

Tuesday, August 23, 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/85753636990>

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

Webinar ID: 857 5363 6990

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

1. CALL TO ORDER.
2. ROLL CALL.
3. PUBLIC ANNOUNCEMENTS, COMMUNICATIONS, AND PROCLAMATIONS.
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 August 11, 2022 meeting.
 - 2) Motion to approve the minutes of the special August 17, 2022 Village Board meeting.
 - 3) Motion to approve checks in the amount of \$3,624,787.56.
 - 4) Motion to approve a Temporary Class "B" for the American Legion Post 534 for the Oktoberfest event to be held on October 8, 2022 from 1 p.m. to 5 p.m. and approve the request for minors to be present where alcohol is sold with the conditions outlined by Lt. Job in the letter dated August 11, 2022.
 - 5) Motion to approve appointing Kristin Ellis to serve on the Community Development Authority for a term ending April 30, 2026.
 - 6) Motion to approve confirming appointment of Village Board members to boards, commissions, and committees as recommended by the Village President in the report dated August 23, 2022.
 - 7) Motion to approve Resolution 2022-22: a Resolution adopting the Dane County Natural Hazard Mitigation Plan: 2022 update.
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 village.clerk@mcfarland.wi.us to be included as part of the meeting.

6. BUSINESS.

- a. Personnel Committee (Trustees Nelson, Jerke, & Wreh)
 - 1) Discussion and action on amending section 14.04 of the Personnel Policy Manual regarding the Village's background check process.
 - 2) Discussion and action regarding Ordinance #2022-10: an ordinance to change the Village Code to create the Deputy Village Administrator position and revise the Village Administrator position.
 - 3) Discussion and action regarding the creation of a job description for the Deputy Administrator/Clerk position and appointment of the position thereof.
 - 4) Discussion and action on amendment of the position description for the Village Administrator.
 - 5) Discussion and action regarding amendments to Chapter 3 of the Personnel Policy Manual regarding Organization and Administration.
 - 6) Discussion and action regarding amendment of the Village wide Organizational Chart.
 - 7) Discussion and action regarding updates to the Administration Department Organizational Chart.
- b. Discussion and action to consider the proposed goals and objectives with action plan to be accepted as the 2022-2023 McFarland Strategic Implementation Plan.
- c. Discussion and action on the proposed McFarland 2023-2027 Capital Improvement Plan.

7. SCHEDULE NEXT MEETING DATE.

- a. Tuesday, September 13, 2022 at 7:00 pm - Village Board Regular Meeting
- b. Tuesday, September 27, 2022 at 7:00 pm - Village Board Regular Meeting

8. ADJOURNMENT.

Any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format should contact the McFarland Municipal Center at (608)838-3153, 5915 Milwaukee Street, McFarland, Wisconsin, or village.clerk@mcfarland.wi.us by 2:00 p.m. at least 5 business days prior to the meeting so that any necessary arrangements can be made to accommodate each request. If the meeting or request is less than 5 business days from the meeting, requests for accommodations may still be made and reasonable efforts will be made to accommodate each request.

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Tuesday, August 23, 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

Thursday, August 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. ROLL CALL.

Village Board members present: Village Trustee Stephanie Brassington, Village President Carolyn Clow, Village Trustee TJ Jerke, Village Trustee Edward Wreh

Village Board members not present: Village Trustee Michael Flaherty, Village Trustee Carrie Nelson

Staff Present: Administrator Matt Schuenke, Clerk/Treasurer Cassandra Suettinger, Police Chief Aaron Chapin, Community and Economic Development Director Andrew Bremer, Public Works Director Jim Hessling, Outreach Director Lori Andersen, Fire/EMS Director Chris Dennis, and Communications & Technology Director Stephanie Miller.

3. PUBLIC ANNOUNCEMENTS, COMMUNICATIONS, AND PROCLAMATIONS.

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 July 26, 2022 regular Village Board meeting.

2) Motion to approve checks in the amount of \$1,180,523.74.

3) Motion to approve Matthew Brown as agent for Ultra Mart Foods, LLC (d/b/a Pick N; Save) for a Class A alcohol license for the period ending June 30, 2023.

4) Motion to approve the issuance of a Request for Proposal (RFP) for yard waste and drop-off site services as recommended by the Public Works and Utilities Committee.

5) Motion to appoint Angela Wilcox to the Police & Fire Commission for a term ending April 30, 2027.

Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to approve the consent agenda as presented. Motion carries 4 - 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 village.clerk@mcfarland.wi.us to be included as part of the meeting.

None.

6. BUSINESS.

a. Interviews with Village Board Trustee Candidates

1) Hillary Brandt

Hilary Brandt appeared before the Village Board to provide her background and reason for wanting to serve on the Village Board.

2) Luke Fessler

Luke Fessler appeared before the Village Board to provide his background and reason for wanting to serve on the Village Board.

The Village Board noted formal appointment of the Village Board candidate would take place later in the meeting.

b. Update on progress on the construction of the Public Safety Center

Jordan Schulz, owner representative from Huffman Facility Development, Inc., appeared before the Board to provide an update on the Public Safety Center project. He noted the project is continuing as scheduled with no issues to report currently.

c. Discussion and action make appointment to the vacant Village Trustee position.

The Village Board discussed the candidates and which candidate they felt could serve best in the role. The Board felt both candidates were a great choice, but felt Hilary Brandt would be their choice. The Board noted they hoped Luke Fessler would keep service on the Village Board in mind in the future as the nomination process begins in December of 2022 for the 2023-2025 Village Board term.

Motion by President Clow, second by Trustee Edward Wreh, to approve appointing Hilary Brandt to the vacant Village Trustee position effective 8:00 a.m. on Tuesday August 16th. Motion carries 4 - 0 - 0 by acclamation.

d. Review and Discussion regarding American Rescue Plan Act (ARPA) Funding Requests.

The Village Board reviewed the American Rescue Plan Act (ARPA) funding requests and provided feedback accordingly. The Board reviewed the initial prioritization and narrowed down requests to 5 main requests they would like to explore in more detail. The Board will continue discussion on the ARPA funding requests after finalizing the 2022-2023 McFarland Strategic Implementation Plan.

7. SCHEDULE NEXT MEETING DATE.

- a. Wednesday, August 17, 2022 at 6:00 pm - Village Board Retreat #4
- b. Tuesday, August 23, 2022 at 7:00 pm - Village Board Regular Meeting
- c. Tuesday, September 13, 2022 at 7:00 pm - Village Board Regular Meeting

8. ADJOURNMENT.

Motion by Village Trustee TJ Jerke, second by Village Trustee Edward Wreh, to adjourn at 9:09 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

Wednesday, August 17, 2022 - 5:30 PM

1. CALL TO ORDER.

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

2. ROLL CALL.

Village Board members present: Village Trustee Hilary Brandt, Village Trustee Stephanie Brassington, Village President Carolyn Clow, Village Trustee Michael Flaherty, Village Trustee TJ Jerke, Village Trustee Edward Wreh

Village Board members not present: Village Trustee Carrie Nelson

Staff Present: Administrator Matt Schuenke, Clerk/Treasurer Cassandra Suettinger, Police Chief Aaron Chapin, Community and Economic Development Director Andrew Bremer, Public Works Director Jim Hessling, Outreach Director Lori Andersen, Fire/EMS Director Chris Dennis, and Communications & Technology Director Stephanie Miller.

3. NEW BOARD MEMBER WELCOMING CEREMONY .

- a. Ceremonial swearing in of new appointment into the Village Trustee position.
Clerk/Treasurer Suettinger ceremoniously swore in new Village Trustee Hilary Brandt.

4. PUBLIC APPEARANCES.

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None.

5. BUSINESS.

- a. Discussion regarding draft goals and objectives to be included within the 2022-2023 McFarland Strategic Implementation Plan.

Village Administrator Schuenke and Departments Heads presented the 2022-2023 McFarland Strategic Plan Implementation Plan. The Village Board asked questions and provided feedback on action steps and initiatives. The Village Board will consider official action and acceptance of the plan at the August 23, 2022 Village Board meeting.

6. SCHEDULE NEXT MEETING DATE.

a. Tuesday, August 23, 2022 at 7:00 pm - Village Board Regular Meeting

b. Tuesday, September 13, 2022 at 7:00 pm - Village Board Regular Meeting

7. ADJOURNMENT.

Motion by Trustee Edward Wreh, second by Trustee Hilary Brandt, to adjourn at 8:13 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
10	ARAMARK	6140038771	MAT RENTAL	1	08/12/2022	52.33	.00	52.33	08/18/2022
Total 10:						52.33	.00	52.33	
30	ALLIANT ENERGY/WP&L	080922	LIBRARY	1	08/09/2022	3,137.99	.00	3,137.99	08/18/2022
		080922	PW FACILITY	2	08/09/2022	116.40	.00	116.40	08/18/2022
		080922	MUNICIPAL CENTER	3	08/09/2022	3,281.24	.00	3,281.24	08/18/2022
		080922	SOCCER BUILDING 4820	4	08/09/2022	13.27	.00	13.27	08/18/2022
		080922	WELL #4	5	08/09/2022	1,776.56	.00	1,776.56	08/18/2022
Total 30:						8,325.46	.00	8,325.46	
150	CDW GOVERNMENT INC	CB00036	WALL PLATES	1	08/10/2022	2.55	.00	2.55	08/18/2022
Total 150:						2.55	.00	2.55	
157	CHAMPIONSHIP AWARD	67259	NAME PLATES	1	07/25/2022	53.51	.00	53.51	08/18/2022
Total 157:						53.51	.00	53.51	
158	CHARTER COMMUNICATI	0003261080	CHARTER CABLE	1	08/01/2022	110.41	.00	110.41	08/12/2022
Total 158:						110.41	.00	110.41	
194	CONCENTRA	103609890	PRE-EMPLOYMENT SCR	1	07/27/2022	596.00	.00	596.00	08/18/2022
		103614707	CONCENTRA PHYSICAL-	1	08/03/2022	298.00	.00	298.00	08/18/2022
Total 194:						894.00	.00	894.00	
234	DANE CO EMERGENCY	10834	PROTOCOL BOOKS	1	08/03/2022	30.00	.00	30.00	08/18/2022
Total 234:						30.00	.00	30.00	
236	DANE CO FIRE CHIEFS A	379	DCFCA DUES	1	08/10/2022	500.00	.00	500.00	08/18/2022
Total 236:						500.00	.00	500.00	
288	DNR-SS/7	102120-CER	WATER LICENSE RENEW	1	10/21/2020	45.00	.00	.00	Multiple
		102120-CER	WATER LICENSE RENEW	2	10/21/2020	45.00-			
Total 288:						.00	.00	.00	
348	FAHRNER ASPHALT SEA	8300013244	CRACK FILL/CHIP SEAL	1	07/31/2022	94,739.00	.00	94,739.00	08/18/2022
Total 348:						94,739.00	.00	94,739.00	
476	JEFFERSON FIRE & SAF	IN143071	SHIELD & PASSPORT	1	08/09/2022	516.75	.00	516.75	08/18/2022
		IN143249	SCBA REPAIR	1	08/11/2022	91.85	.00	91.85	08/18/2022
Total 476:						608.60	.00	608.60	
621	MCFARLANE MANUFACT	IV76824	MOWER PARTS	1	08/17/2022	82.85	.00	82.85	08/18/2022
		IV76824	MOWER PARTS	2	08/17/2022	22.59	.00	22.59	08/18/2022
		IV76824	MOWER PARTS	3	08/17/2022	22.59	.00	22.59	08/18/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		IV76824	MOWER PARTS	4	08/17/2022	22.59	.00	22.59	08/18/2022
	Total 621:					150.62	.00	150.62	
634	MENARDS - MONONA	34967	PARK SUPPLIES	1	08/05/2022	109.97	.00	109.97	08/18/2022
		35267	SUPPLIES	1	08/11/2022	20.06	.00	20.06	08/18/2022
	Total 634:					130.03	.00	130.03	
640	MGE	6300112994-	STREET LIGHTS	1	08/01/2022	659.30	.00	659.30	08/12/2022
	Total 640:					659.30	.00	659.30	
727	OVERHEAD DOOR CO O	30317	MC OH DOOR REPAIR	1	08/08/2022	2,365.00	.00	2,365.00	08/18/2022
	Total 727:					2,365.00	.00	2,365.00	
740	PETERSON, DON	080922	ELECTION CHIEF	1	08/09/2022	52.50	.00	52.50	08/18/2022
	Total 740:					52.50	.00	52.50	
765	LEGAL SHIELD	081522	LEGAL SHIELD	1	08/15/2022	219.30	.00	219.30	08/18/2022
	Total 765:					219.30	.00	219.30	
800	RELIANT FIRE APPARAT	CI004879	FD VEHICLE MAINT	1	08/08/2022	13.19	.00	13.19	08/18/2022
		CI004884	FD VEHICLE MAINT	1	08/09/2022	58.42	.00	58.42	08/18/2022
	Total 800:					71.61	.00	71.61	
802	RENNERT'S FIRE EQUIP	45483	E1 REPAIRS	1	08/09/2022	235.75	.00	235.75	08/18/2022
	Total 802:					235.75	.00	235.75	
818	ROTO ROOTER SEWER	209741	TELEVISED METAL STOR	1	08/10/2022	900.00	.00	900.00	08/18/2022
		210223	SEWERLINE LOCATE	1	08/12/2022	300.00	.00	300.00	08/18/2022
	Total 818:					1,200.00	.00	1,200.00	
836	SCHILLING SUPPLY COM	883546-00	BATHROOM SUPPLIES	1	08/10/2022	205.81	.00	205.81	08/18/2022
	Total 836:					205.81	.00	205.81	
904	STOLARIK, TONI	080922	ELECTION WORKER	1	08/09/2022	36.00	.00	36.00	08/18/2022
	Total 904:					36.00	.00	36.00	
955	TODDLE-IN NURSERY	32103	PARK MATERIAL	1	07/20/2022	28.00	.00	28.00	08/18/2022
	Total 955:					28.00	.00	28.00	
958	TOWN & COUNTRY ENGI	24291	VERIDIAN/UTTERBACK R	1	08/11/2022	181.25	.00	181.25	08/18/2022
		24292	5411 BASHFORD ESCRO	1	08/11/2022	560.00	.00	560.00	08/18/2022
		24293	USH 51 DOT PROJECT S	1	08/11/2022	181.25	.00	181.25	08/18/2022
		24294	2022 STREET & UTILITY I	1	08/11/2022	32,761.45	.00	32,761.45	08/18/2022
		24295	2022 PUBLIC FACILITIES	1	08/11/2022	686.25	.00	686.25	08/18/2022
		24296	EXCHANGE ST FINAL EN	1	08/11/2022	4,846.25	.00	4,846.25	08/18/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		24297	2022 PARK REVIEW - MC	1	08/11/2022	263.00	.00	263.00	08/18/2022
		24298	MC 197 PAULSON RD ST	1	08/11/2022	2,211.25	.00	2,211.25	08/18/2022
		24299	MC 198 LIFT STATION #2	1	08/11/2022	1,740.00	.00	1,740.00	08/18/2022
		24300	2022 STORMWATER SUP	1	08/11/2022	481.75	.00	481.75	08/18/2022
Total 958:						43,912.45	.00	43,912.45	
992	US CELLULAR	0522108890	PD PHONE	1	07/22/2022	578.10	.00	578.10	08/18/2022
		0522108890	FD/EMS PHONE	2	07/22/2022	1,067.15	.00	1,067.15	08/18/2022
		0522108890	OUTREACH PHONE	3	07/22/2022	115.00	.00	115.00	08/18/2022
		0522108890	CABLE/COMMTECH PHO	4	07/22/2022	42.50	.00	42.50	08/18/2022
		0522108890	COMMDEV PHONE	5	07/22/2022	4.54	.00	4.54	08/18/2022
		0522108890	PW PHONE	6	07/22/2022	118.34	.00	118.34	08/18/2022
		0522108890	WATER PHONE	7	07/22/2022	118.33	.00	118.33	08/18/2022
		0522108890	SEWER PHONE	8	07/22/2022	118.33	.00	118.33	08/18/2022
Total 992:						2,162.29	.00	2,162.29	
1093	WI STATE LABORATORY	719033	WATER TESTING	1	07/31/2022	26.00	.00	26.00	08/18/2022
Total 1093:						26.00	.00	26.00	
1103	WINGRA STONE CO	24723	SHOULDER GRAVEL	1	07/30/2022	964.81	.00	964.81	08/18/2022
		24826	SHOULDER GRAVEL	1	08/06/2022	1,179.94	.00	1,179.94	08/18/2022
Total 1103:						2,144.75	.00	2,144.75	
1245	PROFESSIONAL PEST C	581487	PW PEST CONTROL	1	08/16/2022	22.00	.00	22.00	08/18/2022
		581487	PW PEST CONTROL	2	08/16/2022	6.00	.00	6.00	08/18/2022
		581487	PW PEST CONTROL	3	08/16/2022	6.00	.00	6.00	08/18/2022
		581487	PW PEST CONTROL	4	08/16/2022	6.00	.00	6.00	08/18/2022
		581488	MC PEST CONTROL	1	08/16/2022	7.05	.00	7.05	08/18/2022
		581488	MC PEST CONTROL	2	08/16/2022	7.05	.00	7.05	08/18/2022
		581488	MC PEST CONTROL	3	08/16/2022	7.05	.00	7.05	08/18/2022
		581488	MC PEST CONTROL	4	08/16/2022	25.85	.00	25.85	08/18/2022
Total 1245:						87.00	.00	87.00	
1256	BOUND TREE MEDICAL,	84620598	EMS - SUPPLIES	1	07/28/2022	71.00	.00	71.00	08/18/2022
		84625531	MEDICAL - SUPPLIES	1	08/02/2022	243.99	.00	243.99	08/18/2022
		84627518	MEDICAL - SUPPLIES	1	08/03/2022	142.20	.00	142.20	08/18/2022
		84637917	MEDICAL - SUPPLIES	1	08/10/2022	128.99	.00	128.99	08/18/2022
Total 1256:						586.18	.00	586.18	
1264	BARNES INC	163088	MC LAWN APPLICATION	1	07/31/2022	46.00	.00	46.00	08/18/2022
		163088	MC LAWN APPLICATION	2	07/31/2022	12.55	.00	12.55	08/18/2022
		163088	MC LAWN APPLICATION	3	07/31/2022	12.55	.00	12.55	08/18/2022
		163088	MC LAWN APPLICATION	4	07/31/2022	12.54	.00	12.54	08/18/2022
		163091	PW SUMMER APPLICATI	1	07/31/2022	21.42	.00	21.42	08/18/2022
		163091	PW SUMMER APPLICATI	2	07/31/2022	21.42	.00	21.42	08/18/2022
		163091	PW SUMMER APPLICATI	3	07/31/2022	21.42	.00	21.42	08/18/2022
		163091	PW SUMMER APPLICATI	4	07/31/2022	78.54	.00	78.54	08/18/2022
		163147	PARKS SUMMER APPLIC	1	07/31/2022	300.90	.00	300.90	08/18/2022
Total 1264:						527.34	.00	527.34	

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
1709	VON BRIESEN & ROPER	399962	PERSONNEL ISSUES	1	08/09/2022	1,228.50	.00	1,228.50	08/18/2022
		399963	PERSONNEL ISSUES	1	08/09/2022	2,264.58	.00	2,264.58	08/18/2022
Total 1709:						3,493.08	.00	3,493.08	
1904	HUMPHREY SERVICE PA	1278774	SHOP SUPPLIES	1	08/10/2022	21.76	.00	21.76	08/18/2022
		1278774	SHOP SUPPLIES	2	08/10/2022	5.93	.00	5.93	08/18/2022
		1278774	SHOP SUPPLIES	3	08/10/2022	5.93	.00	5.93	08/18/2022
		1278774	SHOP SUPPLIES	4	08/10/2022	5.93	.00	5.93	08/18/2022
Total 1904:						39.55	.00	39.55	
1910	ZURBUCHEN OIL INC	262558	DYED DIESEL FUEL	1	08/04/2022	1,041.93	.00	1,041.93	08/18/2022
		262880	DYED DIESEL FUEL	1	08/17/2022	935.07	.00	935.07	08/18/2022
Total 1910:						1,977.00	.00	1,977.00	
1941	MIDWEST TRAILER SALE	1110112-00	VEHICLE MAINTENANCE	1	12/13/2021	68.04	.00	68.04	Multiple
		1110112-00	VEHICLE MAINTENANCE	2	12/13/2021	18.55	.00	18.55	Multiple
		1110112-00	VEHICLE MAINTENANCE	3	12/13/2021	18.55	.00	18.55	Multiple
		1110112-00	VEHICLE MAINTENANCE	4	12/13/2021	18.55	.00	18.55	Multiple
Total 1941:						123.69	.00	123.69	
1985	WI PUBLIC FINANCE PR	08172022	CONTINUING DISCLOSU	1	08/17/2022	750.00	.00	750.00	08/18/2022
Total 1985:						750.00	.00	750.00	
1989	CORPORATE BUSINESS	32188119	COPIER LEASE	1	08/08/2022	190.00	.00	190.00	08/18/2022
Total 1989:						190.00	.00	190.00	
1991	MEDICAL ENVIRONMENT	11196	PD MEDICAL WASTE & C	1	05/31/2022	199.40	.00	199.40	08/18/2022
		11448	PD CONTROLLED SUBST	1	07/28/2022	98.40	.00	98.40	08/18/2022
Total 1991:						297.80	.00	297.80	
2003	GERICK, PATRICK	080922	ELECTION WORKER	1	08/09/2022	14.00	.00	14.00	08/18/2022
Total 2003:						14.00	.00	14.00	
2082	NASSCO INC	6189939	CLEANING SUPPLIES	1	08/03/2022	181.09	.00	181.09	08/18/2022
		6192641	CLEANING SUPPLIES	1	08/10/2022	312.95	.00	312.95	08/18/2022
Total 2082:						494.04	.00	494.04	
2150	SCHRADER, MARV	080922	ELECTION INSPECTOR	1	08/09/2022	58.00	.00	58.00	08/18/2022
Total 2150:						58.00	.00	58.00	
2185	MSA PROFESSIONAL SE	R09361028.0	TID #4 PLANNING	1	08/08/2022	2,400.00	.00	2,400.00	08/18/2022
Total 2185:						2,400.00	.00	2,400.00	
2205	JOB, JEREMY	JJ080922	TRAINING MEALS	1	08/09/2022	13.69	.00	13.69	08/18/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 2205:						13.69	.00	13.69	
2216	ANDRES MEDICAL	255747	JULY COLLECTIONS	1	08/10/2022	2,304.90	.00	2,304.90	08/18/2022
Total 2216:						2,304.90	.00	2,304.90	
2230	WI DNR	081622	TRAINING FOR SAYER	1	08/16/2022	375.00	.00	375.00	08/18/2022
Total 2230:						375.00	.00	375.00	
2270	UNITY POINT HEALTH	080522	SUSPECT BLOODWORK	1	08/05/2022	125.34	.00	125.34	08/18/2022
Total 2270:						125.34	.00	125.34	
2298	VIKING ELECTRIC SUPPL	S006068435.	PW SHOP	1	08/04/2022	195.18	.00	195.18	08/18/2022
		S006068435.	PW SHOP	2	08/04/2022	53.23	.00	53.23	08/18/2022
		S006068435.	PW SHOP	3	08/04/2022	53.23	.00	53.23	08/18/2022
		S006068435.	PW SHOP	4	08/04/2022	53.24	.00	53.24	08/18/2022
Total 2298:						354.88	.00	354.88	
2311	RING, TREVOR	080922	ELECTION INSPECTOR	1	08/09/2022	76.00	.00	76.00	08/18/2022
Total 2311:						76.00	.00	76.00	
2312	LANCASTER, TANYA	080922	ELECTION WORKER	1	08/09/2022	44.00	.00	44.00	08/18/2022
Total 2312:						44.00	.00	44.00	
14189	ZIMMERMAN, SETH R	080822	REFUND DUPLICATE PAY	1	08/08/2022	27.12	.00	27.12	08/18/2022
Total 14189:						27.12	.00	27.12	
16232	HESSLING, JAMES	JH073022	HESSLING - BOOTS	1	07/30/2022	150.00	.00	150.00	08/18/2022
Total 16232:						150.00	.00	150.00	
16241	WI DEPT OF JUSTICE	L1373T-0731	HIRING BACKGROUND C	1	07/31/2022	42.00	.00	42.00	08/18/2022
		L1373T-0731	BACKGROUND CHECKS	2	07/31/2022	112.00	.00	112.00	08/18/2022
Total 16241:						154.00	.00	154.00	
16247	CITY TREASURER	07100600-08	STORMWATER CHARGE	1	08/05/2022	26.52	.00	26.52	08/18/2022
Total 16247:						26.52	.00	26.52	
16257	CORPORATE BUSINESS	324158	COPIER LEASE	1	08/03/2022	89.30	.00	89.30	08/12/2022
		324497	COPIER LEASE	1	08/10/2022	18.06	.00	18.06	08/18/2022
		324712	PW COLOR COPY OVER	1	08/15/2022	27.13	.00	27.13	08/18/2022
		324712	PW COLOR COPY OVER	2	08/15/2022	27.12	.00	27.12	08/18/2022
		324712	PW COLOR COPY OVER	3	08/15/2022	27.12	.00	27.12	08/18/2022
Total 16257:						188.73	.00	188.73	
16296	DANE CO DEPT OF HUM	JULY2022	MEALSITE DONATION - M	1	07/31/2022	3,267.00	.00	3,267.00	08/18/2022
		JULY2022	MEALSITE DONATION - C	2	07/31/2022	599.00	.00	599.00	08/18/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 16296:						3,866.00	.00	3,866.00	
16346	WOLF PAVING & EXCAVA	PAYAPP1	MC189 2022 STREET AN	1	08/08/2022	341,365.97	.00	341,365.97	08/18/2022
Total 16346:						341,365.97	.00	341,365.97	
16385	THE PSYCHOLOGY CEN	233494	BASIC-PRE EMPLOYMEN	1	07/14/2022	475.00	.00	475.00	08/18/2022
		234144	BASIC-PRE EMPLOYMEN	1	07/20/2022	475.00	.00	475.00	08/18/2022
Total 16385:						950.00	.00	950.00	
16545	DEPT OF SAFETY AND P	073122	SPRINKLER ALARM FEE	1	07/31/2022	5.00	.00	5.00	08/18/2022
Total 16545:						5.00	.00	5.00	
16622	WROBLEWSKI, KELLY	080922	ELECTION INSPECTOR	1	08/09/2022	42.00	.00	42.00	08/18/2022
Total 16622:						42.00	.00	42.00	
16640	TOP PACK DEFENSE LLC	8782	UNIFORM ALLOWANCE T	1	07/28/2022	14.99	.00	14.99	08/18/2022
		8791	KELLER INITIAL ISSUE U	1	08/04/2022	2,295.17	.00	2,295.17	08/18/2022
		8793	PEPPER SPRAY REPLAC	1	08/04/2022	122.50	.00	122.50	08/18/2022
		8793	CROSSING GUARD VEST	2	08/04/2022	15.00	.00	15.00	08/18/2022
		8845	CLOTHING ALLOWANCE	1	08/09/2022	31.49	.00	31.49	08/18/2022
Total 16640:						2,479.15	.00	2,479.15	
16712	LIFE-ASSIST, INC	122094	EMS MEDICAL SUPPLIES	1	06/22/2022	3.69-	.00	3.69-	08/18/2022
		1233102	EMS MEDICAL SUPPLIES	1	07/25/2022	120.20	.00	120.20	08/18/2022
Total 16712:						116.51	.00	116.51	
16782	MADISON EMERGENCY	INV1245	MEDICAL DIRECTION AU	1	08/11/2022	700.00	.00	700.00	08/18/2022
Total 16782:						700.00	.00	700.00	
16787	TOWNS, JACOB	JT080522	UNIFORM ALLOW - TOW	1	08/05/2022	410.96	.00	410.96	08/18/2022
Total 16787:						410.96	.00	410.96	
16829	REUTER, WHITISH & EVA	70463	GENERAL LEGAL	1	08/04/2022	5,250.10	.00	5,250.10	08/18/2022
		70463	GENERAL LEGAL	2	08/04/2022	288.00	.00	288.00	08/18/2022
		70463	GENERAL LEGAL	3	08/04/2022	208.00	.00	208.00	08/18/2022
		70464	PROSECUTIONS	1	08/04/2022	1,584.16	.00	1,584.16	08/18/2022
		70465	4313 LLC ESCROW	1	08/04/2022	102.00	.00	102.00	08/18/2022
		70465	LEGAL - TID3	2	08/04/2022	127.50	.00	127.50	08/18/2022
		70467	ATWATER TIF5 ESCROW	1	08/04/2022	76.50	.00	76.50	08/18/2022
		70471	ROSEWOOD FIELDS ESC	1	08/04/2022	204.00	.00	204.00	08/18/2022
		70476	WAUBESA VILLAGE - TID	1	08/04/2022	127.50	.00	127.50	08/18/2022
		70481	PROSECUTIONS	1	08/04/2022	25.00	.00	25.00	08/18/2022
		70483	PROSECUTIONS	1	08/04/2022	144.60	.00	144.60	08/18/2022
		70484	PROSECUTIONS	1	08/04/2022	258.03	.00	258.03	08/18/2022
		70485	PROSECUTIONS	1	08/04/2022	188.60	.00	188.60	08/18/2022
Total 16829:						8,583.99	.00	8,583.99	

