

Monday, April 25, 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/81010389522>

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

Webinar ID: 810 1038 9522

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

1. CALL TO ORDER.
2. ATTENDANCE/ROLL CALL.
3. PROCLAMATION
 - a. Designating the last Friday in April as Arbor Day.
4. PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS.
 - a. Public Announcements
 - 1) Recognize Former Officials
 - b. Public Communications
5. CONSENT AGENDA.
 - a. All items listed under the Consent Agenda will be approved in one motion unless a Board member requests that the item be removed for individual discussion and action. Any item(s) removed for individual consideration shall be considered in the same order in which they were originally listed on the agenda under Business.
 - 1) Motion to approve the minutes of the April 11, 2022 Village Board regular meeting.
 - 2) Motion to approve the minutes of the April 19, 2022 Village Board special meeting.
 - 3) Motion to approve checks in the amount of \$1,221,036.29.
 - 4) Motion to approve the minutes of Committees dissolved as part of the Board, Committee, Commission restructuring including:

Minutes of the October 26, 2021 Communications and Technology Committee meeting.

Minutes of the March 24, 2022 Parks, Recreation, and Natural Resources Committee meeting.

Minute of the May 6, 2021 Volunteer Committee meeting.

Minutes of the August 13, 2021 Ad-Hoc Sustainability Committee.

Minutes of the January 18, 2022 Public Utilities Committee.

Minutes of the February 8, 2022 Public Works Committee.

Minutes of the March 8, 2022 Joint Public Works & Public Utilities Committee.

- 5) Motion to approve a Temporary Class B license for fermented malt beverages and wine for Edwards-Foye American Legion Post 534 for the Take a Vet fishing event to be held on June 11, 2022 with the conditions provided by Police Chief Chapin.
- 6) Motion to approve investment of \$7,538,327.63 in United States Treasury Bonds in accordance with section 5.03(3)(i) of the Village Investment Policy.
- 7) Motion to approve a request from Spartan Bowl Inc. located at 4711 Farwell Street to expand their licensed premise for the consumption of alcohol for an approximately 3,000 sq. foot outdoor area, including permission for an outdoor sporting activity with the conditions provided.
- 8) Motion to approve an application from the McFarland Soccer Club to hold the 'Shake the Shelter' event on May 14, 2022 from 6:00 pm to 10:00 pm at William McFarland Park including consideration for an event permit, event permit fee waiver, and a Temporary Class B license to sell fermented malt beverages and wine.
- 9) Motion to approve a Tourist Rooming House permit application from McFarland House Cafe Inc. for 5923 Exchange St. for unit one and conditionally approve issuance of a Tourist Rooming House permit for unit two with the condition an occupancy permit be issued for the second unit.
- 10) Motion to approve Kathleen Pakes to the Plan Commission for a term expiring April 16, 2024

6. PUBLIC APPEARANCES.

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

7. BUSINESS.

- a. Parks, Recreation, and Natural Resources Committee (Trustee Nelson)

- 1) Discussion and action regarding the installation of BCycle at McDaniel Park to offer electric assist bicycle rentals.
 - b. Public Safety Committee (Trustees Brassington & Wreh)
 - 1) Discussion and action to approve the plan from the Fire and Rescue Department to transition to paramedic level of ambulatory service and the creation of career Lieutenant positions.
 - c. Discussion and action regarding the job description to create the Paramedic Lieutenant position within the Fire and Rescue Department, and authorization to fill three vacancies for this position.
 - d. Discussion and action regarding the job description to create the Firefighter/Paramedic position within the Fire and Rescue Department, and authorization to fill the vacancy thereof.
 - e. Discussion and action regarding the job description for the Fire/EMS Chief within the Fire & Rescue Department.
 - f. Discussion and action on the updated organizational chart for the Fire & Rescue Department.
 - g. Discussion and action regarding a side letter agreement with the International Association of Fire Fighters (IAFF) which establishes the wage scales and related contract parameters for the newly created Lieutenant and Paramedic/Firefighter positions.
 - h. Future Authority, Board, Commission, and Committee agenda items requests and referrals - *This is an opportunity for Village board members to put forth Authority, Board, Commission and Committee agenda item requests and referrals, without discussion.*
8. CLOSED SESSION.
- a. Discussion and action on entering into Closed Session in accordance with Wis. Stats. 19.85(1)(c) to consider employment, promotion, compensation, or other performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically to consider 2021 performance evaluation data for the Village Administrator position.
9. RECONVENE INTO OPEN SESSION.
- a. No further actionable items needed.

10. 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

PROCLAMATION

DESIGNATING THE LAST FRIDAY IN APRIL AS ARBOR DAY IN MCFARLAND

WHEREAS, Arbor Day began in Nebraska in 1872 and is now observed throughout the nation and the world; and

WHEREAS, natural areas, trees, and landscapes increase property values, enhance the economic vitality of business areas and beautify our community; and

WHEREAS, trees provide many benefits to the community, including air purification, reducing erosion of topsoil, windbreaks, noise reduction, shade, energy savings, and habitat for wildlife; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products; and

WHEREAS, planting trees and maintaining older trees provides an opportunity for community interaction, volunteerism, economic development, and environmental conservation; and

WHEREAS, actions to diversify our urban forest and improve the environment will benefit present and future generations; and

NOW, THEREFORE, BE IT PROCLAIMED BY THE MCFARLAND VILLAGE BOARD:

THAT, the last Friday in April be designated as Arbor Day in McFarland; and

THAT, all citizens be encouraged to participate in appropriate activities and to support efforts to protect our trees and woodlands.

Proclaimed at a regular meeting of the McFarland Village Board this 25th day of April, 2022.

ATTEST:

APPROVED:

Cassandra Suettinger,
Village Clerk/Treasurer

Carolyn A. Clow
Village President

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, April 25, 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, April 11, 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, Fire/EMS Director Chris Dennis, and Communications & Technology Director Stephanie Miller.

3. PUBLIC ANNOUNCEMENTS AND COMMUNICATIONS.

a. Public Announcements

1) Annual Organizational Meeting & Food Drive - Tuesday April 19th

2) Spring Local Election Results - April 5, 2022

b. Public Communications

Open Book - April 14, 2022 - Clerk/Treasurer Suettinger announced details of Open Book for the 2022 assessment process.

Community Service Day - April 23, 2022.

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 28, 2022 Village Board meeting.

2) Motion to approve checks in the amount of \$657,623.20.

3) Motion to approve revisions to the Parks Superintendent Job Description to change the FLSA status from non-exempt to exempt effective with the hiring of a second parks crewperson.

4) Motion to approve the revisions to the position description to change the job title of Clerk III to Utility Billing Specialist within Public Works Department.

- 5) Motion to approve revisions to the organizational chart for the Public Works Department.
- 6) Motion to approve a request to fill the vacancy for the Public Works Crewperson position within the Public Works Department.
- 7) Motion to approve the purchase of a large format mower within the Public Works Department for parks, utilities, and drainage basins.

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

5. PUBLIC APPEARANCES.

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

None.

6. BUSINESS.

- a. Presentation and update on the construction progress for the Public Safety Center.
Jordan Schultz, Huffman Owner Rep, provided an update and overview of the construction progress for the Public Safety Center. He reported the project is continuing to progress fairly well. He reported they are continuing to work through potential change orders as they arise. Any future change orders would be brought to the Village Board for review and possible approval.
- b. Discussion and action regarding proposed Change Order #02 for the Public Safety Center to address construction updates to the design following DSPS Plan Review, necessary foundation coordination revisions, grading issues, and bearing pad in the basement.
Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to approve Change Order #02 for the Public Safety Center to address construction updates to the design following DSPS Plan Review, necessary foundation coordination revisions, grading issues, and bearing pad in the basement in the amount of \$136,492. Motion carries 7 - 0 - 0 by acclamation.
- c. Discussion and action on Resolution #2022-10: A Resolution providing for the issuance and sale of \$3,660,000 water and sewer system revenue bonds and providing for other details and covenants with respect thereto.

Carol Wirth, presented the results of the sale of the \$3,660,000 water and sewer system bonds. She noted the interest rate came in higher than initially forecasted which was driven by market conditions.

Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to adopt Resolution #2022-10: A Resolution providing for the issuance and sale of \$3,660,000 water and sewer system revenue bonds and providing for other details and covenants with respect thereto. Motion carries 7 - 0 - 0 by acclamation.

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

1) Discussion and action regarding Community Park Phase 1 design and authorize the project for bid.

Motion by Village Trustee Carrie Nelson, second by Village Trustee Justin Rupert, to approve Community Park Phase 1 design and authorize the project for bid. Motion carries 7 - 0 - 0 by acclamation.

2) Discussion and action regarding an update to the Master Plan for the new Community Park.

Motion by Village Trustee Carrie Nelson, second by Village Trustee Stephanie Brassington, to accept the updates to the site plan for the new Community Park within the 2021 William McFarland Park and new Community Park Master plan. Motion carries 7 - 0 - 0 by acclamation.

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

None.

7. CLOSED SESSION.

a. Discussion and action on entering into Closed Session in accordance with the following:

1) Wis. Stats. 19.85(1)(c) to consider employment, promotion, compensation, or other performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically to consider 2021 performance evaluation data and applicable compensation for the Village Administrator position.

2) Wis. Stats. 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investment of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically regarding the acquisition of property located at 5802 Main Street, 5804 Main Street, and 5307 Hough Street, Tax Increment District #4.

3) Wis. Stats. 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investment of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically regarding the acquisition of property located at or around 3451 Siggelkow Road (Parcel #154/0710-

354-8341-1).

Motion by Village President Carolyn Clow, second by Village Trustee Carrie Nelson, to enter into closed session in accordance with the following:

Wis. Stats. 19.85(1)(c) to consider employment, promotion, compensation, or other performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically to consider 2021 performance evaluation data and applicable compensation for the Village Administrator position.

Wis. Stats. 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investment of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically regarding the acquisition of property located at 5802 Main Street, 5804 Main Street, and 5307 Hough Street, Tax Increment District #4.

Wis. Stats. 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investment of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically regarding the acquisition of property located at or around 3451 Siggelkow Road (Parcel #154/0710-354-8341-1).

Motion carries 7 - 0 - 0 by on a roll call vote with all voting aye.

8. RECONVENE INTO OPEN SESSION.

Motion by Village President Carolyn Clow, second by Village Trustee Michael Flaherty, to reconvene in open session at 10:58 p.m. Motion carries 7 - 0 - 0 on a roll call vote with all voting aye.

a. Discussion and action regarding the 2021 performance evaluation data and applicable compensation for the Village Administrator position.

Motion by President Carolyn Clow, second by Trustee Mike Flaherty, to approve the performance evaluation and a 2.5% wage increase. Motion carries 6 - 0 - 1 by acclamation with Trustee Ed Wreh abstaining.

b. Discussion and action regarding the acquisition of property located at 5802 Main Street, 5804 Main Street, and 5307 Hough Street, Tax Increment District #4.

Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to issue an offer to purchase the property located at 5802 Main Street, 5804 Main Street, and 5307 Hough Street, Tax Increment District #4. Motion carries 6 - 1 - 0 by acclamation with Trustee Wreh voting nay.

c. Discussion and action regarding acquisition of property located at or around 3451 Siggelkow Road (Parcel #154/0710-354-8341-1).

Motion by Village President Carolyn Clow, second by Village Trustee Justin Rupert, to issue an offer to purchase the property located at or around 3451 Siggelkow Road (Parcel #154/0710-354-8341-1). Motion carries 7 - 0 - 0 by acclamation.

Village President Clow thanked outgoing Trustee Justin Rupert for his service.

9. ADJOURNMENT.

Motion by Village President Carolyn Clow, second by Village Trustee Justin Rupert, to adjourn at 11:03 p.m.

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

Respectfully submitted,
Cassandra Suettinger
Village Clerk/Treasurer

VILLAGE OF MCFARLAND

Village Board Minutes

Tuesday, April 19, 2022 - 5:30 PM

1. CALL TO ORDER.

Village President Clow called the Organizational meeting of the McFarland Village Board to order at 5:30 pm in the Community Room of the McFarland Municipal Center.

2. ATTENDANCE/ROLL CALL.

Village Board members present: Village Trustee TJ Jerke, Village Trustee Edward Wreh, Village Trustee Chris St. Clair(joined at 6:00 p.m.), Village Trustee Michael Flaherty, Village President Carolyn Clow, Village Trustee Carrie Nelson (joined at 6:00 p.m.), Village Trustee Stephanie Brassington.

Village Board members not present: None.

Staff Present: Administrator Matt Schuenke, Clerk/Treasurer Cassandra Suettinger, and Communications & Technology Director Stephanie Miller.

3. NEW BOARD WELCOMING CEREMONY - 5:30 p.m. to 6:00 p.m.

- a. *Ceremonial swearing in of elected Village Trustees Mike Flaherty, Edward Wreh, and TJ Jerke.*

Clerk/Treasurer Suettinger swore in newly elected Village Trustees Mike Flaherty, Edward Wreh, and TJ Jerke.

- b. *Meet and Greet - Village Board members will be available to meet and greet members of the Community. The Board will also be accepting donations to the McFarland Food Pantry at this time.*

Village Board members will be available to meet and greet members of the Community. The Board will also be accepting donations to the McFarland Food Pantry at this time.

4. COMMENCE THE BUSINESS PORTION OF THE ANNUAL MEETING - 6:00 p.m.

President Clow called the meeting back into session at 6:00 p.m.

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. Committee Appointments

1) Discussion and action to confirm appointment of Village Board members to boards, commissions, and committees as recommended by the Village President.

Motion by Village President Carolyn Clow, second by Village Trustee Edward Wreh, to approve confirming the appointment of Village Board members to boards, commissions, and committees as recommended by the Village President with the change of Trustee Flaherty chairing the Sustainability & Natural Resource Committee. Motion carries 7 - 0 - 0 by acclamation.

2) Election of Carrie Nelson as the Village Board representative on the Library Board (2/3 vote required) as recommended by the Village President.

Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to Elect Carrie Nelson as the Village Board representative on the Library Board (2/3 vote required) as recommended by the Village President. Motion carries 7 - 0 - 0 by acclamation.

3) Election of Trustee Chris St. Clair as the Village Board representative to the Plan Commission (2/3 vote required) as recommended by the Village President.

Motion by Village President Carolyn Clow, second by Village Trustee Michael Flaherty, to Elect Trustee Chris St. Clair as the Village Board representative to the Plan Commission (2/3 vote required) as recommended by the Village President. Motion carries 7 - 0 - 0 by acclamation.

4) Discussion and action on resident appointments to Board, Committees and Commissions.

Motion by Village President Carolyn Clow, second by Village Trustee Edward Wreh, to approve resident appointments to Board, Committees and Commissions. Motion carries 7 - 0 - 0 by acclamation.

b. Organizational Issues

1) Discussion on tentative Village Board schedule for 2022-2023.

President Clow highlighted the tentative Village Board schedule for 2022-2023. Additionally, she reminded Village Board members that the updated Board, Committee, Commission restructuring changes will be effective May 1, 2022.

c. Public Announcement - Community Service Day - April 23, 2022

Village President Clow provided a reminder that Community Service Day will occur on April 23, 2022.

7. ADJOURNMENT.

Motion by Village Trustee Carrie Nelson, second by Village Trustee Edward Wreh, to adjourn at 6:29 p.m.

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

Respectfully submitted,
Cassandra Suettinger

Village Clerk/Treasurer

Report Criteria:

Detail report type printed

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
4	MIDDLETON FORD	153777	VEHICLE PARTS TRUCK	1	04/07/2022	17.54	.00	17.54	04/22/2022
		153777	VEHICLE PARTS TRUCK	2	04/07/2022	17.54	.00	17.54	04/22/2022
		153777	VEHICLE PARTS TRUCK	3	04/07/2022	17.54	.00	17.54	04/22/2022
		153777	VEHICLE PARTS TRUCK	4	04/07/2022	64.33	.00	64.33	04/22/2022
Total 4:						116.95	.00	116.95	
10	ARAMARK	6140006008	MATS	1	04/08/2022	52.33	.00	52.33	04/22/2022
		6140007732	MATS	1	04/15/2022	52.33	.00	52.33	04/22/2022
Total 10:						104.66	.00	104.66	
30	ALLIANT ENERGY/WP&L	041122	MUNICIPAL CENTER	1	04/11/2022	3,677.21	.00	3,677.21	04/15/2022
		041122	PUBLIC WORKS FACILIT	2	04/11/2022	1,311.08	.00	1,311.08	04/15/2022
		041122	LIBRARY	3	04/11/2022	2,549.55	.00	2,549.55	04/15/2022
		041122	WELL #4	4	04/11/2022	1,772.00	.00	1,772.00	04/15/2022
		041122	4806 MCDANIEL	5	04/11/2022	173.32	.00	173.32	04/15/2022
		5689845646-	2860 HIDDEN FARM RD F	1	04/18/2022	29.72	.00	29.72	04/22/2022
		6922801707-	PSC ELECTRICITY	1	04/20/2022	629.31	.00	629.31	04/22/2022
Total 30:						10,142.19	.00	10,142.19	
68	BADGER WELDING SUPP	3702922	ACETYLENE & OXYGEN	1	03/31/2022	1.86	.00	1.86	04/22/2022
		3702922	ACETYLENE & OXYGEN	2	03/31/2022	1.86	.00	1.86	04/22/2022
		3702922	ACETYLENE & OXYGEN	3	03/31/2022	1.86	.00	1.86	04/22/2022
		3702922	ACETYLENE & OXYGEN	4	03/31/2022	6.82	.00	6.82	04/22/2022
		3705143	BADGER WELDING - OXY	1	04/05/2022	34.25	.00	34.25	04/22/2022
		3705872	BADGER WELDING - OXY	1	04/12/2022	69.60	.00	69.60	04/22/2022
Total 68:						116.25	.00	116.25	
150	CDW GOVERNMENT INC	V687254	ADMIN LAPTOPS	1	04/08/2022	697.97	.00	697.97	04/22/2022
		V687254	ADMIN LAPTOPS	2	04/08/2022	209.39	.00	209.39	04/22/2022
		V687254	ADMIN LAPTOPS	3	04/08/2022	209.39	.00	209.39	04/22/2022
		V687254	ADMIN LAPTOPS	4	04/08/2022	209.39	.00	209.39	04/22/2022
		V687254	ADMIN LAPTOPS	5	04/08/2022	69.80	.00	69.80	04/22/2022
		W113239	COMPUTER DOCK	1	04/19/2022	312.68	.00	312.68	04/22/2022
Total 150:						1,708.62	.00	1,708.62	
157	CHAMPIONSHIP AWARD	66236	BLACK PIANO	1	04/04/2022	77.57	.00	77.57	04/22/2022
Total 157:						77.57	.00	77.57	
166	CINTAS CORPORATION #	8405626348	FIRST AID SUPPLIES - RE	1	04/01/2022	71.41	.00	71.41	04/22/2022
		8405626348	FIRST AID SUPPLIES - RE	2	04/01/2022	19.48	.00	19.48	04/22/2022
		8405626348	FIRST AID SUPPLIES - RE	3	04/01/2022	19.48	.00	19.48	04/22/2022
		8405626348	FIRST AID SUPPLIES - RE	4	04/01/2022	19.48	.00	19.48	04/22/2022
Total 166:						129.85	.00	129.85	
194	CONCENTRA	103549204	PRE-EMPLOYMENT SCR	1	04/04/2022	880.00	.00	880.00	04/22/2022
		103552687	RANDOM DRUG / ALCOH	1	04/07/2022	102.00	.00	102.00	04/22/2022
		103556237	PRE-EMPLOYMENT SCR	1	04/14/2022	142.50	.00	142.50	04/22/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 194:						1,124.50	.00	1,124.50	
229	DANE CO CLERK	CLERK 2022	ELECTION CODING/BALL	1	04/13/2022	698.55	.00	698.55	04/22/2022
Total 229:						698.55	.00	698.55	
361	FIRST SUPPLY LLC MADI	13149308-00	WATER MAIN REPAIR PA	1	04/18/2022	285.48	.00	285.48	04/22/2022
Total 361:						285.48	.00	285.48	
395	GENERAL COMMUNICATI	304779	PSC STATION ALERTING	1	04/15/2022	59,447.79	.00	59,447.79	04/22/2022
Total 395:						59,447.79	.00	59,447.79	
452	HYDRITE CHEMICAL	02566709	CHEMICALS WATER	1	04/11/2022	840.51	.00	840.51	04/22/2022
Total 452:						840.51	.00	840.51	
469	ITRON INC	619115	MAINT AGREEMENT	1	04/11/2022	377.81	.00	377.81	04/22/2022
Total 469:						377.81	.00	377.81	
634	MENARDS - MONONA	28639	DISC GOLF	1	04/08/2022	317.73	.00	317.73	04/22/2022
		28778	FIRE STATION WATER LE	1	04/11/2022	24.72	.00	24.72	04/22/2022
		28778	FIRE STATION WATER LE	2	04/11/2022	6.75	.00	6.75	04/22/2022
		28778	FIRE STATION WATER LE	3	04/11/2022	6.75	.00	6.75	04/22/2022
		28778	FIRE STATION WATER LE	4	04/11/2022	6.75	.00	6.75	04/22/2022
		28835	PARK SUPPLIES OUTLET	1	04/12/2022	38.70	.00	38.70	04/22/2022
Total 634:						401.40	.00	401.40	
640	MGE	6300112994-	STREET LIGHT	1	04/01/2022	659.30	.00	659.30	04/15/2022
Total 640:						659.30	.00	659.30	
765	LEGAL SHIELD	0108629-AP	LEGAL SHIELD	1	04/15/2022	234.25	.00	234.25	04/22/2022
Total 765:						234.25	.00	234.25	
800	RELIANT FIRE APPARAT	I22-22480	CHANGE ORDER	1	04/08/2022	18,256.00	.00	18,256.00	04/22/2022
Total 800:						18,256.00	.00	18,256.00	
818	ROTO ROOTER SEWER	207087	PW PIT CLEANOUT	1	04/04/2022	403.92	.00	403.92	04/22/2022
		207087	PW PIT CLEANOUT	2	04/04/2022	110.16	.00	110.16	04/22/2022
		207087	PW PIT CLEANOUT	3	04/04/2022	110.16	.00	110.16	04/22/2022
		207087	PW PIT CLEANOUT	4	04/04/2022	110.16	.00	110.16	04/22/2022
Total 818:						734.40	.00	734.40	
879	SOUTH CENTRAL LIBRA	22-400	LIBRARY SUPPLIES	1	03/31/2022	227.92	.00	227.92	04/22/2022
Total 879:						227.92	.00	227.92	
957	TOM'S AUTO CENTER IN	0053984	M6 MAINTENANCE	1	04/19/2022	333.58	.00	333.58	04/22/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 957:						333.58	.00	333.58	
958	TOWN & COUNTRY ENGI	23854	JUNIPER RIDGE ESCRO	1	04/14/2022	336.00	.00	336.00	04/22/2022
		23855	UTTERBACK/ROSEWOO	1	04/14/2022	316.25	.00	316.25	04/22/2022
		23856	2022 STREET & UTILITY I	1	04/14/2022	11,405.71	.00	11,405.71	04/22/2022
		23857	2022 PUBLIC FACILITIES	1	04/14/2022	4,078.75	.00	4,078.75	04/22/2022
		23858	US VENTURE/OIL RAIL SI	1	04/14/2022	232.50	.00	232.50	04/22/2022
		23859	EXCHANGE ST FINAL EN	1	04/14/2022	8,519.12	.00	8,519.12	04/22/2022
		23860	MC 197 PAULSON RD ST	1	04/14/2022	842.95	.00	842.95	04/22/2022
		23861	MC 198 LIFT STATION #2	1	04/14/2022	825.30	.00	825.30	04/22/2022
		23862	2022 STORMWATER SUP	1	04/14/2022	1,557.50	.00	1,557.50	04/22/2022
Total 958:						28,114.08	.00	28,114.08	
1085	WI RURAL WATER ASSN	4312	SAFETY TRAINING	1	04/14/2022	8.82	.00	8.82	04/22/2022
		4312	SAFETY TRAINING	2	04/14/2022	8.82	.00	8.82	04/22/2022
		4312	SAFETY TRAINING	3	04/14/2022	8.82	.00	8.82	04/22/2022
		4312	SAFETY TRAINING	4	04/14/2022	32.33	.00	32.33	04/22/2022
Total 1085:						58.79	.00	58.79	
1245	PROFESSIONAL PEST C	562568	PW PEST CONTROL	1	04/15/2022	21.45	.00	21.45	04/22/2022
		562568	PW PEST CONTROL	2	04/15/2022	5.85	.00	5.85	04/22/2022
		562568	PW PEST CONTROL	3	04/15/2022	5.85	.00	5.85	04/22/2022
		562568	PW PEST CONTROL	4	04/15/2022	5.85	.00	5.85	04/22/2022
		562569	MC PEST CONTROL	1	04/15/2022	6.90	.00	6.90	04/22/2022
		562569	MC PEST CONTROL	2	04/15/2022	6.90	.00	6.90	04/22/2022
		562569	MC PEST CONTROL	3	04/15/2022	6.90	.00	6.90	04/22/2022
		562569	MC PEST CONTROL	4	04/15/2022	25.30	.00	25.30	04/22/2022
Total 1245:						85.00	.00	85.00	
1358	EBI INC	210633	STAFF BREAK ROOM FU	1	03/30/2022	2,615.82	.00	2,615.82	04/22/2022
		210634	CHILDRENS TABLES	1	03/30/2022	15,763.44	.00	15,763.44	04/22/2022
Total 1358:						18,379.26	.00	18,379.26	
1896	NAPAAUTO PARTS	830691	VEHICLE MAINTENANCE	1	04/08/2022	129.01	.00	129.01	04/22/2022
		831740	M6 MAINTENANCE	1	04/15/2022	27.43	.00	27.43	04/22/2022
Total 1896:						156.44	.00	156.44	
1904	HUMPHREY SERVICE PA	1268356	SHOP SUPPLIES	1	04/01/2022	1.99-	.00	1.99-	04/22/2022
		1268356	SHOP SUPPLIES	2	04/01/2022	1.99-	.00	1.99-	04/22/2022
		1268356	SHOP SUPPLIES	3	04/01/2022	1.99-	.00	1.99-	04/22/2022
		1268356	SHOP SUPPLIES	4	04/01/2022	7.29-	.00	7.29-	04/22/2022
		1268498	SHOP SUPPLIES	1	04/04/2022	1.36	.00	1.36	04/22/2022
		1268498	SHOP SUPPLIES	2	04/04/2022	1.36	.00	1.36	04/22/2022
		1268498	SHOP SUPPLIES	3	04/04/2022	1.36	.00	1.36	04/22/2022
		1268498	SHOP SUPPLIES	4	04/04/2022	4.96	.00	4.96	04/22/2022
		1268606	SHOP SUPPLIES	1	04/05/2022	2.99	.00	2.99	04/22/2022
		1268606	SHOP SUPPLIES	2	04/05/2022	2.99	.00	2.99	04/22/2022
		1268606	SHOP SUPPLIES	3	04/05/2022	2.99	.00	2.99	04/22/2022
		1268606	SHOP SUPPLIES	4	04/05/2022	10.98	.00	10.98	04/22/2022
		1269299	VEHICLE MAINTENANCE	1	04/12/2022	7.71	.00	7.71	04/22/2022
		1269299	VEHICLE MAINTENANCE	2	04/12/2022	7.71	.00	7.71	04/22/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		1269299	VEHICLE MAINTENANCE	3	04/12/2022	7.71	.00	7.71	04/22/2022
		1269299	VEHICLE MAINTENANCE	4	04/12/2022	28.28	.00	28.28	04/22/2022
	Total 1904:					67.14	.00	67.14	
1989	CORPORATE BUSINESS	31402428	COPIER LEASE	1	04/06/2022	190.00	.00	190.00	04/15/2022
		31425929	COPIER	1	04/11/2022	142.30	.00	142.30	04/22/2022
	Total 1989:					332.30	.00	332.30	
1993	TKK ELECTRONICS LLC	141085	DOCK FOR NEW SQUAD	1	04/14/2022	502.62	.00	502.62	04/22/2022
	Total 1993:					502.62	.00	502.62	
2020	AMERICAN TEST CENTE	2220755	GROUND LADDER TEST	1	04/04/2022	410.00	.00	410.00	04/22/2022
	Total 2020:					410.00	.00	410.00	
2058	MICROMARKETING LLC	883040	AUDIO BOOKS	1	03/29/2022	50.00	.00	50.00	04/22/2022
		883355	AUDIO BOOKS	1	03/31/2022	14.99	.00	14.99	04/22/2022
	Total 2058:					64.99	.00	64.99	
2082	NASSCO INC	6146233	PARK SUPPLIES	1	04/12/2022	69.40	.00	69.40	04/22/2022
		6148384	PARK SUPPLIES	1	04/15/2022	83.70	.00	83.70	04/22/2022
	Total 2082:					153.10	.00	153.10	
2089	MIDWEST METER INC	0142173-IN	METERS FOR CELLULAR	1	04/08/2022	9,090.00	.00	9,090.00	04/22/2022
		0142260-IN	METERS FOR CELLULAR	1	04/12/2022	12,580.00	.00	12,580.00	04/22/2022
		0142345-IN	METERS FOR CELLULAR	1	04/13/2022	14,900.00	.00	14,900.00	04/22/2022
	Total 2089:					36,570.00	.00	36,570.00	
2098	COACHING SYSTEMS LL	64546	CEVO BOOKS	1	05/19/2021	236.55	.00	236.55	Multiple
	Total 2098:					236.55	.00	236.55	
2111	STOUGHTON POLICE DE	321	TRAINING AND MEALS F	1	04/21/2022	239.50	.00	239.50	04/22/2022
	Total 2111:					239.50	.00	239.50	
2216	ANDRES MEDICAL	254654	ANDRES MARCH COLLE	1	04/13/2022	1,366.04	.00	1,366.04	04/22/2022
	Total 2216:					1,366.04	.00	1,366.04	
2245	CGC, INC	61694	COMMUNITY PARK PHAS	1	04/14/2022	4,407.19	.00	4,407.19	04/22/2022
	Total 2245:					4,407.19	.00	4,407.19	
2270	UNITY POINT HEALTH	040522	BLOODWORK	1	04/05/2022	167.12	.00	167.12	04/22/2022
	Total 2270:					167.12	.00	167.12	
16219	PAUGEL, MATTHEW & A	041422	MMSD SALT SAVER REIM	1	04/14/2022	200.00	.00	200.00	04/22/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 16219:						200.00	.00	200.00	
16247	CITY TREASURER	07100600-04	STORM WATER CHARGE	1	04/07/2022	26.52	.00	26.52	04/15/2022
Total 16247:						26.52	.00	26.52	
16257	CORPORATE BUSINESS	317620	PW COLOR COPY OVER	1	04/11/2022	22.72	.00	22.72	04/15/2022
		317620	PW COLOR COPY OVER	2	04/11/2022	22.72	.00	22.72	04/15/2022
		317620	PW COLOR COPY OVER	3	04/11/2022	22.71	.00	22.71	04/15/2022
		318374	COPIER LEASE	1	04/20/2022	55.88	.00	55.88	04/22/2022
Total 16257:						124.03	.00	124.03	
16261	FORD MOTOR CREDIT C	1770359	2022 SQUAD LEASE PAY	1	04/10/2022	35,768.71	.00	35,768.71	04/22/2022
Total 16261:						35,768.71	.00	35,768.71	
16296	DANE CO DEPT OF HUM	MARCH2022	MEALSITE DONATION - C	1	03/31/2022	526.00	.00	526.00	04/22/2022
		MARCH2022	MEALSITE DONATION - M	2	03/31/2022	3,059.75	.00	3,059.75	04/22/2022
Total 16296:						3,585.75	.00	3,585.75	
16333	WI DEPT OF JUSTICE - TI	455TIME-000	TIME ACCESS	1	04/10/2022	384.00	.00	384.00	04/22/2022
Total 16333:						384.00	.00	384.00	
16346	WOLF PAVING & EXCAVA	70602	PATCH MATERIAL	1	04/15/2022	1,050.00	.00	1,050.00	04/22/2022
Total 16346:						1,050.00	.00	1,050.00	
16365	SCHUENKE, MATT	MS030422	MILEAGE	1	03/04/2022	143.36	.00	143.36	04/22/2022
Total 16365:						143.36	.00	143.36	
16384	SUETTINGER, CASSAND	CS040122	MILEAGE	1	04/01/2022	145.60	.00	145.60	04/22/2022
Total 16384:						145.60	.00	145.60	
16470	WHITEHORSE-BURNS R	042222	REFUND OVERPMT ON U	1	04/22/2022	273.55	.00	273.55	04/22/2022
Total 16470:						273.55	.00	273.55	
16640	TOP PACK DEFENSE LLC	8099	UNIFORM ALLOWANCE-C	1	04/08/2022	74.99	.00	74.99	04/22/2022
		8100	UNIFORM ALLOWANCE-C	1	03/31/2022	212.97	.00	212.97	04/22/2022
		8101	CLOTHING ALLOWANCE	1	04/04/2022	74.99	.00	74.99	04/22/2022
		8102	CLOTHING ALLOWANCE	1	04/08/2022	40.00	.00	40.00	04/22/2022
Total 16640:						402.95	.00	402.95	
16692	WISCONSIN INSTITUTE F	SUMM104	DAWN - NUTDC TRAIN	1	03/31/2022	100.00	.00	100.00	04/22/2022
Total 16692:						100.00	.00	100.00	
16829	REUTER, WHITISH & EVA	69799	PROSECUTIONS	1	04/12/2022	16.00	.00	16.00	04/22/2022
		69802	LEGAL - TID #3	1	04/12/2022	25.50	.00	25.50	04/22/2022
		69803	5411 BASHFORD ESCRO	1	04/12/2022	810.00	.00	810.00	04/22/2022

