

Monday, May 24, 2021

Village Board
6:00 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/83255659366>

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

Webinar ID: 832 5565 9366

1. CALL TO ORDER.
2. ATTENDANCE/ROLL CALL.
3. CEREMONIAL SWEARING CEREMONY - McFarland Municipal Center Parking Lot - 6:00 p.m. to 6:30 p.m.
 - a. Ceremonial swearing in of newly appointed Village Board Trustee Edward Wreh.
 - b. Ceremonial swearing in of newly appointed Police Chief Aaron Chapin
 - c. Ceremonial swearing in of newly appointed Police Lieutenant Jeremy Job.
4. RECESS - 6:30 p.m. to 7:00 p.m.
5. RECONVENE VIA ZOOM - COMMUNITY ROOM - 7:00 p.m.
6. PROCLAMATION
 - a. A Proclamation designating May 16 - 22, 2021 as Emergency Medical Services Week in the Village of McFarland.
7. PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS.
 - a. Public Announcements
 - b. Public Communications
8. CONSENT AGENDA.
 - a. Motion to approve the minutes of the May 10, 2021 Village Board meeting.

- b. Motion to approve Checks in the amount of \$410,703.51.
- c. Motion to approve an operator's license for Aaron Nash for the period of July 1, 2021 to June 30, 2022 with the conditions outlined in the letter from Lieutenant Jeremy Job dated April 30, 2021.
- d. Motion to approve an exception from Village Ordinance 8-52(a) for Kevin Williams, 3269 Freeway Court to have a private septic and well system with conditions provided on the Community & Economic Development Staff report dated May 24, 2021.
- e. Motion to approve Resolution 2021-17: a resolution authorizing the submittal of the Compliance Maintenance Annual Report for 2020 from the Public Utilities Committee.
- f. Motion to reject all bids received regarding the Request For Proposal for Forcemain locating services from the Public Utilities Committee.
- g. Motion to approve Ordinance #2021-05: an ordinance dissolving the Village of McFarland Emergency Management Committee.
- h. Motion to confirm Village President's amended appointments.

9. 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.

10. PUBLIC HEARING

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

11. BUSINESS.

- a. Discussion and action regarding the 75% plan submittal for the Public Safety Center.
- b. Discussion and action regarding Ordinance #2021-06: an ordinance creating Section 23-95 of the McFarland Municipal Code establishing criteria for determining the qualification of bidders on Village contracts.
- c. Discussion and action regarding owner's representation and construction management services for the Public Safety Center.
- d. Discussion and action regarding a proposal from Alliant Energy to participate in their Customer Hosted

Renewable Energy Program for the Public Safety Center.

- e. Plan Commission (President Clow & Trustee St. Clair)
 - 1) Discussion and action regarding Resolution 2021-15: A Resolution Accepting the Dedication of Right-of-Way at 6009 Johnson Street from the School District of McFarland.
- f. Discussion and action regarding acceptance of the Village of McFarland updated Operational Reopening Plan dated May 20, 2021.
- 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.*

12. 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 the Week of May 16 - 22, 2021, as Emergency Medical Services Week in McFarland, Wisconsin

WHEREAS, emergency medical services is a vital public service; and

WHEREAS, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, emergency medical services has grown to fill a gap by providing important, out of hospital care, including preventative medicine, follow-up care, and access to telemedicine; and

WHEREAS, the emergency medical services system consists of first responders, emergency medical technicians, paramedics, emergency medical dispatchers, firefighters, police officers, educators, administrators, pre-hospital nurses, emergency nurses, emergency physicians, trained members of the public, and other out of hospital medical care providers; and

WHEREAS, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

WHEREAS, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week; now

THEREFORE, hereby proclaim the week of May 16-22, 2021, as

EMERGENCY MEDICAL SERVICES WEEK

With the EMS Strong theme, ***THIS IS EMS: Caring for Our Communities***, I encourage the community to observe this week with appropriate programs, ceremonies, and activities.

ATTEST:

APPROVED:

Cassandra Suettinger, Village Clerk

Carolyn A. Clow, Village President

VILLAGE OF MCFARLAND
Village Board Minutes

Monday, May 10, 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 Michael Flaherty, Village Trustee Justin Rupert, Village Trustee Chris St. Clair, Village Trustee Carrie Nelson

Village Board members not present: None.

Staff Present: Administrator Matt Schuenke, Clerk/Treasurer Cassandra Suettinger, Public Works Director Jim Hessling, Streets/Utilities Superintendent Lee Igl, Parks Superintendent Sayer Larson, Outreach Director Lori Andersen, Fire/EMS Director Chris Dennis, and Communications & Technology Director Stephanie Miller.

3. PROCLAMATION

- a. *A Proclamation designating May 16 - 22, 2021 as Public Works Week in the Village of McFarland.*

President Clow proclaimed May 16th through May 22nd 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*

Public Works Director Jim Hessling announced the Village's Public Works Department would be holding it's annual Public Works Open House on May 22nd. He reported this years event will be a drive-through style event.

- 2) *Board of Review - May 27, 2021 - beginning at 9 a.m.*

Clerk/Treasurer Suettinger announced the 2021 Board of Review will take place on 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.

Motion by Village President Carolyn Clow, second by Village Trustee Chris St. Clair, to approve the consent agenda as presented. Motion carries 6 - 0 - 0 by acclamation.

6. PUBLIC APPEARANCES.

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

None.

7. BUSINESS.

- a. Interview of applicants for the vacant Village Trustee position as follows:

President Clow provided an overview of the format for the interviews. She reported candidates would each be provided 5 minutes to present information about themselves, and then Board members will have the opportunity to ask questions of applicants. She noted the first section of the agenda would be Trustees only opportunity to ask questions of applicants.

- 1) Edward Wreh

Candidate Edward Wreh provided an overview of himself and why he was interested in being appointed to fill the Village Trustee vacancy.

- 2) Daniel Kolk

Candidate Daniel Kolk provided an overview of himself and why he was interested in being appointed to fill the Village Trustee vacancy.

- 3) Clair Utter

Clair Utter provided an overview of himself and why he was interested in being appointed to fill the Village Trustee vacancy.

- 4) David Pagenkopf

David Pagenkopf provided an overview of himself and why he was interested in being appointed to fill the Village Trustee vacancy.

- b. Presentation and discussion on the 75% plan submittal for the Public Safety Center.

Village Administrator Schuenke reported on the process to date in presenting the 75% plans for the Public Safety Center.

Andrew Iverson and Matt Wolfert of Bray Architects presented the 75% plans for the proposed Public Safety Center.

Village Administrator Schuenke presented the schedule for the Public Safety Center project moving forward.

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.

Motion by Village President Carolyn Clow, second by Village Trustee Carrie Nelson, to approve revisions to the job description and request to fill the vacancy for the Parks Crewperson position within the Public Works Department. Motion carries 6 - 0 - 0 by acclamation.

d. Personnel Committee (President Clow & Trustee St. Clair)

1) Discussion and action regarding a compensation and classification study.

Motion by Village President Carolyn Clow, second by Village Trustee Chris St. Clair, to approve authorizing Village staff to contract with GovHR to complete the scope of services dated May 10, 2021. Motion carries 6 - 0 - 0 by acclamation.

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

President Clow presented an overview of Ordinance 2021-05: an ordinance dissolving the Village of McFarland Volunteer and Emergency Management Committee.

The Board discussed concerns with dissolving the Volunteer Committee and the message it would send to the Community. President Clow noted the intent of the dissolution of the Volunteer Committee would be to provide the Volunteer coordinator more time to spend on volunteer coordinator activities and reduce the amount of time needed preparing the Volunteer Committee meeting materials.

Motion by Village President Carolyn Clow, second by Village Trustee Chris St. Clair, to approve Ordinance #2021-05: an ordinance dissolving the Village of McFarland Volunteer and Emergency Management Committees.

Motion by Trustee Stephanie Brassington, second provided by discussion, to postpone action on Ordinance 2021-05 by 6 months.

Motion by Trustee Chris St. Clair, second provided by discussion, to amend the motion to postpone Ordinance 2021-05: an ordinance dissolving the Village of McFarland Volunteer and Emergency Management Committees by 60 days.

Motion by Trustee Chris St. Clair, second provided by discussion, to amend the motion to postpone Ordinance 2021-05: an ordinance dissolving the Village of McFarland Volunteer and Emergency Management Committees for 60 days to provide the postponement be only for the Volunteer Committee dissolution and that dissolution of the Emergency Management Committee be brought forth for consideration at the next Village Board Meeting.

Motion to replace the motion on the floor with the motion provided by Trustee Chris St. Clair carries 6 - 0 - 0 by acclamation. Amended motion carries 6 - 0 - 0 by acclamation.

f. Discussion and action to make appointment into the vacant Village Trustee position.

President Clow outlined that the Village Clerk/Treasurer would email the Board all of the feedback received on Village Trustee candidates through the online forum and that the Board would take a five minute recess to review the comments and then return to make a decision on the appointment. The Board recessed at 9:53 p.m. The Board returned from its recess at 9:58 p.m.

Motion by Trustee Justin Rupert, second by Chris St. Clair, to appoint Edward Wreh as Village Trustee to serve our the remainder of the vacant trustee seat ending in 2022. Motion carries 6 - 0 - 0 by acclamation.

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.

None.

8. ADJOURNMENT.

Motion by Village President Carolyn Clow, second by Village Trustee Justin Rupert, to adjourn at 10:12 p.m.

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

Respectfully submitted,
Cassandra Suettinger
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
4	MIDDLETON FORD	150302	VEHICLE PARTS	1	05/13/2021	24.98	.00	24.98	05/21/2021
		150302	VEHICLE PARTS	2	05/13/2021	24.98	.00	24.98	05/21/2021
		150302	VEHICLE PARTS	3	05/13/2021	24.97	.00	24.97	05/21/2021
		150302	VEHICLE PARTS	4	05/13/2021	91.57	.00	91.57	05/21/2021
		150316	M8 MAINTENANCE - TO B	1	05/17/2021	1,048.43	.00	1,048.43	05/21/2021
		150338	M8 MAINTENANCE	1	05/18/2021	1,017.76	.00	1,017.76	05/21/2021
		CM150316	M8 MAINTENANCE - REF	1	05/18/2021	1,048.43	.00	1,048.43	05/21/2021
Total 4:						1,184.26	.00	1,184.26	
30	ALLIANT ENERGY/WP&L	051121	MUNICIPAL CENTER	1	05/11/2021	2,472.92	.00	2,472.92	05/21/2021
		051121	PW FACILITY	2	05/11/2021	627.64	.00	627.64	05/21/2021
		051121	LIBRARY	3	05/11/2021	1,772.04	.00	1,772.04	05/21/2021
		051121	WELL #4	4	05/11/2021	1,628.01	.00	1,628.01	05/21/2021
		051121	SOCCER BUILDING - 482	5	05/11/2021	76.85	.00	76.85	05/21/2021
		051121	FLOOD LIGHT - 2860 HID	6	05/11/2021	27.61	.00	27.61	05/21/2021
Total 30:						6,605.07	.00	6,605.07	
68	BADGER WELDING SUPP	3647451	ACETYLENE & OXYGEN	1	04/30/2021	.90	.00	.90	05/21/2021
		3647451	ACETYLENE & OXYGEN	2	04/30/2021	.90	.00	.90	05/21/2021
		3647451	ACETYLENE & OXYGEN	3	04/30/2021	.90	.00	.90	05/21/2021
		3647451	ACETYLENE & OXYGEN	4	04/30/2021	3.30	.00	3.30	05/21/2021
		3650310	BADGER WELDING - OXY	1	05/11/2021	41.50	.00	41.50	05/21/2021
Total 68:						47.50	.00	47.50	
74	BAKER & TAYLOR BOOK	2035952873	ADULT BOOKS	1	05/07/2021	486.63	.00	486.63	05/21/2021
		2035967188	ADULT BOOKS	1	05/14/2021	448.05	.00	448.05	05/21/2021
Total 74:						934.68	.00	934.68	
96	BILL'S KEY SHOP INC	50994W	LOCKS	1	05/13/2021	100.00	.00	100.00	05/21/2021
Total 96:						100.00	.00	100.00	
158	CHARTER COMMUNICATI	0003261050	CHARTER CABLE	1	05/01/2021	98.39	.00	98.39	05/11/2021
Total 158:						98.39	.00	98.39	
166	CINTAS CORPORATION #	8405118361	FIRST AID SUPPLIES - RE	1	04/30/2021	34.89	.00	34.89	05/21/2021
		8405118361	FIRST AID SUPPLIES - RE	2	04/30/2021	9.52	.00	9.52	05/21/2021
		8405118361	FIRST AID SUPPLIES - RE	3	04/30/2021	9.51	.00	9.51	05/21/2021
		8405118361	FIRST AID SUPPLIES - RE	4	04/30/2021	9.51	.00	9.51	05/21/2021
Total 166:						63.43	.00	63.43	
234	DANE CO EMERGENCY	10400	COUNTY OF DANE EM -	1	05/07/2021	105.73	.00	105.73	05/21/2021
Total 234:						105.73	.00	105.73	
318	EGS	813602	M/C GENERATOR REPAI	1	05/04/2021	177.38	.00	177.38	05/21/2021
		813602	M/C GENERATOR REPAI	2	05/04/2021	48.36	.00	48.36	05/21/2021
		813602	M/C GENERATOR REPAI	3	05/04/2021	48.38	.00	48.38	05/21/2021

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		813602	M/C GENERATOR REPAI	4	05/04/2021	48.38	.00	48.38	05/21/2021
		813622	DPW SHOP GENERATOR	1	05/13/2021	25.26	.00	25.26	05/21/2021
		813622	DPW SHOP GENERATOR	2	05/13/2021	25.26	.00	25.26	05/21/2021
		813622	DPW SHOP GENERATOR	3	05/13/2021	25.25	.00	25.25	05/21/2021
		813622	DPW SHOP GENERATOR	4	05/13/2021	92.60	.00	92.60	05/21/2021
		813622	M/C GENERATOR REPAI	5	05/13/2021	168.38	.00	168.38	05/21/2021
Total 318:						659.25	.00	659.25	
361	FIRST SUPPLY LLC MADI	12697638-00	VALVES	1	05/11/2021	422.52	.00	422.52	05/21/2021
		12725561-00	WATER MAIN REPAIR PA	1	05/19/2021	1,872.00	.00	1,872.00	05/21/2021
Total 361:						2,294.52	.00	2,294.52	
408	GRAINGER INC	9891818552	HANDTRUCK & FAUCET	1	05/05/2021	303.45	.00	303.45	05/21/2021
		9897500881	GLOVES	1	05/11/2021	260.30	.00	260.30	05/21/2021
		9901147737	GLOVES	1	05/13/2021	176.60	.00	176.60	05/21/2021
		9902553883	GLOVES	1	05/17/2021	260.30	.00	260.30	05/21/2021
		9903121631	GLOVES	1	05/17/2021	520.60	.00	520.60	05/21/2021
		9904712271	PARKS GLOVES	1	05/18/2021	260.30	.00	260.30	05/21/2021
Total 408:						1,781.55	.00	1,781.55	
452	HYDRITE CHEMICAL	02467380	WATERWORKS CHEMICA	1	05/14/2021	614.31	.00	614.31	05/21/2021
Total 452:						614.31	.00	614.31	
476	JEFFERSON FIRE & SAF	IN129448	ANNUAL TESTING	1	04/28/2021	1,458.42	.00	1,458.42	05/21/2021
Total 476:						1,458.42	.00	1,458.42	
603	MCFARLAND CHAMBER	051321	ROOM TAX DISBURSEME	1	05/13/2021	795.84	.00	795.84	05/14/2021
Total 603:						795.84	.00	795.84	
634	MENARDS - MONONA	11844	PARK SUPPLIES	1	05/06/2021	62.65	.00	62.65	05/21/2021
		12183	PARK SUPPLIES	1	05/13/2021	106.74	.00	106.74	05/21/2021
		12204	PW SUPPLIES	1	05/13/2021	35.22	.00	35.22	05/21/2021
		12204	PW SUPPLIES	2	05/13/2021	9.61	.00	9.61	05/21/2021
		12204	PW SUPPLIES	3	05/13/2021	9.60	.00	9.60	05/21/2021
		12204	PW SUPPLIES	4	05/13/2021	9.60	.00	9.60	05/21/2021
		12237	PW SUPPLIES	1	05/14/2021	1.47-	.00	1.47-	05/21/2021
		12237	PW SUPPLIES	2	05/14/2021	.41-	.00	.41-	05/21/2021
		12237	PW SUPPLIES	3	05/14/2021	.41-	.00	.41-	05/21/2021
		12237	PW SUPPLIES	4	05/14/2021	.40-	.00	.40-	05/21/2021
		12238	PW SUPPLIES	1	05/14/2021	1.75	.00	1.75	05/21/2021
		12238	PW SUPPLIES	2	05/14/2021	.48	.00	.48	05/21/2021
		12238	PW SUPPLIES	3	05/14/2021	.48	.00	.48	05/21/2021
		12238	PW SUPPLIES	4	05/14/2021	.48	.00	.48	05/21/2021
Total 634:						233.92	.00	233.92	
640	MGE	11299443-05	STREET LIGHTS	1	05/03/2021	733.72	.00	733.72	05/14/2021
		21056320-05	LIFT #4 ELECT	1	05/12/2021	20.13	.00	20.13	05/21/2021
Total 640:						753.85	.00	753.85	

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
756	POMP'S TIRE SERVICE I	80239146	E1TIRES	1	05/19/2021	3,028.00	.00	3,028.00	05/21/2021
		80239671	TIRES	1	05/19/2021	506.00	.00	506.00	05/21/2021
		80239671	TIRES	2	05/19/2021	138.00	.00	138.00	05/21/2021
		80239671	TIRES	3	05/19/2021	138.00	.00	138.00	05/21/2021
		80239671	TIRES	4	05/19/2021	138.00	.00	138.00	05/21/2021
		80240071	ATV TIRES	1	05/15/2021	308.00	.00	308.00	05/21/2021
Total 756:						4,256.00	.00	4,256.00	
765	LEGAL SHIELD	0108629-051	LEGAL SHIELD	1	05/15/2021	306.05	.00	306.05	05/21/2021
Total 765:						306.05	.00	306.05	
800	RELIANT FIRE APPARAT	CI003160	FD VEHICLE MAINT	1	05/18/2021	87.33	.00	87.33	05/21/2021
Total 800:						87.33	.00	87.33	
879	SOUTH CENTRAL LIBRA	21-347	MOVIE LICENSE	1	05/10/2021	238.00	.00	238.00	05/21/2021
Total 879:						238.00	.00	238.00	
957	TOM'S AUTO CENTER IN	0050314	TRUCK REPAIR TRUCK 3	1	05/10/2021	4.50	.00	4.50	05/21/2021
		0050314	TRUCK REPAIR TRUCK 3	2	05/10/2021	4.50	.00	4.50	05/21/2021
		0050314	TRUCK REPAIR TRUCK 3	3	05/10/2021	4.50	.00	4.50	05/21/2021
		0050314	TRUCK REPAIR TRUCK 3	4	05/10/2021	16.50	.00	16.50	05/21/2021
		0050326	M4 MAINTENANCE	1	05/11/2021	30.00	.00	30.00	05/21/2021
Total 957:						60.00	.00	60.00	
958	TOWN & COUNTRY ENGI	22740	EXCHANGE ST PRELIM E	1	05/13/2021	11,625.30	.00	11,625.30	05/21/2021
		22741	2020 STREET/UTIL IMP -	1	05/13/2021	460.00	.00	460.00	05/21/2021
		22742	EAST SIDE SEWER EXTE	1	05/13/2021	5,287.35	.00	5,287.35	05/21/2021
		22743	VERIDIAN/UTTERBACK -	1	05/13/2021	2,283.75	.00	2,283.75	05/21/2021
		22744	2021 BROADHEAD/CTH	1	05/13/2021	2,007.50	.00	2,007.50	05/21/2021
		22745	2020 DOG PARK PARKIN	1	05/13/2021	887.80	.00	887.80	05/21/2021
		22746	CF INVESTMENTS - MC1	1	05/13/2021	195.95	.00	195.95	05/21/2021
		22747	2021 STREET & STORM S	1	05/13/2021	1,560.12	.00	1,560.12	05/21/2021
		22748	2021 GIS SUPPORT - MC	1	05/13/2021	346.75	.00	346.75	05/21/2021
		22748	2021 GIS SUPPORT - MC	2	05/13/2021	346.75	.00	346.75	05/21/2021
		22748	2021 GIS SUPPORT - MC	3	05/13/2021	346.75	.00	346.75	05/21/2021
		22748	2021 GIS SUPPORT - MC	4	05/13/2021	346.75	.00	346.75	05/21/2021
		22748	2021 GIS SUPPORT - MC	5	05/13/2021	346.75	.00	346.75	05/21/2021
		22749	2021 STORMWATER SUP	1	05/13/2021	573.75	.00	573.75	05/21/2021
Total 958:						26,615.27	.00	26,615.27	
1005	VANNGUARD UTILITY PA	8884	LOCATES	1	05/04/2021	99.00	.00	99.00	05/21/2021
Total 1005:						99.00	.00	99.00	
1175	HORTON GROUP INC TH	78033	HORTON LIABILITY	1	05/06/2021	3,541.00	.00	3,541.00	05/21/2021
Total 1175:						3,541.00	.00	3,541.00	
1245	PROFESSIONAL PEST C	514142	PW PEST CONTROL	1	05/14/2021	5.85	.00	5.85	05/21/2021
		514142	PW PEST CONTROL	2	05/14/2021	5.85	.00	5.85	05/21/2021
		514142	PW PEST CONTROL	3	05/14/2021	5.85	.00	5.85	05/21/2021

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		514142	PW PEST CONTROL	4	05/14/2021	21.45	.00	21.45	05/21/2021
		514143	MC PEST CONTROL	1	05/14/2021	25.30	.00	25.30	05/21/2021
		514143	MC PEST CONTROL	2	05/14/2021	6.90	.00	6.90	05/21/2021
		514143	MC PEST CONTROL	3	05/14/2021	6.90	.00	6.90	05/21/2021
		514143	MC PEST CONTROL	4	05/14/2021	6.90	.00	6.90	05/21/2021
		Total 1245:				85.00	.00	85.00	
1256	BOUND TREE MEDICAL,	84047638	EMS - SUPPLIES	1	05/04/2021	145.63	.00	145.63	05/21/2021
		Total 1256:				145.63	.00	145.63	
1264	BARNES INC	147675	DROPOFF SITE - INSTAL	1	04/30/2021	13,325.00	.00	13,325.00	05/21/2021
		147675	DROPOFF SITE - INSTAL	2	04/30/2021	13,325.00	.00	13,325.00	05/21/2021
		147675	BRUSH CURBSIDE ZONE	3	04/30/2021	3,075.20	.00	3,075.20	05/21/2021
		147675	BRUSH CURBSIDE ZONE	4	04/30/2021	3,075.20	.00	3,075.20	05/21/2021
		147680	PARK SPRAY BEDS FOR	1	04/30/2021	175.00	.00	175.00	05/21/2021
		147680	PW SPRING APPLICATIO	2	04/30/2021	151.25	.00	151.25	05/21/2021
		147680	PW SPRING APPLICATIO	3	04/30/2021	41.25	.00	41.25	05/21/2021
		147680	PW SPRING APPLICATIO	4	04/30/2021	41.25	.00	41.25	05/21/2021
		147680	PW SPRING APPLICATIO	5	04/30/2021	41.25	.00	41.25	05/21/2021
		Total 1264:				33,250.40	.00	33,250.40	
1358	EBI INC	050521	OFFICE CHAIR	1	05/05/2021	391.84	.00	391.84	05/21/2021
		050521	OFFICE CHAIR	2	05/05/2021	73.47	.00	73.47	05/21/2021
		050521	OFFICE CHAIR	3	05/05/2021	73.47	.00	73.47	05/21/2021
		050521	OFFICE CHAIR	4	05/05/2021	73.47	.00	73.47	05/21/2021
		Total 1358:				612.25	.00	612.25	
1397	ALL COMFORT SERVICE	625729	MC REPAIRS	1	04/19/2021	229.19	.00	229.19	05/21/2021
		625729	MC REPAIRS	2	04/19/2021	62.51	.00	62.51	05/21/2021
		625729	MC REPAIRS	3	04/19/2021	62.50	.00	62.50	05/21/2021
		625729	MC REPAIRS	4	04/19/2021	62.50	.00	62.50	05/21/2021
		Total 1397:				416.70	.00	416.70	
1694	HEARTLAND LITHO	65922	UTILITY BILLS PREPRINT	1	05/05/2021	455.89	.00	455.89	05/21/2021
		65922	UTILITY BILLS PREPRINT	2	05/05/2021	455.88	.00	455.88	05/21/2021
		65922	UTILITY BILLS PREPRINT	3	05/05/2021	455.88	.00	455.88	05/21/2021
		65932	ANNUAL CCR MAILING	1	05/05/2021	1,783.65	.00	1,783.65	05/21/2021
		65943	UTILITY BILLS	1	05/05/2021	75.91	.00	75.91	05/21/2021
		65943	UTILITY BILLS	2	05/05/2021	75.92	.00	75.92	05/21/2021
		65943	UTILITY BILLS	3	05/05/2021	75.92	.00	75.92	05/21/2021
		Total 1694:				3,379.05	.00	3,379.05	
1759	MANDT SANDFILL TRUC	58700	WATER MAIN SPOILS	1	04/20/2021	120.00	.00	120.00	05/21/2021
		Total 1759:				120.00	.00	120.00	
1896	NAPAAUTO PARTS	776162	VEHICLE PARTS MOWER	1	05/12/2021	60.02	.00	60.02	05/21/2021
		776162	VEHICLE PARTS MOWER	2	05/12/2021	16.37	.00	16.37	05/21/2021
		776162	VEHICLE PARTS MOWER	3	05/12/2021	16.37	.00	16.37	05/21/2021
		776162	VEHICLE PARTS MOWER	4	05/12/2021	16.37	.00	16.37	05/21/2021
		776168	VEHICLE MAINTENANCE	1	05/12/2021	28.03	.00	28.03	05/21/2021

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		776236	VEHICLE PARTS	1	05/13/2021	2.94	.00	2.94	05/21/2021
		776236	VEHICLE PARTS	2	05/13/2021	2.94	.00	2.94	05/21/2021
		776236	VEHICLE PARTS	3	05/13/2021	2.94	.00	2.94	05/21/2021
		776236	VEHICLE PARTS	4	05/13/2021	10.80	.00	10.80	05/21/2021
		777041	OIL FILTER	1	05/18/2021	59.11	.00	59.11	05/21/2021
		777042	AIR FILTER - PD SQUAD	1	05/18/2021	15.68	.00	15.68	05/21/2021
		777043	VEHICLE PARTS	1	05/18/2021	3.67	.00	3.67	05/21/2021
		777043	VEHICLE PARTS	2	05/18/2021	3.66	.00	3.66	05/21/2021
		777043	VEHICLE PARTS	3	05/18/2021	3.66	.00	3.66	05/21/2021
		777043	VEHICLE PARTS	4	05/18/2021	13.43	.00	13.43	05/21/2021
Total 1896:						255.99	.00	255.99	
1904	HUMPHREY SERVICE PA	1241354	WINDSHIELD WASH	1	05/12/2021	10.74	.00	10.74	05/21/2021
		1241355	SHOP SUPPLIES	1	05/12/2021	1.61	.00	1.61	05/21/2021
		1241355	SHOP SUPPLIES	2	05/12/2021	1.61	.00	1.61	05/21/2021
		1241355	SHOP SUPPLIES	3	05/12/2021	1.61	.00	1.61	05/21/2021
		1241355	SHOP SUPPLIES	4	05/12/2021	5.91	.00	5.91	05/21/2021
		1241501	DPW TRAILER	1	05/13/2021	8.63	.00	8.63	05/21/2021
		1241501	DPW TRAILER	2	05/13/2021	2.35	.00	2.35	05/21/2021
		1241501	DPW TRAILER	3	05/13/2021	2.35	.00	2.35	05/21/2021
		1241501	DPW TRAILER	4	05/13/2021	2.35	.00	2.35	05/21/2021
		1241734	SHOP SUPPLIES	1	05/17/2021	7.49	.00	7.49	05/21/2021
		1241734	SHOP SUPPLIES	2	05/17/2021	27.47	.00	27.47	05/21/2021
		1241734	SHOP SUPPLIES	3	05/17/2021	7.50	.00	7.50	05/21/2021
		1241734	SHOP SUPPLIES	4	05/17/2021	7.49	.00	7.49	05/21/2021
		1241880	FIRE DEPARTMENT PART	1	05/18/2021	39.36	.00	39.36	05/21/2021
Total 1904:						126.47	.00	126.47	
1910	ZURBUCHEN OIL INC	252009	DYED DIESEL FUEL	1	05/19/2021	536.50	.00	536.50	05/21/2021
Total 1910:						536.50	.00	536.50	
1948	MCFARLAND KWIK TRIP	052019	RESTITUTION FROM ZE	1	05/20/2019	1.59	.00	1.59	Multiple
Total 1948:						1.59	.00	1.59	
1989	CORPORATE BUSINESS	29283887	COPIER LEASE	1	05/07/2021	190.00	.00	190.00	05/21/2021
		29297133	COPIER LEASE	1	05/10/2021	51.36	.00	51.36	05/14/2021
		29297133	COPIER LEASE	2	05/10/2021	14.00	.00	14.00	05/14/2021
		29297133	COPIER LEASE	3	05/10/2021	14.00	.00	14.00	05/14/2021
		29297133	COPIER LEASE	4	05/10/2021	14.00	.00	14.00	05/14/2021
		29314490	COPIER LEASE	1	05/12/2021	168.30	.00	168.30	05/21/2021
Total 1989:						451.66	.00	451.66	
2042	THOMSON REUTERS	843284723	WEST INFORMATION CH	1	11/01/2020	177.10	.00	177.10	05/11/2021
		844310325	WEST INFORMATION CH	1	05/01/2021	185.96	.00	185.96	05/21/2021
Total 2042:						363.06	.00	363.06	
2058	MICROMARKETING LLC	845875	ADULT AUDIO BOOKS	1	04/06/2021	145.87	.00	145.87	05/21/2021
		849159	ADULT AUDIO BOOKS	1	05/04/2021	164.98	.00	164.98	05/21/2021
		850183	ADULT AUDIO BOOKS	1	05/13/2021	40.00	.00	40.00	05/21/2021

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 2058:						350.85	.00	350.85	
2082	NASSCO INC	S2758772.00	CLEANING SUPPLIES	1	05/14/2021	122.80	.00	122.80	05/21/2021
		S2758950.00	PARK SUPPLIES	1	05/14/2021	143.43	.00	143.43	05/21/2021
		S2759150.00	PARK SUPPLIES	1	05/14/2021	17.50-	.00	17.50-	05/21/2021
		S2760729.00	CLEANING SUPPLIES	1	05/19/2021	100.71	.00	100.71	05/21/2021
Total 2082:						349.44	.00	349.44	
2098	COACHING SYSTEMS LL	64546	CEVO BOOKS	1	05/19/2021	236.55	.00	236.55	05/21/2021
Total 2098:						236.55	.00	236.55	
2185	MSA PROFESSIONAL SE	R09361020.0	SUSTAINABILITY PLAN	1	05/12/2021	2,480.00	.00	2,480.00	05/21/2021
		R09361022.0	SURVEY WORK	1	05/07/2021	1,590.00	.00	1,590.00	05/21/2021
Total 2185:						4,070.00	.00	4,070.00	
2208	COUNTY MATERIALS CO	3570625-00	MANHOLE PARTS	1	05/04/2021	180.00	.00	180.00	05/21/2021
Total 2208:						180.00	.00	180.00	
2216	ANDRES MEDICAL	251702	APRIL COLLECTIONS	1	05/13/2021	1,455.63	.00	1,455.63	05/21/2021
Total 2216:						1,455.63	.00	1,455.63	
2245	CGC, INC	58624	PUBLIC SAFETY CENTER	1	05/17/2021	2,300.51	.00	2,300.51	05/21/2021
Total 2245:						2,300.51	.00	2,300.51	
2261	MIDDLETON POWER CE	148382	M2 MAINTENANCE	1	11/24/2020	36.00	.00	.00	Multiple
		148382	M2 MAINTENANCE	2	11/24/2020	36.00-			
Total 2261:						.00	.00	.00	
9137	RICOH USA INC	5061942771	RICOH COPIER EXTRA	1	04/30/2021	27.10	.00	27.10	05/14/2021
Total 9137:						27.10	.00	27.10	
11014	DEERFIELD PISTOL & AR	77221	UNIFORM ALLOWANCE -	1	02/26/2021	10.95	.00	10.95	05/21/2021
Total 11014:						10.95	.00	10.95	
14154	GLEICHER, SUSAN	051121	SALT SAVER REIMBURS	1	05/11/2021	75.00	.00	75.00	05/14/2021
Total 14154:						75.00	.00	75.00	
16181	WILS	494475	DATABASE SUBSCRIPTI	1	05/20/2021	147.00	.00	147.00	05/21/2021
Total 16181:						147.00	.00	147.00	
16234	GALLS, LLC	018232701	UNIFORM	1	04/27/2021	143.87	.00	143.87	05/21/2021
Total 16234:						143.87	.00	143.87	
16247	CITY TREASURER	07100600-05	STORMWATER FEES	1	05/07/2021	24.61	.00	24.61	05/14/2021

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 16247:						24.61	.00	24.61	
16341	LIBRARY JOURNAL	0-2077403(2	MAGAZINE SUBSCRIPTI	1	05/18/2021	99.00	.00	99.00	05/21/2021
Total 16341:						99.00	.00	99.00	
16378	DANE COUNTY REGISTE	050721	RECORDING FEE	1	05/07/2021	30.00	.00	30.00	05/11/2021
Total 16378:						30.00	.00	30.00	
16384	SUETTINGER, CASSAND	CS081220	MILEAGE	1	08/12/2020	11.50	.00	11.50	Multiple
		CS081220	SANITIZER	2	08/12/2020	29.94	.00	29.94	Multiple
Total 16384:						41.44	.00	41.44	
16385	THE PSYCHOLOGY CEN	186879	PRE-EMPLOYMENT EVAL	1	04/26/2021	850.00	.00	850.00	05/21/2021
Total 16385:						850.00	.00	850.00	
16640	TOP PACK DEFENSE LLC	6013	JOB UNIFORM ALLOWAN	1	04/26/2021	234.71	.00	234.71	05/21/2021
		6086	CHAPIN INITIAL ISSUE	1	05/04/2021	296.14	.00	296.14	05/21/2021
		6154	ZIETSMA CLOTHING ALL	1	05/10/2021	117.86	.00	117.86	05/21/2021
Total 16640:						648.71	.00	648.71	
16655	WI DEPT OF TRANSPORT	395-0000216	EXCHANGE ST PRELIMIN	1	05/03/2021	1,235.42	.00	1,235.42	05/21/2021
Total 16655:						1,235.42	.00	1,235.42	
16712	LIFE-ASSIST, INC	1097649	NARCAN REPLACEMENT	1	05/06/2021	280.26	.00	280.26	05/21/2021
		1100445	EMS EQUIPMENT SUPPLI	1	05/14/2021	570.75	.00	570.75	05/21/2021
Total 16712:						851.01	.00	851.01	
16792	REINHOLTZ, JEFFREY A	050621	SALT SAVER REIMBURS	1	05/06/2021	200.00	.00	200.00	05/21/2021
Total 16792:						200.00	.00	200.00	
16923	PERFECT TYPE & PRINT,	33590	CONSENT TO SEARCH F	1	05/13/2021	33.30	.00	33.30	05/21/2021
Total 16923:						33.30	.00	33.30	
17084	AMAZON CAPITAL SERVI	194P-XNTT-	DVDS & CDS	1	05/16/2021	86.90	.00	86.90	05/21/2021
		1G7Q-T7C9-	GIS ASSET MANAGEMEN	1	05/07/2021	309.90-	.00	309.90-	05/21/2021
		1HWQ-MH9	PW OPEN HOUSE SUPPL	1	05/13/2021	12.72	.00	12.72	05/21/2021
		1HWQ-MH9	PW OPEN HOUSE SUPPL	2	05/13/2021	12.72	.00	12.72	05/21/2021
		1HWQ-MH9	PW OPEN HOUSE SUPPL	3	05/13/2021	12.72	.00	12.72	05/21/2021
		1HWQ-MH9	PW OPEN HOUSE SUPPL	4	05/13/2021	12.72	.00	12.72	05/21/2021
		1HWQ-MH9	PW OPEN HOUSE SUPPL	5	05/13/2021	12.72	.00	12.72	05/21/2021
		1HWQ-MH9	SAFETY VESTS & GLOVE	1	05/14/2021	40.58	.00	40.58	05/21/2021
		1HWQ-MH9	SAFETY VESTS & GLOVE	2	05/14/2021	40.59	.00	40.59	05/21/2021
		1HWQ-MH9	SAFETY VESTS & GLOVE	3	05/14/2021	40.59	.00	40.59	05/21/2021
		1HWQ-MH9	SAFETY VESTS & GLOVE	4	05/14/2021	40.59	.00	40.59	05/21/2021
		1LKR-JWX6-	PUBLIC WORKS WEEKS	1	05/09/2021	2.58	.00	2.58	05/21/2021
		1LKR-JWX6-	PUBLIC WORKS WEEKS	2	05/09/2021	10.28	.00	10.28	05/21/2021
		1LKR-JWX6-	PUBLIC WORKS WEEKS	3	05/09/2021	25.64	.00	25.64	05/21/2021

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		1LKR-JWX6-	PUBLIC WORKS WEEKS	4	05/09/2021	5.11	.00	5.11	05/21/2021
		1LKR-JWX6-	PUBLIC WORKS WEEKS	5	05/09/2021	5.11	.00	5.11	05/21/2021
		1R7Q-6FPG-	DVDS & CDS	1	05/16/2021	79.83	.00	79.83	05/21/2021
		1WK3-FLYX-	PARK SUPPLIES	1	05/06/2021	145.50	.00	145.50	05/21/2021
Total 17084:						277.00	.00	277.00	
17092	GENERAL ENGINEERING	27	BUILDING INSPECTION S	1	05/12/2021	9,666.02	.00	9,666.02	05/21/2021
Total 17092:						9,666.02	.00	9,666.02	
17138	BRANDFOLDER, INC.	14977	BRANDFOLDER	1	05/12/2021	2,500.00	.00	2,500.00	05/21/2021
Total 17138:						2,500.00	.00	2,500.00	
17141	BADGERLAND DISPOSAL	0001624998	PORTABLE RESTROOM	1	05/06/2021	850.00	.00	850.00	05/21/2021
Total 17141:						850.00	.00	850.00	
17196	ASSOCIATED TRUST CO	060121-99G	VILLAGE 2020 GO NOTE	1	04/22/2021	59,795.83	.00	59,795.83	05/14/2021
		060121-99G	UTILITY 2020 GO NOTES	2	04/22/2021	9,816.88	.00	9,816.88	05/14/2021
Total 17196:						69,612.71	.00	69,612.71	
17232	APG OF SOUTHERN WIS	28886-0421	PLAN PUBLIC HEARING -	1	04/30/2021	81.62	.00	81.62	05/21/2021
		28886-0421	ADS FOR BIDS - STW/ST	2	04/30/2021	101.78	.00	101.78	05/21/2021
		28886-0421	VILLAGE BOARD MINUTE	3	04/30/2021	165.48	.00	165.48	05/21/2021
		28886-0421	TYPE D NOTICE	4	04/30/2021	22.96	.00	22.96	05/21/2021
		28886-0421	TYPE B NOTICE	5	04/30/2021	261.41	.00	261.41	05/21/2021
Total 17232:						633.25	.00	633.25	
17233	THE UNIFORM SHOPPE	310399	NAME TAGS	1	05/10/2021	16.95	.00	16.95	05/21/2021
Total 17233:						16.95	.00	16.95	
17316	MZ CONSTRUCTION, INC	043021-PAY	ORCHARD HILL - PAYAPP	1	04/30/2021	19,796.50	.00	19,796.50	05/21/2021
Total 17316:						19,796.50	.00	19,796.50	
17352	BRAY ASSOCIATES ARC	3488-11	PUBLIC SAFETY CENTER	1	04/30/2021	108,039.00	.00	108,039.00	05/21/2021
Total 17352:						108,039.00	.00	108,039.00	
17429	GREEN BAY PIPE & TV	3092	SEWER TELEVISIONING AND	1	05/03/2021	7,393.00	.00	7,393.00	05/21/2021
Total 17429:						7,393.00	.00	7,393.00	
17569	MCFARLAND ACE HARD	000903/1	FAUCET PART	1	05/05/2021	7.19	.00	7.19	05/21/2021
		000905/1	FAUCET PART RETURN	1	05/05/2021	7.19-	.00	7.19-	05/21/2021
		000918/1	BOLTS & NUTS	1	05/06/2021	14.88	.00	14.88	05/21/2021
		000920/1	PARKS SUPPLIES	1	05/06/2021	8.54	.00	8.54	05/21/2021
		000970/1	PW SHOP SUPPLIES	1	05/10/2021	1.29	.00	1.29	05/21/2021
		000970/1	PW SHOP SUPPLIES	2	05/10/2021	1.29	.00	1.29	05/21/2021
		000970/1	PW SHOP SUPPLIES	3	05/10/2021	1.29	.00	1.29	05/21/2021
		000970/1	PW SHOP SUPPLIES	4	05/10/2021	4.76	.00	4.76	05/21/2021
		000977/1	PW SHOP SUPPLIES	1	05/11/2021	1.07	.00	1.07	05/21/2021

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		000977/1	PW SHOP SUPPLIES	2	05/11/2021	1.07	.00	1.07	05/21/2021
		000977/1	PW SHOP SUPPLIES	3	05/11/2021	1.07	.00	1.07	05/21/2021
		000977/1	PW SHOP SUPPLIES	4	05/11/2021	3.92	.00	3.92	05/21/2021
		000978/1	PW SHOP SUPPLIES GL	1	05/11/2021	2.02	.00	2.02	05/21/2021
		000978/1	PW SHOP SUPPLIES GL	2	05/11/2021	2.02	.00	2.02	05/21/2021
		000978/1	PW SHOP SUPPLIES GL	3	05/11/2021	2.02	.00	2.02	05/21/2021
		000978/1	PW SHOP SUPPLIES GL	4	05/11/2021	7.43	.00	7.43	05/21/2021
		000985/1	PUBLIC WORKS OPEN H	1	05/11/2021	1.96	.00	1.96	05/21/2021
		000985/1	PUBLIC WORKS OPEN H	2	05/11/2021	7.79	.00	7.79	05/21/2021
		000985/1	PUBLIC WORKS OPEN H	3	05/11/2021	19.44	.00	19.44	05/21/2021
		000985/1	PUBLIC WORKS OPEN H	4	05/11/2021	3.88	.00	3.88	05/21/2021
		000985/1	PUBLIC WORKS OPEN H	5	05/11/2021	3.88	.00	3.88	05/21/2021
		000989/1	PW SHOP SUPPLIES	1	05/11/2021	2.70	.00	2.70	05/21/2021
		000989/1	PW SHOP SUPPLIES	2	05/11/2021	2.70	.00	2.70	05/21/2021
		000989/1	PW SHOP SUPPLIES	3	05/11/2021	2.70	.00	2.70	05/21/2021
		000989/1	PW SHOP SUPPLIES	4	05/11/2021	9.88	.00	9.88	05/21/2021
		000994/1	PARKS SUPPLIES	1	05/12/2021	6.29	.00	6.29	05/21/2021
		001003/1	MOWER PARTS	1	05/13/2021	1.21	.00	1.21	05/21/2021
		001003/1	MOWER PARTS	2	05/13/2021	1.21	.00	1.21	05/21/2021
		001003/1	MOWER PARTS	3	05/13/2021	1.21	.00	1.21	05/21/2021
		001003/1	MOWER PARTS	4	05/13/2021	4.46	.00	4.46	05/21/2021
		001031/1	OPERATING SUPPLIES	1	05/16/2021	3.23	.00	3.23	05/21/2021
		001034/1	PW SHOP SUPPLIES	1	05/17/2021	7.42	.00	7.42	05/21/2021
		001034/1	PW SHOP SUPPLIES	2	05/17/2021	2.02	.00	2.02	05/21/2021
		001034/1	PW SHOP SUPPLIES	3	05/17/2021	2.02	.00	2.02	05/21/2021
		001034/1	PW SHOP SUPPLIES	4	05/17/2021	2.02	.00	2.02	05/21/2021
		001048/1	PW SHOP SUPPLIES	1	05/18/2021	3.95	.00	3.95	05/21/2021
		001048/1	PW SHOP SUPPLIES	2	05/18/2021	1.08	.00	1.08	05/21/2021
		001048/1	PW SHOP SUPPLIES	3	05/18/2021	1.08	.00	1.08	05/21/2021
		001048/1	PW SHOP SUPPLIES	4	05/18/2021	1.08	.00	1.08	05/21/2021
		001055/1	PW SHOP SUPPLIES	1	05/18/2021	3.26	.00	3.26	05/21/2021
		001055/1	PW SHOP SUPPLIES	2	05/18/2021	.89	.00	.89	05/21/2021
		001055/1	PW SHOP SUPPLIES	3	05/18/2021	.89	.00	.89	05/21/2021
		001055/1	PW SHOP SUPPLIES	4	05/18/2021	.89	.00	.89	05/21/2021
		001065/1	BOLTS & NUTS	1	05/19/2021	.76	.00	.76	05/21/2021
		001065/1	BOLTS & NUTS	2	05/19/2021	.21	.00	.21	05/21/2021
		001065/1	BOLTS & NUTS	3	05/19/2021	.21	.00	.21	05/21/2021
		001065/1	BOLTS & NUTS	4	05/19/2021	.20	.00	.20	05/21/2021
		001066/1	PARKS SUPPLIES	1	05/19/2021	7.19	.00	7.19	05/21/2021
		001075/1	PUBLIC WORKS OPEN H	1	05/20/2021	1.44	.00	1.44	05/21/2021
		001075/1	PUBLIC WORKS OPEN H	2	05/20/2021	1.44	.00	1.44	05/21/2021
		001075/1	PUBLIC WORKS OPEN H	3	05/20/2021	1.44	.00	1.44	05/21/2021
		001075/1	PUBLIC WORKS OPEN H	4	05/20/2021	1.44	.00	1.44	05/21/2021
		001075/1	PUBLIC WORKS OPEN H	5	05/20/2021	1.43	.00	1.43	05/21/2021
Total 17569:						167.57	.00	167.57	
17577	BKS EXCAVATION, INC	050521-PAY	PAYAPP4 - EASTSIDE INT	1	05/05/2021	78,476.05	.00	78,476.05	05/21/2021
Total 17577:						78,476.05	.00	78,476.05	
17618	PALTZ, KEEAN	KP050921	BOOTS - UNIFORM ALLO	1	05/09/2021	141.90	.00	141.90	05/21/2021
Total 17618:						141.90	.00	141.90	
17620	CLARK, KATHERINE	050521	REFUND OF TAX INTERC	1	05/05/2021	691.00	.00	691.00	05/21/2021

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 17620:						691.00	.00	691.00	
17622	PETERSON, DON & DENI	050621	SALT SAVER REIMBURS	1	05/06/2021	200.00	.00	200.00	05/21/2021
Total 17622:						200.00	.00	200.00	
17623	MCCARTNEY, BEVERLY	050621	SALT SAVER REIMBURS	1	05/06/2021	200.00	.00	200.00	05/21/2021
Total 17623:						200.00	.00	200.00	
17624	HOWEN, MEGAN	050621	SALT SAVER REIMBURS	1	05/06/2021	200.00	.00	200.00	05/21/2021
Total 17624:						200.00	.00	200.00	
17625	LEWIS, ODELL	042121	UNCLAIMED PROPERTY	1	04/21/2021	1,322.00	.00	1,322.00	05/21/2021
Total 17625:						1,322.00	.00	1,322.00	
17626	BOB'S COPY SHOP	58449	SRP BANNERS	1	04/29/2021	225.00	.00	225.00	05/21/2021
Total 17626:						225.00	.00	225.00	
17627	BINKLEY, TAMMY	051321	RESTITUTION FROM T W	1	05/13/2021	1,500.00	.00	1,500.00	05/21/2021
Total 17627:						1,500.00	.00	1,500.00	
17628	STASSI, THELMA	051321	RESTITUTION FROM J G	1	05/13/2021	40.00	.00	40.00	05/21/2021
Total 17628:						40.00	.00	40.00	
17629	BACHUS, ALEXIS	051321	OVERPAYMENT FROM T	1	05/13/2021	264.60	.00	264.60	05/21/2021
Total 17629:						264.60	.00	264.60	
17630	SNYDER, ERIC & HEATH	051321	SALT SAVER REIMBURS	1	05/13/2021	200.00	.00	200.00	05/21/2021
Total 17630:						200.00	.00	200.00	
17631	FRABONI, GARRY & BAR	051321	SALT SAVER REIMBURS	1	05/13/2021	200.00	.00	200.00	05/21/2021
Total 17631:						200.00	.00	200.00	
17632	CONSOLIDATED PLASTI	7854461	BOOK DROP ROOM MAT	1	05/13/2021	100.80	.00	100.80	05/21/2021
Total 17632:						100.80	.00	100.80	
17633	AMERICAN PRINTING	0152425-IN	ANNUAL RPT PRINTING	1	05/19/2021	1,221.92	.00	1,221.92	05/21/2021
Total 17633:						1,221.92	.00	1,221.92	
Grand Totals:						409,973.33	.00	409,973.33	

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
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Report Criteria:

Detail report type printed

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Amount
05/08/2021	PC	05/14/2021		ANDERSON, ROBERT	228	88.05
05/08/2021	CDPT	05/14/2021		FIRE FIGHTERS LOCAL 3	8	102.49
05/08/2021	CDPT	05/14/2021		WI SCTF	5	207.69
05/08/2021	CDPT	05/14/2021		WPPA TREASURER	6	420.00

PAYROLL RELATED \$730.18

*\$88.05 was voided & reissued as a direct deposit

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, May 24, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Motion to approve an operator's license for Aaron Nash for the period of July 1, 2021 to June 30, 2022 with the conditions outlined in the letter from Lieutenant Jeremy Job dated April 30, 2021.

PREVIOUS ACTION:

On March 11, 2020 the Public Safety Committee conducted a hearing on the recommendation from Chief Sherven to deny issuance of an operator's license to Aaron Nash for the period ending June 30, 2020. On March 23, 2020 the Village Board discussed the recommendation from the Public Safety Committee and Chief Sherven for denial. The Board discussed the recommendation at great length, and ultimately voted to deny the issuance of an operator's license for Aaron Nash for the period ending June 30, 2020. They did however provide Mr. Nash that the operator's license approval policy states that approval of an application may be considered if the applicant provides the PSC substantial evidence in the form of credible documentation of rehabilitation, and that there would be nothing to preclude him from applying again in the new license year with such documentation for reconsideration.

On July 8, 2020, the Public Safety Committee conducted a hearing on the recommendation from Chief Sherven to deny issuance of an operator's license to Aaron Nash for the period ending June 30, 2021. The Committee voted to table the discussion to the next meeting to allow Mr. Nash the opportunity to provide information from an AODA counselor. On August 7, 2020, Mr. Nash submitted the requested documentation from his AODA counselor. On August 12, 2020, the Public Safety Committee conducted a hearing and recommended approval of an operator's License for Aaron Nash for the period ending June 30, 2021 conditioned upon Mr. Nash self-reporting any additional offenses contained within the Operator's License Approval Policy, Section 4: Criteria for Denial, and any additional offenses be grounds for staff commencing the revocation process. On August 24, 2020, the Village Board approved the issuance of an operator's license for Aaron Nash for the period ending June 30, 2021 with the condition that Mr. Nash self report any offenses contained within the Operator's License Approval Policy, Section 4: Criteria for Denial, that staff run quarterly background checks on Mr. Nash, and that any offenses contained within the Operator's License Approval Policy, Section 4: Criteria for Denial that occur be grounds for staff to commence the revocation process.

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

N/A



VILLAGE PLAN REFERENCE:

[Village Operator's License Review Policy](#)

ORDINANCE REFERENCE:

Village Ordinance 11-74

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Staff is recommending the same conditions be in place for Mr. Nash's license for the period ending June 30, 2022 as outlined in Lt. Job's letter of recommendation. If there are no subsequent violations, the first offense will drop off in June of 2022, and background checks would no longer be necessary after that time.

ATTACHMENTS:

1. A Nash - Police Recommendation

VILLAGE OF McFarland

Police Department



5915 Milwaukee St, McFarland, WI 53558 | 608.838.3151 | www.mcfarland.wi.us/police

DATE: April 30, 2021

TO: McFarland Village Board

FROM: Jeremy Job, Lieutenant of Police

REFERENCE: Alcohol Operators License for Aaron Nash

On this date I reviewed a new application for an Alcohol Operator's License submitted by the above applicant. Having completed my review of his application, my recommendation is that of approval with conditions.

I base my decision on the following section of Village Ordinance and the McFarland Alcohol Licensure Policy:

1. Village Ordinance 11-74 (c) (3), Guideline 3 (e), which states, in part:

Provided the circumstances substantially relate to the circumstances of the job, any person who has been convicted of or has a current charge pending, for two (2) or more offenses, arising out of separate incidents, within the last five (5) years immediately preceding the license application in the following subcategories does not qualify for an operator's license:

Operating a motor vehicle while under the influence of intoxicants or drugs and sale to a minor.

Mr. Nash's history shows:

- A conviction for Operating a Motor Vehicle While Intoxicated on 06-01-2017.
- A conviction for Sale to a Minor in 2019 as indicated on his Operator's License Application.

As was required for the last licensing period, I recommend issuance of an operator's license for Aaron Nash for the period ending June 30, 2022 with the condition that Mr. Nash self-report any offenses contained within the Operator's License Approval Policy, Section 4: Criteria for Denial, and that staff run quarterly background checks on Mr. Nash at his expense, and that any offenses contained within the Operator's License Approval Policy, Section 4: Criteria for Denial that occur be grounds for staff to commence the revocation process.

Respectfully,

A handwritten signature in black ink, appearing to read "Jeremy Job".

Jeremy Job
Lieutenant of Police

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Monday, May 24, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Motion to approve an exception from Village Ordinance 8-52(a) for Kevin Williams, 3269 Freeway Court to have a private septic and well system with conditions provided on the Community & Economic Development Staff report dated May 24, 2021.

PREVIOUS ACTION:

Ordinance 2017-21. Ordinance annexing property to the Village.

Ordinance 2018-03. Ordinance rezoning property to the RH-1 District.

ISSUE SUMMARY:

3269 Freeway Court is a vacate lot within the Freeway Manor Subdivision (Lot 9). The Freeway Manor Subdivision was platted in 1972, and annexed to the Village in 2017. The owner has submitted a building permit for the construction of a single family home. The property is zoned RH-1 Rural Homes and single family homes are a permitted use. The minimum lot size of the RH-1 District is 1-acre, the property is 0.52 acres in size, and is thus non-conforming. Sec. 62-10(3)(b) allows in any resident district on an existing lot of record a single-family dwelling regardless of the size of the lot, provided that all other requirements of the Zoning Code are met. This generally includes, but is not limited to, lot width, building setback and height requirements.

The existing homes within the Freeway Manor Subdivision are each on their own private septic and well. Sec. 8-52(a) of the Building Code states: "Unless an exception is granted by the Village Board, no building permit shall be issued for the construction of any residential building until public sewer and water are installed in the streets necessary to service the property for which the permit is required." The Village does not have public sewer or water mains installed in Freeway Court and nearest public utilities are approximately two miles away in the Juniper Ridge Subdivision. The Village's current Capital Improvement Plan does not include extension of public sewer and water down Siggelkow Road to serve properties in Freeway Manor.

There are portion of Chapter 47 Public Utilities that address future well and septic abandonment and mandatory connections to public water and sewer utilities when services become available in the street serving the property. The costs of abandonment of private utilities and connection to public utilities are the responsibility of the property owner. In addition, septic systems and wells require permits from Dane County and the WDNR.

FINANCIAL/BUDGET IMPACT:



VILLAGE PLAN REFERENCE:

The property is planned for Single Family Residential in the Village's Comprehensive Plan Future Land Use Map.