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16921	AVANT GARDENING & LA	20220944	LANDSCAPE MAINTENA	1	08/08/2022	472.52	.00	472.52	08/18/2022
Total 16921:						472.52	.00	472.52	
16930	DIETZEL, JERRY	080922	ELECTION WORKER	1	08/09/2022	12.00	.00	12.00	08/18/2022
Total 16930:						12.00	.00	12.00	
16931	DIETZEL, SUSAN	080922	ELECTION WORKER	1	08/09/2022	12.00	.00	12.00	08/18/2022
Total 16931:						12.00	.00	12.00	
17084	AMAZON CAPITAL SERVI	146L-FFXD-1	DVDS & CDS	1	08/11/2022	23.35	.00	23.35	08/18/2022
		14VX-W4L1-	DVDS & CDS	1	08/05/2022	24.99	.00	24.99	08/18/2022
		196D-QML4-	PW SHOP SUPPLIES	1	08/04/2022	20.05	.00	20.05	08/18/2022
		196D-QML4-	PW SHOP SUPPLIES	2	08/04/2022	5.47	.00	5.47	08/18/2022
		196D-QML4-	PW SHOP SUPPLIES	3	08/04/2022	5.47	.00	5.47	08/18/2022
		196D-QML4-	PW SHOP SUPPLIES	4	08/04/2022	5.47	.00	5.47	08/18/2022
		1F3K-PCNL-	DVDS & CDS	1	08/10/2022	28.23	.00	28.23	08/18/2022
		1GM3-XGN1	PROGRAM SUPPLIES	1	08/10/2022	52.57	.00	52.57	08/18/2022
		1JR4-YXNH-	PW SHOP SUPPLIES	1	08/15/2022	17.46	.00	17.46	08/18/2022
		1JR4-YXNH-	PW SHOP SUPPLIES	2	08/15/2022	17.46	.00	17.46	08/18/2022
		1JR4-YXNH-	PW SHOP SUPPLIES	3	08/15/2022	17.46	.00	17.46	08/18/2022
		1JR4-YXNH-	PW SHOP SUPPLIES	4	08/15/2022	64.05	.00	64.05	08/18/2022
		1LJF-H3VN-	OFFICE SUPPLIES	1	08/07/2022	28.99	.00	28.99	08/18/2022
		1QH1-7CV1-	PW OFFICE SUPPLIES	1	08/04/2022	25.49	.00	25.49	08/18/2022
		1W97-963F-	OFFICE SUPPLIES	1	08/07/2022	90.88	.00	90.88	08/18/2022
		1WF3-JDHR-	ELECTION SUPPLIES	1	08/10/2022	17.98	.00	17.98	08/18/2022
		1WTM-VVXN	DVDS & CDS	1	08/07/2022	71.90	.00	71.90	08/18/2022
		1YNJ-NH3P-	OFFICE SUPPLIES	1	08/09/2022	14.97	.00	14.97	08/18/2022
		1YTC-GYLX-	DVDS & CDS	1	08/14/2022	128.90	.00	128.90	08/18/2022
Total 17084:						661.14	.00	661.14	
17092	GENERAL ENGINEERING	42	BUILDING INSPECTION S	1	08/09/2022	6,577.85	.00	6,577.85	08/18/2022
Total 17092:						6,577.85	.00	6,577.85	
17159	DOOR CREEK GOLF CO	071622	COPELAND MEMORIAL G	1	07/16/2022	7,064.85	.00	7,064.85	08/18/2022
Total 17159:						7,064.85	.00	7,064.85	
17232	APG OF SOUTHERN WIS	28886-0622	ALCOHOL PUBLICATION	1	06/30/2022	43.53	.00	43.53	08/18/2022
		28886-0622	VILLAGE BOARD MINUTE	2	06/30/2022	207.26	.00	207.26	08/18/2022
		28886--0722	ORD 2022-09	1	07/31/2022	22.55	.00	22.55	08/18/2022
		28886--0722	VILLAGE BOARD MINUTE	2	07/31/2022	211.52	.00	211.52	08/18/2022
		28886--0722	PUBLIC TEST NOTICE	3	07/31/2022	10.07	.00	10.07	08/18/2022
		28886--0722	CARE FACILITY VOTING	4	07/31/2022	40.69	.00	40.69	08/18/2022
		28886--0722	TYPE E NOTICE	5	07/31/2022	58.27	.00	58.27	08/18/2022
Total 17232:						593.89	.00	593.89	
17233	THE UNIFORM SHOPPE	324123	ZIETSMAN UNIFORM ALLO	1	07/25/2022	59.95	.00	59.95	08/18/2022
Total 17233:						59.95	.00	59.95	
17320	PARKITECTURE & PLANN	20.010A-3	PICKLEBALL CONSTRUC	1	08/04/2022	3,144.00	.00	3,144.00	08/18/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		21.045A-1	COMMUNITY PARK PHAS	1	07/21/2022	2,047.00	.00	2,047.00	08/18/2022
		22.025-2	SKATE PARK PLANNING	1	08/04/2022	7,964.00	.00	7,964.00	08/18/2022
		22.026-2	LEWIS PARK LAKE ACCE	1	08/04/2022	3,264.00	.00	3,264.00	08/18/2022
	Total 17320:					16,419.00	.00	16,419.00	
17329	HEATON-AMRHEIN, JENN	080922	CHIEF INSPECTOR	1	08/09/2022	45.00	.00	45.00	08/18/2022
	Total 17329:					45.00	.00	45.00	
17332	WILCKE, JULIE	080922	ELECTION INSPECTOR	1	08/09/2022	42.00	.00	42.00	08/18/2022
	Total 17332:					42.00	.00	42.00	
17352	BRAY ASSOCIATES ARC	3488-27	PUBLIC SAFETY CENTER	1	08/07/2022	12,140.00	.00	12,140.00	08/18/2022
	Total 17352:					12,140.00	.00	12,140.00	
17373	SPARTAN PROPERTIES	080822	REFUND DUPLICATE PAY	1	08/08/2022	11.67	.00	11.67	08/18/2022
	Total 17373:					11.67	.00	11.67	
17397	ROBAK-TIBORIS, MELANI	080922	CHIEF INSPECTOR	1	08/09/2022	55.00	.00	55.00	08/18/2022
	Total 17397:					55.00	.00	55.00	
17433	CHOI, CRISTINA	080922	ELECTION INSPECTOR	1	08/09/2022	20.00	.00	20.00	08/18/2022
	Total 17433:					20.00	.00	20.00	
17436	DOLL, JANET	080922	ELECTION INSPECTOR	1	08/09/2022	36.00	.00	36.00	08/18/2022
	Total 17436:					36.00	.00	36.00	
17477	SEYMOUR, MARK	121620	OVERPAYMENT REIMBU	1	12/16/2020	28.00	.00	28.00	Multiple
	Total 17477:					28.00	.00	28.00	
17563	NET OF MCFARLAND LLC	080822	REFUND OF DUPLCIATE	1	08/09/2022	32.93	.00	32.93	08/18/2022
	Total 17563:					32.93	.00	32.93	
17569	MCFARLAND ACE HARD	005951/1	BATTERY	1	08/05/2022	10.79	.00	10.79	08/18/2022
		005952/1	PARK SUPPLIES	1	08/05/2022	8.99	.00	8.99	08/18/2022
		005962/1	PARK SUPPLIES	1	08/08/2022	7.19	.00	7.19	08/18/2022
		005968/1	PW SHOP SUPPLIES	1	08/08/2022	2.63	.00	2.63	08/18/2022
		005968/1	PW SHOP SUPPLIES	2	08/08/2022	.71	.00	.71	08/18/2022
		005968/1	PW SHOP SUPPLIES	3	08/08/2022	.71	.00	.71	08/18/2022
		005968/1	PW SHOP SUPPLIES	4	08/08/2022	.71	.00	.71	08/18/2022
		005977/1	PW SHOP SUPPLIES	1	08/09/2022	1.80	.00	1.80	08/18/2022
		005977/1	PW SHOP SUPPLIES	2	08/09/2022	1.80	.00	1.80	08/18/2022
		005977/1	PW SHOP SUPPLIES	3	08/09/2022	1.80	.00	1.80	08/18/2022
		005977/1	PW SHOP SUPPLIES	4	08/09/2022	6.59	.00	6.59	08/18/2022
		005989/1	EQUIPMENT MAINTENAN	1	08/09/2022	11.09	.00	11.09	08/18/2022
		006003/1	MUNICIPAL CENTER ENT	1	08/11/2022	17.99	.00	17.99	08/18/2022
		006004/1	PW SHOP SUPPLIES	1	08/11/2022	.54	.00	.54	08/18/2022
		006004/1	PW SHOP SUPPLIES	2	08/11/2022	.54	.00	.54	08/18/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		006004/1	PW SHOP SUPPLIES	3	08/11/2022	.54	.00	.54	08/18/2022
		006004/1	PW SHOP SUPPLIES	4	08/11/2022	1.97	.00	1.97	08/18/2022
		006006/1	PARK SUPPLIES	1	08/11/2022	8.99	.00	8.99	08/18/2022
		006007/1	PW SHOP SUPPLIES	1	08/11/2022	.40	.00	.40	08/18/2022
		006007/1	PW SHOP SUPPLIES	2	08/11/2022	.40	.00	.40	08/18/2022
		006007/1	PW SHOP SUPPLIES	3	08/11/2022	.40	.00	.40	08/18/2022
		006007/1	PW SHOP SUPPLIES	4	08/11/2022	1.48	.00	1.48	08/18/2022
		006034/1	PW SHOP SUPPLIES	1	08/15/2022	9.40	.00	9.40	08/18/2022
		006034/1	PW SHOP SUPPLIES	2	08/15/2022	2.56	.00	2.56	08/18/2022
		006034/1	PW SHOP SUPPLIES	3	08/15/2022	2.56	.00	2.56	08/18/2022
		006034/1	PW SHOP SUPPLIES	4	08/15/2022	2.56	.00	2.56	08/18/2022
		006040/1	PW SHOP SUPPLIES	1	08/15/2022	1.22	.00	1.22	08/18/2022
		006040/1	PW SHOP SUPPLIES	2	08/15/2022	.34	.00	.34	08/18/2022
		006040/1	PW SHOP SUPPLIES	3	08/15/2022	.34	.00	.34	08/18/2022
		006040/1	PW SHOP SUPPLIES	4	08/15/2022	.34	.00	.34	08/18/2022
		006066/1	BOLT FOR CROSSING G	1	08/17/2022	3.83	.00	3.83	08/18/2022
		006075/1	PW SHOP SUPPLIES	1	08/18/2022	2.96	.00	2.96	08/18/2022
		006075/1	PW SHOP SUPPLIES	2	08/18/2022	.81	.00	.81	08/18/2022
		006075/1	PW SHOP SUPPLIES	3	08/18/2022	.81	.00	.81	08/18/2022
		006075/1	PW SHOP SUPPLIES	4	08/18/2022	.81	.00	.81	08/18/2022
		006081/1	REAR VIEW MIRROR AD	1	08/18/2022	3.59	.00	3.59	08/18/2022
Total 17569:						120.19	.00	120.19	
17574	SPECIALIZED ELECTRIC,	23850-PE	DROP CORD FOR FIRE T	1	07/25/2022	1,416.71	.00	1,416.71	08/18/2022
		23861-PE	250 V OUTLET FOR EV C	1	07/31/2022	1,414.65	.00	1,414.65	08/18/2022
Total 17574:						2,831.36	.00	2,831.36	
17671	UW HEALTH	1083007	HCP/BLS CARDS - COMM	1	08/12/2022	78.00	.00	78.00	08/18/2022
Total 17671:						78.00	.00	78.00	
17685	INGRAM LIBRARY SERVI	62836912	BOOKS	1	08/02/2022	277.47	.00	277.47	08/18/2022
		62837410	BOOKS	1	08/04/2022	267.55	.00	267.55	08/18/2022
		62838614	BOOKS	1	08/10/2022	726.01	.00	726.01	08/18/2022
		62838761	BOOKS	1	08/11/2022	338.36	.00	338.36	08/18/2022
		67504240	BOOKS	1	08/11/2022	316.35	.00	316.35	08/18/2022
Total 17685:						1,925.74	.00	1,925.74	
17778	JP CULLEN	18545	PAYAPP #8 - PUBLIC SAF	1	06/30/2022	1,416,830.	.00	1,416,830.	08/12/2022
		19014	PAYAPP #9 - PUBLIC SAF	1	07/31/2022	1,547,977.	.00	1,547,977.	08/12/2022
Total 17778:						2,964,807.	.00	2,964,807.	
17845	DANE COUNTY TREASU	41833	MEDICAL SUPPLIES	1	05/09/2022	171.51	.00	171.51	08/18/2022
		42270	MEDICAL SUPPLIES	1	08/11/2022	77.73	.00	77.73	08/18/2022
Total 17845:						249.24	.00	249.24	
17872	BAKK, CURTIS	080922	ELECTION INSPECTOR	1	08/09/2022	42.00	.00	42.00	08/18/2022
Total 17872:						42.00	.00	42.00	
17875	MULLEN, CAROL	080922	ELECTION INSPECTOR	1	08/09/2022	64.00	.00	64.00	08/18/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 17875:						64.00	.00	64.00	
17876	LONIGRO, AMIA	080922	ELECTION INSPECTOR	1	08/09/2022	36.00	.00	36.00	08/18/2022
Total 17876:						36.00	.00	36.00	
17877	PATTEN, PATRICK	080922	ELECTION INSPECTOR	1	08/09/2022	44.00	.00	44.00	08/18/2022
Total 17877:						44.00	.00	44.00	
17909	SHORT ELLIOTT HENDRI	430782	MUNICIPAL CENTER MAS	1	08/09/2022	23,775.00	.00	23,775.00	08/18/2022
Total 17909:						23,775.00	.00	23,775.00	
17953	RES GREAT LAKES, LLC	IN29110	CONSERVANCY MANAG	1	08/03/2022	10,553.50	.00	10,553.50	08/18/2022
Total 17953:						10,553.50	.00	10,553.50	
17962	DESIGNCRAFT LLC	8584	MARKETING ASSESSME	1	08/04/2022	1,775.00	.00	1,775.00	08/18/2022
Total 17962:						1,775.00	.00	1,775.00	
17963	AYRES, TREVOR	080822	REFUND DUPLICATE PAY	1	08/08/2022	75.65	.00	75.65	08/18/2022
Total 17963:						75.65	.00	75.65	
17964	LOTHARIUS, PRUE	080822	REFUND DUPLICATE PAY	1	08/08/2022	65.07	.00	65.07	08/18/2022
Total 17964:						65.07	.00	65.07	
17965	STATZ RESTORATION &	012542	WELL #1 TUCKPOINTING	1	06/14/2022	11,950.00	.00	11,950.00	08/18/2022
Total 17965:						11,950.00	.00	11,950.00	
17966	PELTIER, MARILYN	080822	LOST BOOK RETURNED	1	08/08/2022	29.00	.00	29.00	08/18/2022
Total 17966:						29.00	.00	29.00	
17967	CROSS, ALLEN	080822	LOST BOOK RETURNED	1	08/08/2022	25.00	.00	25.00	08/18/2022
Total 17967:						25.00	.00	25.00	
17968	KELLER, DAWSON	DK080822	MEAL REIMBURSEMENT	1	08/08/2022	12.00	.00	12.00	08/18/2022
Total 17968:						12.00	.00	12.00	
17969	VOLKMANN RAILROAD B	22-08-06	2022 TERMINAL DRIVE R	1	08/08/2022	28,320.00	.00	28,320.00	08/18/2022
Total 17969:						28,320.00	.00	28,320.00	
17970	DOLL, PHILLIP	080922	ELECTION INSPECTOR	1	08/09/2022	44.00	.00	44.00	08/18/2022
Total 17970:						44.00	.00	44.00	
17971	PETERSEN, BEN	081622	REFUND PARK DEPOSIT	1	08/16/2022	100.00	.00	100.00	08/18/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 17971:						100.00	.00	100.00	
Grand Totals:						3,623,518.	.00	3,623,518.	

Report Criteria:

Detail report type printed

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Amount
08/13/2022	PC	08/19/2022		KELLER, DAWSON	72	718.11
08/13/2022	PC	08/19/2022		WOOD, BLARE	345	194.97
08/13/2022	PC	08/19/2022		BAER, EMILY	4089	80.55
08/13/2022	CDPT	08/19/2022		FIRE FIGHTERS LOCAL 3	8	84.48
08/13/2022	CDPT	08/19/2022		FIRE FIGHTERS LOCAL 3	8	5.00
08/13/2022	CDPT	08/19/2022		WI SCTF	5	207.89

PAYROLL RELATED

\$1,268.80

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 \$ 10

Application Date: 07/26/2022

☐ 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 13:00 hrs and ending 17:00 hrs 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 AMERICAN LEGION POST 534

(b) Address 4911 BURMA RD. MCFARLAND WI 53558

(Street)

☐ Town

☒ Village

☐ City

(c) Date organized 01/01/1948

(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 NATE WEIER

Vice President CORY GESSLER

Secretary JODIE ARMSTRONG

Treasurer KELSEY BRANDT

(g) Name and address of manager or person in charge of affair: CORY GESSLER

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

(b) Lot _____ Block _____

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

(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: LEGION HALL

3. Name of Event

(a) List name of the event OKTOBERFEST

(b) Dates of event 10/08/2022

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] 7/26/22
(Signature / Date)

(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: August 11, 2022

TO: McFarland Public Safety Committee

FROM: Jeremy Job, Lieutenant of Police

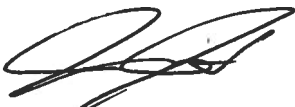
REFERENCE: Recommendation of Approval

I have reviewed the special event license application for the American Legion Post 534 Oktoberfest Event to be held October 8, 2022 on the American Legion Post 534 Property. I am recommending approval of the application, as well as the request to allow minors to be present where alcohol is sold with the stipulation that the event coordinators provide proper carding of those purchasing alcohol.

Based on the number of expected attendees and a successful previous season of similar type events I am not concerned with needing on-site security or the need to wristband individuals who are of age due to the fact that the area is not contained. If there are issues in this event, these recommendations will be evaluated for future years.

The organization will be carding at the point of sale to prevent underage persons from purchasing alcohol.

Respectfully,



Jeremy Job
Lieutenant of Police



Board, Committee, Commission Application

First Name	Kristin
Last Name	Ellis
E-mail Address	kellis@farwellgallery.com
Phone Number	6082258647
Address	5903 country walk
City	MCFARLAND
State	WI
Zip Code	53558
Job/Profession	Owner/Creative Director Farwell Gallery
Education	MBA - Finance graduated with 4.0 GPA BA- Studio Art/Art Therapy



What Board, Committee, or Commission are you interested in being appointed to?	Community Development Authority
Have you attended or watched a meeting of the Board, Committee, or Commission that you selected above?	Yes
Why are you interested in serving?	As a business owner and resident of McFarland I feel that I can offer a perspective which would be valuable to the board. I have experience working in a lot of different sectors. Additionally, I have experience as a new owner and can provide perspective on the new business owner side of things as well. My prior work experience includes being the HR Manager of Catholic Charities, Operations Manager at M&I Bank, Road Construction worker, and Restaurant Manager. I have 10+ years of experience in human resources.
What else would you like to tell us about yourself and/or your interest in serving on the Board, Committee, or Commission that you selected above?	I am a people person and am very invested in this community. We love living here and would like to be able to impact the lives of others in the community.

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Tuesday, August 23, 2022

SECTION: Consent Agenda

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Motion to approve confirming appointment of Village Board members to boards, commissions, and committees as recommended by the Village President in the report dated August 23, 2022.

PREVIOUS ACTION:

ISSUE SUMMARY:

Enclosed are the updated appointments for Village Board members to the various seats within our boards, commissions, and committees. The updates include assignment for new Village Trustee Hilary Brandt and other revisions. Pursuant to Village Ordinances, these appointments are made by the Village President subject to confirmation by the Village Board. This list also includes the Village Presidents' appointments of chairperson where applicable within the various groups. A simple majority is needed to confirm the appointments follows the board's consideration.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

Village Ordinance 2-185 and 2-187.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval.

ATTACHMENTS:

1. 2022 Village President Appointments - Amended 08.23.2022 - 08.19

Village President Appointments – August 23, 2022
2022-2023

Elected Official	Committee Appointments
President Carolyn Clow	Plan Commission (Chair) Senior Outreach Public Works/Public Utilities Ethics Board Joint Village/School District (Chair)
Trustee Stephanie Brassington	Community Development Authority (Chair) Public Safety Diversity, Equity & Inclusion Committee (Chair) Finance Committee (Chair) Plan Commission
Trustee Mike Flaherty	Senior Outreach Committee (Chair) Finance Committee Sustainability & Natural Resources Landmarks (Chair)
Trustee Carrie Nelson	Parks & Recreation Committee Joint Village/School Board Committee Personnel Committee (Chair) Library Board
Trustee TJ Jerke	Parks & Recreation (Chair) Personnel Committee Community Development Authority
Trustee Hilary Brandt	Finance Committee (Chair) Public Works/Public Utilities (Chair) Public Safety Committee
Trustee Edward Wreh	Diversity, Equity & Inclusion Public Safety (Chair) Sustainability & Natural Resources (Chair) Personnel Committee

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Tuesday, August 23, 2022

SECTION: Consent Agenda

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Motion to approve Resolution 2022-22: a Resolution adopting the Dane County Natural Hazard Mitigation Plan: 2022 update.

PREVIOUS ACTION:

November 11, 2021 - This item was discussed at the Plan Commission meeting with speakers from the Dane County Hazard Mitigation Team providing an overview of the Dane County Mitigation Plan process and the Village's mitigation worksheets that are to be adopted for the 2023 Dane County Hazard Mitigation Plan.

July 12, 2022 - This resolution was previously passed by the Village Board meeting on this date.

ISSUE SUMMARY:

Dane County is in the final steps to update the 2018 Natural Hazard Mitigation Plan (NHMP). These plans are significant in presenting steps and procedures that communities will take to assess the threat of various natural hazards impacting their area. Most important are the strategies for how to best limit the loss of life and property when disasters occur. In addition to alleviating damage, natural hazard mitigation plans help communities continue mitigation efforts by qualifying them for preventative and recovery project grants from the federal government, pending Federal Emergency Management Agency (FEMA) approval.

The plan was previously passed by the Village Board at the scheduled meeting on July 12, 2022. The item is being brought back is due to the language found in the resolution template which the review committee determined needed to be amended. Specifically, they desired that municipalities adopt the whole Dane County Plan and not just the annex for their own municipality.

This multi-jurisdictional plan, as overseen by Dane County, addresses the need for hazard mitigation and includes each participating jurisdiction's plans in the event of a disaster. To produce a useful and updated hazard mitigation plan that is representative of the Village of McFarland and meets the needs of Dane County as well as the requirements of the Disaster Mitigation Act 2000 (DMA), essential information was collected during the planning process.

For FEMA approval, the multi-jurisdictional NHMP requires that each jurisdiction seeking approval participates in the planning process. The following are participatory activities that McFarland has actively engaged in.



- Identified a primary and alternate contact for local planning development and coordination.
- Participated in all mandatory countywide planning meetings.
- Compiled data to develop a hazard profile and vulnerability assessment based on local conditions.
- Developed a problem statement, based on the risk assessment.
- Developed local mitigation strategies to address the specific risks by identifying goals and proceedings.

For the final step, the Village of McFarland's must adopt the whole plan, as compiled and presented by the Dane County's NHMP which has been reviewed by the Wisconsin Emergency Management, with no changes recommended. To achieve the final goal of FEMA approval, the Village of McFarland must formally adopt the NHMP by resolution. Included in the packet is the resolution and the Village of McFarland's annex forms to be included. Adoption of the resolution must occur by August 30, 2022.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

Comprehensive Plan, Chapter 2 – Natural and Agricultural Resources: 4. Pursue Local Opportunities to Mitigate and Adapt to Climate Change. “The Village will participate in County hazard mitigation planning and implementation and consider other efforts like the stormwater projects identified in Figure 7-1 to increase the community’s resilience to flooding.” Figure 7-1 states the proposed timeframe to be between “2017, and every 5 years thereafter”

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Motion, second to approve the Consent Agenda including adoption of Resolution 2022-22: to Adopte the Dane County Natural Hazard Mitigation Plan.

ATTACHMENTS:

1. 2022-22 Resolution Adopting the Dane County Natural Hazard Mitigation Plan 2022 (Update)

RESOLUTION 2022-22

RESOLUTION ADOPTING THE DANE COUNTY NATURAL HAZARD MITIGATION PLAN: 2022 UPDATE

WHEREAS the Village of McFarland recognizes the threat that natural hazards pose to people and property within our community; and

WHEREAS the Village of McFarland recognizes the importance of reducing or eliminating vulnerability to disasters caused by natural hazards for the overall good and welfare of the community, and

WHEREAS the Village of McFarland has been an active participant in the Dane County Hazard Mitigation Plan update, which has established a comprehensive, multi-jurisdictional, Natural Hazard Mitigation Plan to identify natural hazards and develop strategies to mitigate risks from natural hazards, and

WHEREAS the Federal Disaster Mitigation Act of 2000 requires jurisdictions to prepare and adopt a hazard mitigation plan to be eligible for certain federal disaster mitigation funding opportunities,

WHEREAS the Village of McFarland has identified and justified a number of proposed projects and programs needed to mitigate the vulnerabilities of Village of McFarland to the impacts of future disasters to be included in the Dane County Natural Hazard Mitigation Plan, and

NOW, THEREFORE, BE IT RESOLVED that,

1. The Village of McFarland hereby adopts the Dane County Natural Hazard Mitigation Plan; and
2. The Village of McFarland will continue to participate in the updating and revision of the Village of McFarland Annex to the Dane County Hazard Mitigation Plan with a plan review and revision to occur within a five year cycle, and designated staff will provide annual progress reports on the status of implementation of the plan to the Village Board; and
3. On behalf of Village of McFarland, Dane County is authorized to submit this plan adoption resolution to Wisconsin Emergency Management and Federal Emergency Management Agency, Region V officials to enable final acceptance and recognition of the Natural Hazard Mitigation Plan.

So resolved, the above and foregoing Resolution was duly adopted at a regular meeting of the McFarland Village Board on August 23, 2022.

APPROVED:

Carolyn A. Clow, Village President

ATTEST:

Cassandra Suettinger, Village Clerk-Treasurer

RESOLUTION # 2022-22	
MOTION	SECOND
ACTION	DATE
Adopted	
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Brassington –	VACANT –
Clow –	Nelson –
Flaherty –	Wreh –
Jerke –	
VOTING RESULTS	
Motion Carried	
Motion Defeated:	

To: Personnel Committee, Village Board
 From: Andrea Anderson, Human Resources Generalist; Cassandra Suettinger, Clerk/Treasurer
 Date: August 11, 2022
 RE: BACKGROUND CHECK PROPOSED PROCESS REVISIONS

CURRENT PROCESS: Involves the McFarland Police Department (detective) conducting the background check for all employees and volunteers. It can take 1 week to 4 weeks for completion depending on workload of the detectives. In addition to the background check, the candidate is asked to fill out a lengthy and in-depth 36-page questionnaire. There are currently 5 different levels of checks for new hires and volunteers.

PROPOSED PROCESS: The proposed process would have the background check process run by the Human Resources Generalist. This process could be run internally for most of our employees and would include the following:

- 1) Wisconsin criminal records check through the Department of Justice Wisconsin Online Record Check System (WORCS).
- 2) Nationwide criminal records check through a 3rd party vendor. This check would include national criminal records check, SSN trace, and sex offender registry check. Additional components could be completed through the vendor if we needed to based on position duties, including additional county criminal search, credit history report, etc.
- 3) Wisconsin Department of Motor Vehicle PARS System (only if driving is required for their position).
- 4) Reference check.

Additional components may be necessary based on the duties of the position and due to regulatory or legal compliance requirements. We would propose the following levels of background checks with this new process:

Level	Positions Subject to this Level	Components of Check
Level 1	Volunteers	WORCS Check and Nationwide Criminal Records Check
Level 2	Regular employees	WORCS Check, Nationwide Criminal Records Check, PARS check (If driving is required as part of position), References *Fire & Rescue Employees would require a healthcare provider check **Employees with access to finances/cash would require credit history check
Level 3	Sworn police staff	WORCS Check, Nationwide Criminal Records Check, PARS check, References, and additional requirements based on the duties and sensitive nature of the position
Level 4	Village Administrator, Chief of Police, Fire & Rescue Chief	Use a 3 rd party private investigator to complete the background check in its entirety

GOALS:

- 1) Efficient and effective use of resources (reducing the amount of time the police department must devote to this process).
- 2) Better compliance and reduced liability.
- 3) Better overall candidate experience. The current process is very time consuming and can take weeks to complete, which could result in losing good candidates to other opportunities.

CHAPTER 14 - GENERAL CONDITIONS OF EMPLOYMENT

14.01 Purpose

This chapter sets forth a definition of the relationship that exists between the Village and its employees. This chapter also defines other basic conditions of employment not set forth elsewhere in this manual.

14.02 Public Service Mission

Each employee of the Village is expected to deal with the public at all times in a prompt, polite, and helpful manner. Fulfillment of this requirement may mean occasional personal inconvenience.

14.03 Medical Examinations

(1) Applicants for Village positions may be required to undergo a pre-employment medical examination, including a drug screen, and/or a psychological examination. In designated positions, an annual medical examination may be required. Such exams will measure the individual's physical capabilities in terms of the job to be performed and will be consistent with the provisions of the Americans with Disabilities Act of 1990, as amended.

(2) The Village will pay the cost of any medical examination that it requires of an applicant or employee.

14.04 Background Check

~~Prior to employment, a background check of prospective employees will be conducted by the Police Department. The information resulting from the background check will be reported to the Village Administrator or Department Head prior to hiring. The Village of McFarland requires applicants and employees to satisfactorily complete a background check. The Village will consider the job duties, among other factors, in determining what is necessary for and constitutes satisfactory completion of the background check. The background check will include a criminal background check. Depending upon the position sought, it may also include a driving record review, drug testing, psychological evaluation and credit check. All information obtained as a result of a background check will be used solely for employment purposes.~~

When the Village uses a consumer reporting agency to obtain background check information or make an employment decision based on that information, it complies with relevant requirements under the Fair Credit and Reporting Act (FCRA).

When a background check is required, the candidate or employee must complete the Village's authorization form. Failure to timely complete an authorization may result in termination of consideration for employment. Falsification or omission of information may result in denial of employment or discipline, up to and including termination.

Village employees who are moving to a position within the organization through transfer, promotion, or otherwise, will not be subject to a criminal background check unless the new position involves increased access to vulnerable populations, increased fiduciary responsibilities, or other factors in the sole discretion of the Village.

All background check information will be kept confidential. The Village of McFarland complies with all applicable federal, state, and local laws regarding background checks.

The Human Resources Generalist is responsible for the administration of this policy.

14.05 Verification of Employment Eligibility

- (1) As an employer, the Village will conform with the Federal Immigration and Control Act in its hiring procedures.
- (2) Federal law requires that, within three (3) days following the start of employment, new employees provide evidence of their identity and of their eligibility to be employed in the United States. Such evidence may be established by providing one or more acceptable documents from the list prescribed by Federal law.