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		69805	WAUBESA SHORES (NE	1	04/12/2022	102.00	.00	102.00	04/22/2022
		69813	WAUBESA VILLAGE - TID	1	04/12/2022	586.50	.00	586.50	04/22/2022
		69816	5411 BASHFORD ESCRO	1	04/12/2022	816.00	.00	816.00	04/22/2022
		69817	PROSECUTIONS	1	04/12/2022	2.00	.00	2.00	04/22/2022
		69818	PROSECUTIONS	1	04/12/2022	80.00	.00	80.00	04/22/2022
		69823	GENERAL LEGAL	1	04/12/2022	3,691.00	.00	3,691.00	04/22/2022
		69823	GENERAL LEGAL	2	04/12/2022	224.00	.00	224.00	04/22/2022
		69823	GENERAL LEGAL	3	04/12/2022	288.00	.00	288.00	04/22/2022
		69823	GENERAL LEGAL	4	04/12/2022	634.00	.00	634.00	04/22/2022
		69824	PROSECUTIONS	1	04/12/2022	990.47	.00	990.47	04/22/2022
		69825	PROSECUTIONS	1	04/12/2022	905.00	.00	905.00	04/22/2022
Total 16829:						9,170.47	.00	9,170.47	
16841	WRIGHT WORLD SPORT	2293	UNIFORMS	1	04/05/2022	679.00	.00	679.00	04/22/2022
Total 16841:						679.00	.00	679.00	
16845	WAEVT	BRANDT/TR	WAEVT	1	04/12/2022	350.00	.00	350.00	04/15/2022
Total 16845:						350.00	.00	350.00	
16911	SKAALEN VILLAGE	041422	MMSD SALT SAVER PRO	1	04/14/2022	200.00	.00	200.00	04/22/2022
		041422-2	MMSD SALT SAVER PRO	1	04/14/2022	200.00	.00	200.00	04/22/2022
Total 16911:						400.00	.00	400.00	
16921	AVANT GARDENING & LA	20220232	LANDSCAPE MAINTENA	1	04/18/2022	1,242.78	.00	1,242.78	04/22/2022
Total 16921:						1,242.78	.00	1,242.78	
17084	AMAZON CAPITAL SERVI	136T-VM1J-	DVDS & CDS	1	04/13/2022	40.92	.00	40.92	04/22/2022
		13VG-C7K9-	LIBRARY SUPPLIES	1	04/13/2022	55.94	.00	55.94	04/22/2022
		14ND-KNQL-	DVDS & CDS	1	04/12/2022	101.89	.00	101.89	04/22/2022
		1F4C-7HNC-	DVDS & CDS	1	04/12/2022	7.99	.00	7.99	04/22/2022
		1F4C-7HNC-	PUBLIC WORKS OPEN H	1	04/12/2022	1.75	.00	1.75	04/22/2022
		1F4C-7HNC-	PUBLIC WORKS OPEN H	2	04/12/2022	10.52	.00	10.52	04/22/2022
		1F4C-7HNC-	PUBLIC WORKS OPEN H	3	04/12/2022	17.42	.00	17.42	04/22/2022
		1F4C-7HNC-	PUBLIC WORKS OPEN H	4	04/12/2022	3.30	.00	3.30	04/22/2022
		1F4C-7HNC-	PUBLIC WORKS OPEN H	5	04/12/2022	3.30	.00	3.30	04/22/2022
		1HLV-NWMF	DVDS & CDS	1	04/05/2022	99.98	.00	99.98	04/22/2022
		1J43-R414-1	PROGRAM SUPPLIES	1	04/20/2022	53.97	.00	53.97	04/22/2022
		1M4W-1YMG	DVDS & CDS	1	04/17/2022	28.98	.00	28.98	04/22/2022
		1N9G-QN3X-	DISC GOLF COURSE	1	04/13/2022	222.45	.00	222.45	04/22/2022
		1N9G-QN3X-	COMPTER ADAPTORS	1	04/14/2022	28.94	.00	28.94	04/22/2022
		1NPX-N4P7-	PUBLIC WORKS OPEN H	1	04/10/2022	1.21	.00	1.21	04/22/2022
		1NPX-N4P7-	PUBLIC WORKS OPEN H	2	04/10/2022	7.33	.00	7.33	04/22/2022
		1NPX-N4P7-	PUBLIC WORKS OPEN H	3	04/10/2022	12.13	.00	12.13	04/22/2022
		1NPX-N4P7-	PUBLIC WORKS OPEN H	4	04/10/2022	2.30	.00	2.30	04/22/2022
		1NPX-N4P7-	PUBLIC WORKS OPEN H	5	04/10/2022	2.30	.00	2.30	04/22/2022
		1PTV-VWGM	DVDS & CDS	1	04/07/2022	43.12	.00	43.12	04/22/2022
		1T1C-6J3R-9	ADMIN LAPTOPS	1	04/20/2022	42.49	.00	42.49	04/22/2022
		1T1C-6J3R-9	ADMIN LAPTOPS	2	04/20/2022	12.74	.00	12.74	04/22/2022
		1T1C-6J3R-9	ADMIN LAPTOPS	3	04/20/2022	12.75	.00	12.75	04/22/2022
		1T1C-6J3R-9	ADMIN LAPTOPS	4	04/20/2022	12.74	.00	12.74	04/22/2022
		1T1C-6J3R-9	ADMIN LAPTOPS	5	04/20/2022	4.25	.00	4.25	04/22/2022

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Total 17084:						830.71	.00	830.71	
17092	GENERAL ENGINEERING	38	BUILDING INSPECTION S	1	04/12/2022	7,738.55	.00	7,738.55	04/22/2022
Total 17092:						7,738.55	.00	7,738.55	
17187	B&H PHOTO	201132446	ADMIN LAPTOPS	1	04/12/2022	333.40	.00	333.40	04/22/2022
		201132446	ADMIN LAPTOPS	2	04/12/2022	100.02	.00	100.02	04/22/2022
		201132446	ADMIN LAPTOPS	3	04/12/2022	100.02	.00	100.02	04/22/2022
		201132446	ADMIN LAPTOPS	4	04/12/2022	100.02	.00	100.02	04/22/2022
		201132446	ADMIN LAPTOPS	5	04/12/2022	33.34	.00	33.34	04/22/2022
		201208055	DSLR ACCESSORIES	1	04/14/2022	375.75	.00	375.75	04/22/2022
		201208055	MEETING SPEAKERPHO	2	04/14/2022	128.91	.00	128.91	04/22/2022
Total 17187:						1,171.46	.00	1,171.46	
17197	FRIENDS OF THE MCFAR	033122	REIMBURSEMENT FOR F	1	03/31/2022	73.50	.00	73.50	04/22/2022
Total 17197:						73.50	.00	73.50	
17228	HEALTHYMINDS, LLC	hm000542	ANNUAL WELLNESS CHE	1	04/15/2022	90.00	.00	90.00	04/22/2022
Total 17228:						90.00	.00	90.00	
17232	APG OF SOUTHERN WIS	28886-0322	PLAN PUB HEARING - W	1	03/31/2022	41.82	.00	41.82	04/22/2022
		28886-0322	PLAN PUB HEARING - OR	2	03/31/2022	38.42	.00	38.42	04/22/2022
		28886-0322	PLAN PUB HEAR - CSM U	3	03/31/2022	37.29	.00	37.29	04/22/2022
		28886-0322	TYPE B NOTICE	4	03/31/2022	272.20	.00	272.20	04/22/2022
		28886-0322	TYPE D NOTICE	5	03/31/2022	25.38	.00	25.38	04/22/2022
		28886-0322	PUBLIC TEST NOTICE	6	03/31/2022	8.94	.00	8.94	04/22/2022
		28886-0322	CARE FACILITY NOTICE	7	03/31/2022	40.69	.00	40.69	04/22/2022
		28886-0322	TYPE E NOTICE	8	03/31/2022	58.83	.00	58.83	04/22/2022
		28886-0322	VILLAGE BOARD MINUTE	9	03/31/2022	88.89	.00	88.89	04/22/2022
Total 17232:						612.46	.00	612.46	
17352	BRAY ASSOCIATES ARC	3488-23	PUBLIC SAFETY CENTER	1	04/06/2022	12,140.00	.00	12,140.00	04/22/2022
Total 17352:						12,140.00	.00	12,140.00	
17377	SIGNS BY TOMORROW	I-16785	ELECTION SIGNAGE	1	03/14/2022	55.00	.00	55.00	04/22/2022
Total 17377:						55.00	.00	55.00	
17382	LAKE WAUBESA CONSE	041122	MEMBERSHIP DUES	1	04/11/2022	100.00	.00	100.00	04/22/2022
Total 17382:						100.00	.00	100.00	
17407	ACEK9	281246	WATCHDOG CLOUD SER	1	04/12/2022	168.00	.00	168.00	04/22/2022
Total 17407:						168.00	.00	168.00	
17520	ZOUBEAN INC	25552	BEANSTACK SOFTWARE	1	04/04/2022	295.00	.00	295.00	04/22/2022
Total 17520:						295.00	.00	295.00	

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
17524	WI LAW ENFORCEMENT	122921	ANNUAL PROGRAM FEE	1	12/29/2021	350.00	.00	350.00	04/22/2022
Total 17524:						350.00	.00	350.00	
17569	MCFARLAND ACE HARD	004603/1	PW SHOP SUPPLIES	1	04/07/2022	.81	.00	.81	04/22/2022
		004603/1	PW SHOP SUPPLIES	2	04/07/2022	.81	.00	.81	04/22/2022
		004603/1	PW SHOP SUPPLIES	3	04/07/2022	.81	.00	.81	04/22/2022
		004603/1	PW SHOP SUPPLIES	4	04/07/2022	2.96	.00	2.96	04/22/2022
		004613/1	WATER UTILITY SUPPLIE	1	04/08/2022	14.39	.00	14.39	04/22/2022
		004620/1	ANTI SKID PAD	1	04/09/2022	8.98	.00	8.98	04/22/2022
		004630/1	OIL DISPENSERS	1	04/11/2022	7.43	.00	7.43	04/22/2022
		004630/1	OIL DISPENSERS	2	04/11/2022	2.02	.00	2.02	04/22/2022
		004630/1	OIL DISPENSERS	3	04/11/2022	2.02	.00	2.02	04/22/2022
		004630/1	OIL DISPENSERS	4	04/11/2022	2.02	.00	2.02	04/22/2022
		004659/1	PW SHOP SUPPLIES WO	1	04/13/2022	5.50	.00	5.50	04/22/2022
		004659/1	PW SHOP SUPPLIES WO	2	04/13/2022	1.50	.00	1.50	04/22/2022
		004659/1	PW SHOP SUPPLIES WO	3	04/13/2022	1.50	.00	1.50	04/22/2022
		004659/1	PW SHOP SUPPLIES WO	4	04/13/2022	1.50	.00	1.50	04/22/2022
		004660/1	PW SHOP SUPPLIES	1	04/13/2022	1.89	.00	1.89	04/22/2022
		004660/1	PW SHOP SUPPLIES	2	04/13/2022	1.89	.00	1.89	04/22/2022
		004660/1	PW SHOP SUPPLIES	3	04/13/2022	1.89	.00	1.89	04/22/2022
		004660/1	PW SHOP SUPPLIES	4	04/13/2022	6.92	.00	6.92	04/22/2022
		004683/1	BOLTS- NUTS- FASTENE	1	04/15/2022	1.49	.00	1.49	04/22/2022
		004686/1	MISC. HARDWARE	1	04/15/2022	1.34	.00	1.34	04/22/2022
		004694/1	ALUM ANGLE	1	04/15/2022	17.98	.00	17.98	04/22/2022
		004705/1	K9 EQUIPMENT	1	04/16/2022	5.98	.00	5.98	04/22/2022
		004727/1	LOCK BOXES	1	04/19/2022	85.48	.00	85.48	04/22/2022
		004741/1	PROJECTOR KIT HARDW	1	04/20/2022	7.36	.00	7.36	04/22/2022
		A71198/1	MC PLANTERS	1	04/15/2022	17.00	.00	17.00	04/22/2022
		A71513/1	MC PLANERS	1	04/18/2022	34.00	.00	34.00	04/22/2022
Total 17569:						235.47	.00	235.47	
17595	TDS METROCOM	08250MCF-Y	FIBER OPTIC SERVICE D	1	04/19/2022	25,743.42	.00	25,743.42	04/22/2022
Total 17595:						25,743.42	.00	25,743.42	
17685	INGRAM LIBRARY SERVI	62802806	BOOKS	1	03/30/2022	300.88	.00	300.88	04/22/2022
		62804064	BOOKS	1	04/01/2022	255.90	.00	255.90	04/22/2022
		62806863	BOOKS	1	04/11/2022	803.79	.00	803.79	04/22/2022
Total 17685:						1,360.57	.00	1,360.57	
17759	WESTBURY, BRYAN	BW021922	WATERWORKS COURSE	1	02/19/2022	381.90	.00	381.90	04/22/2022
		BW021922	WATERWORKS COURSE	2	02/19/2022	50.00	.00	50.00	04/22/2022
		BW021922	WATERWORKS COURSE	3	02/19/2022	50.00	.00	50.00	04/22/2022
		BW021922	WATERWORKS COURSE	4	02/19/2022	50.00	.00	50.00	04/22/2022
Total 17759:						531.90	.00	531.90	
17760	WILSON, CLAYTON	CW030722	PLOW MEALS	1	03/07/2022	10.00	.00	10.00	04/22/2022
Total 17760:						10.00	.00	10.00	
17761	CBS SQUARED, INC.	9632	MN & CTH AB ICE STUDY	1	04/07/2022	3,657.50	.00	3,657.50	04/22/2022
		9633	KWIK TRIP ESCROW	1	04/07/2022	5,890.00	.00	5,890.00	04/22/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 17761:						9,547.50	.00	9,547.50	
17778	JP CULLEN	17048	PAYAPP #5 - PUBLIC SAF	1	03/31/2022	904,096.95	.00	904,096.95	04/22/2022
Total 17778:						904,096.95	.00	904,096.95	
17871	IAN'S ON STATE, LLC	3/30 #98	MEETING SUPPLIES	1	03/30/2022	20.85	.00	20.85	04/22/2022
Total 17871:						20.85	.00	20.85	
17878	MARA. KURT	040122	REFUND PLUMBING PER	1	04/01/2022	57.00	.00	57.00	04/22/2022
Total 17878:						57.00	.00	57.00	
17879	CONROY, JOHN	041122	REFUND OVERPAYMENT	1	04/11/2022	186.90	.00	186.90	04/22/2022
Total 17879:						186.90	.00	186.90	
17880	LAKESHORE LEARNING	7667580404	CHILDRENS TABLES SUP	1	04/04/2022	241.48	.00	241.48	04/22/2022
Total 17880:						241.48	.00	241.48	
17881	MACQUEEN EMERGENC	P03410	GAS CYLINDER	1	04/11/2022	358.46	.00	358.46	04/22/2022
Total 17881:						358.46	.00	358.46	
17882	FREEDMAN, ANDREA	041422	MMSD SALT SAVER PRO	1	04/14/2022	200.00	.00	200.00	04/22/2022
Total 17882:						200.00	.00	200.00	
17883	COOMBE, AMY & KEVIN	041422	MMSD SALT SAVER PRO	1	04/14/2022	200.00	.00	200.00	04/22/2022
Total 17883:						200.00	.00	200.00	
17884	HARTMANN, VINCENT &	041422	MMSD SALT SAVER PRO	1	04/14/2022	200.00	.00	200.00	04/22/2022
Total 17884:						200.00	.00	200.00	
17885	HEIN, CATHERINE & TYL	041422	MMSD SALT SAVER PRO	1	04/14/2022	200.00	.00	200.00	04/22/2022
Total 17885:						200.00	.00	200.00	
17886	CLEARWATER PIERS LLC	778	MCDANIEL PARK PIER R	1	04/14/2022	9,660.00	.00	9,660.00	04/22/2022
Total 17886:						9,660.00	.00	9,660.00	
17887	AMERICAN LEGION POS	041522	MCDANIEL PARK REFRID	1	04/15/2022	1,000.00	.00	1,000.00	04/15/2022
Total 17887:						1,000.00	.00	1,000.00	
17888	ZIMMER, DAVID	041922	REFUND CREDIT BALAN	1	04/19/2022	660.64	.00	660.64	04/22/2022
Total 17888:						660.64	.00	660.64	
17889	GESCHREI, ERICA	0000001	INSULATED DOG HOUSE	1	04/15/2022	800.00	.00	800.00	04/22/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 17889:						800.00	.00	800.00	
17890	HARTMAN, LISA	325	PROGRAM FEE	1	04/20/2022	150.00	.00	150.00	04/22/2022
Total 17890:						150.00	.00	150.00	
17894	PAGE, SHARON	71	PROGRAM FEE	1	04/18/2022	20.00	.00	20.00	04/22/2022
Total 17894:						20.00	.00	20.00	
Grand Totals:						1,220,480.	.00	1,220,480.	

Report Criteria:

Detail report type printed

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Amount
04/09/2022	PC	04/15/2022		KELLN, JACK	382	449.83
04/09/2022	CDPT	04/15/2022		FIRE FIGHTERS LOCAL 3	8	130.08
04/09/2022	CDPT	04/15/2022		FIRE FIGHTERS LOCAL 3	8	5.00
04/09/2022	CDPT	04/15/2022		WI SCTF	5	207.69

PAYROLL RELATED

\$792.60

McFarland
SUMMARY SHEET

MEETING DATE: Monday, April 25, 2022

SECTION: Consent Agenda

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer

AGENDA ITEM: Motion to approve the minutes of Committees dissolved as part of the Board, Committee, Commission restructuring including:

PREVIOUS ACTION:

ISSUE SUMMARY:

On February 28, 2022 , the Village Board adopted Ordinance 2022-10: an ordinance amending various provisions of the McFarland Municipal Code related to Village Committee organizations and functions and making certain clerical clarifications. The ordinance dissolved and reorganized several Committees. As a result, those committees are unable to approve the minutes of their final meeting. In circumstances such as these, Robert's Rules of Order suggests that if the assembly is not meeting again, the process of approving the minutes is delegated to an executive board and therefore, the Village Board is asked to approve these minutes.

It is recognized that not all Trustees attended all of these meetings; however, attendance is not required in order to take action on meeting minutes. When voting to approve minutes, a member is not stating that they personally attended the meeting. Rather, a member voting to approve minutes is expressing confidence in the actions of their colleagues and the correctness of the minutes preparation process. Robert's Rules of Order Newly Revised, 12th edition says this: "It should be noted that a member's absence from the meeting for which minutes are being approved does not prevent the member from participating in their correction or approval." 41:11.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended action to be taken:

Motion to approve the minutes of the July 25, 2019 Emergency Management Committee meeting.



ATTACHMENTS:

None

Communications & Technology Committee Minutes

Tuesday, October 26, 2021 - 6:00 PM

1. CALL TO ORDER.

Trustee Mike Flaherty called the regular meeting of the Communications & Technology Committee to order at 6:00 PM in Conference Room A.

Members present: Michael Flaherty, Carrie Nelson, Blake Draper, Ella Tschopik, CJ Behm, Eric Kindschi, Andrew Felt

Members not present: Jason Jasinski, Cole Younger

Staff present: Stephanie Miller, Andrew Day, Nicholas Boucher

2. PUBLIC APPEARANCES.

No public appearances were made.

3. APPROVAL OF MINUTES.

a. Motion to approve the minutes of the September 28, 2021 meeting.

Motion by Village Trustee Carrie Nelson, second by Member Eric Kindschi, to approve the minutes of the September 28, 2021 meeting. Motion carries 6 - 0 - 1 by acclamation, with Michael Flaherty abstaining.

4. BUSINESS.

a. Discussion and possible action to approve the drafted document for the McFarland Cable Underwriting Policy.

Production Assistant, Nicholas Boucher, presented updated draft documents regarding underwriting for the McFarland cable channel and broadcasts. Boucher discussed the addition of replayability from legal consultation. Boucher recognized and showed the current cable operating guidelines (2014) as requested from committee members at the last meeting. Boucher consulted legal consultation regarding showing logos throughout various broadcasts, not just during breaks, and it was advised that the cable station should not do that as it toes the line with advertising.

Boucher presented a draft document that will be provided to potential sponsors and the packages that will be offered.

Member Blake Draper inquired about where the money will defer to and if those funds will go directly back into broadcasting. Boucher answered, saying that those funds will go back into broadcasting, such as graphics, computer-related items, equipment, and volunteer commentators, which is the cable station's first priority.

Motion by Member Eric Kindschi, second by Village Trustee Carrie Nelson, to approve the drafted document for the McFarland Cable Underwriting Policy. Motion carries 7 - 0 - 0 by acclamation.

b. Discussion and feedback on the "Computer Specifications and Lifecycles" document.

Technical Specialist, Andrew Day, presented a new document which will replace the

previously approved technology plan presented to the committee back in 2019. The tech plan brought forth policies, procedures, and inventory regarding the Village, but after discussion with staff, inventory and procedures are not items that need to be brought to the committee, only policy. Therefore, an updated document specifically regarding computer specifications and lifestyles guidelines was brought to the committee for discussion only, as the document will need updating as time goes on and technology evolves. Day requested feedback from the committee regarding the document. Feedback provided:

- Member Ella Tschopik - 4GB memory is not recommended when looking at a minimum for Windows 11. Tschopik recommended 8GB being the minimum. Member Blake Draper seconded that recommendation.
- Member Andrew Felt - include the M1 chip, or better, for any staff who are Apple users.
- Trustee Carrie Nelson - agrees with the 4 to 6 years lifecycle

No action was taken.

5. STAFF REPORTS.

a. Technical Specialist Update.

Technical Specialist, Andrew Day only had one item to report on regarding technical updates. This item was regarding the Police Department copier upgrade.

b. Director update.

Director, Stephanie Miller reported on the following department updates:

- Village social media and recent analytics (Instagram, Facebook, YouTube, The Lookout (e-newsletter))
- Other events and productions
 - Hybrid meetings and training staff to host Zoom Webinars
 - Recognized as Wisconsin Community Media's "Media Center of the Month" for the month of October
 - Fall varsity athletics
 - Throwback Thursdays, 13 Nights of Halloween, Senior Film Fridays, and E.D. Locke Library's New Year's Eve Variety Show

Trustee Mike Flaherty inquired about analytics on cable channels, as well as how many households are being reached with social media information. He mentioned that the committee should keep this in mind in how we continue to keep residents engaged with all of the platforms that the Village offers information.

6. SCHEDULE NEXT MEETING DATE.

a. To be determined.

Due to the holidays, the committee decided to leave the next meeting date "to be determined" and will only meet in November and December if absolutely necessary.

Otherwise, they will reconvene in 2022.

7. ADJOURNMENT.

Motion by Village Trustee Carrie Nelson, second by Member Blake Draper, to adjourn at 6:30 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,
Stephanie R. Miller
Director of Communications and Technology

Parks, Recreation, and Natural Resources Committee

Meeting Minutes (DRAFT)

March 24, 2022

1. CALL TO ORDER, ROLL CALL. Meeting was called to order at 6:30 p.m. via Zoom by Village Trustee and Chair Carrie Nelson. Roll call: Nelson, trustee Justin Rupert, Sarah Kuba, TJ Jerke, Tanya Lancaster, Darrell Waldera, David Wilson, Kitty Brussock. Members absent: Dan Kolk.

Staff present: Matt Schuenke, Village Administrator; Jim Hessling, Public Works Director, and Phil McDade, Public Works staff.

2. PUBLIC APPEARANCES. None.

3. APPROVAL OF MINUTES.

a. Discussion and action regarding the minutes from the Parks, Recreation and Natural Resources Committee meeting held on January 27, 2022. Motion by Nelson, seconded by Rupert, to approve the minutes. Motion approved 7-0-1 with Waldera abstaining.

4. BUSINESS.

a. Discussion and action allowing amplified sound in accordance with Village Ordinance 44-20 of the Village Code of Ordinances for the following events:

- 1) Brandt Park—Erik Greenfield—June 25, 2022 from 5:30 p.m. to 8:00 p.m.** Motion by Nelson, second by Rupert, to approve. Motion passed 8-0.
- 2) Brandt Park—Cassandra Suettinger—April 23, 2022 from 1:00-5:00 p.m.** Motion by Nelson, second by Rupert, to approve. Motion passed 8-0.

b. Update regarding active Request for Proposal (RFP) advertisements:

- **Skate Park Planning at McFarland Park**
- **Lake Access Planning at Lewis Park**
- **Conservancy Area Management Plan within the Park System**

Hessling said the Public Works Department had received two responses to the RFP for the skate park, and one for Lake Access Planning. Parks Superintendent Sayer Larson is working on the conservancy area management plan on developing proposals for the department.

c. Update regarding review of the Mounds Vegetation Assessment and Police for Preservation and Maintenance of McFarland's Mounds. Hessling reported the department contacted representatives of the Ho-Chunk Nation for suggestions and advice on village plans for its mounds. Ho-Chunk responded that our current plan is pretty good. Their comments will be reviewed and incorporated into our plan. The issue will also likely be considered by the village's new Natural Resources and Sustainability Committee.

d. Update regarding new meeting structure, appointments, and schedule. Schuenke reported on village efforts to reorganize some committees, with the Parks, Recreation, and Natural Resources Committee split into two new committees – Parks and Recreation, and Sustainability and Natural

Resources Committee. Schuenke said some issues, such as a planned enhancement of the McDaniel Park beach, would likely come before both committees.

e. Presentation of the Parks Superintendent's monthly report. Hessling provided an update on activities involving the village's parks, including plans for Arbor Day recognition in the village.

5. SCHEDULE NEXT MEETING DATE.

- a. Tuesday, May 3, 2022 at 6:30 p.m. – Parks and Recreation Committee**
- b. Monday, May 9, 2022 at 6:30 p.m. – Sustainability and Natural Resources Committee**

6. ADJOURNMENT. Rupert motioned, Jerke seconded, to adjourn the meeting. Motion passed 8-0 and the meeting was adjourned at 7:31 p.m.

Respectfully submitted,

Phil McDade
Utility Clerk

VILLAGE OF MCFARLAND
Volunteer Committee Minutes

Thursday, May 6, 2021 - 6:00 PM

1. CALL TO ORDER, ROLL CALL.

Village Carolyn Clow called the regular meeting of the McFarland Volunteer Committee to order at 6:00 pm.

Members present: TJ Jerke, Ken Brost, Carolyn Clow

Members not present: Jennifer Tryzna

Staff Present: Stephanie Miller, Katie Gletty-Syoen

2. PUBLIC APPEARANCES.

3. APPROVAL OF MINUTES.

Approval of Minutes from the April 1, 2021 Volunteer Committee Meeting.

a. Approval of Minutes from April 1, 2021 Volunteer Committee Meeting.

Approval of Minutes of the April 1, 2021 Volunteer Committee Meeting. Clow motioned for approval, Jerke seconded. Passed 2-0, Clow abstained.

4. BUSINESS.

a. Review McFarland Community Service Day event on Saturday, April 24, 2021.

Gletty-Syoen reported on the McFarland Community Service Day event on Saturday, April 24, 2021. Over 130 individuals participated and 25 households came to pick up supplies at the Municipal Center. Stephanie Brassington, her grandson, and Brad Czebotar were on hand to help with the supply pick-up. TJ Jerke shared that he participated as a volunteer at Autumn Grove Park to assist. He helped pick up leaves, brush, and trash. He mentioned that there were a number of sand toys in the sandbox area and was wondering if there was the potential to create storage in/nearby sand boxes to keep the toys in better shape. Clow explained that the Public Works Department picks up the toys in the fall and throws them away as they often degrade over the course of the summer. Gletty-Syoen explained that the McFarland Sparks 4-H Club does a drive for sand toy donations in the spring time and distributes them to area parks. Gletty-Syoen agreed to reach out to Public Works to ask if they would like to pursue a strategy for storage of toys. Clow reported that she volunteered at Jaegar Park along the shoreline. A number of construction materials were pulled out of the lake along the shoreline. Gletty-Syoen displayed the handouts that were distributed to volunteers promoting other opportunities for Adopt a Playground, Woodland Restoration, and the Lake Waubesa Conservation Association (LWCA) Lake Waubesa Clean Up event. Ken Brost inquired if volunteers voiced disappointment about the lack of refreshments, but no feedback was received. Gletty-Syoen explained that a number of non-perishable food donations and book donations were received for the Food Pantry and McFarland Optimist Book Drive, respectively. Jerke asked if there might be a way for the public to have immediate feedback during their volunteer shift. We discussed the hashtag wherein people can indicate on a social media post if they would like to showcase their volunteerism. Gletty-Syoen will be sending out a feedback form via email to all participants. Clow suggested that we include a phone number on flyers so volunteers can have a forum to

ask questions or share concerns and those can then be funneled to the appropriate department. Jerke referenced that the Sustainability Committee had distributed a survey with a question about potentially adding a second "Community Service Day" in the fall and wanted to know if that was an ongoing topic of discussion. Gletty-Syoen discussed moving forward with a potential companion fall event, whether it be Coastal Clean Up Day or Don't Leaf the Lakes or something similar that has more of a natural resources focus. Clow explained that she would like to focus on streamlining things so that there is better communication between committees and departments.

b. Discuss next steps for Volunteer Committee structure with Carolyn Clow, Village Board President.

Clow opened discussion about the Volunteer Committee being disbanded as a way to streamline the committee structure, and refunneling staff time and energy into the programs that have been developed and continue to be developed. Brost and Jerke both emphasized that if there is no committee in place, they would want the role of Volunteer Coordinator to continue. Jerke would like to ensure that members of the broader community have outlets to become involved and engaged in the Village. Clow discussed that enhancing the Village's communication strategies to improve outreach to the community will be prioritized and discussed how that action can extend from other committees, such as the Communications and Technology Committee. Clow discussed that Village staff is working on a new application for committee appointments. She also discussed capacity building for non-profit organizations within the community to enhance the infrastructure and collaboration with McFarland Village government. Brost emphasized that he believes the key to the Volunteer Program is the coordinator, not the committee.

5. SCHEDULE NEXT MEETING DATE.

a. Discuss future meeting date.

Brost and Jerke both support disbanding the committee.

6. ADJOURNMENT.

Motion to adjourn made by Ken Brost. Seconded by TJ Jerke.

MINUTES

Ad-Hoc Sustainability Committee Meeting

August 13, 2021

Members Present: Angela Freedman, Michael Tiboris, Amber Meyer-Smith, Bruce Fischer, Mary Robb, Isabella Gletty-Syoen, Judy Taber

Members Absent:

Staff Present: Andrew Bremer, Kong Thao

1. CALL TO ORDER – Angela Freedman called the meeting to order at 6:00 PM

2. PUBLIC APPEARANCES – None

3. APPROVAL OF MINUTES

a. Review and possible approval of the July 8, 2021, Ad Hoc Sustainability Committee meeting minutes.

Meyer-Smith motions to approve the minutes for July 8, 2021, seconded by Fischer. Vote passes 7-0

4. BUSINESS.

a. Discussion regarding joining the Wisconsin Local Government Climate Coalition (WLGCC).

Kathy Kuntz, Director of Dane County Office Energy & Climate Change, spoke on the details of the WLGCC and its objectives on sustainability. After discussing the mission, purpose and role of WLGCC member communities, the Committee determined this was an opportunity that would be beneficial to the Village. However, currently the Village's Community & Economic Development Department does not have the capacity to fully participate and commit full time to this opportunity. Bremer noted this may change with the 2022 Village Budget, if so, the sample resolution to join the WLGCC could be brought forward for Village Board approval.

b. Discussion and possible action to make a recommendation to the Village Board regarding amendments to the Municipal Code of Ordinances to add a standing Sustainability Committee.

Thao read off the draft for the Standing Sustainability Committee ordinance to the committee for feedback. Recommendation from Bremer to remove "higher" from subsection d and change education to educational.

Explanation from Bremer was given for how the powers and duties were written where they were derived from regarding green tier communities.

Fischer motions to recommend to the Village Board regarding amendments to the Municipal Code of Ordinance to add a standing Sustainability Committee. Seconded by Gletty-Syoen. Vote passes 7-0.

c. Discussion regarding potential sustainability articles for the fall/winter Outlook community newsletter.

As discovered from the processes for the development of Sustainability Plan, the Committee determined outreach and educational awareness were highly essential. These articles will cover a varying scope of topics surrounding sustainability in the community. With approximately two pages, contents could include a rotation of seasonal topics to cover. They may include fall leaf removal, milestones achieved identified in the Sustainability Plan, lake cleanup and residential impact on the water, and group solar buy.

The fall/winter Outlook community newsletter will be due Aug 25, 2021 and runs September 23 – February 1, 2022.

5. SCHEDULE NEXT MEETING DATE

a. To be determined.

Bremer explained this was likely the last meeting for the Ad-Hoc SC as the three assigned items in the resolution creating the Committee have been completed. Unless the Village board refers a new task before the standing committee is formed no future meetings of the Ad-Hoc Committee are anticipated.

6. ADJOURNMENT.

A motion by Tiboris to adjourn the meeting. Seconded by Freedman. Motion passes 7-0. Meeting adjourned at 7:00 PM.

VILLAGE OF MCFARLAND
Public Utilities Committee Minutes

Tuesday, January 18, 2022 - 6:00 PM

1. CALL TO ORDER, ROLL CALL.

Matt Schuenke called the regular meeting of the Public Utilities Committee to order at 6:04 PM in the Municipal Center Community Room. This meeting was held via Zoom webinar.

Motion by Pauline Boness, seconded by Chris Fredrick to nominate Marc Nielsen to chair the Public Utilities Committee meeting. Motion passed 4-0-0.

Members present: Chris Fredrick, Marc Nielsen, Pauline Boness, Eric Kryzenske, Carrie Nelson arrived at 6:08 pm

Members not present: Edward Wreh

Staff Present: Village Administrator Matt Schuenke, Public Works Director Jim Hessling, Streets and Utilities Superintendent Lee Igl, Assistant to the Public Works Director Aimee Irwin, Town and Country Engineering staff Brian Berquist and Tim Stieve.

2. PUBLIC APPEARANCES.

- a. *This is an opportunity for members of the public to address the Public Utilities Committee. 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 aimee.irwin@mcfarland.wi.us to be included as part of the meeting.*

None.

3. APPROVAL OF MINUTES.

- a. *Discussion and action regarding the minutes from the Public Utilities meeting held on December 21, 2021.*

Motion by Chris Fredrick, seconded by Marc Nielsen, to approve the minutes from the Public Utilities meeting held on December 21, 2021. Motion carries 3 - 0 - 1, with Pauline Boness abstaining.

4. BUSINESS.

- a. *Discussion and action to make a recommendation to the Village Board regarding design services for Paulson Road as a 2023 project.*

Matt Schuenke provided background that Paulson Road is planned for reconstruction in

2023 from Siggelkow Road to Larson Beach Road. Brian Berquist explained that the roadway is currently a rural cross section with the scope of work including reconstruction of the street, sidewalk on one side due to topography concerns, creating connections between the current dead ends, and hosting public information meetings regarding the project.

