

Monday, March 28, 2022

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/85329616028>

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

Webinar ID: 853 2961 6028

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) Community Service Day
 - 2) Spring Election - April 5, 2022 - 7:00 a.m. to 8:00 p.m.
 - 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 March 14, 2022 regular Village Board meeting.
 - 2) Motion to approve checks in the amount of \$749,934.70.
 - 3) Motion to approve an event permit for the American Legion Post 534 for the Memorial Day Parade to be held on Monday May 30th, 2022 from 11 a.m. to 12:30 p.m. with the conditions provided for by Chief Chapin and to pursuant to Village Ordinance 36-16 waive the event permit fee for a Community Organization.
 - 4) Motion to approve Low Income Household Water Assistance Program Agreement to assist individuals eligible with paying their Village utility bills.
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. Discussion and action regarding a proposal from Accurate Appraisal to serve as Village Assessor through 2026 with an option through 2031.
- b. Plan Commission (President Clow & Trustee St. Clair)
 - 1) Discussion and action regarding Ordinance 2022-03: An Ordinance Amending Various Provisions of the McFarland Municipal Code Relating to Powers and Duties of the Landmarks Commission.
- c. Discussion and action regarding acceptance of the Village of McFarland updated Operational Reopening Plan as complete.
- d. Presentation and discussion regarding Fire and Rescue planning related to creating Lieutenant position and transitioning to paramedic level of service.
- e. Discussion and action regarding design service proposals for the replacement of Village gateway signs on US Highway 51.
- f. Discussion and action to approve the handbook for Village Board members.
- g. 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

McFarland
SUMMARY SHEET

MEETING DATE: Monday, March 28, 2022

SECTION: Public Announcements & Communications

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Spring Election - April 5, 2022 - 7:00 a.m. to 8:00 p.m.

PREVIOUS ACTION:

ISSUE SUMMARY:

The Village of McFarland will hold the Spring Election on April 5, 2022 for several statewide offices as well as the following Village and McFarland School District Offices.

Polling Location - 5915 Milwaukee St.

Polling Hours - 7 a.m. to 8 p.m.

Village Trustee - Vote for no more than 3

Edward J. Wreh

Clair Bud Utter

Mike Flaherty

TJ Jerke

McFarland School Board - Vote for no more than 2

Tom Mooney

Meghan Fessler

Samanthan Zeilenga

By Mail Absentee Voting - Absentee ballot voting by mail continues up through March 31st at 5 p.m. Ballots can be requested by visiting: <https://myvotwe.wi.gov/en-US/Vote/Absentee>.

Make a Plan, Make it Count - By mail, absentee ballots can only be returned by the voter themselves via USPS or in person in the Clerk's Office during business hours, or by an election official on Election day. All ballots must be received no later than 8 p.m. on April 5, 2022 to be counted.

In-office absentee voting began Tuesday March 2nd and run through Saturday April 2nd in the administration offices. See attached schedule for full in-person absentee schedule.

Make a Plan, Make it Count- In office absentee voting is available through Saturday April 2nd. All voters must show a valid photo during in-person absentee voting to be provided a ballot. For more information on valid photo IDs visit: bringit.wi.gov.

Voters can preview the ballot by visiting: <https://myvote.wi.gov/en-us/PreviewMyBallot>



Election Day- The Polls open at 7 a.m. and close at 8 p.m. All Village of McFarland residents vote at the McFarland Municipal Center, 5915 Milwaukee St., McFarland, WI 53558.

Make a Plan, Make it Count- All voters are encouraged to verify their voter registration status ahead of time, and ensure they have valid photo ID. Voters should visit <https://myvote.wi.gov/en-us/> for more information for more information.

For any voting related questions, voters can the Village Administration office via phone at 608-838-3153 or via email at village.administration@mcfarland.wi.us

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2022 Spring Election - Absentee Calendar Flyer (3) (1)
2. McFarland Sample Ballot

IN-PERSON ABSENTEE VOTING HOURS



make a plan

In-office absentee voting begins in the Clerk's Office on Tuesday, March 22nd and will be held the following dates and times:

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		22 7am - 4:30pm	23 8am - 4:30pm	24 7am - 4:30pm	25 8am - 4:30pm	26 9am - Noon
27 closed	28 8am - 4:30pm	29 7am - 4:30pm	30 8am - 4:30pm	31 7am - 4:30pm	APR 1 8am - 5pm	2 9am - Noon
3 closed	4	5 Election Day 7am - 8pm				



make it count

All voters must to show a valid photo ID during in-person absentee voting to be provided a ballot. For more information on valid photo IDs visit: bringit.wi.gov



Official Ballot
Nonpartisan Office
April 5, 2022

Notice to voters: If you are voting on Election Day, your ballot must be initialed by 2 election inspectors. If you are voting absentee, your ballot must be initialed by the municipal clerk or deputy clerk. Your ballot may not be counted without initials. (See end of ballot for initials.)

General Instructions		Municipal	
If you make a mistake on your ballot or have a question, ask an election inspector for help. (Absentee voters: Contact your municipal clerk.) To vote for a name on the ballot, fill in the oval next to the name like this: ●. To vote for a name that is not on the ballot, write the name on the line marked "write-in" and fill in the oval next to the name like this: ●.		Village Trustee Vote for not more than 3	
		☐ Edward J. Wreh	
		☐ Clair Bud Utter	
		☐ Mike Flaherty	
		☐ TJ Jerke	
		☐ write-in:	
		☐ write-in:	
		☐ write-in:	
Judicial		School District	
Court of Appeals Judge District 4 Vote for 1		School District of McFarland School Board Member Vote for not more than 2	
	☐ Brian Blanchard	☐ Tom Mooney	
	☐ write-in:	☐ Meghan Fessler	
Circuit Court Judge Branch 3 Vote for 1		☐ Samantha Zeilenga	
	☐ Diane Schlipper	☐ write-in:	
	☐ write-in:	☐ write-in:	
Circuit Court Judge Branch 4 Vote for 1			
	☐ Everett D. Mitchell		
	☐ write-in:		
Circuit Court Judge Branch 5 Vote for 1			
	☐ Nicholas J. McNamara		
	☐ write-in:		
Circuit Court Judge Branch 14 Vote for 1			
	☐ John D. Hyland		
	☐ write-in:		
Circuit Court Judge Branch 15 Vote for 1			
	☐ Stephen Ehlke		
	☐ write-in:		
County			
County Supervisor District 34 Vote for 1			
☐ Patrick Miles			
☐ Herb Taylor			
☐ write-in:			

Continue voting at top of next column.

Official Ballot Nonpartisan Office April 5, 2022 for V McFarland Wds 1-10	
Ballot Issued by _____ Initials of election inspectors _____	
Absentee ballot issued by _____ Initials of municipal clerk or deputy clerk _____ (If issued by SVDs, both SVDs must initial.)	
Certification of Voter Assistance I certify that I marked or read aloud this ballot at the request and direction of a voter who is authorized under Wis. Stat. §6.82 to receive assistance. _____ Signature of assistor	
For Official Use Only	
Inspectors: Identify ballots required to be remade. ☐ Overvoted ☐ Damaged ☐ Other	
If this is the Original Ballot , write the serial number here: _____	If this is the Duplicate Ballot , write the serial number here: _____
_____ Initials of inspectors who remade ballot	

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, March 28, 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, March 14, 2022 - 7:00 PM

1. CALL TO ORDER.

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

2. ATTENDANCE/ROLL CALL.

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

Village Board members not present: None

Staff Present: Administrator Matt Schuenke, Clerk/Treasurer Cassandra Suettinger, Police Chief Aaron Chapin, Community and Economic Development Director Andrew Bremer, Public Works Director Jim Hessling, Assistant to the Public Works Director Aimee Irwin, and Fire/EMS Director Chris Dennis.r.

3. PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS.

a. Public Announcements

1) Voting Information - April 5, 2022

Clerk/Treasurer Suettinger provided voting information associated with the April 5, 2022 Spring Election.

2) WCW Friend of Access Award - John Wells

President Clow highlighted and commended John Wells for being awarded the WCE Friend of Access award, and for his many years of service to the Village as an announcer.

3) Village Trustee Edward Wreh - Honored by Great Madison in Business Magazine as 40 under 40 honors.

Village President Clow commended Village Trustee Edward Wreh for being honored by the Greater Madison in Business Magazine with the 40 under 40 honors.

b. Public Communications

None.

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 February 28, 2022 regular Village Board meeting.

2) Motion to approve checks in the amount of \$758,716.62.

Motion by Village President Carolyn Clow, second by Village Trustee Justin Rupert, to approve checks in the amount of \$758,716.62. 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 and update on the construction progress for the Public Safety Center.*

Jordan Schulz provided an overview and update on the project. He noted due to supply chain issues, the project completion date has been pushed back to February 2022, but overall the project was progressing well.

- b. *Discussion and action regarding proposed Change Order PS-001 for the Public Safety Center to address additional concrete protections.*

Jordan Schulz, owner representative with Huffman, provided an update on the proposed change order.

Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to approve Change Order PS-001 for the Public Safety Center to address additional concrete protection. Motion carries 7 - 0 - 0 by acclamation.

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

- 1) *Discussion and action regarding the award of contract to construct Pickleball Courts at William McFarland Park.*

Motion by Trustee Carrie Nelson, second by Trustee Rupert, to award contract to Parisi Construction of Madison in an amount of \$396,068 including the base bid for the project, construction administration, contingency, and approving the total costs for the project in an amount of \$445,000. Motion carries 7 - 0 - 0 by acclamation.

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

- 1) *Discussion and action regarding the award of Contract A for the 2022 Terminal Drive Reconstruction Project including supplemental bid for the 2022 Sidewalk Replacement*

Project.

Motion by Trustee Chris St. Clair, second by Trustee Edward Wreh, to award Contract A to Raymond P. Cattell, Inc. of Madison in the amount of \$1,337,433 for the base bid and supplemental bid approving the total project cost of \$1,553,148 including also the railroad crossing, contingency, and engineering expenses. Furthermore, the optional supplemental bid for additional sidewalk replacement is rejected and the Village Engineer will solicit direct quotations for this work to be reviewed and approved by the Village Board upon recommendation of the Committee. Motion carries 7 - 0 - 0 by acclamation.

2) Discussion and action regarding the award of Contract B for the 2022 Street & Utility Improvements project(s).

Motion by Trustee Chris St. Clair, second by Trustee Edward Wreh, to award Contract B to Wolf Paving and Excavating of Madison in the amount of \$925,302.80 for the base bid, and supplemental bids approving the total project cost of \$1,101,000 including contingency, engineering, and miscellaneous expenses. Motion carries 7 - 0 - 0 by acclamation.

e. Public Utilities Committee (Trustees Wreh & Nelson)

1) Discussion and action regarding the award of Contract C for the 2022 Stormwater Improvement Project(s).

Motion by Trustee Edward Wreh, second by Trustee Carrie Nelson, to award Contract C to R & T Voegeli of Monroe in the amount of \$49,970 for the base bid approving the total project cost of \$58,965 including contingency and engineering. Motion carries 7 - 0 - 0 by acclamation.

2) Discussion and action regarding the award of contract for meter replacement installation services.

Motion by Trustee Wreh, second by Trustee Nelson, to award the proposal from Hydrocorp of Brookfield for meter replacement installation services at an estimated amount of \$351,175.50 with a total project costs including contingency for \$387,000. Motion carries 7 - 0 - 0 by acclamation.

3) Discussion and action regarding the award of contract for forcemain locating services.

Motion Trustee Edward Wreh, second by Trustee Carrie Nelson, to approve the proposal from Utility Mapping Services, Inc. of St. Cloud, MN in the amount of up of \$10.25 per lineal foot not to exceed a total cost of \$100,000 for forcemain locating services. Motion carries 7 - 0 - 0 by acclamation.

4) Discussion and action regarding the award of contract for storm sewer cleaning and televising services.

Motion by Trustee Edward Wreh, second by Trustee Carrie Nelson, to approve the proposal from Green Bay Pipe & TV, LLC. Motion carries 7 - 0 - 0 by acclamation.

5) Discussion and action regarding the MS4 permit and plan.

f. Public Safety Committee (Trustees Brassington & Wreh)

1) Discussion and recommendation on Ordinance 2022-10: An ordinance amending the

Municipal Code concerning alcohol beverage licenses and fees for operator's licenses.

Motion by Village Trustee Stephanie Brassington, second by Village Trustee Edward Wreh, to approve Ordinance 2022-10: An ordinance amending the Municipal Code concerning alcohol beverage licenses and fees for operator's licenses. Motion carries 7 - 0 - 0 by acclamation.

g. School District and Village Board Joint Planning Committee (President Clow & Trustee Flaherty)

1) Discussion and action regarding the development of a Memorandum of Understanding to formally create and establish the ongoing utilization of the "Joint School/Village Committee".

Motion by Village President Carolyn Clow, second by Village Trustee Justin Rupert, to approve a Memorandum of Understanding to formally create and establish the ongoing utilization of the "Joint School/Village Committee". Motion carries 7 - 0 - 0 by acclamation.

h. Discussion and action regarding Resolution #2022-08: a resolution to create an affordable housing fund and commit funds to support affordable housing projects.

Motion by Village Trustee Chris St. Clair, second by Village Trustee Stephanie Brassington, to approve Resolution #2022-08: a resolution to create an affordable housing fund and commit funds to support affordable housing projects. Motion carries 7 - 0 - 0 by acclamation.

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

None.

7. ADJOURNMENT.

Motion by Village Trustee Stephanie Brassington, second by Village Trustee Edward Wreh, to adjourn at 8:35 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
1	5 ALARM FIRE & SAFETY	P02031	EXTRICATION STRUT AC	1	02/07/2022	677.20	.00	677.20	03/25/2022
Total 1:						677.20	.00	677.20	
4	MIDDLETON FORD	153410	SQUAD MAINTENANCE	1	03/03/2022	123.16	.00	123.16	03/11/2022
		153430	SQUAD MAINTENANCE	1	03/04/2022	70.24	.00	70.24	03/11/2022
		153461	VEHICLE PARTS TRUCK	1	03/08/2022	5.20	.00	5.20	03/11/2022
		153461	VEHICLE PARTS TRUCK	2	03/08/2022	5.20	.00	5.20	03/11/2022
		153461	VEHICLE PARTS TRUCK	3	03/08/2022	5.20	.00	5.20	03/11/2022
		153461	VEHICLE PARTS TRUCK	4	03/08/2022	19.09	.00	19.09	03/11/2022
Total 4:						228.09	.00	228.09	
10	ARAMARK	0016415425	MAT RENTAL	1	02/25/2022	52.33	.00	52.33	03/11/2022
		0016415477	MATS	1	03/04/2022	52.33	.00	52.33	03/11/2022
Total 10:						104.66	.00	104.66	
30	ALLIANT ENERGY/WP&L	03252022	PSC SITE	1	03/25/2022	1,045.07	.00	1,045.07	03/25/2022
		03252022	MCDANIEL	2	03/25/2022	73.97	.00	73.97	03/25/2022
		03252022	MCDANIEL	3	03/25/2022	29.72	.00	29.72	03/25/2022
Total 30:						1,148.76	.00	1,148.76	
68	BADGER WELDING SUPP	3696800	WELD SUPPLIES	1	02/24/2022	43.96	.00	43.96	03/11/2022
		3696800	WELD SUPPLIES	2	02/24/2022	11.98	.00	11.98	03/11/2022
		3696800	WELD SUPPLIES	3	02/24/2022	11.98	.00	11.98	03/11/2022
		3696800	WELD SUPPLIES	4	02/24/2022	11.98	.00	11.98	03/11/2022
		3697470	ACETYLENE & OXYGEN	1	02/28/2022	6.16	.00	6.16	03/11/2022
		3697470	ACETYLENE & OXYGEN	2	02/28/2022	1.68	.00	1.68	03/11/2022
		3697470	ACETYLENE & OXYGEN	3	02/28/2022	1.68	.00	1.68	03/11/2022
		3697470	ACETYLENE & OXYGEN	4	02/28/2022	1.68	.00	1.68	03/11/2022
Total 68:						91.10	.00	91.10	
115	BRANDT, BRETT	BB022522	PLOW MEALS	1	02/25/2022	19.50	.00	19.50	03/11/2022
Total 115:						19.50	.00	19.50	
150	CDW GOVERNMENT INC	T139364	WALL BRACKETS (NEW P	1	03/08/2022	149.28	.00	149.28	03/11/2022
Total 150:						149.28	.00	149.28	
157	CHAMPIONSHIP AWARD	65968	PLAQUE	1	02/28/2022	50.00	.00	50.00	03/11/2022
Total 157:						50.00	.00	50.00	
158	CHARTER COMMUNICATI	0003261030	CHARTER CABLE	1	03/01/2022	110.43	.00	110.43	03/11/2022
Total 158:						110.43	.00	110.43	
216	CTW CORPORATION	40383	WELL #3 REHAB	1	03/23/2022	23,047.00	.00	23,047.00	03/25/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
	Total 216:					23,047.00	.00	23,047.00	
247	DANE CO TREASURER	154-030122	JAIL & SURCHARGES - F	1	03/01/2022	1,635.40	.00	1,635.40	03/11/2022
	Total 247:					1,635.40	.00	1,635.40	
318	EGS	814107	WATER UTILITY SUPPLIE	1	02/23/2022	35.67	.00	35.67	03/11/2022
	Total 318:					35.67	.00	35.67	
338	ENGELHART INC	1764663	MOTO MIX	1	02/01/2022	33.96	.00	33.96	03/11/2022
	Total 338:					33.96	.00	33.96	
341	ENVIRONMENT CONTRO	21624-613	JANITORIAL SERVICES	1	03/01/2022	2,249.00	.00	2,249.00	03/11/2022
		21624-613	JANITORIAL SERVICES -	2	03/01/2022	450.00	.00	450.00	03/11/2022
		21716-613	MC CLEANING	1	03/01/2022	1,457.00	.00	1,457.00	03/11/2022
		21716-613	MC CLEANING - COVID19	2	03/01/2022	2,242.00	.00	2,242.00	03/11/2022
		22073-613	MC CLEANING	1	03/25/2022	1,457.00	.00	1,457.00	03/25/2022
		22073-613	MC CLEANING - COVID19	2	03/25/2022	2,242.00	.00	2,242.00	03/25/2022
	Total 341:					10,097.00	.00	10,097.00	
345	JFTCO, INC	PIMS017085	EQUIPMENT PARTS	1	03/08/2022	74.12	.00	74.12	03/11/2022
		PIMS017085	EQUIPMENT PARTS	2	03/08/2022	20.21	.00	20.21	03/11/2022
		PIMS017085	EQUIPMENT PARTS	3	03/08/2022	20.21	.00	20.21	03/11/2022
		PIMS017085	EQUIPMENT PARTS	4	03/08/2022	20.21	.00	20.21	03/11/2022
		PIMS017085	EQUIPMENT PARTS	1	03/08/2022	7.63	.00	7.63	03/11/2022
		PIMS017085	EQUIPMENT PARTS	2	03/08/2022	2.09	.00	2.09	03/11/2022
		PIMS017085	EQUIPMENT PARTS	3	03/08/2022	2.09	.00	2.09	03/11/2022
		PIMS017085	EQUIPMENT PARTS	4	03/08/2022	2.09	.00	2.09	03/11/2022
	Total 345:					148.65	.00	148.65	
350	FASTENAL COMPANY	WIMAD4394	NUTS AND BOLTS SHOP	1	02/14/2022	4.06	.00	4.06	03/11/2022
		WIMAD4394	NUTS AND BOLTS SHOP	2	02/14/2022	4.06	.00	4.06	03/11/2022
		WIMAD4394	NUTS AND BOLTS SHOP	3	02/14/2022	4.06	.00	4.06	03/11/2022
		WIMAD4394	NUTS AND BOLTS SHOP	4	02/14/2022	14.88	.00	14.88	03/11/2022
		WIMAD4395	NUTS AND BOLTS SHOP	1	02/17/2022	25.86	.00	25.86	03/11/2022
		WIMAD4395	NUTS AND BOLTS SHOP	2	02/17/2022	25.86	.00	25.86	03/11/2022
		WIMAD4395	NUTS AND BOLTS SHOP	3	02/17/2022	25.86	.00	25.86	03/11/2022
		WIMAD4395	NUTS AND BOLTS SHOP	4	02/17/2022	94.85	.00	94.85	03/11/2022
		WIMAD4397	SHOP SUPPLIES	1	02/24/2022	116.14	.00	116.14	03/11/2022
		WIMAD4397	SHOP SUPPLIES	2	02/24/2022	31.68	.00	31.68	03/11/2022
		WIMAD4397	SHOP SUPPLIES	3	02/24/2022	31.68	.00	31.68	03/11/2022
		WIMAD4397	SHOP SUPPLIES	4	02/24/2022	31.68	.00	31.68	03/11/2022
	Total 350:					410.67	.00	410.67	
581	MADISON TRUCK EQUIP	20037	2021 TRUCK #31 ADD ON	1	03/09/2022	2,856.00	.00	2,856.00	03/11/2022
		3-99116	TRUCK PARTS TRUCK 9	1	03/23/2022	50.55	.00	50.55	03/25/2022
		3-99116	TRUCK PARTS TRUCK 9	2	03/23/2022	13.78	.00	13.78	03/25/2022
		3-99116	TRUCK PARTS TRUCK 9	3	03/23/2022	13.78	.00	13.78	03/25/2022
		3-99116	TRUCK PARTS TRUCK 9	4	03/23/2022	13.78	.00	13.78	03/25/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 581:						2,947.89	.00	2,947.89	
634	MENARDS - MONONA	26248	PW SHOP LIGHTS EXTER	1	02/21/2022	34.50	.00	34.50	03/11/2022
		26248	PW SHOP LIGHTS EXTER	2	02/21/2022	9.41	.00	9.41	03/11/2022
		26248	PW SHOP LIGHTS EXTER	3	02/21/2022	9.41	.00	9.41	03/11/2022
		26248	PW SHOP LIGHTS EXTER	4	02/21/2022	9.40	.00	9.40	03/11/2022
		26386	MC POLICE DEPARTMEN	1	02/24/2022	3.60	.00	3.60	03/11/2022
		26386	MC POLICE DEPARTMEN	2	02/24/2022	.98	.00	.98	03/11/2022
		26386	MC POLICE DEPARTMEN	3	02/24/2022	.98	.00	.98	03/11/2022
		26386	MC POLICE DEPARTMEN	4	02/24/2022	.98	.00	.98	03/11/2022
		26794	PW SHOP SUPPLIES SHE	1	03/04/2022	84.00	.00	84.00	03/11/2022
		26794	PW SHOP SUPPLIES SHE	2	03/04/2022	84.00	.00	84.00	03/11/2022
		26794	PW SHOP SUPPLIES SHE	3	03/04/2022	84.00	.00	84.00	03/11/2022
		26794	PW SHOP SUPPLIES SHE	4	03/04/2022	307.98	.00	307.98	03/11/2022
		26998	PARK SUPPLIES	1	03/08/2022	54.02	.00	54.02	03/11/2022
		27447	PARK SUPPLIES KIOSK R	1	03/23/2022	45.96	.00	45.96	03/25/2022
		27561	PARK SUPPLIES	1	03/23/2022	143.34	.00	143.34	03/25/2022
Total 634:						872.56	.00	872.56	
640	MGE	1700324512-	4820 MARSH RD--SOCCE	1	02/24/2022	159.46	.00	159.46	03/11/2022
		3800120935-	STREET LIGHTS	1	02/24/2022	33.43	.00	33.43	03/11/2022
		4900117592-	STREET LIGHTS	1	02/24/2022	24.08	.00	24.08	03/11/2022
		7400232719-	LIFT STATION GAS	1	02/24/2022	132.45	.00	132.45	03/11/2022
		8600157181-	LIFT #4 ELECT	1	02/25/2022	48.22	.00	48.22	03/11/2022
Total 640:						397.64	.00	397.64	
667	MINNESOTA LIFE INS CO	002832LAPR	LIFE INSURANCE	1	03/01/2022	1,578.20	.00	1,578.20	03/11/2022
Total 667:						1,578.20	.00	1,578.20	
727	OVERHEAD DOOR CO O	29093	PW DOOR REPAIR	1	03/08/2022	103.40	.00	103.40	03/11/2022
		29093	PW DOOR REPAIR	2	03/08/2022	28.20	.00	28.20	03/11/2022
		29093	PW DOOR REPAIR	3	03/08/2022	28.20	.00	28.20	03/11/2022
		29093	PW DOOR REPAIR	4	03/08/2022	28.20	.00	28.20	03/11/2022
		29108	MC FIRE DOOR REPAIR	1	03/08/2022	407.00	.00	407.00	03/11/2022
		29108	MC FIRE DOOR REPAIR	2	03/08/2022	111.00	.00	111.00	03/11/2022
		29108	MC FIRE DOOR REPAIR	3	03/08/2022	111.00	.00	111.00	03/11/2022
		29108	MC FIRE DOOR REPAIR	4	03/08/2022	111.00	.00	111.00	03/11/2022
Total 727:						928.00	.00	928.00	
756	POMP'S TIRE SERVICE I	80260323	LAWN MOWER SPARES	1	03/03/2022	23.70	.00	23.70	03/11/2022
		80260323	LAWN MOWER SPARES	2	03/03/2022	23.70	.00	23.70	03/11/2022
		80260323	LAWN MOWER SPARES	3	03/03/2022	23.70	.00	23.70	03/11/2022
		80260323	LAWN MOWER SPARES	4	03/03/2022	86.90	.00	86.90	03/11/2022
Total 756:						158.00	.00	158.00	
765	LEGAL SHIELD	03152022	LEGAL SHIELD	1	03/23/2022	268.15	.00	268.15	03/25/2022
Total 765:						268.15	.00	268.15	
797	REINDERS INC	2288971-00	PUBLIC WORKS ICE MEL	1	02/25/2022	225.50	.00	225.50	03/11/2022
		2288971-00	PUBLIC WORKS ICE MEL	2	02/25/2022	61.50	.00	61.50	03/11/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		2288971-00	PUBLIC WORKS ICE MEL	3	02/25/2022	61.50	.00	61.50	03/11/2022
		2288971-00	PUBLIC WORKS ICE MEL	4	02/25/2022	61.50	.00	61.50	03/11/2022
	Total 797:					410.00	.00	410.00	
800	RELIANT FIRE APPARAT	WI001143	FD VEHICLE MAINT	1	02/18/2022	515.22	.00	515.22	03/11/2022
	Total 800:					515.22	.00	515.22	
957	TOM'S AUTO CENTER IN	0052816	SQUAD MAINTENANCE	1	12/30/2021	62.43	.00	62.43	03/11/2022
		0052983	SQUAD MAINTENANCE -	1	01/14/2022	156.56	.00	156.56	03/11/2022
		0053521	M4 MAINTENANCE	1	03/03/2022	156.56	.00	156.56	03/11/2022
		0053582	TRUCK REPAIR VEHICLE	1	03/23/2022	253.38	.00	253.38	03/25/2022
		0053582	TRUCK REPAIR VEHICLE	2	03/23/2022	253.38	.00	253.38	03/25/2022
		0053582	TRUCK REPAIR VEHICLE	3	03/23/2022	253.38	.00	253.38	03/25/2022
		0053582	TRUCK REPAIR VEHICLE	4	03/23/2022	929.04	.00	929.04	03/25/2022
	Total 957:					2,064.73	.00	2,064.73	
992	US CELLULAR	0493226997	PD PHONE	1	02/22/2022	1,098.64	.00	1,098.64	03/11/2022
		0493226997	FD/EMS PHONE	2	02/22/2022	353.67	.00	353.67	03/11/2022
		0493226997	OUTREACH PHONE	3	02/22/2022	81.00	.00	81.00	03/11/2022
		0493226997	CABLE/COMMTECH PHO	4	02/22/2022	42.50	.00	42.50	03/11/2022
		0493226997	PW PHONE	5	02/22/2022	118.50	.00	118.50	03/11/2022
		0493226997	WATER PHONE	6	02/22/2022	118.50	.00	118.50	03/11/2022
		0493226997	SEWER PHONE	7	02/22/2022	118.50	.00	118.50	03/11/2022
		0493226997	COMMDEV PHONE	8	02/22/2022	.98	.00	.98	03/11/2022
	Total 992:					1,932.29	.00	1,932.29	
995	USABBLUEBOOK	909426	HYDRANT FLAGS	1	03/23/2022	6,109.80	.00	6,109.80	03/25/2022
	Total 995:					6,109.80	.00	6,109.80	
1015	VILLAGE OF MCFARLAN	022822	MUNICIPAL CENTER	1	02/28/2022	345.54	.00	345.54	03/11/2022
		022822	RIDGE VIEW	2	02/28/2022	14.83	.00	14.83	03/11/2022
		022822	PED PATH - RUNNING DE	3	02/28/2022	14.83	.00	14.83	03/11/2022
		022822	YAHARA RIVER PATH	4	02/28/2022	14.83	.00	14.83	03/11/2022
		022822	PED PATH	5	02/28/2022	14.83	.00	14.83	03/11/2022
		022822	PED PATH - OSBORN	6	02/28/2022	14.83	.00	14.83	03/11/2022
		022822	LEGION MEMORIAL PAR	7	02/28/2022	56.35	.00	56.35	03/11/2022
		022822	BRANDT PARK	8	02/28/2022	93.49	.00	93.49	03/11/2022
		022822	WOODLAND ESTATES PA	9	02/28/2022	14.83	.00	14.83	03/11/2022
		022822	AUTUMN GROVE PARK	10	02/28/2022	34.11	.00	34.11	03/11/2022
		022822	CEDAR RIDGE	11	02/28/2022	53.39	.00	53.39	03/11/2022
		022822	CEDAR GLADE PARK	12	02/28/2022	16.31	.00	16.31	03/11/2022
		022822	BOCCE BALL COURT	13	02/28/2022	16.00	.00	16.00	03/11/2022
		022822	EGNER PARK	14	02/28/2022	19.28	.00	19.28	03/11/2022
		022822	HIGHLAND OAK PARK	15	02/28/2022	32.63	.00	32.63	03/11/2022
		022822	COMM GARDEN	16	02/28/2022	16.00	.00	16.00	03/11/2022
		022822	LIFT #4	17	02/28/2022	14.83	.00	14.83	03/11/2022
		022822	PED PATH - DALE CURTI	18	02/28/2022	14.83	.00	14.83	03/11/2022
		022822	LIFT #2	19	02/28/2022	14.83	.00	14.83	03/11/2022
		022822	WELL #3	20	02/28/2022	14.83	.00	14.83	03/11/2022
		022822	PW GARAGE	21	02/28/2022	364.82	.00	364.82	03/11/2022
		022822	PW GARAGE	22	02/28/2022	460.54	.00	460.54	03/11/2022
		022822	OLD LIBRARY	23	02/28/2022	29.66	.00	29.66	03/11/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		022822	LIBRARY	24	02/28/2022	309.11	.00	309.11	03/11/2022
		022822	LIBRARY	25	02/28/2022	164.61	.00	164.61	03/11/2022
		022822	MUNICIPAL CENTER	26	02/28/2022	613.31	.00	613.31	03/11/2022
		022822	4902 HOUSE	27	02/28/2022	14.83	.00	14.83	03/11/2022
		022822	5541 HOLSCHER RD	28	02/28/2022	14.83	.00	14.83	03/11/2022
		022822	PARKING LOT - BURMA	29	02/28/2022	14.83	.00	14.83	03/11/2022
		022822	ROW CREAMERY RD	30	02/28/2022	14.83	.00	14.83	03/11/2022
		022822	5411 BASHFORD	31	02/28/2022	14.83	.00	14.83	03/11/2022
		022822	OLD WELL HOUSE	32	02/28/2022	14.83	.00	14.83	03/11/2022
		022822	WATER TOWER - BURMA	33	02/28/2022	60.80	.00	60.80	03/11/2022
		022822	WATER TOWER - HOLSC	34	02/28/2022	41.52	.00	41.52	03/11/2022
		022822	WELL #1	35	02/28/2022	14.83	.00	14.83	03/11/2022
		022822	LIFT #1	36	02/28/2022	14.83	.00	14.83	03/11/2022
		022822	WM MCFARLAND PARK	37	02/28/2022	692.30	.00	692.30	03/11/2022
Total 1015:						3,686.71	.00	3,686.71	
1085	WI RURAL WATER ASSN	S5159	MEMBERSHIP RENEWAL	1	03/01/2022	550.00	.00	550.00	03/11/2022
Total 1085:						550.00	.00	550.00	
1093	WI STATE LABORATORY	706359	FLUORIDE TEST WATER	1	02/28/2022	26.00	.00	26.00	03/11/2022
Total 1093:						26.00	.00	26.00	
1245	PROFESSIONAL PEST C	546200	PW PEST CONTROL	1	03/02/2022	21.45	.00	21.45	03/11/2022
		546200	PW PEST CONTROL	2	03/02/2022	5.85	.00	5.85	03/11/2022
		546200	PW PEST CONTROL	3	03/02/2022	5.85	.00	5.85	03/11/2022
		546200	PW PEST CONTROL	4	03/02/2022	5.85	.00	5.85	03/11/2022
		546201	MC PEST CONTROL	1	03/02/2022	6.90	.00	6.90	03/11/2022
		546201	MC PEST CONTROL	2	03/02/2022	6.90	.00	6.90	03/11/2022
		546201	MC PEST CONTROL	3	03/02/2022	6.90	.00	6.90	03/11/2022
		546201	MC PEST CONTROL	4	03/02/2022	25.30	.00	25.30	03/11/2022
		558074	PW PEST CONTROL	1	03/23/2022	5.85	.00	5.85	03/25/2022
		558074	PW PEST CONTROL	2	03/23/2022	5.85	.00	5.85	03/25/2022
		558074	PW PEST CONTROL	3	03/23/2022	5.85	.00	5.85	03/25/2022
		558074	PW PEST CONTROL	4	03/23/2022	21.45	.00	21.45	03/25/2022
Total 1245:						124.00	.00	124.00	
1246	TOTAL WATER TREATME	022522-5083	MC WATER SOFTENER S	1	02/25/2022	37.56	.00	37.56	03/11/2022
Total 1246:						37.56	.00	37.56	
1256	BOUND TREE MEDICAL,	84420877	EMS - SUPPLIES	1	02/25/2022	405.80	.00	405.80	03/11/2022
		84423202	EMS - SUPPLIES	1	02/28/2022	8.35	.00	8.35	03/11/2022
		84428985	EMS - SUPPLIES	1	03/03/2022	33.95	.00	33.95	03/11/2022
Total 1256:						448.10	.00	448.10	
1462	TASC	IN2299021	FSA ADMIN FEE	1	02/15/2022	199.00	.00	199.00	03/11/2022
		IN2338128	FSA ADMIN FEE	1	03/23/2022	199.00	.00	199.00	03/25/2022
Total 1462:						398.00	.00	398.00	
1694	HEARTLAND LITHO	66179	UTILITY BILLS	1	02/28/2022	80.46	.00	80.46	03/11/2022
		66179	UTILITY BILLS	2	02/28/2022	80.46	.00	80.46	03/11/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		66179	UTILITY BILLS	3	02/28/2022	80.46	.00	80.46	03/11/2022
	Total 1694:					241.38	.00	241.38	
1738	STATE OF WI TREASURE	154-030122	MONTHLY COURT FEES -	1	03/01/2022	3,010.94	.00	3,010.94	03/11/2022
	Total 1738:					3,010.94	.00	3,010.94	
1759	MANDT SANDFILL TRUC	63970	WATER MAIN MATERIALS	1	02/15/2022	164.03	.00	164.03	03/11/2022
	Total 1759:					164.03	.00	164.03	
1896	NAPA AUTO PARTS	827887	VEHICLE MAINTENANCE	1	03/23/2022	23.99	.00	23.99	03/25/2022
		827887	VEHICLE MAINTENANCE	2	03/23/2022	23.99	.00	23.99	03/25/2022
		827887	VEHICLE MAINTENANCE	3	03/23/2022	23.99	.00	23.99	03/25/2022
		827887	VEHICLE MAINTENANCE	4	03/23/2022	88.02	.00	88.02	03/25/2022
	Total 1896:					159.99	.00	159.99	
1904	HUMPHREY SERVICE PA	1267489	SHOP SUPPLIES	1	03/23/2022	7.29	.00	7.29	03/25/2022
		1267489	SHOP SUPPLIES	2	03/23/2022	1.99	.00	1.99	03/25/2022
		1267489	SHOP SUPPLIES	3	03/23/2022	1.99	.00	1.99	03/25/2022
		1267489	SHOP SUPPLIES	4	03/23/2022	1.99	.00	1.99	03/25/2022
	Total 1904:					13.26	.00	13.26	
1910	ZURBUCHEN OIL INC	258757	COMMUNITY DEVELOPM	1	03/08/2022	43.98	.00	43.98	03/11/2022
		258757	FIRE/EMS OIL	2	03/08/2022	439.80	.00	439.80	03/11/2022
		258757	POLICE DEPARTMENT OI	3	03/08/2022	989.55	.00	989.55	03/11/2022
		258757	PW OIL	4	03/08/2022	520.05	.00	520.05	03/11/2022
		258757	PW OIL	5	03/08/2022	141.84	.00	141.84	03/11/2022
		258757	PW OIL	6	03/08/2022	141.84	.00	141.84	03/11/2022
		258757	PW OIL	7	03/08/2022	141.84	.00	141.84	03/11/2022
	Total 1910:					2,418.90	.00	2,418.90	
1921	FRONTIER	022222	LIBRARY PHONE	1	02/22/2022	68.81	.00	68.81	03/04/2022
		03162022	LIBRARY PHONE	1	03/23/2022	70.49	.00	70.49	03/25/2022
	Total 1921:					139.30	.00	139.30	
1989	CORPORATE BUSINESS	31223755	COPIER LEASE	1	03/09/2022	51.36	.00	51.36	03/11/2022
		31223755	COPIER LEASE	2	03/09/2022	14.00	.00	14.00	03/11/2022
		31223755	COPIER LEASE	3	03/09/2022	14.00	.00	14.00	03/11/2022
		31223755	COPIER LEASE	4	03/09/2022	14.00	.00	14.00	03/11/2022
		31243494	COPIER LEASE	1	03/23/2022	142.30	.00	142.30	03/25/2022
		316356	COPIER LEASE REFUND	1	03/23/2022	42.59-	.00	42.59-	03/25/2022
		316356	COPIER LEASE REFUND	2	03/23/2022	11.61-	.00	11.61-	03/25/2022
		316356	COPIER LEASE REFUND	3	03/23/2022	11.61-	.00	11.61-	03/25/2022
		316356	COPIER LEASE REFUND	4	03/23/2022	11.61-	.00	11.61-	03/25/2022
	Total 1989:					158.24	.00	158.24	
2042	THOMSON REUTERS	845974761	WEST INFORMATION CH	1	03/01/2022	195.26	.00	195.26	03/11/2022
	Total 2042:					195.26	.00	195.26	

