Successfully commanded law enforcement response to the unprecedented protests at the Wisconsin State Capitol 2011.

Featured in an article October 2004 Law Enforcement Technology--UW-Madison "Teamwork from the Top"

Founding member of a County-wide unit consisting of full-time police personnel tasked with drug enforcement, dealing with higher level dealers and long-term investigations. First chairperson of this group's steering committee.

Successfully instituted problem-solving policing and community policing reaching a 30, 35, 40 and in my last year as chief a 42 year low in crime.

Created a threat management prevention and response mechanism to reduce the likelihood of mass casualty events.

Created the office of Clery Act compliance.

Created a University wide response plan to acts of terrorism, natural disasters and student deaths.

Established a Police Extraction Response Unit --the only one in the state.

Professional Activities:

- **United Way of Dane County Board Member 2014-2020**
- **Chair of the United Way Safe Communities, Safe Neighborhoods 2014-2016**
- **Co-Chair Task Force on Police Use of Force 2015-2016**
- **Chair of the Police Executive Group 2011**
- **President of the Dane County Chiefs of Police Association 2011**
- **Chair of the Dane County Chiefs District Attorney Issues Committee 2004-2016**
- **International Association of Chiefs of Police Executive Committee Member 1997-2003, 2005-2009, 2012-2014**
- **Life Member of IACP and Chair of the IACP Civil Rights Committee 2009-2014**
- **Vice President of the International Association of Chiefs of Police (IACP) 2005-2009.** With oversight of the following committees: Terrorism, Organized Crime, Juvenile Justice, Patrol and Tactical Operations, Research Advisory, Civilian/Military Law Enforcement, Homeland Security, Legal Officers Section, Capitol Police Section.
- **Team Member of the Police Executive Research Forum on national review of municipal police departments' sexual assault investigations 2014-2016.**
- **President of the Wisconsin Chiefs of Police Association 2003-2004.** First woman and first University police chief to ever be elected to this position.
- **Co-Chair of Capital Campaign for Family Centers 2003-2004**
- **President** of the Exchange Center for the Prevention of Child Abuse 2003.
- **Board Member** of the Wisconsin Police Leadership Foundation 1999-2005
- **President (1998-99) and Founding Member** of the National Association of Women Law Enforcement Executives (NAWLEE)
- **General Chair** IACP College/University Section 1997-2003
- **Member** of the IACP Patrol and Tactical Operations Committee 1999-2005
- **Vice Chair** of the IACP Civil Rights Committee 2000- 2005.
- **Member** of the IACP Homeland Security Committee 2004-2005.
- **Member** of the IACP Ad Hoc committee on Women and Policing
- **Member** of the IACP Ad Hoc committee on Organizational Structure
- **Vice Chair** IACP College/University Section 1996-97
- **Regional Director** IACP College/University Section 1995-96
- **Co-Chair** of the Wisconsin Chiefs of Police Association Legislative Committee 1996-1998
- **President** University of Wisconsin Softball Booster Club 1998
- **Representative** Academic Staff Assembly District 486 1998-2000.
- **Chair** of the IACLEA Committee on Awards 1993-96
- **Chair** of the Legislative Committee NAWLEE 2002-2003
- **Second Vice President** of NAWLEE 1997
- **Chair** of the Bylaw Committee NAWLEE 1996

Conducted Workshops 1993 to 2020

- Title-IX
- Clery Act
- Legal Issues in Higher Education
- Preventing Racial Profiling
- Bias Free Policing
- Continuous Improvement in Crisis Organizations
- Crowd Management
- Community-Oriented Policing
- Problem Solving Policing
- Preventing Violence in the Workplace
- Dealing with Difficult Employees/Volunteers
- Delivering Police Services on University Campuses
- Diversity Training
- Residence Hall Security
- Fast Cycle Improvement Process
- First Amendment and Demonstrations
- Date and Acquaintance Rape Prevention
- Crisis Management
- Leadership
- Women in Law Enforcement
- Securing the Nation's Campuses Post 9/11
- High Value Targets for Terrorism
- Enlightened Leadership
- Marketing Your Department
- Spouse Programs Within Police Departments
- Threat Assessment – Managing Fear
- Avenger Shootings
- Preventing Mass Casualty Shootings
- Emergency Management
- Continuity of Operations
- Preventing School Violence
- Continuity Planning For Small Businesses
- Incident Command and Wisconsin Capitol Operations
- Dealing with Difficult People
- Court House Security

Authored 1993 to 2020:

- *A View From the Interior Policing the Protests at the Wisconsin State Capitol* published October of 2013 ISBN:978-1-59598-255-1 ebook ISBN 978-59598-256-8
- *Oxford Handbook of U.S. Higher Education Law: Chapter: Evolving Role of Campus Security and Law Enforcement* to be published by Oxford University Press Fall 2020
- Safety and Security Considerations for Campus Events Chapter 9 *Managing Campus Safety and Security in Higher Education* 2014
- A View from the Interior – Guest Lecture *An Introduction to Policing* 8th Edition 2014
- Part of a team that authored, *Protecting Civil Rights: A Leadership Guide for State, Local, and Tribal Law Enforcement*. IACP
- Preparation for Emergencies *Emerging Issues in College and University Security Inside the Minds*, 2008
- Problem Oriented Policing *Journal of Security Administration* June 1993.
- Crowd Surge! *California Safety Journal* September 1994
- Problem Solving Policing *IACLEA monograph* 1995
- Preventing Workplace Violence *IACLEA monograph* 1996
- Racial Profiling and Police Data Collection *WLEC* for the Governor's Task Force on Racial Profiling
- Wisconsin Law Enforcement Statement on Racial Profiling *WLEC* for the Governor's Task Force on Racial Profiling

Professional Affiliations:

- International Association of Chiefs of Police
- Police Executive Research Foundation
- Wisconsin Police Executive Group
- National Association of Women Law Enforcement Executives (founder)
- National Organization of Black Law Enforcement Executives
- International Association of Campus Law Enforcement Administrators
- American Society for Industrial Security
- Wisconsin Chiefs of Police Association
- Dane County Chiefs of Police Association
- Northeast Association of Women Police
- Wisconsin Association of Women Police
- International Association of Women Police
- United Way of Dane County
- Exchange Club for the Prevention of Child Abuse
- Childreach Foster Parents Plan
- Madison Urban League
- Special Olympics

Awards in the last twenty years:

- June 2019 Special Recognition from IACLEA's Women's Forum
- June 2019 Special Recognition from IACLEA Board of Directors
- July 2017 United Way of Dane County Wisconsin, Women's Leadership Woman of the Year Philanthropy Award.
- June 2017 Police Executive Research Forum (PERF) Leadership Award
- June 2017 IACLEA President's Award
- April 2013 Chancellor's Award S.P.A. UW-Madison
- March 2013 Excellent Service Award University of Wisconsin Police
- March 2011 Meritorious Service Award University of Wisconsin Police
- March 2006 Meritorious Service Award University of Wisconsin Police
- August 2004 Wisconsin Civil Air Patrol, for leadership and support.
- 2004 Named a "Patriotic Employer" by the Committee on the Reserve and National Guard – Wisconsin 115 Air Wing
- March 2004 Meritorious Service Award University of Wisconsin Police
- Wisconsin Attorney General Award for Service 2004
- August 2003 Named Motorola Law Enforcement Executive of the Year by the National Association of Women Law Enforcement Executives.
- September 2003 Outstanding Service Award University of Wisconsin – Madison
- October 2003 Civil Rights Award of the International Association of Chiefs of Police
- October 2003 awarded a proclamation by the Village of Shorewood Hills Wisconsin for leadership and cooperation.
- March 2002 Excellent Service Award University of Wisconsin Police
- March of 2001 Meritorious Service Award University of Wisconsin Police Department



Request For Proposals

Police Chief Executive Recruiting Services

-

RFP Issuance Date: November 10, 2020

Proposal Due Date: November 25, 2020

Please Submit to:

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

SECTION 1

Purpose/Introduction

- A. The purpose of this Request for Proposals (RFP) is to receive competitive proposals from qualified executive recruiting firms who are interested in assisting the Village in the recruitment of a new Police Chief. The current Police Chief is retiring after serving in this role over approximately the last 10 years. The Village's Police and Fire Commission (PFC) will be responsible to conduct the recruitment and ultimately make the final selection. It is our intention that the work conducted by the Consultant will provide for a wide selection of qualified candidates and ensure the greatest opportunity for a diverse selection of candidates. The desired Consultant will be objective and rationale in their process to conduct the recruitment as well as provide meaningful opportunity for the public to provide input on the final candidates. The successful consultant will need to be dynamic and engaging in order to provide sound advice and information on the process to the Commission, Village Staff, and Elected officials as appropriate.

SECTION 2

Background

- A. The Village of McFarland is located adjacent to the southeast side of the City of Madison in Dane County. The current population of McFarland is estimated 8,952. The Village has approximately 43.50 road miles and is a little under 5 square miles in total land area. The Village is serviced by US Highway 51 serving as the main connection point between the cities of Madison and Stoughton. The Community is home to a high quality of life within the Madison metropolitan area as demonstrated by its excellent schools, variety in commercial enterprises, vast parks, and safe neighborhoods. More information about the Village is available at www.mcfarland.wi.us.

- B. The Village has a full-service Police Department, that provides law enforcement services 24 hours a day, every day. The Department is staffed by the Chief, Lieutenant, 3 Sergeants, Detective, Investigator, and 10 Officers as well as 2 non-sworn administrative staff. The Department has an extensive outreach program, School Resource Officer, Community Service Officer, has a heavy focus on training, provide a municipal security program and K-9 services. The Department is currently housed within the McFarland Municipal Department with all but two other Village Departments; however, is presently designing a new Public Safety Center that will begin construction in 2021.

SECTION 3 Scope of Work

- A. The Village is seeking a consultant to assist the PFC through the process of hiring a new Village of McFarland Police Chief as follows:
- Act as the primary contact to the PFC to guide and advise the Commission through the recruitment and selection process;
 - Interview PFC members to obtain feedback for desired characteristics and qualifications of a Police Chief;
 - Coordinate stakeholder input, upon the direction of the PFC, to include the Village President and Village Trustees, Village Police Department Staff, Village Administrator, Village Department Heads as well as Community representatives;
 - Review and provide recommendations for revisions to the job description for the position as appropriate.
 - Develop recruitment materials;
 - Conduct a comprehensive outreach campaign aimed at producing the highest quality candidate pool;
 - Review and screen candidates;

- Recommend and coordinate processes to effectively evaluate skills and leadership abilities of candidates;
- Assist the PFC in making determinations regarding the inclusion of administrative assessment, psychological testing, a public involvement/input component, Community tour, and other testing mechanisms as determined by the PFC as part of the final interview round;
- Assist the Commission with the interview process, as directed;
- Conduct background checks on final candidate(s) and coordinate a comprehensive background investigation of finalist(s) by a licensed private investigator able to meet requirements for the State of Wisconsin or by a law enforcement background investigator approved by the PFC; and
- Assist the Village Administrator in negotiating the compensation package with the PFC identified final candidate.

SECTION 4 RFP Submittal Requirements

- A. All proposals must include the following:
- i. A cover letter/statement of interest indicating the Consultant's interest in the project.
 - ii. A brief overview and history of the company.
 - iii. A proposed approach to the project in order to complete the enclosed Scope of Work within Section 3 including how this process is consistent with the Handbook for Wisconsin Police and Fire Commissioners authored by the League of Wisconsin Municipalities updated as of 2019.

- iv. Related Wisconsin experience with similar types of projects specific qualifications and resumes of key team members. The roles and qualifications of key project team members, both in-house and sub-consultants. Identify the project lead and that person's availability to start work on the project and to complete the work without interruption from other projects, commitments, or schedule.
 - v. Project schedule shall be included showing when the Consultant is able to commence work on the recruitment and outlining the steps in their process to complete this work up to the estimated date the new Police Chief will be hired.
 - vi. At least three (3) references including entity name, contact person, telephone number, and email address which led to the successful recruitment of a Police Chief. Two of which submitted as a reference should be from the State of Wisconsin.
 - vii. A statement verifying the Consultant's ability to execute a contract upon award of proposal and begin the project between January 1-15, 2021. It should be noted that the Village will require the use of its standard contract template that is available upon request.
 - viii. Completion of the Fee Proposal outlining the costs necessary to complete this work.
- B. Responses to the RFP must be received by 4:30 pm on Wednesday, November 25, 2020. Proposals received late, for any reason, shall not be accepted.
- C. Responses to the RFP shall be provided to the Village of McFarland, Attn: Village Administrator, 5915 Milwaukee Street, PO Box 110, McFarland, WI 53558.
- D. Prospective Consultants shall provide five (5) printed copies of the proposal and one (1) electronic copy as their submittal.

SECTION 5

Proposal Evaluation Criteria and Timeline

- A. The following criteria will be used to evaluate each proposal:
- i. Qualifications of the Consultant.
 - ii. Relevant past project experience of the Consultant within Wisconsin.
 - iii. Longevity of past successful recruitments presented as references within the State of Wisconsin.
 - iv. Resumes of all team members.
 - v. Familiarity with positions in law enforcement and the Village.
 - vi. Specific approach to hiring a Police Chief in compliance with applicable standards for Wisconsin Police and Fire Commissions.
 - vii. Past history with the Village as applicable.
 - viii. Availability of resources and reliance on subcontractors.
 - ix. Proposal completeness and effectiveness at addressing the needs of the Village for the project.
 - x. Proposed cost.
- B. The Village President, Chair of the Police and Fire Commission, and Village Administrator ("Evaluation Team") will be responsible for performing a technical evaluation of each proposal submitted and making a recommendation for selection to the Police and Fire Commission. The Police and Fire Commission will consider this recommendation and makes its own recommendation to the Village Board regarding proposal acceptance. The Village Board shall hold the final decision regarding award of proposal for these services. Evaluations will focus on identifying the relative strengths, weaknesses, deficiencies, and risks associated with each submittal. Interviews with perspective Consultants will be held at the sole discretion of the Village. The Village reserves the right to obtain clarification or additional information from any firm regarding its proposal as is needed.

- C. The Village reserves the sole right to select the most qualified Consultant on the basis of the best overall proposal that is most advantageous to the Village. Firms that submit proposals will be notified of the selection results. Final approval of any selected Consultant is subject to the approval of the Village Board.
- D. Evaluation timeline is as follows:
 - i. November 10, 2020 – Open Advertisement of RFP
 - ii. November 25, 2020 – Deadline for Submission of Proposals
 - iii. December 4, 2020 – Evaluation Team Finalizes Selection and Makes Recommendation
 - iv. December 7, 2020 (week of) – Police and Fire Commission will consider findings of Evaluation Team to make recommendation to the Village Board.
 - v. December 14, 2020 – Village Board considers recommendation of the Police and Fire Commission to make final decision on award of proposal.
 - vi. January 4, 2021 – Project Commences
- E. Any questions regarding this RFP, its contents, and the proposed project may be directed to...

Matt Schuenke, Village Administrator
matt.schuenke@mcfarland.wi.us or (608) 838-3153

SECTION 7

Terms and Conditions

- A. Each proposal will be reviewed to determine if it meets the submittal requirements contained within this RFP. Failure to meet the requirements for the RFP can be cause for rejection. The Village may reject any proposal if it is conditional, incomplete, contains irregularities, or if in the sole discretion of the Village not considered in its best interest. The Village may waive an immaterial deviation in a proposal, but this shall in no way modify the proposal document or excuse the Consultant from compliance with the contract requirements if the Consultant is awarded a contract.
- B. The Village will require the use of its standard contract template set by policy. It can be made available upon request. Modifications to this standard may be required or considered subject to review and approval by the Village Attorney under the direction of the Village Board.
- C. There is no expressed or implied obligation for the Village to reimburse firms for any expenses incurred in preparing proposals in response to this request. Materials submitted by respondents are subject to public inspection under Wisconsin law. Any language purporting to render the proposal, or any part thereof, confidential or proprietary will be ineffective and will be disregarded unless consistent with the Wisconsin Public Records Law.
- D. The Village reserves the right to retain all proposals submitted, and to use any idea in a proposal, regardless of whether the proposal was selected. Submission of a proposal indicates acceptance by the Consultant of the terms and conditions contained in the RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Village and the Consultant.
- E. All property rights, including ownership and publication rights of all conceptual plans, designs, bidding documents, and reports produced by the selected Consultant in connection with services performed under this agreement shall be vested in the Village.
- F. The Village reserves the right to reject any or all proposals submitted.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, December 14, 2020

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Presentation and discussion regarding the plan for borrowing in order to fund the 2021 Capital Improvement Plan as presented by Carol Wirth of Wisconsin Public Finance Professionals.

PREVIOUS ACTION:

The Village Board adopted the budget for next year at its meeting on November 23, 2020 which is consistent for the included program year 2021 for the Capital Improvement Plan.

The Finance Committee received this same report at its meeting on December 10, 2020 and used the information provided as part of their discussion on the remaining action items.

ISSUE SUMMARY:

Included within your packet is a report outlining the plan for borrowing in 2021. Carol will be present to go over this information with the Village Board and answer any questions that are raised. Our borrowing needs for 2021 are for two purposes which are summarized as follows:

Note Issuance - This funds our general capital needs for the year as we would normal consider them from year to year. The term is shorter at 10 years and the total amount also is less. The borrowing need next year for this purpose is presently proposed at \$2.49 million for the Capital Projects Fund and \$723,500 for the Utility Fund. This will fund things like equipment, consulting, construction, etc. within the Capital Projects Fund and mainly a sewer construction project within the Utility Fund for next year. Projected interest rate for this issuance is around 1.0% which is down from 1.5% we borrowed earlier this year and would be the lowest rate on record.

Bond Issuance - This item is solely to provide the funds for the Public Safety Center. The facility cost was last estimated at \$16.3 million with about a \$1 million worth of additional sustainability improvements being studied within the design process. This will be over a longer 20 year term to better spread out the principal cost for the project. The resolution to be presented is a not to exceed amount and initial authorization granted by the Village Board which helps give flexibility to the borrowing process as it relates to the bonds. The final design is only about 25% developed at this point and is schedule for bidding in April/May of next year. It will be until at least then until all final costs are known for the project including the desired sustainability features. Projected interest rates for the bond are around 1.6% and remain at historically low levels. To take advantage of this, the plan for the bond will propose to borrow most of the



money in the early part of 2021 and then the balance in 2022 once all costs are known and can be reconciled.

It is also proposed that these two issuances move forward on a similar track. This will allow us to consolidate some preparations as far as rating review, official statement issuance, etc. It also takes advantage of the low interest rates at a time where activity in the market is low which historically has worked in the Village's favor.

All of this is outlined within the report and will be discussed within our meeting. This is presented as a summary of the information generally to be discussed. The full program year for 2021 within the CIP is included in your packet that has been updated and reconciled with the 2021 Budget.

FINANCIAL/BUDGET IMPACT:

The financial impact is detailed within the attached report and will be reviewed as part of our meeting.

VILLAGE PLAN REFERENCE:

2020-2024 Capital Improvement Plan

2021 Budget

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

This first agenda is presented for discussion as an overview of both of our borrowing needs for 2021. There is no action associated with this item. Each of the next two items address needed action for each requested borrowing on an individual basis.

ATTACHMENTS:

1. Report on 2021 Financings - Finance Committee Dec 10
2. 2021-2025 McFarland CIP - 2021 Program Year



WISCONSIN PUBLIC FINANCE PROFESSIONALS, LLC
1025 SOUTH MOORLAND ROAD, SUITE 504
BROOKFIELD, WI 53005
414-434-9644
FAX: 414-226-2014

Village of McFarland

Finance Committee

Report on 2021 Financings

Public Safety Center Bonds

2021 CIP Notes

Dated: December 10, 2020

Prepared by: Carol Ann Wirth, President

VILLAGE BOARD STATUORY BORROWING AUTHORITY

The Village Board is authorized to issue general obligation debt under Wisconsin Statutes Chapter 67.

General Obligation Bonds (“Bonds”) are authorized pursuant to Section 67.04 of the Wisconsin Statutes. Bonds may be amortized up to twenty years. An Initial Resolution must be adopted to provide borrowing authority to the Village Board in accordance with the requirements of the Statutes.

The Initial Resolution includes a “not to exceed” dollar amount that may be borrowed, and purpose language the borrowed funds are restricted to be used for. By adopting the Initial Resolution, the Village Board is not borrowing money, nor, is the Village Board committed to borrow funds in the future. The Initial Resolution directs the Village Administrator to take actions necessary for the subsequent sale and award of the Bonds. The authority provided by the Initial Resolution is in effect for five years from the date of adoption. The Village Board may borrow the funds all at once, or in phases over years, as long as the cumulative amount borrowed does not exceed the amount authorized by the Initial Resolution. A separate award resolution is acted upon by the Village Board at a future date locking in the final terms of a borrowing including principal amount, repayment schedule and interest rates. An award resolution does commit the Village to borrowing funds.

General Obligation Promissory Notes (“Notes”) are authorized pursuant to Section 67.12(12) of the Wisconsin Statutes. Notes may be amortized up to ten years. The Village Board does have authority under this Statute to issue Notes without an Initial Resolution.

Unlike Bonds, Notes allow the Village to borrow funds for various capital projects and co-mingle the funds between the projects, providing flexibility with expending the funds based on actual costs. The Village Board acts upon an award resolution containing the purpose language and dollar amount the funds are borrowed for, as well as the final interest rates and repayment schedule.

Initial Resolution adoption requires a majority vote of a quorum of the Village Board.

MUNICIPAL BOND MARKET

Issuance activity during November 2020 was lower than November 2019 driven by issuers rushing to complete financings before the 2020 elections, and two mid-week holidays (Veterans Day and Thanksgiving). December 2020 issuance is also expected to be below average. As the supply of municipals decline, investors demand drive yields down.

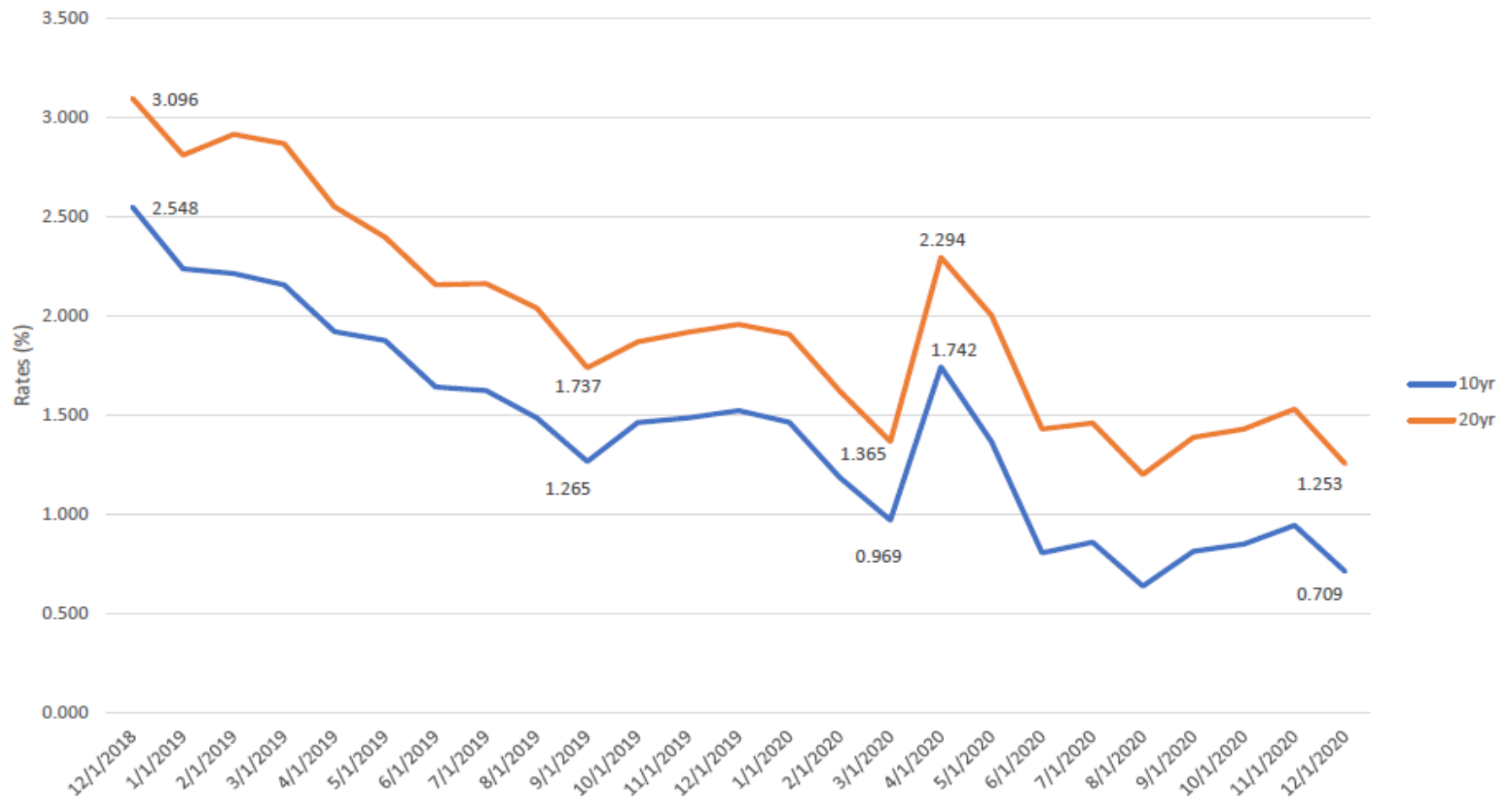
As markets look past the worsening COVID-19 trend with expectations of a fast rollout of several vaccines, and increased hopes of a federal stimulus, treasury yield volatility may begin to rise. The weak November jobs report spurred long-term interest rates higher, with the hopes that it would nudge Congress toward a stimulus deal sooner.

Historically, the months of January through March are also low issuance months. Interest rates are anticipated to remain low in 2021 providing opportunities for issuers to fund new money projects and refinance existing debt. If stocks weaken, investors turn to bonds looking for safety and stability, driving yields down, and vice-a-versa.

Yields shown in this report reflect a recent sale for a Wisconsin county with a similar bond rating, non-bank qualified general obligation bonds which sold on December 2, 2020. Current market interest rates are at historically low levels. These yields were used for the preliminary structuring schedules for the Village's Bonds and Notes, but are not guaranteed. Final yields and rates are locked in on the date the Bonds and Notes are sold in the marketplace.

The following page is a graph of the Bloomberg Valuation Curve for the past two years. This curve is a market index used by underwriters as a factor in determining new issue yields for investors.

BVAL AAA Curves (December 2018 - December 2020)



BVAL AAA Municipal Curves is a market index that uses real-time trades and contributed sources to reflect movement in the Municipal Market. It is populated with high quality US Municipal Bonds with an average rating of "AAA" from Moody's and S&P. These Curves are often used by underwriters as a factor when determining the yield levels at which new issue of Municipal Securities will be offered to investors.

Source: www.emma.msrb.org

WISCONSIN

Barron County

2-Dec-20 \$25,120,000 AA

General Obligation Highway Department Bonds, Series 2020B (book entry).

Dated Dec 22, 2020.

Due Nov 1, 2022 to 2040.

Callable Nov 1, 2028 at par.

Winning bid: Baird, at 103.7355, TIC 1.5359%.

DUE	AMOUNT	CPN	YIELD	CONC	INS
11/1/2022	\$1,095,000	3.00%	0.25%		
11/1/2023	\$1,085,000	3.00%	0.27%		
11/1/2024	\$1,115,000	3.00%	0.29%		
11/1/2025	\$1,150,000	3.00%	0.34%		
11/1/2026	\$1,185,000	3.00%	0.44%		
11/1/2027	\$1,220,000	3.00%	0.55%		
11/1/2028	\$1,255,000	3.00%	0.75%		
11/1/2029	\$1,295,000	2.00%	1.00%		
11/1/2030	\$1,320,000	2.00%	1.10%		
11/1/2031	\$1,345,000	1.25%	1.30%		
11/1/2032	\$1,365,000	1.38%	1.40%		
11/1/2033	\$1,380,000	1.50%	1.50%		
11/1/2034	\$1,400,000	1.50%	1.60%		
11/1/2035	\$1,425,000	1.63%	1.70%		
11/1/2036	\$1,445,000	1.75%	1.75%		
11/1/2037	\$1,470,000	1.75%	1.80%		
11/1/2038	\$1,495,000	1.75%	1.85%		
11/1/2040	\$3,075,000	1.88%	1.90%		

Securities Inc., Mountainside Securities LLC, StoneX Financial Inc., Northland Securities, Inc., RBC Capital Markets.
L.O.: Quarles & Brady, Milwaukee, WI.
F.A.: Ehlers, Roseville, MN.
Other bidders were:
Raymond James, TIC 1.5434%
Huntington Secs, TIC 1.5502%
Wells Fargo Secs, TIC 1.602%
Baker Group, TIC 1.6144%
Piper Sandler, TIC 1.6458%
JPMorgan, TIC 1.659%
Bankers' Bank, TIC 1.6613%
Citigroup, TIC 1.6683%
Mesirow Financial, TIC 1.6954%
BofA Securities, TIC 1.6984%
Hilltop Securities, TIC 1.8446%

Other managers: CL King & Associates, Fidelity Capital Markets, Edward Jones, Colliers Securities LLC, Loop Capital Markets, LLC, Crews & Associates, Inc., Davenport & Company LLC, Sierra Pacific Securities, Isaak Bond Investments, Inc., Vining-Sparks IBG, Limited Partnership, Oppenheimer & Co., Inc., Wintrust Bank, SumRidge Partners, LLC, Country Club Bank, Bank of New York Mellon Capital Markets, LLC, Stifel, Nicolaus & Co., Inc., Midland Securities Ltd, BOK Financial Securities, FMSbonds, Inc., First Kentucky Securities Corp., Multi-Bank Securities Inc., First Southern LLC, Commerce Bank, 280 Securities LLC, Dinosaur Securities, First Bankers' Banc

EXISTING GENERAL OBLIGATION DEBT SERVICE SCHEDULE

Village Purposes

Year Due	\$2,005,000 G.O. Prom. Notes – 06/23/15		\$3,345,000 G.O. Prom. Notes – 07/20/17		\$3,550,000 G.O. Prom. Notes – 06/21/18	
	Principal (12/01)	Interest	Principal (12/01)	Interest	Principal (12/01)	Interest
2021	\$350,000	\$28,697	\$345,000	\$57,962	\$325,000	\$96,150
2022	350,000	21,698	400,000	50,200	325,000	86,400
2023	360,000	15,047	400,000	41,200	350,000	76,650
2024	365,000	7,848	400,000	33,200	375,000	66,150
2025			600,000	25,200	575,000	54,900
2026			600,000	13,200	600,000	37,650
2027					655,000	19,650
	<u>\$1,425,000</u>	<u>\$73,290</u>	<u>\$2,745,000</u>	<u>\$220,962</u>	<u>\$3,205,000</u>	<u>\$437,550</u>
Callable	12/01/2022		12/01/2024		12/01/2025	
Interest Rates	2.00-2.15		2.00-2.20		3.00	

Year Due	\$1,690,000 G.O. Prom. Notes – 08/01/19		\$3,900,000 G.O. Prom. Notes – 06/22/20		Total Village Purposes		
	Principal (12/01)	Interest	Principal (12/01)	Interest	Total Principal	Total Interest	Total Debt Service
2021	\$200,000	\$ 38,450	\$285,000	\$ 91,546	\$1,505,000	\$312,805	\$1,817,805
2022	165,000	34,450	250,000	59,225	1,490,000	251,973	1,741,973
2023	170,000	31,150	300,000	55,475	1,580,000	219,522	1,799,522
2024	175,000	27,750	360,000	50,975	1,675,000	185,923	1,860,923
2025	180,000	22,500	420,000	45,575	1,775,000	148,175	1,923,175
2026	185,000	17,100	420,000	39,275	1,805,000	107,225	1,912,225
2027	190,000	11,550	580,000	30,875	1,425,000	62,075	1,487,075
2028	195,000	5,850	615,000	19,275	810,000	25,125	835,125
2029			670,000	10,050	670,000	10,050	680,050
	<u>\$1,460,000</u>	<u>\$188,800</u>	<u>\$3,900,000</u>	<u>\$402,271</u>	<u>\$12,735,000</u>	<u>\$1,322,873</u>	<u>\$14,057,873</u>
Callable	12/01/2026		12/01/2027				
Interest Rates	3.00		1.50				

EXISTING GENERAL OBLIGATION DEBT SERVICE SCHEDULE - (Continued)

Water Utility Purposes

Year Due	\$1,360,000 G.O. Prom. Notes – 06/23/15		\$595,000 G.O. Prom. Notes – 07/20/17		\$720,000 G.O. Prom. Notes – 08/01/19		\$645,000 G.O. Prom. Notes – 06/22/20		Total Water Utility Purposes		
	Principal (12/01)	Interest	Principal (12/01)	Interest	Principal (12/01)	Interest	Principal (12/01)	Interest	Total Principal	Total Interest	Total Debt Service
2021	\$170,000	\$14,302	\$70,000	\$8,050	\$ 80,000	\$19,100	\$ 65,000	\$ 15,029	\$385,000	\$56,481	\$441,481
2022	175,000	10,903	70,000	6,475	85,000	17,500	70,000	9,450	400,000	44,328	444,328
2023	180,000	7,577	75,000	4,900	85,000	15,800	70,000	8,400	410,000	36,677	446,677
2024	185,000	3,977	80,000	3,400	90,000	14,100	70,000	7,350	425,000	28,827	453,827
2025			90,000	1,800	90,000	11,400	70,000	6,300	250,000	19,500	269,500
2026					95,000	8,700	75,000	5,250	170,000	13,950	183,950
2027					95,000	5,850	75,000	3,750	170,000	9,600	179,600
2028					100,000	3,000	75,000	2,250	175,000	5,250	180,250
2029							75,000	1,125	75,000	1,125	76,125
	<u>\$710,000</u>	<u>\$36,759</u>	<u>\$385,000</u>	<u>\$24,625</u>	<u>\$720,000</u>	<u>\$95,450</u>	<u>\$645,000</u>	<u>\$58,904</u>	<u>\$2,460,000</u>	<u>\$215,738</u>	<u>\$2,675,738</u>
Callable	12/01/2022		12/01/2024		12/01/2026		12/01/2027				
Interest Rates	2.00-2.15		2.00		3.00		1.50				

Storm Water Purposes

Year Due	\$875,000 G.O. Prom. Notes – 12/01/11		\$ 500,000 G.O. Prom. Notes – 06/23/15		Total Storm Water Purposes		
	Principal (09/01)	Interest	Principal (12/01)	Interest	Total Principal	Total Interest	Total Debt Service
2021	\$95,000	\$2,375	\$65,000	\$5,340	\$160,000	\$7,715	\$167,715
2022			65,000	4,040	65,000	4,040	69,040
2023			65,000	2,805	65,000	2,805	67,805
2024			70,000	1,505	70,000	1,505	71,505
	<u>\$95,000</u>	<u>\$2,375</u>	<u>\$265,000</u>	<u>\$13,690</u>	<u>\$360,000</u>	<u>\$16,065</u>	<u>\$376,065</u>
Callable	09/01/2018		12/01/2022				
Interest Rates	2.50		2.00-2.15				

EXISTING GENERAL OBLIGATION DEBT SERVICE SCHEDULE - (Continued)

Sewer Utility Purposes

Year Due	\$1,135,000 G.O. Prom. Notes – 06/23/15		\$250,000 G.O. Prom. Notes – 07/20/17		Total Sewer Utility Purposes		
	Principal (12/01)	Interest	Principal (12/01)	Interest	Total Principal	Total Interest	Total Debt Service
2021	\$145,000	\$11,988	\$35,000	\$3,875	\$180,000	\$15,863	\$195,863
2022	145,000	9,087	35,000	3,088	180,000	12,175	192,175
2023	150,000	6,333	35,000	2,300	185,000	8,633	193,633
2024	155,000	3,332	40,000	1,600	195,000	4,932	199,932
2025			40,000	800	40,000	800	40,800
	<u>\$595,000</u>	<u>\$30,740</u>	<u>\$185,000</u>	<u>\$11,663</u>	<u>\$780,000</u>	<u>\$42,403</u>	<u>\$822,403</u>

Callable 12/01/2022
Interest Rates 2.00-2.15

12/01/2024
 2.00-2.20

TID #3 Purpose

Year Due	\$1,415,000 G.O. Ref. Bonds – 12/15/08		Total TID #3 Debt Service
	Principal (12/01)	Interest	
2021	\$285,000	\$40,894	\$325,894
2022	295,000	27,000	322,000
2023	305,000	13,725	318,725
2024			
2025			
2026			
	<u>\$885,000</u>	<u>\$81,619</u>	<u>\$966,619</u>

Callable 12/01/2021
Interest Rates 4.45-4.50

TID #4 Purpose

Year Due	\$275,000 G.O. Prom. Notes – 07/20/17		Total TID #4 Debt Service
	Principal (12/01)	Interest	
2021	\$30,000	\$3,920	\$33,920
2022	30,000	3,245	33,245
2023	30,000	2,570	32,570
2024	30,000	1,970	31,970
2025	30,000	1,370	31,370
2026	35,000	770	35,770
	<u>\$185,000</u>	<u>\$13,845</u>	<u>\$198,845</u>

12/01/2024
 2.00-2.20

EXISTING GENERAL OBLIGATION DEBT SERVICE SCHEDULE - (Continued)

TID #5 Purpose				ALL GENERAL OBLIGATION DEBT		
\$995,000 G.O. Ref Bonds – 08/01/19						
Year Due	Principal (04/01)	Interest	Total TID #5 Debt Service	Total Principal	Total Interest	Total Debt Service
2021		\$27,180	\$27,180	\$2,545,000	\$ 464,858	\$3,009,858
2022	\$ 50,000	26,655	76,655	2,510,000	369,416	2,879,416
2023	50,000	25,605	75,605	2,625,000	309,537	2,934,537
2024	50,000	24,505	74,505	2,445,000	247,662	2,692,662
2025	50,000	23,355	73,355	2,145,000	193,200	2,338,200
2026	50,000	22,205	72,205	2,060,000	144,180	2,204,180
2027	55,000	20,942	75,942	1,650,000	92,617	1,742,617
2028	55,000	19,568	74,568	1,040,000	49,943	1,089,943
2029	55,000	18,192	73,192	800,000	29,367	829,367
2030	55,000	16,680	71,680	55,000	16,680	71,680
2031	60,000	14,955	74,955	60,000	14,955	74,955
2032	60,000	13,155	73,155	60,000	13,155	73,155
2033	65,000	11,280	76,280	65,000	11,280	76,280
2034	65,000	9,330	74,330	65,000	9,330	74,330
2035	65,000	7,380	72,380	65,000	7,380	72,380
2036	70,000	5,338	75,338	70,000	5,338	75,338
2037	70,000	3,202	73,202	70,000	3,202	73,202
2038	70,000	1,068	71,068	70,000	1,068	71,068
	<u>\$995,000</u>	<u>\$290,595</u>	<u>\$1,285,595</u>	<u>\$18,400,000</u>	<u>\$1,983,168</u>	<u>\$20,383,168</u>
Callable 04/01/2028 Interest Rates 2.50-3.05						

GENERAL OBLIGATION PUBLIC SAFETY CENTER BONDS

Borrowing for the public safety center is presented as a two-phase financing plan: Phase 1 - \$14 million in 2021 and Phase 2 - \$3.3 million in 2022. Design work is in process and bidding is anticipated for April 2021. The two-phase plan allows the Village to borrow the largest portion in 2021 as Phase 1, taking advantage of the low interest rate environment, and borrowing the remaining funds as Phase 2 when actual project costs may be known. Each phase may be amortized over twenty years. The preliminary structuring in this report includes both phases amortized by 2041.

Phase 1 – Sources and Uses of Funds

\$14,000,000 G.O. Bonds - Preliminary Sources & Uses

Dated 03/01/2021 | Delivered 03/01/2021

Sources Of Funds

Par Amount of Bonds	\$14,000,000.00
Reoffering Premium Est.	609,198.40
Total Sources	\$14,609,198.40

Uses Of Funds

Est. Expenses Paid by Underwriter (Municipal Advisor, Bond Counsel, Rating, Underwriting)	176,100.00
Deposit to Project Construction Fund	14,000,000.00
Excess Premium Deposited to Debt Service (Est).	433,098.40
Total Uses	\$14,609,198.40

Phase 1 - \$14,000,000 Estimated Debt Service – Non-Bank Qualified Bonds

The Village will be issuing over \$10 million of tax-exempt securities in 2021. Therefore, the securities will not carry the bank qualified designation. Bank qualified securities allow banks to receive certain tax advantages on the interest earned on the investment. Non-bank qualified bonds are purchased primarily by institutional investors and carry a slightly higher interest rate. The 2031 – 2041 principal maturities will be callable beginning in 2030.

