

Thursday, November 4, 2021

Village Board
6:00 PM

McFarland Municipal Center
Community Room

AGENDA

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

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/87193571501>

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

Webinar ID: 871 9357 1501

1. CALL TO ORDER.
2. ATTENDANCE/ROLL CALL.
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.
4. BUSINESS.
 - a. Discussion regarding inclusion within the State Expenditure Restraint Program.
 - b. Discussion and action regarding proposed changes to the 2022 Budget presented by the Village Board members:
 - i. General Fund (100):
 - 1) Add funding within the Village Board budget to create a Community Grant program.
 - 2) Add funding within the Village Administrator budget for Community art projects.
 - 3) Reduce funding within the Community Development Department budget through a wage and benefit allocation shift from the General Fund to the Tax Increment Districts.

- 4) Reduce funding within the Public Works Department budget regarding request for uniforms.
- 5) Remove funding within the Senior Outreach Department budget for the proposed position transfer from part-time to full-time employment.
- 6) Increase funding within the Parks budget to include two additional Parks LTE positions.
- 7) Reduce funding within the Parks budget regarding facility maintenance, meeting expenses, training expenses, and community groups.
- 8) Increase funding within the budget for a higher Across the Board wage increase.

ii. Library Fund (205):

- 1) Reduce funding within the Library budget regarding allocation linked with landscaping services.
- 2) Reduce funding within the Library budget regarding allocation linked to technology.

iii. Tax Increment District #3 Fund (305):

- 1) Reduce funding within the Tax Increment District #3 budget for the redevelopment incentive.

iv. Tax Increment District #4 Fund (310):

- 1) Increase funding within Tax Increment District #4 budget for property acquisitions.

v. Capital Projects Fund (400):

- 1) Increasing funding within Parks capital budget for consulting services to update management plans within Conservancy Parks

vi. Utility Fund (600):

- 1) Increase funding within the Sanitary Sewer Service budget for community outreach.

vii. Other:

- 1) Creation of new fund for Affordable Housing.
- 2) Creation of new fund for Sustainability.

c. Discussion regarding amended budget summary following review of Village Board requested changes.

d. Review schedule for future meetings.

5. 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: Thursday, November 4, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer

AGENDA ITEM: Discussion regarding inclusion within the State Expenditure Restraint Program.

PREVIOUS ACTION:

N/A

ISSUE SUMMARY:

Village staff has presented an overview of the State Expenditure Restraint Program including calculations for the 2022 draft budget submitted by Staff. As noted in those presentations, the 2022 budget as presented qualifies the Village for inclusion in the program in 2022 and the corresponding revenues. However, the Board will need to discuss whether in reviewing its changes, if its goal is to remain in the program, or not.

FINANCIAL/BUDGET IMPACT:

The expenditure restraint payment is generally around \$80,000.

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for discussion by the Board.

ATTACHMENTS:

1. 2022 Budget Limit Letter 13154
2. 2022 ERP Calculations - Committee Board Presentation



State of Wisconsin • DEPARTMENT OF REVENUE

DIVISION OF STATE AND LOCAL FINANCE • BUREAU OF LOCAL GOVERNMENT SERVICES • 2135 RIMROCK RD MADISON, WI 53713

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September 29, 2021

CASSANDRA SUETTINGER
VILLAGE OF MCFARLAND
PO BOX 110
MC FARLAND WI 53558-0110

Notice of 2022 Budget Limit – 2023 Expenditure Restraint Program Payment

Notice Information

The Wisconsin Department of Revenue (DOR) is sending you the qualifying factors for the 2023 Expenditure Restraint Program (ERP) payment. These factors assume your 2021 municipal TID out property tax rate will be greater than five mills.

Municipality	VILLAGE OF MCFARLAND	County	DANE	Co-muni Code	13-154
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Budget Limit Information

- To qualify for a payment, your municipality's net general fund budget increase from 2021 to 2022 must be **less than** 4.8 percent (*Line 9 below*) when rounded to the nearest hundredth (ex: 0.10 percent)
- Review the Form SL-203 instructions for reporting general fund budget expenditures located at: revenue.wi.gov/DORForms/erp-inst.pdf

