

Monday, August 23, 2021

Village Board
7:00 PM

McFarland Municipal Center
Community Room

AGENDA

You are invited to this meeting through a Zoom webinar. The Public is strongly encouraged to watch and participate in these meetings remotely through either the webinar or telephone options listed below.

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/83137446575>

Or by Telephone: +1 (312) 626-6799
Webinar ID: 831 3744 6575

1. CALL TO ORDER.
2. ATTENDANCE/ROLL CALL.
3. PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS.
 - a. Public Announcements
 - 1) Recognizing Urso Brothers Custom Home Builders of McFarland as an Interior Design Winner and Overall Home Winner for the 2021 People's Choice Awards sponsored by the Madison Area Builders Association.
 - b. Public Communications
4. CONSENT AGENDA.
 - a. All items listed under the Consent Agenda will be approved in one motion unless a Board member requests that the item be removed for individual discussion and action. Any item(s) removed for individual consideration shall be considered in the same order in which they were originally listed on the agenda under Business.
 - 1) Motion to approve the minutes of the August 9, 2021 Village Board meeting.
 - 2) Motion to approve the minutes of the August 16, 2021 Special Village Board meeting.
 - 3) Motion to approve checks in the amount of \$462,023.46.
 - 4) Motion to approve the issuance of an event permit for the McFarland Recreation Aquatics and Play, to hold the McFarland Triathlon September 18, 2021 from 8 a.m. to 12 p.m. with the conditions outlined by the Police Chief, Fire & Rescue Chief and Director of Public Works.

5. PUBLIC APPEARANCES.

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

6. BUSINESS.

- a. Public Safety Committee (Trustees Brassington & Wreh)
 - 1) Discussion and action regarding Ordinance #2021-09: an ordinance to update finger printing service fees within the fee schedule in Appendix A of the Code of Ordinances.
- b. Public Utilities Committee (Trustees Wreh & Nelson)
 - 1) Discussion and action regarding replacement plan for water meters and other support equipment.
- c. Public Works Committee (Trustees Rupert & St. Clair)
Public Utilities Committee (Trustees Wreh & Nelson)
 - 1) Discussion and action regarding the Paving and Utility Improvement Plan.
 - 2) Discussion and action regarding Town and Country's proposal for design services for the 2022 Paving and Utility Improvement projects.
- d. Discussion and action regarding acceptance of the Village of McFarland updated Operational Reopening Plan dated August 23, 2021.
- e. Discussion and action regarding the extension of Addendum C (Workplace Response Policy) within the Personnel Policy Manual.
- f. Discussion and action regarding the extension of Addendum D (Village Emergency Paid Sick Leave) within the Personnel Policy Manual
- g. Discussion on Committee restructuring.
- h. Future Authority, Board, Commission, and Committee agenda items requests and referrals - *This is an opportunity for Village board members to put forth Authority, Board, Commission and Committee agenda item requests and referrals, without discussion.*

7. ADJOURNMENT.

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

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, August 23, 2021

SECTION: Consent Agenda

The Consent Agenda is for routine, procedural, and self-explanatory non-controversial items. Items will be approved by one motion unless a Board member requests that the item be removed. Board members who have a question on an item on the consent agenda or would like to have additional discussion, should request an item be removed from the consent agenda and discussed separately. Items requested to be dealt with separately, will be dealt with in the same order in which they were originally listed on the Consent Agenda under Business.

VILLAGE OF MCFARLAND

Village Board Minutes

Monday, August 9, 2021 - 7:00 PM

1. CALL TO ORDER.

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

2. ATTENDANCE/ROLL CALL.

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

Village Board members not present: Village Trustee Michael Flaherty

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

3. PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS.

a. Public Announcements

b. Public Communications

4. CONSENT AGENDA.

a. All items listed under the Consent Agenda will be approved in one motion unless a Board member requests that the item be removed for individual discussion and action. Any item(s) removed for individual consideration shall be considered in the same order in which they were originally listed on the agenda under Business.

1) Motion to approve the minutes of the July 26, 2021 Village Board meeting.

2) Motion to approve the minutes of the August 2, 2021 Special Village Board meeting.

3) Motion to approve checks in the amount of \$398,786.89.

4) Motion to approve appointing Chris Reynolds to serve on the Plan Commission for a term ending April 30, 2022.

5) Motion to appoint Tammy Olson to serve as the public member on the Joint Review Board for TID #3, #4, and #5, subject to approval by the McFarland Joint Review Board.

6) Motion to approve appointing Tanya Lancaster and TJ Jerke to serve on the Parks, Recreation and Natural Resources Committee.

- 7) Motion to approve deeming the 1999 Sterling Dump Truck as surplus Village property in accordance with Village Ordinance 2-932.
- 8) Motion to approve the event permit application from Steve Schoenberger for the Matt Splinter Memorial Softball tournament to be held August 27-29, 2021 with a variance to have amplified sound after 10 p.m. and to approve the Temporary Class "B" Alcohol License with a variance to allow for the presence of minors where alcohol is served with the conditions outlined by the Director of Public Works and Police Chief.
- 9) Motion to approve Jennifer Richards as agent for Ultra Mart Foods, LLC (d/b/a/ Pick 'N Save) for the Class A alcohol license for the period ending June 30, 2022
 Motion by Village President Carolyn Clow, second by Village Trustee Justin Rupert, to approve the consent agenda as presented. Motion carries 6 - 0 - 0 by acclamation for items 4a(2) through 4a(9) and 5 - 0 - 1 by acclamation with Trustee Wreh abstaining from item 4a(1).

5. PUBLIC APPEARANCES.

- a. This is an opportunity for members of the public to address the Village Board. Please remember this is a virtual meeting conducted through the Zoom online meeting platform. Zoom meeting attendees wishing to address the board may do so using the Question and Answer feature within the Zoom online meeting platform. You may state your name, address, and provide your comments to the board for their consideration. Members of the public who are present in person and wish to address the board should fill out a public comment form and turn into the meeting chairperson. Members of the public may speak during public appearances or during their selected agenda item as they designate on the public comment form. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to cassandra.suettinger@mcfarland.wi.us to be included as part of the meeting.
 None.

6. BUSINESS.

- a. Public Safety Committee (Trustees Brassington & Trustee Wreh)
Plan Commission (President Clow & Trustee St. Clair)
- 1) Discussion and action on an expansion of the licensed premise for the Green Lantern Restaurant Inc., 4412 Siggelkow Road, for an approximately 1,600 square foot outdoor consumption area, including associated Limited Liability Agreement.
 Community & Economic Development Director Andrew Bremer presented an overview of the request from the Green Lantern to have an outdoor consumption area in front of the restaurant. He also highlighted because of where the road right-of-way is located, they would need a Limited Liability Agreement for the area.

Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to approve expansion of the licensed premise for the Green Lantern Restaurant Inc., 4412 Siggelkow Road, for an approximately 1,600 square foot outdoor consumption area, including associated Limited Liability Agreement with the following

conditions:

1. To install protective bollards along the perimeter of the fencing along Siggelkow Road and McDaniel Lane spaced out 4' apart.
2. Obtaining a fence permit from the Building Inspector.
3. To have the fence extend no closer than approximately 4' to the back of the curb along McDaniel Lane.
4. The occupant load within the outdoor patio area must be posted per the International Fire Code (IFC) 1004.3.
5. Maintaining the current on-street parking restriction in front of the property unchanged.
6. Providing security cameras to monitor the outdoor consumption area.

Motion carries 6 - 0 - 0 by acclamation

- b. Discussion and action regarding an Easement requested by Wisconsin Power and Light & Alliant Energy for a natural gas regulator station located approximately at the northwest corner of Creamery Road and Elvehjem Roads on Grand View Lot 3 (Parcel #0610-023-5350-7).

Community & Economic Development Director Andrew Bremer provided an overview of the request. He noted the Plan Commission has granted approval for the conditional use permit and site/design, the easement is the last remaining portion of the project that requires approval to proceed.

Motion by Village President Carolyn Clow, second by Village Trustee Justin Rupert, to approve an Easement requested by Wisconsin Power and Light & Alliant Energy for a natural gas regulator station located approximately at the northwest corner of Creamery Road and Elvehjem Road on Grand View Lot 3 (Parcel #0610-023-5350-7) with the condition that the applicant provide site invasive tree/brush removal services as outlined in the Village Engineer's staff review letter dated May 5, 2021. Applicant shall contact the Director of Public Works to coordinate removal prior to completion of said services.

Motion carries 6 - 0 - 0 by acclamation.

- c. Discussion and action to create a second Detective position within the Police Department, revise its job description, and grant approval to fill the vacancy.

Police Chief Aaron Chapin provided an overview of the request. He noted current Police Officer Joshua Barnier has been filling the role for several years, and it has become clear that the Village has a need for the work and a second detective. Approval from the Village Board would allow the Police and Fire Commission to move forward with a recruitment process.

Motion by Village President Carolyn Clow, second by Village Trustee Edward Wreh, to approve creation of a second Detective position within the Police Department, revise its job description, and grant approval to fill the vacancy. Motion carries 6 - 0 - 0 by acclamation.

- d. Discussion and action to consider acceptance of the proposed action plan to address the 2021-2022 McFarland Strategic Implementation Plan as Village Board goals and objectives for the coming year.

Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to approve proposed action plan to address the 2021-2022 McFarland Strategic Implementation Plan as Village Board goals and objectives for the coming year. Motion carries 6 - 0 - 0 by acclamation.

- e. Future Authority, Board, Commission, and Committee agenda items requests and referrals - This is an opportunity for Village board members to put forth Authority, Board, Commission and Committee agenda item requests and referrals, without discussion.

7. CLOSED SESSION.

- a. Discussion and action in order to convene in Closed Session in accordance with Wis. Stats. 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investment of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a Closed Session including the sale and purchase of property and the investment of public funds, specifically regarding the following:

- 1) Acquisition of property located at 4908 Terminal Drive, Tax Increment District #3.

Motion by Village President Carolyn Clow, second by Trustee Justin Rupert, to convene into Closed Session at 7:35 p.m. in accordance with Wis. Stats. 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investment of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a Closed Session including the sale and purchase of property and the investment of public funds, specifically regarding the following:

Acquisition of property located at 4908 Terminal Drive, Tax Increment District #3.

Motion carries 6 - 0 - 0 on a roll call vote with all voting aye.

8. RECONVENE INTO OPEN SESSION.

Motion by Village President Carolyn Clow, second by Village Trustee Justin Rupert, to reconvene into open session at 8:37 p.m. Motion carries 6 - 0 - 0 by acclamation.

- a. Discussion and action regarding acquisition of 4908 Terminal Drive, Tax Increment District #3.

No action taken.

9. ADJOURNMENT.

Motion by Village President Carolyn Clow, second by Village Trustee Justin Rupert, to adjourn at 8:39 p.m.

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

Respectfully submitted,
Cassandra Suettinger
Village Clerk/Treasurer

VILLAGE OF MCFARLAND

Village Board Minutes

Monday, August 16, 2021 - 5:30 PM

1. CALL TO ORDER.

Village President Clow called the special meeting of the McFarland Village Board to order at 5:0 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 Trustee Edward Wreh

Village Board members not present: None.

Staff Present: Administrator Matt Schuenke, Clerk/Treasurer Cassandra Suettinger, Police Chief Aaron Chapin, Fire/EMS Director Chris Dennis, and Communications & Technology Director Stephanie Miller.

3. PUBLIC APPEARANCES.

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

None.

4. BUSINESS.

- a. *Discussion and action regarding the award of contract for the construction of the Public Safety Center located at 6001 Broadhead Street.*

Huffman reported bids were opened for the Public Safety Center on August 12, 2021. They reported 7 bids were received, with the lowest bidder being approximately \$2.4 million over the budget for the project. He reported, with the volatile economy we find, this has not been uncommon with projects of this size. Due to shortages and supply chain issues, project costs have been coming in higher than budgeted amounts.

Andrew Iverson, representative of Bray Architects, provided an overview of the alternates identified by staff as potential cost-saving opportunities.

Motion by President Clow, seconded by Trustee Stephanie Brassington, to award a contract to JP Cullen of Janesville in an amount of \$18,507,699 including the base bid plus alternates A-1, A-2, A-4, A-8, and A-9, project contingency, other listed costs, and

approving the total costs for the project in an amount of \$21,698,000 with all borrowed funds.

The Board discussed the bids and while concern was expressed about the over-budget amount the low bid came at, that the proposed alternates did not create significant enough savings to consider the alternates.

Motion by Village President Carolyn Clow, second by Trustee Chris St. Clair, to amend the motion to award the contract to JP Cullen of Janesville in an amount of \$18,782,943 project contingency, other listed costs, and approving the total costs for the project in an amount of \$21,973,244 with all borrowed funds. The motion to accept the amended motion carries 7 - 0 - 0 by acclamation. Amended motion carries 7 - 0 - 0.

5. ADJOURNMENT.

Motion by Village President Carolyn Clow, second by Village Trustee Chris St. Clair, to adjourn at 6:24 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	151270	BATTERY & BRACKET	1	08/13/2021	126.42	.00	126.42	08/20/2021
Total 4:						126.42	.00	126.42	
10	ARAMARK	0016413938	MATS	1	08/11/2021	57.20	.00	57.20	08/20/2021
Total 10:						57.20	.00	57.20	
30	ALLIANT ENERGY/WP&L	081021	MUNICIPAL CENTER	1	08/10/2021	3,060.38	.00	3,060.38	08/20/2021
		081021	PW FACILITY	2	08/10/2021	147.52	.00	147.52	08/20/2021
		081021	LIBRARY	3	08/10/2021	2,240.86	.00	2,240.86	08/20/2021
		081021	WELL #4	4	08/10/2021	1,745.21	.00	1,745.21	08/20/2021
		081021	SOCCER BUILDING	5	08/10/2021	13.75	.00	13.75	08/20/2021
Total 30:						7,207.72	.00	7,207.72	
68	BADGER WELDING SUPP	3662782	ACETYLENE & OXYGEN	1	07/31/2021	3.41	.00	3.41	08/20/2021
		3662782	ACETYLENE & OXYGEN	2	07/31/2021	.93	.00	.93	08/20/2021
		3662782	ACETYLENE & OXYGEN	3	07/31/2021	.93	.00	.93	08/20/2021
		3662782	ACETYLENE & OXYGEN	4	07/31/2021	.93	.00	.93	08/20/2021
Total 68:						6.20	.00	6.20	
74	BAKER & TAYLOR BOOK	2036123087	JUVENILE BOOKS	1	08/05/2021	73.95	.00	73.95	08/20/2021
		2036133010	ADULT BOOKS	1	08/10/2021	305.61	.00	305.61	08/20/2021
Total 74:						379.56	.00	379.56	
158	CHARTER COMMUNICATI	0003261080	CHARTER CABLE	1	08/01/2021	98.39	.00	98.39	08/13/2021
Total 158:						98.39	.00	98.39	
172	CITY OF MADISON TREA	35066	REGIONAL PLANNING SE	1	07/30/2021	2,544.00	.00	2,544.00	08/20/2021
Total 172:						2,544.00	.00	2,544.00	
353	FERGUSON ENTERPRIS	6226835	PARK REPAIR	1	08/05/2021	5.55	.00	5.55	08/20/2021
Total 353:						5.55	.00	5.55	
361	FIRST SUPPLY LLC MADI	12839857-00	MUNICIPAL CENTER REP	1	08/09/2021	116.89	.00	116.89	08/20/2021
		12839857-00	MUNICIPAL CENTER REP	2	08/09/2021	31.88	.00	31.88	08/20/2021
		12839857-00	MUNICIPAL CENTER REP	3	08/09/2021	31.88	.00	31.88	08/20/2021
		12839857-00	MUNICIPAL CENTER REP	4	08/09/2021	31.87	.00	31.87	08/20/2021
Total 361:						212.52	.00	212.52	
390	GBR CORPORATION	DF2133	MC ROOF REPAIR	1	08/13/2021	14.25	.00	14.25	08/20/2021
		DF2133	MC ROOF REPAIR	2	08/13/2021	14.25	.00	14.25	08/20/2021
		DF2133	MC ROOF REPAIR	3	08/13/2021	14.25	.00	14.25	08/20/2021
		DF2133	MC ROOF REPAIR	4	08/13/2021	52.25	.00	52.25	08/20/2021
Total 390:						95.00	.00	95.00	

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
408	GRAINGER INC	9010578434	VACUUM BAG	1	08/03/2021	17.89	.00	17.89	08/20/2021
Total 408:						17.89	.00	17.89	
452	HYDRITE CHEMICAL	02494415	WATER CHEMICALS	1	08/11/2021	351.81	.00	351.81	08/20/2021
		02494416	WATER CHEMICALS	1	08/11/2021	351.81	.00	351.81	08/20/2021
		02494718	WATER CHEMICALS	1	08/12/2021	351.81	.00	351.81	08/20/2021
Total 452:						1,055.43	.00	1,055.43	
476	JEFFERSON FIRE & SAF	IN131824	VENT COVERS	1	08/06/2021	51.22	.00	51.22	08/20/2021
Total 476:						51.22	.00	51.22	
581	MADISON TRUCK EQUIP	8-96859	TRUCK PARTS TRUCK 4	1	08/06/2021	1.06	.00	1.06	08/20/2021
		8-96859	TRUCK PARTS TRUCK 4	2	08/06/2021	1.06	.00	1.06	08/20/2021
		8-96859	TRUCK PARTS TRUCK 4	3	08/06/2021	1.06	.00	1.06	08/20/2021
		8-96859	TRUCK PARTS TRUCK 4	4	08/06/2021	3.90	.00	3.90	08/20/2021
Total 581:						7.08	.00	7.08	
634	MENARDS - MONONA	16523	PARK SUPPLIES	1	08/04/2021	96.94	.00	96.94	08/20/2021
		16573	PARK SUPPLIES	1	08/05/2021	368.67	.00	368.67	08/20/2021
		16742	REPAIR PARTS	1	08/09/2021	1.47	.00	1.47	08/20/2021
		16753	PARK SUPPLIES	1	08/09/2021	79.64	.00	79.64	08/20/2021
		16862	PW SUPPLIES	1	08/11/2021	12.49	.00	12.49	08/20/2021
		16862	PW SUPPLIES	2	08/11/2021	12.49	.00	12.49	08/20/2021
Total 634:						571.70	.00	571.70	
640	MGE	11299443-08	STREET LIGHTS	1	08/03/2021	733.72	.00	733.72	08/13/2021
Total 640:						733.72	.00	733.72	
764	PREMIER PAINT & WALLP	65622	PARKS KIOSKS	1	08/09/2021	106.49	.00	106.49	08/20/2021
Total 764:						106.49	.00	106.49	
765	LEGAL SHIELD	0108629-081	LEGAL SHIELD	1	08/15/2021	278.15	.00	278.15	08/20/2021
Total 765:						278.15	.00	278.15	
818	ROTO ROOTER SEWER	202689	DRAIN CLEANUP	1	07/26/2021	149.00	.00	149.00	08/20/2021
		202785	LIFTSTATION CLEANING	1	07/28/2021	2,415.00	.00	2,415.00	08/20/2021
Total 818:						2,564.00	.00	2,564.00	
958	TOWN & COUNTRY ENGI	23061	EXCHANGE ST PRELIMIN	1	08/12/2021	3,530.00	.00	3,530.00	08/20/2021
		23062	BIZYLOU ESCROW - MC1	1	08/12/2021	372.25	.00	372.25	08/20/2021
		23063	JUNIPER RIDGE ESCRO	1	08/12/2021	362.50	.00	362.50	08/20/2021
		23064	4719 FARWELL - THE AT	1	08/11/2021	158.75	.00	158.75	08/20/2021
		23065	2020 STREET & UTILITY I	1	08/12/2021	385.00	.00	385.00	08/20/2021
		23066	EASTSIDE SEWER EXTE	1	08/11/2021	2,806.20	.00	2,806.20	08/20/2021
		23067	5611/5613 LAKE EDGE R	1	08/12/2021	158.75	.00	158.75	08/20/2021
		23068	VERIDIAN/UTTERBACK -	1	08/12/2021	5,564.10	.00	5,564.10	08/20/2021
		23069	2021 BROADHEAD/CTH	1	08/12/2021	6,506.30	.00	6,506.30	08/20/2021
		23070	CF INVESTMENTS ESCR	1	08/12/2021	158.75	.00	158.75	08/20/2021