\$14,000,000 G.O. Public Safety Center Bonds Estimated Debt Service Schedule

Calendar Year	Principal (3/01)	Coupon	Estimated Interest	Total Est. Debt Service
2021	-	-	-	-
2022	170,000.00	3.000%	444,821.25	614,821.25
2023	260,000.00	3.000%	289,247.50	549,247.50
2024	260,000.00	3.000%	281,447.50	541,447.50
2025	330,000.00	3.000%	272,597.50	602,597.50
2026	600,000.00	3.000%	258,647.50	858,647.50
2027	660,000.00	3.000%	239,747.50	899,747.50
2028	720,000.00	3.000%	219,047.50	939,047.50
2029	750,000.00	3.000%	196,997.50	946,997.50
2030	850,000.00	3.000%	172,997.50	1,022,997.50
2031	850,000.00	1.300%	154,722.50	1,004,722.50
2032	855,000.00	1.400%	143,212.50	998,212.50
2033	855,000.00	1.500%	130,815.00	985,815.00
2034	855,000.00	1.600%	117,562.50	972,562.50
2035	855,000.00	1.700%	103,455.00	958,455.00
2036	855,000.00	1.750%	88,706.25	943,706.25
2037	855,000.00	1.800%	73,530.00	928,530.00
2038	855,000.00	1.850%	57,926.25	912,926.25
2039	855,000.00	1.900%	41,895.00	896,895.00
2040	855,000.00	1.950%	25,436.25	880,436.25
2041	855,000.00	2.000%	8,550.00	863,550.00
-	\$14,000,000.00	TIC 1.67%	\$3,321,362.50	\$17,321,362.50

Phase 1 – Preliminary Pricing Schedule Reflecting Market of December 2, 2020

\$14,000,000 G.O. Public Safety Center Bonds Preliminary Pricing Summary

Maturity	Type of Bond	Coupon	Yield	Maturity Value	Price	Dollar Price
03/01/2022	Serial Coupon	3.000%	0.250%	170,000.00	102.744%	174,664.80
03/01/2023	Serial Coupon	3.000%	0.270%	260,000.00	105.441%	274,146.60
03/01/2024	Serial Coupon	3.000%	0.290%	260,000.00	108.088%	281,028.80
03/01/2025	Serial Coupon	3.000%	0.340%	330,000.00	110.559%	364,844.70
03/01/2026	Serial Coupon	3.000%	0.440%	600,000.00	112.646%	675,876.00
03/01/2027	Serial Coupon	3.000%	0.550%	660,000.00	114.440%	755,304.00
03/01/2028	Serial Coupon	3.000%	0.750%	720,000.00	115.315%	830,268.00
03/01/2029	Serial Coupon	3.000%	1.000%	750,000.00	115.339%	865,042.50
03/01/2030	Serial Coupon	3.000%	1.100%	850,000.00	116.238%	988,023.00
03/01/2031	Serial Coupon	1.300%	1.300%	850,000.00	100.000%	850,000.00
03/01/2032	Serial Coupon	1.400%	1.400%	855,000.00	100.000%	855,000.00
03/01/2033	Serial Coupon	1.500%	1.500%	855,000.00	100.000%	855,000.00
03/01/2034	Serial Coupon	1.600%	1.600%	855,000.00	100.000%	855,000.00
03/01/2035	Serial Coupon	1.700%	1.700%	855,000.00	100.000%	855,000.00
03/01/2036	Serial Coupon	1.750%	1.750%	855,000.00	100.000%	855,000.00
03/01/2037	Serial Coupon	1.800%	1.800%	855,000.00	100.000%	855,000.00
03/01/2038	Serial Coupon	1.850%	1.850%	855,000.00	100.000%	855,000.00
03/01/2039	Serial Coupon	1.900%	1.900%	855,000.00	100.000%	855,000.00
03/01/2040	Serial Coupon	1.950%	1.950%	855,000.00	100.000%	855,000.00
03/01/2041	Serial Coupon	2.000%	2.000%	855,000.00	100.000%	855,000.00
Total	-	-	-	\$14,000,000.00	-	\$14,609,198.40

Bid Information

Par Amount of Bonds	\$14,000,000.00
Reoffering Premium or (Discount)	609,198.40
Gross Production	\$14,609,198.40
Total Est. Expenses Paid by Underwriter	\$(176,100.00)
Total Purchase Price	\$14,433,098.40
True Interest Cost (TIC)	1.6792670%

Interest rates and yields shown reflect sale results for a comparable Wisconsin issuer on December 2, 2020 and are not intended to represent or guaranteed the actual interest rates and yields for the Village's Bonds selling at a later date in 2021.

Phase 2 – Preliminary Estimated Debt Service @ 2.25% in 2022

The preliminary schedule below assumes Phase 2 as a \$3.3 million Bond issued at an estimated interest rate of 2.25% in 2022. At this time, it is anticipated that the Village will be issuing bank qualified securities in 2022.

\$3,300,000 G.O. Public Safety Center Bonds Phase 2 - 2022 Estimated Debt Service

Calendar Year	Principal (3/01)	Coupon	Estimated Interest	Total Est. Debt Service
2022	-	-	-	-
2023	100,000.00	2.250%	110,250.00	210,250.00
2024	140,000.00	2.250%	70,425.00	210,425.00
2025	145,000.00	2.250%	67,218.75	212,218.75
2026	145,000.00	2.250%	63,956.25	208,956.25
2027	150,000.00	2.250%	60,637.50	210,637.50
2028	155,000.00	2.250%	57,206.25	212,206.25
2029	155,000.00	2.250%	53,718.75	208,718.75
2030	165,000.00	2.250%	50,118.75	215,118.75
2031	170,000.00	2.250%	46,350.00	216,350.00
2032	170,000.00	2.250%	42,525.00	212,525.00
2033	170,000.00	2.250%	38,700.00	208,700.00
2034	205,000.00	2.250%	34,481.25	239,481.25
2035	205,000.00	2.250%	29,868.75	234,868.75
2036	205,000.00	2.250%	25,256.25	230,256.25
2037	205,000.00	2.250%	20,643.75	225,643.75
2038	205,000.00	2.250%	16,031.25	221,031.25
2039	205,000.00	2.250%	11,418.75	216,418.75
2040	205,000.00	2.250%	6,806.25	211,806.25
2041	200,000.00	2.250%	2,250.00	202,250.00
-	\$3,300,000.00	-	\$807,862.50	\$4,107,862.50

GENERAL OBLIGATION PROMISSORY NOTES – 2021 CIP

Annually, the Village issues general obligation promissory notes to fund capital improvement projects. Notes cannot exceed a ten-year amortization. The borrowed funds can be co-mingled between projects based on actual costs of each project. The 2021 CIP borrowing include \$2,490,000 for general Village purposes and \$725,000 for Sewer Utility purposes.

2021 Capital Improvement Program			
Funding by Project			
Projects	Dept	Capital Projects Fund - 400	Utility - 600 Sewer Fund - 600
Library Impact Fee	Admin	20,000	
Facility Plan/Design - CS	Facilities	20,000	
Facility Plan/Design - PS	Facilities	500,000	
Traffic Safety	Police	23,500	
Equipment - General	Fire/EMS	28,000	
Ladder Truck	Fire/EMS	685,000	
County MN - Phase 4	DPW	170,000	
Eastside Interceptor	DPW	100,000	676,000
Engineering - Exchange	DPW	125,000	
Patrol Truck	DPW	47,500	47,500
Street Maintenance	DPW	300,000	
Technology	DPW	55,000	
Facility - Mechanicals	Library	16,000	
General Improvements	Parks	350,000	
East Side Plan	CD	25,000	
Econ Devel Plan	CD	25,000	
Total Projects		2,490,000	723,500

CIP NOTE BORROWING – GENERAL OBLIGATION PROMISSORY NOTES

Below is the Sources and Uses of Funds reflecting a total \$3,215,000 General Obligation Promissory Note issue.

\$3,215,000 General Obligation Promissory Notes Preliminary Sources and Uses

Dated 03/01/2021 Delivered 03/01/2021			Total
	\$2,490,000 Village CIP	\$725,000 Sewer CIP	\$3,215,000 G.O. Notes
Sources Of Funds			
Par Amount of Notes	\$2,490,000.00	\$725,000.00	\$3,215,000.00
Reoffering Premium Est.	140,289.00	45,531.85	185,820.85
Total Sources	\$2,630,289.00	\$770,531.85	\$3,400,820.85
Uses Of Funds			
Est. Expenses Paid by Underwriter*	40,277.59	11,727.41	52,005.00
Deposit to Project Construction Fund	2,490,000.00	725,000.00	3,215,000.00
Deposit to Debt Service (Est.)	100,011.41	33,804.44	133,815.85
Total Uses	\$2,630,289.00	\$770,531.85	\$3,400,820.85

*Expenses paid by underwriter include Municipal Advisor, Bond Counsel, Rating and Underwriting

CIP Note Borrowing – General Obligation Promissory Notes Combined Purposes

Below is the estimated debt service schedule for the Note issue that will be issued in the marketplace as a non-bank qualified municipal security. The 2029 and 2030 principal maturities will be callable beginning in 2028.

\$3,215,000 G.O. Notes Est. Debt Service Schedule - Combined Village & Sewer Purposes

Calendar Year	Principal (3/01)	Coupon	Estimated Interest	Total Est. Debt Service
2021	-	-	-	-
2022	170,000.00	3.000%	99,592.50	269,592.50
2023	275,000.00	3.000%	58,870.00	333,870.00
2024	280,000.00	3.000%	50,545.00	330,545.00
2025	310,000.00	3.000%	41,695.00	351,695.00
2026	320,000.00	3.000%	32,245.00	352,245.00
2027	410,000.00	2.000%	23,345.00	433,345.00
2028	415,000.00	2.000%	15,095.00	430,095.00
2029	440,000.00	1.000%	8,745.00	448,745.00
2030	595,000.00	1.100%	3,272.50	598,272.50
-	\$3,215,000.00	TIC 1.05%	\$333,405.00	\$3,548,405.00

CIP Note Borrowing – Preliminary Pricing Schedule Reflecting Market of December 2, 2020

\$3,215,000 G.O. Notes Preliminary Pricing Summary - Market as of 12-02-2020

Maturity	Type of Bond	Coupon	Yield	Maturity Value	Price	Dollar Price
03/01/2022	Serial Coupon	3.000%	0.250%	170,000.00	102.744%	174,664.80
03/01/2023	Serial Coupon	3.000%	0.270%	275,000.00	105.441%	289,962.75
03/01/2024	Serial Coupon	3.000%	0.290%	280,000.00	108.088%	302,646.40
03/01/2025	Serial Coupon	3.000%	0.340%	310,000.00	110.559%	342,732.90
03/01/2026	Serial Coupon	3.000%	0.440%	320,000.00	112.646%	360,467.20
03/01/2027	Serial Coupon	2.000%	0.550%	410,000.00	108.546%	445,038.60
03/01/2028	Serial Coupon	2.000%	0.750%	415,000.00	108.508%	450,308.20
03/01/2029	Serial Coupon	1.000%	1.000%	440,000.00	100.000%	440,000.00
03/01/2030	Serial Coupon	1.100%	1.100%	595,000.00	100.000%	595,000.00
Total	-	-	-	\$3,215,000.00	-	\$3,400,820.85

Bid Information

Par Amount of Bonds	\$3,215,000.00
Reoffering Premium or (Discount)	185,820.85
Gross Production	\$3,400,820.85
Total Est. Expenses Paid by Underwriter	\$(52,005.00)
Total Purchase Price	\$3,348,815.85
True Interest Cost (TIC)	1.0494452%

Interest rates and yields shown reflect sale results for a comparable Wisconsin issuer on December 2, 2020 and are not intended to represent or guaranteed the actual interest rates and yields for the Village's Notes selling at a later date in 2021.

CIP Note Borrowing – Village and Sewer Purposes

The Notes are structured for each purpose according to the revenue stream available to repay the debt. Debt issued for general Village purposes is repaid by tax levy, while debt issued for sewer utility purposes is repaid by revenues generated by sewer rates.

\$2,490,000 G.O. Notes (Village Portion) 2021 CIP Estimated Debt Service Schedule

Calendar Year	Principal (3/01)	Coupon	Estimated Interest	Total Est. Debt Service
2021	-	-	-	-
2022	100,000.00	3.000%	75,540.00	175,540.00
2023	200,000.00	3.000%	45,360.00	245,360.00
2024	200,000.00	3.000%	39,360.00	239,360.00
2025	230,000.00	3.000%	32,910.00	262,910.00
2026	240,000.00	3.000%	25,860.00	265,860.00
2027	325,000.00	2.000%	19,010.00	344,010.00
2028	330,000.00	2.000%	12,460.00	342,460.00
2029	355,000.00	1.000%	7,385.00	362,385.00
2030	510,000.00	1.100%	2,805.00	512,805.00
-	\$2,490,000.00	-	\$260,690.00	\$2,750,690.00

\$725,000 G.O. Notes (Sewer Utility Portion) 2021 CIP - Estimated Debt Service

Calendar Year	Principal (3/01)	Coupon	Estimated Interest	Total Est. Debt Service	Existing Sewer Utility D/S	Combined Est. Debt Service
2021	-	-	-	-	195,863.00	195,863.00
2022	70,000.00	3.000%	24,052.50	94,052.50	192,175.00	286,227.50
2023	75,000.00	3.000%	13,510.00	88,510.00	193,633.00	282,143.00
2024	80,000.00	3.000%	11,185.00	91,185.00	199,932.00	291,117.00
2025	80,000.00	3.000%	8,785.00	88,785.00	40,800.00	129,585.00
2026	80,000.00	3.000%	6,385.00	86,385.00	-	86,385.00
2027	85,000.00	2.000%	4,335.00	89,335.00	-	89,335.00
2028	85,000.00	2.000%	2,635.00	87,635.00	-	87,635.00
2029	85,000.00	1.000%	1,360.00	86,360.00	-	86,360.00
2030	85,000.00	1.100%	467.50	85,467.50	-	85,467.50
-	\$725,000.00	-	\$72,715.00	\$797,715.00	\$822,403.00	\$1,620,118.00

2021 CIP Notes and Phase 1 Bonds Combined with Existing Village Purposes Existing Debt

Village Purposes Notes and Bonds Estimated G.O. Debt Service Combined with Existing Debt

Calendar Year	Existing Village Purpose Debt Service	\$2,490,000 Notes Village Purpose 2021 CIP -Principal	\$2,490,000 Notes Village Purpose 2021 CIP Est Interest	\$14,000,000 Bonds 2021 Phase I Principal	\$14,000,000 Bonds Phase 1 Est. Interest	Combined Est. Village Purp Debt Service
2021	1,817,805.00	-	-	-	-	1,817,805.00
2022	1,741,973.00	100,000.00	75,540.00	170,000.00	444,821.25	2,532,334.25
2023	1,799,522.00	200,000.00	45,360.00	260,000.00	289,247.50	2,594,129.50
2024	1,860,923.00	200,000.00	39,360.00	260,000.00	281,447.50	2,641,730.50
2025	1,923,175.00	230,000.00	32,910.00	330,000.00	272,597.50	2,788,682.50
2026	1,912,225.00	240,000.00	25,860.00	600,000.00	258,647.50	3,036,732.50
2027	1,487,075.00	325,000.00	19,010.00	660,000.00	239,747.50	2,730,832.50
2028	835,125.00	330,000.00	12,460.00	720,000.00	219,047.50	2,116,632.50
2029	680,050.00	355,000.00	7,385.00	750,000.00	196,997.50	1,989,432.50
2030		510,000.00	2,805.00	850,000.00	172,997.50	1,535,802.50
2031		-	-	850,000.00	154,722.50	1,004,722.50
2032		-	-	855,000.00	143,212.50	998,212.50
2033		-	-	855,000.00	130,815.00	985,815.00
2034		-	-	855,000.00	117,562.50	972,562.50
2035		-	-	855,000.00	103,455.00	958,455.00
2036		-	-	855,000.00	88,706.25	943,706.25
2037		-	-	855,000.00	73,530.00	928,530.00
2038		-	-	855,000.00	57,926.25	912,926.25
2039		-	-	855,000.00	41,895.00	896,895.00
2040		-	-	855,000.00	25,436.25	880,436.25
2041		-	-	855,000.00	8,550.00	863,550.00
-	\$14,057,873.00	\$2,490,000.00	\$260,690.00	\$14,000,000.00	\$3,321,362.50	\$34,129,925.50

Note: The estimated tax rate increase for 2022 budget year is approximately \$0.50/\$1,000 or \$50 on \$100,000 of property value. This may be reduced with premium received from the sale of the Notes and Bonds which must be used to offset debt service.

LEGAL DEBT LIMIT CALCULATION FOR GENERAL OBLIGATION DEBT

Equalized Valuation (2020) as certified by Wisconsin Department of Revenue	\$1,127,280,700
Legal Debt Percentage Allowed	<u>5.00%</u>
Legal Debt Limit	\$ 56,364,035
 General Obligation Debt Outstanding as of December 31, 2020	 \$18,400,000
Plus: \$14,000,000 General Obligation Bonds and	
\$ 3,215,000 General Obligation Notes	17,215,000
Less: 2021 Principal Payments	<u>(2,545,000)</u>
Net General Obligation Debt Outstanding as of December 31, 2021	\$33,070,000
 Unused Margin of Indebtedness	 \$23,294,035
Percent of Legal Debt Incurred	58.67%
Percent of Legal Debt Available	41.33%

Note: The 2021 Equalized Valuation will become available in August of 2021.

METHOD OF SALE

Wisconsin Law allows General Obligation Notes and Refunding Bonds to be sold at Public or Negotiated Sale. General Obligation Bonds issued for new money projects must be sold at competitive sale.

- o **Public Sale** – Village Advertises for Underwriter Nation-wide – to Submit Bid on Specific Date and Time
Underwriter's Bid Dependent Upon –
 - Market Conditions on Day of Bid
 - Number of Issues Underwriter Will Bid on (Bidding Calendar) or Purchase That Day
 - Limited Ability to Pre-sell Notes - Risk May be Built into Bid as Cost to Village
 - Underwriting Cost Locked in on the Day of Sale
 - Underwriter Submits Bid on Bid Form per Bidding Parameters in "Official Notice of Sale"
 - Market Conditions are Monitored by Municipal Advisor Throughout Borrowing Timeline
 - Local Banks Participate Through Their Broker/Dealer Relationships
 - Village Has Flexibility to Change Dollar Amount and Structuring Terms After Bids are Opened

Municipal bond supply in market has significantly declined 2018 through 2020 resulting in numerous bids on public sales to fulfill demand.

- o **Negotiated Sale** – Underwriter is Selected by Village Through RFP Process or Based on Historical Experience
Underwriter Provides Assistance to Village in Advance of Entering the Bond Market -
 - Updates and Advises Village of Changes to Market Conditions, Interest Rates
 - Investors and Local Banks Contacted Early to Determine Interest in Purchasing Notes/Bonds
 - Reduces Underwriter's Risk of Unsold Notes - Potential for Lower Underwriting Cost
 - Cost of Underwriting Locked in Prior to Sale Date
 - Underwriter Has Flexibility to Capture Market Opportunities Several Days in Advance of Award
 - Village Has Flexibility to Change Dollar Amount and Structuring Terms Up to Time of Order Period
 - Underwriter Provides Village with Comparable Sales in Market

The Village of McFarland has used both sale methods

The Village used negotiated sales 2015 - 2018 with Bankers' Bank, Madison, in association with the McFarland State Bank.
The Village used public sales for both 2019 financings resulting in five bids on the 2019 Bonds and seven bids on the 2019 Notes.
The Village used the public sale method for the 2020 Notes which received four bids.

2021 BONDS AND CIP NOTES FINANCING TIMELINE

Finance Committee Presentation – Public Safety Center Financing	December 10
Board Presentation – Report on Public Safety Center Financing Adopt Initial Resolution for Bonds	December 14
Coordinate Financing Team / Prepare Official Statement	
Official Statement Submitted to Moody's	January 21
Moody's Conference Call	January 26 - 28
Official Statement Distributed to Underwriter(s)	January 28
Moody's Rating Released; Credit Report Available	February 3
Bids Received / Village Board Adopts Final Award Resolution (Sale)	February 8
Closing; Delivery of Funds to Village	March 1

Note: All borrowed funds must be spent within 24 months (March 1, 2023).

Capital Improvement Program

Village of McFarland

Prior Plan Approval/Inclusion Year:

2018	2019	2020	2021	2022	2023	2024	2025
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Program Year: 2021

Funding by Project

Projects	Dept	General Fund 100	Comm/Tech Fund 200	TID #3 Fund 305	TID #4 Fund 310	TID #5 Fund 315	Capital Projects - Fund 400					Parks Fund 405	Utility - 600		Stormwater Fund 605	Total
							Tax Levy	Grants	Intergov	Borrow	Reserve	Total	Water	Sewer		
Digital Storage Project	Admin	2,500									25,000	25,000				25,000
Equipment/Furniture	Admin											-				2,500
Library Impact Fee	Admin									20,000		20,000				20,000
Workstation Replace	Admin						10,500					10,500				10,500
Facility Plan/Design - CS	Facilities									20,000	30,000	50,000				50,000
Facility Plan/Design - PS	Facilities									500,000	137,000	637,000				637,000
Land Acquisition	Facilities						40,000					40,000				40,000
Network Equip	Facilities						2,500					2,500	2,500	2,500	2,500	10,000
Public Safety Building	Facilities											-				-
Sinking Fund	Facilities						100,000					100,000				100,000
	C/T											-				-
	C/T											-				-
	C/T											-				-
Equipment	Police	5,500										-				5,500
Patrol Vehicle (Lease)	Police						35,250				500	35,750				35,750
Technology	Police	38,000										-				38,000
Traffic Safety	Police	6,500								23,500		23,500				30,000
Car 1 Sinking Fund	Fire/EMS						5,750					5,750				5,750
Equipment - EMS	Fire/EMS	1,250										-				1,250
Equipment - Fire	Fire/EMS	23,750										-				23,750
Equipment - General	Fire/EMS						5,000	5,000		28,000	250	38,250				38,250
Equipment - Medical	Fire/EMS						4,250					4,250				4,250
Ladder Truck	Fire/EMS	700,000								685,000	20,000	705,000				1,405,000
Technology	Fire/EMS						7,000					7,000				7,000
	EM											-				-
	EM											-				-
	EM											-				-
County MN - Phase 4	DPW							329,000		170,000		499,000			119,000	618,000
Eastside Interceptor	DPW									100,000		100,000		676,000		776,000
Equipment - General	DPW						25,000					25,000				25,000
Engineering - Exchange	DPW									125,000		125,000				125,000
Leased Equipment	DPW						17,250					17,250				30,000
Patrol Truck	DPW									47,500	20,000	67,500	4,250	4,250	4,250	210,000
Pedestrian Ways	DPW											-	47,500	47,500	47,500	-
Pickup Truck	DPW										10,000	10,000	10,000	10,000	10,000	40,000
Sinking Fund	DPW						1,000					1,000	1,000	1,000	1,000	4,000
Small Capital	DPW											-			2,500	2,500
Street Maintenance	DPW									300,000		300,000				300,000
Street Sweeper	DPW											-			20,000	20,000
Street Tree Planting	DPW	25,000										-				25,000
Stormwater Projects	DPW											-			86,750	86,750
Technology	DPW									55,000		55,000				55,000
Water Valve Turner	DPW											-	125,000			125,000
Well #4	DPW											-	43,250			43,250
	Outreach											-				-
Tables	Outreach						2,500					2,500				2,500
	Outreach											-				-
Comp - Workstation	Library						8,000					8,000				8,000
Equipment - Furniture	Library										5,000	5,000				5,000
Equipment - Other	Library						5,000					5,000				5,000
Facility - Mechanicals	Library									16,000		16,000				16,000
Facility - Structural	Library										9,000	9,000				9,000
Consultant Services	Parks										15,000	15,000				15,000
Equipment - General	Parks						9,000					9,000				9,000
Equipment - Park	Parks											-	15,000			15,000
General Improve	Parks											-	75,000			75,000
Park Improvements	Parks									350,000		350,000	350,000			700,000
Property Acquisition	Parks											-				-
Ridgeview Tot Lot	Parks											-				-
Urso/Schuetz	Parks										50,000	50,000	9,000			9,000
Brand Development	CD			25,000	25,000						85,000	85,000				135,000
East Side Plan	CD									25,000	25,000	50,000				50,000
Econ Devel Plan	CD									25,000	25,000	50,000				50,000
Small Capital	CD	2,000										-				2,000
Sinking Fund	CD						2,000					2,000				2,000
Sustainability Plan	CD										25,000	25,000				25,000
Total Projects		804,500	-	25,000	25,000	-	280,000	5,000	329,000	2,490,000	481,750	3,585,750	449,000	233,500	293,500	6,157,500



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Thursday, December 10, 2020

SECTION: Business

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Discussion and action to make a recommendation to the Village Board regarding the plan for the general obligation note issuance borrowing in order to fund the 2021 Capital Improvement Plan as presented by Carol Wirth of Wisconsin Public Finance Professionals.

PREVIOUS ACTION:

The Finance Committee met on December 10, 2020 and recommended approval to move forward with the plan for borrowing the 2021 Capital Improvement Plan.

ISSUE SUMMARY:

This agenda item is to address the borrowing needs contained within the proposed note issuances. This is a lower amount and shorter term in order to fund things like vehicles, roads, pipes, etc. This is what we do every year and in line generally about what we borrow annually for this type of purpose. The anticipated borrowing included within this agenda item is a summarized version from the 2021 Program Year CIP. Action on this item is requested to move forward on the borrowing for the notes as recommended by the plan presented. This will initiate the drafting of the official statement, scheduling of ratings review, deadline to submit bids/proposals, and finally closing on the borrowing. This information will be presented by the Village's Financial Adviser as part of the meeting.

FINANCIAL/BUDGET IMPACT:

The total for this is presented at \$2.49 million for the Capital Projects Fund which is paid back through the tax levy in the Debt Service Fund and \$723,500 for the Utilities Fund which is paid back through sanitary sewer rates within this fund. The total projected borrowing need is a little over \$3.2 million and would be let over a 10 year period. The details on this financial impact of the borrowing will be presented and reviewed as part of the previous agenda item contained within the borrowing plan listed in the packet.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:



Recommended by Committee to approve the plan for general obligation note issuance borrowing in order to fund the 2021 Capital Improvement Plan as presented.

ATTACHMENTS:

1. 2021 Anticipated Borrowing 12012020 mgs

Capital Improvement Program

Village of McFarland

Funding by Project

Projects	Dept	Capital Projects Fund - 400	Utility - 600 Sewer Fund - 600
Library Impact Fee	Admin	20,000	
Facility Plan/Design - CS	Facilities	20,000	
Facility Plan/Design - PS	Facilities	500,000	
Traffic Safety	Police	23,500	
Equipment - General	Fire/EMS	28,000	
Ladder Truck	Fire/EMS	685,000	
County MN - Phase 4	DPW	170,000	
Eastside Interceptor	DPW	100,000	676,000
Engineering - Exchange	DPW	125,000	
Patrol Truck	DPW	47,500	47,500
Street Maintenance	DPW	300,000	
Technology	DPW	55,000	
Facility - Mechanicals	Library	16,000	
Brandt Park	Parks	100,000	
Siggelkow Road Park	Parks	250,000	
East Side Plan	CD	25,000	
Econ Devel Plan	CD	25,000	
Total Projects		2,490,000	723,500



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Thursday, December 10, 2020

SECTION: Business

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Discussion and action regarding Resolution #2020-27: a resolution authorizing the borrowing of not to exceed \$18,500,000; and providing for the issuance and sale of general obligation Public Safety Center bonds therefor.

PREVIOUS ACTION:

The Finance Committee met on December 10, 2020 and recommended approval of this resolution to advance the borrowing for the Public Safety Center.

ISSUE SUMMARY:

Included within your packet is Resolution #2020-27 which is a resolution to authorize the borrowing in bonds not to exceed \$18,500,000 for the Public Safety Center. This is purposely higher than the preliminary cost estimate for the project (second attachment in packet) which is projected around \$16,800,000. The reason being is that this is not the actual borrowing, this resolution establishes as a high water mark not to exceed in giving us flexibility on the actual borrowing to take place within these parameters. As the borrowing plan will indicate, it is our intention to borrow a majority of what is needed for the facility in January of 2021 while the remainder of the design on the facility is completed into the Spring and Summer. The project is only at the 25% design threshold presently, which is on schedule, but final costs will not be known until April or May when the project goes to bid. Additionally, we are studying several sustainability elements for the facility that need to be factored into the cost also. If we wait till near the midpoint of the year, we may miss out on historically low interest rates while instead borrowing the balance in 2022 will give us flexibility on the structure. This will be explained as part of the plan and discussed in order to advance this portion of the borrowing.

FINANCIAL/BUDGET IMPACT:

The proposed cost estimate for the project is \$16.4 million plus potentially another \$1.0 million in sustainability improvements. As the design process progresses this cost is going to fluctuate with the details of the project coming together. Additionally, several larger sustainability initiatives are being evaluated as part of the design to determine their feasibility and functionality within the project. The objective for 2021 is to complete the borrowing of \$14 million as a 20 year bond. This will cover about 80% of the project cost estimate. The reason for doing this is that interest rates remain at historically low levels. Borrowing most of what's needed now will in the long run save the Village money on interest expense for the project. The next best indication of cost for the project will be at the time of bidding which at that time we'll know what the base contract is, all alternates, sustainability improvements, etc. That likely will not be known until April or May time frame, and waiting that long creates some risk that interest rates will rise as the economy in theory improves. With the resolution being a not to exceed amount, a new bond issuance can take place in 2022 to



reconcile all final project costs against what's been borrowed already to receive the balance of what's needed to finish the project. The cost implications for this are outlined within the borrowing plan presented earlier in the meeting.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Committee recommended approval of Resolution #2020-27 as a resolution authorizing the borrowing of not to exceed \$18,500,000; and providing for the issuance and sale of general obligation Public Safety Center bonds therefor.

ATTACHMENTS:

1. 2020-27 McFarland Village (2021-02 GO Bonds) Authorizing Resolution
2. 3488 - McFarland PS - Preliminary Cost Estimate

RESOLUTION NO. 2020-27

RESOLUTION AUTHORIZING THE BORROWING
OF NOT TO EXCEED \$18,500,000; AND
PROVIDING FOR THE ISSUANCE AND SALE OF
GENERAL OBLIGATION PUBLIC SAFETY CENTER BONDS THEREFOR

WHEREAS, it is necessary that funds be raised by the Village of McFarland, Dane County, Wisconsin (the “Village”) for the purpose of paying the costs of constructing a new public safety center building (the “Project”), and there are insufficient funds on hand to pay said costs;

WHEREAS, the Village hereby finds and determines that the Project is within the Village’s power to undertake and serves a “public purpose” as that term is defined in Section 67.04(1)(b) of the Wisconsin Statutes; and,

WHEREAS, villages are authorized by the provisions of Section 67.04 of the Wisconsin Statutes to borrow money and to issue general obligation bonds for such public purposes.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village that:

Section 1. Authorization of the Bonds. For the purpose of paying the cost of the Project, there shall be borrowed pursuant to Section 67.04 of the Wisconsin Statutes, the principal sum of not to exceed EIGHTEEN MILLION FIVE HUNDRED THOUSAND DOLLARS (\$18,500,000) from a purchaser or purchasers to be determined by subsequent resolution or resolutions of this Village Board.

Section 2. Sale of the Bonds. To evidence such indebtedness, the Village President and Village Clerk are hereby authorized, empowered and directed to make, execute, issue and sell on behalf of and in the name of the Village, general obligation public safety center bonds, in one or more series, aggregating the principal amount of not to exceed EIGHTEEN MILLION FIVE HUNDRED THOUSAND DOLLARS (\$18,500,000)(the “Bonds”).

Section 3. Award of the Bonds. The Village Administrator (in consultation with the Village’s financial advisor, Wisconsin Public Finance Professionals, LLC) shall prepare or cause to be prepared such Official Notices of Sale and Official Statements and take other actions necessary for the subsequent sale and award of the Bonds.

Section 4. Prior Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the Village or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted and recorded this 14th day of December, 2020.

Brad Czebotar
Village President

(SEAL)

ATTEST:

Cassandra Suettinger
Village Clerk/Treasurer

Bray Associates Architects, Inc.
Sheboygan & Milwaukee, Wisconsin

Wednesday | August 12, 2020

PRELIMINARY COST ESTIMATE - SUMMARY

Proposed Building Area:

First Floor:	48,394	sq.ft.
Second Floor:	6,249	sq.ft.
Grossing Factor (mech./misc.):	5% <u>2,732</u>	sq.ft.
Total Proposed Building Area:	57,375	sq.ft.

Site Improvement	\$ 1,377,000.00
Architectural General Construction	\$ 7,389,500.00
Architectural Fixed Equipment	\$ 74,900.00
Architectural Specialty Equipment	\$ 106,000.00
Electrical	\$ 1,834,300.00
Plumbing	\$ 438,300.00
Fire Protection	\$ 143,400.00
Mechanical HVAC	\$ <u>1,618,700.00</u>

New Construction | Subtotal: \$ 12,982,100.00

General Construction | Subtotal: \$ 1,135,960.25

Estimating Contingency: \$ 519,284.00

Construction Cost Estimate: \$ 14,637,344.25

Construction Contingency: \$ 731,900.00

Project Soft Costs | Subtotal: \$ 1,524,998.64

Total Project Cost Estimate: \$ 16,894,242.89

Notes:

Bray Associates Architects, Inc.
Sheboygan & Milwaukee, Wisconsin

Wednesday | August 12, 2020

PRELIMINARY COST ESTIMATE - DETAILED

Proposed Building Area:

First Floor:	48,394	sq.ft.
Second Floor:	6,249	sq.ft.
Grossing Factor (mech./misc.): 5%	<u>2,732</u>	sq.ft.
Total Proposed Building Area:	57,375	sq.ft.

Site Improvement

General	57,375	sq.ft. @ \$	24.00	\$	<u>1,377,000.00</u>	
						\$ 1,377,000.00

Architectural | General Construction

General Conditions	57,375	sq.ft. @ \$	8.00	\$	459,000.00	
Concrete	57,375	sq.ft. @ \$	15.00	\$	860,600.00	
Masonry	57,375	sq.ft. @ \$	30.00	\$	1,721,300.00	
Structural Steel & Metals	57,375	sq.ft. @ \$	25.00	\$	1,434,400.00	
Wood, Plastics and Composite/ Carpentry	57,375	sq.ft. @ \$	4.00	\$	229,500.00	
Thermal & Moisture Protection	57,375	sq.ft. @ \$	10.00	\$	573,800.00	
Openings	57,375	sq.ft. @ \$	10.00	\$	573,800.00	
FD Overhead Doors	12	sq.ft. @ \$	7,500.00	\$	90,000.00	
Finishes	57,375	sq.ft. @ \$	18.00	\$	1,032,800.00	
Specialties	57,375	sq.ft. @ \$	6.00	\$	344,300.00	
Conveying Equipment	2	stops @ \$	35,000.00	\$	<u>70,000.00</u>	
						\$ 7,389,500.00

Architectural | Fixed Equipment

Shared Space						
Exercise Room	9	l.f. @ \$	150.00	\$	1,400.00	
Conference	12	l.f. @ \$	150.00	\$	1,800.00	
Training Room / Court Room	18	l.f. @ \$	150.00	\$	2,700.00	
Kitchenette	30	l.f. @ \$	150.00	\$	4,500.00	
Municipal Court						
Conference / Pre-Trial	9	l.f. @ \$	150.00	\$	1,400.00	
Office Clerk of Courts	9	l.f. @ \$	450.00	\$	4,100.00	
Fire Department						
Decon / Laundry Room	9	l.f. @ \$	150.00	\$	1,400.00	
Treatment Room	12	l.f. @ \$	150.00	\$	1,800.00	
Public Lobby	9	l.f. @ \$	450.00	\$	4,100.00	
Conference Room	9	l.f. @ \$	150.00	\$	1,400.00	
Station Dispatch Office / Radio Room	24	l.f. @ \$	150.00	\$	3,600.00	
Copier & Electrical Storage	9	l.f. @ \$	150.00	\$	1,400.00	
Day Room	9	l.f. @ \$	150.00	\$	1,400.00	
Kitchen / Dining	30	l.f. @ \$	150.00	\$	4,500.00	
Study / Work Area	12	l.f. @ \$	150.00	\$	1,800.00	
Resource Library	12	l.f. @ \$	150.00	\$	1,800.00	
Police Department						

Reception / Waiting Area	9	l.f. @	\$ 450.00	\$ 4,100.00	
Conference Room Soft Interview	9	l.f. @	\$ 150.00	\$ 1,400.00	
Work Room	12	l.f. @	\$ 150.00	\$ 1,800.00	
Copy / Form Supply Area	9	l.f. @	\$ 150.00	\$ 1,400.00	
Break Room	15	l.f. @	\$ 150.00	\$ 2,300.00	
Conference Room Major Case	12	l.f. @	\$ 150.00	\$ 1,800.00	
Booking / Processing	18	l.f. @	\$ 300.00	\$ 5,400.00	
Intoxilator	9	l.f. @	\$ 300.00	\$ 2,700.00	
Evidence Processing Room	18	l.f. @	\$ 300.00	\$ 5,400.00	
Evidence / Property Storage	9	l.f. @	\$ 150.00	\$ 1,400.00	
Briefing / Squad Room	30	l.f. @	\$ 150.00	\$ 4,500.00	
Weapons Cleaning	12	l.f. @	\$ 300.00	<u>\$ 3,600.00</u>	
					\$ 74,900.00
Architectural Specialty Equipment					
Specialty Equipment - PD					
PD Duty Lockers	32	each @	\$ 750.00	\$ 24,000.00	
PD Evidence Lockers	3	each @	\$ 6,000.00	\$ 18,000.00	
Gun Storage Lockers	2	each @	\$ 750.00	\$ 1,500.00	
Holding - Personal Property Lockers	2	each @	\$ 750.00	\$ 1,500.00	
Safety Eye Wash Station	1	each @	\$ 2,500.00	\$ 2,500.00	
Security Grade Equip. - Interview	3	each @	\$ 700.00	\$ 2,100.00	
Security Grade Equip. - Booking	1	each @	\$ 600.00	\$ 600.00	
Security Grade Ceilings	694	sq.ft. @	\$ 12.00	\$ 8,300.00	
Security Glazing	1	each @	\$ 3,000.00	\$ 3,000.00	
Specialty Equipment - FD					
Commercial Kitchen Hood	1	each @	\$ 12,000.00	\$ 12,000.00	
Safety Eye Wash Station	1	each @	\$ 1,000.00	\$ 1,000.00	
Specialty Equipment - Shared					
Exercise Room Flooring	900	sq.ft. @	\$ 10.00	\$ 9,000.00	
Owner Provided/ Contractor Installed Equip	1	l.s. @	\$ 15,000.00	\$ 15,000.00	
Flag Poles	3	each @	\$ 2,500.00	\$ 7,500.00	
Wall Images / Branding / Graphics	5	each @	\$ 3,000.00	\$ 15,000.00	
Signage Allowance	1	@	\$ 40,000.00	<u>\$ 40,000.00</u>	
					\$ 106,000.00
Electrical	57,375	sq.ft. @	\$ 22.00	\$ 1,262,300.00	
Parking Lot & Site Lighting	20	each @	\$ 3,000.00	\$ 60,000.00	
Landscape & Walkway Lighting	15	each @	\$ 1,500.00	\$ 22,500.00	
Interview Recording System	6	each @	\$ 10,000.00	\$ 60,000.00	
Emergency Generator	1	each @	\$ 75,000.00	\$ 75,000.00	
Electronic Safety & Security	57,375	sq.ft. @	\$ 1.00	\$ 57,400.00	
Keyless Entry (Fob)	50	each @	\$ 2,500.00	\$ 125,000.00	
Utility Fee, Telephone, Cable, Communications	57,375	sq.ft. @	\$ 3.00	<u>\$ 172,100.00</u>	
					\$ 1,834,300.00
Plumbing	57,375	sq.ft. @	\$ 7.50	\$ 430,300.00	
Truck Filling Stations	4	each @	\$ 2,000.00	<u>\$ 8,000.00</u>	
					\$ 438,300.00
Fire Protection	57,375	sq.ft. @	\$ 2.50	<u>\$ 143,400.00</u>	
					\$ 143,400.00
Mechanical HVAC	57,375	sq.ft. @	\$ 26.00	\$ 1,491,800.00	
Vehicle Exhaust System - Whole Space	10,152	sq.ft. @	\$ 7.50	\$ 76,100.00	
In-Floor Radiant - Apparatus Bay	10,152	sq.ft. @	\$ 5.00	<u>\$ 50,800.00</u>	
					<u>\$ 1,618,700.00</u>
New Construction Subtotal:				\$ 12,982,100.00	
General Construction Costs:					
General Conditions		3.50%	\$	454,400.00	

Insurance	1.00%	\$	129,821.00
Performance and Payment Bond	0.75%	\$	97,365.75
Subcontractor and Supplier Bond	0.50%	\$	64,910.50
Contractor's Fee	3.00%	\$	389,463.00
Estimating Contingency	4.00%	\$	<u>519,284.00</u>

General Construction | Subtotal: \$ 1,655,244.25

Construction Cost Estimate:	\$ 14,637,344.25
Unit Cost:	\$ 255.12

Project Soft Costs:

Construction Contingency (5%)				\$	731,900.00
Architectural / Engineering Fee					
Phase 1 - Planning					132,000.00
Phase 2 - Design					460,000.00
Phase 3 - Bidding					22,000.00
Construction Administration (est.)					219,560.16
Geotechnical services					12,000.00
Environmental Engineering Services					5,000.00
Site permitting fees					
Storm water calculation fee					9,000.00
Notice of Intent (WDNR)					2,500.00
General Site Permitting					8,000.00
Reimbursable expenses (Printing, shipping, etc.)					10,000.00
Plan approval and/or review fees					10,000.00
Owner's builder's risk insurance					7,000.00
Moving and/or relocation services					20,000.00
Furniture, Fixtures & Equipment	57,375	sq.ft. @	\$	6.50	372,938.48
Air Compressor(s)					25,000.00
General Equipment					50,000.00
Fire Station Alerting System					25,000.00
Fire Station Pre-emption System					15,000.00
Fire Station Pre-emption Street Signals					10,000.00
General Communications					25,000.00
Air Fiber System					20,000.00
Telephone system					25,000.00
Technology - switches, routers, projectors, etc. (relocate computers)					20,000.00
Legal / insurance / accounting fees					5,000.00
Land survey/CSM					15,000.00
Hazardous material identification/abatement					not included
Borrowing and/or bonding costs					not included
Traffic impact studies					not included
Multiple bid packages					not included
Design of non-conventional foundations					not included
Wetland delineation and/or relocation					not included
Building commissioning					not included
LEED documentation					not included
Impact fees (storm water, sanitary, water, etc.)					not included
Design/specification of furniture					not included
Construction manager/ owners rep. fees					<u>not included</u>

Project Soft Costs | Subtotal: \$ 2,256,898.64

Total Project Cost Estimate:	\$ 16,894,242.89
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VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, December 8, 2020

SECTION: Business

DEPARTMENT: Public Works

CONTACT:

AGENDA ITEM: Discussion and action regarding the award of contract for the 2021 Eastside Sanitary Sewer Interceptor project.