ORDINANCE REFERENCE:

Sec. 8-52(a) Utilities Required, Residential Buildings
Sec. 47-51 Mandatory Public Water Connections
Sec. 47-105 Mandatory Public Sewer Connections
Sec. 62-69 Permitted Uses, RH-1 District
Sec. 62-70 Residential District Bulk Standards, RH-1 District

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommend approval of the request for an exception to Village Ordinance 8-52(a) for Kevin Williams, 3269 Freeway Court to have a private septic and well system for a new single family residence, conditioned on:

1. Applicant obtaining both a Sanitary Permit and Well Location Permit from Dane County.
2. Applicant obtaining a Well Construction Permit from the WDNR.
3. Mandatory connection to public water wells and public sewer upon their construction in streets adjacent to the property in accordance with Sec. 47-51 and Sec. 47-105 of the Village Municipal Code of Ordinance. Applicant to provide a signed statement to the Community & Economic Development Department acknowledging the mandatory connections required under Sec. 47-51 and Sec. 47-105, which the Village may record with the Dane County Register of Deeds at applicants expense.

ATTACHMENTS:

1. WaunakeeSeptic 3269 Freeway Court
2. Acknowledgement

New System

Conventional gravity

DANE COUNTY

NO. 13-2021-00086

STATE SANITARY PERMIT

☐ TRANSFER/RENEWAL PREVIOUS NO. _____

OWNER: Kevin C Williams

PLUMBER: Ken Meier LIC.#: 224144

TOWN/CITY: VILLAGE OF MCFARLAND

SECTION: 36, TOWN: 07N, RANGE: 10 E/W

AND/OR LOT: 9 BLOCK _____

SUBDIVISION: FREEWAY MANOR

Nathan Harms AUTHORIZED ISSUING OFFICER - DATE 04/28/2021

CHAPTER 145.135 (2) WISCONSIN STATUTES

The purpose of the sanitary permit is to allow installation of the private sewage system described in the permit. The approval of the sanitary permit is based on regulations in force on the date of approval.

The sanitary permit is valid and may be renewed for a specified period.

Changed regulations will not impair the validity of a sanitary permit.

Renewal of the sanitary permit will be based on regulations in force at the time renewal is sought, and that changed regulations may impede renewal.

History: 1977 c. 168; 1979 c. 34,221; 1981 c. 314

Note: If you wish to renew the permit, or transfer ownership of the permit, please contact the county authority.

THIS PERMIT EXPIRES 4/28/2023 UNLESS RENEWED BEFORE THAT DATE

POST IN PLAIN VIEW

VISIBLE FROM THE ROAD FRONTING THE LOT DURING CONSTRUCTION

SBD-06499 (R.8/00)



Safety and Buildings Division
201 W. Washington Ave., P.O. Box 7162
Madison, WI 53707-7162

County

Dane

Sanitary Permit Number (to be filled in by Co.)

13-2021-00086

Sanitary Permit Application

In accordance with SPS 383.21(2), Wis. Adm. Code, submission of this form to the appropriate governmental unit is required prior to obtaining a sanitary permit. Note: Application forms for state-owned POWTS are submitted to the Department of Safety and Professional Services. Personal information you provide may be used for secondary purposes in accordance with the Privacy Law, s. 15.04(1)(m), Stats.

I. Application Information - Please Print All Information

APR 14 2021

Property Owner's Name

Kevin & Kelli Williams

Environmental Health
Madison & Dane County

Property Owner's Mailing Address

3700 Parmenter Street, #201

State Transaction Number

Project Address (if different than mailing address)

3269 Freeway Ct

Parcel #

0710-364-0110-1 (current)

Property Location

Govt. Lot

NE 1/4, SE 1/4, Section 36
(circle one)

T 7 N; R 10 E or W

Subdivision Name

Freeway Manor

☐ City of

☒ Village of McFarland

☒ Town of Bloomington

City, State

Middleton, WI

Zip Code 53562

Phone Number

53558

II. Type of Building (check all that apply)

☒ 1 or 2 Family Dwelling - Number of Bedrooms 3

☐ Public/Commercial - Describe Use _____

☐ State Owned - Describe Use _____

Lot #

9

Block #

CSM Number

III. Type of Permit: (Check only one box on line A. Complete line B if applicable)

A. ☒ New System ☐ Replacement System ☐ Treatment/Holding Tank Replacement Only ☐ Other Modification to Existing System (explain)

B. ☐ Permit Renewal Before Expiration ☐ Permit Revision ☐ Change of Plumber ☐ Permit Transfer to New Owner

List Previous Permit Number and Date Issued

IV. Type of POWTS System/Component/Device: (Check all that apply)

☒ Non-Pressurized In-Ground ☐ Pressurized In-Ground ☐ At-Grade ☐ Mound $\geq$ 24 in. of suitable soil ☐ Mound $<$ 24 in. of suitable soil
☐ Holding Tank ☐ Other Dispersal Component (explain) _____ ☐ Pretreatment Device (explain) _____

V. Dispersal/Treatment Area Information:

Design Flow (gpd)	Design Soil Application Rate (gpd/sf)	Dispersal Area Required (sf)	Dispersal Area Proposed (sf)	System Elevation
<u>450</u>	<u>1.4</u>	<u>1125</u>	<u>1125</u>	<u>98.0 99.3 100.6</u>

VI. Tank Info

	Capacity in Gallons		Total Gallons	# of Units	Manufacturer	Prefab Concrete	Site Constructed	Steel	Fiber Glass	Plastic
	New Tanks	Existing Tanks								
Septic or Holding Tank	<u>1000</u>		<u>1000</u>	<u>1</u>	<u>Meade</u>	<u>X</u>				
Dosing Chamber										

VII. Responsibility Statement- I, the undersigned, assume responsibility for installation of the POWTS shown on the attached plans.

Plumber's Name (Print)

KENNETH MEIER

Plumber's Signature

Kenneth Meier

MP/MPRS Number

224144

608-849-8771

Plumber's Address (Street, City, State, Zip Code)

7361 DARLIN DRIVE, DANE, WI 53529

VIII. County/Department Use Only

☒ Approved ☐ Disapproved	Permit Fee \$ <u>440.00</u>	Date Issued <u>04/27/2021</u>	Issuing Agent Signature <u>[Signature]</u>
☐ Owner Given Reason for Denial			

IX. Conditions of Approval/Reasons for Disapproval

Attach to complete plans for the system and submit to the County only on paper not less than 8 1/2 x 11 inches in size

SEPTIC SPECIALISTS & EXCAVATING, INC.

7361 DARLIN DRIVE

DANE, WI 53529

608-849-8771

Cover Sheet

April 14, 2021

Non Pressure In Ground System For a 3 bedroom house (450 gpd)

Owner: Kevin & Kelli Williams

~~6138 Canyon PKWY~~

3700 Parmenter Street, #201

~~McFarland WI 53558~~

Middleton, WI 53562

Parcel Number: ~~0710-364-0109-6~~ 0710-364-0110-1 (current)

Legal Description: NE¼, SE¼ Sec36, T7N, R10E

Village of McFarland ~~Blooming Grove~~, Dane County

Component Manual used, In-Ground Soil Absorption, Ver. 2.0 SBD-10705-P (N.01/01, R10/12)

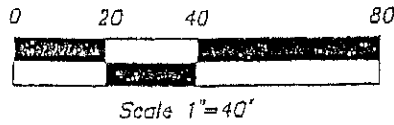
Inside Information:

Page #1	Cover Sheet
Page #2	Plot Plan
Page #3	Septic Tank & Cell Cross Sections
Page #4	POWTS Owner's Manual & Management Plan
Page #5	POWTS Owner's Manual & Management Plan

Plumbers Name: Kenneth Meier

Signature: Kenneth Meier MPRS 224144

Lot 9 Freeway Manor

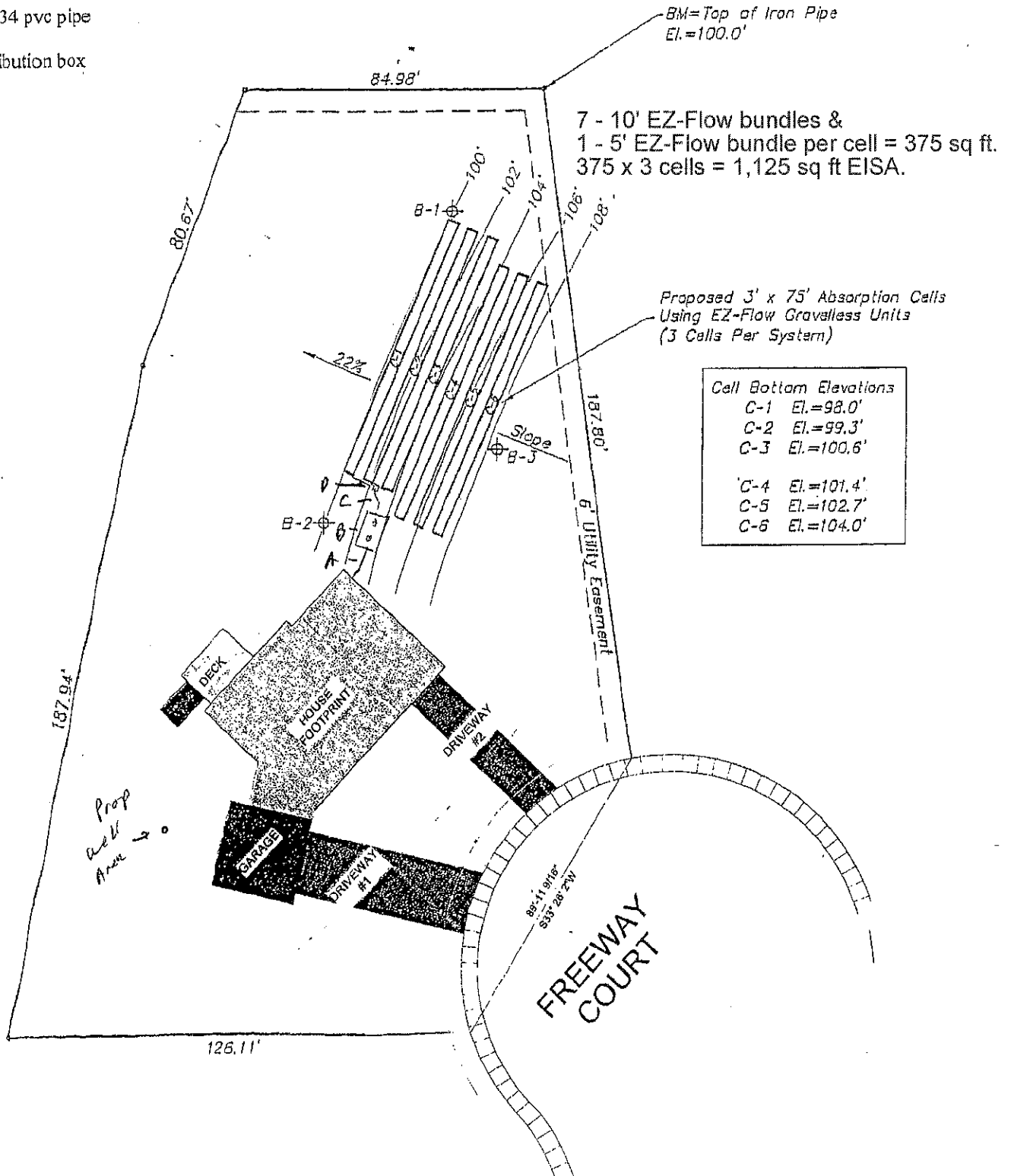


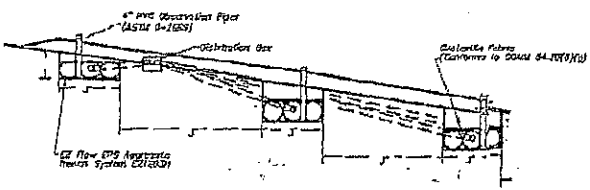
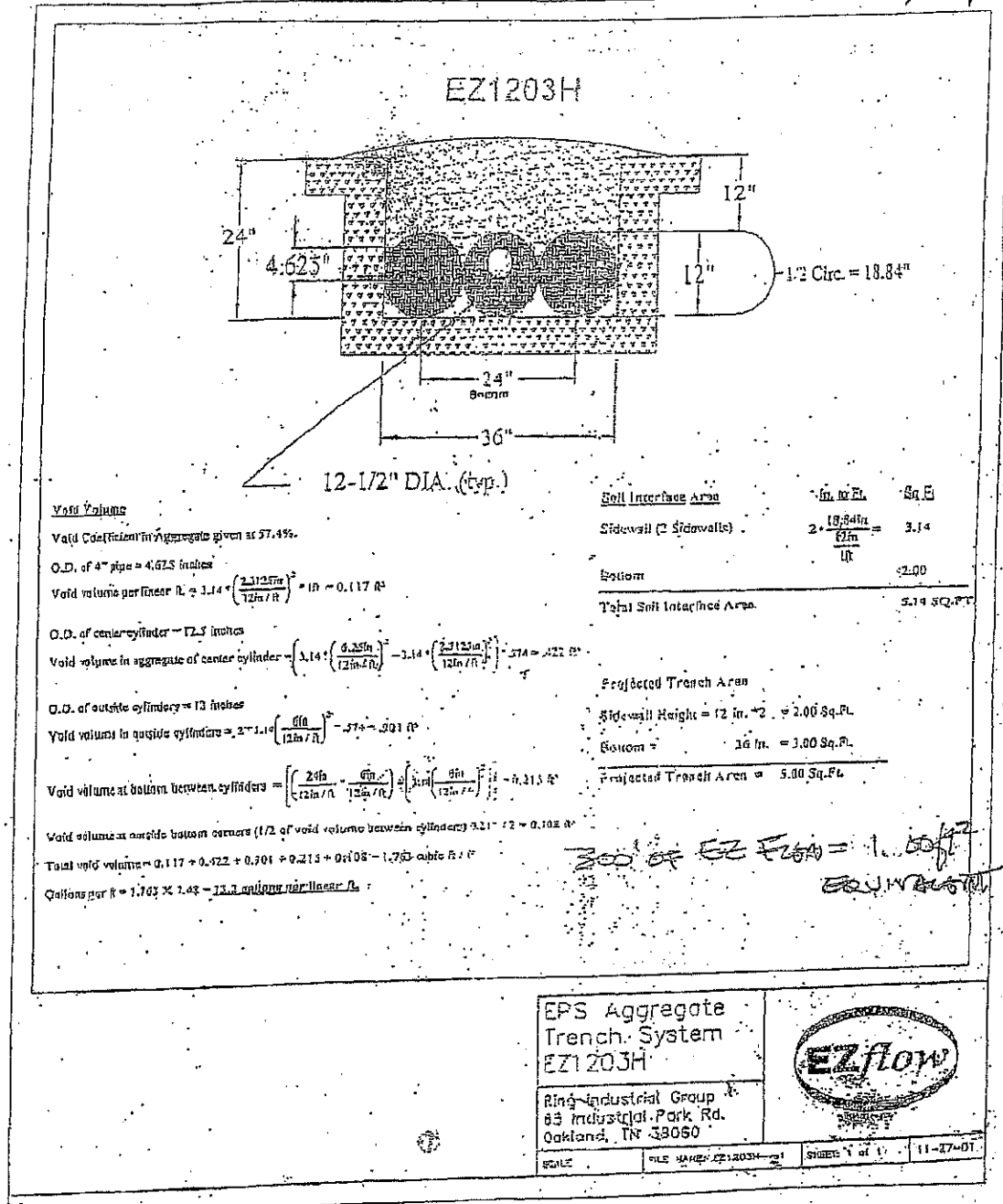
A—AST #D1785 4" Sch 40 pvc pipe

B—1000 gallon 2 compt. Septic tank with FT08 Orenco filter

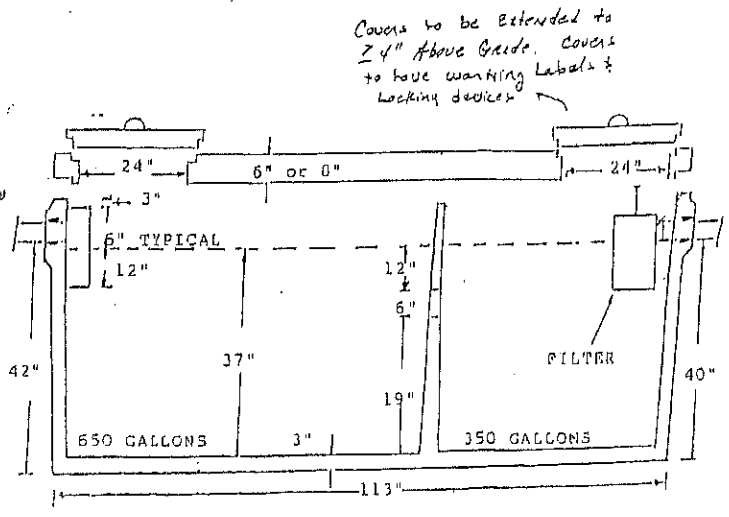
C—4" 3034 pvc pipe

D—Distribution box





Cross Section Of Absorption Cells



POWTS OWNER'S MANUAL & MANAGEMENT PLAN

FILE INFORMATION

Owner: Kevin & Kelli Williams	
Permit: 13-2021-00086	POWTS #

DESIGN PARAMETERS

Number of Bedrooms:	<u>3</u>	☐ NA
Number of Public Facility Units:		☐ NA
Estimated (average) Flow:	<u>360</u> gal/day	
Design (peak) Flow = estimated x 1.5:	<u>450</u> gal/day	
In Situ Soil Application Rate:	<u>4</u> gal/day/ft ²	
Standard Domestic Influent/Effluent Monthly average		
Fats, Oil & Grease (FOG)	≤ 30 mg/L	
Biochemical Oxygen Demand (BOD ₅)	≤ 220 mg/L	☐ NA
Total Suspended Solids (TSS)	≤ 150 mg/L	
High Strength Influent/Effluent Monthly average		
Fats, Oil & Grease (FOG)	> 30 mg/L	
Biochemical Oxygen Demand (BOD ₅)	> 220 mg/L	☒ NA
Total Suspended Solids (TSS)	> 150 mg/L	
Pretreated Effluent Monthly average		
Biochemical Oxygen Demand (BOD ₅)	≤ 30 mg/L	
Total Suspended Solids (TSS)	≤ 30 mg/L	☒ NA
Facal Coliform (geometric mean)	≤ 10 ⁴ col/100ml	
Maximum Effluent Particle Size:	<u>1/8 in dia.</u>	☐ NA
Other:		☒ NA

SYSTEM SPECIFICATIONS

Tank Manufacturer:	<u>Meade</u>	☐ NA
☒ Septic ☐ Dosa ☐ Holding	Volume: <u>1000</u> gal	
Tank Manufacturer:		☒ NA
☐ Septic ☐ Dosa ☐ Holding	Volume: _____ gal	
Vertical Distance Tank Bottom(s) to Service Pad:	<u>8</u> ft	
Horizontal Distance Tank(s) to Service Pad:	<u>40</u> ft	
Specific servicing mechanics must be provided if vertical is > 15 feet or if horizontal is > 150 feet. Specific instructions on plan addendum.		
Effluent Filter Manufacturer	<u>Oreneo</u>	☐ NA
Effluent Filter Model:	<u>FT0822-14B-250</u>	
Pump Manufacturer:		☒ NA
Pump Model:		
Pretreatment Unit		
Manufacturer:		
☐ Mechanical Aeration	☐ Peat Filter	
☐ Disinfection	☐ Wetland	☒ NA
☐ Sand/Gravel Filter	☐ Other:	
Soil Absorption System		
☒ In-Ground (gravity)	☐ In-Ground (pressure)	☐ NA
☐ At-Grade	☐ Mound	
☐ Drip-Line	☐ Other:	
Other:		☒ NA

MAINTENANCE SCHEDULE

Service Event	Service Frequency	
Pump out contents of tank(s)	☒ When combined sludge and scum equals one-third (1/3) of tank volume. ☐ When the high water alarm is activated.	
Inspect condition of tank(s)	At least once every 3 years.	☐ NA
Inspect dispersal cells(s)	At least once every 3 years.	☐ NA
Clean effluent filter	Every 13 Months or as needed	☐ NA
Inspect pump, pump controls & alarm	When tanks are serviced	☐ NA
Flush laterals and pressure test	When tanks are serviced	☐ NA
Other:		☐ NA
Other:		☐ NA

MAINTENANCE INSTRUCTIONS

Inspections of tanks and dispersal cells shall be made by an individual carrying one of the following licenses or certifications: Master Plumber, Master Plumber Restricted Sewer, POWTS Inspector, POWTS Maintainer, Septage Servicing Operator (pumper). Tank inspections must include a visual inspection of the tank(s) to identify any missing or broken hardware, identify any cracks or leaks; measure the volume of combined sludge and scum and a check for any back up or ponding of effluent on the ground surface. If the volume of sludge and scum is less than one-third (1/3) of the liquid volume of the tank, the tank does not need to be pumped and identifying cracks in floor or walls of the tank may not be possible at that time. The dispersal cell(s) shall be visually inspected to check the effluent levels in the observation pipes and to check for any ponding of effluent on the ground surface. The ponding of effluent on the ground surface may indicate a failing condition and requires the immediate notification of the local regulatory authority.

When the combined accumulation of sludge and scum in any treatment tank equals one-third (1/3) or more of the tank volume, the entire contents of the tank shall be removed by a Septage Servicing Operator and disposed of in accordance with chapter NR 111, Wisconsin Administrative Code.

All other services, including but not limited to the servicing of effluent filters, mechanical or pressurized components, pretreatment units, and any servicing at intervals of at least 2 months, shall be performed by a certified POWTS Maintainer.

A service report shall be provided to the Environmental Health and Labs Division of Public Health Madison and Dane County within 30 days of completion of any service event.

START UP AND OPERATION

For new construction, prior to use of the POWTS, check treatment tank(s) for the presence of painting products, solvents or other chemicals or sediment that may impede the treatment process and/or damage the soil absorption cell(s). If high amounts of these materials are detected in the tanks, have the contents of the tank(s) removed by a septage servicing operator prior to use.

System start up shall not occur when soil conditions are frozen at the infiltrative surface.

During extended power outages pump tanks may fill above normal high water levels. When power is restored the excess wastewater will be discharged to the dispersal cell(s) in one large dose and may overload them resulting in the backup or surface discharge of effluent. To avoid this situation have the contents of the pump tank removed by a Septage Servicing Operator prior to restoring power to the effluent pump or contact a Plumber or POWTS Maintainer to assist in manually operating the pump controls to restore normal levels within the pump tank.

Do not drive or park vehicles over tanks and dispersal cells. Do not drive or park over, or otherwise disturb or compact, the area within 15 feet down slope of any mound or at-grade soil absorption area.

Reduction or elimination of the following from the wastewater stream may improve the performance and prolong the life of the POWTS: antibiotics, baby wipes, cigarette butts, condoms, cotton swabs, degreasers, dental floss, diapers, disinfectants, fat, foundation drain (sump pump) discharge, fruit and vegetable peelings, gasoline, greases, herbicides, meat scraps, medications, oils, painting products, pesticides, sanitary napkins, tampons, and water softener brine.

ABANDONMENT

When the POWTS fails and/or is permanently taken out of service the following steps shall be taken to insure that the system is properly and safely abandoned in compliance with s. DSFS 583 Wisconsin Administrative Code:

- All piping to tanks, pits and other soil absorption systems shall be disconnected and the abandoned pipe openings sealed.
- The contents of all tanks and pits shall be removed and properly disposed of by a Septage Servicing Operator (pumper).
- After pumping, all tanks and pits shall be excavated and removed or their covers removed and the void space filled with soil, gravel or another inert solid material.

CONTINGENCY PLAN

If the POWTS fails and cannot be repaired the following measures have been, or must be taken, to provide a code compliant replacement system:

- ☒ A suitable replacement area has been evaluated and may be utilized for the location of a replacement soil absorption system. The replacement area should be protected from disturbance and compaction and should not be infringed upon by required setbacks from existing and proposed structures, lot lines and wells. Failure to protect the replacement area will result in the need for a new soil and site evaluation to establish a suitable replacement area. Replacement systems must comply with the rules in effect at the time of their permit issuance.
- ☐ A suitable replacement area is not available due to setback and/or soil limitations. If the soil absorption system cannot be rehabilitated and barring advances in POWTS technology, a holding tank may be installed as a last resort.
- ☐ The site has not been evaluated to identify a suitable replacement area. Upon failure of the POWTS a soil and site evaluation must be performed to locate a suitable replacement area. If no replacement area is available a holding tank may be installed as a last resort to replace the failed POWTS.
- ☐ Mound and at-grade soil absorption systems may be reconstructed in place following removal of the biomat at the infiltrative surface. Reconstructions of such systems must comply with the rules in effect at that time.

WARNING: TREATMENT TANKS AND HOLDING TANKS MAY CONTAIN POISONOUS GASES AND LACK SUFFICIENT OXYGEN TO SUPPORT LIFE. NEVER ENTER A TREATMENT TANK OR HOLDING TANK UNDER ANY CIRCUMSTANCE. DEATH MAY RESULT. ESCAPE OR RESCUE FROM THE INTERIOR OF A TANK IS VERY DIFFICULT.



ADDITIONAL INFORMATION:

POWTS INSTALLER

Name:

Ken Meier

Phone:

849-8771

POWTS MAINTAINER

Name:

Phone:

SAME

SEPTAGE SERVICING OPERATOR (PUMPER)

Name:

Phone:

LOCAL REGULATORY AUTHORITY

Name:

Phone:

HEALTH

I Kevin Williams acknowledge that if and when water and sewer utilities are brought to the site, I will be required to connect to the Village of Mcfarland services.

5/6/2021

A handwritten signature in black ink, appearing to read 'Kevin Williams', with a long horizontal stroke extending to the right.

Kevin Williams

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Monday, May 24, 2021

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Jim Hessling, Public Works Director

AGENDA ITEM: Motion to approve Resolution 2021-17: a resolution authorizing the submittal of the Compliance Maintenance Annual Report for 2020 from the Public Utilities Committee.

PREVIOUS ACTION:

This item was discussed and approved at the May 18, 2021 Public Utilities meeting.

ISSUE SUMMARY:

The 2020 CMAR (Compliance Maintenance Annual Report) is an annual DNR report that indicates the health of the sewer utility in the area of maintenance and its equipment replacement fund. We are required to submit this report on an annual basis.

The utility has again received the highest grade possible of an "A" in both the financial and collection system sections.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommend to the Village Board, via resolution, the acceptance of the 2020 Compliance Maintenance Annual Report (CMAR) as presented.

ATTACHMENTS:

1. 2021-17 Resolution accepting the CMAR
2. FYE 2020 CMAR for VB

RESOLUTION 2021-17

A RESOLUTION AUTHORIZING SUBMITTAL OF THE COMPLIANCE MAINTENANCE ANNUAL REPORT FOR 2020

WHEREAS, the McFarland Board of Trustees has received and reviewed the Compliance Maintenance Annual Report (CMAR) for 2020; and

WHEREAS, The Village Board of Trustees is pleased to acknowledge the “A” letter grade achieved by the McFarland Sewer Utility on both the Financial Management and Collection Systems portions of the CMAR; and

WHEREAS, The Village Board of Trustees will consider optional actions in the future that would further improve the future performance of the McFarland Sewer Utility;

NOW THEREFORE, BE IT RESOLVED that the Village of McFarland Board of Trustees accepts the CMAR for 2020 and authorizes its submission to the Wisconsin Department of Natural Resources.

The above and foregoing Resolution was duly adopted by the McFarland Board of Trustees at a regular meeting held this 24th day of May, 2021.

VILLAGE OF MCFARLAND:

By: _____
Carolyn A. Clow, Village President

ATTEST:

Cassandra Suettinger
Village Clerk/Treasurer

RESOLUTION # 2021-17	
MOTION	SECOND
ACTION	DATE
Adopted	
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Brassington- Clow- Flaherty- Rupert-	St. Clair- Nelson- Wreh-
VOTING RESULTS	
Motion Carried	
Motion Defeated:	

Compliance Maintenance Annual Report

Mcfarland Sewage Collection System

Last Updated: Reporting For:
5/19/2021 2020

Financial Management

1. Provider of Financial Information Name: Matt Schuenke Telephone: 608-838-3153 (XXX) XXX-XXXX E-Mail Address (optional):		
2. Treatment Works Operating Revenues 2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ? ● Yes (0 points) ☐ ☐ ○ No (40 points) If No, please explain: 2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised? Year: 2020 ● 0-2 years ago (0 points) ☐ ☐ ○ 3 or more years ago (20 points) ☐ ☐ ○ N/A (private facility) 2.3 Did you have a special account (e.g., CFWP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system? ● Yes (0 points) ○ No (40 points)		0
REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]		
3. Equipment Replacement Funds 3.1 When was the Equipment Replacement Fund last reviewed and/or revised? Year: 2020 ● 1-2 years ago (0 points) ☐ ☐ ○ 3 or more years ago (20 points) ☐ ☐ ○ N/A If N/A, please explain: 3.2 Equipment Replacement Fund Activity 3.2.1 Ending Balance Reported on Last Year's CMAR \$ 450,332.00 3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.) \$ 0.00 3.2.3 Adjusted January 1st Beginning Balance \$ 450,332.00 3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.) + \$ 36,639.00		

Compliance Maintenance Annual Report

Mcfarland Sewage Collection System

Last Updated: Reporting For:

5/19/2021

2020

3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*)

- \$ 0.00

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year

\$ 486,971.00

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

3.3 What amount should be in your Replacement Fund? \$ 10,000.00

0

Please note: If you had a CWFPP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

☒ Yes

☐ No

If No, please explain.

4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

☒ Yes - If Yes, please provide major project information, if not already listed below. ☐ ☐

☐ No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	Upgrade to Lift Station #2	800000	2023
2	Exchange Street sewer rehabilitation	1265500	2024

5. Financial Management General Comments

ENERGY EFFICIENCY AND USE

6. Collection System

6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations: 5

Compliance Maintenance Annual Report

Mcfarland Sewage Collection System

Last Updated: Reporting For:
5/19/2021 **2020**

	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	4,552	142
February	4,155	116
March	4,693	63
April	3,813	41
May	3,477	11
June	4,006	3
July	4,142	3
August	3,298	4
September	3,436	1
October	3,283	16
November	1,966	26
December	4,207	103
Total	45,028	529
Average	3,752	44

6.1.2 Comments:

kWh numbers are for our 5 lift stations. The therms listed are for Lift Station #5 and includes all natural gas consumed, including the operation of the backup generator and building heat.

6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- ☐ Comminution or Screening
- ☐ Extended Shaft Pumps
- ☐ Flow Metering and Recording
- ☐ Pneumatic Pumping
- ☒ SCADA System
- ☐ Self-Priming Pumps
- ☒ Submersible Pumps
- ☐ Variable Speed Drives
- ☐ Other:

6.2.2 Comments:

6.3 Has an Energy Study been performed for your pump/lift stations?

● No

○ Yes

Year:

By Whom:

Describe and Comment:

Compliance Maintenance Annual Report

Mcfarland Sewage Collection System

Last Updated: Reporting For:
5/19/2021 **2020**

6.4 Future Energy Related Equipment

6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?

Possible solar and Green Tier goals, possible VFD/soft start motors, high efficiency pumps and LED lighting.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Mcfarland Sewage Collection System

Last Updated: Reporting For:
5/19/2021 2020

Sanitary Sewer Collection Systems

1. Capacity, Management, Operation, and Maintenance (CMOM) Program

1.1 Do you have a CMOM program that is being implemented?

- ☒ Yes
- ☐ No

If No, explain:

1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

- ☒ Yes
- ☐ No (30 points)
- ☐ N/A

If No or N/A, explain:

1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

☒ Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

Clean and televise 1/3 of our sanitary sewer system per year.

Did you accomplish them?

- ☒ Yes
- ☐ No

If No, explain:

☒ Organization [NR 210.23 (4) (b)] ☐ ☐

Does this chapter of your CMOM include:

- ☒ Organizational structure and positions (eg. organizational chart and position descriptions)
- ☒ Internal and external lines of communication responsibilities
- ☒ Person(s) responsible for reporting overflow events to the department and the public

☒ Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

Village Ordinance Chapter 47, Article III-sanitary Sewer System 47

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 2014-01-24

Does your sewer use ordinance or other legally binding document address the following:

- ☐ Private property inflow and infiltration
- ☐ New sewer and building sewer design, construction, installation, testing and inspection
- ☐ Rehabilitated sewer and lift station installation, testing and inspection
- ☐ Sewage flows satellite system and large private users are monitored and controlled, as necessary
- ☒ Fat, oil and grease control
- ☒ Enforcement procedures for sewer use non-compliance

☒ Operation and Maintenance [NR 210.23 (4) (d)]

Does your operation and maintenance program and equipment include the following:

- ☒ Equipment and replacement part inventories
- ☒ Up-to-date sewer system map
- ☒ A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation

Compliance Maintenance Annual Report

Mcfarland Sewage Collection System

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☒ A description of routine operation and maintenance activities (see question 2 below)

☐ Capacity assessment program

☐ Basement back assessment and correction

☒ Regular O&M training

☒ Design and Performance Provisions [NR 210.23 (4) (e)] ☐ ☐

What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?

☒ State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements

☒ Construction, Inspection, and Testing

☐ Others:

☒ Overflow Emergency Response Plan [NR 210.23 (4) (f)] ☐ ☐

Does your emergency response capability include:

☒ Responsible personnel communication procedures

☒ Response order, timing and clean-up

☒ Public notification protocols

☒ Training

☐ Emergency operation protocols and implementation procedures

☒ Annual Self-Auditing of your CMOM Program [NR 210.23 (5)] ☐ ☐

☐ Special Studies Last Year (check only those that apply):

☐ Infiltration/Inflow (I/I) Analysis

☐ Sewer System Evaluation Survey (SSES)

☐ Sewer Evaluation and Capacity Management Plan (SECAP)

☐ Lift Station Evaluation Report

☒ Others:

Planning for growth and its impact on our system.

0

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning % of system/year

Root removal % of system/year

Flow monitoring % of system/year

Smoke testing % of system/year

Sewer line televising % of system/year

Manhole inspections % of system/year

Lift station O&M # per L.S./year

Manhole rehabilitation % of manholes rehabbed

Mainline rehabilitation % of sewer lines rehabbed

Private sewer inspections % of system/year

Private sewer I/I removal % of private services

Compliance Maintenance Annual Report

Mcfarland Sewage Collection System

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2020

River or water crossings % of pipe crossings evaluated or maintained

Please include additional comments about your sanitary sewer collection system below:

During cleaning and televising, a few (approx 6) I/I leaks were discovered and the pipe was spot repaired.

3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

38.88	Total actual amount of precipitation last year in inches
36	Annual average precipitation (for your location)
37.55	Miles of sanitary sewer
5	Number of lift stations
0	Number of lift station failures
0	Number of sewer pipe failures
0	Number of basement backup occurrences
4	Number of complaints
.719	Average daily flow in MGD (if available)
	Peak monthly flow in MGD (if available)
	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

0.00	Lift station failures (failures/year)
0.00	Sewer pipe failures (pipe failures/sewer mile/yr)
0.00	Sanitary sewer overflows (number/sewer mile/yr)
0.00	Basement backups (number/sewer mile)
0.11	Complaints (number/sewer mile)
0.0	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
0.0	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OVERFLOWS REPORTED **

Date	Location	Cause	Estimated Volume
None reported			

** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

☐ Yes

☒ No

If Yes, please describe:

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

☐ Yes

☒ No

Compliance Maintenance Annual Report

Mcfarland Sewage Collection System

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If Yes, please describe:	
5.3 Explain any infiltration/inflow (I/I) changes this year from previous years: During cleaning and televising, a few (approx 6) I/I leaks were discovered and the pipe was spot repaired.	
5.4 What is being done to address infiltration/inflow in your collection system? Repairing leaks when discovered during our annual cleaning and televising program.	

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Mcfarland Sewage Collection System

Last Updated: Reporting For:
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Grading Summary

WPDES No: 0047341

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Financial	A	4	1	4
Collection	A	4	3	12
TOTALS			4	16
GRADE POINT AVERAGE (GPA) = 4.00				

Notes:

A = Voluntary Range (Response Optional)

B = Voluntary Range (Response Optional)

C = Recommendation Range (Response Required)

D = Action Range (Response Required)

F = Action Range (Response Required)

Compliance Maintenance Annual Report

Mcfarland Sewage Collection System

Last Updated: Reporting For:
5/19/2021 2020

Resolution or Owner's Statement

Name of Governing
Body or Owner:

Date of Resolution or
Action Taken:

Resolution Number:

Date of Submittal:

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):

Financial Management: Grade = A

Collection Systems: Grade = A

(Regardless of grade, response required for Collection Systems if SSOs were reported)

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS

(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

G.P.A. = 4.00

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, May 24, 2021

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Jim Hessling, Public Works Director

AGENDA ITEM: Motion to reject all bids received regarding the Request For Proposal for Forcemain locating services from the Public Utilities Committee.

PREVIOUS ACTION:

This item was discussed and approved at the March Public Utilities and Village Board meetings of March 16 and March 22 respectively.

ISSUE SUMMARY:

The village prepared and sent out a Request For Proposals (RFP) for the locating of various force mains throughout the village. This was approved at the March Public Utilities and Village Board meetings of March 16 and March 22 respectively.

Several inquiries were made and only one company submitted an RFP. That company was Utility Mapping Services, Inc. Their proposal ranged in price from \$7.62 per foot for conventional locating services to an additional \$1.92 per foot for geophysical survey support. Geophysical survey support detects items in more detail than traditional locating methods. Cost for this work would range from approximately \$70,100± to \$87,800± depending upon actual footage and the method of locating used.

FINANCIAL/BUDGET IMPACT:

\$25,000 was allocated in the 2021 budget for this work.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Public Utility Committee unanimously recommends rejection of all bids received for the RFP regarding location services.

ATTACHMENTS:

1. Force Main Locating RFP 03102021 FINAL



2. USMI RFP to MCF April 2021



Request For Proposals

Sanitary Sewer Force Main
Locating/Mapping Services

-

RFP Issuance Date: March 24, 2021

Proposal Due Date: April 16, 2021 by 10:00 am

Please Submit to:

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

SECTION 1 Purpose/Introduction

- A. The purpose and intent of the Request for Proposals (RFP) is to solicit proposals from qualified Contractor(s) to provide personnel and equipment necessary for locating and mapping of several sanitary sewer force mains under the direction of the Village of McFarland Public Works Director. The Village desires a private contractor to perform these services which will help us to maintain our collection and transmission system. Additionally, it will assist us to properly assess the location of the sanitary sewer force main portion of our system.

SECTION 2 Background

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

SECTION 3 Scope of Work

This Scope of Work will become an integral part of the contract between the Village and the Contractor. The Contractor hereby agrees to provide services and/or materials to the Village pursuant to the provisions set forth as follows:

- A. **Description.** Surveying services for locating and mapping seven existing force mains totaling approximately 9,200 lineal feet as defined below:
 - i. Erling Avenue Force Main (Lift Station #1) - Consisting of 1,443 lineal feet. Pipe material and size unknown.

- ii. Pheasant Run Force Main (Lift Station #2) - Consisting of 3,077 lineal feet. Pipe material is ductile iron and pipe size is 8 inches in diameter.
- iii. Meredith Way Force Main (Lift Station #3) - Consisting of 802 lineal feet. Pipe material is ductile iron and pipe size is 4 inches in diameter.
- iv. Terminal Drive Force Main (Lift Station #4) - Consisting of 1,916 lineal feet. Pipe material is HDPE and pipe size is 6 inches in diameter.
- v. McDaniel Park Force Main - Consisting of approximately 900 lineal feet. Pipe material is PVC and pipe size is 1.5-2.0 inches.
- vi. Lewis Lane Private Force Main - Consisting of 447 lineal feet. Pipe material is PVC and pipe size is 1.5 inches in diameter.
- vii. Taylor/Terminal/Erling Private Force Main - Consisting of 600 lineal feet. Pipe material and size unknown.

B. **Locating.** The Contractor will be given a list of line sections to be located. It is the intent of this contract to satisfy Village collection system requirements; namely, the Contractor will locate the sanitary sewer force mains as required as part of the Village sanitary sewer transmission system. It is estimated that the footage to be located is approximately 9,200 feet. This includes sewer mains located in the street, easements, and on private property. As a condition of the work, the Contractor will be required to identify the diameter, length, depth, and material of the sanitary sewer force main being located. The Contractor shall provide an electronic copy of the locating report upon completion.

C. **Mapping.** The Contractor will be given a list of line sections to be mapped. It is the intent of this contract to satisfy Village collection system requirements; namely, the Contractor will map the sanitary sewer force mains as required as part of the Village sanitary sewer transmission system. It is estimated that the footage to be mapped is approximately 9,200 lineal feet. This

includes sewer mains located in the street, easements, and on private property. As a condition of the work, the Contractor will be required to identify the diameter, length and material of the sanitary sewer force main being mapped. The Contractor shall provide a mapping report including horizontal coordinate information of the force mains at all major bends (greater than 22 degrees), and at increments of no more than 50-100 feet between bends. Coordinates shall be on the Dane County Coordinate system.

D. General Requirements.

- i. A copy of the sanitary sewer transmission system map will be given to the contractor at the onset of the contract, to assist in this endeavor.
- ii. During the course of the Contract, additional infrastructure not presently defined under Section 3(A) may need to be located and mapped. The Contractor will provide a price per lineal foot for any additional locating and mapping needs outside of the previously defined locations.
- iii. It is understood that this will take multiple weeks, or months, to locate and map the specified sections of the system. Once operations commence, updates will be required by the Village as part of their notification process to residents and businesses. It is also understood that more frequent updates should be given, if the Village or the Contractor feels there is need.
- iv. All reports are required to be submitted in an electronic format compatible with GIS. The following information will be required within the reports for each force main:
 - Diameter of force main.
 - Length of force main.
 - Material of which the force main is made of.
 - Pipe depth.
 - Locations of any bends or deviations in the line.
 - Date and time located/mapped.

- Any noted problems in this section of pipe.

E. **Term.** The Contract term will commence on July 1, 2021. Substantial completion (draft report on locating and mapping) shall be completed by October 1, 2021. Final completion of the contract shall be no later than December 31, 2021. Any extension, if applicable, shall be based on satisfactory performance by the Contractor during the year.

SECTION 4 RFP Submittal Requirements

- A. The Proposal must include all of the information set forth in this Section and other Sections of this RFP. Additionally it should be organized and tabbed appropriately. Including but not limited to the following:
- i. Company history and background.
 - ii. Qualifications of the Contractor.
 - iii. Relevant past project experience of the Contractor.
 - iv. Availability of resources and reliance on subcontractors.
 - v. No fewer than three municipal references.
 - vi. Completion of the Cost Proposal Form listed in Appendix A outlining the costs necessary to complete this work.
- B. Responses to the RFP must be received by 10:00 am on Friday, April 16, 2021. Proposals received late, for any reason, shall not be accepted.
- C. Responses to the RFP shall be provided to the Village of McFarland, Attn: Jim Hessling, 5915 Milwaukee Street, PO Box 110, McFarland, WI 53558.
- D. Prospective Contractors shall provide five (5) printed copies of the proposal and one (1) electronic copy as their submittal.

SECTION 5 Proposal Evaluation Criteria and Timeline

- A. The following criteria will be used to evaluate each proposal:
- i. Qualifications of the Contractor.
 - ii. Relevant past project experience of the Contractor within Wisconsin.
 - iii. Resumes of all team members.
 - iv. Familiarity municipal sanitary sewer systems.
 - v. Availability and compatibility of technology.
 - vi. Past history with the Village as applicable.
 - vii. Availability of resources and reliance on subcontractors.
 - viii. Proposal completeness and effectiveness at addressing the needs of the Village for the project.
 - ix. Proposed cost.
- B. The Public Works Director, Streets/Utilities Superintendent, and/or Village Engineer ("Evaluation Team") will be responsible for performing a technical evaluation of each proposal submitted and making a recommendation for selection to the Public Utilities Committee. The Public Utilities Committee will consider this recommendation and make its own recommendation to the Village Board regarding proposal acceptance. The Village Board shall hold the final decision regarding award of proposal for these services. Evaluations will focus on identifying the relative strengths, weaknesses, deficiencies, and risks associated with each submittal. Interviews with perspective Contractors will be held at the sole discretion of the Village. The Village reserves the right to obtain clarification or additional information from any firm regarding its proposal as is needed.

- C. The Village reserves the sole right to select the most qualified Contractor on the basis of the best overall proposal that is most advantageous to the Village. Firms that submit proposals will be notified of the selection results. Final approval of any selected Contractor is subject to the approval of the Village Board.
- D. Evaluation timeline is as follows:
 - i. March 24, 2021 - Open Advertisement of RFP
 - ii. April 16, 2021 at 10:00 am - Deadline for Submission of Proposals
 - iii. May 14, 2021 - Evaluation Team Finalizes Selection and Makes Recommendation
 - iv. May 18, 2021 - Public Utilities Committee will consider findings of Evaluation Team to make recommendation to the Village Board.
 - v. May 24, 2021 - Village Board considers recommendation of the Public Utilities Committee to make final decision on award of proposal.
 - vi. July 1, 2021 (or as available) - Project Commences
- E. Any questions regarding this RFP, its contents, and the proposed project may be directed to...

Jim Hessling, Public Works Director
jim.hessling@mcfarland.wi.us
(608) 838-7287

SECTION 7 Terms and Conditions

- A. Each proposal will be reviewed to determine if it meets the submittal requirements contained within this RFP. Failure to meet the requirements for the RFP can be cause for rejection. The Village may reject any proposal if it is conditional, incomplete, contains irregularities, or if in the sole discretion of the Village not considered in its best interest. The Village may waive an immaterial deviation in a proposal, but this shall in no way modify the proposal document or excuse the Contractor from compliance with the contract requirements if the Contractor is awarded a contract.

- B. The Village will require the use of its standard contract template set by policy. It can be made available upon request. Modifications to this standard may be required or considered subject to review and approval by the Village Attorney under the direction of the Village Board.
- C. There is no expressed or implied obligation for the Village to reimburse firms for any expenses incurred in preparing proposals in response to this request. Materials submitted by respondents are subject to public inspection under Wisconsin law. Any language purporting to render the proposal, or any part thereof, confidential or proprietary will be ineffective and will be disregarded unless consistent with the Wisconsin Public Records Law.
- D. The Village reserves the right to retain all proposals submitted, and to use any idea in a proposal, regardless of whether the proposal was selected. Submission of a proposal indicates acceptance by the Contractor of the terms and conditions contained in the RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Village and the Contractor.
- E. All property rights, including ownership and publication rights of all conceptual plans, designs, bidding documents, and reports produced by the selected Contractor in connection with services performed under this agreement shall be vested in the Village.
- F. The Village reserves the right to reject any or all proposals submitted.

Appendix A

Cost Proposal Form

In accordance with the attached instructions, terms/conditions, and scope of services we, as the Contractor, submit the following cost proposal to the Village of McFarland.

This cost proposal shall include all necessary labor, materials, supervision, equipment, appliances, and materials to perform all operations required to provide sanitary sewer force main locating and mapping services.

Locating and Mapping Services \$_____ per lineal foot

Vertical accuracy within actual placement _____ inches/feet
(circle one)

Horizontal accuracy within actual placement _____ inches/feet
(circle one)

Notes: _____

I certify that the contents of this proposal are known to no one outside the firm, and to the best of my knowledge all requirements have been complied with.

Authorized Signature: _____

Printed Name: _____

Title: _____

Firm Name: _____

Date: _____



April 16th, 2021

WORK PLAN FOR UTILITY ENGINEERING SUE Utility Investigation, Designating and Locating

Response to Village of McFarland
Sanitary Sewer Force Main Locating/Mapping RFP 03102021

Submitted to:



Attn: Jim Hessling

5915 Milwaukee Street / PO Box 110
McFarland, WI 53558

Submitted by:

Utility Mapping Services, Inc.

www.umsi.us



2809 Clearwater Road
St. Cloud, MN 56301-4910
p. 406.552.0883 | pimeis@umsi.us



UTILITY ENGINEERING
& SURVEYING
INSTITUTE

UMS is a U.S. Department of Veterans Affairs verified Veteran Owned Small Business (VOSB) and member of the American Society of Civil Engineers (ASCE) and Utility Engineering and Surveying Institute (UESI).

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WORK PLAN FOR UTILITY ENGINEERING

Subsurface Utility Engineering (SUE) Utility Investigation, Designating and Locating Sanitary Sewer Force Main Locating and Mapping RFP 03102021 - Village of McFarland

Executive Summary

Utility Mapping Services (UMS) scope of work is to perform utility engineering (UE) subsurface utility engineering (SUE) services as a sub-consultant for the Village of McFarland (a.k.a. "Client" and "Owner") to complete the above named project. A utility investigation will be executed in accordance with ASCE 38¹ standards to designate and depict the identified existing sanitary sewer (SS) force mains for maintenance of McFarland's SS collection and transmission system. Data is expected to be used for asset management, damage prevention, and subsequent utility coordination and engineering for design and construction projects. Work will commence on July 1st, with substantial completion by October 1st, and final submittals completed no later than December 31st, 2021

The project involves four lift stations and seven separate segments of SS force main totaling approximately 9,200 feet along streets, easements, and on private property. Identification of pipe diameter, length, depth, and material for each SS force main is required. Horizontal coordinate information will be in Dane County Coordinates and include major bends (greater than 22 degrees) and in increments not exceeding 50-feet between bends.

Project success will require identifying and differentiating other utility infrastructure paralleling the sought SS force mains. UMS will use state-of-the-art non-intrusive investigative technologies to "designate" (i.e., identify, detect, and delineate alignments in accordance with ASCE standard quality level B criteria) including, but not limited to: 1) multi-channel ground penetrating radar (MCGPR); 2) towed array time domain electromagnetics (TDEM); 3) model-based solution inductive electromagnetics (Spar 300); 4) acoustic pipe locating (APL); and 5) CCTV electromagnetic sonde. In addition, strategically placed vacuum excavated test holes (up to 50) will be employed to provide ground truth and verification information (i.e., ASCE 38 quality level A test hole results) necessary to achieve project objectives.

Submittals will be compliant with ASCE 38 and will be in digital CADD (Autodesk Civil 3D or Bentley MicroStation) format, GIS compatible format (e.g., ESRI), plan sheets in PDF format sealed by the SUE engineer-of-record (a qualified Wisconsin registered professional engineer highly experienced in subsurface utility engineering as defined by ASCE 38), and a SUE Utility Investigation report sealed by the SUE engineer-of-record which summarizes the investigation, highlights unusual or significant findings and encountered discrepancies, provides recommendations and lists submittal products.

Section 1 - Statement of Scope of Work

This work will be performed in accordance with ASCE 38 and includes the following activities:

¹ American Society of Civil Engineers Construction Institute *Standard Guidelines for the Collection and Depiction of Existing Subsurface Utility Data* (ASCE/CI 38-02), Reston VA 2002

- Compile utility data, including records, as-built information, previous reports (e.g., 2018 McFarland East Basin Utility Service Study), and temporal AI diversion method information.
- Prepare field books, log sheets, and crew scheduling and logistics for the initial utility designating field campaign.
- Mobilize utility designating field crew to utilize inductive electromagnetic (EM), passive EM, acoustic, CCTV EM sonde, and/or other geophysical technologies to directly detect mains, and verify correlation with record data. Vault and manhole structures along project corridors are investigated and logged as necessary to document purpose and if part of SS force main system. SS force mains are designated in 3D using model-based inductive EM, EM sonde and EM rodder methods. Designated (QL B) utilities and observed surface features are georeferenced using engineering survey methods.
- **Optional MCGPR and TDEM** – Depending on initial designating crew efforts, and as authorized by the Village, mobilize and conduct geophysical survey of project corridors with MCGPR and TDEM. Acquired data is integrated with RTK GNSS and robotic total station navigation and georeferenced to existing survey control using engineering survey methods. Process and analyze data. Identify, depict, and correlate detected apparent trenches. Linear and discrete subgrade anomalies are correlated with record data and visible surface features. MCGPR and TDEM are overlaid aeriels, cross referenced with records. Anomalous alignments which appear to represent target SS force mains, and alignments which require further investigation are identified and depictions are developed. Apparent incidental crossings of infrastructure are identified and depicted as practical.
- Perform strategic vacuum excavated test holes (up to 50) to verify alignments, investigate unknowns, and provide direct (QL A) observations of SS force mains at key locations.
- Characterization, and 2D depiction in CADD (Autodesk Civil 3D or Bentley MicroStation) and GIS (ESRI compatible) format of existing utility infrastructure data to develop a reliably qualified base map and data set from which to develop and support asset management, damage prevention, design, coordination, and construction decisions.
- Prepare professional submittals in accordance with ASCE 38 including engineering report, CADD (MicroStation or Civil 3D compatible format) reference file, corresponding sealed plot sheets, and GIS compatible file with depicted observed and designated SS force mains along with other adjacent utility infrastructure incidentally encountered and documented during the investigation. GIS information to include related logged vaults and structures, and digital images.

UMS has designated and mapped many SS force mains over the past two decades. In fact, the same project team members very recently completed mapping of some 1,600 lineal feet of SS force main in Billings MT for the Billings Bypass MDT project, and 1,080 lineal feet of SS service, SS force main and private roof drain/sump drain piping in Watertown SD for SDDOT. We know the systems and the tricks of the trade, including accessing outfalls and cleanouts with specialized inductive EM rodder

equipment to obtain 3D QL B observations which help support and verify MCGPR and other acquired data.

Section 2 - Project Limits

Project involves seven existing force mains totaling approximately 9,200 lineal feet as defined below:

- Erling Avenue Force Main (Lift Station #1) – Consisting of 1,443 lineal feet. Pipe material and size unknown.
- Pheasant Run Force Main (Lift Station #2) – Consisting of 3,077 lineal feet. Pipe material is ductile iron and pipe size is 8 inches in diameter.
- Meredith Way Force Main (Lift Station #3) – Consisting of 802 lineal feet. Pipe material is ductile iron and pipe size is 4 inches in diameter.
- Terminal Drive Force Main (Lift Station #4) – Consisting of 1,916 lineal feet. Pipe material is HDPE and pipe size is 6 inches in diameter.
- McDaniel Park Force Main – Consisting of approximately 900 lineal feet. Pipe material is PVC and pipe size is 1.5-2.0 inches.
- Lewis Lane Private Force Main – Consisting of 447 lineal feet. Pipe material is PVC and pipe size is 1.5 inches in diameter.
- Taylor/Terminal/Erling Private Force Main – Consisting of 600 lineal feet. Pipe material and size unknown.

Figures 1 through 7 provide plan views and sample street views of the road corridors associated with these force mains.

Figure 1. Erling Avenue (Google Earth™)



Figure 2. Pheasant Run (Google Earth™)



Figure 3. Meredith Way (Google Earth™)



Figure 4. Terminal Drive (Google Earth™)



Figure 5. McDaniel Park (Google Earth™)



Figure 6. Lewis Lane (Google Earth™)



Figure 7. Taylor/Terminal/Erling (Google Earth™)



Section 3 – Investigative Methods

If recommended by UMS and authorized by the Village, UMS will use MCGPR and TDEM sweeps to find and map geophysical anomalies along the project corridors, and then correlate identified anomalies with records of all identified existing utilities known to lie within the same corridors as the target force mains. This is necessary to distinguish the force main alignments from other adjacent utility installations which may run in more or less parallel alignments with the force mains. Qualified SUE field designators will then conduct investigative work, employing a variety of designating methods, to further distinguish the force main features from other utility features. Based on years of experience, UMS will stem from, but not rely on One-Call (Call 811) markings; instead, UMS field crew will utilize utility designating practices in accordance with the ASCE 38 standard to verify and establish the SS force main alignments in 2D and 3D using geophysical and engineering methods. Finally, discrete and strategic test holes (up to 50 test holes) will be made using vacuum excavation methods to confirm designating results and provide accurate QL A observation data at key locations.

Figures 8 through 12 show some of the technologies which will be used for this project.