Growth Factor Calculations	
1. Net new construction during 2020	32,980,000
2. 2020 total equalized value	1,127,280,700
3. Percent increase (<i>Line 1 divided by Line 2</i>)	2.926%
4. Adjustment factor	60%
5. Adjusted percent increase (<i>Line 3 multiplied by Line 4</i>)	1.756%
6. Maximum allowable increase	2%
7. Your growth factor (<i>lesser of Line 5 or Line 6</i>)	1.756%
8. Consumer price index (<i>increase from September 1, 2020 to August 31, 2021</i>)	3%
9. Total Budget Growth Limit – your municipality must be under this limit to qualify for a 2023 ERP payment (<i>sum of Lines 7 and 8 rounded to the nearest 0.10%</i>) (<i>sec. 79.05(2)(c), Wis. Stats.</i>)	4.8%

Contact Information

Questions? If you have questions, contact us at (608) 266-8618 or lgs@wisconsin.gov.

2022 Expenditure Restraint Worksheet

	<u>2021 Budget</u>	<u>Proposed 2022 budget</u>
General Fund expenses	\$6,594,000.00 General Fund	\$6,912,500.00 General Fund
Transfers Out	\$50,000.00 Retiree \$25,000.00 Youth Center \$22,500.00 Comm/Tech \$0.00 Parks \$74,750.00 Solid Waste \$0.00 TID #3 \$0.00 TID #4 \$0.00 Cap Projects \$0.00 Utilities \$0.00 Storm Water Utility \$1,503,000.00 Debt Service \$626,250.00 Library	\$50,000.00 Retiree \$25,000.00 Youth Center \$23,500.00 Comm/Tech \$0.00 Parks \$74,750.00 Solid Waste \$0.00 TID #3 \$0.00 TID #4 \$0.00 Cap Projects \$0.00 Utilities \$0.00 Storm Water Utility \$1,795,500.00 Debt Service \$674,250.00 Library
Total GF Expenditures	\$8,895,500.00	\$9,555,500.00
(-) Long Term Debt Payment	\$1,503,000.00	\$1,795,500.00
(-)Contract Services	\$207,252.00	\$232,192.00
TOTAL ERP EXPENDITURES	\$7,185,248.00	\$7,527,808.00

\$342,560.00 **Increase from 2021**
 4.77% **Percentage Increase**
 4.80% Allowable Increase
 0.03% **Difference**
 1693.25 Amount Over/Under

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Thursday, November 4, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action regarding proposed changes to the 2022 Budget presented by the Village Board members:

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Attached is a list of changes requested by the Village Board members following completion of the 2022 Budget review. A summary is also provided at the end to review some of the cumulative effects of these changes. This summary is purely speculative since discussion/action has not been had yet on these changes. The total effect will be monitored throughout the discussion and then reviewed prior to the conclusion of the meeting. Some changes affect multiple lines and will be presented together as part of the agenda discussion. Each item is presented for action as follows:

- Increase - This request proposes to increase funds where they have already been included in the specified line item.
- Add - This request proposes to include new funds where they had not previously been included in the specified line item.
- Reduce - This request is reducing funding to the specified line item.
- Remove - This request removes funding for a specified line item.
- Creation - This request proposes to create a new item for consideration as listed.

FINANCIAL/BUDGET IMPACT:

The changes and their financial impact are detailed within the attached spreadsheet. Each item is meant to correspond with the numbers on the agenda. The effect of changes on levy limits and expenditure restraint will be monitored throughout the discussion.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:



Presented for consideration as requested by Village Board members. Action is listed for each request to be accepted, modified, or rejected based upon the discretion of the Village Board.

ATTACHMENTS:

