

Monday, January 24, 2022

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/89588633951>

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

Webinar ID: 895 8863 3951

Press *9 to raise/lower hand. Press *6 to mute/unmute.

1. CALL TO ORDER.
2. ATTENDANCE/ROLL CALL.
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 January 10, 2022 meeting.
 - 2) Motion to approve checks in the amount of \$2,271,805.65.
 - 3) Motion to approve title change for the Community Development Clerk III to Community Development Specialist.
 - 4) Motion to approve the job description and classification to create the Associate Planner position within the Community Development Department, and authorization to fill the vacancy thereof.
 - 5) Motion to approve revisions to the organizational chart for the Community and Economic Development Department.
 - 6) Motion to approve appointing Patrick Kane and Sharon Walk to serve as Election Inspectors for the 2022-2023 term.
 - 7) Motion to approve Ordinance #2022-01: an ordinance amending Appendix A (Fee Schedule) of

the McFarland Code of Ordinances regarding updates to Community Development permit fees recommended for revision by the Plan Commission.

- 8) Motion to approve authorization to make application to the Staffing for Adequate Fire and Emergency Response (SAFER) Grant program for the Fire and Rescue Department.
- 9) Resolution 2022-03: A Resolution to Rescind Personal Property Taxes on Account #49-20399 because of a clerical error.

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. Presentation of the Climate Champion award to the Village of McFarland for the Public Safety Center Project.
- b. Discussion and action regarding the plan for borrowing in order to fund the 2022 Capital Improvement Plan as presented by Carol Wirth of Wisconsin Public Finance Professionals.
- c. Public Utilities Committee (Trustees Wreh & Nelson)
 - 1) Discussion and action regarding a proposal by Town & Country Engineering to conduct a Water System Needs Assessment Study for the calculation of updates to Water Utility Impact Fees.
 - 2) Discussion and action regarding a proposal by Town & Country Engineering for design services for Lift Station #2 rehabilitation.
 - 3) Discussion and action regarding the issuance of a Request for Proposals (RFP) for storm sewer cleaning and televising services.
- d. Discussion and action on revision to Compensation and Benefit Manual: Chapter 3 - Administration of Compensation Plans for Non-Represented Employees.
- 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. 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, January 24, 2022

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, January 10, 2022 - 7:00 PM

1. CALL TO ORDER.

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

2. ATTENDANCE/ROLL CALL.

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

Village Board members not present: None.

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, and Fire/EMS Director Chris Dennis.

3. PROCLAMATION

a. Designating the week of January 10-14, 2022 as Crossing Guard Appreciation Week in the Village of McFarland

Village President Clow designated the week of January 10-14, 2022 as Crossing Guard Appreciation Week in the Village of McFarland. She thanked the crossing guards for the vital service they provide to the Village.

4. PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS.

a. Public Announcements

b. Public Communications

5. 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 December 13, 2021 Village Board regular meeting.

2) Motion to approve checks in the amount of \$8,221,268.63.

3) Motion to approve appointing Nicola Symons to serve as an Election Inspector for the 2022-2023 term.

4) Motion to approve Resolution 2022-01: A Resolution to rescind real estate taxes on parcel 0610-022-7861-1 and 0610-031-6334-5 due to palpable errors.

5) Motion to approve Resolution 2022-02: A Resolution Approving Satisfaction of Alliance Development Corporation TIF Development Agreement Obligations.

6) Motion to approve a request to fill the vacancy for the Police Officer position within the Police Department.

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

6. PUBLIC APPEARANCES.

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

None.

7. BUSINESS.

a. Plan Commission (President Clow & Trustee St. Clair)

1) Discussion and action on Ordinance #2021-11: An ordinance to amend the zoning code and related code provisions regarding the requirements for a vision triangle at corner lots.

Community & Economic Development Director Andrew Bremer provided an overview of the ordinance and the recommendation from the Plan Commission and Public Safety for approval.

Motion by Village President Carolyn Clow, second by Village Trustee Chris St. Clair, to approve Ordinance #2021-11: An ordinance to amend the zoning code and related code provisions regarding the requirements for a vision triangle at corner lots. Motion carries 7 - 0 - 0 by acclamation.

b. Public Utilities Committee (Trustees Wreh & Nelson)

1) Discussion and action to approve the 2022 Storm Sewer Improvements project and authorize the project for bid.

Trustee Wreh provided a report on the recommendation for approval from the Public Utilities Committee.

Motion by Village Trustee Edward Wreh, second by Village Trustee Carrie Nelson, to

approve the 2022 Storm Sewer Improvements project and authorize the project for bid. Motion carries 7 - 0 - 0 by acclamation.

- 2) Discussion and action to approve the issuance of a Request for Proposal (RFP) for meter replacement installation services.

Motion by Village Trustee Edward Wreh, second by Village Trustee Carrie Nelson, to approve the issuance of a Request for Proposal (RFP) for meter replacement installation services. Motion carries 7 - 0 - 0 by acclamation.

- 3) Discussion and action to approve the issuance of a Request for Proposals (RFP) for Forcemain locating services.

Motion by Village Trustee Edward Wreh, second by Village Trustee Carrie Nelson, to approve the issuance of a Request for Proposals (RFP) for Forcemain locating services. Motion carries 7 - 0 - 0 by acclamation.

- 4) Discussion and action regarding a proposal to conduct maintenance at Well #1.

Motion by Village Trustee Edward Wreh, second by Village Trustee Carrie Nelson, to approve a proposal to conduct maintenance at Well #1. Motion carries 7 - 0 - 0 by acclamation.

- c. Public Works Committee (Trustees Rupert & St. Clair)
Public Utilities Committee (Trustees Wreh & Nelson)

- 1) Discussion and action to regarding the 2022 Terminal Drive Street and Utility Improvements project and authorize for bid.

Motion by Village Trustee Justin Rupert, second by Village Trustee Chris St. Clair, to approve 2022 Terminal Drive Street and Utility Improvements project and authorize for bid. Motion carries 7 - 0 - 0 by acclamation.

- 2) Discussion and action regarding the 2022 Street and Utility Improvements project and authorize for bid.

Motion by Village Trustee Justin Rupert, second by Village Trustee Edward Wreh, to approve the 2022 Street and Utility Improvements project and authorize for bid. Motion carries 7 - 0 - 0 by acclamation.

- d. Parks, Recreation, and Natural Resources (Trustees Nelson & Rupert)

- 1) Discussion and action regarding Pickleball Design at William McFarland Park and authorize project for bidding.

Motion by Village Trustee Carrie Nelson, second by Trustee Justin Rupert, to approve the Pickleball Design at William McFarland Park including the changes shared during the meeting by Parkitecture and authorize project for bidding. Motion carries 7 - 0 - 0 by acclamation.

- e. Discussion and action regarding scholarship application through the International City/County Management Association (ICMA) for the Village Administrator to attend the Harvard Kennedy School Senior Executives in Local Government Program.

Motion by Village President Carolyn Clow, second by Village Trustee Edward Wreh, to approve a scholarship application through the International City/County Management Association (ICMA) for the Village Administrator to attend the Harvard Kennedy School Senior Executives in Local Government Program. Motion carries 7 - 0 - 0 by

acclamation.

- f. 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.

None.

8. ADJOURNMENT.

Motion by Village Trustee Chris St. Clair, second by Village Trustee Justin Rupert, to adjourn at 8:05 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

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Amount
01/15/2022	CDPT	01/21/2022		FIRE FIGHTERS LOCAL 3	8	145.21
01/15/2022	CDPT	01/21/2022		FIRE FIGHTERS LOCAL 3	8	5.00
01/15/2022	CDPT	01/21/2022		WI SCTF	5	207.69

PAYROLL RELATED

\$357.90

Report Criteria:

Detail report type printed

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
1	5 ALARM FIRE & SAFETY	PB210044	5 ALARM STRUT	1	12/23/2021	2,308.00	.00	2,308.00	01/21/2022
Total 1:						2,308.00	.00	2,308.00	
4	MIDDLETON FORD	152757	VEHICLE PARTS TRUCK	1	12/30/2021	157.51	.00	157.51	01/21/2022
		152757	VEHICLE PARTS TRUCK	2	12/30/2021	157.51	.00	157.51	01/21/2022
		152757	VEHICLE PARTS TRUCK	3	12/30/2021	157.51	.00	157.51	01/21/2022
		152757	VEHICLE PARTS TRUCK	4	12/30/2021	577.52	.00	577.52	01/21/2022
		152796	VEHICLE PARTS TRUCK	1	01/03/2022	19.06	.00	19.06	01/21/2022
		152796	VEHICLE PARTS TRUCK	2	01/03/2022	19.06	.00	19.06	01/21/2022
		152796	VEHICLE PARTS TRUCK	3	01/03/2022	19.06	.00	19.06	01/21/2022
		152796	VEHICLE PARTS TRUCK	4	01/03/2022	69.87	.00	69.87	01/21/2022
		152817	VEHICLE PARTS TRUCK	1	01/04/2022	33.86	.00	33.86	01/21/2022
		152817	VEHICLE PARTS TRUCK	2	01/04/2022	33.86	.00	33.86	01/21/2022
		152817	VEHICLE PARTS TRUCK	3	01/04/2022	33.86	.00	33.86	01/21/2022
		152817	VEHICLE PARTS TRUCK	4	01/04/2022	124.12	.00	124.12	01/21/2022
		152846	M3 MAINTENANCE	1	01/06/2022	72.25	.00	72.25	01/21/2022
		CM152563	BRAKE KIT	1	12/28/2021	129.15-	.00	129.15-	01/21/2022
		CM152676	BRAKE KIT	1	12/28/2021	129.15-	.00	129.15-	01/21/2022
		CM152796	CORE RETURN	1	01/04/2022	27.50-	.00	27.50-	01/21/2022
		CM152796	CORE RETURN	2	01/04/2022	7.50-	.00	7.50-	01/21/2022
		CM152796	CORE RETURN	3	01/04/2022	7.50-	.00	7.50-	01/21/2022
		CM152796	CORE RETURN	4	01/04/2022	7.50-	.00	7.50-	01/21/2022
Total 4:						1,166.75	.00	1,166.75	
10	ARAMARK	0016415060	MATS	1	01/07/2022	52.33	.00	52.33	01/21/2022
		00164151129	MATS	1	01/14/2022	52.33	.00	52.33	01/21/2022
Total 10:						104.66	.00	104.66	
30	ALLIANT ENERGY/WP&L	011122	MUNICIPAL CENTER	1	01/11/2022	4,312.01	.00	4,312.01	01/21/2022
		011122	PW FACILITY	2	01/11/2022	1,330.19	.00	1,330.19	01/21/2022
		011122	LIBRARY	3	01/11/2022	2,995.62	.00	2,995.62	01/21/2022
		011122	WELL #4	4	01/11/2022	2,037.07	.00	2,037.07	01/21/2022
		011122	SOCCER BUILDING	5	01/11/2022	187.57	.00	187.57	01/21/2022
		0574403836-	3234 COUNTY RD AB	1	01/18/2022	18.99	.00	18.99	01/21/2022
		112475000-1	STREET LIGHTS (1)	1	12/31/2021	8,196.74	.00	8,196.74	01/19/2022
		5689845646-	2860 HIDDEN FARM FLO	1	01/17/2022	28.70	.00	28.70	01/21/2022
		6922801707-	PUBLIC SAFETY CENTER	1	01/19/2022	1,087.79	.00	1,087.79	01/21/2022
Total 30:						20,194.68	.00	20,194.68	
49	APWA REGISTRATION	126555-1202	APWA MEMBERSHIP	1	12/02/2021	90.00	.00	90.00	01/21/2022
		126555-1202	APWA MEMBERSHIP	2	12/02/2021	90.00	.00	90.00	01/21/2022
		126555-1202	APWA MEMBERSHIP	3	12/02/2021	90.00	.00	90.00	01/21/2022
		126555-1202	APWA MEMBERSHIP	4	12/02/2021	90.00	.00	90.00	01/21/2022
		126555-1202	APWA MEMBERSHIP	5	12/02/2021	240.00	.00	240.00	01/21/2022
Total 49:						600.00	.00	600.00	
68	BADGER WELDING SUPP	3642087	ACETYLENE & OXYGEN	1	03/31/2021	1.54	.00	1.54	01/21/2022
		3642087	ACETYLENE & OXYGEN	2	03/31/2021	.42	.00	.42	01/21/2022
		3642087	ACETYLENE & OXYGEN	3	03/31/2021	.42	.00	.42	01/21/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		3642087	ACETYLENE & OXYGEN	4	03/31/2021	.42	.00	.42	01/21/2022
		3687743	ACETYLENE & OXYGEN	1	12/31/2021	6.82	.00	6.82	01/21/2022
		3687743	ACETYLENE & OXYGEN	2	12/31/2021	1.86	.00	1.86	01/21/2022
		3687743	ACETYLENE & OXYGEN	3	12/31/2021	1.86	.00	1.86	01/21/2022
		3687743	ACETYLENE & OXYGEN	4	12/31/2021	1.86	.00	1.86	01/21/2022
		3690427	BADGER WELDING - OXY	1	01/11/2022	56.91	.00	56.91	01/21/2022
Total 68:						72.11	.00	72.11	
74	BAKER & TAYLOR BOOK	2036403140	BOOKS	1	12/28/2021	29.59	.00	29.59	01/21/2022
Total 74:						29.59	.00	29.59	
104	BOBCAT OF MADISON IN	01-100736	SKIDSTEER PARTS	1	01/04/2022	183.50	.00	183.50	01/21/2022
		01-100736	SKIDSTEER PARTS	2	01/04/2022	50.05	.00	50.05	01/21/2022
		01-100736	SKIDSTEER PARTS	3	01/04/2022	50.04	.00	50.04	01/21/2022
		01-100736	SKIDSTEER PARTS	4	01/04/2022	50.05	.00	50.05	01/21/2022
Total 104:						333.64	.00	333.64	
150	CDW GOVERNMENT INC	Q358104	COMPUTER REPLACEME	1	12/31/2021	1,036.61	.00	1,036.61	01/21/2022
		Q366008	SURFACE CASE	1	01/03/2022	35.00	.00	35.00	01/21/2022
Total 150:						1,071.61	.00	1,071.61	
172	CITY OF MADISON TREA	35872	BEACH TESTING 2021	1	10/12/2021	1,310.00	.00	1,310.00	01/21/2022
		37313	MPD TRAINING	1	01/04/2022	750.00	.00	750.00	01/21/2022
Total 172:						2,060.00	.00	2,060.00	
194	CONCENTRA	103502343	RANDOM DRUG / ALCOH	1	01/10/2022	51.00	.00	51.00	01/21/2022
Total 194:						51.00	.00	51.00	
225	DANE CO HIGHWAY	29139	SALT BRINE	1	12/31/2021	640.00	.00	640.00	01/21/2022
Total 225:						640.00	.00	640.00	
234	DANE CO EMERGENCY	10900	COUNTY OF DANE EM -	1	01/10/2022	805.18	.00	805.18	01/21/2022
		10970	ANNUAL SUPPORT FEE-	1	01/19/2022	540.98	.00	540.98	01/21/2022
Total 234:						1,346.16	.00	1,346.16	
252	DANE CO TREASURER	2212	MAMSWP AGREEMENT	1	01/15/2022	4,393.00	.00	4,393.00	01/21/2022
Total 252:						4,393.00	.00	4,393.00	
408	GRAINGER INC	8174164211	GRAINGER BATTERY	1	01/11/2022	8.06	.00	8.06	01/21/2022
Total 408:						8.06	.00	8.06	
452	HYDRITE CHEMICAL	02535571	WATER CHEMICALS	1	12/30/2021	791.31	.00	791.31	01/21/2022
		02539556	WATER CHEMICALS	1	01/13/2022	298.80	.00	298.80	01/21/2022
		02539557	WATER CHEMICALS	1	01/13/2022	517.11	.00	517.11	01/21/2022
Total 452:						1,607.22	.00	1,607.22	

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
469	ITRON INC	611627	SOFTWARE MAIN AGREE	1	01/12/2022	356.43	.00	356.43	01/21/2022
Total 469:						356.43	.00	356.43	
505	KLEMENTZ, MICHAEL	MK010922	UNIFORM ALLOW - KLEM	1	01/09/2022	189.87	.00	189.87	01/21/2022
Total 505:						189.87	.00	189.87	
575	MADISON MET SEWERA	IN000017523	4TH QUARTER CHARGE	1	12/31/2021	210,493.31	.00	210,493.31	01/21/2022
		RC00000375	ADAPTIVE MGMT	1	12/01/2021	7,385.00	.00	7,385.00	01/21/2022
Total 575:						217,878.31	.00	217,878.31	
581	MADISON TRUCK EQUIP	12-98278	TRUCK PARTS TRUCK 2	1	12/30/2021	160.49	.00	160.49	01/21/2022
		12-98278	TRUCK PARTS TRUCK 2	2	12/30/2021	43.77	.00	43.77	01/21/2022
		12-98278	TRUCK PARTS TRUCK 2	3	12/30/2021	43.77	.00	43.77	01/21/2022
		12-98278	TRUCK PARTS TRUCK 2	4	12/30/2021	43.77	.00	43.77	01/21/2022
		1-98350	TOOLCAT PARTS	1	01/06/2022	219.04	.00	219.04	01/21/2022
		1-98350	TOOLCAT PARTS	2	01/06/2022	59.74	.00	59.74	01/21/2022
		1-98350	TOOLCAT PARTS	3	01/06/2022	59.74	.00	59.74	01/21/2022
		1-98350	TOOLCAT PARTS	4	01/06/2022	59.74	.00	59.74	01/21/2022
		1-98363	TRUCK PARTS TRUCK 6	1	01/06/2022	.53	.00	.53	01/21/2022
		1-98363	TRUCK PARTS TRUCK 6	2	01/06/2022	.53	.00	.53	01/21/2022
		1-98363	TRUCK PARTS TRUCK 6	3	01/06/2022	.53	.00	.53	01/21/2022
		1-98363	TRUCK PARTS TRUCK 6	4	01/06/2022	1.91	.00	1.91	01/21/2022
Total 581:						693.56	.00	693.56	
620	MCFARLAND YOUTH CE	011622	ANNUAL CONTRIBUTION	1	01/16/2022	40,250.00	.00	40,250.00	01/21/2022
Total 620:						40,250.00	.00	40,250.00	
634	MENARDS - MONONA	23446	PD KITCHEN FAUCET RE	1	12/28/2021	38.03	.00	38.03	01/21/2022
		23446	PD KITCHEN FAUCET RE	2	12/28/2021	10.38	.00	10.38	01/21/2022
		23446	PD KITCHEN FAUCET RE	3	12/28/2021	10.38	.00	10.38	01/21/2022
		23446	PD KITCHEN FAUCET RE	4	12/28/2021	10.38	.00	10.38	01/21/2022
		23939	PARK SUPPLIES	1	01/07/2022	57.18	.00	57.18	01/21/2022
		24061	WELL #3 MAINTENANCE	1	01/09/2022	49.98	.00	49.98	01/21/2022
		24137	PW SHOP SUPPLIES	1	01/11/2022	82.04	.00	82.04	01/21/2022
		24137	PW SHOP SUPPLIES	2	01/11/2022	22.37	.00	22.37	01/21/2022
		24137	PW SHOP SUPPLIES	3	01/11/2022	22.37	.00	22.37	01/21/2022
		24137	PW SHOP SUPPLIES	4	01/11/2022	22.37	.00	22.37	01/21/2022
		24226	PW SHOP SUPPLIES	1	01/12/2022	52.92	.00	52.92	01/21/2022
		24226	PW SHOP SUPPLIES	2	01/12/2022	14.43	.00	14.43	01/21/2022
		24226	PW SHOP SUPPLIES	3	01/12/2022	14.43	.00	14.43	01/21/2022
		24226	PW SHOP SUPPLIES	4	01/12/2022	14.43	.00	14.43	01/21/2022
		24227	PARK SUPPLIES	1	01/12/2022	87.66	.00	87.66	01/21/2022
		24311	PW SHOP LIGHTS	1	01/14/2022	43.17	.00	43.17	01/21/2022
		24311	PW SHOP LIGHTS	2	01/14/2022	11.77	.00	11.77	01/21/2022
		24311	PW SHOP LIGHTS	3	01/14/2022	11.77	.00	11.77	01/21/2022
		24311	PW SHOP LIGHTS	4	01/14/2022	11.77	.00	11.77	01/21/2022
		24330	PW SHOP LIGHTS	1	01/14/2022	43.17	.00	43.17	01/21/2022
		24330	PW SHOP LIGHTS	2	01/14/2022	11.77	.00	11.77	01/21/2022
		24330	PW SHOP LIGHTS	3	01/14/2022	11.77	.00	11.77	01/21/2022
		24330	PW SHOP LIGHTS	4	01/14/2022	11.77	.00	11.77	01/21/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 634:						666.31	.00	666.31	
640	MGE	8600157181-	LIFT #4 ELECT	1	12/29/2021	53.68	.00	53.68	01/14/2022
Total 640:						53.68	.00	53.68	
664	MILWAUKEE JOURNAL S	MJ0927754	1 YR MILW JOURNAL SE	1	01/18/2022	773.75	.00	773.75	01/21/2022
Total 664:						773.75	.00	773.75	
765	LEGAL SHIELD	0108629-JA	LEGAL SHIELD	1	01/15/2022	268.15	.00	268.15	01/21/2022
Total 765:						268.15	.00	268.15	
818	ROTO ROOTER SEWER	207462	MUNICIPAL CENTER FAC	1	01/05/2022	91.07	.00	91.07	01/21/2022
		207462	MUNICIPAL CENTER FAC	2	01/05/2022	24.83	.00	24.83	01/21/2022
		207462	MUNICIPAL CENTER FAC	3	01/05/2022	24.83	.00	24.83	01/21/2022
		207462	MUNICIPAL CENTER FAC	4	01/05/2022	24.83	.00	24.83	01/21/2022
Total 818:						165.56	.00	165.56	
870	SLINDE TRUCKING	012022	REFUND OVERPAYMENT	1	01/20/2022	250.03	.00	250.03	01/21/2022
Total 870:						250.03	.00	250.03	
879	SOUTH CENTRAL LIBRA	22-020	TECHNOLOGY FEES	1	01/09/2022	48,274.00	.00	48,274.00	01/21/2022
Total 879:						48,274.00	.00	48,274.00	
957	TOM'S AUTO CENTER IN	0052656	M4 MAINTENANCE	1	12/13/2021	40.51	.00	40.51	01/21/2022
		0052710	TRUCK 20 REPAIR CREDI	1	12/16/2021	28.20-	.00	28.20-	01/21/2022
		0052710	TRUCK 20 REPAIR CREDI	2	12/16/2021	7.69-	.00	7.69-	01/21/2022
		0052710	TRUCK 20 REPAIR CREDI	3	12/16/2021	7.69-	.00	7.69-	01/21/2022
		0052710	TRUCK 20 REPAIR CREDI	4	12/16/2021	7.69-	.00	7.69-	01/21/2022
		0052840	TRUCK REPAIR TRUCK 1	1	12/30/2021	5.49	.00	5.49	01/21/2022
		0052840	TRUCK REPAIR TRUCK 1	2	12/30/2021	5.50	.00	5.50	01/21/2022
		0052840	TRUCK REPAIR TRUCK 1	3	12/30/2021	5.50	.00	5.50	01/21/2022
		0052840	TRUCK REPAIR TRUCK 1	4	12/30/2021	20.15	.00	20.15	01/21/2022
		0052957	VEHICLE MAINT	1	01/11/2022	445.92	.00	445.92	01/21/2022
Total 957:						471.80	.00	471.80	
958	TOWN & COUNTRY ENGI	23562	EXCHANGE ST PRELIMIN	1	01/13/2022	3,162.50	.00	3,162.50	01/21/2022
		23563	2022 SIDEWALK REPLAC	1	01/13/2022	342.50	.00	342.50	01/21/2022
		23564	2022 STREET & UTILITY I	1	01/13/2022	9,555.70	.00	9,555.70	01/21/2022
		23565	2021 US OIL TERMINAL D	1	01/13/2022	171.25	.00	171.25	01/21/2022
		23566	5979 SIGGELKOW ESCR	1	01/13/2022	132.50	.00	132.50	01/21/2022
Total 958:						13,364.45	.00	13,364.45	
1005	VANNGUARD UTILITY PA	9243	LOCATES	1	01/03/2022	82.50	.00	82.50	01/21/2022
Total 1005:						82.50	.00	82.50	
1015	VILLAGE OF MCFARLAN	2021PPTAXE	PALPABLE ERROR	1	01/21/2022	13.29	.00	13.29	01/21/2022
		2022-01PALP	PALPABLE ERROR	1	01/10/2022	58,461.28	.00	58,461.28	01/21/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		TAXES2021-	PALPABLE ERROR	1	01/10/2022	3,602.01	.00	3,602.01	01/21/2022
	Total 1015:					62,076.58	.00	62,076.58	
1041	WERNER ELECTRIC SUP	S6665712.00	PW LIGHTS	1	12/28/2021	39.07	.00	39.07	01/21/2022
		S6665712.00	PW LIGHTS	2	12/28/2021	39.08	.00	39.08	01/21/2022
		S6665712.00	PW LIGHTS	3	12/28/2021	39.08	.00	39.08	01/21/2022
		S6665712.00	PW LIGHTS	4	12/28/2021	143.27	.00	143.27	01/21/2022
	Total 1041:					260.50	.00	260.50	
1093	WI STATE LABORATORY	701642	FLUORIDE TEST	1	12/31/2021	26.00	.00	26.00	01/21/2022
	Total 1093:					26.00	.00	26.00	
1122	WSFCA	2022DUES	WSFC FIRE CHIEF DUES	1	01/19/2022	380.00	.00	380.00	01/21/2022
	Total 1122:					380.00	.00	380.00	
1130	ZORN COMPRESSOR &	361187-00	AIR COMPRESSOR	1	01/06/2022	4,749.24	.00	4,749.24	01/21/2022
	Total 1130:					4,749.24	.00	4,749.24	
1165	SPRANG, SARA	SS121621	CM MILEAGE	1	12/16/2021	112.00	.00	112.00	01/21/2022
	Total 1165:					112.00	.00	112.00	
1186	DANE CO LANDFILL	921-010422	DISPOSAL	1	01/04/2022	.78	.00	.78	01/21/2022
	Total 1186:					.78	.00	.78	
1241	BARNIER, JOSHUA	JB091321	BARNIER UNIFORM ALL	1	09/13/2021	1,337.14	.00	1,337.14	01/21/2022
	Total 1241:					1,337.14	.00	1,337.14	
1245	PROFESSIONAL PEST C	550556	PW PEST CONTROL	1	01/18/2022	21.45	.00	21.45	01/21/2022
		550556	PW PEST CONTROL	2	01/18/2022	5.85	.00	5.85	01/21/2022
		550556	PW PEST CONTROL	3	01/18/2022	5.85	.00	5.85	01/21/2022
		550556	PW PEST CONTROL	4	01/18/2022	5.85	.00	5.85	01/21/2022
		550557	MC PEST CONTROL	1	01/18/2022	6.90	.00	6.90	01/21/2022
		550557	MC PEST CONTROL	2	01/18/2022	6.90	.00	6.90	01/21/2022
		550557	MC PEST CONTROL	3	01/18/2022	6.90	.00	6.90	01/21/2022
		550557	MC PEST CONTROL	4	01/18/2022	25.30	.00	25.30	01/21/2022
	Total 1245:					85.00	.00	85.00	
1256	BOUND TREE MEDICAL,	84346035	EMS - SUPPLIES	1	12/30/2021	25.17	.00	25.17	01/21/2022
		84351552	EMS - SUPPLIES	1	01/05/2022	341.98	.00	341.98	01/21/2022
		84351553	EMS - SUPPLIES	1	01/05/2022	242.67	.00	242.67	01/21/2022
		84355062	EMS - SUPPLIES	1	01/07/2022	2.76	.00	2.76	01/21/2022
		84357165	EMS - SUPPLIES	1	01/10/2022	12.00	.00	12.00	01/21/2022
	Total 1256:					624.58	.00	624.58	
1397	ALL COMFORT SERVICE	39051178	MC HVAC REPAIRS	1	01/06/2022	667.59	.00	667.59	01/21/2022
		39051178	MC HVAC REPAIRS	2	01/06/2022	182.07	.00	182.07	01/21/2022
		39051178	MC HVAC REPAIRS	3	01/06/2022	182.07	.00	182.07	01/21/2022

