

Tuesday, October 11, 2022

7:00 PM

McFarland Municipal Center
Community Room**AMENDED - 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/88571929936>

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

Webinar ID: 885 7192 9936

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 September 27, 2022 meeting.
 - 2) Motion to approve checks in the amount of \$1,508,356.43.
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. Presentation by the McFarland Youth Center regarding prior year's operations.
 - b. Update on progress on the construction of the Public Safety Center.

- c. Discussion and action regarding proposed Change Order #06 for the Public Safety Center to address changes to the door locking hardware.
- d. Parks and Recreation Committee (Trustees Jerke & Nelson)
 - 1) Discussion and action regarding the plan for the reconstruction of the Skate Park at William McFarland Park.
- e. Personnel Committee (Trustees Nelson, Jerke, & Wreh)
 - 1) Discussion on amendment of Chapter 5, Position Classification and Administration, of the Personnel Policy Manual.
 - 2) Discussion on amendment of Chapter 7, previously titled Changes in Employee Status, now proposed as Transfer, Demotion, and Reductions of the Personnel Policy Manual.
 - 3) Discussion on amendment of Chapter 9, Employee Performance Evaluations, of the Personnel Policy Manual.
 - 4) Discussion on amendment of Chapter 25, previously Worker's Compensation & Worker's Compensation Light duty, now proposed as Chapter 25, Worker's Compensation and Worker's Compensation Alternative Duty Policy.
 - 5) Discussion on amendment of Chapter 36, previously Light Duty Policy for Non-Worker's Compensation Related Illness/Injury, now proposed as Chapter 36, Alternative Duty Policy for Non-Worker's Compensation Related Illness/Injury.
- f. Public Works & Utilities Committee (Trustee Brandt & President Clow)
 - 1) Discussion and action on an award of contract for Brush and Yard Waste Services.
- g. Discussion and review of the 2023 Budget including the following sections:
 - 1) General Fund (100).
 - 2) Youth Center Fund (210).
 - 3) Retiree Fund (700).
 - 4) Canine Fund (800).

7. SCHEDULE NEXT MEETING DATE.

- a. October 25, 2022 at 7:00 p.m. - Village Board Meeting
- b. October 27, 2022 at 6:00 p.m. (Budget Meeting #5) - Special Village Board Meeting
- c. November 3, 2022 at 6:00 p.m. - (Budget Meeting #6) - Special Village Board Meeting

d. November 10, 2022 at 7:00 p.m. - Village Board Meeting- MOVED DUE TO THE TUESDAY ELECTION

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, October 11, 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

Tuesday, September 27, 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 Carrie Nelson, Village Trustee Hilary Brandt, and Village Trustee Edward Wreh (joined at 7:13 p.m.)

Village Board members not present: None.

Staff Present: Administrator Matt Schuenke, Deputy Administrator/Clerk Cassandra Suettinger, Police Chief Aaron Chapin, Community and Economic Development Director Andrew Bremer, Parks Superintendent Sayer Larson, and Fire/EMS Director Chris Dennis.

3. PUBLIC ANNOUNCEMENTS, COMMUNICATIONS, AND PROCLAMATIONS.

None.

4. CONSENT AGENDA.

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

1) Motion to approve the minutes of the 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 Muncipal 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
Trustee Jerke requested removal of consent agenda items 4 and 5.

Motion by President Carolyn Clow, second by Trustee Mike Flaherty, to approve the consent agenda as presented for items 1-3, and items 7-11. Motion carries 5 - 0 - 1 by acclamation on items 1 and 2 with Trustee Nelson abstaining and 6 - 0 - 0 on items 3 and items 6-11.

Motion by President Clow, second by Trustee TJ Jerke, to approve the consent agenda item 5 as presented. Motion carries 6 - 0 - 0 by acclamation.

Motion by President Clow, second by Trustee Hilary Brandt, to approve the consent agenda item 6 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. Annual presentation from McFarland Food Pantry.

The McFarland Food Pantry provided their annual report. They reported that demand continues to be up and the needs of the community are outpacing the last year's needs. She noted with rising prices, the Pantry is seeing more people utilizing the service and those who already use the services increasing frequency.

- 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.

Motion by Village Trustee Edward Wreh, second by Village Trustee Michael Flaherty, to approve Ordinance #2022-15: an ordinance amending various provisions of the McFarland Municipal Code regulating the generating of excessive noise within the Village. Motion carries 7 - 0 - 0 by acclamation.

- c. Personnel Committee (Trustees Nelson, Jerke, & Wreh)

- 1) Discussion on outline of Personnel Policy Manual Review process.

Deputy Administrator/Clerk Suettinger provided an overview of the process to revise the current Personnel Policy Manual and combine it with the Compensation & Benefits Manual. She noted items will be reviewed by the Personnel Committee for a recommendation and provided to the Board for discussion only. She noted after the Board has made it through all of the revisions, the manual will be brought forward for adoption as one manual. She noted staff will track the updates and progress of the manual update process at each applicable meeting.

- 2) Discussion on amendment of Chapter 4, Transactions and Records Management, of the Personnel Policy Manual.

Deputy Administrator/Clerk Suettinger provided an overview of the revisions to Chapter 4, Transactions and Records Management of the Personnel Policy Manual.

The Board provided feedback and was agreeable to the changes provided.

- 3) Discussion on amendment of Chapter 22, Military Leave, of the Personnel Policy Manual.

Deputy Administrator/Clerk Suettinger provided an overview of the revisions to Chapter 22, Military Leave, of the Personnel Policy Manual.

The Board provided feedback and was agreeable to the changes provided.

- 4) Discussion on amendment of Chapter 29, Unlawful Harassment, Discrimination and Retaliation, of the Personnel Policy Manual.

Deputy Administrator/Clerk Suettinger provided an overview of the revisions to Chapter 29, Unlawful Harassment, Discrimination and Retaliation, of the Personnel Policy Manual.

The Board provided feedback and was agreeable to the changes provided.

- 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.

Deputy Administrator/Clerk Suettinger provided an overview of the succession plan for the Judicial Assistant position. Staff would like to make the position full-time, and hire a

replacement with 3 months of job shadowing.

Motion by Village President Carolyn Clow, second by Village Trustee Stephanie Brassington, to amend the Organization Chart for the Municipal Court Department to convert the Judicial Assistant to a full-time position and approving a succession plan. Motion carries 7 - 0 - 0 by acclamation.

- e. Transmittal of the draft 2023 Budget from Village Staff to Village Board for review and consideration.

Village Administrator Schuenke presented the Board with the draft 2023 Budget from Village staff. He provided an outline of the review process and schedule.

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.

Motion by Village President Carolyn Clow, second by Village Trustee TJ Jerke, to adjourn at 8:22 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	092722	NEW FIRE/RESCUE COM	1	09/27/2022	39,876.11	.00	39,876.11	09/28/2022
Total 4:						39,876.11	.00	39,876.11	
10	ARAMARK	6140047841	MAT RENTAL	1	09/16/2022	52.33	.00	52.33	10/06/2022
		6140049782	MAT RENTAL	1	09/23/2022	52.33	.00	52.33	10/06/2022
		6140051507	MAT RENTAL	1	09/30/2022	52.33	.00	52.33	10/06/2022
Total 10:						156.99	.00	156.99	
30	ALLIANT ENERGY/WP&L	092022	WATER TOWER HOLSCH	1	09/20/2022	25.94	.00	25.94	09/30/2022
		092022	TRAFFIC FLASHERS - FA	2	09/20/2022	19.12	.00	19.12	09/30/2022
		092022	TRAFFIC FLASHERS - FA	3	09/20/2022	19.76	.00	19.76	09/30/2022
		092022	TRAFFIC FLASHERS - BA	4	09/20/2022	20.65	.00	20.65	09/30/2022
		092022	STREET LIGHTING (2)	5	09/20/2022	325.82	.00	325.82	09/30/2022
		092022	CEDAR GLADE AERATOR	6	09/20/2022	58.30	.00	58.30	09/30/2022
		092022	MCDANIEL	7	09/20/2022	214.98	.00	214.98	09/30/2022
		092022	GAZEBO	8	09/20/2022	45.05	.00	45.05	09/30/2022
		092022	TRAFFIC FLASHERS - CR	9	09/20/2022	19.37	.00	19.37	09/30/2022
		092022	FLOWER CORNER	10	09/20/2022	28.19	.00	28.19	09/30/2022
		092022	LIFT #5	11	09/20/2022	232.85	.00	232.85	09/30/2022
		092022	LIFT #3	12	09/20/2022	64.64	.00	64.64	09/30/2022
		092022	LIFT #2	13	09/20/2022	173.72	.00	173.72	09/30/2022
		092022	LIFT #1	14	09/20/2022	169.89	.00	169.89	09/30/2022
		092022	WELL #4	15	09/20/2022	15.65	.00	15.65	09/30/2022
		092022	WELL #3	16	09/20/2022	15.65	.00	15.65	09/30/2022
		092022	WELL #3	17	09/20/2022	1,585.34	.00	1,585.34	09/30/2022
		092022	BRANDT PARK	18	09/20/2022	100.73	.00	100.73	09/30/2022
		092022	DOG PARK/6300 ELVEHJ	19	09/20/2022	73.08	.00	73.08	09/30/2022
		092622	WATER TOWER - BURMA	1	09/26/2022	73.40	.00	73.40	10/06/2022
		092622	WELL #1	2	09/26/2022	568.91	.00	568.91	10/06/2022
		092622	WELL #1	3	09/26/2022	20.40	.00	20.40	10/06/2022
		092622	LEWIS PARK	4	09/26/2022	136.74	.00	136.74	10/06/2022
		092622	STREET LIGHTING (1)	5	09/26/2022	8,945.31	.00	8,945.31	10/06/2022
Total 30:						12,953.49	.00	12,953.49	
68	BADGER WELDING SUPP	3731500	BADGER WELDING - OXY	1	09/27/2022	36.33	.00	36.33	10/06/2022
		3734411	BADGER WELDING - OXY	1	10/05/2022	70.32	.00	70.32	10/06/2022
Total 68:						106.65	.00	106.65	
78	BATTERIES PLUS LLC	P55264511	MISC BATTERIES	1	09/23/2022	399.90	.00	399.90	10/06/2022
Total 78:						399.90	.00	399.90	
161	CHASE LUMBER AND FU	0003/200250	STAKES FOR COMMUNIT	1	09/21/2022	114.50	.00	114.50	09/30/2022
Total 161:						114.50	.00	114.50	
166	CINTAS CORPORATION #	8405882393	FIRST AID SUPPLIES - RE	1	09/16/2022	34.79	.00	34.79	10/06/2022
		8405882393	FIRST AID SUPPLIES - RE	2	09/16/2022	9.48	.00	9.48	10/06/2022
		8405882393	FIRST AID SUPPLIES - RE	3	09/16/2022	9.48	.00	9.48	10/06/2022
		8405882393	FIRST AID SUPPLIES - RE	4	09/16/2022	9.48	.00	9.48	10/06/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 166:						63.23	.00	63.23	
194	CONCENTRA	103646242	PRE-EMPLOYMENT SCR	1	09/28/2022	90.50	.00	90.50	10/06/2022
		663543245	CONCENTRA PHYSICAL	1	09/28/2022	436.00	.00	436.00	10/06/2022
Total 194:						526.50	.00	526.50	
267	DEMCO INC	7194809	LIBRARY BAGS	1	09/30/2022	258.90	.00	258.90	10/06/2022
Total 267:						258.90	.00	258.90	
324	ELECTION SYSTEMS & S	CD2040845	ANNUAL MAINTENANCE	1	09/19/2022	227.50	.00	227.50	10/06/2022
Total 324:						227.50	.00	227.50	
341	ENVIRONMENT CONTRO	24226-613	JANITORIAL SERVICES	1	10/01/2022	2,699.00	.00	2,699.00	10/06/2022
		24313-613	MC CLEANING	1	10/01/2022	2,079.00	.00	2,079.00	10/06/2022
		24554-613	PUBLIC WORKS CLEANI	1	10/01/2011	506.00	.00	506.00	10/06/2022
		24554-613	PUBLIC WORKS CLEANI	2	10/01/2011	138.00	.00	138.00	10/06/2022
		24554-613	PUBLIC WORKS CLEANI	3	10/01/2011	138.00	.00	138.00	10/06/2022
		24554-613	PUBLIC WORKS CLEANI	4	10/01/2011	138.00	.00	138.00	10/06/2022
		5806-613INV	JANITORIAL SERVICES	1	09/25/2022	120.00	.00	120.00	10/06/2022
Total 341:						5,818.00	.00	5,818.00	
345	JFTCO, INC	RIMR000185	BACKHOE RENTAL	1	09/25/2022	2,134.81	.00	2,134.81	10/06/2022
		RIMR000185	BACKHOE RENTAL	2	09/25/2022	582.23	.00	582.23	10/06/2022
		RIMR000185	BACKHOE RENTAL	3	09/25/2022	582.23	.00	582.23	10/06/2022
		RIMR000185	BACKHOE RENTAL	4	09/25/2022	582.23	.00	582.23	10/06/2022
Total 345:						3,881.50	.00	3,881.50	
353	FERGUSON ENTERPRIS	6848719	CURB STOP REPAIR	1	09/20/2022	20.12	.00	20.12	10/06/2022
Total 353:						20.12	.00	20.12	
408	GRAINGER INC	9464229518	DRY WIPE ROLL	1	10/03/2022	38.88	.00	38.88	10/06/2022
Total 408:						38.88	.00	38.88	
492	KAYSER AUTOMOTIVE G	721004	VEHICLE MAINT	1	10/05/2022	2,410.65	.00	2,410.65	10/06/2022
Total 492:						2,410.65	.00	2,410.65	
600	MAURER, JOSEPH	JM092222	TRAINING MEAL	1	09/22/2022	10.50	.00	10.50	10/06/2022
Total 600:						10.50	.00	10.50	
606	MCFARLAND FIREFIGHT	093022	QUARTERLY PAYROLL P	1	09/30/2022	395.00	.00	395.00	10/06/2022
Total 606:						395.00	.00	395.00	
634	MENARDS - MONONA	37043	COMMUNITY FESTIVAL S	1	09/15/2022	199.04	.00	199.04	10/06/2022
		37201	PW SUPPLIES	1	09/19/2022	6.85	.00	6.85	10/06/2022
		37201	PW SUPPLIES	2	09/19/2022	6.85	.00	6.85	10/06/2022
		37201	PW SUPPLIES	3	09/19/2022	6.85	.00	6.85	10/06/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		37201	PW SUPPLIES	4	09/19/2022	25.10	.00	25.10	10/06/2022
		37261	LIGHT REPAIR	1	09/20/2022	24.99	.00	24.99	10/06/2022
		37349	YOUTH CENTER MAINTENANCE	1	09/22/2022	19.80	.00	19.80	10/06/2022
		37423	PW SUPPLIES	1	09/23/2022	15.13	.00	15.13	10/06/2022
		37423	PW SUPPLIES	2	09/23/2022	15.13	.00	15.13	10/06/2022
		37423	PW SUPPLIES	3	09/23/2022	15.13	.00	15.13	10/06/2022
		37423	PW SUPPLIES	4	09/23/2022	55.45	.00	55.45	10/06/2022
		37644	PARK SUPPLIES CLEANING	1	09/28/2022	57.21	.00	57.21	10/06/2022
		37644	PARKS PPE	2	09/28/2022	116.95	.00	116.95	10/06/2022
Total 634:						564.48	.00	564.48	
640	MGE	1700324512-	4820 MARSH RD--SOCCE	1	09/28/2022	243.80	.00	243.80	10/06/2022
		3800120935-	STREET LIGHTS	1	09/28/2022	36.23	.00	36.23	10/06/2022
		4900117592-	STREET LIGHTS	1	09/28/2022	25.46	.00	25.46	10/06/2022
		7400232719-	LIFT #5 GAS	1	09/28/2022	37.44	.00	37.44	10/06/2022
		8600157181-	LIFT #4 ELECT	1	09/29/2022	49.07	.00	49.07	10/06/2022
Total 640:						392.00	.00	392.00	
667	MINNESOTA LIFE INS CO	002832L-NO	LIFE INSURANCE	1	10/01/2022	1,467.53	.00	1,467.53	10/06/2022
Total 667:						1,467.53	.00	1,467.53	
756	POMP'S TIRE SERVICE I	80273527	SQUAD MAINTENANCE	1	09/26/2022	642.48	.00	642.48	10/06/2022
		80273660	M3 TIRES	1	09/26/2022	479.30	.00	479.30	10/06/2022
Total 756:						1,121.78	.00	1,121.78	
759	POSTMASTER	093022	UTILITY BILLS - ADD TO	1	09/30/2022	666.66	.00	666.66	09/30/2022
		093022	UTILITY BILLS - ADD TO	2	09/30/2022	666.67	.00	666.67	09/30/2022
		093022	UTILITY BILLS - ADD TO	3	09/30/2022	666.67	.00	666.67	09/30/2022
		100422	RENEWAL OF PO BOX	1	10/04/2022	78.00	.00	78.00	10/06/2022
		100422	RENEWAL OF PO BOX	2	10/04/2022	78.00	.00	78.00	10/06/2022
		100422	RENEWAL OF PO BOX	3	10/04/2022	78.00	.00	78.00	10/06/2022
		100422	RENEWAL OF PO BOX	4	10/04/2022	78.00	.00	78.00	10/06/2022
Total 759:						2,312.00	.00	2,312.00	
775	PUBLIC SERVICE COMM	RA23-I-0349	PSC ASSESSMENT	1	09/29/2022	1,262.22	.00	1,262.22	10/06/2022
Total 775:						1,262.22	.00	1,262.22	
800	RELIANT FIRE APPARAT	I22-22570	FD VEHICLE MAINT	1	09/09/2022	177.87	.00	177.87	10/06/2022
Total 800:						177.87	.00	177.87	
836	SCHILLING SUPPLY COM	888354-00	OPERATING SUPPLIES	1	09/19/2022	794.57	.00	794.57	10/06/2022
Total 836:						794.57	.00	794.57	
879	SOUTH CENTRAL LIBRA	22-585	LIBRARY SUPPLIES	1	09/28/2022	202.03	.00	202.03	10/06/2022
		22-608	CURBSIDE SOFTWARE	1	09/29/2022	471.38	.00	471.38	10/06/2022
Total 879:						673.41	.00	673.41	
957	TOM'S AUTO CENTER IN	0055841	SQUAD REPAIR	1	09/30/2022	2,292.11	.00	2,292.11	10/06/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 957:						2,292.11	.00	2,292.11	
992	US CELLULAR	0534090284	PD PHONE	1	09/22/2022	768.14	.00	768.14	10/06/2022
		0534090284	FD/EMS PHONE	2	09/22/2022	333.89	.00	333.89	10/06/2022
		0534090284	OUTREACH PHONE	3	09/22/2022	115.00	.00	115.00	10/06/2022
		0534090284	CABLE/COMMTECH PHO	4	09/22/2022	42.50	.00	42.50	10/06/2022
		0534090284	PW PHONE	5	09/22/2022	118.34	.00	118.34	10/06/2022
		0534090284	WATER PHONE	6	09/22/2022	118.33	.00	118.33	10/06/2022
		0534090284	SEWER PHONE	7	09/22/2022	118.33	.00	118.33	10/06/2022
		0534090284	COMMDEV PHONE	8	09/22/2022	2.58	.00	2.58	10/06/2022
Total 992:						1,617.11	.00	1,617.11	
1005	VANNGUARD UTILITY PA	9625	STREETLIGHT LOCATES	1	10/03/2022	269.40	.00	269.40	10/06/2022
Total 1005:						269.40	.00	269.40	
1015	VILLAGE OF MCFARLAN	091922	RESTITUTION PAYOFF -	1	09/19/2022	1,700.00	.00	1,700.00	10/06/2022
		093022	VOM 5541 HOLSCHER R	1	09/30/2022	77.35	.00	77.35	10/06/2022
		093022	FLOWER CORNER	2	09/30/2022	33.59	.00	33.59	10/06/2022
		093022	LEWIS PARK	3	09/30/2022	221.70	.00	221.70	10/06/2022
		093022	MCDANIEL PARK	4	09/30/2022	340.55	.00	340.55	10/06/2022
		093022	MCDANIEL PARK - BUBB	5	09/30/2022	55.76	.00	55.76	10/06/2022
		093022	GAZEBO	6	09/30/2022	45.66	.00	45.66	10/06/2022
		093022	3234 CTY HWY B	7	09/30/2022	129.02	.00	129.02	10/06/2022
		093022	DOG PARK 6300 ELVEHJ	8	09/30/2022	179.83	.00	179.83	10/06/2022
		093022	LEWIS PARK ICE RINK	9	09/30/2022	26.00	.00	26.00	10/06/2022
		093022	6623 MEREDITH WAY	10	09/30/2022	5.60	.00	5.60	10/06/2022
		Total 1015:						2,815.06	.00
1019	BAKER TILLY VIRCHOW	BT2191589	IMPACT FEE STUDY - PS	1	09/28/2022	1,445.00	.00	1,445.00	10/06/2022
Total 1019:						1,445.00	.00	1,445.00	
1085	WI RURAL WATER ASSN	4439	SAFETY TRAINING CONF	1	09/22/2022	9.07	.00	9.07	10/06/2022
		4439	SAFETY TRAINING CONF	2	09/22/2022	41.45	.00	41.45	10/06/2022
		4439	SAFETY TRAINING CONF	3	09/22/2022	20.72	.00	20.72	10/06/2022
		4439	SAFETY TRAINING CONF	4	09/22/2022	58.28	.00	58.28	10/06/2022
Total 1085:						129.52	.00	129.52	
1245	PROFESSIONAL PEST C	588195	PARKS PEST CONTROL	1	09/27/2022	69.00	.00	69.00	10/06/2022
Total 1245:						69.00	.00	69.00	
1256	BOUND TREE MEDICAL,	84692497	EMS - SUPPLIES	1	09/20/2022	15.29	.00	15.29	10/06/2022
		84694427	EMS - SUPPLIES	1	09/21/2022	11.67	.00	11.67	10/06/2022
		84694428	EMS - SUPPLIES	1	09/21/2022	61.36	.00	61.36	10/06/2022
		84696095	EMS - SUPPLIES	1	09/22/2022	296.40	.00	296.40	10/06/2022
		84699694	EMS - SUPPLIES	1	09/26/2022	94.74	.00	94.74	10/06/2022
		84701760	EMS - SUPPLIES	1	09/27/2022	67.01	.00	67.01	10/06/2022
Total 1256:						546.47	.00	546.47	
1358	EBI INC	213664	ADMINISTRATION FURNI	1	09/22/2022	500.00	.00	500.00	10/06/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		213664	ADMINISTRATION FURNI	2	09/22/2022	4,500.00	.00	4,500.00	10/06/2022
		213664	ADMINISTRATION FURNI	3	09/22/2022	1,950.00	.00	1,950.00	10/06/2022
		213664	ADMINISTRATION FURNI	4	09/22/2022	1,000.00	.00	1,000.00	10/06/2022
		213664	ADMINISTRATION FURNI	5	09/22/2022	1,000.00	.00	1,000.00	10/06/2022
		213664	ADMINISTRATION FURNI	6	09/22/2022	500.00	.00	500.00	10/06/2022
		213664	ADMINISTRATION FURNI	7	09/22/2022	500.00	.00	500.00	10/06/2022
Total 1358:						9,950.00	.00	9,950.00	
1452	JACOBSEN, NATE	NJ091822	UNIFORM ALLOW - JACO	1	09/18/2022	351.28	.00	351.28	10/06/2022
Total 1452:						351.28	.00	351.28	
1694	HEARTLAND LITHO	66319	UTILITY BILLS	1	09/30/2022	80.31	.00	80.31	10/06/2022
		66319	UTILITY BILLS	2	09/30/2022	80.31	.00	80.31	10/06/2022
		66319	UTILITY BILLS	3	09/30/2022	80.30	.00	80.30	10/06/2022
		66320	ELECTION SUPPLIES	1	09/30/2022	1,496.03	.00	1,496.03	10/06/2022
Total 1694:						1,736.95	.00	1,736.95	
1733	MOTOROLA SOLUTIONS	8230384338	SERVICE	1	09/30/2022	1,410.00	.00	1,410.00	10/06/2022
Total 1733:						1,410.00	.00	1,410.00	
1896	NAPA AUTO PARTS	856855	DEF FOR FIRE DEPARTM	1	09/26/2022	97.93	.00	97.93	10/06/2022
		856855	DEF FOR PUBLIC WORK	2	09/26/2022	100.03	.00	100.03	10/06/2022
		856855	DEF FOR PUBLIC WORK	3	09/26/2022	27.28	.00	27.28	10/06/2022
		856855	DEF FOR PUBLIC WORK	4	09/26/2022	27.28	.00	27.28	10/06/2022
		856855	DEF FOR PUBLIC WORK	5	09/26/2022	27.28	.00	27.28	10/06/2022
		857645	VEHICLE MAINTENANCE	1	09/30/2022	7.00	.00	7.00	10/06/2022
		857645	VEHICLE MAINTENANCE	2	09/30/2022	7.00	.00	7.00	10/06/2022
		857645	VEHICLE MAINTENANCE	3	09/30/2022	7.00	.00	7.00	10/06/2022
		857645	VEHICLE MAINTENANCE	4	09/30/2022	25.69	.00	25.69	10/06/2022
Total 1896:						326.49	.00	326.49	
1909	CATERPILLAR FINANCIA	32944058	LOADER LEASE	1	09/22/2022	759.66	.00	759.66	10/06/2022
		32944058	LOADER LEASE	2	09/22/2022	253.23	.00	253.23	10/06/2022
		32944058	LOADER LEASE	3	09/22/2022	253.23	.00	253.23	10/06/2022
		32944058	LOADER LEASE	4	09/22/2022	253.23	.00	253.23	10/06/2022
Total 1909:						1,519.35	.00	1,519.35	
1910	ZURBUCHEN OIL INC	263870	DYED DIESEL FUEL	1	09/23/2022	1,064.13	.00	1,064.13	10/06/2022
Total 1910:						1,064.13	.00	1,064.13	
1921	FRONTIER	092222	LIBRARY PHONE	1	09/22/2022	86.75	.00	86.75	10/06/2022
Total 1921:						86.75	.00	86.75	
1989	CORPORATE BUSINESS	32494381	COPIER LEASE	1	09/23/2022	72.55	.00	72.55	10/06/2022
		32494381	COPIER LEASE	2	09/23/2022	19.77	.00	19.77	10/06/2022
		32494381	COPIER LEASE	3	09/23/2022	19.77	.00	19.77	10/06/2022
		32494381	COPIER LEASE	4	09/23/2022	19.77	.00	19.77	10/06/2022
		32504542	COPIER LEASE	1	09/26/2022	221.98	.00	221.98	10/06/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 1989:						353.84	.00	353.84	
2042	THOMSON REUTERS	847133201	WEST INFORMATION CH	1	10/01/2022	195.26	.00	195.26	10/06/2022
Total 2042:						195.26	.00	195.26	
2058	MICROMARKETING LLC	899822	AUDIO BOOKS	1	09/15/2022	40.00	.00	40.00	10/06/2022
		900181	AUDIO BOOKS	1	09/22/2022	45.00	.00	45.00	10/06/2022
Total 2058:						85.00	.00	85.00	
2066	PELLITTERI WASTE SYS	3114398	TRASH SERVICE	1	09/30/2022	22,600.85	.00	22,600.85	10/06/2022
		3114398	RECYCLING SERVICE	2	09/30/2022	14,989.10	.00	14,989.10	10/06/2022
		3114398	LIBRARY SHRED	3	09/30/2022	52.48	.00	52.48	10/06/2022
		3114398	PW SHRED	4	09/30/2022	18.02	.00	18.02	10/06/2022
		3114398	PW SHRED	5	09/30/2022	18.02	.00	18.02	10/06/2022
		3114398	PW SHRED	6	09/30/2022	18.01	.00	18.01	10/06/2022
		3114398	PD SHRED	7	09/30/2022	54.05	.00	54.05	10/06/2022
		3114398	CREDIT FOR LEGION PIC	8	09/30/2022	67.18-	.00	67.18-	10/06/2022
		3114398	ADMIN SHRED	9	09/30/2022	40.54	.00	40.54	10/06/2022
		3114398	FIRE/EMS SHRED	10	09/30/2022	13.51	.00	13.51	10/06/2022
		3114398	LIBRARY TRASH/RECYC	11	09/30/2022	107.65	.00	107.65	10/06/2022
Total 2066:						37,845.05	.00	37,845.05	
2070	KKS PROPERTY	2022-10	COMMON AREA MAINT. F	1	10/03/2022	400.00	.00	400.00	10/06/2022
Total 2070:						400.00	.00	400.00	
2082	NASSCO INC	6213023	PW VACUUM REPLACEM	1	10/04/2022	3.23	.00	3.23	10/06/2022
		6213023	PW VACUUM REPLACEM	2	10/04/2022	.89	.00	.89	10/06/2022
		6213023	PW VACUUM REPLACEM	3	10/04/2022	.89	.00	.89	10/06/2022
		6213023	PW VACUUM REPLACEM	4	10/04/2022	.89	.00	.89	10/06/2022
		6214004	CLEANING SUPPLIES	1	10/05/2022	114.87	.00	114.87	10/06/2022
Total 2082:						120.77	.00	120.77	
2132	STEELE, DIANNE	042122	UNIFORM PATCHES	1	04/21/2022	24.00	.00	24.00	10/06/2022
Total 2132:						24.00	.00	24.00	
2185	MSA PROFESSIONAL SE	R09361025.0	EAST SIDE NEIGHBORH	1	09/28/2022	12,616.60	.00	12,616.60	10/06/2022
Total 2185:						12,616.60	.00	12,616.60	
2205	JOB, JEREMY	JJ090222	TRAINING MEALS	1	09/02/2022	41.07	.00	41.07	10/06/2022
Total 2205:						41.07	.00	41.07	
9145	DANE CO LIBRARY SERV	GBRMCF-09	BOOKS	1	09/16/2022	62.70	.00	62.70	10/06/2022
Total 9145:						62.70	.00	62.70	
16234	GALLS, LLC	022174374	UNIFORM	1	09/20/2022	62.94	.00	62.94	10/06/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 16234:						62.94	.00	62.94	
16241	WI DEPT OF JUSTICE	L1373T-0930	HIRING BACKGROUND C	1	09/30/2022	71.00	.00	71.00	10/06/2022
		L1373T-0930	BACKGROUND CHECKS	2	09/30/2022	112.00	.00	112.00	10/06/2022
Total 16241:						183.00	.00	183.00	
16257	CORPORATE BUSINESS	327768	COPIER LEASE	1	10/04/2022	65.33	.00	65.33	10/06/2022
Total 16257:						65.33	.00	65.33	
16319	DANE CO TREASURER	42503	FIREARMS TRAINING	1	09/19/2022	415.00	.00	415.00	10/06/2022
Total 16319:						415.00	.00	415.00	
16322	STRYKER SALES CORP	3893158M	STRYKER COT SPARE BA	1	09/19/2022	1,440.00	.00	1,440.00	10/06/2022
Total 16322:						1,440.00	.00	1,440.00	
16365	SCHUENKE, MATT	MS030422-A	ADDITIONAL MILEAGE O	1	03/04/2022	6.40	.00	6.40	10/06/2022
		MS092122	MILEAGE & MEALS	1	09/21/2022	910.07	.00	910.07	10/06/2022
Total 16365:						916.47	.00	916.47	
16545	DEPT OF SAFETY AND P	093022	FIRE SPRINKLER PLAN R	1	09/30/2022	20.00	.00	20.00	10/06/2022
Total 16545:						20.00	.00	20.00	
16640	TOP PACK DEFENSE LLC	9093	CLOTHING ALLOWANCE	1	09/24/2022	179.96	.00	179.96	10/06/2022
Total 16640:						179.96	.00	179.96	
16655	WI DEPT OF TRANSPORT	395-0000279	EXCHANGE ST PRELIMIN	1	10/03/2022	63.27	.00	63.27	10/06/2022
Total 16655:						63.27	.00	63.27	
16680	CARDMEMBER SERVICE	MSB092022	SCHUENKE	1	09/20/2022	637.76	.00	637.76	09/30/2022
		MSB092022	D WALLACE	2	09/20/2022	284.02	.00	284.02	09/30/2022
		MSB092022	B WALLACE	3	09/20/2022	14.99	.00	14.99	09/30/2022
		MSB092022	MARKHAM	4	09/20/2022	435.71	.00	435.71	09/30/2022
		MSB092022	ENGLER	5	09/20/2022	98.02	.00	98.02	09/30/2022
		MSB092022	DENNIS	6	09/20/2022	2,097.55	.00	2,097.55	09/30/2022
		MSB092022	LAWRENCE	7	09/20/2022	1,126.21	.00	1,126.21	09/30/2022
		MSB092022	MILLER	8	09/20/2022	1,660.78	.00	1,660.78	09/30/2022
		MSB092022	J REITER	9	09/20/2022	483.86	.00	483.86	09/30/2022
		MSB092022	BREMER	10	09/20/2022	1,439.11	.00	1,439.11	09/30/2022
		MSB092022	LARSON	11	09/20/2022	357.05	.00	357.05	09/30/2022
		MSB092022	IRWIN	12	09/20/2022	22.04	.00	22.04	09/30/2022
		MSB092022	SUETTINGER	13	09/20/2022	1,177.41	.00	1,177.41	09/30/2022
		MSB092022	REIMER	14	09/20/2022	306.41	.00	306.41	09/30/2022
		MSB092022	DAY	15	09/20/2022	192.00	.00	192.00	09/30/2022
		MSB092022	JOB	16	09/20/2022	480.00	.00	480.00	09/30/2022
		MSB092022	ANDERSEN	17	09/20/2022	118.93	.00	118.93	09/30/2022
		MSB092022	JACOBSEN	18	09/20/2022	970.81	.00	970.81	09/30/2022
		MSB092022	KENT	19	09/20/2022	68.94	.00	68.94	09/30/2022
		MSB092022	COX	20	09/20/2022	1,322.52	.00	1,322.52	09/30/2022

