

Monday, May 10, 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/81725900057>

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

Webinar ID: 817 2590 0057

1. CALL TO ORDER.
2. ATTENDANCE/ROLL CALL.
3. PROCLAMATION
 - a. A Proclamation designating May 16 - 22, 2021 as Public Works Week in the Village of McFarland.
4. PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS.
 - a. Public Announcements
 - 1) Public Works Open House - May 22, 2021
 - 2) Board of Review - May 27, 2021 - beginning at 9 a.m.
 - b. Public Communications
5. CONSENT AGENDA.
 - a. Motion to approve the minutes of the April 20, 2021 Village Board Annual Meeting.
 - b. Motion to approve the minutes of the April 26, 2021 Village Board meeting.
 - c. Motion to approve Checks in the amount of \$478,657.44.
 - d. Motion to approve appointing Evan Richards to serve on the Library Board for a term ending April 30, 2024.
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.

7. BUSINESS.

- a. Interview of applicants for the vacant Village Trustee position as follows:
 - 1) Edward Wreh
 - 2) Daniel Kolk
 - 3) Clair Utter
 - 4) David Pagenkopf
- b. Presentation and discussion on the 75% plan submittal for the Public Safety Center.
- c. Parks, Recreation, and Natural Resources Committee (Trustees Nelson & Rupert)
Personnel Committee (President Clow & Trustee St. Clair)
 - 1) Discussion and action regarding revisions to the job description and request to fill the vacancy for the Parks Crewperson position within the Public Works Department.
- d. Personnel Committee (President Clow & Trustee St. Clair)
 - 1) Discussion and action regarding a compensation and classification study.
- e. Discussion and action regarding Ordinance #2021-05: an ordinance dissolving the Village of McFarland Volunteer and Emergency Management Committees.
- f. Discussion and action to make appointment into the vacant Village Trustee position.
- g. Future Authority, Board, Commission, and Committee agenda item requests and referrals - *This is an opportunity for Village Board members to put forth Authority, Board, Commission agenda item requests and referrals, without discussion.*

8. ADJOURNMENT.

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related to Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon

reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the McFarland Municipal Center at (608) 838-3153 or cassandra.suettinger@mcfarland.wi.us

PROCLAMATION

Designating May 16-22, 2021 as Public Works Week in McFarland, Wisconsin

WHEREAS, Public Works services and infrastructure provided in our community are an integral part of our citizens everyday lives; and

WHEREAS, the efficient operation of Public Works systems and programs such as the water system, sanitary sewers, streets, natural areas, building maintenance, storm sewers, vehicle maintenance, street trees, boulevards, compost site, garbage and recycling, open spaces and parks, are the cornerstone of the quality of life of our citizens who drive our streets, drink our water, flush toilets and so forth; and

WHEREAS, the health, safety and welfare of this community greatly depends on these facilities and services; and

WHEREAS, the quality and effectiveness of these Public Works services, as well as their planning, design, construction, and maintenance is vitally dependent upon the efforts and skill of Public Works employees; and

WHEREAS, these employees are the Village's silent heroes who guarantee that essential services are always working,

NOW, THEREFORE, be it resolved that we, the Village Board of McFarland do hereby proclaim that the week of May 16 through May 22, 2021 be designated as

Public Works Week

in the Village of McFarland and we call upon all citizens and civic organizations to acquaint themselves with the issues involved with providing our Public Works and to recognize the contributions which Public Works employees make every day to our health, safety welfare, comfort and quality of life.

Proclaimed at a regular meeting of the McFarland Village Board this 10th day of May, 2021.

ATTEST:

APPROVED:

Cassandra Suettinger, Village Clerk

Carolyn A. Clow, Village President



Public Works Open House and Food Drive May 22, 2021 Drive Thru Event

Ever wondered-

What all the Public Works Department does for the Village of McFarland? Have you ever wondered what it's like to look out of a dump truck, climb on a big mower, sit in the street sweeper or look inside of a manhole? Well you're in luck! In observance of National Public Works Week (May 16-22), the Village of McFarland's 5th Annual (4th annual was cancelled due to the pandemic) Public Works Open House will be held on Saturday May 22 from 8:00 a.m. to noon. The open house will be held at the Public Work Department's headquarters, which is located at 5115 Terminal Drive. **Due to COVID restrictions this event will be DRIVE-THRU ONLY.**

As part of this event, the department will be collecting nonperishable food items for the McFarland Food Pantry - Please help us fill the truck and help those in need.

Attendees will be offered a look at what the public works department does, see the tools and equipment that is required to maintain the Village's infrastructure and meet some of the essential staff members who keep operations running day and night.

The event will include:

- Equipment displays
- Free giveaways for all ages including snacks
- Informational handouts to increase your awareness of the many aspects encompassed within the Public Works Department

This event will be held rain or shine so please plan to join us for this exciting event!

If you have any questions, please feel free to contact the McFarland Public Works Department at 608-838-7287.

McFarland
SUMMARY SHEET

MEETING DATE: Monday, May 10, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Board of Review - May 27, 2021 - beginning at 9 a.m.

PREVIOUS ACTION:

ISSUE SUMMARY:

As is required by Wisconsin State Statutes, the Village will hold its annual Board of Review Meeting. Attached is the official Board of Review notice. Additionally, every property owner whose value changed for their 2021 assessment received a direct mailing providing the dates and times of Open Book and Board of Review.

Anyone wishing to file an objection should follow up directly with Clerk/Treasurer Cassandra Suettinger to schedule and objection before the Board of Review via phone at 608-838-3153 or email at cassandra.suettinger@mcfarland.wi.us.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Notice of the Board of Review - 2021 Notice

Notice of the Board of Review for the Village of McFarland

NOTICE IS HEREBY GIVEN that the Board of Review for the Village of McFarland, Dane County, Wisconsin, shall hold its first meeting on **Thursday, May 27, from 9:00 am to adjournment**, in the Community Room of the McFarland Municipal Center, 5915 Milwaukee Street, McFarland, Wisconsin. Additionally, due to concerns surrounding COVID19, the Village will also make arrangements to allow for virtual attendance of Board of Review for both members and residents. More information including a link to participate virtually in Board of Review will be noticed with the agenda.

Please be advised of the following requirements to appear before the board of review and procedural requirements if appearing before the board:

1. No person will be allowed to appear before the board of review, to testify to the board by telephone, or to contest the amount of any assessment of real or personal property if the person has refused a reasonable written request by certified mail of the assessor to view the property.
2. After the first meeting of the board of review and before the board's final adjournment, no person who is scheduled to appear before the board of review may contact or provide information to a member of the board about the person's objection, except at a session of the board.
3. The board of review may not hear an objection to the amount or valuation of property unless, at least 48 hours before the board's first scheduled meeting, the objector provides to the board's clerk written or oral notice of an intent to file an objection, except that upon a showing of good cause and the submission of a written objection, the board shall waive that requirement during the first 2 hours of the board's first scheduled meeting, and the board may waive that requirement up to the end of the 5th day of the session or up to the end of the final day of the session if the session is less than 5 days with proof of extraordinary circumstances for failure to meet the 48-hour notice requirement and failure to appear before the board of review during the first 2 hours of the first scheduled meeting.
4. Objections to the amount or valuation of property shall first be made in writing and filed with the clerk of the board of review within the first 2 hours of the board's first scheduled meeting, except that, upon evidence of extraordinary circumstances, the board may waive that requirement up to the end of the 5th day of the session or up to the end of the final day of the session if the session is less than 5 days. The board may require objections to the amount or valuation of property to be submitted on forms approved by the Department of Revenue, and the board shall require that any forms include stated valuations of the property in question. Persons who own land and improvements to that land may object to the aggregate valuation of that land and improvements to that land, but no person who owns land and improvements to that land may object only to the valuation of that land or only to the valuation of improvements to that land. No person may be allowed in any action or proceedings to question the amount or valuation of property unless the written objection has been filed and that person in good faith presented evidence to the board in support of the objections and made full disclosure before the board, under oath, of all of that person's property liable to assessment in the district and the value of that property. The requirement that objections be in writing may be waived by express action of the board.
5. When appearing before the board of review, the objecting person shall specify in writing the person's estimate of the value of the land and of the improvements that are the subject of the person's objection and specify the information that the person used to arrive at that estimate.
6. No person may appear before the board of review, testify to the board by telephone, or object to a valuation if that valuation was made by the assessor or the objector using the income method of valuation, unless the person supplies the assessor with all the information about income and expenses, as specified in the assessor's manual under s. 73.03 (2a), Wis. stats., that the assessor requests. The Village of McFarland has an ordinance for the confidentiality of information about income and expenses that is provided to the assessor under this paragraph that provides exceptions for persons using information in the discharge of duties imposed by law or the duties of their officer or by order of a court.* The information that is provided under this paragraph, unless a court determined that it is inaccurate, is not subject to the right of inspection and copying under s. 19.35 (1), Wis. stats.
7. The board shall hear upon oath, by telephone, all ill or disabled persons who present to the board a letter from a physician, surgeon, or osteopath that confirms their illness or disability. No other persons may testify by

telephone unless the Board, in its discretion, has determined to grant a property owner's or their representative's request to testify under oath by telephone or written statement.

8. No person may appear before the board of review, testify to the board by telephone, or contest the amount of any assessment unless, at least 48 hours before the first meeting of the board, or at least 48 hours before the objection is heard if the objection is allowed under s.70.47 (3) (a), Wis. stats., that person provides to the clerk of the board of review notice as to whether the person will ask for the removal of a member of the board of review and, if so, which member, and provides a reasonable estimate of the length of time the hearing will take.

Notice is hereby given this 26th day of April 2021.

This notice was published as a class 1 notice under chapter 985, Wis. stats.

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information, or to request this service contact, the McFarland Municipal Center Administration office, 5915 Milwaukee Street, McFarland, WI 53558-0110. Office hours are Monday through Friday from 8:00 am – 4:30 pm. Tel.:608-838-3153 Fax: 608-838-3619

McFarland Senior Outreach report

Jan-March 2021

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

January 51.25
February 70.25
March 54

175.5 units for quarter Represents 29% of contracted goal of 601 units.

Opened 4 cases and closed 8 cases.
Average reported case management census 154 clients

The case managers have done select home visits on a very limited basis. However, now that staff have received vaccines, they are indicating they are more comfortable doing home visits with individuals. We are not allowed to directly ask if someone is vaccinated before providing service, but many clients are indicating they are. We have checked on clients and we estimate over 70% have indicated they have been vaccinated when asked if they have had an opportunity to receive a vaccine or if there are any barriers.

Cambridge Senior Advisory committee (which we are not currently part of) is putting together a resource guide to be given to seniors in their area. We have spoken to one of the representatives of that group, County Supervisor Kate McGinnity regarding that. We will be reviewing the guide to services they have been working on.

We have continued to work with Officer Zietsma on the "Are you ok" clients by collaborating on information and contacts.

Nutrition

McFarland

Jan	Home Delivered	949
Feb	Home Delivered	855
March	Home Delivered	1123

Cambridge meal site (carryout only)

January	145
February	147
March	199

We continue to provide home delivery only for McFarland, which includes Dunn and Pleasant Spring and carryout in Cambridge.

We now have 5 regular routes for delivery daily with a high of 60 meals going out.

The new Dane County dietician and compliance inspector for the meal sites came to do an introductory visit at both sites.

Transportation

Clients are still relying on Dane County transportation for all rides to grocery store, shopping and medical appointments. An added service is provided for taking to vaccination appointments.

RSVP has started to do some trial rides one on one between specific drivers and passengers at select Focal points. We are not one of those sites.

The VA has ride service for those who receive care at the VA.

Foot clinic

No new changes

Social /Recreational/Wellness

Dane County AAA has provided two activity packs for distribution of some craft kits. These have mostly been for home delivered meal recipients but also for a few for other seniors that we have identified or ask.

We are doing Threads of Resilience which is a community craft project of individuals who are knitting or crocheting set patterned squares to be sewed together to make afghans. Response has been good. Our sewing group will help decide what becomes of the final project. The goal is to have it displayed and then auctioned/raffled/ or given away.

We have sent out numerous brain exercises such as word puzzles, coloring etc.,

Movie Fridays- we worked with the comm/tech department on airing old films every other Friday. In the beginning of the series, we distributed movie treat bags featuring a soda, popcorn and a candy treat to over 75 seniors. The Senior Outreach does something in keeping with each movie theme. For example - The Jackie Robinson story coincided with baseball opening week and we shared cracker jack and a booklet that featured puzzles, pictures and trivia related to

baseball. Trivia questions are posed to those that may watch the movies. And if they turn them in there is a drawing for a prize such as haircut, or a carwash.

We are planning to have our 6th annual Senior picnic in person on Friday September 10th. We will follow the CDC guidelines and orders in place at that time. However, we are hopeful that we can meet at Brandt park on that day.

That park has the best accommodations for social distancing for eating and serving food.

We are working with the library on book bundle delivery for seniors requesting books of certain genre. Books are not in circulation and can be used for a longer period. Right now, the deliveries will be every other week by specific volunteer staff.

We will be starting Coffee in the park two Wednesday's mornings a month at Lewis park.

Director did reach out to the exercise groups about reserving outside space at the parks and none of them were interested at this time. Strong Women, which is licensed under UW extension, has not gotten the go ahead to resume. Our yoga instructor has been using the United Church of Christ parking lot.

The evidenced based classes we had been holding are now offered via zoom after some modifications in the programs. So, a client say in Chippewa could sign up for a program in Dane County if there were available openings. This holds true for Dane County clients as well. So, it expands offerings to all. We may look at offering a class later in the year via zoom or if possible, in person. Both Sara. Lori and Becky Blanke (EMS) needed to be recertified as instructors.

Trainings (all trainings have been online)

Case manager attended Alzheimer disease and Dementia Certification training (3 DAYS)

Nutrition manager attended new manager training through the Area Agency on Aging.

Director attended 2 FEMA workshops on Emergency planning for Seniors.

Case manager participated in training on dementia.

Case manager attended a closing presentation on a research project we participated in through the Deer Grove EMS and the Wisconsin Alzheimer's Institute through the UW School of Medicine and Public Health. It trained EMS staff to be a friendly visitor to seniors they identify in need of support. Some of our Case Management contracted service area is covered by the Deer Grove EMS. It represents a very small area, and it did not result in a referral from this program to us. Fitch-rona EMS had participated in this project previously. We also overlap with Stoughton, Oregon and Cambridge EMS in our service area.

Director has been involved in the development and hiring of staff (A Licensed Clinical Social Worker and a Mental Health Registered Nurse) for a new county contracted Mental Health Resource Program that will serve older adults involved with the 12 focal points. She remains part of a team to review progress and recommend changes throughout this initial year.

Director attended a training from our local RADAR group on sex trafficking.

Case management staff has attended monthly Area Agency on Aging trainings covering a variety of subjects. They can receive educational hours to be used towards their Social Work licensing requirements if they are Social Workers.

Both the Director and one case manager Sara Sprang, are certified social workers. Our biennial Social Work license was renewed in February 2021. Although we do not use the title of Social Worker in our current role, licensing is required if we do, and it provides credibility.

Volunteer

For the Winter/Spring 2021 Issue of The Outlook, the Volunteer Program recognized Tim McDowell for the Volunteer Spotlight. Tim volunteers as a driver for the Senior Outreach Services Home Delivered Meal Program. For the Spring/Summer issue the Volunteer Spotlight recognized the team of volunteer poll workers for our elections.

The Adopt a Fire Hydrant program was a collaboration between the McFarland Fire EMS, Public Works, Community Development, Communications and Technology and Volunteer Program. A Public Education video was developed and promoted emphasizing the importance of correct snow/ice removal from hydrants with a demonstration of timed scenarios with Fire Department staff, filmed by the Communications and Technology staff. A letter was sent to all residents who have a hydrant on their property or within 30 feet of their lot line reinforcing the information about clearing hydrants, along with information about the Adopt-a-Hydrant program for residents who may need assistance due to age or ability. We successfully matched 9 volunteers with residents who required assistance with clearing snow and ice from around fire hydrants on their property.

The committee has been engaged in planning for the 12th Annual McFarland Community Service Day for Saturday, April 24th. A new design was created for promotional materials. New outdoor banners were ordered via Grant Signs to replace the banners that have been used for the past 11 years. Due to COVID-19 the event will be for outdoor volunteerism only and will limit the number of people in one area. Supplies will be available for pick up at the McFarland Municipal Center parking lot via drive-through from 8:30am to 10:30am. This year will also emphasize support for local businesses. There will be no electronics recycling or shredding this year to minimize gathering. Interested community members can sign up for volunteering online through the village website. There will be no in-person sign ups.

McFarland Area Outreach Endowment [separate 501 (c) (3)]

Two endowment payments were made over the last three months to two separate individuals. One was for rent assistance and the other payout was for home repair supplies.

Endowment held their annual meeting in January. For information or further details, please contact Lori, Senior Outreach Director and staff representative on the Endowment Committee.

We are anticipating higher need once the rental moratorium is lifted and stimulus payments and increased food share payments through CARES ends.

COVID UPDATES

The Focal point Directors continue to meet at least monthly to discuss changes in restrictions or plans for reopening. The consensus from Dane County is that the meal sites are one of the last things to reopen given the population served. Home delivery and carryout can continue. Some places are looking at modified events and programs at their stand-alone facilities. The senior centers that are affiliated with Municipalities are waiting until the municipality gives the go ahead. For McFarland, we do not anticipate exercise classes coming back before fall at the earliest, depending on our administrations' stance. Our new outdoor events will be held in accordance with current guidelines. No additional programs are planned at this time until we see how things are progressing. Our concentration has been on making sure clients' mental health needs are being addressed regarding social isolation. For some seniors, there is a fear to reintegrate into going out at this point still. We will continue to monitor clients and offer in home activities by way of brain games, crafts, movies or recorded programs.

Respectfully submitted,

Lori Andersen, Director

VILLAGE OF MCFARLAND
MCFARLAND MUNICIPAL COURT
May, 2021

Monthly Court Docket

April 13, 2021 – Court Docket – Initial Appearances

30 cases scheduled for Initial appearances (39 citations)

- 4 No Contest or Guilty pleas – Citations adjudicated at Initial Appearance
- 5 Paid prior to Appearance
- 3 Not Guilty pleas - Citations adjudicated or Pretrial scheduled for April 27, 2021
- 15 Default appearances – Scheduled for June 8, 2021 Indigency Hearing
- 3 Rescheduled Court date to April 27, 2021

April 13, 2021 - Juvenile Court – Initial Appearances

1 case scheduled for Initial appearances (2 citations)

- 1 No Contest or Guilty pleas – Citations adjudicated at Initial Appearance
- 0 Paid prior to Appearance
- 0 Not Guilty plea - Citations adjudicated or Pretrial scheduled for April 27, 2021
- 0 Default appearances – Scheduled for June 8, 2021 Indigency Hearing
- 0 Rescheduled Court date to April 27, 2021
- 0 Reviews - Monthly progress review

April 27, 2021 – Truancy Court – Initial Appearances

0 case scheduled for Initial appearances (5 citations)

- 0 No Contest or Guilty pleas – Citations adjudicated at Initial Appearance
- 0 Paid prior to Appearance
- 0 Not Guilty plea - Citations adjudicated or Pretrial scheduled for May 18, 2021
- 0 Default appearances – Scheduled for June 22, 2021 Indigency Hearing
- 1 Rescheduled Court date to May 18, 2021
- 4 Reviews - Monthly progress review**

April 27, 2021 – Court Docket – Initial Appearances

23 cases scheduled for Initial appearances (34 citations)

- 4 No Contest or Guilty pleas – Citations adjudicated at Initial Appearance
- 10 Paid prior to Appearance
- 3 Not Guilty pleas - Citations adjudicated or Pretrial scheduled for May 11, 2021
- 6 Default appearances – Scheduled for June 22, 2021 Indigency Hearing
- 0 Rescheduled Court date to May 11, 2021

April 27, 2021 - Juvenile Court – Initial Appearances

0 case scheduled for Initial appearances (0 citations)

- 0 No Contest or Guilty pleas – Citations adjudicated at Initial Appearance
- 0 Paid prior to Appearance
- 0 Not Guilty plea - Citations adjudicated or Pretrial scheduled for May 11, 2021
- 0 Default appearances – Scheduled for June 22, 2021 Indigency Hearing
- 0 Rescheduled Court date to May 11, 2021
- 0 Reviews - Monthly progress review

Court Activities

Monthly Financial Report

The Municipal Court received 111 payments for the month of April, 2021. Total revenue received by the Court was \$12,781.78. The Municipality retained \$7,883.75 in Court revenue, \$1,513.44 was sent to Dane County and \$3,384.59 was sent to the State.

There were 18 credit card transactions for the month of April, 2021. The Court received a total of \$2,731.40 in payments from Allpaid on-line credit card payments.

As of April, 2021, the Municipal Court has received a total of \$5,017.41 in delinquent fines from the Department of Revenue Tax Intercept Program.

As of April, 2021, the Municipal Court has received a total of \$17,057.58 in delinquent fines from the State Debt Collection.

Year to date, \$70,514.75, in forfeitures have been ordered from 228 citations adjudicated in the Municipal Court. Of that, \$1,348.80 has been converted to classroom education and/or community service hours for juveniles. A total of \$41,385.85 has been collected for 2021 and prior forfeitures.

E. D. Locke Public Library Highlights – April 2021

Public Communication



E.D. Locke Public Library McFarland, WI
5h · 🌐

🎉 WE ARE OPEN! 🎉
After over a year of curbside only service, we are ready to welcome you back inside the library! 📖 Our doors are now open Monday-Friday 10:00am-6:00pm. Grab your mask and your library card and come browse and pick up holds! Programming will remain virtual and curbside service will still be available as demand warrants.

We've made a number of changes to prioritize health & safety. Check out our reopening video for what to expect when you return: <https://youtu....> See More



YOUTUBE.COM
Library Reopening: Precautions & Procedures

Send Message Liked 🔍 ...

Most Relevant ▾

Write a comment...

Lex Marie
Thank you. Deeply. My 3yo has missed the libraries sooo much. I hope and pray others follow suit.
Like · Reply · 3h

Tammy Henrichs
We have been so very grateful for all the staff have done and for the smooth curbside pickup option. Though our 6 year old has missed picking out his own books so we'll be in very soon!!
Like · Reply · 1h

Susan Dietzel
Thank you all!! Really appreciate everything you did for us this past year and it was fabulous seeing you in person this morning! And, checking out a book!
Like · Reply · 4h

Candace Mooney
Wonderful!
Like · Reply · 4h

Julia Anne
Thank you! We're coming
Tonight, my little is SO happy you're open again. Here's to new bedtime stories!
Like · Reply · 6m

Most Relevant is selected, so some comments may have been filtered out.
Write a comment...

We reopened our doors on April 27th. We have served an average of 200 people a day since we've reopened.

April Library Statistics

- Checkouts: 7,849
- Curbside appointments: 1273
- Unique users on wifi: 1,189
- Ebook & E-Audiobook checkouts: 2,711



Children's Programs

In April we held 30 virtual programs with an attendance of 4,796.30 families picked up take and make craft kits. These are some photos of kids crafting at home.



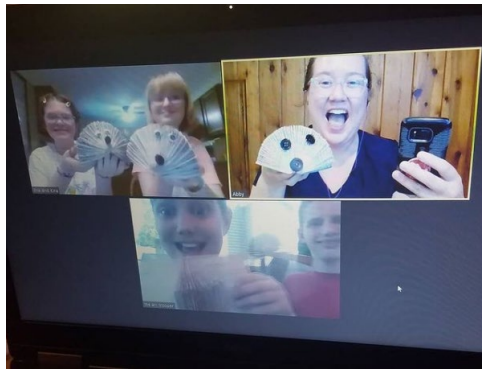
New

Learning Kits

Take home kits that feature STEAM and Phonics activities.

We added learning STEAM learning kits in April. These are available for families to checkout and are meant for ages Pre-K through 3rd grade

Teen Programs



Comment sent to Abby Seymour
our Teen Librarian:

"I just wanted to thank you once again for all you are doing for the kids. We have had more rough days with tears than not lately and to hear them laughing and having fun on the library Zooms just does my heart good! Thank you for your time and energy!"

