

Tuesday, September 27, 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/81371405470>

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

Webinar ID: 813 7140 5470

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 8, 2022 special meeting.
 - 2) Motion to approve the minutes of the September 13, 2022 meeting.
 - 3) Motion to approve checks in the amount of \$633,271.38.
 - 4) Motion to approve the event permit from The Aly Wolff Foundation, Inc, for the Aly's Honky Tonk Hustle Event to be held on October 7 & 8, 2022 at Brandt Park with the conditions provided in Public Work Director Hessling's letter dated September 22, 2022.
 - 5) Motion to approve Ordinance 2022-13: An Ordinance Creating Section 44-27 of the Municipal Code to Protect Village Tennis and Pickleball Courts.
 - 6) Motion to approve Ordinance 2022-14: An Ordinance Authorizing the Deputy Administrator/Clerk to Recodify the Municipal Code.
 - 7) Motion to approve a variance to Sec. 53-509 to allow the construction of a second driveway serving 3284 Mansion Circle.
 - 8) Motion to approve the change of agent to appoint Jessica Wendling to serve as the new liquor license agent for Walgreens Inc.

- 9) Motion to approve Resolution 2022-27: a resolution authorizing application for the Urban Forestry Grant and Urban Forestry Catastrophic Storm Grant Programs.
- 10) Motion to approve the purchase of the emergency response ATV within the Fire & Rescue Department for a cost not to exceed \$40,000.
- 11) Motion to appoint Diane Norman to the Ethics Board for a term ending April 30, 2024

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. Annual presentation from McFarland Food Pantry.
- b. Public Safety Committee (Trustee Wreh and Brandt)
Parks & Recreation Committee (Trustee Jerke and Nelson)
Sustainability & Natural Resources (Trustees Flaherty and Wreh)
 - 1) Discussion and action regarding Ordinance #2022-15: an ordinance amending various provisions of the McFarland Municipal Code regulating the generating of excessive noise within the Village.
- c. Personnel Committee (Trustees Nelson, Jerke, & Wreh)
 - 1) Discussion on outline of Personnel Policy Manual Review process.
 - 2) Discussion on amendment of Chapter 4, Transactions and Records Management, of the Personnel Policy Manual.
 - 3) Discussion on amendment of Chapter 22, Military Leave, of the Personnel Policy Manual.
 - 4) Discussion on amendment of Chapter 29, Unlawful Harassment, Discrimination and Retaliation, of the Personnel Policy Manual.
- d. Discussion and action on amending the Organization Chart for the Municipal Court Department to convert the Judicial Assistant to a full-time position and approving a success plan.
- e. Transmittal of the draft 2023 Budget from Village Staff to Village Board for review and consideration.

7. SCHEDULE NEXT MEETING DATE.

- a. October 6, 2022 at 6:00 p.m. (Budget Meeting #1) - Special Village Board Meeting
- b. October 11, 2022 at 7:00 p.m. - Village Board Meeting
- c. October 13, 2022 at 6:00 p.m. (Budget Meeting #3) - Special Village Board Meeting
- d. October 20, 2022 at 6:00 p.m. (Budget Meeting #4) - Special Village Board Meeting
- e. October 25, 2022 at 7:00 p.m. - Village Board Meeting
- f. October 27, 2022 at 6:00 p.m. (Budget Meeting #6) - Special Village Board 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, September 27, 2022

SECTION: Consent Agenda

The Consent Agenda is for routine, procedural, and self-explanatory non-controversial items. Items will be approved by one motion unless a Board member requests that the item be removed. Board members who have a question on an item on the consent agenda or would like to have additional discussion, should request an item be removed from the consent agenda and discussed separately. Items requested to be dealt with separately, will be dealt with in the same order in which they were originally listed on the Consent Agenda under Business.

VILLAGE OF MCFARLAND

Village Board Minutes

Monday, August 8, 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 Stephanie Brassington, Village President Carolyn Clow, Village Trustee Michael Flaherty, Village Trustee TJ Jerke, Village Trustee Edward Wreh(joined at 5:35 p.m.)

Village Board members not present: Village Trustee Carrie Nelson

Staff Present: Administrator Matt Schuenke, Community and Economic Development Director Andrew Bremer.

3. 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.

4. CLOSED SESSION.

- a. *Discussion and action on entering into Closed Session in accordance with Wis. Stats 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investment of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically regarding Resolution 2022-21, a resolution ratifying and approving a purchase agreement for property located at or around 4901 Terminal Drive (Parcel #154/0710-342-7356-9) within Tax Increment District #3.*

Motion by Village President Carolyn Clow, second by Village Trustee Michael Flaherty, to enter into Closed Session in accordance with Wis. Stats 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investment of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically regarding Resolution 2022-21, a resolution ratifying and approving a purchase agreement for property located at or around 4901 Terminal Drive (Parcel #154/0710-342-7356-9) within Tax Increment District #3 at 5:35 p.m.. Motion carries 5 - 0 - 0 on a roll call vote.

5. RECONVENE INTO OPEN SESSION.

Motion by Village President Carolyn Clow, second by Village Trustee TJ Jerke, to reconvene into Open Session. Motion carries 5 - 0 - 0 on a roll call vote.

6. ACTION ON ITEMS DISCUSSED IN CLOSED SESSION.

- a. Discussion and action regarding Resolution 2022-21: a resolution ratifying and approving a purchase agreement for property located at or around 4901 Terminal Drive (Parcel #154/0710-342-7356-9) within Tax Increment District #3.*

Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to approve Resolution 2022-21: a resolution ratifying and approving a purchase agreement for property located at or around 4901 Terminal Drive (Parcel #154/0710-342-7356-9) within Tax Increment District #3. Motion carries 5 - 0 - 0 by acclamation.

7. ADJOURNMENT.

Motion by Village Trustee Stephanie Brassington, second by Village Trustee TJ Jerke, to adjourn at 5:59 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
Deputy Administrator/Clerk

VILLAGE OF MCFARLAND

Village Board Minutes

Tuesday, September 13, 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 Michael Flaherty, Village Trustee TJ Jerke, Village Trustee Edward Wreh, Village Trustee Hilary Brandt

Village Board members not present: Village Trustee Carrie Nelson

Staff Present: Administrator Matt Schuenke, Deputy Administrator/Clerk Cassandra Suettinger, Police Chief Aaron Chapin, Community and Economic Development Director Andrew Bremer, Public Works Director Jim Hessling.

3. PUBLIC ANNOUNCEMENTS, COMMUNICATIONS, AND PROCLAMATIONS.

Deputy Administrator/Clerk Suettinger made announcements regarding the court rulings and changes to processes for the upcoming November 8, 2022 Fall General Election.

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 23, 2022 Village Board meeting.

2) Motion to approve checks in the amount of \$637,208.75.

3) Motion to approve Resolution 2022-23: A Resolution requesting exemption from County Library Tax.

4) Motion to approve writing off the Village's portion of 2018 uncollectible personal property in the amount of \$1,118.81.

5) Motion to approve Resolution 2022-24: A Resolution in Recognition of Curt Witynski and Gail Sumi.

6) Motion to approve the application for a Wisconsin DNR Urban Forestry grant.

7) Motion to approve deeming the 1997 Pierce Arrow 105' Aerial Ladder surplus Village property in accordance with Village Ordinance 2-932.

8) Motion to approve the replacement of patrol vehicles within the Police Department.
Motion by Village President Carolyn Clow, second by Village Trustee Stephanie

Brassington, to approve the consent agenda as presented. Motion carries 6 - 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. *Update on progress on the construction of the Public Safety Center*
Jordan Schulz provided an update on the construction of the Public Safety Center. He highlighted there will be an on-site tour of the Public Safety Center project on Thursday September 15th.
- b. *Discussion and action regarding proposed Change Order #05 for the Public Safety Center to address changes to electrical work, door updates, windows, utility connections, cabinetry, and general site work.*
Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to approve Change Order #05 for the Public Safety Center to address changes to electrical work, door updates, windows, utility connections, cabinetry, and general site work. Motion carries 6 - 0 - 0 by acclamation.
- c. *Public Safety Committee (Trustees Wreh & Brandt)*
 - 1) *Discussion and action on Ordinance 2022-11: An Ordinance amending the licensing process for direct sellers.*
Motion by Village Trustee Edward Wreh, second by Village Trustee Hilary Brandt, to approve Ordinance 2022-11: An Ordinance amending the licensing process for direct sellers. Motion carries 6 - 0 - 0 by acclamation.
- d. *Public Works & Utilities Committee (President Clow & Trustee Brandt)*
 - 1) *Discussion and action regarding revisions to charges for sanitary sewer service.*
Village Engineer Brian Berquist provided an overview of the financial projections and the recommendation to increase charges for sanitary sewer service.

Motion by Village President Carolyn Clow, second by Village Trustee Hilary Brandt, to approve revisions to charges for sanitary sewer service. Motion carries 6 - 0 - 0 by acclamation.

2) Discussion and action regarding issuance of a 2023 sidewalk replacement BID.

Motion by President Carolyn Clow, second by Trustee Hilary Brandt, to approve the 2023 sidewalk replacement project and authorize for bid. Motion carries 6 - 0 - 0 by acclamation.

e. Discussion and action regarding Resolution #2022-25: a resolution to declare official intent to reimburse expenditures from the Clean Water Fund Program (CWFP) Project through the Wisconsin Department of Natural Resources.

Motion by Village President Carolyn Clow, second by Village Trustee Michael Flaherty, to approve Resolution #2022-25: a resolution to declare official intent to reimburse expenditures from the Clean Water Fund Program (CWFP) Project through the Wisconsin Department of Natural Resources. Motion carries 6 - 0 - 0 by acclamation.

f. Discussion and action regarding Resolution #2022-26: a resolution to appoint a representative to file applications for financial assistance from the State of Wisconsin Environmental Improvement Fund.

Motion by Village President Carolyn Clow, second by Village Trustee Michael Flaherty, to approve Resolution #2022-26: a resolution to appoint a representative to file applications for financial assistance from the State of Wisconsin Environmental Improvement Fund. Motion carries 6 - 0 - 0 by acclamation.

7. SCHEDULE NEXT MEETING DATE.

- a. September 14, 2022 at 7:00 p.m. - Joint Village Board/Community Development Authority Meeting
- b. September 15, 2022 - 6:00 p.m. - Municipal Center Campus Design Workshop
- c. September 27, 2022 at 7:00 p.m. - Village Board Meeting
- d. October 6, 2022 at 6:00 p.m. (Budget Meeting #1) - Special Village Board Meeting
- e. October 11, 2022 at 7:00 p.m. - Village Board Meeting
- f. October 13, 2022 at 6:00 p.m. (Budget Meeting #3) - Special Village Board Meeting
- g. October 20, 2022 at 6:00 p.m. (Budget Meeting #4) - Special Village Board Meeting
- h. October 25, 2022 at 7:00 p.m. - Village Board Meeting
- i. October 27, 2022 at 6:00 p.m. (Budget Meeting #6) - Special Village Board Meeting

8. ADJOURNMENT.

Motion by Village Trustee Michael Flaherty, second by Village Trustee Edward Wreh, to adjourn at 8:15 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
Deputy Administrator/Clerk

Report Criteria:
Detail report type printed

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
4	MIDDLETON FORD	091922-F450	PURCHASE OF F-450	1	09/19/2022	39,537.03	.00	39,537.03	09/21/2022
Total 4:						39,537.03	.00	39,537.03	
10	ARAMARK	6140046033	MAT RENTAL	1	09/09/2022	52.33	.00	52.33	09/22/2022
Total 10:						52.33	.00	52.33	
30	ALLIANT ENERGY/WP&L	090922	MUNICIPAL CENTER	1	09/09/2022	3,383.07	.00	3,383.07	09/19/2022
		090922	PW FACILITY	2	09/09/2022	214.73	.00	214.73	09/19/2022
		090922	LIBRARY	3	09/09/2022	3,241.98	.00	3,241.98	09/19/2022
		090922	WELL #4	4	09/09/2022	1,738.82	.00	1,738.82	09/19/2022
		090922	SOCCER BUILDING	5	09/09/2022	14.70	.00	14.70	09/19/2022
		5689845646-	HIDDEN FARM FLOOD LI	1	09/16/2022	29.72	.00	29.72	09/22/2022
		6922801707-	PUBLIC SAFETY CENTER	1	09/20/2022	458.81	.00	458.81	09/22/2022
		9876134490	COMMUNITY PARK	1	09/14/2022	1,500.00	.00	1,500.00	09/22/2022
Total 30:						10,581.83	.00	10,581.83	
68	BADGER WELDING SUPP	3727381	WELD SUPPLIES	1	08/31/2022	12.40	.00	12.40	09/22/2022
Total 68:						12.40	.00	12.40	
161	CHASE LUMBER AND FU	0003/200249	COMMUNITY FESTIVAL G	1	09/15/2022	156.60	.00	156.60	09/22/2022
		0003/200250	COMMUNITY FESTIVAL G	1	09/19/2022	52.20	.00	52.20	09/22/2022
Total 161:						208.80	.00	208.80	
172	CITY OF MADISON TREA	39449	LERMS FEE	1	07/12/2022	8,928.23	.00	8,928.23	09/22/2022
		40097	SIGNS	1	08/29/2022	47.86	.00	47.86	09/22/2022
Total 172:						8,976.09	.00	8,976.09	
194	CONCENTRA	103633875	RANDOM DRUG / ALCOH	1	09/06/2022	52.00	.00	52.00	09/22/2022
Total 194:						52.00	.00	52.00	
225	DANE CO HIGHWAY	29485	COMMUNITY PARK PER	1	08/31/2022	55.00	.00	55.00	09/22/2022
Total 225:						55.00	.00	55.00	
247	DANE CO TREASURER	090922	SEPTEMBER DOG SETTL	1	09/09/2022	7,438.75	.00	7,438.75	09/09/2022
Total 247:						7,438.75	.00	7,438.75	
267	DEMCO INC	7184190	LIBRARY SUPPLIES	1	09/13/2022	105.25	.00	105.25	09/22/2022
Total 267:						105.25	.00	105.25	
408	GRAINGER INC	9442359130	OFFICE SUPPLIES	1	09/12/2022	12.84	.00	12.84	09/22/2022
		9443090734	OFFICE SUPPLY	1	09/13/2022	52.87	.00	52.87	09/22/2022
Total 408:						65.71	.00	65.71	

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
452	HYDRITE CHEMICAL	02612587	WATER / CHEMICALS	1	09/12/2022	867.51	.00	867.51	09/22/2022
		02614856	WATER CHEMICALS	1	09/20/2022	867.51	.00	867.51	09/22/2022
Total 452:						1,735.02	.00	1,735.02	
492	KAYSER AUTOMOTIVE G	719683	VEHICLE MAINT	1	09/16/2022	589.18	.00	589.18	09/22/2022
Total 492:						589.18	.00	589.18	
600	MAURER, JOSEPH	JM090222	TRAINING MEALS	1	09/02/2022	73.36	.00	73.36	09/22/2022
Total 600:						73.36	.00	73.36	
640	MGE	6300112994-	STREET LIGHTS	1	09/06/2022	659.30	.00	659.30	09/22/2022
Total 640:						659.30	.00	659.30	
756	POMP'S TIRE SERVICE I	80272832	M5 MAINTENANCE	1	09/21/2022	110.32	.00	110.32	09/22/2022
Total 756:						110.32	.00	110.32	
764	PREMIER PAINT & WALLP	70680	MUNICIPAL CENTER PAI	1	09/08/2022	22.32	.00	22.32	09/22/2022
Total 764:						22.32	.00	22.32	
765	LEGAL SHIELD	091522	LEGAL SHIELD	1	09/15/2022	219.30	.00	219.30	09/22/2022
Total 765:						219.30	.00	219.30	
836	SCHILLING SUPPLY COM	888074-00	BATHROOM SUPPLIES	1	09/16/2022	128.24	.00	128.24	09/22/2022
Total 836:						128.24	.00	128.24	
837	SCHMIDT'S AUTO INC	623485	TOW SQUAD	1	09/10/2022	115.00	.00	115.00	09/22/2022
Total 837:						115.00	.00	115.00	
957	TOM'S AUTO CENTER IN	0055683	TRUCK REPAIR TRUCK 2	1	09/09/2022	447.13	.00	447.13	09/22/2022
Total 957:						447.13	.00	447.13	
958	TOWN & COUNTRY ENGI	24383	VERIDIAN/UTTERBACK R	1	09/15/2022	120.00	.00	120.00	09/22/2022
		24384	5411 BASHFORD ESCRO	1	09/15/2022	260.00	.00	260.00	09/22/2022
		24385	2022 STREET & UTILITY I	1	09/15/2022	37,858.94	.00	37,858.94	09/22/2022
		24386	EXCHANGE ST FINAL EN	1	09/15/2022	4,448.70	.00	4,448.70	09/22/2022
		24387	2022 PARK REVIEW - MC	1	09/15/2022	532.50	.00	532.50	09/22/2022
		24388	MC 197 PAULSON RD ST	1	09/15/2022	1,872.50	.00	1,872.50	09/22/2022
		24389	MC 198 LIFT STATION #2	1	09/15/2022	3,165.00	.00	3,165.00	09/22/2022
		24390	2022 STORMWATER SUP	1	09/15/2022	500.00	.00	500.00	09/22/2022
		24391	PUBLIC IMPROVEMENT	1	09/15/2022	116.25	.00	116.25	09/22/2022
Total 958:						48,873.89	.00	48,873.89	
1093	WI STATE LABORATORY	721854	WATER TESTS	1	08/31/2022	406.00	.00	406.00	09/22/2022
Total 1093:						406.00	.00	406.00	

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
1103	WINGRA STONE CO	24489	MATERIALS FOR WATER	1	07/09/2022	255.26	.00	255.26	09/22/2022
Total 1103:						255.26	.00	255.26	
1245	PROFESSIONAL PEST C	585920	PW PEST CONTROL	1	09/09/2022	40.00	.00	40.00	09/22/2022
		585921	MC PEST CONTROL	1	09/09/2022	47.00	.00	47.00	09/22/2022
Total 1245:						87.00	.00	87.00	
1256	BOUND TREE MEDICAL,	84673462	EMS - SUPPLIES	1	09/06/2022	26.98	.00	26.98	09/22/2022
		84685060	EMS - SUPPLIES	1	09/14/2022	105.00	.00	105.00	09/22/2022
Total 1256:						131.98	.00	131.98	
1264	BARNES INC	165262	BIN MAINTENANCE	1	08/31/2022	27,316.67	.00	27,316.67	09/22/2022
Total 1264:						27,316.67	.00	27,316.67	
1709	VON BRIESEN & ROPER	404198	PERSONNEL ISSUES	1	09/14/2022	5,229.00	.00	5,229.00	09/22/2022
Total 1709:						5,229.00	.00	5,229.00	
1989	CORPORATE BUSINESS	32372128	COPIER LEASE	1	09/05/2022	190.00	.00	190.00	09/19/2022
Total 1989:						190.00	.00	190.00	
2058	MICROMARKETING LLC	898626	AUDIO BOOKS	1	09/06/2022	126.98	.00	126.98	09/22/2022
		899155	AUDIOBOOKS	1	09/08/2022	46.99	.00	46.99	09/22/2022
Total 2058:						173.97	.00	173.97	
2082	NASSCO INC	6208639	CLEANING SUPPLIES	1	09/21/2022	106.98	.00	106.98	09/22/2022
Total 2082:						106.98	.00	106.98	
2165	JL RICHARDS CATERING	090922	BALANCE DUE - SENIOR	1	09/09/2022	967.62	.00	967.62	09/22/2022
Total 2165:						967.62	.00	967.62	
2185	MSA PROFESSIONAL SE	R09361023.0	COMMUNITY PARK SURV	1	09/08/2022	709.00	.00	709.00	09/22/2022
Total 2185:						709.00	.00	709.00	
2216	ANDRES MEDICAL	256131	AUGUST COLLECTIONS	1	09/14/2022	1,372.03	.00	1,372.03	09/22/2022
Total 2216:						1,372.03	.00	1,372.03	
2237	MADISON COLLEGE	0000000651	EXCEL CLASS	1	08/25/2022	179.00	.00	179.00	09/22/2022
Total 2237:						179.00	.00	179.00	
2270	UNITY POINT HEALTH	090522	BLOODWORK	1	09/05/2022	125.34	.00	125.34	09/22/2022
Total 2270:						125.34	.00	125.34	
9140	TRITECH FORENSICS IN	717958	EVIDENCE/INVESTIGATI	1	09/12/2022	119.92	.00	119.92	09/22/2022
		719366	EVIDENCE/INVESTIGATI	1	09/15/2022	149.79	.00	149.79	09/22/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 9140:						269.71	.00	269.71	
16238	PUBLIC HEALTH MADISO	091522	2021 DELINQUENT SEPTI	1	09/15/2022	47.70	.00	47.70	09/22/2022
Total 16238:						47.70	.00	47.70	
16241	WI DEPT OF JUSTICE	L1373T-0831	HIRING BACKGROUND C	1	08/31/2022	37.00	.00	37.00	09/22/2022
		L1373T-0831	BACKGROUND CHECKS	2	08/31/2022	112.00	.00	112.00	09/22/2022
Total 16241:						149.00	.00	149.00	
16247	CITY TREASURER	07100600-09	STORMWATER CHARGE	1	09/08/2022	26.52	.00	26.52	09/19/2022
Total 16247:						26.52	.00	26.52	
16257	CORPORATE BUSINESS	326651	COPIER LEASE	1	09/15/2022	91.65	.00	91.65	09/22/2022
		326951	PW COLOR COPY OVER	1	09/21/2022	67.23	.00	67.23	09/22/2022
		326951	PW COLOR COPY OVER	2	09/21/2022	67.22	.00	67.22	09/22/2022
		326951	PW COLOR COPY OVER	3	09/21/2022	67.22	.00	67.22	09/22/2022
Total 16257:						293.32	.00	293.32	
16268	SCHROECKENTHALER,	MS083022	TRAINING MEAL	1	08/30/2022	15.00	.00	15.00	09/22/2022
Total 16268:						15.00	.00	15.00	
16296	DANE CO DEPT OF HUM	AUG2022	MEALSITE DONATION - C	1	08/31/2022	586.00	.00	586.00	09/22/2022
		AUG2022	MEALSITE DONATION - M	2	08/31/2022	1,922.00	.00	1,922.00	09/22/2022
Total 16296:						2,508.00	.00	2,508.00	
16346	WOLF PAVING & EXCAVA	090622-PAY	MC189 2022 STREET AN	1	09/06/2022	344,763.60	.00	344,763.60	09/22/2022
Total 16346:						344,763.60	.00	344,763.60	
16386	BEAR GRAPHICS	0902291	ELECTION SUPPLIES	1	08/31/2022	403.66	.00	403.66	09/22/2022
		0902292	ELECTION SUPPLIES	1	08/31/2022	403.66	.00	403.66	09/22/2022
Total 16386:						807.32	.00	807.32	
16399	UNIVERSITY TOWING SE	22-10635	TOWING OF BUILDING IN	1	09/06/2022	85.20	.00	85.20	09/22/2022
Total 16399:						85.20	.00	85.20	
16631	HARIED, JENNIFER	JH091622	HOTEL/MEALS/MILEAGE	1	09/16/2022	78.52	.00	78.52	09/22/2022
Total 16631:						78.52	.00	78.52	
16667	O'MALLEY, TANYA	TO091622	TRAINING/MEALS	1	09/16/2022	209.59	.00	209.59	09/22/2022
Total 16667:						209.59	.00	209.59	
16782	MADISON EMERGENCY	IN1261	MEDICAL DIRECTION SE	1	09/12/2022	700.00	.00	700.00	09/22/2022
Total 16782:						700.00	.00	700.00	