- Eric Kryzenske asked if the south Paulson Road received roadway improvements when Preston Place construction occurred. Berquist responded that some resurfacing occurred but full reconstruction of this area may not be necessary.
- Pauline Boness asked what percentage of expenses would be attributed to the connection portion of the project. Berquist responded that a minimal percentage, for example 5%, would be for the connection portion. The connection would require the gates to be removed and adding small amounts of roadway to either side of the existing street. Schuenke stated that the staff recommendation is to make this roadway a thru street.
- Marc Nielsen asked if speed bumps could be added to help traffic flow on the roadway. Berquist responded that traffic calming measures would be evaluated during the design process and may include narrowing or median island options.
- Chris Fredrick recommended the intersection with Siggelkow Road be evaluated with the proposed improvements to Paulson Road. Fredrick also recommended evaluating all modes of traffic with the Assisted Living facility adjacent to this road. Schuenke stated that the intersection would likely be evaluated when WisDOT completes their roundabout at Highway 51. Fredrick recommended that EMS provide their recommendation and data related to their use of this area.

Motion by Marc Nielsen, seconded by Pauline Boness, to recommend approval to the Village Board regarding design services for Paulson Road as a 2023 project. Motion carries 5 - 0 - 0.

b. Discussion and action to make a recommendation to the Village Board regarding a proposal by Town & Country Engineering to conduct a Water System Needs Assessment Study.

- Pauline Boness asked if any projects within the 1997 Assessment referenced within the packet were not completed. Berquist responded that the majority of the projects have been completed, but not all.
- Chris Fredrick asked for a brief overview of what the study entails. Berquist responded that part of the study is to evaluate system vulnerabilities but also looking forward, for example, the next 20 years, to when the Village will need more capacity. The study also updates construction costs.
- Eric Kryzenske asked for clarification that the study would encompass the entire village. Berquist responded that the study would be system wide.

Motion by Marc Nielsen, seconded by Eric Kryzenske, to recommend approval to the Village Board regarding a proposal by Town & Country Engineering to conduct a Water System Needs Assessment Study. Motion carries 5 - 0 - 0.

c. Discussion and action to make a recommendation to the Village Board regarding a proposal by Town & Country Engineering for design services for Lift Station #2 rehabilitation.

Berquist provided background regarding Lift Station #2. Given its age, condition and likely lack of capacity for future growth, the station is due for evaluation and possible improvements.

- Pauline Boness asked what the likelihood of using the existing wetwell. Berquist believes it's likely, but it may require lining due to the concrete conditions and it depends if a larger pump is necessary. Boness asked if a larger pump is necessary, would it be required to abandon the wetwell or could we add on to the existing one. Berquist responded that the wetwell would be abandoned if a larger space is required.

Motion by Marc Nielsen, seconded by Chris Fredrick, to recommend approval to the Village Board regarding a proposal by Town & Country Engineering for design services for Lift Station #2 rehabilitation. Motion carries 5 - 0 - 0.

d. Discussion and action to make a recommendation to the Village Board regarding the issuance of a Request for Proposals (RFP) for storm sewer cleaning and televising services.

Hessling provided background regarding a Request for Proposal for storm sewer cleaning and televising services. The goal would be to evaluate deficiencies and plan for future capital needs.

- Chris Fredrick asked if any language should be added to the RFP related to the affluent to avoid it reaching the outfalls and waterways. Hessling responded that the contractor would be utilizing potable water and vacuuming at the same time, which should avoid affluent reaching waterways. Fredrick asked what the frequency of these inspections would be. Hessling stated the intention was to complete one-third of the village in a year. Therefore, each storm sewer will be evaluated every three years.
- Carrie Nelson asked if it is uncommon to conduct storm sewer cleaning and televising. Fredrick stated that it is uncommon to televise storm sewers, but a great way to find out about the conditions of the system. Berquist agreed with Fredrick that this practice is not as common in smaller municipalities, but the practice is increasing in popularity. Igl stated that this practice will allow the village to get in front of issues rather than handle emergency situations that arise.

Motion by Marc Nielsen, seconded by Village Trustee Carrie Nelson, to recommend approval to the Village Board regarding the issuance of a Request for Proposals (RFP) for storm sewer cleaning and televising services. Motion carries 5 - 0 - 0.

e. Discussion regarding funding allocation to the utilities funds associated with street projects.

Motion by Chris Fredrick, seconded by Marc Nielsen, to postpone the business item of discussion regarding funding allocation to the utilities funds associated with street

projects. Motion carries 5 - 0 - 0.

5. SCHEDULE NEXT MEETING DATE.

a. Tuesday, February 15, 2022 at 6:00 p.m.

6. ADJOURNMENT.

Motion by Pauline Boness, seconded by Chris Fredrick, to adjourn at 6:42 pm.

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,
Aimee Irwin
Assistant to the Public Works Director

VILLAGE OF MCFARLAND
Public Works Committee Minutes

Tuesday, February 8, 2022 - 6:00 PM

1. CALL TO ORDER, ROLL CALL.

Village Trustee Chris St. Clair called the regular meeting of the Public Works Committee to order at 6:00 PM in the Community Room of the Municipal Center. This meeting was held via Zoom webinar.

Members present: Chris Fredrick, Marv Meyers, Jerry Adrian, Chris St. Clair

Members not present: Justin Rupert

Staff Present: Director of Public Works Jim Hessling, Streets and Utilities Superintendent Lee Igl, Assistant to the Public Works Director Aimee Irwin, Brian Berquist and Tim Stieve with Town and Country Engineering.

2. 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 aimee.irwin@mcfarland.wi.us to be included as part of the meeting.*

None.

3. APPROVAL OF MINUTES.

- a. *Discussion and action regarding the minutes from the Public Works meeting held on December 14, 2021.*

Motion by Village Trustee Chris St. Clair, seconded by Marv Meyers, to approve the minutes from the Public Works meeting held on December 14, 2021. Motion carries 3 - 0 - 1, with Chris Fredrick abstaining.

4. BUSINESS.

- a. *Discussion and action to make a recommendation to the Village Board regarding design services for Paulson Road.*

Tim Stieve of Town and Country Engineering provided background related to the

proposal for design services for Paulson Road. The project would involve a rural conversion of the roadway, water main replacement for a portion of Paulson, connection of the two Paulson roadways, a sidewalk on one side of the roadway, and public information meetings in 2022 to inform the neighborhood. Tim stated the two Paulson roadways currently exceed the village ordinance for cul-de-sac length. Jim Hessling explained that connecting the two Paulson roadways would allow for easier access by emergency services along with less maintenance related to snow removal.

- Chris St. Clair commented that design services are budgeted at \$100,000 in the 2022 budget. However, the proposal estimates engineering services to be \$144,000. St. Clair asked if there were additional funds available for the additional costs. Hessling stated that additional funds are available.
- Jerry Adrian asked if a study would be conducted at the Paulson and Ridge junction related to increased traffic. Stieve explained that it is planned to review this area during the designing stage but a formal study could be done if requested. Stieve also stated that traffic calming measures are planned along the roadway.
- Chris St. Clair asked if an evaluation had been completed with emergency services moving to the new Public Safety building. Hessling responded that he would not anticipate a change in emergency service response time with their upcoming move. St. Clair asked if other roadways would be affected by utilizing additional funds for design services. Hessling stated that Paulson was included within the Capital Improvement plan previously approved and additional funds are available. Lee Igl stated that a water main replacement is necessary. Therefore, completing additional roadway improvements at the same time would be very beneficial.

Motion by Village Trustee Chris St. Clair, seconded by Chris Fredrick, to recommend approval to the Village Board regarding design services by Town and Country Engineering for Paulson Road. Motion carries 4 - 0 - 0.

b. Discussion and action to make a recommendation to the Village Board regarding the award of contract for the 2022 Sidewalk Replacement project.

Chris St. Clair provided that the 2022 Sidewalk Replacement was recommended for approval and issued for bid by the Public Works Committee and Village Board in November of 2021. Lee Igl stated that staff are seeking committee direction on how they wish to proceed given the bid results. Igl stated there are various options including: creating an optional supplemental bid for the 2022 Streets and Utilities Projects, handling the sidewalk repair as general maintenance, where we would seek a contractor to provide a price or the project could be rebid.

- Chris Fredrick asked if information had been gathered as to why contractors did not bid on the project. Igl responded that contractors stated that the work was spread out, the project covers a large area, and the expectation for closure involved a quick turn-around. Stieve also added that some contractors, while they complete this work as part of other projects, have not made this a sole project.

- Chris St. Clair asked how this work was bid previously. Igl stated the process previously was to seek proposals from identified contractors who specialize in this type of work and complete a maintenance contract.

Motion by Village Trustee Chris St. Clair, seconded by Chris Fredrick, to recommend to the Village Board denying the sole bidder due to not being qualified regarding the 2022 Sidewalk Replacement project and to recommend including the 2022 Sidewalk Replacement project as an optional supplemental bid for the 2022 Streets and Utilities Projects. Motion carries 4 - 0 - 0.

c. Presentation of the Public Works Director's monthly report

Jim Hessling provided the Public Works monthly report for the month of January. There were no questions from the committee.

5. SCHEDULE NEXT MEETING DATE.

a. Tuesday, March 8, 2022 at 6:00 p.m. with Public Utilities Committee

6. ADJOURNMENT.

Motion by Marv Meyers, seconded by Jerry Adrian, to adjourn at 6:48 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,
Aimee Irwin
Assistant to the Public Works Director

Joint Meeting of Public Works and Public Utilities Committees Minutes

Tuesday, March 8, 2022 - 6:00 PM

1. CALL TO ORDER, ROLL CALL.

Village Trustee Ed Wreh called the joint meeting of the Public Works and Public Utilities Committees to order at 6:00 PM in the Community Room of the Municipal Center. This meeting was held via Zoom webinar.

Members present: Marv Meyers, Jerry Adrian, Chris St. Clair, Ed Wreh, Carrie Nelson, Pauline Boness, Marc Nielsen, Eric Kryzenske

Members not present: Chris Fredrick, Justin Rupert

Staff Present: Village Administrator Matt Schuenke, Public Works Director Jim Hessling, Streets and Utilities Superintendent Lee Igl, Assistant to the Public Works Director Aimee Irwin, Utility Clerk Phil McDade, Tim Stieve and Brian Berquist with Town and Country Engineering.

2. 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 aimee.irwin@mcfarland.wi.us to be included as part of the meeting.*

None.

3. BUSINESS.

- a. *Discussion and action to make a recommendation to the Village Board regarding the award of Contract A for the 2022 Terminal Drive Reconstruction Project including supplemental bid for the 2022 Sidewalk Replacement Project.*

Tim Stieve of Town and Country Engineering provided an overview of the Terminal Drive project and bid results. Town and Country received twenty-eight requested sets of plans, specifications and bidding documents with six contractors submitting bids. Of the bids received, Town and Country recommends the award of contract to Raymond P. Catell Inc. of Madison for the base bid plus supplemental bids excluding the sidewalk work.

- Eric Kryzenske asked if there was any discount offered if a contractor bid on two of the three contracts. Tim Stieve responded that no discount was presented for bidding on two contracts, only if all three were bid on. Kryzenske asked for

clarification about utilizing a 7.5% contingency versus 10%. Stieve stated during staff discussions regarding the contingency, staff felt that 7.5% contingency was adequate for this project. Matt Schuenke added that full reconstruction involves less variability.

- Pauline Boness asked if there are ordinance requirements that would need to utilize a 10% contingency. Brian Berquist stated there are no specific percentage requirements.

Motion by Village Trustee Chris St. Clair, seconded by Village Trustee Carrie Nelson, to recommend to the Village Board 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 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 8- 0 - 0.

b. Discussion and action to make a recommendation to the Village Board regarding the award of Contract B for the 2022 Street & Utility Improvements project(s).

Tim Stieve of Town and Country Engineering provided an overview of the 2022 Street and Utility Improvements project(s) and bid results. Town and Country received twenty-two requested sets of plans, specifications and bidding documents with two contractors submitting bids. Of the bids received, Town and Country recommends the award of contract to Wolf Paving & Excavating of Madison for the base bid plus supplemental bid. Stieve stated that Wolf Paving & Excavating provided that they plan to use Monona Plumbing for the water main work.

- Ed Wreh asked if any contractors provided why they did not bid on the project. Tim Stieve responded that some contractors did not bid due to the responsible bidder ordinance. However, a majority did not bid due to the scope of work on Card Avenue. Wreh asked about Town and Country's experience of working with Wolf Paving & Excavating. Stieve stated they have experience working with Wolf Paving as a paving contractor and he feels that Monona Plumbing is a qualified subcontractor for the utility work.

Motion by Village Trustee Chris St. Clair, seconded by Village Trustee Ed Wreh, to recommend to the Village Board the award of Contract B to Wolf Paving and Excavating of Madison in the amount of \$921,559 for the base alternate, and supplemental bids approving the total project cost of \$1,100,000 including contingency, engineering, and miscellaneous expenses.

Motion by Village Trustee Chris St. Clair, seconded by Village Trustee Ed Wreh to amend the motion to the amount of \$925,302.80 for the base alternate and supplemental bid and approving the increased total project costs of an additional \$4,000 dollars. The motion to amend the motion carries 8-0-0. Motion to approve the amended motion carries 8-0-0.

c. Presentation of the Public Works Director's monthly report.

Hessling provided the Public Works monthly report for the month of February. There were no questions from committee members.

d. Discussion and action to adjourn the Public Works Committee portion of the joint meeting.

Motion by Village Trustee Chris St. Clair, seconded by Marv Meyers, to adjourn the Public Works Committee portion of the joint meeting. Motion passes 3-0-0.

e. Discussion and action to make a recommendation to the Village Board regarding the award of Contract C for the 2022 Stormwater Improvement Project(s).

Tim Stieve of Town and Country Engineering provided an overview of the Stormwater Improvement Projects and bid results. Town and Country received nineteen requested sets of plans, specifications and bidding documents with two contractors submitting bids. Of the bids received, Town and Country recommends the award of contract to R & T Voegeli Excavating, LLC for the base bid. Stieve stated that due to the bid amount being substantially different than the bid estimate, a discussion occurred with R & T Voegeli Excavating to clarify that their bid amount is accurate.

Motion by Village Trustee Ed Wreh, seconded by Eric Kryzenske, to recommend to the Village Board the award of 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 5 - 0 - 0.

f. Discussion and action to make a recommendation to the Village Board regarding the award of contract for meter replacement installation services.

Aimee Irwin provided background related to the meter replacement project. An RFP was issued to seek proposals for meter replacement installation services. Of the three companies the RFP was emailed to, proposals were received from Midwest Testing and HydroCorp. Staff recommend award of contract to HydroCorp due to total project costs and for providing a complete proposal as outlined in the RFP.

- Ed Wreh asked for clarification regarding the estimated total project cost and the cost presented. Irwin stated that after receiving the proposal from HydroCorp, the installation costs were lower than estimated and therefore the overall project cost totaled less than estimated. Wreh asked if there would be any financial impact if we chose to combine years two and three. Irwin responded that the suggestion to combine years two and three is to mitigate any potential equipment cost increases that may occur and the total project costs within the amounts budgeted in 2022 and 2023.
- Carrie Nelson asked for clarification between a two-year and three-year approach. Irwin responded that the possibility of shortening the project is due to the total financial project costs. Schuenke added that we will learn a lot during year one about the installation process and, if successful, it could be decided to combine years two and three.

Motion by Village Trustee Ed Wreh, seconded by Village Trustee Carrie Nelson, to recommend to the Village Board 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 cost including contingency for \$387,000. Motion carries 5 - 0 - 0.

g. Discussion and action to make a recommendation to the Village Board regarding the award of contract for Forcemain locating services.

Jim Hessling provided background related to forcemain locating services. An RFP was issued on Quest CDN and one proposal was received from Utility Mapping Services, Inc. of St. Cloud, Minnesota. Staff's recommendation is to accept the proposal as presented by Utility Mapping Services, Inc.

- Ed Wreh asked how long it took in the past to find a forcemain location. Hessling responded that the department only located part of the pipe, approximately a quarter of the pipe. Wreh asked if the contractor would be expected to locate all of the forcemain locations within the contract. Hessling stated there is a timeline within the contract to complete the locating work. Berquist explained that the contract is set for per foot of forcemain located.

Motion by Village Trustee Ed Wreh, seconded by Pauline Boness, to recommend to the Village Board to approve the proposal from Utility Mapping Services, Inc. of St. Cloud, MN in the amount of \$10.25 per lineal foot not to exceed a total project cost of \$100,000 for forcemain locating services. Motion carries 5 - 0 - 0.

h. Discussion and action to make a recommendation to the Village Board regarding the award of contract for storm sewer cleaning and televising services.

Jim Hessling provided background related to storm sewer cleaning and televising services. An RFP was emailed to six vendors and three proposals were received. The low bidder, Green Bay Pipe & TV, LLC submitted a price of \$1.48 per foot for services. Staff's recommendation is to accept the proposal as presented by Green Bay Pipe & TV.

- Marc Nielsen asked about the status of the Inflow and Infiltration (I & I) study. Hessling explained that the I & I study focuses on the sanitary sewer system. Berquist added that we are still awaiting a significant rain event to complete the study. Nielsen asked what the televising will show. Hessling responded that televising could show cracks, status of joints, and overall pipe condition. Lee Igl added that these services will also assist in helping to locate pipes that the department has questions about.

Motion by Village Trustee Ed Wreh, seconded by Village Trustee Carrie Nelson, to recommend to the Village Board the award of contract to Green Bay Pipe & TV, LLC for storm sewer cleaning and televising services at the cost of \$1.48 per square foot.

Motion by Village Trustee Ed Wreh, seconded by Village Trustee Carrie Nelson to amend the motion to the cost of \$1.48 per lineal foot. The motion to amend the motion carries 5-0-0. Motion to approve the amended motion carries 5-0-0.

i. Discussion and action to make a recommendation to the Village Board regarding the

MS4 permit and plan.

Jim Hessling reviewed the draft 2021 annual report for the Municipal Separate Storm Sewer System (MS4) to be approved then filed with the DNR. The permit governs storm water management practices in the Village and allows our discharge to area waterways. Tim Stieve explained that the Village is required to adhere to requirements that are from the EPA and WI DNR.

- Ed Wreh asked for clarification regarding an Urban Nonpoint Source Grant funding deliverable as listed on page one of the annual report. Stieve explained that annually there are Urban Nonpoint Source grants available for a community who is planning or completing a project that would reduce the total suspended solids. Currently, the village is not utilizing a grant for any projects.

Motion by Village Trustee Ed Wreh, seconded by Village Trustee Carrie Nelson, to recommend approval to the Village Board regarding the MS4 permit and plan. Motion carries 5 - 0 - 0.

j. Discussion regarding funding allocation to the utilities funds associated with street projects.

Aimee Irwin provided a brief synopsis regarding the history for discussion related to the allocation of the utilities funds. Included within the packet is data from comparable municipalities as well as questions provided by committee member Marc Nielsen that have been answered by staff, engineers and auditors. Marc Nielsen reviewed the data provided within the packet, including his example of costs that could be calculated using the Excel example from N. Autumn Lane. Committee members discussed the data provided. Matt Schuenke explained that staff would agree to review allocation on a project by project basis. Committee members would like to continue discussion of this approach during the next meeting.

4. SCHEDULE NEXT MEETING DATE.

- a. Public Works Committee--Tuesday, April 12, 2022 at 6:00 pm
Public Utilities Committee--Tuesday, April 19, 2022 at 6:00 pm

5. ADJOURNMENT.

Motion by Village Trustee Ed Wreh, seconded by Village Trustee Carrie Nelson, to adjourn at 7:45 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,
Aimee Irwin
Assistant to the Public Works Director

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ _____

Application Date: 03/31/2022

☐ Town ☐ Village ☐ City of McFarland

County of Dane

The named organization applies for: (check appropriate box(es).)

☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

☒ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 06/11/2022 and ending 06/11/2022 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

☐ Bona fide Club

☐ Church

☐ Lodge/Society

☒ Veteran's Organization

☐ Fair Association or Agricultural Society

☐ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Edwards-Foye American Legion Post 534 for Take A Vet Fishing LLC. 501 C3

(b) Address 4911 Burma Rd, McFarland WI 53558

(Street)

☐ Town

☒ Village

☐ City

(c) Date organized 01/01/1947

(d) If corporation, give date of incorporation _____

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☐

(f) Names and addresses of all officers:

President Commander Nathan Weier

Vice President 1st Vice Jim Wickert

Secretary Adjutant, Jody Armstrong

Treasurer Kelsey Brant

(g) Name and address of manager or person in charge of affair: Rob Blanchard Post 534 Historian

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 4911 Burma Road

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? no the location will be on the hill behind the memorial flag poles.

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: none

3. Name of Event

(a) List name of the event Take A Vet Fishing annual event

(b) Dates of event _____

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer

Robert Blanchard
(Signature / Date)

03-31-2022

Take A Vet Fishing LLC

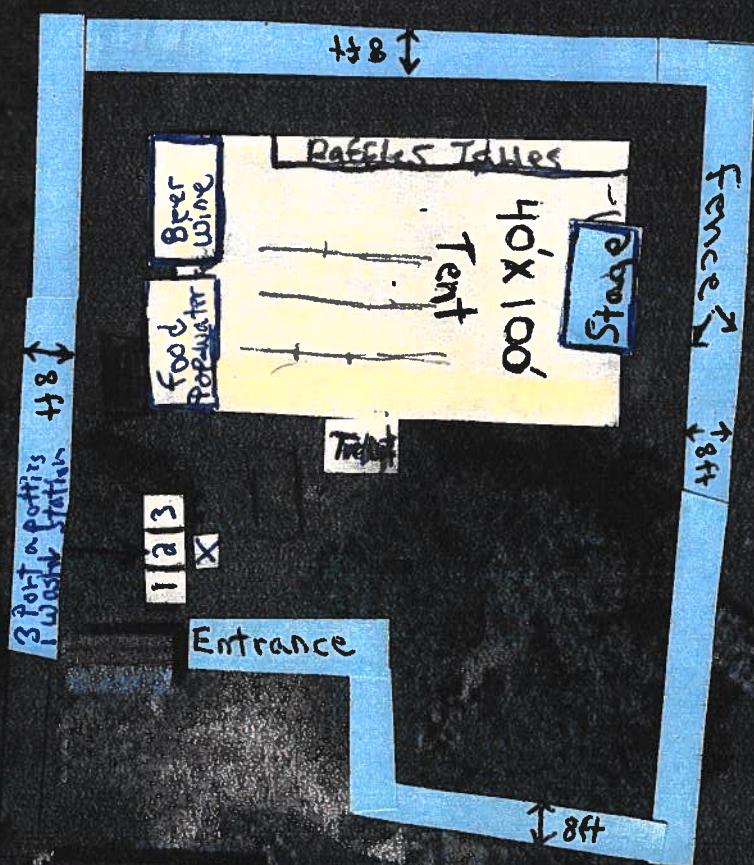
(Name of Organization)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____



VILLAGE OF McFarland

Police Department

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

Aaron P. Chapin | Chief of Police

DATE: April 22, 2022

TO: McFarland Public Village Board

FROM: Aaron P. Chapin, Chief of Police

REFERENCE: Recommendation of Approval

I have reviewed the temporary class B retailer's license applications for the Take a Vet Fishing event to be held June 11th at the McFarland American Legion. I am recommending approval of the application, with the stipulation that the event coordinators provide proper carding of those attending the event to ensure everyone purchasing and consuming alcohol in the venue is of age.

I am requiring the area where alcohol is served to be fenced off with a double fence with at least six feet between the two fences. This establishes a clearly defined area where alcohol will be served and allows for a designated point of entry where ID carding will be performed. Alcohol will not be allowed outside the fenced area.

The event organizers need to ensure that there is access for emergency vehicles to the area where alcohol sales are occurring.

The organization will be carding at the point of sale to prevent underage persons from purchasing alcohol and will be using a wrist-band identification system.

Respectfully,



Aaron P. Chapin
Chief of Police

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Monday, April 25, 2022

SECTION: Consent Agenda

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Motion to approve investment of \$7,538,327.63 in United States Treasury Bonds in accordance with section 5.03(3)(i) of the Village Investment Policy.

PREVIOUS ACTION:

ISSUE SUMMARY:

The Village has been working with PMA on investment of the Village's borrowing proceeds from the Public Safety Center. In reviewing our financial portfolio, our investment advisor has proposed an investment of \$7,538,327.63. The rates offered by the U.S. Treasury are by far the most competitive at this point based on the proposed draw schedule for the project.

FINANCIAL/BUDGET IMPACT:

Additional Interest earned on Bond Proceeds.

VILLAGE PLAN REFERENCE:

[Fiscal Policy - Chapter 5 - Investment Policy.](#)

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval.

ATTACHMENTS:

1. Village of McFarland - 2022 PSC Bonds - Interest Indication Draw - As of 04.20.22



Interest Income Projection For:

Total Bond Proceeds \$ 7,538,327.63

2022 PSC Bonds \$ 7,200,000.00

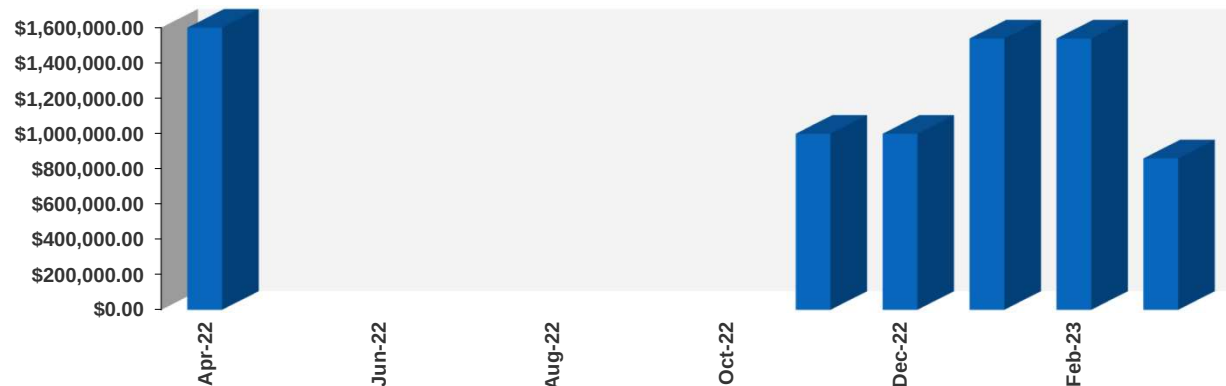
Rates as of: 04/20/22

Date	Bond Issue	Expenditures		Percent	Investment	Interest	Number	Net	PMA	UST	AGY	FDIC	Fortifi	WISC-IS*	Proposed Investment
		Monthly	Cumulative	Spent	Cost	Income	of Days	Rates	Fee	Rates	Rates	CDs	SDA	04/19/22	Instrument
04/20/22	\$7,538,327.63	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	0								
04/26/22		\$1,600,000.00	\$1,600,000.00	21.22%	\$1,600,000.00	\$62.59	6	0.24%	0.15%				0.15%	0.24%	WISC-IS
11/14/22		\$1,000,000.00	\$2,600,000.00	34.49%	\$1,000,000.00	\$6,791.91	208	1.20%	0.15%	1.20%	1.14%	0.65%	0.15%	0.24%	FDIC CDs / UST Bills
12/12/22		\$1,000,000.00	\$3,600,000.00	47.76%	\$1,000,000.00	\$8,335.42	236	1.30%	0.15%	1.30%	1.28%		0.15%	0.24%	UST Bills
01/09/23		\$1,539,022.00	\$5,139,022.00	68.17%	\$1,539,022.00	\$15,973.23	264	1.45%	0.15%	1.45%	1.37%		0.15%	0.24%	UST Bills
02/13/23		\$1,539,022.00	\$6,678,044.00	88.59%	\$1,539,022.00	\$19,419.27	299	1.56%	0.15%	1.56%	1.50%		0.15%	0.24%	UST Bills
03/13/23		\$860,283.63	\$7,538,327.63	100.00%	\$860,283.63	\$12,456.78	327	1.64%	0.15%	1.64%	1.56%	0.89%	0.15%	0.24%	FDIC CDs / UST Bills
Total		\$7,538,327.63	\$7,538,327.63		\$7,538,327.63	\$63,039.21									

Time and Dollar Weighted Portfolio Yield: 1.45%
 Weighted Average Portfolio Maturity (days): 212

Total Anticipated Interest Income (Gross): \$69,620.24
 PMA Fee: \$6,581.02
 Total Anticipated Interest Income (Net): \$63,039.21

Expenditure Projection



Maturity dates are assumed to fall on the second Monday of the month.

The above portfolio is an indication of investment rates and interest earned on the School District's construction bond proceeds.

Draw schedule is an illustration only and investment rates are general market rates for illustration only.

Investment rates quoted are net of all fees, including insurance.

Investment rates are indicative as of 04/20/22. Investment Rates at the time of execution may vary, based on market conditions at that time.

*WISC-IS rate shown as of 4/19/22.

McFarland
SUMMARY SHEET

MEETING DATE: Monday, April 25, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer, Andrew Bremer,
Comm & Eco Dev Director, Aaron Chapin, Police Chief, Chris
Dennis, Fire/Rescue Chief

AGENDA ITEM: Motion to approve a request from Spartan Bowl Inc. located at 4711 Farwell Street to expand their licensed premise for the consumption of alcohol for an approximately 3,000 sq. foot outdoor area, including permission for an outdoor sporting activity with the conditions provided.

PREVIOUS ACTION:

ISSUE SUMMARY:

Spartan Bowl, 4711 Farwell St. has applied to expand their licensed premise to include an approximately 3,000 square foot outdoor consumption area in which the outdoor sporting activity of cornhole would be played. Attached is the staff report including full review and proposed conditions.

Spartan Bowl submitted the original application for an approximately 2,000 square foot consumption area that would allow an approximately 24 foot access lane to the east for cars and emergency vehicles. In working with the applicant, staff has proposed an alternate design for safety reasons that would increase the size of the area to approximately 3,000 square feet and not allow egress on the east side of the proposed area. Attached is the updated site plan with Staff's recommendation regarding the location and size of the area. The applicant is agreeable to the revised site plan and proposed area.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None

ORDINANCE REFERENCE:

Village Ordinance [11-64n](#) and [11-69](#).

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Public Safety Committee unanimously recommended approval.



Motion to recommend approval of a request from Spartan Bowl Inc., 4711 Farwell St. to expand their licensed premise for the consumption of alcohol for an approximately 3,000 sq. foot outdoor area, including permission for an outdoor sporting activity with the following conditions:

- 1. Adequate ingress/egress for the areas as required by the McFarland Fire & Rescue Department.*
- 2. Installation of security cameras for the outdoor consumption area.*
- 3. Installation of jersey barriers on the north and south side of the proposed outdoor area.*
- 4. Limiting the period the outdoor sporting/consumption area may operate to May 1st through August 31st.*
- 5. The potholes in the outdoor sporting activity area be filled in.*

ATTACHMENTS:

1. 4711 Farwell Street (Spartan Bowl) Outdoor Area Application_03.07.22
2. 4711 Farwell Street - Outdoor Sporting Activity Application
3. Review and Recommendation - Spartan Bowl
4. Approval Letter
5. F&R - 4711 Farwell Street
6. CSM 13439(2)
7. Spartan Bowl 200-Foot Buffer Map



Application for an Expansion of Licensed Premise
Pursuant to Village Ordinance Chapter 11

***Any physical change to a licensed premise requires Village board approval.**

No Fee

1. Applicant Information

Name of Individual, Partnership, LLC, or Corporation that holds the current Alcohol Beverage License:
Spartan Bowl

DBA:Spartan Bowl

Address of establishment:
4711 Farwell St

City, State and Zip Code:
McFarland WI 53558

Contact Name::
Mary Conklin

Contact Telephone Number:

2. Premise information

Current Licensed Premise:
The liquor license covers all the area inside the bar and bowling center plus the current outside patio.

Proposed Licensed Premise:
We are looking to add a seasonal fenced in area in our parking lot.

Gross floor area of the indoor licensed premise within a permanent building:
9,118

Proposed Square Footage of Outdoor Area:*

797

**Outdoor area may not be larger than 50% of the gross floor area of the licensed premise within a permanent building without a variance granted by the Village Board. To request a variance, please see section 8 of the application.*

3. Outdoor Consumption Section

Will the proposed expansion involve an outdoor consumption area:?
☒ - Yes ☐ - No, skip the remainder of section 3 of the application.

Is the proposed outdoor consumption area within 50 feet of the lot line of a parcel zoned, or used for residential purposes?*

☒ - No ☐ - Yes, see section 8 of application to request a variance

**This prohibition shall not apply to an outdoor area where an accessory apartment exists on the same parcel as the licensed premise.*

Will the outdoor area have amplified sound including but not limited to live music, loud speakers, call systems, etc.?
☐ - No ☒ - Yes.

Hours of operation for an outdoor consumption area shall be limited to Sunday through Thursday 11:00 a.m. to 10:00 p.m., and Friday and Saturday 11:00 a.m. to 11:00 p.m. Will the proposed outdoor consumption area meet this standard?

☒ - Yes ☐ - No, see section 8 of application to request a variance

Is the proposed outdoor area directly connected to the indoor licensed premise?

☒ - Yes ☐ - No

If no, please attach a security plan that explains how alcohol will be served, and how alcohol consumption will be monitored. Provide specific details on how you intend to prevent consumption outside of the licensed premise and how you will prevent underage alcohol consumption.

4. Outdoor Sporting Activity Section

Will the proposed expansion involve an outdoor sporting activity area:?

☒ - Yes ☐ - No

If yes, you will need an outdoor sporting activity application in addition to this application.

5. Attachments/Requirements

The following must be submitted with your application:

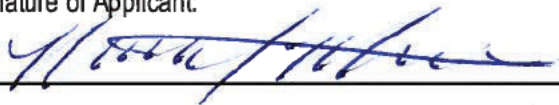
☒ - Site Plan or drawings demonstrating the size, location, surface, and building materials, fencing (if required) (not less than 4 ft in height)..

☒ - Picture of proposed fencing/fencing material. **Only required for expansion of premise with an outdoor consumption area.**

6. Certification

I certify that the information contained in this application is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Village Code of Ordinances and State Law.

