

Monday, February 14, 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/83592978389>

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

Webinar ID: 835 9297 8389

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
 - 1) McFarland High School student Felicia Zheng was named a Candidate in the U.S. President Scholars Program.
 - 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 24, 2022 Village Board meeting.
 - 2) Motion to approve checks in the amount of \$XXX,XXX.XX.
 - 3) Motion to approve an Event Permit for Dan Chin Homes to hold an Easter Egg Hunt in Arnold Larson Park on April 9, 2022 from 11 a.m. to 1 p.m with the conditions provided by the Police Chief and Public Works Director.
 - 4) Motion to approve an event permit for the McFarland Lions Club to hold the Food Cart Frenzy on May 18, June 15, July 20, August 17, and September 21, 2022 in Arnold Larson Park with the conditions outlined by the Public Works Director and approve waiver of the permit fee for a Community Organization in accordance with Village Ordinance 36-16.

- 5) Motion to approve a title change and updates to the job description for the Municipal Court Clerk to Judicial Executive Assistant.
- 6) Motion to approve revisions to the organization chart for the Court Department.
- 7) Motion to approve a title change and update to the job description for the Confidential Administrative Assistant to Administrative Assistant within the Fire & Rescue and Administration Department(shared position).
- 8) Motion to approve a grant to the Madison Metropolitan Sewerage District (MMSD) for the Salt Brine Street Applicator.
- 9) Motion to approve a request to fill the vacancy for the Detective position within the Police Department.
- 10) Motion to approve a request to fill the vacancy for the Police Officer position within the Police Department.

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 and update on the construction progress for the Public Safety Center.
- b. Parks, Recreation, and Natural Resources (Trustees Nelson & Rupert)
 - 1) Discussion and action regarding the issuance of a Request for Proposals (RFP) for Skate Park planning and design services at William McFarland Park.
 - 2) Discussion and action regarding the issuance of a Request for Proposals (RFP) for Lewis Park Lake Access planning and design services.
 - 3) Discussion and action regarding the issuance of a Request for Proposal (RFP) for a management plan for conservancy areas within the park system.
- c. Public Works Committee (Trustees Rupert & St. Clair)
 - 1) Discussion and action regarding the award of contract for the 2022 Sidewalk Replacement project.

- d. Public Works Committee (Trustees Rupert & St. Clair)
Public Utilities Committee (Trustees Wreh & Nelson)
 - 1) Discussion and action regarding design services for the reconstruction of Paulson Road as a 2023 Project.
- e. Discussion and action regarding a request for Village funding to support the McFarland Community Festival (formerly McFarland Family Festival).
- f. Discussion and action to approve the purchase of an electric vehicle to replace a gas vehicle within the Police Department.
- g. Discussion and action regarding the job description and classification to create the Human Resource Generalist position with the Administration Department, and authorization to fill the vacancy thereof.
- h. Discussion and action to approve revisions to the organizational chart for the Administration Department.
- i. Discussion and action regarding Ordinance #2022-04: an ordinance changing the compensation for Village Board members.
- j. 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

FOR IMMEDIATE RELEASE

Contact for Working Press Only:
Office of Public Affairs: 202.401.1576

Contact for Schools and Families Only:
U.S. Presidential Scholars Office: 507.931.8345
PSP@scholarshipamerica.org

LOCAL STUDENT _____ Felicia Zheng
NAMED CANDIDATE IN U.S. PRESIDENTIAL SCHOLARS PROGRAM

Felicia Zheng _____, a graduating senior at

McFarland High School _____, has been named one of more than 5,000 candidates in the 2022 U.S. Presidential Scholars Program. The candidates were selected from nearly 3.6 million students expected to graduate from U.S. high schools in the year 2022.

Inclusion in the U.S. Presidential Scholars Program is one of the highest honors bestowed upon graduating high school seniors. Scholars are selected on the basis of superior academic and artistic achievements, leadership qualities, strong character and involvement in community and school activities.

The U.S. Presidential Scholars Program was established in 1964 by Executive Order of the President to recognize some of our nation's most distinguished graduating seniors for their accomplishments in many areas: academic success, leadership, and service to school and community. It was expanded in 1979 to recognize students demonstrating exceptional scholarship and talent in the visual, creative, and performing arts. In 2015, the program was expanded once again to recognize students who demonstrate ability and accomplishment in career and technical fields. Annually, up to 161 U.S. Presidential Scholars are chosen from among that year's senior class, representing excellence in education and the promise of greatness in America's youth.

A distinguished panel of educators will review these submissions and select approximately 600 semifinalists in early April. The Commission on Presidential Scholars, a group of up to 32 eminent citizens appointed by the President, will select the finalists, and the U.S. Department of Education will announce the Scholars in May.

U.S. Presidential Scholars are honored for their accomplishments during the National Recognition Program each June. To commemorate their achievement, the Scholars are awarded the Presidential Scholars Medallion.

Felicia _____ is the child of _____ Aining Zhuo and Jihong Zheng _____, and can be reached at _____ 608-338-3896 _____.

For more information about the U.S. Presidential Scholars Program, parents and students can email the U.S. Presidential Scholars Office at PSP@scholarshipamerica.org or call 507.931.8345.

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NOTE TO NEWS EDITORS: A complete list of candidates will be available on the Program's web page <http://www.ed.gov/psp>. Semifinalists will be announced mid April and Scholars in May. News media without Internet access may call 202.401.1576 for a list of candidates by state. For more information about the student(s), contact the student(s) directly.

THE UNITED STATES PRESIDENTIAL SCHOLARS PROGRAM FACT SHEET

The United States Presidential Scholars Program was established in 1964, by Executive Order of the President, to recognize and honor some of our Nation's most distinguished graduating high school seniors. In 1979, the Program was extended to recognize students who demonstrate exceptional talent in the visual, creative and performing arts. In 2015, the program was again extended to recognize students who demonstrate ability and accomplishment in career and technical education fields. Each year, up to 161 students are named U.S. Presidential Scholars, one of the nation's highest honors for high school students. The Scholars represent excellence in education and the promise of greatness in young people. In honoring the U.S. Presidential Scholars, the President of the United States symbolically honors all graduating high school seniors of high potential.

Students have the opportunity to become U.S. Presidential Scholars based on three paths of accomplishment. The majority of the Scholars are selected on the basis of broad academic achievement. Approximately twenty students are selected on the basis of their academic and artistic scholarship in the visual arts, the performing arts, or creative writing. And, approximately twenty additional students are selected on the basis of their ability and accomplishment in career and technical education fields.

Each year over 5,000 candidates are identified for the component of the program that focuses on academic achievement and based on having scored exceptionally well on the SAT or the ACT. Eligible students are U.S. citizens and legal permanent U.S. residents graduating or receiving a diploma between January and August of the current program year, who have taken the SAT or ACT Assessment on or before the preceding October. The highest test score (from a single test administration) is identified. We do not use superscores. The scores associated with the top 20 male examinees and top 20 female examinees are used to select candidates from each state, the District of Columbia, the Commonwealth of Puerto Rico, and from families of U.S. citizens living abroad. A universal score is determined for both males and females from that state. Students meeting these requirements are automatically considered for participation. Initial inclusion in the pool of eligible candidates is determined by the information (e.g. graduation year) provided by the student on his/her SAT or ACT test registration. Also, each Chief State School Officer (CSSO) may nominate ten male and ten female candidates based on their outstanding scholarship, residing in the CSSO's jurisdiction. Additionally, the program is partnering with several recognition organizations that will each nominate up to 40 candidates from their individual programs.

Candidacy materials are mailed to students for participation in the program. Application is by invitation only; students do not apply individually to the program, nor do their schools nominate them.

For the arts component of the Program, students are initially selected based on their artistic excellence. Students must apply to YoungArts, The National Foundation for the Advancement of Artists annual competition, be named a YoungArts winner at the finalist

level and participate in YoungArts Week. YoungArts nominates 60 students who meet the U.S. Presidential Scholars candidacy requirements. Candidacy materials are mailed to those selected students, inviting them to apply to the program.

For the career and technical education component of the Program, students are initially selected based on their accomplishments in career and technical education fields. Students are nominated through their Chief State School Officer. Each CSSO can nominate up to five candidates who meet the U.S. Presidential Scholars candidacy requirements. Candidacy materials are mailed to the selected students, and they are invited to apply to the program.

To confirm their interest and assist in the selection process, all candidates complete and submit candidacy materials for review, including essays, self-assessments, secondary school reports and transcripts. A review committee of qualified individuals experienced in secondary and post-secondary education evaluates candidates on their academic achievement, personal characteristics, leadership and service activities, and the quality and content of their essay.

Approximately 600 candidates are named semifinalists, and their names and supporting materials are forwarded to the Commission for further review.

In April, the White House Commission on Presidential Scholars reviews the applications of all semifinalists, applying the same criteria used by the review committee. The Commission selects up to 161 U.S. Presidential Scholars each year.

U.S. Presidential Scholars are honored for their accomplishments during the National Recognition Program each June. To commemorate their achievement, the Scholars are awarded the Presidential Scholars Medallion.

Since 1964, this unique federal program has honored almost 8,000 U.S. Presidential Scholars, who have demonstrated scholarship, leadership, artistic excellence and selfless service to others. The work of the Commission on Presidential Scholars, on behalf of the President and his Administration, reflects recognition of the immense value and potential of our Nation's youth, and a deep commitment to ensuring that every child in America receives the benefits of a world-class education.

For general information about the U.S. Presidential Scholars Program, please contact Presidential.Scholars@ed.gov or visit <http://www.ed.gov/psp>. For general information on the Arts component of the program, please visit <http://www.youngarts.org>. For specific questions regarding the U.S. Presidential Scholars Program application, contact PSP@scholarshipamerica.org or 507.931.8345.

2021 Senior Outreach Annual Report

Case Management

Units of service/hours **(attachment 1)**

McFarland	570.25
Town of Dunn	141.5
Village of Cambridge	36
Pleasant Springs	83.75
Rockdale	1

Total annual units of service 832.50 (contracted for 601 from Dane County)

Opened 77 clients

Closed 51

Average daily census of 163.5

The largest concern this year remained social isolation among seniors. Case Managers were able to exercise decision making on whether to do virtual or in person visits. Extra precautions were taken and it fortunately no illnesses occurred from either party side. We did utilize working from home as an option when a possible exposure occurred.

All Dane County trainings were virtual this year. At least one staff attended all mandatory monthly Dane county meetings. In addition, two case managers and our nutrition manager attended the annual Ethics training. This training is required of all case managers, and meets the NASW standard as well. attended a Other trainings attended on line-

Domestic Abuse in Later Life,

We identified numerous clients experiencing mental health concerns, either new or exacerbation of chronic symptoms. We were fortunate in that there is a new mental health program for the focal points, dubbed the mental health resource team. We made 7 referrals to the team . These referrals resulted in several positive outcomes including; an individual getting a new primary physician and going back on their mental health medications, a person being better connected with his VA care team resulting in a neurological diagnosis, which clarified behaviors being observed and allowed for future needs planning before a crisis occurred. We also had a client connected to a long-term mental health program allowing her to live a better quality of life. These are just few examples of the contribution tis additional service made to a few of our clients. Director was involved in the development and review of this program over the last year as an advisory member.

Director assisted in reviewing and editing a Cambridge Area Resource guide put together by a Cambridge community committee headed by Dane County Supervisor Katie McGinnity.

Medicare D annual enrollment

42 appointments resulting in saving of \$166,857 to those clients

Nutrition

McFarland

Home Delivered	11,530
Meal Site	208

11738

Cambridge

Drive Up only	1912
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Total for both sites 13,650 meals (**attachment #2**)

Transportation

Our regular transportation services for shopping have resumed but we only have a few people utilizing it. This is most likely not related to COVID as historically we have had very few people utilize our transportation services, despite this being an issue among our seniors.

However, the medical rides are well utilized. These resumed under RSVP increased protocols. Drivers are required to be vaccinated as our passengers. Proof is required in order for the ride to be arranged. This adds another component for our volunteer coordinator to followthrough with when registering clients for rides.

In 2021, we arranged 75 rides from June through December. (**attachment #3**)

Foot Clinic

We have continued with two choices for foot services. Artistic salon is offering a reduced rate service with the Senior Endowment paying for nail kits.

Stoughton Hospital also provides foot clinics at their Highway B location on set dates. Neither serve diabetic clients.

Loan Closet

Our loan closet remained quite busy throughout the year. But we saw increased use when elective surgeries were being scheduled, especially before the holiday. What we are seeing is people discharged sooner from the hospital with higher needs at home. Including equipment. We purchased a transport wheelchair, and a commode. Among other donations, we obtained two knee scooters and a standard wheelchair, which have been in high demand.

Social Recreations/Wellness

Our biggest success this year has been our coffee hour. It was started in the park as a way to social connect seniors in a safe way. It was held twice a month in a local park. Custom Senior Outreach mugs were distributed to attendees. Coffee hour was so well received we continued it when cooler hours arrived, holding it at the municipal center the remaining months of the year. On average, our attendance is 25 people. We have seen a few new seniors attend along with many steadfast ones.

Despite not having a formal presentation or program during these coffee hours, we did have Cheryl Batterman, Area Agency on Aging Director attend on coffee hour to discuss the Dane County Aging Plan to receive input from seniors. The aging plan 2022-2024 is now available at the Dane County Human services web site. President Clow, Matt Schuenke, Trustee Flaherty and Chief Chapin attend coffee hours as well.

After a lot of debate, we decided to go ahead and hold our 6th annual picnic at the Soccer Park building. The weather was perfect, and we had in excess of 100 people attend that day. It was great to reconnect with seniors after a year plus of isolation. We received one anonymous complaint from someone not attending the event, regarding the precautions and holding a large event. Everyone in attendance felt with it being outdoor, masks and sanitizer provided, and food served rather than self-serve, that it was relatively safe.

We held an 8-week evidenced based falls prevention class, Stepping On in person. We had 11 people register and 8 complete the class. Feedback from attendees was that it was great information. Local business owner (Back in Balance) and Doctor of Physical Therapy, Brian Doolan, was a presenter at the class. So was Tony Peterangelo, owner/pharmacist from Forward Pharmacy and Jim Reiter, from McFarland Fire also spoke at the classes. The instructor was hired through Safe Communities, and Outreach Endowment helped pay for her and the materials for class, for a total of \$1000.

All classes were on hold for the majority of the year. However, Tai Chi and Mah Jong returned in September.

Endowment

McFarland Area Outreach Endowment, a separate 501 (c) (3) paid out several things this year, including some car expenses, license and document fees, pet supplies and euthanasia , water bills, home repair supplies and personal care expenses. They covered the expense of the Stepping On class as well. Fund raising was done through the Outlook newsletter this year. Several new board members will start in January. Annual meeting is January 20th

Department Volunteers

We continue to be fortunate with many active volunteers that assist with meal delivery and medical rides. We provided a small gift to each volunteer at Christmas time as a show of appreciation. In 2022,

we will be planning a volunteer event. We have over 50 active volunteers currently. However, recruitment is always open for all needs.

Staffing Update=

For the budget year of 2022, the Nutrition Manager position was upgraded to full time. With this addition, two job description changes occurred based on the recommendations from a recent consulting firm report. This included a change from case manager/volunteer coordinator to become the Community Outreach Specialist and the Nutrition Site Manager became the Nutrition Manager. Duties for the Nutrition manager includes an expanded role in nutrition program management along with some programming responsibilities. This allows us to further transition our roles into more of a senior center model as we head into the planning of a community center/senior center in 2022.

Respectfully submitted,

Lori Andersen, Director

**Village of McFarland - Senior Outreach
Client Service Summary
Calendar Year 2021**

(in hours)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Ave
Village of McFarland	38.75	49.75	41.50	35.50	46.00	51.50	52.00	35.00	44.50	53.50	65.50	56.75	47.52
Town of Dunn	4.75	19.00	11.25	29.75	14.25	11.25	11.25	12.75	2.00	7.25	9.25	8.75	11.79
Village of Cambridge	2.50	0.25	0.25	6.75	8.25	4.25	3.25	1.00	2.00	1.25	6.25	-	3.00
Town of Pleasant Springs	5.25	1.25	0.50	4.50	4.25	1.25	1.00	15.75	20.50	15.50	6.75	7.25	6.98
Town of Christiana	-	-	0.50	-	-	-	0.50	-	-	-	-	-	0.09
Town of Rockdale	-	-	-	-	-	-	-	-	-	-	-	-	-
Total	51.25	70.25	54.00	76.50	72.75	68.25	68.00	64.50	69.00	77.50	87.75	72.75	69.38

Beginning Census	156	154	156	152	159	164	163	165	165	163	158	181	161.3
Openings	1	2	1	9	9	5	5	3	4	10	23	5	6.4
Closings	3	0	5	2	4	6	3	3	6	15	0	4	4.3
Ending Census	154	156	152	159	164	163	165	165	163	158	181	182	163.5

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2021 Yearly Meal Totals			
Cambridge McFarland McFarland Congregate			
Month			
January	145	945	
February	158	842	
March	199	1105	
Q1	502	2892	
April	205	1074	
May	158	933	
June	161	942	
Q2	524	2949	
July	164	856	
August	140	923	
September	126	990	
Q3	430	2769	
October	161	1052	66
November	142	933	62
December	153	935	80
Q4	456	2920	208
Total	1912	11530	208

RSVP 2021 Year End Report McFarland Senior Outreach

Month	Total Rides	Total Clients	McFarland		Pleasant Springs		Dunn	
			#Rides	#Clients	#Rides	#Clients	#Rides	#Clients
December	10	8	8	6	1	1	1	1
November	11	10	9	8	2	2	0	0
October	13	11	9	7	3	3	1	1
September	17	11	11	8	2	2	4	1
August	8	5	7	4	0	0	1	1
July	14	9	8	5	3	2	3	2
June	2	2	2	2	0	0	0	0
May								
April								
March								
February								
January								
Yearly Total	75	56	54	40	11	10	10	6

VILLAGE OF MCFARLAND
MCFARLAND MUNICIPAL COURT
February, 2022

Monthly Court Docket

January 11, 2022 – Court Docket – Initial Appearances

- 35 cases scheduled for Initial appearances (44 citations)
 - 6 No Contest or Guilty pleas – Citations adjudicated at Initial Appearance
 - 15 Paid prior to Appearance
 - 4 Not Guilty pleas - Citations adjudicated or Pretrial scheduled for January 25, 2022
 - 10 Default appearances – Scheduled for March 8, 2022, Indigency Hearing
 - 0 Rescheduled Court date to January 25, 2022

January 11, 2022 - Juvenile Court – Initial Appearances

- 3 cases scheduled for Initial appearances (5 citation)
 - 3 No Contest or Guilty pleas – Citations adjudicated at Initial Appearance
 - 0 Paid prior to Appearance
 - 0 Not Guilty plea - Citations adjudicated or Pretrial scheduled for January 25, 2022
 - 0 Default appearances – Scheduled for March 8, 2022, Indigency Hearing
 - 0 Rescheduled Court date to January 25, 2022
 - 0 Reviews - Monthly progress review

January 18, 2022 – Truancy Court – Initial Appearances

- 4 cases scheduled for Initial appearances (4 citation)
 - 3 No Contest or Guilty pleas – Citations adjudicated at Initial Appearance
 - 0 Paid prior to Appearance
 - 0 Not Guilty pleas - Citations adjudicated or Pretrial scheduled for January 25, 2021
 - 1 Default appearances – Scheduled for March 8, 2022, Indigency Hearing
 - 0 Rescheduled Court date to February 15, 2022

January 25, 2022 – Court Docket – Initial Appearances

- 22 cases scheduled for Initial appearances (28 citations)
 - 2 No Contest or Guilty pleas – Citations adjudicated at Initial Appearance
 - 6 Paid prior to Appearance
 - 7 Not Guilty pleas - Citations adjudicated or Pretrial scheduled for February 8, 2022
 - 7 Default appearances – Scheduled for April 12, 2022, Indigency Hearing
 - 0 Rescheduled Court date to February 8, 2022

January 25, 2022 - Juvenile Court – Initial Appearances

- 1 case scheduled for Initial appearances (1 citation)
 - 1 No Contest or Guilty pleas – Citations adjudicated at Initial Appearance
 - 0 Paid prior to Appearance
 - 0 Not Guilty plea - Citations adjudicated or Pretrial scheduled for February 8, 2022
 - 0 Default appearances – Scheduled for April 12, 2022, Indigency Hearing
 - 0 Rescheduled Court date to February 8, 2022
 - 0 Reviews - Monthly progress review

Court Activities

Monthly Financial Report

The Municipal Court received 78 payments for the month of January, 2022. Total revenue received by the Court was \$10,439.71. The Municipality retained \$5,709.39 in Court revenue, \$1,494.02 was sent to Dane County and \$3,236.30 was sent to the State.

There were 27 credit card transactions for the month of January, 2022. The Court received a total of \$5,136.70 in payments from Allpaid on-line credit card payments.

As of January, 2022, the Municipal Court has received a total of \$0.00 in delinquent fines from the Department of Revenue Tax Intercept Program.

As of January, 2022, the Municipal Court has received a total of \$2,448.35 in delinquent fines from the State Debt Collection.

Year to date, \$14,253.30, in forfeitures have been ordered from 82 citations adjudicated in the Municipal Court. Of that, \$ 1,411.80 has been converted to classroom education and/or community service hours for juveniles. A total of \$10,511.95 has been collected for 2021 and prior forfeitures.



McFarland Fire & Rescue Department

5915 Milwaukee Street • PO Box 110 • McFarland, WI 53558-0110
(608) 838-3278 • Fax: (608) 838-3619

Emergency: 911

Department Report For January 2022 Activity

- **General**

- The Public Safety Center construction has begun at a fairly strong pace. We have been receiving a considerable amount of product submittals for review. The contractor has been working to avoid substantial delays due to supply chain issues. It does appear that they should be able to meet the schedule, but a few essential items are scheduled to arrive at the last minute.
- We have applied for the Staffing for Adequate Fire and Emergency Response (SAFER) Grant program to fund two positions. The grant would provide funding for a three-period. The anticipated positions to be obtained would be lieutenant or first-level supervisors for the career staff. The positions would be scheduled on 24 hours on and 48 hours off and the same as the EMT/Firefighters. IAFF would also represent the positions. Additionally, we would move the Administrative Captain to the same schedule to provide supervisory coverage on all shifts.
- We met with two turnout gear suppliers and shared some good information from the vendors. We hope that we can keep costs similar to our current costs with some minor modifications to our specification. We have two more vendors to meet within February. We hope to have quotes received within a few weeks after meeting with all the vendors. We will then make a selection and order the gear for the year. We usually purchase gear in the fall; however, current lead times have doubled to tripled in length for the spring. The fall would prevent the purchase from occurring within the budget cycle.

- **Operations**

- We placed the firefighter staffing workgroup on hold due to other tasks needing attention currently. We hope that we will be able to start the workgroup with a draft policy in March.
- The additional equipment for the foam trailer has been added to our asset management system and placed on the trailer.

- We have seen a significant increase in COVID-19 cases with patients and staff. Our staffing level has been managed, with some additional overtime required by the career staff.
- We conducted live-fire training on Saturday 1/8/2022 with an acquired structure in the Town of Dunn. We had crews from Cottage Grove, Monona, Oregon, and Stoughton assisting. The training was well received by everyone that attended, the property owner and the neighborhood.
- The incident reports for the month have been produced from the one records management, and the previous medical reports are now based on patient contacts only. The new reports will not double count the ambulance responding on fire incidents or fire apparatus responding to medical incidents.

- **Personnel**

- Current Staffing Levels
 - Full-time Fire & Rescue Chief – 1
 - Full-time Administrative Captain – 1 (on light duty)
 - Full-time Fire Inspector/Public Education Specialist – 1
 - Full-time EMTs – 6
 - Full-time Confidential Administrative Assistant – 1 (50%)
 - Paid-On-Call – 48 (10 EMTs (2 on medical leave), 25 Firefighters (2 Active Retired, 1 on medical leave, 1 on personal leave), 6 EMR/Firefighter (1 Active Retired), & 7 EMT/Firefighters (1 on leave))
 - Total Staffing Level – 58
 - Preferred Paid-On-Call staff – 30 EMTs and 45 Firefighters. The current level is down 13 EMTs and 7 firefighters from preferred amounts.
- Administrative Captain Reiter will remain on light duty for some time. His injury was more severe than initially thought. He is expected to be on light duty through the first couple of months into 2022.
- We have the four individuals that completed their background now in class. Three are in basic EMT class, and one is in entry-level firefighter class.
- We have seven individuals that interviewed with the membership committee and are working through chief interviews. Three of them have been selected to complete backgrounds. Four are requesting

EMT status, two are requesting firefighter status, and one is requesting to be dual disciplined (EMT/FF).

- EMT Mitch Onken-Covert and EMT Hans Schwoerer submitted letters of resignation. Both individuals stated that they needed to change their level of commitments in their lives, and unfortunately, being a member was the area they had to change.
- Lieutenant Shawn Shiveler requested to step down to a firefighter level. He stated the demand was too much for his family and worked to perform the duties of a lieutenant to the level he felt was acceptable. His platoon is being placed under a Captain until we can run a lieutenant process.
- We want to congratulate the following staff members on the following accomplishments:
 - Firefighter Brandon Moddes – Completing probation
 - Firefighter Kyle Weber – Driver/Operator Pumper Certification
 - Firefighter Keith Goldsmith – Driver/Operator Pumper Certification
 - Acting Officer Blake Draper – Driver/Operator Pumper Certification
 - Firefighter Nathan Horne – Firefighter II Certification
 - Firefighter Markus Huffman – Firefighter II Certification
 - EMT/Firefighter Amie Brown – Fire Inspector I Certification
 - EMR/Firefighter Nick Tuma – Instructor Course Completion
 - Lieutenant Kyle Koch – Instructor Course Completion
 - Lieutenant John Venturino – Instructor Course Completion
 - Division Chief Brian Molenaar – Fire Officer II Certification
 - Lieutenant Jeff Dostalek – Fire Officer II Certification
 - EMT Tim Miller – National Registered Paramedic

<u>Inspection/Prevention Activity</u>	<u>Completed</u>	<u>Year to Date Total</u>
Building Inspections	58	58
Fire Code Violations Identified	6	6
Re-inspections Completed	11	11
Corrections Noted	15	15
Building Plan Reviews	2	2
Development Reviews	3	3
Acceptance Test/site visits	1	1

Fire Drills	0	0
AHA-CPR Classes	0	0
AHA Attendance Total	0	0
Public Education	0	0
Public Education Attendance	0	0
Home Prevention Installations	0	0

Apparatus & Equipment

- The 2020 Utility Truck (Utility 4) had the onboard generator repaired. The vendor also made some adjustments to items we noticed to be not ideal. The warranty on the truck covered all of the repairs.
- The replacement aerial is progressing. The current projected completion would be in April of 2022.
- 1997 Aerial Ladder (Ladder 8) had the steering ram begin leaking, and a new ram has been received with a planned installation the second week of February. The light tower has a motor failing and not hoisting the tower fully. We have determined not to repair the tower as it will be removed from service soon.
- 2014 Tanker (Tender 6) has been experiencing difficulties with dumping water and requiring an override switch to be utilized. We believe the adjustment of a limit switch may repair the issue.
- 2005 Pumper (Engine 1) has developed a small water leak. It is scheduled to have the leak further investigated during the first weekend of February.
- The 2000 Heavy Rescue (Squad 5) is currently listed for auction.

McFarland Fire & Rescue - Incidents
Alarm Date between 2022-01-01 and 2022-02-01

Incident Type Details	Total
111 - Building fire	2
311 - Medical assist, assist EMS crew	1
320 - Emergency medical service incident, other	3
321 - EMS call, excluding vehicle accident with injury	62
322 - Motor vehicle accident with injuries	4
381 - Rescue or EMS standby	1
411 - Gasoline or other flammable liquid spill	1
424 - Carbon monoxide incident	1
445 - Arcing, shorted electrical equipment	1
542 - Animal rescue	1
571 - Cover assignment, standby, moveup	1
611 - Dispatched & canceled en route	1
6114 - Cancelled En Route - Mutual Aid EMS	1
735 - Alarm system sounded due to malfunction	1
741 - Sprinkler activation, no fire - unintentional	1
745 - Alarm system activation, no fire - unintentional	2
Total	84

Runs by Dispatch Reason - MFR

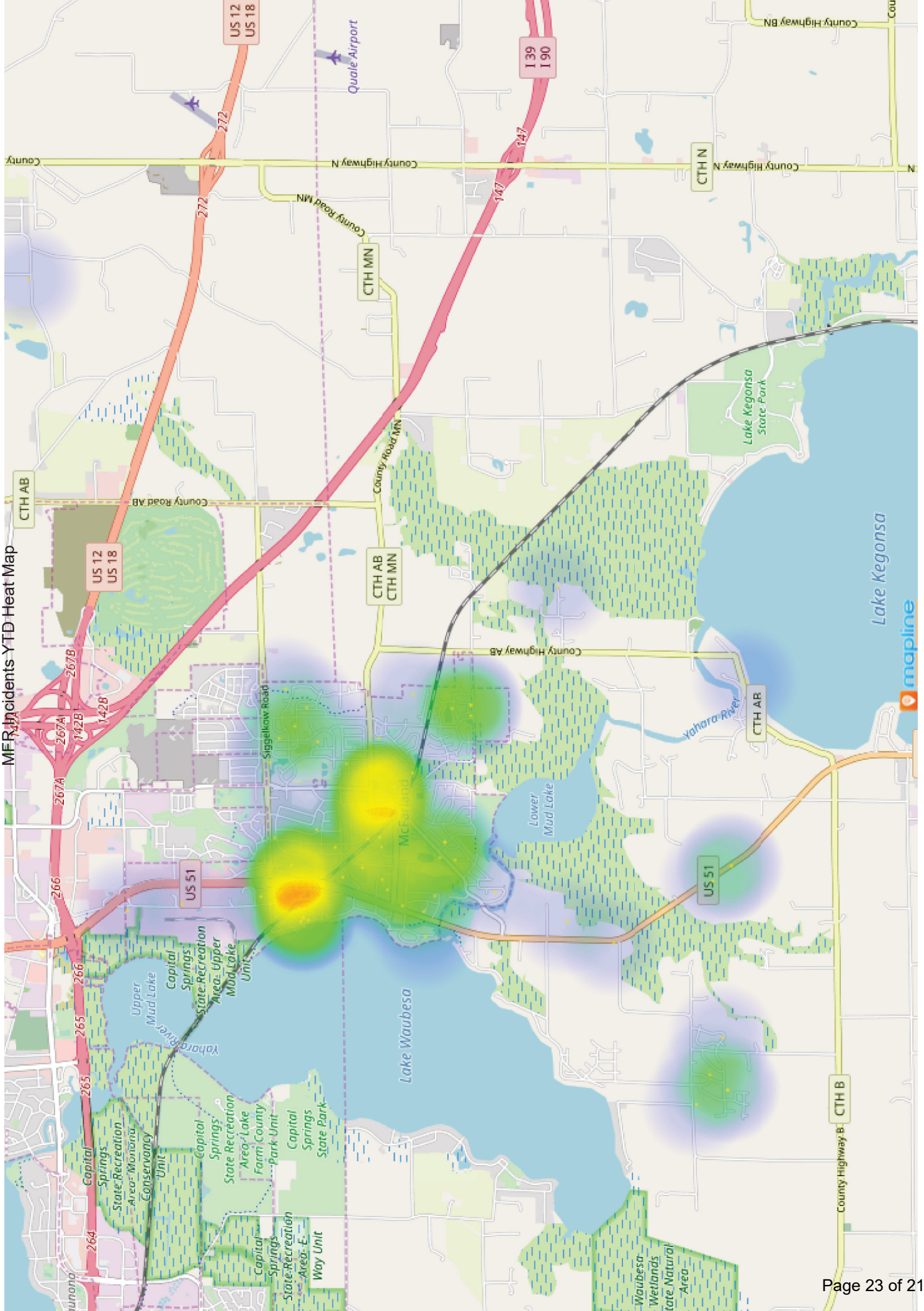
Incident Complaint Reported By Dispatch (eDispatch.01)	Number of Runs	Percent of Total Runs
Abdominal Pain/Problems	2	2.70%
Allergic Reaction/Stings	1	1.35%
Automated Crash Notification	1	1.35%
Breathing Problem	5	6.76%
Cardiac Arrest/Death	3	4.05%
Chest Pain (Non-Traumatic)	1	1.35%
Choking	1	1.35%
Convulsions/Seizure	3	4.05%
Falls	8	10.81%
Fire	2	2.70%
Hemorrhage/Laceration	5	6.76%
Overdose/Poisoning/Ingestion	3	4.05%
Pregnancy/Childbirth/Miscarriage	1	1.35%
Sick Person	18	24.32%
Traffic/Transportation Incident	3	4.05%
Transfer/Interfacility/Palliative Care	1	1.35%
Traumatic Injury	1	1.35%
Unconscious/Fainting/Near-Fainting	15	20.27%
Total: 74		Total: 100.00%

Report Filters

Incident Date: is between '01/01/2022' and '01/31/2022'

****Note report is based on patient care reports. Incidents with multiple patients will cause additional runs. Total incidents will be less than total runs indicated on this report.**

MFR Incidents YTD Heat Map



January Highlights

- **Village News** - Mike Flaherty will give an update
- **Friends** – Staci Fritz will give an update
- **Endowment** –The current balance of the endowment fund as of December 31, 2021 is \$168,012.98
- **McFarland Community Festival** –
 - The festival board is working on a new logo and getting organized for fund raising.
- **Library Systems Report Facilities Management**
 - **New Bollards** – One of the new bollards has been vandalized. The light fixture on the top was torn off and smashed. Replacement lights have been ordered. The delivery of the replacement light fixtures has been delayed to Omicron disruptions.
 - **HVAC** –
 - **Boiler Relay** – The boiler relay for boiler #1 has been repaired.
 - **Boiler Water flow** – there is a problem with the water flow in boiler #2. Kilgust is working on troubleshooting the issue
 - **Water Temperature Sensor** – A water temperature sensor has failed in one part of the building. Kilgust is working to replace it.
 - **AV equipment**–Fearings installed the camera system in late December. I have signed the proposal to update the display and the sound system. Public Works has removed the dry erase board material and we're working to find someone to repair the wall before repainting it and having the display installed.
 - **Cleaning and replacing light bulbs** – During our last cold snap, Public Works asked if we had any indoor projects that they could work on. We had them clean the HVAC vents and replace the light bulbs that were burned out.
- **Software upgrades** – Biblioovation was upgraded on January 10th.
- **Shelver Hiring** – We have decided to delay hiring a new Shelver until the number of positive COVID cases and hospitalizations begins to fall.
- **Programming** – As of January 4th all programs have gone virtual again. Programs will remain virtual until the number of positive COVID cases and hospitalizations begins to fall.
- **New Online Resources**
 - **Kanopy** – The Kanopy streaming service is now live. Kanopy content consists of a lot of indie movies, PBS content, and documentaries. The link for the service is: <https://mcfarlandlibrary.kanopy.com/> each patron gets 4 checkouts a month and a library card is needed to setup an account.
 - **Hoopla** – The Hoopla streaming service will go live soon. Hoopla content consists of movies, tv shows, ebooks, audio books, and music. Patrons will get 5 checkouts a month and a library card is needed to setup an account. I will send out more information when it's available.
- **Dane County Funding Formula Committee** – Library directors from around the county are meeting to look at the funding formula and see if there are ways to improve it. The existing formula is based mainly on checkouts of physical items. Directors are trying to figure out a way to update the formula to reflect all of the other ways we are serving our communities. It is proving to be a difficult task.
- **Bird Festival** – the first meeting of the Bird Festival committee will be held this month. The festival will be in April or early May. The makeup of the festival will be largely what it has been in the past.
- **Chamber Presentation** – Ann and I will be doing a presentation for the McFarland Chamber of Commerce on the library's business resources in August.



