

Monday, March 8, 2021

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/81242741268>

Or by Telephone: +1 (312) 626-6799
Webinar ID: 812 4274 1268

1. CALL TO ORDER.
2. ATTENDANCE/ROLL CALL.
3. PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS.
 - a. Public Announcements
 - 1) Village Board Candidate Forum - March 13, 2021 beginning at 11 a.m.
 - 2) McFarland School Board Candidates Forum - March 13, 2021 beginning at 2 p.m.
 - 3) Absentee Voting Information - April 6, 2021 Spring Election
 - b. Public Communications
4. CONSENT AGENDA.
 - a. Motion to approve the minutes of the February 22, 2021 Village Board meeting.
 - b. Motion to approve checks in the amount of \$361,550.40.
5. PUBLIC APPEARANCES.
 - a. This is an opportunity for members of the public to address the Village Board. Please remember this is a virtual meeting conducted through the Zoom online meeting platform. Zoom meeting attendees wishing to address the board may do so using the Question and Answer feature within the Zoom online meeting platform. You may state your name, address, and provide your comments to the board for their consideration. Members of the public who are present in person and wish to address the board should fill out a public comment form and turn into the meeting chairperson. Members of the public may speak during public appearances or during their selected agenda item as they designate on the public comment form. Please adhere to the 3-minute time limit. Additionally, you may send your public

comments to cassandra.suettinger@mcfarland.wi.us to be included as part of the meeting.

6. BUSINESS.

- a. Discussion and action regarding acceptance of Phase 2 Design Services for Public Safety Center and authorization to proceed into Phase 3 Bidding Process.
- b. Discussion and action to approve an amendment to the contract for Architectural Services for the design of the Public Safety Center.
- c. Finance Committee (Trustees Flaherty & Kryzenske)
 - 1) Discussion and action regarding the proposed Capital Improvement Plan for 2021-2025.
- d. Personnel Committee (President Czebotar & Trustee Utter)
 - 1) Discussion and action regarding revisions to the job description for the Clerk III position within the Community Development Department.
 - 2) Discussion and action regarding the creation of the job description, classification, and request to fill the vacancy for the Planning and Zoning Assistant position within the Community Development Department.
- e. Discussion and action regarding authorization to fill the vacancy for the Lieutenant position within the Police Department.
- f. Discussion and action on Resolution 2021-08: A Resolution authorizing the Police Department to enter into an agreement to obtain records from the Dane County Jail.
- g. Authority, Board, Commission, and Committee agenda item requests, referrals, and updates.

7. CLOSED SESSION.

- a. Discussion and action on entering into Closed Session in accordance with Wis. Stats. 19.85(1)(c) to consider employment, promotion, compensation, or other performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically regarding employment of the Interim Police Chief and retirement transition agreement.

8. RECONVENE INTO OPEN SESSION.

- a. Discussion and action regarding the employment of the Interim Police Chief and retirement transition agreement.

9. 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

McFarland
SUMMARY SHEET

MEETING DATE: Monday, March 8, 2021

SECTION: Public Announcements & Communications

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Village Board Candidate Forum - March 13, 2021 beginning at 11 a.m.

PREVIOUS ACTION:

ISSUE SUMMARY:

The 2021 Candidate Forums

Join us on Saturday, March 13, 2021 for the Village Board and School Board Candidates forums. Due to the ongoing COVID-19 pandemic, these forums will be in a virtual format only. Members of the community are encouraged to virtually attend this forum to gain further insight about the candidates you will see listed on the April 6th Election ballot.

We also encourage community members to [submit questions to candidates](#). Please consider submitting your questions *before* the forum(s) in order to have your questions asked, though live, online submittal will still be available during the forum. Staff will do their best to allow for live questions during the forums, but cannot guarantee they will be asked. The questions you submit should be issue-based and will be reviewed before asking the candidates. We will not accept questions that may be targeted toward one candidate, are partisan, vulgar, inappropriate, etc.

Ways to Submit Questions

- [Online Form](#) - Will take live submissions during the forum.
- Email the [Communications and Technology Department](#).
- McFarland Municipal Center Drop Box - Last day to submit is Friday, March 12th by 4 p.m.
- USPS mail to:

*Communications and Technology Dept.
PO Box 110
McFarland, WI 53558*

Village Board Candidates Forum

- Beginning at 11 a.m.
- Candidate Ballot Placement:



- Village Trustee, 2-Year Term (Vote For No More Than Three)
 - Stephanie Brassington (I)
 - Clair Bud Utter (I)
 - Carrie Nelson
 - Christopher St. Clair

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2021 Candidates Forums-VB vertical

McFarland Communications and Technology Presents

VILLAGE BOARD CANDIDATES FORUM

Get to know the candidates!

A Virtual Event

March 13, 2021 | 11AM

More info at www.mcfarland.wi.us/candidatesforums

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, March 8, 2021

SECTION: Public Announcements & Communications

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer

AGENDA ITEM: Absentee Voting Information - April 6, 2021 Spring Election

PREVIOUS ACTION:

ISSUE SUMMARY:

The Village of McFarland will hold the Spring Election on April 6, 2021 for several statewide offices as well as the following Village and McFarland School District Offices:

Village President - Vote for 1

Carolyn Clow

Village Trustee - Vote for no more than 3

Stephanie Brassington

Clair Bud Utter

Carrie Nelson

Chris St. Clair

McFarland School Board - Vote for no more than 2

Bruce Fischer

Scott Gletty-Syoen

Kate Green

By Mail Absentee Voting - Absentee ballot voting will be mailed beginning on Tuesday March 16th and for requests made by Thursday April 1st at 5 p.m. Ballots can be requested by visiting: <https://myvotwe.wi.gov/en-US/Vote/Absentee>

In-office absentee voting will begin Tuesday March 23rd and run through Friday April 2nd in the administration offices daily Monday through Friday from 8 a.m. to 4:30 p.m.. On Friday April 2nd, in-person absentee voting will be available until 5 p.m.

Voters can preview the ballot by visiting: <https://myvote.wi.gov/en-us/PreviewMyBallot>

Please contact the Village Administration office with any voting questions via phone at 608-838-3153 or via email at village.administration@mcfarland.wi.us

FINANCIAL/BUDGET IMPACT:



VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None

McFarland Senior Outreach annual report

2020

Case Management units of service (1 unit equals 1 hour)

Total units for the year 692 (See graph 1)

McFarland 466.25

Cambridge 56.75

Christiana 11.25

Town of Dunn 108.5

Pleasant Springs 49.25

Rockdale 0

We opened 51 clients, closed 41 clients, and had an average monthly case management census of 156 clients. Our overall numbers declined slightly but the percentage distribution by townships remains about the same. This year however saw McFarland seniors accounting for 67 % of our total units and the townships utilizing 32%, rather than the frequent 60/40 split. Some of that we believe is due to accessibility as we have not done home visits for much of the year, and we tend to have more contact with McFarland seniors through drop ins etc. Instead, they reached out or we reached out more frequent to help with social isolation via phone. Our pool of clients is larger in McFarland to draw from even though we contacted clients from the townships. Our main source of new clients was our home delivered meal program which covers McFarland, Dunn, Pleasant Springs.

Much to our surprise we did not see an increase in Endowment money requests. Clients were not going out and spending, except for essentials and very few were moving. In addition, many saw an increase in their income with stimulus money, larger food share payouts and energy assistance. We believe requests may increase when supplemental income is no longer available.

Loan Closet

Our loan closet saw a dramatic decline in use when elective surgeries were halted. We continued to lend out equipment but did not accept it back for a period of several months. Our EMS department assisted us in obtaining a more thorough way for cleaning and sanitizing returned equipment. We are unable to take things outdoors to sanitize, but instead will "hold" them before sanitizing them. We do have PPE such as gloves and face shields available for that process.

We worked with the VFW on storing some of our overflow and will handle their loan closet items as well.

Events

March -Pi€ day

February-April Tax clinics (3 out of 5 held)

February McFarland Dining Club (one event held with good success prior to COVID)

May- flowers for all the meal participants in honor of Mothers/Father's Day

September Picnic-switched to a drive thru event with a music program on our cable channel and a bag of goodies included with our BBQ meal. We had over 100 participants.

RSVP Volunteer Recognition drive through event

Volunteer recognition- Several events that included lunch from McFarland House Café, gift cards and flowers.

We cancelled the meal site on Election day, both here and in Cambridge due to limitations and restriction on space etc. As a special treat we paid for a Special box lunch delivered to all our meal participants here and in Cambridge. It was a special treat for those that participated in it.

October-December was Medicare D sign up. We had 25 clients request help. Some were done 1-1 in person with a protected set up in Conference room C. Comm/Tech helped with setting it up. We liked the system so much with using a projector that we want to continue with that in future years. This year it was projected that we saved clients \$81,041 (based on universally used calculations for SHIP counselors).

Fall mums were delivered to all our meal participants here and in Cambridge.

We delivered a Thanksgiving meal prepared by the VFW for our clients only. Staff provided the delivery on Thanksgiving Day. Gingerbread house made paper stained glass turkeys for our meal participants.

Christmas= "Not so secret" Secret Santa- 10 days of gifts in meal bags including puzzle books, nutcrackers, coffee mugs, ornaments and decorations by Gingerbread house kids.

Foot Clinic

Our provider for nail care, Stoughton Home health, stopped providing services around March. It became evident that an alternative needed to be found after clients received no foot services for several months. The local salon, Artistic Salon, had been providing nail trims and pedicures for some time even with the limitations. After contacting them, we worked out an arrangement with Senior Outreach supplementing the cost for a period and pre-purchasing the individual nail kits required for sanitation. We had received a grant from Stoughton Hospital, and it was used towards this expense.

Replacing the services was more than a matter of having a provider. We had no place to hold a clinic either, even if we had found a provider. We had been using the Skaalen clubhouse. We found an alternative for Cambridge clients to replace their foot clinic. When Stoughton Home Health began offering their services again later in the year, they had switched their clinics to their new location on Highway B. However, recently Stoughton Home health closed altogether.

Nutrition

McFarland Meals 10,856 (see Graph 2)

Cambridge Meals 1932 (see graph 3)

Our nutrition programs are considered an essential service through our Dane County contract. Therefore, from March until September we operated on an abbreviated delivery schedule with double meals being delivered on those days. We saw an increase in the number of participants during the entire time with some seasonal fluctuation. Our case management staff worked the kitchen from March through September after our nutrition manager was on leave during most of that time. In September we hired a new manager. But at that point we knew where to update paperwork and efficiencies in procedures before our new manager started. We worked with Dane County in making sure our orientation information was correct and up to date. Our new manager also had to complete her official Safe Serve certification through the State of WI.

Senior Outreach distributed over 400 boxes /bags of shelf stable food to our seniors in the meal program in addition to our hot meals. Most of them were from FEMA but about 60-75 were from Senior Outreach, bought out of monetary of donations. In addition, clients recently received two shelf stable meals for weather cancellations. The McFarland Police Department helped with distribution.

Dane County's home delivered meal program saw an increase of 40,000 meals overall. In order to assist with stabilizing numbers, starting in September, we worked with some clients on reducing their usage. They scheduled delivery for M/W/F and T/TH This eliminated large swings in numbers from frequent cancellations and helped even out our routes. Of course, if the client requests or needs to increase again, they can if indicated. But it has helped stabilize our numbers rather than requiring everyone to receive meals 5 days a week. Dane County is looking at potentially increasing the eligibility guidelines for us to complete when qualifying individuals, so the hope is to avoid waiting lists for meal participation. Right now, much of the funding for the increased meals came from CARES.

The focal point Directors and the Area Agency on Aging revised the policy regarding cancellation of the meal site due to inclement weather. Our weather policy used to go hand in hand with the school cancellations. Since that is no longer feasible, it is now based on the National weather service forecast and the timing of the warnings and advisories. It offers a more consistent policy, but it will be more liberal in the opportunity to cancel. The Focal Point Directors and AAA will reevaluate the policy as we go on to see if it is working ok for everyone. Notifications went out to clients on the change and on the two occasions they were cancelled thus far, they received a phone call from us letting them know. We are looking at having an automated message letting them know. Our new software could allow us to do that if we add that feature.

We increased daily delivery routes from 4 routes to 5 during the last quarter. The outlying areas take more time so it makes it a challenge to deliver food at the desired temperature, even with hot/cold packs. Splitting the route lessens the load on a particular driver and helps keep food safe. It takes a lot of coordination by our nutrition manager and volunteer coordinator to make that happen. Thankfully, we have had many very dedicated drivers, both regular and sub this last year. Even during the most uncertain times many county and school employees stepped up to help in the interim.

The Cambridge meal program was switched from a meal site to a drive-up model in April. This required procedure changes, increased volunteers and methods of distribution. We also needed to obtain new

packaging. Unfortunately, this has increased costs. Some of the expenses have been reimbursed through CARES, both McFarland and Dane County.

RSVP Medical Rides

No rides were given past March of this year. During that abbreviated time, we provided 98 rides for an average of 32 rides a month. All clients that are *not* Managed Care, Medical Assistance or VA are being referred to Dane County Transportation. We have had very few calls regarding rides. So, the concern is that seniors are neglecting seeing their physicians and ignoring preventative care. We have been addressing these concerns with clients when we speak to them. Hopefully, this has not impacted ambulance calls for chronic conditions that have not been adequately treated on a preventative basis.

One of the biggest concerns right now is how to get seniors to the places providing the COVID vaccine. Dane County Area Agency on Aging is aware of our and the other focal point's concerns regarding this. Fortunately, the local pharmacies can administer the vaccination, so most are receiving them locally. Now that Outreach staff have received the first dose of the vaccine, we can assist in getting people to their appointments if needed. Recently the county developed a contract to provide transportation for seniors through NewBridge. That was shared with our different contracted townships as well in case seniors call there. They may contact us as well for potential alternatives.

Taxes

One of the most challenging things have been the free VITA tax service. Two out of five of our clinics were cancelled in 2020 and none are scheduled here for 2021. Our clinic serves over 125 people. The preparers have limited their service. There are a few select locations, so we are trying to get our folks scheduled at those sites.

We have worked extensively with our partners at Dane County Area Agency on Aging and our colleagues at the 11 other focal points on providing consistency in our services to the best of our ability. We have developed a reopening plan in keeping with our individual employers and have regular meetings to discuss the ever-changing environment amid COVID in providing these essential services. The software program we purchased at the beginning of the year has proven invaluable and we continue to find ways to utilize its features. We also did one customization. The staff in Senior Outreach has done an excellent job in managing changing expectations. Our newest staff member has become a valuable asset in a short amount of time. We continue to stagger office days so as to minimize exposure among each other. Despite the challenges of 2020, I feel that we have served the needs of the seniors well given the limitations and restrictions.

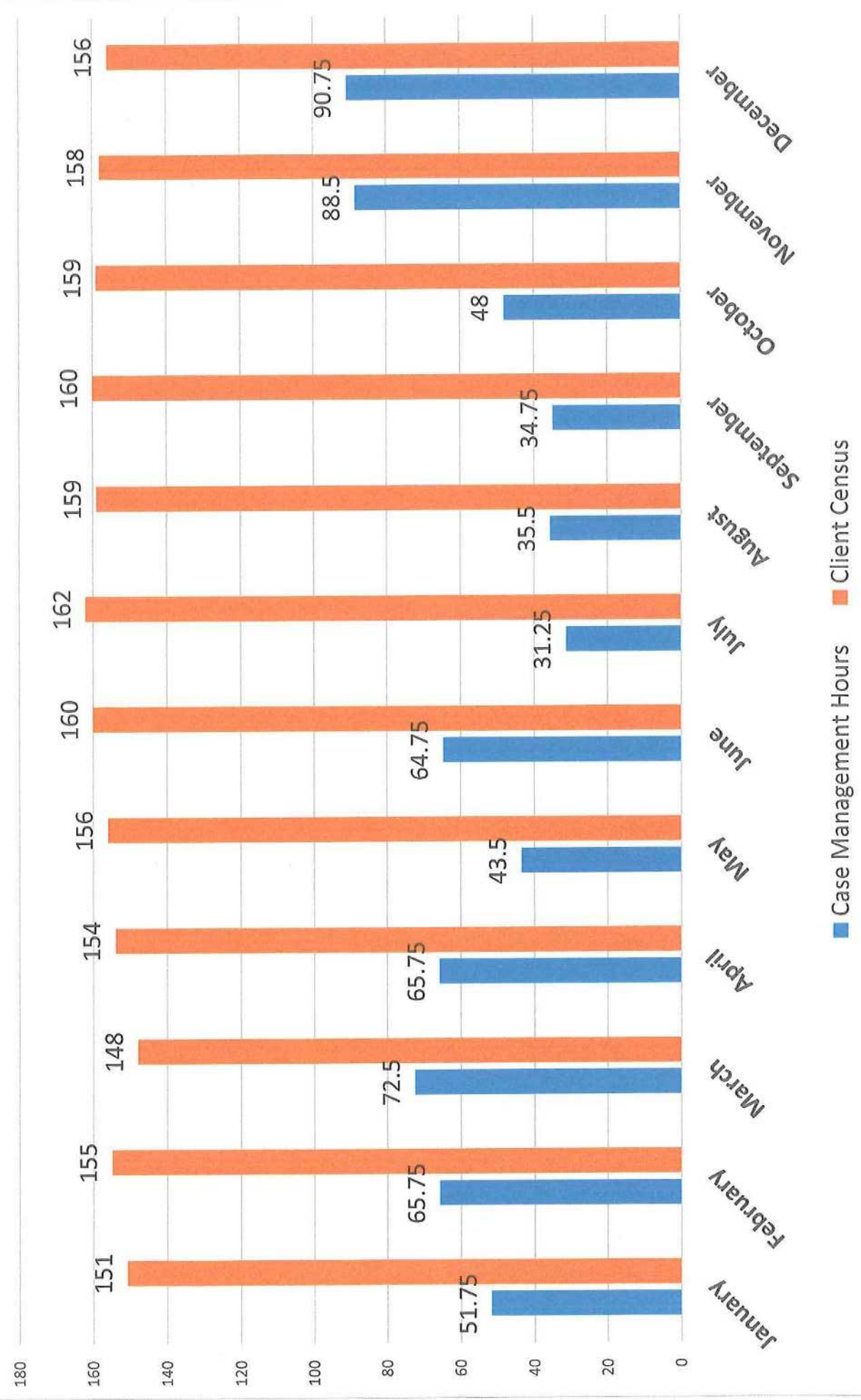
Respectfully submitted,

A handwritten signature in cursive script that reads "Lori Andersen". The signature is written in dark ink and is positioned above the printed name.

Lori Andersen

1

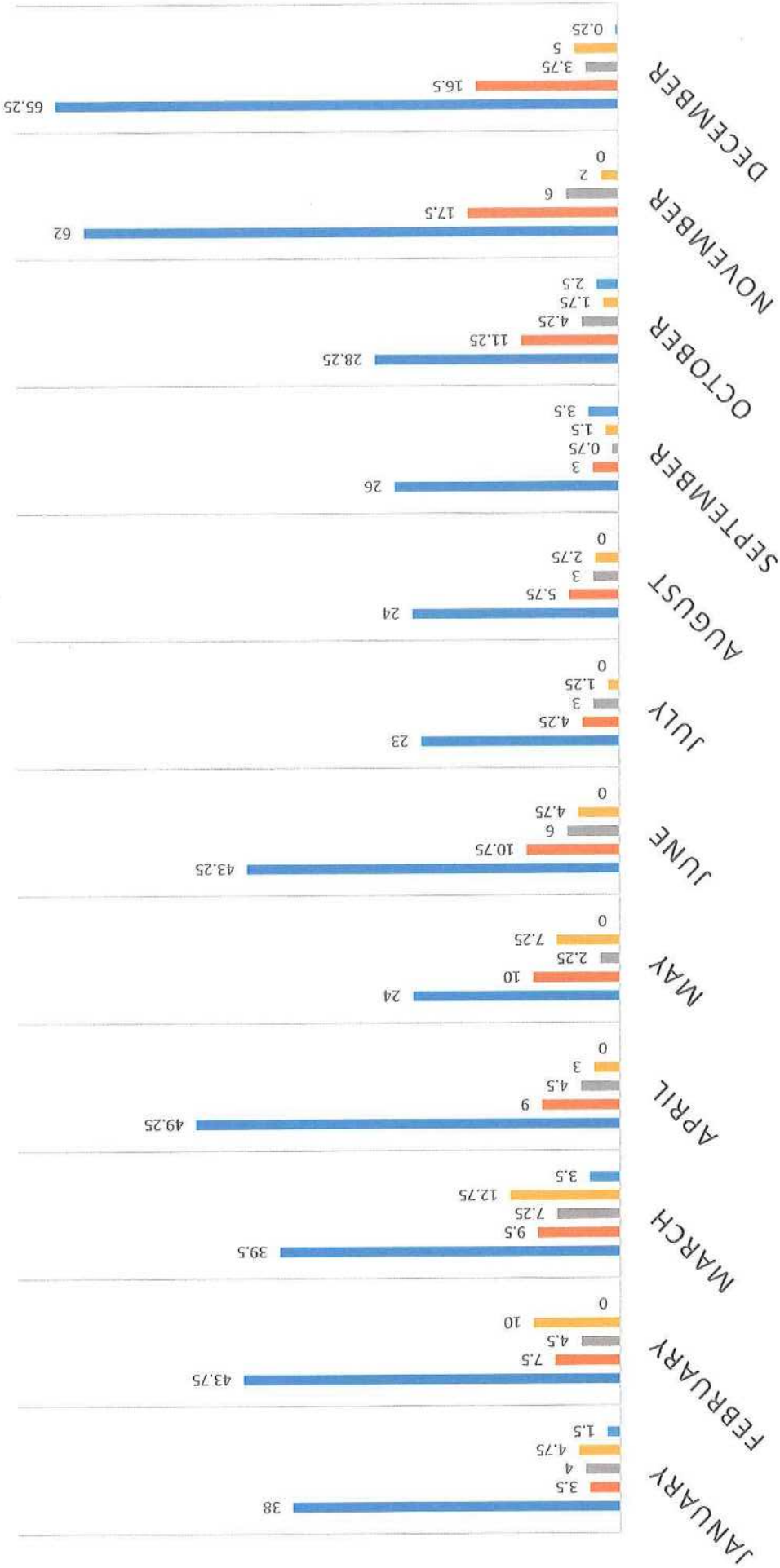
2020 McFarland Senior Outreach Case Management



20

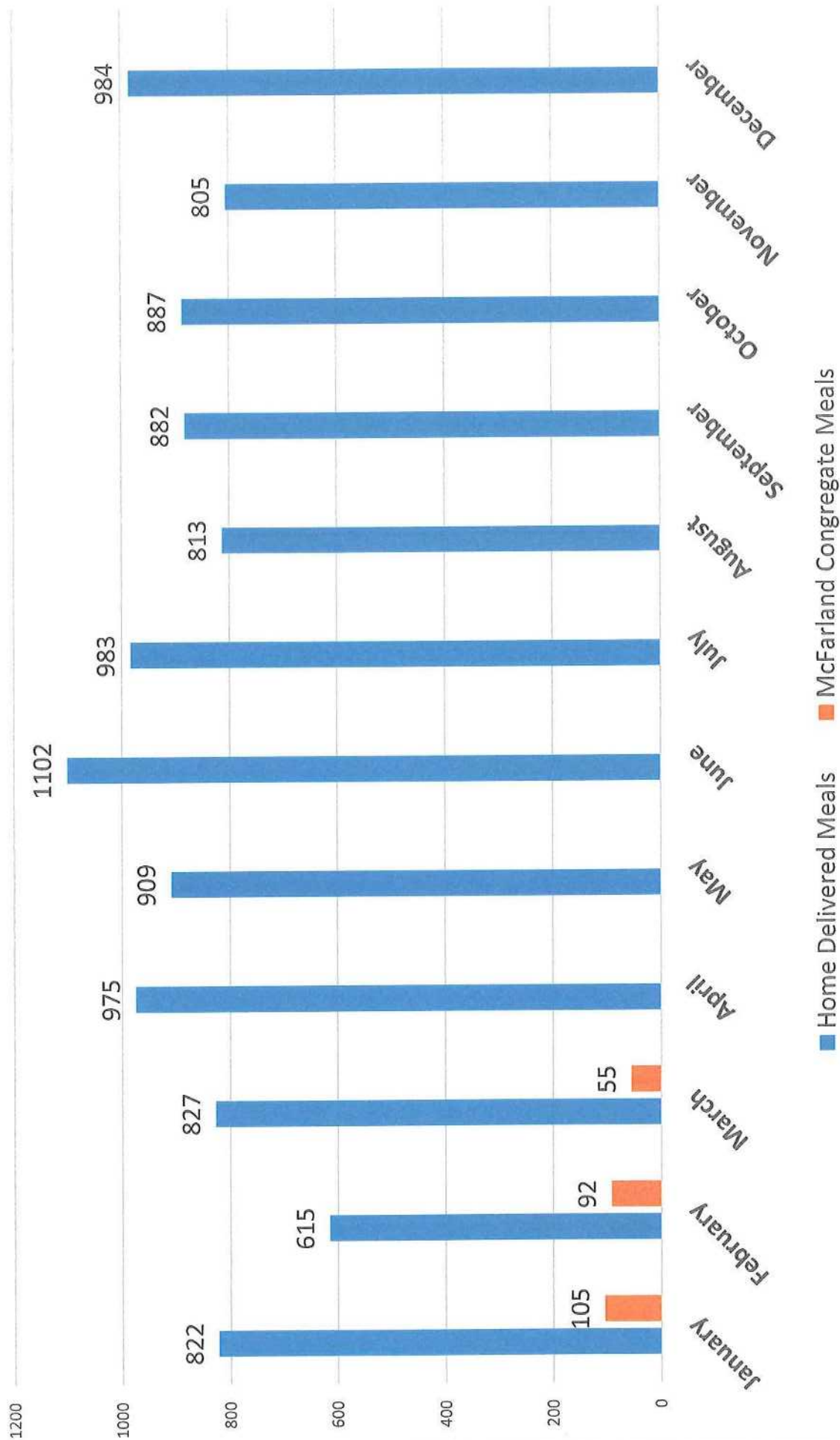
MCFARLAND SENIOR OUTREACH CASE MANAGEMENT 2020 UNITS BY MUNICIPALITY

■ McFarland ■ Dunn ■ Pleasant Springs ■ Cambridge ■ Christiana



3

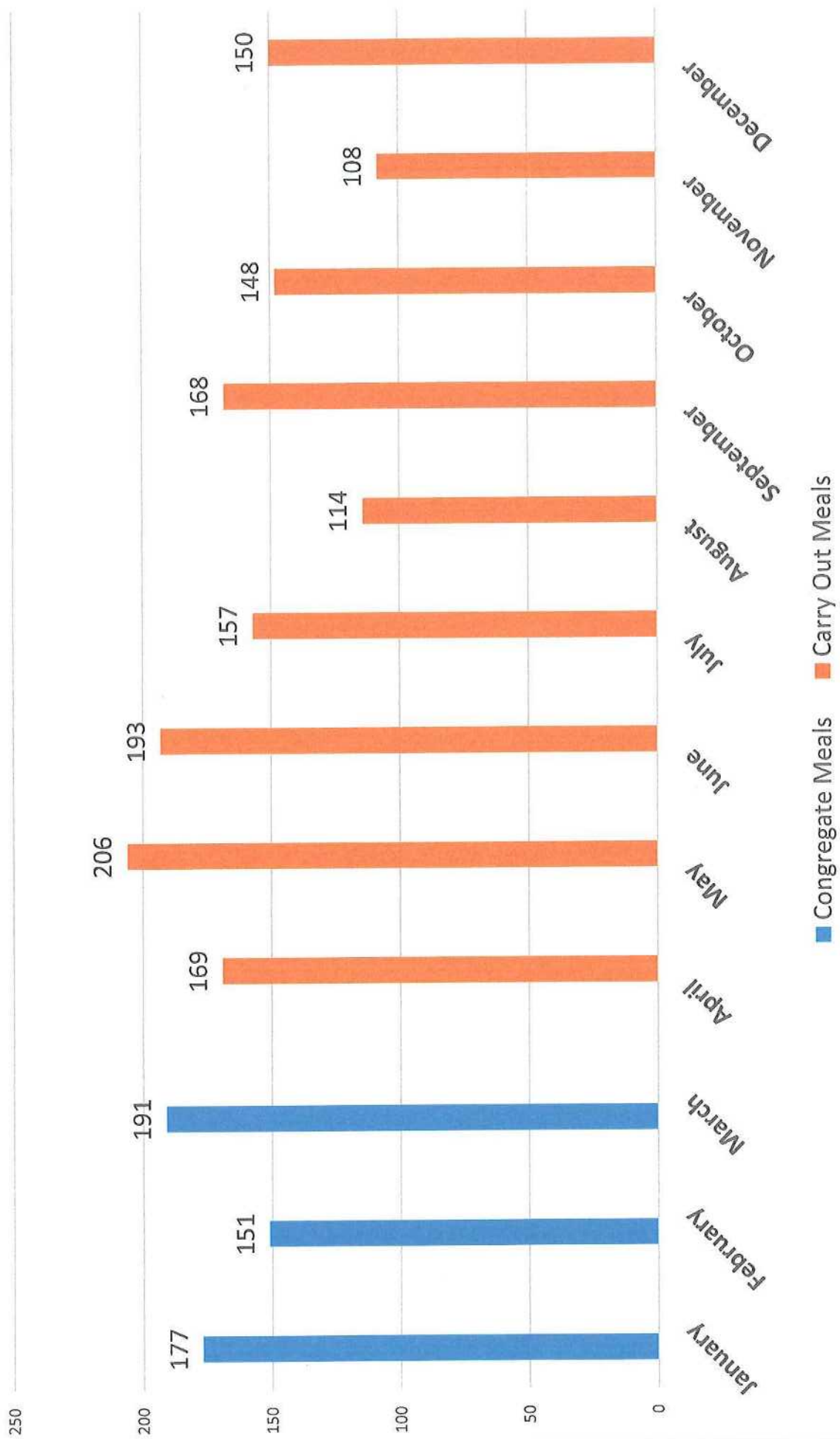
2020 McFarland Senior Outreach Nutrition Program McFarland HDM & Congregate Meals Served



Dane County Congregate Meal Sites were closed due to the COVID-19 Pandemic. Therefore, only January, February and March 2020 are reflected in the data for Congregate Meals.

7

2020 McFarland Senior Outreach Nutrition Program Cambridge Congregate Meals/Carry Out Meals



Dane County Congregate Meal Sites were closed due to the COVID-19 Pandemic. Therefore, only January, February and March 2020 are reflected in the data for Congregate Meals. Cambridge Meal Site switched to Carry-out Meals.

VILLAGE OF MCFARLAND
MCFARLAND MUNICIPAL COURT
March, 2021

Monthly Court Docket

February 9, 2021 – Court Docket – Initial Appearances

13 cases scheduled for Initial appearances (16 citations)

1 No Contest or Guilty pleas – Citations adjudicated at Initial Appearance

6 Paid prior to Appearance

1 Not Guilty pleas - Citations adjudicated or Pretrial scheduled for February 23, 2021

5 Default appearances – Scheduled for April 13, 2021 Indigency Hearing

0 Rescheduled Court date to February 23, 2021

February 9, 2021 - Juvenile Court – Initial Appearances

1 case scheduled for Initial appearances (1 citations)

1 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 February 23, 2021

0 Default appearances – Scheduled for April 13, 2021 Indigency Hearing

0 Rescheduled Court date to February 23, 2021

0 Reviews - Monthly progress review

February 16, 2021 – Truancy Court – Initial Appearances

5 case scheduled for Initial appearances (0 citations)

2 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 February 23, 2021

0 Default appearances – Scheduled for April 13, 2021 Indigency Hearing

0 Rescheduled Court date to March 16, 2021

3 Reviews - Monthly progress review

February 23, 2021 – Court Docket – Initial Appearances

15 cases scheduled for Initial appearances (19 citations)

2 No Contest or Guilty pleas – Citations adjudicated at Initial Appearance

1 Paid prior to Appearance

1 Not Guilty pleas - Citations adjudicated or Pretrial scheduled for March 9, 2021

11 Default appearances – Scheduled for April 27, 2021 Indigency Hearing

0 Rescheduled Court date to March 9, 2021

February 23, 2021 - 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 February 9, 2021

0 Default appearances – Scheduled for April 27, 2021 Indigency Hearing

0 Rescheduled Court date to March 9, 2021

0 Reviews - Monthly progress review

Court Activities

Monthly Financial Report

The Municipal Court received 66 payments for the month of February, 2021. Total revenue received by the Court was \$5,833.04. The Municipality retained \$3,408.01 in Court revenue, \$ 1,134.62 was sent to Dane County and \$1,290.41 was sent to the State.

There were 23 credit card transactions for the month of February, 2021. The Court received a total of \$2,539.20 in payments from Allpaid on-line credit card payments.

As of February, 2021, the Municipal Court has received a total of \$0.00 in delinquent fines from the Department of Revenue Tax Intercept Program.

As of February, 2021, the Municipal Court has received a total of \$4,234.85 in delinquent fines from the State Debt Collection.

Year to date, \$50,676.80, in forfeitures have been ordered from 106 citations adjudicated in the Municipal Court. Of that, \$313.00 has been converted to classroom education and/or community service hours for juveniles. A total of \$15,224.25 has been collected for 2021 and prior forfeitures.

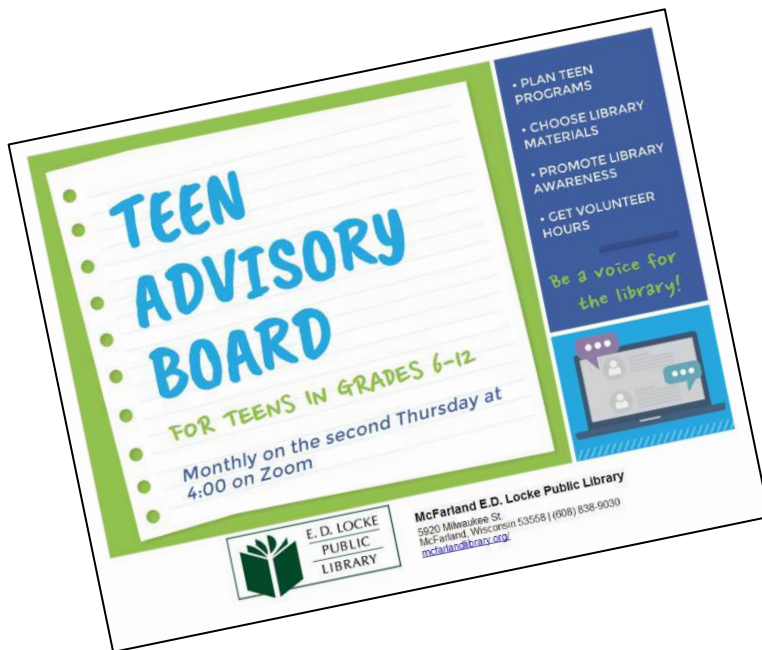
E. D. Locke Public Library Highlights – February 2021

Public Communication

Preschool Craft Time!

