

Monday, April 26, 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/87352751367>

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

Webinar ID: 873 5275 1367

1. CALL TO ORDER.
2. ATTENDANCE/ROLL CALL.
3. PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS.
 - a. Public Announcements
 - 1) Recognize Former Officials
 - b. Public Communications
 - 1) Update on Community Service Day held on April 23, 2021.
 - 2) Village Trustee Vacancy Application Period ends May 6, 2021.
4. CONSENT AGENDA.
 - a. Motion to approve the minutes of the April 12, 2021 Village Board meeting.
 - b. Motion to approve Checks in the amount of \$357,453.10.
 - c. Motion to appoint Ken Brost and Jerry Dietzel to the Community Development Authority for a 4-year term expiring April 31, 2024.
 - d. Motion to appoint Mona Nelson and Peter Sobol to the Library Board for a 3-year term expiring April 30, 2024.
 - e. Motion to appoint Vincent Wagner to the Police & Fire Commission for a 5-year term expiring April 30, 2026.
 - f. Motion to approve appointing Gordon Kinder to serve on the Board of Zoning Appeals for a 3-year

term ending April 30, 2024.

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 on Resolution 2021-11: A Resolution of Commendation for Brad Czebotar for his service to the Village of McFarland.
- b. Presentation of Resolution 2021-10: A Resolution of Commendation for Brad Czebotar for his service to the Village of McFarland.
- c. Sustainable McFarland Ad-Hoc Committee (Chairperson Freedman & Vice-Chair Tiboris)
 - 1) Presentation and update regarding the work to develop the Sustainability Plan.
- d. Public Safety Committee (Trustee Brassington)
 - 1) Discussion and action on Ordinance 2021-03: an Ordinance amending regulations concerning Tourist Rooming Houses.
 - 2) Discussion and action on Ordinance amendment 2021-04: An Ordinance updating Appendix A regarding Chapter 17 of the Village Ordinance in regards to ambulance fees.
- e. Public Safety Committee (Trustee Brassington)
Plan Commission (President Clow & Trustee St. Clair)
 - 1) Discussion and recommendation on an expansion of licensed premise for the American Legion Post 534, 4911 Burma Road, for an approximately 576 square foot outdoor consumption area.
- f. Public Utilities Committee (Trustee Nelson)
Public Works Committee (Trustees Rupert & St. Clair)
 - 1) Discussion and action regarding the award of contract for the 2021 Street Paving and Stormwater Projects.
 - 2) Discussion and action regarding 2021 Crackseal and Chipseal proposal for street maintenance.

- g. Discussion and action regarding revisions to the job description and request to fill the vacancy for the Police Sergeant position within the Police Department.
- h. Authority, Board, Commission, and Committee agenda item requests, referrals, and updates.

7. ADJOURNMENT.

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

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, April 26, 2021

SECTION: Public Announcements & Communications

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer

AGENDA ITEM: Recognize Former Officials

PREVIOUS ACTION:

N/A

ISSUE SUMMARY:

As is customary, the second Village Board meeting in April, the Village Board always recognizes those former elected officials who have recently left office. The Village would like to thank the following departing elected officials:

1. President Brad Czebotar - Brad has served as a Village Trustee from April 2012 - November of 2012, and then served as Village President from November of 2012 - April of 2021. We thank him for his 9 years of service and he will additionally be recognized through a resolution under the business section of this evenings meeting.
2. Village Trustee Eric Kryzenske - Eric served as a Village Trustee from April 2019 - April 2021. We thank him for his time and service he provided to the Village of his two years of service.
3. Village Trustee Clair Utter - Clair served as a Village Trustee from April 2015 - April 2017, and then again from April 2019 - April 2021. We thank Clair for his service to the Village of his total four years of service.

FINANCIAL/BUDGET IMPACT:

Not Applicable.

VILLAGE PLAN REFERENCE:

Not Applicable.

ORDINANCE REFERENCE:

Not Applicable.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Not Applicable.

ATTACHMENTS:



None

VILLAGE OF MCFARLAND

Village Board Minutes

Monday, April 12, 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.

3. PROCLAMATION

a. A Proclamation designating the Last Friday in April to be Arbor Day in McFarland.

President Czebotar proclaimed the Last Friday in April to be Arbor Day in the Village of McFarland.

4. PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS.

a. Public Announcements

Interim Police Chief Brian Redman announced Sergeant Jeremy Job has been promoted to Lieutenant effective April 26, 2021.

The Board congratulated Interim Chief Brian Redman on his retirement effective April 26, 2021 and wished him well in his future endeavors.

1) Results for April 6, 2021 Spring Election

Clerk/Treasurer Suettinger reported on the results of the April 6, 2021 Spring Election.

b. Public Communications

Community Service day returns for the Village's 12th annual event.

5. CONSENT AGENDA.

a. Motion to approve the minutes of the March 22, 2021 Village Board meeting.

b. Motion to approve Checks in the amount of \$436,583.45.

c. Motion to approve Resolution 2021-09: A Resolution acknowledging World Migratory Bird Day.

d. Motion to approve a temporary authorization permit with the Wisconsin Department of Transportation in order to conduct controlled burning within railroad right of way.

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

6. 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.

7. BUSINESS.

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

Motion by Village Trustee Carolyn Clow, second by Village Trustee Justin Rupert, to approve entering into an agreement with Wisconsin Rebound for injury rehabilitation assistance services for Village employees. Motion carries 6 - 1 - 0 by acclamation, with Trustee Clair Utter voting nay.

- b. Introduction of Resolution #2021-10: A Resolution Discontinuing a Portion of Johnson Street Abutting Lots 8 and 9, Block 1, Johnson's Addition to Village of McFarland as a Public Way.

Community and Economic Development Director Andrew Bremer presented an overview of the request to introduce Resolution 2021-10: A Resolution Discontinuing a Portion of Johnson Street Abutting Lots 8 and 9, Block 1, Johnson's Addition to Village of McFarland as a Public Way. He reported introducing the resolution is the first step in the statutory process to discontinue a portion of a public street.

Motion by Village Trustee Carolyn Clow, second by Village Trustee Stephanie Brassington, to Introduce Resolution #2021-10: A Resolution Discontinuing a Portion of Johnson Street Abutting Lots 8 and 9, Block 1, Johnson's Addition to Village of McFarland as a Public Way and refer the issue to the Plan Commission. Motion carries 6 - 1 - 0 by acclamation with Trustee Clair Utter voting nay.

- c. Discussion and action to appoint an acting Emergency Management Director.

Village Administrator Schuenke provided an overview of the progression since the Emergency Management Director resigned at the end of 2019 . He noted he would propose to be appointed as the Interim Emergency Management Director, until a more permanent solution can be decided.

Motion by Village President Brad Czebotar, second by Village Trustee Clair Utter, to approve appointing Village Administrator Matt Schuenke as acting Emergency Management Director until a permanent Emergency Management Director can be found.. Motion carries 7 - 0 - 0 by acclamation.

- d. Discussion and action on a request to fill the vacancy for the Police Officer position within the Police Department.

Motion by Village President Brad Czebotar, second by Village Trustee Stephanie Brassington, to approve a request to fill the vacancy for the Police Officer position

within the Police Department. Motion carries 7 - 0 - 0 by acclamation.

- e. Discussion and action regarding revisions to the job description and request to fill the vacancy for the Public Works Crewperson position within the Public Works Department.

Motion by Village President Brad Czebotar, second by Village Trustee Justin Rupert, to approve revisions to the job description and request to fill the vacancy for the Public Works Crewperson position within the Public Works Department with additional language regarding minimum qualifications including graduation from high school or a GED equivalent. Motion carries 7 - 0 - 0 by acclamation.

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

None.

8. ADJOURNMENT.

Motion by Village Trustee Michael Flaherty, second by Trustee Stephanie Brassington, to adjourn at 7:38 p.m.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,
Cassandra Suettinger
Village Clerk/Treasurer

Report Criteria:
Detail report type printed

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
30	ALLIANT ENERGY/WP&L	040921	MUNICIPAL CENTER	1	04/09/2021	2,537.27	.00	2,537.27	04/16/2021
		040921	LIBRARY	2	04/09/2021	1,772.36	.00	1,772.36	04/16/2021
		040921	WELL #4	3	04/09/2021	1,412.24	.00	1,412.24	04/16/2021
		040921	SOCCER BUILDING	4	04/09/2021	136.09	.00	136.09	04/16/2021
		041621	PW FACILITY	1	04/16/2021	959.28	.00	959.28	04/23/2021
		041621	2860 HIDDEN FARM FLO	2	04/16/2021	27.19	.00	27.19	04/23/2021
		041621	3234 CTY ROAD AB	3	04/16/2021	17.85	.00	17.85	04/23/2021
Total 30:						6,862.28	.00	6,862.28	
68	BADGER WELDING SUPP	3645107	BADGER WELDING - OXY	1	04/13/2021	51.65	.00	51.65	04/23/2021
Total 68:						51.65	.00	51.65	
74	BAKER & TAYLOR BOOK	2035805782	JUVENILE BOOKS	1	04/09/2021	230.30	.00	230.30	04/23/2021
		2035871413	ADULT BOOKS	1	04/07/2021	385.49	.00	385.49	04/23/2021
		2035887273	ADULT BOOKS	1	04/10/2021	415.30	.00	415.30	04/23/2021
		2035890434	ADULT BOOKS	1	04/10/2021	204.06	.00	204.06	04/23/2021
		5016850131	ADULT BOOKS	1	03/24/2021	16.99	.00	16.99	04/23/2021
Total 74:						1,252.14	.00	1,252.14	
194	CONCENTRA	103345938	PRE-EMPLOYMENT SCR	1	04/07/2021	207.50	.00	207.50	04/23/2021
		103345938	RANDOM DRUG / ALCOH	2	04/07/2021	7.13	.00	7.13	04/23/2021
		103345938	RANDOM DRUG / ALCOH	3	04/07/2021	7.13	.00	7.13	04/23/2021
		103345938	RANDOM DRUG / ALCOH	4	04/07/2021	7.13	.00	7.13	04/23/2021
		103345938	RANDOM DRUG / ALCOH	5	04/07/2021	26.11	.00	26.11	04/23/2021
		103349901	CONCENTRA PHYSICAL	1	04/14/2021	221.50	.00	221.50	04/23/2021
Total 194:						476.50	.00	476.50	
225	DANE CO HIGHWAY	28711	SALT BRINE--PRICE RED	1	02/28/2021	405.00-	.00	405.00-	04/23/2021
		28787	BRIDGE INSPECTIONS	1	03/31/2021	828.00	.00	828.00	04/23/2021
Total 225:						423.00	.00	423.00	
229	DANE CO CLERK	2021-01	ELECTION CODING/BALL	1	04/21/2021	928.75	.00	928.75	04/23/2021
Total 229:						928.75	.00	928.75	
264	DELGADO, VICTOR	04192021	INTERPRETER SERVICE	1	04/19/2021	100.00	.00	100.00	04/23/2021
Total 264:						100.00	.00	100.00	
288	DNR-SS/7	27118-04092	WATER LICENSE RENEW	1	04/09/2021	45.00	.00	45.00	04/23/2021
		DP-32146	D POSPYHALLA WATER	1	04/23/2021	45.00	.00	45.00	04/23/2021
Total 288:						90.00	.00	90.00	
361	FIRST SUPPLY LLC MADI	12665256-00	MUNICIPAL CENTER REP	1	04/15/2021	19.48	.00	19.48	04/23/2021
		12665256-00	MUNICIPAL CENTER REP	2	04/15/2021	19.48	.00	19.48	04/23/2021
		12665256-00	MUNICIPAL CENTER REP	3	04/15/2021	19.48	.00	19.48	04/23/2021
		12665256-00	MUNICIPAL CENTER REP	4	04/15/2021	71.43	.00	71.43	04/23/2021
		12665813-00	LEWIS PARK BATHROOM	1	04/08/2021	39.06	.00	39.06	04/23/2021

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 361:						168.93	.00	168.93	
372	FOX VALLEY TECH COLL	041521-7000	MILLER TRAINING - 7000	1	04/15/2021	149.00	.00	149.00	04/23/2021
Total 372:						149.00	.00	149.00	
452	HYDRITE CHEMICAL	02454641	WATER CHEMICALS	1	04/06/2021	132.00	.00	132.00	04/23/2021
		02456411	WATER CHEMICALS	1	04/12/2021	350.31	.00	350.31	04/23/2021
Total 452:						482.31	.00	482.31	
469	ITRON INC	587263	ITRON MAINT AGREEME	1	04/11/2021	354.07	.00	354.07	04/23/2021
		587263	ITRON MAINT AGREEME	2	04/11/2021	354.06	.00	354.06	04/23/2021
Total 469:						708.13	.00	708.13	
478	JENSEN EQUIPMENT CO	J-686029	LOCATE PAINT	1	04/08/2021	145.20	.00	145.20	04/23/2021
		J-686029	LOCATE PAINT	2	04/08/2021	145.20	.00	145.20	04/23/2021
Total 478:						290.40	.00	290.40	
556	LIQUI SYSTEMS INC	210852	CHEM PP PARTS	1	04/09/2021	300.00	.00	300.00	04/23/2021
		210898	CHEM PP PARTS	1	04/15/2021	150.00	.00	150.00	04/23/2021
Total 556:						450.00	.00	450.00	
563	LW ALLEN LLC	107017	SCADA REPAIR	1	04/15/2021	2,579.67	.00	2,579.67	04/23/2021
Total 563:						2,579.67	.00	2,579.67	
634	MENARDS - MONONA	10305	PW SUPPLIES FURNACE	1	04/02/2021	13.18	.00	13.18	04/23/2021
		10305	PW SUPPLIES FURNACE	2	04/02/2021	13.18	.00	13.18	04/23/2021
		10305	PW SUPPLIES FURNACE	3	04/02/2021	13.18	.00	13.18	04/23/2021
		10305	PW SUPPLIES FURNACE	4	04/02/2021	48.35	.00	48.35	04/23/2021
		10606	MAILBOX REPLACEMEN	1	04/09/2021	26.99	.00	26.99	04/23/2021
Total 634:						114.88	.00	114.88	
640	MGE	11299443-04	STREET LIGHTS	1	04/01/2021	733.72	.00	733.72	04/16/2021
Total 640:						733.72	.00	733.72	
748	PURCHASE POWER	041121	REFILL CHARGE	1	04/11/2021	20.99	.00	20.99	04/16/2021
		041121	REFILL OF POSTAGE	2	04/11/2021	800.00	.00	800.00	04/16/2021
Total 748:						820.99	.00	820.99	
765	LEGAL SHIELD	0108629-041	LEGAL SHIELD	1	04/15/2021	331.95	.00	331.95	04/23/2021
Total 765:						331.95	.00	331.95	
775	PUBLIC SERVICE COMM	2103-I-03490	PSC FEE FOR RATE CAS	1	04/20/2021	2,000.59	.00	2,000.59	04/23/2021
Total 775:						2,000.59	.00	2,000.59	
796	REGISTRATION FEE TRU	041621	VEHICLE REGISTRATION	1	04/16/2021	93.22	.00	93.22	04/23/2021

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		041621	VEHICLE REGISTRATION	2	04/16/2021	25.42	.00	25.42	04/23/2021
		041621	VEHICLE REGISTRATION	3	04/16/2021	25.43	.00	25.43	04/23/2021
		041621	VEHICLE REGISTRATION	4	04/16/2021	25.43	.00	25.43	04/23/2021
Total 796:						169.50	.00	169.50	
800	RELIANT FIRE APPARAT	CI003062	FD VEHICLE MAINT	1	04/20/2021	36.41	.00	36.41	04/23/2021
		WI000782	FD VEHICLE MAINT	1	04/14/2021	1,131.57	.00	1,131.57	04/23/2021
		WI000783	FD VEHICLE MAINT	1	04/14/2021	1,055.85	.00	1,055.85	04/23/2021
Total 800:						2,223.83	.00	2,223.83	
837	SCHMIDT'S AUTO INC	578698	TOW VEHICLE	1	04/14/2021	1,705.00	.00	1,705.00	04/23/2021
Total 837:						1,705.00	.00	1,705.00	
958	TOWN & COUNTRY ENGI	22672	EXCHANGE ST PRELIM E	1	04/16/2021	5,505.70	.00	5,505.70	04/23/2021
		22673	2020 STREET/UTIL IMP -	1	04/16/2021	1,453.55	.00	1,453.55	04/23/2021
		22674	ELVEHJEM PATH IMP - M	1	04/19/2021	526.05	.00	526.05	04/23/2021
		22675	2020 SUMP PUMP DISCH	1	04/16/2021	277.50	.00	277.50	04/23/2021
		22676	EAST SIDE SEWER EXTE	1	04/16/2021	23,363.00	.00	23,363.00	04/23/2021
		22677	2021 BROADHEAD/CTH	1	04/16/2021	3,122.90	.00	3,122.90	04/23/2021
		22678	2021 STREET & STORM S	1	04/16/2021	2,471.25	.00	2,471.25	04/23/2021
		22679	2021 GIS SUPPORT	1	04/16/2021	574.25	.00	574.25	04/23/2021
		22679	2021 GIS SUPPORT	2	04/16/2021	574.25	.00	574.25	04/23/2021
		22679	2021 GIS SUPPORT	3	04/16/2021	574.25	.00	574.25	04/23/2021
		22679	2021 GIS SUPPORT	4	04/16/2021	574.25	.00	574.25	04/23/2021
		22679	2021 GIS SUPPORT	5	04/16/2021	574.25	.00	574.25	04/23/2021
		22680	2021 STORMWATER SUP	1	04/16/2021	4,905.00	.00	4,905.00	04/23/2021
		22681	5411 BASHFORD ESCRO	1	04/16/2021	303.75	.00	303.75	04/23/2021
Total 958:						44,799.95	.00	44,799.95	
1005	VANNGUARD UTILITY PA	8832	LOCATES	1	04/02/2021	16.50	.00	16.50	04/23/2021
Total 1005:						16.50	.00	16.50	
1245	PROFESSIONAL PEST C	508943	PW PEST CONTROL	1	04/16/2021	21.45	.00	21.45	04/23/2021
		508943	PW PEST CONTROL	2	04/16/2021	5.85	.00	5.85	04/23/2021
		508943	PW PEST CONTROL	3	04/16/2021	5.85	.00	5.85	04/23/2021
		508943	PW PEST CONTROL	4	04/16/2021	5.85	.00	5.85	04/23/2021
		508944	MC PEST CONTROL	1	04/16/2021	6.90	.00	6.90	04/23/2021
		508944	MC PEST CONTROL	2	04/16/2021	6.90	.00	6.90	04/23/2021
		508944	MC PEST CONTROL	3	04/16/2021	6.90	.00	6.90	04/23/2021
		508944	MC PEST CONTROL	4	04/16/2021	25.30	.00	25.30	04/23/2021
Total 1245:						85.00	.00	85.00	
1256	BOUND TREE MEDICAL,	84016463	EMS - SUPPLIES	1	04/07/2021	398.56	.00	398.56	04/23/2021
		84016464	EMS - SUPPLIES	1	04/07/2021	1.40	.00	1.40	04/23/2021
Total 1256:						399.96	.00	399.96	
1358	EBI INC	205326	MEETING ROOM LECTER	1	03/31/2021	566.00	.00	566.00	04/23/2021
Total 1358:						566.00	.00	566.00	

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date		
1896	NAPA AUTO PARTS	769553	OIL FILTER	1	04/05/2021	25.05	.00	25.05	04/23/2021		
		769693	VEHICLE MAINTENANCE	1	04/06/2021	54.04	.00	54.04	04/23/2021		
		769827	VEHICLE MAINTENANCE	1	04/06/2021	67.79-	.00	67.79-	04/23/2021		
		770367	VALVE TURNER	1	04/09/2021	7.42	.00	7.42	04/23/2021		
		770367	VALVE TURNER	2	04/09/2021	2.02	.00	2.02	04/23/2021		
		770367	VALVE TURNER	3	04/09/2021	2.02	.00	2.02	04/23/2021		
		770367	VALVE TURNER	4	04/09/2021	2.03	.00	2.03	04/23/2021		
		770368	SHOP SUPPLIES	1	04/09/2021	17.62	.00	17.62	04/23/2021		
		770368	SHOP SUPPLIES	2	04/09/2021	4.81	.00	4.81	04/23/2021		
		770368	SHOP SUPPLIES	3	04/09/2021	4.81	.00	4.81	04/23/2021		
		770368	SHOP SUPPLIES	4	04/09/2021	4.80	.00	4.80	04/23/2021		
		770414	OIL FILTER	1	04/09/2021	27.96	.00	27.96	04/23/2021		
		770453	VEHICLE MAINTENANCE	1	04/09/2021	134.08	.00	134.08	04/23/2021		
		770703	VALVE TURNER	1	04/12/2021	8.57	.00	8.57	04/23/2021		
		770703	VALVE TURNER	2	04/12/2021	2.33	.00	2.33	04/23/2021		
		770703	VALVE TURNER	3	04/12/2021	2.33	.00	2.33	04/23/2021		
		770703	VALVE TURNER	4	04/12/2021	2.33	.00	2.33	04/23/2021		
		770712	VEHICLE PARTS TRUCK	1	04/12/2021	99.25	.00	99.25	04/23/2021		
		770712	VEHICLE PARTS TRUCK	2	04/12/2021	27.07	.00	27.07	04/23/2021		
		770712	VEHICLE PARTS TRUCK	3	04/12/2021	27.07	.00	27.07	04/23/2021		
		770712	VEHICLE PARTS TRUCK	4	04/12/2021	27.07	.00	27.07	04/23/2021		
		771175	VEHICLE PARTS TURF M	1	04/14/2021	132.56	.00	132.56	04/23/2021		
		771175	VEHICLE PARTS TURF M	2	04/14/2021	36.16	.00	36.16	04/23/2021		
		771175	VEHICLE PARTS TURF M	3	04/14/2021	36.16	.00	36.16	04/23/2021		
		771175	VEHICLE PARTS TURF M	4	04/14/2021	36.16	.00	36.16	04/23/2021		
		771332	VALVE TURNER	1	04/14/2021	2.15	.00	2.15	04/23/2021		
		771332	VALVE TURNER	2	04/14/2021	.58	.00	.58	04/23/2021		
		771332	VALVE TURNER	3	04/14/2021	.58	.00	.58	04/23/2021		
		771332	VALVE TURNER	4	04/14/2021	.58	.00	.58	04/23/2021		
		771561	VEHICLE PARTS TURF M	1	04/15/2021	82.86-	.00	82.86-	04/23/2021		
		771561	VEHICLE PARTS TURF M	2	04/15/2021	22.59-	.00	22.59-	04/23/2021		
		771561	VEHICLE PARTS TURF M	3	04/15/2021	22.59-	.00	22.59-	04/23/2021		
		771561	VEHICLE PARTS TURF M	4	04/15/2021	22.59-	.00	22.59-	04/23/2021		
		772296	VEHICLE PARTS	1	04/20/2021	5.60	.00	5.60	04/23/2021		
		772296	VEHICLE PARTS	2	04/20/2021	1.52	.00	1.52	04/23/2021		
		772296	VEHICLE PARTS	3	04/20/2021	1.52	.00	1.52	04/23/2021		
		772296	VEHICLE PARTS	4	04/20/2021	1.52	.00	1.52	04/23/2021		
		Total 1896:						519.35	.00	519.35	
		1904	HUMPHREY SERVICE PA	1239452	VEHICLE MAINTENANCE	1	04/21/2021	2.81	.00	2.81	04/23/2021
				1239452	VEHICLE MAINTENANCE	2	04/21/2021	.76	.00	.76	04/23/2021
1239452	VEHICLE MAINTENANCE			3	04/21/2021	.76	.00	.76	04/23/2021		
1239452	VEHICLE MAINTENANCE			4	04/21/2021	.77	.00	.77	04/23/2021		
Total 1904:						5.10	.00	5.10			
1910	ZURBUCHEN OIL INC	251122	DYED DIESEL FUEL	1	04/13/2021	524.52	.00	524.52	04/23/2021		
Total 1910:						524.52	.00	524.52			
1989	CORPORATE BUSINESS	29093588	COPIER LEASE	1	04/06/2021	190.00	.00	190.00	04/16/2021		
		29108246	PW COPIER	1	04/08/2021	51.36	.00	51.36	04/16/2021		
		29108246	PW COPIER	2	04/08/2021	14.00	.00	14.00	04/16/2021		
		29108246	PW COPIER	3	04/08/2021	14.00	.00	14.00	04/16/2021		
		29108246	PW COPIER	4	04/08/2021	14.00	.00	14.00	04/16/2021		

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 1989:						283.36	.00	283.36	
2058	MICROMARKETING LLC	845752	ADULT AUDIO BOOKS	1	04/06/2021	39.99	.00	39.99	04/23/2021
Total 2058:						39.99	.00	39.99	
2082	NASSCO INC	S2743987.00	PARK SUPPLIES	1	04/07/2021	149.59	.00	149.59	04/23/2021
		S2747163.00	CLEANING SUPPLIES	1	04/15/2021	117.41	.00	117.41	04/23/2021
Total 2082:						267.00	.00	267.00	
2089	MIDWEST METER INC	0130597-IN	METER ERT	1	03/31/2021	85.00	.00	85.00	04/23/2021
		0130619-IN	WATER METERS	1	03/31/2021	2,706.76	.00	2,706.76	04/23/2021
Total 2089:						2,791.76	.00	2,791.76	
2185	MSA PROFESSIONAL SE	R09361020.0	SUSTAINABILITY PLAN	1	04/13/2021	4,960.00	.00	4,960.00	04/23/2021
		R09361022.0	SURVEY WORK	1	04/07/2021	860.00	.00	860.00	04/23/2021
Total 2185:						5,820.00	.00	5,820.00	
2216	ANDRES MEDICAL	251442	MARCH COLLECTIONS	1	04/12/2021	976.17	.00	976.17	04/23/2021
Total 2216:						976.17	.00	976.17	
2230	WI DNR	WU92993	WATER USE FEES	1	04/16/2021	125.00	.00	125.00	04/23/2021
Total 2230:						125.00	.00	125.00	
16181	WILS	494349	DATABASE FEES	1	04/15/2021	62.21	.00	62.21	04/23/2021
Total 16181:						62.21	.00	62.21	
16247	CITY TREASURER	07100600-04	STORMWATER CHARGE	1	04/07/2021	24.23	.00	24.23	04/16/2021
Total 16247:						24.23	.00	24.23	
16261	FORD MOTOR CREDIT C	1765480	2020 SQUAD LEASE PAY	1	04/10/2021	35,768.71	.00	35,768.71	04/23/2021
Total 16261:						35,768.71	.00	35,768.71	
16268	SCHROECKENTHALER,	MS040821	LUNCH - TRAINING	1	04/08/2021	15.00	.00	15.00	04/23/2021
		MS040821	UNIFORM ALLOW - SCHR	2	04/08/2021	180.00	.00	180.00	04/23/2021
Total 16268:						195.00	.00	195.00	
16296	DANE CO DEPT OF HUM	041421	2020 CONTRACT-BUDGE	1	04/14/2021	2,982.00	.00	2,982.00	04/23/2021
		041421	2020 CONTRACT-BUDGE	2	04/14/2021	534.00	.00	534.00	04/23/2021
Total 16296:						3,516.00	.00	3,516.00	
16323	THE PENWORTHY COMP	0571124-IN	BOOK KITS	1	04/12/2021	804.94	.00	804.94	04/23/2021
Total 16323:						804.94	.00	804.94	
16337	CARL F STATZ & SONS IN	11625	T3 - TRACTOR PARTS	1	03/05/2021	64.07	.00	64.07	04/23/2021

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		11625	T3 - TRACTOR PARTS	2	03/05/2021	17.48	.00	17.48	04/23/2021
		11625	T3 - TRACTOR PARTS	3	03/05/2021	17.48	.00	17.48	04/23/2021
		11625	T3 - TRACTOR PARTS	4	03/05/2021	17.47	.00	17.47	04/23/2021
Total 16337:						116.50	.00	116.50	
16356	HOYOS CONSULTING	15879	MCDANIEL PARK PTP LIN	1	04/15/2021	1,831.97	.00	1,831.97	04/23/2021
Total 16356:						1,831.97	.00	1,831.97	
16379	ENGAGEDPATRONS.ORG	3343-21-01	HOSTING FEE-MEETING	1	04/16/2021	100.00	.00	100.00	04/23/2021
Total 16379:						100.00	.00	100.00	
16530	JERRY'S TRANSMISSION	0036640	DOOR HOLD OPEN	1	04/09/2021	64.11	.00	64.11	04/23/2021
Total 16530:						64.11	.00	64.11	
16640	TOP PACK DEFENSE LLC	5952	JOB UNIFORM ALLOWAN	1	04/02/2021	116.99	.00	116.99	04/23/2021
Total 16640:						116.99	.00	116.99	
16782	MADISON EMERGENCY	INV1040	MEDICAL DIRECTION AP	1	04/09/2021	700.00	.00	700.00	04/23/2021
Total 16782:						700.00	.00	700.00	
17045	DETROIT SALT COMPAN	SI21-07445	ROAD SALT	1	04/12/2021	10,470.10	.00	10,470.10	04/23/2021
Total 17045:						10,470.10	.00	10,470.10	
17084	AMAZON CAPITAL SERVI	1FH4-NN31-	DVDS & CDS	1	04/19/2021	69.83	.00	69.83	04/23/2021
		1FT1-FT7K-T	PARK SUPPLIES	1	04/16/2021	55.72	.00	55.72	04/23/2021
		1H9G-WCKX	ADULT BOOKS	1	04/07/2021	38.63	.00	38.63	04/23/2021
		1VG7-7367-	OFFICE SUPPLIES	1	04/20/2021	25.81	.00	25.81	04/23/2021
		1VG7-7367-	OFFICE SUPPLIES	2	04/20/2021	7.04	.00	7.04	04/23/2021
		1VG7-7367-	OFFICE SUPPLIES	3	04/20/2021	7.04	.00	7.04	04/23/2021
		1VG7-7367-	OFFICE SUPPLIES	4	04/20/2021	7.03	.00	7.03	04/23/2021
Total 17084:						211.10	.00	211.10	
17092	GENERAL ENGINEERING	26	BUILDING INSPECTION S	1	04/15/2021	9,838.82	.00	9,838.82	04/23/2021
Total 17092:						9,838.82	.00	9,838.82	
17096	PETERSON, SYDNEY	SP040921	PETERSON - UNIFORM A	1	04/09/2021	196.23	.00	196.23	04/23/2021
Total 17096:						196.23	.00	196.23	
17141	BADGERLAND DISPOSAL	0001586708	PORTABLE RESTROOM	1	04/08/2021	702.84	.00	702.84	04/23/2021
Total 17141:						702.84	.00	702.84	
17187	B&H PHOTO	187104477	PRINTER FOR OUTREAC	1	04/07/2021	240.30	.00	240.30	04/23/2021
Total 17187:						240.30	.00	240.30	
17318	TDS	042221	PW INTERNET/TV	1	04/22/2021	31.48	.00	31.48	04/23/2021

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		042221	PW INTERNET/TV	2	04/22/2021	31.48	.00	31.48	04/23/2021
		042221	PW INTERNET/TV	3	04/22/2021	31.48	.00	31.48	04/23/2021
		042221	PW INTERNET/TV	4	04/22/2021	115.43	.00	115.43	04/23/2021
		042221VOM	ADMIN INTERNET/PHON	1	04/22/2021	45.08	.00	45.08	04/23/2021
		042221VOM	COMM&TECH TV/INTERN	2	04/22/2021	64.19	.00	64.19	04/23/2021
		042221VOM	FIRE/EMS TV/INTERNET/	3	04/22/2021	285.48	.00	285.48	04/23/2021
		042221VOM	PD TV/INTERNET/PHONE	4	04/22/2021	128.18	.00	128.18	04/23/2021
		042221VOM	PW INTERNET/PHONE	5	04/22/2021	45.08	.00	45.08	04/23/2021
		042221VOM	OUTREACH INTERNET/P	6	04/22/2021	45.08	.00	45.08	04/23/2021
		042221VOM	COMMDEV INTERNET/PH	7	04/22/2021	45.08	.00	45.08	04/23/2021
		042221VOM	WATER INTERNET/PHON	8	04/22/2021	106.67	.00	106.67	04/23/2021
		042221VOM	SEWER INTERNET/PHON	9	04/22/2021	106.67	.00	106.67	04/23/2021
		042221VOM	STORMWATER INTERNE	10	04/22/2021	61.88	.00	61.88	04/23/2021
		042221VOM	LIBRARY INTERNET/PHO	11	04/22/2021	45.08	.00	45.08	04/23/2021
Total 17318:						1,188.34	.00	1,188.34	
17429	GREEN BAY PIPE & TV	3084	SEWER SPOT REPAIRS	1	04/16/2021	2,158.00	.00	2,158.00	04/23/2021
Total 17429:						2,158.00	.00	2,158.00	
17518	WITMER PUBLIC SAFETY	E2056246	FIRE BOOTS	1	04/13/2021	473.49	.00	473.49	04/23/2021
Total 17518:						473.49	.00	473.49	
17569	MCFARLAND ACE HARD	000558/1	PARKS SUPPLIES	1	04/09/2021	12.59	.00	12.59	04/23/2021
		000573/1	APPL BULB	1	04/11/2021	2.96	.00	2.96	04/23/2021
		000601/1	PW TRUCK #15	1	04/13/2021	.12	.00	.12	04/23/2021
		000601/1	PW TRUCK #15	2	04/13/2021	.12	.00	.12	04/23/2021
		000601/1	PW TRUCK #15	3	04/13/2021	.12	.00	.12	04/23/2021
		000601/1	PW TRUCK #15	4	04/13/2021	.46	.00	.46	04/23/2021
		000617/1	WATER UTILITY SUPPLIE	1	04/14/2021	2.15	.00	2.15	04/23/2021
		000636/1	PARKS SUPPLIES	1	04/15/2021	4.13	.00	4.13	04/23/2021
		000640/1	PARKS SUPPLIES	1	04/15/2021	1.29	.00	1.29	04/23/2021
		000646/1	ZIP TIES FOR LOAN CLO	1	04/16/2021	4.13	.00	4.13	04/23/2021
		000673/1	WATER UTILITY SUPPLIE	1	04/19/2021	13.03	.00	13.03	04/23/2021
		000689/1	MUNICIPAL CENTER BUI	1	04/20/2021	3.26	.00	3.26	04/23/2021
		000689/1	MUNICIPAL CENTER BUI	2	04/20/2021	.89	.00	.89	04/23/2021
		000689/1	MUNICIPAL CENTER BUI	3	04/20/2021	.89	.00	.89	04/23/2021
		000689/1	MUNICIPAL CENTER BUI	4	04/20/2021	.89	.00	.89	04/23/2021
		000691/1	PW SHOP SUPPLIES	1	04/20/2021	3.47	.00	3.47	04/23/2021
		000691/1	PW SHOP SUPPLIES	2	04/20/2021	.94	.00	.94	04/23/2021
		000691/1	PW SHOP SUPPLIES	3	04/20/2021	.94	.00	.94	04/23/2021
		000691/1	PW SHOP SUPPLIES	4	04/20/2021	.94	.00	.94	04/23/2021
		000694/1	PARKS SUPPLIES	1	04/20/2021	5.39	.00	5.39	04/23/2021
		000704/1	PW SEWER REPAIR	1	04/21/2021	25.19	.00	25.19	04/23/2021
		000717/1	PW SHOP SUPPLIES	1	04/22/2021	5.93	.00	5.93	04/23/2021
		000717/1	PW SHOP SUPPLIES	2	04/22/2021	1.62	.00	1.62	04/23/2021
		000717/1	PW SHOP SUPPLIES	3	04/22/2021	1.62	.00	1.62	04/23/2021
		000717/1	PW SHOP SUPPLIES	4	04/22/2021	1.62	.00	1.62	04/23/2021
Total 17569:						94.69	.00	94.69	
17577	BKS EXCAVATION, INC	040721	PAYAPP3 - EASTSIDE INT	1	04/07/2021	205,863.10	.00	205,863.10	04/23/2021
Total 17577:						205,863.10	.00	205,863.10	

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
17590	REIMER, TRICIA	TR041621	REDMAN RETIREMENT P	1	04/16/2021	11.00	.00	11.00	04/23/2021
Total 17590:						11.00	.00	11.00	
17603	EDGE, GARY	040821	OVERPAYMENT ON CITA	1	04/08/2021	366.00	.00	366.00	04/23/2021
Total 17603:						366.00	.00	366.00	
17604	MADISON AUTO TRIM, LL	14126	SPRAY IN BEDLINER	1	04/02/2021	440.00	.00	440.00	04/23/2021
		14126	SPRAY IN BEDLINER	2	04/02/2021	120.00	.00	120.00	04/23/2021
		14126	SPRAY IN BEDLINER	3	04/02/2021	120.00	.00	120.00	04/23/2021
		14126	SPRAY IN BEDLINER	4	04/02/2021	120.00	.00	120.00	04/23/2021
Total 17604:						800.00	.00	800.00	
17605	LUDDEN, HOLLY	041321	SALT SAVER REIMBURS	1	04/13/2021	200.00	.00	200.00	04/23/2021
Total 17605:						200.00	.00	200.00	
17606	ZIEHR, MICHAEL & KIMB	041321	SALT SAVER REIMBURS	1	04/13/2021	200.00	.00	200.00	04/23/2021
Total 17606:						200.00	.00	200.00	
Grand Totals:						356,647.55	.00	356,647.55	

Report Criteria:

Detail report type printed

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Amount
04/10/2021	PC	04/16/2021		RUPERT, JUSTIN	962	554.10
04/10/2021	CDPT	04/16/2021		FIRE FIGHTERS LOCAL 3	8	75.26
04/10/2021	CDPT	04/16/2021		WI SCTF	5	207.69
04/10/2021	CDPT	04/16/2021		WPPA TREASURER	6	31.50
04/10/2021	CD	04/16/2021		CONTRACT MATTHEW	10	255.00

PAYROLL RELATED

\$805.55

McFarland
SUMMARY SHEET

MEETING DATE: Monday, April 26, 2021

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Discussion and action on Resolution 2021-11: A Resolution of
Commendation for Brad Czebotar for his service to the Village of
McFarland.