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		MSB092022	T REITER	21	09/20/2022	12.65	.00	12.65	09/30/2022
		MSB092022	SEYMOUR	22	09/20/2022	187.05	.00	187.05	09/30/2022
		MSB092022	ANDERSON	23	09/20/2022	214.21	.00	214.21	09/30/2022
Total 16680:						13,708.03	.00	13,708.03	
16747	WISCONSIN PRINTING	22256	NEWSLETTER - OCT (DC	1	09/22/2022	714.74	.00	714.74	10/06/2022
		22256	NEWSLETTER FESTIVAL	2	09/22/2022	141.50	.00	141.50	10/06/2022
Total 16747:						856.24	.00	856.24	
16841	WRIGHT WORLD SPORT	2315	UNIFORMS	1	08/01/2022	315.00	.00	315.00	10/06/2022
Total 16841:						315.00	.00	315.00	
16921	AVANT GARDENING & LA	20221067	LANDSCAPE MAINTENA	1	09/06/2022	472.52	.00	472.52	10/06/2022
Total 16921:						472.52	.00	472.52	
16923	PERFECT TYPE & PRINT,	34228	NO PARKING SIGNS	1	09/21/2022	180.00	.00	180.00	10/06/2022
Total 16923:						180.00	.00	180.00	
17084	AMAZON CAPITAL SERVI	11HD-PPMP-	PW OFFICE SUPPLIES	1	09/29/2022	23.64	.00	23.64	10/06/2022
		11HD-PPMP-	PW OFFICE SUPPLIES	2	09/29/2022	6.44	.00	6.44	10/06/2022
		11HD-PPMP-	PW OFFICE SUPPLIES	3	09/29/2022	6.44	.00	6.44	10/06/2022
		11HD-PPMP-	PW OFFICE SUPPLIES	4	09/29/2022	6.44	.00	6.44	10/06/2022
		11XT-4JFP-4	CURLING CLUB FACILITY	1	09/30/2022	178.88	.00	178.88	10/06/2022
		1D97-PKV4-	DVDS & CDS	1	09/23/2022	106.28	.00	106.28	10/06/2022
		1DWV-VFXC	PROGRAM SUPPLIES	1	09/21/2022	8.99	.00	8.99	10/06/2022
		1DWV-VFXC	OFFICE SUPPLIES	2	09/21/2022	20.81	.00	20.81	10/06/2022
		1DWV-VFXC	DVDS & CDS	3	09/21/2022	16.29	.00	16.29	10/06/2022
		1F47-F1DG-	DVDS & CDS	1	09/23/2022	22.96	.00	22.96	10/06/2022
		1F71-X4KW-	OFFICE SUPPLIES RETU	1	09/27/2022	14.99-	.00	14.99-	10/06/2022
		1F77-J4VD-	OFFICE SUPPLIES	1	09/17/2022	7.95	.00	7.95	10/06/2022
		1F77-J4VD-	PROGRAM SUPPLIES	2	09/17/2022	17.18	.00	17.18	10/06/2022
		1F77-J4VD-	FACILITY MAINTENANCE	3	09/17/2022	356.97	.00	356.97	10/06/2022
		1FF7-YT6W-	SMALL CAPITAL	1	09/19/2022	529.99	.00	529.99	10/06/2022
		1G33-MLQW	OFFICE SUPPLIES	1	09/14/2022	232.84	.00	232.84	10/06/2022
		1GC7-VHPH-	PARKS SUPPLIES	1	09/25/2022	25.74	.00	25.74	10/06/2022
		1HLJ-YCVN-	OFFICE SUPPLIES	1	09/28/2022	111.88	.00	111.88	10/06/2022
		1KK6-14FN-J	OFFICE SUPPLIES	1	09/18/2022	102.87	.00	102.87	10/06/2022
		1NCN-X3P4-	OFFICE SUPPLIES	1	09/25/2022	43.87	.00	43.87	10/06/2022
		1NMF-9CJ7-	DVDS & CDS	1	09/23/2022	10.49	.00	10.49	10/06/2022
		1XX4-XQYV-	DVDS & CDS	1	09/18/2022	24.95	.00	24.95	10/06/2022
Total 17084:						1,846.91	.00	1,846.91	
17092	GENERAL ENGINEERING	43	BUILDING INSPECTION S	1	09/20/2022	2,726.54	.00	2,726.54	10/06/2022
Total 17092:						2,726.54	.00	2,726.54	
17133	GLETTY-SYOEN, KATIE	KGS052722	PLANTS FOR POTS	1	05/27/2022	27.39	.00	27.39	10/06/2022
		KGS052722	NUTRITION MILEAGE (M	2	05/27/2022	4.68	.00	4.68	10/06/2022
Total 17133:						32.07	.00	32.07	

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17140	US BANK VOYAGER FLE	8694160992	PD FUEL	1	10/01/2022	2,417.04	.00	2,417.04	10/06/2022
		8694160992	PARKS FUEL	2	10/01/2022	464.66	.00	464.66	10/06/2022
		8694160992	FIRE/EMS FUEL	3	10/01/2022	1,890.65	.00	1,890.65	10/06/2022
		8694160992	PW FUEL	4	10/01/2022	936.35	.00	936.35	10/06/2022
		8694160992	PW FUEL	5	10/01/2022	85.12	.00	85.12	10/06/2022
		8694160992	PW FUEL	6	10/01/2022	170.25	.00	170.25	10/06/2022
		8694160992	PW FUEL	7	10/01/2022	170.25	.00	170.25	10/06/2022
		8694160992	PW FUEL	8	10/01/2022	85.12	.00	85.12	10/06/2022
		8694160992	PW FUEL	9	10/01/2022	255.37	.00	255.37	10/06/2022
Total 17140:						6,474.81	.00	6,474.81	
17184	TELEFLEX LLC	9506048936	EMS - SUPPLIES	1	09/27/2022	59.50	.00	59.50	10/06/2022
Total 17184:						59.50	.00	59.50	
17188	SSM HEALTH MEDICAL G	3985973	SSM HEALTH PW HEARI	1	09/08/2022	100.00	.00	100.00	10/06/2022
		3985973	SSM HEALTH PW HEARI	2	09/08/2022	75.00	.00	75.00	10/06/2022
		3985973	SSM HEALTH PW HEARI	3	09/08/2022	76.00	.00	76.00	10/06/2022
		3985973	SSM HEALTH PW HEARI	4	09/08/2022	76.00	.00	76.00	10/06/2022
		3985973	SSM HEALTH PW HEARI	5	09/08/2022	76.00	.00	76.00	10/06/2022
Total 17188:						403.00	.00	403.00	
17217	BREMER, ANDREW	AB091522	WEDA CONFERENCE/TR	1	09/15/2022	98.62	.00	98.62	10/06/2022
Total 17217:						98.62	.00	98.62	
17318	TDS	092222-PW	PW PHONE/TV/INTERNE	1	09/22/2022	348.98	.00	348.98	09/30/2022
		092222-PW	PW PHONE/TV/INTERNE	2	09/22/2022	95.17	.00	95.17	09/30/2022
		092222-PW	PW PHONE/TV/INTERNE	3	09/22/2022	95.17	.00	95.17	09/30/2022
		092222-PW	PW PHONE/TV/INTERNE	4	09/22/2022	95.17	.00	95.17	09/30/2022
		092222-VOM	ADMIN PHONE/INTERNE	1	09/22/2022	255.63	.00	255.63	09/30/2022
		092222-VOM	COMM&TECH PHONE/TV	2	09/22/2022	168.75	.00	168.75	09/30/2022
		092222-VOM	COURT PHONE/INTERNE	3	09/22/2022	86.56	.00	86.56	09/30/2022
		092222-VOM	FACILITIES PHONE	4	09/22/2022	103.39	.00	103.39	09/30/2022
		092222-VOM	FIRE/EMS TV/INTERNET/	5	09/22/2022	537.55	.00	537.55	09/30/2022
		092222-VOM	LIBRARY INTERNET/PHO	6	09/22/2022	283.56	.00	283.56	09/30/2022
		092222-VOM	OUTREACH INTERNET	7	09/22/2022	41.00	.00	41.00	09/30/2022
		092222-VOM	OUTREACH PHONE	8	09/22/2022	116.66	.00	116.66	09/30/2022
		092222-VOM	PD TV/INTERNET/PHONE	9	09/22/2022	718.70	.00	718.70	09/30/2022
		092222-VOM	COMMDEV PHONE/INTE	10	09/22/2022	167.68	.00	167.68	09/30/2022
Total 17318:						3,113.97	.00	3,113.97	
17352	BRAY ASSOCIATES ARC	3488-28	PUBLIC SAFETY CENTER	1	09/13/2022	12,140.00	.00	12,140.00	10/06/2022
Total 17352:						12,140.00	.00	12,140.00	
17362	ELEVITY	IN13893505	COURT	1	09/15/2022	82.21	.00	82.21	10/06/2022
		IN13893505	SERVER & BACKUP	2	09/15/2022	595.03	.00	595.03	10/06/2022
		IN13893505	SERVER & BACKUP	3	09/15/2022	1,607.21	.00	1,607.21	10/06/2022
		IN13893505	SERVER & BACKUP	4	09/15/2022	178.58	.00	178.58	10/06/2022
		IN13893505	FAMILY FESTIVAL	5	09/15/2022	27.40	.00	27.40	10/06/2022
		IN13893505	EM MGT	6	09/15/2022	27.40	.00	27.40	10/06/2022
		IN13893505	STORMWATER	7	09/15/2022	44.68	.00	44.68	10/06/2022
		IN13893505	SERVER & BACKUP	8	09/15/2022	595.39	.00	595.39	10/06/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
		IN13893505	SEWER	9	09/15/2022	44.79	.00	44.79	10/06/2022
		IN13893505	PUBLIC WORKS	10	09/15/2022	112.10	.00	112.10	10/06/2022
		IN13893505	COMM DEV	11	09/15/2022	82.21	.00	82.21	10/06/2022
		IN13893505	OUTREACH	12	09/15/2022	109.71	.00	109.71	10/06/2022
		IN13893505	FIRE/EMS	13	09/15/2022	360.38	.00	360.38	10/06/2022
		IN13893505	POLICE	14	09/15/2022	845.47	.00	845.47	10/06/2022
		IN13893505	GEN ADMIN	15	09/15/2022	328.86	.00	328.86	10/06/2022
		IN13893505	WATER	16	09/15/2022	44.79	.00	44.79	10/06/2022
		IN13893505	SERVER & BACKUP	17	09/15/2022	595.39	.00	595.39	10/06/2022
		IN13911073	SERVICE WARRANTY	1	09/27/2022	668.40	.00	668.40	10/06/2022
Total 17362:						6,350.00	.00	6,350.00	
17528	HGA	233070	PUBLIC SAFETY CENTER	1	10/06/2022	1,667.50	.00	1,667.50	10/06/2022
Total 17528:						1,667.50	.00	1,667.50	
17556	VOIANCE LANGUAGE SE	2022049040	INTERPRETATION SERVI	1	09/30/2022	11.73	.00	11.73	10/06/2022
Total 17556:						11.73	.00	11.73	
17569	MCFARLAND ACE HARD	006525/1	CURB STOP REPAIR CAR	1	09/22/2022	18.88	.00	18.88	10/06/2022
		006526/1	PW SHOP SUPPLIES	1	09/22/2022	19.79	.00	19.79	10/06/2022
		006526/1	PW SHOP SUPPLIES	2	09/22/2022	5.39	.00	5.39	10/06/2022
		006526/1	PW SHOP SUPPLIES	3	09/22/2022	5.39	.00	5.39	10/06/2022
		006526/1	PW SHOP SUPPLIES	4	09/22/2022	5.39	.00	5.39	10/06/2022
		006538/1	BATTERY REPLACEMEN	1	09/23/2022	6.29	.00	6.29	10/06/2022
		006540/1	PARK SUPPLIES	1	09/23/2022	12.56	.00	12.56	10/06/2022
		006542/1	FACILITY MAINTENANCE	1	09/23/2022	5.02	.00	5.02	10/06/2022
		006547/1	LIGHTBULBS	1	09/23/2022	8.99	.00	8.99	10/06/2022
		006563/1	PW SHOP SUPPLIES	1	09/26/2022	9.89	.00	9.89	10/06/2022
		006563/1	PW SHOP SUPPLIES	2	09/26/2022	2.70	.00	2.70	10/06/2022
		006563/1	PW SHOP SUPPLIES	3	09/26/2022	2.70	.00	2.70	10/06/2022
		006563/1	PW SHOP SUPPLIES	4	09/26/2022	2.70	.00	2.70	10/06/2022
		006565/1	PW SHOP SUPPLIES	1	09/26/2022	2.48	.00	2.48	10/06/2022
		006565/1	PW SHOP SUPPLIES	2	09/26/2022	.68	.00	.68	10/06/2022
		006565/1	PW SHOP SUPPLIES	3	09/26/2022	.67	.00	.67	10/06/2022
		006565/1	PW SHOP SUPPLIES	4	09/26/2022	.67	.00	.67	10/06/2022
		006569/1	PARK SUPPLIES	1	09/26/2022	8.99	.00	8.99	10/06/2022
		006585/1	PARK SUPPLIES LIGHTS	1	09/27/2022	16.19	.00	16.19	10/06/2022
		006590/1	WATER SUPPLIES	1	09/28/2022	14.38	.00	14.38	10/06/2022
		006596/1	EQUIPMENT MAINTENAN	1	09/28/2022	22.47	.00	22.47	10/06/2022
		006604/1	MUNICIPAL CENTER MAI	1	09/29/2022	4.94	.00	4.94	10/06/2022
		006604/1	MUNICIPAL CENTER MAI	2	09/29/2022	1.35	.00	1.35	10/06/2022
		006604/1	MUNICIPAL CENTER MAI	3	09/29/2022	1.35	.00	1.35	10/06/2022
		006604/1	MUNICIPAL CENTER MAI	4	09/29/2022	1.35	.00	1.35	10/06/2022
		006608/1	PARK SUPPLIES	1	09/29/2022	16.18	.00	16.18	10/06/2022
		006619/1	LOCKER KEYS	1	09/30/2022	3.59	.00	3.59	10/06/2022
		006652/1	KEY	1	10/03/2022	7.53	.00	7.53	10/06/2022
		006695/1	PW SHOP SUPPLIES	1	10/06/2022	.94	.00	.94	10/06/2022
		006695/1	PW SHOP SUPPLIES	2	10/06/2022	.94	.00	.94	10/06/2022
		006695/1	PW SHOP SUPPLIES	3	10/06/2022	.94	.00	.94	10/06/2022
		006695/1	PW SHOP SUPPLIES	4	10/06/2022	3.47	.00	3.47	10/06/2022
Total 17569:						214.80	.00	214.80	
17600	QUADIENT FINANCE USA	092322	POSTAGE	1	09/23/2022	2,000.00	.00	2,000.00	09/30/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 17600:						2,000.00	.00	2,000.00	
17677	CHAPIN, AARON	AC092122	TRAINING MEAL	1	09/21/2022	13.37	.00	13.37	10/06/2022
Total 17677:						13.37	.00	13.37	
17685	INGRAM LIBRARY SERVI	62848327	BOOKS	1	09/13/2022	260.83	.00	260.83	10/06/2022
		62849269	BOOKS	1	09/15/2022	207.98	.00	207.98	10/06/2022
		62850145	BOOKS	1	09/16/2022	148.61	.00	148.61	10/06/2022
		62851120	BOOKS	1	09/20/2022	75.69	.00	75.69	10/06/2022
		62851596	BOOKS	1	09/21/2022	156.37	.00	156.37	10/06/2022
		62852733	BOOKS	1	09/22/2022	70.04	.00	70.04	10/06/2022
		62852861	BOOKS	1	09/23/2022	164.27	.00	164.27	10/06/2022
		62854444	BOOKS	1	09/28/2022	243.72	.00	243.72	10/06/2022
		62855722	BOOKS	1	09/30/2022	277.32	.00	277.32	10/06/2022
		62856352	BOOKS	1	10/03/2022	357.32	.00	357.32	10/06/2022
		62856576	BOOKS	1	10/04/2022	201.16	.00	201.16	10/06/2022
		67517776	BOOKS	1	09/15/2022	99.14	.00	99.14	10/06/2022
		67521095	BOOKS	1	09/23/2022	37.92	.00	37.92	10/06/2022
Total 17685:						2,300.37	.00	2,300.37	
17712	HUFFMAN FACILITY DEV	2022 09 VO	PUBLIC SAFETY CENTER	1	10/03/2022	12,825.00	.00	12,825.00	10/06/2022
Total 17712:						12,825.00	.00	12,825.00	
17747	POSTAL SOURCE, INC	58763	POSTAGE METER SUPPL	1	09/29/2022	291.95	.00	291.95	10/06/2022
Total 17747:						291.95	.00	291.95	
17778	JP CULLEN	19556	PAYAPP #10 - PUBLIC SA	1	08/31/2022	1,124,018.	.00	1,124,018.	09/30/2022
Total 17778:						1,124,018.	.00	1,124,018.	
17789	TRANSUNION RISK AND	6174432-202	DATA SEARCH SERVICE	1	10/01/2022	150.00	.00	150.00	10/06/2022
Total 17789:						150.00	.00	150.00	
17845	DANE COUNTY TREASU	42519	MEDICAL SUPPLIES	1	09/27/2022	213.36	.00	213.36	10/06/2022
Total 17845:						213.36	.00	213.36	
17855	THOMPSON, JORDAN	JT083022	WATER CERTIFICATION	1	08/30/2022	391.20	.00	391.20	10/06/2022
		JT083022	WATER CERTIFICATION	2	08/30/2022	50.00	.00	50.00	10/06/2022
		JT083022	WATER CERTIFICATION	3	08/30/2022	50.00	.00	50.00	10/06/2022
		JT083022	WATER CERTIFICATION	4	08/30/2022	50.00	.00	50.00	10/06/2022
Total 17855:						541.20	.00	541.20	
17901	HYDROCORP	0069144-IN	METER REPLACEMENT P	1	10/05/2022	7,372.00	.00	7,372.00	10/06/2022
Total 17901:						7,372.00	.00	7,372.00	
17908	BADGER METER	80109541	CELLULAR SERVICE UNI	1	09/29/2022	792.16	.00	792.16	10/06/2022
		80109541	CELLULAR SERVICE UNI	2	09/29/2022	792.15	.00	792.15	10/06/2022