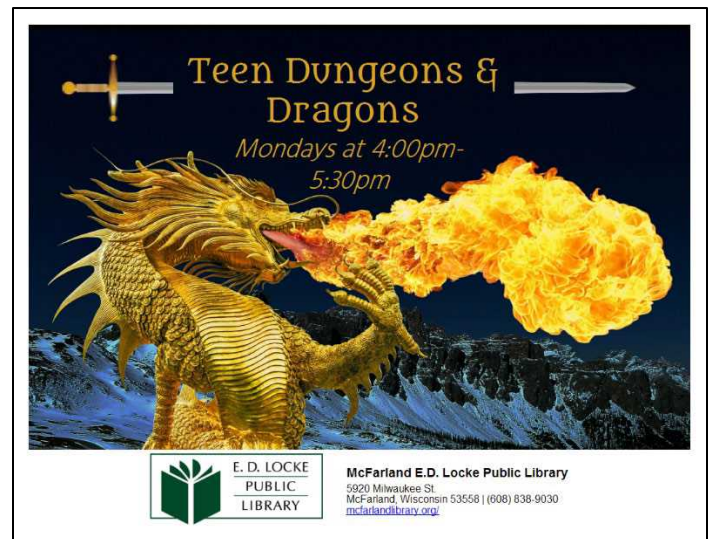


Teen Programs



The Teen Advisory Board (TAB) give input on programs and services for teens. They also help to promote the library among their peers and volunteer at in-person programs (when they resume)

Another popular program – Teen Dungeons and Dragons. Teens play every Monday over Zoom.

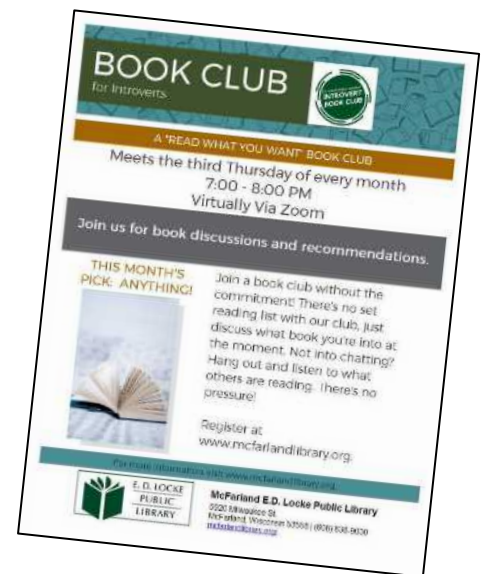


Adult Programs



Our popular cooking club featured McFarland resident Myungsim who generously demonstrated her family recipe for Beef Bulgogi Bibimbap

The library hosts an introvert book club each month using Zoom. Books are not assigned or chosen. Participants discuss whatever they are reading at the time.



Over 40 people have signed up for the vegetable garden design program.

January Library Stats

- Checkouts: 7,780
- Curbside appointments: 1431
- Unique users on wifi: 1,038
- Ebook & E-Audiobook checkouts: 2,711

YEAR IN REVIEW

E. D. Locke Public Library
2020



10,288

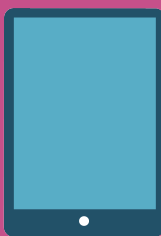
Curbside Pickup Appointments



16,913

E-Books Checked Out

14,832



E-Audio Books Checked out

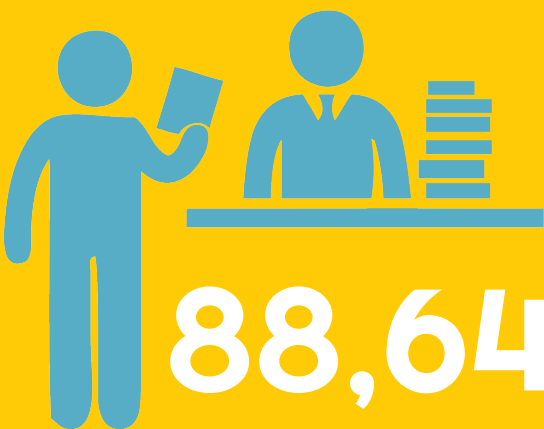
659

PROGRAMS OFFERED



97,489

PROGRAM ATTENDANCE



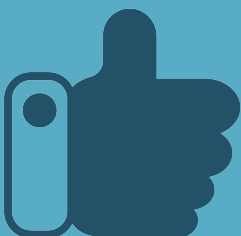
88,642

PHYSICAL ITEMS WERE CHECKED OUT



99,408

Wifi SESSIONS



1,741

FACEBOOK FOLLOWERS



25,767

WEBSITE VISITS



574

Book Bundles CHECKED OUT

6,806

ACTIVE BORROWERS

226

NEW CARDS THIS YEAR



262

Craft Kits Checked Out



62,723

Items owned



3,338

PRINT BOOKS ADDED TO OUR COLLECTION

19,205

Database Sessions



E. D. LOCKE
PUBLIC
LIBRARY

McFarland E.D. Locke Public Library

5920 Milwaukee St. | McFarland, Wisconsin 53558 | (608) 838-9030 | mcfarlandlibrary.org/



E.D. LOCKE PUBLIC LIBRARY
DIRECTOR'S REPORT
March 2021

February Highlights

- **Village News** - Mike Flaherty will give an update
- **Endowment** – The committee has not met. The current balance as of January 31, 2021 is \$138,990.88
- **Friends** – The Friends board met on February 9th. They discussed changing the guidelines for donations and making a donation of Children's books to the Optimists for their childhood literacy project.
- **Library Systems Report** –
 - **Marathon County** - "The Marathon County Public Library Board of Trustees voted 4 to 3 to withdraw from the Wisconsin Valley Library Service.

The next step is a public hearing by the Marathon County Board of Supervisors Extension, Education and Economic Development Committee. The earliest possible meeting date would be March 4th. The Marathon County Board of Supervisors would vote on the question of withdrawal sometime after the hearing and before June 30th." There are 38 board supervisors on the county board.

At the request of the Marathon County Public Library Director, I wrote a statement for their library webpage.

"The South Central Library System (SCLS) always welcomes the opportunity to partner with libraries and other agencies throughout the state. Our mission is to help our member libraries provide the best possible service to the public. If the decision is made to have the Marathon County Public Library join the South Central Library System, we will welcome them and work to help provide the best possible services to their patrons as well. "

Some details and history:

A county may leave its system and join another under Wisconsin Statute. The systems do not have the right to deny or approve the county's move. Wood, Portage and Adams counties left the Wisconsin Valley Library Service (WVLS) in 1996 to join SCLS. Marathon County Public Library is a consolidated county. This means all the public libraries answer to one library board of trustees and that board voted to leave WVLS. The library for the Village of Randolph left the Mid-Wisconsin Library System in 2016 (not a county but similar rules apply). Jefferson County also left the Mid-Wisconsin Library System to join with Waukesha Library System to form the Bridges Library System.

- It has also been announced that Marshfield Public Library and Rio Public Library will be joining Linkcat this year.
- **Facility Management**
 - **HVAC** –
 - The Freezestat reset buttons have moved to the outside of the air handler. The placement of the sensor inside the air handler has also been adjust and to date the freezestat has not tripped.
 - The NPBI has been installed and is up and running.
 - Our HVAC Company is working on setting up email notifications when the freezestat does trip, I will know right away and be able to reset it. Currently I have to come into the building to check the status of the HVAC.
 - **Hearing loop** – The hearing loop has been installed.
 - **Meeting Room Chairs** – Have been ordered. We're expecting delivery in March
 - **Delivery Door** – We had been experiencing intermittent problems with the curb side delivery door not unlocking. Boldtronics changed out the control board which controls voltage to the lock and it seems to be working consistently.
 - **Front doors** – I received a quote to the crash bars for the doors that go from the airlock at the Milwaukee St. entrance to the foyer changed out to locking crash bars. This would allow us to be able to

leave the airlock open so patrons could pick things up without an appointment. I also received a quote for replacing electric door opener for the door that goes from the foyer to the main part of the lobby. Both quotes came in higher than I had expected so I will be adding them to our request for the 2022 capital budget in the fall.

- **Long Range & Space Needs Planning Committee –**
 - **Next space needs committee meeting –**
 - **Community Centers –** I have been talking to different libraries about what they vs. what the community center does for the community.
- **Library Legislative Day— Attended** Library Legislative Day February 16th and 17th. I met with Melissa Agard's and Jimmy Anderson's staff and Samba Baldeh in person. We discussed the items that libraries are asking for in the new biannual budget: funds to continue our partnership with Workforce Development, funds to continue Recollection Wisconsin (<https://recollectionwisconsin.org>) digital artifacts from dozens of Wisconsin communities including McFarland) and funding to expand broadband throughout the state. We also discussed how the Pandemic has changed library service.
- **Credit Card payment changes –** the village is transitioning to a new servicer for credit card payments that is more compatible with their new website. The library will be transitioning as well and there will be more features with the new system that we'll be able to take advantage of.
- **Library Card Redesign –** I am gathering quotes to have our library cards redesigned. Staff are working on 3 designs one targeted at adults, children, and teens. We're discussing creating a design contest for the teen program. We're planning an October release for the new cards.
- **COVID related updates –**
 - **Curbside office is moving –** The curbside office is moving to the technical services area and I hope to be back in my old office by mid-March. Ann is currently from a make shift desk in the Adult Fiction area and she will move to the conference room. These moves will get us a step closer to be able to reopen.
 - **Library reopening –** We are currently rewriting all of our plans for reopening. We're hoping to be able to welcome patrons back in April. We're working from the same timeline as the majority of libraries in Dane County.
- **Diversity, Equity, and Inclusion**
 - Attended Racial equity 101 training on Feb. 9 - we discussed the ways throughout history that minorities were not allowed the same opportunities.
 - Attended Foundations of internalized Racism on February 11th – we discussed the way that different groups allow the same systems to remain in place.
 - Kelly Heasty and I will be meeting with the McFarland Equity Project at the beginning of February to discuss ideas on diverse programming.

Youth Services highlights (Heather Kent)

Storytime:

Virtual storytimes through Facebook live continued this month. They occur on Monday, Tuesday, and Wednesdays. Monday's have been the highest "live" attendance – with children helping with the little mouse game that we play in the beginning. Heather has been playing with the library's GoPro camera and trying new format's for the Saturday pre-recorded storytime.

Thursday, February 25th Heather had a special storytime as part of "Jazz and Friends" day. This day is dedicated to sharing stories supporting transgender children. Heather shared the books: "I Am Jazz", "When Aidan Became a Brother", and "My Rainbow"

Virtual Programming:

Weekly craft kits are doing very well. Heather worked with Kelly to try and streamline the sign-up process for patrons and circulation staff. People now sign-up starting Friday the week before the kits are available. As a result of this earlier registration, the kits are usually all spoken for before we open on Monday – giving a set list for people calling to schedule pick up times.

Zumbini Session 2 has been going really well – Heather’s face hurts from laughing at the kids antics. This is such a wonderful program to be able to offer virtually and there is even a participant from NY attending. Session 2 will end on March 10th. Participants will then return their kits so that the new books can be swapped in – (session 3 will feature the book/music from TJ and His PJ’s) Here are two of our Zumbini participants:



Zumba Kids Jr has slowly been growing this past month – which is wonderful. The kids have fun with this 45 minute dance/exercise program. During the program we play games and the most popular game is a game where we find things. So for example, the music is paused and the kids are told to find something that starts with the letter “A”.

The Time Warp Trio book club met on Tuesday, February 9 and we discussed the book “Tut Tut”. Heather was getting a little worried about the low attendance of this program but was very excited to have three new members this month! We created sarcophagus pencil cases and discussed the Pharaoh Hatshepsut (a woman pharaoh which many people didn’t know about because she was all but erased in history by the priests and pharaoh’s that followed her.)

Book Explorers met on Tuesday, February 23. During our January meeting, the members got to choose what books they wanted to read next. From the group of books offered they chose “The Witch Boy” which is a great book to discuss gender roles. The main character is a boy who lives in a group where men are shape shifters and women are witches. He excels at being a witch but has to hide it until things become dire – then he saves the day by showing that even though he is a boy, he can do magic like the women. We also created dragon puppets as part of this program.

Other

Heather has been working on collection development, weeding, and cleaning out the craft closet. She has a plan to create “Random Acts of Crafting” bags that patrons can pick up. These bags will have crafting supplies that are left over/small quantities that cannot be used for library programming.

March is YAM and Heather was communicating with the Art Teachers about the library sharing and promoting their digital program this year.

Summer library programming performers have been booked for virtual performances this year.

Teen Services (Abby Seymour)

- Even though it was a short month, February was packed full of programs for teens! Overall, the new programs have been going well (though in surprising ways) and spring programming is in full swing!
- Firstly, the Teen Dungeons and Dragons program got off to a rocky start. On the first day of the program, only two teens were signed up which was not enough to run a successful game. After much deliberation, I decided to postpone for a week and wait to see if we could get some more players. I pushed the program on social media and advertised all the programs in the middle school announcements. In the end, the unexpected miracle happened and enough teens signed up. We are now at capacity! It turns out that the thing that saved us was when I reached out to other teen librarians in the area and asked them to advertise D&D to their teen patrons. That's been the beauty of virtual programs! Teens from Sun Prairie and Waunakee, for example, can take advantage of a program they love that just so happens to be offered at a different library. Plus, I enjoy watching this group of teens (who were strangers when the session began) bond over the game and get to know each other.
- The other brand-new program is Snack & Chat on Tuesday afternoons. The premise is very straight forward with the idea being a social hour on Zoom with something to munch on. The surprise is that while I'm getting a regular group of chatty teens who have attended every session, none of them have opted to pick up the Snack To-Go bag from the library. I've told them repeatedly that this bag full of treats, which gets changed out with a new snack every week, is available for them, but so far they have all chosen to eat snacks from their own kitchen. That is a totally acceptable option, but I have to admit it surprised me. Going forward, I will still have the Snack To-Go bags available, but I will update the snacks less often, so as not to be wasteful. To clarify, none of the snacks are perishable and consist of things like pre-packaged crackers and rice krispy treats.
- The Teen Advisory Council is not a brand-new program exactly, but this month was the first time it was offered virtually. I didn't know what to expect but ended up being thrilled with how this monthly event went! Four teens were in attendance and were brimming with ideas. One idea was assigning topics to future Snack & Chat dates, like discussing Minecraft or a TV show. Another idea the group came up with all on their own was creating a teen-centric library newsletter! They were very excited about this newsletter and while it will take some time to get off the ground, I can't wait to see how it turns out.
- As for the regularly scheduled programs, Crafternoon and Teen Hangout have also been successful this month. At the Crafternoon event on Wednesday afternoons, the teens get time to be creative and can work on whatever drawing/coloring/painting project they want. There were also two group projects this month that included supplies from the Craft To-Go bags from the library. The first one was using watercolor paints to make Valentine's Day cards for senior citizens, a program put on by Senior Outreach. The second craft project was using polymer clay to make little figurines inspired by the game Among Us. The Teen Hangout programs on Thursday afternoon consisted of an escape room, and playing the games Space Team, Love Letter, Telestrations, and Scattegories.
- Finally, I had many professional development opportunities to take advantage of this month. The biggest being the opportunity to write an article for the Youth Services Section's (through the Wisconsin Library Association) blog. I wrote about my experience doing the Scribe Tribe creative writing program, highlighting how successful it was during the summertime and then died off during the school year. Additionally, I had three meetings with different groups of Wisconsin youth services librarians, all of which consisted of brainstorming ideas, discussing current and future programs, and overall supporting each other in these confusing times of virtual programming.

Adult Services Highlights (Ann Engler)

Continuing Education

I am still attending the ecourse through ALA about virtual programming. We appear to be ahead of the game with our social media and virtual programming offerings as compared to many libraries.

I attended the Novelist Day of Learning and continue working through the Ripple anti-racism training.

Programming Highlights

The author visit of Madeline Uraneck was well-attended live and is getting views on our YouTube channel. Her guest, Nyima Gyaltse, was so kind to share his experience as a Tibetan refugee. This was one of the events sponsored by the Center for East Asian Studies grant. Patron feedback was nothing but positive, and we even had one person in Japan attend! I ended up speaking on the phone with Madeline's cousin, who had a question after the event. During our conversation, she noted that she is a widow who lives alone, and that speaking to me was a bright spot in her day. She also mentioned that her local library isn't offering virtual programming, so I encouraged her to check out our website. The beauty of Zoom programming is that even though she is on the east coast, she can still attend.

One attendee said after the event: "Thanks much for the handout. The presentation was insightful. The slides were an added boost to Madeline and Nyima's discussion. I informed several of my friends about this event; don't know if they also tuned in. Glad to learn that it was recorded and will be available for viewing at a later date."

Zumba had another good turnout, and the adult take & make craft kits continue to be popular. The vegetable gardening program scheduled for 2/24 has 88 registrants as of 2/22! Friday's mini-trivia games always attract a few players, too.

My Browse the Stacks YouTube video series got a shout-out from Jean Anderson from SCLS to the adult programming librarian email list, which was a nice boost. A fellow librarian from a different city emailed me to say "Thanks for recording the "Browse the Stacks" edition highlighted in Jean Anderson's email. Just wanted to let you know I thought the video was informative and fun. Your personality came through and I appreciated your style. Thanks for sharing!" I'm hopeful this series will continue to be a nice way to get some face time with patrons, even though we can't see each other in person at this time.

Patron Tech Assistance

Obviously, I haven't been able to offer my Book-A-Librarian tech help appointments in person since we closed, but this month I was able to connect with a patron over the phone to teach her how to use Overdrive to send books to her new Kindle.

I'm also working on a series of videos for our YouTube channel on features of our website as well as walk-throughs and demos of online resources.

Circulation Services Highlights (Kelly Heasty)

NEW PATRONS - 19 requests for cards received: Issued 11 WEB only cards + 1 full service cards. Balance were address updates and/or renewals.

MEETINGS:

- Feb CSS meeting: Missed CSS meeting due to attending Ripple Project seminar
- Attended meeting with HC & McFarland Equity Project
- Attended staff meeting with librarians.

TRAINING/EDUCATION - Attended first two ripple project seminars. Balance scheduled for March.

MAGAZINES & NEWSPAPERS

- All magazine issues received, labelled & shelved for February.
- Completed early year periodical weeding

BIBVATIONS AND CIRCULATION SERVICES:

OTHER:

- Sent out letters to patrons with MCF addresses who have home libraries elsewhere.
- Received three apps for Circ II Sub and scheduled interviews for week of 2/22
- Materials spreadsheet brought up to date with all incoming new materials received in February.
- Managed new books to ensure they go to McFarland patrons as much as possible.
- Added curbside flyers and bookmarks (new to February) to copy machine file for ease of printing
- Coordinated receipt of various book donations
- Cancelled afternoon appointments on 2/4 in preparation for snow storm.

BOOKCLUBS - Managing Book Club holds for Prairie Stone.

Amy Lawrence (Technical Services)

- Cataloging and processing new materials
- Mending materials, handling damaged and parts missing items.
- Website/social media updates as needed
- Monthly and special newsletters
- Monitoring and ordering supplies as needed, including COVID-19 supplies
- Migrating Lucky Day copies to circulating record on titles with MCF patron holds
- Assisting in planning/preparing for expanded service access
- Assisting with curbside pickup appointment scheduling, patron reference questions, computer/copier assistance and other circ duties as needed
- Proofreading programming flyers
- Outerlibrary loan requests
- Monitoring tax form supplies
- Watching Ripple Project equity training recordings
- Attended NoveList Day of Learning virtual sessions (contactless browsing, email newsletters, digital readers' advisory)
- Setting up equipment to migrate curbside station to workroom area

---Heidi Cox, Library Director



McFarland Fire & Rescue Department

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

Emergency: 911

March 2021 Fire & Rescue Department Report For February 2021 Activity

- **Operations**

- The month of February saw a return to typical call volume. We have now experienced some of the increased fire activity that other departments have during COVID-19. We had three structure fires during February. Two fires were associated with accidental stove usage, and the third resulted from a discarded cigarette on a patio. All the fires were able to be extinguished before significant damage occurred. A fire sprinkler extinguished the first kitchen fire, and the second was by our firefighters within minutes of arrival. The patio was controlled by occupants using water but was nearing extension into the attic of the building. The building is not protected by fire sprinklers and could have spread once it was in the attic.
- We had an incident where an individual working in a commercial building obtained medical attention at a hospital emergency room. The doctor contacted 911 because the individual reported an issue related to the mixing of chemicals. We arrived and investigated the building and found levels of flammable gas and carbon monoxide. We were able to find a furnace vent on the roof blocked by ice. The building did not have a carbon monoxide alarm installed, and the building owner agreed to place alarms to prevent future issues.
- The usage of Personal Protective Equipment or precautions against COVID-19 will not be eliminated for some time. The CDC is not reducing their requirements due to not knowing if the vaccine will prevent individuals from being carriers.
- The CDC, Wisconsin Department of Health Services, and Madison and Dane County Public issued new guidelines for employees that have been vaccinated for returning to work after exposure to COVID-19. The

new guidance reduces the need to quarantine after exposure, but there are still some concerns, and we will review each case as they occur.

- We have completed CPR recertification for the Department in small groups with precautions in place to protect staff. The process took a considerable time longer and more sessions.
- We completed our annual ice rescue recertification for members in small groups with precautions in place. We were able to complete the initial certification for six members also. We usually offer initial training for other agencies and have a class of 50 students.
- 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. In February, the Duty Officer assisted on 44 incidents.
- We have been working with Bray Architects on the new Public Safety Center. We presented the current floor plans to a public forum. We received some concerns about the sirens in the neighborhood. We did express that we intend to be good neighbors and minimize siren usage as needed, especially during the typical sleeping hours. The design is progressing and does require significant work.

- **COVID-19 Precautions**

- 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 primarily remaining online with the limited group in-person trainings.
 - 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.).
- 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.
- The Battelle Critical Care Decontamination System for decontaminating N-95 respirators will be taking the last shipment on March 18, 2021. We had about 100 N-95 respirators decontaminated through Battelle. We currently have an ample supply of N-95 respirators to last the remainder of the year.

Staffing

- Current Staffing Levels
 - Full-time Fire Rescue Chief – 1
 - Full-time Administrative Captain – 1
 - Full-time Fire Inspector/Public Education Specialist – 1
 - Full-time EMTs – 4 (2 vacancies)
 - Full-time Confidential Administrative Assistant - 1
 - Paid-On-Call – 54 (11 EMTs (1 on medical leave), 24 Firefighters (1 Active Retired), 7 EMR/Firefighter, & 12 EMT/Firefighters
 - Total Staffing Level – 64
- 24 Hour EMT Margit Frisch resigned this month. She had found the 24/48 work schedule was too difficult for her to maintain with her home life.
- EMTs Danielle Bartz and Alyx Ribble have resigned from the department. Both of which had difficulty meeting requirements and the pandemic made the situation more complicated. Both came to terms that the situation would not improve for them even after the pandemic came to an end.
- We currently have three individuals completing the background process. One individual just completed EMT Basic, and the other two will require completion of entry-level firefighter.

<u>Inspection/Prevention Activity</u>	<u>Completed</u>	<u>Year to Date Total</u>
Building Inspections	0	0
Fire Code Violations Identified	0	0
Re-inspections Completed	0	1
Corrections Noted	0	2
Building Plan Reviews	4	5
Development Reviews	3	3
Acceptance Test/site visits	1	3
Fire Drills	0	0
AHA-CPR Classes	2	11
AHA Attendance Total	10	46
Public Education	0	1
Public Education Attendance	0	0
Home Prevention Installations	0	0

Many fire prevention activities are suspended due to COVID-19, and reduced career EMT staffing has required the inspector to be detailed to the ambulance.

Based on social media and a high school parent, we were notified of a concern with an improvised isolation chamber in the high school. We performed an inspection and confirmed it had been removed.

Apparatus & Equipment

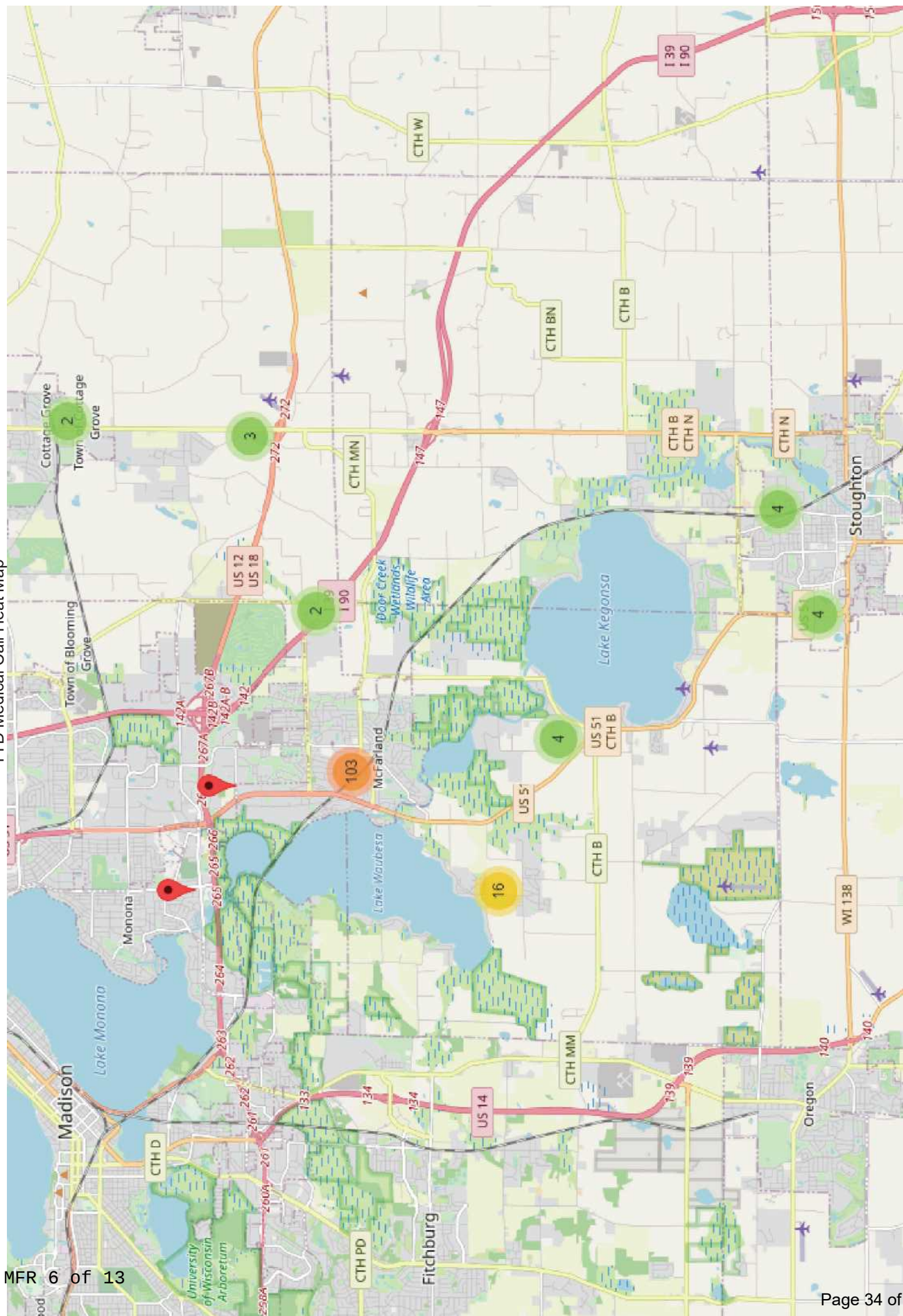
- 2015 Tanker (Tender 6) had the pump heater fail and resulted in two valves freezing and leaking. We had the valves repaired by a fire apparatus repair vendor, and the Village Mechanic will be replacing the pump heater. The rear tank dump valve is experiencing issues again, and the manufacturer is being contacted to determine the cause of the issue.
- 2019 Pumper (Engine 2) is experiencing an issue with the Compressed Air Foam (CAF) system's air compressor. The compressor will overheat within a few minutes of operations. A new thermostat has been ordered through one of our apparatus repair vendors.
- 2005 Pumper (Engine 1) has the pump packing (center seal) leaking water. It was replaced last year, and a common need after the replacement is an adjustment after a break-in period and periodic adjustment throughout the life of packing. The vendor that replaced the packing last year will be performing the repair.
- 1997 Aerial (Ladder 8) had an intake valve and aerial discharge valve

leaking and is being repaired by a local vendor.

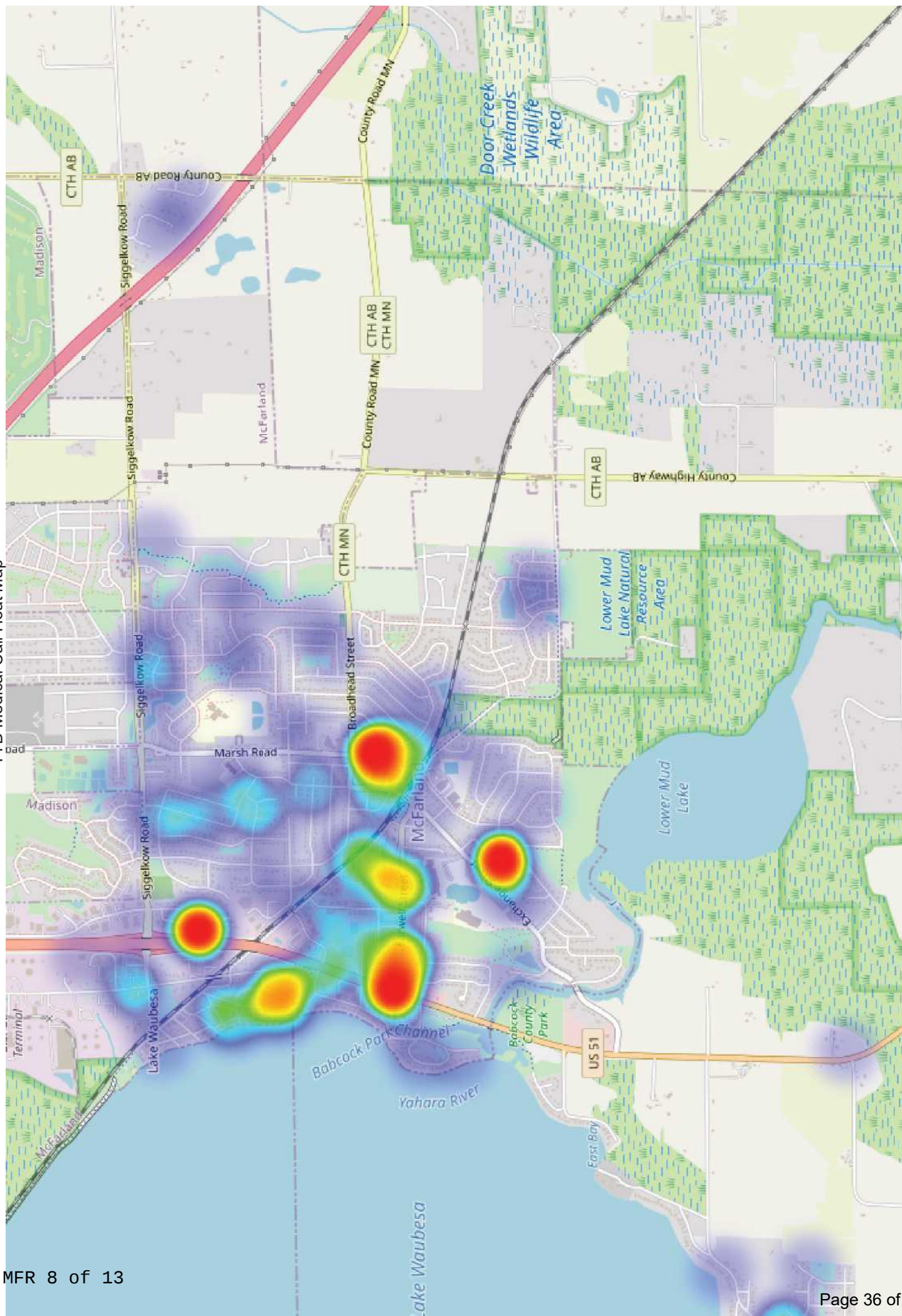
- The utility graphic design and engineering are completed. The manufacturer has received the chassis. Due to the truck being manufactured in Florida, we will be receiving updates from an independent inspection agency once manufacturing proceeds.
- The replacement aerial has been placed on order with the idle reduction option as recommended by the sustainability committee. We are waiting to have an updated build and delivery schedule.

- **Budget**

- 2021 Budget capital purchasing has not been started beyond the ladder truck.
- We have received notification that we were awarded an Assistance to Firefighters Grant to purchase additional PPE for COVID-19. We have purchased the PPE and will be submitting it for payment.
- We are working with the Terminal Coop on attempting to purchase PFAS free foam.



Map of the Waubesa area showing a heatmap overlay. The heatmap has a central yellow/orange peak near the intersection of US 51 and County Road MN, with blue and purple areas extending to the north and south. The map includes labels for Lake Kegonsa, Lake Waubesa, Door Creek Wetlands, and various roads like US 12, US 18, US 51, and County Highways.