PREVIOUS ACTION:

ISSUE SUMMARY:

Former Village President Brad Czebotar served as a Village Trustee from April 2012 to November 2012, and then took over in November of 2012 as Village President with the unexpected passing of then Village President Mike Harried.

This first agenda item is for the Village Board to first formally adopt Resolution 2021-11. The next agenda item will be where the resolution is officially read and presented to former Village President Brad Czebotar who will be in attendance.

FINANCIAL/BUDGET IMPACT:

Not Applicable

VILLAGE PLAN REFERENCE:

Not Applicable.

ORDINANCE REFERENCE:

Not Applicable.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommendation action:

Motion to approve Resolution 2021-11: A Resolution of Commendation for Brad for his service to the Village of McFarland.

ATTACHMENTS:

None

McFarland
SUMMARY SHEET

MEETING DATE: Monday, April 26, 2021

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Presentation of Resolution 2021-10: A Resolution of Commendation for Brad Czebotar for his service to the Village of McFarland.

PREVIOUS ACTION:

ISSUE SUMMARY:

Resolution 2021-10 will be read aloud and a framed version presented to former Village President Brad Czebotar.

FINANCIAL/BUDGET IMPACT:

Not Applicable.

VILLAGE PLAN REFERENCE:

Not Applicable.

ORDINANCE REFERENCE:

Not Applicable.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

No action.

ATTACHMENTS:

None

McFarland
SUMMARY SHEET

MEETING DATE: Monday, April 26, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Presentation and update regarding the work to develop the Sustainability Plan.

PREVIOUS ACTION:

ISSUE SUMMARY:

In January 2020 the Village Board approved Resolution #2020-04 to create the Sustainable McFarland Ad-Hoc Committee. Membership of the committee consists of seven volunteer residents appointed by the Village Board in March 2020. Resolution #2020-04 tasked the Sustainability Committee with three primary assignments:

1. Evaluate and make recommendations on the Village joining the Wisconsin Department of Natural Resources Green Tier Program.
2. Work with the public, Village Staff, and consultants to draft and develop a Sustainability Plan for implementation in McFarland.
3. At the conclusion of all work, make a recommendation to the Village Board regarding the Ad-Hoc Committee being established as a standing committee under the McFarland Municipal Code.

The Resolution further directed the Committee to provide its recommendations by May 1, 2021, unless otherwise extended by the Village Board. Due to the start of the pandemic the Committee was not able to begin meeting until June of 2020, but has since been meeting monthly and is anticipated to complete their task in July. Initial Committee meetings included presentations by WDNR Green Tier Staff and related due diligence to evaluate the Green Tier Program. Last September, the Committee recommended, and the Village Board adopted, Resolution #2020-22 to join the WDNR Green Tier Program, completing task #1 from Resolution #2020-04.

Last summer, the Committee developed a Request for Proposal (RFP) to select a consultant to assist with the development of the Sustainability Plan. In October, the Village Board accepted the recommendation of the Committee to hire MSA Professional Services to complete the Sustainability Plan. Staff from MSA begin meeting with the Committee in December. MSA's scope of services includes a number of Committee and public outreach activities, one of which is to meet with the Village Board about mid-way through the project to review the progress to date, draft vision statements, and to address any Board questions. Other activities included a



Public Visioning Meeting held last February and a Community Survey schedule for May 3-27 to coincide with an announcement in the May 6th Outlook Newsletter.

Within the packet is a copy of Resolutions #2020-04 and #2020-21 for reference, in addition to a copy of MSA's presentation.

FINANCIAL/BUDGET IMPACT:

Funding for this project was included in the 2020 capital borrowing with funding carried forward into the 2021 budget.

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2020-04 To Create an Ad-Hoc Committee to Create a Plan for and Study of Sustainability within the Village of McFarland
2. Resolution 2020-16, McFarland Green Tier
3. McFarland_Sustainability_Plan_Update_4-26-2021_VBMTG

RESOLUTION #2020-04

A RESOLUTION TO CREATE AN AD-HOC COMMITTEE TO CREATE A PLAN FOR AND STUDY OF SUSTAINABILITY WITHIN THE VILLAGE OF MCFARLAND

WHEREAS, the Village of McFarland is committed to creating a vibrant future for our Community by taking responsible and effective action to be a positive influence on our environment;

WHEREAS, it is becoming increasingly clear that sustainable challenges will define this century and future generations as it impacts all aspects of our everyday lives;

WHEREAS, the Village Board for the Village of McFarland feels it has the responsibility to develop appropriate plans to help guide these sustainable courses of action within the Community; and

WHEREAS, it is desired to create an Ad-Hoc Committee of residents of this Village to study sustainability within McFarland and make recommendations to the Village Board to help guide in the decision making process.

NOW, THEREFORE BE IT RESOLVED, that the Village Board of the Village of McFarland, Dane County, Wisconsin, does hereby create the Sustainable McFarland Ad-Hoc Committee and establishes the following conditions regarding its implementation:

1. The Sustainable McFarland Ad-Hoc Committee be formed in accordance with definition and requirements outlined in Section 2-481(a) of the McFarland Municipal Code.
2. Membership of the Sustainable McFarland Ad-Hoc Committee be made up entirely of Residents of the Village of McFarland to be appointed by the Village President subject to confirmation by the Village Board. Additionally, the Village President shall appoint the Chairperson of the Ad-Hoc Committee subject to confirmation by the Village Board. A minimum of 5 Residents and a maximum of 9 Residents will compose the membership of the Committee.
3. Sustainable McFarland Ad-Hoc Committee shall be tasked with the following:
 - a. Work with the Public, Village Staff, Consultants, and others to draft and develop a Sustainability Plan for implementation in McFarland. This plan will address sustainability in order to incorporate elements of the natural environment, local economic vitality, and a healthy Community.
 - b. Evaluate and make recommendations on the Village joining the Wisconsin Department of Natural Resources Green Tier Program.

c. At the conclusion of all work, make a recommendation to the Village Board regarding Sustainable McFarland Ad-Hoc Committee being established with the McFarland Village Code of Ordinances as a Standing Committee.

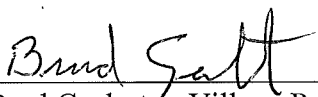
4. Sustainable McFarland Ad-Hoc Committee will be advisory in nature and serve under the direction supervision and discretion of the Village Board.

5. Sustainable McFarland Ad-Hoc Committee will make its recommendation by May 1, 2021 unless otherwise extended by the Village Board. Further, the Committee will make progress reports at least every 3 months following the scheduling of their first meeting.

6. Sustainable McFarland Ad-Hoc Committee will be supported by the Community and Economic Development Director as well as other support as needed from the Village Administrator, Department Heads, and Village Staff.

The above and foregoing Resolution was duly adopted at a regular meeting of the McFarland Village Board on January 13, 2020.

APPROVED:


Brad Czebotar, Village President

ATTEST:


Cassandra Suettinger, Village Clerk-Treasurer

RESOLUTION # 2020-02	
MOTION	SECOND
Czebotar	Brassington
ACTION	DATE
Adopted	01/13/2020
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Adrian – Aye	Kryzenske – Aye
Brassington – Aye	Lytle – Aye
Czebotar – Aye	Utter – Aye
Kolk – Aye	
VOTING RESULTS	
Motion Carried	7 – 0 – 0 P
Motion Defeated:	

RESOLUTION #2020-16 RESOLUTION APPROVING PARTICIPATION IN THE WISCONSIN DEPARTMENT OF NATURAL RESOURCES GREEN TIER LEGACY COMMUNITY PROGRAM.

WHEREAS, the Wisconsin Department of Natural Resources in partnership with the League of Wisconsin Municipalities, 1,000 Friends of Wisconsin, Wisconsin Energy Conservation Corp, Center on Wisconsin Strategy, Wisconsin Counties Association and the cities of Appleton, Bayfield, Fitchburg, Middleton, Ashland, Monona, Eau Claire, Bayside, Port Washington, Sheboygan, La Crosse and the Village of Weston have created a Green Tier Charter For Legacy Communities with goals of:

1. To assist (municipalities, counties) in achieving superior environmental performance in one or both of the following two areas: (1) water resource management; (2) sustainability practices; and goals relating to economic development, public health and social equity; and to recognize their efforts and progress;
2. To improve the quality of life and economic vitality of communities;
3. To help (municipalities, counties) and the Wisconsin Department of Natural Resources address wastewater, stormwater, drinking water, wetlands and other water issues in a holistic, watershed-based manner;
4. To assist (municipalities, counties) in preparing, implementing, and improving an overall watershed plan(s) that integrates the municipality's full range of water resources issues;
5. To assist (municipalities, counties) in preparing, implementing and improving over time a sustainability plan that reduces a (municipality's, county's) impact on the environment;
6. To facilitate access to state and federal funding for projects and activities related to achieving the purposes of this charter, such as energy efficiency, renewable energy, greenhouse gas reductions, comprehensive planning, transportation policies, and integrated planning for wastewater treatment, storm water treatment and management; and drinking water;
7. To realize taxpayer savings through reduced municipal expenditures on motor vehicles fuels and energy resulting from efficient development patterns;
8. To help (municipalities, counties) comply with various water regulations in a more efficient, cost effective and flexible manner;
9. To achieve other demonstrable and measurable environmental improvements beyond what is required by local, state, or federal law; and

WHEREAS, the Village of McFarland was invited to join in this voluntary program and believe participation will further enhance the Village's current commitments to sustainability, and

WHEREAS, the Village of McFarland will benefit from such a partnership with the Green Tier Legacy Communities Program by receiving positive recognition, gaining access to a DNR staff liaison and their resource team, receiving prioritization in applying for certain grants and streamlining in certain DNR permitting processes, and

WHEREAS, by adopting this resolution the Village of McFarland agrees to sign and hold to the Green Tier Charter for Legacy Communities. The Village will participate in the quarterly meetings, networks and share information with our public and the communities in the program, and provide an annual report noting the progress in our goals, baselines and sustainability plans.

NOW, THEREFORE, BE IT RESOLVED, the Village Board of the Village of McFarland declares itself a signatory to the Green Tier Charter for Legacy Communities and authorizes the Village President, Village

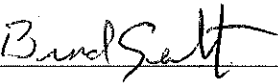
Administrator, and Village Clerk/Treasurer to execute the necessary documents on behalf of the Village Board, and

BE IT RESOLVED, that Village Staff are directed to assist with meeting the Charter goals and to submit an annual report to the Organizational Signatories, and

BE IT RESOLVED, that upon adoption, the Village Clerk/Treasurer is hereby directed to send a copy of this resolution to the Wisconsin DNR and the Legacy Communities Green Tier Steering Committee.

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

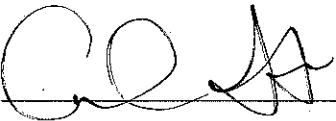
VILLAGE OF MCFARLAND:



Brad Czebotar

Village President

ATTEST:



Cassandra Suettinger

Village Clerk/Treasurer

RESOLUTION # 2020-22	
MOTION	SECOND
Czebotar	Brassington
ACTION	DATE
Adopted	09/14/2020
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL	
VOTING RECORD	
Brassington-Aye	Kryzenske-Aye
Clow-Aye	Rupert-Aye
Czebotar-Aye	Utter-Aye
Flaherty-Aye	
VOTING RESULTS	
Motion Carried	7 - 0 - 0
Motion Defeated:	



McFarland

VILLAGE OF

Sustainability Plan Update

Village of McFarland, WI
April 26, 2021



Presentation Outline

- Background
- Plan Organization
- The Planning Process
- Vision Statements
- Examples of Metrics & Targets
- Community Survey Preview

Sustainability Plan Background

- In 2020, the Village Board created a Sustainable McFarland Ad-Hoc Committee.
- The Committee is tasked with, among other things, developing a Sustainability Plan for the Village.
- The plan is meant to contain a guiding vision, measurable objectives, and plans of action to help the Village practically implement ideas for operating more efficiently and sustainably.

Sustainability Committee

- **Angela Freedman**, Chair
- **Michael Tiboris**, Vice Chair
- **Bruce Fischer**, Resident Member
- **Isabella Gletty-Syoen**, Resident Member
- **Amber Meyer Smith**, Resident Member
- **Mary Robb**, Resident Member
- **Judy Taber**, Resident Member

MSA team

- Ria Hull, AICP
- Jason Valerius, AICP

What is Sustainability?

Sustainability is commonly defined as, "meeting the needs of the present without compromising the ability of future generations to meet their own needs" (Brundtland Report, 1987).

Sustainability is a whole systems approach addressing people (human health and wellbeing), planet (the environment), and profit (the economy).

Plan Organization

Topics:

- Energy
- Transportation
- Solid Waste
- Water
- Land Use
- Community Health

Each topic area includes:

- [Vision](#) statement to describe in qualitative terms what sustainability looks like within that topic.
- [Metrics](#) that will serve as indicators by which the Village can measure performance and progress.
- [Targets](#) to which the Village aspires to achieve.
- [Actions](#) that provide for specific projects, programs, and initiatives to help the Village achieve the targets and visions.

The Planning Process

- Process through which the Plan is being developed:
 - Series of Sustainability Committee working meetings (February, March, April, June, July)
 - Meetings with Village staff (Ongoing)
 - Public visioning event (February)
 - Community survey (May)
 - Sustainability Committee final review and recommendation (July, tentative)
 - Acceptance of the Plan by the Village Board (July, tentative)

Vision Statements

Energy

Village government, residents and businesses embrace energy efficiency strategies and renewable energy sources. Efforts are aimed at reducing the local use of energy derived from fossil fuels each year, making steady progress toward a 100% clean energy future.

Transportation

McFarland has an extensive multi-modal transportation network that is accommodating to the needs of all people, regardless of age, ability or income. Community members are enabled to make sustainable transportation choices when traveling to and from work, school, and other daily activities. Village transportation infrastructure is sustainably designed and integrated with a regional system that combines timely, cost-effective public transportation options, like buses and light rail, with a safe and ubiquitous network of routes for walking and bicycling.

Vision Statements

Solid Waste

The residents, businesses, and government of McFarland utilize the most efficient and effective methods available to reduce, reuse, compost, and recycle waste. Village government uses incentives and policies to limit unnecessary waste and promote the lesser use and safe disposal of hazardous materials. Village residents and businesses are knowledgeable and responsible about waste management methods, and they value and celebrate the creative reuse of goods and materials.

Water

McFarland has an abundance of clean water, including surface water and groundwater, for both recreation and drinking. Public and private users limit their use of groundwater while also seeking to optimize infiltration of stormwater through best practices. Village government, residents and businesses endeavor to keep groundwater and local waterways free of chemicals, salt, trash, soil, and excess nutrients.

Vision Statements

Land Use & Development

The Village of McFarland prioritizes the protection of environmentally sensitive areas and biodiversity in land use decisions and preserves land strategically for those purposes. The Village encourages diversity in both the built and business environments, seeking mixed-use developments, neighborhoods with a mix of housing types and price points, and a variety of business types in order to expand access to housing, jobs, services, recreation, social interaction, and other basic needs. Higher density and infill developments are encouraged so that land and infrastructure resources are used efficiently. Streets and development sites utilize resilient, native landscaping that enhances the aesthetic appearance and ecological health of the Village.

Community Health

McFarland, including its government, residents, and businesses, embraces community health and wellbeing as an integral part of sustainability. McFarland is intentional about embracing diversity and inclusivity, such that all residents are able to live happy and satisfying lives. Healthy food, clean water, housing, jobs, recreation opportunities and health care are available and accessible to all residents regardless of age, ability, gender identity, sexual-orientation, income, or ethnicity. The community values social connections and civic participation and works together to meet the needs of its most vulnerable residents.

Examples of Metrics & Targets

Energy

- Total municipal electricity consumption per year
 - Current: 538,533 kWh/yr (2017-2019)
 - Goal: Decrease by 20% by 2030
- Total municipal natural gas consumption per year
 - Current: 25,858 Therms/yr (2017-2019)
 - Goal: Decrease by 20% by 2030
- Total municipal energy consumed generated from renewables per year
 - Current: 0% (2019)
 - Goal: 100% by 2040
- Total community-wide energy consumed generated from renewables per year
 - Current; 13.5% (2015-2019)
 - Goal: 100% by 2050

Community Survey Preview

Energy

Vision: Village government, residents and businesses embrace energy efficiency strategies and renewable energy sources. Efforts are aimed at reducing the local use of energy derived from fossil fuels each year, making steady progress toward a 100% clean energy future.

1. Please indicate your level of support for the above vision statement:

(Strongly Oppose – Oppose – Neutral – Support – Strongly Support)

2. Please indicate your level of support for the following actions aimed at achieving the above vision:

(Strongly Oppose – Oppose – Neutral – Support – Strongly Support)

- a. Conduct energy audits of all municipal facilities to identify potential energy efficiency improvements.
- b. Establish a policy requiring all major remodeling of municipal buildings and any new municipal buildings include energy efficiency measures.
- c. Offer financial assistance to help private property owners with renewable energy improvements.
- d. Work with energy providers to develop a solar farm in the community.
- e. Work to achieve 100% renewable energy in municipal operations by 2040.
- f. Work to achieve 100% renewable energy community-wide by 2050.

Project Website:

<https://www.mcfarland.wi.us/sustainabilityplan>



Questions or Comments:

Ria Hull (rhull@msa-ps.com) or Jason Valerius (jvalerius@msa-ps.com)

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Monday, April 26, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer

AGENDA ITEM: Discussion and action on Ordinance 2021-03: an Ordinance amending regulations concerning Tourist Rooming Houses.

PREVIOUS ACTION:

The Village's Tourist Rooming House ordinance was created and adopted on March 13, 2017.

ISSUE SUMMARY:

Short Term Rentals, also known as Tourist Rooming Houses, commonly found on websites like airbnb.com or VRBO.com, are rentals for a period of 29 days or less, that are typically furnished apartments, condos, or houses that can be rented. Short term rentals have become very common on the lake and near tourist attractions. They offer a place to stay that feels like home. In 2017, the Village created an ordinance to regulate Tourist Rooming Houses within the Village. The intent was to provide an ordinance to regulate to prevent short term rentals from becoming a nuisance within the Village.

In reviewing the current ordinance, the Village Attorney and staff has recommended updated the ordinance to bring it into compliance with changes in State law since its creation. Proposed revisions are attached for discussion and recommendation. The majority of changes include:

1. Removal of unenforceable provisions and create a severability section in the ordinance to cover the Village in the future if changes to State Law deem the ordinance or portions of the ordinance invalid.
2. Additions revisions to the ordinance to correspond to additional definition and regulation within State Law.
3. Clean up procedural and administration items since the ordinance was created.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

Chapter 11 - Article XI -Tourist Rooming Houses

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:



The Public Safety Committee unanimously recommends the following:

Motion to approve Ordinance 2021-03:an Ordinance amending regulations concerning Tourist Rooming Houses.

ATTACHMENTS:

1. TRH Ordinance Redlined - redline comparison - 04.01.21
2. 2021-03 TRH Amendment (002)

ARTICLE XI. - TOURIST ROOMING HOUSES⁷

Footnotes:

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Editor's note— [Ord. No. 2017-22](#), § 1, adopted Nov. 13, 2017, amended Art. XI in its entirety to read as herein set out. Former Art. XI, §§ 11-350—11-363 pertained to similar subject matter, and derived from [Ord. No. 2017-05](#), § 1, adopted March 13, 2017.

Sec. 11-350. - Purpose.

The purpose of this Article is to ensure that the quality of tourist rooming houses operating within the Village is adequate for protecting public health, safety and general welfare, including establishing minimum standards of space for human occupancy and for an adequate level of maintenance; determining the responsibilities of owners, operators and property managers offering these properties for tourists or transients, to protect the character and stability of residential areas of the Village; to provide minimum standards necessary for the health and safety of persons occupying or using buildings, structures or premises; and provisions for the administration and enforcement thereof. The Village Board specifically finds that use of single family residences in the Village for short term rental creates the increased potential for adverse impacts on single family neighborhoods. The increased potential for adverse impacts is due to a higher degree of residential use and occupancy by vacationers who may tend to more frequently keep different hours engaging in recreational and social activities than the permanent residents in the surrounding neighborhood. Further, lacking any connection to the surrounding neighborhood, are less likely to be sensitive to the needs and concerns of neighbors. Finally, the lake side neighborhoods in which tourist rooming houses may be most likely to operate in the Village typically have small lots with homes very close to one another thereby increasing the potential for conflicts or disturbances.

([Ord. No. 2017-22](#), § 1, 11-13-2017)

Sec. 11-351. - Definitions.

In this Article:

Bed and breakfast establishment means any place of lodging that satisfies all of the following:

- (1) Provides eight or fewer rooms for rent to no more than a total of 20 tourists or transients.
- (2) Provides no meals other than breakfast and provides the breakfast only to renters of the place.
- (3) Is the owner's primary place of residence.
- (4) Is occupied by the owner at the time of rental.
- (5) Was originally built and occupied as a single-family residence, or, prior to use as a place of lodging, was converted to use and occupied as a single-family residence.

Dwelling unit means a structure consisting of one or more rooms with provisions for living, cooking, sanitary, and sleeping facilities and a bathroom designed for or suited to the exclusive use by one person or one family.

Hotel means all places wherein sleeping accommodations are offered for pay to transients, in five or more rooms, and all places used in connection therewith. "Inn", "motel" and "hotel" are synonymous.

Local agent means a person that, subject to the conditions established in Section 11-352, is authorized by the owner of a tourist rooming house to manage a tourist rooming house.

Short term rental means the rental of a dwelling unit for a period of less than 29 consecutive days.

Tourist rooming house means any dwelling unit where sleeping accommodations are offered for pay on a short term rental basis to tourists or transients except that the following are expressly excluded:

- (1) Bed and breakfast establishments.
- (2) Hotels.
- (3) Any private boarding or rooming houses, ordinarily conducted as such, that do not accommodate tourists or transients.

Tourist or transient means a person who travels from place to place away from his or her permanent residence for vacation, pleasure, recreation, culture, business or employment.

([Ord. No. 2017-22](#), § 1, 11-13-2017)

Sec. 11-352. - Operation of tourist rooming houses.

- (a) ~~No person shall be permitted to own or operate more than one tourist rooming house in the Village nor shall multiple persons residing in the same household be permitted to operate multiple tourist rooming houses. A tourist rooming house owned in the name of a corporation, limited liability company, partnership or similar entity shall be considered owned by the same person as another tourist rooming house for purposes of this subsection if any individual natural person derives any income from the operation of both tourist rooming houses.~~
- (b)- Every owner of a tourist rooming house shall appoint a local agent to manage the tourist rooming house if the owner resides outside a 30-mile radius from the tourist rooming house or if the owner will be absent while the property is being rented as a tourist rooming house. For purposes of this requirement, an owner shall be considered absent if he or she cannot be contacted and be present at the touring rooming house within 45 minutes. The owner shall provide notice to the Village of the agent's name, address, telephone number and email address. The local agent shall:
- (1) If a natural person, keep their permanent residence within 30 miles of the tourist rooming house, or if a property management company or similar business entity, have offices within 30 miles of the tourist rooming house;
 - (2) Be authorized as owner, or on behalf of the owner of the tourist rooming house, to accept service of all notices from the Village or service of legal process relating to any and all matters relating to the tourist rooming house;
 - (3) Be authorized to allow Village officers, employees, or agents, to enter the owner's property for purposes of inspection and enforcement of this Article or any other ordinance, statute, rule or regulation the Village may have the duty or authority to enforce;
 - (4) Be authorized to act as owner, or on behalf of the owner, of the tourist rooming house in all matters relating to dealing with renters of the tourist rooming house;
 - (5) Be authorized to undertake, or cause to be undertaken, any repair or act of maintenance of the tourist rooming house necessary to comply with any Village ordinance, or any applicable state building regulations.
 - (6) Subject to Wis. Stats. §§ 111.321, 111.322 and 111.335 has not been convicted of or have any pending charges for any offense as a felony, misdemeanor, or civil forfeiture, involving dishonesty, fraud, deceit, robbery, the use or threatened use of force or violence upon the person of another, or sexual immorality under Wis. Stats. ch. 944; and
- (eb) Each tourist rooming house ~~, in addition to the permit under this Article,~~ shall have and maintain the following licenses and permits:

Commented [CS1]: WI Statute 66.1014 provides in part that a municipality may not enact or enforce an ordinance that prohibits the rental of a residential dwelling for 7 consecutive days or longer. The statute further provides that a municipality may enact an ordinance regulating the rental of residential dwellings so long as the regulations are not inconsistent with the above restriction. This provision is inconsistent with the statute and unenforceable as written. Village Attorney recommends removal.

(1) All required permits from State of Wisconsin Department of Agriculture, Trade and Consumer Protection or authorized agent including a permit for operation of a tourist rooming house under Wis. Stats. § 97.605;

(2) A seller's permit issued by the Wisconsin Department of Revenue;

(3) Any permit required under this Article.

~~(e) No tourist rooming house shall be located within 1,000 feet of any other tourist rooming house as measured by a straight line from the nearest property line of each tourist rooming house. Any tourist rooming house lawfully operating under a permit issued pursuant to Wis. Stats. § 97.605 as of the effective date of this Article and which is located within 1,000 feet of any other such tourist rooming house shall be exempt from the 1,000-foot spacing requirement as to the other lawfully existing tourist rooming houses provided that within 120 days of the effective date of this Article, an application meeting all of the requirements of this Article is submitted and subsequently approved. Any tourist rooming house benefitting from this exemption shall lose the exemption if it fails to maintain a valid permit under this Article or Wis. Stats. § 97.605 for a continuous period of one year or longer.~~

Commented [CS2]: Similar comments to the one per resident provision. This is inconsistent with WI Stat. 66.1014 and the Village attorney has recommended its removal as it is unenforceable as written.

([Ord. No. 2017-22](#), § 1, 11-13-2017)

Sec. 11-353. - Tourist rooming house permit.

~~Commencing July 1, 2017, n(a) No person may operate or permit to be operated a tourist rooming house in the Village of McFarland for more than 10 nights each year except upon receipt of a permit under this Article and subject to all the terms and conditions thereof. Any existing tourist rooming house, lawfully operating under a permit issued pursuant to Wis. Stats. § 97.605 shall have 120 days from the effective date of this Article to submit an application meeting all of the requirements under this Article. If no such application is filed on a timely basis, or if such application is denied, the existing tourist rooming house shall cease operation after expiration of the 120 days, denial of the application, or expiration of the permit under Wis. Stats. § 97.605, whichever is sooner.~~

Commented [CS3]: Insertion of this provision provides consistency to the statute. The Village can only require a license for dwellings used as short term rentals for more than 10 nights each year.

(b) A person operating or owning a tourist rooming house in the Village of McFarland shall comply with the following Sections of this Article XI, irrespective of the permit requirement in Section 11-353(a):

(1) Section 11-352. - Operation of tourist rooming houses.

(2) Section 11-358. - Inspections.

(3) Section 11-361. - Standards for tourist rooming houses.

(4) Section 11-362. - Taxes and fees.

Commented [CS4]: The language was written to be a grandfathering close in the original ordinance. Recommended to be stricken as this time period has long since passed.

([Ord. No. 2017-22](#), § 1, 11-13-2017)

Sec. 11-354. - Application.

(a) All applications for a new tourist rooming house permit or renewal shall be filed with the Village Clerk-Treasurer on forms provided by the Village Clerk-Treasurer. All applications must be filed by the property owner. Each applicant shall certify to the Village that the tourist rooming house included in the permit is in compliance with the provisions of this Chapter. No permit shall be issued unless the completed application form is accompanied by payment of the required fee.

(b) Each application for a new permit shall include the following information and documentation for each tourist rooming house:

(1) A nuisance response plan as described in Section 11-359.

(2) ~~State of Wisconsin Department of Agriculture, Trade and Consumer Protection Permit for a tourist rooming house issued under Wis. Stats. § 97.605. A current Tourist Rooming House License issued by Dane County Public Health of Madison & Dane County, or other applicable entity, under Wis. Stats. § 97.605, or a copy of the completed application submitted for said license if the license has not been issued.~~

Commented [CS5]: Cleans up ordinance language to be consistent with actual documents and permits needed in Dane County.

(3) A copy of a completed ~~state lodging establishment~~ Dane County Public Health of Madison & Dane County, or other applicable entity, tourist rooming house inspection form dated within one year of the date of issuance or renewal.

Commented [CS6]: Cleans up ordinance language to be consistent with actual documents and permits needed in Dane County.

(4) Proof of liability insurance. Such insurance shall be a commercial general liability, hotel or short-term rental policy that specifically covers liabilities arising from rental of the tourist rooming house for short-term rentals. The policy shall provide no less than \$1,000,000.00 coverage, per occurrence. Claims-made coverage shall not be acceptable insurance under this Article.

(5) Seller's permit from the State of Wisconsin Department of Revenue.

(6) Floor plan and requested maximum occupancy.

(7) Site plan including available onsite parking.

(8) Local agent agreement reflecting the local agent's authority and acceptance of all responsibilities under this Article.

(9) Designation of the local agent.

(10) Proof of a successful inspection by the Village Building Inspector and Village Fire Inspector, required under Section 11-358.

Commented [CS7]: Insertion makes it clear these inspections are necessary as there is no State Fire Inspector.

(11) Any other information requested on the application form deemed necessary in the reasonable discretion of the Village Clerk-Treasurer to evaluate the application under this Article.

(c) Applications for renewal of a permit are not required to include the documentation for items listed in paragraphs (6) through (9) unless the information has changed from the preceding application.

([Ord. No. 2017-22](#), § 1, 11-13-2017)

Sec. 11-355. - Terms and filing date.

Each permit shall run from July 1 through June 30 of the following year and shall not be transferrable to any other place or person. All applications must be filed by May 1 of each year. The filing fee shall be paid upon filing of the application. The Clerk-Treasurer may conditionally accept late applications, subject to payment of the late filing fee. Any application which does not include all of the information and documentation shall not be considered as complete. The permit may not be issued unless and until a Tourist Rooming House License has been issued by Public Health of Madison & Dane County.

Commented [CS8]: Currently DCPH issues Tourist Rooming House License and Inspectors in June of each year. This allows the flexibility for those to be submitted after the initial application once they are available.

([Ord. No. 2017-22](#), § 1, 11-13-2017)

Sec. 11-356. - New application review procedure.