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
16787	TOWNS, JACOB	JT090222	TRAINING MEALS REIMB	1	09/02/2022	166.76	.00	166.76	09/22/2022
Total 16787:						166.76	.00	166.76	
16829	REUTER, WHITISH & EVA	70570	GENERAL LEGAL	1	09/06/2022	4,727.00	.00	4,727.00	09/22/2022
		70570	GENERAL LEGAL	2	09/06/2022	208.00	.00	208.00	09/22/2022
		70570	GENERAL LEGAL	3	09/06/2022	192.00	.00	192.00	09/22/2022
		70571	PROSECUTIONS	1	09/06/2022	1,615.07	.00	1,615.07	09/22/2022
		70573	TID4 LEGAL	1	09/06/2022	25.50	.00	25.50	09/22/2022
		70574	ATWATER TIF5 ESCROW	1	09/06/2022	2,958.00	.00	2,958.00	09/22/2022
		70580	PROSECUTIONS	1	09/06/2022	230.99	.00	230.99	09/22/2022
		70581	PROSECUTIONS	1	09/06/2022	368.60	.00	368.60	09/22/2022
Total 16829:						10,325.16	.00	10,325.16	
16841	WRIGHT WORLD SPORT	2329	UNIFORMS	1	09/19/2022	2,594.00	.00	2,594.00	09/22/2022
Total 16841:						2,594.00	.00	2,594.00	
17084	AMAZON CAPITAL SERVI	1417-GPMG-	PROGRAM SUPPLIES	1	09/09/2022	119.57	.00	119.57	09/22/2022
		1G94-HG77-	OFFICE SUPPLIES	1	09/12/2022	138.04	.00	138.04	09/22/2022
		1J3Y-CVVL-	BOOK	1	09/10/2022	25.00	.00	25.00	09/22/2022
		1LL3-KQTT-J	DVDS & CDS	1	09/15/2022	19.99	.00	19.99	09/22/2022
		1MK9-4DL6-	BOOK	1	09/11/2022	16.40	.00	16.40	09/22/2022
		1MK9-4DL6-	PROGRAM SUPPLIES	2	09/11/2022	21.80	.00	21.80	09/22/2022
		1MK9-4DL6-	OFFICE SUPPLIES	3	09/11/2022	76.68	.00	76.68	09/22/2022
		1RRF-QD9X-	PARKS SUPPLIES	1	09/17/2022	161.67	.00	161.67	09/22/2022
Total 17084:						579.15	.00	579.15	
17141	BADGERLAND DISPOSAL	0002838328	PORTABLE RESTROOM	1	08/25/2022	780.00	.00	780.00	09/22/2022
Total 17141:						780.00	.00	780.00	
17187	B&H PHOTO	205628043	ADMIN COMPUTER SUP	1	09/07/2022	14.99	.00	14.99	09/22/2022
		205769175	PRINTER	1	09/12/2022	208.08	.00	208.08	09/22/2022
Total 17187:						223.07	.00	223.07	
17196	ASSOCIATED TRUST CO	23396	ANNUAL FEE - 2019 TAXA	1	09/12/2022	475.00	.00	475.00	09/22/2022
Total 17196:						475.00	.00	475.00	
17232	APG OF SOUTHERN WIS	24777-0822	RECRUITMENT ADVERTI	1	08/31/2022	1,110.00	.00	1,110.00	09/22/2022
		24777-0822	RECRUITMENT ADVERTI	2	08/31/2022	4.00	.00	4.00	09/22/2022
		24777-0822	RECRUITMENT ADVERTI	3	08/31/2022	4.00	.00	4.00	09/22/2022
		24777-0822	RECRUITMENT ADVERTI	4	08/31/2022	4.20	.00	4.20	09/22/2022
		24777-0822	RECRUITMENT ADVERTI	5	08/31/2022	4.20	.00	4.20	09/22/2022
		24777-0822	RECRUITMENT ADVERTI	6	08/31/2022	69.20	.00	69.20	09/22/2022
		24777-0822	RECRUITMENT ADVERTI	7	08/31/2022	69.20	.00	69.20	09/22/2022
		24777-0822	RECRUITMENT ADVERTI	8	08/31/2022	69.20	.00	69.20	09/22/2022
		28886-0822	VILLAGE BOARD MINUTE	1	08/31/2022	121.64	.00	121.64	09/22/2022
		28886-0822	PUBLIC TEST NOTICE	2	08/31/2022	25.38	.00	25.38	09/22/2022
Total 17232:						1,481.02	.00	1,481.02	
17320	PARKITECTURE & PLANN	20.010-4	PICKLEBALL CONSTRU	1	09/02/2022	1,179.00	.00	1,179.00	09/22/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		22.025-3	SKATE PARK PLANNING	1	09/02/2022	1,013.60	.00	1,013.60	09/22/2022
		22.026-3	LEWIS PARK LAKE ACCE	1	09/02/2022	2,176.00	.00	2,176.00	09/22/2022
Total 17320:						4,368.60	.00	4,368.60	
17362	ELEVITY	IN13789641	COURT	1	06/20/2022	82.21	.00	82.21	09/19/2022
		IN13789641	SERVER & BACKUP	2	06/20/2022	593.72	.00	593.72	09/19/2022
		IN13789641	SERVER & BACKUP	3	06/20/2022	593.36	.00	593.36	09/19/2022
		IN13789641	SERVER & BACKUP	4	06/20/2022	1,602.72	.00	1,602.72	09/19/2022
		IN13789641	FAMILY FESTIVAL	5	06/20/2022	27.40	.00	27.40	09/19/2022
		IN13789641	EM MGMT	6	06/20/2022	27.40	.00	27.40	09/19/2022
		IN13789641	STORMWATER	7	06/20/2022	44.68	.00	44.68	09/19/2022
		IN13789641	SERVER & BACKUP	8	06/20/2022	593.72	.00	593.72	09/19/2022
		IN13789641	SEWER	9	06/20/2022	44.79	.00	44.79	09/19/2022
		IN13789641	PUBLIC WORKS	10	06/20/2022	112.10	.00	112.10	09/19/2022
		IN13789641	COMM DEV	11	06/20/2022	82.21	.00	82.21	09/19/2022
		IN13789641	OUTREACH	12	06/20/2022	109.71	.00	109.71	09/19/2022
		IN13789641	FIRE/EMS	13	06/20/2022	360.38	.00	360.38	09/19/2022
		IN13789641	POLICE	14	06/20/2022	845.47	.00	845.47	09/19/2022
		IN13789641	GEN ADMIN	15	06/20/2022	328.86	.00	328.86	09/19/2022
		IN13789641	WATER	16	06/20/2022	44.79	.00	44.79	09/19/2022
		IN13789641	SERVER & BACKUP	17	06/20/2022	178.08	.00	178.08	09/19/2022
		IN13892142	SERVICE WARRANTY	1	09/14/2022	882.20	.00	882.20	09/22/2022
Total 17362:						6,553.80	.00	6,553.80	
17394	MID-WISCONSIN SECURI	85089	SECURITY AGREEMENT	1	09/01/2022	200.00	.00	200.00	09/22/2022
Total 17394:						200.00	.00	200.00	
17428	IGL, LEE	LI092022	MEAL FOR WATER MAIN	1	09/20/2022	6.86	.00	6.86	09/22/2022
		LI092022	WATER - FOR WATER SU	2	09/20/2022	3.98	.00	3.98	09/22/2022
Total 17428:						10.84	.00	10.84	
17457	TODAY'S BUSINESS SOL	13842	WIRELESS PRINTING MA	1	09/14/2022	803.00	.00	803.00	09/22/2022
Total 17457:						803.00	.00	803.00	
17528	HGA	232190	PUBLIC SAFETY CENTER	1	09/02/2022	833.75	.00	833.75	09/22/2022
Total 17528:						833.75	.00	833.75	
17556	VOIANCE LANGUAGE SE	2022045224	INTERPRETATION SERVI	1	08/31/2022	24.15	.00	24.15	09/22/2022
Total 17556:						24.15	.00	24.15	
17569	MCFARLAND ACE HARD	006335/1	PW SHOP SUPPLIES	1	09/09/2022	2.96	.00	2.96	09/22/2022
		006335/1	PW SHOP SUPPLIES	2	09/09/2022	.81	.00	.81	09/22/2022
		006335/1	PW SHOP SUPPLIES	3	09/09/2022	.81	.00	.81	09/22/2022
		006335/1	PW SHOP SUPPLIES	4	09/09/2022	.81	.00	.81	09/22/2022
		006357/1	PROGRAM SUPPLIES	1	09/11/2022	49.46	.00	49.46	09/22/2022
		006369/1	PARKS SUPPLIES	1	09/12/2022	13.99	.00	13.99	09/22/2022
		006375/1	FILTER CAP	1	09/12/2022	15.18	.00	15.18	09/22/2022
		006379/1	PW SHOP SUPPLIES	1	09/13/2022	10.66	.00	10.66	09/22/2022
		006379/1	PW SHOP SUPPLIES	2	09/13/2022	2.90	.00	2.90	09/22/2022
		006379/1	PW SHOP SUPPLIES	3	09/13/2022	2.91	.00	2.91	09/22/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		006379/1	PW SHOP SUPPLIES	4	09/13/2022	2.91	.00	2.91	09/22/2022
		006381/1	PW SHOP SUPPLIES	1	09/13/2022	16.93	.00	16.93	09/22/2022
		006381/1	PW SHOP SUPPLIES	2	09/13/2022	4.61	.00	4.61	09/22/2022
		006381/1	PW SHOP SUPPLIES	3	09/13/2022	4.62	.00	4.62	09/22/2022
		006381/1	PW SHOP SUPPLIES	4	09/13/2022	4.62	.00	4.62	09/22/2022
		006390/1	ANT KILLER	1	09/13/2022	8.99	.00	8.99	09/22/2022
		006398/1	PW SHOP SUPPLIES	1	09/14/2022	10.07	.00	10.07	09/22/2022
		006398/1	PW SHOP SUPPLIES	2	09/14/2022	2.75	.00	2.75	09/22/2022
		006398/1	PW SHOP SUPPLIES	3	09/14/2022	2.75	.00	2.75	09/22/2022
		006398/1	PW SHOP SUPPLIES	4	09/14/2022	2.75	.00	2.75	09/22/2022
		006399/1	PW SHOP SUPPLIES	1	09/14/2022	2.47-	.00	2.47-	09/22/2022
		006399/1	PW SHOP SUPPLIES	2	09/14/2022	.68-	.00	.68-	09/22/2022
		006399/1	PW SHOP SUPPLIES	3	09/14/2022	.68-	.00	.68-	09/22/2022
		006399/1	PW SHOP SUPPLIES	4	09/14/2022	.67-	.00	.67-	09/22/2022
		006400/1	PW SHOP SUPPLIES	1	09/14/2022	11.37	.00	11.37	09/22/2022
		006400/1	PW SHOP SUPPLIES	2	09/14/2022	3.10	.00	3.10	09/22/2022
		006400/1	PW SHOP SUPPLIES	3	09/14/2022	3.10	.00	3.10	09/22/2022
		006400/1	PW SHOP SUPPLIES	4	09/14/2022	3.10	.00	3.10	09/22/2022
		006404/1	BOLTS NUTS FASTENER	1	09/14/2022	7.46	.00	7.46	09/22/2022
		006405/1	MURATIC ACID	1	09/14/2022	40.47	.00	40.47	09/22/2022
		006424/1	CABLE TIES	1	09/16/2022	4.49	.00	4.49	09/22/2022
		006426/1	PARK SUPPLIES BRANDT	1	09/16/2022	8.99	.00	8.99	09/22/2022
		006436/1	PW SHOP SUPPLIES	1	09/16/2022	76.36	.00	76.36	09/22/2022
		006464/1	ELECTRICAL PANEL TEM	1	09/19/2022	10.38	.00	10.38	09/22/2022
		006464/1	ELECTRICAL PANEL TEM	2	09/19/2022	2.83	.00	2.83	09/22/2022
		006464/1	ELECTRICAL PANEL TEM	3	09/19/2022	2.83	.00	2.83	09/22/2022
		006464/1	ELECTRICAL PANEL TEM	4	09/19/2022	2.83	.00	2.83	09/22/2022
		006483/1	CURB STOP REPAIR	1	09/20/2022	17.08	.00	17.08	09/22/2022
		006488/1	CURB STOP REPAIR	1	09/21/2022	3.59	.00	3.59	09/22/2022
		006489/1	STAPLES FOR NO PARKI	1	09/21/2022	8.98	.00	8.98	09/22/2022
		006490/1	PW SHOP SUPPLIES	1	09/21/2022	.65	.00	.65	09/22/2022
		006492/1	WATER SUPPLIES	1	09/21/2022	8.09	.00	8.09	09/22/2022
		006494/1	WATER SUPPLIES	1	09/21/2022	8.99	.00	8.99	09/22/2022
		006500/1	PW SHOP SUPPLIES	1	09/21/2022	6.29	.00	6.29	09/22/2022
		006518/1	PW SHOP SUPPLIES	1	09/22/2022	14.36	.00	14.36	09/22/2022
		006518/1	PW SHOP SUPPLIES	2	09/22/2022	3.91	.00	3.91	09/22/2022
		006518/1	PW SHOP SUPPLIES	3	09/22/2022	3.91	.00	3.91	09/22/2022
		006518/1	PW SHOP SUPPLIES	4	09/22/2022	3.91	.00	3.91	09/22/2022
Total 17569:						414.06	.00	414.06	
17654	RODRIGUES LAWN SERV	090922	LAWN MOWING - 5705 LE	1	09/09/2022	200.00	.00	200.00	09/22/2022
Total 17654:						200.00	.00	200.00	
17685	INGRAM LIBRARY SERVI	62846574	BOOKS	1	09/07/2022	312.07	.00	312.07	09/22/2022
		62847980	BOOKS	1	09/12/2022	228.51	.00	228.51	09/22/2022
		67512793	BOOKS	1	09/05/2022	150.76	.00	150.76	09/22/2022
		67514307	BOOKS	1	09/08/2022	57.61	.00	57.61	09/22/2022
Total 17685:						748.95	.00	748.95	
17712	HUFFMAN FACILITY DEV	2022 08 VO	PUBLIC SAFETY CENTER	1	09/07/2022	12,825.00	.00	12,825.00	09/22/2022
Total 17712:						12,825.00	.00	12,825.00	
17748	MARKS & STRIPES	1996	STREET LINE PAINTING	1	09/06/2022	710.00	.00	710.00	09/22/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 17748:						710.00	.00	710.00	
17901	HYDROCORP	0068739-IN	METER REPLACEMENT P	1	09/09/2022	65,376.60	.00	65,376.60	09/22/2022
Total 17901:						65,376.60	.00	65,376.60	
17909	SHORT ELLIOTT HENDRI	433005	MUNICIPAL CENTER MAS	1	09/15/2022	9,660.00	.00	9,660.00	09/22/2022
Total 17909:						9,660.00	.00	9,660.00	
17942	PROCLIP USA, LLC	SQ-3094	CENTER MOUNT	1	07/18/2022	521.96	.00	521.96	09/22/2022
Total 17942:						521.96	.00	521.96	
17953	RES GREAT LAKES, LLC	IN30385	CONSERVANCY MANAG	1	09/09/2022	5,377.50	.00	5,377.50	09/22/2022
Total 17953:						5,377.50	.00	5,377.50	
17955	LL WASH LLC	14	CAR WASH ACCOUNT DE	1	09/16/2022	200.00	.00	200.00	09/22/2022
Total 17955:						200.00	.00	200.00	
17982	SVENSSON, FRED	091322	INTERPRETER SERVICE	1	09/13/2022	50.00	.00	50.00	09/22/2022
Total 17982:						50.00	.00	50.00	
17983	SMITH, RYAN & AMBER	092022	REFUND OVERPAYMENT	1	09/20/2022	82.90	.00	82.90	09/22/2022
Total 17983:						82.90	.00	82.90	
17984	THOMLEY, JOAN	092022	REFUND OVERPAYMENT	1	09/20/2022	35.58	.00	35.58	09/22/2022
Total 17984:						35.58	.00	35.58	
17985	DUPY'S SERVICE CENTE	32606	VEHICLE MAINTENANCE	1	09/20/2022	312.55	.00	312.55	09/22/2022
Total 17985:						312.55	.00	312.55	
Grand Totals:						633,194.98	.00	633,194.98	

Report Criteria:

Detail report type printed

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Amount
09/10/2022	CDPT	09/16/2022		FIRE FIGHTERS LOCAL 31	8	76.40

PAYROLL RELATED

\$76.40

Rec # 16782

	Event Permit Pursuant to Village Ordinance Chapter 11 For parades, run/walks, car shows, community events, and special events in which 200 or more attendees are anticipated at one time or that is likely to have a significant impact on neighborhood parking or the free-flow of traffic (only pertains to events that are open to the public). ☒ - Application Fee - \$100 (due with application)
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Public Property vs. Private Property	Notes/Instructions
1. Will any portion of this event take place on public property? ☒ - Yes ☐ - No	If yes, please complete entire application. If no, please complete question 1a.
1a. If no, will the event involve the sale of alcohol? ☐ - Yes ☒ - No	If yes, please complete the entire application. If no, please contact Village Administration to determine if you need to complete the application

Applicant Information	
Name(First, M.I., Last) of Primary Contact: Russell L. Wolff	Phone: [REDACTED]
Address: [REDACTED]	
Email Address: [REDACTED]	

Agency/Organization Information - (If applicable)	
Name: The ALY Wolff Foundation, Inc.	Phone: [REDACTED]
Address: [REDACTED]	
Email Address: [REDACTED]	

Event Information	
Name of Event: ALY's Honky Tonk Hustle	Type of Event: 5K/10K Run/Walk
Location of Event: Brandt Park	
Event Date(s): 10/7/2022 + 10/8/2022	Event Time(s): 4:00^{PM} - 7:00 PM - 10/7/2022 7:00 a.m. - 5:00 p.m. - 10/8/2022
Total number of anticipated attendees: 250	Total Number of attendees anticipated being at the event at one time: 250.
Set up Start Time: 7:00 a.m.	Tear Down End Time: 5:00 p.m.

Event Questionnaire	Notes/Instructions
1. Is this event proposed to take place on a Village street? ☒ - Yes ☐ - No	If yes, please attach map of route including all intersections and road closures.
2. Will the event involve closure of a Village Street(s)? ☐ - Yes ☒ - No	
3. Does this event include a parade which will take place on any portion of a Village street? ☐ - Yes ☒ - No	If yes, please attach map of route. *only allowed for community organizations
4. Is this event predicted to have 200 attendees at one time? ☒ - Yes ☐ - No	This only pertains to events open to the public, not private parties.
5. Will there be outdoor amplified sound? ☒ - Yes ☐ - No	
6. Will the event generate amplified sound after 10 p.m.? ☐ - Yes, a variance is requested as part of this application ☒ - No	All events generating noise after 10 p.m. require a variance from the Village Board.
7. Will alcohol be consumed? ☐ - Yes ☒ - No	
7a. If yes, will minors be present where alcohol is served? ☐ - Yes, a variance is requested as part of this application ☐ - No	All events that allow for the presence of minors where alcohol is served require a variance from the Village Board.
7b. Will alcohol be sold? ☐ - Yes ☒ - No	If yes, a temporary alcohol license is required. Please contact the Clerk at 608-838-3153. Form may also be accessed at: Mcfarland.wi.us/licensespermits
8. Will a Village Park be used? ☒ - Yes ☐ - No Please identify the park: <u>Brandt Park</u>	Reservations should be made at: Mcfarland.wi.us/parks_reserve
9. Will the event involve tents, or any other activities that will require digging or turf disturbance? ☐ - Yes ☒ - No	*You are required to contact digger's hotline no less than 5 days prior to the event to provide a locate.
10. Has this event been previously approved in prior years by the Village? ☒ - Yes ☐ - No	If yes, when: <u>May/2019</u> (month/year)
10a. If yes, have any of the event details changed from the prior years? ☐ - Yes ☒ - No	If yes, describe changes(attach additional sheets if necessary):
11. Will the event include any mobile food carts? ☒ - Yes ☐ - No	If yes, a Mobile Food Establishment Permit is required for each cart. Please contact the Clerk at 608-838-3153. Form may also be accessed at: Mcfarland.wi.us/licensespermits
12. Will the event include any vendors? ☐ - Yes ☒ - No	If yes, a Direct Seller Permit may be required for each vendor. Municipal Staff will contact you to obtain more information.