14.06 Work Permit – Hiring Employees Under Age 18

- (1) Part-time or seasonal employees who have not reached their 18th birthday are required to have a work permit issued by the State of Wisconsin. The form used to apply for a work permit is available from any public high school. Each work permit covers only the position or specific kind of work for which it is issued.
- (2) A Department Head intending to employ an individual less than 18 years of age, or another official acting on behalf of the Village, will need to provide the prospective employee with a letter stating the Village's intention to employ the minor, the title of the position in which the minor will be hired, and a description of the duties that will be performed in the position. An application must be approved and a work permit issued before a minor may begin work as a Village employee.

14.07 Personal Status

Employees are required to keep the Department Head and Village Clerk informed of their current residence address, home telephone number, and emergency contact information at all times. Any changes in status should be reported to the Village Clerk without delay so appropriate adjustments, if any, can be made in insurance benefits.

14.08 Outside or Incompatible Employment

- (1) No employee may regularly engage in other remunerative employment or activity without prior approval of the Department Head and Village Administrator. Initial requests are to be made on an Outside Employment Approval Request form and must be renewed annually. The

Department Head and Village Administrator may approve outside employment or activity if it is found to not interfere or conflict with the ability of the employee to perform their duties in an efficient and unbiased manner. Violations of this provision may be grounds for discharge.

(2) No employee will engage in or accept other employment or render service for any person or entity, when such employment or service is incompatible with the proper discharge of their official duties or would tend to impair such employee's independence of judgment or action in the performance of their official duties, unless otherwise permitted by law and unless disclosure is made and approval granted by the Village Administrator as provided above.

(3) No person will hold more than one full or part-time Village position at the same time without the consent of the Village Board. This prohibition will not apply to volunteer positions as long as the volunteer position is in a different department than that to which the regular employment position is assigned.

(4) All fees, gratuities, honorarium or any other form of compensation for outside services performed during normal Village working hours or while being paid by the Village will be turned over to the Village and any such activities for which such compensation is paid will be reported to the Village Administrator. This subsection will not be construed to apply to activities performed after regular work hours, while an employee is on a bona fide vacation or floating holiday, or to part-time employees except during those times when they are actually performing services for the Village, nor will it apply to the reimbursement of actual and necessary expenses occurring under such circumstances. Failure to comply with these conditions will subject the employee to disciplinary action.

14.09 Liability and Representation

(1) Public employees may be held liable for acts they perform or fail to perform in their official capacity. The Village carries professional "errors and omissions" liability insurance on its employees and officers. Generally speaking, if an employee is found liable and required to pay damages, the costs will be paid by the insurer.

(2) There are instances, however, in which a court may require a public employee to pay damages, fines or forfeitures for which the individual may not claim reimbursement from either the employer or the insurer. Violations of the Wisconsin Open Meetings Law and the Public Records Law are two such instances.

(3) Most legal actions claiming liability on the part of a Village employee will usually be handled by the Village Attorney, although in some instances special counsel may be hired to represent the Village. Any Village employee has the right, however, to seek representation by legal counsel of the employee's choice if the employee is willing to bear the expense.

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Tuesday, August 23, 2022

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Discussion and action regarding Ordinance #2022-10: an ordinance to change the Village Code to create the Deputy Village Administrator position and revise the Village Administrator position.

PREVIOUS ACTION:

In 2021, the Village contracted with GOVHR to do a compensation, classification, and future staffing analysis for the Village. As part of that work, the 2021 Compensation/Classification Study and Future Staffing analysis project was completed and accepted by the Village Board in 2021. Since acceptance of the Plan in 2021, the Village has moved through approval and updating the immediate changes suggested regarding new positions created in the 2022 budget, and name title/org. chart changes for updates in naming.

At the June 7, 2022 Personnel Committee meeting, the Personnel Committee approved a general scope of work to begin with advancing the recommendations from the study regarding creation of a Deputy Administrator Position within the Village and transitioning the duties of Personnel Policy Officer.

ISSUE SUMMARY:

Enclosed within the packet are two documents, the first of which when enacted would create the Deputy Administrator position within the code and the second would revise existing responsibilities of the Administrator position. These changes were recommended as part of the 2021 Classification and Compensation study and discussed at our last meeting as the first step in the process to implement. A summary of these changes are provided as follows:

Village Administrator Position Revisions - The main shift in responsibilities of this position is to shift the Personnel Officer title and many of its essential functions to the Deputy. The Administrator will still retain personnel duties accordingly; however, the duties retained are at an executive level. This transition frees up the Administrator to focus on more strategic initiatives and projects of the Village, and not day-to-day personnel related duties. This is made possible by the hiring of the HR Generalist position which reports to the Deputy Administrator to fulfill the various personnel functions of the Village with the Administrator shifting from a management to general oversight role. There are two other small changes to the description not related to personnel that are proposed to be more consistent with existing essential functions.

Deputy Village Administrator Position- Enclosed is the proposed creation of a Deputy



Administrator Position within the Village Code of Ordinances. This position does not presently exist within our code so all of the language proposed here is new and to be added. While the main purpose of the transition surrounds the transfer of the Personnel Policy Officer designation, additional duties are included to provide the full complement of essential functions currently provided in relation to the Administrator position. These duties also align with current duties held within the Administration Department as its Department Head. A couple main areas of the new position to highlight are accomplished with the creation of this position:

- *Ability to Act in Absence* - The purpose of creation of a Deputy Administrator has several main purposes. The biggest of which is to formalize a position that provides assistance to the Administrator and a position that has authority in case of absence, sickness or things that may arise.
- *Transition of day-to-day Personnel Duties*. As the Village has grown larger, so have the Human Resource and Personnel related duties. Transitioning the Personnel Policy Officer duties to the Deputy Administrator, and creating a Human Resource Generalist within the Administration, provide more focused attention on HR duties. With the current structure, there are few resources to dedicate to human resources. We see increasingly how important it is to have dedicated HR staff to assist with recruitment, keep a pulse on employee engagement, provide wellness opportunities, assist with training and safety programs, facilitate alleviating personnel related issues, etc.
- *Function as a Department Head* - The creation of the Deputy Administrator position is created within the ordinance, but the Clerk/Treasurer offices also remain as is within the code. Based on the village's size, the position would function as the Deputy Administrator and also serve as the Clerk/Treasurer Department Head of the Administration Department. Future staffing plans forecast the offices of Clerk and Treasurer eventually separating and being held by separate employees. That transition is not imminent, but the current ordinance allows for consideration of this in the future.

Changes to the ordinance for the Administrator position and creating the Deputy Administrator position within the code setup the essential functions and duties for both positions going forward. The next agenda item addresses then their specific job description that is required of each.

FINANCIAL/BUDGET IMPACT:

Cost consideration for these changes was considered and factored into the 2021 Study that was completed through the new grades and ranges set for each position. This did anticipate the changes noted above as part of its recommendation. Furthermore, the 2022 Budget was adopted to account for the funds needed to fuel the study as will the 2023 Budget as is necessary.

VILLAGE PLAN REFERENCE:

[Village of McFarland Classification/Compensation Study and Staffing Analysis](#) - December 2021

ORDINANCE REFERENCE:

[Chapter 2 - Article VII - Division 2. - Village Administrator](#)



BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Personnel Committee unanimously recommended approval of Ordinance 2022-10.

Motion to approve Ordinance 2022-10: an ordinance to change the Village Code to create the Deputy Village Administrator position and revise the Village Administrator position.

ATTACHMENTS:

1. 2022-10 Deputy Administrator Position (Redline)
2. 2022-10 Deputy Administrator Position (Clean)

ORDINANCE 2022-

AN ORDINANCE CREATING THE OFFICE OF DEPUTY ADMINISTRATOR AND REALLOCATING CERTAIN ADMINISTRATIVE FUNCTIONS.

Purpose: To create the position of Deputy Administrator and allocate administrative responsibilities between the Administrator and Deputy.

Sponsor:

Recommended Referral: Personnel Committee - recommended enactment

Public Hearing: Not Required

WHEREAS, the Personnel Committee has recommended the creation of the office of Deputy Administrator to assist in carrying out the functions assigned by ordinance to the Village Administrator; and

WHEREAS, the Village Board finds that creating the Deputy Administrator position as recommended will promote efficiency in the administration of Village operations;

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

Section 1. Section 2-550(c) of the McFarland Municipal Code is amended to read as follows:

(c) Prepare, direct, and coordinate the implementation of the ~~an~~ administration plan, including an organizational chart, which defines authority and responsibility for all statutory officers and nonstatutory positions and submit the plan for the Village Board for adoption as the official organizational and administrative procedural plan for the Village;

Section 2. Section 2-552 of the McFarland Municipal Code is amended to read as follows

Sec. 2-552. - Personnel responsibilities.

The Village Administrator's responsibilities with other Village personnel are as follows:

~~(a) Serve as Village personnel officer with responsibilities to ensure that complete and current personnel records, including specific job descriptions, are kept for all Village officers and employees;~~

~~(b) Evaluate in conjunction with department heads the performance of all employees on an annual basis;~~

~~(a)~~ Evaluate in conjunction with the Village Board the performance of all department heads and the Deputy Village Administrator on an annual basis;

- (~~bd~~) Recommend salary and wage scales for Village employees not covered by collective bargaining agreements to the Village Board;
- (~~ce~~) Develop and enforce high standards of performance by Village employees;
- (~~df~~) Ensure that Village employees have proper working conditions;
- (~~eg~~) Work closely with ~~department heads~~the Deputy Village Administrator to promptly resolve personnel problems or grievances;
- (~~h~~) ~~Be responsible for the administrative coordination and direction of all Village employees in conformity with the Village organizational and administrative procedure plan;~~
- (~~fi~~) Make recommendations to the Village Board regarding appointment, promotion or discipline of department heads and the Deputy Village Administrator when necessary for the good of the Village;
- (~~gj~~) ~~In consultation with the appropriate department head,~~ ~~b~~Be responsible for the appointment, promotion or discipline of employees below the department heads level;
- (~~hk~~) In consultation with the Village Board's designated bargaining team, participate in developing the Village's positions in collective bargaining and negotiating collective bargaining agreements;
- (~~l~~) ~~In consultation with department heads, ensure that employees receive adequate opportunities for training to maintain and improve their job-related knowledge and skills, as well as acting as the approving authority for requests by employees to attend conferences and training opportunities, provided that funds are budgeted and available for these activities.~~

Section 3. Section 2-553(c) of the McFarland Municipal Code is amended to read as follows:

- (c) Report regularly to the Village Board on the Village's current fiscal position and future financial needs including but not limited to forecasting future operating costs;

Section 4. Section 2-553(f) of the McFarland Municipal Code is created to read as follows:

- (f) In coordination with ~~D~~department ~~H~~heads, prepares and recommends annually ~~the~~ a 5-year Capital Improvement Program to the Village Board and administers its inclusion into the annual budget as approved.

Section 5. Chapter 2, Article VII, Division 5 of the McFarland Municipal Code entitled “Deputy Village Administrator” is created to read as follows:

Sec. 2-627 - Appointment.

The position of Village Deputy Administrator is hereby established. The Village Board shall appoint the Village Deputy Administrator on the basis of merit, with due regard to training, experience, administrative ability and general fitness for office, by a two-thirds vote.

Sec. 2-628 - Term of office.

The Village Deputy Administrator shall hold office at pleasure of the Village Board, subject to removal by majority vote of the Board pursuant to Wis. Stat. § 17.13(1).

Sec. 2-629 - Duties and functions.

The Village Deputy Administrator shall act under the authority and direction of the Village Administrator and assist the Village Administrator in the proper administration of the Village's operations and business affairs.

Sec. 2-630 - Village Deputy Administrator responsibilities.

The Village Deputy Administrator shall assist in the administration of the Village's business affairs. In case of absence, sickness or other disability of the Village Administrator, or during a vacancy in such office, the Village Deputy Administrator may perform the Village Administrator's duties unless the Village Board appoints a person to act as such Village Administrator.

Village Administrator shall be responsible for the administrative coordination and direction of all Village employees in conformity with the village organizational and administrative procedure plan. The Village Deputy Administrator shall be responsible for managing day-to-day personnel matters, the duties enumerated in this section, and any other tasks as delegated by the Village Administrator.

Sec. 2-631 - Responsibilities.

The following are the general responsibilities of the Village Deputy Administrator:

- (a) Under the direction of the Village Administrator, implement the directives of the Village Board and promptly report any difficulties encountered in implementation to the Village Administrator;
- (b) Assist the Village Administrator in the administration of day--to--day operations of Village government, including monitoring all Wisconsin Statutes, Village ordinances, resolutions and minutes of the Village Board and its subunits;
- (c) Assist with the preparation of an administration plan, including an organizational chart, which defines authority and responsibility for all statutory officers and non-statutory positions;
- (d) Execute necessary administrative procedures established by Village Administrator to increase the effectiveness and efficacy of Village government that are not inconsistent with the Village administration plan or Village Board directives, by policy or by ordinance or resolution of the Village Board as deemed appropriate;
- (e) Assist the Village Administrator and Village Board in establishing and administering long-range Village-wide goals and objectives;

- (f) Keep informed concerning current federal, state and county legislation and administrative rules affecting the Village and collaborate with Village Administrator to evaluate the effects and submit recommendations thereon to the Village Board;
- (g) Keep informed concerning the availability of federal, state and county grants, matching funds and other funds for local programs, communicate such availability to the Village Administrator and assist department heads and the Village Board in securing such funds as directed by the Village Administrator;
- (h) Assist the Village Administrator in representing the Village as to matters of legislative and intergovernmental affairs as directed by the Village Board;
- (i) Support the Village Administrator in efforts to inform news media of the operations of the Village and to strictly comply with all open meeting law and public records law rules and regulations;
- (j) Aid and facilitate procedures established by Village Administrator to facilitate communications between citizens and Village government to assure that complaints, grievances, recommendations and other matters receive prompt attention by the responsible Village official or officer and that such matters are resolved as expeditiously as possible;
- (k) Promote the economic well-being and growth of the Village through public and private sector cooperation.

Sec. 2-632 - Village Board responsibilities.

The Village Deputy Administrator's responsibilities concerning the Village Board are as follows:

- (a) Attend meetings of the Village Board when the Village Administrator is unavailable and inform the Village Board about the activities of the Village Administrator, as well as any concerns of which the Village Board should be made aware;
- (b) Assist the Village Administrator in preparing agendas, minutes, and supporting materials for Village Board meetings, as well as the Village's other authorities, boards, commissions and committees.

Sec. 2-633 - Personnel responsibilities.

The Village Deputy Administrator's responsibilities with respect to other Village personnel are as follows:

- (a) Serve as Village personnel officer with responsibilities to ensure that complete and current personnel records, including specific job descriptions, are kept for all Village officers and employees;
- (b) Oversee the employee Performance Evaluation process through coordination with departments heads as to their employees and with the Village Board and Administrator as to the department heads on an annual basis;
- (c) Recommend salary and wage scales for Village employees not covered by collective bargaining agreements to the Village Administrator;

- (d) Develop and enforce high standards of performance by Village employees;
- (e) Ensure that Village employees have proper working conditions;
- (f) Work closely with department heads to promptly resolve personnel problems or grievances;
- (g) Assist the Administrator and ~~d~~Department ~~h~~Heads with hiring, appointments, promotions and discipline of department heads and employees, and hire, appoint, promote and discipline employees according to policy;
- (h) Assist the Village Board's designated bargaining team and the Village Administrator in developing the Village's positions in collective bargaining and negotiating collective bargaining agreements;
- (i) In consultation with department heads, ensure that employees receive adequate opportunities for training to maintain and improve their job-related knowledge and skills, as well as acting as the approving authority for requests by employees to attend conferences and training opportunities, provided that funds are budgeted and available for these activities.

Sec. 2-634 - Fiscal responsibilities.

The fiscal responsibilities of the Village Deputy Administrator are as follows:

- (a) Assist the Village Administrator in preparing the annual Village Budget and administering the budget adopted by the Village Board;
- (b) Report the financial needs of Village departments and programs to the Village Administrator;
- (c) Manage day-to-day financial system including but not limited to accounts payable, accounts receivable, purchasing, bank monitoring, monthly reconciliations, investments, and other related functions; and
- (d) Manages and facilitates process to conduct annual financial audit.

Sec. 2-635- Fulfilling other responsibilities.

The Village Deputy Administrator shall be eligible for appointment to the office of Clerk-Treasurer pursuant to §2-509.

Section 6. This Ordinance shall take effect the day after its enactment.

The above and foregoing Ordinance was duly adopted at a regular meeting of the McFarland Village Board on the 23rd day of August 2022.

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

APPROVED:

Carolyn Clow, Village President

ATTEST:

Cassandra Suettinger, Village Clerk-
Treasurer

ORDINANCE 2022-

AN ORDINANCE CREATING THE OFFICE OF DEPUTY ADMINISTRATOR AND REALLOCATING CERTAIN ADMINISTRATIVE FUNCTIONS.

Purpose: To create the position of Deputy Administrator and allocate administrative responsibilities between the Administrator and Deputy.

Sponsor:

Recommended Referral: Personnel Committee - recommended enactment

Public Hearing: Not Required

WHEREAS, the Personnel Committee has recommended the creation of the office of Deputy Administrator to assist in carrying out the functions assigned by ordinance to the Village Administrator; and

WHEREAS, the Village Board finds that creating the Deputy Administrator position as recommended will promote efficiency in the administration of Village operations;

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

Section 1. Section 2-550(c) of the McFarland Municipal Code is amended to read as follows:

(c) Prepare, direct, and coordinate the implementation of the administration plan, including an organizational chart, which defines authority and responsibility for all statutory officers and nonstatutory positions and submit the plan for the Village Board for adoption as the official organizational and administrative procedural plan for the Village;

Section 2. Section 2-552 of the McFarland Municipal Code is amended to read as follows

Sec. 2-552. - Personnel responsibilities.

The Village Administrator's responsibilities with other Village personnel are as follows:

- (a) Evaluate in conjunction with the Village Board the performance of all department heads and the Deputy Village Administrator on an annual basis;
- (b) Recommend salary and wage scales for Village employees not covered by collective bargaining agreements to the Village Board;
- (c) Develop and enforce high standards of performance by Village employees;
- (d) Ensure that Village employees have proper working conditions;

- (e) Work closely with the Deputy Village Administrator to promptly resolve personnel problems or grievances;
- (f) Make recommendations to the Village Board regarding appointment, promotion or discipline of department heads and the Deputy Village Administrator when necessary for the good of the Village;
- (g) Be responsible for the appointment, promotion or discipline of employees below the department heads;
- (h) In consultation with the Village Board's designated bargaining team, participate in developing the Village's positions in collective bargaining and negotiating collective bargaining agreements;

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The Village Deputy Administrator shall act under the authority and direction of the Village Administrator and assist the Village Administrator in the proper administration of the Village's operations and business affairs.

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The Village Deputy Administrator shall assist in the administration of the Village's business affairs. In case of absence, sickness or other disability of the Village Administrator, or during a vacancy in such office, the Village Deputy Administrator may perform the Village Administrator's duties unless the Village Board appoints a person to act as such Village Administrator.

Village Administrator shall be responsible for the administrative coordination and direction of all Village employees in conformity with the Village organizational and administrative procedure plan. The Village Deputy Administrator shall be responsible for managing day-to-day personnel matters, the duties enumerated in this section, and any other tasks as delegated by the Village Administrator.

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- (c) Assist with the preparation of an administration plan, including an organizational chart, which defines authority and responsibility for all statutory officers and non-statutory positions;
- (d) Execute necessary administrative procedures established by Village Administrator to increase the effectiveness and efficacy of Village government that are not inconsistent with the Village administration plan or Village Board directives, by policy or by ordinance or resolution of the Village Board as deemed appropriate;
- (e) Assist the Village Administrator and Village Board in establishing and administering long-range Village-wide goals and objectives;
- (f) Keep informed concerning current federal, state and county legislation and administrative rules affecting the Village and collaborate with Village Administrator to evaluate the effects and submit recommendations thereon to the Village Board;
- (g) Keep informed concerning the availability of federal, state and county grants, matching funds and other funds for local programs, communicate such availability to the Village Administrator and assist department heads and the Village Board in securing such funds as directed by the Village Administrator;
- (h) Assist the Village Administrator in representing the Village as to matters of legislative and intergovernmental affairs as directed by the Village Board;
- (i) Support the Village Administrator in efforts to inform news media of the operations of the Village and to strictly comply with all open meeting law and public records law rules and regulations;

- (j) Aid and facilitate procedures established by Village Administrator to facilitate communications between citizens and Village government to assure that complaints, grievances, recommendations and other matters receive prompt attention by the responsible Village official or officer and that such matters are resolved as expeditiously as possible;
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- (c) Recommend salary and wage scales for Village employees not covered by collective bargaining agreements to the Village Administrator;
- (d) Develop and enforce high standards of performance by Village employees;
- (e) Ensure that Village employees have proper working conditions;
- (f) Work closely with department heads to promptly resolve personnel problems or grievances;
- (g) Assist the Administrator and department heads with hiring, appointments, promotions and discipline of department heads and employees, and hire, appoint, promote and discipline employees according to policy;
- (h) Assist the Village Board's designated bargaining team and the Village Administrator in developing the Village's positions in collective bargaining and negotiating collective bargaining agreements;
- (i) In consultation with department heads, ensure that employees receive adequate opportunities for training to maintain and improve their job-related knowledge and skills, as well as acting

as the approving authority for requests by employees to attend conferences and training opportunities, provided that funds are budgeted and available for these activities.

Sec. 2-634 - Fiscal responsibilities.

The fiscal responsibilities of the Village Deputy Administrator are as follows:

- (a) Assist the Village Administrator in preparing the annual Village Budget and administering the budget adopted by the Village Board;
- (b) Report the financial needs of Village departments and programs to the Village Administrator;
- (c) Manage day-to-day financial system including but not limited to accounts payable, accounts receivable, purchasing, bank monitoring, monthly reconciliations, investments, and other related functions; and
- (d) Manages and facilitates process to conduct annual financial audit.

Sec. 2-635- Fulfilling other responsibilities.

The Village Deputy Administrator shall be eligible for appointment to the office of Clerk-Treasurer pursuant to §2-509.

Section 6. This Ordinance shall take effect the day after its enactment.

The above and foregoing Ordinance was duly adopted at a regular meeting of the McFarland Village Board on the 23rd day of August 2022.

APPROVED:

Carolyn Clow, Village President

ATTEST:

Cassandra Suettinger, Village Clerk-
Treasurer

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

**VILLAGE OF
McFarland**
SUMMARY SHEET

MEETING DATE: Tuesday, August 23, 2022

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Discussion and action regarding the creation of a job description for the Deputy Administrator/Clerk position and appointment of the position thereof.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Following the enactment of changes to Village Ordinance, review and approval is needed to create a new job description for the Deputy Administrator/Clerk position. The job description is presented in order to be consistent with Village Ordinance created in the previous item. The Clerk/Treasurer position is transitioning into the Deputy Administrator/Clerk role and that former job description is included in the packet for reference along with the updated Deputy Administrator/Clerk position description. Track changes were not provided in these documents as the format change noted above created a lot of change that was difficult to navigate within a marked up document. All former tasks were accounted for within the new tasks that are also outlined within the code.

A bulk of the position responsibilities are synonymous with Village Ordinance covered in the previous agenda item. In addition to what was previously presented in the code for the position, there are a few nuances to the position outlined within the essential functions for the job. This includes staffing the Board of Review and Ethics Board as well as Personnel Committee, addresses notices, oversees payroll, and coordinates the insurance portfolio for the Village. All of these things not outlined within the code are tasks previously assigned to the Clerk/Treasurer within the position description that are proposed to be carried forward. The education requirement for the position is also adjusted upward from a minimum of an Associates Degree to a Bachelor's Degree.

FINANCIAL/BUDGET IMPACT:

Cost consideration for these changes was considered and factored into the 2021 Study that was completed through the new grades and ranges set for each position. This did anticipate the changes noted above as part of its recommendation. Furthermore, the 2022 Budget was adopted to account for the funds needed to fuel the study as will the 2023 Budget as is necessary.



VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Personnel Committee unanimously recommended approval.

Motion to approve the creation of a job description for the Deputy Administrator/Clerk position and to appoint Cassandra Suettinger to the position.

ATTACHMENTS:

1. Clerk - Treasurer - 07.08.2022
2. Deputy Administrator-Clerk 08102022 mgs

Job Title	Clerk/Treasurer
Department	Administration
Employment Status	Full Time
Exempt/Nonexempt Status	Exempt
Grade	12

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

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

Scope of Work

This position provides.....

The very responsible technical work of this single position class involves performing various functions of the offices of municipal clerk and treasurer, as defined by State Statute and Municipal Code, and management of Administration Department. The work involves issuing licenses and permits, overseeing the collection of taxes and fees, conducting elections, serving as Clerk of the Board of Review and Ethics Board, attending Village Board meetings, and taking and preparing minutes, overseeing the preparing of biweekly payrolls and related reports, administering employee benefit plans, developing, and maintaining policies and procedures, and representing management for collective bargaining. This position also supervises support staff within the Administration Department.

Supervision

Received	Performs under the direction and general supervision of the Administrator, subject to the directives of the Village Board and the requirements of State Statutes, Village Ordinances, and standards of Municipal Governments.
Exercised	Oversees the work of the Deputy Clerk, Deputy Treasurer/Accountant and Confidential Assistant. Provides policy direction to Department Heads and supervisory staff accordingly.

Essential Job Functions

- Hires, supervises, and directs the work of other administrative support personnel, including coaching and conducting performance evaluations.

- Prepares and distributes agendas for Village Board and committee meetings; attends Village Board meetings and takes and prepares minutes.
- Serves as Clerk for the Board of Review and Ethics Board. Provides Staff Support on Personnel Committee.
- Prepares legal and public hearing notices for publication and/or mailing.
- Responsible for the posting of tax assessment rolls, the issuance of alcohol beverage and pet licenses and various permits, and the process of collecting real estate and personal property taxes, fees, and special assessments.
- Performs the work of the Treasurer as defined in the Municipal Code and State Statutes including but not limited to responsibilities for taxation.
- Responsible for pre and post elections administration, schedules, and trains election inspectors, oversees election-day activities and the tabulation and reporting of election results, and coordinates and serves on the Municipal Board of Canvassers.
- Ensures compliance with open meetings and public records laws.
- Manages the financial processing of accounts payable, accounts receivable, special assessment transactions, and utility billing.
- Performs monthly bank statements.
- Manages the preparation of biweekly payrolls for all Village employees and related reports to outside agencies, including the Department of Employee Trust Funds and the Internal Revenue Service.
- Manages employee benefit plans, orients, and enrolls new employees in benefit programs.
- Coordinates the Employee Appreciation Program.
- Establishes and maintains a system of personnel records.
- Prepares and handles confidential labor relations materials, including collective bargaining and disciplinary matters. Participates in the determination of collective bargaining strategies and represents management in collective bargaining negotiations.
- Establishes and implements office and administrative policies and procedures.
- Coordinates risk management operational functions and processes insurance claims as appropriate.
- 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

An Associate's degree in office management or related field, Certified Municipal Clerk, Wisconsin Municipal Clerk designation or completion of Wisconsin Municipal Clerk Institute and Wisconsin Municipal Treasurer's Completion Course; a minimum of six years of office management; payroll/personnel, preferably in a municipal government setting; previous supervisory training and/or experience; working knowledge of

commonly used software and web site applications; must be bondable; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

Knowledge, Ability, and Skill

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

Knowledge of	• Applicable federal and state laws, regulatory codes, and municipal ordinances and the ability to interpret and apply them in different situations. • Supervisory principles and practices and performance evaluation techniques. • Wisconsin tax collecting process and procedure, assessments, plat maps, certified survey maps, election laws and procedures, liquor licensing regulations. • Current office methods, practices, and procedures. • Commonly used data processing applications and the design and function of web sites. • Records management practices. • Labor relations procedures.
Ability to	• Perform the statutory duties of the clerk and treasurer offices. • Supervise the work of administrative support personnel and evaluate their performance. • Maintain accurate payroll, personnel and fringe benefit records. • Prepare accurate and timely financial reports. • Determine proper priorities, delegate work and meet established deadlines. • Take and prepare accurate and detailed minutes of meetings. • Establish and maintain effective working relationships with the Village Board, Administrator, department heads, fellow employees, other governmental agencies, and the general public. • Maintain confidentiality of payroll, personnel, and labor relations information. • Serve as a notary public. • Assign and supervise the work of others; motivate employees to work toward common goals
Skill in	

Necessary Special Requirements

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

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. **Adjust these as needed based on the physical demands that employs filled out as part of their JAQ.**

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

Work Environment and Working Conditions

- Works in normal office setting with moderate noise levels. Regular hours beyond the normal work week required; attendance at evening meetings required.

Notes:

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

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

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

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

Job Title	Deputy Administrator/Clerk
Department	Administration
Employment Status	Full Time
Exempt/Nonexempt Status	Exempt
Grade	12

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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 serves as the Department Head for the Administration Department and provides high level oversight of the Village's day-to-day operations under the direction of the Administrator. The very responsible technical work of this position involves performing various functions of the offices of municipal clerk and treasurer, as defined by State Statute and Municipal Code, and serving as the Personnel Officer for the organization. The work involves issuing licenses and permits; overseeing the collection of taxes and fees; conducting elections; serving as Clerk of the Board of Review and Ethics Board; attending Village Board meetings and taking and preparing minutes; overseeing the preparing of biweekly payrolls and related reports; overseeing various personnel responsibilities including but not limited to administering employee benefit plans; developing and maintaining policies and procedures. This position also supervises support staff within the Administration Department.

Supervision

Received	Performs under the direction and general supervision of the Administrator, subject to the directives of the Village Board and the requirements of State Statutes, Village Ordinances, and standards of Municipal Governments.
Exercised	Oversees the work of the Deputy Clerk, Deputy Treasurer/Accountant, HR Generalist, and Administrative Assistant. Provides policy direction to Department Heads and supervisory staff accordingly. In the absence of the Village Administrator oversees the work of the Administration; Communications & Technology; Community Development; Fire & Rescue; Library; Senior Outreach Services; Police; and Public Works/Utilities Departments.