(a) *Committee review.* When satisfied that the application is complete, the Village Clerk-Treasurer shall forward initial applications for permits to the Public Safety Committee for review. The Clerk-Treasurer shall notify the owners of all properties lying within 300 feet of the property proposed as a tourist rooming house by regular mail that such application has been filed, the address of the proposed tourist rooming house and the date of the meeting at which the Public Safety Committee will review the application. Such notice shall be mailed no later than ten days prior to the meeting. If the application is filed 14 days or more prior to its next scheduled meeting, provided the application is complete, the application shall be considered at that meeting. Otherwise, the application, provided the application is complete, will be considered within 40 days of the filing date. The Public Safety

Committee shall consider the application and supporting documents. If the Committee determines that the application meets the requirements of this Article it shall forward the application to the Village Board for approval. If the Committee determines that the application does not meet the requirements of this Chapter, it shall recommend denial of the application to the Village Board. Any denial or conditional approval by the Committee shall be in writing setting forth the reasons for the determination.

- (b) *Village Board*. The Village Board shall consider the application and the recommendation of the Public Safety Committee at its next scheduled meeting. The Village Board may approve, approve with conditions, or deny the application. Any denial or conditional approval by the Village Board shall be in writing setting forth the reasons for the determination. ~~No approval shall be effective until the tourist rooming house has been inspected by the Building Inspector and Fire Inspector and found to contain no violations affecting the health or safety of occupants within one year of the application or renewal application filed with the Village Clerk-Treasurer.~~
- (c) *Issuance*. The Village Clerk-Treasurer shall issue a permit for each tourist rooming house approved by the Village Board, subject to any required inspections under subsection (b) and payment of taxes, assessments and claims under Section 11-1. The permit shall contain all of the following information:
- (1) The name and address of the property owner.
 - (2) The name, address and phone number of the local agent.
 - (3) The maximum occupancy for the premises.
 - (4) The permit term.
 - (5) State lodging permit number.
 - (6) Contact information for the Village.

([Ord. No. 2017-22](#), § 1, 11-13-2017)

Sec. 11-357. - Renewal.

- (a) Upon receipt of any renewal application and determination that the application is complete, the Village Clerk-Treasurer shall request reports from the Police Department and the Director of Community Development regarding any complaints received, calls for service or actions taken regarding the permitted properties. The Clerk-Treasurer shall issue renewal permits within 45 days of the filing of the application unless the information provided is incomplete or otherwise not in compliance with the requirements of this Article or the reports from the Police Department and the Zoning Administrator indicate that there have been complaints or actions involving the property.
- (b) If the Clerk-Treasurer finds that the permit should not be renewed because the application demonstrates that the requirements of Sections 11-352(b) and (c) and 11-354(a) and (b) are not met, or that due to complaints or actions during previous permit year, the application should be considered by the Public Safety Committee, the Clerk-Treasurer shall forward the application to the Public Safety Committee for action along with a written explanation of the reason for referral. Upon referral to the Public Safety Committee the procedures set forth in Section 11-356 shall apply.

([Ord. No. 2017-22](#), § 1, 11-13-2017)

Sec. 11-358. - Inspections.

- (a) ~~No building may be used as a tourist rooming house unless it has been inspected by the Village Fire Inspector and Village Building Inspector and the inspection shows no violations or hazards adversely affecting the health and safety of occupants.~~ Each separate dwelling unit ~~which that~~ is offered for rental as a tourist rooming house is required to be inspected annually by ~~the State and~~ the Village

Commented [CS9]: This language is proposed to be moved to the application section for ease of administration and efficiency.

~~Fire Inspector and Village Building Inspector. The holder of or applicant for the temporary rooming house permit, or property owner if no permit is required, shall be responsible for payment of the inspection fees. If the State fails to inspect the tourist rooming house, the applicant may request that the Building Inspector conduct the inspection.~~

~~(b) If the Building Inspector conducts the inspection, the holder of the permit shall be responsible for payment of the inspection fees.~~

~~(c) If the Building Inspector or Fire Inspector at any time is unable to conduct an inspection due to denial of access, the tourist rooming house shall not operate until it has passed the inspection.~~

([Ord. No. 2017-22](#), § 1, 11-13-2017)

Sec. 11-359. - Content of nuisance response plans.

Each nuisance response plan accompanying an application for a permit required by this chapter shall contain the following information and otherwise be in a form required by the Village Clerk-Treasurer:

- (a) The mailing address and telephone number of the owner or owners of the residential dwelling unit or units to be used as a short-term vacation rental pursuant to the permit;
- (b) The name, address and telephone number of the local agent(s) who will be available by telephone, and who will be responsible for promptly responding to or causing a prompt response to a nuisance complaint arising out of the occupancy or use of the short term rental by tenants, their visitors or their guests. For the purposes of this Section, a return telephone call to a complainant within 45 minutes of the initial complaint shall be deemed "prompt."
 - (1) No more than a total of three persons shall be designated in the response plan as a person responsible for responding to or causing a response to a nuisance complaint; and
 - (2) Only one such person shall be designated as the person responsible for responding to a nuisance complaint during any particular hours of the day, different days in a week, or different weeks of the year;
 - (3) Any such person designated shall have the powers of a local agent.
- (c) The manner of responding to or causing a response to a nuisance complaint, including but not limited to the manner in which the complainant or complainants will be notified of the response and the method of documenting prompt responses and timely corrective action.
- (d) The manner of assuring timely corrective action to remedy the conditions that caused the nuisance complaint. For the purposes of this chapter, "timely corrective action" shall include, at a minimum, a telephone call to the primary adult occupant of the short-term vacation rental within 30 minutes of the initial nuisance complaint.
- (e) The proposed maximum number of overnight occupants.
- (f) The number of off-street parking spaces and number of bedrooms available at the short-term vacation rental.

([Ord. No. 2017-22](#), § 1, 11-13-2017)

Sec. 11-360. - Display of permit.

Each permit shall be displayed on the inside of the main entrance door of each tourist rooming house.

([Ord. No. 2017-22](#), § 1, 11-13-2017)

Commented [CS10]: There is no State Fire Inspector, so each TRH is inspected annually by the Village's Building Inspector and Fire Inspector.

Sec. 11-361. - Standards for tourist rooming houses.

Each tourist rooming house shall comply with all applicable Village ordinances and all the following requirements:

- (a) *Space, occupancy and parking.* Each tourist rooming house shall have:
 - (1) Not less than one bathroom for every six occupants;
 - (2) Not less than 150 square feet of floor space for the first occupant thereof and at least an additional 100 square feet of floor space for every additional occupant thereof; the floor space shall be calculated on the basis of total habitable room area. Floor space is determined using interior measurements of each room. Floor space does not include kitchens, bathrooms, closets, garages, or rooms not meeting Uniform Dwelling Code requirements for occupancy.
 - (3) A maximum occupancy for any premises without a separate enclosed bedroom is two people;
 - (4) Not less than one and one-quarter onsite off-street parking spaces for every four occupants based upon maximum occupancy.
- (b) *Safety requirements.* Each tourist rooming house shall have:
 - (1) A safe, unobstructed means of egress leading to safe, open space at ground level;
 - (2) Functional smoke detectors and carbon monoxide detectors in accordance with the requirements of Wis. Admin. Code Ch. SPS 362;
 - (3) No accessible wood burning fireplace unless the owner provides a certificate from a licensed commercial building inspector, dated not more than 30 days prior to submission, certifying that the fireplace and chimney have been inspected and are in compliance with National Fire Prevention Association Fire Code Chapter 211 Standard for Chimneys, Fireplaces, Vents, and Solid Fuel-Burning Appliances.
 - (4) No hibachi, gas-fired grill, charcoal grill, or other similar devices used for cooking, heating, or any other purpose on any balcony, deck or under any overhanging structure or within ten feet of any structure.
- (c) *Orderly operation and use.*
 - (1) The owner and local agent shall comply with all terms of an approved nuisance response plan.
 - (2) No tourist rooming house shall permit any number of daytime guests or renters in excess of 100 percent of the maximum occupancy limit of the tourist rooming house to be present on the property at any time.
 - (3) The owner shall require the primary overnight and daytime occupant of the tourist rooming house to be an adult 18 years of age or older. This adult shall provide a telephone number to the owner or local agent and shall be accessible to the owner or local agent by telephone at all times.
 - (4) Prior to occupancy, the owner or local agent shall obtain the name, address, and driver's license number or a copy of the passport of the primary adult occupant of the tourist rooming house. The owner shall require that adult to sign a formal acknowledgement that he or she is legally responsible for compliance of all occupants of the tourist rooming house or their guests with all provisions of this chapter. This information shall be readily available upon request of any police officer or employee of the city authorized to enforce this chapter or state law.

- (5) Trash and refuse shall not be left stored within public view, except in proper containers for the purpose of collection. The owner of the tourist rooming house shall provide sufficient trash collection containers and service to meet the demand of the occupants.
- (6) Each lease or rental agreement for a tourist rooming house shall include the following terms, notifications and disclosures, which shall also be posted in a conspicuous location inside the unit:
 - a. The maximum number of overnight occupants and day use visitors that are permitted.
 - b. The number of off-street parking spaces that are provided.
 - c. Notification that on-street parking is extremely limited in some areas of the Village.
 - d. The trash pick-up day and applicable rules and regulations pertaining to leaving or storing trash or refuse on the exterior of the property.
 - e. Notification that the occupant may be cited or fined by the Village or immediately evicted by the owner or local agent, in addition to any other remedies available at law, for violating any other provisions of this Article.
 - f. Notification that failure to conform to the occupancy requirements of the tourist rooming house is a violation of this Article.
 - g. Notification that amplified sound, including radios, televisions and other electronic devices are subject to the Village's noise regulations as set forth in Sections 20-58, 20-59, 20-77, 20-79 and 20-80, copies of which shall also be provided.
 - h. A recommendation that the occupant participate voluntarily in neighborhood quiet hours by avoiding parties and loud social events between the hours of 10:00 p.m. and 7:00 a.m.
 - i. The name of the owner of the unit, local agent and a telephone number at which at least one or the other may be reached at all times.
 - j. A copy of the "Good Neighbor Guidelines" which may from time to time be prepared by the permit administrator. These guidelines may include location-specific information, such as local speed limits and parking limitations.
 - k. A copy of this Article and Sections 20-58, 20-59, 20-77, 20-79 and 20-80 of the McFarland Municipal Code, as it may be amended from time to time.
- (7) Upon receipt of a nuisance complaint or upon notification that any occupant or guest of the short-term vacation rental has created unreasonable noise or disturbances, engaged in disorderly conduct, or committed violations of the McFarland Municipal Code or any state law, the owner or local agent shall promptly respond and take timely corrective action to prevent a recurrence of such conduct by those occupants or guests. Failure of the owner or local agent to respond promptly or to take timely corrective action regarding the condition, operation, or conduct of occupants of the tourist rooming house shall be a violation of this chapter. An owner or local agent is not required or authorized to act as a peace officer or to intervene in situations that pose a risk to personal safety. The owner, or local agent, shall maintain records of the name, violation, date, and time of each complaint, disturbance, response and corrective action.
- (8) The owner and local agent shall keep written records documenting compliance with all elements of the performance standards and the approved nuisance response plan.

([Ord. No. 2017-22](#), § 1, 11-13-2017)

Sec. 11-362. - Taxes and fees.

The owner of a tourist rooming house shall pay room tax in accordance with Chapter 23, Article II, Division 6 of the McFarland Municipal Code. Fees under this Article shall be as established by the Village Board from time to time and set forth in Appendix A of this Code.

([Ord. No. 2017-22](#), § 1, 11-13-2017)

Sec. 11-363. - Enforcement and penalties.

The following penalties shall be assessed for violations of this Article:

- (a) A violation of Section 11-353 shall be punishable by a forfeiture of not less than \$500.00, nor more than \$1,000.00 for each violation committed hereunder.
- (b) Any other violation of any provision of this Article shall be punishable by a forfeiture of not less than \$100.00, nor more than \$500.0 for each violation committed hereunder.
- (c) In addition to any other penalty, any violation of this Article or any other applicable statute, regulation or ordinance may result in the suspension or revocation of the permit in accordance with Section 11-364 or any other procedure authorized by law.
- (d) Penalties set forth in this section shall be in addition to all other remedies of injunction, abatement or costs whether existing under this Chapter or otherwise.

([Ord. No. 2017-22](#), § 1, 11-13-2017)

Sec. 11-364. - Suspension and revocation.

- (a) A permit issued under this Article may be suspended or revoked for the reasons set forth herein. For purposes of this subsection, "habitual" means two occurrences of any violation or combination of violations within any 12-month period or three such occurrences within any five-year period. Violations include those committed by the owner, local agent, or any guest of the tourist rooming house.
 - (1) Habitual violations of Sections 11-359 or 11-361(c).
 - (2) Habitual violations of Sections 20-58, 20-59, 20-77, 20-79 or 20-80 of the McFarland Municipal Code.
 - (3) Habitual occurrences of any conduct on the premises that could be prosecuted under Wis. Stats. chs. 940 to 967 or local ordinance substantially similar thereto.
 - (4) Habitual violations of Sections 38-94, 38-98 or 38-128 of the McFarland Municipal Code.
 - (5) Habitual violations of any other local ordinance arising out of or connected to the operation of the tourist rooming house and that would tend to impair the peaceful use and enjoyment of other property in the neighborhood.
 - (6) Notwithstanding any other provision of this Section, the occurrence of any violation of local ordinance or state statute that causes or creates an imminent threat of death or substantial bodily harm to any person.
- (b) A permit issued under this Article shall be suspended or revoked for any violation of this Article that establishes a fundamental conditions or prerequisite to the lawful operation of the tourist rooming house or the violation of any state or local statute, ordinance or regulation that relates to the health or safety of the occupants of a tourist rooming house.
- (c) Procedure.
 - (1) *Summary suspension.* In the event the Building Inspector or Fire Inspector determines the tourist rooming house is in violation of any building or fire code that presents a substantial and

imminent risk to the health or safety of occupants of the tourist rooming house an order for immediate suspension of the tourist rooming house permit shall be issued which shall be effective until such violation is corrected. Such order shall be served upon the owner or local agent in writing and shall include notice of the right to appeal such determination pursuant to Chapter 2, Article XI of the McFarland Municipal Code.

(2) *Suspension or revocation after notice and hearing.*

- a. The Building Inspector, Chief of Police, or Village Administrator may, upon determining that grounds exist for suspension or revocation of a permit under this chapter, may commence proceedings therefor by serving a complaint upon the owner or local agent setting forth the grounds for such proceedings. Service of the complaint shall be obtained in the manner for service of civil complaints pursuant to Wis. Stats. § 801.11. The complaint shall be accompanied by notice stating that the owner shall, within 20 days of the date of service, file with the Village Clerk-Treasurer, an answer to the complaint admitting or denying the allegations in the complaint and if any allegations are denied, an explanation of the basis for denial.
- b. Upon receipt of the answer, the Village Clerk-Treasurer shall provide notice to the owner of the date and time of a hearing before the Public Safety Committee at which evidence will be heard on all contested issues of fact and, if grounds for suspension or revocation are admitted or found, whether the Public Safety Committee will recommend to the Village Board whether the permit shall be suspended or revoked. The hearing shall be conducted in accordance with Section 2-996 of the McFarland Municipal Code. The Public Safety Committee shall make written findings of fact and conclusions of law supporting its recommendation which shall be based upon the documents and evidence presented at the hearing.
- c. The Public Safety Committee in making its recommendation and the Village Board, in determining whether the permit shall be suspended or revoked, shall consider the purposes of this Article which shall include specific consideration of the following factors:
 1. The seriousness of the offense or offenses.
 2. The owner's actions and diligence in responding to violations.
 3. The owner and local agent's cooperativeness with Village officers, agents and employees.
 4. The history of the tourist rooming house operation.
- d. If the Village Board determines the permit should be suspended, such suspension shall be for no less than 30 days, nor greater than 120 days.
- e. The permit may be revoked if the Village Board determines that the owner has demonstrated an inability or unwillingness to ensure compliance with all applicable rules and regulations or the alleged violations are of such a serious nature that revocation is necessary to protect the public health or safety.
- f. The Village Board's determination shall be considered a final determination under Section 2-997 and judicial review may be had pursuant to Section 2-998 of the McFarland Municipal Code.

(3) *Costs.* If the Village Board determines that the permit shall be suspended or revoked, the costs incurred by the Village in conducting the hearing shall be paid by the owner. An invoice for such costs shall be mailed to the owner at the address on the most current tax roll or as otherwise specified by the owner and if not paid, shall be placed on the tax roll as a special charge against the property upon which the tourist rooming house is operated pursuant to Wis. Stats. § 66.0627.

- (d) This Subsection is not the exclusive procedure by which action may be taken that directly or effectively constitutes a suspension or revocation of a permit under this Article. The Village may

pursue any other actions affecting the tourist rooming house authorized by law in addition to or in lieu of the remedies set forth herein.

([Ord. No. 2017-22](#), § 1, 11-13-2017)

11-365. – Severability

If any provision of this Article is deemed invalid or unconstitutional by any court of competent jurisdiction, such decision shall not affect the validity of other provisions of this Article which can be given effect without the invalid provision.

Commented [CS11]: Standard Language proposed for insertion by the Village Attorney.

Secs. 11-~~365~~366—11-399. - Reserved.

ORDINANCE 2021-03

AN ORDINANCE AMENDING REGULATIONS CONCERNING TOURIST ROOMING HOUSES

Purpose: To amend current regulations concerning Tourist Rooming Houses

Sponsor: Cassandra Suettinger, Village Clerk-Treasurer

Recommended Referral: Public Safety Committee

Public Hearing: Not Required

WHEREAS, the Village of McFarland currently regulates Tourist Rooming Houses that operate within the Village; and

WHEREAS, it is recommended that certain sections of the McFarland Municipal Code concerning the regulation of Tourist Rooming Houses; and

WHEREAS, the Village Board accepts the recommendations of the Public Safety Committee and finds that adopting these amendments are in the best interest of the public; and

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

1. Section 11-352 of the McFarland Municipal Code is amended to read as follows:

Sec. 11-352. – Operation of tourist rooming houses.

- (a) Every owner of a tourist rooming house shall appoint a local agent to manage the tourist rooming house if the owner resides outside a 30-mile radius from the tourist rooming house or if the owner will be absent while the property is being rented as a tourist rooming house. For purposes of this requirement, an owner shall be considered absent if he or she cannot be contacted and be present at the touring rooming house within 45 minutes. The owner shall provide notice to the Village of the agent's name, address, telephone number and email address. The local agent shall:
 - (1) If a natural person, keep their permanent residence within 30 miles of the tourist rooming house, or if a property management company or similar business entity, have offices within 30 miles of the tourist rooming house;
 - (2) Be authorized as owner, or on behalf of the owner of the tourist rooming house, to accept service of all notices from the Village or service of legal process relating to any and all matters relating to the tourist rooming house;
 - (3) Be authorized to allow Village officers, employees, or agents, to enter the owner's property for purposes of inspection and enforcement of this Article or any other ordinance, statute, rule or regulation the Village may have the duty or authority to enforce;
 - (4) Be authorized to act as owner, or on behalf of the owner, of the tourist rooming house in all matters relating to dealing with renters of the tourist rooming house;

- (5) Be authorized to undertake, or cause to be undertaken, any repair or act of maintenance of the tourist rooming house necessary to comply with any Village ordinance, or any applicable state building regulations.
 - (6) Subject to Wis. Stats. §§ 111.321, 111.322 and 111.335 has not been convicted of or have any pending charges for any offense as a felony, misdemeanor, or civil forfeiture, involving dishonesty, fraud, deceit, robbery, the use or threatened use of force or violence upon the person of another, or sexual immorality under Wis. Stats. ch. 944; and
- (b) Each tourist rooming house shall have and maintain the following licenses and permits:
- (1) All required permits from State of Wisconsin Department of Agriculture, Trade and Consumer Protection or authorized agent including a permit for operation of a tourist rooming house under Wis. Stats. § 97.605;
 - (2) A seller's permit issued by the Wisconsin Department of Revenue;
 - (3) Any permit required under this Article.

2. Section 11-353 of the McFarland Municipal Code is amended to read as follows:

Sec. 11-353. – Tourist rooming house permit.

- (a) No person may operate or permit to be operated a tourist rooming house in the Village of McFarland for more than 10 nights each year except upon receipt of a permit under this Article and subject to all the terms and conditions thereof.
- (b) A person operating or owning a tourist rooming house in the Village of McFarland shall comply with the following Sections of this Article XI, irrespective of the permit requirement in Section 11-353(a):
 - (1) Section 11-352. - Operation of tourist rooming houses.
 - (2) Section 11-358. - Inspections.
 - (3) Section 11-361. - Standards for tourist rooming houses.
 - (4) Section 11-362. - Taxes and fees.

3. Section 11-354 of the McFarland Municipal Code is amended to read as follows:

Sec. 11-354. - Application.

- (a) All applications for a new tourist rooming house permit or renewal shall be filed with the Village Clerk-Treasurer on forms provided by the Village Clerk-Treasurer. All applications must be filed by the property owner. Each applicant shall certify to the Village that the tourist rooming house included in the permit is in compliance with the provisions of this Chapter. No permit shall be issued unless the completed application form is accompanied by payment of the required fee.
- (b) Each application for a new permit shall include the following information and documentation for each tourist rooming house:
 - (1) A nuisance response plan as described in Section 11-359.
 - (2) A current Tourist Rooming House License issued by Public Health of Madison & Dane County, or other applicable entity, under Wis. Stats. § 97.605, or a copy of the completed application submitted for said license if the license has not been issued.
 - (3) A copy of a completed Public Health of Madison & Dane County, or other applicable entity, tourist rooming house inspection form dated within one year of the date of issuance or renewal.
 - (4) Proof of liability insurance. Such insurance shall be a commercial general liability, hotel or short-term rental policy that specifically covers liabilities arising from rental of the tourist rooming house for short-term rentals. The policy shall provide no less than \$1,000,000.00 coverage, per occurrence. Claims-made coverage shall not be acceptable insurance under this Article.

- (5) Seller's permit from the State of Wisconsin Department of Revenue.
 - (6) Floor plan and requested maximum occupancy.
 - (7) Site plan including available onsite parking.
 - (8) Local agent agreement reflecting the local agent's authority and acceptance of all responsibilities under this Article.
 - (9) Designation of the local agent.
 - (10) Proof of a successful inspection by the Village Building Inspector and Village Fire Inspector, required under Section 11-358.
 - (11) Any other information requested on the application form deemed necessary in the reasonable discretion of the Village Clerk-Treasurer to evaluate the application under this Article.
- (c) Applications for renewal of a permit are not required to include the documentation for items listed in paragraphs (6) through (9) unless the information has changed from the preceding application.

4. Section 11-355 of the McFarland Municipal Code is amended to read as follows:

Sec. 11-355. - Terms and filing date.

Each permit shall run from July 1 through June 30 of the following year and shall not be transferrable to any other place or person. All applications must be filed by May 1 of each year. The filing fee shall be paid upon filing of the application. The Clerk-Treasurer may conditionally accept late applications, subject to payment of the late filing fee. Any application which does not include all of the information and documentation shall not be considered as complete. The permit may not be issued unless and until a Tourist Rooming House License has been issued by Public Health of Madison & Dane County.

5. Section 11-356 of the McFarland Municipal Code is amended to read as follows:

Sec. 11-356. - New application review procedure.

- (a) *Committee review.* When satisfied that the application is complete, the Village Clerk-Treasurer shall forward initial applications for permits to the Public Safety Committee for review. The Clerk-Treasurer shall notify the owners of all properties lying within 300 feet of the property proposed as a tourist rooming house by regular mail that such application has been filed, the address of the proposed tourist rooming house and the date of the meeting at which the Public Safety Committee will review the application. Such notice shall be mailed no later than ten days prior to the meeting. If the application is filed 14 days or more prior to its next scheduled meeting, provided the application is complete, the application shall be considered at that meeting. Otherwise, the application, provided the application is complete, will be considered within 40 days of the filing date. The Public Safety Committee shall consider the application and supporting documents. If the Committee determines that the application meets the requirements of this Article it shall forward the application to the Village Board for approval. If the Committee determines that the application does not meet the requirements of this Chapter, it shall recommend denial of the application to the Village Board. Any denial or conditional approval by the Committee shall be in writing setting forth the reasons for the determination.
- (b) *Village Board.* The Village Board shall consider the application and the recommendation of the Public Safety Committee at its next scheduled meeting. The Village Board may approve, approve with conditions, or deny the application. Any denial or conditional approval by the Village Board shall be in writing setting forth the reasons for the determination.
- (c) *Issuance.* The Village Clerk-Treasurer shall issue a permit for each tourist rooming house approved by the Village Board, subject to any required inspections under subsection (b) and payment of taxes, assessments and claims under Section 11-1. The permit shall contain all of the following information:
 - (1) The name and address of the property owner.
 - (2) The name, address and phone number of the local agent.

- (3) The maximum occupancy for the premises.
- (4) The permit term.
- (5) State lodging permit number.
- (6) Contact information for the Village.

6. Section 11-358 of the McFarland Municipal Code is amended to read as follows:

Sec. 11-358. - Inspections.

No building may be used as a tourist rooming house unless it has been inspected by the Village Fire Inspector and Village Building Inspector and the inspection shows no violations or hazards adversely affecting the health and safety of occupants. Each separate dwelling unit that is offered for rental as a tourist rooming house is required to be inspected annually by the Village Fire Inspector and Village Building Inspector. The holder of or applicant for the temporary rooming house permit, or property owner if no permit is required, is responsible for payment of the inspection fees.

7. Section 11-365 of the McFarland Municipal Code is created to read as follows:

11-365. – Severability

If any provision of this Article is deemed invalid or unconstitutional by any court of competent jurisdiction, such decision shall not affect the validity of other provisions of this Article which can be given effect without the invalid provision.

The above and foregoing Ordinance was duly adopted at a regular meeting of the McFarland Village Board on the ____ day of _____, 2021.

APPROVED:

Brad Czebotar, Village President

ATTEST:

Cassandra Suettinger, Village Clerk-Treasurer

ORDINANCE 2021 – 03	
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:	

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Monday, April 26, 2021

SECTION: Business

DEPARTMENT: Fire/EMS

CONTACT: Chris Dennis, Fire/Rescue Chief

AGENDA ITEM: Discussion and action on Ordinance amendment 2021-04: An Ordinance updating Appendix A regarding Chapter 17 of the Village Ordinance in regards to ambulance fees.

PREVIOUS ACTION:

ISSUE SUMMARY:

During the 2021 Budget process, a review of the ambulance fees collected by the Fire & Rescue Department was reviewed and is being recommended for an increase to remain consistent with other agencies. The ambulance fees are used to offset the cost of the expenses in providing ambulance service.

FINANCIAL/BUDGET IMPACT:

Estimated \$10,000 annual increase in ambulance fee revenues.

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

Chapter 17 of Appendix A of the Village Ordinances

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Public Safety Committee unanimously recommends the following:

Motion to approve Ordinance amendment 2021-04:an ordinance updating Appendix A regarding Chapter 17 of the Village Code or Ordinances in regards to ambulance fees.

ATTACHMENTS:

1. MFR Ambulance Billing Rate Memo
2. 2021-04 - Fee Schedule Ambulance Fees



McFarland Fire & Rescue Department

5915 Milwaukee Street • PO Box 110 • McFarland, WI 53558-0110

(608) 838-3278 • Fax: (608) 838-3619

Emergency: 911

MEMORANDIUM

March 21, 2021

Village of McFarland
Public Safety Committee

RE: EMS Billing Fees

We have completed a review of our current EMS Billing Fees and determined that McFarland's rates are some of the lowest being charged among EMS agencies that our billing company provides services to. As background information the EMS billing is typically broken into four major categories. The highest level is Advanced Life Support (ALS) 2 which include care typically provided by critical care paramedics. We seldom bill at this rate. The second highest level is ALS 1, which includes procedures typically provided by advanced EMTs and paramedics. The ALS rate is the most common rate for the patients we transport and we combine ALS 1 and ALS 2 into one rate. The third highest level is BLS rate that all services would utilize. The fourth rate is mileage rate that is applied in addition to one of the other three for patients that are transported. The mileage is the distance from the start of transporting to the receiving hospital applied in tenths of miles.

Based on the information obtained of our comparable departments I would propose will make increase each of our transport fees by \$75 and our mileage to \$17.00 per mile (\$1.25 increase). If the rate increase is approved our billing agency is estimating, we would receive \$10,000.00 increase in annual EMS revenue.

We have provided some tables showing how we compare to other agencies. It should be noted that the data in the tables will soon be outdated as many agencies are being forced to increase rates due to increased costs related to the pandemic and rates are from 2020.

Table 1 – Refers to the cost per mile while being transported to the hospital

Table 2 – Refers to the cost for transport with Basic Life Support care

Table 3 – Refers to the cost for transport with Advanced Life Support care

Proudly Serving the Communities of McFarland, Town of Dunn & Town of Pleasant Springs

TABLE 1

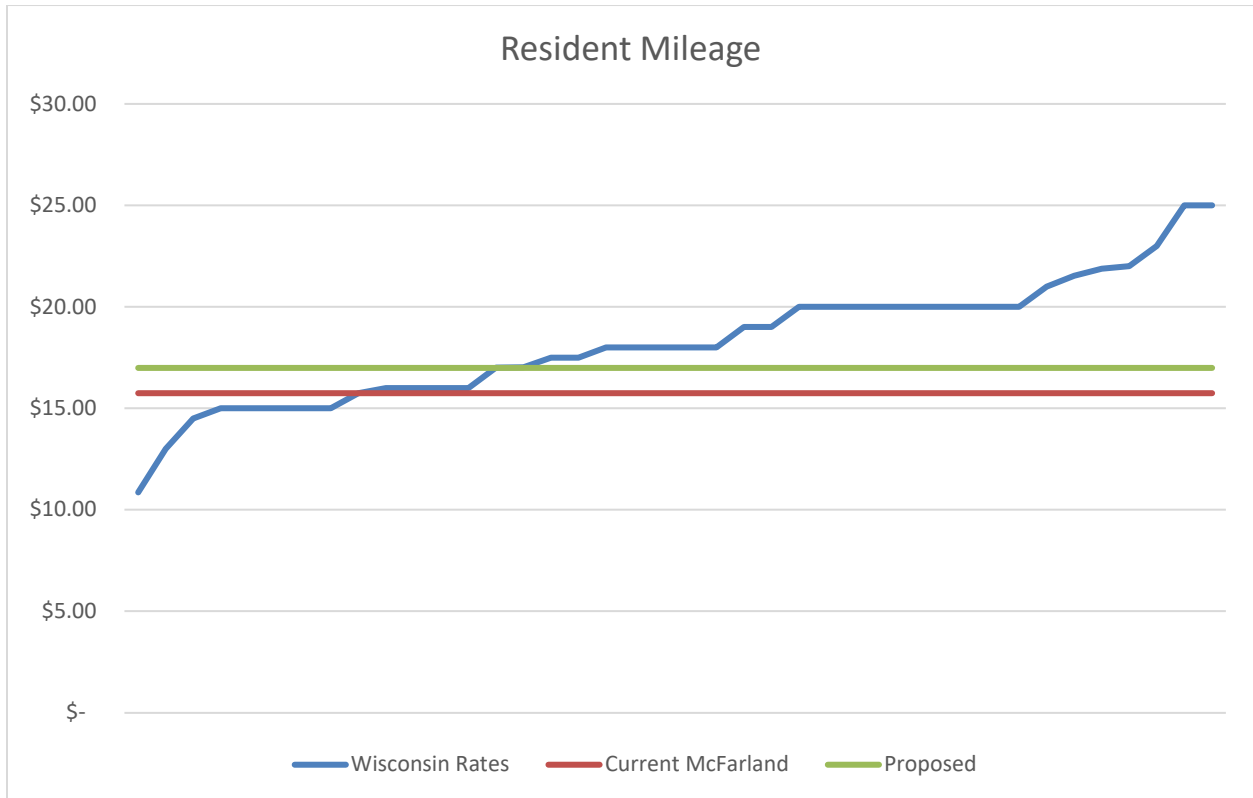


TABLE 2

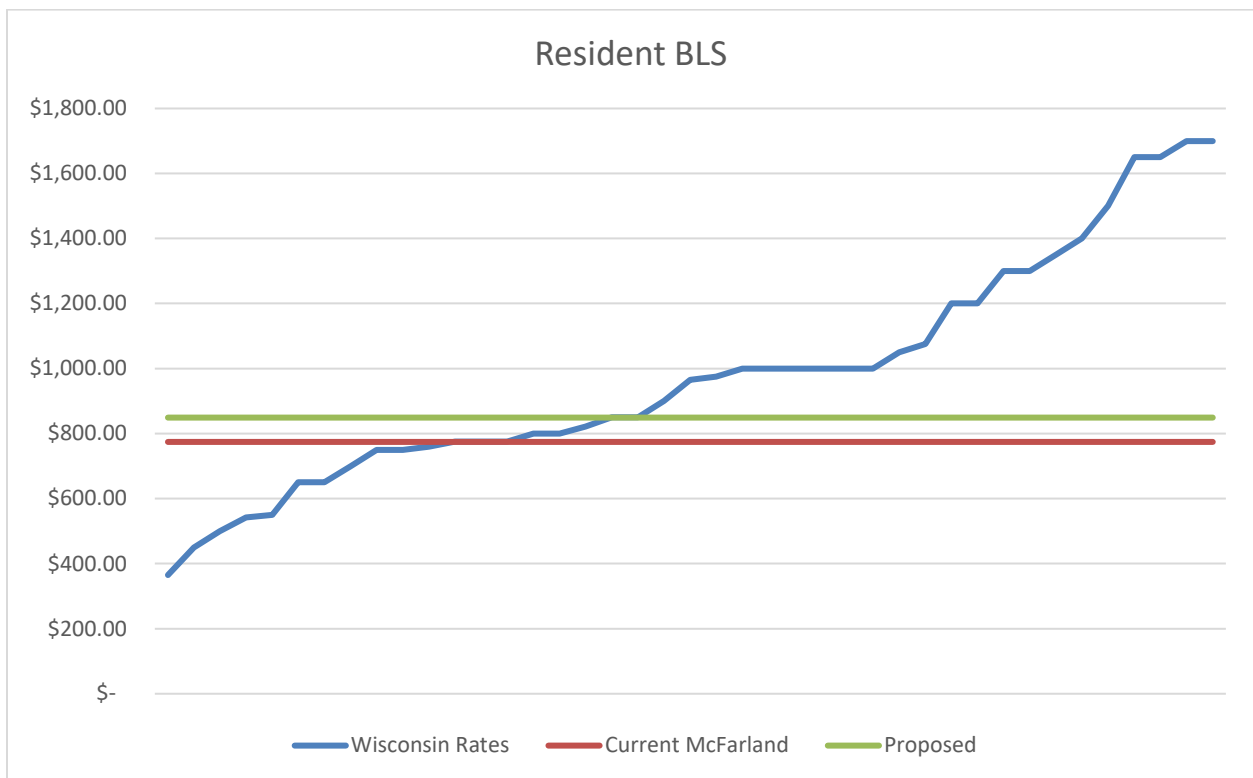
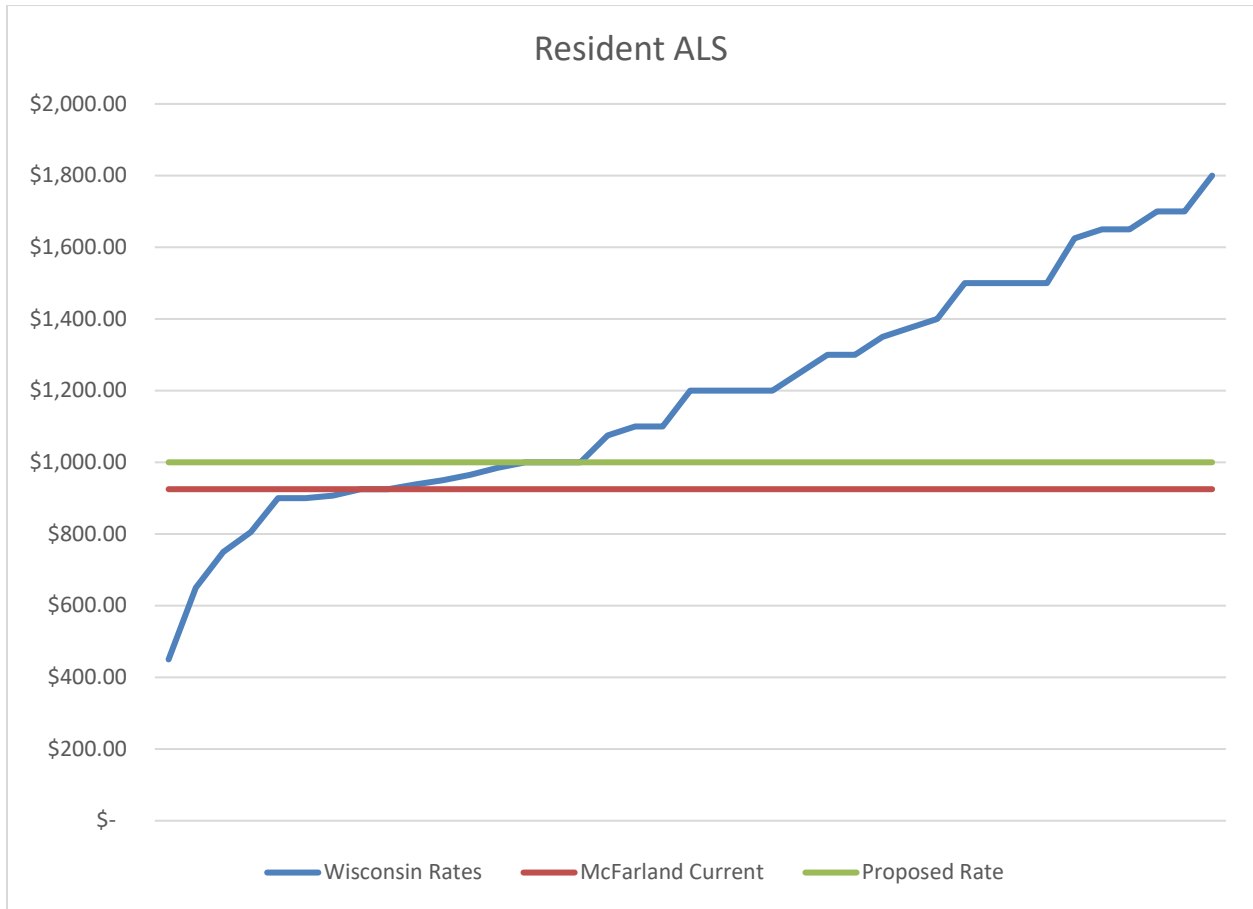


TABLE 3

Resident ALS



ORDINANCE 2021-04

AN ORDINANCE TO AMEND APPENDIX A OF THE VILLAGE CODE OF ORDINANCES CONCERNING THE AMBULANCE FEES

Purpose: To revise the ambulance fees outlined in Chapter 17 of the Village Code of Ordinance.