Ambulance Runs By Dispatch Reason

Incident Complaint Reported By Dispatch	02/01 - 02/29/21		02/01 - 02/29/20		02/01 - 02/28/19		02/01 - 02/28/18	
Abdominal Pain/Problems	0	0.00%	0	0.00%	2	3.17%	2	2.67%
Allergic Reaction/Stings	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Animal Bite	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Assault	1	1.19%	1	1.45%	0	0.00%	0	0.00%
Automated Crash Notification	1	1.19%	0	0.00%	0	0.00%	0	0.00%
Back Pain (Non-Traumatic)	1	1.19%	0	0.00%	1	1.59%	0	0.00%
Breathing Problem	6	7.14%	10	14.49%	2	3.17%	2	2.67%
Burns/Explosion	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Carbon Monoxide/Hazmat/Inhalation/CBRN	2	2.38%	0	0.00%	2	3.17%	2	2.67%
Cardiac Arrest/Death	3	3.57%	1	1.45%	0	0.00%	1	1.33%
Chest Pain (Non-Traumatic)	5	5.95%	3	4.35%	6	9.52%	2	2.67%
Choking	2	2.38%	1	1.45%	2	3.17%	0	0.00%
Convulsions/Seizure	3	3.57%	2	2.90%	0	0.00%	5	6.67%
Diabetic Problem	1	1.19%	0	0.00%	2	3.17%	0	0.00%
Electrocution/Lightning	0	0.00%	1	1.45%	0	0.00%	0	0.00%
Eye Problem/Injury	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Falls	16	19.05%	12	17.39%	14	22.22%	13	17.33%
Fire	11	13.10%	5	7.25%	2	3.17%	2	2.67%
Headache	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Heart Problems/AICD	3	3.57%	3	4.35%	1	1.59%	3	4.00%
Heat/Cold Exposure	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Hemorrhage/Laceration	3	3.57%	3	4.35%	2	3.17%	1	1.33%
Industrial Accident/Inaccessible Incident/Other Entrapments (Non-Vehicle)	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Medical Alarm	0	0.00%	0	0.00%	0	0.00%	0	0.00%
No Other Appropriate Choice	1	1.19%	0	0.00%	0	0.00%	0	0.00%
Overdose/Poisoning/Ingestion	0	0.00%	1	1.45%	4	6.35%	2	2.67%
Pregnancy/Childbirth/Miscarriage	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Psychiatric Problem/Abnormal Behavior/Suicide Attempt	0	0.00%	1	1.45%	0	0.00%	2	2.67%
Sick Person	9	10.71%	13	18.84%	9	14.29%	8	10.67%
Stab/Gunshot Wound/Penetrating Trauma	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Standby	3	3.57%	0	0.00%	0	0.00%	0	0.00%
Stroke/CVA	2	2.38%	0	0.00%	2	3.17%	1	1.33%
Traffic/Transportation Incident	3	3.57%	1	1.45%	10	15.87%	20	26.67%
Transfer/Interfacility/Palliative Care	1	1.19%	0	0.00%	0	0.00%	0	0.00%
Traumatic Injury	0	0.00%	1	1.45%	0	0.00%	0	0.00%
Unconscious/Fainting/Near-Fainting	7	8.33%	10	14.49%	2	3.17%	8	10.67%
Unknown Problem/Person Down	0	0.00%	0	0.00%	0	0.00%	1	1.33%
Total	84		69		63		75	

Ambulance Runs By Dispatch Reason

Incident Complaint Reported By Dispatch	01/01 - 02/29/21		01/01 - 02/29/20		01/01 - 02/28/19		01/01 - 02/28/18	
Abdominal Pain/Problems	2	1.27%	8	4.91%	3	2.40%	3	1.82%
Allergic Reaction/Stings	0	0.00%	0	0.00%	0	0.00%	2	1.21%
Animal Bite	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Assault	2	1.27%	1	0.61%	0	0.00%	0	0.00%
Automated Crash Notification	1	0.63%	0	0.00%	0	0.00%	0	0.00%
Back Pain (Non-Traumatic)	2	1.27%	0	0.00%	1	0.80%	1	0.61%
Breathing Problem	8	5.06%	19	11.66%	11	8.80%	8	4.85%
Burns/Explosion	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Carbon Monoxide/Hazmat/Inhalation/CBRN	4	2.53%	0	0.00%	2	1.60%	2	1.21%
Cardiac Arrest/Death	4	2.53%	2	1.23%	0	0.00%	1	0.61%
Chest Pain (Non-Traumatic)	11	6.96%	6	3.68%	12	9.60%	3	1.82%
Choking	2	1.27%	1	0.61%	2	1.60%	0	0.00%
Convulsions/Seizure	5	3.16%	2	1.23%	0	0.00%	7	4.24%
Diabetic Problem	4	2.53%	0	0.00%	3	2.40%	2	1.21%
Electrocution/Lightning	0	0.00%	1	0.61%	0	0.00%	0	0.00%
Eye Problem/Injury	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Falls	33	20.89%	34	20.86%	26	20.80%	34	20.61%
Fire	18	11.39%	8	4.91%	6	4.80%	7	4.24%
Headache	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Heart Problems/AICD	4	2.53%	3	1.84%	1	0.80%	5	3.03%
Heat/Cold Exposure	0	0.00%	0	0.00%	1	0.80%	0	0.00%
Hemorrhage/Laceration	3	1.90%	5	3.07%	3	2.40%	2	1.21%
Industrial Accident/Inaccessible Incident/Other Entrapments (Non-Vehicle)	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Medical Alarm	0	0.00%	0	0.00%	0	0.00%	0	0.00%
No Other Appropriate Choice	1	0.63%	0	0.00%	1	0.80%	1	0.61%
Overdose/Poisoning/Ingestion	2	1.27%	4	2.45%	6	4.80%	3	1.82%
Pregnancy/Childbirth/Miscarriage	0	0.00%	1	0.61%	0	0.00%	0	0.00%
Psychiatric Problem/Abnormal Behavior/Suicide Attempt	0	0.00%	3	1.84%	0	0.00%	2	1.21%
Sick Person	21	13.29%	30	18.40%	18	14.40%	26	15.76%
Stab/Gunshot Wound/Penetrating Trauma	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Standby	4	2.53%	0	0.00%	0	0.00%	0	0.00%
Stroke/CVA	4	2.53%	2	1.23%	3	2.40%	3	1.82%
Traffic/Transportation Incident	7	4.43%	8	4.91%	14	11.20%	32	19.39%
Transfer/Interfacility/Palliative Care	1	0.63%	0	0.00%	0	0.00%	0	0.00%
Traumatic Injury	3	1.90%	3	1.84%	4	3.20%	0	0.00%
Unconscious/Fainting/Near-Fainting	12	7.59%	21	12.88%	8	6.40%	20	12.12%
Unknown Problem/Person Down	0	0.00%	0	0.00%	0	0.00%	1	0.61%
Well Person Check	0	0.00%	1	0.61%	0	0.00%	0	0.00%
Total	158		163		125		165	

McFarland Fire Dept.

Fire Incident Type Period Comparisons

Alarm Date Between {02/01/2021} and {02/28/2021}

Incident Type	02/01/2021 to 02/28/2021	02/01/2020 to 02/28/2020	02/01/2019 to 02/28/2019	02/01/2018 to 02/28/2018
111 Building fire	4	3	1	2
113 Cooking fire, confined to container	1	0	1	0
132 Road freight or transport vehicle fire	1	0	0	0
154 Dumpster or other outside trash receptacle fire	0	0	1	0
311 Medical assist, assist EMS crew	9	13	15	9
322 Motor vehicle accident with injuries	0	0	5	2
324 Motor Vehicle Accident with no injuries	1	0	0	2
411 Gasoline or other flammable liquid spill	1	0	0	0
412 Gas leak (natural gas or LPG)	2	0	0	1
413 Oil or other combustibile liquid spill	0	0	1	0
422 Chemical spill or leak	2	0	0	0
424 Carbon monoxide incident	0	0	1	0
521 Water evacuation	0	0	1	0
522 Water or steam leak	0	0	1	1
553 Public service	0	0	1	0
571 Cover assignment, standby, moveup	0	0	3	1
611 Dispatched & cancelled en route	0	8	2	3
6111Cancelled en route - Auto Aid Fire	1	0	0	0
6112Dispatched & cancelled en route - EMS Assist	1	0	0	0
6113Dispatched & cancelled en route - Mutual Aid	4	0	0	0
622 No Incident found on arrival at dispatch address	0	3	1	0
651 Smoke scare, odor of smoke	0	0	0	2
700 False alarm or false call, Other	0	0	0	1
731 Sprinkler activation due to malfunction	1	0	1	0
733 Smoke detector activation due to malfunction	0	0	2	0
735 Alarm system sounded due to malfunction	0	2	0	0
736 CO detector activation due to malfunction	2	0	1	0
740 Unintentional transmission of alarm, Other	0	0	0	1
741 Sprinkler activation, no fire - unintentional	0	0	1	0
743 Smoke detector activation, no fire - unintentional	1	0	1	1
744 Detector activation, no fire - unintentional	2	0	0	0
745 Alarm system activation, no fire - unintentional	0	0	1	0
746 Carbon monoxide detector activation, no CO	2	0	1	1
Totals	35	29	42	27

McFarland Fire Dept.

Fire Incident Type Period Comparisons

Alarm Date Between {01/01/2021} and {02/28/2021}

Incident Type	01/01/2021 to 02/28/2021	01/01/2020 to 02/28/2020	01/01/2019 to 02/28/2019	01/01/2018 to 02/28/2018
111 Building fire	4	3	5	5
113 Cooking fire, confined to container	1	0	1	0
131 Passenger vehicle fire	0	1	0	0
132 Road freight or transport vehicle fire	1	0	0	0
151 Outside rubbish, trash or waste fire	0	0	1	0
154 Dumpster or other outside trash receptacle fire	0	0	1	0
311 Medical assist, assist EMS crew	16	30	23	17
322 Motor vehicle accident with injuries	1	2	7	5
324 Motor Vehicle Accident with no injuries	1	1	0	4
362 Ice rescue	1	0	0	0
411 Gasoline or other flammable liquid spill	2	2	1	0
412 Gas leak (natural gas or LPG)	3	0	2	1
413 Oil or other combustible liquid spill	0	0	1	0
422 Chemical spill or leak	2	0	0	0
424 Carbon monoxide incident	1	0	1	0
442 Overheated motor	0	1	0	0
463 Vehicle accident, general cleanup	2	0	1	0
521 Water evacuation	0	0	1	0
522 Water or steam leak	0	0	2	1
531 Smoke or odor removal	0	1	0	0
553 Public service	0	1	1	0
555 Defective elevator, no occupants	0	1	0	0
571 Cover assignment, standby, moveup	1	0	4	1
611 Dispatched & cancelled en route	1	11	5	10
6111Cancelled en route - Auto Aid Fire	2	0	0	0
6112Dispatched & cancelled en route - EMS Assist	2	0	0	0
6113Dispatched & cancelled en route - Mutual Aid	5	0	0	0
622 No Incident found on arrival at dispatch address	0	3	1	0
631 Authorized controlled burning	0	0	0	2
651 Smoke scare, odor of smoke	0	0	2	2
652 Steam, vapor, fog or dust thought to be smoke	1	0	0	0
671 HazMat release investigation w/no HazMat	0	0	1	1
700 False alarm or false call, Other	0	0	0	1
714 Central station, malicious false alarm	0	0	1	0
731 Sprinkler activation due to malfunction	1	0	2	1
733 Smoke detector activation due to malfunction	1	0	2	0
735 Alarm system sounded due to malfunction	0	2	2	1
736 CO detector activation due to malfunction	2	1	2	0
740 Unintentional transmission of alarm, Other	0	0	0	2
741 Sprinkler activation, no fire - unintentional	1	1	1	0
743 Smoke detector activation, no fire - unintentional	2	0	1	1
744 Detector activation, no fire - unintentional	2	0	0	1

McFarland Fire Dept.

Fire Incident Type Period Comparisons

Alarm Date Between {01/01/2021} and {02/28/2021}

Incident Type	01/01/2021 to 02/28/2021	01/01/2020 to 02/28/2020	01/01/2019 to 02/28/2019	01/01/2018 to 02/28/2018
745 Alarm system activation, no fire - unintentional	0	1	1	0
746 Carbon monoxide detector activation, no CO	3	1	2	3
Totals	59	63	75	59

VILLAGE OF MCFARLAND

Village Board Minutes

Monday, February 22, 2021 - 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, and Village Trustee Clair Utter (arrived at 7:06 p.m.)

Village Board members not present: None.

Staff Present: Administrator Matt Schuenke, Clerk/Treasurer Cassandra Suettinger, Interim Police Chief Brian Redman, Community and Economic Development Director Andrew Bremer, and Communications & Technology Director Stephanie Miller.

3. PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS.

a. Public Announcements

b. Public Communications

CARPC Public Hearing - March 11, 2021

4. CONSENT AGENDA.

a. Motion to approve the minutes of the February 8, 2021 Village Board meeting.

b. Motion to approve the minutes of the February 9, 2021 Village Board meeting.

c. Motion to approve Checks in the amount of \$5,700,705.55.

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

5. PUBLIC APPEARANCES.

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

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

None.

6. BUSINESS.

- a. Public Utilities Committee (Trustees Kryzenske & Clow)
Public Works Committee (Trustees Clow & Rupert)

- 1) Discussion and action to make a recommendation to the Village Board regarding the award of contract for the County Highway MN project.

Trustee Kryzenske provided an overview of the recommendation from the Public Utilities and Public Works Committee to award the contract for the County Highway MN Project.

Motion by Village Trustee Eric Kryzenske, second by Village Trustee Carolyn Clow, to approve the award of contract for the County Highway MN project to S & L Underground, Inc. of Lodi to include the base bid, alternate no. 1, alternate no. 3 and supplemental for a total project cost of \$673,750 which includes a 10% contingency. Motion carries 6 - 1 - 0 by acclamation, with Trustee Clair Utter voting nay.

- b. Discussion and action regarding an agreement with Dane County for the design, reconstruction, and jurisdictional transfer of CTH MN within the Village of McFarland.

Village Administrator Schuenke provided an overview of the agreement with Dane County for the design, reconstruction, and jurisdictional transfer of CTH MN within the Village of McFarland. He reported Dane County will cover 50% of the cost to reconstruct the road, but in return the Village would have to agree to the jurisdictional transfer once the project is complete.

Motion by Village President Brad Czebotar, second by Village Trustee Justin Rupert, to accept an agreement with Dane County for the design, reconstruction, and jurisdictional transfer of CTH MN within the Village of McFarland. Motion carries 6 - 1 - 0 by acclamation, with Trustee Clair Utter voting nay.

- c. Discussion and action on entering into an agreement with Wisconsin Rebound for injury rehabilitation assistance services for Village employees.

Clerk/Treasurer Suettinger provided an overview of the request to enter into an agreement with Wisconsin Rebound for injury rehabilitation assistance services for Village employees. She reported the services provides the Village employees access to sports medicine doctor's within their health networks for both on and off-duty related injuries. The Village's insurance carrier has agreed to pick up the cost of the services for the first three years.

The Board discussed the agreement and requested staff address the following concerns:

1. The 10% increase in the contract identified with year 4 and after.
2. Request for labor attorney to review the agreement and services.
3. Confirm employees still have a choice of doctor's.

Motion by Village President Brad Czebotar, second by Village Trustee Carolyn Clow, to postpone the agenda item and bring it back to Village Board once questions and concerns have been addressed. Motion carries 7 - 0 - 0 by acclamation.

d. Discussion and action regarding a Master Services Agreement with Baker Tilly for the study of impact fees.

Village Administrator Schuenke provided an overview of the request to enter into an agreement with Baker Tilly for the study of impact fees. The proposal includes updating the Library Impact fee and also studying a Public Safety Center Impact Fee. The Board discussed the agreement and were favorable to the studying of impact fees, but additionally requested Baker Tilly be prepared to present background on impact fees as part of their work.

Motion by Village Trustee Stephanie Brassington, second by Village Trustee Carolyn Clow, to approve a Master Services Agreement with Baker Tilly for the study of impact fees in an amount not to exceed \$30,000 and subject to final approval of the Village Attorney. Motion carries 6 - 1 - 0 by acclamation with Trustee Clair Utter voting nay.

e. Discussion regarding a Multi-Community Wage Study prepared by GovHR USA on behalf of the Dane County Cities and Villages Association.

Village President Brad Czebotar provided background on the study undertaken by DCCVA. He identified GovHR was the consultant who was used to compile the study and they would be willing to work with community to do additional work on compensation and classification study. The Board discuss the study and a desire to study the Village's current compensation system. The item will be referred to the Personnel Committee for additional discussion.

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

None.

7. ADJOURNMENT.

Motion by Village Trustee Michael Flaherty, second by Village Trustee Stephanie Brassington, to adjourn at 8:12 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
Clerk/Treasurer

Report Criteria:

Detail report type printed

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
4	MIDDLETON FORD	149435	FILTERS	1	02/24/2021	95.84	.00	95.84	03/05/2021
Total 4:						95.84	.00	95.84	
30	ALLIANT ENERGY/WP&L	022221	PW FACILITY	1	02/22/2021	1,678.33	.00	1,678.33	02/26/2021
		022221	WATER TOWER - HOLSC	2	02/22/2021	20.66	.00	20.66	02/26/2021
		022221	WATER TOWER - BURMA	3	02/22/2021	69.69	.00	69.69	02/26/2021
		022221	WELL #1	4	02/22/2021	457.02	.00	457.02	02/26/2021
		022221	WELL #3	5	02/22/2021	1,240.75	.00	1,240.75	02/26/2021
		022221	WELL #1	6	02/22/2021	95.33	.00	95.33	02/26/2021
		022221	WELL #3	7	02/22/2021	110.34	.00	110.34	02/26/2021
		022221	WELL #4	8	02/22/2021	69.70	.00	69.70	02/26/2021
		022221	LIFT #1	9	02/22/2021	224.97	.00	224.97	02/26/2021
		022221	LIFT #2	10	02/22/2021	139.25	.00	139.25	02/26/2021
		022221	LIFT #3	11	02/22/2021	65.00	.00	65.00	02/26/2021
		022221	LIFT #5	12	02/22/2021	237.88	.00	237.88	02/26/2021
		022221	BRANDT PARK	13	02/22/2021	31.92	.00	31.92	02/26/2021
		022221	LEWIS PARK	14	02/22/2021	259.92	.00	259.92	02/26/2021
		022221	FLOWER CORNER	15	02/22/2021	29.82	.00	29.82	02/26/2021
		022221	GAZEBO	16	02/22/2021	70.28	.00	70.28	02/26/2021
		022221	CEDAR GLADE AERATOR	17	02/22/2021	15.87	.00	15.87	02/26/2021
		022221	STREET LIGHTING (2)	18	02/22/2021	356.13	.00	356.13	02/26/2021
		022221	TRAFFIC FLASHERS - CR	19	02/22/2021	18.20	.00	18.20	02/26/2021
		022221	TRAFFIC FLASHERS - BA	20	02/22/2021	18.09	.00	18.09	02/26/2021
		022221	TRAFFIC FLASHERS - FA	21	02/22/2021	18.09	.00	18.09	02/26/2021
		022221	TRAFFIC FLASHERS - FA	22	02/22/2021	20.90	.00	20.90	02/26/2021
		022221	SIRENS	23	02/22/2021	29.58	.00	29.58	02/26/2021
		022221	3234 CTY RD AB	24	02/22/2021	17.27	.00	17.27	02/26/2021
		022221	6300 ELVEHJEM RD	25	02/22/2021	1,114.06	.00	1,114.06	02/26/2021
		022521	STREET LIGHTING (1)	1	02/25/2021	9,233.60	.00	9,233.60	03/05/2021
		030121-4313	FURNACE TESTING	1	03/01/2021	47.26	.00	47.26	03/05/2021
Total 30:						15,689.91	.00	15,689.91	
115	BRANDT, BRETT	BB022221	PLOW MEALS	1	02/22/2021	56.88	.00	56.88	03/05/2021
Total 115:						56.88	.00	56.88	
161	CHASE LUMBER AND FU	0003/200150	PW SHOP	1	02/04/2021	12.52	.00	12.52	03/05/2021
		0003/200150	PW SHOP	2	02/04/2021	3.41	.00	3.41	03/05/2021
		0003/200150	PW SHOP	3	02/04/2021	3.41	.00	3.41	03/05/2021
		0003/200150	PW SHOP	4	02/04/2021	3.41	.00	3.41	03/05/2021
		0003/200152	YOUTH CENTER	1	02/17/2021	23.62	.00	23.62	03/05/2021
		0003/200152	PARK SUPPLIES	1	02/19/2021	14.14	.00	14.14	03/05/2021
Total 161:						60.51	.00	60.51	
236	DANE CO FIRE CHIEFS A	352	DCFCA DUES	1	02/24/2021	500.00	.00	500.00	03/05/2021
Total 236:						500.00	.00	500.00	
247	DANE CO TREASURER	154-030221	JAIL & SURCHARGES - F	1	03/02/2021	1,134.62	.00	1,134.62	03/05/2021

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 247:						1,134.62	.00	1,134.62	
341	ENVIRONMENT CONTRO	17263-613	MC CLEANING	1	03/01/2021	1,457.00	.00	1,457.00	03/05/2021
		17263-613	MC CLEANING - COVID19	2	03/01/2021	2,242.00	.00	2,242.00	03/05/2021
Total 341:						3,699.00	.00	3,699.00	
353	FERGUSON ENTERPRIS	5961113	WATER MAIN PARTS	1	02/16/2021	37.26	.00	37.26	03/05/2021
		5977630	MC REPAIR PART	1	02/26/2021	.50	.00	.50	03/05/2021
		5977630	MC REPAIR PART	2	02/26/2021	.50	.00	.50	03/05/2021
		5977630	MC REPAIR PART	3	02/26/2021	.50	.00	.50	03/05/2021
		5977630	MC REPAIR PART	4	02/26/2021	1.83	.00	1.83	03/05/2021
Total 353:						40.59	.00	40.59	
439	HJ PERTZBORN	51226	PW SPRINKLER REPAIR	1	02/22/2021	94.86	.00	94.86	03/05/2021
		51226	PW SPRINKLER REPAIR	2	02/22/2021	25.88	.00	25.88	03/05/2021
		51226	PW SPRINKLER REPAIR	3	02/22/2021	25.88	.00	25.88	03/05/2021
		51226	PW SPRINKLER REPAIR	4	02/22/2021	25.88	.00	25.88	03/05/2021
Total 439:						172.50	.00	172.50	
476	JEFFERSON FIRE & SAF	IN126948	HELMET REPAIR	1	02/18/2021	50.13	.00	50.13	03/05/2021
Total 476:						50.13	.00	50.13	
512	KRIS' CUSTOM SEWING	074714	VCN COVER	1	02/26/2021	73.15	.00	73.15	03/05/2021
		074714	VCN COVER	2	02/26/2021	19.95	.00	19.95	03/05/2021
		074714	VCN COVER	3	02/26/2021	19.95	.00	19.95	03/05/2021
		074714	VCN COVER	4	02/26/2021	19.95	.00	19.95	03/05/2021
Total 512:						133.00	.00	133.00	
575	MADISON MET SEWERA	IN000016826	5429/5435 BREMER DUP	1	02/17/2021	2,000.00	.00	2,000.00	03/05/2021
		IN000016826	5429/5435 BREMER DUP	2	02/17/2021	506.44	.00	506.44	03/05/2021
Total 575:						2,506.44	.00	2,506.44	
603	MCFARLAND CHAMBER	030121	CHAMBER DUES	1	03/01/2021	510.00	.00	510.00	03/05/2021
Total 603:						510.00	.00	510.00	
634	MENARDS - MONONA	8301	FACILITY MAINTENANCE-	1	02/17/2021	5.18	.00	5.18	03/05/2021
		8301	FACILITY MAINTENANCE-	2	02/17/2021	5.19	.00	5.19	03/05/2021
		8301	FACILITY MAINTENANCE-	3	02/17/2021	5.19	.00	5.19	03/05/2021
		8301	FACILITY MAINTENANCE-	4	02/17/2021	19.00	.00	19.00	03/05/2021
		8394	MAILBOX REPLACEMEN	1	02/19/2021	13.97	.00	13.97	03/05/2021
Total 634:						48.53	.00	48.53	
640	MGE	13010467-02	STREET LIGHTS	1	02/24/2021	24.09	.00	24.09	03/05/2021
		14096945-02	STREET LIGHT	1	02/24/2021	31.24	.00	31.24	03/05/2021
		21056320-02	LIFT #4 ELECT	1	02/24/2021	46.94	.00	46.94	03/05/2021
		27667872-02	LIFT #5 GAS	1	02/24/2021	108.30	.00	108.30	03/05/2021
		29538501-02	STREET LIGHT	1	02/24/2021	127.75	.00	127.75	03/05/2021
		30200505-02	GOBEN BUILDING	1	02/24/2021	57.83	.00	57.83	03/05/2021

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 640:						396.15	.00	396.15	
660	MILLER, JOHN	JM021421	UNIFORM ALLOW - MILLE	1	02/14/2021	134.99	.00	134.99	03/05/2021
Total 660:						134.99	.00	134.99	
756	POMP'S TIRE SERVICE I	80234878	TIRES	1	02/26/2021	6.00	.00	6.00	03/05/2021
		80234878	TIRES	2	02/26/2021	6.00	.00	6.00	03/05/2021
		80234878	TIRES	3	02/26/2021	6.00	.00	6.00	03/05/2021
		80234878	TIRES	4	02/26/2021	22.00	.00	22.00	03/05/2021
Total 756:						40.00	.00	40.00	
764	PREMIER PAINT & WALLP	62945	YOUTH CENTER	1	02/23/2021	25.47	.00	25.47	03/05/2021
		62980	YOUTH CENTER	1	02/26/2021	45.49	.00	45.49	03/05/2021
Total 764:						70.96	.00	70.96	
800	RELIANT FIRE APPARAT	CI002792	TENDER PUMP HEATER	1	02/19/2021	184.96	.00	184.96	03/05/2021
Total 800:						184.96	.00	184.96	
879	SOUTH CENTRAL LIBRA	21-222	PATCH PANEL	1	02/24/2021	266.96	.00	266.96	03/05/2021
		21-226	MONITORS & PCS	1	02/24/2021	1,111.39	.00	1,111.39	03/05/2021
Total 879:						1,378.35	.00	1,378.35	
1015	VILLAGE OF MCFARLAN	022821	MUNICIPAL CENTER	1	02/28/2021	345.54	.00	345.54	03/05/2021
		022821	PW GARAGE	2	02/28/2021	364.82	.00	364.82	03/05/2021
		022821	PW GARAGE	3	02/28/2021	377.69	.00	377.69	03/05/2021
		022821	OLD LIBRARY	4	02/28/2021	29.66	.00	29.66	03/05/2021
		022821	LIBRARY	5	02/28/2021	261.88	.00	261.88	03/05/2021
		022821	LIBRARY	6	02/28/2021	164.61	.00	164.61	03/05/2021
		022821	MUNICIPAL CENTER	7	02/28/2021	549.40	.00	549.40	03/05/2021
		022821	HOUSE - 4902 TERMINAL	8	02/28/2021	14.83	.00	14.83	03/05/2021
		022821	VOM 5541 HOLSCHER	9	02/28/2021	14.83	.00	14.83	03/05/2021
		022821	BURMA - PARKING LOT	10	02/28/2021	14.83	.00	14.83	03/05/2021
		022821	5411 BASHFORD ST	11	02/28/2021	14.83	.00	14.83	03/05/2021
		022821	4313 TRIANGLE ST	12	02/28/2021	167.58	.00	167.58	03/05/2021
		022821	5817 MILWAUKEE ST	13	02/28/2021	14.83	.00	14.83	03/05/2021
		022821	OLD WELL HOUSE	14	02/28/2021	14.83	.00	14.83	03/05/2021
		022821	WATER TOWER - BURMA	15	02/28/2021	60.80	.00	60.80	03/05/2021
		022821	WATER TOWER - HOLSC	16	02/28/2021	41.52	.00	41.52	03/05/2021
		022821	WELL #1	17	02/28/2021	14.83	.00	14.83	03/05/2021
		022821	WELL #3	18	02/28/2021	14.83	.00	14.83	03/05/2021
		022821	LIFT #1	19	02/28/2021	14.83	.00	14.83	03/05/2021
		022821	LIFT #2	20	02/28/2021	14.83	.00	14.83	03/05/2021
		022821	LIFT #4	21	02/28/2021	14.83	.00	14.83	03/05/2021
		022821	RIDGE VIEW	22	02/28/2021	14.83	.00	14.83	03/05/2021
		022821	PED PATH - RUNNING DE	23	02/28/2021	14.83	.00	14.83	03/05/2021
		022821	YAHARA RIVER PARK	24	02/28/2021	14.83	.00	14.83	03/05/2021
		022821	PED PATH	25	02/28/2021	14.83	.00	14.83	03/05/2021
		022821	PED PATH - OSBORN	26	02/28/2021	14.83	.00	14.83	03/05/2021
		022821	LEGION MEMORIAL PAR	27	02/28/2021	56.35	.00	56.35	03/05/2021
		022821	BRANDT PARK	28	02/28/2021	91.82	.00	91.82	03/05/2021
		022821	WOODLAND ESTATES PA	29	02/28/2021	14.83	.00	14.83	03/05/2021

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		022821	AUTUMN GROVE PARK	30	02/28/2021	34.11	.00	34.11	03/05/2021
		022821	CEDAR RIDGE	31	02/28/2021	53.39	.00	53.39	03/05/2021
		022821	CEDAR GLADE PARK	32	02/28/2021	16.31	.00	16.31	03/05/2021
		022821	BOCCE BALL	33	02/28/2021	14.33	.00	14.33	03/05/2021
		022821	EGNER PARK	34	02/28/2021	19.28	.00	19.28	03/05/2021
		022821	HIGHLAND OAK PARK	35	02/28/2021	32.63	.00	32.63	03/05/2021
		022821	COMM GARDEN	36	02/28/2021	14.33	.00	14.33	03/05/2021
		022821	PED PATH - DALE CURTI	37	02/28/2021	14.83	.00	14.83	03/05/2021
		022821	WM MCFARLAND - 4820	38	02/28/2021	698.05	.00	698.05	03/05/2021
		022821	ROW CREAMERY RD	39	02/28/2021	14.83	.00	14.83	03/05/2021
Total 1015:						3,675.87	.00	3,675.87	
1085	WI RURAL WATER ASSN	S4566	MEMBERSHIP RENEWAL	1	03/01/2021	520.00	.00	520.00	03/05/2021
Total 1085:						520.00	.00	520.00	
1093	WI STATE LABORATORY	664848	WATER TESTS	1	01/31/2021	116.00	.00	116.00	03/05/2021
Total 1093:						116.00	.00	116.00	
1130	ZORN COMPRESSOR &	338171-00	PW COMP PART	1	02/22/2021	77.17	.00	77.17	03/05/2021
		338171-00	PW COMP PART	2	02/22/2021	21.05	.00	21.05	03/05/2021
		338171-00	PW COMP PART	3	02/22/2021	21.05	.00	21.05	03/05/2021
		338171-00	PW COMP PART	4	02/22/2021	21.05	.00	21.05	03/05/2021
Total 1130:						140.32	.00	140.32	
1246	TOTAL WATER TREATME	022621	MC WATER SOFTENER S	1	02/26/2021	6.46	.00	6.46	03/05/2021
		022621	MC WATER SOFTENER S	2	02/26/2021	6.46	.00	6.46	03/05/2021
		022621	MC WATER SOFTENER S	3	02/26/2021	6.46	.00	6.46	03/05/2021
		022621	MC WATER SOFTENER S	4	02/26/2021	23.67	.00	23.67	03/05/2021
Total 1246:						43.05	.00	43.05	
1256	BOUND TREE MEDICAL,	83957092	EMS MEDICAL SUPPLIES	1	02/17/2021	107.49	.00	107.49	03/05/2021
		83961533	MEDICAL - SUPPLIES	1	02/22/2021	95.76	.00	95.76	03/05/2021
Total 1256:						203.25	.00	203.25	
1462	TASC	IN1969849	FSA ADMIN FEE	1	02/15/2021	183.08	.00	183.08	03/05/2021
Total 1462:						183.08	.00	183.08	
1694	HEARTLAND LITHO	65825	UTILITY BILLS	1	01/29/2021	66.56	.00	66.56	03/05/2021
		65825	UTILITY BILLS	2	01/29/2021	66.56	.00	66.56	03/05/2021
		65825	UTILITY BILLS	3	01/29/2021	66.55	.00	66.55	03/05/2021
Total 1694:						199.67	.00	199.67	
1733	MOTOROLA SOLUTIONS	8281104989	MOBILE RADIO SYSTEM	1	01/29/2021	47,308.20	.00	47,308.20	03/05/2021
		8281105154	MOBILE RADIO SYSTEM	1	01/29/2021	3,290.97	.00	3,290.97	03/05/2021
		8281107164	MOBILE RADIO SYSTEM	1	02/02/2021	277.40	.00	277.40	03/05/2021
Total 1733:						50,876.57	.00	50,876.57	
1738	STATE OF WI TREASURE	154-030221	MONTHLY COURT FEES -	1	03/02/2021	1,290.41	.00	1,290.41	03/05/2021

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date		
Total 1738:						1,290.41	.00	1,290.41			
1896	NAPA AUTO PARTS	762421	VEHICLE PARTS	1	02/22/2021	31.52	.00	31.52	03/05/2021		
		762421	VEHICLE PARTS	2	02/22/2021	8.60	.00	8.60	03/05/2021		
		762421	VEHICLE PARTS	3	02/22/2021	8.60	.00	8.60	03/05/2021		
		762421	VEHICLE PARTS	4	02/22/2021	8.60	.00	8.60	03/05/2021		
		762723	MOWER PARTS	1	02/23/2021	22.06	.00	22.06	03/05/2021		
		762723	MOWER PARTS	2	02/23/2021	6.01	.00	6.01	03/05/2021		
		762723	MOWER PARTS	3	02/23/2021	6.01	.00	6.01	03/05/2021		
		762723	MOWER PARTS	4	02/23/2021	6.01	.00	6.01	03/05/2021		
		762724	VEHICLE PARTS	1	02/23/2021	7.85	.00	7.85	03/05/2021		
		762724	VEHICLE PARTS	2	02/23/2021	2.15	.00	2.15	03/05/2021		
		762724	VEHICLE PARTS	3	02/23/2021	2.15	.00	2.15	03/05/2021		
		762724	VEHICLE PARTS	4	02/23/2021	2.15	.00	2.15	03/05/2021		
		762985	M8 MAINTENANCE	1	02/24/2021	120.91	.00	120.91	03/05/2021		
		762997	RETURN VEHICLE PART	1	02/24/2021	31.52-	.00	31.52-	03/05/2021		
		762997	RETURN VEHICLE PART	2	02/24/2021	8.60-	.00	8.60-	03/05/2021		
		762997	RETURN VEHICLE PART	3	02/24/2021	8.60-	.00	8.60-	03/05/2021		
		762997	RETURN VEHICLE PART	4	02/24/2021	8.60-	.00	8.60-	03/05/2021		
		764206	VEHICLE PARTS	1	03/04/2021	3.81	.00	3.81	03/05/2021		
		764206	VEHICLE PARTS	2	03/04/2021	3.81	.00	3.81	03/05/2021		
		764206	VEHICLE PARTS	3	03/04/2021	3.81	.00	3.81	03/05/2021		
		764206	VEHICLE PARTS	4	03/04/2021	13.97	.00	13.97	03/05/2021		
Total 1896:						200.70	.00	200.70			
1904	HUMPHREY SERVICE PA	1233555	VEHICLE MAINTENANCE	1	02/11/2021	50.33	.00	50.33	03/05/2021		
		1233555	VEHICLE MAINTENANCE	2	02/11/2021	13.72	.00	13.72	03/05/2021		
		1233555	VEHICLE MAINTENANCE	3	02/11/2021	13.72	.00	13.72	03/05/2021		
		1233555	VEHICLE MAINTENANCE	4	02/11/2021	13.73	.00	13.73	03/05/2021		
		1234164	SHOP SUPPLIES	1	02/19/2021	6.21	.00	6.21	03/05/2021		
		1234164	SHOP SUPPLIES	2	02/19/2021	6.21	.00	6.21	03/05/2021		
		1234164	SHOP SUPPLIES	3	02/19/2021	6.21	.00	6.21	03/05/2021		
		1234164	SHOP SUPPLIES	4	02/19/2021	22.79	.00	22.79	03/05/2021		
		1234219	SHOP SUPPLIES	1	02/19/2021	34.43-	.00	34.43-	03/05/2021		
		1234219	SHOP SUPPLIES	2	02/19/2021	34.43-	.00	34.43-	03/05/2021		
		1234219	SHOP SUPPLIES	3	02/19/2021	34.43-	.00	34.43-	03/05/2021		
		1234219	SHOP SUPPLIES	4	02/19/2021	126.21-	.00	126.21-	03/05/2021		
		1234229	VEHICLE MAINTENANCE	1	02/19/2021	26.65	.00	26.65	03/05/2021		
		1234229	VEHICLE MAINTENANCE	2	02/19/2021	26.65	.00	26.65	03/05/2021		
		1234229	VEHICLE MAINTENANCE	3	02/19/2021	26.65	.00	26.65	03/05/2021		
		1234229	VEHICLE MAINTENANCE	4	02/19/2021	97.73	.00	97.73	03/05/2021		
		1234428	VEHICLE MAINTENANCE	1	02/23/2021	6.55	.00	6.55	03/05/2021		
		1234428	VEHICLE MAINTENANCE	2	02/23/2021	6.54	.00	6.54	03/05/2021		
		1234428	VEHICLE MAINTENANCE	3	02/23/2021	6.54	.00	6.54	03/05/2021		
		1234428	VEHICLE MAINTENANCE	4	02/23/2021	23.99	.00	23.99	03/05/2021		
		1234429	VEHICLE MAINTENANCE	1	02/23/2021	.39	.00	.39	03/05/2021		
		1234429	VEHICLE MAINTENANCE	2	02/23/2021	.39	.00	.39	03/05/2021		
		1234429	VEHICLE MAINTENANCE	3	02/23/2021	.39	.00	.39	03/05/2021		
		1234429	VEHICLE MAINTENANCE	4	02/23/2021	1.43	.00	1.43	03/05/2021		
		Total 1904:						127.32	.00	127.32	
		1909	CATERPILLAR FINANCIA	30689496	LOADER LEASE	1	02/20/2021	253.23	.00	253.23	03/05/2021
				30689496	LOADER LEASE	2	02/20/2021	253.23	.00	253.23	03/05/2021
30689496	LOADER LEASE			3	02/20/2021	253.23	.00	253.23	03/05/2021		