- **Notary Service** – Kelly has successfully completed the process to renew her Notary Public Commission. We're going to ask more staff to become notaries so that we can offer that service to patrons for more hours during the week.
- **Employment Resources** – A digital ad campaign is running through Feb 27th statewide to remind the public of the role Wisconsin libraries can play to connect job seekers with existing programs and services. Ann has created some materials to hand out to the public on the tools that we have available. She's also created materials for the Circulation staff so they can assist people with most things when she isn't available.

Youth Services highlights (Heather Kent)

Storytime - Storytimes moved to zoom this month due to the increasing cases of Covid 19 in Dane County and McFarland community. Many families have adjusted to the virtual programming although attendance has dropped during this time.

Programming:

- Zumbini was moved to Zoom and continues to be well attended – although numbers did drop with moving the program to virtual. Session 2 continues through the first two months of February and then a new session will start.
- Magic Tree House Book Club did not meet this month. Heather put together book club to-go kits for the members to pick up and do at their leisure as well as information for the next book discussion. We will hold the meeting on zoom for February.
- Heather is going to try to bring back crafting kits for families on a more regular basis. For January there was a Groundhog's Day craft that families could pick up. She is also working on more passive programming in the library including a "I Spy" display at the children's desk.

Other

- Working on collection development – heather is introducing two new additions to the children's collection. The first is books by "A Kids Book About..." company. These are books that introduce complex concepts in an easier to understand format. The other is a book/audio player kit from Playaway. These are chapter books and a Playaway audio device. It is a nice kit for children who would like to follow along with a book while listening to the audio book.

Teen Services (Abby Seymour)

- The year started off in an unexpected way when all in-person library programs were cancelled and everything had to be shifted to virtual. Luckily, we've been done that before and we were able to do it again! As far as teen programs go, most of what I had scheduled was easily converted into being virtual. The one exception was an End of Semester Study Space event I had scheduled. The idea of this program was to have the library meeting room open and available to high school students as they prepared for finals. There would be extended hours, tables for them to use, snacks, and a few prize drawings. Obviously, this idea wouldn't work on Zoom and had to be scrapped. I hope to try it again in May around the time of AP tests.
- Snack and Chat on Mondays was by far the easiest program to make the virtual switch. Instead of teens stopping by the library after school for something to eat, they login to Zoom and we chat there instead. This does mean they need to provide their own snack, but no one seems to mind! As a reminder, when I first started doing Snack and Chat virtually, I made Snack To-Go bags that teens could pick up at the library and no one ever took one. If I felt like the teens needed them, I would try again.

- My plans for Teen Hangout on Thursdays had to change a bit when we had to go virtual. When it was looking like we could be in person, my plan was to have the meeting room open for teens to hangout in a variety of ways: play games, do crafts, use the Nintendo Switch, and generally socialize. Having the program on Zoom means I am back to figuring out a weekly activity to do with the teens. So far, we have played the game Among Us, played a few Jackbox Games, and had a trivia night. All easy and appealing activities!
- In January, I was very excited to welcome back an old program that I haven't been able to do since pre-pandemic: Teen After Hours! This was always a fun one with the biggest draw being that teens got to be in the library after closing time. Switching this program to virtual took away that draw, which was certainly a bummer, but we all adapted. The January Teen After Hours event was a Bob Ross painting night. The teens picked up a painting supply kit from the library and then we all met on Zoom. I played a Bob Ross video and we all painted along together. It certainly would have been easier and more fun in person but the teens that came still enjoyed it.
- The Teen Advisory Board met this month to talk about all things teen related at the library. They gave me some suggestions of what they wanted to do at Teen Hangout, we discussed future Teen After Hours ideas, and planned the Teen Newsletter. That newsletter is really the pride and joy of T.A.B.! They will sometimes argue with each other about who is going to write certain sections and will often sign up for multiple segments. They really write all the content themselves and I just put it together; I do very little to edit them. They have even been coming up with new segments to add to the newsletter.

Adult Services (Ann Engler)

Programming

- Covid restrictions continued this month with programming returning to virtual-only. Mystery Book Club met via Zoom, and someone noted the one upside to that is we were able to see each other's faces for the first time because we were all signing on from our homes without needing masks.
- We were able to switch The Battle Cap Project program to virtual and the recording's gotten a good number of views on YouTube. I was pleased to host Kurt Stapleton about his project, both on its merits and the power of his personal story as well as because he's been interviewed by local news stations and CNN.
- For craft club, I did a take and make project. Once again, people registered and then mostly failed to pick up the kits, so I may change any future take and makes to "first come, first served".
- I did have a popular "Browse the Stacks" video with nearly 50 views, which I consider a great success. Perhaps my cat's insistence on being a guest star helped.

Continuing Education - I attended several virtual book previews, a McFarland Chamber of Commerce webinar detailing their new website (I've already done the basic editing to the library's page to bring it up to date), and a webinar titled "How to Plan a Campaign to Draw People Back into Your Library". I also attended, with Heidi, a meeting with local business owner Jim Hartman to discuss his marketing strategies.

Reference and Readers Advisory

- I've been able to help a number of patrons during my weekly shifts at the reference desk in the children's area, and seeing toddlers excited about being at the library is never not fun. It's also nice to make connections with their parents (however fleeting) as parents with young children are often understandably mostly focused on children's events rather than adult programs. So, the connection with a different group of adults is valuable.
- I've also been doing a regular book bundle for a patron's husband whose physical limitations keep him from coming to the library himself. She emailed me, "I have to tell you how much we appreciate this service."

[Husband] has been mostly homebound for a few years now and tv is getting very old. His Parkinson's provides him with many limitations and his re-discovering reading is giving him a nice diversion so many thanks!"

Miscellaneous

- I put together an online resources "scavenger hunt" for staff for the opportunity to win a prize. I also attended a Hoopla onboarding meeting with Heidi. I've put out a few new bookmarks for people to take, and I've been highlighting various online resources and Libby tips and tricks on our digital displays.

---Heidi Cox, Library Director

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, February 14, 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 24, 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, Streets/Utl, Outreach Director Lori Andersen, Fire/EMS Director Chris Dennis, and Communications & Technology Director Stephanie Miller.

3. PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS.

a. Public Announcements

b. Public Communications

4. CONSENT AGENDA.

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

1) Motion to approve the minutes of the 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.

Trustee St. Clair requested Consent Agenda items 4.a.4) and 4.a.5) be discussed separately under the business section.

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

5. PUBLIC APPEARANCES.

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

None.

6. BUSINESS.

- a. Presentation of the Climate Champion award to the Village of McFarland for the Public Safety Center Project.

Without objection, the Board agreed to discuss consent agenda items 4a4 and 4a5 after business items a. and b.

Kathy Kunze from Dane County presented the Village of McFarland the Climate Champion award for its net zero Public Safety Center Project. She thanked the Village for its commitment to sustainability initiatives.

Village President Clow accepted the award on behalf of the Village. She thanked both the Board and the Community for its continued commitment to sustainability for the 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.

Carol Wirth, President of Wisconsin Public Finance Professional LLC, appeared before the board to report on the 2022 Capital Improvement Plan. She highlighted the borrowing proposal includes a \$3,945,000 bond issuance, a bond issuance for the remainder of funds necessary to complete the Public Safety Center estimated at \$7,200,000 and a Water Revenue bond in the amount of \$3,512,250. The proposed action would be to accept the plan and allow WFPF to proceed in moving forward with the debt.

Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to approve the plan for borrowing in order to fund the 2022 Capital Improvement Plan as presented by Carol Wirth of Wisconsin Public Finance Professionals. Motion carries 7 - 0 - 0 by acclamation.

c. Public Utilities Committee (Trustees Wreh & Nelson)

At 7:45 p.m. the Board brought back discussion on deferred consent agenda items::

4 a.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.

Community & Economic Development Director Andrew Bremer provided an overview of the position and the work it would be assisting with in the Department. The Board discussed the proposed job description and classification to create the Associate Planner position with the Community Development Department and authorization to fill the vacancy.

Motion by President Clow, second by Trustee Wreh, to approve the job description and classification to create the Associate Planner position within the Community Development Department and authorize to fill the vacancy thereof. Motion carries 6 - 1 - 0 by acclamation with Trustee St. Clair voting nay.

4 a.5) Motion approve revisions to the organizational chart for the Community and Economic Development Department.

Motion by President Clow, second by Trustee St. Clair, to approve the organization chart for the Community and Economic Development Department. Motion carries 6 - 1 - 0 by acclamation with Trustee St. Clair voting nay.

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.

Motion by Village Trustee Edward Wreh, second by Village Trustee Carrie Nelson, to approve a proposal by Town & Country Engineering to conduct a Water System Needs Assessment Study for the calculation of updates to Water Utility Impact Fees not to exceed the amount of \$18,500. Motion carries 7 - 0 - 0 by acclamation.

2) Discussion and action regarding a proposal by Town & Country Engineering for design

services for Lift Station #2 rehabilitation.

Motion by Village Trustee Carrie Nelson, second by Village Trustee Edward Wreh, to approve the proposal from Town & Country Engineering in the amount of \$52,000 for Lift Station #2 Rehabilitation design services. Motion carries 7 - 0 - 0 by acclamation.

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

Motion by Village Trustee Carrie Nelson, second by Village Trustee Edward Wreh, to approve the issuance of a Request for Proposals (RFP) for storm sewer cleaning and televising services.

Motion by President Clow, second by Trustee Nelson, to amend the motion to approve the issuance of a Request for Proposals (RFP) for storm sewer cleaning and televising services with changes to the term of the agreement and the addition of pricing for each of the three years to the pricing page. Motion to amend the motion carries 7 - 0 - 0 by acclamation. Amended motion carries 7 - 0 - 0.

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

Motion by Village President Carolyn Clow, second by Village Trustee Chris St. Clair, to approve revision to Compensation and Benefit Manual: Chapter 3 - Administration of Compensation Plans for Non-Represented Employees. Motion carries 7 - 0 - 0 by acclamation.

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

Trustee Nelson requested an update be provided on the Village's plans for American Rescue Plan Act funds.

7. ADJOURNMENT.

Motion by President Carolyn Clow, second by St. Clair, to adjourn at 8:46 p.m.

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

Respectfully submitted,
Cassandra Suettinger
Village Clerk/Treasurer

Report Criteria:

Detail report type printed

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
4	MIDDLETON FORD	020922	VEHICLE	1	02/09/2022	34,491.05	.00	34,491.05	02/11/2022
		152720	SQUAD MAINTENANCE	1	01/27/2022	129.15	.00	129.15	02/11/2022
		152721	SQUAD MAINTENANCE	1	01/26/2022	129.15	.00	129.15	02/11/2022
		153065	VEHICLE PARTS TRUCK	1	01/31/2022	61.59	.00	61.59	02/11/2022
		153065	VEHICLE PARTS TRUCK	2	01/31/2022	16.79	.00	16.79	02/11/2022
		153065	VEHICLE PARTS TRUCK	3	01/31/2022	16.79	.00	16.79	02/11/2022
		153065	VEHICLE PARTS TRUCK	4	01/31/2022	16.79	.00	16.79	02/11/2022
		Total 4:					34,861.31	.00	34,861.31
10	ARAMARK	0016415166	MAT RENTAL	1	01/21/2022	52.33	.00	52.33	02/11/2022
		0016415218	MATS	1	01/28/2022	52.33	.00	52.33	02/11/2022
Total 10:					104.66	.00	104.66		
30	ALLIANT ENERGY/WP&L	011922	WATER TOWER - HOLSC	1	01/19/2022	25.35	.00	25.35	01/28/2022
		011922	TRAFFIC FLASHERS - CR	2	01/19/2022	19.36	.00	19.36	01/28/2022
		011922	TRAFFIC FLASHERS - FA	3	01/19/2022	19.98	.00	19.98	01/28/2022
		011922	TRAFFIC FLASHERS - FA	4	01/19/2022	19.87	.00	19.87	01/28/2022
		011922	TRAFFIC FLASHERS - BA	5	01/19/2022	20.48	.00	20.48	01/28/2022
		011922	STREET LIGHTING (2)	6	01/19/2022	424.04	.00	424.04	01/28/2022
		011922	CEDAR GLADE AERATOR	7	01/19/2022	16.77	.00	16.77	01/28/2022
		011922	MCDANIEL	8	01/19/2022	77.82	.00	77.82	01/28/2022
		011922	GAZEBO	9	01/19/2022	109.93	.00	109.93	01/28/2022
		011922	FLOWER CORNER	10	01/19/2022	35.39	.00	35.39	01/28/2022
		011922	LEWIS PARK	11	01/19/2022	383.04	.00	383.04	01/28/2022
		011922	BRANDT PARK	12	01/19/2022	48.80	.00	48.80	01/28/2022
		011922	LIFT #5	13	01/19/2022	276.70	.00	276.70	01/28/2022
		011922	LIFT #3	14	01/19/2022	63.04	.00	63.04	01/28/2022
		011922	LIFT #2	15	01/19/2022	150.13	.00	150.13	01/28/2022
		011922	LIFT #1	16	01/19/2022	198.08	.00	198.08	01/28/2022
		011922	WELL #4	17	01/19/2022	69.65	.00	69.65	01/28/2022
		011922	WELL #3	18	01/19/2022	159.68	.00	159.68	01/28/2022
		011922	WELL #1	19	01/19/2022	129.96	.00	129.96	01/28/2022
		011922	WELL #3	20	01/19/2022	361.13	.00	361.13	01/28/2022
		011922	WELL #1	21	01/19/2022	788.25	.00	788.25	01/28/2022
		011922	WATER TOWER - BURMA	22	01/19/2022	72.54	.00	72.54	01/28/2022
		011922	TERMINAL DR SIRENS	23	01/19/2022	31.72	.00	31.72	01/28/2022
		011922	DOG PARK/6300 ELVEHJ	24	01/19/2022	1,553.13	.00	1,553.13	01/28/2022
		020222-1124	STREET LIGHTS (1)	1	02/02/2022	9,684.61	.00	9,684.61	02/11/2022
		0574403836-	3234 CTH AB - FINAL BILL	1	02/08/2022	8.05	.00	8.05	02/11/2022
Total 30:					14,747.50	.00	14,747.50		
41	AMERICAN WATERWORK	7001988332-	AWWA MEMBERSHIP	1	12/22/2021	60.90	.00	60.90	02/11/2022
		7001988332-	AWWA MEMBERSHIP	2	12/22/2021	60.90	.00	60.90	02/11/2022
		7001988332-	AWWA MEMBERSHIP	3	12/22/2021	60.90	.00	60.90	02/11/2022
		7001988332-	AWWA MEMBERSHIP	4	12/22/2021	223.30	.00	223.30	02/11/2022
Total 41:					406.00	.00	406.00		
68	BADGER WELDING SUPP	3691813	BADGER WELDING - OXY	1	01/25/2022	34.25	.00	34.25	02/11/2022
		3692500	ACETYLENE & OXYGEN	1	01/31/2022	1.86	.00	1.86	02/11/2022
		3692500	ACETYLENE & OXYGEN	2	01/31/2022	1.86	.00	1.86	02/11/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		3692500	ACETYLENE & OXYGEN	3	01/31/2022	1.86	.00	1.86	02/11/2022
		3692500	ACETYLENE & OXYGEN	4	01/31/2022	6.82	.00	6.82	02/11/2022
	Total 68:					46.65	.00	46.65	
115	BRANDT, BRETT	BB012422	PLOW MEALS	1	01/24/2022	39.91	.00	39.91	02/11/2022
	Total 115:					39.91	.00	39.91	
158	CHARTER COMMUNICATI	0003261020	CHARTER CABLE	1	02/01/2022	98.39	.00	98.39	02/11/2022
	Total 158:					98.39	.00	98.39	
161	CHASE LUMBER AND FU	0003/200211	PW SHOP	1	01/07/2022	25.79	.00	25.79	02/04/2022
		0003/200211	PW SHOP	2	01/07/2022	7.03	.00	7.03	02/04/2022
		0003/200211	PW SHOP	3	01/07/2022	7.03	.00	7.03	02/04/2022
		0003/200211	PW SHOP	4	01/07/2022	7.03	.00	7.03	02/04/2022
		0003/200212	PARK SUPPLIES	1	01/12/2022	13.10	.00	13.10	02/04/2022
		4074	PUBLIC WORKS FINANC	1	01/31/2022	.01	.00	.01	02/04/2022
	Total 161:					59.99	.00	59.99	
172	CITY OF MADISON TREA	37405	SIGNS	1	01/13/2022	1,797.40	.00	1,797.40	02/11/2022
	Total 172:					1,797.40	.00	1,797.40	
194	CONCENTRA	103512399	PRE-EMPLOYMENT SCR	1	01/27/2022	962.00	.00	962.00	02/11/2022
	Total 194:					962.00	.00	962.00	
247	DANE CO TREASURER	020922	FEB TAX SETTLEMENT	1	02/09/2022	1,014,122.	.00	1,014,122.	02/11/2022
		154-020222	JAIL & SURCHARGES - J	1	02/02/2022	1,494.02	.00	1,494.02	02/11/2022
	Total 247:					1,015,616.	.00	1,015,616.	
267	DEMCO INC	7074000	LIBRARY SUPPLIES	1	02/01/2022	206.80	.00	206.80	02/11/2022
	Total 267:					206.80	.00	206.80	
341	ENVIRONMENT CONTRO	21265-613	JANITORIAL SERVICES	1	02/01/2022	2,249.00	.00	2,249.00	02/11/2022
		21265-613	JANITORIAL SERVICES -	2	02/01/2022	450.00	.00	450.00	02/11/2022
		21358-613	MC CLEANING	1	02/01/2022	1,457.00	.00	1,457.00	02/11/2022
		21358-613	MC CLEANING - COVID19	2	02/01/2022	2,242.00	.00	2,242.00	02/11/2022
	Total 341:					6,398.00	.00	6,398.00	
408	GRAINGER INC	9194893773	TRUCK 6 PUMP	1	01/28/2022	108.61	.00	108.61	02/11/2022
		9194893773	TRUCK 6 PUMP	2	01/28/2022	29.62	.00	29.62	02/11/2022
		9194893773	TRUCK 6 PUMP	3	01/28/2022	29.62	.00	29.62	02/11/2022
		9194893773	TRUCK 6 PUMP	4	01/28/2022	29.62	.00	29.62	02/11/2022
		9207132094	TRASH BAGS	1	02/09/2022	17.90	.00	17.90	02/11/2022
	Total 408:					215.37	.00	215.37	
452	HYDRITE CHEMICAL	02544100	WATER CHEMICALS	1	01/28/2022	735.42	.00	735.42	02/11/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 452:						735.42	.00	735.42	
476	JEFFERSON FIRE & SAF	PB000819	TURNOUT GEAR	1	11/08/2021	11,756.00	.00	11,756.00	02/11/2022
Total 476:						11,756.00	.00	11,756.00	
505	KLEMENTZ, MICHAEL	MK011922	UNIFORM ALLOW	1	01/19/2022	374.48	.00	374.48	02/11/2022
Total 505:						374.48	.00	374.48	
508	KNOX COMPANY	INV-KA-5190	KNOXBOX	1	01/14/2022	2,694.00	.00	2,694.00	02/11/2022
Total 508:						2,694.00	.00	2,694.00	
581	MADISON TRUCK EQUIP	1-98579	TRUCK PARTS--TRUCK 1	1	01/26/2022	60.70	.00	60.70	02/11/2022
		1-98579	TRUCK PARTS--TRUCK 1	2	01/26/2022	16.56	.00	16.56	02/11/2022
		1-98579	TRUCK PARTS--TRUCK 1	3	01/26/2022	16.56	.00	16.56	02/11/2022
		1-98579	TRUCK PARTS--TRUCK 1	4	01/26/2022	16.55	.00	16.55	02/11/2022
		1-98592	TRUCK PARTS--TRUCK 1	1	01/26/2022	13.26	.00	13.26	02/11/2022
		1-98592	TRUCK PARTS--TRUCK 1	2	01/26/2022	3.62	.00	3.62	02/11/2022
		1-98592	TRUCK PARTS--TRUCK 1	3	01/26/2022	3.62	.00	3.62	02/11/2022
		1-98592	TRUCK PARTS--TRUCK 1	4	01/26/2022	3.61	.00	3.61	02/11/2022
		1-98604	TRUCK PARTS TRUCK 7	1	01/27/2022	236.18	.00	236.18	02/11/2022
		1-98604	TRUCK PARTS TRUCK 7	2	01/27/2022	64.42	.00	64.42	02/11/2022
		1-98604	TRUCK PARTS TRUCK 7	3	01/27/2022	64.42	.00	64.42	02/11/2022
		1-98604	TRUCK PARTS TRUCK 7	4	01/27/2022	64.42	.00	64.42	02/11/2022
		2-98693	TRUCK PARTS--TRUCK 2	1	02/04/2022	26.96	.00	26.96	02/11/2022
		2-98693	TRUCK PARTS--TRUCK 2	2	02/04/2022	26.96	.00	26.96	02/11/2022
		2-98693	TRUCK PARTS--TRUCK 2	3	02/04/2022	26.96	.00	26.96	02/11/2022
		2-98693	TRUCK PARTS--TRUCK 2	4	02/04/2022	98.88	.00	98.88	02/11/2022
Total 581:						743.68	.00	743.68	
603	MCFARLAND CHAMBER	013122	ROOM TAX DISBURSEME	1	01/31/2022	737.54	.00	737.54	02/11/2022
		12374	CHAMBER DUES	1	02/01/2022	510.00	.00	510.00	02/11/2022
Total 603:						1,247.54	.00	1,247.54	
613	MCFARLAND SCHOOL DI	020922	FEB TAX SETTLEMENT	1	02/09/2022	3,685,715.	.00	3,685,715.	02/11/2022
Total 613:						3,685,715.	.00	3,685,715.	
620	MCFARLAND YOUTH CE	2021REFUN	2021 CAM REFUND	1	02/07/2022	440.94	.00	440.94	02/11/2022
Total 620:						440.94	.00	440.94	
634	MENARDS - MONONA	24503	PW SHOP LIGHTS	1	01/18/2022	43.17	.00	43.17	02/11/2022
		24503	PW SHOP LIGHTS	2	01/18/2022	11.77	.00	11.77	02/11/2022
		24503	PW SHOP LIGHTS	3	01/18/2022	11.77	.00	11.77	02/11/2022
		24503	PW SHOP LIGHTS	4	01/18/2022	11.77	.00	11.77	02/11/2022
		24530	PW SHOP SUPPLIES	1	01/19/2022	17.04	.00	17.04	02/11/2022
		24530	PW SHOP SUPPLIES	2	01/19/2022	17.04	.00	17.04	02/11/2022
		24530	PW SHOP SUPPLIES	3	01/19/2022	17.04	.00	17.04	02/11/2022
		24530	PW SHOP SUPPLIES	4	01/19/2022	62.50	.00	62.50	02/11/2022
		24648	PARK SUPPLIES	1	01/21/2022	39.72	.00	39.72	02/11/2022
		24655	MC FLOOD LIGHT	1	01/21/2022	12.09	.00	12.09	02/11/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		24655	MC FLOOD LIGHT	2	01/21/2022	3.30	.00	3.30	02/11/2022
		24655	MC FLOOD LIGHT	3	01/21/2022	3.30	.00	3.30	02/11/2022
		24655	MC FLOOD LIGHT	4	01/21/2022	3.30	.00	3.30	02/11/2022
		24779	SHOVELS	1	01/24/2022	90.72	.00	90.72	02/11/2022
		24779	SHOVELS	2	01/24/2022	24.75	.00	24.75	02/11/2022
		24779	SHOVELS	3	01/24/2022	24.75	.00	24.75	02/11/2022
		24779	SHOVELS	4	01/24/2022	24.75	.00	24.75	02/11/2022
		24875	FIRE DEPARTMENT HOS	1	01/26/2022	16.15	.00	16.15	02/11/2022
		24875	FIRE DEPARTMENT HOS	2	01/26/2022	4.40	.00	4.40	02/11/2022
		24875	FIRE DEPARTMENT HOS	3	01/26/2022	4.40	.00	4.40	02/11/2022
		24875	FIRE DEPARTMENT HOS	4	01/26/2022	4.41	.00	4.41	02/11/2022
		25126	PW SHOP SUPPLIES SHE	1	01/31/2022	274.98	.00	274.98	02/11/2022
		25126	PW SHOP SUPPLIES SHE	2	01/31/2022	75.00	.00	75.00	02/11/2022
		25126	PW SHOP SUPPLIES SHE	3	01/31/2022	75.00	.00	75.00	02/11/2022
		25126	PW SHOP SUPPLIES SHE	4	01/31/2022	75.00	.00	75.00	02/11/2022
		25278	PW AIR COMPRESSOR P	1	02/03/2022	31.29	.00	31.29	02/11/2022
		25278	PW AIR COMPRESSOR P	2	02/03/2022	8.53	.00	8.53	02/11/2022
		25278	PW AIR COMPRESSOR P	3	02/03/2022	8.53	.00	8.53	02/11/2022
		25278	PW AIR COMPRESSOR P	4	02/03/2022	8.53	.00	8.53	02/11/2022
Total 634:						1,005.00	.00	1,005.00	
640	MGE	1700324512-	4820 MARSH RD--SOCCE	1	01/27/2022	166.24	.00	166.24	02/11/2022
		3800120935-	STREET LIGHT	1	01/27/2022	35.21	.00	35.21	02/11/2022
		4900117592-	STREET LIGHT	1	01/27/2022	25.96	.00	25.96	02/11/2022
		6300112994-	STREET LIGHTS	1	01/25/2022	624.26	.00	624.26	02/11/2022
		7400232719-	LIFT #5 GAS	1	01/27/2022	138.59	.00	138.59	02/11/2022
		8600157181-	LIFT #4 ELECT	1	01/28/2022	52.55	.00	52.55	02/11/2022
Total 640:						1,042.81	.00	1,042.81	
667	MINNESOTA LIFE INS CO	002832L-MA	LIFE INSURANCE	1	02/01/2022	1,568.05	.00	1,568.05	02/11/2022
Total 667:						1,568.05	.00	1,568.05	
687	MUNICIPAL CODE CORP	00369972	CODIFICATION SERVICE	1	02/10/2022	1,096.07	.00	1,096.07	02/11/2022
Total 687:						1,096.07	.00	1,096.07	
764	PREMIER PAINT & WALLP	67667	LIBRARY PAINT SUPPLIE	1	01/21/2022	7.18	.00	7.18	02/11/2022
		67697	PW PAINTING--REMOTE	1	01/26/2022	7.92	.00	7.92	02/11/2022
		67697	PW PAINTING--REMOTE	2	01/26/2022	7.92	.00	7.92	02/11/2022
		67697	PW PAINTING--REMOTE	3	01/26/2022	7.92	.00	7.92	02/11/2022
		67697	PW PAINTING--REMOTE	4	01/26/2022	29.03	.00	29.03	02/11/2022
		67747	WELL 3 PAINT	1	02/02/2022	124.35	.00	124.35	02/11/2022
		67800	WELL 3 PAINT	1	02/07/2022	55.99	.00	55.99	02/11/2022
Total 764:						240.31	.00	240.31	
796	REGISTRATION FEE TRU	012722	REPLACEMENT TITLE	1	01/27/2022	20.00	.00	20.00	02/11/2022
Total 796:						20.00	.00	20.00	
836	SCHILLING SUPPLY COM	859452-00	OPERATING SUPPLIES	1	02/01/2022	446.87	.00	446.87	02/11/2022
Total 836:						446.87	.00	446.87	

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
879	SOUTH CENTRAL LIBRA	22-229	INTERNET COMPUTER S	1	01/31/2022	180.00	.00	180.00	02/11/2022
		22-287	PC RECYCLING	1	01/31/2022	3.00	.00	3.00	02/11/2022
		Total 879:				183.00	.00	183.00	
911	STREICHER'S	I1549869	UNIFORM ALLOWANCE D	1	02/03/2022	11.00	.00	11.00	02/11/2022
Total 911:						11.00	.00	11.00	
992	US CELLULAR	0487041336	PD PHONE	1	01/22/2022	1,098.64	.00	1,098.64	02/11/2022
		0487041336	FD/EMS PHONE	2	01/22/2022	389.26	.00	389.26	02/11/2022
		0487041336	OUTREACH PHONE	3	01/22/2022	81.00	.00	81.00	02/11/2022
		0487041336	CABLE/COMMTECH PHO	4	01/22/2022	42.50	.00	42.50	02/11/2022
		0487041336	COMMDEV PHONE	5	01/22/2022	.50	.00	.50	02/11/2022
		0487041336	PW PHONE	6	01/22/2022	119.22	.00	119.22	02/11/2022
		0487041336	WATER PHONE	7	01/22/2022	119.21	.00	119.21	02/11/2022
		0487041336	SEWER PHONE	8	01/22/2022	119.21	.00	119.21	02/11/2022
Total 992:						1,969.54	.00	1,969.54	
1015	VILLAGE OF MCFARLAN	013122	TAX PMT FROM UTILITY	1	01/31/2022	4,598.76	.00	4,598.76	01/31/2022
		022022	5541 HOLSCHER RD	1	01/31/2022	90.87	.00	90.87	02/11/2022
		022022	FLOWER CORNER	2	01/31/2022	30.83	.00	30.83	02/11/2022
		022022	LEWIS PARK	3	01/31/2022	208.18	.00	208.18	02/11/2022
		022022	4800 MCDANIEL LANE	4	01/31/2022	212.11	.00	212.11	02/11/2022
		022022	BUBBLER	5	01/31/2022	49.00	.00	49.00	02/11/2022
		022022	GAZEBO	6	01/31/2022	45.66	.00	45.66	02/11/2022
		022022	3234 COUNTY RD AB	7	01/31/2022	129.02	.00	129.02	02/11/2022
		022022	DOG PARK 6300 ELVEHJ	8	01/31/2022	166.31	.00	166.31	02/11/2022
		022022	LEWIS PARK ICE RINK	9	01/31/2022	3,705.32	.00	3,705.32	02/11/2022
		022022	6623 MEREDITH WAY	10	01/31/2022	5.60	.00	5.60	02/11/2022
		FBMOV-15	OVERPAYMENT TO BE A	1	01/18/2022	431.14	.00	431.14	01/28/2022
Total 1015:						9,672.80	.00	9,672.80	
1041	WERNER ELECTRIC SUP	S6684712.00	MC LIGHT PARTS	1	01/21/2022	16.56	.00	16.56	02/11/2022
		S6684712.00	MC LIGHT PARTS	2	01/21/2022	16.56	.00	16.56	02/11/2022
		S6684712.00	MC LIGHT PARTS	3	01/21/2022	16.56	.00	16.56	02/11/2022
		S6684712.00	MC LIGHT PARTS	4	01/21/2022	60.72	.00	60.72	02/11/2022
		S6684712.00	MC LIGHTS	1	01/25/2022	104.94	.00	104.94	02/11/2022
		S6684712.00	MC LIGHTS	2	01/25/2022	28.62	.00	28.62	02/11/2022
		S6684712.00	MC LIGHTS	3	01/25/2022	28.62	.00	28.62	02/11/2022
		S6684712.00	MC LIGHTS	4	01/25/2022	28.62	.00	28.62	02/11/2022
		S6684712.00	MC LIGHT PARTS	1	01/21/2022	28.62	.00	28.62	02/11/2022
		S6684712.00	MC LIGHT PARTS	2	01/21/2022	28.62	.00	28.62	02/11/2022
		S6684712.00	MC LIGHT PARTS	3	01/21/2022	28.62	.00	28.62	02/11/2022
		S6684712.00	MC LIGHT PARTS	4	01/21/2022	104.94	.00	104.94	02/11/2022
Total 1041:						492.00	.00	492.00	
1049	WI CHIEFS OF POLICE A	6937	WALLACE - CONFERENC	1	12/17/2021	275.00	.00	275.00	02/11/2022
Total 1049:						275.00	.00	275.00	
1093	WI STATE LABORATORY	704213	WATER TESTING	1	01/31/2022	146.00	.00	146.00	02/11/2022