Required Attachments

- ☒ - Detailed event schedule
- ☐ - Site Plan Requirement – a site plan must be attached that identifies the event layout for the event including stages, tents, equipment, fencing, alcohol sale and carding areas, etc.
- ☒ - (if applicable) If the event will take place on a Village street, include a map of all routes or activities.
- ☒ - Insurance - The applicant shall furnish a certificate to the Village demonstrating that applicant has in force and will maintain during the time the Event Permit is in effect public liability insurance of not less than \$1,000,000 per one person, \$2,000,000 per occurrence for personal injury and \$1,000,000 for property damage naming the Village as an additional insured.

Event Details and Security Plan

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

Almost anytime will work. Please reach out to Russell [redacted]

Event Coordinators

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

Identify Event coordinators (identify 1 for every 50 expected attendees) – attach additional sheets if necessary.

Name	Location at Event (Ex: Race Start, supply tent)	Time On-site (ex: 10 a.m. to 2 p.m.)	Cell Phone
Russell Wolff	Race Start	7:00 a.m. to 5:00 p.m.	[redacted]
Sheila Wolff	Race Start	7:00 a.m. to 5:00 p.m.	[redacted]
Jessica Donohue	Race Start	7:00 a.m. to 5:00 p.m.	[redacted]
Jossia Peterson	Race Start	7:00 a.m. to 5:00 p.m.	[redacted]
Michelle Hellab	Race Start	7:00 a.m. to 5:00 p.m.	[redacted]

Indemnification Agreement

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

Applicant Signature:

[Signature]

Date: 9/7/22

Certification Section

PLEASE READ CAREFULLY BEFORE SIGNING

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

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

Applicant Signature: _____

Date: _____

FOR VILLAGE USE ONLY

☐ - Approved	☐ - Denied	Police Chief: _____	Date: _____
Application Received: _____		45-day application requirement met?: ☐ - Yes ☐ - No	
Public Safety Committee Date: _____		☐ - Approved	☐ - Denied ☐ - Not applicable
Village Board Meeting Date: _____		☐ - Approved	☐ - Denied

Detailed Security Plan Requirements – Appendix A

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

Detailed Emergency Management Expectations and Requirements – Appendix B

- Actions to be taken in the event of a fire, hazardous condition, or similar emergency requiring building or tent evacuation.
 - Have an individual call 911, not all facilities that have a fire alarm notify the 911 center. The 911 operator will have several questions but know the Fire & Rescue Department will be notified while questions are being obtained.
 - If amplified music is playing, have the music stop and if possible calmly announce the need to evacuate to the nearest exit.
 - Individuals will need to be designated in assisting in evacuating individuals to the nearest exit. Keep in mind most individuals will attempt to exit the same way they accessed the area. The exit will most likely not be able to handle the number of individuals exiting and have people near the exits to allow them to exit quickly while ushering individuals to the exit.
 - Designate an area of event-goers to an assembly area that is away from the building, fire department vehicle access. We want to allow access for fire trucks and firefighters to address the situation.
 - In the event, an individual is unwilling to exit do not put individuals at risk in attempting to remove the individual. Notify the initial arriving first responders.
- Actions to be taken in the event of a medical emergency.
 - Call 911 to report the incident. The 911 operator will have several questions but know the Fire & Rescue Department will be notified while questions are being obtained.
 - Identify individuals that can assist in getting responders from the entrance of the area to the individual that is in need of medical care. Note more than one vehicle will often respond and maybe several depending on the situation. Having adequate staff to remain in locations to direct additional vehicles responding is preferred.

GET YOUR GEAR

Packet Pickup: Friday, October 7th from 5:30-8:00 P.M. at Brandt Park Pavilion OR race day between 8:00-9:15 A.M. Others are allowed to pick up packets for fellow friends, family, co-workers, ect.

RACE DAY - OCTOBER 8 @ Brandt Park

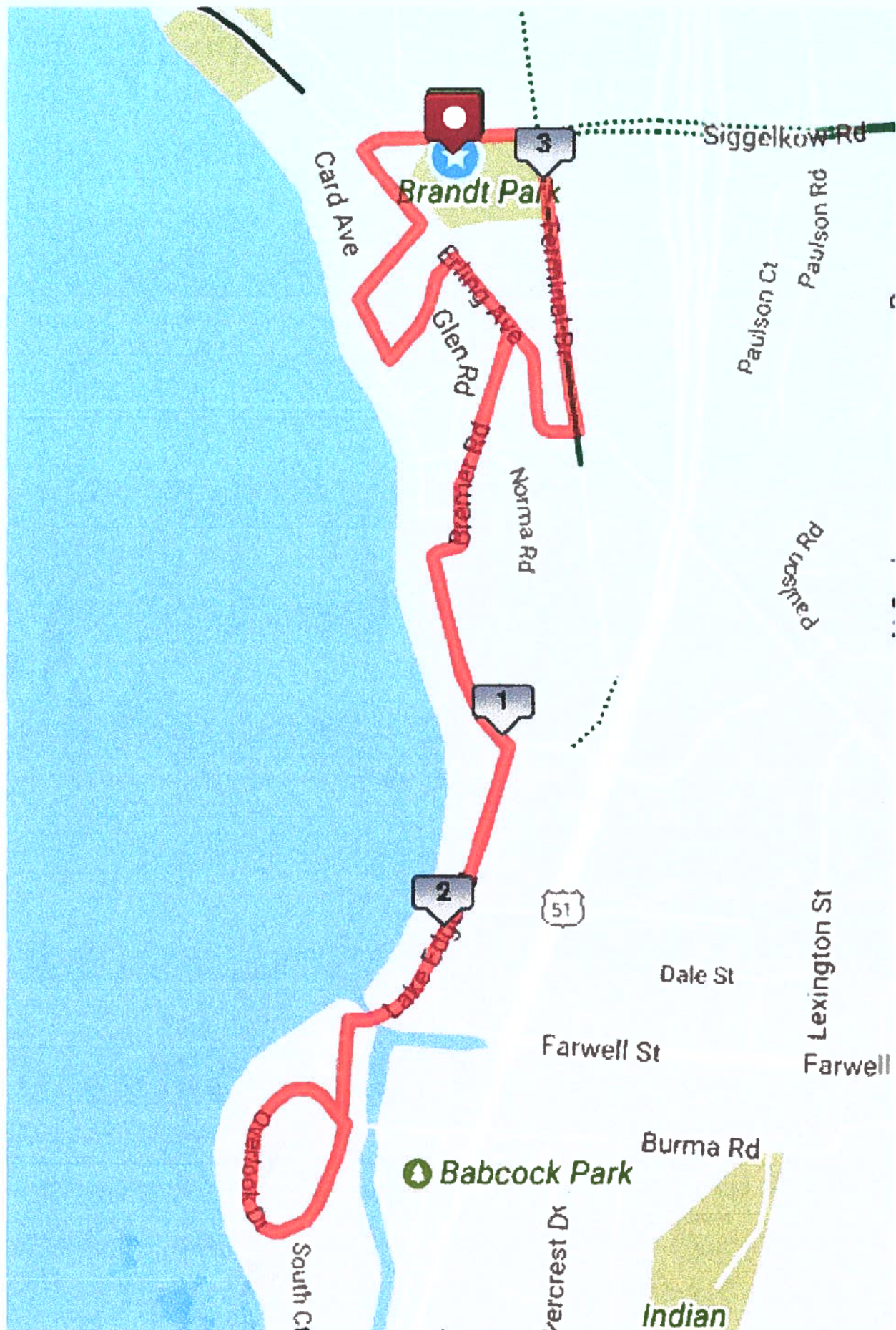
9:30 a.m. - Participants line up

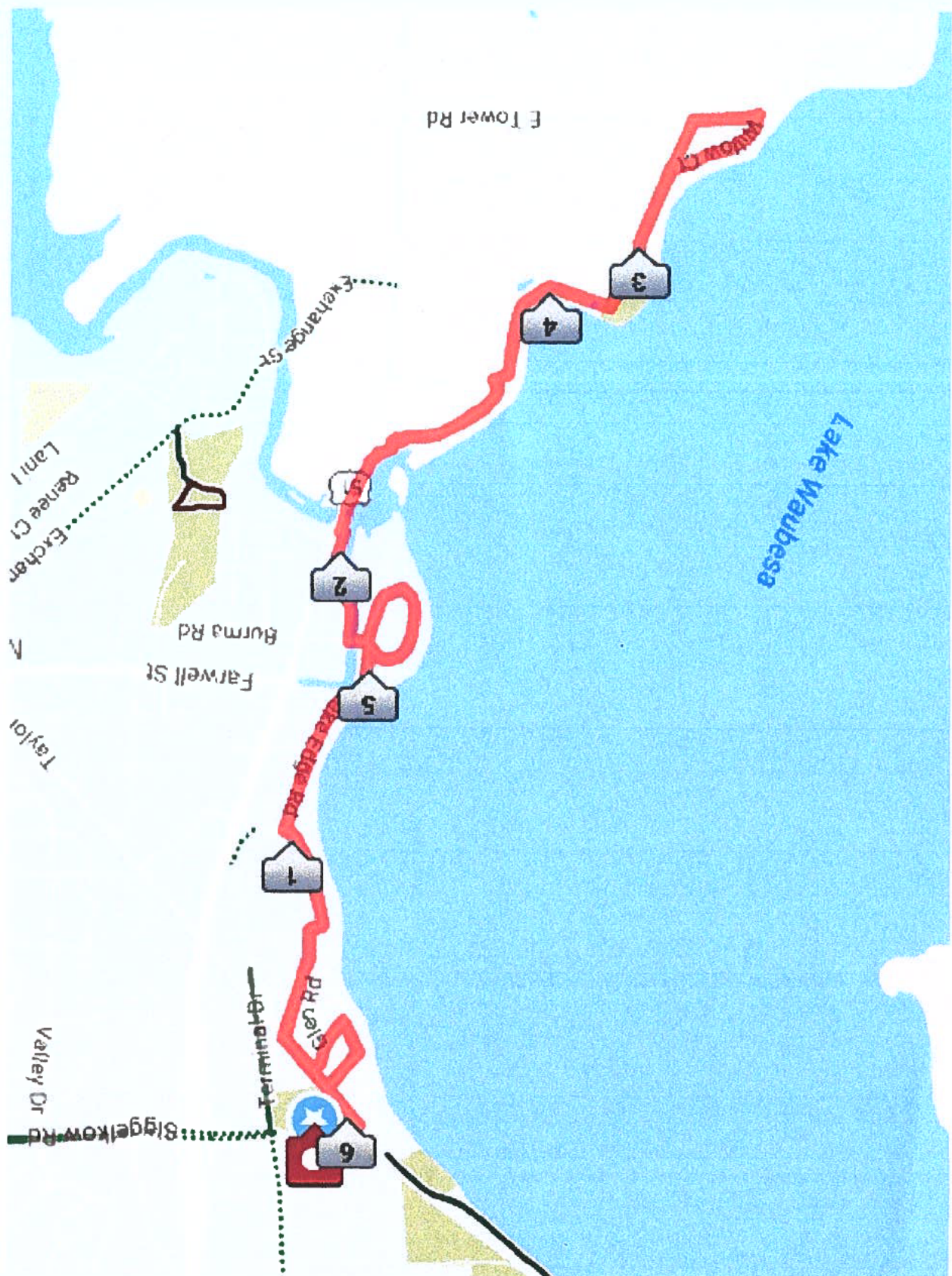
9:45 a.m. - Opening ceremony

10:00 a.m. - Race starts

11:00 a.m. - Kids activities

Food, beverages and many activities will be available





September 19, 2022

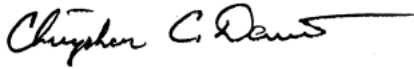
Re: Event Permit Review – Aly's Honk Tonk Hustle

I have reviewed the submitted event application by Russell Wolf, The Aly Wolff Foundation, Inc. for the Aly's Honk Tonk Hustle Event to occur on October 7 and 8, 2022 located at Brandt Park and adjacent streets in the Village.

The event has occurred before and limited changes are being presented. The application is substantially complete and complies with the EMS and fire requirements.

I recommend approval of the permit.

Sincerely,



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

September 22, 2022

RE: Aly's Honky Tonk Hustle – October 7 & 8, 2022

The Public Works Department has a few concerns with the set up as presented for the event at Brandt Park. They are as follows.

Bounce House

NO anchors are to penetrate the ground to support the bounce house, as underground wires are present in the park. Weighted anchors are permissible.

Pony Area

Horses are not allowed in village parks unless approval is granted by the Parks and Recreation Committee, per Section 44-20 of the Village of McFarland Code of Ordinances. If horses are allowed in the park, this will require a separate approval. We need to ensure special measures are taken to protect the parks grounds and to address the disposal of waste.

I strongly suggest that this part of the event be omitted.

Vehicle loading and Unloading

All vehicle loading and unloading activities is to take place on the paved path only. No parking or driving on the turf will be allowed. No vehicles are permitted in the park during the event.

Damage and Clean Up

All damage to the park is the responsibility of the permittee. Clean up of the site including the restrooms and kitchen area during the event will be the permittees responsibility.

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

Regards,



Jim Hessling

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, September 27, 2022

SECTION: Consent Agenda

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Motion to approve Ordinance 2022-13: An Ordinance Creating Section 44-27 of the Muncipal Code to Protect Village Tennis and Pickleball Courts.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Included in your packet is an ordinance that prohibits the use of certain vehicles on tennis and pickleball courts. The intent here is to be able to sign and notice this prohibition in order to provide a penalty where a violation exists. The use of bikes, skateboards, scooters, etc. on these courts can be damaging and takes away from the considerable expense taken to install the courts. It is modeled after a similar ordinance established in Monona for the same purpose after they incurred some issues with these kinds of actions. The Village Attorney has prepared this ordinance and has been reviewed also by applicable Village Departments.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended Action:

Motion, second as part of the Consent Agenda to approve Ordinance 2022-13, an ordinance creating Section 44-27 of the Muncipal Code to protect Village tennis and pickleball courts.

ATTACHMENTS:

1. 2022-13 Tennis and Pickleball Courts

ORDINANCE 2022-13

AN ORDINANCE CREATING SECTION 44-27 OF THE MUNICIPAL CODE TO PROTECT VILLAGE TENNIS AND PICKLEBALL COURTS

Purpose: To protect tennis and pickleball courts from improper use.

Sponsor: Public Works

Recommended Referral: None

Public Hearing: Not Required

WHEREAS, The Village of McFarland is constructing pickleball courts for the recreational use by Village residents and visitors; and,

WHEREAS, Village staff recommends that certain uses of these facilities be prohibited in order to protect against damages; and,

WHEREAS, the Village Board accepts the recommendations of Village staff and finds that it is in the public interest to adopt the proposed regulations to protect Village property.

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

1. Section 44-27 of the McFarland Municipal Code is hereby created to read as follows:

Sec. 44-27. – Village Tennis and Pickleball Courts.

No person shall operate or use any of the following on any Village owned tennis court or pickleball court:

- (a) Any vehicle, as defined under Wis. Stat. § 340.01(74).
- (b) Any play vehicle, as defined under Wis. Stat. § 340.01(43m), including any coaster, skateboard, unicycle, and toy vehicle upon which a person may ride.
- (c) Any roller skates and in-line skates.
- (d) Any electric personal assistive mobility device, as defined under Wis. Stat. § 340.01(15pm).
- (e) Any bicycle, tricycle, snowmobile, all-terrain vehicle, moped, or scooter.

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

APPROVED:

Carolyn Clow, Village President

ATTEST:

Cassandra Suettinger, Village Clerk-
Treasurer

ORDINANCE 2022 – 13	
MOTION	SECOND
ACTION	DATE
Adopted	
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Brandt	Jerke
Brassington	Nelson
Clow	Wreh
Flaherty	
VOTING RESULTS	
Motion Carried	
Motion Defeated:	

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Tuesday, September 27, 2022

SECTION: Consent Agenda

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer

AGENDA ITEM: Motion to approve Ordinance 2022-14: An Ordinance Authorizing the Deputy Administrator/Clerk to Recodify the Municipal Code.

PREVIOUS ACTION:

ISSUE SUMMARY:

The Village's code of ordinances is currently maintained by Municode. Municode is a company that specializes in Municipal Ordinances. Previously, the Village would email over all of the ordinance revisions and Municode would make updates to our code which affects both the written book we keep on file and the internet database that is searchable on our website. In July of 2022, the Village transitioned to have self-publishing capabilities. This will allow staff to be much more efficient from a process standpoint.

Current Process for Ordinance Updates:

1. Staff/Attorney goes out to website and pulls current version of ordinances.
2. Staff/Attorney convert the ordinance into the Village's format and make desired changes. Generally this is then a word document that is passed between staff and attorneys working on the update.
3. The revised ordinance is brought to Committee where applicable and then the Board for final approval.
4. Staff emails Municode the approved ordinance change.
5. MuniCode manually goes through and makes revisions.

New Process

1. Staff go into MuniCode software and can create ordinance amendments within the self-publishing software. Authorized users can work from the same document within the system, and changes are tracked as the revisions progress.
2. Once revisions are complete, the system automatically formats changes into the Village's Ordinance revision format.
3. The proposed ordinance amendment is brought to Committee where applicable and the Board for final approval.
4. Staff confirms update and the code is automatically updated.

It is important to note for control purposes, only specific employees will have access to the Code revision section, and the system tracks all changes.



As part of the process to move to self-codification, minor issues have been identified with the code. Examples include:

- Inconsistent outline formatting. Some portions of the code use numbers, some portions of the code use letters. The code would be cleaned up to provide a consistent format.
- There are areas of the code where bullets are used. These should be updated to the new consistent outline format.
- There are minor grammatical revisions that have been made over the years and inserted as brackets within the code. This would allow those administrative corrections to be made.

FINANCIAL/BUDGET IMPACT:

Switching from the current ordinance codification model is estimated to save the Village \$1500-\$2,000 a year. The request itself to allow the Deputy Administrator authority to make minor revisions to the code has no cost.

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

Proposed ordinance amendment would create the authority for the Deputy Administrator/Clerk to make minor non-substantive revisions to the code.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for approval.

ATTACHMENTS:

1. 2022-14 Ordinance to Authorize Deputy Administrator to Recodify Code

ORDINANCE 2022-14

AN ORDINANCE AUTHORIZING THE DEPUTY ADMINISTRATOR/CLERK TO RECODIFY THE MUNICIPAL CODE

Purpose: To amend the Municipal Code to permit the Village Clerk-Treasurer to make non-substantive changes to the Municipal Code for organization and consistency.

Sponsor: Deputy Administrator/Clerk Cassandra Suettinger

Recommended Referral: None

Public Hearing: Not Required

WHEREAS, the Village of McFarland recently contracted with CivicPlus to permit the Village to maintain and post updates to its Municipal Code; and

WHEREAS, Village staff recommends recodifying the Municipal Code for uniformity and consistency, and to make non-substantive corrections; and

WHEREAS, the Village Board finds providing this authority to the Village Deputy Administrator is in the public interest.

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

1. Section 1-12 (d) of the McFarland Municipal Code is created to read as follows:

(d) The Deputy Administrator is authorized to make non-substantive changes to the Code for purposes of recodification and indexing, and to correct typos, spelling, and grammar. Changes to the Code made pursuant to this authority are valid upon approval by the Village Deputy Administrator, and no publication or additional approval by the Village Board is required.

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

ORDINANCE 2022 – 14	
MOTION	SECOND
ACTION	DATE
Adopted	
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Brandt -	Jerke -
Brassington -	Nelson -
Clow -	Wreh -
Flaherty -	
VOTING RESULTS	
Motion Carried	
Motion Defeated:	

APPROVED:

Carolyn Clow, Village President

ATTEST:

Cassandra Suettinger, Village Clerk-
Treasurer

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, September 27, 2022

SECTION: Consent Agenda

DEPARTMENT: Community Development

CONTACT: Andrew Bremer, Comm & Eco Dev Director

AGENDA ITEM: Motion to approve a variance to Sec. 53-509 to allow the construction of a second driveway serving 3284 Mansion Circle.

PREVIOUS ACTION:

ISSUE SUMMARY:

Ervin Altenberger is requesting a variance Sec. 53-509 to install a paved driveway on Outlot 4 of Freeway Manor subdivision extending to Mansion Circle. Mr. Altenberger resides at 3284 Mansion Circle (Lot 18 of Freeway Manor), adjacent to Outlot 4. The residential home has an existing separate driveway to access the garage attached to the residence. The purpose of the second driveway is to provide access to a separate detached garage in the rear yard of Lot 18.

There is currently a gravel driveway on a portion of Outlot 4 serving the detached garage; however, the gravel driveway does not extend/connect to Mansion Circle. Mr. Altenberger desires to pave the entire existing gravel driveway and extend the driveway to connect directly with Mansion Circle.

Sec. 53-509 of the Municipal Code provides that:

The number of driveways to serve an individual property fronting on a street shall be one, except where approved by the Plan Commission as part of a site/design review under Section 62-310 or when approved by the Village Board under Sec. 53-518.