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		23071	2021 STREET & STORM S	1	08/12/2021	2,548.50	.00	2,548.50	08/20/2021
		23072	2021 GIS SUPPORT - MC	1	08/12/2021	150.75	.00	150.75	08/20/2021
		23072	2021 GIS SUPPORT - MC	2	08/12/2021	150.75	.00	150.75	08/20/2021
		23072	2021 GIS SUPPORT - MC	3	08/12/2021	150.75	.00	150.75	08/20/2021
		23072	2021 GIS SUPPORT - MC	4	08/12/2021	150.75	.00	150.75	08/20/2021
		23072	2021 GIS SUPPORT - MC	5	08/12/2021	150.75	.00	150.75	08/20/2021
		23073	2021 STORMWATER SUP	1	08/12/2021	415.00	.00	415.00	08/20/2021
	Total 958:					23,719.85	.00	23,719.85	
995	USABBLUEBOOK	676012	SEWER TOOLS	1	07/27/2021	635.88	.00	635.88	08/20/2021
		677549	HYDRANT FLAGS	1	07/28/2021	222.45	.00	222.45	08/20/2021
	Total 995:					858.33	.00	858.33	
1005	VANNGUARD UTILITY PA	9036	LOCATES	1	08/03/2021	33.00	.00	33.00	08/20/2021
	Total 1005:					33.00	.00	33.00	
1103	WINGRA STONE CO	21633	DISC GOLF COURSE ST	1	08/07/2021	733.70	.00	733.70	08/20/2021
	Total 1103:					733.70	.00	733.70	
1207	LEE RECREATION LLC	13590-21	CEDAR RIDGE FACILITY	1	08/10/2021	700.00	.00	700.00	08/20/2021
	Total 1207:					700.00	.00	700.00	
1245	PROFESSIONAL PEST C	528160	PW PEST CONTROL	1	08/16/2021	21.45	.00	21.45	08/20/2021
		528160	PW PEST CONTROL	2	08/16/2021	5.85	.00	5.85	08/20/2021
		528160	PW PEST CONTROL	3	08/16/2021	5.85	.00	5.85	08/20/2021
		528160	PW PEST CONTROL	4	08/16/2021	5.85	.00	5.85	08/20/2021
		528161	MC PEST CONTROL	1	08/16/2021	6.90	.00	6.90	08/20/2021
		528161	MC PEST CONTROL	2	08/16/2021	6.90	.00	6.90	08/20/2021
		528161	MC PEST CONTROL	3	08/16/2021	6.90	.00	6.90	08/20/2021
		528161	MC PEST CONTROL	4	08/16/2021	25.30	.00	25.30	08/20/2021
	Total 1245:					85.00	.00	85.00	
1256	BOUND TREE MEDICAL,	84164020	EMS - SUPPLIES	1	08/11/2021	157.83	.00	157.83	08/20/2021
	Total 1256:					157.83	.00	157.83	
1385	MID-STATE EQUIPMENT I	A86141	MOWER PARTS	1	08/06/2021	21.60	.00	21.60	08/20/2021
		A86141	MOWER PARTS	2	08/06/2021	21.61	.00	21.61	08/20/2021
		A86141	MOWER PARTS	3	08/06/2021	21.61	.00	21.61	08/20/2021
		A86141	MOWER PARTS	4	08/06/2021	79.22	.00	79.22	08/20/2021
	Total 1385:					144.04	.00	144.04	
1459	ENTWISTLE METAL FAB I	65092	PARK SOCCER GOAL PO	1	08/10/2021	300.00	.00	300.00	08/20/2021
	Total 1459:					300.00	.00	300.00	
1709	VON BRIESEN & ROPER	365258	PERSONNEL ISSUES	1	08/17/2021	354.00	.00	354.00	08/20/2021
	Total 1709:					354.00	.00	354.00	

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
1759	MANDT SANDFILL TRUC	60299	STREET SWEEPINGS	1	07/01/2021	60.00	.00	60.00	08/20/2021
		60299	MATERIALS	2	07/01/2021	111.60	.00	111.60	08/20/2021
Total 1759:						171.60	.00	171.60	
1896	NAPA AUTO PARTS	791917	VEHICLE PARTS TRUCK	1	08/06/2021	14.28	.00	14.28	08/20/2021
		791917	VEHICLE PARTS TRUCK	2	08/06/2021	14.28	.00	14.28	08/20/2021
		791917	VEHICLE PARTS TRUCK	3	08/06/2021	14.28	.00	14.28	08/20/2021
		791917	VEHICLE PARTS TRUCK	4	08/06/2021	52.39	.00	52.39	08/20/2021
		792236	CHIEF'S CAR	1	08/09/2021	16.25	.00	16.25	08/20/2021
Total 1896:						111.48	.00	111.48	
1904	HUMPHREY SERVICE PA	1248915	SHOP SUPPLIES	1	08/10/2021	3.12	.00	3.12	08/20/2021
		1248915	SHOP SUPPLIES	2	08/10/2021	3.12	.00	3.12	08/20/2021
		1248915	SHOP SUPPLIES	3	08/10/2021	3.12	.00	3.12	08/20/2021
		1248915	SHOP SUPPLIES	4	08/10/2021	11.47	.00	11.47	08/20/2021
		1248916	GENERATOR PARTS	1	08/10/2021	13.85	.00	13.85	08/20/2021
		1248916	GENERATOR PARTS	2	08/10/2021	13.85	.00	13.85	08/20/2021
		1248916	GENERATOR PARTS	3	08/10/2021	13.85	.00	13.85	08/20/2021
		1248916	GENERATOR PARTS	4	08/10/2021	50.81	.00	50.81	08/20/2021
Total 1904:						113.19	.00	113.19	
1910	ZURBUCHEN OIL INC	253943	DYED DIESEL FUEL	1	08/13/2021	656.64	.00	656.64	08/20/2021
		253944	DPW GREASE	1	08/13/2021	8.59	.00	8.59	08/20/2021
		253944	DPW GREASE	2	08/13/2021	8.59	.00	8.59	08/20/2021
		253944	DPW GREASE	3	08/13/2021	8.60	.00	8.60	08/20/2021
		253944	DPW GREASE	4	08/13/2021	31.52	.00	31.52	08/20/2021
Total 1910:						713.94	.00	713.94	
1976	MURPHY DESMOND SC	8132970	4313 TRIANGLE ST ESCR	1	08/10/2021	434.50	.00	434.50	08/20/2021
Total 1976:						434.50	.00	434.50	
1985	WI PUBLIC FINANCE PR	081921	CONTINUING DISCLOSU	1	08/19/2021	500.00	.00	500.00	08/20/2021
Total 1985:						500.00	.00	500.00	
1989	CORPORATE BUSINESS	29859546	COPIER LEASE	1	08/09/2021	190.00	.00	190.00	08/20/2021
		29859547	COPIER LEASE	1	08/09/2021	51.35	.00	51.35	08/13/2021
		29859547	COPIER LEASE	2	08/09/2021	14.00	.00	14.00	08/13/2021
		29859547	COPIER LEASE	3	08/09/2021	14.00	.00	14.00	08/13/2021
		29859547	COPIER LEASE	4	08/09/2021	14.01	.00	14.01	08/13/2021
Total 1989:						283.36	.00	283.36	
2082	NASSCO INC	6027254	CLEANING SUPPLIES	1	08/04/2021	156.97	.00	156.97	08/20/2021
		6027970	CLEANING SUPPLIES	1	08/05/2021	116.47	.00	116.47	08/20/2021
		6027975	PARK SUPPLIES	1	08/05/2021	140.68	.00	140.68	08/20/2021
Total 2082:						414.12	.00	414.12	
2121	LAKESIDE INTERNATION	14193	VEHICLE HEAVY DUTY P	1	08/03/2021	107,482.62	.00	107,482.62	08/20/2021
		8227595P	TRUCK PARTS - TRUCK 6	1	07/30/2021	148.82	.00	148.82	08/20/2021
		8227595P	TRUCK PARTS - TRUCK 6	2	07/30/2021	148.82	.00	148.82	08/20/2021

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		8227595P	TRUCK PARTS - TRUCK 6	3	07/30/2021	148.82	.00	148.82	08/20/2021
		8227595P	TRUCK PARTS - TRUCK 6	4	07/30/2021	545.68	.00	545.68	08/20/2021
		8228091P	TRUCK PARTS - TRUCK 4	1	08/06/2021	644.84	.00	644.84	08/20/2021
		8228091P	TRUCK PARTS - TRUCK 4	2	08/06/2021	175.86	.00	175.86	08/20/2021
		8228091P	TRUCK PARTS - TRUCK 4	3	08/06/2021	175.86	.00	175.86	08/20/2021
		8228091P	TRUCK PARTS - TRUCK 4	4	08/06/2021	175.86	.00	175.86	08/20/2021
		8228655P	E1 REPAIR	1	08/13/2021	1,628.70	.00	1,628.70	08/20/2021
Total 2121:						111,275.88	.00	111,275.88	
2185	MSA PROFESSIONAL SE	R09361020.0	SUSTAINABILITY PLAN	1	08/13/2021	2,480.00	.00	2,480.00	08/20/2021
Total 2185:						2,480.00	.00	2,480.00	
2216	ANDRES MEDICAL	252521	ANDRES - JULY COLLEC	1	08/12/2021	909.30	.00	909.30	08/20/2021
Total 2216:						909.30	.00	909.30	
2229	PRECISION LIFT AND EQ	129517	LIFT REPAIR	1	08/11/2021	51.45	.00	51.45	08/20/2021
		129517	LIFT REPAIR	2	08/11/2021	51.45	.00	51.45	08/20/2021
		129517	LIFT REPAIR	3	08/11/2021	51.45	.00	51.45	08/20/2021
		129517	LIFT REPAIR	4	08/11/2021	188.65	.00	188.65	08/20/2021
Total 2229:						343.00	.00	343.00	
9137	RICOH USA INC	5062541715	RICOH COPIER EXTRA	1	08/01/2021	26.03	.00	26.03	08/20/2021
Total 9137:						26.03	.00	26.03	
11090	SHIVELER, SHAWN	SS071921	PLATOON MEAL REIMBU	1	07/19/2021	138.00	.00	138.00	08/20/2021
Total 11090:						138.00	.00	138.00	
16241	WI DEPT OF JUSTICE	L1373T-0731	BACKGROUND CHECKS	1	07/31/2021	84.00	.00	84.00	08/20/2021
Total 16241:						84.00	.00	84.00	
16247	CITY TREASURER	07100600-08	STORMWATER CHARGE	1	08/06/2021	24.61	.00	24.61	08/13/2021
Total 16247:						24.61	.00	24.61	
16296	DANE CO DEPT OF HUM	JULY2021	MEALSITE DONATION - M	1	08/20/2021	1,901.00	.00	1,901.00	08/20/2021
		JULY2021	MEALSITE DONATION - C	2	08/20/2021	654.00	.00	654.00	08/20/2021
Total 16296:						2,555.00	.00	2,555.00	
16385	THE PSYCHOLOGY CEN	194520	S BOYD - BASIC PRE-EM	1	07/06/2021	450.00	.00	450.00	08/20/2021
		194525	M LOVDAL - BASIC PRE-	1	07/07/2021	450.00	.00	450.00	08/20/2021
		195573	BASIC-PRE EMPLOYMEN	1	07/22/2021	450.00	.00	450.00	08/20/2021
Total 16385:						1,350.00	.00	1,350.00	
16640	TOP PACK DEFENSE LLC	6576	CHAPIN INITIAL ISSUE	1	08/02/2021	364.98	.00	364.98	08/20/2021
		6617	LOVDAL INITIAL ISSUE	1	07/30/2021	1,938.10	.00	1,938.10	08/20/2021
Total 16640:						2,303.08	.00	2,303.08	

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
16712	LIFE-ASSIST, INC	1113717	EMS MEDICAL SUPPLIES	1	07/06/2021	270.00	.00	270.00	08/20/2021
		1124154	EMS MEDICAL SUPPLIES	1	08/11/2021	112.70	.00	112.70	08/20/2021
Total 16712:						382.70	.00	382.70	
16782	MADISON EMERGENCY	INV1083	MEDICAL DIRECTION AU	1	08/09/2021	700.00	.00	700.00	08/20/2021
Total 16782:						700.00	.00	700.00	
16829	REUTER, WHITISH & EVA	68318	DAN CHIN ESCROW	1	07/22/2021	5,612.60	.00	5,612.60	08/20/2021
		68324	ROSEWOOD FIELDS ESC	1	07/22/2021	1,020.00	.00	1,020.00	08/20/2021
		68327	URSO ESCROW	1	07/22/2021	586.50	.00	586.50	08/20/2021
Total 16829:						7,219.10	.00	7,219.10	
16890	PIRTEK MADISON	MA-T000040	SKID STEER ATTACHME	1	08/18/2021	83.92	.00	83.92	08/20/2021
		MA-T000040	SKID STEER ATTACHME	2	08/18/2021	22.88	.00	22.88	08/20/2021
		MA-T000040	SKID STEER ATTACHME	3	08/18/2021	22.88	.00	22.88	08/20/2021
		MA-T000040	SKID STEER ATTACHME	4	08/18/2021	22.88	.00	22.88	08/20/2021
Total 16890:						152.56	.00	152.56	
17045	DETROIT SALT COMPAN	SI21-07902	ROAD SALT	1	08/17/2021	1,809.07	.00	1,809.07	08/20/2021
Total 17045:						1,809.07	.00	1,809.07	
17084	AMAZON CAPITAL SERVI	11PR-4LVG-	WIRELESS KEYBOARD F	1	08/15/2021	92.98	.00	92.98	08/20/2021
		14C4-9VXY-	PROGRAM SUPPLIES	1	08/09/2021	98.94	.00	98.94	08/20/2021
		14LF-M6RH-	PARKS FACILITY MAINT	1	08/04/2021	140.16	.00	140.16	08/20/2021
		1JRV-4W3G-	DVDS & CDS	1	08/06/2021	29.98	.00	29.98	08/20/2021
		1NMR-RLHL-	PROGRAM SUPPLIES	1	08/13/2021	39.15	.00	39.15	08/20/2021
		1P6J-GDDM-	PARKS MOWER	1	08/15/2021	10.42	.00	10.42	08/20/2021
		1P6J-GDDM-	PARKS MOWER	2	08/15/2021	2.84	.00	2.84	08/20/2021
		1P6J-GDDM-	PARKS MOWER	3	08/15/2021	2.84	.00	2.84	08/20/2021
		1P6J-GDDM-	PARKS MOWER	4	08/15/2021	2.84	.00	2.84	08/20/2021
		1PTL-D4T4-	DVDS & CDS	1	08/08/2021	64.53	.00	64.53	08/20/2021
		1V66-P61R-6	DVDS & CDS	1	08/10/2021	35.98	.00	35.98	08/20/2021
		1VTN-GMY6-	DVDS & CDS	1	08/15/2021	11.79	.00	11.79	08/20/2021
		1XL1-FT73-4	DVDS & CDS	1	08/15/2021	16.99	.00	16.99	08/20/2021
Total 17084:						549.44	.00	549.44	
17092	GENERAL ENGINEERING	30	BUILDING INSPECTION S	1	08/09/2021	7,283.08	.00	7,283.08	08/20/2021
Total 17092:						7,283.08	.00	7,283.08	
17141	BADGERLAND DISPOSAL	0001806751	PORTABLE RESTROOM	1	07/29/2021	970.00	.00	970.00	08/20/2021
Total 17141:						970.00	.00	970.00	
17187	B&H PHOTO	192052272	SCHOOL BOARD PURCH	1	08/10/2021	218.70	.00	218.70	08/20/2021
		192170688	SCHOOL BOARD PURCH	1	08/12/2021	95.08	.00	95.08	08/20/2021
		192192616	SCHOOL BOARD PURCH	1	08/13/2021	60.19	.00	60.19	08/20/2021
		192261231	SCHOOL BOARD PURCH	1	08/16/2021	91.80	.00	91.80	08/20/2021
		192372003	SCHOOL BOARD RETUR	1	08/18/2021	107.96-	.00	107.96-	08/20/2021

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Total 17187:						357.81	.00	357.81	
17197	FRIENDS OF THE MCFAR	073121	REIMBURSEMENT FOR F	1	07/31/2021	318.00	.00	318.00	08/20/2021
Total 17197:						318.00	.00	318.00	
17339	HOMESTEAD HOUSING	080321-8005	REFUND OVERPAYMENT	1	08/03/2021	2.14	.00	2.14	08/20/2021
		080321-9004	REFUND OVERPAYMENT	1	08/03/2021	1.49	.00	1.49	08/20/2021
Total 17339:						3.63	.00	3.63	
17394	MID-WISCONSIN SECURI	81865	SECURITY AGREEMENT	1	08/04/2021	200.00	.00	200.00	08/20/2021
		81866	SECURITY RESPONSE	1	08/04/2021	200.00	.00	200.00	08/20/2021
Total 17394:						400.00	.00	400.00	
17423	US VET GENERAL CONT	053121PAYA	2020 PARK FACILITY PRO	1	05/31/2021	7,600.00	.00	7,600.00	08/20/2021
		053121PAYA	2020 PARK FACILITY PRO	2	05/31/2021	7,600.00	.00	7,600.00	08/20/2021
Total 17423:						15,200.00	.00	15,200.00	
17427	SOLVIT INC	54784	LAUNDRY SOAP	1	08/11/2021	258.00	.00	258.00	08/20/2021
Total 17427:						258.00	.00	258.00	
17476	MED ALLIANCE GROUP, I	217826	CPAP	1	08/09/2021	308.52	.00	308.52	08/20/2021
Total 17476:						308.52	.00	308.52	
17569	MCFARLAND ACE HARD	002123/1	WELL #3 FACILITY REPAI	1	08/06/2021	34.19	.00	34.19	08/20/2021
		002127/1	PW SHOP SUPPLIES	1	08/06/2021	15.83	.00	15.83	08/20/2021
		002127/1	PW SHOP SUPPLIES	2	08/06/2021	4.32	.00	4.32	08/20/2021
		002127/1	PW SHOP SUPPLIES	3	08/06/2021	4.32	.00	4.32	08/20/2021
		002127/1	PW SHOP SUPPLIES	4	08/06/2021	4.32	.00	4.32	08/20/2021
		002128/1	PARKS SUPPLIES MCDA	1	08/06/2021	155.69	.00	155.69	08/20/2021
		002129/1	PARKS SUPPLIES FORES	1	08/06/2021	8.00	.00	8.00	08/20/2021
		002130/1	PARKS FACILITY MAINT	1	08/06/2021	17.05	.00	17.05	08/20/2021
		002137/1	POLY ROPE	1	08/08/2021	16.19	.00	16.19	08/20/2021
		002140/1	PW SHOP SUPPLIES	1	08/09/2021	3.76	.00	3.76	08/20/2021
		002140/1	PW SHOP SUPPLIES	2	08/09/2021	1.02	.00	1.02	08/20/2021
		002140/1	PW SHOP SUPPLIES	3	08/09/2021	1.02	.00	1.02	08/20/2021
		002140/1	PW SHOP SUPPLIES	4	08/09/2021	1.03	.00	1.03	08/20/2021
		002156/1	PARKS SUPPLIES--PAINT	1	08/10/2021	10.78	.00	10.78	08/20/2021
		002157/1	PW SHOP SUPPLIES	1	08/10/2021	2.02	.00	2.02	08/20/2021
		002157/1	PW SHOP SUPPLIES	2	08/10/2021	7.42	.00	7.42	08/20/2021
		002157/1	PW SHOP SUPPLIES	3	08/10/2021	2.02	.00	2.02	08/20/2021
		002157/1	PW SHOP SUPPLIES	4	08/10/2021	2.03	.00	2.03	08/20/2021
		002169/1	PW SHOP SUPPLIES	1	08/10/2021	1.21	.00	1.21	08/20/2021
		002169/1	PW SHOP SUPPLIES	2	08/10/2021	1.21	.00	1.21	08/20/2021
		002169/1	PW SHOP SUPPLIES	3	08/10/2021	1.21	.00	1.21	08/20/2021
		002169/1	PW SHOP SUPPLIES	4	08/10/2021	4.43	.00	4.43	08/20/2021
		002179/1	MUNICIPAL CENTER MAI	1	08/11/2021	7.14	.00	7.14	08/20/2021
		002179/1	MUNICIPAL CENTER MAI	2	08/11/2021	1.95	.00	1.95	08/20/2021
		002179/1	MUNICIPAL CENTER MAI	3	08/11/2021	1.95	.00	1.95	08/20/2021
		002179/1	MUNICIPAL CENTER MAI	4	08/11/2021	1.95	.00	1.95	08/20/2021
		002182/1	RETURN PARKS SUPPLI	1	08/11/2021	17.98-	.00	17.98-	08/20/2021