PREVIOUS ACTION:

The Public Utilities Committee approved the Eastside Sanitary Sewer Project final design plans and authorized the project for bid on September 15, 2020.

The Village Board accepted the recommendation of the Committee at its meeting on September 28, 2020 to accept the final design plans and authorize the project for bidding.

Bids were opened by the Village Engineer on December 3rd, and reviewed by the Public Utilities Committee on December 8th. The Committee recommended approval to award the contract as recommended by the Engineer.

ISSUE SUMMARY:

The Eastside Sanitary Sewer Interceptor Project will enable the Village to handle future developments in areas such as undeveloped property south of County Highway MN, west of County Highway AB, and north of Elvehjem Road. The sewer pipe allows wastewater to flow from smaller sewer pipes and will direct it to a lift station and eventually the wastewater treatment plant at the Madison Metropolitan Sewerage District. The project plans were approved and authorized for bid by the committee and board during meetings in September earlier this year.

Town & Country Engineering received 34 requested sets of plans, specifications and bidding documents from general contractors, subcontractors and material suppliers. Of the bids received, the low bidder is BKS Excavating, Inc. Bid results were reviewed by Town & Country and their recommendation would be to award contract to BKS Excavating, Inc. A letter is included within your packet from the Engineer summarizing the bid results and providing the tabulation sheet. The plan set for the project is also included for reference.

FINANCIAL/BUDGET IMPACT:

Total project costs are outlined as follows:



- \$300,115 Base Bid (Interceptor)
- \$228,538 Base Bid (Paved Path) – Costs are to be split between Fund 400 (Capital Projects) and 605 (Utilities).
- \$20,400 Supplemental
- \$25,000 Railroad Crossing
- \$25,725 Wetland Mitigation
- \$62,000 Design Engineering
- \$41,000 Bidding and Construction Administration
- \$28,500 Inspection/Project Management
- \$55,000 Contingency (~10%)
- \$786,278 Total Expense

Total project costs are offset by the following project revenues:

- \$62,000 Fund 605 (2020) - For Design Engineering this year.
- \$676,000 Fund 605 (2021) - For interceptor and a 50% share in the paved path costs.
- \$100,000 Fund 400 (2021) - For a 50% share in the paved path costs.
- \$838,000 Total Revenue

The project as presented is thus far within approved budgetary parameters.

VILLAGE PLAN REFERENCE:

[2018 McFarland East Basin Utility Service Study](#) - Project as proposed here was studied and recommended as a result of this work.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommendation from Committee is to award contract to BKS Excavating, Inc. in an amount of \$549,053 including the base bid and supplemental bid, and approving total project costs at \$786,278 which includes a 10% contingency.

ATTACHMENTS:

1. Recommendation Ltr
2. MC 168 CURRENT SET

December 3, 2020

Village of McFarland
5915 Milwaukee Street
McFarland, WI 53558

Attention: Mr. Matthew Schuenke, Village Administrator

Subject: Analysis of Bids and Recommendation for Award of Contracts; 2021 East Side Sewer Extension; Village of McFarland

Bid Deadline: December 3, 2020 at 10 a.m. local time

Ladies and Gentlemen:

The purpose of this letter is to analyze the bids received for the 2021 East Side Sewer Extension project and to recommend award of a contract. This project involves installation of new 12-inch interceptor sanitary sewer, recreational/maintenance asphalt path construction, 30-inch steel casing boring under the railroad and supplemental items for property corner replacement, excavation for and placement of trench stabilization stone, geotextile trench fabric, excavation and disposal of bad subbase below subgrade, and temporary timber access matting.

The pre-bid estimate for the base bid, including allowance, was \$554,493.00. Thirty-four general contractors, subcontractors, and material suppliers requested sets of the plans, specifications and bidding documents. Eight contractors submitted bids.

A summary of the bids is as follows:

Contractor	Base Bid (Including Allowance)	Supplemental Bid Total
BKS Excavating, Inc.	\$528,653.00	\$20,400.00
Parisi Construction Co. Inc.	\$633,864.00	\$114,087.00
Advance Construction Inc.	\$659,063.20	\$57,064.00
G-Pro Excavating LLC	\$701,088.50	\$107,296.00
E & N Hughes Co. Inc.	\$711,469.45	\$50,131.00
Forest Landscaping & Construction, Inc	\$837,691.50	\$76,540.00
Maddrell Excavating, LLC	\$854,860.25	\$42,430.00
Woleske Construction Company	\$860,204.00	\$48,020.00

BKS Excavating had hand-written in an additional amount for the railroad insurance and flagging item, and Woleske Construction had mathematical errors. These items have been corrected as shown above and in the attached bid tabulation. These may be waived as minor informalities, and we so recommend.

The low bidder, using the base bid and supplemental bid is BKS Excavating, Inc. of Edgerton, Wisconsin. BKS Excavating, Inc. has worked for four years, but also existed prior to that time for decades as GMS Excavating. The name change was part of an effort to work as a non-union company, and personnel is largely the same. BKS/GMS is an experienced utility contractor that has completed a similar work for other nearby communities, including Deerfield and Jefferson. We have worked with them on multiple projects and found them capable of completing this type of project. While there have been issues with on-time completion, I have spoken directly with the owner today who assured me that this would be the only project they work on this winter. The schedule for this project is quite achievable, and the 2nd low bidder adds over \$100,000 more in cost.

The bid prices are slightly lower than the original budget, and significantly lower than the other bidders. I have also reviewed the BKS bid with their owner to confirm they have not missed anything in their pricing. We recommend that BKS Excavating, Inc. be awarded a contract for the base bid, plus the supplemental bids for a total of \$549,053.00.

This will be a unit price contract. That is, the contractor will be paid for the work actually performed on the basis on the unit prices bid. This means that the final line item costs could be either greater than or less than the bid totals. Also, unexpected conditions are sometimes encountered which result in increased project costs. Therefore, it would be wise to continue to carry the recommended 10% contingency.

If you have any questions with respect to our thoughts on this matter, I am available at your convenience to discuss them with you.

Very truly yours,
TOWN & COUNTRY ENGINEERING, INC.

Brian Berquist

Brian Berquist, P.E.
President

BRB:sai

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BID TABULATION

PAGE 1 OF 6

Project: 2021 East Side Sewer Extension; Village of McFarland
 Engineer's Project Number: MC 168 Bid Deadline: December 3, 2020 at 10 a.m. local time

ITEM		BID		PRE-BID ESTIMATE		BKS Excavating, Inc.		Parisi Construction Co. Inc.	
NO.	DESCRIPTION OF WORK	QUANT.	UNITS	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
BASE BID									
Utility Work									
1.	12" PVC SDR 35 Sanitary Sewer	2,028	lin. ft.	\$ 90.00	\$ 182,520.00	\$ 96.00	\$ 194,688.00	\$ 120.00	\$ 243,360.00
2.	8" PVC SDR 35 Sanitary Sewer	27	lin. ft.	\$ 65.00	\$ 1,755.00	\$ 100.00	\$ 2,700.00	\$ 135.00	\$ 3,645.00
3.	Boring and Installation of 30-Inch Steel Casing Pipe	1	lump sum	\$ 75,000.00	\$ 75,000.00	\$ 73,000.00	\$ 73,000.00	\$ 75,000.00	\$ 75,000.00
4.	48" Sanitary Manhole Masonry	64	vert. ft.	\$ 350.00	\$ 22,400.00	\$ 350.00	\$ 22,400.00	\$ 400.00	\$ 25,600.00
5.	Sanitary Manhole Castings	7	each	\$ 800.00	\$ 5,600.00	\$ 450.00	\$ 3,150.00	\$ 750.00	\$ 5,250.00
6.	External Manhole Chimney Seals	7	each	\$ 500.00	\$ 3,500.00	\$ 450.00	\$ 3,150.00	\$ 500.00	\$ 3,500.00
7.	24" RCP CL III Storm Sewer	32	lin. ft.	\$ 75.00	\$ 2,400.00	\$ 54.00	\$ 1,728.00	\$ 100.00	\$ 3,200.00
8.	12" RCP CL III Storm Sewer	44	lin. ft.	\$ 65.00	\$ 2,860.00	\$ 40.00	\$ 1,760.00	\$ 55.00	\$ 2,420.00
9.	6" D.I. CL 52 Storm Sewer	48	lin. ft.	\$ 80.00	\$ 3,840.00	\$ 50.00	\$ 2,400.00	\$ 80.00	\$ 3,840.00
10.	24" RCP Apron Endwalls	4	each	\$ 1,800.00	\$ 7,200.00	\$ 1,200.00	\$ 4,800.00	\$ 2,100.00	\$ 8,400.00
11.	12" RCP Apron Endwalls	6	each	\$ 980.00	\$ 5,880.00	\$ 1,100.00	\$ 6,600.00	\$ 1,700.00	\$ 10,200.00
12.	Relocate Existing Hydrant	1	lump sum	\$ 5,500.00	\$ 5,500.00	\$ 3,000.00	\$ 3,000.00	\$ 4,500.00	\$ 4,500.00
13.	Clay Check Dam	15	each	\$ 500.00	\$ 7,500.00	\$ 300.00	\$ 4,500.00	\$ 300.00	\$ 4,500.00
Street Work									
14.	Ditch Regrading	1	lump sum	\$ 2,000.00	\$ 2,000.00	\$ 3,000.00	\$ 3,000.00	\$ 1,400.00	\$ 1,400.00
15.	Clearing and Grubbing	1	lump sum	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 43,000.00	\$ 43,000.00
16.	Excavation to Plan Subgrade	1	lump sum	\$ 40,000.00	\$ 40,000.00	\$ 9,500.00	\$ 9,500.00	\$ 38,000.00	\$ 38,000.00
17.	Truncated Dome Panels	60	sq. ft.	\$ 15.00	\$ 900.00	\$ 50.00	\$ 3,000.00	\$ 45.00	\$ 2,700.00
18.	12" Gravel Screenings Shoulder	4,523	lin. ft.	\$ 2.00	\$ 9,046.00	\$ 3.00	\$ 13,569.00	\$ 3.00	\$ 13,569.00
19.	5" Thick Concrete Sidewalk and Aprons	343	sq. ft.	\$ 8.00	\$ 2,744.00	\$ 7.00	\$ 2,401.00	\$ 8.00	\$ 2,744.00
20.	Remove and Replace 30" Concrete Curb & Gutter (< 50-foot sections)	40	lin. ft.	\$ 40.00	\$ 1,600.00	\$ 70.00	\$ 2,800.00	\$ 50.00	\$ 2,000.00
21.	3" Type 5 LT Asphalt Path (8 feet wide)	446	ton	\$ 95.00	\$ 42,370.00	\$ 95.00	\$ 42,370.00	\$ 98.00	\$ 43,708.00
22.	Construct At-Grade Path Crossing at Railroad								
23.	0.75" Crushed Aggregate Base Course	798	ton	\$ 20.00	\$ 15,960.00	\$ 17.00	\$ 13,566.00	\$ 20.00	\$ 15,960.00
24.	3" Breaker Run	1,178	ton	\$ 15.00	\$ 17,670.00	\$ 17.00	\$ 20,026.00	\$ 20.00	\$ 23,560.00
25.	Permanent Pavement Markings	1	lump sum	\$ 12,000.00	\$ 12,000.00	\$ 6,000.00	\$ 6,000.00	\$ 4,500.00	\$ 4,500.00
26.	Permanent Signage	1	lump sum	\$ 1,000.00	\$ 1,000.00	\$ 4,500.00	\$ 4,500.00	\$ 2,500.00	\$ 2,500.00
27.	Sawcutting Existing Concrete and Asphalt Pavements	36	lin. ft.	\$ 3.50	\$ 126.00	\$ 4.00	\$ 144.00	\$ 3.00	\$ 108.00
28.	Wetland Seeding and Restoration	2,402	sq. yds.	\$ 15.00	\$ 36,030.00	\$ 4.50	\$ 10,809.00	\$ 4.00	\$ 9,608.00
29.	Topsoil Restoration, Seeding, Fertilizing & Mulching	3,273	sq. yds.	\$ 4.00	\$ 13,092.00	\$ 4.00	\$ 13,092.00	\$ 4.00	\$ 13,092.00
30.	Erosion Control	1	lump sum	\$ 7,500.00	\$ 7,500.00	\$ 20,000.00	\$ 20,000.00	\$ 10,000.00	\$ 10,000.00
31.	Traffic Control	1	lump sum	\$ 1,500.00	\$ 1,500.00	\$ 15,000.00	\$ 15,000.00	\$ 4,000.00	\$ 4,000.00
32.	Railroad Insurance and Flagging Allowance	1	lump sum	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
	TOTAL BASE BID				\$ 554,493.00		\$ 528,653.00		\$ 633,864.00

BID TABULATION

PAGE 2 OF 6

Project: 2021 East Side Sewer Extension; Village of McFarland
 Engineer's Project Number: MC 168 Bid Deadline: December 3, 2020 at 10 a.m. local time

ITEM		BID		PRE-BID ESTIMATE		BKS Excavating, Inc.		Parisi Construction Co. Inc.	
NO.	DESCRIPTION OF WORK	QUANT.	UNITS	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
SUPPLEMENTAL BID ITEMS									
S1.	Property Corner Replacement	1	each	\$ 600.00	\$ 600.00	\$ 300.00	\$ 300.00	\$ 800.00	\$ 800.00
S2.	Excavation for and Placement of Trench Stabilization Stone	222	cu. yd.	\$ 25.00	\$ 5,550.00	\$ 20.00	\$ 4,440.00	\$ 105.00	\$ 23,310.00
S3.	Geotextile Trench Fabric	1,000	lin. ft.	\$ 10.00	\$ 10,000.00	\$ 1.00	\$ 1,000.00	\$ 21.00	\$ 21,000.00
S4.	Excavation and Disposal of Bad Subbase Below Subgrade	370	cu. yd.	\$ 20.00	\$ 7,400.00	\$ 18.00	\$ 6,660.00	\$ 22.10	\$ 8,177.00
S5.	Temporary Timber Access Matting	1,000	lin. ft.	\$ 45.00	\$ 45,000.00	\$ 8.00	\$ 8,000.00	\$ 60.80	\$ 60,800.00
	TOTAL OF SUPPLEMENTAL BID				\$ 68,550.00		\$ 20,400.00		\$ 114,087.00

BID TABULATION

PAGE 3 OF 6

Project: 2021 East Side Sewer Extension; Village of McFarland
 Engineer's Project Number: MC 168 Bid Deadline: December 3, 2020 at 10 a.m. local time

ITEM		BID		Advance Construction Inc.		G-Pro Excavating LLC		E & N Hughes Co. Inc.	
NO.	DESCRIPTION OF WORK	QUANT.	UNITS	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
BASE BID									
Utility Work									
1.	12" PVC SDR 35 Sanitary Sewer	2,028	lin. ft.	\$ 100.00	\$ 202,800.00	\$ 157.00	\$ 318,396.00	\$ 139.90	\$ 283,717.20
2.	8" PVC SDR 35 Sanitary Sewer	27	lin. ft.	\$ 120.00	\$ 3,240.00	\$ 202.00	\$ 5,454.00	\$ 116.00	\$ 3,132.00
3.	Boring and Installation of 30-Inch Steel Casing Pipe	1	lump sum	\$ 139,750.00	\$ 139,750.00	\$ 82,200.00	\$ 82,200.00	\$ 78,169.00	\$ 78,169.00
4.	48" Sanitary Manhole Masonry	64	vert. ft.	\$ 334.00	\$ 21,376.00	\$ 574.00	\$ 36,736.00	\$ 541.00	\$ 34,624.00
5.	Sanitary Manhole Castings	7	each	\$ 392.00	\$ 2,744.00	\$ 525.00	\$ 3,675.00	\$ 826.00	\$ 5,782.00
6.	External Manhole Chimney Seals	7	each	\$ 300.00	\$ 2,100.00	\$ 350.00	\$ 2,450.00	\$ 435.00	\$ 3,045.00
7.	24" RCP CL III Storm Sewer	32	lin. ft.	\$ 90.00	\$ 2,880.00	\$ 65.00	\$ 2,080.00	\$ 114.00	\$ 3,648.00
8.	12" RCP CL III Storm Sewer	44	lin. ft.	\$ 85.00	\$ 3,740.00	\$ 50.00	\$ 2,200.00	\$ 91.00	\$ 4,004.00
9.	6" D.I. CL 52 Storm Sewer	48	lin. ft.	\$ 92.00	\$ 4,416.00	\$ 85.00	\$ 4,080.00	\$ 99.00	\$ 4,752.00
10.	24" RCP Apron Endwalls	4	each	\$ 930.00	\$ 3,720.00	\$ 740.00	\$ 2,960.00	\$ 1,145.00	\$ 4,580.00
11.	12" RCP Apron Endwalls	6	each	\$ 682.00	\$ 4,092.00	\$ 550.00	\$ 3,300.00	\$ 998.00	\$ 5,988.00
12.	Relocate Existing Hydrant	1	lump sum	\$ 3,000.00	\$ 3,000.00	\$ 3,200.00	\$ 3,200.00	\$ 3,220.00	\$ 3,220.00
13.	Clay Check Dam	15	each	\$ 240.00	\$ 3,600.00	\$ 250.00	\$ 3,750.00	\$ 430.00	\$ 6,450.00
Street Work									
14.	Ditch Regrading	1	lump sum	\$ 22,000.00	\$ 22,000.00	\$ 10,000.00	\$ 10,000.00	\$ 4,168.00	\$ 4,168.00
15.	Clearing and Grubbing	1	lump sum	\$ 25,000.00	\$ 25,000.00	\$ 19,000.00	\$ 19,000.00	\$ 14,260.00	\$ 14,260.00
16.	Excavation to Plan Subgrade	1	lump sum	\$ 54,200.00	\$ 54,200.00	\$ 48,000.00	\$ 48,000.00	\$ 44,263.00	\$ 44,263.00
17.	Truncated Dome Panels	60	sq. ft.	\$ 15.00	\$ 900.00	\$ 55.00	\$ 3,300.00	\$ 46.00	\$ 2,760.00
18.	12" Gravel Screenings Shoulder	4,523	lin. ft.	\$ 1.10	\$ 4,975.30	\$ 1.50	\$ 6,784.50	\$ 1.85	\$ 8,367.55
19.	5" Thick Concrete Sidewalk and Aprons	343	sq. ft.	\$ 10.00	\$ 3,430.00	\$ 10.00	\$ 3,430.00	\$ 9.80	\$ 3,361.40
20.	Remove and Replace 30" Concrete Curb & Gutter (< 50-foot sections)	40	lin. ft.	\$ 75.00	\$ 3,000.00	\$ 70.00	\$ 2,800.00	\$ 70.00	\$ 2,800.00
21.	3" Type 5 LT Asphalt Path (8 feet wide)	446	ton	\$ 99.15	\$ 44,220.90	\$ 90.00	\$ 40,140.00	\$ 105.00	\$ 46,830.00
22.	Construct At-Grade Path Crossing at Railroad								
23.	0.75" Crushed Aggregate Base Course	798	ton	\$ 18.00	\$ 14,364.00	\$ 20.00	\$ 15,960.00	\$ 36.50	\$ 29,127.00
24.	3" Breaker Run	1,178	ton	\$ 15.00	\$ 17,670.00	\$ 20.00	\$ 23,560.00	\$ 26.00	\$ 30,628.00
25.	Permanent Pavement Markings	1	lump sum	\$ 4,375.00	\$ 4,375.00	\$ 5,000.00	\$ 5,000.00	\$ 5,031.00	\$ 5,031.00
26.	Permanent Signage	1	lump sum	\$ 3,240.00	\$ 3,240.00	\$ 2,000.00	\$ 2,000.00	\$ 3,726.00	\$ 3,726.00
27.	Sawcutting Existing Concrete and Asphalt Pavements	36	lin. ft.	\$ 5.00	\$ 180.00	\$ 3.00	\$ 108.00	\$ 3.50	\$ 126.00
28.	Wetland Seeding and Restoration	2,402	sq. yds.	\$ 6.00	\$ 14,412.00	\$ 5.00	\$ 12,010.00	\$ 6.95	\$ 16,693.90
29.	Topsoil Restoration, Seeding, Fertilizing & Mulching	3,273	sq. yds.	\$ 6.00	\$ 19,638.00	\$ 5.00	\$ 16,365.00	\$ 8.80	\$ 28,802.40
30.	Erosion Control	1	lump sum	\$ 10,000.00	\$ 10,000.00	\$ 9,650.00	\$ 9,650.00	\$ 15,964.00	\$ 15,964.00
31.	Traffic Control	1	lump sum	\$ 10,000.00	\$ 10,000.00	\$ 2,500.00	\$ 2,500.00	\$ 3,450.00	\$ 3,450.00
32.	Railroad Insurance and Flagging Allowance	1	lump sum	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
TOTAL BASE BID					\$ 659,063.20		\$ 701,088.50		\$ 711,469.45

BID TABULATION

PAGE 4 OF 6

Project: 2021 East Side Sewer Extension; Village of McFarland
 Engineer's Project Number: MC 168 Bid Deadline: December 3, 2020 at 10 a.m. local time

ITEM		BID		Advance Construction Inc.		G-Pro Excavating LLC		E & N Hughes Co. Inc.	
NO.	DESCRIPTION OF WORK	QUANT.	UNITS	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
SUPPLEMENTAL BID ITEMS									
S1.	Property Corner Replacement	1	each	\$ 750.00	\$ 750.00	\$ 250.00	\$ 250.00	\$ 1,000.00	\$ 1,000.00
S2.	Excavation for and Placement of Trench Stabilization Stone	222	cu. yd.	\$ 37.00	\$ 8,214.00	\$ 68.00	\$ 15,096.00	\$ 30.50	\$ 6,771.00
S3.	Geotextile Trench Fabric	1,000	lin. ft.	\$ 7.00	\$ 7,000.00	\$ 14.00	\$ 14,000.00	\$ 3.00	\$ 3,000.00
S4.	Excavation and Disposal of Bad Subbase Below Subgrade	370	cu. yd.	\$ 30.00	\$ 11,100.00	\$ 35.00	\$ 12,950.00	\$ 28.00	\$ 10,360.00
S5.	Temporary Timber Access Matting	1,000	lin. ft.	\$ 30.00	\$ 30,000.00	\$ 65.00	\$ 65,000.00	\$ 29.00	\$ 29,000.00
	TOTAL OF SUPPLEMENTAL BID				\$ 57,064.00		\$ 107,296.00		\$ 50,131.00

BID TABULATION

PAGE 5 OF 6

Project: 2021 East Side Sewer Extension; Village of McFarland

Engineer's Project Number: MC 168 Bid Deadline: December 3, 2020 at 10 a.m. local time

ITEM		BID		Forest Landscaping & Construction, Inc		Maddrell Excavating, LLC		Woleske Construction Company	
NO.	DESCRIPTION OF WORK	QUANT.	UNITS	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
BASE BID									
Utility Work									
1.	12" PVC SDR 35 Sanitary Sewer	2,028	lin. ft.	\$ 185.00	\$ 375,180.00	\$ 150.00	\$ 304,200.00	\$ 220.00	\$ 446,160.00
2.	8" PVC SDR 35 Sanitary Sewer	27	lin. ft.	\$ 120.00	\$ 3,240.00	\$ 200.00	\$ 5,400.00	\$ 320.00	\$ 8,640.00
3.	Boring and Installation of 30-Inch Steel Casing Pipe	1	lump sum	\$ 68,000.00	\$ 68,000.00	\$ 210,000.00	\$ 210,000.00	\$ 113,000.00	\$ 113,000.00
4.	48" Sanitary Manhole Masonry	64	vert. ft.	\$ 400.00	\$ 25,600.00	\$ 550.00	\$ 35,200.00	\$ 310.00	\$ 19,840.00
5.	Sanitary Manhole Castings	7	each	\$ 600.00	\$ 4,200.00	\$ 500.00	\$ 3,500.00	\$ 590.00	\$ 4,130.00
6.	External Manhole Chimney Seals	7	each	\$ 540.00	\$ 3,780.00	\$ 350.00	\$ 2,450.00	\$ 210.00	\$ 1,470.00
7.	24" RCP CL III Storm Sewer	32	lin. ft.	\$ 100.00	\$ 3,200.00	\$ 90.00	\$ 2,880.00	\$ 18.00	\$ 576.00
8.	12" RCP CL III Storm Sewer	44	lin. ft.	\$ 85.00	\$ 3,740.00	\$ 75.00	\$ 3,300.00	\$ 18.00	\$ 792.00
9.	6" D.I. CL 52 Storm Sewer	48	lin. ft.	\$ 75.00	\$ 3,600.00	\$ 45.00	\$ 2,160.00	\$ 22.00	\$ 1,056.00
10.	24" RCP Apron Endwalls	4	each	\$ 1,750.00	\$ 7,000.00	\$ 900.00	\$ 3,600.00	\$ 1,000.00	\$ 4,000.00
11.	12" RCP Apron Endwalls	6	each	\$ 1,640.00	\$ 9,840.00	\$ 650.00	\$ 3,900.00	\$ 1,000.00	\$ 6,000.00
12.	Relocate Existing Hydrant	1	lump sum	\$ 3,468.00	\$ 3,468.00	\$ 2,100.00	\$ 2,100.00	\$ 500.00	\$ 500.00
13.	Clay Check Dam	15	each	\$ 400.00	\$ 6,000.00	\$ 225.00	\$ 3,375.00	\$ 150.00	\$ 2,250.00
Street Work									
14.	Ditch Regrading	1	lump sum	\$ 41,000.00	\$ 41,000.00	\$ 15,000.00	\$ 15,000.00	\$ 40,000.00	\$ 40,000.00
15.	Clearing and Grubbing	1	lump sum	\$ 19,500.00	\$ 19,500.00	\$ 25,000.00	\$ 25,000.00	\$ 14,000.00	\$ 14,000.00
16.	Excavation to Plan Subgrade	1	lump sum	\$ 48,000.00	\$ 48,000.00	\$ 95,000.00	\$ 95,000.00	\$ 22,000.00	\$ 22,000.00
17.	Truncated Dome Panels	60	sq. ft.	\$ 40.00	\$ 2,400.00	\$ 40.00	\$ 2,400.00	\$ 44.00	\$ 2,640.00
18.	12" Gravel Screenings Shoulder	4,523	lin. ft.	\$ 3.00	\$ 13,569.00	\$ 0.75	\$ 3,392.25	\$ 3.00	\$ 13,569.00
19.	5" Thick Concrete Sidewalk and Aprons	343	sq. ft.	\$ 10.00	\$ 3,430.00	\$ 10.00	\$ 3,430.00	\$ 44.00	\$ 15,092.00
20.	Remove and Replace 30" Concrete Curb & Gutter (< 50-foot sections)	40	lin. ft.	\$ 50.00	\$ 2,000.00	\$ 70.00	\$ 2,800.00	\$ 44.00	\$ 1,760.00
21.	3" Type 5 LT Asphalt Path (8 feet wide)	446	ton	\$ 120.00	\$ 53,520.00	\$ 95.00	\$ 42,370.00	\$ 110.00	\$ 49,060.00
22.	Construct At-Grade Path Crossing at Railroad								
23.	0.75" Crushed Aggregate Base Course	798	ton	\$ 24.00	\$ 19,152.00	\$ 16.00	\$ 12,768.00	\$ 18.00	\$ 14,364.00
24.	3" Breaker Run	1,178	ton	\$ 26.00	\$ 30,628.00	\$ 16.00	\$ 18,848.00	\$ 12.00	\$ 14,136.00
25.	Permanent Pavement Markings	1	lump sum	\$ 5,000.00	\$ 5,000.00	\$ 400.00	\$ 400.00	\$ 6,000.00	\$ 6,000.00
26.	Permanent Signage	1	lump sum	\$ 5,500.00	\$ 5,500.00	\$ 1,800.00	\$ 1,800.00	\$ 3,000.00	\$ 3,000.00
27.	Sawcutting Existing Concrete and Asphalt Pavements	36	lin. ft.	\$ 6.00	\$ 216.00	\$ 6.00	\$ 216.00	\$ 4.00	\$ 144.00
28.	Wetland Seeding and Restoration	2,402	sq. yds.	\$ 4.00	\$ 9,608.00	\$ 3.00	\$ 7,206.00	\$ 3.00	\$ 7,206.00
29.	Topsoil Restoration, Seeding, Fertilizing & Mulching	3,273	sq. yds.	\$ 8.50	\$ 27,820.50	\$ 5.00	\$ 16,365.00	\$ 3.00	\$ 9,819.00
30.	Erosion Control	1	lump sum	\$ 16,000.00	\$ 16,000.00	\$ 15,000.00	\$ 15,000.00	\$ 18,000.00	\$ 18,000.00
31.	Traffic Control	1	lump sum	\$ 13,500.00	\$ 13,500.00	\$ 800.00	\$ 800.00	\$ 11,000.00	\$ 11,000.00
32.	Railroad Insurance and Flagging Allowance	1	lump sum	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
TOTAL BASE BID					\$ 837,691.50		\$ 854,860.25		\$ 860,204.00

BID TABULATION

PAGE 6 OF 6

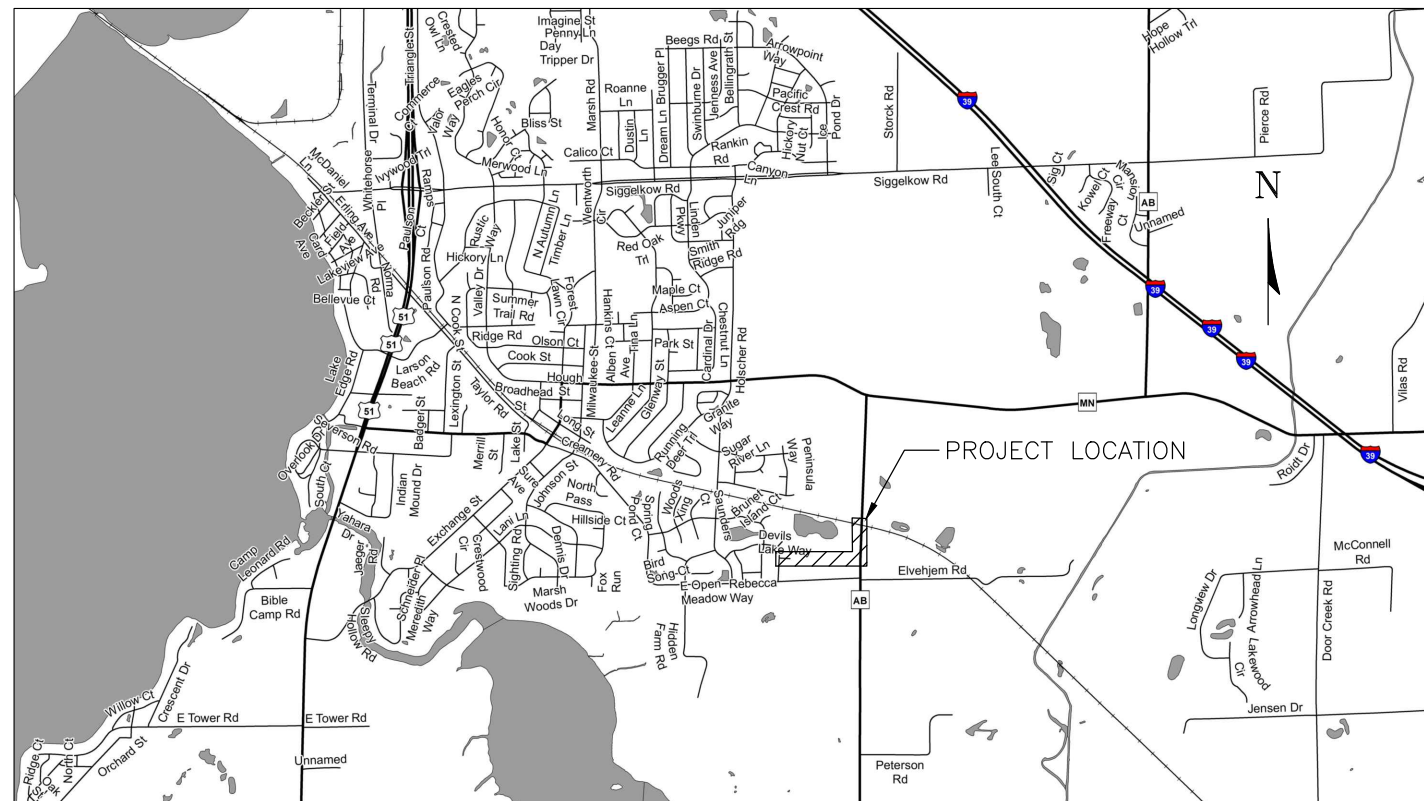
Project: 2021 East Side Sewer Extension; Village of McFarland
 Engineer's Project Number: MC 168 Bid Deadline: December 3, 2020 at 10 a.m. local time

ITEM		BID		Forest Landscaping & Construction, Inc		Maddrell Excavating, LLC		Woleske Construction Company	
NO.	DESCRIPTION OF WORK	QUANT.	UNITS	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
SUPPLEMENTAL BID ITEMS									
S1.	Property Corner Replacement	1	each	\$ 450.00	\$ 450.00	\$ 1,000.00	\$ 1,000.00	\$ 100.00	\$ 100.00
S2.	Excavation for and Placement of Trench Stabilization Stone	222	cu. yd.	\$ 45.00	\$ 9,990.00	\$ 35.00	\$ 7,770.00	\$ 10.00	\$ 2,220.00
S3.	Geotextile Trench Fabric	1,000	lin. ft.	\$ 5.00	\$ 5,000.00	\$ 2.00	\$ 2,000.00	\$ 2.00	\$ 2,000.00
S4.	Excavation and Disposal of Bad Subbase Below Subgrade	370	cu. yd.	\$ 30.00	\$ 11,100.00	\$ 18.00	\$ 6,660.00	\$ 10.00	\$ 3,700.00
S5.	Temporary Timber Access Matting	1,000	lin. ft.	\$ 50.00	\$ 50,000.00	\$ 25.00	\$ 25,000.00	\$ 40.00	\$ 40,000.00
	TOTAL OF SUPPLEMENTAL BID				\$ 76,540.00		\$ 42,430.00		\$ 48,020.00

2020 EAST SIDE SEWER EXTENSION

Village of McFarland, Wisconsin

SHEET INDEX	
SHEET NO.	SHEET DESCRIPTION
1	EROSION CONTROL PLAN AND GENERAL NOTES
2	EROSION CONTROL – STANDARD CONSTRUCTION DETAILS
3	TRAFFIC CONTROL PLAN
SANITARY SEWER AND STORM SEWER	
A1	PLAN & PROFILE – PATH STATION 96+00 TO STATION 100+20
A2	PLAN & PROFILE – PATH STATION 99+80 TO STATION 104+20
A3	PLAN & PROFILE – PATH STATION 103+80 TO STATION 109+80
A4	PLAN & PROFILE – PATH STATION 109+40 TO STATION 115+40
A5	PLAN & PROFILE – PATH STATION 115+00 TO STATION 121+00
A6	PLAN & PROFILE – PATH STATION 120+60 TO STATION 126+00
A7	SANITARY SEWER – STANDARD CONSTRUCTION DETAILS
A8	STREET IMPROVEMENTS – STANDARD CONSTRUCTION DETAILS
X1	CROSS SECTIONS – PATH STATION 96+66 TO STATION 102+00
X2	CROSS SECTIONS – PATH STATION 102+50 TO STATION 108+00
X3	CROSS SECTIONS – PATH STATION 108+50 TO STATION 114+00
X4	CROSS SECTIONS – PATH STATION 114+50 TO STATION 120+00
X5	CROSS SECTIONS – PATH STATION 120+50 TO STATION 122+00



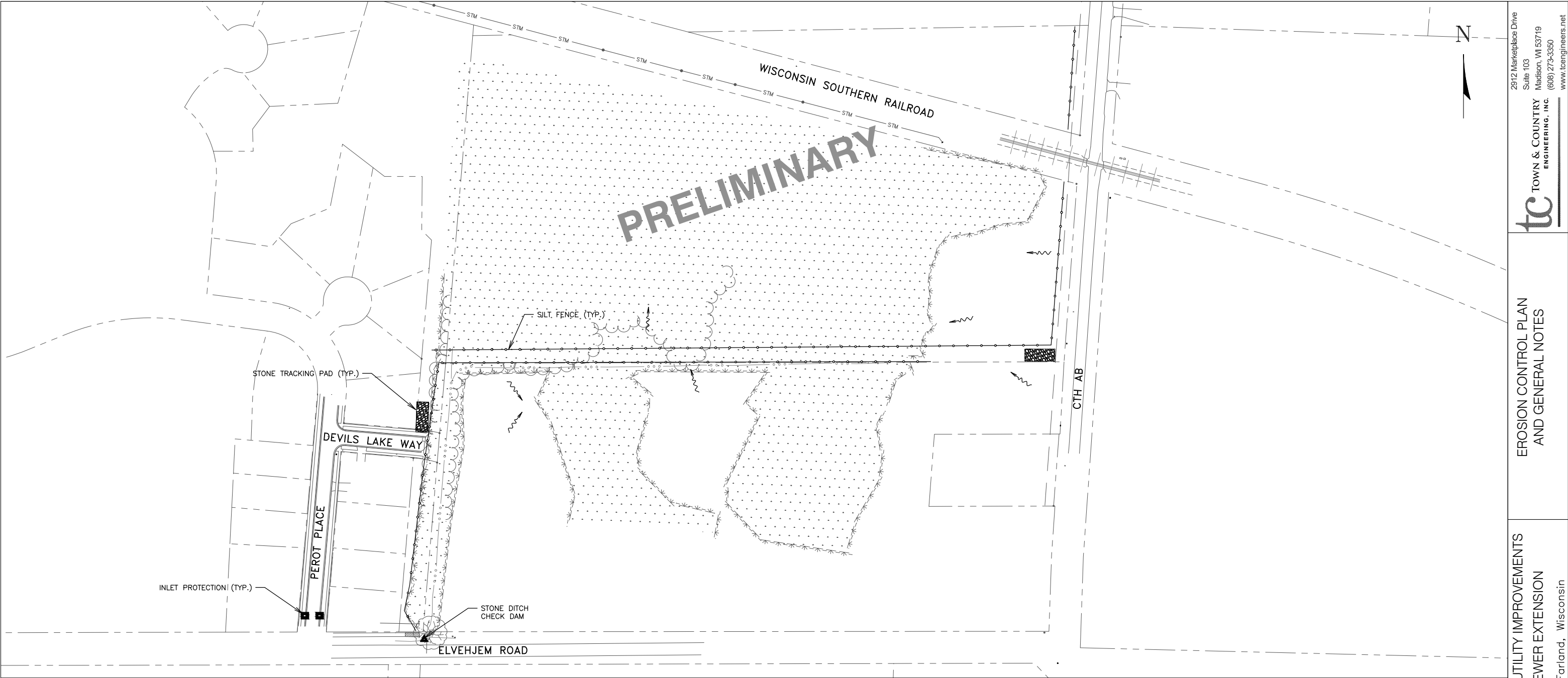
NO SCALE



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	XX					
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.
- 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.
- PROPERLY DISPOSE OF ALL WASTE AND UNUSED BUILDING MATERIALS (INCLUDING GARBAGE, DEBRIS, CLEANING WASTES, OR OTHER CONSTRUCTION MATERIALS) AND DO NOT ALLOW THESE MATERIALS TO BE CARRIED BY RUNOFF INTO THE RECEIVING CHANNEL.
- 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.
- MAKE PROVISIONS FOR WATERING DURING THE FIRST 8 WEEKS FOLLOWING SEEDING OR PLANTING OF DISTURBED AREAS WHENEVER MORE THAN 7 CONSECUTIVE DAYS OF DRY WEATHER OCCUR.
- 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.
- THE CONTRACTOR IS RESPONSIBLE FOR COMPLYING WITH ALL APPLICABLE WDNR REMEDIATION AND WASTE MANAGEMENT REQUIREMENTS FOR HANDLING AND DISPOSING OF CONTAMINATED MATERIALS. SITE-SPECIFIC INFORMATION FOR AREAS WITH KNOWN OR SUSPECTED SOIL AND/OR GROUNDWATER CONTAMINATION CAN BE FOUND ON WDNR'S BUREAU OF REMEDIATION AND REDEVELOPMENT TRACKING SYSTEM (BRRTS) PUBLIC DATABASE AT: <http://dnr.wi.gov/botw/>

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

tc

TOWN & COUNTRY
ENGINEERING, INC.