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		39051178	MC HVAC REPAIRS	4	01/06/2022	182.07	.00	182.07	01/21/2022
		39106029	MC HVAC REPAIRS	1	01/07/2022	158.12	.00	158.12	01/21/2022
		39106029	MC HVAC REPAIRS	2	01/07/2022	43.12	.00	43.12	01/21/2022
		39106029	MC HVAC REPAIRS	3	01/07/2022	43.12	.00	43.12	01/21/2022
		39106029	MC HVAC REPAIRS	4	01/07/2022	43.12	.00	43.12	01/21/2022
		39143535	MC HVAC REPAIRS	1	01/10/2022	473.90	.00	473.90	01/21/2022
		39143535	MC HVAC REPAIRS	2	01/10/2022	129.25	.00	129.25	01/21/2022
		39143535	MC HVAC REPAIRS	3	01/10/2022	129.25	.00	129.25	01/21/2022
		39143535	MC HVAC REPAIRS	4	01/10/2022	129.24	.00	129.24	01/21/2022
Total 1397:						2,362.92	.00	2,362.92	
1694	HEARTLAND LITHO	66119	WATERCRAFT PERMITS	1	12/31/2021	274.61	.00	274.61	01/21/2022
Total 1694:						274.61	.00	274.61	
1896	NAPA AUTO PARTS	812009	VEHICLE MAINTENANCE	1	12/02/2021	282.34	.00	282.34	01/21/2022
		816854	C1 - BRAKE REPAIR	1	01/05/2022	405.61	.00	405.61	01/21/2022
		817967	POLICE SIGN BOARD	1	01/13/2022	17.48	.00	17.48	01/21/2022
Total 1896:						705.43	.00	705.43	
1904	HUMPHREY SERVICE PA	1261129	WIPER BLADE DPW	1	01/04/2022	14.53	.00	14.53	01/21/2022
		1261129	WIPER BLADE DPW	2	01/04/2022	3.97	.00	3.97	01/21/2022
		1261129	WIPER BLADE DPW	3	01/04/2022	3.97	.00	3.97	01/21/2022
		1261129	WIPER BLADE DPW	4	01/04/2022	3.97	.00	3.97	01/21/2022
		1261278	SHOP SUPPLIES	1	01/05/2022	1.90	.00	1.90	01/21/2022
		1261278	SHOP SUPPLIES	2	01/05/2022	1.90	.00	1.90	01/21/2022
		1261278	SHOP SUPPLIES	3	01/05/2022	1.90	.00	1.90	01/21/2022
		1261278	SHOP SUPPLIES	4	01/05/2022	6.96	.00	6.96	01/21/2022
		1261353	SHOP SUPPLIES	1	01/06/2022	29.25	.00	29.25	01/21/2022
		1261353	SHOP SUPPLIES	2	01/06/2022	29.25	.00	29.25	01/21/2022
		1261353	SHOP SUPPLIES	3	01/06/2022	29.25	.00	29.25	01/21/2022
		1261353	SHOP SUPPLIES	4	01/06/2022	107.25	.00	107.25	01/21/2022
		1261638	VEHICLE MAINTENANCE	1	01/10/2022	2.86	.00	2.86	01/21/2022
		1261638	VEHICLE MAINTENANCE	2	01/10/2022	.78	.00	.78	01/21/2022
		1261638	VEHICLE MAINTENANCE	3	01/10/2022	.78	.00	.78	01/21/2022
		1261638	VEHICLE MAINTENANCE	4	01/10/2022	.78	.00	.78	01/21/2022
		1261639	VEHICLE MAINTENANCE	1	01/10/2022	.78	.00	.78	01/21/2022
		1261639	VEHICLE MAINTENANCE	2	01/10/2022	.78	.00	.78	01/21/2022
		1261639	VEHICLE MAINTENANCE	3	01/10/2022	.78	.00	.78	01/21/2022
		1261639	VEHICLE MAINTENANCE	4	01/10/2022	2.86	.00	2.86	01/21/2022
		1261728	SHOP SUPPLIES	1	01/11/2022	6.72	.00	6.72	01/21/2022
		1261728	SHOP SUPPLIES	2	01/11/2022	6.72	.00	6.72	01/21/2022
		1261728	SHOP SUPPLIES	3	01/11/2022	6.72	.00	6.72	01/21/2022
		1261728	SHOP SUPPLIES	4	01/11/2022	24.65	.00	24.65	01/21/2022
		1261729	VEHICLE MAINTENANCE	1	01/11/2022	3.29	.00	3.29	01/21/2022
		1261729	VEHICLE MAINTENANCE	2	01/11/2022	.90	.00	.90	01/21/2022
		1261729	VEHICLE MAINTENANCE	3	01/11/2022	.90	.00	.90	01/21/2022
		1261729	VEHICLE MAINTENANCE	4	01/11/2022	.89	.00	.89	01/21/2022
Total 1904:						295.29	.00	295.29	
1921	FRONTIER	122221	LIBRARY PHONE	1	12/22/2021	70.30	.00	70.30	01/14/2022
Total 1921:						70.30	.00	70.30	

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1940	WMCCA	011022	WI MUNICIPAL COURT CL	1	01/10/2022	45.00	.00	45.00	01/21/2022
Total 1940:						45.00	.00	45.00	
1980	PRAXIS CONSULTING	20100760	QUICK CLERK MAINTEN	1	11/13/2021	950.00	.00	950.00	01/21/2022
Total 1980:						950.00	.00	950.00	
1989	CORPORATE BUSINESS	30820368	COPIER LEASE	1	01/07/2022	190.00	.00	190.00	01/21/2022
		30834064	COPIER LEASE	1	01/10/2022	51.36	.00	51.36	01/14/2022
		30834064	COPIER LEASE	2	01/10/2022	14.00	.00	14.00	01/14/2022
		30834064	COPIER LEASE	3	01/10/2022	14.00	.00	14.00	01/14/2022
		30834064	COPIER LEASE	4	01/10/2022	14.00	.00	14.00	01/14/2022
Total 1989:						283.36	.00	283.36	
2042	THOMSON REUTERS	845650162	WEST INFORMATION CH	1	01/01/2022	185.96	.00	185.96	01/21/2022
Total 2042:						185.96	.00	185.96	
2058	MICROMARKETING LLC	873813	AUDIOBOOKS	1	01/04/2022	49.99	.00	49.99	01/21/2022
Total 2058:						49.99	.00	49.99	
2082	NASSCO INC	6109008	PARK SUPPLIES	1	01/14/2022	29.37	.00	29.37	01/21/2022
Total 2082:						29.37	.00	29.37	
2089	MIDWEST METER INC	0139432-IN	ENDPOINTS (12) FOR ME	1	01/06/2022	2,760.00	.00	2,760.00	01/21/2022
		0139688-IN	WATER METERS	1	01/17/2022	13,950.00	.00	13,950.00	01/21/2022
Total 2089:						16,710.00	.00	16,710.00	
2171	WCMA	CS2022	WCMA MEMBERSHIP	1	01/19/2022	50.00	.00	50.00	01/21/2022
		MS2022	ADMINISTRATOR DUES	1	01/19/2022	183.89	.00	183.89	01/21/2022
Total 2171:						233.89	.00	233.89	
2173	BAER INSURANCE SERVI	5634	WORKERS COMP INSUR	1	12/07/2021	53,036.78	.00	53,036.78	01/21/2022
		5634	WORKERS COMP INSUR	2	12/07/2021	3,622.02	.00	3,622.02	01/21/2022
		5634	WORKERS COMP INSUR	3	12/07/2021	3,622.02	.00	3,622.02	01/21/2022
		5634	WORKERS COMP INSUR	4	12/07/2021	3,622.02	.00	3,622.02	01/21/2022
		5634	WORKERS COMP INSUR	5	12/07/2021	3,363.32	.00	3,363.32	01/21/2022
		5634	WORKERS COMP INSUR	6	12/07/2021	20,697.28	.00	20,697.28	01/21/2022
		5634	WORKERS COMP INSUR	7	12/07/2021	20,697.28	.00	20,697.28	01/21/2022
		5634	WORKERS COMP INSUR	8	12/07/2021	20,697.28	.00	20,697.28	01/21/2022
		5804	GEN & AUTO INSURANC	1	01/06/2022	5,169.60	.00	5,169.60	01/21/2022
		5804	GEN & AUTO INSURANC	2	01/06/2022	287.20	.00	287.20	01/21/2022
		5804	GEN & AUTO INSURANC	3	01/06/2022	287.20	.00	287.20	01/21/2022
		5804	GEN & AUTO INSURANC	4	01/06/2022	287.20	.00	287.20	01/21/2022
		5804	GEN & AUTO INSURANC	5	01/06/2022	1,723.20	.00	1,723.20	01/21/2022
		5804	GEN & AUTO INSURANC	6	01/06/2022	1,723.20	.00	1,723.20	01/21/2022
		5804	GEN & AUTO INSURANC	7	01/06/2022	1,723.20	.00	1,723.20	01/21/2022
		5804	GEN & AUTO INSURANC	8	01/06/2022	287.20	.00	287.20	01/21/2022
Total 2173:						140,846.00	.00	140,846.00	

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2216	ANDRES MEDICAL	253704	DECEMBER COLLECTIO	1	01/07/2022	1,202.12	.00	1,202.12	01/21/2022
Total 2216:						1,202.12	.00	1,202.12	
2237	MADISON COLLEGE	181501	OFFICER PRACTICAL II	1	12/21/2021	80.00	.00	80.00	01/21/2022
Total 2237:						80.00	.00	80.00	
2245	CGC, INC	61076	PUBLIC SAFETY CENTER	1	01/13/2022	6,070.03	.00	6,070.03	01/21/2022
Total 2245:						6,070.03	.00	6,070.03	
2270	UNITY POINT HEALTH	010522	BLOODWORK	1	01/05/2022	79.74	.00	79.74	01/21/2022
Total 2270:						79.74	.00	79.74	
16241	WI DEPT OF JUSTICE	L1373T-1231	BACKGROUND CHECKS	1	12/31/2021	21.00	.00	21.00	01/21/2022
Total 16241:						21.00	.00	21.00	
16247	CITY TREASURER	07100600-01	STORMWATER CHARGE	1	01/07/2022	24.61	.00	24.61	01/21/2022
Total 16247:						24.61	.00	24.61	
16322	STRYKER SALES CORP	3630168M	STRYKER ANNUAL	1	01/04/2022	3,060.00	.00	3,060.00	01/21/2022
Total 16322:						3,060.00	.00	3,060.00	
16333	WI DEPT OF JUSTICE - TI	455TIME-000	TIME ACCESS	1	01/10/2022	384.00	.00	384.00	01/21/2022
Total 16333:						384.00	.00	384.00	
16337	CARL F STATZ & SONS IN	27113	T3 - TRACTOR PARTS	1	01/18/2022	13.73	.00	13.73	01/21/2022
		27113	T3 - TRACTOR PARTS	2	01/18/2022	13.73	.00	13.73	01/21/2022
		27113	T3 - TRACTOR PARTS	3	01/18/2022	13.72	.00	13.72	01/21/2022
		27113	T3 - TRACTOR PARTS	4	01/18/2022	50.32	.00	50.32	01/21/2022
Total 16337:						91.50	.00	91.50	
16509	MIDWEST TAPE	07012019	CREDIT MEMO	1	07/01/2019	74.22-	.00	74.22-	01/21/2022
		082721	INVOICE TO CLEAR OUT	1	08/27/2021	8.27	.00	8.27	01/21/2022
		501541287	HOOPLA	1	01/12/2022	2,000.00	.00	2,000.00	01/21/2022
		98350561	ADULT DVDS	1	12/16/2019	38.97	.00	38.97	01/21/2022
		98365254	CD	1	12/20/2019	12.99	.00	12.99	01/21/2022
		98469875	ADULT DVDS	1	01/13/2020	13.99	.00	13.99	01/21/2022
Total 16509:						2,000.00	.00	2,000.00	
16512	LAMB, JOHN R.	012422	PROPERTY TAX OVERPA	1	01/24/2022	278.26	.00	278.26	01/21/2022
Total 16512:						278.26	.00	278.26	
16547	PELLION BENEFITS	011022	VACATION VEBA PAYOUT	1	01/10/2022	513.50	.00	513.50	01/21/2022
		011022	VACATION VEBA PAYOUT	2	01/10/2022	513.50	.00	513.50	01/21/2022
Total 16547:						1,027.00	.00	1,027.00	