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Total 1093:						146.00	.00	146.00	
1094	WI SUPREME COURT	680-0000000	CONTINUING JUDICIAL E	1	01/31/2022	700.00	.00	700.00	02/11/2022
Total 1094:						700.00	.00	700.00	
1122	WSFCA	012722CD	WSFCA WINTER IN-SERV	1	01/27/2022	125.00	.00	125.00	02/11/2022
Total 1122:						125.00	.00	125.00	
1256	BOUND TREE MEDICAL,	84391787	MEDICAL - SUPPLIES	1	02/03/2022	147.50	.00	147.50	02/11/2022
Total 1256:						147.50	.00	147.50	
1390	HOTSYS CLEANING SYST	0140908-IN	HOTSYS REPAIR	1	01/17/2022	65.29	.00	65.29	02/11/2022
		0140908-IN	HOTSYS REPAIR	2	01/17/2022	65.29	.00	65.29	02/11/2022
		0140908-IN	HOTSYS REPAIR	3	01/17/2022	65.29	.00	65.29	02/11/2022
		0140908-IN	HOTSYS REPAIR	4	01/17/2022	239.39	.00	239.39	02/11/2022
Total 1390:						435.26	.00	435.26	
1397	ALL COMFORT SERVICE	39821037	MC HVAC REPAIRS	1	01/20/2022	35.86	.00	35.86	02/11/2022
		39821037	MC HVAC REPAIRS	2	01/20/2022	35.86	.00	35.86	02/11/2022
		39821037	MC HVAC REPAIRS	3	01/20/2022	35.86	.00	35.86	02/11/2022
		39821037	MC HVAC REPAIRS	4	01/20/2022	131.50	.00	131.50	02/11/2022
		40190573	MC HVAC REPAIRS	1	01/26/2022	63.83	.00	63.83	02/11/2022
		40190573	MC HVAC REPAIRS	2	01/26/2022	63.83	.00	63.83	02/11/2022
		40190573	MC HVAC REPAIRS	3	01/26/2022	63.83	.00	63.83	02/11/2022
		40190573	MC HVAC REPAIRS	4	01/26/2022	234.01	.00	234.01	02/11/2022
Total 1397:						664.58	.00	664.58	
1462	TASC	IN2269740	FSA ADMIN FEE	1	01/15/2022	199.00	.00	199.00	02/11/2022
Total 1462:						199.00	.00	199.00	
1694	HEARTLAND LITHO	66137	PW ENVELOPES	1	01/25/2022	100.35	.00	100.35	02/11/2022
		66137	PW ENVELOPES	2	01/25/2022	100.35	.00	100.35	02/11/2022
		66137	PW ENVELOPES	3	01/25/2022	100.35	.00	100.35	02/11/2022
		66137	PW ENVELOPES	4	01/25/2022	367.95	.00	367.95	02/11/2022
		66146	DOG PARK PERMIT	1	01/25/2022	150.50	.00	150.50	02/11/2022
		66161	UTILITY BILLS	1	01/31/2022	74.19	.00	74.19	02/11/2022
		66161	UTILITY BILLS	2	01/31/2022	74.18	.00	74.18	02/11/2022
		66161	UTILITY BILLS	3	01/31/2022	74.18	.00	74.18	02/11/2022
Total 1694:						1,042.05	.00	1,042.05	
1709	VON BRIESEN & ROPER	380926	PERSONNEL ISSUES	1	01/24/2022	177.00	.00	177.00	02/11/2022
Total 1709:						177.00	.00	177.00	
1738	STATE OF WI TREASURE	154-020222	MONTHLY COURT FEES -	1	02/02/2022	3,236.30	.00	3,236.30	02/11/2022
Total 1738:						3,236.30	.00	3,236.30	
1896	NAPA AUTO PARTS	820852	SQUAD FILTERS	1	02/02/2022	32.19	.00	32.19	02/11/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		820853	PW VEHICLE MAINTENA	1	02/02/2022	21.99	.00	21.99	02/11/2022
		820853	PW VEHICLE MAINTENA	2	02/02/2022	5.99	.00	5.99	02/11/2022
		820853	PW VEHICLE MAINTENA	3	02/02/2022	5.99	.00	5.99	02/11/2022
		820853	PW VEHICLE MAINTENA	4	02/02/2022	5.99	.00	5.99	02/11/2022
		821216	PW VEHICLE MAINTENA	1	02/03/2022	44.14	.00	44.14	02/11/2022
		821216	PW VEHICLE MAINTENA	2	02/03/2022	12.04	.00	12.04	02/11/2022
		821216	PW VEHICLE MAINTENA	3	02/03/2022	12.04	.00	12.04	02/11/2022
		821216	PW VEHICLE MAINTENA	4	02/03/2022	12.04	.00	12.04	02/11/2022
		821581	VEHICLE MAINTENANCE	1	02/07/2022	20.32	.00	20.32	02/11/2022
		821609	VEHICLE MAINTENANCE	1	02/07/2022	39.58	.00	39.58	02/11/2022
		821611	VEHICLE MAINTENANCE	1	02/07/2022	39.88	.00	39.88	02/11/2022
		821679	VEHICLE MAINTENANCE	1	02/08/2022	20.32	.00	20.32	02/11/2022
Total 1896:						272.51	.00	272.51	
1904	HUMPHREY SERVICE PA	1262396	SHOP SUPPLIES	1	01/19/2022	4.66	.00	4.66	02/11/2022
		1262396	SHOP SUPPLIES	2	01/19/2022	1.27	.00	1.27	02/11/2022
		1262396	SHOP SUPPLIES	3	01/19/2022	1.27	.00	1.27	02/11/2022
		1262396	SHOP SUPPLIES	4	01/19/2022	1.27	.00	1.27	02/11/2022
		1263467	SHOP SUPPLIES	1	02/01/2022	2.65	.00	2.65	02/11/2022
		1263467	SHOP SUPPLIES	2	02/01/2022	2.65	.00	2.65	02/11/2022
		1263467	SHOP SUPPLIES	3	02/01/2022	2.65	.00	2.65	02/11/2022
		1263467	SHOP SUPPLIES	4	02/01/2022	9.70	.00	9.70	02/11/2022
		1263656	VEHICLE MAINTENANCE	1	02/02/2022	3.29	.00	3.29	02/11/2022
		1263656	VEHICLE MAINTENANCE	2	02/02/2022	.90	.00	.90	02/11/2022
		1263656	VEHICLE MAINTENANCE	3	02/02/2022	.90	.00	.90	02/11/2022
		1263656	VEHICLE MAINTENANCE	4	02/02/2022	.89	.00	.89	02/11/2022
		1263775	SHOP SUPPLIES	1	02/03/2022	13.65	.00	13.65	02/11/2022
		1263775	SHOP SUPPLIES	2	02/03/2022	13.65	.00	13.65	02/11/2022
		1263775	SHOP SUPPLIES	3	02/03/2022	13.65	.00	13.65	02/11/2022
		1263775	SHOP SUPPLIES	4	02/03/2022	50.07	.00	50.07	02/11/2022
Total 1904:						123.12	.00	123.12	
1909	CATERPILLAR FINANCIA	31956409	LOADER LEASE	1	01/23/2022	253.23	.00	253.23	02/11/2022
		31956409	LOADER LEASE	2	01/23/2022	253.23	.00	253.23	02/11/2022
		31956409	LOADER LEASE	3	01/23/2022	253.23	.00	253.23	02/11/2022
		31956409	LOADER LEASE	4	01/23/2022	759.66	.00	759.66	02/11/2022
Total 1909:						1,519.35	.00	1,519.35	
1910	ZURBUCHEN OIL INC	257720	DYED DIESEL FUEL	1	01/25/2022	704.98	.00	704.98	02/11/2022
Total 1910:						704.98	.00	704.98	
1921	FRONTIER	011622	PW PHONE	1	01/16/2022	38.78	.00	38.78	01/28/2022
		011622	PW PHONE	2	01/16/2022	10.57	.00	10.57	01/28/2022
		011622	PW PHONE	3	01/16/2022	10.57	.00	10.57	01/28/2022
		011622	PW PHONE	4	01/16/2022	10.57	.00	10.57	01/28/2022
		012222	LIBRARY PHONE	1	01/22/2022	68.81	.00	68.81	02/04/2022
Total 1921:						139.30	.00	139.30	
1941	MIDWEST TRAILER SALE	1110444-00	VEHICLE MAINTENANCE	1	01/21/2022	1.00	.00	1.00	02/11/2022
		1110444-00	VEHICLE MAINTENANCE	2	01/21/2022	1.00	.00	1.00	02/11/2022
		1110444-00	VEHICLE MAINTENANCE	3	01/21/2022	1.00	.00	1.00	02/11/2022
		1110444-00	VEHICLE MAINTENANCE	4	01/21/2022	3.67	.00	3.67	02/11/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		1110574-00	VEHICLE MAINTENANCE	1	02/07/2022	141.90	.00	141.90	02/11/2022
	Total 1941:					148.57	.00	148.57	
1989	CORPORATE BUSINESS	30852369	COPIER LEASE	1	01/12/2022	142.30	.00	142.30	01/28/2022
		31028054	COPIER LEASE	1	02/07/2022	51.36	.00	51.36	02/11/2022
		31028054	COPIER LEASE	2	02/07/2022	14.00	.00	14.00	02/11/2022
		31028054	COPIER LEASE	3	02/07/2022	14.00	.00	14.00	02/11/2022
		31028054	COPIER LEASE	4	02/07/2022	14.00	.00	14.00	02/11/2022
	Total 1989:					235.66	.00	235.66	
2042	THOMSON REUTERS	845812225	WEST INFORMATION CH	1	02/01/2022	195.26	.00	195.26	02/11/2022
	Total 2042:					195.26	.00	195.26	
2058	MICROMARKETING LLC	874621	ADULT AUDIO BOOKS	1	01/11/2022	34.99	.00	34.99	02/11/2022
		875104	ADULT AUDIO BOOKS	1	01/13/2022	40.00	.00	40.00	02/11/2022
	Total 2058:					74.99	.00	74.99	
2066	PELLITTERI WASTE SYS	2602381	RECYCLING SERVICE	1	01/31/2022	14,945.00	.00	14,945.00	02/04/2022
		2602381	TRASH SERVICE	2	01/31/2022	22,533.80	.00	22,533.80	02/04/2022
	Total 2066:					37,478.80	.00	37,478.80	
2070	KKS PROPERTY	2022-2(updat	COMMON AREA MAINT. F	1	02/01/2022	359.06	.00	359.06	02/11/2022
	Total 2070:					359.06	.00	359.06	
2082	NASSCO INC	6117995	MC SUPPLIES	1	02/03/2022	204.99	.00	204.99	02/11/2022
	Total 2082:					204.99	.00	204.99	
2098	COACHING SYSTEMS LL	64546	CEVO BOOKS	1	05/19/2021	236.55	.00	236.55	Multiple
	Total 2098:					236.55	.00	236.55	
2121	LAKESIDE INTERNATION	8239470P	SHOP SUPPLIES	1	01/31/2022	26.42	.00	26.42	02/11/2022
		8239470P	SHOP SUPPLIES	2	01/31/2022	7.20	.00	7.20	02/11/2022
		8239470P	SHOP SUPPLIES	3	01/31/2022	7.20	.00	7.20	02/11/2022
		8239470P	SHOP SUPPLIES	4	01/31/2022	7.20	.00	7.20	02/11/2022
	Total 2121:					48.02	.00	48.02	
2132	STEELE, DIANNE	020322	JOB-CLOTHING ALTERAT	1	02/03/2022	98.00	.00	98.00	02/11/2022
	Total 2132:					98.00	.00	98.00	
2237	MADISON COLLEGE	020922	FEB TAX SETTLEMENT	1	02/09/2022	282,702.62	.00	282,702.62	02/11/2022
		181615	PUMPER EXAM	1	01/26/2022	240.00	.00	240.00	02/11/2022
	Total 2237:					282,942.62	.00	282,942.62	
2248	KELLN, JACK	JK012422	PLOW MEALS	1	01/24/2022	90.70	.00	90.70	02/11/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 2248:						90.70	.00	90.70	
2277	BRANDT, STEVE	SB012422	PLOW MEALS	1	01/24/2022	66.82	.00	66.82	02/11/2022
Total 2277:						66.82	.00	66.82	
16210	DENNIS, CHRIS AND MEL	021422	PROP TAX OVERPMT	1	02/14/2022	118.20	.00	118.20	02/11/2022
Total 16210:						118.20	.00	118.20	
16234	GALLS, LLC	020130068	UNIFORM	1	01/04/2022	120.33	.00	120.33	02/11/2022
		020339720	UNIFORMS	1	01/31/2022	820.44	.00	820.44	02/11/2022
Total 16234:						940.77	.00	940.77	
16236	WEBER, MARK	MW012422	PLOWING - BREAKFAST	1	01/24/2022	10.00	.00	10.00	02/11/2022
Total 16236:						10.00	.00	10.00	
16237	STOPSTICK, LTD	0023665-IN	STOP STICK RACK KIT -	1	02/02/2022	455.00	.00	455.00	02/11/2022
Total 16237:						455.00	.00	455.00	
16257	CORPORATE BUSINESS	313505	PW COLOR COPY OVER	1	02/02/2022	26.38	.00	26.38	02/04/2022
		313505	PW COLOR COPY OVER	2	02/02/2022	26.38	.00	26.38	02/04/2022
		313505	PW COLOR COPY OVER	3	02/02/2022	26.39	.00	26.39	02/04/2022
		313540	COPIER LEASE	1	02/02/2022	16.00	.00	16.00	02/04/2022
		313541	COPIER LEASE	1	02/02/2022	81.37	.00	81.37	02/04/2022
Total 16257:						176.52	.00	176.52	
16267	WARREN, BRAD	BW012422	MEALS-SNOW PLOWING	1	01/24/2022	74.58	.00	74.58	02/11/2022
Total 16267:						74.58	.00	74.58	
16292	WCM TREASURER	1189	WCM YEARLY MEMBERS	1	01/20/2022	310.00	.00	310.00	02/11/2022
		1217	MIDWEST MEDIA FEST E	1	01/26/2022	40.00	.00	40.00	02/11/2022
		1218	MIDWEST MEDIA FEST E	1	01/26/2022	240.00	.00	240.00	02/11/2022
Total 16292:						590.00	.00	590.00	
16296	DANE CO DEPT OF HUM	DEC2021	MEALSITE DONATION - C	1	12/31/2021	289.00	.00	289.00	02/11/2022
		DEC2021	MEALSITE DONATION - M	2	12/31/2021	2,351.00	.00	2,351.00	02/11/2022
Total 16296:						2,640.00	.00	2,640.00	
16319	DANE CO TREASURER	41300	DANECOM COSTS JUL-D	1	01/26/2022	1,056.66	.00	1,056.66	02/11/2022
		41300	DANECOM COSTS JUL-D	2	01/26/2022	1,056.67	.00	1,056.67	02/11/2022
		41300	DANECOM COSTS JUL-D	3	01/26/2022	1,056.67	.00	1,056.67	02/11/2022
Total 16319:						3,170.00	.00	3,170.00	
16322	STRYKER SALES CORP	3659151M	STRYKER COTS & LOAD	1	02/01/2022	352.04	.00	352.04	02/11/2022
Total 16322:						352.04	.00	352.04	

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
16398	POSPYHALLA, DAVID	DP012422	PLOW MEALS	1	01/24/2022	28.53	.00	28.53	02/11/2022
Total 16398:						28.53	.00	28.53	
16489	ZIETSMAN, JOEL	JZ012822	CONFERENCE/TRAINING	1	01/28/2022	48.89	.00	48.89	02/11/2022
Total 16489:						48.89	.00	48.89	
16503	NOTARY BOND RENEWA	KH012122	NOTARY RENEWAL - KH	1	01/21/2022	30.00	.00	30.00	01/28/2022
Total 16503:						30.00	.00	30.00	
16504	WI DEPT OF FINANCIAL I	KH012122	NOTARY RENEWAL - KH	1	01/21/2022	20.00	.00	20.00	01/28/2022
Total 16504:						20.00	.00	20.00	
16512	LAMB, JOHN R.	012422	PROPERTY TAX OVERPA	1	01/24/2022	278.26	.00	.00	Multiple
		012422	PROPERTY TAX OVERPA	2	01/24/2022	278.26-			
Total 16512:						.00	.00	.00	
16545	DEPT OF SAFETY AND P	013122	FIRE ALARM REVIEW	1	01/31/2022	10.00	.00	10.00	02/11/2022
Total 16545:						10.00	.00	10.00	
16640	TOP PACK DEFENSE LLC	7637	CLOTHING ALLOWANCE	1	01/29/2022	60.49	.00	60.49	02/11/2022
		7654	CLOTHING ALLOWANCE	1	01/19/2022	66.00	.00	66.00	02/11/2022
		7677	CLOTHING ALLOWANCE	1	01/27/2022	126.49	.00	126.49	02/11/2022
Total 16640:						252.98	.00	252.98	
16655	WI DEPT OF TRANSPORT	395-0000249	EXCHANGE ST PRELIMIN	1	02/01/2022	46.10	.00	46.10	02/11/2022
Total 16655:						46.10	.00	46.10	
16680	CARDMEMBER SERVICE	MSB011922	SCHUENKE	1	01/19/2022	51.70	.00	51.70	01/28/2022
		MSB011922	CHAPIN	2	01/19/2022	340.00	.00	340.00	01/28/2022
		MSB011922	ENGLER	3	01/19/2022	49.00	.00	49.00	01/28/2022
		MSB011922	DENNIS	4	01/19/2022	1,196.81	.00	1,196.81	01/28/2022
		MSB011922	LAWRENCE	5	01/19/2022	209.49	.00	209.49	01/28/2022
		MSB011922	HEASTY	6	01/19/2022	60.00	.00	60.00	01/28/2022
		MSB011922	LARSON	7	01/19/2022	2,417.74	.00	2,417.74	01/28/2022
		MSB011922	J REITER	8	01/19/2022	836.39	.00	836.39	01/28/2022
		MSB011922	BREMER	9	01/19/2022	63.93	.00	63.93	01/28/2022
		MSB011922	IRWIN	10	01/19/2022	30.08	.00	30.08	01/28/2022
		MSB011922	SUETTINGER	11	01/19/2022	189.33	.00	189.33	01/28/2022
		MSB011922	REIMER	12	01/19/2022	803.04	.00	803.04	01/28/2022
		MSB011922	DAY	13	01/19/2022	21.17	.00	21.17	01/28/2022
		MSB011922	JOB	14	01/19/2022	221.26	.00	221.26	01/28/2022
		MSB011922	ANDERSEN	15	01/19/2022	1,672.62	.00	1,672.62	01/28/2022
		MSB011922	HESSLING	16	01/19/2022	304.43	.00	304.43	01/28/2022
		MSB011922	JACOBSEN	17	01/19/2022	561.65	.00	561.65	01/28/2022
		MSB011922	KENT	18	01/19/2022	102.76	.00	102.76	01/28/2022
		MSB011922	COX	19	01/19/2022	48.93	.00	48.93	01/28/2022
		MSB011922	T REITER	20	01/19/2022	94.94	.00	94.94	01/28/2022
		MSB011922	WALLACE	21	01/19/2022	225.00	.00	225.00	01/28/2022
		MSB011922	MILLER	22	01/19/2022	580.31	.00	580.31	01/28/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 16680:						10,080.58	.00	10,080.58	
16712	LIFE-ASSIST, INC	1171240	EMS MEDICAL SUPPLIES	1	01/25/2022	93.12	.00	93.12	02/11/2022
		1172467	EMS MEDICAL SUPPLIES	1	01/28/2022	4.68	.00	4.68	02/11/2022
Total 16712:						97.80	.00	97.80	
16720	MREC VH JUNIPER RIDG	SAFEESREF	REFUND ON HOLSCHER	1	12/31/2021	29,657.88-	.00	29,657.88-	02/11/2022
		SAFEESREF	REFUND ON HOLSCHER	2	12/31/2021	62,808.12	.00	62,808.12	02/11/2022
		SAFEESREF	REFUND ON HOLSCHER	3	12/31/2021	110,073.68	.00	110,073.68	02/11/2022
		SAFEESREF	REFUND ON HOLSCHER	4	12/31/2021	13,308.29	.00	13,308.29	02/11/2022
		SAFEESREF	REFUND ON HOLSCHER	5	12/31/2021	2,490.98	.00	2,490.98	02/11/2022
Total 16720:						159,023.19	.00	159,023.19	
16782	MADISON EMERGENCY	INV1161	MEDICAL DIRECTION FE	1	02/02/2022	700.00	.00	700.00	02/11/2022
Total 16782:						700.00	.00	700.00	
16890	PIRTEK MADISON	MA-T000051	PW SHOP	1	02/07/2022	44.21	.00	44.21	02/11/2022
		MA-T000051	PW SHOP	2	02/07/2022	12.06	.00	12.06	02/11/2022
		MA-T000051	PW SHOP	3	02/07/2022	12.06	.00	12.06	02/11/2022
		MA-T000051	PW SHOP	4	02/07/2022	12.06	.00	12.06	02/11/2022
Total 16890:						80.39	.00	80.39	
16937	ESO SOLUTIONS INC.	ESO-72878	ESO	1	02/08/2022	2,294.58	.00	2,294.58	02/11/2022
Total 16937:						2,294.58	.00	2,294.58	
17050	SHI INTERNATIONAL CO	B14599053	SHI - HAVIS DS-GTC-221-	1	01/12/2022	479.40	.00	479.40	02/11/2022
Total 17050:						479.40	.00	479.40	
17084	AMAZON CAPITAL SERVI	146G-XC1V-	PW OFFICE SUPPLIES	1	01/30/2022	8.70	.00	8.70	02/11/2022
		146G-XC1V-	PW OFFICE SUPPLIES	2	01/30/2022	8.70	.00	8.70	02/11/2022
		146G-XC1V-	PW OFFICE SUPPLIES	3	01/30/2022	8.70	.00	8.70	02/11/2022
		146G-XC1V-	PW OFFICE SUPPLIES	4	01/30/2022	31.87	.00	31.87	02/11/2022
		197L-31R1-3	DVDS & CDS	1	02/06/2022	22.96	.00	22.96	02/11/2022
		1CVM-QQDH	DVDS & CDS	1	01/21/2022	125.18	.00	125.18	02/11/2022
		1CVM-QQDH	RETURN UNOPENED PO	1	01/21/2022	105.00-	.00	105.00-	02/11/2022
		1DDT-7XPT-	DVDS & CDS	1	02/06/2022	94.62	.00	94.62	02/11/2022
		1GQF-93T4-	PARK SUPPLIES	1	01/27/2022	51.20	.00	51.20	02/11/2022
		1GW3-YTNX	DVDS & CDS	1	02/01/2022	20.99	.00	20.99	02/11/2022
		1K4Q-R3YL-	BOOKS	1	01/19/2022	6.99	.00	6.99	02/11/2022
		1K4Q-R3YL-	TECH SUPPLIES	2	01/19/2022	16.99	.00	16.99	02/11/2022
		1K4Q-R3YL-	DVDS & CDS	3	01/19/2022	22.99	.00	22.99	02/11/2022
		1L1W-C716-	DVDS & CDS	1	02/03/2022	26.81	.00	26.81	02/11/2022
		1N1D-7MVQ-	DVDS & CDS	1	01/22/2022	55.97	.00	55.97	02/11/2022
		1PRR-KWYP	CREDIT FOR RETURNED	1	01/31/2022	46.97-	.00	46.97-	02/11/2022
		1TKH-PKR1-	MINI-FRIDGE	1	02/03/2022	210.07	.00	210.07	02/11/2022
Total 17084:						560.77	.00	560.77	
17140	US BANK VOYAGER FLE	8694160992	POLICE FUEL	1	02/01/2022	1,880.59	.00	1,880.59	02/04/2022
		8694160992	PW FUEL	2	02/01/2022	315.70	.00	315.70	02/04/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		8694160992	PW FUEL	3	02/01/2022	105.23	.00	105.23	02/04/2022
		8694160992	PW FUEL	4	02/01/2022	210.46	.00	210.46	02/04/2022
		8694160992	PW FUEL	5	02/01/2022	210.46	.00	210.46	02/04/2022
		8694160992	PW FUEL	6	02/01/2022	105.23	.00	105.23	02/04/2022
		8694160992	PW FUEL	7	02/01/2022	1,157.56	.00	1,157.56	02/04/2022
		8694160992	PARKS FUEL	8	02/01/2022	210.05	.00	210.05	02/04/2022
		8694160992	FIRE/EMS FUEL	9	02/01/2022	1,667.58	.00	1,667.58	02/04/2022
		Total 17140:				5,862.86	.00	5,862.86	
17162	WISCONSIN POLICY FOR	01272022	ANNUAL MEMBERSHIP D	1	01/27/2022	350.00	.00	350.00	02/11/2022
		Total 17162:				350.00	.00	350.00	
17186	GOVHR USA	4-02-22-072	COMP & CLASS STUDY	1	02/03/2022	750.00	.00	750.00	02/11/2022
		Total 17186:				750.00	.00	750.00	
17187	B&H PHOTO	198999780	CABLE NETWORK ROUT	1	02/08/2022	49.74	.00	49.74	02/11/2022
		Total 17187:				49.74	.00	49.74	
17205	THE MCFARLAND THISTL	MNA-192419	1 YR SUBSCRIPTION TO	1	01/27/2022	68.95	.00	68.95	02/11/2022
		Total 17205:				68.95	.00	68.95	
17220	BCS INC	7016	TAX BILL MAILING - SOLI	1	01/24/2022	16.47	.00	16.47	02/11/2022
		7016	TAX BILL MAILING - TID#3	2	01/24/2022	29.94	.00	29.94	02/11/2022
		7016	TAX BILL MAILING - TID#4	3	01/24/2022	29.94	.00	29.94	02/11/2022
		7016	TAX BILL MAILING - TID#5	4	01/24/2022	29.94	.00	29.94	02/11/2022
		7016	TAX BILL MAILING - GF	5	01/24/2022	179.63	.00	179.63	02/11/2022
		7016	TAX BILL MAILING - UTIL	6	01/24/2022	4.49	.00	4.49	02/11/2022
		7016	TAX BILL MAILING - UTIL	7	01/24/2022	4.49	.00	4.49	02/11/2022
		7016	TAX BILL MAILING - SW	8	01/24/2022	4.49	.00	4.49	02/11/2022
		Total 17220:				299.39	.00	299.39	
17226	LARSON, SAYER	SL012422	PLOW MEALS	1	01/24/2022	22.33	.00	22.33	02/11/2022
		Total 17226:				22.33	.00	22.33	
17228	HEALTHYMINDS, LLC	HM000533	ANNUAL WELLNESS CHE	1	02/04/2022	360.00	.00	360.00	02/11/2022
		Total 17228:				360.00	.00	360.00	
17232	APG OF SOUTHERN WIS	24777-0122	EMPLOYMENT POSTING	1	01/31/2022	136.82	.00	136.82	02/11/2022
		24777-0122	EMPLOYMENT POSTING	2	01/31/2022	3.05	.00	3.05	02/11/2022
		24777-0122	EMPLOYMENT POSTING	3	01/31/2022	.72	.00	.72	02/11/2022
		24777-0122	EMPLOYMENT POSTING	4	01/31/2022	.58	.00	.58	02/11/2022
		24777-0122	EMPLOYMENT POSTING	5	01/31/2022	18.80	.00	18.80	02/11/2022
		24777-0122	EMPLOYMENT POSTING	6	01/31/2022	31.28	.00	31.28	02/11/2022
		24777-0122	EMPLOYMENT POSTING	7	01/31/2022	9.75	.00	9.75	02/11/2022
		28886-0122	PLAN PUB HEARING - K	1	01/31/2022	64.35	.00	64.35	02/11/2022
		28886-0122	PLAN PUB HEARING - US	2	01/31/2022	64.35	.00	64.35	02/11/2022
		28886-0122	ADS FOR BIDS - SIDEWA	3	01/31/2022	96.40	.00	96.40	02/11/2022
		28886-0122	ADS FOR BIDS - PICKLEB	4	01/31/2022	69.00	.00	69.00	02/11/2022
		28886-0122	VILLAGE BOARD MINUTE	5	01/31/2022	74.71	.00	74.71	02/11/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 17232:						569.81	.00	569.81	
17267	SMITH, RICHARD DANA	021422	PROPERTY TAX OVERPA	1	02/14/2022	275.28	.00	275.28	02/11/2022
Total 17267:						275.28	.00	275.28	
17276	KING, ANDREW	021422	PROPERTY TAX OVERPA	1	02/14/2022	16.08	.00	16.08	02/11/2022
Total 17276:						16.08	.00	16.08	
17284	SCHEDULESPLUS	1945	ANNUAL LICENSE	1	01/01/2022	840.00	.00	840.00	02/11/2022
Total 17284:						840.00	.00	840.00	
17285	GLATFELTER SPECIALTY	012522	GLAFELER SPECIALTY B	1	01/25/2022	15,000.08	.00	15,000.08	01/28/2022
Total 17285:						15,000.08	.00	15,000.08	
17295	MATTHEWS, JASON & AL	021422	PROPERTY TAX OVERPA	1	02/14/2022	18.04	.00	18.04	02/11/2022
Total 17295:						18.04	.00	18.04	
17318	TDS	012222-PW	PW INTERNET/TV	1	01/22/2022	31.95	.00	31.95	01/28/2022
		012222-PW	PW INTERNET/TV	2	01/22/2022	31.95	.00	31.95	01/28/2022
		012222-PW	PW INTERNET/TV	3	01/22/2022	31.95	.00	31.95	01/28/2022
		012222-PW	PW INTERNET/TV	4	01/22/2022	117.17	.00	117.17	01/28/2022
		012222-VOM	ADMIN INTERNET/PHON	1	01/22/2022	59.70	.00	59.70	01/28/2022
		012222-VOM	COMMTECH TV/INTERNE	2	01/22/2022	69.14	.00	69.14	01/28/2022
		012222-VOM	FIRE/EMS TV/INTERNET/	3	01/22/2022	282.82	.00	282.82	01/28/2022
		012222-VOM	PD TV/INTERNET/PHONE	4	01/22/2022	127.50	.00	127.50	01/28/2022
		012222-VOM	PW INTERNET/PHONE	5	01/22/2022	45.06	.00	45.06	01/28/2022
		012222-VOM	OUTREACH INTERNET/P	6	01/22/2022	45.06	.00	45.06	01/28/2022
		012222-VOM	COMMDEV INTERNET/PH	7	01/22/2022	45.06	.00	45.06	01/28/2022
		012222-VOM	WATER INTERNET/PHON	8	01/22/2022	106.58	.00	106.58	01/28/2022
		012222-VOM	SEWER INTERNET/PHON	9	01/22/2022	106.58	.00	106.58	01/28/2022
		012222-VOM	STORMWATER INTERNE	10	01/22/2022	61.84	.00	61.84	01/28/2022
		012222-VOM	LIBRARY INTERNET/PHO	11	01/22/2022	45.06	.00	45.06	01/28/2022
Total 17318:						1,207.42	.00	1,207.42	
17320	PARKITECTURE & PLANN	21.010-6	PICKLEBALL PLAN/DESI	1	02/02/2022	2,327.00	.00	2,327.00	02/11/2022
		21.041-2	PARK ASSESSMENT AND	1	02/02/2022	1,470.00	.00	1,470.00	02/11/2022
		21.045-2	COMMUNITY PARK PHAS	1	02/02/2022	7,978.80	.00	7,978.80	02/11/2022
Total 17320:						11,775.80	.00	11,775.80	
17362	ELEVITY	IN13605175	COURT	1	01/15/2022	82.21	.00	82.21	02/11/2022
		IN13605175	SERVER & BACKUP	2	01/15/2022	604.55	.00	604.55	02/11/2022
		IN13605175	SERVER & BACKUP	3	01/15/2022	604.19	.00	604.19	02/11/2022
		IN13605175	SERVER & BACKUP	4	01/15/2022	1,631.98	.00	1,631.98	02/11/2022
		IN13605175	FAMILY FESTIVAL	5	01/15/2022	27.40	.00	27.40	02/11/2022
		IN13605175	EM MGT	6	01/15/2022	27.40	.00	27.40	02/11/2022
		IN13605175	STORMWATER	7	01/15/2022	44.68	.00	44.68	02/11/2022
		IN13605175	SERVER & BACKUP	8	01/15/2022	604.55	.00	604.55	02/11/2022
		IN13605175	SEWER	9	01/15/2022	44.79	.00	44.79	02/11/2022
		IN13605175	PUBLIC WORKS	10	01/15/2022	112.10	.00	112.10	02/11/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		IN13605175	COMM DEV	11	01/15/2022	82.21	.00	82.21	02/11/2022
		IN13605175	OUTREACH	12	01/15/2022	109.71	.00	109.71	02/11/2022
		IN13605175	FIRE/EMS	13	01/15/2022	360.38	.00	360.38	02/11/2022
		IN13605175	POLICE	14	01/15/2022	845.47	.00	845.47	02/11/2022
		IN13605175	GEN ADMIN	15	01/15/2022	328.86	.00	328.86	02/11/2022
		IN13605175	WATER	16	01/15/2022	44.79	.00	44.79	02/11/2022
		IN13605175	SERVER & BACKUP	17	01/15/2022	181.33	.00	181.33	02/11/2022
		Total 17362:				5,736.60	.00	5,736.60	
17394	MID-WISCONSIN SECURI	83037	PW CELLULAR SERVICE	1	09/29/2021	110.00	.00	110.00	02/11/2022
		83038	SECURITY AGREEMENT	1	09/29/2021	100.00	.00	100.00	02/11/2022
		Total 17394:				210.00	.00	210.00	
17428	IGL, LEE	LI012422	PLOW MEALS	1	01/24/2022	26.53	.00	26.53	02/11/2022
		Total 17428:				26.53	.00	26.53	
17484	FEARING'S AUDIO-VIDEO	66805	AV UPGRADE DEPOSIT	1	01/28/2022	4,777.58	.00	4,777.58	02/11/2022
		Total 17484:				4,777.58	.00	4,777.58	
17492	SOCIETY FOR HUMAN R	SO1552685	MEMBERSHIP FEES	1	01/21/2022	229.00	.00	229.00	02/11/2022
		Total 17492:				229.00	.00	229.00	
17495	WOOD, BRIAN & APRIL	021422	PROPERTY TAX OVERPA	1	02/14/2022	1,081.92	.00	1,081.92	02/11/2022
		Total 17495:				1,081.92	.00	1,081.92	
17569	MCFARLAND ACE HARD	003865/1	SHOP SUPPLY	1	01/21/2022	4.94	.00	4.94	02/11/2022
		003865/1	SHOP SUPPLY	2	01/21/2022	1.35	.00	1.35	02/11/2022
		003865/1	SHOP SUPPLY	3	01/21/2022	1.35	.00	1.35	02/11/2022
		003865/1	SHOP SUPPLY	4	01/21/2022	1.35	.00	1.35	02/11/2022
		003867/1	GARMENT HOOK	1	01/21/2022	10.77	.00	10.77	02/11/2022
		003869/1	HVAC FILTERS	1	01/21/2022	150.98	.00	150.98	02/11/2022
		003885/1	BOLTS, NUTS, FASTENE	1	01/24/2022	2.88	.00	2.88	02/11/2022
		003896/1	WELL 3	1	01/25/2022	28.79	.00	28.79	02/11/2022
		003896/1	LIGHTS AT MUNICIPAL C	2	01/25/2022	41.38	.00	41.38	02/11/2022
		003904/1	ANTIFREEZE	1	01/25/2022	4.99	.00	4.99	02/11/2022
		003911/1	PARK SUPPLIES	1	01/26/2022	8.99	.00	8.99	02/11/2022
		003912/1	PW WATER SUPPLIES	1	01/26/2022	17.09	.00	17.09	02/11/2022
		003914/1	PW SHOP SUPPLIES	1	01/26/2022	.67	.00	.67	02/11/2022
		003914/1	PW SHOP SUPPLIES	2	01/26/2022	.67	.00	.67	02/11/2022
		003914/1	PW SHOP SUPPLIES	3	01/26/2022	.67	.00	.67	02/11/2022
		003914/1	PW SHOP SUPPLIES	4	01/26/2022	2.48	.00	2.48	02/11/2022
		003919/1	PW KICK PLATE	1	01/26/2022	18.80	.00	18.80	02/11/2022
		003919/1	PW KICK PLATE	2	01/26/2022	5.13	.00	5.13	02/11/2022
		003919/1	PW KICK PLATE	3	01/26/2022	5.13	.00	5.13	02/11/2022
		003919/1	PW KICK PLATE	4	01/26/2022	5.13	.00	5.13	02/11/2022
		003928/1	PARK SUPPLIES	1	01/27/2022	6.44	.00	6.44	02/11/2022
		003970-1	WELL 4	1	01/31/2022	11.68	.00	11.68	02/11/2022
		003973/1	PW SHOP SUPPLIES	1	02/01/2022	13.86	.00	13.86	02/11/2022
		003973/1	PW SHOP SUPPLIES	2	02/01/2022	3.77	.00	3.77	02/11/2022
		003973/1	PW SHOP SUPPLIES	3	02/01/2022	3.77	.00	3.77	02/11/2022
		003973/1	PW SHOP SUPPLIES	4	02/01/2022	3.78	.00	3.78	02/11/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		003977/1	BUCKET TRUCK	1	02/01/2022	33.63	.00	33.63	02/11/2022
		003977/1	BUCKET TRUCK	2	02/01/2022	9.18	.00	9.18	02/11/2022
		003977/1	BUCKET TRUCK	3	02/01/2022	9.18	.00	9.18	02/11/2022
		003977/1	BUCKET TRUCK	4	02/01/2022	9.18	.00	9.18	02/11/2022
		003993/1	PARK SUPPLIES	1	02/02/2022	18.87	.00	18.87	02/11/2022
		004002/1	PW SHOP SUPPLIES	1	02/03/2022	15.33	.00	15.33	02/11/2022
		004002/1	PW SHOP SUPPLIES	2	02/03/2022	4.18	.00	4.18	02/11/2022
		004002/1	PW SHOP SUPPLIES	3	02/03/2022	4.18	.00	4.18	02/11/2022
		004002/1	PW SHOP SUPPLIES	4	02/03/2022	4.18	.00	4.18	02/11/2022
		004006/1	TOOLS	1	02/03/2022	18.88	.00	18.88	02/11/2022
		004012/1	AIR DYER FOR AIR COM	1	02/04/2022	2.93	.00	2.93	02/11/2022
		004012/1	AIR DYER FOR AIR COM	2	02/04/2022	.80	.00	.80	02/11/2022
		004012/1	AIR DYER FOR AIR COM	3	02/04/2022	.80	.00	.80	02/11/2022
		004012/1	AIR DYER FOR AIR COM	4	02/04/2022	.80	.00	.80	02/11/2022
		004034/1	GARABE DISPOCAL FRE	1	02/07/2022	5.39	.00	5.39	02/11/2022
		004045/1	PARK SUPPLIES LP FOR	1	02/08/2022	19.99	.00	19.99	02/11/2022
Total 17569:						514.34	.00	514.34	
17577	BKS EXCAVATION, INC	012422-PAY	PAYAPP7 FINAL -EASTSI	1	01/24/2022	11,500.00	.00	11,500.00	01/28/2022
Total 17577:						11,500.00	.00	11,500.00	
17578	ILLINGWORTH-KILGUST	960002585	HVAC REPAIR	1	01/21/2022	610.00	.00	610.00	02/11/2022
		960002609	HVAC REPAIR	1	02/04/2022	347.50	.00	347.50	02/11/2022
Total 17578:						957.50	.00	957.50	
17587	WISCONSIN BIKE FED	2022-238	COMMUNITY GROUP CO	1	01/25/2022	500.00	.00	500.00	02/11/2022
Total 17587:						500.00	.00	500.00	
17588	SPRINGSHARE, LLC	22-r1542	STAFF SCHEDULING SO	1	02/01/2022	723.00	.00	723.00	02/11/2022
Total 17588:						723.00	.00	723.00	
17593	FORCE AMERICA DISTRI	001-1609454	TRUCK 29 MAINTENANC	1	02/01/2022	21.26	.00	21.26	02/11/2022
		001-1609454	TRUCK 29 MAINTENANC	2	02/01/2022	21.26	.00	21.26	02/11/2022
		001-1609454	TRUCK 29 MAINTENANC	3	02/01/2022	21.26	.00	21.26	02/11/2022
		001-1609454	TRUCK 29 MAINTENANC	4	02/01/2022	77.97	.00	77.97	02/11/2022
Total 17593:						141.75	.00	141.75	
17596	AMERICAN AWARDS & P	52653	ACCOUNTABILITY TAGS	1	02/02/2022	270.51	.00	270.51	02/11/2022
Total 17596:						270.51	.00	270.51	
17671	UW HEALTH	874019	HCP/BLS CARD EMPLOY	1	01/28/2022	17.00	.00	17.00	02/11/2022
Total 17671:						17.00	.00	17.00	
17685	INGRAM LIBRARY SERVI	62775587	BOOKS	1	01/23/2022	611.38	.00	611.38	02/11/2022
		62776535	BOOKS	1	01/26/2022	277.60	.00	277.60	02/11/2022
		62777373	BOOKS	1	01/27/2022	216.31	.00	216.31	02/11/2022
		67415899	BOOKS	1	01/21/2022	320.08	.00	320.08	02/11/2022
		67421273	BOOKS	1	01/31/2022	445.01	.00	445.01	02/11/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 17685:						1,870.38	.00	1,870.38	
17722	MCFARLAND AREA OUTR	012522	PAYMENT FOR STEPPIN	1	01/25/2022	1,000.00	.00	1,000.00	02/11/2022
Total 17722:						1,000.00	.00	1,000.00	
17759	WESTBURY, BRYAN	BW012422	PLOW MEALS	1	01/24/2022	20.00	.00	20.00	02/11/2022
		BW012422	UNIFORM ALLOWANCE -	2	01/24/2022	252.15	.00	252.15	02/11/2022
Total 17759:						272.15	.00	272.15	
17760	WILSON, CLAYTON	CW012422	PLOW MEALS	1	01/24/2022	40.53	.00	40.53	02/11/2022
Total 17760:						40.53	.00	40.53	
17761	CBS SQUARED, INC.	9353	MN & CTH AB ICE STUDY	1	02/04/2022	532.00	.00	532.00	02/11/2022
Total 17761:						532.00	.00	532.00	
17780	SUNSET LAW ENFORCE	0006080-IN	AMMO	1	01/31/2022	3,354.95	.00	3,354.95	02/11/2022
Total 17780:						3,354.95	.00	3,354.95	
17782	GFC LEASING - WI	I00712292	COPIER LEASE	1	01/31/2022	181.93	.00	181.93	02/11/2022
Total 17782:						181.93	.00	181.93	
17789	TRANSUNION RISK AND	6174432-202	DATA SEARCH SERVICE	1	02/01/2022	75.00	.00	75.00	02/11/2022
Total 17789:						75.00	.00	75.00	
17829	HAUGHT, NEAL & ANN	013122	MMSD SALT SAVER REIM	1	01/31/2022	200.00	.00	200.00	02/11/2022
Total 17829:						200.00	.00	200.00	
17830	SITTE, ALLISON	013122	MMSD SALT SAVER REIM	1	01/31/2022	200.00	.00	200.00	02/11/2022
Total 17830:						200.00	.00	200.00	
17831	AMERICAN RECYCLED P	14347	DOG WASTE STATIONS	1	01/27/2022	2,053.00	.00	2,053.00	02/11/2022
Total 17831:						2,053.00	.00	2,053.00	
17832	SANTINI, ROMEL & NATA	021422	PROPERTY TAX OVERPA	1	02/14/2022	2,462.31	.00	2,462.31	02/11/2022
Total 17832:						2,462.31	.00	2,462.31	
17833	SNELL, RANDALL & SUS	021422	PROPERTY TAX OVERPA	1	02/14/2022	23.52	.00	23.52	02/11/2022
Total 17833:						23.52	.00	23.52	
17834	HUGHES, LARRY & MART	021422	PROPERTY TAX OVERPA	1	02/14/2022	8,429.58	.00	8,429.58	02/11/2022
Total 17834:						8,429.58	.00	8,429.58	
17835	NOLTNER, MICHELLE & T	021422	PROPERTY TAX OVERPA	1	02/14/2022	124.25	.00	124.25	02/11/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 17835:						124.25	.00	124.25	
17836	BENJAMIN, WILLIE	021422	PROPERTY TAX OVERPA	1	02/14/2022	4,247.77	.00	4,247.77	02/11/2022
Total 17836:						4,247.77	.00	4,247.77	
17837	DZIEWIOR, TIMOTHY	021422	PROPERTY TAX OVERPA	1	02/14/2022	7.49	.00	7.49	02/11/2022
Total 17837:						7.49	.00	7.49	
17838	HAVEN, MATTHEW & JUD	021422	PROPERTY TAX OVERPA	1	02/14/2022	6.00	.00	6.00	02/11/2022
Total 17838:						6.00	.00	6.00	
17839	STURMAN, KRIS	021422	PROPERTY TAX OVERPA	1	02/14/2022	18.99	.00	18.99	02/11/2022
Total 17839:						18.99	.00	18.99	
17840	ISMAILI, ISLAM & LINDITA	021422	PROPERTY TAX OVERPA	1	02/14/2022	3,589.42	.00	3,589.42	02/11/2022
Total 17840:						3,589.42	.00	3,589.42	
17841	BEDKER, KEVIN & KATIE	021422	PROPERTY TAX OVERPA	1	02/14/2022	77.50	.00	77.50	02/11/2022
Total 17841:						77.50	.00	77.50	
17842	SHUMWAY, MICHAEL & C	021422	PROPERTY TAX OVERPA	1	02/14/2022	411.24	.00	411.24	02/11/2022
Total 17842:						411.24	.00	411.24	
17843	KANOPY INC.	KDEP-9639	STREAMING SERVICE	1	02/03/2022	2,500.00	.00	2,500.00	02/11/2022
Total 17843:						2,500.00	.00	2,500.00	
17844	RICKERMAN ENTERPRIS	0120221010	TOOL FOR VILLAGE VEHI	1	02/03/2022	766.67	.00	766.67	02/11/2022
		0120221010	TOOL FOR VILLAGE VEHI	2	02/03/2022	421.66	.00	421.66	02/11/2022
		0120221010	TOOL FOR VILLAGE VEHI	3	02/03/2022	115.00	.00	115.00	02/11/2022
		0120221010	TOOL FOR VILLAGE VEHI	4	02/03/2022	115.00	.00	115.00	02/11/2022
		0120221010	TOOL FOR VILLAGE VEHI	5	02/03/2022	115.00	.00	115.00	02/11/2022
		0120221010	TOOL FOR VILLAGE VEHI	6	02/03/2022	766.67	.00	766.67	02/11/2022
Total 17844:						2,300.00	.00	2,300.00	
17845	DANE COUNTY TREASU	41373	MEDICAL SUPPLIES	1	02/08/2022	181.58	.00	181.58	02/11/2022
Total 17845:						181.58	.00	181.58	
17846	KNIPPEL, KELLY & JARE	012122	PROPERTY TAX OVERPA	1	01/21/2022	278.26	.00	278.26	02/11/2022
Total 17846:						278.26	.00	278.26	
Grand Totals:						5,409,971.	.00	5,409,971.	