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		30689496	LOADER LEASE	4	02/20/2021	759.66	.00	759.66	03/05/2021
	Total 1909:					1,519.35	.00	1,519.35	
1910	ZURBUCHEN OIL INC	250154	PD OIL--44 GALLONS	1	02/26/2021	809.16	.00	809.16	03/05/2021
		250154	FIRE OIL--11 GALLONS	2	02/26/2021	202.29	.00	202.29	03/05/2021
		250154	PW OIL--55 GALLONS	3	02/26/2021	556.29	.00	556.29	03/05/2021
		250154	PW OIL	4	02/26/2021	151.72	.00	151.72	03/05/2021
		250154	PW OIL	5	02/26/2021	151.72	.00	151.72	03/05/2021
		250154	PW OIL	6	02/26/2021	151.72	.00	151.72	03/05/2021
	Total 1910:					2,022.90	.00	2,022.90	
1921	FRONTIER	021621	PW PHONE	1	02/16/2021	10.88	.00	10.88	02/26/2021
		021621	PW PHONE	2	02/16/2021	10.88	.00	10.88	02/26/2021
		021621	PW PHONE	3	02/16/2021	10.88	.00	10.88	02/26/2021
		021621	PW PHONE	4	02/16/2021	39.87	.00	39.87	02/26/2021
	Total 1921:					72.51	.00	72.51	
2066	PELLITTERI WASTE SYS	1846114	TRASH SERVICE	1	02/28/2021	21,670.05	.00	21,670.05	03/05/2021
		1846114	RECYCLING SERVICE	2	02/28/2021	14,472.00	.00	14,472.00	03/05/2021
		1846114	PW SHRED	3	02/28/2021	27.85	.00	27.85	03/05/2021
		1846114	PW SHRED	4	02/28/2021	27.84	.00	27.84	03/05/2021
		1846114	PW SHRED	5	02/28/2021	27.84	.00	27.84	03/05/2021
	Total 2066:					36,225.58	.00	36,225.58	
2070	KKS PROPERTY	2021-3	COMMON AREA MAINT. F	1	03/01/2021	400.00	.00	400.00	03/05/2021
	Total 2070:					400.00	.00	400.00	
2213	RIVISTAS LLC	12312	MAGAZINE SUBSCRIPTI	1	02/23/2021	2,638.28	.00	2,638.28	03/05/2021
	Total 2213:					2,638.28	.00	2,638.28	
2229	PRECISION LIFT AND EQ	129275	LIFT INSPECTION	1	02/25/2021	37.50	.00	37.50	03/05/2021
		129275	LIFT INSPECTION	2	02/25/2021	137.50	.00	137.50	03/05/2021
		129275	LIFT INSPECTION	3	02/25/2021	37.50	.00	37.50	03/05/2021
		129275	LIFT INSPECTION	4	02/25/2021	37.50	.00	37.50	03/05/2021
	Total 2229:					250.00	.00	250.00	
2248	KELLN, JACK	JK022221	PLOW MEALS	1	02/22/2021	58.02	.00	58.02	03/05/2021
	Total 2248:					58.02	.00	58.02	
2277	BRANDT, STEVE	SB022221	PLOW MEALS	1	02/22/2021	56.66	.00	56.66	03/05/2021
	Total 2277:					56.66	.00	56.66	
9137	RICOH USA INC	34682421	LEASE PAYMENT	1	02/13/2021	184.59	.00	184.59	03/05/2021
	Total 9137:					184.59	.00	184.59	
9140	TRITECH FORENSICS IN	409188	INVESTIGATION SUPPLIE	1	02/23/2021	58.27	.00	58.27	03/05/2021

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 9140:						58.27	.00	58.27	
16174	DNR ACCOUNTS RECEIV	370-0000019	PARK SUPPLIES	1	02/26/2021	526.65	.00	526.65	03/05/2021
Total 16174:						526.65	.00	526.65	
16234	GALLS, LLC	017596842	UNIFORM	1	02/05/2021	43.49	.00	43.49	03/05/2021
Total 16234:						43.49	.00	43.49	
16236	WEBER, MARK	MW022221	PLOW MEALS	1	02/22/2021	40.45	.00	40.45	03/05/2021
Total 16236:						40.45	.00	40.45	
16257	CORPORATE BUSINESS	294832	COPIER CHARGES	1	03/01/2021	92.00	.00	92.00	03/05/2021
		294832	COPIER CHARGES	2	03/01/2021	92.00	.00	92.00	03/05/2021
		294832	COPIER CHARGES	3	03/01/2021	92.00	.00	92.00	03/05/2021
		294832	COPIER CHARGES	4	03/01/2021	92.00	.00	92.00	03/05/2021
		294832	COPIER CHARGES	5	03/01/2021	90.99	.00	90.99	03/05/2021
		294832	COPIER CHARGES	6	03/01/2021	460.00	.00	460.00	03/05/2021
		294845	COPIER CHARGES	1	03/02/2021	167.70	.00	167.70	03/05/2021
		294845	COPIER CHARGES	2	03/02/2021	33.54	.00	33.54	03/05/2021
		294845	COPIER CHARGES	3	03/02/2021	33.54	.00	33.54	03/05/2021
		294845	COPIER CHARGES	4	03/02/2021	33.54	.00	33.54	03/05/2021
		294845	COPIER CHARGES	5	03/02/2021	33.54	.00	33.54	03/05/2021
		294845	COPIER CHARGES	6	03/02/2021	33.54	.00	33.54	03/05/2021
Total 16257:						1,254.39	.00	1,254.39	
16322	STRYKER SALES CORP	3308095M	LUCAS SUCTION CUPS	1	02/22/2021	238.00	.00	238.00	03/05/2021
		3311075M	STRYKER COTS MATRES	1	02/24/2021	443.79	.00	443.79	03/05/2021
Total 16322:						681.79	.00	681.79	
16347	WISCONSIN STATE LABO	667956	WATER TESTS	1	02/28/2021	26.00	.00	26.00	03/05/2021
Total 16347:						26.00	.00	26.00	
16357	PROTECTION TECHNOL	21924	MONTHLY MONITOR SER	1	03/04/2021	375.00	.00	375.00	03/05/2021
		21925	PW MONITORING SERVI	1	03/04/2021	54.00	.00	54.00	03/05/2021
		21925	PW MONITORING SERVI	2	03/04/2021	54.00	.00	54.00	03/05/2021
		21925	PW MONITORING SERVI	3	03/04/2021	54.00	.00	54.00	03/05/2021
		21925	PW MONITORING SERVI	4	03/04/2021	198.00	.00	198.00	03/05/2021
Total 16357:						735.00	.00	735.00	
16358	AGT BATTERY SUPPLY, L	92314A	PAGER BATTERIES	1	02/23/2021	170.00	.00	170.00	03/05/2021
Total 16358:						170.00	.00	170.00	
16398	POSPYHALLA, DAVID	DP022221	PLOW MEALS	1	02/22/2021	34.60	.00	34.60	03/05/2021
Total 16398:						34.60	.00	34.60	
16503	NOTARY BOND RENEWA	030521JH	NOTARY RENEWAL - JH	1	03/05/2021	30.00	.00	30.00	03/05/2021

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 16503:						30.00	.00	30.00	
16504	WI DEPT OF FINANCIAL I	030521-JH	NOTARY RENEWAL - JH	1	03/05/2021	20.00	.00	20.00	03/05/2021
Total 16504:						20.00	.00	20.00	
16640	TOP PACK DEFENSE LLC	5686	PETERSON CLOTHING A	1	02/15/2021	118.78	.00	118.78	03/05/2021
		5701	UNIFORM ALLOWANCE-	1	02/17/2021	280.97	.00	280.97	03/05/2021
		5711	UNIFORM ALLOWANCE -	1	02/18/2021	1,000.00	.00	1,000.00	03/05/2021
Total 16640:						1,399.75	.00	1,399.75	
16680	CARDMEMBER SERVICE	MSB021821	SCHUENKE	1	02/18/2021	524.99	.00	524.99	02/26/2021
		MSB021821	T REITER	2	02/18/2021	816.85	.00	816.85	02/26/2021
		MSB021821	COX	3	02/18/2021	1,380.10	.00	1,380.10	02/26/2021
		MSB021821	KENT	4	02/18/2021	14.90-	.00	14.90-	02/26/2021
		MSB021821	REDMAN	5	02/18/2021	108.33	.00	108.33	02/26/2021
		MSB021821	JACOBSEN	6	02/18/2021	330.94	.00	330.94	02/26/2021
		MSB021821	HESSLING	7	02/18/2021	2,149.98	.00	2,149.98	02/26/2021
		MSB021821	ANDERSEN	8	02/18/2021	370.74	.00	370.74	02/26/2021
		MSB021821	JOB	9	02/18/2021	369.38	.00	369.38	02/26/2021
		MSB021821	DAY	10	02/18/2021	35.97	.00	35.97	02/26/2021
		MSB021821	MOTL	11	02/18/2021	115.48	.00	115.48	02/26/2021
		MSB021821	REIMER	12	02/18/2021	125.99	.00	125.99	02/26/2021
		MSB021821	SUETTINGER	13	02/18/2021	1,087.26	.00	1,087.26	02/26/2021
		MSB021821	MAURER	14	02/18/2021	91.00-	.00	91.00-	02/26/2021
		MSB021821	SEYMOUR	15	02/18/2021	35.84	.00	35.84	02/26/2021
		MSB021821	IRWIN	16	02/18/2021	212.49	.00	212.49	02/26/2021
		MSB021821	BREMER	17	02/18/2021	29.60	.00	29.60	02/26/2021
		MSB021821	J REITER	18	02/18/2021	61.89	.00	61.89	02/26/2021
		MSB021821	MILLER	19	02/18/2021	537.27	.00	537.27	02/26/2021
		MSB021821	LARSON	20	02/18/2021	204.88	.00	204.88	02/26/2021
		MSB021821	IGL	21	02/18/2021	353.23	.00	353.23	02/26/2021
		MSB021821	LAWRENCE	22	02/18/2021	77.56	.00	77.56	02/26/2021
		MSB021821	DENNIS	23	02/18/2021	721.03	.00	721.03	02/26/2021
Total 16680:						9,543.90	.00	9,543.90	
16686	WARRENBURG, SPENCE	SW022221	PLOWING - BREAKFAST	1	02/22/2021	7.90	.00	7.90	03/05/2021
Total 16686:						7.90	.00	7.90	
16712	LIFE-ASSIST, INC	1076350	MED GLOVES - AFG	1	02/16/2021	240.00	.00	240.00	03/05/2021
		1076382	PROCEDURE MASKS- AF	1	02/16/2021	304.00	.00	304.00	03/05/2021
		1076463	GOWNS - AFG	1	02/16/2021	117.00	.00	117.00	03/05/2021
Total 16712:						661.00	.00	661.00	
16776	CIVICPLUS	210369	PAYMENT GATEWAY SOF	1	02/25/2021	1,307.53	.00	1,307.53	03/05/2021
Total 16776:						1,307.53	.00	1,307.53	
16782	MADISON EMERGENCY	INV1029	MEDICAL DIRECTION MA	1	03/02/2021	700.00	.00	700.00	03/05/2021
Total 16782:						700.00	.00	700.00	

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
16937	ESO SOLUTIONS INC.	ESO-49673	FIREHOUSE SOFTWARE	1	02/22/2021	2,822.75	.00	2,822.75	03/05/2021
Total 16937:						2,822.75	.00	2,822.75	
17084	AMAZON CAPITAL SERVI	14NY-L163-K	MECHANICAL TOOLS	1	02/23/2021	169.00	.00	169.00	03/05/2021
		16YF-TWWX	CLEANING SUPPLIES	1	02/21/2021	87.54	.00	87.54	03/05/2021
		1PDN-3RVV-	NEW DESK	1	02/18/2021	289.99	.00	289.99	03/05/2021
		1QMN-F9Q3-	PW FLEET EQUIPMENT	1	02/20/2021	48.94	.00	48.94	03/05/2021
		1QMN-F9Q3-	PW FLEET EQUIPMENT	2	02/20/2021	13.35	.00	13.35	03/05/2021
		1QMN-F9Q3-	PW FLEET EQUIPMENT	3	02/20/2021	13.35	.00	13.35	03/05/2021
		1QMN-F9Q3-	PW FLEET EQUIPMENT	4	02/20/2021	13.35	.00	13.35	03/05/2021
		1TDL-1P16-7	DVDS & CDS	1	02/22/2021	23.47	.00	23.47	03/05/2021
		1WCV-1PQH	DEPT. APPAREL	1	02/23/2021	26.98	.00	26.98	03/05/2021
Total 17084:						685.97	.00	685.97	
17140	US BANK VOYAGER FLE	86941609911	PD FUEL	1	03/01/2021	1,176.25	.00	1,176.25	03/05/2021
		86941609911	PW FUEL	2	03/01/2021	147.21	.00	147.21	03/05/2021
		86941609911	PW FUEL	3	03/01/2021	294.42	.00	294.42	03/05/2021
		86941609911	PW FUEL	4	03/01/2021	294.42	.00	294.42	03/05/2021
		86941609911	PW FUEL	5	03/01/2021	147.21	.00	147.21	03/05/2021
		86941609911	PW FUEL	6	03/01/2021	441.64	.00	441.64	03/05/2021
		86941609911	PW FUEL	7	03/01/2021	1,619.33	.00	1,619.33	03/05/2021
		86941609911	PARKS FUEL	8	03/01/2021	213.09	.00	213.09	03/05/2021
		86941609911	FIRE/EMS FUEL	9	03/01/2021	1,166.91	.00	1,166.91	03/05/2021
Total 17140:						5,500.48	.00	5,500.48	
17141	BADGERLAND DISPOSAL	0001458166	PORTABLE RESTROOM	1	02/11/2021	1,115.00	.00	1,115.00	03/05/2021
Total 17141:						1,115.00	.00	1,115.00	
17187	B&H PHOTO	185343185	RONIN S2	1	02/24/2021	636.75	.00	636.75	03/05/2021
		185358828	OFFICE SUPPLIES	1	02/24/2021	15.42	.00	15.42	03/05/2021
		185402731	OFFICE SUPPLIES	1	02/25/2021	445.33	.00	445.33	03/05/2021
		185510469	OFFICE SUPPLIES	1	02/28/2021	14.92	.00	14.92	03/05/2021
Total 17187:						1,112.42	.00	1,112.42	
17225	KREY, LINDSEY	LK021221	PLOW MEALS	1	02/12/2021	17.00	.00	17.00	03/05/2021
Total 17225:						17.00	.00	17.00	
17226	LARSON, SAYER	SL021221	PLOW MEALS	1	02/12/2021	20.00	.00	20.00	03/05/2021
Total 17226:						20.00	.00	20.00	
17318	TDS	022221PW	PW INTERNET/TV	1	02/22/2021	31.48	.00	31.48	02/26/2021
		022221PW	PW INTERNET/TV	2	02/22/2021	31.48	.00	31.48	02/26/2021
		022221PW	PW INTERNET/TV	3	02/22/2021	31.48	.00	31.48	02/26/2021
		022221PW	PW INTERNET/TV	4	02/22/2021	115.44	.00	115.44	02/26/2021
		022221VOM	ADMIN INTERNET/PHON	1	02/22/2021	45.08	.00	45.08	02/26/2021
		022221VOM	COMMDEV INTERNET/PH	2	02/22/2021	45.08	.00	45.08	02/26/2021
		022221VOM	WATER INTERNET/PHON	3	02/22/2021	106.66	.00	106.66	02/26/2021
		022221VOM	SEWER INTERNET/PHON	4	02/22/2021	106.66	.00	106.66	02/26/2021
		022221VOM	PD TV/INTERNET/PHONE	5	02/22/2021	128.12	.00	128.12	02/26/2021
		022221VOM	FIRE/EMS TV/INTERNET/	6	02/22/2021	285.24	.00	285.24	02/26/2021

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		022221VOM	LIBRARY INTERNET/PHO	7	02/22/2021	45.08	.00	45.08	02/26/2021
		022221VOM	OUTREACH INTERNET/P	8	02/22/2021	45.08	.00	45.08	02/26/2021
		022221VOM	COMMTECH TV/INTERNE	9	02/22/2021	64.20	.00	64.20	02/26/2021
		022221VOM	PW INTERNET/PHONE	10	02/22/2021	45.08	.00	45.08	02/26/2021
		022221VOM	STW INTERNET/PHONE	11	02/22/2021	61.87	.00	61.87	02/26/2021
Total 17318:						1,188.03	.00	1,188.03	
17320	PARKITECTURE & PLANN	10-20.022	COMMUNITY PARK MAST	1	03/01/2021	1,146.50	.00	1,146.50	03/05/2021
		10-20.022	MCFARLAND PARK MAST	2	03/01/2021	1,048.75	.00	1,048.75	03/05/2021
Total 17320:						2,195.25	.00	2,195.25	
17346	MIDLAND RENTAL	021021	CLOSE ESCROW ACCOU	1	02/10/2021	3,008.12	.00	3,008.12	03/05/2021
Total 17346:						3,008.12	.00	3,008.12	
17352	BRAY ASSOCIATES ARC	3488-09	PUBLIC SAFETY CENTER	1	02/23/2021	115,000.00	.00	115,000.00	03/05/2021
Total 17352:						115,000.00	.00	115,000.00	
17362	ELEVITY	MGD021202	COURT	1	02/15/2021	82.21	.00	82.21	03/05/2021
		MGD021202	GEN ADMIN	2	02/15/2021	328.86	.00	328.86	03/05/2021
		MGD021202	POLICE	3	02/15/2021	845.47	.00	845.47	03/05/2021
		MGD021202	FIRE/EMS	4	02/15/2021	360.38	.00	360.38	03/05/2021
		MGD021202	OUTREACH	5	02/15/2021	109.71	.00	109.71	03/05/2021
		MGD021202	COMM DEV	6	02/15/2021	82.21	.00	82.21	03/05/2021
		MGD021202	PUBLIC WORKS	7	02/15/2021	112.10	.00	112.10	03/05/2021
		MGD021202	WATER	8	02/15/2021	44.79	.00	44.79	03/05/2021
		MGD021202	SEWER	9	02/15/2021	44.79	.00	44.79	03/05/2021
		MGD021202	STORMWATER	10	02/15/2021	44.68	.00	44.68	03/05/2021
		MGD021202	EM MGT	11	02/15/2021	27.40	.00	27.40	03/05/2021
		MGD021202	FAMILY FESTIVAL	12	02/15/2021	27.40	.00	27.40	03/05/2021
		MGD021202	SERVER & BACKUP	13	02/15/2021	187.83	.00	187.83	03/05/2021
		MGD021202	SERVER & BACKUP	14	02/15/2021	1,690.46	.00	1,690.46	03/05/2021
		MGD021202	SERVER & BACKUP	15	02/15/2021	625.85	.00	625.85	03/05/2021
		MGD021202	SERVER & BACKUP	16	02/15/2021	626.23	.00	626.23	03/05/2021
		MGD021202	SERVER & BACKUP	17	02/15/2021	626.23	.00	626.23	03/05/2021
Total 17362:						5,866.60	.00	5,866.60	
17385	SCOTT, KIM	073020	UTILITY ACCOUNT REFU	1	07/30/2020	95.97	.00	95.97	Multiple
Total 17385:						95.97	.00	95.97	
17412	CAIN, MEGAN	306	VEGETABLE GARDEN PR	1	02/24/2021	250.00	.00	250.00	02/26/2021
Total 17412:						250.00	.00	250.00	
17423	US VET GENERAL CONT	013121PAYA	2020 PARK FACILITY PRO	1	01/31/2021	8,574.47	.00	8,574.47	03/05/2021
		013121PAYA	2020 PARK FACILITY PRO	2	01/31/2021	8,574.46	.00	8,574.46	03/05/2021
Total 17423:						17,148.93	.00	17,148.93	
17484	FEARING'S AUDIO-VIDEO	63602	HEARING LOOP	1	02/11/2021	797.76	.00	797.76	03/05/2021

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 17484:						797.76	.00	797.76	
17569	MCFARLAND ACE HARD	000074/1	LEWIS PARK	1	02/19/2021	15.28	.00	15.28	03/05/2021
		000109/1	PUBLIC WORKS FURNAC	1	02/23/2021	19.74	.00	19.74	03/05/2021
		000109/1	PUBLIC WORKS FURNAC	2	02/23/2021	5.39	.00	5.39	03/05/2021
		000109/1	PUBLIC WORKS FURNAC	3	02/23/2021	5.39	.00	5.39	03/05/2021
		000109/1	PUBLIC WORKS FURNAC	4	02/23/2021	5.39	.00	5.39	03/05/2021
		000116/1	PARKS SUPPLIES	1	02/24/2021	39.98	.00	39.98	03/05/2021
		000117/1	PW SHOP SUPPLIES	1	02/24/2021	.78	.00	.78	03/05/2021
		000117/1	PW SHOP SUPPLIES	2	02/24/2021	.78	.00	.78	03/05/2021
		000117/1	PW SHOP SUPPLIES	3	02/24/2021	.78	.00	.78	03/05/2021
		000117/1	PW SHOP SUPPLIES	4	02/24/2021	2.87	.00	2.87	03/05/2021
		000118/1	PARKS SUPPLIES	1	02/24/2021	5.66	.00	5.66	03/05/2021
		000140/1	PW SHOP SUPPLIES	1	02/25/2021	7.91	.00	7.91	03/05/2021
		000140/1	PW SHOP SUPPLIES	2	02/25/2021	2.16	.00	2.16	03/05/2021
		000140/1	PW SHOP SUPPLIES	3	02/25/2021	2.16	.00	2.16	03/05/2021
		000140/1	PW SHOP SUPPLIES	4	02/25/2021	2.16	.00	2.16	03/05/2021
		000181/1	PW SHOP SUPPLIES	1	03/02/2021	2.12	.00	2.12	03/05/2021
		000181/1	PW SHOP SUPPLIES	2	03/02/2021	.58	.00	.58	03/05/2021
		000181/1	PW SHOP SUPPLIES	3	03/02/2021	.58	.00	.58	03/05/2021
		000181/1	PW SHOP SUPPLIES	4	03/02/2021	.58	.00	.58	03/05/2021
		000185/1	BATTERIES	1	03/02/2021	14.39	.00	14.39	03/05/2021
		000210/1	PW SHOP SUPPLIES	1	03/04/2021	7.91	.00	7.91	03/05/2021
		000210/1	PW SHOP SUPPLIES	2	03/04/2021	2.16	.00	2.16	03/05/2021
		000210/1	PW SHOP SUPPLIES	3	03/04/2021	2.16	.00	2.16	03/05/2021
		000210/1	PW SHOP SUPPLIES	4	03/04/2021	2.16	.00	2.16	03/05/2021
Total 17569:						149.07	.00	149.07	
17575	VISU-SEWER, INC.	32802	HIGHLAND DRIVE LINER	1	02/10/2021	22,302.75	.00	22,302.75	03/05/2021
Total 17575:						22,302.75	.00	22,302.75	
17576	LEWIS, CHAD	307	PERFORMER FEE	1	02/19/2021	200.00	.00	200.00	03/05/2021
Total 17576:						200.00	.00	200.00	
17577	BKS EXCAVATION, INC	021221-PAY	PAYAPP1 - EASTSIDE INT	1	02/12/2021	28,500.00	.00	28,500.00	03/05/2021
Total 17577:						28,500.00	.00	28,500.00	
17579	SSD PROPERTIES	022521	REFUND OF CREDIT ON	1	02/25/2021	29.91	.00	29.91	03/05/2021
Total 17579:						29.91	.00	29.91	
17580	MEUHLNHAUS, IAN & BI	022621	SALT SAVER REIMBURS	1	02/26/2021	200.00	.00	200.00	03/05/2021
Total 17580:						200.00	.00	200.00	
17581	KING, ELIZABETH	022621	SALT SAVER REIMBURS	1	02/26/2021	200.00	.00	200.00	03/05/2021
Total 17581:						200.00	.00	200.00	
17582	GRADY, LEE & MARGO	022621	SALT SAVER REIMBURS	1	02/26/2021	200.00	.00	200.00	03/05/2021

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 17582:						200.00	.00	200.00	
17583	MOE, ERIC	022621	SALT SAVER REIMBURS	1	02/26/2021	75.00	.00	75.00	03/05/2021
Total 17583:						75.00	.00	75.00	
17584	KING, RANDY & DIANE	022621	SALT SAVER REIMBURS	1	02/26/2021	200.00	.00	200.00	03/05/2021
Total 17584:						200.00	.00	200.00	
17585	AUBEY, ROBERT	030421	SALT SAVER REIMBURS	1	03/04/2021	200.00	.00	200.00	03/05/2021
Total 17585:						200.00	.00	200.00	
17586	DRH FENCING, LLC	030221	DOG PARK FENCING	1	03/02/2021	6,000.00	.00	6,000.00	03/05/2021
Total 17586:						6,000.00	.00	6,000.00	
17587	WISCONSIN BIKE FED	2021-45	COMMUNITY GROUP CO	1	03/02/2021	500.00	.00	500.00	03/05/2021
Total 17587:						500.00	.00	500.00	
Grand Totals:						360,729.22	.00	360,729.22	

Report Criteria:

Detail report type printed

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Amount
02/27/2021	CDPT	03/05/2021		FIRE FIGHTERS LOCAL 3	8	98.99
02/27/2021	CDPT	03/05/2021		WI SCTF	5	207.69
02/27/2021	CDPT	03/05/2021		WPPA TREASURER	6	514.50

PAYROLL RELATED

\$821.18

McFarland
SUMMARY SHEET

MEETING DATE: Monday, March 8, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action regarding acceptance of Phase 2 Design Services for Public Safety Center and authorization to proceed into Phase 3 Bidding Process.

PREVIOUS ACTION:

The Village Board approved the proposal with Bray Architects to plan, design, and bid the project at their meeting on February 10, 2020. This was done following an RFP process that was initiated in December of 2019.

The Village Board accepted the plan for the project as part of Phase 1 at its meeting on September 28, 2020 and also authorized proceeding to Phase 2 to design the facility.

The Committee of the Whole received the initial presentation at its meeting on January 25, 2021. Additionally, they met on February 8, 2021 to further review and provide direction.

The Public Information Meeting was held on February 18, 2021.

ISSUE SUMMARY:

Progress continues on the development of a new Public Safety Center in McFarland to support our Fire and Rescue, Municipal Court, and Police departments. Last year we accepted a plan for this development and began the design process. Enclosed within your packet is the site plan, renderings, floor plan, cost estimates, and schedule for the project. As directed, the facility is proposed to achieve net zero energy use through the inclusion of a geothermal HVAC and solar panels. The plans in this packet as well as the cost estimates are reflective of this work. Staff continues to work closely with the Architect and growing list of engineers to bring the design together so that we can begin construction this Summer. We remain on track to do so and our schedule is presented as follows:

- **January 25th - Committee of the Whole:** Initial presentation of this information.
- **February 18th - Public Information Meeting:** Presentation of this information for the public's benefit.
- **March 8th - Village Board:** Assuming there is nothing further to address with what has been presented, then we would ask for the design to be accepted as thus far presented in order to complete Phase 2 and authorize approval to move to Phase 3 for bidding. The design is about 50% complete and Staff will be working with all involved on the remaining details until the project is publicly bid.



- **July 22, 2021** - Tentative time frame for bid opening.
- **July 26, 2021** - Tentative Village Board meeting in order to complete Phase 3 (Bidding) and transition into Phase 4 (Construction).
- **August 2021** - Project Construction Begins
- **Summer 2022** - Project Construction Ends

The schedule is about a month later than previously presented. We added some additional Staff review time around plan set milestones to make sure we had enough time to address the details as presented at those points.

There are a few changes to the design that we wish to point out based on additional feedback received in the last month through this review process and further study of the design:

- **Stormwater Pond** - There is already an existing stormwater pond adjoining the site. This was constructed by the School District as part of the baseball field project. After review, it was determined to have been over built to the point it is suitable to take on the runoff from our project without expansion. We will need an easement for the School District for this purpose but they are agreeable to our use of this improvement.
- **Lobby Adjustment** - The vestibule for the facility was moved from an eastern entrance to a northern entrance. This allows an individual when they enter the facility to be able to see all three Departments for natural wayfinding as they enter the facility. The previous design allowed for a after hours entry door directly into the Police Department which upon review was determined is not needed.
- **Court Orientation** - While studying the lobby, the Architect worked with the Municipal Court to change how they are faced which helps the workflow within their offices, brings in more light, and provides more flexibility on adjoining spaces.

Everything else is generally the same as previously presented as far as the floor plan is concerned.

FINANCIAL/BUDGET IMPACT:

Our last presentation provided a range of options on costs to help make a decision on which route to go with the structure and its recommended sustainable features. One cost is now included within your packet based on that decision to pursue net zero energy for the building as previously mentioned. All of those costs are now included within the project cost tracker included within your packet.

The following is presented to show the complete picture of all the costs associated with the project shown in the enclosed table. First we begin to look at the revenues thus far established for the project (using rounded numbers):

Revenues

\$550,000 (2020 Borrowing - Notes) DONE



\$450,000	(2021 Borrowing - Notes) DONE
\$328,000	(OEI Grant - Geothermal) PENDING
\$22,000	(Incentives - Focus on Energy) PENDING
\$14,000,000	(2021 Borrowing - Bonds) DONE
\$4,500,000	(2022 Borrowing - Bonds) NEXT YEAR
\$19,850,000	Total Revenue

This is the same amount of available revenue that was presented at the first presentation. This is the total amount that could be committed to the project as is needed to support the below listed expenses. There remains some fluctuation in costs as a result of incentives and grants that Staff is applying for that are related to the proposed sustainability enhancements. The projected amounts are shown, but it should be noted that this is not a commitment yet. The final number for borrowing will be reconciled against all of these sources including the final bid amount in order to complete the bonds in 2022. Ideally the total amount needed to borrow next year is less than what's presented here which would be a reflection of successful grant applications and good bid pricing. The number shown for 2022 is the maximum presently authorized. The expenses are presented as follows in order to be offset with the above revenues:

Expenses

\$14,235,615	(Construction Budget Items)
\$1,245,570	(General Construction Items)
\$130,785	(Construction Alternates)
\$1,850,524	(Soft Costs)
\$569,425	(Estimating Contingency - 4%)
\$802,500	(Construction Contingency - 5%)
\$581	(Rounding)
\$18,835,000	Total Expenses

\$1,015,000 Variance

The project as we sit here today shows better and more flexible budget surplus than when we first reviewed this based on some design decisions made. We will continue to review the cost estimates, but with most all major decisions now made they should not fluctuate too far from this number going forward.

VILLAGE PLAN REFERENCE:

The project as designed thus far is included and supported by the following plans previously referenced:

- 2020-2024 Capital Improvement Plan
- 2021-2025 Capital Improvement Plan (Draft)
- 2021 Budget
- 2020-2030 Strategic Plan
- 2020-2021 Strategic Plan Annex



- 2017 Facilities Master Plan
- 2019 Public Safety Analysis

ORDINANCE REFERENCE:

Section 23-94 - Referendum for Large Capital Construction Projects

Binding referendums are required for large capital construction projects when the net cost is expected to exceed 1% of our equalized value. The preliminary estimate for January 1, 2020 on the Village's equalized value is \$1.127 billion generating a threshold of around \$11.3 million.

However, Section 23-94(b) notes exceptions to this requirement and specifically sub (6) refers to this requirement not apply to "public safety facilities, limited to fire, police, EMS, and municipal court." Even though the anticipated cost exceeds the threshold in our code, a binding referendum is not required for such things.

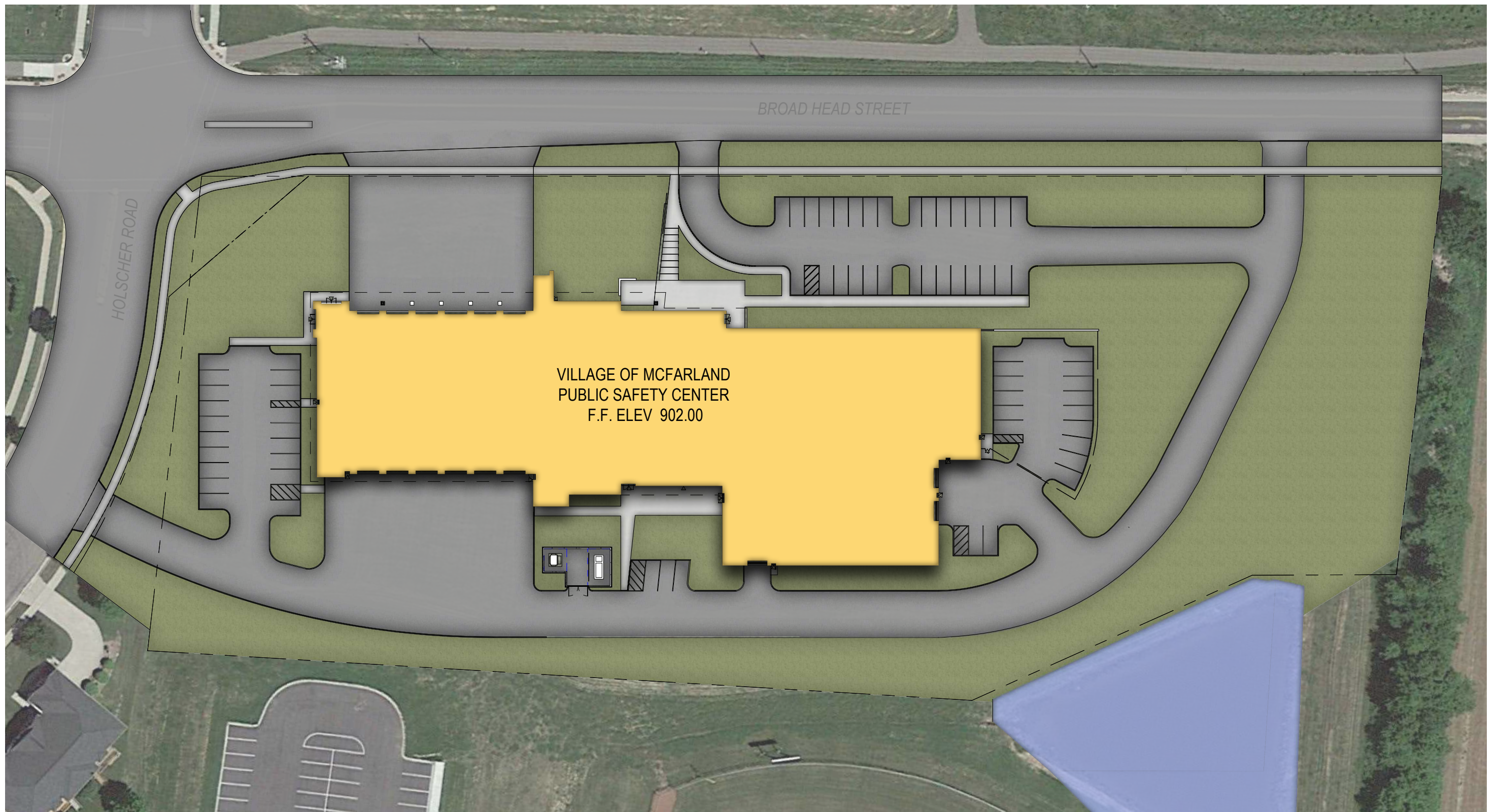
BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

We have reviewed this information over two previous meetings and will go over the changes in our meeting on Monday. Financial projections appear inline with the availability of funds for the project and the schedule remains intact to begin the project this Summer as planned.

Following discussion, Village Staff recommends the Village Board accept Phase 2 Project Design for the Public Safety Center and authorize Bray Architects to proceed to Phase 3 Bidding Services in accordance with the enclosed schedule.