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16640	TOP PACK DEFENSE LLC	7523	CLOTHING ALLOWANCE	1	01/07/2022	166.49	.00	166.49	01/21/2022
Total 16640:						166.49	.00	166.49	
16712	LIFE-ASSIST, INC	1164665	EMS MEDICAL SUPPLIES	1	01/04/2022	150.57	.00	150.57	01/21/2022
		1165028	EMS MEDICAL SUPPLIES	1	01/05/2022	152.00	.00	152.00	01/21/2022
		1167572	EMS MEDICAL SUPPLIES	1	01/13/2022	9.18	.00	9.18	01/21/2022
Total 16712:						311.75	.00	311.75	
16829	REUTER, WHITISH & EVA	69226	LEGAL - TID #3	1	01/05/2022	229.50	.00	229.50	01/21/2022
		69231	PROSECUTIONS	1	01/05/2022	430.26	.00	430.26	01/21/2022
		69237	4313 LLC ESCROW	1	01/05/2022	1,428.00	.00	1,428.00	01/21/2022
		69239	WAUBESA VILLAGE - TID	1	01/05/2022	2,881.50	.00	2,881.50	01/21/2022
		69241	PROSECUTIONS	1	01/05/2022	129.80	.00	129.80	01/21/2022
		69251	PROSECUTIONS	1	01/05/2022	1,565.64	.00	1,565.64	01/21/2022
		69252	GENERAL LEGAL	1	01/05/2022	5,755.26	.00	5,755.26	01/21/2022
Total 16829:						12,419.96	.00	12,419.96	
16967	JOURNAL COMMUNICATI	10005327	MADISON REGION ECON	1	11/18/2021	2,720.00	.00	2,720.00	01/21/2022
Total 16967:						2,720.00	.00	2,720.00	
17045	DETROIT SALT COMPAN	SI22-11014	ROAD SALT	1	01/13/2022	3,716.69	.00	3,716.69	01/21/2022
Total 17045:						3,716.69	.00	3,716.69	
17084	AMAZON CAPITAL SERVI	1CWX-DWD	RETURN CELL PHONE C	1	01/12/2022	19.75-	.00	19.75-	01/21/2022
		1TMN-77RV-	KN95 MASKS FOR STAFF	1	01/11/2022	26.98	.00	26.98	01/21/2022
		1YJW-WMY	PW SHOP MAILBOX	1	01/14/2022	16.62	.00	16.62	01/21/2022
		1YJW-WMY	PW SHOP MAILBOX	2	01/14/2022	4.54	.00	4.54	01/21/2022
		1YJW-WMY	PW SHOP MAILBOX	3	01/14/2022	4.54	.00	4.54	01/21/2022
		1YJW-WMY	PW SHOP MAILBOX	4	01/14/2022	4.54	.00	4.54	01/21/2022
Total 17084:						37.47	.00	37.47	
17092	GENERAL ENGINEERING	0001CED	BUILDING INSPECTION S	1	01/10/2022	637.50	.00	637.50	01/21/2022
		35	BUILDING INSPECTION S	1	01/07/2022	7,154.28	.00	7,154.28	01/21/2022
Total 17092:						7,791.78	.00	7,791.78	
17186	GOVHR USA	010522	COMP & CLASS STUDY	1	01/05/2022	3,800.00	.00	3,800.00	01/21/2022
Total 17186:						3,800.00	.00	3,800.00	
17187	B&H PHOTO	197657654	DOCKING STATION	1	12/31/2021	213.84	.00	213.84	01/21/2022
		197932324	TECHNICAL PRODUCTIO	1	01/09/2022	4,231.21	.00	4,231.21	01/21/2022
		198176730	PRODUCTION HEADSET	1	01/16/2022	997.92	.00	997.92	01/21/2022
Total 17187:						5,442.97	.00	5,442.97	
17232	APG OF SOUTHERN WIS	24777-1221	PW CREW POSTING	1	12/31/2021	108.62	.00	108.62	01/21/2022
		24777-1221	PW CREW POSTING	2	12/31/2021	28.20	.00	28.20	01/21/2022
		24777-1221	PW CREW POSTING	3	12/31/2021	3.05	.00	3.05	01/21/2022
		24777-1221	PW CREW POSTING	4	12/31/2021	.72	.00	.72	01/21/2022
		24777-1221	PW CREW POSTING	5	12/31/2021	.58	.00	.58	01/21/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		24777-1221	PW CREW POSTING	6	12/31/2021	18.80	.00	18.80	01/21/2022
		24777-1221	PW CREW POSTING	7	12/31/2021	31.28	.00	31.28	01/21/2022
		24777-1221	PW CREW POSTING	8	12/31/2021	9.75	.00	9.75	01/21/2022
		28886-1221	PLAN PUB HEARING - OR	1	12/31/2021	79.71	.00	79.71	01/21/2022
		28886-1221	BOZA PUB HEAR - CHER	2	12/31/2021	71.06	.00	71.06	01/21/2022
		28886-1221	PLAN PUB HEARING - OR	3	12/31/2021	22.45	.00	22.45	01/21/2022
		28886-1221	VILLAGE BOARD MINUTE	4	12/31/2021	96.90	.00	96.90	01/21/2022
Total 17232:						471.12	.00	471.12	
17238	ENVISIONWARE	INV-US-5707	EQUIPMENT MAINTENAN	1	01/01/2022	2,479.00	.00	2,479.00	01/21/2022
Total 17238:						2,479.00	.00	2,479.00	
17352	BRAY ASSOCIATES ARC	3488-20	PUBLIC SAFETY CENTER	1	01/11/2022	14,608.44	.00	14,608.44	01/21/2022
Total 17352:						14,608.44	.00	14,608.44	
17362	ELEVITY	IN13608586	SERVER & BACKUP	1	01/20/2022	2,197.65	.00	2,197.65	01/21/2022
Total 17362:						2,197.65	.00	2,197.65	
17376	GFL ENVIRONMENTAL S	LQ01196672	USED ANTIFREEZE PICK	1	12/30/2021	14.42	.00	14.42	01/21/2022
		LQ01196672	USED ANTIFREEZE PICK	2	12/30/2021	3.94	.00	3.94	01/21/2022
		LQ01196672	USED ANTIFREEZE PICK	3	12/30/2021	3.94	.00	3.94	01/21/2022
		LQ01196672	USED ANTIFREEZE PICK	4	12/30/2021	3.94	.00	3.94	01/21/2022
Total 17376:						26.24	.00	26.24	
17484	FEARING'S AUDIO-VIDEO	66551	AV UPGRADE DEPOSIT	1	12/31/2021	5,566.60	.00	5,566.60	01/21/2022
		66690	AV UPGRADE DEPOSIT	1	01/07/2022	4,510.55	.00	4,510.55	01/21/2022
Total 17484:						10,077.15	.00	10,077.15	
17518	WITMER PUBLIC SAFETY	E2136833.00	STOP/SLOW SIGNS	1	01/12/2022	99.99	.00	99.99	01/21/2022
Total 17518:						99.99	.00	99.99	
17569	MCFARLAND ACE HARD	003693/1	VEHICLE MAINTENANCE	1	01/04/2022	4.46	.00	4.46	01/21/2022
		003693/1	VEHICLE MAINTENANCE	2	01/04/2022	1.21	.00	1.21	01/21/2022
		003693/1	VEHICLE MAINTENANCE	3	01/04/2022	1.21	.00	1.21	01/21/2022
		003693/1	VEHICLE MAINTENANCE	4	01/04/2022	1.21	.00	1.21	01/21/2022
		003696/1	POLICE DEPARTMENT R	1	01/04/2022	9.79	.00	9.79	01/21/2022
		003696/1	POLICE DEPARTMENT R	2	01/04/2022	2.67	.00	2.67	01/21/2022
		003696/1	POLICE DEPARTMENT R	3	01/04/2022	2.67	.00	2.67	01/21/2022
		003696/1	POLICE DEPARTMENT R	4	01/04/2022	2.67	.00	2.67	01/21/2022
		003722/1	TOOLCAT PARTS	1	01/07/2022	2.72	.00	2.72	01/21/2022
		003722/1	TOOLCAT PARTS	2	01/07/2022	.74	.00	.74	01/21/2022
		003722/1	TOOLCAT PARTS	3	01/07/2022	.74	.00	.74	01/21/2022
		003722/1	TOOLCAT PARTS	4	01/07/2022	.75	.00	.75	01/21/2022
		003724/1	VEHICLE MAINTENANCE	1	01/07/2022	16.08	.00	16.08	01/21/2022
		003725/1	PW SHOP SUPPLIES	1	01/07/2022	5.93	.00	5.93	01/21/2022
		003725/1	PW SHOP SUPPLIES	2	01/07/2022	1.62	.00	1.62	01/21/2022
		003725/1	PW SHOP SUPPLIES	3	01/07/2022	1.62	.00	1.62	01/21/2022
		003725/1	PW SHOP SUPPLIES	4	01/07/2022	1.62	.00	1.62	01/21/2022
		003728/1	MOTO MIX	1	01/07/2022	15.28	.00	15.28	01/21/2022
		003736/1	ICE MELT	1	01/07/2022	28.78	.00	28.78	01/21/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		003742/1	ICE MELT FOR CROSSIN	1	01/09/2022	8.99	.00	8.99	01/21/2022
		003747/1	COMPACT DAND SAW	1	01/10/2022	299.99	.00	299.99	01/21/2022
		003749/1	ACE HARDWARE BOLTS	1	01/10/2022	3.98	.00	3.98	01/21/2022
		003761/1	BOLTS, NUTS, FASTENE	1	01/11/2022	3.30	.00	3.30	01/21/2022
		003771/1	WATER TESTING SUPPLI	1	01/12/2022	15.29	.00	15.29	01/21/2022
		003773/1	WATER-VEHICLES	1	01/12/2022	2.51	.00	2.51	01/21/2022
		003780/1	PARKS SUPPLIES	1	01/13/2022	20.28	.00	20.28	01/21/2022
		003788/1	PD BUILDING MAINTENA	1	01/14/2022	4.94	.00	4.94	01/21/2022
		003788/1	PD BUILDING MAINTENA	2	01/14/2022	1.35	.00	1.35	01/21/2022
		003788/1	PD BUILDING MAINTENA	3	01/14/2022	1.35	.00	1.35	01/21/2022
		003788/1	PD BUILDING MAINTENA	4	01/14/2022	1.35	.00	1.35	01/21/2022
		003792/1	PW SHOP SUPPLIES	1	01/14/2022	1.97	.00	1.97	01/21/2022
		003792/1	PW SHOP SUPPLIES	2	01/14/2022	.54	.00	.54	01/21/2022
		003792/1	PW SHOP SUPPLIES	3	01/14/2022	.54	.00	.54	01/21/2022
		003792/1	PW SHOP SUPPLIES	4	01/14/2022	.54	.00	.54	01/21/2022
		003793/1	BOLTS, NUTS, FASTENE	1	01/14/2022	2.10	.00	2.10	01/21/2022
		003829/1	SHOP SUPPLIES	1	01/18/2022	5.81	.00	5.81	01/21/2022
		003829/1	SHOP SUPPLIES	2	01/18/2022	1.59	.00	1.59	01/21/2022
		003829/1	SHOP SUPPLIES	3	01/18/2022	1.59	.00	1.59	01/21/2022
		003829/1	SHOP SUPPLIES	4	01/18/2022	1.59	.00	1.59	01/21/2022
		003837/1	PW SHOP SUPPLIES	1	01/18/2022	1.88	.00	1.88	01/21/2022
		003837/1	PW SHOP SUPPLIES	2	01/18/2022	.51	.00	.51	01/21/2022
		003837/1	PW SHOP SUPPLIES	3	01/18/2022	.51	.00	.51	01/21/2022
		003837/1	PW SHOP SUPPLIES	4	01/18/2022	.51	.00	.51	01/21/2022
		003838/1	MEETING ROOM WALL P	1	01/18/2022	.71	.00	.71	01/21/2022
		003844/1	SHOP SUPPLIES	1	01/19/2022	3.47	.00	3.47	01/21/2022
		003844/1	SHOP SUPPLIES	2	01/19/2022	.94	.00	.94	01/21/2022
		003844/1	SHOP SUPPLIES	3	01/19/2022	.94	.00	.94	01/21/2022
		003844/1	SHOP SUPPLIES	4	01/19/2022	.94	.00	.94	01/21/2022
		003849/1	SHOP SUPPLY	1	01/19/2022	33.29	.00	33.29	01/21/2022
		003850/1	PARK SUPPLIES	1	01/20/2022	10.59	.00	10.59	01/21/2022
		003851/1	PW SHOP SUPPLIES	1	01/20/2022	4.46	.00	4.46	01/21/2022
		003851/1	PW SHOP SUPPLIES	2	01/20/2022	1.21	.00	1.21	01/21/2022
		003851/1	PW SHOP SUPPLIES	3	01/20/2022	1.21	.00	1.21	01/21/2022
		003851/1	PW SHOP SUPPLIES	4	01/20/2022	1.21	.00	1.21	01/21/2022
		003855/1	SHOP SUPPLY RETURN	1	01/20/2022	33.29-	.00	33.29-	01/21/2022
		003856/1	PW WATER SUPPLIES	1	01/20/2022	8.99	.00	8.99	01/21/2022
Total 17569:						519.45	.00	519.45	
17577	BKS EXCAVATION, INC	011122-PAYA	PAYAPP6 FINAL -EASTSI	1	01/11/2022	26,116.70	.00	26,116.70	01/21/2022
Total 17577:						26,116.70	.00	26,116.70	
17578	ILLINGWORTH-KILGUST	930022844	HVAC REPAIR	1	01/07/2022	654.00	.00	654.00	01/21/2022
Total 17578:						654.00	.00	654.00	
17593	FORCE AMERICA DISTRI	001-1605358	TRUCK 2 MAINTENANCE	1	01/18/2022	34.08	.00	34.08	01/21/2022
		001-1605358	TRUCK 2 MAINTENANCE	2	01/18/2022	34.08	.00	34.08	01/21/2022
		001-1605358	TRUCK 2 MAINTENANCE	3	01/18/2022	34.08	.00	34.08	01/21/2022
		001-1605358	TRUCK 2 MAINTENANCE	4	01/18/2022	124.97	.00	124.97	01/21/2022
Total 17593:						227.21	.00	227.21	
17658	JET VAC ENVIRONMENT	0000004360	VALVE TURNER	1	12/02/2021	481.16	.00	481.16	01/21/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 17658:						481.16	.00	481.16	
17685	INGRAM LIBRARY SERVI	62771049	BOOKS	1	01/04/2022	303.50	.00	303.50	01/21/2022
		62771692	BOOKS	1	01/06/2022	314.77	.00	314.77	01/21/2022
		62772962	BOOKS	1	01/12/2022	354.65	.00	354.65	01/21/2022
		62773148	BOOKS	1	01/12/2022	781.72	.00	781.72	01/21/2022
		62773874	BOOKS	1	01/14/2022	311.48	.00	311.48	01/21/2022
		67410848	BOOKS	1	01/10/2022	339.13	.00	339.13	01/21/2022
Total 17685:						2,405.25	.00	2,405.25	
17712	HUFFMAN FACILITY DEV	MCF 12 2021	PUBLIC SAFETY CENTER	1	01/10/2022	12,825.00	.00	12,825.00	01/21/2022
Total 17712:						12,825.00	.00	12,825.00	
17778	JP CULLEN	15126	PAYAPP #1 - PUBLIC SAF	1	11/30/2021	1,189,001.	.00	1,189,001.	01/21/2022
		15570	PUBLIC SAFETY CENTER	1	12/31/2021	345,135.00	.00	345,135.00	01/21/2022
Total 17778:						1,534,136.	.00	1,534,136.	
17782	GFC LEASING - WI	I00705411	COPIER LEASE	1	12/31/2021	181.93	.00	181.93	01/14/2022
Total 17782:						181.93	.00	181.93	
17816	RAVE WIRELESS, INC.	INV-40374	RAVE EMERGENCY NOTI	1	12/28/2021	2,873.33	.00	2,873.33	01/21/2022
		INV-40374	RAVE EMERGENCY NOTI	2	12/28/2021	2,873.34	.00	2,873.34	01/21/2022
		INV-40374	RAVE EMERGENCY NOTI	3	12/28/2021	2,873.33	.00	2,873.33	01/21/2022
Total 17816:						8,620.00	.00	8,620.00	
17817	TINKER, STEVEN	010522	MUNICIPAL JUDGE FOR	1	01/05/2022	600.00	.00	600.00	01/21/2022
Total 17817:						600.00	.00	600.00	
17818	BUGG TREE CARE	7472	ASH TREE REMOVAL (VO	1	12/30/2021	1,218.35	.00	1,218.35	01/21/2022
Total 17818:						1,218.35	.00	1,218.35	
17819	MID-STATES ORGANIZED	93058-1057	MEMBERSHIP FEES	1	01/03/2022	150.00	.00	150.00	01/21/2022
Total 17819:						150.00	.00	150.00	
17820	CLEAN LAKES ALLIANCE	LP2022	ANNUAL MEMBERSHIP	1	01/03/2022	500.00	.00	500.00	01/21/2022
Total 17820:						500.00	.00	500.00	
17821	BRACEY, HARRY & TRAC	012422	PROPERTY TAX OVERPA	1	01/24/2022	5.00	.00	5.00	01/21/2022
Total 17821:						5.00	.00	5.00	
17822	HART, SEAN & BRIDGET	012422	PROPERTY TAX OVERPA	1	01/24/2022	279.78	.00	279.78	01/21/2022
Total 17822:						279.78	.00	279.78	
17823	GIDLUND, CLIFFORD & J	012422	PROPERTY TAX OVERPA	1	01/24/2022	4,627.12	.00	4,627.12	01/21/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 17823:						4,627.12	.00	4,627.12	
17824	BARTELS, NICHOLAS & C	012422	PROPERTY TAX OVERPA	1	01/24/2022	279.78	.00	279.78	01/21/2022
Total 17824:						279.78	.00	279.78	
17825	MITTEN, JUSTIN & MARG	012422	PROPERTY TAX OVERPA	1	01/24/2022	21.70	.00	21.70	01/21/2022
Total 17825:						21.70	.00	21.70	
17826	CIELINSKI, JOSEPH & JU	012422	PROPERTY TAX OVERPA	1	01/24/2022	36.09	.00	36.09	01/21/2022
Total 17826:						36.09	.00	36.09	
17827	SHELMAN, SPENCER & K	012422	PROPERTY TAX OVERPA	1	01/24/2022	4,349.38	.00	4,349.38	01/21/2022
Total 17827:						4,349.38	.00	4,349.38	
17828	ETNIER, LYNN	012422	PROPERTY TAX OVERPA	1	01/24/2022	110.07	.00	110.07	01/21/2022
Total 17828:						110.07	.00	110.07	
Grand Totals:						2,271,447.	.00	2,271,447.	

Report Criteria:

Detail report type printed

McFarland
SUMMARY SHEET

MEETING DATE: Monday, January 24, 2022

SECTION: Business

DEPARTMENT: Community Development

CONTACT: Andrew Bremer, Comm & Eco Dev Director, Cassandra Suettinger,
Village Clerk/Treasurer

AGENDA ITEM: Motion to approve title change for the Community Development Clerk
III to Community Development Specialist.

PREVIOUS ACTION:

The January 24, 2022 Board agenda has three items related to personnel within the Community & Economic Development Department on the consent agenda. The reasoning for these three changes are as follows:

1. Within the 2022 budget, the Board approved the creation of an Associate Planner within the Community & Economic Development Department. The position is budgeted to begin April 1, 2022.
2. On November 22, 2021, the Board accepted the Classification and Compensation Plan from GovHR USA. Within that plan, there are several recommendations to immediately change titles and duties for positions in the various departments. As had been identified in the packet at that time, the plan for these changes is to bring them forward on a department-by-department basis, prioritized for those departments with immediate changes as a result of the 2022 approved budget.

ISSUE SUMMARY:

With the 2021 Compensation and Classification plan, GOVHR recommended a title change for the Community Development Clerk III. The study uniformly recommends elimination of the 'Clerk III' titles that we find currently within all of the various Departments of the Village. In May of 2021, the Community Development Clerk III absorbed the property maintenance officer position. The proposed title change of Community Development Specialist recognizes the wider variety of duties and responsibilities held by the position.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

2021 Classification/Compensation Study and Staffing Analysis.

ORDINANCE REFERENCE:

None.



BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for Approval.

ATTACHMENTS:

1. Community Development Specialist - 01.24.2022 (002) - FINAL

Job Title	Community Development Specialist
Department	Community & Economic Development
Employment Status	Full-Time
Exempt/Nonexempt Status	Nonexempt
Grade	5

Our Commitment to Diversity, Equity, and Inclusion (DEI)

Diversity, equity, and inclusion form the basis of our work in the Village of McFarland, WI. We recognize having a diverse and inclusive organization allows us to benefit from a variety of perspectives and strengthens our ability to achieve our mission to best serve the residents of the Village. To promote equity in our community, we must first do the work to ensure our organization is diverse, equitable, and inclusive.

Scope of Work

This position provides support as the receptionist for the department answering inquiries about municipal services, ordinances, and building codes; issues permits; collects and tracks fees; prepares and distributes agendas for the various committee meetings of the department, carries out routine property maintenance code enforcement actions including field inspections and communication with residents the effect of certain codes, and when warranted, issues notices of code violations to property owners.

Supervision

Received	Community & Economic Development Director
Exercised	None.

Essential Job Functions

- Provides customer assistance in person or by answering phones or email, including answering questions, responding to inquiries and open records requests, receiving payments, and providing copies. Screens and routes incoming calls to appropriate personnel.
- Supports Department by managing the issuance of zoning and building permits including fee collection, applicable reporting, and preparation of bank deposits.
- Prepares agendas, packets, and minutes for the Department as directed.
- Prepares and publishes legal notices of public hearings and mails notices of public hearings and pending committee actions to affected parties.
- Attends evening meetings of the Department as directed..
- Maintains statistical data on zoning and building permit activity and prepares summary reports.
- Establishes and maintains records filing systems.

- Updates and maintains maps and parcel information.
- Types, composes, and edits a variety of correspondence, reports, and memoranda.
- Provides back-up coverage to the Administration offices.
- Updates and maintains departmental website pages.
- Serves as the Property Maintenance Enforcement Officer and Weed Commission as defined in Village Ordinance. As such, enforces minimum property maintenance regulations including researching, processing, communicating, educating and on-site investigation of complaints.
- Issues warning and municipal citations to correct property maintenance code violations and if required testifies in Municipal Court.
- Works collaboratively with the Police Department, Municipal Court, Public Works Department, Building Inspector, Zoning Administrator, Village Attorney and/or other related internal and external entities regarding the enforcement of property maintenance municipal codes.
- Provides effective and efficient customer service and promotes and maintains responsive community relations.
- Follows safe work practices.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from high school or GED equivalent; advanced training in current office management practices and procedures; a minimum of three (3) years of prior work experience in an administrative field, preferably in the planning, zoning or building inspection area. Any combination of education and experience which in the sole discretion of the Village would demonstrate the Employee's ability to meet the required knowledge, skills, and abilities for the position may also be considered.

Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, abilities, and skills:

Knowledge of	• The use of standard office equipment, including computers and relevant software programs. • Design and maintenance of filing systems. • Plat maps, certified survey maps, zoning maps, and property assessment information. • Working knowledge of basic subdivision, building and zoning code requirements. • The cultural context of interactions with individuals of diverse backgrounds that includes sex, race, religion, creed, color, national origin, age, disability, sexual orientation, ancestry, marital status, arrest or conviction record, military service, or any other legally protected status
Ability to	• Multi-task and prioritize work. • Read and interpret property maintenance codes and ordinances in order to determine the presence of violations. • Communicate effectively both verbally and in writing. • Establish and maintain effective working relationships with elected officials, supervisors, coworkers, contractors, and the general public.

Skill in	• Oral and professional written communications. • Trouble shooting and problem solving. • Public relations.
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Necessary Special Requirements

Must possess or be able to obtain a valid Wisconsin driver's license.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee must occasionally lift and/or move up to 20 pounds.

Notes:

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Village is a Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, January 24, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT: Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Motion to approve the job description and classification to create the Associate Planner position within the Community Development Department, and authorization to fill the vacancy thereof.

PREVIOUS ACTION:

The Village approved the creation of an Associate Planner for the Community & Economic Development Department with the 2022 budget.

ISSUE SUMMARY:

With passage of the 2022 budget, the Village committed to adding an Associate Planner to the Community & Economic Development Department. The position will provide additional support for the Department and the expanding initiatives and goals for the Department. The position will assist with development review; creating, updating and implementation of Village plans and ordinances; grant research and writing; and provide Department staffing support to other Village committees, commissions, and boards. Attached is the full position description outlining all of the essential job duties and responsibilities.

Attached is the following:

1. Job Description - The proposed job description is attached for the Associate Planner.
2. Job Evaluation/Classification - The new Village Compensation Plan adopted in November 2021, provides a process for scoring new positions. Attached is the job evaluation/classification form with the nine established dimensions scored accordingly. Based on the scoring, as well as review of data of the Village's comparable communities, the position is proposed to be classified at grade 8 with a pay range of: Starting at \$61,029, Midpoint - 69,045, Maximum \$77,334.

FINANCIAL/BUDGET IMPACT:

Position contained within the 2022 budget.

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval.



ATTACHMENTS:

1. Associate Planner Job Description - 01.24.2022 - FINAL
2. Scoring Worksheet - Associate Planner - Final - 01.24.2022
3. Final Plan Grade Scoring - FINAL 01.24.2022

Job Title	Associate Planner
Department	Community & Economic Development
Employment Status	Full-Time
Exempt/Nonexempt Status	Non-Exempt
Grade	8

Our Commitment to Diversity, Equity, and Inclusion (DEI)

Diversity, equity, and inclusion form the basis of our work in the Village of McFarland, WI. We recognize having a diverse and inclusive organization allows us to benefit from a variety of perspectives and strengthens our ability to achieve our mission to best serve the residents of the Village. To promote equity in our community, we must first do the work to ensure our organization is diverse, equitable, and inclusive.

Scope of Work

The position assists with planning work related to development review, including requests for zoning changes, municipal code amendments, annexations, land divisions, conditional use permits, site design review permits, variance permits, and Comprehensive Plan amendments for consistency with adopted plans and ordinances. Assists with the creation, promotion, implementation, and maintenance of Village land use, housing, park, transportation, economic development, and sustainability plans, programs, initiatives, and ordinances.

Supervision

Received	Community & Economic Development Director
Exercised	None.

Essential Job Functions

- Serve as a sustainability coordinator or staff resource for Village sustainability plans, programs, and initiatives.
- Develop, implement, promote, and evaluate land use, housing, park, transportation, economic development, and sustainability plans, programs, initiatives, and ordinances.
- Design and implement outreach programs for employees, businesses and residents on best land use, transportation, and sustainability practices.
- Serve as the Department's representative on regional climate and sustainability partnerships such as the WDNR Green Tier Legacy Communities partnership and the Wisconsin Local Government Climate Coalition. Serve as liaison to other sustainability organizations such as Sustain Dane and the Dane County Office of Energy and Climate Change.