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		002183/1	WATER UTILITY SUPPLY	1	08/11/2021	24.29	.00	24.29	08/20/2021
		002197/1	PARKS SUPPLIES FORES	1	08/12/2021	5.49	.00	5.49	08/20/2021
		002198/1	WATER UTILITY	1	08/13/2021	3.40	.00	3.40	08/20/2021
		002208/1	PARKS FACILITY MAINT	1	08/14/2021	5.39	.00	5.39	08/20/2021
Total 17569:						332.65	.00	332.65	
17685	INGRAM LIBRARY SERVI	62732434	ADULT BOOKS	1	08/05/2021	56.94	.00	56.94	08/20/2021
		62732560	ADULT BOOKS	1	08/06/2021	19.39	.00	19.39	08/20/2021
		62732723	JUVENILE BOOKS	1	08/06/2021	269.36	.00	269.36	08/20/2021
		62733004	JUVENILE BOOKS	1	08/09/2021	134.43	.00	134.43	08/20/2021
		62733815	BOOKS	1	08/11/2021	384.06	.00	384.06	08/20/2021
		62733995	BOOKS	1	08/12/2021	339.10	.00	339.10	08/20/2021
		67340152	JUVENILE BOOKS	1	08/04/2021	43.51	.00	43.51	08/20/2021
		67341186	ADULT BOOKS	1	08/06/2021	90.18	.00	90.18	08/20/2021
Total 17685:						1,336.97	.00	1,336.97	
17690	S&L UNDERGROUND, IN	080421	2021 CTH MN/BROADHE	1	08/04/2021	251,384.75	.00	251,384.75	08/20/2021
Total 17690:						251,384.75	.00	251,384.75	
17696	VILLAGE LIQUOR	080321	RESTITUTION - D SCHRO	1	08/03/2021	32.57	.00	32.57	08/20/2021
Total 17696:						32.57	.00	32.57	
17699	IDEAL BUILDERS	080421	REFUND ESCROW DEPO	1	08/04/2021	1,000.00	.00	1,000.00	08/20/2021
		080421	REFUND SITE/DESIGN R	2	08/04/2021	400.00	.00	400.00	08/20/2021
Total 17699:						1,400.00	.00	1,400.00	
17700	HALL, MICHAEL	365	SRP PROGRAMMING TE	1	08/10/2021	300.00	.00	300.00	08/20/2021
Total 17700:						300.00	.00	300.00	
17701	BREUER, TODD AND KEL	081121	REFUND OVERPAYMENT	1	08/11/2021	140.03	.00	140.03	08/20/2021
Total 17701:						140.03	.00	140.03	
17702	CRESCENT LANDSCAPE	026147	CEDAR RIDGE PARK--CH	1	08/13/2021	2,050.00	.00	2,050.00	08/20/2021
Total 17702:						2,050.00	.00	2,050.00	
Grand Totals:						460,323.96	.00	460,323.96	

Report Criteria:
Detail report type printed

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Amount
08/14/2021	PC	08/20/2021		BOYD, STEVEN	69	642.81
08/14/2021	PC	08/20/2021		LOVDAL, MAYA	70	713.12
08/14/2021	CDPT	08/20/2021		FIRE FIGHTERS LOCAL 3	8	135.88
08/14/2021	CDPT	08/20/2021		WI SCTF	5	207.89

PAYROLL RELATED

\$1,699.50



Event Permit

Pursuant to Village Ordinance Chapter 11

For parades, run/walks, car shows, community events, and special events in which 200 or more attendees are anticipated at one time or that is likely to have a significant impact on neighborhood parking or the free-flow of traffic (only pertains to events that are open to the public).

☐ - Application Fee - \$100 (due with application)

Public Property vs. Private Property	Notes/Instructions
1. Will any portion of this event take place on public property? ☒ - Yes ☐ - No	If yes, please complete entire application. If no, please complete question 1a.
1a. If no, will the event involve the sale of alcohol? ☐ - Yes ☒ - No	If yes, please complete the entire application. If no, please contact Village Administration to determine if you need to complete the application

Applicant Information	
Name(First, M.I., Last) of Primary Contact: <i>Stuart J Schaefer</i>	Phone: [REDACTED]
Address: <i>5101 Farwell St.</i>	
Email Address: [REDACTED]	

Agency/Organization Information -- (If applicable)	
Name: <i>Stu Schaefer (McFarland Pool)</i>	Phone: [REDACTED]
Address: <i>5101 Farwell St.</i>	
Email Address: [REDACTED]	

Event Information	
Name of Event: <i>TRI-MRAP</i>	Type of Event: <i>Triathlon - Sprint</i>
Location of Event: <i>McFarland High School</i>	
Event Date(s): <i>9/18/21</i>	Event Time(s): <i>8am to 12pm</i>
Total number of anticipated attendees: <i>150</i>	Total Number of attendees anticipated being at the event at one time: <i>75</i>
Set up Start Time: <i>7am</i>	Tear Down End Time: <i>12:30pm</i>

Event Questionnaire	Notes/Instructions
1. Is this event proposed to take place on a Village street? ☒ - Yes ☐ - No	If yes, please attach map of route including all intersections and road closures.
2. Will the event involve closure of a Village Street(s)? ☐ - Yes ☒ - No	
3. Does this event include a parade which will take place on any portion of a Village street? ☐ - Yes ☒ - No	If yes, please attach map of route. *only allowed for community organizations
4. Is this event predicted to have 200 attendees at one time? ☐ - Yes ☒ - No	This only pertains to events open to the public, not private parties.
5. Will there be outdoor amplified sound? ☒ - Yes ☐ - No <i>NHS Stadium, not till 9am</i>	
6. Will the event generate amplified sound after 10 p.m.? ☐ - Yes, a variance is requested as part of this application ☒ - No	All events generating noise after 10 p.m. require a variance from the Village Board.
7. Will alcohol be consumed? ☐ - Yes ☒ - No	
7a. If yes, will minors be present where alcohol is served? ☐ - Yes, a variance is requested as part of this application ☐ - No	All events that allow for the presence of minors where alcohol is served require a variance from the Village Board.
7b. Will alcohol be sold? ☐ - Yes ☐ - No	If yes, a temporary alcohol license is required. Please contact the Clerk at 608-838-3153. Form may also be accessed at: Mcfarland.wi.us/licensespermits
8. Will a Village Park be used? ☐ - Yes ☒ - No Please identify the park: <i>Not really however they run through Lewis park.</i>	Reservations should be made at: Mcfarland.wi.us/parks_reserve
9. Will the event involve tents, or any other activities that will require digging or turf disturbance? ☐ - Yes ☒ - No	*You are required to contact digger's hotline no less than 5 days prior to the event to provide a locate.
10. Has this event been previously approved in prior years by the Village? <i>2017</i> ☒ - Yes ☐ - No	If yes, when: _____ (month/year)
10a. If yes, have any of the event details changed from the prior years? ☐ - Yes ☒ - No	If yes, describe changes(attach additional sheets if necessary):
11. Will the event include any mobile food carts? ☐ - Yes ☒ - No	If yes, a Mobile Food Establishment Permit is required for each cart. Please contact the Clerk at 608-838-3153. Form may also be accessed at: Mcfarland.wi.us/licensespermits
12. Will the event include any vendors? ☐ - Yes ☒ - No	If yes, a Direct Seller Permit may be required for each vendor. Municipal Staff will contact you to obtain more information.

Required Attachments

- ☒ - Detailed event schedule
- ☒ - Site Plan Requirement – a site plan must be attached that identifies the event layout for the event including stages, tents, equipment, fencing, alcohol sale and carding areas, etc.
- ☒ - (if applicable) If the event will take place on a Village street, include a map of all routes or activities.
- ☐ - Insurance - The applicant shall furnish a certificate to the Village demonstrating that applicant has in force and will maintain during the time the Event Permit is in effect public liability insurance of not less than \$1,000,000 per one person, \$2,000,000 per occurrence for personal injury and \$1,000,000 for property damage naming the Village as an additional insured.

Event Details and Security Plan

As part of the application process, you will be required to meet with the McFarland Police Department to discuss details of your event and security requirements. Please provide some dates/times you would be available for a meeting:

Please call 219-1563 to set up a meeting time

Event Coordinators

Village requires each event to identify event coordinators who shall serve as direct contacts for the event. These should be individuals that are not directly participating in the event activities, but rather specifically assigned to monitor and assist in coordinating the activities of the event.

Identify Event coordinators (identify 1 for every 50 expected attendees) – attach additional sheets if necessary.

Name	Location at Event (Ex: Race Start, supply tent)	Time On-site (ex: 10 a.m. to 2 p.m.)	Cell Phone
<i>Sper Schaefer</i>	<i>Race Start/Finish</i>	<i>6am - 1pm</i>	

Indemnification Agreement

In consideration for the issuance of the Event Permit, the undersigned, both individually and the agency or organization applying for the Event Permit, shall indemnify, defend and hold harmless the Village of McFarland and its officers, officials, agents, and employees against all loss or expense (including liability costs and reasonable attorney's fees) by reason of any claim or suit, or of liability imposed by law upon the Village or its officers, officials, agents or employees, for damages because of injury, including death at any time resulting therefrom, sustained by any person or persons, or on account of damages to property, including loss of use thereof, arising from, in connection with, caused by or resulting from the Event. The undersigned represents that he or she has authority to enter into this agreement on behalf of the agency or organization applying for this permit.

Applicant Signature: *[Signature]*

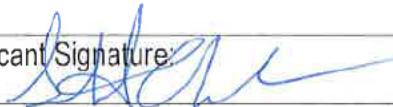
Date: *8/4/21*

Certification Section

PLEASE READ CAREFULLY BEFORE SIGNING

I understand the application and event requirements and agree to the following:

- ☒ - I agree to adhere to all applicable, federal, state and municipal laws and understand the violation of such laws will be subject to applicable fines and penalties, and failure to do so is ground for revocation of the event permit.
- ☒ - I understand that my event permit may be revoked at any time, if the Chief of Police, Fire/EMS Chief, Public Works Director, or designee, in their sole discretion, determine that health or general welfare to the public is endangered.
- ☒ - I agree to return the site to the condition that existed before the event within twenty-four (24) hours or the expiration of my parks reservation.
- ☒ - I agree to abide by all including any additional conditions imposed by the Village, and understand failure to adhere to conditions will result in revocation of the event permit.

Applicant Signature: 

Date: 8/4/21

FOR VILLAGE USE ONLY

☐ - Approved ☐ - Denied Police Chief: _____ Date: _____

Application Received: _____ 45-day application requirement met?: ☐ - Yes ☐ - No

Public Safety Committee Date: _____ ☐ - Approved ☐ - Denied ☐ - Not applicable

Village Board Meeting Date: _____ ☐ - Approved ☐ - Denied

Detailed Security Plan Requirements – Appendix A

**Police Department to provide criteria regarding security plan requirements. This would include number of event coordinators required per number of attendees, security requirements when alcohol is served, etc.

Detailed Emergency Management Expectations and Requirements – Appendix B

- Actions to be taken in the event of a fire, hazardous condition, or similar emergency requiring building or tent evacuation.
 - Have an individual call 911, not all facilities that have a fire alarm notify the 911 center. The 911 operator will have several questions but know the Fire & Rescue Department will be notified while questions are being obtained.
 - If amplified music is playing, have the music stop and if possible calmly announce the need to evacuate to the nearest exit.
 - Individuals will need to be designated in assisting in evacuating individuals to the nearest exit. Keep in mind most individuals will attempt to exit the same way they accessed the area. The exit will most likely not be able to handle the number of individuals exiting and have people near the exits to allow them to exit quickly while ushering individuals to the exit.
 - Designate an area of event-goers to an assembly area that is away from the building, fire department vehicle access. We want to allow access for fire trucks and firefighters to address the situation.
 - In the event, an individual is unwilling to exit do not put individuals at risk in attempting to remove the individual. Notify the initial arriving first responders.
- Actions to be taken in the event of a medical emergency.
 - Call 911 to report the incident. The 911 operator will have several questions but know the Fire & Rescue Department will be notified while questions are being obtained.
 - Identify individuals that can assist in getting responders from the entrance of the area to the individual that is in need of medical care. Note more than one vehicle will often respond and maybe several depending on the situation. Having adequate staff to remain in locations to direct additional vehicles responding is preferred.



MRAP

McFARLAND | RECREATION | AQUATICS | PLAY

2021 TRI-MRAP 23rd Annual Sprint Triathlon

Location: Angie O'Donnell Aquatic Center, McFarland Community Pool
5101 Farwell St, McFarland, WI 53558

Adult Event: Saturday, September 18th @ 8:00 am

Youth Event: Saturday, September 18th at the conclusion of the adult triathlon, but not before 10am.

Distances

YOUTH (8 & under) 50 meter swim, 1 mile bike, $\frac{1}{4}$ mile run
YOUTH (9-12yr olds) 100 meter swim, 1 mile bike, $\frac{1}{4}$ miles run
ADULT (13 and older) $\frac{1}{4}$ mile swim, 15 mile bike, and 3 mile run

Entry Fee

McFarland School District Residents

Adult Individual \$50 Teams \$75

Youth Individual \$30 Teams \$60

Non-Residents

Adult Individual \$70 Teams \$90

Youth Individual \$50 Teams \$75

Registration opens Monday, August 23rd, 2021 online at:

www.mcfarlandcommunitypool.com

NO ENTRIES ACCEPTED AFTER 9/17/21

(In order to receive a T-shirt please register before 9/6/21)

All McFarland Families, Staff and Students are encouraged to enter!

Get a relay together or do it by yourself!



MRAP
MCFARLAND | RECREATION | AQUATICS | PLAY

TRI-MRAP
YOUTH TRIATHLON ROUTE
Saturday, September 18th, 2021 (Not before 10:00am)

Check in before the race and get in line for staging. Athletes will be started one at a time as space allows based on ability level. Swimmers start in the water and push off the wall in the shallow end. You may swim on your stomach or back but stay off the bottom of the pool. Swimmers will be given the option to use a noodle if needed. 8 year olds and younger will swim two lengths of the pool 50meters. 9-12 year olds will swim four lengths of the pool 100 meters. Once swimmers finish the swim, climb out of the pool in the shallow end, exit through the deep end double doors, walk to the service drive behind the pool (You may leave your shoes, extra clothes and helmet on your bike behind the pool). When you get to the bike transition area, walk your bike to the parking lot and ride up the pool driveway to Exchange St (please do not ride your bike in the parking area!). Turn RIGHT on Exchange street heading to the middle school drive and turn RIGHT again towards IMMS. (A parent may ride along with you if you'd like, **however be mindful of the other athletes around you**). Bike up the IMMS hill and down the hill back to the **bike transition area/drop off**. Then start running on the sidewalk towards the visitor stadium entrance to the track and run 1 lap (400 meters) around the track. **As you finish your lap, PLEASE run through the marked area where your final time will be recorded by the timing system.**

Upon completion of the race, athletes will be awarded with a finisher award and results will be in the Thistle and posted online by September 20th, 2021.



MRAP
MCFARLAND | RECREATION | AQUATICS | PLAY

Sprint Triathlon Bike Route 2021

1. Exit the pool at the **south west window/door** (deep end) and Run/Walk to the ADULT bike transition area on the south side of the pool (facing towards Exchange St.)
2. Carefully walk your bike in the transition area, look both ways, and safely bike through the Pool driveway to Exchange St (**avoid the parking lot area!**)
3. Then **turn LEFT and start heading north on Exchange St.**
4. Then turn **RIGHT** at Creamery Road (Bashford).
5. **Continue straight** on Creamery/Elvehjem Road.
6. Turn **LEFT** onto Highway AB. (CAREFUL)
7. Turn **RIGHT** onto Highway MN.
8. Turn **RIGHT** on to Williams Dr.
9. Turn **RIGHT** onto Koshkonong Rd. (CAREFUL)
10. Turn **RIGHT** onto Door Creek Rd.
11. **Turn LEFT onto Highway MN. CAREFUL**
12. Turn **left** onto Highway AB. (CAREFUL)
13. Turn **right** onto Elvehjem / Creamery Road.
14. Turn **LEFT** onto Exchange. CAUTION (Four way stop)!!!
15. Drop off bikes at the Pool Area Bike Transition area! Make sure to WALK your bike in the transition area.

****These routes are tentative pending permission by each Town and Village.**

Run Route-2021

1. Leave Pool / Bike transition area, run up the pool driveway to Exchange St. and take a **RIGHT** heading south on Exchange St.
2. Take a **LEFT** onto Highland Dr.
3. Continue **Straight** on Highland Dr. to Lewis Park and follow bike path to Marsh Woods Dr
4. Continue **straight** on Marsh Woods Dr, Pheasant Run, then North Pass.
5. Turn **RIGHT** onto Dennis
6. Turn **RIGHT** onto Johnson
7. Turn **LEFT** onto Sure
8. Turn **LEFT** onto Exchange and continue south to the IMMS driveway (**watch out for bikers & cars!**)
9. Turn **RIGHT** onto IMMS driveway and continue up to the south/west track entrance.
10. Enter track at south/west gate, turn left onto track and run 1 lap around the finish line!!! Be sure to pass through the fishing line gate for an accurate time.

****These routes are tentative pending permission by each Town and Village.**

TRI - MRAP

September 18th, 2021

General Race Rules and Information

Registration Participants must be pre-registered before Sept. 17, 2021 at 10pm

Check-in at McFarland High School

-6:45am –7:45am on 9/18/21 for adults

-9:30am-9:50am 9/18/21 for the youth

Briefing for the **adult race** will be at 7:45am on Saturday and the first wave will be at 8:00am.

Briefing for the **youth event** will be no earlier than 10am on Saturday and the first wave will begin shortly after the completion of the adult triathlon.

Swimmers will be required to have race officials mark both shoulders and thighs with their race numbers

Swimming Rules:

- The swim will be 18 lengths of the high school pool (450 yards) for the adults, 6 lengths (150 yards) for the 9-12 year olds, and 2 lengths for 8&unders (50 yards). Participants are required to touch the wall at the end of each length. Certified lifeguards will supervise the swim.