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
2058	MICROMARKETING LLC	877800	AUDIO BOOKS	1	02/10/2022	39.99	.00	39.99	03/11/2022
		878754	AUDIO BOOKS	1	02/22/2022	59.99	.00	59.99	03/11/2022
		878931	AUDIO BOOKS	1	02/22/2022	40.00	.00	40.00	03/11/2022
Total 2058:						139.98	.00	139.98	
2082	NASSCO INC	6130019	PW SUPPLIES	1	03/03/2022	49.41	.00	49.41	03/11/2022
		6130019	PARK SUPPLIES	2	03/03/2022	65.93	.00	65.93	03/11/2022
		6130019	PW SUPPLIES	3	03/03/2022	49.41	.00	49.41	03/11/2022
		6130019	PW SUPPLIES	4	03/03/2022	49.42	.00	49.42	03/11/2022
		6130019	PW SUPPLIES	5	03/03/2022	115.33	.00	115.33	03/11/2022
		6132431	CLEANING SUPPLIES	1	03/09/2022	158.33	.00	158.33	03/11/2022
Total 2082:						487.83	.00	487.83	
2121	LAKESIDE INTERNATION	8117435	E2 REPAIR	1	02/25/2022	173.49	.00	173.49	03/11/2022
		8241818P	DEF	1	03/07/2022	49.75	.00	49.75	03/11/2022
		8241820P	VEHICLE MAINTENANCE	1	03/07/2022	7.46	.00	7.46	03/11/2022
		8241820P	VEHICLE MAINTENANCE	2	03/07/2022	7.46	.00	7.46	03/11/2022
		8241820P	VEHICLE MAINTENANCE	3	03/07/2022	7.46	.00	7.46	03/11/2022
		8241820P	VEHICLE MAINTENANCE	4	03/07/2022	27.37	.00	27.37	03/11/2022
Total 2121:						272.99	.00	272.99	
2205	JOB, JEREMY	JJ022422	CUPS/PLATES/SILVERWA	1	02/24/2022	96.85	.00	96.85	03/11/2022
Total 2205:						96.85	.00	96.85	
2216	ANDRES MEDICAL	254371	ANDRES - FEBRUARY C	1	03/10/2022	1,390.61	.00	1,390.61	03/11/2022
Total 2216:						1,390.61	.00	1,390.61	
2229	PRECISION LIFT AND EQ	129835	LIFT INSPECTION	1	03/06/2022	37.50	.00	37.50	03/11/2022
		129835	LIFT INSPECTION	2	03/06/2022	37.50	.00	37.50	03/11/2022
		129835	LIFT INSPECTION	3	03/06/2022	37.50	.00	37.50	03/11/2022
		129835	LIFT INSPECTION	4	03/06/2022	137.50	.00	137.50	03/11/2022
Total 2229:						250.00	.00	250.00	
2276	DELTA DENTAL	1741998	DENTAL PREMIUM	1	03/23/2022	2,953.18	.00	2,953.18	03/25/2022
Total 2276:						2,953.18	.00	2,953.18	
2277	BRANDT, STEVE	SB022522	PLOW MEALS	1	02/25/2022	18.53	.00	18.53	03/11/2022
Total 2277:						18.53	.00	18.53	
9151	PAGE PRODUCTION	22-4	SENIOR NEWS	1	03/25/2022	1,074.00	.00	1,074.00	03/25/2022
Total 9151:						1,074.00	.00	1,074.00	
11014	DEERFIELD PISTOL & AR	95393	VESTS - ZIETSMA	1	03/09/2022	1,070.00	.00	1,070.00	03/25/2022
		95394	VESTS - CHAPIN	1	03/09/2022	1,070.00	.00	1,070.00	03/25/2022
		95395	NAMETAPE	1	03/09/2022	13.00	.00	13.00	03/25/2022
Total 11014:						2,153.00	.00	2,153.00	

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
16234	GALLS, LLC	020384185	UNIFORM	1	02/07/2022	107.74	.00	107.74	03/11/2022
		020495268	UNIFORM	1	02/21/2022	16.57	.00	16.57	03/11/2022
Total 16234:						124.31	.00	124.31	
16236	WEBER, MARK	MW022522	PLOW MEALS	1	02/25/2022	17.68	.00	17.68	03/11/2022
Total 16236:						17.68	.00	17.68	
16248	MEDIA CONTROL SYSTE	00003624	TIGHTROPE SOFTWARE	1	02/28/2022	800.00	.00	800.00	03/11/2022
Total 16248:						800.00	.00	800.00	
16257	CORPORATE BUSINESS	315073	PW COLOR COPY OVER	1	03/01/2022	30.98	.00	30.98	03/04/2022
		315073	PW COLOR COPY OVER	2	03/01/2022	30.98	.00	30.98	03/04/2022
		315073	PW COLOR COPY OVER	3	03/01/2022	30.98	.00	30.98	03/04/2022
		315073	PW COLOR COPY OVER	4	03/01/2022	113.61	.00	113.61	03/04/2022
		315083	COPIER LEASE	1	03/01/2022	15.67	.00	15.67	03/04/2022
		315084	COPIER LEASE	1	03/01/2022	102.04	.00	102.04	03/04/2022
		315208	COPIER LEASE AND OVE	1	03/02/2022	287.52	.00	287.52	03/04/2022
		315208	COPIER LEASE AND OVE	2	03/02/2022	75.00	.00	75.00	03/04/2022
		315208	COPIER LEASE AND OVE	3	03/02/2022	75.00	.00	75.00	03/04/2022
		315208	COPIER LEASE AND OVE	4	03/02/2022	50.00	.00	50.00	03/04/2022
		315208	COPIER LEASE AND OVE	5	03/02/2022	25.00	.00	25.00	03/04/2022
		315208	COPIER LEASE AND OVE	6	03/02/2022	21.00	.00	21.00	03/04/2022
		315208	COPIER LEASE AND OVE	7	03/02/2022	21.00	.00	21.00	03/04/2022
		315208	COPIER LEASE AND OVE	8	03/02/2022	20.51	.00	20.51	03/04/2022
		316356	COPIER LEASE PARTIAL	1	03/23/2022	15.13	.00	15.13	03/25/2022
		316356	COPIER LEASE PARTIAL	2	03/23/2022	4.13	.00	4.13	03/25/2022
		316356	COPIER LEASE PARTIAL	3	03/23/2022	4.12	.00	4.12	03/25/2022
		316356	COPIER LEASE PARTIAL	4	03/23/2022	4.12	.00	4.12	03/25/2022
Total 16257:						926.79	.00	926.79	
16267	WARREN, BRAD	BW022222	PLOWING - BREAKFAST	1	02/22/2022	10.00	.00	10.00	03/11/2022
Total 16267:						10.00	.00	10.00	
16288	CNA SURETY DIRECT BIL	030722	COURT CLERK BOND	1	03/07/2022	50.00	.00	50.00	03/11/2022
Total 16288:						50.00	.00	50.00	
16296	DANE CO DEPT OF HUM	FEB2022	MEALSITE DONATION - C	1	02/28/2022	567.00	.00	567.00	03/11/2022
		FEB2022	MEALSITE DONATION - M	2	02/28/2022	2,543.00	.00	2,543.00	03/11/2022
Total 16296:						3,110.00	.00	3,110.00	
16398	POSPYHALLA, DAVID	DP022522	PLOW MEAL	1	02/25/2022	8.53	.00	8.53	03/11/2022
Total 16398:						8.53	.00	8.53	
16411	UNITED STATES POSTAL	03202022	POSTAGE	1	03/23/2022	88.33	.00	88.33	03/25/2022
		03202022	POSTAGE	2	03/23/2022	88.33	.00	88.33	03/25/2022
		03202022	POSTAGE	3	03/23/2022	88.34	.00	88.34	03/25/2022
Total 16411:						265.00	.00	265.00	

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
16545	DEPT OF SAFETY AND P	022822	FIRE SUPPRESSION	1	02/28/2022	5.00	.00	5.00	03/11/2022
		022822	FIRE ALARM	2	02/28/2022	5.00	.00	5.00	03/11/2022
Total 16545:						10.00	.00	10.00	
16625	CINTAS FIRE 636525	0f39036347	YOUTH CENTER FIRE PR	1	03/23/2022	931.00	.00	931.00	03/25/2022
Total 16625:						931.00	.00	931.00	
16640	TOP PACK DEFENSE LLC	7848	CLOTHING ALLOWANCE	1	03/02/2022	82.81	.00	82.81	03/25/2022
Total 16640:						82.81	.00	82.81	
16655	WI DEPT OF TRANSPORT	395-0000252	EXCHANGE ST PRELIMIN	1	03/01/2022	180.16	.00	180.16	03/11/2022
Total 16655:						180.16	.00	180.16	
16680	CARDMEMBER SERVICE	MSB021722	SCHUENKE	1	02/17/2022	556.47	.00	556.47	03/04/2022
		MSB021722	CHAPIN	2	02/17/2022	182.00	.00	182.00	03/04/2022
		MSB021722	ENGLER	3	02/17/2022	25.00	.00	25.00	03/04/2022
		MSB021722	DENNIS	4	02/17/2022	1,034.12	.00	1,034.12	03/04/2022
		MSB021722	LAWRENCE	5	02/17/2022	46.34	.00	46.34	03/04/2022
		MSB021722	IGL	6	02/17/2022	2,036.04	.00	2,036.04	03/04/2022
		MSB021722	LARSON	7	02/17/2022	2,085.09	.00	2,085.09	03/04/2022
		MSB021722	MILLER	8	02/17/2022	578.07	.00	578.07	03/04/2022
		MSB021722	J REITER	9	02/17/2022	441.28	.00	441.28	03/04/2022
		MSB021722	BREMER	10	02/17/2022	89.80	.00	89.80	03/04/2022
		MSB021722	IRWIN	11	02/17/2022	207.57	.00	207.57	03/04/2022
		MSB021722	SUETTINGER	12	02/17/2022	138.99	.00	138.99	03/04/2022
		MSB021722	REIMER	13	02/17/2022	675.54	.00	675.54	03/04/2022
		MSB021722	DAY	14	02/17/2022	22.55	.00	22.55	03/04/2022
		MSB021722	JOB	15	02/17/2022	713.19	.00	713.19	03/04/2022
		MSB021722	ANDERSEN	16	02/17/2022	960.65	.00	960.65	03/04/2022
		MSB021722	JACOBSEN	17	02/17/2022	161.91	.00	161.91	03/04/2022
		MSB021722	COX	18	02/17/2022	1,173.01	.00	1,173.01	03/04/2022
		MSB021722	SEYMOUR	19	02/17/2022	44.70	.00	44.70	03/04/2022
		MSB021722	T REITER	20	02/17/2022	96.70	.00	96.70	03/04/2022
		MSB021722	B WALLACE	21	02/17/2022	182.00	.00	182.00	03/04/2022
		MSB021722	D WALLACE	22	02/17/2022	433.54	.00	433.54	03/04/2022
Total 16680:						11,884.56	.00	11,884.56	
16712	LIFE-ASSIST, INC	1181531	SPO2 CABLES	1	02/28/2022	329.22	.00	329.22	03/11/2022
Total 16712:						329.22	.00	329.22	
16782	MADISON EMERGENCY	INV1172	MEDICAL DIRECTION MA	1	03/01/2022	700.00	.00	700.00	03/11/2022
Total 16782:						700.00	.00	700.00	
16890	PIRTEK MADISON	MA-T000050	HOSE REPAIR R82	1	01/26/2022	13.00	.00	13.00	03/11/2022
		MA-T000052	PW SHOP TOOLCAT	1	03/01/2022	29.91	.00	29.91	03/11/2022
		MA-T000052	PW SHOP TOOLCAT	2	03/01/2022	29.91	.00	29.91	03/11/2022
		MA-T000052	PW SHOP TOOLCAT	3	03/01/2022	29.91	.00	29.91	03/11/2022
		MA-T000052	PW SHOP TOOLCAT	4	03/01/2022	109.64	.00	109.64	03/11/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 16890:						212.37	.00	212.37	
16911	SKAALEN VILLAGE	031122	SALT SAVER PROGRAM	1	03/11/2022	200.00	.00	200.00	03/11/2022
		031122-2	SALT SAVER PROGRAM	1	03/11/2022	200.00	.00	200.00	03/11/2022
Total 16911:						400.00	.00	400.00	
17045	DETROIT SALT COMPAN	S122-15392	ROAD SALT	1	03/23/2022	3,623.40	.00	3,623.40	03/25/2022
Total 17045:						3,623.40	.00	3,623.40	
17084	AMAZON CAPITAL SERVI	17HG-GR77-	PARK SUPPLIES	1	03/07/2022	53.99	.00	53.99	03/11/2022
		1DY9-RMXR-	PW PHONE CASE	1	03/09/2022	13.73	.00	13.73	03/11/2022
		1DY9-RMXR-	PW PHONE CASE	2	03/09/2022	3.75	.00	3.75	03/11/2022
		1DY9-RMXR-	PW PHONE CASE	3	03/09/2022	3.75	.00	3.75	03/11/2022
		1DY9-RMXR-	PW PHONE CASE	4	03/09/2022	3.75	.00	3.75	03/11/2022
		1F37-K1GM-	DVDS & CDS	1	03/01/2022	88.34	.00	88.34	03/11/2022
		1GNY-CK7M-	NEW LAPTOP ACCESSO	1	03/05/2022	26.99-	.00	26.99-	03/11/2022
		1L3K-NHTN-	DVDS & CDS	1	02/27/2022	42.92	.00	42.92	03/11/2022
		1MFM-JH9J-	DVDS & CDS	1	03/10/2022	3.00-	.00	3.00-	03/25/2022
		1QGK-4CWF	DVDS & CDS	1	03/10/2022	37.95	.00	37.95	03/25/2022
		1QWG-GTW	PARK SUPPLIES GOOSE	1	03/04/2022	2,162.41	.00	2,162.41	03/11/2022
		1V6T-QPTQ-	ELECTION SUPPLIES	1	03/09/2022	65.20	.00	65.20	03/11/2022
		1X7X-TJND-	TEEN CHAIRS	1	03/09/2022	1,490.00	.00	1,490.00	03/25/2022
Total 17084:						3,935.80	.00	3,935.80	
17140	US BANK VOYAGER FLE	8694160992	PD FUEL	1	03/01/2022	1,663.29	.00	1,663.29	03/11/2022
		8694160992	PW FUEL	2	03/01/2022	97.97	.00	97.97	03/11/2022
		8694160992	PW FUEL	3	03/01/2022	195.93	.00	195.93	03/11/2022
		8694160992	PW FUEL	4	03/01/2022	195.93	.00	195.93	03/11/2022
		8694160992	PW FUEL	5	03/01/2022	97.97	.00	97.97	03/11/2022
		8694160992	PW FUEL	6	03/01/2022	293.90	.00	293.90	03/11/2022
		8694160992	PW FUEL	7	03/01/2022	1,077.61	.00	1,077.61	03/11/2022
		8694160992	PARKS FUEL	8	03/01/2022	131.02	.00	131.02	03/11/2022
		8694160992	FIRE/EMS FUEL	9	03/01/2022	1,602.15	.00	1,602.15	03/11/2022
Total 17140:						5,355.77	.00	5,355.77	
17187	B&H PHOTO	199924826	HANDS-FREE HEADSETS	1	03/07/2022	94.54	.00	94.54	03/25/2022
		200421330	PRODUCTION CART	1	03/23/2022	307.44	.00	307.44	03/25/2022
Total 17187:						401.98	.00	401.98	
17196	ASSOCIATED TRUST CO	021022	TID5 INTEREST PAYMEN	1	02/10/2022	13,590.00	.00	13,590.00	03/11/2022
		021022	TID5 PRINCIPAL PAYMEN	2	02/10/2022	50,000.00	.00	50,000.00	03/11/2022
Total 17196:						63,590.00	.00	63,590.00	
17224	LARSON, ERIN	030922	PARK DEPOSIT REFUND	1	03/09/2022	200.00	.00	200.00	03/11/2022
Total 17224:						200.00	.00	200.00	
17226	LARSON, SAYER	SL022522	PLOW MEAL	1	02/25/2022	10.00	.00	10.00	03/11/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 17226:						10.00	.00	10.00	
17228	HEALTHYMINDS, LLC	HM000538	ANNUAL WELLNESS CHE	1	03/04/2022	990.00	.00	990.00	03/11/2022
Total 17228:						990.00	.00	990.00	
17232	APG OF SOUTHERN WIS	28886-0222	PLAN PUB HEARING - CU	1	02/28/2022	71.03	.00	71.03	03/11/2022
		28886-0222	PLAN PUB HEARING - OR	2	02/28/2022	69.00	.00	69.00	03/11/2022
		28886-0222	ADS FOR BIDS - STREET	3	02/28/2022	146.13	.00	146.13	03/11/2022
		28886-0222	VILLAGE BOARD MINUTE	4	02/28/2022	125.04	.00	125.04	03/11/2022
		37764-0222	WATER METER REPLAC	1	02/28/2022	33.47	.00	33.47	03/11/2022
Total 17232:						444.67	.00	444.67	
17320	PARKITECTURE & PLANN	20.010-7	PICKLEBALL PLAN/DESI	1	03/01/2022	581.75	.00	581.75	03/11/2022
		21.045-3	COMMUNITY PARK PHAS	1	03/01/2022	6,649.00	.00	6,649.00	03/11/2022
Total 17320:						7,230.75	.00	7,230.75	
17352	BRAY ASSOCIATES ARC	3488-22	PUBLIC SAFETY CENTER	1	03/03/2022	12,150.00	.00	12,150.00	03/11/2022
Total 17352:						12,150.00	.00	12,150.00	
17428	IGL, LEE	LI022422	WATER TRAINING LUNC	1	02/24/2022	110.52	.00	110.52	03/11/2022
Total 17428:						110.52	.00	110.52	
17528	HGA	226510	PUBLIC SAFETY CENTER	1	03/05/2022	1,595.00	.00	1,595.00	03/11/2022
Total 17528:						1,595.00	.00	1,595.00	
17569	MCFARLAND ACE HARD	004213/1	PW SHOP SUPPLIES	1	02/25/2022	1.97	.00	1.97	03/11/2022
		004213/1	PW SHOP SUPPLIES	2	02/25/2022	.54	.00	.54	03/11/2022
		004213/1	PW SHOP SUPPLIES	3	02/25/2022	.54	.00	.54	03/11/2022
		004213/1	PW SHOP SUPPLIES	4	02/25/2022	.54	.00	.54	03/11/2022
		004238/1	PW SHOP SUPPLIES	1	03/01/2022	13.37	.00	13.37	03/11/2022
		004238/1	PW SHOP SUPPLIES	2	03/01/2022	3.64	.00	3.64	03/11/2022
		004238/1	PW SHOP SUPPLIES	3	03/01/2022	3.64	.00	3.64	03/11/2022
		004238/1	PW SHOP SUPPLIES	4	03/01/2022	3.64	.00	3.64	03/11/2022
		004244/1	WORK GLOVES	1	03/02/2022	4.95	.00	4.95	03/11/2022
		004244/1	WORK GLOVES	2	03/02/2022	1.35	.00	1.35	03/11/2022
		004244/1	WORK GLOVES	3	03/02/2022	1.35	.00	1.35	03/11/2022
		004244/1	WORK GLOVES	4	03/02/2022	1.35	.00	1.35	03/11/2022
		004259/1	PW SHOP SUPPLIES	1	03/03/2022	25.20	.00	25.20	03/11/2022
		004259/1	PW SHOP SUPPLIES	2	03/03/2022	6.88	.00	6.88	03/11/2022
		004259/1	PW SHOP SUPPLIES	3	03/03/2022	6.88	.00	6.88	03/11/2022
		004259/1	PW SHOP SUPPLIES	4	03/03/2022	6.88	.00	6.88	03/11/2022
		004260/1	PARK SUPPLIES	1	03/03/2022	16.15	.00	16.15	03/11/2022
		004267/1	LIBRARY WALL PLATE	1	03/04/2022	3.56	.00	3.56	03/11/2022
		004275/1	MUNICIPAL CENTER DO	1	03/04/2022	3.47	.00	3.47	03/11/2022
		004275/1	MUNICIPAL CENTER DO	2	03/04/2022	.94	.00	.94	03/11/2022
		004275/1	MUNICIPAL CENTER DO	3	03/04/2022	.94	.00	.94	03/11/2022
		004275/1	MUNICIPAL CENTER DO	4	03/04/2022	.94	.00	.94	03/11/2022
		004306/1	PW SHOP SUPPLIES	1	03/09/2022	3.24	.00	3.24	03/11/2022
		004306/1	PW SHOP SUPPLIES	2	03/09/2022	3.24	.00	3.24	03/11/2022
		004306/1	PW SHOP SUPPLIES	3	03/09/2022	3.24	.00	3.24	03/11/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		004306/1	PW SHOP SUPPLIES	4	03/09/2022	11.85	.00	11.85	03/11/2022
		004308/1	PW SHOP SUPPLIES	1	03/09/2022	5.67	.00	5.67	03/11/2022
		004308/1	PW SHOP SUPPLIES	2	03/09/2022	5.67	.00	5.67	03/11/2022
		004308/1	PW SHOP SUPPLIES	3	03/09/2022	5.67	.00	5.67	03/11/2022
		004308/1	PW SHOP SUPPLIES	4	03/09/2022	20.78	.00	20.78	03/11/2022
		004426/1	PW SHOP SUPPLIES	1	03/23/2022	1.89	.00	1.89	03/25/2022
		004426/1	PW SHOP SUPPLIES	2	03/23/2022	1.89	.00	1.89	03/25/2022
		004426/1	PW SHOP SUPPLIES	3	03/23/2022	1.89	.00	1.89	03/25/2022
		004426/1	PW SHOP SUPPLIES	4	03/23/2022	6.92	.00	6.92	03/25/2022
Total 17569:						180.67	.00	180.67	
17593	FORCE AMERICA DISTRI	001-1619806	TRUCK 6 MAINTENANCE	1	03/10/2022	1,547.28	.00	1,547.28	03/11/2022
		001-1619806	TRUCK 6 MAINTENANCE	2	03/10/2022	421.99	.00	421.99	03/11/2022
		001-1619806	TRUCK 6 MAINTENANCE	3	03/10/2022	421.99	.00	421.99	03/11/2022
		001-1619806	TRUCK 6 MAINTENANCE	4	03/10/2022	421.99	.00	421.99	03/11/2022
Total 17593:						2,813.25	.00	2,813.25	
17599	QUADIENT LEASING USA	N9279254	POSTAGE MACHINE LEA	1	02/14/2022	458.10	.00	458.10	03/04/2022
Total 17599:						458.10	.00	458.10	
17600	QUADIENT FINANCE USA	022122	POSTAGE	1	02/21/2022	2,000.00	.00	2,000.00	03/11/2022
Total 17600:						2,000.00	.00	2,000.00	
17685	INGRAM LIBRARY SERVI	62789638	BOOKS	1	02/24/2022	287.18	.00	287.18	03/11/2022
		62791636	BOOKS	1	03/02/2022	701.35	.00	701.35	03/11/2022
		67400563	BOOKS	1	12/15/2021	378.55	.00	378.55	03/11/2022
		67434633	BOOKS	1	02/25/2022	306.07	.00	306.07	03/11/2022
Total 17685:						1,673.15	.00	1,673.15	
17712	HUFFMAN FACILITY DEV	VOM 02 202	PUBLIC SAFETY CENTER	1	03/02/2022	12,825.00	.00	12,825.00	03/11/2022
Total 17712:						12,825.00	.00	12,825.00	
17759	WESTBURY, BRYAN	BW022522	PLOW MEAL	1	02/25/2022	8.53	.00	8.53	03/11/2022
Total 17759:						8.53	.00	8.53	
17760	WILSON, CLAYTON	CW022522	PLOW MEALS	1	02/25/2022	20.00	.00	20.00	03/11/2022
Total 17760:						20.00	.00	20.00	
17778	JP CULLEN	16531	PAYAPP #4 - PUBLIC SAF	1	02/28/2022	527,582.50	.00	527,582.50	03/11/2022
Total 17778:						527,582.50	.00	527,582.50	
17780	SUNSET LAW ENFORCE	0006216-IN	AMMO	1	03/08/2022	896.80	.00	896.80	03/25/2022
Total 17780:						896.80	.00	896.80	
17782	GFC LEASING - WI	I00720091	COPIER LEASE	1	02/28/2022	181.93	.00	181.93	03/11/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 17782:						181.93	.00	181.93	
17789	TRANSUNION RISK AND	6174432-202	DATA SEARCH SERVICE	1	03/01/2022	75.00	.00	75.00	03/11/2022
Total 17789:						75.00	.00	75.00	
17845	DANE COUNTY TREASU	41534	MEDICAL SUPPLIES	1	03/10/2022	4.31	.00	4.31	03/25/2022
Total 17845:						4.31	.00	4.31	
17855	THOMPSON, JORDAN	JT022822	EMPLOYEE EXPENSE RE	1	02/28/2022	152.94	.00	152.94	03/11/2022
		JT022822	EMPLOYEE EXPENSE RE	2	02/28/2022	1,657.17	.00	1,657.17	03/11/2022
		JT022822	EMPLOYEE EXPENSE RE	3	02/28/2022	36.97	.00	36.97	03/11/2022
		JT022822	EMPLOYEE EXPENSE RE	4	02/28/2022	8.72	.00	8.72	03/11/2022
		JT022822	EMPLOYEE EXPENSE RE	5	02/28/2022	7.04	.00	7.04	03/11/2022
		JT022822	EMPLOYEE EXPENSE RE	6	02/28/2022	227.70	.00	227.70	03/11/2022
		JT022822	EMPLOYEE EXPENSE RE	7	02/28/2022	378.89	.00	378.89	03/11/2022
		JT022822	EMPLOYEE EXPENSE RE	8	02/28/2022	118.06	.00	118.06	03/11/2022
Total 17855:						2,587.49	.00	2,587.49	
17856	CLEAN EATING	030122	MAGAZINE SUBSCRIPTI	1	03/01/2022	18.00	.00	18.00	03/11/2022
Total 17856:						18.00	.00	18.00	
17857	FORT HEALTHCARE BUS	60836	NEW EMPLOYMENT SCR	1	02/28/2022	49.00	.00	49.00	03/11/2022
Total 17857:						49.00	.00	49.00	
17858	AMERICAN DEFENSE MF	132576	UNIFORM ALLOWANCE -	1	03/03/2022	197.00	.00	197.00	03/11/2022
Total 17858:						197.00	.00	197.00	
17859	HOYER, KRISTIN	030222	ITEM REFUND	1	03/02/2022	25.00	.00	25.00	03/11/2022
Total 17859:						25.00	.00	25.00	
17860	DPI	030722	STATE DIRECTOR CERTF	1	03/07/2022	50.00	.00	50.00	03/11/2022
Total 17860:						50.00	.00	50.00	
Grand Totals:						748,104.54	.00	748,104.54	