Since the purpose of the driveway on Outlot 4 is to serve Lot 18, and Lot 18 already has one driveway, Mr. Altenberger is requesting a variance to Sec. 53-509 under the provision of Sec. 53-518.

Sec. 53-518 of the Municipal Code provides that:

Any of the requirements listed in this Article may be varied by the Village Board in such instances where the peculiar nature of the property or the design of the street may make the rigid adherence to the requirements listed in this Article impossible or impractical, or when the Village Board determines that a variance is appropriate in order for the property to have reasonable and adequate street access, after considering the risk to the public, the volume of traffic on the affected street, and any other factor the Village Board determines relevant in making this determination.

The Freeway Manor plat restricts the erection of buildings for human habitation on Outlot 4, but does not restrict the development of a driveway. In staff's opinion, the variance is appropriate to



provide reasonable access to the rear detached garage which cannot be provided from the adjacent Lot 18. The Director of Public Works reviewed the request related to water drainage along Mansion Circle and did not have any concerns provided the driveway is constructed at/near existing grades so water can run over it. Mr. Altenberger is in agreement with this recommendation.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

Sec. 53-509

Sec. 53-518

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Motion to approve a variance to Sec. 53-509 to allow the construction of a second driveway servicing 3284 Mansion Circle as submitted provided the driveway is constructed at/near existing grades so water can run over it.

ATTACHMENTS:

1. Mansion Circle -3284 - driveway permit application 8.19.22

Village of McFarland Community Development Department 5915 Milwaukee Street, P.O. Box 110 McFarland, WI 53558-0110		VILLAGE OF MCFARLAND PERMIT APPLICATION (complete areas highlighted in yellow) (read and sign front and reverse)		Permit No. Parcel No. 0710-364-0289-1																						
PERMIT REQUESTED		☒ Construction ☐ HVAC ☐ Electric ☐ Plumbing ☐ Erosion ☐ Occupancy																								
Owner's Name Ed & Barb Altenburger		Mailing Address 3284 MANSON CIRC		Tel. 608-538-8684																						
Contractor's Name: ☐ Con ☐ Elec ☐ HVAC ☐ Plbg SWM		Lic/Cert# 3284 MANSON CIRC		Mailing Address 608-538-1581																						
Contractor's Name: ☐ Con ☐ Elec ☐ HVAC ☐ Plbg		Lic/Cert#		Mailing Address																						
Contractor's Name: ☐ Con ☐ Elec ☐ HVAC ☐ Plbg		Lic/Cert#		Mailing Address																						
Contractor's Name: ☐ Con ☐ Elec ☐ HVAC ☐ Plbg		Lic/Cert#		Mailing Address																						
PROJECT LOCATION		Lot area _____ Sq. ft. _____ of Section _____, T _____ N, R _____ E (or) W _____																								
Building Address 3284 MANSON CIRC		Subdivision Name		Lot No. _____ Block No. _____																						
Zoning District(s)		Set-backs: Front _____ ft. Rear _____ ft. Left _____ ft. Right _____ ft.		COMMERCIAL - Fire Protection System Work Permit App. Date: _____ ☐ Orig to applicant ☐ Copy to Fire Dept.																						
Project Description* Install New Asphalt Approach & Asphalt Driveway																										
1. PROJECT ☐ New ☐ Repair ☐ Alteration ☐ Raze * ☐ Addition ☐ Move ☐ Occupancy ☐ New Bldg or ☐ Change of Use		3. OCCUPANCY ☐ Single Family ☐ Two Family ☐ Multi-Family ☐ Commercial ☐ Other: _____		6. ELECTRICAL Entrance Panel _____ Amps: _____ ☐ Underground ☐ Overhead																						
2. AREA INVOLVED Unfin. _____ sq ft Bsmt _____ sq ft Living _____ sq ft Area _____ sq ft Deck _____ sq ft Garage _____ sq ft Porch/Balcony _____ sq ft TOTAL _____ sq ft		4. CONST. TYPE ☐ Site-Built ☐ Mfd. ☐ UDC ☐ HUD 5. STORIES ☐ 1-Story ☐ 2-Story ☐ Other: _____ ☐ Plus Basement		7. WALLS ☐ Wood frame ☐ Steel ☐ ICF ☐ Timber/Pole ☐ Other: _____																						
		8. USE ☐ Seasonal ☐ Permanent ☐ Other: _____		9. HVAC EQUIPMENT ☐ Forced Air Furnace ☐ Radiant Baseboard/Panel ☐ Heat Pump ☐ Boiler ☐ Central Air Conditioning ☐ Fireplace or Other: _____																						
		10. SEWER ☐ Municipal ☐ Septic Permit No.: _____		12. ENERGY SOURCE <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>Fuel</td> <td>Nat Gas</td> <td>LP</td> <td>Oil</td> <td>Elec.</td> <td>Solid</td> <td>Solar</td> </tr> <tr> <td>Space Htg</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Water Htg</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> ☐ Dwelling unit has 3 kilowatt or more electric space heating equip. Infiltration control option is ☐ Sealing of all joints ☐ Blower door test ☐ Exterior air infiltration barrier		Fuel	Nat Gas	LP	Oil	Elec.	Solid	Solar	Space Htg							Water Htg						
Fuel	Nat Gas	LP	Oil	Elec.	Solid	Solar																				
Space Htg																										
Water Htg																										
		11. WATER ☐ Municipal Utility ☐ Private On-Site Well		13. HEAT LOSS (Calculated) Envelope _____ BTU/HR Infiltration _____ BTU/HR																						
				14. ESTIMATED COST OF PROJECT \$ _____																						
I agree to comply with all applicable codes, statutes and ordinances and with the conditions of this permit, understand that the issuance of the permit creates no legal liability, express or implied, on the state or municipality, and certify that all the above information is accurate. If I am an owner applying for an erosion control or construction permit, I have read the cautionary statement regarding contractor financial responsibility on the reverse side. I expressly grant the building inspector, or the inspector's authorized agent, permission to enter the premises for which this permit is sought at all reasonable hours and for any proper purpose to inspect the work which is being done.																										
APPLICANT'S SIGNATURE				DATE SIGNED 8/14/82																						
FEES:		APPROVAL CONDITIONS:																								
Early Start _____ Building _____ Electrical _____ Plumbing _____ HVAC _____ MMSD _____ Park Fund _____ Erosion Control _____ Wis. Seal _____ Occupancy _____ Water Impact _____ Library _____ Other: _____		The permit is issued pursuant to the following conditions. Failure to comply may result in suspension or revocation of this permit or other penalty.																								
TOTAL: \$		ISSUING JURISDICTION:		PERMIT ISSUED BY:																						
		Village of McFarland		Municipality Number of Dwelling Location 13-154																						
		PERMIT(S) ISSUED		WIS PERMIT SEAL #																						
		☐ Construction ☐ HVAC ☐ Electrical ☐ Plumbing ☐ Erosion ☐ Occupancy ☐ New Bldg or ☐ Change of Use		PAYMENT INFO																						
				Name _____ Date _____ Tel No. 608-838-3154 Cert. No. _____																						

Copies to: Issuing Jurisdiction, State (fill out online application), Inspector, and Owner/Agent

*For an accessory structure/shed or fence permit - Applicant must include a site plan of the location of the proposed project, and a description of materials to be used (dimensions, material type, material color). This may include a representative photo/image of the structure/fence.

*For a raze permit – Applicant must contact Public Works at (608)838-7287 to make arrangements for the return of the water meter on the property prior to this permit being issued.

CAUTIONARY STATEMENT TO OWNERS OBTAINING BUILDING PERMITS

Sec. 101.65(lr) of the Wisconsin Statutes requires municipalities that enforce the Uniform Dwelling Code to provide an owner who applies for a building permit with a statement advising the owner that:

If the owner hires a contractor to perform work under the building permit and the contractor is not bonded or insured as required under Sec. 101.654 (2) (a) the following consequences might occur:

(a) The owner may be held liable for any bodily injury to or death of others or for any damage to the property of others that arises out of the work performed under the building permit or that is caused by any negligence of the contractor that occurs in connection with the work performed under the building permit.

(b) The owner may not be able to collect from the contractor damages for any loss sustained by the owner because of a violation by the contractor of the one- and 2-family dwelling code or an ordinance enacted under sub. (1) (a), because of any bodily injury to or death of others or damage to the property of others that arises out of the work performed under the building permit or because of any bodily injury to or death of others or damage to the property of others that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

Per Section 23- 119 (e) (3) Those who wish to appeal payment of impact fees must do so in writing to the Village Administrator within thirty days of payment of fees.

CAUTIONARY STATEMENT TO CONTRACTORS FOR PROJECTS INVOLVING BUILDINGS BUILT BEFORE 1978

If this project is in a dwelling or child-occupied facility, built before 1978, and disturbs 6 square feet or more of paint per room, 20 square feet or more of exterior paint, or involves windows, then the requirements of ch. DHS 163 requiring Lead-Save Renovation Training and Certification apply. Call (608)261-6876 or go to <http://dhs.wisconsin.gov/lead/WisconsinRRPRule.htm> for details on how to be in compliance.

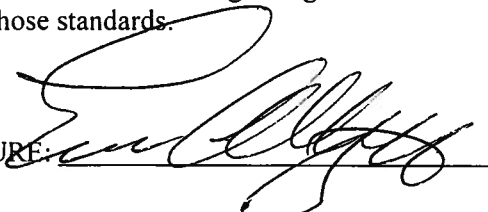
WETLANDS NOTICE TO PERMIT APPLICANTS

You are responsible for complying with state and federal laws concerning construction near or on wetlands, lakes, and streams. Wetlands that are not associated with open water can be difficult to identify. Failure to comply may result in removal or modification of construction that violates the law or other penalties or costs. For more information, visit the Department of Natural Resources Wetlands Identification web page or contact a Department of Natural Resources Service Center.

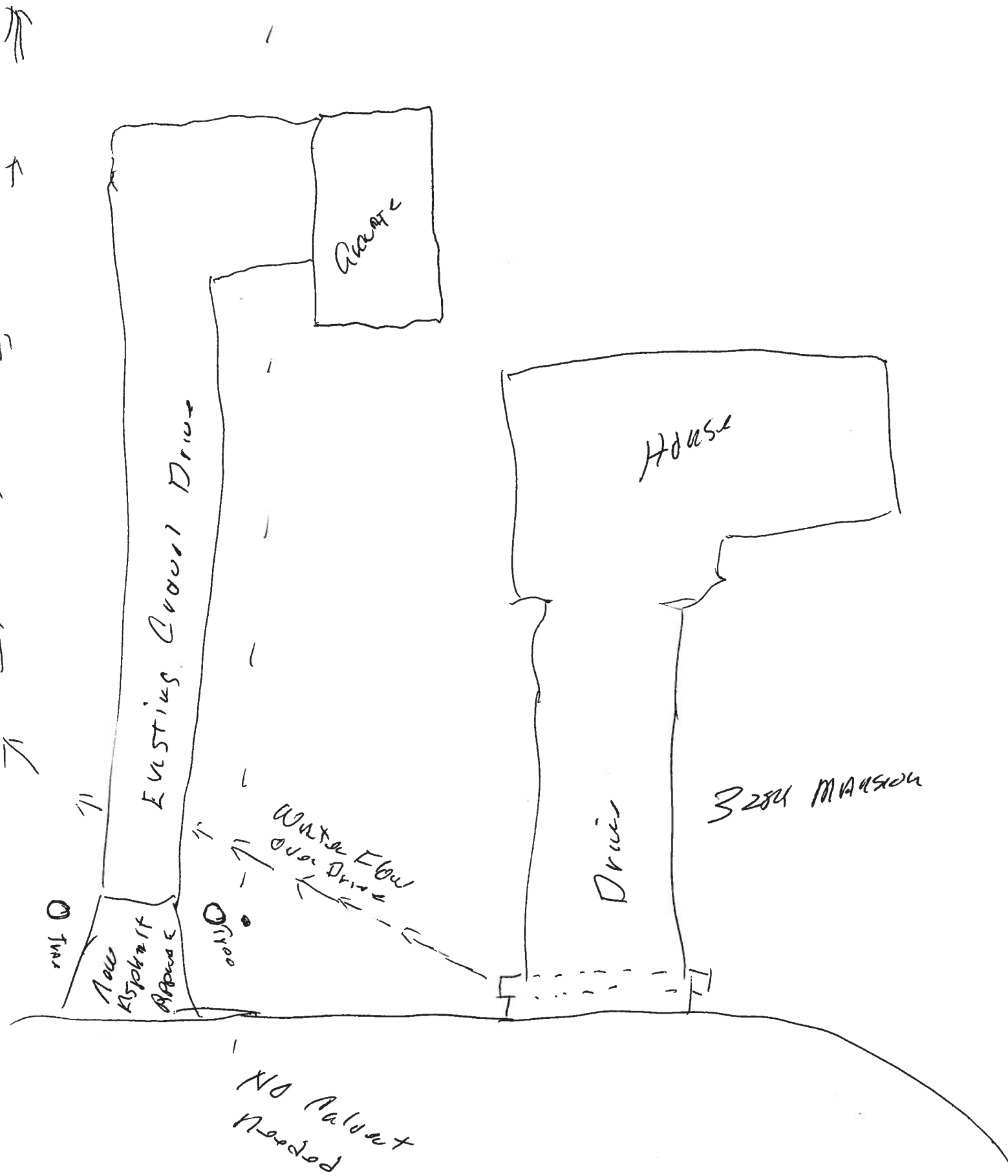
ADDITIONAL RESPONSIBILITIES FOR OWNERS OF PROJECTS DISTURBING ONE OR MORE ACRES OF SOIL

I understand that this project is subject to ch. NR 151 regarding additional erosion control and stormwater management and will comply with those standards.

OWNER / APPLICANT'S SIGNATURE:



Date: 8/14/22





Request to pave
existing non-
conforming gravel
driveway to serve
garage on 3284
Mansion Circle

This is an aerial photograph of a residential neighborhood. Yellow lines delineate individual property parcels. A specific driveway, highlighted with a cyan border, is the subject of a request to be paved. A red arrow points from a text box to this driveway. The surrounding area includes various houses, some with multiple buildings, and a large open field at the top of the image.

**VILLAGE OF
McFarland**
SUMMARY SHEET

MEETING DATE: Tuesday, September 27, 2022

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Sayer Larson, Parks Superintendent, Jim Hessling, Public Works Director

AGENDA ITEM: Motion to approve Resolution 2022-27: a resolution authorizing application for the Urban Forestry Grant and Urban Forestry Catastrophic Storm Grant Programs.

PREVIOUS ACTION:

The Village Board approved the application for the Urban Forestry Grant at their September 19, 2022 meeting.

ISSUE SUMMARY:

Seeking approval to apply for an urban forestry grant through the Wisconsin Department of Natural Resources (WDNR). We were successful in receiving a 2022 grant that focused on an updated tree inventory. The Village forestry program wants to continue progression in developing the program and again apply for this grant to create a village urban forestry management plan (UFMP), remove large ash trees infected with emerald ash borer (EAB), and advanced chainsaw training for staff. The WDNR offers urban forestry grants to cities, villages, towns, counties, tribes and 501(c)(3) nonprofit organizations in or conducting projects in Wisconsin. The Village of McFarland will fall into the regular grant category. This category is a competitive cost-share (50:50) grant of up to \$25,000. Additional details from the WDNR website regarding this grant can be found [here](#).

The tree inventory was completed in June 2022 by Wachtel Tree Science. This provides current data of the villages' urban forest. Staff have used data to assist with identifying removals. The data of the inventory along with goals and a action plan need to be created to provide direction for the next ten years and beyond. The Village received an estimate of \$6,500 from Wachtel Tree Science, inc. to create a UFMP. The plan will also include a storm response action plan. This will provide a guide for staff to include: required resources and staffing during and after the event, staging areas, contracted service agreements.

The village still has 105 ash trees in road right of ways and parks. About a third of these trees are currently being treated to prevent EAB. The remaining trees are being monitored and selected for removal on a needed basis. Of these trees, five have been identified for removal that are higher then 60ft tall. Village staff does not have training or equipment to remove trees of this size. The village will need to contract these trees for removal. Grant funds would supplement removal costs.



Staff training to include level 3 and 4 chainsaw safety and operations for public works and parks crewpersons. Public works staff respond and remove hazardous trees and storm damage. Cost per class is \$1200 and limited to 10-12 participants. This class will provide advanced training in felling techniques, hazardous tree and storm clean-up techniques. Application deadline is October 3, 2022. The application process also includes a requirement to obtain a resolution from the governing body designating a representative to file the application and handle all grant actions on behalf of the applicant.

FINANCIAL/BUDGET IMPACT:

Grants range from \$1,000 to \$25,000 and require a 50-50 match. The total project cost range is \$2,000 to \$50,000.

The project sponsor must initially fund 100% of the project. Upon completion, the project sponsor requests reimbursement for 50% of eligible costs. If the grant is recognized, all above mentioned as eligible, total cost of \$27,077.39. After completion, the Village would require reimbursement of 50% of the total listed cost. There is \$6,500 included within the Capital Projects Fund to support development of the management plan. Costs associated with tree removal will be supported by contractual services budget. Training costs will be split among several accounts. They are as follows:

100-53000-331-000
100-55200-331-000
600-53610-331-000
600-53710-331-000
605-53440-331-000

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended Action:

Motion and second to approve Resolution #2022-27, a resolution authorizing application for the Urban Forestry Grant and Urban Forestry Catastrophic Storm Grant Programs.

ATTACHMENTS:

1. 2022-27 Urban Forestry Grant
2. 2023 McFarland Urban Forestry Grants Application

RESOLUTION 2022-27

A RESOLUTION AUTHORIZING APPLICATION FOR THE URBAN FORESTRY GRANT AND URBAN FORESTRY CATASTROPHIC STORM GRANT PROGRAMS

WHEREAS, the applicant, Village of McFarland, is interested in obtaining a cost-share grant from Wisconsin Department of Natural Resources for the purpose of funding urban and community forestry projects or urban forestry catastrophic storm projects specified in s. 23.097(1g) and (1r), Wis. Stats.;

WHEREAS, the applicant attests to the validity and veracity of the statements and representations contained in the grant application; and

WHEREAS, the applicant requests a grant agreement to carry out the project;

NOW, THEREFORE, BE IT RESOLVED, the applicant, Village of McFarland, will comply with all local, state, and federal rules, regulations and ordinances relating to this project and the cost-share agreement;

BE IT FURTHER RESOLVED, the applicant will budget a sum sufficient to fully and satisfactorily complete the project and hereby authorizes and empowers Village Forester its official or employee, to act on its behalf to:

1. Sign and submit the grant application
2. Sign a grant agreement between applicant and the DNR
3. Submit interim and/or final reports to the DNR to satisfy the grant agreement
4. Submit grant reimbursement request to the DNR
5. Sign and submit other required documentation

Adopted this _____ day
of _____, 20____.

VILLAGE OF MCFARLAND:

By: _____
Carolyn A. Clow, Village President

ATTEST:

Cassandra Suettinger
Village Clerk/Treasurer

RESOLUTION # 2022-27	
MOTION	SECOND
ACTION	DATE
Adopted	
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Brandt –	Jerke –
Brassington – Aye	Nelson –
Clow –	Wreh –
Flaherty –	
VOTING RESULTS	
Motion Carried	
Motion Defeated:	

Notice: Pursuant to US Public Law 95-313, s. 6(b), s. 23.097, Wis. Stats., and ch. NR 47, Wis. Adm. Code, this completed form is required to apply for an Urban Forestry Grant. The Department of Natural Resources (DNR) will be unable to process your application unless complete information is provided as requested. Information will be used to determine grant award lists, provide statistical information and potentially to use as an example for other grant applicants. Personally identifiable information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Public Records Law [ss. 19.31-19.39, Wis. Stats.].

Resolution required with application submittal – Grant is for Calendar year 2023 – see [sample](#)

Section I: Grant Type

Select the appropriate grant type. Please note: a maximum of three urban forestry startup grants may be awarded to an applicant within the lifetime of the startup program. Click the link for more information related to each grant type.

☒ Regular Grant ☐ Start-up Grant

Section II: Applicant Information

A. Applicant Organization

Applicant Organization Name

Village of McFarland

Organization Address (same as Treasurer or W9)

P.O. Box 110

City

McFarland

State

WI

ZIP Code

53558

Applicant organization is a (check one)

☐ City ☒ Village ☐ Town ☐ County ☐ Tribal Government ☐ 501(c)(3) nonprofit organization

Located in the county of: Dane

DNR USE ONLY: SC

B. Applicant Authorized Representative

Last Name

Larson

First Name

Sayer

MI

A

Position Title

Parks Superintendent / Village Forester

Phone Number

(608) 838-2382

FAX Number

Email

sayer.larson@mcfarland.wi.us

C. Project Manager (if different from Authorized Representative)

Last Name

First Name

MI

Position Title

Address

Phone Number

FAX Number

City

State

ZIP Code

Email

D. Grant Request Summary – will automatically be populated from Section VII Calculations

DNR Cost Share

\$13,538.69

Grantee Cost Share

\$13,538.70

Total Project Cost

\$27,077.39

Section III. Community Urban Forestry Program Status

Below are basic elements of a well-established municipal, county, or tribal urban forestry program. Select ONE option in each category that best describes your current urban forestry program.

Applicants for the Startup Grant will be redirected to a regular grant application if they select the top box in 3 or more of the categories.

501(c)(3) organizations omit this section UNLESS your project results in a municipality advancing to the top level in any of the categories. Then, list the municipality here and complete the grid to reflect that municipality's current urban forestry program.