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

Detail report type printed

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Amount
01/29/2022	CDPT	02/04/2022		FIRE FIGHTERS LOCAL 3	8	170.49
01/29/2022	CDPT	02/04/2022		FIRE FIGHTERS LOCAL 3	8	5.00
01/29/2022	CDPT	02/04/2022		WI SCTF	5	207.69
01/29/2022	CDPT	02/04/2022		WPPA TREASURER	6	467.50

PAYROLL RELATED

\$850.68



Event Permit Application

Pursuant to Village Ordinance Chapter 11:

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

Do NOT complete this form unless you have been instructed to do so by the Village Clerk/Treasurer.

If you will be holding an event but have not communicated with the Village Clerk/Treasurer, please complete the [Event Permit Determination Request](#).

Application Fee	\$100.00
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Application Fee

Applicant Information

Name of Primary Contact (First, Middle Initial, Last) Meg Chin

Phone Number

Address McFarland

Email Address



Event Permit Application

Agency / Organization Information (If Applicable)

Agency / Organization Name	Dan Chin Home
Phone Number	
Address	McFarland
Email Address	

Event Information

Name of Event	Annual Easter Egg Hunt
Type of Event	easter egg hunt
Location of Event	Arnold Larson Park
Event Date(s)	Saturday, April 9th
Event Time(s)	11:00 a.m. (we would need to set up about 9am and then likely would be cleaned up by 1pm).
Total Number of Anticipated Attendees	300 (this is a guess for sure!)
Total Number of Attendees Anticipated Being at the Event at One Time	300ish?
Setup Start Time	9am
Tear-Down End Time	1pmish



Event Permit Application

Public or Private Event	Open to the Public
Is any part of the event proposed to take place on a Village street?	No
Will there be outdoor amplified sound?	Yes
Please describe.	We typically have music playing in the background

Will the event generate excessive noise or amplified sound after 10 pm? All events generating noise after 10 pm require a variance from the Village Board.	No
Will alcohol be consumed?	Yes
Will minors be present where alcohol is served? All events that allow for the presence of minors where alcohol is served require a variance from the Village Board.	Yes, a variance is requested as part of this application
Will alcohol be sold?	No
Will a Village park be used?	Yes
Please identify the park.	Arnold Larson Park

Reservations should be made on our [Park Shelter Reservations page](#).

Will the event involve tents or any other activities that will require digging or turf disturbance?	No
Has this event been previously approved in prior years by the Village?	Yes
When? (Month / Year)	we have been doing this since 2017 I believe.
Have any of the event details changed from the prior years?	No
Will the event include any mobile food carts?	No
Will the event include any vendors?	No



Event Permit Application

Required Attachments

Event Details & Security Plan

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

I am flexible.

Event Coordinators

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

Identify Event Coordinators (Identify 1 for Every 50 Expected Attendees)

i	Event Coordinator Name Meg Chin & all the team members of Dan Chin Homes
	Location at Event (ex. Race Start, Supply Tent) Gazebo, Arnold Larson Park
	Time On-Site (ex. 10 am to 2pm) 9-1
	Cell Phone Number



Event Permit Application

Detail Security Plan Requirements

Police Department to provide criteria regarding security plan requirement. This would include number of event coordinator required per number of attendee, security requirement when alcohol is served, etc

Detailed Emergency Management Expectations and Requirements

Actions to be taken in the event of a fire, hazardous condition, or similar emergency requiring building or tent evacuation:

- Have an individual call 911, not all facilities that have a fire alarm notify the 911 center. The 911 operator will have several questions but know the Fire and Rescue Department will be notified while questions are being obtained.
- If amplified music is playing, have the music stop and if possible calmly announce the need to evacuate to the nearest exit.
- Individuals will need to be designated in assisting in evacuating individuals to the nearest exit. Keep in mind most individuals will attempt to exit the same way they accessed the area. The exit will most likely not be able to handle the number of individuals exiting and have people near the exits to allow them to exit quickly while ushering individuals to the exit.
- Designate an area of event-goers to an assembly area that is away from the building, fire department vehicle access. We want to allow access for fire trucks and firefighters to address the situation.
- In the event, an individual is unwilling to exit do not put individuals at risk in attempting to remove the individual. Notify the initial arriving first responders.

Actions to be taken in the event of a medical emergency:

- Call 911 to report the incident. The 911 operator will have several questions but know the Fire and Rescue Department will be notified while questions are being obtained.
- Identify individuals that can assist in getting responders from the entrance of the area to the individual that is in need of medical care. Note more than one vehicle will often respond and maybe several depending on the situation. Having adequate staff to remain in locations to direct additional vehicles responding is preferred.



Event Permit Application

Indemnification Agreement

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

Applicant Signature

File(s) attached:

Two handwritten signatures in black ink. The first signature is a stylized, cursive "M" followed by a period. The second signature is a cursive "C" followed by a period.

Date

01/18/2022

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

Certifications

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

Applicant Signature

File(s) attached:

Two handwritten signatures in black ink. The first signature is a stylized, cursive 'M' or 'W' shape. The second signature is a more fluid, cursive 'L' or 'J' shape.

Date

01/18/2022

January 25, 2022

RE: Easter Egg Hunt at Larson Park
Saturday, April 9, 2022

The Public Works Department has the following conditions for the upcoming event as follows:

- No driving on turf. Vehicles need to stay on pavement prior to and after the event for loading and unloading purposes.
- No parking of any vehicles in the park.
- Turf areas that are saturated are to be avoided. Failure to do so might result in additional charges to repair ruts.

I wish them well with their Easter Egg Hunt and hopefully the weather will cooperate.

Regards,

A handwritten signature in blue ink, appearing to read 'Jim Hessling', is positioned above the printed name and title.

Jim Hessling
Director of Public Works



McFarland Fire & Rescue Department

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

(608) 838-3278 • Fax: (608) 838-3619

Emergency: 911

February 9, 2022

Re: Event Permit Review – Annual Easter Egg Hunt

I have reviewed the submitted event application by Meg Chin, Dan Chin Homes, for the Annual Easter Egg Hunt event to occur on April 9, 2022.

The application is substantially complete and complies with the EMS and fire requirements. The event has been held previously without significant concerns occurring. The organizers are not stating any changes in the event from previous events.

I recommend approval of the permit.

Sincerely,

A handwritten signature in black ink that reads "Christopher C. Dennis".

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

McFarland

VILLAGE OF

Police Department

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

Aaron P. Chapin | Chief of Police

DATE: February 9, 2022

TO: McFarland Village Board

FROM: Aaron P. Chapin, Chief of Police

RE: Recommendation of Approval, Annual Easter Egg Hunt

I have reviewed the Special Event Permit Application submitted for the Community Easter Egg Hunt Event to be held on April 9th, 2022 from 11:00 am to 1:00 pm at Arnold Larson Park. The organizers expect roughly 300 participants.

Note that alcohol will be served, but not sold. The organizers are also requesting an ordinance variance allowing for minors to be present where alcohol is distributed/consumed. I recommend the following requirements be placed on the applicant(s):

- Organizers will provide 1 staff member per 50 anticipated attendees, devoted to the function of assisting and directing attendees as needed.
- Each staff member will wear a brightly colored shirt, coat or vest that clearly identifies them as event staff.
- Organizers will be cognizant of the anticipated weather forecast and have a plan in place to communicate with and evacuate and/or shelter attendees in the event of severe weather.
- Organizers will dedicate, in addition to the aforementioned requirements, sufficient staff members so as to prohibit the distribution of alcohol to minors.
- Organizers agree to card (to verify age) anyone that appears to be under or close to the legal age to consume alcohol.

Any questions, feel free to contact me.

Thanks,



Aaron P. Chapin – Chief of Police



Event Permit Application - Community Organizations

Pursuant to Village Ordinance Chapter 11:

For parade , run/walk , car shows, community event , and special event in which 200 or more attendee are anticipated at one time or that is likely to have a significant impact on neighborhood parking or the free flow of traffic (only pertain to event that are open to the public)

Do NOT complete this form unless you have been instructed to do so by the Village Clerk/Treasurer.

If you will be holding an event but have not communicated with the Village Clerk/Treasurer, please complete the [Event Permit Determination Request](#).

Fee Waiver

Upon request, the Village Board may waive the fee for Community Organizations.

Section 36-2(b) of the Village Code defines Community Organization as "an active group or organization that regularly meets within the Village of McFarland, that is tax exempt pursuant to section 501(c)(3) of the Internal Revenue Code, and that provides charitable services, sponsorships or donations within the Village of McFarland community."

By submitting this application, you acknowledge that your group meets the definition of Community Organization and that you are requesting a fee waiver from the Village Board.

If you do not meet this definition, please [e-mail the Village Clerk/Treasurer](#) or contact the Village Clerk/Treasurer at (608) 838-3153 before submitting this application.

Community Organization Confirmation	I acknowledge that my group/organization meets the definition of Community Organization and hereby request a fee waiver from the Village Board.
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Applicant Information

Name of Primary Contact (First, Middle Initial, Last) Bruce F Voight

Phone Number

Address [REDACTED] McFarland, WI 53558

Email Address [REDACTED]



Event Permit Application - Community Organization

Agency / Organization Information (If Applicable)

Agency / Organization Name McFarland Lions Club

Phone Number

Address [REDACTED]
PO Box 364

Email Address [REDACTED]

Event Information

Name of Event Food Cart Frenzy

Type of Event Fundraiser with several Food Carts

Location of Event Arnold Larson Park

Event Date(s) May 18, June 15, July 20, Aug 17, Sept 21

Event Time(s) 5pm - 7pm

Total Number of Anticipated Attendees 200-250

Total Number of Attendees Anticipated Being at the Event at One Time 200

Setup Start Time 4pm

Tear-Down End Time 8pm



Event Permit Application - Community Organization

Public or Private Event

Open to the Public

Is any part of the event proposed to take place on a Village street?

No

Will there be outdoor amplified sound?

Yes

Please describe.

Music

Will the event generate excessive noise or amplified sound after 10 pm? All events generating noise after 10 pm require a variance from the Village Board.

No

Will alcohol be consumed?

No

Will a Village park be used?

Yes

Please identify the park.

Arnold Larson Park

Reservations should be made on our [Park Shelter Reservations page](#).

Will the event involve tents or any other activities that will require digging or turf disturbance?

No

Has this event been previously approved in prior years by the Village?

Yes

When? (Month / Year)

2018-2021 May to Sept

Have any of the event details changed from the prior years?

Yes

Please describe the changes.

Possible change this year. We hope to include some live music on some nights at the gazebo but that has not been finalized

Will the event include any mobile food carts?

Yes

If yes, a Mobile Food Establishment Permit is required for each cart. Please contact the Clerk at 608-838-3153. The form may also be accessed on our [Licenses and Permits page](#).

Will the event include any vendors?

No

Event Permit Application - Community Organization

Required Attachments

Detailed Event Schedule

File(s) attached:



Food Cart Frenzy Site Plan-Schedule.pdf

Site Plan Requirement - A site plan must be attached that identifies the event layout for the event including stages, tents, equipment, fencing, alcohol sale and carding areas, etc.

File(s) attached:



Food Cart Frenzy Site Plan-Schedule.pdf

Insurance - The applicant shall furnish a certificate to the Village demonstrating that applicant has in force and will maintain during the time the Event Permit is in effect public liability insurance of not less than \$1,000,000 per one person, \$2,000,000 per occurrence for personal injury, and \$1,000,000 for property damage naming the Village as an additional insured.

File(s) attached:



Certificate of Insurance 2022 pdf

Event Details & Security Plan

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

Any Monday or Wednesday after March 1

Event Coordinators

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

Identify Event Coordinators (Identify 1 for Every 50 Expected Attendees)

i. **Event Coordinator Name**

Bruce Voight

Location at Event (ex. Race Start, Supply Tent)

On Site

Time On-Site (ex. 10 am to 2pm)

4pm - 8pm

Cell Phone Number

[REDACTED]

ii. **Event Coordinator Name**

Tim Benishek

Location at Event (ex. Race Start, Supply Tent)

On Site

Time On-Site (ex. 10 am to 2pm)

5pm-8pm

Cell Phone Number

[REDACTED]

iii. **Event Coordinator Name**

Jim Klubertanz

Location at Event (ex. Race Start, Supply Tent)

on Site

Time On-Site (ex. 10 am to 2pm)

5pm-7pm

Cell Phone Number

[REDACTED]

iv. **Event Coordinator Name**

Paul Fankhauser

Location at Event (ex. Race Start, Supply Tent)

on-Site

Time On-Site (ex. 10 am to 2pm)

5pm-7pm

Cell Phone Number

[Redacted]

v. **Event Coordinator Name**

Ruth Oetzman

Location at Event (ex. Race Start, Supply Tent)

on-Site

Time On-Site (ex. 10 am to 2pm)

5pm-7pm

Cell Phone Number

[Redacted]



Event Permit Application - Community Organization

Detail Security Plan Requirements

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

Detailed Emergency Management Expectations and Requirements

Actions to be taken in the event of a fire, hazardous condition, or similar emergency requiring building or tent evacuation:

- Have an individual call 911, not all facilities that have a fire alarm notify the 911 center. The 911 operator will have several questions but know the Fire and Rescue Department will be notified while questions are being obtained.
- If amplified music is playing, have the music stop and if possible calmly announce the need to evacuate to the nearest exit.
- Individuals will need to be designated in assisting in evacuating individuals to the nearest exit. Keep in mind most individuals will attempt to exit the same way they accessed the area. The exit will most likely not be able to handle the number of individuals exiting and have people near the exits to allow them to exit quickly while ushering individuals to the exit.
- Designate an area of event-goers to an assembly area that is away from the building, fire department vehicle access. We want to allow access for fire trucks and firefighters to address the situation.
- In the event, an individual is unwilling to exit do not put individuals at risk in attempting to remove the individual. Notify the initial arriving first responders.

Actions to be taken in the event of a medical emergency:

- Call 911 to report the incident. The 911 operator will have several questions but know the Fire and Rescue Department will be notified while questions are being obtained.
- Identify individuals that can assist in getting responders from the entrance of the area to the individual that is in need of medical care. Note more than one vehicle will often respond and maybe several depending on the situation. Having adequate staff to remain in locations to direct additional vehicles responding is preferred.



Event Permit Application - Community Organization

Indemnification Agreement

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

Applicant Signature

File(s) attached:

A handwritten signature in black ink that reads "Bruce Voight". The signature is written in a cursive, flowing style.

Date	01/23/2022
------	------------

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

Certifications

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

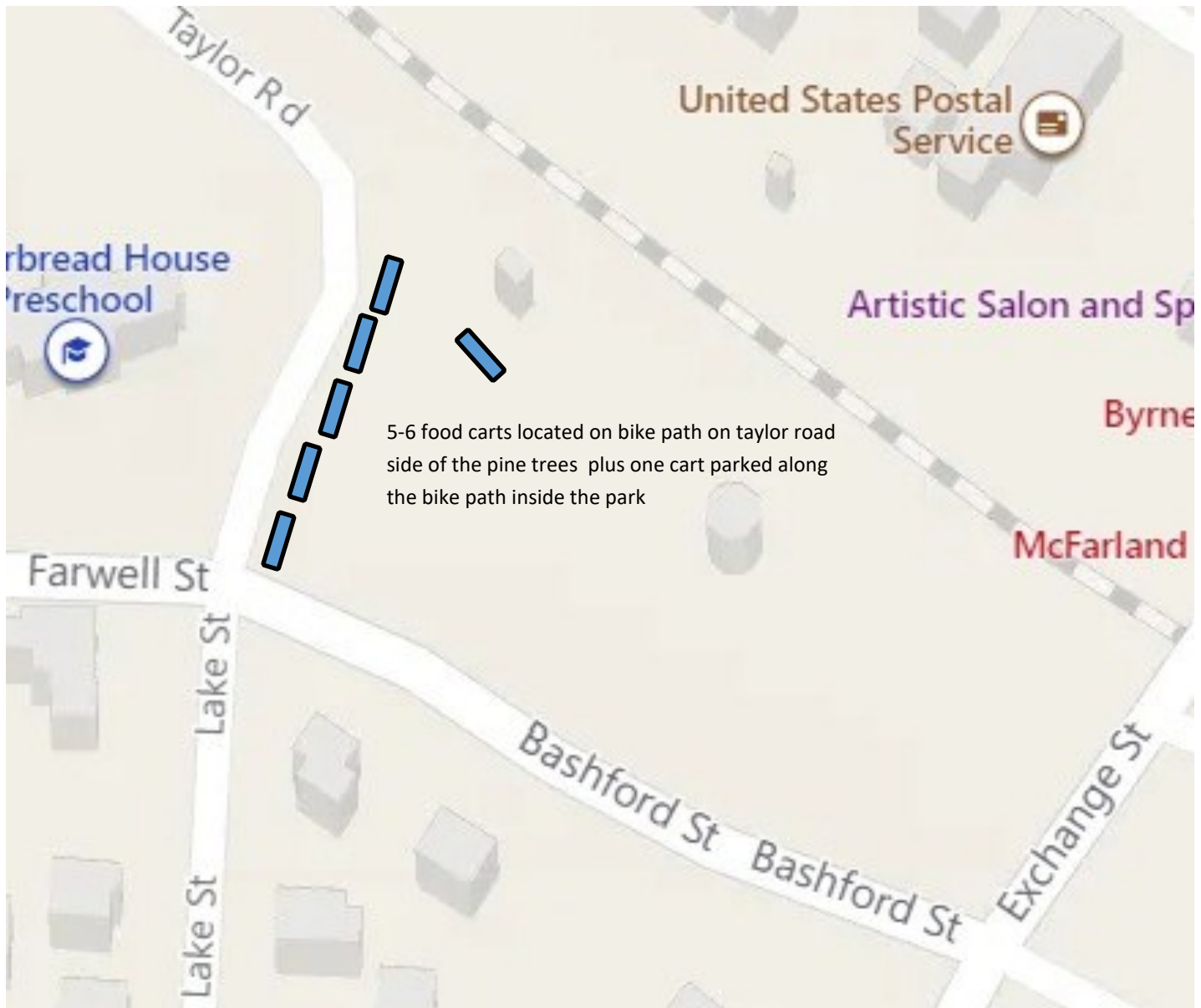
Applicant Signature

File(s) attached:



Date	01/23/2022
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Food Cart Frenzy Site Plan for 2022



2022 Food Cart Frenzy Schedule

Wednesday, May 18, 2022 5-7pm

Wednesday, June 15, 2022 5-7pm

Wednesday, July 20, 2022 5-7pm

Wednesday, August 17, 2022 5-7pm

Wednesday, September 21, 2022 5-7pm



www.mcfarland.wi.us | 5115 Terminal Drive, McFarland, WI 53558 |
608.838.7287

March January 27, 2022

RE: 2022 Food Carts at Arnold Larson Park

May 18, 2022

June 15, 2022

July 20, 2022

August 17, 2022

September 21, 2022

The Public Works Department does not have any conditions or issues with the upcoming event as presented. We ask that the Parks Department Superintendent be contacted a day prior to the event to assist with logistics

I wish them well with their event and hopefully the weather cooperates.

Regards,

A handwritten signature in black ink, appearing to read 'Jim Hessling', is positioned above the printed name and title.

Jim Hessling
Director of Public Works



McFarland Fire & Rescue Department

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

(608) 838-3278 • Fax: (608) 838-3619

Emergency: 911

February 9, 2022

Re: Event Permit Review – Food Cart Frenzy

I have reviewed the submitted event application by Bruce Voight, McFarland Lions Club, for the Food Cart Frenzy event to occur on May 18, 2022, June 15, 2022, July 20, 2022, August 17, 2022, and September 21, 2022.

The application is substantially complete and complies with the EMS and fire requirements. The event has been held previously without significant concerns occurring. The organizers are not stating any changes in the event from previous events.

I recommend approval of the permit.

Sincerely,

A handwritten signature in black ink that reads "Christopher C. Dennis".

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

VILLAGE OF McFarland

Police Department

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

Aaron P. Chapin | Chief of Police

DATE: February 10, 2022

TO: McFarland Village Board

FROM: Aaron P. Chapin, Chief of Police

RE: Recommendation of Approval, Food Cart Frenzy

I have reviewed the Special Event Permit Application submitted for the Food Cart Frenzy to be held on May 18th, June 15th, July 20th August 17, and September 21st, 2022 from 5:00 pm to 7:00 pm at Arnold Larson Park. The organizers expect roughly 200-250 participants.

This event has been successfully held over the past several years and the organizers plan to conduct the event in a similar fashion. I have no concerns with the event and wish the planners a successful event.

Any questions, feel free to contact me.

Thanks,



Aaron P. Chapin – Chief of Police

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Monday, February 14, 2022

SECTION: Consent Agenda

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer

AGENDA ITEM: Motion to approve a title change and updates to the job description for the Municipal Court Clerk to Judicial Executive Assistant.

PREVIOUS ACTION:

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. Additionally the job description has been converted to the new format.

ISSUE SUMMARY:

With the 2021 Compensation and Classification plan, GOVHR recommended a title change for the Municipal Clerk III to Judicial Executive Assistant. The study uniformly recommends elimination of the 'Clerk III' titles that we find currently within all of the various Departments of the Village. The proposed title change also recognizes the level of the support the Court Clerk provides to the Municipal Judge. The distinguishment in the title recognizes the executive, complex level of support the position provides to the Municipal Judge.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

2021 Compensation and Classification Plan

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval.

ATTACHMENTS:

1. Judicial Executive Assistant - 02.04.2022

Job Title	Judicial Executive Assistant
Department	Municipal Court
Employment Status	Part Time
Exempt/Nonexempt Status	Non-exempt
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 clerical and administrative support work for the Municipal Court and Municipal Judge. The work involves pre-court, courtroom and post-court activities and includes: preparing the adult and juvenile court calendars and coordinating court matters with the municipal judge, defendant, defense counsel, prosecutor, and the police department; attending court sessions and recording pleas and sentences, tape recording trials, and collecting forfeitures; and taking appropriate follow-up actions including completing citations, issuing pre-trial notices or notices to appear, and maintaining case files and payment records.

Supervision

Received	Performs under the general supervision of the Municipal Judge and within the strict procedural requirements set forth in state statutes and municipal ordinances, but works without direct supervision and must frequently exercise independent judgement in the conduct of work duties.
Exercised	None

Essential Job Functions

- Coordinates overall court matters with all involved parties, including the municipal judge, defendants, defense counsel, municipal prosecutor, police department, school officials and counselors, and other criminal justice or social service agencies.
- Obtains citations from police department, verifies accuracy, and schedules the calendar of court cases.
- Establishes appropriate case files, maintains information on current case status, and closes out files of completed cases. Separate case files are maintained for juvenile defendants.

- Sets up courtroom and registers the names of everyone appearing.
- Completes court docket of cases heard and pleas recorded, has defendants sign necessary forms.
- Collects, receipts, and records monies from payment of fines. Deposits and accounts for monies collected and submits financial deposit reports and monthly financial statement to appropriate agencies. Sets up and monitors extended payment schedules for parties that cannot pay an entire fine amount at once.
- Pursues collection of outstanding forfeitures via the State Debt Collections (SDC) and Tax Refund Intercept Program (TRIP).-
- Schedules pre-trial hearings for those who plead not-guilty, issues pre-trial notices, and provides municipal prosecutor with photocopies of information for pre-trials.
- Schedules trials and motion hearings and notifies appropriate parties of trial dates, tape records and videotapes trials.
- Schedules and coordinates interpreter services for hearings.
- Sends appropriate notices to DOT, including orders for suspension or revocation of driver's licenses.
- Prepares a variety of court forms, notices, and letters.
- Processes mail and investigates any returned letters to determine the correct address of the defendant.
- Releases information under the direction of the municipal judge.
- Tracks progress and compliance with Court-ordered participation in AODE programs, Alive at 25, truancy contracts, and community service time.
- 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

An Associate's degree in office management or related field; a minimum of five (5) years prior work experience in a clerical, secretarial, paralegal, or administrative field, including a minimum of two (2) years office management experience; prior related experience in criminal justice, law enforcement, or legal field highly desirable; must be bondable; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

Knowledge, Ability, and Skill

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

Knowledge of	• Statutory and ordinance requirements pertaining to the administration and operation of municipal courts. • Legal terminology and legal procedures. • Basic bookkeeping practices.
---------------------	---

	• Current office methods, practices, and procedures and records management practices. • Data processing applications.
Ability to	• Perform the statutory responsibilities of a court clerk. • Comply with statewide educational standards required by statute. • Maintain complete and accurate records, prepare accurate and timely reports, and prepare timely notices. • Organize own work, set priorities, and meet critical deadlines. • Communicate effectively with the public on a one-on-one basis, including situations where a customer may be angry, unruly, or verbally abusive. • Establish and maintain effective working relationships with those contacted in the course of work. • Establish and maintain effective working relationships with elected officials, supervisors, coworkers, retirees, contractors, vendors, and the general public.
Skill in	• Providing varied, responsible, and often confidential administrative assistance to a judge. • Using tact, discretion, initiative and independent judgement within established policies and guidelines • Oral and written communications. • Strategic thinking and problem solving • Public Relations

Necessary Special Requirements

List any special licenses or certificates (i.e., CDL, Water Operator, CPA, P.E., etc.) and include Valid Driver's License if they are required to drive as part of their job.

Must possess or be able to obtain a valid WI 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, February 14, 2022

SECTION: Consent Agenda

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer

AGENDA ITEM: Motion to approve revisions to the organization chart for the Court Department.

PREVIOUS ACTION:

Consent Agenda Item 4 a.5. updates the title of the Municipal Court Clerk to Judicial Executive Assistant.

ISSUE SUMMARY:

With the title change for the Judicial Executive Assistant, it is also necessary to update the Organizational Chart to reflect the change.

FINANCIAL/BUDGET IMPACT:

none.