Figure 8. UMS MCGPR and example of Processed Data

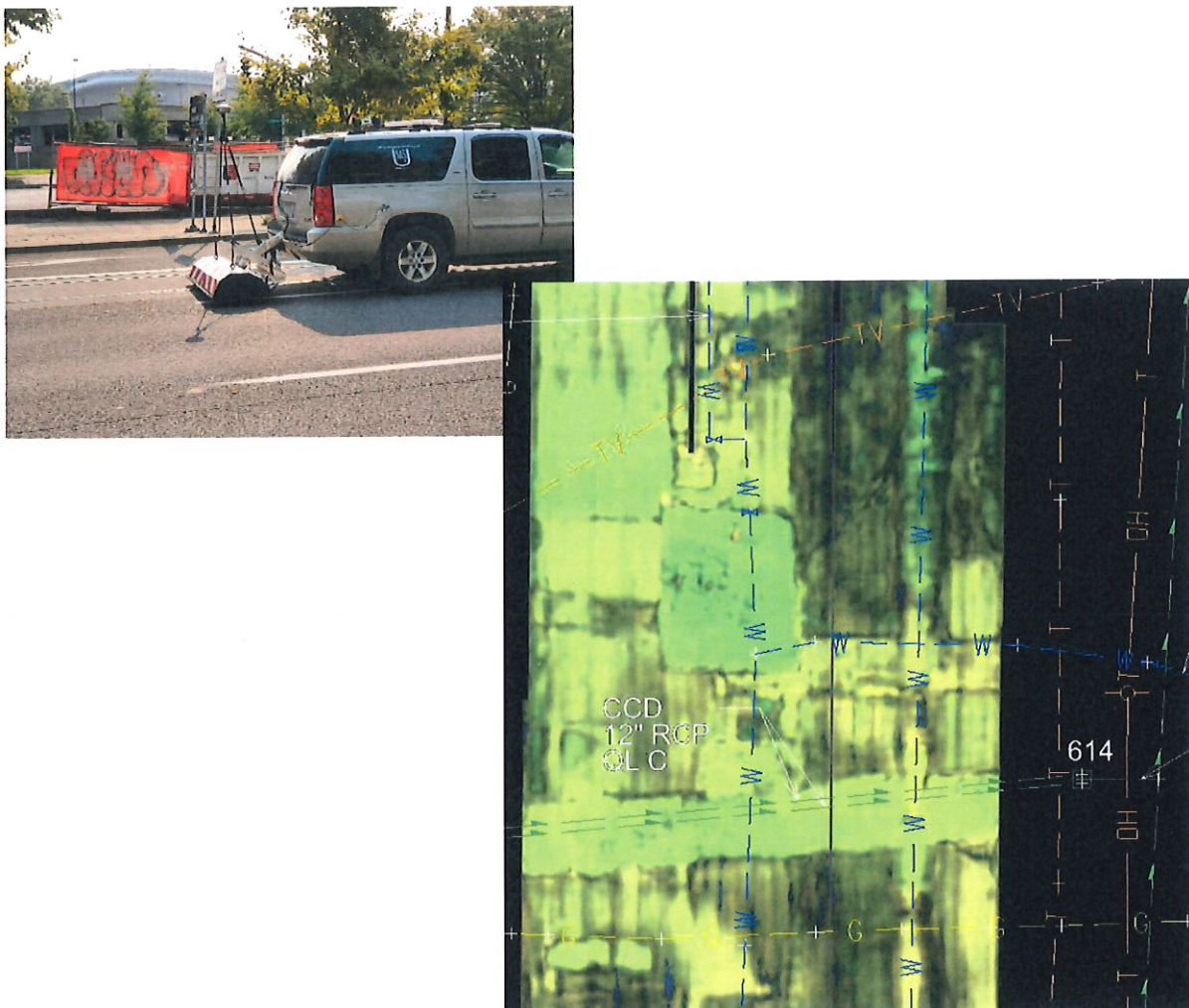


Figure 9. UMS TDEM System and Examples of Real-time and Processed Data

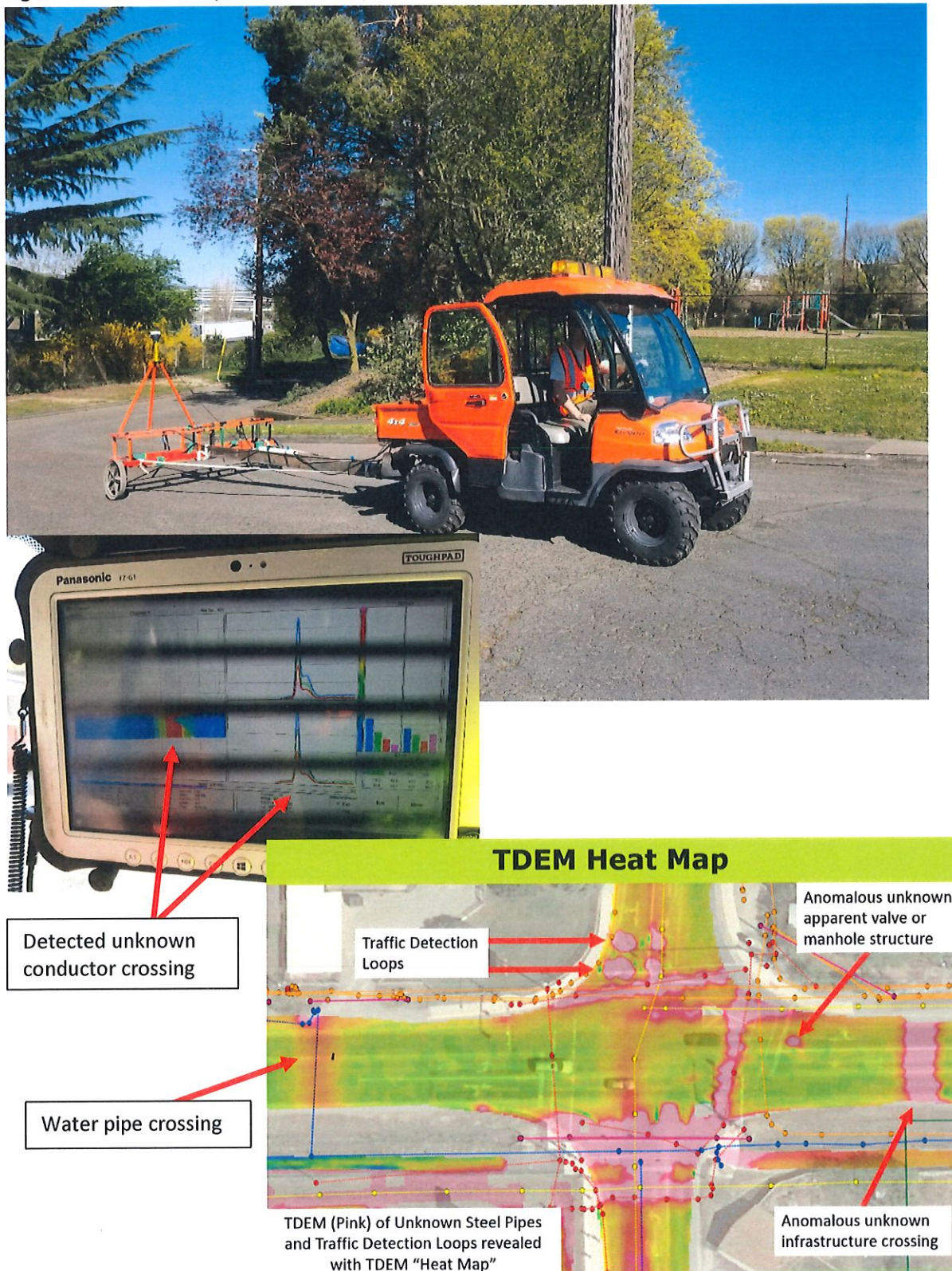


Figure 10. Inductive EM Model Based Solution System (Spar 300™) with real-time and processed data. Note test hole TH012 verified geophysical (3D QL B) data was within an inch of the QL A test hole observation.



Figure 11. UMS uses GEOfeature™ to manage wide variety of acquired data which is merged to generate the 3-D GIS and CADD output products.

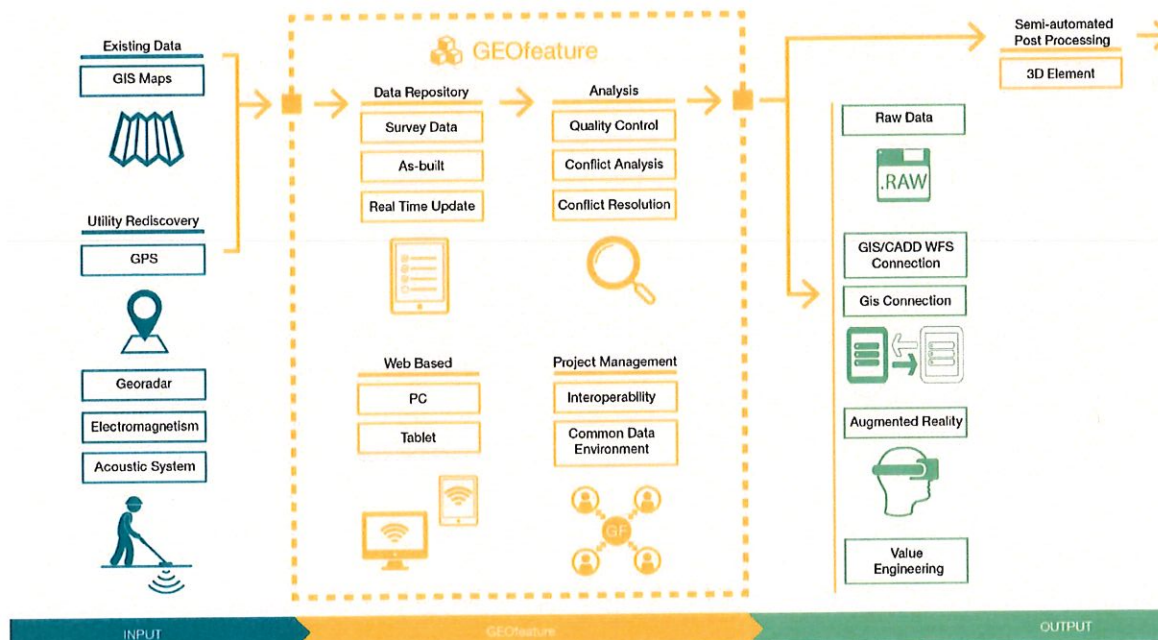


Figure 12. UMS uses GEOfeature™, a utility infrastructure GIS, to manage data in accordance with the new ASCE Standard Guideline for Recording and Exchanging Utility Infrastructure Data (aka “as-installed” standard). Data is GIS ready for export or referencing into the Village GIS as desired.

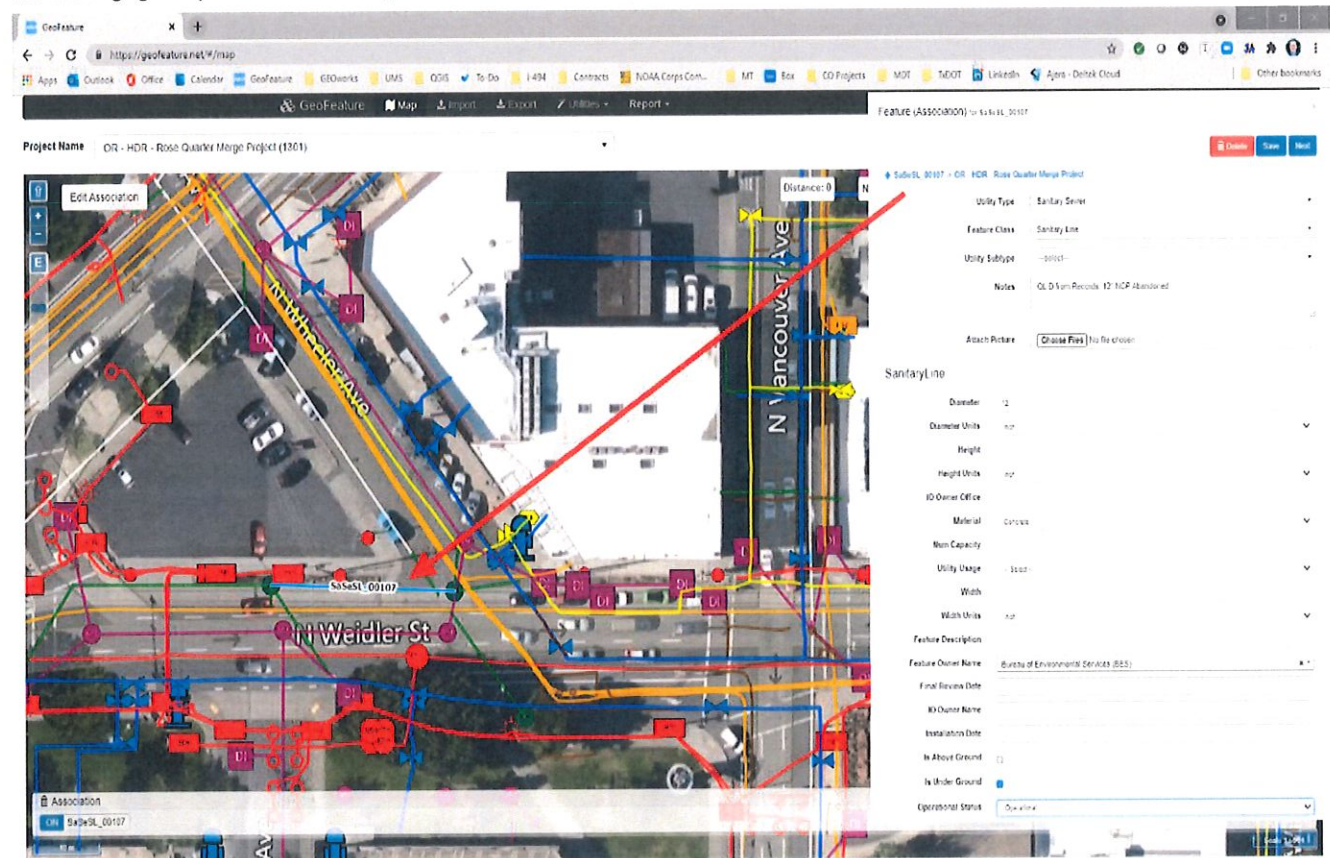
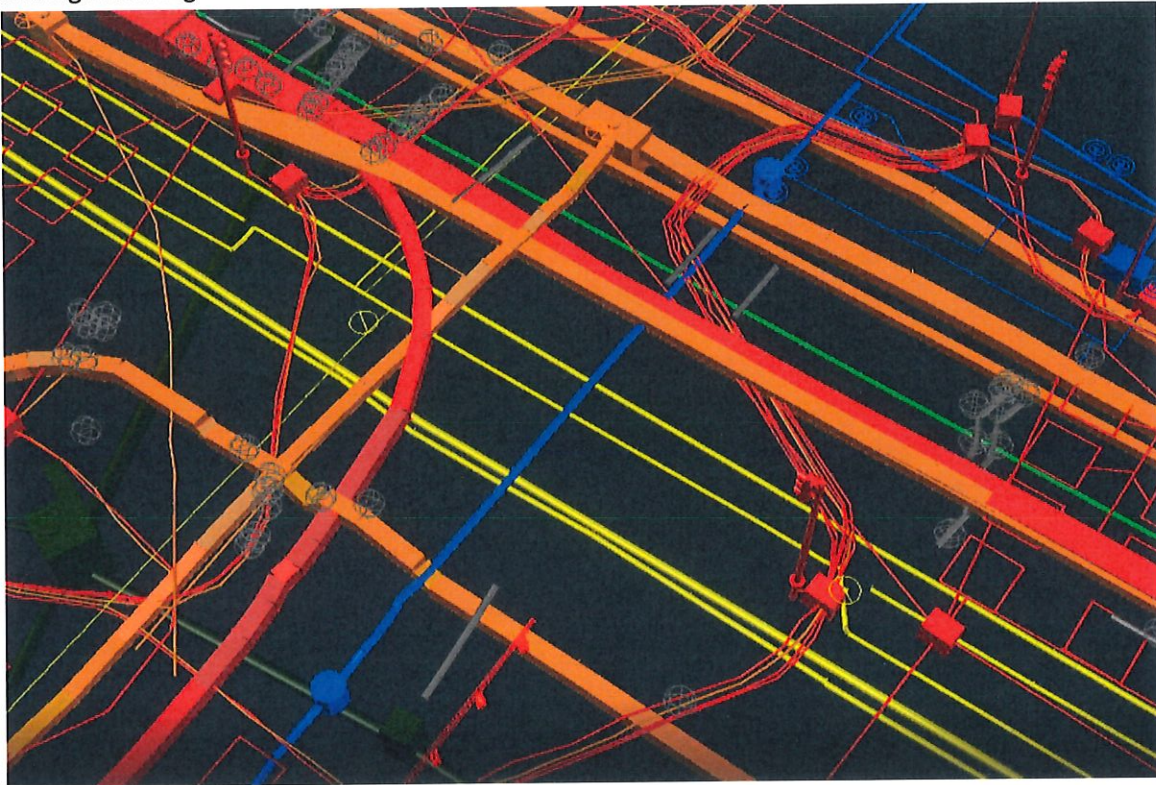


Figure 13. Example of UMS 3-D CADD (Civil 3D) model of existing utilities along the Kamehameha Highway in Honolulu. This data and model is being used to relocate a 138kV overhead transmission line to an underground alignment.



Section 4 - Project Deliverables

Utility Engineering deliverables include digital and hardcopy submittals of the following:

- CADD utility reference file (.DWG or .DGN format) based on Utility Designating and Locating results.
- GIS compatible data set with observation data (including images and Test Hole and Manhole log forms) presented as specified in the subject RFP. Observation data for each force main will include:
 - Diameter of force main.
 - Length of force main.
 - Material of which the force main is composed.
 - Pipe depth.
 - Locations of bends or significant deviations in the line.
 - Date and time located/mapped.
 - Noted problems for each section of pipe.
 - Other anomalies and other utilities incidentally encountered.
- GIS compatible presentation of data in GEOfeature™ for field tablet viewing (this is for demonstration purposes, cost for software use is waived for this time only).
- MCGPR and TDEM (georeferenced .tiff format) processed images (if authorized).

- A P.E. sealed plan set of the targeted existing SS force mains with quality level designations and annotations in accordance with ASCE 38 and meeting RFP data content specifications.
- A P.E. sealed submittal report summarizing this investigation with highlights of unusual findings.

In addition, UMS will provide ongoing interpretive support to assist Village of McFarland officials with understanding submittals and ensure submitted data is properly understood and utilized.

Section 5 - Project Assumptions

Assumptions:

- UMS utility research will stem from previous records investigation work performed by the Client. UMS requests all previously obtained records be provided upon Notice to Proceed. Reasonable efforts will be made to obtain supplemental utility records to produce the deliverables within the project schedule. The timely cooperation of utility owners may be necessary to develop the utility inventory map for facilities within the project area.
- UMS assumes RTK GNSS survey operations will be sufficient for MCGPR/TDEM operations and engineering survey of exposed and designated utilities.
- Sufficient project survey control exists within the project area for engineering survey operations; consequently, labor for establishing survey control is currently not included within this scope of work and the associated cost estimate.
- Confined space entry **will not** be required for this effort. Measurements within confined spaces will be taken from the surface (e.g., down hole LiDAR) without human entry into the confined space.
- Vertical (depth and elevation) direct observations will be tied to project control to an average accuracy of +/- 0.1 feet. Vertical (depth and elevation) estimates derived through geophysical methods will be approximate and require ground truth (QL A test hole observations) to verify and calibrate observations.
- UMS assumes all work will be completed during regular working hours (8:00 AM to 5:00 PM) and without start/stop time restrictions.
- Field crews will use paint to mark out the utility alignments and assume no paint removal will be required.
- Geophysical methods including MCGPR will be effective for the project. Accordingly, up to 50 test holes are assumed to adequately: 1) provide required QL A observations for verifying QL B observations, including pipe material, size, depth information; 2) calibrate depth information derived through geophysical methods; and 3) search for pipes which could not be detected by geophysical methods. Additional fees may be required if more than 50 test holes are required to satisfy Owner assessed needs.
- Cold patch asphalt may be used to for restoration of vacuum excavated test holes.

Client and / or Owner will:

- **Obtain all necessary right-of-entries, security clearances, etc. (including private land access) to allow UMS field personnel to work within the project limits and vicinity.**



- Provide information showing the project limits, alignment, profile, survey control points, benchmark data, coordinate data, relevant design and topographic CADD files, aerial photographs, and any other applicable information.
- Provide survey control information **prior** to UMS field crews arriving on-site.
- Provide any record or relevant survey or LIDAR information previously obtained by others.
- Assist UMS as necessary with access to utility facilities.
- Provide water hydrovac operations and a dump site for vacuum excavation spoils.
- Provide traffic control for operations involving parking closure, lane closure and flaggers or allow these costs to be passed through to the Village for payment above and beyond the lineal feet rate assessed fee (as this line item is nearly impossible to estimate at this time).

UMS will perform the following coordination activities:

- Work closely with the Client and Owner to facilitate the orderly progress and timely completion of the approved tasks.
- Coordinate the work effort with the Client to discuss progress and resolve problems.
- Upon request provide the Client copies of logs and/or correspondence that document work-related communications between utility owners, outside agencies, and/or private landowners.
- Coordinate operations with private and public utility infrastructure owners.
- Obtain required One Call (Call 811) tickets.
- Provide all necessary equipment, supplies, and support personnel to secure data outlined in this section.

Associated labor and costs may increase if actual conditions deviate significantly from those assumed for this estimate. UMS will work with the Client in good faith to complete operations in a timely manner and will negotiate new pricing if conditions encountered significantly deviate from those assumed.

The results of the utility investigation will be pertinent at the time in which field investigation operations are completed and are subject to change. Subsequent SUE investigations may be necessary to account for any new or changed utility installations.

Section 5 - Project Coordination

The **UMS project management team** will consist of:

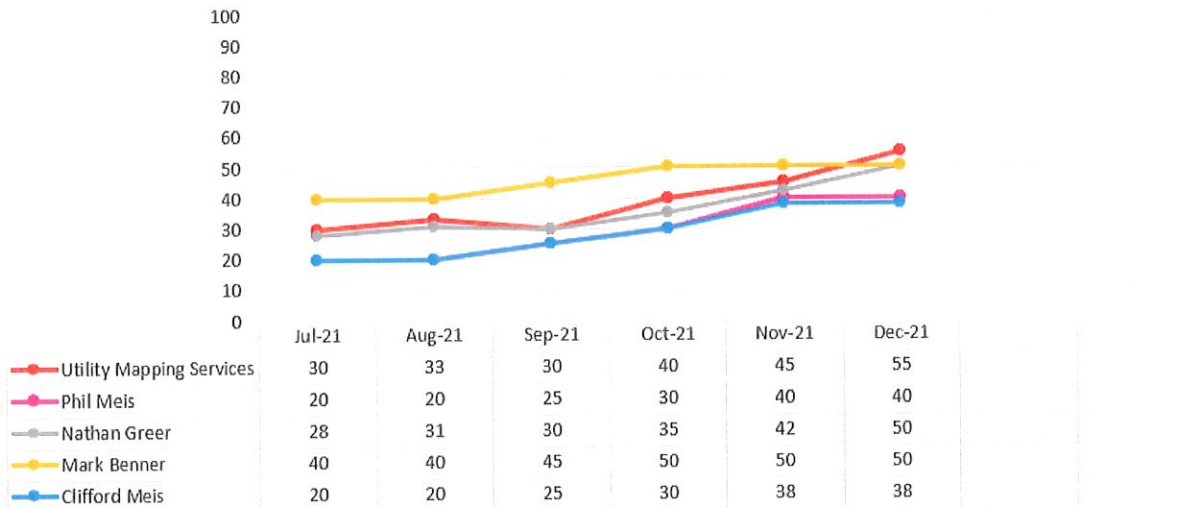
- Project Manager, Nathan Greer, ngreer@umsi.us, 406.665.5562
- Field Ops Manager, Mark Benner, mbenner@umsi.us, 320.247.3191
- MCGPR/TDEM Engineer, Cliff Meis, P.E. (MT, AZ, NM, CA, NY, NC), cmeis@umsi.us, 406.461.2702
- SUE Engineer of Record, Phil Meis, P.E., pjmeis@umsi.us, 406.552.0883

Staffing Availability

The UMS staff is fully available to support and complete this project as required. (Phil's daughter / Cliff's sister is a dentist in Park Falls, WI so they are looking forward to having reasons to travel to Wisconsin!) This work and project location fits in well with the current work schedule. Field crews will mobilize from St. Cloud MN.



UMS Staff Availability Forecast



UMS subconsultants for this project will include:

- Plumbing and CCTV support will be provided by a subcontractor TBD
- Vacuum excavation will be provided by a subcontractor TBD or recommended by the Village
- Traffic Control services will be provided by a subcontractor TBD or recommended by the Village.

If required, a weekly or bi-weekly progress report will be prepared by the project manager and submitted via email to Client project management to document the SUE investigation. During the project time frame UMS project management staff members can be available to meet in person with Client project management for any urgent reason. Cell phone numbers for all of the UMS project management team members will be available to the Client should immediate communication be desired.

Section 6 - Project Schedule

UMS can typically begin work within two weeks of receiving notice-to-proceed (NTP). Based on assumed conditions identified in this scope of work, the following is the estimated project schedule:

- The initial effort will consist of **requesting record information** from each utility owner in the area. Depending on utility owner response time, it may take **up to two weeks** to gather all the record prints and as-built information.
Estimated completion **July 16th**
- **MCGPR and TDEM sweeps** will require approximately **5-days** to execute provided survey control points are established and accessible for RTK GNSS operations.
Estimated completion **July 16th**
- **Processing MCGPR and TDEM data** will require up to **20 days** to schedule and complete processing, analysis and interpretation).
Estimated completion **August 13th**
- **Utility designating field operations** are estimated to require approximately **5 days** (depending on MCGPR and TDEM results) including engineering survey.
Estimated completion **September 10th**



- **Utility test hole operations** involving up to **50 test holes** will require approximately **10 days** to complete.
Estimated completion **September 30th**.
- **Substantial completion** will be achieved by **October 1st**
- **Final submittals** will require up to **four weeks** after the field work has been completed to include the QL B CADD drawing, utility GIS database preparation, and completion of QA review and discrepancy resolution efforts.
Estimated completion **November 1st**

UMS, at its own discretion, may assign different personnel to perform tasks specified within the work scope and estimate based on staff availability and project schedule.

UMS is prepared to add crew members as necessary to ensure necessary production levels are met and submittals are timely for utility coordination and design development.



Cost Proposal Form

In accordance with the attached instructions, terms/conditions, and scope of services we, as the Contractor, submit the following cost proposal to the Village of McFarland.

This cost proposal shall include all necessary labor, materials, supervision, equipment, appliances, and materials to perform all operations required to provide sanitary sewer force main locating and mapping services.

Locating and Mapping Services

- Conventional methods (PCL, CCTV, vac truck – up to 50 test holes) \$ 7.62 per lineal foot
- Optional MCGPR and TDEM Geophysical Survey Support Additional \$ 1.92 per lineal foot

QL A Test Hole Observations vertical accuracy within actual placement: +/- 0.1 feet

QL B* Geophysical Observations vertical accuracy within actual placement: +/- 10% of depth

QL A Test Hole Observations horizontal accuracy within actual placement: +/- 0.1 feet

QL B* Geophysical Observations horizontal accuracy within actual placement +/- 0.5 to +/- 1 feet

*Notes: Geophysical tolerances may vary, but the majority of data will fit into the tolerances noted above. This work will be performed and submittals developed in accordance with ASCE 38¹ Interpretation of results, annotations, and applicability of data will accordingly adhere to ASCE 38 Standard Guidelines for the Collection and Depiction of Existing Subsurface Utility Data.

(Phil Meis, P.E., is a member of the ASCE 38 standard committee.)

Pricing noted above assumes minimum of 9,200 lineal feet of SS force main utility infrastructure is designated and located. Reduction of the quantity of lineal feet may require UMS to increase rates to adequately cover fixed base costs for mobilization, setup, processing, submittal preparations, etc.

I certify that the contents of this proposal are known to no one outside the firm, and to the best of my knowledge all requirements have been met in compliance with the subject RFP.

Authorized Signature: 

Printed Name: Philip J. Meis, P.E.

Title: President / Principal Engineer

Firm Name: Utility Mapping Services, Inc.

Date: 15 April 2021



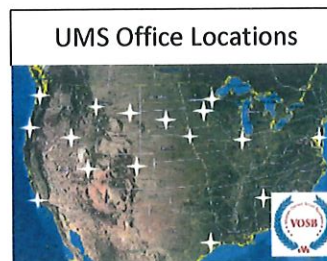
Appendix A – Company History and Qualifications

Firm Capabilities / Expertise



Utility Mapping Services, Inc. (UMS), a federally registered

Veteran Owned Small Business with staffed offices across the U.S., is a specialized professional engineering firm established in 2002 specifically to address and execute SUE as a rigorous geophysical and engineering discipline. UMS methodologies include: 1) advanced 2-D and 3-D geophysical survey methods; 2) sophisticated data management technologies compliant with emerging 3-D digital technologies and ASCE and Open Geospatial Consortium (OGC) standards; 3) pioneered 3-D modeled depictions for enhanced design analytics, utility coordination, construction planning, building information management (BIM), machine guidance, etc.; 4) progressive conflict analysis, clash detection, and sophisticated resolution engineering; and 5) advanced coordination and innovative contracting strategies.



Our proven methodology optimizes utility coordination and conflict resolution engineering and includes the following activities: utility designating and locating per ASCE 38-02, conflict analytics, value engineering, cost estimates, agreements, quality control, scheduling, risk reduction, safety analyses improvements, and project buy-off. Our work meets ASCE 38 standards (as intended) and work products include: 1) existing utility reference CAD file with 2-D and/or 3-D depictions and labels provided in accordance with ASCE 38; 2) a corresponding SUE engineering report sealed by the SUE professional engineer-of-record. The goal of ASCE 38 is to achieve and utilize Quality Level (QL) B and QL A depictions for project development and delivery. For the isolated incidents where we cannot achieve QL B due to, for example, access constraints or geophysical limitations, we will document the reasons why and provide recommendations.

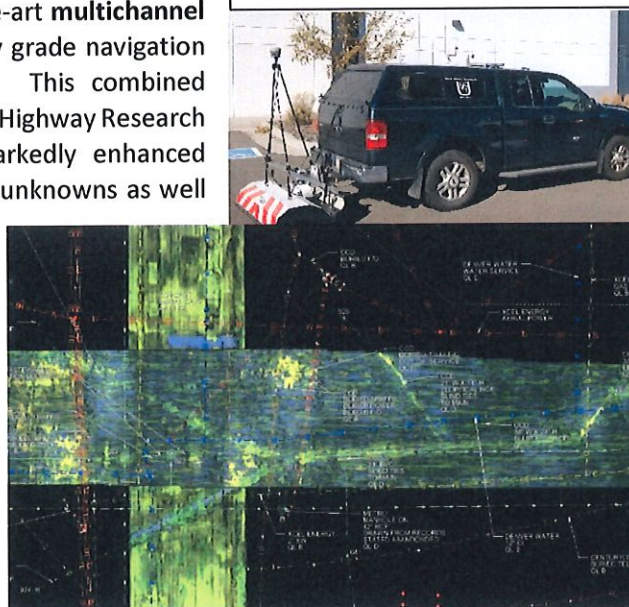
UMS was co-founded by Philip J. Meis, P.E., President. UMS currently has 35 full-time employees, including seasoned professionals and field technicians, located across the U.S. During the past two decades we've successfully completed over 1,200 SUE projects large and small without incident.

Equipment

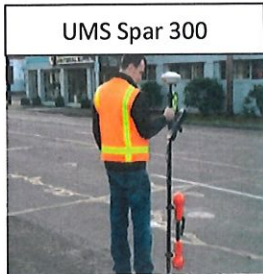
UMS's **geophysical** toolbox features state-of-the-art **multichannel ground penetrating radar (MCGPR)** with survey grade navigation and 3-D time-slice data processing software. This combined technology, promoted by the FHWA 2nd Strategic Highway Research Program (SHRP2) R01B initiative, enables markedly enhanced investigative measures for searching for buried unknowns as well as providing extremely useful depth information for developing 3-D depictions and models of buried infrastructure.

UMS has successfully utilized MCGPR for utility investigations on recent large projects including: the Honolulu Authority for Rapid Transit light rail; Los Angeles World Airport Automated People Mover and Intermodal Transit Facilities; I405 / Renton to Bellevue Widening Project for WSDOT in the Seattle

UMS Raptor MCGPR and Data

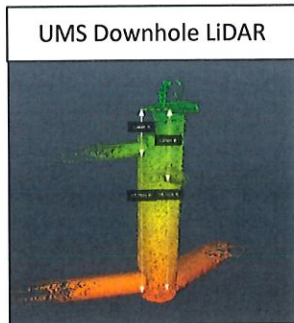


Metro area; I-15 Express Lanes in Salt Lake City; and the ten-mile I-494 3D SUE (SP 2785-424) for a wide variety of improvements between US 169 and TH5 (MSP Airport).



UMS Spar 300

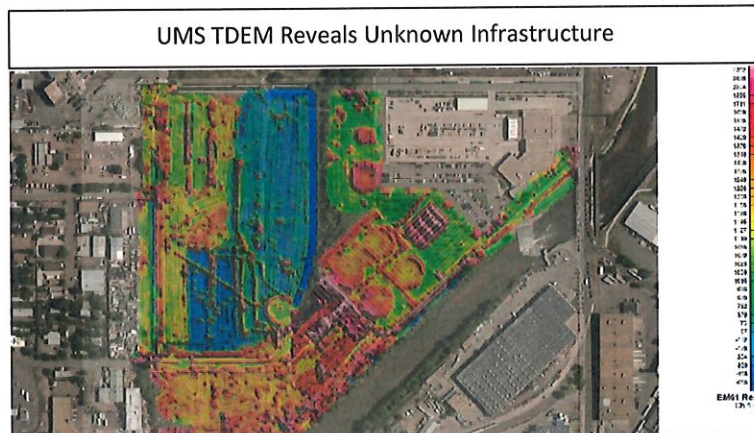
UMS's geophysical arsenal also includes the **Vivax Metrotech Spar 300®** electromagnetic induction system which derives 3D alignment data (position and elevation tied to project control) for conductive utilities, with results including metadata on observations for evaluating data reliability. A Wisconsin DOT Research Project (ID 0656-23-09) completed by UMS in 2014 verifies the Spar 300 can provide highly useful, contiguous 3D profile data at a fraction of the cost of discrete vacuum excavated test holes. UMS experience with combining Spar 300 and GPR records can **reduce test holes needs by 50% to 90%**.



UMS Downhole LiDAR

UMS utilizes **downhole LiDAR** to provide spatially accurate and comprehensive logging of buried structures, contents, and connecting pipe and cable infrastructure. UMS also utilizes **time domain electromagnetics (TDEM)** to sweep for buried unknowns.

With test hole (ground-truth) data at key locations, UMS engineers can develop reliably qualified **3-D model renderings of buried infrastructure** that can be referenced into proposed designs for subsequent clash detection and design development. 3D CADD and 3D BIM/CIM applications enable modeling



UMS TDEM Reveals Unknown Infrastructure



and realistic virtual rendering of existing and proposed infrastructure which is unleashing previously untapped engineering strategies that mitigate project risk, reduce public and commercial disruption, and expedite construction. All this accordingly reduces project costs in a major way. Project data indicate cost savings incurred during construction are on the order of

10% of overall project costs. A recent **UMS 3-D model** for a gas main installation project in Washington resulted in a 50% labor reduction, 30% schedule reduction. The project was completed without any damages, delays, or change orders.

At the pre-bid three contractors independently stated, **"this is the best bid package we've ever seen"**.

Why 3D? - 2015 HP Gas Main Case Study

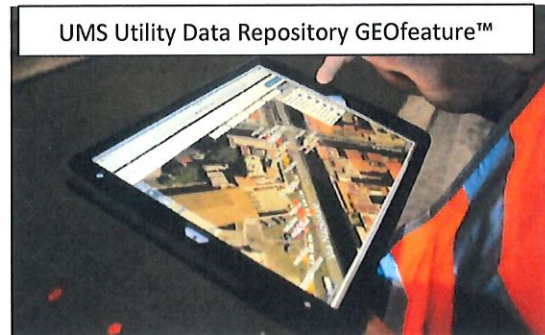
- ◆ Permit with 2 Waivers
- ◆ "Best Bid Package Ever Seen"
- ◆ Bid 10% Below Engineer's Estimate
- ◆ Scheduled for 10 weeks / 2 crews
- ◆ Built in 7 weeks / 1 crew
- ◆ No damage, no delays, no changes
- ◆ Built as designed (as-built)



GIS Data Management

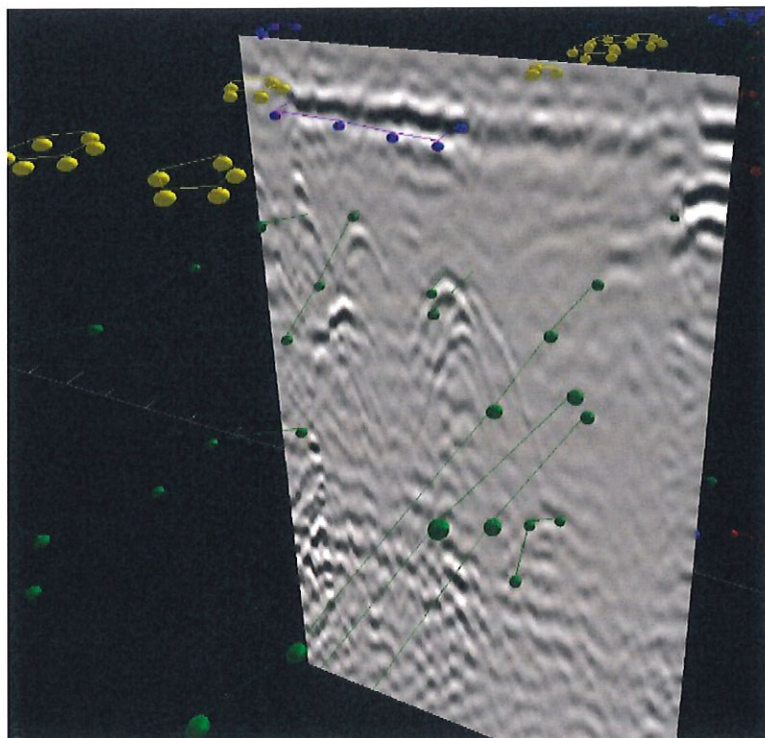
Enabling the overall strategy is GEOfeature™, a collaborative, secure, web-based utility infrastructure repository and management application with live GIS mapping and viewing, which was developed with UMS support under a concerted effort with GEO.works International, Inc. GEOfeature™ enables us to:

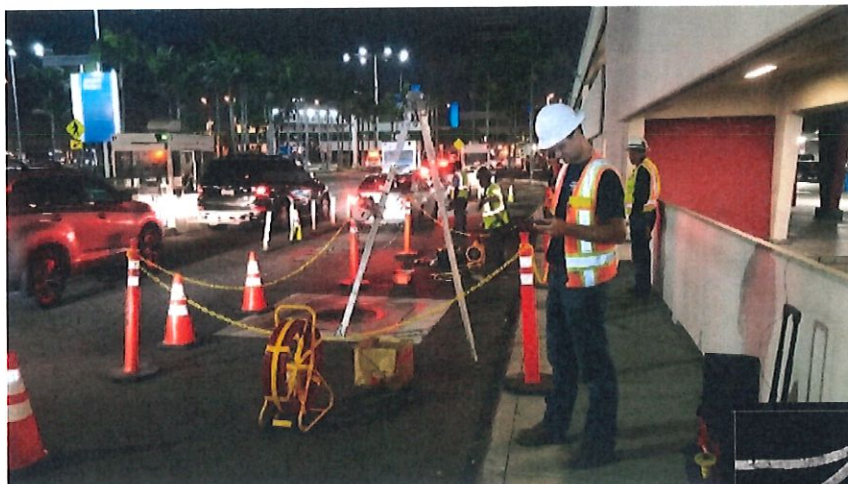
- Manage the **complexity of utility infrastructure** data (spatial, attribute, metadata) in a structured, secure, readily accessible offsite (cloud) repository.
- Organize disparate data in a systematic manner for creating and continuously **updating 2-D and 3-D depictions** of existing utility infrastructure, including proposed and newly installed facilities.
- Itemize, manage and coordinate **clash detection and conflict analyses** results with project design and utility teams for efficient design coordination and value engineering.
- Facilitate **utility coordination process** and **engagement** of utility owners; **integrate** utility betterments, new installations, relocations, and protect-in-place alternatives; and accelerate **utility agreement development**.
- Facilitate **digital project delivery** (planning, bidding, and construction) and **as-built data collection, management, and updates**.



UMS Pipe Camera and Sonde

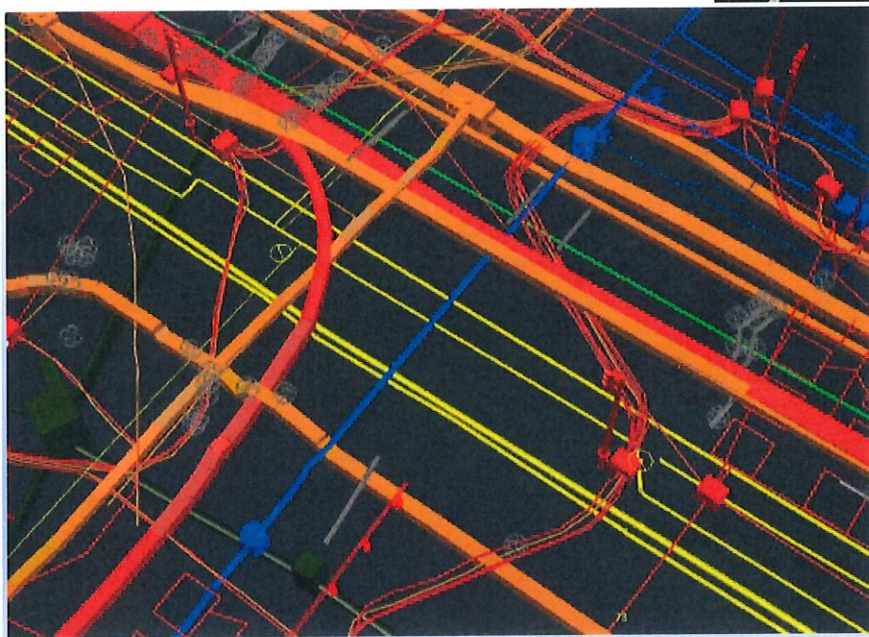
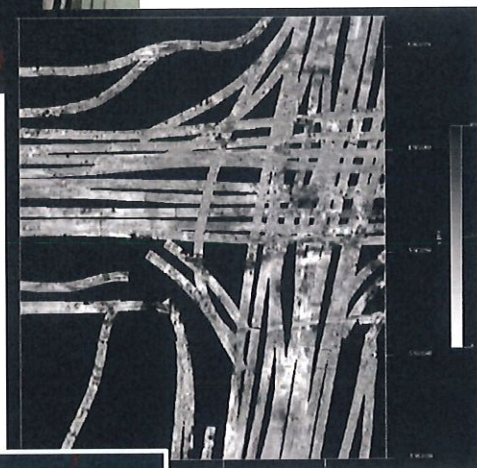
UMS MCGPR data analysis to interpret 3-D coordinates and spatial characteristics of buried infrastructure.





UMS vault access
operations at the LAX
Central Terminal

UMS MCGPR 3D and Tomographic Slices



UMS 3D Existing Utility
Model for the Honolulu
HART Light Rail City Center
and Guideways Project

UMS Offers the Nation's
Foremost Expertise for
Subsurface Utility
Engineering

UMS is a U.S. Department of Veterans Affairs (VA) verified
Veteran Owned Small Business (VOSB) and Member Organization
of the ASCE Utility Engineering and Surveying Institute.



UTILITY ENGINEERING
& SURVEYING
INSTITUTE



Utility Mapping Services, Inc.

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Project Experience and References

Project	Description	Contacts for references
3-D Utility Survey Practices PROJECT ID 0656-23-09	A 3-D Utility Investigation Research Initiative to: 1) Determine best practical mapping technologies for acquiring 3-D utility alignments; and 2) Incorporate associated standards and best practices. Project established WisDOT guidelines for acquisition of 3-D utility data for VDC, related digital project delivery technologies and utility engineering best practices that improve safety, mitigate risks and reduce costs. New inductive EM detection and mapping instrument, the Optimal Ranging "Spar 300", which can acquire both horizontal and vertical alignment coordinates along with associated observation accuracy metrics was trialed. GPR and Spar 300 data were compared against: 1) vacuum excavated test holes; and, 2) utility "as-built" information of known quality. Project included acquisition and analysis of data from five WisDOT pilot projects (one completed in each region) and two supplemental projects. Jan.-Sept. 2014; Total Contract Amount \$29,000	Wisconsin DOT Norman Pawelczyk Technical Services Chief Division of Transportation Systems Development Bureau of Technical Services 4802 Sheboygan Ave. Room 501 P.O. Box 7986 Madison, WI 53707-7986 Office: 608-266-2362 Cell: 608-516-6355 Pawelczyk, Norman - DOT Norman.Pawelczyk@dot.wi.gov
Force Main Utility Locating – Billings Bypass Billings, MT	Full SUE utility investigation – utility designating and locating for road design and construction; however, project included locating 1,600 lineal feet of 6-inch HDPE sanitary sewer force main. 10-12 test holes completed for SS force main work. 2016-2021 Total Contract Amount \$356,652 Force Main portion approximately \$14,000	Montana DOT Douglas Enderson, PE, PTOE Transportation Manager DOWL - (406) 656-6399 office (406) 869-6337 direct (406) 671-9620 cell DEnderson@dowl.com
US-550 Montrose (A 4-mile stretch of roadway along US-550, south of Montrose, CO)	Roadway improvements, turn lanes, deer fences. Services currently include utility data acquisition, geophysical survey, utility reference file CADD development. Future efforts include further utility data acquisition, geophysical survey, CADD file development, vacuum excavations and submittal documentation. May 2019 to current Total Contract Amount \$83,100 Phase 1 field designating is currently being completed. Project in design.	City and County of Denver Mary Keith Floyd, P.E. – Goodbee & Associates 1221 Auraria Parkway, Denver, CO 80204 303-667-6985 mk@goodbeeassoc.com
Automated People Mover and Intermodal Transportation Facility (Central Terminal – LAX)	Multibillion-dollar project involving elevated light rail through LAX Central Terminal Area and new ITF West facility. Complex utility investigation performed in accordance with ASCE 38 standard guidelines. Advanced geophysical methods employed to obtain 3D data used to develop 3D CADD in Civil 3D and 3D BIM model in Navisworks. August 2016 – August 2017 Total Contract Amount \$1.28M	MAPLAX Brett Jones, P.E. AECOM (formerly with WSP / PB) 10 Orms Street Suite 406 Providence, RI 02904 p. 401.274.5685

	Project in construction	
US-34, Denver Avenue to Rocky Mountain Avenue (Loveland, CO)	Roadway widening and intersection improvements. Construction of overpass over existing railroad crossing, roadway widening and intersection improvements. Services include utility data acquisition, geophysical survey, utility reference file CADD development and submittal documentation. January 2019 to June 2019. Total Cost: \$134,500 UMS project scope has been completed. Project in design.	City of Loveland Michael Perez, P.E. – SEH, Inc. 2000 South Colorado Blvd, Suite 6000, Denver, CO 80222 720-540-6825 mperez@sehinc.com
Kamehameha Highway 138kV Relocate (Kamehameha Hwy, from Kuleana Road to Salt Lake Blvd, Pearl City, HI)	Undergrounding the currently overhead 138kV power facilities for a two mile stretch of highly urban corridor. Services include 2D utility data acquisition, geophysical survey, 3D utility data acquisition, utility reference file CADD development, 3D utility model development, submittal documentation. August 2018 to June 2019. Total Cost: \$632,130 Phase 1 efforts and 3D modeling complete. Project in design.	Honolulu Authority for Rapid Transit Stacy Armstrong, P.E. – R M Towill Corporation 2024 N. King Street, Honolulu, HI 96819 808-842-1133 stacya@rmtowill.com
US Hwy 212 PCN 027D Watertown SD	Full utility designating and locating (vac excavations) of sanitary sewer system including force mains.	South Dakota DOT Clint Freeman SDDOT - Road Design Utility Coordinator Ph: 605-773-4426 Fax: 605-773-2614 Clint.freeman@state.sd.us
Connecting Auraria (Denver, CO)	Roadway and Bridge improvements. Services included utility data acquisition, geophysical survey, utility reference file CAD development and submittal documentation. January/February 2021 Total Contract Amount \$72,000 Phase 1 field designating is complete.	City and County of Denver Marc Devos, P.E. – Wilson & Company 1675 Broadway, Suite 200, Denver, CO 80202 303-501-1211 marc.devos@wilsonco.com
North Dry Gulch from Lamar Street to Dover Street (Lakewood, CO)	New enclosed drainage piping. Services include utility data acquisition, geophysical survey, utility locating, utility reference file CAD development and submittal documentation. January 2021 to current Total Contract Amount \$150,000 Phase 1 field designating is underway.	Mile High Flood District Melanie Chenard, P.E., CFM – Muller Engineering Company 777 S. Wadsworth Blvd, Suite 4-100, Lakewood, CO 80226 303-988-4939 mchenard@mullereng.com
High Plains Trail (Parker, CO)	Pedestrian path. Services included utility data acquisition, geophysical survey, utility locating, utility reference file CAD development and submittal documentation. October 2020 to March 2021 Total Contract Amount \$34,000	City of Parker Marvinetta Hartwig, P.E. – Stanley Consultants 8000 South Chester Street, Suite 500, Centennial, CO 80112 720-460-4722

	Phase 1 and 2 investigations are complete.	hartwigmarvinetta@stanleygroup.com
Facility Perimeter Security (Denver, CO)	Roadway and security improvements around the City/County building. Services included utility data acquisition, geophysical survey, utility reference file CAD development and submittal documentation. January 2021 to March 2021 Total Contract Amount \$46,000 Phase 1 field designating is complete.	City/County of Denver Kent Freed – HDR, Inc. 1670 Broadway, Suite 3400, Denver, CO 80202 303-318-6318 kent.freed@hdrinc.com
I-25, Exit 11 (Trinidad, CO)	Interchange improvements. Services included utility data acquisition, geophysical survey, utility reference file CAD development and submittal documentation. September/October 2020 and February 2021 Total Contract Amount \$45,000 Phase 1 and 2 investigations are complete.	Colorado Department of Transportation John Sabo, P.E. – Benesch 7979 East Tufts Avenue, Suite 800, Denver, CO 80237 720-771-6868 jsabo@benesch.com
120 th Avenue, Washington to York (Northglenn, CO)	Roadway widening, intersection improvements, storm drain installation. Services included utility data acquisition, geophysical survey, utility reference file CAD development and submittal documentation. July 2020 to April 2021 Total Contract Amount \$126,000 Phase 1 and 2 investigations are complete.	City of Northglenn Katharine M. Duitsman, P.E. – FHU 6400 S. Fiddlers Green Circle, Suite 1500, Greenwood Village, CO 80111 303.721.1440 katharine.duitsman@fhueng.com
South Kipling Parkway Improvements (Jefferson County, CO)	Intersection improvements and traffic pole relocations. Services included utility data acquisition, geophysical survey, utility reference file CAD development and submittal documentation. November 2020 to March 2021 Total Contract Amount \$56,000 Phase 1 and 2 investigations are complete.	Jefferson County Tom Anzia, P.E. – FHU 6400 S. Fiddlers Green Circle, Suite 1500, Greenwood Village, CO 80111 303.721.1440 tom.anzi@fhueng.com
Gun Club Road (Aurora, CO)	Roadway widening. Services include utility data acquisition, geophysical survey, ground penetrating radar, SPAR 300 survey, utility reference file CAD development, 3D utility model creation and submittal documentation. February 2020 to April 2021 Total Contract Amount \$374,000 Phase 1 field designating, and 3D modeling is complete. Project is in the design phase.	City of Aurora Jeff Binning, P.E. – Stanley Consultants 8000 South Chester Street, Suite 500, Centennial, CO 80112 720-460-4724 binningjeff@stanleygroup.com
Vine and Lemay (Fort Collins, CO)	New roadway alignment. Services included utility data acquisition, geophysical survey, utility reference file CAD development and submittal documentation. February 2020 to October 2020 Total Contract Amount \$169,000 Phase 1 and 2 investigations are complete.	City of Fort Collins Richard Richter, P.E. – AECOM 1601 Prospect Park Way Fort Collins, CO 80525 970-222-1132 richard.richter@aecom.com

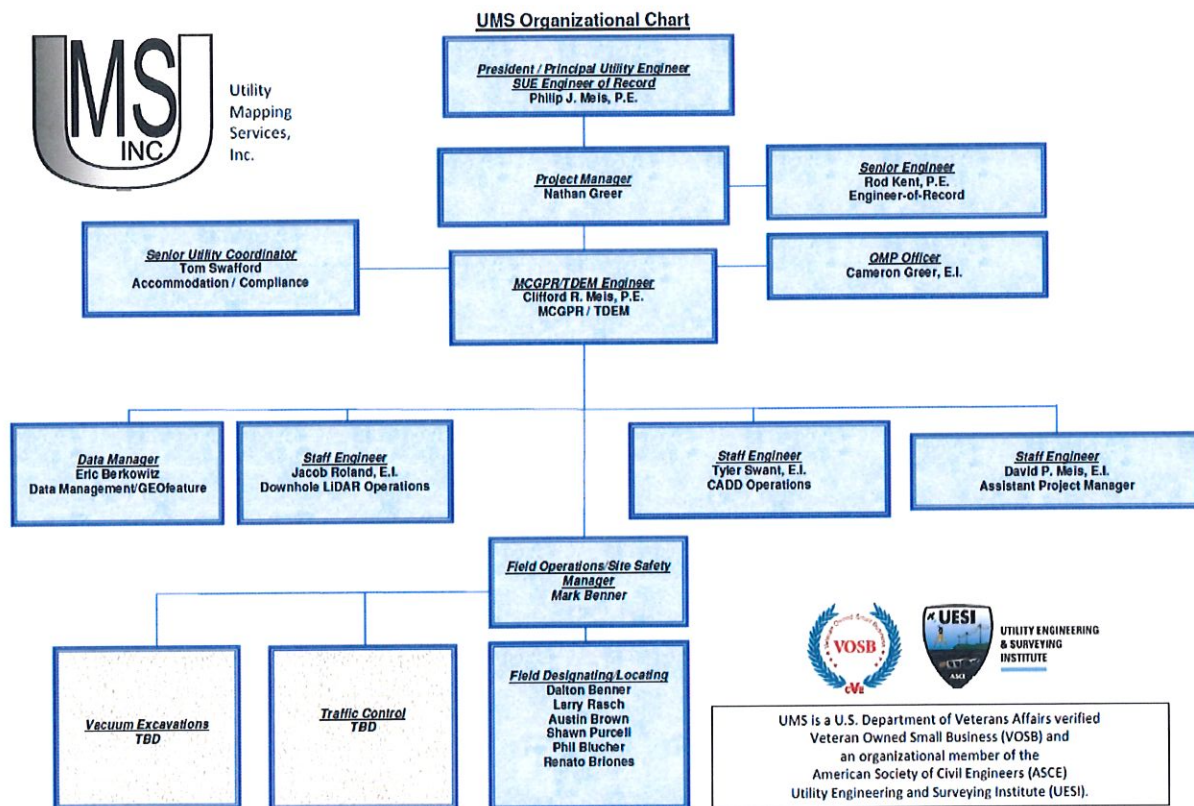
Timber Bridges (Multiple locations, CO)	Bridge replacement and improvements at ten bridges. Services included utility data acquisition, geophysical survey, utility reference file CAD development and submittal documentation. March 2020 to current Total Contract Amount \$68,000 The Phase 1 designating is complete. The Phase 2 effort is currently underway.	Colorado Department of Transportation Gary Maji, P.E. – AECOM 1601 Prospect Park Way Fort Collins, CO 80525 303-941-4962 gary.maji@aecom.com
Cory Merrill Safe Routes to School (Denver, CO)	Intersection improvements. Services included utility data acquisition, geophysical survey, utility reference file CAD development and submittal documentation. March/April 2020 Total Contract Amount \$11,000 Phase 1 field designating is complete.	City/County of Denver Erica Olsen, P.E. – SEH 2000 South Colorado Blvd, Suite 6000, Denver, CO 80222 303-586-5828 eolsen@sehinc.com
Virginia Avenue and Marion Parkway (Denver, CO)	Intersection improvements and bike lanes. Services included utility data acquisition, geophysical survey, utility reference file CAD development and submittal documentation. January-March 2020 Total Contract Amount \$37,000 Phase 1 designating complete.	City/County of Denver Kristina Babonas – wood 2000 S. Colorado Blvd, Ste. 2-1000, Denver, CO 80222 303-630-0793 Kristina.babonas@woodplc.com
Aurora HSIP at Five Intersections (Aurora, CO)	Intersection improvements at 5 intersections. Services included utility data acquisition, geophysical survey, utility reference file CAD development and submittal documentation. January-March 2020 Total Contract Amount \$53,700 Phase 1 field designating is complete.	City of Aurora Sarah Zarzecki, P.E. – Stanley Consultants 8000 South Chester Street, Suite 500, Centennial, CO 80112 720-460-4736 zarzeckisarah@stanleygroup.com
Wolcott at Sanderson Gulch (Denver, CO)	Storm drainage improvements. Services included utility data acquisition, geophysical survey, utility reference file CAD development and submittal documentation. September to December 2019 Total Contract Amount \$75,000 The Phase 1 designating is complete.	City/County of Denver Lisa Hauswirth – Goodbee & Associates 1221 Auraria Parkway, Denver, CO 80204 720-520-7279 hauswirth@goodbeeassoc.com
SH-92 over Gunnison (Delta, CO)	Roadway improvements and bridge replacement. Services included utility data acquisition, geophysical survey, utility reference file CAD development and submittal documentation. September to November 2019 Total Contract Amount \$34,000 The Phase 1 designating is complete.	Colorado Department of Transportation JJ Wierema, P.E. – wood 2000 S. Colorado Blvd, Ste. 2-1000, Denver, CO 80222 303-742-5309 justin.wierema@woodplc.com
I-70 & Kipling North Phase	Intersection, roadway and storm drain improvements. Services included utility data acquisition, geophysical survey, utility reference file CAD development and submittal documentation.	Colorado Department of Transportation Stacy Tschuor, P.E. – DEA, Inc.