Essential Job Functions

- The following are the general responsibilities of the Village Deputy Administrator as defined in the McFarland Municipal Code under Section XXXX:
 - Under the direction of the Village Administrator, implement the directives of the Village Board and promptly report any difficulties encountered in implementation to the Village Administrator;
 - Assist the Village Administrator in the administration of day to day operations of Village government, including monitoring all Wisconsin Statutes, Village ordinances, resolutions and minutes of the Village Board and its subunits;
 - Assist with the preparation of an administration plan, including an organizational chart, which defines authority and responsibility for all statutory officers and non-statutory positions;
 - Execute necessary administrative procedures established by Village Administrator to increase the effectiveness and efficacy of Village government that are not inconsistent with the Village administration plan or Village Board directives, by policy or by ordinance or resolution of the Village Board as deemed appropriate;
 - Assist the Village Administrator and Village Board in establishing and administering long-range Village-wide goals and objectives;
 - Keep informed concerning current federal, state and county legislation and administrative rules affecting the Village and collaborate with Village Administrator to evaluate the effects and submit recommendations thereon to the Village Board;
 - Keep informed concerning the availability of federal, state and county grants, matching funds and other funds for local programs, communicate such availability to the Village Administrator and assist department heads and the Village Board in securing such funds as directed by the Village Administrator;
 - Assist the Village Administrator in representing the Village as to matters of legislative and intergovernmental affairs as directed by the Village Board;
 - Support the Village Administrator in efforts to inform news media of the operations of the Village and to strictly comply with all open meeting law and public records law rules and regulations;
 - Aid and facilitate procedures established by Village Administrator to facilitate communications between citizens and Village government to assure that complaints, grievances, recommendations and other matters receive prompt attention by the responsible Village official or officer and that such matters are resolved as expeditiously as possible; and
 - Promote the economic well-being and growth of the Village through public and private sector cooperation.
- The following are the Village Board responsibilities of the Village Deputy Administrator as defined in the McFarland Municipal Code under Section XXXX:
 - Attend meetings of the Village Board when the Village Administrator is unavailable and inform the Village Board about the activities of the Village Administrator, as well as any concerns of which the Village Board should be made aware; and
 - Assist the Village Administrator in preparing agendas, minutes, and supporting materials for Village Board meetings, as well as the Village's other authorities, boards, commissions and committees.

- The following are the personnel responsibilities of the Village Deputy Administrator as defined in the McFarland Municipal Code under Section XXXX:
 - Serve as Village personnel officer with responsibilities to ensure that complete and current personnel records, including specific job descriptions, are kept for all Village officers and employees;
 - Oversee the employee Performance Evaluation process through coordination with departments heads as to their employees and with the Village Board and Administrator as to the department heads on an annual basis;
 - Recommend salary and wage scales for Village employees not covered by collective bargaining agreements to the Village Administrator;
 - Develop and enforce high standards of performance by Village employees;
 - Ensure that Village employees have proper working conditions;
 - Work closely with department heads to promptly resolve personnel problems or grievances;
 - Assist the Administrator and Department Heads with hiring, appointments, promotions and discipline of department heads and employees, and hire, appoint, promote and discipline employees according to policy;
 - Assist the Village Board's designated bargaining team and the Village Administrator in developing the Village's positions in collective bargaining and negotiating collective bargaining agreements; and
 - In consultation with department heads, ensure that employees receive adequate opportunities for training to maintain and improve their job-related knowledge and skills, as well as acting as the approving authority for requests by employees to attend conferences and training opportunities, provided that funds are budgeted and available for these activities.
- The following are the fiscal responsibilities of the Village Deputy Administrator as defined in the McFarland Municipal Code under Section XXXX:
 - Assist the Village Administrator in preparing the annual Village Budget and administering the budget adopted by the Village Board;
 - Report the financial needs of Village departments and programs to the Village Administrator;
 - Manage day-to-day financial system including but not limited to accounts payable, accounts receivable, purchasing, financial institution monitoring, reconciliations, investments, and other related functions; and
 - Manage and facilitate process to conduct annual financial audit.
- Perform duties as set forth in Chapter 61.25 of the Wisconsin Statutes and the Village Code of Ordinances as they pertain to Clerk.
- Perform duties as set forth in Chapter 61.26 of the Wisconsin Statutes and the Village Code of Ordinances as they pertain to Treasurer.
- Serve as Clerk for the Board of Review and Ethics Board. Provide staff support on Personnel Committee.
- Prepare legal and public hearing notices for publication, archiving, recording, and/or distribution as is required of the position within State Statutes and Village Code of Ordinances.
- Oversee the preparation of biweekly payrolls for all Village employees and related reports to outside agencies, including the Department of Employee Trust Funds and the Internal Revenue Service.
- Coordinate risk management operational functions and process insurance claims as appropriate.
- Provide effective/efficient customer service, promote and maintain responsive community relations.
- Follow safe work practices.

Other Job Functions

- Perform related duties as assigned.

Requirements of Work

A Bachelor's degree in business administration, finance, public administration, office management or related field, a minimum of four years of office management; payroll/personnel, finance, preferably in a municipal government setting; previous supervisory training and/or experience; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

Knowledge, Ability, and Skill

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

Knowledge of	• Applicable federal and state laws, regulatory codes, and municipal ordinances and the ability to interpret and apply them in different situations. • Supervisory principles and practices and performance evaluation techniques. • Wisconsin tax collecting process and procedure, assessments, plat maps, certified survey maps, election laws and procedures, liquor licensing regulations. • Current office methods, practices, and procedures. • Commonly used data processing applications and the design and function of web sites. • Records management practices. • Labor relations procedures.
Ability to	• Perform the statutory duties of the clerk and treasurer offices. • Supervise the work of administrative support personnel and evaluate their performance. • Maintain accurate payroll, personnel and fringe benefit records. • Prepare accurate and timely financial reports. • Determine proper priorities, delegate work and meet established deadlines. • Take and prepare accurate and detailed minutes of meetings. • Establish and maintain effective working relationships with the Village Board, Administrator, department heads, fellow employees, other governmental agencies, and the general public. • Maintain confidentiality of payroll, personnel, and labor relations information. • Serve as a notary public. • Assign and supervise the work of others; motivate employees to work toward common goals.
Skill in	• Oral and written communications. • Strategic thinking and problem solving. • Public relations.

Necessary Special Requirements

Must possess or be able to obtain a Wisconsin Driver's license (or equivalent); must be a Certified Municipal Clerk, or have completed the Wisconsin Municipal Clerk Institute and Wisconsin Municipal Treasurer's Completion Course or be able to obtain certification/completion of Institute courses.

Physical Demands

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

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

Notes:

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

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

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

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

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, August 23, 2022

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Discussion and action on amendment of the position description for
the Village Administrator.

PREVIOUS ACTION:

ISSUE SUMMARY:

Following the enactment of changes to Village Ordinance, review and approval is needed to revise the existing description for the Administrator position. The Village Administrator position description is presented to be updated and align with the Village Ordinance. Previously, the Administrator position description created essential job functions that were similar but not the same as what was established within code. Going forward, the position description is presented to be consistent with Village Ordinance while being specific as needed for what the position is expected to do. Track changes were not provided in the document as the format change noted above created a lot of change that was difficult to navigate within a marked-up document. All former tasks were accounted for within the new tasks that are also outlined within the code.

A bulk of the position responsibilities are synonymous with Village Ordinance covered in the previous agenda item. Additionally, the main essential functions for the position are outlined and now proposed to be consistent with Village Ordinance. The main change from before is the shifting of the personnel officer duties to the Deputy and addition of the Capital Improvement Plan under the fiscal section.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

[2021 Compensation and Classification Plan](#)

ORDINANCE REFERENCE:

Chapter 2 - Article VII - Division 2

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Personnel Committee unanimously recommended approval.



Motion to approve amendment to the position description for the Village Administrator position.

ATTACHMENTS:

1. Administrator - 07.08.2022
2. Administrator 08092022 mgs FINAL DRAFT

Job Title	Administrator
Department	N/A
Employment Status	Full Time
Exempt/Nonexempt Status	Exempt
Grade	14

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

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

Scope of Work

This position provides.....

This position is responsible for the overall administration of Village government, including coordinating and supervising the activities of all Village departments and the delivery of municipal services. In addition, the position serves as the chief administrative officer of the Village, advising the Village Board on policy issues, and carrying out the directives of and implementing the policy decisions of the Village Board.

Supervision

Received	Performs under the general direction and policies established by the Village Board, but exercises considerable initiative and independent judgement in determining organizational goals, priorities and work practices.
Exercised	Oversees the work of the heads of the following Village Departments: Administration; Communications & Technology; Community Development; Fire and EMS; Library; Senior Outreach Services; Police; and Public Works/Utilities.

Essential Job Functions

- Provides leadership and direction to the Village Board in establishing long-range Village-wide goals and objectives.
- Manages and supervises the activities of Village departments and the delivery of municipal services to achieve goals within available resources.
- In coordination with the Department Heads, prepares and recommends an annual budget to the Village Board and administers the adopted budget for all active Village funds.

- In coordination with the Department Heads, prepares and recommends annually the 5 year Capital Improvement Program to the Village Board and administers its inclusion into the annual budget as approved.
- Communicates official plans, policies, and procedures to staff and the general public.
- Supervises financial management, accounting, and reporting activities including the investment and borrowing of funds to assure sound fiscal control.
- Establishes standard policies and procedures and generally oversees the purchase and contracting of services and supplies by Village departments.
- Coordinates and conducts collective bargaining with employee unions.
- Serves as personnel officer, establishes and administers standardized personnel policies and procedures.
- Prepares employee job descriptions and administers employee compensation.
- Coordinates the recruitment, selection, evaluation, disciplining, and termination of employees and the hearing of grievances.
- Identifies issues, opportunities, and policy options for consideration by the Village Board.
- Serves as information officer and represents the Village in dealings with the media, other government agencies, and the general public.
- Coordinates information technology systems and procedures.
- Recommends the placement and level of insurance coverages for risk management purposes.
- Tracks and analyzes the impact of proposed and adopted changes in legislation.
- Recommends the selection of firms to provide professional services, including legal, auditing, property assessment, engineering, architectural, codification, and specialized consulting services.
- Establishes and maintains procedures to facilitate communications between citizens and Village government to assure that complaints, grievances, suggestions and other matters receive prompt attention by the appropriate Village official(s).
- 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

A B.A. degree in public or business administration or related field, with a M.A., M.P.A., or M.B.A. degree highly desirable; a minimum of ten (10) years of progressively responsible administrative experience in a local government setting providing familiarity with the full range of municipal services including utilities and TIF districts, prior supervisory experience; must be bondable; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

Knowledge, Ability, and Skill

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

Knowledge of	• Current principles and practices of municipal administration and ability to keep abreast of future developments in the field. • Applicable federal and state laws, regulatory codes, and municipal ordinances and the ability to interpret and apply them in a variety of situations. • The measures and standards by which the efficiency, effectiveness, and quality of municipal services can be evaluated. • Municipal finance, budgeting, GASB accounting, purchasing and financial management methods and procedures. • The finances and management of municipal utilities and TIF districts. • Personnel administration functions and techniques. • Data processing applications and basic computer skills.
Ability to	• Efficiently and effectively administer a municipal government. • Plan, organize, direct, and evaluate the work of departments and personnel delivering a wide range of municipal services. • Forecast the operational and capital needs of the various departments and formulate and administer an integrated budget for the village. • Establish and enforce standard administrative procedures for all departments. • Determine proper priorities, set work schedules and deadlines, and delegate work to accomplish objectives. • Maintain and manage records and to prepare required reports. • Identify policy issues, analyze policy options, and recommend policy alternatives to the Village Board. • Interpret and implement policy and procedural direction from the Village Board. • Establish and maintain effective working relationships with the Village Board, department heads, employees, other governmental agencies, and the general public. • Represent the Village in meetings, public presentations, and before the media. • Assign and supervise the work of others; motivate employees to work toward common goals.
Skill in	

Necessary Special Requirements

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

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. **Adjust these as needed based on the physical demands that employs filled out as part of their JAQ.**

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

Work Environment and Working Conditions

Works in normal office setting with moderate noise levels; hours beyond the normal work week required; attendance at evening meetings required.

Notes:

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

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

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

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

Job Title	Administrator
Department	N/A
Employment Status	Full Time
Exempt/Nonexempt Status	Exempt
Grade	14

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 the overall administration of Village government, including coordinating and supervising the activities of all Village departments and the delivery of municipal services. In addition, the position serves as the chief administrative officer of the Village, advising the Village Board on policy issues, and carrying out the directives of and implementing the policy decisions of the Village Board.

Supervision

Received	Performs under the general direction and policies established by the Village Board, but exercises considerable initiative and independent judgement in determining organizational goals, priorities and work practices.
Exercised	Oversees the work of the heads of the following Village Departments: Administration; Communications & Technology; Community Development; Fire & Rescue; Library; Senior Outreach Services; Police; and Public Works/Utilities.

Essential Job Functions

- The following are the general responsibilities of the Administrator position as defined in the McFarland Municipal Code under Section 2-550:
 - Implement directives of the Village Board, reporting promptly to the Village Board any difficulties encountered in implementation;
 - Be responsible for the administration of all day-to-day operations of Village government, including monitoring of all Wisconsin Statutes, Village ordinances, resolutions and minutes of the Village Board and its subunits;

- Prepare, direct, and coordinate the implementation of the administration plan, including an organizational chart, which defines authority and responsibility for all statutory officers and non-statutory positions and submit the plan for the Village Board for adoption as the official organizational and administrative procedural plan for the Village;
- Establish when necessary administrative procedures to increase the effectiveness and efficiency of Village government according to the best current practices in local government administration, not inconsistent with Subsection (c) of this Section, or Village Board directives, by policy or by ordinance or resolution of the Village Board as deemed appropriate;
- Assist the Village Board in establishing long-range Village-wide goals and objectives;
- Serve as ex officio nonvoting member of all authorities, boards, commissions and committees of the Village, except as specifically directed otherwise by Wisconsin Statute or Village Board directive;
- Keep informed concerning current federal, state and county legislation and administrative rules affecting the Village, and submit appropriate reports and recommendations thereon to the Village Board;
- Keep informed concerning the availability of federal, state and county grants, matching funds and other funds for local programs, assisting department heads and the Village Board in seeking to obtain these funds under the overall direction of the Village Board;
- Represent the Village in matters involving legislative and intergovernmental affairs within the scope of the directions for such representation provided by the Village Board;
- Act as the Village's public information officer with the responsibility of assuring that the news media are informed about the operations of the Village and that all open meeting law and public records law rules and regulations are strictly followed;
- Establish and maintain procedures to facilitate communications between citizens and Village government to assure that complaints, grievances, recommendations and other matters receive prompt attention by the responsible Village official or officer, and to assure that all such matters are resolved as expeditiously as possible; and
- Promote the economic well-being and growth of the Village through public and private sector cooperation.
- The following are the Village Board responsibilities of the Administrator position as defined in the McFarland Municipal Code under Section 2-551:
 - Attend all meetings of the Village Board except as specifically excused by the Village President, assisting the Village Board as required in the performance of its duties;
 - In coordination with the Village President and Village Board, ensure that appropriate agendas are prepared for all Village Board meetings, as well as the Village's other authorities, boards, commissions and committees, together with such supporting material as may be required; with nothing herein being construed to give the Administrator authority to limit or in any way prevent matters from being considered by the Village Board or the Village's other authorities, boards, committees and commissions;
 - In consultation with the Village Attorney, assist in the preparation of ordinances and resolutions as requested by individual Village Trustees or the Village Board, or as needed to bring Village ordinances or resolutions into compliance with federal or state law;
 - Inform the Village Board regularly about the activities of the Village Administrator by oral or written report at Village Board meetings; and

- Take action in consultation with the Village President without prior Village Board approval when necessary for emergency circumstances.
- The following are the personnel responsibilities of the Administrator position as defined in the McFarland Municipal Code under Section 2-552:
 - Evaluate in conjunction with the Village Board the performance of all department heads and the Deputy Village Administrator on an annual basis;
 - Recommend salary and wage scales for Village employees not covered by collective bargaining agreements to the Village Board;
 - Develop and enforce high standards of performance by Village employees;
 - Ensure that Village employees have proper working conditions;
 - Work closely with the Deputy Village Administrator to promptly resolve personnel problems or grievances;
 - Make recommendations to the Village Board regarding appointment, promotion or discipline of department heads and the Deputy Village Administrator when necessary for the good of the Village;
 - Be responsible for the appointment, promotion or discipline of employees below the department heads;
 - In consultation with the Village Board's designated bargaining team, participate in developing the Village's positions in collective bargaining and negotiating collective bargaining agreements;
- The following are the fiscal responsibilities of the Administrator position as defined in the McFarland Municipal Code under Section 2-553:
 - Be responsible for the preparation of the annual Village budget for approval by the Village Board, in accordance with guidelines provided by the Village Board and any Budget Committee that may be established from time to time, as well as in coordination with department heads and in accordance with state law;
 - Administer the budget adopted by the Village Board;
 - Report regularly to the Village Board on the Village's current fiscal position and future financial needs;
 - Supervise the Village accounting system to ensure that the system employs methods in accordance with current professional accounting practices;
 - Serve as the Village purchasing agent, supervising all purchasing and contracting for supplies and services, subject to any purchasing procedures established by the Village Board and any limitations established by Wisconsin Statutes;
 - In coordination with Department Heads, prepare and recommend annually the 5-year Capital Improvement Program to the Village Board and administer its inclusion into the annual budget as approved.
- Provide effective and efficient customer service and promote and maintain responsive community relations.
- Follow safe work practices.

Other Job Functions

- Perform related duties as assigned.

Requirements of Work

A B.A. degree in public or business administration or related field, with a M.A., M.P.A., or M.B.A. degree highly desirable; a minimum of ten (10) years of progressively responsible administrative experience in a local government setting providing familiarity with the full range of municipal services including utilities and TIF districts, prior supervisory experience; must be bondable; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

Knowledge, Ability, and Skill

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

Knowledge of	• Current principles and practices of municipal administration and ability to keep abreast of future developments in the field. • Applicable federal and state laws, regulatory codes, and municipal ordinances and the ability to interpret and apply them in a variety of situations. • The measures and standards by which the efficiency, effectiveness, and quality of municipal services can be evaluated. • Municipal finance, budgeting, GASB accounting, purchasing and financial management methods and procedures. • The finances and management of municipal utilities and TIF districts. • Personnel administration functions and techniques. • Data processing applications and basic computer skills.
Ability to	• Efficiently and effectively administer a municipal government. • Plan, organize, direct, and evaluate the work of departments and personnel delivering a wide range of municipal services. • Forecast the operational and capital needs of the various departments and formulate and administer an integrated budget for the village. • Establish and enforce standard administrative procedures for all departments. • Determine proper priorities, set work schedules and deadlines, and delegate work to accomplish objectives. • Maintain and manage records and to prepare required reports. • Identify policy issues, analyze policy options, and recommend policy alternatives to the Village Board. • Interpret and implement policy and procedural direction from the Village Board. • Establish and maintain effective working relationships with the Village Board, department heads, employees, other governmental agencies, and the public. • Represent the Village in meetings, public presentations, and before the media. • Assign and supervise the work of others; motivate employees to work toward common goals.
Skill in	• Oral and written communications. • Strategic thinking and problem solving. • Public relations.

Necessary Special Requirements

Possess or be able to obtain a Wisconsin Driver's license 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.

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

Notes:

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

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

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

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

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, August 23, 2022

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Discussion and action regarding amendments to Chapter 3 of the
Personnel Policy Manual regarding Organization and Administration.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

With the creation of the Deputy Village Administrator Position within the Village Code of Ordinances, it is also necessary to revise Chapter 3 of the current Personnel Policy to follow through and codify the delineation of responsibilities within the Personnel Policy Manual. Attached are proposed revisions to Chapter 3 that also confirm the delineation of personnel related duties within the Personnel Policy manual.

In addition to the changes regarding creation of the Deputy Administrator Position, staff is also recommending review and change of the authority provided to approve the filling of vacancies as they arise. The current requirement to obtain Village Board approval before filling a vacancy creates a delay in the process to fill vacant positions. The Village Board currently approves the budget annually. Within that budget, funding is approved to fund staffing levels for the year. The current requirement that the Village Board approve the filling of a vacancy creates a delay for departments, which has implications for both morale and budgetary considerations, as staff often have to pick up the additional workload through overtime and additional hours. If positions were to be cut, laid off, or hours reduced, that decision would most certainly happen during budget proceedings and be approved by the Village Board. It is unlikely the Village Board would ever approve the filling of a vacancy with the staffing levels the Village currently has. Larger organizations such as the state and/or County utilize an approval process of this nature to implement hiring freezes or other practices to cut costs when needed. It is not practical at the Village level.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

Personnel Policy Manual

ORDINANCE REFERENCE:



None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Personnel Committee unanimously recommended approval.

Motion to approve amendment to Chapter 3 of the Personnel Policy Manual regarding Organization and Administration.

ATTACHMENTS:

1. PPM Chapter 3 - 07.08.2022

CHAPTER 3 - ORGANIZATION AND ADMINISTRATION

3.01 Purpose

This chapter sets forth the delineation of authority and responsibilities in the administration of the Village personnel system.

3.02 Delineation of Authority and Responsibilities

(1) Village Board

The Village Board will be responsible for:

- (a) Approving the Departmental Tables of Organization as set forth in the adopted version of the annual Village Budget.
- (b) Authorizing the creation of any and all new classified positions.
- (c) Approving the compensation policies and pay plans for all Village employees.
- (d) Hiring and removing Department Heads consistent with applicable provisions of the Municipal Code. (Note: The Police and Fire Commission is responsible for the hiring and firing of the Police Chief and Police Officers and the Fire Chief and Fire Department employees. The Library Board is responsible for the hiring and firing of the Library Director.)
- (e) Conducting fourth step grievance hearings.
- (f) Approving Village personnel policies.
- (g) Delegating such duties and responsibilities as necessary to the Village Administrator.

~~(h) Approving the filling of vacancies.~~

(2) Village Administrator

The Village Administrator will be responsible for:

- (a) Providing administrative direction to all Village employees in accordance with established organizational procedures.
- (b) ~~Serving as personnel officer, administering the personnel policies adopted by the Village Board, establishing procedures consistent with such policies, and recommending changes to these policies as necessary. As personnel officer, the~~

~~Village Administrator may modify specific benefits offered to an external experienced applicant for employment consistent with the provisions of these policies.~~

- (c) Reviewing and approving appointments and removal of non-Department Head personnel from Village positions.
- (d) Recommending adjustments in and administering the compensation plan and the fringe benefit program.
- (e) Coordinating collective bargaining negotiations with currently certified and representing employee unions on wage, fringe benefit, and working condition issues.

~~(f) Maintaining complete employment and performance records of all Village employees.~~

~~(g) Establishing and maintaining a roster of all employees in the Village service which will include the class title, pay status, and other pertinent data.~~

(h) Making reports and recommendations to the Village Board as required.

(i) ~~Maintaining and recommending modifications~~Overseeing the to the classification plan.

~~(j) Administering the recruitment and selection program.~~

~~(k) Monitoring temporary and emergency appointments and overtime assignments.~~

~~(l) Coordinating training programs to provide employees with adequate opportunities to maintain and improve their job related knowledge and skills.~~

~~(n) Establishing standards and procedures to insure uniformity in the application of discipline and the processing of employee grievances.~~

(o) Conducting second step grievance hearings.

~~(p) Preparing and implementing such forms, reports, and procedures necessary to carry out the Village personnel program.~~

~~(q) Disseminating information regarding the personnel program, fringe benefits and conditions of employment to all employees and departments.~~

~~(r) Investigating unemployment compensation claims and participating in unemployment compensation hearings.~~

- (s) Overseeing safety programs that serve the general needs of all Village departments to ensure proper working conditions.
- (t) Delegating appropriate authority to Department Heads and administrative personnel.
- (u) Conduct probationary and annual performance evaluations of Department Heads.
- (v) Approve the filling of vacancies for approved and budgeted positions.

(3) Deputy Administrator

The Deputy Administrator shall be responsible for:

- (a) Serve as Village personnel officer with responsibilities to ensure that complete and current personnel records, including specific job descriptions, are kept for all Village officers and employees;
- (b) Providing administrative direction to all Village employees in accordance with established organizational procedures.
- (c) Reviewing and approving appointments and removal of non-Department Head personnel from Village positions.
- (d) Recommending adjustments in and administering the compensation plan and the fringe benefit program.
- (e) Assists in collective bargaining negotiations with currently certified and representing employee unions on wage, fringe benefit, and working condition issues.
- (f) Maintains complete employment and performance records of all Village employees.
- (g) Maintaining and recommending modifications to Village's Classification plan.
- (h) Establishing and maintaining a roster of all employees in the Village service which will include the class title, pay status, and other pertinent data.
- (i) Making reports and recommendations to the Village Board as required or directed.
- (j) Administering the recruitment and selection program.
- (k) Monitoring temporary and emergency appointments and overtime assignments.
- (l) Coordinating training programs to provide employees with adequate opportunities to maintain and improve their job related knowledge and skills.
- (m) Establishing standards and procedures to insure uniformity in the application of discipline and the processing of employee grievances.
- (n) Preparing and implementing such forms, reports, and procedures necessary to carry out the Village personnel program.
- (o) Disseminating information regarding the personnel program, fringe benefits and conditions of employment to all employees and departments.
- (p) Investigating unemployment compensation claims and participating in unemployment compensation hearings.
- (q) Overseeing safety programs that serve the general needs of all Village departments.

- (r) Assists in conducting probationary and annual performance evaluations of Department Heads.
- (s) Overseeing the employee engagement and employee benefit workgroups.
- (a) Serve as Affirmative Action Officer for the Village and regularly review and administer the program.

(3) Department Heads

Department Heads will be responsible for:

- (a) Enforcing the personnel policies, rules and regulations in their respective departments.
- (b) Keeping employees informed of current personnel policies.
- (c) Conducting performance evaluations of employees.
- (d) Conducting first step informal resolutions.
- (e) Notifying the Village Administrator and Deputy Administrator of any proposed changes in personnel and, as appropriate, participating in the screening and selection process.
- (f) Developing appropriate employee orientation programs.
- (g) Assessing employee training needs and developing, conducting, or arranging for in-service training programs to ensure department employees improve their job related knowledge and skills.
- (h) Administering discipline and delegating such authority to supervisory personnel as appropriate.
- (i) Recommending the appointment or removal of employees subject to the approval of the Village Administrator. ▸
- (j) Delegating appropriate authority to subordinate supervisory personnel.

(4) Supervisory Personnel

To the extent that Department Heads delegate authority to them, supervisors will be responsible for:

- (a) Implementing the personnel policies, rules and regulations in their unit.
- (b) Participating in the selection of new employees.

- (c) Participating in performance reviews of employees.
- (d) Administering discipline to employees.
- (e) Make work assignments for section employees and monitor work status and completion.
- (f) Conducting performance evaluations of employees.

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, August 23, 2022

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Discussion and action regarding amendment of the Village wide Organizational Chart.

PREVIOUS ACTION:

ISSUE SUMMARY:

With the changes proposed in items b and c, and creation of the Deputy Village Administrator/Clerk position, staff recommends creation of a Village wide organizational chart. A Village wide organizational chart help provide the overall structure of the Village with its Board, Committees, and Commission as well as applicable delegation of responsibility and oversight by each respective department.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

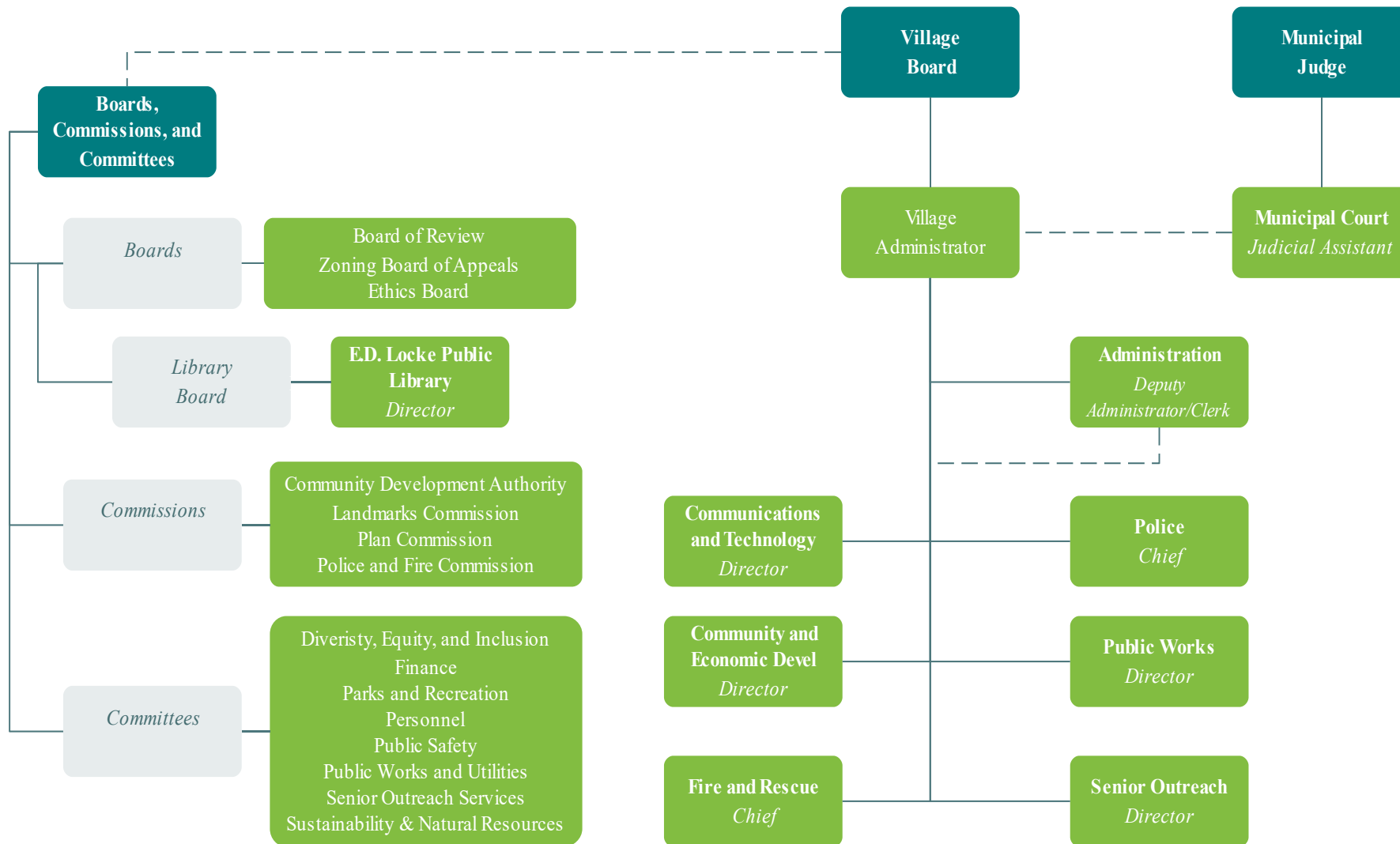
N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Personnel Committee unanimously recommended approval.
Motion to approve amendment of the Village wide Organizational Chart.