- Swimmers will be staged based on ability level and start swimming as soon as there is an open lane available.

- Use of swimming equipment is prohibited, however noodles are allowed during the youth triathlon.

Participants are responsible for keeping track of their own distance. Race officials will not be counting individual laps.

Bike Rules: (Please know the routes in advance!)

- Participants' bikes must be in safe and working condition.

- All participants **MUST** have an ANSI, Snell or Astm approved helmet, or they will not be allowed in the race.

- Roads will not be blocked off. **Participants are required to follow all traffic laws.** Please ride with traffic and always pass on the left. Please remember to announce yourself as you are passing. **There will be some signs on the course but please try and know the route before the start of the race.**

- There will not be water stations on the course. Please provide your own water bottles.

Running Rules: (Please know the routes in advance!)

- Run against traffic and follow all traffic laws.

- No form of locomotion other than running/walking is allowed.

Awards:

- Athletes will receive a finisher award upon completion of the race. Final results will be posted online at www.mcfarlandcommunitypool.com

Medical: If you need medical assistance call 911. If you see someone who needs help, call 911 and please notify one of our volunteers immediately. Most of our volunteers at the Triathlon are certified lifeguards! **You or your emergency contact should notify us immediately if you drop out of the race by calling 218-4707.**

The age groupings are as follows:

Individual Youth: (Girls and Boys) 6 and Under, 7-8, 9-10, 11-12,

Individual Adult: (Male and Female) 19 and Under, 20-24, 25-29, 30-34, 35-39, 40-44, 45-49, 50-54, 55-above,

Relay Teams: (New divisions this year!)

Youth Divisions: (Total added ages) = 0-22, 23-30, 31-36, Family Only

Adult Division: (13 & Over) Male Only, Female Only, Co-ed and Family Only

Youth Triathlon

Youth Swim to Bike Transition

-  Swim to Bike Transition
-  Swim to Bike Transition
-  Youth Bike
-  Bike Drop Off
-  Youth Run
-  Youth Finish
-  Spectators
-  Spectators
-  Bike Pick UP

Family Fest Youth Triathlon



McFarland Family Festival Triathlon Adult Route

Pool to Bike Transition Walk/Run

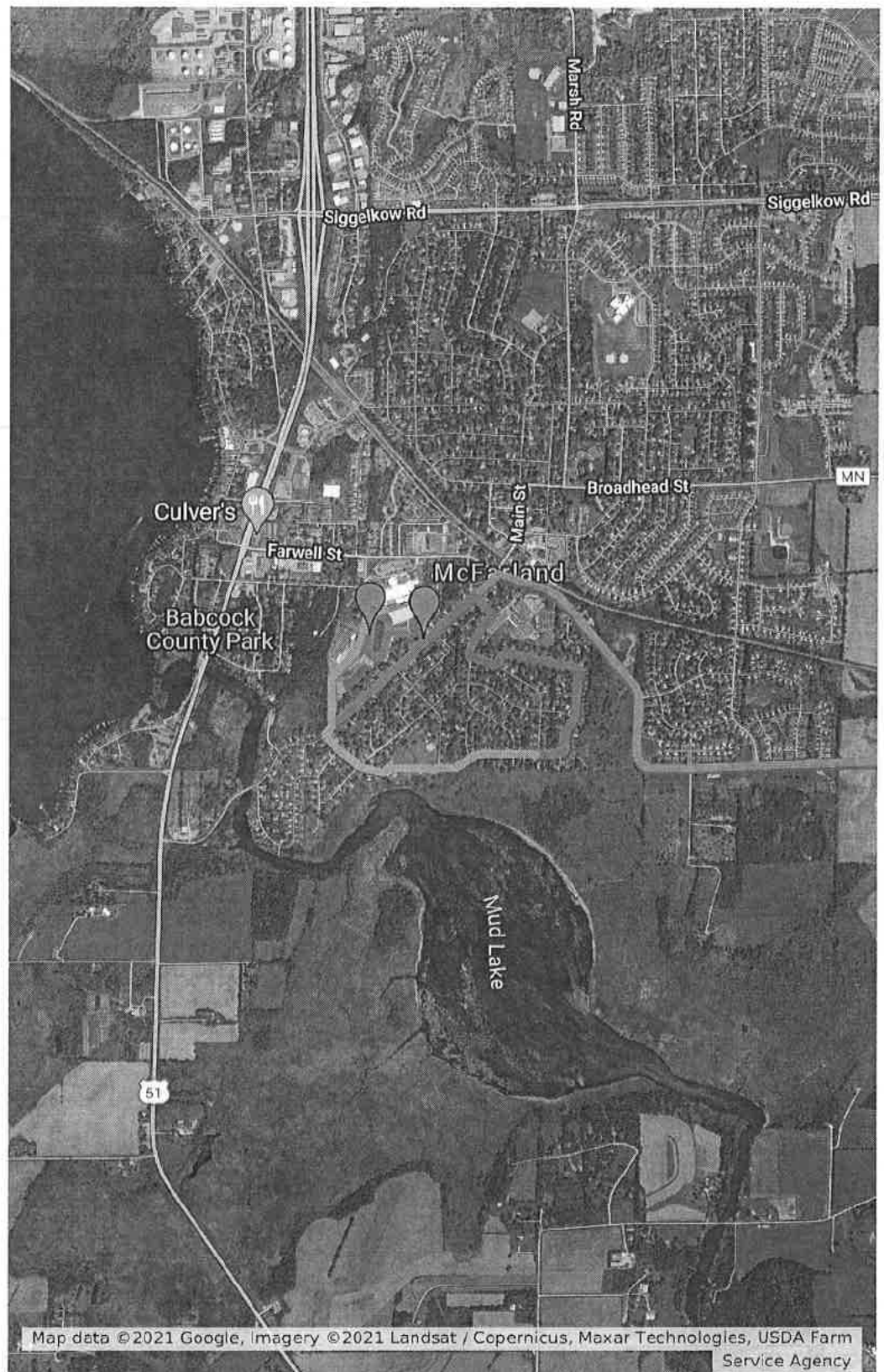
-  Swim to Bike Transition Area
-  Spectators
-  Spectators

Bike Route

-  Biking Transition Area
-  Bike Route Beginning
-  Bike Route Return

Run Route

-  Running Transition Area
-  Run Route: Beginning of Route
-  Run Route: Return Route
-  Finish





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/24/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER M3 Insurance Solutions, Inc. One Corporate Drive, Suite 600 Wausau WI 54401	CONTACT NAME: Nick Oleniczak PHONE (A/C, No, Ext): 262-524-6029 E-MAIL ADDRESS: nick.oleniczak@m3ins.com PRODUCER CUSTOMER ID #: MCFAS-3	FAX (A/C, No):														
INSURED McFarland School District 5101 Farwell Street Mc Farland WI 53558	<table border="1"><thead><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr></thead><tbody><tr><td>INSURER A : EMCASCO Insurance Company</td><td>21407</td></tr><tr><td>INSURER B : Employers Mutual Casualty Comp</td><td>21415</td></tr><tr><td>INSURER C :</td><td></td></tr><tr><td>INSURER D :</td><td></td></tr><tr><td>INSURER E :</td><td></td></tr><tr><td>INSURER F :</td><td></td></tr></tbody></table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : EMCASCO Insurance Company	21407	INSURER B : Employers Mutual Casualty Comp	21415	INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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INSURER C :																
INSURER D :																
INSURER E :																
INSURER F :																

COVERAGES**CERTIFICATE NUMBER:** 1669107875**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC	Y		3D26081	7/1/2021	7/1/2022	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
A	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ☒ NON-OWNED AUTOS			3E26081	7/1/2021	7/1/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
B	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DEDUCTIBLE ☒ RETENTION \$0			3J26081	7/1/2021	7/1/2022	EACH OCCURRENCE \$ 6,000,000 AGGREGATE \$ 6,000,000 \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N ☒ N/A			3H26081	7/1/2021	7/1/2022	☒ WC STATUTORY LIMITS ☐ OTHER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Commercial Automobile Physical Damage			3E26081	7/1/2021	7/1/2022	Comp. Deductible \$500 Coll. Deductible \$500

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The Village of McFarland is listed as additional insured with respect to general liability where required by written contract.

CERTIFICATE HOLDERVillage of McFarland
PO Box 110
McFarland WI 53558**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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McFarland Fire & Rescue Department

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

(608) 838-3278 • Fax: (608) 838-3619

Emergency: 911

August 10, 2021

Re: Event Permit Review – TRI-MRAP

I have reviewed the submitted event application by Stuart Schaefer, McFarland School District for the Tri-MRAP Event to occur on September 18, 2021, located at McFarland High School, Lewis Park and adjacent streets in the Village.

The application is substantially complete and complies with the EMS and fire requirements. The organizer should provide individuals to assist in monitoring major intersections and in particular participants will be crossing streets. The individuals monitoring the crossings should be wear reflective or brightly colored clothing. The individuals should also be equipped with a cellphone to aid in calling 911.

I recommend approval of the permit.

Sincerely,

Christopher C. Dennis, Chief
Fire & Rescue Department
Village of McFarland

McFarland

VILLAGE OF

Police Department

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

Aaron P. Chapin | Chief of Police

DATE: August 19, 2021

TO: McFarland Village Board

FROM: Aaron P. Chapin, Chief of Police

RE: Staffing Requirements for Family Fest Triathlon Run and Bike Event

My Recommendation to the McFarland Village Board is that approval of this permit be conditional to the acceptance of the below listed staffing requirements, to be staffed by the event organizer.

For the run portion of the event:

- All staff members attending to intersections will wear a brightly colored traffic vest.
- It is highly recommended that these staff members have a continuous means of communications, such as walkie-talkies.
- ATV type vehicles (one person in each) with flashing lighting (likely school district vehicles) will be utilized. One will remain to the rear of the group to warn traffic overtaking from behind, one will remain mobile with basic medical supplies and water. It is recommended that this vehicle remain at the front at the beginning of the run, until participants spread out somewhat. These individuals will have a cell phone or other means of communication.
- At least four individuals will be mobile on bicycles with a cell phone or other means of communication. The organizer may consider using two of these to “leap frog” from one assigned location to the next in order to save on staffing numbers.
- One volunteer should be posted at the intersection of Exchange St. and Middle School driveway to stop or assist traffic approaching on Exchange St.
- One volunteer should be posted at the intersection of Exchange St. and Highland Ave. to stop or assist traffic approaching on Exchange St.
- One volunteer should be posted at the intersection of Highland Ave. and Schneider Place to stop or assist traffic approaching on Highland Ave.
- Two volunteers should be posted at the intersection of Highland Ave. and Lani Lane to stop or assist approaching traffic
- One volunteer should be posted at the intersection of Marsh Woods and Lewis to stop or assist approaching traffic
- One volunteer should be posted at the intersection of Marsh Woods and Sighting to stop or assist approaching traffic

- One volunteer should be posted at the intersection of Marsh Woods and Johnson to stop or assist approaching traffic
- One volunteer should be posted at the intersection of Marsh Woods and Dennis to stop or assist approaching traffic
- Two volunteers should be posted at the intersection of Dennis and Lani to stop or assist approaching traffic
- One volunteer should be posted at the intersection of Dennis and North Pass to stop or assist approaching traffic
- Two volunteers should be posted at the intersection of Dennis and Johnson to stop or assist approaching traffic
- One volunteer should be posted at the intersection of Johnson and Sure to stop or assist approaching traffic
- Two volunteers should be posted at the intersection of Sure and Exchange to stop or assist approaching traffic
- One volunteer should be posted at the intersection of Exchange and Renee to stop or assist approaching traffic
- One volunteer should be posted at the intersection of Exchange and Lewis to stop or assist approaching traffic

For the bike portion of the event:

- All staff members attending to intersections will wear a brightly colored traffic vest.
- It is highly recommended that these staff members have a continuous means of communications, such as walkie-talkies.
- At least four individuals will be mobile on bicycles with a cell phone or other means of communication. One will remain to the rear of the group to warn traffic overtaking from behind; two will remain mobile with basic medical supplies and water, and will be equipped with a flashing bicycle type warning light. The rider will wear a brightly colored traffic vest. A second will remain at the front at the beginning of the run, until participants spread out somewhat. The third and fourth will remain mobile. These individuals will have a cell phone or other means of communication. The organizer may consider using the two mobile units to “leap frog” from one assigned location to the next in order to save on staffing numbers.
- Some of the listed assignments are duplicates from the run recommendations. If the individual assigned from the run event will still be on location for the biking event, duplicate staff is not necessary.
- One volunteer should be posted at the intersection of Exchange St. and Middle School driveway to stop or assist traffic approaching on Exchange St.
- One volunteer should be posted at the intersection of Exchange and Lewis to stop or assist approaching traffic
- One volunteer should be posted at the intersection of Sure and Exchange to stop or assist approaching traffic

- One volunteer should be posted at the intersection of Exchange and Renee to stop or assist approaching traffic
- At least three volunteers should be posted at the 4-way intersection of Exchange / Farwell / Bashford.
- At least three volunteers should be posted at the 4-way intersection of Bashford / Johnson / Creamery / Milwaukee.
- One volunteer should be posted at the intersection of Creamery and Country Walk to stop or assist approaching traffic
- One volunteer should be posted at the intersection of Elvehjem and Hidden Farm to stop or assist approaching traffic
- One volunteer should be posted at the intersection of Elvehjem and Holscher to stop or assist approaching traffic
- One volunteer should be posted at the intersection of Elvehjem and Perrot Pl. to stop or assist approaching traffic
- Staff should remain at their locations for the return route.

Additional Comments:

- The lead vehicle or bicycle units may consider “leapfrogging” ahead, meaning they stay at each intersection until the intersection is under control, and then moving ahead to the next major intersection. This may allow you to utilize only one less staff person at some of the locations where two or more are recommended.
- The rear vehicle or bicycle should remain at the rear as much as possible, and only leave that position in the event of a dire emergency.
- Volunteers should be equipped with a cell phone or other means of communication.
- The police department has a traffic management training power point available for use if you choose to do some pre-training.

Any questions, feel free to contact me.

Thanks,



Aaron P. Chapin – Chief of Police

August 19, 2021

RE: Tri-MRAP Sprint Triathlon

The Public Works Department has a couple of requirements for this race as it passes through Lewis Park, which is rented out for the weekend of the event. Those requirements are as follows:

- No set up of any help or hydration stations are allowed in Lewis Park. These stations can be set up at the intersection Lewis Lane and Marsh Woods Drive.
- No event parking will be allowed at Lewis Park.

I wish them well with their event.

Regards,



Jim Hessling
Director of Public Works

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McFarland
SUMMARY SHEET

MEETING DATE: Monday, August 23, 2021

SECTION: Business

DEPARTMENT: Police

CONTACT: Aaron Chapin, Police Chief

AGENDA ITEM: Discussion and action regarding Ordinance #2021-09: an ordinance to update finger printing service fees within the fee schedule in Appendix A of the Code of Ordinances.

PREVIOUS ACTION:

N/A

ISSUE SUMMARY:

The McFarland Police Department offers fingerprinting services to residents of McFarland for a flat fee of \$10 and to non-residents for \$15. This fee is for as many fingerprint cards as requested, despite the extra time and supplies needed to do this. We would like to increase our rates to charge \$10 per card for residents of McFarland and \$20 per card for non-residents of McFarland. Other agencies in Dane County charge per card, or charge extra after two cards. We would like our fee schedule to be similar to other municipalities to discourage non-residents from coming to McFarland because it is cheaper than their local police department.

FINANCIAL/BUDGET IMPACT:

Fingerprinting fees are a revenue for the Village. The change would have very little impact if any on the budget.

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Public Safety Committee unanimously recommended approval of Ordinance 2021-09: an ordinance to update finger printing service fees within the fee schedule in Appendix A of the Code of Ordinances.

Motion to approve Ordinance 2021-09:an ordinance to update finger printing service fees within the fee schedule in Appendix A of the Code of Ordinances."

ATTACHMENTS:

1. 2021-09 Fingerprinting Services

ORDINANCE 2021-09

**AN ORDINANCE AUTHORIZING
THE POLICE DEPARTMENT TO PROVIDE FINGERPRINTING SERVICES TO THE
PUBLIC AND TO ESTABLISH FEES FOR THESE SERVICES.**

Purpose: To authorize the Police Department to provide fingerprinting services to the public and to establish fees for these services.

Sponsor: Aaron Chapin, Chief of Police

Recommended Referral: Public Safety Committee

Public Hearing: Not Required

WHEREAS, the McFarland Police Department currently provides fingerprinting services to the public and providing these services requires significant staff time; and

WHEREAS, the Village Board accepts the recommendations of the Public Safety Committee and finds that it is appropriate that a reasonable fee be charged for these services.

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

1. Section 32-26 of the McFarland Municipal Code is created to read as follows:

Sec. 32-26. – Fingerprinting Services.

The Police Department may provide fingerprinting services to the public. A fee for providing these services shall be collected in the amount established by the Village Board and provided in Appendix A to this Code.

2. Appendix A of the McFarland Municipal Code is amended to include the following fees for fingerprinting services:

CHAPTER 32- LAW ENFORCEMENT

32-26	Fingerprinting Services	
	Resident- each fingerprint card	\$10.00
	Nonresident- each fingerprint card	\$20.00

The above and foregoing Ordinance 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

ORDINANCE 2021 – 09	
MOTION	SECOND
ACTION	DATE
Adopted	
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Clow -	Wreh -
Brassington -	Flaherty -
Nelson -	St. Clair -
Rupert -	
VOTING RESULTS	
Motion Carried	
Motion Defeated:	

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Monday, August 23, 2021

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Aimee Irwin, Assistant to the Public Works Director, Jim Hessling,
Public Works Director

AGENDA ITEM: Discussion and action regarding replacement plan for water meters
and other support equipment.

PREVIOUS ACTION:

The Public Utilities Committee review the options and affirmed the Staff Recommendation at their meeting on August 10, 2021.

ISSUE SUMMARY:

The Public Utilities Committee has been reviewing various options for the future of meter reading. The main reasons for reviewing the meter reading process include: 50W endpoints failing in the system due to battery life, the meter reading handheld no longer supported or sold, and improving usage tracking data for the utility and customers. An endpoint is the part of the meter that transmits a signal to the handheld reader to report usage.

Three main options have been presented:

1. Take no action: 50W endpoints continue to fail, the meter reading handheld may fail and there is no technical support for the handheld after 2021. Replace failing 50W with 100W endpoints (if backstock is available). Replace the handheld with another temporary handheld for \$2,000.
2. Improved Mobile Drive-By: Purchase hardware and software in the amount of \$14,500. Replacement of 50W endpoints due to failures and new software not able to read these endpoints. Create a timeline to replace the 60W and 100W endpoints to switch to the new hardware. Note: this approach is seen as temporary as the industry is moving away from this format which may require us to consider upgrade within a close proximity soon after completing implementation of this option.
3. Cellular Reading: Purchase hardware and software in the amount of \$12,500. Replacement of 50W endpoints due to failures and new software not able to read these endpoints. Create a timeline to replace the 60W and 100W endpoints to switch to cellular endpoints.

Grand Total to move to the second option is \$1,612,460.00 plus service costs, which are annual fees.

*Service costs per year for this approach are: \$4,073.64

Grand Total to move to the third option is \$1,654,002.00 plus service costs, which are annual fees.



*Service costs per year will adjust after each type of endpoint is replaced. After 50W replacements: \$12,828.12. After 60W replacements: \$17,980.92. After 100W replacements: \$20,115.48 OR \$32,431.08 (the two options depend on the available features offered).