(Wheat Ridge, CO)	August/September 2019 Total Contract Amount \$37,800 The Phase 1 designating is complete.	1600 Broadway, Suite 800, Denver, CO 80202 720-225-4619 stschuor@deainc.com
52 nd and Emerson (Denver, CO)	Site and Park Improvements. Services included utility data acquisition, geophysical survey, ground penetrating radar investigation, utility locating, vacuum excavations, utility reference file CAD development and submittal documentation. June/July 2019 and April 2020 Total Contract Amount \$59,370 The Phase 1 and 2 investigations are complete.	City/County of Denver Laura Harmon – Goodbee & Associates 1221 Auraria Parkway, Denver, CO 80204 303-667-6985 laurah@goodbeeassoc.com
US-550 Montrose (A 4-mile stretch of roadway along US-550, south of Montrose, CO)	Roadway improvements, turn lanes, deer fences. Services included utility data acquisition, geophysical survey, utility reference file CAD development and submittal documentation. May 2019 to August 2019 and December 2020 Total Contract Amount \$111,600 The Phase 1 and 2 investigations are complete. Project is in the design phase.	Colorado Department of Transportation Mary Keith Floyd, P.E. – Goodbee & Associates 1221 Auraria Parkway, Denver, CO 80204 303-667-6985 mk@goodbeeassoc.com
Washington Street (Denver, CO)	Roadway widening and intersection improvements. Services included utility data acquisition, geophysical survey, utility reference file CAD development and submittal documentation. October 2019 to March 2021 Total Contract Amount \$90,000 Phase 1 designating complete.	City/County of Denver Randal Lapsley, P.E. – RS&H 5690 DTC Blvd, Suite 345W, Greenwood, CO 80111 720-586-6656 randal.lapsley@rsandh.com
Boulder County Coalton Trail (Boulder County, CO)	Trail Improvements. Services included utility data acquisition, geophysical survey, utility reference file CAD development and submittal documentation. September 2019 Total cost \$7,600 Phase 1 designating complete.	Boulder County Parks and Open Space John Sabo, P.E. – Benesch 7979 East Tufts Avenue, Suite 800, Denver, CO 80237 720-771-6868 jsabo@benesch.com
US-550 at 9 th and 12 th (Durango, CO)	Intersection and traffic signal improvements. Services included utility data acquisition, geophysical survey, utility reference file CAD development and submittal documentation. August/September 2019 Total cost \$26,600 Phase 1 designating complete.	Colorado Department of Transportation Lisa Hauswirth – Goodbee & Associates 1221 Auraria Parkway, Denver, CO 80204 720-520-7279 hauswirth@goodbeeassoc.com
Tennessee and Oneida Storm Phase 1 (Denver, CO)	Storm line installation and upgrading. Services included utility data acquisition, geophysical survey and utility reference file CAD development. August to October 2019	City/County of Denver Steve KandeLind, P.E. – Entitlement and Engineering Solutions, Inc.

	Total cost \$39,000 Phase 1 designating complete.	501 S. Cherry Street Suite 300, Glendale, CO 80256 303-437-9404 steve.kandelind@ees.us.com
Imboden Road; 56 th Avenue to 64 th Avenue (Aurora, CO)	Roadway paving and culvert improvements. Services included utility data acquisition, geophysical survey, utility locating utility reference file CAD development and submittal documentation. July/August 2019 and May 2020 Total Contract Amount \$59,370 The Phase 1 and 2 investigations are complete.	City of Aurora Jeff Binning, P.E. – Stanley Consultants 8000 South Chester Street, Suite 500, Centennial, CO 80112 720-460-4724 binningjeff@stanleygroup.com
Barnes Road, from Solar Ridge to Power Boulevard Colorado (Springs, CO)	Roadway improvements and intersection improvements. Services included utility data acquisition, geophysical survey, utility reference file CAD development and submittal documentation. July/August 2019 Total cost \$50,600 Phase 1 designating complete.	City of Colorado Springs Erik Nyce, P.E. – SEH, Inc. 2000 South Colorado Blvd, Suite 6000, Denver, CO 80222 720-540-6825 enyce@sehinc.com
Loveland Signals (Loveland, CO)	Traffic signal replacement and intersection improvements. Services included utility data acquisition, geophysical survey, utility reference file CAD development and submittal documentation. March/April 2019 Total cost \$28,600 Phase 1 designating complete.	Colorado Department of Transportation John Sabo, P.E. – Benesch 7979 East Tufts Avenue, Suite 800, Denver, CO 80237 720-771-6868 jsabo@benesch.com
Minor Structures Replacement Design (Boulder County, CO)	Bridge and culvert replacement. Services included utility data acquisition, geophysical survey, utility reference file CAD development and submittal documentation. July 2019 Total cost \$8,700 Phase 1 designating complete.	Boulder County Steve Kaye, P.E. – SEH, Inc. 2000 South Colorado Blvd, Suite 6000, Denver, CO 80222 720-540-6847 skaye@sehinc.com
US-287 and Isabelle Road (Boulder County, CO)	Intersection and roadway improvements. Services included utility data acquisition, geophysical survey, utility reference file CAD development and submittal documentation. April/May 2019 Total cost \$20,600 Phase 1 designating complete.	Colorado Department of Transportation Dan Tuttle, P.E. – JUB Engineers 4745 Boardwalk Drive Building D, Suite 200, Fort Collins, CO 80525 970-377-3602 dtuttle@jub.com
SH-52 and US- 287 (Longmont and Broomfield, CO)	Intersection and roadway improvements. Services included utility data acquisition, geophysical survey, utility reference file CAD development and submittal documentation. June/July 2019 Total cost \$44,000	Colorado Department of Transportation Karen S. Fuhr, P.E. – Muller Engineering 777 S. Wadsworth Blvd, Suite 4-100, Lakewood, CO 80226 303-988-4939

	Phase 1 designating complete. Phase 2 locating is anticipated in the future.	kfuhr@mullereng.com
Marion Street System (Marion Street, from MLK Jr. Blvd. to 21 st Street in Denver, CO)	Storm drain system installation and roadway improvements. Services included utility data acquisition, geophysical survey, utility reference file CAD development and submittal documentation March 2019 to May 2019 Total cost \$40,600 Phase 1 designating complete.	City and County of Denver Elissa T. Roselyn, P.E. – Goodbee & Associates 1221 Auraria Parkway, Denver, CO 80204 303-507-2103 Elissa@goodbeeassoc.com
Valverde Ditch Storm Drain (Alameda Avenue, from Eliot Street to Bryant in Denver, CO)	Storm drain system installation and roadway improvements. Services included utility data acquisition, geophysical survey, utility reference file CAD development and submittal documentation. March 2019 to April 2019 Total cost \$26,900 Phase 1 designating complete.	City and County of Denver Rocky Macsalka, E.I. – AECOM 6200 South Quebec Street, Greenwood Village, CO 80111 303-376-2918 rocky.macsalka@aecom.com
Brandywine Park Upgrades and Trail Connection (Broomfield, CO)	Park upgrades and trail construction. Services included utility data acquisition, geophysical survey, utility reference file CAD development and submittal documentation. March/April 2019 Total cost \$8,000 Phase 1 designating complete.	City and County of Broomfield Sarah Zarzecki, P.E. – Stanley Consultants 8000 S. Chester Street, Suite 500, Centennial, CO 80112 720.460.4736 zarzeckisarah@stanleygroup.com
120 th Avenue Sidewalk – Main Street to Teller Street (Broomfield, CO)	Sidewalk improvements. Services included utility data acquisition, geophysical survey, utility reference file CAD development and submittal documentation. May/June 2019 Total cost \$12,000 Phase 1 designating complete.	City and County of Broomfield Sarah Zarzecki, P.E. – Stanley Consultants 8000 S. Chester Street, Suite 500, Centennial, CO 80112 720.460.4736 zarzeckisarah@stanleygroup.com

Organizational Chart



Appendix B – Resumes

Nate Greer – Project Manager

Cliff Meis – MCGPR and TDEM Operations Lead

Mark Benner – UMS SUE field Operations Manager

Philip J. Meis, P.E. – Principal Engineer and Project Engineer-of-Record



PHILIP J. MEIS, M.S., P.E.

PRESIDENT / PRINCIPAL ENGINEER

QUALIFICATIONS

Philip J. Meis, P.E. is a registered professional engineer with a background in civil design, surveying and mapping, geophysics, and data management. From 1986-90 he served as a NOAA Corps commissioned officer. Phil has been directing subsurface utility engineering services (SUE) on a national level since 1996 and was project manager and engineer-of-record for the SUE effort on the new I-70 Mississippi River Bridge design in St. Louis and the first SUE term contract for the TXDOT San Antonio District.

In 2002 Phil co-founded UMS specifically to address and execute SUE as a rigorous geophysical and engineering discipline. He is active with the Transportation Research Board Utilities Committee (AKD60), American Council of Engineering Companies, American Association of State Highway and Transportation Officials (AASHTO) and the American Society of Civil Engineers (ASCE). Phil served on an National Research Council Strategic Highway Research Program 2 initiative, R-15B, to standardize usage of utility conflict matrices. He currently chairs the committee for the ASCE **Standard for Recording and Exchanging Utility Infrastructure Data**, and the Utility Engineering and Surveying Institute (UESI) **Utility Risk Management Division**. He is a committee member for the ASCE 38 revision **Standard Guideline for Investigating and Documenting Existing Utilities**.

Phil is currently involved with implementing 3-D digital utility data repositories, standards, and supporting applications for lifecycle management of utility infrastructure installed within public right of way. He co-authored a 3-D Utility Surveying Practices report for the Wisconsin DOT and presented those findings at the IADOT sponsored 3-D Design Workshop. At FHWA's request he has presented digital 3-D utility management practices to a nationwide audience for the Every Day Counts webinar series. While chair of the ASCE UESI Utility Investigation and SUE Committee, Phil helped lead the development of the **Effective Utility Records Research** white paper recently presented in a February 2019 ASCE webinar.

He recently helped lead the National Cooperative Highway Research Project 20-07, Task 418 **An Impact and Value Analysis of Requiring Geospatial Locations for Utility Installation As-Builts** published in June 2020.

A leading national authority on utility engineering standards and best practices, Phil assures the latest technologies and methods are employed to acquire, analyze, and optimally integrate impacted utility infrastructure within project development and delivery efforts.

PROJECT EXAMPLES

- 3-D Utility Engineering – 10.5 Mile I-494 Corridor for Minnesota DOT (2018-ongoing)
- 3-D Utility Investigation and 3D Open Roads Model – Custer Avenue for Montana DOT (2018-19)
- SHRP2 R01A Implementation Utility 3D Digital Repository for Montana DOT (2018-2019)
- 3-D Utility Investigation and BIM Model – Landside Access Modernization Program (LAMP) Intermodal Transportation Facility West (ITF-West) for the Los Angeles World Airport (2017)



REGISTRATION

Registered Professional Engineer: WI 38925-6 (Additional Reg.)
MN, MT, UT, SD, WY, IL, IA, ID, CO, MO, TX, MI, HI, DC, AZ

EDUCATION

M.Sc., Geophysical Engineering, Colorado School of Mines, 1986
B.Sc., Industrial Engineering, Iowa State University, 1983

AFFILIATIONS

ACEC, ASCE Utility Engineering and Surveying Institute, Construction Institute, SEG, TRB AKD60

EXPERIENCE

UMS ('02-PRESENT)
MACTEC, NOAA CORPS

- 3-D Utility Investigation and BIM Model - Landside Access Modernization Program (LAMP) Automated People Mover (APM) and Central Terminal Area CTA Projects for the Los Angeles World Airport (2016-2017)
- 3-D Utility Investigation and BIM Model – Honolulu Authority for Rapid Transit (HART) City Center Guideway Project (light rail) and 138kV Transmission Relocation – Honolulu, Hawaii (2016-2019)
- Puget Sound Energy LNG Pipeline 3-D Utility Survey, Model, Design – Port of Tacoma, WA (2017)
- NorthWestern Energy 170-mile HP Transmission 3-D Pipeline Survey (2016-2017)
- Puget Sound Energy HP Gas Main 3-D Utility Survey, Model, Design, Construction – SR510, Lacey, WA (2015)
- WisDOT 3-D Utility Survey Practices Report (2014-15)
- I-5 Columbia River Crossing, Vancouver, WA – Portland, OR Utility Engineering multi-billion dollar DB (2010-13)
- I-15 / Custer Avenue Interchange – Helena IM 15-4(107)194, CN 5588 (UDOT, 2006-2011)
- I-494 Additional Lane, S.P. 2785-330 - Cities of Minnetonka, Plymouth, and Maple Grove (Mn/DOT, 2005-06)
- I-15, Corridor in Utah County (400 South Orem to Alpine Interchange) Proj No. SP-15-6(52)241 (UDOT, 2004-05)
- IADOT Council Bluffs Interstate Improvement Project – I29 & I80 Interchange (IADOT, 2007)
- 3500 South; Bangerter Highway to 2700 West, SP-0171(18)6, Job No. 7812515D, PIN No. 5608 (UDOT, 2006-08)
- UDOT R2 Mountain View Corridor – Salt Lake, UT (2010-12)
- Mn/DOT TH 610 – Twin Cities (2011-12, and 2013-14)
- SUE Term contracts or Pre-qualifications for 13 states

Recent Presentations

- ASCE Standards and Best Practices for Mitigating Utility Related Risk – New York City Metro ASCE Construction Institute Chapter (May 2020)
- Standard Guideline for Recording and Exchanging Utility Infrastructure Data – Texas ASCE Utility Engineering and Surveying Institute Chapter Meeting College Station (Oct 2019)
- 3D Utility Investigations and Modeling – Western Regional Gas Conference – Tempe, AZ (Aug 2019)
- Utility Risk Management Workshop – ASCE UESI Pipelines Conference – Nashville, TN (Jul 2019)
- Reducing Risk with 3D Utility Investigations and Engineering for the Honolulu Authority for Rapid Transit – APTA/TRB 14th National Light Rail and Street Car Conference – Jersey City, New Jersey (Jul 2019)
- Rollout of the ASCE CI/UESI “Standard Guideline for Recording and Exchanging Utility Infrastructure Data” – Common Ground Alliance Conference – Tampa, FL (Mar 2019)
- 3D SUE Investigations and As-Built Records For 3D Design and BIM – ASCE Construction Institute Summit – Atlanta GA (Mar 2019)
- 3D Utility Investigations for MnDOT I-494 – MnDOT Transportation Conference – Saint Paul, MN (Mar 2019)
- ASCE Standards and Advanced Geophysics - Colorado American Public Works Association – Parker CO (Jan 2019)
- ASCE As-Built Standard – Open Geospatial Consortium – New York City, NY (Jul 2018)
- Advanced Geophysical Methods for Custer Avenue – Montana Department of Transportation Conf. – Helena MT (Feb 2018)
- Using SUE Data to Develop 3D CADD and BIM/CIM Models for the LAX Automated People Mover Project – UDOT Transportation Engineering Conference – Sandy, UT (Nov 2017)
- Utility Engineering and Surveying Institute Utility Investigation School – Ruston, LA (Aug 2016)
- Caltrans UICC Conf. – Utility Engineering Latest Technologies and Methods – Irvine (May 2016)
- ASCE Construction Institute Summit – 3-D Utility Survey and Engineering – Orlando (April 2016)
- JEC – Helen, MT - Innovations for Utility Survey and Management (Joint Presentation with Cesar Quiroga, Ph.D., P.E., Texas Transportation Institute of Texas A&M, Nov 2015)
- UDOT Annual Conference (October 2015)
 - SR510 PSE HP Gas Main – Case Study
 - UDOT 3-D Utility Data Repository Implementation
 - CI/ASCE Standard for the Collection, Administration, and Exchange of Utility Infrastructure Data
- FHWA EDC3 Webinar – 3D Utility Surveying Practices (June 2015)
- IADOT 3-D Design Workshop – Ames, IA (April 2015)
- MNDOT Transportation Engineers Conference – 3-D Utility Survey and Design (March 2015, 2016, 2017)
- MN GIS/LIS Conference – 3-D Utility Survey and Data Management (November 2016)
- IHEEP – 3-D Utility Surveys and Modeling, and ASCE Standard Development (New Orleans October 2014)

- ASCE 143rd Annual Civil Engineering Conference – Managing Utility Risks on Projects: Standards, Technology, and Asset Management, Charlotte, NC (October 2013)
- Geospatial World Forum, SPAR 300 Case Study, Rotterdam, Netherlands (May 2013)

Publications

- *An Impact and Value Analysis of Requiring Geospatial Locations for Utility Installation As-Builts*, National Cooperative Highway Research Program Transportation Research Board of the National Academies of Sciences, Engineering and Medicine, NCHRP 20-07, Task 418, June 2020
- *Digital ROW Management in the Year 2025: The Dream*, APWA Reporter, 2015, <http://www.apwa.net/Resources/Reporter/>
- *ASCE Embarks on Effort to Develop Standard for the Collection, Administration, and Exchange of Utility Infrastructure ("As-Built") Data*, Damage Prevention Professional Spotlight, Spring 2014 www.dp-pro.com
- *Leveraging Subsurface Utility Engineering (SUE) Data for Utility Safety on Light Rail Transit Projects*, 2012 Light Rail Conference November 11-13th Salt Lake City.
- *Leveraging Subsurface Utility Engineering (SUE) for Damage Prevention*, Damage Prevention Magazine, 2012 Spring Issue, pages 24-25.
- *Recommended Protocol and Standards for Utility Data Submittals*, Utah Department of Transportation, Research Division UT-11.07, February 2012.

Honors

- ACEC 2020 Engineering Excellence Honor Award – Online Utility Permitting and Utility Data Repository for the Montana Department of Transportation
- Bentley "Be-Inspired" Finalist, PSE SR-510 HP Gas Main 3-D Design and Construction Case Study, November 2015
- American Society of Civil Engineers Acknowledgement of Services – ASCE As-Built Standard
- NOAA Corps Special Achievement Award: Geophysical Surveys and Analyses for NOAA VENTS Program, 1989-90
- Harding Award: Stabilization of West Elk Coal Mine Land Slide, Somerset CO, Harding Lawson Associates, 1999
- Tau Beta Pi (National Engineering Honor Society); Alpha Pi Mu (Industrial Engineering Honor Society)

Past Experience Citations for Similar SUE On-Call and Large Project Contracts

- Montana Department of Transportation On-Call SUE Term Contracts (2002-present) – Ryan Dahlke, Consultant Design Engineer, Montana Department of Transportation Engineering Division d. 406.444.7292 rdahlke@mt.gov
Served as engineer of record and later principal engineer for UMS SUE contracts.
- South Dakota Department of Transportation SUE Contracts (2003-2015) – Dave Hausmann, Utility Coordinator, SDDOT (retired) – Office of Road Design, Utility Section, 700 East Broadway Avenue, Pierre, SD 57501 c. 605.295.0929 kmdr249@pie.midco.net
Served as engineer-of-record and project manager for UMS SUE contracts.
- Honolulu Authority for Rapid Transportation (HART) Kamehameha Highway 138kV Relocation (Pole 3 to Pole 28, Waipahu Power Station to Aloha Stadium) Phase 1 Utility Designating, 3D QL B Data Acquisition (GPR and SPAR 300) Preliminary Conflict Identification and 3D Modeling– Honolulu, Hawaii (2016-2019); R.M. Towill Corporation, 2024 N. King Street Suite 200 Honolulu, HI 96819 Stacy K. Y. Armstrong, P.E., LEED AP, StacyA@rmtowill.com voice: 808 842 1133 fax: 808 842 1937 web: www.rmtowill.com
Served as engineer-of-record for these UMS SUE contracts.



CLIFFORD R. MEIS, P.E.

PROJECT ENGINEER

QUALIFICATIONS

Clifford R. Meis, P.E., Project Engineer has industry experience managing complex subsurface utility engineering and geophysical survey operations in California, Washington, Oregon, Texas, Colorado and Montana. Cliff joined UMS in 2016 after working for Aera Energy in Bakersfield. Since joining UMS Cliff has been tasked with introducing new geophysical mapping technologies for hydrographic, pipeline, and utility mapping operations, including the multichannel ground penetrating radar, Spar 300 electromagnetic 3D pipe detector, and the NORBIT AS iWBMSc multi-beam sonar which facilitate better designs. Cliff is well versed in ASCE/CI 38-02 and promotes it as an engineering best practice to clearly communicate and proactively manage risk.



PROJECT EXPERIENCE

- I-5 Rose Quarter Portland, Oregon
- Steel Bridge Portland, Oregon – 3D Utility Model utilizing Spar 300 and multichannel ground penetrating radar.
- 52nd and Emerson Denver, Colorado – SUE including TDEM investigation at site of former wastewater treatment facility
- SHRP2 R01B Utility Locating Technologies – Project implementation for Montana Department of Transportation
- Naval Air Station Fallon – Shallow geophysical investigation to determine reclamation needs on historic dump
- Bathymetric Sonar/LiDAR Survey Western USA, Confidential Hydroelectric Utility – Data acquired for hydraulic modeling
- Toston Dam Hydrographic Survey – Upstream and downstream data acquired for riprap and jetty degradation
- Painted Rocks Dam Hydrographic Survey – Data used for dam condition assessment
- Westlake Chemical – 3-D Pipeline Survey, Sulphur, LA
- Valero Refinery – Boiler Feed Package/GDU 3-D Utility Investigation, Texas City, TX
- Puget Sound Energy – LNG Pipeline 3-D Utility Survey, Port of Tacoma, WA
- NorthWestern Energy – 170-mile HP Transmission 3-D Pipeline Survey, MT
- INEOS Refinery – Administration building 3-D Utility Investigation, La Porte, TX
- Santee Cooper Power – Plant Utility Investigation, Georgetown, SC

REGISTRATION

Registered Professional Engineer:

AL 37379-E
CA M 37620
CO 0055721
GA PE042948
MT 47473
NC 048685
NM 26155
NY 100244
TN 121149

EDUCATION

B.Sc., General Engineering,
Mechanical Option; Minor
Geophysics, Math; Montana
Tech, 2012

AFFILIATIONS

ASCE Utility Engineering and
Surveying Institute

ACEC

EXPERIENCE

UMS ('16-PRESENT),
Aera Energy (2012-2016)

- Los Angeles World Airport – Landside Access Modernization Program (LAMP) Intermodal Transportation Facility West (ITF-West) 3-D Utility Investigation and BIM Model
- Los Angeles World Airports – Landside Access Modernization Program (LAMP) Automated People Mover (APM) and Central Terminal Area CTA Projects 3-D Utility Investigation and BIM Model
- Malmstrom Airforce Base – Tactical Response Force Alert Facility 3-D Utility Investigation, Great Falls, MT (2016)
- NorthWestern Energy – Damage Prevention Standby Program, Helena, MT
- Malmstrom Airforce Base – Missile Maintenance Dispatch Facility 3-D Utility Investigation, Great Falls, MT
- Aera Energy LLC (jointly owned by Shell and ExxonMobile) Bakersfield, CA
 - Production Engineer – Responsible for well reliability
 - Coordination with workover rigs
 - Tubing and pump style and material selection
 - Audit equipment handling
 - Failure analysis

Certification/Training

- Utility Investigation School, Louisiana Tech Trenchless Technology Center (February 2019)
- Bathymetric Multibeam Survey Training, SEAHORSE Geomatics (May 2017)
- FMEA Training, TBR Strategies (June 2015)
- Practical Vibration Analysis – Solutions Level II (ASNT Level II), Update International (April 2015)
- Implementing TPR for Leadership, TBR Strategies (August 2015)
- TPR/TPM Coordinator, TBR Strategies (March 2015)
- Basic Problem Solving, Aera Academy (February 2015)
- Sealing Systems Course, John Crane (October 2014)
- Oil Analysis II (ICML MLA II), Noria (May 2014)
- Six Sigma Green Belt Training, Variance Reduction International (May – June 2014)
- MSD Centrifugal Pump Training, Sulzer (February 2014)
- Oil Analysis I (ICML MLA I), Noria (February 2014)
- Lean Certification, Aera Academy (March 2014)
- Cause Mapping I, ThinkReliability (October 2012)

Safety Training

- Basic Firefighter (April 2019)
- Basic Plus, Houston Area Safety Council (May 2018)
- PEC-BasicOrient, SafeLandUSA (March 2017)
- MEST (HAZWOPER, Confined Space, HAZCOM, Energy Control, etc.), Aera Energy (2012, 2013, 2014, 2015)
- Gas Transfer Work Practice, Aera Academy (February 2016)
- Asbestos Work Practice, Aera Academy (February 2016)
- Security Awareness, Aera Academy (February 2016)
- Safety in Motion, Hi5 Tech Gen (November 2015)
- Advanced Safety Audits, Area Academy (May 2015)
- Advanced Defensive Driving, Aera Academy (October

2012)

Presentations

- The Joint Engineers Conference, Helena Montana (November 2019)
3-D Utility Designating and Mapping; Custer Avenue, Helena MT
- The Hydrographic Society of America (THSOA) West Cost Chapter (May 2017)
Executing Hydrographic Surveys On Small Water

Honors

- Tau Beta Pi (National Engineering Honor Society)
- Eagle Scout



Utility Mapping Services, Inc.

NATHAN GREER

UTILITY COORDINATOR/PROJECT MANAGER

QUALIFICATIONS

Mr. Greer has a diverse background in project management of both field and office personnel for civil construction and utility engineering projects. Mr. Greer's specialties include the evaluation of existing utility data and application of subsurface utility engineering practices to efficiently gather necessary utility data and for use in identification of possible utility impacts with preliminary design elements. Mr. Greer has vast experience recognizing, coordinating and engineering low-cost and alternative utility conflict solutions, and identification of value engineering alternatives. He has managed and personally completed utility plans and coordination with project owners, utility owners, design teams and has a proven track record of establishing good rapport with all parties involved with the utility coordination and engineering processes. This wide array of management and engineering experience and expertise make him an ideal SUE Project Manager and Utility Coordinator for MnDOT projects.

Along with the above-mentioned accolades, Mr. Greer has completed SUE Phase 1 and 2 projects, utility conflict analytics, value engineering analysis and/or utility agreement preparations for MDT, MNDOT, NDDOT, ODOT, SDDOT, UDOT, WisDOT and WSDOT projects, and for the Honolulu Authority for Rapid Transit (HART). His diverse construction background allows him to utilize his experiences in various aspects of the design and construction process, along with his experience building roadways and installing utilities as a field engineer and heavy equipment operator, and enables him to excel when communicating at all levels within a project team. He is currently managing and executing utility coordination efforts during final design efforts on the TH212 Sacred Heart project for MnDOT District 8. He also recently completed a utility engineering and coordination project for one of the Montana DOT's first Design-Build projects. Along with MDT being new to Design-Build project delivery, Mr. Greer successfully acted as the SUE PM and Utility Coordinator for one of the first projects where MDT relinquished this overall utility coordination role in its entirety to a consultant. While fulfilling his role of Project Manager and Utility Coordinator for the TH212 Sacred Heart project, he actively manages field and office personnel working to complete SUE Phase 1 designating on the MnDOT I-494 project, and SUE Phase 1 and 2 efforts on four projects for the South Dakota DOT. Prior to these efforts, he recently completed a utility mapping and 3D utility modeling project of the existing utilities for the Kamehameha Highway 138kV Relocate project in Honolulu, Hawaii. Mr. Greer has training and experience in project management, utility coordination and engineering, geophysical detection methods, land survey, database and data management, and quality assurance practices required for Utility Engineering.

VALUE TO THE PROJECT

Current experience as a SUE PM and Utility Coordinator for MnDOT projects (TH212 Sacred Heart, I-494)

Utility coordination process and execution experience working with other DOTs such as MDT, SDDOT, NDDOT, and WSDOT

Expertise managing and executing both field and office SUE tasks, and Owner, Client and Utility Owner coordination/communication

Diverse background in civil construction and design

EXPERIENCE

Project Manager/Engineer, Utility Coordinator, Utility Mapping Services, Inc., Clancy MT, 2012 to present

Project Superintendent, Project and Field Engineer, Quality Control Engineer, and Project Estimator, Kiewit Bridge & Marine, 2007 to 2012

Field Engineer/Operator T&S Cheff Construction, 2006-2004

EDUCATION

B.S. Construction Engineering Technology, Montana State University, 2007

PROJECT EXAMPLES

- TH212 Sacred Heart; MnDOT, Sacred Heart, MN
- I-494; MnDOT, Bloomington/Richfield, MN
- MT 81 Bridges Reconstruction Design-Build; MDT, Denton, Montana
- Kamehameha Highway 138kV Relocate; HART, Honolulu Hawaii
- City Center Guideway and Stations, HART, Honolulu, Hawaii
- 1st Avenue North and Billings Bypass, MDT, Billings, Montana
- ND1804 Highway Reconstruction, NDDOT, Williston, North Dakota
- Highway 212 Reconstruction, SDDOT, Watertown, South Dakota
- SUE Equipment Feasibility and Evaluation Studies, WisDOT, Lake Delton and Superior, Wisconsin
- Columbia River Crossing (CRC), WSDOT/ODOT, Vancouver, Washington & Portland, Oregon

MARK BENNER
SUE FIELD OPERATIONS MANAGER

QUALIFICATIONS

Mr. Benner joined UMS 16 years ago after 15 years in the utility industry researching, reviewing, and collecting utility field data using various geophysical locating equipment. Mr. Benner is very familiar with all field related policies, UMS documentation and quality assurance measures, and procedures related to CI/ASCE 38-02 standards. He has provided SUE field data service on urbanized projects across the country.

Mr. Benner's responsibilities as a field operations manager require that he have a complete understanding of the necessary procedures and protocols associated with field data acquisition. In his time with UMS, Mr. Benner has been required to coordinate all field operations associated with the projects on which he has been assigned. These responsibilities include:

- Companywide field data acquisition policy creation and oversight
- Conducting records research
- Coordinating field efforts
- Preparing project schedule plans and scopes of work
- Overseeing all field data acquisition activities
- Organizing and holding meetings with clients as well as utility owners
- Inspection of collected field data to ensure compliance with ASCE 38-02 standards

EXPERIENCE

SUE Field Operations Manager
Utility Mapping Services, Inc.,
St. Cloud, MN
2005 - Present

Type of Project

- I-5 Rose Quarter (HDR Engineering, 2020 – Present)
- Ogden BRT (Jacobs Engineering Group, 2019 – Present)
- Winner Area Utility Survey (SDDOT, 2018)
- Valero Refinery (Intertek PSI, 2017)
- I-494 S.U.E. (SP 2785-424) (Minnesota DOT, 2018- Ongoing)
- LAX LAMP - I/T West / Lot C Utilities Investigation (Jacobsen Daniels, 2017)
- LAWA Landside Access Modernization Program (LAMP) (MAPLAX, 2017)
- Metro SUE Th 110_SP 1918-110 (MnDOT, 2015-Ongoing)
- US HWY 85 from I-94 to Watford City Bypass (KLJ, 2016)
- SR 510 Gas Main (PSE, 2016)
- TH 610 Extension Updates (MnDOT, 2014)
- Council Bluffs Interstate Improvements (HDR, 2014 – Ongoing)
- Columbia River Crossing (WSDOT, 2013)
- St. Croix River Crossing (MnDOT, 2011)
- Trunk Highway 610 Extension from TH 169 to Fernbrook Ln., SP 2771-38 (MnDOT, 2010)
- KCMO 54-Inch Arrowhead Transmission Water Main (Black and Veatch, 2010)

McFarland
SUMMARY SHEET

MEETING DATE: Monday, May 24, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Motion to approve Ordinance #2021-05: an ordinance dissolving the Village of McFarland Emergency Management Committee.

PREVIOUS ACTION:

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

The ordinance was first discussed at the Village Board meeting on May 10, 2021.

ISSUE SUMMARY:

Following the discussion at the annual meeting in April and the last Village Board meeting, the enclosed ordinance is presented to dissolve the Emergency Management Committee from the Village Code. There will remain obligations related to these functions; however, the requirements to meet as a Committee within 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:

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.

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:

Included for action as part of the Consent Agenda as follows:

Motion to approve Ordinance #2021-05, an ordinance dissolving the Village of McFarland



Emergency Management Committee.

ATTACHMENTS:

1. 2021-05 An ordinance dissolving Emergency Management Committee

ORDINANCE 2021-05

AN ORDINANCE DISSOLVING THE VILLAGE OF MCFARLAND EMERGENCY MANAGEMENT COMMITTEES.

Purpose: To discontinue the 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 an Emergency Management Committee and delegated certain advisory duties to the 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 Emergency Management Committees;

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

1. The Village of McFarland Emergency Management Committee is 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. 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~~

6. 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.

7. 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 24th 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:	

McFarland
SUMMARY SHEET

MEETING DATE: Monday, May 24, 2021

SECTION: Consent Agenda

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Motion to confirm Village President's amended appointments.

PREVIOUS ACTION:

ISSUE SUMMARY:

With the appointment of New Trustee Edward Wreh on May 10th attached are amended an updated appointments from Village President Clow.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2021 VP Appointments - 05.24.2021



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

Village President Appointments

2021-2022

Revised – 05.24.21

Elected Official	Committee Appointments
President Carolyn Clow	Personnel Committee (Chair) Plan Commission (Chair) Finance Committee Senior Outreach Committee Volunteer Committee Ethics Board Joint Village/School District
Trustee Stephanie Brassington	Public Safety (Chair) Community Development Authority Diversity, Equity & Inclusion Committee
Trustee Mike Flaherty	Senior Outreach Committee (Chair) Communications & Technology Committee (Chair) Library Board Joint Village/School District
Trustee Carrie Nelson	Parks, Rec & Natural Resources (Chair) Landmarks Committee (Chair) Public Utilities Communications & Technology Volunteer Committee
Trustee Justin Rupert	Public Works (Chair) Parks, Rec & Natural Resources Community Development Authority
Trustee Christopher St. Clair	Finance Committee (Chair) Personnel Committee Plan Commission Public Works
Trustee Edward Wreh	Senior Outreach Committee Public Safety Diversity, Equity & Inclusion Public Utilities (Chair)

McFarland
SUMMARY SHEET

MEETING DATE: Monday, May 24, 2021

SECTION: Business

DEPARTMENT: Community Development

CONTACT: Andrew Bremer, Comm & Eco Dev Director

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

PREVIOUS ACTION:

November 4, 2020, 5411 Bashford LLC (Dan Chin Homes) pre-application meeting with the Community Development Authority.

November 16, 2020, 5411 Bashford LLC pre-application meeting with the Plan Commission.

March 3rd, 2021 Community Development Authority recommendation of a Tax Increment Finance Development Incentives Application for 5411 Bashford LLC.

March 15th, 2021 Plan Commission approval of a Conditional Use Permit and Site/Design Review Permit for 5411 Bashford LLC.

March 22nd, 2021 Village Board approval of a Tax Increment Finance Development Incentives Application for 5411 Bashford LLC.

April 12th, 2021 Village Board introduction of Resolution 2021-10: Resolution to Discontinue Portion of Johnson Street ROW.

May 3rd, 2021 McFarland School Board approval of Dedication of Right-of-Way at 6009 Johnson Street.

May 17th, 2021 Plan Commission unanimous recommendation to the Village Board to approve Resolution 2021-10.

ISSUE SUMMARY:

This agenda item, Resolution 2021-10, and the next three agenda items: Resolution 2021-12, Resolution 2021-15, and Resolution 2021-16 are a continuation of completion of various right-of-way vacation, dedication, and public utility easements associated with the prior approval by the Plan Commission of a Conditional Use Permit and Site/Design Review Application, as well as, the approval of a Tax Increment Finance Development Incentives Application by the Community Development Authority and Village Board, regarding a proposed mixed-use development at 5411 Bashford Street, by 5411 Bashford Street LLC (Dan Chin Homes). A copy of the Right-of-Way Adjustment Map from the Site/Design Review Application is attached for reference.

Resolution 2021-10 provides for the discontinuance of a portion of Johnson Street as contemplated in the Site/Design Review Application approved by the Plan Commission on March 15th, 2021. The Village Board introduced Resolution 2021-10 at its April 12th, 2021 meeting for recommendation by the Plan Commission and notification of a public hearing by



Class 3 notice for the Village Board's March 24th, 2021 meeting. The right-of-way width along Johnson Street will remain conforming to the minimum right-of-way width requirements for local roadways under the Village's Subdivision Code through the associated right-of-way dedication that was approved by the School District of McFarland on May 3rd, 2021 (Resolution 2021-15) for 6009 Johnson Street.

FINANCIAL/BUDGET IMPACT:

5411 Bashford Street is within Tax Increment District #4. This agenda item is part of the continuation of a Tax Increment Finance Development Incentives Application by 5411 Bashford LLC (Dan Chin Homes) approved by the Village Board on March 22nd, 2021. The applicant has estimated a total construction project budget of \$1,503,740. The applicant estimates a property assessment value of \$1,110,000 upon project completion, effective January 1, 2022. A building of this value would generate an estimated growth in the value of the property of \$1,035,100, subtracting the value of the property at the time of TID creation (\$74,900), and \$20,133 in annual tax increment beginning in year 2023; with a total estimated tax increment collection of \$241,595 prior to closure of TID #4, assuming no changes in the property valuation or tax rate. The Village Board's approval of the Tax Increment Finance Development Incentives Application was for \$172,000, plus donation of the property valued at \$60,000. A Development Agreement is anticipated to be considered at the June 2nd CDA meeting and June 12th Village Board meeting.

VILLAGE PLAN REFERENCE:

The property is identified within the Downtown future land use category within the Village's 2017 Comprehensive Plan. Figure 4.1 of the plan, provides a general description of preferred land uses including commercial services, retail, restaurants, lodging, office, multiple family residential (mainly in upper stories), and institutional including on site and/or buildings that mix uses. Figure 4.1 further recommends development policies including arranging uses in a bike and pedestrian oriented environment with off- and on-street parking; minimal building setbacks; and building materials, designs, placement, and scale that are compatible with existing development form. The project also supports the following plan policies and objectives:

- Actively promoting infill development and redevelopment where opportunities present themselves, particularly for underutilized properties along Terminal and Triangle Drive, Highway 51, Farwell Street, and the downtown area.
- Preserve and enhance the historic character of the downtown and older Village neighborhoods, while encouraging compatible infill, redevelopment, and rehabilitation of buildings and sites.
- Proactively work to retain and grow existing businesses.
- Guide new Village housing to planned neighborhoods and mixed use areas with convenient access to commercial and recreational facilities, transportation, schools, shopping, services, and jobs.

ORDINANCE REFERENCE:

The property is zoned C-C Central Commercial. The purpose of the C-C District is to



accommodate those retail, service, and office uses characteristic of the original downtown area of McFarland.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

This agenda item is presented for a public hearing only. Action on Resolution 2021-10 is scheduled for the Village Board's June 14th, 2021 meeting.

ATTACHMENTS:

1. 5.24.21 Resolution 2021-10 Public Notice
2. 2021-10 Resolution to Discontinue Portion of Johnson Street
3. Pages from 5411 Bashford-Site and Building Plans-03.18.21

Please publish in the
McFarland Thistle on
April 29, May 6, and May 13, 2021

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

NOTICE IS HEREBY GIVEN that there will be a public hearing before the Village Board on Monday, May 24, 2021 at 7:00 p.m. in the Community Room of the Municipal Center, 5915 Milwaukee St., McFarland, Wisconsin, at which time interested parties and citizens shall have an opportunity to be heard concerning the following:

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

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

COVID-19 RELATED INFORMATION

Due to the COVID-19 Pandemic, the Village recommends and **URGES** all residents to view the meeting that evening live on the Charter cable channel 982; TDS channel 1009 or online at mcfarlandcablechannel.com and those who wish to participate and provide public comment do so via Zoom (the Village's virtual meeting software). You can join the Zoom Webinar by visiting <https://us02web.zoom.us/j/83255659366> or Telephone: Dial (for higher quality, dial a number based on your current location): US: +1 (312) 626-6799 Webinar ID: Webinar ID: 832 5565 9366.

Due to limitations from Dane County Public Health, only 10 non-employees are allowed in the Municipal Center at one time. **If you choose to attend the meeting in-person, the Village CANNOT GUARANTEE you will be allowed a spot inside the building to view the meeting.** Those who wish to provide public comment at the meeting will be ushered in and out of the building to accommodate the 10 person gathering limit.

If you cannot attend the meeting, you may submit your written comments to the Village Board by email to community.development@mcfarland.wi.us or by mail to Community Development Department, Village of McFarland, P.O. Box 110, McFarland, WI 53558-0110. Submission must be received no later than the Thursday prior to the meeting date.

RESOLUTION #2021-10

RESOLUTION DISCONTINUING A PORTION OF JOHNSON STREET ABUTTING LOTS 8 AND 9, BLOCK 1, JOHNSON'S ADDITION TO VILLAGE OF MCFARLAND AS A PUBLIC WAY.

WHEREAS, the Assessor's Plat of the Village of McFarland designates the boundaries of Johnson Street abutting Lots 8 and 9 of Johnson's Addition to McFarland; and

WHEREAS, the Village of McFarland previously acquired title to those portions of Lots 8 and 9 of Johnson's Addition abutting on Johnson Street; and

WHEREAS, the Village intends to convey the above parcels for development, and the proposed development requires that the right-of-way line of Johnson Street be adjusted by vacating a portion of the westerly right-of-way and the acquisition of additional right-of-way to the east; and

WHEREAS, the Village Board has determined that it is in the public interest that the portion of Johnson Street described below be discontinued as a public way pursuant to §66.1003, Wis. Stats.;

NOW, THEREFORE, BE IT RESOLVED, by the Village Board of the Village of McFarland, that the public interest requires that the portion of Johnson Street legally described in Exhibit A and depicted in Exhibit B be, and it hereby is, vacated and discontinued as a public way, pursuant to §66.1003, Wis. Stats.

A certified copy of this Resolution and Exhibits shall be recorded with the Dane County Register of Deeds.

The intent of this discontinuance is that title to all of the public way described herein revert to the adjoining private lands pursuant to §§66.1003 and 66.1005, Wis. Stats.

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

APPROVED:

Carolyn A. Clow, Village President

ATTEST:

Cassandra Suettinger, Village Clerk-
Treasurer

RESOLUTION # 2021-10	
MOTION	SECOND
ACTION	DATE
Adopted	
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Brassington	Rupert
Clow	St. Clair
Flaherty	Wreh
Nelson	
VOTING RESULTS	
Motion Carried	
Motion Defeated:	

Exhibit A

Legal Description

Right-of-Way Vacation

A part of Johnson Street, Assessor's Plat of the Village of McFarland, recorded in Volume 14 of Plats on Pages 16 through 27 as Document No. 824385 of Dane County Records, being located in the Northeast one-quarter of the Southeast one-quarter of Section 3, Township 6 North, Range 10 East, Village of McFarland, Dane County, Wisconsin, being more particularly described as follows:

BEGINNING at the most Southerly corner of Lot 8 of Block 1 of Johnson's Addition, recorded in Volume 1 of Plats on Page 50 as Document No. 223113 of Dane County Records, lying on the Northwestern right-of-way line of said Johnson Street;

thence, along said Northwestern right-of-way line and the Southeasterly line of said Block 1, North $46^{\circ}51'16''$ East, 138.03 feet;

thence, leaving said Northwestern right-of-way line and Southeasterly Block line, South $70^{\circ}07'27''$ East, 4.31 feet;

thence South $43^{\circ}08'44''$ East, 9.78 feet to the beginning of a tangent curve, being concave Westerly, having a radius of 15.00 feet and a chord which bears South $08^{\circ}23'30''$ West, 23.49 feet;

thence Southerly, 26.98 feet along the arc of said curve through a central angle of $103^{\circ}04'27''$ to the point of tangency thereof;

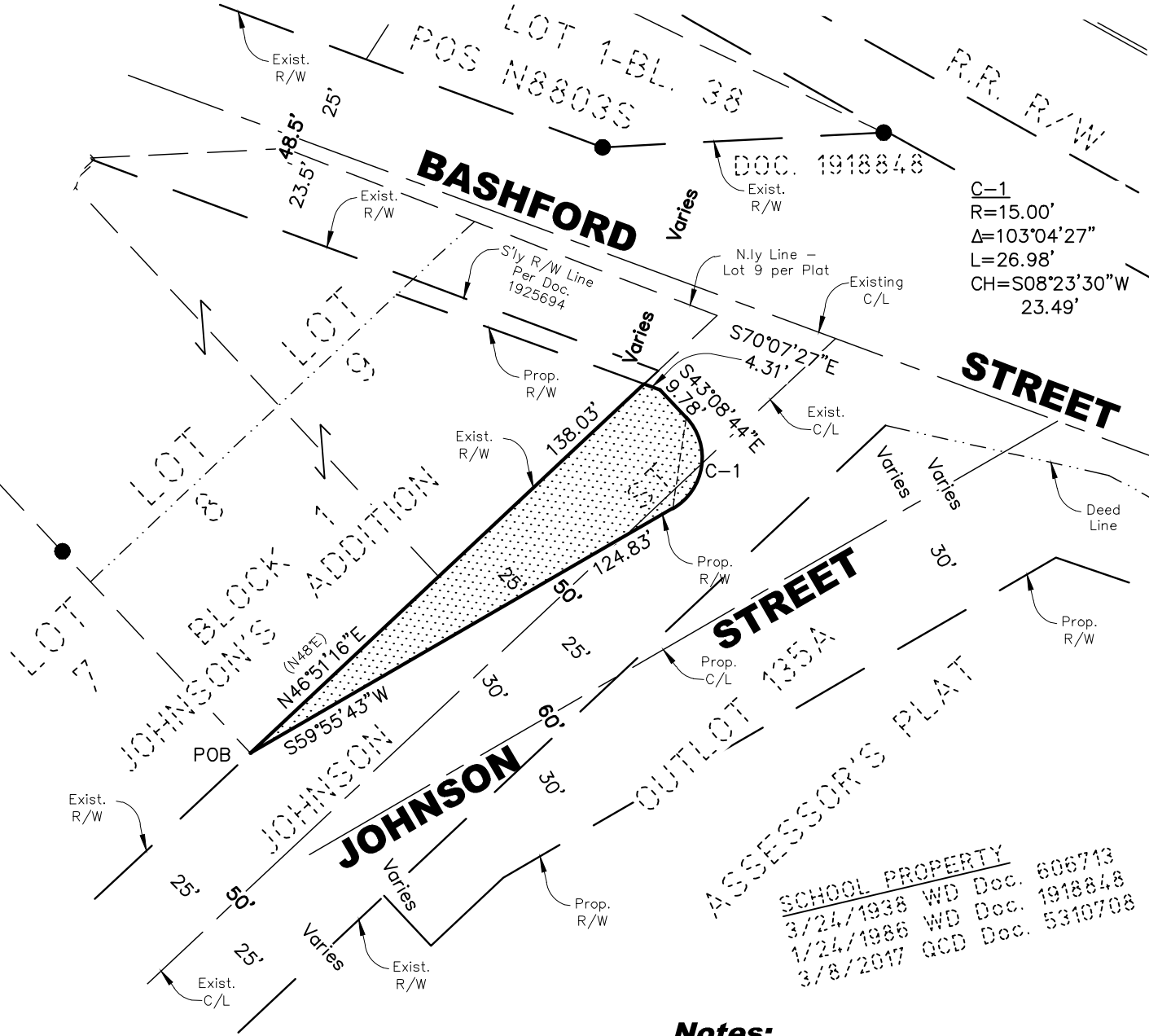
thence South $59^{\circ}55'43''$ West, 124.83 feet to the **POINT OF BEGINNING**.

The above-described property contains 2,191 square feet or 0.050 acres, more or less, and is subject to all easements and agreements, if any, of record and/or fact and is shown on the map, Exhibit B, by Quam Engineering, LLC for Project No. MC-40-20 dated April 8, 2021, and by this reference made a part hereof.

Exhibit B

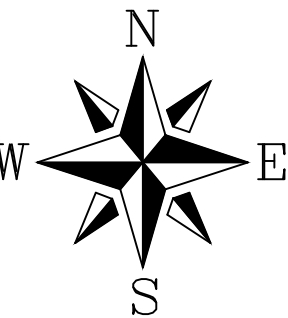
Right-of-Way Vacation

A part of Johnson Street, Assessor's Plat of the Village of McFarland, being located in the NE 1/4 of the SE 1/4, Section 3, T6N., R10E., Village of McFarland, Dane County, Wisconsin



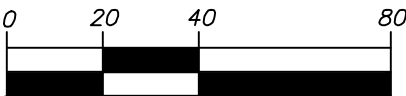
- Notes:**
1. A legal description has been provided on a separate sheet as Exhibit A.
 2. Area of Vacated R/W:
2,191 sq. ft.
0.050 acres ±

LEGEND	
	Fd. 3/4" Iron Rebar
	R/W Line (As Noted)
	Platted Lot Line
	Deed Line
	Street Centerline
	Street to be Vacated



Bearings are referenced to the Northwesternly R/W line of Johnson Street, which bears North 46°51'16" East on the Dane County Coordinate System.

GRAPHIC SCALE



(IN FEET)
1 inch = 40 ft.

RIGHT-OF-WAY VACATION

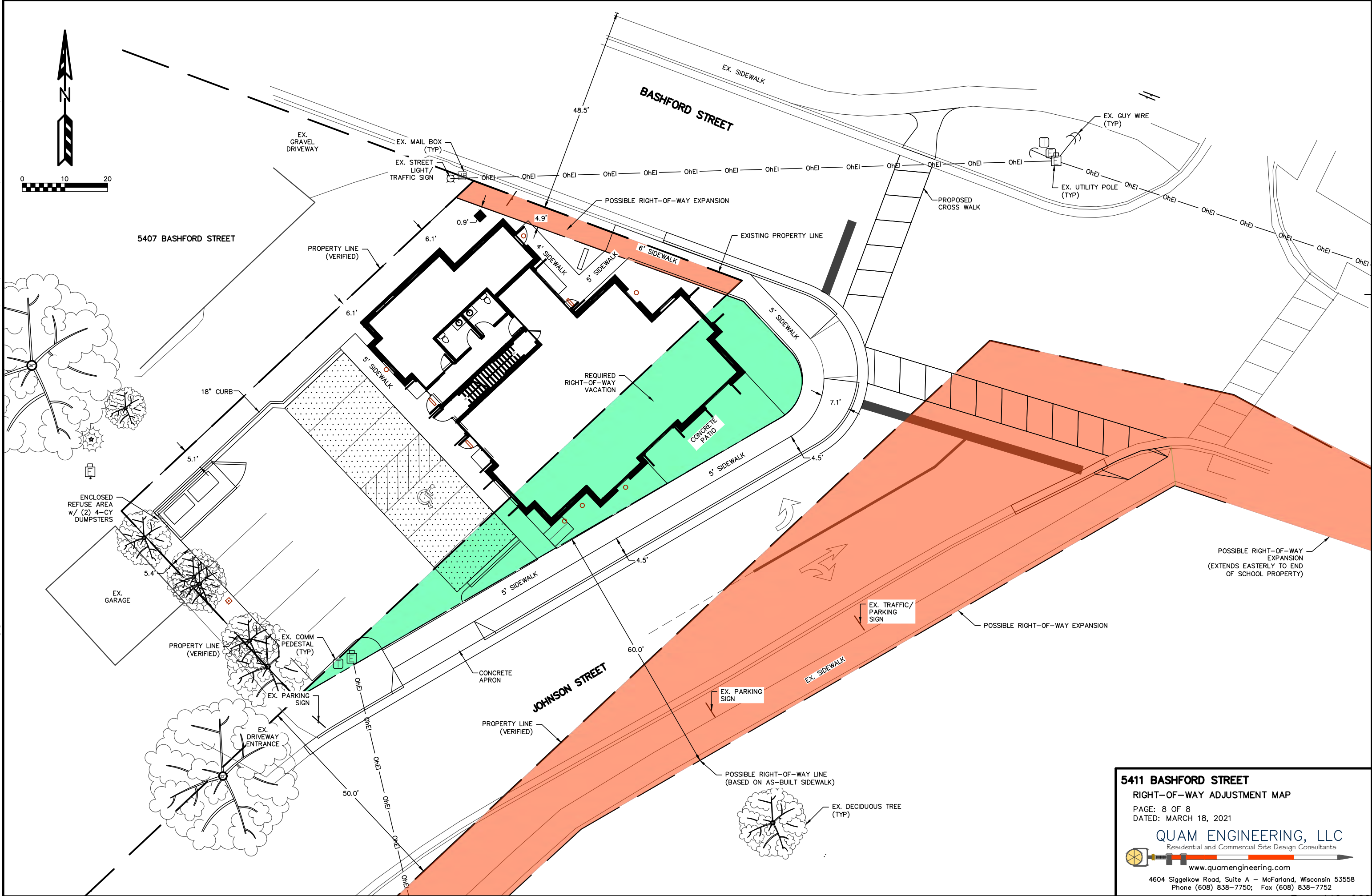
PROJECT NO. MC-40-20 SHEET 1 OF 1
April 8, 2021

QUAM ENGINEERING, LLC
Residential and Commercial Site Design Consultants



www.quamengineering.com

4604 Siggelkow Road, Suite A - McFarland, Wisconsin 53558
Phone (608) 838-7750; Fax (608) 838-7752



5411 BASHFORD STREET

RIGHT-OF-WAY ADJUSTMENT MAP

PAGE: 8 OF 8

DATED: MARCH 18, 2021

QUAM ENGINEERING, LLC

Residential and Commercial Site Design Consultants

 www.quamengineering.com

4604 Siggelkow Road, Suite A - McFarland, Wisconsin 53558

Phone (608) 838-7750; Fax (608) 838-7752

McFarland
SUMMARY SHEET

MEETING DATE: Monday, May 24, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action regarding 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.

The Village Board reviewed the 75% design set for the project at their meeting on May 10, 2021.

ISSUE SUMMARY:

Design for the Public Safety Center has progressed through 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 follow up on the presentation from the last meeting and accept the 75% plan set to continue its progression.

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. All of the enclosed information is the same as what was provided at the previous meeting.

A summary of the enclosed materials is as follows:

- Site Plan - The site plan as it has been prepared provides for the general utilization of the land. There are no material changes to what's been presented previously.
- Exterior Renderings - The Architect has provided various imagery of the exterior of the facility to demonstrate the aesthetics of the project.



- Floor Plan(s) - The floor plans for all users are included within this submittal as well. Very little has changed in these documents since the last set of plans were accepted.
- Interior Perspective - Something new at this threshold, we have included 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 to provide perspective on how the project has progressed and where it is going on the calendar.
- Cost Updates - New cost updates are presented in the packet and explained later in this memo.

This is not the final step in the process as there are still several steps left requiring board involvement. The 95% plan set will be released on June 11th and considered by the board on June 28th in order to send the project to bid.