VILLAGE PLAN REFERENCE:

2021 Compensation and Classification Plan

ORDINANCE REFERENCE:

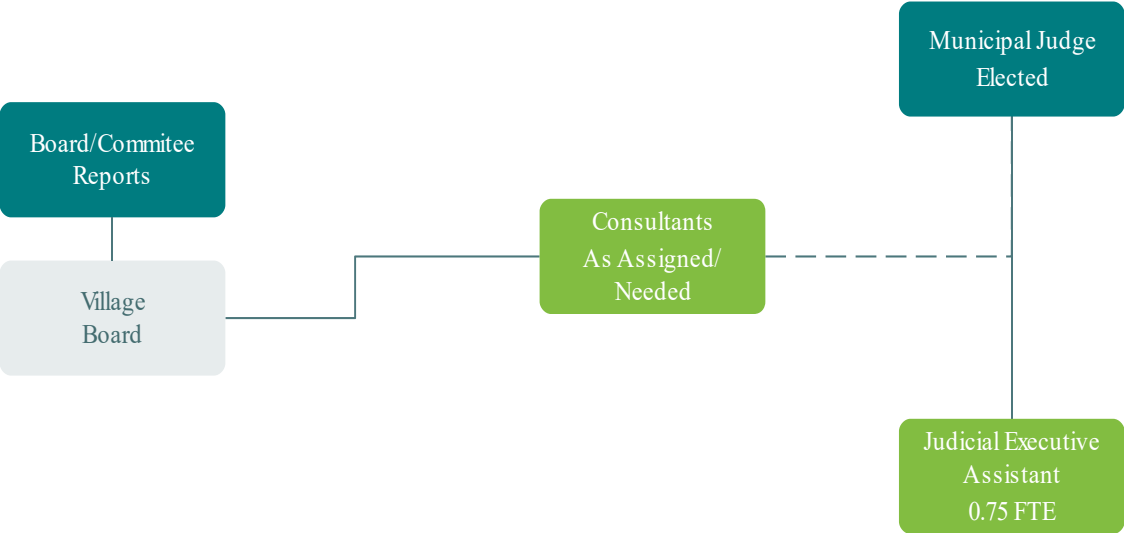
None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval.

ATTACHMENTS:

1. Municipal Court Organizational Chart 02102022 mgs



**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Monday, February 14, 2022

SECTION: Consent Agenda

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Motion to approve a title change and update to the job description for the Confidential Administrative Assistant to Administrative Assistant within the Fire & Rescue and Administration Department(shared position).

PREVIOUS ACTION:

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 Confidential Administrative Assistant to Administrative Assistant. Currently, the position is a 50/50 shared position in the Fire & Rescue and Administration Department. The title change better aligns the position with the work it is performing, and provides uniformity with the duties performed by similar administrative assistant positions within the Village.

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. Confidential Administrative Assistant - 02.03.2022

Job Title	Administrative Assistant
Department	Fire/EMS & Administration (Shared)
Employment Status	Full Time
Exempt/Nonexempt Status	Non-exempt
Grade	4

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 administrative assistance for both the Fire & Rescue Chief and Clerk/Treasurer. The position is responsible for performing administrative, clerical, financial and personnel related functions. The works involves schedule administration, annual reporting, billing support, legal report requests, Paid On Call/Volunteer Administration, Administration of Fire/EMS website/social medial, assisting with public communications, maintain Fire/EMS Department personnel documentation and payroll. Position is also responsible for providing general administrative support to the Administration Department.

Supervision

Received	Performs under the general direction and/or supervision of the Fire/EMS Chief, Clerk/Treasurer, and designated officers based on assignment, but is expected to exercise some independent judgment in setting work priorities and determining work procedures.
Exercised	None.

Essential Job Functions

- Assist in coordinating paid on Call/Volunteer participation, annual performance, benefit forms, and payroll
- Code and process department invoices including reconciliation with budget reports.
- Fill open records requests for legal report
- Coordinate EMS patient billings with billing company
- Assist in developing Departmental monthly and annual reports
- Provide confidential administrative support to the Fire/EMS Chief with labor support, policy development and strategic planning
- Assist with ambulance and On Call Duty Officer schedule administration

- Assist Fire/EMS Chief with statistical analysis with Fire & Rescue Department incidents and performance
- Serve as receptionist for Administration Department, refer visitors to appropriate personnel, provide customer service to callers and visitors, and disperse information on Village Services, policies and procedures.
- Serve as staff for the Police and Fire Commission.
- Assist with general clerical support functions within the Administrative Office, including but not limited to property assessment, legal records, licensing/permitting, election administration, public relations, customer service, meeting management, and other general operational support.
- Process incoming and outgoing mail.
- 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 technical college with training in business practices and procedures
- 1-3 years of experience with responsible clerical, financial and public contact experience
- High level of computer and software skills including Microsoft office products
- Must pass a criminal background check.

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. • 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. • Communicate effectively both verbally and in writing. • Establish and maintain effective working relationships with elected officials, supervisors, coworkers, retirees, contractors, vendors, and the general public.
Skill in	• Oral and written communications • Public Relations • Interpreting policies and ordinances to answer questions and provide information.

Necessary Special Requirements: None.

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 30 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.

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**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Monday, February 14, 2022

SECTION: Consent Agenda

DEPARTMENT: Public Works

CONTACT: Jim Hessling, Public Works Director

AGENDA ITEM: Motion to approve a grant to the Madison Metropolitan Sewerage District (MMSD) for the Salt Brine Street Applicator.

PREVIOUS ACTION:

None

ISSUE SUMMARY:

The Village Board adopted the 2022 Budget including the Capital Projects Fund at its meeting on November 22, 2021. Funds within this account, in the amount of \$18,750, were allocated for a salt brine applicator. The unit has been ordered and will arrive later this year.

The Madison Metropolitan Sewerage District (MMSD) through one of their Chloride Reduction Incentive Programs, offers a grant application up to a 50% reimbursement on the salt brine application unit. There is no guarantee that we will be awarded funding.

This grant will help in a couple of ways. One way it helps would be that our outlay of funds will be lowered. This grant would also help MMSD help the environment, by reducing chlorides that end up in our waterways and water systems. Chlorides are hard and expensive to remove from water.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval.

ATTACHMENTS:

1. Road Salt Reduction Grant Application

Madison Metropolitan Sewerage District



Road Salt Reduction Grant

PROGRAM INFORMATION

Madison Metropolitan Sewerage District is seeking leaders in winter maintenance! This grant is intended for aspiring leaders in the winter maintenance and snow removal profession – those who are working to reduce salt use on roadways, sidewalks, driveways and parking lots. Past grant recipients have used funding to buy equipment (new or used) or retrofit existing equipment to facilitate best management practice adoption and reduce salt use.

ELIGIBILITY

Entities that meet all the following criteria are eligible to apply for this grant:

- Work within the district's [service area](#);
- Committed to reducing salt use in winter maintenance practices; and
- Have at least one employee who has attended a winter maintenance training class that includes information about the environmental impacts of salt (all City of Madison Salt Certification classes count towards this requirement).

PROJECT REQUIREMENTS

To be considered for funding, proposed projects must meet all of the following criteria:

- Complete a salt reduction project in district's service area.
- Demonstrate a measurable decrease in salt use.
- Install/complete between time of application and the following spring season.
- Develop a written winter maintenance policy.
- Share project experience. Grant recipients will be required to provide photos and other documentation for developing a case study or public outreach efforts.
- Submit completed final report including salt application data.

MATCH AND MAXIMUM AWARD

Requested grant funds shall not exceed 50 percent of total capital investment needed for the project. Typical awards range \$500-\$12,000 per applicant. Total available funding for 2020 is intended to be \$50,000.

APPLICATION EVALUATION

Applications will be primarily evaluated on the thoroughness and completeness of submitted application materials. Projects with clear, reasonable time lines and budgets, those which are on sites in visible areas with educational value, those which contain measurable results and have clear goals in line with the purpose of this grant will receive priority. Additional consideration will be given to projects which are able to prove a change in salt use with strong quantifiable data.

REPORTING

Final reporting information should include a quantification of salt reduction, a description of the method for measuring the reduction, a summary of knowledge gained through the pilot grant program, an analysis on the ease (or challenges) of integrating new equipment and practices, an assessment of how the project worked, and a summary of recommendations for other practitioners who might employ similar practices or equipment in the future. The application and final reporting template include prompts to help applicants provide this information.

REIMBURSEMENT

Total project cost will be determined based on sales receipts provided to the district. Up to half of the total award amount, not to exceed half of the total project cost, can be reimbursed at the outset of the project, based on invoices provided by awardee. The remainder of the award funds will be reimbursed when the grant recipient provides final reporting information.

DEADLINE

Applications will be reviewed in the order in which they are received until funding is exhausted. The district reserves the right to consider special awards in the best interest of the overall chloride reduction program.

More information about program background is available at <http://www.madsewer.org/Programs-Initiatives/Chloride-Reduction> and case studies from previous awardees are at <https://www.wisaltwise.com/Case-Studies>.

Send completed applications by email to Catherine Harris at catherineh@madsewer.org. Subject lines should read, "**Road Salt Reduction Grant Proposal**"

*Terms of this grant last edited January 2021.

Madison Metropolitan Sewerage District
Road Salt Reduction Grant - APPLICATION

Complete applications, including this application form and relevant attachments should be sent to **CatherineH@madsewer.org** with subject line, “**Road Salt Reduction Grant Proposal**”. Grants will be considered in the order in which they are received.

Note: there is no limit to length of this application, please provide attachments and use more space to answer questions as necessary.

1. Eligibility and contact information

Please complete this section fully, including checking yes or no for items a) through f).

Applicant Name (organization):	
Contact Name	
Contact Title	
Mailing Address	
Email Address	
Phone Number(s)	

- | | Yes | No |
|---|--------------------------|--------------------------|
| a) Will the project occur in <u>the district’s service area</u> ? (provide map or locations) | ☐ | ☐ |
| b) Are you willing to provide access to your test site(s) for video, photos, or interviews regarding this project? | ☐ | ☐ |
| c) Are you willing to share information about this project to aid the district’s public outreach efforts (pictures, data for case studies, short videos)? | ☐ | ☐ |
| d) Are you willing to accept partial funding for this project? | ☐ | ☐ |
| e) Do you have, or will you develop a winter maintenance policy? | ☐ | ☐ |
| f) Applicant (or at least one employee) has attended winter maintenance training with an environmental component (specifically chloride pollution). | ☐ | ☐ |

2. Company background and project description:

Provide a broad description of the company and reason for application.

3. Proposed activities for grant-funded project:

Tell us the equipment you plan to purchase and the specific actions that will reduce salt use. Please be specific about how this equipment purchase will save your company salt and/or how experiences from this project can be transferred to others.

4. Anticipated results:

What do you estimate salt savings to be as a result of this project? How do you plan on measuring reduction in salt use, changes in management, behavior or social norms throughout the course of the project?

5. Project timeline:

Please outline the timeline for ordering equipment, starting to use it and any other relevant details.

6. Implementation address(s) or relevant maps (provide attachments as necessary):

7. Project budget

Please provide an itemized summary of project expenses in the chart below. Attach product quotes/invoices to this application. Grant funds cannot be used to support purchase of chloride containing products.

Item	Company	Cost	In-Kind Support	Final Cash Cost
	Total:			

Total project cost \$ _____

Requested Support from the district \$ _____ (up to 50 percent of total capital expenditure)

8. Description of current operations:

- a) What are your mechanical snow removal practices and policies? (shoveling/snow blowing/plowing/sweeping, and when do you mobilize?)

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- b) What are your current de-icing/salting practices (*attach a copy of existing salt application policy, if available*)? Include how much you use, where you use it and what you use. Provide specifics on ratios for brine application and sand/salt mixtures, if applicable.

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c) What equipment do you use for physical removal and for salt/de-icing material application?

d) What barriers prevent individuals and your organization as a whole from optimizing salt use?

e) Describe your salt storage location.

f) Approximately how much do you spend per winter on de-icing salt/chemicals? Please include cost itemized by product.

g) Provide an estimate of how much product was used in the past 3-5 winter seasons (e.g. rock salt, sand, sand/salt mix, brine, bagged salt or some other products). Feel free to replace the template with a format that best represents your organization's annual product usage.

Winter season (years):	Winter season (years):	Winter season (years):	Current season – to be provided as part of grant reporting.



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Madison Metropolitan Sewerage District

Road Salt Reduction Grant – REPORTING

After the project is complete, submit this **completed questionnaire** and a **final invoice** for remaining award funds disbursement. Detailed information helps inform future improvements to this grant and builds case studies that can be shared with others in the region.

1. What do you consider the greatest successes of this project?
2. What did you consider the greatest challenges or opportunities for improvement?
3. How did your practices change as a result of this project?
4. Did this project lead to reduced salt use? Please provide an estimate of how much, including information about you calculated that estimate.
5. How do you intend to continue reducing salt use practices in the future? *(Which practices will you continue? Which new ones will you add? What resources will you need?)*
6. Did you experience any challenges using this funding program?

McFarland
SUMMARY SHEET

MEETING DATE: Monday, February 14, 2022

SECTION: Business

DEPARTMENT: Police

CONTACT: Aaron Chapin, Police Chief

AGENDA ITEM: Motion to approve a request to fill the vacancy for the Detective position within the Police Department.

PREVIOUS ACTION:

ISSUE SUMMARY:

After 30 years of service in the McFarland Police Department Detective Mike Klementz has announced his retirement effective March 2, 2022. The Village thanks him for his tremendous service to Village. The Police Department is requesting authorization from the Village Board to fill the vacancy as is required by policy. Included in the packet is the job description (updated in the new job description format approved in December 2021). The Police Department already has a list of approved candidates from the PFC to work from to fill the vacancy. The vacancy will be filled by internal promotion within the Department.

FINANCIAL/BUDGET IMPACT:

This is a represented position where the wage scale is set by contract.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommend for approval to authorize filling the vacancy.

ATTACHMENTS:

1. Police Detective - 02.14.2022

Job Title	Detective of Police
Department	Police Department
Employment Status	Full-time
Exempt/Nonexempt Status	Nonexempt
Grade	Non applicable, wage determined by contract
Representation:	MPPA

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 primary objective of the Detective is to successfully complete all criminal investigations by securing the arrest and conviction of perpetrators and, whenever possible, recover stolen property. The Detective shall also assist patrol officers in the completion of preliminary investigations if needed. The work involves the following types of activities: arrest and detention; search and seizure; criminal investigation; evidence collection; use of firearms and weapons; first aid/first responder situations; conflict mediation/civil disorder situations; crime prevention and community relations; and court functions.

Supervision

Received	Lieutenant and occasionally administrative objectives from a Sergeant or Chief.
Exercised	None.

Essential Job Functions

- Conducts initial and follow up investigations of suspected criminal activities.
- Receives initial reports from officers regarding criminal and traffic cases needing further investigation.
- Conducts complex and comprehensive interviews of victims, suspects, witnesses, and offenders utilizing modern interrogation and interview techniques.
- Initiates referrals to District Attorney Office, Dane County Human Services (DCHS), and Juvenile Reception.
- Completes complex and comprehensive reports on all investigations and activities, either pending or completed, in a timely fashion and in accordance with Departmental Policy.

- Obtain forensic evidence, composite drawings, and prepares photo lineups of suspects for positive victim identification.
- Collects, properly packages and preserves physical evidence at crime scenes. Maintains a chain of custody throughout any laboratory processing of materials.
- Submit detailed written reports for all investigations conducted. Compiles and maintains accurate records of investigative interviews, crime scenes, physical evidence gathered, identities of victims, witnesses and suspects.
- Maintains professional level of confidentiality, disseminating information only as appropriate.
- Testify in criminal/civil court actions on matters that are duty related.
- Participate in on-going professional development and in-service training.
- When appropriate makes arrests of perpetrators under investigation.
- Perform patrol tasks and all other duties listed in the job description of a McFarland Police Officer.
- Provide information to the public and civic groups as appropriate and required.
- Assist other law enforcement agencies.
- Handles worthless check complaints.
- Perform Circuit Court Officer duties (Adult/Juvenile).
- Follows safe work practices.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Must be at least 18 years of age; Must be a citizen of the United States; Must have a high school diploma or equivalent; Must have proof of 60 college-level credits from an accredited institution; Must have no felony convictions (unless pardoned); Must have no domestic abuse convictions; Must have vision correctable to 20/20; Must have a minimum of two years of experience as a Police Officer.

Knowledge, Ability, and Skill

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

Knowledge of	• Criminal and Municipal Law. • Current law enforcement principles, best practices, procedures, techniques, and equipment including but not limited to de-escalation, conflict resolution, and implicit bias and the ability to keep abreast of developments in the future. • Criminal Court procedures including criminal justice system practices and programs that promote restorative justice, photography and crime scene processing • 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. • The use of standard office equipment, including computers and relevant software programs.
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Ability to	• Utilize a variety of advisory and design data and information such as incident reports, witness/victim statements, financial statements and ledgers, contracts, photos, crime laboratory reports, criminal complaints, evidence collection manuals, drivers license and motor vehicle records, insurance forms, law books. • Communicate effectively both verbally and in writing. • Maintain accurate Records. • Conduct productive interviews in a reasonable lawful manner. • Write and review police reports, which are accurate, understandable and confirm to department standards. • Work effectively and productively with minimum supervision. • interpret and enforce laws and ordinances in a courteous, firm, tactful, and impartial manner without discrimination. • Establish and maintain effective working relationships with elected officials, supervisors, coworkers, retirees, contractors, vendors, and the general public.
Skill in	• The use of data entry and report writing. • The operation of police vehicles, surveillance, and communication equipment. • Communication and de-escalating situations. Accuracy and attention to detail are important. • Enforcing applicable laws in routine and emergency situations.

Necessary Special Requirements

Must possess Wisconsin Law Enforcement Certification or be able to obtain.

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

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.

- While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is required to stand, walk, run, use fingers to handle or operate objects, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- The employee is exposed to cold, hot or inclement weather frequently.
- The employee must have a full range of movement, physical strength, endurance, fitness and condition to apprehend and control an individual.
- The employee is exposed to many unknown conditions, including possible hazardous sites and dangerous/violent situations or conditions.
- The employee is frequently exposed to life-threatening situations.
- The employee must occasionally lift and/or move more than 50 pounds.

- Specific vision ability required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Some work is performed in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.

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.

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**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Monday, February 14, 2022

SECTION: Business

DEPARTMENT: Police

CONTACT: Aaron Chapin, Police Chief

AGENDA ITEM: Motion to approve a request to fill the vacancy for the Police Officer position within the Police Department.

PREVIOUS ACTION:

ISSUE SUMMARY:

As noted in the previous item, Detective Mike Klementz will be retiring from the Police Department after 30 years of service. This vacancy will be filled by an internal promotion within the Department. As a result, the Village will need to hire for an additional police officer. The Village currently has an active recruitment for Police Officer, and it will be advantageous to update the recruitment to provide that the Village is looking for two officers as opposed to one.

FINANCIAL/BUDGET IMPACT:

This is a represented position where the wage scale is set by contract.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommend for approval to authorize filling the vacancy.

ATTACHMENTS:

1. Police Officer - 01.10.2022

Job Title	Police Officer
Department	Police Department
Employment Status	Full-Time
Exempt/Nonexempt Status	Non-exempt
Grade	Non applicable, wage determined by contract
Represented:	MPPA

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 sworn, professional position performs a variety of patrol, investigation, traffic regulation, and related law enforcement activities in the interest of maintaining law and order, suppressing crime, and protecting life and property. The work involves the following types of activities: arrest and detention; search and seizure; criminal investigation; evidence collection; patrol operations; traffic and OMVWI enforcement; traffic accident investigation; use of firearms and weapons; first aid/first responder situations; conflict mediation/civil disorder situations; crime prevention and community relations; and court functions. This position may also be assigned to specialist assignments, including school resource officer, K-9 officer, crime prevention, court services, criminal investigations, vehicle and equipment maintenance, and youth services.

Supervision

Received	Performs under general supervision of the Police Chief and Police Lieutenant and direct supervision of a Police Sergeant.
Exercised	None.

Essential Job Functions

- Performs preventative patrols and other crime prevention duties.
- Enforces laws and regulations, provides security, and detects violators.
- Performs traffic stops and issues citations.
- Establishes effective working relationships with the community.
- Responds to complaints, accidents, disturbances, and other requests for police assistance.
- Addresses situations quickly and objectively and determines the most appropriate course of action.
- Conducts arrests of persons violating the law.
- Performs various other tasks to assist other emergency personnel, such as crowd control and directing traffic.

- Investigates any reported crime.
- Assists at accidents and fires and conducts surveillance, when needed.
- Maintains records of activities and prepares/submits reports in a timely manner.
- Testifies in court proceedings to present evidence and give a personal account of incident/crime.
- Serves as a School Liaison Officer or Field Training Officer, if assigned.
- 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

Must be at least 18 years of age; Must be a citizen of the United States; Must have a high school diploma or equivalent; Must have proof of 60 college-level credits from an accredited institution; Must have no felony convictions (unless pardoned); Must have no domestic abuse convictions; Must have vision correctable to 20/20.

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 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. • Department policies and procedures. • The laws and regulations applicable in police work. • The basic rules of evidence and other legal procedures applicable in the prosecution of crimes. • Geography, streets, and facility locations within the Village.
Ability to	• Communicate effectively both verbally and in writing. • Maintain strict confidentiality. • Understand and follow both oral and written instructions with minimal supervision. • Use effective analytical judgement and decision-making skills, to quickly assess emergency and/or potentially dangerous situations and to provide the most appropriate response and/or assistance. • Determine solutions that will help prevent potentially dangerous or violent situations from occurring or reoccurring. • Perform police duties in situations requiring the use of physical strength, agility and endurance. • Effectively community and work effectively in emergency and confrontational situations. • Exercise good judgement, initiative, and resourcefulness. • Maintain open and good communication with the public. • Work shifts of varying lengths and different times of the day.
Skill in	• The use of data entry and report writing.

- The operation of police vehicles, surveillance, and communication equipment.
- Communication and de-escalating situations. Accuracy and attention to detail are important.
- Enforcing applicable laws in routine and emergency situations.

Necessary Special Requirements

Must possess Wisconsin Law Enforcement Certification or be able to obtain.

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

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.

- While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is required to stand, walk, run, use fingers to handle or operate objects, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- The employee is exposed to severe weather while performing tasks.
- The employee is exposed to many unknown conditions, including possible hazardous sites and dangerous/violent situations or conditions.
- The employee is frequently exposed to life-threatening situations.
- The employee must occasionally lift and/or move more than 50 pounds.
- Specific vision ability required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Some work is performed in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.

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, February 14, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator, Chris Dennis, Fire/Rescue Chief, Aaron Chapin, Police Chief

AGENDA ITEM: Presentation and update on the construction progress for the Public Safety Center.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Included in your packet is a summary update on construction progress for the new Public Safety Center. Additionally, the Owner's Representative (Huffman Facility Development, Architect (Bray Architects), and Contractor (JP Cullen) will be present to provide a brief overview of the work completed to date. Mostly thus far as things have got started we have seen site work and underground work to install the foundations. Walls are starting to rise up now though and the exterior of the facility will continue to take shape. Everything is proceeding as anticipated but for unforeseen delays in material delivery that likely will affect the final completion date. This will be discussed in the meeting on Monday, and certainly individuals will be available for questions as needed.

We will plan to host these individuals on a regular schedule to keep the board apprised of our progress.

FINANCIAL/BUDGET IMPACT:

Financial progress is included in the report. Thus far costs are tracking as they should be. There are some initial change orders submitted that will be submitted to the board at a future meeting for review and consideration of approval.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

No action is needed on this item. Provided as an update.

ATTACHMENTS:



1. McFarland PSC Report 2022 02



Project Status Report for

Village of McFarland
Public Safety Center

FEBRUARY 2022

Jordan Schulz, HFD
Your Partner in Development

Construction Update

1. In early September the contract with JP Cullen was finalized and the team worked on permitting. By early October JPC began to mobilize on site and import soil to raise the level of the building site.
2. Assembling the milestone schedule took a bit of extra work for JPC as the industry continues to struggle with supply-chain issues. Several of these long-lead, high-impact items are steel for the roof structure (6mo lead), insulation for the roof (8mo lead) and electrical service equipment (10 mo lead).
3. The WI Department of Safety and Professional Services was somewhat delayed in reviewing our permit application, resulting in our obtaining the full permit November 11.
4. The overall schedule for the project has not yet changed and still shows a December 16, 2022 completion, however as we continue to gain clarity on specific materials and strategize on how to adjust, we do expect to see the schedule slip even as we make every effort not to lose unnecessary time. Eleven (11) working days were lost in January due to temperatures unfit for working.
5. Concrete foundations for both the Fire and Police Units are now complete and masonry work has commenced on both.
6. Manufactured concrete planks will be delivered and installed by crane after necessary masonry is complete for the basement and mezzanine floor areas, ETA late February.
7. Geothermal well drilling (part of the net-zero design utilizing renewable energy) was delayed due to cold weather and will begin in March.
8. The plumbing contractor will begin installing underground pipe this month in preparation for pouring the concrete floors.

Project Administration

1. Each week our Construction team conducts meetings to discuss and advance administrative activities such as material/product submittal review, and responses to questions that arise from the construction field staff.
2. A broader group of the design/construction team and owner group participate in an Owner-Architect-Contractor progress meeting for general status updates, community interface issues, cost issues and/or coordination of owner direct work.
3. John Kneiz (Bray), Bronson Duhr (JPC), and Jordan Schulz (HFD) meet to review the work in place and review open design and construction items.
4. The HFD team meets weekly to review the budget, open project items and strategize on potential hurdles.
5. Planning to accommodate supply-chain issues continues to be our team's weekly focus in order to avoid as many delays as possible.
 - a) Items such as steel, major equipment and roofing are included in this list
 - b) Furniture has been ordered to avoid significant cost increases

Huffman Facility Development, Inc.

Budget Updates

DESCRIPTION	BUDGET	FINAL PROJECTED COST	PAYMENTS TO DATE	% Complete
Pre-Development	56,322	63,503	61,823	97.35%
Professional Services <i>Design, Project Mgmt, Legal, Quality Testing</i>	1,221,585	1,269,140	968,817	76.34%
Owner Provided Equipment	858,515	858,515	158,452	18.46%
Construction	18,834,443	18,839,443	2,035,088	10.80%
Other Project Expense	85,000	95,419	66,590	69.79%
Income	(32,000)	(32,000)	0	0.00%
Owner Contingency	1,003,700	933,545	0	0.00%
TOTAL	22,027,565	22,027,565	3,290,770	14.94%
FINAL PROJECTED COST	22,027,564.68			
Balance - Under / (Over)	0.00			

Project Update Photos



Basement Foundation Walls



Basement Foundation Walls (foreground)
Masonry Walls (background)

Project Update Photos



Fire Unit Masonry Walls (foreground)
Police Unit Masonry Walls (background)



Foundation work at Basement and Elevator

Project Update Photos



Masonry at Police Unit



Masonry Lintels

McFarland
SUMMARY SHEET

MEETING DATE: Monday, February 14, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT: Sayer Larson, Parks Superintendent, Aimee Irwin, Assistant to the Public Works Director

AGENDA ITEM: Discussion and action regarding the issuance of a Request for Proposals (RFP) for Skate Park planning and design services at William McFarland Park.

PREVIOUS ACTION:

The Committee recommended accepting the Master Plan for McFarland Park at its meeting on October 28, 2021 which included reconstructing the skate park within its present location.

The Village Board accepted the Master Plan for McFarland Park at its meeting on November 8, 2021.

The Village Board adopted the 2022 Budget on November 22, 2021 which included funds for planning and design services for the reconstruction of the skate park within McFarland Park.

The Parks, Recreation, and Natural Resources committee reviewed the enclosed RFP and recommended approval of issuance to the Village Board at its January 27, 2022 meeting. Public comment was also received in the meeting supportive of this project.

ISSUE SUMMARY:

Enclosed is a Request for Proposal to seek proposals from qualified consultants to upgrade the village's current skate park into a "state of the art" skate park. The project scope would include engineering design, community outreach, gathering public input, providing complete plans with specifications and oversight during the bidding process and during construction. Improvements to the skate park were recommended in the recent [McFarland Parks Master Plan](#) that was approved by the Committee last year. The Master Plan called for the skate park to remain in the same general area. This work now will examine the specifics providing more comprehensive details as to what the improvements would be, their cost, plan for construction, etc. The RFP is meant to find a qualified consultant to assist us in this process to bring this plan to fruition.

FINANCIAL/BUDGET IMPACT:

The budget for this item is \$15,000 and funded through the Parks Budget in the Capital Projects Fund.

VILLAGE PLAN REFERENCE:



[William McFarland Park and New Community Park Master Plan - 2021](#)

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended Action:

Motion and second to approve the issuance of a Request for Proposal (RFP) for Skate Park planning and design services.

ATTACHMENTS:

1. Skate Park Planning & Design Services RFP



Request For Proposals

Skate Park Planning & Design at William McFarland Park

RFP Issuance Date: February 15, 2022

RFP Due Date: March 18, 2022

Please Submit to:

Village of McFarland – Skate Park Planning & Design at
William McFarland Park
5915 Milwaukee Street, PO Box 110
McFarland, WI 53558

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SECTION 1 Purpose

The purpose of this Request for Proposals (RFP) is to receive competitive proposals from qualified consultants who are interested in providing professional services including design development, construction documents and turn-key construction for upgrades to the current skate park located in the Village of McFarland, Wisconsin. The Village of McFarland proposes to upgrade its current skate park into a "state of the art" skate park utilizing the latest skate park design principles and construction with high quality materials to ensure durability and longevity. The intent of the project is for the consultant to provide complete design services (including community outreach, conceptual design, site plan and specifications, cost estimate, timeline, pictures, etc.). The project must meet the safety standards for the latest skate park design principles for skateboarders, scooters, and BMX riders to develop their skills. This project can be a combination of repurposing the current skate park or reconstruction of the current location which is approximately 5,000 square feet.

SECTION 2 History and Background

The Village is located adjacent to the southeast side of the City of Madison in Dane County. The current population of McFarland is estimated at 9,331 residents. The Village is serviced by USH Highway 51 serving as the main connection point between the cities of Madison and Stoughton. The Village has 75 permanent employees supplemented by seasonal, temporary, and part-time employees when necessary. The Village's primary departments include Administration, Community & Economic Development, Communications/Technology, Fire and Rescue, Library, Public Works (including Parks and Utilities), Police, and Senior Outreach. More information about the Village is available at www.mcfarland.wi.us.

The McFarland Park System includes many parks, bike paths, and open spaces that serve as recreation areas, provide a connection to nature, and improve the local quality of life. The park system currently hosts a 20+ year old skate park located at William McFarland park. This park has a newly adopted master plan along, an approved Pickleball court, and many current amenities including a 4000 square feet shelter constructed in 2018.

SECTION 3 Scope of Work

- A. A concept that is focused on skateboarding, but allows the potential impact of a mixed-use public skate park, a sense of community, a quality street-skating environment, an engaging and aesthetically pleasing design, environmentally sustainable design, and cohesive sense of place.
- B. Providing preliminary engineering design
- C. Providing community outreach
- D. Gathering public input and encompassing into skate park plan and design
- E. Identifying features to mimic natural street-skating and skate park environments, (including ledges, pads, rails, stair-sets, and other natural transitions) as guided by the Village and the community.
- F. Providing complete plans, specifications and engineering, engineering surveying and design services for the construction of a skate park for the project, including community outreach, preliminary design, environmental documentation, engineering cost estimates, final design, plans and specifications, complete contract documents for bidding and other work as necessary to provide a complete project.
- G. Providing potential phasing of the project based on available funding for the project.
- H. Providing bidding oversight
- I. Providing engineering services during construction.

These are the general requirements and are not intended to be an all-inclusive list of tasks and deliverables. It is expected that the chosen Consultant will provide the Village with more specific recommendations for approaches, tasks, and deliverables based on their experience and expertise from past work on similar projects. Innovative approaches that meet the intent of the Scope of Work are welcomed; these could be presented as additional services or additional approaches in the consultant response.

SECTION 4 Deliverables

The selected Consultant shall completed a final plan document that contains an implementation schedule, detailed conceptual drawings/renderings, narrative description of recommended improvements, visual examples depicting recommendations, conceptual cost estimates, and associated narrative in order to present a complete document. A final presentation of the plan will be required once the document is complete to both the Parks Committee and Village Board.

At a minimum, the following deliverables will be provided:

- i. Executive Summary.
- ii. Community involvement in development of plan
- iii. Complete site development plan with maps
- iv. Up to three renderings depicting the proposed plan/design
- v. Itemized costs and project timeline
- vi. Design and implementation approach

The final plan put forth for acceptance shall be completed in such a way that it can be fully integrated with other plans and initiatives adopted by the Village. The selected Consultant shall provide the Village with an electronic copy of the final plan in its original and pdf format, including attachments, drawings, graphics, or tables used to create the plan. The selected Consultant shall provide the Village with two (2) hard copies of the final plan and an electronic PDF copy of the final plan. Draft deliverables may be provided in PDF format.

SECTION 5

RFP Submittal Requirements

- A. Qualification Details consisting of:
- i. **Cover Letter** - Including, but not limited to a statement of understanding and approach to this project.
 - ii. **Experience** - A summary of 3-5 similar or relevant projects that the applicant has executed within the last ten years. Electronic links to full copies of similar or relevant plans are encouraged. Hard copies of similar or relevant plans are not desired and can be provided electronically.
 - iii. **References** - Provide three municipal client references for which the applicant has provided similar services within the last ten years. Include the name, email, and telephone number of the contact person and a description of services provided to that contact.
- B. Technical Proposal consisting of:
- i. **Scope of Work** - A description of the approach to be taken toward completion of each item listed under Section 4 of this RFP, including any draft and final deliverables. An explanation of any variances to the proposed Scope of Work as outlined in the RFP, and any insights into the project gained as a result of developing the proposal or from past project experiences.
- C. Project Management Plan Proposal consisting of:
- i. **Key Personnel** - A list or organizational chart of personnel directly assigned to the project, along with responsibilities on this project and resumes. Clearly illustrate the responsibilities and lines of communication and authority relative to your project management team. Describe your plan to interface with the Village. The firm's Project Manager, who will be responsible for planning, coordinating, and conducting the majority of the work, including meeting attendance with the Village, must be identified and committed to the project. The Village reserves the right to approve Consultant's project manager, any requested personnel, and/or subcontractor changes during the course of the project.

- ii. **Quality Control** - Describe quality control measures and processes to ensure the project requirements are achieved within the project budget.
 - iii. **Village Commitments** - Identification of those items within the Scope of Work for which the Consultant anticipates assistance by the Village. Village Staff will serve as the point of contact for public inquiries during the planning process, will attend all public meetings, will maintain a project website, and provide public outreach of planning activities through existing Village social media outlets, electronic and community newsletters.
 - iv. **Project Schedule** - A proposed schedule that indicates project milestones by phases or tasks, delivery of draft and final project deliverables, and overall timeline for completion of the Plan. Identification of meetings with Village Staff, Village committees, and the public, including summary of targeted discusses and meeting outcomes.
 - v. **Supplemental Information** - Any other information deemed necessary to address the requests of this RFP.
- D. Cost and Labor Hours Proposal consisting of:
- i. **Cost** - Lump Sum price to complete the plan as proposed in the Consultant's base Scope of Work.
 - ii. **Estimated Labor Hours** - A summary of estimated labor hours by task, or phase, that clearly identifies the project team members, their hourly rate, and the number of hours performed by each participant organized by task or phase.
 - iii. **Additional Scope/Fees** - Total fee, hours per employee, and hourly rates by employees, for any additional services not identified as included in the Consultant's base Scope of Work.
- E. General requirements consisting of:
- i. **Due Date** - Responses to the RFP must be received by the end of the day on Friday, March 18, 2022. Proposals received late, for any reason, shall not be accepted.