Sponsor: Fires & Rescue Chief Chris Dennis

Recommended Referral: Public Safety Committee

Public Hearing: Not Required

WHEREAS, the Village Board sets the fees related to ambulance fees;; and

WHEREAS, the Village Board accepts the recommendation by Village staff for these amounts;

NOW, THEREFORE, BE IT RESOLVED that the Village Board of the Village of McFarland does hereby ordain as follows:

1. Appendix A of the McFarland Municipal Code is amended to include the following for Direct Seller licenses:

17-59(d)	Ambulance Fees: Resident Charge	\$775.00 <u>\$850.00</u> /BLS \$925.00 <u>\$1,000.00</u> /ALS
17-59(e)	Ambulance Fees: Nonresident Charge	\$875.00 <u>\$950.00</u> /BLS \$1025.00 <u>\$1,100.00</u> /ALS
17-59(f)	Ambulance Fees: Medical supplies and procedures	Included in case amb fees.
17-59(g)	Ambulance Fees: Loaded Mileage fee (per mile)	\$15.75 <u>\$17.00</u> /Resident \$16.25 <u>\$17.00</u> /Nonresident
17-59(h)	Ambulance Fees: No Transport-resident	\$100.00/Basic \$300.00/ALS
	Ambulance Fees: No Transport-nonresident	\$275.00/Basic \$375.00/ALS
17-59(i)	Ambulance Fees: Advanced life support intercept	Actual Costs

The effective date of this ordinance shall be upon passage and publishing as is appropriate.

The above and foregoing Ordinance was duly adopted at a regular meeting of the McFarland Village Board on the _____, 2021.

APPROVED:

Carolyn Clow, Village President

ATTEST:

Cassandra Suettinger, Village Clerk-Treasurer

ORDINANCE 2021-04	
MOTION	SECOND
ACTION	DATE
Adopted	
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Brassington –	Rupert –
Clow –	St. Clair –
Flaherty –	Vacant –
Nelson -	
VOTING RESULTS	
Motion Carried	
Motion Defeated:	

McFarland
SUMMARY SHEET

MEETING DATE: Monday, April 26, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer, Andrew Bremer,
Comm & Eco Dev Director, Chris Dennis, Fire/Rescue Chief, Brian
Redman, Police Chief

AGENDA ITEM: Discussion and recommendation on an expansion of licensed premise
for the American Legion Post 534, 4911 Burma Road, for an
approximately 576 square foot outdoor consumption area.

PREVIOUS ACTION:

ISSUE SUMMARY:

Much like we have seen with many business in the Village since the start of the pandemic, the American Legion Post 534 has applied to expand their liquor license premise for outdoor consumption area. Original Outdoor Consumption Area and Plan Commission Site/Design applications were submitted in January and February that included a rear patio area and larger front patio area extending the length of the building. After discussion with Village Staff the applicant opted to revise their submittal to include just one smaller front yard patio off of the main bar/lounge area as shown in the meeting packet. The full staff report is attached.

FINANCIAL/BUDGET IMPACT:

N/A

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

11-64(n)

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Plan Commission and Public Safety Committee recommend the following approval:

A motion to approve the expansion of a licensed premise for the American Legion Post 534, 4911 Burma Road, for an approximately 576 square foot outdoor consumption area with the following conditions:

- 1. Installation of the emergency gate as recommended in the Fire & Rescue Staff Report dated March 26, 2021.*
- 2. Installation of bollards, or similar alternative protective devices, on the east side of the proposed patio as recommended in the Community & Economic Development Director's Staff*



Report dated April 7, 2021.

ATTACHMENTS:

1. 4911 Burma-Legion Outdoor Consumption Area Application-03.18.21
2. Review and Recommendation - American Legion - Expansion
3. Legion Post Outdoor Consumption Area 2 2021
4. 4911 Burma Road_C&ED Memo_4.07.21
5. 20210326 FD American Legion postion
6. PW Feedback - 03.31.21



Application for an Outdoor Consumption Area
Pursuant to Village Ordinance Chapter 11

***Any physical change to a licensed premise requires Village board approval.**

No Fee

1. Applicant Information

Name of Individual, Partnership, LLC, or Corporation that holds the current Alcohol Beverage License:

McFarland American Legion Post 534

DBA:

American Legion Post 534 current Commander Tom Downs 608-206-9169

Address of establishment:

4911 Burma Rd

City, State and Zip Code:

McFarland WI 53558

Contact Name::

Robert C Blanchard

Contact Telephone Number:

608-279-0516

2. Premise information

Gross floor area of the indoor licensed premise within a permanent building:

5184 sq. ft.

Proposed Square Footage of Outdoor Area:*

576 sq. ft. Proposed 18 ft x 32 ft on Burma Rd side of building, off of the Lounge/Bar area.

**Outdoor area may not be larger than 50% of the gross floor area of the licensed premise within a permanent building without a variance granted by the Village Board. To request a variance, please see section 8 of the application.*

3. Outdoor Consumption Section

Is the proposed outdoor consumption area within 50 feet of the lot line of a parcel zoned, or used for residential purposes?*

☒ - No ☐ - Yes, see section 8 of application to request a variance

**This prohibition shall not apply to an outdoor area where an accessory apartment exists on the same parcel as the licensed premise.*

Will the outdoor area have amplified sound including but not limited to live music, loud speakers, call systems, etc.?

☒ - No ☐ - Yes.

Hours of operation for an outdoor consumption area shall be limited to Sunday through Thursday 11:00 a.m. to 10:00 p.m., and Friday and Saturday 11:00 a.m. to 11:00 p.m. Will the proposed outdoor consumption area meet this standard?

☒ - Yes ☐ - No, see section 8 of application to request a variance

Is the proposed outdoor area directly connected to the indoor licensed premise?

☒ - Yes ☐ - No

If no, please attach a security plan that explains how alcohol will be served, and how alcohol consumption will be monitored. Provide specific details on how you intend to prevent consumption outside of the licensed premise and how you will prevent underage alcohol consumption.

4. Outdoor Sporting Activity Section

Will the proposed expansion involve an outdoor sporting activity area:?

☐ - Yes ☒ - No

If yes, you will need an outdoor sporting activity application in addition to this application.

5. Attachments/Requirements

The following must be submitted with your application:

☒ - Site Plan or drawings demonstrating the size, location, surface, and building materials, fencing (not less than 4 ft in height), signage including proposed use of the outdoor area.

☒ - Picture of proposed fencing/fencing material.

6. Certification

I certify that the information contained in this application is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Village Code of Ordinances and State Law.

Signature of Applicant:

Robert C. Blancher

Date:

March 18, 2021

7. Standards for Outdoor Consumption Area

a. The perimeter of any outdoor portion of a licensed premises shall be enclosed by a permanent, secure fence not less than four feet in height. Such fence shall be constructed of wood, plastic or metal and erected and maintained in accordance with all applicable Village Ordinance. If the outdoor portion of a licensed premises is an outdoor sports area, the enclosure may instead be made by temporary netting not less than ten feet high during the applicable sports season. Such netting shall not be installed sooner than 14 days prior to, and shall be removed no later than 14 days after, the season or the period established under Section 11-69(f)(6)c., whichever is shorter. The outdoor area shall comply with all applicable building code requirements including the provision of readily distinguishable means of egress for fire and emergency purposes.

b. Hours of outdoor consumption are restricted to 11:00 a.m. to 10 p.m. Sunday through Thursday, and 11:00 a.m. to 11:00 p.m. on Friday and Saturday.

c. Amplified music, speakers, microphones, televisions and other audio video devices shall be subject to Chapter 20, Article III of the Village Code of Ordinances regarding Noise and section 11-69(f) if applicable. Commercial zoned shall be limited to 70 db at all times. Noise is measured at the property line. Outdoor amplification of noise is not allowed after 10 p.m.

d. A conspicuous notice shall be posted at each fire exit stating: "No Beer, Liquor or Wine May Be Carried in an Open Container Beyond this Point."

e. No bar/counter service shall be permitted in outdoor areas, however, wait staff may serve in the outdoor area.

f. Except for outdoor sports activities permitted under Section 11-69, the outdoor area shall not be used for any activities other than service and consumption of food and/or drink. Smoking may be permitted in accordance with applicable State and local regulations.

g. The outdoor area shall be accessible to the disabled, and the license holder shall at all times comply with all applicable federal, state and village laws, ordinances and regulation concerning accessibility.

h. Containers for refuse disposal and regular cleanup shall be placed inside of the outdoor area.

1/12/2021

Google Maps 4911 Burma Rd

4911 Burma Rd - Google Maps



Map data ©2021, Map data ©2021 20 ft

Size 18'x32' 576 sq ft
Surface: Rolled Shale Stone
Fencing: Aluminum Fence
Panels 4 ft x 6 ft long. See Attach

4911 Burma Rd

McFarland, WI 53558

Building

<https://www.google.com/maps/place/4911+Burma+Rd,+McFarland,+WI+53558/@43.0117446,-89.2971673,55m/data=!3m1!1e3!4m13!1m7!3m6!1s0x...> 1/2

Google Maps 4911 Burma Rd



Map data ©2021, Map data ©2021 20 ft



Size 18'x32' 576 sq ft
Surface: Rolled Shale Stone
Fencing: Aluminum Fence
Panels 4 ft x 6 ft long. See Attach

4911 Burma Rd

McFarland, WI 53558

Building



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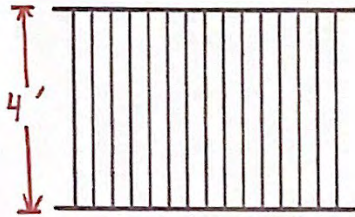
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MEMORANDUM

To: Public Safety Committee and Village Board

From: Cassandra Suettinger, Village Clerk/Treasurer

Date: April 9, 2021

RE: Expansion of Premise for American Legion Post No. 534, 4911 Burma Road

Background: The current licensed premise for the American Legion Post No. 534 is: entire building at 4911 Burma Road, McFarland WI.

Proposal: The American Legion Post No. 534 is proposing to add a 576 square foot outdoor consumption area on the Burma Road side of the restaurant.

Review: Village Ordinance 11-64(n) outlines the conditions and requirements for a premise and outdoor consumption areas within the Village. Below is a review of the proposal and its compliance with the required conditions.

1. Any application for a new license, the renewal of an existing license or a change in the description of licensed premises which seeks to include an outdoor area within the licensed premises' description shall require notice to each person owning property within 500 feet of the proposed licensed premises. The applicant shall prepay the cost of sending such notice before the notices are sent. The notice shall include a copy of the application and the date, time and location of any public hearings or other public meetings at which the application is scheduled to be considered.

A notice was sent to all property owners within 500 feet of the propose licensed premise notifying them of the dates and times of the Public Safety and Village Board meetings along with a copy of the proposed site plan.

2. The application shall be accompanied by detailed plans or drawings demonstrating the size, location, surface and building materials, and use of the outdoor area, including fencing and signage, and any other information necessary to determine compliance with this Subsection. The outdoor consumption application, along with associated plans and drawings, shall be reviewed for a recommendation by the Public Safety Committee and a final decision made by the Village Board.

Attached are the detailed plans outlining all the required items for the review and recommendation of the Public Safety Committee.

3. In addition to any specific conditions imposed under Subsections (2) and (3), the following shall be minimum conditions of all licenses with respect to outdoor areas unless the Village Board makes a specific finding that the condition is not necessary to protect the public health, safety or welfare:

a. Restricting the hours during which alcohol consumption may be permitted within the outdoor area;

No restrictions recommended.

b. Requiring additional parking beyond the minimum required by the Zoning Code;

No additional parking recommended.

c. Regulation of lighting and screening;

Both the Community Development Department and Police Department recommend the discussion of adequate lighting for the proposed area along with security cameras for the area.

d. Any conditions recommended by the Public Safety Committee;

To be determined as part of the discussion in the meeting.

e. Any conditions imposed by the Plan Commission as part of its required site plan review under [Section 62-310](#) of this Code

Plan Commission will take up discussion on the outdoor area on April 19th.

4. In addition to any specific conditions imposed under Subsections (2) and (3), the following shall be minimum conditions of all licenses with respect to outdoor areas unless the Village Board makes a specific finding that the condition is not necessary to protect the public health, safety or welfare:

a. Outdoor areas are prohibited within 50 feet of the lot line of a parcel zoned, or lawfully used for residential purposes. This prohibition shall not apply to prohibit an outdoor area where an accessory apartment exists on the same parcel as the licensed premises.

Compliant. The property is zoned General Residence (R-3). The outdoor patio area is not within 50 feet of the lot line of a parcel zoned for residential purposes. The proposed patio area is approximately 70 feet from the lot line of 4916 Burma, which is the closest parcel zoned for residential purposes, and approximately 100 feet from this multi-family residential building.

b. The hours during which alcohol consumption may be permitted within the outdoor area is restricted to 11:00 a.m. to 10:00 p.m. Sunday through Thursday; and 11:00 a.m. to 11:00 p.m. on Friday and Saturday.

Compliant.

c. The perimeter of any outdoor portion of a licensed premises shall be enclosed by a permanent, secure fence not less than four feet in height. Such fence shall be constructed of wood, plastic, or metal and erected and maintained in accordance with all applicable Village ordinances. If the outdoor portion of a licensed premises is an outdoor sports area, the enclosure

may instead be made by temporary netting not less than ten feet high during the applicable sports season. Such netting shall not be installed sooner than 14 days prior to, and shall be removed no later than 14 days after, the season or the period established under Section 11-69(f)(6)c., whichever is shorter. The outdoor area shall comply with all applicable building code requirements including the provision of readily distinguishable means of egress for fire and emergency purposes.

Compliant but recommended for discussion and possible installation of bollards.

Comments:

1. Community & Economic Development Director Andrew Bremer: Fencing & Surface Material/Design. The applicant proposes to use a black metal/iron fence four feet in height. The Department is supportive of this design, noting that the patio fencing will need a building permit from the Building Inspector. The location of the patio area is already relatively flat, and the proposed surface material is rolled shale stone. There is an existing concrete ramp from the bar/lounge door threshold to the ground surface that should be maintained.

Additionally, the need for protective bollards on this side of the patio should be discussed. If required, the highest need would be at the northeast corner of the patio, with two other bollards along the east side of the fence spaced out every 4-6 feet up to the planned exterior gate. Height of the bollards should not exceed the height of the fence, 3-4 feet high.

2. Police Chief Brian Redman - Note that while the fencing proposed appears to be in technical compliance with ordinance requirements in terms of physical construction requirements related to height and material, it is in my opinion of questionable sufficiency to prevent the passage of alcoholic beverages to individuals on the outside due to open construction. Applicant should be aware that this type of fencing will increase the ability to pass beverages to individuals outside the area and increased visual supervision of the area would be prudent and highly recommended.

d. Amplified music, speakers, microphones, televisions or other audio or video devices shall be subject to Chapter 20, Article III of the Village Code of Ordinances regarding Noise and Section 11-69(f) if applicable.

Compliant. Applicant is aware of requirement and no amplified sound is proposed.

e. The outdoor area shall not have an undue adverse impact upon nearby property, the character of the neighborhood, traffic conditions, parking or other matter affecting the public health, safety, welfare, or convenience.

Recommended for discussion, see below comments.

Police Chief - As an additional caution relating to restrictions on noise and general character of the business, this section provides "The outdoor area shall not have an undue adverse impact

upon nearby property, the character of the neighborhood, traffic conditions, parking or other matter affecting the public health, safety, welfare, or convenience”. It is important to understand that tolerance levels of other individuals vary greatly. What is reasonable to one may be completely unreasonable to another. Additionally, the location of the proposed area may be concerned to the neighborhood.

f. The size of the outdoor area may not be larger than 50 percent of the gross floor area of the licensed premises within a permanent building. Interior building capacity shall not be increased as a result of the addition of the outdoor area. The playing area of any outdoor sports area permitted under Section 11-69 shall not be included for purposes of determining compliance with this subparagraph so long as the playing area is not permitted to be occupied by persons not participating in the sporting activity for which the playing area is designed.

Compliant. The total gross floor area of the current indoor licensed area is 5184, the proposed 576 square foot patio is well within the 50% limitation.

g. A conspicuous notice shall be posted at each fire exit stating: "No Beer, Liquor or Wine May Be Carried in an Open Container Beyond this Point."

Compliant. Applicant is aware of requirement.

h. No bar/counter service shall be permitted in outdoor areas, however, wait staff may serve in the outdoor area.

Complaint. Applicant is aware of requirement.

i Except for outdoor sports activities permitted under Section 11-69, the outdoor area shall not be used for any activities other than service and consumption of food and/or drink. Smoking may be permitted in accordance with applicable State and local regulations.

Compliant. Applicant is aware of requirement.

j. The outdoor area shall be accessible to the disabled, and the license holder shall at all times comply with all applicable federal, state and village laws, ordinances and regulation concerning accessibility.

Compliant.

k. Containers for refuse disposal and regular cleanup shall be placed inside of the outdoor area.

Compliant, applicant is aware of requirement.

l. If the outdoor area is used for outdoor sports activities as permitted under Section 11-69 and persons under the age of 21 are allowed to be present on the licensed premises, all persons 21 years of age or older who intend to consume alcohol beverages in the outdoor area, shall be issued a wristband that is bright in color which shall be issued only upon showing valid identification proving the person is 21 years of age or older.

Not applicable. No sports activities proposed.

Recommendation: As noted in sub section (3) above:

The Village Board may impose conditions specific to any outdoor areas of the licensed premises as deemed necessary to prevent undue adverse impacts on neighboring property, the character of the surrounding neighborhood, traffic conditions, parking or any other matter to protect the public health, safety, welfare or convenience, including, but not limited to:

- a. Restricting the hours during which alcohol consumption may be permitted within the outdoor area;
- b. Requiring additional parking beyond the minimum required by the Zoning Code;
- c. Regulation of lighting and screening;
- d. Any conditions recommended by the Public Safety Committee;
- e. Any conditions imposed by the Plan Commission as part of its required site plan review under Section 62-310 of this Code.

Staff puts for the item for consideration of approval pending additional information and discussion to work through the issues identified above

If recommended for approval, staff recommends the following conditions be required as part of approval along with any other conditions provided from the Committee:

- 1. Adequate ingress/egress for the areas as required by the McFarland Fire & Rescue Department

McFarland

VILLAGE OF
Police Department



5915 Milwaukee St, McFarland, WI 53558 | 608.838.3151 |

Date: March 31, 2021

To: Cassandra Suettinger

From Lt. Brian Redman

Re: McFarland American Legion Post Outdoor Consumption Area Proposal

Cassandra,

I have reviewed the proposal submitted by the McFarland American Legion Post 534 for the Outdoor Consumption Area. As with the first proposals that were submitted, I am still concerned about potential noise effecting the neighborhood with the location on the front or north side of the building. Beyond that, the proposed area needs to have sufficient lighting and video surveillance to monitor the area. Also, adequate fencing around the area is a requirement.

The following Village Ordinances relate to my above comments:

Section 11-64 (N) of Village Ordinances:

(4)(C) Fencing - Note that while the fencing proposed appears to be in technical compliance with ordinance requirements in terms of physical construction requirements related to height and material, it is in my opinion of questionable sufficiency to prevent the passage of alcoholic beverages to individuals on the outside due to open construction. Applicant should be aware that this type of fencing will increase the ability to pass beverages to individuals outside the area and increased visual supervision of the area would be prudent and highly recommended.

(4)(E) Noise - As an additional caution relating to restrictions on noise and general character of the business, this section provides "The outdoor area shall not have an undue adverse impact upon nearby property, the character of the neighborhood, traffic conditions, parking or other matter affecting the public health, safety, welfare, or convenience". It is important to understand that tolerance levels of other individuals vary greatly. What is reasonable to one may be completely unreasonable to another.

(3)(C) Lighting – Applicant should be required to install adequate lighting to clearly monitor the area for compliance with statute and ordinance.

Thank you,

Brian Redman

Lt. Brian Redman
McFarland Police Department

Memorandum

To: Public Safety Committee
From: Andrew Bremer, AICP, Community & Economic Development Director
Date: April 7, 2021
Re: **4911 Burma Road – American Legion, Outdoor Consumption Area Application**

On April 19, 2021, the Plan Commission will review the American Legion's Site/Design Application to add a 576 square foot outdoor consumption area to the front yard of the property, directly connected to the main bar/lounge area. The following memo addresses those aspects of the proposed project most relevant to public safety and Sec. 11-64(n) related to outdoor consumption areas.

1. Proximity to Residential Uses. The property is zoned General Residence (R-3). The outdoor patio area is not within 50 feet of the lot line of a parcel zoned for residential purposes. The proposed patio area is approximately 70 feet from the lot line of 4916 Burma, which is the closest parcel zoned for residential purposes, and approximately 100 feet from this multi-family residential building.
2. Fencing & Surface Material/Design. The applicant proposes to use a black metal/iron fence four feet in height. The Department is supportive of this design, noting that the patio fencing will need a building permit from the Building Inspector. The location of the patio area is already relatively flat, and the proposed surface material is rolled shale stone. There is an existing concrete ramp from the bar/lounge door threshold to the ground surface that should be maintained.
3. Emergency Ingress/Egress. Although not shown on the site plan, the Applicant is aware of the need to provide an emergency access to the patio via a gate as described in the McFarland Fire & Rescue Department review letter.
4. Vehicular Ingress/Egress and Parking. The proposed outdoor patio area will not impact existing ingress or egress to the property or modify any off-street parking stalls. The east side of the patio area will be approximately 10 feet from the edge of the driveway. The need for protective bollards on this side of the patio should be discussed. If required, the highest need would be at the northeast corner of the patio, with two other bollards along the east side of the fence spaced out every 4-6 feet up to the planned exterior gate. Height of the bollards should not exceed the height of the fence, 3-4 feet high.
5. Lighting & Security Cameras. There is one existing exterior light adjacent to the entrance to the bar/lounge area (refer to photo on page 2). In addition to the exterior door serving the patio area, there are two windows that provide visibility from the interior bar area to the patio. The Department recommends the Committee discuss lighting design and security camera needs for this area as desired.
6. Amplified Sound. No amplified sound is proposed for the patio area.

The Department is supportive of adding the proposed outdoor patio area, pending discussion by the Public Safety Committee and Plan Commission regarding the items of potential concern raised in this memo.

2020 Aerial of property/patio location



2021 Streetview of proposed patio area





McFarland Fire & Rescue Department

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

Emergency: 911

March 26, 2021

RE: Revised American Legion Outdoor Consumption Area

I have reviewed the proposed outdoor consumption areas for the American Legion in the Village of McFarland.

The proposed areas are utilizing one building exit to gain access from the inside going into the outdoor area. Therefore, there will be gates required to accommodate emergency exits and egress of the combined occupancy load of the interior and outdoor area. The exit gates must have clearance to swing freely outward during the winter and opening hardware meeting exit requirements. Snow and ice will need to be cleared from these exits to accommodate gate function and egress.

The revise application did not state if this was going to be an area with seating or standing room. If seating, the occupancy load of the revised outdoor area will be 38 people. The occupancy load will then be 82 people for standing in the revised outdoor consumption area. The stated occupant capacity is only calculated to the newly propose outdoor consumption area and does not include the interior bar and lounge capacity.

At this time, McFarland Fire & Rescue recommends approval if the egress issues will be addressed.

If you have any questions regarding the above, please contact me via phone at 608-838-3278 or via email at mittchell.sutter@mcfarland.wi.us

Sincerely,

A handwritten signature in black ink that reads "Mitchell Sutter". The signature is written in a cursive, flowing style.

Mitchell Sutter
Fire Inspector/Public Education Specialist

Cc: Chris Dennis, Fire & EMS Chief (McFarland Fire & Rescue Department)



www.mcfarland.wi.us | 5115 Terminal Drive, McFarland, WI 53558 |
608.838.7287

March 31, 2021

RE: Revised Plans (2nd) for the American Legion Outdoor Consumption Area

I have reviewed the proposed outdoor consumption areas for the American Legion property on Burma Road.

I do not have any objections with the proposed plan.

Sincerely,

A handwritten signature in black ink, appearing to read 'James R. Hessling', is written in a cursive style.

James R. Hessling
Director of Public Works

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, April 26, 2021

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Jim Hessling, Public Works Director

AGENDA ITEM: Discussion and action regarding the award of contract for the 2021 Street Paving and Stormwater Projects.

PREVIOUS ACTION:

This topic was addressed and approved at the April 13, 2021 joint Public Works and Public Utilities committees meeting by both groups.

ISSUE SUMMARY:

As part of the current plan set for the 2021 Street and Storm Sewers Project, this project will encompass a handful of smaller projects into one bid package to attract more bidders and improve construction pricing. The work includes pulverizing/resurfacing Renee Court from Lewis Lane to Exchange Street, multiple large pavement patches throughout the Village, improvements to the pedestrian bridge/culvert south of Larson Beach Road, and storm sewer repairs on Lake Edge Road and in the Lani Lane/Pheasant Run area.

We structured the bid so that we can perform additional patching around the village on various streets on a per quantity unit price. Town & Country Engineering has provided an analysis of the BIDS received included within the packet. There was one bid alternate which would be to use a Reinforced Concrete Pipe instead of a Corrugated Metal Pipe. The alternate is recommended given the favorable pricing and as part of the recommendation it is provided to accept this alternate to swap the proposed materials.

FINANCIAL/BUDGET IMPACT:

Total costs for the project are as follows:

261,610.10	Base Bid
1,575.00	Alternate Bid *
10,536.69	Engineering
25,000.00	Inspection
29,872.18	Contingency (10%)
(93.97)	<u>Rounding</u>
328,500.00	Total Expense

* The full alternative within the award letter is presented at \$13,125. However, the alternate bid replaces entirely an item within the base bid. The cost is not additive to the total when the alternate is selected. You have to remove the entire cost of that item from the base bid which



was \$11,550 and replace it with the entire cost of the alternate which was \$13,125. The net effect is the cost of the project increases by \$1,575.

Total funding sources for the project are as follows:

300,000.00	Street Maintenance (Capital Projects Fund 400)
<u>86,750.00</u>	<u>Stormwater Projects (Capital Projects Fund 400)</u>
386,750.00	Total Revenues

The project as bid with the alternates as recommended remains under budget by approximately \$58,250.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended action to be taken is as follows:

Motion to award contract to Raymond P. Cattell, Inc. of Madison in an amount of \$263,185.10 including the base bid plus alternate and approving total project costs of \$328,500 which includes a 10% contingency.

ATTACHMENTS:

1. Recommendation Ltr- on letterhead
2. MC 181 CURRENT SET

April 8, 2021

Village of McFarland
5915 Milwaukee Street
McFarland, WI 53558

Attention: Mr. Matthew Schuenke, Village Administrator

Subject: Analysis of Bids and Recommendation for Award of Contracts; 2021 Stormwater and Street Improvements; Village of McFarland

Bid Deadline: April 8, 2021 at 10:00 a.m. local time

Ladies and Gentlemen:

The purpose of this letter is to analyze the bids received for the 2021 Stormwater and Street Improvements project and to recommend award of a contract. This project involves pavement reconstruction on Renee Court, inlet replacements at the intersection of Land Lane and Pheasant Run Road, replacement of failing CMP pipe and pedestrian crossing at the Taylor-Farwell drainage swale, and mill and overlay road repairs at various locations, as well as an alternate bid for new 53" x 83". RCP storm sewer for the Taylor-Farwell drainage swale.

The pre-bid estimate for the base bid was \$274,641.75. Eighteen general contractors, subcontractors, and material suppliers requested sets of the plans, specifications and bidding documents. Three contractors submitted bids.

A summary of the bids is as follows:

Contractor	Base Bid	Alternate Bid
Raymond P. Cattell, Inc.	\$261,610.10	\$13,125.00
Wolf Paving	\$272,054.65	\$21,135.45
G-Pro Excavating LLC	\$304,884.35	\$17,115.00

All of the bids were properly submitted.

The low bidder, using the base bid only, or the base bid and alternate bid is Raymond P. Cattell, Inc. of Madison, Wisconsin, an experienced utility and street contractor that has completed projects for the Village of McFarland successfully in the past. Their most recent project as a prime contractor in the Village was the 2018 Street Improvements project on CTH MN/Farwell Street. More recently, they were a grading subcontractor on the 2020 Street and Utility Improvements project. The bid prices were near the original estimate for the project.

The alternate bid included for this project includes pricing for the use of 53"x83" helical elliptical RCP at the Taylor-Farwell drainage ditch. The base bid for the project includes pricing for the use of 57"x83" CMP arch pipe at this same location. If the alternate bid is accepted, the project documents state that the alternate bid item will replace the corresponding base bid item. We recommend that Raymond P. Cattell, Inc. be awarded a contract for the alternate-adjusted base bid, plus the alternate bid, if budgets allow, for a total of \$263,185.10.

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

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

Very truly yours,
TOWN & COUNTRY ENGINEERING, INC.