If a change to option two or three is selected, a PSC Construction Authorization will be required. The approval from the PSC is required if "meter replacement includes an upgrade in technology from automatic meter reading (AMR) or advanced metering infrastructure (AMI), and/or an accelerated replacement schedule."

If desired to hire a contractor to complete the installation of replacements, estimated costs are below:

*50W replacement \$225,810.00 (replacing the endpoint and meter for 1737 meters)

*60W replacement \$125,840.00 (replacing the endpoint and meter for 968 meters)

*100W replacement \$93,080.00 (replacing the endpoint and meter for 716 meters)

Contracting out this type of service helps the public works department continue to complete their regular job duties, allowing for replacements after hours and efficiency in terms of scheduling the replacements.

Staff would recommend updating the meter reading to a cellular AMI approach which Option #3 above and hiring a contractor for installation.

FINANCIAL/BUDGET IMPACT:

Anticipated that the 50W/60W/100W replacements occur over a three year period. The replacement and hardware/software costs would be funded by borrowed money as a capital project for water. If a contractor is hired for installation, these costs will be included within the borrowed money over that same time period.

Service fees (annual fees) will be included in the Support Services line within the Utility. Current annual fees for existing software and hardware support amount to \$1,500.00 per year. These fees are paid quarterly to Itron and consist of Hardware Maintenance and Software Maintenance. The increase in annual fees from the existing amount to the new process amount will need to be included in the upcoming year's budget.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended action:

Motion and second to upgrade the meter reading process for utility billing purposes to a cellular AMI format (Option #3) and to contract with a company for the installation of the meters over a three year period beginning in 2022. Furthermore, Village Staff will be directed to build this replacement project schedule into the next budget and capital



improvement plan in line with this action.

ATTACHMENTS:

1. Beacon Orion SE mobile drive by
2. Beacon Orion Cellular
3. Future Meter Reading options

6/11/2021

McFarland Metering System Upgrade

Itron to BEACON/ORION ME/SE

2021		Quantity	Price	Extension
Q3, Q4	Continued System Maintenance and Product Replacement			
	Badger M25 meters w/HRE Registers and Integral Itron (100W) transmitters	90		Current Budget
2022				
Q1	BEACON System Implementation: Itron to BEACON (per 3/2/21 quote)			
	BEACON interface, implementation, reading equipment, training	1	\$ 14,500.00	\$ 14,500.00
	Phase 1 "50W Replacement": complete replacement of meter/encoders/transmitters			
	50W Meters			
	M25B meters with HR-LCD, ORION ME/SE	1,665	\$ 249.00	\$ 414,585.00
	M55B meters with HR-LCD, ORION ME/SE	34	\$ 354.00	\$ 12,036.00
	M120 meters with HR-LCD, ORION ME/SE (1-1/2" meters)	28	\$ 729.00	\$ 20,412.00
	M170 meters with HROLCD, ORION ME/SE (2" meters)	9	\$ 994.00	\$ 8,946.00
	E-3 meters with ORION ME/SE (3" meters)	1	\$ 2,766.00	\$ 2,766.00
	Equipment Subtotal			\$ 458,745.00
	Installation: 3/4"-1" Meters	1,737	\$ 130.00	\$ 225,810.00
	Total BEACON Implementation and Phase 1 Field Hardware	1,737		\$ 473,245.00
	Total BEACON Implementation and Phase 1 Field Hardware with Installation	1,737		\$ 684,555.00
	BEACON Service Units (completed Phase 1)			
	Mobile Service Units (Itron 60W, 100W meters; 20,208 purchased annually)	20,208	\$ 0.07	\$ 1,414.56
	Mobile Read Annual License & User Login	1,200		\$ 1,200.00
	Annual ORION Mobile Service Unit Fee (increments of 24,000 purchased annually)	20,844	\$ 0.07	\$ 1,459.08
				\$ 4,073.64
Future	Phase 2 Updating Meters with 60W & 100W (Encoder and ORION Cellular Transmitter)			
	Phase 2A - 60W Meters			
	60W Meters			
	M25B meters with HR-LCD, ORION ME/SE	933	\$ 249.00	\$ 232,317.00
	M35B, 3/4" meters with HR-LCD, ORION ME/SE	1	\$ 294.00	\$ 294.00
	M55B meters with HR-LCD, ORION ME/SE	13	\$ 354.00	\$ 4,602.00
	M120 meters with HR-LCD, ORION ME/SE (1-1/2" meters)	8	\$ 729.00	\$ 5,832.00
	M170 meters with HROLCD, ORION ME/SE (2" meters)	3	\$ 994.00	\$ 2,982.00
	E-3 meters with ORION ME/SE (3" meters)	8	\$ 2,766.00	\$ 22,128.00
	E-4 meters with ORION ME/SE (4" meters)	2	\$ 3,364.00	\$ 6,728.00
	Installation: 3/4"-1" Meters w/60W	968	\$ 130.00	\$ 125,840.00
	Total Phase 2A Field Hardware	968		\$ 400,723.00
	Total Phase 2A Field Hardware with Installation	968		\$ 526,563.00
	BEACON Service Units (Completed Phase 2A)			
	Mobile Service Units (Itron 100W meters, purchased annually)	8,592	\$ 0.07	\$ 601.44
	Mobile Read Annual License & User Login	1,200		\$ 1,200.00
	Annual ORION Mobile Service Unit Fee (24,000 purchased annually)	32,460	\$ 0.07	\$ 2,272.20
				\$ 4,073.64
	Phase 2B - 100W Meters			
	100W Meters			
	M25B meters with HR-LCD, ORION ME/SE	698	\$ 265.00	\$ 184,970.00
	M25B meters with HR-LCD, ORION ME/SE	2	\$ 265.00	\$ 530.00
	M55B meters with HR-LCD, ORION ME/SE	5	\$ 354.00	\$ 1,770.00
	M120 meters with HR-LCD, ORION ME/SE (1-1/2" meters)	3	\$ 729.00	\$ 2,187.00
	(blank) M120 meter with HR-LCD, ORION ME/SE (1-1/2" meters)	1	\$ 729.00	\$ 729.00
	M170 meters with HROLCD, ORION ME/SE (2" meters)	5	\$ 994.00	\$ 4,970.00
	E-3 meters with ORION ME/SE (3" meters)	2	\$ 2,766.00	\$ 5,532.00
	Installation: 3/4"-1" Meters w/100W	716	\$ 130.00	\$ 93,080.00
	Total Phase 2B Field Hardware	716		\$ 293,768.00
	Total Phase 2B Field Hardware with Installation	716		\$ 386,848.00
	Completed Project Costs: Software Implementation and all Field Hardware			\$ 1,167,736.00
	Completed Project Costs: Field Installation			\$ 444,730.00
	Total Project, Installed			\$ 1,612,466.00
	Ongoing Annual Expenses			
	BEACON Service Units (completed Phase 2 - Project Completion)			
	Total Services	3,421		
	Annual ORION Mobile Service Unit Fee (41,040 purchased annually)	41,052	\$ 0.07	\$ 2,873.64
	Annual ORION MobileRead License Fee	1,200		\$ 1,200.00
				\$ 4,073.64
	Annual ORION SE Traditional Network Service Unit Fee (41,040 purchased annually) *	41,052	\$ 0.25	\$ 10,263.00
	* Requires the addition of ORION SE Gateway network			
	ORION SE Network Upgrade			
	ORION SE Gateways (est. 4) @ \$9,500 each = \$38,000 (budget replacement 5 years)			\$ 38,000.00
	ORION SE Network Annual Fees			
	ORION SE Gateway Data Backhaul (est. 4) @ \$350 each = \$1,400			\$ 1,400.00
	* Optional EyeOnWater			
	EyeOnWater Consumer Engagement (year one) = \$3,000			\$ 3,000.00
	EyeOnWater Consumer Engagement (annual fee) = \$1,500			
	Network Upgrade Summary			\$ 42,400.00

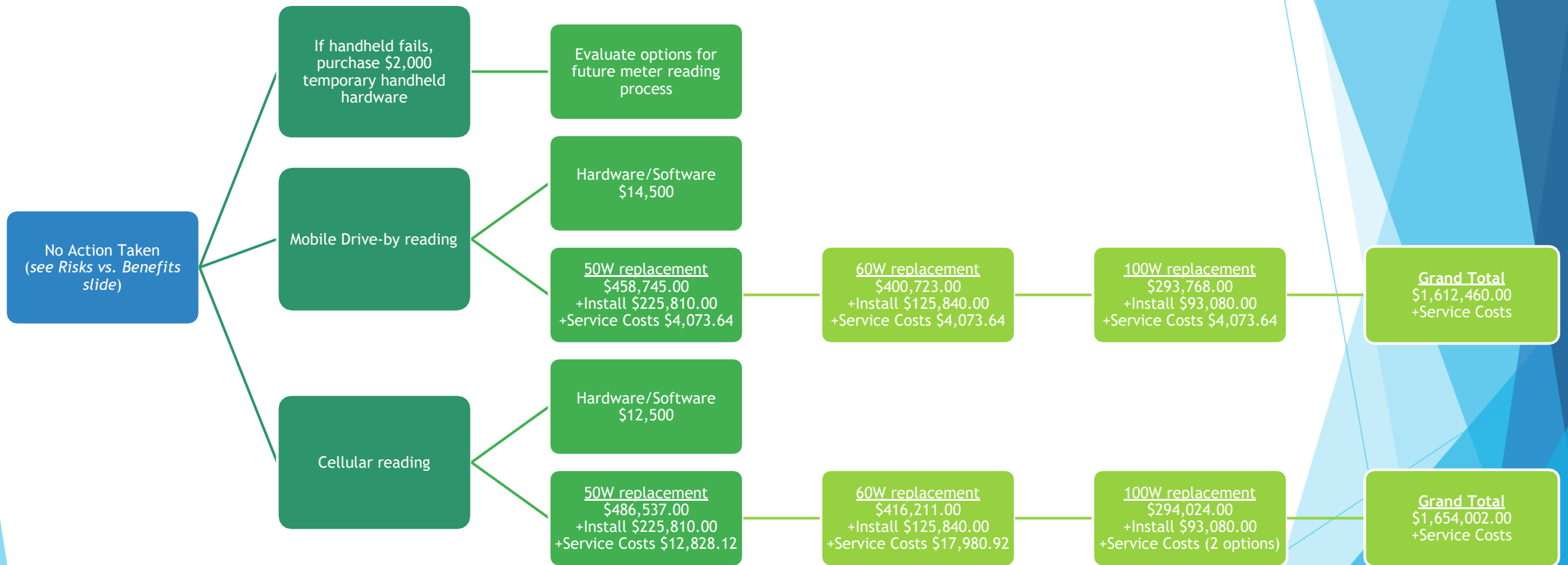
6/11/2021

McFarland Metering System Upgrade

Itron to BEACON/ORION Cellular

<u>2021</u>		<u>Quantity</u>	<u>Price</u>	<u>Extension</u>
Q3, Q4	Continued System Maintenance and Product Replacement			
	Badger M25 meters w/HRE Registers and Integral Itron (100W) transmitters	90		Current Budget
2022				
Q1	BEACON System Implementation: Itron to BEACON (per 3/2/21 quote)			
	BEACON interface, implementation, reading equipment, training	1	\$ 12,500.00	\$ 12,500.00
	Phase 1 "50W Replacement": complete replacement of meter/encoders/transmitters			
	<i>50W Meters</i>			
	M25B meters with HR-LCD, ORION Cellular	1,665	\$ 265.00	\$ 441,225.00
	M55B meters with HR-LCD, ORION Cellular	34	\$ 370.00	\$ 12,580.00
	M120 meters with HR-LCD, ORION Cellular (1-1/2" meters)	28	\$ 745.00	\$ 20,860.00
	M170 meters with HR-LCD, ORION Cellular (2" meters)	9	\$ 1,010.00	\$ 9,090.00
	E-3 meters with ORION Cellular (3" meters)	1	\$ 2,782.00	\$ 2,782.00
	Equipment Subtotal			\$ 486,537.00
	Installation: 3/4"-1" Meters	1,737	\$ 130.00	\$ 225,810.00
	Total BEACON Implementation and Phase 1 Field Hardware	1,737		\$ 499,037.00
	Total BEACON Implementation and Phase 1 Field Hardware with Installation	1,737		\$ 712,347.00
	BEACON Service Units (completed Phase 1)			
	Mobile Service Units (Itron 60W, 100W meters; 20,208 purchased annually)	20,208	\$ 0.07	\$ 1,414.56
	Mobile Read Annual License & User Login	1,200		\$ 1,200.00
	Annual ORION Cellular Service Unit Fee (increments of 24,000 purchased annually) *	20,844	\$ 0.49	\$ 10,213.56
				\$ 12,828.12
Future	Phase 2 Updating Meters with 60W & 100W (Encoder and ORION Cellular Transmitter)			
	Phase 2A - 60W Meters			
	<i>60W Meters</i>			
	M25B meters with HR-LCD, ORION Cellular	933	\$ 265.00	\$ 247,245.00
	M35B, 3/4" meters with HR-LCD, ORION Cellular	1	\$ 310.00	\$ 310.00
	M55B meters with HR-LCD, ORION Cellular	13	\$ 370.00	\$ 4,810.00
	M120 meters with HR-LCD, ORION Cellular (1-1/2" meters)	8	\$ 745.00	\$ 5,960.00
	M170 meters with HR-LCD, ORION Cellular (2" meters)	3	\$ 1,010.00	\$ 3,030.00
	E-3 meters with ORION Cellular (3" meters)	8	\$ 2,782.00	\$ 22,256.00
	E-4 meters with ORION Cellular (4" meters)	2	\$ 3,380.00	\$ 6,760.00
	Installation: 3/4"-1" Meters w/60W	968	\$ 130.00	\$ 125,840.00
	Total Phase 2A Field Hardware	968		\$ 416,211.00
	Total Phase 2A Field Hardware with Installation	968		\$ 542,051.00
	BEACON Service Units (Completed Phase 2A)			
	Mobile Service Units (Itron 100W meters, purchased annually)	8,592	\$ 0.08	\$ 687.36
	Mobile Read Annual License & User Login	1,200		\$ 1,200.00
	Annual ORION Cellular Service Unit Fee (24,000 purchased annually) *	32,844	\$ 0.49	\$ 16,093.56
				\$ 17,980.92
	Phase 2B - 100W Meters			
	<i>100W Meters</i>			
	M25B meters with HR-LCD, ORION Cellular	698	\$ 265.00	\$ 184,970.00
	M25B meters with HR-LCD, ORION Cellular	2	\$ 265.00	\$ 530.00
	M55B meters with HR-LCD, ORION Cellular	5	\$ 370.00	\$ 1,850.00
	M120 meters with HR-LCD, ORION Cellular (1-1/2" meters)	3	\$ 745.00	\$ 2,235.00
	(blank) M120 meter with HR-LCD, ORION Cellular (1-1/2" meters)	1	\$ 745.00	\$ 745.00
	M170 meters with HR-LCD, ORION Cellular (2" meters)	5	\$ 1,010.00	\$ 5,050.00
	E-3 meters with ORION Cellular (3" meters)	2	\$ 2,782.00	\$ 5,564.00
	Installation: 3/4"-1" Meters w/100W	716	\$ 130.00	\$ 93,080.00
	Total Phase 2B Field Hardware	716		\$ 294,024.00
	Total Phase 2B Field Hardware with Installation	716		\$ 387,104.00
	Completed Project Costs: Software Implementation and all Field Hardware			\$ 1,209,272.00
	Completed Project Costs: Field Installation			\$ 444,730.00
	Total Project, Installed			\$ 1,654,002.00
	Ongoing Annual Expenses			
	BEACON Service Units (completed Phase 2 - Project Completion)			
	Total Services	3,421		
	Annual ORION Cellular HES Service Unit Fee (41,040 purchased annually) *	41,052	\$ 0.49	\$ 20,115.48
	Annual ORION Cellular Full-Featured Service Unit Fee (41,040 purchased annually)	41,052	\$ 0.79	\$ 32,431.08

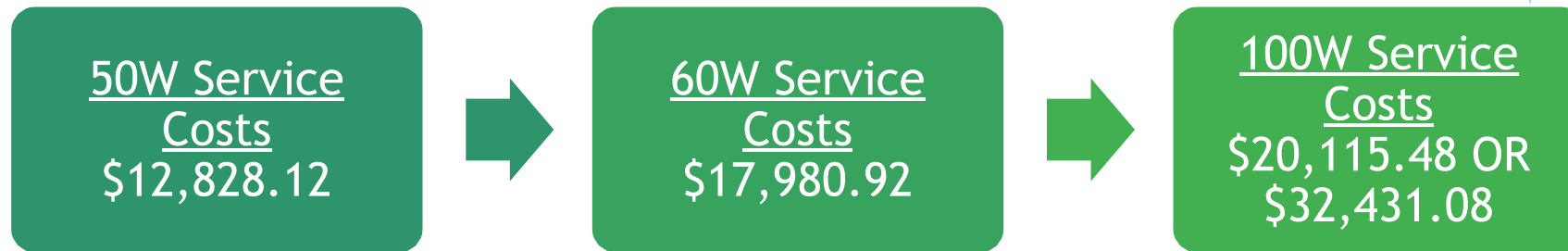
* Option Upon BMI Approval: Limited features/hourly meter reads. EyeOnWater, system pressure, system/meter temperature not available



Mobile Drive-by



Cellular data collection



Risk versus Benefit

Risk to Status Quo

- ◆ Failure of 50W endpoints
- ◆ Visual reads required (customers or staff)
- ◆ Meter reading accuracy
- ◆ Possible PSC implications
- ◆ Lost revenue
- ◆ Handheld failure
- ◆ System maintenance with current process (hardware & software costs)
- ◆ Customer inconvenience

Benefits to Improvements

- ◆ Meter reading remotely
- ◆ Improvements to meter change out and testing schedules
- ◆ Improved accuracy for usage
- ◆ Possible customer access to their usage data
- ◆ Badger software & Badger hardware (1 vendor)
- ◆ Possible early leak detection
- ◆ Support by Midwest Meter

Replacement details

- ◆ PSC approval of new meter reading process: 60-120 days (once filed with PSC) for cellular/fixed network approach
- ◆ Software/Hardware setup: 60-90 days
- ◆ 50W replacements (hired contractor): approximately 3 months

Details to keep in mind...

- ◆ Moving to the new format of mobile drive-by is a *temporary fix...*
 - ◆ Industry is moving away from this option to a fixed network which is why cellular is commonly chosen (*even with increased costs*)
 - ◆ Moving to our own fixed network will require additional equipment, ongoing maintenance and replacement of that equipment
 - ◆ Annual service fee \$10,263.00
 - ◆ Network Upgrade \$38,000.00 (budget replacement in 5 years)
 - ◆ Data Backhaul \$1,400.00
 - ◆ *Optional EyeOnWater—Year 1 \$3,000 with annual fee of \$1,500
 - ◆ Total Network Upgrade Summary \$42,400.00 + Annual Service Fee \$10,263.00

McFarland
SUMMARY SHEET

MEETING DATE: Monday, August 23, 2021

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Jim Hessling, Public Works Director, Lee Igl, Streets/Utilities
Superintendent, Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action regarding the Paving and Utility Improvement Plan.

PREVIOUS ACTION:

The Public Utilities and Works Committee met jointly at their meeting on August 10, 2021 to unanimously recommend acceptance of this plan.

ISSUE SUMMARY:

The Public Works and Public Utilities Committees have been reviewing the long term CIP plan related to pavement and utility improvements. Staff along with Town & Country Engineering have prepared this plan and made adjustments in accordance with past discussions with the Committee. The objective of this project was to rationally layout at least 10 years worth of road and utility improvements to help better plan out funding needs to complete the work. Staff initially utilized the Wisconsin Information System for Local Roads (WISLR) which helps track road condition of all Village streets and provides tools to help plan out their maintenance.