Report Criteria:
Detail report type printed

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Amount
03/12/2022	PC	03/18/2022		KELLN, JACK	362	1,445.68
03/12/2022	CDPT	03/18/2022		FIRE FIGHTERS LOCAL 3	8	171.82
03/12/2022	CDPT	03/18/2022		FIRE FIGHTERS LOCAL 3	8	5.00
03/12/2022	CDPT	03/18/2022		WI SCTF	5	207.69
Payroll Related						1830.19



Event Permit Application - Community Organizations

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](#).

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.

Applicant Information

Name of Primary Contact (First, Middle Initial, Last) Cory Gessler

Phone Number

Address

Email Address



Event Permit Application - Community Organization

Agency / Organization Information (If Applicable)

Agency / Organization Name American Legion Post 534

Phone Number

Address

Email Address

Event Information

Name of Event Memorial Day Parade

Type of Event Parade

Location of Event Main Street McFarland

Event Date(s) Monday 30 May 2022

Event Time(s) 11-12:30

Total Number of Anticipated Attendees Parade Numbers for a Parade

Total Number of Attendees Anticipated Being at the Event at One Time 1000

Setup Start Time 11:15

Tear-Down End Time Noon



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?

Yes

Will the event involve closure of a Village street?

Yes

Does this event include a parade? Only allowed for community organizations.

Yes

Will there be outdoor amplified sound?

No

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?

No

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) May of 2019

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 - Community Organization

Required Attachments

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:



LEGION LIABILITY INSURANCE.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 weekday after 3:30 pm.

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**

Cory Gessler

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

Start

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

11am

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.
-

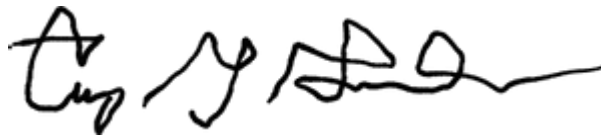
Event Permit Application - Community Organization

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:



Date

03/02/2022

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

03/02/2022

VILLAGE OF McFarland

Police Department

DATE: March 25, 2022

TO: McFarland Village Board

FROM: Aaron P Chapin, Chief of Police

REFERENCE: Recommendation of Approval

I have reviewed the Parade Permit Application submitted by the American Legion Post 534 scheduled to take place on 5-30-22 at 11:00am, in the Village of McFarland.

I recommend approval of this application, with the condition that American Legion comply with all direction given by law enforcement, and provide adequate staffing to coordinate, prepare and execute the event plan. The McFarland Police Department is prepared to provide the necessary traffic direction required.

Respectfully,



Aaron P. Chapin
Chief of Police

March 18, 2022

Re: Event Permit Review – Memorial Day Parade

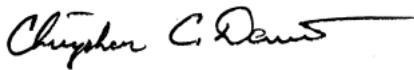
I have reviewed the submitted event application by Cory Gessler, American Legion Post 534 for the Annual Memorial Day Parade event to occur on May 30, 2022.

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.

We look forward to the event occurring and participating in such a great community event.

Sincerely,



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

March 7, 2022

RE: American Legion Memorial Day Parade

The Public Works Department does not have any conditions or issues with the proposed Memorial Day Parade being held in the village on May 30, 2022.

I wish them well with their event.

Regards,

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

Jim Hessling
Director of Public Works

h:\memorial day parade may 2022 approval.docx

McFarland
SUMMARY SHEET

MEETING DATE: Monday, March 28, 2022

SECTION: Consent Agenda

DEPARTMENT: Public Works

CONTACT: Aimee Irwin, Assistant to the Public Works Director

AGENDA ITEM: Motion to approve Low Income Household Water Assistance Program Agreement to assist individuals eligible with paying their Village utility bills.

PREVIOUS ACTION:

ISSUE SUMMARY:

The Wisconsin Department of Administration (DOA), Division of Energy Housing and Community Resources (DEHCR), is introducing the Low Income Household Water Assistance Program (LIHWAP). LIHWAP is designed to provide direct financial assistance to reduce arrearages charged to eligible drinking water and wastewater utility customers. The LIHWAP was authorized under two separate federal appropriations as part of an emergency effort to provide assistance in response to impacts of the COVID-19 pandemic. Financial assistance for water and wastewater bills is provided for in the Consolidated Appropriations Act, 2021 and the American Rescue Plan Act of 2021.

Households eligible for LIHWAP will be required to first complete a Wisconsin Home Energy Assistance Program (WHEAP) application. Energy Services Inc. (ESI) is the agency responsible for administration of LIHWAP benefits in the State of Wisconsin, and the agency expects disbursements for water bill assistance to begin in September 2021. ESI will disburse an amount on a one-time basis to the utility, which will be responsible for applying the assistance to an eligible customer's bill.

More information and specifics regarding the program and how to apply can be found at: <http://homeenergyplus.wi.gov/category.asp?linkcatid=239&linkid=118&locid=25>

FINANCIAL/BUDGET IMPACT:

None. There is no financial implication for the Village, but a positive financial impact for those residents that may benefit from the program.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.



BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval. Staff has received phone calls from residents interested in participating in the program. Once the Village approves the agreement, this will be possible.

ATTACHMENTS:

1. LIHWAP Vendor Contract Revised 11.15.21 (002)

CONTRACT FOR SERVICES BETWEEN THE STATE OF
WISCONSIN DEPARTMENT OF ADMINISTRATION AND

VENDOR NAME

This Vendor Contract is entered into by and between the State of Wisconsin, Department of Administration, Division of Energy, Housing and Community Resources hereinafter the "Division", under the following terms:

1. Definitions

- a) Agency means the entity that administers LIHWAP.
- b) Department means the Wisconsin Department of Administration.
- c) Division means the Division of Energy, Housing and Community Resources.
- d) LIHWAP means the Low Income Household Water Assistance Program.
- e) LIHWAP payment includes home drinking water and wastewater benefits.
- f) Vendor means any private or public entity in the business of supplying water and/or wastewater related services to customers.
- g) WHEAP means the Wisconsin Home Energy Assistance Program.

2. The Division agrees to the following:

- a) To provide funds for LIHWAP.
- b) To assign a vendor number/business code to each Vendor after the contract is signed.
- c) To issue to a vendor a single check or Automated Clearing House (ACH) payment that includes benefits for all LIHWAP eligible households. A payment register, accessed via the secured Home Energy Plus System, precedes the check or ACH deposit. The register includes the name of the LIHWAP applicant, the account name and number, the amount(s) to be applied to each customer, and the address and county of residence of the applicant.

3. The Vendor agrees to the following:

- a) To provide water and/or wastewater services to each eligible residential household in an amount equal to the LIHWAP payment received in the current program year.
- b) To charge LIHWAP eligible households using the Vendor's normal billing process.
- c) To charge all LIHWAP eligible households the price normally charged for home drinking water and/or wastewater supplied to non-eligible households.
- d) Not to discriminate against a LIHWAP eligible household with respect to terms, deferred payment plans, credit, conditions of sale or discounts offered to other customers.
- e) To provide to the Division, upon request, with written reconciliation and confirmation that benefits have been credited appropriately to households and their services have been restored on a timely basis or disconnection status has been removed if applicable.
- f) To apply LIHWAP crisis payments identified in the Payment Register as directed by the Agency and/or Division.
- g) To post all payments to customer accounts within 3-5 business days.
- h) To clearly enter, on LIHWAP households' bill, the amount of LIHWAP payment(s) received in a manner which identifies the payment as received from the Wisconsin Low Income Household Water Assistance Program or LIHWAP.
- i) To provide a statement to LIHWAP households clearly indicating the cost of home drinking water and/or wastewater services provided.
- j) To, annually send all refunds, in compliance with LIHWAP Vendor Refund Policies, no later than 60 days following the end of the program year (September 30).
- k) To comply with LIHWAP Vendor Refund Policies and to maintain an accounting system and supporting fiscal records for five years and to provide records to Division representatives upon request.
- l) To fully cooperate with the Division's monitoring practices; including but not limited to providing requested documentation within set time frames, as well as communicating with Division staff.

- m) To provide at no cost to the Division, customer, or agency, written information on an applicant household's home drinking water and/or wastewater costs, bill payment history, and/or arrearage history for no more than the previous 12 monthly billing periods even when it may be from a prior occupant household.
- n) To comply with all Wisconsin laws, regulation or other requirements pertaining to the supply of home drinking water and/or wastewater services for residential use. In the event of any dispute between the Division and the Vendor, the venue for any legal action arising out of the Contract shall be Dane County Wisconsin.
- o) To provide at no cost to the Department, or an authorized agent to the Department, for the purposes of research, evaluation, and analysis, information on household water and/or wastewater costs and usage for participants of LIHWAP.
- p) To report, to the Agency and/or the Division, situations that threaten life, health or safety.
- q) To cooperate with the Agency and/or the Division in developing procedures to respond to immediate and potential emergencies which includes the provision of household water and/or wastewater services based on the documented promise to pay using LIHWAP funds.
- r) To cooperate with the Agency in providing home drinking water and/or wastewater services to eligible households.
- s) To provide the Division with business practice and contact information and to notify the Division of any changes.
- t) To notify the Division of mergers and/or acquisitions. Mergers and/or acquisitions may affect the company's policies and service areas. Submission of a new vendor contract reflecting such policy and service area changes may be required as indicated in this contract.
- u) To provide the contents of this contract to all applicable Vendor staff.
- v) To hold the Division harmless and to indemnify the Division, the Department, its Agencies, officers and employees against any and all claims, suits, actions, liabilities and costs of any kind, including attorney's fees, for personal injury or damage to property arising from the acts or omissions of Supplier, or its agents, office, employees or subcontractor. Notwithstanding anything else herein to the contrary in no event with either party be liable to the other for any incidental, indirect, special, consequential or punitive damages or lost profits.

4. Length of Contract

- a) This contract is in effect until terminated as described in the 'Termination' section. Both parties have executed this contract as of the day and year indicated by the Division agent's signature.

5. Termination

- a) This contract will terminate effective immediately upon determination by the Division that the Vendor is not in compliance with the terms of this contract. The Vendor will be notified within ten days of termination.
- b) Either the Division or the Vendor may terminate this contract by giving the other party at least ten days written notice.

6. Entire Contract

- a) It is understood and agreed that the entire contract between the parties is contained in this Vendor Contract.
- b) This contract supersedes all previous commitments, promises, representations either oral or written, between the parties relating to the subject matter hereof.
- c) The person signing this Contract, on behalf of the Vendor, certifies and attests that they have full and complete authority to bind the Vendor, on whose behalf they are executing this document.

By typing my name in the provided field, I indicate that I am the person named, and this entry is the legal equivalent of a manual/handwritten signature. I further understand that I may print the document and sign by hand.

Vendor Signature

Date (mm/dd/ccyy)

Division of Energy, Housing and Community Resources Signature

Date (mm/dd/ccyy)

Low Income Household Water Assistance Program (LIHWAP) Vendor Refund Policy

1. Credit Balances - If no change occurs in the residence of the LIHWAP recipient and the recipient retains the same supplier with an active account, the credit balance of LIHWAP funds remains with the Vendor until exhausted.
2. Unclaimed Credit Balances - In the event there is a balance of LIHWAP funds remaining on an account AND the account becomes inactive, AND the Vendor is unable to locate the customer, the balance of the funds is to be returned, by check, to the Division by the end of each program year (September 30). The returned check shall include all information listed in item number five of this Refund Policy.
3. Move With Credit Balance Remaining - If the LIHWAP recipient moves and a credit balance remains the vendor shall return the balance of the funds to the Division, by check, by the end of each program year (September 30). The returned check shall include all information listed in item number five of this Refund Policy.
4. Deceased Recipient - In the event a credit balance remains, and the account is closed, the credit balance will be refunded to the program no later than the end of the program year (September 30). Submit a check to the Division with the information listed in number seven of this Refund Policy.
5. Return Address for Refunds to the State of Wisconsin - Mail refunds to:
DOA/DIVISION OF ENERGY, HOUSING AND COMMUNITY RESOURCES
ATTN: LIHWAP REFUND
PO BOX 7970
MADISON WI 53707-7970
Refunds must include the following information: Customer name, Customer address, Date of LIHWAP payment to Vendor, Reason for the return
8. Vendor Payments – All LIHWAP payments made to a Vendor shall be applied to current water and/or wastewater services costs. LIHWAP payments that exceed current costs shall be applied as credit to the customers' account. Credit balances shall be handled in accordance with the policies of this contract. Any balance remaining shall be credited to the customers' account.
9. Incorrect Payments – All Vendors are required to review the weekly payment register for accuracy of LIHWAP payments. In the event a payment is made in error, the Vendor shall contact the Division's Help Desk at (608) 267-3680 or heat@wisconsin.gov. Contact must occur within 30 days to correct the error. If payments are made in error corrections needed will be determined by the Division.



Water Utility Vendor Information

Water Utility Vendor Name (payment is issued in this name)

Primary Contact	Primary Contact Phone	Customer Service Phone*	
Primary Fax	Primary Contact E-mail		
Primary Contact Address	City	State	Zip
Payment/Check Contact	Payment/Check Contact Phone		
Payment/Check Fax	Payment/Check Contact E-mail		
Payment/Check Contact Address	City	State	Zip

*Appears on customer notices

Legal Name
Taxpayer Identification Number (TIN) _____ Identify the TIN type below ☐ Employer ID Number (FEIN) ☐ Individual Taxpayer Identification Number (ITIN) ☐ Social Security Number (SSN)
Type of Entity: ☐ Individual/Sole Proprietor ☐ Corporation ☐ Limited Liability Company ☐ Government Entity

Counties/Tribes served (Please check all that apply)				
☐ 1-Adams	☐ 2-Ashland	☐ 3-Barron	☐ 4-Bayfield	☐ 5-Brown
☐ 6-Buffalo	☐ 7-Burnett	☐ 8-Calumet	☐ 9-Chippewa	☐ 10-Clark
☐ 11-Columbia	☐ 12-Crawford	☐ 13-Dane	☐ 14-Dodge	☐ 15-Door
☐ 16-Douglas	☐ 17-Dunn	☐ 18-Eau Claire	☐ 19-Florence	☐ 20-Fond du Lac
☐ 21-Forest	☐ 22-Grant	☐ 23-Green	☐ 24-Green Lake	☐ 25-Iowa
☐ 26-Iron	☐ 27-Jackson	☐ 28-Jefferson	☐ 29-Juneau	☐ 30-Kenosha
☐ 31-Kewaunee	☐ 32-La Crosse	☐ 33-Lafayette	☐ 34-Langlade	☐ 35-Lincoln
☐ 36-Manitowoc	☐ 37-Marathon	☐ 38-Marinette	☐ 39-Marquette	☐ 40-Milwaukee
☐ 41-Monroe	☐ 42-Oconto	☐ 43-Oneida	☐ 44-Outagamie	☐ 45-Ozaukee
☐ 46-Pepin	☐ 47-Pierce	☐ 48-Polk	☐ 49-Portage	☐ 50-Price
☐ 51-Racine	☐ 52-Richland	☐ 53-Rock	☐ 54-Rusk	☐ 55-St. Croix
☐ 56-Sauk	☐ 57-Sawyer	☐ 58-Shawano	☐ 59-Sheboygan	☐ 60-Taylor
☐ 61-Trempealeau	☐ 62-Vernon	☐ 63-Vilas	☐ 64-Walworth	☐ 65-Washburn
☐ 66-Washington	☐ 67-Waukesha	☐ 68-Waupaca	☐ 69-Waushara	☐ 70-Winnebago
☐ 71-Wood	☐ 72-Menominee	☐ 85- Red Cliff Tribe	☐ 86-Stockbridge-Munsee Tribe	
☐ 88-Lac du Flambeau Tribe	☐ 89-Bad River Tribe	☐ 91-Mole Lake/ Sokaogon Tribe	☐ 92-Oneida Tribe	☐ 94 - Lac Courte Oreilles Tribe

McFarland
SUMMARY SHEET

MEETING DATE: Monday, March 28, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer

AGENDA ITEM: Discussion and action regarding a proposal from Accurate Appraisal to serve as Village Assessor through 2026 with an option through 2031.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

The Village of McFarland has contracted with Accurate Appraisal for assessment services since approximately 2012. The current agreement is set to expire at the end of December 31, 2022. Attached to the packet is a proposal to renew the agreement for another five years, with the opportunity to extend the agreement another five years at the end of the initial term.

Services Provided - The Village currently conducts full market valuation. Every year, properties in the village are re-assessed to market value. Doing this annually ensures all assessed values reflect current market values. Assessed values will rise and fall to reflect previous years' market. The assessor uses comparable sales from the previous year to best determine assessed value in the next year. Property owners receive new value notices in the Spring, and then have an opportunity to attend Open Book to discuss their assessment. They additionally are able to attend Board of Review to formally contest their valuation as outlined and provided for by State law.

Staff propose continuing with a market revaluation contract with Accurate Appraisal.

FINANCIAL/BUDGET IMPACT:

While the initial increase from 2022 to 2023 is larger at 4.88%, the contract increases there after drop to no more than 2.33% a year. The initial increase is proposed to increase costs of actual staff time spent by Accurate Appraisal on the Village's assessment services. The average annual increase over the life of the contract is only 2.41%.

VILLAGE PLAN REFERENCE:

Fiscal Policy Manual - Chapter 10 - Purchasing Policy - Section 10.06 (f)(2) - Noncompetitive Negotiation (Sole Source Purchases):

If the Village has an ongoing working relationship with a firm (e.g. engineering or legal services), however, it may elect to solicit and evaluate a proposal from just that firm if deemed to be in the best interests of the Village. In securing professional services it is the primary goal



of the Village to obtain the services at a fair price of a professional(s) who has a proven track record of providing similar services. Efforts will be made to first negotiate a fair contract with the professional deemed to best meet the Village's needs. New proposals brought forth under this method of procurement shall follow the same requirements as established in Section 10.06(e)(2)(i)(b)-(d).

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval

Motion to accept a proposal from Accurate Appraisal to serve as Village Assessor through 2026 with an option to extend through 2021.

ATTACHMENTS:

1. 2022 Accurate Appraisal

SERVICE OPTION COSTS

5-YEAR BLEND

Market Revaluation every year

Services		2023	2024	2025	2026	2027	Total
	Software & Updates	Included	Included	Included	Included	Included	Included
	Community Education	Included	Included	Included	Included	Included	Included
	Assessor Services	Market Revaluation	Market Revaluation	Market Revaluation	Market Revaluation	Market Revaluation	Blend
	Total	\$43,000	\$44,000	\$45,000	\$46,000	\$47,000	\$225,000

It is our recommendation that McFarland continue the annual market revaluations moving forward. As requested we designed this to be an ongoing contract agreement that meets the needs of the community and helps keep your budgets from large fluctuations. An extension to the contract for an additional 5 years will be added to the agreement should you choose that option. Below is the outline of that extension.

5-YEAR EXTENSION

Market Revaluation every year

Services		2028	2029	2030	2031	2032	Total
	Software & Updates	Included	Included	Included	Included	Included	Included
	Community Education	Included	Included	Included	Included	Included	Included
	Assessor Services	Market Revaluation	Market Revaluation	Market Revaluation	Market Revaluation	Market Revaluation	Blend
	Total	\$48,000	\$49,000	\$50,000	\$51,000	\$52,000	\$250,000

Accurate will work with your team to implement a progressive community education plan. We will help build custom content such as videos, social media posts, newsletter & press releases, FAQ sheets, and inserts for the revaluation notices.

We will also invest time educating your board on the assessment process. Our customer service team is all assessor certified so we can answer questions quickly and you will have one main point of contact with Josh Sherman.

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Monday, March 28, 2022

SECTION: Business

DEPARTMENT: Community Development

CONTACT: Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Discussion and action regarding Ordinance 2022-03: An Ordinance Amending Various Provisions of the McFarland Municipal Code Relating to Powers and Duties of the Landmarks Commission.

PREVIOUS ACTION:

2.21.22 Public Hearing was held by the Plan Commission

3.21.22 Plan Commission unanimously recommended approval of Ordinance 2022-03 as presented.

ISSUE SUMMARY:

Over the past year, the Committee of the Whole (COW) has been meeting to discuss proposed changes to the organization, powers, and duties of all Village committees, commissions, and boards. The intent of these proposed amendments are to provide more effective and efficient review of various Village activities and functions, improve the operations of Village government, and simplify and clarify various roles and responsibilities of committees, commissions, and boards. These changes primarily affect Chapter 2, Administration, of the Municipal Code of Ordinances. The proposed changes to Chapter 2 are summarized in [Ordinance 2022-02](#) approved by the Village Board on February 28, 2022.

There are portions of the Zoning Code, Division 6 Historic Preservation, that also address the powers and duties of the Landmarks Commission. Ordinance 2022-03 included in the packet, includes some minor revisions to various portions of Division 6 for consistency with the proposed changes to the Landmarks Commission powers and duties proposed under Ordinance 2022-02 and general best practice. The proposed changes to the Zoning Code require a public hearing and Plan Commission recommendation; therefore, the ordinance revisions have been separated out from the rest of the code revisions under Ordinance 2022-02.

Ordinance 2022-03 has been drafted by the Village Attorney with input from Village Staff and the COW. The Department has not received any public comment regarding Ordinance 2022-03 prior to publication of the meeting packet. Additionally, no comments were received during the Public Hearing.

At the Committee of the Whole meeting on Monday, March 14th, the Committee discussed making referral requests a standing item on the agenda. The Village Code addresses the order of business within Section 2-163(c) which was previously updated under Ordinance #2022-02. As result of this direction, Staff has included Section 5 within the enclosed Ordinance #2022-03 to



add sub-section (8) titled *"Requests for referral of new items (if needed)."* to the Order of Business in Section 2-163(c). This was not presented previously to the Plan Commission as it does not concern the Zoning Code as the previous sections do address. Section 5 was added to this ordinance since it was scheduled to come forward as part of this meeting, is related to the restructuring project, and alleviates having to address this under a separate item. The handbook later in this agenda was also updated as part of this direction and the enclosed code change should also codify what was directed.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

Chapter 62, Division 6 - Historic Preservation

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Motion to approve Ordinance 2022-03 as presented.

ATTACHMENTS:

1. Ordinance 2022-03 Duties of Landmarks Commission 03222022 mgs

ORDINANCE 2022-03

AN ORDINANCE AMENDING VARIOUS PROVISIONS OF THE MCFARLAND MUNICIPAL CODE PRIMARILY RELATING TO POWERS AND DUTIES OF THE LANDMARKS COMMISSION.

Purpose: To amend the Village Zoning Code to update the functions and powers of the Landmarks Commission and to modify the order of business for Village Board agendas.

Sponsor: Carolyn A. Clow, Village President

Recommended Referral: Plan Commission

Public Hearing: Class 2 noticed public hearing held by Plan Commission on February 21, 2022.

WHEREAS, the Village Board has reviewed the existing organizational structure along with the assigned functions of the various Village subordinate boards, commissions and committees and determined that revisions to that structure are appropriate; and

WHEREAS, as a part of that review, the Board has determined that certain changes should be made to the functions of the Landmarks Commission; and

WHEREAS, the Village Board has determined that the proposed amendments contained herein will promote the public interest by providing more effective and efficient regulation of historical sites and structures;

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

Section 1. Section 62-395 of the McFarland Municipal Code is repealed and recreated to read as follows:

Sec. 62-395. - Regulation of construction, reconstruction and exterior alteration.