Tim Stieve, P.E., ENV-SP
Project Engineer

TS:sai

J:\JOB#S\McFarland\MC-181-M4 2021 Street and Storm Sewer Improvements\Bidding\Recommendation Ltr.docx

BID TABULATION

PAGE 1 OF 2

Project: 2021 Stormwater and Street Improvements; Village of McFarland
 Engineer's Project Number: MC 181 Bid Deadline: April 8, 2021 at 10:00 a.m. local time

ITEM NO.	DESCRIPTION OF WORK	BID		PRE-BID ESTIMATE		Raymond P. Cattell Inc.		Wolf Paving		G-Pro Excavating LLC	
		QUANT.	UNITS	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
BASE BID- Renee Court											
1.1	Pulverizing and Grading of Existing Asphalt Pavement	3,505	sq. yd.	\$ 3.50	\$ 12,267.50	\$ 5.00	\$ 17,525.00	\$ 2.98	\$ 10,444.90	\$ 3.80	\$ 13,319.00
1.2	0.75" Crushed Aggregate Base Course	50	tons	\$ 20.00	\$ 1,000.00	\$ 12.00	\$ 600.00	\$ 18.00	\$ 900.00	\$ 25.00	\$ 1,250.00
1.3	Excavation and Disposal of Bad Subbase Below Subgrade	1,009	cu. yd.	\$ 15.00	\$ 15,135.00	\$ 14.00	\$ 14,126.00	\$ 14.00	\$ 14,126.00	\$ 20.00	\$ 20,180.00
1.4	3" Breaker Run Replacement of Excavation of Bad Subbase Below Subgrade	2,023	tons	\$ 20.00	\$ 40,460.00	\$ 8.50	\$ 17,195.50	\$ 13.00	\$ 26,299.00	\$ 16.00	\$ 32,368.00
1.5	Sanitary Manhole Castings	1	each	\$ 700.00	\$ 700.00	\$ 600.00	\$ 600.00	\$ 965.00	\$ 965.00	\$ 650.00	\$ 650.00
1.6	New Carlson Asphalt Curb	1,955	lin. ft.	\$ 2.00	\$ 3,910.00	\$ 1.85	\$ 3,616.75	\$ 0.50	\$ 977.50	\$ 2.00	\$ 3,910.00
1.7	1.5" Hot-Mix Asphalt Surface Course, Type 5 LT	332	tons	\$ 70.00	\$ 23,240.00	\$ 68.50	\$ 22,742.00	\$ 65.00	\$ 21,580.00	\$ 69.00	\$ 22,908.00
1.8	1.75" Hot-Mix Asphalt Lower Course, Type 4 LT	388	tons	\$ 75.00	\$ 29,100.00	\$ 67.00	\$ 25,996.00	\$ 62.50	\$ 24,250.00	\$ 68.00	\$ 26,384.00
1.9	Clean & Tack	3,499	sq. yd.	\$ 0.50	\$ 1,749.50	\$ 0.15	\$ 524.85	\$ 0.30	\$ 1,049.70	\$ 0.15	\$ 524.85
1.10	2" Hot-Mix Asphalt Paving and Driveways	22	sq. yd.	\$ 30.00	\$ 660.00	\$ 17.00	\$ 374.00	\$ 40.00	\$ 880.00	\$ 18.00	\$ 396.00
1.11	Removal and Replace 5" Thick Concrete Sidewalk and Driveway Approaches	902	sq. ft.	\$ 10.00	\$ 9,020.00	\$ 12.00	\$ 10,824.00	\$ 14.00	\$ 12,628.00	\$ 10.00	\$ 9,020.00
1.12	Replace Top Section of Water Valve Boxes	1	each	\$ 750.00	\$ 750.00	\$ 200.00	\$ 200.00	\$ 660.00	\$ 660.00	\$ 500.00	\$ 500.00
1.13	Sawcutting Existing Concrete and Asphalt Pavements	260	lin. ft.	\$ 4.00	\$ 1,040.00	\$ 2.00	\$ 520.00	\$ 3.00	\$ 780.00	\$ 3.00	\$ 780.00
1.14	Topsoil Restoration, Seeding, Fertilizing & Mulching	653	sq. yd.	\$ 6.00	\$ 3,918.00	\$ 10.00	\$ 6,530.00	\$ 11.80	\$ 7,705.40	\$ 15.00	\$ 9,795.00
1.15	Traffic Control	1	lump sum	\$ 2,500.00	\$ 2,500.00	\$ 5,600.00	\$ 5,600.00	\$ 1,350.00	\$ 1,350.00	\$ 3,500.00	\$ 3,500.00
1.16	Erosion Control	1	lump sum	\$ 2,500.00	\$ 2,500.00	\$ 2,600.00	\$ 2,600.00	\$ 400.00	\$ 400.00	\$ 1,500.00	\$ 1,500.00
BASE BID- Lake Edge Road Storm Sewer											
2.1	New 24"x38" HE RCP Storm Sewer	63	lin. ft.	\$ 112.00	\$ 7,056.00	\$ 150.00	\$ 9,450.00	\$ 234.35	\$ 14,764.05	\$ 368.00	\$ 23,184.00
2.2	New 24"x38" HE RCP Storm Sewer Endwall with Grate	1	each	\$ 1,500.00	\$ 1,500.00	\$ 2,000.00	\$ 2,000.00	\$ 3,350.00	\$ 3,350.00	\$ 2,990.00	\$ 2,990.00
2.3	New Storm Saddle Inlet	2	each	\$ 1,500.00	\$ 3,000.00	\$ 2,000.00	\$ 4,000.00	\$ 1,930.00	\$ 3,860.00	\$ 2,000.00	\$ 4,000.00
2.4	Remove and Replace 30" Concrete Curb & Gutter (< 50-foot sections)	30	lin.ft.	\$ 42.00	\$ 1,260.00	\$ 50.00	\$ 1,500.00	\$ 50.00	\$ 1,500.00	\$ 40.00	\$ 1,200.00
2.5	Remove and Replace 3" Asphalt Surface Pavement, Type 5 LT	56	sq. yd.	\$ 35.00	\$ 1,960.00	\$ 60.00	\$ 3,360.00	\$ 65.00	\$ 3,640.00	\$ 50.00	\$ 2,800.00
2.6	Sawcutting Existing Concrete and Asphalt Pavements	72	lin. ft.	\$ 3.50	\$ 252.00	\$ 2.00	\$ 144.00	\$ 3.00	\$ 216.00	\$ 3.00	\$ 216.00
2.7	Topsoil Restoration, Seeding, Fertilizing & Mulching	44	sq. yd.	\$ 7.50	\$ 330.00	\$ 12.00	\$ 528.00	\$ 11.80	\$ 519.20	\$ 15.00	\$ 660.00
2.8	Traffic Control	1	lump sum	\$ 5,000.00	\$ 5,000.00	\$ 950.00	\$ 950.00	\$ 600.00	\$ 600.00	\$ 3,000.00	\$ 3,000.00
2.9	Erosion Control	1	lump sum	\$ 5,000.00	\$ 5,000.00	\$ 950.00	\$ 950.00	\$ 800.00	\$ 800.00	\$ 1,000.00	\$ 1,000.00

BID TABULATION

PAGE 2 OF 2

Project: 2021 Stormwater and Street Improvements; Village of McFarland
 Engineer's Project Number: MC 181 Bid Deadline: April 8, 2021 at 10:00 a.m. local time

ITEM NO.	DESCRIPTION OF WORK	BID QUANT.	UNITS	PRE-BID ESTIMATE		Raymond P. Cattell Inc.		Wolf Paving		G-Pro Excavating LLC	
				UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
BASE BID- Lani and Pheasant Inlet Replacements											
3.1	Remove and Replace Storm Catch Basin Inlet	4	each	\$ 3,500.00	\$ 14,000.00	\$ 2,750.00	\$ 11,000.00	\$ 4,655.00	\$ 18,620.00	\$ 3,317.00	\$ 13,268.00
3.2	Remove and Replace 30" Concrete Curb & Gutter (< 50-foot sections)	48	lin.ft.	\$ 42.00	\$ 2,016.00	\$ 50.00	\$ 2,400.00	\$ 50.00	\$ 2,400.00	\$ 40.00	\$ 1,920.00
3.3	Sawcutting Existing Concrete and Asphalt Pavements	126	lin. ft.	\$ 3.50	\$ 441.00	\$ 2.00	\$ 252.00	\$ 3.00	\$ 378.00	\$ 3.00	\$ 378.00
3.4	Topsoil Restoration, Seeding, Fertilizing & Mulching	89	sq. yd.	\$ 7.50	\$ 667.50	\$ 12.00	\$ 1,068.00	\$ 11.80	\$ 1,050.20	\$ 15.00	\$ 1,335.00
3.5	Remove and Replace 3" Asphalt Surface Pavement, Type 5 LT	55	sq. yd.	\$ 35.00	\$ 1,925.00	\$ 60.00	\$ 3,300.00	\$ 65.00	\$ 3,575.00	\$ 50.00	\$ 2,750.00
3.6	Traffic Control	1	lump sum	\$ 2,000.00	\$ 2,000.00	\$ 950.00	\$ 950.00	\$ 650.00	\$ 650.00	\$ 2,500.00	\$ 2,500.00
3.7	Erosion Control	1	lump sum	\$ 2,000.00	\$ 2,000.00	\$ 950.00	\$ 950.00	\$ 2,400.00	\$ 2,400.00	\$ 1,500.00	\$ 1,500.00
BASE BID- Taylor-Farwell Drainage Swale											
4.1	New 83"x57" CMP Storm Sewer	21	lin. ft.	\$ 300.00	\$ 6,300.00	\$ 550.00	\$ 11,550.00	\$ 865.35	\$ 18,172.35	\$ 721.00	\$ 15,141.00
4.2	Remove and Replace 5" Thick Concrete Sidewalk	138	sq. ft.	\$ 10.00	\$ 1,380.00	\$ 12.00	\$ 1,656.00	\$ 24.35	\$ 3,360.30	\$ 10.00	\$ 1,380.00
4.3	Remove and Replace Treated Wood Railing	78	lin. ft.	\$ 35.00	\$ 2,730.00	\$ 50.00	\$ 3,900.00	\$ 45.00	\$ 3,510.00	\$ 45.00	\$ 3,510.00
4.4	Topsoil Restoration, Seeding, Fertilizing & Mulching	102	sq. yd.	\$ 7.50	\$ 765.00	\$ 12.00	\$ 1,224.00	\$ 11.80	\$ 1,203.60	\$ 15.00	\$ 1,530.00
4.5	Erosion Control Matting	65	sq. yd.	\$ 20.00	\$ 1,300.00	\$ 5.00	\$ 325.00	\$ 4.00	\$ 260.00	\$ 8.00	\$ 520.00
4.6	Erosion Control	1	lump sum	\$ 4,000.00	\$ 4,000.00	\$ 2,000.00	\$ 2,000.00	\$ 3,000.00	\$ 3,000.00	\$ 1,500.00	\$ 1,500.00
BASE BID- Miscellaneous Mill and Overlay											
5.1	2" Mill and Overlay	4,849	sq. yd.	\$ 3.25	\$ 15,759.25	\$ 3.00	\$ 14,547.00	\$ 3.25	\$ 15,759.25	\$ 3.50	\$ 16,971.50
5.2	2" Hot-Mix Asphalt Surface Pavement, Type 5 LT	614	tons	\$ 75.00	\$ 46,050.00	\$ 88.00	\$ 54,032.00	\$ 70.80	\$ 43,471.20	\$ 89.00	\$ 54,646.00
	BASE BID TOTAL				\$ 274,641.75		\$ 261,610.10		\$ 272,054.65		\$ 304,884.35
ALTERNATE BID - Taylor-Farwell Drainage Swale											
A1.1	New 53"x83" RCP Storm Sewer	21	lin. ft.	\$ 750.00	\$ 15,750.00	\$ 625.00	\$ 13,125.00	\$ 1,006.45	\$ 21,135.45	\$ 815.00	\$ 17,115.00

2021 STREET AND STORM SEWER IMPROVEMENTS

RENEE COURT, PHEASANT RUN, LAKE EDGE ROAD, TAYLOR-FARWELL STORM SEWER

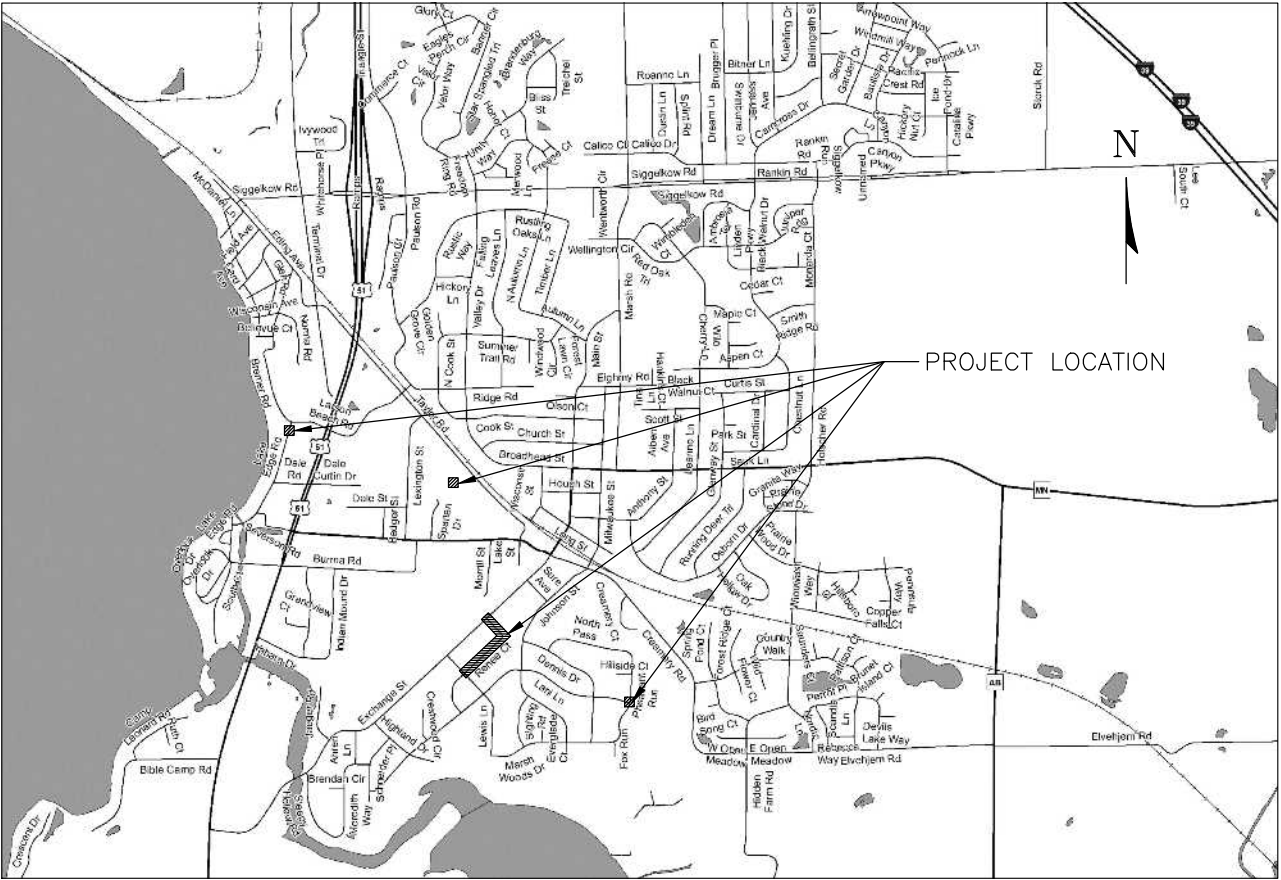
Village of McFarland, Wisconsin

DATE	BY	REVISIONS	SHEET

2021 STREET AND STORM SEWER IMPROVEMENTS
Renee Court, Pheasant Run, Lake Edge Road,
Taylor-Farwell Storm Sewer
Village of McFarland, Wisconsin

PROJECT NO.: MC 181	DRAWN BY: J.C.A.
DRAWING FILE: MC 181 DETAILS.DWG	CHECKED BY: T.J.S.
DATE: 2-17-21	REV. DATE:

SHEET INDEX	
SHEET NO.	SHEET DESCRIPTION
1	EROSION CONTROL PLAN
2	EROSION CONTROL NOTES & STANDARD CONSTRUCTION DETAILS
3	PLAN & PROFILE – RENEE COURT LEWIS LANE TO STATION 16+80
4	PLAN & PROFILE – RENEE COURT STATION 16+40 TO EXCHANGE STREET
5	CROSS SECTIONS – RENEE COURT STATION 11+28 TO STATION 16+08
6	CROSS SECTIONS – RENEE COURT STATION 16+73 TO STATION 20+45
7	PLAN & PROFILE – PHEASANT RUN & LAKE EDGE RD
8	PLAN & PROFILE – TAYLOR-FARWELL STORM SEWER
9	STORM SEWER – STANDARD CONSTRUCTION DETAILS
10	STREET IMPROVEMENTS – STANDARD CONSTRUCTION DETAILS



NO SCALE



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

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

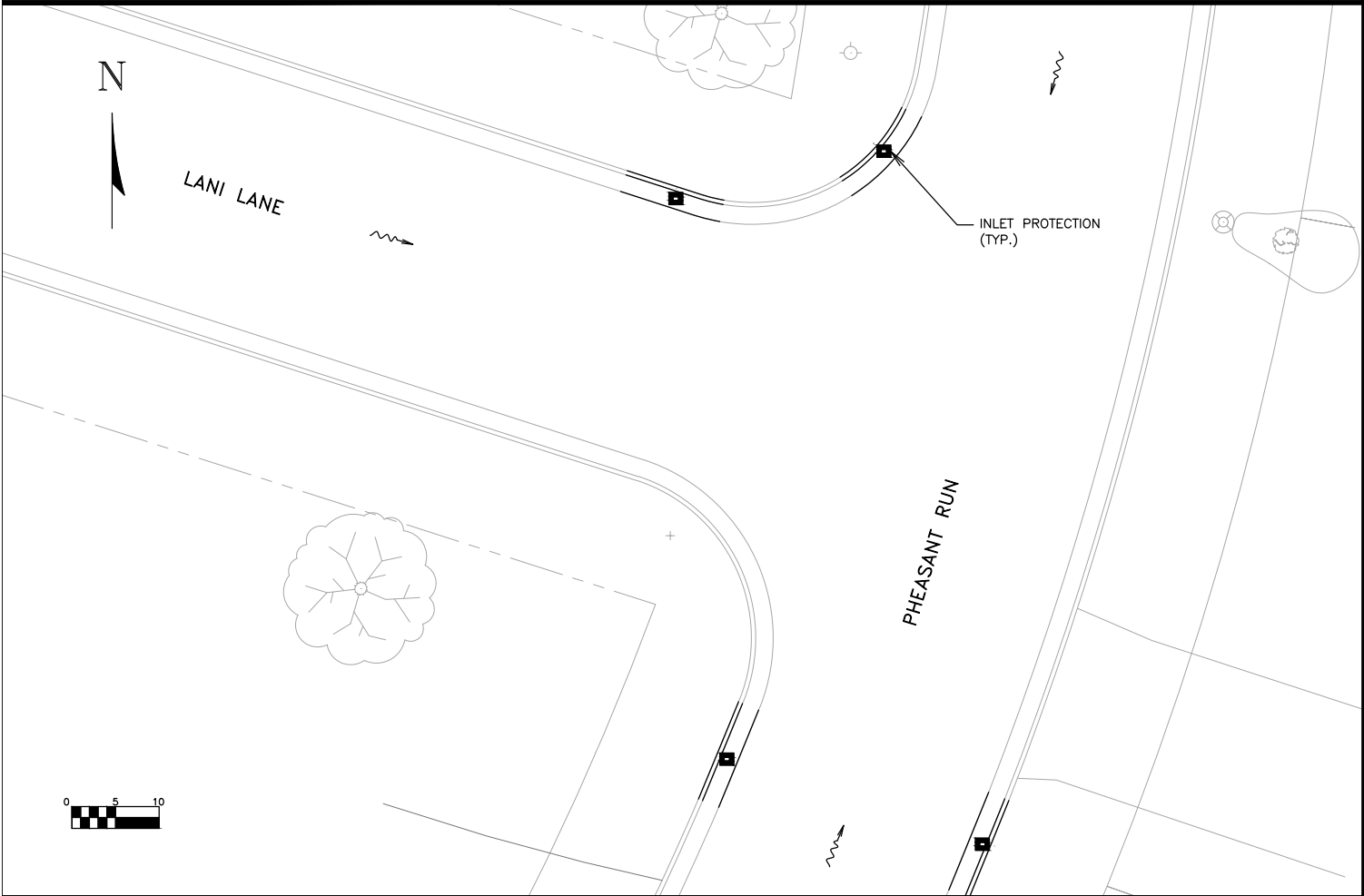
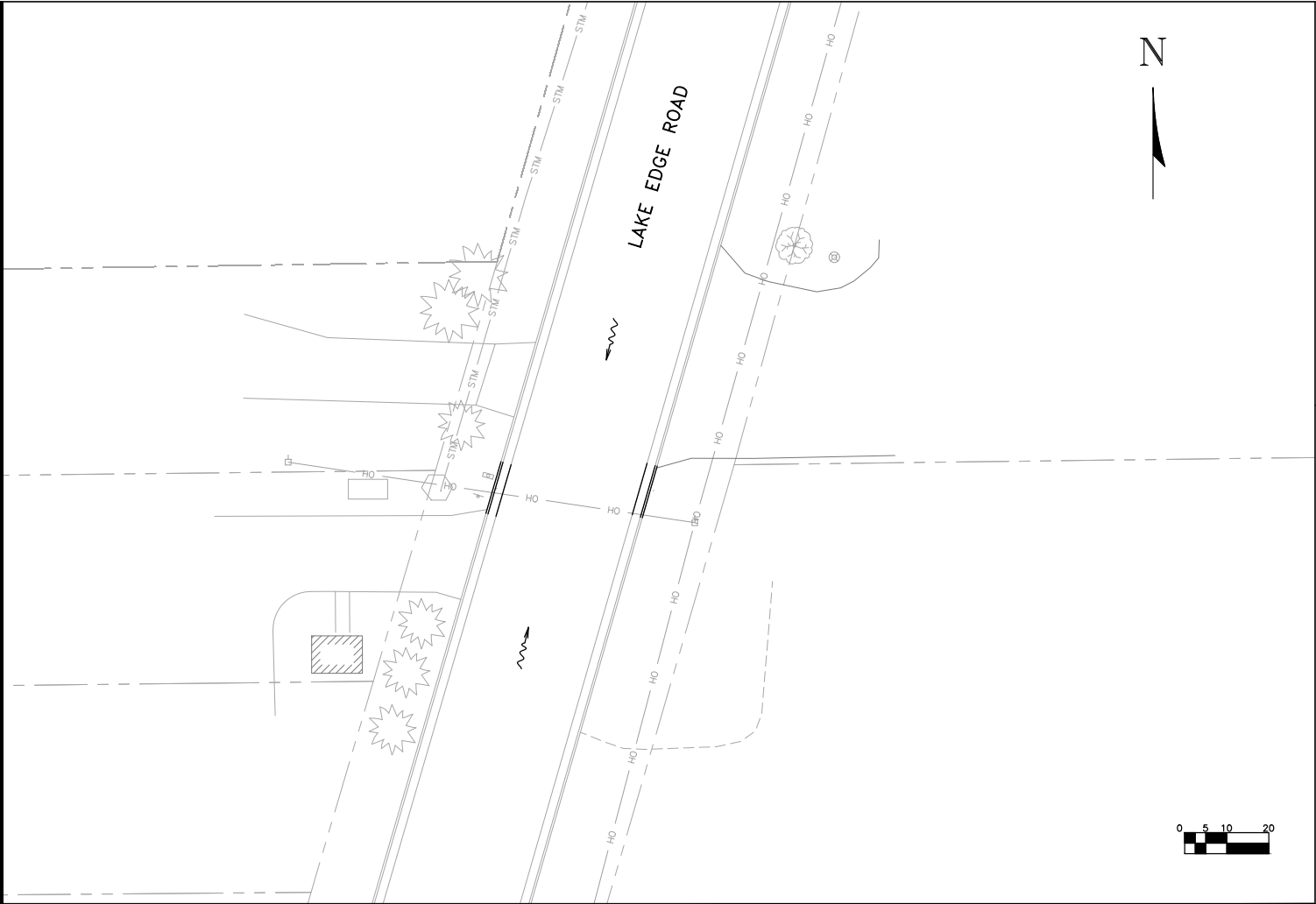
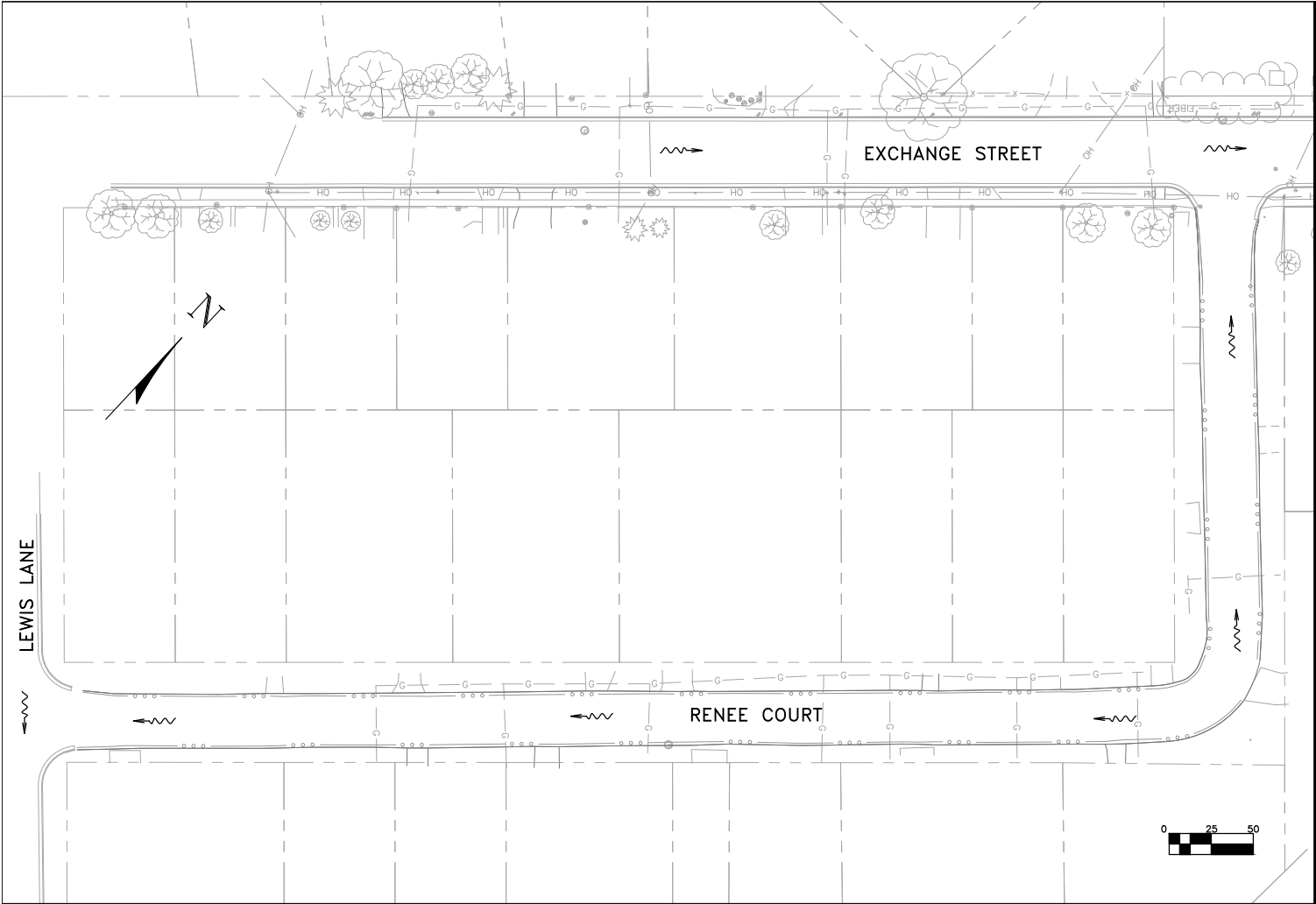
WIS. STATUTE 182.0175 (1974)
REQUIRES MIN. OF 3 WORK DAYS
NOTICE BEFORE YOU EXCAVATE.

LEGEND

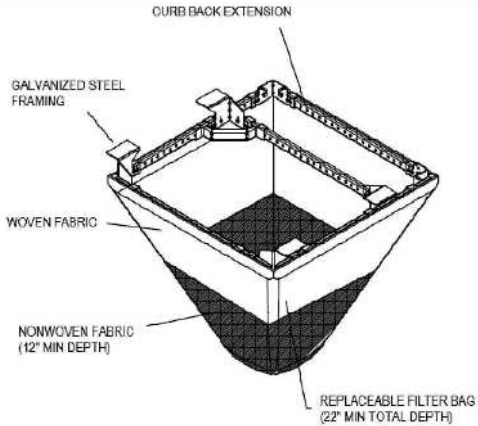
UNDERGROUND TELE.	UT
UNDERGROUND CATV.	UCATV
UNDERGROUND ELEC.	UE
OVERHEAD	OH
EXISTING GAS	G
PROPERTY LINE	WM
EXISTING WATER MAIN	WM
EXISTING SANITARY SEWER	SAN
EXISTING STORM SEWER	STM
EXISTING FENCE LINE	X
SAWCUT	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
NEW STORM SEWER	=====
NEW WATER MAIN	=====
NEW SANITARY SEWER	=====

NEW ITEMS:	WATER VALVE	CURB STOP	HYDRANT	MANHOLE	CURB INLET	ENDWALL	GAS WARNING
EXISTING ITEMS:	FLAG POLE	MAILBOX	POWER POLE	LIGHT POLE	LAMP POST	PULL BOX	
	WATER VALVE	CURB STOP	HYDRANT	WELL	MONITORING WELL	TRACER WIRE	
	SANITARY MANHOLE	SANITARY VALVE	CLEANOUT	STORM MANHOLE	CURB INLET	CIRCULAR INLET	
	SQUARE INLET	ENDWALL	STUMP	DECID. TREE (RELATIVE SIZE SHOWN)	EVERGREEN	SHRUB OR HEDGE	SIGN
	CATV. PED.	TELE. PED.	ELEC. PED.	GAS VALVE	STREET SIGN	IRON PIPE	IRON ROD

NOTES: 1.) EXISTING FEATURES AND LABELS ARE SHOWN WITH SCREENED, LIGHTER LINES.
2.) NEW CONCRETE IS SHOWN SHADED IN PLAN VIEWS
3.) CONCRETE REMOVALS ARE SHOWN BY CROSS-HATCHING



tc TOWN & COUNTRY ENGINEERING, INC.		2912 Marketplace Drive Suite 103 Madison, WI 53719 (608) 273-3350 www.tcengineers.net	
EROSION CONTROL PLAN			
2021 STREET AND STORM SEWER IMPROVEMENTS Renee Court, Pheasant Run, Lake Edge Road, Taylor-Farwell Storm Sewer Village of McFarland, Wisconsin			
PROJECT NO.: MC 181		DRAWING FILE: MC 181 SHEETS.DWG	
DRAWN BY: J.C.A.		CHECKED BY: T.J.S.	
DATE: 2-17-21		REVISIONS:	
SCALE: VARIES		SHEET: 1	



GENERAL NOTES:

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

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

INSTALLATION NOTES:

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

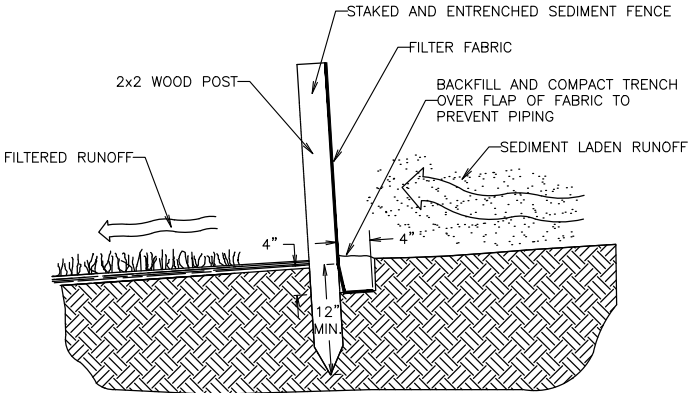
FOR COMBINATION INLETS, PROTECTION SHALL CAPTURE RUNOFF ENTERING BOTH GRATE AND CURB OPENING.