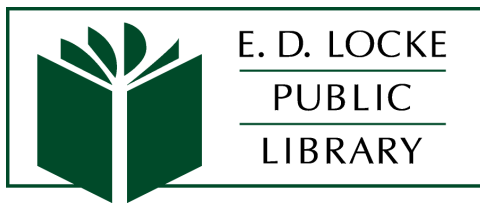
In April the library held 19 Teen programs and had an attendance of 73. Some of the virtual programs that we've held have included: Dungeons and Dragons, Crafternoons, Teen Hangout, and meetings for our Teen Advisory Board.

Adult Programs



Our popular cooking club featured McFarland resident Huma Siddiqui of White Jasmine making Tandoori meatballs and Mediterranean quinoa. Said one patron "I watched the Zoom class Cooking Club with Huma Siddiqui. Wonderful show! Following her recipe I had everything ready to go. I was able to cook right along with Huma. The colors and textures looked just like hers. I couldn't smell over Zoom, but I think it turned out great. My entire family ate big plates. Thank you to Huma for her excellent teaching! Thank you to E D Locke Library for hosting the class!"

We offered 10 programs for adults in April and 200 people attended. Besides Cooking Club, we also offered a Maker's meeting for crafters, and bird programs in support of the McFarland Bird festival.



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

April Highlights

- **Village News** - Mike Flaherty will give an update
- **Endowment** – The committee has not met. The current balance as of March 31, 2021 is \$144,817
 - We are planning two joint fund raisers with the Friends and Endowment. The first is the creation of an annual report newsletter that talks about everything the library did in 2020 and what we're hoping to do in 2021. This newsletter will be mailed out within the next week or so to our donors and supporter. A link the newsletter will also be available on our website. The second is an event in October to kick off our unveiling of our new library cards. We will be doing three different cards. One will be a metal card that is also a bottle opener that will be available for a \$25 donation. The other three cards will be targeted to adults, kids, and teens. The teen card will be designed through a contest that will be held in September 2021. These three cards will be free to our patrons. A kick off event for the bottle opener card will be held in October. Karben4 will be doing a taproom and selling beer and seltzer. I also have a band lined up. We are still planning the details.
- **Friends** – The Friends board held their annual meeting on April 6th. We discussed having a book sale in June and the possibilities of doing the pie sale.
- **Library Systems Report** –
 - **Delivery Committee** – The Delivery Committee has set up a workgroup to look at efficiencies and work flows. This could be adjusting routes and delivery times. Another possibility would be a sorter to sort items moving between libraries.
 - **Marathon County** has postponed their decision about whether to join SCLS until 2022. The earliest they would join SCLS would be January 2023.
- **Facility Management**
 - **New Bollards** – I am working with All Comfort to coordinate the project for replacing the bollards that are in the front of the building.
 - **Audio/Video** – I have been working with the Communication and Technology dept. and Fearings to come up with a plan to easily stream programs when we return to doing our programs in-house. I am also looking at other possibilities such as the ability to stream story time into the kids area as an over flow space and upgrading the other technology in our meeting room.
 - **Landscaping** – I have tried to get quotes from other landscape companies for maintenance on our landscape and most of them are booked for the season. Public Works is also discussing hiring a high school student to take care of mowing and weeding the municipal center this summer. I'm waiting to see if that pans out before I renew the contract with Avant. Public Works was able to cut down a lot of the old plantings in the landscape in the fall. Volunteers did a fantastic job on Community Service Day taking care of the rest of it. We are in good shape for the beginning of the season.
 - **Lockers, Drive up window, and book drop** - I've been researching different options for self-service lockers and a drive up window for the library. The lockers would allow patrons to pick up items that they placed on hold outside of the hours of the library. The drive up window would allow us to do curbside service safer and more efficiently. Evan did some analysis on our book drop and how to make it work better. I've passed this information on to our Architect to look at how we could make these changes.
- **Long Range & Space Needs Planning Committee** – the library board is meeting on May 20th at 6pm to look at preliminary expansion plans.
- **COVID related updates** –

- **Library reopening** – The library quietly reopened to the public for browsing on April 27th. About 200 people have come in to pick up holds, browse, use the copier or a computer. Everything has gone well so far.
- **Bird Festival** – The library is assuming a larger role in the bird festival. One of the former leads on the committee has moved out of the area. This year will still be virtual. The library is offering three live programs on birding and a virtual bird walk with Shawn Miller and Andy Palios. The Communication & Technology department will be filming this for us.
- **Circulation Substitutes hired** – we have hired two Circulation Assistant I substitutes. With the weather getting warmer and staff wanting to go on vacation, we needed extra help covering all of the desks. The two substitutes started at the end of March.
- **Family Festival** – Kelly and I started meeting with the Family Festival board to discuss future plans. For 2021, the festival will be scaled down to a one-day event on a Saturday with a possible parade on Sunday. The library will be planning some family events with the community garden. The carnival rides and beer tent will not at the festival this year. We're planning to bring them back in 2022.
- **McFarland Equity Project Partnership** – The library will be partnering with the McFarland Equity Project and UCC to do a community reads program around the 2021 o Big Read selection *Transcendent Kingdom* by Yaa Gyasi. <https://gobigread.wisc.edu/> We are in the planning stage right now.

Youth Services highlights (Heather Kent)

Storytime - Virtual storytimes through Facebook live continued this month. They occur on Monday, Tuesday, and Wednesdays. We will be taking a break in storytimes for the month of May.

Virtual Programming:

- Weekly craft kits are doing very well with sign up usually being filled quickly.
- Zumbini Session 3 has been going really well with around 30 people in attendance over Zoom. It is a highlight of Heather's week – being able to see the kids and interact with them.
- Zumba Kids Jr continued this month with some new members joining our group.
- The Time Warp Trio book club met on Tuesday, April 13 and we discussed the book "It's All Greek to Me." Club members learned about the acropolis and the Parthenon – then created their own picture of a the Parthenon. Members were asked if they wanted to have one more meeting in May and they enthusiastically said YES! So we will meet one more month.
- Book Explorers met on Tuesday, April 27 to discuss *The Midwinter Witch*. As a tie in, we created sand art candles.

Other

- Bookmarks have been coming in for our Summer Reading Bookmark contest – and they are all fabulous. A design will be selected for each month so that there are more winners.
- Heather met with Stephanie from the village communications department and recorded a video about the summer reading program. They are also working together on how to record a performer for our summer reading program – Blue Willow Chinese Dance.
- This summer Heather is also going to work with Sayer from the parks department to create storywalks in the McFarland Parks. Heather will build the book pieces and Sayer will place them in the parks and help with the maintenance during the summer.
- There are three new banners are on order for advertising our summer library program. They will replace the 5 year old ones we had displayed on 51, the four corners, and the front of the building.

Teen Services (Abby Seymour)

- April saw the conclusion of the virtual teen programs for this spring session. The plan is to take a break from programming through the month of May in order to reset and get ready for summer programs. This break couldn't have come at a better time because these events are definitely fizzling out. I think this is partly because kids are burnt out from virtual school and partly because the weather is finally nice outside. We could all use a break!
- Dungeons and Dragon was scheduled to end early this month and it ended in a disappointing way. The program was always going to be over in April but we would've ended it anyway because so many of the players had stopped coming, which, unfortunately, makes it very difficult to play the game properly. We started out with 6 players and by the last few weeks, only 2 were coming. I never got a clear answer as to why this happened. I am going to try this again in the summer because I think I'll get a new batch of excited players.
- Snack and Chat is the Tuesday program and has been going well this month. Attendance has ebbed and flowed but the same group of consistent teens do keep coming back. I have been encouraging them to take the Zoom call and their snack outside!
- Wednesday is Crafternoon, which has also had a smaller number of participants this month. Only three teens picked up the Craft To-Go bag from the library. It consisted of supplies to make Cactus Rocks (which included a pot and rocks to paint to look like a cactus) and Grab Bag Aliens (which was random craft supplies to be used to make some kind of alien creation). The in-between weeks called for teens to do a craft with supplies from home, which is usually coloring or drawing.
- Teen Hangout on Thursdays is often the most successful program of the week. Attendance still goes up and down but is overall a bit hit. We started off the month playing the game Among Us. The next week we had Karaoke Night where teens submitted their favorite songs, I played them on my computer, and we all sang along. I have some very brave and musical teens! The next two weeks were both games: 5-Second Rule (where you have to name 3 things in a category in 5 seconds) and Head's Up (where you're trying to guess a word while your teammates give you clues). We also did a Disney Song Bracket where the teens debated and discussed the best Disney songs until they chose a winner. (If you're curious, it came down to I Just Can't Wait to Be King from Lion King and I'll Make a Man out of You from Mulan. The Mulan song won).
- The Teen Advisory Board had a big month with the launch of their new teen-centered library newsletter! They came up with all the content, including a comic, book review, a quiz, and piece of creative writing. One of the members edited it at the end. All I did was put all the elements together on the Library Aware software and send it out. I was very proud of them for coming up with the idea and following through. Be sure to check it out! I have been making weekly #FeatureFriday Book Recommendation video for the library YouTube channel and my hope is that someday some of the tech-savvy T.A.B members will take over and make those videos themselves.
- Additionally, this month has consisted of several meetings, including one with inclusion services and several with other teen librarians, and a few webinar trainings, like CCBC Book Picks and Top Social Media Trends. I have also been getting the teen space ready for the library to reopen by updating signs, reorganizing some of the shelves, and making several displays.

Adult Services Highlights (Ann Engler)

Continuing Education

- I completed the Streamline for Success two-part workshop. It focused on analyzing current offerings as well as identifying and filling gaps in a methodical way, including evaluation. I found it to be an interesting and valuable class.
- I am scheduled to attend a Wisconsin Science Festival planning meeting on the 29th. Last year, we hosted a BadgerTalk during the festival, and I intend to plan something again this year.

Programming

- Our programming in support of the McFarland Bird Festival was very successful! We partnered with the WI DNR to host two programs, Birding at Horicon Marsh and Planting for Wildlife, both of which were recorded and are available on our YouTube channel. Patron feedback was very positive for both, and it was a great connection with two DNR employees, who both teach other classes and said they'd be delighted to come back again (virtually). Another bird festival program was with Raptor Education Group, Inc (REGI), in which they had live owls and shared owl-related information. REGI wished to use their own Zoom account, which was okay, but not having the control to mute participants or use the library's strong wi-fi signal to host was unfortunate. On the plus side, it demonstrates the value of having our own Zoom webinar account.
- Other programming continues to go well, although I am already seeing a drop-off in registrations as spring finally comes. Not that I can blame anyone for not wanting to sit at a computer on a nice day after such an isolated winter! I will be easing up on programming for the summer starting in June.

Collection Development

- I turned my attention to the Lucky Day (LD) collections this month. I weeded old titles and moved the LD DVDs up to where the LD books are shelved so they would be more visible and the entire LD collection would be together. The LD fiction books are now on the new moveable shelving unit, which gave us space to turn out/display more books for ease of browsing. I have several book and DVD titles on order to refresh the collection, as well.
- I put together a number of displays throughout the library to prepare for our reopening. I also put a few pre-selected bundles around particular themes out on display.

Social Media/YouTube

- Officer Joel Zietsma's photos for a new READ poster turned out great (thanks to Heidi for her photography skills).
- It will be nice to have more in-library photos to share on social media once we're open.

Other - Along with the other librarians, I am scheduled to be backup at the circulation desk as we navigate reopening. It will be good experience since we have new software, as well as a great opportunity to welcome patrons back.

Circulation Services Highlights (Kelly Heasty)

MEETINGS:

- Sub- committee team met twice to review/edit “Patron Record & Registration” portion of Circulation Manual. Submitted to whole group for review. Some of the changes being proposed are removing the gender field and adding a preferred name field to the application.
- In-service to prepare for reopening: 4/26. W/ HC prepared agenda and trained staff. (Also AL helped with training in afternoon) We went through best practices for correcting patron behavior, changes in work flow and policy and procedure since the pandemic began. In the afternoon, we covered all of the new software and technology at the desk with the librarians.
- Met with SE team for Diversity/Equity: discussed policing in libraries.
- Attended Zoom meeting about Family Festival and took minutes

TRAINING/EDUCATION:

- Trained two new Circulation substitutes throughout month
- Watched Ryan Dowd training video on dealing with prejudicial comments from patrons
- On wait list for UW course: Effective Cust Svc in a Socially Distanced World

REOPENING ACTIVITIES:

- Removed remaining furniture into Community room
- Updated and changed signage through library, as needed for reopening
- Worked with McFarland Tech/Comm department to make slide show for patrons indicating what they can expect when the return to the library
- Worked with Comm/Tech to update phone information for reopening
- Sent a blurb to Comm/Tech re: reopening of library for Outlook newsletter

OTHER:

- Gave an overview of physical processes to Insurance Company Consultant who will be providing us with suggestions on how to avoid repetitive stress injuries
- Worked with HC on new fillable form for patron new card application
- Materials spreadsheet brought up to date with all incoming new materials received in April.
- Managed new books to ensure they go to McFarland patrons as much as possible.
- Managed bookmark folder on Xerox – adding & deleting curbside bookmarks, as needed.
- Coordinated receipt of various book donations
- Ordered state maps from J. Anderson

Amy Lawrence (Technical Services)

- Monthly and special newsletters
- Evaluating donations to swap/add to collection
- Withdrawing items weeded by librarians
- Monitoring and ordering supplies as needed
- Migrating Lucky Day copies that were circulating back to generic record
- Assisting in planning/preparing for reopening
- Assisting with curbside pickup appointment scheduling, patron reference questions, computer/copier assistance and other circ duties as needed
- Outerlibrary loan requests
- Monitoring tax form supplies
- Training: Ripple Project equity training recordings, Mental Health First Aid webinar, Engaging Patrons webinar
- Working on new combined purchase request/outerlibrary loan form
- Adding/processing VOX audio-enabled picture books and STEAM kits
- Troubleshooting Envisionware RFID pad issues
- Updating technology inventory

---Heidi Cox, Library Director

VILLAGE OF MCFARLAND
Special Village Board Minutes

Tuesday, April 20, 2021 - 5:30 PM

1. CALL TO ORDER.

Village President Clow called the special meeting of the McFarland Village Board to order at 5:30 pm in the parking lot of the McFarland Municipal Center.

2. ATTENDANCE/ROLL CALL.

Village Board members present: Village Trustee Stephanie Brassington, Village President Carolyn Clow, Village Trustee Michael Flaherty, Village Trustee Justin Rupert(joined at 7:00 p.m.), Village Trustee Chris St. Clair, Village Trustee Carrie Nelson

Village Board members not present: None.

Staff Present: Administrator Matt Schuenke, Clerk/Treasurer Cassandra Suettinger, and Communications & Technology Director Stephanie Miller.

3. NEW BOARD WELCOMING CEREMONY - McFarland Municipal Center Parking Lot - 5:15 p.m. to 6:30 p.m.

- a. Ceremonial swearing in of elected Village President Carolyn Clow and elected Village Trustees Stephanie Brassington, Chris St. Clair, and Carrie Nelson.

Village Clerk/Treasurer Suettinger ceremoniously sworn in newly elected Village officials including President Carolyn Clow, and Village Trustees Stephanie Brassington, Chris St. Clair, and Carrie Nelson.

- b. Drive Thru Donation Event - Village Board members will be holding a drive-thru donation event in the parking lot to greet residents and take donations for the McFarland Food Pantry and McFarland Lions Club.

The Village Board held a drive-thru donation event in the parking lot of the McFarland Municipal Center.

4. RECESS - 6:30 p.m. to 7:00 p.m.

- a. The Village Board will recess from 6:30 p.m. to 7:00 p.m. to prepare for the Annual Organizational meeting activities.

The Village Board recessed at 6:30 p.m.

5. RECONVENE VIA ZOOM - COMMUNITY ROOM - 7:00 p.m.

Village President Carolyn Clow reconvened the Village Board meeting at 7:00 p.m. in the Community Room of the McFarland Municipal Center.

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. Committee Appointments

1) Discussion and action to confirm appointment of Village Board members to boards, commissions, and committees as recommended by the Village President.

Motion by Village President Carolyn Clow, second by Village Trustee Justin Rupert, to approve confirming appointment of Village Board members to boards, commissions, and committees as recommended by the Village President. Motion carries 6 - 0 - 0 by acclamation.

2) Election of Trustee Flaherty as the Village Board representative on the Library Board (2/3 vote required) as recommended by the Village President.

Motion by Village President Carolyn Clow, second by Village Trustee Carrie Nelson, to approve election of Trustee Flaherty as the Village Board representative on the Library Board (2/3 vote required) as recommended by the Village President. Motion carries 6 - 0 - 0 by acclamation.

3) Election of Trustee St. Clair as the Village Board representative to the Plan Commission (2/3 vote required) as recommended by the Village President.

Motion by Village President Carolyn Clow, second by Village Trustee Michael Flaherty, to approve election of Trustee Chris St. Clair as the Village Board representative to the Plan Commission (2/3 vote required) as recommended by the Village President. Motion carries 6 - 0 - 0 by acclamation.

b. Organizational Issues

1) Discussion on Committee restructuring.

President Carolyn Clow provided background on the topic of committee restructuring. She reported the Village had discussed the topic on several occasions over the last couple years, but have not made any decisions on changes. She identified she would like to make sure the issue is assessed in the first portion of new terms. She suggested Board members attend committee meetings in the coming months and begin formulating recommendation on restructuring. She noted the Village Board could plan to follow up on the issue toward the end of the summer 2021. In the immediate future, she suggested elimination of the Volunteer Committee and Emergency Management Committee. She noted the Emergency Management Committee has not met in over a year and that those issues could be rolled into the Public Safety Committee and Volunteer Committee could likely be handled at the staff level.

The Board decided to let Village Board members participate in committees in the upcoming months and bring the issue back for discussion and recommendation in late summer 2021.

2) Discussion of process and timetable for appointment of citizen members to boards, commissions, and committees.

President Clow provided an overview of the process for appointments of citizen members to boards, commissions and committees. She reported normally all board, committee, and commission members are reappointed at the second Village Board meeting in April. However, with the possibility of undertaking a committee restructuring, she suggested only required appointments be made and all other board, committee, and commission appointments continue in the near future.

The Board directed staff to send out an email to BCC members communicating the possible changes that could be coming to the structure and that we would like them all to continue in the interim until those decisions can be made.

3) Discussion and action on filling the vacancy of Village Trustee.

Village President Clow presented the three options the Board had available to fill the current Village Trustee vacancy in accordance with Wisconsin Statute 17.42. The options included: leaving the seat vacant, holding a special election, or filling it by appointment.

Clerk/Treasurer Suettinger provided background that generally municipalities choose to fill the vacancy through an application process and making an appointment. She reported that is the process the Village followed in 2012 to fill a vacancy for Village Trustee.

The Board directed staff to post the vacancy and accept applications for the vacant Trustee position through May 6th at noon. They further directed that all applicants be notified they would be expected to attend the May 10th Village Board meeting to provide a 5-minute presentation on themselves and why they were interested in the position. Further, the public would have an opportunity to review all applications received in the Village Board packet released on May 7th, and provide feedback during the meeting as well.

Motion by Trustee Chris St. Clair, second by Trustee Mike Flaherty, to approve authorizing an appointment process where Village residents can apply for the vacancy up through May 6th at noon with interviews to be held at the May 10th Village Board meeting. Motion carries 6 - 0 - 0 by acclamation.

4) Presentation and discussion regarding meeting orientation for Village Board members.

Village Administrator Schuenke provided an orientation and background for Village Board members.

8. ADJOURNMENT.

Motion by Village Trustee Chris St. Clair, second by Village Trustee Justin Rupert, to adjourn at 8:21 p.m.

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

Respectfully submitted,
Cassandra Suettinger
Village Clerk/Treasurer

VILLAGE OF MCFARLAND

Village Board Minutes

Monday, April 26, 2021 - 7:00 PM

1. CALL TO ORDER.

Village President Clow called the regular meeting of the McFarland Village Board to order at 7:00 pm in the Community Room of the McFarland Municipal Center.

2. ATTENDANCE/ROLL CALL.

Village Board members present: Village Trustee Stephanie Brassington, Village President Carolyn Clow, Village Trustee Justin Rupert, Village Trustee Chris St. Clair, Village Trustee Michael Flaherty and Village Trustee Carrie Nelson

Village Board members not present: None.

Staff Present: Administrator Matt Schuenke, Clerk/Treasurer Cassandra Suettinger, Lieutenant Jeremy Job, Community and Economic Development Director Andrew Bremer, Public Works Director Jim Hessling, Fire/EMS Director Chris Dennis, and Communications & Technology Director Stephanie Miller.

3. PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS.

a. Public Announcements

1) Recognize Former Officials

President Clow recognized former Trustee Clair Utter who served as a Village Trustee from 2015-2017 and just recently from 2019-2021. Additionally, she recognized departing Trustee Eric Kryzenske who served from 2019-2021. On behalf of the Village, she thanked both of them for their service to the Village.

b. Public Communications

1) Update on Community Service Day held on April 23, 2021.

Village Administrator Schuenke provided an overview of the Community Service Day held on April 23, 2021.

2) Village Trustee Vacancy Application Period ends May 6, 2021.

President Clow notified that the Village is currently taking applications the for Village Trustee Vacancy. All applications are due May 6, 2021 by noon.

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.

Motion by Village President Carolyn Clow, second by Village Trustee Justin Rupert, to approve the consent agenda as presented. Motion carries 6 - 0 - 0 by acclamation on items b - c, and 5 - 0 - 1 on item a with Trustee Carrie Nelson abstaining.

5. PUBLIC APPEARANCES.

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

None.

6. BUSINESS.

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

Motion by Village President Carolyn Clow, second by Village Trustee Justin Rupert, to approve Resolution 2021-11: A Resolution of Commendation for Brad Czebotar for his service to the Village of McFarland. Motion carries 6 - 0 - 0 by acclamation.

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

President Clow presented former Village President Brad Czebotar with a framed copy of Resolution 2021-11: A Resolution of Commendation for Brad Czebotar for his service to the Village of McFarland and presented him with a ceremonial gavel and plaque.

Brad thanked the Board for their recognition, and thanked the Community for letting him serve. He noted serving as the Village President for the past nine years had been an honor and he wished the Board and staff looked forward to continued success.

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

1) Presentation and update regarding the work to develop the Sustainability Plan.

Community Development Director Andrew Bremer provided background on the Ad-Hoc Sustainability plan and the process for the creation of the current draft sustainability plan.

Jason Valerius, consultant with MSA, presented progress to date in developing the Village's sustainability plan.

The Board provided feedback on the sustainability plan expressing concern with ensuring the final Plan was ready to go by July with actionable initiatives.

d. Public Safety Committee (Trustee Brassington)

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

Motion by Village Trustee Chris St. Clair, second by Village Trustee Stephanie Brassington, to approve Ordinance 2021-03: an Ordinance amending regulations concerning Tourist Rooming Houses. Motion carries 6 - 0 - 0 by acclamation.

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.

Chief Dennis provided an overview of the proposed increases for Village ambulance fees. He explained the proposed increases would bring the Village in line with the average charges for ambulances services. The Board expressed concerns with making sure hardship waiver information be transparently available as part of the billing process. Chief Dennis explained that the Fire & Rescue Department had a waiver process in place that it currently utilizes.

Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to approve Ordinance amendment 2021-04: An Ordinance updating Appendix A regarding Chapter 17 of the Village Ordinance in regards to ambulance fees. Motion carries 6 - 0 - 0 by acclamation.

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.

Motion by Village President Carolyn Clow, second by Village Trustee Justin Rupert, 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.

Motion carries 5 - 1 - 0 by acclamation with Trustee Chris St. Clair voting nay.

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.

Motion by Village Trustee Justin Rupert, second by Village Trustee Chris St. Clair, to approve awarding of a contract for the 2021 Street Paving and Stormwater Projects 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. Motion carries 6 - 0 - 0 by acclamation.