ATTACHMENTS:

1. Village Organizational Chart 08102022 DRAFT



VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, August 23, 2022

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Discussion and action regarding updates to the Administration Department Organizational Chart.

PREVIOUS ACTION:

ISSUE SUMMARY:

With the title change from Clerk/Treasurer to Deputy Administrator/Clerk, it is also necessary to update the organizational chart for the Administration Department to also show the updated title.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

Personnel Policy Manual - Chapter 3 - Section 3.02 (1) the Village Board will be responsible for approval of the Departmental Tables of Organization as set forth in the adopted version of the annual Village Budget.

ORDINANCE REFERENCE:

N/A

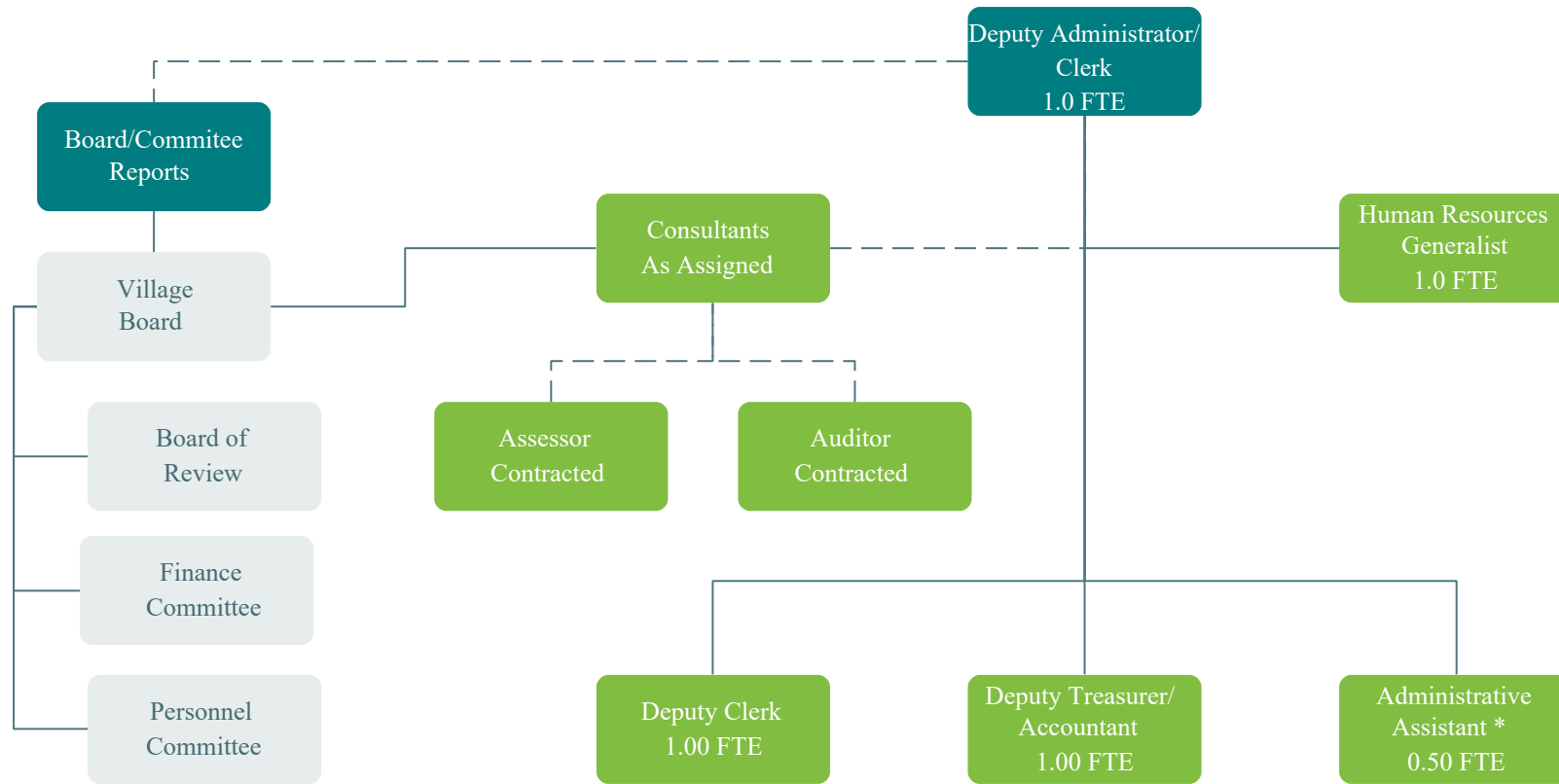
BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Personnel Committee unanimously recommended approval.

Motion to approve updates to the Administration Department Organizational Chart.

ATTACHMENTS:

1. Administration Organizational Chart 08232022



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

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, August 23, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action to consider the proposed goals and objectives with action plan to be accepted as the 2022-2023 McFarland Strategic Implementation Plan.

PREVIOUS ACTION:

The Village Board met on June 15, 2022 as part of Retreat #1 to review the former year's progress on the 2021/2022 Goals and Objectives.

The Village Board met on June 22, 2022 as part of Retreat #2 to discuss possible revivisions to the next year's Goals and Objectives for 2022/2023.

The Committee of the Whole met on August 11, 2022 as part of Retreat #3 to discuss the draft Goals and Objectives for the 2022-2023 McFarland Strategic Implementation Plan. Additionally, the requests for the utilization of ARPA were considered during this meeting.

The Village Board met on August 17, 2022 as part of Retreat #4 to finalize their review of the Goals and Objectives with the Action Plan included.

ISSUE SUMMARY:

We have been reviewing the next year's draft Goals and Objectives over the course of the last several months. Most recently we reviewed the Goals and Objectives with the proposed Action Plan prepared by Village Staff. All of this was reviewed and advanced to the Village Board to consider acceptance in order to finalizing the planning process for the coming year. This work will align with capital planning and development of the next year's budget which will begin review next month. Unique this year is the presence of ARPA funding and how that might affect the implementation of our goals and objectives going forward. The Village Board reviewed these ideas at its meeting on August 11th and narrowed down items that were consistent with goals and objectives. Funding can be addressed as applicable as these projects advance towards implementation under the direction of the Village Board.

The enclosed Goals and Objectives includes the Action Plan as directed by the Village Board at our last meeting on August 17th. This will serve as the 2022-2023 McFarland Strategic Implementation Plan once accepted by the Village Board.

FINANCIAL/BUDGET IMPACT:

None.



VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended Action:

Motion, second to accept the goals and objectives with action plan to serve as the 2022-2023 McFarland Strategic Implementation Plan.

ATTACHMENTS:

1. 2022-2023 McFarland Strategic Impl. Plan 08232022 FINAL



2022-2023

McFarland Strategic Implementation Plan

August 23, 2022

Village Board Review and Acceptance

Village of McFarland

Updated July 26, 2018

VISION STATEMENT

The vision of the Village of McFarland is to create an inviting, dynamic, diverse community that offers a high quality of life and a supportive environment in which all citizens may practice their individual value choices. The community actively seeks to preserve its proud heritage, protect its abundant natural resources, plan for responsible and balanced residential and commercial growth, promote a viable economic base, support educational excellence, provide diverse leisure options, and foster a healthy social fabric.

MISSION STATEMENT

With direction encouraged from an engaged citizenry, Village elected officials and employees will maintain and enhance the quality of life of the community by delivering quality services in an efficient and accountable manner and by providing an orderly, unbiased system of government that is transparent and accessible. To create and sustain a high level of confidence in Village government, we pledge to function with: professional integrity; fiscal responsibility; open communications; environmental sustainability; sensitivity to the values of each individual; full cooperation in achieving the priority goals determined by the community.

2022/2023 - McFarland Strategic Implementation Plan

Village Board Goals, Objectives, and Action Plan

All goals should be consistent with the Village Mission statement and vision statement.

Highlight notes items where new funding is required within the budget and not previously approved.

A. McFarland Municipal Center Campus <i>Develop a multi-generational community center in conjunction with expansion of the library, connecting Village plaza, and adjoining outdoor public spaces (i.e. - McFarland Municipal Campus) including the development of programs to serve seniors, youth, and families.</i>			
Objectives			
(1)	Determine future space needs and design features for the development of indoor and outdoor public spaces to support programming to be determined.		
(2)	Identify and engage a broad spectrum of residents, including seniors, youth, adults, and community partners in all aspects of the planning process and operations/utilization.		
(3)	Identify operational issues, challenges, and fiscal impacts associated with the development McFarland Municipal Campus Master Plan and the construction of desired improvements thereof.		
<u>Action Steps:</u>	<u>Cost</u>	<u>Timeline</u>	<u>Assignment</u>
i. Complete the McFarland Municipal Center Campus Master Plan that will outline facility improvements at the Municipal Center, Library, and Plaza. Analysis will recommend facility improvements as well as programs to utilize new spaces.	\$150,000	March 2023	Administrator Village Board
ii. Collaborate with the Library Board on reviewing their needs for facility expansion association with the above referenced Master Plan.	N/A	On Going Project Duration	Administrator Library Village Board
iii. Use solicited public input and continue Community and Stakeholder engagement throughout the project. Engage Community and all Stakeholders	N/A	On Going Project Duration	Administrator Village Board
(4)	Build accepted and recommended improvements for public infrastructure in accordance with the McFarland Municipal Center Campus Master Plan.		
<u>Action Steps:</u>	<u>Cost</u>	<u>Timeline</u>	<u>Assignment</u>
i. Design, bid, and award recommended/approved improvements from Master Plan.	\$500,000	March 2024	Administrator Village Board
ii. Construct recommended/approved improvements from Master Plan.	\$13,000,000	March 2025	Administrator Village Board

2022/2023 - McFarland Strategic Implementation Plan

Village Board Goals, Objectives, and Action Plan

B. Public Infrastructure

Plan for and align physical facilities and open space to support future service delivery, quality of life and infrastructure needs.

Objectives

- (1) Complete construction and transition affected Departments to a standalone public safety facility for fire, EMS, police, and court services.

Action Steps:	Cost	Timeline	Assignment
i. Complete construction of new facility already underway.	\$22,500,000	May 2023	Administrator Architect Contractor Fire & Rescue Municipal Court Owner's Rep Police Village Board
ii. Transition impacted Departments to new Facility.	Included Above	June 2023	Fire & Rescue Municipal Court Police

- (2) Improve current Village facilities, including maintenance enhancements, and identify new systems to promote sustainability.
- (3) Develop capital improvement plans to support infrastructure needs aligned with future growth to forecast cost implications and implementation schedule.

Action Steps:	Cost	Timeline	Assignment
i. Annual preparation of 5 year CIP to inventory and outline public improvements leading into budget process.	None	Annually August 2023	Administrator Departments
ii. Complete property acquisition to allow for the development of solar array.	\$300,000	January 2023	Community Development
iii. Develop plan and begin implementation of digital archiving project.	\$100,000	December 2023	Administration Comm and Tech
iv. Completion of a Village wide energy audit and planning to implement energy efficiencies within operations.	\$75,000	March 2024	Community Development
v. Proceed with OEI Grant to install battery storage at Public Safety Center for excess power created in solar array.	\$450,000	December 2024	Community Development
vi. Continue planning with partners as applicable to develop solar array to offset municipal energy consumption.	TBD	Duration	Community Development

2022/2023 - McFarland Strategic Implementation Plan

Village Board Goals, Objectives, and Action Plan

C. Housing & Economic Development

Promote responsible growth, affordable housing, increase economic development, and grow/retain existing businesses.

Objectives

- (1) Enhance new and existing commercial, retail, mixed-use, and civic uses in the downtown area.
- (2) Improve the mix of commercial and mixed use development along Highway 51 and Farwell Street.
- (3) Develop incentives for business growth, such as incubator programs and tax increment financing districts (TIF) districts.
- (4) Identify areas for expanding commercial and industrial development.
- (5) Improve business retention to support existing businesses and advance recruitment efforts to bring in new businesses.

Action Steps:	Cost	Timeline	Assignment
i. Complete planning project to address Economic Development Plan and update East Side Neighborhood Growth Plan as update to Comprehensive Plan.	\$100,000	March 2023	Community Development
ii. Develop RFP, bid, hire, and complete Terminal & Triangle District Plan/Redevelop. Plan 1, including new Overlay TIF District.	\$75,000	October 2023	Community Development
iii. Begin process (i.e. - RFP, Award, Plan Devel) to Establish new Downtown redevelopment plan.	\$75,000	December 2023	Community Development
iv. Pursue Recodification of Subdivision and Zoning Codes as they impact planning decisions, zoning, diversity, and commercial uses.	\$100,000	2024	Community Development
v. Consider property acquisition where appropriate.	Case by Case	Duration	Community Development

- (6) Improve mix of housing within the Village, including consideration for affordable housing units within new development.

Action Steps:	Cost	Timeline	Assignment
i. Draft and approve policies and programs regarding the use of the Affordable Housing Fund.	None	December 2022	Administrator Community Development
ii. Evaluate opportunities to build Affordable Housing Fund through General Fund and TIF extensions.	TBD	Duration	Administrator Community Development
iii. Evaluate opportunities to implement recommendations from the housing studies to encourage new affordable housing development.	Case by Case	Duration	Community Development

2022/2023 - McFarland Strategic Implementation Plan

Village Board Goals, Objectives, and Action Plan

D. Village Government

Creation of a dynamic work place that is inclusive and diverse in our ability to demonstrate our commitment to employee growth and development for the betterment of the Community.

Objectives

- (1) Evaluate staffing models and organization structure to meet future service delivery needs.

Action Steps:	Cost	Timeline	Assignment
i. Develop staffing plan for all Depts in line with recommendations from 2021 Comp and Class Study.	None	September 2022	Administrator Administration Departments
ii. Forecast cost and tax levy impacts of staffing plan. Present forecasting annually through budget process.	None	November 2022	Administrator
iii. Study and report on recommendations to implement curbside yard waste/leaf collection program.	TBD	September 2023	Administrator Public Works

- (2) Prioritize community-based policing practices and identify areas for diversity initiatives, outreach, education, and program development.

Action Steps:	Cost	Timeline	Assignment
i. Restore assignment of Community Service Officer and develop Community Engagement Plan for position.	TBD	June 2023	Police
ii. Pursue and complete policy updates for WILEAG Accreditation.	TBD	December 2023	Police
iii. Prioritize and enhance opportunities for community outreach and education within the Police Department.	\$5,000	Duration	Police
iv. Utilization of Community Restorative Court (CRC).	None	Duration	Police

- (3) Enhance public engagement and presence within the Community through the use of a broad range of media.

Action Steps:	Cost	Timeline	Assignment
i. Add Closed Captioning system to enhance broadcast diversity.	\$55,000	March 2023	Comm and Tech
ii. Develop new Communications Plan outlining prioritization of resources in line with opportunities for engagement.	TBD	June 2023	Administrator Comm and Tech Village Board

- (4) Continue discussions with School District on partnerships with the Village to share and expand services for the benefit of the Community.

Action Steps:	Cost	Timeline	Assignment
i. Continue meetings through the Joint Committee to discuss issues of mutual interest.	None	Duration	Administrator Village Board

2022/2023 - McFarland Strategic Implementation Plan

Village Board Goals, Objectives, and Action Plan

E. Community

Improve the Community experience for residents, businesses, and visitors through its services, safety, history, and overall desired quality of life.

Objectives

- (1) Promote Village history using statues, murals, music, special programming, etc.
- (2) Create a public art program that enriches the community and enhances the local quality of life.

Action Steps:	Cost	Timeline	Assignment
i. Develop public art concept affixed to the structure of Well House #1 adjacent Discovery Garden Park.	\$5,000	June 2023	Community Development Library
ii. Establish a Public Art and Design Program to consider projects and promote history where appropriate.	None	September 2023	Community Development
iii. Implement opportunities for public art within public spaces as authorized by the Village Board.	TBD	Duration	Community Development Village Board
(3) Promote the concept of a safe and healthy community in an integrated way including diversity, equity, and inclusion initiatives; from policy to planning and development.			
Action Steps:	Cost	Timeline	Assignment
i. Develop policies for the distribution of funds through the Community Grant Program.	None.	February 2023	Administrator Village Board
ii. Accept applications into the Community Grant Program and award funds in accordance with approved policies.	\$15,000	Duration	Administrator Village Board
iii. Cross develop community outreach/risk reduction training to develop strategies for medical and wellness risk reduction.	\$10,000	2024	Fire and Rescue Senior Outreach
iv. Support staffing and policy development to ensure successful transition to paramedic level of service.	Varies	Duration	Fire and Rescue Village Board
v. Participate in the Trust Building Campaign by the IACP to ensure positive partnerships and improve general well being.	Varies	Duration	Police

2022/2023 - McFarland Strategic Implementation Plan

Village Board Goals, Objectives, and Action Plan

F. Transportation

Improve Community connectivity along pedestrian and vehicular corridors.

Objectives

- (1) Improve, maintain, and enhance bike/walking path connections throughout the Village and in cooperation with neighboring municipalities and government agencies.

Action Steps:	Cost	Timeline	Assignment
i. Enhance planning regarding trail maintenance and build into Paving and Utility Plan. Include sidewalk improvements as a separate line item.	None	August 2022	Public Works
ii. Study improvements to Siggelkow Road for off-street pedestrian connectivity to new Community Park.	TBD	March 2023	Administrator Comm Devel Public Works

- (2) Review opportunities to provide all forms of public transportation within and outside of the Village.

Action Steps:	Cost	Timeline	Assignment
i. Review opportunities to collaborate with neighboring municipalities to extend public transportation, develop cost sharing and fare models.	TBD	December 2023	Community Development
ii. Review Options with Board, Elected Officials, Public, and Staff.	TBD	December 2023	Community Development

- (3) Enhance pedestrian safety for walkers and bicyclists throughout the community, including areas of Highway 51 that go through the Village.

Action Steps:	Cost	Timeline	Assignment
i. Continued partnership with WisDOT and Dane County on Segment 7 as applicable, emphasis on Siggelkow round-a-bouts, pedestrian connectivity.	TBD	Duration 2024	Administrator Community Development Village Board
ii. Continued partnership with WisDOT and Dane County on Segment 6 as applicable, emphasis on adding sidewalk, safe crossing, speed limit, round-a-bout, and bridge underpass.	TBD	Duration 2026	Administrator Community Development Village Board
iii. Evaluate e-bike development in McDaniel Park and study expansion points within the Village.	TBD	Duration	Community Development

- (4) Build a network of Electric Vehicle (EV) Charging Stations at Level 2 and 3 within the Village.

Action Steps:	Cost	Timeline	Assignment
i. Identify locations for EV Charging Stations and partner with regional, state, and federal agencies to develop.	TBD	Duration	Community Development

2022/2023 - McFarland Strategic Implementation Plan

Village Board Goals, Objectives, and Action Plan

G. Park/Conservancy System <i>Support the development of active and passive park amenities that appeal to all age groups and abilities.</i>			
Objectives			
(1) Develop new and diverse park system amenities for indoor and outdoor use that are not currently offered in our Community.			
Action Steps:	Cost	Timeline	Assignment
i. Continue planning efforts to bring forward park improvements within 10 year plan.	None	August 2022	Administrator Public Works
ii. Aide fundraising process as applicable to ensure construction of skate park.	\$375,000	October 2023	Administrator
iii. Prepare design of new dual shelter facility at Egner Park to support Water Utility and Park.	\$150,000	November 2023	Public Works
(2) Dedicate resources to enhance and maintain existing parks and green spaces throughout the Village.			
Action Steps:	Cost	Timeline	Assignment
i. Improve access within dog park by installing new limestone path.	\$75,000	May 2023	Public Works
ii. Aide long term maintenance costs and provide improved turf product through in ground irrigation at Community Park.	\$275,000	June 2023	Public Works
iii. Review areas for the inclusion of additional support amenities such as benches, bike racks, drinking fountains, etc.	\$75,000	May 2023	Community Development Public Works
(3) Evaluate the costs and benefits of an outdoor aquatic facility, including construction and operation.			
Action Steps:	Cost	Timeline	Assignment
i. With location determined, finalize conceptual plan to estimate site plan, elevations, and probable cost.	\$10,000	June 2023	Administrator
ii. Discuss future capital/operating financial cost implications, gather additional public input, economic impact, determine fund raising parameters, create community partners.	None	Duration	Administrator Village Board

2022/2023 - McFarland Strategic Implementation Plan

Village Board Goals, Objectives, and Action Plan

G. Park/Conservancy System (Continued)

Support the development of active and passive park amenities that appeal to all age groups and abilities.

Objectives

- (4) Develop and implement park master plans that prioritize future developments.

Action Steps:	Cost	Timeline	Assignment
i. Develop long term plan for playground replacement within system.	None	August 2023	Public Works
ii. Develop long term plan for public restroom development within system.	None	August 2023	Public Works
iii. Conduct planning and design process for Inclusive Park in partnership with School District.	\$75,000	September 2023	Administrator Public Works

- (5) Expand, enhance, and develop programs to increase access and promote greater use of the lakefront, wetland conservancy, and waterways.

Action Steps:	Cost	Timeline	Assignment
i. Partner with Dane County to convert beach within McDaniel Park to sand and add water barriers with filtration.	\$250,000	June 2023	Administrator Public Works
ii. Continued promotion of McDaniel Park for commercial partnerships including new priority for water craft rental.	TBD	June 2023	Administrator
iii. Implement plan to create water access at Lewis Park.	\$75,000	August 2023	Public Works
iv. Review opportunities within the system to acquire property to expand lake access.	TBD	Duration	Community Development

2022/2023 - McFarland Strategic Implementation Plan

Village Board Goals, Objectives, and Action Plan

H. Diversity, Equity, and Inclusion <i>Create opportunities to advance initiatives that support the growth of diversity, equity, and inclusion within the Community and organization.</i>			
Objectives			
(1) Provide support for the ongoing development and utilization of the Diversity, Equity, and Inclusion Committee.			
<u>Action Steps:</u>	<u>Cost</u>	<u>Timeline</u>	<u>Assignment</u>
i. Meet annually with the Committee to align work plan and discuss goals/objectives for the group.	None	May 2023	Administrator Comm and Tech Village Board
ii. Discuss with Committee the final report and how it influences the groups work going forward.	None	Duration	Comm and Tech
(2) Continued implementation of the Diversity, Equity, and Inclusion (DEI) Report.			
<u>Action Steps:</u>	<u>Cost</u>	<u>Timeline</u>	<u>Assignment</u>
i. Develop and/or support event(s) for Community Space to be facilitated by the Committee regarding DEI.	TBD	December 2022	Comm and Tech
ii. Work with Staff to develop training programs that establish a DEI professional learning plan.	TBD	June 2023	Administration
iii. Evaluate guest speakers for the Community and Organization.	TBD	Duration	Comm and Tech
(3) Work with Community Partners on the creation of a lasting land acknowledgement.			
<u>Action Steps:</u>	<u>Cost</u>	<u>Timeline</u>	<u>Assignment</u>
i. Create community partnership to develop plan and process for land acknowledgement.	TBD	September 2023	Comm and Tech Village Board
ii. Complete plan and implement land acknowledgement.	TBD	October 2023	Comm and Tech Village Board
(4) Continue discussions with School District on partnerships with the Village for the advancement of diversity, equity, and inclusion within the Community.			
<u>Action Steps:</u>	<u>Cost</u>	<u>Timeline</u>	<u>Assignment</u>
i. Review opportunities for partnership and shared services to support DEI in the Community.	TBD	June 2023	Administrator Village Board

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, August 23, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action on the proposed McFarland 2023-2027 Capital Improvement Plan.

PREVIOUS ACTION:

The Public Works and Utilities Committee reviewed the plan and recommended approval at its meeting on July 25, 2022. This is included within the attachments as Appendix C.

The Parks and Recreation Committee reviewed the plan and recommended approval at its meeting on August 2, 2022. This is included within the attachments as Appendix D.

ISSUE SUMMARY:

Enclosed is the final draft of the 2023-2027 Capital Improvement Plan helping to plan out a multitude of projects, plans, designs, equipment, and various capital needs. Commitment to capital within this plan remains strong and in line with Village Board goals and objectives established for these purposes. This plan has previously been reviewed by the Village Board as well as at Committee with the objective for this upcoming meeting to consider acceptance of this final draft. The 2023 plan year once accepted will then be used to build the 2023 Budget for the Capital Projects Fund for your consideration to adopt this Fall.

The marquee inclusion within this 5 year plan is funding for the Community Center. Right now the Village is working on developing a master plan for the McFarland Municipal Center Campus. This plan will be a guide for the phased implementation of improvements to the Municipal Center Campus including the facility and surrounding area(s) most notably what to do with the space vacated by public safety uses once they vacate the facility in 2023. The financing projects funding based on known estimates and assumed timelines to provide perspective, but also recognizes that the master plan and what ultimately is accepted by the Village Board will guide next steps.

Additionally this plan incorporates for the first time the 10 year plan for paving and utility improvements that were prepared and accepted in 2021. All of the projects are carried forward from that plan as conceived and through this review process will be updated accordingly.

Finally, more specificity within park improvements is included within this plan. The last 5 years plan was more vague in this sense as when it was conceived we were still working through various master plans of larger parks that would control how funding might be allocated. The Parks and Recreation Committee spent some time through this process to talk about 10 years of planning of these improvements and the costs projected within that effort are now integrated



within this 5 year plan helping to show their impact overall with other Village needs. All Departments are represented in this plan as they have recommended various items for consideration throughout the next 5 years.

Please note the following schedule that was applied to prepare this plan and conduct the review to date:

- May 13 – Begin Staff Process
- June 3 – Staff Submittal Deadline
- June 20 – Financial Advisor Report DRAFT
- June 23 – Draft Plan Complete, transmitted to Village Board
- June 27 – Public Works and Utilities Committee: Intro draft plan for items related to streets, utilities, vehicles, and equipment within the Public Works Department.
- June 28 – Village Board: Intro the entire draft plan
- July 5 – Parks and Recreation Committee: Intro draft plan for items related to park amenities within the Public Works Department.
- July 25 – Public Works and Utilities Committee: Review and recommendation to the Village Board
- July 26 – Village Board: Draft review continues.
- August 2 – Parks and Recreation Committee: Review and recommendation to the Village Board
- August 12 - Financial Advisor Report FINAL
- **August 23 – Village Board: Accept and finalize the next 5 year plan**

Please remember these are projections taking into account a lot of assumptions on what may or may not happen in the next 5 years regarding the presented variables. The true testament as to whether or not any implementation happens within this plan is through the annual budget process. As a plan, the use of assumptions is appropriate to be able to forecast certain impacts and attempt to avoid funding pitfalls. As we progress through the years, how elements are incorporated into the budget is the final say as to whether or not they may move forward.

FINANCIAL/BUDGET IMPACT:

The final draft presented within this packet projects the need to borrow \$36.7 million over the next 5 years whereas in January that projection was \$33.1 million. Those changes/additions are shown in red within the final draft to provide perspective on how the total amount of borrowing need has grown since our review began. Naturally, this increases the forecasting implications on the tax rate and amount individuals would be expected to pay.

On average over the 5 year life of this plan, the average tax rate increase is \$0.48 per thousand dollars of value. This is 4 cents higher than what we reviewed in June. The median home value as of January 1, 2021 is \$312,300 and an individual with that level of value would expect to pay approximately \$151.46 more per year on average under this plan. This is \$13.43 higher than what was presented in June. Additionally, this new number remains higher than the last 5 year plan had forecasted. By comparison, the last 5 year CIP was accepted at an average tax rate



increase of \$0.27 per thousand dollars of value which the average homeowner would have expected to pay on average \$79.49 more per year. The increase between plans is attributed to a higher need for debt support as is requested within the enclosed projects and rising interest rates.

- Debt Support - For example, the last 5 year plan on average had per year note issuance request of \$2,433,950 and this plan for the next 5 years that average increases to \$4,894,600. The more we borrow, the more principal repayment it creates increasing the forecasted need from the tax levy as is shown above. We can control this increase in the amount we borrow based on alignment with our priorities; however, this plan also reflects price increases due to fluctuating economic conditions that have raised exponentially since the last 5 year plan was accepted in early 2021.
- Interest Rates - We all have an understanding that the current state of the global and national economy is seeing increases in interest rates, and this does impact the municipal bond market. The average interest rate anticipated within the last plan was 1.88% (less than 1% just in 2021 alone) and that projection is now risen on average to 3.95%. Nearly twice what we had expected previously. Combined with increased borrowing amounts over the life of the plan, this has an impact on the need from the tax levy to support our debt service.

VILLAGE PLAN REFERENCE:

Chapter 3 - Debt Management Policy

Last updated in 2020, this policy provides guidance on the utilization of debt to support capital project needs. Our planned borrowing past and present have conformed to the standards outlined within this document. By State law, our debt limit is 5% of our equalized value which as part of the 2021 Audit was \$60.87 million with \$33 million outstanding. By policy the limit locally is set at not to exceed 67% of our legal debt limit which would be approximately \$40.78 million. Again, as of the end of 2021 we were below this threshold demonstrating a slightly above average utilization of debt. The 2021 Audit figures includes about two thirds of what was needed for the \$22.5 million Public Safety Center with the remaining funds borrowed in 2022.

The next audit figures will reflect the full financing for that project pushing us up against policy guidelines. Assumptions included in this analysis demonstrate the utilization slightly exceeding these guidelines at 69% within the next two years but again this is all based on equalized value, amounts borrowed, interest rates, etc. which are variables all in flux annually.