EROSION CONTROL PLAN
AND GENERAL NOTES

2020 STREET AND UTILITY IMPROVEMENTS
EAST SIDE SEWER EXTENSION

Village of McFarland, Wisconsin

PROJECT NO.:
MC 168
DRAWING #168:
SHEETS.DWG
DRAWN BY:
J.R.K.
CHECKED BY:
T.J.S.
DATE:
10-28-20
REVISIONS:

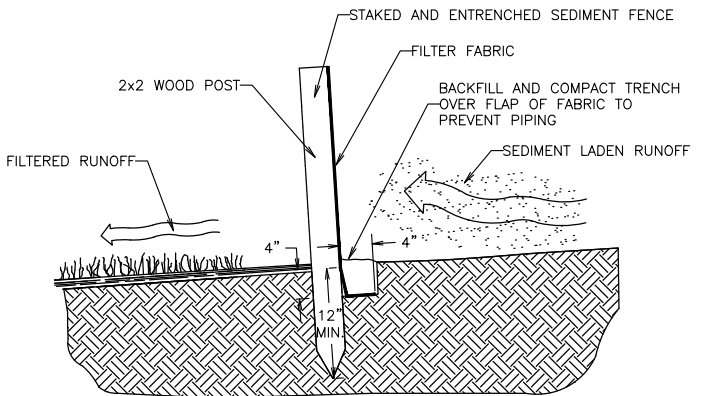
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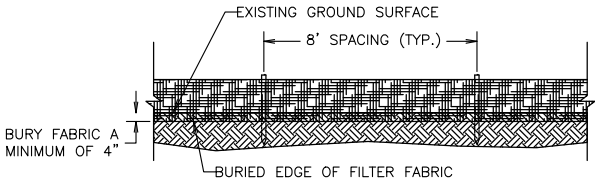
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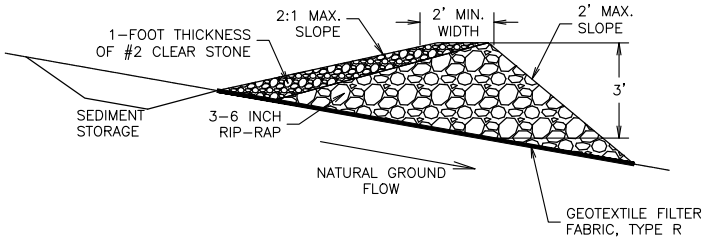


CROSS-SECTION OF A PROPERLY INSTALLED SEDIMENT FENCE

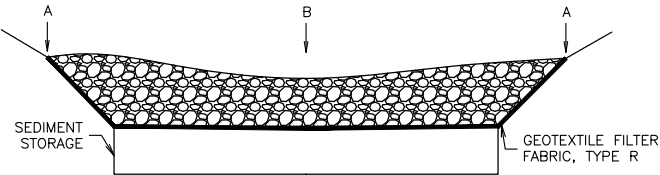


SEDIMENT FENCE DETAIL

DETAIL
SEDIMENT FENCE

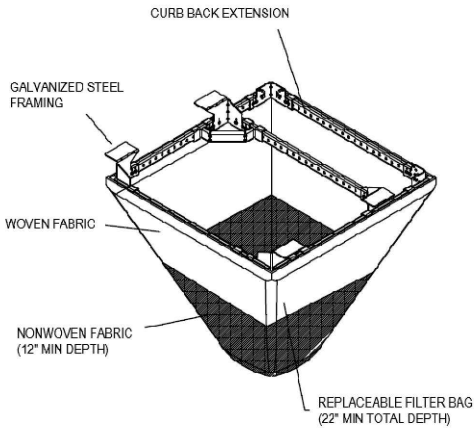


SECTION VIEW



FRONT VIEW

DETAIL
STONE CHECK DAM



GENERAL NOTES:

WHEN REMOVING OR MAINTAINING INLET PROTECTION, CARE SHALL BE TAKEN SO THAT THE SEDIMENT TRAPPED IN THE GEOTEXTILE FABRIC DOES NOT FALL INTO THE INLET. ANY MATERIAL FALLING INTO THE INLET SHALL BE REMOVED IMMEDIATELY.

FRAMED INLET PROTECTION SHALL BE COMPLIANT WITH ALL ASTM STANDARD D8057-17 REQUIREMENTS, INCLUDING:
A. BYPASS OVERFLOW THAT MEETS OR EXCEEDS INLET DESIGN FLOW
B. FRAME AND BAG STRONG ENOUGH TO HANDLE FULL SEDIMENT LOAD.



INSTALLATION NOTES:

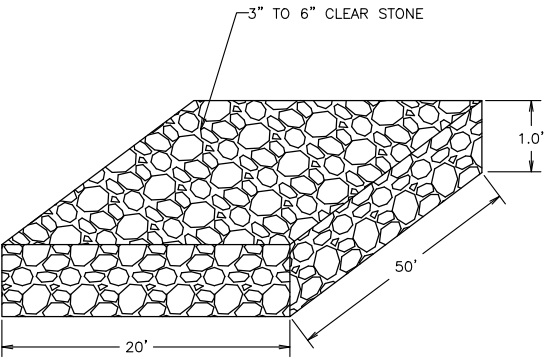
NO PART OF INLET PROTECTION SHALL BE PROJECTING ABOVE THE GRATE.

FOR COMBINATION INLETS, PROTECTION SHALL CAPTURE RUNOFF ENTERING BOTH GRATE AND CURB OPENING.

A DUAL FABRIC FILTER BAG, WITH NON-WOVEN BOTTOM AND WOVEN TOP SHALL BE USED.

THE INSTALLED BAG SHALL HAVE A MINIMUM SIDE CLEARANCE, BETWEEN THE INLET WALLS AND THE BAG, MEASURED AT THE BOTTOM OF THE OVERFLOW HOLES, OF 3". WHERE NECESSARY THE CONTRACTOR SHALL CINCH THE BAG, USING PLASTIC ZIP TIES, TO ACHIEVE THE 3" CLEARANCE. THE TIES SHALL BE PLACED AT A MAXIMUM OF 4" FROM THE BOTTOM OF THE BAG.

DETAIL
INLET PROTECTION - FRAMED (W/ CURB BOX)



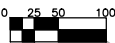
NOTE:

- ON STREET SURFACES
CRUSHED AGGREGATE BASE STONE
SERVES AS TRACKING PAD.

PRELIMINARY

DETAIL
CLEAR STONE TRACKING PAD

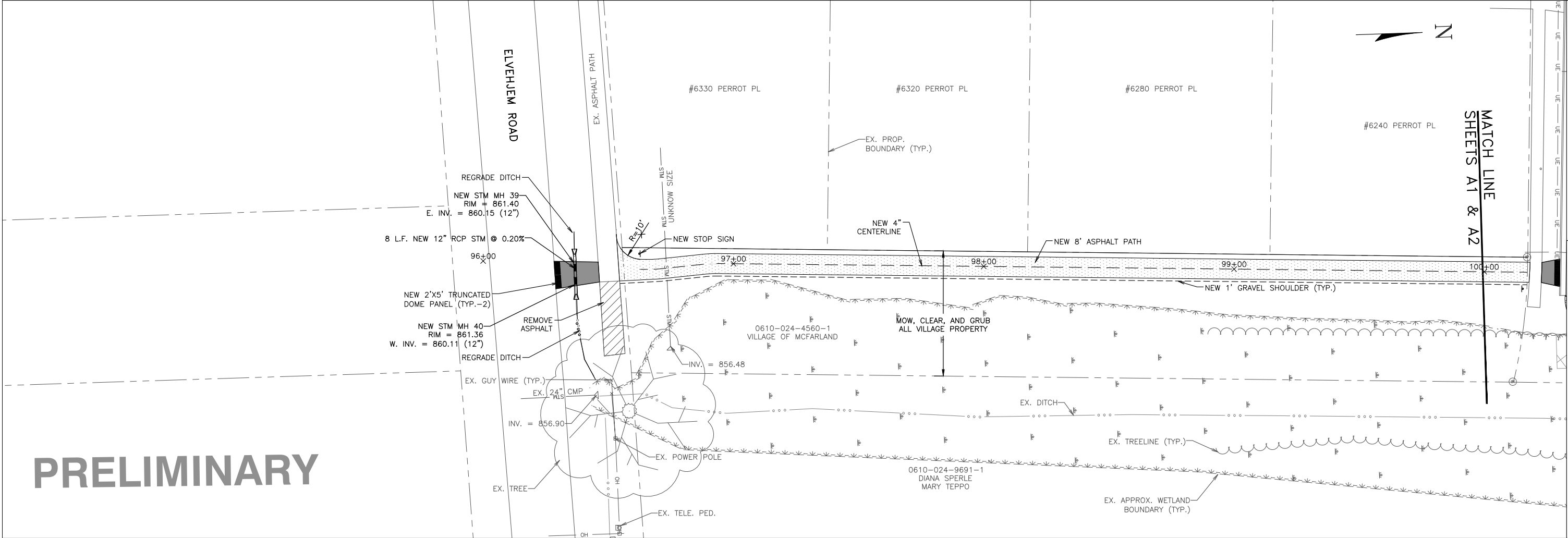


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DRAWING NO.: SHEETS.DWG	
DRAWN BY: J.R.K.	
CHECKED BY: T.J.S.	
DATE: 10-28-20	
REVISIONS:	
SCALE: 	
SHEET: 1	

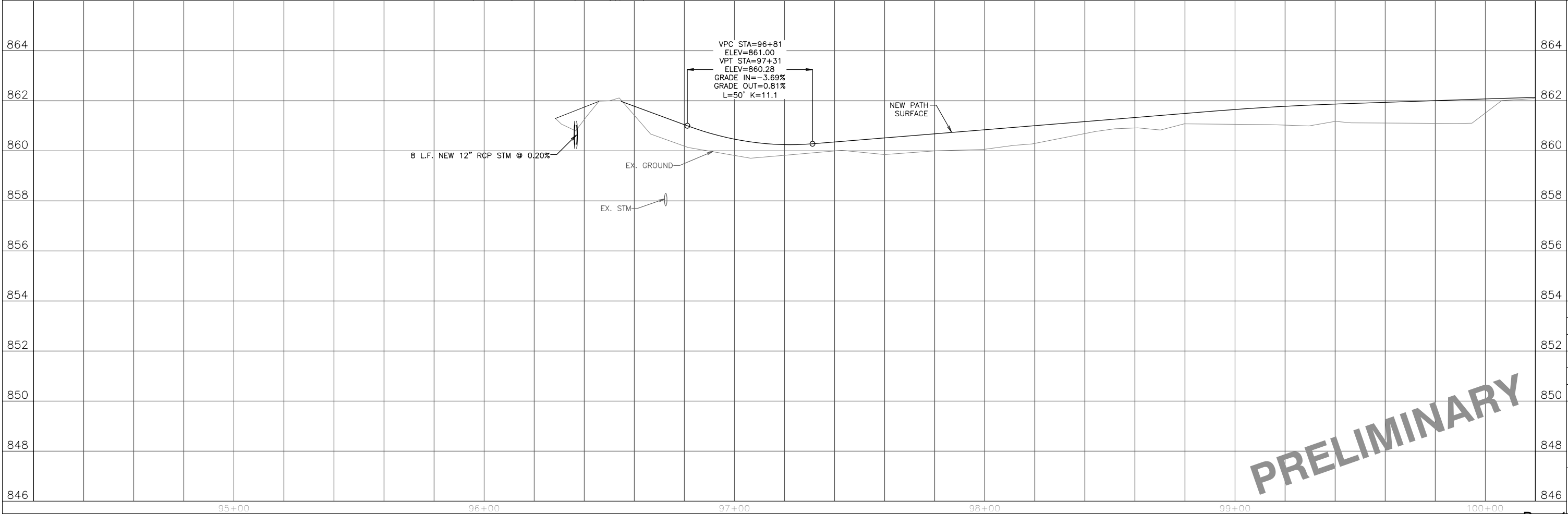
2020 STREET AND UTILITY IMPROVEMENTS
EAST SIDE SEWER EXTENSION
Village of McFarland, Wisconsin

TRAFFIC CONTROL PLAN

tc TOWN & COUNTRY
ENGINEERING, INC.
2912 Marketplace Drive
Suite 103
Madison, WI 53719
(608) 273-3350
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PRELIMINARY



PRELIMINARY

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PLAN & PROFILE

Station 96+00 To Station 100+20

2020 STREET AND UTILITY IMPROVEMENTS

EAST SIDE SEWER EXTENSION

Village of McFarland, Wisconsin

PROJECT NO.:
MC 168

DRAWING FILE:
MC 168 SHEETS.DWG

DRAWN BY:
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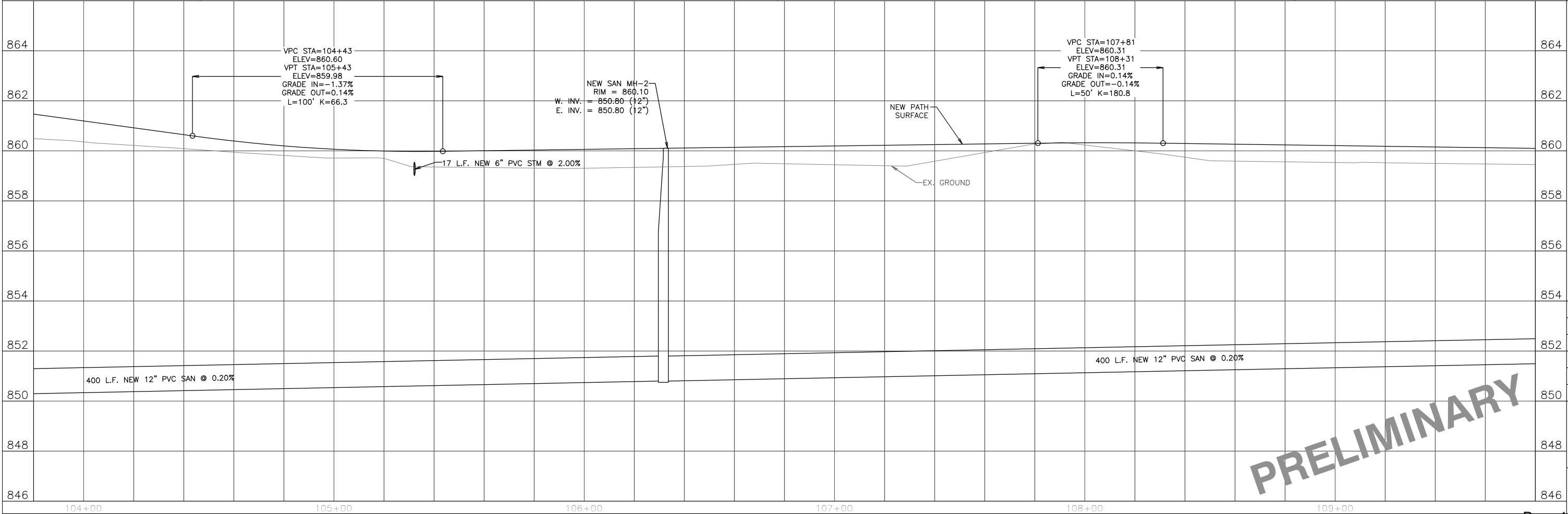
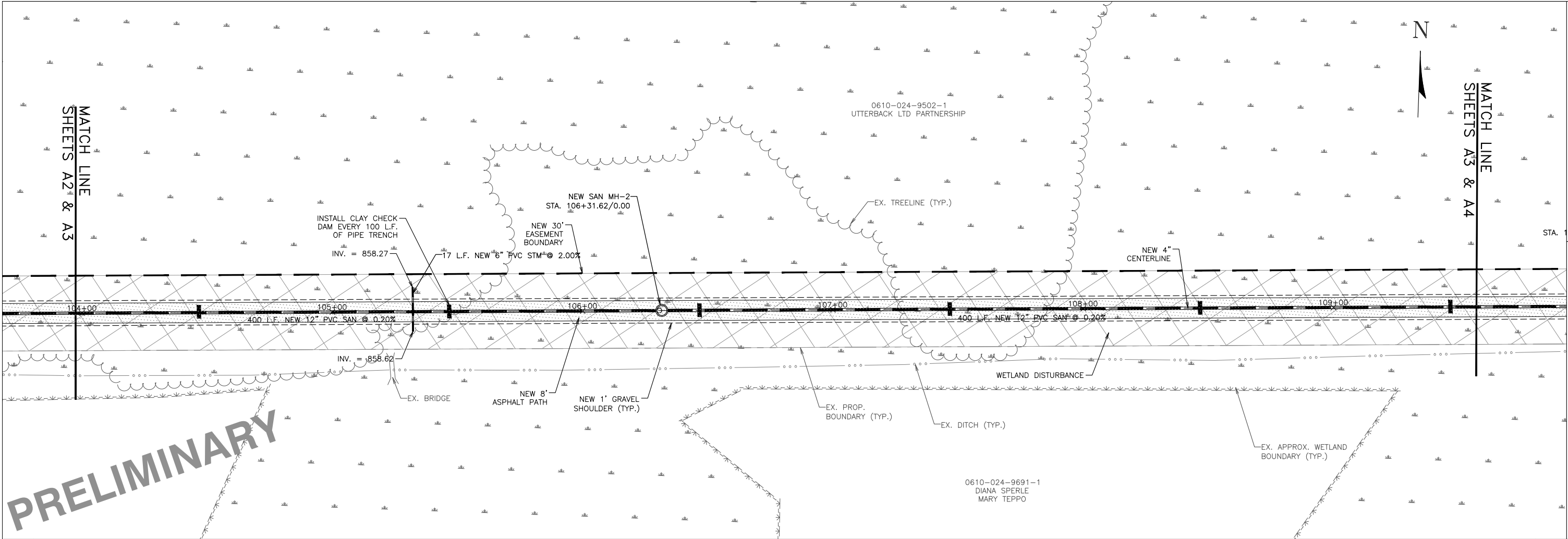
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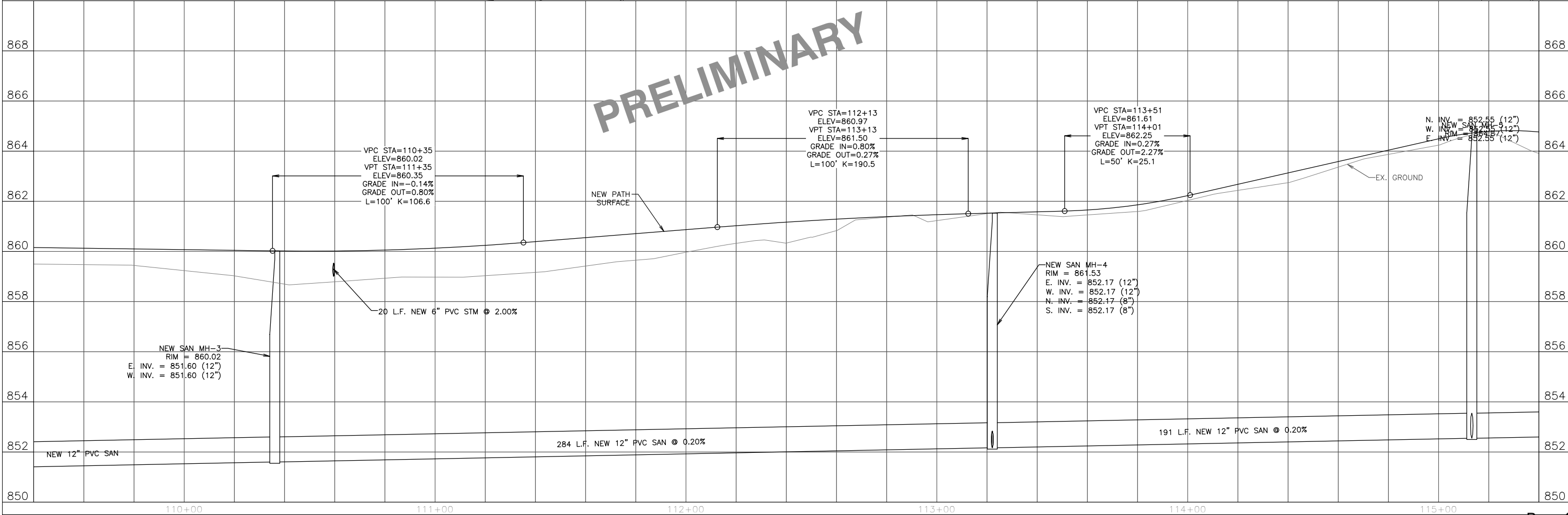
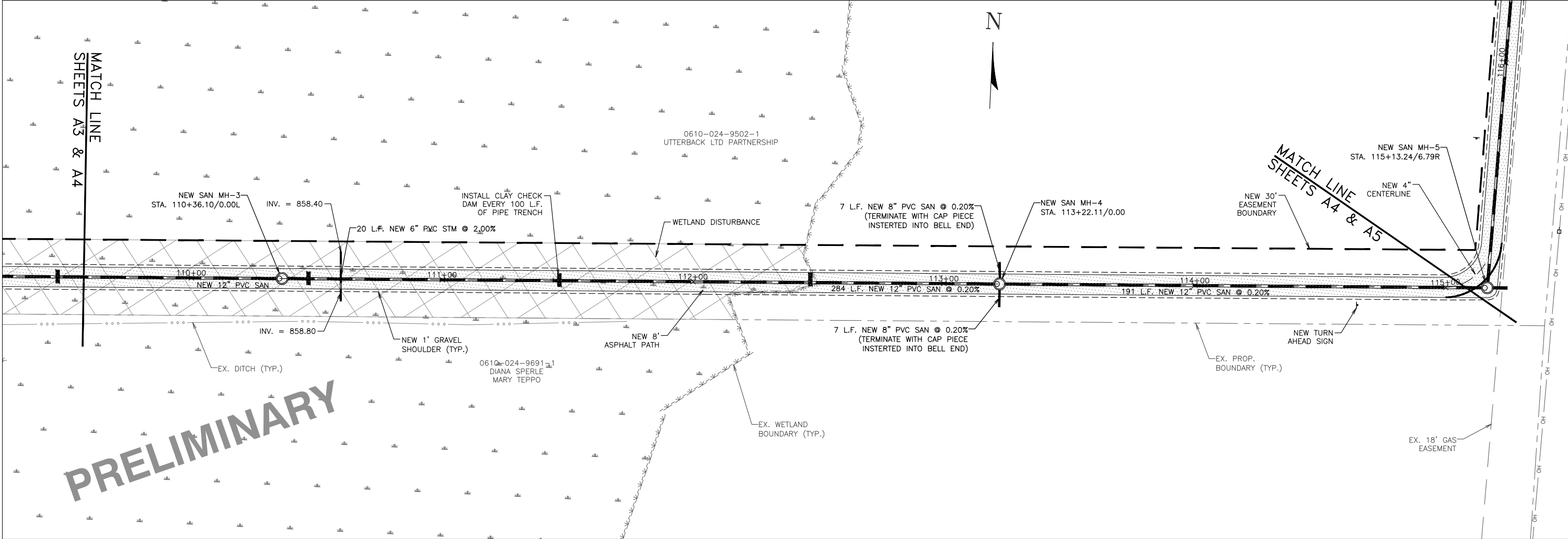
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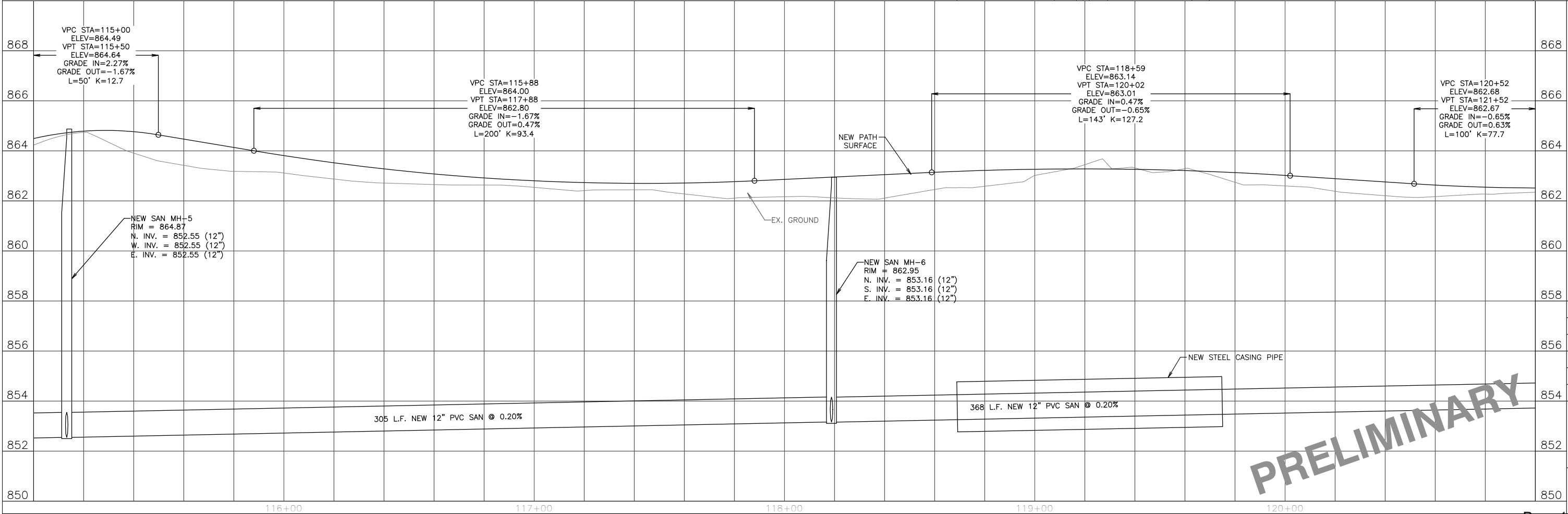
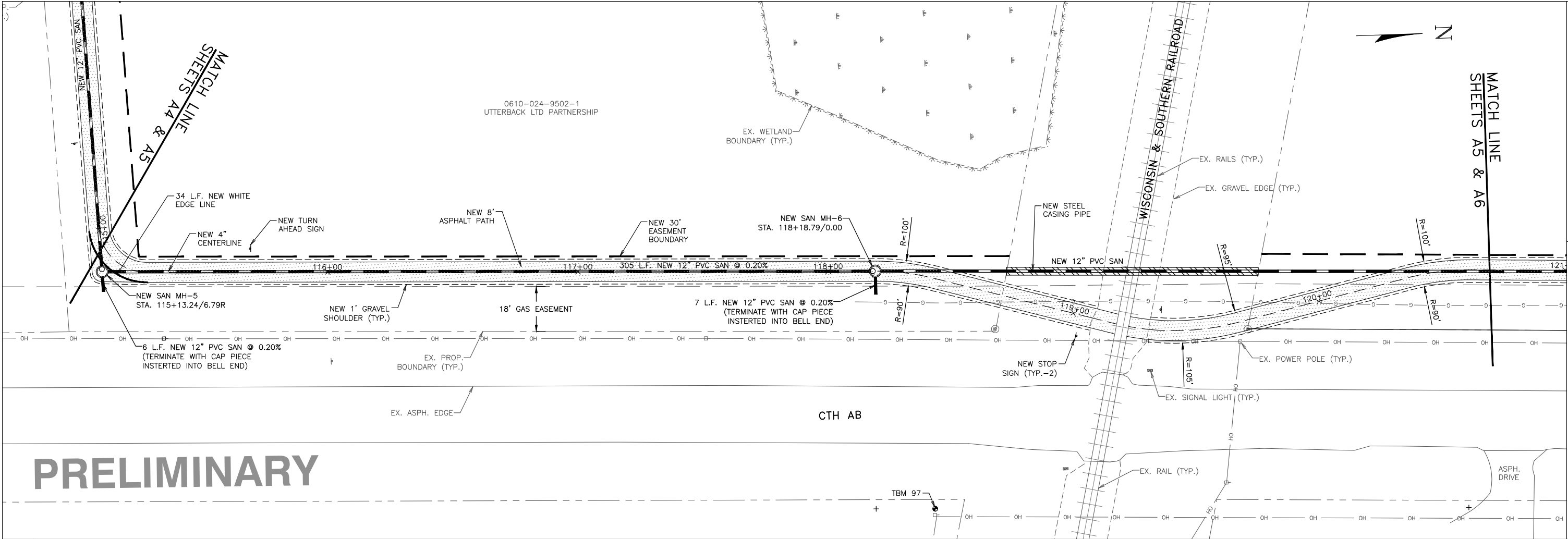
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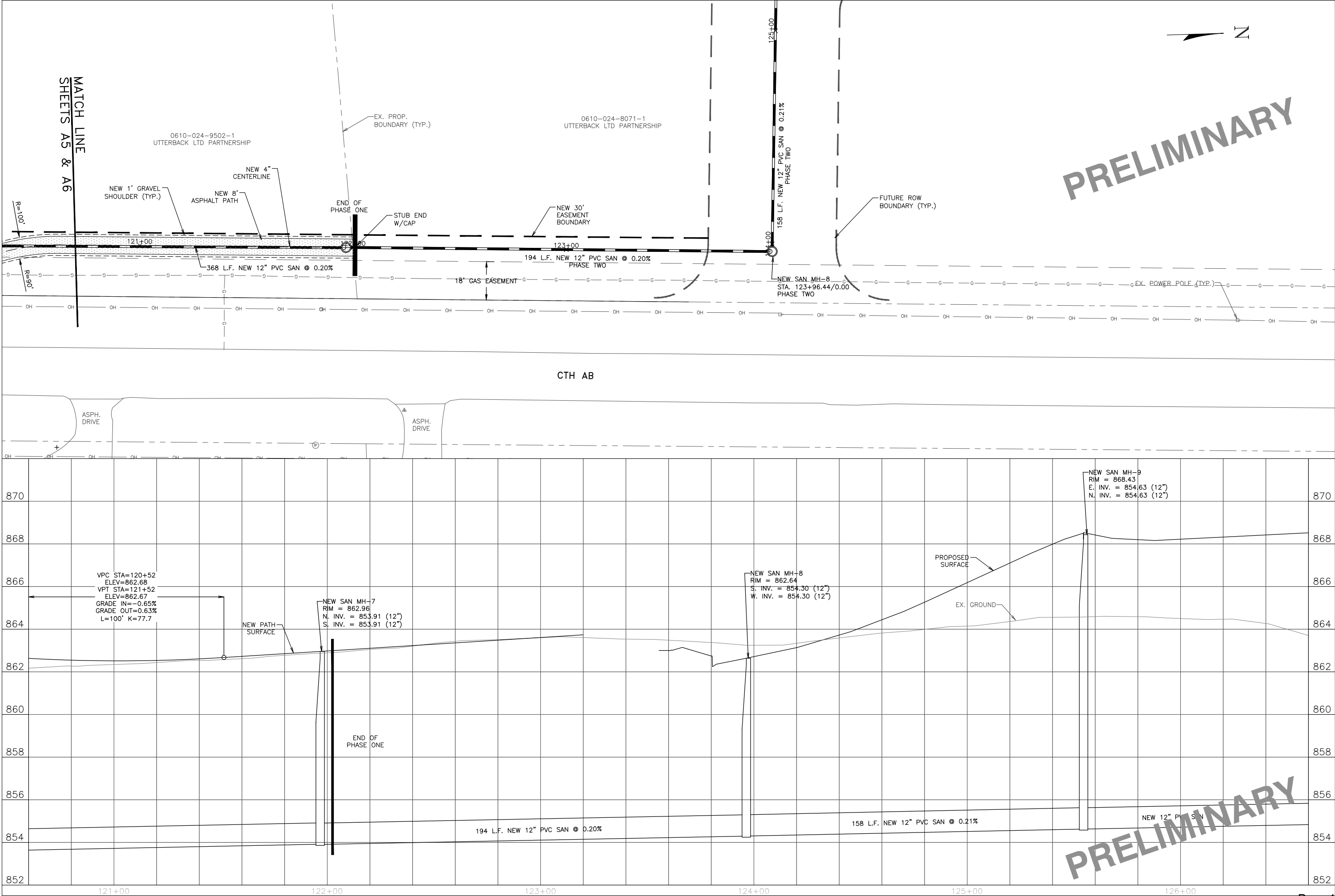
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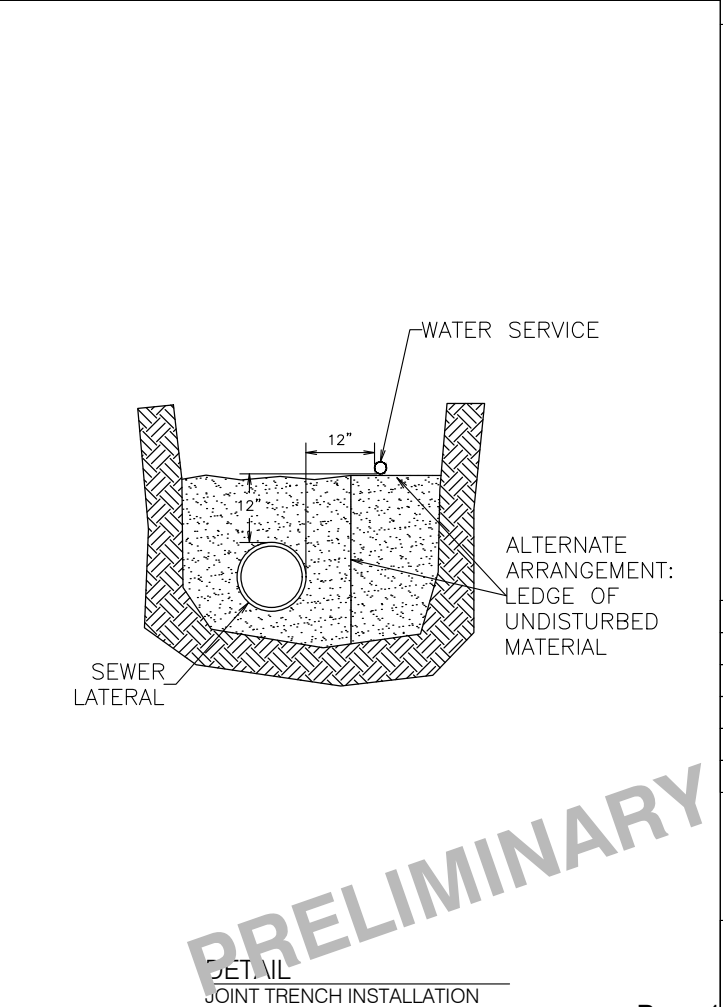
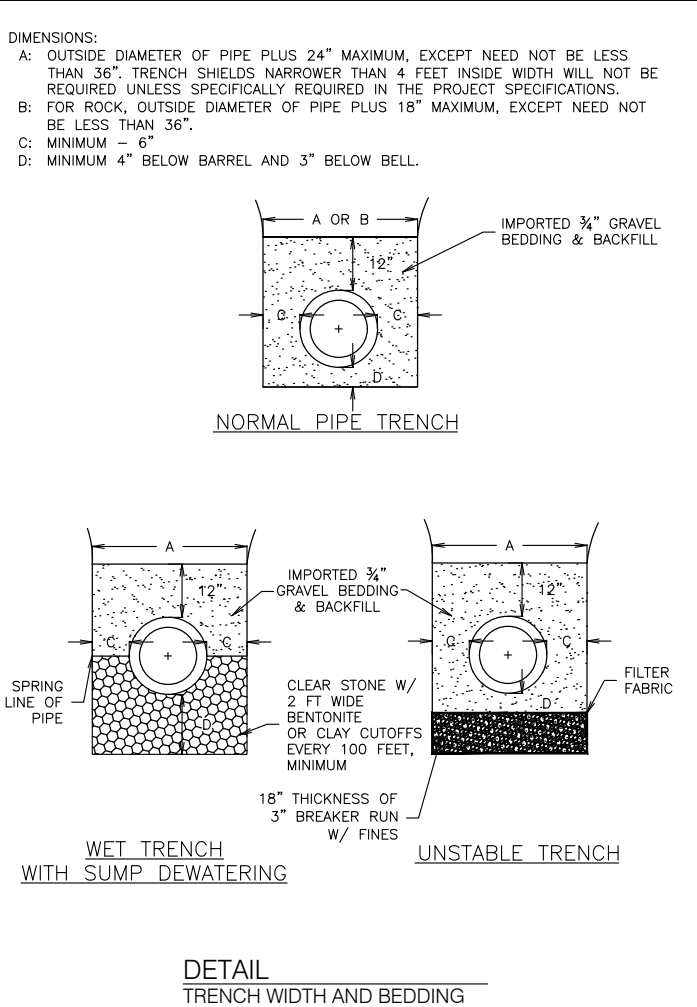
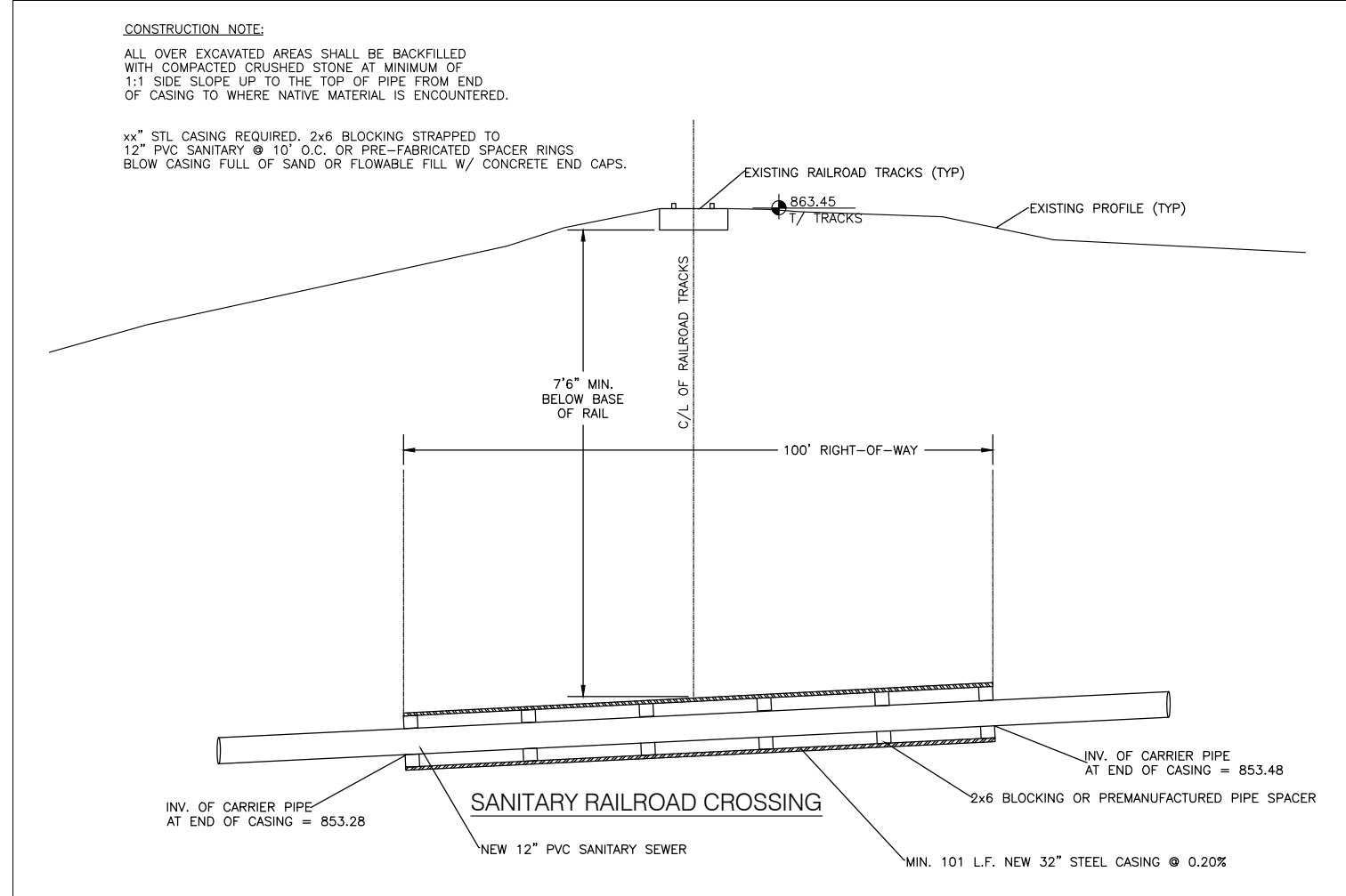
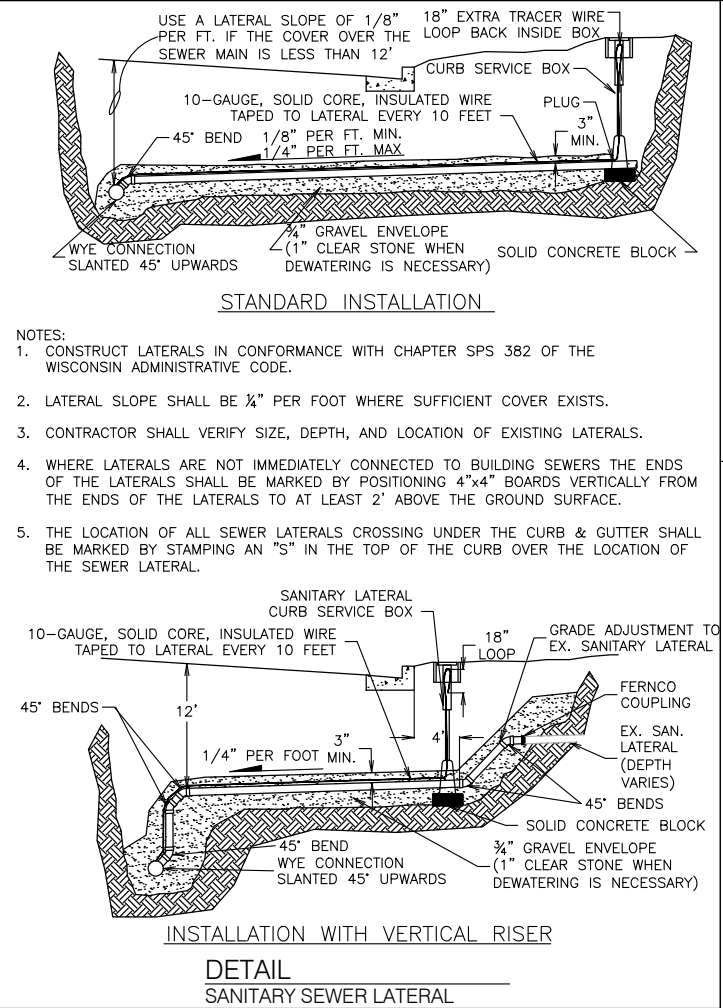
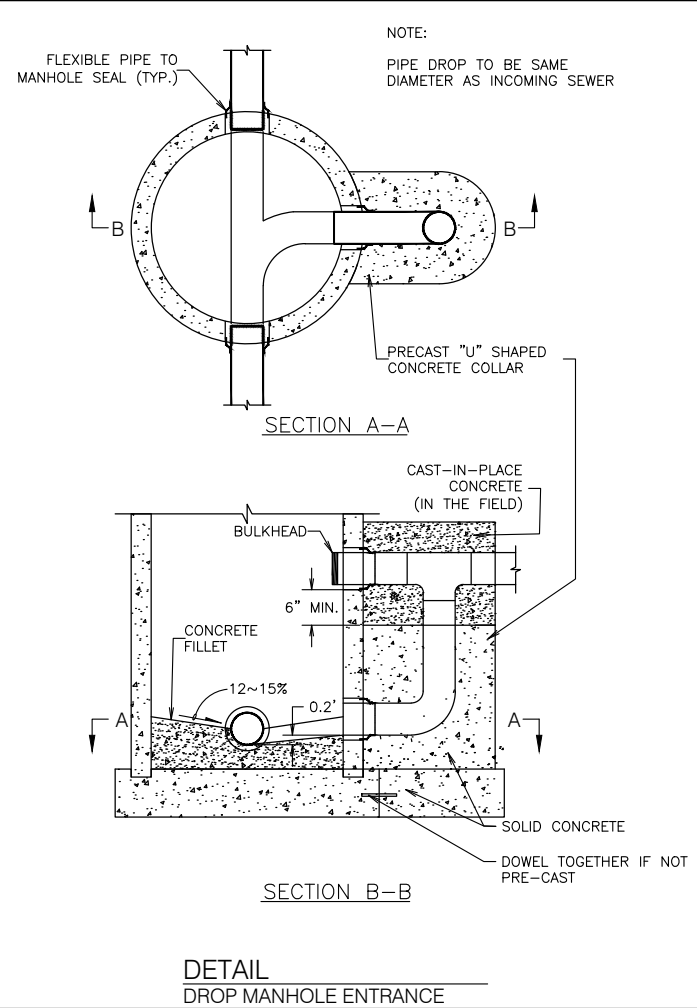
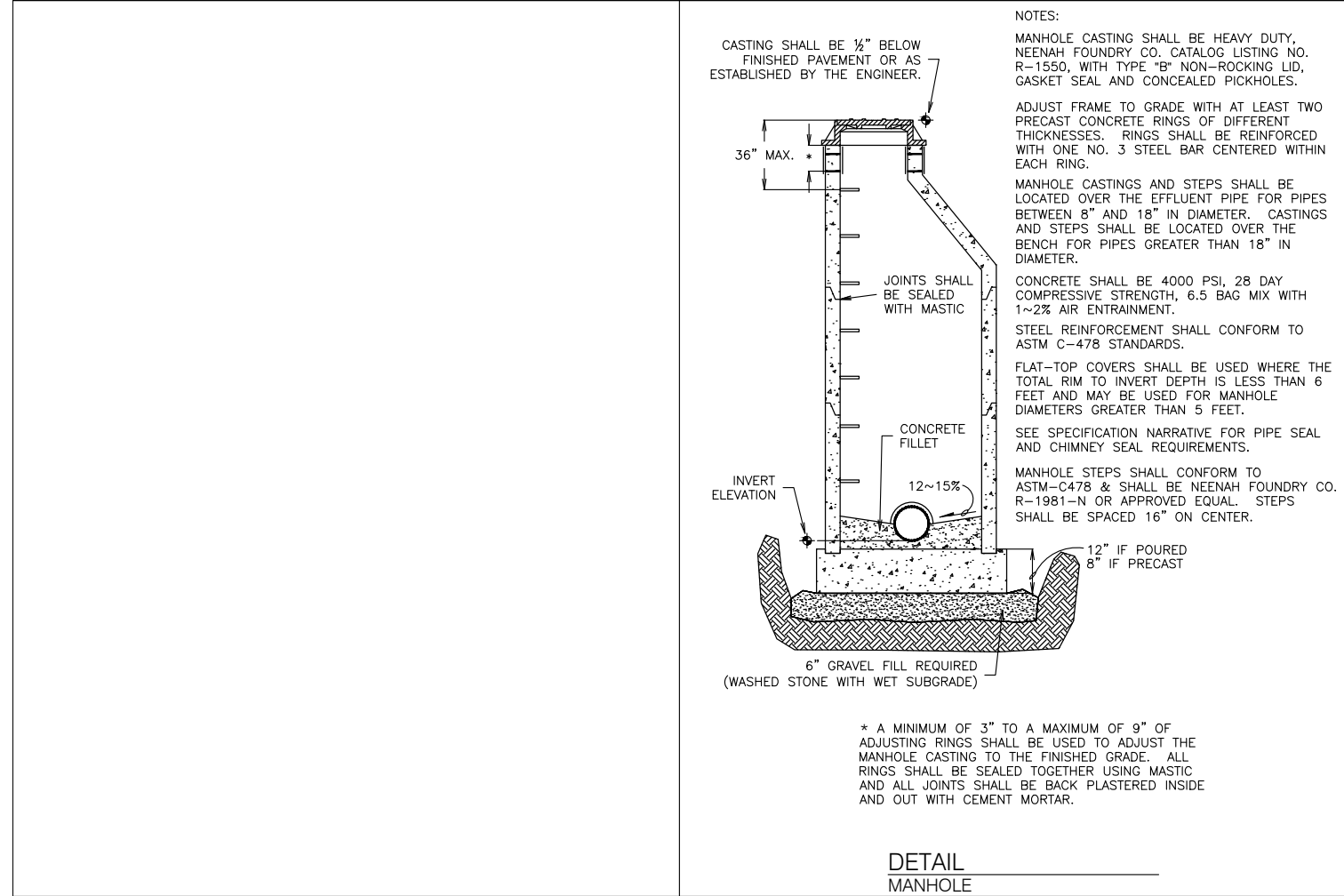
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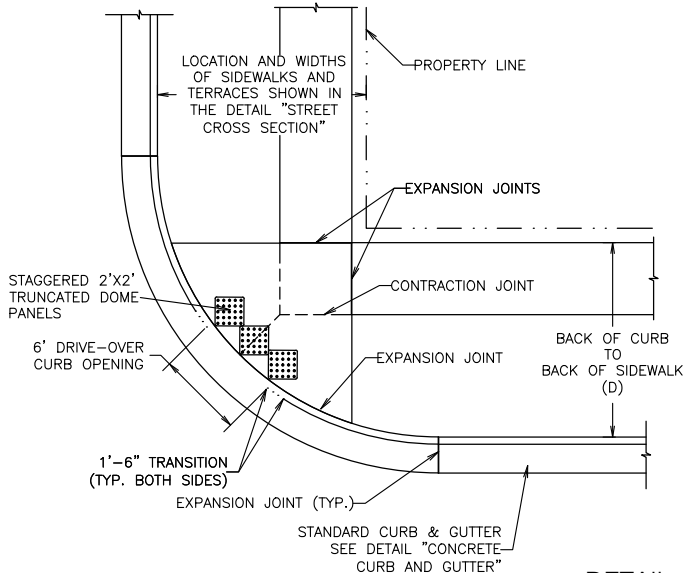