Municipalities: Village of McFarland

Tree Inventory	We have a current, complete tree inventory.	☒
	Our tree inventory is incomplete or needs updating or upgrading.	☐
	We have no formal inventory or other written records of our trees.	☐
Urban Forest Management Plan	We have a current, useful, written, inventory-based urban forest management plan.	☐
	Our inventory-based, written urban forest management plan is incomplete or out of date.	☐
	We do not have a written urban forest management plan based on our tree inventory data or on similar forest resource assessment.	☒
Program staffing	Urban forestry program management is done by staff, contracted consultants &/or volunteers who have: a forestry degree; ISA certified arborist credentials; have completed WI Community Tree Management Institute; or have other advanced forestry training.	☐
	Urban forestry program management is done by staff, contracted consultants &/or volunteers who have: experience or on-the-job training, but lack a forestry degree; ISA certified arborist credentials; Community Tree Management Institute completion certificate; or comparable advanced forestry training.	☒
	We have no staff, contracted consultants or volunteers authorized to handle or advise our community on tree planting & care.	☐
Tree ordinance	We have one or more tree ordinance(s) that is/are useful for achieving community tree care and management goals.	☒
	Our tree ordinance(s) is/are out-of-date or inadequate.	☐
	Our code ordinance contains no provisions for tree management, care or protection. Tree language is limited to public safety or nuisance abatement.	☐
Advocacy	We have an authorized citizen tree board or other organized group actively involved in advising our community urban forestry program.	☒
	We have various groups (clubs, schools, committees) interested and involved in community tree care and management but not formally charged with advising our community urban forestry program- OR- We have an authorized but inactive citizen tree board.	☐
	The level of involvement and support by residents and local elected officials for our community urban forestry program is low to non-existent.	☐

Comments (optional):

Section IV: Project Description

A. Project Overview

Descriptive Project Title: Reinvigorating the Village of McFarland Urban Forestry Plan - Phase 2

Describe the project using no more than 2000 characters (including spaces). Provide an overview that includes basics of who is doing what, where, how and why. This can be a bulleted list.

Describe how this project would establish a new program or advance an underdeveloped one.

The Village of McFarland has completed the first phase of its Urban Forestry Plan. The first phase consisted of updating the villages tree inventory. While some data has been utilized to identify hazard tree removals, the remaining data needs to be quantified into an Urban Forestry Management Plan (UFMP). The village does not currently have a UFMP. The UFMP will provide a current urban forest status, create attainable goals, identify methods and resources to attain goals, and establish a storm response plan.

B. Project Components

Choose from the dropdown boxes below.
Use the "OTHER" choice to type in alternatives. (See a list of eligible project activities in the application guide)
Click + at right to add another component.
Describe each project

Describe each project component.

- What are the expected outcomes (results)?
- How will expected outcomes be measured, evaluated or shared?

Note: Complete a separate Cost Estimate Worksheet (CEW) in Section VII for each project component listed below. The CEW will transfer the total to the right-hand column below.

Select Component: Plan, Mgmt

Component Cost Estimate (\$)

(field will auto-populate from detail on CEW)

\$6,948.39

Description/Outcome:

The Village of McFarland Public Works Department will contract Wachtel Tree Science to develop an Urban Forest Management Plan (UFMP). Wachtel has completed three tree inventories for the village including the most recent inventory in 2022. The UFMP will provide an action plan to effectively and proactively manage the villages public trees. The plan will describe the villages urban forest current status utilizing the June 2022 tree inventory. From the current urban forest status, deficiencies in diversity of species and age structure will be revealed. The plan will establish and prioritize attainable goals. Established goals will create tasks and objectives over five to ten years. Management zones will be created to focus priorities and direct management activities. The UFMP will also include a storm response action plan (SRAP). The SRAP will provide an plan that will outline steps to be taken during and after a storm event, establish relationships/agreements with neighboring communities, identify and secure

Examples of components for Part B (selected in drop down box above):

1. Information/Education/Outreach Information (e.g., news media, print material development), Education (e.g., classes, tree walks, seminars), Outreach (e.g., citizen involvement in planning or implementation of Arbor Day celebration).
2. Tree Maint: Other Fertilization, storm damage mitigation, pest control, etc.
3. Plan Development (Emerald Ash Borer, management, strategic, storm response, pest response, planting).

Select Component: Staff Training

Component Cost Estimate (\$)

(field will auto-populate from detail on CEW)

\$7,404.80

Description/Outcome:

Advanced chainsaw safety certification - The Village of McFarland Department of Public Works staff perform the majority of tree work throughout the village. They perform trimming and removals in an urban environment, respond to storm clean up and hazardous trees, and natural areas restoration. Staff completed SAWW level 1 and 2 in 2022. These classes provided basic and advanced felling techniques. Level 3 and 4 will have a shift of emphasis to hazardous tree felling and storm response/clean up. Hazardous and storm clean up tree removals have different techniques to understand and execute the control multiple forces versus is standing tree. Staff will learn these techniques and apply them during such events to execute safe clean up and removals.

Target Measures (# of units, e.g. staff trained, trees treated, etc.)	Qty	Unit Type
	10	Village staff - advanced chainsaw certification

Examples of components for Part B (selected in drop down box above):

1. Information/Education/Outreach Information (e.g., news media, print material development), Education (e.g., classes, tree walks, seminars), Outreach (e.g., citizen involvement in planning or implementation of Arbor Day celebration).
2. Tree Maint: Other Fertilization, storm damage mitigation, pest control, etc.
3. Plan Development (Emerald Ash Borer, management, strategic, storm response, pest response, planting).

Select Component: Tree Maint: Removal	Component Cost Estimate (\$) (field will auto-populate from detail on CEW)	\$10,134.52
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Description/Outcome:

The Village of McFarland is still working through remaining ash trees impacted by emerald ash borer (EAB). The village still has 104 public ash trees that it maintains. A third of the trees are currently on a treatment program to maintain the health of the trees. The remaining trees are assessed annually to determine the condition (impact of EAB) and need for removal. Of the trees requiring removal next year, five are larger diameter trees that the village does not have the ability to remove with staff and equipment available. The village bucket truck has a reach height of 35ft. These identified trees are in excess of 60ft and are in urban areas near power lines and homes. These trees will need to be contracted out for removal. The estimated costs of removal include taking the tree down and removing materials. The village will grind stumps in preparation for replacements. The village will also make efforts to reduce costs by repurposing material. Logs may be donated to school district for milling, remaining material could be offered for local use firewood.

Target Measures (# of units, e.g. staff trained, trees treated, etc.)	Qty	Unit Type
	5	Large diameter Ash tree removals

Examples of components for Part B (selected in drop down box above):

1. Information/Education/Outreach Information (e.g., news media, print material development), Education (e.g., classes, tree walks, seminars), Outreach (e.g., citizen involvement in planning or implementation of Arbor Day celebration).
2. Tree Maint: Other Fertilization, storm damage mitigation, pest control, etc.
3. Plan Development (Emerald Ash Borer, management, strategic, storm response, pest response, planting).

Select Component: Tree Maint: Planting	Component Cost Estimate (\$) (field will auto-populate from detail on CEW)	\$2,589.68
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Description/Outcome:

The village will replant sites of removed ash trees. The village will contract planting 2.5" caliper trees near the removed ash trees. The village suggests following current guidelines of 10 percent genus. Five different native large diameter species of trees will be planted.

Target Measures (# of units, e.g. staff trained, trees treated, etc.)	Qty	Unit Type
	5	Trees planted replacing removed ash trees

Examples of components for Part B (selected in drop down box above):

1. Information/Education/Outreach Information (e.g., news media, print material development), Education (e.g., classes, tree walks, seminars), Outreach (e.g., citizen involvement in planning or implementation of Arbor Day celebration).
2. Tree Maint: Other Fertilization, storm damage mitigation, pest control, etc.
3. Plan Development (Emerald Ash Borer, management, strategic, storm response, pest response, planting).

C. Project Location/Scope**Land Ownership Affected** (select all that apply)

- ☐ Single private property
 ☐ Single public property
☒ Multiple private properties within a municipality
 ☒ Multiple public properties within a municipality
☐ Multiple private properties across multiple municipalities
 ☐ Multiple public properties across multiple municipalities

D. Applicant's Project Partners

Note: Each of the applicant's partners must verify their involvement using a Partner Verification ([Form 8700-298A](#), linked here for your convenience). A Partner Verification form must be completed and sent in with this form for a complete application. If applicable, estimate the partner's donated amount on the appropriate CEW.

List Partner Organization(s):	What specific service, product, or role will each partner contribute to the project?

Section V: Alignment with DNR Urban Forestry Program Goals -- Only applicable for Regular grants

1. Describe the direct impact(s) your project has on urban tree canopy on private property: N/A ☐

A large portion of the urban forest canopy in McFarland is street (public owned) and park trees. The majority of these trees have a direct impact on private property as the canopy either directly (overhangs) or indirectly (screens) impacts private property. In paraphrasing the American Public Works Association "Urban Forest Management Plan" a forest management plan based on analysis from an accurate tree inventory and developed with input from staff, experts, and citizens, will result in many benefits observed. Examples of direct impacts to private property include a healthy and diverse urban forest, efficiencies in management, increased safety, and transparency of forest management.

2. Describe how you will utilize an existing inventory in this project. If no inventory exists or the inventory is outdated, will an inventory be produced because of the grant? How will the new inventory be utilized? N/A ☐

The 2022 tree inventory will be heavily utilized in the creation of Urban Forest Management Plan (UFMP). Data from the tree inventory will depict deficiencies in diversity and age structure throughout the village. It will assist in providing an overall health assessment of the urban forest. It will show areas of opportunity for planting objectives as well as priority and workload of pruning schedules.

3. If hosting a professional workshop or educational event, describe how your project will build capacity and/or partnerships for those attending. Will other communities be invited to attend? Have you reached out to neighboring communities to identify training demand? N/A ☒

4. Please select if your project will include: N/A ☐

- ☐ EAB Management Plan
 ☒ Ash Tree removals
 ☐ Ash inventories (includes complete tree inventories)
☐ EAB Insecticide treatment
 ☒ Ash tree replacement planting
 ☐ EAB Education and Outreach

5. Please select if your project will result in: N/A ☐

- ☒ A current, useful, written, inventory-based urban forest management plan
☐ One or more tree ordinance(s) that is/are useful for achieving your community tree care and management goal

Type of ordinance planned to be developed or enhanced (i.e. general street tree, new development, tree protection, etc)

- ☐ An authorized citizen tree board or other organized group actively involved in advising your community urban forestry program
- ☐ Staff, tree service contractors &/or volunteers receiving a forestry degree, ISA certified arborist credentials, graduating from WI Community Tree Management Institute, or obtaining other advanced forestry training

6. Describe how **each** component of your project will have a long-term positive impact on the urban tree canopy and the benefits it provides (i.e. increased % canopy cover, or resiliency to pest/disease/storm, reduce liability). Quantify impacts to canopy or associated benefits wherever possible.

Tie this narrative to the component listed in question #5.

In creating an Urban Forest Management Plan (UFMP), the village will have a guide to manage, maintain, and develop its urban forest. An essential component of the plan will reveal diversity short falls in the forest. As a new pest is on the horizon (Spotted lanternfly), the village wants to be proactive in mitigating the impacts of another ecological disaster such as emerald ash borer or Dutch elm disease. The UFMP will also include storm response. These components will increase resiliency to pest/disease/storm and reduce liability. Along with the storm response plan, advanced chainsaw training related to hazard removals and storm clean up will also reduce liability and provide more efficient operations during and after event. Removal and replacement of the diseased ash trees will reduce liability as well as demonstrate the continued commitment of the village to attain a healthy urban forest.

Section VI: Additional Applicant Information – Only applicable for Regular grants

1. Is the community where the project will be implemented a Green Tier Legacy Community? ☒ Yes ☐ No ☐ N/A
2. Is the community where the project will be implemented a Tree City USA? ☒ Yes ☐ No ☐ N/A
(www.arborday.org/programs/treeCityUSA/index.cfm.)
3. List any specific urban tree care or tree management training received, or conferences attended by your organization's staff or volunteers within the last three years. Please list no more than 5 separate trainings.

Date	Course Title	Training Description	Provider	Attendees	
08/10/2021	X-Factor and the tree protection zone and tree risk decision making	In-person field day learning about air excavation, protecting tree root zones, tree assessment from root to foliage, determining which trees should remain or removed.	UW-Extension	Sayer Larson	
10/04/2022	Community Tree Management Institute	Students develop practical knowledge and skills essential for effective management of municipal tree programs. The course focuses heavily on the management side, rather than the technical side, of municipal tree programs.	WI DNR	Sayer Larson	

4. Have you received an Urban Forestry grant in the past 3 years? ☒ Yes ☐ No

If so, how is this project different than the project(s) completed previously?

The Village of McFarland Received an Urban Forestry grant in 2022. This grant provided funding for an updated tree inventory, basic and intermediate chainsaw training for staff, and sending Village Forester to WI DNR Community

Tree Management Institute. The new projects will continue advancement of McFarland Urban Forest Program by utilizing previous completed projects. Through this grant funding, the village will acquire an Urban Forestry Management Plan. The village does currently not have a management to guide staff with planning and objectives to reach a desired goal. This funding will also establish a storm response action plan that the village does not currently have. This plan will provide actions to take in the case of a storm event. The funding will also continue the level of training staff will need to respond to storm events.

5. Describe any additional significant aspects or outstanding features of this project that you would like us to know about.

As stated before, the Village of McFarland does not currently have a forestry management plan.

Section VII: Cost Estimate Worksheets

A SEPARATE WORKSHEET IS PROVIDED FOR EACH COMPONENT CHOSEN IN SECTION IV.B.

If more space is needed, return to Section IV.B., click + to add another component, choose the same Component name again, enter "Continued" in the Description, and return to this Section to complete your entry.

Project Component: Plan, Mgmt	Estimated Cost	Donation Value
Salary and Labor (specify project tasks on lines below, as appropriate)		
Applicant Staff Labor:	\$329.70	
Fringe Benefits:	\$118.69	
Municipal Partner Labor Expense (Cooperative Agreement will be required):		
Volunteer Labor (\$15.00/hr):		
Other:		
Supplies (specify items, as appropriate)		
Provided by Applicant's On-hand Inventory:		
Donated by third parties:		
Equipment (specify type of equipment and DOT class code on lines below, as appropriate) See application guidelines for a list of commonly used equipment codes.		
Provided by Applicant:		
Rented or Contracted Equipment:		
Purchased Equipment (not to exceed \$5,000/item):		
Donated by third parties:		
Contractual/Consultant Services		
Hired Consultants/Contractors/ Services (professional rate):	\$6,500.00	
Donated Consultants/Contractors/ Services (professional rate):		
Other Project Purchases		
Total	\$6,948.39	
Total Project Component Cost	\$6,948.39	

A SEPARATE WORKSHEET IS PROVIDED FOR EACH COMPONENT CHOSEN IN SECTION IV.B.
 If more space is needed, return to Section IV.B., click + to add another component, choose the same Component name again, enter "Continued" in the Description, and return to this Section to complete your entry.

Project Component: Staff Training	Estimated Cost	Donation Value
Salary and Labor (specify project tasks on lines below, as appropriate)		
Applicant Staff Labor:	\$3,680.00	
Fringe Benefits:	\$1,324.80	
Municipal Partner Labor Expense (Cooperative Agreement will be required):		
Volunteer Labor (\$15.00/hr):		
Other:		
Supplies (specify items, as appropriate)		
Provided by Applicant's On-hand Inventory:		
Donated by third parties:		
Equipment (specify type of equipment and DOT class code on lines below, as appropriate) See application guidelines for a list of commonly used equipment codes.		
Provided by Applicant:		
Rented or Contracted Equipment:		
Purchased Equipment (not to exceed \$5,000/item):		
Donated by third parties:		
Contractual/Consultant Services		
Hired Consultants/Contractors/ Services (professional rate):	\$2,400.00	
Donated Consultants/Contractors/ Services (professional rate):		
Other Project Purchases		
Total	\$7,404.80	
Total Project Component Cost	\$7,404.80	

A SEPARATE WORKSHEET IS PROVIDED FOR EACH COMPONENT CHOSEN IN SECTION IV.B.
 If more space is needed, return to Section IV.B., click + to add another component, choose the same Component name again, enter "Continued" in the Description, and return to this Section to complete your entry.

Project Component: Tree Maint: Removal	Estimated Cost	Donation Value
Salary and Labor (specify project tasks on lines below, as appropriate)		
Applicant Staff Labor:	\$98.91	
Fringe Benefits:	\$35.61	
Municipal Partner Labor Expense (Cooperative Agreement will be required):		
Volunteer Labor (\$15.00/hr):		
Other:		
Supplies (specify items, as appropriate)		
Provided by Applicant's On-hand Inventory:		
Donated by third parties:		
Equipment (specify type of equipment and DOT class code on lines below, as appropriate) See application guidelines for a list of commonly used equipment codes.		
Provided by Applicant:		
Rented or Contracted Equipment:		
Purchased Equipment (not to exceed \$5,000/item):		
Donated by third parties:		
Contractual/Consultant Services		
Hired Consultants/Contractors/ Services (professional rate):	\$10,000.00	
Donated Consultants/Contractors/ Services (professional rate):		
Other Project Purchases		
Total	\$10,134.52	
Total Project Component Cost	\$10,134.52	

A SEPARATE WORKSHEET IS PROVIDED FOR EACH COMPONENT CHOSEN IN SECTION IV.B.
 If more space is needed, return to Section IV.B., click + to add another component, choose the same Component name again, enter "Continued" in the Description, and return to this Section to complete your entry.

Project Component: Tree Maint: Planting	Estimated Cost	Donation Value
Salary and Labor (specify project tasks on lines below, as appropriate)		
Applicant Staff Labor:	\$65.94	
Fringe Benefits:	\$23.74	
Municipal Partner Labor Expense (Cooperative Agreement will be required):		
Volunteer Labor (\$15.00/hr):		
Other:		
Supplies (specify items, as appropriate)		
Provided by Applicant's On-hand Inventory:		
Donated by third parties:		
Equipment (specify type of equipment and DOT class code on lines below, as appropriate) See application guidelines for a list of commonly used equipment codes.		
Provided by Applicant:		
Rented or Contracted Equipment:		
Purchased Equipment (not to exceed \$5,000/item):		
Donated by third parties:		
Contractual/Consultant Services		
Hired Consultants/Contractors/ Services (professional rate):	\$2,500.00	
Donated Consultants/Contractors/ Services (professional rate):		
Other Project Purchases		
Total	\$2,589.68	
Total Project Component Cost		\$2,589.68

Total Project Cost		
	Cash	Donated
Salary	\$5,677.39	
Supplies		
Equipment		
Contractual/Consultant Services	\$21,400.00	
Other		
Total	\$27,077.39	
Total Project Cost	\$27,077.39	
DNR Cost Share	\$13,538.69	
Applicant Cost Share	\$13,538.70	

Section VIII: Certification and Submission

Application form and required attachments must be received by 11:59 p.m., October 3, 2022, for the application to be eligible.

Attachments

Provide a signed resolution that has been adopted by the applicant's governing body which gives the name of the applicant, authorizes funding for the project, designates an authorized representative (position title) to act on behalf of the applicant and states that the applicant will provide documentation of work done and follow all relevant state and federal rules. A sample resolution is provided at: <https://dnr.wi.gov/topic/UrbanForests/grants/documents/UFGrantsCombinedResolution.doc>
Check all items you plan to attach.

- ☒ Authorizing Resolution attached
☐ By-laws & articles of incorporation (501[c][3] applicants only)
☐ Partner Verification Attached (8700-298A)

Submission Instructions

Review your application before continuing.

Submission by Email strongly recommended. If not possible, contact the [Urban Forestry Financial Specialist](#)

By my signature below, I hereby certify to the best of my knowledge, the information contained in this application and application attachments are correct and true. I understand and agree that any grant monies awarded as a result of this application shall be used in accordance with ch. 23.097, Wis. Stats., and ch. 47, Wis. Adm. Code.

NOTE: Please type your name on the signature line. Your typed name, along with the email message generated from electronic submittal of this form, will be used as an electronic signature which is the legal equivalent to an actual signature.

Signature of Authorized Representative	Date Signed	Applicant's Authorized Representative (print) Sayer A Larson
--	-------------	---

Position Title
Parks Superintendent / Village Forester

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Tuesday, September 27, 2022

SECTION: Consent Agenda

DEPARTMENT: Fire/EMS

CONTACT: Chris Dennis, Fire/Rescue Chief

AGENDA ITEM: Motion to approve the purchase of the emergency response ATV within the Fire & Rescue Department for a cost not to exceed \$40,000.