The final equalized value set for January 1, 2022 is \$1,434,947,800 which is an 18% increase from the prior year. This is a substantial increase. Each of the last 5 years we've trended on increases between 6-8%. This new level of value would yield a debt threshold of \$71.75 and is reflected within the final draft CIP enclosed for review within your packet.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended Action:



Motion, second to accept the McFarland Capital Improvement Plan presented for 2023-2027.

ATTACHMENTS:

1. 2023-2027 McFarland CIP - DRAFT - 08172022



5 Year
Capital Improvement Program

2023-2027

August 23, 2022
Village Board Review and Approval

DRAFT

2023-2027 McFarland Capital Improvement Plan

Funding Summary

<i>By Department...</i>	<i>2023</i>	<i>2024</i>	<i>2025</i>	<i>2026</i>	<i>2027</i>	<i>Total</i>
Administration	82,500	61,000	57,500	42,500	42,500	286,000
Facilities	651,500	13,153,000	154,500	156,000	158,000	14,273,000
Communications/Technology	60,000	5,000	5,000	5,000	5,000	80,000
Police	153,000	235,000	115,000	135,000	85,000	723,000
Fire and Rescue	217,250	95,500	867,250	176,750	1,412,250	2,769,000
Public Works	6,051,750	7,868,750	5,993,000	3,097,250	4,074,750	27,085,500
Senior Outreach	5,000	0	0	0	0	5,000
Library	194,000	81,000	113,000	8,000	8,000	404,000
Parks	1,569,250	3,400,500	3,375,000	3,065,000	6,735,000	18,144,750
Community Development	1,029,500	210,000	15,500	56,000	56,250	1,367,250
Total	10,013,750	25,109,750	10,695,750	6,741,500	12,576,750	65,137,500

<i>By Fund...</i>	<i>2023</i>	<i>2024</i>	<i>2025</i>	<i>2026</i>	<i>2027</i>	<i>Total</i>
General - Fund 100	31,750	31,750	34,500	31,750	31,750	161,500
Comm/Tech - Fund 200	5,000	5,000	5,000	5,000	5,000	25,000
TID #3 - Fund 305	75,000	-	-	-	2,685,500	2,760,500
TID #4 - Fund 310	75,000	-	-	-	-	75,000
TID #5 - Fund 315	-	-	-	-	-	-
Capital Projects - Fund 400	4,915,250	21,179,750	6,713,750	4,720,250	9,302,250	46,831,250
Parks - Fund 405	290,000	615,000	175,000	365,000	435,000	1,880,000
Utility - Fund 600	4,373,500	2,552,500	3,438,750	1,559,500	56,500	11,980,750
Stormwater - Fund 605	248,250	725,750	328,750	60,000	60,750	1,423,500
Total	10,013,750	25,109,750	10,695,750	6,741,500	12,576,750	65,137,500

<i>Within Fund 400...</i>	<i>2023</i>	<i>2024</i>	<i>2025</i>	<i>2026</i>	<i>2027</i>	<i>Total</i>
General Revenue	350,000	375,000	400,000	425,000	450,000	2,000,000
Grants	356,500	1,478,750	303,000	-	3,500,000	5,638,250
Intergovernmental	-	1,300,000	-	-	-	1,300,000
Borrowing	3,963,750	17,261,000	5,850,750	4,295,250	5,352,250	36,723,000
Reserves	245,000	765,000	160,000	-	-	1,170,000
Total	4,915,250	21,179,750	6,713,750	4,720,250	9,302,250	46,831,250

<i>Within Borrowing...</i>	<i>2023</i>	<i>2024</i>	<i>2025</i>	<i>2026</i>	<i>2027</i>	<i>Total</i>
Bonds	-	12,250,000	-	-	-	12,250,000
Notes	3,963,750	5,011,000	5,850,750	4,295,250	5,352,250	24,473,000
Total	3,963,750	17,261,000	5,850,750	4,295,250	5,352,250	36,723,000

<i>Within Fund 600 and 605...</i>	<i>2023</i>	<i>2024</i>	<i>2025</i>	<i>2026</i>	<i>2027</i>	<i>Total</i>
Water	2,028,500	1,662,500	2,674,500	1,532,000	28,250	7,925,750
Sanitary Sewer	2,345,000	890,000	764,250	27,500	28,250	4,055,000
Storm Sewer	248,250	725,750	328,750	60,000	60,750	1,423,500
Total	4,621,750	3,278,250	3,767,500	1,619,500	117,250	13,404,250

Capital Improvement Program

Village of McFarland

Prior Plan Approval/Inclusion Year:

2020	2021	2022	2023	2024	2025	2026	2027
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Program Year: 2023

Funding by Project

Projects	Dept	General Fund 100	Comm/Tech Fund 200	TID #3 Fund 305	TID #4 Fund 310	TID #5 Fund 315	Capital Projects - Fund 400					Parks Fund 405	Utility - 600		Stormwater Fund 605	Total
							General	Grants	Intergov	Borrow	Reserve		Water	Sewer		
Digital Records Mgmt	Admin	2,500								25,000						25,000
Equipment/Furniture	Admin															2,500
Split Polling Place	Admin									25,000						25,000
Workstation Replace	Admin						30,000				30,000					30,000
Comm Center (Design)	Facilities									500,000	500,000					500,000
Land Acquisition	Facilities						40,000				40,000					40,000
Network Equip	Facilities						4,000				4,000		2,500	2,500	2,500	11,500
Sinking Fund	Facilities						100,000				100,000					100,000
Closed Captioning	C/T								55,000		55,000					55,000
Equipment Upgrade	C/T		5,000													5,000
Equipment	Police						23,000				23,000					23,000
Patrol Vehicle (Lease)	Police						50,000				50,000					50,000
Technology	Police						10,000				10,000					10,000
Traffic Safety	Police								20,000		20,000					20,000
Vehicle (Invest.)	Police								50,000		50,000					50,000
Car 1 Sinking Fund	Fire/EMS						7,000				7,000					7,000
EKG Monitors	Fire/EMS								88,000		88,000					88,000
EMS Equipment	Fire/EMS						4,500				4,500					4,500
Equip. Decon Washer	Fire/EMS								36,500		36,500					36,500
Fire Equipment	Fire/EMS						29,500		32,750		62,250					62,250
Ice/Water Rescue	Fire/EMS								5,500		5,500					5,500
Technology	Fire/EMS						13,500				13,500					13,500
E. Interceptor II (Design)	DPW													30,000		30,000
Exchange Street (Design)	DPW								50,000		50,000					50,000
Leak Locator	DPW												35,000			35,000
Leased Equipment	DPW						9,000				9,000		8,000	8,000	8,000	33,000
Lift Station #2 (Build)	DPW													2,000,000		2,000,000
Lining	DPW													100,000		100,000
Patrol Truck	DPW								65,000	20,000	85,000		65,000	65,000	65,000	280,000
Paulson Road (Build)	DPW								593,750		593,750		517,500	123,500	134,250	1,369,000
Paving and Utility Plan	DPW								131,500		131,500		504,500			636,000
Pedestrian Ways	DPW								100,000		100,000					100,000
Pickup Truck	DPW								12,000		12,000		12,000	12,000	12,000	48,000
Salt Brine Containment	DPW								75,000		75,000					75,000
Sidewalk Replace	DPW								100,000		100,000					100,000
Sinking Fund	DPW						2,000				2,000		2,000	2,000	2,000	8,000
Small Capital	DPW														2,500	2,500
Street Maintenance	DPW								150,000		150,000					150,000
Street Sweeper	DPW														20,000	20,000
Street Tree Planting	DPW															27,250
Trailer	DPW								2,000		2,000		2,000	2,000	2,000	8,000
Tower Paint (Burma)	DPW												830,000			830,000
USH 51 (Design)	DPW								100,000		100,000		50,000			150,000
Loan Closet	Outreach						3,000				3,000					3,000
Technology	Outreach						2,000				2,000					2,000
Boiler Replacement	Library								125,000		125,000					125,000
Comp - Workstation	Library						8,000				8,000					8,000
Furniture	Library								6,000		6,000					6,000
Shelving	Library								55,000		55,000					55,000
Bathroom (Design/Build)	Parks								275,000		275,000	150,000				150,000
Comm Park Irrigation	Parks								75,000		75,000					75,000
Dog Park Trail	Parks								27,750		27,750					27,750
Equipment	Parks								75,000	25,000	100,000					100,000
Inclusive Park (Plan/Design)	Parks								25,000		25,000					25,000
Kiosks	Parks								50,000		50,000	25,000				75,000
Lake Access (Build)	Parks								250,000		250,000					250,000
McDaniel Park (Build)	Parks															15,000
Park Equipment	Parks											15,000				15,000
Planning/Consulting	Parks						10,000				10,000					10,000
Property Acquisition	Parks								50,000		50,000					50,000
Siggeikow Trail (Design)	Parks								100,000		175,000					375,000
Skatepark (Design/Build)	Parks								6,500		6,500	100,000				6,500
Tree Mgmt Plan	Parks															135,000
Wing Mower	Parks								135,000		135,000					135,000
Downtown Plan	CD				75,000											75,000
Energy Audit/Plan	CD								75,000		75,000					75,000
PSC Solar Battery	CD							250,000			200,000					450,000
Property Acquisition	CD								300,000		300,000					300,000
Small Capital	CD	2,000														2,000
Sinking Fund	CD						2,500				2,500					2,500
TID Project Planning	CD			75,000												75,000
Wayfinding Signage	CD								50,000		50,000					50,000
Total Projects		31,750	5,000	75,000	75,000	-	350,000	356,500	-	3,963,750	245,000	4,915,250	290,000	2,028,500	2,345,000	10,013,750

Capital Improvement Program

Village of McFarland

Prior Plan Approval/Inclusion Year:

2020	2021	2022	2023	2024	2025	2026	2027
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Program Year: 2024

Funding by Project

Projects	Dept	General Fund 100	Comm/Tech Fund 200	TID #3 Fund 305	TID #4 Fund 310	TID #5 Fund 315	Capital Projects - Fund 400					Total	Parks Fund 405	Utility - 600		Stormwater Fund 605	Total
							General	Grants	Intergov	Borrow	Reserve			Water	Sewer		
Digital Records Mgmt	Admin						25,000					25,000					25,000
Equipment/Furniture	Admin	2,500										-					2,500
Workstation Replace	Admin						33,500					33,500					33,500
Comm Center	Facilities								12,250,000	750,000		13,000,000					13,000,000
Land Acquisition	Facilities						40,000					40,000					40,000
Network Equip	Facilities						4,000					4,000		3,000	3,000	3,000	13,000
Sinking Fund	Facilities						100,000					100,000					100,000
Equipment Upgrade	C/T		5,000									-					-
	C/T											-					5,000
	C/T											-					-
Equipment	Police						15,000					15,000					15,000
Patrol Vehicle (Lease)	Police						50,000					50,000					50,000
RMS System	Police									150,000		150,000					150,000
Traffic Safety	Police									20,000		20,000					20,000
Car 1 Sinking Fund	Fire/EMS						7,750					7,750					7,750
EMS Equipment	Fire/EMS						24,250					24,250					24,250
Fire Equipment	Fire/EMS						24,000			18,250		42,250					42,250
Ice/Water Rescue	Fire/EMS						6,500					6,500					6,500
Technology	Fire/EMS						14,750					14,750					14,750
CTH MN 5 (Design)	DPW									50,000		50,000					50,000
E. Interceptor II (Design)	DPW											-			30,000		30,000
Exchange Street	DPW							978,750		2,398,500		3,377,250		825,000	834,250	402,500	5,439,000
Landscape Rakes	DPW									25,000		25,000					25,000
Leased Equipment	DPW						9,000					9,000		8,000	8,000	8,000	33,000
Paving and Utility Plan	DPW									746,250		746,250		811,750			1,558,000
Pedestrian Ways	DPW									100,000		100,000					100,000
Pickup Truck	DPW									12,500		12,500		12,500	12,500	12,500	50,000
Sidewalk Replace	DPW									100,000		100,000					100,000
Sinking Fund	DPW						2,250					2,250		2,250	2,250	2,250	9,000
Small Capital	DPW											-				2,500	2,500
Street Maintenance	DPW									150,000		150,000					150,000
Street Sweeper	DPW											-				295,000	295,000
Street Tree Planting	DPW	27,250										-					27,250
Outreach	Outreach											-					-
Outreach	Outreach											-					-
Outreach	Outreach											-					-
Comp - Workstation	Library						8,000					8,000					8,000
Parking Lot/Hardscape	Library									73,000		73,000					73,000
Bocce Electrical/Light	Parks									25,000		25,000					25,000
Brandt Park Bathrooms	Parks									110,000		110,000					110,000
CP Phase 2 (Design)	Parks									175,000		175,000					175,000
Field Grading	Parks									40,000		40,000					40,000
Inclusive Park (Build)	Parks							500,000	800,000			1,300,000	500,000				1,800,000
Lake Access Study	Parks										15,000	15,000					15,000
Lewis Park Flooring	Parks									30,000		30,000					30,000
Mower	Parks									28,000		28,000					28,000
Park Equipment	Parks											-	15,000				15,000
Playground (Highland)	Parks											-	100,000				100,000
Property Acquisition	Parks											-					-
Siggelkow Trail (Build)	Parks								500,000	562,500		1,062,500					1,062,500
Downtown TID	CD									25,000		25,000					25,000
East Side BP TID	CD									50,000		50,000					50,000
Outdoor Rec Plan	CD						8,000			22,000		30,000					30,000
Small Capital	CD	2,000										-					2,000
Sinking Fund	CD						3,000					3,000					3,000
Zoning Code	CD									100,000		100,000					100,000
Total Projects		31,750	5,000	-	-	-	375,000	1,478,750	1,300,000	17,261,000	765,000	21,179,750	615,000	1,662,500	890,000	725,750	25,109,750

Capital Improvement Program

Village of McFarland

Prior Plan Approval/Inclusion Year:

2020 2021 2022 2023 2024 2025 2026 2027

Program Year: 2025

Funding by Project

Projects	Dept	General Fund 100	Comm/Tech Fund 200	TID #3 Fund 305	TID #4 Fund 310	TID #5 Fund 315	Capital Projects - Fund 400						Parks Fund 405	Utility - 600		Stormwater Fund 605	Total
							General	Grants	Intergov	Borrow	Reserve	Total		Water	Sewer		
Digital Records Mgmt	Admin						25,000					25,000					25,000
Equipment/Furniture	Admin	2,500										-					2,500
Workstation Replace	Admin						30,000					30,000					30,000
Land Acquisition	Facilities						40,000					40,000					40,000
Network Equip	Facilities						4,000					4,000		3,500	3,500	3,500	14,500
Sinking Fund	Facilities						100,000					100,000					100,000
	C/T											-					-
Equipment Upgrade	C/T		5,000									-					5,000
	C/T											-					-
Equipment	Police						15,000					15,000					15,000
Patrol Vehicle (Lease)	Police						50,000					50,000					50,000
Squad Car Video	Police						22,750			7,250		30,000					30,000
Traffic Safety	Police						5,000			15,000		20,000					20,000
Ambulance (x 2)	Fire/EMS								625,000	125,000		750,000					750,000
Car 1 Sinking Fund	Fire/EMS						8,500					8,500					8,500
EMS Equipment	Fire/EMS						4,750					4,750					4,750
Fire Equipment	Fire/EMS						45,750					45,750					45,750
Ice/Water Rescue	Fire/EMS								5,250			5,250					5,250
Technology	Fire/EMS						16,000			37,000		53,000					53,000
CTH MN 5 (Build)	DPW							303,000		303,000		606,000		784,000		292,000	1,682,000
E. Interceptor II (Build)	DPW											-			750,000		750,000
Leased Equipment	DPW						9,000					9,000		8,000	8,000	8,000	33,000
Paving and Utility Plan	DPW								413,250			413,250		801,250			1,214,500
Pedestrian Ways	DPW								100,000			100,000					100,000
Pickup Truck (Director)	DPW										35,000	35,000					35,000
Property Acquisition	DPW								350,000			350,000					350,000
Sidewalk Replace	DPW								100,000			100,000					100,000
Sinking Fund	DPW						2,750					2,750		2,750	2,750	2,750	11,000
Small Capital	DPW											-				2,500	2,500
Street Maintenance	DPW								150,000			150,000					150,000
Street Sweeper	DPW											-				20,000	20,000
Street Tree Planting	DPW											-					30,000
Tool Cat Machine	DPW								65,000			65,000					65,000
Tower Paint (Holscher)	DPW											-		1,000,000			1,000,000
USH 51 Seg 7 (Build)	DPW								250,000			250,000					250,000
Vehicle Lift	DPW								200,000			200,000					200,000
	Outreach											-					-
	Outreach											-					-
	Outreach											-					-
Comp - Workstation	Library						8,000					8,000					8,000
Roof Replacement	Library								105,000			105,000					105,000
Bathroom (Design/Build)	Parks											-	160,000				160,000
Brandt Parking Lot (Design/Build)	Parks								250,000			250,000					250,000
CP Phase 2 (Build)	Parks								2,325,000			2,325,000					2,325,000
CP Phase 3 (Design)	Parks								50,000			50,000					50,000
Egner Park Facility (Design)	Parks								75,000			75,000		75,000			150,000
Larson Park	Parks								100,000			100,000					100,000
McF Park Ph 3.1 (Design)	Parks								75,000			75,000					75,000
McF Park (Facility)	Parks								250,000			250,000					250,000
Park Equipment	Parks											-	15,000				15,000
Property Acquisition	Parks											-					-
Parks PF Needs Assessment	CD						10,000					10,000					10,000
Small Capital	CD	2,000										-					2,000
Sinking Fund	CD						3,500					3,500					3,500
Total Projects		34,500	5,000	-	-	-	400,000	303,000	-	5,850,750	160,000	6,713,750	175,000	2,674,500	764,250	328,750	#####

Capital Improvement Program

Village of McFarland

Prior Plan Approval/Inclusion Year:

2020 2021 2022 2023 2024 2025 2026 2027

Program Year: 2026

Funding by Project

Projects	Dept	General Fund 100	Comm/Tech Fund 200	TID #3 Fund 305	TID #4 Fund 310	TID #5 Fund 315	Capital Projects - Fund 400					Parks Fund 405	Utility - 600		Stormwater Fund 605	Total
							General	Grants	Intergov	Borrow	Reserve		Water	Sewer		
Digital Records Mgmt	Admin						25,000									25,000
Equipment/Furniture	Admin	2,500					-									2,500
Workstation Replace	Admin						15,000									15,000
Land Acquisition	Facilities						40,000									40,000
Network Equip	Facilities						4,000						4,000	4,000	4,000	16,000
Sinking Fund	Facilities						100,000									100,000
Equipment Upgrade	C/T						-									-
	C/T		5,000				-									5,000
	C/T						-									-
Equipment	Police						15,000									15,000
Patrol Vehicle (Lease)	Police						50,000									50,000
Traffic Safety	Police						20,000									20,000
USH 51 Cameras	Police									50,000						50,000
Car 1 Sinking Fund	Fire/EMS						9,000									9,000
EMS Equipment	Fire/EMS						5,000									5,000
Fire Equipment	Fire/EMS						61,750									61,750
Ice/Water Rescue	Fire/EMS								4,500							4,500
Staff Vehicle	Fire/EMS								80,250							80,250
Technology	Fire/EMS						8,500			7,750						16,250
Leased Equipment	DPW						9,000						8,000	8,000	8,000	33,000
Paving and Utility Plan	DPW									488,000			354,500			842,500
Pedestrian Ways	DPW						47,750			52,250						100,000
Pickup Truck	DPW									12,500			12,500	12,500	12,500	50,000
Sidewalk Replace	DPW									100,000						100,000
Sinking Fund	DPW						3,000						3,000	3,000	3,000	12,000
Small Capital	DPW														2,500	2,500
Street Maintenance	DPW									150,000						150,000
Street Sweeper	DPW														30,000	30,000
Street Tree Planting	DPW	27,250														27,250
USH 51 Seg 6 (Build)	DPW									1,750,000						1,750,000
Outreach	Outreach															-
Outreach	Outreach															-
Outreach	Outreach															-
Comp - Workstation	Library															-
	Library						8,000									8,000
	Library															-
Aquatics (Design)	Parks									375,000						375,000
CP Phase 3 (Build)	Parks									250,000		250,000				500,000
Egner Park Facility (Build)	Parks									350,000			1,150,000			1,500,000
Lower Yahara (Design)	Parks									150,000						150,000
McF Park Ph 3.1 (Build)	Parks									425,000						425,000
Park Equipment	Parks											15,000				15,000
Playground (Cedar Ridge)	Parks											100,000				100,000
Property Acquisition	Parks															-
Comprehensive Plan	CD									50,000						50,000
Small Capital	CD	2,000														2,000
Sinking Fund	CD						4,000									4,000
Total Projects		31,750	5,000	-	-	-	425,000	-	-	4,295,250	-	4,720,250	365,000	1,532,000	27,500	6,741,500

Capital Improvement Program

Village of McFarland

Prior Plan Approval/Inclusion Year:

2020	2021	2022	2023	2024	2025	2026	2027
------	------	------	------	------	------	------	------

Program Year: 2027

Funding by Project

Projects	Dept	General Fund 100	Comm/Tech Fund 200	TID #3 Fund 305	TID #4 Fund 310	TID #5 Fund 315	Capital Projects - Fund 400						Parks Fund 405	Utility - 600		Stormwater Fund 605	Total
							General	Grants	Intergov	Borrow	Reserve	Total		Water	Sewer		
Digital Records Mgmt	Admin						25,000					25,000					25,000
Equipment/Furniture	Admin	2,500					-					-					2,500
Workstation Replace	Admin						15,000					15,000					15,000
Land Acquisition	Facilities						40,000					40,000					40,000
Network Equip	Facilities						4,500					4,500		4,500	4,500	4,500	18,000
Sinking Fund	Facilities						100,000					100,000					100,000
Equipment Upgrade	C/T						-					-					-
	C/T		5,000				-					-					5,000
	C/T						-					-					-
Equipment	Police						15,000					15,000					15,000
Patrol Vehicle (Lease)	Police						50,000					50,000					50,000
Traffic Safety	Police						20,000					20,000					20,000
Car 1 Sinking Fund	Fire/EMS						10,000					10,000					10,000
CPR Compressors	Fire/EMS						55,500					55,500					55,500
EMS Equipment	Fire/EMS						5,000					5,000					5,000
Fire Equipment	Fire/EMS						43,000					43,000					43,000
Pumper/Engine	Fire/EMS									1,281,750		1,281,750					1,281,750
Technology	Fire/EMS						17,000					17,000					17,000
Facility (Design)	DPW									100,000		100,000					100,000
Leased Equipment	DPW						9,000					9,000		8,000	8,000	8,000	33,000
Paving and Utility Plan	DPW			2,685,500						698,500		698,500		-			3,384,000
Pedestrian Ways	DPW									100,000		100,000					100,000
Pickup Truck	DPW						500			12,000		12,500		12,500	12,500	12,500	50,000
Sidewalk Replace	DPW									100,000		100,000					100,000
Sinking Fund	DPW						3,250					3,250		3,250	3,250	3,250	13,000
Small Capital	DPW											-				2,500	2,500
Street Maintenance	DPW									150,000		150,000					150,000
Street Sweeper	DPW											-				30,000	30,000
Street Tree Planting	DPW	27,250										-					27,250
Tractor	DPW									85,000		85,000					85,000
Outreach	Outreach											-					-
	Outreach											-					-
	Outreach											-					-
Comp - Workstation	Library											-					-
	Library						8,000					8,000					8,000
	Library											-					-
Aquatics (Build)	Parks							3,500,000		1,625,000		5,125,000					5,125,000
Bathroom (Design/Build)	Parks											-	170,000				170,000
Lower Yahara (Build)	Parks									750,000		750,000	250,000				1,000,000
McF Park Ph 3.2 (Build)	Parks									425,000		425,000					425,000
Park Equipment	Parks											-	15,000				15,000
Property Acquisition	Parks											-					-
Comprehensie Plan	CD						25,000			25,000		50,000					50,000
Small Capital	CD	2,000										-					2,000
Sinking Fund	CD						4,250					4,250					4,250
Total Projects		31,750	5,000	2,685,500	-	-	450,000	3,500,000	-	5,352,250	-	9,302,250	435,000	28,250	28,250	60,750	12,576,750

2023-2027 CAPITAL IMPROVEMENT PLAN (CIP)

Appendix A

Financial Analysis

Appendix B

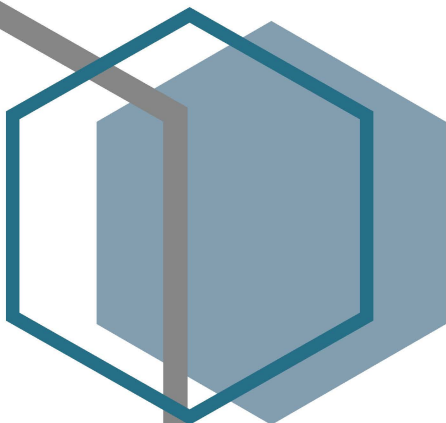
Project Summaries

Appendix C

Paving and Utility Plan 2023-2032

Appendix D

Park System Capital Improvements 2023 - 2032



**2023-2027
CAPITAL
IMPROVEMENT
PLAN (CIP)**

Appendix A

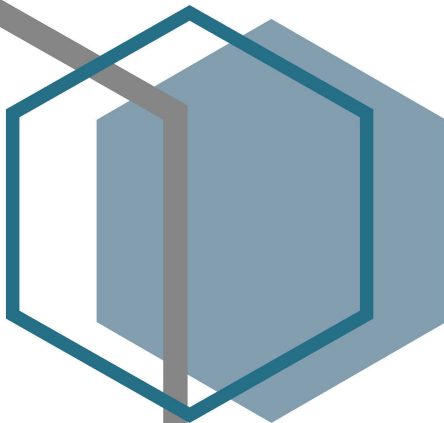
Financial
Analysis

Village of McFarland																			
2023 - 2027 Capital Improvement Program																			
Estimated Debt Service - Village Purposes Notes & Bonds - With Growth																			
Year Due	Existing Debt Service	2023 \$3,965,000 Notes		2024 \$12,250,000 Bonds		2024 \$5,010,000 Notes		2025 \$5,850,000 Notes		2026 \$4,295,000 Notes		2027 \$5,355,000 Notes		Combined Debt Service	Tax Rate	Est. Tax Rate Increase *	Est. Tax Increase ****	*** Percentage of Legal Debt Limit Used	Year Due
		Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest						
2022	2,483,876	-												2,483,876	\$1.57			58.24%	2022
2023	3,374,967	-												3,374,967	\$2.47	\$0.90	\$281.71	55.12%	2023
2024	3,289,642	475,000	165,156											3,929,798	\$2.72	\$0.24	\$76.03	68.88%	2024
2025	3,473,794	210,000	118,475		689,063	100,000	232,969							4,824,301	\$3.17	\$0.46	\$143.46	68.62%	2025
2026	3,757,644	200,000	111,300	300,000	544,500	360,000	177,375		292,500					5,743,319	\$3.63	\$0.46	\$143.48	66.17%	2026
2027	3,509,394	300,000	102,550	425,000	528,187	400,000	163,125	400,000	226,000	225,000	223,391			6,502,647	\$3.99	\$0.36	\$112.63	64.83%	2027
2028	2,904,944	395,000	90,388	450,000	508,500	455,000	147,094	430,000	209,400	350,000	165,537	325,000	277,578	6,708,441	\$4.04	\$0.05	\$14.25	57.74%	2028
2029	2,776,744	415,000	76,212	500,000	487,125	530,000	128,625	515,000	190,500	400,000	149,600	425,000	204,744	6,798,550	\$4.01	(\$0.03)	(\$8.13)	50.67%	2029
2030	2,362,769	450,000	61,075	500,000	464,625	555,000	108,281	555,000	169,100	425,000	132,069	475,000	185,619	6,443,538	\$3.73	(\$0.28)	(\$88.77)	44.13%	2030
2031	1,852,619	475,000	44,888	550,000	441,000	585,000	86,906	655,000	144,900	450,000	113,475	500,000	164,900	6,063,688	\$3.44	(\$0.29)	(\$90.17)	38.14%	2031
2032	1,907,834	510,000	27,650	575,000	415,687	650,000	63,750	575,000	120,300	475,000	93,819	530,000	143,012	6,087,052	\$3.39	(\$0.05)	(\$17.01)	32.18%	2032
2033	1,513,356	535,000	9,362	600,000	389,250	675,000	38,906	900,000	90,800	475,000	73,631	555,000	119,956	5,975,261	\$3.26	(\$0.13)	(\$39.79)	26.37%	2033
2034	1,491,509	-		625,000	361,688	700,000	13,125	910,000	54,600	475,000	53,444	580,000	95,838	5,360,204	\$2.87	(\$0.39)	(\$122.69)	21.23%	2034
2035	1,466,469			650,000	333,000			910,000	18,200	510,000	32,512	605,000	70,656	4,595,837	\$2.41	(\$0.46)	(\$142.72)	16.88%	2035
2036	1,440,894			700,000	302,625					510,000	10,837	680,000	43,350	3,687,706	\$1.90	(\$0.51)	(\$160.55)	13.45%	2036
2037	1,415,319			725,000	270,563							680,000	14,450	3,105,332	\$1.57	(\$0.33)	(\$103.27)	10.59%	2037
2038	1,389,209			750,000	237,375									2,376,584	\$1.17	(\$0.39)	(\$122.04)	8.45%	2038
2039	1,362,031			775,000	203,063									2,340,094	\$1.13	(\$0.04)	(\$12.71)	6.43%	2039
2040	1,334,318			825,000	167,062									2,326,380	\$1.10	(\$0.03)	(\$8.98)	4.43%	2040
2041	1,306,606			825,000	129,937									2,261,543	\$1.05	(\$0.05)	(\$16.19)	2.52%	2041
2042	431,375			825,000	92,813									1,349,188	\$0.62	(\$0.44)	(\$136.51)	1.41%	2042
2043				825,000	55,687									880,687	\$0.39	(\$0.22)	(\$69.25)	0.69%	2043
2044				825,000	18,562									843,562	\$0.37	(\$0.02)	(\$7.50)	0.00%	2044
2045																			2045
\$44,845,313		\$3,965,000	\$807,056	\$12,250,000	\$6,640,312	\$5,010,000	\$1,160,156	\$5,850,000	\$1,516,300	\$4,295,000	\$1,048,315	\$5,355,000	\$1,320,103	\$94,062,555	\$0.48		\$151.46		
Est. Int. Rate		3.50%		4.50%		3.75%		4.00%		4.25%		4.25%				Average for 2023-2027 CIP			
* Based on Villages Est. 1/1/2022 Assessed Value				\$1,365,247,900		**													
** Assuming growth at 6% in 2024, 5% in 2025, 4% in 2026, 3% in 2027, and 2% in 2028 and thereafter.																			
*** Calculation based on All General Obligations, 5% of Equalized Value using same growth assumptions as above.																			
**** Median Home Value as of 1/1/2021				\$ 312,300															
8/12/2022																			

**2023-2027
CAPITAL
IMPROVEMENT
PLAN (CIP)**

Appendix B

**Project
Summaries**



McFarland Capital Improvement Program (CIP)

2023 – 2027

Administration

Planned Projects:

Digital Records Management

- *Description* – In an effort to continue paperless initiatives and be more efficient the intent of this project would be to convert the current paper method of storing documents to digital record keeping.
- *Years* – All
- *Funding* – Combination of general revenue and borrowed money within Capital Projects Fund (400).