- (a) Any person filing an application for a building permit involving the exterior of a designated historic structure, or structure within a Historic District shall also file such application with the Landmarks Commission.
- (b) No person in charge of a historic structure, historic site or structure within a Historic District shall reconstruct or alter any part of the exterior of such structure or construct any improvement upon such designated historic site or improvement parcel within an Historic District or cause or permit any such work to be performed upon such property unless a certificate of appropriateness has been granted by the Landmarks Commission. Unless such certificate has been granted by the Landmarks Commission, the Building Inspector shall not issue a permit for such work.
- (c) Upon receiving an application, the Landmarks Commission shall determine whether or not:

- (1) The proposed work would destroy, detrimentally change or adversely affect any existing exterior architectural feature of the improvement upon which said work is to be done; and
 - (2) The exterior of any proposed new improvement would fail to harmonize with the external appearance of other neighboring improvements on such site; or
 - (3) As to any property in a designated Historic District, construction, reconstruction or exterior alteration fails to conform to the objectives and design criteria of the historic preservation plan for said district as duly adopted by the Village Board.
- (c) Granting of certificate. If the Landmarks Commission decides the above questions applicable in the negative, it shall grant the certificate of appropriateness. Upon the issuance of such certificate, the Building Inspector shall issue the building permit. The Landmarks Commission shall make this decision within 45 days of the filing of the application. Should the Landmarks Commission deny the application, the applicant may appeal such decision to the Village Board, which may grant said certificate by a majority vote of the membership, upon a clear showing of economic hardship by the applicant. In addition, if the Landmarks Commission fails to approve an application, the Landmarks Commission shall, at the applicant's request, cooperate and work with the applicant in an attempt to obtain a certificate of appropriateness within the guidelines of this Article.

Section 2. Section 62-399 of the McFarland Municipal Code is amended to read as follows:

Sec. 62-399. - Recognition of historic structures and historic sites.

After an historic structure or site has been so designated by the Village Board, the Landmarks Commission shall cause to be placed on such property, at Village expense, a suitable plaque declaring that such property is an historic structure or site. Such plaque shall be placed in a location readily visible to pedestrians and shall contain all information deemed appropriate by the Commission.

Section 3. Section 62-400 of the McFarland Municipal Code is repealed and recreated to read as follows:

Sec. 62-400. - Rescission of historic structure of site designation; sale.

Any owner of record of an historic structure or site who wishes to sell said historic structure but is unable to find a buyer willing to preserve the historic structure or site, may petition the Landmarks Commission for a rescission of its designation. Such petition shall contain a verified statement that the owner has made reasonable attempts in good faith to find and attract such a buyer and such other information deemed reasonably necessary by the Landmarks Commission. Following the filing of such petition:

- (a) The owner and the Landmarks Commission shall work together in good faith to locate a buyer for the subject property who is willing to abide by its designation.

- (b) If, at the end of a period not exceeding 12 months from the date of such petition, no such buyer can be found and if the owner still desires to obtain such a rescission, the Landmarks Commission may recommend, and the Village Board may approve, the rescission of the designation of the subject property as historic under this Article.
- (c) In the event of such rescission, the Village Clerk-Treasurer shall notify the Building Inspector and the Village Assessor of the same, and shall cause the rescission to be recorded at Village expense in the Dane County Register of Deeds.

Section 4. Section 62-401(a) of the McFarland Municipal Code is amended to read as follows:

Sec. 62-401. - Historic designation procedures.

- (a) *Recommendations; notice; public hearing; independent investigation; designation.*
The Landmarks Commission may, after notice and public hearing, recommend that the Village Board establish historic structures, sites and historic districts. At least ten days prior to such hearing, the Landmarks Commission shall give written notice to the owners of record, listed in the Village Assessor's records, of the affected property and other property situated within 200 feet of the affected property. The Landmarks Commission shall also give notice of such hearing to the Director of Public Works, Parks and Recreation Committee, Fire and Emergency Medical Services Department, Police Department, Building Inspector and Plan Commission. Each may respond to the proposed designation in writing or by appearance at the hearing. The Landmarks Commission shall then conduct such public hearing and may hear expert witnesses and may subpoena such witnesses and records as it deems necessary. The Landmarks Commission may conduct an independent investigation into the proposed designation. Within ten days after the public hearing, the Landmarks Commission may recommend to the Village Board the designation of the property as an historic structure, an historic site, or recommend to the Village Board the designation of the property as an historic structure, an historic site, or recommend its inclusion in an historic district. The Village Board may hold a separate public hearing on the owner's or its own request before designation. After the designation has occurred, notification shall be sent to the property owner and to the persons who appeared at the public hearing. The Landmarks Commission shall cause the designation to be recorded, at Village expense, in the Dane County Register of Deeds.

Section 5. Section 2-163(c) is amended to read as follows:

(c) Order of business. Generally, the following order of business may be observed in the conduct of all regular Village Board meetings.

- (1) Call to order.
- (2) Roll call.
- (3) Public Announcements, Communications and Proclamations
- (4) Consent agenda.
- (5) Public appearances.
- (6) Public hearings (if needed).
- (7) Business.
- (8) Requests for referral of new items (if needed).
- (9) Closed Session (if needed).
- (10) Reconvene into Open Session (if needed).
- (11) Action on items discussed in Closed Session (if needed).
- (12) Adjournment.

The foregoing Ordinance was duly adopted at a regular meeting of the McFarland Village Board on the _____ day of _____, 2022.

APPROVED:

Carolyn A. Clow
Village President

ATTEST:

Cassandra Suettinger
Village Clerk-Treasurer

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

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Monday, March 28, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action regarding acceptance of the Village of McFarland updated Operational Reopening Plan as complete.

PREVIOUS ACTION:

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

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

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

The revised Operational Reopening Plan was accepted by the Village Board at their meeting on August 23, 2021.

ISSUE SUMMARY:

Enclosed within your packet is the last accepted version of the Operational Reopening Plan for Village services approved by the Board in August of 2021. In March of 2022, Dane County Public Health let the final order in place regarding the mask mandate expire. More or less by that point the Village had "reopened" over time as intended with this plan and the mask mandate was the final restriction in place.

At this point in the pandemic, the Village has fully reopened following the pandemic. The pandemic is certainly not over, but the Village has moved to a point of fully reopening services, and being able to adapt services based on recommendation and orders from the CDC and Dane County Public Health. The flexibility to adapt and change operations will continued to be monitored administratively with Village Board intervention as needed. The purpose of the plan has been completed as it was intended.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.



ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended action to be taken:

Motion to accept the Village of McFarland updated Operational Reopening Plan as completed further discontinuing its use.

ATTACHMENTS:

1. McFarland Operational Reopening Plan 08232021 DRAFT



OPERATIONAL REOPENING PLAN

COVID-19 RESPONSE
August 23, 2021

Reopening Plan – Updated Version 2.0

Introduction

In June of 2020, a reopening plan was developed for all of our Departments that was in line with Dane County's Forward Dane Plan. These plans outlined the phased approach to reopening of the County and in turn through our local plan how we planned to reintroduce our services as they had been impacted by the pandemic. It is not clear when exactly, but the Forward Dane Plan was to some extent abandoned in the second half of last year as the spread of the virus impacted the region greatly. Things have improved since and the County through the Dane County Madison Health Department has opted to address reopening through their order making authority. As of Wednesday, June 2, 2021, Dane County rescinded all prior orders and presently there are no new orders issued. This included their mask mandate, requirements on employment policies, social distancing, restrictions on gatherings, etc. None of these requirements are in effect by the Health Department as of that date. Village Staff prepared an update to its Reopening Plan that was reviewed and accepted by the Village Board at our meeting on May 24, 2021. This Updated Version 2.0 of the Reopening Plan is further introduced as an update from the last accepted plan regarding the steps that are needed yet by the Village to address our own local reopening and how that might effect our services.

Village Reopening

Municipal facilities have reopened as follows:

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

Additional Directives Applied

- Maintain Departmental Cohorts – Each internal Department will still remain isolated from other internal Departments in an effort to avoid cross contamination. This will involve encouraging communication between Departments via telephone, virtual, or in outdoor meeting formats. It will also require that one member of a Department does not access the work areas of another Department unless it is necessary (i.e. – maintenance, emergency, etc.) This has been in place since the beginning of the pandemic and will be reinforced as part of this reopening plan.
- Public Meetings – This plan does not address public meetings. The Village Board by separate action has addressed the plan for Public Meetings and will continue to manage it separately from this plan.
- Mask Requirements – Acceptance of this reopening plan will supersede past requirements on masks in order to be up to date on current Centers for Disease Control (CDC), State, and County recommendations. The Village will follow all orders related to facial coverings as issued by the Public Health Department, State of Wisconsin, and/or Federal Government as applicable. Village President and Administrator may exercise discretion pending Village Board action to reinstitute mask wearing upon new orders of the Public Health Department, State of Wisconsin, and/or based upon updates to Centers for Disease Control guidelines as part of our emergency response. Please note the following:
 - ~~The CDC had previously determined that it is safe for vaccinated individuals to be indoors without wearing face coverings. Therefore, in the absence of new orders, vaccinated individuals may continue to wear face coverings but are not required to do so within Village facilities and/or outdoors. All unvaccinated individuals, including both Village employees and members of the public, should continue to properly wear face coverings while in Village facilities in accordance with CDC Guidelines.~~
 - ~~Face covering guidance applies to all Village facilities regardless of the physical distance between individuals or the number of people present.~~

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

Matthew G. Schuenke
Village Administrator

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Section A *Administration*

Cassandra Suettinger, Village Clerk/Treasurer

Section B *Communications and Technology*

Stephanie Miller, Director

Section C *Community Development*

Andrew Bremer, Director

Section D *Fire and Rescue*

Chris Dennis, Chief

Section E *Library*

Heidi Cox, Director

Section F *Municipal Court*

Wendy Motl, Court Clerk

Section G *Police*

Aaron Chapin, Chief

Section H *Public Works*

Jim Hessling, Director

Section I *Senior Outreach*

Lori Andersen, Director

Reopening Plan – Updated

Section A

Administration

Summary

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

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

Still Limited

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

Reopening Plan - Updated

Section B

Communications and Technology

Summary

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

Still Limited

The only exception to the above is public meetings which has been addressed as part of a separate plan.

Reopening Plan

Section C Community & Economic Development

Summary

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

General Outlook

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

Reopening Plan – Updated

Section D

Fire & Rescue

Summary

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

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

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

Still Limited

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

Reopening Plan – Updated

Section E

Library

Summary

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

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

Still Limited

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

Reopening Plan – Updated

Section F

Municipal Court

Summary

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

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

Still Limited

No ongoing limitations noted.

Reopening Plan – Updated

Section G

Police Department

Summary

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

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

Still Limited

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

Reopening Plan – Updated

Section H

Public Works

Summary

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

Still Limited

No other ongoing limitations are noted at this time.

Reopening Plan – Updated

Section I

Senior Outreach

Summary

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

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

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

Still Limited

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

McFarland
SUMMARY SHEET

MEETING DATE: Monday, March 28, 2022

SECTION: Business

DEPARTMENT: Fire/EMS

CONTACT: Chris Dennis, Fire/Rescue Chief

AGENDA ITEM: Presentation and discussion regarding Fire and Rescue planning related to creating Lieutenant position and transitioning to paramedic level of service.

PREVIOUS ACTION:

The Public Safety Committee held a discussion on this matter at their meeting on March 9, 2022. No action was taken.

ISSUE SUMMARY:

As has previously been shared with the Village Board, we currently have a vacant Advanced EMT/Firefighter position within the Fire and Rescue Department following a resignation from that position late last month. We have been evaluating Staffing within the Department and we wish to discuss some possible changes to the structure and level of service that would affect the recruitment to fill the vacancy. There are two issues surrounding this discussion that are summarized as follows:

- Structure - In lieu of approving the vacancy to fill the Advanced EMT/Firefighter position that presently exists, we would like to consider the creation of a Lieutenant position within the Department. This new position would also be required to be a paramedic (see next item) and staff the ambulance in a similar fashion as an Advanced EMT/Firefighter while serving in a supervising role. The change in this structure helps to better develop the oversight within the Department which has been noted as lacking during previous analysis. While this is a new position within the Department, it is taking the place of an existing vacancy so that the total roster of full-time staff remains the same. It should be noted this is of a higher priority to pursue as it is a need that can be accomplished within the short term.
- Level of Service - We currently are a provider of advanced level of emergency medical services. Following acceptance of the last contract, we were beginning to study the process in order to convert existing Staff to a paramedic level of service. Most Departments in the County have reached this higher level of service and at some point in the near future this becomes a necessity to pursue in McFarland also. The presence of the vacancy accelerated the planning process as we want to target the appropriate level of service in the recruitment. This will allow us to hire what is desired in the future versus hiring for the wrong level of service and incurring additional costs to convert that individual. This is a priority to pursue but has a longer term outlook in order to full



complete the conversion.

Please see enclosed a more detailed explanation of these issues from the Fire/EMS Chief within your packet. He will be present in the meeting on Monday to discuss these elements as well as be able to provide answers to questions the Village Board may have. It is not our intention to seek action in this meeting. We wanted to be able to introduce these concepts and start to frame up the issues for the Village Board to consider for action at a later meeting. Questions, comments, and concerns are welcome to help us better be responsive to the board's need to properly consider this request as presented by Staff.

Please note the following schedule to further consider these issues:

- **March 28th - Village Board:** Discussion only led by the Fire/EMS Chief to introduce these issues and go over initial findings.
- **April 9th - Police and Fire Commission (PFC):** Once a vacancy is authorized for filling by a governing body, the PFC begins the process with the Chief to recruit for the position. The paramedic issue is not something the PFC is responsible for addressing; however, the Lieutenant position would be. This meeting is already scheduled for another purpose and we are pursuing their approval of the recruitment conditioned upon Village Board approval at the end of the month.
- **April 13th – Public Safety Committee:** The Fire/EMS Chief will further present the plan for both issues to Committee at this meeting to make its recommendation to the Village Board. This will address the staffing impacts, responsibilities of the Lieutenant, applicability of paramedic service, and relevant cost implications.
- **April 25th – Village Board:** The board will take up the recommendation of the Committee at this meeting considering relevant action on the Lieutenant position and service issues to convert to paramedic. There are possibly up to four actionable items forecasted for this meeting: 1) approve job description and authorization to fill vacancy for Lieutenant position; 2) acceptance of the plan to convert existing staff to a paramedic level of service; 3) approve job description for Paramedic/Firefighter position; and 4) approval of a side letter agreement with the Union addressing these items.

It should be noted that discussions around converting to a paramedic level of service came up during the bargaining process with the Union in 2021. We have had some preliminary discussions more recently with them as well around these issues. They remain supportive of this effort pending additional details and discussion on the issues to be bargained. This will include mainly setting the wage scales at an appropriate level which will be based generally on existing wage scales in the agreement plus consideration for identified comparables. This information will be presented as part of the Village Board meeting in April.

FINANCIAL/BUDGET IMPACT:

Some general ranges of costs are included within the enclosed memo. More detailed cost estimates will be provided as the analysis continues.



VILLAGE PLAN REFERENCE:

Public Safety Analysis - February 2019

There are three main staffing features from this Study that were recommended regarding the operations of the Department. The first was converting the existing EMTs to also be Firefighters. This was accomplished with the last contract and is already in process to finalize this implementation in 2022. The Study also touches on the need for paramedic level of service and additional command staff of which our discussion covers both topics.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for discussion only. No action on this item.

ATTACHMENTS:

1. 220324 Paramedic Transition Information Board
2. 220304 Paramedic Transition PSC Information

McFarland

VILLAGE OF
Fire & Rescue

www.mcfarland.wi.us | 5915 Milwaukee St, McFarland, WI 53558 | 608.838.3278

DATE: March 24, 2022

TO: McFarland Village Board

FROM: Fire & Rescue Chief Chris Dennis

RE: Career Lieutenant and Paramedic Level of Service

We have received the resignation of a career 24-hour EMT/Firefighter and have a vacancy within the Fire & Rescue Department. While the vacancy will cause impacts to staff and increase over time, we wanted to pause and consider the future service delivery of the Fire & Rescue Department. We have struggled with providing supervisory coverage for a 24-hour day 365 days year service. It is being proposed to leave the career 24-hour EMT/Firefighter position vacant and create a career 24-hour Lieutenant position. The position would begin addressing the supervision gaps on the nights and weekends within the department. Additionally, we would be able to be assigned projects within the position class that could include Community EMS and coordinating transition to paramedic level service. Additionally, we would like to consider hiring the position as a paramedic, which would be advantageous for the Village if we believe increasing the level of service from Advanced EMT to Paramedic is occurring in the coming years; the hiring of new staff as paramedics will provide considerable savings.

SUPERVISORY NEED BACKGROUND

The Fire & Rescue Department has a supervisory staff of a full-time Chief with core office hours of Monday through Friday 8 am to 4:30 pm, an Administrative Captain working 2 – 12-hour shifts, and 2 – 8-hour shifts Monday – Friday, and several Paid-On-Call (POC) or Volunteer Officers. The current difficulty occurs nights and weekends in providing consistent and adequate supervisory coverage. The POC Officers primarily cover nights and weekends in the On-Call Duty Officer (OCDO) role. The OCDO ensures we provide an adequate response to our emergency incidents. While the POC Officers can ensure we provide an adequate response in the On-Call Duty Officer, there is a lack of knowledge of supervising non-emergency activities. Additionally, all first responders' knowledge, skills, and abilities have increased in recent years, and the officer level has even more. The result is fewer individuals qualified for the positions, and we currently have four vacant positions with only two-three individuals interested in obtaining the training to assume the role. We are beginning to struggle in maintaining the role of OCDO.

In 2018, the Village contracted RW Management Group, Inc to study the future needs and service delivery of the Police Department and Fire & Rescue Department. The final report was submitted to the Village Board as the Public Safety Analysis in February 2019. The report noted some needs and recommendations for implementation during the next five to ten years. One of the identified needs was to add three twenty-four-hour command-level positions and 3 to 6 additional 24-hour staff-level positions. The study indicated the need to have the ability for on-duty crews, dispatch personnel, and other agencies to have better access to a department supervisory and one that is at the station and actively monitoring the daily situation onsite.

In 2019, we added the Administrative Captain and one 24-hour EMT to the department to begin addressing the concerns noted in the PSA. However, the Administrative Captain works four days a week and during regular business hours. The POC Officers and the Chief are supporting the nights and weekends. The POC Officers have been instrumental in the department's responses to emergencies, including increasing the support to medical incidents due to changes in the pandemic. Early in the pandemic, we noticed that we needed additional help on COVID responses and began sending the OCDO to all medical calls. We then found that having the OCDO respond to all medical incidents was beneficial and planned to continue, especially as POC staffing of the ambulance continues to increase in difficulty. The downfall is we are adding more workload onto the POC Officers within a plan that isn't sustainable.

SUPERVISORY PROPOSED SOLUTION

The proposed process to begin addressing the supervisory gap is creating the career 24-Hour Lieutenant position and leaving the current 24-Hour EMT/Firefighter position vacant. The position would work the 24 hours on shift and 48 hours off shift work schedule, the same as the 24-Hour EMT/Firefighters. The position would provide supervisory coverage for 1/3 of the nights and weekends of the career staff for daily operations. The OCDO position would still be utilized and filled by POC Officers for nights and weekends and have the same duties and responsibilities as they currently do. Additional responsibilities would include coordinating the department EMS services and a Community EMS Program with an initial focus on fall prevention.

FINANCIAL IMPACT OF LIEUTENANT

The position would be represented, and the salary negotiated with the International Association of Fire Fighters. It is expected that the annual salary would be approximately 7-7.5% more than our other represented positions. One variable that will factor in determining a wage scale will be the required licensure of the position. If the desire is to increase the level of licensure for the service to the paramedic level, it would be highly recommended that the position be required to be a paramedic. An individual with paramedic level training would be desired with the proposed additional duties. There wouldn't be a budget impact for 2022 as the position wouldn't be able

to be filled for several months and likely not until July, and the current vacancy will create a surplus in the 2022 budget. The impact would be on the 2023 budget.

EMS LEVEL OF SERVICE BACKGROUND

The level of service provided by the Fire & Rescue Department should be reviewed regularly. Currently, EMS is provided at the Advanced EMT level. For several years, the level of service was comparable to the current EMT-Basic; however, between 2000 and 2005, the Village decided to increase the level to EMT-Basic IV Tech (like the current Advanced EMT). Paramedic level assistance is currently provided through mutual aid and automatic aid from other departments, with DeerGrove, FitchRona, Madison, and Monona being the primary providers. The service is commonly referred to as an intercept. The paramedics are requested by the Advanced EMT service or by automatic dispatching based on predetermined emergency medical dispatch (EMD) codes. The EMD code is determined from a series of questions performed at the 911 center, and the codes that receive paramedics to be automatically dispatched are defined on a county level.

In 2018, the Village contracted RW Management Group, Inc to study the future needs and service delivery of the Police Department and Fire & Rescue Department. The final report was submitted to the Village Board in February of 2019. The report noted some recommendations to be implemented during the next five to ten years. One of which was the need to move towards providing paramedic service. Additionally, it is not an uncommon question if McFarland should provide paramedic level. One reason that can be attributed to more regional providers is upgrading to paramedic level service and public perception of services that should be provided. The services that have in recent years or have plans to increase their level of service include Cambridge, DeForest/Windsor, Marshall, Mount Horeb, Oregon, and Waunakee. McFarland has or will, in the coming years, have a similar population and community make up in comparison to several of these communities.

The differences between paramedic and Advanced EMTs are considerable. While we have included the Wisconsin Scope of Practice for EMS with the differences highlighted, a few more items should be noted. The two most common differences include pain management and cardiac care. The paramedic level can provide more options in pain management with controlled substance-type medications. While recently the advanced scope of practice has been increased doesn't provide all the required skills and interventions at times.

BENEFITS OF PARAMEDIC LEVEL SERVICE

Some benefits to increasing the level of service could include all-inclusive patient care, employee retention, and increased revenue. Currently, we rely on mutual aid partners to provide paramedic level of care. While we don't experience issues often with the paramedics being from another agency, there can be challenges. The other agencies have some variations in protocols,

equipment, and procedures. Our crews may not provide the care directly; they are part of the care team and provide support during these high acuity calls. Having differences between outside agencies can cause miscommunication and misunderstandings. The process of an outside agency providing the service also removes an ambulance from their jurisdiction. Additionally, with the care under one agency, some efficiencies in delivering the care can be gained and reduced risk. If it is determined that a paramedic skill is needed, the crew needs to request a paramedic intercept through the 911 Center. The 911 Center must determine the closest paramedic and dispatch them. The typical time from the request to the paramedics responding is 3-5 minutes. The paramedics must respond to the scene with the closest being about 3 -5 minutes away, and then the paramedics must complete their patient assessment taking another 3-5 minutes. In general, the patients will receive the needed interventions 9-15 minutes later than if the scene crew could perform the intervention. Additionally, the crew weighs the benefits of waiting the time for the paramedics instead of rapid transport to the hospital. If the crew could perform the additional skills, a reduction of emergency transports could occur and reduce risk to our crews and patients.

Individuals often strive to improve themselves and seek more challenging careers; the desire may be more with EMS. Many of the current staff have inquired and expressed interest in becoming paramedics. We have also seen individuals decline employment based on being a paramedic and our department not having a plan to become a paramedic. We have also seen individuals accept positions with departments that are currently paramedic or transitioning to become a paramedic. The trend recently has been individuals wishing to perform EMS as a career are becoming paramedics as there are more opportunities for them. At the same time, individuals obtaining Advanced EMT as a career path are declining.

DRAWBACKS OF PARAMEDIC LEVEL SERVICE

With any change comes challenges and drawbacks, with the change of service level being similar. These drawbacks could include the increased difficulty of obtaining and keeping Paid-On-Call (Volunteer) staff, retaining staff, training current staff, increased operating costs, and limited utilization. We have been struggling with getting and keeping Paid-On-Call staff as the demands for training are increasing, while the demands on personal lives are also growing. Like many other departments throughout the country, providing EMS with volunteers or Paid-On-Call is becoming more complex. The transition to the higher level will cause more training demands. At the same time, there will be more demands for EMS within the Village as it grows. The growth will bring more requests for standby services, second ambulance services, and community EMS, and the need for other levels will still be present.

Individuals desire to provide the level of service they are trained and licensed to provide. If it is determined to upgrade to the paramedic level, it will not be able to occur immediately. We would more than likely experience a timeframe in which we hire more individuals with paramedic level

licenses before they can practice at that level. During that time, we may experience individuals resigning for positions at the paramedic level. Additionally, the concern may continue after we transition due to lower call volume than other agencies.

There would be costs incurred on transitioning and providing paramedic-level services. Currently, we have one career staff member trained to the paramedic level, and the remainder of the staff is trained to the Advanced EMT level. The training of the staff will have overtime cost implications with backfilling of positions and overtime while they are attending school. While the backfilling can be minimized with current staff, the individuals attending class will be in pay status. The additional skills bring additional costs to equipment, supplies, and medications to provide the service.

The paramedic levels skills are limited in usage even among busier departments. In 2021, we had 3.5% of the calls where paramedics were requested to assist our ambulance. We have included the previous years in the table below. However, one aspect we cannot easily quantify is the possible utilization that didn't occur because the crew would have to wait for a paramedic unit. We would assume the skills would be twice to three times as often but still leads to a low volume of skill utilization. The less utilization, the higher the probability of not maintaining proficiency with any skills and abilities. We would need to develop a continual training program on retaining the skills.

Year	2020	2019	2018	2017	2016
Percentage of Calls	3.2%	4.7%	3.8%	5.6%	5.2%
Quantity of Intercept Calls	28	39	32	47	37

Another concern could be our crews being requested as paramedic intercept to other agencies. The most likely agency would be Stoughton Area EMS, particularly the northwestern part of their service area. For the City of Stoughton, Stoughton Area EMS will typically transport to Stoughton Hospital before requesting a paramedic intercept. The probable requests would include significant traffic crashes on the Highway 51 corridor, cardiac arrest calls in the Township of Dunn, and pain medication.

Possible Transition Timelines to Paramedic Level

The recommended plan would be to transition levels once there are four or more career staff members licensed at the paramedic level. The timeline would vary depending on the transition plan selected.

The quickest and most costly transition plan would be to increase the staffing levels by three additional positions. While the plan would be addressing the concerns outlined in the PSA, it

would not be financially viable for the Village and not be proposed. The transition timeline would be approximately 12 months based on recruitment and administrative requirements with the State of Wisconsin being completed.

The middle-cost impactful plan would be to hire the current vacancy as a paramedic and send two current staff members to a paramedic course. Depending on the program we place the existing members in will affect the amount of overtime pay required. Based on 2023 contracted wages, it would be expected that \$31,000 to \$43,000 per individual would be expected to occur. We expect to see about 50% of the cost in the first budget cycle as the class begins in the fall. However, the next step would be to send two more staff members to class in the fall of the second budget cycle. The final step would be to send the fire inspector and Administrative Captain in the third. Since the fire inspector and Administrative Captain are working Monday – Friday, there wouldn't be an overtime impact. The tuition is currently \$5,000 to \$7,000 for the course and lab fees. We would propose to utilize the State of Wisconsin Funding Assistance Program balance to cover the tuition costs. To summarize the costs if it was determined to begin in 2022, we would see a \$31,000 to \$43,000 impact in 2023, \$62,000 to \$86,000 in 2024 and \$31,000 to \$43,000. The total cost of the training plan would be \$124,000 to \$172,000, with the assumption there are no resignations through the fall of 2024. The timeline of the transition would be approximately 18 months.

The least-cost impact plan would be to transition via attrition. There would be no overtime impacts directly related to the transition and attending class. The downfall of the plan is the uncertainty of when the transition occurs. The uncertainty could lead to limited candidates and a high turnover of new employees with paramedic certification. The individuals would prefer other agencies that are practicing at the paramedic level. The transition timeline would be difficult to estimate but based on the current turnover per year; an estimation would be 2-4 years.

Financial Impact of Paramedic Level

An increased level of service is the ability to increase the revenue of providing the service. Typically, services increase the transport fees by \$100 - \$200 when transitioning to the paramedic level of service. We would estimate an increase in transport revenue of \$10,000 to \$20,000 per year. We would also reduce payments to the intercepting paramedic services, approximately \$10,000 per year. Our overall revenue would increase from \$15,000 to \$30,000.

Our operating cost would increase for equipment, supplies, and salaries. The initial cost of equipment and supplies is estimated at \$10,500. The annual cost of supplies and equipment would be estimated at \$5,000 per year. The cost of salaries would be expected to increase approximately 5% - 10% per licensed employee at the paramedic level. The contracted 2023

wage scale is for AEMT/Firefighters ranges from \$46,000 to \$50,000 per year based on the years of service of the represented staff.

The major cost of the transition comes from training current AEMT staff to the paramedic level. With the more costly training plan and equipment costs, the one-time costs would range from \$134,500 to \$173,500. The ongoing operating costs would be minimal, including increased revenue from the increasing transport rate and average annual call volume increase.

SUMMARY

The Public Safety Analysis conducted in 2018 identified that additional supervisory staff and an increase in the level of service would be desired for the Fire & Rescue Department. The deficiency of 24-hour supervisory coverage is increasing with the call volume and the increased 24-hour staffing of the department. The current recommendation is to create the career 24-Hour Lieutenant position and leave the current 24-Hour EMT/Firefighter position vacant. While this isn't the most desired option, it doesn't provide complete 24-hour coverage. The option does allow beginning to address the concern on one of the shifts with no 2022 budget impact.