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Issue Date
Total 17908:						1,584.31	.00	1,584.31	
17936	TABBY & JACK'S	091622	SUPPLIES FOR RUDY	1	09/16/2022	51.99	.00	51.99	10/06/2022
Total 17936:						51.99	.00	51.99	
17959	PARISI CONSTRUCTION	PR#4	PICKLEBALL CONSTRUC	1	09/30/2022	98,762.71	.00	98,762.71	10/06/2022
Total 17959:						98,762.71	.00	98,762.71	
17962	DESIGNCRAFT LLC	8667	LOGO RE-CREATION	1	09/23/2022	348.00	.00	348.00	10/06/2022
Total 17962:						348.00	.00	348.00	
17986	SPARTAN ANIMAL HOSPI	161168	RUDY EXAM	1	09/21/2022	58.49	.00	58.49	10/06/2022
Total 17986:						58.49	.00	58.49	
17987	KYLE JULIUS	92222	PROGRAM SUPPLY	1	09/23/2022	3,813.75	.00	3,813.75	10/06/2022
Total 17987:						3,813.75	.00	3,813.75	
17988	VANGUARD ID SYSTEMS	I516335	LIBRARY CARDS	1	09/20/2022	547.48	.00	547.48	10/06/2022
		I516336	LIBRARY CARDS	1	09/20/2022	1,640.00	.00	1,640.00	10/06/2022
Total 17988:						2,187.48	.00	2,187.48	
17989	LRS HOLDINGS, LLC	0002905775	PORTABLE RESTROOM	1	09/22/2022	858.00	.00	858.00	10/06/2022
Total 17989:						858.00	.00	858.00	
17990	LEXIPOL, LLC	INLEX12754	LEXIPOL ANNUAL	1	10/01/2022	981.69	.00	981.69	10/06/2022
		INLEX12755	FIRE TIER 1 IMPLEMENT	1	09/30/2022	2,270.00	.00	2,270.00	10/06/2022
Total 17990:						3,251.69	.00	3,251.69	
17991	SAVVIK BUYING GROUP	1719	COVID TEST KIT	1	07/18/2022	248.75	.00	248.75	10/06/2022
Total 17991:						248.75	.00	248.75	
17993	LAKEVIEW DESIGNS	092222-FINA	DINNER RENTAL	1	09/22/2022	2,121.50	.00	2,121.50	10/06/2022
Total 17993:						2,121.50	.00	2,121.50	
17994	R&T VOGELI EXCAVATIN	PAYAPP1-10	2022 STREET & UTILITY I	1	10/03/2022	37,851.80	.00	37,851.80	10/06/2022
Total 17994:						37,851.80	.00	37,851.80	
Grand Totals:						1,508,278.	.00	1,508,278.	

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

Detail report type printed

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Amount
09/24/2022	CDPT	09/30/2022		FIRE FIGHTERS LOCAL 31	8	78.29

PAYROLL RELATED

78.29

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Tuesday, October 11, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Presentation by the McFarland Youth Center regarding prior year's operations.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

The Youth Center Board President and Executive Director will be presenting the enclosed report to provide their annual report on operations. Annually they provide a report regarding their utilization and programming in the Village.

FINANCIAL/BUDGET IMPACT:

The 2023 Budget for the Youth Center Fund is proposed for review later in the meeting under a separate agenda item.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Presentation only, no action listed.

ATTACHMENTS:

1. MYC - presentation - VoM - 2022.10.11



McFarland Youth Center

10/11/2021 Update



Quick Facts

- **HISTORY:** MYC was started by McFarland High School students in 1998 and has served McFarland for 20 years now!
- **HOURS:** 3-6 M-F during the school year and 1-5 M-F during summer
- **ATTENDANCE:**
 - Typically average 25-30 youth per day during school-year
 - Typically average 10-20 youth per day during summer break
 - Typically serve over 100 unique youth per year



Staffing

- **MYC Director:** Shawn Close
 - Started November 2021
 - Experience MSCR, Boys & Girls Club
 - Sports Management Degree



Programming

- **Fully Operational:** June 2022

- Ramped up staffing
- Optional masking policy
- Monitor public health orders
- Structured Programs
- Variety
- Leadership & Service

SCHEDULE		
Current Programs		
Day	Event	Location
Monday	Arts & Crafts: 1 to 5 PM	MYC
Tuesday	Hands-On Science: 1 to 5 PM	MYC
Wednesday	Computer & Video Game Lab: 1 to 5 PM	MYC
Thursday	Group Cooking: 1 to 5 PM	MYC
Friday	Fitness and Community Service: 1 to 5pm	MYC
Special Events		MYC



Programming

2022
SEPTEMBER



McFarland Youth Center

5114 Farwell Street
PO BOX 362
McFarland, WI 53558
mcfarlandyouthcenter@gmail.com
www.mcfarlandyouthcenter.org

Managing Director: Shawn Close

Office: 608-838-3839

Center Hours:

Monday-Thursday, 3-6 PM (School year hours)

Monday-Thursday, 1-5 PM (Summer hours)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
				Cooking: Loaded Nachos	Fitness Friday: Football	MYC CLOSED
4	5	6	7	8	9	10
MYC CLOSED	MYC Closed	Science: Slime	Super Smash Brothers Tournament	Cooking: Ice Cream Cake	Service Friday: Trash Collection	MYC Car Wash
11	12	13	14	15	16	17
MYC CLOSED	Arts & Crafts: Painting	Science: Bottle Rockets	Computer and Video Game Lab, Free Day	Cooking: Chillie Dogs	Fitness: Capture the Flag	MYC CLOSED
18	19	20	21	22	23	24
MYC CLOSED	Arts & Crafts: Deck of Cards	Science: Sinking Ships	MYC BBQ	Cooking: Pasta Salad	Fitness: Fitness Challenge	McFarland Community Festival
25	26	27	28	29	30	1
McFarland Community Festival	Arts & Crafts: Drawing Prompts	Science: String Bridges	Computer and Video Game Lab, Free Day	Cooking: Fruit Wraps	Service: Garden	MYC CLOSED



McFarland Youth Center

Programming



Growing Raspberries & Jam



McFarland Youth Center

Programming



Science Club: Bottle Rockets



McFarland Youth Center

Programming



Cooking Club: Banana Pudding



McFarland Youth Center

Programming



Service: Litter Pick Up



Programming



Field Trip: Spartan Bowl



McFarland Youth Center

Programming



Card Games: Magic The Gathering



Programming



Baby Ducks!



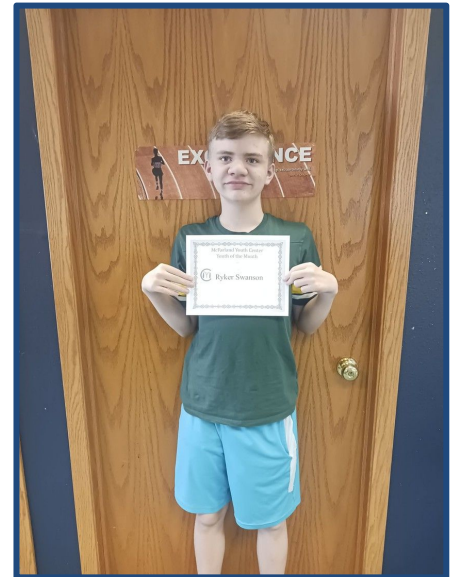
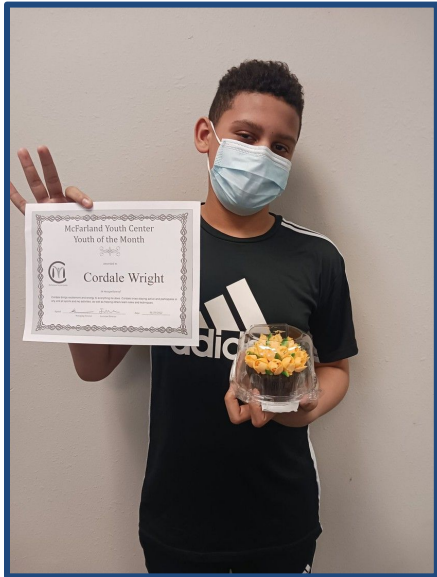
Programming



Ping Pong



Programming



Youth-of-the-Month Awards



McFarland Youth Center

Programming



Science Club: Toothpick Bridges



McFarland Youth Center

MYC Budget

MYC - Operating Budget - 2022

Revenue (expected):		Expenses:	
Fundraisers:		Payroll:	
Targeted [4206]	\$2,000	Managing Director [7005]	\$33,400
Misc. [4204]	\$200	Managing Director - Work Study [7006]	
		Assistant Director [7010]	\$23,600
Grants [4300]:	\$2,000	Assistant Director - Work Study [7011]	
		Taxes/SSA [7050]	\$4,400
Donations:		Rent [7770]:	\$15,000
Friends of MYC [4004]	\$4,500	CAM Fees [7780]:	\$7,300
Optimists [4006]	\$2,000		
McFarland Lions Club [4001]	\$1,000	Utilities [7800]:	\$4,900
MISC [4005]	\$750		
Revenue:		Facility Maintenance [6030]:	\$3,000
Rental Income [4401]	\$400	IT Services [TBD]:	\$3,600
		Insurance [6050]:	\$2,300
Funding:		Professional Development [6010]:	\$700
United Way of Dane County [4104]	\$4,600	Public Relations [7260]:	\$2,400
Dane County Human Services [4102]	\$10,000	Financial Services [6040]:	\$4,000
McFarland, Village of [4105]	\$40,250	Programming [7250]:	\$5,800
Dunn, Town of [4103]	\$4,000	Petty Cash [7220]:	\$1,800
Madison, City of [4107]	\$0	Capital Maintenance [7255]:	\$1,000
Blooming Grove, Town of [4108]	\$0	Transportation [7792]:	\$1,500
Pleasant Springs, Town of [4109]	\$0		
Cottage Grove, Town of [4110]	\$0		
McFarland School District [4106]	\$29,300		
Reserves:			
MYC Reserve Fund	\$10,000		
TOTAL	\$113,000	TOTAL	\$114,700

2022 MYC Budget:

- MYC expenses up by ~\$20K (20%)
- Market conditions for staffing
- Budget Deficit ~\$2K
- MSD funding for MYC \$26K
- Federal Stimulus Grant helped reduce deficit

2023 MYC Budget:

- Projecting stable budget
- MSD funding for MYC \$26K
- MSD and Village working with MYC on long-term solutions to MYC funding



MYC Operational Request

Due to the increasing popularity and complexity in running McFarland Youth Center as a small 501c3 non-profit over the last 25 years, the MYC Board respectfully requests both the Village of McFarland Board and the McFarland School Board to consider assuming ownership of youth-center operations by approximately 2025.

- This would coincide with the potential facility-change to a new Village Community Center
- If possible, the MYC Board would like to have a continuing role, using our expertise, in guiding programming strategy/policy



Questions?

Comments?



McFarland Youth Center

Thank you for your support!

Appendix



McFarland Youth Center

Partnership

SERVING McFarland Youth: Since 1998...

- MYC has provided over 22,000 hours of safe after school activities for youth in grades 6-8 in the McFarland Community
- MYC has had 1,000's of unique youth attendees
- MYC has provided over 32,000 asset-building hours for individual youth

Support - MYC is very grateful for the support of the McFarland Village Board throughout the years

Board Members - We are always looking for input from our community members, parents, etc.



Developmental Assets



EXTERNAL ASSETS

The supports, opportunities, and relationships young people need across all aspects of their lives.

INTERNAL ASSETS

The personal skills, commitments, & values they need to make good choices, take responsibility for their own lives, & be independent & fulfilled.

THE EIGHT CATEGORIES OF DEVELOPMENTAL ASSETS MEASURED IN THE DAP

External Assets	Internal Assets
 SUPPORT Measures whether children have caring adults in their lives, which may include parents, neighbors, and/or teachers.	 COMMITMENT TO LEARNING Asks questions related to whether children care about school and completing their homework, as well as appreciate learning new things.
 EMPOWERMENT Asks questions about how safe children feel at school and at home, as well as their perception of being valued and appreciated.	 POSITIVE VALUES Seeks to understand if children value taking responsibility for their actions and helping others, are honest and have respect for others and their community.
 BOUNDARIES AND EXPECTATIONS Hones in on whether a child feels he or she must abide by boundaries and expectations set at home, in school and in their neighborhood.	 SOCIAL COMPETENCIES Measures a child's willingness to express his or her feelings, establish relationships with others, say no to activities or suggestions that are dangerous, and can find positive ways to deal with hardships.
 CONSTRUCTIVE USE OF TIME Evaluates whether children are involved in outside activities like clubs, music or art programs or religious groups.	 POSITIVE IDENTITY Measures a child's self-worth.

Developmental Assets



Category	Asset Name and Definition
External Assets	Support
	1. Family Support-Family life provides high levels of love and support. 2. Positive Family Communication-Young person and her or his parent(s) communicate positively, and young person is willing to seek advice and counsel from parents. ✦ 3. Other Adult Relationships-Young person receives support from three or more nonparent adults. 4. Caring Neighborhood-Young person experiences caring neighbors. 5. Caring School Climate-School provides a caring, encouraging environment. 6. Parent Involvement in Schooling-Parent(s) are actively involved in helping young person succeed in school.
	Empowerment
	✦ 7. Community Values Youth-Young person perceives that adults in the community value youth. ✦ 8. Youth as Resources-Young people are given useful roles in the community. ✦ 9. Service to Others-Young person serves in the community one hour or more per week. ✦ 10. Safety-Young person feels safe at home, school, and in the neighborhood.
	Boundaries & Expectations
	11. Family Boundaries-Family has clear rules and consequences and monitors the young person's whereabouts. 12. School Boundaries-School provides clear rules and consequences. 13. Neighborhood Boundaries-Neighbors take responsibility for monitoring young people's behavior. ✦ 14. Adult Role Models-Parent(s) and other adults model positive, responsible behavior. ✦ 15. Positive Peer Influence-Young person's best friends model responsible behavior. ✦ 16. High Expectations-Both parent(s) and teachers encourage the young person to do well.
	Constructive Use of Time
	✦ 17. Creative Activities-Young person spends three or more hours per week in lessons or practice in music, theater, or other arts. ✦ 18. Youth Programs-Young person spends three or more hours per week in sports, clubs, or organizations at school and/or in the community. 19. Religious Community-Young person spends one or more hours per week in activities in a religious institution. 20. Time at Home-Young person is out with friends "with nothing special to do" two or fewer nights per week.

Developmental Assets



Internal Assets

- | | |
|-------------------------------|---|
| Commitment to Learning | <p>21. Achievement Motivation-Young person is motivated to do well in school.</p> <p>22. School Engagement-Young person is actively engaged in learning.</p> <p>✦ 23. Homework-Young person reports doing at least one hour of homework every school day.</p> <p>24. Bonding to School-Young person cares about her or his school.</p> <p>25. Reading for Pleasure-Young person reads for pleasure three or more hours per week.</p> |
| Positive Values | <p>✦ 26. Caring-Young person places high value on helping other people.</p> <p>✦ 27. Equality and Social Justice-Young person places high value on promoting equality and reducing hunger and poverty.</p> <p>✦ 28. Integrity-Young person acts on convictions and stands up for her or his beliefs.</p> <p>✦ 29. Honesty-Young person "tells the truth even when it is not easy."</p> <p>✦ 30. Responsibility-Young person accepts and takes personal responsibility.</p> <p>✦ 31. Restraint-Young person believes it is important not to be sexually active or to use alcohol or other drugs.</p> |
| Social Competencies | <p>✦ 32. Planning and Decision Making-Young person knows how to plan ahead and make choices.</p> <p>✦ 33. Interpersonal Competence-Young person has empathy, sensitivity, and friendship skills.</p> <p>✦ 34. Cultural Competence-Young person has knowledge of and comfort with people of different cultural/racial/ethnic backgrounds.</p> <p>✦ 35. Resistance Skills-Young person can resist negative peer pressure and dangerous situations.</p> <p>✦ 36. Peaceful Conflict Resolution-Young person seeks to resolve conflict nonviolently.</p> |
| Positive Identity | <p>37. Personal Power-Young person feels he or she has control over "things that happen to me."</p> <p>✦ 38. Self-Esteem-Young person reports having a high self-esteem.</p> <p>✦ 39. Sense of Purpose-Young person reports that "my life has a purpose."</p> <p>✦ 40. Positive View of Personal Future-Young person is optimistic about her or his personal future.</p> |

Youth Center Operational Maturity Model

- Need to align Operation Model and Operational Budget
- Operational Maturity Model narrative shown at right

McFarland Youth Center Operational Funding Levels



Level 1: Recreational-Only Youth Center

At this level of funding McFarland Youth Center simply provides recreational opportunities for youth members. These programming activities would revolve around simple recreational opportunities such as billiards, ping pong and video games. MYC would also be able to provide some structured game activities such as outdoor soccer and capture-the-flag. In this scenario, MYC is staffed by resources that are simply able to organize and supervise the recreational activities. Staff would likely not have professional background in working with youth. The staff would be part time with no benefits, and would undergo consistent turnover. Staff would not have hours or background to plan club-type programming. MYC would also possibly have restricted (fewer) operational hours than the typical 3-6PM school-year hours.

Operating Budget Required: \$75,000



Level 2: Enhanced-Programming Youth Center

At this level of funding McFarland Youth Center evolves beyond just providing recreational opportunities for youth members and develops asset-development based programming. Simple recreational opportunities such as billiards, ping pong and video games would still be available, and MYC would also be able to provide some structured game activities such as outdoor soccer and capture-the-flag. The additional funding allows for development and implementation of asset-development programs such as cooking clubs, science club and arts-crafts club. In this scenario, MYC is staffed by resources that are not only able to supervise youth members in order to provide a safe space after school, but would also have the professional background and experience to develop advanced club-type programs. The staff would be still be part time with no benefits, and undergoes consistent turnover. Staffing consists of a Director at 30hr/wk and limited Assistant Director hours.

Operating Budget Required: \$89,100



Level 3: Full Maturity Youth Center

At this level of funding McFarland Youth Center has a robust programming model that provides both recreational opportunities as well as asset-development based programming. Simple recreational opportunities such as billiards, ping pong and video games would still be available, and MYC would also be able to provide some structured game activities such as outdoor soccer and capture-the-flag. Additional funding allows for development and implementation of asset-development programs such as cooking clubs, science club and arts-crafts club. In this scenario, MYC is staffed by resources that are not only able to supervise youth members in order to provide a safe space after school, but would also have the professional background and experience to develop advanced club-type programs. The staff Director would be full-time with benefits to turn into a career-position with less turnover. There would be funding available for Assistant Director positions as required to have an effective staff to youth supervision ratio.

Operating Budget Required: \$121,400



Youth Center - Operational Maturity Model

	Level 1 Maturity	Level 2 Maturity	Level 3 Maturity
Operating Budget	\$75,000	\$89,100	\$121,400
Operation - 30 Hours Per Week	No	Yes	Yes
Staffing - Managing Director	No	Yes - Part Time	Yes - Full Time
Staffing - Assistant Director	Yes - Minimal	Yes - Minimal	Yes - Robust
Staffing - Professional	No	Entry Level	Yes
Staffing - Benefits	No	No	Yes
Staffing - Adequate Retention	No	No	Yes
Programming - Recreational	Yes	Yes	Yes
Programming - Structured	No	Yes	Yes
Programming - Fully Funded	No	Partially	Yes



Projected 2020 Operational Revenue of \$79K

Demographics / Diversity / Equity - 2020 Survey

McFarland Baseline

Pre-COVID

During COVID

Gender

Male	50%
Female	50%

Male	55%
Female	45%



Male	55%
Female	45%

Minority Ethnicity

Minority	6%
White	94%

Minority	18%
White	82%



Minority	30%
White	70%

Free/Reduced School Lunch

Yes	17%
No	83%

Yes	20%
No	82%



Yes	30%
No	70%

LGBTQ Community

Yes	No data
No	No data

Yes	45%
No	55%



Yes	35%
No	65%

ADHD, Autism, Depression, Anxiety

Yes	No data
No	No data

Yes	50%
No	50%



Yes	40%
No	60%

Conclusion: MYC is a critically important place in our community for underrepresented and underserved populations to participate and flourish

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Tuesday, October 11, 2022

SECTION: Business

DEPARTMENT: Administration

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

AGENDA ITEM: Update on progress on the construction of the Public Safety Center.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

Included in your packet is a summary update on construction progress for the new Public Safety Center. The Owner's Representative (Huffman Facility Development) will be present to provide a brief overview of the work completed to date. This information will be presented and discussed as part of the meeting. We will be able to take questions on the project as needed as well.

FINANCIAL/BUDGET IMPACT:

Financial progress is included in the report. Thus far costs are tracking as they should be.

There are no change orders to be considered for action within this meeting.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

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

ATTACHMENTS:

1. McFarland PSC Report 2022 10



Project Status Report for

Village of McFarland
Public Safety Center

October 2022

Jordan Schulz, HFD
Your Partner in Development

Construction Update

1. Insulation and roof membrane is 90% complete
2. Window install has commenced, with the PD complete and nearly ready for testing
3. Drywall is being installed in the Police Department, with painting scheduled for mid-month
4. Under slab work in the Common/Court area is nearly complete in preparation for concrete slab placement
5. Mech/Elec/Plumbing Rough In is underway in the FD
6. The site is being graded and prepared for paving by the first week of November
7. No change to the anticipated date of the late electrical switchgear arrival (March 2023)

Project Administration

1. Coordination of in-wall blocking and data locations has been a focus as drywall work begins in the Police Department
2. The most recent design reviews and updates the team is addressing:
 1. Door entry/security details
 2. Dimensional Signage
 3. Detailing the relocation of the existing police monument
 4. Flooring color selections and approval
 5. Security Cameras
3. As previously discussed, schedule changes and associated costs are being discussed and have recently been initially drafted by JP Cullen – currently in review by the project team.
 1. Weather delays incurred
 2. Schedule change due to long-lead switchgear
4. Materials testing (concrete, masonry, etc) occurs continuously through the structural build, and we monitor results to ensure specs are met. Additionally, window testing and curtain wall testing will be coordinated soon.