NOTES:
TRUNCATED DOME PANELS
MUST TOUCH ONE CORNER TO RADIUS
OF BACK OF CURB. IF MORE THAN ONE
IS USED THEY MUST TOUCH OR
OVERLAP. DOMES SHALL BE ALIGNED
WITH CROSS WALK DIRECTION.

TYPE 1 CURB RAMP

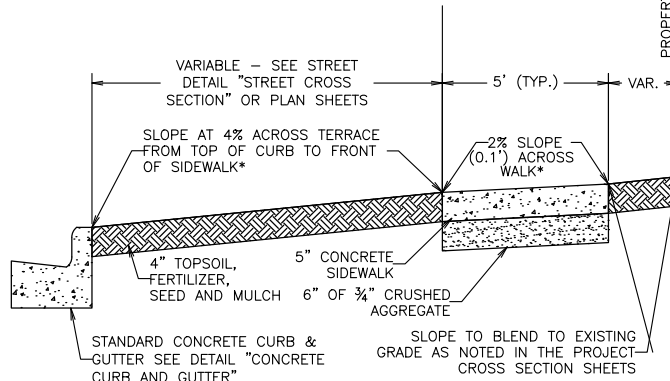
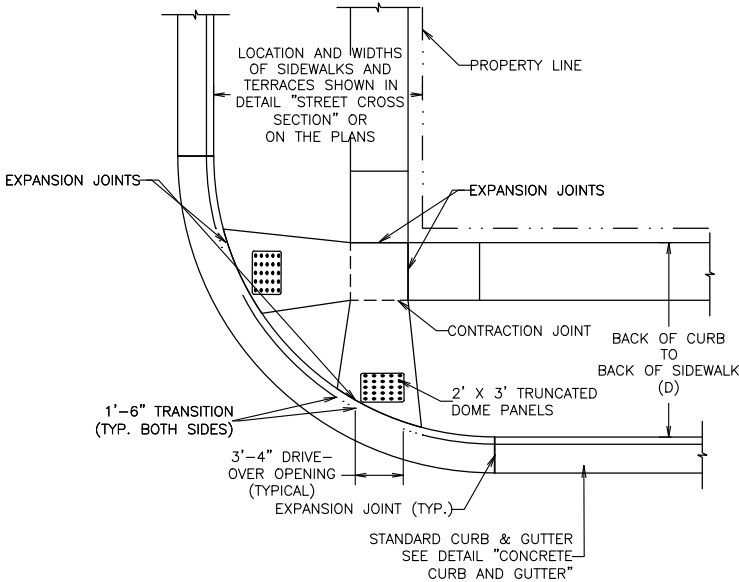
- FOR USE WHEN THE DISTANCE FROM THE BACK OF THE CURB TO THE BACK
OF THE SIDEWALK (D) IS LESS THAN 12 FEET.



DETAIL
CURB RAMP

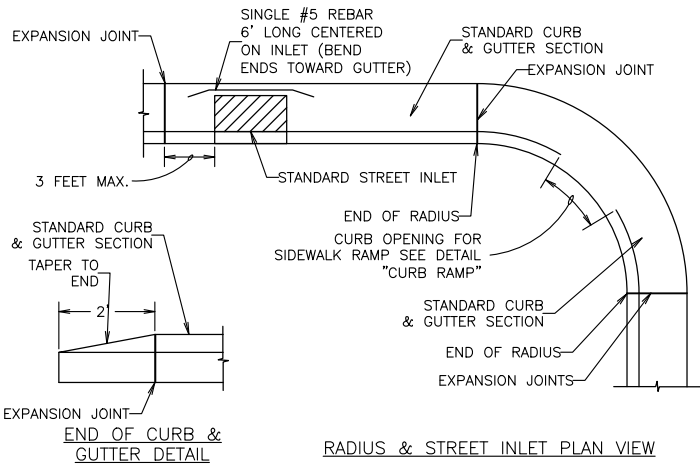
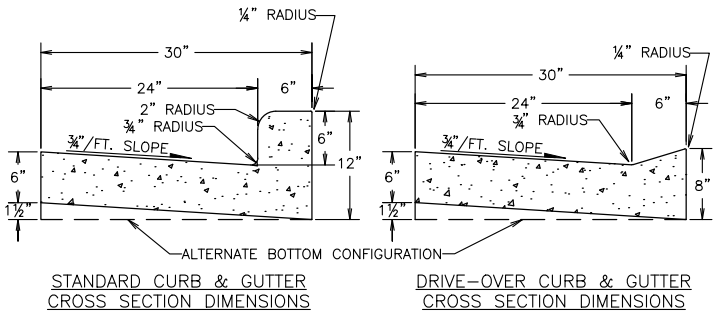
TYPE 2 CURB RAMP

- 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.



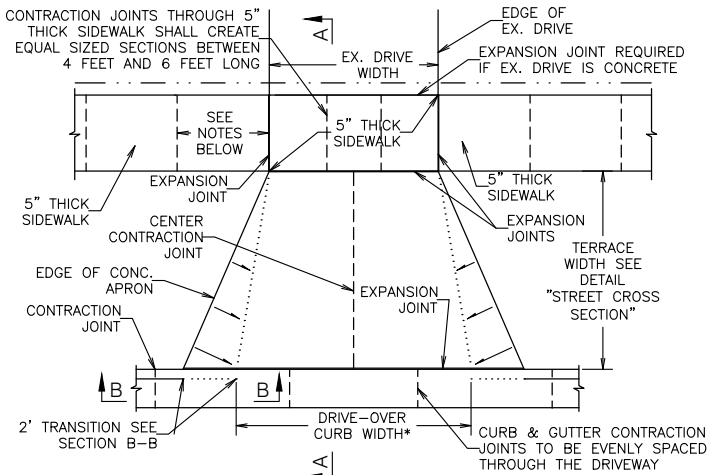
* WHERE PLAN CROSS SECTIONS CONFLICT WITH THIS DETAIL THE PLAN CROSS SECTIONS SHALL GOVERN.

DETAIL
SIDEWALK - TERRACE SECTION



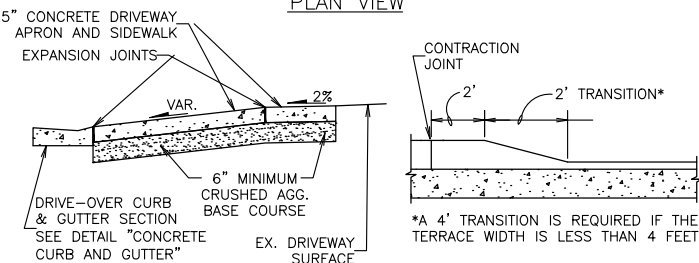
NOTES:
1.) CONTRACTION JOINTS SHALL BE PLACED EVERY 6 TO 12 FEET AND AT LOCATIONS SHOWN IN THE CURB RAMP AND DRIVEWAY DETAILS.
2.) EXPANSION JOINTS SHALL BE PLACED AT EVERY END OF RADIUS, 3 FEET ON ONE SIDE OF EACH STREET INLET AND AT INTERVALS NOT TO EXCEED 300 FEET.

DETAIL
CONCRETE CURB AND GUTTER



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.

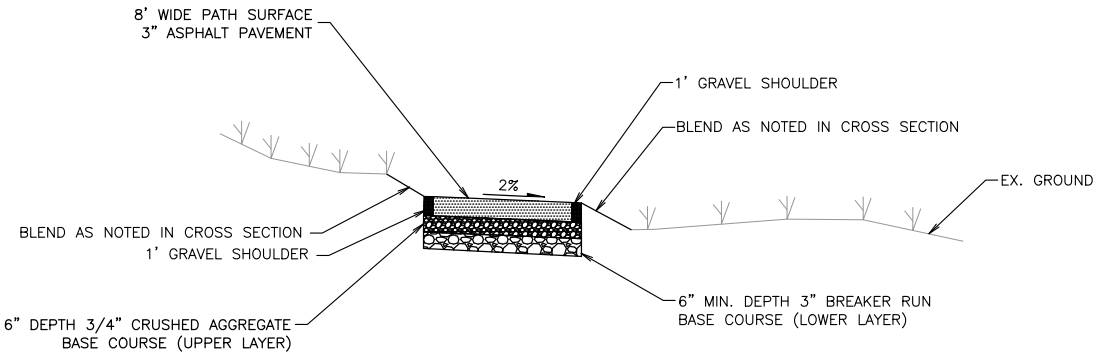
PLAN VIEW



SECTION A-A

SECTION B-B

DETAIL
DRIVEWAY

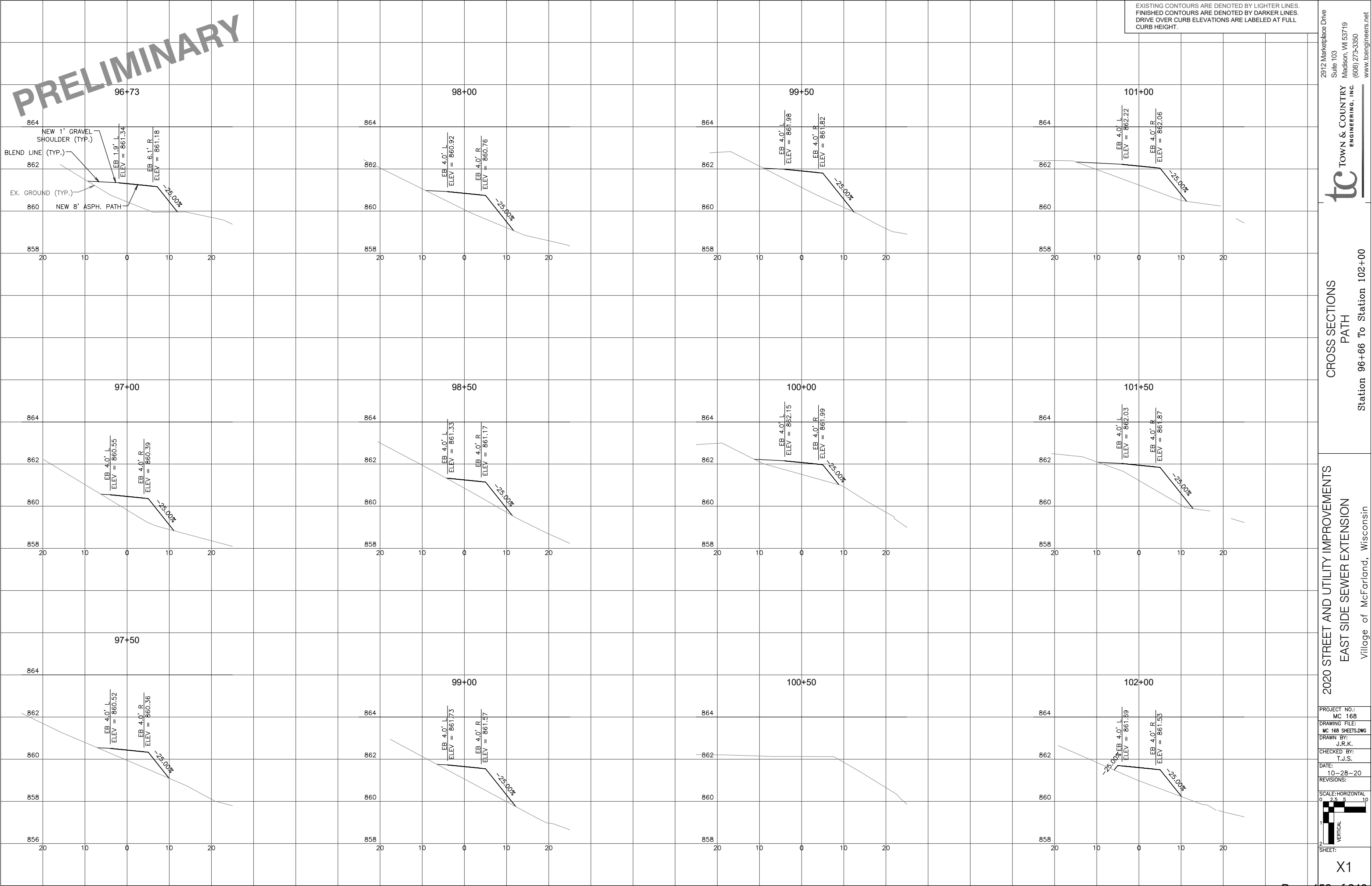


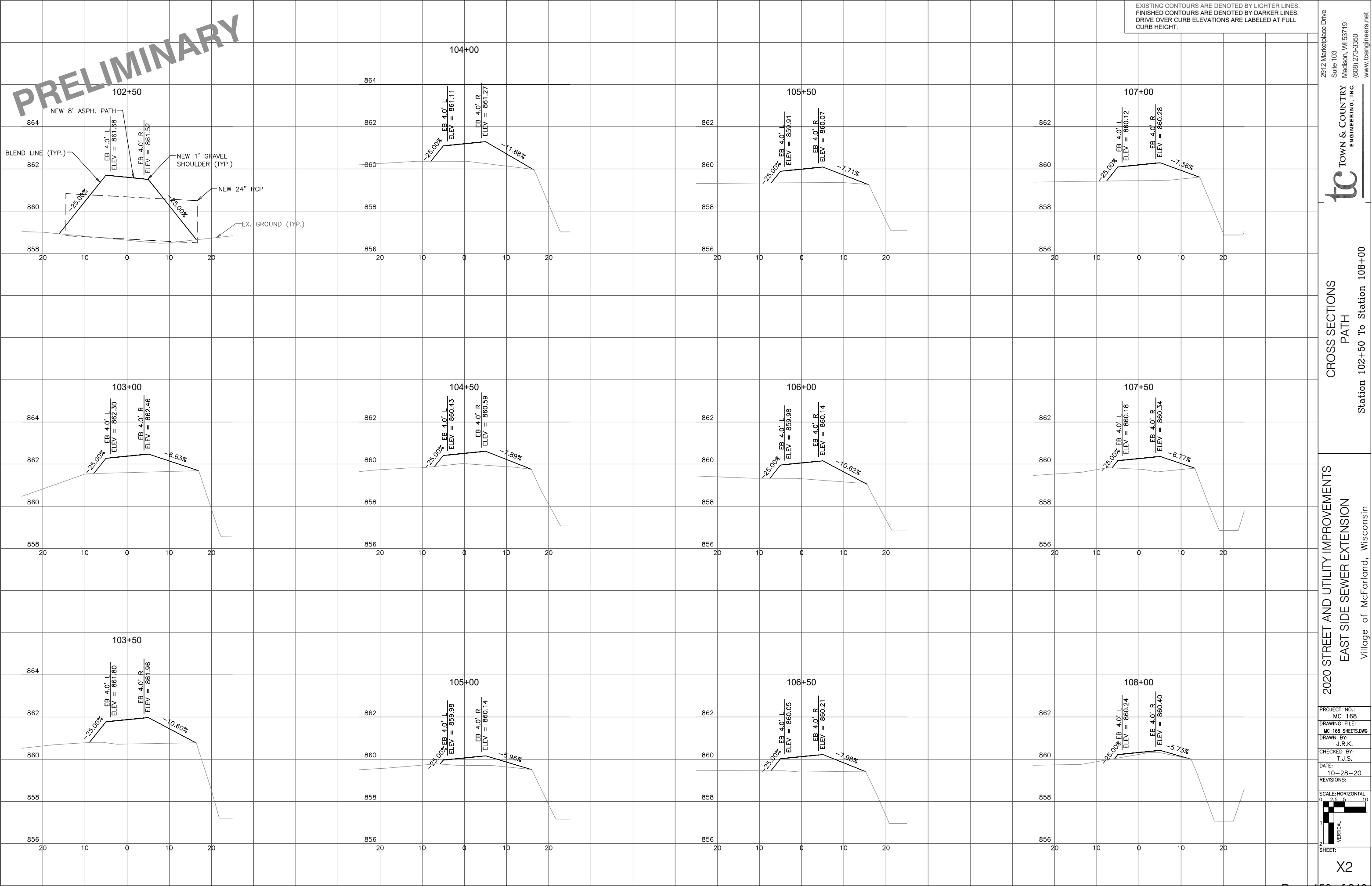
NOTE: AGGREGATE BASE COURSE TO EXTEND 1 FOOT BEYOND ASPHALT EDGE ON EACH SIDE

DETAIL
PEDESTRIAN PATH

###

PRELIMINARY





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.

108+50

109+00

109+50

110+00

110+50

111+00

111+50

114+00

NEW 8' ASPH. PATH

NEW 1' GRAVEL SHOULDER (TYP.)

BLEND LINE (TYP.)

EX. GROUND (TYP.)

EB 4.0' L
ELEV = 860.37

EB 4.0' R
ELEV = 860.29

EB 4.0' L
ELEV = 860.13

EB 4.0' R
ELEV = 860.22

EB 4.0' L
ELEV = 859.99

EB 4.0' R
ELEV = 860.15

EB 4.0' L
ELEV = 860.39

EB 4.0' R
ELEV = 860.55

EB 4.0' L
ELEV = 861.39

EB 4.0' R
ELEV = 861.55

EB 4.0' L
ELEV = 861.53

EB 4.0' R
ELEV = 861.59

EB 4.0' L
ELEV = 861.15

EB 4.0' R
ELEV = 861.31

EB 4.0' L
ELEV = 862.14

EB 4.0' R
ELEV = 862.30

2020 STREET AND UTILITY IMPROVEMENTS
EAST SIDE SEWER EXTENSION

CROSS SECTIONS
PATH

Station 108+50 To Station 114+00

PROJECT NO.: MC 168
DRAWING FILE: MC 168 SHEETS.DWG
DRAWN BY: J.R.K.
CHECKED BY: T.J.S.
DATE: 10-28-20
REVISIONS:
SCALE: HORIZONTAL 0 2.5 5 10
VERTICAL 1 2
SHEET: X3

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

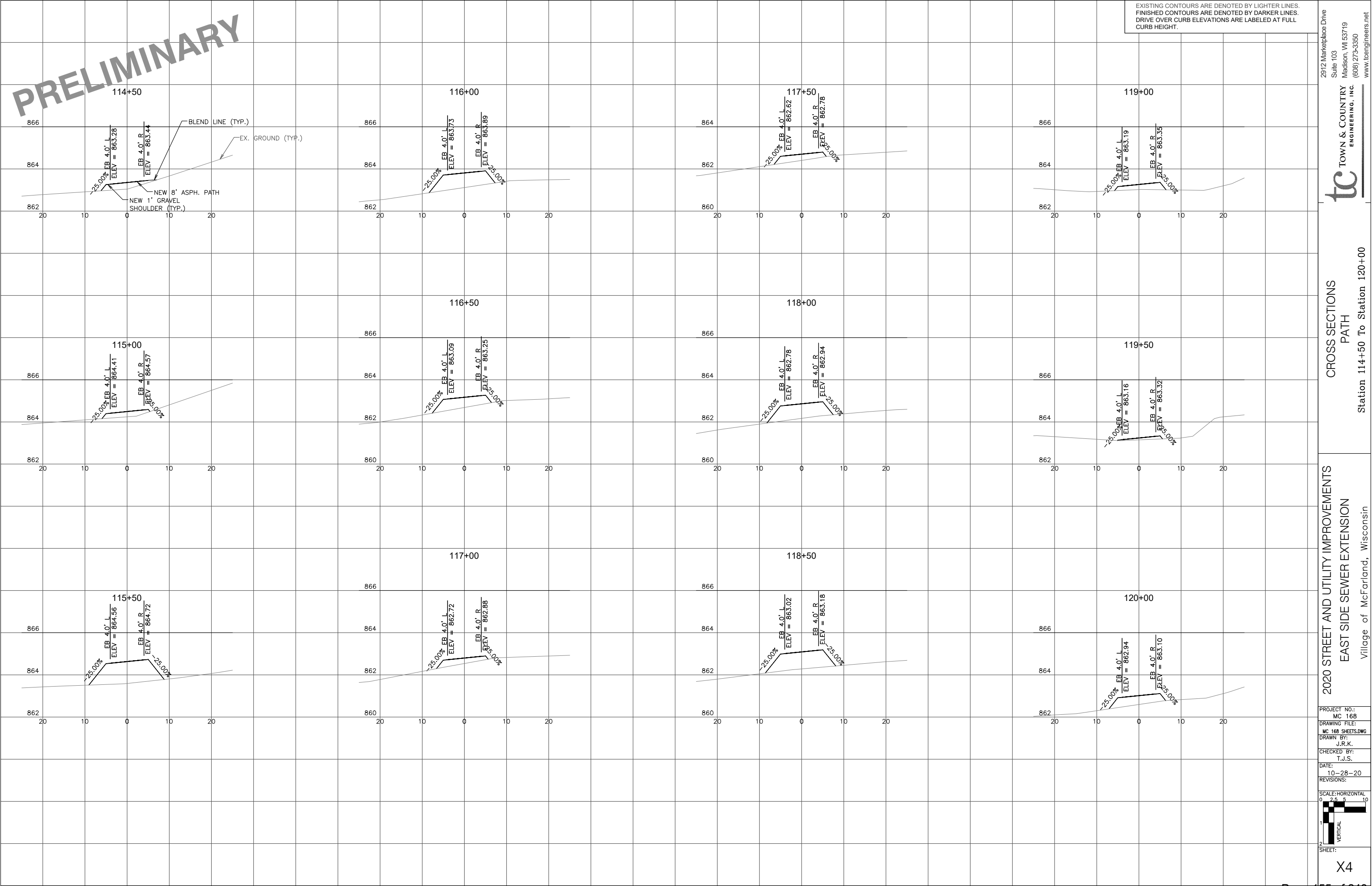
tc TOWN & COUNTRY ENGINEERING, INC.

tc TOWN & COUNTRY
ENGINEERING, INC.

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

2020 STREET AND UTILITY IMPROVEMENTS
EAST SIDE SEWER EXTENSION
Village of McFarland, Wisconsin

PROJECT NO.: MC 168	
DRAWING FILE: MC 168 SHEETS.DWG	
DRAWN BY: J.R.K.	
CHECKED BY: T.J.S.	
DATE: 10-28-20	
REVISIONS:	
SCALE: HORIZONTAL	
0	2.5 5 10
1	 VERTICAL
2	
SHEET:	
X3	



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

tc

TOWN & COUNTRY
ENGINEERING, INC.

CROSS SECTIONS
PATH
Station 114+50 To Station 120+00

2020 STREET AND UTILITY IMPROVEMENTS
EAST SIDE SEWER EXTENSION
Village of McFarland, Wisconsin

PROJECT NO.:
MC 168

DRAWING FILE:
MC 168 SHEETS.DWG

DRAWN BY:
J.R.K.

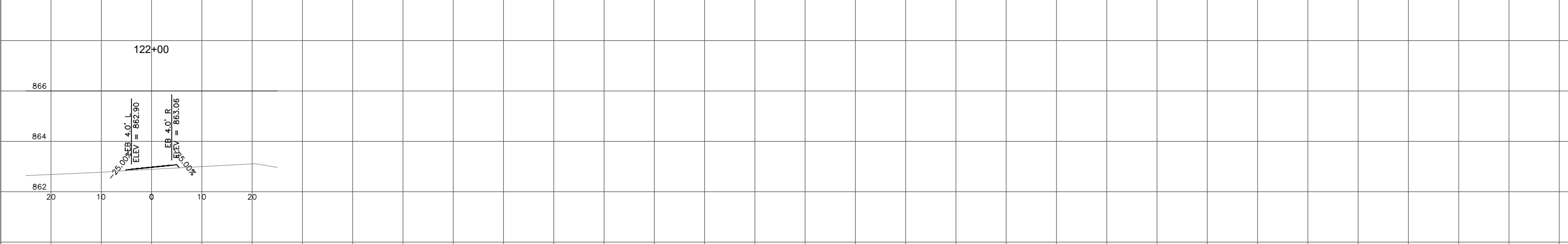
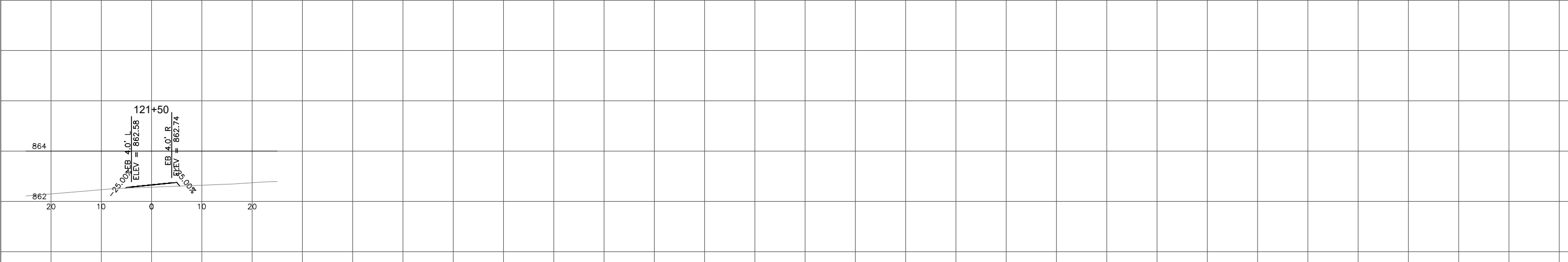
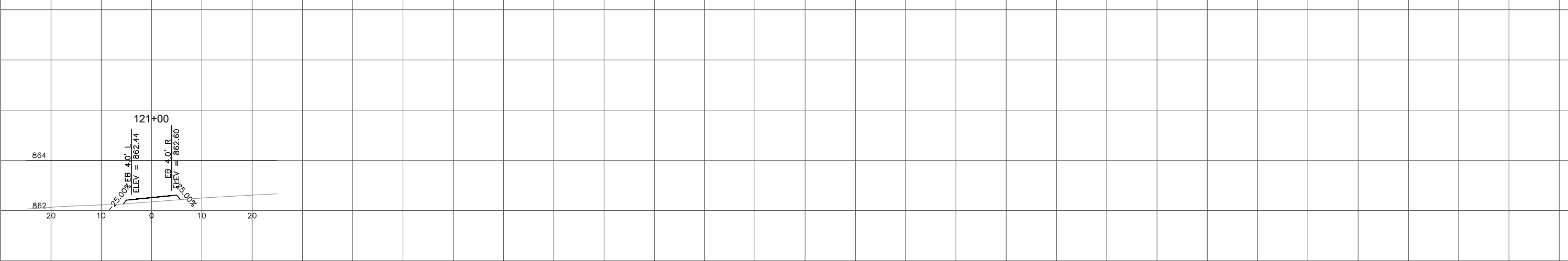
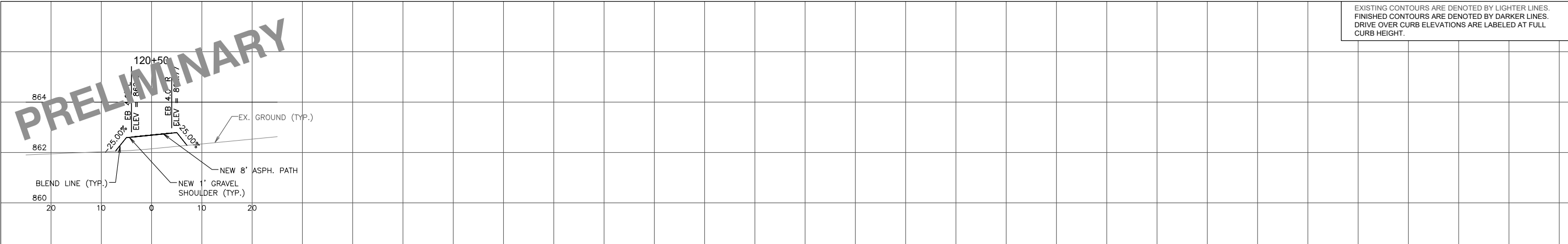
CHECKED BY:
T.J.S.

DATE:
10-28-20

REVISIONS:

SCALE: HORIZONTAL
0 2.5 5 10
VERTICAL
1 2
SHEET:

X4

[illegible]

tc TOWN & COUNTRY
ENGINEERING, INC.

CROSS SECTIONS
PATH
Station 120+50 To Station 122+00

EAST SIDE SEWER EXTENSION
Village of McFarland, Wisconsin

PROJECT NO.:	MC 168
DRAWING FILE:	168 SHEETS.DWG
DRAWN BY:	J.R.K.
CHECKED BY:	T.J.S.
DATE:	10-28-20
REVISIONS:	

2.5 5 10
 VERTICAL

ET:
X5



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, December 8, 2020

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Jim Hessling, Public Works Director

AGENDA ITEM: Discussion and action regarding a contribution to a wetland mitigation bank authorized by the Wisconsin Department of Natural Resources for the Eastside Interceptor Sanitary Sewer Project.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Since its inception, the design of the Eastside Sanitary Sewer Inceptor would impact area wetlands through easement provided on the Utterback Property. This is allowed via a permit through the DNR. Since the project design was accepted and proceeding to bid, Engineering Staff have been working with the DNR on the permitting process. The project has been reviewed by DNR and Army Corp of Engineer Staff, and recommended for approval noting 0.23 acres of permanent wetland impact and 0.49 acres of temporary wetland impact. They are broken into two categories in either case with one being wet meadow and the other as forested wetland. All of the permanent impacts will require mitigation and only the forested wetland temporary impacts will require mitigation.

Mitigation of these impacts will be accomplished through the purchase of Wetland Mitigation Bank Credits based upon the direction and requirement of the DNR. A wetland mitigation bank is a system of establishing wetland compensatory mitigation "credits" at a wetland bank site. Credits can be sold to permittees whose obligation to provide compensatory mitigation is then transferred to the mitigation bank sponsor. More information on this is available through the DNR's website at <https://dnr.wisconsin.gov/topic/Wetlands/mitigation/banking.html>. We were directed to the Willow Drive Wetland Mitigation Bank for the wet meadow impact and Bass Creek Wetland Mitigation Bank for the forested wetland impact. DNR will be hosting a public information hearing on the project and its impacts on the wetlands after which the Village will need to fulfill its obligation to acquire the credits in order to receive the permit.

FINANCIAL/BUDGET IMPACT:

The cost of the credits to Willow Drive is \$16,625 and to Bass Creek is \$9,100 according to



formulas established by the DNR. These have been included in projects estimates to date and are also part of the final budget for the project included within the previous agenda item.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Committee has recommended approval to acquire the mitigation credits from Willow Creek in an amount of \$16,625 and Bass Creek in an amount of \$9,100.

ATTACHMENTS:

None



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, December 8, 2020

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Jim Hessling, Public Works Director

AGENDA ITEM: Discussion and action regarding Ordinance #2020-24: an ordinance creating Section 47-246 of the McFarland Municipal Code establishing an alternative special assessment process for storm or sewer interceptor construction.

PREVIOUS ACTION:

The topic of cost recovery for the Eastside Interceptor Project was last discussed by the Committee at its meeting on September 15th and again at their meeting on December 8th.

ISSUE SUMMARY:

Enclosed within your packet is an ordinance to create a new section of the code that provides for a process to determine special assessments for the construction of interceptor sewers. This could apply to either sanitary and storm sewers. What is proposed is different than a traditional approach to special assessments that is explained within a memorandum included in the packet from the Village Attorney. In a traditional sense, once an assessment is established then the payment for which becomes due within one installment or many based on the plan setup for the assessment. This alternative approach proposed in the enclosed ordinance allows for the assessment to be created but defers payment until the time actual connections take place so that its aligned with the implementation of developments its meant to serve.

Once adopted, the process generally is as follows to establish the assessment for this purpose:

1. Village Board directs the Public Utilities Committee to prepare the assessment report for the Project.
2. Village Staff will prepare the assessment report and present to the Committee for review and consideration to make a recommendation to the Board.
3. The Board will host a public hearing on the assessment report prior to taking final action on the recommendation from Committee.
4. A Class 1 notice is required for the public hearing and can be issued once the assessment report has been prepared and submitted to Committee.

This type of assessment has been discussed related recently to the Eastside Sanitary Sewer



Interceptor which is nearing construction beginning early next year. The project will construct a larger sanitary sewer main from Devils Lake Way to just north of the railroad tracks on County Highway AB. The cost for this pipe will be paid initially by the Sanitary Sewer Utility which through the application of the assessment the utility will be paid back over time. The assessment methodology establishes the formula to calculate the costs applied to each dwelling unit to be assessed. The funding formula will vary from project to project and the previous item will be discussed as a sort of final draft for this project before we finalize this at our next meeting in January as the assessment report.

FINANCIAL/BUDGET IMPACT:

The creation of this alternative method creates an alternative method for cost recovery via special assessments when applied to public improvements that will be paid back through future development. The actual cost recovery method for the project under consideration remains under discussion and the Committee will continue this work at its meeting in January..

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

The Village could alternatively establish a simple "connection fee" as it has done previously like with the lift station on Holscher Road. However, the Village has the authority under State law to adopt its own special assessment ordinance that provides flexibility in how the assessment is established and applied. The approach presented as prepared by the Village Attorney provides protection to the Village as it 1) fits within the general statutory authorization; and 2) because it is a special assessment, in the event it were successfully challenged, the Village would have the ability to redo the process and reassess the parcels under the Statutes. The enclosed ordinance provides a process with less ambiguity which helps in its administration and tracking over time.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Committee recommends the adoption of Ordinance #2020-24 as presented for the creation of an alternative process for special assessments of sewer interceptor construction.