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:

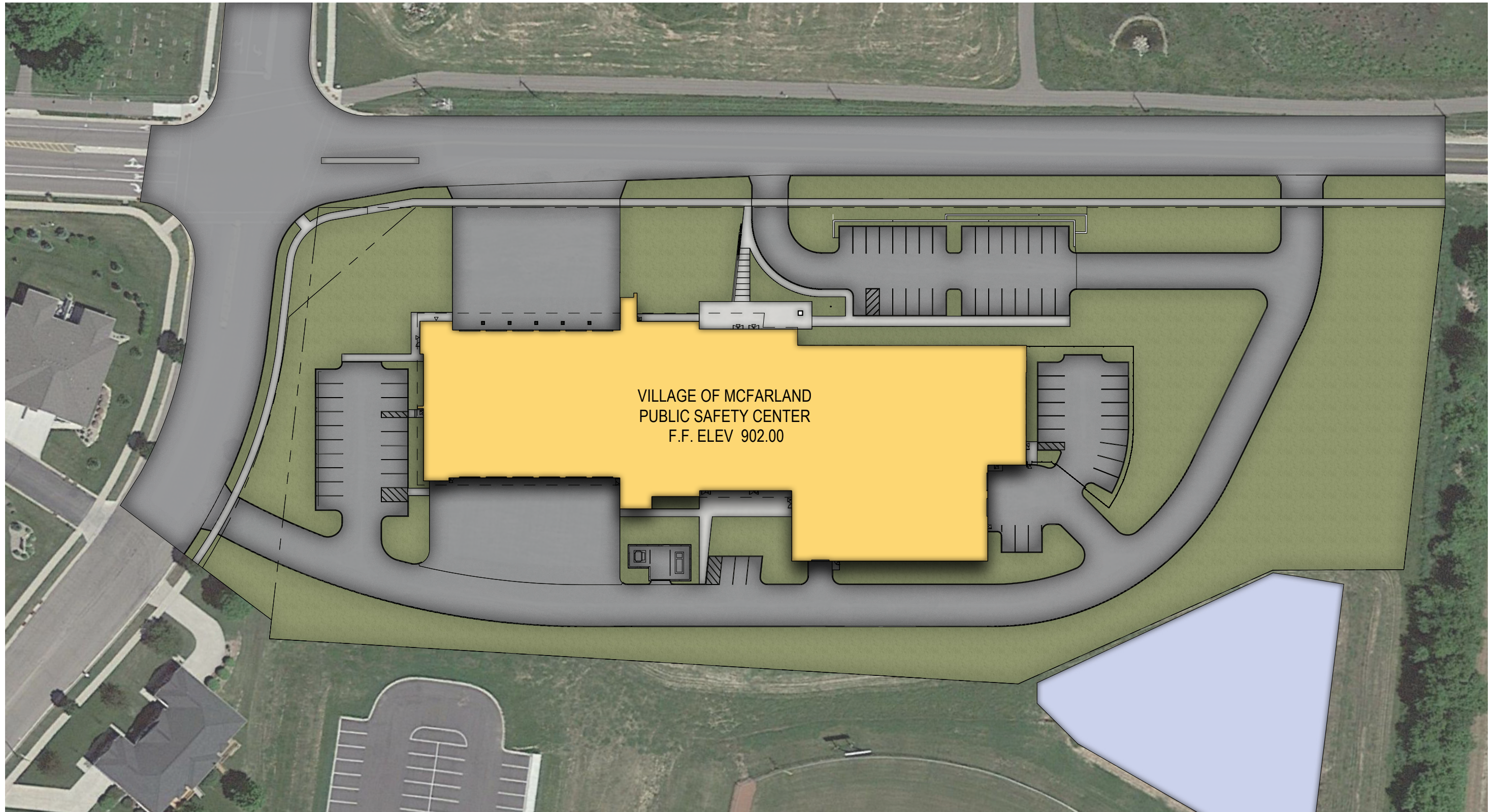
Recommended action to be taken:

Motion to accept the 75% plan submittal for the Public Safety Center including the site plan, floor plan, renderings, projected timeline, and estimated costs as presented.

ATTACHMENTS:

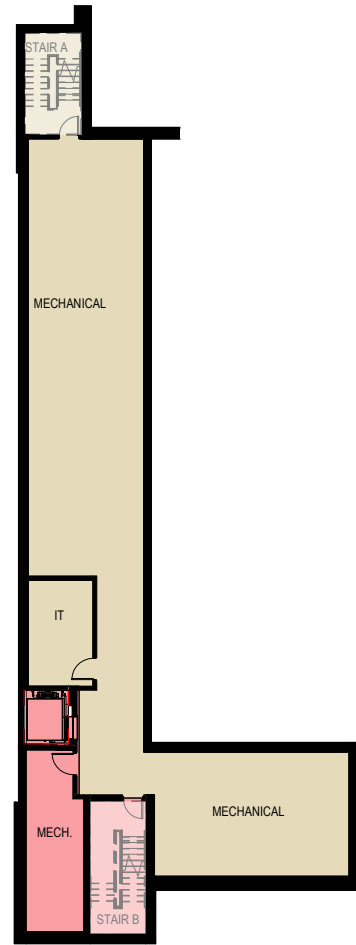
1. 3488 - McFarland PSB - ARCHITECTURAL SITE PLAN 5.6.2021
2. 3488 - McFarland PSB Floor Plans (2)
3. Vision Sheets-Reduced 2
4. McFarland Public Safety Center - Phase II & III Calendar - 2021-05-06
5. 2021-05-06_3488 McFarland Public Safety_ProjectBudgetTracker

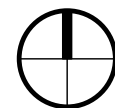


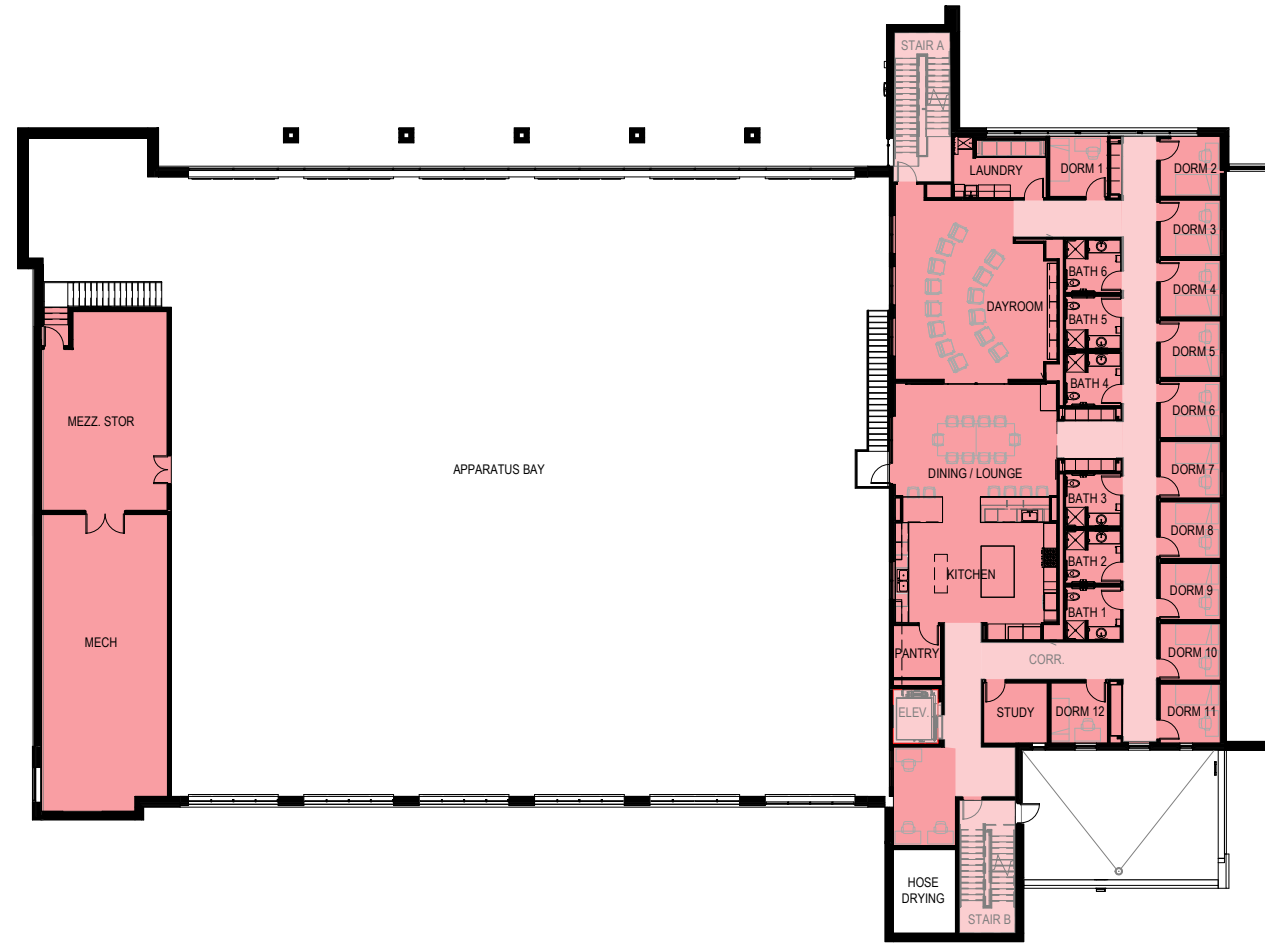




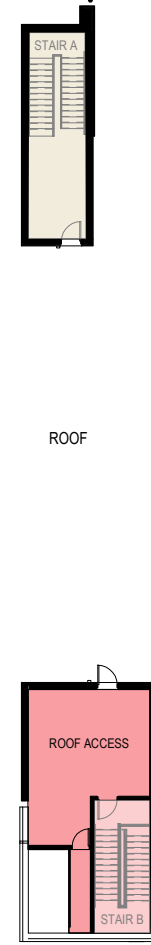
 **FIRST FLOOR PLAN**
Scale: 1" = 30'-0"



 **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 24, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action regarding Ordinance #2021-06: an ordinance creating Section 23-95 of the McFarland Municipal Code establishing criteria for determining the qualification of bidders on Village contracts.

PREVIOUS ACTION:

The Committee of the Whole reviewed the initial draft of the proposed ordinance at their meeting on May 10, 2021.

ISSUE SUMMARY:

Enclosed within the packet is a redline and clean version of Ordinance #2021-06 in order to establish criteria for responsible bidding within the code. This was discussed previously at the Committee of the Whole and the current version includes those final comments from that meeting. Additionally, the original sample ordinance is provided as a comparison to the redline version to show how this was adapted locally. The ordinance establishes criteria in which prospective contractors have to follow in order to be able to bid on our public works construction projects as defined by State law. Many of these criteria are already required within the bidding documentation, but are not mandated by ordinance as they are simply rules applied in order to bid. There are 18 different criteria to consider within our proposed ordinance that were previously reviewed at Committee. The enclosed clean version of this ordinance takes into account the feedback from members and has prepared this item for final consideration.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended action to be taken:

Motion to approve Ordinance #2021-06, an ordinance creating Section 23-95 of the McFarland Municipal Code establishing criteria for determining the qualification of



bidders on Village contracts.

ATTACHMENTS:

1. 9-23-10 Model Responsible Bidder Ordinance SAMPLE
2. 2021-06 An Ordinance Establishing Criteria for Responsible Bidders REDLINE
3. 2021-06 An Ordinance Establishing Criteria for Responsible Bidders CLEAN

Model Responsible Bidder Ordinance

1) Purpose. Pursuant to Wis. Stat. §§ [59.52(29) for counties; 62.15(1) and (6) for cities; 61.54 and 62.15(1) and (6) for villages; 60.47(3) for towns] and 66.0901, whenever the [county/city/ village/town] lets public works by contract, the contract must be awarded to the lowest responsible bidder. What constitutes a responsible bidder is a determination that requires the exercise of discretion by the [county/city/ village/town]. This ordinance is intended to ensure that bids are reviewed by the [county/city/ village/town] and its departments, officials or employees under reasonably consistent responsible bidder criteria when exercising its discretion.

2) Definitions. In this section, the following definitions shall apply.

- a) “Contractor” means a person, corporation, partnership or any other business entity that performs work on a public works contract as a general contractor, prime contractor or subcontractor at any tier.
- b) “Apprenticeship program” means a program that is approved by the U.S. Department of Labor or a state apprenticeship agency and has graduated apprentices to journeyperson status for three (3) years or a program that has been registered with the federal or state government within the last three (3) years, provided that such program graduates apprentices to journeyperson status within the indenture period EXCLUDED from the meaning of Apprenticeship program is any Industry-Recognized Apprenticeship Program.
- c) “Public works contract” means a contract for the construction, alteration, execution, repair, remodeling or improvement of a public work or building, where the contract is

required to be bid pursuant to Wis. Stat. § [59.52(29) for counties; 62.15(1) and (6) for cities; 61.54 and 62.15(1) and (6) for villages; 60.47(3) for towns].

3) Responsible Bidder Criteria. In order to be a responsible bidder for purposes of being awarded a public works contract, the contractor must meet the following criteria.

- a) The contractor maintains a permanent place of business.
- b) The contractor is authorized to do business in the State of Wisconsin.
- c) The contractor, or agent, partner, employee or officer of the contractor, is not debarred, suspended, proposed for debarment or declared ineligible from contracting with any unit of federal, state or local government.
- d) The contractor is in compliance with provisions of Section 2000e of Chapter 21, Title 42 of the United States Code and Federal Executive Order No. 11246 as amended by Executive Order No. 11375 (known as the Equal Opportunity Employer provisions).
- e) The contractor has general liability, workers' compensation, unemployment, and automobile insurance at levels sufficient to protect the [city/ village/town] given the size of the public works.
- f) The contractor has complied with all provisions of Wisconsin prevailing wage law and federal Davis-Bacon related Acts, and all rules and regulations therein, for projects undertaken by the contractor that are covered by these laws, for the past five (5) years.
- g) The contractor participates in an Apprenticeship program [ALTERNATIVE LANGUAGE--For any contractor with more than 10 employees, the contractor participates in an Apprenticeship program or has a written alternative training program sufficient to ensure that its employees may safely perform the work required by the public works contract].

- h) The contractor has a written substance abuse prevention program meeting the requirements of Wis. Stat. § 103.503. As required by Wis. Stat. § 103.503, all employees must be subject to drug and alcohol testing before commencing work on the public works project, except that testing of an employee before commencing work on a project is not required if the employee has been participating in a random testing program during the 90 days preceding the date on which the employee commenced work on the public works project.
- i) The employees who will perform work on the project are properly classified as employees or independent contractors under all applicable state and federal laws.
- j) The contractor has not been the subject of any investigation, order or judgment from any state or federal agency or court concerning an employment practice, including but not limited to, classification of employees, unemployment insurance, or discrimination. If the contractor has been the subject of any investigation, order or judgment from any state or federal agency or court concerning an employment practice, the contractor must provide copies of the investigation, order or judgment. The [county/city/village/town] shall review the investigation, order or judgment and determine whether the facts and circumstances are such that the contractor is not a responsible bidder.
- k) The contractor's employees who will perform work on the project are:
 - i) Covered under a current workers' compensation policy; and
 - ii) Properly classified under such policy.
- l) The contractor's employees who will perform work on the project have the health insurance coverage required by the federal Affordable Care Act.

- m) The contractor possesses all applicable professional and trade licenses required for performing the public works.
- n) The contractor has adequate financial resources to complete the public works contract, as well as all other work the bidder is presently under contract to complete.
- o) The contractor is bondable for the terms of the proposed public works contract.
- p) The contractor has a record of satisfactorily completing at least five projects of similar size and complexity within the last five years. Criteria which will be considered in determining satisfactory completion of projects may include, but are not limited to:
 - i) Completion of contracts in accordance with drawings and specifications;
 - ii) Diligent execution of the work and completed contracts according to the established time schedules unless extensions are granted by the owner; and
 - iii) Fulfilled guarantee requirements of the contract documents.
- q) The contractor has, and diligently maintains, a written safety program.
- r) The contractor has not received a serious, willful or repeated violation from OSHA in the last ten years.

4) No Restriction on Discretion. If information other than what must be disclosed by the contractor in subsection 3 is discovered by the [county/city/ village/town] or the department, official or employee responsible for awarding the public works contract, and such information calls into question the contractor's capacity or competence to faithfully and responsibly comply with the terms of a public works contract, that information shall be considered in determining whether the contractor is a responsible bidder.

5) Affidavit of Compliance. The general or prime contractor bidding on a public works project must include in its sealed bid;

- a) its own affidavit swearing compliance with the criteria set forth in subsection 3) on the form required by the [county/city/ village/town]; and
- b) an affidavit swearing compliance with the criteria set forth in subsection 3) on the form required by the [county/city/ village/town] from every subcontractor at any tier who will perform work on the project.

Failure to submit the required affidavit, or providing incorrect, false, or misleading information shall automatically disqualify the contractor's bid.

ORDINANCE 2021-06

AN ORDINANCE CREATING §23-95 OF THE MCFARLAND MUNICIPAL CODE ESTABLISHING CRITERIA FOR DETERMINING THE QUALIFICATION OF BIDDERS ON VILLAGE CONTRACTS.

Purpose: To establish uniform standards for determining whether the lowest bidder on a public contracts is considered qualified to provide the work or services.

Sponsor: Carolyn Clow, Village President

Recommended Referral: None

Public Hearing: Not Required

WHEREAS, §§61.54, 62.15 and 66.0901(1m)(a)2. of the Wisconsin Statutes and Section 23-92(a) of the McFarland Municipal Code require that public construction contracts exceeding \$25,000 in costs be let to the lowest qualified bidder; and

WHEREAS, §62.15(6) of the Wisconsin Statutes requires the Village Board to determine whether any bidder is, in the judgment of the board, incompetent or otherwise unreliable for the performance of the work on which the bidder bids, and to award the contract only to the lowest responsible bidder; and

WHEREAS, the Village Board has determined that consistency in the determination of bidder responsibility will be promoted by the establishment of objective standard by which the Board will determine a bidder's qualification; and

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

Section 1. Section 23-93(b)(5)(intro) of the McFarland Municipal Code is amended to read as follows:

(5) Bidding procedures. When a formal bid is required or deemed to be in the best interests of the Village, the bidding procedure shall comply with formal bid solicitation standards identified in the Village's Purchasing Policies and Procedures and the bid solicitation notice shall contain at least the following information:

Section 2. Section 23-93(b)(5)e. of the McFarland Municipal Code is amended to read as follows:

e. ~~The bid solicitation shall also include a~~ section on special provisions including guarantees and service considerations, trade-in considerations, and other information relating to special conditions.

Section 3. Section 23-93(b)(5)f. of the McFarland Municipal Code is created to read as follows:

f. A notice that bidders must supply the information required by Section 23-95, if applicable.

Section 4. Section 23-95 of the McFarland Municipal Code is created to read as follows:

- (a) Applicability. The requirements of this section shall apply to each contractor submitting a bid for public construction when state statutes or Village ordinances require the contract to be awarded to the lowest qualified bidder.
- (b) Definitions. In this section, the following definitions shall apply.
 - (1) “Contractor” means a person, corporation, partnership or any other business entity that submits a bid proposing to performs work on a Village public works construction contract ~~as a general contractor, prime contractor or subcontractor at any tier.~~
 - (2) “Apprenticeship program” means a program that is approved by the U.S. Department of Labor or a state apprenticeship agency and has graduated apprentices to journeyman status. ~~for three (3) years or a program that has been registered with the federal or state government within the last three (3) years, provided that such program graduates apprentices to journeyman status within the indenture period EXCLUDED from the meaning of Apprenticeship program is any Industry-Recognized Apprenticeship Program.~~
 - (3) “Public ~~works construction~~ contract” means a contract for the construction, alteration, ~~execution, repair,~~ remodeling or improvement of a public work or building, where the contract is required to be bid pursuant to Wis. Stat. §§ 61.54 and 62.15.
- (c) Responsible Bidder Criteria. In order to be a responsible bidder for purposes of being awarded a public ~~works construction~~ contract, the contractor and all of its subcontractors providing labor must meet the following criteria:
 - (1) The contractor maintains a permanent place of business.
 - (2) The contractor is authorized to do business in the State of Wisconsin.
 - (3) The contractor, or an agent, partner, ~~employee~~ or officer of the contractor, or any employee who will perform work on the project is not debarred, suspended, ~~proposed for debarment~~ or declared ineligible from contracting with any unit of the ~~state~~ State of Wisconsin and/or the federal government.

- (4) The contractor is in compliance with provisions of Section 2000e of Chapter 21, Title 42 of the United States Code and Federal Executive Order No. 11246 as amended by Executive Order No. 11375 (known as the Equal Opportunity Employer provisions).
- (5) The contractor has general liability, workers' compensation, unemployment, and automobile insurance at levels sufficient to protect the Village given the size of the public ~~works~~construction project, as specified in the bid specifications.
- (6) The contractor has complied with all provisions of Wisconsin prevailing wage law and federal Davis-Bacon related Acts, and all rules and regulations therein, for projects undertaken by the contractor that ~~are~~were covered by these laws, for the past five (5) years.
- (7) ~~The contractor participants in an Apprenticeship program [ALTERNATIVE LANGUAGE—For any contractor with more than 10 employees, the contractor participates in an Apprenticeship program—or has a written alternative training program sufficient to ensure that its employees may safely perform the work required by the public works contract].~~
- (8) The contractor has a written substance abuse prevention program meeting the requirements of Wis. Stat. § 103.503. As required by Wis. Stat. § 103.503, all employees must be subject to drug and alcohol testing before commencing work on the public ~~works~~construction project, except that testing of an employee before commencing work on a project is not required if the employee has been participating in a random testing program during the 90 days preceding the date on which the employee commenced work on the public ~~works~~construction project.
- (9) The employees who will perform work on the project are properly classified as employees or independent contractors under all applicable state and federal laws.
- (10) The contractor has not been the subject of any ~~investigation~~, order or judgment from any state or federal agency or court ~~concerning finding an unlawful employment practice, including but not limited to violations relating to,~~ classification of employees, unemployment insurance, or discrimination. ~~If the contractor has been the subject of any investigation, order or judgment from any state or federal agency or court concerning an employment practice, the contractor must provide copies of the investigation, order or judgment. The Village Board shall review the investigation, order or judgment and determine whether the facts and circumstances are such that the contractor is not a responsible bidder.~~
- (11) The contractor's employees who will perform work on the project are:
 - a. Covered under a current workers' compensation policy; and
 - b. Properly classified under such policy.

- (12) ~~The contractor's employees who will perform work on the project have the health insurance coverage required by the federal~~ is in compliance with the applicable requirements of the federal Affordable Care Act.
 - (13) The contractor possesses all applicable professional and trade licenses required for performing the public ~~works~~construction project.
 - (14) The contractor has adequate financial resources to complete the public ~~works~~construction contract, as well as all other work the bidder is presently under contract to complete.
 - (15) The contractor is bondable for the terms of the proposed public ~~works~~construction contract.
 - (16) The contractor has a record of satisfactorily completing at least five projects of similar size and complexity within the last five years. Criteria which will be considered in determining satisfactory completion of projects may include, but are not limited to:
 - a. Completion of contracts in accordance with drawings and specifications;
 - b. Diligent execution of the work and completed contracts according to the established time schedules unless extensions are granted by the owner; and
 - c. Fulfilled guarantee requirements of the contract documents.
 - (17) The contractor has, and diligently maintains, a written safety program.
 - (18) The contractor has not ~~received~~been determined to have committed a Sserious, Willful or Repeated violation (as defined by OSHA) ~~from~~of OSHA safety standards in the last ten years.
- (d) ~~**No Restriction on Discretion.** If information other than what must be disclosed by the contractor in subsection 3 is discovered by the [county/city/ village/town] or the department, official or employee responsible for awarding the public works contract, and such information calls into question the contractor's capacity or competence to faithfully and responsibly comply with the terms of a public works contract, that information shall be considered in determining whether the contractor is a responsible bidder.~~ **Additional Information.** In the event the contractor is currently under consideration for debarment as described in par. (c)(3), or is under investigation for, or has been charged with, any violations regarding matters described in pars. (c)(3), (4), (6), (9), (10) or (18), or if any action or proceeding is pending which might result in a limitation upon, or revocation of, any license required to perform the public construction contract, the contractor shall provide an explanation of the facts, circumstances and allegations involved in such matter at the time of submission of its bid. The Village Board will review any such information provided and any other information it discovers related to any matter bearing on the contractor's qualification to do the work and determine whether such information is sufficiently reliable and relevant to demonstrate the contractor is not responsible to perform the public construction project.

(e) **Affidavit of Compliance.** The general or prime contractor bidding on a public ~~works~~ construction project must include in its sealed bid:

(1) its own affidavit swearing compliance with the criteria set forth in sub~~.section 3(c)~~ on the form required by the Village;~~and~~

(2) an affidavit swearing compliance with the criteria set forth in sub~~.section 3(c)~~ on the form required by the Village from every subcontractor at any tier who will perform work on the project~~; and~~

(3) a sworn statement containing the information required by sub. (d).

Failure to submit the required affidavit prior to the opening of bids, or providing any materially incorrect, false, or misleading information shall automatically disqualify the contractor's bid.

The above and foregoing Ordinance was duly adopted at a regular meeting of the McFarland Village Board on the 24th day of May, 2021.

APPROVED:

Carolyn A. Clow, Village President

ATTEST:

Cassandra Suettinger, Village Clerk-
Treasurer

ORDINANCE # 2021-06	
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 2021-06

AN ORDINANCE CREATING §23-95 OF THE MCFARLAND MUNICIPAL CODE ESTABLISHING CRITERIA FOR DETERMINING THE QUALIFICATION OF BIDDERS ON VILLAGE CONTRACTS.

Purpose: To establish uniform standards for determining whether the lowest bidder on a public contracts is considered qualified to provide the work or services.

Sponsor: Carolyn Clow, Village President

Recommended Referral: None

Public Hearing: Not Required

WHEREAS, §§61.54, 62.15 and 66.0901(1m)(a)2. of the Wisconsin Statutes and Section 23-92(a) of the McFarland Municipal Code require that public construction contracts exceeding \$25,000 in costs be let to the lowest qualified bidder; and

WHEREAS, §62.15(6) of the Wisconsin Statutes requires the Village Board to determine whether any bidder is, in the judgment of the board, incompetent or otherwise unreliable for the performance of the work on which the bidder bids, and to award the contract only to the lowest responsible bidder; and

WHEREAS, the Village Board has determined that consistency in the determination of bidder responsibility will be promoted by the establishment of objective standard by which the Board will determine a bidder's qualification; and

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

Section 1. Section 23-93(b)(5)(intro) of the McFarland Municipal Code is amended to read as follows:

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e. A section on special provisions including guarantees and service considerations, trade-in considerations, and other information relating to special conditions.

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 - (1) “Contractor” means a person, corporation, partnership or any other business entity that submits a bid proposing to perform work on a Village public construction contract.
 - (2) “Apprenticeship program” means a program that is approved by the U.S. Department of Labor or a state apprenticeship agency and has graduated apprentices to journeyperson status.
 - (3) “Public construction contract” means a contract for the construction, alteration, remodeling or improvement of a public work or building, where the contract is required to be bid pursuant to Wis. Stat. §§ 61.54 and 62.15.
- (c) Responsible Bidder Criteria. In order to be a responsible bidder for purposes of being awarded a public construction contract, the contractor and all of its subcontractors providing labor must meet the following criteria:
 - (1) The contractor maintains a permanent place of business.
 - (2) The contractor is authorized to do business in the State of Wisconsin.
 - (3) The contractor, or an agent, partner or officer of the contractor, or any employee who will perform work on the project is not debarred, suspended or declared ineligible from contracting with any unit of the State of Wisconsin or the federal government.
 - (4) The contractor is in compliance with provisions of Section 2000e of Chapter 21, Title 42 of the United States Code and Federal Executive Order No. 11246 as amended by Executive Order No. 11375 (known as the Equal Opportunity Employer provisions).

- (5) The contractor has general liability, workers' compensation, unemployment, and automobile insurance at levels sufficient to protect the Village given the size of the public construction project, as specified in the bid specifications.
- (6) The contractor has complied with all provisions of Wisconsin prevailing wage law and federal Davis-Bacon related Acts, and all rules and regulations therein, for projects undertaken by the contractor that were covered by these laws, for the past five (5) years.
- (7) For any contractor with more than 10 employees, the contractor participates in an Apprenticeship program.
- (8) The contractor has a written substance abuse prevention program meeting the requirements of Wis. Stat. § 103.503. As required by Wis. Stat. § 103.503, all employees must be subject to drug and alcohol testing before commencing work on the public construction project, except that testing of an employee before commencing work on a project is not required if the employee has been participating in a random testing program during the 90 days preceding the date on which the employee commenced work on the public construction project.
- (9) The employees who will perform work on the project are properly classified as employees or independent contractors under all applicable state and federal laws.
- (10) The contractor has not been the subject of any order or judgment from any state or federal agency or court finding an unlawful employment practice, including but not limited to violations relating to classification of employees, unemployment insurance, or discrimination.
- (11) The contractor's employees who will perform work on the project are:
 - a. Covered under a current workers' compensation policy; and
 - b. Properly classified under such policy.
- (12) The contractor is in compliance with the applicable requirements of the federal Affordable Care Act.
- (13) The contractor possesses all applicable professional and trade licenses required for performing the public construction project.
- (14) The contractor has adequate financial resources to complete the public construction contract, as well as all other work the bidder is presently under contract to complete.
- (15) The contractor is bondable for the terms of the proposed public construction contract.

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 - a. Completion of contracts in accordance with drawings and specifications;
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- (18) The contractor has not been determined to have committed a Serious, Willful or Repeated violation (as defined by OSHA) of OSHA safety standards in the last ten years.
- (d) Additional Information. In the event the contractor is currently under consideration for debarment as described in par. (c)(3), or is under investigation for, or has been charged with, any violations regarding matters described in pars. (c)(3), (4), (6), (9), (10) or (18), or if any action or proceeding is pending which might result in a limitation upon, or revocation of, any license required to perform the public construction contract, the contractor shall provide an explanation of the facts, circumstances and allegations involved in such matter at the time of submission of its bid. The Village Board will review any such information provided and any other information it discovers related to any matter bearing on the contractor's qualification to do the work and determine whether such information is sufficiently reliable and relevant to demonstrate the contractor is not responsible to perform the public construction project.
- (e) **Affidavit of Compliance.** The general or prime contractor bidding on a public construction project must include in its sealed bid:
 - (1) its own affidavit swearing compliance with the criteria set forth in sub.(c) on the form required by the Village;
 - (2) an affidavit swearing compliance with the criteria set forth in sub.(c) on the form required by the Village from every subcontractor at any tier who will perform work on the project; and
 - (3) a sworn statement containing the information required by sub. (d).

Failure to submit the required affidavit prior to the opening of bids, or providing any materially incorrect, false, or misleading information shall automatically disqualify the contractor's bid.

The above and foregoing Ordinance was duly adopted at a regular meeting of the McFarland Village Board on the 24th day of May, 2021.

APPROVED:

Carolyn A. Clow, Village President

ATTEST:

Cassandra Suettinger, Village Clerk-
Treasurer

ORDINANCE # 2021-06	
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:	

McFarland
SUMMARY SHEET

MEETING DATE: Monday, May 24, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action regarding owner's representation and construction management services for the Public Safety Center.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Included within your packet is a proposal from Huffman Facility Development, Inc. to provide Owner's Representation and Construction Management Services for the Public Safety Center.

The Construction Manager is contracted as a third party representative of the Owner (i.e. - the Village) to oversee day to day progress of the construction. This is common practice to hire such a firm to coordinate between the architect, contractor, sub-contractor, and other parties as applicable. It will ensure a productive project and better final product when complete. Requests for these services were solicited near the end of April and four proposals were ultimately received. The Village President, Fire/Rescue Chief, and Administrator evaluated these four proposals while interviewing two firms in order to make this recommendation.

Also enclosed within the packet is the request that was issued which under Section 3 outlines the Scope of Work that will be required of the the Consultant for this project.

FINANCIAL/BUDGET IMPACT:

The cost of this proposal is \$171,000 which is under the \$200,000 allowance set aside within the project.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended action to be taken:

Motion to accept the proposal from Huffman Facility Development, Inc. of Cambridge in the amount of \$171,000 for Owner's Representation and Construction Management Services for the Public Safety Center, and authorize the Village Administrator and



Attorney to prepare a contract for execution of said services.

ATTACHMENTS:

1. PSC Construction Manager - Huffman
2. Construction Manager Quotation Process 04282021

Owner's Representative
Village of McFarland
5/11/2021



Huffman Facility Development, Inc.

Our Mission: We assist our clients in the development of their construction projects, with a consistent focus on the creation of spaces that fully meet the end users' functional needs and aesthetic concerns. In connection with this primary focus, we work to promote a fair, honest, team-oriented development process and actively seek projects offering socially redeeming value to the larger community.

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Cover Letter

5/11/2021

Matt Schuenke, Village Administrator
Village of McFarland
5915 Milwaukee Street, PO Box 110
McFarland, WI 53558

Dear Mr. Schuenke,

The McFarland Public Safety Center Project represents the type of endeavor for which we created our company mission statement (included on cover page). We want to pursue projects that bring significant value to the community. Over the past two decades, Huffman Facility Development has been fortunate to have been a key contributor to many such developments in south-eastern Wisconsin that have helped shape vibrant and nurturing communities. Therefore it is with great enthusiasm that we submit our qualifications to be the Village of McFarland's project partner as you enhance your community service.

Our portfolio (www.HuffmanFD.com) includes projects for public and private entities ranging in value from \$1 million to over \$200 million. We have specific experience (highlighted in this proposal) with public safety facilities and with numerous projects that incorporated sustainable features such as geothermal and solar systems.

Since 2000, owner representation has been the sole focus of our firm. The breadth of our experience ranges from projects with extreme budget limitations to those requiring luxurious, high-end details. Our history with this diverse set of clients and project types gives us flexibility and range that benefits all of the clients that we serve.

We are excited to include consultant Jordan Schulz from Keel Partners to add expertise and capacity for this project. He shares our values, and a belief in supporting all project participants to achieve the best product for the owner.

Through this proposal we hope to show that our specific experience with municipality projects combined with our honed professional approach positions us to be a strong owner advocate on the Village of McFarland's team.

Thank you for this opportunity to present our skills and for your consideration to move us forward in your process where we can have a more personal conversation regarding our experienced approach.

Sincerely,



Michael Huffman, President

Huffman Facility Development, Inc.

SECTION 1: Firm Information

Firm Address

Huffman Facility Development, Inc.
N3970 West Cedar Road
Cambridge, WI 53523

Primary Contacts

Michael Huffman—President

Office Phone: 608.332.4112
Email: mhuffman@huffmanfd.com

Jordan Schulz—PROJECT MANAGER (KEEL PARTNERS)

Office Phone: 617-922-7691
Email: jschulz@keelpartnersinc.com

Noah Salmeri—Operations Manager

Office Phone: 715.540.0116
Email: nsalmeri@huffmanfd.com

For a complete listing of our project experience please visit our web site:
<http://www.huffmanfd.com>

SECTION 2: Overview of Firm

General Description

Huffman Facility Development, Inc. (HFD), is a consulting firm that has provided Owner Project Management Services for the past 20 years. Since 2000, we have guided highly visible community projects through each stage of the development process. Our team is skilled in advancing owners' goals for their projects.

Our client list is filled with non-profit groups and public entities that work within fixed, limited budgets. Consequently, we view cost management as job #1. We rely on a strong facility operations background and excellent communication skills to develop a thorough understanding of the building occupant's programs. We then strive to incorporate this understanding of the user's needs throughout the process, keeping the facility's final use always in the foreground. At HFD we view our role as being a champion of the owner's long-term interest. To this end we have promoted sustainable building features in all of our projects. Our portfolio includes four Leadership in Energy and Environmental Design (LEED) projects and eight that have employed geothermal heating systems.

Our project portfolio includes extensive development of public use, research, and educational projects ranging in size from \$1 million to \$210 million.

Our Mission Statement

We assist our clients in the development of their construction projects, with a consistent focus on the creation of spaces that fully meet the end users' functional needs and aesthetic concerns. In connection with this primary focus, we work to promote a fair, honest, team-oriented development process and actively seek projects offering socially redeeming value to the larger community.

Our Philosophy

To articulate our philosophy is to expand on the components of our mission statement.

1. We want to pursue projects where we believe in the integrity of the development and the mission of the client. This allows us to be passionate in the pursuit of the clients' best interests.
2. We deeply believe that the best projects are those in which all players are successful. We want to help the contractor to be financially successful and put them in a position to perform quality work in the field. We want to be defenders of the integrity of design and know that success is in the details.

Building up the team is paramount in our role and is a key focus for us. However, all players will know that we work for the owner and should situations of conflict arise we are entirely capable of leading through difficult situations.

3. We are champions of the long term operational success of the development. The foundation of our experience is in building operations. More than any other team player we will focus on operational needs.

Huffman Facility Development, Inc.

SECTION 3: Experience with Projects Similar to the Village of McFarland

Projects

HFD is not focused on one particular genre of projects. We strongly feel that our experience with diverse project types is beneficial to all our clients. However, we do have strong experience with municipality projects including the following.

CITY OF MIDDLETON, WISCONSIN: POLICE – MIDDLETON, WI



The City of Middleton constructed a new \$10 million police station and municipal building in the spring of 2009. The two-story, 52,000 square foot building houses the police staff and also serves as municipal courthouse.

Huffman Facility Development was hired to represent the City of Middleton as Owner's Representative for the project during design, bidding, and the construction phase. The

project was completed in April 2010.

Owner: City of Middleton
Size: 52,000sf
Cost: \$10M
Contractor: Ideal Builders
Architects: Zimmerman Architects

City of Middleton Police Department: 2009-2010

Client Contact: Mike Davis, City Administrator

7341 DONNA DRIVE
MIDDLETON, WI 53562
PHONE: 608.821.8350

HFD provided owner representative/owner project management services.

Contractor: Ideal Builders
Phone: 608.271.8111

Architect: Zimmerman Architects
Phone: 414.476.9500

SECTION 3: Experience with Projects Similar to the Village of McFarland

Projects

City Of Middleton, Wisconsin: Fire And EMS – Middleton, WI



The City of Middleton constructed a new 40,000 square foot Fire Station and a 12,000 square foot EMS facility on the edge of downtown Middleton.

Huffman Facility Development was retained as Owner's Representative to serve as the City of Middleton's primary point of contact during the construction and move-in phases. Total project cost was \$9 million, and construction was completed in September 2008.

Owner: City of Middleton
Size: 52,000sf
Cost: \$9M
Contractor: Miron Construction
Architects: SEH Architecture

Middleton Fire and EMS: 2007-2008

Client Contact: Mike Davis, City Administrator

7426 Hubbard Ave
Middleton, WI 53562
Phone: 608.821.8350

HFD provided owner representative/owner project management services.

Contractor: Miron Construction
Phone: 608.203.2700

Architect: SHE Architects
Phone: 414.465.1200

SECTION 3: Experience with Projects Similar to the Village of McFarland

Projects

WISCONSIN INSTITUTES FOR DISCOVERY – MADISON, WI



Wisconsin Alumni Research Foundation (WARF) developed the public Wisconsin Institute for Discovery, which is part of UW–Madison; and the Morgridge Institute for Research, a private, nonprofit research institute dedicated to improving human health by accelerating scientific discovery to patient delivery. These twin institutes were constructed in the heart of the UW–Madison campus to serve as a hub for interdisciplinary research. This cutting-edge research facility employs several unique

building systems such as geothermal and night flush mechanicals.

Huffman Facility Development was retained to provide Owner’s Representative services for the project. Project cost was approximately \$210 million, and completion was in December 2010. The project achieved a LEED gold rating.

Owner: Public: Wisconsin Institute for Discovery
 Private: Morgridge Institute for Research
Size: 303,300sf
Cost: \$210mil
Contractor: Mortenson/JH Findorff & Son
Architects: Ballinger/Uilein Wilson Architects
Sustainable Features: LEED Gold Certification

Wisconsin Institutes for Discovery Project: 2007-2010

Client Contact: George Austin, President

AVA CIVIC ENTERPRISES
6120 UNIVERSITY AVE.
MIDDLETON, WI 53562-3461
PHONE: 608.692.6398
Email: gaustin@wjffoundation.org

HFD provided owner representative/owner project management services.

Contractor: JH Findorff & Son
Phone: 608.257.5321

Architect: Uilein Wilson Architects
PHONE: 414.271.8899

SECTION 3: Experience with Projects Similar to the Village of McFarland

Projects

COMMUNITY CENTER – FITCHBURG, WI



The City of Fitchburg renovated and expanded their community center to meet the growing needs of various facility user groups. Huffman Facility Development teamed with Dorschner Associates to provide architectural and construction management services. Our team was responsible for advancing the project through approvals by five separate commission bodies and delivering the construction within a very tight budget.

Owner: City of Fitchburg
Cost: \$2M
Size: 20,500sf
Contractor: Bauer-Raether Builders
Architects: Dorschner Associates

Fitchburg Community Center: 2011

Client Contact: City Administrator position is vacant

5510 LACY ROAD
FITCHBURG, WI 53711
PHONE: 608.270.4209

HFD provided construction management services

Contractor: Bauer-Raether Builders
Phone: 608.222.8941

Architect: Dorschner Associates
Phone: 608.204.0777

SECTION 4: Personnel

Mike Huffman, President Project Role: Project Executive



Since forming Huffman Facility Development, Inc. in the fall of 2000, Mike has assisted clients in each phase of the development process, drawing on his 20 years of construction management and facility operations background to help deliver functional building environments. With projects ranging in value from \$1 million to over \$210 million, Mike has advanced clients' goals in site selection, program management, consultant selection, contract negotiation, design and construction phase management, and initializing operations.

After obtaining a degree in Construction Administration, Mike worked in facility planning and management for 10 years at the University of Wisconsin – Madison. With the Dean's Office of the UW Medical School, Mike managed the school's remodeling program and had responsibilities for facility operations in more than one million square feet of medical research space. With the UW Athletic Department, Mike served as an owner's representative for the development of the Kohl Center, a 17,000-seat multi-use arena. Upon completion of construction he assumed the role of Operations Manager, leading the effort to open, commission, and initialize all operational procedures for the facility. As president of Huffman Facility Development, Mike has worked to advance owners' project goals with projects totaling more than \$1.5 billion.

Education: UW-Madison, Bachelor of Science, Construction Administration, 1989

SAMPLING OF PROJECT EXPERIENCE:

PUBLIC, MUNICIPAL & NON-PROFIT PROJECTS

- ▶ Kohl Center, Madison, WI (as UW employee)
- ▶ Overture Center for the Arts, Madison, WI
- ▶ Madison Children's Museum, Madison, WI
- ▶ UW Hillel — The Barbara Hochberg Center for Jewish Student Life, Madison, WI
- ▶ City of Monona (consulting since 2006), Monona, WI
- ▶ City of Middleton Fire & EMS, Middleton, WI
- ▶ Domestic Abuse Intervention Services, Madison, WI
- ▶ Margaret C. Winston Madison Opera Center, Madison, WI
- ▶ Agrace Hospice Care, Janesville, WI
- ▶ Beth Israel Center, Madison, WI
- ▶ 100 Block State Street, Madison, WI

PRIVATE DEVELOPMENT

- ▶ Fowler lake village (condo development) Oconomowoc, WI
- ▶ Gray TV–WMTV (NBC15), Madison, WI
- ▶ Ovation 309 by Hovde, Madison, WI
- ▶ Rowland Reading, Middleton, WI

EDUCATION AND RESEARCH FACILITIES

- ▶ St. Augustine Preparatory Academy, Milwaukee, WI
- ▶ Milton School District, Milton, WI
- ▶ UW Madison — Wisconsin Institutes for Discovery, Madison, WI
- ▶ Verona Area School District (new high school, multiple school renovations, Verona, WI
- ▶ Evansville High School, Evansville, WI
- ▶ Monona Grove School District (new middle school, renovated elementary), Cottage Grove/Monona, WI
- ▶ Sun Prairie Area School District (new elementary, new high school), Sun Prairie, WI
- ▶ Madison Metropolitan School District (elementary schools: reconstruction, construction inspection), Madison, WI

Huffman Facility Development, Inc.

SECTION 4: Personnel (continued)

Jordan Schulz, Principal-Keel Partners Project Role: Project Manager



Mr. Schulz provides project and development management services to clients, including feasibility and financial analysis, entitlements, budgeting, design process management, scheduling, and construction oversight. Current and past project types range widely: healthcare, office, life science, mixed use, retail, and office. Projects include renovations, tenant improvements and ground-up, ranging in size from 20,000 to 300,000SF. Mr. Schulz brings +15 years of experience and enjoys both the team environment created by each unique project as well as the opportunity each project has to create Place. He and his wife live on a small farm with their three daughters and enjoy being outdoors.

Education: **UW Madison-Civil Engineering, Construction Engineering and Management**
Boston University-School of Management, Masters in Business Administration

SELECTED PROJECT EXPERIENCE

- ▶ American Square – Ground-up development of apartment development consisting of 236 apartment units, underground parking and amenity spaces including a plaza deck with pool.
- ▶ Exact Sciences – Various office and lab renovation projects for life-sciences client.
- ▶ Rail Trail Village – Adaptive reuse project converting industrial buildings into 127 apartments and commercial space.
- ▶ M-M Properties / The Marling – Managed ground-up development of urban mixed-use project, consisting of 228 apartment homes and 20,000SF commercial space.
- ▶ SARA Investment Real Estate – Managed pre-development for ground-up projects including office, retail and mixed-use for regional real estate acquisitions and development firm.
- ▶ University of Chicago / Innovation Center – Provided pre-development consulting and project management for \$100M air-rights development project.
- ▶ Lawrence General Hospital – Pre-development project management on \$40M adaptive reuse project.
- Management of client and development team on \$77M project* that included a New Surgical Center with Central Sterile Processing department and inpatient floor renovations.
- ▶ AEW Capital / Ink Block* - Provided equity oversight on this 315 unit, \$175M project.
- ▶ Jamestown / Innovation and Design Building* – Various renovation and TI projects, \$50M to reposition this unique 1.6M SF historical warehouse into a thriving community of diverse tenants. Project management included pioneering a first of its kind development of eight shipping containers as retail spaces.
- ▶ Vertex Pharmaceuticals / Manufacturing Facility* - Managed 100,000 SF, \$35M build-out of office, lab, warehouse and production spaces, including lean construction process and building a first of its kind manufacturing facility with an international team.
- ▶ O'Connor Capital / Atmark* – Represented the majority equity investor in this 400-unit apartment development. Engagement included financial, contractual, and construction oversight.

Huffman Facility Development, Inc.

SECTION 4: Personnel (continued)

Noah Salmeri

Project Role: Project Support



Noah Salmeri is originally from Door County, WI and moved to Madison, WI after graduating from UW-Stevens Point with an Organizational Communications Degree. He now has close to 10 years of experience in the Business Operations in multiple industries including non-profit, insurance, workplace strategy, and construction management. He has worked on projects including small agency organizational shifts, corporate leasing and build out of new workspaces in Downtown Madison, and school referendum projects totaling in over \$500 million in project budgets.

Education: **University of Wisconsin-Stevens Point.** Organizational and Interpersonal Communications

SELECTED PROJECT EXPERIENCE

PRIVATE DEVELOPMENT

- ▶ American Family Insurance, Madison, WI
Evolution of Agency-Development Lead
- ▶ TASC (Total Administrative Services Corporation), Madison, WI
New HQ Campus Build-Project Manager
- ▶ Plumbers Union Local 75, Madison, WI
New Union Training Facility and Convention Hall- Lead Project Manager

PUBLIC DEVELOPMENT

- ▶ Verona Area School District, Verona, WI
\$210M Referendum-Operations Manager
- ▶ Shorewood School District, Milwaukee, WI
\$65M Referendum-Operations Manager
- ▶ Neenah Joint School District, Neenah, WI
\$185M Referendum-Operations Manager
- ▶ Milton School District, Milton, WI
\$60M Referendum-Close out Operations Manager
- ▶ Madison Children's Museum, Madison, WI
Museum Renovations-Operations Manager

SECTION 5: Work Approach

Management Techniques

Huffman Facility Development (HFD) is solely dedicated to providing *Owner Project Management* services to customers with successful project outcomes by promoting quality planning, design, and construction through an efficiently managed process that provides owners with more effective control over their projects. Our proven techniques and processes provide expertise specific to each stage of a project's life cycle. We have the ability to assist with facility evaluations and strategic master planning, funds allocation and program management, budgeting and scheduling. HFD manages the design process, construction process, occupancy procedures, and post-construction warranty service. We can develop maintenance plans, policies, operational procedures, and accomplish training of facilities' staff.

Design Assist

We view our role in the design process to be the experienced voice of the owner, knowledgeable of the pitfalls in the process and the inappropriate use of materials. We challenge the design in a way that is productive and are not reserved in asking questions.

Cost Management

At HFD we consider cost management as Job #1 on behalf of the client. Project costs are measured and analyzed in many ways throughout a project, from planning, programming and design to bidding, construction, turnover, and post occupancy. The control of costs requires continual and systematic cost management and monitoring to compare actual costs incurred against targeted budget numbers. These cost management processes start with the establishment of the Master Project Budget (MPB) that is based on actual budget estimates for related work. HFD has developed a MPB report that has been utilized and refined for every project we have worked with to date. This document serves to record, in one place, *EVERY* cost that will be funded from the project budget, and it forecasts cost to complete for every item.

The MPB needs to align with scope and quality requirements and be based on realistic, current market conditions. Comparing budgets to actual costs throughout the building process is critical. The process continues with milestone estimates, value engineering, procurement strategies, and change order management to ensure the project is timely and cost effective.

Techniques used by HFD:

- Master Project Budget Preparation with Continual Projections for Cost to Complete
- Project Cost Estimating and Value Engineering
- Contractor Payment Application Review
- Development of Procurement Strategies
- Change Order Management

SECTION 5: Work Approach (Continued)

Schedule Management

A project schedule defines the processes and establishes a timeline for delivering the project. Avoiding missing deadlines for delivery of key project components is a key objective of schedule management. Comprehensive project schedules will identify all of the project's stages, phases, and activities assigned to each team member mapping them to a timeline that measures key dates that are used to keep track of work progress. Schedule management interfaces directly with scope, cost, and quality management. Therefore, team member roles and activities must be defined, coordinated, and continually monitored. It is the goal of this scheduling effort to look for efficiencies in all of these areas as a project progresses.

Techniques used by HFD:

- Creation of Milestone Schedules
- Construction CPM Schedule Analysis
- Project Phasing and Delivery Analysis

Quality Control

Quality control starts with matching expectations about quality levels with budget and scope during planning and design reviews and continues through construction delivery with a program of inspections, tests, and certifications. This requires a coordinated performance among the entire project team in order for a completed building program to fully satisfy the client and building users' expectations. Having a process implemented at the beginning of the project will help define the goals as well as provide a continuous measurement system over time to make sure the objectives are being met. From visioning through post occupancy, this strong quality control system helps eliminate errors, reduce costs and improve overall building quality.

Building commissioning is another quality assurance process for achieving, verifying and documenting that the performance of facility systems and assemblies meet the defined objectives and criteria for the project. Commissioning coordinates and integrates planning development and design decisions while verifying that the delivered facility and its capabilities are efficient and work correctly and that the appropriate training programs are in place to ensure smooth operations over the facilities life.

Techniques used by HFD:

- Establishment of initial quality expectations and continual monitoring of those standards.
- On-site inspections and monthly reporting
- Management of Building Commissioning

*Our Master Project Budget format, monthly reports, and cost estimates are confidential and sensitive documents provided to our clients. We will share them should we progress to the interview phase, and will collect them at the conclusion of that meeting.

Huffman Facility Development, Inc.

SECTION 5: Work Approach *(Continued)*

Summary of Skills

We believe that Huffman Facility Development is uniquely qualified to serve as the Owner's Representative for the Village of McFarland's project.

We are:

- **Focused Owner Advocates:** Owner Representation, as a profession can be a mixed bag. Individuals sometimes come to the role as a stop between other jobs. Firms often take up the role as a side business. Many think their experience in contracting or architecture immediately positions them to fill the role. HFD has been solely focused on owner project management as a company for 20 years (Mike for 30 years). We have learned the role through our many successes as well as our occasional stumble.
- **Highly Experienced:** We are a small but highly seasoned team that is knowledgeable of the educational facility development process. This project is consistent with the type of work that we pursue and have been involved with for more than 20 years—work that serves the public interest, incorporates sustainable design, and often results in complex building types. Our history of working with public entities and board driven non-profit organizations positions us for success in an environment such as yours with numerous project constituents. We are sensitive to the needs of projects that are in the spotlight and under public scrutiny.
- **Passion for the Project:** Simply stated, we want to be a part of projects where we believe in the integrity of the development and the mission of the client. Your project is consistent with our mission and experience and we know that we can quickly become your trusted partner.

SECTION 6: Experience with Various Construction Delivery Methods

With close to 60 years of combined experience managing construction projects, Mike Huffman, Jordan Schulz and Noah Salmeri have been involved with various delivery methods and/or "means and methods." These include:

- * Design/Build
- * Hard Bid (traditional design/bid/build)
- * Negotiated GMP
- * Multiple Prime Contracts
- * Agency Construction Manager

Together, we are well versed in the contractual features of different delivery methods as well as the benefits and pitfalls of each.

SECTION 7: Relationships

In the role of Owner's Representative for the Village of McFarland, we expect to become an extension of your board and staff. As your knowledgeable partner in large scale construction development and remodeling, we will continuously advocate for a project that meets with your physical goals and maximizes the value achievable within your budget.

As stated in Section 2 under the heading of Our Philosophy...

We deeply believe that the best projects are those in which all players are successful. We want to help the contractor to be financially successful and put them in a position to perform quality work in the field. We want to be defenders of the integrity of design and know that success is in the details.

Building up the team is paramount in our role and is a key focus for us. However, all players will know that we work for the owner and should situations of conflict arise we are entirely capable of leading through difficult situations.

A project of this size will experience challenges. When they occur we will be strident owner advocates while maintaining a respectful and professional manner with all other project participants.

SECTION 8: Related References for Village of McFarland Project

Our municipal references are Middleton, Monona and Fitchburg. Client contact for Middleton is listed below. Client contact for Monona and Fitchburg are no longer working with those municipalities.

Middleton Fire and EMS: 2007-2008

Middleton Police: 2009-2010

Mike Davis, City Administrator
7426 Hubbard Ave
Middleton, WI 53562
Phone: 608.821.8350
Email: mdavis@ci.middleton.wi.us

Verona Area School District Project:

Dean Gorrell, Superintendent

Verona Area School District
700 N. Main Street
Verona, WI 53593
Phone: 608 845-4310
Email: gorrelld@verona.k12.wi.us

Wisconsin Institutes for Discovery Project: 2007-2010

George Austin, President

AVA CIVIC ENTERPRISES
6120 UNIVERSITY AVE.
MIDDLETON, WI 53562-3461
PHONE: 608.692.6398
Email: gaustin@wjffoundation.org

SECTION 9: Fees for Project

Our fee structure is based on the Village of McFarland's Preliminary Project Schedule provided in the RFP.

Our lump sum fee proposal is \$171,000. We will invoice in equal amounts on a monthly basis.

We do not anticipate charging for normal business operations expenses. If asked to travel outside of Dane County, we will seek to be reimbursed at the federal mileage rate. Any other extraordinary expenses will be past-on at cost, without mark-up.



Request For Quotations

Owner's Representative and Construction Management
Services

McFarland Public Safety Center

-

Request Issuance Date: April 28, 2021

Response Due Date: May 11, 2021 by 4:00 pm

Please Submit to:

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

SECTION 1

Purpose/Introduction

- A. The purpose and intent of this Request for Quotations is to solicit quotes from qualified Consultants for Owner's Representative and Construction Management Services to oversee the construction of a new Public Safety Center. The Village desires to hire a third party in this capacity to oversee the Construction and Post-Construction phases of the project. The facility designer is Bray Architects and the project is scheduled to be bid this Summer. The work to be completed by the selected Consultant will aid in the process to manage in more detail the construction of the facility.