2) Discussion and action regarding 2021 Crackseal and Chipseal proposal for street maintenance.

Motion by Village Trustee Justin Rupert, second by Village Trustee Carrie Nelson, to approve awarding a contract for the 2021 Crackseal and Chipseal proposal for street maintenance to Fahrner Asphalt of Plover in an amount of \$78,275. Motion carries 6 - 0 - 0 by acclamation.

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.

Motion by Village President Carolyn Clow, second by Village Trustee Justin Rupert, to approve revisions to the job description and a request to fill the vacancy for the Police Sergeant position within the Police Department. Motion carries 6 - 0 - 0 by acclamation.

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

Trustee Carrie Nelson referred the Public Safety Committee work with staff to review the availability/accessibility of use of the hardship process and policy for ambulance billing for the Fire & Rescue Department.

Trustee Mike Flaherty referred to the Ad-Hoc Sustainability Committee ensuring once the sustainability plan is complete, there are actionable items to take advantage of federal funding likely to become available.

7. ADJOURNMENT.

Motion by Village Trustee Chris St. Clair, second by Village Trustee Justin Rupert, to adjourn at 8:43 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	042321	DOG PARK - 6300 ELVEH	1	04/23/2021	744.76	.00	744.76	04/30/2021
		042321	4806 MCDANIEL PARK	2	04/23/2021	267.63	.00	267.63	04/30/2021
		042621	WATER TOWER - HOLSC	1	04/26/2021	18.87	.00	18.87	05/07/2021
		042621	WATER TOWER - BURMA	2	04/26/2021	66.13	.00	66.13	05/07/2021
		042621	WELL #1	3	04/26/2021	466.36	.00	466.36	05/07/2021
		042621	WELL #3	4	04/26/2021	1,264.52	.00	1,264.52	05/07/2021
		042621	WELL #1	5	04/26/2021	31.51	.00	31.51	05/07/2021
		042621	WELL #3	6	04/26/2021	40.20	.00	40.20	05/07/2021
		042621	WELL #4	7	04/26/2021	34.57	.00	34.57	05/07/2021
		042621	LIFT #1	8	04/26/2021	150.79	.00	150.79	05/07/2021
		042621	LIFT #2	9	04/26/2021	139.00	.00	139.00	05/07/2021
		042621	LIFT #3	10	04/26/2021	63.67	.00	63.67	05/07/2021
		042621	LIFT #5	11	04/26/2021	216.73	.00	216.73	05/07/2021
		042621	BRANDT PARK	12	04/26/2021	32.36	.00	32.36	05/07/2021
		042621	LEWIS PARK	13	04/26/2021	130.20	.00	130.20	05/07/2021
		042621	FLOWER CORNER	14	04/26/2021	26.56	.00	26.56	05/07/2021
		042621	GAZEBO	15	04/26/2021	29.70	.00	29.70	05/07/2021
		042621	CEDAR GLADE AERATOR	16	04/26/2021	16.77	.00	16.77	05/07/2021
		042621	STREET LIGHTING (1)	17	04/26/2021	9,530.88	.00	9,530.88	05/07/2021
		042621	STREET LIGHTING (2)	18	04/26/2021	278.51	.00	278.51	05/07/2021
		042621	TRAFFIC FLASHERS - BA	19	04/26/2021	19.32	.00	19.32	05/07/2021
		042621	TRAFFIC FLASHERS - FA	20	04/26/2021	19.22	.00	19.22	05/07/2021
		042621	TRAFFIC FLASHERS - FA	21	04/26/2021	22.11	.00	22.11	05/07/2021
		042621	TRAFFIC FLASHERS - CR	22	04/26/2021	18.98	.00	18.98	05/07/2021
		042621	SIRENS	23	04/26/2021	31.51	.00	31.51	05/07/2021
Total 30:						13,660.86	.00	13,660.86	
68	BADGER WELDING SUPP	3646750	BADGER WELDING - OXY	1	04/27/2021	51.65	.00	51.65	05/07/2021
Total 68:						51.65	.00	51.65	
74	BAKER & TAYLOR BOOK	2035816349	ADULT BOOKS	1	04/23/2021	163.34	.00	163.34	05/07/2021
		2035827752	JUVENILE BOOKS	1	04/28/2021	193.76	.00	193.76	05/07/2021
		2035836982	JUVENILE BOOKS	1	04/27/2021	46.98	.00	46.98	05/07/2021
		2035842544	ADULT BOOKS	1	04/28/2021	204.84	.00	204.84	05/07/2021
		2035859439	JUVENILE BOOKS	1	04/28/2021	72.52	.00	72.52	05/07/2021
		2035885767	JUVENILE BOOKS	1	04/30/2021	976.77	.00	976.77	05/07/2021
		2035893304	ADULT BOOKS	1	04/28/2021	290.31	.00	290.31	05/07/2021
		2035908216	ADULT BOOKS	1	04/16/2021	338.02	.00	338.02	05/07/2021
		2035911111	JUVENILE BOOKS	1	04/28/2021	194.56	.00	194.56	05/07/2021
		2035924347	ADULT BOOKS	1	04/23/2021	538.69	.00	538.69	05/07/2021
		2035927577	ADULT BOOKS	1	04/26/2021	429.03	.00	429.03	05/07/2021
		2035937329	ADULT BOOKS	1	04/29/2021	421.10	.00	421.10	05/07/2021
		5016925671	ADULT BOOKS	1	04/27/2021	61.14	.00	61.14	05/07/2021
Total 74:						3,931.06	.00	3,931.06	
139	CAPITAL NEWSPAPERS	190-6000517	EMPLOYMENT ADVERTI	1	05/02/2021	722.50	.00	722.50	05/07/2021
		190-6000517	EMPLOYMENT ADVERTI	2	05/02/2021	198.33	.00	198.33	05/07/2021
Total 139:						920.83	.00	920.83	
157	CHAMPIONSHIP AWARD	63302	AWARDS	1	04/26/2021	306.12	.00	306.12	05/07/2021

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		63399	AWARDS	1	05/03/2021	55.00	.00	55.00	05/07/2021
	Total 157:					361.12	.00	361.12	
172	CITY OF MADISON TREA	33766	NEW RADIO SYSTEM SE	1	04/23/2021	164.43	.00	164.43	05/07/2021
	Total 172:					164.43	.00	164.43	
194	CONCENTRA	103353730	PRE-EMPLOYMENT SCR	1	04/21/2021	250.50	.00	250.50	05/07/2021
		103353730	PRE-EMPLOYMENT SCR	2	04/21/2021	96.50	.00	96.50	05/07/2021
		103357627	PRE-EMPLOYMENT SCR	1	04/27/2021	96.50	.00	96.50	05/07/2021
	Total 194:					443.50	.00	443.50	
247	DANE CO TREASURER	154-050321	JAIL & SURCHARGES - A	1	05/03/2021	1,513.44	.00	1,513.44	05/07/2021
	Total 247:					1,513.44	.00	1,513.44	
264	DELGADO, VICTOR	042721	INTERPRETER SERVICE	1	04/27/2021	100.00	.00	100.00	05/07/2021
	Total 264:					100.00	.00	100.00	
341	ENVIRONMENT CONTRO	17863-613	JANITORIAL SERVICES	1	05/01/2021	1,389.00	.00	1,389.00	05/07/2021
		17863-613	JANITORIAL SERVICES -	2	05/01/2021	540.00	.00	540.00	05/07/2021
		17969-613	MC CLEANING	1	05/01/2021	1,457.00	.00	1,457.00	05/07/2021
		17969-613	MC CLEANING - COVID19	2	05/01/2021	2,242.00	.00	2,242.00	05/07/2021
	Total 341:					5,628.00	.00	5,628.00	
395	GENERAL COMMUNICATI	293346	K9 GRAPHICS REMOVAL	1	04/26/2021	250.00	.00	250.00	05/07/2021
	Total 395:					250.00	.00	250.00	
452	HYDRITE CHEMICAL	02461008	WATER CHEMICALS	1	04/26/2021	614.31	.00	614.31	05/07/2021
	Total 452:					614.31	.00	614.31	
476	JEFFERSON FIRE & SAF	IN128768	SENSIT HYDROGEN GAS	1	04/23/2021	285.91	.00	285.91	05/07/2021
		IN128860	PASSPORT	1	04/27/2021	170.91	.00	170.91	05/07/2021
	Total 476:					456.82	.00	456.82	
505	KLEMENTZ, MICHAEL	MK041621	CLOTHING ALLOW - KLE	1	04/16/2021	84.39	.00	84.39	05/07/2021
	Total 505:					84.39	.00	84.39	
575	MADISON MET SEWERA	IN000016969	1ST QUARTER CHARGES	1	04/01/2021	209,934.21	.00	209,934.21	05/07/2021
	Total 575:					209,934.21	.00	209,934.21	
634	MENARDS - MONONA	11174	PARK SUPPLIES	1	04/22/2021	118.87	.00	118.87	05/07/2021
		11235	PW SUPPLIES	1	04/23/2021	.34	.00	.34	05/07/2021
		11235	PW SUPPLIES	2	04/23/2021	.34	.00	.34	05/07/2021
		11235	PW SUPPLIES	3	04/23/2021	.34	.00	.34	05/07/2021
		11235	PW SUPPLIES	4	04/23/2021	1.27	.00	1.27	05/07/2021
		11362	PARK SUPPLIES	1	04/26/2021	11.44	.00	11.44	05/07/2021
		11449	PARK SUPPLIES	1	04/28/2021	116.09	.00	116.09	05/07/2021

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		11461	PARK SUPPLIES--BRAND	1	04/28/2021	25.70	.00	25.70	05/07/2021
		11509	PARK SUPPLIES--BRAND	1	04/29/2021	77.52	.00	77.52	05/07/2021
Total 634:						351.91	.00	351.91	
640	MGE	13010467-04	STREET LIGHT	1	04/28/2021	25.48	.00	25.48	05/07/2021
		14096945-04	STREET LIGHT	1	04/28/2021	34.03	.00	34.03	05/07/2021
		21056320-04	LIFT #4 ELECT	1	04/28/2021	43.52	.00	43.52	05/07/2021
		27667872-04	LIFT #5 GAS	1	04/28/2021	32.20	.00	32.20	05/07/2021
		29538501-04	4820 MARSH RD	1	04/28/2021	108.67	.00	108.67	05/07/2021
		30200505-04	GOBEN BUILDING	1	04/28/2021	78.80	.00	78.80	05/07/2021
Total 640:						322.70	.00	322.70	
667	MINNESOTA LIFE INS CO	002832L-JU	LIFE INSURANCE	1	05/01/2021	1,276.97	.00	1,276.97	05/07/2021
Total 667:						1,276.97	.00	1,276.97	
759	POSTMASTER	042021	USPS MARKETING MAIL	1	04/20/2021	81.66	.00	81.66	05/07/2021
		042021	USPS MARKETING MAIL	2	04/20/2021	81.67	.00	81.67	05/07/2021
		042021	USPS MARKETING MAIL	3	04/20/2021	81.67	.00	81.67	05/07/2021
		042921	BULK MAILING FOR ANN	1	04/29/2021	1,010.63	.00	1,010.63	04/30/2021
Total 759:						1,255.63	.00	1,255.63	
764	PREMIER PAINT & WALLP	63796	PAINT SUPPLIES--GRAFF	1	04/29/2021	.42	.00	.42	05/07/2021
		63796	PAINT SUPPLIES--GRAFF	2	04/29/2021	.42	.00	.42	05/07/2021
		63796	PAINT SUPPLIES--GRAFF	3	04/29/2021	.42	.00	.42	05/07/2021
		63796	PAINT SUPPLIES--GRAFF	4	04/29/2021	1.52	.00	1.52	05/07/2021
Total 764:						2.78	.00	2.78	
818	ROTO ROOTER SEWER	199691	LIFTSTATION PUMP FAIL	1	04/14/2021	155.00	.00	155.00	05/07/2021
		199703	LIFTSTATION CLEANING	1	04/20/2021	378.17	.00	378.17	05/07/2021
Total 818:						533.17	.00	533.17	
836	SCHILLING SUPPLY COM	771018-00	OPERATING SUPPLIES	1	04/23/2021	165.46	.00	165.46	05/07/2021
		823376-00	BATHROOM SUPPLIES	1	04/28/2021	159.96	.00	159.96	05/07/2021
Total 836:						325.42	.00	325.42	
957	TOM'S AUTO CENTER IN	0050085	TRUCK REPAIR TRUCK 1	1	04/23/2021	636.88	.00	636.88	05/07/2021
		0050085	TRUCK REPAIR TRUCK 1	2	04/23/2021	173.70	.00	173.70	05/07/2021
		0050085	TRUCK REPAIR TRUCK 1	3	04/23/2021	173.70	.00	173.70	05/07/2021
		0050085	TRUCK REPAIR TRUCK 1	4	04/23/2021	173.69	.00	173.69	05/07/2021
		0050147	TRUCK REPAIR TRUCK 5	1	04/30/2021	754.98	.00	754.98	05/07/2021
		0050147	TRUCK REPAIR TRUCK 5	2	04/30/2021	205.90	.00	205.90	05/07/2021
		0050147	TRUCK REPAIR TRUCK 5	3	04/30/2021	205.90	.00	205.90	05/07/2021
		0050147	TRUCK REPAIR TRUCK 5	4	04/30/2021	205.90	.00	205.90	05/07/2021
Total 957:						2,530.65	.00	2,530.65	
992	US CELLULAR	0435911801	PD PHONE	1	04/22/2021	1,435.19	.00	1,435.19	05/07/2021
		0435911801	FD/EMS PHONE	2	04/22/2021	411.22	.00	411.22	05/07/2021
		0435911801	OUTREACH PHONE	3	04/22/2021	81.00	.00	81.00	05/07/2021
		0435911801	CABLE/COMMTECH PHO	4	04/22/2021	42.50	.00	42.50	05/07/2021

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		0435911801	COMMDEV PHONE	5	04/22/2021	3.74	.00	3.74	05/07/2021
		0435911801	PW PHONE	6	04/22/2021	103.83	.00	103.83	05/07/2021
		0435911801	WATER PHONE	7	04/22/2021	103.83	.00	103.83	05/07/2021
		0435911801	SEWER PHONE	8	04/22/2021	103.83	.00	103.83	05/07/2021
Total 992:						2,285.14	.00	2,285.14	
1015	VILLAGE OF MCFARLAN	043021	MUNICIPAL CENTER	1	04/30/2021	345.54	.00	345.54	05/07/2021
		043021	PW GARAGE	2	04/30/2021	364.82	.00	364.82	05/07/2021
		043021	PW GARAGE	3	04/30/2021	431.60	.00	431.60	05/07/2021
		043021	OLD LIBRARY	4	04/30/2021	29.66	.00	29.66	05/07/2021
		043021	LIBRARY	5	04/30/2021	273.86	.00	273.86	05/07/2021
		043021	LIBRARY	6	04/30/2021	164.61	.00	164.61	05/07/2021
		043021	HOUSE 4902 TERMINAL	7	04/30/2021	14.83	.00	14.83	05/07/2021
		043021	VOM 5541 HOLSCHER	8	04/30/2021	14.83	.00	14.83	05/07/2021
		043021	PARKING LOT 43 BURMA	9	04/30/2021	14.83	.00	14.83	05/07/2021
		043021	ROW CREAMERY RD	10	04/30/2021	14.83	.00	14.83	05/07/2021
		043021	5411 BASHFORD	11	04/30/2021	14.83	.00	14.83	05/07/2021
		043021	4313 TRIANGLE	12	04/30/2021	167.58	.00	167.58	05/07/2021
		043021	5817 MILWAUKEE ST	13	04/30/2021	14.83	.00	14.83	05/07/2021
		043021	OLD WELL HOUSE	14	04/30/2021	14.83	.00	14.83	05/07/2021
		043021	WATER TOWER - BURMA	15	04/30/2021	60.80	.00	60.80	05/07/2021
		043021	WATER TOWER - HOLSC	16	04/30/2021	41.52	.00	41.52	05/07/2021
		043021	WELL #1	17	04/30/2021	14.83	.00	14.83	05/07/2021
		043021	WELL #3	18	04/30/2021	14.83	.00	14.83	05/07/2021
		043021	LIFT #1	19	04/30/2021	14.83	.00	14.83	05/07/2021
		043021	LIFT #2	20	04/30/2021	14.83	.00	14.83	05/07/2021
		043021	LIFT #4	21	04/30/2021	14.83	.00	14.83	05/07/2021
		043021	RIDGE VIEW	22	04/30/2021	14.83	.00	14.83	05/07/2021
		043021	PED PATH - RUNNING DE	23	04/30/2021	14.83	.00	14.83	05/07/2021
		043021	YAHARA RIVER PARK	24	04/30/2021	14.83	.00	14.83	05/07/2021
		043021	PED PATH	25	04/30/2021	14.83	.00	14.83	05/07/2021
		043021	PED PATH - OSBORN	26	04/30/2021	14.83	.00	14.83	05/07/2021
		043021	LEGION MEMORIAL PAR	27	04/30/2021	56.35	.00	56.35	05/07/2021
		043021	BRANDT PARK	28	04/30/2021	91.82	.00	91.82	05/07/2021
		043021	WOODLAND ESTATES PA	29	04/30/2021	14.83	.00	14.83	05/07/2021
		043021	AUTUMN GROVE PARK	30	04/30/2021	34.11	.00	34.11	05/07/2021
		043021	CEDAR RIDGE	31	04/30/2021	53.39	.00	53.39	05/07/2021
		043021	CEDAR GLADE PARK	32	04/30/2021	16.31	.00	16.31	05/07/2021
		043021	BOCCE BALL COURT	33	04/30/2021	14.33	.00	14.33	05/07/2021
		043021	EGNER PARK	34	04/30/2021	19.28	.00	19.28	05/07/2021
		043021	HIGHLAND OAK PARK	35	04/30/2021	32.63	.00	32.63	05/07/2021
		043021	COMMUNITY GARDEN	36	04/30/2021	49.33	.00	49.33	05/07/2021
		043021	PED PATH - DALE CURTI	37	04/30/2021	14.83	.00	14.83	05/07/2021
		043021	WM MCFARLAND - 4820	38	04/30/2021	716.02	.00	716.02	05/07/2021
		043021	MUNICIPAL CENTER	39	04/30/2021	561.38	.00	561.38	05/07/2021
Total 1015:						3,806.71	.00	3,806.71	
1019	BAKER TILLY VIRCHOW	BT1814030	UTILITY AUDIT - WATER	1	04/30/2021	1,783.20	.00	1,783.20	05/07/2021
		BT1814030	UTILITY AUDIT SW	2	04/30/2021	1,783.80	.00	1,783.80	05/07/2021
		BT1814030	UTILITY AUDIT - STW	3	04/30/2021	891.75	.00	891.75	05/07/2021
		BT1814030	RATE CASE	4	04/30/2021	1,850.25	.00	1,850.25	05/07/2021
		BT1815336	IMPACT FEE STUDY	1	04/30/2021	5,253.00	.00	5,253.00	05/07/2021
		BT1815336	WEDC AUDIT - TIF 5	2	04/30/2021	2,185.00	.00	2,185.00	05/07/2021
		BT1815336	AUDIT ASSISTANCE	3	04/30/2021	6,697.00	.00	6,697.00	05/07/2021

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Total 1019:						20,444.00	.00	20,444.00	
1093	WI STATE LABORATORY	674135	FLUORIDE TEST WATER	1	04/30/2021	26.00	.00	26.00	05/07/2021
Total 1093:						26.00	.00	26.00	
1245	PROFESSIONAL PEST C	511113	PARKS PEST CONTROL	1	05/03/2021	49.00	.00	49.00	05/07/2021
Total 1245:						49.00	.00	49.00	
1256	BOUND TREE MEDICAL,	84031185	EMS - SUPPLIES	1	04/20/2021	39.98	.00	39.98	05/07/2021
		84034161	EMS - SUPPLIES	1	04/22/2021	366.04	.00	366.04	05/07/2021
		84039157	EMS - SUPPLIES	1	04/28/2021	164.46	.00	164.46	05/07/2021
		84039158	EMS - SUPPLIES	1	04/28/2021	127.46	.00	127.46	05/07/2021
Total 1256:						697.94	.00	697.94	
1397	ALL COMFORT SERVICE	625235	MC HVAC REPAIRS	1	04/06/2021	51.93	.00	51.93	05/07/2021
		625235	MC HVAC REPAIRS	2	04/06/2021	51.93	.00	51.93	05/07/2021
		625235	MC HVAC REPAIRS	3	04/06/2021	51.93	.00	51.93	05/07/2021
		625235	MC HVAC REPAIRS	4	04/06/2021	190.41	.00	190.41	05/07/2021
Total 1397:						346.20	.00	346.20	
1414	DEER-GROVE EMS DIST	05062021	INTERCEPT FEE	1	05/06/2021	156.59	.00	156.59	05/07/2021
Total 1414:						156.59	.00	156.59	
1462	TASC	IN2008594	FSA ADMIN FEE	1	04/17/2021	159.20	.00	159.20	05/07/2021
Total 1462:						159.20	.00	159.20	
1694	HEARTLAND LITHO	65895	ENVELOPES	1	04/20/2021	115.63	.00	115.63	05/07/2021
		65895	ENVELOPES	2	04/20/2021	115.63	.00	115.63	05/07/2021
		65895	ENVELOPES	3	04/20/2021	115.62	.00	115.62	05/07/2021
		65895	ENVELOPES	4	04/20/2021	115.62	.00	115.62	05/07/2021
Total 1694:						462.50	.00	462.50	
1709	VON BRIESEN & ROPER	353458	PERSONNEL ISSUES	1	04/27/2021	1,091.50	.00	1,091.50	05/07/2021
Total 1709:						1,091.50	.00	1,091.50	
1738	STATE OF WI TREASURE	154-050321	MONTHLY COURT FEES -	1	05/03/2021	3,384.59	.00	3,384.59	05/07/2021
Total 1738:						3,384.59	.00	3,384.59	
1896	NAPA AUTO PARTS	772776	SHOP SUPPLIES	1	04/22/2021	3.84	.00	3.84	05/07/2021
		772776	SHOP SUPPLIES	2	04/22/2021	1.05	.00	1.05	05/07/2021
		772776	SHOP SUPPLIES	3	04/22/2021	1.05	.00	1.05	05/07/2021
		772776	SHOP SUPPLIES	4	04/22/2021	1.05	.00	1.05	05/07/2021
		773277	VEHICLE PARTS TRUCK	1	04/26/2021	36.05	.00	36.05	05/07/2021
		773277	VEHICLE PARTS TRUCK	2	04/26/2021	36.05	.00	36.05	05/07/2021
		773277	VEHICLE PARTS TRUCK	3	04/26/2021	36.05	.00	36.05	05/07/2021
		773277	VEHICLE PARTS TRUCK	4	04/26/2021	132.17	.00	132.17	05/07/2021
		773431	VEHICLE PARTS MOWER	1	04/27/2021	10.04	.00	10.04	05/07/2021