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

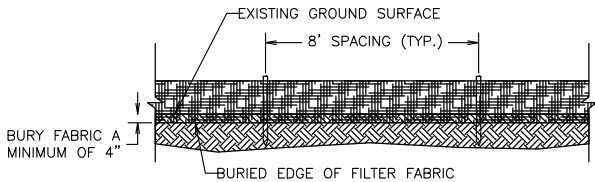
THE INSTALLED BAG SHALL HAVE A MINIMUM SIDE CLEARANCE, BETWEEN THE INLET WALLS AND THE BAG, MEASURED AT THE BOTTOM OF THE OVERFLOW HOLES, OF 3". WHERE NECESSARY THE CONTRACTOR SHALL CINCH THE BAG, USING PLASTIC ZIP TIES, TO ACHIEVE THE 3" CLEARANCE. THE TIES SHALL BE PLACED AT A MAXIMUM OF 4" FROM THE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

DETAIL

INLET PROTECTION - FRAMED (W/ CURB BOX)



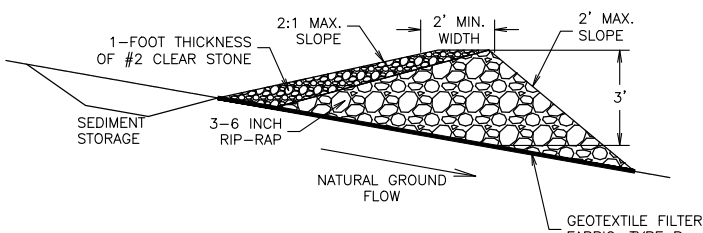
CROSS-SECTION OF A PROPERLY INSTALLED SEDIMENT FENCE



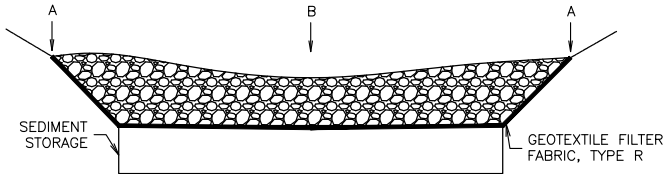
SEDIMENT FENCE DETAIL

DETAIL

SEDIMENT FENCE



SECTION VIEW



FRONT VIEW

DETAIL

STONE CHECK DAM

EROSION CONTROL NOTES:

- LOCATIONS MARKED WITH "■" TO RECEIVE INLET FILTER PROTECTION DURING CONSTRUCTION. ALL NEW STREET INLETS MUST ALSO RECEIVE INLET FILTER PROTECTION.
- CONSTRUCT A STONE CHECK DAM IN GUTTER LINE AT ALL LOCATIONS MARKED WITH "▲"
- SURFACE FLOW DIRECTION IS INDICATED WITH
- SILT FENCE INSTALLATION IS INDICATED WITH
- KEEP A COPY OF THE CURRENT EROSION CONTROL PLAN ON SITE THROUGHOUT THE DURATION OF THE PROJECT.
- SUBMIT PLAN REVISIONS OR AMENDMENTS TO THE WDNR AT LEAST 5 DAYS PRIOR TO FIELD IMPLEMENTATION.
- THE CONTRACTOR IS RESPONSIBLE FOR ROUTINE SITE INSPECTIONS AT LEAST ONCE EVERY 7 DAYS AND WITHIN 24 HOURS AFTER A RAINFALL EVENT OF 0.5 INCHES OR GREATER. KEEP INSPECTION REPORTS ON-SITE AND MAKE THEM AVAILABLE UPON REQUEST.
- INSPECT AND MAINTAIN ALL INSTALLED EROSION CONTROL PRACTICES UNTIL THE CONTRIBUTING DRAINAGE AREA HAS BEEN STABILIZED.
- WHEN POSSIBLE: PRESERVE EXISTING VEGETATION (ESPECIALLY ADJACENT TO SURFACE WATERS), MINIMIZE LAND-DISTURBING CONSTRUCTION ACTIVITY ON SLOPES OF 20% OR MORE, MINIMIZE SOIL COMPACTION, AND PRESERVE TOPSOIL.
- REFER TO THE WDNR STORMWATER CONSTRUCTION TECHNICAL STANDARDS AT http://dnr.wi.gov/topic/stormwater/standards/const_standards.html.
- INSTALL PERIMETER EROSION CONTROLS AND ROCK TRACKING PAD CONSTRUCTION ENTRANCE(S) PRIOR TO ANY LAND-DISTURBING ACTIVITIES, INCLUDING CLEARING AND GRUBBING. USE WDNR TECHNICAL STANDARD STONE TRACKING PAD AND TIRE WASHING #1057 FOR ROCK CONSTRUCTION ENTRANCE(S).
- INSTALL INLET PROTECTION PRIOR TO LAND-DISTURBING ACTIVITIES IN THE CONTRIBUTING DRAINAGE AREA AND/OR IMMEDIATELY UPON INLET INSTALLATION. COMPLY WITH WDNR TECHNICAL STANDARD STORM DRAIN INLET PROTECTION FOR CONSTRUCTION SITES #1060.
- STAGE CONSTRUCTION GRADING ACTIVITIES TO MINIMIZE THE CUMULATIVE EXPOSED AREA. CONDUCT TEMPORARY GRADING FOR EROSION CONTROL PER WDNR TECHNICAL STANDARD TEMPORARY GRADING PRACTICES FOR EROSION CONTROL #1067.
- NOTIFY THE OWNER IF DEWATERING IS SCHEDULED TO OCCUR IN AREAS OF SOIL AND/OR GROUNDWATER CONTAMINATION, OR IF DEWATERING WILL OCCUR FROM A HIGH CAPACITY WELL (70 GPM OR MORE). DEWATER ONLY AFTER THE APPROPRIATE WDNR DEWATERING DISCHARGE PERMIT HAS BEEN OBTAINED.
- PROVIDE ANTI-SCOUR PROTECTION AND MAINTAIN NON-EROSIVE FLOW DURING DEWATERING. LIMIT PUMPING RATES TO EITHER (A) THE SEDIMENT BASIN/TRAP DESIGN DISCHARGE RATE, OR (B) THE BASIN DESIGN RELEASE RATE WITH THE CORRECTLY-FITTED HOSE AND GEOTEXTILE FILTER BAG. PERFORM DEWATERING OF ACCUMULATED SURFACE RUNOFF IN ACCORDANCE WITH WDNR TECHNICAL STANDARD DE-WATERING #1061.
- INSTALL AND MAINTAIN SILT FENCING PER WDNR TECHNICAL STANDARD SILT FENCE #1056. REMOVE SEDIMENT FROM BEHIND SILT FENCES AND SEDIMENT BARRIERS BEFORE SEDIMENT REACHES A DEPTH THAT IS EQUAL TO ONE-HALF OF THE FENCE AND/OR BARRIER HEIGHT.

- REPAIR BREAKS AND GAPS IN SILT FENCES AND BARRIERS IMMEDIATELY. REPLACE DECOMPOSING STRAW BALES (TYPICAL BALE LIFE IS 3 MONTHS). LOCATE, INSTALL, AND MAINTAIN STRAW BALES PER WDNR TECHNICAL STANDARD DITCH CHECKS #1062.
- INSTALL AND MAINTAIN FILTER SOCKS IN ACCORDANCE WITH WDNR TECHNICAL STANDARD INTERIM MANUFACTURED PERIMETER CONTROL AND SLOPE INTERRUPTION PRODUCTS #1071.
- IMMEDIATELY STABILIZE STOCKPILES AND SURROUND STOCKPILES AS NEEDED WITH SILT FENCE OR OTHER PERIMETER CONTROL IF STOCKPILES WILL REMAIN INACTIVE FOR 7 DAYS OR LONGER.
- IMMEDIATELY STABILIZE ALL DISTURBED AREAS THAT WILL REMAIN INACTIVE FOR 14 DAYS OR LONGER. BETWEEN SEPTEMBER 15 AND OCTOBER 15: STABILIZE WITH MULCH, TACKIFIER, AND A PERENNIAL SEED MIXED WITH WINTER WHEAT, ANNUAL OATS, OR ANNUAL RYE, AS APPROPRIATE FOR REGION AND SOIL TYPE. OCTOBER 15 THROUGH COLD WEATHER: STABILIZE WITH A POLYMER AND DORMANT SEED MIX, AS APPROPRIATE FOR REGION AND SOIL TYPE.
- STABILIZE AREAS OF FINAL GRADING WITHIN 7 DAYS OF REACHING FINAL GRADE.
- SWEEP/CLEAN UP ALL SEDIMENT/TRASH THAT MOVES OFF-SITE DUE TO CONSTRUCTION ACTIVITY OR STORM EVENTS BEFORE THE END OF THE SAME WORKDAY OR AS DIRECTED BY THE OWNER. SEPARATE SWEEP MATERIALS (SOILS AND TRASH) AND DISPOSE OF APPROPRIATELY.
- THE CONTRACTOR IS RESPONSIBLE FOR CONTROLLING DUST PER WDNR TECHNICAL STANDARD DUST CONTROL ON CONSTRUCTION SITES #1068.
- PROPERLY DISPOSE OF ALL WASTE AND UNUSED BUILDING MATERIALS (INCLUDING GARBAGE, DEBRIS, CLEANING WASTES, OR OTHER CONSTRUCTION MATERIALS) AND DO NOT ALLOW THESE MATERIALS TO BE CARRIED BY RUNOFF INTO THE RECEIVING CHANNEL.
- COORDINATE WITH THE OWNER TO UPDATE THE LAND DISTURBANCE PERMIT TO INDICATE THE ANTICIPATED OR LIKELY DISPOSAL LOCATIONS FOR ANY EXCAVATED SOILS OR CONSTRUCTION DEBRIS THAT WILL BE HAULED OFF-SITE FOR DISPOSAL. THE DEPOSITED OR STOCKPILED MATERIAL NEEDS TO INCLUDE PERIMETER SEDIMENT CONTROL MEASURES (SUCH AS SILT FENCE, HAY BALES, FILTER SOCKS, OR COMPACTED EARTHEN BERMS).
- FOR NON-CHANNELIZED FLOW ON DISTURBED OR CONSTRUCTED SLOPES, PROVIDE CLASS I, II OR III TYPE A EROSION CONTROL MATTING. SELECT EROSION MATTING FROM APPROPRIATE MATRIX IN WDOT'S WIDOT PRODUCT ACCEPTABILITY LIST (PAL); INSTALL AND MAINTAIN PER WDNR TECHNICAL STANDARD NON-CHANNEL EROSION MAT #1052.
- FOR CHANNELIZED FLOW ON DISTURBED OR CONSTRUCTED AREAS, PROVIDE CLASS I, II, OR III TYPE B EROSION CONTROL MATTING. SELECT EROSION MATTING FROM APPROPRIATE MATRIX IN WDOT'S WIDOT PRODUCT ACCEPTABILITY LIST (PAL); INSTALL AND MAINTAIN PER WDNR TECHNICAL STANDARD CHANNEL EROSION MAT #1053.
- MAKE PROVISIONS FOR WATERING DURING THE FIRST 8 WEEKS FOLLOWING SEEDING OR PLANTING OF DISTURBED AREAS WHENEVER MORE THAN 7 CONSECUTIVE DAYS OF DRY WEATHER OCCUR.
- INSTALL ADDITIONAL EROSION AND SEDIMENT CONTROL MEASURES (SUCH AS TEMPORARY SEDIMENT BASINS, DITCH CHECKS, EROSION CONTROL MATTING, SILT FENCING, FILTER SOCKS, WATTLES, SWALES, ETC.), OR AS DIRECTED BY THE OWNER.
- THE CONTRACTOR IS RESPONSIBLE FOR COMPLYING WITH ALL APPLICABLE WDNR REMEDIATION AND WASTE MANAGEMENT REQUIREMENTS FOR HANDLING AND DISPOSING OF CONTAMINATED MATERIALS. SITE-SPECIFIC INFORMATION FOR AREAS WITH KNOWN OR SUSPECTED SOIL AND/OR GROUNDWATER CONTAMINATION CAN BE FOUND ON WDNR'S BUREAU OF REMEDIATION AND REDEVELOPMENT TRACKING SYSTEM (BRRTS) PUBLIC DATABASE AT: <http://dnr.wi.gov/botw/>

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



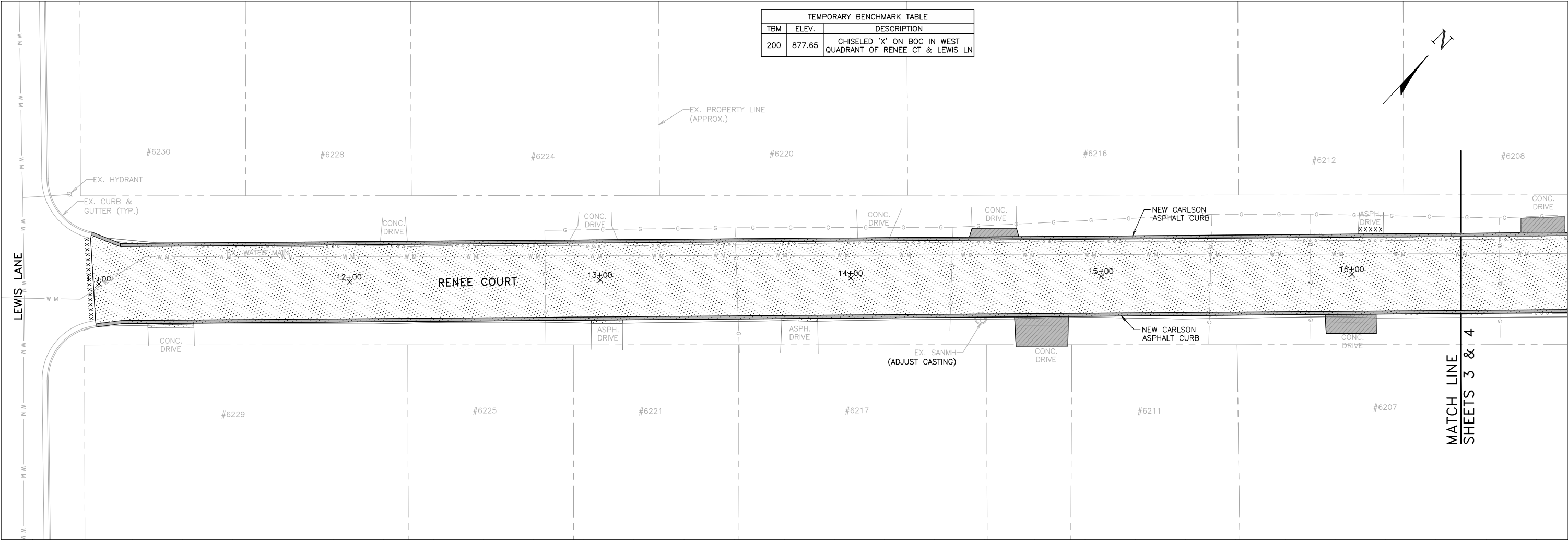
EROSION CONTROL NOTES & STANDARD
CONSTRUCTION DETAILS

2021 STREET AND STORM SEWER IMPROVEMENTS
Renee Court, Pleasant Run, Lake Edge Road
Taylor-Farwell Storm Sewer
Village of McFarland, Wisconsin

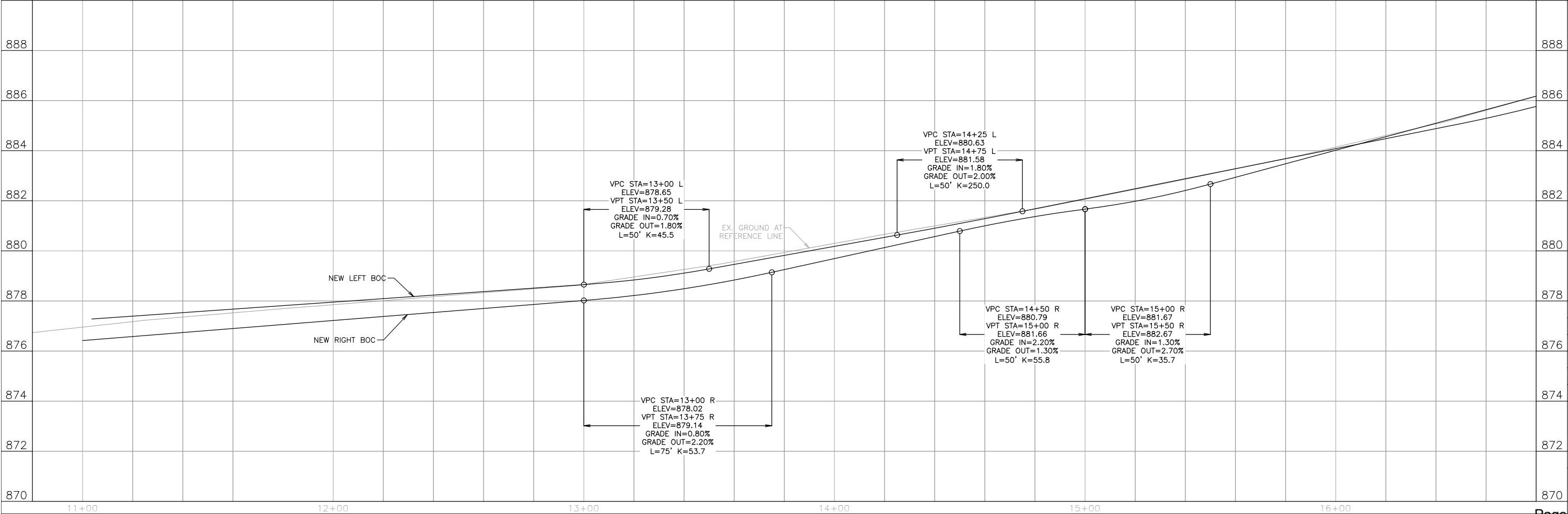
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MC 181
DRAWING FILE:
MC 181 DETAILS.DWG
DRAWN BY:
J.C.A.
CHECKED BY:
T.J.S.
DATE:
2-17-21
REVISIONS:
SCALE:

N.T.S.

SHEET:
2



TEMPORARY BENCHMARK TABLE		
TBM	ELEV.	DESCRIPTION
200	877.65	CHISELED 'X' ON BOC IN WEST QUADRANT OF RENEE CT & LEWIS LN



VPC STA=13+00 L
ELEV=878.65
VPT STA=13+50 L
ELEV=879.28
GRADE IN=0.70%
GRADE OUT=1.80%
L=50' K=45.5

VPC STA=13+00 R
ELEV=878.02
VPT STA=13+75 R
ELEV=879.14
GRADE IN=0.80%
GRADE OUT=2.20%
L=75' K=53.7

VPC STA=14+25 L
ELEV=880.63
VPT STA=14+75 L
ELEV=881.58
GRADE IN=1.80%
GRADE OUT=2.00%
L=50' K=250.0

VPC STA=14+50 R
ELEV=880.79
VPT STA=15+00 R
ELEV=881.66
GRADE IN=2.20%
GRADE OUT=1.30%
L=50' K=55.8

VPC STA=15+00 R
ELEV=881.67
VPT STA=15+50 R
ELEV=882.67
GRADE IN=1.30%
GRADE OUT=2.70%
L=50' K=35.7

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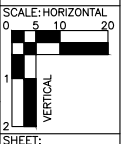


PLAN & PROFILE
RENEE COURT
Station 10+80 To Station 16+80

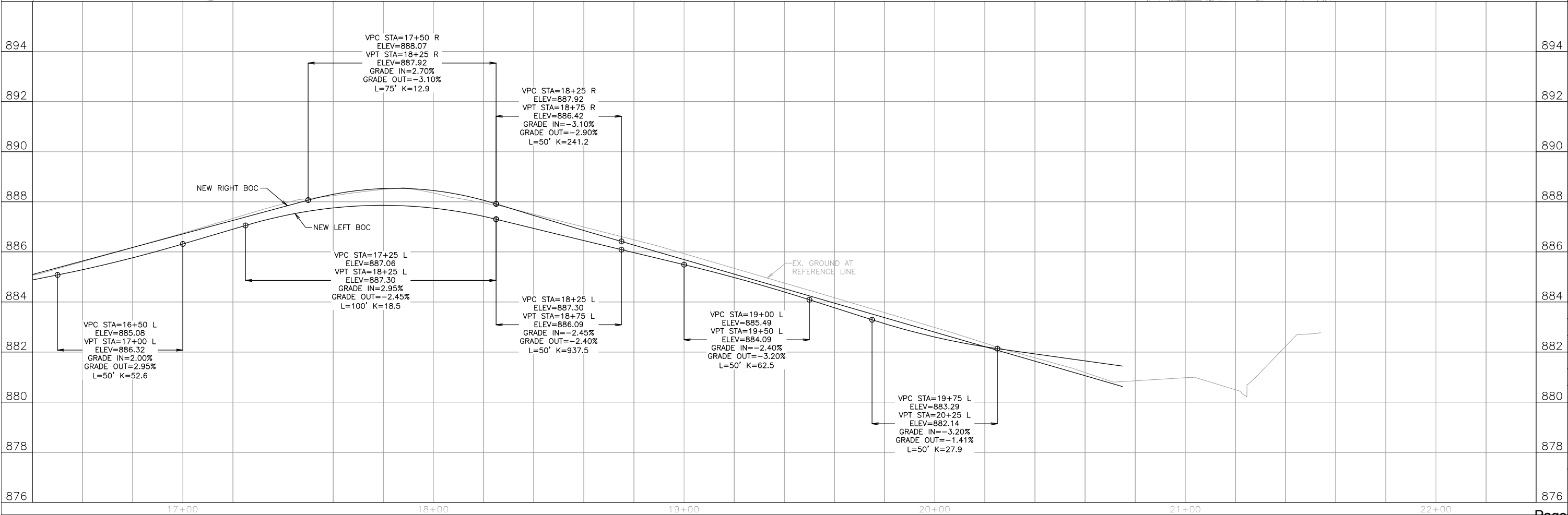
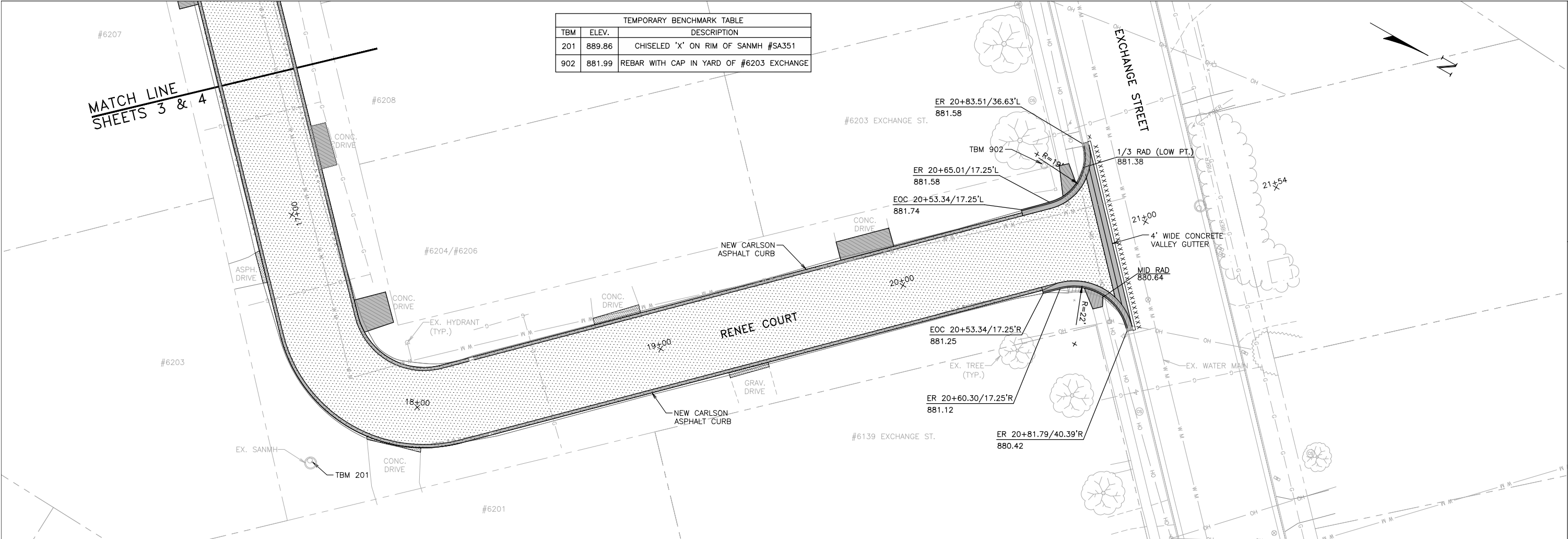
2021 STREET AND STORM SEWER IMPROVEMENTS
Renee Court, Pheasant Run, Lake Edge Road,
Taylor-Farwell Storm Sewer
Village of McFarland, Wisconsin

PROJECT NO.:
MC 181
DRAWING FILE:
MC 181 SHEETS.DWG
DRAWN BY:
J.C.A.
CHECKED BY:
T.J.S.

DATE:
2-17-21
REVISIONS:



3



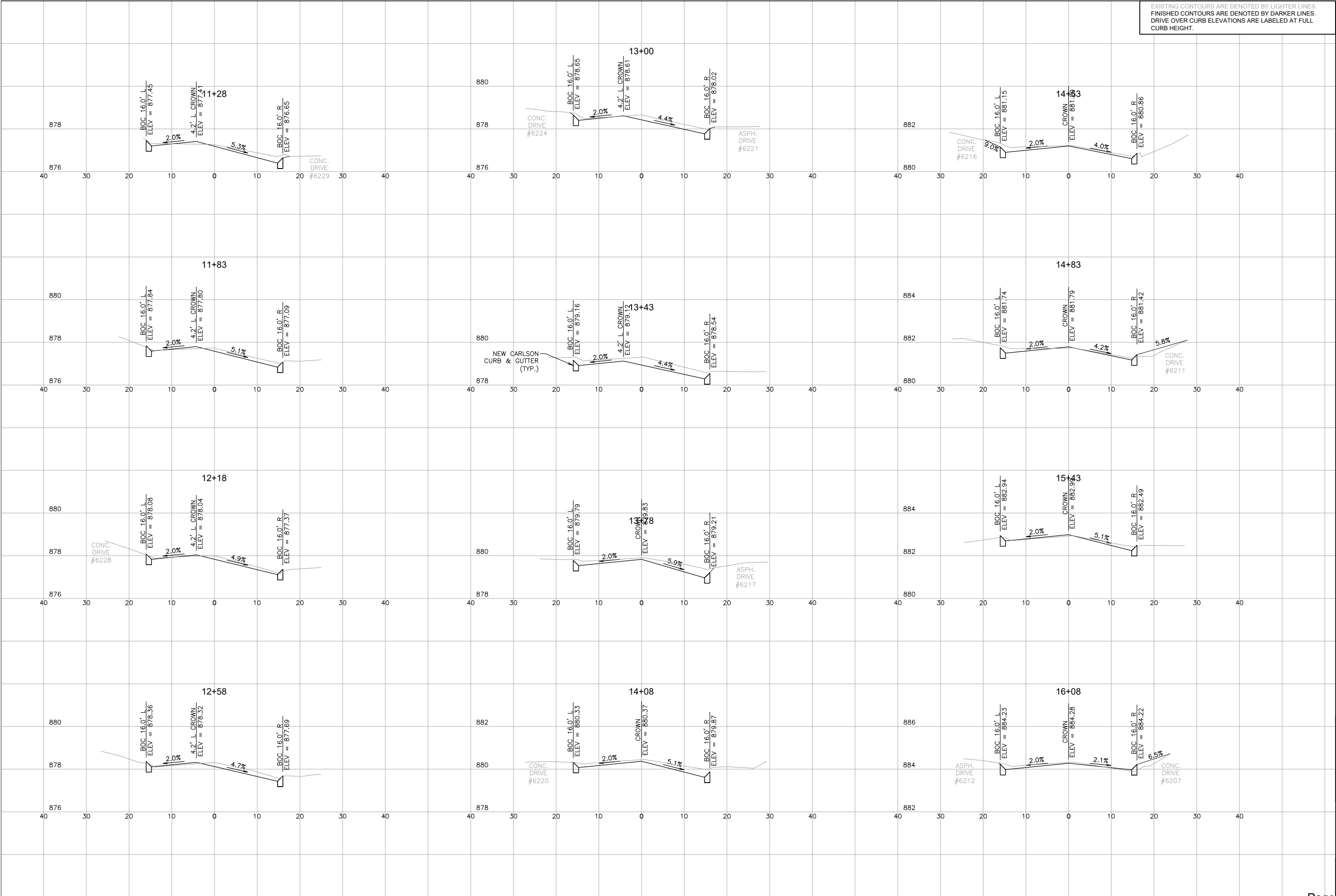
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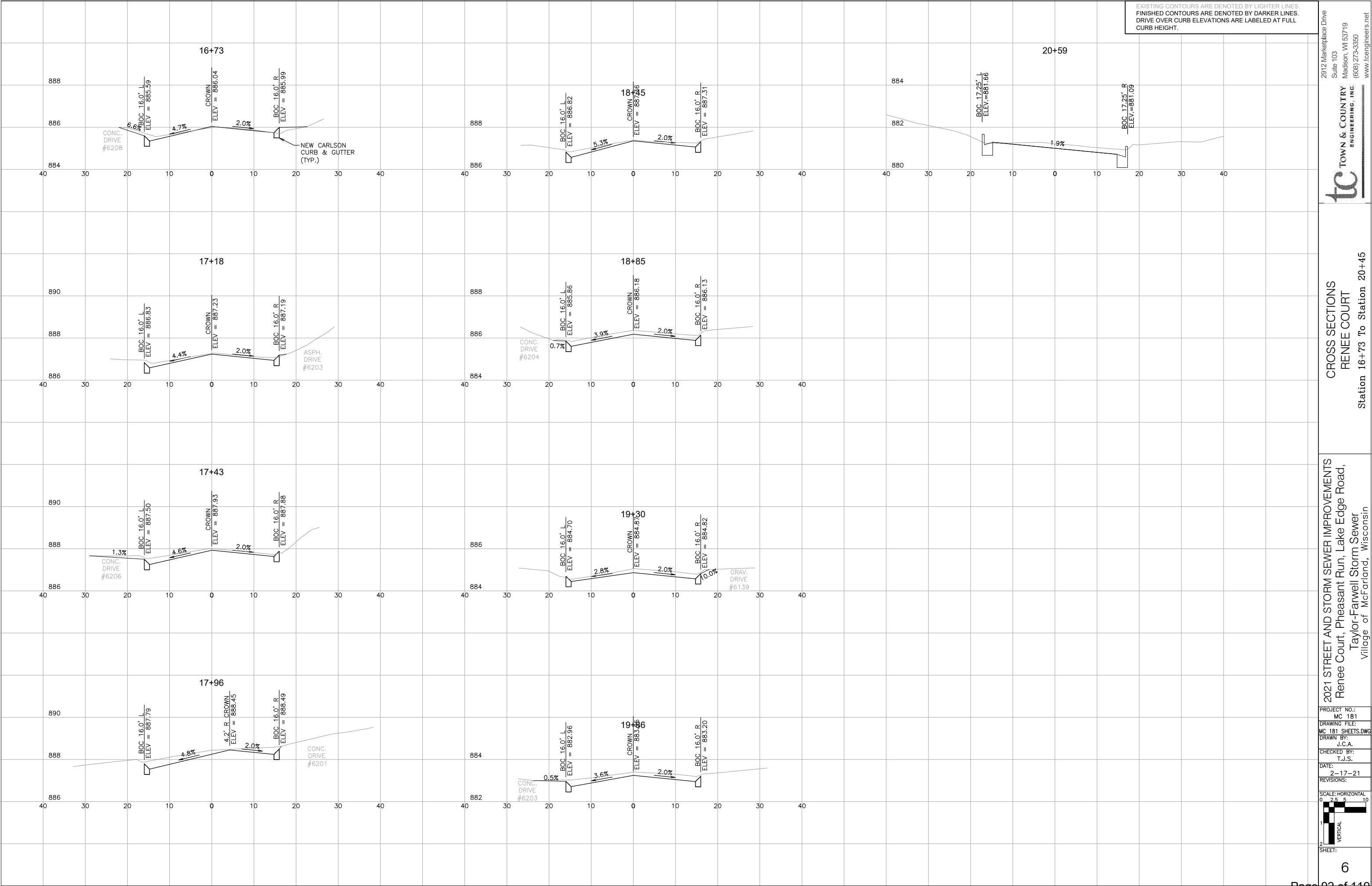
tc TOWN & COUNTRY
ENGINEERING, INC.

PLAN & PROFILE
RENEE COURT
Station 16+40 To Station 22+40

2021 STREET AND STORM SEWER IMPROVEMENTS
Renee Court, Pheasant Run, Lake Edge Road,
Taylor-Farwell Storm Sewer
Village of McFarland, Wisconsin

PROJECT NO.: MC 181
DRAWING FILE: MC 181 SHEETS.DWG
DRAWN BY: J.C.A.
CHECKED BY: T.J.S.
DATE: 2-17-21
REVISIONS:
SCALE: HORIZONTAL
VERTICAL
SHEET: 4





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CROSS SECTIONS
RENEE COURT
Station 16+73 To Station 20+45

2021 STREET AND STORM SEWER IMPROVEMENTS
Renee Court, Pheasant Run, Lake Edge Road,
Taylor-Farwell Storm Sewer
Village of McFarland, Wisconsin

PROJECT NO.:
MC 181

DRAWING FILE:
MC 181 SHEETS.DWG

DRAWN BY:
J.C.A.

CHECKED BY:
T.J.S.