SECTION 2

Background

- A. The Village of McFarland is located adjacent to the southeast side of the City of Madison in Dane County. The current population of McFarland is estimated 8,952. The Village has approximately 43.50 road miles and is a little under 5 square miles in total land area. The Village is serviced by US Highway 51 serving as the main connection point between the cities of Madison and Stoughton. The Community is home to a high quality of life within the Madison metropolitan area as demonstrated by its excellent schools, variety in commercial enterprises, vast parks, and safe neighborhoods. More information about the Village is available at www.mcfarland.wi.us.
- B. The Village is 75% complete in the design for a new Public Safety Center that will house its Fire/Rescue, Municipal Court, and Police Departments. These Departments are currently located at the McFarland Municipal Center located at 5915 Milwaukee Street to a new 57,000 square feet facility located on five acres at 6001 Broadhead Street. The new facility will address current deficiencies in the existing 20-year old building and allow for 30 years of growth within the new facility. The current projected cost for the facility is \$19.5 million and is being designed for net-zero energy consumption. This is to be accomplished through the use of geo-thermal technology and a significant solar panel array. Floor plans, exterior elevations, and other renderings are included as part of Appendix A of this document. Project timeline is presently for a 2021 Summer/Fall start with construction period of approximately 12 months.

SECTION 3

Scope of Work

This Scope of Work will become an integral part of the contract between the Village and the Consultant. The Consultant hereby agrees to provide services and/or materials to the Village pursuant to the provisions set forth as follows:

A. **Construction Phase**

- Review the project design for operational efficiency in order to recommend changes as appropriate.
- Review plans and specifications for accuracy and completeness.
- Receive and process Request for Information (RFIs). Assist with the development of Solutions for RFIs.
- Perform detailed quality assurance site inspections and prepare site inspection reports. Notify Owner, Contractor, and Owner Consultants regarding issues of non-compliance.
- Track project budget and schedule on a monthly basis.
- Hold project meetings during construction on a weekly basis.
- Monitor and expedite the shop drawing approval process.
- Review regulatory compliance surrounding building permit issues.
- Coordinate the services of Owner's testing firms and inspection activities. Additionally, review Contractor's daily reports.
- Review items of change and change orders including Contractors' proposals, changes in quantity, contract time and price.
- Review contractor applications for payment as follows:
 - Review Progress Update;
 - Review Direct Payments;
 - Review Certified Payrolls/Lien Waivers; and
 - Review Submittal Logs.

- Maintain a central control file of contract documents such as design and construction contracts, plans and specifications, correspondence reports, and change orders.
- Provide written and oral progress reports to Owner through its Village Board including monthly updates of the Master Project Budget and Schedule.
- Assist Owner with external relations regarding the project, including representation of the Owner with Village Departments, the media, and public.
- Maintain a photo log of construction progress.
- Prepare substantial completion punch lists.
- Prepare walk-through and final punch lists. Monitor all punch list work.

B. Project Close Out

- Review final completion submittals as follows:
 - Record drawings from the field;
 - Reproducible of record drawings;
 - Equipment data & maintenance manuals;
 - Consent of surety;
 - Review final lien waivers and releases, obtain title search; and
 - Guarantees, warranties, service contracts, and affidavits.
- Coordinate furniture, fixture, and equipment items (FF&E).
- Schedule FF&E deliveries and coordinate installation
- Monitor commission activities.
- Review final pay request and close out contracts.
- Assist in obtaining a certificate of occupancy.
- Prepare move-in schedule and coordinate activities.
- Coordinate building operator training and assist in establishing operational procedures.

SECTION 4

Submittal Requirements

- A. Provide a company profile including principal areas of expertise and experience providing Owner's Representative and Construction Management Services. Quotations must also include the following information:
 - i. Company history and background.
 - ii. Qualifications of the Consultant.
 - iii. List of all key personnel with resumes and main point of contact for the Owner.
 - iv. Relevant past project experience of the Consultant. No fewer than three municipal references.
 - v. Availability of resources and reliance on subcontractors.
 - vi. Costs shall be based on a fixed fee lump sum to complete the work listed within Section 3 (Scope of Services).
- B. Responses must be received by 4:00 pm on Tuesday, May 11, 2021.
- C. Responses shall be provided to the Village of McFarland, Attn: Matt Schuenke, 5915 Milwaukee Street, PO Box 110, McFarland, WI 53558.
- D. Prospective Consultants shall provide one (1) electronic copy of the quotation as their submittal. It may be transmitted via email to matt.schuenke@mcfarland.wi.us.

SECTION 5

Evaluation Criteria and Timeline

- A. The following criteria will be used for evaluation:
 - i. Qualifications of the Qualifications of the Consultant.
 - ii. Relevant past project experience of the Consultant within Wisconsin.
 - iii. Resumes of all team members.
 - iv. Familiarity with public facility construction.
 - v. Familiarity with facility construction for Fire/Rescue, Municipal Court, and Police services.
 - vi. Experience with sustainable construction methods and net zero energy buildings.
 - vii. Past history with the Village and/or current Owner Consultants as applicable.
 - viii. Availability of resources and reliance on subcontractors.
 - ix. Quotation completeness and effectiveness at addressing the needs of the Village for the project.
 - x. Proposed cost.
- B. The Village President, Village Administrator, and Fire/Rescue Chief ("Evaluation Team") will be responsible for performing a technical evaluation of each quotation submitted and making a recommendation for selection to the Village Board. The Village Board shall hold the final decision regarding award for these services. Evaluations will focus on identifying the relative strengths, weaknesses, deficiencies, and risks associated with each submittal. Interviews with perspective Consultants will be held at the sole discretion of the Village. The Village reserves the right to obtain clarification or additional information from any firm regarding its submittal as is needed.

- C. The Village reserves the sole right to select the most qualified Consultant on the basis of the best overall quotation that is most advantageous to the Village. Firms that submit quotations will be notified of the selection results. Final approval of any selected Consultant is subject to the approval of the Village Board.
- D. Evaluation timeline is as follows:
 - i. April 28, 2021 – Open Advertisement
 - ii. May 11, 2021 at 4:00 pm – Deadline for Submission
 - iii. May 17, 2021 (week of) – Evaluation Team Conducts Review: If interviews are to be conducted, they will be held this week. Please identify any scheduling conflicts when submitting proposal.
 - iv. May 24, 2021 – Village Board considers recommendation of the Evaluation Team.
 - v. May 25, 2021 – Work Commences
- E. Any questions regarding this request, its contents, and the proposed project may be directed to...

Matt Schuenke, Village Administrator
matt.schuenke@mcfarland.wi.us
(608) 838-2303

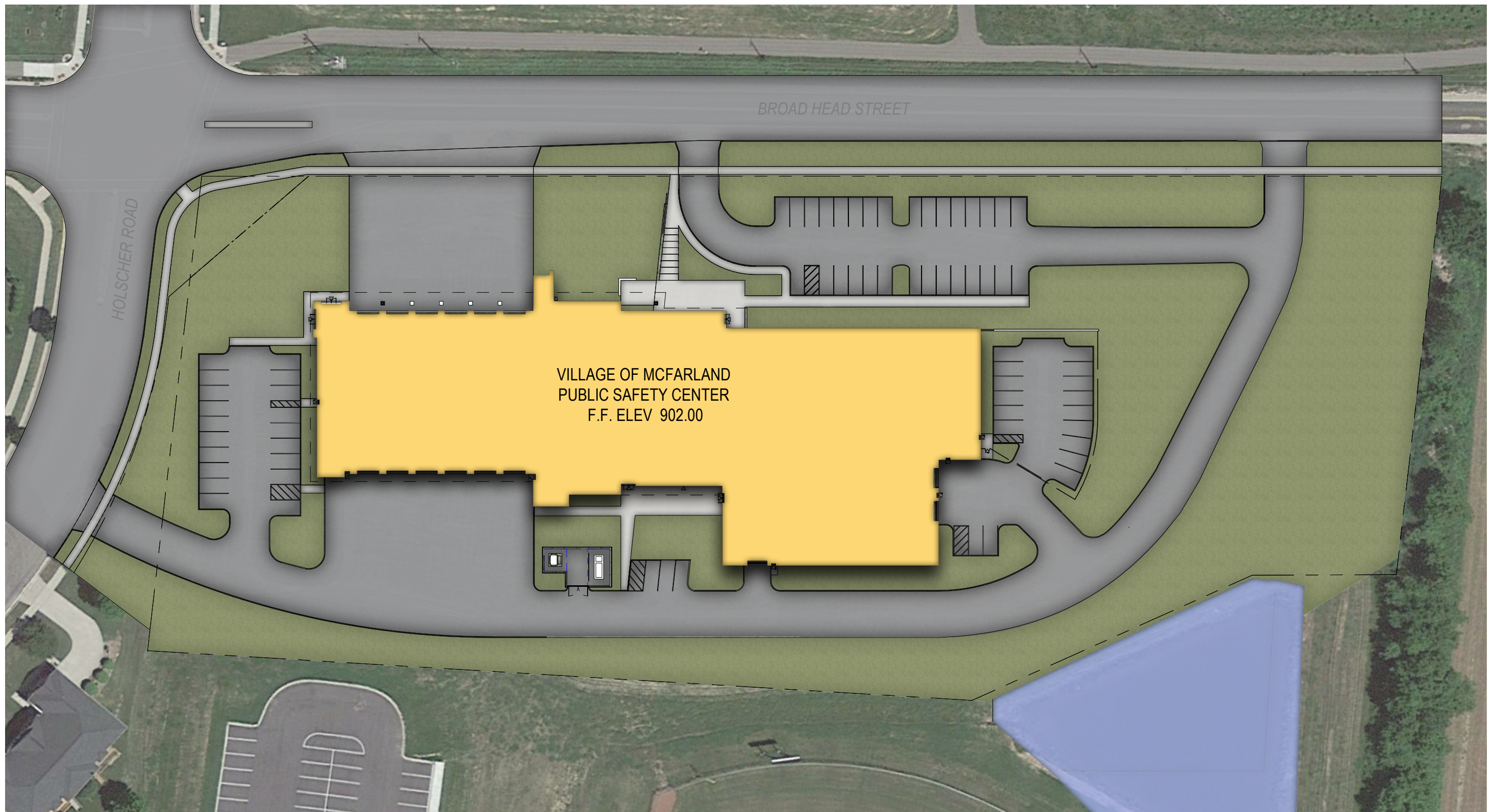
SECTION 7

Terms and Conditions

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

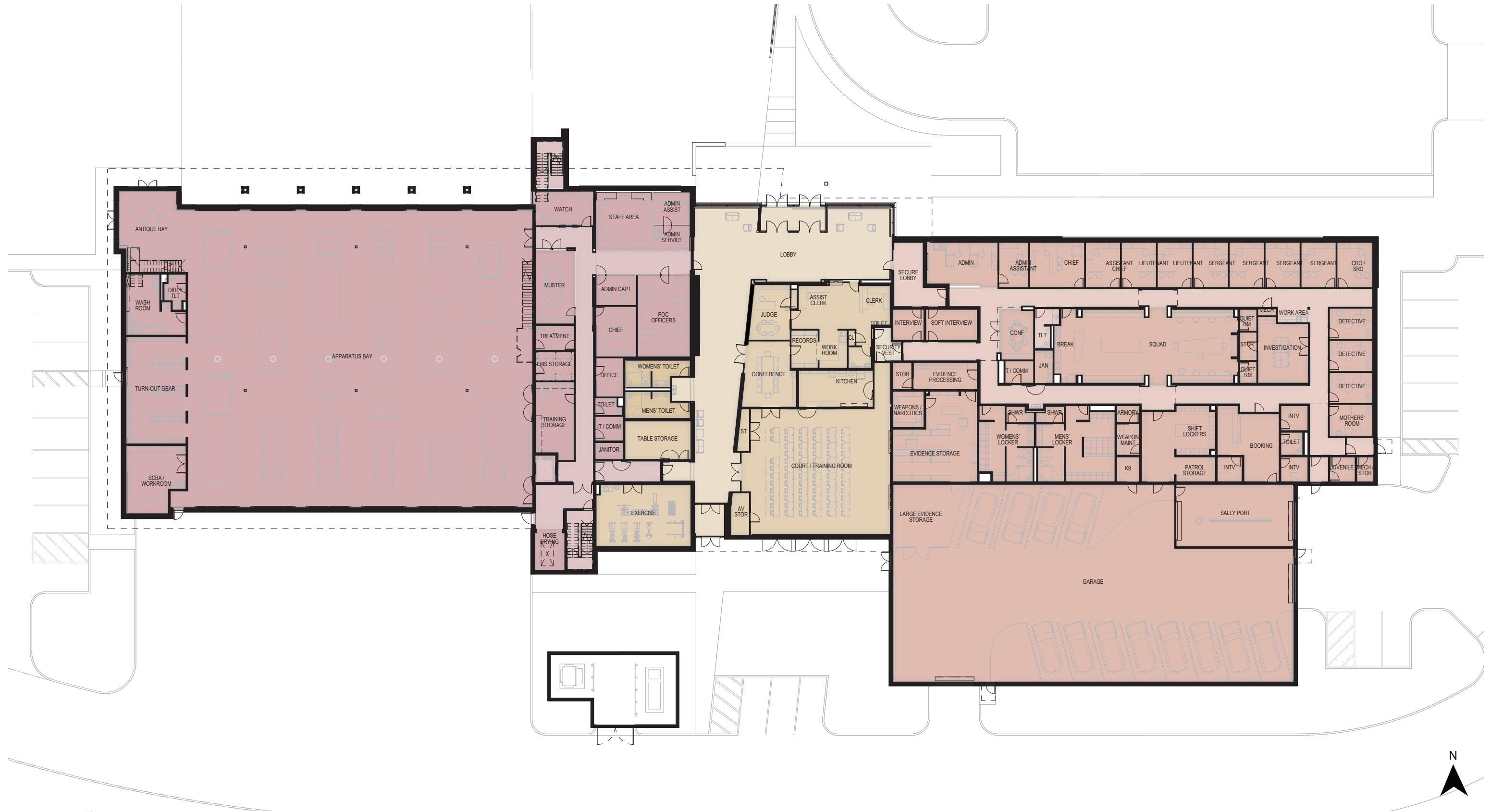
Appendix A

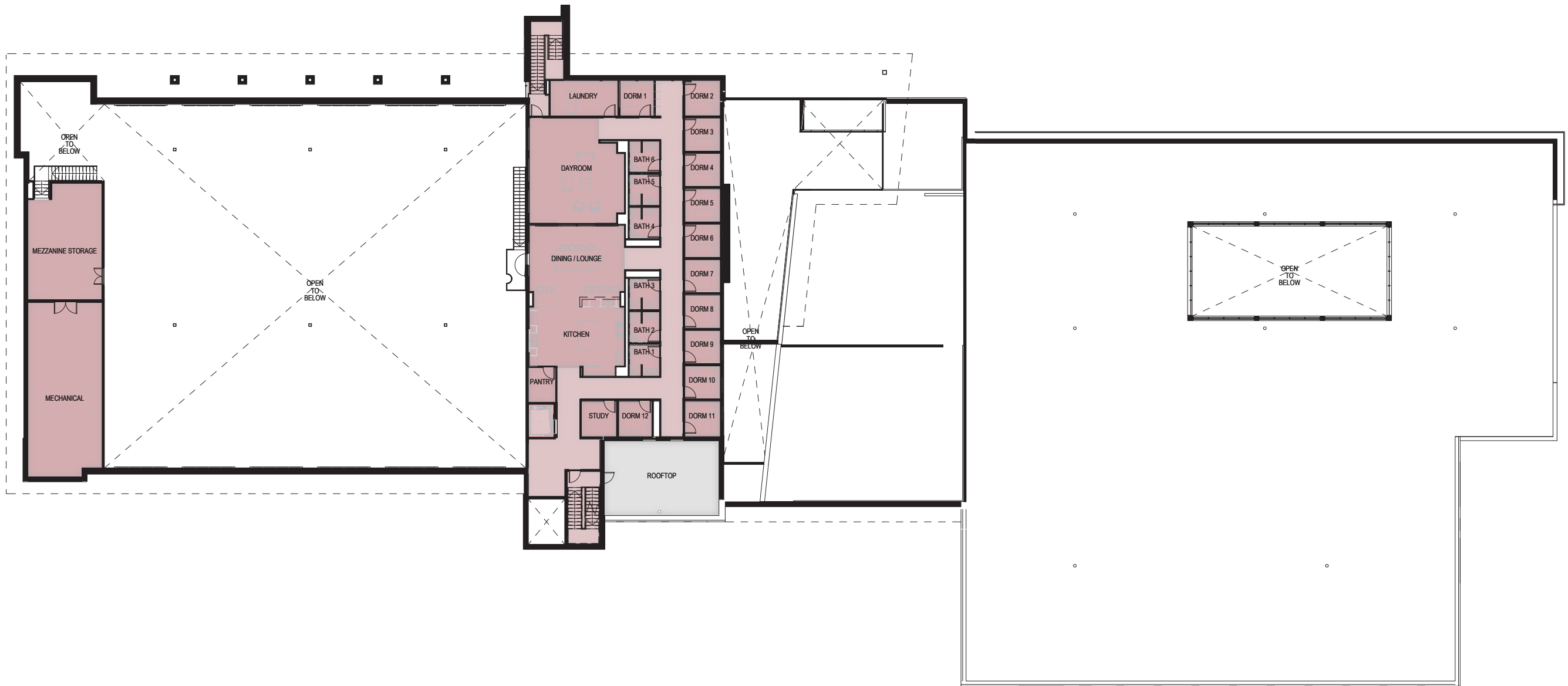
Drawings



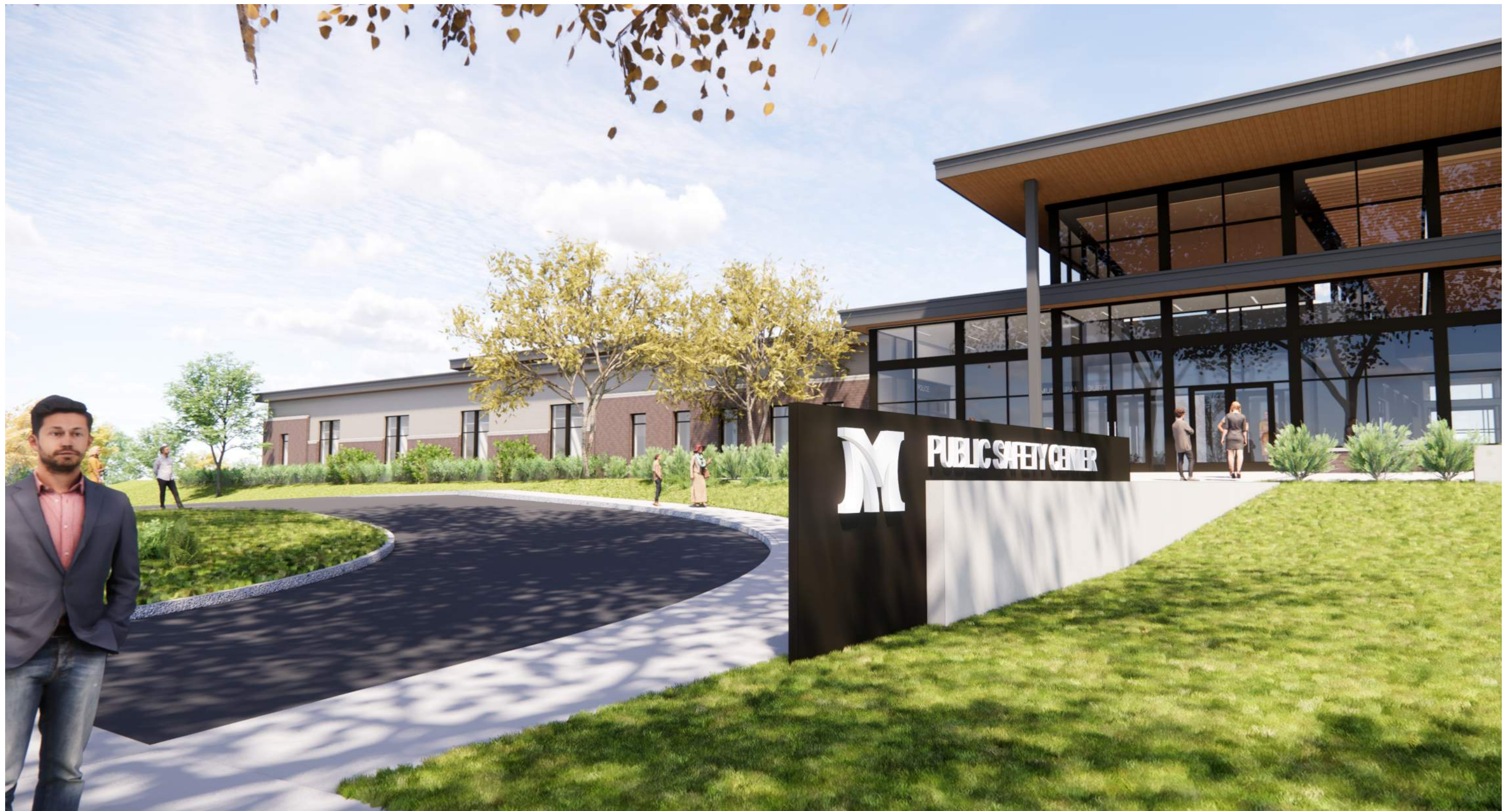
ARCHITECTURAL SITE PLAN

Scale: 1" = 60'-0"











McFarland
SUMMARY SHEET

MEETING DATE: Monday, May 24, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action regarding a proposal from Alliant Energy to participate in their Customer Hosted Renewable Energy Program for the Public Safety Center.

PREVIOUS ACTION:

The Net Zero Energy Study was first presented to the Committee of the Whole at the meeting on January 25, 2021. [A link to that study is provided here.](#)

ISSUE SUMMARY:

The Village has been working with Alliant Energy to determine the feasibility of joining their Customer Hosted Renewable Energy Program for the Public Safety Center. Right now the Village is designing solar panels into the construction of the new Public Safety Center. The reason being to achieve net zero energy usage for the facility offering a highly sustainable structure. Net zero is a concept whereby the building will produce as much energy as it consumes which helps to offset its carbon footprint. Geothermal HVAC partnering with solar panels are the main drivers behind creating the energy needed to fuel the building versus conventional supply from the energy grid. This system is "behind the meter" meaning that we will still be connected to the energy grid through Alliant; however, our electricity bill will be significantly reduced because of the power needs provided by the sun.

The alternative to this is through the program offered through Alliant where they will install solar on the facility "in front of the meter". This means that the solar panels will be installed on the facility just as we are planning within our design but the power is flowing back into the grid, not directly to the facility. In fact, the only connection the panels have to the facility are the bolts affixing them to the building and not through the interconnection of the power cords. We would pay a traditional electric bill in that sense just as we might do if we were to build the facility without solar on our own. The benefit to this type of arrangement is that Alliant would be responsible for all capital installation costs of the solar panels as well as their ongoing maintenance. Additionally, we would enter into a 20 year lease agreement whereby they would pay the Village for the use of our facility to install their solar panels. That lease payment gets credited against our bill for the facility which in turn keeps utility costs down. A few nuances to this to consider:

- Technically the renewable energy credits are earned by Alliant through this proposal. We can take credit for them, but would essentially have to pay Alliant for them meaning a lower monthly lease payment. This might change or shift our definition on net-zero



energy for the facility.

- The value of the energy we will produce if we construct the solar ourselves will be higher than what Alliant has offered in lease payments. We still avoid the capital cost but that's how its made up by Alliant over the life of the lease. Plus, our anticipated operating costs on the General Fund will be higher under their proposal which may not be as attractive than if we paid for it through borrowing.
- Impact on the design of the solar array is minimal as the design can be used in either option. However, planning for a future battery system is crucial depending on which route we go. Since its in front of the meter and not hooked up to our facility, the solar energy would not be able to be stored within our battery system if it were created. We would be fueling the batteries with excess energy from the grid instead of excess energy from renewables which is counter productive to sustainable goals. If we selected the Alliant proposal, we likely are not installing batteries within this facility as they would not serve any purpose.
- Its unclear what happens at the end of the lease. Alliant is committed to 20 years and some extensions but beyond that is unknown. They could remove the solar array entirely at the end of that period and then the facility is not setup for that purpose at all. Additionally, its been discussed about buying back what is installed or if the program even exists in that many years.

Enclosed within your packet is some summary information provided by Alliant on their program. Alliant has not been able to prepare a proposal for the board to consider at this time. They have begun that process and would anticipate providing it for our consideration at the next board meeting. Our objective for Monday is to introduce this concept in anticipation of the board having to make a decision later. The design process will proceed as planned for the time being as it can be used in either scenario. If we ultimately select the Alliant proposal, we'll pull that work from the design before bids are released.

FINANCIAL/BUDGET IMPACT:

There are significant financial implications for this decision. If we stay the course with our design and construct the solar, we'll incur the higher capital costs up front but have lower operating costs over the life of the building. Alternatively, if we follow the Alliant proposal we'll incur lower capital costs up front but have higher operating costs over the life of the building. HGA has provided an analysis of this within the packet and likely the more financially advantageous route is to select the Alliant proposal. However, have to review those numbers in association with the other pros/cons listed within this memo. Our representative from HGA will be present to provide background on the calculations provided for within the packet.

VILLAGE PLAN REFERENCE:

Net Zero Energy Feasibility Study - January 8, 2021

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:



No action is needed on this item. This is a presentation of the concept and action will follow at a future meeting.

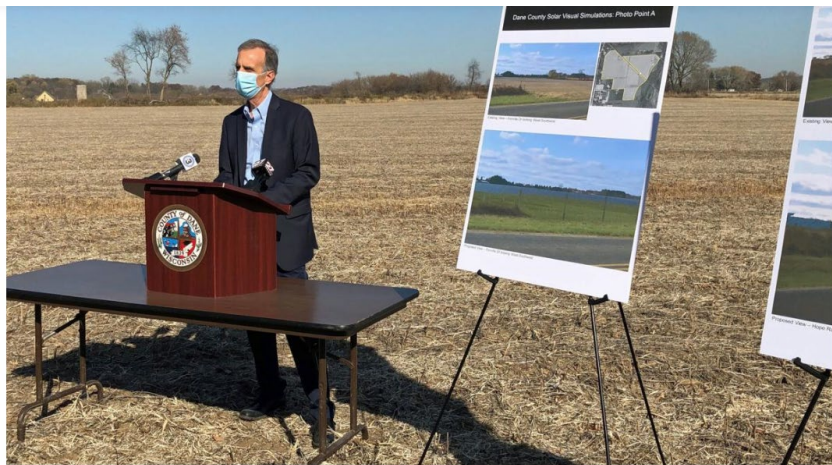
ATTACHMENTS:

1. IPL CTYCR Renewables Introduction Meeting April 2021 v2
2. McFarland PSB Onsite Solar Options 20210520

Example Project: Dane County Net Zero

Dane County to go all-renewable with help of proposed Alliant solar farm

Chris Hubbuch | Wisconsin State Journal | Nov 6, 2020



Dane County Executive Joe Parisi announces plans Thursday to lease about 140 acres of county land in the town of Cottage Grove to Alliant Energy for a 16.5-megawatt solar farm in exchange for renewable energy credits that would help offset 100% of the county's electricity use.

- Dane County is partnering with Alliant on ~16 MW solar farm near its Madison, WI landfill to help achieve “Net Zero” emission goals
- Dane County providing free land and will receive all project's RECs
- Project will be constructed by Q4 2022 or Q2 2023
- Dane County is exploring the potential opportunity to add a battery energy storage system at the site to provide backup power for its 911 Call Center and fleet garage



Renewable Solutions

We offer three solutions designed to meet your sustainability goals.



Alliant Energy®
Community Solar

Buy blocks in a local solar project and offset up to 100% of your energy use.



Alliant Energy®
Customer Hosted Renewables

We'll partner with your business or community to host a solar farm on your property in exchange for a monthly lease payment.

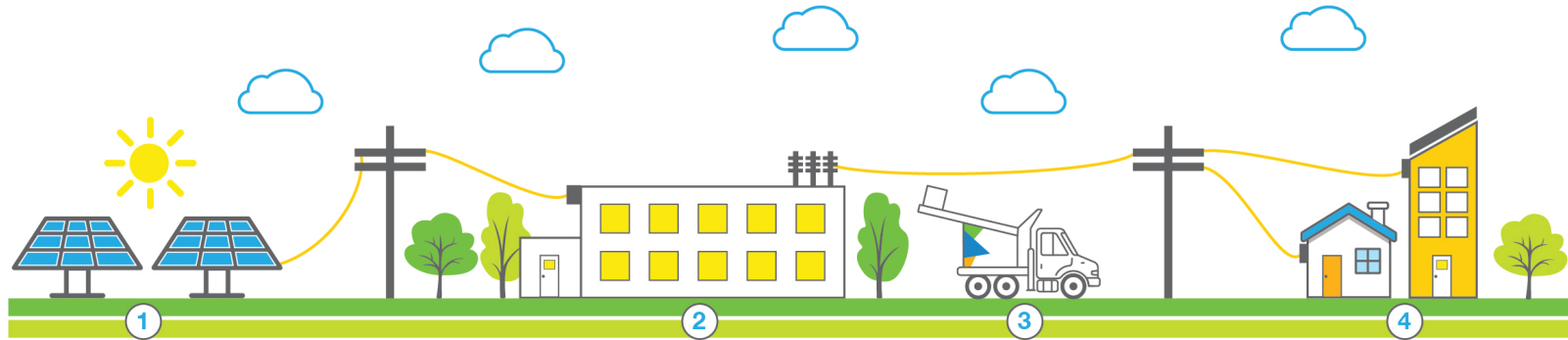


Alliant Energy®
Renewable Energy Partner

We'll build, own and maintain a dedicated solar site on your behalf.

Alliant Energy® Community Solar

How it works



1 BUY BLOCKS IN A LOCAL SOLAR GARDEN

- 1 Purchase blocks of solar to cover up to 100% of your energy use.

2 ENERGY IS DELIVERED ONTO THE GRID

- 2 The energy generated is distributed onto the power grid.

3 ALLIANT ENERGY POWERS THE COMMUNITY

- 3 Clean, renewable energy helps power homes and businesses.

4 RECEIVE A BILL CREDIT

- 4 Receive a credit based on solar production.



Alliant Energy® Community Solar

Customer benefits

Get paid for being green

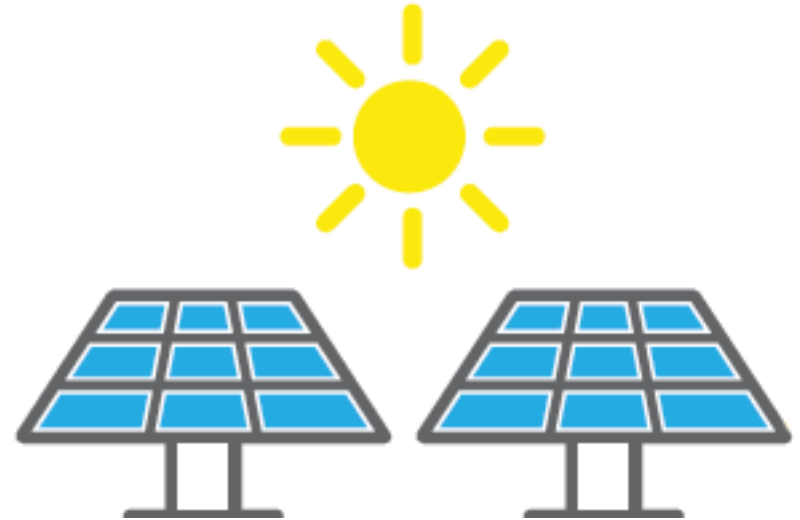
- Receive a monthly bill credit for each block you own for 20 years.

Hassle-free renewable energy

- No additional space or maintenance required. Perfect for locations that aren't ideal for solar.

Meet sustainability goals

- Retire Renewable Energy Credits (RECs) on behalf of your business.



Alliant Energy® Customer Hosted Renewables

How it works



LEASE LAND OR ROOF TO ALLIANT ENERGY

- 1 Receive monthly lease payments from Alliant Energy for the use of your property.

SOLAR GARDEN IS CONSTRUCTED

- 2 Alliant Energy will build and maintain a solar garden on your property.

ALLIANT ENERGY POWERS THE COMMUNITY

- 3 Clean, renewable energy helps power homes and businesses.



Alliant Energy® Customer Hosted Renewables

Customer benefits

Turn unused space into income

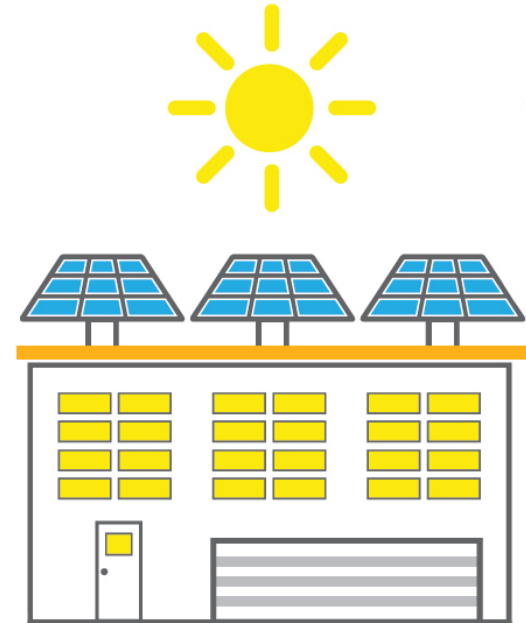
- Receive a monthly lease payment for your land or rooftop space.

Showcase green leadership

- Generate positive goodwill with your customers and community.

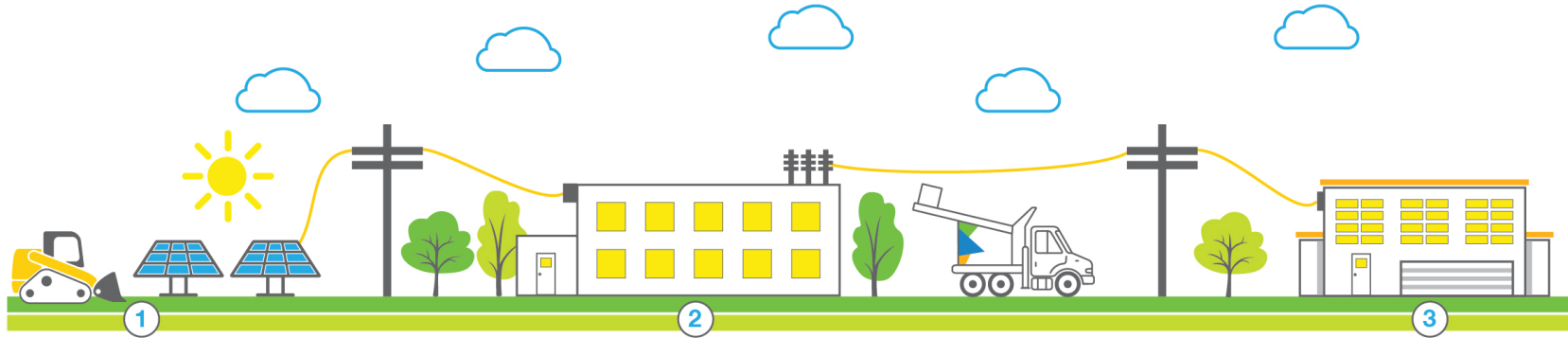
Meet sustainability goals

- Retire Renewable Energy Credits (RECs) on behalf of your business.



Alliant Energy® Renewable Energy Partner

How it works



ALLIANT ENERGY BUILDS A SOLAR GARDEN

- 1** We will build, own and maintain a dedicated solar garden on your behalf.

RENEWABLE ENERGY GOES ON THE GRID

- 2** Alliant Energy manages the sale of the energy on the market.

BUY THE ENERGY GENERATED

- 3** You purchase the power generated at a contracted rate.



Alliant Energy® Renewable Energy Partner

Customer benefits

Simplify the process

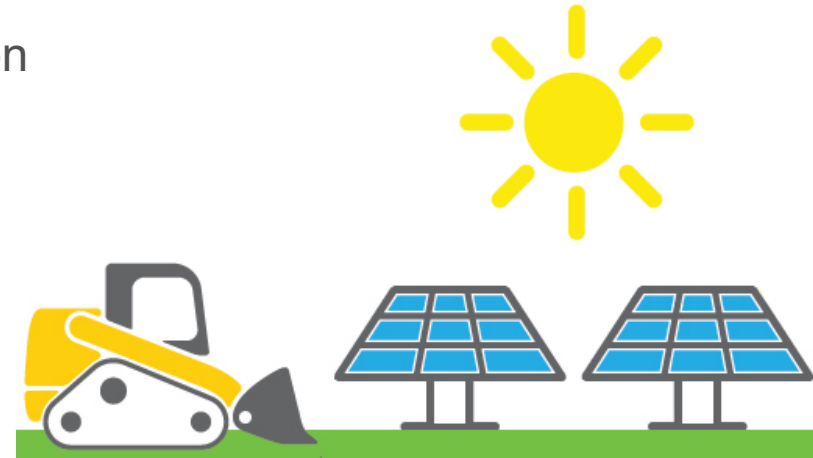
- Our trusted team of experts will plan, implement and maintain a solar site based on your needs.

Grow your business

- Your customers care about the environment and sustainable companies are growing at a faster rate.

Meet sustainability goals

- Retire Renewable Energy Credits (RECs) on behalf of your business.



Renewable Solutions At-A-Glance

	 Alliant Energy® Community Solar	 Alliant Energy® Customer Hosted Renewables	 Alliant Energy® Renewable Energy Partner
Capacity	- Capacity per installation: expected 1 MW - No single subscriber may have more than 60% interest in an array 25% of an array must be available for residential customers	Capacity per installation: Minimum 200 kW to maximum 2.25 MW	Program cap: 150 MW of existing customer load
Pricing Model	- Customer makes an up front block purchase with monthly bill credit per share. - No single subscriber may have more than 60% interest in an array. 25% of an array must be available for residential customers.	Customer receives a lease payment based on solar production.	Negotiable
Energy Source	Solar only	Solar and/or battery storage system	Wind or solar
Location	Dependent on project	Customer's building or property	Dependent on project
Contract Length	20 years	Negotiable	Negotiable
RECs	Optional	Optional	Customer will receive credits

Thank you for your time!

Reach out with questions

Zack A. Hill

Sr. Resource Development Manager

ZacharyHill@alliantenergy.com

Phone: 608.458.5508

Cell: 202.255.9574

Heidi Parker

Portfolio Manager

HeidiParker@alliantenergy.com

Phone: 319.786.4402

Cell: 319.430.7965

Solar PV Options

New Public Safety Building | McFarland, Wisconsin

May 20th 2021

HGA has outlined an alternate option for onsite solar PV installation at the PSB project. The table below compares the original village owned option with the Alliant Energy owned option.

Table 1- Solar PV Onsite Options

	Option 1	Option 2
Net Zero Energy	McFarland Owned System	Alliant Energy Owned System
Net Zero Energy Strategy	Directly Offset Energy Usage	Use RECs* to offset usage
System Size	470 kW	470 kW
Meets Net Zero Building DOE Definition	Yes	Yes**

Design Requirements	McFarland Owned System	Alliant Energy Owned System
Electrical System	Solar PV is integrated into the building systems	Solar PV is completely separate from building systems
Solar PV Location	Rooftop, Wall Mounted and Ground Mounted	Rooftop, Wall Mounted and Ground Mounted
System Design	Through Bray/HGA Team	Through Alliant hired solar developer
System Maintenance	By McFarland	By Alliant Energy

Financials	McFarland Owned System	Alliant Energy Owned System
First Cost	(\$800,000)***	\$0
Solar PV Incentives	\$50,000	\$0
Estimated Annual Electric Bill	(\$23,000)/yr	(\$55,000)/yr
20 Year**** Electric Utility Cost	(\$588,029)	(\$1,337,420)
Total 20 Year Lease Payments		\$400,000*****
20 Year Maintenance Cost	(\$51,746)	\$0
Total Cost (Solar 1 st Cost + 20 Year Utility Cost + Solar Maintenance)	(\$1,389,775)	(\$937,420)

*RECs- Renewable Energy Credit- claim the clean energy attributes of the solar PV system owned by Alliant Energy

**This system would operate in a grey area, while RECs are traditionally now allowed to meet NZE certifications for a building, these RECs would be generated on-site, which is different than buying RECs on the open market to some NZE definitions.

***This is our opinion of cost at this time, based on relevant project experience and 2021 bids. This is not an estimate from a contractor.

****These 20 year values are based on a cash flow analysis that accounts for inflation, discount rate, degradation of the solar PV performance over the lifespan and estimated utility cost increases.

*****Annual lease payments are based on PV system AC size- estimated at \$20,000/yr for now, paid to the Village of McFarland.

What happens after 20 years?

- McFarland Owned System- Solar PV system will likely need to be replaced with a similar or better system. Some system components could be re-used to lower cost.
- Alliant Owned System- System would be decommissioned. In order to keep NZE status, a new program, developer or system would need to be negotiated.

HGA Recommendations

The Alliant Owned system looks very attractive from a cost perspective. There are a few key project risks that need to be accounted for if this project is to achieve the net zero energy goals with this Alliant Owned option:

- Coordination of design- there will need to be a coordination effort between Bray/HGA and the Alliant/Solar developer as the PV system is designed and planned in tandem with the building.
- The amount of energy the 470 kW Alliant Energy system will generate needs to offset 100% of the building energy to be net zero energy. This amount of energy will be up to the Alliant Energy solar developer's design and execution. Some level of oversight and coordination needs to be undertaken to ensure that the system is designed and implemented to meet these net zero energy goals.
- The building net zero energy status would be reliant on a system that is owned and controlled by the utility. Some level of monitoring and long term planning should be part of a negotiation of this agreement.

HGA recommends keeping both options open at this time, keeping the option 1 provisions in the design, but allowing these to be removed if Alliant Energy comes back with a proposal that is favorable.

McFarland
SUMMARY SHEET

MEETING DATE: Monday, May 24, 2021

SECTION: Business

DEPARTMENT: Community Development

CONTACT: Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Discussion and action regarding Resolution 2021-15: A Resolution Accepting the Dedication of Right-of-Way at 6009 Johnson Street from the School District of McFarland.

PREVIOUS ACTION:

ISSUE SUMMARY:

Resolution 2021-15 would accept the right-of-way dedication approved by the School Board for the School District of McFarland at their May 3rd, 2021 meeting. The dedication includes portions of Outlot 135A (6009 Johnson Street) where the property line currently expands into the roadway. The School District has approved dedicating portions of the property that extend beyond the back (inside) of sidewalk, as contemplated in the Site/Design Review Application approved by the Plan Commission on March 15th, 2021 for 5411 Bashford LLC (5411 Bashford Street). The packet includes an aerial map of the area to be dedicated for reference purposes. Refer to the Staff Report for Resolution 2021-10 for additional background information on the 5411 Bashford LLC development project.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Motion to recommend to the Village Board Resolution 2021-15 as presented.

ATTACHMENTS:

1. 2021-15 Resolution Accepting McFarland School District Dedication Deed
2. Exhibit B School RW Dedication 4-16-21 AERIAL PHOTO

RESOLUTION #2021-15

RESOLUTION ACCEPTING DEDICATION OF LAND FOR EXPANSION OF THE PUBLIC RIGHT-OF-WAY OF JOHNSON STREET.

WHEREAS, the Assessor's Plat of the Village of McFarland designates the boundaries of Johnson Street abutting Lots 8 and 9 of Johnson's Addition to McFarland; and

WHEREAS, the Village of McFarland previously acquired title to those portions of Lots 8 and 9 of Johnson's Addition abutting on Johnson Street; and

WHEREAS, the Village intends to convey the above parcels for development, and the proposed development requires that the right-of-way line of Johnson Street be adjusted by vacating a portion of the westerly right-of-way and the acquisition of additional right-of-way to the east; and

WHEREAS, the McFarland School District has agreed to dedicate the needed lands along the easterly side of Johnson Street for public highway purposes as more particularly described in Exhibit A;

NOW, THEREFORE, BE IT RESOLVED, by the Village Board of the Village of McFarland, that the Village accepts the dedication of the lands described in Exhibit A for public highway purposes and such lands shall be included in the right-of-way of Johnson Street.

The above and foregoing Resolution was duly adopted at a regular meeting of the McFarland Village Board on the 14th day of June, 2021.

APPROVED:

Carolyn A. Clow, Village President

ATTEST:

Cassandra Suettinger, Village Clerk-Treasurer

RESOLUTION # 2021-15	
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:	

**DEDICATION OF LAND
FOR
PUBLIC HIGHWAY**

Document Number

Document Name

THIS DEDICATION, made between **School District of McFarland** ("Grantor") and the **Village of McFarland**, a Wisconsin municipal corporation ("Grantee").

Grantor conveys and warrants to Grantee, for valuable consideration, the following described real estate in Dane County, State of Wisconsin ("Property") for public road and highway purposes, including the construction of utilities and other improvements customary within public road rights-of-way:

SEE ATTACHED EXHIBIT A FOR LEGAL DESCRIPTION

Said land is dedicated for public road or highway purposes and as such, is exempt from transfer fee pursuant to sec. 77.25(2r), Wis. Stats.

Recording Area

Name and Return Address
Mr. Matt Schuenke
Village of McFarland
5915 Milwaukee Street
PO Box 110
McFarland, WI 53558

Part of 154/0610-034-0195-3
Parcel Identification Number (PIN)

Dated _____.

School District of McFarland

By: _____ (SEAL)
Arlyn Halvorson, Board President

EXHIBIT A
Resolution 2021-15

By: _____ (SEAL)
Christine Pribbenow, Board Clerk

AUTHENTICATION

Signature(s) Arlyn Halvorson and Christine Pribbenow
Authenticated on _____

*

TITLE: MEMBER STATE BAR OF WISCONSIN
(If not, _____)
Authorized by Wis. Stat. § 706.06)

THIS INSTRUMENT DRAFTED BY:

Attorney Allen D. Reuter
Madison, Wisconsin

ACKNOWLEDGEMENT

STATE OF WISCONSIN)
) ss.
DANE COUNTY)

Personally came before me on _____, 2021, the above-named Arlyn Halvorson and Christine Pribbenow, to me known to be the person(s) who executed the foregoing instrument and acknowledged the same.

Notary Public, State of Wisconsin
My Commission (is permanent) (expires: _____)

Exhibit A
Legal Description

Right-of-Way Dedication for Johnson Street and Creamery Road

A part of Outlot 135A, Assessor's Plat of the Village of McFarland, recorded in Volume 14 of Plats on Pages 16 through 27 as Document No. 824385 of Dane County Records, being located in the Northeast one-quarter of the Southeast one-quarter of Section 3, Township 6 North, Range 10 East, Village of McFarland, Dane County, Wisconsin, being more particularly described as follows:

COMMENCING at the East one-quarter Corner of said Section 3; thence, along the East line of said Northeast one-quarter, South $02^{\circ}44'51''$ West, 269.47 feet to its intersections with the Southerly right-of-way line of Creamery Road and the Northerly line of Certified Survey Map No. 154;

thence, along said Southerly right-of-way line and said Northerly line, North $60^{\circ}11'12''$ West, 126.76 feet to the Northwest corner of said Certified Survey Map No. 154, lying 99.00 feet from the centerline of the main track of the Chicago, Milwaukee & St. Paul Railroad, being the beginning of a non-tangent curve, being concave Northeasterly, having a radius of 5828.58 feet and a chord which bears North $63^{\circ}27'46''$ West, 44.53 feet;
thence, continuing along said Southerly right-of-way line which lies 99.00 feet Southwesterly, as measure at right angles and parallel to said centerline of the main track of the Chicago, Milwaukee & St. Paul Railroad, Northwesterly, 44.53 feet along the arc of said curve through a central angle of $00^{\circ}26'16''$ to the POINT OF BEGINNING.

thence, leaving said Southerly right-of-way line, North $69^{\circ}25'16''$ West, 43.89 feet;
thence North $71^{\circ}08'11''$ West, 130.00 feet;

thence South $59^{\circ}55'43''$ West, 162.26 feet;

thence South $48^{\circ}27'28''$ West, 26.47 feet;

thence North $43^{\circ}08'44''$ West, 17.00 feet to its intersection with the Southeasterly right-of-way line of Johnson Street, also being the Northwesterly line of aforesaid Outlot 135A;
thence, along said Southeasterly right-of-way and Northwesterly line of Outlot 135A, North $46^{\circ}51'16''$ East, 175.82 feet to the Northwest corner of said Outlot 135A, lying on aforesaid Southerly right-of-way line of Creamery Road;

thence, along said Southerly right-of-way and the Northerly line of said Outlot 135A, South $77^{\circ}08'44''$ East, 60.14 feet to its intersection with aforesaid line which lies 99.00 feet Southwesterly, as measure at right angles and parallel to said centerline of the main track of the Chicago, Milwaukee & St. Paul Railroad, being the beginning of a non-tangent curve, being concave Northeasterly, having a radius of 5828.58 feet and a chord which bears South $62^{\circ}25'02''$ East, 168.16 feet;

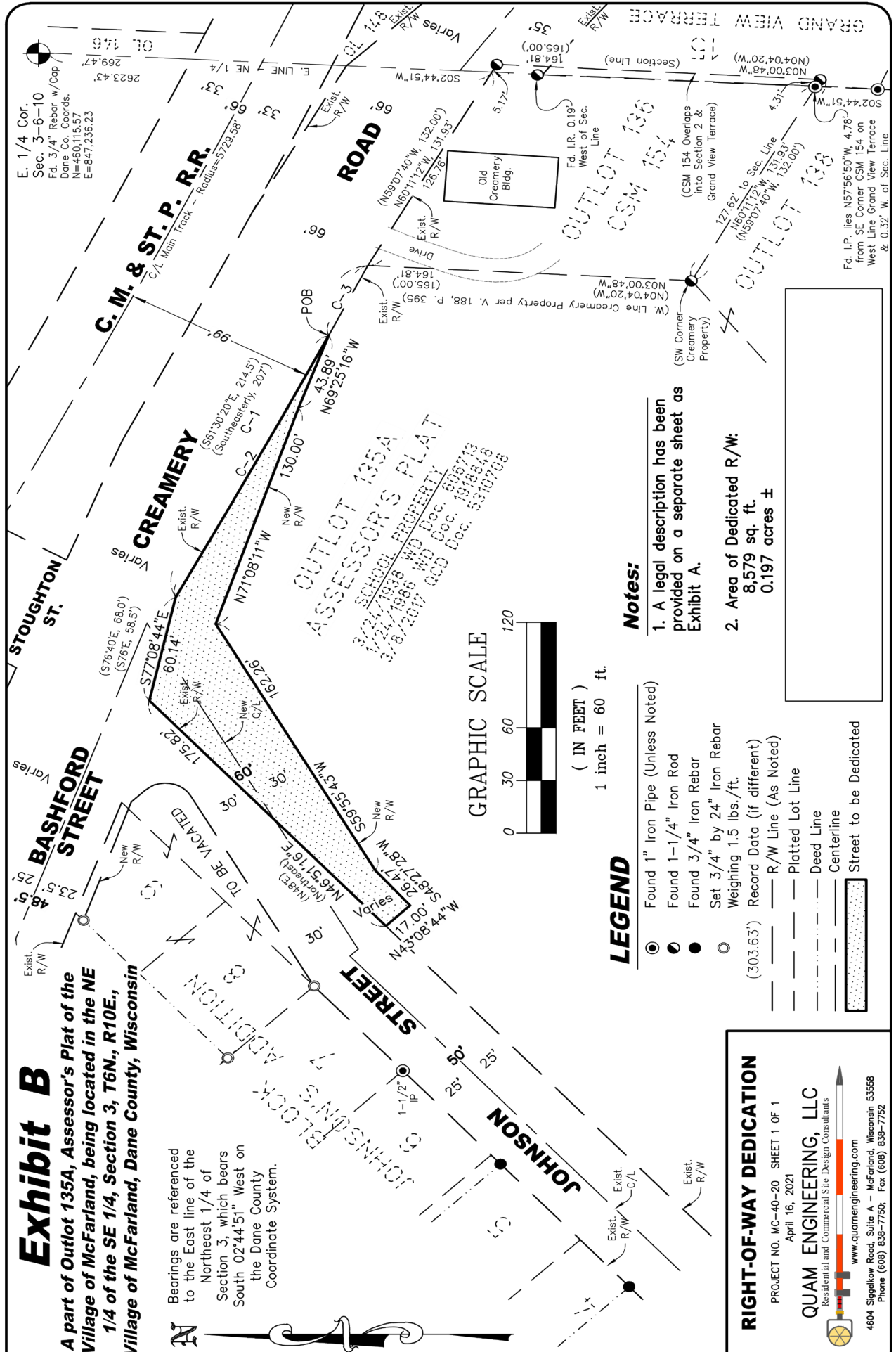
thence, continuing along said Southerly right-of-way line and Northerly line of Outlot 135A, Southeasterly, 168.16 feet along the arc of said curve, which lies 99.00 feet Southwesterly, as measure at right angles and parallel to said centerline of the main track of the Chicago, Milwaukee & St. Paul Railroad, through a central angle of $01^{\circ}39'11''$, to the POINT OF BEGINNING.

The above-described property contains 8,579 square feet or 0.197 acres, more or less, and is subject to all easements and agreements, if any, of record and/or fact and is shown on the map, Exhibit B, by Quam Engineering, LLC for Project No. MC-40-20 dated April 16, 2021, and by this reference made a part hereof.

Exhibit B

A part of Outlot 135A, Assessor's Plat of the Village of McFarland, being located in the NE 1/4 of the SE 1/4, Section 3, T6N., R10E., Village of McFarland, Dane County, Wisconsin

Bearings are referenced to the East line of the Northeast 1/4 of Section 3, which bears South 02°44'51" West on the Dane County Coordinate System.



LEGEND

- Found 1" Iron Pipe (Unless Noted)
- Found 1-1/4" Iron Rod
- Found 3/4" Iron Rebar
- Set 3/4" by 24" Iron Rebar Weighing 1.5 lbs./ft.
- (303.63') Record Data (if different)
- R/W Line (As Noted)
- Platted Lot Line
- Deed Line
- Centerline
- ▨ Street to be Dedicated

Notes:

1. A legal description has been provided on a separate sheet as Exhibit A.
2. Area of Dedicated R/W: 8,579 sq. ft. 0.197 acres ±

RIGHT-OF-WAY DEDICATION

PROJECT NO. MC-40-20 SHEET 1 OF 1
April 16, 2021

QUAM ENGINEERING, LLC
Residential and Commercial Site Design Consultants

www.quamengineering.com
4604 Sigelkew Road, Suite A - McFarland, Wisconsin 53558
Phone (608) 838-7750; Fax (608) 838-7752



Fd. I.P. lies N57°56'50"W, 4.78' from SE Corner CSM 154 on West Line Grand View Terrace & 0.32' W. of Sec. Line

ASSessor's PLAT
3/24/1988 WD Doc. 606773
3/8/2017 QCD Doc. 5510708

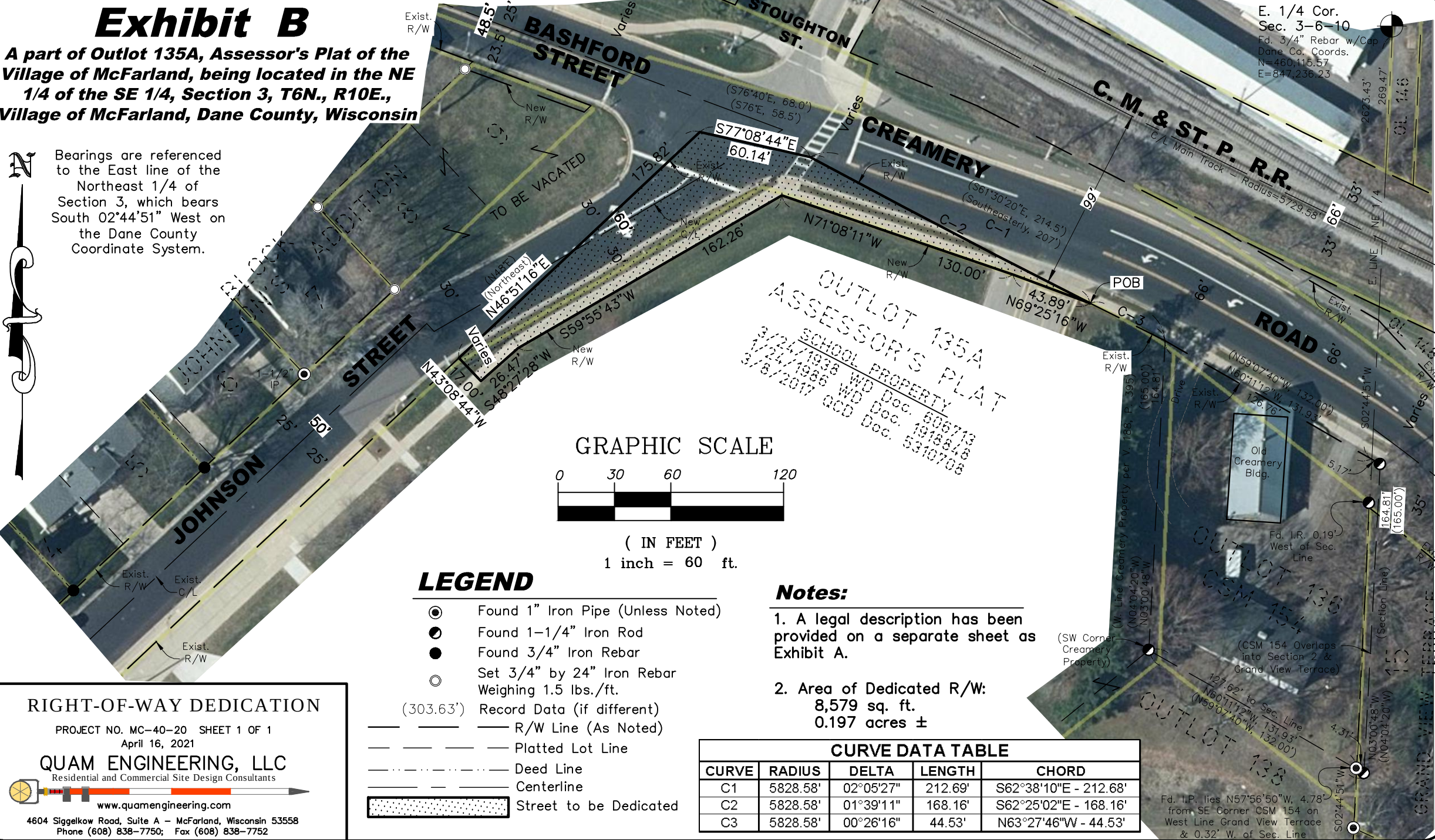
GRAPHIC SCALE
(IN FEET)
1 inch = 60 ft.