ATTACHMENTS:

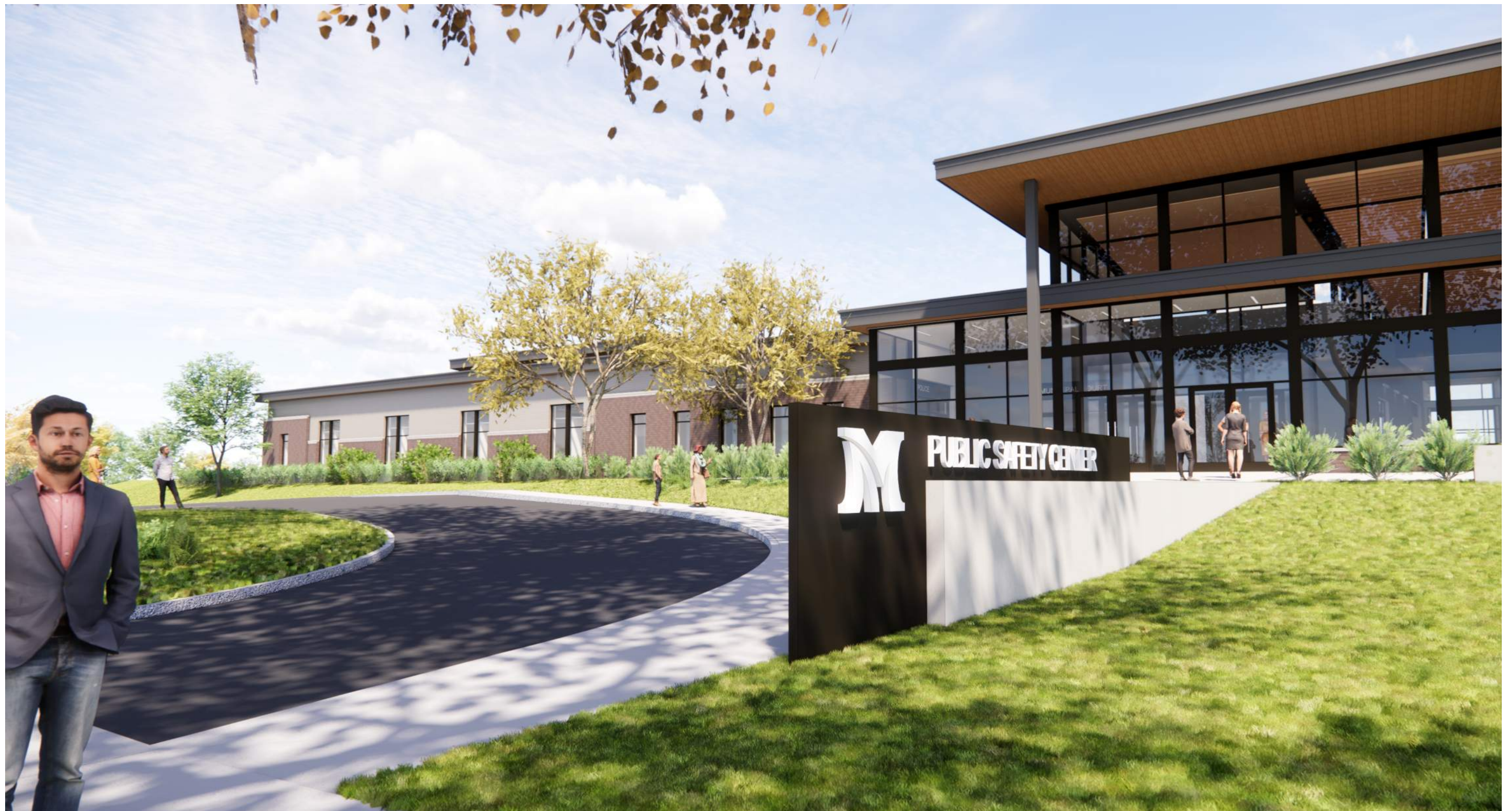
1. 3488 - McFarland PSB SITE PLAN_3.8.2021
2. 3488_McFarlandPublicSafety_Vision_3.8.2021- reduced
3. 3488_McFarlandPublicSafety_FirstFloorPlan_3.8.2021
4. 3488_McFarlandPublicSafety_SecondFloorPlan_3.8.2021
5. 2021-03-05_3488 McFarland Public Safety_Project Option Tracker
6. McFarland Public Safety Center - Calendar - 2021-02-27



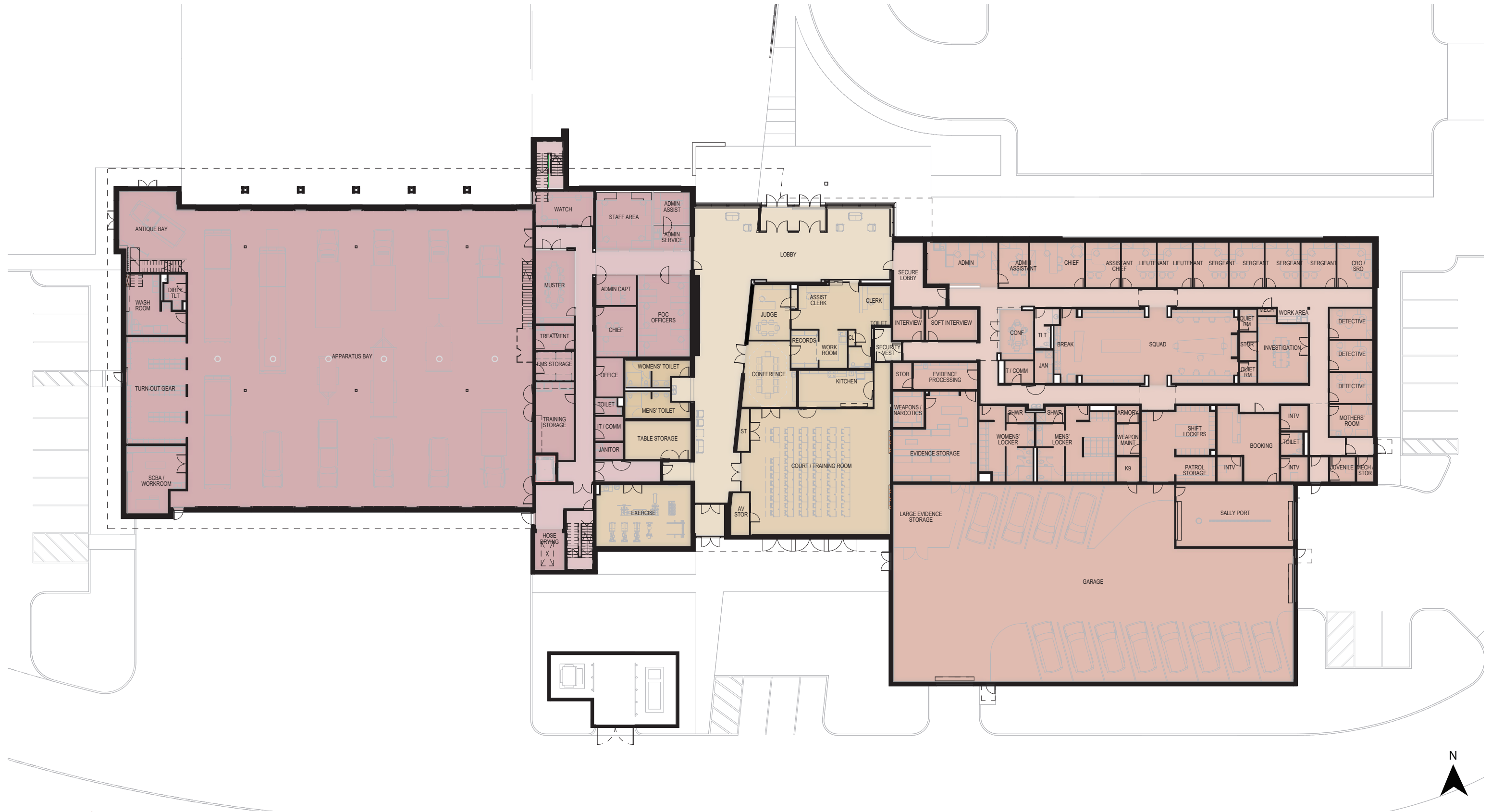
ARCHITECTURAL SITE PLAN

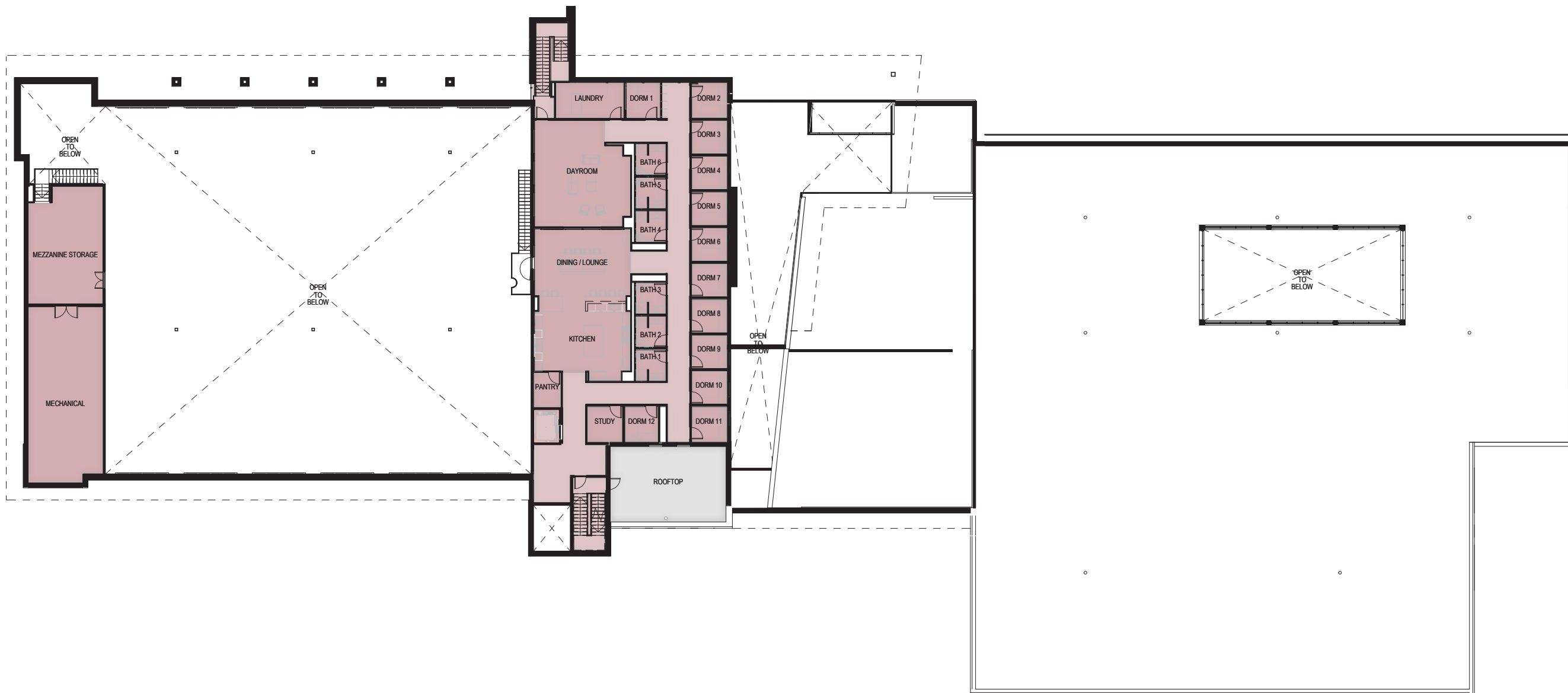
Scale: 1" = 60'-0"













McFarland Public Safety Building

McFarland, WI
Bray Project No. 3488



Project Budget Option Tracker

	Phase I Estimate	Phase II Estimate	
	9/10/2020	3/8/2021	
Building Square Footage	57657	57367	
Construction Budget Items	\$13,041,500.00	\$14,235,615.00	
Site Improvements	\$1,383,800.00	\$1,442,100.00	
Architectural General Construction	\$7,424,700.00	\$6,938,200.00	
Architectural Fixed Equipment	\$74,900.00	\$140,900.00	
Architectural Specialty Equipment	\$106,000.00	\$133,000.00	
Electrical	\$1,841,600.00	\$2,774,100.00	
Plumbing	\$440,400.00	\$648,140.00	
Fire Protection	\$144,100.00	\$253,575.00	
Mechanical HVAC	\$1,626,000.00	\$1,905,600.00	
General Construction Items	\$1,662,838.75	\$1,814,994.39	
General Conditions	\$749,933.75	\$818,501.34	
Contractor's Fees	\$391,245.00	\$427,068.45	
Estimating Contingency (4%)	\$521,660.00	\$569,424.60	
Construction Cost Estimate	\$14,704,338.75	\$16,050,609.39	
Construction Alternates	\$0.00	\$130,785.00	
Epoxy Floor: Police Garage (Sealed Base Bid)		\$94,905.00	
Terrazzo Floor: Lobby (Polish Concrete Base Bid)		\$35,880.00	
Soft Costs	\$2,269,032.66	\$2,653,024.24	
Construction Contingency (5%)	\$735,200.00	\$802,500.00	
Furniture, Fixtures, Equipment	\$449,767.58	\$447,885.50	
Services & Fees	\$1,084,065.08	\$1,402,638.74	
Total Project Costs	\$16,973,371.41	\$18,834,418.63	

Notes:

Construction Alternate Pricing is inclusive of General Conditions, Contractor's Fees, and Contingencies

Potential Energy Incentives: \$370,000.00

Based on information provided in the NZE Feasibility Study dated 2021-01-08



February 2021



Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25 CPT Meeting Architecture Interiors Engineering	26	27
28						



March 2021



Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4 Weekly Update	5	6
7	8 Village Board	9	10	11 CPT Meeting ID Presentation Architecture	12 50% Documents	13
14	15	16	17	18 Weekly Update	19	20
OWNER REVIEW						
21	22	23 FG: Police FG: Court/Tech	24 FG: Fire & Rescue FG: Shared Spaces	25 CPT Meeting Review Comments Architecture Interiors Engineering	26	27
OWNER REVIEW						
28	29	30	31			



April 2021



Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Weekly Update	2	3
4	5 Planning Commission Documents	6	7	8 CPT Meeting Architecture Interiors	9	10
11	12	13	14	15 Weekly Update	16	17
18	19	20	21	22 CPT Meeting Architecture Interiors Engineering	23	24
25	26	27	28	29 Weekly Update	30 75% Documents	



May 2021



Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6 CPT Meeting Architecture Interiors	7	8
OWNER REVIEW						
9	10	11	12	13 Weekly Update	14	15
OWNER REVIEW						
16	17	18	19	20 CPT Meeting Architecture Interiors Engineering	21	22
OWNER REVIEW						
23	24	25	26	27 Weekly Update	28	29
30	31					



June 2021



Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3 CPT Meeting Architecture Interiors	4	5
6	7	8	9 95% Documents	10 Weekly Update	11	12
				OWNER REVIEW		
13	14	15	16	17 CPT Meeting Review Comments Architecture Interiors Engineering	18	19
OWNER REVIEW						
20	21	22	23	24	25 Bid Documents	26
27	28	29	30			
BID PHASE						



July 2021



Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
			BID PHASE			
11	12	13	14	15	16	17
			BID PHASE			
18	19	20	21	22 Public Bid Date	23	24
		BID PHASE				
25	26	27	28	29	30	31

McFarland
SUMMARY SHEET

MEETING DATE: Monday, March 8, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action to approve an amendment to the contract for Architectural Services for the design of the Public Safety Center.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Assuming we have approved the design through Phase 2 and are heading to bidding for the project latter this Summer, we do need to amend the design contract with them to account for some of the design decisions that have been made beyond the original scope of the agreement. Included within your packet is the proposed amendment outlining the additional expenses. They breakdown into two categories:

1. Larger Building - Original studies for the facility estimated the building foot print to be about 43,000 square feet while the facility we are looking at presently is about 57,000 square feet. The first phase is what was meant to drive the final determination on building size, and as we've come to know it is bigger than was originally anticipated. They are now designing a building that is about 32% larger than we originally anticipated which affects the size of the facility the architect is to draw as well as the trades engineering their specialty.
2. Sustainability - The planning into design aspect of the project worked on preparing recommendations for the board to consider in order to achieve a desired level of sustainability. We have made that decision to accomplish a net zero facility through the addition of geothermal HVAC and solar panels to create as much energy as we use. There are design considerations for each item as well as the concept of net zero that need to be taken into consideration beyond the initial scope of the project.

The cost amendment included combined with the originally authorized base costs will be sufficient to carry the project through the bidding phase with most major design decisions now in place. One final piece will be needed later when the bid is considered for award, and that will be for the construction administration. Both of those items will be taken up later this Summer.

FINANCIAL/BUDGET IMPACT:

The total cost of this amendment is \$191,685 which is not an insignificant amount of money. It breaks down as follows:



\$102,453	Architectural Design
\$ 46,800	Net Zero Design and Engineering Services
\$ 19,290	Geothermal Borefield and Engineering Services
\$ 17,750	Solar/Photovoltaic Design and Engineering Services
\$ 5,392	Bidding Services
\$191,685	Total

While the building size increase was about 32%, the fee increase related to architecture only went up 22% as a result of the planning process to account for the proper size of the building. The additional costs were anticipated and inclusive within the cost projections presented to date. Now that decisions have been made they will continue to be carried forward as part of the project.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval.

ATTACHMENTS:

1. 3488_G802-2017_Solar-Geo-Net Zero _Amendment_Final 2021-03-02



AIA[®] Document G802[™] – 2017

Amendment to the Professional Services Agreement

PROJECT: *(name and address)*

Architect's Project Number 3488
Village of McFarland
Public Safety Facility
McFarland, Wisconsin 53558

AGREEMENT INFORMATION:

Date: April 20, 2020

AMENDMENT INFORMATION:

Amendment Number: 002

Date: March 2, 2021

OWNER: *(name and address)*

Village of McFarland
5915 Milwaukee Street
Post Office Box 110
McFarland, Wisconsin 53558

ARCHITECT: *(name and address)*

Bray Associates Architects, Inc.
829 South 1st Street
Milwaukee, Wisconsin 53204

The Owner and Architect amend the Agreement as follows:

Addition of:

Article 1.1.11.1.5

Solar/photovoltaic, Geothermal Borefield and Net Zero Designer and Engineer:

Hammel, Green and Abrahamson, Inc.

7475 Hubbard Avenue

Suite 201

Middleton, Wisconsin 53562

Article 3.1

Basic Services shall also include the following:

-Solar/photovoltaic design and engineering

-Geothermal borefield design and engineering

-Net zero design and engineering

Article 11.1.1

Due to project increase from 43,000 square feet to over 57,000 square feet, the Architect's compensation shall be adjusted as follows:

Phase 2 - Design

Compensation shall be increased by One Hundred Thousand Four Hundred Fifty Three Dollars (\$102,453.00)

Phase 3 - Bidding:

Compensation shall be increased by Five Thousand Three Hundred Ninety Two Dollars (\$5,392.00)

Additional compensation for solar/photovoltaic, geothermal borefield and net zero design and engineering services shall be as follows:

Solar/photovoltaic design and engineering services: Seventeen Thousand Seven Hundred Fifty Dollars (\$17,750.00)

Geothermal borefield design and engineering services: Nineteen Thousand Two Hundred Ninety Dollars (\$19,290.00)

Net zero design and engineering services: Forty Six Thousand Eight Hundred Dollars (\$46,800.00)

The Architect's compensation and schedule shall be adjusted as follows:

Compensation Adjustment:

Total compensation adjustment shall be an increase of fixed fee of One Hundred Ninety One Thousand Six Hundred Eighty Five Dollars (\$191,685.00)

Schedule Adjustment:

Schedule shall be adjusted by mutual agreement between Architect and Owner.

SIGNATURES:

Bray Associates Architects, Inc.

ARCHITECT *(Firm name)*

-See attached digital signatures page-

SIGNATURE

Matthew D. Wolfert, AIA, NCARB,
LEED AP, President

PRINTED NAME AND TITLE

DATE

OWNER *(Firm name)*

-See attached digital signatures page-

SIGNATURE

PRINTED NAME AND TITLE

DATE

Digital Signatures Page



McFarland
SUMMARY SHEET

MEETING DATE: Monday, March 8, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action regarding the proposed Capital Improvement Plan for 2021-2025.

PREVIOUS ACTION:

This plan was introduced to the Finance Committee at its meeting on January 27, 2021.

The Finance Committee further reviewed the plan at its meeting on February 24, 2021 and recommended acceptance as presented.

ISSUE SUMMARY:

Enclosed is the draft 2021-2025 Capital Improvement Plan. This is substantially higher than past years due to the need to borrow via large bonds rather than notes like we are accustomed to. The bonds are needed to borrow over a 20 year period in order to fund some of the larger facility projects that are included within this plan. Most notably is the Public Safety Center which is set to begin construction this Summer. As we have discussed, a bulk of the bonds to be borrowed will be issued this year with the remainder borrowed next year to reconcile all remaining project costs. The Community Center is the next biggest draw which has been pushed back a year and costs increased pending further study. The Committee of the Whole is working on this and discussing internally various aspects of need to develop into a plan later. Through these discussions it was noted a later construction start for this project might be prudent to allow more planning discussion. There are other substantial road projects, vehicle purchases, and park improvements as we normally might consider from year to year. This list though is meant to be all inclusive of the long term capital needs of the Village in order to better plan for these needs over time. As a plan, proposed projects within it are subject to change from year to year as priorities shift and projects are reviewed. Plan elements need to be adopted within the annual budget in order to proceed with implementation as applicable.

FINANCIAL/BUDGET IMPACT:

On average over the 5 year life of this plan, the average tax rate increase is \$0.27 per thousand dollars of value. The median home value as of January 1, 2020 is \$295,100 and an individual with that level of value would expect to pay approximately \$79.49 more per year on average under this plan. By comparison, last year's plan was accepted at an average tax rate increase of \$0.19 per thousand dollars of value which the average homeowner would have expected to pay on average \$52.15 more per year. The increase between plans is attributed to increases in projected costs mainly for the Public Safety Center and proposed cost of the Community Center, nearly all other expenses planned for the next five years remain consistent with the previous



year's plan. As we did last year, we also take in account average growth rates according to historical averages which as of late have been very good. Interest rates remain very low which is a benefit to the projected performance of this plan.

VILLAGE PLAN REFERENCE:

Chapter 3 - Debt Management Policy

Last updated in 2020, this policy provides guidance on the utilization of debt to support capital project needs. Our planned borrowing past and present have conformed to the standards outlined within this document. By State law, our debt limit is 5% of our equalized value which as part of the 2019 Audit was \$52.8 million with \$16.2 million outstanding (Section 3.02(b)(1)).

By policy the limit locally is set at not to exceed 3.33% of our equalized value or what would be \$34.9 million. Again, as of the end of 2019 we were well below these thresholds demonstrating a below average utilization of debt. That will go up though. The addition of borrowed money in 2020 and what has been approved in 2021 will increase this amount significantly; however, still within policy limitations.

Another way to look at debt utilization is dividing the amount outstanding by the total amount allowed to determine a ratio on utilization. At the end of 2019, we had \$16.9 outstanding divided by a maximum allowable amount of \$52.8 million would yield a debt utilization ratio of 32%. By policy, that limit is set at 67%. Page 7 of the plan shows the impact of debt overtime and the effect on this percentage. The ceiling is in 2024 when we would attain a ratio of 64.49% before it begins to drop off. Two reasons regarding the benefits of this policy: 1) it helps to provide flexibility when its needed on larger issuances like we are in need of; and 2) there is still significant capacity within our debt level authorizations that if needed we can access.

Another factor to consider is under Section 3.02(b)(3) regarding the comparison to debt outstanding against total operating costs. The intent here is that payments to debt service do not out weigh what is needed to operate. The 2021 Budget was adopted at a total debt service expense of \$1.8 million while all other operating funds (tax levy supported funds excluding capital) totaled \$9.6 million. Our percentage of debt payments to operating expenses was 18.8% which is below the listed 25% limitation. With the addition of new debt in 2021 that will generate new payments in 2022 we'll likely reach or slightly exceed this threshold. That will be dependent of course on growth of the other funds over that time based on what is needed to support their operations.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for acceptance as presented.

ATTACHMENTS:

1. 2021-2025 McFarland CIP - DRAFT - 02182021 mgs
2. Chapter 3 - Debt Management Policy 03232020



5 Year
Capital Improvement Program

2021-2025

February 24, 2021
Finance Committee Review and Recommendation

March 8, 2021
Village Board Review and Approval

DRAFT

2021-2025 McFarland Capital Improvement Plan

Funding Summary

<i>By Department...</i>	2021	2022	2023	2024	2025	Total
Administration	78,000	59,000	65,500	42,500	42,500	287,500
Facilities	14,837,000	5,601,000	7,650,000	151,000	601,000	28,840,000
Communications/Technology	0	15,000	5,000	5,000	5,000	30,000
Police	109,250	127,000	125,000	85,000	115,000	561,250
Fire and Rescue	1,485,250	179,250	159,000	57,000	345,250	2,225,750
Emergency Management	0	0	0	0	0	0
Public Works	2,605,500	2,119,750	5,971,000	6,394,500	2,753,500	19,844,250
Senior Outreach	2,500	0	0	0	0	2,500
Library	43,000	64,000	108,000	8,000	8,000	231,000
Parks	873,000	1,315,000	1,315,000	1,315,000	1,315,000	6,133,000
Community Development	264,000	79,000	129,000	34,000	54,000	560,000
Total	20,297,500	9,559,000	15,527,500	8,092,000	5,239,250	58,715,250

<i>By Fund...</i>	2021	2022	2023	2024	2025	Total
General - Fund 100	804,500	29,500	29,500	29,500	29,500	922,500
Comm/Tech - Fund 200	-	15,000	5,000	5,000	5,000	30,000
TID #3 - Fund 305	25,000	25,000	-	-	-	50,000
TID #4 - Fund 310	25,000	-	50,000	-	200,000	275,000
TID #5 - Fund 315	-	-	-	-	-	-
Capital Projects - Fund 400	17,779,750	7,970,250	11,261,000	3,215,750	3,050,250	43,277,000
Parks - Fund 405	449,000	565,000	565,000	565,000	565,000	2,709,000
Utility - Fund 600	989,750	901,250	3,220,250	3,737,750	1,357,000	10,206,000
Stormwater - Fund 605	224,500	53,000	396,750	539,000	32,500	1,245,750
Total	20,297,500	9,559,000	15,527,500	8,092,000	5,239,250	58,715,250

<i>Within Fund 400...</i>	2021	2022	2023	2024	2025	Total
Tax Levy	280,000	290,000	300,000	310,000	320,000	1,500,000
Grants	5,000	-	508,000	1,260,750	-	1,773,750
Intergovernmental	311,000	-	-	-	-	311,000
Borrowing	16,490,000	6,911,500	10,428,000	1,645,000	2,695,250	38,169,750
Reserves	693,750	768,750	25,000	-	35,000	1,522,500
Total	17,779,750	7,970,250	11,261,000	3,215,750	3,050,250	43,277,000

<i>Within Borrowing...</i>	2021	2022	2023	2024	2025	Total
Bonds	14,000,000	4,500,000	7,500,000	-	-	26,000,000
Notes	2,490,000	2,411,500	2,928,000	1,645,000	2,695,250	12,169,750
Total	16,490,000	6,911,500	10,428,000	1,645,000	2,695,250	38,169,750

<i>Within Fund 600 and 605...</i>	2021	2022	2023	2024	2025	Total
Water	248,500	824,750	2,202,750	1,699,250	1,346,000	6,321,250
Sewer	741,250	76,500	1,017,500	2,038,500	11,000	3,884,750
Storm Sewer	224,500	53,000	396,750	539,000	32,500	1,245,750
Total	1,214,250	954,250	3,617,000	4,276,750	1,389,500	11,451,750

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
							General	Grants	Intergov	Borrow	Reserve	Total	Water	Sewer		
Digital Records Mgmt	Admin	2,500									25,000	25,000				25,000
Equipment/Furniture	Admin											-				2,500
Library Impact Fee	Admin									10,000	5,000	15,000				15,000
PSC Impact Fee	Admin									10,000		10,000				10,000
Water Impact Fee	Admin											-				15,000
Workstation Replace	Admin						10,500					10,500		15,000		10,500
Facility Plan/Design - CS	Facilities										20,000	30,000				50,000
Facility Plan/Design - PS	Facilities										500,000	137,000				637,000
Land Acquisition	Facilities						40,000					40,000				40,000
Network Equip	Facilities						2,500					2,500		2,500	2,500	10,000
Public Safety Center I	Facilities								14,000,000			14,000,000				14,000,000
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											-				-
CTH MN 4 (Build)	DPW							311,000		90,000	192,000	593,000			50,000	643,000
E. Interceptor I (Build)	DPW									100,000		100,000		676,000		776,000
Equipment - General	DPW						25,000					25,000				25,000
Exchange Street (Design)	DPW									125,000		125,000				125,000
Leased Equipment	DPW						17,250					17,250	4,250	4,250	4,250	30,000
Patrol Truck	DPW								47,500		35,000	82,500	47,500	47,500	47,500	225,000
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											-	1,000	1,000	2,500	2,500
Street Maintenance	DPW								380,000			380,000				380,000
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 #3 (N. Autumn)	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
Brandt Park	Parks											-				-
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											-	9,000			9,000
Siggelkow Road Park	Parks											-				-
Urso/Schuetz	Parks										50,000	50,000				50,000
Brand Development	CD			25,000	25,000						85,000	85,000				135,000
East Side Plan	CD								50,000			50,000				50,000
Econ Devel Plan	CD										50,000	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	311,000	16,490,000	693,750	17,779,750	449,000	248,500	741,250	20,297,500

Capital Improvement Program

Page 3 of 31

Village of McFarland

Prior Plan Approval/Inclusion Year:

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

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
							General	Grants	Intergov	Borrow	Reserve	Total	Water	Sewer		
Comp/Class Study	Admin	2,500								20,000		20,000				20,000
Digital Records Mgmt	Admin									25,000		25,000				25,000
Equipment/Furniture	Admin											-				2,500
Workstation Replace	Admin						11,500					11,500				11,500
Facility Plan/Design - CS	Facilities									250,000		250,000				250,000
Land Acquisition	Facilities						40,000					40,000				40,000
Muni Center Roof	Facilities										700,000	700,000				700,000
Network Equip	Facilities						5,000					5,000				11,000
Public Safety Center II	Facilities								4,500,000			4,500,000	2,000	2,000	2,000	4,500,000
Sinking Fund	Facilities						100,000					100,000				100,000
												-				-
Equipment Upgrade	C/T		15,000									-				15,000
												-				-
Equipment	Police						7,000				8,000	15,000				15,000
Patrol Vehicle (Lease)	Police						50,000					50,000				50,000
Traffic Safety	Police									20,000		20,000				20,000
Vehicle (Chief)	Police									42,000		42,000				42,000
ATV Replace	Fire/EMS									30,000		30,000				30,000
Car 1 Replacement	Fire/EMS										60,000	60,000				60,000
Car 1 Sinking Fund	Fire/EMS						6,000					6,000				6,000
EMS Equipment	Fire/EMS						7,500					7,500				7,500
Fire Equipment	Fire/EMS						24,250					24,250				24,250
Patient Cots	Fire/EMS									42,000		42,000				42,000
Technology	Fire/EMS						9,500					9,500				9,500
	EM											-				-
	EM											-				-
	EM											-				-
Chipper	DPW									70,000		70,000				70,000
CTH MN 5 (Design)	DPW									50,000		50,000				50,000
Exchange Street (Design)	DPW									50,000		50,000				50,000
GIS/Asset Mgmt	DPW									75,000		75,000				75,000
Large Mower	DPW									100,000		100,000				100,000
Leased Equipment	DPW						9,000					9,000	8,000	8,000	8,000	33,000
Lift Station #2 (Design)	DPW											-		45,000		45,000
Paulson Road (Design)	DPW									100,000		100,000				100,000
Pedestrian Ways	DPW						9,250				750	10,000				10,000
Pickup Truck (1-Ton)	DPW									21,000		21,000	20,500	20,500	20,500	82,500
Sinking Fund	DPW						1,000					1,000	1,000	1,000		3,000
Small Capital	DPW											-			2,500	2,500
Street Constr	DPW									500,000		500,000	500,000			1,000,000
Street Maintenance	DPW									150,000		150,000				150,000
Street Sweeper	DPW											-			20,000	20,000
Street Tree Planting	DPW											-				25,000
Stump Grinder	DPW									10,500		10,500				10,500
Well #1 (Discovery)	DPW											-	43,250			43,250
Well Rehab	DPW											-	250,000			250,000
	Outreach											-				-
	Outreach											-				-
	Outreach											-				-
Comp - Workstation	Library						8,000					8,000				8,000
Mechanicals	Library									38,000		38,000				38,000
Site Work	Library									18,000		18,000				18,000
General Improve	Parks											-	50,000			50,000
Park Equipment	Parks											-	15,000			15,000
Park Improvements	Parks									750,000		750,000	500,000			1,250,000
Property Acquisition	Parks											-				-
Brand Development	CD									25,000		25,000				25,000
Housing Study	CD									25,000		25,000				25,000
Small Capital	CD											-				2,000
Sinking Fund	CD						2,000					2,000				2,000
TID Project Planning	CD			25,000								-				25,000
Total Projects		29,500	15,000	25,000	-	-	290,000	-	-	6,911,500	768,750	7,970,250	565,000	824,750	76,500	9,559,000

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: 2023

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
							General	Grants	Intergov	Borrow	Reserve	Total		Water	Sewer		
Digital Records Mgmt	Admin	2,500								25,000		25,000					25,000
Equipment/Furniture	Admin											-					2,500
Split Polling Place	Admin										25,000		25,000				25,000
Workstation Replace	Admin							13,000					13,000				13,000
Comm Center	Facilities									7,500,000		7,500,000					7,500,000
Land Acquisition	Facilities						40,000					40,000					40,000
Network Equip	Facilities						4,000					4,000		2,000	2,000	2,000	10,000
Sinking Fund	Facilities						100,000					100,000					100,000
	C/T											-					-
Equipment Upgrade	C/T		5,000									-					5,000
	C/T											-					-
Equipment	Police						10,000				5,000	15,000					15,000
Patrol Vehicle (Lease)	Police						50,000					50,000					50,000
Traffic Safety	Police									20,000		20,000					20,000
Vehicle (Invest.)	Police									40,000		40,000					40,000
Car 1 Sinking Fund	Fire/EMS						6,250					6,250					6,250
EKG Monitors	Fire/EMS									84,500		84,500					84,500
EMS Equipment	Fire/EMS						12,000					12,000					12,000
Fire Equipment	Fire/EMS						35,250			11,500		46,750					46,750
Technology	Fire/EMS						9,500					9,500					9,500
	EM											-					-
	EM											-					-
	EM											-					-
CTH MN 5 (Build)	DPW							508,000		260,000		768,000		571,000		184,750	1,523,750
E. Interceptor II (Design)	DPW											-			30,000		30,000
Exchange Street (Design)	DPW									50,000		50,000					50,000
Leased Equipment	DPW						9,000					9,000		8,000	8,000	8,000	33,000
Lift Station #2 (Build)	DPW											-			800,000		800,000
Patrol Truck	DPW									45,000	20,000	65,000		45,000	45,000	45,000	200,000
Paulson Road (Build)	DPW									770,000		770,000		363,750	119,500	122,500	1,375,750
Pedestrian Ways	DPW									10,000		10,000					10,000
Pickup Truck	DPW									12,000		12,000		12,000	12,000	12,000	48,000
Sinking Fund	DPW						1,000					1,000		1,000	1,000		3,000
Small Capital	DPW											-				2,500	2,500
Street Constr	DPW									500,000		500,000		500,000			1,000,000
Street Maintenance	DPW									150,000		150,000					150,000
Street Sweeper	DPW											-				20,000	20,000
Street Tree Planting	DPW	25,000										-					25,000
Tower Paint (Burma)	DPW											-		700,000			700,000
	Outreach											-					-
	Outreach											-					-
	Outreach											-					-
Boiler Replacement	Library									100,000		100,000					100,000
Comp - Workstation	Library						8,000					8,000					8,000
	Library											-					-
General Improve	Parks											-	50,000				50,000
Park Equipment	Parks											-	15,000				15,000
Park Improvements	Parks									750,000		750,000	500,000				1,250,000
Property Acquisition	Parks											-					-
Downtown Plan	CD				50,000							-					50,000
Small Capital	CD	2,000										-					2,000
Sinking Fund	CD						2,000					2,000					2,000
Zoning Code	CD									75,000		75,000					75,000
Total Projects		29,500	5,000	-	50,000	-	300,000	508,000	-	10,428,000	25,000	11,261,000	565,000	2,202,750	1,017,500	396,750	15,527,500