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		773431	VEHICLE PARTS MOWER	2	04/27/2021	10.04	.00	10.04	05/07/2021
		773431	VEHICLE PARTS MOWER	3	04/27/2021	10.04	.00	10.04	05/07/2021
		773431	VEHICLE PARTS MOWER	4	04/27/2021	36.82	.00	36.82	05/07/2021
Total 1896:						314.25	.00	314.25	
1904	HUMPHREY SERVICE PA	1239453	FIRE DEPARTMENT PART	1	04/21/2021	5.20	.00	5.20	05/07/2021
Total 1904:						5.20	.00	5.20	
1909	CATERPILLAR FINANCIA	30905687	LOADER LEASE	1	04/22/2021	253.23	.00	253.23	05/07/2021
		30905687	LOADER LEASE	2	04/22/2021	253.23	.00	253.23	05/07/2021
		30905687	LOADER LEASE	3	04/22/2021	253.23	.00	253.23	05/07/2021
		30905687	LOADER LEASE	4	04/22/2021	759.66	.00	759.66	05/07/2021
Total 1909:						1,519.35	.00	1,519.35	
1910	ZURBUCHEN OIL INC	251631	DYED DIESEL FUEL	1	05/04/2021	397.60	.00	397.60	05/07/2021
Total 1910:						397.60	.00	397.60	
1921	FRONTIER	041621	PW PHONE	1	04/16/2021	10.94	.00	10.94	04/30/2021
		041621	PW PHONE	2	04/16/2021	10.94	.00	10.94	04/30/2021
		041621	PW PHONE	3	04/16/2021	10.93	.00	10.93	04/30/2021
		041621	PW PHONE	4	04/16/2021	40.10	.00	40.10	04/30/2021
		042221	LIBRARY PHONE	1	04/22/2021	73.83	.00	73.83	05/07/2021
Total 1921:						146.74	.00	146.74	
1989	CORPORATE BUSINESS	29120759	COPIER LEASE	1	04/12/2021	142.30	.00	142.30	04/30/2021
Total 1989:						142.30	.00	142.30	
2058	MICROMARKETING LLC	841244	ADULT AUDIO BOOKS	1	03/02/2021	44.99	.00	44.99	05/07/2021
		848270	ADULT AUDIO BOOKS	1	04/27/2021	114.98	.00	114.98	05/07/2021
Total 2058:						159.97	.00	159.97	
2066	PELLITTERI WASTE SYS	1952478	TRASH SERVICE	1	04/30/2021	21,786.05	.00	21,786.05	05/07/2021
		1952478	RECYCLING SERVICE	2	04/30/2021	14,548.80	.00	14,548.80	05/07/2021
		1952478	PW SHRED	3	04/30/2021	27.84	.00	27.84	05/07/2021
		1952478	PW SHRED	4	04/30/2021	27.84	.00	27.84	05/07/2021
		1952478	PW SHRED	5	04/30/2021	27.85	.00	27.85	05/07/2021
		1952478	LIBRARY SHRED	6	04/30/2021	40.55	.00	40.55	05/07/2021
		1952478	PD SHRED	7	04/30/2021	41.76	.00	41.76	05/07/2021
		1952478	ADMIN SHRED	8	04/30/2021	31.32	.00	31.32	05/07/2021
		1952478	FIRE/EMS SHRED	9	04/30/2021	10.45	.00	10.45	05/07/2021
Total 2066:						36,542.46	.00	36,542.46	
2070	KKS PROPERTY	2021-5	COMMON AREA MAINT. F	1	05/03/2021	400.00	.00	400.00	05/07/2021
Total 2070:						400.00	.00	400.00	
2082	NASSCO INC	S2750621.00	PARK SUPPLIES	1	04/23/2021	81.37	.00	81.37	05/07/2021

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 2082:						81.37	.00	81.37	
2237	MADISON COLLEGE	180488	NAT'L REGISTRY TEST - J	1	04/22/2021	250.00	.00	250.00	05/07/2021
Total 2237:						250.00	.00	250.00	
2248	KELLN, JACK	JK042421	MEAL - WATER MAIN BRE	1	04/24/2021	10.00	.00	10.00	05/07/2021
Total 2248:						10.00	.00	10.00	
9137	RICOH USA INC	34967795	LEASE PAYMENT	1	04/16/2021	184.59	.00	184.59	05/07/2021
Total 9137:						184.59	.00	184.59	
16236	WEBER, MARK	MW042421	MEAL FOR WATER MAIN	1	04/24/2021	10.00	.00	10.00	05/07/2021
Total 16236:						10.00	.00	10.00	
16241	WI DEPT OF JUSTICE	L1373T-0430	HIRING BACKGROUND C	1	04/30/2021	21.00	.00	21.00	05/07/2021
		L1373T-0430	BACKGROUND CHECKS	2	04/30/2021	637.00	.00	637.00	05/07/2021
Total 16241:						658.00	.00	658.00	
16257	CORPORATE BUSINESS	298117	COPIER LEASE	1	05/04/2021	8.09	.00	8.09	05/07/2021
		298118	COPIER LEASE	1	05/04/2021	137.06	.00	137.06	05/07/2021
		298145	PW COLOR COPY OVER	1	05/04/2021	21.04	.00	21.04	05/07/2021
		298145	PW COLOR COPY OVER	2	05/04/2021	21.04	.00	21.04	05/07/2021
		298145	PW COLOR COPY OVER	3	05/04/2021	21.04	.00	21.04	05/07/2021
Total 16257:						208.27	.00	208.27	
16333	WI DEPT OF JUSTICE - TI	455TIME-000	TIME ACCESS	1	04/10/2021	384.00	.00	384.00	05/07/2021
Total 16333:						384.00	.00	384.00	
16357	PROTECTION TECHNOL	21979	PW MONITORING SERVI	1	04/30/2021	226.05	.00	226.05	05/07/2021
		21979	PW MONITORING SERVI	2	04/30/2021	61.65	.00	61.65	05/07/2021
		21979	PW MONITORING SERVI	3	04/30/2021	61.65	.00	61.65	05/07/2021
		21979	PW MONITORING SERVI	4	04/30/2021	61.65	.00	61.65	05/07/2021
Total 16357:						411.00	.00	411.00	
16439	MCFARLAND FOOD PANT	042921	DONATION	1	04/29/2021	96.00	.00	96.00	05/07/2021
Total 16439:						96.00	.00	96.00	
16545	DEPT OF SAFETY AND P	043021	FIRE ALARM PLAN REVIE	1	04/30/2021	170.00	.00	170.00	05/07/2021
		043021	FIRE SPRINKLER PLAN R	2	04/30/2021	5.00	.00	5.00	05/07/2021
Total 16545:						175.00	.00	175.00	
16547	PELLION BENEFITS	041621-RED	RETIREE SICK LEAVE	1	04/16/2021	28,485.20	.00	28,485.20	04/30/2021
Total 16547:						28,485.20	.00	28,485.20	
16566	SEILER INSTRUMENT &	INV-418383	GIS ITEM	1	04/27/2021	217.93	.00	217.93	05/07/2021

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		INV-418383	GIS ITEM	2	04/27/2021	479.45	.00	479.45	05/07/2021
		INV-418383	GIS ITEM	3	04/27/2021	348.69	.00	348.69	05/07/2021
		INV-418383	GIS ITEM	4	04/27/2021	87.17	.00	87.17	05/07/2021
		INV-418383	GIS ITEM	5	04/27/2021	479.45	.00	479.45	05/07/2021
		INV-418383	GIS ITEM	6	04/27/2021	435.86	.00	435.86	05/07/2021
		INV-418383	GIS ITEM	7	04/27/2021	130.76	.00	130.76	05/07/2021
		INV-418383	GIS ITEM	8	04/27/2021	653.79	.00	653.79	05/07/2021
		INV-418383	GIS ITEM	9	04/27/2021	871.72	.00	871.72	05/07/2021
		INV-418383	GIS ITEM	10	04/27/2021	435.86	.00	435.86	05/07/2021
		INV-418383	GIS ITEM	11	04/27/2021	174.34	.00	174.34	05/07/2021
		INV-418383	GIS ITEM	12	04/27/2021	435.86	.00	435.86	05/07/2021
		INV-418383	GIS ITEM	13	04/27/2021	130.76	.00	130.76	05/07/2021
		INV-418383	GIS ITEM	14	04/27/2021	435.86	.00	435.86	05/07/2021
Total 16566:						5,317.50	.00	5,317.50	
16640	TOP PACK DEFENSE LLC	5982	VEST-UNIFORM	1	04/15/2021	250.00	.00	250.00	05/07/2021
Total 16640:						250.00	.00	250.00	
16680	CARDMEMBER SERVICE	MSB041921	SCHUENKE	1	04/19/2021	386.15	.00	386.15	04/30/2021
		MSB041921	T REITER	2	04/19/2021	519.12	.00	519.12	04/30/2021
		MSB041921	COX	3	04/19/2021	688.98	.00	688.98	04/30/2021
		MSB041921	REDMAN	4	04/19/2021	2,036.31	.00	2,036.31	04/30/2021
		MSB041921	JACOBSEN	5	04/19/2021	13.71	.00	13.71	04/30/2021
		MSB041921	HESSLING	6	04/19/2021	26.97	.00	26.97	04/30/2021
		MSB041921	ANDERSEN	7	04/19/2021	1,320.44	.00	1,320.44	04/30/2021
		MSB041921	JOB	8	04/19/2021	90.00	.00	90.00	04/30/2021
		MSB041921	DAY	9	04/19/2021	69.99	.00	69.99	04/30/2021
		MSB041921	MOTL	10	04/19/2021	46.99	.00	46.99	04/30/2021
		MSB041921	REIMER	11	04/19/2021	799.71	.00	799.71	04/30/2021
		MSB041921	SUETTINGER	12	04/19/2021	2,218.66	.00	2,218.66	04/30/2021
		MSB041921	MAURER	13	04/19/2021	362.01	.00	362.01	04/30/2021
		MSB041921	SEYMOUR	14	04/19/2021	85.00	.00	85.00	04/30/2021
		MSB041921	IRWIN	15	04/19/2021	166.52	.00	166.52	04/30/2021
		MSB041921	J REITER	16	04/19/2021	887.00	.00	887.00	04/30/2021
		MSB041921	MILLER	17	04/19/2021	891.84	.00	891.84	04/30/2021
		MSB041921	IGL	18	04/19/2021	768.31	.00	768.31	04/30/2021
		MSB041921	DENNIS	19	04/19/2021	936.29	.00	936.29	04/30/2021
Total 16680:						12,314.00	.00	12,314.00	
16782	MADISON EMERGENCY	INV1051	MEDICAL DIRECTION MA	1	05/03/2021	700.00	.00	700.00	05/07/2021
Total 16782:						700.00	.00	700.00	
17084	AMAZON CAPITAL SERVI	11DK-WN9F-	DVDS & CDS	1	04/29/2021	227.04	.00	227.04	05/07/2021
		11HC-DLGX-	ADULT BOOKS	1	04/19/2021	27.16	.00	27.16	05/07/2021
		11HC-DLGX-	DVDS & CDS	2	04/19/2021	70.04	.00	70.04	05/07/2021
		1D9C-3GF6-	GIS ASSET MANAGEMEN	1	04/27/2021	309.90	.00	309.90	05/07/2021
		1GMR-T1HL-	ADULT BOOKS	1	04/26/2021	112.38	.00	112.38	05/07/2021
		1KVY-Y3XN-	SAFETY VESTS & GLOVE	1	05/01/2021	176.47	.00	176.47	05/07/2021
		1KVY-Y3XN-	SAFETY VESTS & GLOVE	2	05/01/2021	48.13	.00	48.13	05/07/2021
		1KVY-Y3XN-	SAFETY VESTS & GLOVE	3	05/01/2021	48.13	.00	48.13	05/07/2021
		1KVY-Y3XN-	SAFETY VESTS & GLOVE	4	05/01/2021	48.13	.00	48.13	05/07/2021
		1XM3-D4M7-	DVDS & CDS	1	04/19/2021	96.38	.00	96.38	05/07/2021

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 17084:						1,163.76	.00	1,163.76	
17095	ALA/BOOKLIST	042221	JOURNAL SUBSCRIPTIO	1	04/22/2021	169.50	.00	169.50	05/07/2021
Total 17095:						169.50	.00	169.50	
17140	US BANK VOYAGER FLE	8694160992	PD FUEL	1	05/01/2021	1,441.00	.00	1,441.00	05/07/2021
		8694160992	PARKS FUEL	2	05/01/2021	212.80	.00	212.80	05/07/2021
		8694160992	FIRE/EMS FUEL	3	05/01/2021	1,053.90	.00	1,053.90	05/07/2021
		8694160992	PW FUEL	4	05/01/2021	69.40	.00	69.40	05/07/2021
		8694160992	PW FUEL	5	05/01/2021	138.79	.00	138.79	05/07/2021
		8694160992	PW FUEL	6	05/01/2021	138.79	.00	138.79	05/07/2021
		8694160992	PW FUEL	7	05/01/2021	69.40	.00	69.40	05/07/2021
		8694160992	PW FUEL	8	05/01/2021	208.18	.00	208.18	05/07/2021
		8694160992	PW FUEL	9	05/01/2021	763.36	.00	763.36	05/07/2021
Total 17140:						4,095.62	.00	4,095.62	
17187	B&H PHOTO	187789807	DOCKING STATION	1	04/22/2021	179.09	.00	179.09	05/07/2021
Total 17187:						179.09	.00	179.09	
17232	APG OF SOUTHERN WIS	24777-0421	PUBLIC WORKS CREWP	1	04/30/2021	179.00	.00	179.00	05/07/2021
		24777-0421	OUTLOOK	2	04/30/2021	1,389.50	.00	1,389.50	05/07/2021
		24777-0421	OUTLOOK	3	04/30/2021	138.95	.00	138.95	05/07/2021
		24777-0421	OUTLOOK	4	04/30/2021	138.95	.00	138.95	05/07/2021
		24777-0421	OUTLOOK	5	04/30/2021	555.80	.00	555.80	05/07/2021
		24777-0421	OUTLOOK	6	04/30/2021	555.80	.00	555.80	05/07/2021
Total 17232:						2,958.00	.00	2,958.00	
17233	THE UNIFORM SHOPPE	309606	SOFT SHELL FLEECE	1	04/15/2021	1,274.65	.00	1,274.65	05/07/2021
Total 17233:						1,274.65	.00	1,274.65	
17320	PARKITECTURE & PLANN	12-20.022	COMMUNITY PARK MAST	1	05/01/2021	1,146.50	.00	1,146.50	05/07/2021
		12-20.022	MCFARLAND PARK MAST	2	05/01/2021	1,048.75	.00	1,048.75	05/07/2021
Total 17320:						2,195.25	.00	2,195.25	
17325	DP INDUSTRIES LLC	032321	COMMUNITY SERVICE D	1	03/23/2021	348.00	.00	348.00	05/07/2021
Total 17325:						348.00	.00	348.00	
17362	ELEVITY	5178AC	COURT	1	04/15/2021	82.21	.00	82.21	05/07/2021
		5178AC	GEN ADMIN	2	04/15/2021	328.86	.00	328.86	05/07/2021
		5178AC	POLICE	3	04/15/2021	845.47	.00	845.47	05/07/2021
		5178AC	FIRE/EMS	4	04/15/2021	360.38	.00	360.38	05/07/2021
		5178AC	OUTREACH	5	04/15/2021	109.71	.00	109.71	05/07/2021
		5178AC	COMM DEV	6	04/15/2021	82.21	.00	82.21	05/07/2021
		5178AC	PUBLIC WORKS	7	04/15/2021	112.10	.00	112.10	05/07/2021
		5178AC	WATER	8	04/15/2021	44.79	.00	44.79	05/07/2021
		5178AC	SEWER	9	04/15/2021	44.79	.00	44.79	05/07/2021
		5178AC	STORMWATER	10	04/15/2021	44.68	.00	44.68	05/07/2021
		5178AC	EM MGT	11	04/15/2021	27.40	.00	27.40	05/07/2021
		5178AC	FAMILY FESTIVAL	12	04/15/2021	27.40	.00	27.40	05/07/2021

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		5178AC	SERVER & BACKUP	13	04/15/2021	182.33	.00	182.33	05/07/2021
		5178AC	SERVER & BACKUP	14	04/15/2021	1,640.97	.00	1,640.97	05/07/2021
		5178AC	SERVER & BACKUP	15	04/15/2021	607.52	.00	607.52	05/07/2021
		5178AC	SERVER & BACKUP	16	04/15/2021	607.89	.00	607.89	05/07/2021
		5178AC	SERVER & BACKUP	17	04/15/2021	607.89	.00	607.89	05/07/2021
		Total 17362:				5,756.60	.00	5,756.60	
17381	NEWCOMB CONSTRUCTI	7-2689	PUBLIC WORKS CENTER	1	05/05/2021	20,927.35	.00	20,927.35	05/07/2021
		Total 17381:				20,927.35	.00	20,927.35	
17393	MERITER HOSPITAL, INC	20073	MEDICATION	1	04/30/2021	4.73	.00	4.73	05/07/2021
		Total 17393:				4.73	.00	4.73	
17408	NELSON EXCAVATING A	041221-PAY	PAYAPP3 - 2020 STW & P	1	04/12/2021	19,426.33	.00	19,426.33	04/30/2021
		Total 17408:				19,426.33	.00	19,426.33	
17429	GREEN BAY PIPE & TV	3091	SEWER SPOT REPAIRS	1	04/28/2021	37,170.00	.00	37,170.00	05/07/2021
		Total 17429:				37,170.00	.00	37,170.00	
17569	MCFARLAND ACE HARD	000730/1	PARKS SUPPLIES	1	04/23/2021	10.79	.00	10.79	05/07/2021
		000736/1	WATER UTILITY SUPPLIE	1	04/23/2021	2.15	.00	2.15	05/07/2021
		000741/1	PARKS SUPPLIES	1	04/23/2021	10.79	.00	10.79	05/07/2021
		000746/1	PARKS SUPPLIES	1	04/23/2021	4.20	.00	4.20	05/07/2021
		000766/1	PW SHOP SUPPLIES--WA	1	04/26/2021	1.02	.00	1.02	05/07/2021
		000766/1	PW SHOP SUPPLIES--WA	2	04/26/2021	1.02	.00	1.02	05/07/2021
		000766/1	PW SHOP SUPPLIES--WA	3	04/26/2021	1.02	.00	1.02	05/07/2021
		000766/1	PW SHOP SUPPLIES--WA	4	04/26/2021	3.71	.00	3.71	05/07/2021
		000803/1	MOWER PARTS	1	04/28/2021	6.21	.00	6.21	05/07/2021
		000803/1	MOWER PARTS	2	04/28/2021	1.70	.00	1.70	05/07/2021
		000803/1	MOWER PARTS	3	04/28/2021	1.70	.00	1.70	05/07/2021
		000803/1	MOWER PARTS	4	04/28/2021	1.70	.00	1.70	05/07/2021
		000811/1	PARKS SUPPLIES	1	04/28/2021	1.44	.00	1.44	05/07/2021
		000833/1	HOSE WASHER	1	04/29/2021	4.10	.00	4.10	05/07/2021
		Total 17569:				51.55	.00	51.55	
17607	LIBRARY IDEAS LLC	81841	BOOKS	1	04/13/2021	598.21	.00	598.21	05/07/2021
		Total 17607:				598.21	.00	598.21	
17608	ILLINOIS LIBRARY ASSO	191270	SRP SUPPLIES	1	02/25/2021	201.26	.00	201.26	05/07/2021
		Total 17608:				201.26	.00	201.26	
17609	UW MADISON - LOCAL G	042721	BOR TRAINING MATERIA	1	04/27/2021	35.00	.00	35.00	04/30/2021
		821	BOR TRAINING MATERIA	1	04/26/2021	10.00	.00	10.00	04/30/2021
		Total 17609:				45.00	.00	45.00	
17610	LEVERENZ, MICHAEL & S	042621	SALT SAVER REIMBURS	1	04/26/2021	200.00	.00	200.00	05/07/2021

Vendor		Invoice			Invoice	Invoice	Discount	Check	Check
Number	Name	Number	Description	Seq	Date	Amount	Amount	Amount	Issue Date
	Total 17610:					200.00	.00	200.00	
17611	KOERWITZ, CHERYL	042621	SALT SAVER REIMBURS	1	04/26/2021	200.00	.00	200.00	05/07/2021
	Total 17611:					200.00	.00	200.00	
17612	MEILI, JAMES	042621	SALT SAVER REIMBURS	1	04/26/2021	200.00	.00	200.00	05/07/2021
	Total 17612:					200.00	.00	200.00	
17613	MILLER, ADAM	307	PROGRAM FEE	1	04/27/2021	250.00	.00	250.00	05/07/2021
	Total 17613:					250.00	.00	250.00	
17614	AMY CRULL, SPERO HOL	309	PROGRAM FEE	1	04/27/2021	50.00	.00	50.00	05/07/2021
	Total 17614:					50.00	.00	50.00	
17615	MENTORING POSITIVES,	308	PROGRAM FEE	1	04/27/2021	100.00	.00	100.00	05/07/2021
	Total 17615:					100.00	.00	100.00	
17616	PYLE, GAVIN	042121	UNCLAIMED PROPERTY	1	04/21/2021	2,254.00	.00	2,254.00	05/07/2021
	Total 17616:					2,254.00	.00	2,254.00	
17617	STEVEN R BASSETT INC	86302	5817 MILWAUKEE STREE	1	04/22/2021	2,200.00	.00	2,200.00	05/07/2021
		86385	STREET TREE REMOVED	1	04/22/2021	600.00	.00	600.00	05/07/2021
	Total 17617:					2,800.00	.00	2,800.00	
17619	CAPITAL ONE TRADE CR	47709776	OIL PUMP FOR TANKS AT	1	04/23/2021	231.01	.00	231.01	05/07/2021
		47709776	OIL PUMP FOR TANKS AT	2	04/23/2021	62.99	.00	62.99	05/07/2021
		47709776	OIL PUMP FOR TANKS AT	3	04/23/2021	62.99	.00	62.99	05/07/2021
		47709776	OIL PUMP FOR TANKS AT	4	04/23/2021	62.99	.00	62.99	05/07/2021
	Total 17619:					419.98	.00	419.98	
17621	REBOUND	1794	INJURY REHABILITAITON	1	04/14/2021	8,550.00	.00	8,550.00	05/07/2021
	Total 17621:					8,550.00	.00	8,550.00	
	Grand Totals:					478,374.90	.00	478,374.90	

Report Criteria:
Detail report type printed

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Amount
04/24/2021	CDPT	04/30/2021		FIRE FIGHTERS LOCAL 3	8	74.85
04/24/2021	CDPT	04/30/2021		WI SCTF	5	207.69

PAYROLL RELATED

\$282.54

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, May 10, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer

AGENDA ITEM: Interview of applicants for the vacant Village Trustee position as follows:

PREVIOUS ACTION:

ISSUE SUMMARY:

On April 20, 2021 the Village Board approved filling the current vacancy for Village Trustee through an appointment process. All Village residents were given an opportunity to apply for the vacancy from April 21st through May 6th at noon. Attached are the applications received for those interested in the position. Each candidate will be given 5 minutes to introduce them self to the Board. The Village Board will then be given an opportunity ask any questions the may have of each candidate.

Candidate Applications will be made public through the Village Board Packet on May 7th. Residents can provide feedback on the candidates through public comment at the Village Board meeting our through our feedback forum on the website at: <https://bit.ly/3us82F0>

The forum feedback link will be available until the end of the meeting, at which time the Village Board will take action on filling the vacancy.

FINANCIAL/BUDGET IMPACT:

Not applicable.

VILLAGE PLAN REFERENCE:

Not applicable.

ORDINANCE REFERENCE:

Village Ordinance 2-512 and Wis. State 17.24.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

No action recommended, item is for interviewing candidates and discussion only.

ATTACHMENTS:

None

Cassandra Suettinger

From: noreply@civicplus.com
Sent: Monday, April 26, 2021 10:55 AM
To: Cassandra Suettinger
Subject: Online Form Submittal: Village Trustee Vacancy Application

Village Trustee Vacancy Application

Name	Edward J. Wreh II
Email Address	Wreh.edward@yahoo.com
Address	6139 Meadowsweet Trail
City	Mcfarland
State	WI
Zip Code	53558
Phone Number	7049755741
Job/Occupation	Senior Product Innovation Analyst
Education	Masters
Prior Elected Office	<i>Field not completed.</i>
Other Public Service	<i>Field not completed.</i>
(Section Break)	
Why are you interested in serving?	I have been a public servant my whole life and I want to continue to support my community. I am fortunate to be a resident of this incredible village and I want to be a servant leader to those in our community.
What are your top three priorities for the Village?	1. Responsibility 2. Innovation 3. Safety
What is the most important issue in the Village and how would you address it?	One of the biggest issues faced by this village and many others is the lack of trust between the community and those representing them. While I recognize not all problems can be resolved, I believe that communication and honest dialogue creates a foundation for trust and respect. I would address this issue by working with members of our community to

understand their frustration while representing our village in a manner that is consistent with our values.