The current level of EMS care provided by McFarland Fire & Rescue is at the Advanced EMT level and receives assistance with paramedic care from mutual aid partners. We evaluate and consider if the level is appropriate for McFarland from time to time. The Public Safety Analysis completed in February of 2019 indicated that McFarland Fire & Rescue would likely upgrade to the paramedic level in the next 5 -10 years. The Paramedic level provides benefits and drawbacks for McFarland. Some of the benefits include all-inclusive care, improved employee recruitment, and retention. Some disadvantages are initial transition costs and difficulties obtaining and retaining Paid-On-Call staff. The financial impacts are on the initial transition with employee training costs as the increased operating costs are offset with increased revenue. The paramedic level is being reviewed and considered based on a vacancy that could be filled with an individual trained and licensed at the paramedic level. There would be considerable cost savings with an individual being licensed as a paramedic. While the Advanced EMT level provides appropriate care for most EMS calls, it leaves 3-5% needing paramedic level care. Having McFarland transition to the paramedic level would allow all-inclusive care and not rely on mutual aid partners.



2022 Wisconsin EMS Scope of Practice

Wisconsin Admin. Code § DHS 110.12 states that an emergency medical services (EMS) professional may only perform the skills, use the equipment, and administer the medications that are specified by the Department of Health Services (DHS) in the Wisconsin scope of practice for the level to which the individual is licensed, certified, or credentialed.

The Wisconsin scope of practice for each practice level may be found on the department's website at www.dhs.wisconsin.gov/ems. The Wisconsin scope of practice for each practice level is reviewed annually in consultation with the Wisconsin EMS Advisory Board and the Physician Advisory Committee and published and posted on the department website by March 31 of each year.

Key to Practice Levels	
EMR	Emergency Medical Responder
EMT	Emergency Medical Technician
AEMT	Advanced Emergency Medical Technician
INT	EMT-Intermediate
PARA	Paramedic
CCP	Paramedic with Critical Care Endorsement for Inter-Facility Transport (IFT) Only

All skills designated with an “**R**” at a practice level are **required** for that level; these core skills ensure equal access to EMS care across the state. All “**R**” skills must be submitted as part of the EMS Service Operational Plan and approved by DHS.

All skills designated with an “**O**” at a practice level are **optional** Advanced Skills for that level based on the needs and resources of a community. These optional skills must be submitted as part of the EMS Service Operational Plan and reported to DHS through the designated electronic reporting tool for approval.

For the EMR practice level, any DHS-approved “**O**” skill is considered an Advanced Skill and must be reported in a patient care report and submitted to WARDS as outlined in [DHS 110.34 \(8\)](#). All other EMS practice levels are required to report both “**R**” and “**O**” approved skills in a patient care report submitted to WARDS.

Items designated with a footnote are modified for the indicated practice level by the conditions contained within the footnote at the end of that section and have specified requirements.

PART A: SCOPE OF PRACTICE for 911 EMS Practitioners or Emergency Medical Responders

I. Skill—Airway, Ventilation, Oxygenation

I. Skill—Airway, Ventilation, Oxygenation	EMR	EMT	AEMT	INT	PARA
Airway – Nasopharyngeal	R	R	R	R	R
Airway – Non-visualized; must have end-tidal CO ₂ detection (capnometry or capnography) to confirm safe device position and effective ventilation. A non-visualized airway is an extraglottic device inserted without the need to visualize the vocal cords.	O	R	R	R	R
Airway – Oropharyngeal	R	R	R	R	R
Airway Obstruction – Manual Dislodgement Techniques	R	R	R	R	R
Airway Obstruction – Dislodgement by Direct Laryngoscopy		R	R	R	R
Bag-Valve Mask (BVM)	R	R	R	R	R
End Tidal CO ₂ detection device required to confirm safe device position and effective ventilation if any non-visualized airway device, endotracheal tube, cricothyrotomy device or tracheostomy tube is used by an EMS provider	R	R	R	R	R
End Tidal CO ₂ continuous monitoring device for ongoing ventilation status and metabolic clinical decision-making	O	O	O	R	R
Chest Decompression – Needle				R	R
Chest Seal– Vented Preferred	O	R	R	R	R
CO Monitoring	O	O	O	O	O
Cricothyrotomy – Surgical or Needle					R
Gastric Decompression with Advanced Airway	O	O	O	O	R

Intubation				O	R
Intubation – Rapid Sequence Induction					O
Manual Airway Maneuvers	R	R	R	R	R
Non-Invasive Positive Pressure Ventilation		O	R	R	R

I. Skill—Airway, Ventilation, Oxygenation (cont'd)	EMR	EMT	AEMT	INT	PARA
Oxygen Therapy – Nebulizer	O	R	R	R	R
Oxygen Therapy – Nasal Cannula	O	R	R	R	R
Oxygen Therapy – Non-Rebreather Mask	O	R	R	R	R
Oxygen Therapy – Tracheostomy Tube	O	R	R	R	R
Oxygen Therapy – High Flow Nasal Cannula					O
Pulse Oximetry	O	R	R	R	R
Suctioning – Tracheobronchial Suctioning of an Advanced Airway	O	R	R	R	R
Suctioning – Upper Airway (Soft and Rigid)	R	R	R	R	R
Ventilator – Automated Transport Ventilator		O ¹	O ¹	O ¹	O
Ventilator – Variable Setting					O ²

Notes: ¹May only be used for CPR; ²May only use FiO₂, rate, and volume adjustments in assist control (AC) mode.

II. Skill—Cardiovascular, Circulation

II. Skill—Cardiovascular, Circulation	EMR	EMT	AEMT	INT	PARA
Cardiocerebral Resuscitation (CCR)	O	O	O	O	O
Cardiopulmonary Resuscitation (CPR)	R	R	R	R	R
Cardioversion – Electrical				R	R
CPR Mechanical Device	O	O	O	O	O
Defibrillation – Automated and Semi-Automated (AED)	R	R	R	R	R
Defibrillation – Manual		O	O	R	R
ECG Monitor – Acquisition/Transmission	O	O	O	R	R

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ECG Monitor – Interpretation				R	R
ECG 12, 15 or 18 Lead – Acquisition and Transmission	O	O	O	R	R
ECG 12, 15 or 18 Lead - Interpretation				R	R
Hemorrhage Control – Direct Pressure	R	R	R	R	R
II. Skill—Cardiovascular, Circulation (cont'd)	EMR	EMT	AEMT	INT	PARA
Hemorrhage Control – Hemostatic Agents	O	O	O	O	O
Hemorrhage Control – Pressure Points	R	R	R	R	R
Hemorrhage Control – Skin Clamp (Temporary Use)	O	O	O	O	O
Hemorrhage Control – Tourniquet	R	R	R	R	R
Hemorrhage Control – Wound Packing	O	R	R	R	R
Impedance Threshold Device (ITD)		O	O	O	O
Pericardiocentesis					O
Transcutaneous Pacing				R	R
Point of Care Cardiac Ultrasound – Cardiac Arrest					O
Valsalva Maneuver		O	R	R	R

III. Skill—Splinting and Spinal Motion Immobilization

III. Skill—Splinting and Spinal Motion Immobilization	EMR	EMT	AEMT	INT	PARA
Cervical Collar	R	R	R	R	R
Manual Cervical Stabilization	R	R	R	R	R
Seated Spinal Motion Restriction	O	R	R	R	R
Splinting – Manual	R	R	R	R	R
Splinting – Pelvic Compression Device	O	O	O	O	R
Splinting – Rigid	R	R	R	R	R
Splinting – Soft	R	R	R	R	R
Splinting – Traction	O	R	R	R	R

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Splinting – Vacuum	O	O	O	O	O
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IV. Skill—Medication Administration Routes

IV. Skill—Medication Administration Routes	EMR	EMT	AEMT	INT	PARA
Aerosolized, Nebulized	O	R	R	R	R
Endotracheal Tube (ET)				R	R
Intramuscular (IM)	O ³	R	R	R	R
Intramuscular – Auto-Injector	R	R	R	R	R
Intranasal (IN)	O ⁴	R	R	R	R
Intranasal – Auto-Injector	R ⁴	R	R	R	R
Intraosseous (IO)			R	R	R
Intravenous (IV)			R	R	R
Mucosal, Sublingual (SL)		R	R	R	R
Oral (PO)	O	R	R	R	R
Rectal				R	R
Subcutaneous (SQ)		O	O	O	O

Note: ³May only be used for manually drawn epinephrine 1:1000 for anaphylaxis. ⁴May only be used for naloxone.

V. Skill—Initiation, Maintenance, Fluids

V. Skill—Initiation, Maintenance, Fluids	EMR	EMT	AEMT	INT	PARA
Central Line or PICC Line – Access and Maintenance (No additional training required in code situation)					O
Maintenance – Medicated IV Fluids					R
Maintenance – Non-medicated IV Fluids			R	R	R
Intraosseous			R	R	R
IV – Peripheral			R	R	R

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IV – External Jugular				O	O
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V. Skill—Initiation, Maintenance, Fluids (cont'd)	EMR	EMT	AEMT	INT	PARA
Other Access Ports – Access and Maintenance					O
Saline Lock – Initiation and Access			R	R	R
Saline Lock – Monitor		O	R	R	R

VI. Skill—Miscellaneous

VI. Skill—Miscellaneous	EMR	EMT	AEMT	INT	PARA
Assisted Delivery (Childbirth)	R	R	R	R	R
Blood Chemistry Analysis					O
Blood Glucose Monitoring	O	R	R	R	R
Blood Pressure – Automated	O	O	O	O	O
Eye Irrigation	R	R	R	R	R
Telemetric monitoring devices and transmission of clinical data including video data	O	O	O	O	O

VI. Skill - Miscellaneous	EMR	EMT	AEMT	INT	PARA
Immunizations	O	O	O	O	O
Nasopharyngeal and/or Oropharyngeal Sampling/Obtaining	O	O	O	O	O
Long Board	O	R	R	R	R
Patient Physical Restraints	O	R	R	R	R
Venous Blood Sampling – Obtaining			O	O	O
Vital Signs	R	R	R	R	R

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VII. Skill—Assisted Patient Medications

VII. Skill—Assisted Patient Medications	EMR	EMT	AEMT	INT	PARA
Any patient prescribed medication with online medical control approval (as long as administration route is within scope of practice)	O	O	O	O	O

VIII. Skill—Medications Approved Per Protocol

VIII. Skill—Medications Approved per Protocol	EMR	EMT	AEMT	INT	PARA
0.45% Sodium Chloride			O	O	O
0.9% Sodium Chloride (Normal Saline)			R	R	R
Activated Charcoal		O	O	O	O
Acetaminophen (Tylenol)		O	R	R	R
Adenosine (Adenocard)				R	R
Albuterol	O	R	R	R	R
Amiodarone (Cordarone)				O ⁵	R
Any patient prescribed medication with online medical control approval (as long as administration route is within scope of practice)	O	O	O	O	O
Aspirin	O	R	R	R	R
Atropine				R	R
Auto-injector antidotes for chemical and hazardous material exposures	O	O	O	O	O
Blood and Blood Product- Initiation					O
Calcium					R
Cimetidine					O

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Clopidogrel (Plavix)					O
Cyanide Antidote Kits					O
Dexamethasone (Decadron)					O

VIII. Skill—Medications Approved per Protocol (cont'd)	EMR	EMT	AEMT	INT	PARA
Dextrose (D50, D25, D10, D5/0.45/LR/NS/W)			R	R	R
Diazepam (Valium)				O ⁶	O ⁷
Diltiazem (Cardizem)					O
Diphenhydramine (Benadryl)					O
Dolesetron (Anzemet)					O ⁸
Droperidol					O ⁸
Epinephrine (1:1000)-manual injection or autoinjector	O	R	R	R	R
Epinephrine (1:10,000)				R	R ⁹
Etomidate (Amidate)					O
Famotidine (Pepcid)					O
Fentanyl (Sublimaze)				O ¹⁰	O ¹¹
Flumazenil (Romazicon)					O
Glucagon		O	O	O	O
Glucose	O	R	R	R	R
Haloperidol (Haldol)					O
Heparin					O
Hydralazine					O
Hydrocortisone					O

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Hydromorphone (Dilaudid)					O ¹¹
Hydroxyzine (Vistaril)					O
Ibuprofen (Advil)		O ¹²	O ¹²	O ¹²	O ¹²
Ipratropium (Atrovent)		O	O	O	O

VIII. Skill—Medications Approved per Protocol (cont'd)	EMR	EMT	AEMT	INT	PARA
Isopropyl Alcohol	O	O	O	O	O
Ketamine (Ketalar)					O
Ketorolac (Toradol)			O ¹²	O ¹²	O ¹²
Labetalol					O
Lactated Ringer's			O	O	O
Lidocaine (Xylocaine)				O ⁵	R
Lorazepam (Ativan)				O ⁶	O ⁷
Magnesium					R
Methylprednisolone (Solu-Medrol)					O
Metoclopramide (Reglan)					O ⁸
Metoprolol (Lopressor)					O
Midazolam (Versed)				O ⁶	O ⁷
Morphine				O ¹⁰	O ¹¹
Naloxone (Narcan) manual or autoinjector	O	R	R	R	R
Naproxen		O ¹²	O ¹²	O ¹²	O ¹²
Nifedipine					O
Nitroglycerin (sublingual tablet/spray)			R	R	R
Nitroglycerin (drip or paste)					O

Nitrous oxide			O	O	O
Norepinephrine (Levophed)					O ⁹
Olanzapine					O
Ondansetron (Zofran)			O	O ⁸	O ⁸
Other Short Acting Beta Agonist for Asthma		O	O	O	O

VIII. Skill—Medications Approved per Protocol	EMR	EMT	AEMT	INT	PARA
Oxygen	O	R	R	R	R
Oxymetazoline (Afrin)		O	O	O	O
Oxytocin (Pitocin)					O
Pancuronium (Pavulon)					O
Phenylephrine					O ⁹
Pralidoxime (2-PAM)					O
Procainamide					O
Prochlorperazine (Compazine)					O ⁸
Promethazine (Phenergan)					O ⁸
Proparacaine					O
Rocuronium (Zemuron)					O
Sodium Bicarbonate					R
Succinylcholine (Anectine)					O
Terbutaline					O
Tetracaine					O
Ticagrelor (Brilinta)					O
Tranexamic Acid (TXA)					O
Vasopressin (Pitressin)				O	O

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Vecuronium(Norcuron)					O
Verapamil					O
Ziprasidone (Geodon)					O

Notes: ⁵Must choose one antiarrhythmic and may only administer via bolus; ⁶Must choose only one benzodiazepine for seizures (midazolam preferred); ⁷Must have at least one benzodiazepine (midazolam preferred); ⁸Must have at least one antiemetic; ⁹Must have at least one vasopressor (norepinephrine preferred); ¹⁰Must choose only one narcotic for pain control (fentanyl preferred); ¹¹Must have at least one narcotic (fentanyl preferred); ¹²Must have at least one nonsteroidal anti-inflammatory.

PART B: ADDITIONAL SCOPE OF PRACTICE ITEMS FOR AMBULANCE SERVICE PROVIDERS LICENESED TO PROVIDE INTERFACILITY TRANSPORT

Inter-Facility Transport Use Only	EMR	EMT	AEMT	INT	PARA	CCP
Skill—Airway, Ventilation, Oxygenation						
Ventilator— Automated Transport Ventilator		O ¹	O ¹	O ¹	O	O
Ventilator— Variable Setting					O ²	R
Skill—Cardiovascular, Circulation						
Monitor— Arterial Line						R
Monitor— CVP Line						R
Transvenous Pacing— Maintenance and Troubleshooting (Not Initiation)					O	R
Monitor— Swan-Ganz Catheter						R
Skill—Initiation, Maintenance, Fluids						
IV Pump — Non-medicated IV Fluids			O	O	O	R
IV Pump — Two or Less Medicated IVs					O	R
IV Pump - More than Two Medicated IVs						R
Central Line, PICC Line — Access and Maintenance (No additional training required in code situation)					O	R
Other Access Ports-Access and Maintenance					O	R
Skill—Medications						
Additional Medications-Maintenance of any ordered medications by the transferring					O	O

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Revised:

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physician with Service EMS Medical Director Authorization by protocol, agency formulary or online medical control.						
Blood and Blood Product- Maintenance					O	R
Blood and Blood Product- Initiation					O	O
Skill- Miscellaneous						
Foley Catheter Insertion						O
ICP Monitoring						R
Chest Tube – Monitoring					R	R
Chest Tube Insertion						O

McFarland

VILLAGE OF
Fire & Rescue

www.mcfarland.wi.us | 5915 Milwaukee St, McFarland, WI 53558 | 608.838.3278

DATE: March 4, 2022

TO: McFarland Public Safety Committee

FROM: Fire & Rescue Chief Chris Dennis

RE: Paramedic Level of Service

We have received the resignation of a career EMT / Firefighter and will have a vacancy within the Fire & Rescue Department. While the vacancy will cause impacts to staff and increased overtime, we wanted to pause and consider the future service delivery of the Fire & Rescue Department. If there is a desire to increase the level of service from Advanced EMT to Paramedic in the coming years, the hiring of new staff as paramedics will provide savings.

BACKGROUND

The level of service provided by the Fire & Rescue Department is and should be reviewed on a regular basis. Currently, Emergency Medical Services (EMS) is provided at the Advanced EMT level. For several years, the level of service was comparable to the current EMT-Basic however, between 2000 and 2005 the Village decided to increase the level to EMT-Basic IV Tech (like the current Advanced EMT). Paramedic level assistance is currently provided through mutual aid and automatic aid from other departments with DeerGrove, FitchRona, Madison, and Monona being the main providers. The service is commonly referred to as an intercept, where the paramedics are requested by the Advanced EMT service or by automatic dispatching based on predetermined emergency medical dispatch (EMD) codes. The EMD code is determined from a series of questions performed at the 911 center and the codes that receive paramedics to be automatically dispatched are determined on a county level.

In 2018, the Village contracted RW Management Group, Inc to study the future needs and service delivery of the Police Department and Fire & Rescue Department. The final report was submitted to the Village Board in February of 2019. The report noted some recommendations to be implemented during the next five to ten years. One of which was the need to move towards providing paramedic service. Additionally, it is not an uncommon question that is presented if paramedic level should be provided by McFarland. This can be attributed to more regional providers are upgrading to paramedic level service and public perception of services that should be provided. The services that have in recent years, or have plans to increase their

level of service includes Cambridge, DeForest/Windsor, Marshall, Mount Horeb, Oregon, and Waunakee. McFarland has or will in the coming years have a similar population and community make up in comparison to several of these communities.

The differences between paramedic and Advanced EMT are considerable. While we have included the Wisconsin Scope of Practice for EMS with the differences highlighted, a few more items should be noted. The two most common differences include pain management and cardiac care. The paramedic level can provide more options in pain management which includes narcotic medications. While recently the advanced scope of practice has been increased doesn't provide all the skills and interventions that are required at times.

BENEFITS

Some benefits to increasing the level of service could include all-inclusive patient care, employee retention, and increased revenue. Currently, we rely on mutual aid partners to provide paramedic level of care. While we don't experience issues often with the paramedics being from another agency, there can be challenges. The other agencies have some variations in protocols, equipment, and procedures. Our crews may not be providing the care directly, however, they are part of the care team and provide support during these high acuity calls. The process of an outside agency providing the service also removes an ambulance from their jurisdiction. Additionally, with the care under one agency, some efficiencies in delivering the care can be gained and reduced risk. Currently, if it is determined that a paramedic skill is needed, the crew needs to request a paramedic intercept through the 911 Center. The 911 Center must determine the closest paramedic and dispatch them. The typical time from the request to the paramedics responding is 3-5 minutes. The paramedics must respond to the scene with the closet being about 3 -5 minutes away and then the paramedics must complete their patient assessment taking another 3-5 minutes. In general, the patients will receive the needed interventions 9-15 minutes later than if the scene crew was able to perform the intervention. Additionally, the crew weighs the benefits of waiting the time for the paramedics in lieu of rapid transport to the hospital. If the crew was able to perform the additional skills a reduction of rapid transports could occur and reduce risk to our crews and patients.

Individuals often strive to improve themselves and seek more challenging careers. With EMS that is no different. Many of the current staff have inquired and expressed interest in becoming paramedics. We have also seen individuals decline employment based on being a paramedic and our department not having a plan to become a paramedic. We have also seen individuals accept positions with departments that are currently paramedic or transitioning to become a paramedic. The trend recently has been individuals wishing to perform EMS as a career are becoming paramedics as there are more opportunities for them and at the same time individuals obtaining Advanced EMT as a career path is declining.

With an increased level of service, is the ability to increase the revenue of providing the service. Typically, services increase the transport fees by \$100 - \$200 when transitioning to the paramedic level of service. We would estimate an increase in transport revenue of 5-10% or approximately \$24,000 per year. We would also reduce payments to the intercepting paramedic services which is approximately \$10,000 per year.

DRAWBACKS

With any change comes challenges and drawbacks with the change of service level being similar. These drawbacks could include the increased difficulty of obtaining and keeping Paid-On-Call (Volunteer) staff, retaining staff, training current staff, increased operating costs, and limited utilization. We have been struggling with obtaining and keeping Paid-On-Call staff as the demands for training are increasing, while the demands on personal lives are also increasing. Like many other departments throughout the country, the ability to provide EMS with volunteers or Paid-On-Call is becoming more difficult and the transition to the higher level will cause more training demands. While there will be more demands for EMS within the Village as it grows. The growth will bring more demands for standby services, second ambulance services, and community EMS, and the need for other levels will still be present.

Individuals desire to provide the level of service in which they are trained and licensed for. If it is determined to upgrade to the paramedic level, it will not be able to occur immediately. We would more than likely experience a timeframe in which we are hiring more individuals with paramedic level licenses before they can practice at that level. During that time, we may experience individuals resigning for positions that are at the paramedic level. Additionally, the concern may continue after we transition due to lower call volume in comparison to other agencies.

There would be costs incurred on transitioning and providing paramedic-level services. Currently, we have one career staff member trained to the paramedic level and the remainder of the staff is trained to the Advanced EMT level. The training of the staff will have overtime cost implications with backfilling of positions and overtime while they are attending school. While the backfilling can be minimized with current staff, the individuals attending class will be in pay status. The additional skills bring additional costs to equipment, supplies, and medications to provide the service. While the increased revenue is projected to cover the costs, the costs would reduce the projected revenue increase.

The paramedic levels skills are limited in usage even among busier departments. In 2021, we had 3.5% of the calls where paramedics were requested to assist our ambulance. Which is like previous years with 3-5% of the calls requesting paramedic. Which leads to a low volume of skill utilization. With any skills and abilities, the less utilization the higher probability of not

maintaining proficiency. We would need to develop a continual training program on maintaining the skills.

SUMMARY

The current level of EMS care provided by McFarland Fire & Rescue is at the Advanced EMT level and receives assistance with paramedic care from mutual partners. From time to time, we evaluate and consider if the level is appropriate for McFarland. The Public Safety Analysis that was completed in February of 2019 indicated that McFarland Fire & Rescue would likely upgrade to the paramedic level in the next 5 -10 years. The Paramedic level provides benefits and drawbacks for McFarland. Some of the benefits include all-inclusive care, improved employee recruitment, and retention. Some of the drawbacks are initial transition costs and difficulties with obtaining and retaining Paid-On-Call staff. The financial impacts are on the initial transition with employee training costs as the increased operating costs are offset with increased revenue. The paramedic level is being currently reviewed and considered based on a current vacancy that could be filled with an individual trained and licensed at the paramedic level. With an individual being licensed as a paramedic there would be considerable cost savings. While the Advanced EMT level provides appropriate care for most of the EMS calls leaving less than 5% needing paramedic level care, having McFarland transition to paramedic level would allow all-inclusive care and not rely on mutual aid partners.

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Monday, March 28, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT: Andrew Bremer, Comm & Eco Dev Director, Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action regarding design service proposals for the replacement of Village gateway signs on US Highway 51.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

One of the steps in the rebranding effort that started a few years ago was the replacement of the Gateway Signs on US Highway 51 welcoming people into the Village. The final report was prepared as a Style Guide (enclosed) for utilization of the new brand across many different areas of the Village. One of those included updating the Gateway Signs to reflect these changes and also included a concept drawing to build a design from. Please see the top of Page 23 for this rendering. In order to move this forward, we need to engage a multi-disciplinary design consultant to take the concept from the plan and turn it into a design that can be bid for construction. The locations would remain the same and we would look to complete this work this year.

This is a relatively small project as far as construction is concerned. Staff prepared the enclosed Request for Services in order to solicit quotations directly from vendors capable to complete this work. A larger RFP process is not as efficient for a small project such as this and thus we simply asked 5 different vendors to provide us a proposal on the work. Two proposals were received from MSA Professional Services and SEH both firms that we'll be working with in 2022 on other projects. The Village Administrator, Community/Economic Development Director, and Public Works Director completed the review of the two submittals.

Village Staff recommends hiring SEH for this project as the low bidder at \$28,900 compared to MSA's fee of \$31,175.

FINANCIAL/BUDGET IMPACT:

The 2022 Budget was adopted with TID #3 paying for the northern sign and TID #5 paying for the southern sign. Each was anticipated at about a cost of \$50,000 for a total project cost of \$100,000. If additional funds are needed, they are available from within the TIDs without further supplementation from other funds.

The cost to fund the recommended proposal is \$28,900, assuming the Village proceeds with



construction of both signs in 2022. If the Village decides only to pursue construction of the northern gateway sign in 2022, but not the southern gateway sign, the fee reduces to \$26,400.

As noted in the Request for Services, the Village needs to approve the bid for construction of the northern gateway sign before the expenditure period for TID #3 expires in August. The southern gateway sign is currently located closer to USH 51 and is within a corridor currently being considered for a potential sidewalk/path as part of the WisDOT US 51 design project.

The sign also appears to be partially located on Dane County property (Babcock Park lands). It is Staff's desire to have both signs designed and bid by August for construction in 2022.

However, through the Request for Services, Staff wanted to acknowledge that coordination with the WisDOT and Dane County on the final location of the southern sign could have the potential to cause project delays; therefore, it is possible that only the northern sign proceeds for bidding in 2022 with the potential for the southern sign to be bid in 2023.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended action:

Motion, second to approve the design service proposal from SEH, as submitted, in the amount of \$28,900 for the replacement of Village gateway signs on US Highway 51.

ATTACHMENTS:

1. McFarland_BrandGuide_08.20.2018
2. Village of McFarland Request for Gateway Sign Design Bidding Services 03092022
3. SEH McFarland Gateway Sign Proposal



STYLE GUIDE | 2018

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Naturally Connected

Neighbors with Madison, the Town of Dunn, and Blooming Grove, the Village of McFarland offers easy access to the interstate and many travel opportunities while supporting a great community to connect with nature. We have numerous parks and recreational areas along with charming local restaurants and unique shopping venues. McFarland is where everyone is “*Naturally Connected.*”





BRAND IDENTITY

The Village of McFarland's history and identity has been, and continues to be shaped, by John Larson's outdoor resort which put McFarland on the map in 1920. Bike paths and lakefront recreation continue to keep McFarland families and nearby residents connected naturally. For this reason, the McFarland brand is designed to invoke an attitude of youthful outdoor adventure and active community.

BRAND VOICE

McFarland's brand voice should be welcoming, rural, and casual. The language used in all forms of communication should be representative of a Midwestern Wisconsin point of view.

Brand Voice Examples:

See you at the park

Welcome to Babcock

Sunrise to Sunset

PRIMARY LOGO



File name:McFarland_Primary_Logo_4C_Gradient.ai

PRIMARY LOGO

The McFarland logo is a key element to the McFarland brand and when used, must be used in its entirety. The primary logo mark in the horizontal orientation is the McFarland brand signature and should be the preferred option unless the condition does not allow for the wider version of the mark. When the logo is by itself, such as entrance signage or stationary, the primary logo with tag line may be used. When the primary logo is used in busy layouts with many supporting visual elements, it is best to have the logo without the tagline.

PREFERRED OPTION



File name:McFarland_Primary_Logo_4C_Gradient.ai



File name:McFarland_Primary_Logo_1C_Gray.ai



File name:McFarland_Primary_Logo_2C.ai



File name:McFarland_Primary_Logo_1C_Beige.ai



File name:McFarland_Primary_Logo_1C_Green.ai



File name:McFarland_Primary_Logo_1C_Black.ai



File name:McFarland_Primary_Logo_1C_Blue.ai



File name:McFarland_Primary_Logo_1C_Reverse.ai

The McFarland primary logo should be used in only these color combinations. The two color gradient logo should be the preferred option. The two color logo, which doesn't include the gradient, can be used when the instances requires two colors, such as embroidery or painting. One color logos may be used when only one color is allowed and the black and reverse logos may be used when no colors are allowed.

PRIMARY LOGO

LOGO SIZING

Spacing

Understanding the clear space rule is essential, as it is also the standard for logo position and scale. No other logos or visuals should be in the clear space.

For the primary logo, the clear space is defined by the “c” from McFarland.

Minimum Width

In order to ensure legibility at all times, the McFarland logos hold a minimum width requirement.

The primary logo should never be reduced to any size smaller than 2” in width.



File name:McFarland_Primary_Logo_4C_Gradient.ai





File name:McFarland_Logo_4C_Gradient_Department_Ex.ai

DEPARTMENT LOGOS

When using the McFarland primary logo to represent different departments, the department logo variation should be used. The department font is a variation of Market Pro and is aligned right with the logo. See the file “Mcfarland_Logo_2C_Gradient_Department_Ex.ai” for an editable version of the logo. This file should be used when preparing new department logos and should not be used for other graphics, such as the tagline. For guidance on the tagline, refer to page 15. The department logo color versions can be found on page 10.