Capital Improvement Program

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Village of McFarland

Prior Plan Approval/Inclusion Year:

2018 2019 2020 2021 2022 2023 2024 2025

Program Year: 2024

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
							General	Grants	Intergov	Borrow	Reserve	Total	Water	Sewer		
Digital Records Mgmt	Admin									25,000		25,000				25,000
Equipment/Furniture	Admin	2,500										-				2,500
Workstation Replace	Admin						15,000					15,000				15,000
Land Acquisition	Facilities						40,000					40,000				40,000
Network Equip	Facilities						5,000					5,000	2,000	2,000	2,000	11,000
Sinking Fund	Facilities						100,000					100,000				100,000
Equipment Upgrade	C/T											-				-
	C/T		5,000									-				5,000
	C/T											-				-
Equipment	Police						15,000					15,000				15,000
Patrol Vehicle (Lease)	Police						50,000					50,000				50,000
Traffic Safety	Police								20,000			20,000				20,000
Car 1 Sinking Fund	Fire/EMS						6,500					6,500				6,500
EMS Equipment	Fire/EMS						12,000					12,000				12,000
Fire Equipment	Fire/EMS						28,000					28,000				28,000
Technology	Fire/EMS						10,500					10,500				10,500
	EM											-				-
	EM											-				-
	EM											-				-
E. Interceptor II (Build)	DPW											-		750,000		750,000
Exchange Street	DPW							1,260,750		156,000		1,416,750	1,176,250	1,265,500	264,500	4,123,000
Leased Equipment	DPW						9,000					9,000	8,000	8,000	8,000	33,000
Pedestrian Ways	DPW								10,000			10,000				10,000
Pickup Truck	DPW								12,000			12,000	12,000	12,000	12,000	48,000
Sinking Fund	DPW						1,000					1,000	1,000	1,000		3,000
Small Capital	DPW											-			2,500	2,500
Street Constr	DPW								500,000			500,000	500,000			1,000,000
Street Maintenance	DPW								150,000			150,000				150,000
Street Sweeper	DPW											-			250,000	250,000
Street Tree Planting	DPW	25,000										-				25,000
	Outreach											-				-
	Outreach											-				-
	Outreach											-				-
Comp - Workstation	Library											-				-
	Library						8,000					8,000				8,000
	Library											-				-
General Improve	Parks											-	50,000			50,000
Park Equipment	Parks											-	15,000			15,000
Park Improvements	Parks								750,000			750,000	500,000			1,250,000
Property Acquisition	Parks								-			-				-
Outdoor Rec Plan	CD						8,000		22,000			30,000				30,000
Small Capital	CD	2,000										-				2,000
Sinking Fund	CD						2,000					2,000				2,000
Total Projects		29,500	5,000	-	-	-	310,000	1,260,750	-	1,645,000	-	3,215,750	565,000	1,699,250	2,038,500	8,092,000

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: 2025

Funding by Project

Projects	Dept	General	Comm/Tech	TID #3	TID #4	TID #5	Capital Projects - Fund 400						Parks	Utility - 600		Stormwater	Total
		Fund 100	Fund 200	Fund 305	Fund 310	Fund 315	General	Grants	Intergov	Borrow	Reserve	Total	Fund 405	Water	Sewer	Fund 605	
Digital Records Mgmt	Admin						12,750			12,250		25,000					25,000
Equipment/Furniture	Admin	2,500										-					2,500
Workstation Replace	Admin						15,000					15,000					15,000
Land Acquisition	Facilities						40,000					40,000					40,000
Network Equip	Facilities						5,000					5,000		2,000	2,000	2,000	11,000
Parking Lots	Facilities				200,000					250,000		250,000					450,000
Sinking Fund	Facilities						100,000					100,000					100,000
Equipment Upgrade	C/T											-					-
	C/T		5,000									-					5,000
	C/T											-					-
Equipment	Police						15,000					15,000					15,000
Patrol Vehicle (Lease)	Police						50,000					50,000					50,000
Squad Car Video	Police									30,000		30,000					30,000
Traffic Safety	Police									20,000		20,000					20,000
Ambulance	Fire/EMS									283,000		283,000					283,000
Car 1 Sinking Fund	Fire/EMS						6,500					6,500					6,500
EMS Equipment	Fire/EMS						4,750					4,750					4,750
Fire Equipment	Fire/EMS						26,500					26,500					26,500
Technology	Fire/EMS						24,500					24,500					24,500
	EM											-					-
	EM											-					-
	EM											-					-
Leased Equipment	DPW						9,000					9,000		8,000	8,000	8,000	33,000
Pedestrian Ways	DPW									10,000		10,000					10,000
Pickup Truck (Director)	DPW										35,000	35,000					35,000
Property Acquisition	DPW									350,000		350,000					350,000
Sinking Fund	DPW						1,000					1,000		1,000	1,000		3,000
Small Capital	DPW											-				2,500	2,500
Street Constr	DPW									500,000		500,000		500,000			1,000,000
Street Maintenance	DPW									150,000		150,000					150,000
Street Sweeper	DPW											-				20,000	20,000
Street Tree Planting	DPW	25,000										-					25,000
Tool Cat Machine	DPW									40,000		40,000					40,000
Tower Paint (Holscher)	DPW											-		835,000			835,000
USH 51 North Phase	DPW									250,000		250,000					250,000
	Outreach											-					-
	Outreach											-					-
	Outreach											-					-
Comp - Workstation	Library											-					-
	Library						8,000					8,000					8,000
	Library											-					-
General Improve	Parks											-	50,000				50,000
Park Equipment	Parks											-	15,000				15,000
Park Improvement	Parks									750,000		750,000	500,000				1,250,000
Property Acquisition	Parks											-					-
East Side TID Planning	CD									50,000		50,000					50,000
Small Capital	CD	2,000										-					2,000
Sinking Fund	CD						2,000					2,000					2,000
Total Projects		29,500	5,000	-	200,000	-	320,000	-	-	2,695,250	35,000	3,050,250	565,000	1,346,000	11,000	32,500	5,239,250

Village of McFarland
2021 - 2025 Capital Improvement Program
Estimated Debt Service - Village Purposes Notes & Bonds - With Growth

Year Due	Existing Debt Service	2021 \$2,490,000		2021 \$14,000,000		2022 \$2,415,000		2022 \$4,500,000		2023 \$2,930,000		2023 \$7,500,000		2024 \$1,645,000		2025 \$2,695,000		Combined Debt Service	Tax Rate	Est. Tax Rate Increase *	Est. Tax Increase ****	*** Percentage of Legal Debt Limit Used	
		Notes - Actual Principal	Interest	Bonds - Actual Principal	Interest	Notes Principal	Interest	Bonds Principal	Interest	Notes Principal	Interest	Bonds Principal	Interest	Notes Principal	Interest	Notes Principal	Interest						
2021	1,817,805																	1,817,805	\$1.64			32.64%	2021
2022	1,741,973	100,000	60,725	170,000	411,178													2,483,876	\$2.09	\$0.45	\$132.73	54.68%	2022
2023	1,799,522	200,000	37,150	260,000	266,819	125,000	62,300	125,000	133,750									3,009,541	\$2.37	\$0.27	\$79.86	58.50%	2023
2024	1,860,923	200,000	33,150	260,000	259,019	125,000	38,981	125,000	86,250		87,900	140,000	335,400					3,551,623	\$2.60	\$0.24	\$69.68	64.49%	2024
2025	1,923,175	230,000	28,850	330,000	250,169	175,000	36,356	150,000	83,500	225,000	56,350	300,000	216,300	100,000	54,394			4,159,094	\$2.84	\$0.24	\$70.14	61.28%	2025
2026	1,912,225	240,000	24,150	600,000	236,219	225,000	32,856	150,000	80,500	275,000	51,350	325,000	206,925	110,000	33,525	100,000	99,813	4,702,563	\$2.99	\$0.15	\$45.03	52.34%	2026
2027	1,487,075	325,000	18,500	660,000	217,319	275,000	28,481	175,000	77,250	325,000	45,350	330,000	197,100	115,000	30,994	150,000	63,000	4,520,069	\$2.78	(\$0.21)	(\$62.95)	45.44%	2027
2028	835,125	330,000	11,950	720,000	196,619	340,000	23,100	175,000	73,750	355,000	38,550	350,000	186,900	145,000	28,069	175,000	58,938	4,043,000	\$2.40	(\$0.38)	(\$111.33)	39.03%	2028
2029	680,050	355,000	6,875	750,000	174,569	350,000	17,063	175,000	70,250	375,000	31,250	350,000	176,400	215,000	24,019	350,000	52,375	4,152,850	\$2.38	(\$0.02)	(\$5.36)	33.43%	2029
2030		510,000	2,550	850,000	150,569	385,000	10,631	200,000	66,500	425,000	23,250	375,000	165,525	225,000	19,069	350,000	43,625	3,801,719	\$2.11	(\$0.28)	(\$81.22)	28.06%	2030
2031				850,000	133,569	415,000	3,631	225,000	62,250	450,000	14,500	380,000	154,200	235,000	13,894	370,000	34,625	3,341,669	\$1.79	(\$0.32)	(\$93.75)	23.37%	2031
2032				855,000	124,509			300,000	57,000	500,000	5,000	400,000	142,500	245,000	8,494	380,000	25,250	3,042,753	\$1.57	(\$0.22)	(\$63.51)	19.45%	2032
2033				855,000	114,356			300,000	51,000			425,000	130,125	255,000	2,869	405,000	15,438	2,553,788	\$1.28	(\$0.30)	(\$87.86)	16.10%	2033
2034				855,000	103,134			300,000	45,000			450,000	117,000			415,000	5,188	2,290,322	\$1.11	(\$0.17)	(\$50.30)	13.38%	2034
2035				855,000	90,844			300,000	39,000			450,000	103,500					1,838,344	\$0.86	(\$0.25)	(\$73.30)	11.01%	2035
2036				855,000	78,019			300,000	33,000			450,000	90,000					1,806,019	\$0.81	(\$0.04)	(\$12.86)	9.17%	2036
2037				855,000	65,194			300,000	27,000			450,000	76,500					1,773,694	\$0.77	(\$0.04)	(\$12.28)	7.42%	2037
2038				855,000	51,834			300,000	21,000			450,000	63,000					1,740,834	\$0.73	(\$0.04)	(\$11.79)	5.79%	2038
2039				855,000	37,406			300,000	15,000			450,000	49,500					1,706,906	\$0.69	(\$0.04)	(\$11.39)	4.26%	2039
2040				855,000	22,444			300,000	9,000			475,000	35,625					1,697,069	\$0.67	(\$0.03)	(\$8.07)	2.88%	2040
2041				855,000	7,481			300,000	3,000			475,000	21,375					1,661,856	\$0.63	(\$0.04)	(\$10.60)	1.57%	2041
2042												475,000	7,125					482,125				0.34%	2042
2043																		0				0.00%	2043
2044																		0					2044
\$14,057,873		\$2,490,000	\$223,900	\$14,000,000	\$2,991,269	\$2,415,000	\$253,400	\$4,500,000	\$1,034,000	\$2,930,000	\$353,500	\$7,500,000	\$2,475,000	\$1,645,000	\$215,325	\$2,695,000	\$398,250	\$60,177,517		\$0.27	\$79.49	64.49%	
Est. Int. Rate		0.90%		1.49%		1.75%		2.00%		2.00%		3.00%		2.25%		2.50%				Average for 2021-2025 CIP			

* Based on Villages 2020 Assessed Valuation - \$1,105,206,249 **

** Assuming 7.3% growth for five years, 3.5% growth thereafter

*** Calculation based on All General Obligations, 5% of Equalized Value using same growth assumptions as above.

**** Median Home Value as of 1/1/2020 \$ 295,100

2/18/2021

McFarland Capital Improvement Program (CIP)

2021 – 2025

Administration

Planned Projects:

Compensation and Classification Study

- *Description* – The Village’s compensation platform is based upon a Compensation and Classification Study that was completed on January 5, 2015 by Springsted Incorporated. Section 3.05(2) of the Village’s Compensation and Benefits Manual details the “Maintenance of the Pay Plan Integrity Over Time” in order to maintain internal equity and market competitiveness. Subsection B states that the Village should complete a comprehensive update every three to four years. A market adjustment was provided in 2020 based on preliminary comparable data, but the full study needs to be completed at some point to also evaluate the grades, grid, and other associated aspects.
- *Year(s)* – 2022.
- *Funding* – Borrowed money within Capital Projects Fund (400).

Digital Records Management

- *Description* – In an effort to continue paperless initiatives and be more efficient the intent of this project would be to convert the current paper method of storing documents to digital record keeping.
- *Years* – All
- *Funding* – Combination of general revenue, reserves, and borrowed money within Capital Projects Fund (400).

Equipment/Furniture

- *Description* – Small capital contribution from the General Fund to purchase various small office, furniture, and other related needs.
- *Years* – All.
- *Funding* – Tax Levy within General Fund (100).

Library Impact Fee Study

- *Description* – The current Library Impact fee was created to retroactively fund the last major facility project to fund the construction of the Library. Going forward, to continue this fee it needs to be studied on how it could be applied to a future project of a similar nature.
- *Years* – 2021
- *Funding* – Borrowed money within Capital Projects Fund (400).

Administration (continued)

Public Safety Center Impact Fee Study

- *Description* – Under State law, the Village could consider adding an impact fee to fund, retroactively, a portion of the construction for the new Public Safety Center. This would be a similar concept that was created when the Library was constructed and would help to offset some of the future debt service cost. This study will review and create the methodology to apply to new housing starts into the future.
- *Years* – 2021
- *Funding* – Borrowed money within Capital Projects Fund (400).

Splitting Polling Places

- *Description* – Ward boundaries will be redrawn in 2021 through the redistricting process following the 2020 Census. The Village currently has one of the largest polling places in Dane County, and with a continually increasing population, the Village will undertake this process to prepare for a split at some point in the future. The project is identified to be first considered for implementation in 2023.
- *Years* – 2023.
- *Funding* – Borrowed money within Capital Projects Fund (400).

Water Impact Fee Study

- *Description* – We currently charge an impact fee within the Water Utility for the conveyance, wells, and towers. This has not been studied in several years and likely needs updating to better allocate for these funds going into the future.
- *Years* – 2021
- *Funding* – General revenue within the Utility Fund (600).

Workstation Replacement

- *Description* – The Village sets aside funds in order to replace computer workstations as they fail and on a rotating scheduling to cycle out obsolete and aging machines on an annual basis.
- *Years* – All.
- *Funding* – General revenue within Capital Projects Fund (400).

McFarland Capital Improvement Program (CIP)

2021 – 2025

Facilities

Planned Projects:

Community Center

- *Description* – The Village continues to plan out future priorities with respect to facility development. The most recent option allowing for the construction of a Community Center requires first the completion of a new Public Safety Building (see below). The space vacated by Police, Municipal Court, and Fire/Rescue will be studied to remodel and repurpose for the remaining Departments in the Municipal Center and add in new elements of a Community Center.
- *Year(s)* – 2023.
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Facility Plan/Design

- *Description* – To prepare for the construction of a Public Safety Building beginning in 2020, funds were set aside to finalize the planning process and initiate the design process. Design work and bidding carried into 2021 for this project. Likewise for the Community Center implementation in 2023, funds are set aside for planning work in 2021 to be used for consulting assistance yet to be determined. Funding is further provided in 2022 at a proportionate level for design services in preparation for potential construction in 2023.
- *Year(s)* – 2021 and 2022.
- *Funding* – Borrowed money and reserves within the Capital Projects Fund (400).

Land Acquisition

- *Description* – This reserve account sets aside funds to be used by the Organization to fund land acquisitions as might be necessary for the Village. The reserve was created as an assignment for land acquisition and not earmarked for any specific use other than that general purpose.
- *Years* – All.
- *Funding* – General revenue within Capital Projects Fund (400).

Municipal Center Roof

- *Description* – The roof for the Municipal Center Facility has been previously identified for replacement as early as 2022 according to an assessment that was completed in 2015. Could be combined with other facility improvement projects in the future as appropriate but also dependent on its ongoing condition.
- *Year(s)* – 2022.
- *Funding* – Reserves within the Capital Projects Fund (400).

Facilities (continued)

Network Equipment

- *Description* – Funds are set aside annually for the replacement and upgrading of network equipment to help maintain the Village’s technology network.
- *Years* – All.
- *Funding* – Tax Levy within the Capital Projects Fund (400) with equal shares from the Utility Fund (600) and Stormwater Utility Fund (605).

Parking Lots

- *Description* – Multiple items were combined and moved to the last year of the plan. This included construction of a new parking lot at the corner of Milwaukee and Anthony (Village purchased the land in 2020). Additionally includes the reconstruction of the parking lots at the Municipal Center and Library. All three of which are dependent upon ongoing usability, necessity for additional spaces, and ongoing facility planning.
- *Year(s)* – 2025.
- *Funding* – Increment within Tax Increment District #4 Fund (310) and borrowed money within the Capital Projects Fund (400).

Public Safety Center

- *Description* – A new Public Safety Center to house Fire/Rescue, Municipal Court, and Police Departments will begin construction in 2021 at the southeast corner of Holscher and Broadhead roads. Planning work was completed in 2020 followed by the beginning of design work. Police, Municipal Court, and Fire/Rescue has been recommended following analysis that was completed in 2019. The project will break ground around midyear and be completed in 2022. A majority of the funds needed for the project will be borrowed through bonds in 2021 and a final borrowing will take place in 2022 to reconcile final project costs. The construction of this facility will free up space to remodel and repurpose the Municipal Center for remaining departments and new Community Center spaces (see above).
- *Year(s)* – 2021 and 2022.
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Sinking Fund

- *Description* – Savings set aside for the development, expansion, and/or maintenance of Village owned facilities.
- *Years* – All.
- *Funding* – General revenue within Capital Projects Fund (400).

McFarland Capital Improvement Program (CIP)

2021 – 2025

Communications and Technology

Planned Projects:

Equipment/Technology Upgrade

- *Description* – Funding for equipment purchases, replacements, and general upgrades to support operations and service delivery.
- *Year(s)* – 2022, 2023, 2024, and 2025.
- *Funding* – General revenues from within the Communications and Technology Fund (200).

McFarland Capital Improvement Program (CIP)

2021 – 2025

Police Department

Planned Projects:

Equipment

- *Description* – Several small equipment items are included within this item on a year to year basis including but not limited to Taser replacements, annual MDC replacements, evidence camera, helmets, vests, shields, radios, and other items of need as prioritized within the Department.
- *Years* – All.
- *Funding* – General revenue and reserves within Capital Projects Fund (400).

Patrol Vehicle (Leases)

- *Description* – This includes the annual lease payments for the Department's vehicles as they need to be replaced. Typically there are 3 vehicles used for regular patrol replaced every 3 to 4 years.
- *Years* – All.
- *Funding* – Tax Levy within the Capital Projects Fund (400).

Technology

- *Description* – Funding for technology advancements within the Department including mobile identification unit, GPS tracking equipment, replacement monitors for security cameras, and traffic collection systems.
- *Year(s)* – 2021.
- *Funding* – Surplus funds within the General Fund (100).

Squad Car Video

- *Description* – The current Watchguard brand in-squad video system was purchased and deployed in 2015. The normal shelf life for a squad car video recording system is 8 to 10 years. In 2025 the current system will be 10 years old.
- *Years* – 2025.
- *Funding* – Borrowed Money as detailed within the Capital Projects Fund (400).

Police Department (Continued)

Traffic Safety

- *Description* – Annual allocation for the Department to implement various traffic safety measures including speed boards, RRFB's, flashing signs, and other related improvements.
- *Years* – All.
- *Funding* – Combination of Tax Levy and Borrowed Money as detailed within the Capital Projects Fund (400).

Vehicle Replacement

- *Description* – This includes the replacement of the Chief and Investigator vehicle within the years indicated. The Chief's vehicle was purchased in 2012 and the Investigator vehicle purchased in 2014. Both will be in use for approximately a 10 year period. Both vehicles will be unmarked and outfitted appropriately to support the positions that use them.
- *Years* – 2022 and 2023.
- *Funding* – Borrowed Money as detailed within the Capital Projects Fund (400).

McFarland Capital Improvement Program (CIP)

2021 – 2025

Fire and Rescue

Planned Projects:

Ambulance Replacement

- *Description* – The replacement of the 2015 Ambulance which is used for providing back-up to the primary 2019 Ambulance when out of service for repairs and maintenance. Additionally, the 2015 Ambulance is used for additional incidents while the primary ambulance is assigned to another incident. Current schedule has one ambulance operate for five years in the primary role and five years in the secondary role. Staff will evaluate replacing both ambulances (2015 & 2019) at the same time to save about 5% in costs for reduced engineering and sales cost. Additionally, then the ambulances would be rotated regularly providing equal utilization. Staff would benefit from having identical equipment layout for all incident responses.
- *Year(s)* – 2025.
- *Funding* – Borrowed Money within the Capital Projects Fund (400).

ATV Replacement

- *Description* – This vehicle was first acquired in 2004 by the Firefighter's Association and assists the Department in responding to grass/marsh fire, ice rescues, remote rescues, and personnel transports to larger scenes.
- *Year(s)* – 2022.
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Car 1 Replacement

- *Description* – The replacement of Car 1 which is the suburban style emergency response vehicle used as the main incident command response vehicle. There is a sinking fund setup as a vehicle replacement assignment that will be used to pay for the cost of this item.
- *Year(s)* – 2022.
- *Funding* – Reserves within the Capital Projects Fund (400).

Car 1 Sinking Fund

- *Description* – Annual savings set aside for the replacement of Car 1 which is the suburban style used as the main incident command response vehicle.
- *Years* – All.
- *Funding* – General revenue within Capital Projects Fund (400).

Fire and Rescue (continued)

EMS Equipment

- *Description* – Provides annual funding for small equipment needs, turnout gear as is needed from year to year, and other general items needed to support this service. 2023 and 2024 include increased replacement of EMS turnout gear as majority was placed at one time from a grant and will need replacement during those years.
- *Years* – All.
- *Funding* – General revenue within Capital Projects Fund (400).

EKG Monitors

- *Description* – The monitors used on the ambulance to obtain vital signs, 12-Lead defibrillation and capnography. Current units were purchased in 2013.
- *Year(s)* – 2023.
- *Funding* – Borrowed Money within the Capital Projects Fund (400).

Extrication Equipment Replacement

- *Description* – This equipment is used to extract individuals who are trapped typically within vehicles as a result of car accidents.
- *Year(s)* – 2021.
- *Funding* – Combination of general revenues and borrowed money within the Capital Projects Fund (400).

Fire Equipment Replacement

- *Description* – Provides annual funding for small equipment needs, turnout gear as is needed from year to year, and other general items needed to support this service. 2023 includes the replacement of a majority of the firefighter helmets.
- *Years* – All.
- *Funding* – General revenue within Capital Projects Fund (400).

Ladder Truck

- *Description* – The largest truck in the fleet and is used as part of elevated fire and rescue operations within the coverage area. Additionally, the truck may act as an engine and provides the required pump capacity that is required for the Village. Acquired in 2007 as a used truck and was originally manufactured in 1997.
- *Year(s)* – 2021.
- *Funding* – Reserves from the General Fund (100) and borrowed money within the Capital Projects Fund (400).

Fire and Rescue (continued)

Patient Cots

- *Description* – There are currently two of these cots in use within each ambulance. They were purchased separately in 2013 and 2015. They are specialized pieces of equipment that assist in the lifting and transportation of patients into and out of the ambulance helping to save on worker's compensation claims.
- *Year(s)* – 2022.
- *Funding* – Borrowed Money within the Capital Projects Fund (400).

Technology

- *Description* – Annual replacement for mobile computers located within fleet vehicles. The computers provide information from dispatch and department pre-plan data for facilities. The funding provides for one replacement per year. This line also assists with other Department specific technology needs as they arise. 2025 includes the replacement of the Department's thermal imaging cameras.
- *Years* – All.
- *Funding* – General revenue within Capital Projects Fund (400).

McFarland Capital Improvement Program (CIP)

2021 – 2025

Emergency Management

Planned Projects:

Nothing planned at the present.

McFarland Capital Improvement Program (CIP)

2021 – 2025

Department of Public Works

Planned Projects:

Chipper

- *Description* – Replacement of the Village’s chipper used for tree trimming, brush removal, and other landscaping jobs.
- *Years* – 2022.
- *Funding* – Borrowed money within the Capital Projects Fund (400).

County MN – Phase 4

- *Description* – Phase 1, 2, and 3 of the County MN project have been completed in 2016, 2017, and 2018, respectively. A fourth phase is contemplated for design in 2020 and construction in 2021 on Broadhead Street from Holscher Road to N. Peninsula Way.
- *Years* – 2021.
- *Funding* – Road construction costs split with Dane County and Village share paid for through Borrowed Money and Reserves within the Capital Projects Fund (400). Adjoining property owners on the two developed sites will also contribute to the project. Construction costs also spread to various utility funds as applicable.

County MN – Phase 5

- *Description* – A fifth phase of this project is planned in the future to pace with future development. This would be from N. Peninsula Way through the County Highway AB interchange. Finalizing design and further study of the CTH AB intersection would be conducted in 2022 with construction to follow the year after. Tentative and again to follow pace of adjoining development as practical.
- *Years* – 2022 and 2023.
- *Funding* – Road construction costs split with Dane County and Village share paid for through Borrowed Money within the Capital Projects Fund (400). Adjoining property owners on the two developed sites will also contribute to the project. Construction costs also spread to various utility funds as applicable.

East Side Interceptor – Phase 1

- *Description* – The Village’s growth pattern to the East requires a new sanitary sewer interceptor to collect wastewater from new developments and convey into the existing system in order to reach MMSD for treatment. The pipe will be constructed on existing public right of way and permissible easements off of Devil’s Lake Way to north of the Rosewood Fields Subdivision. The cost will initially be born by the Village and then converted to special assessments to be paid for by future development.
- *Year(s)* – 2021.
- *Funding* – Borrowed money within the Utilities Fund (600).

East Side Interceptor – Phase 2

- *Description* – The second phase will carry the pipe from the northern end of the Rosewood Fields Subdivision to the north side of County Highway MN (Broadhead). The progression of this pipe will likely flow with the progression of development that it is meant to serve. Tentative it is schedule to finalize design in 2023 and construction the year after. This will also be paid back through the special assessment process through new development.
- *Year(s)* – 2023 and 2024.
- *Funding* – Borrowed money within the Utilities Fund (600).

Equipment - General

- *Description* – Includes skid steer and loader attachments as well as other small general equipment, tool needs for the Department.
- *Years* – 2021.
- *Funding* – General revenues from within the Capital Projects Fund (400).

Exchange Street

- *Description* – This project will be a complete reconstruction (street, curb/gutter, sidewalk, utilities, etc.) from Farwell to the Yahara River. The Village has been approved for Federal funding through the Madison Area Transportation Planning Board within their 5-year Transportation Improvement Program. This will allow the Village to access Federal money set aside for smaller communities within this regional transportation area. There will be multiple years of planning and engineering for the project leading up to construction.
- *Years* – 2021, 2022, 2023, and 2024.
- *Funding* – Combination of Grants and Borrowed Money within the Capital Projects Fund (400) as well as from the Utilities Fund (600) and Stormwater Utility Fund (605).

GIS/Asset Management

- *Description* – It is being reviewed whether or not to further enhance the Village’s GIS capabilities, development a new asset management platform, or both in helping to better oversee infrastructure improvements within the Department. Discussion on the topic could yield the desire to expend funds for such an improvement within the next year as might be planned.
- *Years* – 2022.
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Department of Public Works (continued)

Leased Equipment

- *Description* – Includes annual charges for the use of the skid steer and front-end loader. Increase in 2022 is to add a second skid steer that operates with a tracks instead of wheels.
- *Years* – All.
- *Funding* – General revenue within Capital Projects Fund (400) plus equal shares from Utility Fund (600) and Stormwater Utility (605).

Lift Station #2

- *Description* – Full replacement is recommended towards the middle of the current 5-year plan. It could be delayed further based on the pace of development feeding into it necessitating the improvement. Design would occur in the first year with construction in the year to follow.
- *Year(s)* – 2022 and 2023.
- *Funding* – Funding provided through Utility Fund (600).

Mower Replacement

- *Description* – A larger format mower is scheduled for acquisition in 2022.
- *Year(s)* – 2022.
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Patrol Truck Replacement

- *Description* – Includes the full replacement with trade in of a Patrol Truck (Snowplow) with associated equipment for both listed years.
- *Year(s)* – 2021 and 2023.
- *Funding* – Trade-in value deducted from gross cost of the vehicle. Remaining expense split equally between Capital Projects Fund (400), Utility Fund (600), and Stormwater Utility Fund (605).

Paulson Road Reconstruction

- *Description* – This would be the full reconstruction of the current Paulson Road from Siggelkow Road to the dead end. The current road remains a rural cross section and this would convert it to an urban cross section with replacement to the road, sewer, water, stormwater, etc.
- *Year(s)* – 2022 and 2023.
- *Funding* – Borrowed money within the Capital Projects Fund (400) as well as associated support from utilities for their respective work in the project.

Department of Public Works (continued)

Pedestrian Ways

- *Description* – Annual funds to repair and replace sidewalks, bike paths, and other pedestrian ways. The 2021 project is a combined project with the Sanitary Sewer Utility to construct a path adjacent the Eastside Sanitary Sewer Interceptor. Future year's projects to be determined as needed.
- *Year(s)* – All.
- *Funding* – Borrowed Money and/or Tax Levy as applicable within the Capital Projects Fund (400). Some fund in 2020 from Stormwater Utility Fund (605).

Pickup Truck Replacement

- *Description* – Replacement of various levels of pickup trucks for general service responsibilities.
- *Year(s)* – All.
- *Funding* – Cost split equally between the Capital Projects Fund (400), Utilities Fund (600), and Stormwater Utility Fund (605).

Property Acquisition

- *Description* – At some point in the future neighboring properties to the existing Public Works Center are likely to come up for sale. This placeholder is included to pursue those options if that does happen or we desire to pursue such an opportunity.
- *Year(s)* – 2025.
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Sinking Fund

- *Description* – Annual savings set aside for the replacement of the Director's vehicle.
- *Year(s)* – All.
- *Funding* – General revenues within the Capital Projects Fund (400) plus Utility Fund (600).

Small Capital

- *Description* – The Stormwater Utility is provided funds for small capital items for its administration including equipment, materials, and other supplies as needed.
- *Year(s)* – All.
- *Funding* – Charges for Public Services collected within the Stormwater Utility Fund (605).

Stormwater Projects

- *Description* – Replacement of various failed culverts in different areas of the Village to improve drainage and runoff conveyance.
- *Year(s)* – 2021.
- *Funding* – Charges for Public Services collected within the Stormwater Utility Fund (605).

Department of Public Works (continued)

Street Construction

- *Description* – The Village is at a point within its road maintenance schedule where there are many street in need of repair that also have underground water mains in equal need of attention. In 2018-2020, the Village focused paving efforts on areas where water main replacement was also needed to address both areas of need. Beginning again in 2022 a similar effort will be conducted to align road repairs with aging pipe repairs throughout the Village.
- *Year(s)* – 2022, 2023, 2024, and 2025.
- *Funding* – Borrowed Money within the Capital Projects Fund (400) with corresponding contribution from the Utility Fund (600).

Street Maintenance

- *Description* – Includes street repairs needed on an annual basis that have a longer than one year useful life including chip sealing, crack filling, and various areas for patch work.
- *Year(s)* – All.
- *Funding* – Borrowed Money within the Capital Projects Fund (400).

Street Sweeper

- *Description* – Annual savings set aside for the future replacement of the street sweeper. Street sweep is scheduled for replacement in 2024 following 10 years' worth of service.
- *Year(s)* – All.
- *Funding* – Charges for Public Services collected within the Stormwater Utility Fund (605).

Street Tree Planting

- *Description* – Implementation of a program to address the Ash Tree population as a response to the Emerald Ash Borer as well as annual efforts to replace and install new street trees.
- *Year(s)* – All.
- *Funding* – Fund Balance within the General Fund (100).

Stump Grinder

- *Description* – Another piece of equipment to aid in the tree management program and other related landscaping projects. The stump grinder would be used to remove stumps when trees need to be removed from the public rights of way, parks, and/or conservancy areas.
- *Year(s)* – 2022.
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Technology

- *Description* – Radio replacement in combination to replace communication equipment within the Department as well as compatibility with DaneCom.
- *Year(s)* – 2021.
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Department of Public Works (continued)

Tool Cat Machine

- *Description* – Purchase of a second tool cat machine which is a multi-faceted vehicle that provides for a variety of different tasks from snow plowing sidewalks, small excavating projects, heavy lifting, utility work, and many more features. Present vehicle is indispensable and adding a second one would expand these capabilities.
- *Year(s)* – 2025.
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Tower Clean/Paint

- *Description* – Consideration for cleaning and repainting the water towers to keep up with their exterior maintenance requirements. Burma Road tower will go first followed by Holscher Road tower.
- *Year(s)* – 2023 and 2025.
- *Funding* – Cost is paid for by water funding within the Utilities Fund (600).

USH 51 North Phase

- *Description* – WisDOT has informed the Village they intend to repave and reconstruct the northern phase of US Highway 51 in 2025. This would be from Larson Beach to Voges Road. The southern phase would be programmed for 2028 which is from Larson Beach Road to southern Village limits. Most of this cost will be born by WisDOT through the Federal Government; however, the Village may incur some cost sharing items on sidewalks, street lighting, aesthetics, and other related expenses. Planning is underway presently for these efforts and will continue now through its construction.
- *Year(s)* – 2025.
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Water Valve Turner

- *Description* – This piece of equipment within the water utility will improve the efficiency of exercising water valves for general maintenance and during main breaks as needed. It takes what is currently an invasive manual function into a controlled mechanical operation which is good for the worker and the infrastructure.
- *Year(s)* – 2021.
- *Funding* – Cost is paid for by water funding within the Utilities Fund (600).

Well Maintenance

- *Description* – Every so often the water wells need to be removed from service for general maintenance, cleaning, and repair in order to prolong their useful life. The facilities that house the wells also need some improvement through basic maintenance.
- *Year(s)* – 2021 and 2022.
- *Funding* – Cost is paid for by water funding within the Utilities Fund (600).

McFarland Capital Improvement Program (CIP)

2021 – 2025

Senior Outreach

Planned Projects:

Tables

- *Description* – Replacement of tables and related furnishings that support the meal program.
- *Year(s)* – 2021.
- *Funding* – Tax Levy within the Capital Projects Fund (400).