What is your vision for community and economic development? What kind of land uses, development plans, or areas would you like to see the Village focus on in the future?

I don't believe that my vision should matter or be a sole focus; what matters is what is best for our community. My vision is that there is an approach that involves leaders on the village meeting with those in our community, doing assessments, and making proposals based on data-driven items.

How will you help to ensure racial and social justice in our community?

As an African American male from the south who is also a veteran, I have had to work with those whose values may not always be the same as mine; however, I believe that respect is non-negotiable. We cannot control the actions of others, but we can control ourselves. When we promote a culture that encourages respect, diversity, social justice, it is harder for hatred to manifest.

What else would you like to tell us about yourself and/or interest in serving as a Village Trustee?

Mcfarland is my home, and if selected, I will work hard to ensure we promote a culture that is just and representative of all those in our community.

Email not displaying correctly? [View it in your browser.](#)

Cassandra Suettinger

From: noreply@civicplus.com
Sent: Wednesday, May 5, 2021 2:33 PM
To: Cassandra Suettinger
Subject: Online Form Submittal: Village Trustee Vacancy Application

Village Trustee Vacancy Application

Name	Daniel Kolk
Email Address	danielkolk06@gmail.com
Address	6401 Pheasant Run
City	McFarland
State	WI
Zip Code	53558
Phone Number	6082124900
Job/Occupation	Retired Medical Administrator
Education	BS Nursing, MS Administrative Medicine
Prior Elected Office	7 years McFarland Trustee; appointed 2012 to fill Brad Czebotar vacancy; Elected 2014, 2016, 2018.
Other Public Service	Current citizen member of Village Natural Resources Committee (20 years), Community Development Authority; Past service on Village Plan Commission, Personnel Committee, Volunteer Committee, Public Works Committee, and Village Bargaining Team. Have served on local church councils, and volunteer for various work crews and community projects.

(Section Break)

Why are you interested in serving?	Filling a midterm vacancy is particularly difficult, as there is a very steep learning curve to come up to speed on the various issues ,ordinances, procedures, and village staff roles. I have recently served in this role, and have remained engaged on two committees. I believe I could serve the community well by filling this gap for the limited period of one year as a fully active trustee with limited need for orientation and mentoring.
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What are your top three priorities for the Village?

1. Continuation of progress toward planned capital projects as developed in existing planning documents and budgeting frameworks
2. Support of local small businesses and encouragement of relocation to McFarland of new small businesses within TID districts which can create a more self-supporting local economy.
3. Re-evaluate current municipal budget in light of pandemic related fiscal impacts, and plan to re-open village activities and facilities, and promote village progress within reasonable safety measures as the pandemic wanes.

What is the most important issue in the Village and how would you address it?

The pandemic accelerated the societal movement toward remote learning and a home-based workplace. A large number of workers in McFarland will not be returning to an office-based workplace in the future. This divides our community and many others into those who must reside near in a community which allows a reasonable commute, and those who can live and work within any community they choose. In order to address the expectations of both groups, there must be a renewed evaluation of the types of amenities that make the village livable to those who spend every day within village limits and only occasionally require intermittent scheduled office space. Yet there still needs to be a commuting environment for others. As the workplace becomes more directly associated with the home, residents will focus more on the elements that make the village a desirable community. Old assumptions, even those made in the pre-pandemic year, may need to be revisited in order to plan for what is most certainly a changed community. The village needs to pursue a community center design which considers some of these issues, and must provide support for businesses that cater to the changing work environment and the transformation of McFarland from a "bedroom" community to a place where people both live and work.

What is your vision for community and economic development? What kind of land uses, development plans, or areas would you like to see the Village focus on in the future?

The Village is rapidly moving toward of population of 10000 residents. This is a 2.5x growth over the past 35 years, and the infrastructure has been growing commensurately. But anticipatory planning is necessary to make certain that the size and composition of municipal departments and services, utility infrastructure expansion and maintenance, and responsiveness to the requirements and expectations of a larger community population are addressed as the growth occurs. I feel that it will be difficult to establish new light industry within the village boundaries, but some newly annexed areas could be planned for that purpose and for enhanced access and retail opportunities to the east. Village growth will necessarily occur to the east of County AB, which gives the village an opportunity

for planning projects that are not exclusively residential in nature. The area abutting I-90/94 north of Siggelkow Rd, and other areas off north Cty. AB might be ideal areas of focus when improvements are completed to Hwy 12/18 at that interchange. Residential development serves a role in funding these types of expansions and service enhancements, but it should always be carefully approved to provide various types of housing that adhere to reasonable lot sizes and setbacks that distinguish housing in McFarland as being more livable than that in Madison and other localities.

How will you help to ensure racial and social justice in our community?

Although it is gradually changing, McFarland remains a community that has limited representation of non-white residents. There is plenty of current discussion regarding the acknowledgement of the challenges of minority groups on the wider American experience, and also in local McFarland experiences. I would argue that the existence of a non-diverse McFarland population is more an economic issue than a factor of conscious racism. McFarland enjoys one of the higher per capita incomes in Dane County, and that has in effect created a less diverse community. The median cost of a new single family home here has outstripped most young families' ability to find a starter home in McFarland, and the inventory of multi-family housing that can accommodate a family larger than four is also very limited, or very expensive. Those who work in jobs that do not permit remote status must daily leave town for employment due to the lack of a local jobs base. Although local municipal tax rates have held steady, the rapid escalation in property valuation makes it difficult for those under-employed or retired to continue to live and pay taxes in McFarland. All of this contributes to a non-diverse population which necessarily creates a narrower perspective among village residents. Philosophical support of the concept of a diverse local community must encompass more than race- it must recognize those actions that make McFarland less diverse. Affordable multi-family housing can't always be across someone else's street. Parks and paths can't always affect only someone else's views or backyards. If we truly want a diverse community that includes those of all races, cultures, ages, incomes, and perspectives, we need to work to include those elements in McFarland that provide these opportunities for everyone- not just those who can afford to build a new home here.

What else would you like to tell us about yourself and/or interest in serving as a Village Trustee?

I decided not to run for reelection Village Board in 2020 because I felt that I had been in the role long enough to have made an impact. I also believe in the importance of term limits for elected officials. I wanted to see younger residents at various points in life participate in local government, which is

rewarding, challenging, exciting, frustrating, and exhausting simultaneously. I was happy to see new residents become involved. But I believe that I and other trustees at the time were good for the community as we served in those roles. We accomplished a lot of behind the scenes work in support of the good work of our excellent administrator and village staff. I left the trustee role to clear the way for someone else with new ideas and enthusiasm. But I fully acknowledge that I miss the work, and would be happy to bridge this vacancy while someone new prepares to run for elected office in the spring of 2022. I believe my experience and commitment to the betterment of McFarland make me a good choice as an interim appointed trustee.

Email not displaying correctly? [View it in your browser.](#)



Village Trustee Vacancy Application

April 2021

Applicant Information

Name: Clair Utter

Address: 5220 Rustling Oaks Lane, McFarland WI 53558

E-mail Address: budutter@aol.com

Phone: (608) 838-8885

Job: Retired

Education: Marquette Elementary, Central High School (Madison WI)

Prior Elected Office: I've lived in the McFarland community for over 45 years. While being a trustee, I served on village committees for 4 years. I was on the Personnel Committee, Public Works Committee, CDA, Parks and Natural Resources, chaired the ad-hoc transportation committee, chaired the public works committee, chaired the Emergency Management Committee. I attended and was involved in the Village Master Plan and the updating meetings.

Other Public Service: Community Involvement: In Madison, WI - Served as Deacon and President of Pilgrim Congregational UCC Church, helped start the Wil-Mar Neighborhood Center, helped form the Marquette Neighborhood Association, was an active member of the Marquette Neighborhood Association, Chaired the Marquette Neighborhood Association Transportation Committee, Served on the State Transportation Committee for the Simpson and Curtin report that did the planning for GEF 1 and GEF 2, served as a union steward for 1974 to 1984 for Teamsters Local 695.

Questionnaire

Why are you interested in serving?

I'm concerned about how this Board and staff have failed on multiple occasions to address or even respond to citizen concerns brought to their attention. I'm concerned about the open checkbook attitude through the last budget process that has resulted in the highest increase in the village spending that I can remember. I also feel that the expired agreement with the City of Madison and Blooming Grove is an issue & needs to be resolved.

What are your top three priorities for the Village?

1. Updating the Personnel manual assuring equal treatment of all employees.
Review and update existing village plans and establish implementation strategies for:
 - Tid 3
 - Master Plan
 - Branding
 - Downtown Plan
 - Tid 4
2. An important issue facing the Village is the planning and implementation of a transition plan for the new leadership in the Village. Transition periods are crucial in developing an organizations success. The Village will have a new leadership in key positions and a plan is important for successful replacement.
3. Establish and implement a better and more efficient process for meetings and operations.

What is the most important issue in the Village and how would you address it?

The most important decision the board will make in the next year will be in the comprehensive updating of the Master Plan. This will include the planning of future residential and commercial growth, zoning, transportation, and community parks. An important component of the Master Plan is resolving the expired boundary agreements. The agreements with the City of Madison and Town of Blooming Grove have expired and the agreement with the Town of Dunn expires soon. The future of McFarland depends on how this is resolved.

What is your vision for community and economic development? What kinds of land uses, development plans, or areas would you like to see the Village focus on in the future?

Our official records are communication tools. The minutes for Village meetings need to be published in a timely fashion. I have always believed in transparency in government. I support live video coverage of all village meetings, with the meetings available for video on demand replay as soon as possible. I support posting of all village committee agendas, packets, and information prior to the meetings. I would support weekly information updates being provided to the community by staff. I believe the Village Calendar serves as a communication tool and needs to be current and accurate. As a long time community resident, I believe in the traditional community values I've observed for over 45 years. Our location in the region is an asset we can maximize as we move forward with future Economic Development. I believe the use of social media and web technologies, including subscriptions to topics of interest, can be used to facilitate better communication with our residents and enhance the communication of our existing printed newsletter.

How will you help to ensure racial and social justice in our community?

I run as an Independent candidate. I have a proven track record as a community activist standing up for community interest and doing research to be well informed on issues. I spoke at village budget meetings last Fall and advocated for fiscal restraint. The Village Board spent significant time finding ways to spend, spend, spend. All this increased spending resulted in the largest increase in village taxes in years, and also failed to eliminate the solid waste fee, reinstate Christmas tree pickup, explore transportation improvements, fully fund future retirement liabilities, and budget for any economic development programs. I bring more background to the Board than any of the current elected officials. For more than a decade I have been in attendance at village board and committee meetings, often receiving background information for these meetings.

What else would you like to tell us about yourself and/or interest in serving as a Village Trustee?

It would be an honor to represent the citizens who took the time and effort to put me in office. I believe in public discussion and debate as part of the democratic process. I would prepare by studying and learning about the issues facing the Board. I believe it is important to publicly ask the difficult questions to gather the information needed to make the best possible decision. I will represent the village as a whole and not just serve as a representative of special interest groups or village staff. When performing research about locally elected officials, I read the Village Ordinances and found that Chapter 19 of the Wisconsin State Statutes spells out the duties of elected officials. At the end of the day, my duty as an elected official is to make the tough, hard choices that I believe are in the best interest of the Village.



Village Trustee Vacancy Application

April 2021

Applicant Information

Name:

Address:

E-mail Address:

Phone:

Job:

Education:

Prior Elected Office:

Other Public Service:

Questionnaire

Why are you interested in serving?

What are your top three priorities for the Village?

What is the most important issue in the Village and how would you address it?

What is your vision for community and economic development? What kinds of land uses, development plans, or areas would you like to see the Village focus on in the future?

How will you help to ensure racial and social justice in our community?

What else would you like to tell us about yourself and/or interest in serving as a Village Trustee?

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Monday, May 10, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Presentation and discussion on the 75% plan submittal for the Public Safety Center.

PREVIOUS ACTION:

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

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

The Village Board accepted the 50% design set for the project at their meeting on March 8, 2021.

ISSUE SUMMARY:

Design for the Public Safety Center has progressed to the 75% design threshold. Full plan sets and specifications were sent out on or around Friday, April 30th. All Village Board members should have received an email from the Architect with a link to their shared file in order to access these materials. The Village Board has previously accepted the design at the 50% threshold earlier this year and our objective for this meeting is to present updates on the project since that point as we progress towards construction later this Summer/Fall.

Included within your packet as background is the site plan, external renderings, floor plans, interior perspectives, updated timeline, and updated costs. The project continues to pursue the objective of net zero energy consumption through the use of geothermal HVAC system and a solar panel array. We are working with Alliant Energy to see what, if any, partnership could be forged regarding solar technology. More information on the feasibility of that partnership will be presented at the next meeting. Overall, all involved continue to work very diligently to hit our milestones and advance the design of the project for it to advance later this year.

There is one material change of note since the project was previously accepted. The basement has been extended the full north/south width of the facility. Previously this was only located adjoining the southern stairwell and elevator but was expanded to the north stairwell. This allows for more mechanical items to be relocated to the basement from useable space in different areas on the first floor. It is also better serves the geothermal needs of the facility and avoids creating areas with confined space restrictions. It will also serve as a place for general



storage of different items to be identified for those uses not otherwise listed above. Floor plans for the remainder of the facility generally remain intact as they were presented previously.

The presentation for this meeting is meant to be informational and no action is requested at this time. Here is a summary of the packet submittal:

- Site Plan - We'll revisit the site plan as it has been prepared to go over general utilization of the land. There are no material changes to what's been presented previously.
- Exterior Renderings - The Architect will provide imagery to show the design of the exterior of the facility in order to demonstrate the aesthetics of the project.
- Floor Plan(s) - As we did previously we'll present the floor plan for each of the three different users. Very little has changed in these documents since the last set of plans were accepted.
- Interior Perspective - Something new this time, we will include some imagery of the inside of the facility helping to show how different areas within the facility have come together.
- Full Schedule - The full schedule is included within the attachments and we will go over that in greater detail. It is two weeks later than previously presented to allow for a little more review time after the 95% plans are submitted.
- Cost Updates - New cost updates are presented in the packet and explained later in this memo.

There are three other elements of this project also in the works. They are as follows:

1. Responsible Bidder Ordinance - This was discussed earlier in the night at the Committee of the Whole. The ordinance as enacted will codify bidding standards to better qualify contractors to bid on large projects for the Village. It is anticipated the Village Board will take up that ordinance at their meeting on May 24th and it will be effective for when this project goes to bid.
2. Furniture, Fixtures, and Equipment - Staff is working on preparing the inventory and plan for all furniture, fixture, and equipment within the proposed facility. We are working with a furniture vendor to properly design the furniture plan with the design prepared thus far by the Architect. This work is about half way done and expected to be completed near the end of the month. The plan will be introduced at the Village Board meeting on June 14th including the proposed layout and cost estimates with anticipation of action on the plan for the meeting on June 28th in line with authorization to proceed to bidding.
3. Construction Manager - It is recommended that a Construction Manager be contracted with in order to be the Owner's Representative on the project. This is a common practice to have someone on behalf of the Village overseeing day to day progress with the Contractor and coordinating what's needed with the Architect and Engineers. It will ensure a productive project and better final product when complete. Requests for these services were solicited near the end of April, will be reviewed internally in the middle of May, and forwarded to the board as a recommendation of approval for the meeting on



May 24th.

As the schedule would indicate, we'll be seeing something Public Safety Center related for all meetings in May and June. Our objective for the meeting on May 10th is informational, and then action is to be sought at the meeting on May 24th on the responsible bidder ordinance, construction manager proposals, and acceptance for the 75% plan set.

FINANCIAL/BUDGET IMPACT:

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

Revenues

\$550,000	(2020 Borrowing - Notes) DONE
\$450,000	(2021 Borrowing - Notes) DONE
\$0	(OEI Grant - Geothermal) DONE, VILLAGE WAS NOT SUCCESSFUL
\$22,000	(Incentives - Focus on Energy) PENDING
\$14,000,000	(2021 Borrowing - Bonds) DONE
<u>\$4,500,000</u>	<u>(2022 Borrowing - Bonds) NEXT YEAR</u>
\$19,522,000	Total Revenue

This amount is lower than previously reported due to the loss of the OEI Grant to support the geothermal HVAC system. The final number for borrowing will be reconciled against all of these sources including the final bid amount in order to complete the bonds in 2022. The number shown for 2022 is the maximum presently authorized. The expenses are presented as follows in order to be offset with the above revenues:

Expenses

\$14,350,508	(Construction Budget Items)
\$1,255,623	(General Construction Items)
\$130,785	(Construction Alternates)
\$1,850,524	(Soft Costs)
\$574,020	(Estimating Contingency - 4%)
\$970,800	(Construction Contingency - 6%)
\$200,000	(Construction Manager)
<u>-\$260</u>	<u>(Rounding)</u>
\$19,332,000	Total Expenses

\$190,000 Variance

The project as we sit here today continues to show a budget surplus; however, that has shrunk considerably since the last cost projection mainly due to the loss of revenue for the grant, planned addition of a construction manager, and increases in the project costs. The expenses at the 75% threshold are showing an increase of just under \$500,000 from the March meeting when the 50% plan set was accepted. Approximately \$200,000 (or ~1% of the project cost) of



this total is attributed to the addition of the Construction Manager with the remaining \$300,000 associated with the project. More than half of the project cost increase is attributed to an increase in the contingency funds set aside to address unknowns with the project. We were previously carrying a 5% construction contingency and upped that to 6% for an overall 10% contingency when combined with the estimating. This increase accounted for about \$170,000 of the overall \$300,000 increase for the project which based on how bids come back and construction progresses may not be needed. The remaining \$130,000 cost increase is spread out over the different elements of the project for a variety of reasons with the enlarged basement driving most of that increase. We will continue to review the cost estimates and with a Construction Manager coming on board this will improve our ongoing financial tracking.

VILLAGE PLAN REFERENCE:

2017 Facilities Master Plan

The Village embarked on a planning exercise to study its facilities and help plan for future improvements. This study reviewed all existing Departments and the Youth Center to help project out their future staffing and associated staffing needs in order to provide service. The plan provided the ability to gather initial data on challenges and issues surrounding Departments within the facilities that they operate. Challenges surrounding our Public Safety users were born out of this document noting several issues with the current use of the Municipal Center and difficulty finding solutions to alleviate these issues over the long term. It also studied the opportunity to add in a Community Center to the existing Municipal Center foot print while trying to balance the needs of the remaining Departments. As a result of these challenges, the plan always envisioned at least one of the public safety users moving out of the Municipal Center due to lack of available space. First the Fire and Rescue Department was studied and then the Police Department to understand these options and cost ramifications at a conceptual planning level. Many different iterations of the planning for the Municipal Center struggled to properly address what was needed for the Departments, especially the Public Safety Departments. Challenges like out grown office spaces, no storage capacity, out grown garage spaces, emergency ingress/egress conflicts, and many more similar issues that made long term use of the facility with short term fixes less than desirable. [Please click on this link to view the full report.](#)

2019 Public Safety Analysis

As a result of these challenges that arose from the previous study, a new analysis was commissioned in 2019 to study more specifically the Fire/Rescue and Police Departments. This project was to conduct a review of existing operational, staffing, and equipment utilization in order to provide recommendations for the future. It also looked to review the space needs analysis from the previous planning exercise to verify and/or adjustment assumptions related to the future facility needs. The end result of this provided a review of our Departments and helped give insight into the future. It also confirmed the challenges with existing facilities as studied previously while recommending constructing a new facility to address these challenges into the future.

While at least one public safety user was contemplated as being relocated from the Municipal Center in 2017, by 2019 that grew to both of these users need to vacate their existing spaces to address the identified challenges. It was also noted that when they vacate their existing spaces,



it frees up a great deal of space that could be used to better situate remaining Departments at the Municipal Center as well as add a Community Center to this facility as was desired. It furthermore may free up the need to construct a second floor on top of the Municipal Center as was previously being considered. This requires further discussion and study, but on our present progression we are on a better track to properly establish the facility needs for our public safety users while also providing great opportunities for existing and new uses at the Municipal Center.

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

- 2021-2025 Capital Improvement Plan
- 2021 Budget
- 2020-2030 Strategic Plan
- 2020-2021 Strategic Plan Annex

ORDINANCE REFERENCE:

Section 23-94 - Referendum for Large Capital Construction Projects

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

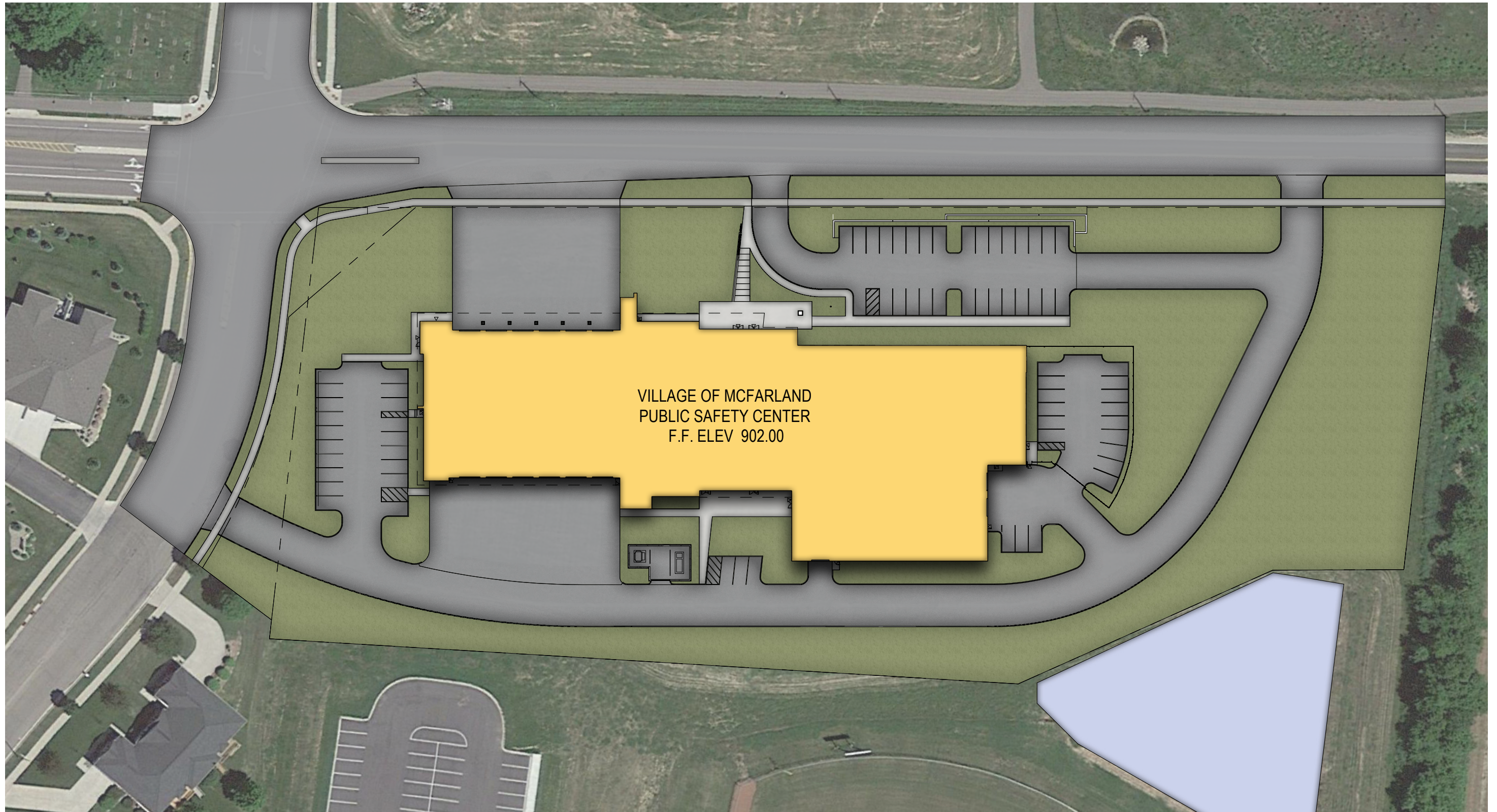
However, Section 23-94(b) notes exceptions to this requirement and specifically sub (6) refers to this requirement not apply to "public safety facilities, limited to fire, police, EMS, and municipal court." Even though the anticipated cost exceeds the threshold in our code, a binding referendum is not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

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

No action is needed on this item. Action will be considered on the 75% plan set at our next meeting for May 24th. This item is meant to be informational which will include presentations and discussion on the project as needed.