- ii. **Format & Location** - Prospective consultants shall provide one (1) electronic PDF copy. RFP submittals shall be emailed to the Public Works Director at public.works@mcfarland.wi.us, subject: Skate Park Planning and Design RFP. Alternatively, consultants may submit an electronic PDF copy via a USB flash drive to the Village of McFarland-Skate Park Planning and Design RFP, Attn: McFarland Department of Public Works, 5915 Milwaukee Street, PO Box 110, McFarland, WI 53558.
- iii. **Property** - All information developed as part of this RFP, including graphics and data, shall become the property of the Village upon completion of the report. All text shall be submitted electronically as is most convenient. All original graphics generated as a part of the RFP shall be submitted to the Village in an easily reproducible hardcopy and electronic format as applicable.

SECTION 6

Evaluation Criteria

A. The following criteria will be used to evaluate each proposal submitted:

- i. **Key Personnel (15 points)** - Experience and qualifications relevant to key personnel and their associated project roles and estimated labor hours.
- ii. **Project Experience (15 points)** - Level of experience completing similar projects with local government entities of similar size, structure, and complexity.
- iii. **Scope of Work (25 points)** - Level of responsiveness and technical approaches to the scope of work outlined within the RFP. Demonstration of knowledge and innovative approaches particular to the desired Scope of Work and Plan Objectives.
- iv. **Cost Effectiveness (25 points)** - Ability to meet budget/value as related to proposed and additional costs. Hourly rates of key personnel. Estimated total labor hours.
- v. **Project Schedule (10 points)** - Ability to be responsive in meeting schedule required to complete the plan and deliverables. Quality, clarity and creativity of proposed planning process and public engagement.
- vi. **Quality of Submittal (10 points)** - Quality, clarity and completeness of submittal package, including identification of draft and final deliverables. Consultants shall not submit verbatim sections of this RFP as their proposal.

SECTION 7

Method & Timeline of Selection

The Village Administrator, Public Works Director, and Parks Superintendent will conduct the evaluation of proposals submitted. This will comprise the Evaluation Team. They will make a recommendation to the Parks Committee whom will make the final recommendation to the Village Board for action. The following method and timeline will be utilized in order to select the desired proposal:

- i. **February 15, 2022** - RFP Issuance Date.
- ii. **March 18, 2022** - RFP Due Date.
- iii. **March 21st** - During this week, the Evaluation Team will review the proposals and decide which, in its sole discretion, it chooses to further consider via an in-person or virtual interview.
- iv. **April 4th** - During this week, the Evaluation Team may host interviews of perspective consultants in order to make a selection. Please identify in your proposal if there are any dates to avoid scheduling an interview should your proposal be selected for further consideration.
- v. **April 22nd** - The Evaluation Team will make its recommendation to the Parks Committee for further consideration.
- vi. **April 28th - Parks, Recreation, and Natural Resources Committee:** The Parks Committee will consider the recommendation of the Evaluation Team in order to make their recommendation to the Village Board.
- vii. **May 9th - Village Board:** The Board will take final action to consider acceptance of the recommended proposal and enter into a contract for this purpose.

SECTION 8 Terms and Conditions

Each proposal will be reviewed to determine if it meets the submittal requirements contained within this RFP. Failure to meet the requirements for the RFP can be cause for rejection of the proposal. 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 our 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 Consultant from compliance with the contract requirements if the Consultant is awarded a contract. A prospective Consultant may be requested for an interview at the sole discretion of the Village. The recommended Consultant will be selected and approved by the Village Board.

The Village uses a standard template contract for such services and will require its utilization for this project. A copy of the standard template can be provided for review upon request and will be updated to adapt to the proposal ultimately selected.

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 entire proposal confidential or proprietary will be ineffective and will be disregarded.

The Village will not discriminate against individuals due to sex, race, religion, creed, color, national origin, age, disability, sexual orientation, ancestry, marital status, arrest or conviction record, military service, or any other characteristics protected by law. This applies to all Consultants submitting proposals to this project and their sub-consultants.

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 firm of the conditions contained in the RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Village and the Consultant.

All property rights, including publication rights of all reports produced by the selected firm 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.

SECTION 9 RFP Appendices

Appendix A: [2019 to 2023 Outdoor Recreation and Open Space Plan](#)

Appendix B: [McFarland Parks Master Plans](#) & [Appendices](#)

McFarland
SUMMARY SHEET

MEETING DATE: Monday, February 14, 2022

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Matt Schuenke, Village Administrator, Sayer Larson, Parks Superintendent

AGENDA ITEM: Discussion and action regarding the issuance of a Request for Proposals (RFP) for Lewis Park Lake Access planning and design services.

PREVIOUS ACTION:

The Village Board adopted the 2022 Budget on November 22, 2021 which included funds for planning and design services in order to develop lake access within Lewis Park.

The Parks, Recreation and Natural Resources Committee reviewed the enclosed RFP and recommended approval of issuance to the Village Board as its January 27, 2022 meeting.

ISSUE SUMMARY:

Enclosed is a Request for Proposal in order to seek proposals from consultants to provide planning and design services related to improving lake access at Lewis Park. The goal would be to create a plan, provide specifications for the project, receive recommendations and cost estimates. A master plan was previously developed for Lewis Park in 2015 in which the recommendation to improve lake access was included. Currently people are making their own access to the water and this project would create options on how best we can more formalize this approach.

FINANCIAL/BUDGET IMPACT:

The budget for this is \$15,000 and is included within the Parks Budget in the Capital Projects Fund.

VILLAGE PLAN REFERENCE:

[Lewis Park Master Plan 2015](#)

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended action:

Motion and second to approve the issuance of a Request for Proposal (RFP) for Lewis Park Lake Access planning and design services.



ATTACHMENTS:

1. Lewis Park Lake Access RFP



Request For Proposals

Lewis Park Lake Access

RFP Issuance Date: February 15, 2022

RFP Due Date: March 18, 2022

Please Submit to:

Village of McFarland - Lewis Park Lake Access
Attn: McFarland Public Works Department
5915 Milwaukee Street, PO Box 110
McFarland, WI 53558

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SECTION 1 Purpose

The purpose of this Request for Proposals (RFP) is to receive competitive proposals from qualified consultants to provide planning and design services for the improvement of lake access at Lewis Park in McFarland, along Lower Mud Lake. It is anticipated that the hired consultant will create a plan, prepare the specifications for the project, provide recommendations, and cost estimates. The selected consultant will evaluate the existing conditions and make recommendations to improve lake access, and provide additional recreational amenities.

SECTION 2 History and Background

A. **General** - The Village is located adjacent to the southeast side of the City of Madison in Dane County. The current population of McFarland is estimated at 9,331 residents. The Village is serviced by USH Highway 51 serving as the main connection point between the cities of Madison and Stoughton. The Village has 75 permanent employees supplemented by seasonal, temporary, and part-time employees when necessary. The Village's primary departments include Administration, Community & Economic Development, Communications/Technology, Fire and Rescue, Library, Public Works (including Parks and Utilities), Police, and Senior Outreach. More information about the Village is available at www.mcfarland.wi.us.

The McFarland Park System includes an array of parks and natural areas that abut lakes and watersheds. The Village currently boasts two lake access points at McDaniel and Jaeger parks. These sites offer canoe/kayak launching and storage. In 2015, the Village completed a master plan for Lewis park. Within the plans the shore land improvements list includes a kayak launch and discovery dock.

B. **Prior Studies** - The Village of McFarland developed a master plan for Lewis park in 2015. The plan provided a project overview, recommended improvements, site inventory and analysis, conceptual design, and final master plan.

SECTION 3 Scope of Work

- A. Conduct an analysis of the project area and identify key issues, opportunities, and improvements in order to provide lake access.
- B. Research and report regarding regulatory players and permitting required relevant to water access improvements.
- C. Providing preliminary engineering design including recommendations illustrating solutions and alternatives
- D. Providing engineering cost estimates for recommended solutions and alternatives

These are the general requirements and are not intended to be an all-inclusive list of tasks and deliverables. It is expected that the chosen Consultant will provide the Village with more specific recommendations for approaches, tasks, and deliverables based on their experience and expertise from past work on similar projects. Innovative approaches that meet the intent of the Scope of Work are welcomed, these could be presented as additional services or additional approaches in the consultant response.

SECTION 4 Deliverables

A. The selected Consultant shall complete a final plan document that contains an implementation schedule, detailed conceptual drawings/renderings, narrative description of recommended improvements, visual examples depicting recommendations, conceptual cost estimates, and associated narrative in order to present a complete document. A final presentation of the plan will be required once the document is complete to both the Parks Committee and Village Board.

At a minimum, the following deliverables will be provided:

- i. Executive Summary.
- ii. Community involvement in development of plan
- iii. Complete site development plan with maps
- iv. Itemized costs and project timeline
- v. Design and implementation approach
- vi. Wisconsin Department of Natural Resources (DNR) requirements, if any

B. The final plan put forth for acceptance shall be completed in such a way that it can be fully integrated with other plans and initiatives adopted by the Village. The selected Consultant shall provide the Village with an electronic copy of the final plan in its original and pdf format, including attachments, drawings, graphics, or tables used to create the plan. The selected Consultant shall provide the Village with two (2) hard copies of the final plan and an electronic PDF copy of the final plan. Draft deliverables may be provided in PDF format.

SECTION 5

RFP Submittal Requirements

- A. Qualification Details consisting of:
- i. **Cover Letter** - Including, but not limited to a statement of understanding and approach to this project.
 - ii. **Experience** - A summary of 3-5 similar or relevant projects that the applicant has executed within the last ten years. Electronic links to full copies of similar or relevant plans are encouraged. Hard copies of similar or relevant plans are not desired and can be provided electronically.
 - iii. **References** - Provide three municipal client references for which the applicant has provided similar services within the last ten years. Include the name, email, and telephone number of the contact person and a description of services provided to that contact.
- B. Technical Proposal consisting of:
- i. **Scope of Work** - A description of the approach to be taken toward completion of each item listed under Section 3 of this RFP, including any draft and final deliverables. An explanation of any variances to the proposed Scope of Work as outlined in the RFP, and any insights into the project gained as a result of developing the proposal or from past project experiences.
- C. Project Management Plan Proposal consisting of:
- i. **Key Personnel** - A list or organizational chart of personnel directly assigned to the project, along with responsibilities on this project and resumes. Clearly illustrate the responsibilities and lines of communication and authority relative to your project management team. Describe your plan to interface with the Village. The firm's Project Manager, who will be responsible for planning, coordinating, and conducting the majority of the work, including meeting attendance with the Village, must be identified and committed to the project. The Village reserves the right to approve Consultant's project manager, any requested personnel, and/or subcontractor changes during the course of the project.

- ii. **Quality Control** - Describe quality control measures and processes to ensure the project requirements are achieved within the project budget.
 - iii. **Village Commitments** - Identification of those items within the Scope of Work for which the Consultant anticipates assistance by the Village. Village Staff will serve as the point of contact for public inquiries during the planning process, will attend all public meetings, will maintain a project website, and provide public outreach of planning activities through existing Village social media outlets, electronic and community newsletters.
 - iv. **Project Schedule** - A proposed schedule that indicates project milestones by phases or tasks, delivery of draft and final project deliverables, and overall timeline for completion of the Plan. Identification of meetings with Village Staff, Village committees, and the public, including summary of targeted discusses and meeting outcomes.
 - v. **Supplemental Information** - Any other information deemed necessary to address the requests of this RFP.
- D. Cost and Labor Hours Proposal consisting of:
- i. **Cost** - Lump Sum price to complete the plan as proposed in the Consultant's base Scope of Work.
 - ii. **Estimated Labor Hours** - A summary of estimated labor hours by task, or phase, that clearly identifies the project team members, their hourly rate, and the number of hours performed by each participant organized by task or phase.
 - iii. **Additional Scope/Fees** - Total fee, hours per employee, and hourly rates by employees, for any additional services not identified as included in the Consultant's base Scope of Work.
- E. General requirements consisting of:
- i. **Due Date** - Responses to the RFP must be received by the end of the day on Friday, March 18, 2022. Proposals received late, for any reason, shall not be accepted.

- ii. **Format & Location** - Prospective consultants shall provide one (1) electronic PDF copy. RFP submittals shall be emailed to the Public Works Director at public.works@mcfarland.wi.us, subject: Lewis Park Lake Access RFP. Alternatively, consultants may submit an electronic PDF copy via a USB flash drive to the Village of McFarland-Lewis Park Lake Access RFP, Attn: McFarland Department of Public Works, 5915 Milwaukee Street, PO Box 110, McFarland, WI 53558.
- iii. **Property** - All information developed as part of this RFP, including graphics and data, shall become the property of the Village upon completion of the report. All text shall be submitted electronically as is most convenient. All original graphics generated as a part of the RFP shall be submitted to the Village in an easily reproducible hardcopy and electronic format as applicable.

SECTION 6

Evaluation Criteria

A. The following criteria will be used to evaluate each proposal submitted:

- i. **Key Personnel (15 points)** - Experience and qualifications relevant to key personnel and their associated project roles and estimated labor hours.
- ii. **Project Experience (15 points)** - Level of experience completing similar projects with local government entities of similar size, structure, and complexity.
- iii. **Scope of Work (25 points)** - Level of responsiveness and technical approaches to the scope of work outlined within the RFP. Demonstration of knowledge and innovative approaches particular to the desired Scope of Work and Plan Objectives.
- iv. **Cost Effectiveness (25 points)** - Ability to meet budget/value as related to proposed and additional costs. Hourly rates of key personnel. Estimated total labor hours.
- v. **Project Schedule (10 points)** - Ability to be responsive in meeting schedule required to complete the plan and deliverables. Quality, clarity and creativity of proposed planning process and public engagement.
- vi. **Quality of Submittal (10 points)** - Quality, clarity and completeness of submittal package, including identification of draft and final deliverables. Consultants shall not submit verbatim sections of this RFP as their proposal.

SECTION 7

Method & Timeline of Selection

The Village Administrator, Public Works Director, and Parks Superintendent will conduct the evaluation of proposals submitted. This will comprise the Evaluation Team. They will make a recommendation to the Parks Committee whom will make the final recommendation to the Village Board for action. The following method and timeline will be utilized in order to select the desired proposal:

- i. **February 15, 2022** - RFP Issuance Date.
- ii. **March 18, 2022** - RFP Due Date.
- iii. **March 21st** - During this week, the Evaluation Team will review the proposals and decide which, in its sole discretion, it chooses to further consider via an in-person or virtual interview.
- iv. **April 4th** - During this week, the Evaluation Team may host interviews of perspective consultants in order to make a selection. Please identify in your proposal if there are any dates to avoid scheduling an interview should your proposal be selected for further consideration.
- v. **April 22nd** - The Evaluation Team will make its recommendation to the Parks Committee for further consideration.
- vi. **April 28th - Parks, Recreation, and Natural Resources Committee:** The Parks Committee will consider the recommendation of the Evaluation Team in order to make their recommendation to the Village Board.
- vii. **May 9th - Village Board:** The Board will take final action to consider acceptance of the recommended proposal and enter into a contract for this purpose.

SECTION 8 Terms and Conditions

Each proposal will be reviewed to determine if it meets the submittal requirements contained within this RFP. Failure to meet the requirements for the RFP can be cause for rejection of the proposal. 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 our 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 Consultant from compliance with the contract requirements if the Consultant is awarded a contract. A prospective Consultant may be requested for an interview at the sole discretion of the Village. The recommended Consultant will be selected and approved by the Village Board.

The Village uses a standard template contract for such services and will require its utilization for this project. A copy of the standard template can be provided for review upon request and will be updated to adapt to the proposal ultimately selected.

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 entire proposal confidential or proprietary will be ineffective and will be disregarded.

The Village will not discriminate against individuals due to sex, race, religion, creed, color, national origin, age, disability, sexual orientation, ancestry, marital status, arrest or conviction record, military service, or any other characteristics protected by law. This applies to all Consultants submitting proposals to this project and their sub-consultants.

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 firm of the conditions contained in the RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Village and the Consultant.

All property rights, including publication rights of all reports produced by the selected firm 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.

SECTION 9 RFP Appendices

Appendix A: [2019 to 2023 Outdoor Recreation and Open Space Plan](#)

Appendix B: [Lewis Park Master Plan 2015](#)

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Monday, February 14, 2022

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Matt Schuenke, Village Administrator, Sayer Larson, Parks Superintendent

AGENDA ITEM: Discussion and action regarding the issuance of a Request for Proposal (RFP) for a management plan for conservancy areas within the park system.

PREVIOUS ACTION:

The Village Board adopted the 2022 Budget on November 22, 2021 which included funds to update the 2007 plan.

The Parks, Recreation, and Natural Resources Committee reviewed the enclosed RFP and recommended approval of issuance to the Village Board at its January 27, 2022 meeting. Public Comment was received in the meeting supportive of this project.

ISSUE SUMMARY:

The enclosed Request for Proposal is to receive proposals for professional ecological consulting services to update the Village's management plan for conservancy areas. The plan would guide the restoration process for the identified areas, which encompass nine areas, totaling 110 acres. A prior study was completed in 2007 by JFNew. The scope of this project would gather the history of parcels, evaluate current conditions, provide a plant survey and action guide for restoration activities.

There are two changes shown in the enclosed since it was last reviewed at Committee:

- Page 2-3 - Staff added a list of the areas to be included in the Management Plan including a link to the website for more information.
- Page 5 - Committee recommended including an item in the Scope of Work section that addresses forecasting costs.

The remainder of the document is the same as was last reviewed.

FINANCIAL/BUDGET IMPACT:

Funds are included within the Capital Projects Fund for 2022, up to \$75,000.

VILLAGE PLAN REFERENCE:

[Management Plans for Conservancy Parks.](#)



ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended Action:

Motion and second to approve the insurance of a Request for Proposal (RFP) for a management plan for conservancy areas within the parks system.

ATTACHMENTS:

1. McFarland RFP Conservancy 02112022 mgs



Request For Proposals

Conservancy Management Plan

RFP Issuance Date: February 15, 2022

RFP Due Date: March 18, 2022

Please Submit to:

Village of McFarland – Conservancy Management Plan
Attn: McFarland Public Works Department
5915 Milwaukee Street, PO Box 110
McFarland, WI 53558

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SECTION 1

Purpose

A. The purpose of this Request for Proposals (RFP) is to receive competitive proposals from qualified consultants who are interested in providing professional ecological consulting services. The Village of McFarland proposes to invest in an updated full scope management plan for its conservancy areas. This management plan will guide the restoration process on conservancy areas as these areas are treasured by our residents and bring a higher quality of life to the community.

SECTION 2

History and Background

A. **General** – The Village is located adjacent to the southeast side of the City of Madison in Dane County. The current population of McFarland is estimated at 9,331 residents. The Village is serviced by USH Highway 51 serving as the main connection point between the cities of Madison and Stoughton. The Village has 75 permanent employees supplemented by seasonal, temporary, and part-time employees when necessary. The Village's primary departments include Administration, Community & Economic Development, Communications/Technology, Fire and Rescue, Library, Public Works (including Parks and Utilities), Police, and Senior Outreach. More information about the Village is available at www.mcfarland.wi.us.

The purpose and intent of the Request for Proposals (RFP) is to secure an ecological restoration plan to implement on the Villages conservancy areas. The Village has ~~nine (9)~~ **ten (10)** conservancy areas, totaling 110 acres. These areas represent a variety of plant communities from upland woods to lowland marshes.

B. **Prior Studies** – In 2007, the Village of McFarland contracted JFNew to create a management plan for the conservancy areas .

C. **List of Management Areas** – Please note the following areas to be considered within the Management Plan:

i. Babcock Conservancy

ii. Grand View Conservancy

iii. Indian Mound Conservancy

iv. Marsh Woods Conservancy

v. Siggelkow Road Park

vi. Taylor Road Conservancy

vii. Thurn Marsh Conservancy

viii. Urso Park

ix. Woodland Commons Conservancy

x. Yahara River Conservancy

[Click on this link to view these locations on the Village website.](#)

SECTION 3

Plan Objectives

A. The Plan will meet the following objectives in order to serve as a guide for the improvements desired within:

- i. Provide site history
- ii. Evaluate current conditions
- iii. Identify existing resources
- iv. Address long term vision of the conservancies
- v. Identify environmental limitations
- vi. Protect and enhance current resources
- vii. Profile adjacent lands
- viii. Identify and prepare a management strategy

SECTION 4

Scope of Work

A. The selected Consultant will provide a full restoration management plan for all conservancy areas within the Village of McFarland. The desired services include, but are not limited to the following:

- Meet with Village Staff at site to review current conditions and existing site constraints and receive direction regarding site-specific requirements.
- Inventory site, review pertinent surveys, review archeological records.
- Prepare and conduct public input efforts to solicit viewpoints from the Community and adjacent property owners on the management plan. This may be conducted through surveys, open houses, and any other means that would generate input.
- Work with Village Staff and appropriate Village Committees throughout the process.
- Prepare draft plans as needed for discussion, review, and presentation.
- Management plan to include recommendations on cost estimates for various activities proposed for future restoration within each management area.
- Prepare final management plan and generate guidelines for implementation.
- Present final management plan to appropriate Village Committee and Village Board.

B. These are the general requirements and are not intended to be an all-inclusive list of tasks and deliverables. It is expected that the chosen Consultant will provide the Village with more specific recommendations for approaches, tasks, and deliverables based on their experience and expertise from past work on similar projects. Innovative approaches that meet the intent of the Plan Objectives and Scope of Work are welcomed, these could be presented as additional services or additional approaches in the consultant response.

SECTION 5

Deliverables

A. The selected Consultant shall complete a final plan that details each properties natural and recent history, evaluates current conditions, provides a plant survey, identifies a target restoration, and a stepped process of restoration actions.

B. At a minimum, the following deliverables will be provided:

- i. Executive Summary.
- ii. History of parcels with maps
- iii. Evaluate current condition
- iv. Provide a plant survey
- v. Identify a target plant community for restoration
- vi. Provide a stepped action guide for restoration activities

C. The final plan put forth for acceptance shall be completed in such a way that it can be fully integrated with other plans and initiatives adopted by the Village. The selected Consultant shall provide the Village with an electronic copy of the final plan in its original and pdf format, including attachments, drawings, graphics, or tables used to create the plan. The selected Consultant shall provide the Village with two (2) hard copies of the final plan and an electronic PDF copy of the final plan. Draft deliverables may be provided in PDF format.

SECTION 6

RFP Submittal Requirements

A. Qualification Details consisting of:

- i. **Cover Letter** – Including, but not limited to a statement of understanding and approach to this project.
- ii. **Experience** – A summary of 3-5 similar or relevant projects that the applicant has executed within the last ten years. Electronic links to full copies of similar or relevant plans are encouraged. Hard copies of similar or relevant plans are not desired and can be provided electronically.
- iii. **References** – Provide three municipal client references for which the applicant has provided similar services within the last ten years. Include the name, email, and telephone number of the contact person and a description of services provided to that contact.

B. Technical Proposal consisting of:

- i. **Scope of Work** – A description of the approach to be taken toward completion of each item listed under Section 4 of this RFP, including any draft and final deliverables. An explanation of any variances to the proposed Scope of Work as outlined in the RFP, and any insights into the project gained as a result of developing the proposal or from past project experiences.

C. Project Management Plan Proposal consisting of:

- i. **Key Personnel** – A list or organizational chart of personnel directly assigned to the project, along with responsibilities on this project and resumes. Clearly illustrate the responsibilities and lines of communication and authority relative to your project management team. Describe your plan to interface with the Village. The firm's Project Manager, who will be responsible for planning, coordinating, and conducting the majority of the work, including meeting attendance with the Village, must be identified and committed to the project. The Village reserves the right to approve Consultant's project manager, any requested personnel, and/or subcontractor changes during the course of the project.

- ii. **Quality Control** – Describe quality control measures and processes to ensure the project requirements are achieved within the project budget.
- iii. **Village Commitments** – Identification of those items within the Scope of Work for which the Consultant anticipates assistance by the Village. Village Staff will serve as the point of contact for public inquiries during the planning process, will attend all public meetings, will maintain a project website, and provide public outreach of planning activities through existing Village social media outlets, electronic and community newsletters.
- iv. **Project Schedule** – A proposed schedule that indicates project milestones by phases or tasks, delivery of draft and final project deliverables, and overall timeline for completion of the Plan. Identification of meetings with Village Staff, Village committees, and the public, including summary of targeted discussions and meeting outcomes.
- v. **Supplemental Information** – Any other information deemed necessary to address the requests of this RFP.

D. Cost and Labor Hours Proposal consisting of:

- i. **Cost** – Lump Sum price to complete the plan as proposed in the Consultant's base Scope of Work.
- ii. **Estimated Labor Hours** – A summary of estimated labor hours by task, or phase, that clearly identifies the project team members, their hourly rate, and the number of hours performed by each participant organized by task or phase.
- iii. **Additional Scope/Fees** – Total fee, hours per employee, and hourly rates by employees, for any additional services not identified as included in the Consultant's base Scope of Work.

E. General requirements consisting of:

- i. **Due Date** – Responses to the RFP must be received by the end of the day on Friday, March 25, 2022. Proposals received late, for any reason, shall not be accepted.
- ii. **Format & Location** – Prospective consultants shall provide one (1) electronic PDF copy. RFP submittals shall be emailed to the Public Works Director at public.works@mcfarland.wi.us, subject: Conservancy Management Plan RFP. Alternatively, consultants may submit an electronic PDF copy via a USB flash drive to the Village of McFarland-Conservancy Management Plan RFP, Attn: McFarland Department of Public Works, 5915 Milwaukee Street, PO Box 110, McFarland, WI 53558.
- iii. **Property** – All information developed as part of this RFP, including graphics and data, shall become the property of the Village upon completion of the report. All text shall be submitted electronically as is most convenient. All original graphics generated as a part of the RFP shall be submitted to the Village in an easily reproducible hardcopy and electronic format as applicable.

SECTION 7

Evaluation Criteria

- A. The following criteria will be used to evaluate each proposal submitted:
- i. **Key Personnel (15 points)** – Experience and qualifications relevant to key personnel and their associated project roles and estimated labor hours.
 - ii. **Project Experience (15 points)** – Level of experience completing similar projects with local government entities of similar size, structure, and complexity.
 - iii. **Scope of Work (25 points)** – Level of responsiveness and technical approaches to the scope of work outlined within the RFP. Demonstration of knowledge and innovative approaches particular to the desired Scope of Work and Plan Objectives.
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 - vi. **Quality of Submittal (10 points)** – Quality, clarity and completeness of submittal package, including identification of draft and final deliverables. Consultants shall not submit verbatim sections of this RFP as their proposal.

SECTION 8

Method & Timeline of Selection

A. The Village Administrator, Public Works Director, and Parks Superintendent will conduct the evaluation of proposals submitted. This will comprise the Evaluation Team. They will make a recommendation to the Parks Committee whom will make the final recommendation to the Village Board for action. The following method and timeline will be utilized in order to select the desired proposal:

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- vi. **April 28th – Parks, Recreation, and Natural Resources Committee:** The Parks Committee will consider the recommendation of the Evaluation Team in order to make their recommendation to the Village Board.
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SECTION 9 Terms and Conditions

Each proposal will be reviewed to determine if it meets the submittal requirements contained within this RFP. Failure to meet the requirements for the RFP can be cause for rejection of the proposal. 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 our 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 Consultant from compliance with the contract requirements if the Consultant is awarded a contract. A prospective Consultant may be requested for an interview at the sole discretion of the Village. The recommended Consultant will be selected and approved by the Village Board.

The Village uses a standard template contract (Appendix C) for such services and will require its utilization for this project. A copy of the standard template can be provided for review upon request and will be updated to adapt to the proposal ultimately selected.

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 entire proposal confidential or proprietary will be ineffective and will be disregarded.

The Village will not discriminate against individuals due to sex, race, religion, creed, color, national origin, age, disability, sexual orientation, ancestry, marital status, arrest or conviction record, military service, or any other characteristics protected by law. This applies to all Consultants submitting proposals to this project and their sub-consultants.

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 firm of the conditions contained in the RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Village and the Consultant.

All property rights, including publication rights of all reports produced by the selected firm 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.

SECTION 10 RFP Appendices

Appendix A: [Management Plans for Conservancy Parks](#) by JFNew

Appendix B: [Outdoor Recreation and Open Space Plan](#)

Appendix C: Standard Template Contract

McFarland
SUMMARY SHEET

MEETING DATE: Monday, February 14, 2022

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Lee Igl, Streets/Utilities Superintendent

AGENDA ITEM: Discussion and action regarding the award of contract for the 2022 Sidewalk Replacement project.

PREVIOUS ACTION:

The Public Works Committee recommended approval to the Village Board for the 2022 Sidewalk Replacement project and authorized the project for bid at its November 9, 2021 meeting. The Village Board recommended approval and authorized the project for bid on November 22, 2021.

The Public Works Committee recommended denying the sole bidder due to not being qualified and to include the 2022 Sidewalk Replacement project as an optional supplemental bid for the 2022 Streets and Utilities Projects at its February 8, 2022 meeting.

ISSUE SUMMARY:

The goal of the 2022 Sidewalk Replacement project was to obtain a contractor for sidewalk replacement work in the public works construction bidding process prescribed by State law. No different than a road or utility project granted, what is proposed for sidewalks is quite a bit smaller. The base bid was to complete identified as sidewalk replacement in Zone 1 during 2022 with an alternate bid for Zone 2 and 3 in the following year. Zone maps are enclosed within the packet. The project was approved by the Public Works Committee and Village Board in 2021 and bids were due on Thursday, January 27th at 10am. Per the enclosed analysis of bids letter by Town and Country, eight general contractors, subcontractors and material suppliers requested a set of plans, specifications and bidding documents. One contractor submitted a bid; Speedway Sand & Gravel Inc. The contractor failed to provide the required Affidavit of Qualification. Therefore, the bid is not qualified as per the Village Ordinance.

The Public Works Committee discussed its options to pursue this work still in 2022. This included rebidding, acquiring direct quotes, or a third option to add to the already advertised road work. Bids for our annual paving and utility project are currently being advertised following approval last month. The bid opening for this is scheduled for Thursday, February 17th. An addendum was issued on February 10th notifying contractors that we are adding additional sidewalk work to that project. We are already planning sidewalk work within those paving projects and this simply increasing the quantity of that line item. It will be its own line item and evaluated independently once bids results are received. The Committee was supportive of this and included that as part of its recommendation in addition to rejecting the sole bid that was received. Bid results for those projects will be reviewed at Committee on



March 8th and forwarded to the Village Board for consideration on March 14th.

FINANCIAL/BUDGET IMPACT:

The 2022 Budget allocates \$50,000 from the General Fund for "Street Maintenance", which does, from time to time, include sidewalk maintenance for replacement, grinding, or cutting. Additionally, the Capital Projects fund allocates \$150,000 for longer term maintenance projects like this proposed replacement. Staff will evaluate the bid results against the availability of funds in line with other planned maintenance for 2022 when it makes its final recommendation on the extent of this work at the time of the contract award. The proposal received was for \$131,143.35 and would have used up nearly all of the Capital Projects Fund allocation for 2022. Likely this would need to be adjusted down to align better with the availability of funds. Again, we'll evaluate this after bid results are received next week.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended Action:

Motion and second to reject the sole bidder due to not being qualified per Village Ordinance regarding the 2022 Sidewalk Replacement project and to recommend including the sidewalk project as an optional supplemental bid for the 2022 Streets and Utilities Projects.

ATTACHMENTS:

1. Recommendation Ltr- 2022 Sidewalk Replacement
2. Sidewalks--All Zones

January 31, 2022

Village of McFarland
5915 Milwaukee Street, P.O. Box 110
McFarland, WI 53558

Attention: Mr. Matthew Schuenke, Village Administrator

Subject: Analysis of Bids and Recommendation for Award of Contracts;
2022 Sidewalk Improvements; Village of McFarland

Bid Deadline: January 27, 2022 at 10:00 a.m. local time

Ladies and Gentlemen:

The purpose of this letter is to analyze the bids received for the 2022 Sidewalk Improvements project and to recommend award of a contract. This project involves removal and replacement of sidewalk sections within the Village, with supplemental bid items for replacement of sidewalk in 2023.

Eight general contractors, subcontractors, and material suppliers requested sets of the plans, specifications and bidding documents. One contractor submitted a bid.

A summary of the bids is as follows:

Contractor	Base Bid	Supplemental Bid Total
Speedway Sand & Gravel Inc.	\$122,707.50	\$131,143.35

Speedway Sand & Gravel failed to provide the required Affidavit of Qualification with their sealed bid or prior to bidding. This is a requirement of Village Ordinance. Without the required affidavit, their bid is not qualified and rejected. There are no qualified bids to award for this project.

If you have any questions with respect to our thoughts on this matter, I am available at your convenience to discuss them with you.

Very truly yours,
TOWN & COUNTRY ENGINEERING, INC.