[Please click on this link](#) for more information on that program. The initial draft of this plan was prepared utilizing assumptions from this program and then adjustments were made to adjust priorities by more informed local knowledge of road condition. The Village Engineer addressed assumptions on the underground work by aligning pipe age, condition, breaks, and partnership with road projects to layout future utility improvements. The packet includes the final recommended Long Term CIP for Paving and Utility Improvements along with GIS maps showing the identified locations. Assuming acceptance of this plan by the board, Staff will work to incorporate this into future year CIPs and the Committee will evaluate its performance at least annually.

FINANCIAL/BUDGET IMPACT:

Year to year cost implications are included within the enclosed plan. Once the plan is accepted, this information will be integrated into the next 5 Year Capital Improvement Plan.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.



BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended action:

*Motion and second to accept the Paving and Utility Improvement Plan as presented.
Furthermore, Village Staff will be directed to build this plan into the next budget and capital improvement plan as applicable.*

ATTACHMENTS:

1. Long Range CIP
2. Long Range CIP Map- Overall
3. Long Range CIP Map- West Side

Village of McFarland
Conceptual Project List in Approximate Priority Order
Long Range ROW Infrastructure Improvements Plan
7/9/2021

Notes:

1. Pavement scores are WISLR output. The Village will almost certainly want/need to adjust this to accommodate other priorities.
2. WISLR does not do "first worst" ordering, but takes into account many other factors. (0-10 rating, 10 = new)
3. WISLR Model makes broad assumptions about curb repair and driveway aprons, nor does it factor in sidewalks or any underground needs.
4. Costs shown assumed entire scope described, and will need adjustment if scope is changed.
5. This list includes projects funded by TID/TIF sources.
6. This list assumes an approximate annual general fund expenditure of \$500,000.
7. PR= Pavement Rehabilitation, SSR= Storm Sewer Rehabilitation, PUR= Pavement and Utility Rehabilitation, WR= Water Main Replacement, W= New Watermain, RC= Rural Conversion
8. Project costs assume that 50% of street replacement costs for projects that include water main replacement will be funded by the Water Utility.
9. Project costs assume 25% curb replacement.

Project Point Scoring System

10. 0= Rating above 6, 1= Rating 5 or 6, 2= Rating of 4, 3= Rating 3 or lower
11. 1= Projects with known sewer replacement needs
12. 1= Projects with known water replacement needs, water main greater than 50 years old, or main size 6-inches or less
13. 1= Projects with known storm sewer issues and needs
14. 1= Project with bicycle and pedestrian system needs identified in the Comprehensive Plan.

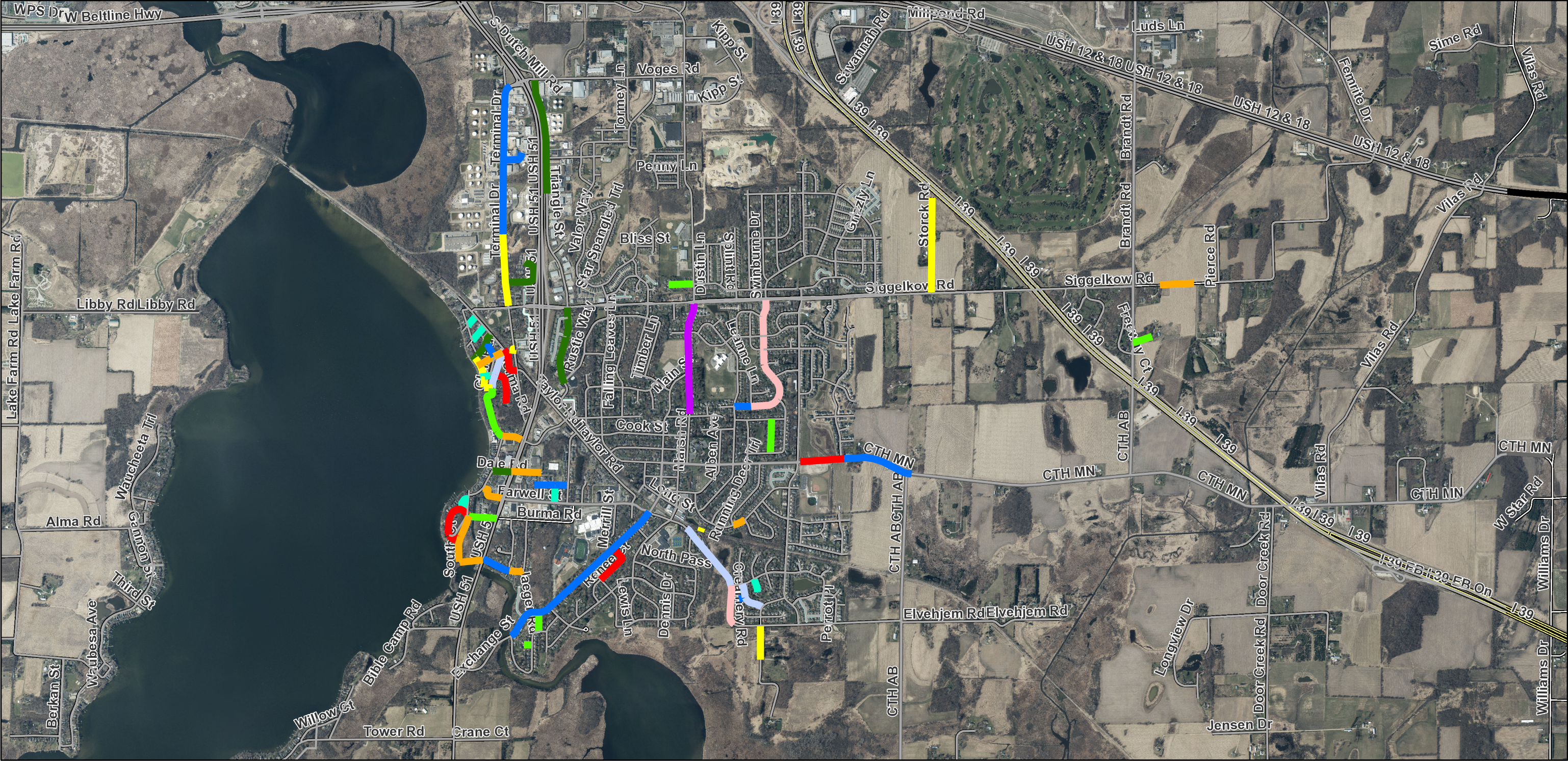
Year	Street	From	To	Length	Width	Rating	Action ⁷	PROJECT COSTS						PROJECT SCORING						General Comments	
								Street	TIF/TID Street	Sewer	Water	Storm	TIF/TID Non-Street	Total	Street ¹⁰	Sewer ¹¹	Water ¹²	Storm ¹³	Ped and Bike ¹⁴		Total
2021	Renee Ct	Lewis Ln	Exchange St	1056	30	5	PR	\$204,800						\$204,800	1					1	
2021	Broadhead Street/CTH MN Phase 4A	Holscher Rd	N Peninsula Way	1050	37	6	RC	\$263,000			\$40,000	\$57,700		\$360,700	1			1	1	3	Partially paid for by Dane County. Amounts represent Village expenditures.
2021	Norma Rd	Termini	Bremer Rd / Wisconsin Ave	898	36	4	PR	\$42,500						\$42,500	2					2	This represents an estimate of the cost if this work were to be added to the scope of the 2021 Street and Storm Sewer Improvements contract.
2021	Overlook Dr	Burma Rd / South Ct	South Ct	1373	18	3	PR	\$61,600						\$61,600	3					3	This represents an estimate of the cost if this work were to be added to the scope of the 2021 Street and Storm Sewer Improvements contract.
2021	Erling Ave	Terminal Dr	Bremer Road	700	28	2	PR	\$30,800						\$30,800	3					3	This represents an estimate of the cost if this work were to be added to the scope of the 2021 Street and Storm Sewer Improvements contract.
Year Total								\$510,300	\$0	\$0	\$40,000	\$57,700	\$0	\$608,000							
2022	S Terminal Drive	Lift Station 4	Siggelkow Road	1715	32	5	RC		\$1,219,700				\$338,100	\$1,557,800	1			1		2	
2022	Osborn Pond	Behind 557x Osborn Drive					SSR					\$75,000		\$75,000	0			1		1	
2022	Terminal Drive	Railroad bridge					SSR					\$35,000		\$35,000	0			1		1	
2022	Hidden Farm Rd	Elvehjem Road	Orchard Hill Park Entrance	785	18	3	PR	\$393,250						\$393,300	3					3	This estimate amount assumes a 36' wide face-face road which would allow for parking on both sides of the road, with room for approximately 60 vehicles. The estimate also includes an 8-foot off-street path.
2022	Card Ave	Larson Street	Bellevue Ct	1050	10	4	PUR	\$144,500			\$313,600			\$458,100	2		1			3	This estimate assumes the replacement of existing concrete pavement with asphalt.
2022	Bellevue Ct	Card Ave / Termini	Bremer Rd	211	29	5	PUR	\$26,900			\$139,400			\$166,300	1		1			2	This project pairs well with Card Avenue.
2022	Storck Rd	Siggelkow Rd	Termini	2227	18	2	PR	\$145,000						\$145,000	3					3	This estimate includes a 2" layer of surface asphalt with minimal base improvements
Year Total								\$709,650	\$1,219,700	\$0	\$453,000	\$110,000	\$338,100	\$2,830,500							

Year	Street	From	To	Length	Width	Rating	Action ⁷	PROJECT COSTS							PROJECT SCORING						General Comments
								Street	TIF/TID Street	Sewer	Water	Storm	TIF/TID Non-Street	Total	Street ¹⁰	Sewer ¹¹	Water ¹²	Storm ¹³	Ped and Bike ¹⁴	Total	
2023	Triangle Street	Siggelkow Rd plus 2700 feet	Voges	2609	40	6	RC		\$1,075,800				\$233,900	\$1,309,700	1			1	1	3	This estimate amount includes the installation of a new path for the length of the entire project.
2023	Dale Rd	Lake Edge Rd	USH 51	375	37	5	PUR	\$46,400			\$162,200			\$208,600	1		1			2	
2023	Paulson Rd	Termini	Siggelkow Road / Triangle Street	1600	24	3	PUR	\$394,600		\$123,500	\$773,800	\$134,300		\$1,426,200	3	1	1	1		6	This project includes a connection at current Termini that would allow for through-traffic.
2023	Larson St	Erling Ave	Termini	751	28	4	PUR	\$113,400			\$188,500			\$301,900	2		1			3	
2023	Ivywood Trl	Terminal Dr	Termini	264	36	5	PR	\$41,000						\$41,000	1					1	
Year Total								\$595,400	\$1,075,800	\$123,500	\$1,124,500	\$134,300	\$233,900	\$3,287,400							
2024	Exchange Street	Sleepy Hollow Road	Farwell St			5	PUR	\$1,100,000		\$802,000	\$702,000	\$666,000		\$3,270,000	1	1	1	1	1	5	Partially funded by STP-URBAN grant. Amounts represent Village expenditures. Not included in year total where noted.
2024	N Terminal Drive	Lift Station 4	USH 51	3500	32	5	RC		\$318,100				\$3,333,800	\$3,651,900	1			1		2	
2024	Broadhead Street/CTH MN Phase 4B	North Peninsula Way	CTH AB	1958	36	6	RC	\$290,300			\$617,900	\$273,600		\$1,181,800	1			1	1	3	Partially paid for by Dane County. Amounts represent Village expenditures.
2024	Glen Rd	Larson St	Lakeview St	850	21	5	PUR	\$73,300			\$257,700			\$331,000	1		1			2	
2024	Yahara Dr	USH 51	Rivercrest Dr	581	32	5	PR	\$80,100						\$80,100	1				1	2	
2024	Dale St	Badger St	Termini	528	32	5	PUR	\$72,800			\$142,700			\$215,500	1		1			2	
2024	Dale St	Badger St	Lexington St	317	19	5	PUR	\$27,100			\$137,100			\$164,200	1		1			2	
2024	McFarland Ct	Terminal Dr	Termini	634	32	4	PR	\$87,500						\$87,500	2					2	
2024	Bird Song Ct	Morning Dove Dr	Termini	158	32	5	PR	\$21,800						\$21,800	1					1	
2024	Black Walnut Dr	Black Walnut Ct / Leanne Ln plus 316 ft	Wild Cherry Ln	106	36	5	PR	\$16,500						\$16,500	1					1	
Year Total (Including Exchange Street)								\$1,390,300	\$318,100	\$802,000	\$1,319,900	\$939,600	\$3,333,800	\$8,103,700							
Year Total (Excludes Exchange Street)								\$669,400	\$318,100	\$0	\$1,155,400	\$273,600	\$3,333,800	\$5,750,300							
2025	Marsh Rd	Red Oak Trl / Wellington Cir	Siggelkow Rd	739	44	5	PR	\$235,100						\$235,100	1				1	2	This estimate includes concrete pavement replacement at the intersection with Siggelkow
2025	Marsh Rd	Eighmy Rd	Red Oak Trl / Wellington Cir	2000	42	5	PR	\$361,200						\$361,200	1					1	
Year Total								\$596,300	\$0	\$0	\$0	\$0	\$0	\$596,300							

Year	Street	From	To	Length	Width	Rating	Action ⁷	PROJECT COSTS							PROJECT SCORING						General Comments
								Street	TIF/TID Street	Sewer	Water	Storm	TIF/TID Non-Street	Total	Street ¹⁰	Sewer ¹¹	Water ¹²	Storm ¹³	Ped and Bike ¹⁴	Total	
2026	Lakeview Ave	Bremer Rd	Termini	686	22	3	PUR	\$79,900			\$235,300			\$315,200	3		1			4	
2026	South Ct	Burma Rd	Overlook Dr plus 600 ft	1200	18	3	PUR	\$145,400			\$330,200			\$475,600	3		1			4	
2026	Larson Beach Rd	Crossover USH 51	Bremer Rd / Lake Edge Rd	422	35	5	PR	\$65,800						\$65,800	1					1	
2026	Dale Curtian Rd	USH 51	Termini	600	32	5	PR	\$51,000						\$51,000	1					1	
2026	Osborn Dr	Running Deer Trl	Oak Hollow Dr	158	36	5	PR	\$24,600						\$24,600	1					1	
2026	Siggelkow Rd	CTH AB / Siggelkow Rd plus 601 ft	Pierce Rd / Siggelkow Rd	676	20	5	PR	\$58,200						\$58,200	1					1	
2026	Yahara Dr	Rivercrest Dr	Indian Mound Dr	422	32	5	PR	\$58,200						\$58,200	1					1	
2026	USH 51 prep	Dale Rd Xing & along USH 51					WR				\$681,100			\$681,100	0		1			1	
2026	South Ct	Overlook Dr plus 600 ft	Yahara Drive	550			W				\$121,000			\$121,000	0		1				
2026	Severson Rd	Lake Edge Rd	Farwell St	650	32	5	PUR	\$80,700			\$108,400			\$189,100	1		1			2	
							Year Total	\$563,800	\$0	\$0	\$1,476,000	\$0	\$0	\$2,039,800							
2027	Overlook Dr	Burma Rd / South Ct	South Ct	1373	18	3	PUR	\$141,300			\$370,800			\$512,100	3		1			4	
2027	Wisconsin Ave	Bremer Rd / Norma Rd	Termini	318	20	3	PUR	\$46,800			\$90,300			\$137,100	3		1			4	
2027	Field Ave	Erling Ave	Card Ave	650	42	4	PUR	\$96,100			\$158,400			\$254,500	2		1			3	
2027	Erling Ave	Bremer Rd	Terminal Dr	700	36	2	PUR	\$69,300			\$161,200			\$230,500	3		1			4	
2027	Wild Flower Ct	Country Walk / Forest Ridge Ct	Termini	264	32	5	PR	\$36,400						\$36,400	1					1	
2027	Lake Edge Dr	South Ct	loop	400	35	6	PUR	\$45,400			\$147,800			\$193,200	1		1			2	
2027	Beckler	Card Ave	Erling Ave	264	26	5	PR	\$29,600						\$29,600	1					1	
2027	Badger St	Dale St	Farwell St	350	32	5	PR	\$58,100						\$58,100	1					1	
							Year Total	\$523,000	\$0	\$0	\$928,500	\$0	\$0	\$1,451,500							

Year	Street	From	To	Length	Width	Rating	Action ⁷	PROJECT COSTS							PROJECT SCORING						General Comments
								Street	TIF/TID Street	Sewer	Water	Storm	TIF/TID Non-Street	Total	Street ¹⁰	Sewer ¹¹	Water ¹²	Storm ¹³	Ped and Bike ¹⁴	Total	
2028	Morning Dove Dr	Hidden Farm Rd plus 422 ft	Country Walk / Spring Pond Ct	423	32	5	PR	\$58,400						\$58,400	1					1	
2028	Morning Dove Dr	Hidden Farm Rd	Bird Song Ct	320	32	5	PR	\$58,200						\$58,200	1					1	
2028	N Bremer Road	Erling Ave	Bellevue Ct	1000	32	6	PUR	\$152,000			\$325,700			\$477,700	1		1			2	
2028	Creamery Road	Creamery Court plus 350 ft	Country Walk	352	28	5	RC	\$307,065				\$187,744		\$494,900	1					1	
Year Total								\$575,665	\$0	\$0	\$325,700	\$187,744	\$0	\$1,089,200							
2029	Creamery Road	Country Walk	Country Walk plus 1000 ft	1000	28	5	RC	\$173,737						\$173,800	1					1	
2029	Black Walnut Dr	Wild Cherry Ln	Smith Ridge Rd	1267	36	6	PR	\$196,200						\$196,200	1					1	
2029	Black Walnut Dr	Smith Ridge Rd	Siggelkow Rd / Carncross Dr	1900	36	6	PR	\$294,200						\$294,200	1					1	
Year Total								\$664,137	\$0	\$0	\$0	\$0	\$0	\$664,200							
2030	Burma Rd	Overlook Dr / South Ct	USH51	640	32	4	PR	\$88,100						\$88,100	2					2	
2030	Ahren Ln	Meredith Way	Exchange St	528	32	7	PR	\$72,700						\$72,700	0					0	
2030	S Bremer Road	Larson Beach Rd plus 200 ft	Bellevue Ct	1200	32	7	PUR	\$190,800			\$512,400			\$703,200	0		1			1	
2030	Brandt Rd	CTH AB	Termini	528	16	4	PR	\$36,400						\$36,400	2					2	
2030	Brendan Ct	Termini	Meredith Way	211	32	7	PR	\$29,100						\$29,100	0					0	
2030	Cardinal Dr	Curtis St	Sauk Ln	739	36	6	PR	\$114,400						\$114,400	1					1	
2030	Calico Ct	Marsh Rd / Calico Dr	Termini	580	32	5	PR	\$79,900						\$79,900	1					1	
2030	Norma Rd	Termini	Bremer Rd / Wisconsin Ave	898	36	4	PUR	\$105,921			\$298,505			\$404,500	2		1			3	
Year Total								\$717,321	\$0	\$0	\$810,905	\$0	\$0	\$1,528,300							
TOTAL FOR YEARS 0-9 (Excludes Exchange Street)								\$6,124,974	\$2,613,600	\$123,500	\$6,314,005	\$763,344	\$3,905,800	\$19,845,500							
TOTAL FOR YEARS 0-9 (Includes Exchange Street)								\$6,845,874	\$2,613,600	\$925,500	\$6,478,505	\$1,429,344	\$3,905,800	\$22,198,900							