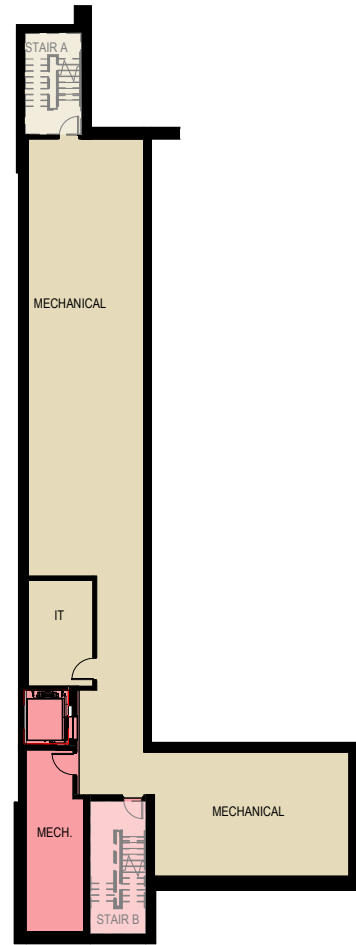
ATTACHMENTS:

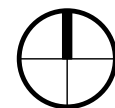
1. 3488 - McFarland PSB - ARCHITECTURAL SITE PLAN 5.6.2021
2. 3488 - McFarland PSB Floor Plans (2)
3. Vision Sheets-Reduced 2
4. McFarland Public Safety Center - Phase II & III Calendar - 2021-05-06
5. 2021-05-06_3488 McFarland Public Safety_ProjectBudgetTracker

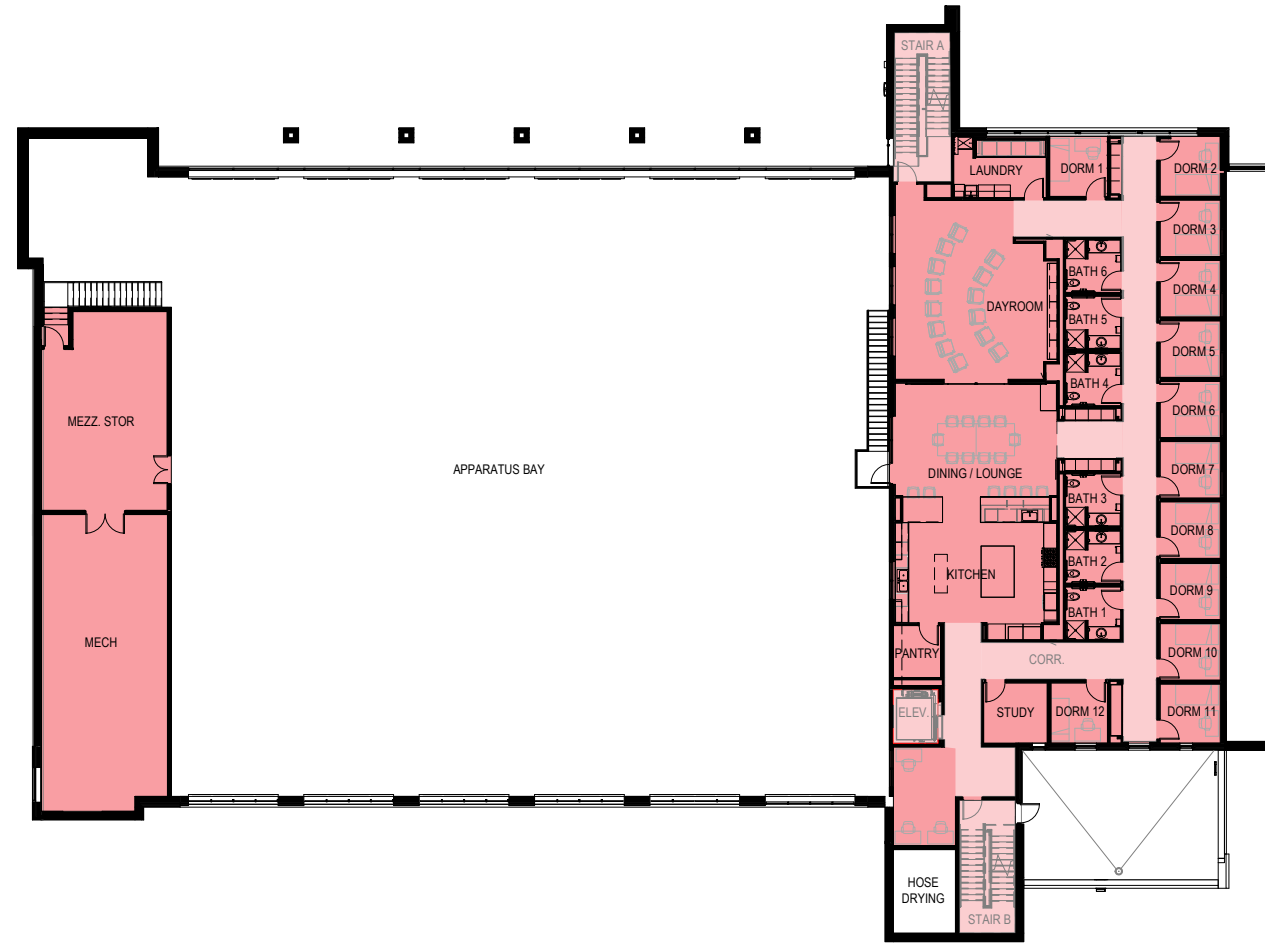




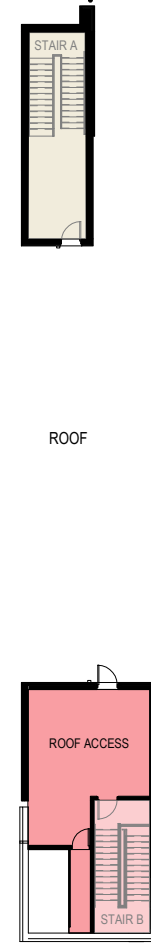
 **FIRST FLOOR PLAN**
Scale: 1" = 30'-0"



 **BASEMENT AREA PLAN**
Scale: 1" = 30'-0"



 **SECOND FLOOR AREA PLAN**
Scale: 1" = 30'-0"



 **THIRD FLOOR AREA PLAN**
Scale: 1" = 30'-0"





















February 2021



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



March 2021

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



April 2021



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



May 2021



Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6 CPT Meeting Architecture Interiors	7	8
OWNER REVIEW						
9	10 Village Board Project Presentation	11	12	13 Weekly Update	14	15
OWNER REVIEW						
16	17 Planning Commision	18	19	20 CPT Meeting Architecture Interiors Engineering	21	22
OWNER REVIEW						
23	24 Village Board Responsible Bidder Ordinance / CM / 75% Approval	25	26	27 Weekly Update	28	29
30	31					



June 2021



Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3 CPT Meeting Architecture Interiors	4	5
6	7	8	9	10 Weekly Update	11 95% Documents Release documents to Village Board	12
13	14 Village Board Introduce plan / proposal for FFE	15	16	17 Weekly Update	18	19
OWNER REVIEW						
20	21	22	23	24 CPT Meeting Review Comments Architecture Interiors Engineering	25	26
OWNER REVIEW						
27	28 Village Board Approval to Bid Approve plan / proposal for FFE	29	30			



July 2021



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



August 2021



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

Other Key Dates:

Groundbreaking Ceremony (tentative) September 13
Mobilization September 23 - October 8



McFarland Public Safety Building

McFarland, WI
Bray Project No. 3488



Project Budget Tracker

	Phase I Estimate	Phase II Estimate (50%)	Phase II Estimate (75%)
	9/10/2020	3/8/2021	5/6/2021
Building Square Footage	57657	57367	57830
Construction Budget Items	\$13,041,500.00	\$14,235,615.00	\$14,350,508.40
Site Improvements	\$1,383,800.00	\$1,442,100.00	\$1,453,738.96
Architectural General Construction	\$7,424,700.00	\$6,938,200.00	\$6,994,197.12
Architectural Fixed Equipment	\$74,900.00	\$140,900.00	\$142,037.18
Architectural Specialty Equipment	\$106,000.00	\$133,000.00	\$134,073.42
Electrical	\$1,841,600.00	\$2,774,100.00	\$2,796,489.32
Plumbing	\$440,400.00	\$648,140.00	\$653,371.04
Fire Protection	\$144,100.00	\$253,575.00	\$255,621.56
Mechanical HVAC	\$1,626,000.00	\$1,905,600.00	\$1,920,979.80
General Construction Items	\$1,662,838.75	\$1,814,994.39	\$1,829,642.92
General Conditions	\$749,933.75	\$818,501.34	\$825,107.34
Contractor's Fees	\$391,245.00	\$427,068.45	\$430,515.25
Estimating Contingency (4%)	\$521,660.00	\$569,424.60	\$574,020.34
Construction Cost Estimate	\$14,704,338.75	\$16,050,609.39	\$16,180,151.32
Construction Alternates	\$0.00	\$130,785.00	\$130,785.00
Epoxy Floor: Police Garage (Sealed Base Bid)		\$94,905.00	\$94,905.00
Terrazzo Floor: Lobby (Polish Concrete Base Bid)		\$35,880.00	\$35,880.00
Soft Costs	\$2,269,032.66	\$2,653,024.24	\$2,821,324.24
Construction Contingency (5%/5%/6%)	\$735,200.00	\$802,500.00	\$970,800.00
Furniture, Fixtures, Equipment	\$449,767.58	\$447,885.50	\$447,885.50
Services & Fees	\$1,084,065.08	\$1,402,638.74	\$1,402,638.74
Total Project Costs	\$16,973,371.41	\$18,834,418.63	\$19,132,260.56

Notes:

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

McFarland
SUMMARY SHEET

MEETING DATE: Monday, May 10, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Sayer Larson, Parks Superintendent

AGENDA ITEM: Discussion and action regarding revisions to the job description and request to fill the vacancy for the Parks Crewperson position within the Public Works Department.

PREVIOUS ACTION:

The Parks, Recreation, and Natural Resources Committee reviewed and recommended approval of these actions at their meeting on April 22, 2021.

The Personnel Committee reviewed and recommended approval of these actions at their meeting on May 3, 2021.

ISSUE SUMMARY:

Spencer Warrenburg has left the Village to pursue a job closer to his home. We thank Spencer for his service to the Community and wish him well in his new job. The Public Works 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 from the position which does include additions for knowledge of cultural competency as has been adopted with other recent position descriptions. The action sought for this meeting will be to approve these changes for the position description as well as authorize the vacancy to be filled. Upon receiving authorization, Village staff will move forward with filling to position as is allowed by the Personnel Policy Manual.

FINANCIAL/BUDGET IMPACT:

The position classification is not presented for changes. The position remains at Grade 11 and will be advertised as such.

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 authorize the request to fill the vacancy for the Parks Crewperson position within the Public Works Department.

ATTACHMENTS:

1. 04.30.2021 Job Description - Parks Crewperson mgs

Parks/~~Public Works~~ Crewperson

POSITION DESCRIPTION

Position Title: Parks/~~Public Works~~ Crewperson **FLSA:** Non-exempt
Department: Public Works/~~Parks~~ **Represented:** No
Reports to: ~~Public Works Director~~ Parks Superintendent, ~~Public Works Director~~
Employment Status: Full Time

POSITION SUMMARY

Distinguishing Characteristics of the Class

This position is responsible for performing a wide variety of unskilled and semi-skilled work associated with the operation and maintenance of parks, conservancies, playgrounds, Park/Village facilities, tree trimming, facility grounds maintenance, streets, and storm sewers. The work includes construction, operation, repair, maintenance, and involves the operation of a variety of different vehicles, machinery and equipment.

Supervision Received

Performs under the general direction and/or supervision of the ~~Public Works Director~~, ~~Assistant Public Works Director~~ Parks Superintendent, and designated officers based on assignment, but is expected to exercise some independent judgment in setting work priorities and determining work procedures.

Supervision Exercised

May occasionally exercise responsibilities related to the coordination, training, and communication of work responsibilities and work schedules for Seasonal Employees under the close direction of Supervisor.

DESCRIPTION OF WORK

Essential Duties and Responsibilities

- Maintains Village owned/leased properties turf and landscapes areas including Mows mowing and ~~trims~~ trimming of grass/weeds; rakes and collects leaves; and trims trees/shrubs.
- Applies herbicides, fertilizers and other turf maintenance products.
- Maintains and cleans Village parks, and recreational facilities, playgrounds/equipment, natural areas, drainage ways, and other related areas: utilizing proper cleaning methods.
- Maintain Village street and park trees as directed by the Village Forestry Program including trimming, planting, and removal, clippings and stumps grinding.

- Maintains Village conservancies, natural areas, drainage ways, and other related areas by means of ecological restoration including prescribed burning.
- Maintains Village owned/leased buildings, grounds, and parking lots including plumbing, lighting, painting, staining and HVAC systems.
- Insures the proper maintenance of equipment/tools by cleaning & checking after use.
- Operates a variety of machinery and equipment, including tractors, loaders, bucket truck~~rollers~~, commercial mowers, trimmers, pumps, ~~compressors, generators~~, and related small engine equipment.
- Drives trucks, light utility vehicles of various sizes in the loading, hauling, trailer~~ing~~, and unloading of various equipment and materials including snow and ice removal ~~and ice control~~ operations.
- From time to time, may be assigned essential duties and responsibilities of the Public Works Crewperson position ~~as assigned by their Supervisor Public Works Director or Assistant Director Public Works Streets/Utilities Superintendent~~ including but not limited to pothole patching, street sign installation, holiday decoration install/take down, utility maintenance, and other related duties.
- Performs other related duties as required.

Equipment Used

A variety of motorized vehicles and equipment, including dump trucks, utility vehicles, and construction equipment, trailers, commercial mowers and trimmers; forestry equipment and chain saws; pumps, compressors, and generators; snow plows and snow blowers; compactor; common hand and power tools; telephone, computer, mobile and portable radio.

Work Environment and Working Conditions

Work is primarily performed Monday through Friday from 7:00 am to 3:30 pm unless otherwise specified by ~~their Supervisor-Director or Assistant Director Parks Superintendent~~; subject to 24-hour emergency call-in. The unpredictable and essential nature of this position may require work at any time of the day or night, on any day of the week, sometimes with little advance notice. Work is typically performed in a normal shop setting and under uncontrolled field conditions.

While performing the duties of this job, the employee frequently works near moving mechanical parts and in a work environment where the noise level is moderately noisy. The employee regularly works in outside weather conditions and may be exposed to extreme heat or cold, wet and/or humid conditions, or snow and/or ice conditions. The employee is occasionally exposed to fumes and toxic/caustic chemicals. The employee is frequently required to walk, sit, climb, balance, stoop, kneel, crouch, crawl, and smell. While performing the duties of this job, the employee is frequently required to talk, hear, use hands and fingers to handle, feel or operate objects, tools, or controls and reach with hands and arms.

As a CDL holder, the employee is subject to pre-employment reasonable suspicion, post-accident, and random drug and alcohol testing under the Omnibus Transportation Employee Testing Act of 1991.

TECHNICAL REQUIREMENTS

Knowledge of

- * Methods, materials, tools, and equipment used in the construction, operation and maintenance of public works and park facilities.
- ~~* Ability to read and follow drawings including building drawings, maintenance manuals, safety and training materials.~~
- * Methods used in the general maintenance of facilities, grounds, parks, recreational facilities, playgrounds, natural areas, and storm water management areas.
- * The operation of commercial turf, forestry and construction equipment and power tools.
- * Occupational hazards and standard safety precautions common to this field of work.
- * 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.

Ability to

- † Operate and care for a variety of vehicles, equipment, hand, and power tools.
- † Perform heavy manual tasks for extended periods of time.
- † Interpret and work from charts, technical manuals, diagrams, and construction plans.
- † Maintain accurate records and complete required reports.
- † Establish and maintain effective working relationships with those contacted in the course of work.
- † Provide good customer service to the general public.
- ~~† Read and follow building drawings, equipment and maintenance manuals, safety, and training materials.~~
- † Maintain a valid Wisconsin driver's license with applicable CDL endorsements.

GENERAL COMPETENCIES

The employee must use power and hand tools, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, color vision, 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 effectively in both written and oral form.
- ◆ PROBLEM-SOLVING SKILLS: Develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.
- ◆ PLANNING AND ORGANIZATIONAL SKILLS: Establish systematic methods of accomplishing goals.
- ◆ READING ABILITY: Effectively read and understand information contained in memoranda, reports, technical manuals, bulletins and construction plans.
- ◆ 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.

DESIRED QUALIFICATIONS

Graduation from high school or GED equivalency. Five (5) years of related experience in the maintenance of parks and public works or continued education and training in turf maintenance or urban forestry, operation of vehicles and equipment commonly used in this type of work. Any combination of education and experience which in the sole discretion of the Village would demonstrate the Employee's ability to meet the required knowledge, skills, and abilities for the position may be considered. ~~; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.~~ Must possess or be able to obtain within 12 months of employment a valid Wisconsin drivers' license with applicable Commercial Driver's License endorsements and ~~Ability to obtain a~~ Wisconsin Pesticide Applicator License.

NOTES

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

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

Dated this ____ day of _____, 20 ____ .

Employee

Supervisor

| Created: December 6, 2016

Amended: May 10, 2021

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, May 10, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer

AGENDA ITEM: Discussion and action regarding a compensation and classification study.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Included within your packet is a memorandum from the Village Clerk/Treasurer regarding a request to proceed with a Compensation and Classification Study. Additionally, a planned scope of services is planned to engage a Consultant to assist the Village in these efforts. Staff will present the contents of this memo and the services requested within the meeting as enclosed.

FINANCIAL/BUDGET IMPACT:

Funds are allocated within the 2022 Capital Improvement Plan for \$25,000. This is the estimated cost to conduct a full study including the comparable wage survey work, which has already been completed. Funding the project in 2021 will require reviewing existing capital spending levels and likely reallocating funds not needed in other places to this expense if ultimately the board is agreeable to the work.

VILLAGE PLAN REFERENCE:

Compensation and Benefits Manual - Chapter 3

Personnel Policy Manual - Chapter 16

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Personnel Committee unanimously recommends the following action be taken:

Motion to approve authorizing Village Staff to contract with GovHR to complete the scope of services dated May 10, 2021.

ATTACHMENTS:

1. Class and Comp Memo 04302021 cms



2. Appendix A - Chapter 3
3. Appendix B - Chapter 16
4. Appendix C - Wage Grid
5. Scope of Services - Comp Study Update DRAFT 05.04.2021

Memorandum

To: Personnel Committee
From: Cassandra Suettinger, Village Clerk/Treasurer
Cc: Matthew G. Schuenke, Village Administrator
Date: April 30, 2021
Re: Background on Compensation and Classification System

Background

The Village last conducted a Compensation and Classification Study in 2015. It was part of this process that the Village created a new compensation system that was merit based. Chapter 3 of the Village's Compensation and Benefits manual is attached which provides a full outline of the program according to policy (Appendix A). Additionally, Chapter 16 of the Personnel Policy Manual regarding Compensation is included (Appendix B). This memo is intended to provide background and a basic contextual overview of how the system works. The plan includes a couple key components as follows:

Wage Grid

- *Grade* – As part of the original study all of the positions within the Village were reviewed, scored, and classified on a wage grid. The scoring graded each position on training and ability, experience, level of work, human relation skills, physical demands, working conditions and hazards, independence of action, impact on end results, and supervision exercised. All the grades and positions can be seen on the attached 2021 Wage Grid (Appendix C). Employees are normally hired between the minimum (87.5%) and midpoint (100%) on the grid depending on their individual qualifications; however, by policy an employee can be hired up to the maximum.
- *Compensation* – There are two main types of wage adjustments for Village employees that can be applied annually following performance evaluations. One is an Across the Board increase and the other is either a grid point or merit based adjustment, cannot be both.
 - *Across the Board Increase* – All employees qualify for an Across the Board increase of their salary as long as they achieve at least a 2 rating which is that they Meet Expectations regarding their performance evaluation. This increase is applied to the entire grid annually to allow the wage grid to grow with the

employees and the market. To illustrate this, let's use the example of a shelver at the 87% making \$7.93/hour who receives a 2-meets expectations on their performance evaluation. Here is the wage grid change for grade 2 from 2020 to 2021 with the 2% across the Board increase:

Village of McFarland Wage Grid Effective 1/1/2020

Grade	Job Title	Department	87%	90.0%	92.5%	95.0%	97.5%	Market Rate 100%	Above Avg. 106%	Maximum 113%
0.5	Shelver	Library	\$7.93	\$8.21	\$8.43	\$8.66	\$8.89	\$9.12	\$9.66	\$10.30

versus

Village of McFarland Wage Grid Effective 1/1/2021

Grade	Job Title	Department	87%	90.0%	92.5%	95.0%	97.5%	Market Rate 100%	Above Avg. 106%	Maximum 113%
0.5	Shelver	Library	\$8.09	\$8.37	\$8.60	\$8.84	\$9.07	\$9.30	\$9.86	\$10.51

So if an employee was at 87% in 2020 with an hourly wage of \$7.93, then they would be increased to \$8.09 in 2021 as long as they at least meet expectations following their performance evaluation. Additionally, the Employee would be eligible to qualify for a Grid Point Adjustment or Merit Based Adjustment. These are explained in the next two points.

- *Grid Point Adjustment* – The Village refers to employees who are between the minimum (87%) and the midpoint (100%) as being “on the grid”. These employees’ pay increases are set by the grid and they advance through the pay ranges set within their grade. There are 6 grid points and 5 adjustments available to these employees. As long as employees on the grid achieve at least a 2-meets expectations on their performance evaluation they take move horizontally up the grid towards the market rate. So continuing with the same example as long as the shelver in the previous example receives a 2-meets expectations they will move from \$8.09 per hour to \$8.37 per hour in addition to the Across the Board wage adjustment they were previously provided.

Village of McFarland Wage Grid Effective 1/1/2021

Grade	Job Title	Department	87%	90.0%	92.5%	95.0%	97.5%	Market Rate 100%	Above Avg. 106%	Maximum 113%
0.5	Shelver	Library	\$8.09	\$8.37	\$8.60	\$8.84	\$9.07	\$9.30	\$9.86	\$10.51

So, in total for this employee's wage increases from 2020 at \$7.93 per hour to \$8.37 per hour in 2021. In total, this example demonstrates a total wage adjustment of 5%.

- *Merit Based Wage Adjustments* – Employees who are at or above the 100% Midpoint are in the Village's Merit Pool or referred to as being "off the grid". Those in this section of the compensation plan are provided undefined wage adjustments based upon their performance. Employees must achieve a rating of 3-Above Average or 4-Exceeds expectations to be eligible for a merit based wage adjustment. The amount of this increase is determined by the number of individuals eligible for a merit increase and the funds authorized by the Village Board through the budgetary process. Additionally, individuals who are at or above the "Above Average 106%" threshold, qualify for a one-time, non-base building award, for a rating of 3-above average, or a base-builder increase if they achieve a 4-exceeds expectations. Historically the Village has tried to administer merit based wage adjustments to be comparable to those increases experienced by those employees "on the grid". Those employees who are off the grid and receive a rating of 2-meets expectations, only receive the across the board increase discussed above. Those who are at the maximum 113% on the wage scale are only eligible for one-time, non-base building, exemplary performance awards.