- Assist with the implementation of the Village's Comprehensive Plan, Sustainability Plan, and other adopted land use plans. Track, analyze and report on progress through annual reporting and/or regular updates.
- Prepare grant applications, manage grant and rebate programs pertaining to community development or sustainability initiatives.
- Prepare notices, agendas, packets, and minutes for committee, commission, and boards staffed by the Department as assigned.
- Attend and deliver presentations to Village committees as assigned, including in the absence of the Department Director. Attends frequent evening meetings.
- Organize, conduct and attend meetings with developers, property owners, consultants, government officials, public and private agencies, citizen groups and other groups as assigned, to discuss and explain Village plans, programs, initiatives, and ordinances.
- Conduct research, analyze, and compile data, graphics, maps and written reports of a wide range of community and urban planning projects or studies of the Department. Plan, coordinate and compile survey data.
- Review development proposals and zoning applications and draft staff reports to determine compliance with existing Village plans, codes, and ordinances.
- Create and maintain land use maps, story maps, charts, development scenarios and other related GIS data utilizing the Village's GIS system.
- Take photographs, create multi-media presentations, exhibits, brochures, graphics, marketing materials and web site updates.
- Provide customer assistance in person or by answering phones or email, including answering questions, responding to general planning and zoning inquiries and records requests.
- Assist in processing and filing permits, fee collection, and Department records retention.
- Assist with inspection of new development for compliance with zoning approvals.
- Assist with on-site inspections of properties to ensure that applicable Village zoning and property maintenance codes are met.
- Provides effective and efficient customer service and promotes and maintains responsive community relations.
- Follows safe work practices.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Master degree in urban planning or related field plus at least one year experience or internship in municipal planning. Any combination of education and experience which in the sole discretion of the Village would demonstrate the Employee's ability to meet the required knowledge, skills, and abilities for the position may also be considered.

Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, abilities, and skills:

Knowledge of	• Intermediate to advantaged knowledge of the principles, techniques and objectives of urban planning, zoning, land use, sustainability, planning programs and processes. • Data entry, spreadsheet, data base management, word processing techniques and procedures, basic website functions, and software. • Basic to intermediate knowledge of Geographic Information System software. • Plat maps, certified survey maps, zoning maps, and property assessment information. • Intermediate to advantaged knowledge of subdivision, building and zoning code requirements. • Property maintenance codes and ordinances in order to determine the presence of violations. • The use of standard office equipment, including computers and relevant software programs. • The cultural context of interactions with individuals of diverse backgrounds that includes sex, race, religion, creed, color, national origin, age, disability, sexual orientation, ancestry, marital status, arrest or conviction record, military service, or any other legally protected status
Ability to	• Collect, analyze, read and interpret a variety of planning data, studies, and maps. • Prepare clear and concise written and oral reports, plans, studies, maps. • Interpret and apply Village codes, ordinances, and community plans. • Respond to property maintenance, subdivision, building and zoning code questions. • Maintain confidentiality of sensitive records and materials. • Represent the department and the Village in meetings, public presentations, and before the media. • Use field tools including tape measures, digital cameras, tablets and GPS equipment. • Multi-task and prioritize work. • Communicate effectively both verbally and in writing. Establish and maintain effective working relationships with elected officials, supervisors, coworkers, contractors, vendors, and the general public.
Skill in	• Oral and written communications. • Strategic thinking and decision making. • Public relations.

Necessary Special Requirements

Must possess or be able to obtain a valid Wisconsin driver's license.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee must occasionally lift and/or move up to 20 pounds.

Notes:

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Village is a Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer

JOB EVALUATION INSTRUMENT SCORING SHEET

Factor 1: Education	Factor 2: Work Experience	Factor 3: Level of Discretion			
1 20	1 25		Minor	Moderate	Serious Critical
2 40	2 50	Little	10	20	35 55
3 50	3 75	Some	15	25	45 70
4 60	4 100	Often	25	45	55 80
5 80	5 125	High	45	55	75 100
6 90		Very High	50	60	90 115

7 100
License/ Certificate +10

Factor 4: Policy Development
1 15
2 30
3 40
4 60
5 75
6 85
7* 100

Factor 5: Planning
1 35
2 50
3 65
4 80
5 95
6* 110

Factor 6: Contact with Others
1 15
2 30
3 45
4 60
5 75
6 85
7 100

Factor 7: Work of Others
No Supv 0
1 10
2 25
3 40
4 65
5 80
6 85
7 95
8 105*

Factor 8: Working Conditions
1 Office work only. Good working conditions with almost complete absence of physically demanding, unpleasant, strenuous, and/or hazardous elements. 15
2 Minimal external work or occasional exposure to physically demanding, unpleasant, strenuous, and/or hazardous situations. 30
3 Frequent exposure to physically demanding, unpleasant, strenuous, and/or hazardous elements. 45
4 Regular exposure to particularly physically demanding, unpleasant, strenuous, and/or hazardous elements, such as, dealing with inclement weather, operating heavy equipment, etc. 60
5 Continuous exposure to life threatening public safety situations which could jeopardize personal safety. 75

Factor 9: Technology
1 0
2 10
3 30
4 50
5A 65
5B 65
6 75
7 85

TOTAL - 510

* These responses reserved for the highest-level of organization-wide authority, i.e. the Administrator/Manager



JOB EVALUATION INSTRUMENT
FACTOR 1: EDUCATION

This factor measures the minimum level of education required by the job that is normally acquired through formal instruction.

Level	Definition	Point Value
1	Level of knowledge that is below what is normally attained through high school graduation.	20
2	High school degree or equivalent (GED).	40
3	High school, plus elementary technical training, acquired on the job or through one year or less of technical or business school.	50
4	Extensive technical or specialized training such as that which would be acquired by an Associates Degree or two years of technical or business school.	60
5	Completion of four-year college degree program.	80
6	Additional professional level of education beyond a four-year college program, such as a CPA or Professional Engineer (P.E.) training.	90
7	Completion of graduate coursework equal to a Master's Degree or higher.	100
Add on to any level as needed	License or certificate required to perform job duties	10

JOB EVALUATION INSTRUMENT

FACTOR 2: WORK EXPERIENCE

This factor measures the amount of work experience an employee would need to possess before assuming full responsibility for the position and performing the work effectively.

Level	Definition	Point Value
1	Less than one year experience is required.	25
2	Between one year and three years experience is required.	50
3	Between four to six years experience is required.	75
4	Between seven to ten years experience is required.	100
5	More than ten years experience is required.	125

JOB EVALUATION INSTRUMENT

FACTOR 3: INDEPENDENT JUDGMENT & DECISION MAKING

This factor measures the level of discretion or judgment the individual exercises in making decisions and the potential impact of such decisions or judgments on the overall success of the organization and impact on the community.

Level of Discretion	Potential Impact of Erroneous Decisions or Judgment			
	<u>Minor:</u> Some inconvenience and delays but minor costs in terms of time, money, or public/employee good will.	<u>Moderate:</u> Moderate costs in time, money, or public/employee good will would be incurred. Delays in important projects/schedules likely	<u>Serious:</u> Important goals would not be achieved and the financial, employee, or public relations posture of the Organization would be seriously affected	<u>Critical:</u> Critical goals and objectives of the Organization would be adversely and very seriously affected. Error could likely result in critical financial loss, property damage, or bodily harm/loss of life
<u>LITTLE:</u> Little discretion or independent judgment exercised	10	20	35	55
<u>SOME:</u> Some discretion or judgment exercised, but supervisor is normally available	15	25	45	70
<u>OFTEN:</u> Job often requires making decisions in absence of specific policies and/or guidance from supervisors, but some direct guidance is received from supervisors	25	45	55	80
<u>HIGH:</u> High level of discretion with decisions restricted only by Departmental policies and little direct guidance from supervisors	45	55	75	100
<u>VERY HIGH:</u> Very high level of discretion with decisions only restricted by the broadest policies of the Organization	50	60	90	115

JOB EVALUATION INSTRUMENT

FACTOR 4: RESPONSIBILITY FOR POLICY DEVELOPMENT

This factor is a measure of the extent to which the position requires the employee to participate in the development of policies and procedures both within the department and between departments in the organization.

Level	Definition	Point Value
1	Position involves only the execution of policies or existing standard operating procedures.	15
2	May provide some input to supervisor when policies or standard operating procedures are updated.	30
3	Position involves some development of policies/procedures for the Department and/or the interpretation or explanation of departmental policies for others in the organization or residents.	40
4	Position involves significant or primary responsibility for the development of policies and procedures for a division or organizational component of a department, as well as the interpretation, execution and recommendation of changes to department policies.	60
5	Position involves significant or primary responsibility for the development of policies and procedures for an entire department, plus occasional participation in the development of policies which affect other departments in the organization.	75
6	Position involves the primary responsibility for the development of departmental policies and procedures and regular participation in the development of policies that affect other departments and occasionally involves participation in the development of organization-wide policies.	85
7	Position involves primary responsibility for the overall development of organization-wide policies.	100

JOB EVALUATION INSTRUMENT

FACTOR 5: PLANNING

This factor measures the degree to which the incumbent plans, either their own daily work or for the use of resources (manpower, equipment, supplies, etc.) in the attainment of departmental objectives and organization-wide goals.

Level	Definition	Point Value
1	Position requires that my daily work load and activities are assigned to me by my supervisor.	35
2	Position requires that I plan my own daily work load and work independently according to established procedures or standards.	50
3	Position requires that I plan my own daily work load and those of others in the department (first-level supervision).	65
4	Position requires an above average ability to analyze data and develop departmental plans, including plans where a number of difficult, technical and/or administrative problems must be addressed (Manager/Division level planning).	80
5	Position requires a high level of analytical ability to develop plans for a department or complex situation, including plans that involve integrating/involving/impacting other departments (Department Head level planning).	95
6	An extremely high level of planning and analysis is required for the entire organization. Work at this level often includes strategic planning for the organization, long range (five years or more) plans, etc (City Manager/Administrator level).	110

JOB EVALUATION INSTRUMENT

FACTOR 6: CONTACT WITH OTHERS

This factor considers the extent to which the employee requires meeting and dealing with the public and influencing other persons, as well as the level of authority the employee has to make commitments on behalf of the organization.

Level	Definition	Point Value
1	Position involves interaction with fellow workers on routine matters with relatively little public contact.	15
2	Position involves frequent internal and external contact, but generally on routine matters such as furnishing or obtaining information.	30
3	Position involves frequent internal contact and regular contact with outsiders generally on routine matters, including contacts with irate outsiders which require some public relations skill for taking complaints for others to follow up upon.	45
4	Position involves frequent internal and external contacts which require public relations skills in handling complaints. Contacts involve non-routine problems and require in-depth discussion and/or persuasion in order to resolve the problem. Handles more difficult contacts that are referred by front line employees.	60
5	Position involves frequent internal and external contacts which require skill in dealing with, and influencing others, and initiating changes in policy/procedures to address the issue so as to avoid having to deal with the issue again in the future.	75
6	Position involves frequent internal and external contacts in which position acts as the spokesperson for the department and is authorized to make commitments of significant resources on behalf of the department.	85
7	Position involves frequent internal and external contacts where position represents the entire organization and is authorized to make commitments in matters of broad or critical interest to the entire organization.	100

JOB EVALUATION INSTRUMENT

FACTOR 7: WORK OF OTHERS

This factor measures the extent to which the employee is responsible for determining work levels and work content for other employees.

Level	Size of Group	Point Value
0	No responsibility for the work of others.	0
1	Responsible for assigning work to an employee or employees, without acting in a supervisory role.	10
2	Responsible for the supervision of one full time or several part time employees.	25
3	Responsible for the supervision of two to five full time (or full time equivalent) employees.	40
4	Responsible for the supervision of six to 15 full time (or full time equivalent) employees.	65
5	Responsible for direct and/or indirect supervision of 16 to 29 full time (or full time equivalent) employees.	80
6	Responsible for direct and/or indirect supervision of 30 to 50 full time (or full time equivalent) employees.	85
7	Responsible for direct and/or indirect supervision of more than 51 full time (or full time equivalent) employees.	95
8	Responsible for direct and indirect supervision of the entire organization.	105

JOB EVALUATION INSTRUMENT

FACTOR 8: WORKING CONDITIONS

This factor considers the physical conditions surrounding the job that are beyond the employee's control, but which may be physically demanding, unpleasant, strenuous, and/or hazardous, and may impact the employee's physical well-being.

Level	Definition	Point Value
1	Office work only. Good working conditions with almost complete absence of physically demanding, unpleasant, strenuous, and/or hazardous elements.	15
2	Minimal external work or occasional exposure to physically demanding, unpleasant, strenuous, and/or hazardous situations.	30
3	Frequent exposure to physically demanding, unpleasant, strenuous, and/or hazardous elements.	45
4	Regular exposure to particularly physically demanding, unpleasant, strenuous, and/or hazardous elements such as dealing with inclement weather, operating heavy equipment, etc.	60
5	Continuous exposure to life threatening public safety situations which could jeopardize personal safety.	75

JOB EVALUATION INSTRUMENT

FACTOR 9: USE OF TECHNOLOGY/SPECIALIZED EQUIPMENT

This factor considers the extent to which the employee utilizes and supports technology, enhancing the efficiency and communication on behalf of the organization.

Level	Definition	Point Value
1	Position has no responsibility for, or use of, technology.	0
2	Position has some basic use of computers for data entry, and some use of the telephone, copier, etc.	10
3	Position has daily use of computers for data entry and use of the telephone, radios, fax machine, copier, etc. Position has daily use of light equipment such as push mowers, weed whackers, pole saws, custodial equipment, etc.	30
4	Position has daily use of computers, the Internet, Smartphones, etc. to create databases, spreadsheets, or reports. Position designs and creates customized reports, presentations, and/or documents using advanced software skills.	50
5A	Position provides routine consultation and technology support for everyday computer programming and/or software requests/questions to others in the organization; is an applications super user; or uses specialized software such as GIS, SCADA or telecommunications software.	65
5B	Position uses, repairs, and/or troubleshoots specialized equipment such as HVAC, lighting, gas flares, blowers, engines, heavy equipment, diagnostic equipment, large vehicles (vacuum trucks, street sweepers, fire apparatus) and/or medical or public safety equipment.	65
6	Position is responsible for advanced computer programming, system security, maintenance, training, and purchasing of items such as computers, printers, scanners, etc., for the computer system for the organization (IT personnel).	75
7	Position is responsible for the overall direction and supervision of the staff that are responsible for the computer and technology needs of the organization, including responsibility for developing technology policies for the organization (IT personnel).	85

Table 1: Classification Plan
McFarland, WI

Current Job Title	Recommended Job Title Changes	Grade	Skill Level
Pay Band D			
Village Administrator		14	815+
			55 Points
Pay Band C			
Chief of Police		13	755 - 810
Director of Public Works			55 Points
Fire/EMS Chief			
Clerk/Treasurer	Deputy Village Administrator/Clerk	12	695 - 750
Community and Economic Development Director			55 Points
Library Director			
Police Lieutenant			
Administrative Captain		11	635 - 690
Police Sergeant			55 Points
Street and Utilities Superintendent			
Director of Communications and Technology		10	575 - 630
Director of Senior Outreach			55 Points
Parks Superintendent			
Pay Band B			
No Positions in Grade		9	535 - 570
			35 Points
Assistant Library Director		8	495 - 530
Accountant/Deputy Treasurer			35 Points
Mechanic		7	455 - 490
Fire Inspector/Public Education Specialist			35 Points
Assistant to the Public Works Director			
Technical Services Supervisor		6	415 - 450
PW Crewperson			35 Points
Youth Services Librarian			
Case Manager			
Case Manager and Outreach	Community Outreach Specialist		
Adult Services Librarian			
Young Adult Librarian			
Pay Band A			
Community Development Clerk/Property Maint	Community Development Specialist	5	375 - 410
Administrative Assistant	Office Manager - Police		35 Points
Parks Crewperson			
Technical Specialist			
Deputy Clerk			
Judicial Assistant	Judicial Executive Assistant		

Table 1: Classification Plan
McFarland, WI

Production Assistant		4	335 - 370
Confidential Administrative Assistant	Administrative Assistant		35 Points
Police Clerk III	Office Assistant - Police		
Utility Clerk III	Utility Billing Assistant		
Planning and Zoning Assistant			
Nutrition Manager		3	295 - 330
Library Assistant			35 Points
Crossing Guard		2	255 - 290
Nutrition Site Coordinator			35 Points
Library Shelver		1	Up to 250
Camera Operator			
Public Works LTE			
Parks LTE			

McFarland
SUMMARY SHEET

MEETING DATE: Monday, January 24, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT: Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Motion to approve revisions to the organizational chart for the Community and Economic Development Department.

PREVIOUS ACTION:

ISSUE SUMMARY:

With the title change to the Community Development Specialist and the addition of an Associate Planner, it is also necessary to update the Organizational Chart to reflect the changes.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

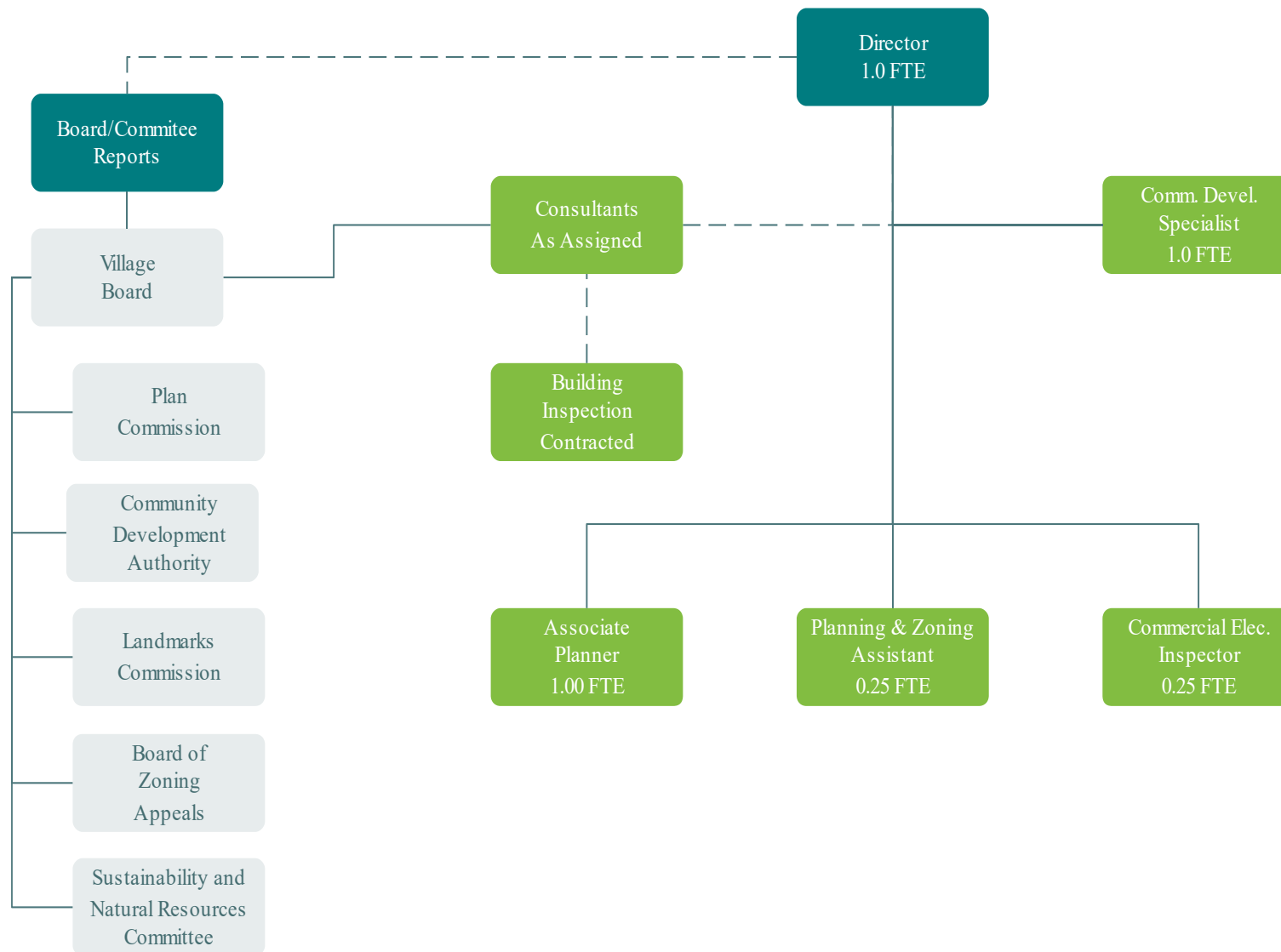
None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval.

ATTACHMENTS:

1. Comm Devel Organizational Chart DRAFT 012402022 FINAL



McFarland
SUMMARY SHEET

MEETING DATE: Monday, January 24, 2022

SECTION: Business

DEPARTMENT: Community Development

CONTACT: Andrew Bremer, Comm & Eco Dev Director, Kong Thao, Intern

AGENDA ITEM: Motion to approve Ordinance #2022-01: an ordinance amending Appendix A (Fee Schedule) of the McFarland Code of Ordinances regarding updates to Community Development permit fees recommended for revision by the Plan Commission.

PREVIOUS ACTION:

ISSUE SUMMARY:

Annually, Village Departments consider potential fee updates for Village Board consideration. For the Community & Economic Development Department the following fees adjustments have been recommended by the Plan Commission.

Zoning Fees

The Village last completed a comprehensive analysis of zoning permitting fees in 2019 and implemented several changes starting in 2020 based on a comparison of fees to 10 comparable communities in Dane County. In 2019, the Plan Commission recommended fee increases for conditional use permits, zoning amendments and variances to increase the fee up to our peer averages. Staff revisited the prior analysis and found that the average fees have since increased to \$427 for CUP, \$470 for zoning amendments, and \$458 for variance requests. McFarland's current fees for these permits are \$370, \$405, and \$380, based on peer averages in 2019. The recommendation is to increase the CUP fee to \$425, zoning amendment to \$475, and variance fees to \$450.

Park Impact Fees

In February 2020 the Village Board adopted an updated Park Impact Fee Study. As part of the approval of this study, the Village Board updated the Village's Park Improvement Impact Fees and Park Land Impact Fees. In regards to the Park Improvement Impact Fee, the Village Board adopted a plan to phase the recommended fee increase in equal installments over a five-year period. Sec. 8-464(e) also provides that, unless modified further by the Village Board, the fee shall be adjusted annually by the Community Development Director utilizing the Consumer Price Index-All Urban Consumers-Midwest Region prepared by the US Department of Labor. Changes in the fees from 2021 to 2022 are as follows:

Park Improvement Fee

Single Family Dwelling Unit: from \$1,482.12 to \$1,947.70

Multi-Family Dwelling Unit: from \$990.38 to \$1,325.74



Group Quarters Dwelling Unit: from \$666.25 to \$813.30

Park Land Impact Fee

Single Family Dwelling Unit: from \$3,966.36 to \$4,153.67

Multi-Family Dwelling Unit: from \$2,755.26 to \$2,885.38

Group Quarters Dwelling Unit: from \$1,513.88 to \$1,585.37

FINANCIAL/BUDGET IMPACT:

Recommended fee adjustments provide a moderate increase in Village revenue per permit. These revenues are used to offset a portion of the costs related to administration, review, approval and site review/inspections for various planning and building permit requests.