Huffman Facility Development, Inc.

Budget Updates

DESCRIPTION	BUDGET	FINAL PROJECTED COST	INVOICED TO DATE	% Complete
Pre-Development	56,322	62,838	62,838	100%
Professional Services <i>Design, Project Mgmt, Legal, Quality Testing</i>	1,221,585	1,269,140	1,160,499	91%
Owner Direct <i>Furniture, Equipment, etc.</i>	858,515	891,212	277,265	31%
Construction	18,834,443	19,387,413	11,490,977	59%
Other Project Expense	85,000	95,419	63,015	66%
Income	(32,000)	(32,000)	0	0%
Owner Contingency	1,003,700	353,542	0	65%
TOTAL	22,027,565	22,027,565	13,054,593	59%
FINAL PROJECTED COST	22,027,565			
Balance - Under / (Over)	0			

Huffman Facility Development, Inc.

Budget Updates

PCO*	CO	PS**	SCOPE	SUBMITTED	PENDING	STATUS	RECOMMENDED	APPROVED
	01		PCOs 4r2.2			Approved		28,000
	02		PCOs 004r2.1, 015			Approved		136,492
	03		PCOs 010, 016r1, 019r1, 023, 025			Approved		172,833
	04		PCOs 028, 030r1, 031r2			Approved		82,757
	05		PCOs 018r1, 029r1, 033r2, 043r2, 045r2, 046			Approved		102,888
049r1		N/A	Aug Mis Costs: rebar adjustments, cast stone changes, PD window change	32,207	23,275	Pending		
059.1			Weather Delays	71,006	71,006	Pending		
061		12	Utility service change, conduits for future EV stations, added auto operators	30,757	30,757	Pending		
062		13	Monument Foundation	7,711	7,711	Pending		
063		14	Added Camera	7,474	7,474	Pending		
066			Door Hardware Changes Per Owner Meeting	5,982	5,982	Recommended	5,982	
TOTAL					146,205		5,982	522,970

* Intermediate PCO numbers not shown do not currently have any associated costs

** Project Supplements are revised drawings issued by the Design Team to capture changes due to coordination issues, owner requests, or jurisdictional requirements

Project Update Photos



Masonry, Steel and Roof at Fire Department Apparatus Bays and Antique Bay



Fire Department West Elevation Ready for Metal Panel

Project Update Photos



Radiant Tubing at Main Lobby



Masonry, Steel and Roofing work at Main Entry
and Fire Department Staff Area

Project Update Photos



Clerestory at Squad Room



Brick, Windows, Roof at Police
Department Offices

Project Update Photos



Drywall at Police Department Offices



Blocking, Windows, Drywall at Squad Room

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Tuesday, October 11, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and action regarding proposed Change Order #06 for the Public Safety Center to address changes to the door locking hardware.

PREVIOUS ACTION:

Change Order #01 was approved by the Village Board at its meeting on March 14, 2022.

Change Order #02 was approved by the Village Board at its meeting on April 11, 2022.

Change Order #03 was approved by the Village Board at its meeting on May 10, 2022.

Change Order #04 was approved by the Village Board at its meeting on June 14, 2022.

Change Order #05 was approved by the Village Board at its meeting on September 13, 2022.

ISSUE SUMMARY:

Please find enclosed six funding requests packaged together as Change Order #05 for the Public Safety Center. These requests are summarized as follows:

- **PCO 066** - Final review of all of the door locking hardware and keying was completed yielding some adjustments to the layout. The cost changes are proposed at \$5,982.

The Owner's Representative will be present to provide a summary overview of these changes.

FINANCIAL/BUDGET IMPACT:

The total cost of this proposed change order is \$102,888. This amount will be charged to contingency bringing our utilization of those funds up to \$528,952 or ~53% of available funds for this purpose (this is the sixth draw into the contingency via change order for this project).

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:



Recommended Action:

Motion, second to approve Change Order #06 for the Public Safety Center to address changes to the door locking hardware.

ATTACHMENTS:

1. 6005 - 220923 PCO-066 Keying Meeting Changes Proposal



Proposed Change Order Transmittal

J. P. Cullen and Sons, Inc.

PROJECT:	6005 - McFarland Public Safety Center 6005.000	DATE SENT:	9/23/2022
		RETURN BY:	9/30/2022
SUBJECT:	Keying Meeting Changes	PROPOSED CHANGE ORDER ID:	PCO-066
TYPE:	Proposed Change Order	TRANSMITTAL ID:	01274
PURPOSE:	For Review	VIA:	Email
TOTAL DAYS:	0		
TOTAL AMOUNT:	\$5,982.00		

FROM

NAME	COMPANY	EMAIL	PHONE
Tayler Blake	J. P. Cullen and Sons, Inc.	Tayler.Blake@JPCullen.com	608-751-2081

TO

NAME	COMPANY	EMAIL	PHONE
Jordan Schulz	Huffman Facility Development, Inc.	jschulz@keelpartnersinc.com	(608) 332-4112

REMARKS:

COPIES:

Justin Buchholz	(J. P. Cullen and Sons, Inc.)
John Kniesz	(Bray Architects)
Mark Taylor	(Bray Architects)
Andrew Kerr	(Bray Architects)

REQUEST FOR QUOTATION

Project: McFarland Public Safety Center

23 September 2022

JPC PCO #: 066

Description: Door Hardware changes related to Onwer keying meeting changes from 08/05/22.
Please see following pages for backup.

Proposals are to be held for 10 working days. Quote is no longer valid post deadline

Labor Rates valid through 05/31/23

Activity Description

MATERIALS	Units	Quantity	Unit Price	Material	Tax (0%)	TOTAL
Illini Hardware	LS	0	\$ -	\$0.00	\$0.00	\$0.00
		1	\$ 5,150.00	\$5,150.00	\$0.00	\$5,150.00
		0	\$ -	\$0.00	\$0.00	\$0.00
Material Subtotal						\$5,150.00
Self-Performed Material OH&P @ 15%						\$772.50
Material Total						\$5,922.50

Bond @ 1% \$59.23

TOTAL \$5,982

Tayler Blake

From: Sam Shaw <SamS@goihc.com>
Sent: Thursday, September 22, 2022 2:35 PM
To: Tayler Blake
Subject: RE: 81095 - McFarland PSB - Keying Meeting Changes - Revision Report #5
Attachments: 81095 - Revision Report #5.pdf

Hi Tayler,

Enclosed is hardware revision report #5. This depicts all the changes during the keying meeting on 8/5/22.

Note that I figured all the locks that are no longer needed to be returned to the manufacturer with a restocking fee. For the mortise locks that switched to the institutional function, we will only need to purchase new lock bodies and add another cylinder.

Openings P134D, P134E & P134F will need to have cylinder holes drilled on the inside face of the door to accept the institutional lock body.

Please get this reviewed so we can release hardware asap. My apologies for not getting this sent out earlier. I thought that I already sent this out.

Give me a call with any questions.

Thanks!

Sam Shaw
Assistant Project Manager



D: 312-234-0190
M: 262-716-8797
SamS@goihc.com - www.goihc.com
8330 196th Ave Bristol, WI 53104

HS15U
ILLINI HARDWARE

REVISION REPORT NO. 5

PAGE 1
SAM 07:43AM 09/22/22

REV DATE: 09/22/22 CONTRACT NO. 81095 MCFARLAND PUBLIC SAFETY CENTER
KEYING MEETING CHANGES ON 8/5/2022

LINE NO.	CODE	QTY	DESCRIPTION	NET COST CHANGE
0035.0	233		CYLINDRICAL LOCK ND70LD SPA (CLASSROOM) 626	ADDED
			2-3/4" B.S. ; 10-025 STRIKE w/1-3/16" STRIKE LIP TO CENTER	
0035.0	234		CYLINDRICAL LOCK ND80LD SPA (STOREROOM) 626	DELETED
			2-3/4" B.S. ; 10-025 STRIKE w/1-3/16" STRIKE LIP TO CENTER	
			DOOR C122 RH TOTAL FOR CHANGED DOOR	205.00
0110.0	230		CYLINDRICAL LATCH ND10 SPA (PASSAGE) 626	ADDED
			2-3/4" B.S. ; 10-025 STRIKE w/1-3/16" STRIKE LIP TO CENTER	
0110.0	234		CYLINDRICAL LOCK ND80LD SPA (STOREROOM) 626	DELETED
			2-3/4" B.S. ; 10-025 STRIKE w/1-3/16" STRIKE LIP TO CENTER	
0110.0	271		KEY-IN-LEVER CYLINDER 20-765 X 50-210 (PRIMUS) 626	DELETED
			KEYWAY TO BE DETERMINED	
			DOOR F243 RH TOTAL FOR CHANGED DOOR	45.00
0123.0	235		CYLINDRICAL LOCK ND82LD SPA (INSTITUTION) 626	ADDED
			2-3/4" B.S. ; 10-025 STRIKE w/1-3/16" STRIKE LIP TO CENTER	
0123.0	271		KEY-IN-LEVER CYLINDER 20-765 X 50-210 (PRIMUS) 626	ADDED
			KEYWAY TO BE DETERMINED	
0123.0	234		CYLINDRICAL LOCK ND80LD SPA (STOREROOM) 626	DELETED
			2-3/4" B.S. ; 10-025 STRIKE w/1-3/16" STRIKE LIP TO CENTER	
			DOOR P102A LH TOTAL FOR CHANGED DOOR	400.00
0124.0	235		CYLINDRICAL LOCK ND82LD SPA (INSTITUTION) 626	ADDED
			2-3/4" B.S. ; 10-025 STRIKE w/1-3/16" STRIKE LIP TO CENTER	
0124.0	271		KEY-IN-LEVER CYLINDER 20-765 X 50-210 (PRIMUS) 626	ADDED
			KEYWAY TO BE DETERMINED	
0124.0	234		CYLINDRICAL LOCK ND80LD SPA (STOREROOM) 626	DELETED
			2-3/4" B.S. ; 10-025 STRIKE w/1-3/16" STRIKE LIP TO CENTER	

HS15U
ILLINI HARDWARE

REVISION REPORT NO. 5

PAGE 2
SAM 07:43AM 09/22/22

REV DATE: 09/22/22 CONTRACT NO. 81095 MCFARLAND PUBLIC SAFETY CENTER
KEYING MEETING CHANGES ON 8/5/2022

LINE NO.	CODE	QTY	DESCRIPTION	NET COST CHANGE
			DOOR P102B LHR TOTAL FOR CHANGED DOOR	400.00
0125.0	235		CYLINDRICAL LOCK ND82LD SPA (INSTITUTION) 626 2-3/4" B.S. ; 10-025 STRIKE w/1-3/16" STRIKE LIP TO CENTER	ADDED
0125.0	271		KEY-IN-LEVER CYLINDER 20-765 X 50-210 (PRIMUS) 626 KEYWAY TO BE DETERMINED	ADDED
0125.0	234		CYLINDRICAL LOCK ND80LD SPA (STOREROOM) 626 2-3/4" B.S. ; 10-025 STRIKE w/1-3/16" STRIKE LIP TO CENTER	DELETED
			DOOR P103A RH TOTAL FOR CHANGED DOOR	400.00
0126.0	235		CYLINDRICAL LOCK ND82LD SPA (INSTITUTION) 626 2-3/4" B.S. ; 10-025 STRIKE w/1-3/16" STRIKE LIP TO CENTER	ADDED
0126.0	271		KEY-IN-LEVER CYLINDER 20-765 X 50-210 (PRIMUS) 626 KEYWAY TO BE DETERMINED	ADDED
0126.0	234		CYLINDRICAL LOCK ND80LD SPA (STOREROOM) 626 2-3/4" B.S. ; 10-025 STRIKE w/1-3/16" STRIKE LIP TO CENTER	DELETED
			DOOR P103B RHR TOTAL FOR CHANGED DOOR	400.00
0160.0	244		MORTISE LOCK LC-8217 BHW (CLASSROOM) 630 2-3/4" B.S. ; STANDARD STRIKE	ADDED
0160.0	273		MORTISE CYLINDER 20-787 X 50-210 (PRIMUS) 1-1/8" 626 WITH B520-787 CAM FOR SARGENT 8200 SERIES MORTISE KEYWAY TO BE DETERMINED	ADDED
0160.0	245		MORTISE LOCK LC-8204 BHW (CLASSROOM) 630 2-3/4" B.S. ; STANDARD STRIKE	DELETED
			FURNISH NEW LOCK BODY ONLY DOOR P134D LH TOTAL FOR CHANGED DOOR	915.00

HS15U
ILLINI HARDWARE

REVISION REPORT NO. 5

PAGE 3
SAM 07:43AM 09/22/22

REV DATE: 09/22/22 CONTRACT NO. 81095 MCFARLAND PUBLIC SAFETY CENTER
KEYING MEETING CHANGES ON 8/5/2022

LINE NO.	CODE	QTY	DESCRIPTION			NET COST CHANGE
0161.0	244		MORTISE LOCK LC-8217 BHW (CLASSROOM)	630	ADDED	
			2-3/4" B.S. ; STANDARD STRIKE			
0161.0	273		MORTISE CYLINDER 20-787 X 50-210 (PRIMUS) 1-1/8"	626	ADDED	
			WITH B520-787 CAM FOR SARGENT 8200 SERIES MORTISE KEYWAY TO BE DETERMINED			
0161.0	245		MORTISE LOCK LC-8204 BHW (CLASSROOM)	630	DELETED	
			2-3/4" B.S. ; STANDARD STRIKE			
			FURNISH NEW LOCK BODY ONLY			
			DOOR P134E RH TOTAL FOR CHANGED DOOR			915.00
0162.0	244		MORTISE LOCK LC-8217 BHW (CLASSROOM)	630	ADDED	
			2-3/4" B.S. ; STANDARD STRIKE			
0162.0	273		MORTISE CYLINDER 20-787 X 50-210 (PRIMUS) 1-1/8"	626	ADDED	
			WITH B520-787 CAM FOR SARGENT 8200 SERIES MORTISE KEYWAY TO BE DETERMINED			
0162.0	245		MORTISE LOCK LC-8204 BHW (CLASSROOM)	630	DELETED	
			2-3/4" B.S. ; STANDARD STRIKE			
			FURNISH NEW LOCK BODY ONLY			
			DOOR P134F LH TOTAL FOR CHANGED DOOR			915.00
0168.0	233		CYLINDRICAL LOCK ND70LD SPA (CLASSROOM)	626	ADDED	
			2-3/4" B.S. ; 10-025 STRIKE w/1-3/16" STRIKE LIP TO CENTER			
0168.0	234		CYLINDRICAL LOCK ND80LD SPA (STOREROOM)	626	DELETED	
			2-3/4" B.S. ; 10-025 STRIKE w/1-3/16" STRIKE LIP TO CENTER			
			DOOR P141 LHR TOTAL FOR CHANGED DOOR			205.00

TOTAL OF ALL PRODUCT CHANGES

4,800.00 ADD

DRILL [3] CYLINDER HOLES 350.00
TOTAL COST OF CHANGES 5,150.00

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, October 11, 2022

SECTION: Business

DEPARTMENT: Public Works

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

AGENDA ITEM: Discussion and action regarding the plan for the reconstruction of the Skate Park at William McFarland Park.

PREVIOUS ACTION:

The Parks & Recreation Committee recommended approval to the Village Board regarding the Skate Park plan at their October 4, 2022 meeting.

ISSUE SUMMARY:

Please find enclosed the final draft report for the Skate Park improvement within McFarland Park. This includes the site plan, renderings, and opinion of probable construction costs. The plan was prepared through the gathering of input from the public and key stakeholders to help shape what is desired in the future at this location. The consultant held two public input meetings and an online survey. The first public meeting (6/30) and the online survey (6/18-7/8) solicited preliminary design input. The second public input meeting presented a conceptual design and solicited final feedback. The draft plan was presented to the Committee last month with additional feedback provided as well. The project is proposed for construction in 2023 and has been accepted within the 2023-2027 Capital Improvement Plan as well as proposed within the 2023 Budget. The remaining schedule for the project is proposed as follows:

- October 11, 2022 - Village Board: Consider recommendation from Committee on final report.
- November 1, 2022 - Parks and Recreation Committee: Recommendation to Village Board on design contract.
- November 10, 2022 - Village Board: Consider recommendation from Committee on design contract.
- November 11, 2022 - Begin Design Process
- February 2, 2023 - End Design Process
- February 7, 2023 - Parks and Recreation Committee: Recommendation to the Village Board to accept final design and authorize project for bidding.
- February 14, 2023 - Village Board: Consider recommendation from Committee on final design and authorize project from bidding.
- March 7, 2023 - Bid Opening at 10:00 am.
- March 7, 2023 - Parks and Recreation Committee: Recommendation to the Village Board on project award.



- March 14, 2023 - Village Board: Consider recommendation from Committee on project award.
- June 1, 2023 - Begin Construction
- August 30, 2023 - End Construction

This is a loose schedule to provide perspective on next steps in the project should the plan be accepted, budget adopted, and project proceeds through necessary approvals.

FINANCIAL/BUDGET IMPACT:

The budget for this item is \$15,000 and funded through the Parks Budget in the Capital Projects Fund. Costs associated with this first steps of the project are included within the project proposal cost of \$14,480.

The 2023 Budget was proposed for spending \$375,000. The Parks Fund will contribute \$100,000 towards the project and \$50,000 is projected from fundraising with the remaining \$225,000 coming from borrowing. The CIP was projected at \$100,000 in fundraising and the budget is proposed to lower this projection based on current progress.

VILLAGE PLAN REFERENCE:

[McFarland Parks Master Plan](#)

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended Action:

Motion, second to recommend acceptance of the plan for the reconstruction of the Skate Park at William McFarland Park.

ATTACHMENTS:

1. 22_0929 McFarland Skatepark Study

McFarland Skatepark Study

**William McFarland Park
4802 Marsh Road
McFarland WI, 53558**

September 2022



**PARKITECTURE
+ PLANNING**

901 Deming Way, Suite 102
Madison, WI 53717
608.886.6808



Executive Summary

The Village of McFarland completed a Master Plan process for William McFarland Park in 2021 with several phases of development implementation identified. The initial phase included a new pickleball complex which was constructed in 2022. Phase 1B of the plan focused on the renovation or replacement of the existing skate park (approximately 4,600 sf). The Village engaged the design team of Parkitecture + Planning and Spohn Ranch during the spring/summer of 2022 to provide a conceptual planning effort for a new facility. A public input process and review meetings with Village staff and the Parks and Recreation Committee helped to inform the final design and recommendations for implementation. The existing skatepark has outlived its useful lifespan and is no longer in keeping with current styles and materials. The equipment is all modular on a concrete slab and in poor condition. Modern facilities are constructed of integral concrete, steel copings, and steel railings with a mixture of street, transition, and open bowl skate styles. The usage of modern facilities has also expanded beyond just skateboards and should now attempt to include razor scooters, bmx, wheelchairs, etc. The term “Wheels Park” is now commonly adopted in lieu of “Skatepark”.

Planning Process

As part of the conceptual planning process, two public input sessions (PIM) were conducted in addition to the monthly Parks and Recreation Committee meetings.

- PIM #1 was held on the evening of June 30 via zoom with an attendance of 40+ people. Meeting attendees were given an overview of the planning process and then participated in a visual preference voting exercise. Through a live voting application, attendees expressed opinions and preferences on various aspects of skatepark facilities.
- The input received from PIM #1 was presented to the Parks and Recreation Committee on July 5. The design team presented the information the public was shown and summarized the results.
- PIM #2 was held on the evening of August 1 via zoom with 5 attendees. The design team presented the conceptual layout plan and 3-D renderings of the proposed new facility. General feedback received was very positive and affirmed the design direction.
- The design team attended the September 6th Parks and Recreation Committee meeting to review the preliminary concept plans and renderings. A summary of the PIM #2 feedback was also given to the members. Several members of the public were in attendance at the PRC meeting and voiced support of the project and impact for the youth of the community. A representative from the Bocce Association also offered suggestions related to additional screening and landscaping improvements.
- The final plans and summary report were presented to the Parks and Recreation Committee on October 4th for approval and referral to the Village Board.

Design Recommendations

The final concept plans for the McFarland Wheels Park were derived from feedback gathered from the public, integration of national trends in similar facilities, and the professional expertise of the design team. The reimagined 6,800 sf footprint replaces an outdated square layout with a modern organic flow that presents an infinite number of possibilities. The facility features a mix of street and bowl-inspired elements, including skatepark staples as well as unique obstacles that will challenge a rider's creativity. Site improvements include a seating/gathering area with shade structure, bicycle parking, and enhanced landscaping to frame the area. No matter the individual skill level, riding style or wheel type, this wheels park will be an engaging and fun space that will keep people interested and challenged.

Construction Costs & Timelines

A budget estimate was compiled based on the final concept plans. These costs were derived from recent construction projects of similar nature, quantity take offs from the proposed plan layout, and a review with a contractor. The budget breakdown below is presented in major categories of work.

Proposed Facility Elements:

- Mobilization and General Construction - \$40,000
- Earthwork - \$50,000
- Concrete Skate Elements - \$130,000
- Concrete Flatwork - \$60,000
- Steel Coping, Edge Protection, and Grind Rails - \$65,000
- Bonding - \$5,000
- Landscaping and Restoration - \$10,000
- Site Amenities - \$15,000
- Security Cameras - \$5,000
- Total Budget - \$380,000**

Conclusion

The Village of McFarland has an excellent park and outdoor recreation system with a wide variety of amenities for community residents. The proposed replacement of the skatepark with a new and modern Wheels Park at William McFarland is an important element in the park system. Offering non-“active” recreational amenities such as this provides opportunities to include community members who do not regularly participate in traditional sports such as baseball, soccer, and football. Wheels parks provide more than just an opportunity for exercise, and often become an outlet for socialization and provide a sense of belonging for all ages within the community. Implementation of this project will continue to fulfill the vision of the adopted Master Plan and further bolster the McFarland park and recreation system.