ALTERNATE LOGOS



File name:McFarland_Logo_4C_Gradient_Department_Ex.ai



File name:McFarland_Logo_2C_Department_Ex.ai



File name:McFarland_Logo_1C_Green_Department_Ex.ai



File name:McFarland_Logo_1C_Blue_Department_Ex.ai



File name:McFarland_Logo_1C_Gray_Department_Ex.ai



File name:McFarland_Logo_1C_Beige_Department_Ex.ai



File name:McFarland_Logo_1C_Black_Department_Ex.ai



File name:McFarland_Logo_1C_Reverse_Department_Ex.ai

STACKED & BADGE LOGOS

Alternate logos will give options and also fit where the primary logo may not fit. It may be used on different shaped spaces where the primary logo would not work, such as stickers, stamps, and digital platforms. Alternate logos are designed to provide a resource for exploring the brand on a variety of different shaped canvases. Pages 12 through 13 show the color versions of the stacked and badge logos.



File name:McFarland_Logo_Stacked_4C_Gradient.ai



File name: McFarland_Logo_Badge_4C_Gradient.ai

ALTERNATE LOGOS



File name:McFarland_Logo_Stacked_4C_Gradient.ai



File name:McFarland_Logo_Stacked_2C.ai



File name:McFarland_Logo_Stacked_1C_Green.ai



File name:McFarland_Logo_Stacked_1C_Blue.ai



File name:McFarland_Logo_Stacked_1C_Gray.ai



File name:McFarland_Logo_Stacked_1C_Beige.ai



File name:McFarland_Logo_Stacked_1C_Black.ai



File name:McFarland_Logo_Stacked_1C_Reverse.ai

ALTERNATE LOGOS



File name:McFarland_Logo_Badge_4C_Gradient.ai



File name:McFarland_Logo_Badge_2C.ai



File name:McFarland_Logo_Badge_1C_Green.ai



File name:McFarland_Logo_Badge_1C_Blue.ai



File name:McFarland_Logo_Badge_1C_Gray.ai



File name:McFarland_Logo_Badge_1C_Beige.ai



File name:McFarland_Logo_Badge_1C_Black.ai



File name:McFarland_Logo_Badge_1C_Reverse.ai

ALTERNATE LOGOS

Spacing

The minimum clear space for the alternate logos is defined as the “M” for the badge logo and the “c” from the stacked logo, respectively.



File name:McFarland_Stacked_Logo_4C.ai



Minimum Width

The badge logo should not be reduced smaller than .75" in width and the stacked logo should never be reduced to any size smaller than 1.5" in width.



File name: McFarland_Badge_Logo_4C.ai



Naturally Connected

File name:McFarland_Tagline_1C.ai



Naturally Connected

1.5"

TAGLINE USAGE

The McFarland tagline is “Naturally Connected.” The tagline should be featured on collateral, such as main monument signage, stationary, merchandise. The tagline is its own graphic and should be independent of the logo. The tagline should still have a minimum clearspace of the “C” from the McFarland logo and should not be reduced smaller than 1.5” in width.

LOGO USAGE



DO Use McFarland one color logo on any of the brand approved color pairings (See Brand Colors on Page 17).



DO use the 3 color McFarland logo on a light background.



DO NOT use the full color McFarland Logo on any solid color backgrounds other than white or the brand designated beige.



DO NOT use the McFarland logo on any busy backgrounds. If placed on an image, ensure there is enough contrast.



DO NOT add or remove any additional graphics to any of the logo marks or to remove any pieces of the logo.



COLOR USAGE

When using the one color versions of the different logo marks, it is best to stick to the designated brand color pairings shown in the top row, and avoid using the logos on other colored backgrounds.

BRAND COLORS

BRAND COLORS

The McFarland colors are blue, green, gray, and beige. Lake Blue should be the primary color used throughout all McFarland branded materials. The Green Gradient accompanies the Lake Blue color in the three color versions of the logo marks. Sprouting Green should be used consistently, but not equally to blue. It should be the compliment to the blue in all layouts and design. Sandstone Beige is a neutral color included to give subtle variation and an earthy warmth to branded material. Granite Gray can serve as a softer dark color for type and graphic components.



Lake Blue

PMS 315 C
Process: 100C 12M 21Y 44K
RGB: 0R 103G 127B
#00677F



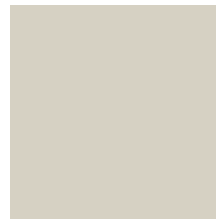
Green Gradient

Process: 51C 9M 87Y 0K
to Process: 65C 16M 90Y 17K



Sprouting Green

PMS 7737 C
Process: 60C 0M 98Y 7K
RGB: 107R 165G 57B
#6BA539



Sandstone Beige

PMS 7527 C
Process: 3C 4M 14Y 8K
RGB: 214R 210G 196B
#D6D2C4



Granite Gray

PMS Cool Gray 9 C
Process: 30C 22M 17Y 57K
RGB: 117R 120G 123B
#75787B

FONTS

McFarland has three recommended fonts for print and digital collateral. When used under the designated guidelines, these three fonts give McFarland the down to earth feel that the McFarland brand and voice represents.

Helvetica Neue - General Purpose

The Primary font is Helvetica Neue. It is used for all primary copy and large sections of text, as well as the secondary and tertiary headlines. It should also be used for number when referencing dates, times, and phone numbers.

Museo Slab 700 - Standard Headlines

The secondary font is Museo Slab. Museo Slab should only be used for large section headlines or category breaks in copy.

Modified Market Pro - Decorative Headlines

Market pro is McFarland's decorative font. This should be used sparingly. Think of this font as the call to action font, used maybe once in a given layout in order to grab the reader's attention and be read as the voice of the McFarland brand. An example of this use is the tag line.

Primary Font

**HELVETICA NEUE BOLD
 HELVETICA NEUE MEDIUM
 HELVETICA NEUE REGULAR**

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm
 Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz
 1234567890

Secondary Font

Museo Slab 700

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm
 Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz
 1234567890

Specialty Font

Market Pro

*Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm
 Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz
 1234567890*

IMAGERY & LAYOUT



IMAGERY

McFarland's imagery should be active, family-centric, and depict outdoor activities with a strong emphasis on community. In this way, the village tag line, "*Naturally Connected,*" can be reflected in both style and content of all public facing imagery.





SUPPORTING PATTERN

Pattern Uses

The pattern can be used to bring texture or character to the design or layout, such as a footer to a letter, stand alone on merchandise, or be a way to add some depth to a color block in a printed brochure. Avoid using too frequently and only use it on the background colors shown on the left.

BRAND APPLICATION



BRAND APPLICATION

With all these guidelines in place, it is evident how the brand begins to take shape. On this page are examples of internal brand applications. This style is cleaner and simpler to show the more professional style of the brand.

Refer to page 22-23 to see how the graphic icons, patterns, logos, and colors come together to give McFarland the family-centric and active identity that can be applied to all public facing design.



BRAND APPLICATION



BRAND APPLICATION



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Matt Schuenke | Matt.Schuenke@mcfarland.wi.us



Request For Services

McFarland Gateway Signage Planning, Design & Implementation Services

Date: March 9, 2022

Due Date: March 23, 2022

Please Submit to:

Village of McFarland – Gateway Signage
Attn: Village Administrator
5915 Milwaukee Street, PO Box 110
McFarland, WI 53558

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SECTION 1 Purpose

A. **Executive Summary** – The Village is seeking letter proposals and fee estimates from qualified Consultants who are interested in assisting the Village with planning, surveying, engineering & architectural design, bidding, permitting and construction observations services related to the replacement of the Village’s two community gateway signs.

SECTION 2 History and Background

A. **General** – In 2018, the Village completed a rebranding project establishing a new Village logo, tagline, and related standards for logo and font standards. You’ll find the Village’s [branding assets here](#). Since 2018, the Village has been updating various community and park signs to reflect the new brand. Two of the remaining signs include the Village’s community gateway signs along USH 51. The 2018 study included a representative image for the Village’s redesigned gateway signs shown here. This image represents a conceptual design that is generally appropriate in design theme but has not been vetted or selected by the Village as the preferred design for the new gateway signs.



The northern gateway sign is located on the west side of USH 51 on a hill approximately halfway from the Terminal Drive intersection and the Siggelkow Road exit ramp. The sign is located in the right-of-way within the Village of McFarland, and within the Village’s Tax Increment District #3. The high visibility point of the sign is easily seen from drivers traveling at high speeds. This site’s location also includes electrical to provide lighting to the sign. Figure 1 shows the existing sign as it stands on the hill with the two affixed lights at its base. Landscaping is reserved to the back and the sides of the sign, as to not obstruct the lights and the sign itself.



Figure 1: Existing North Gateway Sign, with LED Lighting

The southern sign is located on the east side of USH 51, just south of the Yahara River. This sign is located in the Town of Dunn, and believed to be partial within the right-of-way and partially on land owned by Dane County Parks Department. This sign does not have existing lighting. This sign is impacted by proposed sidewalk improvements as part of the [WisDOT's US 51 \(Stoughton to McFarland\) study](#). The WisDOT project is currently in the design phase with the earliest anticipated construction year of 2026. Table 1 provides the approximate measurements of the two existing signs and related photos.



Figure 2: Existing South Gateway Sign (2021)

	North Gateway Sign	South Gateway Sign
Height	90 in (7'6")	100 in (8'4")
Length	224 in (18'8")	244 in (20'4")
Width	12 in (1')	6 in
Electrical	Yes	No
Adj. Road Speeds	55 MPH	40 MPH

Table 1: Measurements for North and South Gateway Signs

SECTION 3 Project Objectives

A. To provide the Village with professional planning, surveying, engineering, architectural design, bidding, permitting and construction observations services related to the replacement of the Village's two community gateway signs. The schematic designs of the signs should reflect the Village's current brand and create a highly aesthetic sign that welcomes people to the Village. The signs should be illuminated and should meet WisDOT and MUTCD requirements for providing safe and secure signage. The Village anticipates utilizing the same design theme for both signs, but recognizes that site constraints and locational differences may drive the need for some differences in the final design of each sign while still providing a cohesive appearance. Due to Tax Increment Financing constraints, a contract for the installation of the northern gateway sign will need to be approved by the Village Board prior to August 1, 2022. Therefore, services related to the northern gateway sign should be considered the highest priority. The Village also desires to plan for the reconstruction of the southern sign but recognizes

the bidding and construction of this sign may not occur in 2022 based on design collaboration with the WisDOT related to their USH 51 Stoughton to McFarland design study.

SECTION 4 **Scope of Work**

A. The Consultant will provide a full range of municipal planning services required to plan, design, bid, permit, and provide construction observation services for the replacement of the northern and southern gateway signs. It is anticipated that the Consultant work with Village Staff in order to present a final plan and bid package to the Village Board for approval. Given the complexities of working with the WisDOT on the southern gateway sign, Consultants should submit a base proposal that assumes providing services to replace this sign in 2022, along with the northern gateway sign, and an alternative bid that includes full services for the northern gateway sign along with planning and conceptual design services for a southern gateway sign, but not final design, permitting, bidding and construction observation services for this sign. The desired services include, but are not specifically limited to the following:

i. Site Evaluation and WisDOT Coordination

- a. The Consultant will review relevant prior and current Village and WisDOT studies as identified in Section 2.
- b. The Consultant will complete a topographic site survey of the location of each sign and surrounding utilities. Note, survey information for the southern gateway sign should be available from the WisDOT. The Consultant will be responsible for calling Digger's Hotline and record all existing features within the project areas.
- c. The Consultant shall review WisDOT sign permitting requirements and coordinate discussions between the Village and WisDOT staff regarding sign location and permitting requirements.
- d. The Consultant will analyze the existing locations of each gateway sign and determine if minor adjustments are required to the locations, particularly the southern gateway sign given the proposed

WisDOT improvements to USH 51. The analysis should include opportunities to utilize existing landscaping, utility coordination, any landowner coordination or easements that might be needed, and opportunities to improve sign location, orientation, visibility or safety.

- e. The Consultant will meet with Village Staff to present the findings of the site evaluation.

ii. **Sign Design and Selection**

- a. The Consultant shall develop up to three alternative concepts for the design of the new gateway signs utilizing the Village's branding assets identified in Section 2. Each alternative should include a conceptual site plan and elevation drawings of the sign, sign measurements, sign materials, sign messaging, sign colors, and associated site landscaping. Each alternative should include a cost estimate for fabrication and installation services.
- b. The Consultant will review the three alternatives with Village Staff prior to presenting them to the Village Board to select a preferred signage plan.

iii. **Sign Specifications, Bidding, Permitting, and Construction Management**

- a. Specifications: Construction specifications will include a complete bidding package for anticipated 2022 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. The construction specifications will also provide technical specifications outlining the materials and performance that will be required of the contractor.

- b. Bidding Services: The Consultant will answer questions from bidders and suppliers regarding plans and specifications. The Consultant will attend the bid opening, analyze the bids received, and attend a meeting with Village officials to formally recommend award of the bid. Bidding must be completed and approved by the Village Board for the northern gateway sign prior to August 1, 2022.
- c. WisDOT Permitting. The Consultant shall assist the Village with the completion of any required WisDOT project permitting. The Village will assume responsibility for any permitting fees.
- d. Construction Administration: The Consultant will review and comment on shop drawings submitted by the contractor. The Consultant will work with Village staff to resolve any change order requests and to prepare and process pay requests throughout the project.
- e. Construction Staking: The Consultant will provide construction staking for the contractor.
- f. Construction Management: The Consultant will administer a pre-construction meeting at Village offices, hold progress meetings on-site as necessary, answer questions during construction and visit the site to verify the project conforms to the plans and specifications.

B. These are the general requirements for the project and are not intended to be an all-inclusive list of tasks and deliverables. It is expected that the 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 Project 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 Consultant shall provide all necessary specifications and contract documentation in order for the preferred signage plan to be approved for bidding by the Village Board. The Consultant shall provide the Village with an electronic copy of the final signage plan in its original and pdf format, including attachments, drawings, graphics, or tables used to create the signage plan. The Consultant shall provide the Village with two (2) hard copies of the final signage plan and an electronic PDF copy of the final signage plan. Draft deliverables may be provided in PDF format.

SECTION 6

Submittal Requirements

A. Consultants shall provide a letter proposal consisting of the following items. Overly elaborate proposal submittals are not necessary.

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

- vi. **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 inquires during the project, and will attend staff and Village Board meetings.
- vii. **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 and Village Board and meeting outcomes.
- viii. **Supplemental Information** – Any other information deemed necessary to address the request for services.
- ix. **Cost** – Lump Sum price to complete the project as proposed in the Consultant's Scope of Work.
- x. **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.

B. General requirements consisting of:

- i. **Due Date** – *Responses to the RFP must be received by 4:00 PM CST on Wednesday March 23, 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 Village Administrator at matt.schuenke@mcfarland.wi.us, subject: Gateway Signage Services. Alternatively, consultants may submit an electronic PDF

copy via a USB flash drive to the Village of McFarland-Gateway Signage Services, Attn: Village Administrator, 5915 Milwaukee Street, PO Box 110, McFarland, WI 53558.

- iii. **Property** – All information developed as part of this request for services, including graphics and data, shall become the property of the Village upon completion of the project. All text shall be submitted electronically as is most convenient. All original graphics generated as a part of the request for services 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 in Section 4. 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.

SECTION 8 **Method & Timeline of Selection**

A. The Village Administrator; Community and Economic Development Director; and Public Works Director will conduct the evaluation of proposals submitted. This will comprise the Evaluation Team. They will make a recommendation to the Village Board for action. The following method and timeline will be utilized in order to select the desired proposal:

- i. **March 9, 2022** – Solicitation Date.
- ii. **March 23, 2022** – Proposals Due Date.
- iii. **March 24, 2022** – The Evaluation Team will meet to make its recommendation to the Village Board for their consideration to award a proposal.
- vi. **March 28, 2022** – The Village Board will take final action to consider acceptance of the recommended proposal and enter into a contract for this purpose.
- vii. **April 1, 2022** – Estimated project commencement date.
- viii. **July 26, 2022** – Award of Construction Bid by the Village Board.

SECTION 9 **Terms and Conditions**

Each proposal will be reviewed to determine if it meets the submittal requirements contained within this request for services. Failure to meet the requirements for this request for services 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 request for services, 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.



Proposal for Planning, Design & Implementation Services

McFarland Gateway Signage

Village of McFarland | March 23, 2022



Building a Better World
for All of Us®

Engineers | Architects | Planners | Scientists

March 23, 2022

RE: Village of McFarland
McFarland Gateway Signage Planning,
Design & Implementation Services
SEH No. P-166566

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

Dear Mr. Schuenke:

The Village of McFarland is seeking proposals to partner with you to design your gateway signage along the Highway 51 corridor. We are excited to bring fresh ideas for new gateway signage that reflect the thoughtful brand standard design work already completed by McFarland. As visitors and residents pass these gateways, everything from the branding, materials selection, construction implementation, plantings and maintenance will reflect how McFarland is a place where the lakeshore, family business, and ties to surrounding communities are "Naturally Connected". Our team will bring our local knowledge, dedication to serving our neighbors and our commitment of Building a Better World for All of Us® to this project to develop your gateway signage design in a way that remains true to your Village's Identity.

OUR TEAM IS

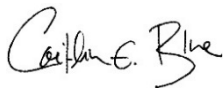
LOCAL: Our landscape architects live and work minutes away from the project site and enjoy visiting McFarland's lakefront and restaurants. We know your community and will use that knowledge to select materials and forms that reflect what makes McFarland special.

EXPERIENCED: SEH has designed gateway and monument signage for communities across the Midwest, yet we pride ourselves on starting each sign from the ground up so that no two communities' signage looks the same. We know that this signage is the first taste of your community for many, and we want it to be something you are proud of for decades to come.

SUSTAINABLE: We specialize in using plant materials native to Wisconsin in our landscape designs to ensure that they are lower maintenance, supportive of local pollinators, and beautifully reflect the natural landscape of the communities we serve. We will also work with local manufacturers where feasible to lower your project's carbon footprint and support local businesses.

We look forward to the opportunity to work with you on your gateway signs. Please contact me at 608.620.6195 or cblue@sehinc.com for additional information or any questions regarding our proposal. We're ready to get to work!

Respectfully submitted,



Caitlin Blue, PLA
Senior Landscape Architect / Project Manager



Darren Fortney, AICP, LEED GA, NCI
Senior Planner / Client Service Manager

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Dunes Kankakee Trail and Wayfinding

The specific licenses and credentials of the team members are described in the personnel and/or resume section of this document.

2022 Short Elliott Hendrickson Inc.

The information contained in this Proposal was prepared specifically for you and contains proprietary information. We would appreciate your discretion in its reproduction and distribution. This information has been tailored to your specific project based on our understanding of your needs. Its aim is to demonstrate our ideas and approach to your project compared to our competition. We respectfully request that distribution be limited to individuals involved in your selection process.

SEH is a registered trademark of Short Elliott Hendrickson Inc.

Company Overview

SHORT ELLIOT HENDRICKSON INC. (SEH®)

SEH is a 100% employee-owned company providing engineering, architectural, planning, and environmental services to public and private clients throughout the country.

Our 800-plus employee-owners share a core purpose: Building a Better World for All of Us®. This approach reflects a companywide commitment to improving the quality of life by designing safer, more sustainable infrastructure for government, and helping industrial and commercial clients achieve their business goals.

Headquartered in St. Paul, Minnesota, and with 32 offices in nine states, you'll find evidence of our work throughout the United States.

CREATIVE PLACEMAKING

At SEH, we provide a multidisciplinary planning and design approach to help communities make decisions about shaping their future. We bring together planners, engineers, urban designers, and graphics experts to analyze issues and develop plans that help communities visualize and achieve their short- and long-term goals.

Our integrated design team is experienced in creating durable, timeless downtowns, wayfinding systems, and open spaces of lasting beauty. We work in partnership with elected and appointed officials, businesses, and citizens to explore opportunities for renewing existing assets and creating new development. Our professionals are experienced facilitators and are trained in the NCI Charrette System™. This experience helps us bring diverse stakeholders with divergent opinions together to find areas of mutual understanding and address community needs.

PRIMARY PLACEMAKING SERVICES PROVIDED BY SEH INCLUDE:

- Wayfinding and monument sign design
- Park and trail planning and design
- Grant Funding
- Public engagement
- Site analysis
- Urban design
- Public art programming and management
- Transportation planning
- Multimodal planning and design
- Public realm, streetscape planning and design
- Downtown revitalization
- Design visualization
- Planting design
- Architecture
- Natural resource planning and design



East Chicago Gateway Monument Sign

Experience & References

VILLAGE OF HOLMEN GATEWAY SIGNAGE

HOLMEN, WI



This project involved designing a single-lane roundabout, gateway signage, lighting, and landscape in the Village of Holmen at the intersection of Gaarder Road and Main Street. Staged construction was utilized. The existing intersection had deteriorated pavement and capacity issues which were improved with the new roundabout. SEH was responsible for geometric design, corridor design, pavement marking, signing, landscaping and traffic control design. SEH was also responsible for construction oversight and inspection.



CLIENT

Village of Holmen
Year Completed 2020



REFERENCE

Scott Heinig
Heinig@holmenwi.com
608.526.6305

MILLERS BAY SIGN

OSHKOSH, WI



SEH designed a system of monument signs and wayfinding for the Miller's Bay Neighborhood in Oshkosh, WI. Signs were designed to conform to height limitations in the City of Oshkosh while still commanding attention with their use of bright colors and natural stone.

Multiple conceptual designs were presented to the City depicting a variety of forms and materials that reflected the mid-century modern aesthetic of the Miller's Bay Neighborhood.



CLIENT

City of Oshkosh
Year Completed 2020

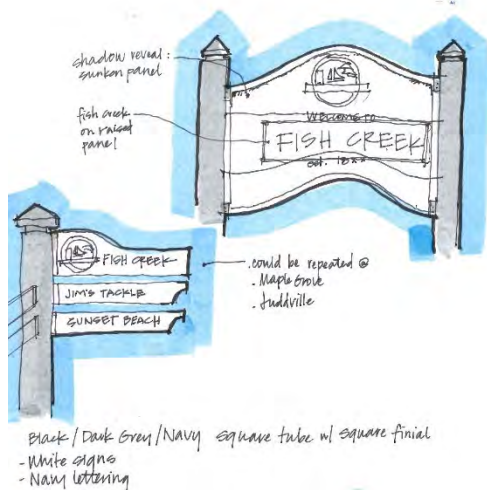


REFERENCE

Mark Lyons
planning@ci.oshkosh.wi.us
920.236.5059

WAYFINDING, STREETScape AND PARKING DESIGN

FISH CREEK, WI



The project involved close coordination with WisDOT on WIS 42. The team created a corridor plan that took an auto-centric highway through a quaint Door County township and helped stakeholders see how the corridor could be a valuable amenity to all users, especially the most vulnerable. Pedestrian and motorist wayfinding signage was included in the plan, providing each user with a human-scaled wayfinding system.

SEH prepared preliminary plans addressing historic lighting, landscape treatments, pedestrian and bicycle accommodation, crosswalks, beach access and re-evaluation of the existing downtown street network to enhance walkability and pedestrian safety.



CLIENT

Town of Gibraltar
Year Completed 2017



REFERENCE

Richard Skare
rskare@townofgibraltar.us
920.868.1714

TOWN WAYFINDING & SIGNAGE

LOWELL, IN



SEH completed a signage and wayfinding package for two parks in the Town of Lowell: Liberty Park and Evergreen Park. The sign and wayfinding package can also be modified and used around town as part of the Town's cohesive brand.

SEH provided signage and wayfinding design, material recommendations and rendering services along with acquiring quotes from signage companies. SEH will also coordinate shop drawings with the selected contractor on behalf of the Town.



CLIENT

Town of Lowell
Year Completed: On-Going



REFERENCE

Craig Hendrix
CHendrix@lowell.net
219.696.7794

CENTENNIAL PARK SIGN

MUNSTER, IN



SEH created a sign concept and construction drawings for the entrance signage at Centennial Park.

SEH provided design, material recommendations and rendering services along with acquiring quotes from signage companies. SEH will also coordinate shop drawings with the selected contractor on behalf of the Town.



CLIENT

Town of Munster
Year Completed:
2018



REFERENCE

Mark Heintz
mheintz@munster.org

Scope of Work

INTRODUCTION

Our planning and design approach is rooted in creative and context-driven design solutions grounded in a sense of place and an understanding of the communities we serve. The SEH team will coordinate closely with the Village of McFarland Project Manager as well as other Village staff and stakeholders that will play a critical role in the development of the new gateway signage concept, design, and implementation. The section below outlines work to be completed during the period starting April 2022 through October 2022.

In addition to the core tasks identified in the RFP, we have proposed two alternative tasks. Task 3C: 3D Visualization and Task 3D: Virtual Public Engagement are offered as ways to further educate the public about your efforts to improve the aesthetics in McFarland and give them an opportunity to weigh in on the design direction. We are happy to discuss these optional tasks with you further and more fully customize them to suit your needs if they are of interest to you.

TASK 1: PROJECT MANAGEMENT

1A KICKOFF MEETING

Key SEH staff will participate in a kick-off meeting with Village staff to review project goals and expectations, validate the schedule including key milestones, and confirm the project plan. We will also use this meeting to agree upon the extent of sign survey needed for the sign design. The meeting may be hosted virtually or in-person depending on Village preferences.

1B PROJECT MANAGEMENT / STATUS UPDATES

In addition to meetings provided throughout the scope of services, SEH will provide written status updates at a minimum of every two weeks that summarize progress made to date, upcoming deliverables, and milestones. Project updates may also be conducted over the phone. Verbal updates will be bundled with other scheduled meetings where practical for efficiency.

TASK 2: SITE EVALUATION AND WISDOT COORDINATION

2A BACKGROUND INFORMATION REVIEW

SEH will collect and review all relevant plans, studies, and data influencing the area including but not limited to:

- The McFarland Brand Guide
- WisDOT's US 51 (Stoughton to McFarland) Study
- WisDOT and MUTCD signage requirements
- Existing survey data for the southern gateway sign

Based on document review and discussions with the Village, SEH will prepare a clear project understanding and set of assumptions. The list will be updated as more information is gathered, and as past study recommendations are validated or modified.

2B SITE SURVEY

SEH will complete a topographic site survey of the location of each sign and surrounding utilities and incorporate existing survey data provided by WisDOT as available. SEH will also coordinate with Digger's Hotline and record all existing features within the project areas.



Kings Highway Gateway Sign – Winona Lake, IN

2C WISDOT PRELIMINARY SIGN PERMITTING COORDINATION

WisDOT sign permitting coordination is anticipated to include general coordination with appropriate WisDOT officials to ensure that the final sign and landscape concept is acceptable and conforms to WisDOT standards. SEH will contact WisDOT to make them aware of the project, share preliminary design ideas, and generally work to ensure that design ideas are developed in close alignment with WisDOT standards and preferences.

This task will also include coordination with the WisDOT team planning improvements to USH 51 as it pertains to the southern gateway sign.

2D SITE ANALYSIS

SEH will analyze the site and placement of existing signs as it pertains to viewsheds from the highway, existing trees, and solar aspect to determine if any changes to sign placement should be made that will improve the sign's visibility and safety. Coordination with utilities and adjacent landowners will also be considered. Site constraints and opportunities will be summarized on an issues and opportunities map that will be presented to Village staff at the Site Evaluation Meeting.

2E SITE EVALUATION MEETING

SEH will meet with Village staff to present the results of task 2, including:

- Key findings from the background information review
- Site survey maps
- Overview of the anticipated permitting process
- Issues & Opportunities Map

TASK 3: SIGN DESIGN AND SELECTION

3A ALTERNATIVE CONCEPT DESIGN

Based on our kickoff meeting with you and the site evaluation we conduct as part of Task 2, we will develop up to three alternative concepts for the design of the new gateway signs and associated landscape. Signs will utilize and expand upon the Village of McFarland branding assets and be designed to reinforce McFarland's unique sense of place. Sign concepts will be presented using a combination of plan, section, and still 3D imagery of the gateway concepts to clearly communicate its measurements, materials, messaging, colors, and landscaping materials. Each alternative will also include a preliminary cost estimate for fabrication and installation.



Interstate Gateway Sign – Cedar Rapids, IA

Project developed with assistance from Caitlin Blue prior to joining SEH

3B SELECTION OF PREFERRED SIGNAGE PLAN

SEH will meet with Village Staff to present the concept alternatives and solicit feedback. Once Village staff have selected a preferred concept design SEH will provide up to one revision of the conceptual design materials to capture feedback provided on the initial concept alternatives.

3C IMMERSIVE 3D VISUALIZATION (OPTIONAL)

We all know the cliché that a picture is worth a thousand words. We have found that it is a cliché in our profession for a reason. Investing in visualizations like 3D renderings and fly-through videos helps everyone from seasoned professionals to the average citizen better understand design intent, contribute to a design's development, and get excited about the day that it comes to fruition.

If you desire, we can include in our scope of services three-dimensional, photo-real perspective renderings of the alternative signage concepts as they will appear within the Highway 51 corridor. We are also prepared to develop an immersive, fly-through animation that will show you how the sign will appear at highway speeds for motorists driving down Highway 51. This video may be accompanied by a voiceover narrative and closed captioning so that the video can also be presented remotely on the Village website to inform the public about the project.

3D PUBLIC ENGAGEMENT (OPTIONAL)

Collaboration, building trust, and a spark of imagination are central to our public involvement approach. If desired, we are prepared to develop an online survey for hosting on the Village website that can be used to gather public feedback on the alternative concept designs prior to selection of a preferred signage plan. Printable versions of the survey can also be made available for residents who prefer an analog approach to engagement. We are prepared to work with you to tailor this approach to your community.