1. 10.29.2021 - 2022 Budget Village Board Changes

2022 Budget - Village Board Changes Review

i. General - Fund 100

Item	Elected Official	Fund	Name	Type	Page	Dept	Line Item Descp.	Line Item Number	Old	New	Describe Question and/or Nature of the Change Requested	Offsetting Changes to Rev/Exp to Account for Change
1)	CC	100	General	Exp	62	Village Board	Community Grant	51100-TBD	\$ -	\$ 15,000	Create a grant program to fund small Community based projects.	Increases tax levy by \$15,000.
2)	CC	100	General	Exp	67	Village Administrator	Operating Supplies	51410-340	\$ -	\$ 5,000	Leave the funding for the community art project within the operating budget.	Increases tax levy by \$5,000.
3)	SB	100	General	Exp	81	Comm Devel	Wage and Benefit Lines	Multiple	\$ 147,750	\$ 138,250	Requesting to keep part-time Planner but shift 3% from Gen Fund Allocation evenly to each TID. Cost savings will cover the Gen Fund portion of the PT Planner position allowing for it to be retained.	Decreases tax levy by \$9,500.
4)	CC, SB	100	General	Exp	85	Public Works	Uniforms	53000-142	\$ 8,000	\$ 4,250	Reduce uniform allowance increase.	Decreases tax levy by \$3,750.
5)	CC	100	General	Exp	87	Senior Outreach	Wage and Benefit Lines	Multiple	\$ 284,750	\$ 259,750	Do not increase funding to transition Nutrition Manager to full-time in 2022.	Decreases tax levy by \$25,000.
6)	CC, CSC	100	General	Exp	90	Parks	Wage and Benefit Lines	Multiple	\$ 45,250	\$ 69,250	CSC - Add funding for an additional Parks LTE position. CC - Add funding for 2 Parks LTE positions to address/manage Summer workload.	Increases tax levy by \$24,000. Change shown is the cost implications for adding 2 LTEs. Levy impact is half what is shown if only 1 LTE is added.
7)	CSC	100	General	Exp	90	Parks	Facility Maint.	55200-242	\$ 25,000	\$ 21,500	Cost reduction tied to request for additional Parks LTE.	Decreases the tax levy by \$3,500.
7)	CSC	100	General	Exp	91	Parks	Meeting Exp.	55200-330	\$ 1,000	\$ 500	Cost reduction tied to request for additional Parks LTE.	Decreases the tax levy by \$500.
7)	CSC	100	General	Exp	91	Parks	Training Exp.	55200-331	\$ 3,500	\$ 1,500	Cost reduction tied to request for additional Parks LTE.	Decreases the tax levy by \$2,000.
7)	CSC	100	General	Exp	91	Parks	Comm. Groups	55200-720	\$ 3,500	\$ 1,500	Cost reduction tied to request for additional Parks LTE.	Decreases the tax levy by \$2,000.
8)	CSC, SB	Multiple	Multiple	Exp	Multiple	Multiple	Wages and Benefits	Multiple	\$ 5,598,000	\$ 5,626,000	Budget for 3% annual across the board salary increase for Staff. Perhaps 2.5% would be the alternative.	Increases tax levy by \$28,000. Increases all other non-tax levy supported funds by an additional \$8,000.
									Total Tax Levy Impact			
									\$ 6,631,250	\$ 6,667,250	Total All Fund Impact	

2022 Budget - Village Board Changes Review

ii. Library - Fund 205

Item	Elected Official	Fund	Name	Type	Page	Dept	Line Item Descp.	Line Item Number	Old	New	Describe Question and/or Nature of the Change Requested	Offsetting Changes to Rev/Exp to Account for Change
1)	CSC	205	Library	Exp	113	Library	Other Serv.	55110-290	\$ 23,250	\$ 18,250	Cost reduction tied to request for additional Parks LTE.	Decreases the tax levy by \$5,000.
2)	EW	205	Library	Exp	113	Library	Technology	55110-342	\$ 24,500	\$ 15,500	Request to decrease technology expenditures.	Decreases the tax levy by \$9,000.

iii. Tax Increment District #3 - Fund 305

Item	Elected Official	Fund	Name	Type	Page	Dept	Line Item Descp.	Line Item Number	Old	New	Describe Question and/or Nature of the Change Requested	Offsetting Changes to Rev/Exp to Account for Change
1)	EW	305	TID #3	Exp	138	Operations	Redevelopment Incentive	56700-725	\$ 500,000	\$ 350,000	Request to lower anticipated redevelopment incentives for the next year in order to reallocate additional funds to TID #4.	Decreases fund balance by \$150,000.

iv. Tax Increment District #4 - Fund 310

Item	Elected Official	Fund	Name	Type	Page	Dept	Line Item Descp.	Line Item Number	Old	New	Describe Question and/or Nature of the Change Requested	Offsetting Changes to Rev/Exp to Account for Change
1)	CSC	310	TID #4	Exp	148	Operations	Property	56700-826	\$ 250,000	\$ 500,000	Property in the Downtown area could and would likely come at significantly greater expense. Projects in TID #4 are significantly greater value to residents and the Village overall, especially as the Village embarks on Community Center and Library expansion projects in the near future.	Line item increase offset by higher advance from TID #3. Also consider TID #4's remaining obligation on past advances.

v. Capital Projects - Fund 400

Item	Elected Official	Fund	Name	Type	Page	Dept	Line Item Descp.	Line Item Number	Old	New	Describe Question and/or Nature of the Change Requested	Offsetting Changes to Rev/Exp to Account for Change
1)	CC	400	Capital Projects	Exp	182	Parks	Consultant Services	57620-211	\$ 122,000	\$ 197,000	Prepare updated Management Plans for Conservancy Parks (Previous plan is dated October 10, 2007).	Increases borrowed funds by \$75,000.