Comparables

Another important component of the 2015 study, was establishing comparables by which the Village could assess its competitiveness in the market. Based on a variety of demographic factors the following communities were chosen as the Village's comparables: City of Baraboo, City of Delafield, City of Delavan, City of Monona, City of Portage, City of Stoughton, City of Sun Prairie, City of Verona, Village of Deforest, Village of Grafton, Village of Hartland, Village of Oregon, Village of Sussex, and Village of Waunakee. The plan stresses the importance of maintaining validity and integrity of the plan over time to make sure to maintain internal equity and maintain market competitiveness. The manual provides that in order to maintain this, the Village should complete a comprehensive update of its market analysis every three to four years, and more often with market sensitive positions.

Village staff has previously identified the need to go through this process again through consideration for funding in the annual budget process. However, funds to complete a new study have not been allocated and only in 2019/2020 were we able to pursue a market adjustment to review comparable salary data. The results of that analysis showed the majority of positions (14 of the 26 studied) were within 95%-105% of the market rate for their positions. The analysis did however show just under a third, were below 95% of the market rate.

As a result in March of 2020, the Village Board approved moving all of the positions on the grid up one grade. This change moved a position that was previously under grade 11 to now be under 12. Effectively increasing the pay range for each position. For individuals who dropped

below the 87% grid point they were moved up to the 87% grid point immediately. Employees who fell between grid points, were moved up to the next highest grid point effective the last payroll of 2020. No other salary adjustments occurred as part of this process. The primary purpose of the adjustment was a temporary solution to allow employees more room to grow, and allow the Village time to undertake a full compensation and classification study for all positions within the Village. The Village had identified 2022 in the Capital Improvements Plan to undertake this study.

2021 Dane County Cities and Village Association Study

In 2020/2021 the Dane County Cities and Villages Association (DCCVA) hired GovHR USA to conduct a multi-community wage survey of municipal positions. In addition to surveying cities/villages within Dane County, the survey also included wage data for comparable communities outside of Dane County. The results of that study were presented to the Personnel Committee and Village Board in March of 2021. It was also identified as part of that process, GovHR provided they would work with communities that were interested on additional work to address specific compensation work/concerns.

Request to Pursue New Study

Village Staff is requesting to issue a scope of services to GovHR to update/assess our compensation system using the work they have started through the salary study. As reported above, the Village is long overdue on performing a comprehensive update of its compensation and classification system within the organization. While this was initially identified for consideration in 2022, with the work already done by DCCVA the Village has a great opportunity to save money pursuing the update now with a lot of the salary data already available. It makes sense for the Village to contract with GovHR directly to use the data already obtained to help the Village assess its compensation system. Attached in the packet is a proposed scope of services to pursue with GovHR. The scope of services presented is intended to do the update required by policy and also address concerns within areas the Village would like to pursue.

1. Salary and Benefits Plan – Obviously this is the largest part of the scope of services. We would like to work with GOVHR to assess our current compensation and benefits system to assess market competitiveness, internal equity, and effect of administration. We also want all staff, both employees and department heads, to be able to provide feedback on the current system. This would include looking at positions individually to analyze job classifications as it relates to their position descriptions. As part of this the Village would also like to review and update its performance evaluation tool as well as create an employee recognition program.

2. Position Descriptions – This is a topic that has come up frequently in the last year that staff would recommend we address through this process and scope of services. The Personnel Committee had recently identified a desire to review the Village’s current position description template used for update, revision, and potential streamlining. Additionally, the DEI committee and Village Board have expressed a desire to address diversity, equity, and inclusion in position descriptions system wide to make sure these initiatives are interwoven in the work done by staff and prioritized.
3. Organizational Structure – The last piece we are proposing to look at is the Village’s organizational structure. We would be looking to assess the current Village organizational structure with our comparables to determine the appropriateness and size. Additionally, we would be looking for GovHR to assist in forecasting future staffing needs. The goal of this portion of the work would be to create a 5-10 year staffing plan to help the Village plan and forecast future staffing needs.

Going forward we also want to create a partnership with the Consultant to be able to provide implementation support for the updates that come from this work. The piece is for the consultant to be available to provide support for implementing any updates to the compensation plan and performance evaluation process.

Appendices

<u>Appendix A</u>	Chapter 3 – Administration of Compensation Plans for Non-represented Employees (Compensation and Benefits Manual)
<u>Appendix B</u>	Chapter 16 – Compensation (Personnel Policy Manual)
<u>Appendix C</u>	Current Wage Grid – January 1, 2021

CHAPTER 3 - ADMINISTRATION OF COMPENSATION PLANS FOR NON-REPRESENTED EMPLOYEES

3.01 Purpose

This chapter sets forth the policies and practices followed in establishing and administering the compensation plan for non-represented positions. The compensation plans for represented positions are set forth in the respective collective bargaining agreements.

3.02 Compensation Philosophy

- (1) The Village believes that its effectiveness as a service provider is linked to pay levels. How the Village compensates its employees influences the quality of individuals that can be attracted to work within the organization and can affect the quality of employee performance, which in turn determines how well the Village's monetary resources are spent.
- (2) In recognition of the importance of compensation levels to organizational effectiveness, the Village Board has adopted the following compensation philosophy:
 - The Village of McFarland considers employees our most valuable asset. As such, the Village recognizes the importance of the compensation program to developing this asset.
 - The salary and benefits program provided to the employees of the Village is intended to attract, retain, and motivate highly qualified, enthusiastic, productive, and committed employees. The program is designed to assist the Village in providing quality services to the public—the Village's top priority objective. This objective is attained by providing compensation based on internal equity and external competitiveness within its fiscal capabilities and in full compliance with all State and Federal laws and regulations governing pay.
 - The Village's compensation philosophy supports our desire to provide salary advancement opportunities that recognize continued contribution through additional experience, changes in the economy, and changes in the Village's financial conditions.

3.03 Compensation Objectives

- (1) The Village's compensation program is guided by the following objectives:
 - To attract and retain highly qualified, enthusiastic, productive, and committed employees;
 - To maintain and motivate employee performance to help the Village achieve its short-term and long-term goals;
 - To communicate our expectations regarding different rates of pay;
 - To maintain the appropriate level of payroll costs fairly;
 - To recognize the internal worth of jobs and pay accordingly;

- To meet competitive pay levels within our chosen market and within our available resources; and
 - To ensure consistent administration and application of pay policies and ensure that plan administration decisions are not based upon or influenced by an employee's sex, race, color, age, religion, or any other legally protected bases governed by law.
- (2) Accomplishment of these objectives requires a systematic salary management program that ensures the goals of the compensation system are reached in practice and in spirit. The system must provide for internally and externally fair pay and opportunities to be rewarded for performance, contributions, innovation, and creativity. Pay policies and procedures must exist for the fair and consistent application of the tenets of the system.

3.04 Pay Plan

(1) Pay Structure

To facilitate effective administration, a pay structure has been established for all non-represented regular positions.

(2) Pay Ranges

The pay ranges for each position under the compensation plan are designed to reflect the levels of responsibility, training and experience necessary, levels of complexity, working conditions, fiscal and budgeting duties, the impact of end results, and the consequences of error. Each pay range has a 6% differential between levels and a 30% difference between the minimum and maximum of the range. The midpoint of the pay range is intended to be a competitive market rate for similar jobs in similarly sized comparable communities, and it represents 100% proficiency in all the duties required of the position. New hires will be placed within the pay range of the position at a rate equivalent to their current level of proficiency in the required duties, or on other factors including but not limited to level of previous experience, competitive hiring situations, and additional education and knowledge in the field. Please refer to the Pay Ranges matrix for the current approved hourly wage ranges, found in Appendix A of the Compensation and Benefits Manual.

(3) Across the Board Wage Adjustment

Employees who are rated at or above a Level 2 "Meets Expectations" during the annual Performance Appraisal process are eligible for an Across the Board Wage Adjustment as determined by the Village Board in the Annual Budget. The pay ranges for each grade will also be adjusted by the same amount. Employees rated below "Meets Expectations" will be placed on performance improvement plans and are not eligible for an Across the Board Wage Adjustment.

(4) Advancing Through the Pay Ranges

A. *Compensation advances for employees below market rate (midpoint).*

- i. Employees are expected to advance towards the market rate of the pay range by demonstrating increased proficiency in the performance of the duties of the position, primarily based upon the successful achievement of reasonable and attainable goals and objectives established by the Department supervisor and/or Department Head and identified in the annual Performance Appraisal process.
- ii. Employees who successfully achieve these goals and objectives, or who have performed at an acceptable level but did not achieve some or all of these goals and objectives due to documented and justifiable circumstances, may be eligible to receive, subject to budget parameters or other factors, the Level 2 “Meets Expectations” Across the Board Wage Adjustment. Employees who show exemplary performance and achieve a rating at or above a Level 2 “Meets Expectations” may be eligible to receive, subject to budget parameters or other factors, the Across the Board Wage Adjustment plus a proficiency-based Grid Point Adjustment as a wage base-builder based upon documented increased proficiency in the performance of the duties and responsibilities of their position.

B. *Compensation advances for employees at or above market rate (midpoint).*

- i. Employees who successfully achieve the goals and objectives as established by the annual Performance Appraisal process, or who have performed at an acceptable level but did not achieve some or all of these goals and objectives due to documented and justifiable circumstances, may be eligible to receive, subject to budget parameters or other factors, the Level 2 “Meets Expectations” Across the Board Wage Adjustment. Employees who show exemplary performance and achieve a rating in excess of Level 2 “Meets Expectations” may be eligible to receive, subject to budget parameters or other factors, the Across the Board Wage Adjustment plus a Merit Pay Adjustment as a wage base-builder up to the maximum wage appraisal level allowed for the pay range of the position. Employees that have reached their maximum wage appraisal level may be eligible for an Exemplary Performance Award as defined in Section 3.04(6).

(5) Rating Level Definitions.

A. Level 1 – Does Not Meet Expectations.

- i. Overall performance is generally below the minimum requirements and expectations for the position. The output and quality of work is inconsistent and below acceptable levels. Job specific knowledge, skills, and abilities do not consistently meet expectations. Close direction and supervision is required, even in routine situations. Frequent coaching is needed to avoid problems and improve performance. Decision making and judgement is inconsistent and questionable.

B. Level 2 – Meets Expectations.

- i. Overall performance meets expectations and is at a level of a well-qualified, experienced, and motivated employee for the performance dimensions of the position. The output and quality of work is acceptable. Responsibilities of the job are understood and accepted in a positive manner. Job specific knowledge, skills, and abilities are demonstrated at a high level. Employee demonstrates some creativity and initiative to complete their tasks. Some direction or supervision is needed in unexpected situations.

C. Level 3 – Above Average.

- i. Performance at this level meets the criteria in all respects for Level 2 by Meeting Expectations in the performance dimensions for the position. Performance, at times, may exceed expectations for some essential job functions but not all. The output and quality of work is consistently very good meeting the most critical goals/objectives established within their Action Plan. Is self-motivated and able to identify opportunities/challenges and has the vision to pursue them demonstrating creativity and initiative to complete these tasks with minimal supervision.

D. Level 4 – Exceeds Expectations. The following guidelines are to be used to determine the rating of “Exceeds Expectations”:

- i. Employees who have generally and consistently performed at an above average to high level for sustained periods of time;
- ii. Employees who have had a considerable level of positive impact upon the overall operations of the Village or department;

- iii. Employees who routinely plan, participate in, or conduct programs or services to the community that are beyond those required of the position; or
- iv. Employees who are innovative in the development of new programs, services, procedures, or concepts that create efficiencies or increase effectiveness in the delivery of service to the community and their department.

Department Heads are responsible for providing written documentation for the justification of an “Exceeds Expectations” rating for any employee and a copy of the completed annual performance evaluation to the Administrator.

(6) Exemplary Performance Award

Department Heads will have the ability to recognize employees who have performed at an exemplary level by nominating them for a one-time, non-base builder award. The Village Administrator will have the ability to recognize Department Heads that have performed at an exemplary level by nominating them for a one-time, non-base builder award. Typically, these awards would be used for the following but not exclusively limited to reasons:

- To recognize completion of special projects or assignments;
- Significant additional duties for a temporary period;
- Employees earning a Level 3 “Above Average” rating but who are ineligible for a base building merit pay award due to being at the maximum pay for their position’s range; or
- Employees earning an “Exceeds Expectations” rating but who are ineligible for a base-building merit pay award due to being at the maximum pay for their position’s range.

(7) Budget Considerations for Wage Adjustments

- A. The Village Board, as part of approving the annual budget sets Across the Board Wage Adjustment, if any.
- B. The Village Board may allocate a separate amount to be used for Merit Pay Adjustments.
- C. The Village Board may allocate funds for Exemplary Performance Awards. There will be a separate allocation for Department Heads and for non-represented non-department head positions.

- D. The Village Board, based upon budget considerations and on the recommendation of the Village Administrator, will approve a schedule for Across the Board Wage Adjustments, Merit Pay Adjustments, and Exemplary Performance Awards for the next calendar year. This schedule may vary from year to year and may be modified or rescinded by the Board at any time.

3.05 Compensation Plan for Management, Supervisory, and Confidential Positions

(1) Compensation Policies

A. *Compensation Upon Promotion*

An employee promoted from one pay range to another, higher pay range is placed at the new range that provides at least a five percent (5%) increase.

B. *Compensation Upon Transfer*

Employees who transfer to a new position within the same pay range as their old position will typically not receive a compensation adjustment.

C. *Compensation Upon Acting Assignment*

- i. Employees who are given an acting assignment to a position in a higher pay range or are assigned on a temporary basis significant duties and responsibilities typically performed by a higher classification, for a planned period of at least 60 days but less than six months, and may receive an adjustment to their base compensation. The amount of the base compensation adjustment will be determined by the Village Administrator and the Village Board.
- ii. In the event an acting assignment lasts more than six months the circumstances will be reviewed by the Department Head and Village Administrator to determine if changes in classification and compensation are appropriate.
- iii. Upon return to the employee's original classification, the employee's pay will revert to their base compensation prior to receiving the interim assignment adjustment, plus any additional annual pay increases and pay structure increases the employee would have received in the original classification.

D. *Compensation Upon Involuntary Demotion*

An employee who is demoted for involuntary reasons unrelated to performance or disciplinary action retains his/her present pay if the base compensation exceeds the new range maximum. As long as an employee's base compensation exceeds the new range maximum, the employee will not be eligible for further base-accumulating pay increases until his/her pay is again within the range for the new position. If the present base compensation is below the new range maximum, the employee will be placed in the new range closest to their current pay.

E. *Compensation Upon Voluntary Demotion*

An employee who requests and is granted a voluntary demotion will receive a decrease in pay, the amount of which is to be determined given the facts and individual circumstance.

F. *Compensation for Retention*

In infrequent circumstances, the Village Administrator may recommend to the Village Board a special wage adjustment for the purpose of retaining an employee deemed to have significant value to the organization.

G. *Pay Range Assignment for New and Reclassified Positions*

- i. When new positions are created or existing positions undergo substantial change, the Village has established a process to review and assign the new/changed position to the pay structure.
- ii. In these situations, the Village will utilize the New Classification/Reclassification Review process to add the new/changed position to the compensation plan and assign it to a pay range contained in the plan. Considerations for range placement will include internal consistency and market considerations.
- iii. The new salary for an employee whose pay range is adjusted as a result of a job reclassification will follow the guidelines established in this policy for promotions.

H. *Positions Requiring a 'Market Adjustment'*

- i. The Village's compensation program has provided a methodology for determining pay rates for employees that recognize not only the worth of positions in the market, but also the worth of jobs internally within the organization.

- ii. A circumstance could develop where a position in the Village's compensation plan should be considered for temporary placement at a higher range of pay than that which is established from our methodology. These are positions that may command higher pay due to unusual market demands which may fluctuate over time.
- iii. Market adjustments should generally be considered in the future under only one or more of the following circumstances:
 - The Village has documented problems recruiting or selecting employees within the assigned pay range (for example, a position is advertised two or more times resulting in few or no qualified applicants who the Village determines could effectively serve in the position).
 - The Village has an unacceptable rate of turnover in the position, and exit interview information indicates rate of pay as a significant issue.
 - Periodic market surveys conducted by the Village show that the midpoint of the pay range is more than 10% less than the average rate of pay shown for the position in the market analysis.
- iv. In situations where the market demands higher pay rates, at the Village's discretion, one of two actions will be available:
 - 1. Adjust the employee's base compensation upward into the existing pay range.
 - 2. Move the position into a higher pay range and adjust the base compensation according to the Compensation Upon Promotion guidelines established in this policy. However, this is to be done temporarily, only while market conditions are still causing the problem.
- v. The Village will utilize the first option whenever possible. However, when the Village utilizes the second option, the appropriate pay range will be determined by the Village (with consultation from a compensation expert in the discretion of the Board), and the position will be placed in a higher range. Further, all documents and communications will be retained to reflect the temporary assignment of the position to a higher pay range. The market conditions should be checked every year, and if conditions change, the position will move back into its initially assigned salary range.

- vi. The Village recognizes that the allowance of market adjustments does disrupt some of the internal equity in its compensation plan because there are jobs that are of higher internal value that may be paid less than a job of lower internal value. This is why the Village intends to utilize market adjustments sparingly.
- vii. All market adjustments must be recommended by the Village Administrator and receive approval by the Village Board. In the event that a position under a market adjustment is reclassified to the correct pay range established through job evaluation, the policy for Salary Upon Involuntary Demotion will apply in regard to compensation for the affected employee.

I. *Positions Requiring a 'Compression Adjustment'*

- i. Salary compression exists when there is an unacceptable difference in overall compensation between a supervisor and a direct subordinate. Compression could exist under a base salary comparison, under a total gross earnings comparison, or both. In determining whether compression is an issue that should be resolved through a pay increase, the Village will also look at the differences in total compensation (i.e., direct pay and benefits) between the supervisor and subordinate positions.
- ii. Unless the benefit package of the supervisor is determined to compensate for the wage compression, the Village will provide an acceptable base pay differential between an exempt supervisory position and the average gross earnings of the top paid position directly supervised. This differential would generally be a minimum of 7.5% when the supervisor has been in their position for at least one year.
- iii. In determining the average gross earnings of the top paid position directly supervised, the Village recognizes that overtime earnings often fluctuate and can skew an accurate comparison. It may be appropriate, therefore, to factor overtime earnings over a multi-year period or to compensate the supervisor for that overtime earnings component of their subordinate on a periodic lump sum basis rather than through a base compensation adjustment.
- iv. In the event a more highly compensated professional or technical position simply reports to a supervisor for administrative reasons, a compression adjustment may not be warranted.

- v. The compression adjustment should not, in most cases require a pay grade change in order to use a salary within the assigned grade that provides the recommended differential. In situations where the compression analysis requires a higher base salary than would normally be utilized under the compensation plan, at the Village's discretion, one of two actions will be available:
 - 1. Adjust the employee's pay upward in the range, or
 - 2. Adjust the position up one pay grade temporarily and only while compression conditions are still causing the problem.
- vi. The Village will utilize the first option whenever possible, as long as the current pay grade range allows for sufficient earnings growth consistent with the intent and spirit of the compensation plan. However, when the Village utilizes the second option, all documents and communications are retained to reflect the temporary assignment of the position. The earnings differential situation should be analyzed every year, and if conditions change such that the actual pay grade provides an adequate differential and opportunity for sufficient earnings growth, these positions will move back to their correct grade.
- vii. The Village recognizes that the allowance of compression adjustments does disrupt some of the internal equity in the compensation plan. This is why the Village intends to use compression adjustments sparingly.
- viii. All compression adjustments must be recommended by the Village Administrator and receive approval by the Village Board. In the event that a position under a market adjustment is reclassified to the correct pay range established through job evaluation, the policy for Salary Upon Involuntary Demotion would apply to the affected employee.

J. *Determining Pay for New Hires*

Unless unusual conditions exist, employees should normally be hired between the minimum and midpoint of the pay range for the position with actual wage placement to be based on individual qualifications.

(2) Maintenance of Pay Plan Integrity Over Time

A. Maintaining the validity and integrity of the pay plan over time is of critical importance. Although it is anticipated that the pay plan will require periodic updating by thorough and systematic reevaluation, the validity of the plan and its usefulness can be extended by

- Maintaining internal equity; and
- Maintaining market competitiveness

B. *Maintaining Market Competitiveness*

In order to maintain the Village's desired pay philosophy of paying at a level competitive with its chosen market, the Village should complete a comprehensive update of its market analysis every three to four years, and more often with market sensitive positions.

- i. The Village Administrator, or his/her designee, under the direction of the Village Board, should complete the market analysis.
- ii. Market information from similar jobs and comparable positions should be used to determine if the compensation plan needs a general adjustment or if the pay ranges should be re-calculated using the regression analysis model used to develop the original plan.
- iii. A full report of findings and recommendations of the market study should be presented by the Village Administrator or his/her designee to the Village Board for consideration.

(3) Policy Exceptions

Compensation decisions that do not meet the above guidelines require the recommendation of the Village Administrator and the approval of the Village Board.

3.06 Compensation Plan for Part-Time Support Positions

The hourly or daily rate of pay for part-time support positions will be determined by the Village Board on an annual basis.

CHAPTER 16 - COMPENSATION

16.01 Time and Attendance Reporting

The time sheet for hourly employees is the primary record for reporting the hours that each employee works or is absent and for computing the amount of compensation due. It is the joint responsibility of the employee and the employee's supervisor or Department Head to truthfully and accurately report regular hours worked, overtime hours worked, and the number of hours to be charged to various kinds of absences (sick leave, vacation, holiday, etc.) for which an employee is entitled to compensation.

At the end of the last calendar day in a pay period, both the employee and the employee's supervisor or Department Head will sign the time sheet. An employee will not be expected to sign when absent from work during the entire pay period or is unable to sign the sheet because of an unexpected absence such as illness or injury. The completed, signed time sheet is to be turned in to payroll by 10:00 a.m. on the Monday before the payday, unless otherwise specified due to holidays.

16.02 Pay Period

Except as noted below, all Village employees will be paid via direct deposit bi-weekly on every other Friday. If a holiday falls on Friday, payday will be on the preceding work day. Each pay period ends at 12:00 midnight the Saturday preceding each pay day.

16.03 Overtime Pay

(1) Definition

Overtime for Fair Labor Standards Act (FLSA) non-exempt employees is defined as hours worked in excess of forty (40) hours per workweek, except for employees engaging in the performance of fire protection or law enforcement activities, wherein the Village may designate a longer work period of up to 28 calendar days, and overtime due under the law is based on time worked during that designated work period. An established work period may be changed at any time based on the needs of the Village and as permitted by law.

The Village provides certain premium rates of pay for certain hours worked when overtime is not required by law. These premium rates of pay are classified as extra compensation and are not included in the employee's regular rate of pay when determining overtime due under state and federal law. Such premium rates of pay serve as a credit against any FLSA overtime pay requirements.

(2) Eligibility

- (a) Eligibility for overtime compensation for eligible hourly employees will be determined by individual department policy and in accordance with the Fair Labor Standards Act and will be subject to approval by the Village Administrator.

- (b) Department Heads and salaried persons in exempt executive, administrative, or professional positions will be ineligible for any form of additional monetary compensation or compensatory time for additional hours worked but may be allowed to vary their work schedules to accommodate fluctuations in their work load. Exceptions to this general rule may be made by the Village Board, such as when the Village is reimbursed on a pre-arranged basis from outside sources for the overtime worked by the exempt employee.

(3) **Compensation**

- (a) An hourly employee will receive pay at the overtime rate of pay for hours in pay status, except for compensatory time used, which are in excess of eight (8) hours of the scheduled shift, or ten (10) hours of the scheduled shift for employees working ten-hour shifts, or in excess of forty (40) hours per workweek. For eligible hourly employees, overtime worked will be treated by granting one and one-half hours of compensation, either in the form of overtime pay or compensatory time off, for each hour of overtime worked. It will be the employee's option to select, within the limits set by Section 17.04, the form of overtime compensation to be given.