- Exhibit 1 – Rendering View 1**
- Exhibit 2 – Rendering View 2**
- Exhibit 3 – Rendering View 3**
- Exhibit 4 – Rendering View 4**
- Exhibit 5 – Rendering View 5**
- Exhibit 6 – Conceptual Site Plan**
- Exhibit 7 – Public Comments Received**
- Exhibit 8 – Skatepark Design Workshop Presentation**

VIEW LOOKING NORTH



File: P:\22.025 McFarland Skate Park\CAD\Image board.dwg Layout: Image 1 User: Blake Theisen Plotted: Aug 24, 2022 -- 10:49pm

PARKITECTURE

+ PLANNING

901 Deming Way, Suite 102
Madison, WI 53717
608.886.6808

Parkitecture

SPORN RANCH
SKATEPARKS

Project Name:

WILLIAM MCFARLAND PARK
PHASE 1B: SKATEPARK
4802 Marsh Road
McFarland, WI 53558

Sheet Title:

RENDERING VIEW 1

Revisions:

Project #:

20.025

Issued For:

Review

Date:

8/24/2022

Sheet Number

EXHIBIT 1

Page 74 of 190

File: P:\22.025 McFarland Skate Park\CAD\Image board.dwg Layout: Image 2 User: Blake Theisen Plotted: Aug 24, 2022 — 10:49pm

VIEW LOOKING WEST



**PARKITECTURE
+ PLANNING**
901 Deming Way, Suite 102
Madison, WI 53717
608.886.6808

Project Name:
**WILLIAM MCFARLAND PARK
PHASE 1B: SKATEPARK**
4802 Marsh Road
McFarland, WI 53558

Revisions:	

Project #: 20.025
Issued For: Review
Date: 8/24/2022

Sheet Number
EXHIBIT 2

Sheet Title:
RENDERING VIEW 2

VIEW LOOKING SOUTH



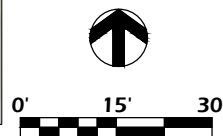
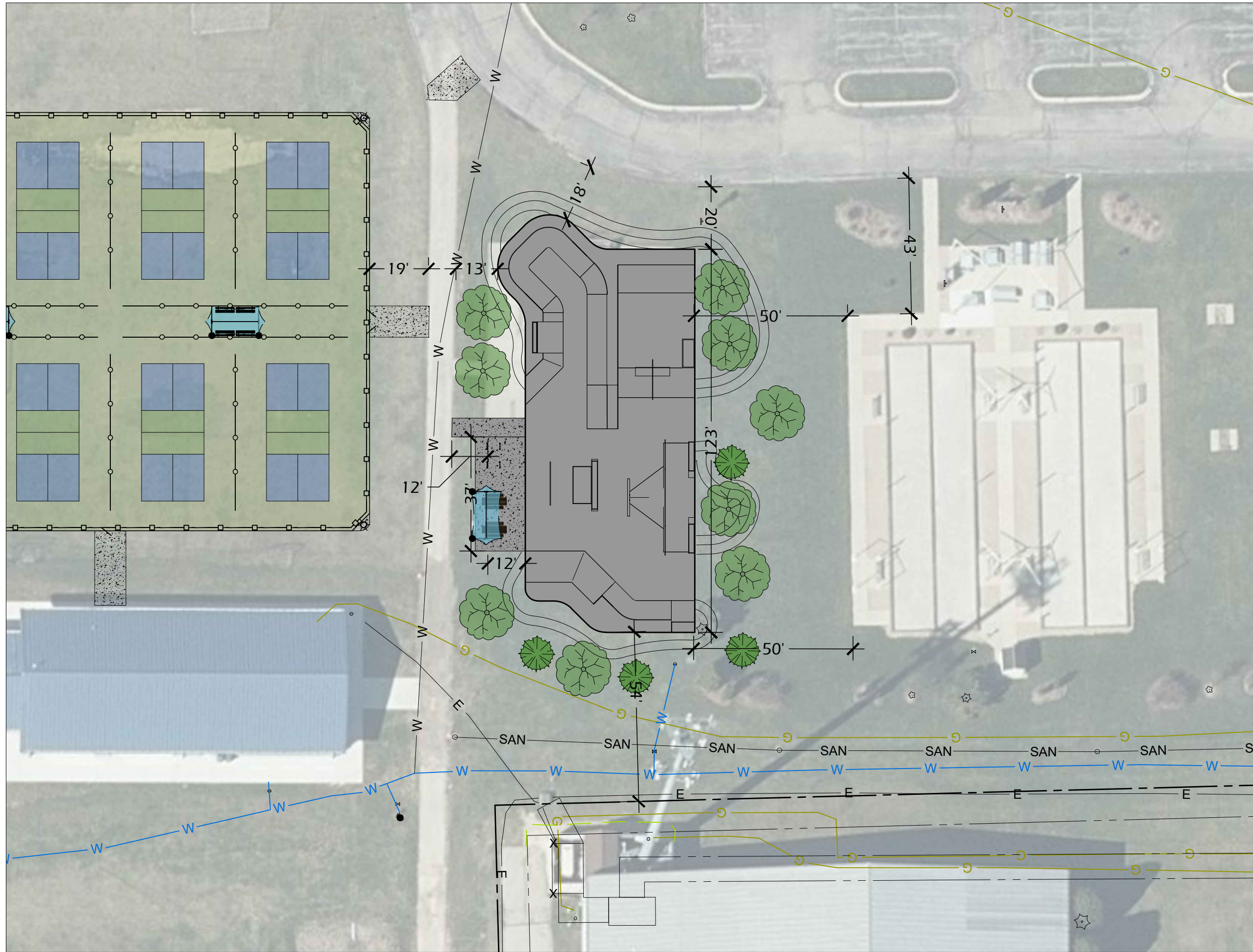
File: P:\22.025 McFarland Skate Park\CAD\Image board.dwg Layout: Image 3 User: Blake Theisen Plotted: Aug 24, 2022 — 10:49pm

 901 Deming Way, Suite 102 Madison, WI 53717 608.886.6808	
	
Project Name: WILLIAM MCFARLAND PARK PHASE 1B: SKATEPARK 4802 Marsh Road McFarland, WI 53558	
Sheet Title: RENDERING VIEW 3	
Revisions:	
Project #: 20.025 Issued For: Review Date: 8/24/2022	
Sheet Number	
EXHIBIT 3	

VIEW LOOKING SOUTHWEST



File: P:\22.025 McFarland Skate Park\CAD\Image board.dwg Layout: Image 4 User: Blake Theisen Plotted: Aug 24, 2022 — 10:49pm



Project Name: **WILLIAM MCFARLAND PARK
PHASE 1B: SKATEPARK**
**4802 Marsh Road
McFarland, WI 53558**

Project Name:

Revisions

Project #:	20.025
Issued For:	Review
Date:	8/24/2022

Sheet Number

EXHIBIT 6

Hello McFarland Community Park and Rec Leaders,

I'm writing this letter as a community member, local educator and parent to express support for a new skatepark in McFarland. It is clear to see that our current skatepark is in dire conditions. The rusty, metal ramps are dented and have been patched in various. Using the skatepark in the summer months is a risk, as the heat can be seen radiating up from the metal ramps. Not only does the heat make using the skatepark unbearable at times, you also risk burning your skin should you happen to fall. My son settles for skateboarding at the current McFarland skatepark when I won't give in to his incessant begging to drive him to skateparks in surrounding communities, most often Monona or Sun Prairie. Sadly, the current McFarland skatepark is never his first choice, despite being his "home" skatepark.

I wouldn't feel so passionately about the need for a new skatepark in our community if I didn't see first hand the benefits the sport brings. I have two middle-school-aged sons who have outgrown the typical playgrounds filled with slides and monkey bars. They are at an age where they are working to build so many important life-skills, while navigating insecurities and self-discovery. Providing outlets for our youth who are at this vulnerable stage in their life is both a positive and proactive investment. As a school counselor I often work with our youth on building confidence, self-esteem and coping skills. We work to proactively teach students healthy outlets to manage stress, as well as push through insecurities and develop healthy risk taking. A skatepark is a unique atmosphere to practice all the previously stated skills, whether it is by skateboarding, using a scooter or BMX biking.

My youngest son is eleven and has already learned to navigate many challenges in his life being diagnosed with Type 1 diabetes, anxiety and ADHD. Discovering skateboarding has done wonders for both his physical and mental health. I've watched his confidence and self-esteem soar as he's learned to skate. Early on becoming more confident with his balance, setting goals to learn new tricks, working with determination to meet those goals and beaming with pride at his accomplishments. He continues to push himself by tackling new obstacles while skating and I've seen first hand how the social-emotional skills he's developed have transferred themselves to other areas of his life. He even recognizes that skateboarding helps him "blow off steam" and lowers his anxiety.

Lastly, as we've made our way around to surrounding communities to enjoy their skateparks I've been blown away with the positive and supportive culture of the skating community. Often my son is on the younger end of his fellow skateboarders at the parks. Initially, I watched with hesitation as he began skating among some older peers, however I quickly learned that the skateboarding community is incredibly supportive of one another. Strangers quickly became comrades providing tips and strategies, cheering and pounding their boards as new moves were mastered. This boy who was once terrified to speak to a stranger has suddenly begun approaching other skaters to swap stories and wisdom.

As we work to make our community more equitable, let's not forget that playing club sports isn't an option for all of our youth. Navigating the costs, practice schedules and commutes to games isn't something that every family has the capacity to do. Providing another, more accessible opportunity for our youth sends a message of support from the community.

I can only imagine that with a new skatepark, our town will be the one that kids are begging their grown-ups to take them to. Please consider the benefits a new skatepark could provide for our community and move forward with the plans to improve our McFarland skate park. I know there are youth here who would benefit.

Thank you so much for your time and consideration. I would be happy to be involved in fundraising efforts should this be a next step.

Sincerely,
Kate Hipenbecker

Dear McFarland park and rec leaders,

My name is Brixton, I'm 11 years old and I think that a new skatepark would be great. The current skatepark is totally beat up and clearly wasn't designed by actual skateboarders. It wastes fuel to drive way out to Stoughton, Monona or Sun prairie, so it would be great to have a new skatepark here in town.

First of all, If we had a new skatepark, I would ride my bike to it every day. I would bring my friends with me and have fun at the new skatepark.

Second of all, If we had a new skatepark, we could start a skate club at the middle school. If we started one at the state park as it is now, it wouldn't be big enough, and it wouldn't attract anybody. It just isn't a great place to skate.

Lastly, it costs money to play sports like soccer and basketball, but to skateboard, all you need is a board. Not a whole team. Skateboarding pushes me to new extremes, and I could get really good if we had a new skatepark.

All in all, a skatepark would benefit McFarland, and help out me, and the community of skaters. I will be very disappointed and devastated if McFarland doesn't make a new skatepark.

Thanks for listening to me.

Sincerely,
Brixton Hipenbecker

Hello Members,

I am writing to you in regards to the McFarland skatepark. As a teacher, and community member, I **fully support** this project. Skateparks are a place where kids can practice athleticism, emotional regulation, perseverance, and long-term exercise habits without league costs, practice schedules, or other barriers to entry, which is especially pertinent for at-risk youth in the community. All kids, across race, gender, ethnicity, language, ability, sexual orientation, family background, and/or family income would be able to benefit from having access to a new park.

Thank you,

Sierra Leek

SKATEPARK DESIGN WORKSHOP





- **IOWA BORN + RAISED**
- **SPOHN RANCH CO-OWNER + HEAD OF DESIGN**
- **LOS ANGELES, CALIFORNIA**
- **25+ YEARS SKATEBOARDING**
- **150+ MUNICIPAL SKATEPARK PROJECTS**



SITE

OVERVIEW

McFARLAND SKATEPARK









COMMUNITY

INPUT

McFARLAND SKATEPARK



<https://PollEv.com/surveys/EbXRuFvAl2rZ1KfwGOaMo/respond>

McFarland Skatepark - Design Input Survey

Current run (last updated Jun 30, 2022 10:43am)

17

Activities

45

Participants

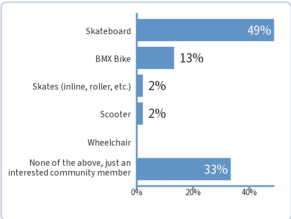
33

Average responses

72%

Average engagement

What are your wheels of choice?



Response options	Count	Percentage
Skateboard	22	49%
BMX Bike	6	13%
Skates (inline, roller, etc.)	1	2%
Scooter	1	2%
Wheelchair	0	0%
None of the above, just an interested community member	15	33%

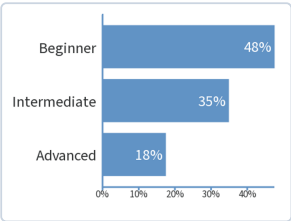
100%

Engagement

45

Responses

How would you rate your skill level?



Response options	Count	Percentage
Beginner	19	48%
Intermediate	14	35%
Advanced	7	18%

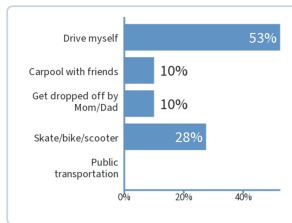
89%

Engagement

40

Responses

How would you primarily access the new skatepark?



Response options	Count	Percentage
Drive myself	21	53%
Carpool with friends	4	10%
Get dropped off by Mom/Dad	4	10%
Skate/bike/scooter	11	28%
Public transportation	0	0%

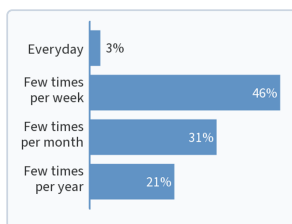


Engagement

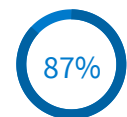
40

Responses

How often would you use the new skatepark?



Response options	Count	Percentage
Everyday	1	3%
Few times per week	18	46%
Few times per month	12	31%
Few times per year	8	21%

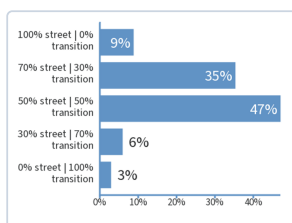


Engagement

39

Responses

What is your preferred ratio of street to transition terrain? (street = linear elements like steps, walls, rails, etc. | transition = curvilinear elements like ramps, bowls, etc.)



Response options	Count	Percentage
100% street 0% transition	3	9%
70% street 30% transition	12	35%
50% street 50% transition	16	47%
30% street 70% transition	2	6%
0% street 100% transition	1	3%

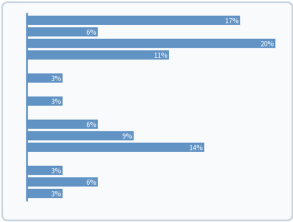


Engagement

34

Responses

What is your favorite feature in the "embankments" category?



Response options

Count Percentage



6 17%



2 6%



7 20%



4 11%



0 0%



Engagement

35

Responses

Response options

Count

Percentage



1

3%



0

0%



1

3%



0

0%



2

6%

Response options Count Percentage



3 9%



5 14%



0 0%



1 3%



2 6%

Response options

Count

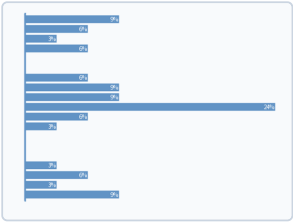
Percentage



1

3%

What is your favorite feature in the "ledges & pads" category?



Response options

Count

Percentage



3

9%



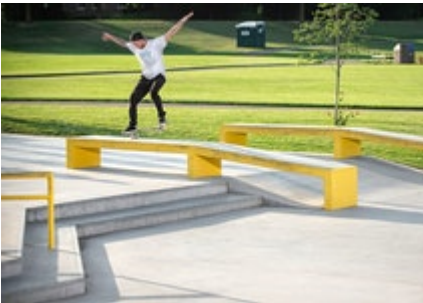
2

6%



1

3%



2

6%



0

0%



Engagement

34

Responses

Response options

Count

Percentage



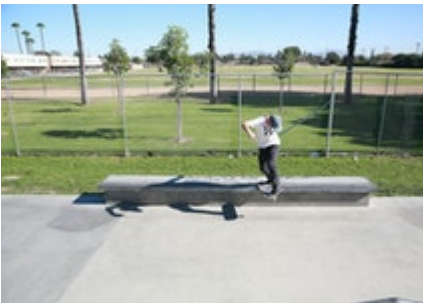
0

0%



2

6%



3

9%



3

9%



8

24%

Response options

Count

Percentage



2

6%



1

3%



0

0%



0

0%



0

0%

Response options

Count

Percentage



1

3%



2

6%



1

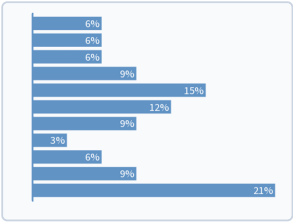
3%



3

9%

What is your favorite feature in the "rails" category?



Response options

Count Percentage



2 6%



2 6%



2 6%



3 9%



5 15%



Engagement

34

Responses

Response options

Count

Percentage



4

12%



3

9%



1

3%



2

6%



3

9%

Response options

Count

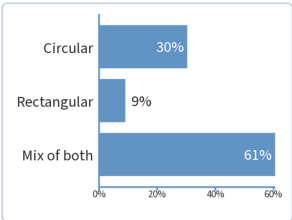
Percentage



7

21%

What is your preferred grind rail style - circular or rectangular?



Response options	Count	Percentage
Circular	10	30%
Rectangular	3	9%
Mix of both	20	61%

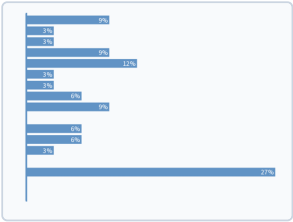
73%

Engagement

33

Responses

What is your favorite feature in the "transition" category?



Response options

Count Percentage



3 9%



1 3%



1 3%



3 9%



4 12%



Engagement

33

Responses

Response options

Count

Percentage



1

3%



1

3%



2

6%



3

9%



0

0%

Response options

Count

Percentage



2

6%



2

6%



1

3%



0

0%



9

27%

Response options

Count

Percentage



0

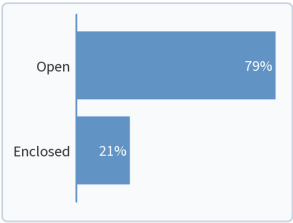
0%



0

0%

What is your preferred bowl style - open or enclosed?



Response options	Count	Percentage
Open	26	79%
Enclosed	7	21%

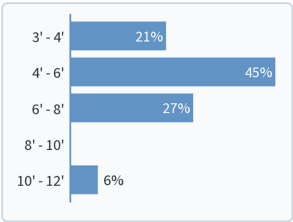
73%

Engagement

33

Responses

What is your preferred bowl depth?



Response options	Count	Percentage
3' - 4'	7	21%
4' - 6'	15	45%
6' - 8'	9	27%
8' - 10'	0	0%
10' - 12'	2	6%

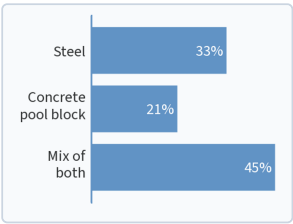
73%

Engagement

33

Responses

What is your preferred bowl coping - steel or concrete pool block?



Response options	Count	Percentage
Steel	11	33%
Concrete pool block	7	21%
Mix of both	15	45%

73%

Engagement

33

Responses

What do you like about the existing skatepark?

" accessible "

" open for other uses too "

" It exists, but nothing there is good. Bikes not allowed is what I do not like!! "

" The small rails are good for

Responses

accessible

open for other uses too

It exists, but nothing there is good. Bikes not allowed is what I do not like!!

The small rails are good for learning and the fact that there's a round rail and a flat rail

where it's located

Not much, it's pretty lackluster compared to Madison's

The rails

The height of the ramp on the end. It's great for gathering speed. Major problem is there's isn't much to do with said speed in the rest of the park.

It is never busy

the circular rail, other than that I've not wanted to skate at the park for years. This is a much needed upgrade.

That there is one, and that the teens there are always super helpful to my younger kids trying to learn

a

Location

Location

Easy to access

Nothing, it sucks

The durability of the equipment. They have lasted for years. The previous skatepark in my hometown of Wautoma was amazing for about 5 years in the early 2000s, but was torn down due to the wood structures and lack of upkeep. I enjoy the current ramps, but would really like some sort of half pipe.

Leave it as is. Nothing more needed. Are you going to buy squat racks and treadmill for all residents as well. Shaking my head....



Engagement

28

Responses

Responses

We don't need a stupid skate park. Going to vote you out of office spending other peoples money like this.

Block and small drop in ramp

Please allow bikes

Please allow bikes I beg of you

It is really old

Ledges

The ledges

There's not much to say. It's outdated.

Nothing

Very Chill

What do you dislike about the existing skatepark?

" could be more pleasing to the eye "

" Back when the park was created in the early 2000s it was one of a few parks in the Madison area. Park has now become outdated over time. Size is small, area is not fenced in like most parks are now.

Responses

could be more pleasing to the eye

Back when the park was created in the early 2000s it was one of a few parks in the Madison area. Park has now become outdated over time. Size is small, area is not fenced in like most parks are now. Not very aesthetically pleasing and a lack of variety of terrain. Welds have broken on certain parts of the park as well.

No bikes allowed. Small and not many features. Needs improvement!

The amount of space, Quality of ramps, used more as a playground than a skatepark

the size and variety of things to skate

Small, Worn, Damaged

The ramp style/structure

Lack of transition. All you can really do as far as transition goes is roll between the ramps, unless you can get up to the coping on the top of the large ramp. Nobody does transition at McF for that reason. I think a bowl or even just a half pipe would do wonders

The equipment is old and gets VERY hot.

there isn't very much to do, only a couple ramps and a couple ledges and rails.

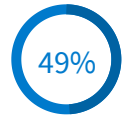
Not enough variation

It's on the outskirts of town. There's no sidewalk to get to it. It's small.

Metal ramps get hot in sun and small

Metal

Everything



Engagement

25

Responses

Responses

The size is pretty small, it would be great to have a slightly larger park to accommodate more people.

That it exists

Bikes aren't allowed

Bikes aren't allowed

No bikes allowed

Metal and no shade

Ground

Not much to work with

Not much to work with

Rough ground, materials, lack of skate-able obstacles

What are your favorite skateparks in the region? And why are they your favorite?



Responses

Many new parks in Wisconsin are being built with a more street plaza style in mind. Madison is a great example.

Madison because of the size and amount of things. Sun Prairie because of recent expansion, Monona quality of ramps and space

Madison and monona

Sun prairie and madison, like them because of the flow and diverse obstacles/ramps

Monona - The half pipe is a great size and material. Just the most fun spot I know of. Also location

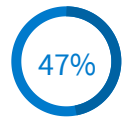
Monona-

madison. it's about a 10 minute drive and it's got a good amount of street to the park which i like. has a really good flow to the park

Madison, portage, sun prairie, Des moines. These places all have a good mix of transition and street and have great flow around the park

My kids like Middleton's but honestly we haven't gone to many others

The only other one I've seen is the Bradenton Florida Riverwalk Skatepark:
<https://www.google.com/maps/uv?pb=!1s0x88c317d7b6190341%3A0x8cfa3ee61318612a!3m1!7e115!4shttps%3A%2F%2Fh5.googleusercontent.com%2Fp%2FAF1QipOk8cjDr0bsHkuNhk6OFTGNKEjyI5Rlo-WByxye%3Dw325-h218-n-k-no!5sbradenton%20riverwalk%20skatepark%20-%20Google%20Search!15sCglgAQ&imagekey=!1e10!2sAF1QipOk8cjDr0bsHkuNhk6OFTGNKEjyI5Rlo-WByxye&hl=en&sa=X&ved=2ahUKEwifldWy8Mz4AhVEj4kEHUrNAYUQ7ZgBKAB6BAgMEAI>



Engagement

21

Responses

Responses

Like the one in Oregon

Madison, large, lots of different features to ride, accomodates everything and everyone.

I like the half pipe in Monona and the park in Marshall is very nice. I'm an occasional skater and getting up in age, so I haven't really used the concrete one in Madison much, but it is nice.

One that is not subsidized by big government bureaucrats that believe they are the be all end all while we all pay insane property taxes

Sun prairie and Milwaukee

None allow bikes 🙄

I haven't been able to ride many since non of them allow bikes

Madison skatepark, because it has a lot of ledges to skate

Madison skatepark has variety and good transitions.

Madison, grant, anything hunger skateparks builds

Not in the region, but Stoner Park in Los Angeles has the perfect "bump-to-bump" gap that can be enjoyed by skaters of all skill levels. The Madison skatepark has some good bump-to-ledge options, and a good flat-bar. The "bump-to-bump" gap and A-frame rail at the Madison skatepark are underutilized because of the size (a bit too big for all skaters to enjoy). A smaller scale, but similar obstacle, would keep skaters of all skill levels engaged.

Any additional comments or questions?

McFarland really needs a quality skate park!!

I used to skateboard in my younger days and still have an interest in the sport. I no longer skate but I just wanted to offer some input. My community built us a skatepark when I was in high school. As neat as that was, they failed to build a diverse set of obstacles for varying skill levels. Everything was intermediate to high skill. The stairs and stair rails were way too high. The pool was super deep. Most obstacles required speed. I think a good park has something for everyone. Ground mounted street obstacles like boxes and rails are good for skaters of all skill levels. I should mention I'm a little biased toward street skateboarding :)

Not at this time

I know plenty of skaters from McFarland who all just go to Monona and Madison. Me and my friends only started skating after we had cars, because McFarland park is just hard to learn anything on. A better skatepark in McFarland would be great for so many young people and older people alike

Having an A frame to skate would be sick. There isn't many around here and you can do tricks beginner through intermediate on them.

Responses

McFarland really needs a quality skate park!!!

I used to skateboard in my younger days and still have an interest in the sport. I no longer skate but I just wanted to offer some input. My community built us a skatepark when I was in high school. As neat as that was, they failed to build a diverse set of obstacles for varying skill levels. Everything was intermediate to high skill. The stairs and stair rail were way too high. The pool was super deep. Most obstacles required speed. I think a good park has something for everyone. Ground mounted street obstacles like boxes and rails are good for skaters of all skill levels. I should mention I'm a little biased toward street skateboarding ;)

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I know plenty of skaters from McFarland who all just go to Monona and Madison. Me and my friends only started skating after we had cars, because McFarland park is just hard to learn anything on. A better skatepark in McFarland would be great for so many young people and older people alike

Having an A frame to skate would be sick. There isn't many around here and you can do tricks beginner through intermediate on them.

Super excited to have a better skate park in the future!

N/a

Large and a variety of different features please.

Looking forward to this! It's great that McFarland is interested in improving the park!