Signature of Applicant:



Date:

3-7-22

7. Standards for Outdoor Consumption Area

a. The perimeter of any outdoor portion of a licensed premises shall be enclosed by a permanent, secure fence not less than four feet in height. Such fence shall be constructed of wood, plastic or metal and erected and maintained in accordance with all applicable Village Ordinance. If the outdoor portion of a licensed premises is an outdoor sports area, the enclosure may instead be made by temporary netting not less than ten feet high during the applicable sports season. Such netting shall not be installed sooner than 14 days prior to, and shall be removed no later than 14 days after, the season or the period established under Section 11-69(f)(6)c., whichever is shorter. The outdoor area shall comply with all applicable building code requirements including the provision of readily distinguishable means of egress for fire and emergency purposes.

b. Hours of outdoor consumption are restricted to 11:00 a.m. to 10 p.m. Sunday through Thursday, and 11:00 a.m. to 11:00 p.m. on Friday and Saturday.

c. Amplified music, speakers, microphones, televisions and other audio video devices shall be subject to Chapter 20, Article III of the Village Code of Ordinances regarding Noise and section 11-69(f) if applicable. Commercial zoned shall be limited to 70 db at all times. Noise is measured at the property line. Outdoor amplification of noise is not allowed after 10 p.m.

d. A conspicuous notice shall be posted at each fire exit stating: "No Beer, Liquor or Wine May Be Carried in an Open Container Beyond this Point."

e. No bar/counter service shall be permitted in outdoor areas, however, wait staff may serve in the outdoor area.

f. Except for outdoor sports activities permitted under Section 11-69, the outdoor area shall not be used for any activities other than service and consumption of food and/or drink. Smoking may be permitted in accordance with applicable State and local regulations.

g. The outdoor area shall be accessible to the disabled, and the license holder shall at all times comply with all applicable federal, state and village laws, ordinances and regulation concerning accessibility.

h. Containers for refuse disposal and regular cleanup shall be placed inside of the outdoor area.

i. If the outdoor area is used for outdoor sports activities as permitted under Section 11-69 and persons under the age of 21 are allowed to be present on the licensed premises, all persons 21 years of age or older who intend to consume alcohol beverages in the outdoor area, shall be issued a wristband that is bright in color which shall be issued only upon showing valid identification proving the person is 21 years of age or older.

j. The outdoor area shall not have an undue adverse impact upon nearby property, the character of the neighborhood, traffic conditions, parking or other matter affecting the public health, safety, welfare, or convenience.

8. Variance – ONLY COMPLETE SECTION IF YOU ARE REQUESTING A VARIANCE FROM THE MINIMUM STANDARDS IN SECTION 7.

- The above noted standards in section 7 shall be the minimum conditions of all outdoor licensed areas unless the Village Board makes a specific finding that the condition is not necessary to protect the public health, safety or welfare.

Please identify any variances requested from the minimum standards that you would like considered by the Village Board. I am requesting a variance from the following standard(s):

1. Outdoor areas are prohibited within 50 feet of the lot line of a parcel zoned, or lawfully used for residential purposes.

Proposed distance from residential lot line: _____

Explanation as to why the variance is needed/requested and why it will not cause a nuisance or concern for public health, safety and welfare:

2. The hours during which consumption may be permitted are 11:00 a.m. to 10:00 p.m. Sunday through Thursday, and Saturday and Sunday from 11:00 a.m. to 11:00 p.m.

Proposed Hours of Outdoor consumption area: _____

Explanation as to why the variance is needed/requested and why it will not cause a nuisance or concern for public health, safety and welfare:

3. The perimeter of any outdoor portion of a licensed premise shall be enclosed by a permanent, secure fence not less than four feet in height. Such fence shall be constructed of wood, plastic, or metal and erected and maintained in accordance with all Village Ordinances.

Proposed fence height and materials: _____

Explanation as to why the variance is needed/requested and why it will not cause a nuisance or concern for public health, safety and welfare:

4. Amplified music, speakers, microphones, televisions, and other audio/video devices shall be subject to Chapter 20 regarding noise, which shall limit noise on all commercial properties to 70db, and no noise allowed between the hours of 10 p.m. and 7:00 a.m.

Variance requested: _____

Explanation as to why the variance is needed/requested and why it will not cause a nuisance or concern for public health, safety and welfare:

5. The size of the outdoor area shall be not larger than 50 percent of the gross floor area of the licensed premise within a permanent building.

Proposed size of outdoor area: _____ *Percentage of gross floor area:* _____

Explanation as to why the variance is needed/requested and why it will not cause a nuisance or concern for public health, safety and welfare:



4711 Farwell St.
McFarland, WI 53558
(608) 838-8014
www.spartanbowl.com

To Whom It May Concern,

This proposal is for Spartan Bowl at 4711 Farwell St. Spartan Bowl is looking to add a seasonal area in their parking lot. This area would be used for some bags (cornhole) leagues and tournaments. We would also propose some outside tables and chairs for people to sit and have food and beverages. The attached sheets will show the general style of tables and chairs we plan to use.

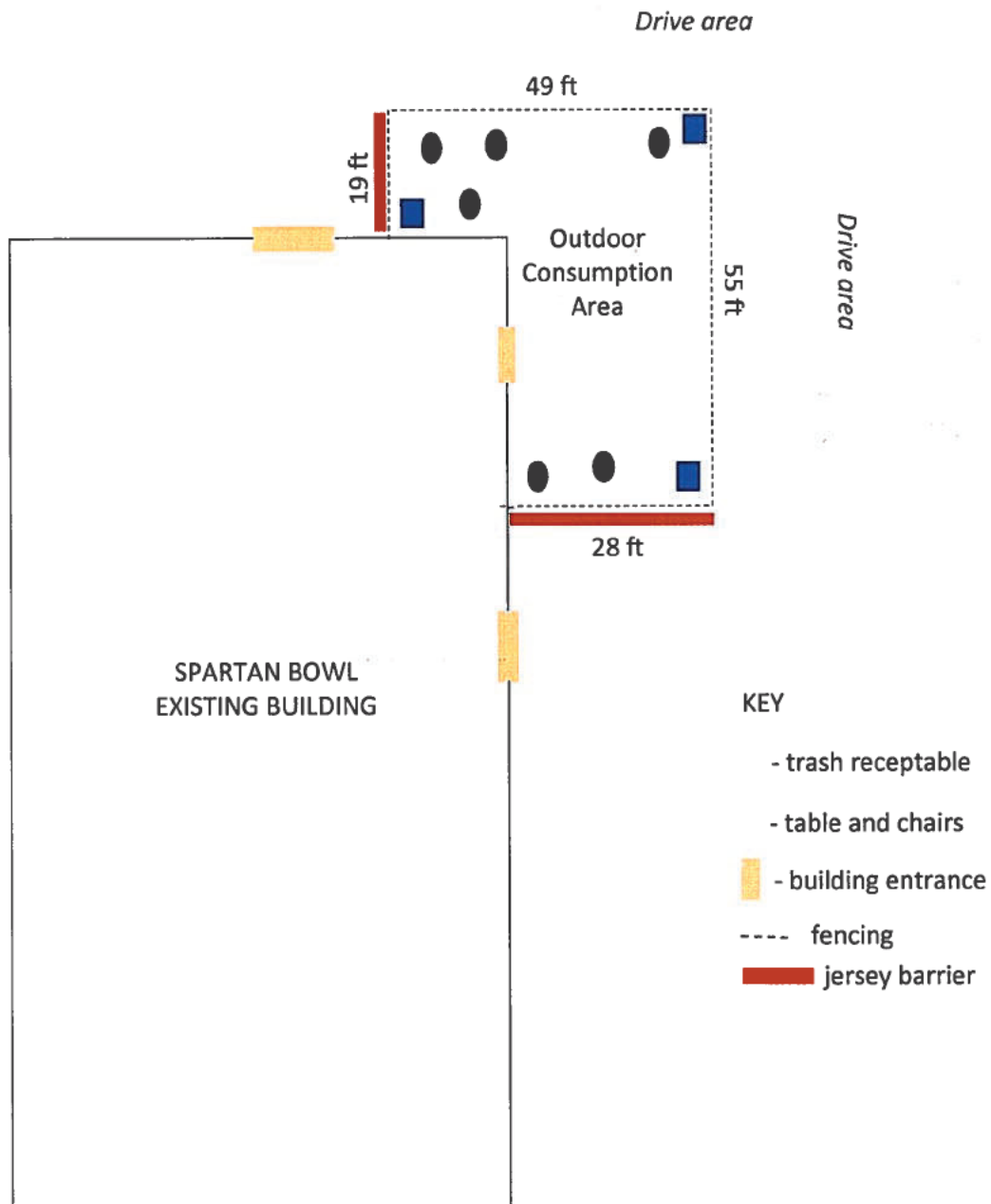
We propose to have the area fenced in to allow for the consumption of alcohol. There will be a gate included in the fence. The fence will be secured by concrete blocks. The attached sheets show the general style of fence. We will only lose 12 parking spots and 0 handicap spots. With the obvious decline in business Spartan Bowl experiences during the summer the loss of these spots will not be an issue. The proposed hours of operation for this outside area would be 9am to 9pm 7 days a week. As mentioned, this would be a seasonal area. The proposed months would be May through September.

We would be installing a camera system for the outside area. We also are going to have waitress service available. Both items will help keep track of what is taking place outside. The tables and chairs will provide seating for about 24 people. The area primarily being used for Cornhole will need a lot of the overall square footage for the playing area.

Thank you and please feel free to contact us with any questions.

Mary Conklin
General Manager

Rob Bloxham
Field Supervisor/Liquor License Agent



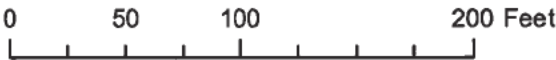
Spartan Bowl



February 24, 2022

Dane County Mask

-  Dane County Mask
-  Parcels



Trans Supply's operations are continuing as normal during the COVID-19 pandemic, construction is considered an essential business at this time.



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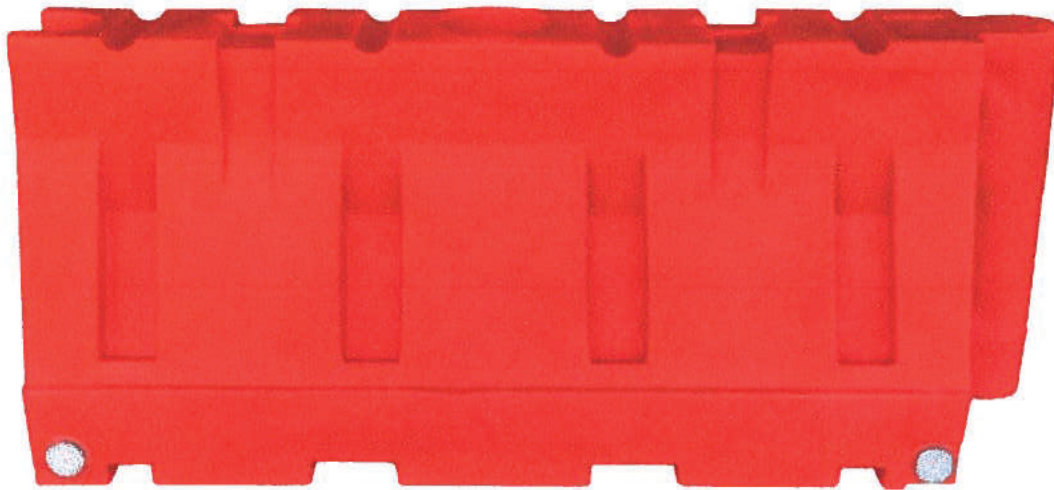
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PORTABLE 32 X 72 TRAFFIC BARRIERS





Color

Select Color

SKU: TBAR32CH

Regular Price: **\$324.95**

On Sale For: \$314.95

QTY: 4

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 (mailto:?subject=Portable 32 x 72 Traffic Barriers&body=)

DESCRIPTION

Specifications

Click Here To Download Spec Sheet (<https://www.trans-supply.com/32X72SpecSheet.pdf>)

Dimensions: 32" x 24" x 72" (H x W x L)

Wall Thickness: .275"

Capacity: 120 gallons



00000



28.75" H



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Flash Furniture

Flash Furniture Commercial Grade 35.25" Round Black Indoor-Outdoor Steel Patio Table Set with 4 Round Back Chairs

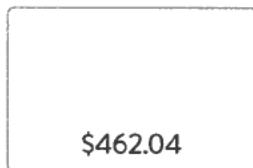
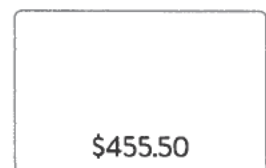
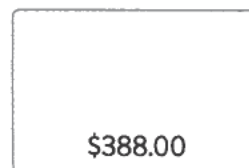
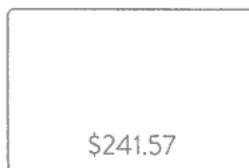
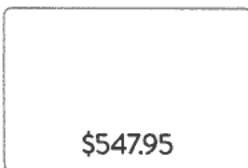
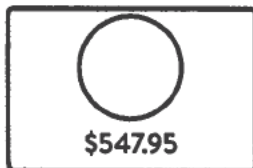
\$547.95

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Actual Color: Black



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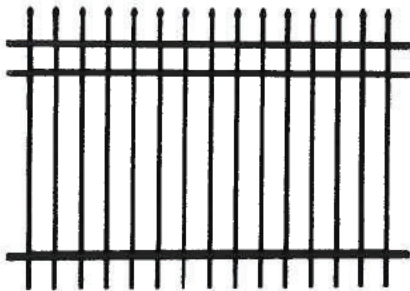


[Add to list](#)



[Add to registry](#)

EZ Fence Belleville 4 x 6 Black 3-Rail Spear top Aluminum Fence Panel
(Actual Size 48" H x 70-1/2" W)
Model Number: 1716750 | Menards • SKU: 1716750



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Available

Description & Documents

The Belleville Speartop Aluminum Fence Panel has a traditional fence style, featuring an accent of spear points across the top. The external post bracketing system makes this product easy to install.

Brand Name: **Spectrail**



Features

- Quality aluminum construction
- Easy and fast installation
- This maintenance-free product doesn't require painting as it will keep its attractive finish without rusting or peeling
- Powder coated for durability
- Posts sold separately

Specifications

Product Type	Metal Fence Panel	Material	Aluminum
Thickness	1-5/8 inch	Special Features	Rust Resistant
Overall Height	48 inch	Weight	12 pound
Overall Width	70-1/2 inch	Color/Finish	Black
Installed Height	48 inch	Rough Opening Width	70 inch
Top Style	Pointed	Shipping Dimensions	72.00 H x 48.00 W x 1.50 D
Shipping Weight	12.0 lbs	Return Policy	Special Order Merchandise (view Return Policy)

Please Note: Prices, promotions, styles and availability may vary by store and online. Inventory is sold and received continuously throughout the day; therefore, the quantity shown may not be available when you get to the store. This inventory may include a store display unit. Online orders and products purchased in-store qualify for rebate redemption. Mail-in Rebate is in the form of merchandise credit check, valid in-store only. Merchandise credit check is not valid towards purchases made on MENARDS.COM®. By submitting this rebate form, you agree to resolve any disputes related to rebate redemption by binding arbitration and you waive any right to file or participate in a class action. Terms and conditions available at www.rebateinternational.com®.



Application for an Outdoor Sporting Activity License
Pursuant to Village Ordinance Chapter 11

***Any physical change to a licensed premise requires Village board approval.**

No Fee

1. Applicant Information

Name of Individual, Partnership, LLC, or Corporation that holds the current Alcohol Beverage License:
Spartan Bowl Inc

DBA: Spartan Bowl

Address of establishment:
4711 Farwell St

City, State and Zip Code:
McFarland WI, 53558

Contact Name and address:
Rob Bloxham [REDACTED]

Contact Telephone Number:

[REDACTED]

2. Outdoor Sport Activity Questionnaire

Description of Sporting activity:

Bags (cornhole) area

Date and duration of time for the proposed activity or event:

April 15th to September 1st.

Proposed square footage and accurate description of portion of licensed property to be used:
797 square feet. We are using the corner of the parking lot on Kens automotive side.

Good Faith Estimate of the number of participants and spectators:

We hope to have 3 sets of boards so 12 people will play at a time plus about 4 to 6 tables. Our estimate would be 40 to 50 people max.

3. Outdoor Sporting Activity Standards

Are the restroom facilities on the premise currently adequate for the increase in participants and spectators?

☒ - Yes ☐ - No

If No, the licensee shall provide a number of portable restrooms sufficient to service the estimated number of persons.

Is the proposed outdoor sporting activity area within 200 feet of any dwelling?

☐ - Yes ☒ - No

Will persons under the age of 21 be allowed to be present on the licensed premise?

☐ - Yes ☒ - No

*If Yes, all persons 21 years of age or older who intend to consume alcohol in the outdoor sports area, shall be issued a wristband that is brightly colored and only issued upon showing a valid identification proving they are 21 years or old. .

4. Attachments/Requirements

The following must be submitted with your application:

☒ - Site Plan or drawings demonstrating the size, location, surface, and building materials, fencing(if required) (not less than 4 ft in height). In addition, the site plan should identify adequate parking is available for the proposed activity or event.

5. Certification

I certify that the information contained in this application is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Village Code of Ordinances and State Law.

Signature of Applicant:

Date:

3-18-22

6. Standards for Outdoor Sporting Activities

a. Approval of an application shall not act to permit outdoor consumption of alcohol beverages on the property. Outdoor consumption shall be permitted only in outdoor areas included within licensed premises pursuant to [Section 11-64\(n\)](#). **All conditions of an outdoor consumption area must be followed in addition to the provisions outlined below. **

b. If the proposed outdoor sports area is on a property that, at the time of the original application is adjacent to any residential property or within 70 feet of any residential property the following regulations shall apply:

1. Outdoor lighting shall conform to an approved lighting plan prepared by a professional lighting engineer. The plan shall certify that the outdoor lighting shall not permit any light trespass onto any residential property greater than .01 footcandles.
2. Whistles shall not be used except as required to call for stoppage of play.
3. Use of the outdoor sports area shall be limited to the period between April 1 and November 1.

For purposes of this section, a "residential property" is any property, located in a zoning district identified in [Section 62-69](#) of the McFarland Municipal Code, excluding the A-1 or CO district, upon which a residential use exists as a legal or legal-nonconforming use, or upon which a residential use is to commence as evidenced by a building permit authorizing creation of a residential use having been filed with the Building Inspector

c. The outdoor sports area shall have all lights for competition turned off and no alcohol shall be possessed or consumed within the outdoor sports area after 9:30 p.m.

d. Amplified music, audio speakers, microphones, televisions or other audio or video devices are prohibited.

e. The licensee shall clean up all garbage and debris relating to the activity or event at least once per 24 hours during the activity or event.

f. The licensee shall not permit the noise level of the activity or event to exceed 75 dB, measured at any border of the licensee's real property.

g. Failure of the licensee to comply with any of the provisions of this Section shall be grounds for suspension, nonrenewal or revocation of the licensee's alcohol beverage license.

MEMORANDUM

To: Public Safety Committee and Village Board

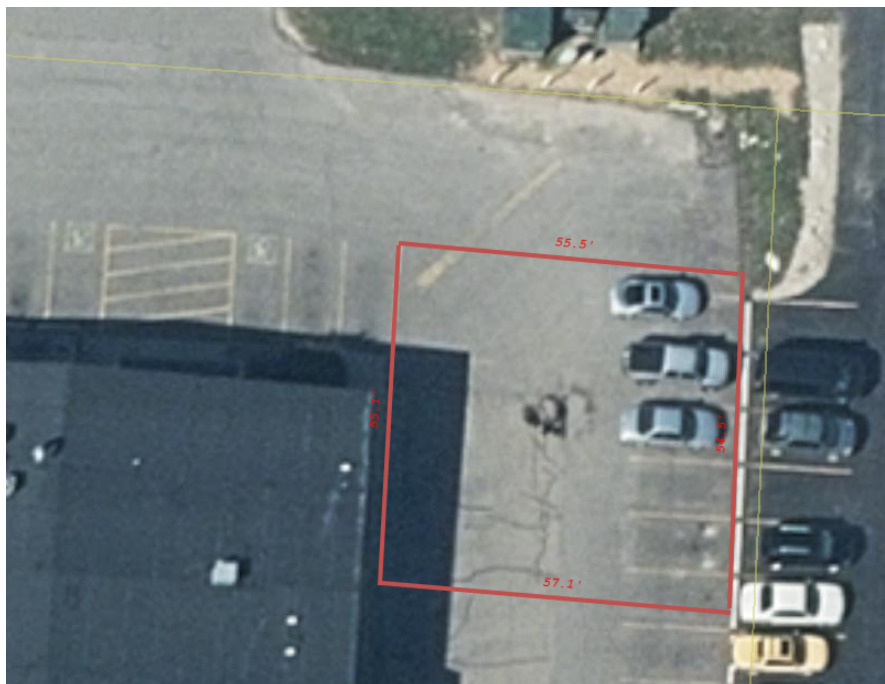
From: Cassandra Suettinger, Village Clerk/Treasurer, Andrew Bremer, Community & Economic Development Director, Aaron Chapin, Police Chief, Chris Dennis, Fire & Rescue Chief.

Date: April 8, 2022

RE: Expansion of Premise for Spartan Bowl, 4711 Farwell St.

Background: The current licensed premise for Spartan Bowl is the approximately 9,100 square foot building and approximately 813 foot outside patio in the front of the building.

Proposal: Spartan Bowl is proposing to add an approximately 3,000 square feet outdoor consumption/sporting activity area. The area would be active from May through September based on the application. Note, page three of the application describes the proposed size of the site as 797 square feet; however, based on the dimensions of the site plan on page 10 of the application, the size of the site is 1,939 square feet. In conversations with Staff after submittal of the application, the applicant desires to expand the area to roughly 55'x55' as show in the image below. This would provide them additional playing and seating areas, while reducing the amount of jersey barriers they might need to install. The applicant initially assumed that a fire lane would be necessary between the eastern side of the proposed fenced in area and the eastern lot line (i.e., where the vehicles are shown parked in the image below). The Fire Inspector has indicated that since the Fire & Rescue Department has access to almost 75% of the building from threes sides, and there is no fire hydrant within the area, a fire lane would not be required within this corner of the site. For references purposes a regulation cornhole court is approximately 10'x40'.



Review: Village Ordinance 11-64(n) outlines the conditions and requirements for a premise and outdoor consumption areas within the Village. Below is a review of the proposal and its compliance with the required conditions.

1. Any application for a new license, the renewal of an existing license or a change in the description of licensed premises which seeks to include an outdoor area within the licensed premises' description shall require notice to each person owning property within 500 feet of the proposed licensed premises. The applicant shall prepay the cost of sending such notice before the notices are sent. The notice shall include a copy of the application and the date, time and location of any public hearings or other public meetings at which the application is scheduled to be considered.

A notice was sent to all property owners within 500 feet of the propose licensed premise notifying them of the dates and times of the Public Safety and Village Board meetings along with a copy of the proposed site plan.

2. The application shall be accompanied by detailed plans or drawings demonstrating the size, location, surface and building materials, and use of the outdoor area, including fencing and signage, and any other information necessary to determine compliance with this Subsection. The outdoor consumption application, along with associated plans and drawings, shall be reviewed for a recommendation by the Public Safety Committee and a final decision made by the Village Board.

Attached are the detailed plans outlining all the required items for the review and recommendation of the Public Safety Committee.

3. In addition to any specific conditions imposed under Subsections (2) and (3), the following shall be minimum conditions of all licenses with respect to outdoor areas unless the Village Board makes a specific finding that the condition is not necessary to protect the public health, safety or welfare:

a. Restricting the hours during which alcohol consumption may be permitted within the outdoor area;

No restrictions recommended.

b. Requiring additional parking beyond the minimum required by the Zoning Code;

Staff's inspection of the lot showed there were approximately 102 parking stalls; however, due to faded parking stall striping it was difficult to determine an exact amount. The 55' x 55' outdoor area would eliminate approximately 14 parking stalls. The outdoor area is intended to be temporary and would only be active May through September according to the application. This period is the slow period for the bowling alley, so parking would not be an issue as the proposed cornhole sporting activity would not be occurring at the same time as bowling league activities, except for September. It's unclear when fall bowling leagues start-up again but it is assumed at

the beginning of September. The proposed 55'x55' area will shift more patron vehicle traffic to the west and rear of the property near Kwik Trip. As noted in the CSM in the packet, there is an existing ingress and egress easement along the shared lot line with Kwik Trip, which presumably allows for access to the rear of the bowling alley along the shared lot line.

Staff recommends setting the dates for the outdoor area to ensure it won't conflict with traditional bowling leagues due to the higher parking demand. For example, May 1st through August 31st.

c. Regulation of lighting and screening;

The request does not include additional lighting fixtures to the outdoor area. There are lighting fixtures by the adjacent entry doors. Given that the proposed use will occur during the summer, and the stated daily ending time of 9pm, natural day lighting should be sufficient to serve the area.

Staff recommends the area be monitored by security camera. Spartan Bowl has confirmed they will utilizing Mid-Wisconsin Security and likely have a multi-camera and DVR system.

d. Any conditions recommended by the Public Safety Committee;

To be determined as part of the discussion in the meeting.

e. Any conditions imposed by the Plan Commission as part of its required site plan review under [Section 62-310](#) of this Code

Plan Commission will take up discussion on the outdoor area on April 18th.

4. In addition to any specific conditions imposed under Subsections (2) and (3), the following shall be minimum conditions of all licenses with respect to outdoor areas unless the Village Board makes a specific finding that the condition is not necessary to protect the public health, safety or welfare:

a. Outdoor areas are prohibited within 50 feet of the lot line of a parcel zoned, or lawfully used for residential purposes. This prohibition shall not apply to prohibit an outdoor area where an accessory apartment exists on the same parcel as the licensed premises.

Compliant. The outdoor patio area is not within 50 feet of the lot line of a parcel zoned for residential purposes.

b. The hours during which alcohol consumption may be permitted within the outdoor area is restricted to 11:00 a.m. to 10:00 p.m. Sunday through Thursday; and 11:00 a.m. to 11:00 p.m. on Friday and Saturday.

Compliant.

c. *The perimeter of any outdoor portion of a licensed premises shall be enclosed by a permanent, secure fence not less than four feet in height. Such fence shall be constructed of wood, plastic, or metal and erected and maintained in accordance with all applicable Village ordinances. If the outdoor portion of a licensed premises is an outdoor sports area, the enclosure may instead be made by temporary netting not less than ten feet high during the applicable sports season. Such netting shall not be installed sooner than 14 days prior to, and shall be removed no later than 14 days after, the season or the period established under Section 11-69(f)(6)c., whichever is shorter. The outdoor area shall comply with all applicable building code requirements including the provision of readily distinguishable means of egress for fire and emergency purposes.*

Compliant. The applicant is proposing to surround the playing area with 4-foot high metal fence panels that would be secured by concrete blocks for weight, but not affixed to the pavement. Because the outdoor consumption/sporting activity area is located in the parking lot adjacent to locations of vehicle movement, staff recommends consideration for jersey barriers to be installed on the perimeter of the consumption area to protect patrons. The application includes an example of the proposed jersey barriers. With the updated site plan and extending the consumption area to the east lot line, jersey barriers would only be necessary on the northern and southern sides of the proposed area. Additionally, the Fire Inspector is requiring the installation of two egress exists for the area.

d. *Amplified music, speakers, microphones, televisions or other audio or video devices shall be subject to Chapter 20, Article III of the Village Code of Ordinances regarding Noise and Section 11-69(f) if applicable.*

Compliant.

e. *The outdoor area shall not have an undue adverse impact upon nearby property, the character of the neighborhood, traffic conditions, parking or other matter affecting the public health, safety, welfare, or convenience.*

Compliant.

f. *The size of the outdoor area may not be larger than 50 percent of the gross floor area of the licensed premises within a permanent building. Interior building capacity shall not be increased as a result of the addition of the outdoor area. The playing area of any outdoor sports area permitted under Section 11-69 shall not be included for purposes of determining compliance with this subparagraph so long as the playing area is not permitted to be occupied by persons not participating in the sporting activity for which the playing area is designed.*

Compliant. The total gross floor area of the current indoor licensed area is 9118, Spartan Bowl currently has an approximately 820 square foot patio in front. The proposed 3,000 consumption area would be within what is allowable within the 50% threshold provided by ordinance.

g. *A conspicuous notice shall be posted at each fire exit stating: "No Beer, Liquor or Wine May Be Carried in an Open Container Beyond this Point."*

Compliant. Applicant is aware of requirement.

h. No bar/counter service shall be permitted in outdoor areas, however, wait staff may serve in the outdoor area.

Complaint. Applicant is aware of requirement.

i Except for outdoor sports activities permitted under Section 11-69, the outdoor area shall not be used for any activities other than service and consumption of food and/or drink. Smoking may be permitted in accordance with applicable State and local regulations.

Compliant.

j. The outdoor area shall be accessible to the disabled, and the license holder shall at all times comply with all applicable federal, state and village laws, ordinances and regulation concerning accessibility.

Compliant.

k. Containers for refuse disposal and regular cleanup shall be placed inside of the outdoor area.

Compliant.

l. If the outdoor area is used for outdoor sports activities as permitted under Section 11-69 and persons under the age of 21 are allowed to be present on the licensed premises, all persons 21 years of age or older who intend to consume alcohol beverages in the outdoor area, shall be issued a wristband that is bright in color which shall be issued only upon showing valid identification proving the person is 21 years of age or older.

Compliant. Applicant is aware of requirement. See additional outdoor sporting activity review below.

Recommendation: As noted in sub section (3) above:

11-69 Outdoor Sporting Activity: Additionally Spartan Bowl has applied to have an outdoor sporting activity which additionally triggers the standards of Village ordinance 11-69 regarding outdoor sport activities.

Standards are as follows:

(1) Approval of an application shall not act to permit outdoor consumption of alcohol beverages on the property. Outdoor consumption shall be permitted only in outdoor areas included within licensed premises pursuant to [Section 11-64\(n\)](#).

Not applicable. Applicant has applied to expand the licensed premise to include outdoor consumption in the outdoor sporting activity as part of the same application.

(2) If the estimated number of participants and spectators shall bring the number of persons on the property above the number for which licensed premises' restroom facilities are rated

adequate, the licensee shall provide a number of portable temporary restrooms sufficient to service the estimated number of persons.

Compliant. On-site restroom facilities will be adequate for both participants and spectators as the proposed cornhole season is during is during the Bowling Alley League off season

(3) The Public Safety Committee shall not grant approval to any applicant where the outdoor sports area is within 200 feet of any dwelling.

Compliant. The proposed outdoor activity is at least 200 feet from the nearest residential dwelling. Refer to map in the packet.

(4) The applicant shall provide parking adequate for the proposed activity or event, whether on-site or through agreements with property owners shown to the Public Safety Committee's satisfaction to permit their property to be used for parking for the proposed activity or event.

Compliant. On-site parking will be adequate for proposed activity.

(5) The applicant shall show the Public Safety Committee plans adequate to provide reasonable access to participants and spectators for the event, and to limit access for all other persons.

Compliant.

(6) If the proposed outdoor sports area is on a property that, at the time of the original application is adjacent to any residential property or within 70 feet of any residential property the regulations set forth in subparagraphs a. through c. of this paragraph shall apply. For purposes of this section, a "residential property" is any property, located in a zoning district identified in [Section 62-69](#) of the McFarland Municipal Code, excluding the A-1 or CO district, upon which a residential use exists as a legal or legal-nonconforming use, or upon which a residential use is to commence as evidenced by a building permit authorizing creation of a residential use having been filed with the Building Inspector.

a. Outdoor lighting shall conform to an approved lighting plan prepared by a professional lighting engineer. The plan shall certify that the outdoor lighting shall not permit any light trespass onto any residential property greater than .01 footcandles.

b. Whistles shall not be used except as required to call for stoppage of play.

c. Use of the outdoor sports area shall be limited to the period between April 1 and November 1.

Not applicable. Proposed outdoor sporting activity is not within 70 feet of any residential property.

(7) If persons under the age of 21 are allowed to be present on the licensed premises, all persons 21 years of age or older who intend to consume alcohol beverages in the outdoor sports area, shall be issued a wristband that is bright in color which shall be issued only upon showing valid identification proving the person is 21 years of age or older.

Compliant. Applicant is aware of requirement and prepared to be compliant.

(8) The outdoor sports area shall have all lights for competition turned off and no alcohol shall be possessed or consumed within the outdoor sports area after 9:30 p.m.

Compliant. Applicant is aware of requirement and prepared to be compliant. While general outdoor consumption areas may serve until 10 p.m., those with outdoor sporting activities must shut down at 9:30 p.m.

(9) Amplified music, audio speakers, microphones, televisions or other audio or video devices are prohibited.

Compliant. Applicant is aware of requirement.

The Village Board may impose conditions specific to any outdoor areas of the licensed premises as deemed necessary to prevent undue adverse impacts on neighboring property, the character of the surrounding neighborhood, traffic conditions, parking or any other matter to protect the public health, safety, welfare or convenience, including, but not limited to:

- a. Restricting the hours during which alcohol consumption may be permitted within the outdoor area;
- b. Requiring additional parking beyond the minimum required by the Zoning Code;
- c. Regulation of lighting and screening;
- d. Any conditions recommended by the Public Safety Committee;
- e. Any conditions imposed by the Plan Commission as part of its required site plan review under Section 62-310 of this Code.

If recommended for approval, staff recommends the following conditions be required as part of approval along with any other conditions provided from the Committee:

1. Adequate ingress/egress for the areas as required by the McFarland Fire & Rescue Department.
2. Installation of security cameras for the outdoor consumption area.
3. Installation of jersey barriers on the north and south side of the proposed outdoor area.
4. Seasonal limits placed on when the outdoor consumption/sporting activity area can be set-up to avoid conflicts with the “traditional” bowling league season. Recommendation is to limit the outdoor area from May 1st through August 31st.

VILLAGE OF McFarland

Police Department

DATE: April 7, 2022

TO: McFarland Public Safety Committee

FROM: Aaron P Chapin, Chief of Police

REFERENCE: Recommendation of Approval

I have reviewed the Outdoor Area Application and Application for an Expansion of Licensed Premise submitted by Spartan Bowl.

I recommend approval of this application, with the conditions that were outlined by Community Development Director Bremer. The 55x55 area on the northeast corner of the building should work well if there is decent camera coverage for security cameras and as long as the staff is vigilant about not allowing underage consumption in the space. The application states persons under 21 will not be allowed in the space and the staff needs to ensure this is adhered to.

I believe that if staff follows the plan laid out in the application and the conditions offered by other Village staff, Spartan Bowl can have a successful outdoor Area at their venue.

Respectfully,



Aaron P. Chapin
Chief of Police



McFarland Fire & Rescue Department

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

(608) 838-3278 • Fax: (608) 838-3619

Emergency: 911

March

RE: Spartan Bowl Outdoor Consumption Area

I have reviewed the proposed outdoor consumption area for the Spartan in the Village of McFarland.

The proposed areas are utilizing a building exit to gain access from the inside going into the outdoor area. Therefore, there will be gates required with this proposal to accommodate emergency exits and egress of the combined occupancy load of the interior and outdoor area. The exit gates must have clearance to swing freely outward during the winter and opening hardware meeting exit requirements. Snow and ice will need to be cleared from these exits to accommodate gate function and egress.