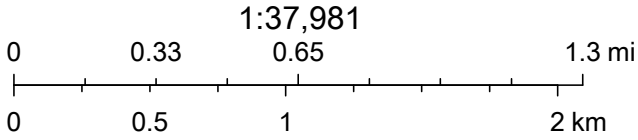
Long Range ROW CIP Map



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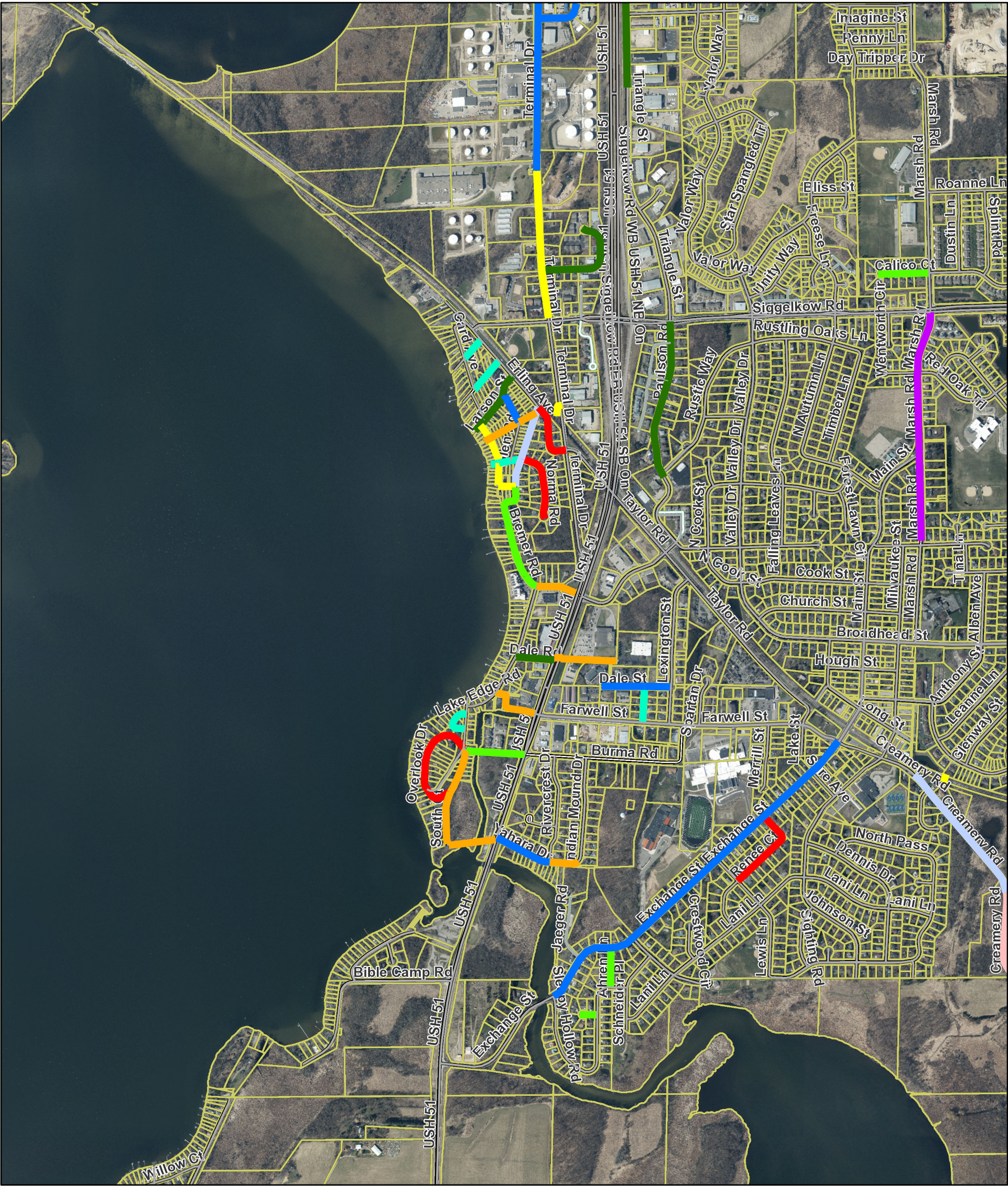
Draft CIP

- | | | | | | | | | | | | |
|--|------|--|------|--|------|--|---------------|--|--------------------|--|--------------------|
| | 2021 | | 2026 | | 2025 | | 2030 | | County Highway | | Local Road |
| | 2022 | | 2027 | | 2028 | | US Highway | | Interstate Highway | | Restricted Access |
| | 2023 | | 2029 | | 2024 | | State Highway | | Ramp | | Named Private Road |



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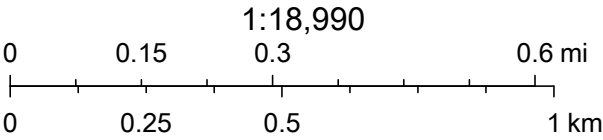
Long Range ROW CIP Map- West Side Streets



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- Draft CIP
- | | |
|------|------|
| 2021 | 2027 |
| 2022 | 2028 |
| 2023 | 2029 |
| 2024 | 2030 |
| 2025 | |
| 2026 | |

- | |
|--------------------|
| State Highway |
| County Highway |
| Local Road |
| Restricted Access |
| Ramp |
| Named Private Road |
| Parcels |



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VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, August 23, 2021

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Jim Hessling, Public Works Director, Lee Igl, Streets/Utilities Superintendent

AGENDA ITEM: Discussion and action regarding Town and Country's proposal for design services for the 2022 Paving and Utility Improvement projects.

PREVIOUS ACTION:

The Public Utilities and Works Committee met jointly at their meeting on August 10, 2021 to unanimously recommend acceptance of this plan.

ISSUE SUMMARY:

Enclosed within your packet is a proposal from the Village Engineer in order to design and bid the paving construction for the identified 2022 projects. The identified projects were included within the Long Term CIP Paving and Utility Improvement Plan presented prior to this business item. Assuming the plan is accepted, the next step will be for the Engineer to design these improvements over the course of the next several months. Bidding will take place in the first quarter of next year with construction to be determined sometime in the second and third quarter of next year.

FINANCIAL/BUDGET IMPACT:

The proposed cost of the work is \$200,080 for design engineering and bidding services. This would be paid out of Contractual Services within the Capital Projects fund.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended action:

Motion and second to approve the proposal from Town and Country Engineering for design services of the 2022 Paving and Utility Improvement projects.

ATTACHMENTS:

1. 2022 Engineering Services Proposal

August 5, 2021

Mr. Matthew Schuenke, Administrator
Village of McFarland
5915 Milwaukee Street
P.O. Box 110
McFarland, WI 53558

Subject: Engineering Proposal for Design and Construction Services; Village of McFarland
2022 ROW Infrastructure Improvements Plan

Dear Matt:

Thank you for the opportunity to provide a proposal for design and construction services for the Village's planned work in 2022. The Village has recently been working towards a plan for future ROW infrastructure improvements. The plan has been discussed at Public Utilities and Public Works Committees, and has been reviewed in detail by staff. To that end, we have been requested to propose services for year 2022 of the plan. The following items are included in our proposed scope of services:

- **Topographic Site Survey:** We will call Digger's Hotline and record all existing features along the project area needed for completion of design and construction. This will include but is not limited to curbs, sidewalks, driveways, utilities (as marked by utilities), property corners that are able to be found, inverts of existing sanitary and storm sewer structures along with existing pipe diameters, and identify any conflicts between the surveyed conditions and the Village's existing utility maps for resolution with Village staff. We anticipate that some field survey will be via unmanned aircraft system (UAS) and be supplemented by ground survey where tree cover and additional accuracy requires.
- **Engineering Plans:** As part of the engineering plan development we anticipate providing 35% complete plans for Village review and comment, and again at 95% for Village review and comment, prior to completing the final plans. The plans will contain plan/profile sheets of both underground and above ground improvements. Plans will be provided in both hard copy and digital format (PDF and/or AutoCAD DWG).
- **Specifications:** Construction specifications will include a complete bidding package for anticipated late 2020/early 2021 construction that will be used to obtain bids and provide guidance during construction of the project. This will include the Advertisement for Bid, Instruction to Bidders, Bidders Proof of Responsibility, all bidding documents themselves (bid proposal form, affidavit of organization, bid bond), and standard construction contract documents as published by the EJCDC. We will also provide technical specifications outlining the materials and performance that will be required of the contractor. It is anticipated that one bid will be needed with a single general contractor.
- **Bidding Services:** We will answer questions from bidders and suppliers regarding plans and specifications. We will attend the bid openings, analyze the bids received, and attend a meeting with Village officials to formally recommend award for each of the bids.

- Construction Administration: We will review and comment on shop drawings submitted by the contractor. We will work with Village staff to resolve any change order requests and to prepare and process pay requests throughout the project. This will also include projecting and tracking costs for use in preparing a recommended method to recoup project costs from the benefitted developers.
- Construction Staking: We will provide construction staking for the contractor generally as requested. This is anticipated to include: actual and offset stakes for all sanitary sewer structures and piping at 50-foot intervals and elevation stakes for the anticipated access path above the sewer.
- Construction Management: We will administer a pre-construction meeting at Village offices, hold progress meetings on-site as necessary (likely weekly), answer questions during construction and visit the site approximately one to two times per week to verify the project conforms to the plans and specifications.
- Resident Project Representative Services: A resident project representative will observe all underground construction and communicate with Village and Town & Country staff during the project as questions and issues arise. We understand that this may also be provided by Village staff.
- Project Close-Out: We will prepare a punch list at substantial completion of the project. The project will be inspected along with Village staff prior to the end of the warranty period to ensure that any necessary repairs are completed by the contractor. Final payment requests will be prepared and presented to the Village.
- Record Drawings: Record drawings will be prepared in AutoCAD format from construction records showing actual locations of valves, fittings, bends, curb stops, sewer manholes, pipes, laterals, and appurtenances. The Village's GIS maps will be updated accordingly, along with the water system map. Once complete, these will be transmitted to the Village in both electronic (PDF and/or AutoCAD DWG) and paper format.

The estimated costs for these services are tabulated and attached to this letter. These costs are offered on a project-by-project basis so that the Village may elect to remove projects from this scope if planning changes. The observation costs assume full-time resident observation. This could be reduced if you elect to use your own staff. These figures are all considered not-to-exceed without prior authorization from the Village.

It should be noted that, if needed, the following services are anticipated to be carried out by a third party and invoiced directly to the Village separate from this agreement:

- Wetland determinations and delineations. There are portions of the project site containing wetland indicators, though one of the developers has already completed a recent delineation covering some of the route.
- Soil borings and reports.
- Archeology services and/or endangered species studies or services, if needed.
- Trench and soil compaction tests during construction.
- Boundary surveys for easements
- Negotiation and purchasing of easements

Our work will be done on a time and materials basis using our current charge-out rates, attached for your reference.

Please indicate Village acceptance by signing below and returning a copy for our files.

Thank you again for the opportunity to work with the Village. We very much appreciate our relationship and look forward to a successful project.

Very truly yours,
TOWN & COUNTRY ENGINEERING, INC.

Tim J. Stieve, P.E., ENV-SP

Matthew Schuenke
Village Administrator

TJS:sai

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**Engineering Services For
2022 Capitol Improvements Plan
Village of McFarland
8/5/2021**

Street	From	To	Total Project Estimate	Design Engineering Through Bidding	Construction Administration	Resident Construction Observation	Proposed Engineering Services Total
S Terminal Drive	Lift Station 4	Siggelkow Road	\$1,557,800	\$109,050	\$77,890	\$62,320	\$249,260
Osborn Pond	Behind 557x Osborn Drive		\$75,000	\$6,750	\$4,500	\$3,000	\$14,250
Terminal Drive	Railroad bridge		\$35,000	\$3,150	\$2,100	\$1,400	\$6,650
Hidden Farm Rd	Elvehjem Road	Orchard Hill Park Entrance	\$393,250	\$27,530	\$19,670	\$15,730	\$62,930
Card Ave/Bellvue Ct	Larson Street	Bremer Road	\$620,600	\$43,450	\$31,030	\$24,830	\$99,310
Storck Rd	Siggelkow Rd	Termini	\$145,000	\$10,150	\$7,250	\$5,800	\$23,200

Town & Country Engineering, Inc.
500 Series

Principal/Senior Project Manager	\$145.00 per hour
Water Specialist	\$140.00 per hour
Senior Project Engineer	\$125.00 per hour
Project Engineer II.....	\$115.00 per hour
Project Engineer I.....	\$110.00 per hour
Branch Office Engineer	\$105.00 per hour
Staff Engineer II	\$95.00 per hour
Staff Engineer I	\$85.00 per hour
Senior Engineering Technician	\$85.00 per hour
Engineering Technician II.....	\$75.00 per hour
Engineering Technician I.....	\$65.00 per hour
Resident Inspector II	\$80.00 per hour
Resident Inspector I	\$65.00 per hour
Grant Writer.....	\$70.00 per hour
Secretary II.....	\$55.00 per hour
Secretary I.....	\$50.00 per hour
Mileage.....	\$0.65 per mile
Total Station/GPS Survey Equipment	\$20.00 per hour of actual use
Computer used for CADD	\$15.00 per hour of actual use
Plotter.....	\$15.00 per plan page

McFarland
SUMMARY SHEET

MEETING DATE: Monday, August 23, 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 August 23, 2021.

PREVIOUS ACTION:

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

The revised Operational Reopening Plan was accepted by the Village Board at their meeting on May 24, 2021.

The revised Operational Reopening Plan was accepted by the Village Board at their meeting on July 26, 2021.

ISSUE SUMMARY:

Enclosed within your packet is the revised Operational Reopening Plan for Village services that has been updated from when it was last accepted in July. On August 17, 2021 the Public Health Department issued a new order requiring facial coverings which in effect conflicted with our reopening plan. There are likely to be changes on face coverings in the future as orders are enacted and then expire over time. The changes contained within the plan simply defer on the issue to the orders as they may be issued from any of the agencies that may have jurisdiction to do so. As orders change over time, this will allow the reopening plan to naturally follow along as is applicable. No other changes were made within this document.

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 August 23, 2021.

ATTACHMENTS:

1. McFarland Operational Reopening Plan 08232021 DRAFT



OPERATIONAL REOPENING PLAN

COVID-19 RESPONSE
August 23, 2021

Reopening Plan – Updated Version 2.0

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 Wednesday, June 2, 2021, Dane County rescinded all prior orders and presently there are no new orders issued. This included their mask mandate, requirements on employment policies, social distancing, restrictions on gatherings, etc. None of these requirements are in effect by the Health Department as of that date. Village Staff prepared an update to its Reopening Plan that was reviewed and accepted by the Village Board at our meeting on May 24, 2021. This Updated Version 2.0 of the Reopening Plan is further introduced as an update from the last accepted plan regarding the steps that are needed yet by the Village to address our own local reopening and how that might effect our services.

Village Reopening

Municipal facilities have reopened as follows:

- McFarland Municipal Center – As of June 2, 2021 with hours of operation from 8:00 am to 4:30 pm, Monday through Friday.
- McFarland Public Works Center – As of 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.
- Public Meetings – This plan does not address public meetings. The Village Board by separate action has addressed the plan for Public Meetings and will continue to manage it separately from this 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. The Village will follow all orders related to facial coverings as issued by the Public Health Department, State of Wisconsin, and/or Federal Government as applicable. Village President and Administrator may exercise discretion pending Village Board action to reinstitute mask wearing upon new orders of the Public Health Department, State of Wisconsin, and/or based upon updates to Centers for Disease Control guidelines as part of our emergency response. Please note the following:
 - ~~The CDC had previously determined that it is safe for vaccinated individuals to be indoors without wearing face coverings. Therefore, in the absence of new orders, 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 in accordance with CDC Guidelines.~~
 - ~~Face covering guidance applies to all Village facilities regardless of the physical distance between individuals or the number of people present.~~

- ~~○ 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.~~
 - ~~○ Village President and Administrator may exercise discretion pending Village Board action to reinstitute mask wearing upon new orders of the Public Hearing Department, State of Wisconsin, and/or based upon updates to Centers for Disease Control guidelines as part of our emergency response.~~
- 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

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Cassandra Suettinger, Village Clerk/Treasurer

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Chris Dennis, Chief

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Heidi Cox, Director

Section F *Municipal Court*

Wendy Motl, Court Clerk

Section G *Police*

Aaron Chapin, 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 elections when they were required to be open. The Department will again continue to serve as the main point of contact within the building.

Conference Room renting at the Municipal Center will again resume. This will include the Community Room ,Conference Room A, Conference Room C, and Conference Room E. The Community Room will continue to be the main location for public meetings to be held in person as well as the meal delivery program, but we will start to allow exercise classes to use this space. The remainder of the rooms will be available for rent as they were before with the exception of the Training Room which will not be made available at this time.

Still Limited

Ongoing operations have generally returned to normal with this last change to allow room rentals again. All other services will continue to be provided as they have been.

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 which has been 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.

The Department has restarted small and unique programs that include individual CPR instruction and individual outreach for at risk individuals. We plan to begin reopening the bay doors and allowing public tours to return. In September we plan to bring larger CPR and fire prevention classes. We are planning to bring back our annual open house in October with modification on serving food.

Still Limited

The only ongoing limitation is public access to the Department either through tours or other programs.

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.

In person Court hearings and trials will begin again in September of 2021.

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.

Finger printing and ride along services will be conducted by scheduled appointment. Other in person programs are being evaluated for implementation later this year.

Still Limited

Similar to other Departments, access to the work spaces via tours or other programs will not be conducted at this time.

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 as needed will resume in person when applicable.

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. The following is a current update:

- Case Management Services – Offered in person, either in the building or in clients homes. All parties are asked to mask to their comfort level regardless of vaccination status. Even though the Municipal Center is open to the public, walk in access to the Department is not presently available. Most office visits will be held in a conference room. Appointments are suggested but will continue to serve walk in clients as needed. Please contact us at 838-7117 prior to heading in or go to the front office to have them notify us.
- Loan Closet – Services are available for lending out or returning items.
- Meal Program – Remains a home delivered program only at this time. Our staff continue to follow enhanced precautions. That includes disinfecting equipment, personal sanitation and use of PPE according to current health standards. We are still following enhanced delivery precautions, but Volunteers can mask to their comfort level unless a specific request is received by a client. We anticipate bringing back the meal site the first week in September.

- Programs – Mah Jong is being held at the McFarland Park Shelter. Yoga is being held at the McFarland United Church of Christ at this time. Additional in person programs for exercise groups will be returning to the Municipal Center this Fall.
- Transportation – Services are available on a regularly *scheduled* basis. There are regularly scheduled trips to Pick N Save and Walmart in Monona. Other destinations to McFarland, Madison's' east side or Monona are available by request.

Still Limited

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



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, December 14, 2020

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer

AGENDA ITEM: Discussion and action regarding the extension of Addendum C (Workplace Response Policy) within the Personnel Policy Manual.

PREVIOUS ACTION:

The Village Board approved the creation of Addendum C - Workplace Policy within the Personnel Policy Manual in June of 2020.

ISSUE SUMMARY:

In May of 2020, the Village approved the creation and inclusion of addendum C regarding a workplace policy to the Personnel Policy Manual. The addendum provided policies on employee illness, hygiene, cleaning, protective measures, travel policy and return to work guidelines. The original creation of the policy was necessitated by orders from Dane County proving all employers have such a policy. Those orders to have such a policy are still in enforce.

Additionally, outside of the mandate, the policy provided standards and protocols to help keep Village staff safe during the pandemic. To date there have been no COVID-19 related outbreaks amongst employees of the Village. For both reasons, the Village desires to extend the policy through June 30, 2020.