McFarland Capital Improvement Program (CIP)

2021 – 2025

Library

Planned Projects:

Boiler Replacement

- *Description* – The boiler will have exceeded its useful life by this point and could be evaluated for replacement based upon projected maintenance needs.
- *Year(s)* – 2023.
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Computer – Workstation(s)

- *Description* – Includes funds to replace both computers used by the public for either adults, teens, or children and those used by Staff on an annual basis.
- *Year(s)* – All.
- *Funding* – Tax Levy within the Capital Projects Fund (400).

Equipment – Furniture/Other

- *Description* – Includes the replacement of some furniture within the Library and other small needs.
- *Year(s)* – 2021.
- *Funding* – Tax Levy and reserves within the Capital Projects Fund (400).

Facility Improvements

- *Description* – Some mechanical improvements to the HVAC equipment and outside improvements to replace failed parking bollards.
- *Year(s)* – 2021 and 2022.
- *Funding* – Borrowed money and reserves within the Capital Projects Fund (400).

Site Improvements

- *Description* – Externally it is proposed for site improvements to the exterior of the facility.
- *Year(s)* – 2022.
- *Funding* – Tax levy within the Capital Projects Fund (400).

McFarland Capital Improvement Program (CIP)

2021 – 2025

Parks

Planned Projects:

Consulting Services

- *Description* – The Village has four open ended planning projects in process for Aquatics and Pickle Ball as well as Master Plan development at McFarland Park and the new Community Park.
- *Year(s)* – 2021.
- *Funding* – Reserves within the Capital Projects Fund (400).

General Improvements

- *Description* – Money set aside annually to be used for general park improvements through the use of fees collected within new developments.
- *Year(s)* – All.
- *Funding* – Impact Fees collected within Parks Fund (405).

Park Equipment

- *Description* – Annually the Village looks to replace and/or repair certain park amenities and play structures as well as park signage as needed.
- *Year(s)* – All.
- *Funding* – Impact Fees collected within Parks Fund (405).

Park Improvements

- *Description* – Included as a placeholder for each of the years within the plan, meant to set aside funds for future designation as might be determined. Planning work continues in early 2021 on several large scale improvements that when combined with other priorities will yield more detailed direction on the utilization of these funds. Again held in place to allow for their use once determined.
- *Year(s)* – All.
- *Funding* – Borrowed money and impact Fees collected within Parks Fund (405).

Property Acquisition

- *Description* – Annually this is held as a placeholder depending on needs and opportunities that may arise. No acquisitions are presently targeted within this 5 year plan.
- *Year(s)* – All.
- *Funding* – Borrowed Money within the Capital Projects Fund (400).

Parks (continued)

Ridgeview Tot Lot

- *Description* – Funding is included to replace and reconstruct this playground which has amenities designed for very young kids but has outlived its useful life.
- *Year(s)* – 2021.
- *Funding* – Impact Fees collected within Parks Fund (405).

Urso/Schuetz Park

- *Description* – In 2019 we approved a contract to construct a Frisbee golf course in accordance with the Master Plan for the property. This will be completed in the Spring of 2021. A shelter, parking lot, and improvements to the small dog area were completed in 2020 as well as an expansion to large dog area. This work will also be finished up in the Spring of 2021. Remaining funds are to finish out these projects.
- *Year(s)* – 2021.
- *Funding* – Reserves within the Capital Projects Fund (400).

McFarland Capital Improvement Program (CIP)

2021 – 2025

Community Development

Planned Projects:

Affordable Housing Study

- *Description* – As an action step within their Goals and Objectives, the Village desires to move forward several initiatives related to affordable housing. This study is meant to better understand the gap and what alternatives could be offered to help close it in the future.
- *Year(s)* – 2022.
- *Funding* – Borrowed money within Capital Projects Fund (400).

Branding Development

- *Description* – The rebranding study was completed in 2018 and funding in future years is put into phases to support this effort through new signage, vehicle identification, personal items, and other organization materials containing the brand.
- *Year(s)* – 2021 and 2022.
- *Funding* – Reserves within Capital Projects Fund (400).

Comprehensive Economic Development Plan

- *Description* – Analyze the Village's current retail and industry market, labor force, and land base, identify gaps in the current market, and identify target business growth opportunities by locale within the Village. Assess the viability of a new east side business park. Set forth the Village's vision, goals, and action steps for the Village's economic development efforts and priorities.
- *Years* – 2021.
- *Funding* – Reserves within the Capital Projects Fund (400).

Downtown Redevelopment Plan

- *Description* – An update to the 1999 Downtown Master Plan. Update Redevelopment District No. 2 as needed. Adopt new TID #7 Project Plan as an overlay to existing TID #4 as needed.
- *Years* – 2023.
- *Funding* – Increment within the Tax Increment District #4 Fund (310).

East Side Business Park TID

- *Description* – Adopt a new TID Project Plan for the development of an east side business park.
- *Years* – 2025.
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Community Development (continued)

East Side Neighborhood Growth Plan/Comprehensive Plan Update

- *Description* – Update the East Side Neighborhood Growth Plan to include lands annexed since 2017. Revisit existing plan policies as necessary to reflect changes since plan adoption in 2008. Update the Comprehensive Plan to include the revised East Side Neighborhood Growth Plan.
- *Years* – 2021.
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Outdoor Recreation and Open Space Plan

- *Description* – An update to the Village’s 2019 Outdoor Recreation and Open Space Plan. This plan analyzes the Village’s current system of parks, trails, and open space and sets forth the Village’s vision, goals, and action steps for future improvement projects. The plan is updated every five years to remain eligible for WDNR recreational grant funding.
- *Years* – 2024.
- *Funding* – General revenue and borrowed money within the Capital Projects Fund (400).

Small Capital

- *Description* – The Department is provided funds for small capital items within the office including furniture, equipment, and other supplies as needed.
- *Years* – All.
- *Funding* – Tax Levy within the General Fund (100).

Sinking Fund

- *Description* – Annual contribution towards savings for the future replacement of the Building Inspector’s vehicle.
- *Years* – All.
- *Funding* – General revenue within the Capital Projects Fund (400).

Sustainability Plan

- *Description* – Develop a Sustainability Plan to help the Village and community practically implement ideas for operating more efficient and sustainable. Integrate WDNR Green Tier Scoresheet action items.
- *Year(s)* – 2021.
- *Funding* – Reserves within the Capital Projects Fund (400).

TID Project Planning

- *Description* – Adopt a new TID #6 Project Plan as an overlay to existing TID #3. Update Redevelopment District No. 1 as needed.
- *Years* – 2022.
- *Funding* – Increment within the Tax Increment District #3 Fund (305).

Community Development (continued)

Zoning Code

- *Description* – A comprehensive update to the Village’s Zoning Code resulting in the repeal of the existing Code and enactment of a replacement Code, including updates to the Official Zoning Map as necessary.
- *Years* – 2023.
- *Funding* – Borrowed money within the Capital Projects Fund (400).

CHAPTER 3 Debt Management Policy

SECTION 3.01 Policy Purpose

- (a) The Village acknowledges that certain costs incurred on an annual basis reflect an investment in the future of the Village. These types of costs include development, acquisition, and replacement of assets that will be used by the residents of the Village over a long period of time. Financing of these long-term assets is often appropriately accomplished through the issuance of long-term debt instruments, special assessments, or any other combination of these.
- (b) It is the responsibility of the Village Board and Village administrative staff to monitor the financial health of the Village. A significant portion of the Village's financial health is determined by its ability to manage its debt, so the role of debt in the Village's total financial strategy must be carefully defined in order to avoid using debt in a way that weakens other parts of its financial structure. It is the responsibility of the Village Administrator and Clerk/Treasurer to regularly monitor the Village's outstanding debt and to recommend issuance, replacement and retirement of outstanding debt to the Finance Committee and the Village Board.

SECTION 3.02 Policy Implementation Objectives

(a) Financing Considerations.

- (1) The Village will confine long-term borrowing to capital improvements, equipment, or other long-term projects which cannot and, appropriately should not, be financed from current annual operating revenues.
- (2) The Village will not use long-term debt to finance current operations, nor will long-term debt be used to finance the cost of short-lived (less than five years) depreciable assets (for example, vehicles).
- (3) In general, the final maturity of bonds and notes issued by the Village should not exceed the expected useful life of the underlying project for which it is being issued.
- (4) The Village will issue general obligation debt by borrowing from the State Trust Fund or through a competitive bidding process or negotiated sale, depending upon which approach is deemed most advantageous to the Village.

- (5) Periodic reviews of outstanding debt will be undertaken by the Village Administrator and Clerk/Treasurer at least every two years to determine refinancing opportunities. Refinancing will be considered (within federal tax law constraints) if and when there is a net economic benefit of the refunding.

(b) Debt Limits and Structure.

- (1) Section 67.03 of Wisconsin Statutes and Article XI, §3(2) of the Wisconsin Constitution require that general obligation debt outstanding not exceed 5% of the equalized valuation of the taxable property within the Village. Revenue bonds and notes are not considered debt for purposes of determining compliance with constitutional debt limitations. The Village intends to keep total outstanding general obligations debt within 3.33% of the equalized valuation unless otherwise authorized by the Village Board. Debt levels should further be consistent with the Village's credit objectives and long-term financial plan.
- (2) The Village will keep the maturity of all outstanding general obligation bonds at or below 20 years unless otherwise allowed by Wisconsin State Statutes and authorized by the Village Board.
- (3) The total annual debt service expense for general obligation debt (exclusive of that funded by proprietary operations) should not exceed 25% of the Village's total operating expense less capital outlay, unless otherwise authorized by the Village Board. The Village will make every effort realistic and reasonable to maintain debt service expenditures at a proportionately even level for tax rate stabilization.

(c) Municipal Advisor.

- (1) The Village will utilize the services of a qualified Municipal Securities Rulemaking Board (MSRB) Registered Municipal Advisor ("Municipal Advisor") that meets all current certification requirements in the monitoring of its debt and debt service.
- (2) The Village should strive to maintain a long-term relationship with a Municipal Advisor to allow for continuity and consistency in services provided by the advisor. However, the arrangement between the Municipal Advisor and the Village should be examined every five (5) years or as deemed necessary by Village administrative staff and the Village Board.

- (3) All feasible alternatives (for example, State Trust Fund loans, Clean Water Fund loans, and private placements with local financial institutions) for borrowing funds should be considered by the Village and the Municipal Advisor depending on the uniqueness of the items or projects being financed by long-term debt.
- (4) All costs of issuing long-term debt, including fees for professional services, underwriting fees, and the interest costs over the term of the debt issue, must be considered and carefully evaluated for each borrowing.
- (5) The Village will work with the Municipal Advisor to ensure that long-term debt issues are structured to protect the interest of the Village for the present and in the future (for example, the inclusion of call provisions to protect the Village against future interest rate fluctuations or other circumstances).

(d) **Other Considerations.**

- (1) The maintenance of the best possible credit rating shall be a significant factor in all financial decisions.
- (2) The Village will maintain good communications with bond rating agencies regarding its financial condition.
- (3) The Village will follow a policy of full disclosure in all financial reporting including bond prospectuses and continuing disclosure agreements required under SEC Rule 15c2-12(b)(5).

Adopted: October 10, 2011

Amended: July 8, 2019
March 23, 2020

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Monday, March 8, 2021

SECTION: Business

DEPARTMENT: Community Development

CONTACT: Andrew Bremer, Comm & Eco Dev Director, Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action regarding revisions to the job description for the Clerk III position within the Community Development Department.

PREVIOUS ACTION:

The Plan Commission reviewed changes to the job description at its meeting on January 19, 2021 and recommended their approval.

The Personnel Committee reviewed and recommended approval of the proposed revisions at their meeting on March 1, 2021.

ISSUE SUMMARY:

Enclosed within your packet is a marked up version of the position description for the Clerk III position. This is already a full-time position as that status was adjusted approximately two years ago. The Department has been without the part-time Property Maintenance Officer (PMO) since the resignation of the former PMO last July. The Department Clerk has taken on a larger role in responding to these types of inquires and site investigations, along with the Director. It is proposed to formalize the Clerk's role in providing property maintenance duties for the Village through an amendment to the job description to officially add the duties and responsibility of the Property Maintenance Officer position. This will enable the Clerk to work more independently on fulfilling this essential job functions, and under the Municipal Code, would permit the Clerk to issue municipal citations for property maintenance violations without prior approval from the Director. Based on current staffing levels of the Department, options are limited to fulfill these responsibilities. We could consider going back to a part-time position which did not garner a lot of interest (one person applied the last time, who was hired), or place these responsibilities back on the building inspector (whom is now contracted and would be paid out of the hourly rate which will increase costs dramatically). Our proposal we feel is adequate to meet the service demands with available resources and the revisions to the job description demonstrate the ability to do so.

FINANCIAL/BUDGET IMPACT:

The current grade for the position is at Level 10 with a minimum hourly rate of \$20.46 up to a maximum of \$26.57 with the mid-point (market) at \$23.51. Funding is provided through the 2021 Budget for this purpose.

VILLAGE PLAN REFERENCE:



None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval as presented.

ATTACHMENTS:

1. 03.04.2021 - Comm Devel Clerk III mgs

Community Development Clerk III

POSITION DESCRIPTION

Position Title:	Community Development Clerk III	FLSA:	Non-Exempt
Department:	Community Development	Represented:	No
Reports to:	Community Development Director	Employment Status:	Full-Time

POSITION SUMMARY

Distinguishing Characteristics of the Class

This position is responsible for performing a variety of ~~clerical and~~ administrative and inspection support work for the Community Development Department. The work involves: functioning as a receptionist for the department; providing customer service and answering inquiries about municipal services, ordinances, and building codes; issuing permits and collecting and recording fees; ~~and~~ preparing and distributing agendas for various committee meetings and taking minutes of meetings, carrying out routine property maintenance code enforcement actions relating to property maintenance including conducting field inspections, communicating with residents the effect of certain codes, and when warranted issuing notices of code violations to property owners.

Supervision Received

Clerk works under the supervision of the Community Development Director, but exercises independent judgment in establishing work priorities and determining work methods.

Supervision Exercised

None.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Provides customer assistance in person or by answering phones or email, including answering questions, responding to inquiries, receiving payments, and providing copies. Screens and routes incoming calls to appropriate personnel.
- Issues various types of building permits and calculates and collects fees.
- Prepares agendas and packets for meetings of the Plan Commission, Board of Zoning Appeals, Community Development Authority, ~~and~~ Landmarks Commission, and other Village committees under the Department's responsibility.
- Prepares and publishes legal notices of public hearings and mails notices of public hearings and pending committee actions to affected parties.

- Attends evening meetings of the Plan Commission, Board of Zoning Appeals, Community Development Authority, ~~and~~ Landmarks Commission, and other Village committees under the Department's responsibility. Takes and prepares Minutes of the proceedings.
- Maintains statistical data on building permit activity and prepares summary reports.
- Records, balances, and prepares bank deposits of fees collected by the ~~department~~Department.
- Maintains departmental petty cash fund.
- Establishes and maintains records filing systems.
- Updates and maintains maps and parcel information.
- Types, composes, and edits a variety of correspondence, reports, and memoranda.
- Provides back-up coverage to the Administration offices.
- Updates and maintains departmental website pages.
- Receives, researches, processes, communicates, educates, and investigates complaints regarding property maintenance issues.
- Conducts on-site inspections of properties to ensure that applicable local property maintenance codes are met.
- Enforces minimum property maintenance regulations.
- Issues warnings and municipal citations to correct ~~property maintenance~~ code violations when warranted.
- Works collaboratively with the Police Department, Municipal Court, Public Works Department, Building Inspector, Zoning Administrator, Village Attorney and/or other related internal and external entities regarding the enforcement of ~~property maintenance~~ municipal codes.
- If called upon testifies in Municipal Court cases relating to property maintenance citations.
- Position is appointed as the official Property Maintenance Enforcement Officer and Weed Commissioner as defined in Village Ordinance.
- Performs other related duties as required.

Equipment Used

Personal computer/printer and various software applications, calculator, telephone, copy machine, fax machine, [tape measure](#), and motor vehicle.

Work Environment and Working Conditions

Works in normal office setting with moderate noise levels. Hours beyond the normal work week are required on occasion; attendance at evening meetings required. [Also routinely works outdoors under varied field and weather conditions, including extreme heat or cold.](#)

TECHNICAL REQUIREMENTS

Knowledge of

- Current office equipment, terminology, procedures, and methods.
- Design and maintenance of filing systems.
- ~~Village ordinances pertaining to zoning and subdivisions.~~
- Data entry, spreadsheet, data base management, word processing techniques and procedures, and basic website functions.
- Proper grammar, spelling, and punctuation.
- Plat maps, certified survey maps, zoning maps, and property assessment information.
- Working knowledge of basic [subdivision](#), building and zoning code requirements.
- ~~Interpret and apply property maintenance codes and ordinances in order to determine the presence of a variety of situations, to detect code violations, and to recommend methods of correction including municipal citations.~~

Ability to

- Type and proofread a variety of written materials.
- Understand and carry out complex oral and written directions.
- Handle routine clerical and bookkeeping details independently.
- Maintain confidentiality of sensitive records and materials.
- Employ tact, courtesy, composure, and good judgment in dealing with the public.
- Establish and maintain effective working relationships with fellow employees and the general public.

- Maintain a valid Wisconsin driver's license.
- Respond to basic [property maintenance, subdivision](#), building and zoning code questions.
- [Employ basic map reading skills.](#)
- [Use field measurement tools including tape measures.](#)

GENERAL COMPETENCIES

While performing the duties of this job, the employee is required to accomplish all of the tasks routinely associated with the performance of office type functions. In addition, the employee must be able to satisfy the following competency requirements.

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

REQUIRED MINIMUM QUALIFICATIONS

Graduation from high school or GED equivalent; advanced training in current office management practices and procedures; a minimum of three (3) years of prior work experience in an clerical, secretarial, or administrative field, preferably in the planning, zoning or building inspection area. Any combination of education and experience which in the sole discretion of the Village would demonstrate the Employee's ability to meet the required knowledge, skills, and abilities for the position may also be considered. Must possess or be able to obtain a valid Wisconsin 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: September 25, 2012

Amended: May 1, 2014
March 11, 2019
March 8, 2021

McFarland
SUMMARY SHEET

MEETING DATE: Monday, March 8, 2021

SECTION: Business

DEPARTMENT: Community Development

CONTACT: Andrew Bremer, Comm & Eco Dev Director, Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action regarding the creation of the job description, classification, and request to fill the vacancy for the Planning and Zoning Assistant position within the Community Development Department.

PREVIOUS ACTION:

The Personnel Committee reviewed and recommended these items at their meeting on March 1, 2021.

ISSUE SUMMARY:

Enclosed within your packet is the position description for the Planning and Zoning Assistant.

This was previously approved within the 2021 Budget as an Intern but through the Committee's review recommending the title change. This is a new position created in the 2021 Budget as part-time within the Community and Economic Development Department. The position is presently vacant and finishing this work will allow for the recruitment to proceed. There are three separate items to consider for this position as part of this action:

- Position Description - This position description is created presently as a draft for review within your packet. It is modeled after similar planning and zoning type functions that would be expected of someone within this position to support operations of the Department.
- Classification - The questionnaire, pointing, and grade assignment analysis are provided within the packet. The assessment lists the grade assignment at Level 7.
- Permission to fill the Vacancy - By policy the Village Board is required to authorize the position to be filled when a vacancy is created. This is typically a rather simple step when the position description and classification are not being considered for changes. Once the position description and classification are all established, then they can authorize the position to be filled and we can begin the recruitment.

FINANCIAL/BUDGET IMPACT:

The main financial consideration will be determining what grade the position falls under. A Grade 7 position has a minimum salary of \$17.17 per hour up to a maximum of \$22.31 per hour with a midpoint of \$19.74 per hour. The average hours of work will be between 10-20 hours per week throughout the year likely with more hours in the Summer months when not in school.



The Village Board allocated \$15,000 for the position in 2021.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for approval of the job description, classification, and request to fill the vacancy.

ATTACHMENTS:

1. 01 - 03.04.2021 - Planning & Zoning Assistant
2. 02 - CD Intern - Position Analysis Questionnaire 01282021
3. 03 - CD Intern - Position Points Assessment 03012021
4. 04 - CD Intern - Grade Assignment 03012021

Planning & Zoning Assistant

POSITION DESCRIPTION

Position Title:	Planning & Zoning Assistant	FLSA:	Non-Exempt
Department:	Community Development	Represented:	No
Reports to:	Community & Economic Devel. Director	Employment Status:	Part-Time

POSITION SUMMARY

Distinguishing Characteristics of the Class

The purpose of the Planning & Zoning Assistant is to aid with Village planning and zoning activities on behalf of the Department, including research, data analysis, analytic reports and graphical materials, implementation of general planning projects, conducting field inspections, responding to public inquires and related work as assigned.

Supervision Received

The position works under the supervision of the Community and Economic Development Director with additional direction from other Department staff.

Supervision Exercised

None.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Conduct research and analysis and compile data, graphics, maps and written reports of a wide range of community and urban planning information related to special projects or studies of the Department.
- Plan, coordinate and compile survey data.
- Prepare base maps, charts, development scenarios and other related data utilizing the Village's GIS system.
- Take photographs, creating multi-media presentations, exhibits, brochures, graphics, marketing materials and web site updates.
- Review development proposals to determine compliance with existing Village plans, codes, and ordinances.
- Prepare and maintaining Department files, maps, and permit logs.
- Update and maintain maps and parcel information.
- Type, compose, and edit a variety of correspondence, reports, and memoranda.
- Organize, conduct and attend meetings with government officials, public and private agencies, citizen groups and other groups as appropriate to discuss and explain Village plans and ordinances.

- Provide customer assistance in person or by answering phones or email, including answering questions, responding to general planning and zoning inquiries. Assists department staff in processing and filing permits. Screens and routes incoming calls to appropriate personnel.
- Assist with the preparation of notices, agendas and packets for meetings of the Plan Commission, Board of Zoning Appeals, Community Development Authority, Landmarks Commission, and other Village committees under the Department's responsibility.
- Attend evening meetings of the Plan Commission, Board of Zoning Appeals, Community Development Authority, Landmarks Commission, and other Village committees under the Department's responsibility, including presentation of research and analytic reports.
- Provide back-up coverage to the Community Development Clerk.
- Assist with on-site inspections of properties to ensure that applicable Village zoning and property maintenance codes are met.
- Perform other related duties as required.

Equipment Used

Personal computer/printer and various software applications, calculator, telephone, copy machine, fax machine, tape measure, digital camera, and motor vehicle.

Work Environment and Working Conditions

Works in normal office setting with moderate noise levels. Majority of hours worked to be during Summer months subject to discretion of the Director. Occasional hours beyond the normal work week required; attendance at evening meetings required. Also occasionally works outdoors under varied field and weather conditions, including extreme heat or cold.

TECHNICAL REQUIREMENTS

Knowledge of

- Intermediate knowledge of the principles, techniques and objectives of urban planning, land use, planning programs and processes.
- Data entry, spreadsheet, data base management, word processing techniques and procedures, and basic website functions.
- Proper grammar, spelling, and punctuation.
- Plat maps, certified survey maps, zoning maps, and property assessment information.
- Working knowledge of basic subdivision, building and zoning code requirements.
- Property maintenance codes and ordinances in order to determine the presence of violations.

Ability to

- Collect, analyze and interpret data and maps.
- Prepare clear and concise written and oral reports.
- Quickly learn Village codes, ordinances, and community plans.
- Respond to basic property maintenance, subdivision, building and zoning code questions.
- Read and understand community maps and plans.
- Type and proofread a variety of written materials.
- Understand and follow verbal and written instructions.
- Seek supervisory guidance yet make individual decisions.
- Maintain confidentiality of sensitive records and materials.
- Employ tact, courtesy, composure, and good judgment in dealing with the public.
- Establish and maintain effective working relationships with fellow employees and the general public.
- Maintain a valid Wisconsin driver's license within one year of hire.
- Use field tools including tape measures, digital cameras, tablets and GPS equipment.

GENERAL COMPETENCIES

While performing the duties of this job, the employee is required to accomplish all of the tasks routinely associated with the performance of office type functions. In addition, the employee must be able to satisfy the following competency requirements.

- ◆ **ANALYTICAL SKILLS:** Identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
- ◆ **COMMUNICATION SKILLS:** Communicate ideas and information effectively in both written, graphical, 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

Graduation from high school or GED equivalent. Enrolled in or recently graduated from a graduate, undergraduate, or associate degree in urban planning, or another related field. Any combination of education and experience which in the sole discretion of the Village would demonstrate the Employee's ability to meet the required knowledge, skills, and abilities for the position may also be considered. Must possess or be able to obtain a valid Wisconsin 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: March 8, 2021

Amended:

None



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www.springsted.com

MEMORANDUM

TO: Employees of the Village of McFarland, Wisconsin
FROM: Ann Antonsen, Consultant
DATE: July 2014
SUBJECT: **Instructions for Completing Your Position Analysis Questionnaire**

Please read these instructions before completing your Position Analysis Questionnaire (PAQ). This form is used to obtain information about your position. The questionnaire consists of multiple-choice and fill-in-the-blank questions; please be clear, accurate and complete. For multiple-choice questions, please check only the appropriate box on the left-hand side of the document; the right-hand box is for your supervisor or department/division head to complete. **Please complete and return the PAQ to your supervisor within five business days.**

We only need one PAQ per position within your organization, although each person is welcome to fill out a PAQ for their given role. Each PAQ should be saved in Microsoft Word format as follows "Name of position_Name of Staff.doc" and emailed to your supervisor. The Name of Position and Name of Staff should match #1 and #2 of the saved PAQ.

Tips for Completing Your PAQ

- Spell out acronyms – acronyms may be exclusive to your department and mean something else nationally or to another part of the organization
- Minimum Requirements – Answer the questions based on the minimum requirements needed to perform the duties (you may have 10 years of experience, but would a new hire need that to do the job).

TO: Supervisors and/or Division/Department Heads
SUBJECT: **Instructions for Completing Position Analysis Questionnaire**

After each employee under your day-to-day supervision has completed a PAQ, they should return them to you for your review and verification. You will want to check the boxes on the right-hand side of every page, either agreeing or disagreeing with the boxes the employee has checked on the left-hand side. There is a section where you can comment on the accuracy and completeness of the employee's response. Please note any comments in this section and do not make any changes to employee responses.

Village of McFarland, Wisconsin

Position Analysis Questionnaire

1. Name (Last, First) VACANT	2. Current Position Title Planning & Zoning Intern	3. Current Annual Salary TBD
4. Immediate Supervisor's Title Comm. and Economic Devel. Dir.	5. Department/Division Community Development	6. Date of Hire with Village TBD
7. How many hours are you scheduled to work in a week? ☐ 35 ☐ 37.5 ☐ 40 ☐ 43 ☐ 56 ☒ Other Part-time, 10-20 hours per week <i>Explain shift rotation, stand-by, call back, etc.</i>		8. Date of Hire in Position TBD
9. Is the content listed in the applicable position/class description accurate? ☐ Yes, it is complete and accurate ☒ ☐ No, it is not complete and/or accurate ☐ If no, please use the word version of your position/class description to track/mark/record any changes needed to the content. The remainder of this form must also be filled out.		
10. Education and Experience - Please indicate the <u>minimum</u> education and <u>minimum</u> experience level needed to complete the normal, day-to-day tasks: <i>Employee (check one)</i> ☐ Less than High School Diploma or GED ☐ High School Diploma or GED ☐ Associates Degree ☐ Bachelors Degree ☐ Masters Degree ☐ PhD ☐ Other <i>Supervisor (check one)</i> ☐ ☒ ☐ ☐ ☐ ☐ ☐ Major/Coursework: <u>Has to be enrolled within degree program for urban planning or related field.</u> Type of Experience <u>Experience with planning, zoning, mapping, development, property maintenance, inspections.</u> Years of Experience ☐ No experience ☐ ☐ Less than one year (minimal) ☒ ☐ One to three years (moderate) ☐ ☐ Three through five years (considerable) ☐ ☐ Six or more years (extensive) ☐		
11. Licenses, Certificates and Registrations Please indicate if there are any licenses, certificates and/or registrations required to perform your job (e.g. driver's license) <i>(Supervisor's comments regarding this information may be provided on Page 4 in the Supervisor's Comments section)</i> Wisconsin Drivers License Are these required: ☐ Upon Hire ☐ Within 6 months ☒ Within 1 year ☐ Within 2 years <i>If requirement is specific to the license, certification or registration, please indicate timeframe by each one individually.</i>		
12. Special Training Please indicate if there is any special training required to perform your job. <i>(Supervisor's comments regarding this information may be provided on Page 4 in the Supervisor's Comments section)</i> Are these required: ☐ Upon Hire ☐ Within 6 months ☐ Within 1 year ☐ Within 2 years <i>If requirement is specific to the training, please indicate timeframe by each one individually.</i>		

13. Work Level

Level of work required to complete your normal, day-to-day duties satisfactorily.

- ☒ Handles every day, reoccurring basic assignments and problems ☒
- ☐ Handles a variety of typical assignments and problems independently ☐
- ☐ Senior or supervisory level; handles all assignments and problems except those requiring policy or procedural change ☐
- ☐ Managerial in nature; directs all assignments and deals with all problems ☐

14. Work Complexity

Complexity and difficulty level associated with the tasks necessary to complete your work. Consider the level of judgment, analytical ability and creativity required and whether there are standards, policies and procedures that guide your actions.

- ☐ Regular and repetitive tasks, processes or operations requiring the selection and execution of actions based on defined procedures ☐
- ☐ Fairly standard procedures and tasks where basic analytical ability is required, such as comparison of numbers and facts to select the correct actions. Detailed guidelines and procedures are generally used to make decisions or determine actions. ☒
- ☐ Requires the application of a variety of procedures, policies and/or precedents and moderate analytic ability in adapting standard methods to fit facts and conditions. ☐
- ☐ Considerable analytical ability is needed to select, evaluate and interpret data from several sources; interpretation of guidelines, policies and procedures is required. ☐
- ☐ Widely varied and involving many complex and significant variables, requiring analytical ability and inductive thinking in adapting policies, procedures and methods to fit unusual and complex situations. ☐

15. Interpersonal Skills and Communication Skills

Skills required during your day-to-day duties:

- ☐ Little or no contact required except with immediate associates and direct supervisor. ☐
- ☐ Regular contact within the department and periodic contacts with other departments, outside agencies and the general public. ☒
- ☐ Regular contact within the department and other departments, outside agencies and general public (supplying or seeking information) on specialized matters. ☐
- ☐ Outside and inside contacts to carry out organization programs or occasional contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion, or work requiring enforcement of laws, ordinances, policies and procedures. ☐
- ☐ Regular contact with persons of importance and influence involving considerable tact, discretion and persuasion. ☐
- ☐ Continuing contact involving difficult negotiations calling for well-developed sense of timing and strategy; representing department or organization in policy settings ☐

Please list people or groups with whom you must interact and/or communicate in the performance of your job.

(e.g.: citizens, customers, clients, elected officials, supervisors, subordinates, consultants, engineers, etc.)

_____	_____
_____	_____
_____	_____
_____	_____

16. Working Conditions

Conditions you are subjected to during your day-to-day duties:

- ☐ Absence of disagreeable conditions ☐
- ☐ Involves occasional exposure to some disagreeable elements (*dust, heat, fumes, cold, noise, vibration or wetness*) and accidents are improbable other than minor injuries. ☒
- ☐ One or more elements above; involves frequent exposure to hazards where lost-time accidents are definitely possible ☐
- ☐ Several elements above are occasionally present to the extent of being objectionable or regular exposure to work situations that could result in incapacitating accidents or, on occasion, loss of life. ☐
- ☐ One or more of the above elements are regularly present and objectionable, or continuing exposure to work situations that could result in incapacitating accidents or periodic exposure to situations involving hazards that could result in total disability, critical illness or loss of life ☐
- ☐ Continuous exposure to work situations involving hazards that could result in total disability, critical illness or loss of life, despite the provision and/or implementation of available safety measures. ☐

17. Mental Stress and/or Effort

Conditions you are subjected to during your day-to-day duties:

- ☐ Limited mental effort and/or stress.....☐
- ☐ Some mental effort and stress involved resulting in inconvenience and frustration.☒
- ☐ Considerable mental effort and stress.....☐
- ☐ Serious mental stress involved that could, over a period of time, result in temporary nervous disorder and severe mental anguish.☐
- ☐ Severe mental stress involved that could result in permanent nervous disorder/mental instability☐

18. Level of Responsibility

How much freedom or independence is required or allowed in the performance of your normal day-to-day duties:

- ☐ Close supervision, or tasks are so routine and standardized that they do not require supervision.☐
- ☐ Moderate supervision within standard operating procedures; supervisor or senior workers are generally nearby to answer questions, make "judgment calls" and/or prioritize work.....☒
- ☐ Limited supervision with general autonomy in determining how objectives are achieved; supervisors generally set operating benchmarks, goals and objectives☐
- ☐ General direction, based on broad goals and policies☐
- ☐ Involves setting policies and goals for the department or organization operation☐

19. Organizational Impact and Consequences

How your day-to-day duties impact the organization and the consequences of those duties:

- ☐ Supportive, informational, recording or other services to assist others in producing correct and effective results; minor consequences☐
- ☐ Assisting and supporting others or individually providing data or facilitating services for use by others; minor to moderate consequences ☒
- ☐ Daily actions or services affect individual clients/citizens; activity has moderate impact on specific cases in service area.☐
- ☐ Participating with others (within and/or outside of community/agency) in program development, service delivery and supervision of subordinate staff; moderate to serious impact.☐
- ☐ Major individual impact on and accountability for end results affecting organizational unit or total community/agency.....☐

20. Financial

Please indicate the dollar amount over which you have accountability, approval and/or authority. *(Supervisor's comments regarding this information may be provided on Page 5 in the Supervisor's Comments section)*

- | | | |
|---|--|---|
| ☒ \$0 (N/A) | ☐ \$20,000 - \$49,000 | ☐ \$1,000,000 - \$4,999,999 |
| ☐ \$1 - \$999 | ☐ \$50,000 - \$99,999 | ☐ \$5,000,000 - \$19,999,999 |
| ☐ \$1,000 - \$4,999 | ☐ \$100,000 - \$499,999 | ☐ \$20,000,000 - 49,999,999 |
| ☐ \$5,000 - \$19,999 | ☐ \$500,000 - \$999,999 | ☐ \$50,000,000 + |

21. **Supervision and/or Oversight**
The scope and type of responsibility that you exercise as a supervisor or lead worker of other employees. (*Supervisor's comments regarding this information may be provided on Page 4 in the Supervisor's Comments section*)

Do you supervise or have oversight of other positions: ☐ Yes, continue in this box ☒ No, continue to next section

Please check all that apply:

☐ N/A ☐ Work Group/Team ☐ Unit/Section ☐ Department ☐ Division ☐ Organization

List the positions by title, along with number of individuals within the position, that you have responsibility for:

For the positions listed above, do you effectively recommend or take action on the following:

Effectively Recommend	Take Action		Effectively Recommend	Take Action	
☐	☐	Hire	☐	☐	Suspend
☐	☐	Assign Work	☐	☐	Terminate
☐	☐	Direct Work	☐	☐	Discipline (Oral Reprimand)
☐	☐	Reward	☐	☐	Discipline (Written Reprimand)
☐	☐	Transfer	☐	☐	Evaluate Performance
☐	☐	Promote	☐	☐	Demote
☐	☐	Adjust Grievances	☐	☐	Coach and/or Counsel
☐	☐	Train	☐	☐	Develop Staff Schedules
☐	☐	Inspect Work	☐	☐	Other

Americans with Disabilities Act Supplemental Information Form

In order to assist in developing class descriptions which recognize and accommodate the requirements of the Act, each employee is requested to complete the attached ADA supplemental information form. Please check only those physical requirements or activities and sensory requirements that are **absolutely necessary** to perform the essential functions of your job and those environmental conditions which apply. **If options provided are not applicable, please do not check the corresponding box.**

The employee should check the appropriate box on the left side of the form. Supervisors should review information provided by the employee and verify the requirements of the position by checking the appropriate box on the right side of the form.