Additional information is to provide a definitive direction on the proposal. The building occupant load of the bar and bowling area would be required to determine the exit requirements from the proposed consumption areas. The proposed location will require two exits and a possible third due to the added occupant load from the building.

Due to the proposed size of the areas and the relationship of the interior capacity, it would be recommended that the owner develop a severe weather plan for occupants during larger events. If this proposal were to proceed, it would possibly add an additional occupant load thus exceeding the 99 person occupant load limit during a severe weather event. While the building is built to code that was in place at the time, it would require additional fire prevention features if built under the current building code.

If you have any questions regarding the above, please contact me via phone at 608-838-3278 or via email at mitchell.sutter@mcfarland.wi.us

Sincerely,

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

Mitchell Sutter

Fire Inspector/Public Education Specialist

Cc: Chris Dennis, Fire & EMS Chief (McFarland Fire & Rescue Department)

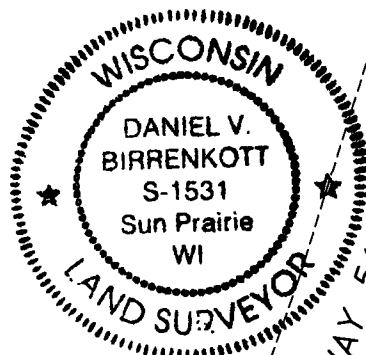


**BIRRENKOTT
SURVEYING, INC.**

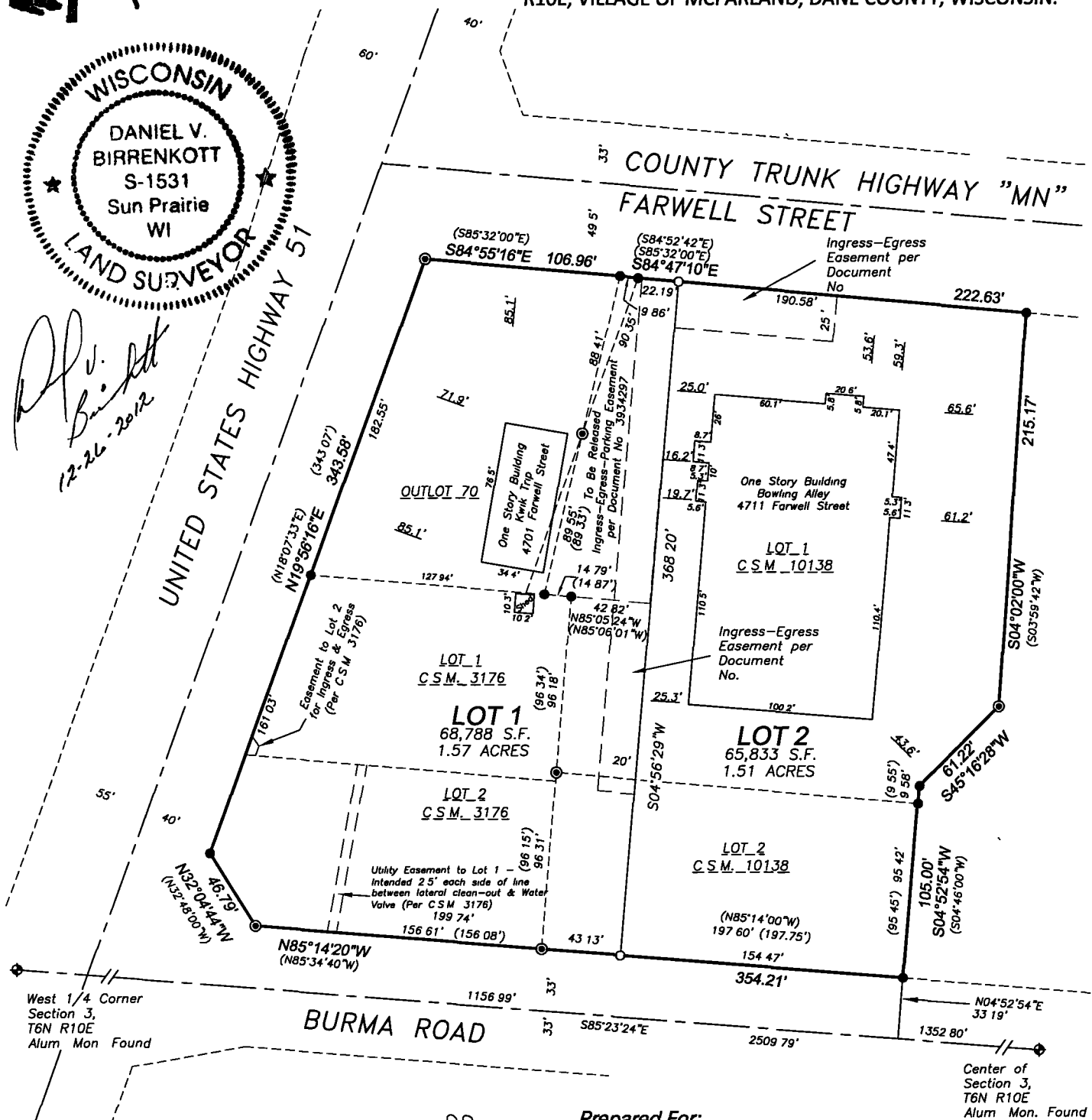
P.O. Box 237
1677 N. Bristol Street
Sun Prairie, WI. 53590
Phone (608) 837-7463
Fax (608) 837-1081

CERTIFIED SURVEY MAP

LOT 1 AND 2, CERTIFIED SURVEY MAP 3176, LOTS 1 AND 2 OF
CERTIFIED SURVEY MAP NO. 10138, OUTLOT 70, ASSESSOR'S
PLAT OF THE VILLAGE OF MCFARLAND LOCATED IN THE
SOUTHWEST 1/4 OF THE NORTHWEST 1/4 AND THE
SOUTHEAST 1/4 OF THE NORTHWEST 1/4 OF SECTION 3, T6N,
R10E, VILLAGE OF MCFARLAND, DANE COUNTY, WISCONSIN.



D.V. Birrenkott
12-26-2012



West 1/4 Corner
Section 3,
T6N R10E
Alum Mon Found

Center of
Section 3,
T6N R10E
Alum Mon. Found

Legend:

- = Found 3/4" Iron Bar
- ⊙ = Found 1" Iron Pipe
- = 1"x24" Iron pipe set
min wt = 1.13#/ln ft.
- () = Recorded as data

BEARINGS REFERENCED TO THE
EASTERLY LINE OF LOT 1, CERTIFIED
SURVEY MAP NO. 10138, RECORDED
BEARING S04°02'00"W

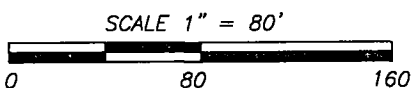
Prepared For:

KWIK TRIP
1626 Oak Street
La Crosse, WI 54602

Notes:

Utility Easement: No poles or buried cables are to be placed on any lot line or corner.
The disturbance of a survey stake by anyone is in violation of Section 236.32 of Wisconsin Statutes.
Wetlands if present have not been delineated.
This survey is subject to any and all easements and agreements both recorded and unrecorded.
Refer to building site information contained in the Dane County Soil survey.

SHEET 1 OF 2
Office Map No. 120291



CERTIFIED SURVEY MAP NO. 13439
VOLUME 87 PAGE 168
DOCUMENT NO. 4955661



CERTIFIED SURVEY MAP

DATED: August 6, 2012

Birrenkott Surveying, Inc.

P O Box 237
1677 N Bristol Street
Sun Prairie, Wisconsin 53590
Phone (608) 837-7463
Fax (608) 837-1081

Surveyor's Certificate:

I, Daniel V. Birrenkott, herby certify that this survey is in full compliance with Chapter 236.34 of Wisconsin Statutes. I also certify that by the direction of the owners listed hereon, I have surveyed and mapped the lands described hereon and that the map is a correct representation of all the exterior boundaries of the land surveyed and the division of that land, in accordance with the information provided.

Daniel V. Birrenkott 12-26-2012
Daniel V. Birrenkott, Registered Land Surveyor No. S-1531

Description:

Lot 1 and 2, Certified Survey Map (C S M) 3176, recorded in Vol. 12 of C S M , Page 233, as Document No 1621369, in the Village of McFarland, Dane County, Wisconsin, except that part conveyed by Warranty Deed recorded in Volume 18128 of records, Page 1 as Document No 2330769, also Lots 1 and 2 of C S M. No 10138 recorded in Volume 59 of C S M's of Dane County on Pages 191, 192 and 193, as Document No 3359815 and all of Outlot 70, Assessor's Plat of the Village of McFarland Located in the Southwest 1/4 of the Northwest 1/4 and the Southeast 1/4 of the Northwest 1/4 of Section 3, T6N, R10E, Village of McFarland, Dane County, Wisconsin. Described as follows Commencing at the West 1/4 Corner of said Section 3, thence S85°23'24"E, 1156.99 feet along the South line of said Northwest 1/4, thence N04°52'54"E, 33 19 feet to a point on North right-of-way line of Burma Road and the Southeast corner of Lot 2 C. S M No 10138 and the point of beginning, thence N85°14'20"W (recorded as N85°34'40"W), 354 21 feet along said right-of-way line; thence continuing along said right-of-way line N32°04'44"W (recorded as N32°48'00"W), 46 79 feet to a point on the East right-of-way line of United States Highway '51'; thence N19°56'16"E, 343.58 feet (recorded as N18°07'33"E, 343 07 feet) along said East line to a point on the South right-of-way line of County Trunk Highway 'MN' (a k a Farwell Street) thence S84°55'16"E (recorded as S85°32'00"E), 106 96 feet along said right-of-way line, thence S84°47'10"E (recorded as S85°32'00"E & S84°52'42"E), 222.63 feet to the Northeast corner of Lot 1 of C S M No 10138 Thence S04°02'00"W, 215 17 feet along the East line of Lots 1 and 2 of C S M No.10138 , thence continuing along said East line S45°16'28"W, 61.22 feet, thence continuing along said East line S04°52'54"W (recorded as S04°46'00"W), 105 00 feet to a point on the North right-of-way line of Burma Road and the point of beginning Containing 134,621 square feet or 3.09 acres.

Owners Certificate:

As owner, I hereby certify that I have caused the lands described on this Certified Survey Map to be surveyed, divided, mapped and dedicated as shown on this Certified Survey Map I also certify that this Certified Survey Map is required to be submitted to the Village of McFarland for approval.

HRZ LLP

Donald P. Zietlow
Donald P. Zietlow, Managing Partner

State of Wisconsin)

Dane County SS)

Personally came before me this 31st day of November, 2012, the above owners, to me known to be the persons who executed the foregoing instrument and acknowledged the same

James R. Herrick
Notary Public, Dane County, Wisconsin

Owners Certificate:

As owner, I hereby certify that I have caused the lands described on this Certified Survey Map to be surveyed, divided, mapped and dedicated as shown on this Certified Survey Map I also certify that this Certified Survey Map is required to be submitted to the Village of McFarland for approval

Ore, Inc

Jim Walker, U.P.
Jim Walker, Vice President

State of Wisconsin)

Dane County SS)

Personally came before me this 26th day of Dec., 2012, the above owners, to me known to be the persons who executed the foregoing instrument and acknowledged the same

Andrea M. Dalson
Notary Public, Dane County, Wisconsin

Village of McFarland Approval Certificate:

This Certified Survey Map, including any dedications herein, has been duly filed and approved by the Village of McFarland, Dane County, Wisconsin

This 19th day of NOVEMBER, 2012

Deb Neal, Village Clerk

Surveyed For:

KWIK TRIP
1626 Oak St.
La Crosse, WI 54602

Surveyed: TAS
Drawn: TK
Checked: DVB
Approved: DVB
Field book: 329/21-27
Tape/File: J:\2012\

Sheet 2 of 2
Office Map No 120291CSM

Register of Deeds Certificate:

Received for recording this 28th day of JAN, 2012-2013

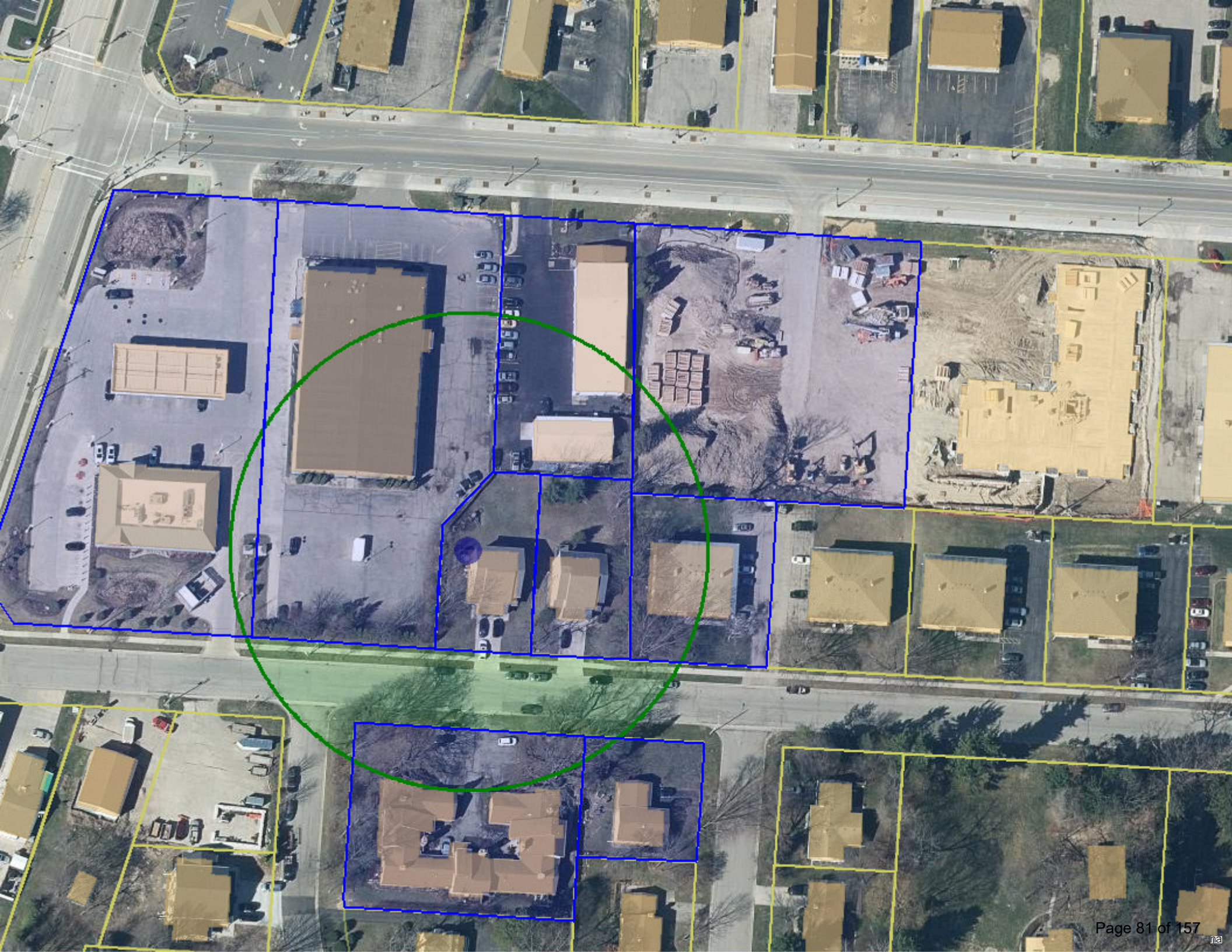
at 3:11 o'clock P m and recorded in Volume 87 of Certified Survey

Dane
Maps of 1 County on Pages 168-169

Document No. 4955661

Certified Survey Map No. 13439, Volume 87, Page 169

Received by 1/25/2013 4:00pm



VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, April 25, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer, Chris Dennis, Fire/Rescue Chief, Aaron Chapin, Police Chief, Jim Hessling, Public Works Director

AGENDA ITEM: Motion to approve an application from the McFarland Soccer Club to hold the 'Shake the Shelter' event on May 14, 2022 from 6:00 pm to 10:00 pm at William McFarland Park including consideration for an event permit, event permit fee waiver, and a Temporary Class B license to sell fermented malt beverages and wine.

PREVIOUS ACTION:

ISSUE SUMMARY:

The McFarland Soccer Association has applied for an event permit to hold the 'Shake the Shelter' event on May 14, 2022 and a Temporary Class B License to sell beer and wine for the event. The event is a fundraising event for the Association that will feature a fenced-off tent area with a band and alcohol sales.

Attached are the review letters and conditions put forth by the Police Chief, Fire & Rescue Chief and Public Works Director.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

Chapter 36 - Events Requiring a Permit

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval.

Motion to recommend approval of an application for an event permit and temporary picnic license for the McFarland Soccer Association to hold the 'Shake the Shelter' event on May 14, 2022 from 6 p.m. to 10 p.m. and approve the request for waiver of the event permit fee with the conditions provided from the Police Chief, Fire & Rescue Chief and Public Works Director.



ATTACHMENTS:

1. Shake The Shelter - MSC Spring Fundraiser Event Permit Application - Community Organizations Submission_Redacted
2. Soccer Club Temp Class B Application_Redacted
3. Shake the Shelter Site Plan
4. Approval Letter - PD - Shake the Shelter
5. Approval Letter - FR - Shake the Shelter
6. Approval Letter - PW - Shake the Shelter



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.
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Applicant Information

Name of Primary Contact (First, Middle Initial, Last)	Katie Vogelsang
Phone Number	
Address	
Email Address	



Event Permit Application - Community Organization

Agency / Organization Information (If Applicable)

Agency / Organization Name	McFarland Soccer Club
Address	PO Box 73 McFarland, WI 53558

Event Information

Name of Event	Shake The Shelter - MSC Spring Fundraiser
Type of Event	Fundraiser for McFarland Soccer Club
Location of Event	William McFarland Park - Soccer Complex
Event Date(s)	May 14
Event Time(s)	6pm-10pm
Total Number of Anticipated Attendees	150-300
Total Number of Attendees Anticipated Being at the Event at One Time	200
Setup Start Time	May 14 - 10am
Tear-Down End Time	Sunday, May 15 9am

Event Permit Application - Community Organization

Public or Private Event

Open to the Public

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

No

Will there be outdoor amplified sound?

Yes

Please describe.

Llive band from 7pm-10pm

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

No

Will alcohol be consumed?

Yes

Will minors be present where alcohol is served? All events that allow for the presence of minors where alcohol is served require a variance from the Village Board.

No

Will alcohol be sold?

Yes

If alcohol will be sold, a temporary alcohol license is required. Please contact the Clerk at 608-838-3153. The forms may also be accessed on our [Licenses and Permits page](#).

Will a Village park be used?

Yes

Please identify the park.

William McFarland Park

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

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

Yes

You are required to contact Diggers Hotline at 800-242-8511 no less than 5 days prior to the event to provide a location.

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

No

Will the event include any mobile food carts?

No

Will the event include any vendors?

No

Event Permit Application - Community Organization

Required Attachments

Event Details & Security Plan

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

We did meet with Chief Chapin on March 25 to discuss security, checking ID's, fencing around the event.

Event Coordinators

The Village requires each event to identify event coordinators who shall serve as direct contact for the event. They 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**

Katie Vogel ang

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

Tent

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

12pm-11pm

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

03/25/2022

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

03/25/2022

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10⁰⁰

Application Date: 04/04/2022

☐ Town ☒ Village ☐ City of McFarland

County of Dane

The named organization applies for: (check appropriate box(es).)

☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

☒ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 05/14/2022 and ending 05/14/2022 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

- ☒ Bona fide Club ☐ Church ☐ Lodge/Society
☐ Veteran's Organization ☐ Fair Association or Agricultural Society
☐ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name McFarland Soccer Club

(b) Address P.O. Box 73

(Street)

☐ Town ☒ Village ☐ City

(c) Date organized 08/19/2018

(d) If corporation, give date of incorporation 08/19/2018

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☐

(f) Names and addresses of all officers:

President Larry Gates

Vice President Michelle Sampson

Secretary N/A

Treasurer Michael Vega

(g) Name and address of manager or person in charge of affair: Michael Vega [REDACTED]

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 4820 Marsh Rd

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? All

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: McFarland Soccer Shelter area and North side of building app. 100 sq. yards

3. Name of Event

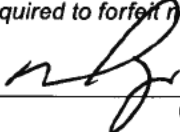
(a) List name of the event Shake the Shelter

(b) Dates of event 04/04/2022

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer



(Signature / Date)

McFarland Soccer Club
(Name of Organization)

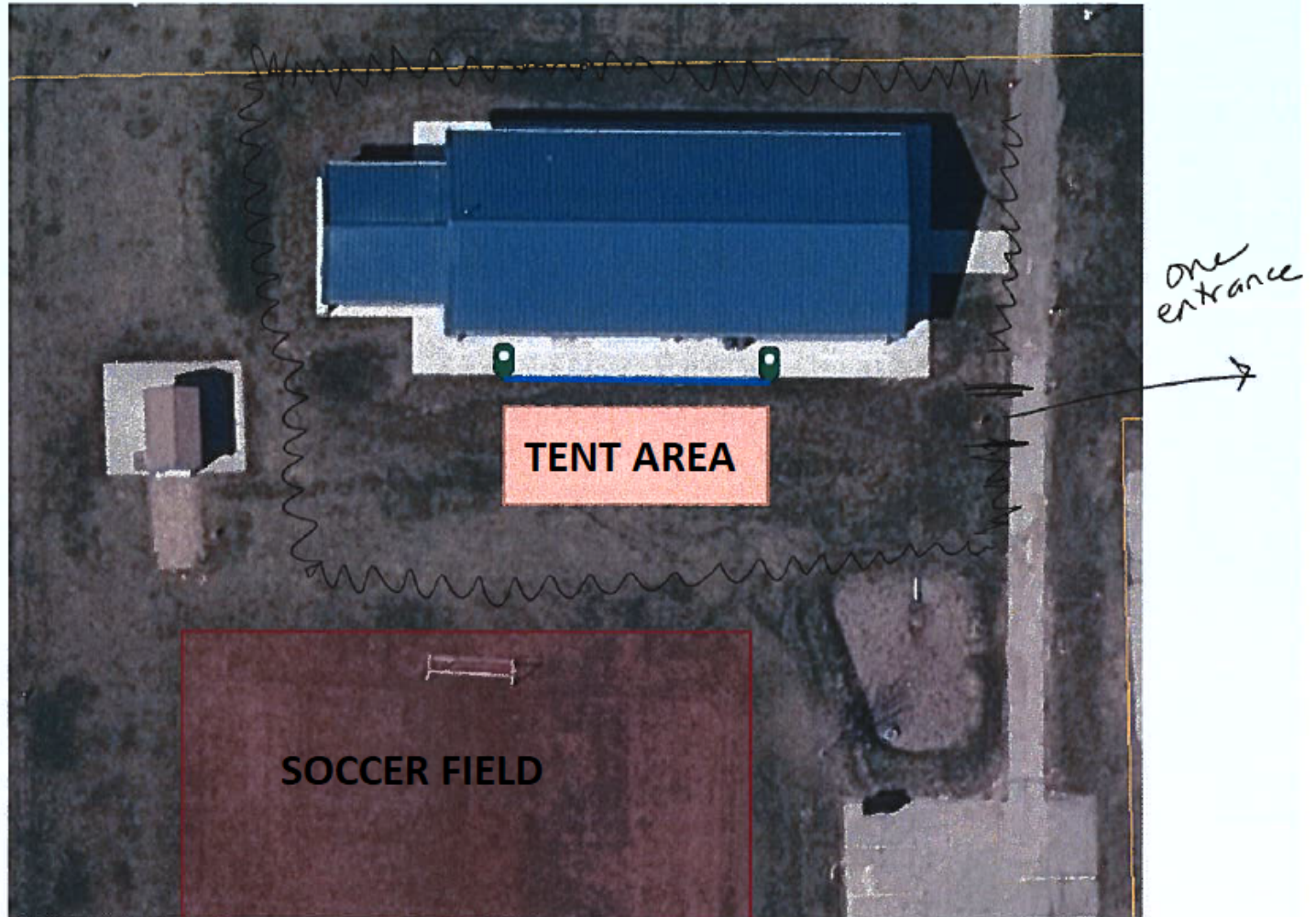
Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

Site Plan – 'Shake to Shelter' – May 14, 2022



(wavy line) = snow fence

VILLAGE OF McFarland

Police Department

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

Aaron P. Chapin | Chief of Police

DATE: April 7, 2022

TO: McFarland Public Safety Committee

FROM: Aaron P. Chapin, Chief of Police

REFERENCE: Recommendation of Approval

I have reviewed the special event license and temporary class B retailer's license applications for the McFarland Soccer Club "Shake the Shelter" event to be held May 14th at William McFarland Park. I am recommending approval of both applications, with the stipulation that the event coordinators provide proper carding of those attending the event to ensure everyone in the venue is of age.

I am requiring the area where alcohol is served to be fenced off with a double fence with six feet between the two fences. This establishes a clearly defined area where alcohol will be served and allows for a designated point of entry where ID carding will be performed. Alcohol will not be allowed outside the fenced area.

The event organizers need to ensure that there is access for emergency vehicles to the area where the music and alcohol sales are occurring.

For safety and security purposes, I am requiring the organization to have event coordinators on site (in addition to uniformed security personnel) which are clearly identifiable. The organizers will hire private security or contract with MCPD to staff the event from 5:30pm until 10:30pm. If the event has security issues which exceed the staffing capabilities, these recommendations will be revised for future events.

The organization will be carding at the point of sale to prevent underage persons from purchasing alcohol and will be using a wrist-band identification system.

Respectfully,



Aaron P. Chapin
Chief of Police

April 7, 2022

Re: Event Permit Review – Shake The Shelter - MSC Spring Fundraiser

I have reviewed the submitted event application by Katie Vogelsang, McFarland Soccer Club for the Shake The Shelter - MSC Spring Fundraiser event to occur on May 14, 2022.

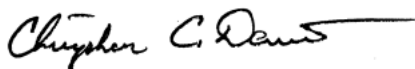
Based on our review of the application and the information provided the following conditions will be required to be in compliance with the Fire Prevention Code:

- The tent will need to be a minimum of 20' from any other buildings.
- The tent will require a fire inspection to be completed before the event, the department will tentatively plan on the afternoon of May 14, 2022.
- The fenced-in area will require at least 3 emergency exits of 72" in width, the exits may be closed during normal operation with staff designated to open in the event of an emergency.
- Fire will be required to be provided with a maximum travel distance of 75'.
- The access road will be required to be always maintained and accessible to emergency vehicles.

We would recommend a review meeting before the event to ensure the event is safe and provide ways of meeting the prevention code without causing hardship.

I recommend approval of the permit. We look forward to the event occurring.

Sincerely,



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

April 7, 2022

RE: Soccer "Shake the Shelter" event May 14, 2022

The Public Works Department has the following conditions for the above referenced event.

- Restroom clean up, supplies and upkeep during the event will be the responsibility of the permittee.
- Any turf damage or holes created by the event shall be repaired by the permittee to the satisfaction of the Public Works Department.
- No vehicles are allowed in the park during the event. All loading and unloading activities must be performed from the service road and not from or on the grass.
- Diggers Hotline MUST be notified at least 3 business days before any groundwork commences.
- Fencing and T-posts will be supplied and delivered by the village. Installation and tear down of the temporary fencing is to be performed by the permittee.
- Barricades for the purpose of blocking off the service drive will be supplied by Public Works.
- No fencing or tent installation will be allowed in the red shaded area (soccer field) depicted on the attached drawing.

I wish them well with their event.

Regards,



Jim Hessling
Director of Public Works

McFarland
SUMMARY SHEET

MEETING DATE: Monday, April 25, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer, Chris Dennis,
Fire/Rescue Chief, Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Motion to approve a Tourist Rooming House permit application from McFarland House Cafe Inc. for 5923 Exchange St. for unit one and conditionally approve issuance of a Tourist Rooming House permit for unit two with the condition an occupancy permit be issued for the second unit.

PREVIOUS ACTION:

ISSUE SUMMARY:

Shaun O'Hearn, of the McFarland House Cafe, has applied for a tourist rooming house permit for 5923 Exchange St. Currently, the coffee shop occupies the first floor of the building at 5923 Exchange St. Shaun has remodeled the two units on the second floor is requesting the ability to rent both of the units as tourist rooming houses AKA short term rentals.

The application is complete and thus, as required by ordinance, has been forwarded on to the Public Safety Committee for review. All property owners within 300 feet were notified of the date and time of the meeting and noticed of their opportunity to provide input on the request. The ordinance provides that if the PSC committee determines that the application meets the requirements of the article, it shall be forwarded to the Village Board for approval.

The Building Inspector and Fire Inspector have completed their inspection of the property(attached). The Building Inspector noted occupancy of the second unit is contingent upon the unit being fully powered. At this point, supply chain issues caused a delay in delivery of the necessary materials to fully power the unit. While the part to power the second unit was expected in late April, supply chain issues have pushed the delivery date to June. The Cafe is continuing to explore alternatives to get the second unit powered, but unfortunately, is up against the supply chain issues we have seen worldwide. Staff recommends the permit be issued for unit one and a permit for the second unit be issued upon the occupancy permit being issued by the Building Inspector.

FINANCIAL/BUDGET IMPACT:

Permitting Revenues

VILLAGE PLAN REFERENCE:

None.



ORDINANCE REFERENCE:

[Chapter 11 - Article XI - Tourist Rooming Houses](#)

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Staffs recommendation is as follows:

Motion to approve for a Tourist Rooming House permit application from McFarland House Cafe Inc. for 5923 Exchange St. for unit one and issuance of a TRH permit for unit two conditioned upon issuance of an occupancy permit for the second unit.

ATTACHMENTS:

1. Tourist Rooming House Permit Application Submission - Shaun O'Hearn_Redacted
2. Fire & Rescue Compliance Inspection
3. Comm Dev Compliance Inspection_Redacted



Tourist Rooming House Permit Application

Pursuant to Village Ordinance Chapter 11

New or Renewal	New Application
----------------	-----------------

Property Information

Tourist Rooming House Physical Address	5923 Exchange St
Name of Corporation, Limited Liability Company, Partnership, or Other Entity (if applicable)	McFarland House Cafe Inc.
Property Owner Name	Shaun O'Hearn
Property Owner Address	
Property Owner Telephone Number	
Property Owner Email Address	

Resident Agent

A resident agent must be appointed in the following situations:

- The property is not your primary residence and you reside outside a 30 mile radius from the Tourist Rooming House
- You will be absent while the property is rented (An owner is considered absent if the owner cannot be contacted and be present at the Tourist Rooming House within 45 minutes.)

NOTICE: APPLICANT SHALL IMMEDIATELY NOTIFY THE VILLAGE CLERK OF ANY CHANGE IN RESIDENCE OR INFORMATION REGARDING THE RESIDENT AGENT

Will a Resident Agent be appointed?	No
-------------------------------------	----

Application Fees

Application Fee (includes all required inspections) - \$500

Resident Agent Fee - \$50 (if applicable

Total application fees = \$500.00



Facility I formation

Provide the square footage of each room.

Bedrooms

Select the plus sign to add additional bedrooms.

i. **Bedroom Length**

14

Bedroom Width

11

Bedroom Total Square Footage

154 Square Feet

ii. **Bedroom Length**

13

Bedroom Width

12

Bedroom Total Square Footage

156 Square Feet

Dining Room

Dining Room Length 12

Dining Room Width 11

Dining Room Total Square Footage

Living Room

Living Room Length 12

Living Room Width 11

Living Room Total Square Footage

132 Square Feet

Family Room/Den (if applicable)

Family Room/Den Total Square Footage

Number of Full Bathrooms 0

Number of 3/4 Bathrooms 2

Number of 1/2 Bathrooms 0

Number of Parking Stalls 2

A 9'X18' is required for every 4 occupants.



Nuisance Response Plan

The property owner or resident agent shall be responsible for promptly responding to or causing a prompt response to a nuisance complaint arising out of the occupancy or use of the short-term rental by tenants, their visitors or their guests. A return telephone call to a complainant within 45 minutes of the initial complaint shall be deemed prompt.

Proposed Maximum Number of Overnight Guests 8

Number of Off-street Parking Spaces 32

Number of Bedrooms Available 2

Describe the manner of responding to or causing a response to a nuisance complaint, including but not limited to the manner in which the complainants(s) will be notified of the response and the method of documenting prompt responses and timely corrective action.

A log will be kept to show any and all activity regarding nuisances. A phone call will be made immediately upon response. As the owner, I am on site 6 days per week and live just over one mile from the units.

Describe the manner of assuring timely corrective action to remedy the conditions that caused the nuisance complaint. This shall include, at a minimum, a telephone call to the primary adult occupant of the short-term vacation rental within 45 minutes of the initial nuisance complaint.

A site visit and phone call will be made immediately with any complaints.



Proof of Liability Insurance

File(s) attached:



Wadena Businessowners Property Information - O'Hearn Ventures.pdf

Liability insurance must be a commercial general liability, or hotel or short-term rental policy that specifically covers liabilities arising from rental of the tourist rooming house for short-term rentals. No less than \$1,000,000 per occurrence.

A copy of Wisconsin Seller's Permit issued through the Wisconsin Department of Revenue

File(s) attached:



Scan0043.pdf

Copy of Wisconsin Seller's Permit is not required for those who will be listing the tourist rooming house **exclusively** through a lodging marketplace. Please contact the Clerk if you have questions on this provision.

For more information about Tourist Rooming House Licenses from PHMDC, please visit the [PHMDC website](#).

Site Plan

File(s) attached:



McFarland House Cafe 3rd Floor.pdf



5923 Exchange St CSM(1).pdf

A Site Plan must include location, number of units, number of people in each unit, dimensions of all rooms and common areas, laundry facilities, restroom facilities, and onsite parking dimensions.



To the Village of McFarland, Dane County, State of Wisconsin, that I the undersigned, understand that by applying for this Tourist Rooming House Permit, I am bound to all Village of McFarland Municipal Codes including Chapter 11 and any other codes or regulations that may apply. I also grant that an inspection of this property be conducted by the Village Building Inspector (or designee) and the Village Fire Inspector (or designee) prior to approval of this permit.

Certification Signature

File(s) attached:

A handwritten signature in black ink, appearing to read 'S. OVA' followed by a long horizontal stroke.