(4) **Minimum Call-in Pay**

- (a) Any non-exempt Employee who is ordered to report to work at any time when he/she is not regularly scheduled to work may be compensated a minimum of two (2) hours at time and one half (1 ½) at their regular hourly rate of pay or for all hours worked at time-and-one-half (1 ½) at their regular hourly rate of pay, whichever is greater. Minimum Call-In Pay will be paid at two (2) times the non-exempt Employee's regular hourly rate of pay on specified holidays.
- (b) Court time.
 - 1. Any non-exempt Employee who is required to report for Circuit Court duty outside of their regularly scheduled hours may be paid time and one-half (1 ½) at their regular hourly rate or accrue compensatory time at time and one-half (1 ½). A minimum of three (3) hours may be paid at a rate of time and one-half (1 ½) if Circuit Court is cancelled less than twenty-four (24) hours before the scheduled court time.
 - 2. Any non-exempt Employee who is required to report for Municipal Court duty outside of their regularly scheduled hours may be paid time and one-half (1 ½) at their regular hourly rate or accrue compensatory time at time and one-half (1 ½). A minimum of two (2) hours may be paid at the rate of time and one-half (1 ½) if Municipal Court is cancelled less than twenty-four (24) hours before the scheduled court time.
 - 3. Between twenty-four (24) hours and thirty-five (35) hours before the scheduled court duty, Employees shall be required to confirm with their immediate Supervisor whether Circuit Court and/or Municipal Court duty, as applicable, has been canceled or rescheduled.

(5) On Call Pay

- (a) Employees may be assigned to serve in an on call capacity to respond to an unforeseen circumstance and/or emergency situation and, if such circumstance/emergency situation arises, to report to work outside of their regularly scheduled shift(s).
- (b) Employees are expected to remain within a reasonable distance of the Village while assigned to on call duty. An Employee who is on call is to respond as quickly as possible to the unforeseen circumstance and/or emergency situation. Unless extraordinary circumstances such as weather prevent otherwise, Employees are expected to respond within 25 minutes upon receiving notification of the unforeseen circumstance and/or emergency situation that requires them to report for work.
- (c) Employees assigned to on call duty by their Supervisor are required to comply with all Village policies including the Village's drug and alcohol policy.
- (d) Any non-exempt Employee that is assigned to be on call shall be paid one (1) additional hour of compensation at time and one-half (1 ½) the Employee's regular rate of pay per 24-hour period they are assigned to be On Call. This payment shall occur regardless of whether the non-exempt Employee is actually required to report to work while assigned in an on call capacity.
- (e) Compensation shall be provided at two (2) times the non-exempt Employee regular hourly rate of pay for the one (1) additional hour of compensation paid when assigned on call if the 24-hour period falls on a holiday.

16.04 Compensatory Time

Eligible employees who receive compensatory time in lieu of cash payment for overtime worked may accumulate and use compensatory time subject to the following restrictions:

- (1) The maximum allowable accumulation of compensatory time will be forty (40) hours. Any overtime hours accumulated in excess of the maximum must be taken in the form of overtime pay unless authorized by the Administrator due to special circumstances. Compensatory time used or paid will not generate additional overtime payment to the employee and will not count as hours worked or hours paid for overtime calculation purposes.
- (2) Compensatory time must be used in the 12-month period it is earned unless authorized by the Administrator due to special circumstances. Any compensatory time that is not used by November 30 will be paid out to the employee at the rate of pay that was in effect for the last pay period of that year. The Village reserves its right to payout compensatory time at any time.
- (3) The taking of compensatory time off requires prior approval of the supervisor or Department Head. A Department Head may deny a request if the employee's absence will clearly impair the department's ability to meet its responsibilities or requires other employees to work overtime as permitted by law.

(4) The employee will show the number of hours of compensatory time earned or taken during each payroll period on the employee's time sheet. The Administration Department will maintain records of the running compensatory time balances of each employee.

16.05 Deferred Compensation

All full-time and part-time employees in regular positions will be eligible to participate in any Deferred Compensation Program sponsored by the Village. Participants in such a program may designate a portion of their income to be deposited into a special investment account for use in retirement years. Deferred Compensation Programs offer certain tax and retirement planning advantages to participants.

16.06 Payroll Deductions

The Village will administer payroll deductions that employees authorize to be made to participating financial institutions or those deductions that are required by law.

Village of McFarland Wage Grid Effective 1/1/2021

Grade	Job Title	Department	87%	90.0%	92.5%	95.0%	97.5%	Market Rate 100%	Above Avg. 106%	Maximum 113%
0.5	Shelver	Library	\$8.09	\$8.37	\$8.60	\$8.84	\$9.07	\$9.30	\$9.86	\$10.51
1			\$12.11	\$12.53	\$12.87	\$13.22	\$13.57	\$13.92	\$14.75	\$15.73
2	Nutrition Site Coordinator Shelver II Camera Operator	Senior Outreach Library Comm & Tech	\$12.83	\$13.28	\$13.65	\$14.01	\$14.38	\$14.75	\$15.64	\$16.67
3	Nutrition Site Manager Youth Services Assistant Summer Help (Seasonal)	Senior Outreach Library Public Works	\$13.60	\$14.07	\$14.46	\$14.86	\$15.25	\$15.64	\$16.58	\$17.67
4			\$14.42	\$14.92	\$15.33	\$15.75	\$16.16	\$16.58	\$17.57	\$18.73
5	Code Inspector Parks Crewperson (Seasonal)	Community Development Public Works	\$15.29	\$15.81	\$16.25	\$16.69	\$17.13	\$17.57	\$18.62	\$19.85
6	Police Clerk I (FT & PT) Utility Clerk I Clerk I AV Technician Library Assistant I	Police Public Works Administration Comm & Tech Library	\$16.20	\$16.76	\$17.23	\$17.69	\$18.16	\$18.62	\$19.74	\$21.04
7	Production Assistant Technology Services Assistant Community Development Clerk II	Comm & Tech Comm & Tech Community Development	\$17.17	\$17.77	\$18.26	\$18.75	\$19.25	\$19.74	\$20.93	\$22.31
8	Clerk II Library Assistant II	Administration Library	\$18.21	\$18.83	\$19.36	\$19.88	\$20.40	\$20.93	\$22.18	\$23.65
9	Communications Specialist Technology Specialist Tech Services Assistant	Comm & Tech Comm & Tech Library	\$19.30	\$19.96	\$20.52	\$21.07	\$21.63	\$22.18	\$23.51	\$25.06
10	Judicial Assistant/Court Clerk III Clerk III Administration Clerk III Community Development Clerk III Case Manager Confidential Administrative Assistant Clerk III	Municipal Court Public Works Administration Community Development Senior Outreach Fire and Rescue Police	\$20.46	\$21.16	\$21.75	\$22.34	\$22.92	\$23.51	\$24.92	\$26.57
11	Public Works Crewperson Confidential Administrative Assistant Deputy Clerk Parks Crewperson	Public Works Police Administration Public Works	\$21.68	\$22.43	\$23.05	\$23.68	\$24.30	\$24.92	\$26.42	\$28.16

Strikethrough notes a vacant position not presently authorized.

Village of McFarland Wage Grid Effective 1/1/2020

Grade	Job Title	Department	87%	90.0%	92.5%	95.0%	97.5%	Market Rate 100%	Above Avg. 106%	Maximum 113%
12	Mechanic Adult Services Librarian Youth Services Librarian	Public Works Library Library	\$22.98	\$23.78	\$24.44	\$25.10	\$25.76	\$26.42	\$28.00	\$29.85
13	Public Works Lead Maintenance Worker Comm & Tech Manager	Public Works Comm & Tech	\$24.36	\$25.20	\$25.90	\$26.60	\$27.30	\$28.00	\$29.68	\$31.64
14			\$25.82	\$26.71	\$27.46	\$28.20	\$28.94	\$29.68	\$31.46	\$33.54
15	Fire Inspector/Public Education Specialist Assistant Director Parks Superintendent	Fire & Rescue Library Public Works	\$27.37	\$28.32	\$29.10	\$29.89	\$30.68	\$31.46	\$33.35	\$35.56
16	Building Inspector Senior Outreach Director Assistant to the PW Director	Community Development Senior Outreach Public Works	\$29.02	\$30.02	\$30.85	\$31.68	\$32.52	\$33.35	\$35.35	\$37.69
17	Deputy Treasurer/Accountant	Administration	\$30.76	\$31.82	\$32.70	\$33.59	\$34.47	\$35.35	\$37.47	\$39.95
18	Administrative Captain Streets/Utilities Superintendent	Fire & Rescue Public Works	\$32.60	\$33.73	\$34.66	\$35.60	\$36.54	\$37.47	\$39.72	\$42.35
19	Budget Manager/Accountant Sergeant	Administration Police	\$34.56	\$35.75	\$36.74	\$37.74	\$38.73	\$39.72	\$42.11	\$44.89
20	Lieutenant Assistant Director of Public Works Library Director Clerk/Treasurer	Police Public Works Library Administration	\$36.63	\$37.90	\$38.95	\$40.00	\$41.05	\$42.11	\$44.63	\$47.58
21	Community and Economic Devel Director	Community Development	\$38.83	\$40.17	\$41.29	\$42.40	\$43.52	\$44.63	\$47.31	\$50.44
22	Finance Director	Administration	\$41.16	\$42.58	\$43.76	\$44.95	\$46.13	\$47.31	\$50.15	\$53.46
23	Fire/EMS Chief Police Chief Director of Public Works/Utilities	Fire & Rescue Police Public Works	\$43.63	\$45.13	\$46.39	\$47.64	\$48.90	\$50.15	\$53.16	\$56.67
24	Village Administrator	Administration	\$46.25	\$47.84	\$49.17	\$50.50	\$51.83	\$53.16	\$56.35	\$60.07
25			\$49.02	\$50.71	\$52.12	\$53.53	\$54.94	\$56.35	\$59.73	\$63.67

Scope of Services - May 10, 2021

The Village is looking for Gov HR to assist with and perform the following work in the defined areas and prepare a final report for review with Village staff to present to the Village Board. Gov HR has already conducted the necessary comparable market salary survey that would drive any sort of compensation and classification study. Having done all of this work already, the following is what we want to build upon to improve our compensation and classification system:

1. Salary and Benefits Plan - Evaluate the Village's present salary and benefit structure as compared to the job market for comparable positions in the public sector. The consultant shall perform or provide the following:
 - a. Conduct meetings with current employees and appropriate supervisory and Department Head personnel as required to obtain feedback on the current compensation and benefit system utilized by the Village.
 - b. Assist the Village in evaluating and recommending how it provides compensation. Reviewing its current compensation system and new opportunities for improvement in order to make recommendations to ensure the Village has a compensation system that meets the needs of the Village in fairness, internal equity, competitive compensation, and ease of administration.
 - i. Establishing appropriate comparables within the public sector that the Village can use as a benchmark in comparing competitiveness moving forward.
 - c. Review/create, analyze, and document all current job classifications.
 - i. Make recommendations on establishing a compensation philosophy that is competitive within the market while also being transparent to the organization and employees.
 - ii. Evaluate and identify potential pay compression issues and provide alternative solutions.
 - d. Evaluate the Village's current performance evaluation process and tool and make recommendations to ensure the process aligns appropriately with the compensation plan and is easy for employees and supervisors/department heads to administer. The tool should also emphasize creating a meaningful process for evaluation that allows for consistency and trust organization wide. Recommendation of policy changes that integrates this process into our manuals.
 - e. Comment on the quality and cost of the Village's benefit system. Make recommendations for updates where necessary that integrate into a total compensation system. Review comparability amongst peer communities.
 - f. Assist the Village in creating a meaningful employee recognition program that awards for length of service, exemplary performance, or other significant employee contribution.

2. Position descriptions

- a. Review and assess current position description format, and provide recommendations on updating the template used for position descriptions.
- b. Develop uniform language to be used as a base template for all position descriptions.
- c. Assist the Village in making system wide changes to address diversity, equity and inclusion initiatives within all position descriptions.
- d. Evaluate positions to ensure proper FLSA exemption status.

3. Organizational Structure Evaluation -

- a. Assist Village staff with assessing the Village's current organizational structure for in terms of our comparables.
- b. Work with the Village Board and Village Staff to provide recommendations that will allow the Village to forecast future staffing needs and growth necessary in the next 10 years.

4. Provide Implementation Support for updates to the compensation program.

Consultant will need to address the prioritization of this work in order to achieve certain milestones established by the Village.

McFarland
SUMMARY SHEET

MEETING DATE: Monday, May 10, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action regarding Ordinance #2021-05: an ordinance dissolving the Village of McFarland Volunteer and Emergency Management Committees.

PREVIOUS ACTION:

These changes were suggested for consideration at the Annual Meeting held on April 20, 2021.

ISSUE SUMMARY:

Following the discussion at the annual meeting in April, the enclosed ordinance is presented to dissolve the Emergency Management and Volunteer Committees from the Village Code. There will remain obligations related to these functions; however, the requirements to meet as identified in the code will be removed and whatever work is to be done will be addressed by Village Staff under the direction of the Village Board or other boards, commissions, or committees as applicable. Some additional notes about the changes:

- Emergency Management Committee - Most of the changes simply remove references to the Committee from the code in order to discontinue its ongoing use. There are remaining responsibilities surrounding emergency management and those would fall to the Director as they already do. State Statutory references are updated as well through these revisions. The Village Administrator presently serves as the Interim Emergency Management Director and we will be reviewing a more permanent solution going forward later this year. There are also 6 members of this Committee along with one Trustee appointment.
- Volunteer Committee - There are not State law references to this group and work is organized by the Volunteer Coordinator within Senior Outreach. That work will continue and be managed by Village Staff going forward bringing issues of need directly to the Village Board where applicable. There are also 4 members of this Committee along with up to two appointments from the Village Board.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.



ORDINANCE REFERENCE:

References to the code are included within the enclosed ordinance amendment.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Following consideration by the Village Board, if it is desired to approve the ordinance amendment then the following action would be taken:

Motion to approve Ordinance #2021-05, an ordinance dissolving the Village of McFarland Volunteer and Emergency Management Committees.

ATTACHMENTS:

1. 2021-05 Committee Structure Amendment Ordinance CLEAN
2. 2021-05 Committee Structure Amendment Ordinance REDLINE

ORDINANCE 2021-05

AN ORDINANCE DISSOLVING THE VILLAGE OF MCFARLAND VOLUNTEER AND EMERGENCY MANAGEMENT COMMITTEES.

Purpose: To discontinue the Volunteer and Emergency Management Committees and revise related ordinances accordingly.

Sponsor: Carolyn A. Clow, Village President

Recommended Referral: None

Public Hearing: Not Required

WHEREAS, the Village board previously created a Volunteer Committee and Emergency Management Committee and delegated certain advisory duties to each committee; and

WHEREAS, the Village Board has determined that operational efficiency will be enhanced by reducing the number of committees in the Village's governmental structure; and

WHEREAS, the Village Board has determined that it is reasonable and appropriate to discontinue the Volunteer and Emergency Management Committees;

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

1. The Village of McFarland Volunteer Committee and Emergency Management Committee are hereby dissolved.

2. Section 2-184 of the McFarland Municipal Code is amended to read as follows:

Sec. 2-184 - Residency required for service on statutorily authorized authorities, boards, committees, commissions, and standing committees.

No person not a resident of the Village shall be appointed in a voting capacity to any statutorily authorized Village authority, board, committee, commission, and standing committee other than the Library Board. Any member of a statutorily authorized authority, board, committee, commission, and standing committee who moves from the Village shall be removed from such body, but may be appointed to serve in an ex officio capacity.

3. Section 2-205 of the McFarland Municipal Code is amended to read as follows:

The following is a list of the statutorily authorized authorities, boards, committees and commissions of the Village:

- (a) Board of Review.
- (b) Board of Zoning Appeals.

- (c) Community Development Authority.
 - (d) Ethics Board.
 - (e) Landmarks Commission.
 - (f) Library Board.
 - (g) Plan Commission.
 - (h) Police and Fire Commission.
4. Sections 2-259 and 2-260 of the McFarland Municipal Code are repealed.
5. Section 2-347 of the McFarland Municipal Code is amended to read as follows:
- Sec. 2-347 - Established.
- The following is a list of standing committees of the Village:
- (1) Communications and Technology Committee.
 - (2) Finance Committee.
 - (3) Natural Resources Committee.
 - (4) Parks and Recreation Committee.
 - (5) Personnel Committee.
 - (6) Public Safety Committee.
 - (7) Public Utilities Committee.
 - (8) Public Works Committee.
 - (9) Senior Outreach Services Committee.
6. Sections 2-461 and 2-462 of the McFarland Municipal Code are repealed.
7. The title to Chapter 2, Article VII - Division 6 is amended to read “EMERGENCY MANAGEMENT” and the associated editor’s note and statutory reference are deleted.
8. Section 2-650(a) of the McFarland Municipal Code is amended to read as follows:
- (a) The Emergency Management Director shall develop and promulgate emergency management plans consistent with state plans, direct the emergency management program and perform such other duties related to emergency management as are required by the Village Board. The emergency management plans shall require the use of the incident command system by all emergency response agencies during a state of emergency declared under Wis. Stats. §§323.10 or 323.11 or in any other multijurisdictional or multiagency emergency response.
9. The State Law Reference for Sec. 2-650 is amended to read “Wis. Stats. §§323.14, 323.15.

The above and foregoing Ordinance was duly adopted at a regular meeting of the McFarland Village Board on the 10th day of May, 2021.

APPROVED:

Carolyn A. Clow, Village President

ATTEST:

Cassandra Suettinger, Village Clerk-
Treasurer

ORDINANCE # 2021-05	
MOTION	SECOND
ACTION	DATE
Adopted	
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING	
RECORD	
Brassington	Rupert
Clow	St. Clair
Flaherty	
Nelson	
VOTING RESULTS	
Motion Carried	
Motion Defeated:	

ORDINANCE 2021-05

AN ORDINANCE DISSOLVING THE VILLAGE OF MCFARLAND VOLUNTEER AND EMERGENCY MANAGEMENT COMMITTEES.

Purpose: To discontinue the Volunteer and Emergency Management Committees and revise related ordinances accordingly.

Sponsor: Carolyn A. Clow, Village President

Recommended Referral: None

Public Hearing: Not Required

WHEREAS, the Village board previously created a Volunteer Committee and Emergency Management Committee and delegated certain advisory duties to each committee; and

WHEREAS, the Village Board has determined that operational efficiency will be enhanced by reducing the number of committees in the Village's governmental structure; and

WHEREAS, the Village Board has determined that it is reasonable and appropriate to discontinue the Volunteer and Emergency Management Committees;

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

1. The Village of McFarland Volunteer Committee and Emergency Management Committee are hereby dissolved.
2. Section 2-184 of the McFarland Municipal Code is amended to read as follows:

Sec. 2-184 - Residency required for service on statutorily authorized authorities, boards, committees, commissions, and standing committees.

No person not a resident of ~~and not residing in~~ the Village shall be appointed in a voting capacity to any statutorily authorized Village authority, board, committee, commission, ~~and or~~ standing committee ~~other than except the Emergency Management Committee and~~ the Library Board. Any member of ~~a statutorily authorized~~such authority, board, committee, commission, ~~and or~~ standing committee who moves from the Village shall be removed from such ~~statutorily authorized authority, board, committee, commission, and standing committee~~body, but may be appointed to serve in an ex officio capacity.

3. Section 2-205 of the McFarland Municipal Code is amended to read as follows:

Sec. 2-205 - The following is a list of the statutorily authorized authorities, boards, committees and commissions of the Village:

- (a) Board of Review.
- (b) Board of Zoning Appeals.

- (c) Community Development Authority.
- ~~(d) Emergency Management Committee.~~
- ~~(ed)~~ Ethics Board.
- ~~(fe)~~ Landmarks Commission.
- ~~(gf)~~ Library Board.
- ~~(hg)~~ Plan Commission.
- ~~(ih)~~ Police and Fire Commission.

4. Sections 2-259 and 2-260 of the McFarland Municipal Code are repealed.

~~Sec. 2-259. — Composition. —~~

~~There is created an Emergency Management Committee composed of a Village Trustee and as many additional members as may be determined by the Village Board who shall be appointed by the Village President, subject to the confirmation of the Village Board. Each member shall have a two-year term of office.~~

~~Sec. 2-260. — Powers and duties. —~~

~~The Emergency Management Committee shall have all the powers set forth under Wis. Stats. § 166.03 and shall be an advisory and planning group to the Emergency Management Director and the Village Board on all matters pertaining to emergency management.~~

5. Section 2-347 of the McFarland Municipal Code is amended to read as follows:

Sec. 2-347 - Established.

The following is a list of standing committees of the Village:

- (1) Communications and Technology Committee.
- (2) Finance Committee.
- (3) Natural Resources Committee.
- (4) Parks and Recreation Committee.
- (5) Personnel Committee.
- (6) Public Safety Committee.
- (7) Public Utilities Committee.
- (8) Public Works Committee.
- (9) Senior Outreach Services Committee.
- ~~(10) Volunteer Committee.~~

6. Sections 2-461 and 2-462 of the McFarland Municipal Code are repealed.

~~Sec. 2-461. — Jurisdiction. —~~

~~The Volunteer Committee advises the Village Board on policies relating to a formal program to encourage volunteer participation in activities for the benefit of the Village and its residents.~~

~~Sec. 2-462. — Powers and duties. —~~

~~(a) The Volunteer Committee shall be persons with interest in volunteer programs for the Village and the ability to help implement and manage the Village volunteer programs. (b) The Volunteer Committee shall provide general oversight concerning the administration, operations and programming of the Village's volunteer program. (c) The~~

~~Volunteer Committee shall nominate a volunteer coordinator subject to the Village Board's approval, who shall supervise and monitor volunteer work, training, leadership in volunteer activities and recognition for outstanding volunteer service to the Village.(d)The Volunteer Committee shall recommend to the Village Board policies that will expand the variety of significant community service choices for volunteers and oversee recruiting of volunteers to fulfill these needs.~~

7. The title to Chapter 2, Article VII - Division 6 is amended to read “EMERGENCY MANAGEMENT” and the associated editor’s note and statutory reference are deleted.

~~DIVISION 6.—EMERGENCY MANAGEMENT DIRECTOR~~

8. Section 2-650(a) of the McFarland Municipal Code is amended to read as follows:

Sec. 2-650. - Duties and authorities.

(a) The Emergency Management Director shall develop and promulgate emergency management plans consistent with state plans, direct the emergency management program and perform such other duties related to emergency management as are required by the Village Board ~~and the Emergency Management Committee when applicable~~. The emergency management plans shall require the use of the incident command system by all emergency response agencies, ~~including local health departments,~~ during a state of emergency declared under Wis. Stats. ~~§§323.10 or 323.11~~ ~~§ 166.03(1)(b)1. or 166.23(1)~~ or in any other multijurisdictional or multiagency emergency response.

9. The State Law Reference for Sec. 2-650 is amended to read “Wis. Stats. §§323.14, 323.15.

~~State Law reference—Powers and duties of the head of emergency management services, Wis. Stats. § 166.03(5); emergency management plans, Wis. Stats. § 166.03(5)(a), (b).~~

The above and foregoing Ordinance was duly adopted at a regular meeting of the McFarland Village Board on the 10th day of May, 2021.

APPROVED:

Carolyn A. Clow, Village President

ATTEST:

Cassandra Suettinger, Village Clerk-Treasurer

ORDINANCE # 2021-05	
MOTION	SECOND
ACTION	DATE
Adopted	
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Brassington	Rupert
Clow	St. Clair
Flaherty	
Nelson	
VOTING RESULTS	
Motion Carried	
Motion Defeated:	

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, May 10, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer

AGENDA ITEM: Discussion and action to make appointment into the vacant Village Trustee position.

PREVIOUS ACTION:

ISSUE SUMMARY:

Pursuant to Wisconsin Statute 17.42, the Village Board will discuss and take action to appoint one of the candidates interviewed in item a to fill out the remainder of the term of the vacant Village Trustee seat that expired on April 18, 2022.

FINANCIAL/BUDGET IMPACT:

Not applicable.

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

Sec. 2-512. Vacancies. Also see Wis. Stat. § 17.24.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended Motion of approval:

"Motion to approve appointing (CANDIDATE) as Village Trustee to serve out the remainder of the term of office expiring April 18, 2022 effective May 11th at 8:00 a.m."

ATTACHMENTS:

None