2022 Budget - Village Board Changes Review

vi. Utility Fund - Fund 600

Item	Elected Official	Fund	Name	Type	Page	Dept	Line Item Descp.	Line Item Number	Old	New	Describe Question and/or Nature of the Change Requested	Offsetting Changes to Rev/Exp to Account for Change
1)	CC	600	Utility	Exp	204	Sanitary Sewer	Programming	53612-391	\$ 250	\$ 2,500	Additional funding for community outreach to meet MAMSWAP requirements.	Increases revenue generated through rates by \$2,250.

vii. Other

Item	Elected Official	Fund	Name	Type	Page	Dept	Line Item Descp.	Line Item Number	Old	New	Describe Question and/or Nature of the Change Requested	Offsetting Changes to Rev/Exp to Account for Change
1)	CSC	TBD	Afford. Housing	R/E	N/A	N/A	Fund Transfer	N/A	\$ -	\$ 75,000	Request is to establish a fund for the Village to support low-income housing initiatives. Additional ordinance work needed to determine criteria through which allocation of funds is decided and annual contribution to this fund moving forward, potentially through TID revenues, etc.	Transfer from the General Fund to the proposed Affordable Housing Fund to be established. Paid for within the General Fund through unassigned fund balance.
2)	CSC	TBD	Sustain.	R/E	N/A	N/A	Fund Transfer	N/A	\$ -	\$ 50,000	Request is to establish a fund for the Village to work on improving green energy initiatives at existing Village sites/parks.	Transfer from the General Fund to the proposed Sustainability Fund to be established. Paid for within the General Fund through unassigned fund balance.

As of Administrative Change Sheet Dated October 28, 2021

1/1/2020 Median Home Value	\$	295,100	\$	1,838.97	
1/1/2021 Median Home Value	\$	312,300	\$	1,925.90	\$ 86.92
		5.83%		4.73%	

As of Village Board Change Sheet Submitted on November 4, 2021

1/1/2020 Median Home Value	\$	295,100	\$	1,838.97	
1/1/2021 Median Home Value	\$	312,300	\$	1,929.14	\$ 90.17
		5.83%		4.90%	

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McFarland
SUMMARY SHEET

MEETING DATE: Thursday, November 4, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Increase funding within the budget for a higher Across the Board wage increase.

PREVIOUS ACTION:

ISSUE SUMMARY:

The budget change request was to consider increasing the Across the Board wage increase from 2% to 3% for non-represented employees. Represented employees are bound by the terms of their contract. It was also suggested a compromise could be considered at a 2.5% increase if the original request was deemed to high. For perspective, the follow range of increases and their impact on the tax levy is provided as part of the discussion:

- 2.00% - Included in the 2022 Budget submitted by Village Staff
- 2.25% - Increases the levy by \$7,000.
- 2.50% - Increases the levy by \$14,000.
- 2.75% - Increases the levy by \$21,000.
- 3.00% - Increases the levy by \$28,000.

It should be noted that the contract with represented Police Officers is settled for 2021-2023.

Each of those three years they are to be provided a 2.25% increase as of January 1st. The contract with represented EMTs is currently being negotiated and remains unsettled beyond 2020.

There is no suggested corresponding offset to this change as the first question to answer is whether or not the Village Board wishes to consider the change, and at what level. If so, then we can evaluate what our options are in order to fund it while remaining in compliance with budget parameters.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:



ATTACHMENTS:

None

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Thursday, November 4, 2021

SECTION: Business

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Discussion regarding amended budget summary following review of Village Board requested changes.

PREVIOUS ACTION:

ISSUE SUMMARY:

As we work through the discussion and action of changes, Staff will be tracking the affect it has on the bottom line including levy limits and expenditure restraint. There is nothing else to present with this agenda item as we will review overall where the budget sits at the conclusion of the meeting. The intent is to provide some perspective as to where the tax levy and rate are as well as other factors that may be pertinent to the review. A more formal final change sheet will be prepared and shared with the Village Board prior to final action.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None