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommend for approval the following fee changes for 2022:

1. \$425.00 for a Conditional Use Permit
2. \$475.00 for a Zoning Text or Map Amendment
3. \$450.00 for a Variance Permit
4. Park Improvement Impact Fee
 - o Single Family Dwelling Unit: \$1,947.70
 - o Multi-Family Dwelling Unit: \$1,325.74
 - o Group Quarters Dwelling Unit: \$813.30
5. Park Land Impact Fee
 - o Single Family Dwelling Unit: \$4,153.67
 - o Multi-Family Dwelling Unit: \$2,885.38
 - o Group Quarters Dwelling Unit: \$1,585.37

ATTACHMENTS:

1. 2022-01 Updates to Appendix A

ORDINANCE NO. 2022-01

**AN ORDINANCE TO UPDATE VARIOUS FEES CONTAINED WITHIN THE FEE
SCHEDULE IN APPENDIX A OF THE CODE OF ORDINANCES**

Purpose: Annually the Village Board reviews and adjusts certain fees for service established within the Code of Ordinances.

Sponsor: Community Development Director

Recommended Referral: Plan Commission

Public Hearing: None required.

The Village of Board of the Village of McFarland, Dane County, Wisconsin do hereby ordain as follows:

1. The Portion in Appendix A, Fees, identifying the fees charged for buildings and building regulations arising from charges in Chapter 8 is hereby amended to read as follows:

CHAPTER 8—BUILDINGS AND BUILDING REGULATIONS			
8-464(b)	Park improvement impact fee:		
	Type of dwelling unit:		
		Single-family	\$1947.70 \$1482.12
		Multi-family	\$1325.74 \$990.38
		Group quarters	\$813.30 \$666.25
8-464(b)	Park-land impact fee (also known as fees in lieu of parkland dedication):		
	Type of dwelling unit:		
		Single-family	\$4153.67 \$3966.36
		Multi-family	\$2885.38 \$2755.26

		Group quarters	\$1585.37 \$1513.88

2. The Portion in Appendix A, Fees, identifying the fees charged for Solid Waste regulations arising from charges in Chapter 50 is hereby amended to read as follows:

CHAPTER 50—SOLID WASTE			
50-5		Solid waste collection charge, per residential unit	\$148.20 \$144.60
		Residential unit - Btw. 1—4 dwelling units	

3. The Portion in Appendix A, Fees, identifying the fees charged for Zoning regulations arising from charges in Chapter 62 is hereby amended to read as follows:

CHAPTER 62—ZONING			
62-108(a)(5)		Conditional use permit application and issuance fee	\$425.00 \$370.00 , plus actual legal and engineering costs, including publication and notification charges incurred by the Village
62-343(d)		Fee for processing a petition for a zoning change or amendment:	
		Text amendment	\$475.00 \$405.00 plus actual legal costs, including publication and notification charges.

	Map amendment	\$475.00 \$405.00 plus publication and notification charges
62-363(e)	Application for hearing before Board of Zoning Appeals	\$450.00 \$380.00 , plus actual legal and engineering costs, including publication and notification charges incurred by the Village

APPROVED:

Carolyn A. Clow, Village President

ATTEST:

Cassandra Suettinger, Village Clerk/Treasurer

ORDINANCE 2022 – 01	
MOTION	SECOND
ACTION	DATE
Adopted	
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Brassington –	Wreh –
Clow -	Flahery -
Nelson –	St. Clair
Rupert -	
VOTING RESULTS	
Motion Carried:	
Motion Defeated:	

McFarland
SUMMARY SHEET

MEETING DATE: Monday, January 24, 2022

SECTION: Business

DEPARTMENT: Fire/EMS

CONTACT:

AGENDA ITEM: Motion to approve authorization to make application to the Staffing for Adequate Fire and Emergency Response (SAFER) Grant program for the Fire and Rescue Department.

PREVIOUS ACTION:

ISSUE SUMMARY:

In 2019, we completed the Public Safety Analysis, which identified the need to have 3 twenty-four-hour command-level positions as well as 3-6 twenty-four-hour staff-level positions over the next ten years. The command level positions are needed to provide consistent management and supervision 24 hours per day, three hundred sixty-five days per year. We did add the Administrative Captain, who provides additional command and management support, but the position is staffed 40 hours a week on a rotating schedule from 1p to 9p Monday and 6a to 6p Tuesday through Friday. From 6p on weekdays and 6p on Friday to 1p on Mondays, the department is supported by part-time Duty Officers, who primarily manage incidents. During the time of the Duty Officer coverage, the management of career staffing, working 24 hours shifts, and department administration are required to be done by the Chief. The request is to submit a Staffing for Adequate Fire and Emergency Response Grants (SAFER) for the hiring of two Lieutenants working a 24/48 hour shift similar to the career EMT/Firefighters. If awarded, the grant would provide 75% funding for the first two years and 35% funding for the third year. The fourth year would be required to be covered by the Village 100%. Typically, the grants are awarded in the third quarter of the year to allow for a 2023 hiring date with funding from 2023, 2024, and 2025 budgets. Applying for the grant doesn't require the Village to accept if awarded. The acceptance of the grant would come back to the Village Board for approval if awarded.

FINANCIAL/BUDGET IMPACT:

There is no financial impact at this time. Permission is being sought to apply for the grant. If the grant were awarded the Village would need to determine if it would commit to funding the positions. The concept of funding the positions will also be part of the future staffing plan the Village will begin work on in Spring 2022.

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:



ATTACHMENTS:

None

McFarland
SUMMARY SHEET

MEETING DATE: Monday, January 24, 2022

SECTION: Consent Agenda

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer

AGENDA ITEM: Resolution 2022-03: A Resolution to Rescind Personal Property Taxes on Account #49-20399 because of a clerical error.

PREVIOUS ACTION:

ISSUE SUMMARY:

The Village Assessor discovered an error on personal property account 49-20399 for Xerox Financial Services LLC. The Assessor accidentally doubled the valuation for the personal property account.

The Wisconsin Statutes provide very specific limited circumstances for palpable errors in which a governing body may consider rescinding property taxes. WI Statute 74.33 provides the following as grounds for consideration of rescinding taxes:

- (a) a clerical error has been made in the description of the property or in the computation of the tax
- (b) the assessment included real property improvements which did not exist on the date under s.70.10 for making the assessment.
- (c) The property is exempt by law from taxation, except as provided under sub. (2).
- (d) The property is not located in the taxation district for which the tax roll was prepared
- (e) a double assessment has been made
- (f) An arithmetic, transpositional or similar error has occurred.

In reviewing the error with both the Village Attorney and the Village Assessor, both agree the error made would be grounds for rescinding taxes under WI Statute 74.33(f). It is important to note, if the Village approves rescinding taxes, each taxing jurisdiction is responsible for reimbursing the Village for their portion of the rescinded taxes. All entities are eligible to recoup the cost of the chargeback through their tax levy process the following year.

FINANCIAL/BUDGET IMPACT:

The Village's portion of the rescinded taxes is \$4.32.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.



BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval.

ATTACHMENTS:

1. 2022-02- Palpable Error Xerox Financial Services

RESOLUTION NO. 2022-03

A RESOLUTION TO RESCIND PERSONAL PROPERTY TAXES ON ACCOUNT #49-20399 BECAUSE OF A CLERICAL ERROR

WHEREAS, the Village McFarland Village Assessor has determined that the personal property assessment made on Parcel Number 49-20399, for Xerox Financial Services LLC, reflects a clerical error and an arithmetic, transpositional or similar error in accordance with Wisconsin Statute Section 74.33(1) (a) and (f), specifically, the assessor incorrectly inputted a value of \$1,400 in personal property, instead of the correct value of \$700;

WHEREAS, based upon the Village Assessor's reconsideration of this matter, in accordance with the assessment methods which conform to statutory requirements and which are outlined in the Wisconsin Property Assessment Manual, the Village Assessor has concluded that the assessed value of the subject property on January 1, 2021 should be corrected as follows:

The assessment roll for January 1, 2021 shows an erroneous value of:
Total Assessed Value: \$1,400

The assessment roll should reflect the value of:
Total Assessed Value: \$700

WHEREAS, the Village Board, the governing body of the taxation district, finds that the assessment of the personal property for the year 2021 included a clerical and an arithmetic, transpositional or similar error, and therefore the Village Board should rescind the part of the general property tax which was assessed in error in accordance with Wisconsin Statutes Section 74.33(1)(a) and(f); and

WHEREAS, the Village Board hereby intends to cancel the tax on the difference between the erroneous total value of \$1,400 and the correct total value of \$700, so that if the property owner has already paid the tax based upon the erroneous value, the difference should be refunded the taxpayer, and if the taxpayer has not yet paid the tax a corrected tax bill should be sent to the property owner.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of McFarland, Dane County, Wisconsin, that \$13.29 of the property taxes for the 2021 tax year for Parcel Number 49-20399 is hereby rescinded.

The above and foregoing Resolution was duly adopted at a regular meeting of the McFarland Village Board on the 24th day of January, 2022.

APPROVED:

Carolyn A. Clow, Village President

ATTEST:

Cassandra Suettinger, Village Clerk-
Treasurer

RESOLUTION # 2022-03	
MOTION	SECOND
ACTION	DATE
Adopted	
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Brassington-	St. Clair-
Clow-	Nelson-
Flaherty-	Wreh-
Rupert-	
VOTING RESULTS	
Motion Carried:	
Motion Defeated:	

**VILLAGE OF
McFarland**
SUMMARY SHEET

MEETING DATE: Monday, January 24, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT: Andrew Bremer, Comm & Eco Dev Director, Kong Thao, Intern

AGENDA ITEM: Presentation of the Climate Champion award to the Village of McFarland for the Public Safety Center Project.

PREVIOUS ACTION:

ISSUE SUMMARY:

Kathy Kuntz, Director of the Dane County Office of Energy & Climate Change (OECC), is attending the Village Board meeting to present the Village's Climate Champion Award for the Village's Public Safety Center Project. The Dane County OECC is dedicated to furthering the county's efforts to address climate change. In 2020, OECC published the Dane County Climate Action Plan to provide a science-based strategy to reducing greenhouse gas emissions and address ways the climate is already changing. The plan focuses on establishing a baseline for local communities and provides programs, policies and projects that will be most effective in meeting the prescribed goals. One such program is the Climate Champions program. This program is dedicated to recognizing local businesses and governments, leading in projects that support clean energy and climate action. The Village has been awarded a 2021 Climate Champions Award in the "Other" category for our Net Zero Public Safety Center. The new building, on the southeast corner of Holsher Road and Broadhead Street, will house the Fire & Rescue, Municipal Court and Police Department. A net zero building is one that produces as much energy as it consumes on an annual basis. The new Public Safety Center combines energy efficient design and on-site renewable energy generation using geothermal heating and cooling and solar panels to achieve net zero status. Committing to constructing the Public Safety Center as a net zero building aligns with the objectives of the Village's Sustainability Plan, completed last year, including achieving 100% energy consumption through renewable energy sources for municipal buildings by 2040.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None



**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Monday, January 24, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action regarding the plan for borrowing in order to fund the 2022 Capital Improvement Plan as presented by Carol Wirth of Wisconsin Public Finance Professionals.

PREVIOUS ACTION:

The Village Board adopted the budget for next year at its meeting on November 22, 2021 which is consistent for the included program year 2022 for the Capital Improvement Plan.

ISSUE SUMMARY:

Included within your packet is a report outlining the plan for borrowing in 2022. Carol will be present to go over this information with the Village Board and answer any questions that are raised. Our borrowing needs for 2022 are proposed in three different formats summarized as follows:

- **Note Issuance** - This funds our general capital needs for the year as we would normally consider them from year to year. The term is shorter at 10 years and the total amount is also less. The borrowing need next year for this purpose is presently proposed at \$3,945,000 million for the Capital Projects Fund of which \$1,300,000 will be for TID #3 to fund a portion of the reconstruction of Terminal Drive. This will fund things like equipment, consulting, construction, etc. within the Capital Projects Fund with large portions dedicated to road construction and park projects. The full CIP sheet for the year is provided in the packet to give the full picture of all the capital projects and their funding sources for this year. This document was finalized last November and reconciled when the budget was adopted. The budget anticipated document enclosed within your packet updates the borrowing needed for this year based on new estimates for our larger projects. The anticipated borrowing is lower than projected last Fall, but this will be reevaluated at the time of bid opening next month. Projected interest rate for this issuance is around 1.76% which is higher than we borrowed for last year (0.90%) when interest rates were historically low.
- **Bond Issuance** - This item is solely to provide the final funding for the Public Safety Center. The facility cost was approved in August of last year to expend approximately \$22 million upon completion later this year. The Village borrowed \$14 million last year for the project as well as additional note issuances in smaller amounts in 2020 and 2021



to support consulting expenses. The remainder of the funds sought here should capture the remaining known expenditures as presently estimated. This borrowing will be over a longer 20 year term to better spread out the principal cost for the project. A resolution authorizing the maximum amount of the bond was previously authorized by the board in September of last year following contract award in August. Projected interest rates for the bond are around 2.15% which is higher than we borrowed for last year (1.49%) when interest rates were historically low.

- **Water Revenue Bonds** - New this year is a proposal to utilize Water Revenue Bonds either through the open market or DNR program to provide the borrowing needs of our Water Utility for 2022 and 2023. Previously the Village had borrowed these funds on a General Obligation basis, and in pursuing the revenue bonds it will not count towards our maximum threshold set by State law for general obligation debt. Mainly because regardless of the type of debt, this borrowing is supported by the rates paid by the water customers. Those rates were increased in 2021 which provides enough coverage on the debt service for these two years helping to avoid another rate increase solely for this need. Taking advantage of that and borrowing for two years instead of one will help to keep our interest costs down while taking advantage of low rates. Good project planning and financial forecasting is making this possible, and a separate process for this borrowing will take place later this Spring. This will provide the Village flexibility on its general obligation needs as well as within the utility for the next several years.

The Note and Bond issuance will follow the same schedule. The Water Revenue Bonds will follow a different schedule that will be initiated later this Spring. This will allow for some consolidation of the various steps and tasks that are needed to complete the borrowing. All of this is outlined within the report and will be discussed within our meeting. This is presented as a summary of the information generally to be discussed. The full program year for 2022 within the CIP is included in your packet that has been updated and reconciled with the 2022 Budget. The anticipated borrowing is updated to reflect new project cost estimates.

FINANCIAL/BUDGET IMPACT:

The financial impact is detailed within the attached report and will be reviewed as part of our meeting.

VILLAGE PLAN REFERENCE:

[2021-2025 Capital Improvement Plan](#)

[2022 Budget](#)

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:



Recommended Action:

Motion, second to accept the plan for borrowing in order to fund the 2022 Capital Improvement Plan as presented by Carol Wirth of Wisconsin Public Finance Professionals.

ATTACHMENTS:

1. 2021-2025 McFarland CIP - 2022 Program Year
2. 2022 Anticipated Borrowing 01212022 mgs
3. Report on 2022 Financings

Capital Improvement Program

Village of McFarland

Prior Plan Approval/Inclusion Year:

2018 2019 2020 2021 2022 2023 2024 2025

Program Year: 2022

Funding by Project

Projects	Dept	General Fund 100	Comm/Tech Fund 200	TID #3 Fund 305	TID #4 Fund 310	TID #5 Fund 315	Capital Projects - Fund 400					Total	Parks Fund 405	Utility - 600		Stormwater Fund 605	Total
							General	Grants	Intergov	Borrow	Reserve			Water	Sewer		
Comp/Class Study	Admin										5,000	5,000					5,000
Digital Records Mgmt	Admin									100,000		100,000					100,000
Equipment/Furniture	Admin	2,500															2,500
Library Impact Fee	Admin										5,000	5,000					5,000
PSC Impact Fee	Admin										5,000	5,000					5,000
Workstation Replace	Admin						12,500					12,500					12,500
Facility Planning	Facilities									150,000		150,000					150,000
Land Acquisition	Facilities						40,000					40,000					40,000
Network Equip	Facilities						5,000					5,000		2,500	2,500	2,500	12,500
Public Safety Center	Facilities						20,000	25,000		7,455,000	8,000,000	15,500,000					15,500,000
Salt Shed Door (PW)	Facilities										25,000	25,000					25,000
Sinking Fund	Facilities						100,000					100,000					100,000
C/T												-					-
Equipment	Police						15,000					15,000					15,000
Patrol Vehicle (Lease)	Police						35,750					35,750					35,750
Traffic Safety	Police									25,000		25,000					25,000
Vehicle (Chief)	Police									50,000		50,000					50,000
ATV Replace	Fire/EMS									30,000		30,000					30,000
Car 1 Replacement	Fire/EMS						5,000				60,000	65,000					65,000
Car 1 Sinking Fund	Fire/EMS						6,000					6,000					6,000
EMS Equipment	Fire/EMS						7,500					7,500					7,500
Fire Equipment	Fire/EMS						26,750					26,750					26,750
Patient Cots	Fire/EMS						2,750			39,250		42,000					42,000
Technology	Fire/EMS						9,500					9,500					9,500
EM												-					-
Air Compressor	DPW						5,000					5,000					5,000
Chipper	DPW									71,000		71,000					71,000
Exchange Street (Design)	DPW									50,000		50,000					50,000
GIS Support	DPW										20,000	20,000					20,000
Forcemain Locating	DPW														100,000		100,000
Hydrant Flags	DPW											-		7,000			7,000
Large Mower	DPW									110,000		110,000					110,000
Leased Equipment	DPW						9,250					9,250		8,000	8,000	8,000	33,250
Lift Station #2 (Design)	DPW											-			45,000		45,000
Line Locator	DPW											-		5,000			5,000
Manholes	DPW											-			5,000		5,000
Paulson Road (Design)	DPW						25,000					25,000		25,000	25,000	25,000	100,000
Paving/Utility Plan	DPW				1,557,750		721,750					721,750		535,750		110,000	2,925,250
Pedestrian Ways	DPW						100,000					100,000					100,000
Pickup Truck (1-Ton)	DPW						21,750					21,750		21,750	21,750	21,750	87,000
Pipe Cleaning (SAN)	DPW											-			71,000		71,000
Pipe Cleaning (SW)	DPW											-				47,500	47,500
Salt Brine Applicator	DPW									18,750		18,750					18,750
SCADA McDaniel Park	DPW						20,000					20,000					20,000
Scissor Lift	DPW						21,000					21,000					21,000
Shoring Trailer	DPW						10,000					10,000					10,000
Sinking Fund	DPW						1,500					1,500		1,500	1,500	1,500	6,000
Small Capital	DPW											-				2,500	2,500
Street Maintenance	DPW									150,000		150,000					150,000
Street Sweeper	DPW											-				20,000	20,000
Stump Grinder	DPW									9,000		9,000					9,000
Water Impact Fee	DPW											-		15,000			15,000
Meters Phase 1	DPW											-		325,000	325,000		650,000
Well #1 (Discovery)	DPW											-		43,250			43,250
Well Rehab	DPW											-		250,000			250,000
Equipment/Furniture	Outreach						3,500					3,500					3,500
Comp - Workstation	Library						8,000					8,000					8,000
Equipment	Library									8,250		8,250					8,250
Furniture	Library									18,750		18,750					18,750
Mechanicals	Library									5,000		5,000					5,000
Shelving	Library									10,000		10,000					10,000
Technology	Library									6,250		6,250					6,250
Community Park	Parks									725,000	25,000	750,000	350,000				1,100,000
Design - Inclusive Park	Parks									75,000		75,000					75,000
Design - Lake Access (Lewis)	Parks									15,000		15,000					15,000
Design - Skate Park	Parks									15,000		15,000					15,000
Equipment	Parks						10,000					10,000					10,000
General Improve	Parks											-	75,000				75,000
Park Equipment	Parks											-	15,000				15,000
Plan - Conservancy	Parks									75,000		75,000					75,000
Pickleball (McFarland Park)	Parks										325,000	325,000					325,000
Property Acquisition	Parks											-					-
Tree Inventory	Parks						8,500			8,500		17,000					17,000
Urso/Schuetz	Parks										25,000	25,000					25,000
Brand Development	CD			50,000		50,000					25,000	25,000					125,000
Comp Plan - East Side/ED	CD	2,000								25,000	75,000	100,000					100,000
Small Capital	CD											-					2,000
Sinking Fund	CD						2,000					2,000					2,000
TID Project Planning	CD			50,000								-					50,000
Total Projects		4,500	-	1,657,750	-	50,000	325,000	33,500	-	10,164,250	8,595,000	19,117,750	440,000	1,239,750	604,750	238,750	23,353,250

Capital Improvement Program

Village of McFarland

Anticipated Borrowing

Projects	Dept	2022			2023	
		TID #3 Fund 305	Capital Proj. - Fund 400		Utility - 600 Water	Utility - 600 Water
			Notes	Bond		
Digital Records Mgmt	Admin		100,000			
Facility Planning	Facilities		150,000			
Public Safety Center	Facilities			7,200,000		
Traffic Safety	Police		25,000			
Vehicle (Chief)	Police		50,000			
ATV Replace	Fire/EMS		30,000			
Patient Cots	Fire/EMS		39,250			
Chipper	DPW	1,200,000	71,000			
Exchange Street (Design)	DPW		50,000			
Hydrant Flags	DPW				7,000	
Large Mower	DPW		110,000			
Line Locator	DPW				5,000	
Paulson Road	DPW		30,000		30,000	773,800
Paving/Utility Plan	DPW		651,750		535,750	350,700
Pedestrian Ways	DPW		100,000			
Truck	DPW		21,750		21,750	60,000
Salt Brine Applicator	DPW		18,750			
SCADA McDaniel Park	DPW		20,000			
Scissor Lift	DPW		21,000			
Shoring Trailer	DPW		10,000			
Street Maintenance	DPW		150,000			
Stump Grinder	DPW		9,000			
Water Impact Fee	DPW				35,000	
Meter Replacement	DPW				325,000	325,000
Tower Painting (Burma)	DPW					750,000
Well #1 (Discovery)	DPW				43,250	
Well Rehab	DPW				250,000	
Equipment	Library		8,250			
Furniture	Library		18,750			
Mechanicals	Library		5,000			
Shelving	Library		10,000			
Technology	Library		6,250			
Community Park	Parks		725,000			
Design - Inclusive Park	Parks		75,000			
Design - Lake Access (Lewis)	Parks		15,000			
Design - Skate Park	Parks		15,000			
Plan - Conservancy	Parks		75,000			
Tree Inventory	Parks		8,500			
Brand Development	CD	50,000				
Comp Plan - East Side/ED	CD		25,000			
TID Project Planning	CD	50,000				
Total Projects		1,300,000	2,644,250	7,200,000	1,252,750	2,259,500

	Estimate	Budget	Difference
General Obligation Note Issuance - 10 year term	3,944,250	4,367,000	(422,750)
General Obligation Bond Issuance - 20 year term	7,200,000	7,455,000	(255,000)
Water Revenue Bond Issuance - 10-20 year term	3,512,250	1,227,750	2,284,500
Total Proposed Borrowing	14,656,500	13,049,750	1,606,750



WISCONSIN PUBLIC FINANCE PROFESSIONALS, LLC
155 SOUTH EXECUTIVE DRIVE, SUITE 211
BROOKFIELD, WI 53005
414-434-9644
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McFarland Village Board

January 24, 2022

Report on 2022 Financings

\$3,945,000 General Obligation Notes – CIP Projects

\$7,200,000 General Obligation Public Safety Center Bonds

Prepared by: Carol Ann Wirth, President
Wisconsin Public Finance Professionals, LLC

VILLAGE BOARD STATUTORY BORROWING AUTHORITY

The Village Board is authorized to issue general obligation debt under Wisconsin Statutes Chapter 67.