Equipment/Furniture

- *Description* – Small capital contribution from the General Fund to purchase various small office, furniture, and other related needs.
- *Years* – All.
- *Funding* – General revenue within Capital Projects Fund (400).

Splitting Polling Places

- *Description* – Ward boundaries were redrawn in 2021 through the redistricting process following the 2020 Census. The Village currently has one of the largest polling places in Dane County, and with a continually increasing population we do need to undertake this process to split polling places effective in 2024. The Municipal Center would remain as one location and the Public Safety Center as a second location. The project was previously considered for 2022 but given delays in construction of the Public Safety Center, deferred for implementation in 2023 and utilization in 2024.
- *Years* – 2023.
- *Funding* – Borrowed money within Capital Projects Fund (400).

Workstation Replacement

- *Description* – The Village sets aside funds in order to replace computer workstations as they fail and on a rotating scheduling to cycle out obsolete and aging machines on an annual basis.
- *Years* – All.
- *Funding* – General revenue within Capital Projects Fund (400).

McFarland Capital Improvement Program (CIP)

2023 – 2027

Facilities

Planned Projects:

Community Center

- *Description* – The Village is in the process of creating a master plan for the Municipal Center Campus to guide implementation of a Community Center. The timeline for completion and occupancy of the Public Safety Center is in 2023 freeing up the former space. The master plan will be completed in the Spring of 2023 allowing for design work to commence in line with the master plan. Construction can follow then in 2024 with occupancy hypothetically in 2025. The amount shown within the plan is an estimate and the master plan will provide a more specific cost opinion. It was derived from estimates used in the 2017 study and current experience with the Public Safety Center project. Once the new master plan is done next year, the next Capital Improvement Plan can be updated to include a more direct number consistent with the accepted master plan.
- *Year(s)* – 2023 (Design) and 2024 (Build).
- *Funding* – Borrowed money and reserves within the Capital Projects Fund (400).

Land Acquisition

- *Description* – This reserve account sets aside funds to be used to fund land acquisitions as might be necessary and would be determined by the Village Board.
- *Years* – All.
- *Funding* – General revenue within Capital Projects Fund (400).

Network Equipment

- *Description* – Funds are set aside annually for the replacement and upgrading of network equipment to help maintain the Village's technology network.
- *Years* – All.
- *Funding* – General revenue within the Capital Projects Fund (400) with equal shares from the Utility Fund (600) and Stormwater Utility Fund (605).

Sinking Fund

- *Description* – Savings set aside for the development, expansion, and/or maintenance of Village owned facilities.
- *Years* – All.
- *Funding* – General revenue within Capital Projects Fund (400).

McFarland Capital Improvement Program (CIP)

2023 – 2027

Communications and Technology

Planned Projects:

Closed Captioning

- *Description* – There is a requirement to make reasonable attempts at providing closed captions to the public. In the name of accessibility and inclusivity, closed captioning would be a great boon to the community within the cable channel.
- *Year(s)* – 2023
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Equipment/Technology Upgrade

- *Description* – Funding for equipment purchases, replacements, and general upgrades to support operations and service delivery.
- *Year(s)* – All.
- *Funding* – General revenues from within the Communications and Technology Fund (200).

McFarland Capital Improvement Program (CIP)

2023 – 2027

Police Department

Planned Projects:

Equipment

- *Description* – Several small equipment items are included annually to replace handheld tools, small items, safety equipment, and various other needs to outfit officers. In 2023, the department will purchase a “LiveScan” fingerprint machine to make fingerprinting easier and decrease the amount of physical contact between officers and the public during this service.
- *Years* – All.
- *Funding* – General revenue within Capital Projects Fund (400).

Records Management Software (RMS) System

- *Description* – Currently the Village contracts with Madison for this service which is not uncommon for smaller Departments. This has worked, but as we have grown we continue to have more and more needs from this system and the City than is currently offered. Planning for the implementation of a new system that is direct sourced would be more efficient for Staff’s utilization and give us more oversight in its general management.
- *Years* – 2024.
- *Funding* – Borrowed money within Capital Projects Fund (400).

Patrol Vehicle (Leases)

- *Description* – This includes the annual lease payments for the Department’s vehicles as they need to be replaced. Typically there are 3 vehicles used for regular patrol replaced every 3 to 4 years. Next vehicle replacement is scheduled for 2023.
- *Years* – All.
- *Funding* – General revenue within Capital Projects Fund (400).

Squad Car Video

- *Description* – The current Watchguard brand in-squad video system was purchased and deployed in 2015. The normal shelf life for a squad car video recording system is 8 to 10 years. In 2025 the current system will be 10 years old.
- *Years* – 2025.
- *Funding* – Combination of borrowed money and general revenues within the Capital Projects Fund (400).

Police Department (Continued)

Technology

- *Description* – Funding for technology advancements within the Department including program upgrades for the evidence room and evidence/property tracking. The proposed computer program is specifically designed to handle evidence/property tracking and integrates with the WI State Crime Lab system.
- *Year(s)* – 2023.
- *Funding* – General revenue within Capital Projects Fund (400).

Traffic Safety

- *Description* – Annual allocation for the Department to implement various traffic safety measures including speed boards, RRFB's, flashing signs, and other related improvements.
- *Years* – All.
- *Funding* – Combination of general revenues and borrowed money as detailed within the Capital Projects Fund (400).

USH 51 Cameras

- *Description* – In line with the reconstruction of USH 51 planned in 2026, the Department is recommending the inclusion of traffic cameras to help monitor traffic issues within our busiest thoroughfare. This will help monitor traffic violations and conditions as they develop, but not as a means of enforcement.
- *Year(s)* – 2026.
- *Funding* – Borrowed money within Capital Projects Fund (400).

Vehicle (Invest.)

- *Description* – This includes the replacement of the second Detective/Investigation vehicle within the next year. The Detective/Investigation vehicle was purchased in 2014 and is the last sedan style vehicle in the fleet. Both vehicles will be unmarked and outfitted appropriately to support the positions that use them.
- *Years* – 2023.
- *Funding* – Borrowed Money as detailed within the Capital Projects Fund (400).

McFarland Capital Improvement Program (CIP)

2023 – 2027

Fire and Rescue

Planned Projects:

Ambulance Replacement

- *Description* – The 2015 Ambulance is scheduled for replacement in 2025 after 10 years of service. It was put into backup status when the 2019 ambulance was put into service which is customary to alternate their utilization. Staff recommends replacing both ambulances (2015 & 2019) at the same time to save about 5% in costs for reduced engineering and sales costs. Additionally, then the ambulances would be rotated regularly providing equal utilization. Staff would benefit from having an identical equipment layout for all incident responses and updates to account for paramedic level of service change. The current vehicle delays would require approval to order the ambulance(s) in 2023 to provide 2025 delivery/payment. The projected costs include contingency for inflation which have been unprecedented in the ambulance industry. Additionally included is providing idle reduction technology for the ambulances as a sustainable feature similar to what has been deployed in the City of Madison.
- *Year(s)* – 2025.
- *Funding* – Borrowed Money within the Capital Projects Fund (400).

Car 1 Sinking Fund

- *Description* – Annual savings set aside for the replacement of Car 1 which is the full-size SUV style used as the main incident command response vehicle. The sinking fund amount has been increased to compensate for current vehicle inflation rate.
- *Years* – All.
- *Funding* – General revenue within Capital Projects Fund (400).

CPR Compressors

- *Description* – The Department's automatic CPR Compressors will be ten years old and expected to be at the end of their serviceable life with more advanced devices are expected to be on the market. The CPR compressors are utilized during cardiac arrest and have provided life-saving CPR that is difficult to reproduce manually over long periods of time.
- *Years* – 2027.
- *Funding* – General revenue within Capital Projects Fund (400).

Fire and Rescue (continued)

EKG Monitors

- *Description* – The monitors used on the ambulance to obtain vital signs, 12-Lead defibrillation and capnography. Current units were purchased in 2013.
- *Year(s)* – 2023.
- *Funding* – Borrowed Money within the Capital Projects Fund (400).

EMS Equipment

- *Description* – Provides annual funding for small equipment needs, turnout gear as is needed from year to year, and other general items needed to support this service. The shift to more career cross-trained staff has reduced the need for EMS-only turnout gear which is worn at car accidents and during inclement weather. 2024 includes replacement stair chairs for the ambulances. An improved version is expected to be released in 2023/2024 that will assist in lifting patients upstairs.
- *Years* – All.
- *Funding* – General revenue within Capital Projects Fund (400).

Equipment Decon Washer

- *Description* –The washer provides automation to decontaminate equipment that is currently performed by hand and causing possible exposure risk to staff. The equipment would reduce exposure to hazardous substances including carcinogens.
- *Years* – 2023.
- *Funding* – Borrowed money within Capital Projects Fund (400).

Fire Equipment Replacement

- *Description* – Provides annual funding for small equipment needs, turnout gear as is needed from year to year, and other general items needed to support this service. 2023 includes the replacement of a majority of the firefighter helmets. The equipment costs are expected to increase due to inflation, especially for fire equipment and PPE. Additionally, years 2023, 2024, and 2025 include the replacement of wildland firefighting PPE that is expected to be 50% funded by DNR grant.
- *Years* – All.
- *Funding* – General revenue and borrowed money within Capital Projects Fund (400).

Ice/Water Rescue Equipment

- *Description* – The Department provides rescue to a large portion of Upper Mud Lake, over half of Lake Waubesa, all of Lower Mud Lake, and the northern portion of Lake Kegonsa. The current cache of the ice/water rescue equipment has aged and is beyond usable service life. The project would replace and enhance the current equipment to provide more safety for responders.
- *Years* – 2023, 2024, 2025, and 2026.
- *Funding* – General revenue and borrowed money within Capital Projects Fund (400).

Fire and Rescue (continued)

Pumper/Engine

- *Description* – The Department maintains two Engines (pumpers) with a service life of 20 years with 10 years primary and 10 years secondary. The Department utilizes a unique foam system referred to as Compressed Air Foam (CAFS) which increases the capabilities of water to extinguish fires. The CAFS allowed the Department to reduce the fleet by reducing to one Tender (water tanker) from two. Additionally included in the project is providing idle reduction technology for the truck. All-electric fire apparatus are being tested by departments across the nation, but are not available for purchase or pricing. The project pricing is extremely difficult to predict during the unprecedented inflation.
- *Years* – 2027.
- *Funding* – Borrowed money within Capital Projects Fund (400).

Staff Car

- *Description* – The Department's 2016 Ford SUV Inceptor will be 10 years old and due for replacement. Currently, the car is assigned to the Fire & Rescue Chief. In 2023, the vehicle is expected to have the role modified to support staff taking classes, errands, and a second command vehicle. The project includes funding for a Hybrid pickup to provide allow for more equipment while still providing space for four passengers. The full EV is being evaluated but doesn't seem feasible at this time due to range extenders not being offered to permit long standby times at incidents while operating electronics. There is currently no PHEV that would meet the physical requirements to fulfill the role.
- *Years* – 2026.
- *Funding* – Borrowed money within Capital Projects Fund (400).

Technology

- *Description* – Annual replacement for mobile computers located within fleet vehicles. The computers provide information from dispatch and department pre-plan data for facilities. The funding provides for one replacement per year. This line also assists with other Department specific technology needs as they arise. 2025 includes the replacement of the Department's thermal imaging cameras.
- *Years* – All.
- *Funding* – General revenue and borrowed money within Capital Projects Fund (400).

McFarland Capital Improvement Program (CIP)

2023 – 2027

Department of Public Works

Planned Projects:

County MN – Phase 5

- *Description* – A fifth phase of this project is planned in the future to pace with future development. This would be from N. Peninsula Way through the County Highway AB interchange. Finalizing design and further study of the CTH AB intersection would be conducted in 2022 with construction to follow as appropriate. Tentative and again to follow pace of adjoining development as practical.
- *Years* – 2024 (Design) and 2025 (Build).
- *Funding* – Road construction costs split with Dane County and Village share paid for through Borrowed Money within the Capital Projects Fund (400). Adjoining property owners on the two developed sites will also contribute to the project. Construction costs also spread to various utility funds as applicable.

East Side Interceptor – Phase 2

- *Description* – The second phase will carry the pipe from the northern end of the Rosewood Fields Subdivision to the north side of County Highway MN (Broadhead). The progression of this pipe will likely flow with the progression of development that it is meant to serve. Tentatively it is scheduled to finalize design in 2024 and construction shortly thereafter as is appropriate. This will also be paid back through the special assessment process through new development.
- *Year(s)* – 2024 (Design) and 2025 (Build).
- *Funding* – Borrowed money within the Utilities Fund (600).

Exchange Street

- *Description* – This project will be a complete reconstruction (street, curb/gutter, sidewalk, utilities, etc.) from Farwell to the Yahara River. The Village has been approved for Federal funding through the Madison Area Transportation Planning Board within their 5-year Transportation Improvement Program. This will allow the Village to access Federal money set aside for smaller communities within this regional transportation area. There will be multiple years of planning and engineering for the project leading up to construction.
- *Years* – 2023 and 2024.
- *Funding* – Combination of Grants and Borrowed Money within the Capital Projects Fund (400) as well as from the Utilities Fund (600) and Stormwater Utility Fund (605).

Department of Public Works (continued)

Facility (Plan/Design)

- *Description* – The Public Works Facility was last reconstructed in 2020/2021 addressing offices, mechanicals, paving, roof, solar, storage, and other general maintenance. Next phase of improvements would study expansion of the garage area and other ancillary buildings to continue facility support needs. Improvements then planned in accordance with the developed plan/design.
- *Years* – 2027.
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Landscape Rakes

- *Description* – Used to help maintain public lands and large green spaces on large equipment.
- *Years* – 2024
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Leak Locator

- *Description* – Public Works Staff frequently have to respond to leaks within the system that lead to breaks in mains, laterals, and services. All of this takes place several feet underground making it difficult to locate where the water is coming from and this equipment will help to better pinpoint these breaks.
- *Years* – 2023
- *Funding* – Funding provided through Utility Fund (600).

Leased Equipment

- *Description* – Includes annual charges for the use of the skid steer and front-end loader.
- *Years* – All.
- *Funding* – General revenue within Capital Projects Fund (400) plus equal shares from Utility Fund (600) and Stormwater Utility (605).

Lift Station #2

- *Description* – Design has been underway in 2022 with construction scheduled for 2023. Full replacement of the existing lift station will address current maintenance problems and account for future growth needs of the East Side of which the new interceptor flows into.
- *Year(s)* – 2023 (Build).
- *Funding* – Funding provided through Utility Fund (600).

Lining

- *Description* – The Village has annually been cleaning and televising the sanitary sewer system to look for leaks within the pipes. When found, lining the sewers is an effective maintenance activity to stop the leak without having to replace the full pipe section.
- *Year(s)* – 2023 (Build).
- *Funding* – Funding provided through Utility Fund (600).

Department of Public Works (continued)

Patrol Truck Replacement

- *Description* – Includes the full replacement with trade in of a Patrol Truck (Snowplow) with associated equipment for both listed years. Costs increased to address inflation.
- *Year(s)* – 2023.
- *Funding* – Trade-in value deducted from gross cost of the vehicle. Remaining expense split equally between Capital Projects Fund (400), Utility Fund (600), and Stormwater Utility Fund (605).

Paulson Road Reconstruction

- *Description* – The design process is underway in 2022 with public information meetings to be schedule. The design will contemplate full improvement and connection of Paulson from Siggelkow Road to Larson Beach Road where presently there is not thru access. The current road remains a rural cross section and this would convert it to an urban cross section with replacement to the road, sewer, water, stormwater, etc.
- *Year(s)* – 2023 (Build).
- *Funding* – Borrowed money within the Capital Projects Fund (400) as well as associated support from utilities for their respective work in the project.

Paving and Utility Plan

- *Description* – In 2021, the Village Board upon recommendation of the Public Works and Utilities Committee(s) accepted a 10 year Paving and Utility Plan. This plan outlined paving needs in accordance with State pavement condition ratings and condition of underground utilities. Each of the next 5 years is included within this CIP and can be updated based upon shifting priorities where applicable.
- *Year(s)* – All.
- *Funding* – Borrowed Money within the Capital Projects Fund (400) with corresponding contribution from the Utility Fund (600).

Pedestrian Ways

- *Description* – Annual funds to repair and replace sidewalks, bike paths, and other pedestrian ways. Future year projects will include various opportunities for maintenance within and expansion of the trail network where applicable.
- *Year(s)* – All.
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Pickup Truck Replacement

- *Description* – Replacement of various levels of pickup trucks for general service responsibilities.
- *Year(s)* – All.
- *Funding* – Cost split equally between the Capital Projects Fund (400), Utilities Fund (600), and Stormwater Utility Fund (605).

Department of Public Works (continued)

Property Acquisition

- *Description* – At some point in the future neighboring properties to the existing Public Works Center are likely to come up for sale. This placeholder is included to pursue those options if that does happen or we desire to pursue such an opportunity.
- *Year(s)* – 2025.
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Salt Brine Containment

- *Description* – Salt brine is applied to roads in lieu of salt as a preapplication to prevent freezing on the roads. This helps also limit our salt application. The Village purchased a new applicator within the last year and upgrading the containment system to allow for more efficient/safe utilization of this product.
- *Year(s)* – 2023.
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Sidewalk Replacement

- *Description* – Annually, funds are set aside for the replacement of sidewalk slabs that are not able to be ground or ramped. These present a trip hazard and replacing the squares is a safety consideration.
- *Year(s)* – All.
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Sinking Fund

- *Description* – Annual savings set aside for the replacement of the Director's vehicle.
- *Year(s)* – All.
- *Funding* – General revenues within the Capital Projects Fund (400) plus Utility Fund (600).

Small Capital

- *Description* – The Stormwater Utility is provided funds for small capital items for its administration including equipment, materials, and other supplies as needed.
- *Year(s)* – All.
- *Funding* – Charges for Public Services collected within the Stormwater Utility Fund (605).

Street Maintenance

- *Description* – Includes street repairs needed on an annual basis that have a longer than one year useful life including chip sealing, crack filling, and various areas for patch work.
- *Year(s)* – All.
- *Funding* – Borrowed Money within the Capital Projects Fund (400).

Department of Public Works (continued)

Street Sweeper – Replacement

- *Description* – The useful life of the existing street sweeper will have exceeded 10 years of service in 2024. It is recommended for replacement at that time utilizing reserves within the fund that have been assigned for this purpose.
- *Funding* – Assigned fund balance within the Stormwater Utility Fund (605).

Street Sweeper – Sinking Fund

- *Description* – Annual savings set aside for the future replacement of the street sweeper.
- *Year(s)* – All with exception to 2024 when its replaced.
- *Funding* – Charges for Public Services collected within the Stormwater Utility Fund (605).

Street Tree Planting

- *Description* – Annual program for street/public tree installation and replacement.
- *Year(s)* – All.
- *Funding* – Fund Balance within the General Fund (100).

Tool Cat Machine

- *Description* – Purchase of a second tool cat machine which is a multi-faceted vehicle that provides for a variety of different tasks from snow plowing sidewalks, small excavating projects, heavy lifting, utility work, and many more features. Present vehicle is indispensable and adding a second one would expand these capabilities.
- *Year(s)* – 2025.
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Tower Clean/Paint

- *Description* – Consideration for cleaning and repainting the water towers to keep up with their exterior maintenance requirements. Burma Road tower will go first followed by Holscher Road tower.
- *Year(s)* – 2023 and 2025.
- *Funding* – Cost is paid for by water funding within the Utilities Fund (600).

Tractor

- *Description* – Light duty vehicle utilized in different capacities for grounds maintenance and other support.
- *Year(s)* – 2027.
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Trailer

- *Description* – A general use trailer is needed to haul equipment, scissor lift, and other materials.
- *Year(s)* – 2023.
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Department of Public Works (continued)

USH 51 Seg 6 (Build) & USH 51 Seg 7 (Build)

- *Description* – WisDOT has informed the Village they intend to repave and reconstruct the northern phase of US Highway 51 in 2025 possibly a Fall start in 2024. This would be from Larson Beach to Voges Road. The southern phase would be programmed for 2026 which is from Larson Beach Road to southern Village limits. Most of this cost will be born by WisDOT through the Federal Government; however, the Village may incur some cost sharing items on sidewalks, street lighting, aesthetics, and other related expenses. Planning is underway presently for these efforts and will continue now through its construction.
- *Year(s)* – 2023, 2025, and 2026
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Vehicle Lift

- *Description* – The vehicle lift is utilized by the mechanic to raise all types of vehicles and equipment off the ground for maintenance.
- *Year(s)* – 2025.
- *Funding* – Borrowed money within the Capital Projects Fund (400).

McFarland Capital Improvement Program (CIP)

2023 – 2027

Senior Outreach

Planned Projects:

Loan Closet

- *Description* – Replacements of wheelchairs, modern walkers, commodes, and other personal items to assist individuals
- *Year(s)* – 2023.
- *Funding* – General revenues within the Capital Projects Fund (400).

Technology

- *Description* – Purchase of hotspots for Department Use and additional cell phone support to assist Staff and Volunteers in the field.
- *Year(s)* – 2021.
- *Funding* – General revenues within the Capital Projects Fund (400).

McFarland Capital Improvement Program (CIP)

2023 – 2027

Library

Planned Projects:

Boiler Replacement

- *Description* – The boiler will have exceeded its useful life by this point and could be evaluated for replacement based upon projected maintenance needs.
- *Year(s)* – 2023.
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Computer – Workstation(s)

- *Description* – Includes funds to replace both computers used by the public for either adults, teens, or children and those used by Staff on an annual basis.
- *Year(s)* – All.
- *Funding* – General Revenue within the Capital Projects Fund (400).

Furniture

- *Description* – Several furniture items that see a high amount of traffic are due for upholstery to extend their useful life.
- *Year(s)* – 2023.
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Parking Lot/Hardscape

- *Description* – The parking lot and stormwater outlets are in need of rehabilitation.
- *Year(s)* – 2024.
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Roof Replacement

- *Description* – Providing enhanced maintenance and repair to the roof structure as is needed.
- *Year(s)* – 2024.
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Shelving

- *Description* – Shelving improvements to improve book storage and display for efficient operations.
- *Year(s)* – 2023.
- *Funding* – Borrowed money within the Capital Projects Fund (400).

McFarland Capital Improvement Program (CIP)

2023 – 2027

Parks

Planned Projects:

Aquatics

- *Description* – The McFarland Park master plan was accepted with the inclusion of an aquatics improvement. Aquatics is included on the backend of this 5 year plan as a reflection of that phasing but is contingent upon further planning specific to its development in this location. The project also envisions very significant fundraising that likely serves as a guide on whether or not it advances through this plan to construction.
- *Year(s)* – 2026 (Design) and 2027 (Build).
- *Funding* – Fundraising and borrowed money within the Capital Projects Fund (400).

Bathroom (Design/Build)

- *Description* – The Committee has desired to induce more public restroom opportunities within the system. These are standalone bathroom facilities meant to fill in gaps where portable restrooms are presently utilized. Likely, prefabricated structures hooked into available utilities are implemented to help make design and construction costs more efficient. The Committee will prioritize locations and work through process on design and install with Staff. Improvements are planned every other year.
- *Year(s)* – 2023, 2025, and 2027.
- *Funding* – Impact Fees collected within Parks Fund (405).

Bocce Electrical/Lighting

- *Description* – The current bocce courts were developed without power or lighting to support even basic operations. When needed, they access power via portable generators and extension cords. This project would expand electrical capabilities and add lighting to the courts for additional playing opportunity throughout their season.
- *Year(s)* – 2024.
- *Funding* – Borrowed Money within the Capital Projects Fund (400).

Brandt Park

- *Description* – The facility is in need of some improvement to the bathrooms as well as technology to add cameras and improve access control. Expanding parking capabilities is an opportunity as well in the future. Likely the facility improvements are advanced in 2024 with the parking lot project to follow in 2025.
- *Year(s)* – 2024.
- *Funding* – Borrowed Money within the Capital Projects Fund (400).

Parks (continued)

Community Park

- *Description* – The Village purchased the property for the Community Park in 2019 and completed a Master Plan in 2021. Phase 1 for the park is scheduled to begin in 2022 which includes mass grading the site for future playing fields. Design funds are included in 2024 for Phase 2 which will be the largest phase to construct facility improvements, parking lot, playground, and other support amenities needed to make the park operational to transition soccer from McFarland Park. 2023 will likely be needed for planning with design in 2024 and construction in 2025. Phase 3 (bicycle pump track) for the project is not as costly which could include design in 2025 followed by implementation in 2026.
- *Year(s)* – 2023, 2024, 2025, and 2026.
- *Funding* – Borrowed money and impact fees collected within Parks Fund (405).

Dog Park Trail

- *Description* – Currently access to the dog park is provided through elevated boardwalk to make access easier through the wetland areas. The remainder of the main trail section through the park is a collection of wood chips, turf, and dirt in many places. This improvement would convert the rest of the trail into a more accessible crushed limestone path that is easier to maintain and use within the park.
- *Year(s)* – 2023.
- *Funding* – Borrowed Money within the Capital Projects Fund (400).

Egner Park Facility

- *Description* – Egner Park is currently supported by a playground structure, basketball court, and green space with some covered shelter associated with well maintained by the water utility. This facility is envisioned for replaced in partnership between parks and the water utility to continue to provide for the shelter but also add restrooms. A new facility would be designed for this purpose as a shared expense between both funds helping to modernize the well and also improve park amenities.
- *Year(s)* – 2025 (Design) and 2026 (Build).
- *Funding* – Borrowed Money within the Capital Projects Fund (400).

Equipment/Mower

- *Description* – Funding to purchase small equipment items to improve maintenance of the park. The funding for 2023 includes a new Toro workman for general maintenance access and mower attachment as needed. The funding for 2024 includes a mower addition.
- *Year(s)* – 2023 and 2024.
- *Funding* – Borrowed Money within the Capital Projects Fund (400).

Parks (continued)

Field Grading

- *Description* – Various regarding activities to improve drainage within area playing fields.
- *Year(s)* – 2024.
- *Funding* – Borrowed Money within the Capital Projects Fund (400).

General Improvements

- *Description* – Money set aside annually to be used for general park improvements through the use of fees collected within new developments.
- *Year(s)* – All.
- *Funding* – Impact Fees collected within Parks Fund (405).

Kiosks

- *Description* – Two kiosks are proposed within the Urso/Schuetz Park with one each to support the dog park and disc golf course. Currently these are serviced by manual/paper daily access and adding this improvement provides more efficient access with the ability to take credit cards on site.
- *Year(s)* – 2023.
- *Funding* – Borrowed Money within the Capital Projects Fund (400).

Inclusive Park

- *Description* – The Village completed a Master Plan in 2020 to develop an Inclusive Playground within Cedar Ridge Park. Funds to support design were included in the 2022 budget and Staff has partnered with the School District to study development of this park at Waubesa Intermediate School. This is in close proximity to the park, and would leverage additional funding to implement the park while creating opportunity for Cedar Ridge in the future. Design work would begin in 2022 and continue into 2023 for construction in 2024. The concept was presented to the Joint Village/School Committee and received favorably to continue to study. Staff from both entities continue to review and discuss this opportunity for implementation.
- *Year(s)* – 2023 (Design) and 2024 (Build).
- *Funding* – Combination of impact fees, grants, and funding from the School District out of the Capital Projects Fund (400) and Parks Fund (405)..

Lake Access

- *Description* – Planning is underway regarding improvements within Lewis Park to improve Lake Access to Lower Mud Lake. A Consultant is working on a plan to study and provide guidance on improvements that bring people to the water in a more thoughtful manner. This plan will be completed in 2022 and is generally a small project for implementation the next year.
- *Year(s)* – 2023.
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Parks (continued)

Larson Park

- *Description* – Maintenance is identified here for the gazebo structure and brick path. The gazebo itself last was reroofed as part of project in 2019 and likely is inline for additional structure maintenance, painting, and other improvements. The internal path within the park will be in need of brick replacement and refurbishment where applicable.
- *Year(s)* – 2025.
- *Funding* – Borrowed Money within the Capital Projects Fund (400).

Lewis Park Flooring

- *Description* – This structure was installed with a high traffic carpet surface. It will need to be replaced at some point likely recommended for a rubber surface to improve durability within the colder months (i.e. – ice skating).
- *Year(s)* – 2024.
- *Funding* – Borrowed Money within the Capital Projects Fund (400).

Lower Yahara River Trail

- *Description* – The master plan for Urso/Schuetz Park includes a connection of the Lower Yahara River Trail. This work though is dependent upon planning by Dane County to connect McFarland to Fish Camp County Park. Presently, Dane County is focusing their efforts to connect Fish Camp County Park to Lake Kegonsa State Park which in doing so provides a trail connection to the City of Stoughton. They have indicated that upon completion of this construction they would return their focus to the McFarland connection helping to fill in one of the final off-street gaps in their network. Construction of the Fish Camp connection is scheduled for 2023 which then lines up for planning, design, and construction on the next segment a few years after that. Funding also includes additional amenities to support the trail and park from the master plan.
- *Year(s)* – 2026 (Design) and 2027 (Build).
- *Funding* – Borrowed Money within the Capital Projects Fund (400).