1. The physical requirements of this position.

Does this job require that weight be lifted or force be exerted? If so, how much and how often? Check the appropriate boxes below.

	Employee Amount of Time				Supervisor's Input			
	None	up to 1/3	1/3 to 2/3	2/3 & up	None	up to 1/3	1/3 to 2/3	2/3 & up
Up to 10 pounds of force	☐	☐	☐	☐	☐	☐	☐	☒
Up to 25 pounds of force	☐	☐	☐	☐	☐	☒	☐	☐
Up to 50 pounds of force	☐	☐	☐	☐	☒	☐	☐	☐
Up to 100 pounds of force	☐	☐	☐	☐	☒	☐	☐	☐
In excess of 100 pounds of force	☐	☐	☐	☐	☒	☐	☐	☐

What is being lifted: _____

2. The physical activity of this position.

How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

	Employee Amount of Time				Supervisor's Input			
	None	up to 1/3	1/3 to 2/3	2/3 & up	None	up to 1/3	1/3 to 2/3	2/3 & up
Stand	☐	☐	☐	☐	☐	☐	☒	☐
Walk	☐	☐	☐	☐	☐	☐	☒	☐
Sit	☐	☐	☐	☐	☐	☐	☐	☒
Speak or hear	☐	☐	☐	☐	☐	☐	☐	☒
Use hands to finger, handle or feel	☐	☐	☐	☐	☐	☐	☐	☒
Climb or balance	☐	☐	☐	☐	☐	☒	☐	☐
Stoop, kneel, crouch or crawl	☐	☐	☐	☐	☐	☒	☐	☐
Reach with hands and arms	☐	☐	☐	☐	☐	☐	☒	☐
Taste or smell	☐	☐	☐	☐	☒	☐	☐	☐
Push or pull	☐	☐	☐	☐	☐	☒	☐	☐
Lifting	☐	☐	☐	☐	☐	☒	☐	☐
Repetitive Motions	☐	☐	☐	☐	☐	☐	☐	☒

Employee (check all that apply)

Supervisor (verify job requirement)

3. The sensory requirements of the position are:

Visual Acuity

- ☐ Standard vision requirements..... ☒
- ☐ Close vision ☐
- ☐ Distance vision ☐
- ☐ Ability to adjust focus ☐
- ☐ Depth perception..... ☐
- ☐ Color perception ☐
- ☐ Night vision ☐
- ☐ Peripheral vision..... ☐

Vocal Communication

- ☐ Expressing or exchanging ideas by means of the spoken word. ☒
- ☐ Detailed or loud talking to convey detailed or important spoken instructions to others accurately, loudly or quickly. ☐

Hearing Perception

- ☐ Ability to recognize information at normal spoken word levels. ☒
- ☐ Ability to receive detailed information through oral communications and/or to make fine distinctions in sound. ☒

Sensory Utilization

- ☐ Preparing and analyzing written or computer data. ☒
- ☐ Visual inspection involving small defects and/or small parts. ☒
- ☐ Use of measuring devices. ☒
- ☐ Assembly or fabrication of parts within arms length. ☐
- ☐ Operating machines, including office equipment. ☒
- ☐ Operating motor vehicles or equipment. ☒
- ☐ Observing general surroundings and activities. ☒

4. The environmental conditions the worker will be subject to in this position.

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

	Employee Amount of Time				Supervisor's Input			
	None	up to 1/3	1/3 to 2/3	2/3 & up	None	up to 1/3	1/3 to 2/3	2/3 & up
Wet, humid conditions (non-weather)	☐	☐	☐	☐	☒	☐	☐	☐
Work near moving mechanical parts	☐	☐	☐	☐	☒	☐	☐	☐
Work in high, precarious places	☐	☐	☐	☐	☒	☐	☐	☐
Fumes or airborne particles	☐	☐	☐	☐	☒	☐	☐	☐
Toxic or caustic chemicals	☐	☐	☐	☐	☒	☐	☐	☐
Outdoor weather conditions	☐	☐	☐	☐	☐	☒	☐	☐
Extreme cold (non-weather)	☐	☐	☐	☐	☒	☐	☐	☐
Extreme heat (non-weather)	☐	☐	☐	☐	☒	☐	☐	☐
Risk of electrical shock	☐	☐	☐	☐	☒	☐	☐	☐
Work with explosives	☐	☐	☐	☐	☒	☐	☐	☐
Vibration	☐	☐	☐	☐	☒	☐	☐	☐
Breathing apparatus	☐	☐	☐	☐	☒	☐	☐	☐
Exposure to blood borne pathogens	☐	☐	☐	☐	☒	☐	☐	☐
Other:	☐	☐	☐	☐	☐	☐	☐	☐
Other:	☐	☐	☐	☐	☐	☐	☐	☐
Other:	☐	☐	☐	☐	☐	☐	☐	☐

5. Typical Noise Level

Employee (check only one)

Supervisor (verify job requirement)

- ☐ Very Quiet (e.g. park trail, storage or file room) ☐
- ☐ Quiet (e.g. library, private offices) ☐
- ☐ Moderate Noise (e.g. business office with typewriters and/or computer printers, light traffic) ☒
- ☐ Loud Noise (e.g. heavy traffic, large earth-moving equipment) ☐
- ☐ Very Loud Noise (e.g. jack hammer work, garbage recycle plant) ☐

5. Characteristics of Work by Skill Level

Characteristics of work can be defined as that general of the scope of the work performed by a position or class of positions that serves to distinguish it from other positions and serves to designate the position in an organizations classification system.

Listed and defined below are sixteen (16) work characteristics grouped by skill level that, when used in conjunction with the nine (9) job factors, determines the value of the position or class of positions as it relates to all other positions within the organization. As the first step of job evaluation the work characteristic and skill level for the position must be determined.

Skill Level I

Manual – work requiring the use of basic physical skills in performing uncomplicated tasks.

Skill Level II

Administrative Support – work requiring the use of basic language, mathematical and social skills in the orderly reproduction, processing, recording and maintenance of informational and financial documents requiring word-processing, data entry and/or typing skills.

Human Support – work requiring the use of basic social and physical skills in aiding in the care, comfort, and well-being of human beings.

Semiskilled – work requiring the use of specialized physical skills in performing routine to complicated tasks.

Skill Level III

Skilled Administrative Support – work requiring the use of highly developed language, mathematical, social and specialized skills in the orderly production, processing, recording and maintenance of informational and financial documents and requiring word-processing, data entry and/or spreadsheet skills.

Skilled Human Support – work requiring the use of specialized social and physical skills in aiding in the care, comfort, and well being of human beings.

Skilled Trades – work requiring the use of specialized physical skills and heavy and specialized equipment in performing complicated tasks.

Technical – work requiring the use and application of basic technical procedures and techniques in performing and responding to routine tasks, situations or problems. Work may also require specialized physical skills.

Skill Level IV

Administrative – work requiring the application of specialized procedural knowledge and communication skills in the planning, organizing, coordinating, supervising, managing, and or directing programs, department or division activities, procedures and practices.

Advanced Human Support – work requiring the use of highly developed and specialized social and physical skills in aiding in the care, comfort and well-being of human beings.

Protective Services – work requiring the use of basic and specialized social and physical skills and the application of specialized knowledge in the protection of life and property from criminal, negligent or natural acts in accordance with federal, state and local laws, regulations and procedures.

Skilled Technical – work requiring the use and skilled application of detailed technical procedures and techniques to recurring situations or problems. Work may also require specialized physical skills.

Skill Level V

Advanced Protective Services – work requiring the use of highly developed and specialized social and physical skills and the application of specialized knowledge in the protection of life and property from criminal, negligent or natural acts in accordance with federal, state and local laws, regulations and procedures.

Advanced Technical – work requiring the use and application of highly developed and detailed technical procedures and techniques to a variety of situations or problems. Work may also require specialized physical skills.

Professional – work in providing highly developed planning or implementation of professional activities requiring the application of advanced knowledge and communication skills, research, data the analysis, client assistance and/or other activities.

Skill Level VI

Executive – work requiring the application of advanced knowledge, communication skills, personal integrity, creativity, judgment, evaluation or related input to the solution of complex problems or situations.

6. Job Factors

Listed and defined below are the nine (9) job factors that, when used in conjunction with the skill level of the work characteristic, determine the value of the position as it relates to all of the positions in the organization. The sum of the numerical values for each factor determines the total point value for each position.

Factors	Point Brackets
I. Training and Ability	10 - 160
II. Experience	0 - 125
III. Level of Work	10 - 140
IV. Human Relations Skills	0 - 80
V. Physical Demands	0 - 50
VI. Working conditions and Hazards	0 - 70
VII. Independence of Action	0 - 120
VIII. Impact on End Results	0 - 140
IX. Supervision Exercised	0 - 140

It should be noted that some factors have degrees at “0” point value, indicating that the factor may not be present at all in some positions. Other factors are presumed to be present at least to some extent, in all positions.

Training and Ability This factor evaluates the job requirements in terms of training and ability which an employee must have acquired to satisfactorily perform the essential functions of the position, whether acquired in school or by independent study.

Point Value

- | | |
|-------------------------|---|
| 10 | <p>Less than High School Diploma/GED
Can read sentences with common vocabulary; can copy information from one record to another accurately; can add, subtract, multiply and divide whole numbers. (Equivalent - less than high school graduation.)</p> |
| 20 | <p>High School/GED
Can read and prepare a variety of written or non-technical reports; communicates effectively with others; can make a variety of mathematical calculations, such as fractions, decimals and percentages, or can operate machines, tools or equipment requiring extended instruction and some formal on-the-job training; comprehends moderately complex technical instructions and graphic material. (Equivalent to high school/vocational school graduation.)</p> |
| 40 | <p>Associates/Technical
Fundamental study of a specialized field such as sociology, accounting, sub-professional engineering, recreation, business studies; or high school diploma or GED and completion of specialized training, and/or attainment of required licenses and certifications; able to research and compose related original material; able to apply basic theoretical principles in the solution of practical problems; or the knowledge and ability to operate highly specialized machinery, tools or equipment requiring extended theoretical study and training. (Equivalent to completion of technical school/junior college graduate.)</p> |
| 80 | <p>Bachelor's
Thorough study of a social, technical or artistic field of study (i.e., business, social work, art, engineering, nursing, journalism, accounting, etc.); or Vocational/Associates Degree, and completion of specialized training, and/or attainment of required licenses and certifications; must be able to define problems, collect data, establish and interpret facts and draw valid conclusions; manipulates data with complex mathematical or other systems related to the field of work. (Equivalent - Bachelor's degree.)</p> |
| 1.5 times
Bachelor's | <p>Master's
Advanced study of the principles, philosophies, methods, procedures, management and administration of a complex field of study. Able to develop theories and approaches to solve highly complex or technical problems. (Equivalent - graduate degree.)</p> |
| 2.0 times
Bachelor's | <p>PhD
Comprehensive study of a specialized and complex field of study requiring extensive independent research and creative work; ability to write and edit complex theoretical and informational material; ability to define and resolve complex and intricate problems and to develop corresponding theory. (Equivalent - postgraduate degree.)</p> |

Experience

This factor evaluates the time usually required for a person with the requisite educational background to develop the necessary skills and abilities to do a specific job under normal supervision. Only that experience acquired through related work qualifies for consideration.

Minimal Experience

Experience sufficient to enable an employee to acquire some familiarity with the methods and procedures found in common work situations of the occupational field. Usually less than one year of related experience.

Moderate Experience

Experience sufficient to enable an employee to acquire moderate familiarity with the methods and procedures found in common work situations of the occupational field. Usually one to three years of related experience.

Considerable Experience

Experience sufficient in an occupational field to enable an employee to perform work as assigned with little direct supervision; work calls for a journeyman comprehension of standard work situations. Usually three to five years related experience.

Extensive Experience

Broad experience in both commonplace and unusual work situations and problems of the occupational field; sufficient to enable an employee to plan and administer major work programs. Usually six years or more related experience.

Experience Level	Skill Level					
	I	II	III	IV	V	VI
None	0	0	0	0	0	0
Minimal	5	10	15	20	30	40
Moderate	10	20	30	40	50	60
Considerable	15	25	35	50	65	85
Extensive		35	45	65	95	125

Level of Work

This factor, when applied to the characteristic of work/skill level, determines a uniform foundation upon which the balance of the factor evaluation process builds. It also serves to refine and evaluate the position or rank of the specific position to all positions in the organization.

Basic

Typically entry level of the type of work performed requiring the incumbent to handle a restricted scope of fundamental assignments or problems.

Intermediate

Intermediate level of the type of work performed requiring the incumbent to handle a variety of assignments or problems independently.

Difficult

Advanced and often supervisory level of this type of work requiring the incumbent to handle all assignments or problems except those requiring unit or departmental policy or procedural change.

Complex

Highest level of mastery of this type of work and is an expert and often a managerial position. It requires the incumbent to handle or direct the handling of all assignments or problems including the establishment of policy and procedures, in the field of work.

Experience Level	Skill Level					
	I	II	III	IV	V	VI
Basic	10	15	20	35	45	60
Intermediate	15	20	30	45	60	80
Difficult	0	30	40	60	80	100
Complex	0	40	55	80	110	140

Human Relations Skills

This factor evaluates the responsibility for working with or through other people to achieve the desired results. The rating should be based on the extent, frequency and purpose of the contacts and the importance of the resulting actions.,

Point Value

- | | |
|----|--|
| 0 | Limited
Little or no contact required except with immediate associates and direct supervisor. |
| 10 | General
Requires regular contact within the department and periodic contacts with other departments, outside agencies and the general public, supplying or seeking information on non-specialized matters. |
| 15 | Reactive
Requires regular contact within the department and periodic contacts with other departments, outside agencies and the general public, supplying or seeking information on specialized matters. |
| 30 | Proactive
Requires outside and inside contacts to carry out organization programs and to explain specialized matters or occasional contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion or work requiring continuing personal contact with the public involving the enforcement of laws, ordinances, policies and procedures. |
| 50 | Influential
Requires regular contacts with persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and/or the handling of difficult interpersonal relationships. |
| 80 | Managerial
Requires continuing contacts involving difficult negotiations calling for well-developed sense of timing and strategy and detailed explanation and interpretation of policies, rules and regulations and/or the handling of very difficult interpersonal relationships. |

Physical Demands

This factor measures the job requirements which induce physical fatigue through exertion and strain.

**Point
Value**

- | | |
|----|---|
| 0 | Sedentary
Requires little or no physical effort or exertion. |
| 10 | Light
Requires light physical effort working almost exclusively with light weight materials (up to 25 pounds) or short periods in difficult work positions. |
| 20 | Medium
Requires moderate physical effort working regularly with light weight materials and occasionally with heavy weight materials (over 60 pounds) or occasional requirements for continuing periods in difficult work positions. |
| 40 | Heavy
Requires considerable physical effort working continuously with average and frequently with heavy weight or frequent requirements for long periods in difficult work positions. |
| 50 | Substantial
Requires heavy physical effort continually working with heavy weight materials for the entire work period. |

Working Conditions and Hazards

This factor measures the surroundings and environmental or physical conditions under which the job must be done and/or the hazards present on the job, even though all reasonable safety precautions have been taken, the frequency and duration of undesirable conditions or hazards encountered are also taken into consideration. The mental effort and/or stress of the position is included under this factor.

Point Value

- | | |
|----|---|
| 0 | Excellent
Working conditions with absence of disagreeable conditions and little or no accident or health hazards (or) limited mental effort and/or stress. |
| 5 | Good
Working conditions, may be slightly dirty or involve occasional exposure to some disagreeable elements (dust, heat, fumes, cold, noise, vibration or wetness) and accidents are improbable other than minor injuries such as abrasions, cuts or bruises; health hazards negligible (or) some mental effort and stress involved resulting in inconvenience and frustration. |
| 15 | Somewhat Disagreeable
Working conditions due to exposure to one or more of the elements listed above; may be exposed to one element regularly or several elements occasionally, but usually not at the same time; work involves frequent exposure to hazards where lost-time accidents are definitely possible, such as injuries to a hand or foot, etc.; some exposure to health hazards, although not incapacitating (or) considerable mental effort and stress involved which could result in tension or anxiety. |
| 25 | Disagreeable
Working conditions where several of the above elements are occasionally present to the extent of being objectionable or regular exposure to work situations which could result in incapacitating accidents or health hazards that could result in serious injury or, on occasion, loss of life (or) serious mental stress involved which could, over a period of time, result in a temporary mental disorder and/or physical illness. |
| 45 | Hazardous
Working conditions where one or more of the above elements are regularly present and objectionable, or continuing exposure to work situations which could result in incapacitating accidents or periodic exposure of work situations involving hazards that could result in total disability, critical illness or loss of life, despite the provision and/or implementation of available safety measures (or) severe mental stress involved that could result in a serious mental disorder and/or impair physical health. |
| 70 | Very Hazardous
Constant exposure to work situations involving hazards which could result in total disability, critical illness or loss of life despite the provision and/or implementation of available safety measures. |

Independence of Actions

This factor evaluates the extent to which the job requires or allows the employee to work independently.

Prescribed

Work subject to direct and detailed instruction with close supervision.

Standardized

Work subject to general instructions, established routines and/or standardized practices and procedures with supervision of progress and results.

Directed

Work subject to general policy direction, practices and procedures covered by precedents and general supervisory review.

Broad

Work, by nature and scope, is subject to functional policies and goals under general managerial direction.

Strategic

Work, by reason and scope, complexity and effect on overall organizational results, is subject only to broad policy and general management guidance.

Experience Level	Skill Level					
	I	II	III	IV	V	VI
Prescribed	0	0	10	20	30	40
Standardized	5	10	20	30	40	50
Directed	15	20	30	40	60	80
Broad	-	-	40	60	80	100
Strategic	-	-	-	80	100	120

Impact of End Results

This factor evaluates the extent to which the job directly influences and affects actions impacting the end results.

Incidental

Supportive, informational, recording or other service to assist others to meaningful and correct end results. (Minor consequences).

Advisory

Work efforts and actions assisting and supporting others or individually providing data or facilitating services for use by others. (Moderate consequences).

Operational

Daily actions or services affect individual clients/citizens, activity has meaningful impact on specific cases within service area. (Moderate consequences).

Contributory

Participating with others (within and/or outside organizational unit) in program development, service delivery and supervision of subordinate staff. (Serious consequences).

Primary

Major individual impact on and accountability for end results affecting organizational unit or total organization. (Serious consequences).

Experience Level	Skill Level					
	I	II	III	IV	V	VI
Incidental	0	5	15	20	30	40
Advisory	0	15	20	30	40	50
Operational	5	20	30	40	60	80
Contributory	-	-	40	60	80	100
Primary	-	-	-	80	120	140

Supervision Exercised This factor evaluates the employee's responsibility for exercising supervision over other employees. The determination of the point rating for supervisory responsibility is based on the organizational level, the size and the work characteristics of the group over which the supervision is exercised and the level of supervisory responsibility of the position.

Number of Staff	Point Value
0	0
1-5	5
6-10	15
11 - 19	30
20 - 49	40
50 - 99	50
100 - 199	60
200 - or more	70

Occasional or Limited Supervision

Above value x 0.5

Continuous and/or Full Supervision

Above value

Division Head or Assistant Department Head

Above value x 1.5

Department Head

Above value x 2.0

Supervision of Volunteers

Utilize occasional or limited supervision value multiplied by percentage of time involved in supervision of volunteers.

Position or Class Title: Planning and Zoning Intern (Community Development)

Skill Level: III (Skilled Administrative Support)

Factor	Value
I. Training and Ability	20
II. Experience	15
III. Level of Work	30
IV. Human Relations Skills	15
V. Physical Demands	10
VI. Working Conditions and Hazards	5
VII. Independence of Action	20
VIII. Impact on End Results	20
IX. Supervision Exercised	0
Point Total	135

Grade Assignment

% Between Grades: 6%
 Range: 30.00%
 Starting midpoint: \$13.92

Pts	Pay Range (hourly)			
	Grade	Min	Mid	Max
0 - 27	1	\$12.11	\$13.92	\$15.73
28 - 55	2	\$12.83	\$14.75	\$16.67
56 - 68	3	\$13.60	\$15.64	\$17.67
69 - 83	4	\$14.42	\$16.58	\$18.73
84 - 103	5	\$15.29	\$17.57	\$19.85
104 - 124	6	\$16.20	\$18.62	\$21.04
125 - 145	7	\$17.17	\$19.74	\$22.31
146 - 167	8	\$18.21	\$20.93	\$23.65
168 - 189	9	\$19.30	\$22.18	\$25.06
190 - 211	10	\$20.46	\$23.51	\$26.57
212 - 235	11	\$21.68	\$24.92	\$28.16
236 - 262	12	\$22.98	\$26.42	\$29.85
263 - 292	13	\$24.36	\$28.00	\$31.64
293 - 325	14	\$25.82	\$29.68	\$33.54
326 - 361	15	\$27.37	\$31.46	\$35.56
362 - 400	16	\$29.02	\$33.35	\$37.69
401 - 442	17	\$30.76	\$35.35	\$39.95
443 - 487	18	\$32.60	\$37.47	\$42.35
488 - 532	19	\$34.56	\$39.72	\$44.89
533 - 577	20	\$36.63	\$42.11	\$47.58
578 - 622	21	\$38.83	\$44.63	\$50.44
623 - 667	22	\$41.16	\$47.31	\$53.46
668 - 712	23	\$43.63	\$50.15	\$56.67
713 - 757	24	\$46.25	\$53.16	\$60.07
758 - 802	25	\$49.02	\$56.35	\$63.67

* Effective as of January 1, 2021.

McFarland
SUMMARY SHEET

MEETING DATE: Monday, March 8, 2021

SECTION: Business

DEPARTMENT: Police

CONTACT: Matt Schuenke, Village Administrator, Brian Redman, Police Chief

AGENDA ITEM: Discussion and action regarding authorization to fill the vacancy for the Lieutenant position within the Police Department.

PREVIOUS ACTION:

The Police and Fire Commission met on March 4, 2021 and approved the process for filling the vacancy for the Police Lieutenant position which is conditioned upon this action to fill the vacancy.

ISSUE SUMMARY:

Brian Redman has provided his notice of retirement in which he will leave his position as Lieutenant by the end of May. He also is presently serving as the Interim Police Chief following a retirement from that position last Fall. Brian has been employed by the Village in this capacity since 2006. We thank him for her service to the Community and wish him luck in retirement.

Enclosed within this packet is the job description for the position. It was last updated in 2014 and is not presently recommended for revisions. It is recognized that we just went through a substantial revision to the description for the Police Chief position that was at least this old and there are likely some things we would want to update similar to that process for this position. However, time is of the essence on this recruitment given that we are working through the Chief recruitment and now this position soon will also be vacant which very quickly turns over the two highest leadership roles of the Department. Its suggested to proceed with the recruitment now, and then once these two positions are filled that job descriptions such as this one could be revisited for revisions likely through a larger Village effort.

Upon receiving authorization, the Police and Fire Commission ("PFC") will move forward with filling the position as allowed in accordance with their guidelines. Approving this now will allow the PFC to move forward on the recruitment of the replacement and some overlap with Brian before he departments in May. This will help with the continuity of service as we transition new people into these vacant positions.

FINANCIAL/BUDGET IMPACT:

The Lieutenant position is classified in Grade 20 of our wage scale which has a minimum salary of \$76,190.40 to a maximum of \$98,966.40. The position is FLSA exempt (not eligible for overtime) and works a 2,080 hour schedule.



VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Village Staff recommends that the Village Board approve filling the vacancy for the Lieutenant position within the Police Department.

ATTACHMENTS:

1. Police Lieutenant updated 05.2014

POLICE LIEUTENANT

POSITION DESCRIPTION

Position Title: Police Lieutenant
Department: Police Department
Reports to: Police Chief

FLSA: Exempt
Represented: No
Employment Category: Full Time

POSITION SUMMARY

Distinguishing Characteristics of the Class

This is a sworn, high ranking management and supervisory position which is involved in directing and supervising the operations of personnel in the department.

This position has day-to-day operational command over all subordinate personnel and is responsible for the efficient accomplishment of the following functions: staff training & development; department property assignment; criminal investigations; crime scene and evidence management; internal affairs investigations; special investigations; and court services.

When the Lieutenant is the ranking officer in the department, that person also assumes the duties and responsibilities of the Police Chief as directed. The Lieutenant serves as the direct designee in the absence of the Police Chief.

This position is appointed with the approval of the McFarland Police and Fire Commission.

Supervision Received

Performs under the general supervision of the Police Chief but exercises considerable independent judgment in helping direct the day to day operations of the department.

Supervision Exercised

Exercises general supervision over Police Sergeants and Police Officers, including the authority to take certain disciplinary actions.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Assumes command of the department when assigned to do so in the absence of the Police Chief.
- Assists the Police Chief in the administration of department activities including patrol, investigations, records, court, property, and evidence control functions, through direct supervision and/or subordinate supervisors.

- Serves as the department's property custodian and takes custody of and maintains records on all property and evidence seized, recovered, or turned in to the department.
- Oversees the review of all police reports and advises the Police Chief of incidents of a substantial nature.
- Supervises drug enforcement activities.
- Prepares the Annual Report of the department.
- Develops recommendations and implements appropriate actions to improve the efficiency and effectiveness of departmental operations.
- Works with other members of the department and members of the community to identify and solve community problems.
- Develops and implements programs designed to prevent and reduce crime and to minimize the fear of crime.
- Supervises the investigation of major crimes.
- Assists in the evaluation of officers and civilians assigned and recommends training needs.
- Conducts, or assigns to subordinates, internal investigations and investigations of citizen complaints. Make recommendations regarding disciplinary action.
- Makes recommendations to the Police Chief regarding policies, budgets, equipment, and personnel requirements.
- Prepares and maintains staff work schedules. Approves and denies overtime and time off requests from staff.
- Arranges for in-service and specialized training for staff on the basis of legal requirements and/or departmental and personnel needs.
- Represents the department at meetings with members of other agencies, and public groups when appropriate.
- Coordinates operations with federal, state, and local agencies as needed.
- Performs all of the same duties and responsibilities of a Police Officer when so required.
- Performs other related duties as assigned.

Equipment Used

Police vehicle, radio, radar gun, handgun and other weapons as required, including impact weapons and chemical weapons, handcuffs, intoximeter, camera, first aid equipment; personal computer with various software applications, laser and inkjet printers, phone, copier, fax machine.

Work Environment and Working Conditions

Works in normal office setting with moderate noise levels; also works under uncontrolled field conditions; some hours beyond the normal work week and weekend work required; attendance at evening meetings required; subject to 24-hour emergency call-in; exposure to extreme weather conditions, armed and/or dangerous persons and life-threatening situations, individuals with contagious diseases, hazards associated with emergency driving and traffic control; may require heavy lifting and strenuous physical activity.

TECHNICAL REQUIREMENTS

Knowledge of

- * Current principles and practices of police science and police administration and the ability to keep abreast of future developments in the field.
- * Modern crime prevention and criminal investigation techniques.
- * Community policing philosophies, strategies, and techniques.
- * National Incident Management System response protocols and incident command structures and practices.
- * Pertinent federal and state laws, and municipal ordinances and the ability to interpret and apply them in a variety of situations.
- * The standards by which the efficiency, effectiveness, and quality of police services can be evaluated.
- * Criminal justice system practices.
- * The use of police records and their applications to the solutions of police problems.
- * Specialized data processing applications used in law enforcement operations.

Ability to

- † Plan, organize, direct, and evaluate the work of subordinate personnel.
- † Establish and enforce standard departmental policies and procedures.

- † Determine proper priorities and delegate work to accomplish departmental objectives.
- † Maintain necessary records and prepare required reports.
- † Direct the orientation, training, and professional development of police employees.
- † Assume command of an incident and manage emergency responses of multiple departments.
- † Exercise sound judgement in evaluating situations quickly and objectively and determine the proper course of action.
- † React calmly in highly stressful and life threatening situations.
- † Meet the physical fitness standards of the department and to physically perform the essential functions of a police officer.
- † Supervise crime scenes, collect and secure evidence, and conduct investigations.
- † Enforce laws and ordinances with firmness, tact, and diplomacy.
- † Command the respect of and establish and maintain high ethical standards among departmental employees.
- † Represent the Village in meetings, public presentations, and before the media.
- † Perform the duties of a police officer.
- † 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 must frequently lift and/or move up to 50 pounds and occasionally is required to perform heavy lifting and strenuous physical activity. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

In addition, the employee must be able to satisfy the following competency requirements.

- ◆ **ANALYTICAL SKILLS:** Identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
- ◆ **COMMUNICATION SKILLS:** Communicate ideas and information both in written and oral form.

- ◆ **PROBLEM-SOLVING SKILLS:** Develop feasible, realistic solutions to problems and recommend actions designed to prevent problems from occurring.
- ◆ **PLANNING AND ORGANIZATIONAL SKILLS:** Develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals.
- ◆ **READING ABILITY:** Effectively read and understand information contained in memoranda, reports, ordinances, statutes, 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.
- ◆ **ABILITY TO WORK IN STRESSFUL SITUATIONS:** Work under hazardous conditions and extreme pressure in life and death situations.

DESIRED QUALIFICATIONS

U.S. citizenship; an A.A. degree or a minimum of sixty (60) fully accredited college level credits in criminal justice (B.A. degree preferred); Wisconsin Law Enforcement Certification, a minimum of ten (10) years experience as a police officer and three (3) years experience as a first line supervisor; no prior conviction record or pending charge that relates substantially to work as a police officer; good physical conditioning and mental health; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities. Must possess or be able to obtain a valid Wisconsin driver's license.

Updated
05.01.14

Village of McFarland

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*
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.*

I hereby acknowledge that I have received a copy of and do understand the requirements of this position description. Dated this _____ day of _____, 20____.

Employee Signature

Department Head Signature

McFarland
SUMMARY SHEET

MEETING DATE: Monday, March 8, 2021

SECTION: Business

DEPARTMENT: Police

CONTACT: Brian Redman, Police Chief

AGENDA ITEM: Discussion and action on Resolution 2021-08: A Resolution authorizing the Police Department to enter into an agreement to obtain records from the Dane County Jail.

PREVIOUS ACTION:

ISSUE SUMMARY:

From time to time the McFarland Police Department needs to be able to obtain records from the Dane County Jail regarding inmate phone calls. Dane County is requiring the Village to enter into an agreement to access these records. Attached is the resolution and applicable agreement.

FINANCIAL/BUDGET IMPACT:

N/A.

VILLAGE PLAN REFERENCE:

N/A.

ORDINANCE REFERENCE:

N/A.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Staff recommends adopting Resolution 2021-08: A Resolution authorizing the Police Department to enter into an agreement to obtain records from the Dane County Jail.

ATTACHMENTS:

1. 2021-08 Resolution to approve agreement with DCSO
2. 2021-08 EX A McFarland PD GTL MOU Letter

RESOLUTION 2021-08

A RESOLUTION AUTHORIZING THE POLICE DEPARTMENT TO ENTER INTO AN AGREEMENT TO OBTAIN RECORDS FROM THE DANE COUNTY JAIL

WHEREAS, the Dane County Sheriff's Department has requested that the McFarland Police Department enter into an agreement regarding the access and use of recordings from the Dane County Jail; and,

WHEREAS, the Village Board has reviewed the terms and conditions of the proposed agreement and has determined that approval of the agreement as set forth in Exhibit A is reasonable and would promote the public interest.

NOW, THEREFORE, BE IT RESOLVED, that the agreement attached hereto as Exhibit A is hereby approved, and the acting Police Chief is authorized to execute the same in substantially the same form as Exhibit A.

Adopted at a regular meeting of the Village Board this _____ day of March, 2021.

APPROVED:

Brad Czebotar, Village President

ATTEST:

Cassandra Suettinger, Village Clerk-Treasurer

RESOLUTION # 2021-08	
MOTION	SECOND
ACTION	DATE
Adopted	
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Clow	Kryzenske
Brassington	Flaherty
Czebotar	Utter
Rupert	
VOTING RESULTS	
Motion Carried	
Motion Defeated:	



SHERIFF DAVID J. MAHONEY DANE COUNTY SHERIFF'S OFFICE

CHRISTOPHER J. NYGAARD, Chief Deputy
(608) 284-6167



DAVID R. DOHNAL
Captain, Administrative Services
(608) 284-6175

TIM R. SCHUETZ
Captain, Support Services
(608) 284-6186

KERRY W. PORTER
Captain, Security Services
(608) 284-6165

JANICE L. TETZLAFF
Captain, Field Services
(608) 284-6870

AGREEMENT TO PROVIDE ACCESS TO INMATE TELEPHONE CALLS AND MESSAGING TO DANE COUNTY LAW ENFORCEMENT AGENCIES

This Agreement to Provide Access to Inmate Telephone Calls and Messaging to Dane County Law Enforcement Agencies (hereinafter "Agreement") is made between the Dane County Sheriff's Office (hereinafter "COUNTY") and _____, (hereinafter "AGENCY").

WHEREAS, the COUNTY provides access to telephone and messaging services through Global Tel*Link Corporation (hereinafter "GTL") to inmates housed in the Dane County Jail; and WHEREAS, these inmate calls and messages are recorded and accessible to Dane County staff for professional use; and

WHEREAS, it is the responsibility of the COUNTY to ensure the integrity of its law enforcement records, including recordings of inmate telephone calls and messages; and

WHEREAS, the parties agree that the AGENCY has an interest in direct access to certain inmate telephone recordings and messaging for the purpose of furthering law enforcement investigations; and

WHEREAS, the parties agree that it is important that the records of the COUNTY, including GTL inmate telephone records and messaging, are disseminated appropriately and used only for their intended purpose;

NOW THEREFORE, COUNTY and AGENCY agree as follows:

1. The AGENCY shall be allowed to directly access GTL recordings of Dane County Jail inmate telephone calls and messaging for official use only.
2. The AGENCY shall take steps to ensure that their personnel, at all levels, understand what is considered appropriate use of the available GTL records. To ensure this responsibility is complied with, AGENCY shall review this requirement with all staff, as needed, to assure the integrity and appropriate use of information.
3. The AGENCY shall hold its employees accountable for any improper access to or use of available GTL records. AGENCY shall immediately notify COUNTY of any inappropriate use or security breach.
4. COUNTY reserves the right to remove AGENCY's access to GTL records for any reason, including but not limited to, improper access or misuse of records.

5. AGENCY shall not disseminate any records obtained by county's GTL system to anyone outside AGENCY with the express written permission of county, unless otherwise required by law. All requests for records by anyone outside of the AGENCY shall be referred to the Dane County Sheriff's Office Records Unit for processing. These restrictions will not apply to recordings and descriptions of recordings that are sent to the District Attorney's Office as part of an official investigation on the part of this AGENCY.
6. AGENCY shall not alter or edit GTL records.
7. Under no circumstances shall AGENCY employees use the GTL records to gain information for personal use.
8. AGENCY shall indemnify and hold COUNTY harmless for any and all claims resulting from AGENCY's access to or use of GTL records.
9. COUNTY's contact for purposes of this Agreement is:
Name: **Lieutenant Brian Hayes**
Phone Number: **(608) 284-6802**
Email: hayes.brian@danesherriff.com
10. AGENCY's contact for purposes of this Agreement is:
Name:
Phone Number:
Email:
11. AGENCY shall be responsible for all costs incurred by COUNTY related to AGENCY's access to GTL records.

Sheriff David J. Mahoney

Dane County Sheriff's Office

Dated _____, 20

Print Name: _____

AGENCY Representative

Dated _____, 20