Resign

Allow bikes please!! 😊



Engagement

14

Responses

Responses

Please, please, pleeeeeeeeeease allow bikes.
Extreme sports are community building and
discriminating against a certain branch of sports
goes against everything facilities like this stand for.

No

1. A double-sided curb with a very slight incline on each side (for slappys) would be used by all skaters. Beginners can learn boardslides, ect. and experienced skaters can enjoy low-impact slappy grinds and other combos. 2.) A long, flat, right below knee-height ledge is an essential element for skaters to learn new tricks. 3.) A bump-to-bump gap or a bump over a decorative obstacle would be good additions that no other parks in the region have executed. 4.) If it can be incorporated properly into the flow of the park, a mellow hip is fun for skaters off all skill levels. 5.) Basic obstacles that will actually get used are preferable to something that might look interesting or unique, but rarely get utilized.



STREET



TRANSITION



CIRCULAR



RECTANGULAR



OPEN



ENCLOSED





STEEL



CONCRETE POOL BLOCK

NEXT

STEPS

McFARLAND SKATEPARK

- DESIGN WORKSHOP
- CONCEPTUAL DESIGN
- DESIGN WORKSHOP #2 (8/1)
- FINALIZE DESIGN
- CONSTRUCTION DOCUMENTS
- BIDDING
- CONSTRUCTION
- GRAND OPENING



STAY IN TOUCH!

- VINCE@SPOHNRANCH.COM
- BLAKE@PARKITECTURE.ORG

QUESTIONS?

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, October 11, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Deputy Administrator/Clerk, Andrea Anderson, HR Generalist

AGENDA ITEM: Discussion on amendment of Chapter 5, Position Classification and Administration, of the Personnel Policy Manual.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

In moving through updates to the Personnel Policy Manual, the staff reviewed Chapter 5, Position Classification and Administration, of the Personnel Policy Manual. It is of note that sections of the manual such as Chapter 5 have not been updated for some time. Over the years, how and why positions are classified or reclassified has changed, and the Village personnel structure continues to evolve. Proposed revisions target these areas and propose to streamline the Chapter to be more concise and aligned with current laws and ordinances.

The proposed modified version of Chapter 5 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.
- Refined definitions of general position classifications (Full-Time, Part-Time, Limited Term Employee or Seasonal Positions).
- Recognition that reclassifications and new classification opportunities may present themselves throughout the year and not according to pre-determined timelines.
- Revisions to the processes for requesting a new classification or reclassification.

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:



Presented for discussion.

Motion to recommend approval of amendment of Chapter 5, Position Classification and Administration, of the Personnel Policy Manual.

ATTACHMENTS:

1. PPM Chapter 5 - Position Classification and Administration - FINAL Draft - 09.27.2022

CHAPTER 5 - POSITION CLASSIFICATION AND ADMINISTRATION

5.01 Purpose

This chapter sets forth the policies governing the creation, abolition, classification, and funding of positions within the Village organization and delineates related administrative responsibilities.

The purpose of the classification plan is to provide a standard system of titles and position descriptions for the effective administration of personnel activities such as workforce planning and budgeting, standards of job performance, fair and equitable pay, impartial recruitment and selection programs, training programs, and career development opportunities.

5.02 Authority

- (1) The Village Board will be responsible for approving the overall classification plan.
- (2) The Village Administrator and Deputy Administrator will be responsible for developing, maintaining, and administering the classification plan.

5.03 Tables of Organization

The Tables of Organization, ~~as set forth in and duly adopted as part of the annual Village budget, will as approved by the Village Board shall~~ serve as official documentation of the authorized number and classification of all positions within the Village organization. The Tables of Organization will identify the title and status of each classified position as well as the number of approved employees per position. The Tables of -and will Organization will be maintained ~~and updated~~ by the ~~Village~~ Deputy Administrator. It will also set forth the functional relationship of positions within the organizational structure.

5.04 Creating/Abolishing Positions

- ~~(1)~~ (2) The Village Board will, by formal action, add, ~~reduce or to or~~ delete from the authorized position count as set forth in the Tables of Organization.
- (2) Any proposed action to create a position will contain the position title, its proposed classification, pay grade and position description, the rationale for its creation, essential job responsibilities, FLSA status, and all anticipated salary, fringe benefit and other related costs. The Village Board will consider the recommendation of the Village Administrator or Deputy Administrator and the requesting Department Head prior to taking action on the proposal.
- (3) The Village Board may abolish positions at any time but will consider the recommendation of the Village Administrator or Deputy Administrator and the affected Department Head prior to abolishing any position.

5.05 Position ~~Categories~~Classifications

Each position within the organization will be assigned to one of the following general ~~categories~~ classifications based on the status, duties and responsibilities of the position and not that of the incumbent.

(1) Full-Time Positions

These positions are authorized and funded to exist for an indefinite time period. Employees filling full-time positions are scheduled to work 2,080 hours per year based on a five day work week. ~~Full-time~~; police employees ~~who are~~ hose scheduled to work 1,950 hours per year based on a six-day work week. Full-time; or Firefighter/ EMTs Fire & Rescue employees ~~who are~~ those scheduled to work 2,0802,756 hours plus 156840 overtime hours per year based on a 24/48 work schedule.

(2) Part-Time Positions

These positions are authorized and funded to exist for an indefinite period of time. Employees filling part-time positions are scheduled to work less than the average hours required to qualify as full-time. average of less than 2,080 hours or 1,950 hours for police or 2,080756 hours plus 840156 overtime hours for 24/48 hour Firefighter/EMTs Fire & Rescue employees.

~~(3)~~ Seasonal Positions

~~These positions are hired to work for a specified period, less than eleven (11) months annually on either a full-time or part-time basis. The services of seasonal employees can be anticipated and may recur on a seasonal basis.~~

~~(3)~~ Temporary Limited Term Employee or Seasonal Positions

These positions are authorized and funded to exist for a limited period of time for a specific reason or purpose which does not exceed a maximum of ~~six (6)~~ eleven (11) months. Such purposes might include: to work on a specific project, to meet a peak workload demand, to fill a seasonal need, -to fill a vacated position while a hiring process is underway, or to take the place of another employee who is on extended leave. ~~Employees filling temporary positions have a regular work schedule which may equal or average less than the normal full-time work schedule of the employing department.~~

5.06 Position Descriptions

(1) The ~~Village Deputy~~ Administrator will oversee the development and modification of position descriptions for all classified positions and will maintain current position descriptions for all positions within the Village organization. A copy of the position description will be provided to ~~every the~~ employee holding the position.

(2) In the event the permanent duties of a position change sufficiently to justify a reclassification, the ~~Village-Deputy~~ Administrator will prepare a position description for the new class and present a recommendation to the Village Board for action.

5.07 Reorganization of Department

When a department or division is proposed to be reorganized, a new Table of Organization and position descriptions for all affected employees will be submitted to the Personnel Committee and the Village Board for review and approval as a part of such reorganization.

5.08 Review of Position Classification Plan

(1) As often as may be appropriate, the Village Administrator ~~and Deputy Administrator~~ will review the classification plan to ensure that the plan accurately reflects existing position responsibilities. The Village Administrator ~~and/or Deputy Administrator~~ may require departments or employees to submit ~~or update~~ position descriptions when vacancies occur or any time there is reason to believe that there has been a significant change in the duties and responsibilities of one or more positions.

(2) The Village Administrator will recommend to the Village Board all amendments and updates to the classification plan. The Village Board may recommend review by other committees having an interest in the proposed changes before taking action.

~~(3) (3)~~—Department Heads are encouraged to offer suggestions or proposals regarding personnel issues for consideration by the Village Administrator and Village Board. Because of their potential fiscal impact, proposed changes in staffing or classification ~~must-should~~ be submitted to the Village Administrator by ~~July~~September 1st for consideration in the upcoming Village budget. Proposals for reclassification of a position should always be supported by appropriate documentation, such as an up-to-date job description or workload data, which will help the Board in its review.

~~(4) The Village recognizes opportunities that may arise throughout the year through the departingure or change of Personnel throughout the year. Changes to tables of organization or employee classifications/reclassifications can be brought forward for Village Board consideration throughout the year by Department Heads with the requirement that proposed changes be funded by within the approved Village budget.~~

5.09 Classification or Reclassification ~~Re~~Cconsideration

~~(1) (4)~~ Classification or Reclassification Consideration

~~The Village recognizes opportunities to reconsider classification of position may present themselves when vacancies occur. to reconsider positions. Reclassifications and new classifications may be considered throughout the year when circumstances warrant and there is availability of current year funding within the budget~~

(A) Initiation of a request for classification or reclassification. A request for reclassification of a current position or classification of a new position ~~may~~ should be initiated by ~~either a staff member or the~~ Department Head by September 1 of the year.

~~—Employee Request for Reclassification. Employee requests for reclassification may be submitted to the Deputy Administrator or Village Administrator for consideration.~~

~~—Department Head requests for reclassification. Department Heads may request reclassification of an existing position within the department, or new classification of a position to the Village Administrator with annual personnel budget requests by September 1st of each year.~~

~~I. The Village recognizes opportunities may present themselves when vacancies occur to reconsider positions. Reclassifications and new classifications may be considered throughout the year when circumstances warrant and availability of current year funding within the budget~~

~~Requests for reclassification of a position must be submitted to the Administration office between August 1-31 in any budget year. Requests for classification of a new position may occur throughout the year.~~

(B) Requirements for Classification or Reclassification. Reclassification consideration for existing positions requires the employee and the Department Head to document that ~~there have been substantial~~ changes in existing duties since the most recent review. Changes in duties may result from substantial, immediate reassignment of duties from reorganization or from logical, incremental changes in responsibilities over a period of time. To be considered for reclassification, the greater responsibilities resulting from incremental changes must have been in effect ~~since at least January 1 for at least three months~~ preceding the reclassification request so that it is clear that the changes that exist are likely to remain for some period of time. Reclassification will not be considered for temporary changes.

(C) Process for Classifications or requests for reclassification. A request for classification ~~of a new position~~ or reclassification ~~of an existing~~ consideration must be submitted shall be ~~will be~~ in writing and include:

(1) ~~New Position Classification Review Form, or an Existing Position Classification Review Form (see attached);~~ An updated Job description and additional supporting documentation showing the increase or change in duties that have changed since the last review, and

(2) ~~a new Job Description Questionnaire with notes indicating duties that have changed since the last review~~ An Employee Job Analysis Questionnaire completed and signed by the Department Head/Supervisor and employee(if applicable).

~~(3) A report of pay grade information of comparable positions amongst the Village's identified comparable communities from the compensation plan. The Questionnaire must be completed and signed by the employee and reviewed and signed by the Department Head and the Village Administrator. At each level of review, the department head and the Village Administrator will verify or comment on the accuracy of responses.~~

(2) Review of Requests

~~The job description and JAQ will be reviewed by the Human Resource designee for accuracy, scored with the Village's approved job evaluation scoring sheet, and placed in the corresponding pay grade of the Village's compensation plan. Additionally, the proposed grade and salary range shall be verified for validation and recommendation using the Village's approved comparable communities identified in its approved Compensation and Classification Plan. The Village Administrator will submit the Questionnaire and any supporting documentation to the Village's compensation consultant for objective evaluation.~~

~~The ~~consultant~~ Deputy Administrator will recommend a grade assignment appropriate for the position based on the JAQ scoring and comparable survey data and, if requested, a new or revised position description. The consultant may request further information from the Village Administrator and may request that other positions affected by the reclassification changes be reviewed as well. The re-classification or classification of the proposed new position will be forwarded on to the Village Board for final approval.~~

(3) ~~The Village's Response to Consultant Recommendations~~

~~The Village will take final action on the matter within 30 days of the consultant's recommendations. The employee and the department head will be informed of the decision in writing. Reclassification decisions for existing positions will normally take place on January 1st of the upcoming year or later when the position is filled. The Village may consider immediate action at the discretion of the Village Administrator.~~

**VILLAGE OF
McFarland**
SUMMARY SHEET

MEETING DATE: Tuesday, October 11, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT: Andrea Anderson, HR Generalist, Cassandra Suettinger, Deputy Administrator/Clerk

AGENDA ITEM: Discussion on amendment of Chapter 7, previously titled Changes in Employee Status, now proposed as Transfer, Demotion, and Reductions of the Personnel Policy Manual.

PREVIOUS ACTION:

ISSUE SUMMARY:

In moving through updates to the Personnel Policy Manual, staff reviewed Chapter 7, Changes in Employee Status, of the Personnel Policy Manual. It is of note that sections of the manual such as Chapter 7 have not been updated for some time. Proposed revisions target bringing this chapter into alignment with current employment practices, including the removal of language pertaining to union-specific employment practices. Overall, the intent is to streamline the Chapter to be more concise and aligned with current laws and ordinances.

The proposed modified version of Chapter 7 provided in your packet shows recommended revisions from staff and the Village's labor attorney. It provides the following updates:

- Chapter title changed to "Transfer, Demotion and Reductions." This title is more aligned with what the chapter is about.
- Addition of the Deputy Village Administrator position.
- Revisions from the attorney to address areas that were not needed or required, and proposed straight deletions.
- Removal of the probationary period in its entirety. It will be replaced with a three-month orientation period, but that will be addressed in another chapter where it is more suitable.
- Removal of workweek deductions and furloughs.
- Revisions to the provisions and procedures for layoffs, including the removal of language previously related to union-specific employment practices.

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 at this point.

ATTACHMENTS:

1. PPM Chapter 7 - Changes in Employment Status - FINAL DRAFT - 09.27.2022

CHAPTER 7 - ~~CHANGES IN EMPLOYEE STATUS~~

~~TRANSFER, DEMOTION AND REDUCTIONS~~

7.01 Purpose

The purpose of this chapter is to set forth those policies and practices that apply to various changes in employee status.

~~7.02 Probationary Period~~

~~(1) Purpose~~

~~The purpose of the probationary period is to evaluate the employee's ability to perform the assigned work in a satisfactory manner. A Department Head, in offering the prospective employee appointment to a position, is expected to make it very clear that a probationary period must be completed, the length of the period, and how the employee's performance on the job will be evaluated. The Department Head will make the decision that the probationary employee will or will not be retained as a Village employee.~~

~~(2) Duration~~

- ~~(a) Unless specified differently by collective bargaining agreements, the Police and Fire Commission, the Library Board, or the Village Board, all full time and part-time hourly employees will serve a probationary period of six (6) months and all full time and part-time salaried employees will serve a probationary period of one (1) year. A probationary period may be extended for up to six (6) months at the discretion of the Department Head by giving written notice to the employee.~~
- ~~(b) Time worked in a volunteer, temporary, or seasonal position will not be credited towards the required probationary period.~~

~~(3) Discharge During Probationary Period~~

- ~~(a) Probationary employees may be discharged at any time prior to the completion of a probationary period. The employee will be notified in writing of the decision and the effective date of termination. The Village is an at-will employer and is not required to show cause for discharging a probationary employee.~~
- ~~(b) Employees who do not complete their probationary period will receive compensation for unused vacation credits earned during the probationary period but not for unused floating holiday credits.~~

~~(4) Department Head Review~~

The performance of a new Department Head will be reviewed by the appointing authority prior to the end of the probationary period.

(5) — ~~Eligibility for Salary Increases~~

Those employees who are still on probationary status as of January 1 of the calendar year, will receive the Village salary review and any appropriate increase for the new year upon successful completion of their probation.

(6) — ~~Effect of Promotion~~

An employee who accepts promotion to a different position will be required to serve a partial or full probationary period in the new position to be determined at the discretion of the Department Head.

7.03 — ~~Conversion to Part-time Status~~

Employees in classified full-time positions who convert to part-time status will retain sick leave and vacation benefits earned previously, but will accumulate said benefits in the future in accordance with the fringe benefit policy for part-time employees.

7.XX Conversion to Full-Time Status

Employees classified as part-time positions, who convert to full-time status, will retain sick leave earned previously, but will accumulate said benefits in the future in accordance with the fringe benefits outlined in the manual. Leave time accruals will be updated at the time of the status change.

Years of service, for the purpose of determining the employees vacation leave level

7.0402 Transfers

An employee in good standing may request to be considered for transfer to another comparable vacant Village position for which the employee is qualified when such vacancies are posted internally. Such request should be made to the Village Deputy Administrator. If the work performance of the employee in the new position to which the employee was transferred is unsatisfactory, ~~transferred employee is not regarded as~~ satisfactory, the Village Deputy Board Administrator, ~~at its discretion~~, may agree to the return of the employee to their former department if a vacant position is available for which the employee is qualified.

7.0503 Voluntary or Involuntary Demotions

(1) Demotions may be voluntary, may be used as a disciplinary measure, or may be made by the Village in lieu of layoff. Demotions must be approved in advance by the Village Board Administrator

(Note: The Police and Fire Commission is responsible for demotions of the Police Chief and Police Officers and the Fire Chief and Fire Department employees. The Library Board is responsible for demotions of the Library Director and Library employees.)

(2) An employee who is promoted to a different position may ask to be returned in their previous position at the previous rate of pay if the employee fails to or chooses not to complete the probationary period, orientation period, or probationary (if applicable), required of the new position. Reinstatement will be at the discretion of the Village Board Deputy Administrator in consultation with the Department Head and may depend, in part, on whether or not the employee's original position has been filled.

~~7.06—Work Week Reductions~~

~~The Village Board may elect to utilize work week reductions in lieu of layoffs. Persons assigned to reduced work week in lieu of layoff will have their salaries and eligibility for benefits administered on a prorated basis effective from the date of work week reduction.~~

~~7.07—Furloughs~~

~~The Village Board may elect to utilize unpaid furloughs in lieu of layoffs. Furlough times will generally be structured in a manner that does not trigger adverse impacts under the Fair Labor Standards Act or make the employee eligible for unemployment benefits. The benefits of employees furloughed will not be prorated.~~

Work Week Reductions & Layoffs

Based on the Village Board's assessment of a fiscal and operation need for cost-saving measures it may use unpaid work week reductions or furloughs in lieu of layoffs. Salaries, benefits and eligibility for benefits will be determined in accordance with federal and state law.

~~7.08~~ 7.04 Layoffs

(1) Layoffs involving Village employees could become necessary when there is a lack of work, a significant change in work unit or department responsibilities, a lack of available operating funds, or other business reasons. ~~To the extent possible, layoffs will be avoided through the transfer of the employee affected to a vacant position they might be qualified to fill.~~

(2) ~~No layoffs will be initiated by Department Heads without a directive from, or the approval of, the Village Board. The Village Board will make a determination of the need for a layoff and notify the Department Head.~~ When final determination has been made by the Village Board that a layoff is necessary, the Department Head will provide the employee or employees affected with a letter notice of the date of laying off the reason for the layoff and the general criteria used in selecting individuals for layoff, a minimum of ten (10) working days in advance of the layoff. ~~This letter will explain the employee's opportunities, if any, to seek transfer or to "bump" another employee having less seniority and currently filling a position that is in a lower but closely related classification. Upon receipt of the notice, each employee designated for layoff will be personally counseled by the Department Head. The Department Head will explain the options open to the~~

~~employee in seeking to fill another position or the benefits to which the employee is entitled if employment must be terminated.~~

(3) Probationary, temporary, seasonal employees in the same classification will be laid off before any part-time employee or full-time employee. Part-time employees in the same classification will be laid-off before any full-time employee.

~~(4) —Based on seniority and a capacity to perform the tasks required, a full-time employee selected for lay-off may be eligible to bump another full-time or part-time employee having less seniority and currently filling a position that is lower but has a closely related classification. A part-time employee will only be eligible to bump another part-time employee having less seniority and currently filling a position that is lower but has a closely related classification. Seasonal, temporary, and probationary employees are not eligible to bump other employees.~~

(5) Employees laid off will continue on the payroll beyond the date of layoff until all earned and accrued vacation and floating holidays benefits are exhausted. Laid off employees will not be eligible to use accumulated sick leave during the period of layoff.

~~(6) —Employees laid off will be eligible to continue their participation in the group health insurance programs in accordance with State and Federal laws provided that they submit a written request and pay in advance to the Village the full premium for such coverage starting the first month following the month in which the layoff occurs. Employee premium payments will be made on a monthly basis. Failure to pay a premium within fifteen (15) calendar days of the due date will result in cancellation of group health insurance program coverage.~~

(7) Employees laid off will not accrue sick leave or vacation credits during any full month of layoff, but will retain all past sick leave accumulations for possible use following recall from layoff, and will retain seniority years of service for vacation accumulation purposes following recall.

(8) Employees laid off may continue their participation in other insurance Village benefit programs at their expense, in accordance with COBRA requirements or the terms established under the various insurance programs.

7.0905 Layoff Recall ~~From Layoff~~

~~(1) —Employees laid off during the first twelve (12) months of employment are not eligible for recall. Employees laid off who have been employed by the Village for more than twelve (12) months may at the discretion of the Village be given preferential treatment for a period of up to twenty-four (24) months in recall and/or placement in their previous position or in other appropriate vacancies. Decisions regarding preferential treatment will be based upon an employee's qualifications relative to others, their demonstrated skills and abilities, and their past performance.~~

(2) It is the responsibility of laid off employees to keep the Village Deputy Administrator apprised of their current address and telephone number so that recall or other placement activities

may be effectively handled. Any employee failing to do so may be considered to have forfeited the employee's recall or other placement rights.

(3) Any employee recalled from layoff ~~will~~must report for work as soon as possible following the date of recall notice, ~~but no later than seven (7) calendar days therefrom.~~ An employee who fails to report for work within the recall period will be considered to have voluntarily terminated their employment. Exceptions to the work return requirement may be made at the discretion of the ~~Village Deputy~~ Administrator for medical or other compelling circumstances.

(4) ~~If an employee is not able to be restored to the employee's original position but offered and accepts another position, the new position will be placed within the salary range established for another position. The salary assigned to an employee appointed to fill a vacancy other than the employee's former position will be within the salary range established for the vacant position.~~

(5) ~~Laid off~~Employees ~~laid off~~ who have not been recalled to their former positions or placed in another appropriate position within ~~a period equal to their length of service but not longer than in a period of 24~~12 months from their date of layoff, will be considered to be terminated from Village employment.

(6) In the event that other appropriate employment is offered by the Village to a laid off employee, the employee is obligated to accept such employment in order to retain their employment status with the Village. Refusal of such employment will be considered to constitute a voluntary termination of employment.

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, October 11, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Deputy Administrator/Clerk, Andrea Anderson, HR Generalist

AGENDA ITEM: Discussion on amendment of Chapter 9, Employee Performance Evaluations, of the Personnel Policy Manual.

PREVIOUS ACTION:

None.

ISSUE SUMMARY:

In moving through updates to the Personnel Policy Manual, the staff reviewed Chapter 9, Employee Performance Evaluations, of the Personnel Policy Manual. Employee performance evaluations are an important process for employee retention and satisfaction, as well as for continual growth and improvement in the Village. Proposed revisions seek to streamline the process, remove outdated language, as well as to ensure alignment with current laws and ordinances.

The proposed modified version of Chapter 9 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.
- Removal of language regarding evaluations for temporary employees and special evaluations.
- Removal of language regarding probationary periods, and addition of evaluations after the orientation period.

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 at this point.



ATTACHMENTS:

1. PPM Chapter 9 - Employee Performance Evaluations - FINAL DRAFT - 09.27.2022

CHAPTER 9 - EMPLOYEE PERFORMANCE EVALUATIONS

9.01 Purpose

Performance evaluation reports will be considered in decisions affecting placement, salary adjustments, overtime assignments, promotions, demotions, discharge, order of layoff, re-employment, training, and other personnel related actions.

The objectives of performance evaluations include:

- (1) To determine how well the employee is meeting the job performance expectations of the Village.
- (2) To stimulate improved performance on the part of each employee, as well as better performance on the part of work units by identifying performance development needs and plans.
- (3) To provide employees and their supervisors with an opportunity to periodically discuss work-related issues and to work out solutions to problems.
- (4) To provide the Village an objective basis for deciding matters concerning retention, promotion, or wage increases.
- (5) To provide documentation of an employee's past performance to support decisions concerning promotion, discipline, or discharge.

9.02 Administration

The Village Administrator ~~or and Deputy Village Administrator~~^{designee} will be responsible for the overall administration of the employee performance evaluation program and will advise and assist employees, evaluators, and Department Heads to ~~insure~~^{ensure} that performance evaluation procedures are handled according to the provisions of this chapter. ~~The evaluation formats and procedures to be utilized by each department will be based upon the needs of the department and the requirements of the job. All performance evaluations will be performed on a form prescribed by the Village Administrator and/or Deputy Administrator. In general, all Village employees shall must utilize~~use the same performance evaluation tool, unless special circumstances of a position exist.

Each employee will be evaluated at the following periods.