McFarland Park

- *Description* – A new master plan for McFarland Park was accepted in 2021. These plans recommended transitioning soccer to the new park and repurposing fields they vacated for new uses. Prior to this point, pickleball has been implemented as well as considerations to improve the skate park through this plan. Future phases of this work envision additional amenities for basketball, baseball, playground, aquatics, trails, and more. The current 5 year Capital Improvement Plan presents a scenario where improvements at the Community Park will be completed in 2025 allowing for transition for soccer in 2026 as one example, could be sooner or later. This would allow for the Village to begin to implement future phases of McFarland Park thereafter once a more formal transition plan has been developed. Funding within this plan also accounts for remaining financial obligations within the existing park shelter.
- *Year(s)* – 2025 (Design), 2026 (Build), and 2027 (Build).
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Parks (continued)

McDaniel Park

- *Description* – The Committee received a presentation regarding partnership with Dane County on how to improve water access to Lake Waubesa. The Village has a beach in this location; however, water quality and beach condition are detractors from utilization. The County has successfully implemented barrier control and filtration to improve water quality, additionally they would assist the Village in developing a sand beach versus the current gravel condition that was mandated previously by the DNR. Design will take place in late 2022 for implementation the next year in time for use during the warmer months.
- *Year(s)* – 2023.
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Park Equipment

- *Description* – Every other year, the Village looks to replace and/or repair certain park amenities and play structures as well as park signage as needed.
- *Year(s)* – 2024 and 2026.
- *Funding* – Impact Fees collected within Parks Fund (405).

Planning/Consulting

- *Description* – Additionally assistance to support various initiatives in the parks, carry forward already approved planning/design projects, and identify new areas of study.
- *Year(s)* – 2023
- *Funding* – General revenues within the Capital Projects Fund (400).

Property Acquisition

- *Description* – Annually this is held as a placeholder depending on needs and opportunities that may arise. No acquisitions are presently targeted within this 5 year plan.
- *Year(s)* – All.
- *Funding* – Borrowed Money within the Capital Projects Fund (400).

Siggelkow Road Trail

- *Description* – During the master planning process for the new Community Park, it was discussed about providing off-street pedestrian connection to this far eastside amenity. One solution to this was creating a bike trail along Siggelkow Road. The concept would be studied as part of the Eastside Plan Development being prepared by Community Development in 2022/2023 which could lead to design in 2023 with construction to align with the park opening in the future years. Dane County is likely a partner on this project as it meets their goals for off-street pedestrian/trail connections.
- *Year(s)* – 2023 (Design) and 2024 (Build).
- *Funding* – Borrowed Money within the Capital Projects Fund (400).

Parks (continued)

Skate Park

- *Description* – The master plan for McFarland Park was completed in 2021 and recommended reconstructing the skate park within its current location. Additional planning work is underway in 2022 to guide this effort for possible implementation in 2023. The project does anticipate grant support and additional fundraising, but ultimately at what levels have not been established. Financing presented is an estimate subject to additional consideration as is needed.
- *Year(s)* – 2023.
- *Funding* – Borrowed Money grants/fundraising within the Capital Projects Fund (400).

Tree Management Plan

- *Description* – The Village will complete a tree inventory in 2022 and it is recommended to pursue a grant to complete an Urban Tree Management Plan to help guide how this inventory is then maintained. The grant is similar to what was awarded for the inventory and will help serve as a guide for maintenance needs.
- *Year(s)* – 2023.
- *Funding* – Grant proceeds within the Capital Projects Fund (400).

McFarland Capital Improvement Program (CIP)

2023 – 2027

Community Development

Planned Projects:

Comprehensive Plan

- *Description* – The Village is required under Statutes to update its Comprehensive Plan every 10 years. The existing plan was adopted August 28, 2017. The existing plan includes those elements as described under Stat. 66.1001. The plan is used to guide future land use related decisions with the Village and its extraterritorial plan review jurisdiction.
- *Years* – 2026 & 2027
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Downtown Redevelopment Plan

- *Description* – An update to the 1999 Downtown Master Plan. Update Redevelopment District No. 2 as needed.
- *Years* – 2023.
- *Funding* – Increment within the Tax Increment District #4 Fund (310).

Downtown TID Overlay District

- *Description* – Adopt new TID #7 Project Plan as an overlay to existing TID #4 to extend the number of years this financial redevelopment tool is available to assist with redevelopment of underutilized property within and adjacent to the Downtown.
- *Years* – 2024.
- *Funding* – Borrowed money within the Capital Projects Fund (400).

East Side Business Park TID

- *Description* – Adopt a new TID Project Plan for the development of an east side business park.
- *Years* – 2024.
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Energy Audit/Plan

- *Description* – Conduct energy audits of all municipal facilities to develop baseline energy use profiles and identify energy savings opportunities, including transitioning to non-renewable energy sources, through a detailed action plan. This project is identified as a near-term action item within the Village's Sustainability Plan for Energy.
- *Years* – 2023.
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Community Development (continued)

Outdoor Recreation and Open Space Plan

- *Description* – An update to the Village’s 2019 Outdoor Recreation and Open Space Plan. This plan analyzes the Village’s current system of parks, trails, and open space and sets forth the Village’s vision, goals, and action steps for future improvement projects. The plan is updated every five years to remain eligible for WDNR recreational grant funding.
- *Years* – 2024.
- *Funding* – General revenue and borrowed money within the Capital Projects Fund (400).

Parks Public Facilities Needs Assessment

- *Description* – An update to the Village’s 2020 Study which establishes the Village’s park improvement impact fees and parkland dedication impact fees based, in part, on the results from the Village’s updated Outdoor Recreation and Open Space Plan.
- *Years* – 2025.
- *Funding* – General revenues within the General Fund (100).

Property Acquisition

- *Description* – The Village Board has approved a purchase agreement for property that is being studied to construct a large solar array. This is intended to offset the Village’s energy needs and possibly that of the School District. The project is being reviewed and the land acquisition is scheduled to be completed in the first quarter of 2023.
- *Years* – 2023.
- *Funding* – Borrowed money within the Capital Projects Fund (400).

Public Safety Center Solar Battery

- *Description* – The construction of the new Public Safety Center is adding a large solar array to the facility to make it a net zero energy building. The facility is also being made battery ready in order to store excess energy that is not otherwise used in the facility. Staff will pursue a grant for the project along with offsetting proceeds from the project.
- *Years* – 2023.
- *Funding* – Combination of existing debt proceeds (not new borrowed money) and grant contributions from the Capital Projects Fund (400).

Small Capital

- *Description* – The Department is provided funds for small capital items within the office including furniture, equipment, and other supplies as needed.
- *Years* – All.
- *Funding* – General revenues within the General Fund (100).

Community Development (continued)

Sinking Fund

- *Description* – Annual contribution towards savings for the future replacement of the Building Inspector's vehicle.
- *Years* – All.
- *Funding* – General revenue within the Capital Projects Fund (400).

Sustainability Plan

- *Description* – Develop a Sustainability Plan to help the Village and community practically implement ideas for operating more efficient and sustainable. Integrate WDNR Green Tier Scoresheet action items.
- *Year(s)* – 2021.
- *Funding* – Reserves within the Capital Projects Fund (400).

Terminal and Triangle TID Project Planning

- *Description* – Adopt a new TID #6 Project Plan as an overlay to existing TID #3. Update Redevelopment District No. 1 as needed.
- *Years* – 2023.
- *Funding* – Increment within the Tax Increment District #3 Fund (305).

Wayfinding Signage

- *Description* – Working on a plan to update the layout, mapping, design, and finalize installation of new wayfinding signs throughout the Village.
- *Years* – 2023.
- *Funding* – Borrowed money within the Capital Projects Fund (400).

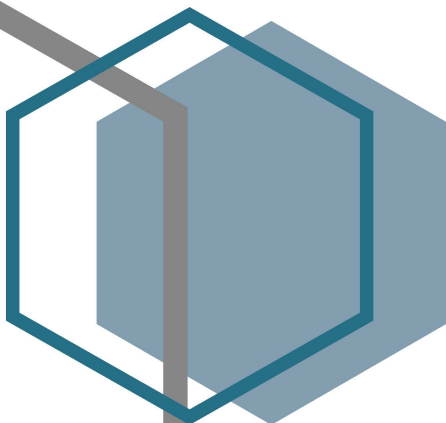
Zoning Code

- *Description* – A comprehensive update to the Village's Zoning Code resulting in the repeal of the existing Code and enactment of a replacement Code, including updates to the Official Zoning Map as necessary.
- *Years* – 2024
- *Funding* – Borrowed money within the Capital Projects Fund (400).

**2023-2027
CAPITAL
IMPROVEMENT
PLAN (CIP)**

Appendix C

Paving and
Utility Plan
2023-2032



Village of McFarland
Conceptual Project List in Approximate Priority Order
Long Range ROW Infrastructure Improvements Plan
7/20/2022

- Notes:
1. Pavement scores are WISLR output. The Village will almost certainly want/need to adjust this to accommodate other priorities.
 2. WISLR does not do "first worst" ordering, but takes into account many other factors. (0-10 rating, 10 = new)
 3. WISLR Model makes broad assumptions about curb repair and driveway aprons, nor does it factor in sidewalks or any underground needs.
 4. Costs shown assumed entire scope described, and will need adjustment if scope is changed.
 5. This list includes projects funded by TID/TIF sources.
 6. This list assumes an approximate annual general fund expenditure of \$500,000.
 7. PR= Pavement Rehabilitation, SSR= Storm Sewer Rehabilitation, PUR= Pavement and Utility Rehabilitation, WR= Water Main Replacement, W= New Watermain, RC= Rural Conversion
 8. Project costs assume that 35% of street replacement costs for projects that include water main replacement will be funded by the Water Utility.
 9. Project costs assume 25% curb replacement.
- Project Point Scoring System**
10. 0= Rating above 6, 1= Rating 5 or 6, 2= Rating of 4, 3= Rating 3 or lower
 11. 1= Projects with known sewer replacement needs
 12. 1= Projects with known water replacement needs, water main greater than 50 years old, or main size 6-inches or less
 13. 1= Projects with known storm sewer issues and needs
 14. 1= Project with bicycle and pedestrian system needs identified in the Comprehensive Plan.
 15. A previous iteration of this document was accepted by the Village Board on 08.23.21. This is a living document and as such is continually updated as additional project details become known.

Year	Street	From	To	Length	Width	Pvmt Rating	Action ⁷	PROJECT COSTS							PROJECT SCORING						General Comments	
								Street	TIF/TID Street	Sewer Utility	Water Utility	Storm Utility	TIF/TID Non-Street	Pedestrian	Total	Street ¹⁰	Sewer ¹¹	Water ¹²	Storm ¹³	Ped and Bike ¹⁴		Total
2023	Paulson Rd	Siggeikow Road	Ridge Road	2600	24	3	PUR	\$593,700		\$123,500	\$517,500	\$134,300			\$1,369,000	3	1	1	1		6	This project includes a connection at current Termini that would allow for through-traffic.
2023	Broadhead Street/CTH MN Phase 4A Final Pavement	Holscher Road	North Peninsula Way	751	28	N/A	PR	\$25,800							\$25,800						0	This is for the final installation of surface course pavement, median island, and pavement markings.
2023	Farwell Drainage Ditch					N/A	WR	\$105,674			\$504,393				\$610,100						0	This includes water main looping through the Cottages and replacement of main to Lexington.
2023		Holscher	Oak Hollow	277	8	N/A	Path Resurfacing							\$22,900	\$22,900							
2023	Various					N/A	Path							\$77,100	\$77,100							
2023	Various					N/A	Sidewalk Replacements							\$100,000	\$100,000							
Year Total								\$725,174	\$0	\$123,500	\$1,021,893	\$134,300	\$0	\$200,000	\$2,204,900							
2024	Exchange Street	Sleepy Hollow Road	Farwell St			5	PUR	\$1,081,000		\$848,100	\$741,900	\$669,900			\$3,340,900	1	1	1	1	1	5	Partially funded by STP-URBAN grant. Amounts represent Village expenditures. Not included in year total where noted.
2024	Larson St	Erling Ave	Termini	751	28	2	PUR	\$105,800			\$184,400				\$290,200	3		1			4	Pair with Glen
2024	Glen Rd	Larson St	Wisconsin Ave	850	21	3	PUR	\$150,300			\$242,400				\$392,700	3		1			4	Pair with Larson
2024	Badger St	Dale St	Farwell St	350	32	5	PUR	\$60,700			\$143,500				\$204,200	1					1	Pair with Dale St
2024	Dale St	Lexington St	Termini	850	32	4	PUR	\$119,000			\$241,500				\$360,500	2		1			3	Pair with Badger St
2024	Ivywood Trl	Terminal Dr	Termini	1170	36	4	PR	\$163,700							\$163,700	2					2	This project scope is for pulverize and overlay with some allowance for base repair. Partially funded by LRIP grant (\$20,500).
2024		Public Works Surface Asphalt				3	Parking Lot	\$146,700							\$146,700							
2024		Soccer	Curling Club	408	8	N/A	Path Resurfacing							\$33,800	\$33,800							
2024	Various					N/A	Path Resurfacing							\$66,200	\$66,200							
2024	Various					N/A	Sidewalk Replacements							\$100,000	\$100,000							
Year Total (Including Exchange Street)								\$1,827,200	\$0	\$848,100	\$1,553,700	\$669,900	\$0	\$200,000	\$5,098,900							
Year Total (Excludes Exchange Street)								\$746,200	\$0	\$0	\$811,800	\$0	\$0	\$200,000	\$1,758,000							

Year	Street	From	To	Length	Width	Pvmt Rating	Action ⁷	PROJECT COSTS							PROJECT SCORING						General Comments	
								Street	TIF/TID Street	Sewer Utility	Water Utility	Storm Utility	TIF/TID Non- Street	Pedestrian	Total	Street ¹⁰	Sewer ¹¹	Water ¹²	Storm ¹³	Ped and Bike ¹⁴		Total
2025	USH 51 WM Crossing	Dale Rd Xing & along USH 51					WR				\$165,200				\$165,200	0		1			1	Pair with Dale Curtian and Dale Rd
2025	Dale Curtian Rd	USH 51	Termini	600	32	5	PR	\$85,500							\$85,500	1					1	Pair with WM Crossing
2025	Dale Rd	Lake Edge Rd	USH 51	375	37	4	PUR	\$55,400			\$160,200				\$215,600	2		1			3	Pair with WM Crossing
2025	Broadhead Street/CTH MN Phase 4B	North Peninsula Way	CTH AB	1958	36	6	RC	\$302,900			\$706,400	\$291,900			\$1,301,200	1			1	1	3	Partially paid for by Dane County. Amounts represent Village expenditures.
2025	McFarland Ct	Terminal Dr	Termini	634	32	4	PR	\$90,300							\$90,300	2					2	
2025	South Ct	Burma Rd	Overlook Dr plus 600 ft	1200	18	3	PUR	\$182,141			\$338,373				\$520,600	3		1			4	This budget includes the addition of curb and gutter from Overlook Drive to the end
2025	South Ct	Overlook Dr plus 600 ft	Yahara Drive	550			W				\$137,500				\$137,500	0		1				Pair with South Ct PUR
2025		Glenway	Running Deer	256	8	N/A	Path Resurfacing							\$21,200	\$21,200							
2025	Various					N/A	Path Resurfacing							\$78,800	\$78,800							
2025	Various					N/A	Sidewalk Replacements							\$100,000	\$100,000							
Year Total								\$716,241	\$0	\$0	\$1,507,673	\$291,900	\$0	\$200,000	\$2,715,900							
2026	Yahara Dr	USH 51	Rivercrest Dr	581	32	5	PR	\$89,700							\$89,700	1				1	2	
2026	Yahara Dr	Rivercrest Dr	Indian Mound Dr	422	32	5	PR	\$60,100							\$60,100	1					1	
2026	Lakeview Ave	Bremer Rd	Termini	686	22	3	PUR	\$99,295			\$251,355				\$350,700	3		1			4	
2026	Larson Beach Rd	Crossover USH 51	Bremer Rd / Lake Edge Rd	422	35	5	PR	\$71,800							\$71,800	1					1	
2026	Siggelkow Rd	CTH AB / Siggelkow Rd plus 601 ft	Pierce Rd / Siggelkow Rd	676	20	5	PR	\$65,700							\$65,700	1					1	
2026	Severson Rd	Lake Edge Rd	Farwell St	650	32	5	PUR	\$101,250			\$103,182				\$204,500	1		1			2	
2026		Library Parking Lot				5	Parking Lot	\$53,900							\$53,900							
2026		Black Walnut Ct	Wild Cherry Ln	370	8	N/A	Path Resurfacing							\$30,600	\$30,600							
2026		Cedar Ridge Park	Gazebo Loop	604	8	N/A	Path Resurfacing							\$49,900	\$49,900							
2026	Various					N/A	Path Resurfacing							\$19,500	\$19,500							
2026	Various					N/A	Sidewalk Replacements							\$100,000	\$100,000							
Year Total								\$541,746	\$0	\$0	\$354,537	\$0	\$0	\$200,000	\$1,096,400							

Year	Street	From	To	Length	Width	Pvmt Rating	Action ⁷	PROJECT COSTS							PROJECT SCORING						General Comments		
								Street	TIF/TID Street	Sewer Utility	Water Utility	Storm Utility	TIF/TID Non- Street	Pedestrian	Total	Street ¹⁰	Sewer ¹¹	Water ¹²	Storm ¹³	Ped and Bike ¹⁴		Total	
2027	N Terminal Drive	Lift Station 4	USH 51	3500	32	5	RC		\$2,201,769				\$483,616		\$2,685,385	1			1	2			
2027	Marsh Rd	Red Oak Trl / Wellington Cir	Siggelkow Rd	739	44	5	PR	\$235,800							\$235,800	1				1	2	This estimate includes concrete pavement replacement at the intersection with Siggelkow	
2027	Marsh Rd	Eighmy Rd	Red Oak Trl / Wellington Cir	2000	42	5	PR	\$360,200							\$360,200	1					1		
2027		Soccer Parking Lot				4	Parking Lot	\$102,600							\$102,600								
2027		Osborn Drive	Milwaukee St	640	8	N/A	Path Resurfacing							\$52,900	\$52,900								
2027	Various					N/A	Path Resurfacing							\$47,100	\$47,100								
2027	Various					N/A	Sidewalk Replacements							\$100,000	\$100,000								
Year Total								\$698,600	\$2,201,769	\$0	\$0	\$0	\$483,616	\$200,000	\$3,583,985								
2028	Triangle Street	Siggelkow Rd plus 2700 feet	Voges	2609	40	6	RC		\$1,075,800				\$233,900		\$1,309,700	1			1	1	3	This estimate amount includes the installation of a new path for the length of the entire project.	
2028	Wisconsin Ave	Bremer Rd / Norma Rd	Termini	318	20	3	PUR	\$57,681			\$91,799				\$149,480	3		1			4		
2028	Field Ave	Erling Ave	Card Ave	650	42	4	PUR	\$114,800			\$139,637				\$254,437	2		1			3		
2028	Wild Flower Ct	Country Walk / Forest Ridge Ct	Termini	264	32	5	PR	\$37,600							\$37,600	1					1		
2028	Lake Edge Dr	South Ct	loop	400	35	6	PUR	\$47,266			\$105,539				\$152,805	1		1			2		
2028	Beckler	Card Ave	Erling Ave	264	26	5	PR	\$31,700							\$31,700	1					1		
2028	Bird Song Ct	Morning Dove Dr	Termini	158	32	5	PR	\$22,500							\$22,500	1					1		
2028	Morning Dove Dr	Hidden Farm Rd plus 422 ft	Country Walk / Spring Pond Ct	423	32	5	PR	\$60,300							\$60,300	1					1		
2028	Morning Dove Dr	Hidden Farm Rd	Bird Song Ct	320	32	5	PR	\$45,600							\$45,600	1					1		
2028	Burma Rd	Overlook Dr / South Ct	USH51	640	32	4	PR	\$91,200							\$91,200	2					2		
2028	Various					N/A	Path Resurfacing							\$100,000	\$100,000								
2028	Various					N/A	Sidewalk Replacements							\$100,000	\$100,000								
Year Total								\$508,647	\$1,075,800	\$0	\$336,975	\$0	\$233,900	\$200,000	\$2,355,322								
2029	Creamery/Elvehjem Road	Milwaukee Street	CTH AB	7132	36	5	RC	\$1,402,200			\$569,400	\$1,338,200			\$3,309,800	1					1		
2029	Various					N/A	Path Resurfacing							\$100,000	\$100,000								
2029	Various					N/A	Sidewalk Replacements							\$100,000	\$100,000								
Year Total								\$1,402,200	\$0	\$0	\$569,400	\$1,338,200	\$0	\$200,000	\$3,509,800								

Year	Street	From	To	Length	Width	Pvmt Rating	Action ⁷	PROJECT COSTS						PROJECT SCORING						General Comments		
								Street	TIF/TID Street	Sewer Utility	Water Utility	Storm Utility	TIF/TID Non- Street	Pedestrian	Total	Street ¹⁰	Sewer ¹¹	Water ¹²	Storm ¹³		Ped and Bike ¹⁴	Total
2030	Black Walnut Dr	Wild Cherry Ln	Smith Ridge Rd	1267	36	6	PR	\$199,500							\$199,500	1					1	
2030	Black Walnut Dr	Smith Ridge Rd	Siggelkow Rd / Camcross Dr	1900	36	6	PR	\$299,200							\$299,200	1					1	
2030	Black Walnut Dr	Black Walnut Ct / Leanne Ln plus 316 ft	Wild Cherry Ln	106	36	5	PR	\$16,700							\$16,700	1					1	
2030	Various					N/A	Path Resurfacing							\$100,000	\$100,000							
2030	Various					N/A	Sidewalk Replacements							\$100,000	\$100,000							
Year Total								\$515,400	\$0	\$0	\$0	\$0	\$0	\$200,000	\$715,400							
2031	N Bremer Road	Erling Ave	Bellevue Ct	1000	32	6	PUR	\$114,500			\$469,700				\$584,200	1		1			2	
2031	Ahren Ln	Meredith Way	Exchange St	528	32	7	PR	\$75,200							\$75,200	0					0	
2031	S Bremer Road	Larson Beach Rd plus 200 ft	Bellevue Ct	1200	32	7	PUR	\$227,868			\$544,800				\$772,700	0		1			1	
2031	Brendan Ct	Termini	Meredith Way	211	32	7	PR	\$30,100							\$30,100	0					0	
2031	Cardinal Dr	Curtis St	Sauk Ln	739	36	6	PR	\$116,400							\$116,400	1					1	
2031	Calico Ct	Marsh Rd / Calico Dr	Termini	580	32	5	PR	\$82,600							\$82,600	1					1	
2031	Various					N/A	Path Resurfacing							\$100,000	\$100,000							
2031	Various					N/A	Sidewalk Replacements							\$100,000	\$100,000							
Year Total								\$646,668	\$0	\$0	\$1,014,500	\$0	\$0	\$200,000	\$1,861,200							
2032	Valley Drive	Siggelkow Road	Ridge Road	2600	42	6	PR	\$829,859							\$829,900	1						Includes new sidewalk, one side. Sidewalk is not in capital improvement plan.
2032	Various					N/A	Path Resurfacing							\$100,000	\$100,000							
2032	Various					N/A	Sidewalk Replacements							\$100,000	\$100,000							
Year Total								\$829,859	\$0	\$0	\$0	\$0	\$0	\$200,000	\$1,029,900							
2033	Overlook Dr	Burma Rd / South Ct	South Ct	1373	18	8	PUR	\$176,065			\$380,861				\$557,000	0		1			1	
2033	Erling Ave	Bremer Rd	Terminal Dr	700	36	8	PUR	\$86,900			\$171,900				\$258,800	0		1			1	
2033	Norma Rd	Termini	Bremer Rd / Wisconsin Ave	898	36	8	PUR	\$126,600			\$277,900				\$404,500	0		1			1	
2033	Various					N/A	Path Resurfacing							\$100,000	\$100,000							
2033	Various					N/A	Sidewalk Replacements							\$100,000	\$100,000							
Year Total								\$389,565	\$0	\$0	\$830,661	\$0	\$0	\$200,000	\$1,420,300							
TOTAL FOR YEARS 1-11 (Excludes Exchange Street)								\$7,720,301	\$3,277,569	\$123,500	\$6,447,439	\$1,764,400	\$717,516	\$2,200,000	\$22,251,107							
TOTAL FOR YEARS 1-11 (Includes Exchange Street)								\$8,801,301	\$3,277,569	\$971,600	\$7,189,339	\$2,434,300	\$717,516	\$2,200,000	\$25,592,007							

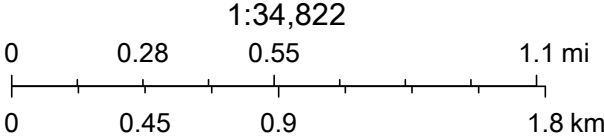
Long Range Infrastructure Improvement Plan



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Draft CIP

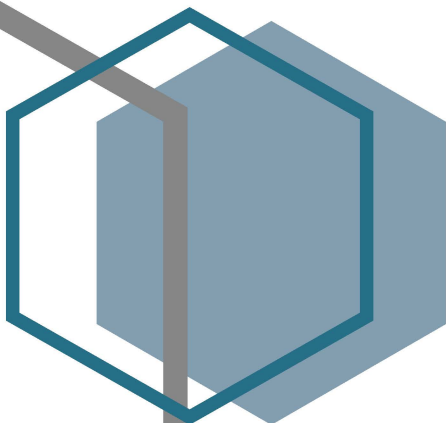
2025	2028	2031	Village
2023	2026	2029	Road Centerlines
2024	2027	2030	2033



**2023-2027
CAPITAL
IMPROVEMENT
PLAN (CIP)**

Appendix D

**Park System
Capital
Improvements
2023-2032**



McFarland Parks Capital Improvement Plan

Project/Amenity	Location	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	Notes
Small Projects, Furniture, Equipment	Varies	40,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	General application on the replacement of items and new small amenities.
Equipment	Varies	162,750	28,000									Annually the Parks Division considers various equipment needs to support operations.
Miscellaneous Projects	Varies	85,000	70,000	100,000								Consulting/Dog Park Trail (2023), Grading (2024), Lewis Floor (2024), and Larson (2025).
Playground, Park Amenities	Case by Case		100,000		100,000		105,000		110,000		115,000	Update/upgrade old playground equipment. Priorities to be determined.
Bathrooms	Case by Case	150,000		160,000		170,000		180,000		190,000		Establish new bathroom facilities within system. Priorities to be determined.
Property Acquisition	Case by Case		TBD		TBD		TBD					Review available opportunities, could happen sooner or later.
Mass Grading (Phase 1.1)	Community Park	TBD										Construction in 2022, some restoration and final followup may carry over into 2023.
Field Irrigation (Phase 1.2)	Community Park	275,000										In ground irrigation, follow up to Phase 1.1 to support healthy turf maintenance.
Siggelkow Road Bike Trail	Community Park	50,000	1,062,500									Plan 2022, County Grant/Design 2023, and Construct 2024. Utilize existing ROW.
Parking Lot, Shelter, Playground (Phase 2)	Community Park		175,000	2,325,000								Design 2024 and Construct 2025. Construction of shelter, parking lot, playground, etc.
Trails, Pump Track, Prairie Restoration (Phase 3)	Community Park			50,000	500,000							Design 2025 and Construct 2026. All remaining items but for new facility.
Indoor Athletic Complex (Phase 4)	Community Park							50,000	250,000	5,000,000		Plan (Operations) 2029, Design 2030, & Construct 2031. Year round complex.
Skate Park (Phase 2)	McFarland Park	250,000										Plan 2022, Design/Build 2023 Begin to develop local partnerships, may extend to 2024.
Bocce Electrical/Lighting	McFarland Park		25,000									Add power access and lighting to support bocce operations.
McFarland Park Facility Purchase	McFarland Park			250,000								Village paid for a portion when constructed, would need to payoff remaining debt.
Fitness Court, Trails, Baseball, Playground (Phase 3)	McFarland Park			75,000	425,000	425,000						Design 2025 and Construct 2026/2027. Fill in support elements, new amenities.
Aquatics (Phase 4)	McFarland Park	TBD	TBD		375,000	5,125,000						Plan 2023/2024, Design 2026 and Construct 2027.
Lake Access	Lewis Park, Other	75,000	15,000									Plan 2022 and Design/Build 2023. Review feasibility for additional opportunities.
Inclusive Park	Cedar Ridge Park, WIS	100,000	1,800,000									Plan 2022, Design 2023, and Construct 2024. Partnership with School District.
Restroom Renovation, Technology Upgrades	Brandt Park		110,000									Updates to the existing bathrooms, add access control, and cameras.
Parking Lot	Brandt Park			250,000								Design/Build 2025. Upper diamond, support park and trail.
Water Quality Boom System	McDaniel Park	250,000										Improved water quality, filtration, and beach development. Dane County Partnership.
Band Shelter, Event Space	Arnold Larson Park						75,000		750,000			Plan/Design 2028 and Construct 2029/2030. Follow through on 2020 planning.
Shelter/Bathroom Facility	Egner Park			150,000	1,500,000							Design 2025 and Construct 2026. Shared with water utility and pump house.
Lower Yahara River Trail (Phase 1)	Urso/Schuetz Park				50,000	250,000						Design/Grant Application 2025/2026 and Construct 2027. Southern entrance thru park.
Disc Golf Facility/Trailhead (Phase 2)	Urso/Schuetz Park				100,000	750,000						Design 2026 and Construct 2027. Second facility to support east park, trail.
Dredging Work (Phase 3)	Urso/Schuetz Park						50,000	350,000				Design 2028 and Construct 2029. Partner with channel, lagoon, and ponds.
		1,687,750	3,400,500	3,375,000	3,065,000	6,735,000	245,000	595,000	1,125,000	5,205,000	130,000	
Parks Fund		190,000	615,000	175,000	365,000	435,000	120,000	195,000	125,000	205,000	130,000	
General Capital Revenue		10,000										
Fundraising		100,000				3,500,000				5,000,000		
Grants			500,000									
Intergovernmental			1,300,000	75,000	1,150,000							
Private Funding												
Borrowing		1,387,750	985,500	3,125,000	1,550,000	2,800,000	125,000	400,000	1,000,000	0	0	