Certification Date

02/11/2022

MCFARLAND FIRE & RESCUE

INSPECTION REPORT

2-605-02 MCFARLAND HOUSE CAFÉ, 5923 EXCHANGE ST, BLDG UNNAMED, MCFARLAND WI 53558



DETAILS

Inspection Date: 04/06/2022 | Inspection Type: INSPECTION - Permit | Inspection Number: 16142 | Shift: N/A | Station: N/A | Unit: N/A | Lead Inspector: MITCHELL SUTTER | Other Inspectors: N/A

VIOLATIONS

No Violations Found

GENERAL NOTES

MITCHELL SUTTER - 04/06/2022 @ 12:00

No other fire hazards or fire code violations were observed with completed interior construction.

NEXT INSPECTION DATE

No Inspection Scheduled

CONTACT SIGNATURE

Migrated Occupancy Contact
Signed on: 04/06/2022 @ 11:20

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

INSPECTOR SIGNATURE

MITCHELL SUTTER
Signed on: 04/06/2022 @ 11:20

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

QUESTIONS ABOUT YOUR INSPECTION?

MITCHELL SUTTER
mitchell.sutter@mcfarland.wi.us
No phone number available



Tourist Room House Inspection

Per Village of McFarland Code of Ordinances

License Type:

- ☒ - New Application
☐ - Renewal Application

Information	
Premises Address: 5923 Exchange St	
Owner Name: Shaun O'Hearn	Phone: [REDACTED]
Owner Address: [REDACTED]	
Contact Name: Same	Contact Phone: Same
Agent/Contact Address: Same	

Inspection Information

Inspection Date: 7.06.22

Inspection Time: 11:00 am

An inspection of the above premises has disclosed the following:

Ord. Number	Code Section	Description of Violation	Must be completed by
----------------	-----------------	--------------------------	----------------------

☒ - No Violations Observed

☐ - Hold for Corrections

Determination

RECOMMENDATION FROM:

☐ - Fire Department ☒ - Community Development Department

☒ - Grant License ☐ - Refuse License ☐ - Noncompliant: Order No. _____

Signature: [Signature]

Date: 7.06.22

For North Unit Only

Cassandra Suettinger

From: noreply@civicplus.com
Sent: Wednesday, March 23, 2022 8:30 PM
To: Admin
Subject: Online Form Submittal: Village Committee, Commission, or Board Application

Village Committee, Commission, or Board Application

Applicant Information

Name	Kathleen Pakes
Email Address	kpakes@gmail.com
Address	5308 Wild Cherry Lane
City	McFarland
State	WI
Zip Code	53558
Phone Number	6086092921
Job/Profession	Attorney
Education	<i>Field not completed.</i>

(Section Break)

Questionnaire

What board, commission, or committee are you interested in being appointed to?	Planning or Police and Fire
Have you attended or watched a meeting of the interest listed above? If no, please do so prior to completing this application.	Yes
Why are you interested in serving?	It is important to have local community involved in local government. I am interested in fostering an open relationship between the village and citizens, and especially interested in planning for future growth. Future growth requires the

opportunity for input from Village residents. and a long term vision from Village leaders.

What else would you like to tell us about yourself and/or your interest in serving on the board, commission, or committee you listed above?

I have lived in McFarland for 12 years, have had three children graduate from McFarland High School. In a previous life, I was an elected official (Rusk County District Attorney 2001-2009). I have served on the board of non-profit organizations, including the McFarland Educational Foundation.

Email not displaying correctly? [View it in your browser.](#)

McFarland
SUMMARY SHEET

MEETING DATE: Monday, April 25, 2022

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Sayer Larson, Parks Superintendent

AGENDA ITEM: Discussion and action regarding the installation of BCycle at McDaniel Park to offer electric assist bicycle rentals.

PREVIOUS ACTION:

The Parks, Recreation, and Natural Resources Committee evaluated this proposal at their meeting on March 25, 2021 and made a recommendation of approval to the Village Board.

Implementation was delayed last year by B-Cycle as they were trying to line up appropriate contractors of which we all opted to defer this to 2022 so that we could have a full season of use.

Previously it was likely it was to be installed in July or August cutting the pilot short and not able to understand the full impact.

ISSUE SUMMARY:

At a previous committee meeting in 2021, a pilot program presentation was given by Madison BCycle. BCycle is a point of use bike rental program. The presentation expressed the desire for the pilot to be at McDaniel Park as it would likely be more successful adjacent the Lower Yahara River Trail where the boardwalk begins into the City of Madison. There may be some additional impacts to the park as a result of adding this program, but those too can be evaluated as part of this pilot.

The pilot program will have no cost to the Village. This includes all materials and installation costs required for the station. The pilot program is set to run from May to October of this year. The program will be assessed by Bcycle and information shared with the Village.

If BCycle determines the program to be successful, they have monetary requirements from the Village. They will be asking the Village to cover the capital cost of each docking station(s) located at McDaniel Park. These fees were in the area of \$1,635 for each docking station and may fluctuate. One docking station holds one bicycle.

They would also charge in the future an annual \$5,000 operating fee to the Village to operate the station at McDaniel Park.

FINANCIAL/BUDGET IMPACT:

There are no costs for the 2022 pilot program.

VILLAGE PLAN REFERENCE:

None.



ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommendation to approve the pilot program with BCycle for 2022.

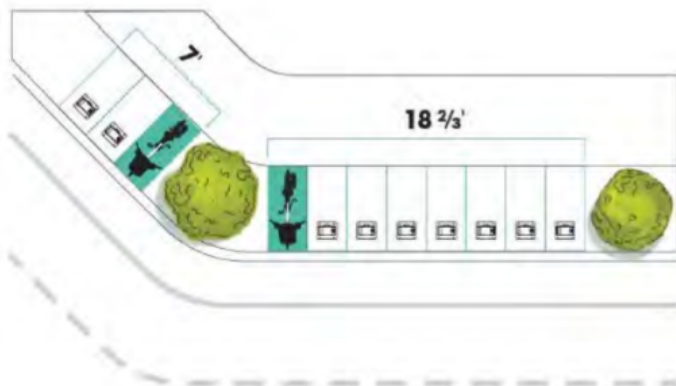
ATTACHMENTS:

1. bcyclemcDanielimages



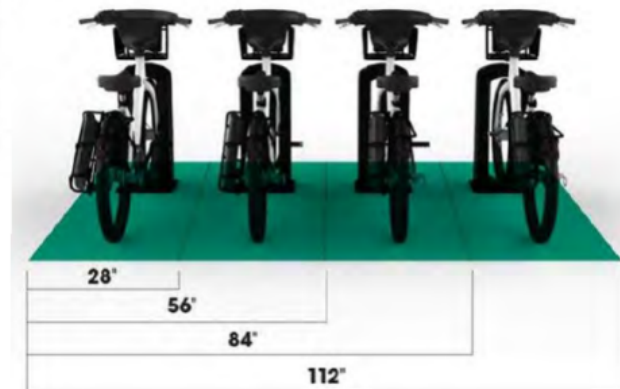
3.0 single docking technology

3.0 Station planning

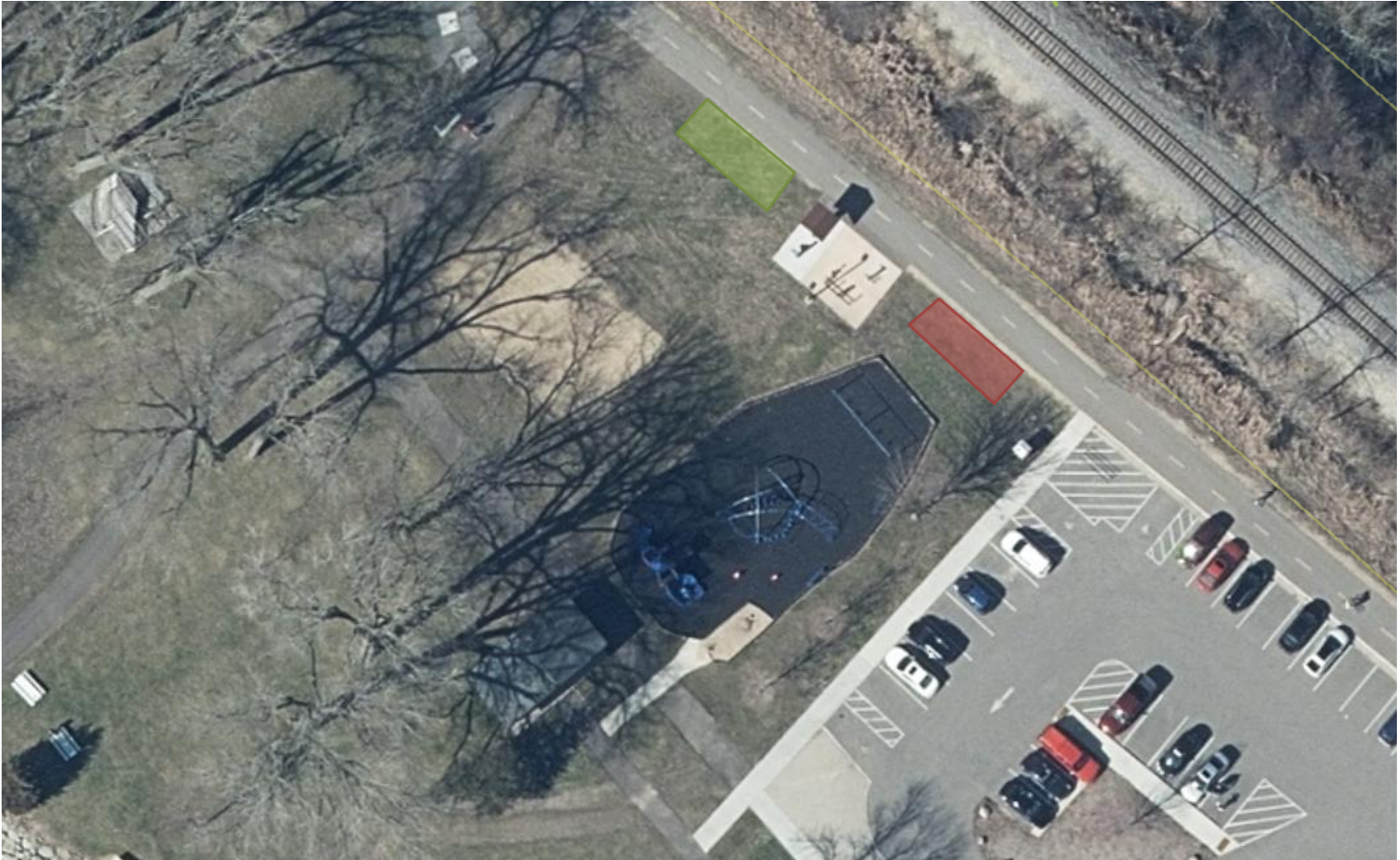


QUICK KEY:

# OF DOCKS	MIN. WIDTH
5	140" (11 2/3')
6	168" (14')
7	196" (16 1/3')
8	224" (18 2/3')
9	252" (21')
10	280" (23 1/3')
11	308" (25 2/3')
12	336" (28')



Proposed locations at McDaniel Park



McFarland
SUMMARY SHEET

MEETING DATE: Monday, April 25, 2022

SECTION: Business

DEPARTMENT: Fire/EMS

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

AGENDA ITEM: Discussion and action to approve the plan from the Fire and Rescue Department to transition to paramedic level of ambulatory service and the creation of career Lieutenant positions.

PREVIOUS ACTION:

March 9th - Public Safety Committee: These topics were introduced to the Committee as general background on the issues and opportunity to ask questions about what was presented.

March 28th - Village Board: These topics were introduced to the Committee as general background on the issues and opportunity to ask questions about what was presented.

April 9th - Police and Fire Commission: The Commission reviewed the upcoming recruitment for Paramedics and Lieutenants. They approved the process for both positions conditioned upon the Village Board authorizing the vacancies to be filled.

April 13th - Public Safety Committee: This plan to address the paramedic level of service and add lieutenant positions to the Department was presented to the Committee at this meeting. The Committee took action to recommend to the Village Board to accept the plan in order to move both items forward as presented.

April 25th - Village Board: This is the final step in the process to accept the plan as presented while authorizing the job descriptions, approving requests to fill vacancies, and adopting the side letter agreement with the Union establishing related terms. All of these remaining items follow on this agenda.

ISSUE SUMMARY:

The Village has been discussing the conversion to a paramedic level of service as well as adjusting the roles of existing positions within the Department. Part of the need for this has arisen from the fact that we currently have 4 vacancies within the Department that need to be filled of sworn career staff out of a total roster of 9 members. The vacancies are not exclusively the reason for discussing and considering these changes, but naturally are a large factor in recommending the changes that are presented.

Enclosed within your packet is a memorandum from the Fire and Rescue Chief outlining the change to paramedic level of service. Presently the Village through this Department offers



Advanced level of service which is one step below Paramedic. At some point in our recent future we will have to evolve to this level of service in order to provide advanced life support on emergency calls, availability of EMTs, remaining competitive within the market for vacant positions, and other demands on service. This was contemplated previously in 2019 through the Public Safety Analysis referenced later in this memorandum. Additionally, during the last bargaining cycle in 2021 it was discussed with the Union in which both sides wished to study the impacts further over the course of the next 3 year contract. Internally, Staff began to evaluate this further in the early part of 2022 just prior to the first vacancy being created in February. Naturally now with this many vacancies and the significant recruitment that will be needed to fill them, this discussion needed to be accelerated to ensure we were properly aligning our available resources with the services to be provided.

The second issue is the creation of the Lieutenant positions. These individuals will also staff the ambulance as paramedics. The Fire and Rescue Chief has enclosed a memorandum outlining this change as well. This creates new positions within the Department to replace existing positions already funded. This does not create additional positions to their Department roster.

The need for additional layers of supervisory support has been evident for some time and previously noted in the 2019 Public Safety Analysis again referenced later in this memorandum.

Historically, the Fire and Rescue Chief has been the only career staff in a leadership role prior to the hiring of the Administrative Captain in 2019. The remainder of the leadership positions are filled by Paid on Call Staff (volunteers) who have various responsibilities, but are not scheduled as part of a regular shift in most cases like this model proposes. Having additional layers of support within the Department is not any different than larger Departments like Public Works or Police which operate in a similar fashion. This allows for additional delegation and more efficient decision making which in emergency operations is critical. The Administrative Captain was also created in this fashion when a vacancy developed. It is common to evaluate the position and its impact within the Department prior to requesting a position being filled in case adjustments need to be made to the structure that help improve the service being provided.

In this case, given the high number of vacancies there are 3 Lieutenant level positions being requested to be filled. This will provide supervisory coverage across all three shifts whereas presently that falls on the Chief and Administrative Captain which generally work in an administrative capacity Monday through Friday.

All of these changes affect represented positions. The Union has reviewed this work and agreeable to the transition. This is accounted for with the Side Letter agenda item later on in the meeting. This information and analysis does not take into account additional positions of any capacity to the Department. It will likely take through the end of the year to fill these positions and well into next year before training is complete, probationary periods have been lifted, and we are able to full realize the changes. This will be our primary focus from a personnel standpoint to get the staffing back up to appropriate levels. Growth of the Department will still be considered as we review that in kind with all other Departments as part of the Fall budgetary process.

FINANCIAL/BUDGET IMPACT:

Enclosed within your packet please find the projected financial implications of these changes.

The 2022 Budget was used as a base year to compare to what is likely for 2023 and then



another 3 years (2024-2026). Their current agreement expires in 2023 and this attempts to similar another 3 year agreement to provide perspective on future cost implications.

The first year is the largest impact with the remaining years starting to decline. We have several positions to fill on the front end and then as existing people transition through the process that has an effect. By the end of the years shown everyone will have, in theory, completed the conversion. The total annual cost for wages and benefits each year for the next several years averages about \$60,000 per year which is a little over 5% per year. The cost per year to make these changes is roughly half of that increase from year to year averaging a little over \$30,000 per year over that same time period at approximately 50% of that total. The remainder of the increases are due to other wage and benefit changes from year to year as is common for all Staff.

The resulting impact showing growth of these expenses without these changes over that time period around 3% per year. This is reasonable as far as a projection and manageable from a budgetary process. We will continue to look at this in line with other staffing projections later in the next budget process.

Another factor to consider is revenue. This analysis adjusts wage and benefit expenses, but does not factor in revenue implications. Specifically the idea of offering paramedic level of service provides for the ability to increase fees for ambulance runs as well as keep more revenue that is diverted to paramedic intercepts. This is heavily dependent upon call volume, but estimates suggest roughly one third to half of the additional expense shown in the attachment could be paid for by new revenue essentially covering the costs of the changes. There are likely other revenue and expense implications to consider with this as well from year to year that can be evaluated as applicable. Making the conversion is financially viable based on the data that is presented and forecasted.

VILLAGE PLAN REFERENCE:

Public Safety Analysis - February 2019

The Village contracted with RW Management Group to conduct a Public Safety Analysis of our Police and Fire Departments. [Please click on this link to view that study.](#) The purpose was to help evaluate the need for a new facility (which is already under construction) as well as make recommendations on service implications. A few points to note from this plan that we are following or have followed related to Fire and Rescue:

- Service Delivery Analysis (Page 8 or 2.2) - Further integration of EMTs and Firefighters was completed with the approval of the 2021 contract. We have combined positions of EMT/Firefighters and going forward will continue that with new positions. They are presently operating in this fashion. This also references shift towards paramedic level of service.
- Staffing Analysis (Page 9 or 2.3) - Comments on adding Staff as well as 3 twenty four hour command level positions. We have since added the Administrative Captain and two additional career positions following completion of this Study. The approval to fill the vacancies for the 3 Lieutenant level positions would be in line with this report.
- Facility Needs (Page 12/13 or 2.6/2.7) - This outlines the current facility deficiencies. That is in the process of being addressed through the construction of a new Public Safety Center.



- Paramedic Service Level (Page 40 or 7.9) - Further reference is provided regarding the need to transition to paramedic level of service at some point in the future.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended Action:

Motion, second to approve the plan from the Fire and Rescue Department to transition to paramedic level of ambulatory service and the creation of career Lieutenant positions.

ATTACHMENTS:

1. 20220408 Paramedic Transition PSC Information
2. 20220422 Paramedic Transition - Lt Board Information
3. McFarland Fire and Rescue Letter of Support
4. MFR Organizational Charts
5. Fire Rescue staffing models
6. Fire and Rescue Staffing Transition Cost Implications 04222022 mgs

DATE: March 8, 2022

TO: McFarland Public Safety Committee

FROM: Fire & Rescue Chief Chris Dennis

RE: Paramedic Level of Service and 24-hour Supervisory Staff

We currently have three vacancies that will be occurring within the Fire & Rescue Department. While it is unfortunate to have the individuals leave the department, it does provide the opportunity to begin staffing the department at the paramedic level if desired. Additionally, it provides the ability to evaluate the supervisory structure and growth opportunities for our staff. In the information below, will be the recommendation to transition to the paramedic level with the hiring of new staff and the creation of a career lieutenant position.

Recommended Future Department Staffing

The department is currently staffed with 9.5 FTE positions and the modification to the 2022 staffing is to maintain a total of nine staff members. The overall future staffing recommendation is to be implemented over several years and within the normal budget process. We are recommending some changes to be made for the classification of employees being hired for filling vacancies and will not exceed the 2022 budget. The recommendation is coming simply due to cost savings from hiring staff with the knowledge, skills, and abilities that align with the department.

Recommended 2022 Level – NO INCREASE IN FTEs

- (1) Fire & Rescue Chief (M-F) - Current
- (0.5) Administrative Assistant (M-F) - Current
- (1) Administrative Captain (M-F) - Current
- (3) Lieutenants or Firefighter/Paramedic (24-Hour Shifts) – To be hired
- (1) Firefighter/Paramedic (24-Hour Shift) - Current
- (3) EMT/Firefighter (24-Hour Shift) - Current

Total staff 9.5 FTEs – no change in FTEs from the 2022 budget

Recommended Future Staff (Timeline TBD assumed to be approximately 5 years or more)

- (1) Fire & Rescue Chief (M-F)
- (0.5) Administrative Assistant (M-F)
- (1) Administrative Captain (M-F)
- (3) Lieutenants (24-Hour Shifts)
- (1) Fire Inspector (M-F)
- (6) Firefighter/Paramedic (24-Hour Shift)

Planned Utilization of Staffing 2022

- Daily station supervision
 - Primary - Lieutenants
 - Secondary - Administrative Captain or Chief when a Lieutenant is not available
- Primary Ambulance (2 members required)
 - Primary – Lieutenant, EMT/Firefighter or Firefighter/Paramedic
 - Shifts with two EMT/Firefighters or Firefighter/Paramedics will rotate by shift or call. Additionally, all three staff will respond to medical calls with the ambulance and a staff car.
 - Secondary – Paid-On-Call staff provides 3rd position on the ambulance and covers career time off.
- Fire Apparatus
 - Lieutenant, when available, will be the operator or officer on the first fire unit with a Paid-On-Call member fulfilling the opposite role.
 - If three non-Lieutenant career staff is on-duty, two will be ambulance and one will be the operator of the first fire unit.
 - The Paid-On-Call staff will fulfill all other roles.

Recommended Paramedic Transition Plan and Timeline

- Train one EMT/FF to the paramedic level.
 - Start September of 2022 and complete August of 2023
- Fill the three vacancies with individuals licensed at the paramedic level.
 - Estimated completion October 2022
- Update the operational plan with the State of Wisconsin to operate as a single paramedic level service.
 - Estimated completion Fall of 2022
- Purchase equipment and supplies to equip both ambulances at the paramedic level.
 - Utilize Funding Assistance Program for funds (no budget impact)
 - November/December of 2022
- Submit a request for DEA authorization for controlled substances.
 - Estimated completion Fall of 2022
- Train one EMT/FF and Administrative Captain to the paramedic level.

- Start September of 2023 and complete August of 2024
- Train one EMT/FF to paramedic level and begin any Paid-On-Call training.
 - Start September of 2024 and complete August 2025

Budget Impact of Transition

- Equipment
 - Advanced Airway Equipment \$2,000
 - Controlled Substance Safes \$3,900
 - Disposable Equipment \$1,500
 - DEA Authorization \$880
 - Total \$8,280 (Funding Assistance Program to be utilized)
- Training of current staff
 - Tuition \$5,000
 - Supplies \$152
 - Total \$5,152
 - Salary is assumed to be minimal based on having seven staff members working 24-hour shifts, the individual in training can be scheduled to attend training.
- Future salaries are to be negotiated with the International Association of Fire Fighters Local 311.

Common Questions About Transition to Paramedic

- Why provide Paramedic level care for all patients when paramedic interventions have a low utilization rate?
 - Provides consistent care while providing paramedic level with initial crews reducing time to intervention.
 - Provides all-inclusive care within one organization.
 - Reduces the possibility of delayed care due to rising call volumes in McFarland and throughout the County.
- What are similar communities doing for the level of EMS care?
 - All communities besides McFarland and Stoughton in southeastern Dane County are staffing at the paramedic level service or are in the process of upgrading. Stoughton has not due to have a community hospital and doesn't typically utilize paramedic level services.
 - The communities in Dane County that are not and haven't indicated to upgrade to paramedic level are Brooklyn, Cross Plains, Mazomanie, and Stoughton.
 - McFarland will soon be the largest community besides Stoughton not staffed at the Paramedic level.

- Will our ambulance be utilized by other communities for paramedic intercepts and not be available for McFarland?
 - It is possible, but the likelihood is minimal. The surrounding agencies are paramedics except for Stoughton and will not request paramedic intercepts. However, Stoughton utilizes rapid transport to Stoughton Hospital.
- How would the Paid-On-Call be affected by the service being at the Paramedic Level?
 - The Paid-On-Call staff would be utilized in a similar fashion. The current requirement with Advanced EMT is to have one Advanced EMT and one EMR or higher. With the proposed Paramedic staffing, one Paramedic is required and one EMT or higher. We currently only have one Advanced EMT that works as a crew chief on the ambulance, and they plan to transition to paramedic. The other Advanced EMTs staff as additional crew members or drivers and will still be able to and needed to do so.
- What is the availability of candidates with a Paramedic license?
 - The current market is difficult in general for any license level as it is an employee-driven market. The general information from other agencies is that obtaining candidates with a Paramedic license is difficult, but Advanced EMTs are even more challenging.
 - Madison College Graduate Information

	2018	2019	2020
Advanced EMT	39	44	22
Paramedic	13	34	64
Paramedic Technician	2	10	18
Paramedic Total	15	44	82
Difference	-19	0	60

Requested Public Safety Committee Action

- Recommend to the Village Board the transition to Paramedic level service at the single paramedic license with the State Wisconsin and the creation of a Lieutenant position within the Fire & Rescue Department.

McFarland

VILLAGE OF

Fire & Rescue

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

DATE: April 22, 2022

TO: McFarland Village Board

FROM: Fire & Rescue Chief Chris Dennis

RE: Paramedic Level of Service and 24-hour Supervisory Staff

We currently have four vacancies occurring within the Fire & Rescue Department. While it is unfortunate to have the individuals leave the department, it does provide the opportunity to reevaluate and adjust the staffing for the Fire & Rescue Department. Additionally, while it is disappointing to lose considerable staffing at once, it is currently reflective of the career market. Currently, Fire and EMS Departments that have never been required to recruit candidates are being forced to do so actively. Departments like McFarland that have been required to recruit for all positions have to work harder at recruiting and retaining their employees. On the agenda tonight are a few items that will provide greater service to the residents and visitors of McFarland and are also intended to increase the recruitment efforts to obtain long-term staff. The following items are included in your packet: the information provided to the Public Safety Committee, the proposed Fire & Rescue Department Organization Chart, an illustration of a 3-week staffing rotation based on the current organizational chart and the proposed position descriptions, and a letter of support from our Medical Director.

Near Term Staffing

An item that we believe is a concern to much of the Board is the Fire & Rescue Department's planned staffing while we have vacant positions. The more difficult time for the department will be the month of May and into June as the Administrative Captain is not expected to return to full duty before June. We will have 3 24-hour EMT/FFs and the Chief for operational career staff. The 3 24-hour EMT/FFs will be working 24 hours on and 48 hours off, or 1 will be working while the other 2 are off. The positions will cover one of our two required State Statue positions. The Fire & Rescue Chief will fulfill the second position Monday through Friday from 6 am to 6 pm and by Paid-On-Call members for nights and weekends. We are fortunate to have the EMT/FFs that have resigned from full-time remain with the department as paid-on-call to help cover the schedule. The situation is unfortunate but not unfamiliar to the department. The department was in similar situations regularly in the past.

Proposed Organizational Chart

The proposed Fire & Rescue Department Organizational Chart will not be able to be filled in the immediate future but develops a plan that is consistent with the needs of the department and the Public Safety Analysis. The Village will need to balance fulfilling the chart with the many fiscal demands placed on the Village. While reviewing the organizational chart for the Fire & Rescue Department, consideration on how the duties and responsibilities of the department staff and the department is fulfilled should be considered. The proposed chart will provide additional staff in the future to help begin meeting the growing needs of the Fire & Rescue Department.

3-Week Staffing Rotation

Included in the packet is an illustration of how the Fire & Rescue Department provides staffing to the minimum positions for the department during a typical three-week rotation and how that would be modified if the proposed organizational chart is approved. The department's staffing is fluid and often requires individuals to act in more than one role. The ability to have staff act in various roles allows the department to react to reduced staff levels. The staff levels may vary with time off or individuals being out sick. Based on the state statutes, we are required to have two positions filled on the ambulance at all times. Each position requires a minimum of 8,760 staff hours per year. Each 24-hour employee provides up to 2,696 hours of coverage before any sick leave and based on the lowest level of paid time off. The result is each position requires 3.25 FTE of staff. We currently provide 3 FTE with career staff, and 0.25 is backfilled with paid-on-call staff. A couple of items to keep in mind when considering the staffing rotation are the amount of time and hours of the 24-Hour employees and aligning the paid-on-call staff availability to needed coverage. The 24-Hour employees work 24 hours then have 48 hours off, but it should be noted that the first day off is often used to recover from the shift, and then the individual must prepare to return the night before for a 6 am shift start. With the paid-on-call staff, many have busy schedules and cannot assist with short notice schedule changes. The result is the full-time staff being held over or coming in for short notice staffing issues. The proposed organizational chart allows a more reactive staffing rotation.

Summary

While the ideal solution would be to present the changes during the normal budget process, it is seldom possible to predict vacancies and submit a budget based on those vacancies. Additionally, based on these vacancies, the time to begin the conversion to paramedic is now if the Village desires to do so in the next decade. Deciding to make the conversion later will result in significantly more cost to the Village. There is always a desire for the Fire & Rescue Department to be more proactive, but the staffing is at a reactive level, and until the staffing is changed, it won't be easy to be proactive.



April 20, 2022

Dear Ms. Clow and Members of the McFarland Village Board,

It is my pleasure to write a letter in support of the McFarland Fire and Rescue Department's consideration for the upgrade from an Advanced EMT to a Paramedic level service. I've had the honor to serve as medical director since July of 2017 and have been witness to the incredible growth the department and community have undergone over the past five years. I also serve as medical director for a couple of other EMS/Fire services in Dane County, as Medical Director of Dane County Emergency Management, and sit on the Physicians Advisory Committee for the State of Wisconsin. In these roles, I have gained first-hand experience and knowledge of many of the challenges our EMS and Fire services are facing to maintain staffing, support ongoing competencies, and optimize the safety of providers and our communities – all while navigating a pandemic and limited budgets. Of note, I have also supported the transition from Advanced EMT to paramedic service levels for multiple of these agencies over the past few years.

Though I can appreciate that consideration of this transition must be made with a clear understanding of the potential costs, impact on current staff, and in the context of other village priorities - in my opinion, supporting the transition to paramedic will likely be critical to the sustainability of the department. McFarland Fire and Rescue leadership and membership have stepped up during these challenging times and demonstrated incredible fortitude and dedication. The level of service provide to our community continues to be exceptional and I think it is important to note that nearly all life-saving care is currently accessible to our community with the Advanced EMT level of service. However, from my perspective, operating as a paramedic service will offer a couple of key benefits to our community and department that are important to consider:

- Approximately 5 percent of all medical calls require advanced life support (ALS) or paramedic level interventions. Currently, in these situations, we utilize mutual aid agreements with surrounding communities to provide these interventions. This results in a possible delay in the care provided given that these ambulances need to come from another community, removes that EMS resource from their own community, and reduces the revenue McFarland earns on that call.
- Another approximate 10 percent of all medical calls may benefit from paramedic level interventions to improve the care provided to the patient. With our current resources, EMS providers must make the decision of whether or not the patient would benefit more from immediate transfer to the emergency department or obtaining an ALS intercept from a neighboring community. Examples of such situations may include pain management, heart arrhythmia management, or nausea relief. Though these interventions may not be lifesaving,

**700 SOUTH PARK ST
MADISON, WI 53715
608.259.5497
KRONENFELD@MEP.HEALTH
WWW.MEP.HEALTH**



having the ability to provide the highest level of prehospital resources may offer additional benefit to select patient populations.

- The opportunities to hire high quality, experienced full-time employees at the Advanced EMT level are becoming more and more limited. This is not typically viewed as a career pathway and in our region, Advanced EMT courses are decreasing due to low enrollment. Recent hiring processes, both at McFarland and at other agencies, continue to demonstrate this limited pool of candidates. In addition, multiple other Advanced EMT services in Dane County are transitioning to paramedic or consolidating with paramedic services, and thus we will likely continue to see a decrease in potential candidates at that level. We have also seen high quality candidates or employees leave McFarland or turn down offers due, in part, to the desire to work at and be compensated for paramedic level positions. Though a transition to paramedic will not guarantee a solution to this, it will allow us to remain more competitive in the region from a hiring and retention perspective.

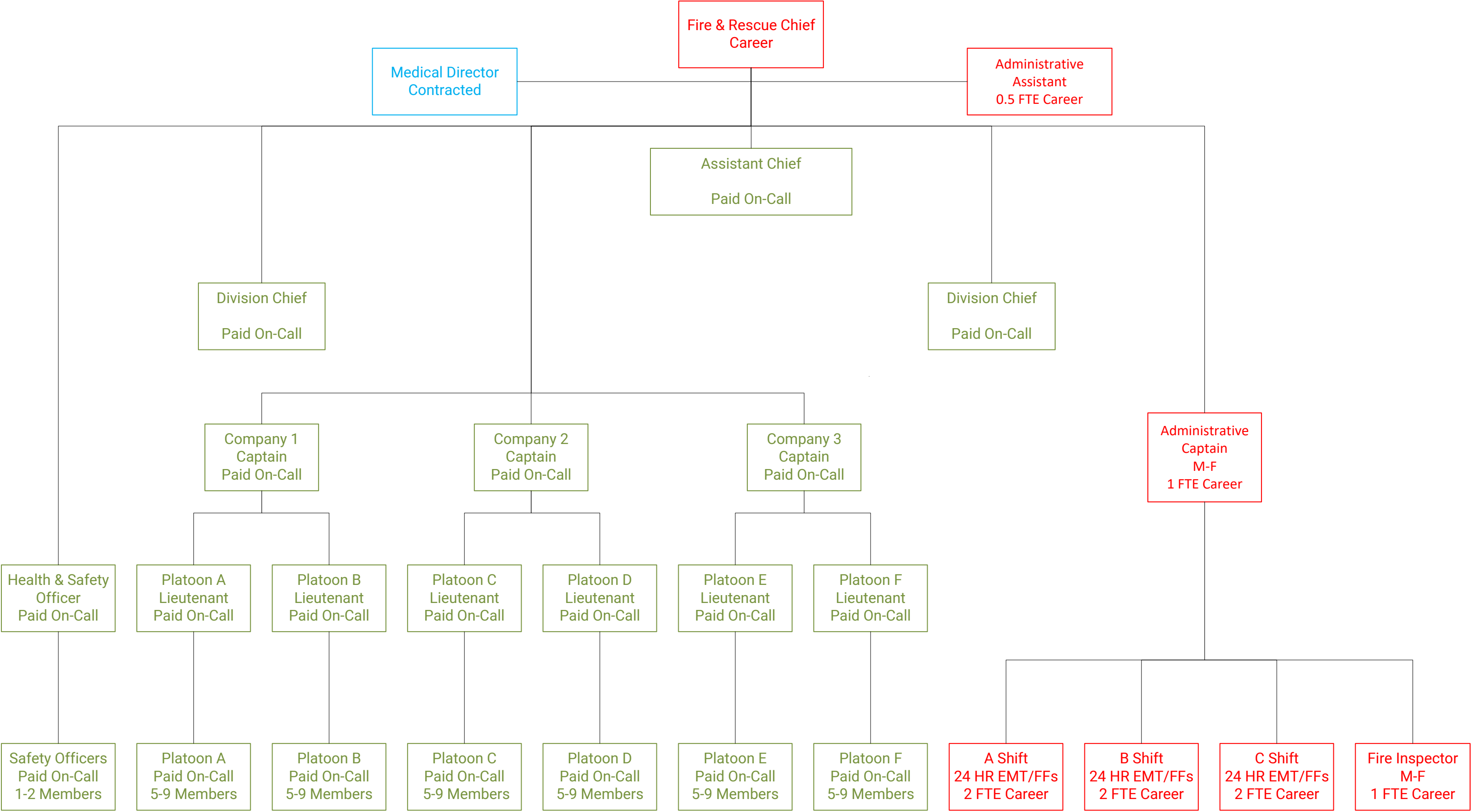
With continued increases in volume and acuity of EMS calls as well as the opportunity to consider the hiring of additional staff licensed at the paramedic level, this is an opportune time to consider pushing forward with providing the highest level of prehospital service we can to our community. It is without reservation, that I recommend moving forward with this transition. Please feel free to reach out to me for further information or with any questions at kronenfeld@mep.health or at (262) 483-3496.