(1) Probationary Orientation Period

- (a) ~~All probationary employees serving a six (6) month probationary period will, at a minimum, have their job performance evaluated in writing by their immediate supervisor or Department Head every ninety (90) days until the probationary period is completed. Although an employee will receive feedback, guidance and informal~~

evaluation during the employee's three (3) month orientation period, the employee's immediate supervisor or Department Head will provide a performance evaluation at the conclusion of the employee's orientation period. -

~~(b) All probationary employees serving a twelve (12) month or longer probationary period will, at a minimum, have their job performance evaluated in writing by their immediate supervisor or Department Head every one hundred twenty (120) days until the probationary period is completed.~~

~~(c) If circumstances warrant, a probationary period may be extended at the discretion of the Department Head for a period of time not exceeding one half of the duration of the original probationary period up to 6 months. The extension of the probationary period may also, however, be ended earlier at the discretion of the Department Head.~~

~~If a probationary period is extended by the Department Head, the reason(s) for the extension will be documented in writing. The employee will have their job performance evaluated in writing by the immediate supervisor or Department Head every thirty (30) days until the probationary period is completed or employment terminated.~~

(2) Annual Performance Evaluation

All post-probationary full-time, part-time, and seasonal Village employees will have their job performance evaluated in writing by their immediate supervisor or Department Head at least once each calendar year, said evaluation to cover the preceding twelve (12) month period. More frequent evaluations may be conducted as appropriate if performance problems should exist, if a change in job responsibilities should occur, or if the employee and the Village would benefit from more frequent evaluations.

(3) Department Head Evaluations

~~(a)~~ All Department Heads will have their job performance evaluated by the Village Administrator in writing at least once each calendar year, said evaluation to cover the preceding twelve (12) month period. More frequent evaluations may be conducted as appropriate if performance problems should exist, if a change in job responsibilities should occur, or if the employee and the Village would benefit from more frequent evaluations. The Administrator will report to the Village Board on an annual basis a summary of each Department Head's performance evaluation.

~~(4) Temporary Employees~~

~~For purposes of deciding eligibility for potential re-employment, a job performance evaluation is to be completed by the immediate supervisor for each temporary employee before leaving Village employment.~~

(5) — Special Evaluations

~~A special performance evaluation will be completed:~~

- ~~(a) — Unless the requirement is waived by the Department Head due to unusual circumstances, whenever a supervisor voluntarily terminates employment, that supervisor, prior to separation, will complete a job performance report on each employee supervised whose performance has not been evaluated within the previous six (6) month period. Such performance evaluations will meet the same standards that apply to regular employee evaluations;~~

9.03 Evaluator

(1) The evaluator will normally be the employee's immediate supervisor. Evaluators will be responsible for completing a performance evaluation ~~report~~ at the time prescribed for each employee under their supervision.

~~(2) — Any supervisor or Department Head who has not completed all required employee performance evaluations within the prescribed time frame will not be eligible for any wage adjustment. If performance evaluations are completed late, the supervisor or Department Head will not be eligible for a wage adjustment for the period during which the evaluation was overdue.~~

~~Extenuating circumstances may exist (e.g. leaves of absence) that would allow a supervisor or Department Head to receive a wage adjustment even though a performance evaluation was not completed within the required time frame.~~

9.04 Review-Approval of Performance Evaluation Reports

~~Supervisors serving as evaluators will review all performance reports with Department Heads. All performance evaluations must be approved by the Department Head and Human Resources before discussing the performance evaluation is conducted and the report written evaluation is presented to with the employee, and subsequently filing the report in the employee's personnel file.~~

9.05 Evaluation Procedures

Evaluators will discuss performance evaluations with employees in private. Evaluators shall provide the completed performance evaluation to the employee no less than 48 hours in advance of the performance evaluation meeting. The primary purpose of evaluations is to assist employees in better understanding what is expected and how ~~the employees~~ they are measuring up to those expectations. Supervisors will encourage free discussion and genuine two-way communication so that employees feel free to express their points of view. ~~After discussion, there should be a clear understanding regarding past performance and how any indicated improvement can be achieved.~~ Specific performance goals will be established and recorded, including any recommended training needs. After discussion, there should be a clear understanding regarding —of expectations for performance and goals for the coming year.

Once the performance evaluation meeting is concluded, each employee must ~~Each employee will be shown the completed evaluation form after it has been signed by the evaluator and the employee must~~ acknowledge the evaluation by signing and dating the completed form. A copy of the signed evaluation form will be given to the employee. ~~A copy of the completed, and the original~~ signed evaluation will ~~also~~ be made part of the employee's personnel file. Employees who believe that their evaluation contains biased or unfair assessments of their performance will be allowed to add written comments on the evaluation form or have a separate statement attached to the form and retained as part of their personnel record.

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, October 11, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Deputy Administrator/Clerk, Andrea Anderson, HR Generalist

AGENDA ITEM: Discussion on amendment of Chapter 25, previously Worker's Compensation & Worker's Compensation Light duty, now proposed as Chapter 25, Worker's Compensation and Worker's Compensation Alternative Duty Policy.

PREVIOUS ACTION:

ISSUE SUMMARY:

In moving through updates to the Personnel Policy Manual, the staff reviewed Chapter 25, Worker's Compensation and Worker's Compensation Light Duty, of the Personnel Policy Manual. In October 2020, significant revisions were made to Chapter 25 to including memorializing a policy on alternative duty (formerly lightly duty) worker's compensation injuries. Due to the recent revisions, the proposed changes are relatively few and aim to ensure alignment with current laws and ordinances.

The proposed modified version of Chapter 25 provided in your packet shows recommended revisions from staff and the Village's labor attorney. It provides the following updates:

- Revisions from the attorney to ensure compliance with Family Medical Leave laws.
- Change "light duty" to "alternative duty" to provide a more accurate portrayal of the work provided in these situations.

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 at this point.

ATTACHMENTS:

1. PPM Chapter 25 - Works Comp - FINAL DRAFT - 09.27.2022



CHAPTER 25 - WORKER'S COMPENSATION AND WORKER'S COMPENSATION ~~LIGHT-ALTERNATIVE~~ DUTY

25.01 Policy

Village employees may be covered by applicable provisions of the Wisconsin Worker's Compensation laws. These laws generally provide medical and financial benefits for employees who, while performing duties within the scope of their employment, become temporarily or permanently disabled or die as the result of a job-related injury or disease.

25.02 Requirements

(1) Any employee who is injured on the job, no matter how minor the injury, is required to report the incident as soon as possible to the immediate supervisor. The supervisor should then notify the Department Head and the Village Administrator or designee without delay so that the proper reports can be submitted in a timely manner to the insurance carrier and the State. An injured employee will be expected to fully participate in all -post-injury investigation, reporting, and medical matters related to the injury. activities including those related to the occurrence causing the injury or medical matters related to the injury.

(2) The Village may require any employee who wishes to file a Worker's Compensation claim to be examined initially by a physician that it designates.

(3) Employees who are absent and receiving Worker's Compensation benefits will be required to furnish a physician's certificate before returning to duty if they are absent three (3) or more consecutive days. Unless directed differently, employees who are absent for an extended period will also be required to furnish a physician's certificate outlining the duration of the absence or work restrictions that may be applicable every fourteen (14) days or as recommended by the physician. The cost of any required physical examinations or doctor's visits not covered by the employee's health insurance will be paid by the Village.

(4) Employees who are eligible for worker's compensation benefits from a work-related injury or illness should expect the Village to consider ~~light~~alternative duty to return the employee to work. The Village reserves the right to determine the assignment of ~~light~~alternative-duty status based on existing work, which meets the employee's job restrictions and does not interfere with the Village's normal operations for employees with work related injuries. Employees who are on FMLA leave concurrently with workers compensation leave will be allowed to choose between an offered ~~light~~alternative duty assignment and remaining out on FMLA. However, if the employee chooses not to accept the ~~light~~ alternative duty, workers compensation coverage may then be lost for the period of leave when they would otherwise have been returned to work on ~~light~~alternative duty.

- (a) The purpose of this policy is to help an employee return to the role of a productive work during a period of temporary disability. In no case, will a light duty assignment become a permanent position.

- (b) ~~Light~~Alternative duty assignments will generally not extend beyond thirty (30) days, as light duty work is generally episodic, temporary, and nonrecurring in nature. The Village will evaluate the continuation of ~~light~~alternative duty based on the needs of the Village and the employee's work restrictions. The Village does not guarantee light duty work will provide continuity of schedule or number of hours worked per week. Employees working ~~light~~alternative duty must meet all performance expectations of the ~~light~~alternative duty assignment, and the assignment may be modified or withdrawn at any time. ~~Light~~Alternative duty may not be offered to an employee where the employee's temporary or permanent restrictions so impact the employee that non-disciplinary medical separation is considered.
- (c) Employees are expected to follow all restrictions as outlined by their physician and make the supervisor aware of any job duties that conflict with those restrictions.
- (d) ~~Employees seeking light~~alternative ~~duty due to worker's compensation-related injuries will, unless prohibited by law, -receive preference in~~ alternative ~~duty assignments over individuals seeking~~ alternative ~~duty for non-work related injuries. Employees working light duty due to worker's compensation-related injuries shall receive preference over light duty due to non-work related injuries.~~ The Village reserves the right to offer or deny ~~light~~alternative duty assignments based on various factors including quality of performance, skills, ability, compensation of the individual performing the ~~light~~alternative duty, and other legitimate nondiscriminatory reasons.

**VILLAGE OF
McFarland**
SUMMARY SHEET

MEETING DATE: Tuesday, October 11, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT: Cassandra Suettinger, Deputy Administrator/Clerk, Andrea Anderson, HR Generalist

AGENDA ITEM: Discussion on amendment of Chapter 36, previously Light Duty Policy for Non-Worker's Compensation Related Illness/Injury, now proposed as Chapter 36, Alternative Duty Policy for Non-Worker's Compensation Related Illness/Injury.

PREVIOUS ACTION:

ISSUE SUMMARY:

In moving through updates to the Personnel Policy Manual, the staff reviewed Chapter 36, Light Duty Policy for Non-Worker's Compensation Related Illness/Injury, of the Personnel Policy Manual. Chapter 36 was created in October 2022 to address the need for a policy covering non-work-related injuries that requires the Village to accommodate light duty for those employees. The proposed revisions aim to ensure alignment with current laws and ordinances.

The proposed modified version of Chapter 36 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.
- Change "light duty" to "alternative duty" to provide a more accurate portrayal of the work provided in these situations.
- Revisions from the attorney to ensure compliance with current laws.
- Revisions to require the employee to provide the Village with the medical information necessary to validate the need for alternative duty.

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 at this point.



ATTACHMENTS:

1. PPM Chapter 36 - Light Duty- Non WC Illness Injury - Redlined 09.2022

CHAPTER 36 – ~~LIGHT-ALTERNATIVE~~ DUTY POLICY FOR NON-WORKER'S COMPENSATION RELATED ILLNESS/INJURY

36.01 Policy/Purpose

It is in the best interest of the Village and its employees to have injured or ill employees return to work as soon as they are physically capable to temporarily perform meaningful beneficial assignments as they are available. ~~LightAlternative~~ duty assignments will generally not extend beyond thirty (30) days, as ~~lightalternative~~ duty work is generally episodic, temporary, and nonrecurring in nature. The Village will evaluate the continuation of ~~lightalternative~~ duty based on the needs of the Village and the employee's work restrictions.

36.02 Applicability

This policy ~~applies in those situations where an employee incurs anis applicable to off-the-job duty injury/illness for an employee who is but is~~ deemed ~~to be~~ capable of working at some level and capacity ~~other than reduced from~~ his/her normal capacity. The employee may be assigned such work as may be beneficial to the Village. An employee who, because of a temporary medical restriction, is unable to perform his/her regular job duties may be assigned to temporary ~~lightalternative~~ duty status. ~~LightAlternative~~ duty may consist of a change in job assignment, modification of job duties, and/or a combination of these changes.

36.03 Procedures

Employees seeking ~~lightalternative~~ duty status shall submit the request for ~~lightalternative~~ duty to the employee's Department Head ~~and the Human Resources Designee~~ in writing as soon as the need for ~~lightalternative~~ duty is known and at least 24 hours before the ~~lightalternative duty would be expected to start of lightalternative duty. The Department Head shall forward the request to the Village Administrator.~~

~~(1) (4) To qualify for lightalternative duty under this policy, an employee must ensure that the Village has all appropriate medical information upon which it can base a determination as to the employee's ability to perform an lightalternative duty task. This may require the employee to provide his/her medical provider with the Village's job description in order that for the medical provider can, in return, to provide the Village with a clear outline –~~

~~A licensed physician shall be provided a copy of the Village's job description for the employee and provide a clear outlining of all job restrictions, the duration of restrictions, and job duties that cannot be performed by the employee as a result of the temporary medical condition. Failure by the employee to ensure this required information is provided to the Village to provide the required information to a satisfactory level may result in a delay of starting the lightalternative duty assignment or denial of assignment. The Village shall not be liable for lost wages during this delay.~~

~~(2) Any All medical information conveyed in this process should be provided initially only to the Deputy Village Administrator or the Human Resources Designee in order to ensure it is received that relates to medical history or disabilities must will be –be treated as a confidential medical records, and should be provided directly to the Village Administrator or the Administrator's designee. In defining the scope or duration of the lightalternative duty, The employee's Department Head or Supervisor may be~~

informed about the necessary restrictions or accommodations. Medical information may be shared as permitted by applicable law.

(3) After reviewing the information received from the physician, the Department Head and Deputy Administrator or Human Resources Designee shall make a decision ~~in consultation with the Village Administrator~~ as to whether to ~~classify the~~ allow the employee to work in ~~light~~alternative duty status. The determination of whether to put an employee on ~~light~~alternative duty status shall be made based on whether there is a meaningful assignments available that fits within the restrictions provided. Work assignments must adhere to the physical restrictions provided to avoid ~~the employee~~ reinjuring or aggravating the condition.

(4) Once an employee is authorized and assigned ~~light~~alternative duty status, they shall continue in their status as an employee of the Village with the same wages and fringe benefits as previously assigned based on the hours worked by the employee and paid time off used, if applicable. The Village may alter the ~~employees~~employee's work hours based on the ~~time~~ lightalternative duty job schedule. ~~is performed.~~ Failure to report for or to carry out the assignments of ~~light~~alternative duty status shall be grounds for termination of ~~light~~alternative duty status and discipline depending on the circumstances.

(5) An employee may ~~request~~ask to be removed from ~~light~~alternative duty status at any time as long as they provide at least 48-hours' notice.

(6) It is the employee's responsibility to provide timely medical information regarding their continued need for ~~light~~alternative duty or any changes to their condition and/or restrictions as applicable. Failure to provide documentation may result in the termination of ~~light~~alternative duty status.

(7) Employees are expected to follow all restrictions as outlined by their physician and make the supervisor aware of any job duties that conflict with those restrictions.

(8) Employees ~~seeking~~working ~~light~~alternative duty due to worker's compensation-related injuries will, unless prohibited by law, shall receive preference in lightalternative duty assignments over ~~light~~alternative ~~duty due to~~ individuals seeking lightalternative duty for non-work-related work-related injuries. The Village reserves the right to offer, ~~or deny, or withdraw~~ lightalternative duty assignments based on various factors including quality of performance, skills, ability, compensation of the individual performing the ~~light~~alternative duty, and other legitimate nondiscriminatory reasons.

36.04 Other Provisions and Limitations

(1) Nothing in this policy shall constitute continued employment for any duration, a guarantee of work or pay in lieu of work during the period of temporary disability, or any other rights.

(2) LightAlternative duty assignments will ~~shall~~ be based ~~upon~~in existing work; ~~which that~~ meets the employee's job restrictions ~~and~~but does not interfere with the Village's normal operations. Additionally, the Village does not guarantee that lightalternative duty work will be able to be performed on the employee's usual work schedule and for the same number of hours the employee normally works. ~~will provide continuity of schedule or number of hours worked per week.~~ An employee must use accrued sick leave, vacation or compensatory time to supplement a part-time schedule unless prohibited by state or Federal law, including family and medical leave laws.

(3) The purpose of this policy is to help an employee return to the role of a productive work during a period of temporary disability. In no case, will an ~~light~~alternative duty assignment become a permanent position. ~~Light~~Alternative duty assignments will generally not extend beyond thirty days. The employee must make a new request for ~~light~~alternative duty upon expiration of the authorized assignment.

(4) ~~Light~~Alternative duty assignments may span across different Village Departments. Employees should not expect ~~light~~alternative duty assignment within the Department worked by the employee.

~~(5) — Employees working ~~light~~alternative duty must meet all performance expectations of the light duty assignment.~~

~~(6) — Light duty assignments may be modified or withdrawn by the Village at any time.~~

~~(57)~~ ~~Light~~Alternative duty may not be offered to an employee where the employee's ~~temporary~~ restrictions — ~~temporary or permanent~~ - so impact the employee that non-disciplinary medical separation is considered. ~~Light duty may not be offered to an employee where the employee's permanent restrictions so impact the employee that non-disciplinary medical separation is considered.~~ A medical leave of absence under the Federal or state FMLA may also be requested in lieu of ~~light~~alternative duty or to supplement partial ~~light~~alternative duty as outlined in ~~the~~ this personnel manual. ~~Appropriate time limits under these documents will be applied.~~

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, October 11, 2022

SECTION: Business

DEPARTMENT: Public Works

CONTACT: Aimee Irwin, Assistant to the Public Works Director, Lee Igl,
Streets/Utilities Superintendent

AGENDA ITEM: Discussion and action on an award of contract for Brush and Yard
Waste Services.

PREVIOUS ACTION:

The Public Works & Utilities Committee approved the issuance of a Request for Proposal (RFP) for yard waste and drop-off site services at their July 25, 2022 meeting.

The Village Board approved the issuance of a Request for Proposal (RFP) for yard waste and drop-off site services at their August 11, 2022 meeting.

The Public Works & Utilities Committee recommended the award of contract to Seasonal Solutions for a one-year term, with two optional one-year extensions at their September 26, 2022 meeting.

ISSUE SUMMARY:

The current yard waste and drop-off site contract expires on December 31, 2022. Both the committee and Village Board recommended approval of issuing a Request for Proposal for yard waste and drop-off site services. The RFP was uploaded to the village website and a newsflash was created as well. The RFP was specifically emailed to two contractors, Barnes and Seasonal Solutions. A proposal was received from each contractor who was emailed. Both proposals are enclosed within the packet.

The current contractor is Barnes, Inc. They maintain the drop-off site at the Public Works facility as well as conducting curbside brush chipping in the Spring and Fall. Barnes, Inc. has been the contractor for the drop-off site since 2013.

Staff reviewed the two proposals received, including contacting reference checks for Seasonal Solutions. The reference checks provided very satisfactory ratings and reviews. Staff contacted Seasonal Solutions regarding two clarifications. One was regarding where the material would be taken to from the village. Their response was Purple Cow Organics, which is the same location utilized by Barnes, Inc. The other item we asked Seasonal Solutions was if they had completed drop-off site services previously. In their response, they stated they performed this function for a local municipality for 20 years. This service was performed for the City of Madison.

The other item reviewed between the two proposals was related to projected cost estimates and rates. Enclosed within your packet is the projected and rate comparison document. This



document shows the projected costs for each year (2023, 2024, and 2025) for both Barnes and Seasonal Solutions. Also included in this comparison are the rates for each service requested for each contractor's proposal.

Based on the reference checks received, the clarifications provided by Seasonal Solutions and the cost estimate from the proposal, staff would recommend awarding the contract for Brush and Yard Waste Services to Seasonal Solutions.

FINANCIAL/BUDGET IMPACT:

Funds to operate the yard waste site are included in the budget each year.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Motion and second for the award of a contract to Seasonal Solutions of Windsor for brush and yard waste services for a one-year term, with two optional one-year extensions.

ATTACHMENTS:

1. 2023 Brush and Yard Waste RFP 8.2.2022
2. Barnes Inc. Proposal
3. Seasonal Solutions Proposal
4. Projected and Rate Comparison



Request For Proposals

Brush and Yard Waste

Bin Maintenance and Curbside Brush Chipping

RFP Issuance Date: August 15, 2022

RFP Due Date: August 31, 2022

Please Submit to:

Public Works Director, Jim Hessling

public.works@mcfarland.wi.us

Subject: Brush and Yard Waste

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SECTION 1

Purpose

The purpose and intent of this Request for Proposal (RFP) is to solicit proposals from qualified Contractor to provide high quality brush and yard waste collection and disposal services for the Village of McFarland. The proposal is required to meet the scope of services detailed within.

The Village is requesting proposals for both a one year and three year contract. Because of the uncertainty over available funding, proposals are also being sought on three different levels of curbside and drop-off site services.

SECTION 2

History and Background

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

SECTION 3

Scope of Work

Specifications of brush and yard waste to be collected:

A. Brush Chipping

- a. Brush pieces will be no longer than ten (10') feet, no shorter than six (6") inches, and no greater than six (6") inches in diameter
- b. The cut ends of the brush pieces will be placed parallel to the curb and stacked in neat piles with the cut ends pointed in the same direction as traffic.
- c. Material must be free of all waste that may clog chipping equipment

B. Yard Waste Pick-up

- a. Yard waste materials to be collected include leaves, lawn clippings, pine needles, house plants, and other non-woody organic matter.
- b. Only yard waste materials placed in open bags (not to exceed 50 gallons in size) bearing an official pre-paid Village sticker will be collected.
- c. Material must be clean of debris or it will be left on site

C. Drop-off Site

- a. Brush must be six (6") inches in diameter or smaller and no longer than ten (10') feet.
- b. Material must be free of waste that may clog the chipping equipment
- c. Loads may be rejected if deemed unclean by Contractor's staff.

D. Holiday Tree Drop-off Site

- a. Residents drop-off holiday trees at the drop-off site between a designated date range.
- b. Contractor to clear drop-off site after date range.
- c. Materials may be rejected if deemed unable to be chipped.

SECTION 4

Request for Proposals

A. Option #1 is a one-year term for 2023.

Provide hourly costs (equipment and personnel) for Yard Waste Collection and Brush Collection and lump sum pricing for Drop Off Site services below:

YARD WASTE COLLECTION

Yard waste collection pricing for curbside pick-up.

Pick-ups to include:

- One Village-wide spring pick-up during the week of April 17, 2023.
- One Village-wide fall pick-up during the week of November 13, 2023.

BRUSH COLLECTION

Brush collection pricing for curbside pick-up.

Pick-ups to include:

- One spring pick-up of three (3) zones starting the week of April 24, 2023
- One fall pick-up of three (3) zones starting the week of November 6, 2023.

DROP OFF SITE

Brush and yard waste collection at the Village's drop off site located at 5115 Terminal Drive McFarland, Wisconsin. Hours of operation are 7:00 am to 7:00 pm, seven days a week. Service the site as needed starting on or before April 1, 2023, and closing on or about December 1, 2023.

HOLIDAY TREE DROP OFF SITE

Holiday tree collection at the Village's drop off site located at 5115 Terminal Drive McFarland, Wisconsin. Service the site after Martin Luther King, Jr. day in January of 2023.

ADDITIONAL NEEDS AND/OR STORM DAMAGE

Mutually agreed upon additional needs of the Village on an as needed basis and/or for assistance with storm damage clean-up.

B. Option #2 is a three-year term for 2023, 2024, and 2025.

Provide hourly costs (equipment and personnel) for Yard Waste Collection and Brush Collection and lump sum pricing for Drop Off Site services below:

YARD WASTE COLLECTION

Yard waste collection pricing for curbside pick-up.

Pick-ups to include:

- One Village-wide spring pick-up during the week of April 17, 2023.
- One Village-wide spring pick-up during the week of April 15, 2024.
- One Village-wide spring pick-up during the week of April 15, 2025.
- One Village-wide fall pick-up during the week of November 13, 2023
- One Village-wide fall pick-up during the week of November 11, 2024
- One Village-wide fall pick-up during the week of November 10, 2025

BRUSH COLLECTION

Brush collection pricing for curbside pick-up.

Pick-ups to include:

- One spring pick-up of three (3) zones starting the week of April 24, 2023
- One spring pick-up of three (3) zones starting the week of April 22, 2024
- One spring pick-up of three (3) zones starting the week of April 22, 2025
- One fall pick-up of three (3) zones starting the week of November 6, 2023.
- One fall pick-up of three (3) zones starting the week of November 4, 2024.
- One fall pick-up of three (3) zones starting the week of November 3, 2025.

DROP OFF SITE

Brush and yard waste collection at the Village's drop off site located at 5115 Terminal Drive McFarland, Wisconsin. Hours of operation are 7:00 am to 7:00 pm, seven days a week. Service the site as needed starting on or before April 1, 2023, 2024, and 2025, and closing on or about December 1, 2023, 2024, and 2025.