ATTACHMENTS:

1. 2020-24 Special Assessments on Utility Interceptors
2. Memo-Special Assessment Ordinance

ORDINANCE 2020-24

AN ORDINANCE CREATING SECTION 47-246 OF THE McFARLAND MUNICIPAL CODE ESTABLISHING AN ALTERNATIVE SPECIAL ASSESSMENT PROCESS FOR STORM OR SEWER INTERCEPTOR CONSTRUCTION.

Purpose: To establish a method for levying special assessments for the construction of new sewer interceptors to recover costs initially funded by the Village and to collect those assessments as connection fees charged to future users of the facilities.

Sponsor: Village Administrator

Recommended Referral: Public Utilities Committee

Public Hearing: Not Required

WHEREAS, the Village ordinances currently contemplate the financing of public sewer extensions either by developer contributions or special assessments levied against the benefitted parcels; and

WHEREAS, the Village Board finds that customary assessment practices when applied to the construction of interceptor mains designed to serve future customers in a large area may result in significant financial burdens to individual property owners and may discourage development; and

WHEREAS, the Village Board has determined that it is reasonable and appropriate to establish an alternative assessment process which allows the Board to allocate the cost of interceptor construction to individual users, and to defer collection of assessments until individual customer connections are made; and

WHEREAS, §66.0701 of the Wisconsin Statutes authorizes the Village to charge the cost of installing public improvements to the property benefitted and make assessments therefor in the manner determined by the Village Board;

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

Section 1. Section 47-246 of the McFarland Municipal Code is created to read as follows:

47-246 – Special Assessments for Sewer Interceptor Construction.

(a) *Definition.* As used in this section, the term “interceptor” shall mean a a storm or sanitary sewer pipe intended primarily to serve a defined area of land and which is designed to provide service through connections with local public mains, and is not intended to allow direct connection by individual customers. “Interceptor” includes a pipe that provides incidental benefits to existing customers only in the form of increased flows, system redundancy or similar improvements to system capacity.

(b) *Special Assessments Authorized.* As a complete alternative to any other methods authorized by this Code or state statutes, the Village Board may elect to levy and collect special assessments to recover all or any part of the cost of construction of public sewer interceptors as provided in this section.

(c) *Method of Procedure.* The following procedure shall apply to special assessments levied under this section:

1. The Village Board shall direct the Public Utilities Committee or the Village Engineer to determine the geographical area which will be specially benefitted by availability of service resulting from the construction of the proposed new interceptor.
2. The Public Utilities Committee shall prepare and submit to the Village Board a report analyzing the per connection cost of the interceptor taking into account the following factors:
 - a. The maximum number of residential units contemplated to be constructed on each benefitted parcel under the current comprehensive plan, Village zoning ordinances, any applicable neighborhood plans and other applicable land use regulations taking into account physical limitations on each property such as wetlands, easements and topographical conditions.
 - b. The number and types of commercial, industrial or institutional uses contemplated to be constructed on the benefitted parcels.
 - c. An appropriate multiplier to equate the estimated sewer usage by non-residential uses to a single residential customer.
 - d. The total number of connections anticipated during the period beginning with the completion of the interceptor construction and extending one-half of the anticipated useful life of the interceptor as determined by the Village Engineer.
3. The report shall include an estimate of the total assessment to be collected from each benefitted parcel based on the anticipated number and type of connections anticipated within the period described in subpar. 2.d.
4. The Village Board shall hold a public hearing on the report and the proposed assessments. Notice of the hearing shall be provided by publication of a class 1 notice, and a copy of the notice shall be sent by first class mail to the owner of each parcel proposed to be assessed.
5. The Board shall consider the comments made at the public hearing, and may adopt a resolution assessing a residential equivalency unit (REU) charge to be paid at the time of each new connection served by the interceptor in an amount estimated to recover the total portion of the costs to be assessed, as determined by the Board, of the interceptor from all assessed parcels.

- (d) *Deferral of Assessments.* Assessments levied under this section shall be deferred until such time as payment of connection charges become due as provided in subd. 5 or such other time as the Village Board determines as part of the assessment resolution.
- (e) *Payment as Connection Fee.* The applicant for connection of sanitary sewer service to serve a parcel assessed under this section shall pay, in addition to the standard fee provided in Appendix A, the REU charge established under subd. 5. for each REU determined by the Community and Economic Development Director to be served by the connection. The determination of the Director may be appealed to the Public Utilities Committee, which shall have the authority to affirm or modify the determination of the Director. The determination of the Committee may be appealed as provided in §66.0701, Wis. Stats. State Law Reference – Wis. Stats. §§66.0701, 66.0715, 66.0821.

Section 2. Section 47-159 of the McFarland Municipal Code is amended to read as follows:

Sec. 47-159. - Connection fees.

For each connection of a building sewer to a public sewer within the Village there shall be paid a connection charge. Such connection charge shall be assessed to the person seeking the connection and shall be paid as a condition precedent to the actual connection. The connection charge shall be the sum of the following:

- (a) The standard connection charge established by the Village Board from time to time and provided in Appendix A to this Code; and
- (b) Any deferred assessment for interceptor construction levied on the parcel pursuant to Section 47-246 of this Code.

Section 3. This ordinance shall take effect the day after its enactment.

The above and foregoing Ordinance was duly adopted at a regular meeting of the McFarland Village Board on the 14th day of December 2020.

APPROVED:

Brad Czebotar, Village President

ATTEST:

Cassandra Suettinger, Village Clerk-
Treasurer

ORDINANCE 2020 –24	
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:	

REUTER, WHITISH & EVANS, S.C.

**ATTORNEYS AT LAW
44 EAST MIFFLIN ST., SUITE 306
MADISON, WISCONSIN 53703**

**ALLEN D. REUTER
BARBARA O. WHITISH (1952-2013)
DANIEL J. EVANS
DAVID D. RELLES
KEVIN F. MILLIKEN (OF COUNSEL)
NOAH B. RELLES**

**TELEPHONE
(608) 250-9053**

**FACSIMILE
(608) 250-9054**

To: McFarland Public Utilities Committee
From: Allen D. Reuter, Village Attorney
Date: December 4, 2020
Re: Proposed Special Assessment Ordinance/Eastside Sewer Interceptor

The Village staff have proposed an ordinance amendment to create Section 47-246 of the McFarland Municipal Code which would establish an alternative procedure that may be used for collecting special assessments for sewer interceptor construction. The ordinance does not impose any assessments, but establishes a procedure for future assessments. The Village is authorized to create special assessment procedures by §66.0701, Wis. Stats.

The standard special assessment procedure established by statute contemplates the levy of assessments against certain parcels which are payable either in a lump sum or in installment payments if approved by the Village Board. In the case of interceptors extended to serve a densely populated new area of proposed development, those assessments may create a significant financial burden on property owners.

The alternative procedure in the proposed ordinance would allow for collection of sewer interceptor costs from individual customers who connect to the sewer system after the interceptor is constructed. The Village would finance the initial construction, and recoup the cost through connection fees in future years. Special assessments allow the Village to impose all or part of the cost of the interceptor on the parties who benefit from its construction, rather than the general taxpayer or all utility users. Property owners do not have to pay the assessed amounts until they develop, and then only when individual users connect to the system.

The procedure authorized by the proposed ordinance is optional, and the Village Board retains the ability to specially assess properties under the statutory process, or to not assess at all. However, it is anticipated that this new method will be more palatable to property owners who might be assessed for the Eastside Interceptor project currently under consideration.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Tuesday, December 8, 2020

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Jim Hessling, Public Works Director

AGENDA ITEM: Discussion and action to consider a proposal to conduct maintenance at Well #3.

PREVIOUS ACTION:

The Public Utilities Committees recommended approval of this proposal at its meeting on December 8, 2020.

ISSUE SUMMARY:

Maintenance of the underground pumping components at Well #3.

Under WI Administrative Code Chapter NR 810.13 System Maintenance, vertical turbine and submersible well pumps shall be removed and inspected on a regular basis and maintenance provided as needed. A frequency of once every ten years is recommended. This well is approaching about 13 years, since any kind of inspection has been performed. Some maintenance was performed at that time per the letter received from CTW. Staff is working to improve ongoing maintenance of our wells and has been proactive in bringing forward a similar project at Well #4 in 2020. This work is helping to bring our water system in certain areas up to date with maintenance requirements.

The work proposed in this agenda item would help to meet this recommendation and more than likely uncover any deficient parts and improve reliability to our water system.

CTW the proposal provider, has been in business since 1972 and is well respected in the water well industry.

FINANCIAL/BUDGET IMPACT:

The proposal of planned maintenance to Well #3 from CTW is an estimated cost of \$11,300. This maintenance amount is included within the 2021 budget.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.



BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Committee has recommended approval to award the proposal to CTW regarding the proposed work at Well #3 for maintenance.

ATTACHMENTS:

1. McFarland #3
2. 2019 Sanitary Survey Report
3. 2019 Sanitary survey (waterworks) response letter to DNR
4. Follow up letter to 8 2 19 letter to the DNR

November 17, 2020

MR. JIM HESSLING
McFARLAND WATER DEPT.
5915 MILWAUKEE ST.
McFARLAND, WI. 53558

Re: Well #3 service

Dear Mr. Hessling,

CTW Corporation is pleased to present the following proposal for providing service to the pump in Well #3. Our firm specializes in this service and we will strive to restore your equipment to its best efficiency possible.

The pump at Well #3 was serviced by CTW in 2008 and the column and shafting were replaced at that time. Currently, there is an issue with the standby power system that could be addressed with this service. I have prepared a service estimate based on the pump being a large diameter, four stage unit supported on 230' of eight inch column. Our basic service will consist of the following repairs:

- Remove well pump and evaluate components
- Inspect and identify the components with you before relocating to our shop for repair
- Install new bushings and wear rings in the pump assembly
- Replace line shaft bearings
- Remove stuffing box and install a new bushing and repack
- Install new airline
- Reinstall rebuilt assembly, disinfect, flush and collect two samples for bacterial analysis.

The above services are expected not to exceed a cost of \$11,300. I believe our standard equipment will be able to be incorporated in the service work. This again is what we call a blind setup with no door in front of the well. While the site is difficult, the weather will allow the ground to freeze, minimizing access damage.

In addition, we offer a full range of additional services that may be of use to complete the project satisfactorily. Prior to performing any of these additional services we will obtain your approval.

- Televis well and provide an electronic copy \$1500 max
- Brush and bail well \$ 1950/ day
- Electric motor service \$2500 Estimate
- Well treatment depending on condition \$4000

Generally, this process may take two weeks at best and will vary with the condition of the equipment and additional services. Depending on the importance of the well this process can be expedited or a temporary pump can be installed. If well treatment is necessary, the schedule will be delayed at least five weeks for DNR approval. This may be an opportune time to look at this well for upgrades. The capacity of the pump is 560 gpm from our last test. The well report indicates it was tested at 1200 gpm. It might be wise to look at increasing the well pump capacity. We could run a pump to waste to see how the well performs and check for sand presence. This may be valuable information for the future if an upgrade is not pursued now. We appreciate the opportunity to present our services to your community and look forward to providing you with many years of dependable service from your well and pump.

Sincerely,

A handwritten signature in black ink, appearing to read "T. Goethel", written over the word "Sincerely,".

Thomas J. Goethel P.E., CTW Corporation



July 19, 2019

Jim Hessling,
Director of Public Works
5115 Terminal Drive
McFarland, WI 53558-9426

PWS ID#: 11302412
McFarland Waterworks
McFarland, WI
MC - Dane County

Subject: Sanitary Survey Report and Notice of Noncompliance

Dear Jim Hessling:

The purpose of a sanitary survey is to evaluate the system's source, facilities, equipment, operation, maintenance, and management as they relate to providing safe drinking water. The sanitary survey is also an opportunity to update the Department's records, provide technical assistance, and identify potential risks that may adversely affect drinking water quality. This Sanitary Survey Report also serves as a Notice of Noncompliance.

On July 15, 2019, Dave Barkhahn conducted a sanitary survey of your water system, McFarland Waterworks. During the sanitary survey John Venturino and Mike Schulte were present. At the completion of the survey, you, John, and Mike were briefed on the preliminary findings. This report outlines the final findings, discusses problems that need to be addressed, and timelines for corrective action where appropriate.

A plan for corrective action, including a work schedule must be completed by September 2, 2019. A proposed corrective action plan and schedule is included below. Please contact me to discuss this before September 2, 2019. Depending on the type of corrective action you employ, you may need to obtain prior approval and submit additional plans to the Department.

System Summary

The Village of McFarland is located in central Dane County and is just south of the City of Madison. The water system is owned by the Village and began operation in 1941 for general use and fire protection. The present water system consists of three deep sandstone wells, two elevated storage tanks with a combined capacity of 1,250,000 gallons, and a distribution system consisting of 239,126 feet of water mains. At each well, chlorine is added for disinfection purposes and fluoride is added for dental health protection. Each well is equipped with natural gas engines and right-angle gear drives to operate the well pumps when electrical power is out. The engines are routinely operated.

Significant Deficiencies

During the sanitary survey, one significant deficiency was identified but has already been corrected - the second airline at well 3 was plugged. Significant deficiencies indicate noncompliance with one or more Wisconsin Administrative Codes and/or represent an immediate health risk to consumers.

Deficiencies

During the sanitary survey, four deficiencies were identified. Two deficiencies have already been corrected - the current water system map was submitted and the potential cross connection in one wellhouse was eliminated. Deficiencies are problems in the drinking water system that have the potential to cause serious health risks or represent long-term health risks to consumers. These deficiencies may indicate noncompliance with one or more Wisconsin Administrative Codes. Corrective action should be completed for these deficiencies as soon as possible.

Deficiency	Compliance Due Date	Code Citation
1. The system does not have a schedule/plan for capital improvements & infrastructure replacement.	08/19/2019	810.03, 810.13(1)(a)
2. One pump house is not adequately maintained.	10/19/2019	811.25

Discussion and Schedule for Correction of Deficiencies:

- A schedule is needed to routinely pull and inspect each well pump. It is not known when the pumps were last pulled. We recommend that each pump be pulled at least once every 10 years. Rehabilitation of the wells, upgrades to the distribution piping, replacement of the auxiliary engines, and upgrades to the well houses, could also occur at the same time that the pumps are pulled. Other equipment also needs to be routinely maintained or replaced. Equipment such as tripods and safety harnesses for entering confined spaces; and climbing harnesses and climbing devices for climbing the elevated tanks, also need to be upgraded or replaced. These upgrades and maintenance items are not being kept up with at the McFarland Water Utility. Please submit a schedule to me for pulling each well pump by August 19, 2019 and let me know the utility's plans for routinely scheduling such maintenance.
- It appears that the roof hatch at well 4 has been leaking for some time and water damage has occurred. The roof hatch is required to be water tight and repairs to the roof hatch and possibly the roof are now needed. This work should be done by October 19, 2019.

Recommendations

During the sanitary survey, four recommendations were identified. Recommendations are problems in the water system that hinder your public water system from consistently providing safe drinking water to consumers.

Recommendation
1. Sampling faucets and/or faucet locations are not appropriate for each type of sample.
2. The water system has not had a PSC rate case within the last 5 years.
3. A means to prevent pipe sweating is not provided at this facility.
4. The pump discharge piping at each well is not adequately protected from corrosion.

Discussion of Recommendations:

- Routine sampling for coliform bacteria at elevated tanks is recommended. There are sample taps in the pits at the base of both elevated tanks. It would be preferable to have the taps located above the floor elevation to make sampling easier and to avoid safety issues with possible confined spaces. A drain line that discharges to the sump pit in the valve vault would prevent excess water from collecting on the floor.

- Our records show that the last water rate increase for McFarland became effective October 10, 2010. We recommend that rates be reviewed at least every 5 years and adjusted as needed to keep up with rising costs of operating and maintaining a water system. The PSC records show that residential customers in McFarland pay \$57.05 per quarter for using 18,750 gallons of water. The average price for all utilities in Dane County is \$98.37 and the average price for all class C utilities in the state is \$95.25 for using the same amount of water. If water rates are periodically adjusted customers are less shocked by the increases. Although current revenues from water rates and charges appear to cover water system costs, there are several things that have not been upgraded or properly maintained in the water system.
- Excessive moisture was apparent inside each well house. Water puddling on the floors has contributed to paint failure on the floors. The electrical control boxes, and possibly the controls themselves, also show signs of corrosion. A means for dehumidification would help reduce corrosion and prolong the life of all metal surfaces, including the electrical controls. High efficiency commercial dehumidifiers work well in pump houses, or the addition of air conditioning have been beneficial at other utilities.
- The discharge piping inside each well house has not been painted recently and the pipes are corroding. In addition to removing the moisture inside each well house, it is important to paint the pipes to help prevent corrosion and premature failure of the pipes and connections.

Non-conforming Features

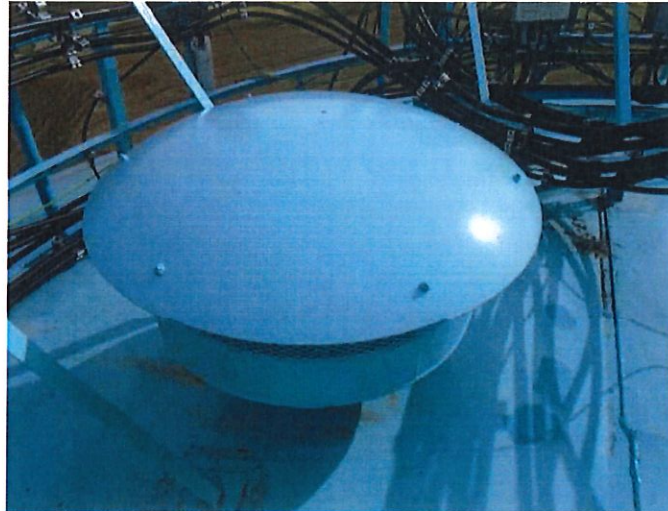
During the sanitary survey, seven nonconforming features were identified. Nonconforming features are things that existed in a water system before a code change became effective. These features were approved at the time of construction or installation but due to changes in the code, would not be approved for new installations. Correction of these features is not required until a health risk is identified, the feature causes problems with the operation of the water system, or major changes or remodeling occurs. The following items were identified as nonconforming features.

Non-conforming Deficiency	Current Code Citation
1. The overflow of one elevated storage facility is not brought down to within 12 to 24 inches of the ground surface and facing downward.	811.64(4)(a)
2. The vent on one elevated storage facility does not meet present code requirements.	811.64(8)(c)
3. The required sample taps are not installed in the well discharge piping.	811.37(5)(b)
4. Secondary containment is not provided for all chemicals.	811.39(3)(d)
5. The proper housing or a separate chemical room is not provided.	811.40(1)(L), 811.51(1), and 811.51(2)(a)
6. There is not at least one adequately sized well vent installed through the well pump casing, well seal, or concrete pump base at two wells.	811.36(1)
7. The pump base at one well is not adequate.	811.31(1)

Discussion of Non-conforming Features:

- The discharge of the overflow pipe on the Burma Road tank discharges horizontally, 42 inches above the splash pad. Current code requires the discharge to face downward and end 12-24 inches above the splash pad.

- The vent on top of the Holscher Road tank does not meet present code requirements. The current code requires skirted sides that totally cover the screen when viewing the vent cap from the side. The picture below is the vent as shown in the last inspection report from Dixon Engineering.



- Entry point sample taps are needed for the proper collection of inorganic, radiological, synthetic organic, and volatile organic samples. Entry point sample taps are needed at wells 1 and 3, after chemical addition. To obtain a water sample representing finished water quality, a water service lateral needs to be brought back into the buildings and fitted with a sampling faucet after being connected to the water main outside the buildings. All sampling faucets must be installed to terminate a minimum of 12 inches above the floor, have a down-turned smooth end spout, be constructed of metal, have a minimum spout diameter of 0.25 inches, and be located in an area accessible for sampling. The tap in the meter test room at well 4 can be used as an entry point tap when well 4 is running.
- Secondary containment for all chemical tanks is not provided. Secondary containment capable of holding the contents of each chemical tank is needed for all new chemical storage rooms. At new installations, secondary containment must be provided for the solution tank being used and all containers being stored.
- Separate chemical rooms with proper ventilation for all chemicals are now required at new installations. Separate chemical rooms are not provided at wells 1 and 3. Separate chemical rooms are recommended for chemical storage at all wells.
- Newly constructed wells are required to have vents with a minimum diameter of 2 inches. It appears the vents at wells 1 and 3 are undersized.
- Newly constructed wells are required to have concrete pump bases that are at least 12 inches above the pump station floor and the protective grouted casing must extend a minimum of one inch above the concrete pump base. The pump base at well 1 is not at least 12 inches high.

Water Quality Monitoring and Reporting

Your water system has an excellent record of compliance with monitoring and reporting requirements for the last four years. All samples were collected within the appropriate monitoring periods and the results were reported to the Department, as required. We appreciate your samplers' continued efforts in complying with these Safe Drinking Water Act requirements. There are no water quality concerns with the McFarland water system.

A review of Department records shows an excellent history of bacteriological sampling for the last 4-year period. At least 10 samples are now required from the distribution system each month. Records show that these samples have been collected each month. The required numbers of quarterly raw water samples have also been submitted. Samples were collected at 12 different locations throughout the distribution system and on different days throughout each month. No coliform positive samples were reported.

The fluoridation program for the McFarland water system has an excellent history of sample submission for the last 3-year period. All monthly split samples were collected and were submitted to the State Lab of Hygiene, as required. The average residual reported by the State Lab for the most recent twelve-monthly split samples submitted in the last year was 0.76 mg/L and the average residual reported by the operators was 0.71 mg/L for the same period. The operators' fluoride split sampling results compared favorably to those obtained by the State Lab of Hygiene. This shows that the operators are doing a good job when performing the fluoride residual tests and that the testing equipment used to run these analyses is functioning properly.

The monitoring requirements for McFarland for 2019 show that one Disinfection Byproduct sample is needed from the distribution system in the third quarter. This sample is required to be collected from site D11, 4802 Marsh Road, outside faucet. Routine coliform bacteria (10 distribution samples in each month and one raw water sample each quarter from each well) and monthly fluoride split samples are also needed.

Lead and Copper Monitoring

You are encouraged to have processes in place for flushing your system any time the water remains stagnant for an extended period and prior to anyone using the water, but do not perform either fixture or facility-wide flushing prior to the lead and copper sampling event. Flushing of the lines six hours before sample collection is not allowed by the Lead and Copper Rule. Home owners should be advised to remove and clean the aerators on a regular basis, but not prior to collecting the lead and copper samples. Samples should be collected under typical conditions, after the water sits for at least six hours.

We have been informed that the US EPA will be revising the Lead and Copper Rule. The Department is also stepping up state wide efforts to reduce consumer's exposure to any amount of lead coming from their drinking water. One part of the new rule will likely require utilities to have a more detailed inventory of their water system, including materials on the customer side of the curb box, and possibly including what materials are used inside each service. These requirements are also in our current codes (ss. NR 809.119 and 809.547(1)(b), Wisconsin Administrative Codes), but will likely be strictly enforced in the future. You should continue to collect materials information where possible during normal operations, including checking service line materials when reading meters or performing maintenance activities including meter replacements, complaints, cross connection inspections, and all construction activities. GIS systems are often capable of storing this type of information. In addition, the Department is asking all water systems to review their lead and copper sites to ensure that all sites are appropriate locations (kitchen or bathroom sinks) and that sites meet the required Tier criteria. We have reviewed your water system's lead and copper monitoring history. It appears that all sites used are appropriate. Currently, there are 27 lead/copper sites on the monitoring site plan and all site are Tier 3.

Homes with lead services are required to be included as Tier 1 sites if any part of the service is lead, including the gooseneck, the Utility portion, or the customer portion. To be classified as a Tier 1 site, the home must have a lead service line or have copper plumbing with lead solder and be constructed between January 1, 1983 and September 30, 1984. If the home was not built within this time, it should be classified as a Tier 3 site, if built prior to 1983. If lead is detected at levels greater than 15 µg/L in a home, we are asking that the homeowners be notified within 24 hours, even if the current code requirement is 30 days.

Your water system will be required to collect at least 20 lead and copper samples between June 1 and September 30, 2020. Let me know if you would like to make any changes to your monitoring sites before that time.

Required Reports, Records, and Utility Programs

It appears that the Village's cross connection control ordinance (Article II, Division 3, §47-60 through §47-67) is properly enforced. Residential, public authority, and multifamily residential services are inspected by utility personnel when meters are changed. Records are kept of each inspection. Public education materials are included with each CCR, each year. Commercial services are required to have inspections made and submit a report to the Utility. The required annual inspection summary reports have been submitted to the Department. These reports are required to be submitted before March 1 of each year. The 2018 summary report was received on February 27, 2019. The 2018 report shows that inspections were made at 10 residential, 208 commercial, and 12 public authority services. The frequency of inspections at commercial and public authority services meets the requirements for those types of services. Since fewer residential meters were changed, fewer cross connection inspections were also made. As long as all the residential services are inspected in a ten-year period, the requirements will be met. The Utility may want to change some residential meters sooner and make inspections so that all inspections won't be needed in a one- or two-year period.

It appears that the Village's private well abandonment and permitting ordinance (Article II, Division 2, §47-44 through §47-51) is also properly enforced. There are two known wells within the Village and they each have current permits. The Village's ordinance requires the proper abandonment of all unused, unsafe, or improperly constructed private wells located on premises served by the Village water supply. Current well operational permits are required to be kept on file for periodic review by Department personnel. As properties are annexed and served municipal water, the well owners should be notified of the requirements in the Village's ordinance.

Hydrant flushing and valve exercising programs are also required and it appears that the Utility has done a good job with these programs. System hydrants are typically flushed once per year and dead-end hydrants are typically flushed twice per year. About 1/3 of the valves are exercised each year. Excellent records of all hydrant and valve maintenance are kept.

The 750,000-gallon elevated tank on Holscher Road was last inspected on October 27, 2015. The inspection report from 2015 is on file. The 500,000-gallon elevated tank on Burma Road was last inspected on October 11, 2017. The inspection report is also on file. Detailed interior inspections of all water storage facilities are required at least once every five years. Inspection reports are also required to be submitted to the Department when the 5-year tank inspection is completed. In addition to the 5-year interior inspections, the screens on the vents and overflow pipes, as well as the integrity of the gaskets on the hatches, are required to be checked at least once per year and documented. We also recommend that the overflow screen be cleaned during the annual checks.

The monthly pumpage reports must be completely filled out and submitted to the Department on or before the tenth day of the following month. In the last 3½ years, it appears that all reports were filled out properly and all reports were submitted on time.

On October 23, 2018, America's Water Infrastructure Act (AWIA) was signed into law. Under the new law, municipal water systems serving more than 3,300 people will be required to develop or update risk and resilience assessments and emergency response plans (ERPs). The law includes components that the risk assessments and ERPs must address and establishes deadlines by which water systems are required to certify to EPA completion of the risk assessment and ERP. EPA's Water Security Division is currently working to develop the tools, resources, and procedures that water systems need to comply with AWIA. Water systems with populations between 3,300 and 50,000 will be required to conduct a risk and resilience assessment and submit certification of its completion to the EPA by June 30, 2021. Your utility will also be required to update an emergency response plan and certify completion to the EPA by December 30, 2021. The risk and resilience assessments will be required to be reviewed every 5 years and recertified to EPA. Then, within six months, your utility will be required to recertify that you have reviewed and revised the emergency response plan. You will be notified of the details of the requirements when they are available. EPA is also expected to publish guidance on the new requirements. For more information, go to: <https://www.epa.gov/waterresilience/americas-water-infrastructure-act-2018-risk-assessments-and-emergency-response-plans> .

Our records show that the Utility has distributed the required Consumer Confidence Reports (CCRs). All reports were complete, and it appears that the reports were properly distributed. The completed certification forms were also sent to this office. The CCRs must continue to be distributed before July 1 of every year. Please continue to send me copies of the final reports and the completed certification forms. A copy of the 2018 CCR and the completed certification form were received on June 3, 2019.

Certified Operator

Chapter NR 114, Wisconsin Administrative Code, specifies the requirements for certified waterworks operators. To be fully certified for the McFarland water system, the Utility must employ at least one person that is a grade 1 operator in Distribution (D), and Groundwater (G). An operator in training is given a grade T status until proper experience is obtained and reported. The water system must also designate the operator in charge. To maintain their certification, all operators must attend continuing education classes and submit their credits when renewing their certificates.

Our records show that Jim Hessling is the operator in charge. Jim has Grade 1 certification in D and G. Jim's certification is good until June 1, 2021 when he will need to renew with the proper number of continuing education credits. Our records also show that Brett Brandt, Jack Kelln, David Pospyhalla, John Venturino, Bradley Warren, and Mark Weber are certified at Grade 1 in subclasses D and G. David Pospyhalla also has Grade T certification in Iron Removal (I). Mike Schulte has Grade T certification in D and G. When Mike has the appropriate experience in each subclass he should submit the experience form and become fully certified as a Grade 1 operator.

Reviewable Projects

I would like to remind the utility that plans and specifications for any waterworks improvements or modifications must be prepared by a professional engineer registered in the State of Wisconsin and approved by this Department prior to installation or construction. This includes projects such as raising the pump base height at well 1, modifying the well vents at wells 1 and 3, and adding chemical rooms at wells 1 and 3. The requirements in Wis. Adm. Code § NR 108 should be reviewed prior to starting these and other projects to see if the projects are reviewable.

Improvements Since the Last Sanitary Survey

The previous sanitary survey pointed out problems with the gravel base washing out beneath the overflow of the Holscher Road elevated tank. John Venturino corrected the problem by framing up and pouring concrete around the storm water inlet drain. John did an excellent job with the project.

On March 3, 2017, the Village's Wellhead Protection Plan was approved (W-2017-0120). The approved plan is for existing wells 1, 3, and 4, and also for future well 5. The plan includes a copy of the Village's Wellhead Protection Ordinance.

A new Supervisory Control and Data Acquisition (SCADA) system was purchased and installed in 2018 to replace the antiquated control system. The new SCADA system can control the on/off operation of the well pumps, monitor pressures, and can graph trends of all pumps and water levels. The new system also monitors the operations of all lift stations.

Water System Security

We recommend that you conduct a daily security check of your entire drinking water system to ensure that doors are locked and that windows are secured.

System Summary Information

A water system summary is attached. Please review it for accuracy. If there are changes that need to be made, contact Dave Barkhahn at (608) 275-3300.

Capacity Development Evaluation

This sanitary survey serves as an evaluation of the capabilities of your water system. This system has been determined to have adequate technical, managerial, and financial capacity to provide safe drinking water. The ability to plan for, achieve, and maintain compliance with applicable drinking water standards has been demonstrated.

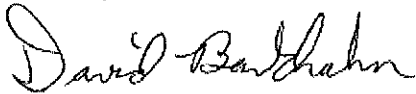
The next sanitary survey of your water system is scheduled to take place in 2022. Typically, you will be contacted prior to the survey to schedule a date that is convenient.

Required Action

Please respond by September 2, 2019 with notification that all deficiencies have been corrected, or that you agree to correct the deficiencies identified in this letter by the due dates, or with alternative dates for correcting these deficiencies. Please also consider correcting the non-conforming features and recommendations discussed in this letter.

Thank you for you and your staff's assistance during the sanitary survey. If you have any questions, you can reach me by phone at (608) 275-3300, by fax at (608) 275-3338, by e-mail at dave.barkhahn@wisconsin.gov, or by postal mail at the address on this letterhead.

Sincerely,



David Barkhahn
Public Water Supply Engineer

Encl.

cc: Bureau of Drinking Water/Groundwater - DG/5
Matt Schuenke, Village Administrator (email only)
Cassandra Suettinger, Village Clerk/Treasurer (email only)

Water System Summary Information

System ID: 11302412

System Name: MCFARLAND WATERWORKS

County: Dane

Type: Municipal Community

Basin: Rock River (lower)

Population: 8527

Service Connections: 0

Owner: JIM HESSLING

5115 TERMINAL DR

MCFARLAND, WI 53558

(608) 838-7287 Fax: (608) 838-6823 jim.hessling@mcfarland.wi.us

Date Security VA Complete: 05/03/2004

Date ERP Complete: 05/03/2004

Date ERP Last Exercised/Updated:

Emergency Phone: (608) 575-0115

Emergency Fax: (608) 838-7954

Emergency E-mail: police.chief@mcfarland.wi.us

Certified Operators

Name	Lic. #	Expires	Phone/Fax/E-mail	Certification
BRETT BRANDT	32875	05/01/2020	(608) 838-7287 bbrandt2479@yahoo.com	D-1, G-1
JAMES HESSLING	27118	06/01/2021	(608) 838-7287 jim.hessling@mcfarland.wi.us	D-1, G-1; plus OIC
JACK KELLN	35956	05/01/2022	(608) 838-7287 jack.kelln@mcfarland.wi.us	D-1, G-1
DAVID POSPYHALLA	32146	05/01/2021	(608) 219-8995 davidpospyhalla@gmail.com	D-1, G-1, I-T
MICHAEL SCHULTE	38215	05/01/2022	(608) 577-5080 mike.schulte@mcfarland.wi.us	D-T, G-T
JOHN VENTURINO	36847	02/01/2022	(608) 609-6338 johnventurino@gmail.com	D-1, G-1
BRADLEY WARREN	23016	01/01/2021	() -	D-1, G-1
MARK WEBER	33321	05/01/2022	(608) 838-7287 (608) 838-6823 mweber3370@yahoo.com	D-1, G-1

Affiliations

Name	Affiliation	Start Date	End Date	Primary?	Phone
JIM HESSLING	SAMPLER	12/04/2015		Y	608-838-7287
JIM HESSLING	OWNER	12/14/2018		Y	608-838-7287
CRAIG SHERVEN	EMERGENCY	06/02/2004		Y	608-575-0115
DAVE BARKHAHN	DNR REP	07/05/2011		Y	608-275-3300
CASSANDRA SUETTINGER	PLAN CON	04/13/2018		N	608-838-3153

Entry Points and Sources of Water (Basic Data)

Source ID	Name	WUWN	Status	Type	Source	Depth	Cased	Grouted
1	Well #1	BF498	Active	ENTRY PT/SOURCE	Ground Water Source	560	167	167
2		BF499	Perm Abandoned	ENTRY PT/SOURCE	Ground Water Source		60	60
3	Well #3	HJ137	Active	ENTRY PT/SOURCE	Ground Water Source	700	260	260
4	Well #4	AC718	Active	ENTRY PT/SOURCE	Ground Water Source	800	130	130
99	OLD WELL #3	BF500	Reconstructed Well	ENTRY PT/SOURCE	Ground Water Source	700		

Entry Points and Sources of Water (Misc. Data)

Source ID	Pump Cap.	Pump Type	Lube	Aux. Power?
1	500	Vertical Turbine	Water	Yes
2		Vertical Turbine	Water	No
3	1000	Vertical Turbine	Water	Yes
4	1000	Vertical Turbine	Water	Yes
99	560	Vertical Turbine	Water	Yes

Storage

ID/Location	Type	Vol. (gal)	Firm Pumping Capacity (gpm)	Height to Overflow (ft.)	Overflow Elev. (sea-level, ft.)	Aux. Power?	Mfg.	Model
4901 Burma Road	ELEVATED TANK	500000		91	1047	No	CB&I	Spheroid
5107 Holscher Road	ELEVATED TANK	750000		113	1047	No	CB&I	Spheroid

Booster Stations

ID/Location	Type	Firm Pumping Capacity (gpm)	Aux. Power?
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None

System Interconnects

ID/Location	Type	Capacity (gpm)	Metered?	Chemical Injection Capable?
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None

Treatment Summary Data

Source ID	Type	Description	Begin	End	Objective(s)	Pump Model	Cap.	Stroke %	Speed %	Sol. Tank Cap.	Dil. Ratio
1	380	Fluoridation	01/01/1960		Other	LMI A171-150FS	10	60	53	30	0
1	421	Hypochlorination, Post	01/01/1960		Disinfection	LMI A141-150S	14	50	40	30	0
2	380	Fluoridation	01/01/1960	04/14/1998	Other						
3	380	Fluoridation	01/01/1960		Other	LMI A171-150FS	10	60	52	30	0
3	421	Hypochlorination, Post	01/01/1960		Disinfection	LMI A151-91SH	24	73	65	30	0
4	380	Fluoridation	01/01/1960		Other	LMI AA171-150FS	10	60	58	30	0
4	421	Hypochlorination, Post	01/01/1960		Disinfection	LMI A151-97SH	24	65	60	30	0
99	380	Fluoridation	01/01/1960	01/01/1996	Other						

System Evaluation Summary

Inspector/Reviewer	Date	Report Date	Type	Agency	Response Due	Response Recd
BARKHAHN, DAVE	07/15/2019	07/19/2019	SURVEY	DNR	09/02/2019	07/16/2019
BARKHAHN, DAVE	07/15/2016	07/22/2016	SURVEY	DNR	09/05/2016	08/18/2016
BARKHAHN, DAVE	06/05/2013	06/14/2013	SURVEY	DNR	07/29/2013	07/29/2013
STUNKARD, TOM	07/14/2010	07/28/2010	SURVEY	DNR	09/10/2010	09/09/2010
STUNKARD, TOM	11/29/2007	12/03/2007	ANNUAL	DNR		
STUNKARD, TOM	11/07/2006	11/29/2006	SURVEY	DNR	01/29/2007	01/22/2007
STUNKARD, TOM	11/03/2005	11/09/2005	ANNUAL	DNR		
STUNKARD, TOM	11/17/2004	12/01/2004	ANNUAL	DNR		
STUNKARD, TOM	11/06/2003	11/07/2003	ANNUAL	DNR		
STUNKARD, TOM	11/13/2002	11/25/2002	ANNUAL	DNR		
STUNKARD, TOM	11/27/2001	12/10/2001	SURVEY	DNR		
STUNKARD, TOM	11/15/2000	11/16/2000	ANNUAL	DNR		
STUNKARD, TOM	12/02/1999	12/16/1999	ANNUAL	DNR		
STUNKARD, TOM	12/15/1998	12/22/1998	ANNUAL	DNR		
STUNKARD, TOM	11/12/1997	11/25/1997	ANNUAL	DNR		
STUNKARD, TOM	11/26/1996	12/16/1996	SURVEY	DNR		
STUNKARD, TOM	11/21/1995	01/05/1996	ANNUAL	DNR		
STUNKARD, TOM	11/10/1994	11/14/1994	ANNUAL	DNR		
STUNKARD, TOM	11/11/1993	11/16/1993	ANNUAL	DNR		
	12/11/1991		SURVEY	DNR		

Bacteriological Sampling History

Year	Distribution Safe	Distribution Unsafe	Confirmed Unsafe	Missed Samples	Raw Safe	Raw Unsafe	Fecal Positive?
2019	66			0	6		N
2018	119			0	13		N
2017	108			0	12		N
2016	108			0	12		N
2015	108			0	12		N
2014	108			0	12		N
2013	108			0	13		N

Chemical Sampling History

Year	Sample Group	Source ID	Samples Taken	Missed Samples	MCL Violations
2019	NITRATE	3	1	0	0
2019	NITRATE	4	1	0	0
2019	FLUORIDE		7	0	0
2019	NITRATE	1	1	0	0
2018	NITRATE	3	1	0	0
2018	NITRATE	4	1	0	0
2018	FLUORIDE		12	0	0
2018	VOC		1	0	0
2018	NITRATE	1	1	0	0
2017	SOC	4	1	0	0
2017	IOC	1	1	0	0
2017	SOC	1	1	0	0
2017	FLUORIDE		16	0	0
2017	PBCU		20	0	0

Year	Sample Group	Source ID	Samples Taken	Missed Samples	MCL Violations
2017	IOC	3	1	0	0
2017	VOC		1	0	0
2017	IOC	4	1	0	0
2017	VOC	1	1	0	0
2017	RAD	3	1	0	0
2017	SOC	3	1	0	0
2017	VOC	4	1	0	0
2016	NITRATE	3	1	0	0
2016	NITRATE	4	1	0	0
2016	FLUORIDE		12	0	0
2016	VOC		2	0	0
2016	NITRATE	1	1	0	0
2015	NITRATE	3	1	0	0
2015	NITRATE	4	1	0	0
2015	FLUORIDE		12	0	0
2015	VOC	1	1	0	0
2015	VOC		1	0	0
2015	NITRATE	1	1	0	0
2014	RAD	4	1	0	0
2014	IOC	1	1	0	0
2014	RAD	1	1	0	0
2014	FLUORIDE		12	0	0
2014	PBCU		23	0	0
2014	VOC	3	1	0	0
2014	IOC	3	1	0	0
2014	VOC		1	0	0
2014	VOC	1	1	0	0
2014	IOC	4	1	0	0
2014	RAD	3	1	0	0
2014	VOC	4	1	0	0
2013	NITRATE	3	1	0	0
2013	NITRATE	4	1	0	0
2013	FLUORIDE		12	2	0
2013	VOC		1	0	0
2013	VOC	1	1	0	0
2013	VOC	4	1	0	0
2013	DBP		1	0	0
2013	NITRATE	1	1	0	0

Sample Group	Last Sampled
BACTI	2019
FLUORIDE	2019
HAA5	2007
IOC	2017
RAD	2017
PBCU	2017
NITRATE	2019
VOC	2018
SOC	2017
DBP	2013
TTHM	2007

MCL Violations

Source ID	Contaminant	Concentration	MCL	Units	Viol. Start	Viol. End	Continuing Operation?
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None

Definitions

MCL = Maximum Contaminant Limit (as set by the Environmental Protection Agency (EPA))

BACTI = Bacteriological Sample

IOC = Sample for Inorganic Compounds

NITRATE = Nitrate Sample

PBCU = Lead and Copper Sample

RAD = Sample for Radioactivity

SOC = Sample for Synthetic Organic Compounds

VOC = Sample for Volatile Organic Compounds

FLUORIDE = Fluoride from Fluoridation

TTHM = Total Trihalomethane Sample

August 2, 2019

Dave Barkhahn
WI DNR, Water Supply
3911 Fish Hatchery Road
Fitchburg, WI 53711-5397

RE: 2019 Sanitary Survey Report and Notice of Noncompliance

Dear Dave,

I'm in receipt of your sanitary survey letter dated July 19, 2019. I would like to take this opportunity to address the items listed in your report. Thanks for bringing these items to our attention.