PREVIOUS ACTION:

ISSUE SUMMARY:

The 2022 budget provided funding for replacing the 18-year-old ATV in the Fire & Rescue Department. With the amount of wetland and water areas that the Fire & Rescue Department provides rescue services to in the McFarland community, it is recommended to maintain a similar ATV. The current ATV is an 8-wheeled amphibious unit that can make zero radius turns. A more conventional UTV was reviewed and determined not to be appropriate. The unit cost would be similar, but the conventional UTV would require the trailer's replacement due to the unit's increased height. Additionally, the conventional UTV requires a considerable turning radius, especially if outfitted with tracks that are required in the wetlands around McFarland. The department has received quotes, and Argo Adventure has provided the lowest price. In addition, to the base unit, 4 tires with chains for ice, emergency lighting, and scene lighting will be required. The staff will attempt to obtain funding for a wildland pump from the DNR, and the Fire & Rescue Association to be utilized for grass fires and prescribed burns in the Village conservancies and parks.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. QUOTE_11046_1661879962249
2. QUOTE_11058_1662054629364

Argo Adventure

Liewer Enterprises Inc.
34402 290th Street
Burke SD 57523
1-888-898-2746
www.ArgoAdventure.com
help@argoadventure.com

QUOTE

#11046

08/30/2022

Bill To:

Mc Farland Fire & Rescue
Po Box 110
Mc Farland WI 53558
United States

Ship To:

Mc Farland Fire & Rescue
5915 Milwaukee St
Mc Farland WI 53558
United States

QUOTE TOTAL:

\$30,645.90

QUOTE EXPIRES: 11/30/2022

PO / RFQ#	Sales Rep	Quote Expires	Terms	Shipping Method
	Pfeiffelman, Edson L	11/30/2022	GOVERNMENT PO	DragonFly Logistics, LLC

Qty	Item	Rate	Amount
1	RED 2023 ARGO AURORA 850 RESPONDER 8X8 COLOR: RED VIN# TRANSMISSION: ENGINE: EMISSIONS: EPA USA STANDARD FACTORY EQUIPMENT: * BILGE PUMP * BRUSHGUARD * FOLDING FRONT SEAT * SKID PLATE * STRETCHER MOUNT RACK * WARN VRX 3500 WINCH * 25X12-9 XT117 TIRES ON BEADLOCK 9" STEEL RIMS * 32HP CARBURETED FAN-COOLED ENGINE	\$29,999.00	\$29,999.00
	DISCOUNT - VEHICLE ARGO ADVENTURE VEHICLE DISCOUNT	\$-1,600.00	\$-1,600.00
1	PDI - ROPS UNIT PDI - SARS PACKAGE 8X8 UNIT SET-UP	\$350.00	\$350.00
1	FREIGHT - INBOUND - 8X8 VEHICLE INBOUND FREIGHT (FACTORY TO DEALER) - 8X8	\$1,200.00	\$1,200.00
1	SHIPPING - OUTBOUND VEHICLE SHIPPING OUTBOUND (DEALER TO CUSTOMER) 606 Miles @ \$1.15 Per Mile	\$696.90	\$696.90

* Vehicle shipping rates are individually line itemized.

Subtotal \$30,645.90

Shipping Cost* \$0.00

Tax (0%) \$0.00

X _____

CUSTOMER SIGNATURE

TOTAL \$30,645.90



11046

1 of 2

Argo Adventure

Liewer Enterprises Inc.
34402 290th Street
Burke SD 57523
1-888-898-2746
www.ArgoAdventure.com
help@argoadventure.com

QUOTE

#11046

08/30/2022

NOTES AND TERMS:

THIS UNIT IS SPECIAL ORDER AND WOULD TAKE 50 - 70 DAYS TO RECEIVE AT THE DEALER LEVEL FROM THE FACTORY IN CANADA.

THE UNIT WOULD SHIP TURN-KEY AND READY FOR USE TO YOUR ADDRESS VIA A PRIVATE CARRIER.

DEPOSIT: SIGNED GOVERNMENT PURCHASE ORDER.

FINAL PAYMENT: NET 10 - CHECK FROM THE DATE OF RECEIPT OF THE VEHICLE AT YOUR AGENCY.



11046

Argo Adventure

Liewer Enterprises Inc.
34402 290th Street
Burke SD 57523
1-888-898-2746
www.ArgoAdventure.com
help@argoadventure.com

QUOTE

#11058

09/01/2022

Bill To:

Mc Farland Fire & Rescue
Po Box 110
Mc Farland WI 53558
United States

Ship To:

Mc Farland Fire & Rescue
5915 Milwaukee St
Mc Farland WI 53558
United States

QUOTE TOTAL:

\$2,826.40

QUOTE EXPIRES: 11/30/2022

PO / RFQ#	Sales Rep	Quote Expires	Terms	Shipping Method
	Pfeiffelman, Edson L	11/30/2022		

Qty	Item	Rate	Amount
4	10010CVLT WHEEL 25" STL RIM LT	\$392.55	\$1,570.20
4	10010CVRT WHEEL 25" STL RIM RT	\$392.55	\$1,570.20
	DISCOUNT - PARTS ARGO ADVENTURE PARTS DISCOUNT	\$-314.00	\$-314.00

* Vehicle shipping rates are individually line itemized.

Subtotal \$2,826.40

Shipping Cost*

Tax (0%) \$0.00

X _____

CUSTOMER SIGNATURE

TOTAL \$2,826.40

NOTES AND TERMS:

SUMMER TIRES TO SWAP WITHOUT CHAINS.

TIRES WOULD SHIP WITH THE VEHICLE.



11058

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Tuesday, September 27, 2022

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Annual presentation from McFarland Food Pantry.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

The McFarland Food Pantry will be on hand to provide a recap of operations in the last year as they do annually.

FINANCIAL/BUDGET IMPACT:

The Village donates \$4,000 annually to the Food Pantry to support operations.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presented for discussion only.

ATTACHMENTS:

1. 2021 Annual Report



McFarland Food Pantry 2021 Annual Report

5404 Anthony Street P.O. Box 101
McFarland, WI 53558
608-658-0927
e-mail: mcfcp@gmail.com
webpage: mcfarlandfoodpantry.com

2021 McFARLAND COMMUNITY FOOD PANTRY HIGHLIGHTS

The McFarland Community Food Pantry's mission is to provide food and household essentials to individuals and families within the McFarland community who are struggling with hunger and in need of assistance.

COVID has continued to have a significant impact on the McFarland Community Food Pantry. Throughout 2021, the Pantry was unable to allow Pantry guests into the building to independently shop. In order to give guests the independence to select needed items, a grocery list (updated monthly) was provided allowing guests to make their own selections and the quantity desired. We also provided a weekly list of new items (recently received and/or not always available to put on the monthly list). Pantry guests remained in their vehicles while completing the lists. Volunteers inside the Pantry filled the requests and packed the groceries which were then placed in the guests' vehicles.

In addition, we added an outside "pop-up" pantry (weather permitting) where guests could look at items and make their own selections. We were excited to add this "pop-up" pantry for distribution of unique items and fresh produce. It provided guests the opportunity to select fresh produce, provided by the McFarland community garden and individual gardeners, and gave Pantry guests the independence to make their own choices.

We feel these options allow Pantry guests independence in getting needed groceries and household essentials.

Home deliveries have always been a part of the McFarland Community Food Pantry services, with our continuing to see an increase in the number of households needing these deliveries (now doing 12-15 per month).

The Pantry continues to actively look for the best means to serve Pantry guests and keep both the guests and volunteers safe during this ongoing pandemic.

During 2021, the Pantry served 126 different households who made 1148 visits to the Pantry. These households included 134 adults, 67 seniors (over 60), and 88 children.

We also continued to:

- Ensure each Pantry guest had access to a wide variety of nutritious food items including milk, eggs, meat, and fresh produce.
- Stocked household essentials and personal items, including toilet paper, paper towels, toothbrushes, toothpaste, bath soap, shampoo, dish soap, and laundry detergent.
- Distributed school supplies and school gift cards to students.
- Provided 85 Thanksgiving and 95 Winter Holiday meal baskets (including essentials to make a complete holiday meal) to Pantry households. (Thanks to the Dane County Cares Program and Second Harvest, the meat and most meal ingredients were without cost.)
- Coordinated the Holiday Giving Tree, providing 180 gifts to individuals (households and children). The continuing pandemic increased the obstacles for this activity, however, with the cooperation and generosity of both organizations and individuals, we were able to provide at least 2 gifts to each households and children. As in past years, the McFarland High School Students, coordinated by the Ambassadors, donated additional gifts for the children.

COMMUNITY SUPPORT

Over 83,605 pounds of food and household essentials were distributed thanks to the community support. Amazingly with drop-off sites closed, the community stepped up and found ways to donate over 37,000 pounds of food and household essentials (45% of what was distributed)!

2021 continued to bring out the best of the community, with many community organizations, churches, businesses, and individuals supporting the Pantry with special events, food drives and monetary donations. The Pantry created both PayPal and Venmo accounts to allow for no-contact donations. Over 275 different individuals and businesses made monetary donations in 2021.

There were a great many food drives and fundraising activities by individuals, organizations and churches, some of which included:

- Drive-thru food drives by the Lions, Lioness and the American Legion.
- Scouting for Food by the McFarland Scouts, cookie donations by individual Troops, and Cub Scout Pack 53 and Thrivent's Thanksgiving food drive.
- McFarland School Support including:
 - Conrad Elvehjem Primary School's food drive and Soctober with socks being distributed with holiday gifts
 - Waubesa Food Drive, sponsored by the 3rd graders and the 3rd graders visits to the Pantry decorating grocery bags
 - Indian Mound Middle School food drives and Valentine Card sales
 - High School food drives by the National Honor Society and Tech Ed Department, DECA's fundraiser "Spot the Spartan" and their annual Halloween Food Drive, and the Football Team's card sales
 - High School Music Boosters club donating fresh produce and the McFarland PTO
- One Community Bank-McFarland's Holiday Tree and employee food drives.
- AMTELCO and Temperature Control Systems' food drives; Hope Lutheran Church's Mountain of Food; and Crossroads Church food drive along with hat and mitten donations.
- McFarland's Public Works Open House food drive and the Police Department's Stuff the Squad.

- Dan Chin Home's Thanksgiving pie donations and Mad-City Gobblers' turkey donations.
- Kwik Trip and Pick 'n Save food donations.
- Ferraro Real Estate Group, Total Body Training, and Fit City's periodic food drives.
- Zelm Chiropractic Center's Patient Appreciation Day fundraiser and food drive.
- Food drives and fundraising by individuals, churches, and neighborhood groups.
- Stuff the Bus coordinated by the McFarland Lions, along with the Lioness, Lions, United Church of Christ, American Legion Auxiliary #534, McFarland Lutheran Church, One Community Bank-McFarland, and Thrivent Insurance. This also included fundraisers by Spartan Pizza and Rock n Rollz.
- Pool plunge, golf competition and lemonade stands.

The pandemic brought out a lot of creative ideas for helping Pantry guests through this difficult time, including the Optimist Club's pillowcases with books, birthday bags, science projects (by the UW's Department of Engineering Physics), and lots of Girl Scout cookie donations.

Thanks to the McFarland community, we were able to continue to provide Pantry guests with a wide variety of fresh produce. These produce donations were from the gardens planted especially for the Pantry, including the McFarland Lutheran Church "Care of Creation" garden, the Community Garden, and by Norb and Kathy Krusiak. Additional ongoing produce donations were received from Nick Linden and Dale Marsden.

PANTRY EXPENSES

The Pantry received, as no cost, increased allotments of food through the federal emergency food program and Second Harvest (who received food from the Dane County CARES Program). With this and the increased donations from the community, just over 24% of the food and households essentials were purchased by the Pantry

VOLUNTEERS

The McFarland Community Food Pantry continues to be a 100% volunteer organization from the Pantry Board to the Pantry Managers and the wide range of individual and group volunteers. Volunteers ensure that the Pantry is cleaned and stocked, along with packing groceries for Pantry guests. Unfortunately, the pandemic continued the Pantry's requirements to limit the number of volunteers inside. This resulted in our inability to continue allowing organization/student/scout groups or the Waubesa third-graders to help stock, put together the holiday meal baskets, or assist with other Pantry needs. We are looking forward to once again having the support of these groups!

**THE McFARLAND COMMUNITY FOOD PANTRY
CONTINUES TO BE AMAZED BY THE SUPPORT OF
THE COMMUNITY AND PANTRY VOLUNTEERS.
WE ARE SUCCESSFUL BECAUSE OF YOU!!
THANK YOU**

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, September 27, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action regarding Ordinance #2022-15: an ordinance amending various provisions of the McFarland Municipal Code regulating the generating of excessive noise within the Village.

PREVIOUS ACTION:

The Parks and Recreation Committee reviewed changes relative to parks at their meeting on August 2, 2022. They unanimously recommended its approval for the park related items.

The Public Safety Committee reviewed these changes at their meeting on September 7, 2022 and recommended their approval.

The Sustainability and Natural Resources Committee reviewed the changes on September 12, 2022 and recommended their approval.

ISSUE SUMMARY:

Please find enclosed several changes to Village Ordinance pertaining to regulations surrounding noise. This is a topic Staff has been working on refining within our code to be consistent in its application by Departments throughout the Village. Additionally, it provides some flexibility on amplified sound for park regulations while still maintaining applicable standards. The changes have been reviewed by Committee and recommended for approval.

FINANCIAL/BUDGET IMPACT:

There are no cost implications for these changes.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

Reference and links to Village Ordinance are included within the enclosed document summarizing the changes.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended action:

Motion, second for the Village Board to approve Ordinance #2022-15, an ordinance



ATTACHMENTS:

1. 2022-15 Amending Noise Ordinance

ORDINANCE 2022-15

AN ORDINANCE AMENDING VARIOUS PROVISIONS OF THE MCFARLAND MUNICIPAL CODE REGULATING THE GENERATING OF EXCESSIVE NOISE WITHIN THE VILLAGE.

Purpose: Amending and coordinating various provisions of the McFarland Municipal Code regulating the generation of noise within the Village.

Sponsor: Matt Schuenke, Village Administrator

Referrals: Parks & Recreation
Sustainability & Natural Resources
Public Safety

Public
Hearing: Not Required

WHEREAS, the McFarland Municipal Code contains numerous restrictions on noise-generating activities within the Village; and

WHEREAS, the noise regulations in the Code vary depending on the time of day, source of noise and various other factors; and

WHEREAS, the Village staff have recommended revisions to the Code to increase consistency, simplify enforcement and improve the clarity of the noise regulations; and

WHEREAS, the Village Board accepts the recommendations made by Village staff;

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

Hyperlinks provided to full code section within the enumeration.

Section 1. Section 11-64(c) of the McFarland Municipal Code is amended to read as follows:

- (c) *Orderly conduct.* Each licensed premises shall, at all times, be conducted in an orderly manner, and no disorderly, riotous or indecent conduct shall be allowed at any time on any licensed premises. Noise emanating from the licensed premises shall be controlled in compliance with Chapter 20, Article III of this Code.

Section 2. Section 11-64(n)(4).d. of the McFarland Municipal Code is repealed.

Section 3. Section 11-69(f)(9) of the McFarland Municipal Code is repealed.

Section 4. Section 11-69(h) of the McFarland Municipal Code is repealed.

Section 5. Section 11-134(a)(3) of the McFarland Municipal Code is repealed.

Section 6. Section 11-264(a)(4) of the McFarland Municipal Code is amended to read as follows:

- (4) Good order shall be maintained at all times. Without limitation due to enumeration, a lack of "good order" for purposes of this Section shall be deemed to include loud noises in violation of Chapter 20, Article III of this Code, patrons urinating in public, profane language and/or fighting.

Section 7. Section 20-58 of the McFarland Municipal Code is amended to read as follows:

No person shall make or assist in making any unreasonable noise tending to disturb the peace and quiet of persons in the vicinity thereof unless the making and continuing of the same cannot be prevented or is necessary for the protection or preservation of property or of the health, safety, life, or limb of some person.

Section 8. Section 20-59(intro.) of the McFarland Municipal Code is amended to read as follows:

The following acts are declared to be loud, disturbing and unreasonable noises in violation of this Section, but this enumeration shall not be deemed to be exclusive, nor a limitation upon the prohibition in Section 20-58:

Section 9. Section 20-59(b) of the McFarland Municipal Code is amended to read as follows:

- (b) *Radios, phonographs, similar devices.* The using, operating or permitting to be played, used or operated any radio receiving set; musical instrument, phonograph or other machine or device for the producing or reproducing of sound in a loud and unreasonable manner.

Section 10. Section 20-59(e) of the McFarland Municipal Code is repealed.

Section 11. Section 20-59(g) of the McFarland Municipal Code is amended to read as follows:

- (g) *Construction.* The erection (including excavation), demolition, alteration or repair of any building or the making of any alteration, repair or improvement to land, as well as the operation of any pile driver, , pneumatic hammer, derrick, hoist, or any other similar equipment, attended by loud or unusual noise, other than between the hours of 7:00 a.m. and 8:00 p.m.; provided, however, the Building Inspector may, upon such conditions as he or she deems appropriate, authorize in writing work to be performed at other times upon determining that the loss or inconvenience to any party in interest or the public, would be significant and of such nature as to warrant special consideration.

Section 12. Section 20-59(h) of the McFarland Municipal Code is amended to read as follows:

- (h) *Schools, courts, houses of worship, hospitals.* The creation of any excessive noise on any street adjacent to any school, institution of learning, house of worship or court while in use, or adjacent to any hospital, which unreasonably interferes with the normal operation of that institution, or which disturbs or unduly annoys patients in the hospital, provided that conspicuous signs are displayed in those streets indicating the presence of a school, hospital or court.

Section 13. The title to Division 2 of Article III of the McFarland Municipal Code is amended to read as follows:

DIVISION 2. - SPECIFIC NOISE LIMITS

Section 14. Section 20-77(a) of the McFarland Municipal Code is amended to read as follows:

- (a) Except as provided in sub. (c), noise emanating from any private property within the Village shall be presumed to be unreasonable if it exceed the following limits as measured at any point on a neighboring (receiving) property.

Receiving Parcel Land Use	Zoning Districts	Maximum 7:00 a.m. to 9:00 p.m.	Maximum 9:01 p.m. to 6:59 a.m.
Residential	RH-1, R-1, R-1A, R-1B, R-2, R-3, R-E, PD & PD-I not mixed use	65 dBA	60 dBA
Commercial	C-C, C-G, C-H, C-L, PD & PD-I mixed use	70 dBA	70 dBA
All other districts		75 dBA	75 dBA

Section 15. Section 20-77(b) of the McFarland Municipal Code is repealed and recreated to read as follows:

- (b) *Noise levels in public parks.* Noise generated within public parks shall be presumed to be unreasonable if it exceeds the following limits as measured 150' from the source or at the property line of the park if less than 150':

Community Parks	Maximum Level
Arnold Larson Park Brandt Park Lewis Park McDaniel Park William McFarland Park	75 dBA
Neighborhood Parks	
Autumn Groove Park Beckler Street Lake Access Bellevue Court Lake Access Cedar Ridge Park Discovery Garden Park Eco Park Egner Park Field Avenue Lake Access Juniper Ridge Parks Highland Oaks Park Lakeview Avenue Lake Access Larson Street Lake Access Legion Memorial Park Orchard Hill Park Ridgeview Tot lot Rosewood Fields Park Siggelow Road Park South Court Lake Access Valley Tot lot Wisconsin Avenue Lake Access Woodland Estates Park	65 dBA

Section 16. Section 20-77(c) of the McFarland Municipal Code is repealed and recreated to read as follows:

(c) *Exceptions.*

- (1) This section shall not apply in any case where the occupants of all properties receiving noise in excess of the prescribed limits have consented to an exceedance of such limits.
- (2) This section does not apply to the operation of construction equipment in any zone provided that the resulting sound level generated does not exceed 80 dBA measured at the exterior wall of the nearest occupied

structure on neighboring property, or such other level as may be authorized in writing by the Building Inspector as deemed necessary to avoid unreasonable expense to the parties involved in the construction project.

Section 17. Section 20-78 of the McFarland Municipal Code is repealed.

Section 18. Section 20-79 of the McFarland Municipal Code is repealed.

Section 19. Section 20-80 of the McFarland Municipal Code is amended to read as follows:

Sec. 20-80. - Operation of certain equipment.

Lawnmowers, chainsaws, powered garden equipment, electric insect killing/repelling devices, and other non-construction maintenance equipment shall be operated only during the hours between 7:00 a.m. and 9:00 p.m. unless within the specified noise levels measured at the property line of the location at which said equipment is in use. This section does not apply to the normal operation of snow removal equipment.

Section 20. Section 20-81 of the McFarland Municipal Code is amended to read as follows:

Sec. 20-81. - Exemptions.

The provisions of this Article shall not apply to any of the following:

- (a) The operator of emergency equipment including any police, fire, or emergency medical vehicle or equipment, civil defense or weather alert sirens and other equipment used in providing public service necessary for the health, safety, and protection of the citizens of the Village.
- (b) The use of motorized vehicles or equipment to remove snow or ice from vehicular and pedestrian ways.
- (c) The operation of any vehicle or other sound producing device that is being used in a community event or celebration, procession or assemblage.
- (d) The operation of a theft alarm signaling device.
- (e) The operation of a motor vehicle outside of a residential or business district; or
- (f) The use of a horn, whistle or other sound producing device to request emergency assistance or to warn against an unsafe condition.

Section 21. Section 20-82(b) of the McFarland Municipal Code is amended to read as follows:

- (b) *Location of sound meter.* Noise measurement shall be made at the lot line of a receiving premises. The sound meter shall be placed at a height of at least three feet above the ground and at least three feet away from walls, barriers and other sound reflective surfaces.

Section 22. Section 20-83 of the McFarland Municipal Code is amended to read as follows:

Sec. 20-83. - Appeals.

The Village Board may grant an exemption or modification to the requirements of this Chapter to a person demonstrating substantial hardship resulting from the application of these regulations. Such exemptions may be conditioned on operational limitations or other provisions determined by the Village Board to be necessary to protect the public interest.

Section 23. Section 35-10 of the McFarland Municipal Code is amended to read as follows:

Sec. 35-10. - Disturbance of the peace with a motor vehicle.

No driver of any vehicle, including motorcycles, all-terrain vehicles and bicycles, shall cause, by excessive and unnecessary acceleration, the tires of such vehicle or cycle to spin and emit loud noises or to unnecessarily throw stones or gravel; nor shall such driver cause to be made by excessive and unnecessary acceleration any loud noise as would unreasonably disturb the public peace.

Section 24. Section 36-4(o) of the McFarland Municipal Code is amended to read as follows:

- (o) Events that anticipate the use of amplified sound, or to in any manner generate excessive noise beyond 9:00 p.m. require an exemption from the Village Board under Sec. 20-83. It shall be the event organizer's responsibility to request this approval on the application form.