\$3,945,000 General Obligation Promissory Notes (“Notes”) are authorized pursuant to Section 67.12(12) of the Wisconsin Statutes. The Village Board has authority under this Statute to issue Notes with approval of a majority vote of a quorum of the Village Board on the award resolution, at a future date, locking in final terms, including principal amount, repayment schedule and interest rates. Notes are limited to a ten-year amortization.

Unlike Bonds, Notes allow the Village to borrow funds for various capital projects and co-mingle the funds between the projects, providing flexibility with expending the funds based on actual costs. The Village Board acts upon an award resolution containing the purpose language and dollar amount the funds are borrowed for, as well as the final interest rates and repayment schedule.

\$7,200,000 General Obligation Public Safety Center Bonds (“Bonds”) are authorized pursuant to the procedures in Section 67.04 of the Wisconsin Statutes. The Village Board approved two Initial Resolutions - \$18.5 million on December 14, 2020 and \$3 million on September 13, 2021 providing the Village Board with borrowing authority to issue a maximum of \$21.5 million public safety center bonds. The Village borrowed \$14 million in 2021 against this authority and will borrow \$7.2 million in 2022 against this authority, leaving \$300,000 of authority unused at this time. If it is determined that final project costs need all or a portion of this remaining authority, the Village may include this amount in 2023’s CIP borrowing. Proceeds from the Bonds are limited to spending the funds only on the Public Safety Center, or interest on the Bonds. Bonds are limited to a twenty-year amortization.

A separate award resolution will be acted upon by the Village Board at a future date locking in the final terms of the borrowing including principal amount, repayment schedule and interest rates. The award resolution requires approval of a majority of a quorum of the Village Board.

MUNICIPAL BOND MARKET

Interest rates have risen since the Village sold the 2021 Notes and Bonds. Rates have increased between 20 – 40 basis points since the end of 2021. Short-term rates have risen faster than long-term rates resulting in a flattening of the yield curve.

Although the Federal Reserve Open Markets Committee has been concerned about employment, that focus appears to be changing to inflation. Some economists are predicting the FOMC may increase rates up to four times in 2022. The next meeting is scheduled for January 25-26 and again on March 15-16.

Yields shown in this report reflect a recent sales for a Wisconsin county with a similar bond rating, non-bank qualified general obligation bonds which sold on January 18, 2022. Current market interest rates are still at historically low levels. These yields were used for the preliminary structuring schedules for the Village's Bonds and Notes, but are not guaranteed. Final yields and rates are locked in on the date the Bonds and Notes are sold in the marketplace.

\$3,945,000 GENERAL OBLIGATION PROMISSORY NOTES – 2022 CIP

Annually, the Village issues general obligation promissory notes to fund capital improvement projects. Notes cannot exceed a ten-year amortization. The borrowed funds can be co-mingled between projects based on actual costs of each project. The 2022 CIP borrowing include \$2,645,000 for general Village purposes and \$1,300,000 for Tax Increment District No. 3 purposes. Beginning in 2022, water utility projects will be financed with Water Utility Revenue Bonds.

2022 CIP Projects	Dept	TID 3	Notes		2022 CIP Projects	Dept	TID 3	Notes
Digital Records Mgmt	Admin		100,000		Equipment	Library		8,250
Facility Planning	Facilities		150,000		Furniture	Library		18,750
Traffic Safety	Police		25,000		Mechanicals	Library		5,000
Vehicle (Chief)	Police		50,000		Shelving	Library		10,000
ATV Replace	Fire/EMS		30,000		Technology	Library		6,250
Patient Cots	Fire/EMS		39,250		Community Park	Parks		725,000
Chipper	DPW		71,000		Design - Inclusive Park	Parks		75,000
Exchange Street (Design)	DPW		50,000		Design - Lake Access (Lewis)	Parks		15,000
Large Mower	DPW		110,000		Design - Skate Park	Parks		15,000
Paulson Road	DPW		30,000		Plan - Conservancy	Parks		75,000
Paving/Utility Plan	DPW	1,200,000	651,750		Tree Inventory	Parks		8,500
Pedestrian Ways	DPW		100,000		Brand Development	CD	50,000	
Truck	DPW		21,750		Comp Plan - East Side/ED	CD		25,000
Salt Brine Applicator	DPW		18,750		TID Project Planning	CD	50,000	
SCADA McDaniel Park	DPW		20,000					
Scissor Lift	DPW		21,000		Total Projects		1,300,000	2,644,250
Shoring Trailer	DPW		10,000					
Street Maintenance	DPW		150,000					
Stump Grinder	DPW		9,000					

\$3,945,000 GENERAL OBLIGATION PROMISSORY NOTES (CIP)

Below is the Sources and Uses of Funds reflecting a total \$3,945,000 General Obligation Promissory Note issue.

\$3,945,000 G.O. Promissory Notes 2022 Preliminary Sources And Uses

Dated 03/24/2022 | Delivered 03/24/2022

	Village CIP	TID 3 Purp	2022 G.O. Prom Notes
Sources Of Funds			
Par Amount of Notes	\$2,645,000.00	\$1,300,000.00	\$3,945,000.00
Est. Reoffering Premium	74,875.25	40,694.10	115,569.35
Total Sources	\$2,719,875.25	\$1,340,694.10	\$4,060,569.35
Uses Of Funds			
Total Est. Underwriter's Expenses	47,308.29	23,251.71	70,560.00
Deposit to Project Construction Fund	2,645,000.00	1,300,000.00	3,945,000.00
Deposit to Debt Service Est.	27,566.96	17,442.39	45,009.35
Total Uses	\$2,719,875.25	\$1,340,694.10	\$4,060,569.35

CIP Note Borrowing – General Obligation Promissory Notes Combined Purposes

Below is the estimated debt service schedule for the Note issue that will be issued in the marketplace as a non-bank qualified municipal security. The 2030 through 2032 principal maturities will be callable beginning in 2029.

\$3,945,000 G.O. Promissory Notes 2022 (Combined Purposes) Est. Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
03/24/2022	-	-	-	-	-
03/01/2023	375,000.00	2.000%	73,859.17	448,859.17	-
09/01/2023	-	-	35,700.00	35,700.00	484,559.17
03/01/2024	400,000.00	2.000%	35,700.00	435,700.00	-
09/01/2024	-	-	31,700.00	31,700.00	467,400.00
03/01/2025	435,000.00	2.000%	31,700.00	466,700.00	-
09/01/2025	-	-	27,350.00	27,350.00	494,050.00
03/01/2026	495,000.00	2.000%	27,350.00	522,350.00	-
09/01/2026	-	-	22,400.00	22,400.00	544,750.00
03/01/2027	550,000.00	2.000%	22,400.00	572,400.00	-
09/01/2027	-	-	16,900.00	16,900.00	589,300.00
03/01/2028	300,000.00	2.000%	16,900.00	316,900.00	-
09/01/2028	-	-	13,900.00	13,900.00	330,800.00
03/01/2029	325,000.00	2.000%	13,900.00	338,900.00	-
09/01/2029	-	-	10,650.00	10,650.00	349,550.00
03/01/2030	350,000.00	2.000%	10,650.00	360,650.00	-
09/01/2030	-	-	7,150.00	7,150.00	367,800.00
03/01/2031	355,000.00	2.000%	7,150.00	362,150.00	-
09/01/2031	-	-	3,600.00	3,600.00	365,750.00
03/01/2032	360,000.00	2.000%	3,600.00	363,600.00	-
09/01/2032	-	-	-	-	363,600.00
Total	\$3,945,000.00	TIC 1.76%	\$412,559.17	\$4,357,559.17	-

CIP Note Borrowing – Preliminary Pricing Schedule Reflecting Market – Week of January 18, 2022

The Village will be issuing over \$10 million of tax-exempt securities in 2022. Therefore, the securities will not carry the bank qualified designation. Bank qualified securities allow banks to receive certain tax advantages on the interest earned on the investment. Non-bank qualified notes and bonds are purchased primarily by institutional investors and carry a slightly higher interest rate.

\$3,945,000 G.O. Promissory Notes (Combined Purposes) Preliminary Pricing Summary 1-21-22

Maturity	Type of Bond	Coupon	Yield	Maturity Value	Price	YTM	Call Date	Call Price	Dollar Price
03/01/2023	Serial Coupon	2.000%	0.450%	375,000.00	101.446%	-	-	-	380,422.50
03/01/2024	Serial Coupon	2.000%	0.650%	400,000.00	102.593%	-	-	-	410,372.00
03/01/2025	Serial Coupon	2.000%	0.800%	435,000.00	103.475%	-	-	-	450,116.25
03/01/2026	Serial Coupon	2.000%	1.000%	495,000.00	103.849%	-	-	-	514,052.55
03/01/2027	Serial Coupon	2.000%	1.150%	550,000.00	104.067%	-	-	-	572,368.50
03/01/2028	Serial Coupon	2.000%	1.300%	300,000.00	103.986%	-	-	-	311,958.00
03/01/2029	Serial Coupon	2.000%	1.400%	325,000.00	103.952%	-	-	-	337,844.00
03/01/2030	Serial Coupon	2.000%	1.650%	350,000.00	102.284%	c 1.691%	03/01/2029	100.000%	357,994.00
03/01/2031	Serial Coupon	2.000%	1.750%	355,000.00	101.625%	c 1.802%	03/01/2029	100.000%	360,768.75
03/01/2032	Serial Coupon	2.000%	1.800%	360,000.00	101.298%	c 1.856%	03/01/2029	100.000%	364,672.80
Total	-	-	-	\$3,945,000.00	-	-	-	-	\$4,060,569.35
Par Amount of Bonds									\$3,945,000.00
Reoffering Premium or (Discount)									115,569.35
Gross Production									\$4,060,569.35
Total Est. Underwriter's Expenses (Municipal Advisor, Bond Counsel, Rating, Underwriting)									\$(70,560.00)
Total Purchase Price									\$3,990,009.35
True Interest Cost (TIC)									1.7662513%

Interest rates and yields shown reflect sale results for a comparable Wisconsin issuer during the week of January 18, 2022 and are not intended to represent or guaranteed the actual interest rates and yields for the Village's Notes selling at a later date in 2022.

CIP Note Borrowing – Broken Down by Village and TID 3 Purposes

The Notes are structured for each purpose according to the revenue stream available to repay the debt. Debt issued for general Village purposes is repaid by tax levy, while debt issued for Tax Increment District purposes is repaid by increment generated by the development in the tax increment district.

Below is the portion of the 2022 G.O. Notes (\$2,645,000) issued for Village purpose CIP projects, combined with existing Village purpose debt, but excluding the \$7.2 million of public safety center bonds to be issued in 2022.

\$2,645,000 G.O. Notes (Village 2022 CIP) Est. Debt Service Combined with Existing D/S

Calendar Year	Principal (3/01)	Coupon	Estimated Interest	Total 2022 Notes Est	Existing Vill Purp D/S	Combined D/S Excl \$7.2 Mill
2022	-	-	-	-	2,483,876.00	2,483,876.00
2023	135,000.00	2.000%	74,620.28	209,620.28	2,563,491.00	2,773,111.28
2024	145,000.00	2.000%	48,750.00	193,750.00	2,613,092.00	2,806,842.00
2025	175,000.00	2.000%	45,550.00	220,550.00	2,762,194.00	2,982,744.00
2026	225,000.00	2.000%	41,550.00	266,550.00	3,012,594.00	3,279,144.00
2027	275,000.00	2.000%	36,550.00	311,550.00	2,707,894.00	3,019,444.00
2028	300,000.00	2.000%	30,800.00	330,800.00	2,093,694.00	2,424,494.00
2029	325,000.00	2.000%	24,550.00	349,550.00	1,966,494.00	2,316,044.00
2030	350,000.00	2.000%	17,800.00	367,800.00	1,513,119.00	1,880,919.00
2031	355,000.00	2.000%	10,750.00	365,750.00	983,569.00	1,349,319.00
2032	360,000.00	2.000%	3,600.00	363,600.00	979,509.00	1,343,109.00
2033	-	-	-	-	969,356.00	969,356.00
2034	-	-	-	-	958,134.00	958,134.00
2035	-	-	-	-	945,844.00	945,844.00
2036	-	-	-	-	933,019.00	933,019.00
2037	-	-	-	-	920,194.00	920,194.00
2038	-	-	-	-	906,834.00	906,834.00
2039	-	-	-	-	892,406.00	892,406.00
2040	-	-	-	-	877,444.00	877,444.00
2041	-	-	-	-	862,481.00	862,481.00
-	\$2,645,000.00	-	\$334,520.28	\$2,979,520.28	\$31,945,238.00	\$34,924,758.28

Below is the portion of the 2022 G.O. Notes (\$1,300,000) issued for TID No. 3 purpose projects, combined with existing TID No. 3 debt service.

\$1,300,000 G.O. Prom Notes 2022 (TID 3 Purposes) combined with Existing TID 3 D/S

Calendar Year	Principal (3/01)	Coupon	Estimated Interest	Total 2022 Notes Est	Existing TID 3 D/S	Combined Est. TID 3 D/S
2022	-	-	-	-	322,000.00	322,000.00
2023	240,000.00	2.000%	34,938.89	274,938.89	318,725.00	593,663.89
2024	255,000.00	2.000%	18,650.00	273,650.00	-	273,650.00
2025	260,000.00	2.000%	13,500.00	273,500.00	-	273,500.00
2026	270,000.00	2.000%	8,200.00	278,200.00	-	278,200.00
2027	275,000.00	2.000%	2,750.00	277,750.00	-	277,750.00
-	\$1,300,000.00	-	\$78,038.89	\$1,378,038.89	\$640,725.00	\$2,018,763.89

GENERAL OBLIGATION PUBLIC SAFETY CENTER BONDS

Borrowing for the public safety center was structured as a two-phase financing plan: Phase 1 - \$14 million of 20-year bonds was issued in 2021 at a true interest cost of 1.49%. The final project costs are not known at this time. Therefore, to avoid a potential for an over issuance of debt, the Village will borrow \$7.2 million as Phase 2. Each phase may be amortized over twenty years. Phase 2 is amortized over 20 years through 2042.

Phase 2 – Sources and Uses of Funds

\$7,200,000 G.O. Public Safety Center Bonds Preliminary Sources & Uses

Dated 03/24/2022 | Delivered 03/24/2022

Sources Of Funds

Par Amount of Bonds	\$7,200,000.00
Est. Reoffering Premium	154,800.85
Total Sources	\$7,354,800.85

Uses Of Funds

Total Est. Underwriter's Expenses	138,500.00
Deposit to Project Construction Fund	7,200,000.00
Deposit to Debt Service Est.	16,300.85
Total Uses	\$7,354,800.85

Phase 2 - \$7,200,000 Estimated Debt Service

Below is the estimated debt service schedule for the Bond issue that will be issued in the marketplace as a non-bank qualified municipal security. The 2032 through 2042 principal maturities will be callable beginning in 2031. The schedule also combines the Bonds with existing Village purpose debt service, including the 2022 Notes.

\$7,200,000 G.O. Bonds Est. Debt Service Combined with Existing and 2022 Village Debt Service

Calendar Year	Principal (3/01)	Coupon	Estimated Interest	Total 2022 Bonds Est. D/S	Existing & \$2,645,000 Vill D/S	Combined All Est. Debt Service
2022	-	-	-	-	2,483,876.00	2,483,876.00
2023	240,000.00	3.000%	239,461.81	479,461.81	2,773,111.00	3,252,572.81
2024	240,000.00	3.000%	158,450.00	398,450.00	2,806,842.00	3,205,292.00
2025	260,000.00	3.000%	150,950.00	410,950.00	2,982,744.00	3,393,694.00
2026	260,000.00	3.000%	143,150.00	403,150.00	3,279,144.00	3,682,294.00
2027	285,000.00	3.000%	134,975.00	419,975.00	3,019,444.00	3,439,419.00
2028	285,000.00	3.000%	126,425.00	411,425.00	2,424,494.00	2,835,919.00
2029	285,000.00	3.000%	117,875.00	402,875.00	2,316,044.00	2,718,919.00
2030	320,000.00	3.000%	108,800.00	428,800.00	1,880,919.00	2,309,719.00
2031	350,000.00	3.000%	98,750.00	448,750.00	1,349,319.00	1,798,069.00
2032	425,000.00	2.000%	89,250.00	514,250.00	1,343,109.00	1,857,359.00
2033	425,000.00	2.000%	80,750.00	505,750.00	969,356.00	1,475,106.00
2034	425,000.00	2.000%	72,250.00	497,250.00	958,134.00	1,455,384.00
2035	425,000.00	2.000%	63,750.00	488,750.00	945,844.00	1,434,594.00
2036	425,000.00	2.000%	55,250.00	480,250.00	933,019.00	1,413,269.00
2037	425,000.00	2.000%	46,750.00	471,750.00	920,194.00	1,391,944.00
2038	425,000.00	2.000%	38,250.00	463,250.00	906,834.00	1,370,084.00
2039	425,000.00	2.000%	29,750.00	454,750.00	892,406.00	1,347,156.00
2040	425,000.00	2.000%	21,250.00	446,250.00	877,444.00	1,323,694.00
2041	425,000.00	2.000%	12,750.00	437,750.00	862,481.00	1,300,231.00
2042	425,000.00	2.000%	4,250.00	429,250.00	-	429,250.00
-	\$7,200,000.00	TIC 2.15%	\$1,793,086.81	\$8,993,086.81	\$34,924,758.00	\$43,917,844.81

Note: The estimated tax rate increase for 2023 budget year is approximately \$0.46/\$1,000 or \$46 on \$100,000 of property value. This may be reduced with premium received from the sale of the Notes and Bonds which must be used to offset debt service.

Phase 2 Bonds – Preliminary Pricing Schedule Reflecting Market – Week of January 18, 2022

\$7,200,000 G.O. Public Safety Center Bonds 2022 Preliminary Pricing Summary 1-21-22

Maturity	Type of Bond	Coupon	Yield	Maturity Value	Price	YTM	Call Date	Call Price	Dollar Price
03/01/2023	Serial Coupon	3.000%	0.450%	240,000.00	102.379%	-	-	-	245,709.60
03/01/2024	Serial Coupon	3.000%	0.650%	240,000.00	104.513%	-	-	-	250,831.20
03/01/2025	Serial Coupon	3.000%	0.800%	260,000.00	106.371%	-	-	-	276,564.60
03/01/2026	Serial Coupon	3.000%	1.000%	260,000.00	107.700%	-	-	-	280,020.00
03/01/2027	Serial Coupon	3.000%	1.150%	285,000.00	108.852%	-	-	-	310,228.20
03/01/2028	Serial Coupon	3.000%	1.300%	285,000.00	109.681%	-	-	-	312,590.85
03/01/2029	Serial Coupon	3.000%	1.400%	285,000.00	110.540%	-	-	-	315,039.00
03/01/2030	Serial Coupon	3.000%	1.650%	320,000.00	110.002%	-	-	-	352,006.40
03/01/2031	Serial Coupon	3.000%	1.750%	350,000.00	110.298%	-	-	-	386,043.00
03/01/2032	Serial Coupon	2.000%	1.800%	425,000.00	101.643%	c 1.818%	03/01/2031	100.000%	431,982.75
03/01/2033	Serial Coupon	2.000%	1.850%	425,000.00	101.229%	c 1.875%	03/01/2031	100.000%	430,223.25
03/01/2034	Serial Coupon	2.000%	1.900%	425,000.00	100.817%	c 1.923%	03/01/2031	100.000%	428,472.25
03/01/2035	Serial Coupon	2.000%	1.950%	425,000.00	100.407%	c 1.964%	03/01/2031	100.000%	426,729.75
03/01/2036	Serial Coupon	2.000%	2.000%	425,000.00	100.000%	-	-	-	425,000.00
03/01/2037	Serial Coupon	2.000%	2.050%	425,000.00	99.358%	-	-	-	422,271.50
03/01/2038	Serial Coupon	2.000%	2.100%	425,000.00	98.651%	-	-	-	419,266.75
03/01/2039	Serial Coupon	2.000%	2.150%	425,000.00	97.879%	-	-	-	415,985.75
03/01/2040	Serial Coupon	2.000%	2.200%	425,000.00	97.048%	-	-	-	412,454.00
03/01/2041	Serial Coupon	2.000%	2.250%	425,000.00	96.161%	-	-	-	408,684.25
03/01/2042	Serial Coupon	2.000%	2.300%	425,000.00	95.223%	-	-	-	404,697.75
Total	-	-	-	\$7,200,000.00	-	-	-	-	\$7,354,800.85
Par Amount of Bonds									\$7,200,000.00
Reoffering Premium or (Discount)									154,800.85
Gross Production									\$7,354,800.85
Total Est. Underwriter's Expenses (Municipal Advisor, Bond Counsel, Rating and Underwriting)									\$(138,500.00)
Total Purchase Price									\$7,216,300.85
True Interest Cost (TIC)									2.1481529%

Interest rates and yields shown reflect sale results for a comparable Wisconsin and other issuers during the week of January 18, 2022 and are not intended to represent or guaranteed the actual interest rates and yields for the Village's Bonds selling at a later date in 2022.