Significant Deficiencies

As stated under Significant Deficiencies we have since capped the additional airline at well #3. Thanks for bringing this to our attention.

We have, as stated in your report, submitted a water system map and corrected the cross connection at well #4. The cross connection was the auxiliary motor cooling tube that was discharging on the floor. This has since been raised.

Deficiencies

1. The utility does not currently have a plan in place to address the capital and infrastructure improvement/replacements for our wells and their structures. We will be addressing this issue at our next utility meeting scheduled for August 20, 2019. After that meeting, I will give you an update on how we plan to address those issues.
2. It is my intention to get the roof hatch repaired at well #4 as part of the rehab of the other wells. We have since temporarily repaired the roof hatch and will make permanent repairs in the future.

Recommendations

1. The sample taps at both of our towers are as indicated, located in pits at the base of the towers. This location creates a confined space entry that takes three people to complete. It is my hope that the sample taps can be raised up out of the pits and reinstalled at a proper working level. This work will take place when the towers are taken out of service for possible inspections, various repairs or repainting.
2. The utility at its July 16, 2019 meeting, directed staff to start looking into a possible rate increase. We are currently compiling information for the utility to consider.

3. Pipe sweating is a natural component of pumping ground water in warm temperatures. The plan on correcting the issue at hand will be to add a dehumidifier at each well house. In planning for the future (as described under deficiencies 1), the electrical panels are corroded from the humidity and fluoride fumes that are present in the building. The panels will be replaced and at the same time that the wells are inspected, it is my hope that air conditioning will be installed to help keep the electrical components cool and dry along with keeping the building dry.
4. The piping at the well houses will be painted this fall to help prevent corrosion. We will start on this as soon as the weather allows and the pipe sweat diminishes.

Non-Conforming Deficiency

1. The over flow piping at the Burma Road water tower will be corrected. This will most likely happen when the tower is taken out of service for repainting.
2. The vent and associated screen at the Holscher Road tower will be replaced with the appropriate sized vent. At this time, I don't know if this will be a standalone project or will be coordinated when the tower is taken out of service for repainting.
3. The sample tap issue will be addressed at the time deficiency #1 is corrected.
4. Containment of the on-site chemical storage will be addressed at the time deficiency #1 is corrected. This will take a bit of planning and reconstruction of the well houses to accommodate this issue along with item #5 below.
5. Separate chemical rooms of sufficient size will be addressed at the time deficiency #1 is corrected. This will take a bit of planning and reconstruction of the well houses to accommodate this issue along with item #4 above.
6. The correct size of well vent piping will be addressed at the time deficiency #1 is corrected.
7. Pump base height at well #1 will be addressed.

Water Quality Monitoring and Reporting

As previously instructed we will now continue to take 10 coliform bacterial samples along with one fluoride sample per month. Other required samples will be taken as directed per our sampling schedule.

Lead and copper sampling for 2020 will be completed as required.

Required Reports, Records and Utility Programs

Current meter testing and replacement activities will start back up in the fall of 2019. We will also continue with performing cross connection inspections as these are done at the same time.

Staff has repaired a hatch gasket on the top of the Burma Road tower.

The McFarland Water Utility will start work on the emergency response plans as part of the America's Water Infrastructure Act that was recently signed into law. Guidance from the Wisconsin Rural Water Association will be asked upon to develop the plan.

Certified Operator

Once Mike Schulte has the required experience, usually a year or more, we will work to submit the necessary paperwork to move Mike to operator Grade 1 subclass G & D, groundwater and distribution.

Reviewable Projects

While we work to correct the deficiencies described in your report, we will have our engineering firm submit plans, which will be stamped by a registered engineer licensed to work in the State of Wisconsin.

Improvements Since Last Sanitary Survey

I would like to take this opportunity to let you know that I appreciate the compliments of John Venturino's work on the over flow pipe at the Holscher Tower. John takes pride in his work and it shows.

Water System Security

Staff presently looks at and checks doors and such as part of the daily rounds.

In closing, I hope that this letter covers and explains what the utility plans on doing to keep our system in great shape. I will be discussing this sanitary survey with the utility committee on August 20, 2019. In the meantime, if you have any questions or concerns, please feel free to contact me. I have attached my business card for your convenience.

Regards,

A handwritten signature in black ink, appearing to read "Jim Hessling". The signature is stylized with a large initial "J" and a cursive "Hessling".

Jim Hessling
Director of Public Works



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

August 21, 2019

Dave Barkhahn
WI DNR, Water Supply
3911 Fish Hatchery Road
Fitchburg, WI 53711-5397

RE: Follow up to the letter dated August 2, 2019 addressing the 2019 Sanitary Survey Report and Notice of Noncompliance

Dear Dave,

As reported in my letter to you dated August 2, 2019, here is a follow up on the items from the Sanitary Survey that was recently completed. The utility committee met last night and discussed the report.

The utility agrees to create a plan to address the capital and infrastructure improvement/replacements for our water system. I will be working on creating that plan. The plan will document the needs that are required to keep our water system running effectively while at the same time meeting the DNR's requirements.

As part of this plan, the utility will be looking in to what the actual cost of producing water at each well is. This will help us determine which one of our larger wells will be upgraded first. At the current time, it is anticipated that only one well will be inspected and upgraded per year.

When the maintenance/upgrade work starts, we will be pulling the pump, inspecting, and replacing its components as needed. Electrical upgrades along with replacement of the auxiliary stand by engines will be completed. Building modifications may also take place at that time.

The utility voted on and approved to move forward on a simplified rate increase. Staff will be submitting this proposal to the village board at an upcoming meeting for their approval.

In closing, I hope that this letter addresses our efforts that will be put forth to improve our water system. If you have any questions please feel free to contact me.

Regards,

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

Jim Hessling
Director of Public Works

cc: Matt Schuenke, Village Administrator, via e-mail
g:\public works\sanitary survey report waterworks\2019\follow up letter to 8 2 19 letter to the dnr.docx



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, December 14, 2020

SECTION: Business

DEPARTMENT: Communications & Technology

CONTACT: Stephanie Miller, Comm & Technology Director, Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action regarding revisions to the status for and authorization to fill the vacancy of the full-time Production Assistant position within the Communications and Technology Department.

PREVIOUS ACTION:

The Communications and Technology Committee reviewed the request and recommended approval at their meeting on November 16, 2020 (pending board approval of the 2021 Budget).

The Village Board adopted the 2021 Budget at its meeting on November 23, 2020.

ISSUE SUMMARY:

Approximately one year ago, the committee discussed the updates to the Production Assistant position. The ultimate goal was for this position to replace the two, part-time (20-hour/week) AV Technicians. Due to timing and funding, the Production Assistant was only approved for 30-hours a week at that time.

With the high demand of work within the department, and the loss of 10 hours/week due to compromise, the department is asking for approval to change the status for the Production Assistant from part-time to full-time and authorize filling the vacancy created with this adjustment. The part-time position is presently filled and Staff would be filling the full-time position with the same individual. The job description does require a slight amendment with the only change proposed being the status from part to full-time.

FINANCIAL/BUDGET IMPACT:

The added cost of 10-hours additional hours per week as well as associated benefits have been approved within the 2021 Budget. The change in status would be effective as of January 1st of the next year.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.



BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval.

ATTACHMENTS:

1. 11.09.2020 - Production Assistant - Job Description mgs

Production Assistant

POSITION DESCRIPTION

Position Title:	Production Assistant	FLSA:	Non-Exempt
Department:	Communication and Technology	Represented:	No
Reports to:	Communication and Technology Director	Employment Status:	<u>Full</u> -Time

POSITION SUMMARY

Distinguishing Characteristics of the Class

This position is responsible for recording and editing cable programs to be featured on WMCF and YouTube channels. WMCF is the Public, Education, or Government (PEG) Channel for the Village of McFarland. These channels feature all that is happening within the Community of McFarland including: local sports broadcasts, concerts, community events, recreational opportunities, marketing, government meetings, and more. The Production Assistant also holds additional responsibilities including: various tasks associated with the operations of cable stations, technical needs within the Department, as well as technology support provided within the Organization.

Supervision Received

Performs under the direction and general supervision of the Communications and Technology Director.

Supervision Exercised

None.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Operates video, audio, and related equipment used in the recording and production of WMCF programs.
- Records, edits, and distributes recordings of government meetings, community events, school events, and other content as determined by their Supervisor.
- Assists with the installation and maintenance of video and audio equipment.
- May oversee various live and/or recorded productions in the absence of the Director.
- Creates, edits, and distributes visual and audio content.
- Responsible for still photography to support operations as needed and assigned.

- Assists Technology Specialist with various aspects of maintaining technology infrastructure of the Village.
- May also respond to Communications and Technology related issues within the organization.
- Performs other duties as required.

Equipment Used

Specialized equipment associated with the recording, editing, production, and airing of cable television programming including video cameras, remote cameras, video servers, audio mixer, studio switcher, and video editing software. Operates projectors, sound systems, digital camera, computer with a variety of software applications, phones, printers, copiers, fax machine, and motor vehicle.

Work Environment and Working Conditions

Works in normal office setting with moderate noise levels. Occasionally works in an outdoor setting in uncontrolled weather conditions when holding a production in the field. Attendance of recording various evening events is required. Requires moderate lifting and physical activity at times.

TECHNICAL REQUIREMENTS

Knowledge of

- Principles and practices of local cable access channel operations.
- Videography as well as the principles and practices of video production.
- Video editing software and techniques.
- Television studio operations.
- Use of computers and software to create and manipulate video, images, graphics, and text.
- Pertinent law, regulatory codes, and municipal ordinances.
- The measures and standards by which the efficiency, effectiveness, and quality of PEG access channel operations can be evaluated.

Ability to

- Operate video and audio production equipment.
- Use computers in the production of live or recorded cable programs.

- Capture quality video and audio content of productions for programs.
- Troubleshoot and correct technical problems.
- Interpret and implement policy and procedural direction from the Director.
- Establish and maintain effective working relationships with fellow employees and the general public.
- Work independently with a minimum of supervision.
- Maintain a valid Wisconsin driver's license.

GENERAL COMPETENCIES

In carrying out the duties of this job, the employee is required to accomplish all of the tasks routinely associated with the performance of office-type functions. The employee may frequently lift and/or move up to 50 pounds and occasionally is required to perform heavy lifting and strenuous physical activity. The fine motor skills necessary to operate cameras and electronic video and audio equipment are required. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

- ◆ ANALYTICAL SKILLS: Identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
- ◆ COMMUNICATION SKILLS: Communicate ideas and information effectively in both written and oral form.
- ◆ PROBLEM-SOLVING SKILLS: Develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.
- ◆ ORGANIZATIONAL SKILLS: Establish systematic methods of accomplishing goals.
- ◆ READING ABILITY: Effectively read and understand information contained in memoranda, reports, ordinances, codes, regulations, technical manuals, bulletins.
- ◆ TECHNICAL COMPREHENSION: Ability to learn, adopt, and apply new technology, computer systems and software programs.
- ◆ ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS: Effectively follow verbal or written instructions from supervisor.
- ◆ MATHEMATICAL ABILITY: Calculate basic arithmetic problems (addition, subtraction, multiplication, division) without aid of a calculator.
- ◆ TIME MANAGEMENT SKILLS: Set priorities in order to meet assignment deadlines.

REQUIRED MINIMUM QUALIFICATIONS

A high school diploma or GED equivalency. An associate's degree in a field related to production and/or cablecasting of television programming preferred. A minimum of three (3) years experience in videography or local cable access is desired. Any combination of education and experience which in the sole discretion of the Village would demonstrate the Employee's ability to meet the required knowledge, skills, and abilities for the position. Must possess or be able to obtain a valid WI driver's license.

NOTES

1. The job duties listed herein are intended only as illustrations of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.
2. The work environment characteristics and physical demands described herein are representative of those that the employee encounters or must meet while performing the essential functions of this job. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities. The Village is an Equal Opportunity Employer.
3. The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change. The Village retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this position description.

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

Dated this ____ day of _____, 20__.

Employee Signature

Department Head Signature

Created: May 1, 2014

Amended: December 9, 2019
December 14, 2020



PLAN COMMISSION SUMMARY SHEET

MEETING DATE: Monday, December 14, 2020

SECTION: Business

DEPARTMENT: Community Development

CONTACT: Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Discussion and action regarding Ordinance #2020-22: an ordinance amending various sections of the McFarland Municipal Code Including Chapter 47 Public Utilities, Chapter 56 Subdivisions, and Chapter 62 Zoning relating to the provisions of Municipal Water, Storm and Sanitary Sewer Service.

PREVIOUS ACTION:

ISSUE SUMMARY:

Including within the packet is Ordinance 2020-22. A redline copy of the ordinance is presented to assist in tracking the proposed ordinance amendments. These amendments address various sections within Chapter 47 Public Utilities, Chapter 56 Subdivisions, and Chapter 62 Zoning. The purpose of these ordinance amendments are to update and clarify various ordinances to conform to current state and Madison Metropolitan Sewerage District charging systems and Village growth; mandatory connections to municipal sewer and water, and to include regulatory approval costs in the cost of sewer service extensions charged to benefitted properties. The Village Attorney and Village Engineer collaborated with the Community & Economic Development Director on the review and creation of Ordinance 2020-22.

Chapter 47 Amendments

These amendments primarily address/clarify the terms under which connections to the Village's water and sanitary sewer system are allowed and payment of connection fees, including CARPC and MMSD fees, to the Village. These amendments address code deficiencies Village staff have noticed over the past year while working on various CARPC, MMSD and Village sewer expansion projects. The amendments also include a revision to a portion of Chapter 47 which addresses stormwater utility credits. The circumstances related to this ordinance amendment were brought to Village staff's attention by a property owner. Avant Gardening and Landscaping, 3055 Siggelkow Road, annexed their properties to the Village as part of Ordinance 2019-13, approved on November 25, 2019. The Village established a stormwater utility in 2008, to which Avant's properties are now subject.

The utility generates revenue from customer fees to pay the costs of stormwater management. The amount of the fees charged by the stormwater utility for an individual property depends upon the amount of impervious, hard-surfaced areas that causes stormwater run-off from that property. Impervious surfaces include rooftops, parking lots, driveways, sidewalks, and areas of compacted gravel. The fee structure is based on the concept of an Equivalent Residential Unit (ERU), which has been determined to be 3,456 square feet of impervious



surface. Single-family residential properties are charged one ERU (currently \$14.3 per billing cycle).

Non-residential properties are typically charged more than one ERU, as they have more impervious surfaces than single-family homes. The total square footage of impervious surface in a non-residential property is divided by the Village's ERU (3,456 square feet) to determine the overall storm-water charge.

For the three Avant Gardening parcels annexed into the Village located at 3055 Siggelkow Road, the total square footage of impervious surface was calculated to be just under 130,000 square feet. This results in an ERU charge of 37.5 units, or a charge of \$556.13 per two-month billing cycle.

Sec. 47.272 provides various methods by which a property owner may receive a reduction of the stormwater fee chargeable to a given parcel. One such instance is for direct discharge if more than 50 percent of the parcel area drains directly to Lake Waubesa or Upper Mud Lake without passing through any portion of the stormwater collection and conveyance system operated or maintained by the Village or without crossing any public rights-of-way.

As the Village's municipal boundary continues to expand it stands to reason that Sec. 47-272(e) would be amended to include other significant waterways within the Village that would qualify for eligibility for a similar type of credit. Ordinance 2020-22 would add Lower Mud Lake, Yahara River, and Door Creek to the list of eligible waterways for which a credit may be applied for.

Per Sec. 47-272(i), the maximum available credit shall be applied only against the Variable Cost component of the stormwater fee. No credit is available against the Fixed Cost component of the stormwater fee. In no event may a credit reduce the stormwater fee below the charge for one ERU per year.

The proposed revision to Sec. 47-272(e) would then be applicable to Avant Gardening and Landscaping if they can demonstrate they qualify under the revised ordinance. The proposed revision would also remove a potential barrier for other property owners considering annexation to the Village and would generally be more equitable as it would include the other significant waterways in or near the Village.

Chapter 56 Amendments

These amendments primarily address/clarify the terms of payment for public improvements and dedication of easements for public utilities related to land divisions. These amendments also address changes in state law that limit a municipality's ability to impose any public improvement requirements under its extraterritorial subdivision review jurisdiction.

Chapter 62 Amendments

Sec. 62-68, Statement of Purpose, provides purpose statements for each of the Village's Zoning Districts. The lead-in paragraph provides that "public utility services are required as a prerequisite to development in all districts within the Village." This language conflicts with other code provisions that allow for consideration of the ability of the Village Board to approve private development on septic systems. It also conflicts with General Land Use Policy #4 and Figure 4.1, page 37, of the Village's Comprehensive Plan, which provides that within the Agricultural Preservation Future Land Use Category development may be served by private well and septic.



In addition, the location of this statement within the broader context of Sec. 62-68 seems oddly placed and the term "development" within the statement is so broadly defined within the Zoning Code to suggest any structure on a parcel of land requires public utility services even if the development in question does not require public services.

FINANCIAL/BUDGET IMPACT:

The Ordinance clarifies that regulatory approvals costs related to Village, CARPC and MMSD approvals necessary to serve lands proposed for annexation within these agency service areas shall be reimbursed by the applicant unless the Village Board determines to specially assess the costs against benefitted properties or to fund the costs through other available revenues. The Ordinance expands opportunities for non-single family or duplex properties that may be eligible for a stormwater utility fee credit. Under Sec. 47-272(e), in the event the Village grants any stormwater fee credits, the cost of any credits may be reallocated across other Village properties by increasing the amount of a single ERU so that the total revenue available to the Stormwater Utility shall not be reduced by the amount of the credits allowed.

VILLAGE PLAN REFERENCE:

Comprehensive Plan, General Land Use Policies #4, and Figure 4.1.

ORDINANCE REFERENCE:

Chapter 47 Public Utilities

Chapter 56 Subdivisions

Chapter 62 Zoning

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Ordinance 2020-22 was unanimously recommended for approval by the Plan Commission and Public Utility Commission. The agenda also includes consideration of Ordinance 2020-24. This ordinance also addresses proposed revisions to Sec. 47-159 Connection Fees, as it relates to the proposed establishment of an alternative special assessment process for storm or sewer interceptor construction. Ordinance 2020-24 includes the similar amendments to Sec. 47-159 contemplated under Ordinance 2020-22, but with further revisions to add deferred assessment language. Due to the emergence of Ordinance 2020-24, the Village Attorney recommends a motion to enact Ordinance 2020-22 with the exception of deleting section 6 of the proposed ordinance.

ATTACHMENTS:

1. Ordinance 2020-22 Amendments to Chapters 47, 56, and 62 (redline 10-8-20)

ORDINANCE 2020-22

AN ORDINANCE AMENDING VARIOUS PROVISIONS OF THE McFARLAND MUNICIPAL CODE INCLUDING CHAPTER 47 PUBLIC UTILITIES, CHAPTER 56 SUBDIVISIONS, AND CHAPTER 62 ZONING RELATING TO THE PROVISION OF MUNICIPAL WATER, STORM AND SANITARY SEWER SERVICE.

Purpose: To update and clarify various ordinances to conform to current state law and Madison Metropolitan Sewerage District policies; to include regulatory approval costs in the cost of sewer service extensions charged to benefitted properties;

Sponsor: Andrew Bremer, Community & Economic Development Director

Recommended Referral: Plan Commission (required); Public Utilities Committee

Public Hearing: Required (preceded by Class 2 notice)

WHEREAS, the Village Staff have identified a number of provisions in the McFarland Municipal Code which require updating due to changes in state agency designations, Madison Metropolitan Sewerage District charging systems and Village growth as well as provisions which require clarification; and

WHEREAS, the extension of sanitary sewerage service into new development areas requires amendment of the Village's sewer service area by the Capital Area Regional Planning Commission and the Wisconsin Department of Natural Resource, and the annexation of the new lands into the Madison Metropolitan Sewerage District boundaries, all of which involve significant costs to the Village; and

WHEREAS, it is the policy of the Village to impose the cost of new development on the benefitting developers rather than paying those costs with general tax revenues; and

WHEREAS, the Village Board finds the proposed amendments to be in the public interest;

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

Section 1. Section 47-51 of the McFarland Municipal Code is amended to read as follows:

47-51 – ~~Violations~~ Mandatory Connections.

(a) Except as provided in par. (3), every owner of a parcel of land shall connect to the Village's water service system whenever all of the following conditions exist:

(1) The parcel of land is adjacent to a public water main; and

(2) There is located upon such parcel a building or other structure used or usable for human habitation or occupancy or for the conduct of any trade or business.

(3) Paragraphs (1) and (2) shall not apply where either an exception has been granted by the Village Board under Section 8-52, or in the case of a Subdivision or Certified Survey Map, a variance has been granted by the Village Board under Section 56-206. In granting either an exception under Section 8-52, or a variance under Section 56-206, the Village Board may impose conditions, including requirements for future connection to the public water system.

(b) Such connection shall be made no later than 12 months after the installation of the public water main adjoining such parcel. Upon failure to do so, the Public Utilities Committee may cause such connection to be made and bill the property owner for all such costs. If such costs are not paid within 30 days, such costs shall constitute a special tax lien against the property in the manner provided for by law. However, the owner may, within 30 days after the completion of the work, file a written notification with the Public Utilities Committee stating that the owner cannot pay such amount in one sum and ask that the sum be levied in five or less equal installments. The amount shall be so collected with interest at a rate not to exceed 15 percent per annum from the date of completion for the work, all as determined by the Public Utilities Committee. The unpaid balance shall constitute a special tax lien, all pursuant to Wis. Stats. § 281.45, as amended.

Section 2. Section 47-52 of the McFarland Municipal Code is created to read as follows:

47-52. – Violations.

Violations of this Section are subject to a forfeiture pursuant to Section 1-16.

Section 3. Section 47-104(c) of the McFarland Municipal Code is created to read as follows:

(c) Service Area. No connection shall be made to serve any property located outside of the corporate limits of the Village. No person shall allow the discharge of wastes generated outside the Village limits to be discharged into the Village's sanitary sewer system.

Section 4. Section 47-105(a) of the McFarland Municipal Code is amended to read as follows:

47-105 – Mandatory connections.

(a) Except as provided in par. (3), every owner of a parcel of land shall connect to the public sewer system whenever all of the following conditions exist:

(1) The parcel of land is adjacent to a public sewer main; and

(2) There is located upon such parcel a building or other structure used or usable for human habitation or occupancy or for the conduct of any trade or business of industry; and

- (3) ~~Such building or structure is being served by a private sewage disposal system or treatment works~~ Paragraphs (1) and (2) shall not apply where either an exception has been granted by the Village Board under Section 8-52, or in the case of a Subdivision or Certified Survey Map, a variance has been granted by the Village Board under Section 56-206. In granting either an exception under Section 8-52, or a variance under Section 56-206, the Village Board may impose conditions, including requirements for future connections to public sewer service.

Section 5. Section 157 of the McFarland Municipal Code is amended to read as follows:

47-157. — ~~Additions to Madison Metropolitan Sewerage District.~~Acquisition of Real Property Interests.

Whenever any real estate or any easement therein or use thereof shall in the judgment of the Public Utilities Committee be necessary to the sewer system, and whenever for any reason an agreement for purchase from the owners cannot be made, the Public Utilities Committee, after approval of the Village Board, shall proceed with all necessary steps in the name of the Village to ~~take-acquire~~ such ~~real-estate~~ easement or ~~use-other interest~~ by condemnation in accordance with the Wisconsin Statutes and any other applicable federal or state provisions.

Section 6. Section 47-159 of the McFarland Municipal Code is amended to read as follows:

47-159. - Connection fees.

~~(a) Madison Metropolitan Sewerage District charges. For each connection of a building sewer to a public sewer within the Village, there shall be paid a connection charge as determined pursuant to Section 4.7 of the Madison Metropolitan Sewerage District ordinance, as amended from time to time.~~

~~(b) Utility charges. For each connection of a building sewer to a public sewer within the Village there shall be paid connection charges. Such connection charges shall be assessed to the person seeking the connection and shall be paid as a condition precedent to the actual connection. The following connection charges shall apply: The amount of the connection charge shall be established by the Village Board from time to time and provided in Appendix A to this Code. ~~for sewer hookup and lateral for new buildings.~~~~

~~(c) Failure to pay violation of Article. For purposes of this Article, the connection charges described in Subsections (a) and (b) of this Section are collectively referred to as "connection fees." The failure to pay any connection fee is a violation of this Article, and the Public Utilities Committee may pursue all rights and remedies provided for herein.~~

Section 7. Section 47-241 of the McFarland Municipal Code is amended to read as follows:

47-241. - Application and approval.

The extension of public sewer system to serve new customers/users is subject to the prior review and approval of the Public Utilities Committee and Village Board and any other governmental agency having appropriate jurisdiction. Any person seeking to ~~develop real property and requiring~~ have sewer service in connection with extended to serve new lands such development, shall make application to the Village for a public sewer main extension, if so required, in order to serve such development. ~~Such~~ The application shall be in writing and shall set forth the following information:

- (a) The name of development, the legal description of the property involved, the owner of the property if different than the applicant, and written consent of the owner must accompany application;
- (b) The plat map or Certified Survey Map or other map showing street layout and lot sizes;
- (c) The proposed plans and specifications for the sewers;
- (d) The name and address of the consulting engineer;
- (e) The number of housing units and/or other units to be constructed;
- (f) Such additional information as the Public Utilities Committee or Village Board may require.

Section 8. Section 47-243 of the McFarland Municipal Code is amended to read as follows:

47-243. - Contract for sewer improvements.

The Public Utilities Committee or Village may require the person filing an application pursuant to Section 47-241 to enter into a written development agreement with the Village as a condition of the approval of the public sewer system extension. Such agreement shall define the scope of the work, the obligations of the applicant to construct the sewer facilities, the requirement of security for performance of the applicant's obligations set forth therein, and such other matters as the Public Utilities Committee and/or Village may reasonably determine. The applicant shall reimburse the Public Utilities Committee or Village for all attorneys' and engineering fees incurred ~~hereunder~~ in connection with the preparation and approval of such agreements.

Section 9. Section 47-244 of the McFarland Municipal Code is amended to read as follows:

47-244. - Village sewer extension.

The ~~Public Utilities Committee or~~ Village may, on its own, cause any public sewer system to be extended at such time and under such conditions as the ~~Public Utilities Committee or~~ Village deems appropriate. The total cost of any extension project, including the costs identified in §47-245, may be levied against the benefitted properties by special assessments in accordance with applicable law. The Village Board may in its discretion, and as part of its assessment resolution, provide for deferral of such assessments against undeveloped properties until such time as development occurs or sanitary sewer service is provided.

Section 10. Section 47-245 of the McFarland Municipal Code is created to read as follows:

47-245. – Conditions on all Sewer Extensions.

(a) Urban Service Area. No sanitary sewers shall be extended to serve any lands not included in the designated sewer service area under the applicable water quality plans adopted pursuant to the Federal Clean Water Act. The costs incurred by the Village in obtaining approval of any map amendments or other approvals necessary to allow such service shall be deemed costs of the sewer system extension project authorized by such approval and shall be reimbursed to the Village by the applicant unless the Village Board determines to specially assess the costs against benefitted properties or to fund the costs through other available revenues.

(b) MMSD Annexation. No sanitary sewers shall be extended to serve any lands until such lands have been annexed into the Madison Metropolitan Sewerage District service area. All costs of such annexation shall be deemed costs of the sewer system extension for such lands and reimbursed to the Village by the applicant unless the Village Board determines to specially assess the costs against benefitted properties or to fund the costs through other available revenues.

(c) MMSD Charges. All connection charges, capacity charges or other charges (other than periodic collection, transmission and treatment charges) imposed on the Village by the Madison Metropolitan Sewerage District attributable to lands serviceable by any sanitary sewer extension shall be reimbursed to the Village by the property owner on or before the due date for payment to MMSD.

Section 11. Section 47-272(e) of the McFarland Municipal Code is amended to read as follows:

47-272. – Credits

(e) Direct discharge. Owners of developed parcels having impervious area with greater than one ERU assigned to such parcels and not containing single-family or duplex units may receive a credit against the stormwater fee calculated in accordance with Subsection (i) of this Section, arising from the portion of the stormwater fee related to impervious areas that are in excess of one ERU if the owner demonstrates as set forth in the Stormwater Credit Manual that more than 50

percent of the parcel area drains directly to Lake Waubesa; ~~or Upper Mud Lake,~~
Lower Mud Lake, Yahara River, or Door Creek without passing through any
portion of the stormwater collection and conveyance system operated or maintained
by the Village or without crossing any Village-owned public rights-of-way.

Section 12. Section 56-103(a) of the McFarland Municipal Code is amended to read as follows:

56-103. - Required.

(a) Payment for public improvements. The public improvements prescribed in this Chapter are required as a condition of approval of a land division. The required improvements described in this Chapter shall be installed, furnished and financed at the sole expense of the subdivider. However, in ~~the any case of where the~~ required improvements ~~in a commercial, institutional or industrial area, provide~~ special benefits to a substantial area of land outside of the land division, the cost of such improvements may, at the sole discretion of the Village Board, be financed through special assessments.

Section 13. Section 56-103(c)(4) of the McFarland Municipal Code is amended to read as follows:

(4) That the subdivider dedicate easements for any public utilities installed on private lands and for the purpose of assuring the unobstructed flow of solar energy across adjacent lots in the ~~Subdivision of land~~ land division.

Section 14. Section 56-109 of the McFarland Municipal Code is amended to read as follows:

56-109. - Sanitary sewerage system.

~~(a) There shall be provided a sanitary sewerage system in conformity with the Village Comprehensive Plan of sewers as approved by the Village Board.~~

~~(b)~~ (a) The subdivider shall make adequate sewage disposal systems available to each lot within the Subdivision or Certified Survey Map parcel.

~~(e)~~ Subdivisions and Certified Survey Map parcels within the Village shall be served by public sewer facilities unless a variance allowing a private on-site waste disposal system is approved by the Village Board under Article VII of this Chapter. The size, type, and installation of all sanitary sewers proposed to be constructed shall be in accordance with plans and specifications approved by the Village. Where the use of a private on-site waste disposal system is authorized by the Village Board, the subdivider shall obtain all required permits from the Wisconsin Department of Natural Resources and Dane County. No land lot shall be subdivided developed for residential use where an individual lift stations are is required for connection to public sewer or where on-site sewage disposal systems are required for the disposal of wastewater, except that on-site sewage disposal systems will be

~~permitted in the extraterritorial area where land is being divided for the construction of housing for members of families of active farmers or for employees of active farmers.~~

~~(db) The Village Board shall require the installation of~~ The subdivider or individual lot owner shall install, own and maintain sanitary sewer laterals to the street lot line public main connection.

~~(ce)~~ The subdivider shall ~~assume-be responsible for~~ the cost of installing all sanitary sewers, eight inches in diameter or less in size, including the bringing of the sanitary sewer from where it exists to the Subdivision or Certified Survey Map in question, as well as providing all sanitary sewer ~~work-facilities~~ within the Subdivision or Certified Survey Map. If greater than eight inch diameter sewers are required to handle the contemplated sewage flows from outside of the land division, the costs of such larger sewers shall be prorated in proportion to the ratio which the total area of the proposed Subdivision or Certified Survey Map is to the total drainage area to be served by such larger sewer and the excess cost either borne by the Village or assessed against the total tributary drainage area.

~~(df)~~ The subdivider shall install sanitary sewers in accordance with this Code and specifications of the Village Engineer where it is determined that the proposed Subdivision or Certified Survey Map lies within a public sanitary sewer service area and sanitary sewer facilities are programmed to be extended to the proposed Subdivision or Certified Survey Map within six years. Until such time as the public sewers within the Subdivision or Certified Survey Map can be connected to the community public sewer system, they shall be temporarily capped. No private or public use shall be connected to the sewers within the Subdivision or Certified Survey Map until such sewers are connected to the larger community system. ~~The subdivider shall indicate on the face of the plat or Certified Survey Map that t~~ The owner of private uses within the Subdivision or Certified Survey Map shall connect such uses to the sewers in the Subdivision or Certified Survey Map at the time such sewers are connected to the community sewer system, and that the Village shall be held harmless for any damages or costs incurred to disconnect and abandon any on-side sanitary sewer disposal system then in place and any costs associated with connection to the public sewer mains- and a notation thereof shall be included on the face of the plat or Certified Survey Map.

Section 15. Section 56-110 of the McFarland Municipal Code is amended to read as follows:

56-110. - Water supply facilities.

- (a) Subdivisions and Certified Survey Map parcels within the Village shall be served by public water facilities unless a variance allowing a private on-site water supply system is approved by the Village Board under Article VII of this Chapter. The subdivider shall cause such public or approved private water supply and distribution facilities to be installed in such a manner as to make adequate water service available to each lot

within the Subdivision or Certified Survey Map. Where the use of a private on-site water supply systems is authorized by the Village Board, the subdivider shall obtain all required permits from the ~~The subdivider shall make provision for adequate private water systems as required by the Village in accordance with the standards of the~~ Wisconsin Department of ~~Commerce~~ Natural Resources and Dane County.

Subsections (b) through (e) remain unchanged.

Section 16. Section 62-68 (intro) of the McFarland Municipal Code is amended to read as follows:

Sec. 62-68. - Statement of purpose.

The district regulations are intended to govern the location intensity and method of development. The regulations of each district are designed to provide protection to the character of existing development while allowing new growth in accordance with specific development standards and objectives. ~~Public utility services are required as a prerequisite to development in all districts within the Village.~~

Subsections (a) through (r) remain unchanged.

Section 17. This Ordinance shall take effect on the day after publication hereof, or of an appropriate notice hereof, as provided by law.

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

APPROVED:

Brad Czebotar, Village President

ATTEST:

Cassandra Suettinger, Village Clerk-
Treasurer

ORDINANCE 2020 – 22	
MOTION	SECOND
ACTION	DATE
Adopted	
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Rupert -	Kryzenske -
Brassington -	Flaherty -
Czebotar -	Utter -
Clow -	
VOTING RESULTS	
Motion Carried	
Motion Defeated:	

ORDINANCE 2020-22

AN ORDINANCE AMENDING VARIOUS PROVISIONS OF THE McFARLAND MUNICIPAL CODE INCLUDING CHAPTER 47 PUBLIC UTILITIES, CHAPTER 56 SUBDIVISIONS, AND CHAPTER 62 ZONING RELATING TO THE PROVISION OF MUNICIPAL WATER, STORM AND SANITARY SEWER SERVICE.

Purpose: To update and clarify various ordinances to conform to current state law and Madison Metropolitan Sewerage District policies; to include regulatory approval costs in the cost of sewer service extensions charged to benefitted properties;

Sponsor: Andrew Bremer, Community & Economic Development Director

Recommended Referral: Plan Commission (required); Public Utilities Committee

Public Hearing: Required (preceded by Class 2 notice)

WHEREAS, the Village Staff have identified a number of provisions in the McFarland Municipal Code which require updating due to changes in state agency designations, Madison Metropolitan Sewerage District charging systems and Village growth as well as provisions which require clarification; and

WHEREAS, the extension of sanitary sewerage service into new development areas requires amendment of the Village's sewer service area by the Capital Area Regional Planning Commission and the Wisconsin Department of Natural Resource, and the annexation of the new lands into the Madison Metropolitan Sewerage District boundaries, all of which involve significant costs to the Village; and

WHEREAS, it is the policy of the Village to impose the cost of new development on the benefitting developers rather than paying those costs with general tax revenues; and

WHEREAS, the Village Board finds the proposed amendments to be in the public interest;

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

Section 1. Section 47-51 of the McFarland Municipal Code is amended to read as follows:

47-51 – Mandatory Connections.

- (a) Except as provided in par. (3), every owner of a parcel of land shall connect to the Village's water service system whenever all of the following conditions exist:
 - (1) The parcel of land is adjacent to a public water main; and
 - (2) There is located upon such parcel a building or other structure used or usable for human habitation or occupancy or for the conduct of any trade or business.

- (3) Paragraphs (1) and (2) shall not apply where either an exception has been granted by the Village Board under Section 8-52, or in the case of a Subdivision or Certified Survey Map, a variance has been granted by the Village Board under Section 56-206. In granting either an exception under Section 8-52, or a variance under Section 56-206, the Village Board may impose conditions, including requirements for future connection to the public water system.
- (b) Such connection shall be made no later than 12 months after the installation of the public water main adjoining such parcel. Upon failure to do so, the Public Utilities Committee may cause such connection to be made and bill the property owner for all such costs. If such costs are not paid within 30 days, such costs shall constitute a special tax lien against the property in the manner provided for by law. However, the owner may, within 30 days after the completion of the work, file a written notification with the Public Utilities Committee stating that the owner cannot pay such amount in one sum and ask that the sum be levied in five or less equal installments. The amount shall be so collected with interest at a rate not to exceed 15 percent per annum from the date of completion for the work, all as determined by the Public Utilities Committee. The unpaid balance shall constitute a special tax lien, all pursuant to Wis. Stats. § 281.45, as amended.

Section 2. Section 47-52 of the McFarland Municipal Code is created to read as follows:

47-52. – Violations.

Violations of this Section are subject to a forfeiture pursuant to Section 1-16.

Section 3. Section 47-104(c) of the McFarland Municipal Code is created to read as follows:

(c) *Service Area.* No connection shall be made to serve any property located outside of the corporate limits of the Village. No person shall allow the discharge of wastes generated outside the Village limits to be discharged into the Village's sanitary sewer system.

Section 4. Section 47-105(a) of the McFarland Municipal Code is amended to read as follows:

47-105 – Mandatory connections.

- (a) Except as provided in par. (3), every owner of a parcel of land shall connect to the public sewer system whenever all of the following conditions exist:
- (1) The parcel of land is adjacent to a public sewer main; and
 - (2) There is located upon such parcel a building or other structure used or usable for human habitation or occupancy or for the conduct of any trade or business.

- (3) Paragraphs (1) and (2) shall not apply where either an exception has been granted by the Village Board under Section 8-52, or in the case of a Subdivision or Certified Survey Map, a variance has been granted by the Village Board under Section 56-206. In granting either an exception under Section 8-52, or a variance under Section 56-206, the Village Board may impose conditions, including requirements for future connections to public sewer service.

Section 5. Section 157 of the McFarland Municipal Code is amended to read as follows:

47-157. – Acquisition of Real Property Interests.

Whenever any real estate or any easement therein or use thereof shall in the judgment of the Public Utilities Committee be necessary to the sewer system, and whenever for any reason an agreement for purchase from the owners cannot be made, the Public Utilities Committee, after approval of the Village Board, shall proceed with all necessary steps in the name of the Village to acquire such easement or other interest by condemnation in accordance with the Wisconsin Statutes and any other applicable federal or state provisions.

Section 6. Section 47-159 of the McFarland Municipal Code is amended to read as follows:

47-159. - Connection fees.

For each connection of a building sewer to a public sewer within the Village there shall be paid connection charges. Such connection charges shall be assessed to the person seeking the connection and shall be paid as a condition precedent to the actual connection. The amount of the connection charge shall be established by the Village Board from time to time and provided in Appendix A to this Code.

Section 7. Section 47-241 of the McFarland Municipal Code is amended to read as follows:

47-241. - Application and approval.

The extension of public sewer system to serve new customers/users is subject to the prior review and approval of the Public Utilities Committee and Village Board and any other governmental agency having appropriate jurisdiction. Any person seeking to have sewer service extended to serve new lands shall make application to the Village. The application shall be in writing and shall set forth the following information:

- (a) The name of development, the legal description of the property involved, the owner of the property if different than the applicant, and written consent of the owner must accompany application;
- (b) The plat map or Certified Survey Map or other map showing street layout and lot sizes;

- (c) The proposed plans and specifications for the sewers;
- (d) The name and address of the consulting engineer;
- (e) The number of housing units and/or other units to be constructed;
- (f) Such additional information as the Public Utilities Committee or Village Board may require.

Section 8. Section 47-243 of the McFarland Municipal Code is amended to read as follows:

47-243. - Contract for sewer improvements.

The Public Utilities Committee or Village may require the person filing an application pursuant to Section 47-241 to enter into a written development agreement with the Village as a condition of the approval of the public sewer system extension. Such agreement shall define the scope of the work, the obligations of the applicant to construct the sewer facilities, the requirement of security for performance of the applicant's obligations set forth therein, and such other matters as the Public Utilities Committee and/or Village may reasonably determine. The applicant shall reimburse the Public Utilities Committee or Village for all attorneys' and engineering fees incurred in connection with the preparation and approval of such agreements.

Section 9. Section 47-244 of the McFarland Municipal Code is amended to read as follows:

47-244. - Village sewer extension.