Section 25. Section 38-30(a)(1) of the McFarland Municipal Code is amended to read as follows:

- (1) In any public or private place engage in violent, riotous, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct, which tends to cause or provoke an immediate disturbance of public order or to unreasonably annoy a reasonable person.

Section 26. Section 38-30(b) of the McFarland Municipal Code is repealed.

Section 27. Section 44-20(b) of the McFarland Municipal Code is repealed and recreated to read as follows:

- (b) *Sound devices.* No person shall operate or play any amplifying system on the following public lands unless specific authority is first obtained from the Parks and Recreation Committee or the amplifying system is approved as part of a special event license issued under Chapter 36:

- (1) Babcock Conservancy
- (2) Grand View Conservancy
- (3) Indian Mound Conservancy
- (4) Marsh Woods Conservancy
- (5) Taylor Road Conservancy
- (6) Thrun Marsh Conservancy
- (7) Woodland Commons Conservancy
- (8) Yahara River Conservancy

The above and foregoing Ordinance was duly adopted at a regular meeting of the McFarland Village Board on the 26th day of September, 2022.

APPROVED:

Carolyn A. Clow, Village President

ATTEST:

Cassandra Suettinger, Deputy
Administrator/ Clerk

ORDINANCE 2022 –15	
MOTION	SECOND
ACTION	DATE
Adopted	
Referred	
Tabled	
Withdrawn	
Defeated	
Published	
INDIVIDUAL VOTING RECORD	
Brandt -	Jerke -
Brassington -	Nelson -
Clow -	Wreh -
Flaherty -	
VOTING RESULTS	
Motion Carried	
Motion Defeated:	

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, September 27, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer, Andrea Anderson,
HR Generalist

AGENDA ITEM: Discussion on outline of Personnel Policy Manual Review process.

PREVIOUS ACTION:

In April of 2022, the Village Board referred update and combining of the Village's Personnel Policy manual and Compensation and Benefits Manual.

ISSUE SUMMARY:

The Village Board has assigned the task of combining and updating the Village's Compensation & Benefits manual and Personnel Policy manual. This update will involve a review by our labor attorney to ensure current policies are still compliant and recommended. And also, to make revisions as desired from the 2021 Compensation and Classification Study. There are 36 chapters in the current Personnel Policy manual and 16 in the Compensation and Benefits manual that will be updated and combined.

Staff will bring policies to the Personnel Committee for revisions and recommendation. Once policies get to the Village Board, they will be noticed for discussion only. The Board will review all of the policies and be provided the opportunity to make any comments or suggestions as we go. However, we will not approve the entire updated manual until the very end. Staff estimates this process will likely take until 2023. The goal is to finish combining and updating the manual no later than the end of the 1st quarter in 2023.

Attached is an outline of the manuals and where they are in our review process.

FINANCIAL/BUDGET IMPACT:

The manual update and review will have charges from our labor attorney, but costs will fit within the 2022 budget.

VILLAGE PLAN REFERENCE:

2021 Compensation and Classification Study

ORDINANCE REFERENCE:

none.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended for discussion only.



ATTACHMENTS:

1. PP-CBM Manual Project Update - 09.27.2022

Personnel Policy Manual Chapter	Personnel Committee Review & Recommendation Date	Village Board Discussion Date
1 - Purpose & Scope	Create new section toward the end of the project	
2 - Definitions	Eliminate	
3 - Organization & Administration	8/16/2022	9/23/2022
4 - Transactions & Records Management	9/15/2022	
5 - Position Classification & Administration		
6 - Recruitment & Selection		
7 - Changes in Employee Status		
8 - Termination of Employment		
9 - Employee Performance Evaluations		
10 - Training & Development		
11 - Safety		
12 - Employee Conduct & Disciplinary Action		
13 - Grievance Policy & Procedure		
14 - General Conditions of Employment		
15 - Working Conditions -		
16 - Compensation -		
17 - Holidays -		
18 - Vacation Policy for Non-Represented Positions		
19 - Sick Leave		
20 - Bereavement Leave -		
21 - Jury Duty/Civil Leave		
22 - Military Leave	9/15/2022	
23 - Family & Medical Leave Laws		
24 - Unpaid Leaves of Absence		
25 - Worker's Compensation & Worker's Compensation Light Duty		
26 - Miscellaneous Benefits		
27 - Ethical Standards for Employees		
28 - Political Activity		
29 - Unlawful Harassment, Discrimination & Retaliation	9/15/2022	
30 - Alcohol and Drug Use		
31 - Personal Use of Village Property		
32 - Electronic Communication and Information Systems Policy		
33 - Policy on Use of Social Media		
34 - Violence in the Workplace Policy		
35 - Library Employees		
36 - Light Duty Policy for Non-Worker's Compensation Related Illness/Injury		
37 - Remote Work	9/15/2022	
Compensation & Benefits Manual	Personnel Committee	Village Board
1 - Purpose and Scope	Create new section at end of project	
2 - Definitions	Eliminate	
3 - Administration of Compensation Plans for Non-Represented Employees	N/A	1/24/2022
4 - Residency	Eliminate	
5 - Incentive Pay	Eliminate	

6 - Eligibility for Benefits		
7 - Holidays	Combine with Chapter 17 of PP Manual above	
8 - Vacation Policy for Department Head Positions	Combine with Chapter 18 of PP Manual above	
9 - Vacation Policy for Non-Represented Positions Other than Department Heads	Combine with Chapter 18 of PP Manual above	
10 - Sick Leave	Combine with Chapter 19 of PP Manual above	
11 - Unemployment Compensation	Eliminate	
12 - Health Insurance Benefits	Combined into WRS/ETF Benefit Section	
13 - Income Continuation Insurance Benefits	Combined into WRS/ETF Benefit Section	
14 - Group Life Insurance Benefits	Combined into WRS/ETF Benefit Section	
15 - Retirement Benefits	Combined into WRS/ETF Benefit Section	
16 - Miscellaneous Benefits	Combined policies into other areas	
Appendix A - Pay Range Matrix		

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, September 27, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer, Andrea Anderson, HR Generalist

AGENDA ITEM: Discussion on amendment of Chapter 4, Transactions and Records Management, of the Personnel Policy Manual.

PREVIOUS ACTION:

ISSUE SUMMARY:

In moving through updates to the Personnel Policy Manual, the staff reviewed Chapter 4, Transactions and Records Management, of the Personnel Policy Manual. It is of note that sections of the manual such as Chapter 4 have not been updated for some time. Over the years, the requirements for records management, Village procedures, and Village personnel structure have all changed. Proposed revisions target these areas and propose to stream line the Chapter to be more concise and aligned with current laws and ordinances.

The proposed modified version of Chapter 4 provided in your packet shows recommended revisions from staff and the Village's labor attorney. It provides the following updates:

- Addition of the Deputy Village Administrator and the HR Generalist positions.
- Revisions from the attorney to address areas that were not needed or required, and proposed straight deletions.
- Elimination of areas of the Chapter related to payroll that are duplicated in other areas.
- Section 4.02(2) was also expanded on to provide more context for what employee requirements are in regards to notification of changes in status or personal information.
- Additional language accounting for requirements for sworn Police staff regarding items required to be retained by the Chief of Police and also reference to new state law requirements that necessitate the sharing of certain personnel related documents.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.



BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Personnel Committee unanimously recommended approval.

Presented for discussion only. As noted in the previous items, we will bring each of these revisions forward for discussion only and adopt the revised manually as one document once all proposed revisions have been reviewed.

ATTACHMENTS:

1. PPM Chapter 4 - Transaction and Records Management - Redlined Version 9-2022

CHAPTER 4 - ~~TRANSACTIONS AND PERSONNEL~~ RECORDS MANAGEMENT

4.01 Purpose

~~This chapter sets forth the basic personnel record keeping requirements and identifies procedures governing accessibility to such records.~~

~~4.02~~ 4.01 Policy

~~It is the policy of the Village to maintain original personnel records in a centralized location at the _____ in the Administration Office for applicants, employees, and past employees in order to document employment-related decisions, evaluate and assess policies, and comply with Government record keep and reporting requirements. Wisconsin law governing management of personnel records for police and/or fire department employees shall take precedence over this policy.~~

~~The Village Administrator and Village Clerk will Deputy Administrator will develop and maintain an effective personnel transaction procedure and personnel records management system. All appointments, separations, and other personnel transactions will be implemented using forms designated by the Village Deputy Administrator or Human Resource designee. The primary purpose of these systems and procedures will be to:~~

- ~~(1) Establish and maintain clear lines of authority for the processing of personnel transactions and management of personnel records;~~
- ~~(2) Establish and maintain uniform, easily accessible and complete employment records of all Village employees and employee transactions;~~
- ~~(3) Maintain factual data regarding the employment history of all personnel;~~
- ~~(4) Meet a variety of legal requirements.~~

~~4.03~~ 4.02 Responsibility and Authority

~~(1) Village Administrator and Village Clerk~~ Deputy Administrator

~~The Village Administrator~~ Deputy Administrator and ~~Village Clerk~~ Human Resource ~~will~~ will:

- (a) Establish, maintain and coordinate personnel transactions and records management for all Village employees and positions.
- (b) Establish and maintain a personnel file for each Village employee.
- (c) Advise and assist Department Heads and supervisory personnel in all Village personnel transactions and records management systems and procedures.

- (d) Notify payroll ~~department personnel~~ of all relevant changes.

~~(2)~~ Department Heads

~~Department Heads and Supervisory Personnel will:~~

~~Initiate and process personnel transactions affecting their employees using forms provided by the Village Clerk.~~

~~(ab) Submit and approve a time sheet for each employee showing vacation time, sick leave and other forms of leave, overtime, and compensatory time accruals and usage for each pay period and report this information to the Village Clerk within the Village's payroll system.~~

- ~~(c) Notify the Village Clerk of all changes in permanent personnel records including changes in address, insurance coverage, and other relevant information.~~

~~(32)~~ Employee

~~Employees will be responsible for notifying the Deputy Administrator or HR Designee in writing of any changes that affect their personal status, status including but not limited to the following changes: changes in~~

- ~~a. Name~~
- ~~b. aAddress, name, insurance coverage,~~
- ~~c. Marital status (for benefits and tax withholding purposes only)~~
- ~~d. Number of dependents (for benefits and tax withholding purposes only)~~
- ~~e. Addresses and telephone numbers of dependents and spouse or former spouse (for insurance purposes only)~~
- ~~f. Beneficiary designations for any of the Village's insurance, disability or pension~~
- ~~g. g. Persons to be notified in case of emergency.~~
 - ~~a) qualifying life event changes and other relevant information. Each employee will be responsible for notifying their Department Head of any changes that affect their personal status.~~

43.0403 Personnel Files

(1) A personnel file will be maintained for each person employed by the Village. These files will be maintained by the Deputy Administrator and/or Human Resource Designee Village Clerk unless otherwise required by a Federal or State agency such as the Department of Justice. The active files will consist of the individual files of all persons currently on the Village payroll and those of employees in active employment status. The inactive files will consist of the individual files of all persons formerly employed by the Village.

(2) At a minimum, the personnel files of all current employees will contain the following information:

- (a) The full name, date of birth, current address, telephone number and Social Security number of the employee.
- (b) The title of all past and present Village positions held.
- (c) The employee's initial starting date.
- (d) The current salary and salary history of the employee.
- (e) Changes in status.
- (f) The person's original application/resume for employment.
- (g) Any required payroll deduction or withholding authorization forms.
- (h) ~~Payroll records indicating the total number of hours worked per day and per week.~~
- (i) All appropriate fringe benefit enrollment and waiver forms.
- (j) All personnel action forms and official correspondence relative to the person's employment with the Village.
- (k) Any other pertinent information as may be necessary for effective personnel administration and for compliance with Federal law and state statutes.

(4) The Chief of Police shall be responsible for maintaining an additional personnel file containing all items required by the ~~WIDOW~~ Wisconsin Department of Justice and applicable state and federal requirements laws.-

(53) Individual records relating to employee grievances, records of training, and job performance will be maintained for all employees. Any such records, including individual files, will be considered confidential in order to prevent the invasion of privacy and will be made available to:

- (a) The employee;
- (b) An authorized representative of the employee as provided for in 4.05 below;
- (c) The Village President;
- (d) The Village Administrator;
- (e) The ~~Village Clerk~~ Deputy Administrator;

(f) The Human Resource Designee

(fg) The Department Head and immediate supervisor(s) of the employee;

(gh) ~~Authorized Federal and State representatives who have cause to review such records for official reasons. Any other representatives or agencies who have cause and legal authority to review such records.~~

4.05 Employee Access to Personnel Files Access

(1) Employees throughout Wisconsin are governed by State laws guaranteeing their right to inspect and have copies of ~~most~~ personnel records held by their employer. Records open to employees for inspection include any personnel documents which are used, or which have been used in determining that employee's qualifications for employment, promotion, including records used in determining matters like additional transfer, additional compensation, termination or other disciplinary actions and medical records, except when the employer believes that disclosure of an employee's medical records would have a detrimental effect on the employee. In that instance, the Village may choose to release the records through the employee's physician.

As exceptions to this general rule, employees are not entitled to inspect records relating to:

- a) investigations of possible criminal investigations which involve them offenses committed by that employee;
 - b) letters of reference, written on their behalf;
 - c) any portion of test documents (except cumulative score); used by the employer,
 - d) materials used by the employer in planning future actions such as individual salary increases or job assignments information used by the employer for staff management planning purposes;
 - e) information of a personal nature about another person; or,
 - f) records relating to any pending claim between the employee and employer.
- a) ~~or information of a personal nature about another person. While employees are entitled to inspect their medical records, the employer may choose to release the records through the employee's physician.~~

b) ~~—~~

~~No documents may be removed from individual personnel files without the expressed written permission of the Village Administrator. Copies of documents contained within an individual's personnel file will be provided to the individual or designated authorized representative upon request.~~

(2) ~~— A copy of any material placed in an employee's file that may affect their job performance evaluation will be presented to the employee involved within two (2) days. Receipt or review of such material will be acknowledged by the signature of the employee.~~

(3) ~~Under State law all e~~Employees have a right to inspect and photocopy their personnel records twice during ~~the a~~ calendar year. Inspection must be requested in writing to the Deputy Administrator or HR Designee. An employee may also designate a personal representative to

inspect personnel records on their behalf. The Village ~~will respond to the request, as an employer, is required to provide access to records~~ within seven (7) working days ~~of receipt of the request and schedule the inspection after a request is received from one of its employees, at a time and place that are mutually convenient~~ at a location within the McFarland Municipal Center that is mutually convenient. Such inspection of personnel records will be done in the presence of a designated representative of the Village. The Village reserves the right to assess a reasonable fee for the cost of reproducing any such documents requested.

(4) If an employee disagrees with any information contained in the personnel records, a removal or correction of that information may be mutually agreed upon by the Village and the employee. If an agreement cannot be reached, the employee may submit a written statement explaining the employee's position. The Village will attach the employee's statement to the disputed portion of the personnel record. The employee's statement will be included whenever that disputed portion of the personnel record is released to a 3rd party as long as the disputed record is a part of the file.

4.06 Law Enforcement Agency Access

The Village Police Department complies with the procedural requirements of Wisconsin law regarding record sharing of law enforcement candidate personnel files between interviewing and employing agencies.

Other Records

(1) The ~~Village Administrator and Village Clerk~~ Deputy Administrator will be responsible for the generation and maintenance of all Village payroll and leave records including records indicating the total number of hours worked per day and per week by all employees.

(2) All required employer records such as those relating to group occupational safety and equal employment opportunity will be maintained by the ~~Village Administrator and Village Clerk~~ Deputy Administrator and/or Human Resource Designee.

(3) The Deputy Administrator and/or Human Resource Designee will be responsible for the maintenance of all records and documents obtained through the background check process.

4.07 Public Inspection

The public inspection of personnel records will be governed by Wisconsin Statutes and Village Ordinances.

4.08 Destruction of Records

~~Employment records relating to employee hire dates will be kept permanently. Payroll records will be kept for five (5) years. Retention of all Village records shall be in accordance with Village Ordinance Chapter 2, Article IX – Public Records. Applications and examinations may be destroyed in accordance with law.~~

4.09 Medical Records

The Village will maintain all employee medical records, including FMLA, disability accommodation and short-term disability records, in locked file cabinets, separate from personnel records. Medical records will be maintained by the ~~Village Clerk~~Deputy Village Administrator and/or Human Resource Designee, and kept confidential as dictated by law.

4.10 Reports

The Village Administrator and Deputy Village Administrator will provide the Village Board with appropriate reports and information relating to personnel actions.

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, September 27, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer, Andrea Anderson,
HR Generalist

AGENDA ITEM: Discussion on amendment of Chapter 22, Military Leave, of the
Personnel Policy Manual.

PREVIOUS ACTION:

ISSUE SUMMARY:

Chapter 22, Military Leave, of the Personnel Policy Manual has not been updated for some time, and is in need of updates.

The proposed modified version of Chapter 22 provided in your packet shows recommended revisions from the Village's labor attorney to bring our policy into compliance with current statutory requirements.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Personnel Committee unanimously recommended approval.

Presented for discussion only. As noted in the previous items, we will bring each of these revisions forward for discussion only and adopt the revised manually as one document once all proposed revisions have been reviewed.

ATTACHMENTS:

1. PPM Chapter 22 - Military Leave - Redlined Version 09-2022

CHAPTER 22 - MILITARY LEAVE

22.01 ~~General~~Regular Military Leave

~~(1) (1) —~~ The Village ~~will comply with the~~adheres to all requirements of the ~~Selective Service Act, as amended, and the~~ Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) ~~as they apply to its~~), and consistent with that Act will grant military leave to all eligible full-time and part-time employees.

~~(2) An~~ To be eligible for military leave, an employee ~~intending to use military leave is expected~~must provide advance notice of service obligations to give the Department Head ~~reasonable advance notice of the period during which military duty will be performed and a copy of the~~ and Human Resources designee, ~~unless prevented from providing such notice by~~ military order ~~requiring such duty.~~

22.02 ~~Regular Military Leave~~

~~(1) —~~ A full time ~~necessity, or it is otherwise impossible or unreasonable for the~~ employee ~~who leaves the service of the Village to join the~~ provide such notice.

~~(3) —~~ During an employee's absence for military ~~forces of the United States will be granted a~~ leave, length of service accumulates, and benefits continue as required by applicable law. ~~Provided the employee's absence for military leave without pay. This leave will extend for ninety (90) days beyond the date~~ does not exceed applicable statutory limitations and the employee is relieved from such service. Copies of induction and release papers must be filed on a timely basis with notifies the Village Administrator.

~~(2) —~~ Such ~~of intention to return, the~~ employee will ~~be restored to the position vacated or to a comparable position with full~~ retain reemployment rights ~~without loss of and accrue~~ seniority ~~or and~~ benefits ~~provided that:~~

~~(a) —~~ The employee ~~makes an application in accordance with applicable federal and state laws. Employees who fail to the Village Administrator report for work within ninety (90) days~~ the prescribed time after the date of honorable discharge or fifteen (15) days after rejection for service;

~~(b) —~~ The employee is ~~physically and mentally capable of performing the work of the position with or without reasonable accommodation; and~~

~~(c) —~~ The ~~length~~ completion of military service ~~did not exceed four (4) years unless extended by law.~~

~~(3) —~~ Failure by an employee to notify the Village of their intention to return to work within the ~~allotted time period will be considered as grounds for discharge from to have voluntarily terminated their~~ employment.

22.03 Reserve Military Annual Training Leave

~~(1) — An employee, who by reason of membership is a reservist in the a branch of the Armed Forces or member of the National Guard or any recognized branch of the United States Military Reserve, is ordered by the appropriate authorities to attend a training session or encampment under the supervision of the United States Armed Forces, will be granted a leave of absence from the employee's position without loss of pay for a period not to exceed time off for required military training. Such training time will be paid time off, for up to ten (10) working days in any per calendar year.~~

~~(1) (2) — If, either by the employee's base pay (Village adding compensation to bring the military pay grade and years of service) as a member of the Armed Forces is less than training pay up to the current employee's rate of compensation as a Village employee with the Village, or by the Village providing full regular pay for the training time, whichever is less. To receive any pay for the period, the employee is entitled to receive added compensation from the Village in an amount equal to the difference between the two rates of compensation for the period of time the employee is absent from work. A must provide the Department Head with a copy of the military pay voucher will be used to substantiate base pay earned as a member of the Armed Forces for the training.~~

~~(32) An employee on military leave The Village will not be compensated by the Village pay for only that travel time needed to accommodate the employee's personal preference for a mode of travel when travel time exceeds the amount of time authorized for travel in the military orders order issued to the individual and employee or as reflected on the military pay voucher. Such additional Excess travel time away from work will be charged to vacation, compensatory time or leave without pay.~~

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, September 27, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer, Andrea Anderson,
HR Generalist

AGENDA ITEM: Discussion on amendment of Chapter 29, Unlawful Harassment,
Discrimination and Retaliation, of the Personnel Policy Manual.

PREVIOUS ACTION:

ISSUE SUMMARY:

Chapter 29, Unlawful Harassment, Discrimination and Retaliation, of the Personnel Policy Manual was revised and updated quite extensively in the last few years

The proposed modified version of Chapter 29 provided in your packet shows recommended revisions from staff and the Village's labor attorney. The updates account for the addition of the Human Resources Generalist position and provide for the direct reporting of any harassment or discrimination complaints to the Human Resources Generalist instead of the supervisor. This was recommended by the attorney, and supported by staff, to reduce the amount of initial reporting required and to allow for a consistent and confidential reporting structure.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

The Personnel Committee unanimously recommended approval.

Presented for discussion only. As noted in the previous items, we will bring each of these revisions forward for discussion only and adopt the revised manually as one document once all proposed revisions have been reviewed.