Notes:
1. A legal description has been provided on a separate sheet as Exhibit A.
2. Area of Dedicated R/W: 8,579 sq. ft. 0.197 acres ±

Exhibit B

A part of Outlot 135A, Assessor's Plat of the Village of McFarland, being located in the NE 1/4 of the SE 1/4, Section 3, T6N., R10E., Village of McFarland, Dane County, Wisconsin

Bearings are referenced to the East line of the Northeast 1/4 of Section 3, which bears South 02°44'51" West on the Dane County Coordinate System.



**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Monday, May 24, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action regarding acceptance of the Village of McFarland updated Operational Reopening Plan dated May 20, 2021.

PREVIOUS ACTION:

The original Operational Reopening Plan was accepted by the Village Board at their meeting on June 8, 2020.

ISSUE SUMMARY:

Enclosed within your packet is the proposed Operational Reopening Plan for Village services.

This follows up a plan that was prepared in a similar fashion about a year ago addressing the same topics. This plan is included also for reference. A year later the most current plan is shorter mainly because we have already advanced many of things that were previously lacking.

Now, there are only a few items to address for reopening that are covered by this document.

The introduction outlines reopening timeline for each of the three main facilities, provides additional directives, and summarizes each Department on their operations as well as what might still be lacking. The intent is to make acceptance effective as of June 2, 2021 when all Health Department orders are no longer in place.

FINANCIAL/BUDGET IMPACT:

There were several costs incurred as a result of the original operational reopening plan authorized in 2020. The costs are noted within this plan, have been incurred, and were also offset with funds from the Federal Government. The benefit of the original plan laying the groundwork for these improvements is what's putting us in the position we are in today to be able to more easily transition with very little cost to do so at this time.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended action to be taken:

Motion to accept the Village of McFarland updated Operational Reopening Plan dated May 20, 2021.



ATTACHMENTS:

1. McFarland Operational Reopening Plan 05202021
2. McFarland Operational Reopening Plan 06082020



OPERATIONAL REOPENING PLAN

COVID-19 RESPONSE
May 20, 2021

Reopening Plan – Updated

Introduction

In June of 2020, a reopening plan was developed for all of our Departments that was in line with Dane County's Forward Dane Plan. These plans outlined the phased approach to reopening of the County and in turn through our local plan how we planned to reintroduce our services as they had been impacted by the pandemic. It is not clear when exactly, but the Forward Dane Plan was to some extent abandoned in the second half of last year as the spread of the virus impacted the region greatly. Things have improved since and the County through the Dane County Madison Health Department has opted to address reopening through their order making authority. As of Tuesday, May 18, 2021, Dane County plans to rescind all prior orders effective on June 2, 2021. This includes their mask mandate, requirements on employment policies, restrictions on gatherings, etc. None of these requirements will be in effect by the Health Department as of that date. This Reopening Plan is further introduced and updated to address what steps are needed yet by the Village to address our own local reopening and how that might effect our services.

Village Reopening

Municipal facilities are planning to reopen as follows:

- McFarland Municipal Center – June 2, 2021 with hours of operation from 8:00 am to 4:30 pm, Monday through Friday.
- McFarland Public Works Center – June 2, 2021 with hours of operation from 7:00 am to 3:00 pm, Monday through Friday.
- E.D. Locke Public Library – This facility had previously opened under the jurisdiction of the Library Board on April 28, 2021 with hours of operation from 10:00 am to 6:00 pm, Monday through Friday. Additionally, curbside service is provided on Saturdays from 10:00 am to 1:15 pm.

Additional Directives Applied

- Maintain Departmental Cohorts – Each internal Department will still remain isolated from other internal Departments in an effort to avoid cross contamination. This will involve encouraging communication between Departments via telephone, virtual, or in outdoor meeting formats. It will also require that one member of a Department does not access the work areas of another Department unless it is necessary (i.e. – maintenance, emergency, etc.) This has been in place since the beginning of the pandemic and will be reinforced as part of this reopening plan. Employees in common areas like breakrooms, restrooms, etc. will also be asked to continue to wear masks as well.
- Public Meetings – This plan does not address public meetings. We will be preparing a separate plan to address public meetings going forward outside of this reopening plan. Virtual public meetings will continue for the time being until such time it has been addressed by the Village Board via its own dedicated plan.
- Mask Requirements – Acceptance of this reopening plan will supersede past requirements on masks in order to be up to date on current Centers for Disease Control (CDC), State, and County recommendations. Please note the following:
 - The CDC has recently determined that it is safe for vaccinated individuals to be indoors without wearing face coverings. Therefore, vaccinated individuals may continue to wear face coverings but are not required to do so within Village facilities and/or outdoors. All unvaccinated individuals, including both Village employees and members of the public, should continue to properly wear face coverings while in Village facilities.
 - Face covering guidance applies to all Village facilities regardless of the physical distance between individuals or the number of people present. All employees regardless of vaccination status will continue to be asked to wear a mask within common areas. This includes while waiting to enter a facility, conference rooms, kitchenettes, bathrooms, hallways, and corridors.

- Unvaccinated employees who are unable to wear face coverings due to physical or mental health conditions or disability should notify Clerk/Treasurer and/or Administrator for assistance in requesting an accommodation.
- Unless otherwise specified in Village policy, verification of vaccine status (e.g., by showing a vaccination card) will not be required for employees to go without a face covering indoors.
- Face coverings may be removed when eating, drinking, communicating with someone who is deaf or hard of hearing, and when communication cannot be achieved through other means, to confirm identity if requested, or if in an enclosed space where no other person is present.
- Employees who have concerns regarding face-covering compliance are encouraged to discuss their concerns with their Supervisor. Employees and supervisors are prohibited from discriminating against individuals who choose to wear a face covering regardless of the reason. Please remember that there are a multitude of reasons why someone may choose to wear a face covering and wearing a face covering is not necessarily an indication that the person is not vaccinated.
- Cleaning –Cleaning protocols have not changed and will remain in place as they have been. This used to be 3 times per week and was increased to 5 days per week last year along with enhanced cleaning of touchpoints. This will continue for the foreseeable future.

Matthew G. Schuenke
Village Administrator

Table of Contents

Section A *Administration*

Cassandra Suettinger, Village Clerk/Treasurer

Section B *Communications and Technology*

Stephanie Miller, Director

Section C *Community Development*

Andrew Bremer, Director

Section D *Fire and Rescue*

Chris Dennis, Chief

Section E *Library*

Heidi Cox, Director

Section F *Municipal Court*

Wendy Motl, Court Clerk

Section G *Police*

Craig Sherven, Chief

Section H *Public Works*

Jim Hessling, Director

Section I *Senior Outreach*

Lori Andersen, Director

Reopening Plan – Updated

Section A

Administration

Summary

The Department has been able to provide and/or resume all services it normally does. With the opening of the Municipal Center, this will provide for a new opportunity for in person interaction on licensing, permitting, paying bills, etc. Steps have been taken to provide a glass barrier at the front counter to provide separation and protection to front office staff when they interact with the public. Additionally, Staff have been separated or distanced within the Department to provide isolation while working. This has worked well during the elections when they were required to be open. The Department will again continue to serve as the main point of contact within the building.

Still Limited

The only area that will not be provided upon reopening is renting of Conference Rooms. This plans calls out these conference rooms for specific use by Department to give each a place to interact in person with the public for meeting when applicable. The objective is to keep these clean and isolated by Department while not mixing with the general public utilization at this time. This will continue indefinitely and be reevaluated after 30 days following reopening to determine feasibility of reopening this opportunity.

Reopening Plan - Updated

Section B

Communications and Technology

Summary

This department is largely unaffected by recent changes in Health Department orders. They have been able to provide for the services they normally offer and even have resumed broadcasting sporting events, musicals, and other programs through the School District. Their service delivery will continue as it has been. Access to the department by the public will remain restricted, however. Access control was updated last year because of the pandemic and implemented to provide better control of ingress/egress of the hallway shared with Senior Outreach. Staff will meet with or schedule appointments with people in person within Conference Room A if needed, but will attempt to address things virtually, by telephone, or in an outdoor format where possible.

Still Limited

The only exception to the above is public meetings. These are still being broadcasted but via Zoom. Decisions made on public meetings are being evaluated within this department and will be addressed as part of a separate plan.

Reopening Plan

Section C

Community & Economic Development

Summary

Building inspection and property maintenance inspections have continued throughout the pandemic. In person permitting has been handled mainly through email and the drop box, but with the facility reopening will resume at the service window as another option. The Department implemented several barriers recommended from the plan last year including a glass divider for the service window and new wall/door shielding access to employee work spaces. Staff will schedule appointments to meet with people in person within Conference Room E, but still likely lean very heavily on virtual and telephone meetings where possible.

General Outlook

Ongoing operations have generally returned to normal and biggest change in this plan is that in person access will now be granted within the Municipal Center. All other services will continue to be provided as they have been.

Reopening Plan – Updated

Section D

Fire & Rescue

Summary

The Department has more or less has been required to operate at normal service levels for a vast majority of services offered since the pandemic began. Emergency calls for service have obviously continued as well as fire inspections and other essential functions of the Department. They have also been able to find ways to continue to train and stay up to date on these requirements as well. In person meetings as needed will occur in the training room and the Department can be made accessible under current contact methods.

The Department will continue to utilize increased personal protective equipment (PPE) while responding to medical calls regardless of individual staff member vaccination status. The Department's stockpile of PPE is sufficient to sustain and increase PPE usage for the foreseeable future with vendors able to replenish as needed.

Still Limited

The only ongoing limitation is public access to the Department either through tours or other programs. This will continue to be evaluated but will remain indefinitely restricted for the near future. Small unique special programs have been to be restarted. The programs include individual CPR skill verification for certifications that are expiring and individual outreach for at risk individuals. The individual outreach includes individuals that are often interacted with during medical incidents with the intent to reduce severity or the need for the Department services in an emergency setting.

Reopening Plan – Updated

Section E

Library

Summary

The Library facility has already reopened as of the end of April. Jurisdiction regarding operations of the Library remain under the discretion of the Library Board. A number of precautions are in place for the facility to help protect the safety of patrons and Staff while providing desired access to the resources. Please click on this link to view their update on reopening outlining current expectations and standards:

<https://www.mcfarlandlibrary.org/reopening-update>

Still Limited

All events and programs will remain virtual, but for some things that may take place outdoors this Summer. The meeting room is currently unavailable and rentals of this part of the facility are not being provided. Consult the update link above for more information.

Reopening Plan – Updated

Section F

Municipal Court

Summary

Municipal Court continues to do most of its work virtually under the requirements of the State judicial system they report to. Approval to return in person has been provided and will be exercised as is appropriate by the court where possible. Most everything provided by the court has previously resumed but for access to the facility. With the Municipal Center reopening, the service window for the court will be active again for people to access in person as needed.

Still Limited

No ongoing limitations noted.

Reopening Plan – Updated

Section G

Police Department

Summary

Nearly all services provided by the Department have previously returned to normal levels. With the reopening of the Municipal Center, individuals will be able to access the service window for the Department as they were able to previously. In person meetings where applicable will be conducted in Conference Room C or adjoining soft interview room.

Still Limited

Similar to other Departments, access to the work spaces via tours or other programs will not be conducted at this time. Additionally not conducting finger printing services and ride along trips. Other in person programs are being evaluated for implementation later this year.

Reopening Plan – Updated

Section H

Public Works

Summary

The Department is running at normal operations using social distancing guidelines, when practical. The provision of all essential services provided by the Department have continued through the pandemic. Last year the facility was renovated to change the way the public interacted with the facility with the public entrance moving from a public access point in the middle of the work space to an area on the outside of the building helping to provide for safer interactions. All playgrounds have been previously reopened and remain operational. Public restrooms within the parks are active and being cleaned daily according to enhanced protocols. Park Shelter reservations are available again and already being accessed for use by the public. It is more typical for in person meetings of this Department to take place outside given the nature of the work. If in person is required indoors, arrangements are made to meet within the shop or a park shelter as appropriate. Otherwise meetings are held via telephone or by virtual means. Programming has even returned with a drive through and virtual event being held this week.

Still Limited

No other ongoing limitations are noted at this time.

Reopening Plan – Updated

Section I

Senior Outreach

Summary

Impacts on this Department have been significant since the outset of the pandemic due to the at risk population they frequently work with. However, the Department has taken great strides to still aide people when needed arranging for rides, conducting home visits, providing home delivered meals, coordinating vaccine response locally, rental closet, and many other core services in case management and nutrition. Access to the Department has been limited due to new access control put in place last year for the hallway shared with Communications and Technology. In person meetings when needed will take place within Conference Room A to limit access to employee workspaces.

Still Limited

In person activities through specialized services and the meal site will remain on hold. The space availability at the Municipal Center is a factor as we consider how we adapt or transition back to normal operations. Areas like the Community Room will likely need to be pre-programmed for public meetings and are already staged for the meal delivery program. This will continue to be monitored through Dane County which provides guidance for all of the focal points and has thus far not recommended returning to in person for meals and programs at this time. We will continue to reevaluate but likely availability of space combined with safety and comfort will all be factored into such decisions.



OPERATIONAL REOPENING PLAN

COVID-19 RESPONSE
JUNE 8, 2020

Reopening Plan

Introduction

As we as a Community begin to assess the world around us and prepare for a transition out of closure and isolation, the Village too needs to be able to plan for our path forward with the services that we provide. This plan is offered to provide a progressive approach to reopening of the services provided by the Village in a safe and cost effective manner for the residents that receive these services. This plan does not extend onto or control the liberties of private individual, but simply serves as a Department by Department guide on how we get back to providing operations as they were previously experienced.

The plan itself looks at the services provided before closure and how these were adjusted after closure as well as the impacts that took on our staffing. Looking ahead it attempts to identify the safety needs to provide these services within a future timeline best estimated through the Forward Dane Plan. Finally, it discusses the cost implications of this evolution whereby some things have been completed to date and some things may yet to be decided. This plan was prepared by Department Heads under the guidance of the Administrator in order to work collaboratively with the Village Board and Community to experience these quality services once again. We eased into closure within a safe manner, we will ease out of it just the same in a safe manner. This has been an immense challenge and an arduous journey that is not complete, Village Staff has stepped up to provide an extraordinary effort in the face of this pandemic past, present, and into the future.

Matthew G. Schuenke
Village Administrator

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Public Health Madison & Dane County

Reopening Plan

Section A

Administration

Summary

The Department is providing all of the services it would normally provide with exception for those that require in-person contact. The main challenge for the Department is providing for the safety measures necessary to resume those aspects of the services provided that may involve in-person contact. We have identified a few items of note that will assist in moving the Department closer to being able to offer in person service again for those applicable services. This includes a new physical barrier at the front counter and individual barriers at each of the workstations within the front office. Elections will remain a large effort (and challenge) of the Department especially heading into the Fall cycle with a Presidential Election in November. Absentee process for the August primary will begin in June and Staff is waiting to see what if any direction and/or funding will be provided by the County or State for this purpose. Discussion at those levels remain ongoing to assist in these efforts within the future elections to be held this year.

General Outlook

The general outlook for the Department looks GOOD as it has demonstrated an ability to adjust how it provides services to ensure their continuity even during closure. Their ability to return to normal operations is present absent the ability to serve people in-person, but with some safety precautions could be reinstated sooner within the plan. Staff continues to find alternative ways to serve the public while remaining closed which has advanced essential and non-essential functions of the Department.

A. Administration

Index	Service	Before	After	Staffing Adjustments	Safety Needs	Forward Dane Phase to return to Before Condition (Sector/Phase)	Cost Implications
1	General Customer Service Inquiries for the Village	Available in-person, US Mail, fax, telephone, and email.	No in-person service, all other forms available.	PW Staff combined with Admin, half Staff work in person and half Staff work remotely. Shift on a weekly basis.	Physical barrier at front counter.	Office Spaces Phase 2	\$5,500 for physical barrier at front counter (in process).
2	Licensing & Permits	Available in-person and by US Mail.	No in-person service, other form available.	Staffing has adjusted to providing all licenses and permits through only US Mail, both incoming and outgoing.	See Item A(1).	Office Spaces Phase 2	See Item A(1).
3	Processing utility payments and other accounts receivable	Offered in-person, by US Mail, and online payment.	No in-person payments, all other forms available.	Staffing has adjusted to only collecting payments through the US Mail or online. Admin and PW Staff are working together on payment reconciliation.	See Item A(1). Additionally consider a new drop box external to the building. Also presently incurring cost of online fees as well as not charging late fees or interest penalties.	Office Spaces Phase 2	See Item A(1). Additional drop box will cost approximately \$1,000-\$3,000 and would be installed within the Municipal Center Parking Lot to allow for drive thru service.
4	Finance Fees and Charges	Customers cover the costs of online fees, late penalties, and interest on non-payment. Additionally they pay for approved increases in fees.	All fees, penalties, interest, and fee increases have been suspended with the Village absorbing those costs.	The intent here is to comply with State orders which previously mandated this but also to encourage more online transactions while limiting in person contact. During this time there have been no late fees or interest penalties, additionally online fees are waived.	Works in concert with previously listed items and meant to encourage less in person contact.	Office Spaces Phase 3	Absorbing online fees cost approximately \$1,200 per month, waiving penalties and interest costs approximately \$900 per month. Adding the secure drop box from Item 3 will help address this item. Furthermore, we can begin to advertise the return of these charges while we are in Phase 2 for implementation in Phase 3.
5	Elections – Absentee Voting	Offered in-person in the Administration Office or through US Mail.	Offered in-person in the Community Room or through US Mail.	Admin Staff split between Office and Room. Additional Staff repurposed from other Depts as well as volunteers utilized.	Additionally considering costs for supplies, PPE, and cleaning products to conduct the election safely. Evaluating options through Local, County, and State initiatives to push absentee voting through US Mail in the Fall.	All Sectors All Phases	The additional costs simply to administer a high absentee turn out election range from \$4,000-\$7,000 per election. This is dependent on needed supplies, absentee turnout, and related printing, postage, mailing materials needed. The State has announced they will send absentee request forms to all voters in the State without a current request on file, with the County also considering such an action. If we were to do something similar, we could expect to spend approximately \$2,000 - \$3,000 per mailing.
6	Elections – In-Person Voting	Offered in-person in the Community Room.	Offered in-person in the Community Room.	Drawing from current Poll Worker pool, limiting shifts, repurposed other Staff, recruiting Volunteers.	May need to consider larger venue for November Presidential Election.	All Sectors All Phases	Cost to be evaluated and determined as part of planning process.
7	Notary Services	Offered in-person	Not being offered.	Admin Staff provide this as a courtesy and since it requires to be done in person, not being conducted at this time.	See Item A(1).	Office Spaces Phase 2	See Item A(1).

8	Park Reservations	Offered in-person and online.	No in-person service, other form available. Reservations only available into the future.	Staff has adjusted to only fulfilling reservations through online format.	See Item A(1) regarding in person ability for this service within Admin. See Item D(ii)(1) within Public Works regarding when shelters can be used again.	See Item A(1) regarding in person ability for this service within Admin. See Item D(ii)(1) within Public Works regarding when shelters can be used again.	See Item A(1) regarding in person ability for this service within Admin. See Item D(ii)(1) within Public Works regarding when shelters can be used again.
9	Payroll	Completed on bi-weekly basis.	Completed on bi-weekly basis.	No change in service. Staff is cross training on functions. Those not normally performing this duty, now are. Also capable to do so remotely.	None.	All Sectors All Phases	None.
10	Accounts Payable	Completed on a weekly basis.	Completed on a weekly basis.	No change in service. Staff is cross training on functions. Those not normally performing this duty, now are. Also capable to do so remotely.	None.	All Sectors All Phases	None.
11	Deposits	Completed on a weekly basis.	Completed every two weeks.	Unless a large sum is received, deposits are completed when by Deputy Treasurer when present based on her scheduled rotation.	None.	All Sectors All Phases	None.

Reopening Plan

Section B

Communications and Technology

Summary

Overall, the Communications and Technology Department has been able to provide and continue its services to Village Staff and the Community. One of the main additions, or changes, that was implemented was the way in which public meetings are being held. A Zoom Business Account was purchased in order to host Zoom Webinars for the various boards, committees, and commissions to meet virtually. Although the department normally has one staff member present to record and broadcast these meetings, another staff member has been needed in order to conduct, host, and monitor these webinars. In turn, this change has required two staff to be involved for every public meeting. Additionally, further information, how-to guides, and virtual assistance was implemented into the workflow of the department in order to aide all members of the boards, committees, and commissions. The goal was, and still remains, to allow everyone to participate virtually.

Although the department has always been available as an IT helpdesk for Village staff, the need for this has increased due to many employees working from home and has required the Communications and Technology staff to work "on call." Implementations were made for many employees to access everything remotely in a safe and secure way. The department's Microsoft Surface Pro Tablets have been checked-out to various employees in order for them to properly work from home. Additional software support and accessibility were also implemented.

Lastly, another shift in the department has been their event programming. Due to the pandemic, many events they generally broadcasted and recorded were canceled. In turn, though, their services are being utilized and increased within other circumstances in order to provide alternative, virtual offerings to the public, i.e. McFarland High School Graduation Speeches, The Summer Library Program, Police Training videos, and the upcoming Elections.

General Outlook

The general outlook for the Communications and Technology Department looks GOOD, but busy, as we have demonstrated an ability to adjust on how to provide our services to Village staff and the Community. What the department can offer during this shift of in-person to virtual and vis-versa will be crucial in the upcoming months of potential uncertainty. Staff will continue to find and offer alternative ways to serve Village staff and the community to the best of their abilities based on the Communications and Technology employees that are present.

B. Communications and Technology

Index	Service	Before	After	Staffing Adjustments	Safety Needs	Forward Dane Phase to return to Before Condition (Sector/Phase)	Cost Implications
1	Public Meetings	Held in person at the Municipal Center. One Employee present to televise/record meeting as well as setup and take down when meeting is complete.	Held as Zoom webinar with Chairperson and Staff Member present. Limited public seating. Two Employees now present for the meeting as before and also to run Zoom. Additional tasks to prepare for and run the meeting.	Key change for Department is having two Employees present which is the Director and Tech Specialist (only 2 in Department at present). Holding Zoom webinars has (at least on the front end) required additional coordination to train, send invites, get people online, move between attendee/panelist, etc.	Continue monthly subscription to Zoom. Consider in the future its ongoing necessity after in-person meetings have resumed. Furthermore, the 2020 Budget already provided funds to advance virtually meetings for dual recording, cameras, etc.	Essential Infrastructure Businesses Phase 3	The monthly Zoom subscription costs \$75 per month. Transition back to in person meetings likely within Phase 3 depending on meetings planned, forecasted attendance, and ability to meet social distancing guidelines.
2	Technology Assistance	Offer technology support and help to all Village Departments.	Increased availability to continue this service internally, less on an in person basis and more to support work from home where possible.	Mainly provided by the Technology Specialist, additional time is as a result of other services not being able to be provided presently by the Department. Director assists with communication of major initiatives. Similar to before but more "on call" in the current condition, also more connectivity to boards, commission, and committee members.	Support handled remotely, using existing software and hardware as available.	All Sectors All Phases	None.
3	Public Communications	PSAs, stories, general info, etc. being relayed to the public/residents daily via social media, website, cable channels, Outlook (print), and Lookout (digital).	Increased need for communications due to high demand of providing direction and answers to the Community for issues of local, regional, and global concern. Similar media utilized as before, but at a higher frequency. Has lead to more Dept specific posts as well as increases in our followers on social media and the e-newsletter.	Director continues to over see these aspects working closely with other Staff members as needed. Trying to maintain one voice within the Village on these matters and coordinate with other entities.	Coordination and delivery handled remotely, using existing software and hardware as available.	All Sectors All Phases	None.
4	Programming/Video Content	Provide various cable programming and video content outside of our normal meetings that are broadcast, such as high school athletics and other Village events.	All public events, athletic or otherwise have been cancelled. Other than our meetings above in item 1 there are no other opportunities for live broadcasting similar to before.	Current Staff focusing on virtual opportunities for this Service and working with Departments on how they can continue to work with them for programs. While we are presently not providing this service like in the before condition because the opportunities are not available to do so, we are evaluating other opportunities that may take place yet this year in the future.	If creating programming again as in the before condition, Staff will need to be provided appropriate levels of PPE and will need to maintain social distancing while broadcasting.	High Risk Recreational Activities Phase (To be determined) Forward Dane has established this Sector but not guidance on when it would be allowed. Listed as Phase 2 at the earliest but presently to be determined.	PPE costs and cleaning supplies have been procured and shared with other Departments as needed.

5	Technical Infrastructure	Most Departments have workstations that are “static” rendering them incapable of working remotely if needed.	Those Staff members that have mobile computers can undock and work remotely while many cannot and are provided surface pros and other repurposed hardware as its available.	Does not affect current Staffing but would be an amenity to consider as part of our replacement schedule. Further discussion would be required to discuss to what extent we want to provide this technology and at what pace to implement. Collaborative discussion between the Department, Village Board, Staff, and our network administrator in order to provide work from home alternatives, safely, and securely.	Provides more flexibility to work remotely and from home if need be that is flexible and tailored to the Employee versus general use. Provides safer working condition if in person is not recommended and employee is still needed.	All Sectors All Phases	Costs for this will be wide ranging based on the extent it is implemented. Should be determined through a computer replacement plan and integrated into annual CIP as desired.
6	Meeting Room Upgrades	One of the main capital projects for the Department was to update the technology in the meeting rooms. This project was started in the Winter heading into Spring.	Continued to work on this as time and staff was available. Cameras have been replaced with HD. Projectors in main rooms have been replaced. Working on audio next.	Current Staff has been working on this as time allows. About 1/3 of the work was done before the closure, another 1/3 has been completed since, and about 1/3 remains to be finished.	With the Municipal Center closed, this has provided for a safe work environment. A lot of the work is done individually and in partnership with others, but using PPE and distancing when needed.	All Sectors All Phases	The cost for this project is approved within the 2020 Budget at an expense of \$40,000. To date approximately \$28,000 has been expended.
7	WiFi Upgrades	The expansion of more wireless devices has put a strain on our WiFi system. With better internet now in place, Staff has been working to improve this layout and functionality.	Continued to work on this as time and staff was available. Replacing access points, rewiring new access points, etc. for expanded coverage.	Current Staff has been working on this as time allows. Most of the planning work and ordering was complete prior to closure. Have been working to replace and install equipment since then.	With the Municipal Center closed, this has provided for a safe work environment. A lot of the work is done individually and in partnership with others, but using PPE and distancing when needed.	All Sectors All Phases	The cost for this project is approved within the 2020 Budget for the Dept’s Capital allowance. The total amount projected for WiFi improvements is forecasted around \$6,000. The total budget allocation is \$30,000 of which \$11,000 has been expended.

Reopening Plan

Section C

Community & Economic Development

Summary

The Department is providing all of the services it would normally provide with exception for those that require in-person contact. The main challenge for the Department is providing for the safety measures necessary to resume those aspects of the services provided that may involve in-person contact. They have identified a few items of note that will assist in continuing to provide for in-person service including a new physical barrier at Clerk's permit window/counter and a new secure door/wall opposite the Administrator's office to prevent public access to private office space. Returning to before conditions for on-site building permit inspections will be dependent upon safety protocols from the contracted building inspection firm used by the Village.

General Outlook

The general outlook for the Department looks GOOD as it has demonstrated an ability to adjust how it provides services to ensure their continuity even during closure. Their ability to return to normal operations is present absent the ability to serve people in-person, but with some safety precautions could be reinstated sooner within the plan. Department Staff continue to experience a high volume of workload (i.e. – permits, project reviews, new development planning, etc.), and are doing everything they can to make themselves available without having to meet in person to do so.

C. Community & Economic Development

Index	Service	Before	After	Staffing Adjustments	Safety Needs	Forward Dane Phase to return to Before Condition (Sector/Phase)	Cost Implications
1	Resident/Development Meetings	In person at the Municipal Center.	No in person, only virtual.	Staff is presently meeting with individuals only over the phone or via teleconference regarding prospective projects and issues.	No additional needs identified at this time. In person meetings will be tied to reopening of Municipal Center to the public.	Essential Infrastructure Businesses Phase 2	No additional costs forecasted.
2	Public Meetings	In person at the Municipal Center for the Plan Commission, CDA, Landmarks, Sustainability Committee, Zoning Board of Appeals.	Limited in person attendance for meetings, all conducted as Zoom webinar.	Chair and lead Staff member are present in person to facilitate the meeting from the Municipal Center. Same process as Section B(1) of this Reopening Plan.	See Section B(1).	See Section B(1).	See Section B(1).
3	Building and Zoning Permits	Applicants will mail/drop off or pickup permits at the Municipal Center. Payable generally by check only.	Plan sets have to be sent via the mail or placed in the secure Drop Box. Applicants may also email the same to expedite the review process. Payment expanded to mailed check, check in the drop box, or credit card over the phone.	Building Inspector hours limited to office from 7:30 to 8:45 am limit cross contamination. Inspector carries tablet in order to work remotely and still be accessible. Dept Clerk works from home until 9:00 am. Director works a combination of home and in the office. Staff connects daily and/or as needed.	Staff continues to clean around their workspace and apply distancing within the Municipal Center. Consideration should be given to entry way to the Dept. Known previously as a security concern but also potential public access concern...1) window when opened provides exposure, and 2) provides direct access into main office. Consideration could be given to replacing the window and adding a new wall/door across from Administrator's office.	Essential Infrastructure Businesses Phase 2	Cleaning supplies and PPE as needed are available for use. The cost to add the window is \$1,380, order purchased. The cost to add the wall and door is estimated at \$7,500.
4	Building Inspection	Inspections are provided in person at all job sites that have been previously permitted.	Inspections conducted by photo/video for closed buildings that are occupied. Inspections conducted in person for open buildings that are unfinished and unoccupied with exception for up to two site managers present but following social distancing.	See item 3 regarding changes to the Inspector's schedule and work plan. Staff remains present and available to schedule inspections according to the after condition.	PPE is available and utilized by Inspector when present in the public conducting inspections. Changes in safety protocol will be dependent upon guidance from the Contracted Firm inspections are provided and guidance in the Forward Dane plan to the extent it is available.	Essential Infrastructure Businesses Phase 3	No additional cost forecasted.
5	Property Maintenance Enforcement	Drive by and on-site inspections twice a week by PT Prop Maint Officer, supplemented by Director and Dept Clerk as needed. Including on-site meetings with property owners as needed.	No site and in person meetings with property owners.	Limited enforcement activities took place in April with PT Prop Maint Officer released to home and Court suspended. Other Staff monitored code violation complaints in April and resumed enforcement/citation activities from a distance in May.	PPE is available and utilized by PT Prop Maint Officer as needed. Directed to keep safe distance and minimize contact with individuals while completing on-site investigations. Communicates remotely via the telephone.	Essential Infrastructure Businesses Phase 3	No additional cost forecasted other than the loss of a month's worth of enforcement activity.

Reopening Plan

Section D

Facilities

Summary

The Municipal Center and Public Works Center have been closed to the Public since March of this year except in limited circumstances. This will likely continue for a period of time longer until the Forward Dane Plan is further along within its phasing. Mainly because of the complexities of having so many different Departments operating within a single facility, they each have their own challenges as to how they reintroduce interacting with the public again when in-person. All Departments are doing everything they can to provide services in the absence of direct contact and as outlined in the other plans have done a good job to identify alternatives to do so. Following through on the plans set by the Departments within the Municipal Center along with the other safety needs identified are the keys to a safe reopening of this facility for public use. Additional items like meeting room space and exercise space will come along further in time as we ease back into the new normal. The Public Works Center already has limited public contact within their facility and will be undergoing renovation this Summer rendering it inaccessible to the public anyway.

General Outlook

The general outlook for the named Facilities looks GOOD as this plan demonstrates a progressive path to reopening as core services remain ongoing and we ease back into providing services in person. Key here to maintaining a positive outlook for our Facilities is following through on the Department plans identified.

D. Facilities

Index	Service	Before	After	Staffing Adjustments	Safety Needs	Forward Dane Phase to return to Before Condition (Sector/Phase)	Cost Implications
1	Public Access to Municipal Center	Building was open to the Public from 7:00 am to 9:00 pm M-F and some weekend hours.	Building was closed to the public entirely.	The Municipal Center houses Administration, Comm Tech, Comm Devel, Court, Fire/Rescue, Police, and Senior Outreach. Needless to say a lot of different essential services that are needed. Each Dept’s response is contained separately within this plan but general public access has been closed to limit exposure, spread.	There are two exceptions to this that will continue: 1) in person election responsibilities (See A(5) & (6)); and 2) public meetings (See B(1)). The main safety need to is following through with steps identified by each Dept within the facility to allow in person services again. They are different and vary by Dept, but if met would allow for a safe reopening.	Office Spaces Phase 2	Costs to consider are converting normally things that require touch to function to touchless operation. This applies to doors (~\$100 per door), toilets (~\$125 per toilet), soap dispensers (~\$90 per dispenser), etc. Additionally, while there is not a cost associated with it, development of a facility use policy for the rooms that are used by the public could also be developed as a guide for how they operate going forward.
2	General Use of Rooms within the Municipal Center	Conference rooms available for rental and in-person use by the Public.	Building was closed to the public entirely.	Admin staff is not taking reservations at this point and all standing reservations are canceled until further notice.	Municipal Center has upgraded and expanded its cleaning since the outset of the pandemic. Additional steps identified in item (1) should be considered prior to restarting public use of these spaces as well as consideration for size limitations and social distancing requirements.	Office Spaces Phase 3	See item (1) on touchless costs and (4) on cleaning.
3	Exercise Classes in the Community Room	Daily M-F, several sessions throughout the day.	Building was closed to the public entirely.	The Community Room has been divided to focus on two main functions. First, expansion of the meals on wheels program has required more use of this space due to the increase in demand for that service. Second, public meetings when held require the other half of this space to function.	Increase in cleaning and additional touchless features are recommended where applicable. Need to consider limits on class sizes and social distancing. Introducing the public to these areas again, especially around food distribution to a vulnerable population is very risky and should not be considered until after the meal program has resumed normal operations.	Office Spaces Phase 4	See item (1) on touchless costs and (4) on cleaning.
4	General Cleaning	Building received standard cleaning on M, W, F.	Building received standard cleaning on M-F and enhanced to include new cleaning products and additional touchpoints.	This is a contracted service and was expanded to cover more areas. Standard service included mainly high traffic public areas. This was expanded to include private areas and door handles, light switches, chairs, handles, copy machines, printers, etc. The cleaning agent was also changed to specifically disinfect for viruses.	This is a requirement of the Forward Dane plan and frankly necessary now as well as going forward for the safety of all individuals in the building as well as the public when opened again.	All Sectors All Phases	The additional cleaning costs added approximately \$2,250 per month on top of what we normally pay. During the Emergency Declaration though we may be able to get some of these costs reimbursed.

* These items or “services” are geared towards the Municipal Center but would apply also to the Public Works Center to the extent they are applicable. It should be noted that the Public Works Center will soon be under construction which will adjust obviously how that facility is used during that time.

** It should be noted that the operations contained within the Library facility are under the discretion of the Library Board. How their operations affect the use of that Facility are contained within Section F (Library) of the Reopening Plan.

Reopening Plan

Section E

Fire and Rescue

Summary

The Department has been required to maintain close to the normal level of services, and the reductions in service were within public education. While the Department was exempted by the orders issued over the last few months, we initiated several measures to ensure the core capabilities were maintained. We have continued monitoring the situation, staff, supplies, and supply chains throughout the pandemic. We have been making adjustments as needed and have been able to begin adjusting to more normal operations. The modifications will be minor and require some time to complete and will most likely be several months before we are complete. We expect the usage of Personal Protective Equipment (PPE) will continue similarly for the majority of the year and may extend into next year. We are expecting shipments to arrive as needed to support our needs. We have been able to maintain our services for fire protection plans and site reviews. Our essential fire inspections have occurred with the utilization of PPE. We will begin performing more regular fire inspections in the coming weeks and will be utilizing PPE to complete those inspections. Our staff has remained healthy, and the availability of staff has not been a concern. We have made adjustments to our approach and supporting medical calls. We have reduced the number of staff being exposed while providing more supportive roles with our On-Call Duty Officers and firefighters.

General Outlook

We have been fortunate in the area of expenses and revenues. We saw a reduction in ambulance transports during March and April but seen above average in January and February. May is returning to an average level of transports. We are expecting to be able to meet the budget for revenues and may exceed. We have seen increased expenditures for PPE, but have seen decreased in other areas with training and payroll. The training and payroll expenditures are working together as we have reduced our training to keep healthy staff. We have received stimulus funds and have submitted a request for additional funds. We are closely monitoring our financial accounts, and only one account is trending to exceed the budget amount, and that is in vehicle maintenance. We have experienced unplanned repairs on the 2005 engine. The outlook for the operations of the Department and its finances remains very GOOD at the present.

D. Fire and Rescue

Index	Service	Before	After	Staffing Adjustments	Safety Needs	Forward Dane Phase to return to Before Condition (Sector/Phase)	Cost Implications
1	Emergency Medical Services	Respond to all calls for Emergency Medical Services.	Respond to all calls for Emergency Medical Services.	Varied but with a minimum of 2 EMTs per call, ideally would prefer 3 EMTs, and occasionally up to 4 FFs depending on the nature of the call.	Staff are outfitted with full PPE for every call, all calls are handled in the same manner. EMTs also address patient (at least initially) on an individual basis, not as a group. Dispatch has been able to conduct additional call screening as well.	All Sectors. All Phases.	Main cost is associated with the additional PPE that is required when responding to calls. Current supplies are adequate with total costs for additional supplies estimated at \$1,500.
2	Fire Emergency Response	Respond to all calls for Fire emergency response.	Respond to all calls for Fire emergency response.	Varied based on the nature of the call, but minimum response of 4 FFs for each call.	Staff are outfitted with their turnout gear for Fire calls and additional PPE is available to them as needed depending on the nature of the call.	All Sectors. All Phases	See cost comment for Item 1 above, applies Department wide for PPE costs.
3	Fire Prevention and Safety Inspections	Inspect all public buildings at least annually.	Inspect all public buildings at least annually, but placed on hold at the outset of the outbreak.	Fire Inspector to resume inspections as they would normally be conducted beginning June 1 st while wearing PPE.	Inspector will wear and utilize PPE while conducting inspections.	Essential Infrastructure Businesses Phase 1	See cost comment for Item 1 above, applies Department wide for PPE costs.
4	Licensed Premise Inspections	Inspect establishments of all permit requests.	Inspect establishments of all permit requests, but placed on hold at the outset of the outbreak.	Fire Inspector to resume inspections as they would normally be conducted for al alcohol licensed premises. Began in May while wearing PPE.	Inspector will wear and utilize PPE while conducting inspections.	Essential Infrastructure Businesses Reopening Phase	See cost comment for Item 1 above, applies Department wide for PPE costs.
5	Public Education	Open to public on a monthly basis or as needed, mainly in person.	Modified to be virtually based as applicable and limiting in person contact.	Limited to one instructor from within the Department.	Will follow in-person guidelines and limits on attendance as well as utilize appropriate forms of PPE. Evaluate further virtual options for this service.	Essential Infrastructure Businesses Phase 3	See cost comment for Item 1 above, applies Department wide for PPE costs.
6	Department Training	Weekly group trainings held in person.	Large group trainings placed on hold, began 1 on 1 training and will evolve into small groups.	The Dept holds weekly trainings typically in a group setting for its membership, this was adjusted at the outset of the outbreak to follow available guidelines and recommendations.	Continue to monitor guidance for group meetings held in person. A lot of these trainings are hands on given the nature of the work as well as in close proximity.	Essential Infrastructure Businesses Phase 4	No additional cost forecasted for these trainings, more of a timing question and how it might line up with recommendations/guidelines.
7	Building Tours	In-person tours of the facility that are either drop in or scheduled in advance.	No tours provided.	Given the essential nature of the core services of the Dept, tours of the facility by the public have been suspended for the time being.	No additional safety measures recommended.	Essential Infrastructure Businesses Phase 4	No additional costs forecasted.
8	Department Access	Open to all Employees and guests of Dept Staff.	Access limited to just Dept Staff.	Trying to limit cross contamination, interacting via teleconference, phones, and email more to not expose Staff. Isolating individuals in certain areas within the Department.	No additional safety measures recommended.	Essential Infrastructure Businesses Phase 4	No additional costs forecasted.
9	Fitness Area for Employees	Open to All Employees and Dept. Staff.	Closed for use by all.	Phased return likely for Dept. Staff and then eventually all Employees as applicable. Main issue is that the area is located within the heart of the Dept. and hard to isolate without exposing the whole Dept.	Need to provide proper cleaning material for use of equipment.	Essential Infrastructure Businesses Phase 4	Dept will provide what is needed through existing funds approved within 2020 Budget.

10	Vehicle Readiness	Career and Volunteers perform as needed.	Career and Volunteers perform as needed.	Making sure all vehicles are functional, equipment with necessary supplies, clean, and ready for service when called out.	Staff maintains distancing when applicable and utilizing PPE as needed.	All Sectors. All Phases.	See cost comment for Item 1 above, applies Department wide for PPE costs.
11	Prescribed Burning	Assigned to available Dept. Staff when needed and requested.	Spring burns cancelled until further notice.	Initial round of burns were cancelled so as to not create unnecessary fire response when focus was on pandemic response. May return in the Fall if conditions are better.	Staff maintains distancing when applicable and utilizing PPE as needed.	Essential Infrastructure Businesses Phase 4	See cost comment for Item 1 above, applies Department wide for PPE costs.

Reopening Plan

Section F

Library

Summary

The Library has been heavily impacted by the outbreak of the virus and recommendations/requirements regarding their ability to provide ongoing service. Initially the facility was required to close and it was specifically prohibited to be able to check out or check in materials from its patrons. In late April this was able to evolve into their ability to allow curbside service by appointment only. This has been very popular as people have taken advantage of this and the times that are available to the point additional times are being added. The next step is to grow into an express Library whereby the Lobby and Meeting Room would be opened up for public access. This would contain some materials that patrons could look through and then ultimately check out through new and additional self-checkout stations. Beyond that its unlikely the Library will reopen again until the new normal is achieved which could be a while. The main reason is the process by which they have to follow to check out materials and then check them back in. Specific procedures are followed to quarantine materials once received that takes up additional space within public areas that have to remain off limits. There are also additional concerns regarding social distancing and cleaning requirements for the large facility. Throughout this though program have still been delivered with Facebook live activities for kids that have been very popular. These will continue also likely through the end of the year.

General Outlook

The outlook here for the Library is FAIR at the moment given the limitations on their ability to return to some resemblance of normal. They are making efforts to provide what they can and that offering is growing, but likely will be some time before operations resume to the some sort of before condition.

F. Library

*** Operational control of the Library remains under jurisdiction of the Library Board; however, presented based on their plan to reopen as presently known and available to do so.***

Index	Service	Before	After	Staffing Adjustments	Safety Needs	Forward Dane Phase to return to Before Condition (Sector/Phase)	Cost Implications
1	Building Reopen	Building has set hours in which it may be accessed by the Public for general use, programs, materials, computers, etc.	Building remains closed for access to the public.	Staff is not able to provide services unless presently authorized by current orders and recommendations which remains a combination of those working at the facility as allowed/needed or working remotely.	The main safety needs for reopening the facility is tied to the provision of services listed below. Each has different challenges and nuances to complete because of requirements for social distancing, recommendations for cleaning, space availability, and quarantining of materials.	Community Centers Phase 4	There are several cost implications tied to reopening the building, of which these are listed below within the various services listed.
2	Material Checkout - Curbside	Patrons could check materials out in person using the self-check machine or asking for Staff assistance.	Initially the facility was closed with no checkouts. This evolved to Patrons being able to place holds on materials and schedule for curbside pickup.	Initially without the ability to operate within the closed facility, all Staff were affected to some extent. With curbside pickup this has allowed 4 to 5 Staff and 1 Shelver to be able to provide for this service at the present.	Materials have to be quarantined for 3 days prior to being reissued according to CDC requirements. This takes up space as the materials have to be isolated when returned and cannot be further accessed by Staff or the Public. Space is limited within the facility between where the materials are typically stored (same place as Public would be) and space that can be used strictly for isolation.	Community Centers Phase 1	Staff are supplied with and required to wear appropriate PPE, conduct cleaning, and use property quarantine techniques when providing this service.
3	Material Checkout - Express	Patrons could check materials out in person using the self-check machine or asking for Staff assistance.	Patrons will be able to access the Lobby and Meeting Room for browsing of materials, checkout, and a few other low contact services.	Staff is attempting to isolate this service outside of the main building for the safety concerns identified in the previous item. With the help of acquired technology and other organization, an express Library can be offered to at least provide some expanded access beyond curbside.	Expanding curbside to “Express Library” that will be available to individuals within the Lobby through a small selection and self-check out only. Curbside will remain available and hour adjustments will be applied to both services.	Community Centers Phase 2	The Library has acquired 4 new self check outs at an expense of \$27,000 to facilitate contactless checkout. A new book drop that will be contained within the lobby for \$4,000, and a plexiglass shield at \$750. Looking at additional technology to add a facility counter to monitor capacity.
4	Youth Services	Youth programs were held 5 days a week in person at the Library.	Youth programs are held 3 days per week virtually through Facebook live.	All programs are conducted by the Children’s Librarian both in person before and now virtually.	Continuing programs virtually in the future as orders allow, presently all in person programs are cancelled at least through the end of the year. Using app provided by the State for various additional programs (no cost).	Community Centers Phase 4	No additional costs forecasted at this time.
5	Teen Services	Teen programs were held weekly in person at the Library.	Teen programs are held virtually on Facebook live or through Zoom.	All programs are conducted by the Teen Librarian both in person before and now virtually.	Continuing programs virtually in the future as orders allow, presently all in person programs are cancelled at least through the end of the year. Using app provided by the State for various additional programs (no cost).	Community Centers Phase 4	No additional costs forecasted at this time.
6	Adult Services	Adult programs were held in person multiple times per week.	Adult programs are held many times per week	All programs are conducted by the Adult Librarian both in person before and now virtually.	Continuing programs virtually in the future as orders allow, presently all in person programs are cancelled at least through the end of the	Community Centers Phase 4	No additional costs forecasted at this time.

			using different social media platforms.		year. Using app provided by the State for various additional programs (no cost).		
7	Material Cataloging	Materials are entered into the system as they are checked out and checked back in for use by Patrons.	Initially with the facility closed entirely, there was not an ability to conduct cataloguing (also nothing was being check in/out).	This resumed again near the end of April into the beginning of May and is overseen by the Technical Services Supervisor. Currently operating as it normally would based upon Patrons' use of curbside checkout.	See Item #2 and #3.	See Item #2 and #3.	See Item #2 and #3.
8	Computer Services - Hardware	Patrons are able to use 12 different desktop computers for access to the internet and various computer programs.	Building remains closed for access to the public.	These services depend on Patrons and Library Staff being able to interact in person which is prohibited from being completed. Staff remains engaged in other areas as noted in the plan and as available.	Some desktops will be taken out of service to allow for social distancing. Individuals wishing to use a computer may make an appointment to do so and they will be allowed to access the Library under escort for this purpose.	Community Centers Phase 2	Evaluating self-service printing station or app for printing for those that need it when they use a computer as part of their appointment, otherwise no other costs forecasted.
9	Computer Services - Instruction	Library Staff would provide one on one assistance upon request for instruction on devices such as laptops, phones, e-readers, etc.	Building remains closed for access to the public.	These services depend on Patrons and Library Staff being able to interact in person which is prohibited from being completed. Staff remains engaged in other areas as noted in the plan and as available.	Main issue is avoiding in person contact as well as having the workspace available to do so. Alternatively, creating instructional videos, working with people on the phone, or virtually if possible.	Community Centers Phase 4	Some hardware costs to allow for video creation, \$500.
10	Copying	Patrons are able to use a self serve copy machine for their personal use as needed.	Building remains closed for access to the public.	This item is dependent on the building being open and less reliant on Staff as it's a self-service option.	Problem is the in person contact and contact with the device, paper, money, etc. This service does get opened a lot under normal conditions, looking at alternatives to provide it.	Community Centers Phase 2	See cost implications under Item #7.
11	Large Events and Room Reservations	Rooms (large and small) could be rented by the public for events, gatherings, and other related purposes up to 50+ people.	Building remains closed for access to the public.	This item is dependent on the building being open as well as gathering limitations and less reliant on Staff as it's dependent on the event that's proposed to be held.	Problem is space availability because of other services and in person contact limited.	Community Centers Phase 4	No additional costs forecasted.
12	Community Outreach	Library Staff would visit places in person (i.e. Skaalen, McFarland Villas, etc.) to assist their residents in checking out materials.	Building remains closed for access to the public, and these facilities are now inaccessible for general public access for this type of program because their residents are mainly within high risk categories.	This item is dependent on the building being open as well as restrictions in place at the facilities in which Staff would visit.	There are two factors controlling this service. One is that the Library as a whole is trying to limit contact as a whole, and two we cannot control when these facilities might let people like Library Staff back into their facilities due to the vulnerable populations they serve.	Community Centers Phase 4	No additional costs forecasted.
13	Notary Services	Library Staff is able to provide notary services to Patrons which is required to be in person.	Building remains closed for access to the public.	These services depend on Patrons and Library Staff being able to interact in person which is prohibited from being completed. Staff remains engaged in other areas as noted in the plan and as available.	This is typically required to be completed in person, although some flexibility has been granted recently by the State to help keep these moving. This is a voluntary service (not required by Library's to provide), so just takes time training on the new virtual requirements.	Community Centers Phase 3	No additional costs forecasted.

Reopening Plan

Section G

Municipal Court

Summary

Municipal Court is providing all of the services it would normally provide with exception for those that require in-person contact. The main challenge has been adjusting the court room process and procedures to align with mandated safety requirements designed specifically for courts. We are working on making those adjustments and have identified a few items of note that will assist in moving the Department closer to transitioning back to in person court services. Most of these operations should follow progressive schedules set by other Departments within the Municipal Center.

General Outlook

The general outlook for Municipal Court looks GOOD as it has demonstrated an ability to adjust how it provides services to ensure their continuity even during closure. The ability to return to normal operations is present absent the ability to serve people in-person, but with some safety precautions could be reinstated sooner within the plan. Staff continues to find alternative ways to serve the public while remaining closed which has advanced essential and non-essential functions of the Department.

G. Municipal Court

Index	Service	Before	After	Staffing Adjustments	Safety Needs	Forward Dane Phase to return to Before Condition (Sector/Phase)	Cost Implications
1	General Customer Service Inquiries for the Court	Available in-person, US Mail, fax, telephone, and email.	No in-person service, all other forms available.	Court clerk works remotely and at the Court office on limited basis.	Face mask, hand sanitizer, disinfectant wipes and gloves.	Office Space Phase 2	No Additional Cost.
2	Processing citation payments and other accounts receivable	Offered in-person, by US Mail, and online payment. Additionally, the Police Department receipted in-person payments for Court.	No in-person payments. Payments collected only through US Mail or online.	Court has adjusted to only collecting payments through the US Mail or online.	Consider adding a new drop box external to the building. Also, Village presently incurring cost of online fees.	Office Space Phase 2	Additional drop box will cost approximately \$1,000-\$3,000 and would be installed within the Municipal Center Parking Lot to allow for drive thru service. Village has incurred the cost of online fees.
3	In-person Court Appearances, pretrial conferences and trials.	Available in-person Court appearances, pretrial conferences and court trials at the Village Hall. Truancy Court held at the High School during school year.	No in-person appearances. Truancy Court citations put on hold until Fall. Defendant pleas obtained by mail or zoom. Pretrial conference by phone or email. Trials by zoom.	Readjusting Court schedules and practices. Additional staff maybe need to help check in defendants with safety procedures, once in-person court is re-established. Court Clerk is sending out additional notices and mail-in plea sheets to defendants.	Signage, plexiglass screen, face mask, hand sanitizer, disinfectant wipes, pens, forehead thermometer	All Sectors Phase 2	Cost to be evaluated and determined as part of planning process for safety equipment. Additional office supplies and postage for extra mailings.
4	Deposits	Completed several times a week.	Completed on a weekly basis.	None	None.	All Sectors All Phases	None.

Reopening Plan

Section H

Police Department

Summary

The Department is generally providing all the services it would normally provide, with the following exceptions. Traffic enforcement is currently limited mainly to roadway safety violations such as speeding, reckless driving behavior, OMVWI, etc. Low-level calls for service are handled by phone, and without person-to-person contact whenever possible. Officers likely will respond, but not engage in medical calls unless necessary, such as with a combative patient. In-person community events have been suspended. Community outreach programming, such as Are You OK? and COAT have been modified to be conducted in manner that excludes personal contact. In an effort to remain engaged with the community, new outreach programming has been implemented, such as an online Coffee With a Cop event, online storybook readings, and an online bedtime story program. The administrative office remains closed, thus in-person services such as fingerprinting and in-person bill payment have been suspended. However, alternative means have been identified to meet the community's needs in these areas. As we advance through the phases of Forward Dane, these service adjustments will begin to revert back to normal.

The department continues to operate under a split-platoon schedule, intended to promote isolation and distancing between staff, and the continued ability to comply with CDC guidelines while delivering quality policing services to the community. The department will continue in that manner until Phase 2 of the Forward Dane Plan is in effect, and then further evaluation will occur to determine the appropriate time to revert to normal scheduling. Due to the enormity of the task of transitioning 19 individuals back and forth between the revised and normal rotations (and all of the related scheduling considerations such as canceling/reinstating time off requests, training plans and other schedule related items) note that the transition to normal staffing will not occur on day one of Phase 2, rather likely at an appropriate point within Phase 2. The criteria utilized in conducting this evaluation will include the metrics observed by Public Health and the

prospect of stability in maintaining those metrics within Phase 2 and advancing to Phase 3. The department is generally doing well and is attempting to honor employee time-off requests when it can. Supervisors are making increased efforts to monitor employee wellbeing and mental health and management is using online communication platforms to remain in contact with staff whom they no longer see due to the split schedule. Supervisors are also attempting to implement more team building activities, such as an occasional short, on-shift cookout or purchasing a meal for on-duty staff.

General Outlook

The general outlook for the Department is GOOD, as it has demonstrated an ability to adjust how it provides services to ensure quality police services even during closure. Their ability to return to normal operations continues to grow nearer and will continue to do so as we advance through the phases of Forward Dane.