(continued on next page)

HOLIDAY TREE DROP OFF SITE

Holiday tree collection at the Village's drop off site located at 5115 Terminal Drive McFarland, Wisconsin. Service the site after Martin Luther King, Jr. day in January of 2023, 2024, and 2025.

ADDITIONAL NEEDS AND/OR STORM DAMAGE

Mutually agreed upon additional needs of the Village on an as needed basis and/or for assistance with storm damage clean-up.

SECTION 5

RFP Submittal Requirements

A. Qualification Details consisting of:

- i. **Cover Letter** – include details about the company and experience performing similar scope of services within the last ten years.
- iii. **References** – Provide three references for which the applicant has provided similar services within the last ten years. Include the company name, name, email, and telephone number of the contact person and a description of services provided to that contact.

B. Cost and Labor Hours Proposal consisting of:

- i. **Cost** – Hourly cost for equipment and personnel to perform Yard Waste and Brush Collection. Lump Sum price with all labor and equipment for service at the Drop Off Site. Provide this for Option #1 (one-year) and Option #2 (three-year).
- ii. **Estimated Labor Hours** – A summary of estimated labor hours for each of the following: Yard Waste Collection, Brush Collection and Drop Off Site services.

E. General requirements consisting of:

- i. **Due Date** – *Responses to the RFP must be received by August 31, 2022.* Proposals received late, for any reason, shall not be accepted.
- ii. **Format & Location** – Prospective contractors shall provide one (1) electronic PDF copy. RFP submittals shall be emailed to Jim Hessling at public.works@mcfarland.wi.us, subject: Brush and Yard Waste. Alternatively, consultants may submit an electronic PDF copy via a USB flash drive to the Village of McFarland-Brush and Yard Waste RFP, Attn: Public Works Department, 5915 Milwaukee Street, PO Box 110, McFarland, WI 53558.

SECTION 6

Method & Timeline of Selection

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

- i. **August 15, 2022** – RFP Issuance Date.
- ii. **August 31, 2022** – RFP Due Date.
- iii. **September 6-15** – During this timeframe, the Evaluation Team will review the proposals and decide which, in its sole discretion, it chooses to further consider via an in-person or virtual interview.
- iv. **September 26, 2022** – The Evaluation Team will make its recommendation to the Public Works & Utilities Committee for their consideration to award a proposal.
- v. **October 11, 2022** – The Village Board will take final action to consider acceptance of the recommended proposal and enter into a contract for this purpose.
- vi. **January 1, 2023** – Contract Start Date.

SECTION 7 Terms and Conditions

Each proposal will be reviewed to determine if it meets the submittal requirements contained within this RFP. Failure to meet the requirements for the RFP can be cause for rejection of the proposal. The Village may reject any proposal if it is conditional, incomplete, contains irregularities, or if in the sole discretion of the Village not considered in our best interest. The Village may waive an immaterial deviation in a proposal, but this shall in no way modify the proposal document or excuse the Contractor from compliance with the contract requirements if the Contractor is awarded a contract. A prospective Contractor may be requested for an interview at the sole discretion of the Village. The recommended Contractor will be selected and approved by the Village Board.

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

There is no expressed or implied obligation for the Village to reimburse firms for any expenses incurred in preparing proposals in response to this request. Materials submitted by respondents are subject to public inspection under Wisconsin law. Any language purporting to render the entire proposal confidential or proprietary will be ineffective and will be disregarded.

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

The Village reserves the right to retain all proposals submitted, and to use any idea in a proposal, regardless of whether the proposal was selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in the RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Village and the Consultant.

All property rights, including publication rights of all reports produced by the selected firm in connection with services performed under this agreement shall be vested in the Village.

The Village reserves the right to reject any or all proposals submitted.

Aimee Irwin

From: Mike Strezlec <mikestrezlec@barnesinc.net>
Sent: Wednesday, August 31, 2022 11:25 AM
To: Public Works
Subject: Village of McFarland Brush and Yard Waste Barnes, Inc. RFP Responses
Attachments: 1058_001.pdf

Jim and Aimee,

Attached are our RFP price responses for the 2023 Village of McFarland Brush and Yard Waste bin maintenance and curbside brush chipping services RFP. Please let me know if you have any questions after review of our information.

I have a few specific notes for you regarding our price increases for the new contract option terms, please see below. More specifics are described in the accompanying cover letter and should hopefully help with review of the RFP responses/new contract pricing. All price increases take into account current and anticipated inflation rates, increased employee wage rates and increased material costs based on actual labor and material/fuel usage over recent seasons.

- Our hourly rates for 2023 for both Option 1 and Option 2 have been increased 5% from the current 2022 hourly rate. In Option #2 the 2023 hourly rate will be increased 3% in each successive years, 2024 and 2025.
- Lump sum pricing for the April-December drop off site collection for both Option 1 and Option 2 has been increased 8% from the current 2022 hourly lump sum price. in Option #2 the 2023 lump sum price will be increased 3% in each successive years, 2024 and 2025.
- Lump sum pricing for the January holiday tree collection for both Option 1 and Option 2 has been listed in our RFP responses. in Option #2 the 2023 lump sum price for the holiday tree will be increased 3% in each successive years, 2024 and 2025.

The Barnes team looks forward to continuing services next year and beyond! We thoroughly enjoy working with you and the other Village staff and appreciate your business. At any time during the evaluation of our proposal responses please don't hesitate to contact me directly with any questions.

Mike Strezlec | Commercial Lead Account Manager | Barnes, Inc.
PH: 608.845.3230 ext. 115 | F: 608.845.6339 | barnesinc.net





Request For Proposals

Brush and Yard Waste

Bin Maintenance and Curbside Brush Chipping

RFP Issuance Date: August 15, 2022

RFP Due Date: August 31, 2022

Please Submit to:

Public Works Director, Jim Hessling

public.works@mcfarland.wi.us

Subject: Brush and Yard Waste

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SECTION 1

Purpose

The purpose and intent of this Request for Proposal (RFP) is to solicit proposals from qualified Contractor to provide high quality brush and yard waste collection and disposal services for the Village of McFarland. The proposal is required to meet the scope of services detailed within.

The Village is requesting proposals for both a one year and three year contract. Because of the uncertainty over available funding, proposals are also being sought on three different levels of curbside and drop-off site services.

SECTION 2

History and Background

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

SECTION 3

Scope of Work

Specifications of brush and yard waste to be collected:

A. Brush Chipping

- a. Brush pieces will be no longer than ten (10') feet, no shorter than six (6") inches, and no greater than six (6") inches in diameter
- b. The cut ends of the brush pieces will be placed parallel to the curb and stacked in neat piles with the cut ends pointed in the same direction as traffic.
- c. Material must be free of all waste that may clog chipping equipment

B. Yard Waste Pick-up

- a. Yard waste materials to be collected include leaves, lawn clippings, pine needles, house plants, and other non-woody organic matter.
- b. Only yard waste materials placed in open bags (not to exceed 50 gallons in size) bearing an official pre-paid Village sticker will be collected.
- c. Material must be clean of debris or it will be left on site

C. Drop-off Site

- a. Brush must be six (6") inches in diameter or smaller and no longer than ten (10') feet.
- b. Material must be free of waste that may clog the chipping equipment
- c. Loads may be rejected if deemed unclean by Contractor's staff.

D. Holiday Tree Drop-off Site

- a. Residents drop-off holiday trees at the drop-off site between a designated date range.
- b. Contractor to clear drop-off site after date range.
- c. Materials may be rejected if deemed unable to be chipped.

SECTION 4

Request for Proposals

A. Option #1 is a one-year term for 2023.

Provide hourly costs (equipment and personnel) for Yard Waste Collection and Brush Collection and lump sum pricing for Drop Off Site services below:

YARD WASTE COLLECTION

Yard waste collection pricing for curbside pick-up.

Pick-ups to include:

- One Village-wide spring pick-up during the week of April 17, 2023.
- One Village-wide fall pick-up during the week of November 13, 2023.

2023: \$82.74 per hour/person including travel time.

BRUSH COLLECTION

Brush collection pricing for curbside pick-up.

Pick-ups to include:

- One spring pick-up of three (3) zones starting the week of April 24, 2023
- One fall pick-up of three (3) zones starting the week of November 6, 2023.

DROP OFF SITE

Brush and yard waste collection at the Village's drop off site located at 5115 Terminal Drive McFarland, Wisconsin. Hours of operation are 7:00 am to 7:00 pm, seven days a week. Service the site as needed starting on or before April 1, 2023, and closing on or about December 1, 2023. Cost \$88,506. Requested service between December 1 - April 1st will be done at hourly rate stated above.

HOLIDAY TREE DROP OFF SITE

Holiday tree collection at the Village's drop off site located at 5115 Terminal Drive McFarland, Wisconsin. Service the site after Martin Luther King, Jr. day in January of 2023. Cost \$4,137

ADDITIONAL NEEDS AND/OR STORM DAMAGE

Mutually agreed upon additional needs of the Village on an as needed basis and/or for assistance with storm damage clean-up. Pricing will be determined at time of request.

Barnes, Inc.
6433 Nesbitt Rd.
Madison, WI 53719

B. Option #2 is a three-year term for 2023, 2024, and 2025.

Provide hourly costs (equipment and personnel) for Yard Waste Collection and Brush Collection and lump sum pricing for Drop Off Site services below:

YARD WASTE COLLECTION

Yard waste collection pricing for curbside pick-up.

Pick-ups to include:

- One Village-wide spring pick-up during the week of April 17, 2023.
- One Village-wide spring pick-up during the week of April 15, 2024.
- One Village-wide spring pick-up during the week of April 15, 2025.
- One Village-wide fall pick-up during the week of November 13, 2023
- One Village-wide fall pick-up during the week of November 11, 2024
- One Village-wide fall pick-up during the week of November 10, 2025

2023: \$82.74 per hour/person including travel time. 2024: \$85.22 per hour/person including travel time. 2025: \$87.78 per hour/person including travel time.

BRUSH COLLECTION

Brush collection pricing for curbside pick-up.

Pick-ups to include:

- One spring pick-up of three (3) zones starting the week of April 24, 2023
- One spring pick-up of three (3) zones starting the week of April 22, 2024
- One spring pick-up of three (3) zones starting the week of April 22, 2025
- One fall pick-up of three (3) zones starting the week of November 6, 2023.
- One fall pick-up of three (3) zones starting the week of November 4, 2024.
- One fall pick-up of three (3) zones starting the week of November 3, 2025.

DROP OFF SITE

Brush and yard waste collection at the Village's drop off site located at 5115 Terminal Drive McFarland, Wisconsin. Hours of operation are 7:00 am to 7:00 pm, seven days a week. Service the site as needed starting on or before April 1, 2023, 2024, and 2025, and closing on or about December 1, 2023, 2024, and 2025. Requested service between December 1 -

April 1st will be done at hourly rate stated above. 2023: \$88,506.00 2024: \$ 91,161.18 2025: \$ 93,896.02

(continued on next page)

HOLIDAY TREE DROP OFF SITE

Holiday tree collection at the Village's drop off site located at 5115 Terminal Drive McFarland, Wisconsin. Service the site after Martin Luther King, Jr. day in January of 2023, 2024, and 2025.

2023: \$ 4,137

2024: \$ 4,261.11

2025: \$ 4,388.94

ADDITIONAL NEEDS AND/OR STORM DAMAGE

Mutually agreed upon additional needs of the Village on an as needed basis and/or for assistance with storm damage clean-up. Pricing will be determined at time of request.

SECTION 5

RFP Submittal Requirements

A. Qualification Details consisting of:

- i. **Cover Letter** – include details about the company and experience performing similar scope of services within the last ten years.
- iii. **References** – Provide three references for which the applicant has provided similar services within the last ten years. Include the company name, name, email, and telephone number of the contact person and a description of services provided to that contact.

B. Cost and Labor Hours Proposal consisting of:

- i. **Cost** – Hourly cost for equipment and personnel to perform Yard Waste and Brush Collection. Lump Sum price with all labor and equipment for service at the Drop Off Site. Provide this for Option #1 (one-year) and Option #2 (three-year).
- ii. **Estimated Labor Hours** – A summary of estimated labor hours for each of the following: Yard Waste Collection, Brush Collection and Drop Off Site services.

E. General requirements consisting of:

- i. **Due Date** – *Responses to the RFP must be received by August 31, 2022.* Proposals received late, for any reason, shall not be accepted.
- ii. **Format & Location** – Prospective contractors shall provide one (1) electronic PDF copy. RFP submittals shall be emailed to Jim Hessling at public.works@mcfarland.wi.us, subject: Brush and Yard Waste. Alternatively, consultants may submit an electronic PDF copy via a USB flash drive to the Village of McFarland-Brush and Yard Waste RFP, Attn: Public Works Department, 5915 Milwaukee Street, PO Box 110, McFarland, WI 53558.

SECTION 6

Method & Timeline of Selection

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

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The Village reserves the right to retain all proposals submitted, and to use any idea in a proposal, regardless of whether the proposal was selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in the RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Village and the Consultant.

All property rights, including publication rights of all reports produced by the selected firm in connection with services performed under this agreement shall be vested in the Village.

The Village reserves the right to reject any or all proposals submitted.



August 31, 2022

Village of McFarland
5915 Milwaukee St.
McFarland, WI 53558
Attn: Jim Hessling

Jim,

Please see attached our RFP responses for the Village of McFarland Brush and Yard Waste services. The entire team here at Barnes greatly appreciates this opportunity to provide pricing.

Barnes, Inc. has been in business since 1981 providing year-round residential and commercial landscape and snow removal services. We also have been providing municipal brush and yard waste collection services for multiple municipalities, including the City of Monona and the Town of Burke for multiple seasons, as well as continuing services for the Village of McFarland.

Our estimated labor hours for the yard waste and brush collection for one spring and one fall rotation for the three zones we currently service is approximately 350 hours. Estimated labor hours for the drop off site collection between April first and December first is approximately 1500 hours. Estimated yard waste Village wide pick up estimated labor hours are unknown at this point since we have not provided this service as of yet.

The lump sum drop off site price increase reflects an increase in labor and materials (mainly fuel) costs, as well as the increase in labor hours necessary to complete this services during the current contract term, as well as an increase due to the overall inflation rates that we are all experiencing. The summer storms, especially the severe storms earlier, increased the amount of material over the last few seasons and the associated increases in labor time necessary for our collection services. Also, we are expecting an additional increase in the amount of brush with the increased parameter of residents allowed to include brush up to 6" in diameter instead of 3" diameter as in the current contract.

Please let me know if you have any questions about our RFP responses. The Barnes team looks forward to continuing services for the Village of McFarland.

Sincerely,

Mike Strezlec
Commercial Lead Account Manager
Barnes, Inc.

(608) 845-3230 www.barnesinc.net (608) 845-6339 Fax



6433 Nesbitt Road
Madison, WI 53719
608-845-3230
barnesinc@barnesinc.net

REFERENCES

City of Monona
5211 Schluter Rd
Monona, WI
Attn: Dan Stephany
608-222-2525
dstephany@ci.monona.wi.us

Town of Burke
5365 Reiner Rd
Madison, WI
Attn: PJ Lentz
608-825-8420
Clerk@townofburke.com

Artis REIT Commercial Properties
P.O. Box 7700
Madison, WI
Attn: Leon Wilkosz
Vice President and Operations Manager
608-830-6302
lwilkosz@artisreit.com

**Full-service landscape maintenance and snow removal services for approximately
75 properties since 1998.**

Seasonal Solutions, LLC.
P.O. Box 434
Windsor, WI.
53598
(608)212-9390
Seasonalsolution19@gmail.com



Seasonal Solutions, LLC. is a sole-proprietorship lawn maintenance and snow removal company that was established in 2019. The owner was employed by the City of Madison Streets Department, performing yard waste collection, brush collection and various other duties, for 19 years prior to starting his own company. Since 2019 Seasonal Solutions, LLC. has experience providing the following services:

Acquired over 50 commercial and residential accounts to perform:

- Yard waste removal
- Brush collection
- Weekly lawn maintenance
- Snow plowing and Salting

Partnered with the Village of Windsor to perform:

- Spring and Fall Brush collection annually
- Stump grinding
- Aerating and Overseeding of Village parks
- Subdivision lot clearing
- Bike path snow removal and salting

Partnered with the Village of Fall River to perform:

- Weekly lawn maintenance of the Village cemetery

Partnered with Independent Care Health Plan (iCare) for the State of Wisconsin to perform:

- Weekly lawn maintenance
- Snow plowing and Salting

Partnered with the CDA Housing East Authority for the City of Madison to perform:

- Painting
- Yard waste removal
- Brush collection
- Stump grinding
- Floor stripping and waxing
- Snow plowing and Salting

References

❖ **Davis R Clark**

Director of Public Works
Village of Windsor
4084 Mueller Rd.
DeForest, WI 53532
608-888-0066 x200 Office
608-235-1196 Cell

❖ **Chad Courtier**

Parks & Conservancy Manager
Village of Windsor
4160 CTH V
Windsor WI 53532
608-573-9044
608-888-0066 Ext.201

❖ **Melissa Steinmann**

CDA Housing East - City of Madison
3538 Straubel St., Ste. 101
Madison, WI 53704
608-246-4558 Office
Email: msteinmann@cityofmadison.com

❖ **Mary Benisch**

Network Development Contract Specialist
Independent Care Health Plan (*iCare*)
7968 Tree Lane
Madison, Wisconsin 53717

www.iCareHealthPlan.org
mbenisch@iCareHealthPlan.org
p: 608-421-5109

A. Option #1 is a one-year term for 2023.

Provide hourly costs (equipment and personnel) for Yard Waste Collection and Brush Collection and lump sum pricing for Drop Off Site services below:

YARD WASTE COLLECTION

Yard waste collection pricing for curbside pick-up.

Pick-ups to include:

- One Village-wide spring pick-up during the week of April 17, 2023. \$75.00/Hour
- One Village-wide fall pick-up during the week of November 13, 2023. \$75.00/Hour

BRUSH COLLECTION

Brush collection pricing for curbside pick-up.

Pick-ups to include:

- One spring pick-up of three (3) zones starting the week of April 24, 2023 \$75.00/Hour
- One fall pick-up of three (3) zones starting the week of November 6, 2023. \$75.00/Hour

DROP OFF SITE

Brush and yard waste collection at the Village's drop off site located at 5115 Terminal Drive McFarland, Wisconsin. Hours of operation are 7:00 am to 7:00 pm, seven days a week. Service the site as needed starting on or before April 1, 2023, and closing on or about December 1, 2023. \$79,500

HOLIDAY TREE DROP OFF SITE

Holiday tree collection at the Village's drop off site located at 5115 Terminal Drive McFarland, Wisconsin. Service the site after Martin Luther King, Jr. day in January of 2023. \$500

ADDITIONAL NEEDS AND/OR STORM DAMAGE

Mutually agreed upon additional needs of the Village on an as needed basis and/or for assistance with storm damage clean-up. \$80.00/Hour

B. Option #2 is a three-year term for 2023, 2024, and 2025.

Provide hourly costs (equipment and personnel) for Yard Waste Collection and Brush Collection and lump sum pricing for Drop Off Site services below:

YARD WASTE COLLECTION

Yard waste collection pricing for curbside pick-up.

Pick-ups to include:

- One Village-wide spring pick-up during the week of April 17, 2023. \$75.00/Hour
- One Village-wide spring pick-up during the week of April 15, 2024. \$75.00/Hour
- One Village-wide spring pick-up during the week of April 15, 2025. \$75.00/Hour
- One Village-wide fall pick-up during the week of November 13, 2023 \$75.00/Hour
- One Village-wide fall pick-up during the week of November 11, 2024 \$75.00/Hour
- One Village-wide fall pick-up during the week of November 10, 2025 \$75.00/Hour

BRUSH COLLECTION

Brush collection pricing for curbside pick-up.

Pick-ups to include:

- One spring pick-up of three (3) zones starting the week of April 24, 2023 \$75.00/Hour
- One spring pick-up of three (3) zones starting the week of April 22, 2024 \$75.00/Hour
- One spring pick-up of three (3) zones starting the week of April 22, 2025 \$75.00/Hour
- One fall pick-up of three (3) zones starting the week of November 6, 2023. \$75.00/Hour
- One fall pick-up of three (3) zones starting the week of November 4, 2024. \$75.00/Hour
- One fall pick-up of three (3) zones starting the week of November 3, 2025. \$75.00/Hour

DROP OFF SITE

Brush and yard waste collection at the Village's drop off site located at 5115 Terminal Drive McFarland, Wisconsin. Hours of operation are 7:00 am to 7:00 pm, seven days a week. Service the site as needed starting on or before April 1, 2023, 2024, and 2025, and closing on or about December 1, 2023, 2024, and 2025. 2023: \$79,500 2024: \$79,500 2025: \$79,500

HOLIDAY TREE DROP OFF SITE

Holiday tree collection at the Village's drop off site located at 5115 Terminal Drive McFarland, Wisconsin. Service the site after Martin Luther King, Jr. day in January of 2023, 2024, and 2025. \$500

ADDITIONAL NEEDS AND/OR STORM DAMAGE

Mutually agreed upon additional needs of the Village on an as needed basis and/or for assistance with storm damage clean-up. \$80.00/Hour

Estimated Labor Hours

- Yard Waste Collection: 40 hours per week
- Brush Collection: 40 hours per week
- Drop Off site services: 50 hours per week x approximately 36 weeks = 1,800 total hours

<u>Projected Comparison</u>		
2023	Barnes	Seasonal Solutions
Yardwaste/Brush Collection	\$ 28,959.00	\$ 24,000.00
Drop Off Site	\$ 88,506.00	\$ 79,500.00
Holiday Tree Drop Off Site	\$ 4,137.00	\$ 500.00
	\$ 121,602.00	\$ 104,000.00
2024	Barnes	Seasonal Solutions
Yardwaste/Brush Collection	\$ 29,827.00	\$ 24,000.00
Drop Off Site	\$ 91,161.18	\$ 79,500.00
Holiday Tree Drop Off Site	\$ 4,261.11	\$ 500.00
	\$ 125,249.29	\$ 104,000.00
2025	Barnes	Seasonal Solutions
Yardwaste/Brush Collection	\$ 30,723.00	\$ 24,000.00
Drop Off Site	\$ 93,896.02	\$ 79,500.00
Holiday Tree Drop Off Site	\$ 4,388.94	\$ 500.00
	\$ 129,007.96	\$ 104,000.00

<u>Rate Comparison</u>		
2023	Barnes	Seasonal Solutions
Yardwaste Collection	\$ 82.74	\$ 75.00
Brush Collection	\$ 82.74	\$ 75.00
Drop Off Site	\$ 88,506.00	\$ 79,500.00
Holiday Tree Drop Off Site	\$ 4,137.00	\$ 500.00
2024	Barnes	Seasonal Solutions
Yardwaste Collection	\$ 85.22	\$ 75.00
Brush Collection	\$ 85.22	\$ 75.00
Drop Off Site	\$ 91,161.18	\$ 79,500.00
Holiday Tree Drop Off Site	\$ 4,261.11	\$ 500.00
2025	Barnes	Seasonal Solutions
Yardwaste Collection	\$ 87.78	\$ 75.00
Brush Collection	\$ 87.78	\$ 75.00
Drop Off Site	\$ 93,896.02	\$ 79,500.00
Holiday Tree Drop Off Site	\$ 4,388.94	\$ 500.00

McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, October 11, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT: Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and review of the 2023 Budget including the following sections:

PREVIOUS ACTION:

The Staff Submittal of the 2023 Budget was transmitted to the Village Board at their meeting on September 27, 2022.

The first review was conducted at a meeting on October 6, 2022.

ISSUE SUMMARY:

The entire 2023 Budget as submitted by Village Staff was distributed to the Village Board for their review on September 27, 2022. An electronic version of the full budget can be downloaded from the Village Website at www.mcfarland.wi.us/budget. You will need this electronic version or your paper copy within the budget binder as we begin our review at this meeting. Each of the reviews to be conducted in this meeting are listed on the agenda.

Changes since the budget's distribution will be presented and reviewed in the meeting as listed within the packet. Since the budget was distributed, there are no changes to report.

FINANCIAL/BUDGET IMPACT:

Each review meeting will cover several financial impacts of the budget and discuss their implications.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

No action is needed for the review as we will be discussing the information in order of how its presented on the agenda.

ATTACHMENTS:

None

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Tuesday, October 11, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: General Fund (100).

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None

**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Tuesday, October 11, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Retiree Fund (700).

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None

VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Tuesday, October 11, 2022

SECTION: Business

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Canine Fund (800).

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None