Sincerely,

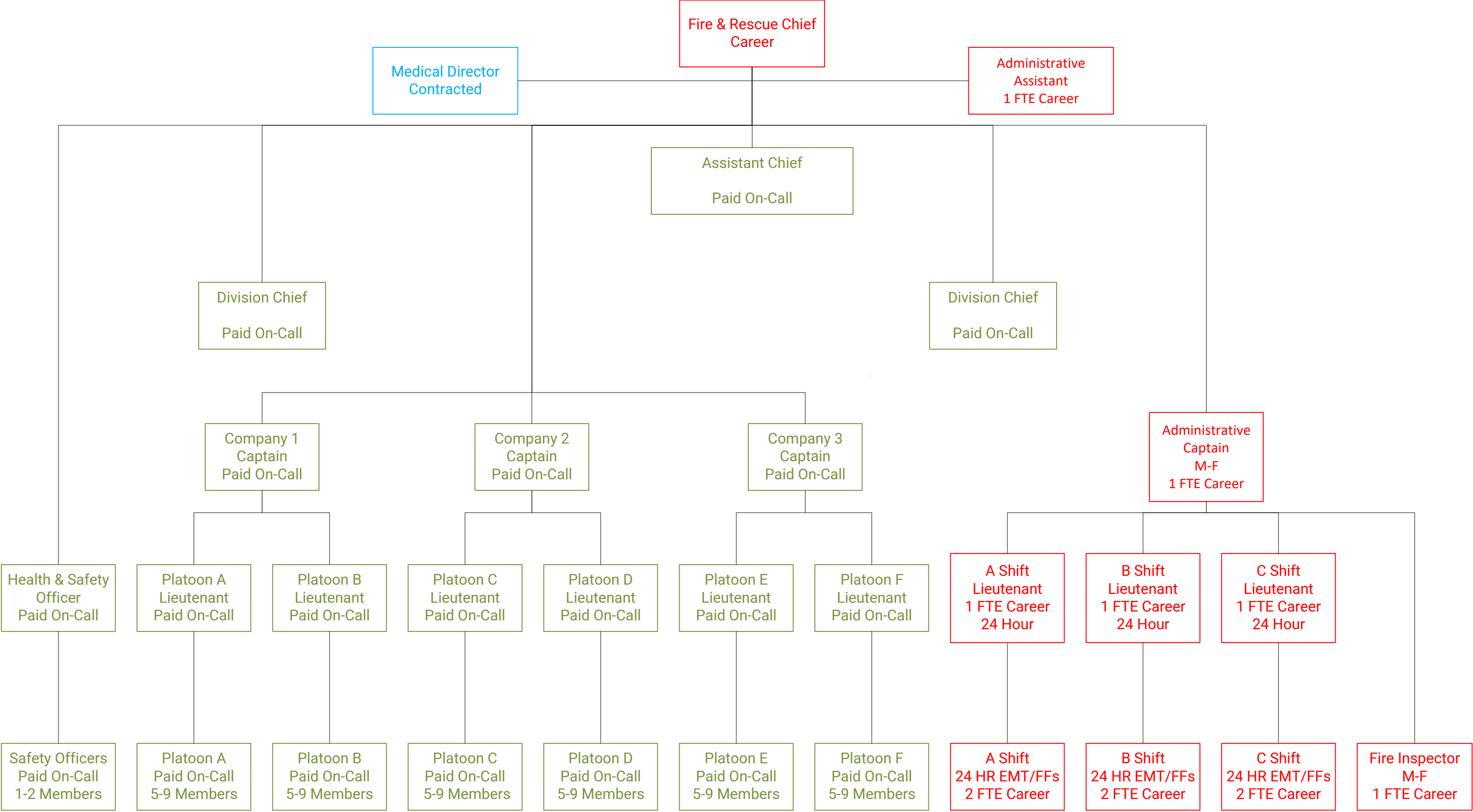
Kacey Kronenfeld, MD, FAEMS
Medical Director McFarland Fire and Rescue
Medical Director of Prehospital Services, MEP Health
SSM Health Wisconsin Regional EMS Medical Director

700 SOUTH PARK ST
MADISON, WI 53715
608.259.5497
KRONENFELD@MEP.HEALTH
WWW.MEP.HEALTH

McFarland Fire & Rescue Department
Organizational Chart
Current



McFarland Fire & Rescue Department
Organizational Chart
PROPOSED - FUTURE



Current 3-week rotation of Fire & Rescue Staffing

Fire & Rescue Chief’s schedule is 8 am to 4 pm Monday through Friday
Administrative Captain’s (Capt.) schedule is 9 am to 9 pm Monday and rotating (1) 6 am to 6 pm and (2) 10 am to 6 pm Tuesday through Friday with being opposite of the Fire Inspector
Fire Inspector’s (FI) schedule is a rotating (2) 6 am to 6 pm and (2) 6 am to 2 pm Monday through Friday with being opposite of the Administrative Captain

Week 1

Position	Sunday 6a to 6p	Sunday 6p to 6a	Monday 6a to 6p	Monday 6p to 6a	Tuesday 6a to 6p	Tuesday 6p to 6a	Wednesday 6a to 6p	Wednesday 6p to 6a	Thursday 6a to 6p	Thursday 6p to 6a	Friday 6a to 6p	Friday 6p to 6a	Saturday 6a to 6p	Saturday 6p to 6a
Ambulance Driver	EMT/FF #1	EMT/FF #1	EMT/FF #2	EMT/FF #2	EMT/FF #3	EMT/FF #3	EMT/FF #1	EMT/FF #1	EMT/FF #2	EMT/FF #2	EMT/FF #3	EMT/FF #3	EMT/FF #1	EMT/FF #1
Ambulance Crew Chief	EMT/FF #4	EMT/FF #4	EMT/FF #5	EMT/FF #5	EMT/FF #6	EMT/FF #6	EMT/FF #4	EMT/FF #4	EMT/FF #5	EMT/FF #5	EMT/FF #6	EMT/FF #6	EMT/FF #4	EMT/FF #4
Duty Officer	Volunteer	Volunteer	FI/Capt.	Volunteer	Fire Insp.	Volunteer	FI/Capt.	Volunteer	Captain	Volunteer	FI/Capt.	Volunteer	Volunteer	Volunteer
Supervisor	Chief	Chief	Capt./Chief	Chief	Chief	Chief	Capt./Chief	Chief	Captain	Chief	Capt./Chief	Chief	Chief	Chief
Fire Officer	Volunteer	Volunteer	Captain	Volunteer	F.I./Vol	Volunteer	Captain	Volunteer	Capt./Vol	Volunteer	Captain	Volunteer	Volunteer	Volunteer
Fire Driver	Volunteer	Volunteer	Fire Insp.	Volunteer	F.I./Vol	Volunteer	Fire Insp.	Volunteer	Capt./Vol	Volunteer	Fire Insp.	Volunteer	Volunteer	Volunteer
Firefighter #1	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer
Firefighter #2	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer

Week 2

Position	Sunday 6a to 6p	Sunday 6p to 6a	Monday 6a to 6p	Monday 6p to 6a	Tuesday 6a to 6p	Tuesday 6p to 6a	Wednesday 6a to 6p	Wednesday 6p to 6a	Thursday 6a to 6p	Thursday 6p to 6a	Friday 6a to 6p	Friday 6p to 6a	Saturday 6a to 6p	Saturday 6p to 6a
Ambulance Driver	EMT/FF #2	EMT/FF #2	EMT/FF #3	EMT/FF #3	EMT/FF #1	EMT/FF #1	EMT/FF #2	EMT/FF #2	EMT/FF #3	EMT/FF #3	EMT/FF #1	EMT/FF #1	EMT/FF #2	EMT/FF #2
Ambulance Crew Chief	EMT/FF #5	EMT/FF #5	EMT/FF #6	EMT/FF #6	EMT/FF #4	EMT/FF #4	EMT/FF #5	EMT/FF #5	EMT/FF #6	EMT/FF #6	EMT/FF #4	EMT/FF #4	EMT/FF #5	EMT/FF #5
Duty Officer	Volunteer	Volunteer	FI/Capt.	Volunteer	FI/Capt.	Volunteer	Fire Insp.	Volunteer	FI/Capt.	Volunteer	Captain	Volunteer	Volunteer	Volunteer
Supervisor	Chief	Chief	Capt./Chief	Chief	Capt./Chief	Chief	Chief	Chief	Capt./Chief	Chief	Captain	Chief	Chief	Chief
Fire Officer	Volunteer	Volunteer	Captain	Volunteer	Captain	Volunteer	F.I./Vol	Volunteer	Captain	Volunteer	Capt./Vol	Volunteer	Volunteer	Volunteer
Fire Driver	Volunteer	Volunteer	Fire Insp.	Volunteer	Fire Insp.	Volunteer	F.I./Vol	Volunteer	Fire Insp.	Volunteer	Capt./Vol	Volunteer	Volunteer	Volunteer
Firefighter #1	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer
Firefighter #2	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer

Week 3

Position	Sunday 6a to 6p	Sunday 6p to 6a	Monday 6a to 6p	Monday 6p to 6a	Tuesday 6a to 6p	Tuesday 6p to 6a	Wednesday 6a to 6p	Wednesday 6p to 6a	Thursday 6a to 6p	Thursday 6p to 6a	Friday 6a to 6p	Friday 6p to 6a	Saturday 6a to 6p	Saturday 6p to 6a
Ambulance Driver	EMT/FF #3	EMT/FF #3	EMT/FF #1	EMT/FF #1	EMT/FF #2	EMT/FF #2	EMT/FF #3	EMT/FF #3	EMT/FF #1	EMT/FF #1	EMT/FF #2	EMT/FF #2	EMT/FF #3	EMT/FF #3
Ambulance Crew Chief	EMT/FF #6	EMT/FF #6	EMT/FF #4	EMT/FF #4	EMT/FF #5	EMT/FF #5	EMT/FF #6	EMT/FF #6	EMT/FF #4	EMT/FF #4	EMT/FF #5	EMT/FF #5	EMT/FF #6	EMT/FF #6
Duty Officer	Volunteer	Volunteer	FI/Capt.	Volunteer	Fire Insp.	Volunteer	Captain	Volunteer	Fire Insp.	Volunteer	Captain	Volunteer	Volunteer	Volunteer
Supervisor	Chief	Chief	Capt./Chief	Chief	Chief	Chief	Captain	Chief	Chief	Chief	Captain	Chief	Chief	Chief
Fire Officer	Volunteer	Volunteer	Captain	Volunteer	F.I./Vol	Volunteer	Capt./Vol	Volunteer	F.I./Vol	Volunteer	Capt./Vol	Volunteer	Volunteer	Volunteer
Fire Driver	Volunteer	Volunteer	Fire Insp.	Volunteer	F.I./Vol	Volunteer	Capt./Vol	Volunteer	F.I./Vol	Volunteer	Capt./Vol	Volunteer	Volunteer	Volunteer
Firefighter #1	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer
Firefighter #2	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer

Proposed 3-week rotation of Fire & Rescue staffing

Fire & Rescue Chief’s schedule is 8 am to 4 pm Monday through Friday
Administrative Captain’s (Capt.) schedule is 9 am to 9 pm Monday and rotating (1) 6 am to 6 pm and (2) 10 am to 6 pm Tuesday through Friday with being opposite of the Fire Inspector
Fire Inspector’s (FI) schedule is a rotating (2) 6 am to 6 pm and (2) 6 am to 2 pm Monday through Friday with being opposite of the Administrative Captain

Week 1

Position	Sunday 6a to 6p	Sunday 6p to 6a	Monday 6a to 6p	Monday 6p to 6a	Tuesday 6a to 6p	Tuesday 6p to 6a	Wednesday 6a to 6p	Wednesday 6p to 6a	Thursday 6a to 6p	Thursday 6p to 6a	Friday 6a to 6p	Friday 6p to 6a	Saturday 6a to 6p	Saturday 6p to 6a
Ambulance Driver	EMT/FF #1	EMT/FF #1	EMT/FF #2	EMT/FF #2	EMT/FF #3	EMT/FF #3	EMT/FF #1	EMT/FF #1	EMT/FF #2	EMT/FF #2	EMT/FF #3	EMT/FF #3	EMT/FF #1	EMT/FF #1
Ambulance Crew Chief	EMT/FF #4	EMT/FF #4	EMT/FF #5	EMT/FF #5	EMT/FF #6	EMT/FF #6	EMT/FF #4	EMT/FF #4	EMT/FF #5	EMT/FF #5	EMT/FF #6	EMT/FF #6	EMT/FF #4	EMT/FF #4
Duty Officer	Volunteer	Volunteer	LT #2/Capt.	Volunteer	LT #3	Volunteer	LT #1/Capt	Volunteer	Captain	Volunteer	LT #3/Capt.	Volunteer	Volunteer	Volunteer
Supervisor	LT #1	LT #1	LT #2/Capt	LT #2	LT #3	LT #3	LT #1/Capt	LT #1	Captain	LT #2	LT #3/Capt.	LT #3	LT #1	LT #1
Fire Officer	LT #1/Vol	LT #1/Vol	LT #2/Vol	LT #2/Vol	LT #3	LT #3/Vol	LT #1/Vol.	LT #1/Vol	LT #2/Vol	LT #2/Vol	LT #3/Vol	LT #3/Vol	LT #1/Vol	LT #1/Vol
Fire Driver	LT #1/Vol	LT #1/Vol	F.I./LT #2	LT #2/Vol	Fire Insp.	LT #3/Vol	F.I./LT#1	LT #1/Vol	LT #2/Vol	LT #2/Vol	F.I./LT #3	LT #3/Vol	LT #1/Vol	LT #1/Vol
Firefighter #1	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer
Firefighter #2	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer

Week 2

Position	Sunday 6a to 6p	Sunday 6p to 6a	Monday 6a to 6p	Monday 6p to 6a	Tuesday 6a to 6p	Tuesday 6p to 6a	Wednesday 6a to 6p	Wednesday 6p to 6a	Thursday 6a to 6p	Thursday 6p to 6a	Friday 6a to 6p	Friday 6p to 6a	Saturday 6a to 6p	Saturday 6p to 6a
Ambulance Driver	EMT/FF #2	EMT/FF #2	EMT/FF #3	EMT/FF #3	EMT/FF #1	EMT/FF #1	EMT/FF #2	EMT/FF #2	EMT/FF #3	EMT/FF #3	EMT/FF #1	EMT/FF #1	EMT/FF #2	EMT/FF #2
Ambulance Crew Chief	EMT/FF #5	EMT/FF #5	EMT/FF #6	EMT/FF #6	EMT/FF #4	EMT/FF #4	EMT/FF #5	EMT/FF #5	EMT/FF #6	EMT/FF #6	EMT/FF #4	EMT/FF #4	EMT/FF #5	EMT/FF #5
Duty Officer	Volunteer	Volunteer	LT #3/Capt.	Volunteer	LT #1/Capt	Volunteer	LT #2	LT #2	LT #3/Capt	Volunteer	Captain	Volunteer	Volunteer	Volunteer
Supervisor	LT #2	LT #2	LT #3/Capt	LT #3	LT #1/Capt	LT #1	LT #2	LT #2/Vol	LT #3/Capt	LT #3	Captain	LT #1	LT #2	LT #2
Fire Officer	LT #2/Vol	LT #2/Vol	LT #3/Vol	LT #3/Vol	LT #1/Vol.	LT #1/Vol	LT #2	LT #2/Vol	LT #3/Vol.	LT #3/Vol	LT #1/Vol	LT #1/Vol	LT #2/Vol	LT #2/Vol
Fire Driver	LT #2/Vol	LT #2/Vol	F.I./LT #3	LT #3/Vol	F.I./LT#1	LT #1/Vol	Fire Insp.	LT #2	F.I./LT#3	LT #3/Vol	LT #1/Vol	LT #1/Vol	LT #2/Vol	LT #2/Vol
Firefighter #1	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer
Firefighter #2	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer

Week 3

Position	Sunday 6a to 6p	Sunday 6p to 6a	Monday 6a to 6p	Monday 6p to 6a	Tuesday 6a to 6p	Tuesday 6p to 6a	Wednesday 6a to 6p	Wednesday 6p to 6a	Thursday 6a to 6p	Thursday 6p to 6a	Friday 6a to 6p	Friday 6p to 6a	Saturday 6a to 6p	Saturday 6p to 6a
Ambulance Driver	EMT/FF #3	EMT/FF #3	EMT/FF #1	EMT/FF #1	EMT/FF #2	EMT/FF #2	EMT/FF #3	EMT/FF #3	EMT/FF #1	EMT/FF #1	EMT/FF #2	EMT/FF #2	EMT/FF #3	EMT/FF #3
Ambulance Crew Chief	EMT/FF #6	EMT/FF #6	EMT/FF #4	EMT/FF #4	EMT/FF #5	EMT/FF #5	EMT/FF #6	EMT/FF #6	EMT/FF #4	EMT/FF #4	EMT/FF #5	EMT/FF #5	EMT/FF #6	EMT/FF #6
Duty Officer	Volunteer	Volunteer	LT #1/Capt.	Volunteer	LT #2/Capt.	Volunteer	Captain	Volunteer	LT #1	Volunteer	LT #2/Capt.	Volunteer	Volunteer	Volunteer
Supervisor	LT #3	LT #3	LT #1/Capt	LT #1	LT #2/Capt	LT #2	Captain	LT #3	LT #1	LT #1	LT #2/Capt	LT #2	LT #3	LT #3
Fire Officer	LT #3/Vol	LT #3/Vol	LT #1/Vol	LT #1/Vol	LT #2/Vol	LT #2/Vol	LT #3/Vol	LT #3/Vol	LT #1	LT #1/Vol	LT #2/Vol	LT #2/Vol	LT #3/Vol	LT #3/Vol
Fire Driver	LT #3/Vol	LT #3/Vol	F.I./LT #1	LT #1/Vol	F.I./LT #2	LT #2/Vol	LT #3/Vol	LT #3/Vol	Fire Insp.	LT #1/Vol	F.I./LT #2	LT #2/Vol	LT #3/Vol	LT #3/Vol
Firefighter #1	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer
Firefighter #2	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer

Personnel Cost Projections - Paramedic/Lieutenant Service Transition

Fire and Rescue Department

Wages/Benefits	2022	2023	2024	2025	2026
Salaries	\$ 582,427	\$ 649,993	\$ 692,271	\$ 729,369	\$ 763,865
Part-Time	\$ 168,500	\$ 143,500	\$ 147,500	\$ 152,500	\$ 157,500
Health Insurance	\$ 138,012	\$ 148,433	\$ 152,886	\$ 157,473	\$ 164,814
Retirement	\$ 71,423	\$ 80,175	\$ 86,492	\$ 93,037	\$ 99,431
Social Security	\$ 59,083	\$ 62,309	\$ 65,945	\$ 69,261	\$ 72,378
Other Benefits	\$ 2,072	\$ 1,806	\$ 1,806	\$ 1,806	\$ 1,806
Wage Adjustment	\$ 6,406	\$ 5,000	\$ 5,250	\$ 5,500	\$ 5,750
Overtime	\$ 15,000	\$ 16,000	\$ 17,000	\$ 18,000	\$ 19,000
Total	\$ 1,042,924	\$ 1,107,216	\$ 1,169,151	\$ 1,226,946	\$ 1,284,544

Annual Difference	\$	64,292	\$	61,935	\$	57,795	\$	57,598	\$ 60,405
Annual % Increase		6.16%		5.59%		4.94%		4.69%	5.35%
									Avg.

Medic/LT Transition Expense	\$	44,668	\$	28,738	\$	32,155	\$	29,454	\$ 30,116
Transition % of Annual Increase		69%		46%		56%		51%	56%
									Avg.

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Monday, April 25, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT: Chris Dennis, Fire/Rescue Chief

AGENDA ITEM: Discussion and action regarding the job description to create the Paramedic Lieutenant position within the Fire and Rescue Department, and authorization to fill three vacancies for this position.

PREVIOUS ACTION:

The Police and Fire Commission has approved filling the vacancies in the Fire & Rescue Department.

ISSUE SUMMARY:

Following up on the prior item, if approval is provided to transition to Paramedic service, the next item to address is creation of a job description for the position of Paramedic Lieutenant and authorization to fill three vacancies. The Paramedic Lieutenant is responsible for protecting lives through knowledge and application of emergency medicine, fire control, extinguishment, and prevention on emergency incidents. The Lieutenant often acts as the Ambulance Crew Chief or Driver of the ambulance, officer, operator or firefighter of an engine or aerial ladder.

Additionally, the Lieutenant assists in providing training to the members of the Fire & Rescue Department and also provides community education through CPR, first aid and fire prevention training programs. The Firefighter/Paramedic is also responsible for clerical assistance and/or the custodial care and minor maintenance of the Fire & Rescue Department as assigned by the Fire & Rescue Chief.

Process: If approved, a recruitment would commence to fill the vacancies. The Police & Fire Commission has already approved filling the vacancies contingent upon Village Board approval, so staff would be able to move forward with filling the vacancies.

FINANCIAL/BUDGET IMPACT:

See previous item 7b.1), and the IAFF contract wages contained in item 7g.

VILLAGE PLAN REFERENCE:

[2017 Public Safety Analysis.](#)

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Motion to approve the job description to create the Paramedic Lieutenant position within the



Fire and Rescue Department, and authorization to fill three vacancies for this position

ATTACHMENTS:

1. Job Description - Paramedic Lieutenant - 04.25

JOB OVERVIEW	
Job Title	Paramedic Lieutenant
Department	Fire & Rescue
Grade	Not Applicable, wages determined by contract
Employment Status	☒ Full-time ☐ Part-time ☐ Limited Term Employment (LTE)
FLSA Status	☐ Exempt ☒ Non-exempt
Represented	IAFF

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

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

SCOPE OF WORK	
This position is responsible for protecting lives through knowledge and application of emergency medicine, fire control, extinguishment, and prevention on emergency incidents. The Lieutenant often acts as the Ambulance Crew Chief or Driver of the ambulance, officer, operator or firefighter of an engine or aerial ladder. Additionally, the Lieutenant assists in providing training to the members of the Fire & Rescue Department and also provides community education through CPR, first aid and fire prevention training programs. The Firefighter/Paramedic is also responsible for clerical assistance and/or the custodial care and minor maintenance of the Fire & Rescue Department as assigned by the Fire & Rescue Chief.	
SUPERVISION	
Received	The Firefighter/Paramedic works under the direction of the Administrative Captain and the Fire & Rescue Chief during non-emergency. Incident commander of an emergency incident or designee during emergency operations.
Exercised	The Firefighter/Paramedic provides direction to EMTs, Firefighters, and EMT/Firefighters assigned to them.

ESSENTIAL JOB FUNCTIONS

Duties and Responsibilities

- Schedules and coordinates daily station activities for the on-duty crew.
- Responds as a member of a medical team to bring medical care to the citizens of the service area and neighboring communities following department approved protocols. Responds to fire alarms, fire, hazardous materials, natural disasters, motor vehicle crashes and other such all-hazards emergency scenes as an EMT or Firefighter to provide EMS services, control, extinguish, mitigation, and prevention of emergency incidents and standby for other emergency incidents
- Ensures emergency vehicles and equipment are ready to respond to emergencies with daily, weekly and monthly checks.
- Performs routine maintenance of department vehicles, equipment, and grounds.
- Prepares written reports and maintains records per department policies and State standards/statutes.
- Participates in scheduled training exercises and classroom lectures.
- Performs duties as a licensed EMT, firefighter, and apparatus operator according to criteria and standards set forth by the department.
- Conducts demonstrations, station tours, and public speeches on emergency medical services, CPR, first-aid, and other subjects to the public, when assigned.
- Assists Fire Inspector or conducts fire prevention and acceptance inspections, when assigned.
- Assists with clerical support functions including Department record keeping, screening calls and visitors, developing and maintaining Department Recruitment Programs, and assisting Department Officers with training, health/safety, inventory, equipment and training.
- Performs department cleaning duties, empties trash and recycling, cleans and sanitizes restrooms and supply replenishment.
- Inventories, and order supplies, equipment, and products.
- Performs minor facility maintenance of facility and equipment. May be assigned to coordinate the Fire & Rescue Department's EMS risk reduction, community EMS and quality improvement programs.
- May be assigned to coordinate vendors and contractors for repair and maintenance of department equipment and apparatus.
- May be assigned to coordinate Fire & Rescue Department's response plans and Mutual Aid Box Alarm System.
- May be assigned to coordinate Fire & Rescue Department's fire prevent programs.
- Promotes and maintains responsive community relations.
- Follows safe work practices.

OTHER JOB FUNCTIONS

- Performs related duties as assigned.

REQUIREMENTS OF WORK

- High school diploma or equivalent required. Minimum of three years of experience in the Fire & EMS field.
- Any combination of education and experience which in the sole discretion of the Village would demonstrate the Employee's ability to meet the required knowledge, skills, and abilities for the position may also be considered.

KNOWLEDGE, ABILITY, AND SKILL

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

Knowledge of	• All department apparatus, equipment, tools and radios. • Principles, practices, methods, techniques and department protocols of emergency medical care up to the EMT Paramedic scope of practice, hazardous materials response to the operations level, fire prevention control and extinguishment to the Firefighter II level, surface water rescue, and operation of engines and aerial ladder vehicles. • Equipment, materials, and supplies used in building cleaning and light maintenance. • Methods and techniques used in building cleaning and light maintenance. • Word processing, data entry, desktop publishing, filing, photocopying, and distributing mail • Standard occupational safety measures used in the assigned fields of work. • The cultural context of interactions with individuals of diverse backgrounds that includes sex, race, religion, creed, color, national origin, age, disability, sexual orientation, ancestry, marital status, arrest or conviction record, military service, or any other legally protected status.
Ability to	• Ability to communicate clearly and concisely, both orally and in writing. • Respond to emergency situations. • Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals while adhering to Department protocols. • Interpret and apply Federal, State and local policies, protocols, laws and regulations. • Carry out assigned tasks with a minimum level of direction and supervision and complete a daily work schedule. • Maintain confidentiality of sensitive records and materials. Maintain public trust of department and individual. • Drive and operate all department apparatus and equipment. • Establish and maintain effective working relationships with the public, other fire and/or EMS departments and other local agencies, fellow employees, supervisors, and volunteers. • Attend evening meetings and trainings. • Legible writing, reasonable writing/documentation skills and the ability to use computer programs such as ESO, Microsoft Office, Image Trend, and Firehouse.
Skill in	• The operation of Fire & Rescue vehicles, equipment including but not limited to chainsaws, hydraulic rescue tools, power tools, ventilation fans, defibrillators, automated CPR compressor, medical equipment. • Acting effectively in emergency and stressful situations. • Trouble shooting and problem solving. • Public Relations

NECESSARY SPECIAL REQUIREMENTS

- Maintain a valid State of Wisconsin regular driver's license or equivalent
- Maintain a valid State of Wisconsin EMT-Paramedic License or higher; Or nationally registered the EMT-Paramedic level or higher and the ability to obtain and maintain a State of Wisconsin EMT-Paramedic License or higher.
- Completion of the State of Wisconsin Fire Officer I course or equivalent and ability to obtain and maintain a valid State of Wisconsin Fire Officer I certification during probationary period

- Ability to obtain Wisconsin Firefighter II certification during probationary period
- Ability to obtain Wisconsin Driver Operator certification for Pumper and Aerial during probationary period
- Maintain Health Care Provider Level CPR training through the American Heart Association (or equivalent).

PHYSICAL DEMANDS

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

- In some of the Lieutenant duties, it shall be understood that the Lieutenant must be able to perform the functions while wearing turnout gear and any other applicable personal protective equipment deemed necessary by the incident commander or crew leader
- Some work is performed in an office setting, hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, equipment, or and reach with hands and arms.
- The employee must exert and/or lift in excess of 100 pounds occasionally, and/or in excess of 50 pounds of force frequently.
- Specific vision abilities required by this job include, close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee regularly works outside in all weather conditions.
- The employee must be able to enter a building under adverse fire conditions which might include an atmosphere with poisonous gases, high ambient temperatures, poor visibility due to smoke, and other conditions.
- Maintain physical condition appropriate to the performance of assigned duties and responsibility. Including ability to wear and use respirators such as a N95 mask while performing medical care and self-contained breathing apparatus will performing firefighting activities.
- The employee is exposed to life-threatening situations.
- The employee is occasionally exposed to odors, bloodborne/airborne pathogens, toxic conditions, dust, poor ventilation, vibrations, risk of electrical shock and moderate noise.

Notes:

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

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

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

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

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, April 25, 2022

SECTION: Business

DEPARTMENT: Fire/EMS

CONTACT: Chris Dennis, Fire/Rescue Chief

AGENDA ITEM: Discussion and action regarding the job description to create the Firefighter/Paramedic position within the Fire and Rescue Department, and authorization to fill the vacancy thereof.

PREVIOUS ACTION:

The Police & Fire Commission approved the filling of the vacancies in the Fire & Rescue Department contingent upon Village Board approval.

ISSUE SUMMARY:

As a follow up to item 7b.1., if approval is provided to transition to paramedic service, it is necessary to create the job description for the Paramedic/Firefighter position and authorize the filling of the vacancy. The Firefighter/Paramedic is responsible for protecting lives through knowledge and application of emergency medicine, fire control, extinguishment, and prevention on emergency incidents. The Firefighter/Paramedic often acts as the Ambulance Crew Chief or Driver of the ambulance, operator or firefighter of an engine or aerial ladder. Additionally, the Firefighter/Paramedic assists in providing training to the members of the Fire & Rescue Department and also provides community education through CPR, first aid and fire prevention training programs. The Firefighter/Paramedic is also responsible for clerical assistance and/or the custodial care and minor maintenance of the Fire & Rescue Department as assigned by the Fire & Rescue Chief.

Process: If approved, a recruitment would commence to fill the vacancies. The Police & Fire Commission has already approved filling the vacancies contingent upon Village Board approval, so staff would be able to move forward with filling the vacancies.

FINANCIAL/BUDGET IMPACT:

See item 7b.1) and item 7 g.

VILLAGE PLAN REFERENCE:

[Public Safety Center Analysis.](#)

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Motion to approve the job description to create the Firefighter/Paramedic position within the Fire and



Rescue Department, and authorization to fill the vacancy thereof.

ATTACHMENTS:

1. Job Description - Paramedic-FF - 04.25.2022

JOB OVERVIEW	
Job Title	Firefighter/Paramedic
Department	Fire & Rescue
Grade	Not applicable, wages determined by contract
Employment Status	☒ Full-time ☐ Part-time ☐ Limited Term Employment (LTE)
FLSA Status	☐ Exempt ☒ Non-exempt
Represented	IAFF

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

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

SCOPE OF WORK	
This position is responsible for protecting lives through knowledge and application of emergency medicine, fire control, extinguishment, and prevention on emergency incidents. The Firefighter/Paramedic often acts as the Ambulance Crew Chief or Driver of the ambulance, operator or firefighter of an engine or aerial ladder. Additionally, the Firefighter/Paramedic assists in providing training to the members of the Fire & Rescue Department and also provides community education through CPR, first aid and fire prevention training programs. The Firefighter/Paramedic is also responsible for clerical assistance and/or the custodial care and minor maintenance of the Fire & Rescue Department as assigned by the Fire & Rescue Chief.	
SUPERVISION	
Received	The Firefighter/Paramedic works under the direction of the Administrative Captain and the Fire & Rescue Chief during non-emergency. Incident commander of an emergency incident or designee during emergency operations.
Exercised	Ambulance crew when acting as Ambulance Crew Chief

ESSENTIAL JOB FUNCTIONS

Duties and Responsibilities

- Responds as a member of a medical team to bring medical care to the citizens of the service area and neighboring communities following department approved protocols. Responds to fire alarms, fire, hazardous materials, natural disasters, motor vehicle crashes and other such all-hazards emergency scenes as an EMT or Firefighter to provide EMS services, control, extinguish, mitigation, and prevention of emergency incidents and standby for other emergency incidents
- Ensures emergency vehicles and equipment are ready to respond to emergencies with daily, weekly and monthly checks.
- Performs routine maintenance of department vehicles, equipment, and grounds.
- Prepares written reports and maintains records per department policies and State standards/statutes.
- Participates in scheduled training exercises and classroom lectures.
- Performs duties as a licensed EMT, firefighter, and apparatus operator according to criteria and standards set forth by the department.
- Conducts demonstrations, station tours, and public speeches on emergency medical services, CPR, first-aid, and other subjects to the public, when assigned.
- Assists Fire Inspector or conducts fire prevention and acceptance inspections, when assigned.
- Assists with clerical support functions including Department record keeping, screening calls and visitors, developing and maintaining Department Recruitment Programs, and assisting Department Officers with training, health/safety, inventory, equipment and training.
- Performs department cleaning duties, empties trash and recycling, cleans and sanitizes restrooms and supply replenishment.
- Inventories, and order supplies, equipment, and products.
- Performs minor facility maintenance of facility and equipment.
- Promotes and maintains responsive community relations.
- Follows safe work practices.

OTHER JOB FUNCTIONS

- Performs related duties as assigned.

REQUIREMENTS OF WORK

- High school diploma or equivalent required. Minimum of one year of experience in Fire & EMS field.
- Any combination of education and experience which in the sole discretion of the Village would demonstrate the Employee's ability to meet the required knowledge, skills, and abilities for the position may also be considered.