DATE:
2-17-21

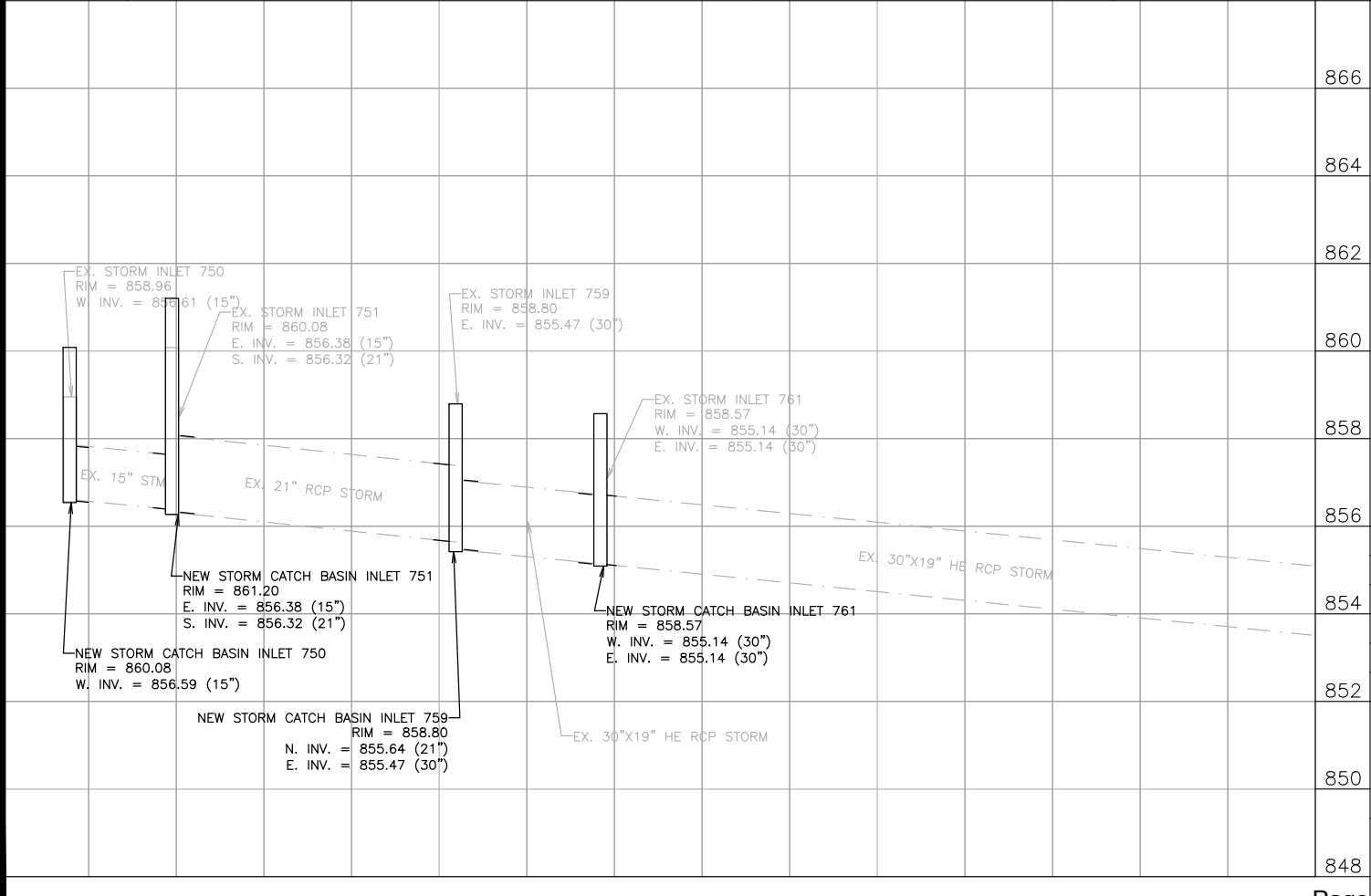
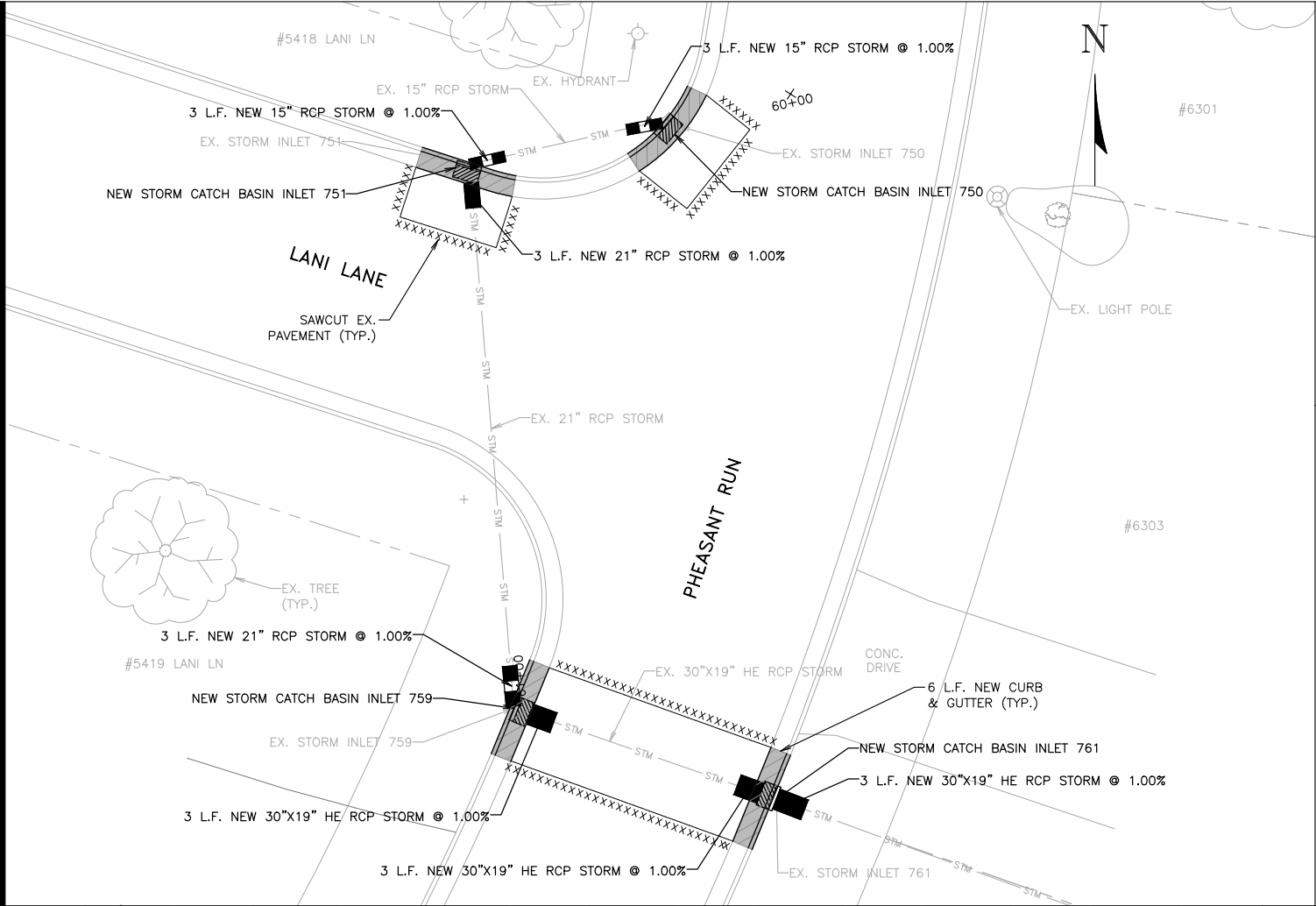
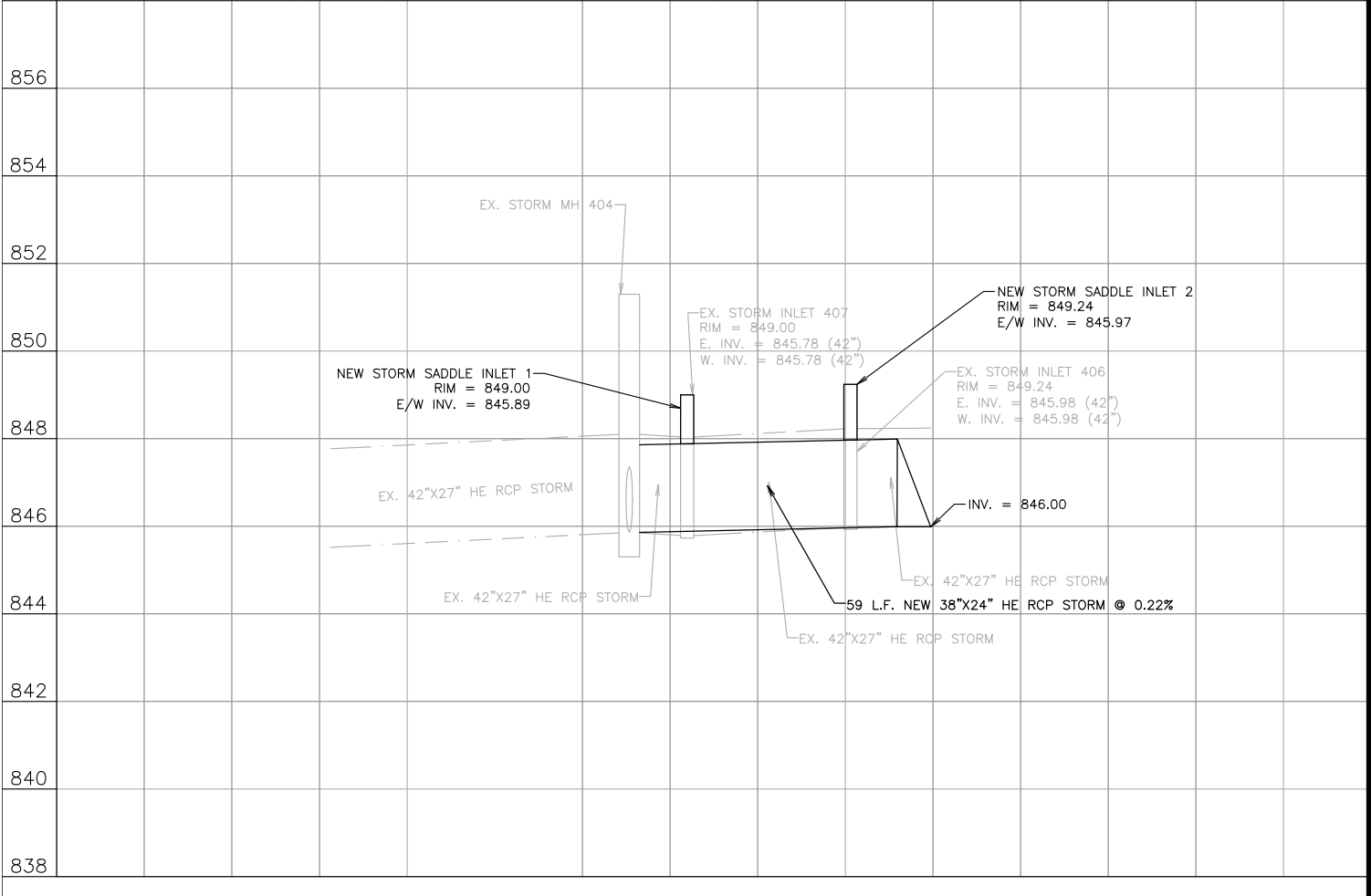
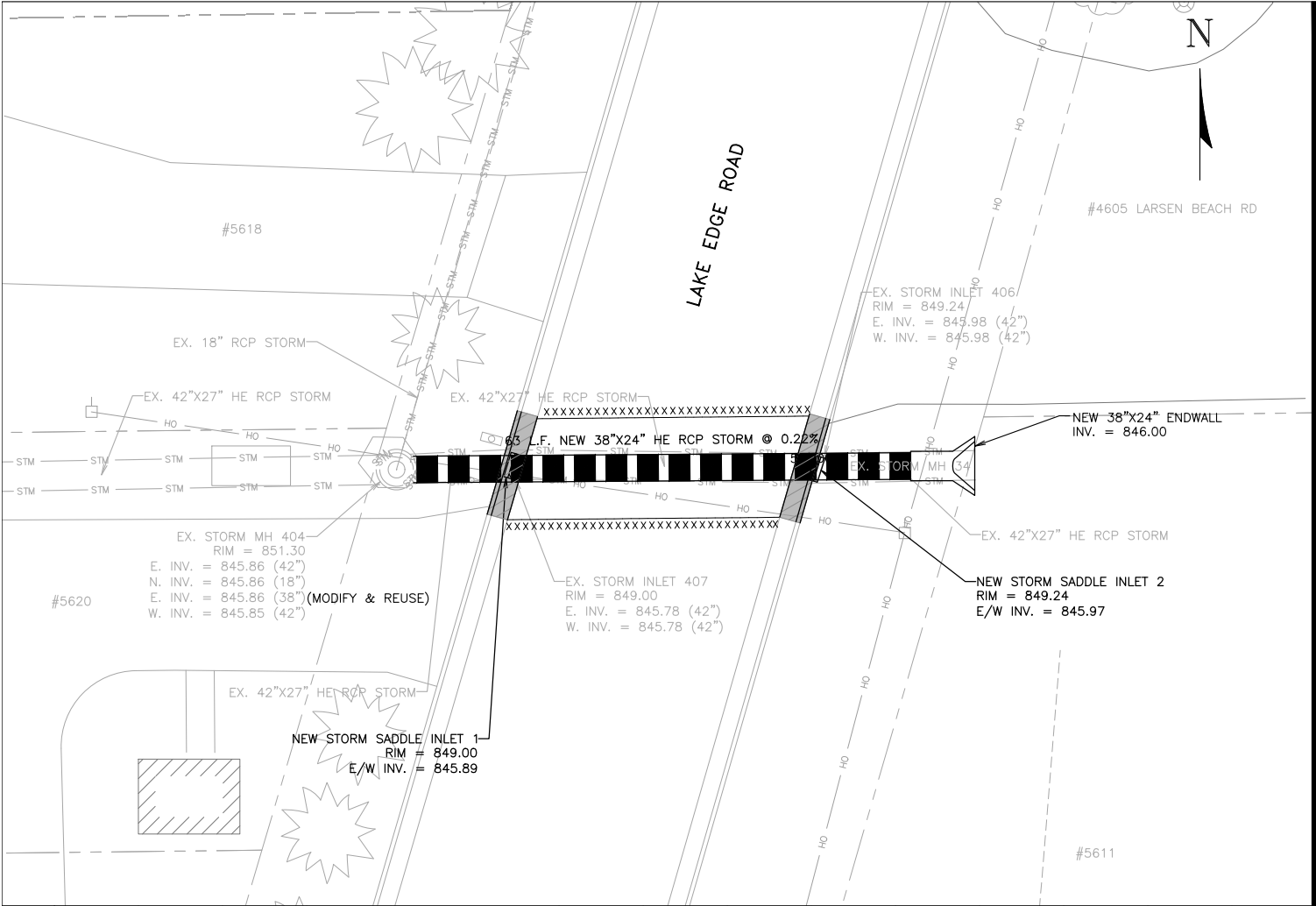
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VERTICAL
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2
SHEET:

6

Page 92 of 119



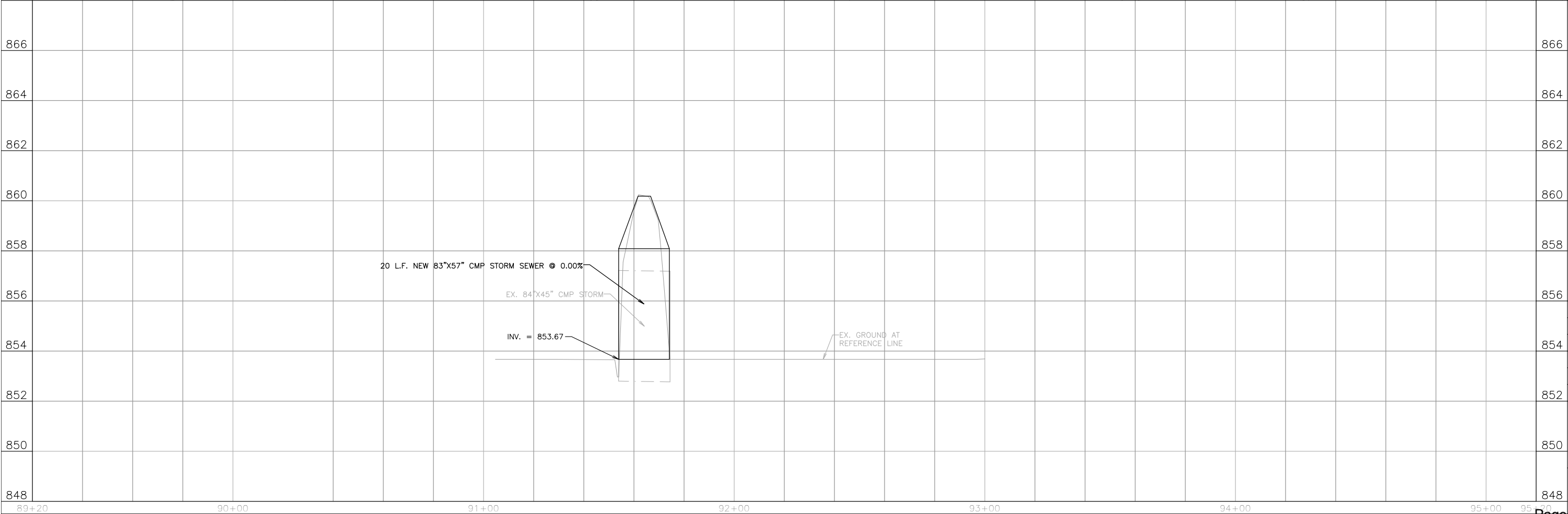
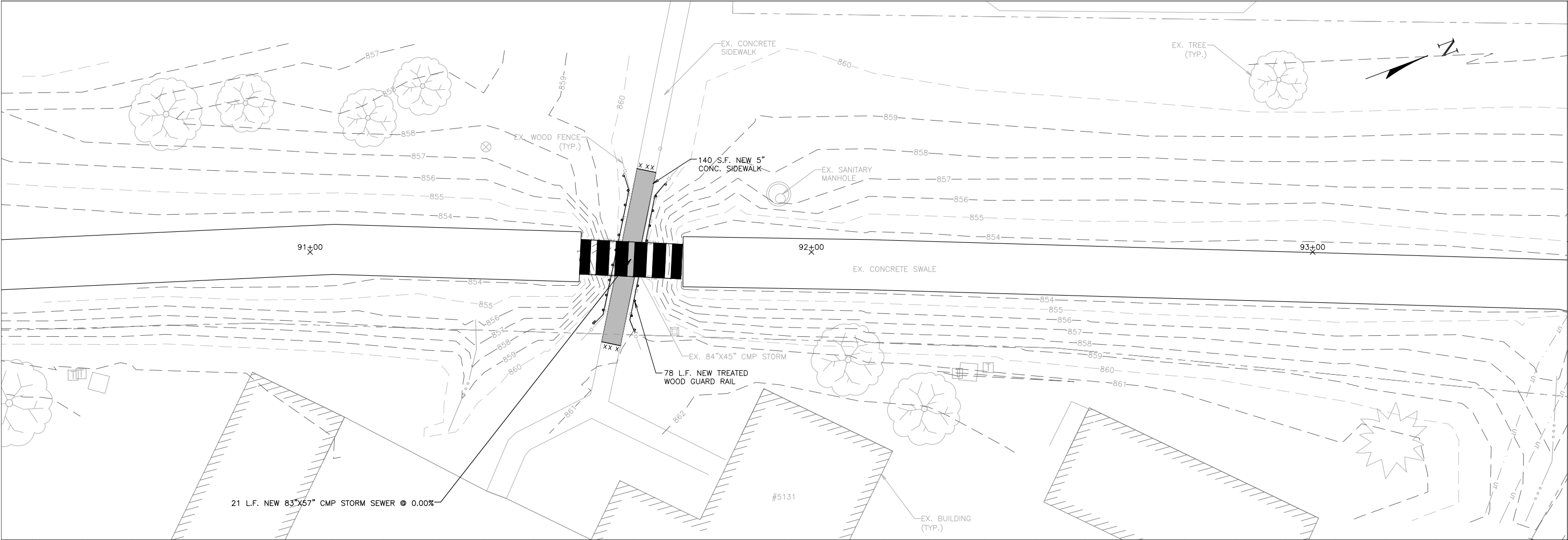
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ENGINEERING, INC.

PLAN & PROFILE
PHEASANT RUN & LAKE EDGE ROAD

2021 STREET AND STORM SEWER IMPROVEMENTS
Renee Court, Pheasant Run, Lake Edge Road,
Taylor-Farwell Storm Sewer
Village of McFarland, Wisconsin

PROJECT NO.: MC 181
DRAWING FILE: MC 181 SHEETS.DWG
DRAWN BY: J.C.A.
CHECKED BY: T.J.S.
DATE: 2-17-21
REVISIONS:
SCALE: HORIZONTAL
VERTICAL
SHEET: 7



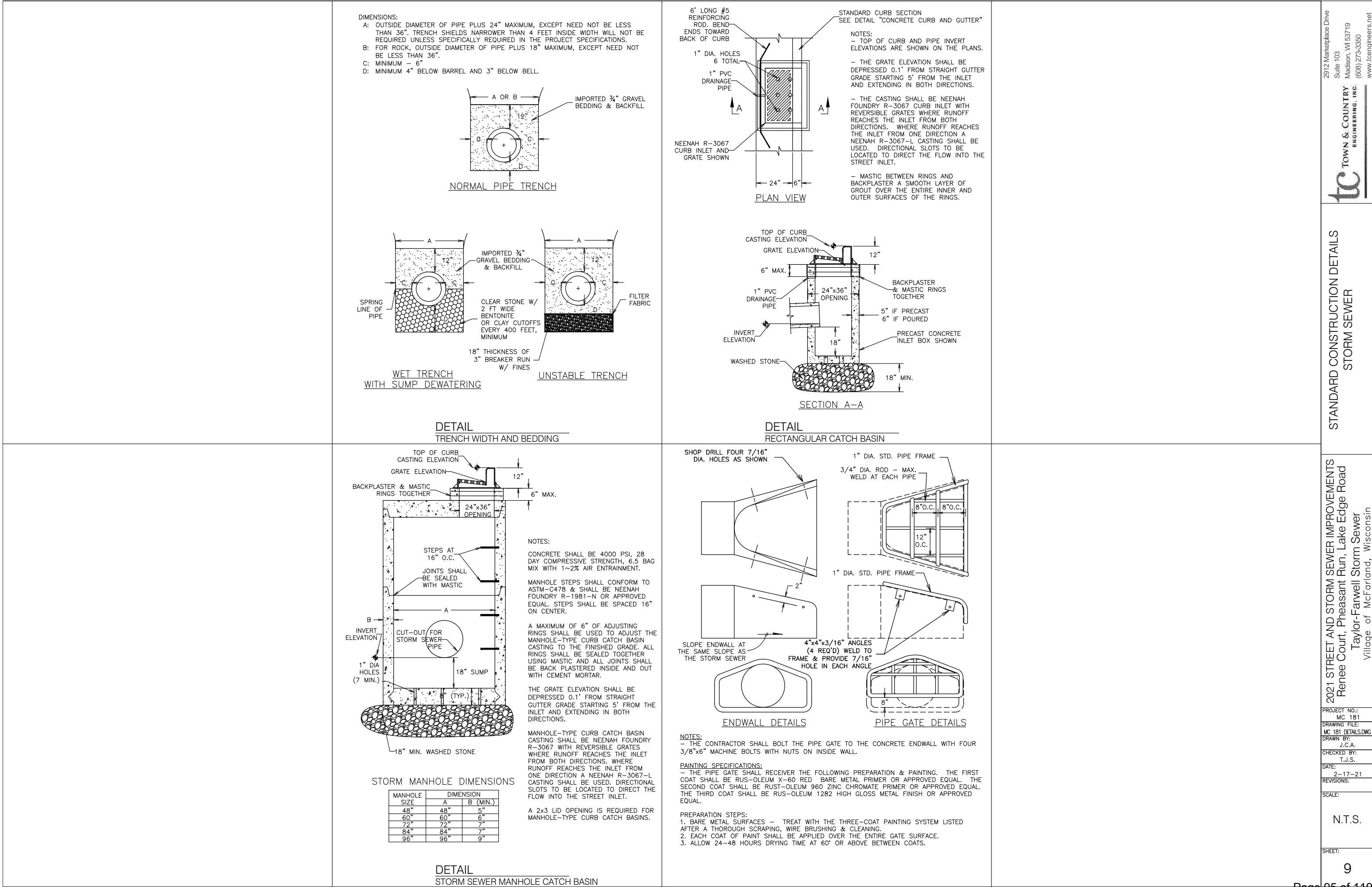
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Suite 103
Madison, WI 53719
(608) 273-3350
www.tceengineers.net

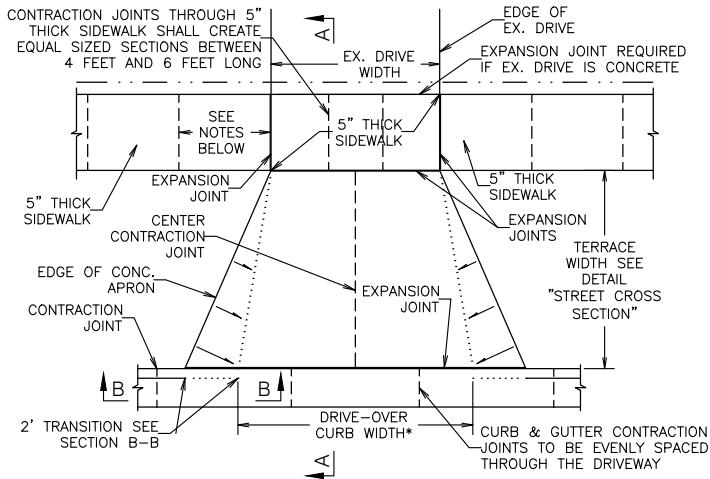
**TOWN & COUNTRY**
ENGINEERING, INC.

PLAN & PROFILE
TAYLOR-FARWELL DRAINAGE SWALE
Station 89+00 To Station 95+00

2021 STREET AND STORM SEWER IMPROVEMENTS
Renee Court, Pheasant Run, Lake Edge Road,
Taylor-Farwell Storm Sewer
Village of McFarland, Wisconsin

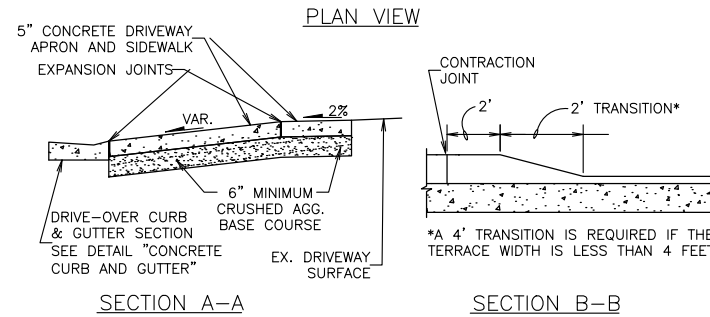
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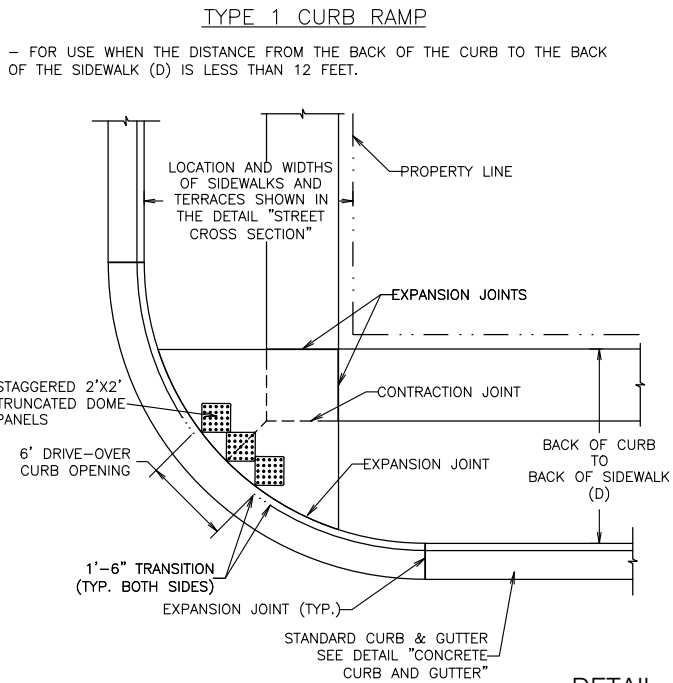


NOTES: - 5" THICK WALK WIDTH SHALL BE EQUAL TO THE EX. DRIVE WIDTH OR A MINIMUM OF 12' CENTERED ON THE EX. DRIVE. THE DRIVE-OVER CURB WIDTH SHALL BE EQUAL TO THE 5" THICK WALK WIDTH PLUS 2', CENTERED ON THE EX. DRIVE.

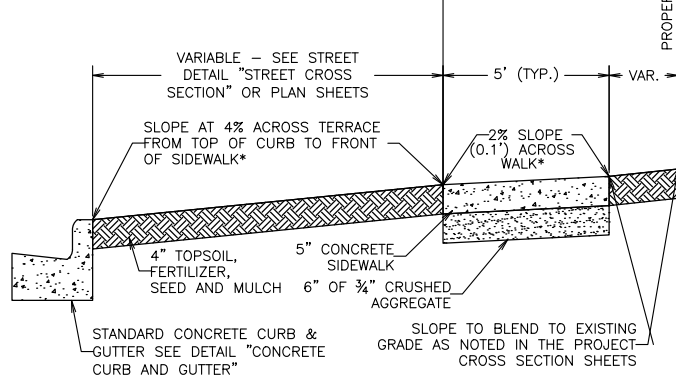
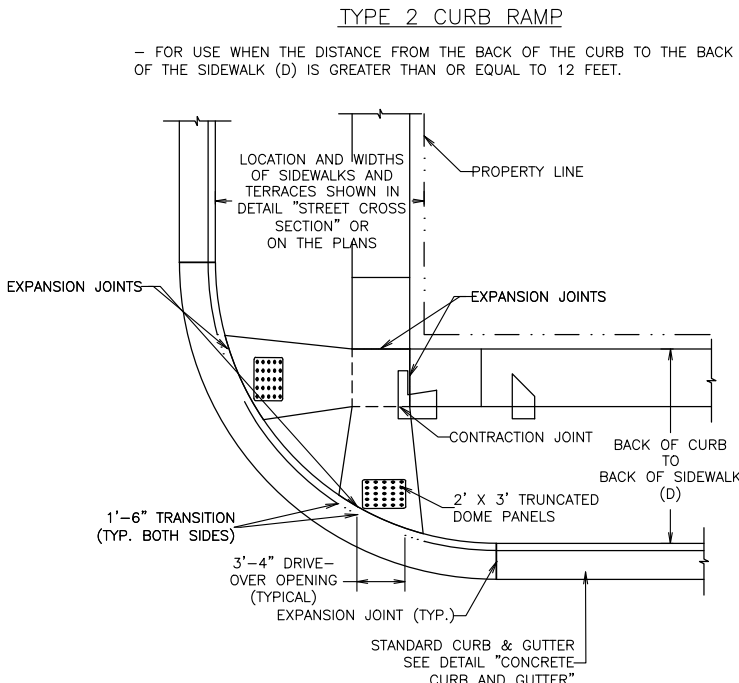
- CONTRACTION JOINTS IN 5" THICK SIDEWALKS SHALL BE PLACED EVERY 5'. EXPANSION JOINTS SHALL BE PLACED AT INTERVALS NOT TO EXCEED 96 FEET.



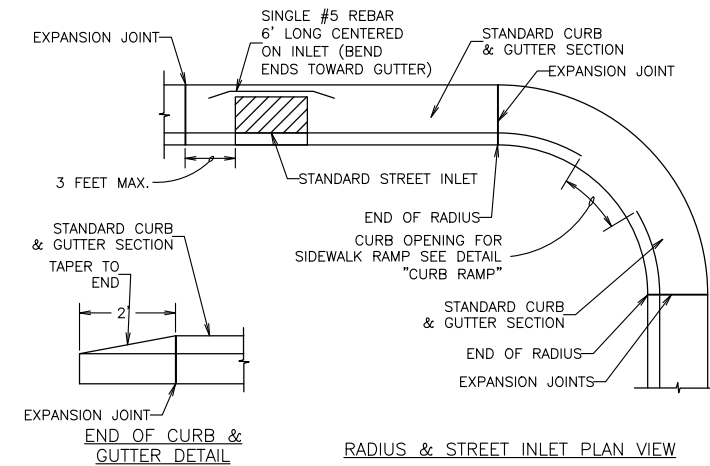
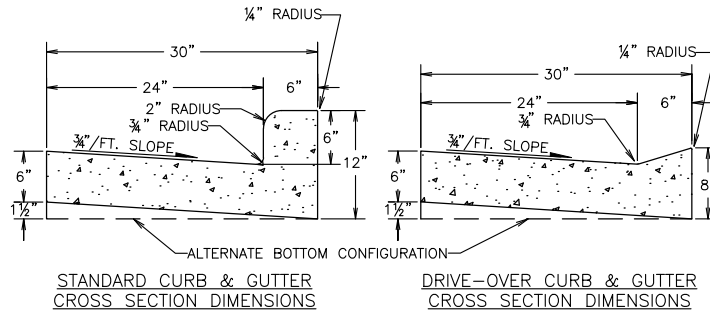
DETAIL DRIVEWAY



DETAIL CURB RAMP



DETAIL SIDEWALK - TERRACE SECTION

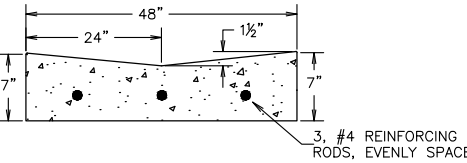
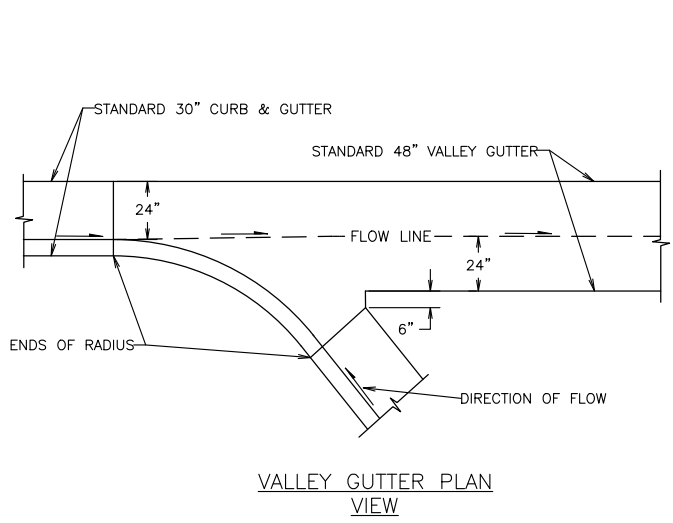


NOTES:

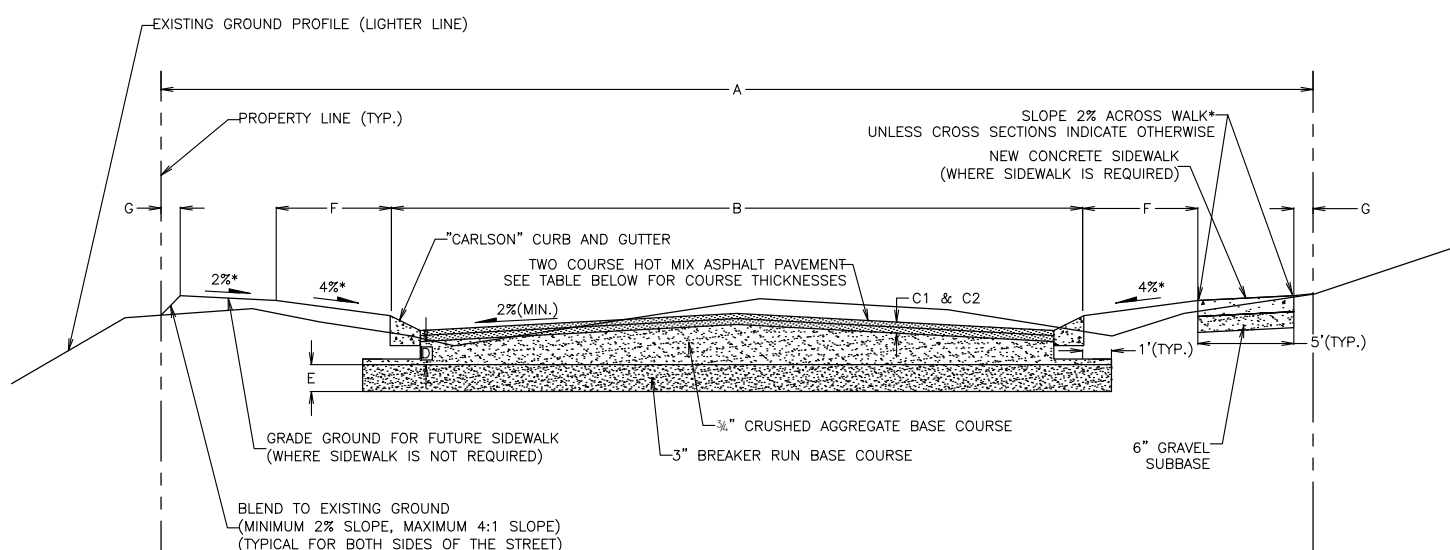
1.) CONTRACTION JOINTS SHALL BE PLACED EVERY 6 TO 12 FEET AND AT LOCATIONS SHOWN IN THE CURB RAMP AND DRIVEWAY DETAILS.