TASK 4 CONSTRUCTION PHASE

4A CONSTRUCTION DRAWINGS & SPECIFICATIONS

SEH will prepare construction drawings and specifications that detail construction of the sign and associated landscaping. Drawings are anticipated to include existing conditions and demolition plans, site, grading, erosion control, utility and landscape plans, and design details. We propose interim design reviews with you at the 30%, 60%, and 95% complete stages of drawing production to solicit feedback and address any challenges that arise together. We will use the bi-weekly meetings between the Village and SEH project teams proposed in Task 1 throughout the design process to check in, answer questions from the design team, and keep the project momentum moving forward.

4B WISDOT PERMITTING

SEH will assist the Village with its application/permit to work on the highway right of way as identified by WisDOT during the permitting coordination process in Task 2. All permitting fees will be the responsibility of the Village. Permitting is expected to include a State Right of Way (ROW Permit) and Municipal Welcome Sign review and approval as outlined in the WisDOT Highway Maintenance Manual Chapter 09, Section 20, Subject 30: Municipal Welcome Signs.

4C BIDDING SERVICES

SEH will answer questions from bidders and suppliers during the bid process pertaining to the drawings and specifications. Our staff will attend the bid opening, analyze the bids received, and meet with Village officials to provide a recommendation for award of the bid. We recognize that the Village requests bidding for the northern gateway sign be completed and approved by the Village Board prior to August 1, 2022.



Chessie Trail Monument and Wayfinding Signage – La Porte, IN

4D CONSTRUCTION ADMINISTRATION

SEH will review, comment on, and provide approvals for shop drawings submitted by the contractor. We will work with the Village to resolve any change order requests and prepare and process pay requests throughout the project.

4E CONSTRUCTION STAKING

SEH surveyors will conduct a one day site visit to provide construction staking to layout the sign location. An SEH landscape architect will also be present at the site to confirm the sign location.

4F CONSTRUCTION MANAGEMENT

SEH will attend a pre-construction meeting hosted at the Village offices, hold progress meetings on site, answer questions during construction and visit the site to verify that the project is taking shape according to the plans and specifications. Anticipated visits include:

- One visit to review the foundation preparation and observe the concrete pour.
- Two visits to review construction progress
- One visit to check for final compliance to specifications and confirm site restoration.

We are invested in realizing the initial conceptual vision we build with you and will work to ensure that your vision is achieved during construction.



Roundabout design, gateway signage and pedestrian underpasses – Northfield, MN

DELIVERABLES

Task 1

- Kickoff Meeting Preparation and Attendance
- Bi-weekly status updates, either written or verbal
- Memoranda summarizing information conveyed at meetings and through verbal status updates

Task 2:

- Topographic survey and basemap
- Issues and opportunities map
- Preliminary WisDOT coordination
- Memorandum summarizing site conditions and WisDOT permitting process

Task 3:

- Plans, sections, and 3D imagery of up to three conceptual sign alternatives
- 3D video and/or visual simulation of the sign concepts in situ at the project site (Optional)
- Online public engagement survey (Optional)
- Final rendering of preferred sign concept

Task 4:

- Construction drawings and specifications sufficient to construct the north and south gateway signs
- 30%, 60%, and 95% draft review submittals
- WisDOT permitting documentation
- Responses to RFIs, change orders, and other contractor correspondence throughout bidding and construction.
- Construction staking
- Four construction management visits

Key Personnel

PROJECT MANAGEMENT

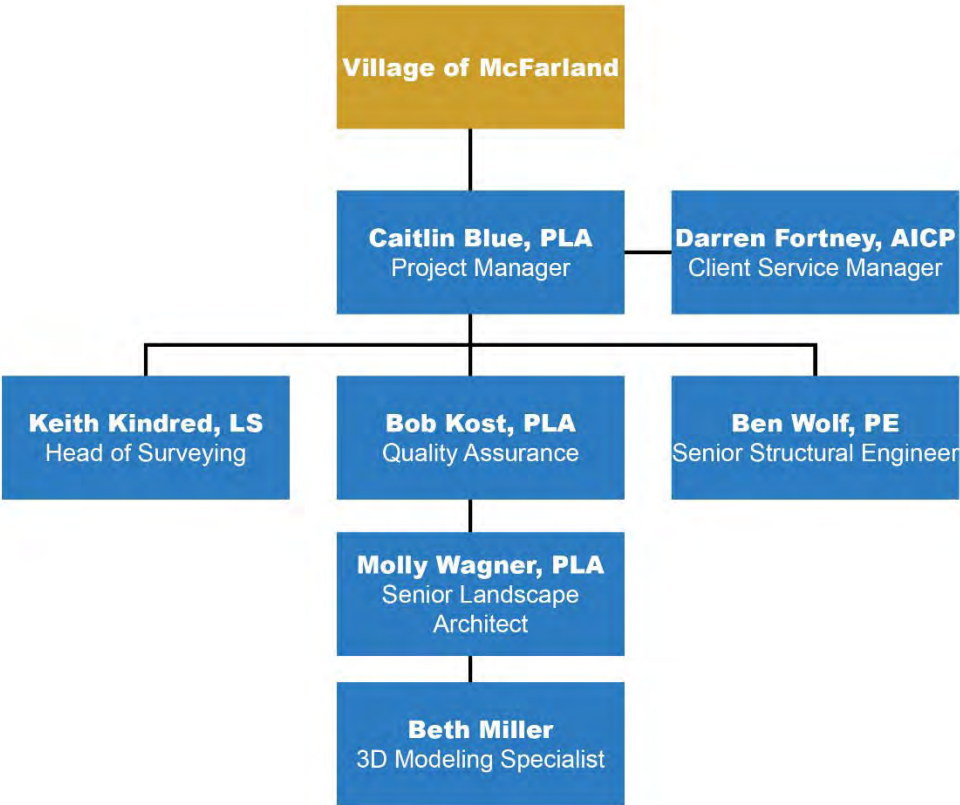
Caitlin Blue will lead the project and be your main point of contact throughout the design process. She has experience designing numerous gateway signs, streetscapes, and downtown revitalization efforts. Joining her as client services manager will be Darren Fortney. Darren is a seasoned project leader with extensive experience working with WisDOT on community and transportation planning projects throughout the Midwest.

TECHNICAL TEAM

Molly Wagner will be the senior landscape architect working closely on the design of the wayfinding and monument signs alongside Caitlin. She will be assisted by landscape designer Beth Miller who has a large portfolio of gateway and monument signs in addition to specialization in 3D modeling. The design effort will also be overseen by Bob Kost, who is also currently assisting McFarland with its Community Campus Master Plan.

Keith Kindred leads SEH's survey group in Wisconsin and will oversee site survey for both gateway signs. Ben Wolf, PE leads the SEH structural engineering group and will work closely with our landscape architects to ensure that our design includes sufficient and safe footings and efficient construction techniques.

ORGANIZATIONAL CHART



Caitlin Blue, PLA

Senior Project Landscape Architect

Caitlin is a landscape architect and ecologist who strives to harmonize ecology, infrastructure and community in her design solutions. She has programmed and designed parks, streetscapes, waterfronts, zoological exhibits, trail networks, multi-family residential and corporate landscapes, and ecological restorations. The common theme that unites these projects is her focus on reintroducing elements of the natural environment like native plants and locally sourced materials to the urban landscape to create inviting and functional public spaces. Caitlin has drafted construction drawing bid packages using AutoCAD and created conceptual graphics using 3D modeling, digital illustration and hand rendering techniques. She is also proficient with ESRI ArcMap GIS software to analyze data and conduct site and regional analysis. Successfully applying for grant funding, Caitlin has coordinated with government agencies to obtain necessary permits to meet planning department requirements.

SELECTED PROJECT EXPERIENCE

Kings Highway Roundabout and Gateway – Winona Lake, IN

Caitlin led the SEH landscape architecture group's design of a renewed gateway into downtown Winona Lake. The project features new gateway signage and extensive native ornamental planting areas designed to mark the transition between Winona Lake and the neighboring City of Warsaw. Deliverables included artistic renderings, construction drawings and specifications.

Village of Holmen Gateway Signage – Village of Holmen, WI

Caitlin assisted with 3D modeling and landscape architectural design for a large monument sign and landscaping at the Center of a new roundabout in Holmen, WI

Veteran's Memorial Greenway – Dakota County, MN

Caitlin led the landscape architectural design for a series of interpretive monuments, and park spaces along a new multiuse trail that extends through multiple communities in Dakota County. Features of the interpretive plan include monument signage, kiosks, wayfinding, custom pergolas, and memorial designs.

EXPERIENCE PRIOR TO JOINING SEH

Layton Avenue Streetscape and Wayfinding – Greenfield, WI

Caitlin provided 3D visualization, conceptual design and construction drawings for this streetscape and wayfinding project. Features of the design include custom light poles, decorative fencing, decorative stone and plantings as well as custom wayfinding signage design and layout.

Cedar Rapids East Gateway Sign – Cedar Rapids, IA

Caitlin provided drafting, site grading, landscape design, and sign detailing for a new gateway monument sign in Cedar Rapids, IA

Harborview Plaza – Milwaukee, WI

Landscape architect who assisted in the development of park gateway signage, site, landscape, and grading design for a small signature waterfront park in Milwaukee's Harbor District.

St. Francis Design Guide (City of St. Francis) – St. Francis, WI

Landscape architect who developed concepts for a new commercial development intended to serve as a gateway into downtown St Francis. Concepts included conceptual site layout, gateway artwork and architectural design guidelines.



17 years

OF EXPERIENCE

EDUCATION

Master of Landscape Architecture
University of Minnesota-Twin Cities

Bachelor of Science
Zoology and Biological Aspects of
Conservation
University of Wisconsin-Madison

REGISTRATIONS/CERTIFICATIONS

Landscape Architect in WI

PROFESSIONAL ASSOCIATIONS

American Society of Landscape
Architects, Member

Bob Kost, PLA, LEED AP®

Associate/Senior Planner

Bob is a certified community planner, registered landscape architect and LEED accredited professional with extensive experience in the planning, design and development of places for people to live, work and play. Bob's duties include facilitation of community workshops and committee meetings, development of planning and design concepts and supervision of design production documents. His commitment to design integrity and developing solutions based on community values has resulted in numerous planning and design awards. Bob is a frequent speaker at regional and national conferences on the topics of smart growth and place-based planning and design.

EXPERIENCE

Lakes at Lyndale Connectivity Urban Design Plan – Richfield, MN

Senior landscape architect responsible for coordinating client and team communications, leading meetings and managing budget and project deadlines. The project involved a connectivity plan focused on an in-depth analysis of the pedestrian cycling and transit facilities within an 8-square block mixed-use area. It included recommendations for improving wayfinding, streetscaping and the public arts environment.

Harbor Master Plan – Tower, MN

Project manager and lead urban designer for development of a master plan and design standards. This project recreated the historic city harbor surrounded by new, mixed-use waterfront-oriented development. The plan focused on reconnecting the City with Lake Vermilion residents and visitors as well as strengthening the downtown Main Street and riverfront.

Main Street Final Design – New Prague, MN

The final design phase of this Joint Powers Agreement project with the City of New Prague and MnDOT includes intersection improvements such as mini-roundabouts and pedestrian and ADA improvements. The project scope also included utility replacement, environmental documentation and landscaping/streetscaping design documented in a Visual Quality Manual. Intensive public involvement has been necessary to gather community input on the project elements and to prepare more than 50 downtown businesses for construction.

Comprehensive Plan Update – Stevens Point, WI

SEH is working with the City to actively engage stakeholders in creative integration of the community's vision, translating it into a graphically rich, easy-to-read comprehensive plan update centered around Wisconsin's nine planning elements as well as two additional elements chosen by the community, arts and culture and public health.

Northside TOD Study (Portage Redevelopment Commission) – Portage, IN

The project involved creating a long-range plan for the TOD area, re-designating U.S. Highway 12, land acquisition, Burns Parkway bridge and roadway extension, and Marquette Greenway Trail extension. The new plan includes a mix of parking, commercial and residential uses ranging from high density to single-family housing, with a trail system that connects pedestrians from the station to the Indiana Dunes National Park.



43 years

OF EXPERIENCE

EDUCATION

Bachelor of Landscape Architecture
Landscape Architecture
University of Illinois at Urbana -
Champaign

REGISTRATIONS/CERTIFICATIONS

Landscape Architect in MN

LEED AP, U.S. Green Building Council

Charrette Facilitator, National Charrette
Institute

Molly Wagner, PLA

Senior Landscape Architect

Molly is a landscape architect and project designer with experience in educational, medical, cultural, residential, municipal, international and master planning projects. She provides effective communication with clients and contractors from concept to construction, leveraging the use of graphics such as rendered plans, sections, elevations, plant and material boards as well as construction documents to convey design intent. Her time spent working in the Pacific Northwest instilled in her a passion for stormwater and creating sustainable landscapes. Molly is proficient in AutoCAD and the Adobe Creative Suite.

EXPERIENCE

Wayfinding, Streetscape and Parking Design (Town of Gibraltar) – Fish Creek, WI

Landscape architect responsible for the design of signage and wayfinding that complement the eclectic character of Fish Creek. The project included preparation of 30% preliminary plans addressing historic lighting, landscape treatments, pedestrian and bicycle accommodation, crosswalks, beach access and re-evaluation of existing downtown street network to enhance walkability and pedestrian safety.

Miller's Bay Neighborhood Gateway Sign – City of Oshkosh, WI

Molly led the landscape architectural design from concept through construction drawings for a large monument sign and landscaping in the Miller's Bay Neighborhood. Signs were designed to reflect the mid-century modern aesthetic of the neighborhood.

Kings Highway Roundabout and Gateway – Winona Lake, IN

Landscape architect responsible for initial design concepts and QA/QC of construction documents. The project features new gateway signage and extensive native and ornamental planting areas designed to mark the transition between Winona Lake and the neighboring City of Warsaw. Deliverables included artistic renderings, construction drawings and specifications.

Village of Holmen Gateway Signage – Village of Holmen, WI

Molly led the landscape architectural design from concept through construction drawings for a large monument sign and landscaping at the Center of a new roundabout in Holmen, WI

Bain School Site Fire Station - City of Kenosha, WI

Landscape architect responsible for site design and monument sign. Worked collaboratively with team to develop a design language that referenced the former school site and fire station use. Monument signage incorporated the station's Maltese Cross into site screening walls built from reused bricks from the former school.



15 years

OF EXPERIENCE

EDUCATION

Master of Landscape Architecture
University of Minnesota-Twin Cities

Bachelor of Arts
Biology
Gustavus Adolphus College - St. Peter,
MN

REGISTRATIONS/CERTIFICATIONS

Landscape Architect in WI, CO, IN, OR

Darren Fortney, AICP, LEED GA, NCI

Client Service Manager

Darren is a senior urban planner and project manager with a successful history of delivering projects involving stakeholder engagement, community outreach, land use/transportation planning, multimodal accommodations, civil engineering, environmental sustainability and placemaking. He has significant urban planning and infrastructure experience in both the public and private sectors, including numerous waterfront projects. Darren's projects consistently provide for proactive and meaningful public input, creative solutions, education components and strategies, a high degree of collaboration and development of local project ownership.

EXPERIENCE

- Chessie Bicycle-Pedestrian Trail – La Porte, IN
- Great River Landing Waterfront Development Phase I – Onalaska, WI
- King Street Greenway – La Crosse, WI
- Community Campus Master Plan – Middleton, WI
- Bicycle Transportation Network Improvements – Stevens Point, WI
- Comprehensive Plan Update – Onalaska, WI



29 years

OF EXPERIENCE

EDUCATION

Master of Science
Urban and Regional Planning
University of Wisconsin-Madison

Bachelor of Science
Political Science
University of Wisconsin-Madison

REGISTRATIONS/CERTIFICATIONS

Certified Planner, American Institute of
Certified Planners

Charrette System Certified, National
Charrette Institute

Beth Miller

Graduate Landscape Planner

Beth is a graduate landscape architect who has worked on multiple landscape projects including subdivisions, trails, waterfront revitalization, site design, master park planning, rain gardens and parking lots. She brings experience in project planning, design, coordination and public meeting preparation. Beth is proficient in software applications including AutoCAD and the Adobe Suite (Illustrator, InDesign and Photoshop) and has been instrumental in bringing Lumion rendering technologies to SEH planning and landscape architecture projects.



10 years

OF EXPERIENCE

EXPERIENCE

- Lowell Signage and Wayfinding Plan – Lowell, IN
- Centennial Park Signage – Munster, IN
- Chessie Bicycle-Pedestrian Trail 1 – La Porte, IN
- Porter Gateway Year II – Porter, IN
- Kings Highway Roundabout and Gateway – Winona Lake, IN
- S. Main Street-Gaarder Road Roundabout – Holmen, WI
- East Chicago Monument Sign – East Chicago, IN
- Downtown Riverwalk West – West Bend, WI

EDUCATION

Bachelor of Science
Landscape Architecture
Purdue University - West Lafayette, IN

Keith Kindred, LS

Associate/Department Head of Surveying

Keith is a senior associate and department head of surveying with extensive experience in the industry. Keith is responsible for the daily planning, coordination and supervision of the survey field crews. He oversees the quality and accuracy of all survey data collection and right-of-way/property research, as well as preparation of any surveying plats, maps and exhibits. Keith is also responsible for data collection via GPS including project planning, post processing, data interpretation and data conversion. In addition, he is recognized as an expert in determining riparian rights.



38 years
OF EXPERIENCE

EXPERIENCE

- Veterans Tiny Homes Village (Veterans Outreach of Wisconsin) – Milwaukee, WI
- Jefferson County Bike Trail Feasibility Study (Jefferson County Parks Department) – Jefferson County, WI
- Lake County Trail Reconstruction (Wisconsin Department of Transportation Southeast Region) – Waukesha County, WI
- Main Street Design (City of Waupaca) – Waupaca, WI

REGISTRATIONS/CERTIFICATIONS

Professional Land Surveyor in WI, IL

Ben Wolf, PE

Principal/Senior Professional Engineer

Ben is a project engineer with significant experience and specialization in the structural engineering of buildings, industrial equipment and bridges. He has been and is actively involved in structural design and inspection, as well as field investigations and assessments of existing structures. Ben brings a history of creative problem solving for both new buildings and rehabilitation and addition projects. He understands that there are numerous ways to accomplish project goals and works closely with architects and owners to develop structural design solutions that help achieve the aesthetic and functional goals of each project. He has served as structural project engineer and design engineer on numerous public building projects throughout the states of Minnesota, Iowa and Wisconsin.



26 years
OF EXPERIENCE

EXPERIENCE

- French Island Rest Area (#31) I-90 Eastbound (Wisconsin Department of Transportation Central Office) – French Island/La Crosse Vicinity, WI
- Veterans Tiny Homes Village (Veterans Outreach of Wisconsin) – Milwaukee, WI
- Fish Creek Beach-Phase 1 (Town of Gibraltar) – Fish Creek, WI
- Bain School Site Fire Station – Kenosha, WI

EDUCATION

Master of Science
Engineering Mechanics
University of Missouri-Rolla

Bachelor of Science
Civil Engineering
University of Missouri-Columbia

REGISTRATIONS/CERTIFICATIONS

Professional Engineer in WI, IA, MN

Village Commitments

The SEH team is prepared to execute our project plan with minimal impact and little additional commitment from the Village. However, we find the most successful projects are those where the client (Village) and the planning team work hand-and-glove to deliver planning options that reflect community input.

As such, we propose to work collaboratively on the following:

PUBLIC ENGAGEMENT AND COMMUNICATION

- The Village will be the point of contact for public inquires during the project. SEH is happy to collaborate on public messaging
- The Village will attend staff and Village Board meetings, either independently or alongside SEH staff as appropriate
- The Village will provide a website platform to host the public engagement survey (If the optional public engagement task is selected)

BASE INFORMATION

- We anticipate the Village will provide high resolution imagery of all logos and font files for any brand-specific fonts necessary for the signage to adhere to the McFarland Brand Standards
- We plan to work closely with the Village to retrieve relevant WisDOT studies from WisDOT staff
- We anticipate obtaining access to relevant GIS data, if available to the Village

CONSTRUCTION

- We will incorporate any Village front-end specifications provided by the Village into our specifications package
- We anticipate the Village will host the bid advertisement on their municipal website.
- The Village will attend on-site meetings as necessary and appropriate to assist with decision making



Municipal gateway sign and streetscape improvements – Greenfield, WI

Project developed by Caitlin Blue prior to joining SEH

Project Schedule

We offer the preliminary schedule below as a starting point to show our commitment to completing project bidding by the end of July 2022. Exact dates will be finalized in collaboration with you during our kickoff meeting.

	Month	April				May				June				July				August				September				October			
	Week	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Task 1: Project Management																													
1A Kickoff Meeting		*																											
1B Biweekly Status Updates																													
Task 2: Site Evaluation and WISDOT Coordination																													
2A Background Information Review		*																											
2B Site Survey			*																										
2C WISDOT Preliminary Sign Permitting Coordination				*																									
2D Site Analysis			*	*																									
2E Site Evaluation Meeting					*																								
Task 3: Sign Design and Selection																													
3A Alternative Concept Design				*																									
3B Selection of Preferred Signage Plan								*		*																			
3C 3D Visualization (Optional)					*	*																							
3D Public Engagement (Optional)					*	*																							
Task 4: Construction Phase																													
4A Construction Drawings & Specifications								*		*	*	*	*																
4B WisDOT Permitting										*	*	*	*																
4C Bidding Services														*	*	*													
4D Construction Administration																	*	*	*	*	*	*	*	*	*	*	*	*	
4E Construction Staking																	*	*	*	*	*	*	*	*	*	*	*	*	
4F Construction Management																	*	*	*	*	*	*	*	*	*	*	*	*	

* Approximate meeting date. Meetings may be held in person or virtually depending on staff preferences and project needs

Notes:

- This schedule assumes that both gateway signs are constructed in 2022 and that all optional tasks are completed. It could be condensed if optional tasks are not selected or if only one sign is constructed in 2022.

Cost

BASE BID

The base bid cost assumes that both the north and south gateway sign will be designed and constructed in 2022. This cost reflects efficiencies in development of the sign design package, survey and staking, and construction administration and management.

If both signs are designed and built in 2022 as indicated above, SEH proposes a **lump sum fee of \$28,900.**

ALTERNATIVE BID

The alternative bid cost, as requested in the request for services, assumes that tasks 1-3 will be carried out for both the north and south gateways, completing the site analysis and conceptual design for both phases. This bid assumes that Task 4: Construction phase will only be carried out for the northern gateway.

If only the northern gateway sign is built in 2022 as indicated above, SEH proposes a **lump sum fee of \$26,400.**

OPTIONAL TASKS

TASK 3C: 3D VISUALIZATION

As described in the scope of services, this task includes more extensive 3D modeling and potentially video fly through showing the sign concepts in situ on the project site and simulating the experience of approaching the signs in a vehicle.

If selected, SEH will complete this optional task for a **lump sum fee of \$4,100.**

TASK 3D: PUBLIC ENGAGEMENT

As described in the scope of services, this task includes development of a public engagement survey to gather public input on the alternative signage design options developed during the conceptual design process

If selected, SEH will complete this optional task for a **lump sum fee of \$1,100.**

HOURS ESTIMATE

The fees above were developed using the hours estimated below plus expenses. Actual project hours may vary.

	Base Bid	Alternative Bid
Core Tasks		
Task 1	18	18
Task 2	40	40
Task 3A & B	29	29
Task 4	131	110
Total	218	197
Optional Tasks		
Task 3C	40	40
Task 3D	8	8

Additional Scope/Fees

Additional scope items outside of those identified in this proposal may be completed on request on a time and materials basis according to the hourly rates and schedule of expenses below. Additional charges will not be implemented without receiving prior written approval from the Village.

SEH HOURLY BILLABLE RATES - 2022

CLASSIFICATION - OFFICE STAFF	BILLABLE RATE (1)
Principal	\$175 - \$295
Project Manager	\$145 - \$260
Senior Project Specialist	\$140 - \$240
Project Specialist	\$105 - \$190
Senior Professional Engineer I	\$120 - \$195
Senior Professional Engineer II	\$145 - \$245
Professional Engineer	\$110 - \$180
Graduate Engineer	\$90 - \$150
Senior Architect	\$130 - \$230
Architect	\$115 - \$165
Graduate Architect	\$90 - \$120
Senior Landscape Architect	\$120 - \$185
Landscape Architect	\$100 - \$135
Graduate Landscape Architect	\$90 - \$110
Senior Scientist	\$135 - \$185
Scientist	\$95 - \$150
Graduate Scientist	\$85 - \$115
Senior Planner	\$135 - \$230
Planner	\$105 - \$165
Graduate Planner	\$95 - \$130
Senior GIS Analyst	\$115 - \$190
GIS Analyst	\$105 - \$130
Project Design Leader	\$125 - \$200
Lead Technician	\$110 - \$185
Senior Technician	\$95 - \$150
Technician	\$65 - \$125
Graphic Designer	\$95 - \$160
Administrative Professional	\$55 - \$140

CLASSIFICATION - FIELD STAFF	BILLABLE RATE (1)
Professional Land Surveyor	\$115 - \$175
Lead Resident Project Representative	\$100 - \$170
Senior Project Representative	\$95 - \$150
Project Representative	\$80 - \$135
Survey Crew Chief	\$90 - \$150
Survey Instrument Operator	\$60 - \$105

(1) The actual rate charged is dependent upon the hourly rate of the employee assigned to the project.
The rates shown are subject to change.

Effective: January 1, 2022

Expires: December 31, 2022

SEH SCHEDULE OF EXPENSES - 2022

VEHICLE MILEAGE RATES

2022 IRS Rate\$0.58

VEHICLE ALLOWANCE COSTS

Resident Project Representative \$16.00/day

Survey and Field Vehicle \$4.50/hour + 2022 IRS mileage rate/mile

SURVEY EQUIPMENT

Robotic Total Station \$30.00/hour

Global Positioning System (GPS) \$30.00/hour

COMPUTER EQUIPMENT

Computer Charges per Direct Hour of Labor.....\$3.00/hour

OTHER EQUIPMENT EXPENSES

SEH uses many different types of equipment, such as traffic counters; flow meters; air, water, and soil sampling kits; inspection cameras; density meters; and many others. Our equipment is frequently upgraded to utilize current technology. You will be charged for equipment usage per your agreement with SEH.

Rates are subject to change.

IDENTIFIABLE REPRODUCTION AND REPROGRAPHIC COSTS ^{(1) (2)}

Item	8½x11	11x17	Large Format	Per Item
Black/White Copy ⁽³⁾	0.07	0.24	0.95 + 0.05/sq. ft.	
Color Copy ⁽³⁾	0.46	1.02	0.95 + 2.55/sq. ft.	
Mylar			5.00	
CD Copy				3.00
Lamination	2.00	3.50	3.50/sq. ft.	
Laminated Foamcore			40.00	
- up to 30"x42"			75.00	
- larger than 40"x60"				
3-Ring Binder	size	2"	3"	4"
	cost	3.20	5.60	7.24
Machine Folding				0.02
Binding				
- wire				3.60
- comb				3.20
Covers				
- custom				0.15
- blank				0.03
Tabs (white)				0.20
Mailing/Processing				UPS or USPS rates

⁽¹⁾ prices include operator time

⁽²⁾ prices denote single-sided printing

⁽³⁾ standard stock, white paper used for pricing

Prices are subject to change and may not be accompanied by immediate notification.

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, March 28, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer

AGENDA ITEM: Discussion and action to approve the handbook for Village Board members.

PREVIOUS ACTION:

ISSUE SUMMARY:

As part of the 2021-2022 Committee Restructuring process, the Board has worked on reviewing and updating the handbook. This is the handbook that is distributed to all new Board members when they take office to assist in providing direction to their work and resources. Changes from the previous Committee of the Whole meetings has been made, and the handbook is put forth for final approval.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

Identified as part of the 2021-2022 Board, Committee, and Commission Restructuring Project.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for discussion.

Motion to approve the handbook for Village Board members.

ATTACHMENTS:

1. New Trustee Hand Book DRAFT 03282022



VILLAGE TRUSTEE HANDBOOK

Approved: March 28, 2022

WELCOME

Welcome to the McFarland Village Board! Your fellow citizens have elected you to protect and preserve the public interest. Village Board members individually, and as a whole, represent not only the entire Village of McFarland but are the face the Village presents to other municipalities, government agencies, organizations, and the public at large. It is sometimes difficult to balance differing interests and opinions, but if you keep informed, have an open mind, listen to your colleagues, and make use of professional staff, the open exchange of opinions and viewpoints in a constructive manner will generally lead to the best solution for the Village.

The *Handbook for Village Board Members* has been compiled to provide an easily accessible informational resource for elected officials. It will provide you with a basic understanding of Village operations, Wisconsin laws for the operation of public bodies, provisions that generally apply to members of public bodies, and commonly accepted standards of conduct. We hope it will help you quickly adjust to your new role and help avoid some of the common pitfalls associated with public service.

This guide has been created in an electronic format with links to relevant information. If you would like a copy of any of the aforementioned resources or publications, please contact the Village Clerk/Treasurer cassandra.suettinger@mcfarland.wi.us or via phone at 608-838-3153.

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CHAPTER 1: GETTING STARTED

Attendance/Compensation

Wisconsin State Law provides that in order for a government meeting to be conducted a quorum of members must be present. A 'quorum' is the minimum number of a governmental bodies membership necessary to act. A majority of members must be present to conduct a meeting. Based on this, if you are unable to attend a meeting, please let the Village Administrator or Clerk/Treasurer know as soon as you become aware you will be absent.

Village Administrator, Matt Schuenke, matt.schuenke@mcfarland.wi.us,
Phone: 608-838-3153 or 608-520-1694 (outside normal working hours and weekends).