KNOWLEDGE, ABILITY, AND SKILL

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

Knowledge of

- All department apparatus, equipment, tools and radios.
- Principles, practices, methods, techniques and department protocols of emergency medical care up to the EMT Paramedic scope of practice, hazardous materials response to the operations level, fire prevention control and extinguishment to the Firefighter II level, surface water rescue, and operation of engines and aerial ladder vehicles.
- Equipment, materials, and supplies used in building cleaning and light maintenance.

	• Methods and techniques used in building cleaning and light maintenance. • Word processing, data entry, desktop publishing, filing, photocopying, and distributing mail • Standard occupational safety measures used in the assigned fields of work. • The cultural context of interactions with individuals of diverse backgrounds that includes sex, race, religion, creed, color, national origin, age, disability, sexual orientation, ancestry, marital status, arrest or conviction record, military service, or any other legally protected status.
Ability to	• Ability to communicate clearly and concisely, both orally and in writing. • Respond to emergency situations. • Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals while adhering to Department protocols. • Interpret and apply Federal, State and local policies, protocols, laws and regulations. • Carry out assigned tasks with a minimum level of direction and supervision and complete a daily work schedule. • Maintain confidentiality of sensitive records and materials. Maintain public trust of department and individual. • Drive and operate all department apparatus and equipment. • Establish and maintain effective working relationships with the public, other fire and/or EMS departments and other local agencies, fellow employees, supervisors, and volunteers. • Attend evening meetings and trainings. • Legible writing, reasonable writing/documentation skills and the ability to use computer programs such as ESO, Microsoft Office, Image Trend, and Firehouse.
Skill in	• The operation of Fire & Rescue vehicles, equipment including but not limited to chainsaws, hydraulic rescue tools, power tools, ventilation fans, defibrillators, automated CPR compressor, medical equipment. • Acting effectively in emergency and stressful situations. • Trouble shooting and problem solving. • Public relations.

NECESSARY SPECIAL REQUIREMENTS

- Maintain a valid State of Wisconsin regular driver's license or equivalent
- Maintain a valid State of Wisconsin EMT-Paramedic License or higher; Or nationally registered at the Advanced EMT level or higher and the ability to obtain and maintain a State of Wisconsin AEMT License or higher.
- Maintain a valid State of Wisconsin Firefighter I certification
- Ability to obtain Wisconsin Firefighter II certification, during probationary period
- Ability to obtain Wisconsin Driver Operator certification for Pumper and Aerial, during probationary period
- Maintain Health Care Provider Level CPR training through the American Heart Association (or equivalent).

PHYSICAL DEMANDS

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

- In some of the Firefighter/Paramedic duties, it shall be understood that the Firefighter/Paramedic must be able to perform the functions while wearing turnout gear and any other applicable personal protective equipment deemed necessary by the incident commander or crew leader
- Some work is performed in an office setting, hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, equipment, or and reach with hands and arms.
- The employee must exert and/or lift in excess of 100 pounds occasionally, and/or in excess of 50 pounds of force frequently.
- Specific vision abilities required by this job include, close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee regularly works outside in all weather conditions.
- The employee must be able to enter a building under adverse fire conditions which might include an atmosphere with poisonous gases, high ambient temperatures, poor visibility due to smoke, and other conditions.
- Maintain physical condition appropriate to the performance of assigned duties and responsibility. Including ability to wear and use respirators such as a N95 mask while performing medical care and self-contained breathing apparatus will performing firefighting activities.
- The employee is exposed to life-threatening situations.
- The employee is occasionally exposed to odors, bloodborne/airborne pathogens, toxic conditions, dust, poor ventilation, vibrations, risk of electrical shock and moderate noise.

Notes:

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

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

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

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

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, April 25, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT: Chris Dennis, Fire/Rescue Chief

AGENDA ITEM: Discussion and action regarding the job description for the Fire/EMS Chief within the Fire & Rescue Department.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Continuing with the changes from item 7.b.1), revision and update of the Fire-EMS Chief's job description is also put forth for review and recommended approval.

FINANCIAL/BUDGET IMPACT:

No financial implications, the position remains at Grade 13.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Motion to approve the job description for the Fire/EMS Chief within the Fire & Rescue Department.

ATTACHMENTS:

1. Fire-EMS Chief - Job Description - 04.25.2022

JOB OVERVIEW	
Job Title	Fire/EMS Chief
Department	Fire & Rescue
Grade	13
Employment Status	☒ Full-time ☐ Part-time ☐ Limited Term Employment (LTE)
FLSA Status	☒ Exempt ☐ Non-exempt

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

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

SCOPE OF WORK	
This position is responsible for directing and administering the activities of fire services (Fire), including fire inspection, prevention, suppression, and investigation programs; and emergency medical services (EMS), including pre-hospital emergency medical care and ambulance transport. These services are currently provided to the Village of McFarland and, through contractual arrangements, to portions of the townships of Dunn and Pleasant Springs. The work generally involves planning and coordinating the programs and services of the departments; selecting, training, and supervising the employees and paid on call staff of both services; formulating goals and short/long range plans for both services; preparing and administering the departmental budgets; and establishing, maintaining, and enforcing standard operating policies and procedures for each service. This position is appointed by the McFarland Police and Fire Commission (PFC).	
SUPERVISION	
Received	Performs under general policy direction from the Village Board and Public Safety Committee, direction from the PFC on employee hiring and disciplinary matters, and administrative direction from the Village Administrator, but exercises considerable independent judgement in determining program and work priorities and the technical/operational objectives and practices of the departments.
Exercised	Supervises the work of both career and paid on call Fire and EMS personnel.

ESSENTIAL JOB FUNCTIONS

Supervisory

- Delegates duties to subordinate personnel to accomplish departmental objectives.
- Develops strategic plans to accomplish the Village of McFarland goals and objectives as they related to the Fire & Rescue Department.
- Directs the orientation and training of new career employees and ensures that appropriate orientation and training are provided to paid-on-call staff.
- Manages and directs evaluations on an annual basis the performance of career staff and on a systematic basis the performance of paid-on-call staff.
- Manages and directs daily duties and tasks of career employees.
- Acts as the custody of patient care reports, incident reports, inspections, and records of the Fire & Rescue Department.
- Directs and oversees the fire prevention and building code review and enforcement for the protection area of the Fire & Rescue Department.
- Manages the recruitment and retention of Paid-On-Call and Career staff.
- Develops and manages department operating and capital budgets.
- Develops capital improvement plans and forecasts 25-year equipment replacement schedule.

Operational

- Assumes responsibility for Fire & Rescue Department operations for community risk reduction, fire suppression, emergency medical services, and technical rescue responses.
- Commands emergency scenes and directs the deployment of personnel and equipment as needed; may be required to perform the duties of a firefighter.
- Directs and oversees the continuous quality improvement and assurance programs.
- Ensure ambulance staffing is in compliance with Wisconsin Statutes for licensure level.
- Serve as a member of an ambulance, engine, ladder, or other teams during emergency incidents when needed to ensure proper staffing requirements are maintained.
- Administers the operational aspects of Fire and EMS protection service agreements with neighboring townships.
- Develops and administers cooperative agreements involving Fire and EMS services with neighboring municipalities.

Miscellaneous

- Receives and responds to complaints, comments, and inquiries from the public and elected officials regarding Fire & Rescue Department services, facilities, policies, and activities.
- Represents the department on matters requiring inter-departmental or inter-agency coordination and ensures that the department is appropriately represented when attendance at State and County-level meetings is required.
- Attends departmental public relations and fundraising events and major community events.
- Maintains supportive relationships with the business community.
- Performs other related duties as required.
- Provides effective and efficient customer service and promotes and maintains responsive community relations.
- Follows safe work practices.

OTHER JOB FUNCTIONS

- Performs related duties as assigned.

REQUIREMENTS OF WORK

- Bachelor's Degree in a related public safety field, public administration, or business
- Minimum of seven (7) years progressively responsible managerial experience in either the Fire or EMS service.
- Minimum of five (5) years supervisory or administrative experience in both services which demonstrates leadership and managerial qualities.
- Any combination of education and experience which in the sole discretion of the Village would demonstrate the Employee's ability to meet the required knowledge, skills, and abilities for the position may also be considered.

KNOWLEDGE, ABILITY, AND SKILL

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

Knowledge of	• The standards and methods by which the efficiency, effectiveness, and quality of Fire and EMS services and the performance of Fire and EMS staff can be evaluated. • Current fire prevention and suppression principles, procedures, techniques, and equipment and the ability to keep abreast of future developments in the field. • State regulations pertaining to fire department operations, building construction codes and materials, and fire inspection requirements. • Current operational practices and procedures for emergency medical service providers. • Wisconsin Division of Health regulations pertaining to the provision of emergency medical services and to the operation of an ambulance service. • Standards and methods by which the efficiency, effectiveness, and quality of EMS services can be evaluated. • Occupational safety regulations and practices. • Data processing applications and common computer skills. • Fire protection and fire alarm plan review, installation, and inspection practices. • The cultural context of interactions with individuals of diverse backgrounds that includes sex, race, religion, creed, color, national origin, age, disability, sexual orientation, ancestry, marital status, arrest or conviction record, military service, or any other legally protected status.
Ability to	• Develop and deliver training for Fire and EMS staff. • Command a fire scene and to react and perform well in highly stressful, life-threatening situations. • Drive and operate fire apparatus. • Perform competently all the duties normally required of an emergency medical technician, • Interpret and implement policy and procedural direction from the Village Board, Public Safety Committee, PFC, and the Village Administrator. • Establish and maintain effective working relationships with the Village Board, Public Safety Committee, PFC, the Village Administrator, other department heads, employees, other governmental agencies, and the public. • Maintain a valid Wisconsin driver's license with CEVO certification. • Meet the initial and ongoing physical fitness requirements established for both Fire and EMS services. • Assign and supervise the work of others; motivate employees to work toward common goals. • Establish and maintain effective working relationships with elected officials, supervisors, coworkers, contractors, vendors, and the public.

Skill in	• Oral and written communications. • The operation of Fire & Rescue vehicles, equipment including but not limited to chainsaws, hydraulic rescue tools, power tools, ventilation fans, defibrillators, automated CPR compressor, medical equipment. • Acting effectively in emergency and stressful situations. • Public relations.
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NECESSARY SPECIAL REQUIREMENTS

- Maintain a valid State of Wisconsin regular driver's license or equivalent
- Maintain a State of Wisconsin Advanced-EMT or higher license
- Maintain a State of Wisconsin Firefighter II certification
- Maintain a State of Wisconsin Driver Operator Pumper and Aerial certifications
- Maintain a State of Wisconsin Fire Inspector I certification
- Maintain a State of Wisconsin Fire Officer I certification
- Maintain Health Care Provider Level CPR training through the American Heart Association (or equivalent)
- Maintain current National Incident Management System – Incident Command System 400 certification
- Maintain a State of Wisconsin Fire Detection, Prevention & Suppression Inspector Certification

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. In some of the EMT/Firefighter duties, it shall be understood that the EMT/Firefighter must be able to perform the functions while wearing turnout gear and any other applicable personal protective equipment deemed necessary by the incident commander or crew leader
- Some work is performed in an office setting, hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, equipment, or and reach with hands and arms.
- The employee must exert and/or lift in excess of 100 pounds occasionally, and/or in excess of 50 pounds of force frequently.
- Specific vision abilities required by this job include, close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee regularly works outside in all weather conditions.
- The employee must be able to enter a building under adverse fire conditions which might include an atmosphere with poisonous gases, high ambient temperatures, poor visibility due to smoke, and other conditions.
- Maintain physical condition appropriate to the performance of assigned duties and responsibility. Including ability to wear and use respirators such as a N95 mask while performing medical care and self-contained breathing apparatus while performing firefighting activities.
- The employee is exposed to life-threatening situations.
- The employee is occasionally exposed to odors, bloodborne/airborne pathogens, toxic conditions, dust, poor ventilation, vibrations, risk of electrical shock and moderate noise.

Notes:

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

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

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

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

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Monday, April 25, 2022

SECTION: Business

DEPARTMENT: Fire/EMS

CONTACT: Chris Dennis, Fire/Rescue Chief

AGENDA ITEM: Discussion and action on the updated organizational chart for the Fire & Rescue Department.

PREVIOUS ACTION:

Items 7c. and 7d. make changes necessary to update the organizational chart.

ISSUE SUMMARY:

Any time changes are made to position titles, creation of positions, reporting structure, etc. an update of the organizational chart is necessary. The attached organizational chart updates the names and titles of positions within the department, and also updates the reporting structure of the department to include the new supervisory Lieutenant positions.

FINANCIAL/BUDGET IMPACT:

No financial implications

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Motion to approve the updated organizational chart for the Fire & Rescue Department.

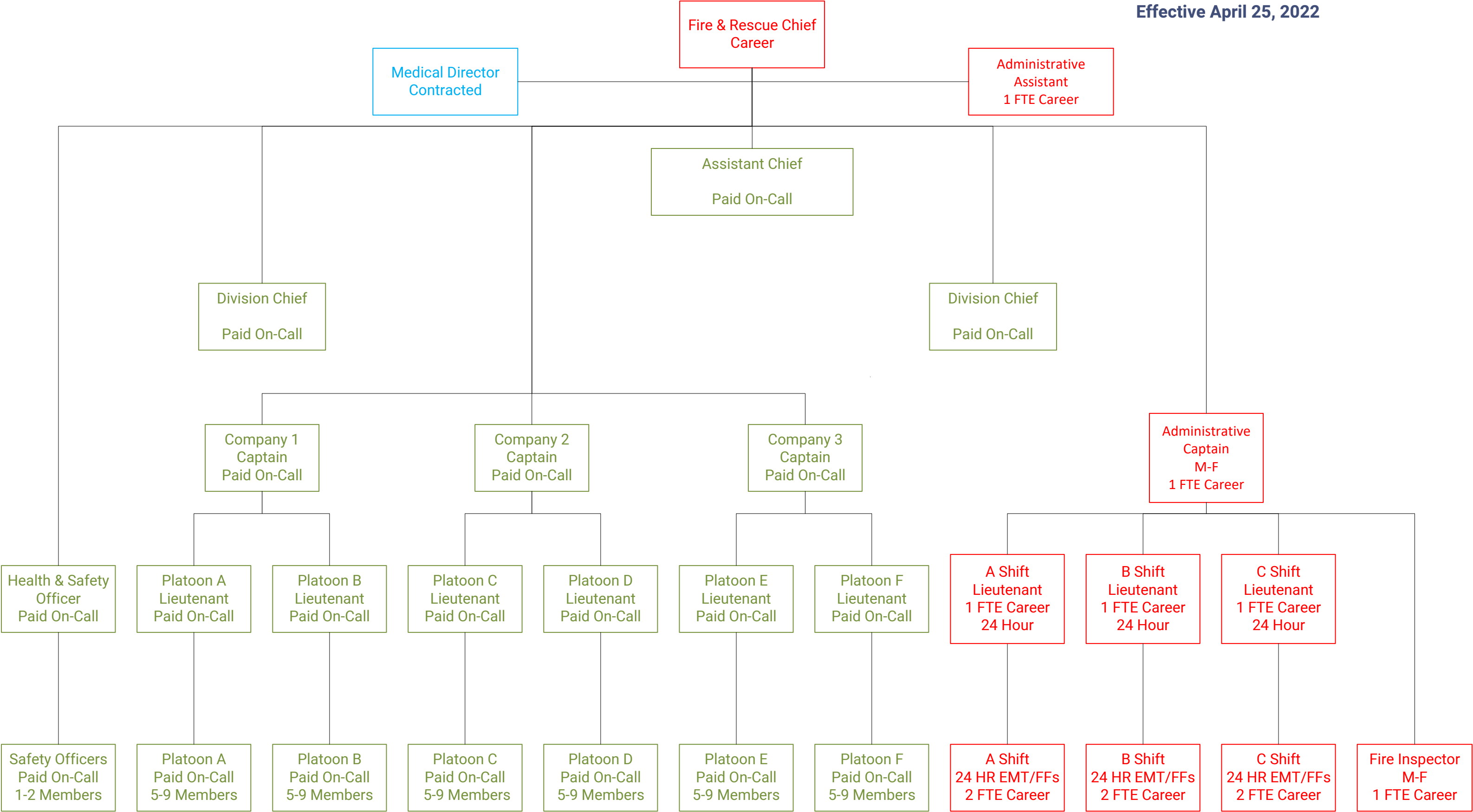
ATTACHMENTS:

1. Organizational Chart - 04.25.2022

McFarland Fire & Rescue Department
Organizational Chart
PROPOSED - FUTURE



Effective April 25, 2022



McFarland
SUMMARY SHEET

MEETING DATE: Monday, April 25, 2022

SECTION: Business

DEPARTMENT: Fire/EMS

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

AGENDA ITEM: Discussion and action regarding a side letter agreement with the International Association of Fire Fighters (IAFF) which establishes the wage scales and related contract parameters for the newly created Lieutenant and Paramedic/Firefighter positions.

PREVIOUS ACTION:

The Village Board approved the contract with the Union at its meeting on December 13, 2021.

ISSUE SUMMARY:

The creation of a Paramedic/Firefighter and Lieutenant/Paramedic are both represented positions within the local Union. We adopted an agreement with the local Union in December of 2021 that is effective through the end of 2023. The side letter is needed to account for the creation of these positions not previously included in the agreement as well as address other related aspects of their employment. Please note the following regarding what is drafted:

- **Probationary Period** - This is common and included in the existing agreement for new hires to go through a probationary period. This language addresses a probationary period for existing members of the unit as they are promoted into new positions. Very similar process to new hires but at a shorter length given their existing service here.
- **Seniority** - There is some movement again for the existing staff into new positions and this makes it clear how their years of service affect seniority.
- **Paramedic Transition** - This item details the terms by which the existing staff will transition to paramedic. We want to develop and retain the existing Staff and provide that opportunity, this is a means to do that. One employee will go through the process per year until they have completed the program. We ask that they remain employed by the Village for a period of 12 months following licensure. There is also additional language included on scheduling during the process.
- **Salary Schedule** - Most of the main terms of the contract apply regardless of the position; however, this side letter establishes the wage grids for these positions going forward. The contract does not have that information included and compensation is determined at these levels. Future contracts would address this within the main agreement.
- **General Terms and Incorporation** - This is standard language.



For everything not covered by the side letter, we use the manual to address issues as appropriate. Both Village Staff and the Union are agreeable to these terms.

FINANCIAL/BUDGET IMPACT:

This action creates two new wage grids for the creation of the two new positions. Both of these positions come with a higher level of responsibility and as a result require a larger wage than we presently offer for Advanced EMTs. For the purposes of this discussion we will use the annual salary at the starting wage position to look at the internal growth of the compensation and also how that compares to the market.

As of January 1, 2022, an Advanced EMT with the Village would make \$46,226.30 based on the terms of our existing contract. The proposed starting salary for a Paramedic/Firefighter would be \$60,094.19 with the Lieutenant/Paramedic established at \$63,330.03. Working a 24 hours on and 48 hours off schedule is complex as far arriving at these calculations. Within the packet are the specific levels and hourly rates to show how this is arrived at. Generally, the Lieutenant position is 7% higher than Paramedic which is consistent across comparable contracts. By comparison, the starting annual salary for comparable communities is:

- Monona \$63,821
- Deforest/Windsort \$57,108
- Mount Horeb \$53,926
- Oregon \$54,912
- Fitchrona (2021) \$56,514
- Waunakee \$61,210
- Middleton \$59,434

The average of these Departments is roughly \$58,132 and is slightly less than what we are proposing at \$60,094. There are a few reasons for the wages proposed in this fashion. First and foremost this makes the Department far more competitive within this market which has higher salaries for these positions. We will likely have a better response in recruitment in order to attract quality candidates to the Department for these new positions helping to make this a career destination versus the high turnover situation we have presently found ourselves in. This proposal is also in the spirit of the benchmarks established within the Compensation and Classification Study accepted in 2021. These positions are not subject to that; however, it follows a similar methodology of maintaining compensation at levels at or near the 65th percentile of our comparables. This in turn helps relate what we do compensation wise for non-represented employees towards represented staff as part of this agreement.

Additional fiscal implications are discussed in a previous agenda item where these rates are applied and forecasted on the budgetary impacts through 2026.

VILLAGE PLAN REFERENCE:

[McFarland Fire/EMT Local 311 Labor Agreement](#) - January 1, 2021 through December 31, 2023



ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Union has reviewed this document and supportive of its approval as presented.

Recommended Action:

Motion, second to approve a side letter agreement with the International Association of Fire Fighters (IAFF) which establishes the wage scales and related contract parameters for the newly created Lieutenant/Paramedic and Paramedic/Firefighter positions.

ATTACHMENTS:

1. VOM-311 Side Letter Agreement 04222022 mgs FINAL
2. Appendix A - Wage Scales

SIDE LETTER OF AGREEMENT

BETWEEN

VILLAGE OF MCFARLAND

AND

**INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS, AFL-CIO
LOCAL 311
FIRE/EMT UNIT**

THIS SIDE LETTER OF AGREEMENT (hereinafter “the Agreement”) is entered into by and between Village of McFarland (hereinafter “the Village”) and the International Association of Fire Fighters (IAFF), Local 311, AFL-CIO (hereinafter “the Union”).

WHEREAS, the Village and the Union realize that it is in both parties’ interests to modify the collective bargaining agreement for purposes of addressing a transition to paramedic level of service and the addition a new Paramedic/Lieutenant level position.

NOW, THEREFORE, in consideration of the terms and conditions contained herein, the parties hereto agree as follows effective on ratification of this side letter:

1. Probationary Period

Existing employees selected from within the bargaining unit to fill either a Paramedic/Firefighter or Paramedic/Lieutenant position shall serve a probationary period of six (6) months during which their performance will be evaluated within this new position. A probationary period for existing employees may be extended for up to three (3) months at the discretion of the Fire/EMS Chief or designee by giving written notice to the Employee and Union. If, prior to completion of the probationary period, it is determined that the selected employee fails to meet the requirements of the position for non-disciplinary reasons the employee will be returned to their previous position of record based on seniority, as available. Employees shall be returned without loss of seniority and shall be placed on the salary schedule commensurate with their years of service in the bargaining unit in accordance with that wage schedule. All other newly hired employees into the bargaining unit shall be subject to a probationary period as set forth in Article 7 of the collective bargaining agreement.

2. Seniority

Bargaining unit members from within the organization selected to fill a Paramedic/Firefighter or Paramedic/Lieutenant position will maintain their seniority according to their years of service in the bargaining unit for purposes of benefit accrual (e.g., paid time off accrual) and rights (e.g., paid time off selection, overtime rotation).

3. Paramedic Transition

The Village will provide opportunity for existing employees from within the bargaining unit to attend paramedic schooling by order of seniority. No more than one (1) employee per year will be able to attend paramedic schooling at a time unless otherwise determined by the Village. Coordination of schedule in order to attend class will be maintained at the discretion of the EMS/Fire Chief to align classwork with regularly scheduled shifts. Maximum shifts and classwork will be forty-eight (48) hours. Employees will be provided a minimum of twelve (12) consecutive hours off-duty before returning to work after any shift of consecutive work period exceeding thirty-six (36) hours. Employees will continue to participate in distribution of overtime as outlined in the Collective Bargaining Agreement.

Employees will agree to remain employed with the Village and perform duties of the position for at least 12 months following completion of a paramedic licensure. Employees may request a waiver from this requirement due to extenuating circumstances subject to the discretion of the Village Administrator. Employees that do not remain employed with the Village and perform these duties for at least 12 months following completion of a paramedic licensure shall reimburse the Village for expenses associated with attaining said license including tuition, training, PPE, and other assigned equipment, as determined by the Village.

4. Salary Schedule

Wages for Paramedic/Firefighter and Paramedic/Lieutenant positions will be as set forth within Appendix A of this agreement. All successful candidates for the Paramedic/Firefighter position will be placed on the wage scale at the Start rate following licensure to paramedic. All successful candidates for the Paramedic/Lieutenant position following promotion will be placed on the wage scale commensurate with their years of service to the Village.

5. General Terms and Incorporation. This Agreement contains the complete agreement and understanding between the parties hereto in reference to all of the matters herein agreed upon and no representations, promises, agreements or understandings, written or oral, not herein contained shall be of force or effect. This Side Letter shall become the status quo and is to be fully incorporated into the parties' successor Collective Bargaining Agreement unless modified by the parties during future bargaining. Nothing in this side letter shall prejudice either party, including any matters pertaining to whether the modifications to the collective bargaining agreement or existing language constitutes mandatory subjects of bargaining. Modifications of the existing contract language covered in this Side Letter Agreement shall be determinative. For matters not covered in this Side Letter Agreement, the existing contract language shall be determinative. The parties agree to meet and confer on any unforeseen issues that arise to the Paramedic/Firefighter and Paramedic/Lieutenant positions.

Signatures to follow on next page.

IN WITNESS WHEREOF, the parties hereto execute and enact this Agreement on the dates indicated below.

IAFF, LOCAL 311

VILLAGE OF MCFARLAND

DATE: _____

DATE: _____

APPROVED BY THE VILLAGE BOARD ON _____, 2022

Appendix A
Paramedic/Firefighter Wage Scale

2021 2.25%				Reference Only
Years of Service	Hourly	Bi-Weekly	Annual	1.5 Rate*
Start	\$ 15.01	\$ 1,726.15	\$ 44,879.90	\$ 22.5150
1	\$ 15.46	\$ 1,777.93	\$ 46,226.30	\$ 23.1905
2	\$ 15.92	\$ 1,831.27	\$ 47,613.09	\$ 23.8862
3	\$ 16.40	\$ 1,886.21	\$ 49,041.48	\$ 24.6027
5	\$ 16.89	\$ 1,942.80	\$ 50,512.72	\$ 25.3408
7	\$ 17.40	\$ 2,001.08	\$ 52,028.10	\$ 26.1011
10	\$ 17.92	\$ 2,061.11	\$ 53,588.95	\$ 26.8841
14	\$ 18.46	\$ 2,122.95	\$ 55,196.62	\$ 27.6906
20	\$ 19.01	\$ 2,186.64	\$ 56,852.51	\$ 28.5213

2022 AEMT 3%				1.5 Rate*	2022 30% Paramedic				1.5 Rate*
Years of Service	Hourly	Bi-Weekly	Annual		Years of Service	Hourly	Bi-Weekly	Annual	
Start	\$ 15.46	\$ 1,777.93	\$ 46,226.30	\$ 23.1905	Start	\$ 20.10	\$ 2,311.31	\$ 60,094.19	\$ 30.1476
1	\$ 15.92	\$ 1,831.27	\$ 47,613.09	\$ 23.8862	1	\$ 20.70	\$ 2,380.65	\$ 61,897.01	\$ 31.0520
2	\$ 16.40	\$ 1,886.21	\$ 49,041.48	\$ 24.6027	2	\$ 21.32	\$ 2,452.07	\$ 63,753.92	\$ 31.9836
3	\$ 16.89	\$ 1,942.80	\$ 50,512.72	\$ 25.3408	3	\$ 21.96	\$ 2,525.64	\$ 65,666.54	\$ 32.9431
5	\$ 17.40	\$ 2,001.08	\$ 52,028.10	\$ 26.1011	5	\$ 22.62	\$ 2,601.41	\$ 67,636.54	\$ 33.9314
7	\$ 17.92	\$ 2,061.11	\$ 53,588.95	\$ 26.8841	7	\$ 23.30	\$ 2,679.45	\$ 69,665.63	\$ 34.9493
10	\$ 18.46	\$ 2,122.95	\$ 55,196.62	\$ 27.6906	10	\$ 24.00	\$ 2,759.83	\$ 71,755.60	\$ 35.9978
14	\$ 19.01	\$ 2,186.64	\$ 56,852.51	\$ 28.5213	14	\$ 24.72	\$ 2,842.63	\$ 73,908.27	\$ 37.0777
20	\$ 19.58	\$ 2,252.23	\$ 58,558.09	\$ 29.3770	20	\$ 25.46	\$ 2,927.90	\$ 76,125.52	\$ 38.1901

2023 AEMT 3%				1.5 Rate*	2023 30% Paramedic + 3%				1.5 Rate*
Years of Service	Hourly	Bi-Weekly	Annual		Years of Service	Hourly	Bi-Weekly	Annual	
Start	\$ 15.92	\$ 1,831.27	\$ 47,613.09	\$ 23.8862	Start	\$ 20.70	\$ 2,380.65	\$ 61,897.01	\$ 31.0520
1	\$ 16.40	\$ 1,886.21	\$ 49,041.48	\$ 24.6027	1	\$ 21.32	\$ 2,452.07	\$ 63,753.92	\$ 31.9836
2	\$ 16.89	\$ 1,942.80	\$ 50,512.72	\$ 25.3408	2	\$ 21.96	\$ 2,525.64	\$ 65,666.54	\$ 32.9431
3	\$ 17.40	\$ 2,001.08	\$ 52,028.10	\$ 26.1011	3	\$ 22.62	\$ 2,601.41	\$ 67,636.54	\$ 33.9314
5	\$ 17.92	\$ 2,061.11	\$ 53,588.95	\$ 26.8841	5	\$ 23.30	\$ 2,679.45	\$ 69,665.63	\$ 34.9493
7	\$ 18.46	\$ 2,122.95	\$ 55,196.62	\$ 27.6906	7	\$ 24.00	\$ 2,759.83	\$ 71,755.60	\$ 35.9978
10	\$ 19.01	\$ 2,186.64	\$ 56,852.51	\$ 28.5213	10	\$ 24.72	\$ 2,842.63	\$ 73,908.27	\$ 37.0777
14	\$ 19.58	\$ 2,252.23	\$ 58,558.09	\$ 29.3770	14	\$ 25.46	\$ 2,927.90	\$ 76,125.52	\$ 38.1901
20	\$ 20.17	\$ 2,319.80	\$ 60,314.83	\$ 30.2583	20	\$ 26.22	\$ 3,015.74	\$ 78,409.28	\$ 39.3358

Appendix A
Lieutenant/Firefighter Wage Scale

2021 2.25%

Years of Service	Hourly	Bi-Weekly	Annual
Start	\$ 15.01	\$ 1,726.15	\$ 44,879.90
1	\$ 15.46	\$ 1,777.93	\$ 46,226.30
2	\$ 15.92	\$ 1,831.27	\$ 47,613.09
3	\$ 16.40	\$ 1,886.21	\$ 49,041.48
5	\$ 16.89	\$ 1,942.80	\$ 50,512.72
7	\$ 17.40	\$ 2,001.08	\$ 52,028.10
10	\$ 17.92	\$ 2,061.11	\$ 53,588.95
14	\$ 18.46	\$ 2,122.95	\$ 55,196.62
20	\$ 19.01	\$ 2,186.64	\$ 56,852.51

Reference Only

1.5 Rate*
\$ 22.5150
\$ 23.1905
\$ 23.8862
\$ 24.6027
\$ 25.3408
\$ 26.1011
\$ 26.8841
\$ 27.6906
\$ 28.5213

2022 AEMT 3%

Years of Service	Hourly	Bi-Weekly	Annual
Start	\$ 15.46	\$ 1,777.93	\$ 46,226.30
1	\$ 15.92	\$ 1,831.27	\$ 47,613.09
2	\$ 16.40	\$ 1,886.21	\$ 49,041.48
3	\$ 16.89	\$ 1,942.80	\$ 50,512.72
5	\$ 17.40	\$ 2,001.08	\$ 52,028.10
7	\$ 17.92	\$ 2,061.11	\$ 53,588.95
10	\$ 18.46	\$ 2,122.95	\$ 55,196.62
14	\$ 19.01	\$ 2,186.64	\$ 56,852.51
20	\$ 19.58	\$ 2,252.23	\$ 58,558.09

1.5 Rate*
\$ 23.1905
\$ 23.8862
\$ 24.6027
\$ 25.3408
\$ 26.1011
\$ 26.8841
\$ 27.6906
\$ 28.5213
\$ 29.3770

2022 30% Paramedic + 7% LT

Years of Service	Hourly	Bi-Weekly	Annual	1.5 Rate*
Start	\$ 21.18	\$ 2,435.77	\$ 63,330.03	\$ 31.7709
1	\$ 21.82	\$ 2,508.84	\$ 65,229.93	\$ 32.7240
2	\$ 22.47	\$ 2,584.11	\$ 67,186.83	\$ 33.7058
3	\$ 23.14	\$ 2,661.63	\$ 69,202.43	\$ 34.7169
5	\$ 23.84	\$ 2,741.48	\$ 71,278.50	\$ 35.7584
7	\$ 24.55	\$ 2,823.73	\$ 73,416.86	\$ 36.8312
10	\$ 25.29	\$ 2,908.44	\$ 75,619.36	\$ 37.9361
14	\$ 26.05	\$ 2,995.69	\$ 77,887.94	\$ 39.0742
20	\$ 26.83	\$ 3,085.56	\$ 80,224.58	\$ 40.2464

2023 AEMT 3%

Years of Service	Hourly	Bi-Weekly	Annual
Start	\$ 15.92	\$ 1,831.27	\$ 47,613.09
1	\$ 16.40	\$ 1,886.21	\$ 49,041.48
2	\$ 16.89	\$ 1,942.80	\$ 50,512.72
3	\$ 17.40	\$ 2,001.08	\$ 52,028.10
5	\$ 17.92	\$ 2,061.11	\$ 53,588.95
7	\$ 18.46	\$ 2,122.95	\$ 55,196.62
10	\$ 19.01	\$ 2,186.64	\$ 56,852.51
14	\$ 19.58	\$ 2,252.23	\$ 58,558.09
20	\$ 20.17	\$ 2,319.80	\$ 60,314.83

1.5 Rate*
\$ 23.8862
\$ 24.6027
\$ 25.3408
\$ 26.1011
\$ 26.8841
\$ 27.6906
\$ 28.5213
\$ 29.3770
\$ 30.2583

2023 30% Paramedic + 7% LT + 3%

Years of Service	Hourly	Bi-Weekly	Annual	1.5 Rate*
Start	\$ 21.82	\$ 2,508.84	\$ 65,229.93	\$ 32.7240
1	\$ 22.47	\$ 2,584.11	\$ 67,186.83	\$ 33.7058
2	\$ 23.14	\$ 2,661.63	\$ 69,202.43	\$ 34.7169
3	\$ 23.84	\$ 2,741.48	\$ 71,278.50	\$ 35.7584
5	\$ 24.55	\$ 2,823.73	\$ 73,416.86	\$ 36.8312
7	\$ 25.29	\$ 2,908.44	\$ 75,619.36	\$ 37.9361
10	\$ 26.05	\$ 2,995.69	\$ 77,887.94	\$ 39.0742
14	\$ 26.83	\$ 3,085.56	\$ 80,224.58	\$ 40.2464
20	\$ 27.64	\$ 3,178.13	\$ 82,631.32	\$ 41.4538