Tim Stieve, P.E.
Project Engineer
TS:sai

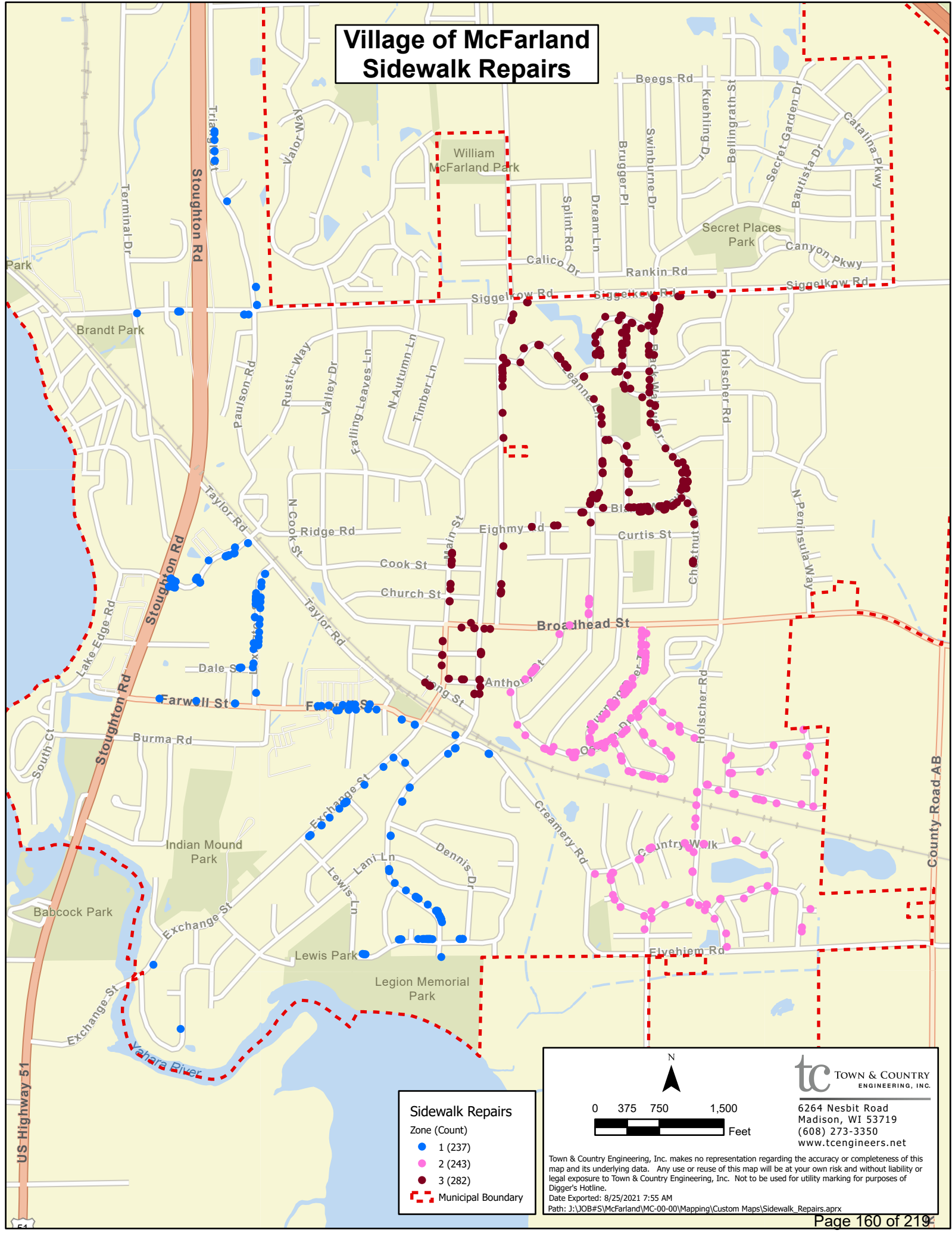
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BID TABULATION

Project: 2022 Sidewalk Improvements
 Engineer's Project Number: MC 188
 Bid Deadline: January 27, 2022 at 10:00 a.m. local time

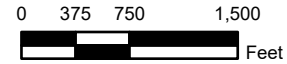
ITEM NO.	DESCRIPTION OF WORK	BID		Speedway Sand & Gravel Inc.	
		QUANT.	UNITS	UNIT PRICE	AMOUNT
BASE BID					
1.	Remove and Replace 4" Thick Concrete Sidewalk and Aprons- Only Zone 1	4,275	sq. ft.	\$ 20.20	\$ 86,355.00
2.	Remove and Replace 6" Thick Concrete Sidewalk and Aprons- Only Zone 1	1,650	sq. ft.	\$ 21.05	\$ 34,732.50
3.	Truncated Dome Panels	36	sq. ft.	\$ 45.00	\$ 1,620.00
	BASE BID TOTAL				\$ 122,707.50
SUPPLEMENTAL BID ITEMS					
S1.	Remove and Replace 4" Thick Concrete Sidewalk and Aprons- Only Zone 2	3,900	sq. ft.	\$ 20.97	\$ 81,783.00
S2.	Remove and Replace 6" Thick Concrete Sidewalk and Aprons- Only Zone 2	2,175	sq. ft.	\$ 21.89	\$ 47,610.75
S3.	Truncated Dome Panels	36	sq. ft.	\$ 48.60	\$ 1,749.60
	SUPPLEMENTAL BID TOTAL				\$ 131,143.35

Village of McFarland Sidewalk Repairs



Sidewalk Repairs

- Zone (Count)
- 1 (237)
 - 2 (243)
 - 3 (282)
 - ▬ Municipal Boundary



tc TOWN & COUNTRY
ENGINEERING, INC.

6264 Nesbit Road
Madison, WI 53719
(608) 273-3350
www.tcengineers.net

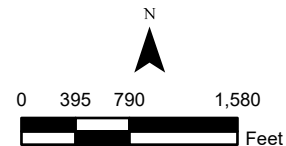
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Village of McFarland Sidewalk Repairs Zone 1

Approximate Quantities:
R&R 4" Conc.= 4,275 SF
R&R 6" Conc.= 1,650 SF

Sidewalk Repairs
ZONE
● 1
Municipal Boundary



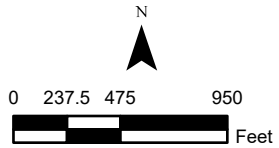
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Village of McFarland Sidewalk Repairs Zone 2

Approximate Quantities:
R&R 4" Conc.= 3,900 SF
R&R 6" Conc.= 2,175 SF

Sidewalk Repairs
ZONE
● 2
Municipal Boundary



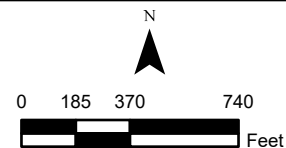
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Village of McFarland Sidewalk Repairs Zone 3

Approximate Quantities:
R&R 4" Conc.= 4,565 SF
R&R 6" Conc.= 2,375 SF

Sidewalk Repair
ZONE
● 3
- - - Municipal Boundary



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McFarland
SUMMARY SHEET

MEETING DATE: Monday, February 14, 2022

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Jim Hessling, Public Works Director

AGENDA ITEM: Discussion and action regarding design services for the reconstruction of Paulson Road as a 2023 Project.

PREVIOUS ACTION:

The Public Utilities Committee reviewed the proposal from Town & Country Engineering at their January 18, 2022 meeting and recommended approval to the Village Board to accept the presented proposal for design services for Paulson Road. One comment that they had was to further evaluate the Siggelkow intersection. Staff has already been in touch with WisDOT whom is planning work immediately west of this location with the interchanges. They have provided some suggestions that we will review with our Traffic Engineer within the design process.

The Public Works Committee recommended approval to the Village Board at their February 8, 2022 meeting. The Committee commented on a traffic/speed study that was conducted at Ridge/Paulson intersection. The Project Engineer will locate this report as available and consult with the Traffic Engineer as applicable within the design process. There additionally were some questions on the budget which are addressed later in this memo.

ISSUE SUMMARY:

Enclosed within your packet is a proposal from the Village Engineer in order to start design for the reconstruction of Paulson Road. This project was approved within the Paving and Utility Plan for full reconstruction in 2023. Design work needs to begin now as it is a large project and full reconstruction covering all of the utilities. Work would include topographic survey, design and public input meetings. Design of the roadway will happen throughout the 2022 calendar year and well into 2023 for construction to begin in the Spring of next year.

The proposal is presented with the assumption that Paulson Road from Siggelkow Road to Larson Beach Road would be reconstructed. This is a larger project than what was conceived last year during the planning process and at budget time. When we prepared the longterm paving plan we were using the State's pavement rating (WISLR) as a guide to prioritize street improvements. Enclosed within your packet is a map showing the two sections of Paulson Road where the northern section is rated at a level 3 (in need of replacement) and the southern half at level 7 (maintenance as needed). Staff recommended expanding this engineering proposal to cover both sections of the roadway for two reasons:

1. Presently, through traffic is not allowed about halfway through Paulson Road and provides



for emergency access only via a locked gate. Public Safety Departments called out the inefficient emergency response in that situation when there are not to access points to an area.

2. While the paving on the southern section is generally in good shape, it remains as a rural cross section lacking curb/gutter, storm sewer, parking, sidewalks, etc. This is same format as the northern section and it is worth evaluating making this uniform throughout. Likely most of the pavement can be saved via a mill and overlay which will keep construction costs down.

The enclosed Engineering proposal covers the entire duration of the project for both sections.

We felt it was necessary to raise the question as to whether or not we need to better address points 1 and 2 above. Both the Public Works and Utilities Committee agreed that the full length of the road should be evaluated within the design process. This will allow for a broader discussion on the improvement including pros and cons of what ultimately is proposed with the public's input on the project. If through that process its decided to only a portion of what's proposed here, then the final design will be adjusted and our costs relative to this proposal will not be as high.

FINANCIAL/BUDGET IMPACT:

The total cost of the proposal is as follows:

- Design Engineering - \$117,000 (2022/2023 Expense)
- Bidding/Construction Admin - \$104,000 (2023 Expense)
- Resident Construction Observation - \$67,000 (2023 Expense)

The total proposal cost is \$288,000; however, our expectation of costs in 2022 are only associated with Design Engineering. Bidding/Construction Administration as well as Resident Construction Observation are exclusive to the project design being complete which likely doesn't happen until about this time next year.

There is \$100,000 budgeted for this project in 2022 which is sufficient to cover the work that is contemplated. The remainder of the costs will be picked up with the construction costs in 2023 as is customary. This cost is split equally between the Capital Projects Fund and applicable utilities. The Design Engineering amount is higher in this proposal than what was budgeted again due to the larger project scope discussed above. However, the money we have allocated is sufficient for what's needed in 2022 regardless.

VILLAGE PLAN REFERENCE:

[10 Year Paving and Utility Plan](#)

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 \$288,000 regarding design services for the reconstruction of Paulson Road.

ATTACHMENTS:

1. Paulson proposal
2. Paulson Road

January 13, 2022

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

Subject: Engineering Proposal for Engineering Services; Paulson Road Street and Utility Improvements

Dear Matt:

Thank you for the opportunity to provide a proposal for engineering services for the Paulson Road Street and Utility Improvements project. We understand the Village desires to reconstruct Paulson Road from Siggelkow Road to approximately 2,700 feet south to the Ridge Road intersection near the railroad tracks and convert it to a typical urban cross-section with curb & gutter on both sides and sidewalk along at least one side. Connecting the two existing gated dead-ends of Paulson Road will also be considered. We propose to provide the following services:

- **Topographic Site Survey:** We will call Digger's Hotline and record all existing features along the project area needed for completion of design and construction. This will include but is not limited to curbs, sidewalks, driveways, utilities (as marked by utilities), property corners that are able to be found, inverts of existing sanitary and storm sewer structures along with existing pipe diameters, and identify any conflicts between the surveyed conditions and the Village's existing utility maps for resolution with Village. We anticipate that field survey will be via unmanned aircraft system (UAS) and supplemented by ground survey where tree cover and additional accuracy requires.
- **Public and Elected Official Engagement:** The Village has examined this project several times since 1999 but deferred, often due to the concerns voiced by adjacent residents related to potential through traffic. We recommend several iterative meetings prior to and parallel with design development to ensure the final design addresses the community's needs.
- **Engineering Plans:** As part of the engineering plan development we anticipate providing 35% complete plans for Village review and comment, and again at 95% for Village review and comment, prior to completing the final plans. The plans will contain plan/profile sheets of both underground and above ground improvements. Plans will be provided in both hard copy and digital format (PDF and/or AutoCAD DWG).

The following tasks will eventually be needed in order to construct the project, but can be included later at Village direction or made part of a separate proposal:

- **Specifications:** Construction specifications will include a complete bidding package for anticipated 2023 construction that will be used to obtain bids and provide guidance during construction of the project. This will include the Advertisement for Bid, Instruction to Bidders, Bidders Proof of Responsibility, all bidding documents themselves (bid proposal form, affidavit of organization, bid bond, disclosure of ownership), and standard construction contract documents as published by the EJCDC. We will also provide technical specifications outlining the materials and performance that will be required of the contractor. It is anticipated that one bid will be needed with a single general contractor.
- **Bidding Services:** We will answer questions from bidders and suppliers regarding plans and specifications. We will attend the bid opening, analyze the bids received, and attend a meeting with Village officials to formally recommend award of the bid.
- **Construction Administration:** We will review and comment on shop drawings submitted by the contractor. We will work with Village staff to resolve any change order requests and to prepare and process pay requests throughout the project.
- **Construction Staking:** We will provide construction staking for the contractor generally as requested. This is anticipated to include: actual and offset stakes for water main at 50-foot intervals and all bends and fittings, actual and offset stakes for all storm sewer structures and piping at 50-foot intervals, and offset stakes for new curb & gutter at 25-foot intervals.
- **Construction Management:** We will administer a pre-construction meeting at Village offices, hold progress meetings on-site as necessary, answer questions during construction and visit the site approximately one to two times per week to verify the project conforms to the plans and specifications.
- **Resident Project Representative Services:** A resident project representative will observe all underground construction and communicate with Village and Town & Country staff during the project as questions and issues arise. We understand that this may also be provided by Village staff.
- **Project Close-Out:** We will prepare a punch list at substantial completion of the project. The project will be inspected along with staff prior to the end of the warranty period to ensure that any necessary repairs are completed by the contractor. Final payment requests will be prepared and presented to the Village.
- **Record Drawings:** Record drawings will be prepared in AutoCAD format from construction records showing actual locations of valves, fittings, bends, curb stops, sewer manholes, pipes, laterals, and appurtenances. The Village's GIS maps will be updated accordingly, along with the water system map. Once complete, these will be transmitted to the Village in both electronic (PDF and/or AutoCAD DWG) and paper format.

The estimated cost for these services is as follows:

Design Engineering:	\$ 117,000
Bidding and Construction Administration:	\$ 104,000
Resident Construction Observation:	<u>\$ 67,000</u>
Estimated Total:	\$288,000

The observation costs assume approximately 3 months of resident observation. This could be reduced if you elect to use your own staff. These figures are considered not-to-exceed without prior authorization from the Village.

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

- Wetland determinations and delineations. There are portions of the project site containing wetland indicators, though given the current scope, all work would be within the existing developed footprint, so this is not likely needed.
- Soil borings and reports.
- Archeology services, if needed.
- Trench and soil compaction tests during construction.

Our work will be done on a time and materials basis using our current charge-out rates, attached for your reference via our existing Task Order Contract with the Village.

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

Very truly yours,

TOWN & COUNTRY ENGINEERING, INC.



Brian R. Berquist, P.E.
President

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

BRB:sai

J:\JOB#S\McFarland\Mc-00-00\O&E and Scopes\Task Order Contract\Task Order No. 3 - 2022 Paulson Road\Attachment A.docx

Village of McFarland

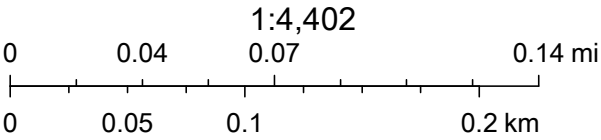


2/11/2022, 10:16:25 AM

Village

Road Centerlines

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



WISLR 2021 Pavement Rating - 3

WISLR 2021 Pavement Rating - 7

na

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Monday, February 14, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action regarding a request for Village funding to support the McFarland Community Festival (formerly McFarland Family Festival).

PREVIOUS ACTION:

The request was made at the January 10, 2022 Village Board meeting.

ISSUE SUMMARY:

Stephanie Brassington had requested the Village Board consider a request to provide funding to the McFarland Community Festival which was formerly titled the McFarland Family Festival.

Included within your packet is a letter outlining her request that can be discussed as desired by the board.

FINANCIAL/BUDGET IMPACT:

The request is for an amount of \$5,000. If the board desires to fund this request, please consider the following options:

1. Community Grant Fund - Staff is still working on preparing the specific terms of this program for the Village Board to discuss. While not adopted yet, the program allocated \$12,500 for which this type of money will likely line up within this type of program in the future. It is paid for within the General Fund out of the Village Board's budget.
2. Fund Balance - The fund balance within the General Fund will be around \$3 million at the end of 2021 and this request would be a small amount from that while not affecting the current year's operating budget.
3. TID #4 Operations - The event is located within TID #4 and specifically adjacent to Downtown. The benefits it provides to local businesses, encouraging activity in the Downtown, and tourism type destination likely align with this fund.

Again, these are presented as options regarding sources for the funds if the board is agreeable to approve the request in some amount.

VILLAGE PLAN REFERENCE:

None.



ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended Action:

Motion, second to approve the request for Village funding to support the McFarland Community Festival (formerly McFarland Family Festival) in the amount of \$XXXX.

Based on discussion, the board should determine what amount, if any, is appropriate.

ATTACHMENTS:

1. Community Festival Funding Request

From: [Stephanie Brassington](#)
To: [Matt Schuenke](#)
Subject: community festival
Date: Monday, February 7, 2022 11:39:00 AM

Hi Matt,

please include this as talking points to the agenda item in my request for the community festival funding.

i will be requesting that the village contribute \$5000

1. The plan is after the first year the festival will be self sufficient
2. Will showcase the community and bring new people to the area
3. The village gives/supports other community groups: Youth Center, Food Pantry, athletic organizations etc
4. Could use the community grant program

Thanks

Stephanie

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Monday, February 14, 2022

SECTION: Consent Agenda

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Discussion and action to approve the purchase of an electric vehicle to replace a gas vehicle within the Police Department.

PREVIOUS ACTION:

ISSUE SUMMARY:

The Police Department has a vehicle fleet that includes patrol vehicles and administrative vehicles, one of which is assigned to the Police Chief. The vehicles are periodically replaced based on the needs of the position the vehicle is used for, the age of the vehicle, the vehicle mileage, maintenance needs, and other factors. The unmarked vehicle assigned to the Chief is scheduled to be replaced in 2022 and was budgeted for in the capital budget for a total of \$50,000. The village has identified a desire for sustainability in different aspects of village operations, including vehicles. The Police Department researched different options for electric vehicles and found three different options that would be potential solutions to replace the current Chief's vehicle.

The three different options are the Ford Mustang Mach-E, the Tesla 3, and the Kia Niro EV. Each of the three vehicles has their positives and negatives. A couple of things to note are that the vehicle should have an AWD or FWD option, as RWD vehicles do not handle well in the snow and it is an emergency vehicle that will be properly equipped. Range of the vehicle is another consideration. The vehicle is not typically going to go on long trips, but there are some occasions where it may be utilized in that fashion and a dependable range would be beneficial.

The Kia Niro EV is the least expensive of the options. It is a crossover style of vehicle and has FWD for the drivetrain. It has a 239 mile range and is the lowest range of the three vehicles. A dealer in Janseville had a couple of different vehicles in stock on their lot and the village could purchase one for around \$48,000.00, depending on the final features. The Niro would likely work as a vehicle, but is the least preferred out of the options due to limited range and that it is not AWD.

The second option is the Tesla Model 3. The Model 3 has an AWD option with a long range battery with a range of 358 miles. The price for this model is around \$52,000.00 after delivery fees. Tesla says the anticipated delivery date for the Model 3 is mid-April. The Model 3 would be a great option for a vehicle but there are concerns about upfitting all of the emergency equipment. The City of Madison Police Department purchased 3 of the Tesla Model 3 vehicles for their fleet, and their upfitter had challenges with the installation. The company we will



utilize says they should not have an issue, but it is still a concern.

The third option is the Ford Mustang Mach-E. The Mustang Mach-E has an AWD option with a long range battery with a range of 277 miles. The Mustang Mach-E's price is \$57,000.00 with government pricing. Ford typically has a 5 to 6 month build date and the supply chain issues right now are creating uncertainty as to when we would take delivery. The Mustang Mach-E was tested at the Michigan State Police vehicle testing, and there are some agencies who have placed them into service, so there is a bit of information about the Mustang Mach-E available in the emergency services realm, unlike the other two options. The Mustang Mach-E would likely be the best fit as a vehicle for the PD to add to the fleet if the goal is to move forward with electric vehicles.

The final cost consideration is the upfitting of the vehicle. Belco Vehicle Solutions quoted \$3,271.71 to upfit the vehicle with the existing equipment from the vehicle being decommissioned. If all of the equipment is still serviceable, that will work fine. I would recommend adding an additional \$3,000.00 in contingency in case the equipment is unserviceable and needs to be replaced.

If the Mustang Mach-E was the vehicle selected and all of the recommended contingency was utilized to upfit the vehicle, the maximum cost would be \$63,000.00.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Chief of Police recommends the purchase of a Ford Mustang Mach-E to replace the current 2014 Dodge Charger in the Police Department vehicle fleet.

ATTACHMENTS:

1. McFarland PD Mach E 012622B
2. Tesla_Fleet_Model Comparison_US_11_2021_v3
3. Kia Proposal
4. 2022 Kia Niro EV EX Premium
5. McFarland PD 2022 Electric Vehicle Estimate 4340 02032022

Prepared for: , McFarland Police Dept
5915 Milwaukee Street
McFarland, WI 53558

2022 Mustang Mach-E 4dr AWD Premium (K3S)

Price Level: 220



Client Proposal

Prepared by:
Tim Askey
Office: 608-276-0253
Quote ID: TA-012622A
Date: 01/26/2022



Prepared for:
McFarland Police Dept
Prepared by: Tim Askey
01/26/2022



Kayser Commercial Sales | 2303 W Beltline Highway Madison Wisconsin | 53713

2022 Mustang Mach-E 4dr AWD Premium (K3S)

Price Level: 220 | Quote ID: TA-012622A

Pricing Summary - Single Vehicle

		MSRP
<i>Vehicle Pricing</i>		\$58,900.00
Subtotal		\$58,900.00
<i>Pre-Tax Adjustments</i>		
Code	Description	MSRP
WI Muni	WI Municipal Discount	-\$1,900.00
Total		\$57,000.00

Customer Signature

Acceptance Date

Prepared for:

McFarland Police Dept
 Prepared by: Tim Askey
 01/26/2022



Kayser Commercial Sales | 2303 W Beltline Highway Madison Wisconsin | 53713

2022 Mustang Mach-E 4dr AWD Premium (K3S)

Price Level: 220 | Quote ID: TA-012622A

As Configured Vehicle

Code	Description	MSRP
Base Vehicle		
K3S	Base Vehicle Price (K3S)	\$51,800.00
Packages		
300A	Equipment Group 300A <i>Includes:</i> - Transmission: Single Speed - Axle Ratio: 9.05 - GVWR: TBD - Tires: 225/55R19 AS BSW - Wheels: 19" Machined-Face Aluminum <i>Includes high gloss black-painted pockets.</i> - Heated Perforated ActiveX Bucket Seats <i>Includes 8-way power driver (fore/aft, up/down, power lumbar, power recline) and 8-way power passenger (fore/aft, up/down, power lumbar, power recline).</i> - Radio: AM/FM Stereo <i>Includes 10 speakers including subwoofer, B&O sounds system by Bang & Olufsen, MP3 capability and speed-compensated volume.</i> - SiriusXM Radio w/360L <i>Includes super categories, live sports categories, For You recommendations, SiriusXM listener profiles and 3 months prepaid subscription. Service is not available in AK or HI. Trial length and service availability may vary by model year or trim. SiriusXM audio and data services each require a subscription sold separately, or as a package, by SiriusXM Radio Inc. Your SiriusXM service will automatically stop at the end of your trial unless you decide to subscribe. If you decide to continue service after your trial, the subscription plan you choose will automatically renew thereafter and you will be charged according to your chosen payment method at then-current rates. Fees and taxes apply. To cancel you must call SiriusXM at 1-866-635-2349. See SiriusXM customer agreement for complete terms at www.siriusxm.com. All fees and programming subject to change. Not all vehicles or devices are capable of receiving all services offered by SiriusXM. Current information and features may not be available in all locations, or on all receivers. Satellite and streaming lineups vary slightly. Sirius, XM and all related marks and logos are trademarks of Sirius XM Radio Inc.</i> - SYNC 4A w/Enhanced Voice Recognition <i>Includes 15.5" LCD capacitive touchscreen with swipe capability, wireless phone connection, cloud connected, AppLink w/app catalog, 911 assist, wireless Apple CarPlay and Android Auto compatibility, digital owner's manual, adaptive dashcards, personal profiles and conversational voice command recognition.</i>	N/C
Powertrain		
99U	Engine: Rr Primary & Fr Secondary Electric Motor (99U)	\$6,000.00
44A	Transmission: Single Speed	Included
STDAX	Axle Ratio: 9.05	Included
STDGV	GVWR: TBD	Included
Wheels & Tires		
STDTR	Tires: 225/55R19 AS BSW	Included

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for:

McFarland Police Dept
 Prepared by: Tim Askey
 01/26/2022



Kayser Commercial Sales | 2303 W Beltline Highway Madison Wisconsin | 53713

2022 Mustang Mach-E 4dr AWD Premium (K3S)

Price Level: 220 | Quote ID: TA-012622A

As Configured Vehicle (cont'd)

Code	Description	MSRP
STDWL	Wheels: 19" Machined-Face Aluminum <i>Includes high gloss black-painted pockets.</i>	Included

Seats & Seat Trim

M	Heated Perforated ActiveX Bucket Seats <i>Includes 8-way power driver (fore/aft, up/down, power lumbar, power recline) and 8-way power passenger (fore/aft, up/down, power lumbar, power recline).</i>	Included
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Other Options

PAINT	Monotone Paint Application	STD
117WB	117" Wheelbase	STD
STDRD	Radio: AM/FM Stereo <i>Includes 10 speakers including subwoofer, B&O sounds system by Bang & Olufsen, MP3 capability and speed-compensated volume.</i> <i>Includes:</i> - SiriusXM Radio w/360L <i>Includes super categories, live sports categories, For You recommendations, SiriusXM listener profiles and 3 months prepaid subscription. Service is not available in AK or HI. Trial length and service availability may vary by model year or trim. SiriusXM audio and data services each require a subscription sold separately, or as a package, by SiriusXM Radio Inc. Your SiriusXM service will automatically stop at the end of your trial unless you decide to subscribe. If you decide to continue service after your trial, the subscription plan you choose will automatically renew thereafter and you will be charged according to your chosen payment method at then-current rates. Fees and taxes apply. To cancel you must call SiriusXM at 1-866-635-2349. See SiriusXM customer agreement for complete terms at www.siriusxm.com. All fees and programming subject to change. Not all vehicles or devices are capable of receiving all services offered by SiriusXM. Current information and features may not be available in all locations, or on all receivers. Satellite and streaming lineups vary slightly. Sirius, XM and all related marks and logos are trademarks of Sirius XM Radio Inc.</i> - SYNC 4A w/Enhanced Voice Recognition <i>Includes 15.5" LCD capacitive touchscreen with swipe capability, wireless phone connection, cloud connected, AppLink w/app catalog, 911 assist, wireless Apple CarPlay and Android Auto compatibility, digital owner's manual, adaptive dashcards, personal profiles and conversational voice command recognition.</i>	Included

Emissions

425	50-State Emissions	STD
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Interior Color

MJ_01	Black Onyx w/Heated Perforated ActiveX Bucket Seats	N/C
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Exterior Color

G1_01	Shadow Black	N/C
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Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

2022 Mustang Mach-E 4dr AWD Premium (K3S)

Price Level: 220 | Quote ID: TA-012622A

As Configured Vehicle (cont'd)

Code	Description	MSRP
SUBTOTAL		\$57,800.00
Destination Charge		\$1,100.00
TOTAL		\$58,900.00



North America Enterprise Sales
Model Comparison
United States
2021

Model 3

Pricing, Features, and Options



	Model 3	Model 3 Long Range	Model 3 Performance
Drivetrain	Rear-Wheel Drive	Dual Motor All-Wheel Drive	Dual Motor All-Wheel Drive
Base Price	\$44,990	\$50,990	\$58,990
Range*	272 mi	358 mi	315 mi
Acceleration	5.8 sec	4.2 sec	3.1 sec
Feature Details	Power adjustable heated front seats Heated front and rear seats Heated steering wheel Tinted glass roof with UV and infrared protection Power folding, auto-dimming, heated side mirrors Custom driver profiles Center console with storage, 4 USB-C ports and wireless charging for 2 smartphones Upgraded audio with 8 speakers – immersive sound USB-A port in the glovebox with a 128GB portable storage device included	Power adjustable heated front seats Heated front and rear seats Heated steering wheel Interior floor mats LED fog lamps Tinted glass roof with UV and infrared protection Power folding, auto-dimming, heated side mirrors Custom driver profiles Center console with storage, 4 USB-C ports and wireless charging for 2 smartphones Premium audio – 14 speakers, 1 subwoofer, 2 amps, and immersive sound USB-A port in the glovebox with a 128GB portable storage device included	Performance Upgrade 20" Überturbine Wheels Performance Brake Calipers Carbon Fiber Spoiler Aluminum alloy pedals Lowered Suspension Increased Top Speed up to 162 mph Track Mode
Subscription	Premium Connectivity Trial (30 Days Complimentary) Satellite maps with live traffic, In-car internet streaming music & media, Video streaming, Caraoke, Internet Browser		
Exterior Options	PAINT Pearl White Multi-Coat (Included) Midnight Silver Metallic (Included) Deep Blue Metallic (\$1,000) Solid Black (\$1,500) Red Multi-Coat (\$2,000) WHEELS 18" Aero Wheels (Included) 19" Sport Wheels (\$1,500) 20" Überturbine Wheels (Included)		
Interior Options	INTERIOR All Black Interior (Included) Black and White Interior (\$1,000)		
Autopilot	AUTOPILOT (Included) Full Self-Driving Capability (\$10,000)		
Standard Fees	Order Fee (\$250) and Doc and Destination Fee (\$1,200)		

*Range (EPA est.) shown for standard / included wheel option

Model Y

Pricing, Features, and Options



Model Y Long Range		Model Y Performance
Drivetrain	Dual Motor All-Wheel Drive	
Base Price	\$58,990	\$63,990
Range*	330 mi	303 mi
Acceleration	4.8 sec	3.5 sec
Feature Details	Power adjustable heated front seats Heated front and rear seats Heated steering wheel HEPA air filtrations system Tinted glass roof with UV and infrared protection Independent flat-fold rear seats Interior floor mats LED fog lamps Power folding, auto-dimming, heated side mirrors Custom driver profiles Center console with storage, 4 USB-C ports and wireless charging for 2 smartphones Premium audio – 14 speakers, 1 subwoofer, 2 amps, and immersive sound USB-A port in the glovebox with a 128GB portable storage device included	
	Performance Upgrade Increased top speed from 135mph to 155mph 21" Überturbine Wheels Performance Brakes Lowered suspension Aluminum alloy pedals	
Subscription	Premium Connectivity Trial (30 Days Complimentary) Satellite maps with live traffic, In-car internet streaming music & media, Video streaming, Caraoke, Internet Browser	
Exterior Options	PAINT Pearl White Multi-Coat (Included) Midnight Silver Metallic (Included) Deep Blue Metallic (\$1,000) Solid Black (\$1,500) Red Multi-Coat (\$2,000)	
	WHEELS 19" Gemini Wheels (Included) 20" Induction Wheels (\$2,000)	WHEELS 21" Überturbine Wheels (Included)
	TOW HITCH Capable of towing up to 3,500 lbs (\$1,000)	
Interior Options	PREMIUM INTERIOR All Black Interior (Included) Black and White Interior (\$1,000)	
	INTERIOR LAYOUT Five Seat Interior (Included) Seven Seat Interior (\$3,000)	Five Seat Interior (Included)
Autopilot	AUTOPILOT (Included) Full Self-Driving Capability (\$10,000)	
Standard Fees	Order Fee (\$250) and Doc and Destination Fee (\$1,200)	

*Range (EPA est.) shown for standard / included wheel option

Model S

Pricing, Features, and Options



	Model S	Model S Plaid
Drivetrain	Dual Motor All-Wheel Drive	Tri Motor All-Wheel Drive
Base Price	\$94,990	\$129,990
Range*	405 mi	396 mi
Acceleration	3.1 sec	1.99 sec
Feature Details	Stalkless steering yoke 17" center display, 12.3" driver's display, and 8" second row display Gaming computer with 10 teraflops of processing power Wireless controller compatibility Premium 22-speaker audio with active noise cancelling Multi-device music and media over Bluetooth® Heated seats for every passenger, heated steering and heated windshield Ventilated front seating HEPA air filtration and Tri-zone Airwave cabin conditioning Custom driver profiles with automatic easy-entry and exit Ambient lighting Tinted glass roof Ultraviolet and infrared protection on all glass Front center console with sliding cup holders and storage Second row stowable center armrest with integrated storage and wireless charging Automatic opening and closing rear liftgate Auto dimming, power folding, heated side mirrors 28 ft³ of cargo space and secure front trunk Wireless and USB-C fast charging for every passenger Location-aware automatic garage door opener Phone Key	
Subscription	Premium Connectivity Trial (1 Year Complimentary) Live traffic visualization Satellite-View Maps Video Streaming with access to Netflix, Hulu, Youtube, Twitch, and more Caraoke Music Streaming Internet Browser <i>*New features that become available after delivery may be subject to additional charges</i>	
Exterior Options	PAINT Pearl White Multi-Coat (Included) Solid Black (\$1,500) Midnight Silver Metallic (\$1,500) Deep Blue Metallic (\$1,500) Red Multi-Coat (\$2,500) WHEELS 19" Tempest Wheels (Included) 21" Arachnid Wheels (\$4,500)	
Interior Options	PREMIUM INTERIOR All Black with Ebony Décor (Included) Black and White with Walnut Décor (\$2,000) Cream with Walnut Décor (\$2,000)	PREMIUM INTERIOR All Black with Carbon Fiber Décor (Included) Black and White with Carbon Fiber Décor (\$2,000) Cream with Carbon Fiber Décor (\$2,000)
Autopilot	AUTOPILOT (Included) Full Self-Driving Capability (\$10,000)	
Standard Fees	Order Fee (\$250) and Doc and Destination Fee (\$1,200)	

*Range (EPA est.) shown for standard / included wheel option

Model X

Pricing, Features, and Options



Model X		Model X Plaid
Drivetrain	Dual Motor All-Wheel Drive	Tri Motor All-Wheel Drive
Base Price	\$104,990	\$119,990
Range*	351 mi	335 mi
Acceleration	3.8 sec	2.5 sec
Feature Details	Stalkless steering yoke 17" center display, 12.3" driver's display, and 8" second row display	
	Gaming computer with 10 teraflops of processing power Wireless controller compatibility	
Feature Details	Premium 22-speaker audio with active noise cancelling Multi-device music and media over Bluetooth®	
	Heated seats for every passenger, heated steering and heated windshield Ventilated front seating HEPA air filtration and Tri-zone Airwave cabin conditioning	
Feature Details	Custom driver profiles with automatic easy-entry and exit Ambient lighting Tinted glass roof Ultraviolet and infrared protection on all glass	
	Front center console with sliding cup holders and storage Option for Five, Six, or Seven Seat Interior Layout	
Subscription	Automatic opening and closing rear liftgate Auto dimming, power folding, heated side mirrors 91 ft³ of cargo space and secure front trunk	
	Wireless and USB-C fast charging for every passenger Location-aware automatic garage door opener Phone Key	
Subscription	Premium Connectivity Trial (1 Year Complimentary)	
	Live traffic visualization Satellite-View Maps Video Streaming with access to Netflix, Hulu, Youtube, Twitch, and more	
Exterior Options	Caraoke Music Streaming Internet Browser <i>*New features that become available after delivery may be subject to additional charges</i>	
	PAINT Pearl White Multi-Coat (Included) Solid Black (\$1,500) Midnight Silver Metallic (\$1,500) Deep Blue Metallic (\$1,500) Red Multi-Coat (\$2,500)	
Exterior Options	WHEELS 20" Cyberstream Wheels (Included) 22" Turbine Wheels (\$5,500)	
Interior Options	PREMIUM INTERIOR All Black with Ebony Décor (Included)	PREMIUM INTERIOR All Black with Carbon Fiber Décor (Included)
	Black and White with Walnut Décor (\$2,000)	Black and White with Carbon Fiber Décor (\$2,000)
Interior Options	Cream with Walnut Décor (\$2,000)	Cream with Carbon Fiber Décor (\$2,000)
	INTERIOR LAYOUT Five Seat Interior (Included) Six Seat Interior (\$6,500) Seven Seat Interior (\$3,500)	
Autopilot	AUTOPILOT (Included) Full Self-Driving Capability (\$10,000)	
Standard Fees	Order Fee (\$250) and Doc and Destination Fee (\$1,200)	

*Range (EPA est.) shown for standard / included wheel option



Aaron Chapin
 5915 Milwaukee St
 Mcfarland, WI 53558
 H: (608) 445-2858
 aaron.chapin@mcfarland.wi.us

FRESH ARRIVAL



Stock # KI3200

2022 Kia Niro EV, Body Type:Sport Utility

Color:Gravity Blue, 6 Miles VIN:KNDCE3LG5N5135865

Cash

	Balance Due
\$0	\$48,092

MSRP/Retail	\$46,925.00
Selling Price	\$46,925.00
ANTI THEFT	\$399.00
Wheel Locks	\$199.99
Trade Difference	\$46,925.00
Government Fees	\$269.00
Proc/Doc Fees	\$299.00
Subtotal (Selling Price + Addons)	\$48,091.99
Total Balance Due	\$48,091.99

Customer Signature _____ Date _____

Manager Signature _____ Date _____

Subject to approved credit.