The Village may, on its own, cause any public sewer system to be extended at such time and under such conditions as the Village deems appropriate. The total cost of any extension project, including the costs identified in §47-245, may be levied against the benefitted properties by special assessments in accordance with applicable law. The Village Board may in its discretion, and as part of its assessment resolution, provide for deferral of such assessments against undeveloped properties until such time as development occurs or sanitary sewer service is provided.

Section 10. Section 47-245 of the McFarland Municipal Code is created to read as follows:

47-245. – Conditions on all Sewer Extensions.

- (a) Urban Service Area. No sanitary sewers shall be extended to serve any lands not included in the designated sewer service area under the applicable water quality plans adopted pursuant to the Federal Clean Water Act. The costs incurred by the Village in obtaining approval of any map amendments or other approvals necessary

to allow such service shall be deemed costs of the sewer system extension project authorized by such approval and shall be reimbursed to the Village by the applicant unless the Village Board determines to specially assess the costs against benefitted properties or to fund the costs through other available revenues.

(b) MMSD Annexation. No sanitary sewers shall be extended to serve any lands until such lands have been annexed into the Madison Metropolitan Sewerage District service area. All costs of such annexation shall be deemed costs of the sewer system extension for such lands and reimbursed to the Village by the applicant unless the Village Board determines to specially assess the costs against benefitted properties or to fund the costs through other available revenues.

(c) MMSD Charges. All connection charges, capacity charges or other charges (other than periodic collection, transmission and treatment charges) imposed on the Village by the Madison Metropolitan Sewerage District attributable to lands serviceable by any sanitary sewer extension shall be reimbursed to the Village by the property owner on or before the due date for payment to MMSD.

Section 11. Section 47-272(e) of the McFarland Municipal Code is amended to read as follows:

47-272. – Credits

(e) Direct discharge. Owners of developed parcels having impervious area with greater than one ERU assigned to such parcels and not containing single-family or duplex units may receive a credit against the stormwater fee calculated in accordance with Subsection (i) of this Section, arising from the portion of the stormwater fee related to impervious areas that are in excess of one ERU if the owner demonstrates as set forth in the Stormwater Credit Manual that more than 50 percent of the parcel area drains directly to Lake Waubesa Upper Mud Lake, Lower Mud Lake, Yahara River, or Door Creek without passing through any portion of the stormwater collection and conveyance system operated or maintained by the Village or without crossing any Village-owned public rights-of-way.

Section 12. Section 56-103(a) of the McFarland Municipal Code is amended to read as follows:

56-103. - Required.

(a) Payment for public improvements. The public improvements prescribed in this Chapter are required as a condition of approval of a land division. The required improvements described in this Chapter shall be installed, furnished and financed at the sole expense of the subdivider. However, in any case where the required improvements provide special benefits to a substantial area of land outside of the land division, the cost of such improvements may, at the sole discretion of the Village Board, be financed through special assessments.

Section 13. Section 56-103(c)(4) of the McFarland Municipal Code is amended to read as follows:

(4) That the subdivider dedicate easements for any public utilities installed on private lands and for the purpose of assuring the unobstructed flow of solar energy across adjacent lots in the land division.

Section 14. Section 56-109 of the McFarland Municipal Code is amended to read as follows:

56-109. - Sanitary sewerage system.

(a) The subdivider shall make adequate sewage disposal systems available to each lot within the Subdivision or Certified Survey Map parcel. Subdivisions and Certified Survey Map parcels within the Village shall be served by public sewer facilities unless a variance allowing a private on-site waste disposal system is approved by the Village Board under Article VII of this Chapter. The size, type, and installation of all sanitary sewers proposed to be constructed shall be in accordance with plans and specifications approved by the Village. Where the use of a private on-site waste disposal system is authorized by the Village Board, the subdivider shall obtain all required permits from the Wisconsin Department of Natural Resources and Dane County.

(b) The subdivider or individual lot owner shall install, own and maintain sanitary sewer laterals to the public main connection.

(c) The subdivider shall be responsible for the cost of installing all sanitary sewers, eight inches in diameter or less in size, including the bringing of the sanitary sewer from where it exists to the Subdivision or Certified Survey Map in question, as well as providing all sanitary sewer facilities within the Subdivision or Certified Survey Map. If greater than eight inch diameter sewers are required to handle the contemplated sewage flows from outside of the land division, the costs of such larger sewers shall be prorated in proportion to the ratio which the total area of the proposed Subdivision or Certified Survey Map is to the total drainage area to be served by such larger sewer and the excess cost either borne by the Village or assessed against the total tributary drainage area.

(d) The subdivider shall install sanitary sewers in accordance with this Code and specifications of the Village Engineer where it is determined that the proposed Subdivision or Certified Survey Map lies within a public sanitary sewer service area and sanitary sewer facilities are programmed to be extended to the proposed Subdivision or Certified Survey Map within six years. Until such time as the public sewers within the Subdivision or Certified Survey Map can be connected to the community public sewer system, they shall be temporarily capped. No private or public use shall be connected to the sewers within the Subdivision or Certified Survey Map until such sewers are connected to the larger community system. The owner of private uses within the Subdivision or Certified Survey Map shall connect

such uses to the sewers in the Subdivision or Certified Survey Map at the time such sewers are connected to the community sewer system, and the Village shall be held harmless for any damages or costs incurred to disconnect and abandon any on-side sanitary sewer disposal system then in place and any costs associated with connection to the public sewer mains and a notation thereof shall be included on the face of the plat or Certified Survey Map.

Section 15. Section 56-110 of the McFarland Municipal Code is amended to read as follows:

56-110. - Water supply facilities.

- (a) Subdivisions and Certified Survey Map parcels within the Village shall be served by public water facilities unless a variance allowing a private on-site water supply system is approved by the Village Board under Article VII of this Chapter. The subdivider shall cause such public or approved private water supply and distribution facilities to be installed in such a manner as to make adequate water service available to each lot within the Subdivision or Certified Survey Map. Where the use of a private on-site water supply systems is authorized by the Village Board, the subdivider shall obtain all required permits from the Wisconsin Department of Natural Resources and Dane County.

Subsections (b) through (e) remain unchanged.

Section 16. Section 62-68 (intro) of the McFarland Municipal Code is amended to read as follows:

Sec. 62-68. - Statement of purpose.

The district regulations are intended to govern the location intensity and method of development. The regulations of each district are designed to provide protection to the character of existing development while allowing new growth in accordance with specific development standards and objectives.

Subsections (a) through (r) remain unchanged.

Section 17. This Ordinance shall take effect on the day after publication hereof, or of an appropriate notice hereof, as provided by law.

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

APPROVED:

Brad Czebotar, Village President

ATTEST:

Cassandra Suettinger, Village Clerk-
Treasurer

ORDINANCE 2020 – 22	
MOTION	SECOND
ACTION	DATE
Adopted	
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Rupert -	Kryzenske -
Brassington -	Flaherty -
Czebotar -	Utter -
Clow -	
VOTING RESULTS	
Motion Carried	
Motion Defeated:	



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, December 14, 2020

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer, Sayer Larson, Parks Superintendent

AGENDA ITEM: Discussion and action regarding Ordinance #2020-25: an ordinance to update Appendix A of the McFarland Municipal Code regarding the fee structure.

PREVIOUS ACTION:

ISSUE SUMMARY:

As is customary, the Village conducted an annual review of fees contained within appendix an and proposes the following changes:

Chapter 8 - Buildings and Building Regulations

Fence permit increase - This fee is proposed to be change to be in line with the actual costs of administering the permit.

Increasing Impact fees & Fees in Lieu - The proposed increases continue the process to incrementally increasing these fees to bring the fees in line with the fees recommended from the 2019 Park impact fee study. In 2019 the Board approved incrementally increasing these fees over five years to bring them up to where the study provides they should be.

Recommended for approval by the Plan Commission and Parks, Recreation, and Natural Resource Committee.

Chapter 44 - Parks and Recreation

Reorganization - Several revisions proposed clean up reorganize the section to flow better.

Creation of Resident & Non-Resident fees - Updates consistently create a resident and non-resident fee were applicable.

Allowing Veterans to be eligible for reduced permitting fees - previously there was no discount for Veterans.

Establish discounted rate for non-resident seniors and veterans- previously there was no discounted rate non-resident seniors.

Establishes a non-resident watercraft permit fee and a watercraft removal fee - neither fee previously existed.

Establishes fees for the Disc Golf Course- establishes fees for the disc golf course expected to by open Spring 2021.

Recommended for approval by the Parks, Recreation, and Natural Resource Committee.

Chapter 47 - Public Utilities

Sewer Rate Update - Proposed revisions formalize the sewer rate increase already approved by the Village Board.

Proposed increases have already been approved by the Village Board.



Chapter 50 - Solid Waste

Annual update - proposed annual increase of the solid waste charge administered on tax bills as a special charge. Costs are a passthrough of the actual costs from the Pelliteri Waste contract.

Recommended by Staff for approval

Chapter 62 - Zoning

Create tiered cost structure for escrow accounts - Escrow deposits are currently required for larger development projects 5,000 square feet or more. With this process the developer has to put a deposit on file for various fees associated with the project such as legal and engineer fees. The Village then draws down from the deposit as actual expenses are incurred. If additional funds are necessary, additional funds are put on file, if they are not, excess funds are returned. The update proposes to require this deposit for smaller projects as well to recoup costs incurred as a result of projects.

Recommended for approval by the Plan Commission.

FINANCIAL/BUDGET IMPACT:

Revenues for the 2021 Budget

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

Appendix A: Fees (specifically regarding section 44 and Park Fees)

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Updates to Appendix A are submitted for discussion and recommendation.

ATTACHMENTS:

1. 2020-25 Updates to Appendix A

ORDINANCE NO. 2020-25

AN ORDINANCE TO UPDATE VARIOUS FEES CONTAINED WITHIN THE FEE SCHEDULE IN APPENDIX A OF THE CODE OF ORDINANCES

Purpose: Annually the Village Board reviews and adjusts certain fees for service established within the Code of Ordinances.

Sponsor: Village Clerk/Treasurer

Recommended Referral: None required.

Public Hearing: None required.

The Village of Board of the Village of McFarland, Dane County, Wisconsin do hereby ordain as follows:

1. The Portion in Appendix A, Fees, identifying the fees charged for buildings and building regulations arising from charges in Chapter 8 is hereby amended to read as follows:

CHAPTER 8—BUILDINGS AND BUILDING REGULATIONS		
8-208	Permit for razing buildings	\$100.00/Residential; \$150.00/Commercial
8-233	Balconies, Decks and Porches	
	New Buildings Residential	\$0.15 per square foot
	New Buildings Commercial	\$0.18 per square foot
	Alterations to Existing Residential or Commercial Buildings	\$150.00
8-281	Application for a permit to transfer, place or dump solid fill	\$50.00
	Additional fee per truck	\$10.00
8-341(a)	Fee for permit to move building/structure along public ROW	\$50.00
	Additional fee for building remaining on public highway (per day)	\$10.00
8-368(a)	Permit to construct a fence	\$75.00 \$50.00
8-401	Building permit fee to construct, erect, or alter a swimming pool—based on value:	

	\$0.00—\$1,000.00	\$50.00
	\$1,000.00—\$25,000.00	\$50.00 + \$11.00 per \$1,000.00
	Over \$25,000.00	\$325.00 + \$5.00 per \$1,000.00 over \$25,000.00
8-464(b)	Park improvement impact fee:	
	Type of dwelling unit:	
	Single-family	\$1482.12 <u>\$1,099.65</u>
	Multi-family	\$990.38 <u>\$712.52</u>
	Group quarters	\$666.25 <u>\$551.51</u>
8-464(b)	Park-land impact fee (also known as fees in lieu of parkland dedication):	
	Type of dwelling unit:	
	Single-family	\$3966.36 <u>\$3,915.46</u>
	Multi-family	\$2755.26 <u>\$2,719.90</u>
	Group quarters	\$1513.88 <u>\$1,494.45</u>

2. The Portion in Appendix A, Fees, identifying the fees charged for Parks and Recreation regulations arising from charges in Chapter 8 is hereby amended to read as follows:

CHAPTER 44—PARKS AND RECREATION		
44-24(d)	<u>Park Facility Rentals (fees are per hour charges)</u> Park shelter rental:	
	Diamond reservation— (Resident) <u>Lewis Park (nonresident)</u>	\$25.00 <u>\$10.00</u>
	Diamond reservation— (Non-Resident) <u>Wm McFarland Park (nonresident)</u>	\$25.00
	Soccer field reservations— <u>Resident</u> Wm McFarland Park (nonresident)	\$25.00 <u>\$10.00</u>

	<u>Soccer field reservations – Non-Resident</u>	<u>\$25.00</u>
	Temporary structure fee	Based on actual cost
	Park rental fees (no fields):	
	Limited basic parks (gazebo and small parks)	\$10.00
	McDaniel - shelter (resident)	\$50.00
	McDaniel - shelter (nonresident)	\$75.00
	McDaniel - shelter local business group	\$75.00
	McDaniel - shelter nonlocal business group	\$140.00
	<u>Lewis, Brandt & Wm McFarland</u> and Brandt - shelter only (resident)	\$100.00
	<u>Lewis, Brandt & Wm McFarland</u> Lewis and Brandt - shelter only (nonresident)	\$150.00
	<u>Lewis, Brandt & Wm McFarland</u> Lewis and Brandt - local business group	\$150.00
	<u>Lewis, Brandt & Wm McFarland</u> Lewis and Brandt - nonlocal business group	\$300.00
44-24(d)	Park shelter rental:	
	Special event application fee (nonrefundable)	\$100.00
	Special event fee per day	\$200.00
	Brandt Park – shelter and softball fields (local)	\$200.00
	Brandt Park – shelter and softball fields (nonresident)	\$300.00
	Vendor fee	\$100.00
44-24(e)	Refundable security deposit— <u>Fields & Diamonds</u> Facility rental	\$100.00

	<u>Shelter – Unless otherwise specified</u>		<u>\$100.00</u>
	Lewis & Wm McFarland-Park Shelter refundable deposit		\$200.00
	Special event security deposit		\$250.00
44-26(4)(d)	Dog park permit:		
		Resident:	\$15.00 annual
		Seniors 55 and older/ <u>Veteran</u>	\$10.00
		Additional dog annual	\$6.00
		Daily permit	\$3.00
		Nonresident:	\$25.00 annual
		Seniors 55 and older/ <u>Veteran</u>	<u>\$15.00</u> N/A
		Additional dog annual	\$6.00
		Daily permit	\$4.00
		<u>Watercraft Storage Permit (Annual fee)</u>	
		<u>Resident</u>	<u>\$75.00</u>
		<u>Non-Resident</u>	<u>\$150.00</u>
		<u>Watercraft removal fee</u>	<u>\$50.00</u>
		<u>Disc Golf Permit</u>	
		<u>Daily</u>	
		<u>Annual Resident</u>	<u>\$5.00</u>
		<u>Annual Resident – Senior (55 and over)/Veteran</u>	<u>10.00</u>
		<u>Annual Non-Resident</u>	<u>30.00</u>
		<u>Annual Non-Resident – Senior (55 and over)/Veteran</u>	<u>20.00</u>
		<u>Under 16</u>	<u>Free</u>

3. The Portion in Appendix A, Fees, identifying the fees charged for Public Utilities regulations arising from charges in Chapter 47 is hereby amended to read as follows:

CHAPTER 47—PUBLIC UTILITIES		
47-45	Processing fee, private well operation permit application	\$75.00
47-20	New construction water use fee	\$50.00
47-79(d)(2)	Bimonthly customer charge - sanitary sewer users	
	Size of meter:	Bimonthly charge
	5/8 -inch	\$33.00 \$28.05
	¾-inch	\$33.00 \$28.05
	1-inch	\$47.89 \$40.71
	1¼-inch	\$57.78 \$49.11
	1½-inch	\$71.78 \$61.01
	2-inch	\$101.31 \$86.11
	3-inch	\$168.21 \$142.98
	4-inch	\$264.45 \$224.78
	6-inch	\$506.45 \$430.48
47-79(d)(3)	Charge for each 1,000 gallons of normal domestic strength	\$4.00 \$3.14
47-79(d)(4)	Category A users service charge	Customer charge plus the volume charge for each applicable billing cycle

47-79(d)(5)	Category B users discharging normal domestic strength	\$79.10 \$67.26
	Additional charge for more than 12,500 gallons	\$4.00 \$3.14
47-79(d)(6)	Category C users high strength surcharge:	
	BOD charge per pound in excess of 250 milligrams per liter	\$0.1676 \$0.186
	Suspended solids charge per pound in excess of 250 milligrams per liter	\$0.28051 \$0.205
	TP charge per pound in excess of ten milligrams per liter	\$0.035
	TKN charge per pound in excess of 40 milligrams per liter	\$0.44981 \$0.777
47-80	Charge per quarter for each meter up to a one-inch meter installed to measure water not discharged to sewer	\$0.92
47-159(b)	Utility connection charges	
	Sewer hookup and lateral for new buildings	\$450.00
47-271(b)	Stormwater utility fee per ERU per year	\$88.98
47-272(h)	Credit application fee	\$50.00
	Notice of appeal fee	\$50.00

4. The Portion in Appendix A, Fees, identifying the fees charged for Solid Waste regulations arising from charges in Chapter 50 is hereby amended to read as follows:

CHAPTER 50—SOLID WASTE		
50-5	Solid waste collection charge, per residential unit	\$144.60 \$141.00

	Residential unit - Btw. 1—4 dwelling units	

5. The Portion in Appendix A, Fees, identifying the fees charged for Zoning regulations arising from charges in Chapter 62 is hereby amended to read as follows:

CHAPTER 62—ZONING		
62-17	Escrow deposits:	
	R-E, R-3 General Residence and PD Planned Development Districts up to 50 acres	\$5,000.00
	R-E, R-3 General Residence and PD Planned Development Districts greater than 50 acres	\$10,000.00
	<u>Site/design review for new buildings/additions less than 2,000 square feet and requiring site/design review under Section 62-310(b)</u>	<u>\$1,000.00</u>
	<u>Site/design review for new buildings/additions 2,000 or more square feet and requiring site/design review under Section 62-310(b)</u>	<u>\$2,000.00</u>
	<u>Site/design review for new building/additions totaling 5,000 square feet or more and requiring site/design review under Section 62-310(b). For all other projects requiring site/design review under Section 62-310(b), no escrow deposit shall be required; however, applicants shall be responsible for reimbursing the Village for consulting time</u>	<u>\$2,000.00</u>
	Staff and consultant review costs	Consultant costs shall be the actual costs as billed

62-69(d)	Chickens Annual Permit Fee	\$20.00
62-108(a)(5)	Conditional use permit application and issuance fee	\$370.00, plus actual legal and engineering costs, including publication and notification charges incurred by the Village
62-117(d)(2)d.	Permit application fee for bed and breakfast establishments	\$100.00
62-206(d)	Application for signal receiving antenna permit where a conditional use permit is required	Same as fee for conditional use permit and site design plus actual legal and engineering cost by a Telecommunications and safety consultant
62-309(b)(5)	Occupancy permit fees:	
	One-family residences	\$50.00
	All other uses	\$75.00
	Multifamily residences (per dwelling unit)	\$50.00
62-310(g)	Site/design review	\$400.00 plus actual legal and engineering costs
62-343(d)	Fee for processing a petition for a zoning change or amendment:	
	Text amendment	\$405.00 plus actual

		legal costs, including publication and notification charges.
	Map amendment	\$405.00 plus publication and notification charges
62-363(e)	Application for hearing before Board of Zoning Appeals	\$380.00, plus actual legal and engineering costs, including publication and notification charges incurred by the Village
62-676(b)	Fee for issuance of certificate of compliance	Fee included with occupancy permit

APPROVED:

Brad Czebotar, Village President

ATTEST:

Cassandra Suettinger, Village Clerk/Treasurer

ORDINANCE 2020 – 25	
MOTION	SECOND
ACTION	DATE
Adopted	
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Brassington -	Kryzenske -
Clow -	Rupert -
Czebotar -	Utter -
Flaherty -	
VOTING RESULTS	

Motion Carried:
Motion Defeated:



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, December 14, 2020

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer

AGENDA ITEM: Discussion and action regarding the extension of Addendum C (Workplace Response Policy) within the Personnel Policy Manual.

PREVIOUS ACTION:

The Village Board approved the creation of Addendum C - Workplace Policy within the Personnel Policy Manual in June of 2020.

ISSUE SUMMARY:

In May of 2020, the Village approved the creation and inclusion of addendum C regarding a workplace policy to the Personnel Policy Manual. The addendum provided policies on employee illness, hygiene, cleaning, protective measures, travel policy and return to work guidelines. The original creation of the policy was necessitated by orders from Dane County proving all employers have such a policy. Those orders to have such a policy are still in enforce.

Additionally, outside of the mandate, the policy provided standards and protocols to help keep Village staff safe during the pandemic. To date there have been no COVID-19 related outbreaks amongst employees of the Village. For both reasons, the Village desires to extend the policy through June 30, 2020.

FINANCIAL/BUDGET IMPACT:

N/A

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Staff recommends approval of extension of Addendum C - Workplace Policy within the Village's Personnel Manual.

ATTACHMENTS:

1. Personnel Policy Manual - Addendum C (Work Place Policy) 12142020

ADDENDUM C – COVID-19 WORKPLACE RESPONSE POLICY

C.01 General Purpose

(1) In accordance with guidance and/or orders issued by Public Health Madison & Dane County, State of Wisconsin, and Centers for Disease Control, the Village of McFarland (“Village”) has established the following workplace guidelines applicable to all Employees. As all of us are aware, the COVID-19 Pandemic is an evolving and dynamic situation, so our response to it may change as we and other authorities receive more information and understanding of the disease. The risks of the virus causing COVID-19 and other illnesses should be taken very seriously by all Employees to ensure the safety of themselves, fellow co-workers, and the public at large they serve. The Village will continue to monitor developments and we will update Employees when information changes as soon as we are able to do so and it is also relevant to our organization.

(2) The Village reserves the right to revise, supplement, rescind, or deviate from any of these policies or portion of this Policy from time to time as it deems appropriate, in its sole discretion and absolute discretion, and with or without advance written notice.

(3) Under Emergency Order #2 issued on May 18, 2020 by the Public Health Madison and Dane County it required policies be developed in accordance with the Forward Dane Plan for all phases and sectors of employment if they are to reopen amidst the COVID-19 crisis. The goal of the Forward Dane Plan is to keep residents and communities safe and healthy while also remaining committed to reopening Dane County in a way that protects our public’s health while also building a strong foundation for long term economic recovery. Within this plan, it is required through the order that within all phases for every employer that they will adopt and implement policies that address hygiene, cleaning, and protective measures as part of our workplace response to the virus. This policy is created to comply with these requirements.

C.02 Employee Illness Policy.

(1) **Purpose.** All Employees are responsible for safeguarding the health and safety of others. For this reason, effective immediately, all Village Employees, regardless of position or authority, must comply with the following policy establishing workplace guidelines regarding employee illness.

(2) **Policy.**

(a) Much as Employees should do before interacting with members of the community in their personal lives, before reporting for work, all Employees will self-monitor for symptoms of illness prior to work arrival. Self-monitoring should include but not be limited to the following COVID-19 related symptoms:

- Cough.
- Shortness of breath or difficulty breathing.

- Fever > 100 F.
 - Chills.
 - Muscle pain.
 - Sore throat.
 - New loss of taste or smell.
 - Other less common symptoms have been reported include gastrointestinal symptoms like nausea, vomiting, or diarrhea.
- (b) Employees who have any symptom compatible with potential COVID-19 or Employees who have been exposed to another individual with potential COVID-19 should not and will not be allowed to report to the workplace. Employees should communicate this to their immediate Supervisor. An employee who reports to the workplace who is ill or exposed to COVID-19 or other contagious illness may cause great harm to coworkers and to the interests of the Village through substantial costs and disruption to operations. The Village provides many employees with paid leave banks to draw from to cover absences from work, and expects all employees to use eligible paid leave banks in a professionally responsible manner consistent with the interests of this policy and eligible uses of such paid leaves. Employees without paid leave may request unpaid leave from the Administrator.
- (c) The Village will follow the Return to Work Guidelines set and updated by the Medical Director as applicable, or other Village designated source, for those Employees who have symptoms compatible with potential COVID-19 or Employees who have been exposed to another individual with potential COVID-19. Current guidelines are attached hereto for reference but subject to change at the discretion of the Medical Director or other designated source.

C.03 Hygiene Policy.

(1) **Purpose.** All Employees are responsible for safeguarding the health and safety of others. For this reason, effective immediately, all Village Employees, regardless of position or authority, must comply with the following personal hygiene policy:

- (a) All Employees will be required to frequently wash hands with soap and warm water as needed and applicable.
- (b) All Employees shall follow proper cough and sneeze etiquette as needed and applicable.

(2) **Policy.**

- (a) **Handwashing.** Employees are responsible for letting their Supervisor know when handwashing supplies or hand sanitizer are needed. Employees will wash their hands with soap and water for at least 20 seconds or use hand sanitizer at times including but not limited to the following:
- At the beginning of each shift and/or workday.
 - Between meeting in person with members of the public.
 - Before interacting in person with other Employees.
 - After touching mask.
 - When switching between work tasks.
 - After using the restroom.
 - Before and after lunch/break.
 - After sneezing, coughing, or blowing nose.
 - When hands are visibly soiled.
 - Prior to leaving work.
- (b) **Cough & Sneeze Etiquette.** To help stop the spread of germs, Employees should:
- Cover mouth and nose with a tissue when coughing or sneezing.
 - Throw used tissues in the trash.
 - Keep tissues at your work station.
 - If you don't have a tissue, cough or sneeze into elbow and not hand.

C.04 Cleaning Policy.

(1) **Purpose.** All Employees are responsible for safeguarding the health and safety of others. For this reason, effective immediately, all Village Employees, regardless of position or authority, must comply with the following facility cleaning and hygiene policy.

(2) **Policy.** The Village will direct or provide upon request the following to all Employees:

- (a) The cleaning protocols and frequency of all common areas.
- (b) The proper use of cleaning supplies and safety concerns products used.
- (c) How to clean and disinfect after persons suspected/confirmed to have COVID-19 have been in the facility.

- (d) The cleaning schedule.
- (e) All other information as might be relevant to cleaning.

(3) **Responsibility.**

(a) **Supervisor.**

- Ensure performance by Employees under facility cleaning and hygiene procedures as needed and applicable.
- Ensure the cleaning frequency of the facility is increased as needed and applicable, including the restrooms.
- Ensure employees are cleaning high-touch surfaces (keypads, pends, counters, etc.) are disinfected multiple times a day, ideally between uses based upon their exposure to the public and/or other Employees.
- Ensure only EPA approved disinfectants effective against COVID-19 are used.
- Ensure Employees are stocking handwash sinks in breakrooms and restrooms with soap and single-use towels.
- Ensure access, where possible, to hand sanitizer for Employee and public use through the facility and within workstations.
- Where possible, provide sanitizer wipes to employees for wiping baskets, door handles, and other frequently touched areas.

(b) **Employee.**

- Fulfill all cleaning and disinfecting responsibilities assigned to employee.
- Communicate with supervisors regarding cleaning and disinfecting and areas requiring attention.
- Replenishing as they are able to or letting the Supervisor know when cleaning supplies are low.
- Performing cleaning as needed, assigned, or scheduled.
- Using proper disinfecting supplies when applicable.
- Employees should refrain from sharing equipment, tools, vehicles, technology, and/or others similar items. If sharing is necessary, the shared item will be disinfected between users.

C.05 Protective Measure Policy.

(1) **Purpose.** All Employees are responsible for safeguarding the health and safety of others. For this reason, effective immediately, the Village enacts the following policy regarding protective measures applicable to all employees, regardless of position or authority.

(2) Policy.

(a) Employees shall be responsible for the following:

- Maintain six feet physical distancing from others whenever possible.
- Wear a face covering as directed by the Employer if physical distancing is not possible between the Employee and the public and/or other employees.
- Wear face coverings in elevators, restrooms and other areas within the business facility where physical distancing is not possible.
- Use additional protective measures such as gloves, eye protection, and face shields if in a stationary position and/or less than six feet from others.
- Use a transparent partition or barrier in place of a face covering for specific job duties (cloth face coverings are recommended, but not required, for additional protection when barriers are used).
- Demonstrate proper use of all personal protective equipment or PPE prior to performing work duties at worksite where applicable.
- Maintain physical distancing and minimize contact between members of the public and other employees.
- Not have any direct person to person contact (i.e., no hand shaking, no high fives, no hugs).
- Refrain from other unnecessary conduct that may enhance chances for transmission of COVID-19 or other contagions.

(b) Supervisors shall be responsible for the following:

- Require all employees who cannot physically distance to wear face covering if they are able.
- Limit in-person meetings by using other means of communications such as telephone, Zoom, Skype and email, that are not in person.

- Limit number of employees present on the premises at any given time as appropriate and applicable.
- Limit number of visitors at any given time as applicable and appropriate.
- Spread out workstations so employees can remain six feet apart at all times where practical.
- Stagger break and lunch times, and shift schedules including start and end times.
- Where consistent with the interests of efficient Village operations, permit temporary flexible/remote work schedules to reduce number of employees in the office at any one time.
- Ensure installation of physical barriers such as clear, plastic sneeze shields at reception areas or between workstations.
- Ensure removal of extra chairs and tables in dining area, waiting areas, breakrooms to allow people to remain six feet apart when possible
- Provide tape, chalk or other means of marking floors/ground in high traffic areas to show people where to stand when waiting (e.g. elevators, reception area).
- Ensure the use of tape or other markings on the floor or footprint graphics to show clients and visitors where to stand.
- Consider having visitors wait in their cars for a text or call when it's their turn to enter if needed, allowed, and applicable.
- Post physical distancing signage throughout the premises reminding everyone to practice physical distancing.
- Provide required reasonable accommodations for vulnerable workers or those unable to wear face covering.

C.07 Travel Policy.

(1) **Purpose.** Employees are recommended to consider the consequences of their essential and non-essential travel especially to areas of known Community Spread and areas defined by the Centers for Disease Control to be considered High Risk Locations. If Employees do travel for any reason, then the following will apply upon their return:

(2) **Policy.** Employees are recommended to restrict their non-essential travel especially to areas of known Community Spread and areas defined by the Centers for Disease Control to be considered High Risk Locations. If Employees do travel for any reason, the following will apply upon their return:

- (a) Employees that do travel for any reason should self-monitor upon return in accordance with Section C.02(2)(a) of this policy. Employees with symptoms should not report to work.
- (b) Employees that do travel and were in close contact with someone that was symptomatic or tested positive for COVID-19 will not be allowed to work in accordance with Section C.02(2)(b). The Employee may return to work in accordance with Section C.02(2)(c) of this policy.
- (c) Employees that do travel to an area identified by the CDC or other applicable health department as a high-risk location for COVID-19 transmission must notify the Administrator. The employee may be prohibited from returning to the workplace pending evaluation of the matter by the Village.

C.08 Employee Acknowledgement.

- (1) All Employees of the Village will be provided either an electronic and/or hard copy of this policy.
- (2) All Employees will acknowledge having received, reviewed, and understanding its contents.
- (3) Village will provide additional training, background, and information as needed for Employees upon request.
- (4) Employees understand that compliance with this policy is for their own benefit and the benefit and safety and welfare of coworkers. Violations of this policy may require significant response, including discipline or termination. Careless or willful violations of this policy that jeopardize or present risk to the safety and wellbeing of others or the interests of the Village, as determined by the Administrator or Department Head, require consideration for discharge.

C.09 Expiration of Benefit.

- (1) This policy will expire on ~~December 31, 2020~~ June 30, 2021 unless the terms of the current health order are extended by Public Health Madison & Dane County or this policy is extended, modified, or repealed by the Village Board.

C.10 Questions.

- (1) If you have any questions regarding the operation or interpretation of this Policy, please contact the Village Administrator.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, December 14, 2020

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer

AGENDA ITEM: Discussion and action regarding on the creation of Addendum D (Village Emergency Paid Sick Leave) within the Personnel Policy Manual

PREVIOUS ACTION:

ISSUE SUMMARY:

In the Spring of 2020, in response to COVID-19 the federal government enacted laws that required applicable employers to offer additional paid sick leave benefits. As a result the Village enacted Addendum B - Emergency Paid Sick Leave and Addendum C. The law required employees be provided 80 hours of time to be used for a specific subset of COVID-19 related reasons, and also allowed benefits for employees who needed to stay home to care for children whose schools or daycares were closed. Barring the federal government extending those benefits, which is extremely unlikely, those benefits will expire on December 31st. Village staff is proposing to create a Village benefit to provide two items:

1. Continue the current emergency paid sick benefits. Employees are more likely to be compliant with our workplace policy when there are leave benefits provided to them for that purpose to reduce having to use their leave time. Overall, the Village has been very successful thus far with no COVID-19 related outbreaks among Village employees. This can likely be attributed to the employees of this Village adhering to protocols and taking the virus seriously.

2. Provide new additional benefits for those who choose to be vaccinated against COVID-19. - As we have all seen in the news approval of a COVID-19 vaccine is imminent and may be approved by the time the packet is published. The Village expects employees classified in the 1A tier of the vaccine prioritization plan identified as health care personnel providing care to individuals with COVID19 to be able to get the vaccine as soon as the week of December 21st. The Village would like to provide these additional benefits as a way to encourage employees to get the vaccine and provide leave time for getting the vaccine to curb any concerns with missed time due to the vaccine or potential side effects.

While these benefits are no longer required by Federal Law, staff recommends extending this policy to provide this benefits for employees as we continue to work through the variety of challenges with the pandemic. We have found employees have been very diligent in stepping up to face the pandemic and continue on with providing essential services in light of the pandemic.



FINANCIAL/BUDGET IMPACT:

Additional leave time provided to employees for specific uses.

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for discussion and approval by Village staff and the Village Labor Attorney.

ATTACHMENTS:

1. McFarland Personnel Policy Manual - Addendum D (VEPSL) 12142020

ADDENDUM D – VILLAGE EMERGENCY PAID SICK LEAVE POLICY

B.01 General

(1) In response to the public health crisis created by the pandemic spread of the COVID-19 virus (“coronavirus”), the Families First Coronavirus Response Act (“FFCRA”) was signed into law effective March 18, 2020. As part of the FFCRA, the Emergency Paid Sick Leave Act (“EPSLA”), established paid sick leave entitlement for eligible employees during an absence for qualifying reasons. The EPSLA benefits under the FFCRA expire on December 31, 2020 and EPSLA benefits will no longer be available to employees as of December 31, 2020. However, in recognizing the pandemic is still on going and affecting employees, the Village established this Village provided leave benefit hereafter referred to as Village Emergency Paid Sick Leave (VEPSL) VEPSL benefits will remain in effect until June 30, 2021 unless sooner terminated by the Village.

(2) The Village desires to provide and maintain a safe and healthy workplace and is equally committed to complying with all applicable laws. Accordingly, the Village has established this VEPSL Policy as Addendum D to our Sick Leave policy listed as Chapter 19 within our Personnel Police Manual to provide paid sick leave benefits to eligible employees as it relates to use for qualifying reasons associated with the COVID-19 pandemic and preserving a safe work environment for all employees.. This Policy is intended to provide employees with information regarding this benefit and the leave afforded.

B.02 Employee Eligibility.

(1) Eligible employees may receive VEPSL benefits, regardless of their length of employment with the Village, provided that a qualifying reason for leave exists and is adequately communicated to the Village as soon as practical. VEPSL leave under this Policy is available for immediate use for any of the qualifying reasons identified in Section B.

B.03 Qualifying Reasons for VEPSL Leave.

(1) Employees may use VEPSL leave under this Policy if the employee is unable to work (or telework) due to any of the following reasons:

- (a) The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- (b) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- (c) The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis;
- (d) The employee is caring for an individual who is subject to an order or has been advised by a health care provider to self-quarantine;

- (e) The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.
- (f) The employee may use up to two hours of leave for purposes of voluntarily receiving the vaccination against COVID-19.
- (g) The employee is experiencing symptoms and side effects from being vaccinated against COVID-19 that prevent the employee from performing the functions of his or her job.

Leave available under this Policy may only be used for reasons permitted by this Policy unless otherwise required by law.

B.04 Requesting VEPSL Leave.

- (1) Employees may request VEPSL leave under this Policy either orally or in writing, including email. Requests for leave should not be conveyed via voicemail unless circumstances prevent other forms of communication. Requests for VEPSL leave under this Policy should be directed to the employee's immediate Supervisor. All Supervisor's receiving requests for leave under this Policy shall forward a copy of the request to the Village Clerk/Treasurer. An employee seeking such leave should notify the Village or the need for leave as soon as practical after the employee becomes aware of the need for leave but no later than the first workday (or portion of such workday) that the employee receives Leave.
- (2) The notice to the Village and request for leave must identify the need for leave as identified in Section B.03(1)(a)-(f) above.
- (3) An employee may request leave as follows, or on a designated form prepared by the Village:

"Dear Village Clerk/Treasurer,

I am requesting leave pursuant to the Village Emergency Paid Sick Leave Policy. My need for leave is based on Section B.03(1)(INSERT SPECIFIC PROVISION) as identified in the Policy. I will need leave from _____, 2020 until _____, 2020.

*Sincerely,
Eligible Employee"*

- (4) The Village may follow up with an employee requesting such leave to obtain additional information and to advise the employee of other benefits available including FMLA. Eligibility for use of VEPSL may be contingent on the employee providing information requested by the employer and use is only permitted for legitimate purposes identified in this Policy. Any use in violation of this Policy may subject the employee to disciplinary consequence up to and including discharge.

B.05 Duration of VEPSL Leave.

- (1) Eligible full-time employees are entitled to 40 hours of VEPSL leave under this Policy. Eligible part-time employees are entitled to a number of hours equal to the number of hours that they work, on average, over a workweek period. If your hours of work are variable, the average weekly hours you

worked over the prior 6 months will be used. Unused leave under this Policy will not carryover and such leave expires no later than June 30, 2021 and may be terminated sooner by the Village. On an employee's separation from employment, any unused paid sick leave under this policy is not paid to the employee as such leave is to be used as leave from work only for the purposes intended by this Policy.

B.06 Compensation During Leave.

- (1) When taking paid sick leave under Sections B.03(1)(a)-(d) and (f) above, employees are entitled to receive their regular rate of pay as compensation during a period of absence.
- (2) When taking VEPSL leave under Sections B.03(1)e)above, employees are entitled to use up to two hours of VEPSL at their regular rate of pay to be vaccinated at the beginning of their shift or at the end of their shift.

B.07 Effect on Existing Policies.

- (1) This Policy is not intended to replace any existing leave or paid time off policies maintained by the Village. Paid sick leave provided under this Policy is made available to eligible employees in addition to any leave or paid time off benefits provided under any of the Village's existing policies.
- (2) Eligible employees may first use paid sick leave under this Policy for any of the qualifying reasons identified in Section B.03(1) above before using other accrued paid leave which may be available to the employee under any of the Village's existing policies. The Village may require employees to first use other unused and accrued paid time off benefits to which employees may be entitled under other existing policies prior to using VEPSL leave under this Policy.

B.09 Expiration of Benefit.

- (1) The Village Emergency Paid Sick Leave benefits contained within this policy expire no later than June 30, 2021 and may be terminated sooner by the Village.

B.10 Questions.

- (1) If you have any questions regarding the operation or interpretation of this Policy, please contact the Village Administrator.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, July 27, 2020

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

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

PREVIOUS ACTION:

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

The Village Board extended the resolution by a months time at its meeting on June 22, 2020.

The Village Board extended the resolution through the end of this year at its meeting on July 27, 2020.

ISSUE SUMMARY:

Enclosed within your packet is a resolution adopted by the Village Board that grants the Village President and/or Administrator the ability to make day to day decisions in an efficient manner regarding our response to the spread of the virus. This was previously adopted by the Village Board with an end date of July 1, 2020. It was extended by a month to August 1, 2020, and then extended again through the end of this year. The Village Board can extend the terms of this resolution by simple action in accordance with direction already provided within the existing resolution.

The nature of the pandemic and our response to it remains unpredictable. Just recently we saw some of the highest case counts and deaths within Dane County and the State of Wisconsin. It is possible as we've heard that vaccines could start to be distributed in December, but likely we remain a long way from significant changes out of our adjustments to COVID that have been employed at different times of the pandemic. Just recently we have had to adjust staffing, advance more remote work opportunities, and tighten up other COVID related protocols. These adjustments like many before them will remain in place for some time until we see reductions in case counts, changes in orders, or receive other direction from the State or Health Department.

FINANCIAL/BUDGET IMPACT:

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



VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

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

ATTACHMENTS:

1. 2020-08 COVID-19 Emergency Declaration Resolution

RESOLUTION 2020-08

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

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

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

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

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

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

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

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

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

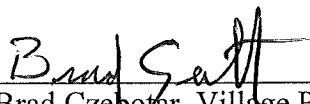
NOW, THEREFORE, BE IT RESOLVED, pursuant to Wis. Stat. § 323.11, that the Village Board hereby declares an emergency. The Village Board hereby authorizes the Village President and/or the Village Administrator to take such actions to modify Village Staff operations and programs from time to time as they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

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

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

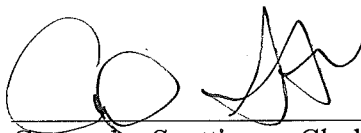
BE IT FURTHER RESOLVED that this Resolution shall be effective as of March 13, 2020 and shall expire on July 1, 2020 unless extended or earlier terminated by further action of the Village Board.

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



Brad Czebotar, Village President

Attest:



Cassandra Suettinger, Clerk/Treasurer

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