LEGAL DEBT LIMIT CALCULATION FOR GENERAL OBLIGATION DEBT

Equalized Valuation (2021) as certified by Wisconsin Department of Revenue	\$1,217,439,600
Legal Debt Percentage Allowed	<u>5.00%</u>
Legal Debt Limit	\$60,871,980
General Obligation Debt Outstanding Including the Securities as of 03/24/2022	\$43,825,000
Less: Remaining 2022 Principal Payments	<u>(2,460,000)</u>
Total General Obligation Debt Outstanding (1)	\$41,365,000
Unused Margin of Indebtedness	\$19,506,980
Percent of Legal Debt Incurred	67.95%
Percent of Legal Debt Available	32.05%

METHOD OF SALE

Wisconsin Law allows General Obligation Notes and Refunding Bonds to be sold at Public or Negotiated Sale. General Obligation Bonds issued for new money projects must be sold at competitive sale.

- o **Public Sale** – Village Advertises for Underwriter Nation-wide – to Submit Bid on Specific Date and Time
Underwriter's Bid Dependent Upon –
 - Market Conditions on Day of Bid
 - Number of Issues Underwriter Will Bid on (Bidding Calendar) or Purchase That Day
 - Limited Ability to Pre-sell Notes - Risk May be Built into Bid as Cost to Village
 - Underwriting Cost Locked in on the Day of Sale
 - Underwriter Submits Bid on Bid Form per Bidding Parameters in "Official Notice of Sale"
 - Market Conditions are Monitored by Municipal Advisor Throughout Borrowing Timeline
 - Local Banks Participate Through Their Broker/Dealer Relationships
 - Village Has Flexibility to Change Dollar Amount and Structuring Terms After Bids are Opened

Municipal bond supply in market has significantly declined 2018 through 2020 resulting in numerous bids on public sales to fulfill demand.

- o **Negotiated Sale** – Underwriter is Selected by Village Through RFP Process or Based on Historical Experience
Underwriter Provides Assistance to Village in Advance of Entering the Bond Market -
 - Updates and Advises Village of Changes to Market Conditions, Interest Rates
 - Investors and Local Banks Contacted Early to Determine Interest in Purchasing Notes/Bonds
 - Reduces Underwriter's Risk of Unsold Notes - Potential for Lower Underwriting Cost
 - Cost of Underwriting Locked in Prior to Sale Date
 - Underwriter Has Flexibility to Capture Market Opportunities Several Days in Advance of Award
 - Village Has Flexibility to Change Dollar Amount and Structuring Terms Up to Time of Order Period
 - Underwriter Provides Village with Comparable Sales in Market

The Village of McFarland has used both sale methods

The Village used negotiated sales 2015 - 2018 with Bankers' Bank, Madison, in association with the McFarland State Bank. The Village used public sales for both 2019 financings resulting in five bids on the 2019 Bonds and seven bids on the 2019 Notes. The Village used the public sale method for the 2020 Notes which received four bids. The Village used public sales for both 2021 financings resulting in five bids on the 2021 Bonds and five bids on the 2021 Notes.

2022 NOTES AND BONDS FINANCING TIMELINE

Board Presentation – Report on 2022 Financings	January 24
Coordinate Financing Team / Prepare Official Statement	
Official Statement Submitted to Moody's	February 11
Moody's Conference Call	February 15-16
Official Statement Distributed to Underwriter(s)	February 17
Moody's Rating Released; Credit Report Available	February 23
Bids Received / Village Board Adopts Final Award Resolutions (Sale)	February 28
Closing; Delivery of Funds to Village	March 24
Note: All borrowed funds must be spent within 24 months (March 24, 2024).	

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, January 24, 2022

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Matt Schuenke, Village Administrator, Jim Hessling, Public Works Director

AGENDA ITEM: Discussion and action regarding a proposal by Town & Country Engineering to conduct a Water System Needs Assessment Study for the calculation of updates to Water Utility Impact Fees.

PREVIOUS ACTION:

The Public Utilities Committee reviewed Town & Country's proposal at their January 18, 2022 meeting. The committee unanimously recommended acceptance of the provided proposal.

ISSUE SUMMARY:

A Water System Needs Assessment Study will help the village identify challenges and deficiencies within the village's water impact fee structure and would be the basis for adopting a revised impact fee ordinance in order to help offset costs associated with continued growth and impacts on the water system. The last assessment was completed by the Village Engineer in 1997 and this current update would follow a similar methodology. Once completed, the Auditor can prepare an update to the impact fees so that these are properly applied to address growth in the future. To reference the 1997 Assessment please click [here](#).

FINANCIAL/BUDGET IMPACT:

The proposed cost of the work to perform the study is estimated at \$18,500. This would be paid out of Contractual Services line within the Capital Projects Fund through a transfer from the Water Utility. The amount budgeted for this work is \$15,000.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended Action:

Motion and second to approve the proposal from Town & Country Engineering in the amount of \$18,500 to conduct a Water System Needs Assessment Study.

ATTACHMENTS:



1. 2022 Water System Public Facilities Needs Assessment Scope

SCOPE OF SERVICES

MEMORANDUM

Date: January 5, 2022

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

From: Brian Berquist, P.E.

Subject: Scope of Services - Public Water Facilities Needs Assessment

Town & Country Engineering has been working with the Village on various studies and upgrades to their water supply, storage, and distribution system over the years, including a needs assessment in 1997 related to water impact fee implemented by the Village with Virchow Krause, the Village's auditor. Recent development interest from private parties make updating the previous impact report desirable, particularly related to a potential new drinking water well.

The Village of McFarland Water Utility has three active water supply wells, Wells 1, 3 and 4, one 750,000-gallon elevated storage tank on Holscher Road, and one 500,000-gallon elevated storage tank on Burma Road. Having an updated public water facilities needs assessment covering the current and potential future service areas will allow the Village to consider all options for continued use and expansion of their water system in a seamless fashion.

We are submitting the following scope services for the water system public facilities needs assessment to be used by the Village to potentially update its water impact fee, and will include:

- Updating the current and future water needs from the 1997 effort, including working with the Village for areas of planned or desired expansion/development.
- Evaluation of existing water supply (wells) and storage (reservoir) capacities compared to current and anticipated future uses.
- Review of current and anticipated future distribution area for identification of potential pressure zones. We will incorporate data and conclusions from the 2018 East Side Utility Service Study.
- Prepare alternatives to address supply or storage capacity deficiencies, physical deficiencies or areas needing improvement, and system pressures. Cost estimates will be prepared for all necessary improvements.
- Propose cost allocation for present and future users.
- Prepare a final report and submit to the Village auditors for use in updating the impact fee.

The estimated engineering cost for the above scope will be billed on an hourly basis and **will not exceed \$18,500.**

The above scope assumes the following information will be provided by the Village:

- Existing plans and equipment information for wells and Burma Road reservoir.
- Inspection reports for wells and reservoirs.

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- Existing monthly and annual water pumpage and usage data.
- Village comprehensive plan and/or planned expansion areas within the Village.
- ISO reports for the Village.

Several items may be desired as a follow up to the public water facilities needs assessment, however are not included in this scope.

- Water impact fee report or water system rate case with PSC. This would be completed by the Village auditor.
- Review and evaluate existing hard infrastructure including wells/well houses, booster station, and reservoirs. Identify deficiencies and/or potential areas of improvement.
- Site evaluation, design, or construction engineering for a new reservoir or well.

We at Town & Country Engineering, Inc. wish to thank you for the opportunity to present this scope of services to the Village of McFarland and look forward to continuing to serve you. If you have any questions regarding the above scope, please feel free to call.

BRB:sai

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McFarland
SUMMARY SHEET

MEETING DATE: Monday, January 24, 2022

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Jim Hessling, Public Works Director

AGENDA ITEM: Discussion and action regarding a proposal by Town & Country Engineering for design services for Lift Station #2 rehabilitation.

PREVIOUS ACTION:

The Public Utilities Committee reviewed Town & Country's proposal at their January 18, 2022 meeting. The committee unanimously recommended acceptance of the provided proposal.

ISSUE SUMMARY:

Lift Station #2, located along Pheasant Run, is planned for and in need of an upgrade. This station was constructed back in the late 1970's and is an underground steel-canned unit that houses the pumps and motors along with controls. This station handles over 50% of the village's daily volume of sewage pumped into Madison Metropolitan Sewerage District's conveyance pipes. Lift station #2 is responsible for handling the ongoing growth on the eastside of the village. It is currently showing its age for current use demonstrating rust and corrosion within the structure as well as the need to accommodate additional growth in the future. This project will address both issues. Design work is needed this year in order to proceed with construction next year.

FINANCIAL/BUDGET IMPACT:

The proposed cost of the work is estimated at \$52,000 for design engineering. This would be paid out of Contractual Services line within the Capital Projects Fund through the sanitary sewer utility. The budgeted amount for this work was \$45,000.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended Action:

Motion and second to approve the proposal from Town & Country Engineering in the amount of \$52,000 for Lift Station #2 Rehabilitation design services.

ATTACHMENTS:



1. LS 2 letter

January 14, 2022

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

Subject: Engineering Proposal for Preliminary Engineering Services; Lift Station #2 Replacement

Dear Matt:

The Village of McFarland is planning to replace Lift Station No. 2 in 2023. The lift station was constructed in 1979 as a steel underground structure, but the existing pump vault has some corrosion and is due for replacement. The pump vault is a confined space that requires operators to access it routinely to check on the pumps, valves, and controls located within the structure approximately 20 feet below ground. In addition, additional development on the Village's east side has used up some of the remaining capacity of the station.

It is our understanding that the Village would entertain reusing the existing wetwell structure if possible. If the wetwell cannot be reused, the entire lift station including the wetwell will need to be replaced and constructed in a nearby location. The lift station has a capacity of approximately 680 gpm currently, but the service area of this lift station will be reviewed with respect to this sizing to confirm if more or less capacity is required for the current and future design requirements.

The proposed scope of services for preliminary engineering services for this work is as outlined below:

1. Site Survey:
 - a. Conduct a topographic survey of the intersection and lift station site as required to develop a site plan for the proposed work. Existing above ground features, including the roadway, trees, fencing, utilities, and home will be located as part of this survey.
 - b. An inventory of the existing lift station site and structure will be completed by Town and Country Engineering, including a review of the existing utilities as applicable.
2. Facilities Plan
 - a. Prepare a Facilities Plan document for submittal to WDNR outlining the need for the project.
3. Design Services:
 - a. Develop and present the future design loadings to the Village staff for the

- new lift station. Design loadings for the lift station will be calculated based on the current flows, as well as the Village's current facilities planning area.
- b. Perform hydraulic calculations, wetwell and valve vault design, pump sizing, forcemain confirmation, and electrical design for the new lift station.
 - c. Evaluate options for the valve vault to be integral or adjacent to the wetwell, or utilizing an above-ground structure.
 - d. Prepare plans, specifications, and engineering report for submittal to the WDNR.
 - e. Provide electrical service design for the new pumps, control panel, and related level monitoring and/or float control equipment. The design drawings will include an electrical 1-line diagram, as well as a control panel elevation, and pad detail. A standby generator will be included in the design.
 - f. Coordinate with the electrical utility on the requirements for the power service.

The cost of the Engineering Services as listed above is not-to-exceed \$52,000. Costs will be invoiced on a Time and Material basis with charges only for the hours and expenses incurred. The following items are not included in the budget, and will be handled separately upon request if needed:

- Design and construction support for force main improvements, if needed.
- Soil borings and soil engineering report.
- Wetland evaluations related to the site, although the delineations from the Grandview Conservancy may be sufficient.
- Easement acquisition, if necessary.
- Negotiation of property acquisition if needed.

The following items would eventually be needed to bid and construct the Lift station, but given the potential different styles and sizes of lift stations that may eventually be selected by the Village, we felt it would be better to provide those in a future, separate proposal.

Bidding Services:

Respond to questions during bidding, and prepare addenda as required to address concerns with the bid documents.

Wisconsin DNR Loan Document Preparation (if WDNR funding is used):

Assist the Village with the preparation of loan application documents to secure CWF loan and principal forgiveness funding for the project. Executed contracts will need to be delivered to the DNR by June 30th of the construction year.

Construction Services:

- Review of the lift station and related equipment submittals / shop drawings, as well as the O&M manuals for this equipment.
- Respond to contractor questions regarding concerns or issues during construction.
- Conduct three site inspections during critical phases of construction.
- Conduct a final site visit to review the installed equipment and electrical at substantial completion of the project.

Loan Administration (if WDNR funding is used):

- Review Pay Applications prior to payment to confirm they conform to DNR CWF requirements. Contractor wage rates and lien waivers will also be reviewed as part of the application review, and a recommendation will be made regarding the thoroughness of each application.
- Prepare the Request for Disbursement applications required by the DNR for reimbursement of the Village for the portions of the project to be covered under the loan.
- Coordinate with the DNR on Change Orders processed by the Village to be included in the CWF loan.
- Assist the Village with closing out the loan with the Wisconsin DNR upon completion of the project.

We at Town & Country Engineering, Inc. wish to thank you for allowing us to serve the Village on this project. If you have any questions regarding the above material, please feel free to call.

Very truly yours,

TOWN & COUNTRY ENGINEERING, INC.



Brian R. Berquist, P.E.
President

cc: Mr. Jim Hessling, Director of Public Works, Village of McFarland (*via email*)

BRB:sai

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**VILLAGE OF
McFarland**
SUMMARY SHEET

MEETING DATE: Monday, January 24, 2022

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Jim Hessling, Public Works Director

AGENDA ITEM: Discussion and action regarding the issuance of a Request for Proposals (RFP) for storm sewer cleaning and televising services.

PREVIOUS ACTION:

The Public Utilities Committee reviewed the Request for Proposal (RFP) at their January 18, 2022 meeting. The committee unanimously recommended approval to the Village Board regarding the issuance of a Request for Proposal (RFP) for storm sewer cleaning and televising services.

ISSUE SUMMARY:

As part of our ongoing storm sewer maintenance program, the department will be starting a Storm Sewer Line Cleaning and Televising program to help aid us in future maintenance activities. The cleaning and televising of the pipes will aid us in maintenance along with projecting future capital expenditures if something out of the ordinary is found. The estimated cost for both cleaning and televising are in the range of \$1.50 per foot. It is our intent to get this price down to the square foot in order to create a phasing plan to address the 30,800 feet (approximately 6 miles) of pipe to clean.

FINANCIAL/BUDGET IMPACT:

Funds for this work were included in the 2022 Capital Budget in the amount of \$47,500 paid for through the Stormwater Utility Fund. We will further evaluate the extent of the work upon receipt of proposals.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended Action:

Motion to approve the issuance of a Request for Proposal (RFP) for storm sewer cleaning and televising services.

ATTACHMENTS:



1. Storm Sewer Line Cleaning and Televising RFP 12082021 for 2022 jrh



Request For Proposals

Storm Sewer Line Cleaning and Televising

RFP Issuance Date: January 25, 2022

RFP Due Date: February 22, 2020 10:00 a.m.

Please Submit to:

Village of McFarland
Attn: Jim Hessling
5915 Milwaukee Street, PO Box 110
McFarland, WI 53558
**STORM SEWER LINE CLEANING AND TELEVISIONING
SERVICES FOR VILLAGE OF MCFARLAND**

SCOPE OF SERVICES

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

1. **PURPOSE:** The purpose and intent of the Request for Proposals (RFP) is to solicit proposals from qualified Contractor(s) to provide personnel and equipment necessary for cleaning storm sewer lines and closed-circuit television inspection (CCTV) services under the direction of the Village of McFarland Public Works Director.
2. **BACKGROUND:** The Village desires a private contractor to perform these services to maintain a clean collection system, as well as to properly assess the condition of the collection system pipeline.
3. **VILLAGE OF MCFARLAND DESIGNATED REPRESENTATIVE:**
Jim Hessling
Public Works Director
5115 Terminal Drive
McFarland, WI 53558
608-838-7287
jim.hessling@mcfarland.wi.us
4. **WORK REQUIREMENTS:**
 - A. **CLEANING** – The Contractor will be given a list of line sections to be cleaned. It is the intent of this contract to satisfy Village collection system requirements; namely, the Contractor will clean at least one-third (1/3) of the Village collection system each year. It is estimated that the footage to be cleaned is approximately 30,800 feet. This includes sewer mains located in the street and easements. As a condition of the work, the Contractor will be required to use water to clean the footages specified. Bulk water purchases are the responsibility of the contractor.
 - B. **TELEVISIONING** - The Contractor will be given a list of line sections to be televised. It is the intent of this contract to satisfy Village collection system requirements; namely, the Contractor will televise at least one-third (1/3) of the Village collection system each year. It is estimated that the footage to be cleaned is approximately 30,800 feet. This includes sewer mains located in the street and easements. Should deficiencies in the pipeline or in the area of a manhole structure be noted during operations; additional photographic evidence will be required of the deficiencies to alert the Village of possible repair needs. The Contractor shall provide an electronic copy of the television inspection report upon completion of the work.

C. GENERAL REQUIREMENTS

- i. A copy of the collection system map will be given to the contractor at the onset of the contract, to assist in this endeavor.
- ii. During the course of the contract, additional infrastructure may be incorporated into the collection system from new development, or other such causes. The village has a right to require the contractor to perform additional cleaning and inspection work at the price per foot quoted by the contractor.
- iii. It is understood that this will take multiple weeks, or months, to clean the specified section of the system. Once operations commence, updates will be required by the Village as part of their notification process to residents and businesses. It is also understood that more frequent updates should be given, if the Village or the Contractor feels there is need. Final cleanings shall be completed by December 1st of the contract year, to give Village staff adequate time to review the deliverable and decide if the contract will be renewed.

5. **SCHEDULES/TIMELINES:** The initial term of the contract is from May 2, 2022 through December 31, 2022; with the option to renew by the Village for three (3) successive one (1) year periods, under the same terms and conditions. Any renewal shall be based on satisfactory performance by the Contractor during the previous year.

QUALIFICATIONS AND SUBMISSION REQUIREMENTS

The Proposal must include all of the information set forth in this Section and other Sections of this RFP and should be organized and tabbed appropriately. Including but not limited to the following:

- Company history and background.
- Qualifications of the Contractor.
- Relevant past project experience of the Contractor.
- Availability of resources and reliance on subcontractors.
- No fewer than three municipal references.

All reports are required to be submitted in an electronic format. The following information will be required on the report.

- Manhole number to and from
- Any manhole issues
- Pipe size
- Date and time cleaned
- Any noted problems in this section of pipe

TERMS AND CONDITIONS

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

The Village will require the use of its standard contract template. Modifications to this standard may be required or considered subject to review and approval by the Village Attorney under the direction of the Village Board.

There is no expressed or implied obligation for the Village to reimburse firms for any expenses incurred in preparing proposals in response to this request. Materials submitted by respondents are subject to public inspection under Wisconsin law. Any language purporting to render the proposal, or any part thereof, confidential or proprietary will be ineffective and will be disregarded unless consistent with the Wisconsin Public Records Law.

The Village reserves the right to retain all proposals submitted, and to use any idea in a proposal, regardless of whether the proposal was selected. Submission of a proposal indicates acceptance by the Contractor of the terms and conditions contained in the RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Village and the Contractor.

All property rights, including ownership and publication rights of all conceptual plans, designs, bidding documents, and reports produced by the selected Contractor in connection with services performed under this agreement shall be vested in the Village.

The Village reserves the right to reject any or all proposals submitted. Furthermore, the Village reserves the right to award to multiple Contractors or to a single Contractor deemed to be fully qualified and best suited among those submitting proposals.

COST PROPOSAL FORM

The Village of McFarland invites your proposal to provide Storm Sewer Line Cleaning and Televising Services for the Village of McFarland Sewer System to be received until 10:00 a.m. on February 22, 2022 at the Village of McFarland Municipal Center, 5915 Milwaukee St, McFarland WI 53558.

In accordance with the attached instructions, terms, conditions, and Scope of Services we submit the following proposal to the Village of McFarland.

This shall include labor, materials, supervision, equipment, appliances, and materials to perform all operations required to do annual Storm Sewer Line Cleaning and/or Televising, as specified.

<u>Description</u>	<u>Total Price</u>
Cleaning and Televising cost per foot	\$

<u>Description</u>	<u>Total Price</u>
Cleaning cost per foot	\$

<u>Description</u>	<u>Total Price</u>
Televising cost per foot	\$

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

Authorized Signature_____

Printed Name_____

Title_____

Firm Name_____

Date_____

McFarland
SUMMARY SHEET

MEETING DATE: Monday, January 24, 2022

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Discussion and action on revision to Compensation and Benefit
Manual: Chapter 3 - Administration of Compensation Plans for Non-
Represented Employees.

PREVIOUS ACTION:

On May 20, 2021 The Village Board approved contracting with GOVHR to update the Village's Compensation and Classification Study.

On November 22, 2021 The Village Board accepted the Compensation, Classification and future staffing plan from GOVHR.

ISSUE SUMMARY:

Attached is revisions to the Compensation and Benefits Manual to update the Compensation and Benefits manual policy to align with the new Compensation Program presented by GOVHR and accepted by the Village Board on November 22, 2021. The new compensation program provides three different compensation methods:

1. Across the Board Increase - Annually, the Village Board will determine an across the board increase for all positions. The across the board increase will be applied to the entire grid. This ensures the grid remains competitive and grows accordingly.

2. Advancing through the pay ranges - Employees who achieve or exceed expectations can advance through the pay ranges. Advancement can occur in two ways(attached is the grid breakdown with Pay Bands A, B, C & D).

- Step Increase - Pay Bands A, B, & C(non-department heads). There are 10 increases that span over 15 years. The plan increases the size of steps over time and provides longevity for employees. After 15 years, once an employee reaches the last step, if they exceed expectations, they can qualify for one final exceptional performer bonus step increase.
- Open ranges - Pay Bands C(Department Heads) & D - Department Heads and the Village Administrator are in an open range. Advancing through the pay range will be dependent on achievement of goals and performance, as well as the availability of funding as provided through the budget process annually.



3. Merit Pool for Exceptional Performers - Employees who exceed expectations and are exceptional performers will be eligible to participate in the Village's merit pool. Each Department will have a merit pool to award one-time lump sum merit increases to exceptional performers. Availability of funds will be subject to Village Board funding annually through the budget process.

FINANCIAL/BUDGET IMPACT:

The 2021 Compensation program will be administered in the 1st quarter of 2022 at the funding levels set forth in the Budget at \$108,000. Increases for employees will average around 2.45%. Note this is in addition to the 2% across the board increase that was already administered to employees in the first payroll of the year. Most of the funds for the 2021 compensation program will be spent getting employees situated onto the new grid in the new compensation system. The Village will have a \$10,000 merit pool for 2022. The amount of the merit pool will increase in future years. However, the majority of funding established for wage adjustments in 2022, which includes merit-based pay adjustments, is needed to ensure employees are properly aligned within the new compensation system following the completion of performance evaluations.

VILLAGE PLAN REFERENCE:

2021 Classification/Compensation Study and Staffing Analysis.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval:

Motion to approve revisions to the Compensation and Benefit Manual: Chapter 3 Administration of Compensation Plan for non-represented employees.