2022 NIRO EV EX PREMIUM

MODEL/OPT.CODE: V1262/015
EXTERIOR COLOR: GRAVITY BLUE
INTERIOR COLOR: CHARCOAL
VEHICLE ID NUMBER: KNDCE3LG5N5135865
PORT OF ENTRY: TACOMA

Sold To: W1031
Janesville Kia
3419 RYAN ROAD
JANESVILLE WI 53545

Ship To: W1031



STANDARD FEATURES

STANDARD EX FEATURES
MECHANICAL
64kWh Lithium Ion Polymer Battery
150kW Electric Motor
7.2 kW On-Board Charger (OBC)
DC Fast Charge Port (480V) in Front Grille
Adjustable Regenerative Braking via Paddle Shifters
Electronic Parking Brake w/ Auto Hold

KIA DRIVEWISE DRIVER-ASSIST TECHNOLOGY
Forward Collision-Avoidance Assist - Cyclist
Blind-Spot Collision Warning
Rear Cross-Traffic Collision Warning
Lane Keeping Assist & Lane Following Assist
Driver Attention Warning & High Beam Assist
Smart Cruise Control w/Stop & Go

SAFETY
Dual Front Advanced Airbags & Driver's Knee Airbag
Dual Front Seat-Mounted Side & Full-Length Curtain Airbags

INTERIOR, COMFORT & CONVENIENCE
10.25" Touchscreen w/Navigation & MapCare
Harman/Kardon Premium Audio System
Wireless Phone Charger
Rear View Camera with Dynamic Guidelines
Android Auto and Apple CarPlay
Kia Connect (f/k/a UVO) w/free trial.* Where available**
SIRIUSXM® w/Free 3-Mo. Subscription*
Smart Key w/ Push Button & Remote Start
Cloth & SynTex Seating Material
Power Adj. Driver's Seat w/ Power Lumbar Support
Heated Front Seats
Automatic Climate Control
7" Color Supervision Meter Cluster
Luggage Board and Under Floor Storage Tray
Rear Occupant Alert

EXTERIOR
17" Alloy Wheels
Roof Rails and Rear Privacy Glass
Fog Lamps
Power Folding Heated Outside Mirrors w/ Turn Signals

WARRANTY
10 Year/100,000 Mile Limited Powertrain Warranty
10 Year/100,000 Mile Limited Battery Warranty
5 Year/60,000 Mile Limited Basic Warranty
5 Year/60,000 Mile Roadside Assistance

MANUFACTURER'S SUGGESTED RETAIL PRICE ▶ \$ 44,650.00

COMPARE EX PREMIUM FEATURES
Added to/in place of standard EX features

- Power Sunroof with Sunshade
- LED Rear Combination Lamps
- SynTex Seating Material
- Ventilated Front Seats
- Parking Distance Warning - Reverse
- Cargo Cover
- LED Interior Lights

ADDITIONAL INSTALLED EQUIPMENT:
(In addition to or in place of standard features)

Cold Weather Package

- Battery Heater
- Heat Pump
- Heated Steering Wheel

MSRP INCLUDING OPTIONS

INLAND FREIGHT AND HANDLING

TOTAL MANUFACTURER'S SUGGESTED RETAIL PRICE ▶ \$ 46,925.00

Included
Included
Included
Included
Included
Included
Included
Included

\$1,100.00

EPA DOT Fuel Economy and Environment Electric Vehicle

Fuel Economy

SMALL STATION WAGONS range from 23 to 118 MPGe. The best vehicle rates 142 MPGe.

You save \$3,500 in fuel costs over 5 years compared to the average new vehicle.

112 MPGe combined city/hwy

123 city 102 highway 30 kW-hrs per 100 miles

Driving Range
When fully charged, vehicle can travel about... **239 miles**

Charge Time: 9.5 hours (240V)

Annual fuel cost \$600

Fuel Economy & Greenhouse Gas Rating (tailpipe only) **Smog Rating** (tailpipe only)

10 Best **10** Best

This vehicle emits 0 grams CO₂ per mile. The best emits 0 grams per mile (tailpipe only). Does not include emission from generating electricity; learn more at fueleconomy.gov.

Actual results will vary for many reasons, including driving conditions and how you drive and maintain your vehicle. The average new vehicle gets 27 MPG and costs \$7,500 to fuel over 5 years. Cost estimates are based on 15,000 miles per year at \$0.13 per kW-hr. MPGe is miles per gasoline gallon equivalent. Vehicle emissions are a significant cause of global warming and smog.

fueleconomy.gov
Calculate personalized estimates and compare vehicles

Smartphone QR Code

GOVERNMENT 5-STAR SAFETY RATINGS PARTS CONTENT INFORMATION

Overall Vehicle Score		Not Rated
Based on the combined rating of frontal, side and rollover. Should ONLY be compared to other vehicles of similar size and weight.		
Frontal	Driver	Not Rated
Crash	Passenger	Not Rated
Based on the risk of injury in a frontal impact. Should ONLY be compared to other vehicles of similar size and weight.		
Side	Front seat	Not Rated
Crash	Rear seat	Not Rated
Star ratings based on the risk of injury in a side impact.		
Rollover	Not Rated	
Star ratings based on the risk of rollover in a single-vehicle crash.		

Star ratings range from 1 to 5 stars (★★★★★) with 5 being the highest.

Source: National Highway Traffic Safety Administration (NHTSA).
www.safercar.gov or 1-888-327-4236

FOR VEHICLES IN THIS CAR LINE U.S./CANADIAN PARTS CONTENT: 0 %

MAJOR SOURCES OF FOREIGN PARTS:
KOREA: 65%
CHINA: 30%

NOTE: PARTS CONTENT DOES NOT INCLUDE FINAL ASSEMBLY, DISTRIBUTION, OR OTHER NON-PARTS COSTS.

FOR THIS VEHICLE FINAL ASSEMBLY POINT:
HWASUNG, KOREA

COUNTRY OF ORIGIN
ENGINE: KOREA

*Ask dealer for details.
**Kia Connect may be currently unavailable for Model Year 2022 and newer vehicles sold or purchased in Massachusetts; please see owners.kia.com for updates on availability.
NOTE: When you purchase this vehicle, Kia America, Inc. collects personal information you provide to the

TOTAL ADDITIONAL WEIGHT:

Manufacturer's suggested retail price includes Manufacturer's recommended pre-delivery service. License

Belco Vehicle Solutions, LLC
 299 North St
 Poynette, WI 53955 US
 (608) 635-0519
 belcovs@gmail.com
 belcovehiclesolutions.com



Estimate

ADDRESS

McFarland Police Department
 5915 Milwaukee Street
 McFarland, WI 53558

ESTIMATE # 4340

DATE 02/03/2022

DESCRIPTION	QTY	COST	AMOUNT
Changeover admin/det. Installation of all new and used equipment into new vehicle. Mustang Mach E Tesla 3 Kia Niro EV . Transfer 4 lights to the grill, visor light, B-post side lights, and 2 rear deck lights. Kenwood radio and rifle rack to be transferred. Current set up for light/siren controls is 4 toggle switches with momentary siren switch.	1	1,800.00	1,800.00
Removal - Detective Removal of equipment from existing vehicle. 2013 Dodge Charger - Complete Strip	1	300.00	300.00
WIRHUTILITY Belco custom wire harness. Includes 10' 4ga battery cable/ground cable.	1	198.50	198.50
Octply Black electronics mounting base.	1	28.50	28.50
100ampcir Install bay 100 amp circuit breaker	1	42.50	42.50
COPETophatSS Copeland Engineering 6301 Top H.A.T SS Power Distribution Timer	1	157.57	157.57
8gang 8 Gang terminal block	1	16.97	16.97
8026B RT Fuse Block, 12 Circuit With Ground, With Cover And Failed Fuse LED Indicator	1	55.00	55.00
8028B RT Fuse Block, 6 Circuit, With Cover And Failed Fuse LED	1	32.08	32.08

DESCRIPTION	QTY	COST	AMOUNT
Indicator			
RL3040	4	3.99	15.96
Install Bay 40 Amp Relay			
1/4 Wave	1	18.99	18.99
1/4 Wave Antenna Mast and Base			
17Antennamini	1	35.45	35.45
17' Antenna Cable With Brass Base, Mini UHF Connector			
C3900U	1	199.00	199.00
Code 3 Slim Speaker With Universal Bracket			
IBRRSB	1	7.54	7.54
Install Bay Round Rocker Switch (Blue)			
IBRRSR	1	7.54	7.54
Install Bay Round Rocker Switch (Red)			
IBRRSG	1	7.54	7.54
Install Bay Round Rocker Switch (Green)			
IBRRSO	1	7.54	7.54
Install Bay Round Rocker Switch (Orange)			
IBVSW	1	7.54	7.54
Install Bay Momentary Switch			
SET-gunstand	1	217.49	217.49
Setina Free standing mount, (vehicle specific)			
ETFBSSN-P	2	58.00	116.00
Sound Off Flashback (Head light and taillight flashers - IF APPLICABLE)			

Thank you for your business

TOTAL

\$3,271.71

Accepted By

Accepted Date

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Monday, February 14, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer

AGENDA ITEM: Discussion and action regarding the job description and classification to create the Human Resource Generalist position with the Administration Department, and authorization to fill the vacancy thereof.

PREVIOUS ACTION:

November 22, 2021 - Acceptance of the Compensation, Classification and Future Staffing Plan by GOVHR.

November 22, 2021 - Adoption of the 2022 Budget, approving the addition of an HR Generalist in the Administration Department.

ISSUE SUMMARY:

With passage of the 2022 budget, the Village committed to adding an HR Generalist to the Administration Department. Within the 2021 Classification/Compensation Study and Staffing Analysis GOVHR recommends the Village add an HR Generalist position within the Administration Department. Currently, the Human Resource function is administered in a decentralized manner. The Village Administrator and Village Clerk/Treasurer currently fill this role. As the Village has grown in the last couple of years, so has the need for a centralized HR position within the Village. The position would be responsible for day-to-day Human Resource functions. Attached is a full position description outlining the duties the position would perform. Specific goals and initiatives for the position for the first year:

1. Help continue to implement the recommendations of the 2021 Compensation/Classification and future staffing analysis. The study recommends the Village create an employee engagement workgroup and an employee benefit workgroup. This position would mobilize these two workgroups and begin their work respectively.
2. Provide proactive Benefit Education including open enrollment. The 2021 Compensation & Classification study highlighted an area employees identified for improvement was benefit education. This position would have a presence among departments to provide more proactive education on benefits and open enrollment opportunities for employees.
3. Assist in bringing forward the combination re-write of the Personnel Policy Manual and Compensation and Benefits Manual. A large project will be combining the current Personnel Policy Manual and Compensation Benefits Manual and updating it accordingly and reviewing the commendations to benefit and policy revisions.



4. Advance additional wellness opportunities and training for Village employees. These initiatives could target areas like diversity, equality and inclusion that the Board has expressed a commitment to wanting to advance.

Attached are the following:

1. Job Description - The proposed job description is attached for the HR Generalist position.
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:

None.

VILLAGE PLAN REFERENCE:

2021 Compensation, Classification and Future Staffing Analysis.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Motion to approve the job description and classification to create the Human Resource Generalist position with the Administration Department at grade 8, and authorize to fill the vacancy.

ATTACHMENTS:

1. HR Generalist - 02.04.2022
2. Scoring Worksheet - HR Generalist - 02.11.2022 - FINAL
3. Final Plan Grade Scoring - FINAL 01.24.2022
4. SalariesByExperience (6) - HR Generalist

Job Title	Human Resource Generalist
Department	Administration
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

This position provides Human Resources support to the Clerk/Treasurer and performs professional and administrative duties related to human resources regarding personnel related programs including employee and retiree benefits programs; personnel policies, disciplinary matters, procedures and collective bargaining agreements; classification and compensation plans, and maintaining compliance with federal, state and local employment laws and regulations.

Supervision

Received	Clerk/Treasurer
Exercised	None

Essential Job Functions

- Reviews, tracks, and documents compliance with mandatory and non-mandatory training; researches Village needs and recommends training programs.
- Assists in managing and providing education regarding the benefit programs of the Village.
- Recruits, interviews, and facilitates the hiring process of qualified job applicants for open positions. Collaborates with Departments to understand skills and competencies required for openings.
- Conducts background checks and employee eligibility verifications.
- Implements new hire orientation, and employee recognition and wellness programs.
- Performs routine tasks required to administer and execute personnel related programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; developing and maintaining position descriptions; productivity, recognition, and morale; occupational health and safety; and training and development.

- Coordinates leaves of absences as under the Family Medical Leave Act and all other leaves of absences required by state law and Village policy.
- Handles employment-related inquiries from applicants, employees, and supervisors/department heads, referring complex and/or sensitive matters to accordingly.
- Attends and participates in employee disciplinary meetings, terminations, and investigations.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Assists with other personnel activities and special projects such as counseling and assisting Department Heads and supervisors on policies and procedures, interpreting and complying with collective bargaining agreements, researching new benefit programs, monitoring benefit programs, etc.
- Assists in maintaining personnel records.
- Coordinates benefit administration with payroll.
- Facilitates the Employee Engagement and Employee Benefit Workgroups.
- Attends evening meetings of the Personnel Committee.
- Attends professional development opportunities including training, seminars, workshops and courses.
- 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 a college or university with a Bachelor's Degree in Human Resources Management, Business Management, or related field, supplemented by at least 4 years of experience in benefits administration and human resources preferably in a local or state government setting. Certification through SHRM a plus.

Knowledge, Ability, and Skill

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

Knowledge of	• Federal and State labor and employment laws; benefits laws and regulations and benefit plan provisions; workers' compensation laws; unemployment benefits. • 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	• Multi-task and prioritize work. • Deal with highly sensitive information and maintain confidentiality.

	• Communicate effectively both verbally and in writing. • Prepare complex correspondence and reports. • Establish and maintain effective working relationships with elected officials, supervisors, coworkers, retirees, contractors, vendors and the general public.
Skill in	• Benefits administration. • Oral and written communications. • Strategic thinking and decision making. • Public relations.

Necessary Special Requirements

None

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
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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 - 495

* 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			
	Minor: Some inconvenience and delays but minor costs in terms of time, money, or public/employee good will.	Moderate: Moderate costs in time, money, or public/employee good will would be incurred. Delays in important projects/schedules likely	Serious: Important goals would not be achieved and the financial, employee, or public relations posture of the Organization would be seriously affected	Critical: 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
LITTLE: Little discretion or independent judgment exercised	10	20	35	55
SOME: Some discretion or judgment exercised, but supervisor is normally available	15	25	45	70
OFTEN: 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
HIGH: High level of discretion with decisions restricted only by Departmental policies and little direct guidance from supervisors	45	55	75	100
VERY HIGH: 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			

SALARY ASSESSOR[®]

HR Generalist

Specifications:

Prepared for:

Area: Madison, Wisconsin

Industry: All Industries - Diversified

Industry Codes: eSIC: 0000, NAICS: 000000, usSEC: 0000

Organization Size: (Data reported by years of experience)

Education Adjustment:

Skill Adjustment:

Certification Adjustment:

Shift Work Adjustment:

Planning Date: 2/9/2022

Annualized Salary Trend: 2.6% (Adjustment: 0.86%)

Database as of: 10/1/2021

ERI Job Code: 103472

eDOT: 166267413

SOC: 131071

Printout Date: 2/9/2022

(Items in bold affect salary estimates)

Date Last Updated: 10/1/2021

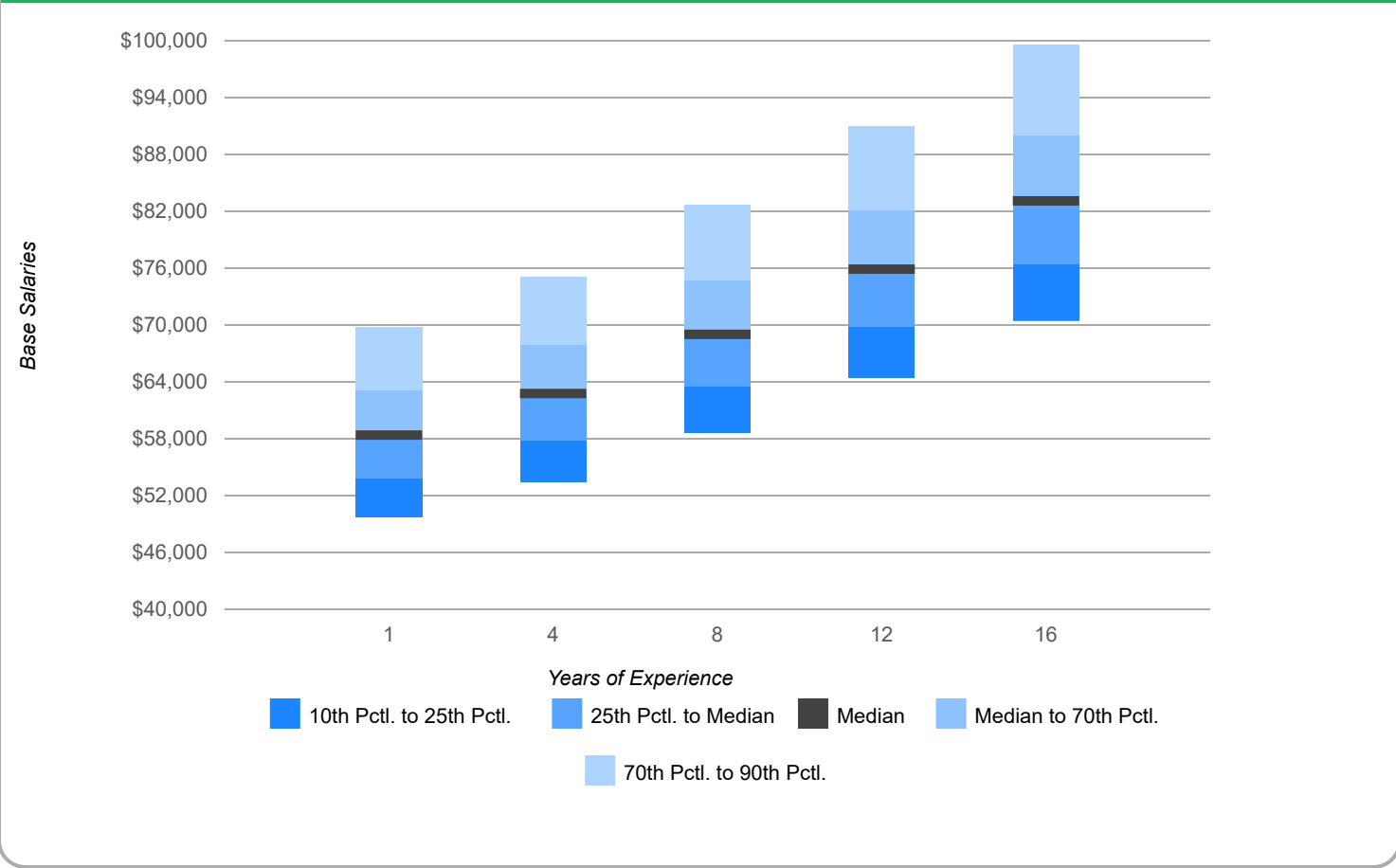
ERI Job Title: HR Generalist

Estimated Survey Median Annual Base Salaries

All Incumbent Median: \$69,018

Years of Experience	10th Percentile	25th Percentile	Median	70th Percentile	90th Percentile
16	70,476	76,375	83,104	89,934	99,605
12	64,431	69,784	75,896	82,125	90,968
8	58,669	63,507	69,018	74,657	82,677
4	53,426	57,802	62,771	67,868	75,114
1	49,738	53,792	58,387	63,106	69,802

Annual Base Salaries Graph



ERI Job Title: HR Generalist

Job Description

Overview

- Assesses personnel policies, programs, and procedures, and informs employee and management personnel on the interpretation of them.
- Performs professional level human resources work and carries out responsibilities in one or more functional areas, such as, staffing, employee relations, compensation, training, employment, labor relations, safety, affirmative action and employment equity programs, and personnel research.

Typical Functions

- Carries out administrative work involving the human resources functions and maintains related records.
- Ensures that programs are carried out in accordance with company's policies and procedures.
- Analyzes and provides advice to supervisors and managers on methods and approaches to resolve employee work problems.
- May make presentations to explain the purpose and goal and to seek compliance and understanding of human resources policies.
- May conduct research to determine the effectiveness of personnel programs and policies.
- May develop and propose improvement to policies, programs, and procedures to improve the effectiveness of human resources and operations.
- May have lead or professional responsibilities over lower level support and clerical personnel.
- May be responsible for implementing and evaluating revised human resources policies.
- Provides other human resources services as needed.

Date Last Updated: 10/1/2021

Methodology



Data Collection

ERI gathers data from 3 types of sources: surveys we conduct ourselves, surveys we purchase from other organizations, and reports from publicly traded organization, such as proxies and 10- Ks.



Data Verification

After collecting the data, we conduct QA to ensure the data flowing into the analyses are of the highest quality.

Some examples of QA tasks are job matching by trained analysts, interviewing participants to double-check data that do not fall into parameters, and inspecting data to identify issues such as keying errors or misclassifications.



Analysis

ERI conducts advanced analytics to accurately capture the full scope of an occupation and how it exists in the economy.

ERI is committed to using the best analysis for a given statistical task, including machine learning, meta-analysis, and regression.

These analyses have been validated against independently collected market data.



Quality Assurance

ERI analysts double-check the results for every job every quarter.

This process allows us to be confident in the data we publish.



ERI Results

The end result is a carefully curated dataset that reflects compensation rates with an unparalleled level of accuracy.

ERI provides a comprehensive database of compensation for over 11,500 job titles, 1,000 industries, and 11,000 locations.

McFarland
SUMMARY SHEET

MEETING DATE: Monday, February 14, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer

AGENDA ITEM: Discussion and action to approve revisions to the organizational chart for the Administration Department.

PREVIOUS ACTION:

Item

ISSUE SUMMARY:

With the addition of the Human Resource Generalist to the Administration Department, it is also necessary to update the Organizational Chart to reflect the change.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

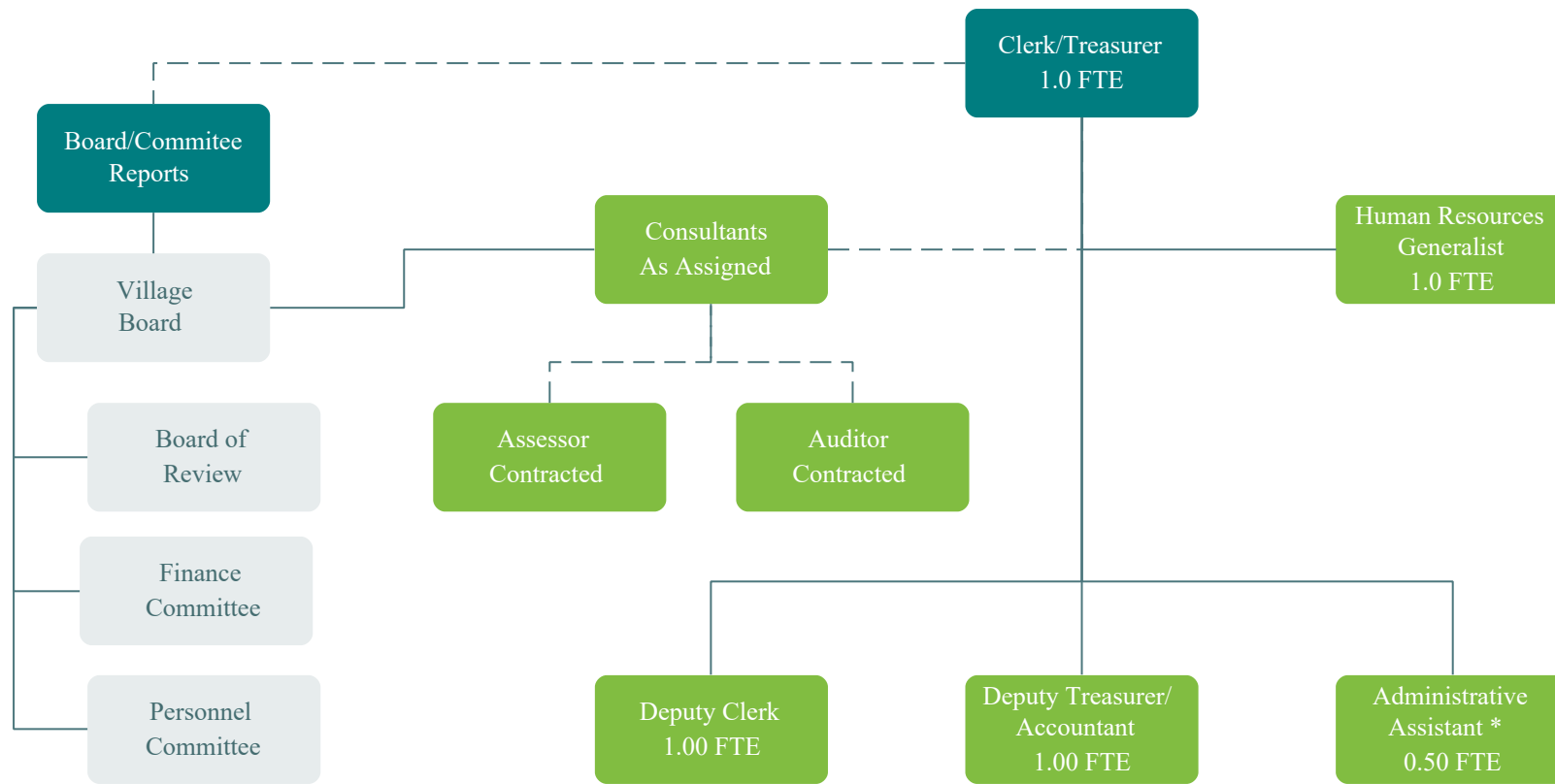
None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Motion to approve revisions to the organization chart for the Administration department.

ATTACHMENTS:

1. Administration Organizational Chart 02102022



* Position is full-time and splits utilization with Fire and Rescue Department.

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, February 14, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action regarding Ordinance #2022-04: an ordinance changing the compensation for Village Board members.

PREVIOUS ACTION:

The last change to compensation was authorized in 2013 and became effective in 2015.

ISSUE SUMMARY:

Please find enclosed a proposed ordinance regarding Village Board member compensation.

This is very similar to the last ordinance but updated for our purposes going forward. The changes shown in the draft were drafted by the Village Administrator and confirmed by the Village Attorney with his changes included. Please note the following summary of the changes proposed:

- Deletion of sub-section (a) – The Village Attorney requested this as its redundant for what is required of us in the Statutes. It is just a statement in our Code of what State law authorizes and repeating it does not give us any benefit. Additionally the reference to “operating under general or special law” is awkward suggesting they didn’t know what laws we were operating under when this was last adopted.
- Changes to sub-section (b) – The Village Attorney requested removal of the Statutory references as that is not required for inclusion (similar to the previous comments). His recommendation is to list what’s needed in the code which is the salary, for whom, and when its effective which is what the enclosed changes align with. The date of April 18, 2023 is the first day of the new board term of 2023-2025 offices (currently this would be the election or re-election of seats held by Trustee Brassington, Nelson, and St. Clair as well as President Clow). Whom ever is elected in April of this year would be paid under the current levels and process until the effective date of this ordinance next year.
- Compensation – Attached is the background collected by Middleton last Fall. It should give everyone a pretty good idea of where various municipalities large and small are within the area. We are not likely comparable to larger cities, but cities like Monona and Verona are not unreasonable targets. The enclosed level of compensation follows what Waunakee has set which would bring us at least consistent with or in excess of Waunakee, DeForest, Verona, Monona, Cottage Grove, etc. Overall its an increase higher than the average and at a high percentage, but on a per person basis it is not a lot of money given the amount of commitment that is asked of people in these positions. Our current budgeted amount is \$2,880 per Trustee (\$40 per meeting x 6 meetings per month x 12 months in the year) and \$4,680 for President (same math as for Trustees but



with \$1,800 stipend). However, the board should discuss and set the level at what they feel is appropriate.

- Deletion of sub-section (c) – Another change to the previous section that affects this section is changing this to a “salary” versus “per meeting”. The per meeting language is problematic as it is difficult to keep people on time to submit their time sheets which leads to Staff guessing at what meetings they have attended. We introduced the electronic time sheeting but this still remains an administrative headache each quarter. Changing to salary will pay them 25% of their annual compensation every 3 months with nothing to submit. That will improve the process and experience for everyone significantly. If we make that change, then sub-section (c) is not necessary as a definition any further.

Lastly, this ordinance change does not address the judge whom is also an elected official. By code, the Village Board sets the salary for the Judge and that is a decision not built into ordinance. We can’t address this until her current term is up which will not be until 2024.

We’ll connect with her prior to that and have the board take action in line with the code prior to people seeking nomination papers. The judge position is on a salary payment at \$650 per month or \$7,800 for the year so likely an adjustment of some sort is needed in the future.

FINANCIAL/BUDGET IMPACT:

Average Actual Payment

Trustee

- 2018 - \$3,053.33
- 2019 - \$2,622.86
- 2020 - \$1,791.11

President

- 2018 - \$5,280.00
- 2019 - \$6,170.00
- 2020 - \$5,040.00

The jump to the new level will be shorter from the budgeted amount versus the actual as payments for Trustees have been trending less than what's been budgeted. Either way, this will be accounted for in the next budget cycle for 2023.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.



BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended action:

Motion, second to approve Ordinance #2022-04, an ordinance changing the compensation for Village Board members.

ATTACHMENTS:

1. Ordinance 2022-04 Elected Official Compensation 02022022 mgs
2. Elected Officials Salary Data
3. 2021 Salary Information For Elected Officials In Seven Jurisdictions In Dane County

ORDINANCE 2022-04

AN ORDINANCE CHANING THE COMPENSATION FOR VILLAGE BOARD MEMBERS

Purpose: To amend the Code provisions setting the compensations levels for Village Board for the Village of McFarland.

Sponsor: Chris St. Clair, Village Trustee.

Recommended Referral: None.

Public Hearing: None.

WHEREAS, the Village of McFarland compensates the Village President and Trustee positions as part of their elected representation on the Village Board;

WHEREAS, compensation rates for the Village President and Trustee positions were last authorized for adjustment in 2013 with an effective implementation in 2015; and

WHEREAS, the Village Board desires to increase compensation for future board members to update current rates as recognition for their time spent on the board.

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

1. Section 2-136 is amended to read as follows:

~~(a) — The Village President and other Village Trustees who make up the Village Board, whether operating under general or special law, may by a three-fourths vote of all the members of the Village Board determine that a salary be paid the Village President and Village Trustees. The salaries and compensation to be paid shall be determined by ordinance of the Village Board. Salaries heretofore established shall so remain until changed by ordinance and shall not be increased or diminished during their terms of office.~~

~~(ab)~~ Pursuant to Wis. Stats. §§ 61.32 and 755.04 and this Section of the McFarland Municipal Code, the salaries of the following Village officials are hereby ~~modified~~ established, effective ~~April 21, 2015~~ April 18, 2023:

(1) The salary of the Village Trustees ~~is hereby increased to~~ shall be \$4,250.00 ~~\$40.00~~ per year ~~meeting attended~~ to be paid quarterly.

- (2) The salary of the Village President ~~is hereby changed to~~ shall be \$8,500.00 ~~\$1,800.00~~ per year ~~plus \$40.00 per meeting attended~~ to be paid quarterly.
- (3) ~~For purposes of this Division, "meeting" shall mean all regular and special meetings of the Village Board or any regular or special Committee or Commission meetings attended by the officer as a member of that Committee or Commission. Attendance at meetings of Committees or Commissions of which that officer is not a member shall not be compensated.~~

The above and foregoing Ordinance was duly adopted at a regular meeting of the McFarland Village Board on the 14th day of February, 2022.

APPROVED:

Carolyn A. Clow
Village President

ATTEST:

Cassandra Suettinger
Village Clerk-Treasurer

ORDINANCE 2022 – 04	
MOTION	SECOND
ACTION	
DATE	
Adopted	
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Clow –	Wreh –
Brassington –	Flaherty –
Nelson –	St. Clair –
Rupert –	
VOTING RESULTS	
Motion Carried	
Motion Defeated:	

	Chief Elected Official	Legislative Body	Judge	Per Diem	Population
<u>Cities</u>					
Lodi	\$9,600	\$2,400			3087
Columbus	\$9,000	\$3,000			5096
Edgerton	\$2,520	\$2,220	\$4,919		5549
Monona	\$7,800	\$4,800	\$9,000		7827
Reedsburg	\$6,000	\$3,000			9285
Monroe	\$6,400	\$3,000			10680
Baraboo	\$10,000	\$3,000			11993
Verona	\$7,800	\$4,500	\$9,429		12303
Middleton	\$14,400	\$4,800	\$14,400		20151
Fitchburg	\$10,000	\$5,000	\$15,000		27939
Sun Prairie	\$20,000	\$6,728	\$29,953		32933
<i>Averages</i>	<i>\$9,411</i>	<i>\$3,859</i>	<i>\$13,783</i>		<i>13349</i>
<i>Median</i>	<i>\$9,000</i>	<i>\$3,000</i>	<i>\$11,915</i>		<i>10680</i>
<u>Villages</u>					
Shorewood Hills	\$0	\$0	\$2,995		2332
Belleville	\$4,000	\$2,000	\$25/each committ		2392
Deerfield	\$2,400	\$400			2458
Marshall	\$5,700	\$600	\$4,320		3848
Cross Plains	\$2,400	\$1,200	\$3,900		3926
Cottage Grove	\$6,222	\$3,000			6650
Mount Horeb	\$4,000	\$3,000			7121
Windsor	\$15,000	\$8,400			7430
McFarland	\$4,200	\$2,400	\$7,800		8200
Oregon	\$4,500	\$3,000	\$7,724		9917
De Forest	\$8,000	\$5,000	\$15,000		9920
Waunakee	\$8,500	\$4,500			13535
<i>Averages</i>	<i>\$5,410</i>	<i>\$2,792</i>	<i>\$6,957</i>		<i>6477</i>
<i>Median</i>	<i>\$4,350</i>	<i>\$2,700</i>	<i>\$6,022</i>		<i>6886</i>
<u>Town</u>					
Bristol	5400	2700	\$50/meeting		2690
Westport	4800	3000	4800 45/meeting		4016
<i>Averages</i>	<i>\$5,100</i>	<i>\$2,850</i>	<i>\$4,800</i>		<i>3353</i>
<i>Median</i>	<i>\$5,100</i>	<i>\$2,850</i>	<i>\$4,800</i>		<i>3353</i>

SALARY INFORMATION

Jurisdiction	Mayor	Council President	Council Member	Village President	Village Trustees	Municipal Judge	Alder
Fitchburg	10,000	5,500	5,000			15,000	
McFarland				4,680	2,800		
Middleton	14,400		4,800			14,400	
Monona	7,800					9,007	
Sun Prairie	21,245	10,712	6,963			29,953	
Verona	8,364					10,296	5,148
Waunakee				8,500	4,250	10,000	