Village Clerk Treasurer, Cassandra Suettinger, Cassandra.suettinger@mcfarland.wi.us
Phone: 608-838-3153

Compensation/Meeting Attendance Record

Village Board members are compensated the following:

2022 through April 17, 2023:

Village President: \$1,800 per year plus \$40 per meeting attended*

Village Trustee: \$40 per meeting attended*

Beginning April 18, 2023:

Trustees - \$4250 per year paid on a quarterly basis.

President - \$8500 per year paid on a quarterly basis.

*Per meeting attended – This includes Village government meetings you attend as an elected or appointed member of that Village authority, board, commission, or committee. You are not compensated for meetings of other bodies that you attend for informational purposes.

Village Board compensation shall be paid out on a quarterly basis through direct deposit. Village Staff will track meeting attendance through its agenda management system and send it out quarterly for verification. Once verified payments will be made on the following schedule:

1. 1st Quarter (January – March) – paid out first full payroll in April
2. 2nd Quarter (April-June) – Paid out first full payroll in July
3. 3rd Quarter (July-September) – Paid out first full payroll in October
4. 4th Quarter (October-December) – Paid out first full payroll in January

Expense Reimbursement

Expenses such as mileage, conference registration fees, and other items will be reimbursed in accordance with the Village's Elected Official Reimbursement Policy.

Access

Keys/Building Access

The Municipal Center is open daily Monday through Friday from 7:45 a.m. to 4:30 p.m. and for evening meetings. Staff will provide you an ID card or fob to access the building after hours. The fob will allow you to access all entrances to Village Hall as well as the hallway and mailroom doors.

The Trustee/President bin is located inside of the copy room. This is where staff will leave any mail or correspondence for you. You should plan to check your trustee mail bin when you are at Village Hall for meetings.

Tablet

The Village will issue you an electronic tablet for Village Business. As part of this process, you will be assigned a username and password. You also will be required to review and sign off on the Village's electronic media policy. A full copy of the policy can be found at: <https://www.mcfarland.wi.us/Committee-Orientation>

*Village Tablets (Microsoft Surface Pros) must be taken care of and properly maintained. In the event maintenance is required and you are asked to turn your machine in for updates, Village staff ask that you attempt to clean your device off and return it in sanitary condition. Staff recommends using the rubbing alcohol wipes provided to you in your carrying case for this purpose. When sanitizing, do not use Lysol wipes, Clorox Wipes, or any other brand similar. Additionally, do not use soap and/or water, as it will damage the tablet.

All officials will be required to sign off on the Village's Electronic Media Device Guidelines. Where permitted by law, an elected official may be financially responsible if

equipment is lost or damaged while in their care. This includes both the device and pen issued from the Village.

Email

The Village will provide you a new Village email address. Once the address is assigned, you should only use your Village email account for Village Business moving forward. Also be aware the Village has electronic archival software that will automatically save a copy of all emails sent and received through your Village email address.

Public Records Law

The Wisconsin Statutes govern public records law. In the State of Wisconsin, the legislature has concluded that transparency is the cornerstone of democracy, and accountability is only possible when government is performed in the open.

The public has the right to access any 'records' as defined by state law. Records include any material on which written, drawn, printed, spoken, visual, or electromagnetic information or electronically generated or stored data is recorded or preserved, regardless of physical form or characteristics. This includes electronic correspondence by elected officials including emails, both on your public email address or your private email address should you choose to use it, and text messages.

The Village encourages all elected officials to keep this in mind as they engage in correspondence with others in their capacity as a Village official. With very limited exception, the public has a right to access any and all records and correspondence created by their elected officials. A good rule of thumb is if you would not feel comfortable emailing the information to the local news media, it likely should not be put in an email or electronic correspondence.

The Village encourages all elected officials to review the [Wisconsin Department of Justice Wisconsin Public Records Law Compliance Guide](#) for more information on relevant public records law.

Also be aware the Village has an archiving software called Mimecast that will automatically save a copy of your emails.

Orientation Meeting

After you are elected the Clerk/Treasurer will contact you to schedule an orientation meeting. During the orientation meeting the Village Administrator and Clerk/Treasurer will provide an overview of relevant topics and help you to get acclimated into your new role and where to find resources you may need.

CHAPTER 2: ROLES AND RESPONSIBILITIES

Village President

The Village President presides over all meetings of the Village Board, have a vote as trustee, as well as sign all ordinances, rules, bylaws, and regulations. The Village President also has the responsibility to maintain peace and good order, see that ordinances are faithfully obeyed.

In the event the Village President is unavailable to preside over a meeting, the Village Clerk shall call the meeting to order, and the Trustees present shall elect one of their members as acting President. Village tradition has been that the Trustee with the most seniority is selected to serve as Acting President.

The Village President has the authority to set the Village Board agenda unless agenda items are otherwise approved for inclusion by the Board as a whole. To have an item be placed on an agenda Trustee should first discuss the matter with the Village President or Village Administrator as applicable.

If a Village Trustee desires to refer an issue, please note the following process:

1. Board member submits a referral request to the Village Clerk/Treasurer on the Village Trustee Item referral request form.
2. Village Clerk/Treasurer shall place the referral request on the next regular agenda for the Village Board meeting.
3. The Village President shall approve the agenda.
4. The Village Board shall consider the referral request upon receipt and take action as is necessary to address it under the 'Referral' Section of the Agenda..

Also note Village Ordinance [2-163\(a\)](#) provides that the Village President has the authority to decide which items are placed on a Village Board agenda, unless Village Trustees call a special meeting. In accordance with Ordinance [2-159](#), Village Trustees do have the authority to call a special meeting, and also have the authority to decide which items shall first be considered at the special meeting.

This process can be followed for referrals on items and issues, budgetary requests/amendments.

[Full Village Ordinance Chapter 2, Article II, Division 3 – Village Board](#)

Village Trustees

The Village Board serves as the legislative body at the local level. Trustees do not have individual authority, but rather the Village Board as a whole is granted decision making authority. Trustees do still serve in their individual capacity as a liaison between the Village and its constituents.

Trustees are leaders responsible for setting policy for the municipality. A policy is a course of action for a community that often takes the form of passing ordinances and resolutions. Trustees should rely on ideas from many sources to help make decisions and shape policy. These sources including staff, citizens' groups, boards, commissions, local organizations, and others. Officials are elected at large by the people to serve for the people. Decisions are best made keeping this ideal in mind and how decisions impact the Community as a whole.

[Full Village Ordinance Chapter 2, Article II, Division 3 – Village Board](#)

Village Administrator/Village Staff

An important distinction to remember is the Village Board sets policy, and it is then the Village Administrator and Department Head's administrative responsibility to carry out all policies and plans. Additionally, the Village Administrator is responsible for coordinating the day-to-day operations by overseeing service delivery, financial and personnel issues.

It is not the responsibility of elected officials to supervise Village employees on the job or become involved in the day-to-day administration of Village affairs. Maintaining this hierarchy is important to the delivery of municipal services. The Board may from time to time be concerned about employment matters; however, they should refrain from becoming directly involved. The Village Board establishes personnel policies that serve as the employment guidelines for the organization. Board members may voice their concern to the Village Administrator, and it is the responsibility of the Administrator through the Department Heads to address employment matters as the Personnel

Officer for the Village. It is also important to remember the Village Board serves as the appeal body for most non-protective service employee grievances. Therefore, it is important elected officials follow the proper chain of command and remain impartial.

[Full Village Code Reference – Chapter 2, Article VII, Division 2 – Village Administrator](#)

Organizational Chart to be Inserted Here

Professional Services

The Village contracts with a variety of professional services to round out needed Village Services. The following are the main core services and contractors the Village Utilizes:

Assessment Services	Accurate Appraisal PO Box 415, Menasha WI 54952 920-749-8098 info@accurateassessor.com http://www.accurateassessor.com
Engineering	Town & Country Brian Berquist 6264 Nesbitt Road, Madison WI 53719 608-873-3350 brian@tcengineers.net https://tcengineers.net/
Legal Services (General Counsel)	Reuter, Whitish and Evans Attorney Allen Reuter Attorney Dan Evans (Village Prosecutor) 44 E Mifflin St, Madison WI 53703 608-250-9053 areuter@rwelaw.net devans@rwelaw.net https://www.rwelaw.net/
Legal Services (Labor Relations)	Von Briesen & Ropert Attorney Kyle Gulya 10 East Doty St, Madison WI 53703 kgulya@vonbriesen.com 414-276-1122 https://www.vonbriesen.com/
Financial Auditing Services	Baker Tilly US, LLP <i>Carla Gogin, CPA</i>

	4807 Innovate Lane, PO Box 7398, Madison WI 53707 carla.gogin@bakertilly.com 608-240-2460 http://www.bakertilly.com/
IT Support	Elevity Live Service Desk Support: Monday - Friday 6:00 AM -6:00 PM CT 888-733-4060 support@elevityit.com https://www.gflesch.com/elevity-managed-it
Waste/Recycling Services	Pelliteri 7035 Raywood Rd, Madison, WI 53713 (608) 257-4285 info@pelliteri.com https://www.pellitteri.com/
Bond/Debt Counsel	Wisconsin Public Finance Professionals, LLC Carol Wirth, President 155 South Executive Drive, Suite 211 Brookfield, WI 53005 cawirth@wipublicfinance.com
Building Inspection Services	General Engineering Company Jim Trebian 916 Silver Lake Dr, Portage, WI 53901 Buildinginspector@mcfarland.wi.us https://www.generalengineering.net/
State/County Representatives	Various – Click for Full Listing

Responding to Citizen Complaints

Residents often contact Board members when they have a problem, whether it involves a land use matter, a barking dog, or a pothole. You should not hesitate to send them to the appropriate Village Staff or department for resolution to the problem. Please always copy the Village Administrator on any emails to Village staff, so that they can be aware of such contacts and ensure the matter is followed up on appropriately. Attached to this handbook is an appendix outlining various issues that may come up from time to time and the appropriate department that would be able to assist with the matter.

Relationship with the Village Attorney

The Village Attorney serves at the pleasure of the Village Board to assist the board and its members of the legal questions it may have. For financial reasons, the Village President and Village Administrator, request that questions to the Attorney should be channeled through the Administrator, to allow Staff an opportunity to address the issue and if not then to make sure the questions are presented clearly. Also remember, Village Board members individually do not have authority to direct projects and work, only the Village Board as a whole has the authority to direct policy and work of applicable consultants and staff. The full list of responsibilities for the Village Attorney can be found within Section 2-517. [Please click on this link](#) to view the code of ordinance.

CHAPTER 3: VILLAGE BOARD MEETINGS

The Village Board meets the 2nd and 4th Monday of each month at 7 p.m.

Open Meetings Law

Effective citizen oversight of the workings of government is essential to our democracy and promotes confidence in it. Public access to meetings of governmental bodies is a vital aspect of this principle. Please consider reading [*Wisconsin Open Meetings Law: A Compliance Guide*](#). It offers explanations of some of the fundamental principles in Wisconsin Open Meetings Law, and answers questions that arise on a regular basis.

As such it is also important to keep in mind all Village Board, Committee, Commission and Authority meetings are filmed and archived on the Village website.

Conduct of Deliberations/Parliamentary Procedure

The Village Code of Ordinances, [Sec 2-166 through 2-170](#), addresses the conduct of deliberations. Village Boards members should review this section of the code and familiarize themselves with Robert's Rules of Order. Additional information on parliamentary procedures and Robert's Rules of Order can be found by visiting: <https://www.parli.com/>

Agenda

Perhaps one of the most crucial tools in providing for orderly meetings is a well-organized and well-prepared agenda. The agenda must be handled so that Board members and the public, are given adequate information, in advance, on items to be considered. The Village Clerk/Treasurer prepares the agenda, and the Village President has the final authority to determine what items are on the agenda.

Each Agenda will contain the following items:

1. Call to Order – The Village President will call each Village Board meeting to order (in the event the Village President is unavailable, the Clerk/Treasurer will call the meeting to order and the Board shall elect a Board member to preside over the meeting)
2. Roll Call – the Village Clerk/Treasurer will read Village Board member names and take the roll. Village Board members should state 'here' when their name is called.
3. Public Announcements, Communications, & Proclamations – The Village President will announce and review all public announcements, communications, and proclamations.

4. 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 on an item, should request the item(s) 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.
5. Public Appearances – This is an opportunity for members of the public to provide public comment on items both on and off the agenda. Members of the public are provided a time limit of 3-minutes. Board members should review the [Village's Public Comment Policy](#) for more information. It is important to note that additional discussion cannot occur during public comment. This is intended for elected officials to be aware of concerns. If referral or action is desired it should be done during the 'Future Authority, Board, Commission and Committee agenda items and referrals.'
6. Public Hearings – (only when applicable) – Public hearings occur from time to time on specific topics. The Village President will open up the public hearing for any public comment. Once all comments are received, the Village President will close the public hearing.
7. Business – The business section will include normal business items. These business items will be freestanding issues and also referrals from Board, Commission and Committees. For Board, Committee or Commission referrals the respective chair will be asked to provide an overview of the item and discussion as well as the recommendation from the Board, Committee or Commission. The Chair should be prepared to make the motion, and the vice-chair Trustee should be prepared to second the motion.
8. Requests for Referral of new items to Committees, Commissions or Boards – This is where Village Board member referrals will be taken up for discussion and possible review. Trustee who made the referral will be prepared to discuss and present the proposed referral. The Village Board will then vote whether or not to make the applicable referral.
9. Closed Session (If needed) – [WI State Statute 19.45](#) outlines the reasons by which a governing body may go into closed session. Closed session matters are confidential. A separate closed session packet will be distributed directly to Board members. Closed session materials are confidential and not made available to the

public until action is taken on the matter considered in closed session. The Village President will announce the closed session agenda item and then ask the Clerk/Treasurer to take a roll call vote to go into closed session. Each Board member will need to vote either 'aye' or 'nay' to go into closed session. Once the motion passes to go into closed session, the Board will use a different Zoom or link or go into Conference Room A as discussions in closed session are not broad nor available to the public.

10. Reconvene in Open Session – Once discussion has concluded, a motion must be made to return to open session. Once the Board has approved to return to open session, it would either take formal action on matters discussed in closed session or move to adjournment
11. Action on items discussed in Closed Session (if needed) – Once back in open session, the Village Board can take formal action on items discussed in closed session if needed.
12. Adjournment – The Village President will accept a motion and a second to adjourn the meeting after all items of business have been concluded.

Camera and Microphone Etiquette

All Village Board meetings and most other authority, board, commission, and committee meetings are broadcasted live and reran throughout the month on our local public, educational, or government (PEG) station. McFarland Cable is available on TDS cable channel 1009 in high definition and Charter-Spectrum cable channel 982 in standard definition. Meetings are also available "on demand" on the cable channel website at www.mcfarlandcablechannel.com. To present a professional image, a high-quality broadcast, and avoid citizen complaints, please follow the guidelines below.

- When speaking keep the microphone between 6 to 10 inches from your mouth, speak directly into the microphone, and use your normal voice and volume level.
- Do not move the microphone(s) without approval or assistance from the on-site camera operator. They have been placed accordingly for optimal audio.
- Refrain from critical facial expressions and eye rolling. You never know when you are on camera.
- Refrain from mumbling to yourself or conducting side conversations. The microphones may hear you and interfere with the current speaker.
- Refrain from eating or drinking at or near microphones. In addition to the noise, equipment may be damaged.

- Avoid pen clicking, finger drumming, paper shuffling, or other distracting noises as the microphones will hear and amplify it.
- Avoid having hands, laptops, or other objects between your mouth and the microphone when speaking.
- Please avoid coughing into, sneezing on, or striking the microphones.

CHAPTER 4: BOARD, COMMITTEE & COMMISSION MEETINGS

Board, Committee, Commission Schedule

In general, two Village Trustees serve on each authority, board, commission, and committee with one serving as chairperson and the other as a Trustee member. The Village President annually makes liaison appointments for Trustees to the various Board, Committees and Commissions. Annually on March 15th of each year, all BCC members with expiring terms shall be notified of their term expiration and allowed the opportunity to request reappointment.

Regular monthly meeting dates and times have been established for the majority of committees in order to coordinate meeting room availability for both public and private use and avoid both room and personnel scheduling conflicts. In addition to elected officials, staff and some citizen members are also assigned to more than one authority, board, commission, or committee and regular monthly meeting dates ensure that all members can plan ahead so they are able to actively and regularly participate in the meetings they are assigned to.

Board, Committee, Commission or Authority Duties as Chairperson

The Committee Chairperson is responsible for conducting an orderly and legal meeting, recording the attendance of all present, making notations that will assist in the compiling of meeting Minutes, encouraging and fostering discussion amongst members, and ensuring that decisions are in compliance with Village, County, and State laws.

The Chair is allowed to vote, has the same responsibilities as committee members, and has no more or less decision-making power than any other committee member. Committee Minutes are included in the packet for the first Village Board meeting of the month. Committee recommendations are forwarded for Board action at a Village Board meeting following the Committee meeting and information is relayed to the Board by the Trustee presiding as Chairperson of the meeting.

Agendas

The Village Administrator and Department Head of the department of jurisdiction coordinate the preparation of agendas with the Committee Chairperson. Agenda items are also derived from referrals from the Village Board; other authorities, boards,

commissions, and committees; and staff as well as items of business carried over from the previous meeting.

The Monday of the week preceding the meeting, staff will send an agenda, or request for cancellation, to the respective Chair. Each chair is provided 48 hours to provide confirmation, approval, edits, etc. for the agenda. Village Board members are encouraged to familiarize themselves with the [Agenda/Packet Creation Process](#). Creating Agenda packets is a very timing consuming process for staff, and it helps out tremendously if chairs stick to the timelines outlined in the document.

Minutes

Meeting Minutes are a permanent written record of the actions taken by a governmental body. They summarize substantive discussion and specifically document all actions taken by the body. Meeting Minutes are not a transcript nor are they documentation of any one individual's thoughts, ideas, or statements.

Many meeting Minutes are created from the video recording of the meeting by a designated non-attendee recorder. To ensure that accurate Minutes are produced, the Chairperson must make the following oral and written documentation.

Oral documentation.

1. Call to order. State the time the meeting is called to order.
2. Read the agenda item aloud.
3. Motions. Repeat the names of the members making and seconding the motion, repeat the motion made, and announce the vote total. Example: *Motion by Ed Smith and seconded by Tom Jones to recommend to the Village Board that the contract for 2010 water main and sanitary sewer improvements on U.S.H. 51, Lani Lane, and Lewis Lane (Base Bid plus Alternate A) be awarded to G. Fox and Son, Inc. in the amount of \$330,142.00 and that the unit pricing on the Supplemental Bid Items be accepted. Motion carried 4 to 1.*
4. Adjournment. Announce the agenda item Adjournment, repeat the name of the members making and seconding the motion to adjourn, and state the time of adjournment.

Written documentation.

1. Attendance record. Staff will take attendance of all members present for meetings.
2. Materials distributed at meeting. Make sure that a copy of all materials not included in the packet, but distributed at the meeting, are given to the Administrator or another staff member, who will deliver them to the Clerk.

Draft minutes will be submitted to the Board, Committee, Commission or Authority at its next scheduled meeting. This is members opportunity to make corrections or changes. Once minutes are approved, unless otherwise amended by the body cannot be changed.

Forwarding Recommendations

Authority, board, commission, and committee recommendations are forwarded to the next Village Board meeting for action, unless a different date is noted.

The process for bringing BCC recommendations forward shall be as follows:

1. Village President reads the agenda item.
2. If the Board, Committee, Authority or Commission recommended approval of the item, the Trustee Chair of the Committee makes the motion to approve the agenda item.
3. The Vice-Chair Trustee of the Committee makes the second on the motion.
4. Discussion can then take place on the agenda item. The respective liaisons would have an opportunity to provide background on the recommendations. In the event the elected official voted against the referral made by the Committee, they would have the opportunity to speak to their position.
5. The Village President would call the question and take a vote on the item.

Packets

Meeting packets will be delivered the Thursday of the preceding week. The Village utilizes CivicClerk for the delivery of agenda packets. You will receive an automated email notifying you when each respective Board, Committee, Commission packet is available. For more information on agenda packet delivery and CivicClerk, please [click here](#).

Conducting the meeting

The Chairperson is responsible for conducting a legal, timely, and orderly meeting. These suggestions may be helpful.

- Be prepared and have thoroughly review materials ahead of time. If you have additional questions or need additional information on an item, reach out to staff ahead of time to obtain more information.
- Solicit input from all members but be careful not to limit discussion or cut off fellow members.
- Although the length of a meeting is left to the discretion of the Chairperson, we have generally found that members tend to lose their focus if a meeting extends beyond two hours.
- Encourage courteous and considerate interactions. If needed, talk to disruptive members privately after the meeting.
- Keep discussions on track.
- Limit public comment to the beginning of the meeting or just prior to taking up a pertinent agenda item. Make sure that the speaker states their name and address.

CHAPTER 5: VILLAGE BOARD WORK PLAN –

The Village Board has a standard annual work plan that it works through on an annual basis. The work plan helps guide work the coming year. The “Board Year” does not follow a calendar year and is instead aligned with the term durations established for elected officials. Each year on the third Tuesday in April, the new Board Year will begin as the first day of office for officials elected earlier in that month during the Spring Local Election held on the first Tuesday in April. This begins the Board Year, and the following work plan helps to guide the board’s work during that time frame:

- April – Organizational Meeting
 - Appointment of Village Board members to boards, commissions, and committees.
 - Appointment of Resident members to boards, commissions, and committees
- May – Board, Commission, and Committee
 - Annual joint meeting with Diversity, Equity, and Inclusion Committee
 - Refer policy development matters to boards, commissions, and committees
- June – Annual Retreat (See Chapter 6)
 - Review Prior Year Strategic Implementation Plan
 - Draft Next Year Strategic Implementation Plan
 - Staff presentation of budget process and schedule.
 - Finalize Action Plan with Department Heads
- July – Annual Retreat (See Chapter 6)
 - Continue as needed from previous month.
- August – Capital Improvement Planning
 - Present draft 5-year Capital Improvement Plan
 - Accept 5-year Capital Improvement plan prior to Staff Submittal of Annual Budget

- September – Community Group Updates
 - Annual reporting for local groups as available (i.e. – Library, Food Pantry, Youth Center, etc.)
 - Schedule joint meetings with other local groups as requested/needed.
- October – Budget Review (See Chapter 7)
 - Staff Submittal transmitted in September each year.
 - Complete fund review including all Departments.
 - Hold Public Hearing.
 - Identify budget issues needing further discussion.
- November – Budget Review (See Chapter 7)
 - Finalize Village Board Changes.
 - Enact ordinance to approve budget.
- December – Board, Commission, and Committee Connection
 - Joint Meetings as Applicable
 - Example – Joint meeting with the Community Development Authority to discuss economic development goals for next calendar year.
 - Address ordinances, guidelines, and other items with group as needed.
 - Example – Update Tax Increment Financing Guidelines as needed to align with economic development objectives.
 - Plan review and updates as needed.
 - Example – Reviewing progress on implementation of Sustainability Plan.
 - Other special projects as applicable.
- January – Board, Commission, and Committee Connection
 - TIF Guideline review and possible update.
- February – Board, Commission, and Committee Connection
 - Sustainability Plan Review and possible update.

- March – Transition Period
 - Final month before next local election and new members as determined through that process.

CHAPTER 6: STRATEGIC PLANNING & ANNUAL BOARD GOALS

In 2020, the Village created a strategic to help provide a road mark for the Village to follow. In addition, the Village Board undertakes the process to review its strategic plan and establish goals and objectives as the implementation plan for the coming year. This plan from year to year addresses the long-term vision within capital improvement planning and also short-term vision incorporating elements from the action plan into the annual budget.

The process for this discussion is as follows:

- Retreat Meeting #1
 - Review Prior Year Implementation Plan
 - Introduce Next Year Implementation Plan
 - Members present their ideas as applicable
 - Staff presentation of budget process and schedule.
- Retreat Meeting #2
 - Finalize Draft Next Year Implementation Plan
 - Schedule Additional Meetings to Finalize as needed
- Retreat Meeting #3
 - Staff Presentation of Next Year Implementation Plan with Action Steps
 - Joint Discussion Between Village Board and Department Heads
 - Action by Village Board to accept the Next Year Implementation Plan

A copy of 2020 Strategic Plan and the current Goals & Objectives for the Board can be found under 'Additional Information' by visiting:

<https://wi-mcfarland.civicplus.com/313/Village-Board>

CHAPTER 7: ANNUAL VILLAGE BUDGET

The annual budget is one of the single most important tasks of any municipal governing body as it sets the level of funding for the programs and services that are to be provided. Through this process it also establishes the tax levy to fund these programs and services which is then charged to property owners through the tax rate. Municipal budgeting is quite complex with most of the work to prepare the budget falling on Village Staff to complete and administer once adopted. The Village Board's role is to set expectations through the retreat (see Chapter 6), review the Staff Submittal, consider revisions, and ultimately adopt the budget for the coming year. [Please click on this link to view](#) prior year budget documents and capital improvement plans. The below outline sets the process and schedule applied for the annual budget cycle.

TASK	OWNER	DEADLINE*
Retreat 1	Village Board	June
Set Process/Schedule	Village Board	June
Retreat 2	Village Board	June/July
Introduce draft Goals/Objectives	Staff	July
Retreat 3	Village Board/Dept Heads	July
Draft Budget	Staff	August
Staff Budget Submittal	Village Board	2 nd Meeting in Sept.
Review Meeting #1-3 – Review	Village Board	1 st , 2 nd , and 3 rd Thursday of Oct.
Review Meeting #4-5 – Review	Village Board	2 nd & 4 th Tuesday of Oct.
Public Hearing	Village Board	4 th Tuesday of Oct.
Review Meeting #6 – Discussion Items/Changes	Village Board	4 th Thursday of Oct.
Review Meeting #7 – Action on Changes	Village Board	1 st Thursday of Nov.
Review Meeting #8 – Optional, As Needed	Village Board	2 nd Tuesday of Nov.
Adopt Budget	Village Board	4 th Tuesday of Nov.

* Please note that these dates provided are a general estimation of the budget review schedule and serve as a guide to prepare a more detailed schedule from year to year. It attempts to provide a general depiction of the number of meetings needed to complete the review process. This proposed schedule will be applied annually to the actual calendar to create a specific schedule subject to the board's approval. This is known as establishing the budget process and schedule in which the board will review those specifics through the annual retreat in order to take action on what the schedule will be for the coming cycle.

CHAPTER 8 - HELPFUL TIPS

How to Deal with Criticism

- The Board should listen actively to its critics – listen to learn and understand, not to argue, dispute or to silence those critics. Attempt to find some area of agreement by sorting out the issues into those that can be dealt with and those that are outside the scope of authority or the range of possibility to be resolved.
- It is helpful to state that you understand how the person or group feels. Perhaps you might even restate their concerns. If you feel personally attacked, it is okay to say that you feel hurt by the comments.
- At some point, the Board's action must be defended. Try to help people understand the factors that influenced the Board or discuss the parameters that will influence an impending decision which is under attack.
- When attacked, think carefully before responding. Know your facts. Be truthful. Credibility is your most important asset in dealing with your critics.
- Do not belittle small but vocal sources of opposition. Do not label people.
- Keep in mind that anger is directed at your role, not at you as an individual. Last but not least, remain respectful of all constituents.

Interaction with Staff

- Get to know staff and what they do.
- Say thank you! Let staff know how much you appreciate them and give credit where credit is due. Often times staff only hear when there are complaints, and positive feedback always goes much further.
- Remember everyone is on the same team. Village staff and elected officials share the commonality of wanting what's best for the Village. While disagreement can certainly always occur in how to achieve that goal, elected officials should always strive to keep a respectful positive relationship with staff.

Guidelines of Conduct for Village Board Members

1. Listen to all sides.
2. Treat everyone with respect.
3. Be honest with your fellow members.
4. Deal openly with Village staff and use and trust their expertise and assistance.
5. Arrive at all appointments and meetings on time or call/email if you will be unable to attend or will be late.

6. If you must miss a meeting or arrive late, inform the Village Administrator or Village Clerk/Treasurer as soon as possible prior to the meeting date.
7. DO NOT HOLD side conversations while business is being conducted. You may not think the topic is important, but the person you are talking to might. Side conversations distract others and make it difficult to hear the main discussion. Remember that Village Board meetings are audio and video taped. Side conversations do get picked up by the microphone and can interfere with, or override, the main discussion.
8. You may not always agree or share the same opinions as that of other members. Please refrain from making critical and negative gestures, facial expressions, or comments while others are speaking. Rather, wait for recognition by the Chairperson and use that opportunity to express your thoughts and opinions.
9. Do not be afraid to disagree in a constructive manner with a fellow member or staff person, but do not make your disagreement a personal attack. Learn to agree to disagree.
10. Study the materials in your meeting packet PRIOR to the meeting.
11. If you have questions or desire additional information regarding a meeting agenda item, contact the Village Administrator, Village Clerk/Treasurer, or pertinent Department Head. Often it is easier for staff to answer questions ahead of time and be prepared to provide additional resources if necessary. Putting staff on the spot rarely provides benefit to the issue or item.
12. Keep your comments on the topic under discussion.
13. Remember that the audience and cable viewers judge the Village Board by the conduct displayed individually and collectively. If you embarrass yourself, you embarrass the other Village Board and staff members as well.
14. During the Public Comment portion of the meeting, listen respectfully to the speakers.
15. Try to keep an open mind.
16. Read the Ethics Code to ensure that you do not involve yourself in a Village issue where you have, or appear to have, an associational, financial, personal, or other interest. If you are uncertain if a conflict arises, reach out to the Village Administrator or Village Clerk/Treasurer who can assist in making a determination and ascertain legal counsel's opinion on the matter if necessary.
17. If you have a conflict of interest, you will need to recuse yourself when that issue is being discussed by the Board. Refer to Sec. 2-818 of the Ethics Code or contact the Village Clerk/Treasurer for the correct process.