ATTACHMENTS:

1. Compensation Policy Update 01.24.2022 - FINAL
2. Final Report - Grades

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

Purpose: This chapter sets forth the policies and practices followed in establishing and administering the compensation plan for all positions within the Village. For represented employees, certain aspects of compensation are set forth in the respective collective bargaining agreements.

Compensation Philosophy:

- 1) The Village believes that its effectiveness as a service provider is linked to pay levels. How the Village compensates its employees influences the quality of individuals that can be attracted to work within the organization and can affect the quality of employee performance, which in turn determines how well the Village's monetary resources are spent.
- 2) In recognition of the importance of compensation levels to organizational effectiveness, the Village Board has adopted the following compensation philosophy:
 - a. The Village of McFarland considers employees our most valuable asset. As such, the Village recognizes the importance of the compensation program to developing this asset.
 - b. The salary and benefits program provided to the employees of the Village is intended to attract, retain, and motivate highly qualified, enthusiastic, productive, and committed employees. The program is designed to assist the Village in providing quality services to the public—the Village's top priority objective. This objective is attained by providing compensation based on internal equity and external competitiveness within its fiscal capabilities and in full compliance with all State and Federal laws and regulations governing pay.
 - c. The Village's compensation philosophy supports our desire to provide salary advancement opportunities that recognize continued contribution through additional experience, changes in the economy, and changes in the Village's financial conditions.
 - d. The Village is committed to compensating employees at the 50th percentile based on the external market data.

Compensation Objectives: The Village's compensation program is guided by the following objectives.

- 1) To attract and retain highly qualified, enthusiastic, productive, and committed employees.
- 2) To maintain and motivate employee performance to help the Village achieve its short-term and long-term goals.
- 3) To communicate our expectations regarding compensation for different pay grades.
- 4) To recognize the internal worth of jobs and pay accordingly.
- 5) To meet competitive pay levels within our chosen market and within our available resources.
- 6) To ensure consistent administration and application of pay policies that are equitable, inclusive, and ensure that plan administration decisions are not based upon or influenced

by an employee's sex, race, color, age, religion, or any other legally protected bases governed by law.

Accomplishment of these objectives requires a systematic classification and compensation plan that ensures the goals of the system are reached in practice and in spirit. The system must provide for internally and externally fair pay and opportunities to be rewarded for performance, contributions, innovation, and creativity. Pay policies and procedures must exist for the fair and consistent application of the tenets of the system.

Compensation Plan:

- 1) To facilitate effective administration, a pay structure has been established for all positions. Each position in the Village is assigned to a specific pay grade. The pay grades for each position under the compensation plan are designed to reflect the following nine (9) job factors:
 - a. Preparation and Training: The minimum level of education required by the job that is normally acquired through formal instruction.
 - b. Experience Required: The amount of work experience an employee would need to possess before assuming full responsibility for the position and performing the work effectively.
 - c. Decision Making and Independent Judgment: The level of discretion or judgment the individual exercises in making decisions and the potential impact of such decisions or judgments on the overall success of the organization and on the community.
 - d. Responsibility for Policy Development: The extent to which the position requires the employee to participate in the development of policies and procedures both within the department and between departments in the organization.
 - e. Planning of Work: The degree to which the incumbent plans, either their own daily work or for the use of resources (personnel, equipment, supplies, etc.) in the attainment of departmental objectives and organization-wide goals.
 - f. Contact with Others: The extent to which the position requires meeting and dealing with the public and influencing other persons, as well as the level of authority the employee has to make commitments on behalf of the organization.
 - g. Work of Others (Supervision Exercised): The extent to which the employee is responsible for determining work levels and work content for other employees.
 - h. Working Conditions: The physical conditions surrounding the job that are beyond the employee's control, but which may be physically demanding, unpleasant, strenuous, and/or hazardous, and may impact the employee's physical well-being.
 - i. Technology Used: The extent to which the employee utilizes and supports technology, enhancing the efficiency and communication on behalf of the organization.

The compensation plan has thirteen (13) pay grades; one (1) being lowest and thirteen (13) being highest and is broken down into the following four (4) bands:

Grades 1 – 5:	Pay Band A
Grades 6 – 9:	Pay Band B
Grades 10 – 13:	Pay Band C
Grade 14:	Pay Band D

Grades 1 – 9 have a defined step increment of anywhere from 2.25% - 3.00% (depending on the step). Grades 10 – 12 have a defined step increment anywhere from 2.25% - 3.00% (depending on the step) up to Step L; after Step L there is an open range until the maximum of the pay range. Grades 13 and 14 are open ranges with no defined step increment. Department Heads in Grades 10 – 12 are not part of the defined step increment and have open ranges. This applies to the following positions: Director of Communications and Technology, Director of Senior Outreach, Community and Economic Development Director, and Deputy Village Administrator/Clerk.

There is an 12% gradation between Grades 1 – 5 and a 10.5% gradation between Grades 6 – 13; Grades 1 – 9 have a 26% range spread from minimum to maximum and Grades 10 – 14 have a 35% range spread from minimum to maximum.

Please refer to the Pay Ranges Table for the current approved hourly wage ranges and annual wage ranges, found in Appendix A of the Compensation and Benefits Manual.

- 2) *Annual Step Increases*: Employees whose overall rating is Achieves Expectations (AE) or Exceeds Expectations (EE) during the annual Performance Appraisal process are eligible for a Step Increase as defined in the Compensation Plan and as approved by the Village Board annually. Employees rated as Requires Improvement (RI) will be placed on a performance improvement plan and are not eligible for a Step Increase.
- 3) *Cost of Living Adjustment*: Each year the Village Board can agree to adjust the Compensation Plan by an overall Cost of Living Adjustment (COLA). For instance, the Compensation Plan as a whole could be increased by 2%. If this is the case employees would receive the COLA increase along with their Step Increase (if eligible). If employees are not eligible for a step increase, they should still receive the COLA to keep them current in the plan.
- 4) *Advancing Through the Pay Ranges*: The starting salary of the range (minimum) is the normal hiring/promoting rate. Exceptions to this starting point should be limited to hiring situations involving:
 - a. Applicants with exceptional background and qualifications.
 - b. A promotion in which the employee's current compensation is higher than the minimum of the new range.
 - c. In the case of a labor market situation where it is impossible to recruit qualified candidates at the minimum.

In these cases, employees may be appointed to their positions anywhere within the defined range (generally up to the midpoint), depending on their experience and qualifications, and based on the provisions of the Village's policies. Employees should not be hired below the minimum of their compensation range.

Salary advancement between the hiring rate and the top of the range (maximum) is done throughout the employee's tenure with the organization. Advancement through the range would be done on an annual basis and be dependent on a satisfactory performance appraisal.

Department Heads in Grades 10 – 14 are in open ranges and their increases are discretionary based on performance and goal attainment, as well as the financial resources of the Village. For non-department head employees in Grades 1 – 12, their annual increase would be a combination of any COLA provided along with the step increase (if they are eligible for a step increase and if they have a satisfactory performance evaluation). All positions receive the annual COLA increase (if a COLA is given).

Employees are expected to advance through pay range by demonstrating increased proficiency in the performance of the duties of the position, primarily based upon the successful achievement of reasonable and attainable goals and objectives established through annual performance appraisal process.

When employees reach the maximum of the pay range, their increases then can only come through COLA increases, Merit Pool Funds for Exemplary Performers, or the Exceptional Performance Step.

- 5) *Rating Level Definitions:* There are three (3) potential overall ratings that can be given: Requires Improvement (RI), Achieves Expectations (AE), and Exceeds Expectations (EE). When completing the annual performance appraisal everyone should use the Achieves Expectations criteria as the starting point. Specific examples will be required on the form for anyone that Requires Improvement or Exceeds Expectations. Definitions for each rating criteria are as follows:

- a. Requires Improvement (RI): If an employee is achieving expectations for most tasks listed under each sub-section on the performance appraisal but requiring improvement in two (2) or more areas, they should receive a RI rating.
- b. Achieves Expectations (AE): If an employee is achieving all tasks that are listed under each sub-section on the performance appraisal, they are eligible for an AE rating. Receiving an AE rating is an achievement and should be recognized as an achievement for all employees who meet this criterion.
- c. Exceeds Expectations (EE): If an employee is achieving expectations for all tasks listed under each sub-section on the performance appraisal, and exceeding expectations in two (2) or more areas, they are eligible for an EE rating.

Department Heads are responsible for providing written documentation for the justification of an RI or EE rating for any employee as outlined in the performance appraisal.

- 6) *Merit Pool for Exceptional Performers:* Each year there will be a merit pool available, based on Village finances and as approved by the Village Board through the Annual Budget Process. This merit pool will be allocated to each department, by the Village Administrator. Department Heads and Supervisors will have a certain amount available each year. Employees who receive an overall EE rating can qualify to receive merit funds.

Merit funds vary each year and amounts vary depending on how many employees are eligible. For example, \$1,000 could be allotted to the Police Department; the funds could be split up in two (2) \$500 allotments to an Office Manager and a Police Officer.

Department Heads will have the ability to recognize employees who have performed at an exemplary level by nominating them for these funds. The Village Administrator will have the ability to recognize Department Heads that have performed at an exemplary level by nominating them for the merit funds, as well.

- 7) *Exceptional Performance Step:* Within the Compensation Plan there is an additional “Step”, Step 11 and this step is for Exceptional Performance. In order to qualify for this step, the following criteria MUST be met:
 - a. The Employee must be at the last step in the Pay Plan.
 - b. The Employee must have at least 15 consecutive years of service with the Village of McFarland.
 - c. The employee must achieve an overall performance evaluation of Exceeds Expectations.

Once the employee achieves this bonus steps then increases are given only through COLA or Merit Pool increases, if applicable to the employee.

- 8) *All Wage Adjustments Submit to Budget Considerations:* The Village Board, based upon budget considerations and on the recommendation of the Village Administrator, will approve a schedule for COLA, Merit Funds, Step Increase, and Exceptional Performance Step Awards for the next calendar year. This schedule may vary from year to year and may be modified or rescinded by the Board at any time.

Compensation Plan for Management, Supervisory, and Confidential Positions

Compensation Policies:

- 1) *Compensation Upon Promotion:* When an is employee promoted from one pay grade to another higher pay grade, the employee should be placed at the step within the new grade that provides at least a five percent (5%) increase.
- 2) *Compensation Upon Transfer:* Employees who transfer to a new position within the same pay grade as their old position will typically not receive a compensation adjustment.
- 3) *Compensation Upon Acting Assignment:* Employees who are given an acting assignment to a position in a higher pay grade or are assigned on a temporary basis significant duties and responsibilities typically performed by a higher classification, for a planned period of at least 60 days but less than six (6) months may receive an adjustment to their base compensation. The amount of the base compensation adjustment should not exceed 8% of the employee’s current salary. In the event an acting assignment lasts more than six months the circumstances will be reviewed by the Department Head and Village

Administrator to determine if changes in classification, job title, and compensation are appropriate. Upon return to the employee's original classification, the employee's pay will revert to their base compensation prior to receiving the interim assignment adjustment, plus any additional annual pay increases and pay structure increases the employee would have received in the original classification.

- 4) *Compensation Upon Involuntary Demotion:* An employee who is demoted for involuntary reasons unrelated to performance or disciplinary action retains his/her present pay if the base compensation exceeds the new pay grade maximum. As long as an employee's base compensation exceeds the new grade maximum, the employee will not be eligible for further base-accumulating pay increases until his/her pay is again within the range for the new pay grade. If the present base compensation is below the new grade maximum, the employee will be placed in the new grade closest to their current pay.
- 5) *Compensation Upon Voluntary Demotion:* An employee who requests and is granted a voluntary demotion will receive a decrease in pay, the amount of which is to be determined given the facts and individual circumstance.
- 6) *Compensation for Retention:* In infrequent circumstances, the Village Administrator may make a special wage adjustment for the purpose of retaining an employee deemed to have significant value to the organization. This should be used very infrequently and should not exceed 8% of the employee's current salary.
- 7) *Pay Range Assignment for New and Reclassified Positions:*
 - a. When a position in a classification is eliminated or when a position has significantly changed work duties and responsibilities to the extent that the position becomes inappropriate or inaccurate, the position should be abolished.
 - b. New positions should be created when new work situations arise that are not covered by the established positions. However, caution should be exercised in this respect, particularly to assure that new positions are justified, are not merely duplicating established positions, cannot be accommodated through changes in existing positions, and reflect substantially permanent rather than temporary situations. The position should be scored through the Job Analysis Questionnaire process and placed within the appropriate grade, based on their Job Factor Analysis Score.
 - c. The adjustment or revision of a position should be done when there are substantial changes to the requirements of the position or to the nature and complexities of the duties being performed. In this instance, a position may need to be re-scored using the Job Analysis Questionnaire and move up or down into a new classification.

All changes should be thoroughly evaluated for their effect on employee morale and the integrity of the classification relationships established in the Classification and Compensation Plan. Village Administration has the Job Analysis Questionnaire as well as the Job Factor Scoring Sheet, enabling the Village to grade a newly created or revised position. Considerations for range placement will include internal consistency and market considerations.

- 8) *Positions Requiring a 'Market Adjustment':* The Village's compensation plan has provided a methodology for determining pay rates for employees that recognize not only the worth of positions in the market, but also the worth of jobs internally within the organization. A circumstance could develop where a position in the Village's compensation plan should be

considered for temporary placement at a higher range of pay than that which is established from our methodology. These are positions that may command higher pay due to unusual market demands which may fluctuate over time. Market adjustments should generally be considered in the future under only one or more of the following circumstances:

- a. The Village has documented problems recruiting or selecting employees within the assigned pay grade (for example, a position is advertised two or more times resulting in few or no qualified applicants who the Village determines could effectively serve in the position).
- b. The Village has an unacceptable rate of turnover in the position and exit interview information indicates rate of pay as a significant issue.
- c. Periodic market surveys conducted by the Village show that the midpoint of the pay range is more than 10% less than the average rate of pay shown for the position in the market analysis.

In situations where the market demands higher pay rates, at the Village's discretion, one of two actions will be available: (1) Adjust the employee's base compensation upward in the existing pay grade or (2) Move the position into a higher pay grade and adjust the base compensation according to the Compensation Upon Promotion guidelines established in this policy. However, this is to be done temporarily, only while market conditions are still causing the problem.

The Village will utilize the first option whenever possible. However, when the Village utilizes the second option, the appropriate pay grade will be determined by the Village (with consultation from a compensation expert in the discretion of the Board), and the position will be placed in a higher grade. Further, all documents and communications will be retained to reflect the temporary assignment of the position to a higher pay grade. The market conditions should be checked every year, and if conditions change, the position will move back into its initially assigned salary range.

The Village recognizes that the allowance of market adjustments does disrupt some of the internal equity in its compensation plan because there are jobs that are of higher internal value that may be paid less than a job of lower internal value. This is why the Village intends to utilize market adjustments sparingly.

All market adjustments must be recommended by the Village Administrator and receive approval by the Village Board. In the event that a position under a market adjustment is reclassified to the correct pay grade established through job evaluation, the policy for Salary Upon Involuntary Demotion will apply in regard to compensation for the affected employee.

- 9) *Positions Requiring a 'Compression Adjustment'*: Salary compression exists when there is an unacceptable difference in overall compensation between a supervisor and a direct subordinate. Compression could exist under a base salary comparison, under a total gross earnings comparison, or both. In determining whether compression is an issue that should be resolved through a pay increase, the Village will also look at the differences in total compensation (i.e., direct pay and benefits) between the supervisor and subordinate

positions. Unless the benefit package of the supervisor is determined to compensate for the wage compression, the Village will provide an acceptable base pay differential between an exempt supervisory position and the average gross earnings of the top paid position directly supervised. This differential would generally be a minimum of 5% when the supervisor has been in their position for at least one year.

In determining the average gross earnings of the top paid position directly supervised, the Village recognizes that overtime earnings often fluctuate and can skew an accurate comparison. It may be appropriate, therefore, to factor overtime earnings over a multi-year period or to compensate the supervisor for that overtime earnings component of their subordinate on a periodic lump sum basis rather than through a base compensation adjustment.

In the event a more highly compensated professional or technical position simply reports to a supervisor for administrative reasons, a compression adjustment may not be warranted.

The compression adjustment should not require a pay grade change in order to use a salary within the assigned grade that provides the recommended differential. In situations where the compression analysis requires a higher base salary than would normally be utilized under the compensation plan, at the Village's discretion, one of two actions will be available (1) Adjust the employee's pay upward in the grade, or (2) Adjust the position up one pay grade temporarily and only while compression conditions are still causing the problem.

The Village will utilize the first option whenever possible, as long as the current pay grade allows for sufficient earnings/growth consistent with the intent and spirit of the compensation plan. However, when the Village utilizes the second option, all documents and communications are retained to reflect the temporary assignment of the position. The situation should be analyzed every year, and if conditions change such that the actual pay grade provides an adequate differential and opportunity for sufficient earnings growth, these positions will move back to their correct grade. The Village recognizes that the allowance of compression adjustments does disrupt some of the internal equity in the compensation plan. This is why the Village intends to use compression adjustments sparingly.

All compression adjustments must be recommended by the Village Administrator and receive approval by the Village Board. In the event that a position under a market adjustment is reclassified to the correct pay range established through job evaluation, the policy for Salary Upon Involuntary Demotion would apply to the affected employee.

- 10) *Maintenance of the Compensation Plan Integrity Over Time*: Maintaining the validity and integrity of the compensation plan over time is of critical importance. Although it is anticipated that the compensation plan will require periodic updating by thorough and systematic reevaluation, the validity of the plan and its usefulness can be extended by maintaining internal equity and maintaining market competitiveness.

In order to maintain the Village's desired pay philosophy of paying at a level competitive with its chosen market, the Village should update pay ranges annually by a COLA. The Village can also send out a quick survey to the comparable communities established in the 2021 Study to see what their upcoming or most recent adjustment was. Then, the Village could average the responses to provide an overall pay range adjustment to the Compensation Plan.

Every five (5) years the Village should complete a comprehensive update of its market analysis. The Village Administrator, or his/her designee, under the direction of the Village Board, should complete the market analysis. Market information from similar jobs and comparable positions should be used to determine if the compensation plan needs a general adjustment or if the pay ranges should be re-calculated. A full report of findings and recommendations of the market study should be presented by the Village Administrator or his/her designee to the Village Board for consideration.

- 11) *Policy Exceptions*: Compensation decisions that do not meet the above guidelines require the recommendation of the Village Administrator and the approval of the Village Board.

Compensation and Performance Appraisal for Part-time Positions in Grades 1 and 2

- 1) Part time positions in Grades 1 and 2 are still part of the overall compensation plan. However, their performance appraisal is shorter and simpler than the performance appraisal for all other Grades. In addition, part time positions in Grades 1 and 2 are not eligible for the Merit Pool. Positions in Grades 1 and 2 receive a performance appraisal annually and are eligible for COLA and Step Increases, as it applies to their pay grade and as approved by the Village Board on an annual basis.

Table 3: Proposed Compensation Ranges - Annually
McFarland, WI

65th Percentile														
Pay Band A														
12% Between Grades; and a 26% Range Spread														
	A-1	A-2	A-3	A-4	A-5	A-6	A-7		A-8		A-9		A-10	
	Step A Starting	Step B 3.00%	Step C 2.25%	Step D 2.25%	Step E 2.50%	Step F 2.50%	Step G 2.75%	Step H 0.00%	Step I 2.75%	Step J 0.00%	Step K 3.00%	Step L 0.00%	Step M 3.00%	Step N 0.00%
1	29,560	30,447	31,132	31,832	32,628	33,444	34,364	34,364	35,309	35,309	36,368	36,368	37,459	37,459
2	33,107	34,100	34,868	35,652	36,544	37,457	38,487	38,487	39,546	39,546	40,732	40,732	41,954	41,954
3	37,080	38,192	39,052	39,930	40,929	41,952	43,106	43,106	44,291	44,291	45,620	45,620	46,988	46,988
4	41,530	42,776	43,738	44,722	45,840	46,986	48,278	48,278	49,606	49,606	51,094	51,094	52,627	52,627
5	46,513	47,909	48,987	50,089	51,341	52,625	54,072	54,072	55,559	55,559	57,225	57,225	58,942	58,942
Pay Band B														
10.5% Between Grades; and a 26% Range Spread														
	B-1	B-2	B-3	B-4	B-5	B-6	B-7		B-8		B-9		B-10	
	Step A Starting	Step B 3.00%	Step C 2.25%	Step D 2.25%	Step E 2.50%	Step F 2.50%	Step G 2.75%	Step H 0.00%	Step I 2.75%	Step J 0.00%	Step K 3.00%	Step L 0.00%	Step M 3.00%	Step N 0.00%
6	49,000	50,470	51,606	52,767	54,086	55,438	56,963	56,963	58,529	58,529	60,285	60,285	62,093	62,093
7	54,145	55,769	57,024	58,307	59,765	61,259	62,944	62,944	64,675	64,675	66,615	66,615	68,613	68,613
8	59,830	61,625	63,012	64,429	66,040	67,691	69,553	69,553	71,465	71,465	73,609	73,609	75,818	75,818
9	66,112	68,096	69,628	71,195	72,974	74,799	76,856	76,856	78,969	78,969	81,338	81,338	83,779	83,779
Pay Band C (Non-Department Head Positions)														
Open Ranges with 10.5% Between Grades and a 35% Range Spread														
	C-1	C-2	C-3	C-4	C-5	C-6	C-7		C-8		C-9		C-10	
	Step A Starting	Step B 3.00%	Step C 2.25%	Step D 2.25%	Step E 2.50%	Step F 2.50%	Step G 2.75%	Step H 0.00%	Step I 2.75%	Step J 0.00%	Step K 3.00%	Step L 0.00%	Open Range/Merit Based Until Maximum	
10	67,250	69,268	70,826	72,420	74,230	76,086	78,178	78,178	80,328	80,328	82,738	82,738	90,788	
11	74,311	76,541	78,263	80,024	82,024	84,075	86,387	86,387	88,763	88,763	91,425	91,425	100,320	
12	82,114	84,577	86,480	88,426	90,637	92,903	95,458	95,458	98,083	98,083	101,025	101,025	110,854	
Pay Band C (Department Heads)														
Open Ranges with 10.5% Between Grades and a 35% Range Spread														
	Minimum						Midpoint						Maximum	
10	67,250						79,019						90,788	
11	74,311						87,326						100,320	
12	82,114						96,484						110,854	
13	90,736						106,615						122,493	
Pay Band D														
Opoen Range with a 35% Range Spread														
	Minimum						Midpoint						Maximum	
14	104,000.00						122,200						140,400.00	

*The Midpoint for Grades 1 - 5 is A-6; the Midpoint for Grades 6 - 9 is B-6; the Midpoint for Grades 10 - 12 is C-7.