FINANCIAL/BUDGET IMPACT:

N/A

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Staff recommends approval of extension of Addendum C - Workplace Policy within the Village's Personnel Manual.

ATTACHMENTS:

1. Personnel Policy Manual - Addendum C (Work Place Policy) 12142020

ADDENDUM C – COVID-19 WORKPLACE RESPONSE POLICY

C.01 General Purpose

(1) In accordance with guidance and/or orders issued by Public Health Madison & Dane County, State of Wisconsin, and Centers for Disease Control, the Village of McFarland (“Village”) has established the following workplace guidelines applicable to all Employees. As all of us are aware, the COVID-19 Pandemic is an evolving and dynamic situation, so our response to it may change as we and other authorities receive more information and understanding of the disease. The risks of the virus causing COVID-19 and other illnesses should be taken very seriously by all Employees to ensure the safety of themselves, fellow co-workers, and the public at large they serve. The Village will continue to monitor developments and we will update Employees when information changes as soon as we are able to do so and it is also relevant to our organization.

(2) The Village reserves the right to revise, supplement, rescind, or deviate from any of these policies or portion of this Policy from time to time as it deems appropriate, in its sole discretion and absolute discretion, and with or without advance written notice.

C.02 Employee Illness Policy.

(1) **Purpose.** All Employees are responsible for safeguarding the health and safety of others. For this reason, effective immediately, all Village Employees, regardless of position or authority, must comply with the following policy establishing workplace guidelines regarding employee illness.

(2) Policy.

(a) Much as Employees should do before interacting with members of the community in their personal lives, before reporting for work, all Employees will self-monitor for symptoms of illness prior to work arrival. Self-monitoring should include but not be limited to the following COVID-19 related symptoms:

- Cough.
- Shortness of breath or difficulty breathing.
- Fever > 100 F.
- Chills.
- Muscle pain.
- Sore throat.
- New loss of taste or smell.

- Other less common symptoms have been reported include gastrointestinal symptoms like nausea, vomiting, or diarrhea.
- (b) **Employees who have any symptom compatible with potential COVID-19 or Employees who have been exposed to another individual with potential COVID-19 should not and will not be allowed to report to the workplace.** Employees should communicate this to their immediate Supervisor. An employee who reports to the workplace who is ill or exposed to COVID-19 or other contagious illness may cause great harm to coworkers and to the interests of the Village through substantial costs and disruption to operations. The Village provides many employees with paid leave banks to draw from to cover absences from work, and expects all employees to use eligible paid leave banks in a professionally responsible manner consistent with the interests of this policy and eligible uses of such paid leaves. Employees without paid leave may request unpaid leave from the Administrator.
- (c) The Village will follow the Return to Work Guidelines set and updated by the Medical Director as applicable, or other Village designated source, for those Employees who have symptoms compatible with potential COVID-19 or Employees who have been exposed to another individual with potential COVID-19. Current guidelines are attached hereto for reference but subject to change at the discretion of the Medical Director or other designated source.

C.03 Hygiene Policy.

(1) **Purpose.** All Employees are responsible for safeguarding the health and safety of others. For this reason, effective immediately, all Village Employees, regardless of position or authority, must comply with the following personal hygiene policy:

- (a) All Employees will be required to frequently wash hands with soap and warm water as needed and applicable.
- (b) All Employees shall follow proper cough and sneeze etiquette as needed and applicable.

(2) Policy.

- (a) **Handwashing.** Employees are responsible for letting their Supervisor know when handwashing supplies or hand sanitizer are needed. Employees will wash their hands with soap and water for at least 20 seconds or use hand sanitizer at times including but not limited to the following:

- At the beginning of each shift and/or workday.

- Between meeting in person with members of the public.
- Before interacting in person with other Employees.
- After touching mask.
- When switching between work tasks.
- After using the restroom.
- Before and after lunch/break.
- After sneezing, coughing, or blowing nose.
- When hands are visibly soiled.
- Prior to leaving work.

(b) **Cough & Sneeze Etiquette.** To help stop the spread of germs, Employees should:

- Cover mouth and nose with a tissue when coughing or sneezing.
- Throw used tissues in the trash.
- Keep tissues at your work station.
- If you don't have a tissue, cough or sneeze into elbow and not hand.

C.04 Cleaning Policy.

(1) **Purpose.** All Employees are responsible for safeguarding the health and safety of others. For this reason, effective immediately, all Village Employees, regardless of position or authority, must comply with the following facility cleaning and hygiene policy.

(2) **Policy.** The Village will direct or provide upon request the following to all Employees:

- (a) The cleaning protocols and frequency of all common areas.
- (b) The proper use of cleaning supplies and safety concerns products used.
- (c) How to clean and disinfect after persons suspected/confirmed to have COVID-19 have been in the facility.
- (d) The cleaning schedule.
- (e) All other information as might be relevant to cleaning.

(3) **Responsibility.**

- (a) **Supervisor.**

- Ensure performance by Employees under facility cleaning and hygiene procedures as needed and applicable.
- Ensure the cleaning frequency of the facility is increased as needed and applicable, including the restrooms.
- Ensure employees are cleaning high-touch surfaces (keypads, pends, counters, etc.) are disinfected multiple times a day, ideally between uses based upon their exposure to the public and/or other Employees.
- Ensure only EPA approved disinfectants effective against COVID-19 are used.
- Ensure Employees are stocking handwash sinks in breakrooms and restrooms with soap and single-use towels.
- Ensure access, where possible, to hand sanitizer for Employee and public use through the facility and within workstations.
- Where possible, provide sanitizer wipes to employees for wiping baskets, door handles, and other frequently touched areas.

(b) Employee.

- Fulfill all cleaning and disinfecting responsibilities assigned to employee.
- Communicate with supervisors regarding cleaning and disinfecting and areas requiring attention.
- Replenishing as they are able to or letting the Supervisor know when cleaning supplies are low.
- Performing cleaning as needed, assigned, or scheduled.
- Using proper disinfecting supplies when applicable.
- Employees should refrain from sharing equipment, tools, vehicles, technology, and/or others similar items. If sharing is necessary, the shared item will be disinfected between users.

C.05 Protective Measure Policy.

(1) **Purpose.** All Employees are responsible for safeguarding the health and safety of others. For this reason, effective immediately, the Village enacts the following policy regarding protective measures applicable to all employees, regardless of position or authority.

(2) Policy.

(a) **Employees** shall be responsible for the following:

- Maintain six feet physical distancing from others whenever possible.
- Wear a face covering as directed by the Employer and obey all applicable Public Health Orders...
- Demonstrate proper use of all personal protective equipment or PPE prior to performing work duties at worksite where applicable.
- Maintain physical distancing and minimize contact between members of the public and other employees.
- Not have any direct person to person contact (i.e., no hand shaking, no high fives, no hugs).
- Refrain from other unnecessary conduct that may enhance chances for transmission of COVID-19 or other contagions.

(b) **Supervisors** shall be responsible for the following:

- Require all employees to follow the directives of the employer regarding PPE recommendations and requirements.
- Limit in-person meetings by using other means of communications such as telephone, Zoom, Skype and email, that are not in person.
- Limit number of employees present on the premises at any given time as appropriate and applicable.
- Limit number of visitors at any given time as applicable and appropriate.
- Spread out workstations so employees can remain six feet apart at all times where practical.
- Stagger break and lunch times, and shift schedules including start and end times.
- Where consistent with the interests of efficient Village operations, permit temporary flexible/remote work schedules to reduce number of employees in the office at any one time.
- Ensure installation of physical barriers such as clear, plastic sneeze shields at reception areas or between workstations.

- Ensure removal of extra chairs and tables in dining area, waiting areas, breakrooms to allow people to remain six feet apart when possible
- Provide tape, chalk or other means of marking floors/ground in high traffic areas to show people where to stand when waiting (e.g. elevators, reception area).
- Ensure the use of tape or other markings on the floor or footprint graphics to show clients and visitors where to stand.
- Consider having visitors wait in their cars for a text or call when it's their turn to enter if needed, allowed, and applicable.
- Post physical distancing signage throughout the premises reminding everyone to practice physical distancing.
- Provide required reasonable accommodations for vulnerable workers or those unable to wear face covering.

C.07 Travel Policy.

(1) **Purpose.** Employees are recommended to consider the consequences of their essential and non-essential travel especially to areas of known Community Spread and areas defined by the Centers for Disease Control to be considered High Risk Locations. If Employees do travel for any reason, then the following will apply upon their return:

(2) **Policy.** Employees are recommended to restrict their non-essential travel especially to areas of known Community Spread and areas defined by the Centers for Disease Control to be considered High Risk Locations. If Employees do travel for any reason, the following will apply upon their return:

- (a) Employees that do travel for any reason should self-monitor upon return in accordance with Section C.02(2)(a) of this policy. Employees with symptoms should not report to work.
- (b) Employees that do travel and were in close contact with someone that was symptomatic or tested positive for COVID-19 will not be allowed to work in accordance with Section C.02(2)(b). The Employee may return to work in accordance with Section C.02(2)(c) of this policy.
- (c) Employees that do travel to an area identified by the CDC or other applicable health department as a high-risk location for COVID-19 transmission must notify the Administrator. The employee may be prohibited from returning to the workplace pending evaluation of the matter by the Village.

C.08 Employee Acknowledgement.

- (1) All Employees of the Village will be provided either an electronic and/or hard copy of this policy.
- (2) All Employees will acknowledge having received, reviewed, and understanding its contents.
- (3) Village will provide additional training, background, and information as needed for Employees upon request.
- (4) Employees understand that compliance with this policy is for their own benefit and the benefit and safety and welfare of coworkers. Violations of this policy may require significant response, including discipline or termination. Careless or willful violations of this policy that jeopardize or present risk to the safety and wellbeing of others or the interests of the Village, as determined by the Administrator or Department Head, require consideration for discharge.

C.09 Expiration of Benefit.

- (1) This policy will expire on December 31, 2021, unless the terms of the current health order are extended by Public Health Madison & Dane County or this policy is extended, modified, or repealed by the Village Board.

C.10 Questions.

- (1) If you have any questions regarding the operation or interpretation of this Policy, please contact the Village Administrator.

McFarland
SUMMARY SHEET

MEETING DATE: Monday, August 23, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer

AGENDA ITEM: Discussion and action regarding the extension of Addendum D (Village Emergency Paid Sick Leave) within the Personnel Policy Manual

PREVIOUS ACTION:

ISSUE SUMMARY:

Because we are re-instating Addendum C(Work place Policy), we are also recommending re-instatement of Addendum D(Village Emergency Paid Sick Leave). In December of 2020, the Village created VEPSL time for employees. All employees were provided an additional 40 hours of VEPSL (pro-rated accordingly for part-time employees), that could be used for specific COVID-19 related uses. At that time, there was no federal reimbursement for the time. It was a benefit the Village wanted to provide employees for both COVID-19 related symptoms/exposures, but also, time that could be used for employees to receive the COVID-19 vaccine and recover from any related side effects that prevented them from coming to work. Additionally, the American Rescue Plan Act now allows for employers to recoup these costs through the payroll tax process.

FINANCIAL/BUDGET IMPACT:

Additional leave time provided to employees for specific uses. Costs are reimbursable through the American Rescue Plan Act.

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Staff recommends approval of extending Addendum D(Village Emergency Paid Sick Leave) within the Personnel Policy Manual.

Motion to approve the extension of Addendum D (Village Emergency Paid Sick Leave) within the Personnel Policy Manual.

ATTACHMENTS:

1. McFarland Personnel Policy Manual - Addendum D (VEPSL) 08172021



ADDENDUM D – VILLAGE EMERGENCY PAID SICK LEAVE POLICY

B.01 General

(1) In response to the public health crisis created by the pandemic spread of the COVID-19 virus (“coronavirus”), the Families First Coronavirus Response Act (“FFCRA”) was signed into law effective March 18, 2020. As part of the FFCRA, the Emergency Paid Sick Leave Act (“EPSLA”), established paid sick leave entitlement for eligible employees during an absence for qualifying reasons. The EPSLA benefits under the FFCRA expire on December 31, 2020 and EPSLA benefits will no longer be available to employees as of December 31, 2020. However, in recognizing the pandemic is still on going and affecting employees, the Village established this Village provided leave benefit hereafter referred to as Village Emergency Paid Sick Leave (VEPSL) VEPSL benefits will be re-instated on August 19, 2021 and remain in effect until December 31, 2021 unless sooner terminated by the Village.

(2) The Village desires to provide and maintain a safe and healthy workplace and is equally committed to complying with all applicable laws. Accordingly, the Village has established this VEPSL Policy as Addendum D to our Sick Leave policy listed as Chapter 19 within our Personnel Police Manual to provide paid sick leave benefits to eligible employees as it relates to use for qualifying reasons associated with the COVID-19 pandemic and preserving a safe work environment for all employees.. This Policy is intended to provide employees with information regarding this benefit and the leave afforded.

B.02 Employee Eligibility.

(1) Eligible employees may receive VEPSL benefits, regardless of their length of employment with the Village, provided that a qualifying reason for leave exists and is adequately communicated to the Village as soon as practical. VEPSL leave under this Policy is available for immediate use for any of the qualifying reasons identified in Section B.

B.03 Qualifying Reasons for VEPSL Leave.

(1) Employees may use VEPSL leave under this Policy if the employee is unable to work (or telework) due to any of the following reasons:

- (a) The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- (b) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- (c) The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis;
- (d) The employee is caring for an individual who is subject to an order or has been advised by a health care provider to self-quarantine;

(e) The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.

(f) The employee may use up to two hours of leave for purposes of voluntarily receiving the vaccination against COVID-19.

(g) The employee is experiencing symptoms and side effects from being vaccinated against COVID-19 that prevent the employee from performing the functions of his or her job.

Leave available under this Policy may only be used for reasons permitted by this Policy unless otherwise required by law.

B.04 Requesting VEPSL Leave.

(1) Employees may request VEPSL leave under this Policy either orally or in writing, including email. Requests for leave should not be conveyed via voicemail unless circumstances prevent other forms of communication. Requests for VEPSL leave under this Policy should be directed to the employee's immediate Supervisor. All Supervisor's receiving requests for leave under this Policy shall forward a copy of the request to the Village Clerk/Treasurer. An employee seeking such leave should notify the Village or the need for leave as soon as practical after the employee becomes aware of the need for leave but no later than the first workday (or portion of such workday) that the employee receives Leave.

(2) The notice to the Village and request for leave must identify the need for leave as identified in Section B.03(1)(a)-(f) above.

(3) An employee may request leave as follows, or on a designated form prepared by the Village:

"Dear Village Clerk/Treasurer,

I am requesting leave pursuant to the Village Emergency Paid Sick Leave Policy. My need for leave is based on Section B.03(1)(INSERT SPECIFIC PROVISION) as identified in the Policy. I will need leave from _____, 2020 until _____, 2020.

*Sincerely,
Eligible Employee"*

(4) The Village may follow up with an employee requesting such leave to obtain additional information and to advise the employee of other benefits available including FMLA. Eligibility for use of VEPSL may be contingent on the employee providing information requested by the employer and use is only permitted for legitimate purposes identified in this Policy. Any use in violation of this Policy may subject the employee to disciplinary consequence up to and including discharge.

B.05 Duration of VEPSL Leave.

(1) Eligible full-time employees are entitled to 40 hours of VEPSL leave under this Policy. Eligible part-time employees are entitled to a number of hours equal to the number of hours that they work, on average, over a workweek period. If your hours of work are variable, the average weekly hours you

worked over the prior 6 months will be used. Unused leave under this Policy will not carryover and such leave expires no later than December 31, 2021 and may be terminated sooner by the Village. On an employee's separation from employment, any unused paid sick leave under this policy is not paid to the employee as such leave is to be used as leave from work only for the purposes intended by this Policy.

B.06 Compensation During Leave.

- (1) When taking paid sick leave under Sections B.03(1)(a)-(d) and (f) above, employees are entitled to receive their regular rate of pay as compensation during a period of absence.
- (2) When taking VEPSL leave under Sections B.03(1)e)above, employees are entitled to use up to two hours of VEPSL at their regular rate of pay to be vaccinated.

B.07 Effect on Existing Policies.

- (1) This Policy is not intended to replace any existing leave or paid time off policies maintained by the Village. Paid sick leave provided under this Policy is made available to eligible employees in addition to any leave or paid time off benefits provided under any of the Village's existing policies.
- (2) Eligible employees may first use paid sick leave under this Policy for any of the qualifying reasons identified in Section B.03(1) above before using other accrued paid leave which may be available to the employee under any of the Village's existing policies. The Village may require employees to first use other unused and accrued paid time off benefits to which employees may be entitled under other existing policies prior to using VEPSL leave under this Policy.

B.09 Expiration of Benefit.

- (1) The Village Emergency Paid Sick Leave benefits contained within this policy expire no later than December 31, 2021 and may be terminated sooner by the Village.

B.10 Questions.

- (1) If you have any questions regarding the operation or interpretation of this Policy, please contact the Village Administrator.

McFarland
SUMMARY SHEET

MEETING DATE: Monday, August 23, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion on Committee restructuring.

PREVIOUS ACTION:

The Village Board discussed this topic at the Annual Meeting on April 20, 2021.

The Committee of the Whole discussed this topic at their meeting on June 14, 2021, July 12, 2021, and July 26, 2021.

ISSUE SUMMARY:

We have been discussing a process in order to consider ideas to restructure our Committees. President Clow has reviewed the feedback provided in our past meetings on the topic, and offers the committee structure outlined below for consideration by the Board. The purpose of working through this basic structure is that there is considerable work that will need to be completed to institute this structure in terms of drafting ordinance language, creating policy that defines what will be referred to each committee and developing a handbook for board and committee members. This work is best done with input from the Board on the general direction prior to working through specifics.

- **Finance Committee** - Keep this Committee but change its membership to having only 3 Village Board members with no resident membership.
- **Personnel Committee** - Keep this Committee but change its membership to having only 3 Village Board members with no resident membership.
- **Public Utilities Committee & Public Works Committee**- Merge the two committees into one.
- **Parks and Recreation Committee** – Split Parks, Recreation and Natural Resources into two separate committees.
- **Sustainability and Natural Resources Committee** – Continue the ad hoc Sustainability Committee as a permanent committee and add the natural resources function from what was the Parks, Recreation and Natural Resources Committee to this committee to better refine areas of responsibility.
- **Volunteer Committee** - Proceed to eliminate this group as was previously introduced.
- **DEI Committee** - This committee will be considered further once we have the recommendation from the subcommittee. It will take some time to review the structure of the other committees so there is time to work collaboratively with the subcommittee.



- All other groups would remain but for additional discussions on membership, format, structure, charge, etc. for each of those groups.

Next steps:

- 1) If we are agreeable to these changes or others based on the discussion, next steps would include Staff to flush out what topics we would refer to each of the committees and how the committees would be used. This discussion will include the charge for each group, adjusting their scope, general structure, purpose, term length, membership, etc.
- 2) When the components above are laid out, we will need to look at the structure in aggregate to determine the overall structure of the committees and the board and how they impact the overall functioning of the village. This comprehensive structural conversation will likely lead to further refinement of the committee scopes described above.
- 3) Draft handbook for committee and board members.
- 4) Finally, we will define the purview of the committees, staff would prepare the specific code changes to review at a future meeting.

The goal of this work is to complete it by the end of the year so changes can be implemented in the first quarter with the current board. Committee appointments which occur in late April can be made. This is a considerable transformation that will take time to implement. A full timeline will be presented to the board at the next meeting once the path forward is agreed upon in this meeting.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Our purpose here is to begin to discuss specific changes and start to think about which ideas there is consensus to move forward with. There is no action associated with this item nor decision sought as part of this meeting.

ATTACHMENTS:

None