ATTACHMENTS:

1. Chapter 29 - Unlawful Harassment Discrimination and Retaliation - Redlined Version 09-2022



CHAPTER 29 – UNLAWFUL HARASSMENT, DISCRIMINATION AND RETALIATION

29.01 Purpose

The Village is committed to providing a professional work environment. This means that the Village will not tolerate any form of unlawful harassment, discrimination, or retaliation, including conduct as defined in this policy directed at an employee or applicant for employment because of his or her sex (including sexual orientation, gender identity, transgender status, and pregnancy), race, color, national origin, age, ancestry, disability/handicap, religion, creed, ancestry, genetic information or history, marital status, participation in the military reserve and veteran status, arrest and conviction record, or any other legally protected characteristic.

The purpose of this policy is to provide procedures for reporting, investigating and resolving complaints of unlawful harassment, discrimination and retaliation. The Village will not tolerate unlawful harassment, discrimination or retaliation by any employee, elected or appointed officeholder, or non-employees who conduct business with the Village. The Village considers harassment, discrimination and retaliation of others to be forms of serious misconduct worthy of discipline up to and including termination or removal, and other remedial response designed to end the prohibited behavior.

Individuals protected under this policy include all employees and applicants. Any unwelcome conduct that originates from a non-employee (e.g., elected officeholders, contractors or visitors) will be investigated in accordance with this policy under the authority of the Village Board.

29.02 Discrimination

Discrimination may include, but is not limited to, any negative conduct or action: (1) directed toward or about any employee; or (2) taken with respect to any employee because of that employee's race, color, religion, age, sex, national origin, disability or handicap, veteran status, ancestry, marital status, or any other characteristic protected by applicable federal, state or local law.

29.03 Sexual Harassment

Sexual harassment may include, but is not limited to, any unwelcome or unwanted sexual advances, requests for sexual favors, or other acts of a sexual or sex-based nature between members of the same or opposite sex where: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) an employment decision is based on an individual's acceptance or rejection of such conduct; or (3) such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

Sexual harassment is not limited to sexual advances or expressions of sexual desire. It may also include expressions of hostility or dislike or other inappropriate conduct toward another based on

that individual's sex or gender. The offender or victim of sexual harassment may be of any gender and sexual harassment can occur between persons of the same or opposite gender.

29.04 Discriminatory Harassment

Discriminatory harassment may include, but is not limited to, any conduct relating to an individual's race, color, religion, age, national origin, disability or handicap, veteran status, ancestry, marital status, or any other characteristic protected by applicable federal, state or local law, where the conduct: (1) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Examples of inappropriate or offensive conduct, prohibited harassment or discrimination include, but are not limited to:

- Unwanted sexual advances, flirtations, innuendo, explicit sexual propositions or demands for sexual favors in exchange for favorable treatment or continued employment.
- Threats —or —insinuations —that —the —individual's —employment, —wages, promotional opportunities, job or shift assignments or other conditions of employment may be adversely affected by not submitting to sexual advances.
- Sexually oriented kidding, teasing, practical jokes or horseplay, jokes about gender specific traits, sexually suggestive or obscene body language or gestures.
- Display —of —sexually —suggestive, —obscene —or —offensive —printed —or —visual material including viewing or displaying such material on a computer via the Internet, e-mail or other electronic means.
- Physical contact, such as touching, patting, pinching or brushing against another's body.
- Teasing or jokes referring to race, national origin, ethnicity, age, or any other protected characteristic.
- Vulgar, obscene or other inappropriate language.
- Referring to an individual's race, age, physical or mental condition, particularly when making decisions affecting the individual in the workplace or which affect the individual's ability to perform his or her job.

This list describing discrimination, harassment and inappropriate conduct is not exhaustive. Because inappropriate conduct is not on this list does not mean the conduct is not harassing, discriminatory or inappropriate. The Village retains the right in all situations to discipline an

employee that has been found to have engaged in harassing, discriminatory, retaliatory or other inappropriate conduct regardless of whether the conduct is specifically described above.

29.05 Retaliation

Retaliation against any employee for filing a harassment, discrimination or retaliation complaint, or for assisting, testifying or participating in the investigation of such a complaint, is prohibited by the Village and may be prohibited by state and federal law.

Retaliation is a form of misconduct. Employees who are found to have retaliated against a complainant or witness will be subject to discipline separate from, and in addition to, any discipline determined to be appropriate as a result of the Village's findings on the initial complaint. Because of the Village's commitment to prohibiting retaliatory behavior, employees should expect that consequences for retaliation will likely result in discipline up to and including discharge.

29.06 Reporting Procedures

(1) Whenever an employee perceives conduct to be harassing or discriminatory, several options are available to address the problem.

- (a) Any employee experiencing or observing harassment, discrimination, or retaliation is encouraged, but not required, to inform the person that his or her actions are unwelcome and offensive and that the person should stop such behavior. This initial contact can be either verbal or in writing. The employee should document all incidents in order to provide the fullest basis for investigation if needed.
- (b) Any employee who believes that he or she is being harassed, discriminated, or retaliated against, or who witnesses such conduct is expected to report the incident as soon as possible to ~~their immediate Supervisor and the Human Resources Generalist.~~ This is so that necessary preventive steps can be considered and taken to end any prohibited harassment, discrimination, or retaliation, and so that appropriate investigation and correction may be started according to Section 29.08. ~~Supervisors receiving reported incidents of harassment shall notify their immediate Supervisor and the Village Administrator.~~
- (c) Any employee who believes that he or she is being harassed, discriminated, or retaliated against or who witnesses such conduct, and has reported this conduct to ~~their immediate Supervisor and the Human Resources Generalist,~~ may also report the incident as soon as possible to the following individuals if no, or unsatisfactory, action ~~has been~~ taken by ~~the Supervisor~~ the Village to address the harassment alleged:

1. ~~Village Administrator;~~

21.. ~~Village Clerk/Treasurer~~ Deputy Village Administrator;

32.. Village Board President or Village Administrator, if the allegations regard such conduct ~~is~~ engaged in by an elected or appointed office holder of the Village; and/or

43.. Village Board President, if the allegations regard such conduct ~~is~~ engaged in by the Village Administrator.

(d) An employee who believes he or she is being harassed, discriminated, or retaliated against by an immediate Supervisor, may report the matter to ~~any~~ of the individuals identified in subsection (c).

(2) An employee who becomes aware that another employee is being harassed, shall promptly report those concerns as described in the immediately preceding paragraph. All employees, whether victims of harassment or not, are expected to bring violation of this policy to the attention of the Village by informing one of the individuals described above.

(3) Any unwelcome conduct that originates from a non-employee (e.g., elected officeholders, contractors or visitors) should also be reported.

The Village will determine the appropriate course of action to promptly and thoroughly address the complaint, including any immediate remediation of the behavior. The Village may initiate an investigation or have the victim and the accused engage in conciliatory efforts to resolve the matter if acceptable to the victim.

29.07 The Conciliation Process

(1) The conciliation process is a means to address potential complaints and concerns under this policy quickly and in an informal manner. This process is not appropriate for all situations and will not resolve all issues. It may be initiated before or after the employee has filed an internal complaint. The conciliation process is voluntary, and may be used only when agreed upon by the parties directly concerned: the complainant(s), management, and the accused.

(2) Conciliation seeks to resolve problems by allowing the affected parties to present their issues and then assisting them in arriving at effective, reasonable solutions agreeable to all. When solutions have been identified, management will follow up to ensure that the implementation has been carried out and is effective.

29.08 Harassment Complaint and Investigation Process

(1) A Village employee may report a complaint either verbally or in writing. Employees are encouraged to follow the process of first reporting their complaints to their ~~Supervisor and Human Resources Generalist, however it is recognized that in some instances, including if their complaint is regarding their supervisor, they may feel the need to report elsewhere solely to Human Resources. In that instance, Employees may be asked for their reasons in choosing to report differently. No Employee will be penalized in any way for making that choice.~~

(2) If it is determined that an investigation is required, the investigation will be conducted promptly, thoroughly and impartially. -The investigation of harassment complaints will normally be conducted by the Deputy Village Administrator or ~~a designee.~~Human Resources Generalist.

(3) The confidentiality of the investigation, the identity of the individual who submits a report, witnesses and the target of the complaint will be maintained throughout the investigatory process to the extent consistent with a thorough and impartial investigation.

(4) Private interviews will be conducted with the person filing the complaint, the alleged victim of the behavior (if different), the accused employee(s), and any witnesses.

(5) Findings will be documented and maintained in a secure location. Such records will not become part of a personnel file unless discipline is administered or an employee's status is changed as a result of the complaint being filed.

(6) When the investigation is complete, to the extent appropriate, the person filing the report, the alleged victim (if different), and the person alleged to have committed the harassment will be informed of the findings.

(7) The Village will take immediate and proportional corrective action designed to end any prohibited behavior occurring, which may include appropriate disciplinary action, up to and including termination.

29.09 External Complaint Procedures

The internal complaint process is not meant to be a substitute for an employee's right to file a formal complaint with either the Equal Rights Division or the Equal Employment Opportunity Commission. However, the filing of a complaint with an external agency does not relieve the employee of the responsibility to also file an internal complaint pursuant to the Village's anti-harassment policy. The Village has a responsibility under the law to investigate claims of harassment and to take appropriate remedial measures, and is unable to do so unless the matter is brought to its attention through the internal complaint procedure.

Additional procedures for reporting complaints of harassment are available to employees through: The Equal Rights Division, Department of Workforce Development, 201 East Washington Avenue, P.O. Box 8928, Madison, WI 53708, Telephone: (608)266-6860. File within 300 days of the last violation.

The U.S. Equal Employment Opportunity Commission, 310 West Wisconsin Avenue, Suite 800, Milwaukee, WI 53203, Telephone: (414)297-1111. File within 300 days of the last violation.

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Tuesday, September 27, 2022

SECTION: Consent Agenda

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Village Clerk/Treasurer, Andrea Anderson, HR Generalist

AGENDA ITEM: Discussion and action on amending the Organization Chart for the Municipal Court Department to convert the Judicial Assistant to a full-time position and approving a success plan.

PREVIOUS ACTION:

ISSUE SUMMARY:

The Village has been notified that after 27 years of employment with the Village, our Judicial Assistant Wendy Motl will be retiring. Wendy has been a tremendous asset for the Village for her long tenure, and her service to the community is appreciated and commended. Wendy's last day with the Village will be February 23, 2023.

The Judicial Assistant position is a very specialized position, and the Municipal Court Department is one of the most unique departments within the Village. Attached is the organizational structure. The Municipal Court Department is comprised of an elected Municipal Judge and a Judicial Assistant that reports directly to the judge.

Because of the specialized nature of the position, Wendy has provided the Village with a very generous amount of advanced notice of her retirement in hopes of providing an opportunity to create a succession plan that allows her to train her replacement months in advance of her departure. In practice, the Judicial Assistant administers the day-to-day operations and functions fairly independently. The Judicial Assistant position is unique in that the position by Statute and Ordinance is appointed by the Municipal Judge. The training required for the position is fairly specialized and there is a lot of knowledge required. The Village is fortunate our current Judicial Assistant is one of the primary resources and trainers for the position in the County/State

The 2023 budget proposes to convert the Judicial Assistant from its current 75% part-time position to a full-time position. The hours and demands of the Judicial Assistant have been progressively growing over the last 10 years. While the Village was fortunate to have a Judicial Assistant function at 75%, the position is proposed to move to full-time. With the current budget timeline, final approval for the 2023 budget will not be provided until November 22nd. Staff is requesting

FINANCIAL/BUDGET IMPACT:

In compiling the 2023 budget, Village staff estimates the surplus for 2022 will be approximately



\$137,000. The surplus is caused by a variety of typical overages and underages that are typical in the Village budget, but the main drivers of the surplus are vacancies experienced in PD, Fire & Rescue, and Public Works.

The cost of the attached succession plan is estimated at:

2022 - \$4,440 - This covers taking the position full time for four weeks in December, as well as the current Judicial Assistant job shadowing and training the new hire. (Fund balance could be utilized to pick up the additional costs)

2023 \$12,000 - The net effect on wages of the shift to full-time change will be an additional \$12,000. *(This is a continuing operational cost that would directly impact the tax levy)*

\$ 15,000 - Because of the unknown of the replacement, benefits are increased to account for a potential increase in benefit selections. Much of these costs would need to be built into the budget regardless of the succession plan and job shadowing. *(This is an estimate at this point, but there would be a continuing operational cost that would directly impact the tax levy)*

\$11,445 - Cost of the 2 month job shadow with benefits. *(Fund balance from 2022 could be used to pay for this portion as it is a one-time cost)*

\$38,445

The total cost for transitioning the position to full-time and providing a three-month job shadow is \$42,000. \$16,440 of this plan could be paid for through projected surplus from 2022. That leaves the financial implications of this proposal at approximately \$27,000 for 2023.

VILLAGE PLAN REFERENCE:

N/A

ORDINANCE REFERENCE:

N/A

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

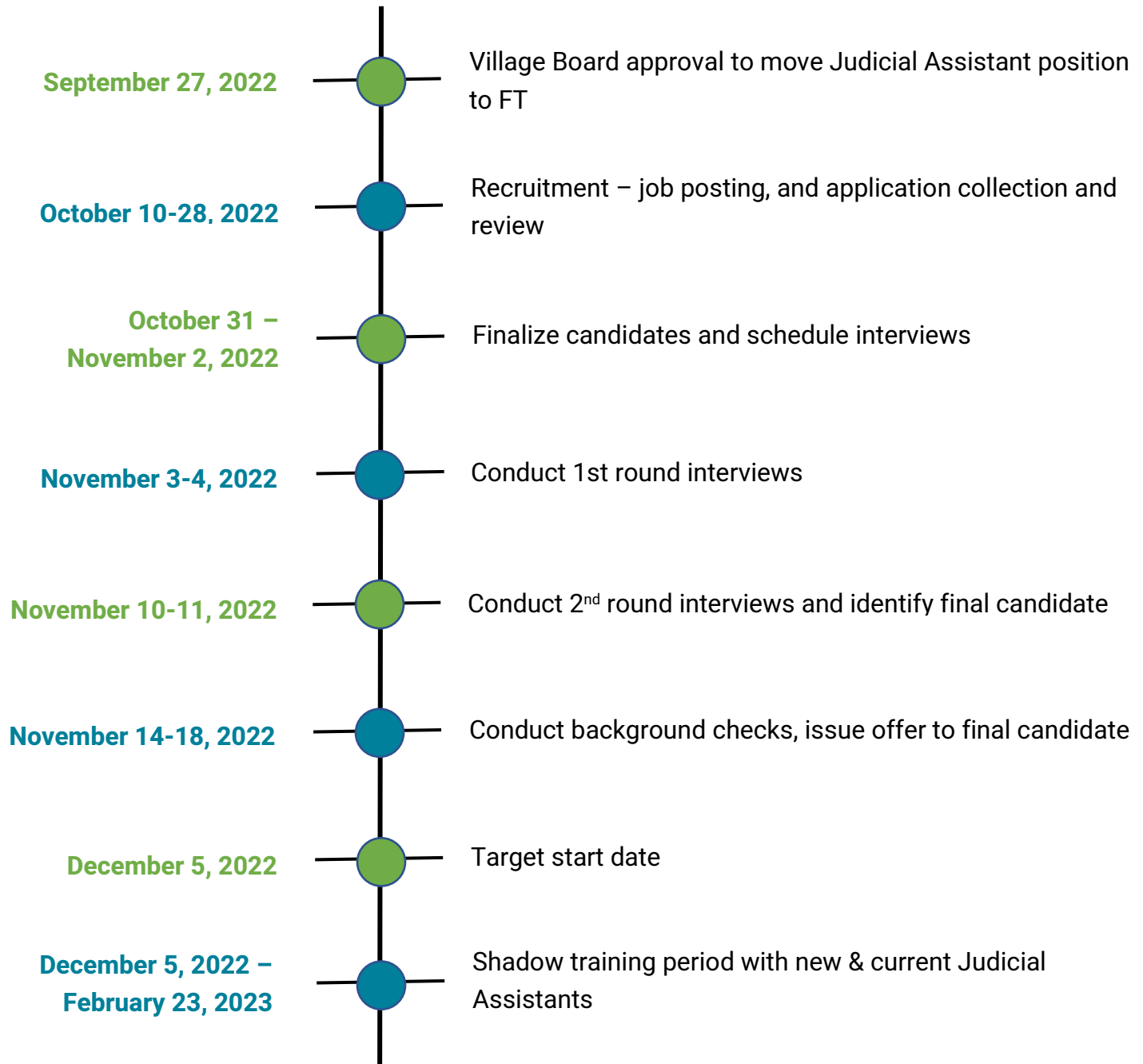
Recommended for discussion and approval.

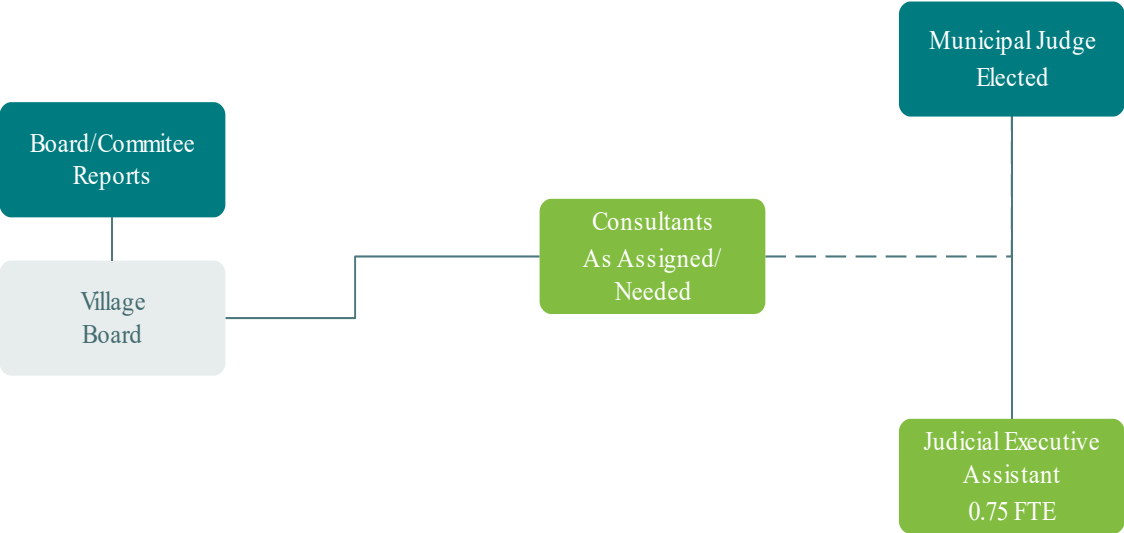
Motion to approve converting the Judicial Assistant to a full-time position immediately and transition plan dated September 27, 2022.

ATTACHMENTS:

1. Judicial Assistant Recruitment & Succession Plan - September 2022
2. Municipal Court Organizational Chart 02102022 mgs

JUDICIAL ASSISTANT – SUCCESSION PLAN





McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, September 27, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Transmittal of the draft 2023 Budget from Village Staff to Village Board for review and consideration.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

The Staff Submittal of the draft 2023 Budget is now complete and will be transmitted to the Village Board in our meeting on Tuesday for review and consideration this Fall. All funds are included for review at this time. The total Operating Budget for next year is proposed at \$10,577,750 which is an 8.76% increase from the previous year for all funds that are supported by the tax levy. The increase from the prior year is sizable, but mainly attributed to growth in borrowing to support capital projects (i.e. Public Safety Center). The total cost for debt service has risen with recent borrowings to \$3,450,000 or an approximate 31% increase from 2022. The increase as shown has been planned due to final funds borrowed in 2022 to pay for the construction of the Public Safety Center which is scheduled to complete construction in early 2023.

The tax levy to support the operating budget is proposed to increase by 16.37% or \$1,141,250 to a level of \$8,111,000 for the coming year. The tax rate will also increase for the first time since 2015. Property values have increased significantly again which keeps the tax rate increase low from \$6.17 the previous year to \$6.32 this coming year. The main reason for this is the need to levy additional funds to support the debt service that fueled the construction of the Public Safety Center. The projected impact of the tax levy and rate is calculated using median home values.

The median home value in 2021 was \$312,300 and in 2022 this grew to \$335,000 or roughly a 7.27% increase. Someone with a home of that value would expect to pay about 9.85% more in their Village taxes or about \$189.86 more compared to the previous year. Last year that expected additional cost was forecasted around \$80-90 and due to the additional debt need that amount has grown. The accepted 2023-2027 Capital Improvement Plan actually forecasted a higher increase as a result of the growth of this debt service at around \$280 in additional cost so the budget as presented is no doubt a significant increase but less than was previously projected.

These numbers are provided as a brief summary for initial perspective and are only reflective of how the budget is presented at this point in the process. As the hand off now goes from Staff to the Board, these numbers will change throughout the review as we work towards the final approval in November. Again, the full budget document will be provided in the meeting on



Tuesday.

FINANCIAL/BUDGET IMPACT:

The Annual Budget sets the spending plan and authority for the Village within the next calendar year. As such, the financial impact this document has is significant and will be reviewed by the Village Board over the course of the next several weeks.

The Village Board was provided paper copies of the budget within their binder; however, a complete electronic copy is available on the Village website. This includes a table of contents with links and bookmarks to sections that you want to review. It also has its own set of page numbers to keep track of the whole document rather than by fund as its presented in the binder.

This can be viewed at:

<https://www.mcfarland.wi.us/budget>

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

No action needed at this point as we are beginning the Board's review of the budget. Our first review meeting will be on Thursday, October 6th at 6:00 pm.

ATTACHMENTS:

None