2.) EXPANSION JOINTS SHALL BE PLACED AT EVERY END OF RADIUS, 3 FEET ON ONE SIDE OF EACH STREET INLET AND AT INTERVALS NOT TO EXCEED 300 FEET.

DETAIL CONCRETE CURB AND GUTTER



DETAIL VALLEY GUTTER



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

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

NOTES:

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

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

DETAIL STREET CROSS SECTION

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Monday, April 26, 2021

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Jim Hessling, Public Works Director

AGENDA ITEM: Discussion and action regarding 2021 Crackseal and Chipseal proposal for street maintenance.

PREVIOUS ACTION:

This item was discussed and approved at the April 13, 2021 joint Public Works and Utilities Committee meeting by the Public Works committee.

ISSUE SUMMARY:

Annually the Village conducts cracksealing and chipseal work in order to maintain and extend the life of our streets. This type of work is common practice in municipalities.

Cracksealing is the practice of routing out or opening up a crack in the street and then filling it with a rubberized asphalt type of material to seal up the crack. This helps in keeping water out of the crack along with the asphalt and base material, extending the life of our streets..

Chip sealing is performed after the crack sealing process. Chip sealing consists of sweeping/cleaning off the street, laying down a tar type material with a fine stone material applied directly behind the tar. The chips are then rolled into the tar and in a few days the excess material is swept up and hauled away.

Enclosed in your packet is a proposal from Fahrner Asphalt Sealers for the 2021 work to be conducted on identified streets. Funds for this work have been allocated in the 2021 budget.

Fahrner Asphalt, the proposal provider, has been in business since 1979 and has worked in the village in the past and we have been very pleased with their work. . They are a reputable and well respected company.

FINANCIAL/BUDGET IMPACT:

The funds for this work will come out of account 100-53000-230-000 in which \$90,000 is allocated.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.



BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended action to be taken is as follows:

Motion to award contract to Fahrner Asphalt of Plover in an amount of \$78,275 to conduct crack filling and chip sealing services as presented.

ATTACHMENTS:

1. 2021 Road Work Proposal
2. 2021 Road Matrix Bid Doc
3. Infrared Seamless Patching Spec
4. Joint & crack Sealing 2020
5. FA2 Washed chip Spec - Polymer

PROPOSAL / CONTRACT

Job. No. _____

Date: April 06, 2021

PLOVER, WI 54467
2800 Mecca Drive
Ph.: 715.341.2868
Fax: 715.341.1054

WAUNAKEE, WI 53597
316 Raemisch Road
Ph.: 608.849.6466
Fax: 608.849.6470

KAUKAUNA, WI 54130
860 Eastline Road
Ph.: 920.759.1008
Fax: 920.759.1019

EAU CLAIRE, WI 54703
6615 U.S. Hwy 12 W
Ph.: 715.874.6070
Fax: 715.874.6717



Pavement Maintenance Contractors

EEO/AA Employer

CORPORATE OFFICE: 1.800.332.3360

FREDERIC, WI 54837
3468 115th Street
Ph.: 715.653.2535
Fax: 715.653.2553

SAGINAW, MI 48601
2224 Veterans Memorial Pkwy
Ph.: 989.752.9200
Fax: 989.752.9205

DUBUQUE, IA 52002
7680 Commerce Park
Section C
Ph.: 563.556.6231
Fax: 563.588.1240

OAKDALE, MN 55128
7500 Hudson Blvd., Ste. 305
Ph.: 651.340.6212
Fax: 651.340.6221

Contact Name: **Jim Hessling**

Contract Price

\$78,275.00

PURCHASER: **VILLAGE OF MCFARLAND**

TELEPHONE: **(608) 838-7287**

ADDRESS: **5115 TERMINAL DR
MC FARLAND, WI 53558**

DESCRIPTION OF PROPERTY:

2021 Street Maintenance

5155 Terminal Dr.

McFarland, WI 53558

1. FAHRNER Asphalt Sealers, L.L.C. (CONTRACTOR) and PURCHASER agree that, CONTRACTOR shall furnish the labor and materials to complete certain construction in accordance with the following specifications:

2021 Infrared, Crackseal & Chipseal Proposal

Repair asphalt areas using Infrared Seamless Patching System.

Rout out cracks to a 3/4 x 3/4 ratio width versus depth. Blow out and clean cracks with compressed air and heat lance. Seal cracks with a rubberized asphalt crack sealant. This material exceeds Fed Spec ASTM D6690 Type II.

Thoroughly clean the existing surface with a self propelled broom. Apply 170 degree emulsified asphalt by full-width spray distributor. Apply cover aggregate and spread uniformly over surface with full-width self propelled chip spreader. Roll with pneumatic-tired roller.

Emulsion - CRS2-P Polymer Modified
Aggregate - FA2 Fractured Granite
Sweeping - Included

****See Attached List of Roads and Specifications**

This proposal may be withdrawn if not accepted and received by CONTRACTOR within 30 days of the date above and/ or at any time before performance of the work hereunder upon CONTRACTOR'S determination that the PURCHASER is not creditworthy.

2. If proposal is accepted please sign, retain one copy and forward a copy to our office.

3. The undersigned ("PURCHASER") agrees to pay CONTRACTOR the total price of \$78,275.00 and/or the unit prices specified above for the labor and materials specified above which payment shall be due upon completion of each stage of work. PURCHASER acknowledges that the specifications, conditions and price quotes specified above are satisfactory and hereby accepted.

Acceptance of this Proposal includes acceptance of all the terms and conditions on back.

CONTRACTOR:

Fahrner Asphalt Sealers, LLC:608-280-1452
mike.jenquin@fahrnerasphalt.com

PURCHASER:

I have read and understand the terms and conditions on both sides of this contract.

Mike Jenquin

(PRINT OR TYPE NAME)

By: Mike Jenquin
(CONTRACTOR REPRESENTATIVE)

By: _____
(PURCHASER AUTHORIZED REPRESENTATIVE)

Date: April 06, 2021

Date of acceptance: _____

TERMS AND CONDITIONS

NOTICE OF LIEN RIGHTS

AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAWS, CONTRACTOR HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES FURNISHING LABOR OR MATERIALS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON OWNER'S LAND AND BUILDING IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED CONTRACTOR, ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN SIXTY (60) DAYS AFTER THEY FIRST FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO THE MORTGAGE LENDER, IF ANY. CONTRACTOR AGREES TO COOPERATE WITH THE OWNER AND THE OWNER'S LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMS ARE DULY PAID.

ACCEPTANCE OF WORK

All labor and material is conclusively accepted as satisfactory unless excepted to in writing within seven (7) days of performance.

EXTRA WORK

All alterations or deviations from any of the terms of this contract shall be in writing and executed by the parties hereto. Any extra cost involved therein will become an extra charge to be paid by PURCHASER over and above the contract price.

PURCHASER'S RESPONSIBILITIES

PURCHASER acknowledges and understands that it shall be responsible for obtaining any and all permits which may be required in connection with performance of this Proposal/Contract. Where applicable, PURCHASER shall also be responsible for backfilling areas that border along the newly paved surface with appropriate material to eliminate potential cracking and uneven surface at the edge of the paved surface and for installing, replacing, maintaining and repairing shoulders. PURCHASER assumes all liability for any damages done to underground utilities and/or structures unless CONTRACTOR has been notified, upon acceptance of this Proposal, as to the specific location and depth of any such buried utility/structures.

Unless exempt, in accepting this Proposal/Contract, PURCHASER acknowledges that it shall comply with the requirements of all applicable federal, state, and local employment laws, executive orders, codes and regulations (the "Requirements") effective where the work and/or services are being performed including, but not limited to, 41 CFR §§ 60-1.4(a)(1)-(8), 60-1.4(b), 60-1.4(c) or their successors effective where this Proposal/Contract is performed. To the extent required by law, all provisions of the Requirements are hereby incorporated into and made a part of this Agreement and any applicable agreements of CONTRACTOR. To the extent applicable, the Requirements include, but are not limited to, (1) prohibition of discrimination because of protected veteran status, disability, race, color, religion, sex, sexual orientation, gender identity, national origin and because of inquiry or discussion about or disclosure of compensation, (2) affirmative action to employ and advance in employment individuals without regard to race, sex, disability, or protected veteran status, (3) compliance with the Employee Notice clause contained in 29 C.F.R. part 471, Appendix A to Subpart A, or its successors, (4) compliance with the EEO-1 and VETS-4212 reports filing requirements in 41 C.F.R. §§ 60-1.7 and 41 C.F.R. §61-300.10, or their successors, (5) compliance with paycheck transparency obligations of 48 C.F.R. § 22.2005, including the contract clause found at 48 C.F.R. § 52.222-60, which is incorporated by reference as if fully set forth herein, (6) other affirmative action in employment, (7) required/certified payrolls, (8) social security acts, (9) unemployment compensation acts, (10) worker's compensation acts, (11) equal employment opportunity acts and (12) the required contract provisions for Federal-Aid Construction Contracts, Form FHWA-1273, if applicable.

When applicable, PURCHASER and CONTRACTOR shall abide by the requirements of 41 CFR 60-300.5(a). This regulation prohibits discrimination against qualified protected veterans, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans. When applicable, PURCHASER and CONTRACTOR shall abide by the requirements of 41 CFR 60-741.5(a). This regulation prohibits discrimination against qualified individuals on the basis of disability, and requires affirmative action covered by prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities.

INCLEMENT WEATHER

Inclement weather may alter the completion of the work to be furnished hereunder. Furthermore, special consideration should be given if work is to be performed before May 1 or after October 15 in light of less than desirable weather conditions which could potentially impair the quality of the work performed hereunder.

WARRANTY

All material is guaranteed to be as specified and all work is to be completed in a workmanlike manner according to standard practices. All labor and materials will be guaranteed against defect for one (1) year from date of installation. Due to Wisconsin winters and expansion and contraction of the ground, some cracking of the pavement may be experienced. There are no express or implied warranties of merchantability, quality, quantity or of fitness for any particular purpose, which extend beyond those specifically set out in this document.

All warranties are void if payment is not made as stipulated.

DELINQUENCY CHARGE

Payment is due and payable upon completion of each stage of the work. If PURCHASER defaults on the payment required, PURCHASER will be liable for all costs of collection, including reasonable attorney's fees, and a delinquency charge on the balance at the maximum rates allowed by law. If PURCHASER is an organization as defined by Wis. Statutes, Section 421.301(28), the Delinquency Charge rate shall be 1.5% per month (18% APR) plus all costs of collection, including reasonable attorney's fees. CONTRACTOR retains title to all merchandise covered by this Agreement until full payment is received according to the above terms of sale. PURCHASER consents in any action or legal proceeding relating to this Contract commenced by the CONTRACTOR to the personal jurisdiction of any court that is either a court of record in the State of Wisconsin or a court of the United States located in the State of Wisconsin. It is hereby agreed that no legal action with respect to this contract may be brought by either party later than one (1) year after the cause of action accrues and that the party asserting such a legal action shall be barred from any remedy thereto.

INDIVIDUAL LIABILITY

The undersigned PURCHASER agrees to be individually liable for all terms of the Agreement, regardless of whether he or she signs individually or as an agent for the owner of the property upon which the work is being performed or for any other individual, partnership or corporation.

PRODUCT INFORMATION AND MAINTENANCE

Since the asphalt in blacktop needs time to harden and cure, usually 6-12 months, your asphalt pavement will remain soft and pliable during warm weather. During this time, don't park in the same spot every time and do not turn your steering wheel back and forth when your car is not moving. It is not unusual to experience some cracking over the winter due to the contraction and expansion of the ground, especially over culverts, pipes, electric wires, etc. Avoid gasoline and petroleum product spills as they will destroy your pavement. If spills do occur, immediately flush with lots of soapy water. If you decide to seal coat your pavement, wait until the summer following installation.

BINDING EFFECT

This Agreement shall be binding upon the parties hereto, their heirs, personal representatives, successors and assigns.

ENTIRE AGREEMENT

The entire contract is embodied in this writing. This writing constitutes the final expression of the party's agreement, and is a complete and exclusive statement of that agreement. In the event that any term of this contract is unenforceable, the remaining terms of the contract shall still be in full force and effect.

Village of McFarland								
Road Maintenance 2021 - Specifications Attached								
Roadways:								
Road	Start		Stop		Crack Fill	Infrared	Chip Seal	Amount
Exchange Street	Farwell St.		Long St.		x			\$ 1,555.00
Main Street	Long St. / Anthony St.		Broadhead St.		x			\$ 660.00
Main Street	Church St. Intersection		Church St. Intersection		x			\$ 350.00
Broadhead Street	Main St.		Holscher Rd.		x			\$ 4,280.00
Holscher Road	Sigglekow Rd.		Broadhead St.		x			\$ 2,825.00
Alben Avenue	Scott St.		Broadhead St.		x	x	x	\$ 6,705.00
Alben Avenue	Scott St.		Scott St.		x		x	\$ 1,210.00
Farwell Street	Hwy 51		Exchange St.		x			\$ 1,295.00
Sparten Drive	Farwell St.		End		x		x	\$ 5,980.00
Lani Lane	Highland Dr. Intersection		Highland Dr. Intersection		x	x		\$ 700.00
Leanne Lane	Osborn Dr.		Broadhead St.				x	\$ 11,245.00
Osborn Drive	Anthony St.		5707 Osborn Dr.		x		x	\$ 12,570.00
Running Deer Trail	Osborn Dr.		Broadhead St.		x		x	\$ 12,020.00
Glenway Street	Osborn Dr.		Broadhead St.		x		x	\$ 14,080.00
Farwell Street	West of Exchange St.		West of Exchange St.			x		\$ 400.00
Farwell Street	West of Merrill St.		West of Merrill St.			x		\$ 800.00
Highland Drive	End of Highland Dr.		End of Highland Dr.			x		\$ 1,600.00
TOTALS								\$ 78,275.00

SPECIFICATIONS

INFRARED SEAMLESS PATCHING

Scope of Work: This work shall consist of furnishing all materials, equipment and labor necessary for the application of Infrared Seamless Patching.

Description: Infrared Thermal Bond Seamless Bituminous Pavement Patching is a method of blending new bituminous concrete material with infrared heated existing surface material to form a joint free integral mix patch.

Materials:

- A. New bituminous concrete material for patching shall be equal to Wisconsin Department of Transportation specifications gradation 3 or 4 Asphalt cement grade 120 – 150, is desirable.
- B. A minimum of 20% of new virgin material shall be added to all patched areas. Additional material shall be added as needed and as directed by the engineer.

Equipment:

- A. Pavement Restoration Vehicle (PRV) shall be a truck mounted, self contained pavement maintenance heating system equipped with a fuel system and a heated chamber capable of maintaining the fresh virgin bituminous concrete materials at a temperature of 275 degrees or higher. Any material with a laying temperature less than 265 degrees shall be discarded. Any material not used within 48 hours shall be discarded.
- B. The adjustable height infrared heating unit will be truck mounted to the PRV. The heating unit shall be equipped with a heating chamber or chambers capable of heating the existing bituminous pavement to a workable condition without oxidation or burning. There shall be no flame in direct contact with the existing bituminous surface.
- C. Compaction shall be achieved with a self-propelled vibratory roller of sufficient size to provide complete compaction to the full heated depth of the patched area. The new surface shall match the elevation of the adjacent pavement. Compaction methods shall be subject to the approval of the engineer.

Construction Method:

- A.** The areas to be patched shall be marked on the pavement and measured by the engineer and the contractor. The contractor shall determine the starting point of the work and the sequence to the heater application so as to accomplish all the work as specified.
- B.** The infrared heating unit shall be lowered to within six (6") inches of the existing pavement. The heated area must extend at least six (6") inches outside the area to repair.
- C.** Apply heat to the area continuously until the surface is heated to a depth of approximately 1 1/2 inches. The depth of heat penetration thru an existing bituminous overlay or surface course shall be the thickness of the surface course or approximately 1 1/2 inches, whichever is less. When the surface can be worked with a rake, proper heat penetration has been achieved.
- D.** Etch an outline of the perimeter of the repair area with the back of a rake at least three (3") inches beyond the edges of the repair area. Scarify the existing bituminous surface with the repair area to the full heated depth.
- E.** Remove enough existing bituminous material (as required by adjacent grades) to allow for the addition of 20% new virgin bituminous mix to achieve a blend of 20% new / 80% existing heated material within the area of the patch
- F.** If the patch area is already low, less existing material need be removed prior to the addition of the new virgin mix. Remove only the old oxidized surface in low areas.
- G.** Reshape patched area by hand with rake and lute to match grade of existing adjacent pavement.
- H.** Compact new paving with the specified roller to the full depth of the heated patch. Compacted surface shall be smooth, in texture and shall have positive drainage, matching the slope of the existing adjacent pavement.

- I. Clean-up site after paving. Remove all debris resulting from patching operation to the satisfaction of the engineer.

Insurance: No contractor shall commence work under this contract until he has obtained all insurance required under this paragraph.

Worker's Compensation and Employer's Liability

- A. \$100,000 each accident
- B. \$500,000 Disease-Policy limit
- C. \$100,000 Disease-each employee

General Liability

- A. \$2,000,000 General Aggregate
- B. \$2,000,000 Products
- C. \$1,000,000 Personal and Advertising
- D. \$1,000,000 Each Occurrence

Automobile Liability

- A. \$1,000,000 Combined Single Limit

Excess Liability

- A. \$4,000,000 Umbrella Form

Method of Payment: Measurement for payment shall be on a per heat basis and shall include all equipment, labor, materials and necessary incidentals for completion of the paving project.

Word/carol/specs/Infrared Seamless Patching

Specifications

Joint and Crack Sealant

Scope of Work

This work shall consist of furnishing all materials, equipment and labor necessary for the application of the Hot Pour Rubberized Joint Sealant as directed.

Description

The work shall consist of routing, cleaning, and sealing of random cracks and existing transverse and longitudinal joints.

Material

A. The material used must be a premium quality Rubber Asphalt joint Sealer. The sealer must **exceed the minimum ASTM D 6690 specification** for Hot Pour Rubber Asphalt Joint Sealants and contain a minimum of 38% rubber content.

B. The Sealant shall be in manufacturer's original sealed containers. Each container shall have the manufacturer's name, batch number, and manufacturer's recommendation for melting and application.

Equipment

A. A minimum of two dustless routers will be required, the routers must be a minimum of 24 H.P. using star wheel carbide tipped router blades attached to a main cutting head. It must have in-line wheels and cutting head capable of following random cracks. It must have an automatic depth control to insure consistent and accurate routing depths.

B. Two (2) air compressors will be required. They must be of sufficient size to maintain air pressure of 120 PSI and provide moisture and oil free compressed air. One (1) compressor shall be used with an air wand to blow out the crack and clean off the road. The second shall be used with the heat lance. Note that one compressor is not of sufficient size to run both air wand and heat lance at the same time.

C. The kettle used for heating the sealant must be an oil jacketed double boiler type melting unit, which is, equipped with both agitation and recirculation systems. It must have separate temperature thermometers for both the oil bath and melting vat to insure proper temperature for the sealant. It must be equipped with a pump to pressure fill cracks with a wand applicator.

Construction Method

All cracks and joints must be routed to a minimum of a $\frac{3}{4}$ " x $\frac{3}{4}$ " width versus depth. Cracks shall be blown out with 120 PSI compressed air. Immediately following routing, the contractor shall vacuum sweep up any debris on the roadway. Using air compressors to consolidate the debris is not allowed.

Using the second compressor the cracks shall be blown out using a heat lance. All cracks shall be pressure filled by a wand applicator from the bottom up. They shall be slightly over-filled and squeegeed to create an overband 1" wide on each side of the routed reservoir. The cracks will then be protected with single ply toilet paper or detach to prevent any material from tracking.

Debris Removal

Debris from the routing, sawing, crack preparation, and crack filling work shall be removed from the pavement surface by brooming, blowing with compressed air, or other methods satisfactory to the city representative. The work area shall be left in a broom clean condition at the end of the day.

Traffic Control

This project shall be kept open to traffic at all times. The contractor shall conduct his operations in a manner that will cause the least interference to traffic movements. The minimum number of vehicles of the contractor, his suppliers and his employees necessary for the prosecution of the work shall be permitted to park at the various work sites for the minimum time necessary for the performance of the work.

During nighttime hours, no equipment shall be parked or stored with twelve (12) feet of the near edge of the shoulder of the traveled roadway unless approved by the local municipality. Equipment not being used during the actual performance of the work shall not be parked or stored within the right of way unless otherwise approved by the local municipality.

Insurance

No contractor shall commence work under this contract until he has obtained all insurance required under this paragraph.

Worker's Compensation and Employers' Liability

- A.** \$100,000 each accident
- B.** \$500,000 Disease-Policy limit
- C.** \$100,000 Disease-each employee

General Liability

- A.** \$2,000,000 General aggregate
- B.** \$2,000,000 Products

- C. \$1,000,000 Personal and Advertising
- D. \$1,000,000 Each Occurrence

Automobile Liability (Any Auto)

- A. \$1,000,000 Combined Single Limit

Excess Liability

- A. \$4,000,000 Umbrella Form

Method of Payment

Payment for crack sealing will be made by per pound. The price shall be full compensation for furnishing all materials. For all preparation, delivering and placing of these materials, and for all labor, equipment, tools and incidentals necessary to complete the work per specifications.

Qualification or Contractor

Contractor shall have been routing, cleaning, and sealing cracks per specification for a minimum of five (5) years. Contractor must be bonded and insured per owner's specifications.

Performance Qualifications

Contractor must have a minimum of five years experience in township cracksealing. Work must be within 25 miles for inspection and performance qualification.

Pre-Qualifications

All bidders must submit a list of five (5) previously completed crack sealing projects. All bidders must submit a list of equipment and operators to be used on project. All bidders must submit technical data stating why their material exceeds Federal Specification ASTM D3405.

Reference Projects Must Meet the Following Criteria

- A. Each project must have been in place for a minimum of three (3) winters.
- B. All cracks on sample project must have been routed prior to sealing, with polymeric sealant.
- C. Only projects completed on asphalt pavement involving public roads or streets and amounting to at least one-half (1/2) mile each will qualify. Parking lots will not qualify.
- D. Reference projects must be within 25 miles radius of the Township.

SPECIFICATION

BITUMINOUS SEAL COATING WITH FA2 WASHED CHIP COVER AGGREGATE

Scope of Work: This work shall consist of furnishing all materials, equipment, and labor necessary for the application of Bituminous Seal Coating as directed.

Description: The work shall consist of bituminous seal coating with stone cover aggregate. The work shall be done in accordance with Section 475, State of Wisconsin Department of Transportation “2017 Standard Specifications for Highway and Structure Construction” with the special provisions for aggregate below.

Materials: Materials furnished and used in the work shall conform to the requirements of Section 475. Aggregate must be a washed fractured granite stone classified as a Class A aggregate. Aggregate to be medium gray in color. Limestone, pea stone and boiler slag are not permitted.

A. Asphaltic Material Seal Coat.

Asphaltic material to be CRS-2P at the following:

Rate of application: 0.30 +/- .03 gallons/SY

Supplement 455.2.4.3 (1) of the standard specifications with the following:
Furnish material conforming, before dilution, to the following:

I. Polymer Modified cationic emulsified asphalt..... AASHTO M 316

B. Cover Aggregate: The cover aggregate shall meet the requirements of The sieve specifications, and conform to the following sieve size.

Sieve Size	Percent Passing
½ inch	100 %
3/8 inch	100 %
¼ inch	100 %
No. 4	0- 100 %
No. 8	0 – 45 %
No. 16	0 – 15 %
No. 50	0 – 7 %
No. 100	0 – 4 %
No. 200	0 – 2 %

The aggregate shall be applied at the rate of 20 +/- 3 pounds per square yard. The Contractor shall take all precautions to minimize contamination of the aggregate.

Equipment: The contractor shall have available and maintain in good working order the equipment and tools necessary to perform the work. The requirements for the equipment for heating the asphaltic material and for the distributors shall be as set forth in subsection 475.3.4. The equipment to be used shall include dragging equipment and aggregate spreading equipment that can be adjusted to spread accurately the quantities specified per square yard, and a minimum of two self-propelled, pneumatic-tire rollers meeting the requirements of Subsection 475.3.5.

Construction Methods:

- A. Surface Preparations: Immediately prior to applying the asphaltic materials, the Contractor shall thoroughly clean the existing surface of all loose material, silt spots, vegetation, and other objectionable material. Dust and other loose material in depressions or other places not reached by mechanical sweepers shall be swept with hand brooms or by blowers or flushers. Particular care shall be taken to thoroughly clean the outer edges of the area to be sealed. All costs associated with preparing existing surfaces as described above shall be included in the bid price for Construct Chip Seal Surface.
- B. Applying Asphaltic Materials: A pressure distributor shall be used for applying the asphalt material. It shall have a ground speed control device interconnected with the asphalt emulsion pump such that specified application rate will be supplied at any speed. The pressure distributor shall be capable of maintaining the asphalt emulsion at the specified temperature. The spray bar nozzles shall produce a uniform fan spray, and the shutoff shall be instantaneous, with no dripping. Each pressure distributor shall be capable of maintaining the specified application rate. Means shall be provided for accurately indicating the temperature of the asphalt material at all times. The thermometer well shall not be in contact with a heating tube. Application will be with full width equipment capable of applying 24' without a center seam. A hose and spray nozzle attachment shall be provided for applying asphalt material to patches and areas inaccessible to the spray bar. The distributor shall be provided with heaters that can be used to bring the asphalt material to spray application temperature.
- C. Applying Sealcoat Aggregate: After application of the asphaltic material and when the desired stage of tackiness is attained, aggregate for seal coat cover shall be spread uniformly over the treated surface by approved self-propelled mechanical full width spreader capable of applying aggregate 24' without a seam.
- D. Rolling of Aggregate: Roll surface immediately after spreading the aggregate. Rolling shall start at the edges and continue to the center, lapping one-half the roller width on each successive trip. Rolling shall be accomplished with two pneumatic-tire rollers. The speed and reversing of direction of rollers shall be regulated as to avoid displacement or loosening of the cover material or damage to the asphaltic material. Rolling shall be continued until the aggregate for the seal coat cover is thoroughly embedded and the surface is smooth and uniform in texture.
- E. Loose aggregate to be swept 24 to 48 hours after application.

Traffic Control: The contractor shall proceed in such manner as to interfere with traffic as little as possible. The Contractor shall provide flagmen to direct traffic on streets where travel will be restricted.

Insurance: No Contractor shall commence work under this contract until he has obtained all insurance required under this paragraph.

Worker's Compensation and Employer's Liability

- A. \$100,000 each accident
- B. \$500,000 Disease-Policy limit
- C. \$100,000 Disease-each employee

General Liability

- A. \$2,000,000 General Aggregate
- B. \$2,000,000 Products
- C. \$1,000,000 Personal and Advertising
- D. \$1,000,000 Each Occurrence

Automobile Liability

- A. \$1,000,000 Combined Single Limit

Excess Liability

- A. \$4,000,000 Umbrella Form

Method of Payment: Payment for Construct Chip Seal Surface will be made per accepted square yard in place. The bid price for Constructing Chip Seal Surface shall include all costs associated with furnishing, preparing, hauling, mixing, and applying all materials.

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, April 26, 2021

SECTION: Business

DEPARTMENT: Police

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action regarding revisions to the job description and request to fill the vacancy for the Police Sergeant position within the Police Department.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Jeremy Job has recently been promoted to Lieutenant which vacates his former position of Sergeant within the Police Department. The Police Department is requesting authorization from the Village Board to fill the vacancy as is required by policy. Included within your packets is the Job Description for the position which already includes changes related to cultural competency that have been previously adopted. The action sought for this meeting will be to approve the request to fill the vacancy. Upon receiving authorization, the Police and Fire Commission will move forward with filling the position as is customary.

FINANCIAL/BUDGET IMPACT:

The Classification for the position is not presented for changes. The position remains at Grade 19 and will be advertised as such. The 2021 Budget includes funding for a full-time position for the duration of the full year. The vacancy created will likely lead to some savings on wages and benefits.

VILLAGE PLAN REFERENCE:

McFarland Compensation and Benefits Manual
McFarland Personnel Policy Manual

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended action to be taken is as follows:

Motion to approve the revisions to the job description as presented, and request to fill the vacancy for the Police Sergeant position within the Police Department.

ATTACHMENTS:



1. 04.21.2021 - Sergeant REVISIONS

POLICE SERGEANT

POSITION DESCRIPTION

Position Title: Police Sergeant

Department: Police Department

Reports to: Police Chief and Police Lieutenant

FLSA: Non-exempt

Represented: No

Employment Status: Full Time

POSITION SUMMARY

Distinguishing Characteristics of the Class

This sworn, first line supervisor position is responsible for functioning as a working shift commander in administering, supervising, and performing the work of police officers. The work involves coordinating, controlling, and directing the field activities of police officers and various support services, including scheduling the work, assigning duties, assisting in the evaluation of officer performance, and taking disciplinary action as necessary.

The position may also be assigned collateral responsibilities relating to administrative or specialized activities within the department. As a working supervisor, the position regularly performs the same duties as a police officer.

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

Supervision Received

Performs under the general supervision of the Police Chief and the Police Lieutenant but exercises independent judgment in scheduling work, assigning duties, and administering discipline.

Supervision Exercised

Exercises general supervision over police officers, police explorers, and other staff as assigned.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Typically works a uniformed shift and performs all of the same duties and responsibilities as a police officer.
- Issues directives and orders and otherwise coordinates the activities of police officers and other employees under their supervision to ensure maximum police service during the shift.
- Maintains employee personnel and activity records for a shift detail to ensure effective performance and compliance with written directives. Reviews reports prepared by police officers.
- Consults with police officers on unusual matters that occur during a shift and makes decisions as necessary on matters requiring command action.

- Administers departmental training programs and coordinates the orientation and field training program for police officer-recruits.
- Monitors and evaluates the work and quality of performance of police officers. Prepares formal performance evaluations and conducts employee counseling or discipline as needed. Serves as mentor to police officers regarding work and personal matters.
- Assigns or personally participates in investigating criminal law violations, obtains evidence and compiles information regarding crimes, prepares cases for filing charges, and testifies in court.
- Promotes efficiency, morale and positive working relationships with subordinate officers by maintaining ongoing staff consultations on operational matters to meet departmental goals and objectives.
- Takes active charge and responsibility for all emergencies or unusual situations on the assigned shift until the situation is resolved or a higher ranking officer takes charge.
- Coordinates the processing of arrested persons, review reports of arrests and acts as or assigns Municipal Court officers.
- Assists in the development of policies and procedures for the department.
- Coordinates and exchanges information with officers from other law enforcement agencies and provides mutual aid as needed.
- Conducts post-incident debriefings with officers as necessary or arranges formalized debriefing following a traumatic incident; monitors officers for symptoms of PTSD.
- Performs other related duties as required.

Equipment Used

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

Work Environment and Working Conditions

Works in normal office setting with moderate noise levels. Also works under uncontrolled field conditions in a variety of environments. Some hours beyond the normal shift work week required; evening and weekend work 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 law enforcement principles and best practices of law enforcement including but not limited to de-escalation, conflict resolution, and implicit bias and the ability to keep abreast of developments in the field., ~~procedures, techniques, and equipment.~~
- * Modern community policing concepts applicable to the apprehension of criminals and the suppression of crime.
- * The cultural context of interactions with individuals of diverse backgrounds that includes sex, race, religion, creed, color, national origin, age, disability, sexual orientation, ancestry, marital status, arrest or conviction record, military service, or any other legally protected status.
- * Pertinent federal laws, state statutes, and local ordinances relating to police powers, health, and safety.
- * Evidence and courtroom procedures.
- * Criminal justice system practices and programs that promote restorative justice.
- * Operational procedures for using firearms, photography, radar equipment, and communications equipment.
- * Basic first aid and first responder procedures.
- * The environs of the Village and surrounding areas.

Ability to

- † Act on behalf of the Police Chief or Police Lieutenant in their absence.
- † Train, direct, and supervise subordinate personnel.
- † Command the respect of subordinates.
- † Analyze situations quickly and objectively and to determine the proper course of action.
- † React calmly in highly stressful and life threatening situations.
- † Interpret and enforce laws and ordinances in a courteous, firm, fair, tactful, and impartial manner without discrimination.
- † Establish and maintain effective working relationships with fellow employees, other law enforcement agencies, and the general public.
- † Obtain and accurately record information using interview, interrogation, and observation techniques.

- † Provide accurate, clear, and detailed reports.
- † Present clear and concise testimony in court.
- † Operate police vehicles, weapons, radios, computers, cameras, and other specialized equipment.
- † Communicate effectively with a diverse public, including in emergencies or in situations where a customer may be angry, unruly, or verbally abusive.
- † Perform difficult physical tasks requiring dexterity and stamina.
- † 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 is frequently seated in a vehicle for prolonged periods.

The employee must frequently lift and/or move up to 50 pounds and occasionally is required to perform heavy lifting and strenuous physical activity. The employee must be able to protect himself and others by having the necessary physical strength, fitness, endurance, reactions, and range of spontaneous movement to control or apprehend an uncooperative person. 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.
- ◆ **ORGANIZATIONAL SKILLS:** 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 five (5) years experience as a sworn police officer; previous supervisory experience highly desirable; 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~~ 04.26.21

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