H. Police

Index	Service	Before	After	Staffing Adjustments	Safety Needs	Forward Dane Phase to return to Before Condition (Sector/Phase)	Cost Implications
1	Platoon Shifts	All Employees report to work for their 8 hour work shift. Shifts then vary from morning to midday to night with service provided 24-7-365.	Half of the Employees report to work for their assigned 8 hour shift, while the other half remain home. This extends for a period of 6 days on followed by 6 days off rotating half the Dept between working and home. Very similar to an Officers normal 6 on 3 off shift but applies to everyone in a 6 on 6 off fashion.	In order to ensure the continuity of essential police services, Staff were split into platoons and assigned different schedules in which one group works for 6 days while the other half would be home. Then they would rotate. This was to limit their exposure to each other, provide for safe distancing in the work place, limit cross contamination, and make sure that we could continue to provide essential services based upon the severity of the outbreak.	The nature of the work for most in this Dept is outside of the facility. Those that remain in the Facility will need to take proper steps to ensure their safety as they have been doing since this began. When Staff congregate together, the Dept will need to adjust how they begin their day, take breaks, take lunch, end their day, hold Staff meetings, etc. to ensure they follow safe social distancing when the workforce returns to normal schedules. Their safe return then will allow them to ease back into the things that have not been at the forefront since the outbreak began.	Essential Infrastructure Businesses Phase 2	No additional costs are forecasted. Staff is provided needed PPE from existing supplies and cleaning materials. They will need to ensure that they take the time to clean vehicles, tools, equipment, etc. after each use. They have all already been doing these things thus far and would extend those activities towards when normal schedules return.
2	Traffic Enforcement	Full on in person enforcement of all traffic statutes, including equipment violations.	Initially at the outset, critical contacts only for traffic enforcement. Expanded in May to some extend but still limited.	Coverage and our ability to police the roads for traffic violations remains the same, critical element here is limiting exposure for the Staff which traffic enforcement naturally requires to some extent. Current directive for enforcement is for those offenses that are dangerous, reckless, and/or egregious and defer to warnings for low level moving violations.	Staff are outfitted with appropriate PPE when responding to traffic enforcement calls and will continue to utilize going forward. Also using alternative methods of contact after the offense and maintaining distancing. Safety concern here is balancing contact/exposure with necessity of enforcement.	Essential Infrastructure Businesses Phase 2	No additional costs forecasted.
3	Criminal Investigation	Full on investigative activities by all means legally permissible.	Critical investigations are prioritized with some lower level investigations limited to alternate investigative techniques. Search warrant execution for critical investigations only.	All crimes are investigated to the extent we are able to but as they are reported they are prioritized in a different manner to limit in person contact. Staff has to adjust to using alternative methods of no contact in order to conduct their investigations and when in person is necessary or critical will use PPE. Depending on the nature or severity, some low level investigations may be delayed or deferred as a result.	Staff are outfitted with appropriate PPE when responding to traffic enforcement calls and will continue to utilize going forward. Also using alternative methods of contact after the offense and maintaining distancing. Safety concern here is balancing contact/exposure with necessity of enforcement.	Essential Infrastructure Businesses Phase 2	No additional costs forecasted.
4	Support Services	Public Access to the Dept via front window is available from 8 am to 6 pm on Monday through Friday.	Admin office is staffed but not open for public access due to building closure.	Admin Staff rotate with the officers so one individual is present within each platoon. They focus on fulling administrative dept needs virtually, through email, US Mail, phone, etc. to avoid in person contact. Able to do most everything they normally would but for those items that require in person contact.	Dept is already a secure facility and Public access is limited through an existing window. PPE is available for Admin Staff as needed and they monitor social distancing while in the Office. In person public access to the Dept is tied to building opening for the Municipal Center as well.	Essential Infrastructure Businesses Phase 2	No additional costs forecasted.

5	Community Outreach	Several programs are organized for general interaction in person with the public.	All in person programs suspended.	Staff has been able to transition existing programs and create new programs in a virtual platform. Moving things like “Coffee with a Cop” to a virtual setting or creating a new story time program in a virtual setting as well.	Main safety consideration is avoiding unessential in person contact. Community Outreach is important but have to limit in person contact for the Dept and public. Staff are continuing to manage their programs and come up with new ways to reach people.	Essential Infrastructure Businesses Phase 4	No additional costs forecasted, main issue is figuring out when appropriate to resume in person contacts within this program.
6	Emergency Call Response	Full response to all emergency calls for service including non-police services (i.e. – EMS calls).	Dept continues full response to all emergency police calls for service; however, has significantly scaled back response to EMS calls.	Police would and are still dispatched for all emergency calls for service and in order to avoid exposure began responding to EMS calls only on a limited basis. All other police calls for things like domestic disturbances, fights in progress, motor vehicle accidents, etc. are responded to as normal.	Staff are outfitted with appropriate PPE when responding to emergency calls and will continue to utilize going forward. Also using alternative methods of contact after the offense and maintaining distancing. Safety concern here is balancing contact/exposure with necessity of enforcement.	Essential Infrastructure Businesses Phase 3	No additional costs forecasted, main issue is figuring out when appropriate to resume responding to all emergency calls for service.
7	Routine Calls for Service	Respond to all calls for service that are non-emergency in nature via in person, email, phone, etc.	Most services for routine calls are still administered except for those things that require in person contact.	Staff continues to work on alternative methods to address non-emergency routine calls for service. Focusing on addressing issues over the phone, via email, virtually, etc. as much as possible. Services such as motor vehicle lockouts offered only when safety of person is in jeopardy.	Main safety consideration is avoiding unessential in person contact. These calls are important to Staff but have to limit in person contact for the Dept and public. Staff are continuing to address these by any means necessary while avoiding in person methods.	Essential Infrastructure Businesses Phase 3	No additional costs forecasted, main issue is figuring out when appropriate to resume in person response to non-emergency calls for service.
8	Specialized Units	All specialized units functioning without restriction (i.e. K9 Unit, Bike Patrol, UTV Patrol, UAV Unit, SET Team, CareTrak)	All units remain fully functional and deployed if needed.	Staffing is available to allow specialized units to function. Training is key to maintaining good specialized units and this has been less available in the current condition as of late otherwise they are operational.	Staff are outfitted with appropriate PPE when they need to respond and maintaining distancing. K9 Unit public demonstrations and Bike Patrol most affected.	All Sectors All Phases	No additional costs forecasted.
9	Training Unit	Full complement of training offered as available, scheduled, and needed.	Online training only.	Current level of trainings (including offerings) are greatly reduced. Most Dept has had to be cancelled to limit in person contact and most vendors have cancelled their offerings for the time being. State has provided extension on training requirements in the interim.	Main safety consideration is attending online trainings when they are available and relevant. Will need to consider appropriate time to resume in person training.	Essential Infrastructure Businesses Phase 4	Meetings and Training budget for 2020 was approved at \$21,250 but likely it will fall less than this with fewer offerings. Will continue to monitor what is available and can be safely utilized.

Reopening Plan

Section I

Public Works

Summary

Public Works has been able to continue to provide its essential services and advance many of the other common duties it performs. Some of the main things like water, sewer, garbage/recycling collection, etc. have continued unimpeded by the orders. Part of that reason is that the Department has been operating in platoon shifts. This helps to keep half the Department isolated at home while the other half is working, then they rotate after each week. Main challenge for the Department is Staff being able to work in groups of 2 or more. A lot of tasks require assistance between members and with limited overall numbers combined with the desire to avoid close contact it makes it difficult to accomplish some thing. Its likely though within Phase 2 that Staff can return to a normal shift with some adjustments to schedules and operations allowing most everything to resume as it did before with safety measures in place. Parks has more specific requirements attached to it based on the different types of amenities. Staff will continue to watch the evolution of these requirements and adjust as we go to free up things if allowed.

General Outlook

The outlook here for the Department is GOOD as they have been able to complete the tasks in front of them while continuing to provide for essential services. Next challenge will be to resume normal operations within a safe condition for Staff and the public at large. Operations continue though and we will be able to meet demand under the current model for at least the foreseeable future.

I. Public Works

i. Public Works (Utilities & Solid Waste)

Index	Service	Before	After	Staffing Adjustments	Safety Needs	Forward Dane Phase to return to Before Condition (Sector/Phase)	Cost Implications
1	Platoon Shifts	All Employees report to work for their shift from 7:00 am to 3:30 pm Monday through Friday. One individual is on call rotating weekly.	Half of the Employees report to work for their shift while the other half remain home, then rotate the next week. One individual is on call rotating weekly.	In order to ensure the continuity of essential services (water, sewer, etc.), Staff were split into platoons and assigned different schedules in which one week they would be present and working while the other half would be home. Then they would rotate. This was to limit their exposure to each other, provide for safe distancing in the work place, limit cross contamination, and make sure that we could continue to provide essential services based upon the severity of the outbreak.	Dept will be undergoing a renovation of their facility this Summer. The nature of the work for a majority of the Staff in this Dept is outside of the facility. Those that remain in the Facility will be able to take property steps to ensure their safety. When Staff congregate together, the Dept will need to adjust how they begin their day, take breaks, take lunch, end their day, hold Staff meetings, etc. to ensure they follow safe social distancing when the workforce returns to normal. Their safe return then will allow them to chip away at the items that have otherwise been deferred thus far.	Essential Infrastructure Businesses Phase 2	No additional costs are forecasted other than the availability of time. Staff is provided needed PPE from existing supplies and cleaning materials. They will need to ensure that they take the time to clean trucks, tools, equipment, etc. after each use that will be needed but add to their protocols when being assigned certain tasks.
2	Water Meter Repairs/Change Outs	Staff responds in person to the home or business in order to address the service issue.	All in person response to home or business has been suspended to address the service issue unless in an emergency situation.	Staff response for water meters is focused on emergency service calls that require entry into a private premise.	Staff are outfitted with appropriate PPE when responding to service calls and will continue to utilize going forward when entering a private premise.	Essential Infrastructure Businesses Phase 2	No additional costs forecasted, Staff will need to address backload of service requests but does not anticipate contracting this work out.
3	Tree Trimming & Chipping	Typically completed by a minimum of 2 Dept Staff members in order to trim trees, conduct chipping within the Public right of way or on publicly owned property.	All tree trimming and chipping has been put on hold except to address emergency situations and if a single person can complete the task safely.	Adjustments to Staffing have deferred most of these tasks for the time being as they are needed for other day to day tasks. Not a terribly critical task at this point in the year and likely other times throughout the year to address this.	Main issue is the need for multiple people to be working together in close proximity as well as availability of staff. When it resumes, key will be using PPE when in close proximity and applying various cleaning methods to equipment, vehicles, and tools used.	Essential Infrastructure Businesses Phase 2	No additional contracted service is recommended at this time.
4	Yard Waste Site	Contracted service to provide limited curbside and management of the drop site.	Initially adjusted to exclusively curbside service in April and opened the drop site in May.	This is mainly a contracted service with the Village providing day to day oversight of the drop site and the contractor responsible for hauling material away.	In April, this service was offered exclusively curb side while the drop site remained closed. As orders and guidelines changed in the month, the facility was opened for normal operations near the beginning of May with social distancing requirements. Curbside collection has not ceased and operations here are normal.	All Sectors All Phases	There are no additional costs forecasted other than what the Village is already committed to in its contract. The costs associated with the expanded pickup are estimated at \$25,000.

5	Storm Sewer Repair	Typically completed by a minimum of 2 Dept Staff members to repair damaged storm sewer pipes.	All storm sewer pipe repairs are on hold except within emergency situations.	This type of work almost always requires some sort of excavation and to follow appropriate trenching and digging methods, it requires multiple people to complete safely. Proximity of Staff in this service as well as their availability are a concern at the present.	Main issue is the need for multiple people to be working together in close proximity as well as availability of staff. When it resumes, key will be using PPE when in close proximity and applying various cleaning methods to equipment, vehicles, and tools used.	Essential Infrastructure Businesses Phase 2	No additional contracted service is recommended at this time.
6	Painting Crosswalks	Typically completed by a minimum of 2 Dept Staff members to paint crosswalks.	Have not needed to paint as of yet, this work is usually completed later in the Summer to align with School reopening for the Fall.	Staff has not been assigned this work as its not usually completed until later in the Summer.	Main issue is the need for multiple people to be working together in close proximity as well as availability of staff. When it resumes, key will be using PPE when in close proximity and applying various cleaning methods to equipment, vehicles, and tools used.	Essential Infrastructure Businesses Phase 3	No additional contracted service is recommended at this time.
7	Raise Curb Stops	One to two Dept Staff are typically assigned to raise curb stops as needed.	Focusing on those areas where one employee can be assigned this task or otherwise if emergency conditions dictate otherwise.	This work has continued whereby one individual can complete the assignment. Those tasks requiring two individuals have been deferred at the present.	Main issue is the need for multiple people to be working together in close proximity as well as availability of staff. When it resumes, key will be using PPE when in close proximity and applying various cleaning methods to equipment, vehicles, and tools used.	Essential Infrastructure Businesses Phase 2	No additional costs forecasted at this time.
8	Confined Space Entry	This task requires a minimum of 3 individuals to work within a confined space (i.e. – manhole, lift station, etc.).	Presently not conducting work in a confined space unless in an emergency or as needed.	Not a service that is performed with any great frequency but given the high demand for staffing needs to do it, most of this work is deferred until it is needed or there is an emergency.	Main issue is the need for multiple people to be working together in close proximity as well as availability of staff. When it resumes, key will be using PPE when in close proximity and applying various cleaning methods to equipment, vehicles, and tools used.	Essential Infrastructure Businesses Phase 2	No additional costs forecasted at this time.
9	Hydrant Flushing	Typically a 2-3 person task to flush or exercise the hydrants in the Village to ensure they will be operational in an emergency.	Task continues but workers are working individually and staggered so as not to work on the same hydrant each time.	This work has continued from week to week with workers staggered to complete the task as needed.	This is an individual task and Staff follow cleaning protocols as directed when the task is complete.	All Sectors All Phases	No additional costs forecasted at this time.
10	Traffic Sign Installation	One to two Dept Staff are typically assigned to install or replace traffic signs depending on the size and scope of the install.	Focusing on those areas where one employee can be assigned this task or otherwise if emergency conditions dictate otherwise.	This work has continued whereby one individual can complete the assignment. Those tasks requiring two individuals have been deferred at the present.	Main issue is the need for multiple people to be working together in close proximity as well as availability of staff. When it resumes, key will be using PPE when in close proximity and applying various cleaning methods to equipment, vehicles, and tools used.	Essential Infrastructure Businesses Phase 2	No additional costs forecasted at this time.
11	Banners/Flags	3-4 Staff will assist in the installation of banners and flags at various points in the Summer.	Presently deferred and not being completed.	The assignment presently would require an entire platoon shift to complete given the nature of the work being elevated and some cases requiring traffic control. On hold at the present until more Staff becomes available.	Main issue is the need for multiple people to be working together in close proximity as well as availability of staff. When it resumes, key will be using PPE when in close proximity and applying various cleaning methods to equipment, vehicles, and tools used.	Essential Infrastructure Businesses Phase 2	No additional costs forecasted at this time.

12	Diggers Hotline Tickets	Assigned to one or multiple Staff depending on volume to locate underground Village facilities.	Assigned to one or multiple Staff to complete on an individual basis.	Continues to be performed as required, we are under Statutory deadlines to mark our facilities or risk liability issues if things are struck that are not marked. Staff has been completing this as we normally do but on an individual basis.	This is an individual task and Staff follow cleaning protocols as directed when the task is complete.	All Sectors All Phases	No additional costs forecasted at this time.
13	Street Repair/Maintenance	Assigned to one or multiple Staff depending on volume and size of repairs.	All large repairs are on hold and being monitored, potholes are being filled as needed.	Work here has generally continued for available Staff.	Main issue is the need for multiple people to be working together in close proximity as well as availability of staff. When it resumes, key will be using PPE when in close proximity and applying various cleaning methods to equipment, vehicles, and tools used.	Essential Infrastructure Businesses Phase 2	No additional costs forecasted at this time.
14	Garbage and Recycling Collection	Contracted weekly collection of garbage and recycling.	Contracted weekly collection of garbage and recycling.	This is a contracted service that has largely remained unchanged throughout the duration of the event and does not appear will change into the foreseeable future. New cans are assigned to one individual for delivery as needed.	None.	All Sectors All Phases	No additional costs forecasted at this time.
15	Water Service	Daily reviews and testing of our water system to ensure safe functionality.	Daily reviews and testing of our water system to ensure safe functionality.	Continues to be monitored daily as it normally would through assigned Staff for the week and via the on call rotation.	This is an individual task and Staff follow cleaning protocols as directed when the task is complete.	All Sectors All Phases	No additional costs forecasted at this time.
16	Sewer Service	Daily reviews and testing of our water system to ensure safe functionality.	Daily reviews and testing of our water system to ensure safe functionality.	Continues to be monitored daily as it normally would through assigned Staff for the week and via the on call rotation.	This is an individual task and Staff follow cleaning protocols as directed when the task is complete.	All Sectors All Phases	No additional costs forecasted at this time.
17	Facility Maintenance	Staff members participate in building maintenance projects (i.e. – painting, repair, fixtures, etc.) as available.	Staff members continue to participate in this task as available but in a limited fashion.	Service by the Department continues and facility needs are being met as needed with some smaller items deferred based on availability of Staff.	This is typically an individual task and Staff follow cleaning protocols as directed when the task is complete.	All Sectors All Phases	No additional costs forecasted at this time.
18	Tree Planting	Typically completed by a contractor with Village Staff apply mulch around the base and conducting watering activities.	All tree planting deferred until the Fall.	Staff has not been assigned this task yet and Fall planting will work as well as Spring planting when likely more Staff are present.	Main issue is the need for multiple people to be working together, sometimes in close proximity as well as availability of Staff. When full Staffing resumes, key will be using PPE when in close proximity to complete the task.	Essential Infrastructure Businesses Phase 2	No additional costs forecasted at this time.

ii. Parks

Index	Service	Before	After	Staffing Adjustments	Safety Needs	Forward Dane Phase to return to Before Condition (Sector/Phase)	Cost Implications
1	Park Shelters (Enclosed)	Clean as needed and available for rental by the general public.	Closed presently for all rental use.	Combination of effort between Admin and PW on rescheduling current reservations to later in the Summer and not taking new reservations until its clearer when facilities can safely reopen.	Similar to other types of public facilities, there are substantial cleaning requirements that have to be met. This will require additional Staff time to accomplish. Furthermore, current facilities that are enclosed for rentals make it problematic likely to maintain requirements on gatherings and distance. Likely these shelters could be opened again under Phase 2 and Staff could resume taking reservations again for these facilities on or around July 1 st but will need to continue to be monitored.	Indoor Mass Gatherings in Public Venues & Outdoor Recreational Rentals Phase 2	There will be lost revenue from the inability to rent our enclosed shelters. This is estimated at \$5,500 for the months of April, May, and June. Additional costs will be incurred in the future as they relate to cleaning responsibilities.
2	Park Shelters (Non-Enclosed)	Clean as needed and available for rental by the general public (where applicable) or on a first come first serve basis.	Closed for all uses and presently not taking rental requests at this time.	Other than McDaniel Park, these are not typically reserved and can be made available for use to people on a first come first serve basis.	Staff will need to monitor their use and maintain appropriate cleaning as well as regulate volume of usage based on numbers guidance.	Outdoor Mass Gatherings in Public Venues Phase 1	No additional costs forecasted. Staff will use existing supplies for cleaning as needed.
3	Park Bathrooms	Clean daily and available for public use from 7 am to 7 pm generally.	Closed for all public use including all drinking fountains.	Opening the bathrooms would require either a dedicated employee to clean restrooms all day or a dedicated service to do the same.	Cleaning requirements for open public restrooms are substantial, alternatively we have provided portable restrooms that do not carry the same requirements. Cleaning of these facilities is covered under the service fee for the use of portable restroom. Staff will need to monitor requirements for public restrooms as part of the phasing plan and requirements of orders from the Health Department.	Indoor Mass Gatherings in Public Venues Phase 3	Additional portable restrooms provided cost \$180 per month for their use.
4	Park Maintenance	Mowing, trimming, and other items performed weekly. Projects addressed on a case by case basis.	Resumed normal operations for maintenance in May, deferring some small projects until there is availability of Staff to do so.	Seasonal hiring's for the year were delayed until around May 1 st , they began to conduct their normal routine for mowing and trimming at that time. Typically that will begin in April but was delayed. Full-time staff is available to assist and address projects as available but presently part of the platoon system. All positions are presently filled.	Most of these tasks can be done on an individual basis and if need be, distancing or PPE can be used when more than 1 individual is needed. Work on basic maintenance needs can continue being mindful of these standards while other small projects will need to be addressed on a case by case basis.	All Sectors All Phases	No additional costs forecasted.
5	Burning of Village Properties	4 or more Staff members work to burn public lands within the Village mainly within the park system as a maintenance activity.	Was not and has not been completed to date.	Village Staff would typically conduct this activity under the direction of the Fire Department; however, burning permits were suspended previously and not reinstated until recently.	See Section E(11) for this item.	See Section E(11) for this item.	See Section E(11) for this item.

6	Playgrounds	Playgrounds are open to the public for safe use at their discretion.	All playgrounds have been closed to the public for use.	Playgrounds are used by the public as desired and does not have an impact on Staffing (normally). Have to monitor plan requirements for their use going forward.	We will need to monitor likely cleaning requirements in future orders but presently these are prohibited from opening until Phase 2 of the Forward Dane plan.	Outdoor Playgrounds Phase 2	Staff will continue to monitor costs to reopen playgrounds if any at all are applicable.
7	Athletic Fields	Available to the public and leagues as needed for the designed activity.	All athletic fields including basketball courts but not including the skate park have been closed to the public for use.	Athletics are used by the public and leagues as desired and does not have an impact on Staffing other than what our maintenance needs might be. Have to monitor plan requirements for their use going forward.	We will need to monitor future requirements for these fields going forward. Currently allowed in Phase 1 but only with household members making this difficult to enforce and/or police. Phase 2 is listed as “to be determined” so for the time being they remain closed until at least Phase 2 and/or new orders on this item.	High Risk Recreational Activities Phase 2	Staff will continue to monitor costs to reopen athletic fields if at applicable.
8	Paths and Trails	Open and accessible to the public.	Open and accessible to the public.	Operating at normal levels for our paths and trails as they exist, there is typically low oversight to these amenities as people use them at their leisure.	None.	All Sectors All Phases	No additional costs forecasted at this time.
9	Dog Park	Open to the public (both resident and non-resident) by permit or via single use payment.	Open to the public (both resident and non-resident) by permit or via single use payment.	Staff has conducted some additional maintenance at the dog park as it remains well used and conducts additional cleaning of touch points. Signs have been posted but has remained accessible for the duration.	This is an individual task and Staff follow cleaning protocols as directed when the task is complete.	All Sectors All Phases	No additional costs forecasted at this time.
10	Jaeger and McDaniel Park Canoe/Kayak Launch	This park has a launch onto the Lower Yahara River that allows for canoe and kayak access. The launch is available to public as needed.	The launch has remained open as access to the water has been allowed by the DNR follow social distancing guidelines.	Operating at normal levels for this amenity as the public uses the launch at their leisure.	None.	All Sectors All Phases	No additional costs forecasted at this time.

Reopening Plan

Section J

Senior Outreach

Summary

The biggest effort here by the Department has been by far maintaining some resemblance of the nutrition program through home delivered meals. We used to provide in person meals at the Municipal Center plus Meals on Wheels for those that were eligible, but with the meal site closed everyone is essentially receiving at least 5 meals per week that is delivered to their home. This is a very large effort and each day we have delivery it requires 1 or 2 Staff to oversee plus several Volunteers to complete. Like many things its hard to determine when in person services are safe to resume, but that's especially important and critical for this Department based on our work with a very vulnerable population. Case management is likely to resume in some fashion for in person contact within Phase 2 but nearly all social programs, in person meals, classes, clinics, etc. are not expected until Phase 3 for some and Phase 4 for others. Again the balance is the necessity of the service to be provided against the risk of exposure to the individual that receives that service and this plan prioritizes how those services are provided over time. The timelines established are based on the Forward Dane Plan and what is recommended by the Area Agency on Aging which also aligned with the same plan.

General Outlook

The outlook for the Department is generally FAIR as it works to focus on its priorities to feed the senior population where its needed and stay in contact with them to the extent they can for other things. Thus far the meal program through deliveries has been functional and adequate to meet the needs. As we advance through the plan when authorized it will continue to be a balancing act to take on new services and tasks against what's required to provide meals, this will be the greatest challenge. As such it likely renders things difficult to bring certain aspects of the services provided back in a timely fashion.

J. Senior Outreach

Index	Service	Before	After	Staffing Adjustments	Safety Needs	Forward Dane Phase to return to Before Condition (Sector/Phase)	Cost Implications
1	Case Management and Outreach	Staff would conduct in person home visits, meet in person within their offices, and take phone calls, emails for services.	Only able to provide service via phone calls, emails as well as pickup and drop off of items as appropriate.	All Staff are providing for these services as schedules allow but through the telephone. Some minimal in person contact has taken place but only for individuals who were high risk contacts or situations where it was absolutely necessary. This would have included contacts with first responders as well.	The main safety need for this service to resume more frequent in person contacts is having appropriate PPE and cleaning supplies. This will have to be applied for all in person and office visits when they resume. Additionally, all in office visits should be isolated in a single room like a Conference Room rather than within the office.	Essential Infrastructure Businesses Phase 2	Only cost is to purchase supplies noted, which are currently plentifully available.
2	Nutrition – In Person Meal Site (McFarland)	Interested and eligible residents may attend the meal site within the Community Room in person for meals on Monday, Wednesday, and Friday.	All meals are now home delivered.	All Staff are focusing on home delivered meals since the outset of the pandemic. Nutrition Manager conducts monthly reporting from home.	In order to resume this service, spacing will be key for the meal site. This has always not had a high degree of turnout before and the room should be able to accommodate separation. Also need to consider staggered meal times and disposable plates/utensils.	Essential Infrastructure Businesses Phase 3	Disposable plates and utensils will be the main expense but also could be covered by the County.
3	Nutrition – In Person Meal Site (Cambridge)	Interested and eligible residents may attend the meal site in person for meals on Tuesday and Friday.	All meals are now provided via drive-up service at the curbside.	Similar to the previous item where in this case the Nutrition Coordinator provides this service. Curbside supplies are slightly different than delivery as they require carry out containers.	In order to resume this service, spacing will be key for the meal site. This has always not had a high degree of turnout before and the room should be able to accommodate separation. Also need to consider staggered meal times and disposable plates/utensils.	Essential Infrastructure Businesses Phase 3	Disposable plates and utensils will be the main expense but also could be covered by the County.
4	Nutrition – Home Delivered Meals (McFarland)	Available to those seniors that are eligible on Monday through Friday.	All meals are provided only through home delivery, double meals provided on Tuesday and Thursdays with a single meal delivery on Friday.	All Staff perform kitchen duties overseeing this service. Additional volunteers utilized as well. Larger effort than before since eligibility requirements for seniors removed and basically they all qualify to an extent. Nutrition Manager is working remotely to complete the monthly paperwork, reporting. All volunteers not able to work have remained home.	All eligibility standards were relaxed so that every Senior that needs a meal 5 days per week could receive one. Increased sanitation requirements and cleaning frequency as part of deliveries. Additional volunteers and contracted deliveries. Relaxed qualifications are slowing being reversed and eligibility being reestablished, by July there may be a 10% reduction in numbers as a result of this while meal delivery goes to 5 days per week.	All Sectors All Phases	County is picking up the additional meal and contracted delivery costs through Federal funds. Only additional costs locally are absorbing those to purchase PPE and cleaning supplies similar to what's needed for other services.
5	Exercise Classes	These would operate in person within the Community Room 5 days each week and multiple times per day.	Building was closed to public entirely.	Main complication is the dual purpose the Community Room holds for the Department to also provide meals. Exercise is important, but meals are a higher priority and more of the Community Room is needed now than before to facilitate this service.	Please refer to Section D(3).	Please refer to Section D(3).	Please refer to Section D(3).
6	Evidenced Based Classes	Sessions scheduled for in person attendance.	Presently not being held.	An example is the Living Well with Chronic Conditions class. No classes are being held or scheduled nationally through these accredited programs. Likely in person will not happen again in 2020.	Evaluating whether or not to conduct via Zoom in a virtual sense, but key consideration is for when can people attend this safely in person which will be related to social distancing, PPE, cleaning, etc.	Essential Infrastructure Businesses Phase 4	No additional costs forecasted at this time.

7	Loan Closet	Daily lending out of equipment is available in person with disinfection wipes used upon return of items.	Only lending out equipment and not presently taking in returns.	Reviewing new protocols for cleaning equipment, quarantining, etc. upon return.	Need to adjust from wipes to spray and use a larger area to clean within when they return versus hallway or office. Looking into process to take items back in phases through appointments.	Essential Infrastructure Businesses Phase 2	Need to adjust cleaning method and purchase appropriate supplies similar to other items within this list.
8	RSVP Medical Rides	This program provided on average 35 rides per month to those Seniors that needed rides to medical appointments.	None currently being provided. RSVP has closed this service until further notice.	Previously provided by Volunteers, more coordination by Staff to provide taxicab vouchers and direct people to Dane County Transportation Line. Volunteer Coordinator had been previously coordinating when the volunteer for this was lost, shifting that position back to this role will vacate other roles she's filled since the outbreak began. All volunteers not able to work have remained home.	Appropriate PPE can be applied but main consideration is to safely have volunteers, drivers, and vehicles again to conduct the transports. Somewhat out of the Village's hands at the present and will work under the restrictions established once it resumes.	Essential Infrastructure Businesses Phase 3	No additional costs forecasted at this time.
9	Shopping Trips	Typically 4 trips per month were scheduled for in person travel. 2 to the local grocer, and 2 to Madison.	Essentially by appointment only when needed.	Contracted service is available. They also offer grocery shopping services free of charge to Clients. Contracted service used for this purpose is also being used for meal delivery.	Will operate in limited fashion for the time being, also dependent upon contracted provider of the service.	Essential Infrastructure Businesses Phase 3	No additional costs forecasted at this time.
10	Social, Recreation, and Educational Events both on and off site.	Events scheduled from time to time at various locations within the Village.	All events cancelled, no new events scheduled.	Due to the population being high risk for the virus, all of these social events that would bring them together are cancelled to limit spread of the virus. Evaluating new and current programs to be reintroduced when safe.	Social distancing, PPE for all involved (Clients and Staff), cleaning, etc. are needed to again bring people together in person. Have to also balance these activities with other functions of the Department and Staff availability.	Essential Infrastructure Businesses Phase 4	No additional costs forecasted at this time.
11	Farmers Market Vouchers	Available in the Community Room through the County Nutrition Coordinator.	Available via US Mail.	Case Managers must gather information on behalf of Clients via the US Mail or drop off materials with Clients in order to participate in the Dane County drive thru pickup format.	Service remains intact to the extent its available but for in person contact, facilitating presently through other means.	Essential Infrastructure Businesses Phase 4	No additional costs forecasted at this time.
12	Foot Clinics	Held off-site monthly in Cambridge and McFarland through Stoughton Home Health.	Presently not being held.	The provider was not able to provide the service but is not offering again. Need to evaluate whether or not former spaces used are appropriate and/or additional private space may be needed.	Main item is getting the locations formerly used approved for this purpose, and those facilities (Skaalan Village in McFarland and Amundson Center in Cambridge) are controlled by others. Could also consider a privately licensed individual but also need to have a private space that is isolated to conduct the service.	Essential Infrastructure Businesses Phase 3	Evaluating alternatives and possible costs to restart this program.
13	Tax Clinics	5 sessions are held in-person in March and April via AARP within the Municipal Center.	3 sessions were completed and final 2 have been postponed.	Uses predominantly volunteers to assist Seniors with tax collection. One of the more popular services; however, a majority were completed before closure and tax return deadline was extended. A lot of those that did not participate in the first three sessions are finding other means to complete, so the final two sessions can likely be consolidated into one.	This depends on volunteers to run and trying to get them rescheduled to finalize remaining missed appointments. Property distancing can be applied and PPE where possible, but again reliant on volunteers to participate from the outside program which is unknown at the present.	Essential Infrastructure Businesses Phase 3	Thus far this is a free service we are trying to reschedule, but evaluating related costs as appropriate.

14	Newsletter	Printing approx. 350 for physical distribution each month and 150 via email. Posted online and printed within newspaper in both Cambridge and McFarland	Only menu has been sent directly to meal participants. No newsletter in May and June was limited for electronic distribution. Revised menu for distribution.	Limiting information in newsletter to the lack of availability of some services, as this expands then the narrative will also evolve. Targeting distribution as well to make sure key Clients see it.	This service saw limited disruption and will continue to report on Department happenings as well as distribute information on nutrition as it normally does. As more things come online, additional information will be included.	Essential Infrastructure Businesses Phase 1	The 2020 Budget for Printing and Publication is \$10,000 of which \$1,695 has been expended to date. There are no additional costs forecasted, if anything some budget savings might be achieved through scaled back printing.
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Reopening Plan

Section K

Forward Dane Plan

Summary

Prepared and presented by Public Health Madison and Dane County.

General Outlook

Orders issued as needed to implement elements and/or phases of the plan.



FORWARD DANE

Phased Reopening Plan for Dane County
During the COVID-19 Pandemic

MAY 18, 2020



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Forward Dane Purpose

The COVID-19 pandemic is a significant threat to our county, state, and country and may continue for months or years until a vaccine is developed, but we don't have months or years to wait to act. Our goals are to:

- Reduce the number of people who contract COVID-19
- Reduce the number of people who die from COVID-19

In the absence of a vaccine or treatments specific to COVID-19, population-based mitigation strategies – such as contact tracing, isolation, quarantine and, most notably, strict social or physical distancing such as public health orders like Safer at Home—have saved lives and slowed the spread of COVID-19 in our communities. However, the strictest of these prevention strategies, like Safer at Home, also comes at a significant cost to our economy, businesses, schools, and the health and well-being of our community at large.

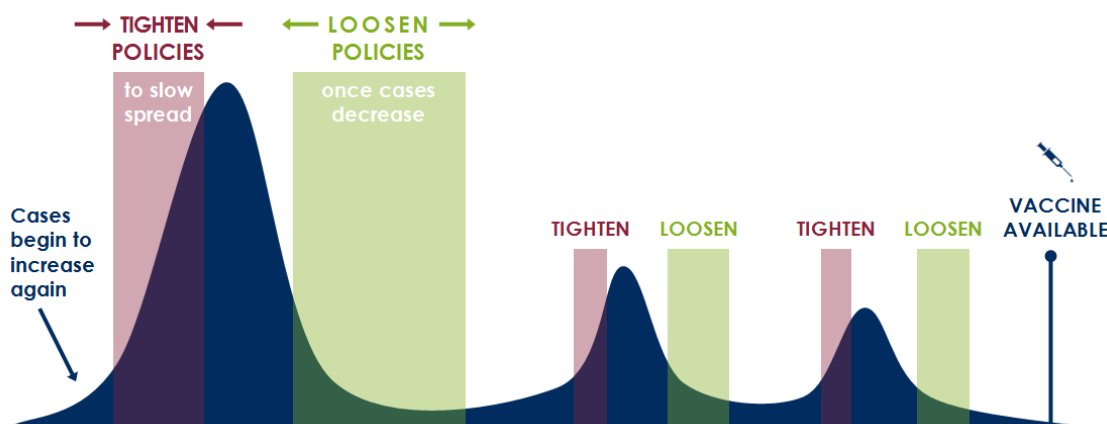
While our goal is to keep our residents and communities safe and healthy, we are also committed to re-opening Dane County in a way that protects our public's health while also building a strong foundation for long-term economic recovery. Our local public health infrastructure is strong. We have built the capacity in our community to test, support isolation and quarantine, conduct prompt contact tracing, and ensure the healthcare system is equipped to handle surges in COVID-19 illness.

However, we must not reopen too quickly or without the tools in place to minimize the spread of the virus. Doing so could threaten the progress we've made and have more significant health and economic consequences. This plan is meant to aid Public Health Madison & Dane County and everyone who lives, learns, works, prays, and plays in Dane County to think about when and how various community-level activities can be reopened, along with when and how mitigation strategies may need to be reinstated. This document is not meant to replace state or federal guidance but rather to supplement it with localized data and considerations. We will use this plan to think through situations specific to our own community.

This document provides Dane County-specific data and guidance for how and when we can begin to allow people to interact in a safe way and incrementally reopen businesses using a phased approach. It complements the Wisconsin Department of Health Services' Badger Bounce Back Plan and the guidance

provided by the Wisconsin Economic Development Corporation so everyone can understand their role in opening up our county.

While we hope that by following this plan our path to reopening will be linear, we cannot predict the path of this virus. It's possible that we may have to tighten or loosen policies so we can all stay safe and healthy and keep our healthcare and public health systems from becoming overwhelmed. We have created Forward Dane using data and the best evidence available so we can ensure our peaks stay low and we avoid the need for additional Safer at Home orders.



Responsibilities for Meeting Our Goals

In order to move Dane County forward, each sector must be aligned in our primary goals:

- Reducing the number of people who contract COVID-19
- Reducing the number of people who die from COVID-19

We all have a critical role to play in meeting these goals. By working together, we all can contribute to keeping people healthy and safe while moving Dane County forward.

Public Health

Because this pandemic is a public health emergency, public health professionals have the responsibility of tracking the virus and balancing the response. Some of the responsibilities that local public health has include:

- Receiving positive test results from healthcare in order to conduct contact tracing
- Ensuring quarantine and isolation
- Identifying and implementing population-level mitigation strategies and providing guidance for the safe reopening of our community, in alignment with state and federal plans
- Providing technical assistance to businesses, congregate facilities, and individuals to implement infection control best practices and contain outbreaks
- Tracking progress and local data
- Centering equity while communicating with the public and all sectors involved in the response to reduce the spread of illness

Healthcare

Healthcare systems will be on the frontlines of care, identifying individuals with positive diagnoses and caring for them when illness is severe enough to warrant supportive treatment. Additionally, as some of the largest employers in the region, occupational health and safety are also a critical component of what healthcare systems provide at a population level. Specific responsibilities for healthcare include:

- Identifying positive COVID-19 cases through testing; at a minimum, testing symptomatic individuals and contacts of positive cases
- Collaborating with public health and local businesses to test other emerging populations
- Developing plans and increasing capacity in case of a surge, including PPE supplies, ICU capacity, and respiratory capacity
- Using infection control procedures to screen staff for symptoms, test for COVID-19, and mitigate the spread of COVID-19 in employees

Businesses

The business community plays a critical role as the driver of our economy. To support a safe and successful reopening strategy, we ask for the private sector's support in keeping people healthy so they can safely be at work. To move Dane County forward, private sector responsibilities include:

- Protecting the health and safety of employees and customers
- Developing flexible sick leave policies and creating a culture in which employees can stay home when they are sick
- Monitoring staff for symptoms and working with local public health if an employee is diagnosed with COVID-19 or is a known contact to someone with COVID-19
- Implementing infection control policies, such as disinfecting surfaces frequently, keeping both employees and customers 6 feet apart from others, and other prevention measures
- Communicating to management, staff, and customers the importance of following prevention measures in order to prevent future outbreaks

Community Members

We ask everyone in Dane County to:

- Practice good hygiene, including washing hands with soap and water for at least 20 seconds and covering coughs and sneezes with a tissue or into an elbow
- Stay home when sick
- Clean high-touch objects like doorknobs, remotes, cell phones, and light switches frequently
- Follow public health recommendations and population-level prevention strategies, such as maintaining physical distancing and wearing cloth face coverings

Forward Dane Metrics

In order to reopen safely, we look at three types of data from a disease control standpoint.

- **Epidemiology** asks, can our healthcare and public health systems handle our growth in cases?
- **Healthcare** asks, is our healthcare system overwhelmed?
- **Public health** asks, are we able to contain infections that do occur?

Epidemiology

From a disease control standpoint, we must have few enough cases of COVID-19 to be swiftly contained. This is an important parameter, and our thresholds for phased reopening are set at levels that align with the progression of our epidemic locally—a lower positivity rate than what is seen at the state level and a low number of cases per 100,000 residents

Where we are today: Dane County has had a consistently low percent of tests that are positive, and our rate has been decreasing since its peak of 7% in late March. Our daily number of new cases has also been decreasing: only two days in the past month had a number of new cases in the double digits, compared to 18 days in the month before that. We're in a good place, but as testing ramps up (see Healthcare metrics), there are still a lot of unknowns related to identifying cases previously excluded from testing opportunities.

Healthcare

A sustained, high testing level is a critical metric that ensures our epidemiology criteria are meaningful. Testing is how we detect active infection, which leads to contact tracing and prevention of further disease transmission. Alongside testing to monitor the course of the epidemic, it is vital that healthcare systems are equipped to manage patient care in the context of a surge caused by COVID-19. To establish that hospitals are operating outside of crisis care, one of our metrics measures facility use, staffing, and critical supplies across Dane County hospitals. Given that healthcare workers power healthcare systems, we need to ensure evidence of robust testing of healthcare workers, and sustained low rates of positivity among healthcare workers.

Where we are today: Hospital capacity and testing for health care workers are strengths in Dane County. Hospitals have prepared to implement crisis care, but we have avoided a significant surge of COVID-19 in our healthcare settings. Additionally, the number of new cases among health care workers has been decreasing since its peak in late March.

Public Health

The third aspect of disease containment is our ability to identify and isolate individuals with positive diagnoses in order to prevent further spread. Through rapid contact tracing, we can identify and notify contacts who have been exposed. Through education and isolation assistance, we can help keep people who test positive and their contacts separated from others for the duration of the infectious period, and lower the risk of spread in the community. Monitoring community spread—the percentage of cases with an unidentified risk factor—is how we can gain a sense of the scale of undetected disease spread.

Where we are today: The vast majority of individuals who have a positive diagnosis are contacted by public health staff the same day or the day after their positive test result gets reported however, we still see delays between the time a lab test is done and the time the result is ready and reported to public health. Once cases and their contacts are contacted and informed of isolation procedures, we have the ability to offer various forms of support to those who need it. All of these contact tracing and isolation procedures are most effective when we are able to identify potential routes of disease transmission. This is where we need to make the most progress. We're still seeing cases with no known route of disease transmission, which means there are likely people unknowingly spreading the virus in the community.

Process Measures

In addition to the publicly facing nine metrics, we'll be monitoring process measures when things aren't going well to help us understand where there may be a gap in the system. These process measures look at transmission dynamics (the "R" value of our epidemic), lab result reporting timeliness, outbreak monitoring within priority populations, capacity for supporting isolation/quarantine, and contact attempts of both cases and contacts.

Forward Dane Metric Status

Active monitoring of real-time data-based metrics are critical. If metrics are not being met, mitigation strategies may be needed at the county level, or an even smaller scale (municipality, facility, or business) to address an identified hotspot.

Category Measure			Threshold Metrics	Dane County (May 18, 2020)
Epidemiology	Cases	Below a threshold of 5% for positive tests as a percent of total tests averaged across most recent 14 day period	Green: Below 5% positivity Yellow: 5-10% positivity Red: Above 10% positivity	
	Cases	Below a low incidence threshold of 0.71 new cases per 100,000 people per day (this is below 4 cases per day for Dane County) averaged over most recent 14 day period	Green: Below 4 cases per day Yellow: 4-20 cases per day Red: Greater than 20 cases per day	
Healthcare	Testing	Testing supplies and staff facilitate adequate testing for disease control and surveillance with a goal of 154 tests per 100,000 (this is over 800 tests per day for Dane County) in most recent 14 day period	Green: Greater than 800 tests per day Yellow: 400-800 tests per day Red: Below 400 tests per day	
	Hospital capacity	Robust testing in place for health care workers	Green: 95% of hospitals have arranged for all COVID-19 symptomatic clinical staff treating patients at the hospital in the past week Red: Less than 95% of hospitals have arranged for all COVID-symptomatic clinical staff treating patients at the hospital in the past week	

Public Health	Hospital capacity	Treat all patients without crisis care	Green: 95% of hospitals answer “no” to all 3 questions Facility use status: the facility is damaged/unsafe or non-patient care areas are being used by the facility for patient care Staffing status: trained staff are unavailable or unable to adequately care for the volume of patients even with extension techniques Critical supply status: critical supplies are lacking, resulting in reallocation of life-sustaining resources and/or other extreme operating conditions Red: Yes to one or more questions	
	Hospital capacity	Stable or decreasing numbers of infected health care workers	Green: No significant increase in weekly healthcare worker infections for most recent 14 days Yellow: Significant increase in healthcare worker cases due to a known cluster in a single facility for most recent 14 days Red: Significant increase in new weekly healthcare worker cases for most recent 4 weeks	
	Lab reporting timeliness and contact tracing	All positive cases can be reported and contacted quickly to facilitate rapid isolation and quarantine for disease control	Green: More than 85% of all new cases are contacted within 48 hours of their test collection Yellow: 70-85% of all new cases are contacted within 48 hours of their test collection Red: Fewer than 70% of all new cases are contacted within 48 hours of their test collection	
	Community spread	Proportion of contacted COVID-19 cases who don't know where they could have gotten COVID-19 in most recent 14 day period	Green: Fewer than 20% of cases don't know where they could have gotten COVID-19 Yellow: 20-30% cases don't know where they could have gotten COVID-19 Red: More than 30% cases don't know where they could have gotten COVID-19	
	Surveillance	Stable or decrease of COVID-like syndromic cases reported within most recent 14 day period	Green: No significant increase in COVID-like syndromic cases for most recent 14 days Red: Significant increase in COVID-like syndromic cases for most recent 14 days	

Why a Phased Approach to Reopening is Important

The science of COVID-19 transmission is ever evolving. Research has shown that coughing and sneezing from a person with COVID-19 are highly effective routes of disease transmission. [Emerging research](#) suggests speech droplets generated by asymptomatic carriers are also a potentially important mode of disease transmission.

It is this science that serves as the basis of our phased approach to reopening. Crowded restaurants, open work spaces, indoor and contact sports, facilities where distancing is a challenge, activities with a lot of deep breathing (such as singing)—these areas and activities are inherently more prone to transmission of COVID-19, particularly when a person who has COVID-19 doesn't know it. We also know that populations of color have been disproportionately impacted during this epidemic. A rush to reopen risks furthering inequities if people are placed in unsafe work or community environments.

This is why our phased approach starts carefully to minimize risk of exposure to the greatest extent possible while supporting way to get back to business. With Safer at Home, many of the potential places or activities for transmission to occur weren't happening. As we re-introduce those activities, we must ensure we are still able to identify and contain the number of cases that are likely to result from more people being exposed in more settings.

While we hope that we do not see numbers of cases or deaths increase to the point where we need to move into a more restrictive phase, because so much is unknown with this virus, it is a possibility that we may have to face. That decision, if necessary, will be made using data and science, with the best interest of our community's health in mind, while understanding the economic and emotional impact of moving back and forth.

The following data metrics will be assessed to move through reopening phases:

- If all metrics are at least yellow, move to Phase 1.
- Assess at 14 days after implementation of Phase 1.
 - If more than half of metrics are green and epidemiology criteria are not red, move to Phase 2.
 - If criteria are not met after 14 days, assess regularly until criteria are met.
- Assess at 14 days after implementation of Phase 2.
 - If more than half the metrics in Dane County are green, and no metrics in Dane County or the Southern Region are red, move to Phase 3.
 - If criteria are not met after 14 days, assess regularly until criteria are met.
- Continue in Phase 3 until widespread protections are available.

Phased Reopening Plan

	SAFER AT HOME	PREPARE FOR SAFE REOPEN	PHASE ONE IMPLEMENT	PHASE TWO MAINTAIN	PHASE THREE SUSTAIN	PHASE FOUR NEW NORMAL
Population level disease transmission mitigation	Most Restrictive	Minimal loosening of restrictions to allow businesses to prepare for phased reopening	More Restrictive -----Less Restrictive If localized outbreaks occur, enact all measures possible to stay within current phase. If metrics are not maintained, may have to consider returning to a previous phase.			To be determined
Data metrics to move through phases		If all metrics are at least yellow, move to Phase 1.	Assess at 14 days after implementation of Phase 1. If more than half are green and Epi criteria are not red, move to Phase 2. If criteria are not met after 14 days, assess regularly until criteria are met.	Assess at 14 days after implementation of Phase 2. If more than half the metrics in Dane County are green, and no metrics in Dane County or the Southern Region are red, move to Phase 3. If criteria are not met after 14 days, assess regularly until criteria are met.	Continue in this phase until widespread protections are available.	
Public Health requirements for all phases and sectors	Public Health requirements for all phases and employers - Written and implemented hygiene policy and procedure that includes: - Ensuring employees who have a fever or other symptoms of COVID-19 will not be allowed to work. - Hand washing expectations and supplies available for staff - A description of proper cough and sneeze etiquette - Written and implemented cleaning policy and procedure that includes: - Cleaning and disinfecting frequently touched surfaces multiple times a day - Frequently wiping down any shared equipment, such as work spaces, credit card machines, lunch room items, carts, baskets, etc. - Cleaning common areas and equipment between use or shift changes. - Protocols to clean and disinfect in the event of a positive COVID-19 case - Written and implemented protective measure policy and procedure that includes: - Ensuring people are at least 6 feet from others whenever possible. - Ensuring employees are provided with and wear face coverings when unable to maintain at least 6 feet of distance from people. - If a transparent partition is in place, a face covering is recommended, but not required. - Documented staff receipt, acknowledgement, or training on the policies					

	SAFER AT HOME Dane County Order issued May 13, 2020	PREPARE FOR SAFE REOPEN Dane County Order issued May 18, 2020	PHASE ONE All activities in Phase 1 that cannot maintain physical distancing must take place only with household members. Example: dining, theater	PHASE TWO	PHASE THREE
	Must also follow Public Health requirements in all phases, in addition to sector specific requirements.				

Long-Term Congregate Living

Long-term care facilities	No outside visitors No group activities or communal dining	No outside visitors No group activities or communal dining	No outside visitors No group activities or communal dining	Visitors for compassionate care Screen visitors for symptoms of illness No group activities or communal dining	Screen visitors for symptoms of illness
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Public and Private Schools, Childcare Centers, Summer Programs, and Institutions of Higher Education

K-12 schools	No	No in-person instruction Minimum basic operations and activities approved by Public Health Madison & Dane County	No in-person instruction Minimum basic operations and activities approved by Public Health Madison & Dane County	Yes	Yes
Post-secondary education institutions	Yes, for purposes of facilitating distance learning, performing critical research, or performing essential functions as determined by the institution	Yes, for purposes of facilitating distance learning, performing critical research, or performing essential functions as determined by the institution	Yes, for purposes of facilitating distance learning, performing critical research, or performing essential functions as determined by the institution	Yes	Yes
Child care settings	No more than 10 staff and fewer than 50 children present	No more than 50 children present per license	No interaction between groups/classrooms Groups cannot be larger than 15	No interaction between groups/classrooms Groups cannot be larger than 15	Yes

Businesses, Workplaces, and Faith & Spiritual Communities

Office spaces	Yes, with exemptions	Yes, with exemptions	25% capacity	50% capacity	Yes
Restaurants, bars, & food trucks	Take-out and delivery service	Take-out and delivery service Minimum basic operations to prepare for safe reopen	25% indoor capacity Outdoor seating allowed Space tables at least six feet apart. Limit each table to a maximum of six guests. At bar areas, maintain at least six feet between each household No self-service No customer self-dispensing	50% indoor capacity Outdoor seating allowed Assure spacing requirements (to be defined) No self-service No customer self-dispensing	Outdoor seating allowed Assure spacing requirements (to be defined) No self-service No customer self-dispensing
Essential infrastructure businesses (Such as food production, healthcare, transport, manufacturing, construction, and agriculture, including their corporate offices)	Yes	Yes	Yes	Yes	Yes
Stores that sell groceries and medicine	No dine-in No self-service No customer self-dispensing	No dine-in No self-service No customer self-dispensing	Dine-in capacity 25% No self-service No customer self-dispensing	Dine-in capacity 50% No self-service No customer self-dispensing	Dine-in capacity 75% No self-service
Retail establishments	Mail, delivery, and curbside pick-up operations Stores with outside-facing entrances allowed up to 5 patrons Essential business operating with restrictions	Mail, delivery, and curbside pick-up operations Stores with outside-facing entrances allowed up to 5 patrons Essential business operating with restrictions	25% capacity No sampling of goods (example: food or make-up)	50% capacity No sampling of goods (example: food or make-up)	75% capacity No sampling of goods (example: food or make-up)

Gym/recreational facilities	No	No Minimum basic operations to prepare for safe reopen	25% capacity Basketball courts and other areas where contact sports occur should be closed Saunas and steam rooms closed	50% capacity Basketball courts and other areas where contact sports occur should be closed Saunas and steam rooms closed	75% capacity
Salons, tattoo parlors, and spas	No	Minimum basic operations to prepare for safe reopen	Services provided by appointment only No client should remain in a waiting area prior to receiving services Employees wear face coverings or mask at all times Customers wear face coverings to the extent possible	Services provided by appointment only No client should remain in a waiting area prior to receiving services Employees wear face coverings or mask at all times Customers wear face coverings to the extent possible	Employees wear face coverings or mask at all times Customers wear face coverings to the extent possible
Lodging (Such as hotels, motels, short-term rentals, campgrounds)	Yes	Yes	Yes	Yes	Yes
Community centers & visitor/info centers	No	No Minimum basic operations to prepare for safe reopen	25% capacity	50% capacity	75% capacity
Car washes	Automatic and self-service car washes only	Automatic and self-service car washes only	Automatic and self-service car washes Full service and express detail, exterior only	Yes	Yes
Cleaning services	No, residential Yes, commercial	No, residential Yes, commercial	Yes	Yes	Yes

Exterior home work (aesthetic or optional)	Yes, if it can be done by one person	Yes	Yes	Yes	Yes
Interior home work (aesthetic or optional)	No	No Minimum basic operations to prepare for reopening	Yes	Yes	Yes
Indoor shopping malls	Stores with outside-facing entrances allowed up to 5 patrons Curbside allowed	Stores with outside-facing entrances allowed up to 5 patrons Curbside allowed Minimum basic operations to prepare for reopening allowed	25% capacity	50% capacity	75% capacity
Faith-based services, religious entities, and places of worship (indoor)	Allowed with less than 10 people per room	25% capacity	25% capacity	50% capacity	75% capacity

Recreational Activities

Low contact recreational activities (Such as walking, bike riding, tennis, disc golf, pickle ball, dog parks)		Yes	Yes	Yes	Yes
High risk recreational activities (Such as contact or team sports)	No	Yes, with household members	Yes, with household members	To be determined	To be determined
Outdoor playgrounds & splash pads	No	No	No	Yes	Yes
Indoor playgrounds, funplexes, trampoline parks, miniature golf, and skating rinks	No	No	No	50% capacity	75% capacity
Golf courses	Yes, with restrictions	Yes, with restrictions	Yes, with restrictions	Yes	Yes

Outdoor recreational rentals	Yes, with restrictions	Yes, with restrictions	Yes, with restrictions	Yes	Yes
Licensed swimming pools	No	No Minimum basic operations to prepare for reopening	25% capacity	50% capacity	75% capacity
Indoor places of arts and culture (Such as movie & other theaters, social clubs, museums)	No	No Minimum basic operations to prepare for reopening	25% capacity Minimum 6 feet spacing between groups	50% capacity	75% capacity
Outdoor places of amusement and activity (Such as amusement parks, zoos, miniature golf)	No	No Minimum basic operations to prepare for reopening allowed	25% capacity	50% capacity	75% capacity
Outdoor Entertainment (Such as festivals, carnivals, fairs, concerts)	No	No	25 people maximum (not including employees)	100 people maximum (not including employees)	250 people maximum (not including employees)
Bowling Alleys	No	No	25% capacity Customers must bring their own equipment	50% capacity	75% capacity

Mass or Social Gatherings

Indoor mass gatherings in public venues & private property	No	No	10 people maximum (not including employees) Must maintain physical distancing	50 people maximum (not including employees) Must maintain physical distancing	100 people maximum (not including employees) Must maintain physical distancing
Outdoor mass gatherings in public venues & private property	No	No	25 people maximum (not including employees) Must maintain physical distancing	100 people maximum (not including employees) Must maintain physical distancing	250 people maximum (not including employees) Must maintain physical distancing